Setting up your database

1 Create the required cost centers ie Food & Beverage.

Select: COST CENTRE -> INVENTORY CONTROL -> COST CENTRES in the tree structure on the left hand side of the screen.

On the main screen add in the name of the cost centre, a description (if required) and allocate the type COST OF SALES.

2 Create inventory categories

Select: COST CENTRE -> INVENTORY CONTROL -> INVENTORY CATEGORIES

These are the categories in which you classify your stock items. Ie; In the category Food you will have subcategories such as Meat, Seafood, Poultry, Dry Goods, Dairy, Vegetables etc… and similarly for Beverages Beer, Spirits, Minerals etc…

3 Create a Cash up

Select: POINT OF SALE -> DAILY CASH UP

On the main screen, click on CREATE NEW CASH UP
Ensure the date for the cash up which is being created is correct.
Enter the name of the person responsible for the cash up
Click on CREATE
The system will then ask "Are you sure", select OK.

(Please note: This cash up is created purely for testing and training purposes on the POS system once the database has been created. It is cleared from the system prior to trade commencing. Once trade has commenced, a new cash up needs to be created on a daily basis)

4 Create POS Users

Select: POINT OF SALE -> POS USERS

POS users are essentially the sales staff, ie, the Waitrons and Bar tenders, who will be ringing up orders and print bills. The essential fields to complete are the NAME and PIN CODE (which should be numeric and consist out of a minimum of 4 – 6 numbers for security purposes. The rest of the fields are optional and can entered at any time.

5 Create Power users

Select: POINT OF SALE -> POWER USERS

Power users are Managers that are allowed to perform special functions on the POS system. They are allowed to access other POS users cash points, Void and Return invoices, Reprint Invoices, Split bills, authorize Discounts and have access into the Back Office.

The essential fields to complete are the NAME and PIN CODE (which should be numeric and consist out of a minimum of 4 – 6 numbers for security purposes. The rest of the fields are optional and can entered at any time.

6 Create cash Points

Select: POINT OF SALE -> TABLES/CASH POINTS

Cash Point are the table numbers and or till points that are available in your venue. They can be allocated as to which type of table or cash point it is, where the cash point / table is located, the number of people that can be seated at the point and the position of the cash point.

At this time the FLOOR plan can also be designed, the floor plan is a graphical layout of the store. REFER TO FLOOR PLANS pg….

7 Set up the PLU database of sales items

Select POINT OF SALE -> PLU PRODUCT CONTROL -> PLU EDITOR

The PLU editor is effectively where all of the sales items with their relevant sales information is recorded. The editor works in a tree structure whereby the main categories have sub folders with subcategories and so on.

The first point of access is the main category folders, ie; FOOD and BEVERAGE. Inside each of these main folders you can further sub categorize folders to make navigation easy for the users. Inside each of the sub folders is where the individual PLU items are created. Each PLU has the option for a large amount of variables which can be applied to it, this is covered in detail further on.

USING THE PLU EDITOR:

Step 1: Create the main navigation folders which resemble the sales categories ie, Food & Beverage.

(If there is only one Sales category, begin at step 2)

Select CREATE SUB FOLDER -> enter the name of the folder (Food / Beverage)
POSITION: will indicate in which order the folders will appear on the POS screen.
Indicate whether the folder must be active or not.
By default these folders are always sub folders of /.
Select SAVE.

Repeat these steps for each of the sales categories.

Step 2: Create the subfolders

The subfolders is for further organizing and categorizing the PLU items, eg; for food the sub folders might be STARTERS, MAINS, DESSERTS and beverages might be BEERS, CIDERS, MINERALS, WINES etc…

Select: The folder in which you want to work by clicking on the NAME (food) -> CREATE SUB FOLDER -> enter the name of the folder -> POSITION: will indicate in which order the folders will appear on the POS screen.
Indicate whether the folder must be active or not -> indicate this folder as a sub category of the folder in which you are working ie; /FOOD/ -> select SAVE.

Repeat this step for each of the subfolders within the sales categories created.

Should a subfolder require further sub folders ie; Mains is sub categorized into GRILL, POULTRY, SEAFOOD, DESSERT etc… select the folder in which the sub folder must appear and follow the same process as in step 2.

Repeat these steps until all folders are created.

Step 3: Create PLU items

The PLU (Price Look Up) items are effectively the list of sales items within their respective categories. Each PLU item has the same number of variables which can be predefined to ensure ease of use for the frontline staff as well as ensure accurate and effective reporting in the Back Office.

