



PixelPlus POS Touch

Manager & set-up guide

For owners and managers: settings, users, the floor plan, the menu with recipes, sizes, options and pack sizes, stock, printers and the restaurant & bar reports.

Version 1.0.14 · 23 October 2026

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- .6. End of the day — checklist

1. First set-up checklist

This guide is for the owner and managers. The staff manual covers taking orders and payment.

1. **Business settings:** name, address, VAT number, logo, receipt message, payment methods, **How you trade** (restaurant, pub & bar, or liquor store without tables) and the **Restaurant, pub & bar** settings (chapter 2).
2. **Users:** add every waiter, barman, cashier and manager with their own login (chapter 3).
3. **Tables & floor plan:** name your areas and place your tables (chapter 4). A starter plan (Restaurant, Pub & Bar, Patio) is already there.
4. **Menu & stock:** import your range from the  **Product catalogue** (liquor store, bar & pub or restaurant menu — Select all or pick items), then set your prices, or build your menu from scratch (chapters 5–8, the kitchen set-up in chapter 12 and the liquor store in chapter 13). Happy hour and other specials are in chapter 14; the ready-made product catalogue and linking barcodes in chapter 15.
5. **Suppliers** and an opening **GRV** or **stocktake** to get stock on hand right (chapter 9).
6. **Printers:** the slip printer and cash drawer on each till, and the kitchen / bar order printers (chapter 10).
7. Open a till, ring up a test table, send it, check the kitchen ticket, print the bill and pay it.

The rest of the system is the PixelPlus POS you know

Cash-ups, refunds, customers and accounts, invoices and quotes, suppliers, purchase orders, GRVs, stock transfers between branches, stocktakes, specials (e.g. happy hour), month end, backups, the audit log and all the reports work exactly as before. Only the sales screen and the menu & stock screens are new.

2. How you trade & restaurant settings

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THE OAK BARREL PUB & GRILL

Restaurant (tables, kitchen & bar)

Choosing a type ticks the usual boxes below for it — you can still change each one.

- ☒ Use tables & a floor plan (off: no tables — the till opens straight on a counter sale)
- ☒ Use bar tabs (an order stays open under a name until it's paid)
- ☒ Use the kitchen & bar order screens and tickets (and takeaway orders)

RESTAURANT, PUB & BAR

- ☒ Ask how many guests when a table is opened
- ☒ Voiding an item already sent to the kitchen / bar needs a manager's password
- ☒ Offer a tip when taking payment (tips are recorded per waiter, not as takings)
- ☒ Print kitchen & bar order tickets when an order is sent (printers are set per computer below)
- ☐ Don't let the till sell items that show 0 in stock (off: stock can go below 0 until the next GRV or stocktake)

Service charge (%) Add it by itself on tables of (guests)

INVOICES & QUOTES

Invoices due after (days) Quotes valid for (days)

Invoice terms (printed at the bottom)

Quote terms (printed at the bottom)

DOCUMENT NUMBERS

☐ Number documents per business (INV-00001, QUO-00001...) instead of #123

Sales / receipts Refunds Invoices Credit notes

Business settings → How you trade, and Restaurant, pub & bar

How you trade

Setting	What it does
Type of business	Restaurant, Pub & bar or Liquor store / bottle store . Choosing one ticks the usual boxes below (and for a liquor store switches off guests, tips and kitchen tickets); you can still change each box. Press Save.
Use tables & a floor plan	Off: no floor plan and no Tables & floor plan menu. With bar tabs or the kitchen on, the till opens on Bar tabs; with everything off it opens straight on a counter sale.
Use bar tabs	Orders kept open under a name until they are paid. Off hides + Bar tab.
Use the kitchen & bar order screens	Off: no Kitchen & bar screen, no order tickets and no takeaway orders; a counter sale is just paid.

Restaurant, pub & bar

Setting	What it does
Ask how many guests	The number pad for guests (covers) when a table is opened. Guests are used for "per guest" figures in the reports.
Voiding a sent item needs a manager	Waiters and cashiers need a manager's username and password to void anything that was already sent to the kitchen / bar. Managers and admins never need it.
Offer a tip	Shows the tip buttons when taking payment. Tips are recorded per waiter, not as takings, and carry no VAT.
Print kitchen & bar order tickets	Prints a ticket when an order is sent, on the printers set per computer (chapter 10).
Don't sell items that show 0 in stock	Off (recommended): the till always sells; stock may go below 0 until the next GRV or stocktake. On: items with no stock (or not enough of their ingredients) can't be rung up.
Service charge (%)	What More → Service charge adds (10% by default).
Add it by itself on tables of...	e.g. 8: tables of 8 or more guests get the service charge by itself (it can still be removed). 0 = never.

Also check: **Payment methods** (Cash, Card, EFT, Other, Account), **VAT** (prices include VAT is normal for hospitality), the **cashier discount limit**, and **A manager must approve each cash-up**.

3. Users & roles

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THE OAK BARREL PUB & GRILL

Main Branch · Register 1 · Open

Thu 12:38

Anna Botha

ADMIN

Dashboard

SALES

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MENU & STOCK

Menu & stock53

Tables & floor plan

Stocktake

Specials

BUYING

Suppliers3

Purchase orders

Goods received

CUSTOMERS & TILL

Customers0

Till & cash-up

Reports

Users

+ Add user

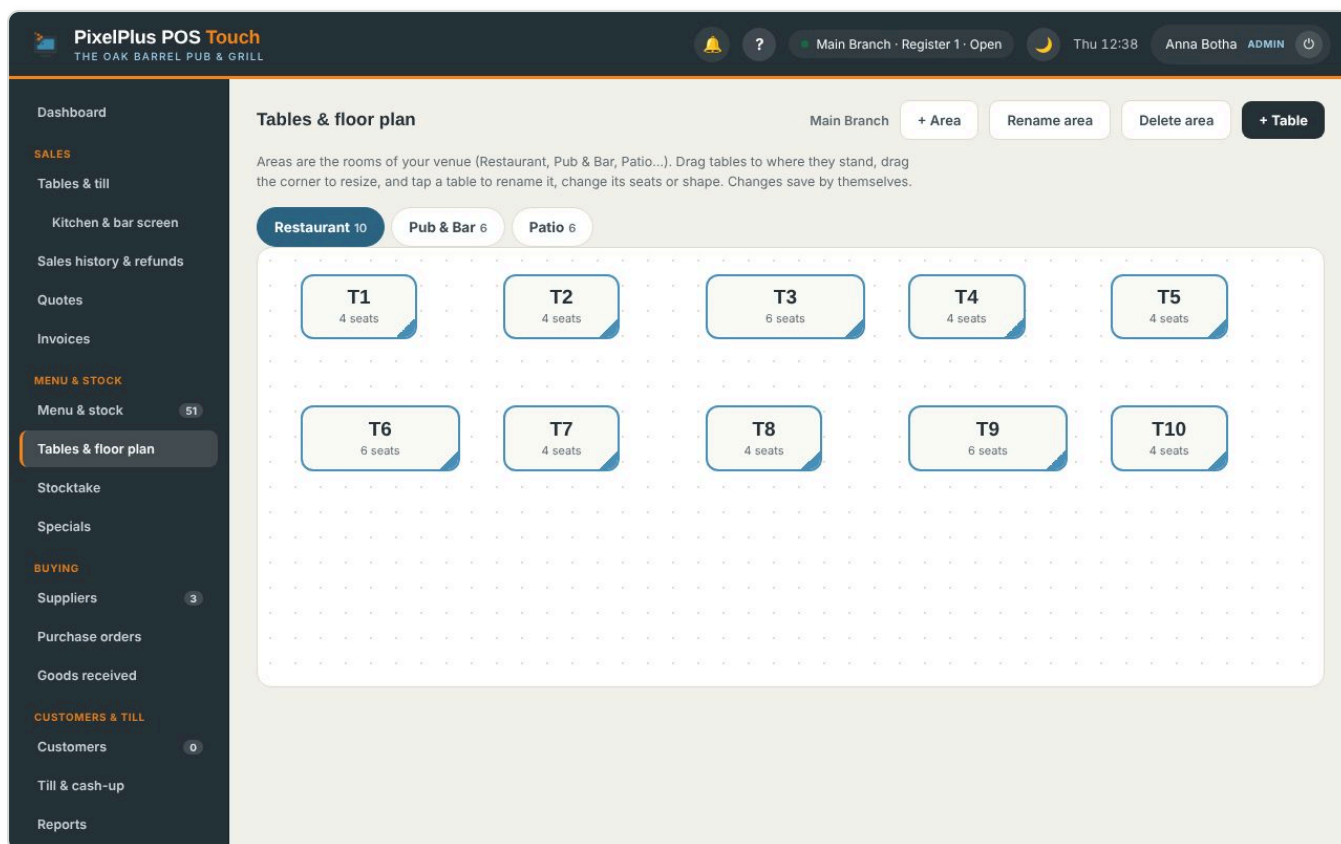
NAME	USERNAME	EMAIL	ROLE	SIGNS IN AT	STATUS		
Anna Botha	admin	admin@pixelplusit.co.za	admin	All branches Any workstation	Active		
Lerato Mokoena	lerato	—	manager	All branches Any workstation	Active		
Sipho Dlamini	sipho	—	cashier	All branches Any workstation	Active		
Thabo Nkosi	thabo	—	waiter	All branches Any workstation	Active		

Users

Role	Can
Waiter	Open tables, bar tabs and takeaways; send orders; print bills; move / merge tables; take payment on their own till. Can only open tables for themselves. Voids of sent items need a manager. No discounts or price changes (unless you allow cashiers to), no set-up, no reports beyond their own.
Cashier / barman	Everything a waiter can, plus customers, account payments and quotes. Opens tables for any waiter.
Manager	Everything on the floor without approval (voids, discounts, price changes), menu & stock, floor plan, suppliers, GRVs, stocktakes, refunds, cash-up approval, all reports.
Admin	Everything, plus users, business settings and the subscription.

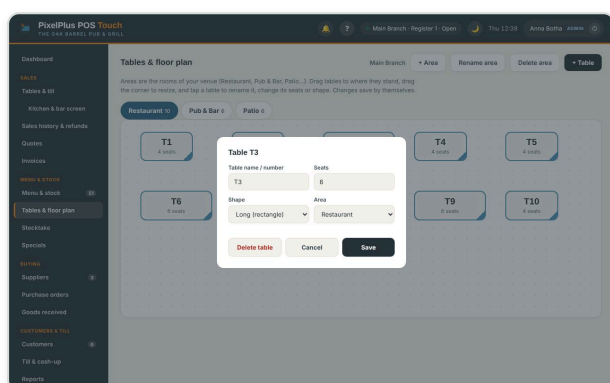
Add a user under  → **Users** → **+ Add user**: name, username, password, role and (optionally) which branch and workstations (tills) they may use. Switch a user off when they leave; their history stays.

4. Tables & floor plan



Tables & floor plan (managers)

- **Areas** are the rooms of your venue: Restaurant, Pub & Bar, Patio, Upstairs, Beer garden... **+ Area** adds one; **Rename area** and **Delete area** work on the area that's selected.
- **+ Table** adds a table to the selected area: its name or number, seats and shape (square, round, long, bar stool / counter).
- **Drag** a table to where it stands in the room. **Drag the blue corner** to make it bigger or smaller. Changes save by themselves.
- **Tap** a table to rename it, change its seats or shape, move it to another area or delete it.



Editing a table

Tables with an open order

can't be deleted (or their area) until the order is paid, moved or closed.

Each branch has its own floor plan.

Switch branch at the top to set up another branch.

