



LiquorPOS®

Point-of-sale software for today's busy retailer

www.liquorPOS.com

LiquorPOS Version 5.3

Software Installation Instructions Quick Reference Guide

Windows 8 Professional

Windows 7 Professional

Release 1

October 2015

Software Installation Instructions and Quick Reference Guide for LiquorPOS v5.3

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Introduction

Welcome

Thank you for purchasing the LiquorPOS Retail Management System!

This document describes how to install, configure, and use the hardware and software of your new system.

We look forward to helping you to make the most of your business!

Product home page: <http://www.liquorpos.com>

Corporate home page: <http://www.heartlandpaymentsystems.com/>

Box contents

- Software installation disc (CDROM)
- Software key (resembles a USB flash drive with the serial number located on the attached keychain tag)

New and improved features in LiquorPOS version 5.3

- Enjoy a whole new look without learning a new system—Updated graphics and user interface, but menu choices and keyboard shortcuts are unchanged.
- Full Windows 8 compatibility.
- PA-DSS compliant and validated.
- Scalable windows—Adjust sizes of a customer, product, purchase order and receiving window, and the application holds the setting.
- New pre-loaded database with over 35,000 items.
- New PAX S300 PIN pad brings EMV and NFC capabilities—The PAX S300 PIN entry device processes transactions securely and allows customers to sign electronically.
- New e-mail capabilities—Send a receipt directly to a customer, purchase orders directly to a vendor, and send e-mail directly from lists of customers and vendors. Also, run a Customer by Product report and e-mail a selected group of customers.
- Import lists of products and customers from an Excel spreadsheet.
- Improved sort—Sort the Customer List by first name.
- Interface to the Heartland Payment Systems Ovation Payroll tool.
 - Full touchscreen capability—Attractive, simple interface gives you true touch screen capability at the point-of-sale. Compatible with both serial and USB touch screen monitors.
- Enhanced receipts with custom graphics—Print attractive receipts with your store's logo at the top.
- Add up to 50 product departments—Tailor inventory management to even more closely match your store's needs.
- Ten available price levels—Customize special pricing for customers and employees.
- Multiple vendors per item—Associate multiple vendors to a product with more than one vendor, and track purchase history and next-cost pricing from each.
- Customer by product report—Print a report detailing which customers bought a specific product, a type of product, or products within a department.
- Enhanced delivery module—Separate bill-to and ship-to addresses and extensive fields for notes and directions. Save the notes to print automatically for subsequent deliveries.
- Finance charges—Charge and track finance charges due from customers with overdue invoices. You set the percentage rate and determine when an invoice is considered overdue.
- Multiple day closeouts—Forget to run your end-of-day? Away for a few days? Separate sales contained in a single closeout by date.
- Reprint drawers closing—If you forgot to print a drawer closing report, retrieve and reprint the report.
- Reprint receiving sessions—Reprint a receiving report that failed to print.
- Transfer accounts—Transfer goods between your stores at cost, at zero price, however you would like to without including the transfer in sales. Each store in your group can now transfer products in and out.
- Customer monitors—Support for dual monitors and a split-display for advertising.
- Drivers license scan analysis—Print a report detailing drivers licenses scanned with your end-of-day.

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- Enhanced Frequent Buyer Program—More control over how your customers accumulate and redeem points.
- Gratuities—Add a gratuity to sales at wine tastings and other events. Tips are tracked separately from sales.
- Review adjustments posted to customer accounts—Print a report that details adjustments posted to house accounts.

Application advisories

- Software registration is required for End-of-Day processing. Once the software installation is complete, contact LiquorPOS Headquarters or LiquorPOS support to register.
- To remain in compliance with security standards, please review the latest approved version of each standard.
- Larger installations consisting of four or more computers should install the software on a dedicated server.
- Microsoft Excel must be installed on any workstation performing an import.

Customer support

Contact us

LiquorPOS headquarters

To reach LiquorPOS headquarters for sales of software and support:

Phone number for sales support: [800-565-6675](tel:800-565-6675) (toll free in the U.S. and Canada)

Fax number for sales support: [866-976-1322](tel:866-976-1322)

E-mail address for sales support: liquorpossales@e-hps.com

LiquorPOS technical support

Support is available by phone with a valid support contract on the following days and times:

Monday through Friday from 8 AM to 10 PM EST

Saturday from 9 AM to 7 PM EST

Dial the technical support line, follow the prompts, and enter your serial number.

Phone number for technical support: [800-565-6675](tel:800-565-6675) (toll free in the U.S. and Canada)

E-mail address for technical support: liquorpossupport@e-hps.com

Free 30-Day Support

30 days of free technical support begins at the time of registration with a first-time purchase of LiquorPOS.

To receive assistance with setup and installation of a new system, call our technical support line. Prior to the call, record the serial number attached to your software key.

Table of Free 30-Day Support information

Item	Description
Availability	Monday through Friday 8 AM to 10 PM EST Saturday 9 AM to 7 PM EST
Cost	Free for 30 days
Wait time	Usually 30 minutes or less

Remote assistance

For remote assistance, Heartland uses the support tool **GoToAssist** to connect directly to your workstation.

To allow a technician access to your workstation, launch a Web browser and navigate to the following URL:

<http://gotoassist.com/ph/ms>

Technical support plans

Select the technical support plan that works best for your business.

- Priority Support
- Pay-As-You-Go Support
- Free Support

Table of technical support plans

Support	Priority	Pay-As-You-Go	Free
Availability	Monday–Friday 8 AM to 10 PM EST Saturday 9 AM to 7 PM EST	Monday–Friday 9 AM to 4 PM EST	Web site or e-mail
Cost	Support cost based on number of registers	Support cost for first 20 minutes and for each additional minute	Free
Software updates	Free	Requires additional cost	Requires additional cost
Wait time	Usually 30 minutes or less	24 hours or less	48 hours or less

Priority Support

Priority support requires payment for a one-year term. The technical support team answers priority calls first on our technical support line, option 2. Priority support members receive updates to the software at no cost and prompt responses to e-mail requests.

Pay-As-You-Go Support

If an annual support contract is not maintained, then Pay-As-You-Go Support is available.

On weekdays, call the technical support line by 3 PM EST and request a session to guarantee same day service.

On Saturday, send e-mail to the technical support e-mail address by 12 PM EST and request a session to guarantee same day service.

The technical support team returns calls within 24 hours.

Free Support

Heartland provides the following free technical support options anytime with or without a support contract.

E-mail support:

Send an e-mail to the technical support team. The team will respond with instructions and one or more utilities, if necessary, to resolve the issue. On the LiquorPOS menu bar, select **Help > E-Mail LiquorPOS Support**. Or, send a message to the technical support e-mail address.

To view errors recorded by the system, select **Help > View Error Log**.

To view the software version, serial number and registration information, select **Help > About LiquorPOS**.

Application help:

The application help contains additional information about interface items and procedures that are not included in this document.

On the menu bar, select **Help > Help Index**.

Online Knowledgebase:

The *Online Knowledgebase* contains instructions to install, set up, use, and troubleshoot hardware and software.

On the menu bar, select **Help > Online Knowledgebase**.

Overview

Software components

Typical software components include the following:

- Software key
- LiquorPOS Data Server application
- LiquorPOS System Manager application
- LiquorPOS BackOffice application
- LiquorPOS Card Server application
- LiquorPOS Sales Screen application

Software key

The software key resembles a USB flash drive and contains the license information required to authenticate the software. The software key verifies ownership of the software and contains important information concerning terms of the license such as number of users licensed.

Attach the software key to a USB port on the workstation that runs LiquorPOS System Manager. The software key must remain attached directly to the workstation at all times.

Please treat the software key with care. A damaged software key is replaced at cost. However, a lost software key requires purchase of a new software license.



LiquorPOS Data Server application

The data server application converts a workstation into the LiquorPOS Data Server. The server stores important files shared by all users and must run at all times.

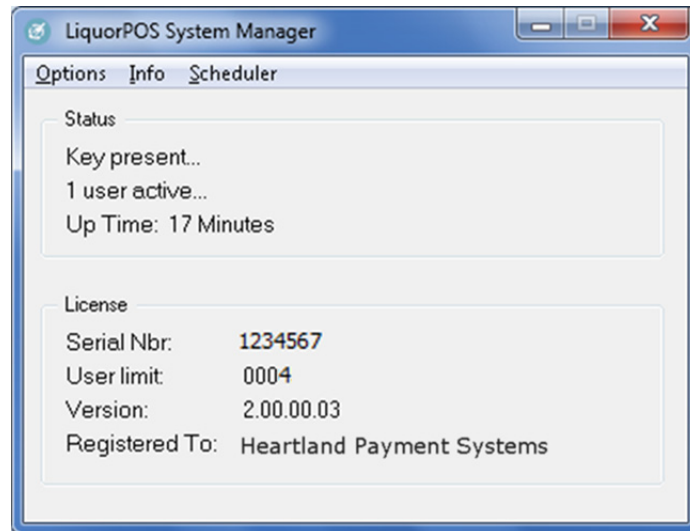
Typically, the system manager application runs on the same workstation as the data server. On smaller networks, the data server may be used as a sales terminal through LiquorPOS BackOffice or LiquorPOS Sales Screen. However, to ensure performance and protection of data server files, it is not recommended to use the data server for other tasks, including Web browsing, multimedia, or accounting.

The data directory is the *LPOSData* folder. In addition to shared data server files and folders, the folder contains installation applications for LiquorPOS components. Share the folder across the network with full control and read write access for all users.

LiquorPOS System Manager application

The system manager application governs multi-user access to shared resources and must run at all times. The system manager launches automatically each time the workstation restarts.

If the system manager goes off-line, an alert is displayed on other workstations. You should attempt to manually re-launch the system manager using the icon on your desktop. If the system manager does not restart you should properly restart the computer and ensure that the system manager launches properly at startup.



LiquorPOS BackOffice application

The LiquorPOS BackOffice application converts a workstation into a fully-functional sales terminal.

The installation application places the file *LiquorPOS.exe* into the *LiquorPOS* folder at the root level on the hard drive of each workstation.

LiquorPOS Card Server application

The LiquorPOS Card Server application allows the LiquorPOS system to use one or more card readers. A card reader may be either a standalone unit or built into a PIN pad terminal.

LiquorPOS Sales Screen application

The LiquorPOS Sales Screen application converts a workstation into a sales-only terminal with limited functionality.

IMPORTANT: Do not install LiquorPOS Sales Screen on the system manager or data server.

The workstation may process sales transactions only, so it is easier to use. The workstation does not allow access to the LiquorPOS BackOffice, the system manager, or the data server. LiquorPOS Sales Screen runs in a full window at 800 x 600 resolution and disables the Microsoft Windows toolbar, so the sales clerk cannot enter the Windows environment or run other applications. If the LiquorPOS Sales Screen application goes off-line, you should first attempt to restart the sales screen using the icon on the desktop. If the sales screen does not relaunch you should properly restart the computer and then relaunch the sales screen.

The installation application places the file *LiquorSales.exe* into the *LiquorPOS* folder at the root level on the hard drive of a workstation.

System requirements

Minimum system requirements for a workstation

Table of system requirements for a workstation

Item	Description
Operating system	Microsoft Windows 7 Professional, Windows 8.x Professional
Processor	Intel Pentium 4 2.0GHz processor or better
Memory	2GB RAM
Hard drive space	75MB free
Power	Uninterruptible power supply with surge protection and battery backup
Monitor	SVGA (800 x 600) or higher resolution

Minimum system requirements for the data server

Table of system requirements for the data server

Item	Description
Operating system	Microsoft Windows 7 Professional, Windows 8.x Professional, Windows Server 2012 R2
Processor	Intel Pentium 4 2.0GHz processor or better
Memory	4GB RAM
Hard drive space	500 MB free
Power	Uninterruptible power supply with surge protection and battery backup
Monitor	SVGA (800 x 600) or higher resolution

Additional requirements

- To run the installation disc, at least one workstation on the network requires either an internal or external drive that can read a CDROM disc.
- The network requires a 100 Base-T switch (minimum) or a Gigabit switch or router (recommended).
- Connect all system components and network devices to an uninterruptible power supply with battery backup and surge protection.
- Do not install other processor-intensive software, browse insecure sites, or shut down the data server or system manager.
- Ensure that data server and system manager remain running at all times.
- The software key must be connected to the system manager at all times.
- On the data server and system manager workstations, and on sales terminals, configure a power management scheme to prevent each workstation from sleeping when idle and to prevent USB and network functionality to stop when idle.

Recommended hardware components

Component lists

This section lists system components for LiquorPOS version 5.3.

Table of sales station components

Component	Brand and model
Computer	Dell Optiplex 9020 Core i5 3.3 GHz, 320 GB hard drive, 4 GB RAM
Touchscreen Monitor	Elo 15" 1517L with credit card reader
Thermal Receipt Printer	Epson T88V, Parallel & USB, EDG, Energy Star Thermal Receipt Printer
MMF Cash Drawer	MMF Advantage18.8x21D Stainless 3-slot Cash Drawer
Sales Station Platform	APG Cash Drawer Caddy System
Barcode Scanner with stand	Honeywell Xenon 1900 Scanner - scans 1D/2D ID and Driver's Licenses
Pole Display	Logic Controls 2X20 Customer Pole Display
Standard Printer Cables	2M USB 2.0 A/B Cable Black SE Quantity of 2 required
Standard Battery Back-up	APC Back-UPS ES 8 Outlet 550VA Battery Backup

Table of office workstation components

Component	Brand and model
Computer	Dell Optiplex 9020 Core i5 3.3 GHz, 320 GB hard drive, 4 GB RAM
Flat Screen Monitor	Dell 17" LCD MONITOR E1713S

Table of optional sales station peripherals

Component	Brand and model
Flat Screen Monitor	Dell 17" LCD MONITOR E1713S
Optional Thermal Receipt Printer	Epson T20 ReadyPrint EDG, USB, Thermal Receipt Printer
Optional Barcode Scanner with Stand	Symbol Barcode Scanner LS2208
Wireless Barcode Scanner	Honeywell Voyager 1202g Bluetooth
Barcode Label Printer	Zebra LP2824+ Label Printer 203DPI DT USB/SER
Barcode Label Printer Labels	Zebra 2.25 x 1.25 Labels (case of 12 rolls)

Table of EMV hardware

Component	Brand and model
PAX Signature Capture	PAX S300 with Ethernet port and power supply

Terminal types

A workstation may be either a fully-functional sales station or a sales-only station.

Table of sales terminal types

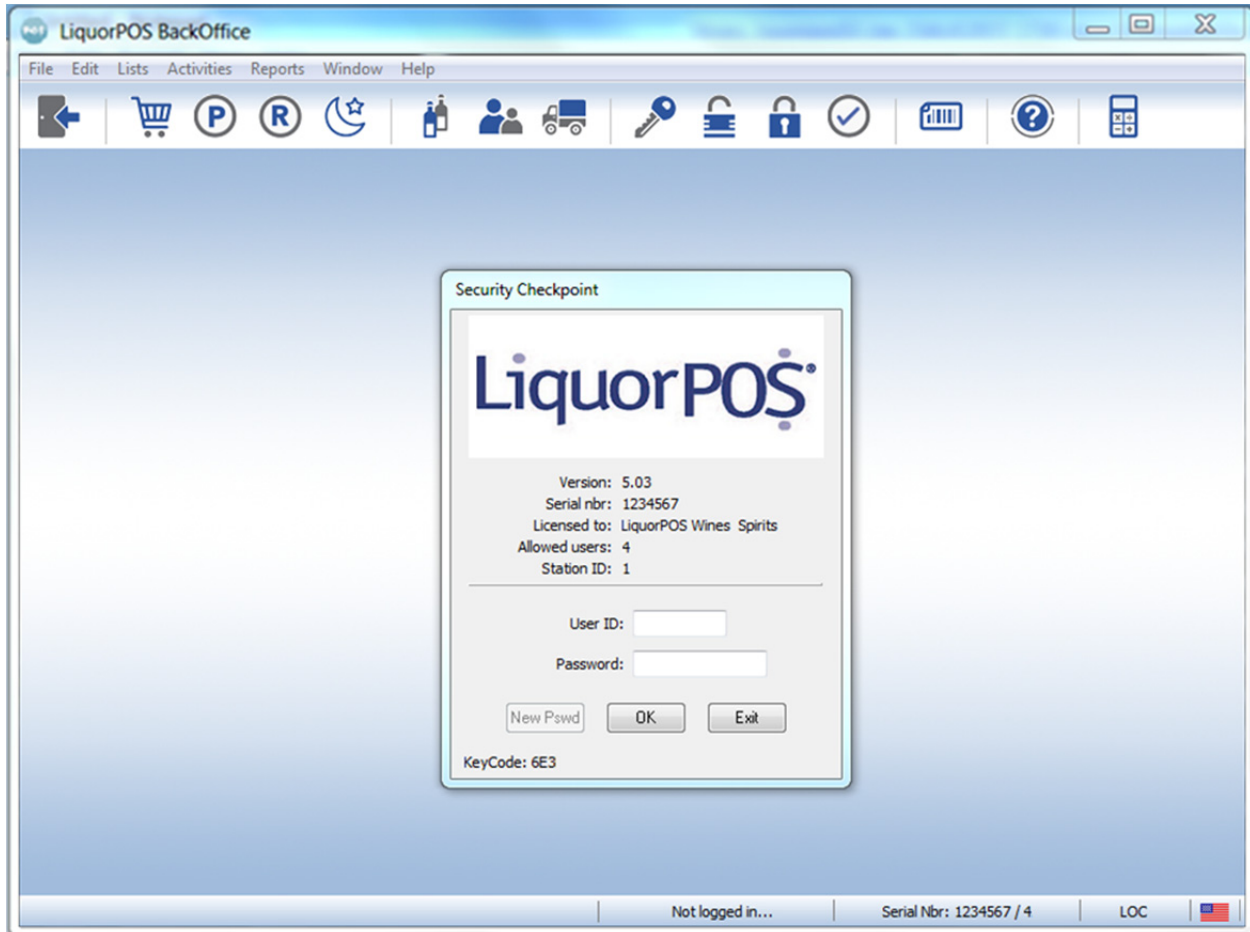
Item	Description	Software
Fully-functional sales station	Clerk may access all menus and commands in the LiquorPOS BackOffice application.	LiquorPOS BackOffice
Sales-only station	Clerk may access the Sales Entry screen only.	LiquorPOS Sales Screen

Interface

Launch windows

Login window

If security is enabled, log in to LiquorPOS BackOffice through the **Security Checkpoint** dialog box.



Main window

The main window of LiquorPOS BackOffice has two components:









- Menu bar
- Toolbar








Use one of the following methods to navigate through the main window:

- On a touchscreen, touch a menu on the main menu bar to display a list of commands, or touch an icon on the main toolbar.
- With a mouse, click a menu on the main menu bar to display a list of commands, or click an icon on the main toolbar.
- With a keyboard, press **Tab**, **Up arrow**, **Down arrow**, and **Enter** to navigate to each item on the screen. Press **Esc** to undo an action.

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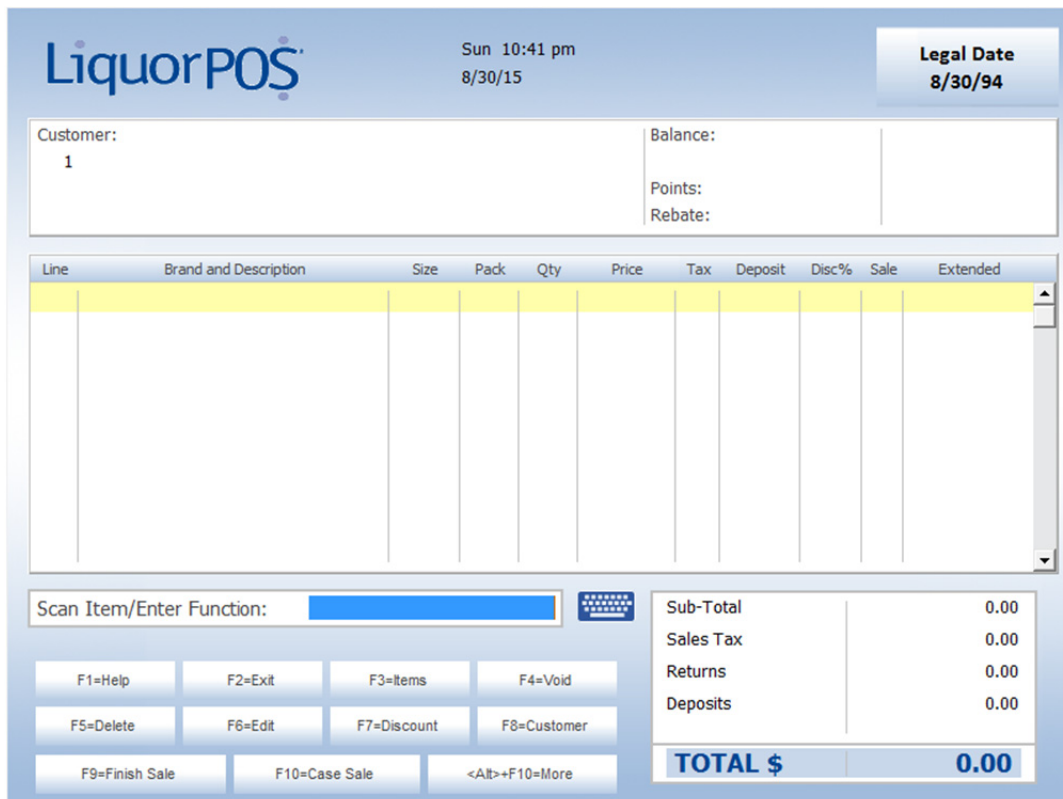
Table of buttons on the main window toolbar

Item	Description
	Exit the application.
	Open the Sales Entry screen.
	Open the Purchase Order window.
	Open the Receive Products window.
	Initiates the end-of-day closeout process.
	Open the Product List window.
	Open the Customer List window.
	Open the Vendor List window.

Item	Description
	Open the Security Settings window.
	If security is enabled, log in another user.
	If security is enabled, log out the current user.
	Open the Customize window.
	Open the Product Labels or Shelf Labels window.
	Open the help window.
	Open the calculator.

Sales Entry screen

Use the **Sales Entry** screen to perform point-of-sale transactions and related functions.



LiquorPOS Sun 10:41 pm 8/30/15 Legal Date 8/30/94

Customer: 1 Balance: Points: Rebate:

Line	Brand and Description	Size	Pack	Qty	Price	Tax	Deposit	Disc%	Sale	Extended

Scan Item/Enter Function:

F1=Help F2=Exit F3=Items F4=Void
F5=Delete F6=Edit F7=Discount F8=Customer
F9=Finish Sale F10=Case Sale <Alt>+F10=More

Sub-Total 0.00
Sales Tax 0.00
Returns 0.00
Deposits 0.00
TOTAL \$ 0.00

Expanded list of keys

To display the expanded list of all function keys:

- Click **<Alt>+F10 = More** on the **Sales Entry** screen.
- On a touchscreen, press **<Alt>+F10 = More** on the **Sales Entry** screen.
- On a keyboard, press the **Alt** and **F10** keys.

F1=Help	F2=Exit	F3=Items	F4=Void
F5=Delete	F6=Edit	F7=Discount	F8=Customer
F9=Finish Sale	F10=Case Sale	<Alt>+F10=More	
Open Drawer	Misc Sale	@Case Price	Reprint
0.00% Off LINE	0.00% Off LINE	0.00% Off ALL	0.00% Off ALL
Tax Exempt	Two-Fer	Three-Fer	Coupon
Cash Check	Checks OK?	Pending	Suspend
Refund	Payment	Notes	Expense
	Cust Hist	Time Clock	Stand-Alone
Lottery	Deposit Retn	Recipes	Delivery
License	Freq Rebate	Freq Coupon	
Gift Cert		PriceChk	

Quick keys

Quick Keys are keyboard shortcuts that access functions from the **Sales Entry** screen. To access the associated functions, press the shortcut on a touchscreen, or press the key(s) on a keyboard and press **Enter**.

To define the functions available on the **Sales Entry** screen, customize an application category with the prefix **Sales**. For example, customize **Sales: Check Cashing** to allow the store to accept checks.

General shortcuts

Table of keyboard shortcuts to general functions

Key	Function
C	Open the cash drawer.
RF/REF	Make a refund or return.
PT	View pending transactions and quotes.
SUS	Suspend an invoice.
P	Make a payment to an account.
SN	Type a sales note on an invoice.
E	Make an expense payout.
CHS	View the sales history of a customer.
EMP	View the employee time clock.
D	View deposit returns.
BAR	View drink recipes.

