

MoneyWorks Point of Sale (POS)

The MoneyWorks Point of Sale system (hereafter referred to as mwPOS) is a simple but functional point of sale system for retail, hospitality and the like. It is fully integrated with your MoneyWorks accounts, so things like inventory levels and general ledger balances are updated in real time.

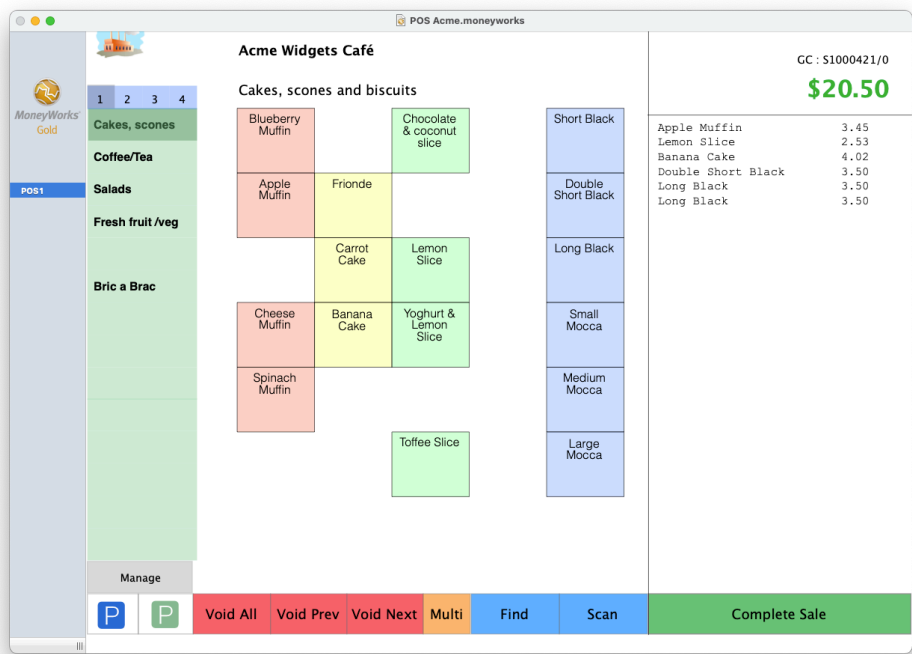
Key features:

- Visual display for PLU codes
- Barcode scanning
- Parked transactions (e.g. for bar tabs)
- Weights, length and quantities
- Handles tips and split payments
- Capture customer details for loyalty schemes
- Optionally exchange data with a master file running on a separate MoneyWorks Now or Datacentre server

mwPOS runs on Datacentre for multiple store and/or multiple-till situations, or as a single, standalone on MoneyWorks Gold. For distributed retail situations where internet is not reliable, a remote syncing facility is available to allow pricing/button configurations to be downloaded from a central Datacentre, and a sales summary uploaded at the end of the day.

Overview

The POS screen is locked and is enabled when an authorised operator logs in using a user/password.



A sale is made by tapping the appropriate buttons. As each item is sold it is displayed in the "sales tape" on the right of the screen, along with the total sale amount. When the sale is complete the *Complete Sale* button is tapped to bring up the sale completion screen.

Complete Sale

Total Sale: 20.50

Cash

Credit Card

On Account

Amount Tendered: 20.5

Loyalty

Print Receipt

Email Receipt

Salesperson: SJ

Preprint

Add Tip

Split Payments

Cancel

OK

Amount Due: \$20.50

The payment method is selected, final pricing confirmed (this may change due to customer discounts, taxes and credit card surcharges), change calculated and the docket printed. At this point the sales transaction is posted into MoneyWorks to record the sale (this updates the appropriate ledger balances for sales, stock/cost of sales, cash/receivables).

A sale can also be made by using the scan window, which is opened by tapping the *Scan* button.

Scan Items

Item Code:

Multi-items

Void Next

Void Prev

Item	Price
Apple Muffin	3.45
Lemon Slice	2.53
Banana Cake	4.02
Double Short Black	3.50
Long Black	3.50
Long Black	3.50

\$20.50

Complete Sale

Done

This allows barcodes to be scanned (or product codes to be entered using the keyboard). As each item is entered, the sales tape on the master screen is updated. Upon completion of scanning, the window can be closed and control returned to the main screen, or the sale can be completed from the scan window.