5. How menu & stock work

Every item in **Menu & stock** is one of three kinds:

Kind	Examples	Stock
Menu item	Cheese burger & chips, rump steak, cappuccino, Castle Draught, house wine, a mojito	Holds no stock itself. Its recipe says what comes off stock when it's sold.
Sold as it is	Castle Lite (single / six-pack / case), Coca-Cola 1 L (single / case of 12), Jameson (single / double / triple / bottle)	Bought and sold as is; keeps its own stock. Its sizes say how much each sale takes off.
Stock item only	Beef mince, burger buns, chips, cheddar, a keg of draught, house red wine, milk, coffee beans	Ingredients and bar stock. Not on the till.

Stock units and pack sizes

Every stock item is counted in **one unit: each** (single bottles and cans, buns, portions), **tots** (spirits sold by the shot), **ml** (draught, wine by the glass, milk) or **g** (meat, chips, cheese). **Pack sizes** say how many units are in what you buy or count:

Stock item	Counted in	Pack sizes (what you GRV)	Sizes (what the till sells)
Castle Lite 340 ml	singles	Six-pack = 6 · Case 24 = 24	Single × 1 · Six-pack × 6 · Case × 24
Coca-Cola 1 L	singles	Case 12 × 1 L = 12	Single × 1 · Case × 12
Jameson 750 ml	tots	Bottle 750 ml = 28 · Case 12 = 336	Single × 1 · Double × 2 · Triple × 3 · Bottle × 28
Castle Draught (keg)	ml	Keg 30 L = 30 000 · Keg 50 L = 50 000	(menu item) 330 ml · 500 ml · Jug 1.5 L
Beef mince	g	Box 5 kg = 5 000	(ingredient of the burgers)

Stock on hand shows both, e.g. "112 = 4 × Case 24 + 2 × Six-pack + 4 singles" or "180 tots = 6 × Bottle 750 ml + 12 tots". GRVs and purchase orders are done by the **case or bottle** (spirits can't be received by the tot); stock adjustments and stocktakes let you count "6 bottles + 12 tots".

Recipes and sizes

- A **recipe** is what one of the menu item takes off stock: Burger = 1 bun + 150 g mince + 30 g cheddar + 200 g chips. Mojito = 2 tots of rum + 1 Sprite + mint.
- **Sizes** (Single / Double, Glass / Bottle, 330 ml / 500 ml) each have their own price and a **"Uses x"** that multiplies the recipe: Double = × 2.
- For draught and wine the easiest is a recipe of **1 ml** and sizes that say how many ml they pour: 330 ml × 330, 500 ml × 500, Jug × 1 500; Glass 250 ml × 250, Bottle × 750.
- **Options** can also take stock: Extra cheese uses 30 g cheddar; a Coke mixer uses 1 Coke.

Cost and gross profit for free

The cost of a menu item is worked out from its recipe at today's costs, saved on every sale, and shown in Reports → Menu sales & gross profit.

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THE OAK BARREL PUB & GRILL

Main Branch · Register 1 · Open Thu 12:38 Anna Botha ADMIN

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Suppliers 3

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Goods received

CUSTOMERS & TILL

Customers 0

Till & cash-up

Reports

ON THE MENU 33

STOCK ITEMS 35

LOW STOCK 0

OUT OF STOCK 0

STOCK VALUE (COST) R30,097.10

Menu & stock

Search menu and stock... Everything Categories Menu options

+ Drinks by case / bottle Barcode labels Stock movements Export CSV Import CSV + Add item

ITEM	CATEGORY	TYPE	PRICE INCL. VAT	COST INCL. VAT	ON HAND	STATUS
Bacardi White Rum 750ml SPR-RUM · sizes: Single, Double, Triple, Bottle 750 ml · bar · Liquor & Beverage Wholesale	Spirits	Menu + stock	R30.00 / R56.00 / R80.00 / R600.00	R8.05 per tot	112 tots = 4 × Bottle 750 ml	In stock
Beef mince (burger patties) ING-MINCE · Fresh Fare Foods	Kitchen stock	Stock only	—	R0.12 per g	15,000 g = 3 × Box 5 kg	In stock
Burger buns ING-BUN · Cash & Carry Wholesale	Kitchen stock	Stock only	—	R4.50	96 = 8 × Pack of 12	In stock
Castle Draught (keg) BAR-DRAUGHT · Liquor & Beverage Wholesale	Bar stock	Stock only	—	R0.04 per ml	80,000 ml = 1 × Keg 50 L + 1 × Keg 30 L	In stock
Castle Lite 340ml BEV-CLITE · sizes: Single, Six-pack, Case 24 · bar · Liquor & Beverage Wholesale	Beers & ciders	Menu + stock	R32.00 / R180.00 / R690.00	R14.50	94 = 3 × Case 24 + 3 × Six-pack + 4 singles	In stock
Cheddar cheese ING-CHEE · Fresh Fare Foods	Kitchen stock	Stock only	—	R0.14 per g	4,000 g = 4 × Block 1 kg	In stock
Cheese burger & chips MNU-BURGER · kitchen	Burgers & mains	Recipe	R115.00	R32.70	—	From recipe

Menu & stock: the Type column, prices per size, cost per ml / g, and stock on hand in units and packs

The filter at the top shows **On the menu**, **Made from a recipe**, **Stock items**, **Low stock**, **Out of stock** or **Inactive**.

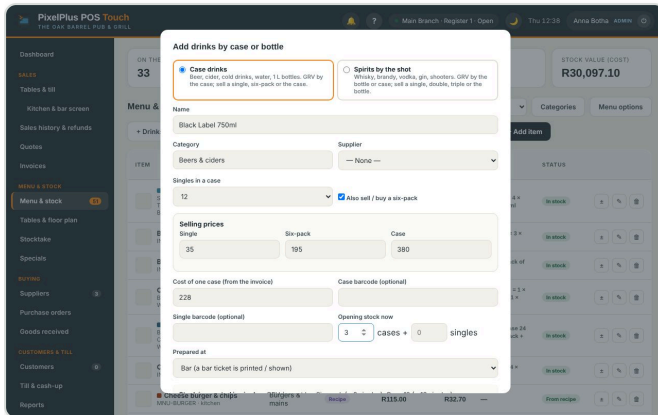
Starting from nothing?

Use **Product catalogue** (chapter 15): pick a liquor-store range (about 460 items), bar & pub drinks (about 420) or the restaurant menu, tap **Select all** or tick what you sell, and import. Every item comes with its pack sizes, a price per size, and the recipe and options it needs. Change prices and names, delete what you don't sell, and add your own.

6. Drinks by the case or bottle

For a pub or bottle store most drinks are bought by the **case** or the **bottle** and sold in several sizes. Menu & stock → + **Drinks by case / bottle** sets one up in one step.

Case drinks: beer, cider, cold drinks, 1 L bottles

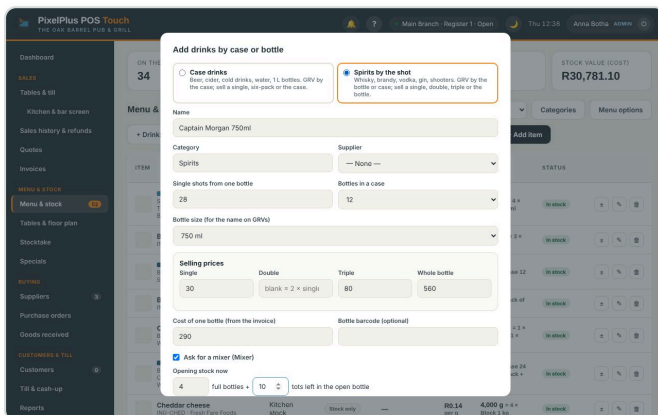


Case drinks: Black Label, 12 in a case

1. Choose **Case drinks** and type the name.
2. **Singles in a case**: 24 for most beers and cans, 12 for 1 L bottles or quarts.
3. Tick **six-pack** if you sell or buy six-packs.
4. Type the selling price of a **Single**, a **Six-pack** and a **Case** (leave a box empty if you don't sell that size).
5. Type the **cost of one case** from the invoice. The cost per single is worked out.
6. Optional: case and single barcodes, and the stock you have now (cases + singles).
7. **Prepared at**: Bar (the barman gets a ticket) or Nowhere (bottle store counter).

Stock is counted in singles. Selling a case takes off 24 (or 12), a six-pack 6, a single 1.

Spirits by the shot



Spirits: 28 single shots from a 750 ml bottle

1. Choose **Spirits by the shot** and type the name.
2. **Single shots from one bottle**: 28 for a 750 ml bottle at 25 ml (change it if your tot is different, e.g. 40 for a 1 L bottle).
3. **Bottles in a case** and the bottle size.
4. Prices: **Single**, **Double** (blank = 2 × single), **Triple** and **Whole bottle** (for take-away bottle sales; leave blank if you don't sell bottles).
5. The **cost of one bottle**: the cost per tot is worked out.
6. Keep **Ask for a mixer** ticked to offer Coke, tonic, soda... (they come off stock too).
7. Stock you have now: full bottles + tots left in the open bottle.

Stock is counted in tots: a double takes off 2, a triple 3, a whole bottle 28.

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Main Branch · Register 1 · Open

Thu 12:38

Anna Botha ADMIN

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Reports

ON THE MENU

35

STOCK ITEMS

37

LOW STOCK

0

OUT OF STOCK

0

STOCK VALUE (COST)

R32,044.67

Menu & stock

750ml

Everything

Categories

Menu options

+ Drinks by case / bottle

Barcode labels

Stock movements

Export CSV

Import CSV

+ Add item

ITEM	CATEGORY	TYPE	PRICE INCL. VAT	COST INCL. VAT	ON HAND	STATUS
<div>Bacardi White Rum 750ml</div> <div>SPR-RUM · sizes: Single, Double, Triple, Bottle 750 ml · bar · Liquor & Beverage Wholesale</div>	Spirits	Menu + stock	R30.00 / R56.00 / R80.00 / R600.00	R8.05 per tot	112 tots = 4 × Bottle 750 ml	In stock
<div>Black Label 750ml</div> <div>BLACK-LABEL-750ML-0185 · sizes: Single, Six-pack, Case 12 · bar</div>	Beers & ciders	Menu + stock	R35.00 / R195.00 / R380.00	R19.00	36 = 3 × Case 12	In stock
<div>Captain Morgan 750ml</div> <div>CAPTAIN-MORGAN-750ML-3336 · sizes: Single, Double, Triple, Bottle 750 ml · bar</div>	Spirits	Menu + stock	R30.00 / R60.00 / R80.00 / R560.00	R10.36 per tot	122 tots = 4 × Bottle 750 ml + 10 tots	In stock
<div>Gordon's Gin 750ml</div> <div>SPR-GIN · sizes: Single, Double, Triple, Bottle 750 ml · bar · Liquor & Beverage Wholesale</div>	Spirits	Menu + stock	R30.00 / R56.00 / R80.00 / R580.00	R6.95 per tot	168 tots = 6 × Bottle 750 ml	In stock
<div>Jameson 750ml</div> <div>SPR-JAMESON · sizes: Single, Double, Triple, Bottle 750 ml · bar · Liquor & Beverage Wholesale</div>	Spirits	Menu + stock	R38.00 / R72.00 / R105.00 / R850.00	R11.60 per tot	168 tots = 6 × Bottle 750 ml	In stock
<div>Klipdrift 750ml</div> <div>SPR-KLIPDRIFT · sizes: Single, Double, Triple, Bottle 750 ml · bar · Liquor & Beverage Wholesale</div>				R6.70 per tot	224 tots = 8 × Bottle 750 ml	In stock

On hand in cases and bottles

Receiving: only cases and bottles

On a GRV or purchase order these items start on the **case**; switch to **Bottle** (spirits) or **Six-pack** if that's what arrived. Spirits can't be received by the tot. Type the cost of one case / bottle from the invoice.

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GRVs — New GRV — goods received

Supplier: Cash & Carry Wholesale

Reference (supplier invoice/delivery note #)

Add product: Search products to receive...