Select: POINT OF SALE -> PLU/PRODUCT CONTROL -> PLU EDITOR -> THE FOLDER IN WHICH THE PLU IS TO BE CREATED -> CREATE PLU (on the top right hand side)

PLU / SKU number (automatically generated)

DISPLAY NAME: Enter the name of the PLU / Sales item as it will appear on the point of sale screen.

BILL SLIP NAME: Is the name that will appear on the Bill that is presented to the client. By default the name will be the same as the display name unless otherwise edited.

ORDER SLIP NAME: Is the name that will print out on the order / picking slip when an order is submitted for the specific PLU. By default the name will be the same as the display name unless otherwise edited.

DESCRIPTION: can be a short sales summary of the specific PLU item and is optional to use.

STANDARD SELLING PRICE: Enter the selling price inclusive of VAT (taxes) at which the item is sold
OVER RIDE PRICELISTS
PLU WEIGHT

COST CENTER: Select the cost center to which the PLU item is allocated. By linking the PLU to the Cost center, the system knows from which cost center to allocate the turnover and to draw stock.

STANDARD DISCOUNT: A discount, in Rand value, can be allocated to the PLU item. This feature is optional and will generally only be used when a promotion is held on the specific sales item.

> An example: If a 2 for 1 promotion is held at a Bar and an Amstel is R12.00 then the Standard Selling Price will be set at R24.00 and the STANDARD DISCOUNT will be R12.00 thereby recording the turnover that should have generated from sale and allocating the cost of the promotion towards Discount given.

Select whether the PLU is ACTIVE or not. If a promotion has ended the PLU can simply be deactivated from the POS screen. It stays in the PLU editor as non active and can be re activated at any time.
If there have been sales on the PLU it will not be able to be deleted from the database.

Select the ORDER PRINTER from the drop down to which the print instruction must go.

The printer T is allocated to the terminals
B is allocated for Bar items
K is allocated for Kitchen / food items

These printers are pre defined on installation by the SPACEbiz team, should additional printers / print settings be required kindly contact the SPACEbiz offices for assistance.

Indicate the POSITION of the PLU item. This represents the order of appearance of the PLU items on the POS system.

Select whether the PLU item must have a POP UP.

> A pop up is a custom instruction or set of instructions relating to the specific PLU item. Eg; A fillet steak would require a pop up with the following instruction sets
> - How is the steak to be done
> - Which starch must accompany the dish.
> - Which basting sauce to use.

INSTRUCTIONS can only be allocated to the PLU after it has been created. See PLU INSTRUCTION SETS further on in the manual.

SHORTCUTS are a trade mark design in SPACEbiz, they allow for the PLU to be redirected to other PLU items that are relevant to it for speed of use on the POS system and can only be defined once the PLU has been created. Similar to INSTRUCTION SETS however these are PLU recipied instructions

SHORTCUT ONLY define auto shortcut

The SHORTCUT FOR is a direct link to the list of PLU items that are required to complete the specific order. An example is for a Brandy & Coke a shortcut can be programmed onto the Brandy PLU that it redirects to the list of softdrinks once selected by selecting the green Enter arrow.

Select SHORTCUT FOR -> ADD ITEMS and choose one or multiple PLU items from the list -> select whether the PLU must return to the PARENT CATEGORY of being selected -> select the POSITION or order of appearance of the shortcuts and SAVE.

Inventory items are either linked to PLU items directly 1 – 1 or else parts of or multiple inventory items are used to create a Recipe which is then linked to the PLU item.

PRODUCT/RECIPE will link the specific PLU item to a recipe that is designed from the list of inventory items.

Select PRODUCT/RECIPE design once the PLU has been created -> use the QUICK FIND to search for the recipe to be used -> Enter the amount of times the recipe is used for the specific PLU. Generally this will be one (1) unless for example a 2 for 1 promo will use double (2) the recipe. -> select ATTACH -> go back to the PLU editor.

Attaching **more than one** recipe to a PLU is bad practice and will result in a wrong calculation of **PLU Properties**. Instead, please use the recipes as a sub-recipe of the attached recipe.

See also PRODUCT / RECIPE DESIGN & MATERIALS / INGREDIENTS further on.

If an inventory item links 1 – 1 with a PLU item, ie; a bottle of wine is purchased and the same bottle of wine is sold as a single unit the PLU is linked through INVENTORY ITEM -> select the inventory item from the defined list and select ATTACH. Please note: only one (1) inventory item can be linked to a PLU. -> return to PLU editor.

See also: Variance stock take in the Cost center.

Recipes / Inventory links can only be edited after the PLU has been created, further along in this section see CREATING LINKS / RECIPES.

