

[Abacre Home](#) > [Abacre Retail Point of Sale Home](#)

[Help Home](#) | [Purchase](#) | [Download](#) | [Feedback](#) | [Printable Manual](#)

## Abacre Retail Point of Sale

# Table of contents

### **About**

- [What is Abacre Retail Point of Sale?](#)
- [Legal information](#)
- [Installing and uninstalling](#)

### **Using Abacre Retail Point of Sale**

- [First start](#)
- [Getting started](#)
- [Creating an order](#)
- [Taking payment and closing orders](#)
- [Credit card processing](#)
- [Abacre Retail Point of Sale test run](#)

### **Abacre Retail Point of Sale configurations**

- [Items configuration](#)
- [Price Schedule](#)
- [Workers configuration](#)
- [Security Roles](#)
- [Bill configuration](#)
- [Fiscal printers](#)
- [Pole configuration](#)
- [Barcode Reader \(Bar Code Scanner\) configuration](#)
- [Payment methods configuration](#)
- [Data Import](#)

### **Abacre Retail Point of Sale actions**

- [Split Order](#)
- [Refund Item](#)
- [Change Price](#)
- [End of Day](#)

### **Inventory and Purchasing**

- [Inventory](#)
- [Purchasing](#)

### **Abacre Retail Point of Sale reports**

- [List of all reports](#)
- [Sales by hour report](#)
- [Sales by day report](#)
- [Sales by day of week report](#)
- [Sales by week report](#)
- [Sales by month report](#)
- [Sales by quarter report](#)
- [Sales by year report](#)
- [Sales by menu item report](#)
- [Sales by categories](#)
- [Sales by payment method report](#)
- [Collected sales tax report](#)

### **Abacre Retail Point of Sale settings**

- [Worker's access rights](#)
- [Property settings](#)
- [Preferences](#)

## Purchase and register

Purchasing information  
Lite vs. Standard vs. Professional licenses feature matrix  
Try before buy!  
Order by Fax, Invoice and Phone call  
Registration instructions

## FAQ

FAQ  
What's Firebird database server? Why is it better than other databases?  
How to upgrade from Microsoft Access's database into Firebird's database?  
How to set up OPOS Drivers for Epson Printers, Poles and Cash Drawers?  
Can Abacre Retail Point of Sale work with touch screen monitors?  
I turned on ARTPOS on computer at home how can I transfer settings and data on computer at work (retail)?  
How to backup ARTPOS data?  
How to use Abacre Retail Point of Sale in network?

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## Installing and Uninstalling

### Installing

To install Abacre Retail Point of Sale run setup.exe and follow Setup wizard on-screen instructions.

### Uninstalling

To correctly remove Abacre Retail Point of Sale from your computer, choose Start - Programs - Abacre Retail Point of Sale - Uninstall. Or, if this command is not present on the menu, open Control Panel, and use its Add/Remove Programs command to uninstall Abacre Retail Point of Sale.

Note: If you have set up the Administrator's password, you will be prompted for this password to continue. You may also be prompted to restart Windows before the uninstallation can be continued.

We hope you will change your mind!

### See also:

[Overview](#) | [Email us](#)

## First start

Welcome using Abacre Retail Point of Sale!

Abacre Retail Point of Sale is a new generation of restaurant management software for Windows. It is a complete solution, beginning with taking orders from patrons, and ending with billing and tax reports. The user interface is carefully optimized for high speed input of a patron's order and the prevention of common

mistakes. It's designed for using on multiple computers, and contains reliable and secure authorization levels. By standardizing the entire restaurant management process, the software radically improves serving speed.

First of all in Login window enter you user name and password.

User name is a worker's user name (login).

Password is a worker's password.

Then click on More button, path to database field will appear.

Path to database is a full path to Abacre Retail Point of Sale working database. The database can be stored on your local drive or in the net.

When you first time run Abacre Retail Point of Sale for testing purposes please enter:

user name: admin

password: 111111

After that you should define users and change administrators password. For more information about adding new users see [workers configuration](#) section.

### See also:

[Getting started](#)

## Getting started

Welcome to using Abacre Retail Point of Sale!

This Quick Start Guide is intended to help you get started with Abacre Retail Point of Sale. If you don't like reading manuals, or don't want to use all features of Abacre Retail Point of Sale, or just want to give Abacre Retail Point of Sale a test run, this is a good place to start.

Here you'll find step-by-step instructions on how to use Abacre Retail Point of Sale to achieve a simple (and, probably, most common) goal: how to create and manage new orders. After you have performed the steps described below, you will be able to create your first order without using all features of Abacre Retail Point of Sale.

### Step-by-step using:

1. Now you need to add new items to your menu list. Click Configuration -> Items. Each menu item in Abacre Retail Point of Sale has it's own name, price, note and status. Name is a short description of the item, for example "ice-cream". Price is a price of the item without currency sign, for example "1,39". Note is a full description of the item, for example "Nestle,with hazelnuts, Weight: 125g". Status is a current status of the item, it can be available or inaccessible. To add a menu item click Add button or use Insert key on your keyboard. Enter menu item's attributes and click Ok button. New menu item will be added to the list of all existing items.
2. That's all! Now you can create your first order by clicking Action -> New order or clicking New order button on toolbar. Order window will appear. Choose the table you've been created from the list of all existing tables. From the menu of all available items choose that you want to add to the current order and click Add to Order button. Chosen item will be added to the order. You can add as many items to the order as you need. You can remove item from the order by clicking Remove Item button. Click Print Bill button to print the bill when you've finished creating an order. To close the order click Close Order button.

If you need more examples or just want to try to make some experiments you can use Abacre Retail Point of Sale test database with sample data. For more information about setting test base as a current working base see [test run](#) section.

### See also:

[Creating an order](#) | [Taking payment](#) | [Items configuration](#) | [Workers configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

## Creating an order

Abacre Retail Point of Sale is a complete solution, beginning with taking orders from patrons, and ending with billing and tax reports. The user interface is carefully optimized for high speed input of a patron's order and the prevention of common mistakes. It's designed for using on multiple computers, and contains reliable and secure authorization levels.

Before creating a new order make sure that you have at least one table and one item configured. First of all choose the table for which you would like to create an order from the list of all available tables and click New order button. Order window with empty order list will appear. In available items list will be shown full list of all available items for the order.

For adding an item to the order list first of all choose it from menu list and then click Add to order button. Chosen menu item will be added to the order list.

Second and fastest way of adding an item to order is by using a [code](#).

If you want to add specified count of items: press 1..9 key in Available items or in items of the bill. Use - or Delete key in order to remove item. or enter count\*item code in Item Code field. For example if you want to add 3 items with 106 code: type 3\*106 in Item Code field and press Enter. If you want to remove an item: -3\*106

In the bottom side of the Order window you will see Sub total and Total values changed. Sub total is a price of all items without taxes, total is a price with taxes values.

You can add as many items to the order as you need, note that in order list you can see the name of the item, its price (price of each menu item) and quantity. You can remove an item from the order by choosing it from the order list and clicking **Remove item** button. When you finish adding items set number of Persons.

Also you should know two order's parameters Start time and Serv time. Start time is a time when the order started, in hh:mm format. Serv time is a period of time from Start time and time when the order has been closed. After the order has been created it automatically saves in Orders section of Abacre Retail Point of Sale and you can start creating another order. For more information about orders see orders section.

### See also:

[Getting started](#) | [Taking payment](#) | [Items configuration](#) | [Workers configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

## Taking payment and closing orders

To take payment first of all click Print bill button to print the bill and then click close order button.

Note that in Abacre Retail Point of Sale layouts of any bills can be customized. Bill configuration is a bill's template where you can edit bill configuration using template syntax. Using syntax is the most powerful feature of bill configuration. Moreover you can use plain text in bill configuration too. For more information about bills configuration see [bill configuration](#) section.

Take payment window will appear. In take payment window first of all choose Payment method from the list of all available methods and enter total paid in Paid window.

Note that you can customize payment methods by adding some new methods or setting any method active. For more information about payment methods configuration see [payment methods configuration](#) section. Click Ok button to close the order.