Key	Function
DL	Scan a drivers license.
CD	Make a cash drop.
Alt+F9	View the delivery sales module.
R	Reprint a receipt.
F10	Sell a case.
L	View the lottery module.
CC	Cash a check.
CH	View the list of acceptable checks.
GC	Make a gift card or gift certificate sale.
X	Make a tax exempt sale.

Discount shortcuts

Table of keyboard shortcuts for discount functions

Key	Function
Q	Create a Quick Discount Line for amount #1.
W	Create a Quick Discount Line for amount #2.
A	Create a Quick Discount of AL items for amount #1.
Z	Create a Quick Discount of AL items for amount #2.
T	Apply a TwoFer discount.
TT	Apply a ThreeFer discount.
Shift+F10	Apply a case price discount.
FQ	Apply a frequent-buyer discount.
FC	Apply a frequent coupon discount.
N/F12	Apply a coupon discount.

Online loyalty program shortcuts

Table of keyboard shortcuts for online loyalty program functions

Key	Function
LC	View the loyalty card menu.
LS	Swipe a loyalty card.

Sales screen command shortcuts

Table of keyboard shortcuts for sales screen command functions

Key	Function
ZQWDRW	Close the cash drawer.
ZQWPRINTER	Manage printer settings.
ZQWSET	Manage settings.

Missing barcode shortcuts

Table of keyboard shortcuts for missing barcode functions

Key	Function
B	Beer item without a barcode.
S	Snacks item without a barcode.
V	Wine item without a barcode.
K	Liquor item without a barcode.
M	Miscellaneous item without a barcode.

File menu

Select **File** on the main menu bar of the LiquorPOS BackOffice application.

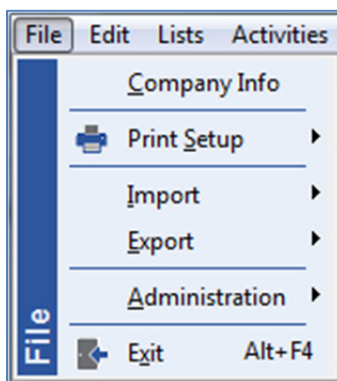


Table of commands on the File menu

Item	Description
File > Company Info	Open the Company Info window.
File > Print Setup	Open a submenu for the Print Setup command. Select a printer for various reports, receipts, and labels.
File > Import	Open a submenu for the Import command. Import preexisting data into the application.
File > Export	Open a submenu for the Export command. Save customer, inventory, and vendor records to a database file, spreadsheet, or text file.
File > Administration	Open a submenu for the Administration command. Reindex the application database, manage application security, manage standalone transactions, and purge the application database of unused historical or inventory records.
File > Exit	Exit the application.

Company Info command

To display the **Company Info** window, select **File > Company Info**.

Print Setup command

To display a submenu for the **Print Setup** command, select **File > Print Setup**.

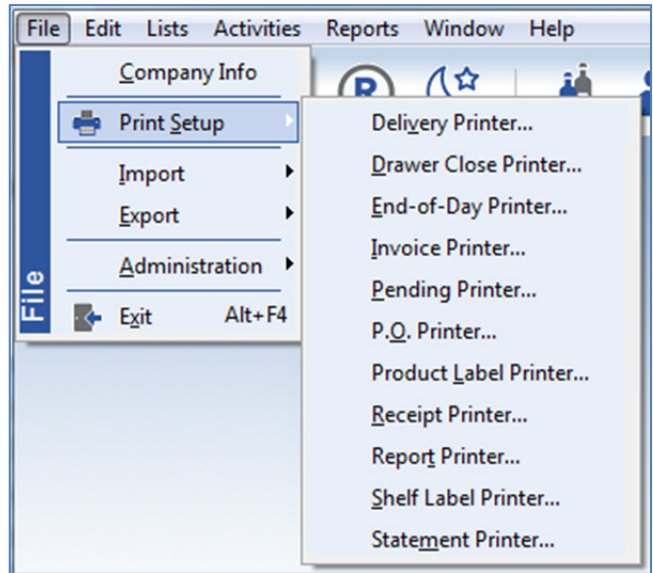


Table of commonly-used printers for each output type

Item	Description
Full-size 8 ½ x11 printer or 80-column printer	Delivery, Drawer Close, End-of-Day, Invoice, Pending, P.O., Report, Statement, Product Label, Receipt, and Shelf Label
40-column printer	Drawer Close and End-of-Day

Import command

To display a submenu for the **Import** command, select **File > Import**.

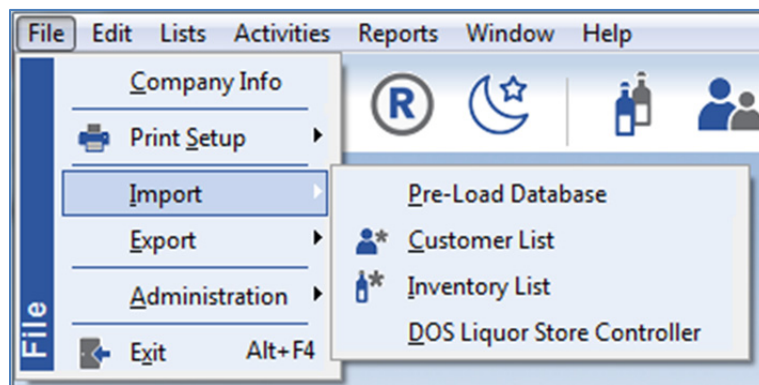


Table of commands on the Import submenu

Item	Description
File > Import > Pre-Load Database	Open the Pre-Load Database window.
File > Import > Customer List	Open the Select Customer Data File dialog box.
File > Import > Inventory List	Open the Select Inventory Data File dialog box.
File > Import > DOS Liquor Store Controller	Open the Locate DOS Data File dialog box.

Export command

To display a submenu for the **Export** command, select **File > Export**.

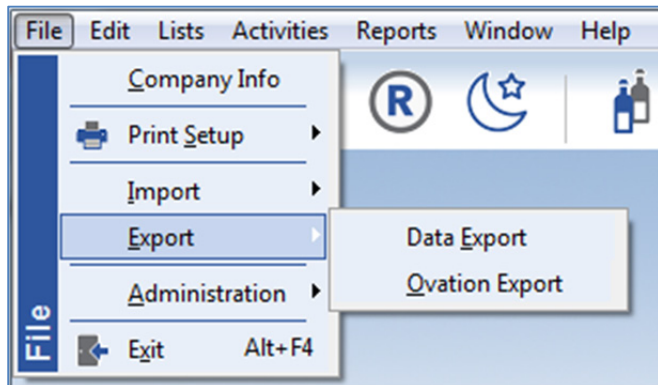


Table of commands on the Export submenu

Item	Description
File > Export > Data Export	Open the Export Wizard window.
File > Export > Ovation Export	Open the Ovation Export window.

Administration command

To display a submenu for the **Administration** command, select **File > Administration**.

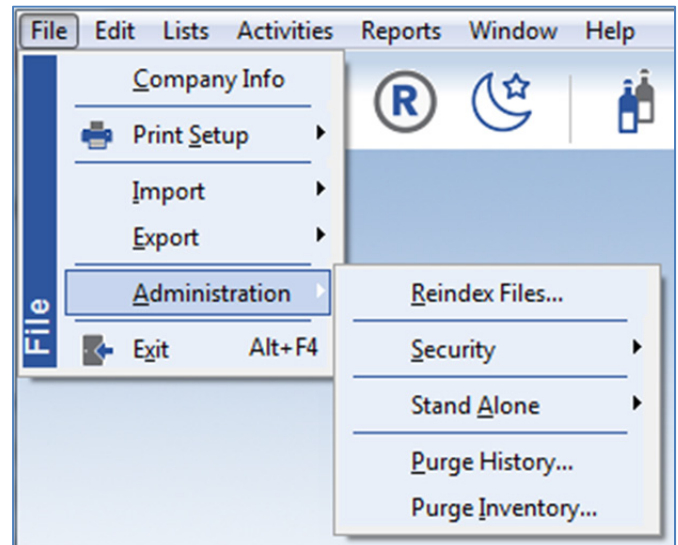


Table of commands on the Administration submenu

Item	Description
File > Administration > Reindex Files	Open the File Maintenance window.
File > Administration > Security	Open a submenu for the Security command. Submenu: Enable Security, Item Edit Log, Option Settings, Stored Bankcards.
File > Administration > Stand Alone	Open a submenu for the Stand Alone command. Submenu: Stand-Alone Merge, Copy to Stand-Alone.
File > Administration > Purge History	Open the Purge History dialog box.
File > Administration > Purge Inventory	Open the Purge Unused Inventory Items dialog box.

Exit command

To exit the application on the current workstation, select **File > Exit**.

Edit menu

Select **Edit** on the main menu bar of the LiquorPOS BackOffice application.

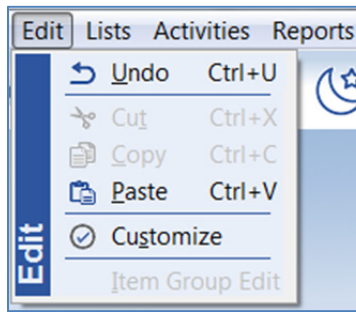


Table of commands on the Edit menu

Item	Description
Edit > Undo	Undo the previous action.
Edit > Cut	Cut the selection and put it on the Clipboard.
Edit > Copy	Copy the selection and put it on the Clipboard.
Edit > Paste	Paste the contents of the Clipboard.
Edit > Customize	Open the Customize window.
Edit > Item Group Edit	Open the Item Group Edit window.

Customize command

To tailor the application to your business, select **Edit > Customize** on the main window menu bar. Then, select an application category on the left side of the **Customize** window to specify how the application functions on the current workstation.

Note: Before using the system for the first time, customize closeouts (End-of-Day), deposits, and taxes.

Table of application categories on the Customize window

Item	Description
Accounts Receivable	Enable House Charge Accounts and customize your preferences.
BankCard Processing	Enable card processing and storage and configure the interface between the application and card processing software.
Closeouts	Set closeout options for the end-of-day report.
Deposits	Set the bottle deposit that a customer pays to you and the deposit that you pay to a vendor.
Frequent Buyer	Enable and configure how to handle customer points for the Frequent Buyer Program.
General Ledger Merge	Configure the interface between the application and accounting software.
Gift Certificates	Enable gift cards and gift certificates, and configure the interface between the application and another online processor for gift cards.
Hardware	Enable and configure a peripheral hardware device such as a printer, cash drawer, PIN pad, or pole display.

Item	Description
Invoices/Receipts	Manage receipt types and conditions.
Purchase/Receive	Manage purchasing, receiving, and taxes.
Sales: Check Cashing	Enable the application to accept checks and manage service fees.
Sales: Delivery	Enable delivery orders and manage the delivery ticket.
Sales: Discounts/Promos	Manage discount types, calculations, and keyboard shortcuts.
Sales: Edits	Manage how a price change is handled during a sale.
Sales: Information	Manage settings for the Sales Entry screen.
Sales: Lottery	Enable lotteries, and manage lottery settings.
Sales: Tendering	Manage payment at the end of a sale and specify the payment types that you accept.
Stand-Alone Mode	Enable and configure stand-alone mode. Enable LiquorPOS to continue selling if the server or network is down. Configure stand-alone mode before a problem occurs when the server and network are working properly.
Taxes	Manage how the application calculates taxes, and specify taxable items.
Other	Configure inventory, operations, system, and interface settings that do not fall into another category.
Security Settings	Enable user security, manage security settings and view the security audit log.

Application categories

To customize an application category, select **Edit > Customize**.

Categories define how the application handles sales and payments, calculates taxes, closes out at end-of-day, and manages other parts of the application such as the check cashing and lottery modules, message lines for customer display hardware, and more.

Closeouts category

To set closeout options for the end-of-day report, select **Edit > Customize**, and select the **Closeouts** category.

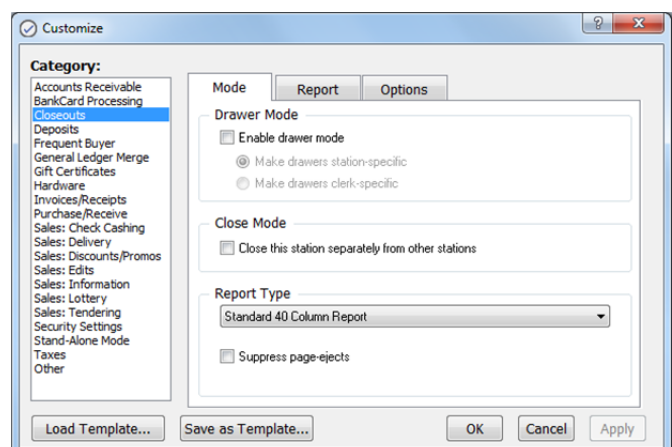
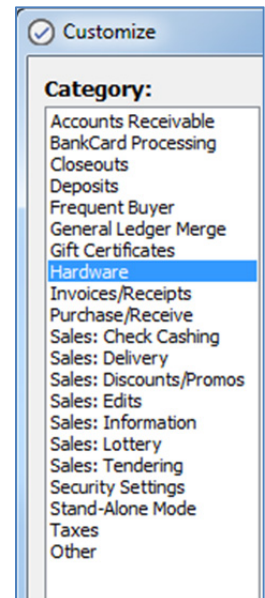
Closeouts category–Mode tab

The tab groups fields into the following group boxes:

- Drawer Mode
- Close Mode
- Report Type

Drawer Mode group box

Close multiple shifts or drawers throughout the day. Reports are available for each shift or drawer and for the entire store.



Station-specific

Link a cash drawer to a specific sales station. The application adds sales from the sales station to the drawer totals for the station.

Clerk-specific

Link a cash drawer to the clerk logged in to the application when the drawer opens. The application adds sales from any sales station on which the clerk is logged in to the drawer totals for the clerk.

Close Mode group box

Standard close

Run the closeout process once at the end of the day on any sales station.

Stations closed separately

Run the closeout process once at the end of the day on every sales station.

Report Type group box

Specify the end-of-day report type.

Table of fields in the Report Type group box

Item	Description
Standard 40 Column Report	General summary. Formatted for a standard 40 column receipt printer.
Standard 80 Column Report	General summary on an 80-column printer. Formatted for full-size 8.5"x11" printers.
80 Column with Margins, Markups, Bar Code, & Qty-on-hand	Summary plus details by item. Formatted for full-size 8.5"x11" printers. Formatted for a standard 40 column receipt printer.
Detailed Report with initials and Time Sold	Summary plus details by item and the time of each sale and who made the sale. Formatted for a standard 40 column receipt printer.
Detailed Report Sorted by Department and Size	Summary with data sorted by department and product size.

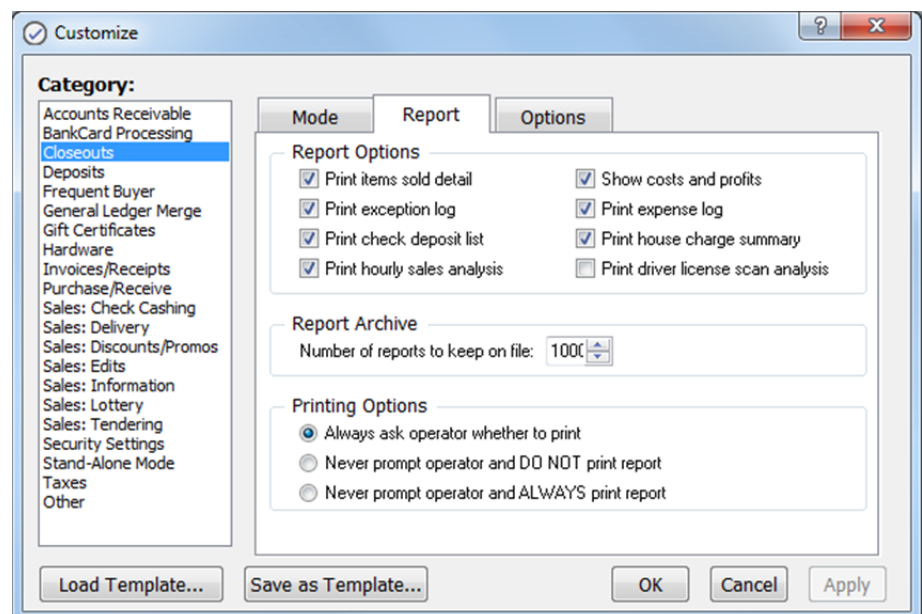
Suppress page-ejects

Prevents some receipt printers with built in paper cutters from cutting the end of day report between each section.

Closeouts category-Report tab

The tab groups fields into the following group boxes:

- Report Options
- Report Archive
- Printing Options



Report Options group box

Specify additional information to print with the end-of-day report.

Table of fields in the Report Options group box

Item	Description
Print items sold detail	Print a list of all items sold each day. This information is already included in the detailed closeout reports.
Show costs and profit	Print cost and profit figures on the report.
Print exception log	Print a list of all transactions that have been edited, deleted or refunded from the Sales Entry screen. This report also indicates if the cash drawer was opened for No Sale.
Print expense log	Print cash payouts (money removed from the cash drawer) entered and tracked with the Expense key on the Sales Entry screen.
Print check deposit list	Print a list of all checks received.
Print house charge summary	Print a list of all charges against and payments made to house charge accounts.
Print hourly sales analysis	Print sales totals by hour.
Print driver license scan analysis	Print driver's license scans by clerk.

Report Archive group box

Maximum number of reports that the applications stores to reprint later.

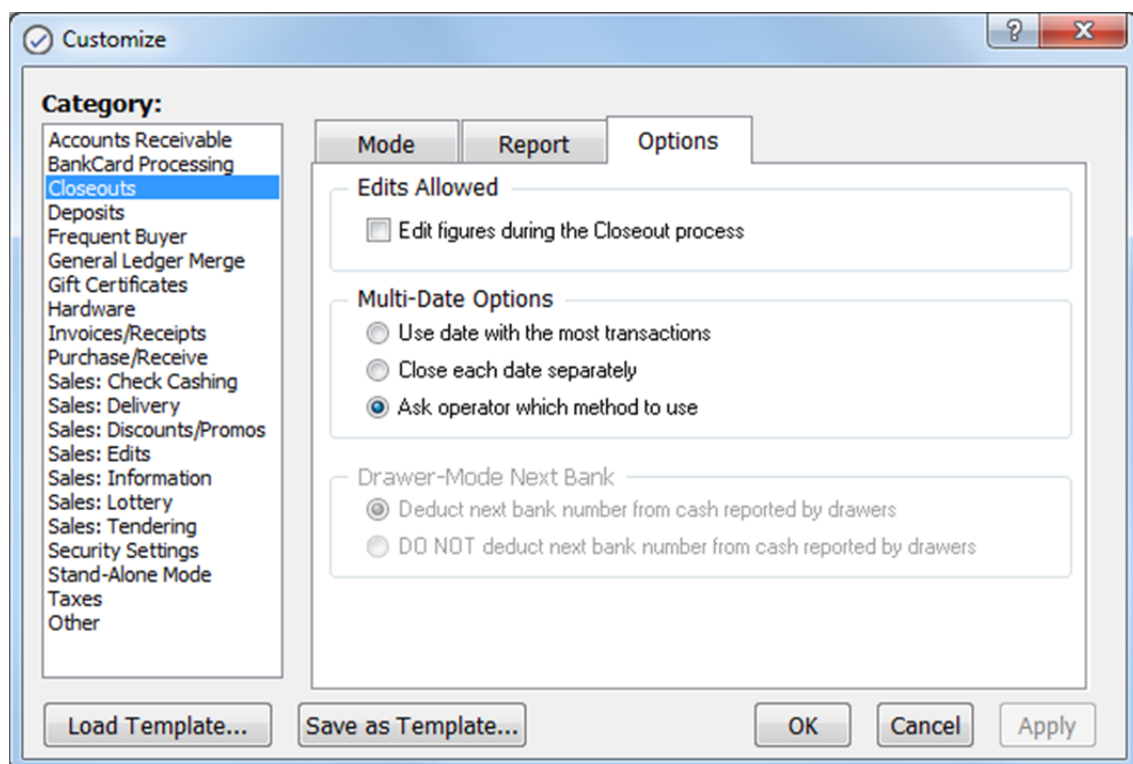
Printing Options group box

Prompt the user before printing the report at the end-of-day.

Closeouts category-Options tab

The tab groups fields into the following group boxes:

- Edits Allowed
- Multi-Date Options
- Drawer-Mode Next Bank



Edits Allowed group box

Allow the user to edit figures, correct errors, or make other desired changes in the **End-of-Day Totals** window during the closeout process.

The 'End-of-Day Totals' window for 10/16/2015 displays a table of transactions. The 'Revised' column shows values that can be edited, while the 'Calculated' column shows the system's totals. Transactions include Sales, Sales Tax, Total, Credit Given, Paid on Account, System Payouts, Other Payouts, Gift Certs Sold, Opening Drawers, Closing Drawers, Next Bank, and Bank Should =. A 'Close Nbr: 1' is indicated. A warning 'In Balance!' is shown at the bottom.

Revised	Calculated
Sales: 9.00	9.00
Sales Tax: 0.00	0.00
Total: 9.00	9.00
Credit Given: 0.00	
Paid on Account: 0.00	
System Payouts: 0.00	
Other Payouts: 0.00	
Gift Certs Sold: 0.00	
Opening Drawers: 0.00	
Closing Drawers: 0.00	
Next Bank: 0.00	
Bank Should =: 9.00	

Multi-Date Options group box

If the multi-date message box is displayed, then transactions are available to close that occurred on more than one date. Select a method to handle closeout.

Table of fields in the Multi-Date Options group box

Item	Description
Use date with the most transactions	Automatically apply the date associated with the largest number of transactions.
Close each date separately	Produce an EOD report for each date found.
Ask operator which method to use	Prompt the user to select a method.

The 'End-of-Day' message box displays a warning icon and text: 'There is more than one date in the file. The first is 10/16/2015. The last is 10/17/2015.' It offers three options: 'Use this date: 10/16/2015', 'Use date with most transactions', and 'Close each day separately' (which is selected). 'OK' and 'Cancel' buttons are at the bottom.

Drawer-Mode Next Bank group box

Table of fields in the Drawer-Mode Next Bank group box

Item	Description
Deduct next bank number from cash reported by drawers	The next bank amount is subtracted out of the total deposit on the End-of-Day report.
DO NOT deduct next bank numbers from cash reported by drawers	The next bank amount is not subtracted out of the total deposit on the End-of-Day report.

Taxes category

To manage how the application calculates taxes and to specify taxable items, select **Edit > Customize**, and select the **Taxes** category.

Note: Liquor, beer, and wine are subject to sales tax in most jurisdictions, so all items are precoded as taxable for the primary sales tax. To code products using an optional second sales tax or flat tax, select **File > Item Group Edit**, and make the necessary change to one or more item groups.

Taxes category–Tax Fields tab

The tab groups fields into the following group boxes:

- Fields
- Format
- Rates

Fields group box

Specify how the application calculates one or more taxes. Taxes are displayed on the **Sales Entry** screen. Tax 1 is usually the sales tax.

Example: Tax 1 (Sales Tax) on the **Sales Entry** screen.

Sub-Total	0.00
Sales Tax	0.00
Returns	0.00
Deposits	0.00
TOTAL \$	0.00

Specify which products are subject to one or more taxes on the **Details** tab of the **Product List**.

Format group box

Table of fields in the Format group box

Item	Description
Percentage-based	Calculate tax based on the percentages you specify in the Rates group box.
Table-based	Charge tax by item. Tax varies as the value of each individual item increases.

Rates group box

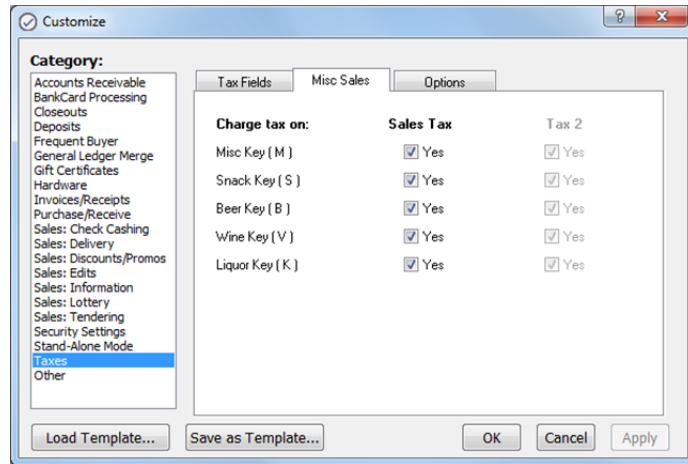
Type the tax percentage for Tax 1 and Tax 2 in decimal form. For example, 0.05000 equals 5%.

Table of fields in the Rates group box

Item	Description
Primary Rate for Tax 1 and Tax 2	Enter the tax percentage charged for Tax 1.
Alternative Rate for Tax 1 and Tax 2	Certain products are subject to an alternative tax.