When a product is identified as being sold by weight, length or similar, a prompt will be given to enter the weight/length:

Script

BANANAS

Enter Weight (kg)

Weight: 1

Cancel

OK

MoneyWorks® POS v1.0.12w2

The correct quantity of units is keyed in, and this will be multiplied by the unit price to determine the sale price. This is controlled by a non-empty value in the custom4 record of the product record (e.g "Weight", "Length").

Where multiple units of the same item are to be sold, the *Multi* button is first clicked (or, if scanning the *Multi-item* checkbox turned on), then the item selected/scanned. At this point a prompt will be given to enter the count of items:

Script

MUFF.CHEESE

Enter Quantity (ea)

Quantity: 1

Cancel

OK

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Main screen:

The main POS screen can be configured with buttons that represent sales items (there are seven rows of five buttons). This is organised by fourteen product categories in the left-hand green side bar (giving a total of $14 \times 35 = 490$ buttons). Additionally there are four panels labelled 1 to 4 available along the top of the sidebar, providing a total of $4 \times 490 = 1960$ possible buttons.

Tapping a button will add that item to the sales tape, which is listed on the right hand side of the sales screen.

A sale can also be triggered by using the blue *Find* and *Scan* buttons. The latter can in fact be used to record all sales, bypassing the main screen.

Where several of the same item are being sold, set the orange *Multi* button. When set, you will be prompted for the number of the item being sold.

Where an item has been incorrectly added to the sale, use the appropriate Void button at the bottom of the screen (depending on the settings, this may require a supervisor override):

- Void Prev:** Voids the item just entered or scanned;
- Void Next:** Will void the next item added to the sale. Note that this does not need to an existing item on the sales tape, thus allowing for the return of items previously sold;
- Void All:** Clears the entire sale.

If a sale is interrupted, it can be "parked" by tapping the blue *P* button at the bottom right, and retrieved by tapping the adjacent green *P* button. See Parking section for more details.

Once the sale is complete, the green *Complete Sale* button should be tapped. This will display a window allowing details of the payment to be entered (see Sales Completion).

The grey *Manage* button is used to manage how mwPOS operates. It cannot be accessed while a sale is in progress. See the Manage section for more details.

Sales Completion

The sales completion process starts by clicking the "Complete Sale" button, either on the main POS screen or on the Scan Items window. At that point the Sales Completion window will open.

Complete Sale

Total Sale: 21.58

☒ Cash

☐ EFTPOS

☐ Credit Card

☐ On Account

☐ Print Receipt

☐ Email Receipt

Amount Tended:

Loyalty

Amount Due: \$21.60

Salesperson:

Preprint

Add Tip

Split Payments

Cancel

OK

1. Select payment method

These are listed down the left hand side. The default method is cash. Other options may be available depending on the settings in POS Preferences.

2. For *cash* sales, confirm the amount tendered

The default amount will be the sales total (rounded if need to the smallest unit of currency, as specified in the POS Settings). Enter the actual amount, or press tab if the correct amount is tendered.

3. For *EftPos* sales, if cash out is allowed, the amount of cash out can be entered.

☒ EFTPOS

Cash Out:

4. For *Credit Card* sales, the sales total will be recalculated to show the credit card surcharge (if any)
5. For *On Account* sales, additional fields will be displayed to enter the customer code and order number. An invoice will be raised instead of a receipt.

☒ On Account

Customer Code:

OrderNum:

Entering part of the code or name will display a drop down list of matches in the normal MoneyWorks manner. Entering an invalid code or no code will open a choices window:

Loyalty/Customer List

Find:

or enter * for all

☐ ID ☒ Name ☐ Phone ☐ Email ☐ Address

Code	Name	Phone	eMail
AUTUMN	Autumn Fabrix Ltd	123-6554	grant@cognito.co.nz
BROWN	Brown Suppliers	123-9876	accounts@brown.co
GRA04	grant again		grant@cognito
SMITH	J Smith & Sons Ltd	123-2345	john@smith.co
WHITE	White Contractors	123-3456	jennyw@rauponet.co
WINTER	The Winter Bakery	123-7656	jameswinte...rauponet.co

Cancel

OK

This list can be searched by code, name, email, phone or address, depending on the mode selected. Double clicking an entry in the list will select it.