### See also:

[Credit card processing](#) | [Clients In-House Accounts](#) | [Getting started](#) | [Creating an order](#) | [Items configuration](#) | [Workers configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

## Credit card processing

Abacre Retail Point of Sale can be used to process credit and debit cards in real-time.

Actually credit card processing is performed via [Authorize.Net](#), a leading payment gateway. In future we will implement other payment gateways too.

What do you need to process credit cards? The minimum set is the following:

1. You should have a bank account in USA. The mandatory requirement is payments with Authorize.Net can be made only in US Dollars. So you can use your existing bank account or you can open a new one.
2. You should have an account as Authorize.Net.
3. You should have Abacre Retail Point of Sale.
4. Your POS computer should have Internet connection. Because transmission of card data is performed via Internet (secure connection).

Optionally you may have Magnetic Stripe Reader (MSR) device to read magnetic strips on cards. But this is not a requirement because you can process credit card even without MSR. Abacre Retail Point of Sale allows using manual card entry. You may simply type card number and expiration date in Enter Card Data window.

Step-by-step instructions:

1. [Open an account](#) at Authorize.Net. Important: select Retail as market type parameter during opening Authorize.Net account. Abacre Retail Point of Sale implements Card-Present Transactions in Authorize.Net. Therefore it should be Card Present account type in Authorize.Net.
2. To process credit cards with Authorize.Net you need only two parameters to specify in Abacre Retail Point of Sale: API Login ID and Transaction Key. You can get these parameters on Authorize.Net: go to menu Home – Account – Settings - Security Settings - API Login ID and Transaction Key.
3. Start Abacre Retail Point of Sale.
4. Go to menu Configuration – Preferences – Credit Cards.
5. Check Process Credit Cards option.
6. Check Allow Manual Entry option if you need to manually enter credit card number and expiration date.
7. Set API Login ID and Transaction Key (these parameters should be taken from Authorize.Net).
8. Check Read Cards by MSR option if you are going to use MSR. Note: MSR should be enabled on Preferences – Hardware – MSR.

You can try your account using test mode. On menu Configuration – Preferences – Credit Cards check Is Test Mode option. So your transactions will be processed without sending any information to bank (it's a test mode).

For testing purposes according to Authorize.Net documentation you may use the following card numbers:

- 370000000000002 American Express
- 601100000000012 Discover
- 542400000000015 MasterCard
- 4007000000027 Visa

Expiration date can be any valid month and year starting from current month and year.

Note 1: test mode can also be enabled via settings on Authorize.Net web site. See menu Home – Account – Settings - Security Settings – Test Mode.

Note 2: MSR device for credit card processing cards may work in two modes:

1. With OPOS drivers. In this case you should go to menu Configuration – Preferences – Hardware – MSR. Then check "Use MSR" and specify Logical Device Name and [install OPOS drivers](#).
2. Without any drivers. Because any MSR may act as an input device (like mouse or keyboard). In this case you may uncheck "Use MSR", and there should be empty Logical Device Name on menu Configuration – Preferences – Hardware – MSR. In both cases "Read Cards by MSR" option should be checked on menu Configuration – Preferences – Credit Cards.

Note 3: instead of Authorize.Net you may use any other credit card processing service supporting Authorize.Net emulation. You need to specify Post to URL option for this service.

Some limitations of current version:

Refunds on cards are not possible now. So if client paid by card and she wants a refund you should make refund in cash via Abacre Retail Point of Sale or you can make refund on card using Virtual Terminal of Authorize.Net.

**See also:**

[Getting started](#) | [Clients In-House Accounts](#) | [Creating an order](#) | [Items configuration](#) | [Workers configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

## Abacre Retail Point of Sale test run

When you first start Abacre Retail Point of Sale it is recommended to use a test base with sample data. Test base with sample data is a sample base which contains a full configured retail project with all available settings adjusted. It will help you to understand all principles of Abacre Retail Point of Sale work. If you want to give Abacre Retail Point of Sale a test run, this is a good place to start.

For setting test database as a working database first of all run Abacre Retail Point of Sale click on More button.

**Path to database** field will appear. Path to database is a full path to Abacre Retail Point of Sale working database. The database can be stored on your local drive or in the net.

Enter a full path to artpos-test.fdb database file or click browse button [...] and choose the database.

In Login window enter you user name and password. Note that when you first time run Abacre Retail Point of Sale for accessing to the test database with sample data use:

user name: admin  
password: 111111

That is all, now click on OK button to load test database with sample data. When you have finished examining test database and wish to create your own retail project you should use an empty database for it.

For setting empty database as a working database first of all run Abacre Retail Point of Sale click on More button.

**Path to database** field will appear. Enter a full path to artpos.fdb database file or click browse button [...] and choose the database.

In Login window enter you user name and password. Note that when you first time run Abacre Retail Point of Sale to access to empty database use:

user name: admin  
password: 111111

That is all, now click on OK button to load empty database.

**See also:**

[Getting started](#) | [Creating an order](#) | [Taking payment](#) | [Items configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

## Items configuration

Click Configuration -> Items. Note that you should have an administrator's access rights to access items configuration.

Each menu item in Abacre Retail Point of Sale has its own name, price, note and status.

### Items's parameters:

- **Name** is a short description of the item, for example "Ice-cream" or "Coca-Cola".
- **Price** is a price of the item without currency sign, for example "1.39" or "0.25".
- **Ask for price** use this option for items not having fixed price.
- **Note** is a full description of the item, for example "Nestle,with hazelnuts, Weight: 125g" or "Coca-Cola light, 0,25l".
- **Status** is a current status of the item, it can be available or inaccessible. It means that if the item is not accessible at the current moment of time you should set status parameter to inaccessible value.
- **Code** is a short name of a product. Using codes may significantly speedup time of service. It's more fast and easy to add an item to menu by code than by selected it from list of items. Code may contain any sequence of alphabet chars or digits. It's up to you to choose convenient code system for your items. We recommend for speed entering to use only digits for codes.

To add a menu item click Add button or use Insert key on your keyboard. Enter menu item's attributes and click Ok button. New menu item will be added to the list of all existing items. Also you can edit item's attributes by clicking Edit button or using F2 hotkey. To delete an item from the list of all existing items click Delete button or use Delete key on your keyboard.

Note: by default items are sorted by code. If you want to sort items by name (alphabetically) in main menu *Configuration - Preferences* switch ON *Sort items by name* option. Sorting with take effect on both *Available items* on Order page and *Configuration - Items*.

### See also:

- [Inventory](#)
- [Purchasing](#)
- [Data Import](#)
- [Getting started](#)
- [Creating an order](#)
- [Taking payment](#)
- [Workers configuration](#)

## Price Schedule

Abacre Retail Point of Sale allows to create complex price schedules based on date, time and days of week.

Setup instructions:

1. Go to Price Schedule tab located on Items window.
2. Check "Use Price Schedule" option.
3. Press Add button to add a new price schedule.

Different scenarios as possible, for example,

- Schedule price for Saturday and Sunday (any date and any time).
- Schedule price Friday from 7 PM until 22 PM.
- Schedule price for any day of week from 1 PM until 3 PM.
- Schedule price for Christmas time for example, from December 20 until January 5.

If no schedule found for item, then default price from General tab is used.

To setup any date put empty string into From Date and To Date.

To setup any time put empty string into From Time and To Time.

**Note 1:** If you want to setup one "From" Date/Time then it should have corresponding "To" Date/Time.

For example, you cannot specify From Date without specifying To Date.

**Note 2:** Price Schedule feature is available only in Professional License.

**See also:**

[Getting started](#) | [Creating an order](#) | [Taking payment](#) | [Items configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

## Workers configuration

To set up workers configuration click Configuration -> Workers. Note that you should have an administrator's access rights to access workers configuration.

Each worker in Abacre Retail Point of Sale has its own worker's profile which helps to identify it. Each worker's profile has its own user name (login) and password to access to Abacre Retail Point of Sale and its own access rights.

Choose the worker from the list and click Edit button to access to the worker's profile. If you wish to add a new worker to the list of all workers, click Add button or use Insert key on your keyboard. To delete a worker from the list, first of all choose that worker and then click Delete button or use Delete key on your keyboard.