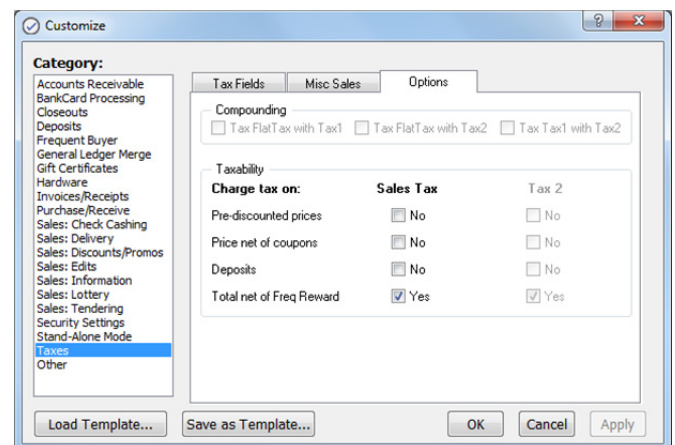
Taxes category–Misc Sales tab

Select the product types subject to Tax 1 (Sales Tax) and Tax 2.

*Taxes category–Options tab*

The tab groups fields into the following group boxes:

- Compounding
- Taxability

*Compounding group box*

Calculate secondary taxes on a sales total.

Table of fields in the Compounding group box

Item	Description
Tax Flat Tax with Tax 1	Calculated Tax 1 based on the sale sub-total amount plus the Flat Tax.
Tax Flat Tax with Tax 2	Calculate Tax 2 based on the sale sub-total amount plus the Flat Tax.
Tax Tax 1 with Tax 2	Calculate Tax 2 based on the sale sub-total amount plus Tax 1.

Example: If **Tax Tax 1 with Tax 2** is selected, for a \$10.00 sub-total amount with tax rates at 5% (\$0.50 of \$10.00), the application calculates Tax 2 on \$10.50. With no compounding, the application calculates Tax 2 on the \$10.00 sub-total amount.

With Compounding

Sub-Total	10.00
Tax 1	0.50
Tax 2	0.53
Returns	0.00
Deposits	0.00
TOTAL \$	11.03

Without Compounding

Sub-Total	10.00
Tax 1	0.50
Tax 2	0.50
Returns	0.00
Deposits	0.00
TOTAL \$	11.00

Taxability group box

Table of fields in the Taxability group box

Item	Description
Charge sales tax on pre-discounted amounts	Charge tax based on the price before the discount. If not selected, tax is calculated on the price after the discount amount is deducted.
Charge sales tax on price net of coupons	Calculate tax on the price after coupon amounts are deducted. If not selected, charge tax based on the price before coupons are applied.
Charge sales tax on deposits	Charge sales tax on deposits. If not selected, tax is calculated on the total before deposits.

Deposits category

To set the bottle deposit that a customer pays to you and the deposit that you pay to a vendor, select **Edit > Customize**, and select the **Deposits** category.

Deposits category–Deposits tab

The tab groups fields into the following group boxes:

- Sales
- Purchases

On the **Details** tab of the Product List, identify items that require a deposit. The item record identifies the deposit charged when the item is sold.

Example: Item subject to deposits for both sale and purchase.

Deposit/Sale: <input checked="" type="checkbox"/> Yes	\$/Unit: 0.050
\$/Unit -- B: 0.000	\$/Unit -- C: 0.000
Deposit/Rcv: <input checked="" type="checkbox"/> Yes	\$/Unit: 0.050

Sales group box

Table of fields in the Sales group box

Item	Description
Default deposit amount per item	Specify the deposit amount to apply to all new items that you create. Also applies to existing items when a variable deposit amount is not set.
Allow variable deposit amounts	Items may require a deposit different from the default deposit amount. This option allows you to enter a different deposit amount for each item in the Product List. Otherwise, the application uses the default deposit amount when a deposit is required.
Track deposit transactions	Prompts the application to track items with a deposit amount greater than the value that you specify. If the item is sold to a customer with a customer record on file, the system will reconcile items being returned with items outstanding. This helps track items such as kegs and taps.
Limit deposit payouts with security check	If the application security is enabled, triggers the application to perform a security check when a deposit payout exceeds a certain value. Set the security level for Sales: Deposit Redemption Over Limit.
Amount over which security check is required	Enter a dollar amount. If a deposit payout transaction is conducted and the payout exceeds the dollar amount you enter here, the application prompts the user for a security check.
Default Redemption window to Nbr of Items	Prompt the clerk from the Sales Entry screen to select a deposit return mode by number of items or by dollar amount.

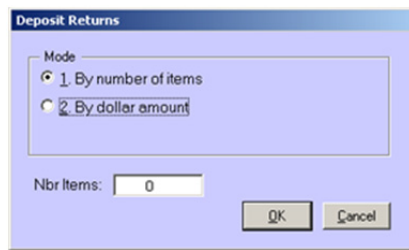
Example: Redemption by number of items.*Purchases group box*

Table of fields in the Purchases group box

Item	Description
Track deposits YOU pay to your vendors	Track the deposit amounts that you pay on inventory purchased. The deposits are used by the Receiving module in the application.
Default deposit amount per item	Specify the deposit amount that you pay to vendors that you want applied to all new items that you create. Receiving deposits are turned on in the same way you turn on regular deposits in the Product List. You can also specify variable deposits for receiving.

Lists menu

Select **Lists** on the main menu bar of the LiquorPOS BackOffice application.

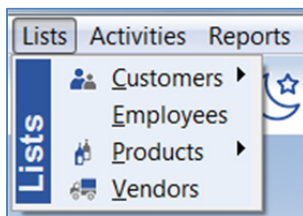


Table of commands on the List menu

Item	Description
List > Customers	Open a submenu for the Customers command. Manage the Customer List and customer types.
List > Employees	Open the Employee List window. Manage the Employee List, details of each employee, and the employee time clock.
List > Products	Open a submenu of the Products command. Manage the Product List, product departments, discount pools, product sizes, and product types.
List > Vendors	Open the Vendor List window. Manage the Vendor List, details of each vendor, and the vendor purchase history.

Customers command

To manage the database of customer records, select **Lists > Customers**.

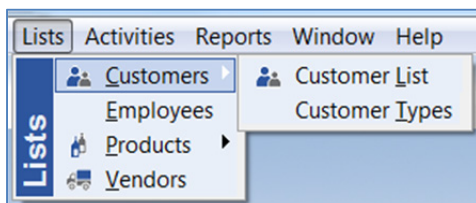


Table of submenus for the Customers command

Item	Description
Customers > Customer List	Open the Customer List window.
Customers > Customer Types	Open the Edit Customer Types window.

Customer List window

Use the Customer List to do the following:

- View and search customer records.
- Add, edit, or delete a customer record.
- Send an e-mail message to a customer.
- Set tax and discount pricing information by product department.
- View a customer sales history graph.

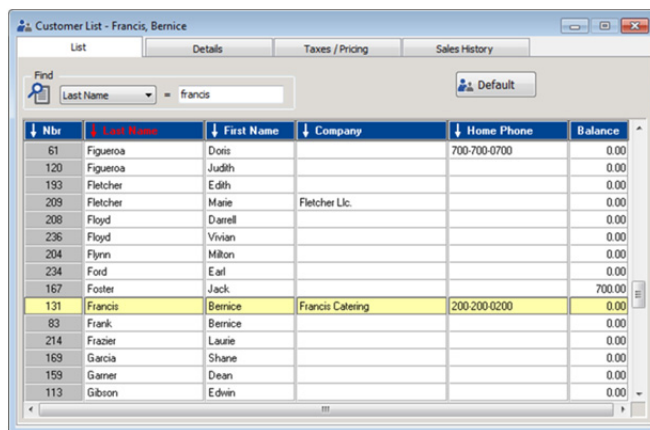
Software Installation Instructions and Quick Reference Guide for LiquorPOS v5.3

Customer List tabs

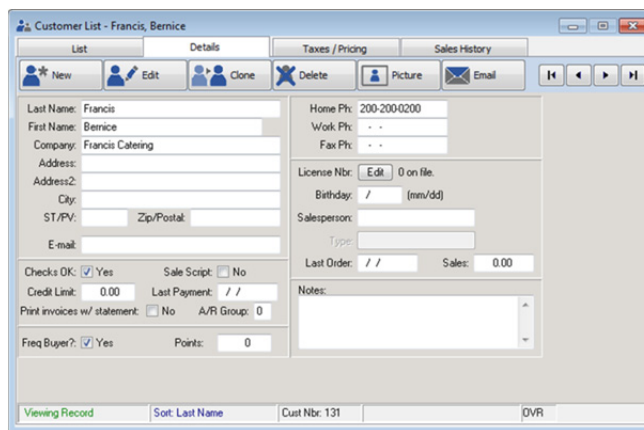
Table of tabs on the Customer List window

Item	Description
List tab	Scroll through the list of all records, sort data by column heading, and type a search keyword to find a specific record.
Details tab	Manage detailed information about each customer. Create a new record, edit an existing record, duplicate (clone) a record, delete a record, add a picture of the customer and send an e-mail to the customer.
Taxes and Pricing tab	For a specific customer, specify taxes and discounts by department.
Sales History tab	Display a bar chart of customer purchases by month and a detailed customer purchase history in the sales journal for a specific customer.

Customer List tab



Customer Details tab



Customer Details toolbar



Table of buttons on the Customer Details toolbar

Item	Description
New	Add a new customer record.
Edit	Edit an existing customer record.
Clone	Copy an existing customer record to create a new record.
Delete	Delete a customer record.
Picture	Add or view the picture of a customer.
Email	Send e-mail to a customer.

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Customer Taxes and Pricing tab

Department	Sales Tax	Discount%	Price Level
0 Unassigned	<input checked="" type="checkbox"/> Taxable	0.0	A Level
1 Liquor	<input checked="" type="checkbox"/> Taxable	0.0	A Level
2 Beer	<input checked="" type="checkbox"/> Taxable	0.0	A Level
3 Wine	<input checked="" type="checkbox"/> Taxable	0.0	A Level
4 Tobacco	<input checked="" type="checkbox"/> Taxable	0.0	A Level
5 Soda / Water	<input checked="" type="checkbox"/> Taxable	0.0	A Level
6 Snacks	<input checked="" type="checkbox"/> Taxable	0.0	A Level
7 Sundry	<input checked="" type="checkbox"/> Taxable	0.0	A Level
8 Mixes	<input checked="" type="checkbox"/> Taxable	0.0	A Level
9 Miscellaneous	<input checked="" type="checkbox"/> Taxable	0.0	A Level
10 Uncommon	<input checked="" type="checkbox"/> Taxable	0.0	A Level

Tax ID:
Expires:

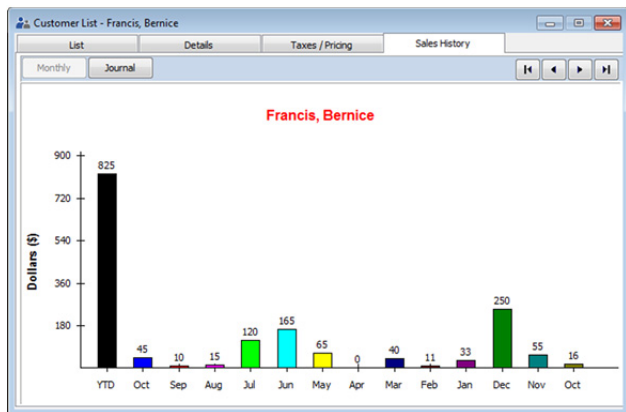
Viewing Record Sort: Last Name Cust Nbr: 131 OVR

Customer Sales History tab

Customer Sales History Journal window

Date	Time	Invoice	Brand	Description	Size	Qty	Price	HP1	HP2
05/19/15	10:38	549738	Payments	on Account		1	164.65	2	
05/16/15	11:50	540166	SPARKLING	CORDON NEGRO BR	.750L	12	10.39		
05/16/15	11:50	540166	SUTTER COURT	FRE	.750L	5	7.99	4	
02/24/15	09:23	520100	Payments	on Account		1	142.32	3	
10/07/14	13:54	486813	DECOY	CABERNET	.750L	3	19.79		
10/07/14	13:54	486813	COURT	CHARDONNAY	.750L	3	17.99		
10/07/14	13:54	486813	STELLA GRNO	6PK	12 OZ	2	9.69		
10/07/14	13:54	486813	BELLEGRNO	SPARKLING	.750L	3	2.95		
10/07/14	13:54	486813	Deposits			1	0.75	4	
06/03/14	12:04	450096	Payments	on Account		1	272.44	3	
06/03/14	12:03	450095	NATURITA	CHARDONNAY	.750L	1	12.99		
06/03/14	12:03	450095	WOOD RIDGE	PINOT NOR	.750L	1	8.99		
06/03/14	12:03	450095	SANTALING	RESERVE CHARDON	.750L	1	11.99	4	
06/02/14	10:57	449770	SPARKLING	CORDON NEGRO BR	.750L	12	12.99		
06/02/14	10:57	449770	SUTTER COURT	FRE	.750L	8	7.99	4	

Customer Sales History Monthly window



Edit Customer Types window

Create one or more type descriptions, and associate a type with a specific form, invoice, or receipt.

OK

Add...

Modify...

Delete

Customer Type Invoice Set-Up window

Use custom invoice style

Printer: Generic / Text Only

Receipt/invoice Style: 1. 40-column receipt -- standard

Print Options

☐ Print receipt after every sale

☐ Do not print receipts (can be printed on demand)

☐ Send to printer only for non-zero "You Saved" amount

☐ Do NOT print, but ALWAYS email receipts

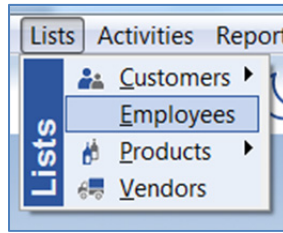
Adjust...

OK

Cancel

Employees command

To manage the database of employee records, select **Lists > Employees**.



Employee List window

Use the Employee List to do the following:

- View and search employee records.
- Add, edit, or delete an employee record.
- Manage the password and security level of an employee.
- Manage the time clock records of an employee.

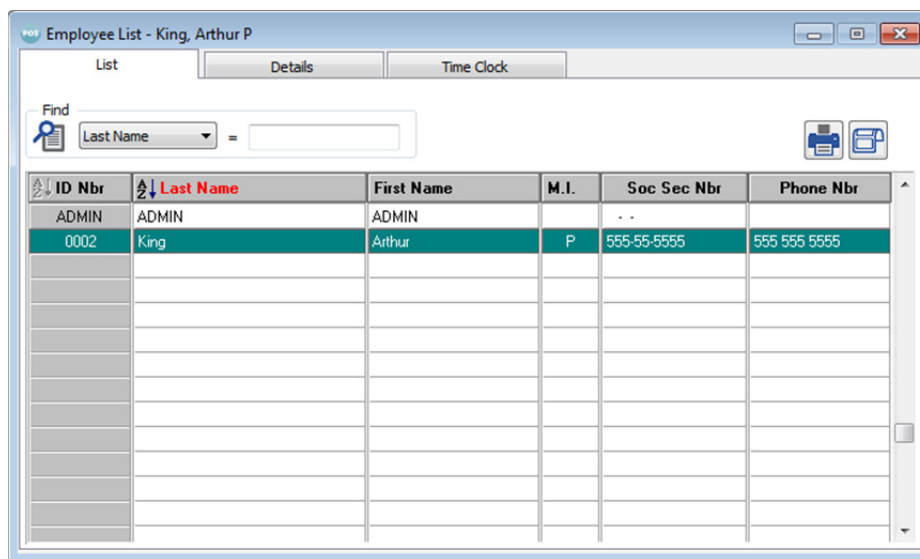
Employee List tabs

Table of tabs on the Employee List window

Item	Description
List tab	Scroll through the list of all records, sort data by column heading, and type a search keyword to find a specific record.
Details tab	Manage detailed information about each employee. Create a new record, edit an existing record, delete a record, add a picture of the employee, and send an e-mail to the employee.
Time Clock tab	Manage the time clock records of an employee.

Employee List tab

Scroll through the list of all records, sort data by column, and type a search keyword to find a specific record.



Employee Details tab

Employee List - King, Arthur P

List Details Time Clock

New Edit Delete Picture Email Security

User ID: 0002 Phone: 555 555 5555

Last Name: King Birthday: 01/01/1990

First Name: Arthur Middle: P Position: 2

Address: 1234 Camelot Rd. Base Pay: 9.20

City: Somerset Employed: 01/01/2016

ST/PV: VA Zip/Postal: 12345 Terminated: / /

E-mail: aaa@bbb.ccc

US Citizen: ☒ Yes

S.S. Nbr: 555-55-5555

Data 1:

Data 2:

Ovation Payroll Settings

Empl#: 0002







Division: 2

Earn Code: 2

Department: Imports

Viewing Record OVR

Table of buttons on the Employee Details toolbar

Tool Tab	Description
 New	Add a new employee record.
 Edit	Edit an existing employee record.
 Delete	Delete an employee record.
 Picture	Manage the picture of an employee.
 Email	Send e-mail to the employee..
 Security	Manage the security clearance of an employee.

Products command

To manage the database of product records, select **Lists > Products**.

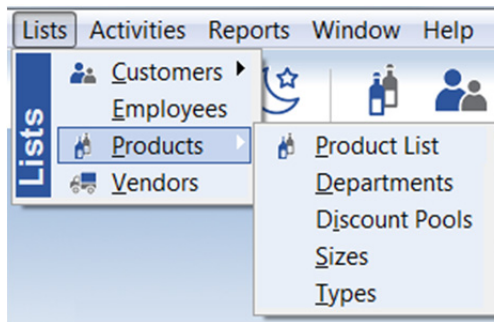


Table of submenus for the Products command

Item	Description
Products > Product List	Open the Product List window.
Products > Departments	Open the Edit Departments window.
Products > Discount Pools	Open the Discount Pool View and Edit window.
Products > Sizes	Open the Edit Sizes window.
Products > Types	Open the Item Type List window.

Product List window

Use the Product List to do the following:

- View and search product records.
- Add, edit, or delete product record.
- Manage a product barcode and vendor.
- Manage product cost and pricing information.
- View a product sales history and product purchase history graph.

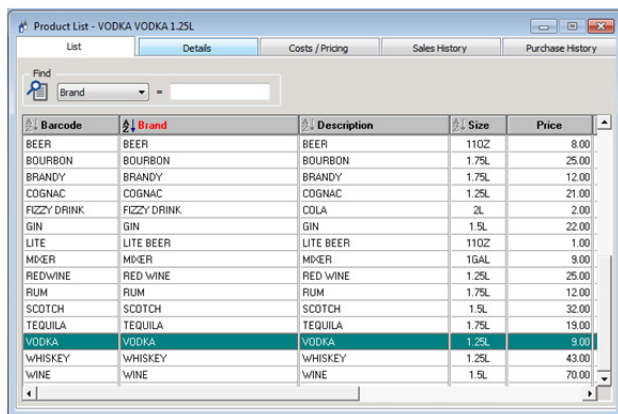
Product List tabs

Table of tabs on the Product List window

Item	Description
List tab	Scroll through the list of all records, sort data by column heading, and type a search keyword to find a specific record.
Details tab	Manage detailed information about each product. Create a new record, edit an existing record, duplicate (clone) a record, delete a record, add a picture of the product, and add a barcode to the record.
Costs and Pricing tab	For a specific product record, set the unit and case costs, markup and margin percentages, prices by quantity, and single and multi-level prices.
Sales History tab	For a specific product record, view a bar chart of product unit or case sales by week or by month, detailed history in the sales journal for a specific product, and customer sales by product.
Purchase History tab	View the history of product purchases.

Software Installation Instructions and Quick Reference Guide for LiquorPOS v5.3

Product List tab



Product Details tab

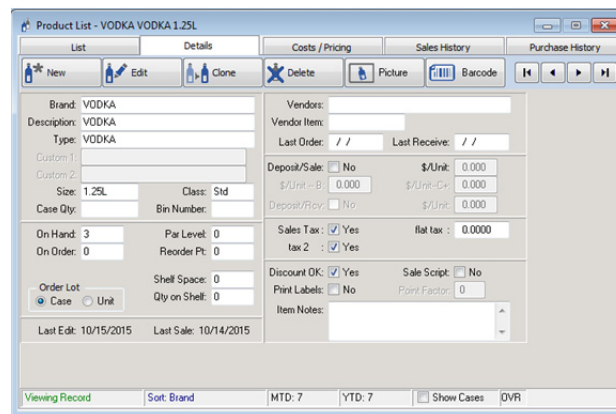

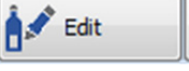
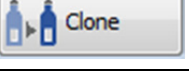





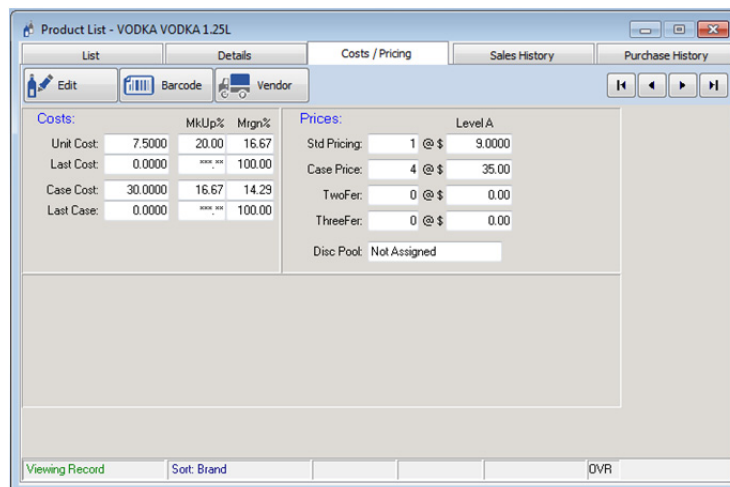
Table of buttons on the Product Details toolbar

Toolbar tab	Description
	Add a new record.
	Edit an existing record.
	Copy an existing record to a new record.
	Delete a record.
	Add or view the picture of a product.
	Add or view a product barcode.

Product Cost and Pricing tab

The **Costs** group box displays the amount that you pay for an item and profit information.

The **Prices** group box displays the amount at which you sell an item for each quantity of the item sold.



LiquorPOS uses the following formulas and values to calculate values in the application.

IMPORTANT: Do not edit the following formulas: Unit cost and Case cost.

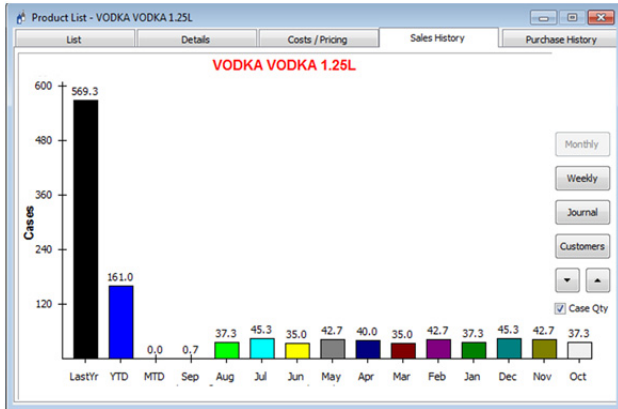
Formulas and values for product cost

Item	Description
Unit cost	$Cost_n = \frac{(Quantity_{onhand} \times Cost_{n-1}) + (Quantity_{received} \times Cost_{received})}{Quantity_{onhand} + Quantity_{received}}$
Last cost	Most recent cost of an item in the inventory database. Every time you add the item to inventory, the application updates the value of last cost automatically. The application will automatically populate a purchase order with the value.
Case cost	Weighted average of your cost for a case of an item over time.
Last case	Cost of the most recently purchased case.
Markup (MkUp%)	Profit field. Percentage difference of sell price over cost. $\frac{(Price - Cost)}{Cost}$
Margin (Mrgn%)	Profit field. Percentage difference between sell price and profit. $\frac{(Price - Cost)}{Price}$

Formulas and values for product price

Item	Description
Standard pricing	Sell price of the item(s) at a typical quantity. Usually, quantity is one, so price is the sell price of a single item. Quantity and price may vary with Multi-Pack Items.
Case price	Case quantity and sell price for a case. Case quantity equals Case Qty on the Details tab of the Product List.
TwoFer	The first quantity that triggers an item discount, and the sell price for that quantity. An item discount triggers when a customer purchases more than one of an item. Usually, the quantity for the first discount is two but may be any quantity.
ThreeFer	The second quantity that triggers an item discount, and the sell price for that quantity. An item discount triggers when a customer purchases more than two of an item. Usually, the quantity for the second discount is three but may be any quantity.
Discount pool	Discount that applies to groups of items. A discount pool requires the customer to buy a sufficient quantity or volume of items to trigger the discount. A discount pool is similar to a TwoFer or ThreeFer discount but applies to many different items rather than the same item.
Multiple price levels	Standard and case price for one or more price levels. Enable multiple price levels on the Inventory tab of the Other category, and specify alternate price levels. You can assign a customer to purchase at a specific level on the Taxes and Pricing tab of the Customer List.
Minimum price	The lowest sell price of an item. You cannot discount the item below the minimum price. If a discount drops the sell price below the minimum price, a message is displayed, and the sell price is reset to the minimum price. Enable Enforce Minimum Price on the Inventory tab of the Other category, and specify a minimum per unit price for the sale of an item in the Min Price field.