The TAX is predefined when the SPACEbiz software is installed at a default of 14% VAT. However additional tax types can be defined by the SPACEbiz offices upon request. Ie; if the business is not VAT registered or sells items that are not charged VAT the default tax option is defined here.

The ACTIVE FROM and ACTIVE TO fields allow for PLU items to be created in the back office prior to appearing on the POS system and defining when the PLU items can appear.

Select the calendar and choose the date which they may become active or alternately the date which they are no longer in use.

E-Commerce

Predefined quantity

Select from the list which UNIT the item is sold in and whether the PRINT INSTRUCTIONS must be printed on the customers INVOICE.

Ensure the PLU item is in the correct folder; ie, the PLU AMSTEL will read as follows:

/BEVERAGES/BEER/AMSTEL

When creating the PLU for the first time the system gives you the option at this point to either create and link the PLU to an inventory item (the first tick block) or to create the recipe and link it to the PLU (the second tick).
By linking the PLU to the inventory item , the system automatically creates the inventory item in the relevant cost center and links that item to the PLU 1 - 1.
Linking the PLU to a recipe creates the recipe under Product / Recipe design however the ingredients of the recipe still need to be defined. Refer to PRODUCT / RECIPE DESIGN further on.

Select: SAVE

Repeat the step for creating a PLU for each of the Sales items that need to be created within their relevant folders.

Step 5: Once all of the PLU’s have been created, it will be necessary to create the INSTRUCTION SETS which are specific instructions that are linked to the required PLU items. The instructions are designed to make production of the PLU item more accurate as per the customers requirements.

These are only instructions, they do not link to any stock items and connot be recipied. Should instructions require a recipe refer to PLU SHORTCUTS.

To create the INSTRUCTION SETS,

Select: POINT OF SALE -> PLU PRODUCT CONTROL -> PLU INSTRUCTION SETS.

Create the name of the instruction CATEGORY -> click CREATE -> Select the category created and enter the INSTRUCTIONS / MEMBERS -> select the RANK (order of appearance) -> select CREATE.

A typical instruction set to indicate how a Steak should be grilled will look as follows;

CATEGORY	*MEMBER*	*RANK*
STEAK TEMPERATURE		
	Rare	1
	Meduim Rare	2
	Meduim	3
	Meduim Well	4
	Well Done	5

One or a number of instructions can be linked to a PLU and any instructions can be linked to any PLU's.

To link the Instructions to the PLU item select;

PLU PRODUCT CONTROL -> PLU EDITOR -> the PLU to which the instruction must be linked -> INSTRUCTIONS -> select the INSTRUCTION SET from the drop down list -> enter the RANK (order of appearance) -> click ADD.

Repeat this step for all the PLU items requiring instructions.

Once the PLU item/s are set up on SPACEbiz they can be linked to INVENTORY ITEMS through RECIPES. This is important to do correctly for the Variance stock take, GP % Report and recipe costings to work effectively. In order to create the recipes, the cost center needs to be set up correctly.

8. Set up the COST CENTRE

The cost centre is where the Suppliers and Inventory items need to be created prior to using system. It is also where purchasing, stock transfers, stock production, order planning and stock takes are processed.

Step 1: Create SUPPLIERS / CREDITORS

Select; COST CENTER -> SUPPLIERS CREDITORS

Step 2: Set up the Inventory Control

Inventory control is the set up of the full database of stock items, it is where the inventory items are created, allocated to categories, storage bins and their relevant cost centers for effective management.

When setting up the PLU editor, the Cost Centres and Inventory categories had already been defined (Refer to point 7) and the stock items now need to be defined.

Create an inventory item, select;

COST CENTRE -> INVENTORY CONTROL -> INVENTORY ITEMS

Select the cost center to which the Inventory item must be allocated by selecting the relevant tab on the top of the sheet. Ie; Select the foirst tab as COST OF SALES and the second tab as BEVERAGE.

Click on the "ADD STOCK ITEM" and the page refreshes to the new screen. In the new screen fill in the following;

SKU Code - This is automatically generated by the system however it can be adjusted should you wish to create you own stock codes.

STOCK ITEM DESCRIPTION – This is the actual name of the inventory item.

UNIT - From the drop down menu, select the unit in which you will purchase AND count the stock item in.

TAX - Selects whether the inventory item is vatable or not. This is very important to set up correctly as it has a roll over effect on the purchasing module. Items such as Fruit & Veg, Eggs, Milk, Brown bread etc… are Non – Vatable in which case the tick will be deselected in his field.

CATEGORY - Is the stock category to which the inventory item is to be allocated, the relevant category can be selected from the drop down menu.