### Worker's profile parameters:

- Name is a real name of a worker, for example "Andrew".
- Surname is a real surname of a worker, for example "Donalds".
- Phone is a phone number of a worker, for example "+1999555333".
- Street and Street1 is a street address of a worker, for example "Down Highway, 14".
- ZIP is a postal code, for example "63494".
- City is a city where worker lives, for example "New York".
- State is a state, where worker lives, for USA only.
- Country is a country where worker lives, for example "United States".
- Login is a login name (user name) of a worker, needed for identification of a worker in Abacre Retail Point of Sale. Also it needed for login to the system. For example "A. Donalds".
- Password is a password of a worker, used with login to access to Abacre Retail Point of Sale. For example "63494".
- Note is a small description of a worker, for example "25 years old, identification number: 129, etc"
- Is admin? is a option feature which gives to worker additional access rights. To turn on admin features for the worker check Is admin box, to turn off admin features for the worker uncheck Is admin box. For more information see [worker's access rights](#) section.

**See also:**

[Security Roles](#) | [Data Import](#) | [Getting started](#) | [Creating an order](#) | [Taking payment](#) | [Items configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

## Bill configuration

To set up bill configuration click Configuration -> Bill Configuration. Note that you should have an administrator's access rights to access bill configuration.

If you want to configure your printer, pole or cash driver read [How to set up OPOS Drivers for POS Printers, Poles and Cash Drawers](#)

In Abacre Retail Point of Sale the layouts of the guest bill can be customized.

To adjust paper size for your bills, please use **chars count** parameter. It specifies number of chars in one

line of paper-bill. You may print test bill and then count how many chars it can print. After that you may enter this number into **chars count** parameter.

Bill configuration is a bill's template where you can edit bill configuration using template syntax. Using syntax is the most powerful feature of bill configuration. Moreover you can use plain text in bill configuration.

### Syntax:

- <propertyname> - Property name, is a name of a restaurant.
- <propertyaddress> - Property Address, is a street address of a restaurant.
- <propertystate> - State, is a state, where a restaurant is situated.
- <propertyzip> - Property ZIP, is a postal code.
- <propertycity> - City, is a city where a restaurant is situated.
- <propertycountry> - Property Country, is a country where a restaurant is situated.
- <propertyphone> - Property Phone, is a phone number of a restaurant.
- <propertyfax> - Property Fax, is a fax number of a restaurant.
  
- <orderno> - Order number.
- <ordertype> - Order type.
- <chitno> - Order chit number.
- <date> - Date, is a current day, month, year (defined by Windows settings).
- <time> - Time, is a current time (defined by Windows settings).
- <orderdate> - Date, is order's day, month, year (defined by Windows settings) when order was started.
- <ordertime> - Time, is order's time (defined by Windows settings) when order was started.
- <orderdateclosed> - Date, is order's day, month, year (defined by Windows settings) when order was closed. Empty string will be printed for open orders.
- <ordertimeclosed> - Time, is order's time (defined by Windows settings) when order was closed. Empty string will be printed for open orders.
- <server> - User name (login), is a user name of a current worker.
- <address> - Delivery Address.
- <itemscount> - Number of items in order.

Information about client:

- <clientfirstname> - First name.
- <clientlastname> - Last name.
- <clientphone> - Phone.
- <clientfax> - Fax.
- <clientmobile> - Mobile.
- <clientemail> - Email.
- <clientstreet1> - Street 1.
- <clientstreet2> - Street 2.
- <clientcity> - City.
- <clientzip> - ZIP.
- <clientjobtitle> - Job Title.
- <clientcompany> - Company.
- <clientnote> - Note.
- <clienttypename> - Client Type's name.
- <clienttypecode> - Client Type's code.
- <clienttypeno> - Client Type's number.
  
- <discname> - Discount name.
- <discrate> - Discount rate.
- <disctotal> - Discount total value.

- <taxname> - Tax name.
- <taxrate> - Tax rate.
- <subtotal> - Sub total, is a total price of the items.
- <totalnet> - Sub total, is a total price of the items **without taxes**.
- <total> - Total price, includes taxes.
- <total2> - Total in second currency. On menu Configuration - Property Settings - General you may define Second Currency Sign and Second Currency Rate. <total2> will be calculated by using the formula:  $\text{<total2>} = \text{Second Currency Rate} * \text{<total>}$
- <payment> - Information about payment methods (cash, credit card, check etc).

### Additional settings:

**Show Property logo** - this feature allows to show restaurant's logo in bill. Check the show property logo box if you wish to include retail's logo in bill. Uncheck the box if you wish to exclude retail's logo from bill.

**Calc Qty for Categories** - by default ARTPOS calculates number of items for category. If you want to calculate quantity of items for category check ON this parameter.

### Examples of using template syntax:

By default you have the next bill's configuration:

```
<propertyname>
<propertyaddress>
<propertystate>
<propertyzip> <propertycity>
<propertycountry>
Phone: <propertyphone>
Fax: <propertyfax>
```

```
Table <tableno> <date>
--
Total net <totalnet>
<taxname> <taxrate> <taxtotal>
Total <total>
```

When you click on Preview tab, you will see the next:

```
<propertylogo>
McDonalds
High Road, 57
New
73527 New York
United States
Phone: +1444555666
Fax: +1444555777
```

```
--
Total net <totalnet>
Sales tax <taxrate> <taxtotal>
Total <total>
```

It means that all of syntax fields will be replaced by its values, for example syntax field <propertyname> will be replaced by its value "McDonalds". Note that syntax elements like <propertylogo> or <tableno> , <couverts> , <totalnet> , <taxrate> , <taxtotal> , <tipsrate> , <tipstotal> and <total> will be replaced by its values only when you print bill, but not in preview mode.

### See also:

- [Fiscal Printers](#)
- [Pole Settings](#)
- [Getting started](#)
- [Taking payment](#)
- [Credit card processing](#)

## Pole (Line Display)

Pole displays information on the following events:

New Order – upon pressing New Order button.

Print Bill - upon pressing New Order button.

Show Take Payment window – right after pressing Close Order button.

Close Take Payment window – after closing Take Payment window.

Add Payment – upon entering payment method: pressing Add button or OK button on Take Payment window.

Add Item to Order - upon adding an item to order.

Pole messages may be customized using the following variables:

<date> - current date.

<time> - current time.

<total> - Order's total.

<totalpaid> - total paid in Take Payment window.

<totalchange> - total change in Take Payment window.

<totalnet> - total net in Take Payment window.

<paid> - current payment.

<change> - current change.

<net> - current net.

<amountdue>- amount due.

<itemprice>- item's price when adding to an order.

<itemname>- item's name when adding to an order.

<greeting> - getting message (Good morning!, Good afternoon!, Good evening!) depending on current time.

Normally you should use <paid>, <change>, <net> for Add Payment event and use <totalpaid>, <totalchange>, <totalnet> for Close Take Payment window window.

### See also:

[Getting started](#) | [Creating an order](#) | [Taking payment](#) | [Items configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

## Barcode Reader (Bar Code Scanner) configuration

Before starting to use barcode reader (bar code scanner) the OPOS drivers should be installed.

Then setup the barcode reader:

1. Go to menu Configuration – Preferences – Barcode Reader.
2. Check Use Barcode Reader option.
3. Specify Logical Device Name for the barcode reader.
4. Press OK button to save the options.
5. You may need to restart Abacre Retail Point of Sale.
6. Then on Order window the barcode reader will be automatically activated.
7. It's sufficient to simply pass an item in front of the barcode reader and the item will be added to an order.

### See also:

- [Installation of OPOS drivers](#)

- [Bill configuration](#)
- [Pole configuration](#)

## Payment methods configuration

To set up payment methods configuration click Configuration -> Payment methods. Note that you should have an administrator's access rights to access payment methods configuration.

Payments can be accepted by cash, credit cards, checks or by other payment methods.

### By default Abacre Retail Point of Sale offers next payment methods:

- Cash.
- Check.
- Visa.
- MasterCard / EuroCard.
- American Express.
- Diners Club.