Product Sales History tab



Product Purchase History tab

Date	Time	Receiver	Cases	Case Cost	Vendor
10/15/2015	21:47	3	12.00	30.00	Alcohol Vendor Co.

Edit Departments window

Nbr	Department
0	Unassigned
1	Liquor
2	Beer
3	Wine
4	Tobacco
5	Soda & Water
6	Snacks
7	Sundry
8	Mixes
9	Miscellaneous

Buttons: Close, Add..., Modify..., Delete...

Add Discount Pool window

Add Discount Pool

Name:

Mode:

Amount %:

Trigger

☒ By units ☐ By volume

☒ Liters ☐ Gallons

Quantity: Units

Buttons: OK, Cancel

Discount Pool View and Edit window

Number	Name	Qty	M	Mode	Amount (%/\$)
1	Example	1.5	G	Percent	50.00

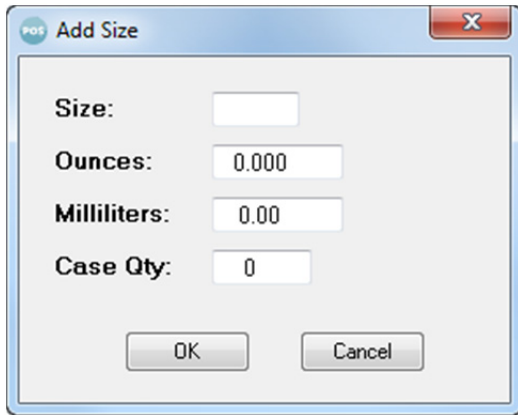
Buttons: Add, Edit, Delete, OK

Edit Sizes window

Size	Ounces	ML	CaseQty
19.25	19.250	569.22	0
19L	642.466	19000.00	0
1BARR	4032.000	0.00	0
1CT	0.000	0.00	0
1GAL	128.000	3785.41	0
1L	33.814	1000.00	0
1LITE	33.814	1000.00	0
1OZ	1.000	29.57	0
2.25L	76.082	2250.00	0

Buttons: OK, Add..., Modify..., Delete

Add Size window



POS Add Size

Size:

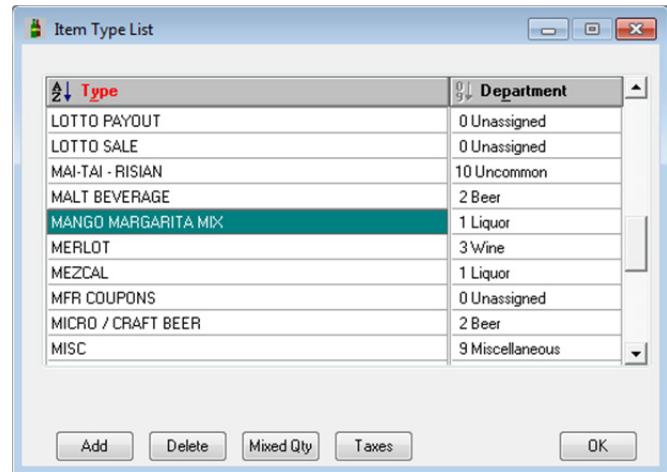
Ounces:

Milliliters:

Case Qty:

OK Cancel

Item Type List window

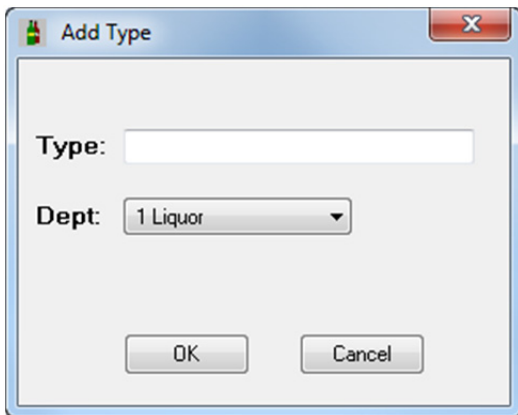


Item Type List

Type	Department
LOTTO PAYOUT	0 Unassigned
LOTTO SALE	0 Unassigned
MAI-TAI - RISIAN	10 Uncommon
MALT BEVERAGE	2 Beer
MANGO MARGARITA MIX	1 Liquor
MERLOT	3 Wine
MEZCAL	1 Liquor
MFR COUPONS	0 Unassigned
MICRO / CRAFT BEER	2 Beer
MISC	9 Miscellaneous

Add Delete Mixed Qty Taxes OK

Add Item Type window



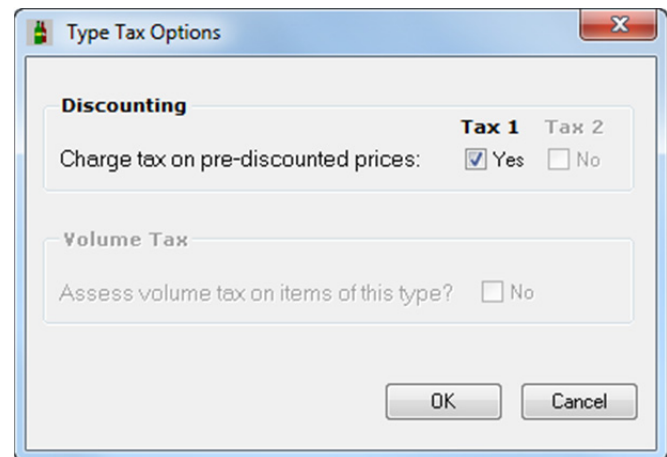
Add Type

Type:

Dept:

OK Cancel

Type Tax Options window



Type Tax Options

Discounting

Charge tax on pre-discounted prices: ☒ Tax 1 Yes ☐ Tax 2 No

Volume Tax

Assess volume tax on items of this type? ☐ No

OK Cancel

Mixed Quantity Discounts window



Mixed Quantity Discounts

Type: MANGO MARGARITA MIX

Mixed Qty:

Mixed Disc:

OK Cancel

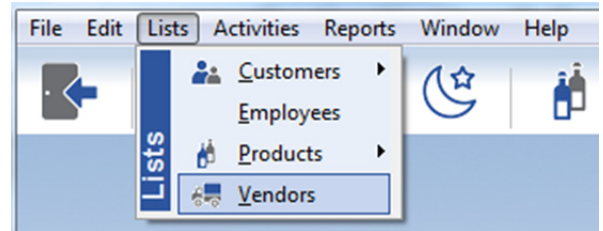
Vendors command

To manage the database of vendor records, select **Lists > Vendors**.

Vendor List window

Use the Vendor List to do the following:

- View and search vendor records.
- Add, edit, or delete a vendor record.
- Send an e-mail message to a vendor.
- View a vendor purchase history graph.



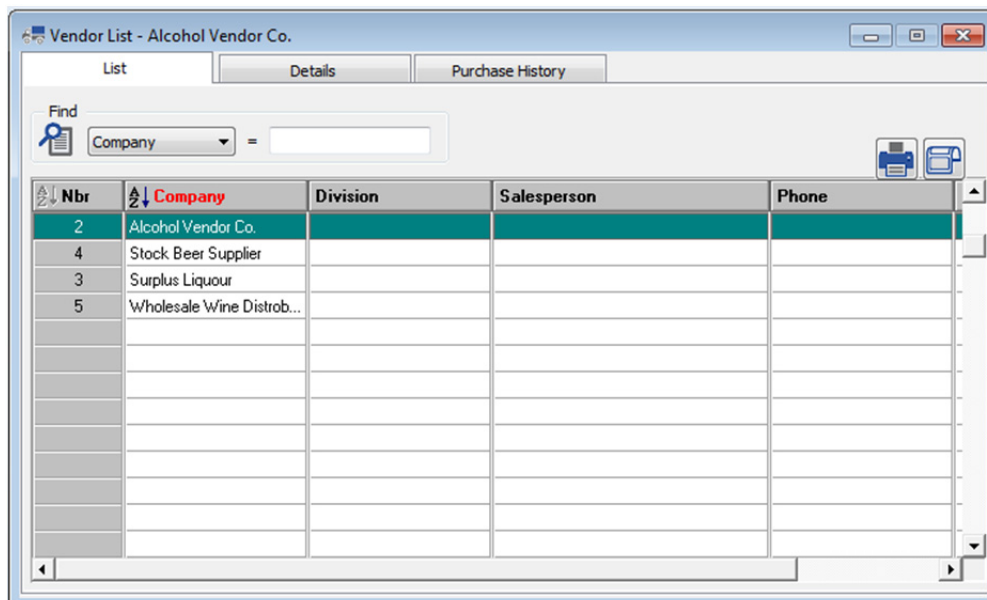
Vendor List tabs

Table of tabs on the Vendor List window

Item	Description
List tab	Scroll through the list of all records, sort data by column heading, and type a search keyword to find a specific record.
Details tab	Manage detailed information about each vendor. Create a new record, edit an existing record, duplicate (clone) a record, delete a record, add a picture of the vendor and send an e-mail to the vendor.
Purchase History tab	View the history of product purchases through the vendor.

Vendor List tab

Scroll through the list of all records, sort data by column, and type a search keyword to find a specific record.



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Vendor Details tab

Vendor List - Alcohol Vendor Co.

Company: Alcohol Vendor Co.
 Division:
 Salesperson:
 Address: 123 Main Street
 Address2:
 City: Sunnyside
 ST/PV: NJ Zip/Postal: 08542
 E-mail:
 Account #: 4372891
 Terms: Net Weekly
 Last Order: 10/15/2015 Open Ords: 0
 \$ To Date: 360.00 \$ Opers: 0.00

Phone: 888-963-0000
 Fax Ph:
 Notes:

Viewing Record Sort: Company Vendor Nbr: 2 0...

Vender Details Toobar	Description
	Add a new record.
	Edit an existing record.
	Copy an existing record to a new record.
	Delete a record.
	Add or view a picture of the vendor.
	Send e-mail to a vendor.

Vendor Purchase History tab

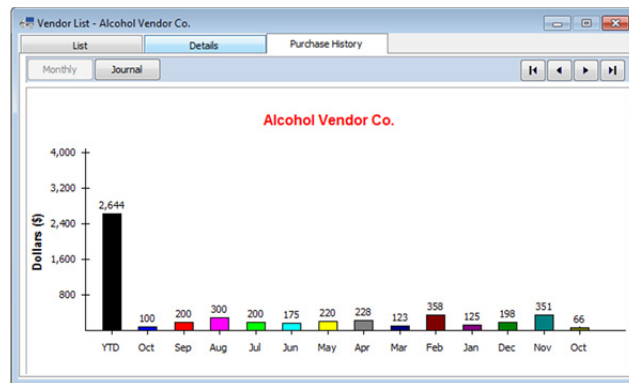
Vendor Purchase History Journal window

Vendor List - Alcohol Vendor Co.

Monthly Journal

Date	Time	Receiver	Invoice N...	Brand	Description	Size	Cases	Case C...
10/16/2015	15:43	2	123	VODKA	VODKA	1.25L	15	30.00

Vendor Purchase History Monthly window

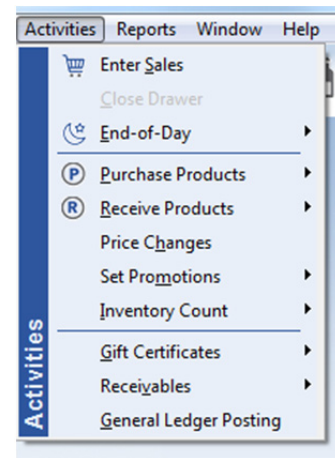


Activities menu

Select **Activities** on the main menu bar of the LiquorPOS BackOffice application.

Table of commands on the Activities menu

Item	Description
Activities > Enter Sales	Open the Sales Entry screen.
Activities > Close Drawer	Open the Close Drawer window.
Activities > End-of-Day	Open the End-of-Day submenu.
Activities > Purchase Products	Open the Purchase Products submenu.
Activities > Receive Products	Open the Receive Products submenu.
Activities > Price Changes	Open the Price Changes window.
Activities > Set Promotions	Open the Set Promotions submenu.
Activities > Inventory Count	Open the Inventory Count submenu.
Activities > Gift Certificates	Open the Gift Certificates submenu.
Activities > Receivables	Open the Receivables submenu.
Activities > General Ledger Posting	Open the GL Posting window.
Activities > Ovation Payroll Export	Open the Ovation Payroll Export window.

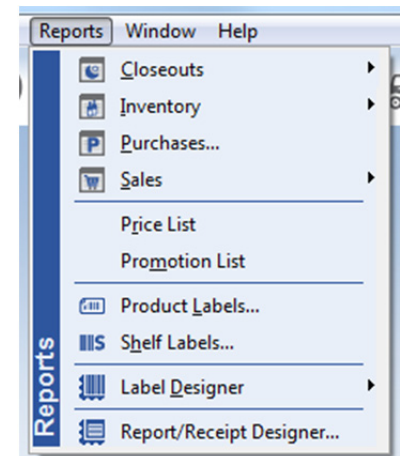


Reports menu

Select **Reports** on the main menu bar of the LiquorPOS BackOffice application.

Table of commands on the Reports menu

Item	Description
Reports > Closeouts	Open the Closeouts submenu.
Reports > Inventory	Open the Inventory submenu.
Reports > Purchases	Open the Purchase History Report window.
Reports > Sales	Open the Sales submenu.
Reports > Price List	Open the Price List window.
Reports > Promotion List	Open the Promotion Lists window.
Reports > Product Labels	Open the Product Labels window.
Reports > Shelf Labels	Open the Shelf Labels window.
Reports > Label Designer	Open the Label Designer submenu.
Reports > Report/Receipt Designer	Open the Report and Receipt Designer window.

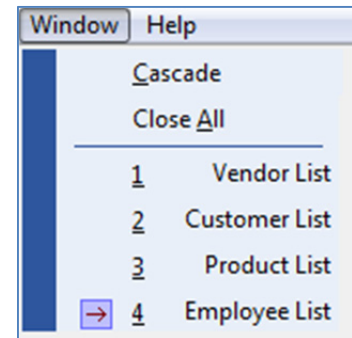


Window menu

Select **Window** on the main menu bar of the LiquorPOS BackOffice application.

Table of commands on the Window menu

Item	Description
Window > Cascade	Tile all open windows in a cascade on the screen.
Window > Close All	Close all open windows on the screen.
Window > <i>window (varies)</i>	Select a window from the list of all windows that are currently open.

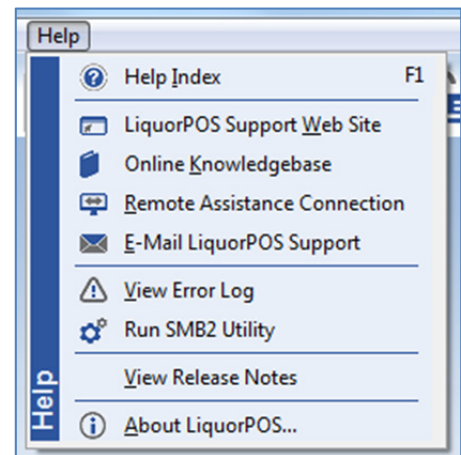


Help menu

Select **Help** on the main menu bar of the LiquorPOS BackOffice application.

Table of commands on the Help menu

Item	Description
Help > Help Index	Open the application help.
Help > LiquorPOS Support Web Site	Open a browser to the application support site on the Web.
Help > Online Knowledgebase	Open a browser to the Online Knowledgebase on the Web.
Help > Remote Assistance Connection	Launch GoToAssist.
Help > E-Mail LiquorPOS Support	Launch an e-mail application and populates the address field.
Help > View Error Log	Open a text file viewer and displays the application error log.
Help > Run SMB2 Utility	Launch the SMB2 utility.
Help > View Release Notes	Open the a text file viewer and displays the release notes for the current application version.
Help > About LiquorPOS	Display application version information.



Installation procedures

Prepare the data server

Launch the setup wizard

Use this procedure to install required files, databases, and utilities. The CDROM installs files using the file *setup.exe*. During installation, follow prompts to install the Sentinel Protection Installer required by the software key.

Note: The installation application installs data server files first, so the workstation must have an optical drive that can read a CDROM disc.

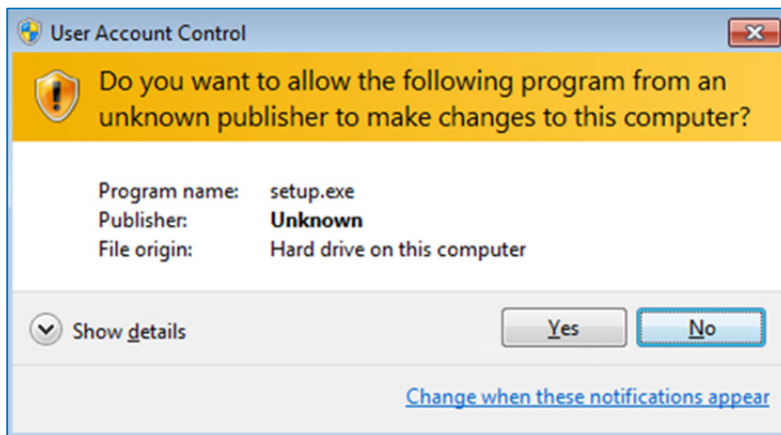
The installation application stores installation files in the *INSTALL* folder inside the data directory.

PROCEDURE

1. Select a workstation to manage data server files.
2. Attach the software key.
3. Insert the LiquorPOS installation disc, and wait for the installer to launch.

If the installer does not launch automatically, use Windows Explorer to navigate to the optical drive, and double-click the installer *setup.exe*. Typically, the optical drive is labeled CD, DVD, or Blu-ray.

4. If the **User Access Control** (UAC) notification asks to allow the installer to run, click **Yes**.



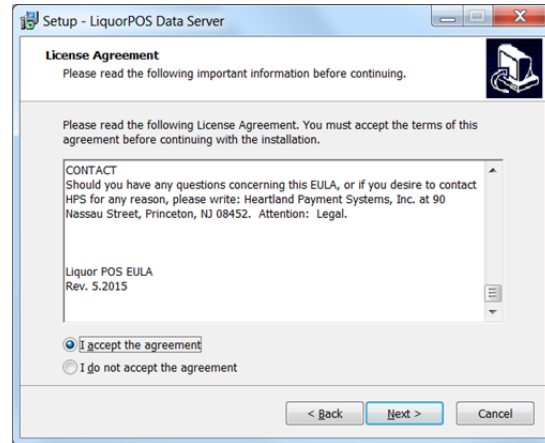
5. Wait for the setup wizard to begin.

Create a data server

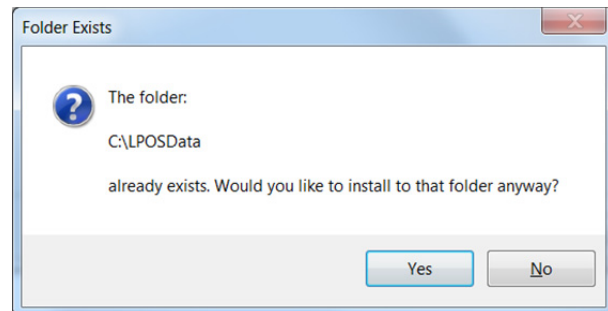
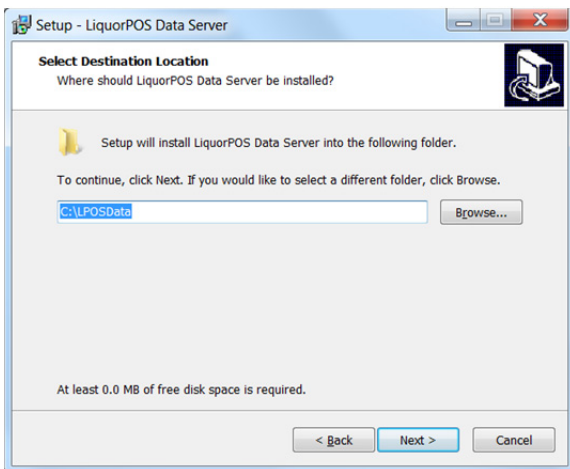
Use this procedure to install all software components on one workstation. The workstation becomes a data server, system manager, and fully-functional sales terminal.

PROCEDURE

1. To create a data server, click **Next**.
2. The license agreement is displayed. Read the agreement, select **I accept the agreement**, and click **Next**.



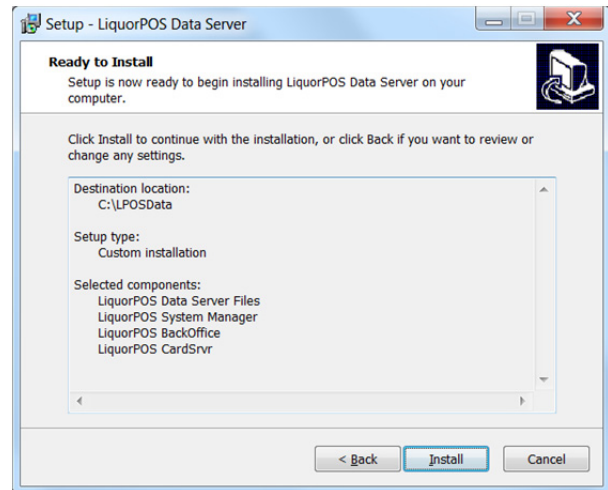
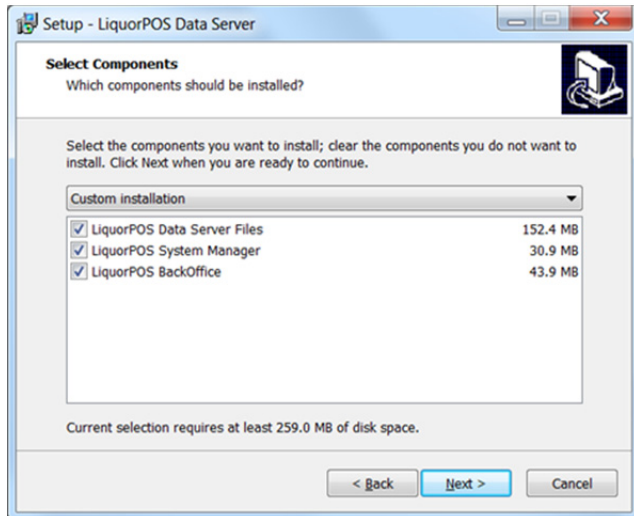
3. Select a destination location. Type a folder name, or click **Browse** to select a folder. Click **Next**.
4. If the **Folder Exists** dialog box is displayed, click **Yes**.



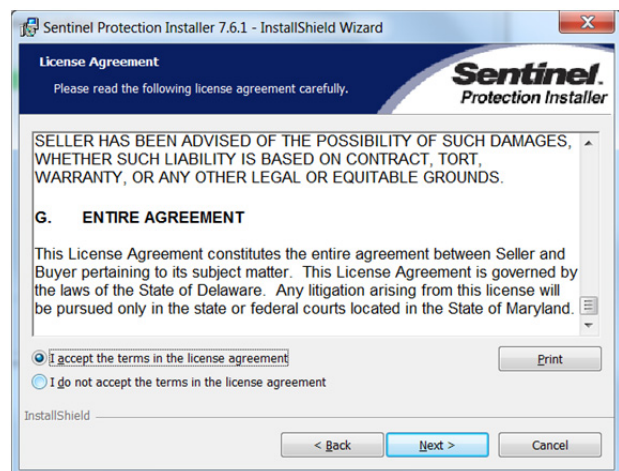
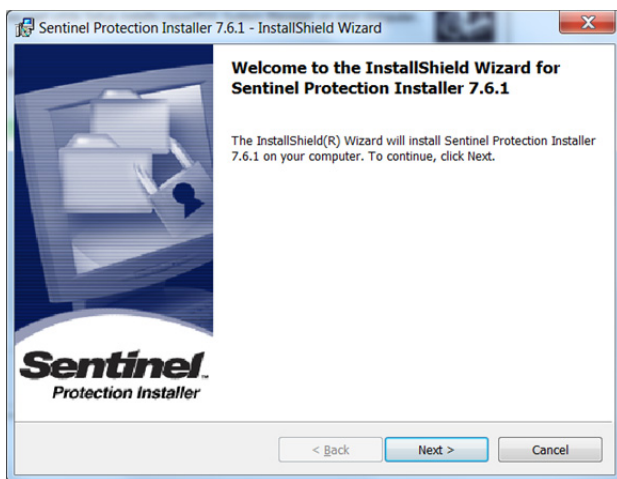
Software Installation Instructions and Quick Reference Guide for LiquorPOS v5.3

5. Select (check) one or more components. Click **Next**.
6. To begin the installation, click **Install**.

Note: It is recommended to select all components. At a minimum, select LiquorPOS Data Server Files.