Stock group or select existing

MIN QUANTITY - Otherwise refered to as PAR LEVEL minimum. This is the setting for the minimum amount of the particular stock item that is required in the store. This field is important to enter correctly as it has a roll on effect on the ORDER PLANNING module in SPACEbiz. The quantity must relate to the units in which you purchase the item.

MAX QUANTITY - Otherwise refered to as PAR LEVEL maximum. This is the setting for the maximum amount of the particular stock item that is required in the store.

WARNING % - This relates to the purchase price that is paid for the stock item from the suppliers. It is a very useful tool as it will warn you whether there has been a price increase on the particular item by the supplier without you being notified and also will warn you that the unit price has been changed if the invoice is not captured correctly on to SPACEbiz.

To use this, simply enter the percentage that you will allow the unit price to vary by.

ENABLED – Select from the drop down menu whether the inventory item must be active or not. This can be edited at any time.

LISTED - Indicates whether the item must appear on the variance stock sheet for stock taking purposes.

STOCK ITEM SUPLIER BAR CODE – If you are making use of a bar code scanner in your environment, the unique bar code of the inventory item can be entered for effective purchasing and stock taking.

MATERIAL INGREDIENT – If the inventory item is to be used as an ingredient for a recipe then ensure the tick black is selected. By default the inventory item will be created in Materials / Ingredients with the same yield. If the yield of the inventory item needs to be changed, a recipe for that stock item will need to be created.

If the stock item is a produced item, ie; it uses a number of raw ingredients to create the stock item through a recipe then after creating the inventory item this needs to be indicated.

If there is a prefered supplier for the inventory item, the supplier can be selected from the drop down menu.
Should the supplier not appear in the list, the supplier needs to be created in the SUPPLIERS / CREDITORS module of the COST CENTER.

Select SAVE to save the inventory item with all it's relevant information on to the database.

Repeat this step until all the inventory items to be used for recipes have been created.

Now, the Recipe for the PLU item can be created and linked to the PLU item.

IT is impotant to note that if an item such as AMARULA has been created with a UNIT of EACH, the system reads that as each BOTTLE. In order for the bottle to be converted into EACH TOT a RECIPE will need to be created.

Select POINT OF SALE -> PLU PRODUCT CONTROL – PRODUCT / RECIPE DESIGN

Click on the button that says "ADD NEW ITEM"

In the new screen, enter the CATEGORY to which the recipe is allocated, Ie LIQUEURS.

Enter the NAME of the Recipe (AMARULA TOT)

The DESCRIPTION and METHOD are optional fields that can be entered, these are notes for the Sales staff that appear on the info screen on the POS system.

Specify the YIELD of the recipe. Ie; for the Amarula recipe the yield will be 30. There ar 30 tots in a bottle.

Ensure the tick for "go straight to ingredients after adding" is ticked and select SAVE.

This takes you to the Ingredients screen which now allows you to link the ingredients with their quantities used to the recipe.

In the QUICKFIND field, enter the name of the ingredient to be used. This searches through the list of ingredients below. For quicker use enter the first 3 letters of the ingredient in the quickfind field and click on the lines saying "find next". This searches through all the ingredient that have those letters in them.

When the ingredient you are looking for is displayed in the ITEM line below, enter the quantity to be used and select ADD DATA

IE; In the example with the Amarula, select the ingredient Amarula. Enter the quantity as 1 and select Add Data.
The quantity is 1 because the recipe to create is 1 bottle yields 30 tots.

Products / Recipes can also be used as subrecipes in another recipe. Ie; One might create a recipe for White Sauce yielding 1l and use a part or multiple parts of the white sauce recipe yield to create a recipe for Mushroom sauce.

To use a SUBRECIPE within a recipe select the SUBPRODUCT / RECIPE tab, this will refresh to a list of all the recipes with yields created on Spacebiz. Select using the quickfind or from the drop down menu on below the sub-recipe to be used, enter the quantity of the sub-recipe's yield to be used in the recipe, enter a description if required and select add data.

Other Costs can also be added to a recipe to obtain a more accurate costing percentage on the particular PLU sales item.

To add OTHER COSTS to a recipe select the OTHER COST tab, enter the description of the other cost. Ie; Plate cost. Enter the cost to be allocated to the recipe. Ie; R2.50 and select ADD DATA.

The Recipe above will now display each Component / Ingredient with it's quantity and unit used and a summary of the Other Costs below.

Once the recipe is completed, click on the line "Click here to go back"

The page is refreshed to the menu screen of Recipes, All recipes are listed alphabetically by clicking on the letter.
To view all recipes enter the % sign in the search field and press Enter.