You can easily add another payment method by clicking Add button or using Insert key on your keyboard. If you wish to edit payment method choose it from the list and click Edit button. You can easily delete any method by choosing it from the list of all existing methods and clicking Delete button or using Delete key on your keyboard. Active payment method is a method which will be shown in Take Payment window by default. If you wish to set a method as active first of all choose needed method from the list and then click Set Active button.

### See also:

[Credit card processing](#) | [Getting started](#) | [Creating an order](#) | [Taking payment](#) | [Items configuration](#) | [Workers configuration](#) | [Bill configuration](#)

## Data Import

In some cases it's much faster to type data in Excel and then import it into Abacre Retail Point of Sale.

Step by step instructions:

1. Start Excel.
2. Type needed data. Note: for Boolean data like Ask for Price the following values should be used: -1 for yes, true and 0 for no, false
3. In Excel main menu – File – Save As ... select one of the formats: Text (tab delimited); CSV (comma delimited)
4. Start Abacre Retail Point of Sale.
5. Open a desired window (Items, Workers or Clients).
6. Press Import button.
7. Select columns/fields you would like to import. Note: these columns should be stored in the import file using the same order as they displayed on Data Import window.
8. Press Import button.
9. Select import file.
10. Press OK.

Data from import file should be successfully imported.

Note: On Items window use category number for Category column and modifier category number for Modifier Category column instead of their names.

### See also:

[Getting started](#) | [Creating an order](#) | [Taking payment](#) | [Workers configuration](#) | [Bill configuration](#) |

Payment methods configuration

## Split Order

Use Split Order action when clients decided to pay for each order separately. Split Order actions allows to select concrete items that they ordered. If the clients decided to pay in equals parts, without order separation use [Divide Order](#) action.

### See also:

[Divide Order](#) | [Getting started](#) | [Creating an order](#) | [Taking payment](#)

## Refund Item

Before making a refund of item it must be added into order list as a standard item. Then you should select this item in list of ordered items and press Refund Item button.

There are two major cases when you want to make refund item:

1. Customer ordered an item, then after some time she asks for refund. In this case order is still open. Therefore you should add new item of the same type, click on it and press Refund Item button. In Order Number field you should use the same order number. Then press Choose Item button and select the previously ordered item for refund.
2. The order was already closed. In this case in Refund Item dialog you should type order number mentioned on the bill. And select menu item for refund.

It case if the order has only refunded item this order will be considered as Refund Order.

### See also:

[Divide Order](#) | [Getting started](#) | [Creating an order](#) | [Taking payment](#)

## Change Price

Select an item on the list of ordered items then press Change Price button. Then you may change price of the selected item.

Alternatively you may setup Ask for Price option for needed items in main menu – Configuration – Items.

### See also:

[Divide Order](#) | [Getting started](#) | [Creating an order](#) | [Taking payment](#)

## End of Day

There are 4 types of order states:

1. Open – when some items were added to an empty order and payment in full was not yet received.
2. Closed – the payment was received in full for the order.
3. Reconciled – after cashier performed Reconcile Cash Drawer command.
4. Z-closed – after closing the whole restaurant.

The typical cashier's day working procedure:

1. Cashier starts her day by creating a shift in main menu – View – Shifts by pressing Clock In button.
2. Then she performs Enter Begin Cash command of main menu – Actions. On this window she counts money found in cash drawer.

3. After that this workstation may start accepting new orders.
4. At the end of shift the cashier should execute main menu – Actions – Reconcile Cash drawer command. There she counts money in cash drawer. So Reconcile Cash Drawer command works only for current cash drawer. All orders assigned to this transaction will be reconciled and Z-Out Cash Drawer report will be produced.
5. The cashier may execute main menu – View - Shifts - Clock Out command.
6. At the end of day cashier or administrator should execute main menu – Actions – End of Day Process command. This command z-close all reconciled orders passed through all workstations (cash drawers). Z-Out Restaurant Close Report will be produced. Alternatively it's possible to backup all data into backup file and upload sales data on remote FTP server for further analysis (for example, for third-party inventory software).

Note: there are maybe several cash drawer reconciliations during the same cashier's shift.

Note: only administrators and cashiers can access Enter Begin Cash, Reconcile Cash Drawer and End of Day commands.

**See also:**

[Divide Order](#) | [Getting started](#) | [Creating an order](#) | [Taking payment](#)

## Inventory

Inventory module is only available in Standard and Professional licenses.

Abacre Retail Point of Sale supports 3 inventory calculation methods: Weighted Average (in Standard license only), and LIFO/FIFO (in Standard and Professional licenses).

Inventory statistics may be held for both items and modifiers.

Each item can have W\_INGREDIENTS. For example, Apple Tart item can have W\_INGREDIENTS:

- Flour,
- Apple,
- Sugar,
- Butter.

Each item can have the following options:

- Is Sale Item – it means that the item can be sold. It will be visible on Order window.
- Is Stock Item – it means that On Hand Quantity and On Hand Cost will be calculated for this item. And corresponding inventory reports may be produced for this item.
- Is Purchase Item – it means that this item may be purchased from vendor and recorded using Purchase Order, Receive Voucher and Return Voucher.

Items with W\_INGREDIENTS cannot be stock or purchase items.

In given example, Apple Tart should be sale item. But it's not a stock item or a purchase item. Flour is not a sale item, but it's a stock item and a purchase item. Finally, apple may be a sale item (if you decide to sell it) and it's a stock and a purchase item.

In actual version items with W\_INGREDIENTS cannot be used as W\_INGREDIENTS for other items. For example, Apple Tart cannot be an W\_INGREDIENT to another item.

When inventory quantities and costs are updated?

Inventory is updated upon

- Closing Sale Order,
- Closing Receive Voucher or Return Voucher,
- Physical Inventory adjustment,

- Deleting Sale Order.

Physical Inventory window maybe used to adjust inventory quantities. Usually you should print physical inventory sheet without on hand quantities. Then inventory clerk may count real (physical) inventory on stock and write it on the printed inventory sheet. After that she may come back to Physical Inventory window and record the real quantities into Phys Qty fields.

After pressing Update button the stock in the program will be updated with real quantities.

**See also:**

- Purchasing
- Getting started

## Purchasing

Abacre Retail Point of Sale can work with all purchasing documents:

- Purchase Order,
- Receive Voucher,
- Return Voucher.

Usually purchasing manager should prepare purchase order to request goods from a vendor. Purchasing manager may use any suggested cost for each item. The purchase orders do not modify inventory quantities on stock.

Then vendor ships the goods with Purchasing Invoice. Purchasing manager should put the goods on stock and record the items using Receiving Voucher. On closing the Receiving Voucher the inventory quantities and costs will be updated. It's possible to record directly Receive Voucher without using previous Purchase Order.

If some items should be returned to the vendor, use Return Voucher. The inventory will be also updated (deducted) upon closing the Return Voucher.

**See also:**

- Inventory
- Getting started

## Reports

One of the most powerful features of Abacre Retail Point of Sale is ability to create user friendly graphical reports. Abacre Retail Point of Sale offers a rich set of reports that shows a complete picture of retail operations and life cycles: menu consumption, reservation frequency, hours of high retail load, busiest tables, most active employees, payment methods, and automatic tax calculations.

Note that you should have an administrator's access rights to access Abacre Retail Point of Sale reports.

### Abacre Retail Point of Sale reports list:

- Sales by hour report
- Sales by day report
- Sales by day of week report
- Sales by week report
- Sales by month report
- Sales by quarter report
- Sales by year report
- Sales by payment method report
- Collected sales tax report

**See also:**

[List of all reports](#) | [Sales by hour report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by year report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Sales by hour report

Sales by hour report can be used to produce the hours of high restaurant load report. For example you need to know the hours of high restaurant load for last one year. To do that first of all set Sales by hour report in Report field then choose For last 1 years period and click on Preview button. Reports window will appear where you can see all the information about hours of high restaurant load for one year period of time. In Hour column you will see a numeric abbreviator of the hour, for example number 17 includes all orders started from 17:00 to 17:59. Orders column is a total number of orders for this hour, and Total column is a sales total for this hour. Now you can save this report to a file or print it.