ITEM	QTY	PACK	COST EACH
Jameson 750ml = 336 tots at R11.60 per tot	1	Case 12 x 750 ml	3897.6
Castle Lite 340ml = 24 singles at R14.50 per single	1	Case 24	348
Captain Morgan 750ml = 28 tots at R10.36 per tot	1	Bottle 750 ml	290
Castle Draught (keg) = 50,000 ml at R0.04 per ml	1	Keg 50 L	2000

Notes (optional)

☒ Update product cost price from this GRV
☒ Add to supplier balance owed (uncheck if paid immediately)

Cancel Save GRV

GRV: cases and bottles; the line shows how many singles / tots go into stock

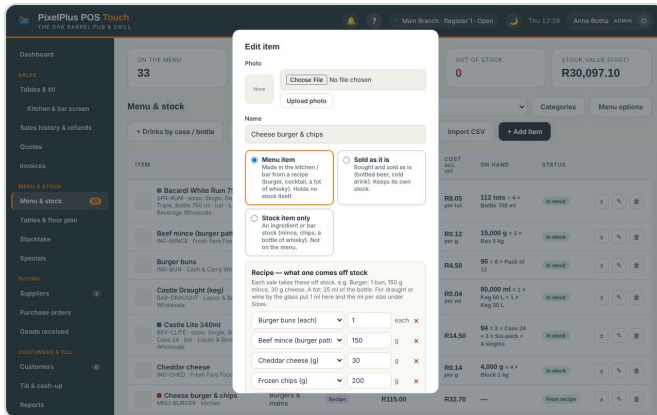
Counting the bar

At stocktake you count **full bottles + tots left in the open bottle** (or cases + singles); the till works out the total.

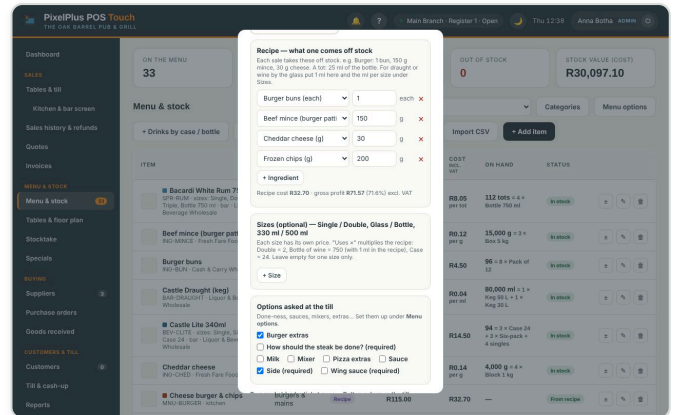
7. Adding menu items

Menu & stock → **+ Add item** (or  on an item). Type the name, choose the **kind**, then fill in the parts that appear.

Example 1: Cheese burger & chips (menu item with a recipe)

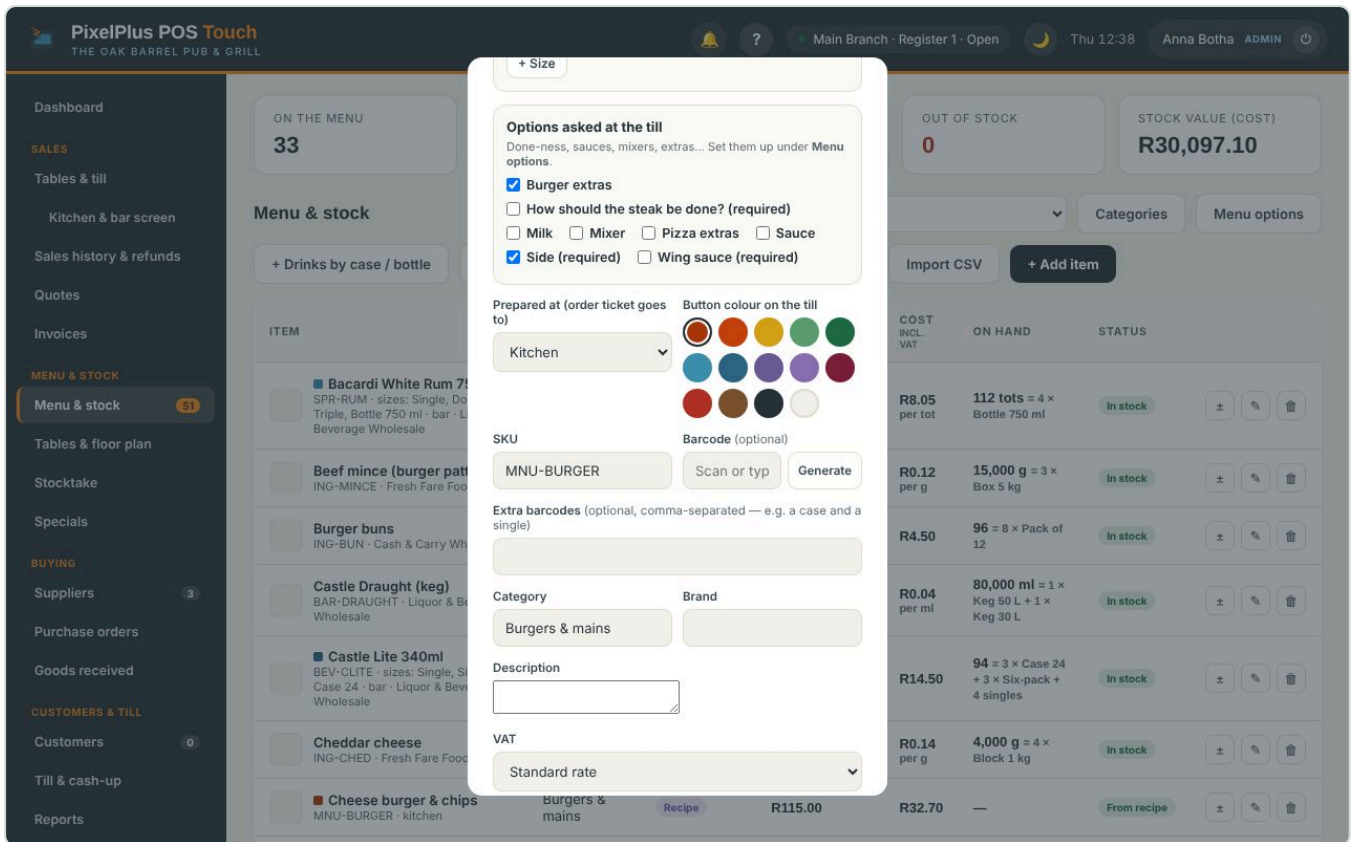


Kind: Menu item



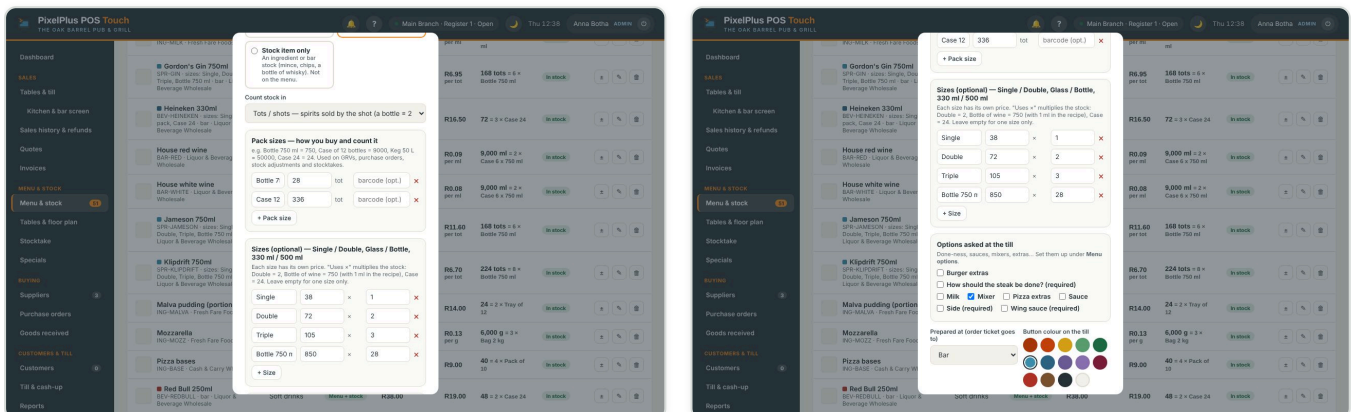
Recipe: what one takes off stock, with cost and gross profit

1. Choose **Menu item**.
2. Under **Recipe** tap **+ Ingredient** for each stock item and type how much (in its unit): 1 burger bun, 150 g beef mince, 30 g cheddar, 200 g chips. The recipe cost and gross profit show as you type.
3. Under **Options asked at the till** tick **Burger extras** and **Side**.
4. **Prepared at: Kitchen** (so the order ticket goes to the kitchen). Pick a **button colour**.
5. Further down: the **category** (Burgers & mains), the **sell price** and VAT. Save.



Options, where it is prepared and the button colour

Example 2: Jameson by the tot (what "+ Drinks by case / bottle" makes)

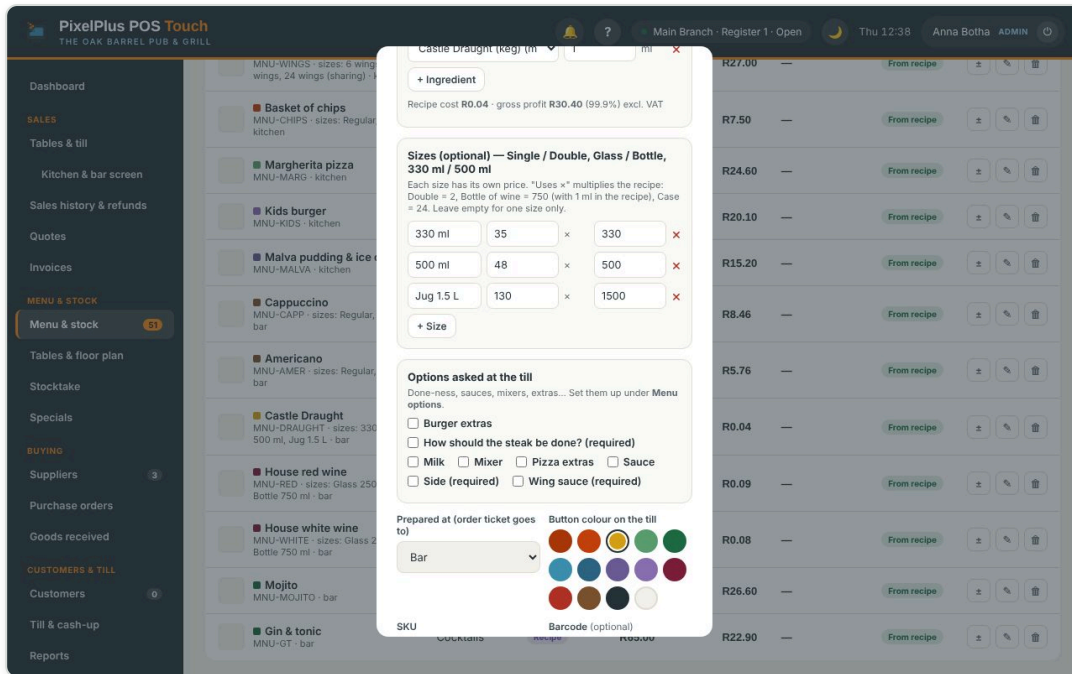


Sold as it is, counted in tots, Bottle = 28 and Case = 336

Sizes: Single $\times$ 1, Double $\times$ 2, Triple $\times$ 3, Bottle $\times$ 28, with the Mixer options

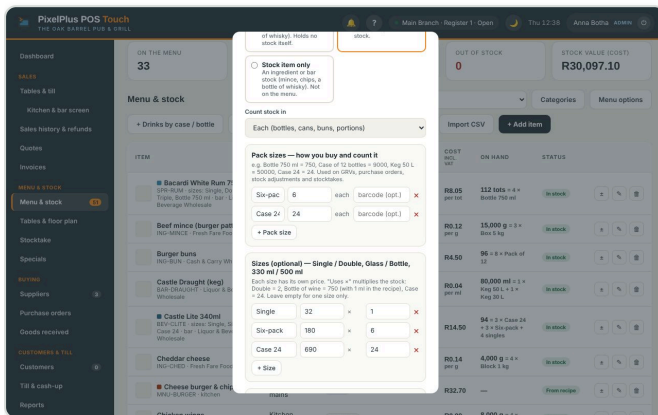
You can change any of it later with : the tots per bottle, the prices of each size, the mixer question.