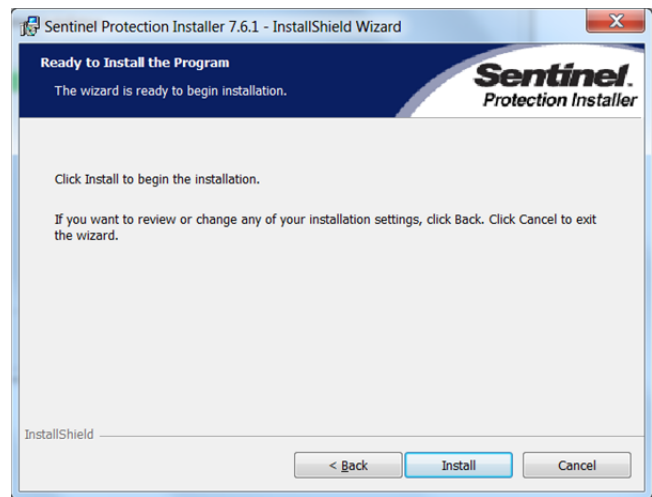
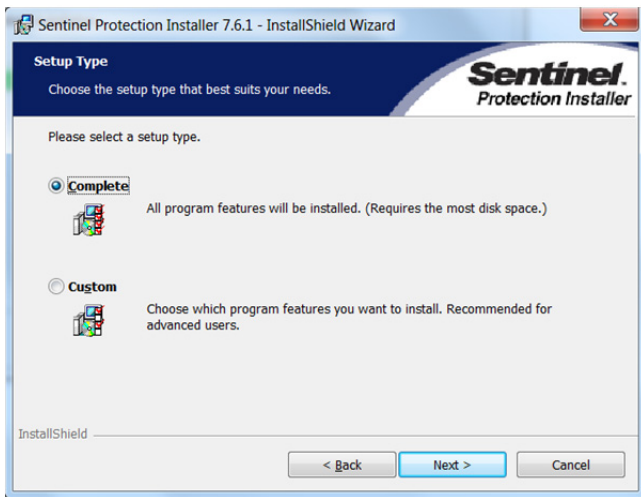


7. Wait for LiquorPOS software to install. When the **Sentinel Protection Installer** wizard is displayed, click **Next**.
8. The license agreement is displayed. Read the agreement, select **I accept the terms in the license agreement**, and click **Next**.

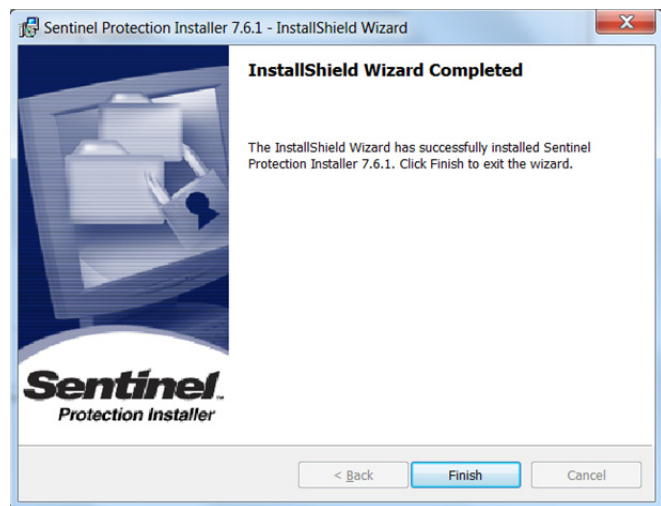
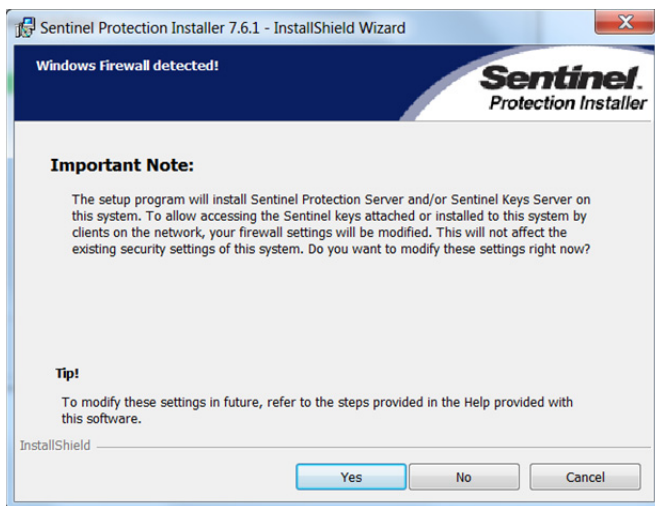


Software Installation Instructions and Quick Reference Guide for LiquorPOS v5.3

9. Select a setup type. Select **Complete**, and click **Next**.
10. To begin the installation, click **Install**.



11. If the system requires a modification to the Windows Firewall, click **Yes**.
12. To complete installation of the Sentinel Protection Installer, click **Finish**.

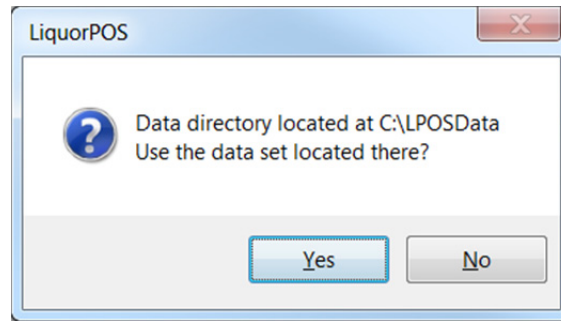


13. Wait for LiquorPOS software to continue installation.
14. To complete installation, click **Finish**.



15. Restart the workstation. LiquorPOS System Manager launches automatically.

16. On the dialog box, confirm that the path to the data server is correct.



- If the path is correct, click **Yes**.
- If the path is not correct, click **No**, browse to the correct folder, and click **OK**.

17. For new installations you will be prompted for a username and password to enter the system. To access a newly installed installation you should use the username "ADMIN" then immediately click the "New Pswd" button and configure the password for the ADMIN user.

18. To run the data server and system manager on the same workstation:

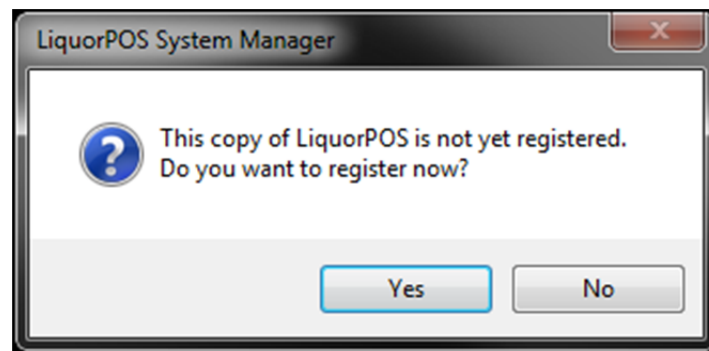
- a. Confirm that the software key is attached to this workstation at all times.
- b. Ensure that the workstation remains running on the network at all times.

19. Register the application.

20. Share the data server across the network.

Register the application

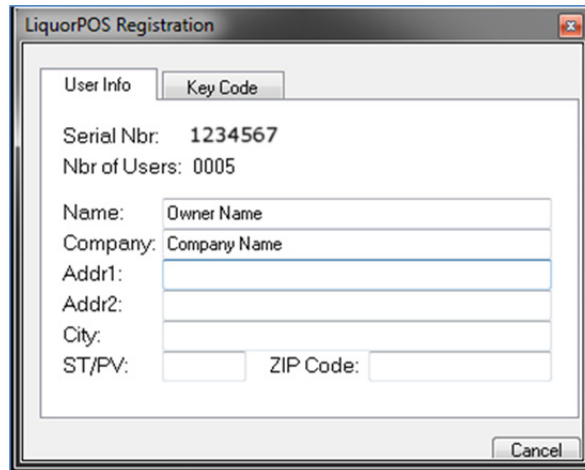
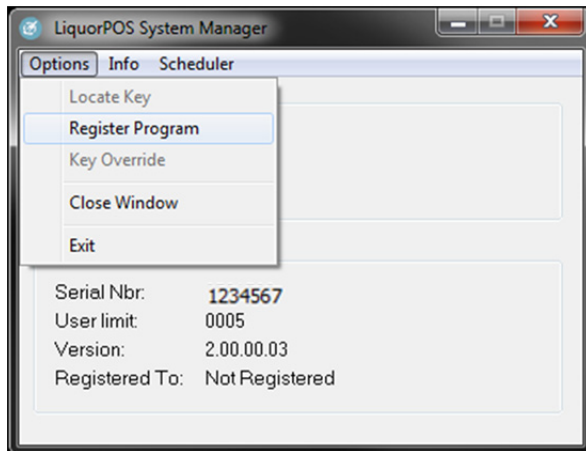
Registration representatives are available Monday through Friday between 8:00a and 10:00pm or on Saturday between 9:00am and 7:00pm at (800) 565-6675. The first time that the system manager application is launched, a request to register the software is displayed.



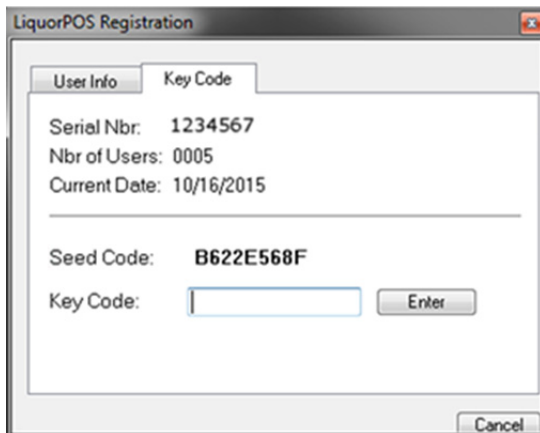
Note: To register later, click No. The system manager launches and runs normally. However, End-of-Day processing is not possible until registration is complete.

PROCEDURE

1. On the system manager workstation, select **Options > Register Program**. The **LiquorPOS Registration** window is displayed.
2. On the **User Info** tab, type merchant information into each text box, and click **OK**.



3. On the **Key Code** window, make a note of your seed code.



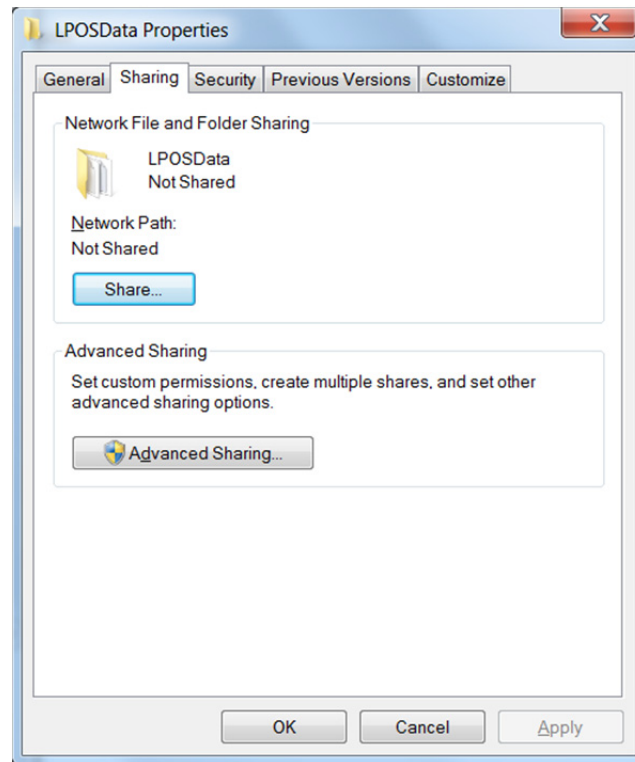
4. To obtain a registration code, call **LiquorPOS** at 1-800-565-6675, provide your seed code.
5. Type the registration key code into the **Key Code** text box, and click **OK**.

Share the data server across the network

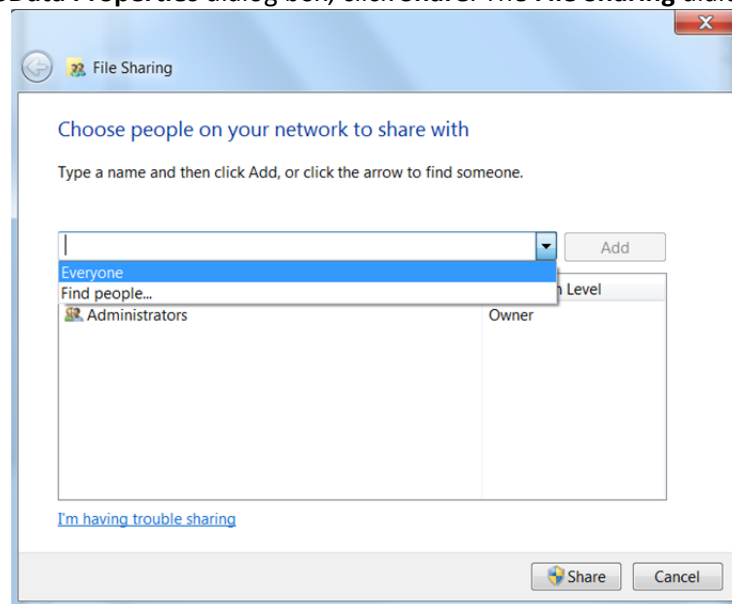
Use this procedure to allow workstations and users on your network to access the data server.

PROCEDURE

1. On the data server, right-click the *LPOSDData* folder, and select **Properties**.

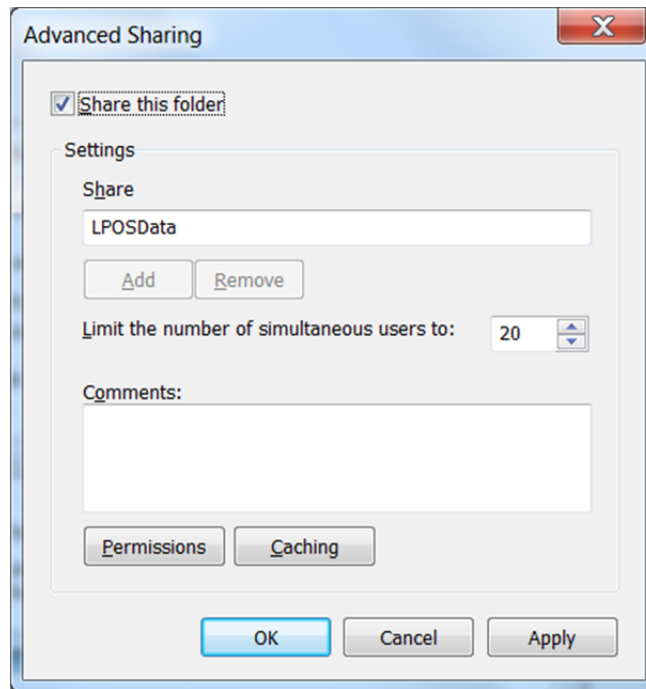


2. If simple sharing is enabled:
 - a. In the **LPOSDData Properties** dialog box, click **Share**. The **File Sharing** dialog box is displayed.

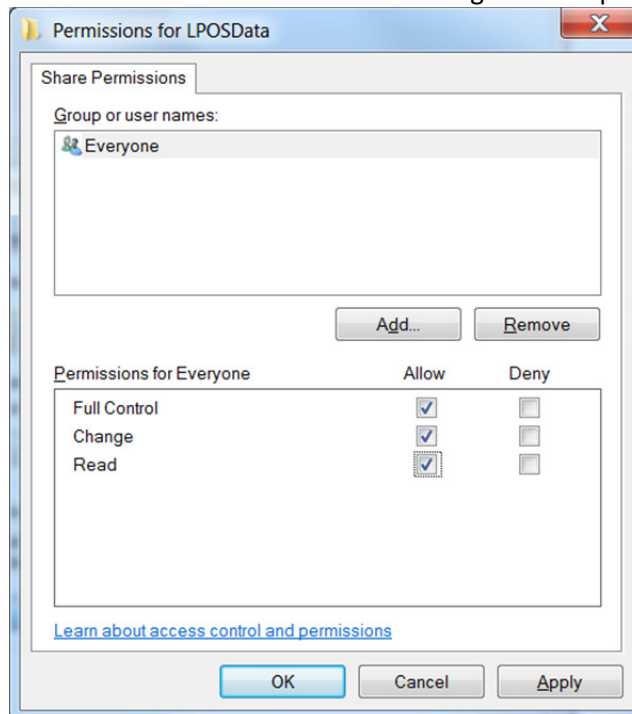


- b. In the drop-down list, select or type **Everyone**, and click **Add**. Everyone needs read and write access to the folder.
 - c. Click **Share**.
 - d. In the **LPOSDData Properties** dialog box, click **Close**.

3. If simple sharing is not enabled:
 - a. In the **LPOSDData Properties** dialog box, click **Advanced Sharing**. The **Advanced Sharing** dialog box is displayed.



- b. Select (check) **Share this folder**.
 - c. Click **Permissions**. The **Permissions for LPOSDData** dialog box is displayed.



- d. Allow permissions for everyone.
 - i. Select (check) **Allow Full Control**.
 - ii. Select (check) **Allow Change**.
 - iii. Select (check) **Allow Read**.
 - e. In the **Permissions for LPOSDData** dialog box, click **OK**.
 - f. In the **Advanced Sharing** dialog box, click **OK**.
 - g. In the **LPOSDData Properties** dialog box, click **Close**.

Run the SMB2 utility

Use this procedure to improve the ability of each workstation to share files.

PROCEDURE

1. On any workstation, launch LiquorPOS BackOffice.
2. Select **Help > Run SMB2 Utility**.
3. Repeat on each workstation at your site.

Prepare sales terminals

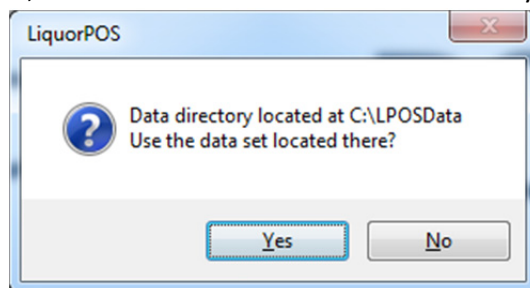
Create a sales terminal

Use this procedure to install LiquorPOS BackOffice on a workstation. The workstation becomes a fully-functional sales terminal.

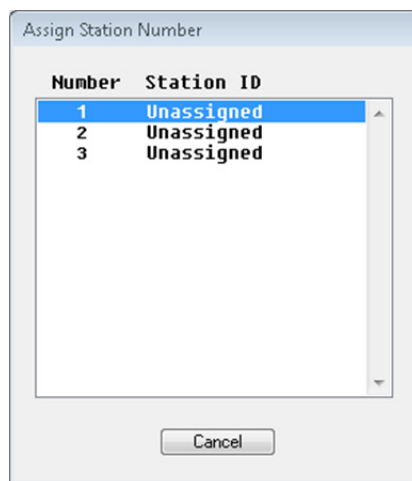
IMPORTANT: For this procedure, do not use the LiquorPOS installation disc.

PROCEDURE

1. Select a workstation to become a fully-functional sales terminal.
2. On the new workstation, use Windows Explorer to navigate to the *LPOSData* folder on the data server. The path to the folder varies by network configuration.
3. In the *LPOSData* folder, select the *Install* folder.
4. In the *Install* folder, double-click the file *Load_BkOffice.exe*. If prompted to run the file, click **OK**.
5. Wait for the LiquorPOS BackOffice Setup wizard to launch.
6. Proceed through the wizard. To accept all defaults, click **Next**, **OK**, or **Install** when prompted.
7. To complete installation, click **Finish**.
8. Restart the workstation.
9. On the **LiquorPOS** dialog box, confirm the location of the data directory, and click **Yes**.

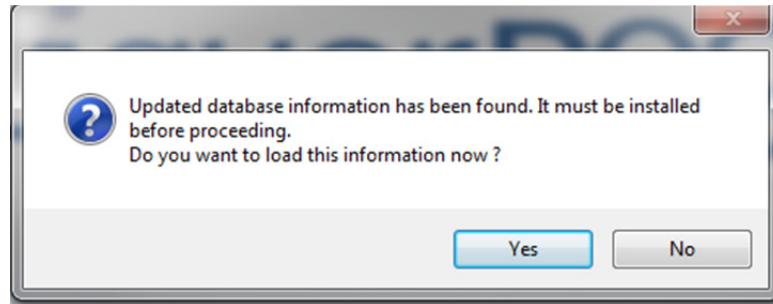


10. On the **Assign Station Number** dialog box, double-click an *unassigned* station.



11. On the **Database** dialog box, click **Yes** to install updated database information.

IMPORTANT: If you click No, the installation procedure exits. LiquorPOS BackOffice is not installed on the workstation.



12. Wait for the database to load. LiquorPOS BackOffice launches automatically.

13. To install hardware and customize software on the sales terminal, refer to the **Online Knowledgebase**.

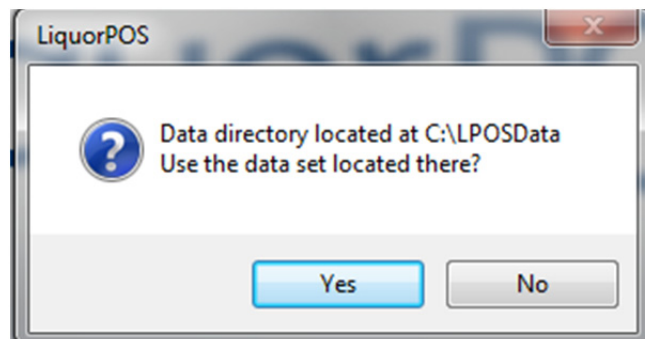
Create a sales-only terminal

Use this procedure to install LiquorPOS Sales Screen on a workstation. The workstation becomes a sales-only terminal with limited functionality.

IMPORTANT: For this procedure, do not use the LiquorPOS installation disc.

PROCEDURE

1. Select a workstation to become a sales terminal.
2. On the new workstation, navigate to the *LPOSData* folder with Windows Explorer. The path to the folder varies by network configuration.
3. In the *LPOSData* folder, select the *Install* folder.
4. In the *Install* folder, double-click the file *Load_Sales.exe*. If prompted to run the file, click **OK**.
5. Wait for the LiquorPOS Sales Screen Setup wizard to launch.
6. Proceed through the wizard. To accept all defaults, click **Next**, **OK**, or **Install** when prompted.
7. To complete installation, click **Finish**.
8. Restart the workstation.
9. On the **LiquorPOS** dialog box, confirm the location of the data directory, and click **Yes**.



10. On the **Assign Station Number** dialog box, double-click an *unassigned* station.

11. If the **Database** dialog box is displayed, click **Yes** to install an updated database.

IMPORTANT: If you click No, the installation procedure exits. LiquorPOS Sales Screen is not installed on the workstation.

12. Wait for the database to load. LiquorPOS Sales Screen launches automatically.

13. To install hardware and customize software on the sales terminal, refer to the **Online Knowledgebase**.

Import data

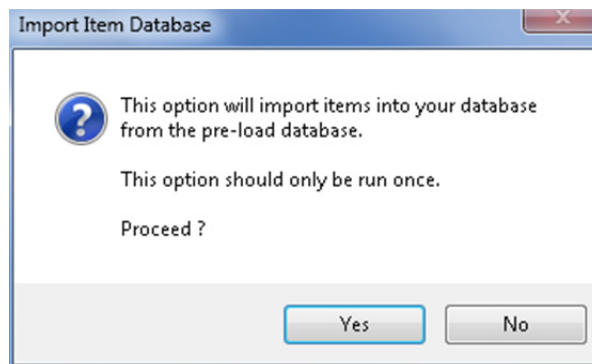
Import a new preloaded inventory database

Use this procedure to import an inventory database preloaded with 35,000 common product items.

IMPORTANT: This procedure overwrites an existing LiquorPOS database. It is recommended to back up your data prior to the procedure.

PROCEDURE

1. On any workstation, launch LiquorPOS BackOffice.
2. Select **File > Import > Load Database**.
3. On the **Import Item Database** dialog box, click **Yes**.