**See also:**

[List of all reports](#) | [Sales by hour report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by year report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Sales by day report

With a sales by day report you can obtain the information about all sales by day for defined period of time. For example if you wish to obtain information about all sales by day on this week just set Sales by day report in Report field and choose This Week period and then click on Preview button. Reports window will appear where you can see all the information about sales by day in This Week period of time. In Day column you will see a date in dd:mm:yy format, in Orders column - a total number of orders for this day, and in Total column - a sales total for this day. Now you can save this report to a file or print it.

**See also:**

[List of all reports](#) | [Sales by hour report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by year report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Sales by day of week report

Sales by day of week report can be used to produce the days of week high restaurant load report. For example you need to know the days of week of high restaurant load for last one week. To do that first of all set Sales by day of week report in Report field then choose For last 1 weeks or This week period and click on Preview button. Reports window will appear where you can see all the information about days of week of high restaurant load for one week period of time. In Day of Week column you will see a name of the day, for example Thursday. Orders column is a total number of orders for this day of week, and Total column is a sales total for this day of week. Now you can save this report to a file or print it.

**See also:**

[List of all reports](#) | [Sales by hour report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by year report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Sales by week report

Sales by week report show the information about all sales by week for defined period of time. For example if you wish to obtain information about all sales by week in this year just set Sales by week report in Report field and choose This Year period and then click on Preview button. Reports window will appear where you can see all the information about sales by week for This Year period of time. In Week column you will see a number of the week, in Orders column - a total number of orders for this week, and in Total

column - a sales total for this week. Note, that each week in Abacre Retail Point of Sale has its own numeral sign - a number of the week from the beginning of the year. For example, if the week's number is 1 that means that it is the first week in this year. Now you can save this report to a file or print it.

**See also:**

[List of all reports](#) | [Sales by hour report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by year report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Sales by month report

Sales by month report displays the information about all sales by month for defined period of time. For example if you wish to obtain information about all sales by month for last two years just set Sales by month report in Report field and choose For last 2 years period and then click on Preview button. Reports window will appear where you can see all the information about sales by month for two years period of time. In Month column you will see a name of the month, in Orders column - a total number of orders for this month, and in Total column - a sales total for this month. Now you can save this report to a file or print it.

**See also:**

[List of all reports](#) | [Sales by hour report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by year report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Sales by quarter report

Sales by quarter report displays the information about all sales by quarter (three month) for defined period of time. For example if you wish to obtain information about all sales by quarter for last one year just set Sales by quarter report in Report field and choose For last 1 years period and then click on Preview button. Reports window will appear where you can see all the information about sales by quarter for past one year period of time. In Quarter column you will see a number of the quarter, in Orders column - a total number of orders for this quarter, and in Total column - a sales total for this quarter. Note, that each quarter in Abacre Retail Point of Sale has its own numeral sign - a number of the quarter from the beginning of the year. For example, if the quarter's number is 1, that means that it is the first quarter in this year of if the quarter's number is 4, that means that it is the last quarter in the year (1 quarter = 3 month, so there are 4 quarters in the year at all). Now you can save this report to a file or print it.

**See also:**

[List of all reports](#) | [Sales by hour report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by year report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Sales by year report

Sales by year report displays the information about all sales by year for defined period of time. For example if you wish to obtain information about all sales by year for last five years just set Sales by year report in Report field and choose For last 5 years period and then click on Preview button. Reports window will appear where you can see all the information about sales by year for five years period of time. In Year column you will see a numeric abbreviator of the year, in Orders column - a total number of orders for this year, and in Total column - a sales total for this year. Now you can save this report to a file or print it.

**See also:**

[List of all reports](#) | [Sales by hour report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by year report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Sales by menu item report

Sales by menu item report can be used to produce reports of the most popular items. For example you need to know the most popular items for last one day. To do that first of all set Sales by menu item report in Report field then choose For last 1 day or This day period and click on Preview button. Reports window will appear where you can see all the information about the most popular items for one day period of time. In Table column you will see a name of the item, for more information about items see [Items configuration](#) section. Orders column is a total number of orders for this item, and Total column is a sales total for this item. Now you can save this report to a file or print it.

### See also:

[List of all reports](#) | [Sales by hour report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by year report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Sales by categories

This report shows sales by menu item categories.

**Items total** - this is a simple multiplication sum( $qty*price$ ) for all items sold under given category. So this number does not include any discount, tax, modifiers.

**Items count** - number of items sold for given category.

**Orders count** - number of order in which a category presents.

Ask for support@abacre.com if you need more functionality from this report. **See also:**

[List of all reports](#) | [Sales by hour report](#) | [Sales by day report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Sales by payment method report

Sales by payment method report can be used to produce reports of the most popular payment methods. For example you need to know the most popular payment methods for one year. To do that first of all set Sales by payment method report in Report field then choose For last 1 years or This year period and click on Preview button. Reports window will appear where you can see all information about the most popular payment methods for one year period of time. In Payment column you will see a payment method, for more information about payment methods see [payment methods configuration](#) section. Orders column is a total number of orders proceeded with this payment method, and Total column is a sales total collected with this payment method. Now you can save this report to a file or print it.

### See also:

[List of all reports](#) | [Sales by hour report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by year report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Collected sales tax report

Collected sales tax report displays the information about total sales tax collected in defined period of time. For example you need to know total sales tax collected for last week. To do that first of all set Collected sales tax report in Report field then choose For last 1 weeks or This week period and click on Preview button. Reports window will appear where you can find total sales tax collected in one week period of time. Now you can save this report to a file or print it.

### See also:

[List of all reports](#) | [Sales by hour report](#) | [Sales by day of week report](#) | [Sales by week report](#) | [Sales by month report](#) | [Sales by quarter report](#) | [Sales by year report](#) | [Sales by menu item report](#) | [Sales by payment method report](#) | [Collected sales tax report](#)

## Worker's access rights

Worker's access rights is a best way to delimit access rights between different groups of workers, for example between managers and cashiers. Abacre Retail Point of Sale offers delimitation of access rights into two built-in groups, group of administrators and other than administrators group - a group of all other users. Difference between these groups is a difference in access rights. Administrators group has much more access rights than users group.

Administrators is the group of users, who has all users access rights but granted access to:

- Property settings.
- Items configuration.
- Workers configuration.
- Bill configuration.
- Payment methods configuration.
- Reports.

For non-administrators users group access will be granted only to:

- Abacre Retail Point of Sale preferences.
- Abacre Retail Point of Sale orders table.

Also this group will be able to create new orders, to close orders and to print bills. For more information about creating orders see [creating an order](#) section, about closing orders and printing bills see [taking payment and closing orders](#) section.

### How to create a new user (worker) with administrators access rights:

First of all click Configuration -> Workers to enter workers configuration menu.

Each worker in Abacre Retail Point of Sale has it's own worker's profile which helps to identify it. Each worker's profile has its own user name (login) and password to access to Abacre Retail Point of Sale and its own access rights.

Now you need to add a new worker to the list of all workers. To do it click Add button of use Insert key on your keyboard. Worker's profile window will appear.

### Worker's profile parameters:

- Name is a real name of a worker, for example "Andrew".
- Surname is a real surname of a worker, for example "Donalds".
- Phone is a phone number of a worker, for example "+1999555333".
- Street and Street1 is a street address of a worker, for example "Down Highway, 14".
- ZIP is a postal code, for example "63494".
- City is a city where worker lives, for example "New York".
- State is a state, where worker lives, for USA only.
- Country is a country where worker lives, for example "United States".
- Login is a login name (user name) of a worker, needed for identification of a worker in Abacre Retail Point of Sale. Also it needed for login to the system. For example "A. Donalds".
- Password is a password of a worker, used with login to access to Abacre Retail Point of Sale. For example "63494".
- Note is a small description of a worker, for example "25 y.o, identification number: 129, e.t.c"
- Is admin? is a option feature which gives to worker additional access rights. To turn on admin features

for the worker check Is admin box, to turn off admin features for the worker uncheck Is admin box.

Check Is admin? box to turn on administrators access features for the worker's profile.

### See also:

[Getting started](#) | [Creating an order](#) | [Taking payment](#) | [Items configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

## Property settings

To set up property settings click Configuration -> Property settings. Note that you should have an administrator's access rights to access property settings.