Example 3: Castle Draught (sizes in ml)



Draught: recipe 1 ml of the keg, sizes pour 330, 500 and 1 500 ml

Example 4: Castle Lite 340 ml (sold as it is)



Sold as it is: counted each, bought by the six-pack or case

Choose **Sold as it is**, count stock in **Each**, add pack sizes **Six-pack = 6** and **Case 24 = 24** (with the case barcode if you scan deliveries), sizes **Single × 1, Six-pack × 6, Case × 24** with their prices, cost per single, prepared at **Bar**. (+ Drinks by case / bottle does all of this for you.)

The stock-on-hand boxes per branch are in the unit you chose (each / ml / g).

Example 5: a stock item (ingredient)

of whisky). Holds no stock itself. stock.

Stock item only
An ingredient or bar stock (mince, chips, a bottle of whisky). Not on the menu.

Count stock in
Grams — g (meat, chips, cheese)

Pack sizes — how you buy and count it
e.g. Bottle 750 ml = 750, Case of 12 bottles = 9000, Keg 50 L = 50000, Case 24 = 24. Used on GRVs, purchase orders, stock adjustments and stocktakes.

Box 5 kg: 5000 g barcode (opt.)

+ Pack size

Used in: Bacon & cheese burger, Cheese burger & chips, Kids burger

SKU Barcode (optional)
ING-MINCE Scan or type Generate

Extra barcodes (optional, comma-separated — e.g. a case and a single)

Category Brand
Kitchen stock

Description
mains

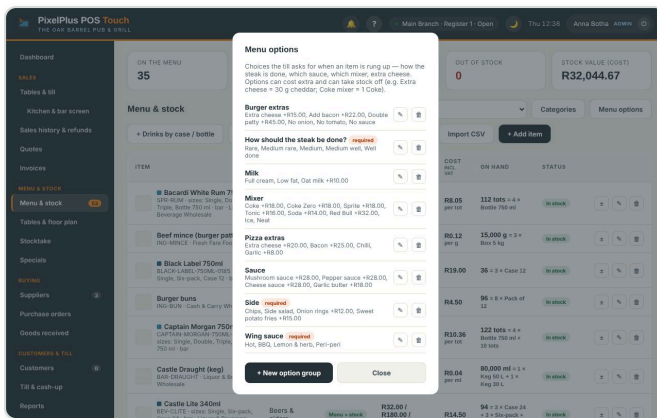
Stock item only: beef mince counted in grams, bought by the 5 kg box

Choose **Stock item only**, the unit (g), and the pack sizes. The cost is **per gram**: type the cost of one box in "or cost per pack" and it is worked out for you ($R600 \div 5\,000 = R0.12$ per g). "Used in" lists the menu items whose recipes use it.

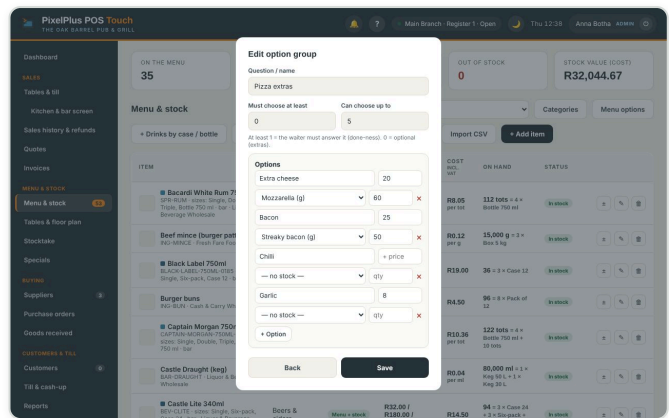
SKU

Every item needs a unique SKU (code). Leave it empty and one is made from the name.

8. Menu options (modifiers)



Menu & stock → Menu options



An option group

1. Menu & stock → **Menu options** → **+ New option group**.
2. **Question / name:** e.g. "How should the steak be done?", "Mixer", "Burger extras".
3. **Must choose at least:** 1 = required (the waiter can't add the item without answering), 0 = optional.
4. **Can choose up to:** 1 for done-ness or a side, more for extras.
5. Each **option:** name, extra price (blank = free), and optionally the **stock item and quantity** it uses (Extra cheese → Cheddar 30 g; Coke → Coca-Cola 300 ml × 1; Double patty → Beef mince 150 g).
6. Save, then tick the group on each menu item that should ask it (chapter 7).

Ideas: steak done-ness, sauce, side, wing sauce, pizza extras, milk (full cream / low fat / oat), mixer, ice / no ice, "cook to order" notes, burger extras, salad dressing, kids' drink.

9. Stock: receiving, adjusting & counting

Goods received (GRV) by the case, keg or box

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Stocktake
Specials
BUYING
Suppliers 3
Purchase orders
Goods received
CUSTOMERS & TILL
Customers 0
Till & cash-up
Reports

GRVs —

New GRV — goods received

Supplier
Cash & Carry Wholesale

Reference (supplier invoice/delivery note #)

Add product
Search products to receive...

ITEM	QTY	PACK	COST EACH
Jameson 750ml = 336 tots at R11.60 per tot	1	Case 12 x 750 ml	3897.6
Castle Lite 340ml = 24 singles at R14.50 per single	1	Case 24	348
Captain Morgan 750ml = 28 tots at R10.36 per tot	1	Bottle 750 ml	290
Castle Draught (keg) = 50,000 ml at R0.04 per ml	1	Keg 50 L	2000

Notes (optional)

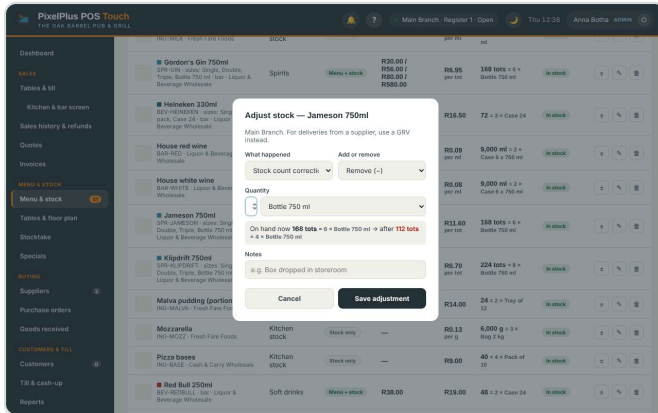
☒ Update product cost price from this GRV
☒ Add to supplier balance owed (uncheck if paid immediately)

Cancel Save GRV

A GRV: Jameson by the case, Castle Lite by the case of 24, Captain Morgan by the bottle, draught by the keg

- Buying → **Goods received** → **+ New GRV**. Choose the supplier and type the delivery note number.
- Search for each item. It starts in its biggest pack (case, keg). Change the **Pack** (Case, Six-pack, Bottle), the **quantity** and the **cost of one pack** from the invoice. Spirits can only be received by the bottle or case.
- The line shows what goes into stock ("= 24 each at R14.50 per one"). Save: stock and (if ticked) the cost per unit are updated.
- **Purchase orders** work the same way (order 3 cases), and receiving a purchase order into a GRV shows it in cases again.

Stock adjustments and wastage

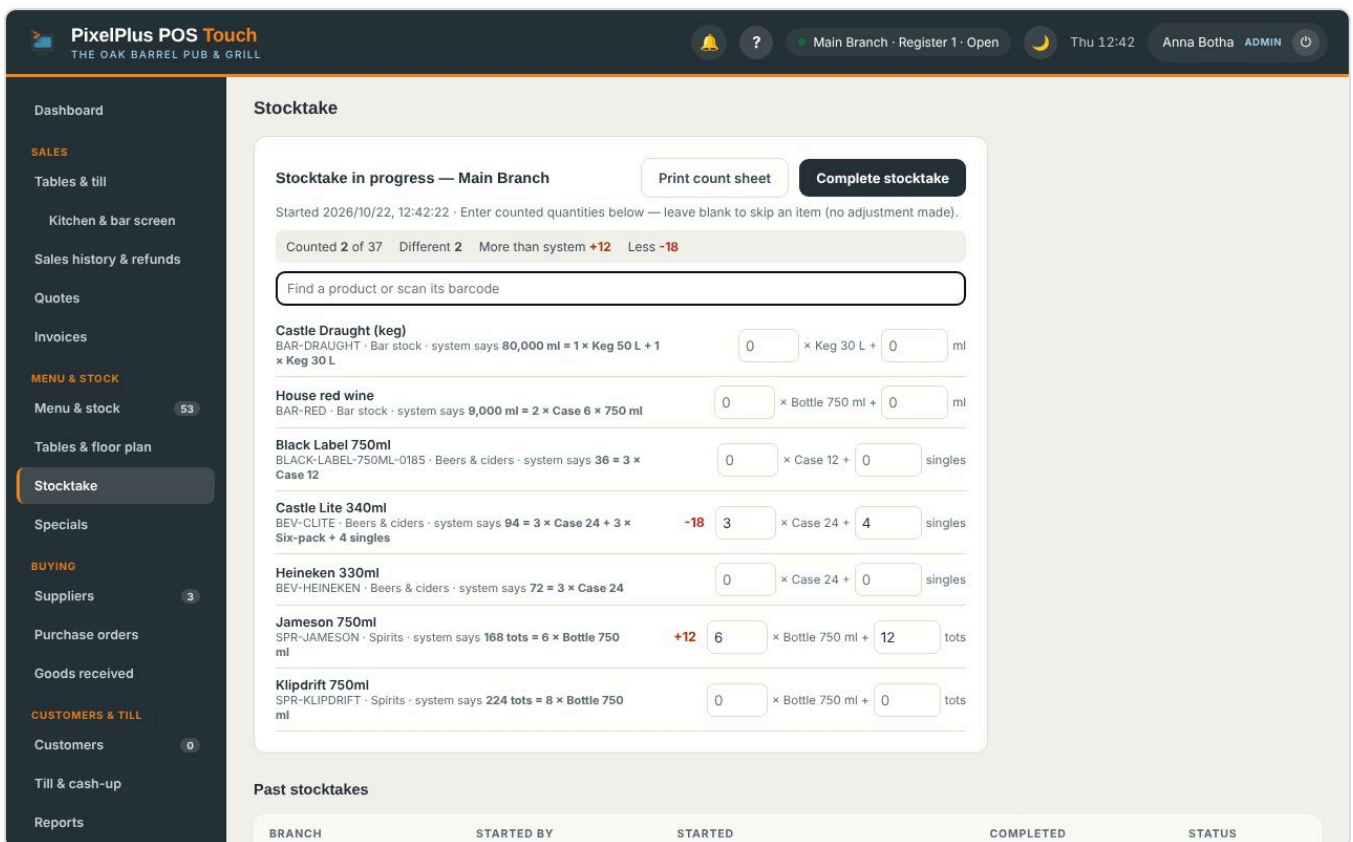


Adjust stock in bottles

Menu & stock → ± on a stock item: choose what happened (damaged, expired, own use, count correction...), add or remove, and the quantity in a pack (2 × Bottle 750 ml). Every change is in Stock movements and the audit log.

Wastage from **voids** (spilled drinks, a steak sent back) comes off stock by itself when "take it off stock as wastage" is ticked, and shows in Stock movements as *wastage* with the reason.