6. Click *Add Tip* if the customer is giving a tip (and if tips are allowed).

The tip window will be displayed:

Script

Tip amount

Sales Total:

21.6

Tip:

0

Or

New Total:

21.6

Cancel

OK

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The tip can be specified as either a tip amount, or as a payment total (as in "keep the change"). Enter the appropriate amount and click *OK*.

- 7. Click the *Split Payments* button (if allowed in the POS settings) where the customer wants to pay by more than one payment method (e.g. part cash and part credit card), or when several parties are sharing payment.

You will be prompted for the number of payments (it is not essential to get this correct, but it helps with the arithmetic when multiple parties are involved):

Script

Split Payment

How Many:

2

Cancel

OK

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Clicking *OK* will open the split payment window, with the first suggested payment being calculated for you:

Split Payment

Total Due over 2 payments: \$21.28

This Payment:

Cash

EFTPOS

Card

Account

#	Method	Amount

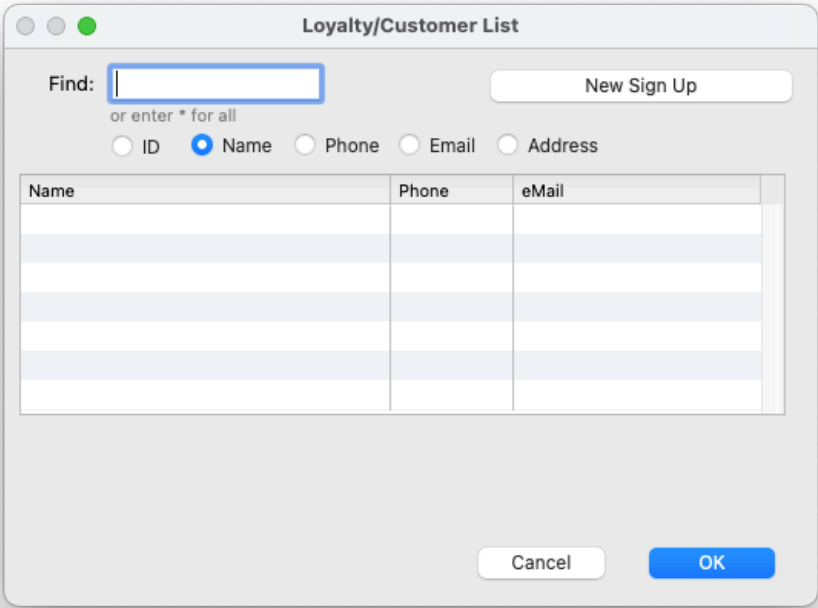
Balance: \$21.28

Cancel

OK

Enter the amount and select the payment type to confirm a split payment portion. If *Account* is selected, you will be prompted for the account code. Repeat until the amount owing is within the rounding tolerance of zero, or is less than zero. Not that any amount less than zero will be treated as rounding—the Split payment method does not do change. Any tips should be added before the payment is split.

8. Click the *Loyalty* button if you wish to capture a customers details. The Loyalty window will open.



The list can be searched by customer id, name, phone, email or address. Clicking the *New Sign Up* button will allow the capture of new customer details.

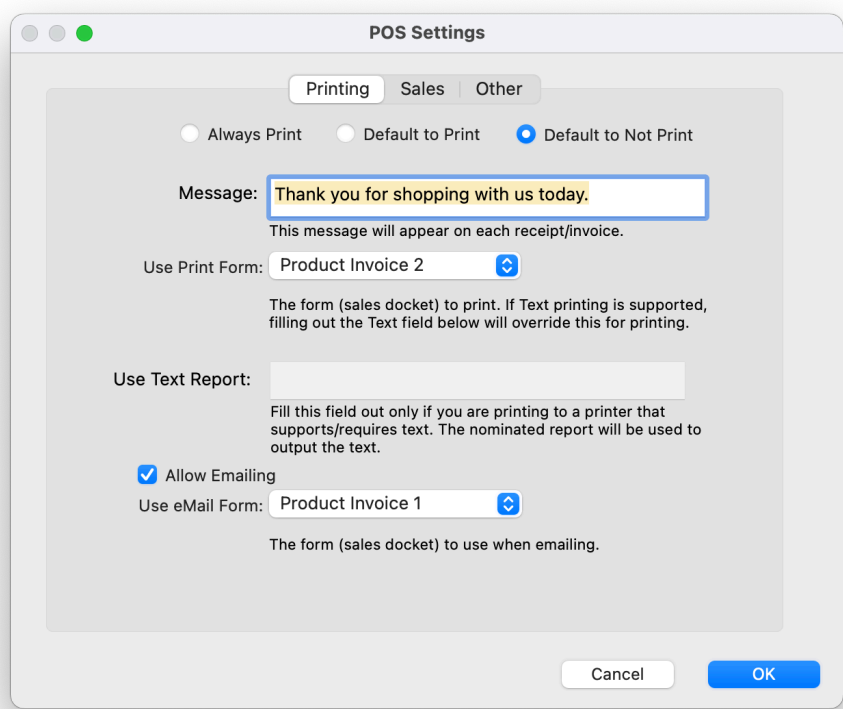
- 9. Enter the salesperson in the Salesperson field if appropriate. This will default to the last salesperson used on this station.
- 10. The *Email Receipt* option will be enabled if the customer has an email address (and the email option in POS Settings is enabled). Turn this on if they request an email copy of the receipt/invoice.
- 11. The *Print Receipt* option will be shown if you have set optional receipt printing in the POS settings. Set this as appropriate.
- 12. The *Pre-Print* button will print a summary of the sale.