- Property name is a name of a retail, for example "McDonalds".
- Property Logo Path is a full path to image file with retail logotype. It can be Bitmap (\*.bmp), Icon (\*.ico) or Metafile (\*.emf;\*.wmf) file. You can view your logotype in preview window after defining Property Logo Path. Note that you can use Browse button ("...") to define a path to logotype file.
- Property Address is a street address of a retail, for example "High Road, 57".
- Property ZIP is a postal code, for example "73527".
- Property City is a city where a retail is situated, for example "New York".
- State is a state, where a retail is situated, for USA only.
- Property Country is a country where a retail is situated, for example "United States".
- Property Phone is a phone number of a retail, for example "+1444555666".
- Property Fax is a fax number of a retail, for example "+1444555777".

Use **Currency Format** field to select desired currency appearance. By default 0.00 is used. It means two decimal digits. Use comma to make digits grouping.

Examples:

Currency Format	Sample Input	Displayed Value
0.00	12.3	12.30
0	12.0	12
0.000	12.3	12.300

Note:

- After changing currency format option the program should be restarted.
- You should use period (.) in currency format even if decimal separator is comma (,) in your country. Later default decimal separator will be automatically used (for example, comma) for displaying currencies.

Use **Currency Denominations** field to select desired denominations.

Note:

- Always use semicolon (;) as a separator between different denominations;
- The order in which denominations is the same order in which denominations will be shown on Media Count window; Thus if you want to show coins before banknotes you can do so by putting the denominations in **Currency Denominations** field in reverse order;
- The same as for **Currency Format** field always use period (.) as decimal separator for **Currency Denominations** field;
- You may omit rarely used denominations. Simply remove such denominations from **Currency Denominations** field.

**Show take payment window** is a option which allows Abacre Retail Point of Sale to show take payment window when you click on Close Order button in Order window. Check the box if you wish Abacre Retail Point of Sale to show take payment window every time you click on Close Order button in Order window.

## Tax settings

Abacre Retail Point of Sale can be setup for any currencies: USD, Euro and with possibility to collect custom tax or no tax/tips at all. You can set corresponding to your state or country sales tax rate and tips. If you don't use sales tax uncheck Calculate sales tax boxes. Also you can edit tax in Tax Name field.

### See also:

[Getting started](#)

## Preferences

Click Configuration -> Preferences to enter preferences menu.

### Autostart program with Windows

Autostart program with Windows is a function of autostart Abacre Retail Point of Sale with every Windows start. Check the checkbox if you wish to load Abacre Retail Point of Sale with every Windows start.

### Make Close Order after Print Bill

It might be useful automatically close the order if you are working in fast food restaurant.

### Make Log Off after Close Order

Use this option if you need to automatically log off after waiter closed an order.

### Worker can see only own orders

OFF: worker logged in ARTPOS can see all orders from all workers on Orders window.

ON: worker can see only order which she entered.

### See also:

[Getting started](#)

## Security Roles

You can specify different security roles for workers. By creation of security roles you can better to separate duties of each group of workers.

For one worker you can assign only one security role. Thus if you need set specific permissions for concrete worker you need to create a new role.

For workers having checked Is Admin option you should create a role. For example, name of the role can be admin or owner. You don't need to check permissions for this role. Because workers with Is Admin option already can access to any parts of the program.

Case study:

For example, we have supervisors who should create new workers, edit workers and view reports. But they should not have access to Is Admin option.

In this case you should create a new role: supervisor.

Then check the following permissions:

- Create workers,
- Set Admin attribute to worker,

- View reports.

### See also:

[Workers](#) | [Data Import](#) | [Getting started](#) | [Creating an order](#) | [Taking payment](#) | [Items configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

## Purchasing and Registration

Evaluation period of Abacre Retail Point of Sale is 30 days, after that time you should purchase it from one of our resellers or remove the program.

Abacre Limited uses [RegNow](#) as e-commerce registration service. It is really fast, secure and reliable method of registration. You can pay by credit card, PayPal, check, bank wire transfer, purchase order, phone call, fax over secure web server, 24-hour, 7-day!

Please choose your license type and click on buy now link to proceed.

Abacre Retail Point of Sale	Price	Order link
Lite license for 1 workstation.	\$149.99	<a href="#">Buy Now</a>
Standard license for 1 workstation.	\$299.99	<a href="#">Buy Now</a>
Professional license for 1 workstation.	\$449.99	<a href="#">Buy Now</a>

See [Lite vs. Standard vs. Professional licenses feature matrix](#)

**Note 1:** Choose number of workstations (computers) in your retail in Quantity (Qty) field of order form.

**Note 2:** Volume discounts are also available if you purchase several licenses.

### Volume prices for Lite license

Qty	Price per license	Total price	Order link
2	\$125.99	\$251.98	<a href="#">Buy Now</a>
3	\$122.99	\$368.97	<a href="#">Buy Now</a>
4	\$119.99	\$479.96	<a href="#">Buy Now</a>
5	\$116.99	\$584.95	<a href="#">Buy Now</a>
6	\$113.99	\$683.94	<a href="#">Buy Now</a>
7	\$110.99	\$776.93	<a href="#">Buy Now</a>
8	\$107.99	\$863.92	<a href="#">Buy Now</a>
9	\$104.99	\$944.91	<a href="#">Buy Now</a>
10+	\$101.99	\$1,019.90+	<a href="#">Buy Now</a>

### Volume prices for Standard license

Qty	Price per license	Total price	Order link
2	\$251.99	\$503.98	<a href="#">Buy Now</a>

3	\$245.99	\$737.97	<a href="#">Buy Now</a>
4	\$239.99	\$959.96	<a href="#">Buy Now</a>
5	\$233.99	\$1,169.95	<a href="#">Buy Now</a>
6	\$227.99	\$1,367.94	<a href="#">Buy Now</a>
7	\$221.99	\$1,553.93	<a href="#">Buy Now</a>
8	\$215.99	\$1,727.92	<a href="#">Buy Now</a>
9	\$209.99	\$1,889.91	<a href="#">Buy Now</a>
10+	\$203.99	\$2,039.90+	<a href="#">Buy Now</a>

### Volume prices for Professional license

Qty	Price per license	Total price	Order link
2	\$377.99	\$755.98	<a href="#">Buy Now</a>
3	\$368.99	\$1,106.98	<a href="#">Buy Now</a>
4	\$359.99	\$1,439.97	<a href="#">Buy Now</a>
5	\$350.99	\$1,754.96	<a href="#">Buy Now</a>
6	\$341.99	\$2,051.95	<a href="#">Buy Now</a>
7	\$332.99	\$2,330.95	<a href="#">Buy Now</a>
8	\$323.99	\$2,591.94	<a href="#">Buy Now</a>
9	\$314.99	\$2,834.94	<a href="#">Buy Now</a>
10+	\$305.99	\$3,059.93+	<a href="#">Buy Now</a>

### Your benefits

- A complete retail management system that encompasses all aspects of the retail: taking orders, billing, purchasing, inventory and labour management. A rich set of reports covers all retail operations.
- Very affordable pricing!
- Easy to install and start to use.
- Free email support.

You can also find latest information about registration at our home Site.

When you will register our program, please read [registration instructions](#) about entering reg key.