Stocktake by bottles and cases



Count full packs + what is loose: 6 bottles + 12 tots, 3 cases + 4 singles

- Stocktake → choose all stock or one category (e.g. Bar stock) → **Start stocktake**. Print the count sheet if you count on paper.
- Items with pack sizes are counted as **full packs + loose** (e.g. 6 × Bottle 750 ml + 12 tots in the open bottle, or 3 × Case 24 + 4 singles). The difference shows straight away.
- Keep trading while you count. **Complete stocktake** makes the adjustments.
- Menu items made from recipes aren't counted; their ingredients are.

Weekly bar count

Count Bar stock weekly (Start stocktake → Only Bar stock) and run Reports → Stock movements and Menu sales & gross profit for the week to see shrinkage.

10. Printers & kitchen screens

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THE OAK BARREL PUB & GRILL

computer. [Step-by-step setup guide](#)

The QZ Tray script didn't load — check the internet connection and refresh.

Slip printer
e.g. POS-80C, XP-80, EPSON TM-T20 Find printers

Exactly as Windows names it (Settings → Printers). "Find printers" lists them for you.

Paper width Drawer socket pin
80 mm (most) Pin 2 (most drawers)

Open the cash drawer
Automatically for cash sales, cash refunds & cash payments (recommended)

☐ Print the slip automatically after every sale

Kitchen order printer Bar order printer
e.g. KITCHEN (blank = none) e.g. BAR (blank = none)

Order tickets print from the computer or tablet that sends the order, so name the printers as THIS computer sees them (a network printer can be shared). The kitchen and bar can also use the Kitchen & bar screen instead of paper.

Save for this computer Test print Open drawer

Does QZ Tray ask "Allow" every time? Then this computer doesn't trust your certificate yet. Fix it once per till computer:

1. **Windows:** click **Install certificate (Windows)** and open the downloaded file. The browser and Windows may warn about it: choose **Keep**, then **More info** → **Run anyway**, then **Yes**. It puts the certificate in QZ Tray and restarts QZ Tray.
2. Refresh this page (Ctrl+F5) and click **Test print**. No more "Allow".

Mac, or prefer doing it by hand? Download the certificate, copy it into the QZ Tray folder named exactly `override.crt` (Windows sometimes saves a second copy as `override (1).crt`, so rename it) and restart QZ Tray.

Install certificate (Windows) Download certificate (override.crt)

Business settings → Slip printer & cash drawer (this computer)

- **Slip printer & cash drawer:** on every till computer install the free **QZ Tray**, then Business settings → Slip printer: Find printers, choose it, Save, Test print. Install the certificate once per computer so QZ Tray stops asking "Allow" (Help & training has the step-by-step guide).
- **Kitchen order printer / Bar order printer:** the printer names as **that computer** sees them. Tickets print from the computer or tablet that sends the order, so set these on every computer that sends orders (a network kitchen printer can be shared in Windows). Leave blank if that station uses the screen only.
- **Kitchen & bar screen:** put a tablet or PC in the kitchen and behind the bar, sign in (a cashier or waiter login is fine) and open ☰ → Kitchen & bar screen → Kitchen / Bar orders. It refreshes by itself.
- Which station gets an item is set per item: **Prepared at** Kitchen, Bar or Nowhere (no ticket, e.g. a bottled water the waiter fetches).

11. Reports

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Main Branch · Register 1 · Open Thu 12:38 Anna Botha ADMIN

More reports

Each report opens in its own window where you can pick its own dates and branch. It starts from the dates above and remembers what you chose last time. Every report can be printed (A4 or slip), emailed, or exported to Excel or PDF.

RESTAURANT & BAR

- Sales by waiter
- Tips
- Voids
- Sales by area & table
- Open tables & tabs (now)
- Menu sales & gross profit

SALES

- Sales summary
- Sales by day
- Top products
- Sales by category
- Payment split
- Profit margin
- Discounts given
- Refunds
- Tax report
- Sales per week / month
- Specials performance
- Day end summary
- Sales by hour of day
- Sales by supplier
- Sales history (every sale)

STOCK

- Stock on hand
- Low stock
- Stock transfers
- Stock movements (all changes)
- Stocktakes
- Goods received (GRVs)
- Supplier purchases (totals)
- Slow-moving stock
- Out of stock
- Sell-through (sell-off %)
- Category movement by product
- Historical stock on hand (as at a date)
- Product transactions (one product)
- Re-order list by supplier
- Outstanding purchase orders

CUSTOMERS & SUPPLIERS

- Customer invoices & credit notes
- Quotations
- Payments received (on account)
- Customer balances
- Supplier payments
- Sales by customer
- Customer statements
- Supplier statements
- Customer listing
- Customer journal (account transactions)
- Customer age analysis
- Supplier listing
- Supplier balances
- Supplier journal (account transactions)
- Supplier age analysis

STAFF & CONTROL

- Sales by cashier
- Cashup variance
- Audit log
- Till sessions (open & close)

Export to accounting software

Download everything for a period as files your accounting package can import: Sage 50cloud Pastel (journal batch), Sage Business Cloud Accounting / Sage One, Xero, QuickBooks or your accountant's spreadsheet. Sales, refunds, VAT, invoices, payments, GRVs, cash in and out, cash-up differences and cost of sales are all included, and every journal balance.

Reports → More reports: the Restaurant & bar group comes first

Report	Shows
Sales by waiter	Bills, guests, takings, average bill, takings per guest and tips per waiter.
Tips	Tips per waiter split into card / EFT and cash, and every tip with its table and bill. Use it to pay out card tips.
Voids	Every void: when, table, item, value, reason, sent or not, wasted or not, who and who approved. Plus voids per person.
Sales by area & table	Takings and guests per area (Restaurant, Pub, Patio, bar tabs & takeaways, counter) and per table, with average minutes a table is open.
Open tables & tabs (now)	Everything not yet paid, with waiter, minutes open and whether the bill was printed. Check it before closing.
Menu sales & gross profit	Every item and size sold, excl. VAT, with its recipe cost, gross profit and GP %.

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Dashboard

SALES

Tables & till

Kitchen & bar screen

Sales history & refunds

Quotes

Invoices

MENU & STOCK

Menu & stock 53

Tables & floor plan

Stocktake

Specials

BUYING

Suppliers 3

Purchase orders

Goods received

CUSTOMERS & TILL

Customers 0

Till & cash-up

Reports

More reports

Each report opens in its own window where you can pick its own dates and branch. It starts from the dates above and remembers what you chose last time. Every report can be printed (A4 or slip), emailed, or exported to Excel or PDF.

Sales by waiter

From 10/16/2026 To 10/22/2026 Branch All branches Update

Today Yesterday Last 7 days Last 30 days This month Last month This year

WAITER	BILLS	GUESTS	TAKINGS	AVERAGE BILL	PER GUEST	TIPS
Thabo Nkosi	2	4	R132.00	R66.00	R33.00	R13.20

Bills: 2 · Guests: 4 · Takings: R132.00 · Tips: R13.20

Print A4 Print slip Email Export Excel Export PDF Close

STAFF & CONTROL

Sales by cashier Cashup variance Audit log Till sessions (open & close)

Export to accounting software

Download everything for a period as files your accounting package can import: Sage 50cloud Pastel (journal batch), Sage Business Cloud Accounting / Sage One, Xero, QuickBooks or your accountant's spreadsheet. Sales, refunds, VAT, invoices, payments, GRVs, cash in and out, cash-up differences and cost of sales are all included, and every

Sales by waiter

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Main Branch · Register 1 · Open Thu 12:38 Anna Botha ADMIN

Dashboard

SALES

Tables & till

Kitchen & bar screen

Sales history & refunds

Quotes

Invoices

MENU & STOCK

Menu & stock 53

Tables & floor plan

Stocktake

Specials

BUYING

Suppliers 3

Purchase orders

Goods received

CUSTOMERS & TILL

Customers 0

Till & cash-up

Reports

Voids

From 10/16/2026 To 10/22/2026 Branch All branches Update

Today Yesterday Last 7 days Last 30 days This month Last month This year

WHEN	TABLE / TAB	QTY	ITEM	VALUE	REASON	SENT?	WASTED	BY	APPROVED BY
22 Oct 2026, 12:37	Table T1	1	Castle Lite 340ml (Single)	R32.00	Spilled / dropped	Yes	Yes	Anna Botha	---
22 Oct 2026, 12:34	Table T1	1	Castle Lite 340ml (Single)	R32.00	Spilled / dropped	Yes	Yes	Anna Botha	---

Voids: 2 · After sending: 2 · Value: R64.00

By person

PERSON	VOIDS	VALUE
Anna Botha	2	R64.00

Print A4 Print slip Email Export Excel Export PDF Close

Export to accounting software

Download everything for a period as files your accounting package can import: Sage 50cloud Pastel (journal batch), Sage Business Cloud Accounting / Sage One, Xero, QuickBooks or your accountant's spreadsheet. Sales, refunds, VAT, invoices, payments, GRVs, cash in and out, cash-up differences and cost of sales are all included, and every

Voids

PixelPlus POS Touch
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Main Branch · Register 1 · Open Thu 12:38 Anna Botha ADMIN

Dashboard

SALES

Tables & till

Kitchen & bar screen

Sales history & refunds

Quotes

Invoices

MENU & STOCK

Menu & stock 53

Tables & floor plan

Stocktake

Specials

BUYING

Suppliers 3

Purchase orders

Goods received

CUSTOMERS & TILL

Customers 0

Till & cash-up

Reports

More reports

Each report opens in its own window where you can pick its own dates and branch. It starts from the dates above and remembers what you chose last time. Every report can be printed (A4 or slip), emailed, or exported to Excel or PDF.

Menu sales & gross profit

From 10/16/2026 To 10/22/2026 Branch All branches Update

Today Yesterday Last 7 days Last 30 days This month Last month This year

CATEGORY	ITEM / SIZE	SOLD	SALES EXCL. VAT	COST	GROSS PROFIT	GP %
Hot drinks	Cappuccino (Large)	2	R69.56	R22.07	R47.49	68.3%
Hot drinks	Americano (Regular)	2	R45.22	R10.02	R35.20	77.8%

Print A4 Print slip Email Export Excel Export PDF Close

STAFF & CONTROL

Sales by cashier Cashup variance Audit log Till sessions (open & close)

Export to accounting software

Download everything for a period as files your accounting package can import: Sage 50cloud Pastel (journal batch), Sage Business Cloud Accounting / Sage One, Xero, QuickBooks or your accountant's spreadsheet. Sales, refunds, VAT, invoices, payments, GRVs, cash in and out, cash-up differences and cost of sales are all included, and every

Menu sales & gross profit

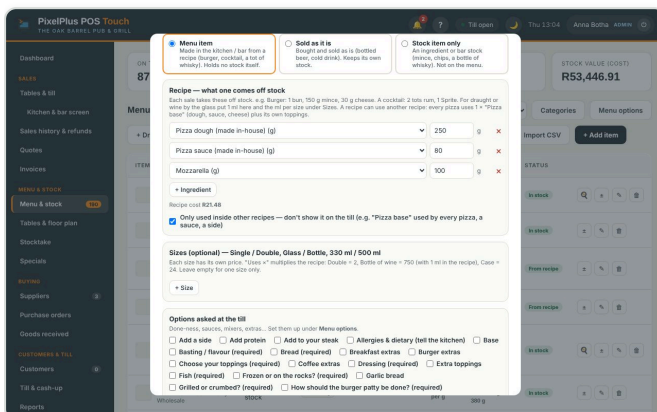
All the familiar reports are still there: day end, sales summary, sales by hour / day / category, payment split, tax, profit margin, stock on hand and movements, low stock, slow movers, cash-up variances, discounts, refunds, specials, customer and supplier reports, age analyses, the accounting export and the **audit log** (every table opened, order sent, void, bill, move, merge, sale and settings change, with who and when). Each report prints (A4 or slip), exports to Excel (CSV) or PDF, and can be emailed.