This menu is a quick reference of the recipes allowing quicker editing and referencing, displaying the;

CATEGORY the recipes belongs to, the
NAME of the recipe – which by selecting allows for further editing of the category, the name of the Recipe and allows for a description and a method of preparation to be entered, the
DESCRIPTION of the recipe, the
YIELD quantity and units the recipe produces, the
COST of the recipe - select the green arrow, select OK from the pop up menu and a detailed cost of the appears showing the list of ingredients used and the total cost of the recipe yield. The

USAGE indicates which PLU items use the recipe

- Select the green arrow and the list of PLU items using the recipe appear in the line below. The,

INGREDIENT is link to view the ingredients and the quantity used to create the recipe.

- Click on the word "go" to view the ingredients and the Quantity used. The value of the quantity used and ingredients used can be edited in this screen.

10. Capture the Opening Stock on to Spacebiz.

Once all of the PLU Items are set up along with the required Instructions, Shortcuts and Inventory links the last step before beginning trade is to capture on all deliveries received.

Step 1. Setup the list of SUPPLIERS / CREDITORS

These are Individuals / companies from which you would purchase items from.

Select from the Navigation Menu on the left hand side;

COST CENTER -> SUPPLIER CREDITORS, click on the ADD SUPPLIER button on the right hand side screen.
The page refreshes to the Supplier Details screen.
The two required fields are the SUPPLIER CODE which is automatically generated on the system, however this is editable should an alternate code be preferred and the NAME field which is the name of the supplier. The balance of the fields are optional and are just for record keeping purposes.
Follw these stepes and enter all the Suppliers on the system.

Once the supplier is set up the invoices can now be captured.

When capturing these invoices the cost centers to which they are allocated will either be COST OF SALES or OTHER EXPENSES.

Definitions: COST OF SALES are items which have been listed as Inventory Items and which are used to produce an item to be sold (PLU items).

OTHER EXPENSES are budget related expenses incurred for the general operation of the business. These would be categories such as Rent, Electricity, Maintenance, Advertising etc… and also Payroll Burden expenses such as Management Wages, Casual Wages, Staff Meals etc…

The setup of the budget on Spacebiz is done in at the beginning of the contract with the Business Owner. For assistance or queries on adding to or editing the budget facility, please contact the Spacebiz office.

Any Invoice received is captured on to Spacebiz as a Delivery Note / GRV*.

*GRV = Goods Received Voucher.

To capture an Invoice select from the Navigation Menu on the left hand side

COST CENTER -> PURCHASES / CREDIT NOTE -> DELIVERY NOTE / GRV
On the right hand side screen select “Create New Document”.
At this stage it is required to enter the full invoice price total including VAT and record any discount received from the supplier. This is done to ensure the total entered here for the invoice corresponds with the invoice total once all of the line items have been captured. In the GRV the total amount will flash in red until it corresponds with the amount entered here.
Click on CREATE.

The page noww refreshes to the GRV capturing screen, the top half in yellow is where the purchased items will be listed as captured and the bottom half is where the data capturing is done.

To capture the line items;

1 – Select the cost center to which the item must be allocated

2 - Indicate by clicking in the required fields whether the Rand amount being captured is The total or the unit price amount and whether the amount being entered is inclusive or exclusive of VAT.

3 - Search for the name of the inventory item to be purchased, only the first 3 / 4 letters of the item need be entered and the right arrow on the keyboard will search through the database, once the correct inventory item is highlighted in blue it is selected.

4 - Tab to move to the quantity field and enter the amount / quantity purchased.

5 - Tab again to the Unit price field and enter the Rand value of the purchase of the line Item as indicated in point 2 and press Enter.

6 - Repeat the above steps 3,4 & 5 until all of the line items have been captured off the invoice.

7 - Once all of the items are captured, click on the "UPDATE INVOICE" button on the right hand side.

8 - The page will reresh and in the new screen, select from the drop down menu the name of the Supplier, enter the Date of Delivery of the Invoice and enter in the Invoice number of the invoice. And click on the "UPDATE" button

9 – The page will revert back to the purchasing screen which for purpose of double checking.

10 – Click on the red FINALIZE DOCUMENT button on the right hand side to complete The capturing of the invoice.

PLEASE NOTE: Once an Invoice has been finalized it cannot be edited of changed. The only way to manage corrective steps through a purchase at this point would be to capture a Suppliers Credit note for the incorrect item captured and repurchase the correct items.

Repeat the steps for purchasing until all of the opening stock has been captured on the system.

Once the stock has been captured and all the PLU items are entered and linked, effectively the system is ready for trade. Run a test of the work done in the POS module (see using the Point of Sale).

Ensure at the start of the day that the new Cash-up has been created.