### Enjoy using our software!

#### See also:

- [Feature matrix](#)
- [Order by Fax, Invoice and Phone call](#)
- [Registration instructions](#)
- [If I purchase now Lite license can I later upgrade into Standard license?](#)

### Lite vs. Standard vs. Professional licenses feature matrix

Feature	Lite license	Standard license	Professional license
Runs on all Windows Platforms	Yes	Yes	Yes
Compatible with all hardware	Yes	Yes	Yes
100% Touch Screen entry	Yes	Yes	Yes

Multilingual User Interface	Yes	Yes	Yes
30 days free trial	Yes	Yes	Yes
Free email support	Yes	Yes	Yes
Z-Out/End of Day	Yes	Yes	Yes
Various views of Items and categories	Yes	Yes	Yes
Cash register functionality	Yes	Yes	Yes
Discounts	Yes	Yes	Yes
Modifiers for Items	Yes	Yes	Yes
Refund Item	Yes	Yes	Yes
Reports	Yes	Yes	Yes
Split Order	Yes	Yes	Yes
Security roles for workers	Yes	Yes	Yes
Automatic backup	Yes	Yes	Yes
Export Report Data to Excel/Word/PDF/HTML	Yes	Yes	Yes
Clients Management	Yes	Yes	Yes
Login using Employee Barcode and Swipe Cards	Yes	Yes	Yes
Credit card processing	Yes	Yes	Yes
Serialized items		Yes	Yes
Shifts & Labor Management		Yes	Yes
Import of Data		Yes	Yes
Inventory and Purchasing (Weighted Average)		Yes	Yes
Inventory and Purchasing (LIFO, FIFO)			Yes
Price Schedule			Yes
Email Sender			Yes
Profit Margin reports			Yes

**See also:**

[Purchasing and Registration](#) | [Order by Fax, Invoice and Phone call](#) | [Registration instructions](#)

## This is Try Before You Buy software

Abacre Retail Point of Sale is NOT free or public domain software. It is Try Before You Buy software. This means that you may use the program during 30 days (not necessarily all in a row) to evaluate it and determine whether Abacre Retail Point of Sale is suitable for your needs. At the end of this trial period, you must either purchase a license for continued use of the program or discontinue using Abacre Retail Point of Sale (the is, uninstall it from your computer).

## Ordering by fax, phone call, wire transfer

We want your experience to be as easy as it can. RegNow offers a range of payment options, below is a brief description of each option and the process to follow your order through to completion. If you wish to order by fax, phone or invoice you still need to press Buy Now link. When the first page appears you should fill number of needed licenses, type of license and answer on Where did you hear about this product? question. Then on the second page you choose choose type of order you want to place: credit card, phone, fax, invoice. After that read the instructions below:

- **Credit Card:** On the next page after you hit Continue at the bottom of this page you will be asked for

your credit card information. We currently accept Visa, Mastercard, American Express, Discover, Visa Check Card, Eurocard and MasterMoney. All orders are processed in real time and upon completion an email will be sent to you as confirmation of your purchase. This option is *recommended* for the fastest delivery of your order. For all other options you will not receive your order until we have received payment.

- **Bank/Wire Transfer:** The next page will be a summary of your order details - product, pricing, fees and applicable taxes. Once you click Place Your Order payment instructions will be presented to you.

**Please note** : with this option an invoice will be sent to you via post in the next 5-6 business days. Simply fill out the pertinent information at your bank. Upon receipt of funds an email will be sent to you as confirmation of your purchase.

- **Check/Money Order:** The next page will be a summary of your order details - product, pricing, fees and applicable taxes. Once you click Place Your Order payment instructions will be presented to you.

**Please note** : with this option you will need to send a check or money order to the address listed on the final page. Your registration will not be complete until funds have been received.

- **Fax - Credit Card:** The next page will be a summary of your order details - product, pricing, fees and applicable taxes. Once you click Place Your Order payment instructions will be presented to you.

**Please note** : The fax number will be presented at the bottom of the final page. Once we receive your completed information we will process the order as soon as possible.

- **Invoice:** The next page will be a summary of your order details- product, pricing, fees and applicable taxes. Once you click Place Your Order payment instructions will be presented to you.

**Please note** : after you submit your order a printable invoice will be displayed in your web browser. After printing the invoice, you will then use it to remit payment to the address given on the invoice.

For Bank/Wire Transfer and Giro customers: The invoice sent to you via post will be the same. At that time you may use either method for payment.

### See also:

[Ordering by credit card](#)

## Registration instructions

After purchasing of Abacre Retail Point of Sale at our registration services you will receive a registration key by e-mail in the same business day.

Normally the reg key looks like:

```
JKJjjkjHHh444JJkkkkdsdsdsd  
Kkkqsds66sdsdsdqsdsdfqsd  
Eezezd6655Ljksjjjds  
SSQSsqsqeeeddrqgsfdqsq
```

(This is NOT an actual key, sorry)

### Make the following actions:

1. Copy this paragraph of text from your mail to clipboard (Normally use Ctrl-C)
2. Go to menu Help->Register
3. Use "Paste" button to paste reg key from clipboard.
4. Press "Register" button.
5. Small window will appear with congratulations of your registration. Press "OK" button.
6. Close and start again Abacre Retail Point of Sale.

When you will restart the program information about trial period will disappear and in About window you

will see that Abacre Retail Point of Sale is registered for your name.

If it does not work, make sure that you correctly copied the key to clipboard and then pasted it.

**See also:**

[Purchasing and Registration](#)

## FAQ

Very few questions are asked by users of our software, and the following section contains answers to 99% of them. If you still have any questions, don't hesitate to [contact us](#). We suggest you read our quick start page before reading this FAQ.

**When I first time run Abacre Retail Point of Sale, it says that I need to enter user name and password. Where I can find it?**

When you first time run Abacre Retail Point of Sale, for testing purposes please enter:

user name: admin

password: 111111

After that you should define users and change admin password. For more information about adding new users see [workers configuration](#) section.

**What's Firebird database server? Why is it better than other databases?**

**How to upgrade from Microsoft Access's database into Firebird's database?**

**If I purchase now Lite license can I later upgrade into Standard license?**

**Can Abacre Retail Point of Sale work with touch screen monitors?**

**I turned on ARTPOS on computer at home how can I transfer settings and data on computer at work (retail)?**

**How to backup ARTPOS data?**

**How to use Abacre Retail Point of Sale in network?**

**It is hard for me to set up my first retail project. Where I can found some examples of ready to use databases?**

**See also:**

[Getting started](#) | [Creating an order](#) | [Taking payment](#) | [Workers configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

## How to set up OPOS Drivers for POS Printers, Poles and Cash Drawers

Abacre Retail Point of Sale can work with any OPOS compatible printer, pole and cash drawer.

Note you should make the steps below if you have receipt or kitchen printer, pole or cash drawer. If you have other type printer you may use Windows Driver option from Bill Configuration window.

In general the installation procedure consists of 4 steps:

1. You download and install CCO OPOS drivers. These drivers are used with any devise of any manufacturer. You may check the latest version of the CCO OPOS driver on official OPOS page: [www.monroecs.com/oposccos\\_current.htm](http://www.monroecs.com/oposccos_current.htm). Click [here](#) to start download immediately (direct download link). Note: sometimes POS hardware manufacturer stores CCO OPOS drivers on CD shipped with hardware.

2. You install OPOS drivers from CD provided by manufacturer of your POS device (printer, pole, cash drawer).
3. You assign any desired logical device names (LDN) to each device in OPOS configuration utility provided by POS hardware manufacturer.
4. In Abacre Retail Point of Sale you assign chosen logical device names (LDN) to devices: bill printers, kitchen and bar printers, pole (line display) and cash drawer.

Read below sample installation procedure for any EPSON OPOS printer.

Download and install CCO OPOS drivers. If you already have the CD disk which normally comes with your Epson printer then skip the first 8 steps, insert your CD into computer, launch the setup of OPOS drivers, then go to **step #9**.

1. Go to Epson web site: [www.epsonexpert.com](http://www.epsonexpert.com)
2. Click on latest version of OPOS drivers (latest version is 2.30e)
3. Fill online form.
4. You will be returned on direct download page.
5. Download Epson's OPOS ADK for latest version and all service packs. Each file about is about 10MB in size. Note, you don't need all service packs if you are only testing the program. It's sufficient to have only main distribution without service packs.
6. After all files downloaded, start the main OPOS file (OPOSADK230E.exe)
7. It will propose to specify temp folder. Give temp folder and distribution files will be extracted.
8. Start Setup.exe file. For example, if you specifies temp folder: c:\ then full path to setup file will be c:\OPOSADK\V230e\Original\disk1\Setup.exe.
9. Setup process will be started.
10. During installation you may click next for all setup windows.
11. Once installed, SetupPOS application will be started. Close it for now.
12. Install all service packs. During installation of service packs click always Next.
13. Click on Windows start button, then select OPOS folder, then start SetupPOS application
14. In this application you should define your printer, pole, and cash drawer.
15. For example, for defining printer, right-click on POSPrinter devise, and choose Add New Devise command.
16. Select your printer model from drop down box.
17. Select the detailed model. 'P' is for parallel, 'U' is for USB, and serial devices (COM ports) generally have no suffix.
18. In field "Add New LDN" (Logical Devise Name) set a random name for your printer, for example, you may just call it Printer1.
19. Click Next button and choose how you printer is connected to computer: serial port (COM1 or COM2) or parallel port (LPT).