12. Kitchen set-up: pizzas, batches & cooking options

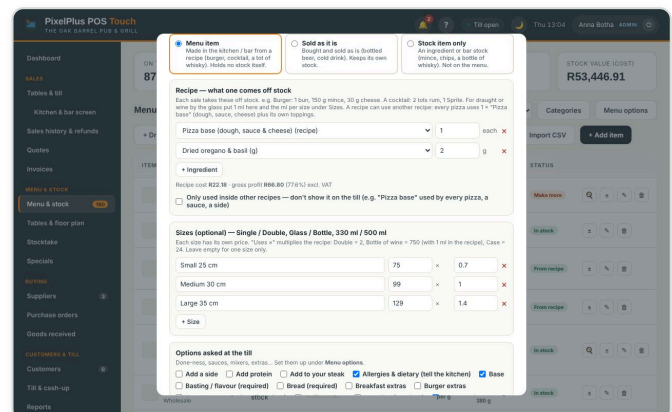
A recipe inside a recipe: one dough for every pizza

All your pizzas use the same dough, sauce and cheese; only the toppings differ. Set the base up once and use it in every pizza:

1. **Pizza dough** and **Pizza sauce** are made in the kitchen, so they are stock items **made in-house in batches** (below).
2. **Pizza base** is a Menu item with the recipe **250 g dough + 80 g sauce + 100 g mozzarella**. Tick **Only used inside other recipes** so it isn't a button on the till.
3. Each pizza is a Menu item whose recipe is **1 × Pizza base** plus its own toppings: Margherita = base + 2 g herbs; Hawaiian = base + 60 g ham + 60 g pineapple; Meat feast = base + ham, salami, bacon and mince.
4. Sizes multiply the whole recipe, base and toppings: **Small 25 cm × 0.7, Medium 30 cm × 1, Large 35 cm × 1.4**. A Large Margherita takes 350 g dough, 112 g sauce and 140 g mozzarella off stock.
5. Options for every pizza: **Base** (thin / thick), **Extra toppings** (each takes its own stock and costs extra), **Leave off** (no onion, well done, cut into 8) and **Allergies**. **Build your own pizza** is the base with a required **Choose your toppings** question (up to 8).



Pizza base: dough, sauce and cheese, only used inside other recipes



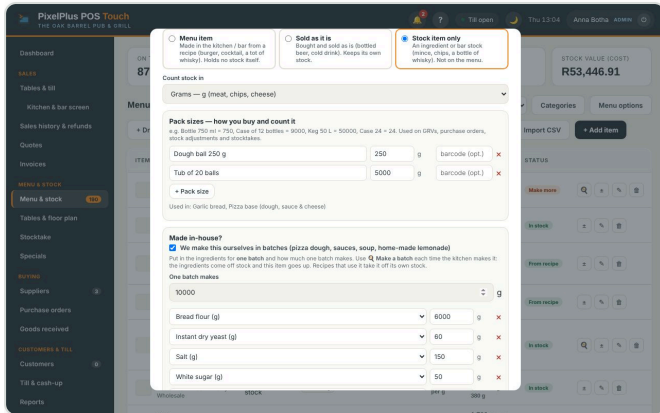
Margherita: 1 × Pizza base + herbs, with Small / Medium / Large

Change it once

Change the dough recipe or the base and every pizza follows, and the costs and gross profit of every pizza are worked out again. When a GRV changes the price of flour or cheese, the dough, the base and every pizza are re-costed by themselves.

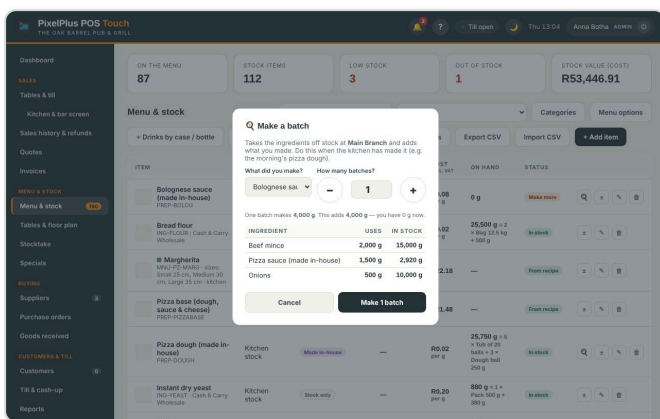
The same works for anything shared: **saucers** (Mushroom sauce = 40 g mushrooms + 60 ml cream + 5 g butter) and **sides** (Mashed potato, Side salad, Vegetables of the day). An option can use such a recipe: the steak's "Mushroom sauce" option takes the whole sauce recipe off stock.

Made in-house in batches: dough, sauces, soup



Pizza dough: counted in grams, one batch makes 10 000 g

1. + Add item (or ) → **Stock item only**, count stock in **grams** (or ml, or each).
2. Pack sizes for counting: **Dough ball 250 g = 250**, Tub of 20 balls = 5 000.
3. Tick **We make this ourselves in batches**.
4. **One batch makes:** 10 000 g.
5. The ingredients for **one batch**: 6 000 g flour, 60 g yeast, 150 g salt, 50 g sugar, 200 ml olive oil. The cost of a batch and the cost per gram are worked out.



Menu & stock →  Make a batch

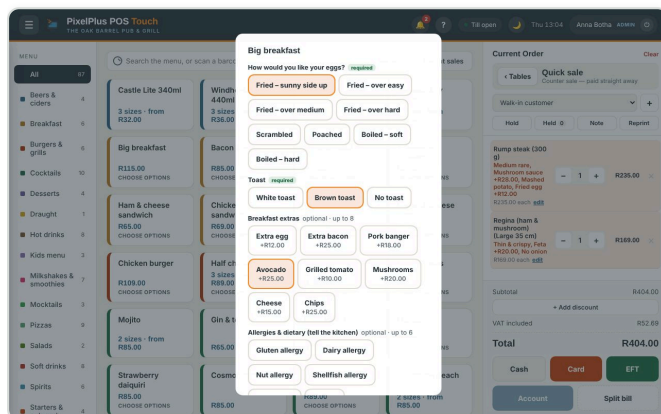
Every time the kitchen makes it: Menu & stock →  **Make a batch** (or  on the item). Choose what was made and how many batches (½, 1, 2...). The window shows what it uses and what you have; **Make** takes the ingredients off stock and adds what was made.

Pizzas then take their dough off the dough's own stock, so stock on hand for the dough is what's in the fridge. Count it on a stocktake (as dough balls) like anything else. Stock movements show *Made in-house*.

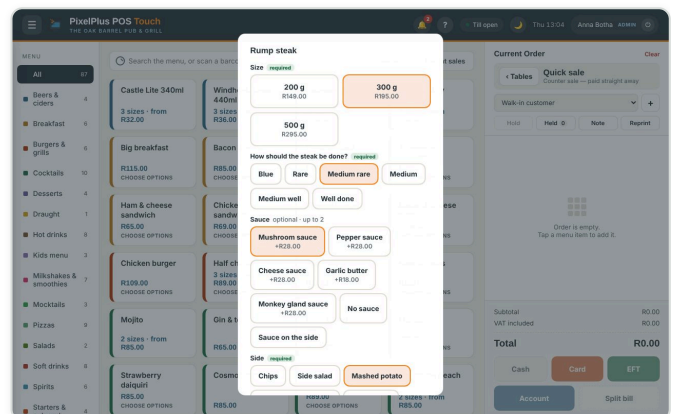
Questions the kitchen needs answered

Set them up under **Menu options** (chapter 8). "Must choose at least 1" makes the question required: the waiter can't add the item until it's answered, and the server checks it again when the order is sent. The answers print on the kitchen ticket.

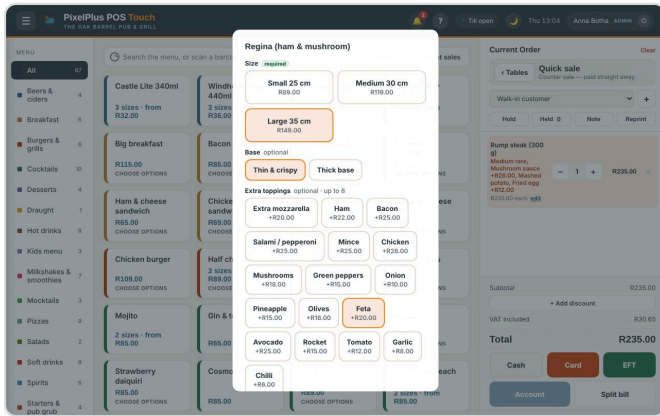
Item	Questions in the catalogue's restaurant menu
Breakfasts	How would you like your eggs? (fried sunny side up / over easy / over medium / over hard, scrambled, poached, boiled soft / hard) · Toast: white (2 slices of white bread off stock), brown, no toast · Breakfast extras (extra egg, bacon, banger, avo...)
Sandwiches	Bread: white or brown · Toasted? · Add a side
Omelette	Fillings (up to 4: ham, mushroom, onion, peppers, tomato, feta, bacon)
Steaks	How should the steak be done? (blue, rare, medium rare, medium, medium well, well done) · Sauce (up to 2, or on the side) · Side (chips, salad, mash, veg, onion rings, sweet potato fries) · Add to your steak (fried egg, mushrooms, cheese). Rump comes in 200 g / 300 g / 500 g.
Burgers	How should the patty be done? · Side · Burger extras · chicken: Grilled or crumbed? and Basting
Chicken, ribs, fish	Basting / flavour (lemon & herb, mild / hot peri-peri, BBQ) · Side · Fish battered or grilled
Salads	Dressing · Add protein
Coffee & tea	Milk (full cream, low fat, oat +R10, black, on the side) · Sugar · Coffee extras (extra shot, syrups, whipped cream, decaf) · Which tea?
Milkshakes	Kids / Regular / Large · Flavour (each takes 30 ml of its syrup; Bar-One takes 1 bar) · extras (whipped cream, extra thick)
Smoothies	Regular / Large · Smoothie boost (protein, chia, honey, oat milk)
Cocktails	Recipes in tots (Long Island: 1 tot each of vodka, gin, rum, tequila, triple sec + a Coke) · Frozen or on the rocks? · Rim · Glass or Jug (4 glasses × 4)
Everything from the kitchen	Allergies & dietary (gluten, dairy, nuts, shellfish, vegetarian, no salt) — printed on the ticket



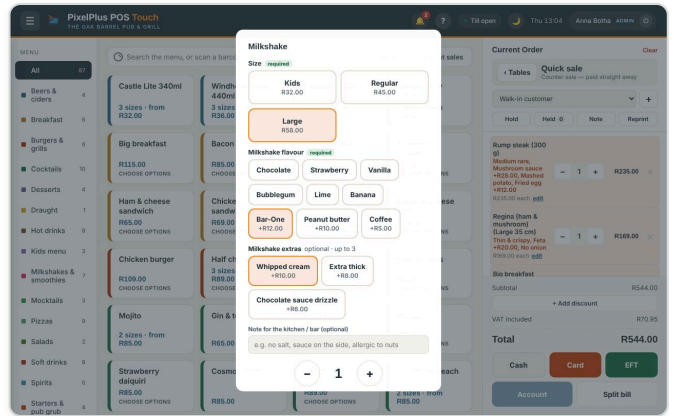
Big breakfast: eggs and toast must be answered