4. Wait for the new database to load.

Import a new customer list

Use this procedure to populate LiquorPOS with a preexisting customer list from a spreadsheet or text delimited file.

PROCEDURE

1. Select **File > Import > Customer List**. The **Select Customer Data File** is displayed.
2. Select a file name.
3. Select the file type.
4. Click **Open**.
5. If the spreadsheet contains a header row, select “The import data DOES have a header row” and click **Apply**.
6. For each column of the spreadsheet, click the column header. In the **Select Field** list, choose the equivalent LiquorPOS field to the selected column, and press **OK**.
7. When all fields have been selected, click **Load**.

Import a new product list

Use this procedure to populate LiquorPOS with a preexisting product list from a spreadsheet or text delimited file.

PROCEDURE

1. Select **File > Import > Product List**. The **Select Product Data File** is displayed.
2. Select a file name.
3. Select the file type.
4. Click **Open**.
5. If the spreadsheet contains a header row, select “The import data DOES have a header row” and click **Apply**.
6. For each column of the spreadsheet, click the column header. In the **Select Field** list, choose the equivalent LiquorPOS field to the selected column, and press **OK**.
7. When all fields have been selected, click **Load**.

Manage system security

To secure your system, perform the following procedures:

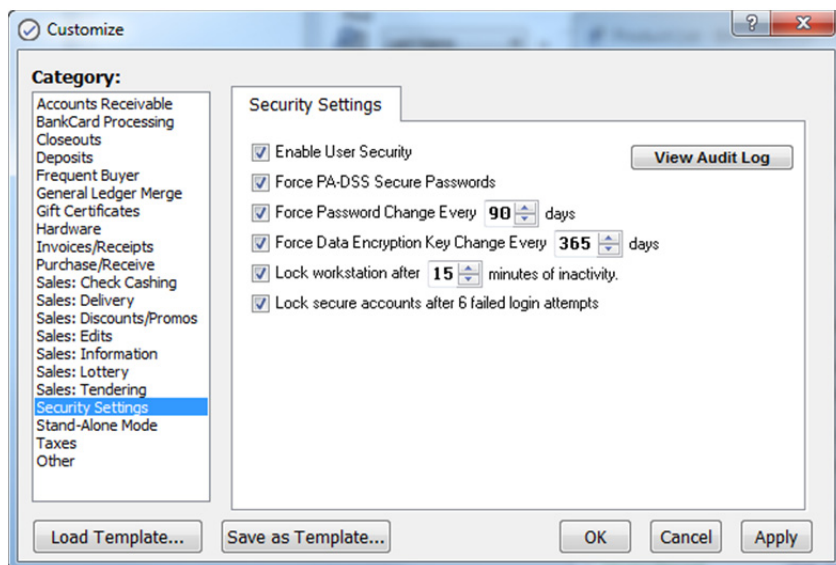
- To confirm that compliance settings are enabled, refer to Manage PA-DSS compliance settings.
- To assign a security level to a specific software command or capability, refer to Manage software security levels.
- To enable the software to use employee and software security levels, refer to Enable system security.
- To enable the application to store credit card information, refer to Manage credit card security.
- To manage the password and security level of an employee, refer to Edit an employee record.

Manage PA-DSS compliance settings

Use this procedure to confirm periodically that all compliance settings are enabled.

PROCEDURE

1. Select **Edit > Customize**, and select the **Security Settings** category.
2. In the **Security Settings** tab, select all settings.

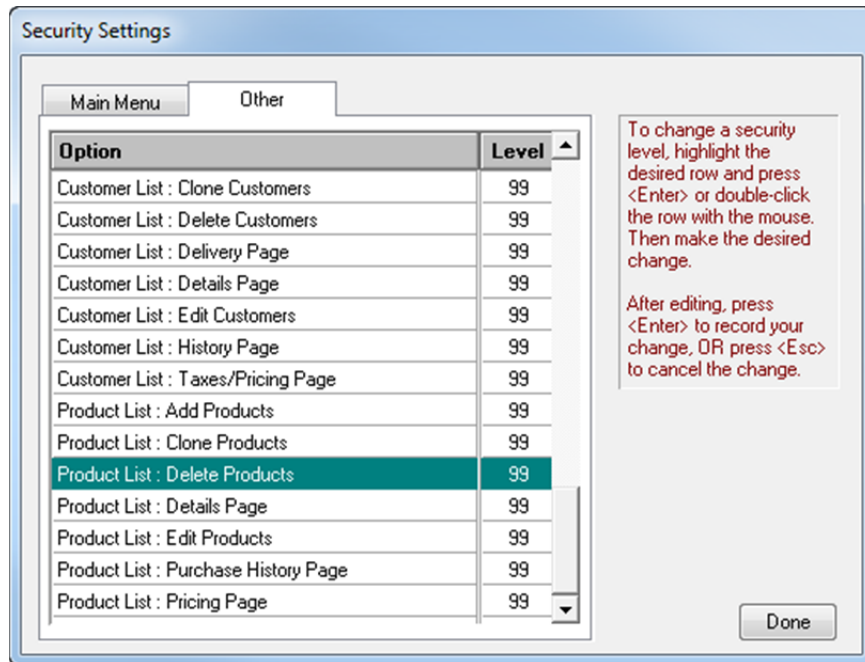


3. Click **OK**.

Manage software security levels

To allow an employee access to one or more parts of the entire software application, assign a *security level* to the employee, the software, or both. Security levels range from 0 (highest) to 99 (lowest).

An employee with security level of zero has access to the entire application, but an employee with a security level of 99 may access only basic program features.



If the security level number of an employee is equal to or lower than the security level number of a software capability, then the employee has access to the software capability.

Example: An administrator wants to prevent certain employees from deleting product records. If the security level for **Product List: Delete Products** is 50, only employees with a security level from zero to 50 may delete product records.

Use this procedure to set the security level for a specific software command or capability.

PROCEDURE

1. Select **File > Administration > Security > Option Settings**. The **Security Settings** window is displayed.
2. To view the security level for each command under a menu name on the main menu bar, select the **Main Menu** tab.
3. To view the security level for other software capabilities, select the **Other** tab.
4. To adjust the security level of an item in the table:
 - a. Double-click the row.
 - b. Type or select the new security level.
 - c. Press **Enter**. The security level changes on every LiquorPOS workstation on the system.
5. To close the **Security Settings** window, click **Done**.

Enable system security

Use this procedure to enable the software to use preset employee and software security levels.

A lock icon is displayed next to parts of the application that an unauthorized employee cannot use. On the **Sales Screen**, the **Unauthorized Option** dialog box is displayed.

PROCEDURE

1. If necessary, set the security level of one or more software commands or capabilities. Refer to Manage software security levels.
2. If necessary, set the security level of one or more employees. Refer to Edit an employee record.
3. Select **File > Administration > Security > Enable Security**.
4. Log in through the Security Checkpoint dialog box.

Manage credit card security

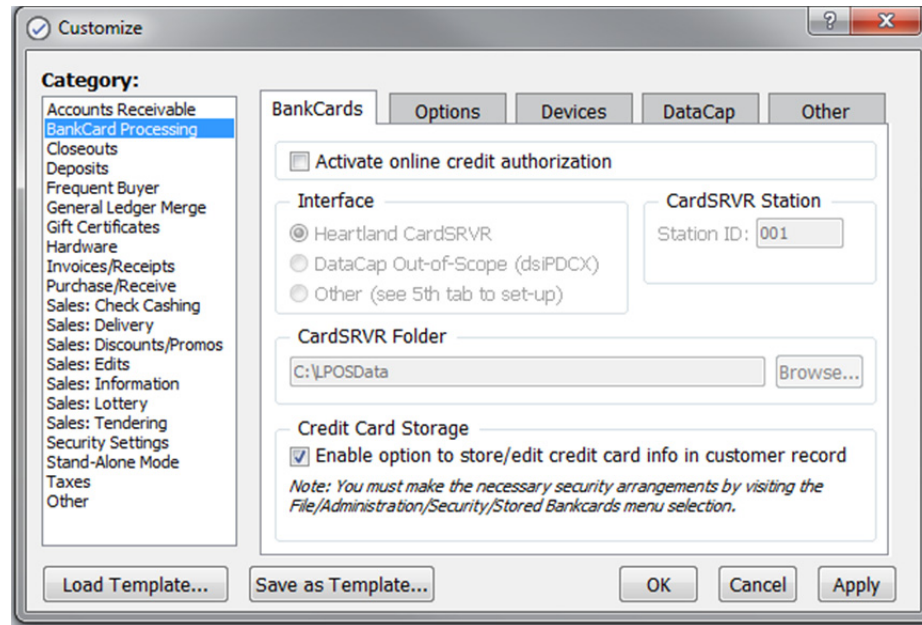
Use this procedure to enable the application to store card information.

Only employees with a security level from 0 to 10 may alter credit card information.

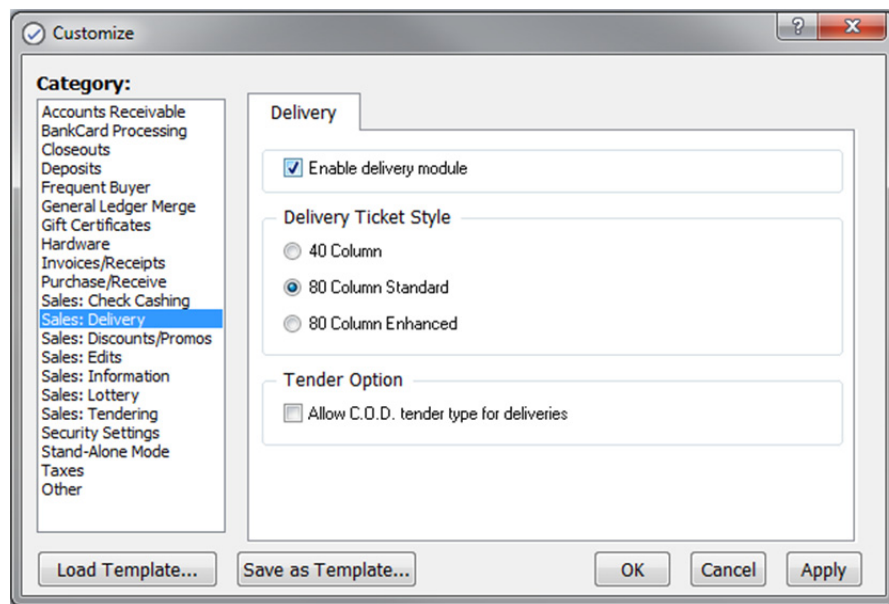
PROCEDURE

Enable credit card storage

1. Select **Edit > Customize**, and select the **BankCard Processing** category.
2. Select the **BankCards** tab.
3. In the **Credit Card Storage** group box, select **Enable option to store/edit credit card info in customer record**.



4. Select the **Sales Delivery** category.
5. On the **Delivery** tab, select **Enable delivery module**.



Create a pass phrase

The application requires a pass phrase to use card information.

IMPORTANT: Do not lose the pass phrase. Due to the encryption required for personal data protection, the pass phrase is not stored in a readable format and cannot be retrieved.

1. Select **File > Administration > Security > Stored Bankcards**.
2. Log in through the **Security Checkpoint**. The **Stored BankCard Security** window is displayed.
3. In the **Pass Phrase** group box, type a new pass phrase.
4. In the **Confirm** phrase text box, type the same pass phrase.
5. Click **OK**.

Edit card information

1. Select **Lists > Customers > Customer List**.
2. Select the **Delivery** tab.
3. Click **Edit**, and click the lock icon next to the **Credit Card** text box.
4. Confirm your identity through the **Security Checkpoint**. The **Security Pass Phrase** dialog box is displayed.
5. Type the pass phrase, and click **OK**.
6. View and edit the credit card information.
7. Click **Save**.

Customer List - Buysalot, Thomas

List Details Taxes / Pricing Delivery Sales History

Edit

Delivery Info:

☒ Same as Bill-To Info

Contact: Thomas Buysalot

Company: Buysalot, Inc.

Address: 123 Apple Road

Address2:

City: Mainstreet

ST/PV: KY Zip/PC: 12345

E-mail: tom@xyz.com

Phone 1: - -

Phone 2: - -

Credit Card: 1XXXXXXXXXX1234

Expires:

Delivery Notes:

Tom is only there Wed\Thur\Fri... only deliver to Tom!!!!

Viewing Record Sort: Last Name Cust Nbr: 375 OVR

Override system security

Use this procedure to override system security on the Sales Screen during an unauthorized activity.

PROCEDURE

1. In the **Unauthorized Option** dialog box, select **Override**. The **Security Override** dialog box is displayed.
2. Ask an authorized employee to type their **User ID** and **Password**, and click **OK**. The override does not log out the original employee.
3. Continue to perform the sales function that required an override. The system allows one instance of the unauthorized activity.

Manage the employee list

The application stores all employee information inside the Employee List.

Manage an employee record

Use these procedures to do the following:

- Add or change employee information.
- Add a photo of the employee.
- Send an e-mail message to the employee.
- Set the security level of an employee.
- Set a password for an employee.

PROCEDURE

1. Select **Lists > Employees**.
2. Select an action.

Add a new employee record

1. Select the **Details** tab.
2. Click **New**.
3. Type a unique User ID for the new employee.
4. Complete as many fields as you can for the new employee.
5. Click **Save**.

View an existing employee record

1. Select the **Lists** tab. The table of all records is displayed.
2. To locate a specific record in the table, type a search keyword in the **Find** group box, and press **Enter**.
3. To view the record, select the **Details** tab.

Edit an existing employee record

1. View a record, and select the **Details** tab.
2. Click **Edit**.
3. Change one or more fields in the employee record.
4. Click **Save**.
5. (Optional) To add a photo of the employee to the record, click **Picture**.
 - d. In the **Locate Graphics File** window, select the file name.
 - e. Click **Open**. The photo is displayed.
6. (Optional) To send an e-mail message to the employee, click **E-mail**.
 - f. If an e-mail address is on file, the e-mail utility on the workstation launches.
 - g. If no e-mail address is on file, edit the record, type the e-mail address into the **E-mail** field, and click **Save**.
7. (Optional) To manage the password and security level of an employee, click **Security**. The **Security** dialog box is displayed.
 - h. Click **Edit**.
 - i. In the **Level** box, adjust the security level of the employee.
 - j. To allow the employee to change their own password, select **User may change**.
 - k. To reset the password for the employee, type a **New Password**, then retype the same password in the **Confirm** text box.
 - l. Click **OK**.

Delete an existing employee record

1. Select the **Details** tab.
2. Click **Delete**.
3. To delete the record, click **Yes**.

Manage the time clock records of an employee

Use these procedures to view the time clock records of an employee, add, edit, or delete a time clock record, and generate a time clock report.

PROCEDURE

1. Select **Lists > Employees**.
2. Locate a specific employee, and select the **Time Clock** tab. The time clock table is displayed.
3. Select an action.

Add a new time clock record

1. Click **Add**. The **Add Time Clock Record** dialog box is displayed.
2. Select **IN** or **OUT**, and type the date and time.
3. Click **OK**.

Edit a time clock record

1. In the time clock table, select a specific date, time, or **IN/OUT** status.
2. Click **Edit**.
3. Change the item in the table.

Delete a time clock record

1. In the time clock table, select an item.
2. Click **Delete**.
3. To delete the row, click **Yes**.

Generate a time clock report

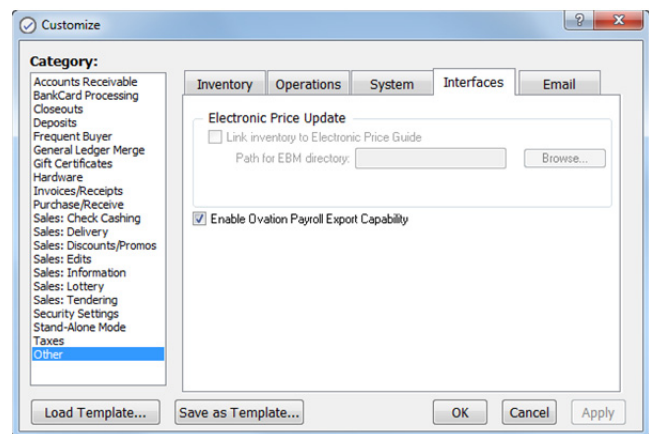
1. Click **Report**. The **Time Clock Report** dialog box is displayed.
2. Type a date range.
3. In the **Scope** group box, select the option button to generate a report for the selected employee only or for all employees.
4. In the **Type of Report** group box, select the option button to generate a brief summary or a comprehensive detailed report.
5. In the **Output** group box, select the option button to print the report or to display the report on the screen.
6. Click **OK**.

Manage Heartland Ovation Payroll

Enable Heartland Ovation Payroll

PROCEDURE

1. Select **Edit > Customize**, and select the **Other** category.
2. Select the **Interfaces** tab.
3. Select **Enable Ovation Payroll Export Capability**.



Add an employee to Heartland Ovation Payroll

PROCEDURE

1. On the main window menu bar, select **Lists > Employees**. The **Employee List** window is displayed.
2. Select the **List** tab.
3. Select an employee record in the table.
4. Select the **Details** tab.
5. Click **Edit**.

6. In the **Ovation Payroll Settings** group box, type the employee number, division, earning code, and department.
7. Click **Save**.

Manage the customer list

The application stores all customer information inside the Customer List.

Manage a customer record

Use these procedures to do the following:

- Add or change customer information.
- Add a photo of the customer.
- Send an e-mail message to the customer.

PROCEDURE

1. Select **Lists > Customers**.
2. Select an action.

Add a new customer record

1. Select the **Details** tab.
2. Click **New**.
3. Type a unique User ID for the new customer.
4. Complete as many fields as you can for the new customer.
5. Click **Save**.

View an existing customer record

1. Select the **Lists** tab. The table of all records is displayed.
2. To locate a specific record in the table, type search keyword in the **Find** group box, and press **Enter**.
3. To view the record, select the **Details** tab.

Edit an existing customer record

1. View a record, and select the **Details** tab.
2. Click **Edit**.
3. Change one or more fields in the customer record.
4. Click **Save**.
5. (Optional) To add a photo of the customer to the record, click **Picture**.
 - m. In the **Locate Graphics File** window, select the file name.
 - n. Click **Open**. The photo is displayed.
6. (Optional) To send an e-mail message to the customer, click **E-mail**.
 - o. If an e-mail address is on file, the e-mail utility on the workstation launches.
 - p. If no e-mail address is on file, edit the record, type the e-mail address into the **E-mail** field, and click **Save**.

Delete an existing customer record

1. Select the **Details** tab.
2. Click **Delete**.
3. To delete the record, click **Yes**.

Manage inventory

The application groups items and products to track and report inventory, sales, and purchases.

Prior to your first transaction, it is recommended to use the following method to enter the inventory for your store with pricing and other details.

1. Import a new preloaded inventory database.
2. Program barcode scanners to match the database.
3. Scan each item, and edit the product record. Note that product departments, types, sizes, and vendors are available through drop-down lists. If necessary, focus on product prices first.

Manage a product record

The application stores all product information inside the Product List.

A *product type* is a group of similar or related products. Use the product types list to view a table of all types, assign a type to a department, and set type options.

A *product department* contains one or more product types, and each product type contains one or more products. Up to 50 departments are available. Use the product departments list to view a table of all departments and to assign a number to each department.

A *product size* is a measurement by ounce, milliliter, and case quantity. Use the product sizes list to view a table of all sizes and to add measurements.

Use these procedures to do the following:

- Add or change product information.
- Add a photo of the product.

PROCEDURE

1. Select **Lists > Products**.
2. Select an action.

Add a new product record

1. Select the **Details** tab.
2. Click **New**.
3. Type a unique User ID for the new product.
4. Complete as many fields as you can for the new product.
5. Click **Save**.

View an existing product record

1. Select the **Lists** tab. The table of all records is displayed.
2. To locate a specific record in the table, type search keyword in the **Find** group box, and press **Enter**.
3. To view the record, select the **Details** tab.

Edit an existing product record

1. View a record, and select the **Details** tab.
2. Click **Edit**.
3. Change one or more fields in the product record.
4. Click **Save**.
5. (Optional) To add a photo of the product to the record, click **Picture**.
 - q. In the **Locate Graphics File** window, select the file name.
 - r. Click **Open**. The photo is displayed.

Delete an existing product record

1. Select the **Details** tab.
2. Click **Delete**.
3. To delete the record, click **Yes**.

Manage the product departments list

Use these procedures to populate the list of product departments available on the **Details** tab of the Product List.

IMPORTANT: Do not rename or renumber the following departments:

- **0 Unassigned Item**
- **9 Miscellaneous**

PROCEDURE

1. Select **Lists > Products > Departments**.
2. Select an action.

Add a product department

1. In the **Edit Departments** window, click **Add**.
2. Type a new department name, and click **OK**.

Edit a product department

1. In the **Edit Departments** window, select a department in the table.
2. Click **Modify**.
3. In the **Edit Department** window, type a new name for the department, and click **OK**.

Delete a product department

1. In the **Edit Departments** window, select a department in the table.
2. Click **Delete**.
3. To confirm, click **Yes**.

Note: Types linked to a deleted department remain associated with the department number.

4. To reassign types to an existing department, manage the product types list.

Manage the product types list

Use these procedures to populate the list of product types available on the Details tab of the Product List.

PROCEDURE

1. Select **Lists > Products > Types**.
2. Select an action.

Add a product type

1. In the **Item Type List** window, click **Add**. The **Add Type** window is displayed.
2. Type a new type name, and click **OK**.
3. To assign the type to a department, select a department from the **Dept** drop-down list.
4. Click **OK**.

Edit a product type

1. In the **Item Type List** window, double-click a row in the **Type** column of the table.
2. Edit the type name, and press **Enter**.
3. Double-click the **Department** column in the same row of the table.
4. Select a department from the drop-down list.
5. Press **Enter**.

Set the options for a product type

1. In the **Item Type List** window, select a row in the table.
2. Click **Mixed Qty**. The **Mixed Quantity Discounts** window is displayed.
3. Type a quantity in the **Mixed Qty** text box. When a customer purchase meets or exceeds the quantity, the application applies a percentage discount.
4. Type a percentage discount in the **Mixed Disc** text box.
5. Click **OK**.
6. Click **Taxes**. The **Type Tax Options** window is displayed.
7. In the **Discounting** group box, select the **No** checkbox to disable either **Tax 1** or **Tax 2** on the discount price of the product type. The selection overrides settings on the **Taxes category – Options tab**.
8. In the **Volume Tax** group box, select the **No** checkbox to disable tax on the amount of the product type. The selection overrides settings on the **Taxes category – Tax Fields tab**.
9. Click **OK**.

Delete a product type

1. In the **Item Type List** window, select a row in the table.
2. Click **Delete**.
3. To confirm, click **Yes**.

Note: A product linked to a deleted type are unlinked to any type. In the Types Sold Report, sales totals for the product are displayed under the heading Defunct Types.

4. To reassign products to an existing type, manage the Product List.

Manage the product sizes list

Use these procedures to populate the list of product sizes available on the **Details** tab of the Product List.

PROCEDURE

1. Select **Lists > Products > Sizes**.
2. Select an action.

Add a product size

1. In the **Edit Sizes** window, click **Add**. The **Add Size** window is displayed.
2. Type a new size name in the **Size** text box.
3. Type a measurement for the size in ounces or milliliters. The application converts the measurement automatically.
4. Type the number of items in a case.
5. Click **OK**.

Edit a product size

1. In the **Edit Sizes** window, select a row in the table.
2. Click **Modify**. The **Edit Size** window is displayed.
3. Edit the size name and description, and click **OK**.

Delete a product size

1. In the **Edit Sizes** window, select a row in the table.
2. Click **Delete**.
3. To confirm, click **Yes**.

Import a product inventory list

Use this procedure to populate LiquorPOS with a preexisting product inventory database.

PROCEDURE

1. Select **File > Import > Inventory List**. The **Select Inventory Data File** is displayed.
2. Select a file name.
3. Select the file type.
4. Click **Open**.
5. Confirm the import, and wait for the import to complete.
6. When the operation completes, click **OK**.

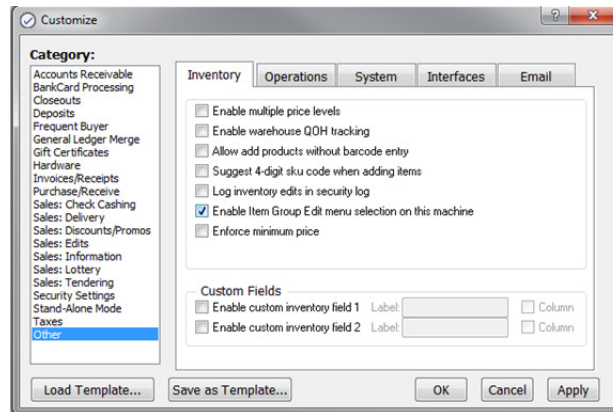
Modify a group of items

Use these procedures to edit information for a group of items faster than making the same change to many items individually in the product list. During a group edit, change up to ten fields for one subset of items.