20. Click finish.
21. Connect printer to computer by cable and stitch printer on.
22. Test how it was installed: right-click on printer and click on CheckHealth Interactive. Normally a window should be displayed
23. Add devices: pole and cash drawer if you have them.
24. Start Abacre Retail Point of Sale. Logon as admin.
25. Start menu Configuration - Bill Configuration.
26. Select "Print using OPOS Driver".
27. Set Logical Device Name as you chosen it (for our example it was Printer1).
28. Press Save button and now you may print a test bill.

Note: cash drawer may be connected directly to computer or directly to printer. In second case you should choose the same port. If you want to be sure that cash drawer is correctly connected, in SetupPOS application you may change View from Device Class View into Port Connection View by using View command from main menu of SetupPOS.

**See also:**

[Getting started](#)

## Fiscal Printers

The list of supported fiscal printers

1. [All fiscal printers working via OPOS drivers](#)
2. [Kube Fiscal Printer](#)
3. [SlpFp Fiscal Printer](#)
4. [Quorion QPrint Fiscal Printer](#)

General recommendations for configuration of fiscal printers:

Using manufacturer's software or special keyboard attached to fiscal printer create VAT table. In some fiscal printers they are called departments. Therefore create departments and assign which taxes are applied to which department.

Using the same tool specify codes for payment methods. For example, use 1 for Cash, 2 for Check etc.

Do fiscalization of fiscal printer using the same tool or special software.

Then start Abacre Retail Point of Sale.

1. Go to menu Configuration – Items. Specify VAT ID for each item.
2. Go to menu Configuration – Payment Methods. Specify Fiscal Name for each payment method.
3. Go to menu Configuration – Property Settings – Taxes and Tips. Specify Tips VAT ID. In some countries tips are taxable while in other countries tips are not taxable.
4. Go to menu Configuration – Bill Configuration – Parameters. Check Is Fiscal Printer option. Set Fiscal Printer Interface. Set parameters specific to selected interface.

That's all.

Note: training mode is not supported yet for all interfaces. Thus Abacre Retail Point of Sale always prints in fiscal mode.

**See also:**

- [Bill configuration](#)
- [Payment methods configuration](#)

## Fiscal printers using OPOS drivers

Abacre Retail Point of Sale may work with all fiscal printers supported OPOS drivers.

1. Make general configuration described on [fiscal printers page](#).
2. [Install CCO and Native OPOS drivers](#) for fiscal printer.
3. Go to menu Configuration – Bill Configuration – Parameters
4. Specify OPOS as Fiscal Printer Interface
5. Go to Printer tab.
6. Specify Logical Device Name for fiscal printer.

That's all.

**See also:**

- [Fiscal Printers](#)
- [Bill configuration](#)
- [Payment methods configuration](#)

## Quorion QPrint Fiscal Printer

1. Make general configuration described on [fiscal printers page](#).
2. Go to menu Configuration – Bill Configuration – Parameters.
3. Specify QPrint as Fiscal Printer Interface.
4. Specify COM Port.

That's all.

**See also:**

- [Fiscal Printers](#)
- [Bill configuration](#)
- [Payment methods configuration](#)

## Can Abacre Retail Point of Sale work with touch screen monitors?

Sure. Abacre Retail Point of Sale is well adapted to work with touch screen monitors. It has built-in virtual touch keyboard with digits and letters.

Go to main menu – Configuration – Bill Configuration – General and check Use Touch Screen option. Now when a user clicks on any editable field the virtual touch keyboard will popup.

**See also:**

- [I turned on ARTPOS on computer at home how can I transfer settings and data on computer at work \(retail\)?](#)
- [Importing items and other data from Microsoft Excel into Abacre Retail Point of Sale](#)
- [Getting started](#)
- [Bill configuration](#)
- [Items configuration](#)

## I turned on ARTPOS on computer at home how can I transfer settings

## and data on computer at work (retail)?

It's a very common case when users create items, categories, tables and other settings at home and then they transfer these settings and data on to computer at work (restaurant's computer).

This transfer is quite easy: all information is recorded in database files (\*.fdb) and configuration files (\*.cfg).

Therefore the transfer procedure is quite simple:

1. On computer at home go to the following directory:  
  \My Documents\Abacre Retail Point of Sale 4\  
2. Copy \*.fdb and \*.cfg files.
3. Install Abacre Retail Point of Sale on computer at work.
4. On computer at work go to the installation folder:  
  \My Documents\Abacre Retail Point of Sale 4\  
5. Put there copied \*.fdb and \*.cfg files.
6. Windows will ask you to override existing files. Click [Yes] button.
7. Start Abacre Retail Point of Sale on your computer at work.
8. Check again the hardware settings:  
  Go to menu Configuration - Bill Configuration – Printer and verify that right printer is selected.  
  Verify also Pole (Line Display) and Cash Drawer.

### See also:

- [How to backup ARTPOS data?](#)
- [Importing items and other data from Microsoft Excel into Abacre Retail Point of Sale](#)
- [Getting started](#)
- [Bill configuration](#)
- [Items configuration](#)

## How to backup ARTPOS data?

Use Windows Backup or one of commercial products, for example, [Abacre Backup](#).

The backup program should backup the following files located in  
  \My Documents\Abacre Retail Point of Sale 4\  
  • default.cfg (main configuration file)

- billtemp.cfg (bill configuration file)
- artpos.fdb or artpos-test.fdb (DB file, to check out which DB file you use in production: in Login window press More button).

These files contains all needed data for recovery. You may download the program itself any time from our web site.

### See also:

- [I turned on ARTPOS on computer at home how can I transfer settings and data on computer at work \(retail\)?](#)
- [Importing items and other data from Microsoft Excel into Abacre Retail Point of Sale](#)
- [Getting started](#)
- [Bill configuration](#)
- [Items configuration](#)

## How to use Abacre Retail Point of Sale in network?

Five steps to setup ARTPOS in your retail's network:

### 1. Know your DB file name.

Please lookup which database file do you use: start ARTPOS and in Login window you should press [More] button. In path to DB you will find file name of your DB. Normally it's artpos.fdb or artpos-test.fdb.

By default DB file located in the folder: \My Documents\Abacre Retail Point of Sale 4\

### 2. Decide which computer will be your Firebird database server

You may install Firebird database on one of your POS computers or you can use a separate computer for Firebird's installation.

### 3. Download and install Firebird server.

1. Download Firebird database server from [this location](#).
2. Run setup.exe file from zip archive.
3. Always press Next button during installation.
4. On the last installation window press Finish button.

That's all. Firebird database server will be automatically up and running.

### 4. Create a folder for DB file.

We recommend you to create a new folder on your computer running Firebird server. Place there DB file. For example you may create C:\ARTPOS\ folder. If you use artpos.fdb as DB file, move it into C:\ARTPOS\ folder.

### 5. Specify location to DB file in ARTPOS.

Start ARTPOS on each computer:

1. On Login window press More button.
2. Specify Path To Database field, For example, C:\ARTPOS\artpos.fdb
3. Select Remote as Server Type.
4. Set Server Name: if Firebird is installed in your local network then Server Name may be network name of your computer, for example, MyComputerName; otherwise put IP address of computer running Firebird. Ask your system administrator for details.

Note: You must use full path to database file on server. If you use relative path, for example, just artpos.fdb, you will get error with code 902 (database file not found).

### 6. Setup other computers in the network.

Start ARTPOS on all other computers in network. On Login window repeat only the step 5.

#### See also:

[Getting started](#) | [Creating an order](#) | [Taking payment](#) | [Items configuration](#) | [Bill configuration](#) | [Payment methods configuration](#)

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