Rump: size, done-ness, sauce and side



A Large Regina, thin base, extra feta



A Large Bar-One milkshake with whipped cream

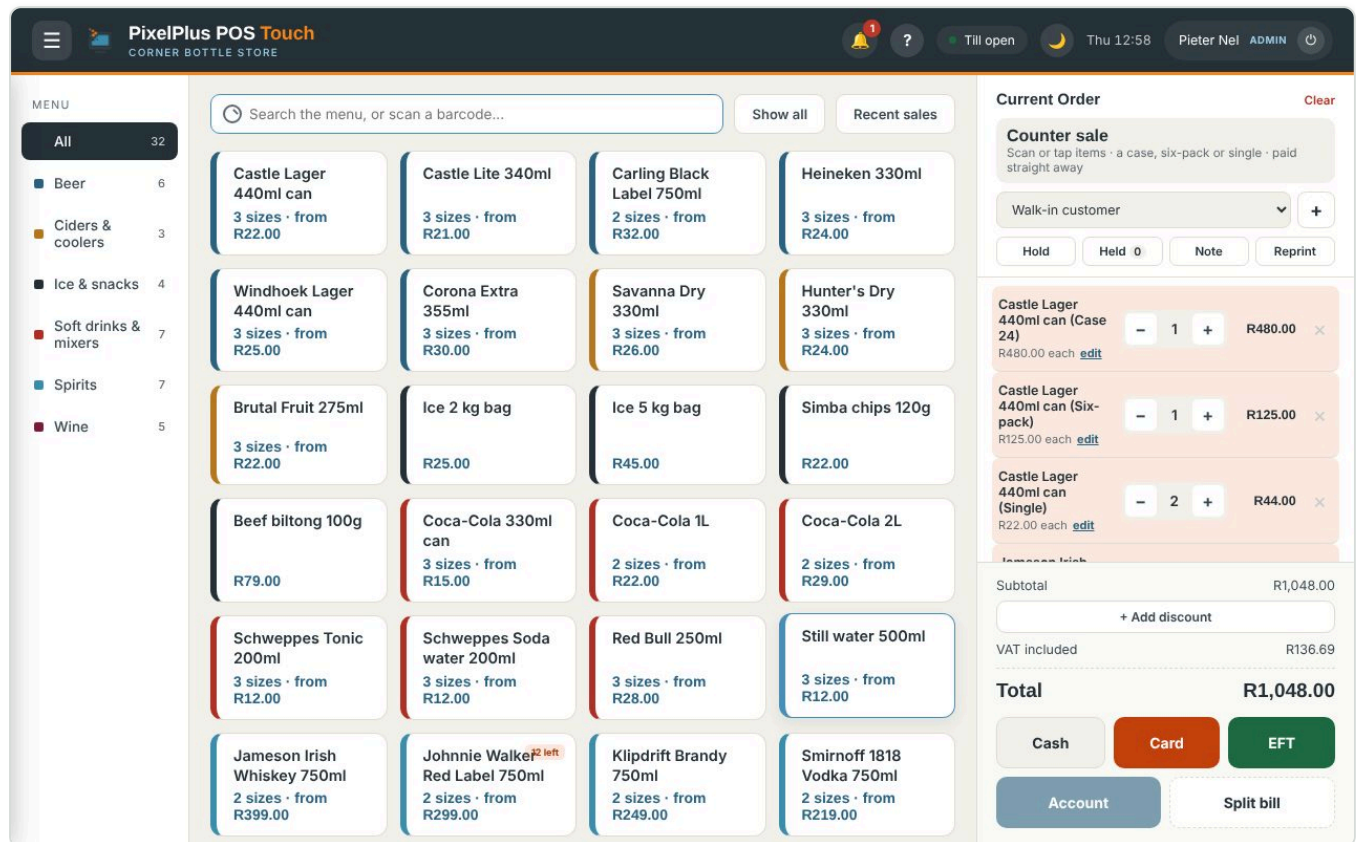
13. Liquor store / bottle store (no tables)

A liquor store sells over the counter: no tables, tabs or kitchen. Stock is bought by the case (or bottle) and sold as a **single**, a **six-pack** or a **case**; spirits and wine by the **bottle** or **case**.

Setting it up

1. Business settings → Selling, VAT & documents → **How you trade** → **Liquor store / bottle store** → Save.
2. Add the range with Menu & stock → **+ Drinks by case / bottle** (chapter 6): beer and cold drinks as case drinks (24, or 12 for 1 L / quarts, or 6 for 2 L), with the six-pack if you sell it. Give each its single, six-pack and case barcodes. Choose **Prepared at: Nowhere**.
3. Spirits and wine sold only by the bottle: **Sold as it is**, counted **each** (bottles), pack size Case 12 (or 6), sizes **Bottle × 1** and **Case × 12**.
4. GRVs by the case. Scan the case barcode on a GRV to receive a case; scan again for another.

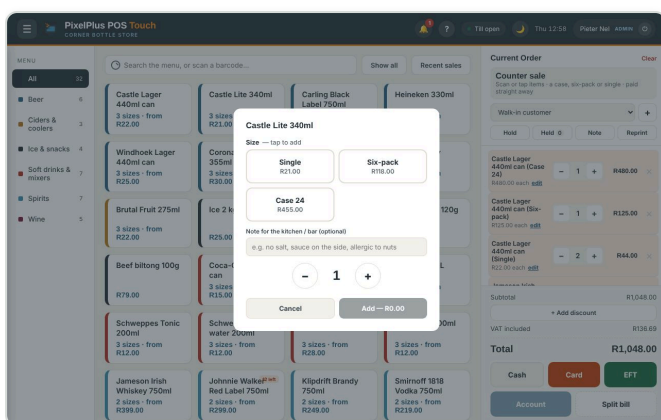
The till



The till of a liquor store: always on a counter sale

- The till opens straight on the **counter sale**; after payment it is ready for the next customer. No floor plan, Kitchen & bar screen, guests or tips.
- **Scan**: the single's barcode rings up a Single, the six-pack's a Six-pack and the case's a Case, each at its own price (taking 1, 6 or 24 off stock).
- **Tap** an item to choose Single, Six-pack or Case; tapping the size adds it.

- **Hold** a sale to serve someone else; **Held** brings it back. Refunds, customers on account, specials, cash-ups and all the reports work as always.



Tap an item to choose the size



On a phone

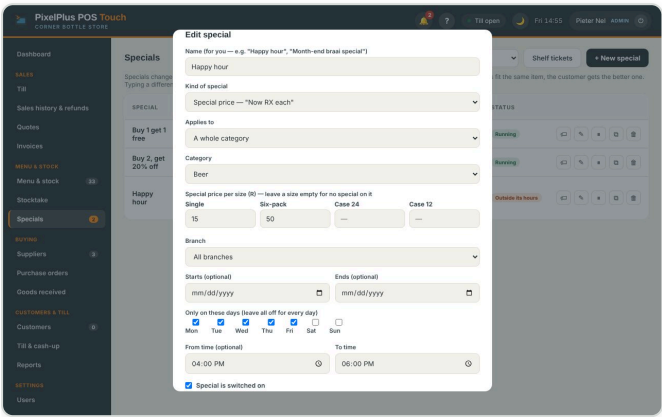
A pub with a bottle-store counter?

Keep tables and bar tabs on, and use **Quick sale** › for over-the-counter sales: the same single / six-pack / case sizes and scanning work there.

14. Specials: happy hour, 1 + 1 free, buy 2 save

Every size has its own normal selling price, e.g. Castle Lager **Single R18, Six-pack R55, Case R250** (set on the item, or with + Drinks by case / bottle). Specials change those prices at the till by themselves while they run. Menu & stock → **Specials** → **+ New special**; the **Quick start** buttons fill in the usual ones.

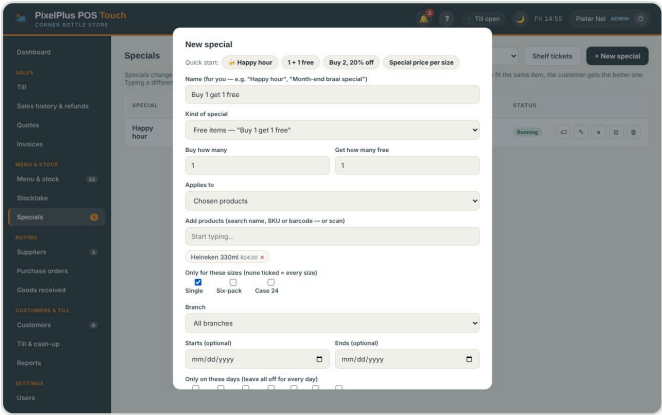
Kind	Example	What the customer pays
🍹 Happy hour (special price per size)	Beer, Mon–Fri 16:00–18:00: Single R15, Six-pack R50, Case left empty	2 singles + a six-pack + a case = R30 + R50 + R250 = R330 (the case stays R250)
1 + 1 free (free items)	Heineken, Singles only: buy 1, get 1 free	3 singles at R24 = R48 (one free); a case isn't included
Buy 2, 20% off (buy more, save)	Wine: every 2 get 20% off	3 bottles at R89 = 2 × R71.20 + R89 = R231.40
% off	25% off Singles and Doubles of Jameson	A double R72 → R54 (a Coke mixer is still +R18)
Multi-buy	3 Singles for R50	Must name the size it is for



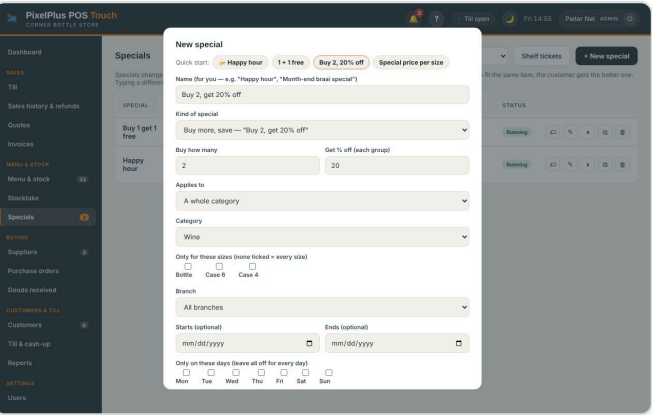
Happy hour: a price for each size, Monday to Friday 16:00–18:00

1. Tap 🍹 **Happy hour**: it fills in the name, Monday to Friday and 16:00–18:00 (change them if yours is different).
2. **Applies to**: the drinks, a whole category (Beer, Spirits) or everything.
3. Type the **happy-hour price for each size**. Leave a size empty (e.g. the case) and it keeps its normal price.
4. Save. It shows as *Running* during the hours and *Outside its hours* the rest of the time.

For **1 + 1 free** or **Buy 2, 20% off**, tap that quick start, choose the items and tick the sizes it is for (none ticked = every size).

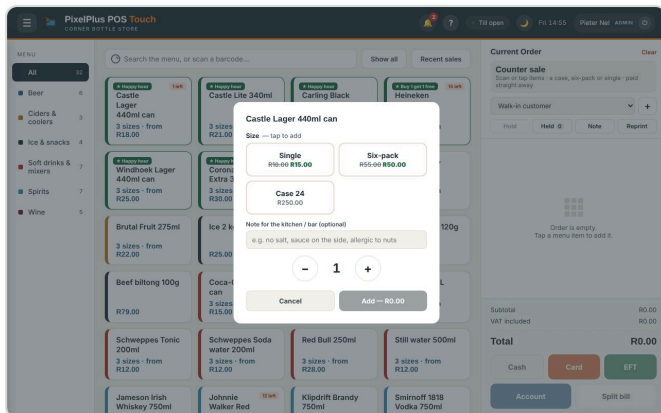


1 + 1 free on Heineken Singles

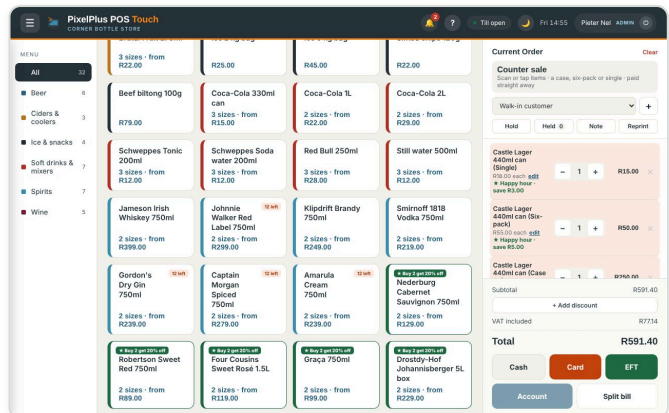


Buy 2, get 20% off on all wine

At the till



The sizes show the happy-hour price: R18 → R15, R55 → R50



Each line shows the special and what the customer saves

- Specials apply by themselves; the line shows ★ with the special and the saving, and the slip shows it too.
- When more than one special fits, the customer gets the better one (in the example 3 Heineken Singles in happy hour are $3 \times R15 = R45$, better than 1 + 1 free at R48).
- A **special price never lands on a size it doesn't name**: a R15 happy hour on Singles can't make a case R15.
- Options (a mixer, extra cheese) are charged in full on top of the special.
- Typing a different price on a line replaces the special for that line; an extra discount on a special isn't allowed unless Business settings allows it.