PROCEDURE

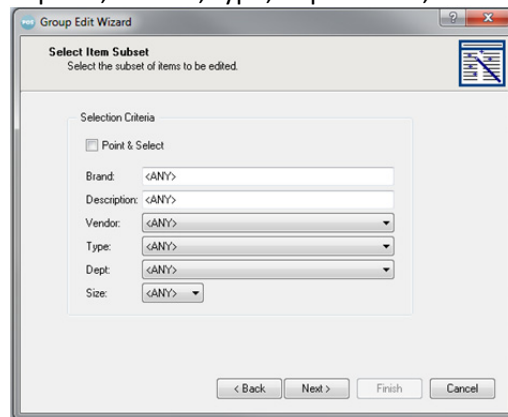
Enable group edit

1. Select **Edit > Customize**, and select the **Other** category.
2. Select the **Inventory** tab.
3. Select **Enable Item Group Edit menu selection on this machine**.

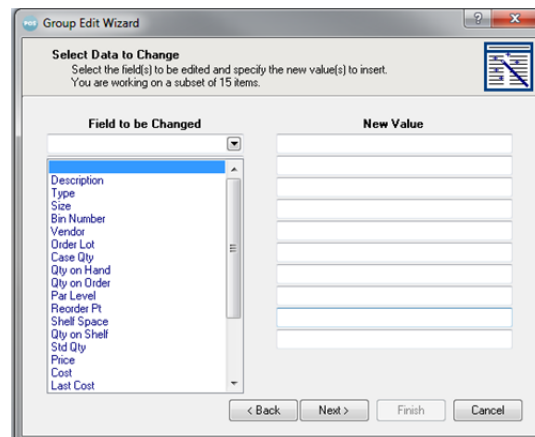


Edit a group

1. Select **Edit > Item Group Edit**. The **Group Edit Wizard** is displayed.
2. Select **Next**. The **Select Item Subset** page is displayed.
3. In the **Selection Criteria** group box, select a subset of items. Select **Point & Select** to scan an item, or define the subset of items by brand, description, vendor, type, department, or size.



4. Wait for the application to gather the subset of items, and follow the prompts. The **Select Data to Change** page is displayed.
5. In the **Field to be Changed** list box, click on a field.
6. In the **New Value** list box, type or select the new value for the field, and press **Enter**.



7. Select up to ten fields to change, and click **Next**. The **Confirm Changes** page is displayed.
8. Review the list of fields and new values. If necessary, click **Back** to change your group edits. To submit the changes, click **Finish**.

Undo the previous group edit

1. Select **Edit > Item Group Edit**. The **Group Edit Wizard** is displayed.
2. Select **Undo Last**. To confirm the change, click **OK**.

Manage a vendor record

The application stores all vendor information inside the Vendor List.

Use these procedures to do the following:

- Add or change vendor information.
- Add a photo of the vendor.
- Send an e-mail message to the vendor.

PROCEDURE

1. Select **Lists > Vendors**.
2. Select an action.

Add a new vendor record

1. Select the **Details** tab.
2. Click **New**.
3. Type a unique User ID for the new vendor.
4. Complete as many fields as you can for the new vendor.
5. Click **Save**.

View an existing vendor record

1. Select the **Lists** tab. The table of all records is displayed.
2. To locate a specific record in the table, type search keyword in the **Find** group box, and press **Enter**.
3. To view the record, select the **Details** tab.

Edit an existing vendor record

1. View a record, and select the **Details** tab.
2. Click **Edit**.
3. Change one or more fields in the vendor record.
4. Click **Save**.
5. (Optional) To add a photo of the vendor to the record, click **Picture**.
 - a. In the **Locate Graphics** File window, select the file name.
 - b. Click **Open**. The photo is displayed.
6. (Optional) To send an e-mail message to the vendor, click **E-mail**.
 - a. If an e-mail address is on file, the e-mail utility on the workstation launches.
 - b. If no e-mail address is on file, edit the record, type the e-mail address into the **E-mail** field, and click **Save**.

Delete an existing vendor record

1. Select the **Details** tab.
2. Click **Delete**.
3. To delete the record, click **Yes**.

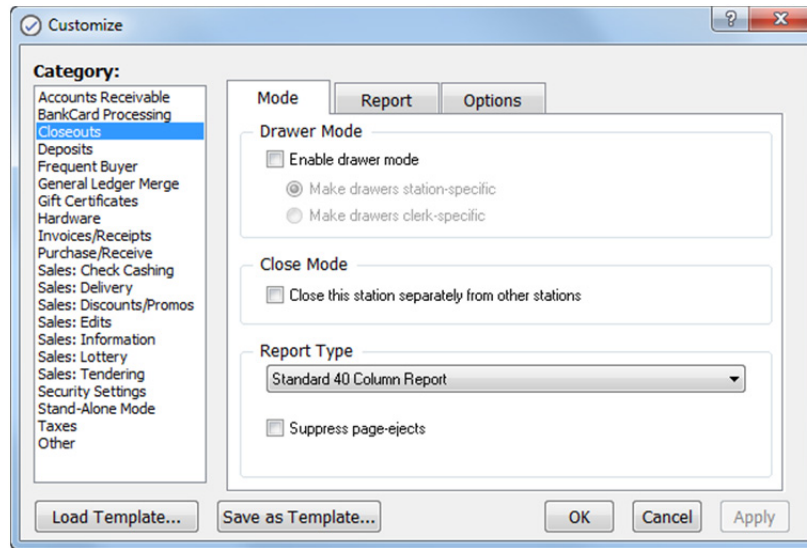
Customize the application

Customize closeout settings

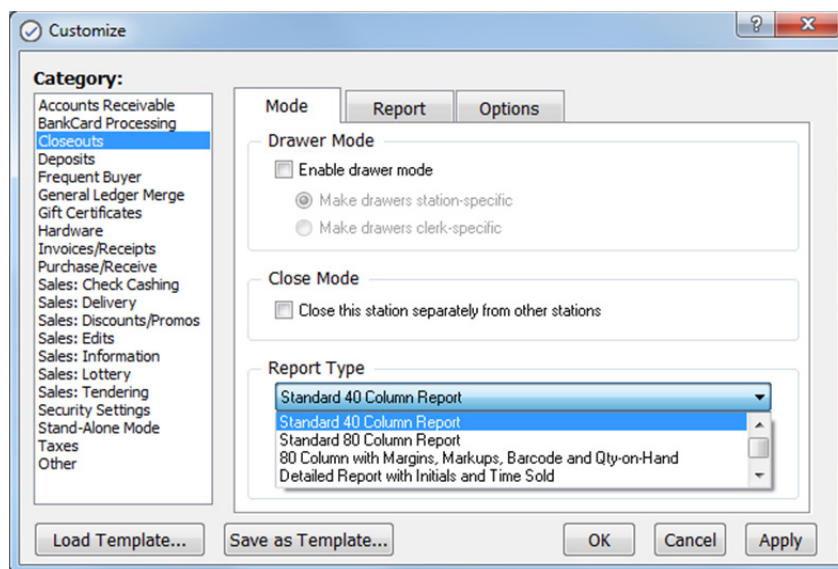
Use this procedure to tailor the closeout process for your store.

PROCEDURE

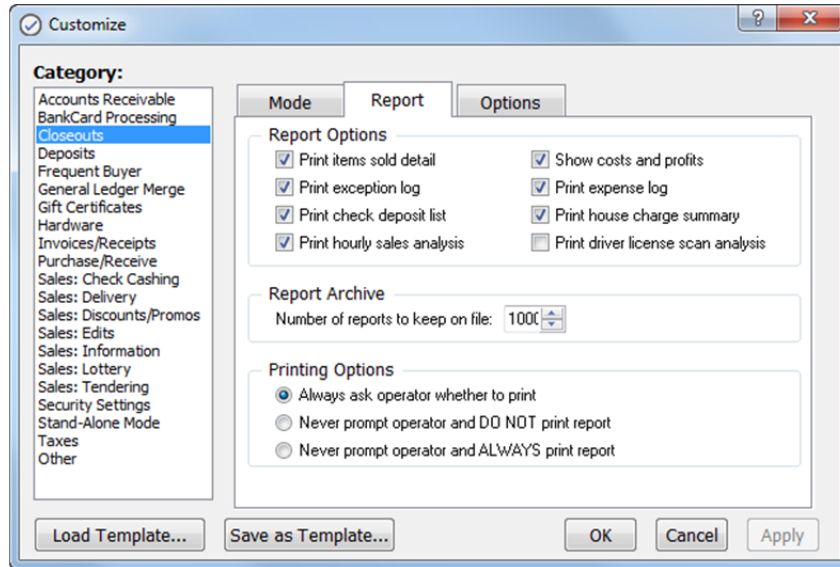
1. Select **Edit > Customize**, and select the **Closeouts** category.
2. Select the **Mode** tab.



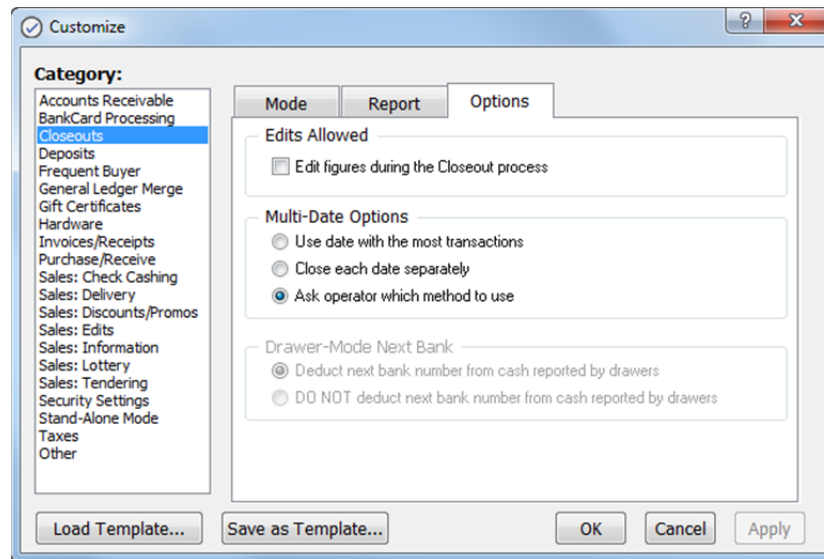
3. In the **Drawer Mode** group box:
 - a. Select **Enable drawer mode**.
 - b. Select one drawer mode.
4. In the **Close Mode** group box, select **Close this station separately**.
5. In the **Report Type** group box:
 - a. In the drop-down list, select a type.
 - b. Select **Suppress page ejects**.



6. Select the **Report** tab.



7. In the **Report Options** group box, select one or more options.
8. In the **Report Archive** group box, type the maximum number of reports to keep on file.
9. In the **Printing Options** group box, select one option.
10. Select the **Options** tab.



11. In the **Edits Allowed** group box, select **Edit figures during the Closeout process**.
12. In the **Multi-Date Options** group box, select one option.
13. If **Drawer Mode** is enabled on the **Mode** tab, select one option in the **Drawer-Mode Next Bank** group box.
14. Click **Apply**.

Customize deposit settings for sales and purchases

Use this procedure to set the amount that a customer pays during a sale and the amount that you pay to a vendor during a purchase.

PROCEDURE

1. Select **Edit > Customize**, and select the **Deposits** category.
2. Select the **Deposits** tab.

3. In the **Sales** group box:
 - a. In the **Default deposit per item** text box, type the maximum amount. For example, 0.050 equals 5 cents.
 - b. Select **Allow variable deposit amounts**.
 - c. Select **Track deposit transactions over**, and type the minimum amount.
 - d. Select **Limit deposit payouts with security check**, and type the minimum amount.
 - e. Select **Default redemption window to the number of items**.
4. In the **Purchases** group box, select **Track deposits YOU pay to your vendors**, and type the maximum amount.
5. Click **Apply**.

Customize tax settings

Use this procedure to configure the application to calculate sales-related taxes and to specify items to tax.

PROCEDURE

1. Select **Edit > Customize**, and select the **Taxes** category.
2. Select the **Tax Fields** tab.

3. In the **Fields** group box:
 - a. In the **Tax 1 Label** text box, type a name for the first tax. Usually, Tax 1 is the sales tax.
 - b. Select **Enable Tax 2**, and type a name for the second tax.
 - c. Select **Enable Flat Tax**, and type a name for the flat tax.
 - d. Select **Enable Volume Tax**, type a name for the volume tax, and select the **Unit** drop-down list.
4. In the **Format** group box:
 - a. Select one option to calculate the first and second taxes.
 - b. If the tax format for Tax 1 is **Table-based**, click **Edit Table 1**.

Amount	Flat Amt	Percent
0.00	0.00	0.00

Items equal to or less than "Amount" in the left column will be charged the "Flat Amount" in the middle column plus the "Percent" in the right column.

Include a half cent (.005) in the Flat Amount if your tax is always rounded up.

Delete Line Add Line OK Cancel

Note: Items equal to or less than Amount are charged FlatAmt plus Percent.

- c. In the tax table, double-click the first cell in the **Amount** column. Type a dollar amount, and press **Enter**.
 - d. On the same row, double-click the cell in the **FlatAmt** column. Type a dollar amount, and press **Enter**. To round up every time the tax is calculated, add 0.005 to the flat amount.
 - e. On the same row, double-click the cell in the **Percent** column. Type a number, and press **Enter**.
 - f. If the tax format for Tax 2 is also **Table-based**, click **Edit Table 2**. Set one or more amounts, flat amounts, and percentages for the second tax.
5. In the **Rates** group box:
 - a. In the **Primary Sales Tax** (Tax 1) text box, type the rate in cents per dollar. For example, 0.0825 equals 8.25 cents, or 8.25% primary sales tax rate.

Customize

Category:

- Accounts Receivable
- BankCard Processing
- Closeouts
- Deposits
- Frequent Buyer
- General Ledger Merge
- Gift Certificates
- Hardware
- Invoices/Receipts
- Purchase/Receive
- Sales: Check Cashing
- Sales: Delivery
- Sales: Discounts/Promos
- Sales: Edits
- Sales: Information
- Sales: Lottery
- Sales: Tendering
- Security Settings
- Stand-Alone Mode
- Taxes**
- Other

Tax Fields Misc Sales Options

Fields

☒ Enable Tax 2 Tax 1 Label: Sales tax
☒ Enable Flat Tax Tax 2 Label: Tax 2
☒ Enable Volume Tax Flat Tax Label: Flat tax
 Vol. Tax Label: Volume tax Unit: Gallon

Format

Tax 1 // 2 are: ☐ Percentage-based ☒ Table-based Edit Table 1 Edit Table 2

Rates

	Primary	Alternate	
Sales Tax :	0.08250	0.00000	cents per dollar
Tax 2 :	0.00000	0.00000	cents per dollar
Volume Tax :	0.0000	0.0000	dollars per gallon

Load Template... Save as Template... OK Cancel Apply

- b. In the **Alternate Sales Tax** (Tax 1) text box, type the secondary rate in cents per dollar.

- c. In the **Primary** and **Alternate Tax 2** text boxes, type the primary and secondary rates in cents per dollar.
 - d. In the **Primary** and **Alternate Volume Tax** text boxes, type the primary and secondary rates in cents per dollar.
6. Select the **Misc Sales** tab.

Charge tax on:	Sales Tax	Tax 2
Misc Key (M)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Snack Key (S)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Beer Key (B)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Wine Key (V)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes
Liquor Key (K)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes

7. Select **Sales Tax** (Tax 1), **Tax 2**, or both for each product type.
8. Select the **Options** tab.

Charge tax on:	Sales Tax	Tax 2
Pre-discounted prices	<input type="checkbox"/> No	<input type="checkbox"/> No
Price net of coupons	<input type="checkbox"/> No	<input type="checkbox"/> No
Deposits	<input type="checkbox"/> No	<input type="checkbox"/> No
Total net of Freq Reward	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes

9. In the **Compounding** group box, select one or more of the following:
 - Tax the flat tax with the sales tax (Tax 1).
 - Tax the flat tax with Tax 2.
 - Tax the sales tax (Tax 1) with Tax 2.
10. In the **Taxability** group box, select **Sales Tax** (Tax 1), **Tax 2**, or both for each option.
11. Click **Apply**.

Use the Sales Entry screen

Make a sale

PROCEDURE

1. On the main window menu bar, select **Activities > Enter Sales**.
2. Add an item to the **Sales Entry** screen.
Scan the item with a barcode scanner.
Or, click F3=Items, locate the item in the Item Point & Select window, and double-click the item.
3. Perform other sales functions, such as a refund, bottle return, or gift certificate redemption.
4. Select the customer.
 - a. Click **F8=Customer**.
 - b. Locate the customer on the **Customer List** tab.
 - c. Double-click the customer.

Tendered:

170.00

Total Due:

170.00

Change Due:

0.00

Tender 1

☒ 1 Cash
☐ 2 Check
☐ 3 MC/Visa
☐ 4 Account
☐ G Gift Card

Tender 2

☒ 1 Cash
☐ 2 Check
☐ 3 MC/Visa
☐ 4 Account
☐ G Gift Card

170.00 0.00

OK Cancel

5. Complete the sale, and select the tender type.
 - a. Click **F9=Finish Sale**. The **Tender** screen is displayed.
 - b. In the **Tender 1** group box, select a payment method.
 - c. Under the **Tender 1** group box, type the amount paid.
 - d. The application calculates **Change Due**.
6. If necessary, process a bank card through the PIN pad.
7. If the receipt printer is enabled, the receipt prints automatically.
8. If the cash drawer is enabled, the drawer opens automatically.
9. Click **OK**. The **Sales Entry** screen is ready for the next transaction.
10. To exit the **Sales Entry** screen, click **F2=Exit**.

Close out at the end-of-day

Closeouts and End-of-Day

At the end of every business day, run the closeout process to close the cash drawer at one or more sales stations, and then run the EOD process to produce the EOD Closeout Report. The report consolidates all transactions during the period to break down daily sales figures and balance tender types against expected amounts. The report does not include transactions in unclosed drawers.

To configure the closeout process, refer to **Customize Closeouts**. Specify a close mode and a drawer mode. Close modes are standard close and stations closed separately. Drawer modes are station-specific, clerk-specific, or no drawer mode. For both close modes, the closeout process is the same. The easiest EOD process to run is stations closed separately, no drawer mode.

Run the closeout process without drawer mode

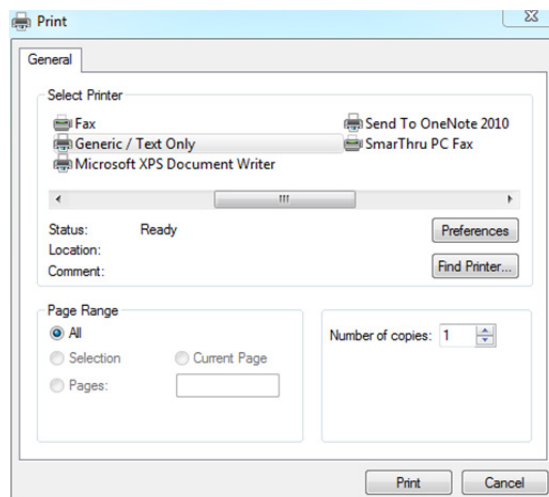
Use this procedure to close one or more cash drawers at the end of every business day.

PROCEDURE

1. Select **Activities > End-of-Day > Close Current Day**.
2. If the **End-of-Day** message box is displayed that no transactions are found, then either the EOD report was run or no transactions occurred for the current day. The closeout process cannot continue.
3. Total the cash drawer amount.
 - a. In the **Close Drawer** dialog box, select **Yes**.
 - b. To receive an accurate **Over** or **Short** amount, use the **End-of-Day Adding Machine** window to calculate contents of the closed drawer.
 - c. Select the **Cash/Checks** tab, and type the quantity and amount of each coin and bill denomination.
 - d. Select the **Cards/G.C.** tab, and review the quantity and amount of each card and gift certificate.
4. Click **OK**.
5. In the **End-of-Day** dialog box, click **Yes** to proceed with closing and zero the daily records.
6. If the multi-date message box is displayed, then transactions are available to close that occurred on more than one date. Select a method to handle closeout, and click **OK**.

Note: The application defaults automatically to the earliest date of a transaction. Reports such as the **Specific Period Report** use the date that you specify at this point of the closeout process.

7. Record amounts in the cash drawer.
 - a. In the **Opening Drawer** text box, type the cash amount at the beginning of the day.
 - b. In the **Next Bank** text box, type the cash amount to leave inside the cash drawer.
 - c. In the **Notes** text box, type information about the amounts recorded.
8. If the **End-of-Day** dialog box is displayed, click **Yes**. The **Printer Selection** dialog box is displayed.



IMPORTANT: Do not click Cancel on the Printer Selection dialog box because the closeout process aborts. Instead, wait for the report to print.

9. Wait for the closeout process to complete. The **End-of-Day Totals** window is displayed.
10. If edits are allowed, then edit the EOD totals.
11. Click **OK**.

Run the closeout process with drawer mode

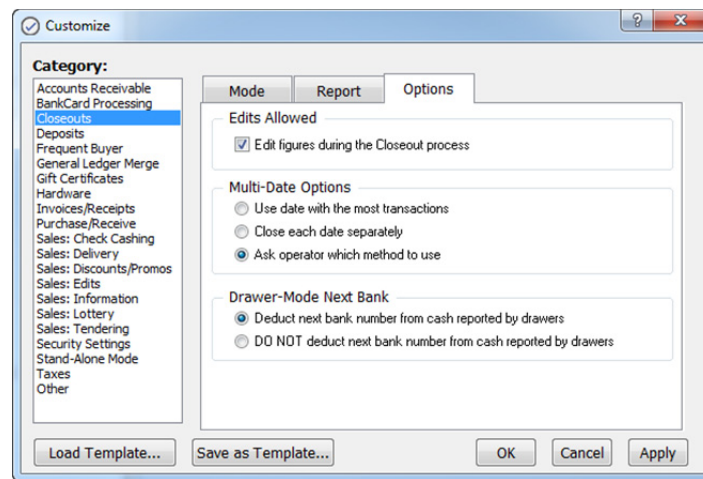
Use this procedure to perform end-of-day closeout in drawer mode. If desired, allow edits for the **End-of-Day Totals** window before running the closeout process.

PROCEDURE

Allow edits on the End-of-Day Totals window

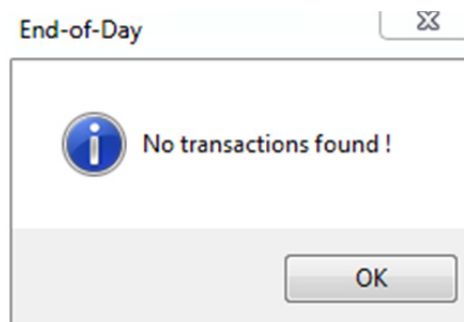
Use this procedure to display and edit figures inside the **End-of-Day Totals** window.

1. Select **Edit > Customize**, and select the **Closeouts** category.
2. Select the **Options** tab.
3. In the **Edits Allowed** group box, select **Edit figures during the Closeout process**.

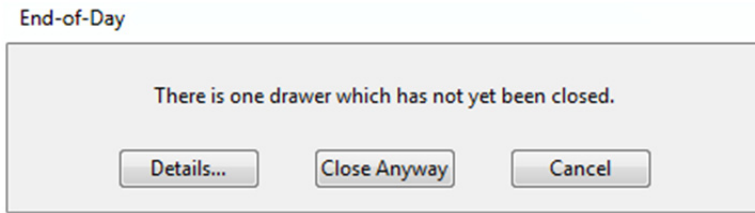


Close the current day with drawer mode

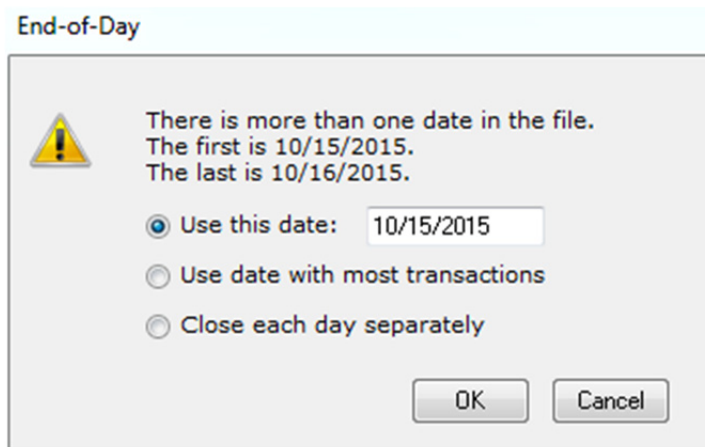
1. Select **Activities > End-of-Day > Close Current Day**.
2. If the **End-of-Day** message box is displayed that no transactions are found, then either the EOD report was run or no transactions occurred for the current day. The closeout process cannot continue.