On tables and bar tabs

Each round keeps the specials that were running **when it was sent**. A round sent at 17:55 stays at the happy-hour price even if the bill is paid at 19:00; a round sent after 18:00 is at the normal price. The same item and size in different rounds counts together, so two Heineken Singles sent in two rounds still get 1 + 1 free. The floor plan, the bill and the payment all show the special prices.

PixelPlus POS Touch

CORNER BOTTLE STORE

2

?

Till open

Fri 14:55

Pieter Nel ADMIN

Dashboard

SALES

Till

Sales history & refunds

Quotes

Invoices

MENU & STOCK

Menu & stock 33

Stocktake

Specials 2

BUYING

Suppliers 3

Purchase orders

Goods received

CUSTOMERS & TILL

Customers 0

Till & cash-up

Reports

SETTINGS

Users

Specials

Search specials...

All specials

Shelf tickets

+ New special

Specials change the price at the till by themselves while they run — no need to change the product's price. When two specials fit the same item, the customer gets the better one. Typing a different price at the till replaces the special for that line.

SPECIAL	OFFER	APPLIES TO	BRANCH	WHEN	SOLD	SAVED CUSTOMERS	STATUS	
Buy 1 get 1 free	Buy 1 get 1 free (Single)	Heineken 330ml	All branches	Always	0	R0.00	Running	<div></div> <div></div> <div></div> <div></div> <div></div>
Buy 2, get 20% off	Buy 2 get 20% off	Category: Wine	All branches	Always	3	R35.60	Running	<div></div> <div></div> <div></div> <div></div> <div></div>
Happy hour	Special Single R15.00 · Six-pack R50.00	Category: Beer	All branches	Always · Mon, Tue, Wed, Thu, Fri · 16:00–18:00	5	R35.00	Outside its hours	<div></div> <div></div> <div></div> <div></div> <div></div>

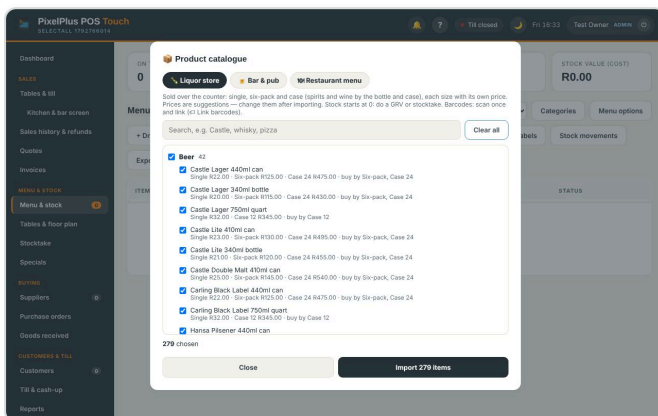
Specials: what is running now, how many were sold on special and how much customers saved

⏏ switches a special off straight away, 📄 copies it for next time, 🖨 prints shelf tickets (WAS / NOW per size). Reports → More reports → **Specials performance** shows what each special sold and cost.

15. Product catalogue & barcodes

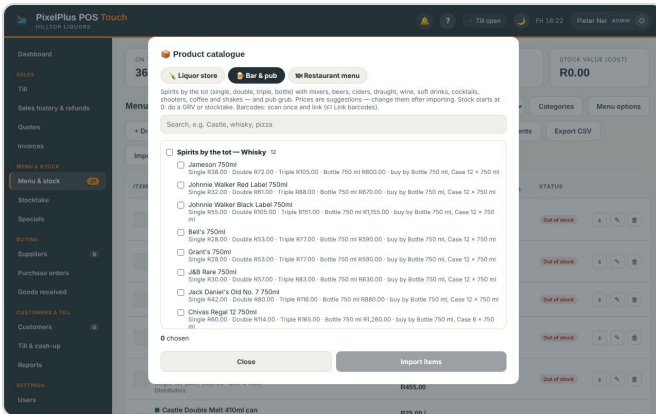
Instead of typing every item, pick them from the  **Product catalogue** (Menu & stock). Each item comes with its pack sizes, a selling price for every size and, for menu items, the recipe and everything it needs.

Catalogue	What's in it
 Liquor store	About 460 items. Beer, ciders & coolers, soft drinks, mixers, juices and energy drinks by the Single, Six-pack and Case (24, or 12 for quarts and 1 L, 6 for 2 L); spirits (also 1 L, 375 ml and 200 ml), liqueurs, sherry, port and wine by the Bottle and Case ; ice, snacks and braai wood.
 Bar & pub	About 420 items. Whisky, cognac, brandy, vodka, gin, rum, tequila and liqueurs by the tot (Single, Double, Triple, Bottle) with the Mixer question; every beer, cider and ready-to-drink of the liquor-store range at pub prices (Single, Bucket of 6); draught; wine by the glass and bottle; soft drinks; cocktails, mocktails and shooters; coffee, milkshakes (16 flavours plus thick shakes) and smoothies; pub grub and pizzas.
 Restaurant menu	Breakfasts, starters, burgers & grills, steaks, pizzas (one dough), salads, kids, desserts, with the made-in-house dough, sauce and soup, and the kitchen questions (eggs, toast, done-ness, sides).

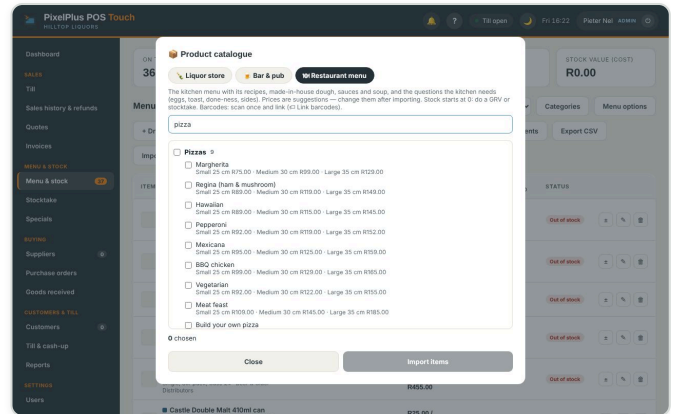


Liquor store: tick a whole section or single items

1. Menu & stock →  **Product catalogue** and choose the tab.
2. Tap **Select all** to take everything, or tick a section (e.g. **Beer**) or single items. Search to find an item quickly.
3. The line under each item shows its sizes and prices and how you buy it (Six-pack, Case 24).
4. Tap **Import**. Items you already have are greyed out and never changed.
5. **Prices are suggestions**: change them ( on the item, or + Drinks by case / bottle). **Stock starts at 0**: capture a GRV or do a stocktake.



Bar & pub: spirits by the tot, beers, cocktails...



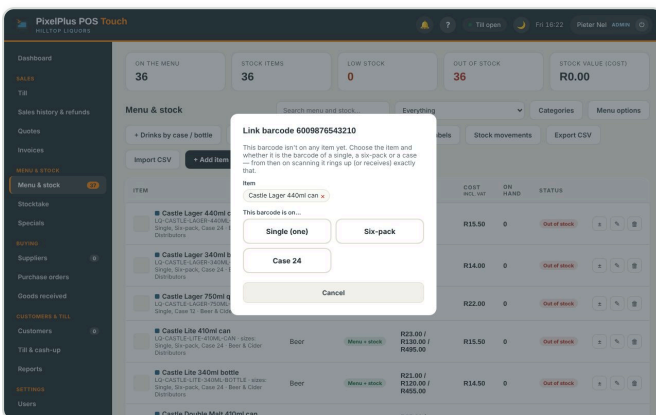
Restaurant menu: each pizza brings its base, dough, sauce and toppings

Everything an item needs comes along

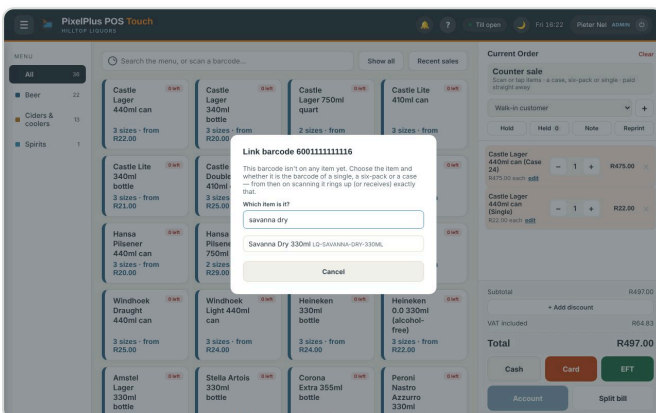
Importing a pizza adds the pizza base, the dough and sauce (made in-house) and the cheese and toppings; a whisky adds the mixers its Mixer question uses; a cocktail adds its spirits and juices. The footer says how many extra stock items and recipes that is.

Barcodes: scan once, link, done

The catalogue has no barcodes (they differ between suppliers and change). Link them by scanning once:



Which item, and is it the single, the six-pack or the case?



An unknown barcode at the till: link it and it is rung up

1. Menu & stock → **Link barcodes.**
2. Scan a barcode. If it is new, type part of the item's name, tap the item and tap **Single, Six-pack or Case** (or Bottle).
3. Scan the next one. Barcodes already linked show which item and size they are.

Walk through the stock room once: a single can, a six-pack and a case of each beer.

You can also just start trading: when a manager scans a barcode the till doesn't know (at the till or on a GRV), the same window opens; once linked the item is added. A cashier sees "ask a manager to scan it once and link it".

From then on the **case barcode sells (or receives) a case**, the six-pack's a six-pack and the single's a single, each at its own price. A barcode can be on one item and size only.

You can also type the barcodes on the item: 📄 → **Pack sizes** starts with a **Single (one)** row, then the Six-pack and the Case, each with its barcode.

Items that aren't in the catalogue

Add them yourself: + **Drinks by case / bottle** for a beer, cider or cold drink (Single / Six-pack / Case prices) or a spirit by the tot and bottle; + **Add item** for anything else (chapter 7). Then link the barcodes.

Deleting items

- 🗑️ on an item that was never sold, bought, quoted or invoiced deletes it from the database for good (with its sizes, pack sizes, recipe, options and stock).
- An item with sales or other history is switched off instead, so old slips, invoices and reports stay right. Find it under the filter **Inactive**; importing it again from the catalogue brings it back.
- An item still used in another item's recipe or an option (e.g. Coke in the Long Island), or on an open table, can't be deleted until it's taken out — the message says where.

16. End of the day

1. Reports → **Open tables & tabs (now)**: everything should be paid or moved. Close empty orders.
2. Kitchen & bar screen: everything Done.
3. Each till: **Close till & cash up**, count the drawer, print the slip. Approve cash-ups if required.
4. Pay out card tips from **Reports → Tips** (as a Paid out with a reason, or with wages).
5. Reports → **Day end summary** and **Voids** for the day.
6. Weekly: bar stocktake; GRVs captured for every delivery; **Menu sales & gross profit**.
7. Backups run by themselves every day; Business settings → Backup downloads one any time.

Need help?

☰ → Help & training has these manuals and the answers the ? assistant gives — ask it in your own words (English or Afrikaans, spelling slips are fine). ☰ → Support raises a ticket with PixelPlus IT.