3. If the **End-of-Day** message box is displayed that one or more drawers is not closed, click **Details**.

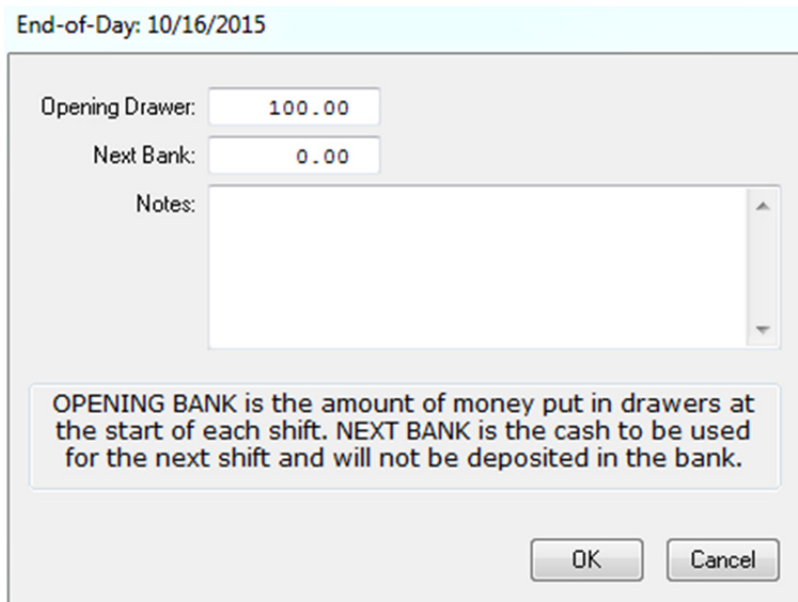


- a. View information about the unclosed drawer.
 - b. Cancel the closeout process.
 - c. Close the unclosed drawer.
 - d. Rerun the closeout process.
4. If the multi-date message box is displayed, then transactions are available to close that occurred on more than one date. Select a method to handle closeout, and click **OK**.



Note: The application defaults automatically to the earliest date of a transaction. Reports such as the Specific Period Report use the date that you specify at this point of the closeout process.

5. Click **OK**.



6. In the **End-of-Day** dialog box, click **Yes** to proceed with closing and zero the daily records.

7. Record amounts in the cash drawer.
 - a. In the **Opening Drawer** text box, type the cash amount at the beginning of the day.
 - b. In the **Next Bank** text box, type the cash amount to leave inside the cash drawer.
 - c. In the **Notes** text box, type information about the amounts recorded.
8. If the **End-of-Day** dialog box is displayed, click **Yes**. The **Printer Selection** dialog box is displayed.

IMPORTANT: Do not click Cancel on the Printer Selection dialog box because the closeout process aborts. Instead, select a printer, and wait for the report to print.

9. Select a printer, and click **OK**.
10. Wait for the closeout process to complete.
11. The **End-of-Day Totals** window is displayed. If edits are allowed, then edit the EOD totals.
12. Click **OK**.

Operate in station-specific drawer mode

Use this procedure to open and close a drawer in station-specific drawer mode.

PROCEDURE

1. Open a new drawer.
 - a. Select **Activities > Enter Sales**. The **Opening Balance** dialog box is displayed.

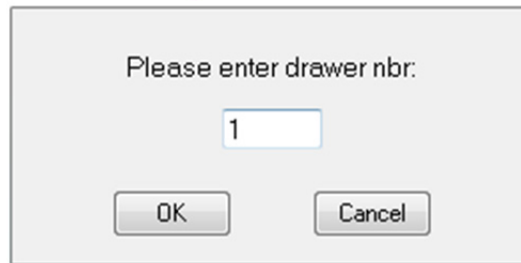
- b. Type the cash amount inside the cash drawer, and click **OK**.
2. Use the drawer. Enter and exit the **Sales Entry** screen as necessary for point-of-sale transactions. The drawer remains open and accumulates sales throughout the day.
3. Run the closeout process in drawer mode.

Operate in clerk-specific drawer mode

PROCEDURE

1. Open a new drawer.
 - a. Select **Activities > Enter Sales**. The **Cash Drawer Login** window is displayed.

Cash Drawer Login

A dialog box titled "Cash Drawer Login" with a light gray background. It contains the text "Please enter drawer nbr:" above a text input field containing the number "1". Below the input field are two buttons: "OK" and "Cancel".

- b. Type the drawer number, and click **OK**. The **Opening Balance** dialog box is displayed.
 - c. Type the cash amount inside the cash drawer, and click **OK**.

Opening Balance

A dialog box titled "Opening Balance" with a light gray background. It contains the text "Enter this drawer's opening balance:" above a text input field containing the value "100.00". Below the input field are two buttons: "OK" and "Cancel".

- d. Record the drawer number and the clerk currently logged-in to the sales station.

Note: The same clerk who opens the drawer must close the drawer.

2. Use the drawer for point-of-sale transactions. The drawer remains open and accumulates sales throughout the day. Enter and exit the **Sales Entry** screen as necessary.
3. Run the closeout process in drawer mode.

Log out

Note: Only one user at a time may log into the application on a workstation.

- If security is enabled, click the lock button on the main window toolbar.
- If security is disabled, select **File > Exit** on the main window menu bar.

Maintenance Procedures

Enable stand-alone mode

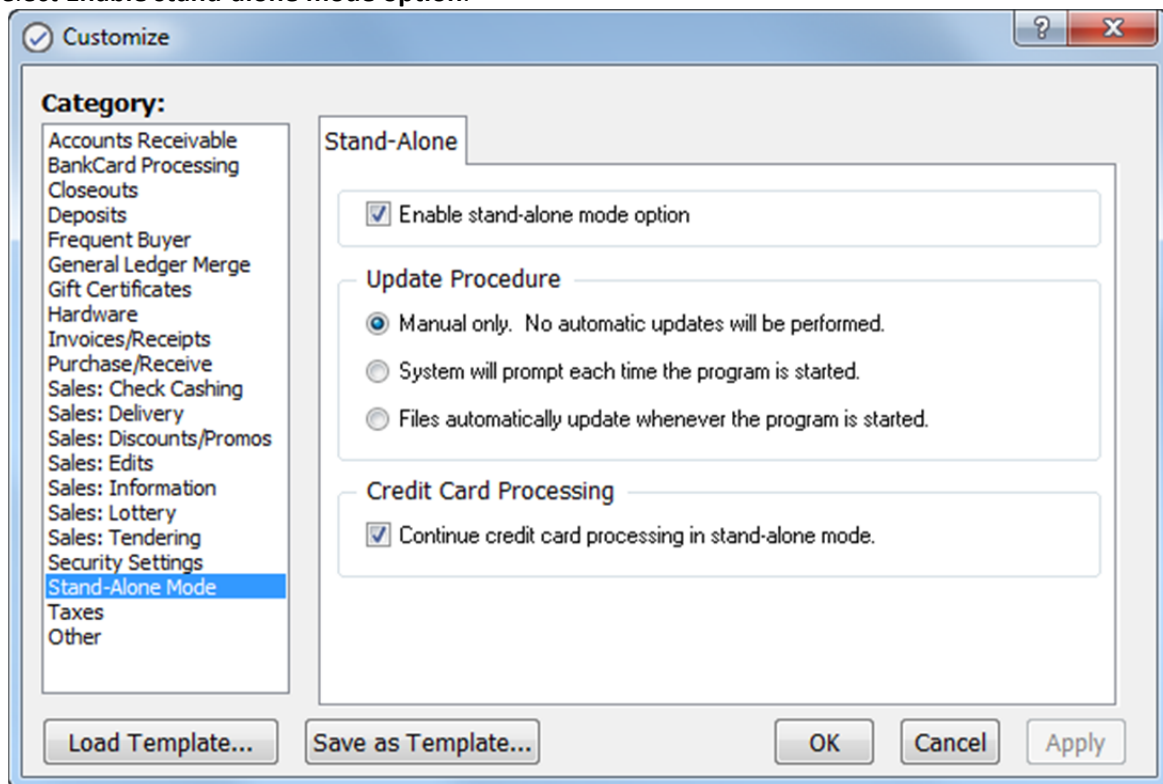
Stand-alone mode is a method of operation for a workstation to maintain sales during a server or network problem. Customize the application category **Stand-Alone Mode** before a problem occurs, then switch over to stand-alone mode if the workstation loses communication with the network.

Stand-alone is intended only for emergencies and is not intended to be used as a normal mode of operation. While in stand-alone mode, only the sales-related functions of the system are available. You will not be able to run reports or close out.

Once the network problem is resolved, each station merges its transaction information with the main file server so that all information is retained.

PROCEDURE

1. Select **Edit > Customize**, and select the **Stand-Alone Mode** category.
2. Select **Enable stand-alone mode option**.



Create Stand Alone Icon on Desktop

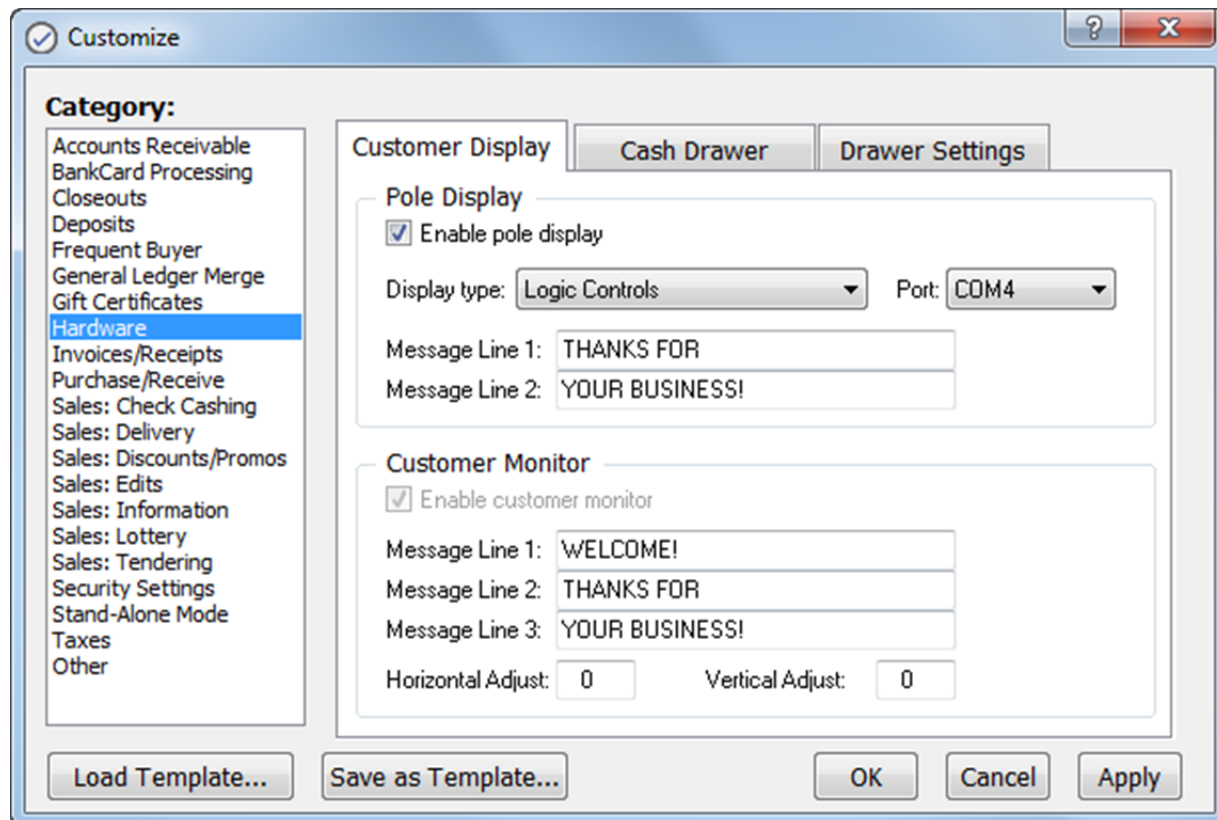
1. Right click on an open area of your desktop, click "New" followed by "Shortcut"
2. When the Create Shortcut dialog appears enter "C:\LiquorPos\LiquorPos.exe /s" in the location input box and click "Next".
 - Note: There is a space before the forward slash. If you did not install LiquorPOS® into the default location you should enter in the location in which you chose to install the software.
3. When prompted for the name of the shortcut you should use something descriptive such as "Stand Alone Mode" or "LiquorPOS® Stand Alone" to help make it intuitive.

Save all customize settings

Use this procedure to export the customization settings for every category to a template file named *filename.stp*. Save the file to restore settings later, or import the settings from the file to another workstation.

PROCEDURE

1. Select **Edit > Customize**.



2. Click **Save as Template**.
3. Click **Save**.
4. On another workstation, select **Edit > Customize**.
5. Click **Load Template**.
6. Select the file *filename.stp*.
7. Click **Open**.
8. Click **Apply**.

Back up the data server

Use this procedure to make a copy of all data files on a backup device. For purposes of this procedure, the backup device is a USB flash drive.

IMPORTANT: Use a new backup device (such as a flash drive) from an established manufacturer to back up the data server at least once every day. Store the backup in a secure location. Each time that you back up the data server, do not overwrite the previous backup. Do not use the backup device for anything except backups.

PROCEDURE

1. Insert a flash drive into the USB port of the data server.
2. On the flash drive, create a new folder. Name the folder with the current date. Typically it is a good practice to name it in year-month-date format to allow for easier sorting (i.e. 2008-09-08, 2015-09-08).
3. On the data server, copy the folder *LPOSDATA*.
4. On the flash drive, paste the *LPOSDATA* folder inside the new folder on the flash drive.
5. Safely remove the flash drive from the USB port of the data server.
6. Store the flash drive in a secure location.

Remove unused items from the data server

Use this procedure to purge the history and inventory databases of old or outdated items. Application searches and reports run faster without the unused data.

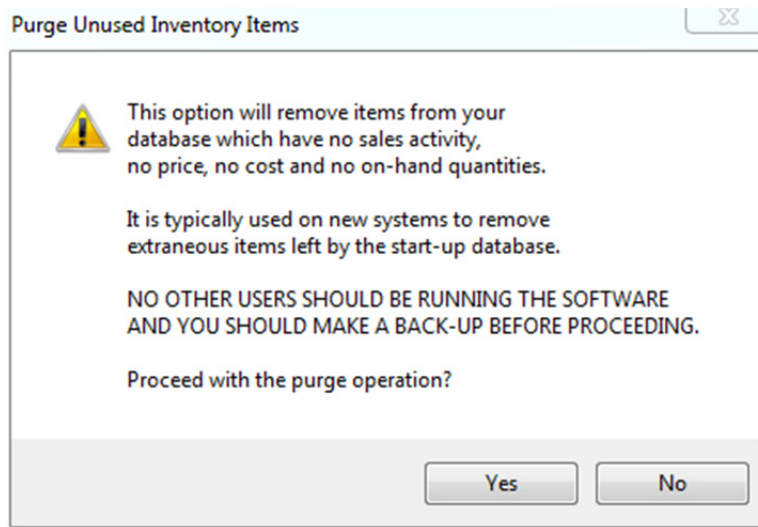
PROCEDURE

1. Back up the data server.
2. Purge inventory.
3. Purge history.

4. Reindex the data server.

Purge inventory

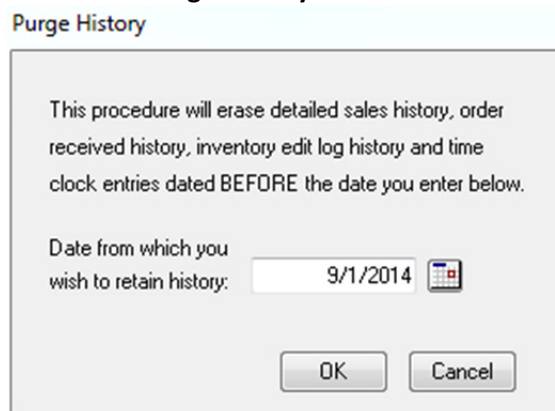
1. Select **File > Administration > Purge Inventory**.



2. To proceed with the purge operation, click **Yes**.
3. When the operation completes, click **OK**.

Purge history

1. Select **File > Administration > Purge History**.



2. Select a date.

IMPORTANT: All historical data before the purge history date will be deleted.

3. To proceed with the purge operation, click **Yes**.
4. When the operation completes, click **OK**.

Reindex the data server

Use this procedure to reindex the LiquorPOS Data Server. Reindexing is a normal procedure to maintain the health of database files.

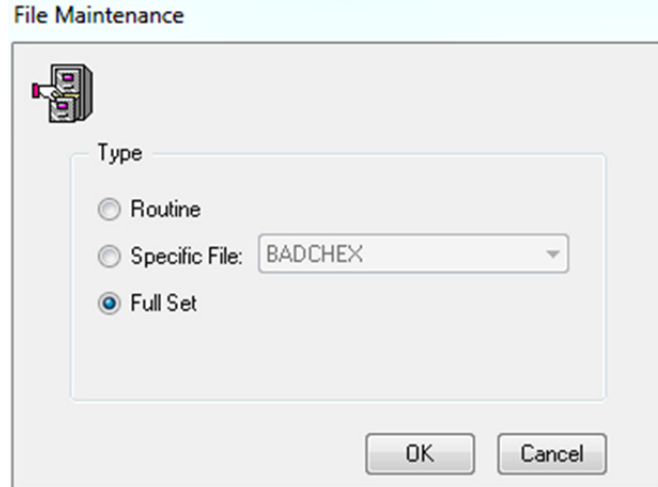
Table of reindex types

Item	Description
Routine	Run routine file maintenance once a week.
Full Set	Run complete file maintenance once a month.
Specific File	Do not run specific file maintenance unless instructed to do so during a customer support call.

PROCEDURE

Software Installation Instructions and Quick Reference Guide for LiquorPOS v5.3

1. Back up the data server.
2. On all workstations except one, exit the LiquorPOS BackOffice and LiquorPOS Sales Screen applications.
3. On the LiquorPOS BackOffice menu bar, select **File > Administration > Reindex Files**.
4. The **File Maintenance** window is displayed.



5. In the **Type** group box, select either **Routine** or **Full Set**.
6. Click **OK**.
7. Wait for file maintenance to complete.

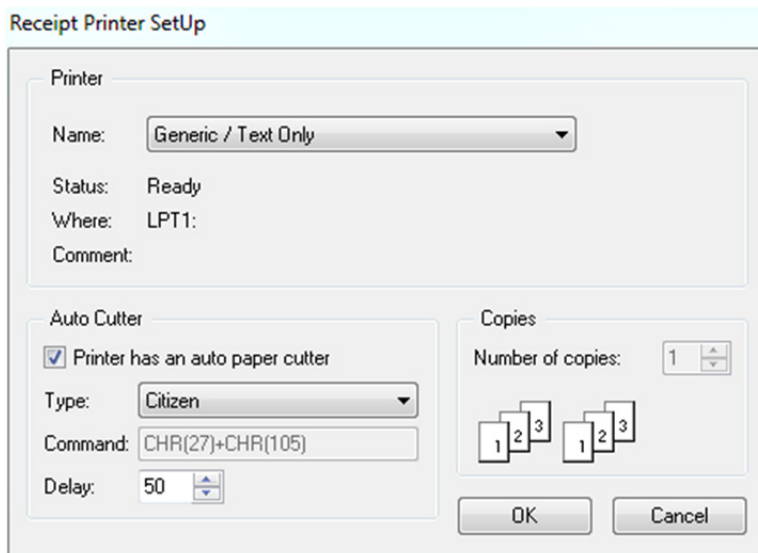
IMPORTANT: Do not cancel the process or launch a LiquorPOS application on another workstation until file maintenance completes.

8. When the process completes, click **OK**.

Manage printer settings

PROCEDURE

1. Select **File > Print Setup**.
2. In the submenu list, select a command. The **Printer SetUp** dialog box is displayed.



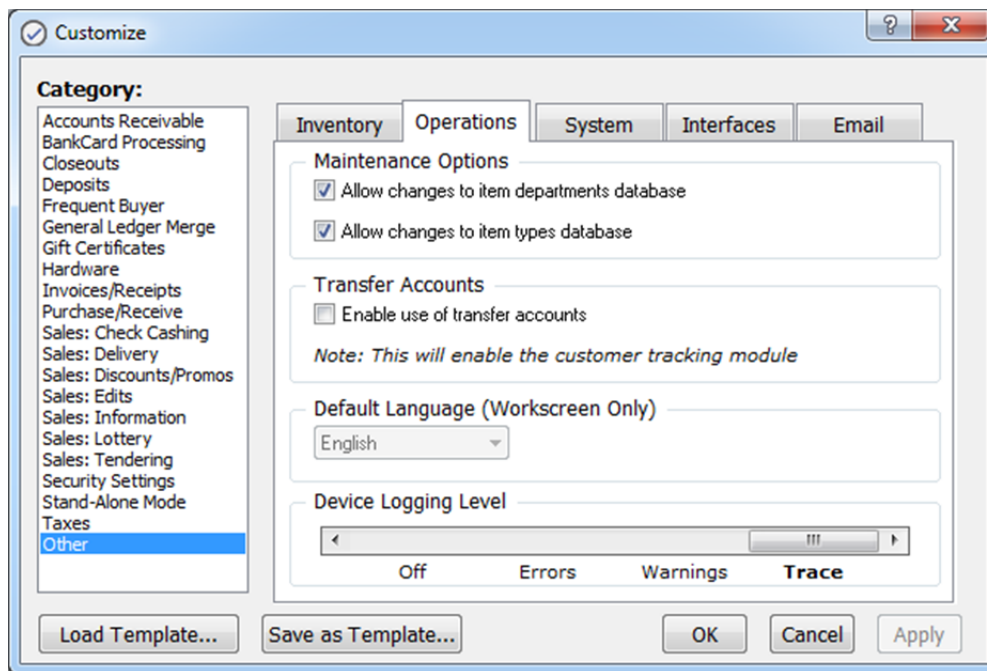
3. In the **Name** drop-down list, select a printer.
4. If necessary, change other printer settings.
5. Click **OK**.

Set the message logging level for hardware devices

Note: A higher logging level may impact system performance.

PROCEDURE

1. Select **Edit > Customize**, and select the **Other** category.
2. Select the **Operations** tab.



3. Set the Logging Level slider to **Off**, **Errors**, **Warning**, or **Trace**.
4. Click **Apply**.

Table of device logging levels

Item	Description
Off	The system generates no logs.
Errors	Minimal setting. The system logs errors only.
Warnings	Medium setting. The system logs errors and warnings.
Trace	Verbose setting. The system uses trace mode to log information about every command sent and received from the device.

Move the system manager

IMPORTANT: Use this procedure only if it is necessary to run the Data Server and System Manager on different workstations. If they are both installed on the same workstation, skip to Manage System Security. Do not use the LiquorPOS installation disc for this procedure.

PROCEDURE

1. Select a workstation to run system manager files.
2. Detach the software key from the data server, and attach the software key to the new workstation.
3. On the new workstation, navigate to the *LPOSData* folder with Windows Explorer. The path to the folder varies by network configuration.
4. In the *LPOSData* folder, select the **Install** folder.
5. In the *Install* folder, double-click the file *Load_Manager.exe*. If prompted to run the file, click **OK**.
6. Wait for the **LiquorPOS System Manager Setup** wizard to launch.
7. Proceed through the wizard. To accept all of the defaults, click **Next**, **OK**, or **Install** when prompted.
8. To complete installation, click **Finish**.
9. Restart the workstation. LiquorPOS System Manager launches automatically.
10. On the LiquorPOS System Manager window, view the path to the data server.

11. Select an action:
 - If the path is correct, click **Yes**.
 - If the path is not correct, click **No**, browse to the correct folder, and click **OK**.
12. To run the data server and system manager on different workstations:
 - a. Leave the software key inside this workstation.
 - b. Ensure that the workstation remains running on the network at all times.
 - c. Register the application.

Locate the software key

Use this procedure when the system cannot locate the software key.

PROCEDURE

1. Confirm that the software key is attached to a USB port on the workstation that runs LiquorPOS System Manager. The software key must remain attached directly to the workstation at all times.
2. On the menu bar of LiquorPOS System Manager, select **Options > Locate Key**. Normally, the system will locate the software key.
3. If the system does not locate the software key, contact LiquorPOS technical support.