This allows the customer to check what has been allocated to the sale, and also provide a tip. It uses the special MoneyWorks form "POS Interim Docket.rept" to do this. This can be modified if need be in the report writer, but must be installed.

POS Settings

There are various settings and options that determine what features are available in mwPOS and how the system operates.

To access the settings, choose Command>POS Settings. Note that the logged in user must have the *Account Enquiry* privilege to be able to access the POS Settings.



Printing

These determine how printing is handled on sale completion.

Always Print: The sales docket will always print.

Default to Print: The sales docket will print unless overridden by the operator.

Default to Not Print: The docket will not print unless overridden by the operator.

On the Mac only, a silent print option is available. This is set per station in the Manage area of the POS. If set the standard Mac print dialog will be bypassed.

Message: This is the message that will appear in the message area (if any) of the printed form.

Use Print Form: This is the MoneyWorks form to use for sales dockets.

Use Text Report: Not currently available.

Allow Emailing: Allow a sales docket to be emailed, where the customer has an email address.

Use eMail form: The MoneyWorks form to use for emailed dockets.

Sales

These settings control how sales are recorded into MoneyWorks.

POS Settings

PrintingSalesOther

☒ Allow Sales on Account

POS Suspense Acct: 4100

Cash Sales

Bank Account: 1010

Round to: 10

Rounding Item: ROUNDING

EftPos Sales

☐ Allow Eftpos

Eftpos Bank: 1011

☒ Allow Eftpos Cashout

Split Payments

☒ Allow Split Payments

Clearing Acct: 1020

Credit Cards

☒ Allow Credit Card Sales

% Surcharge: 10

Surcharge Item: CCSURCHAR

Cancel

OK

Allow Sales on Account Turn this on to allow invoiced sales to existing debtors in MoneyWorks.

POS Suspense Acct: This should be some sort of current asset/liability account, and is used to balance split payments across several transactions (the balance will always be zero).

Cash Sales The settings for sales paid for in cash:

Bank Account: The MoneyWorks bank account to accumulate the sales in. This will not be a real bank account, but will just hold the cash until it is banked in the normal manner.

Round to: The smallest unit of change that can be given. Cash sales will be rounded to this amount. Set to "1" if no rounding is required (assuming you still have 1 cent pieces or equivalent).

Rounding Item: A MoneyWorks product/resource that will be used to handle the rounding. This must be an item that you sell. Rounding will be accumulated into its associated sales general ledger account.

EftPos Sales: The settings for sales paid using an Eftpos (cash) card. Note that mwPOS does not connect directly to an EftPos card reader:

Allow EftPos: Turn this on if you allow EftPos.

EftPos Bank: The MoneyWorks bank account where EftPos receipts will be deposited.

Allow EftPos Cashout: Turn this on if you allow cash out on EftPos transactions.

Split Payments: The settings for handling split payments (e.g. where two different payment methods are used, or people share payment of a sale)

Allow Split Payments: Turn this on if you want to accept split payments.

Clearing Acct: When a split payment is made, the sale is first posted to this special clearing account (which must be a MoneyWorks bank account, but won't be a real bank account). This transaction is then balanced by one representing each split payment.

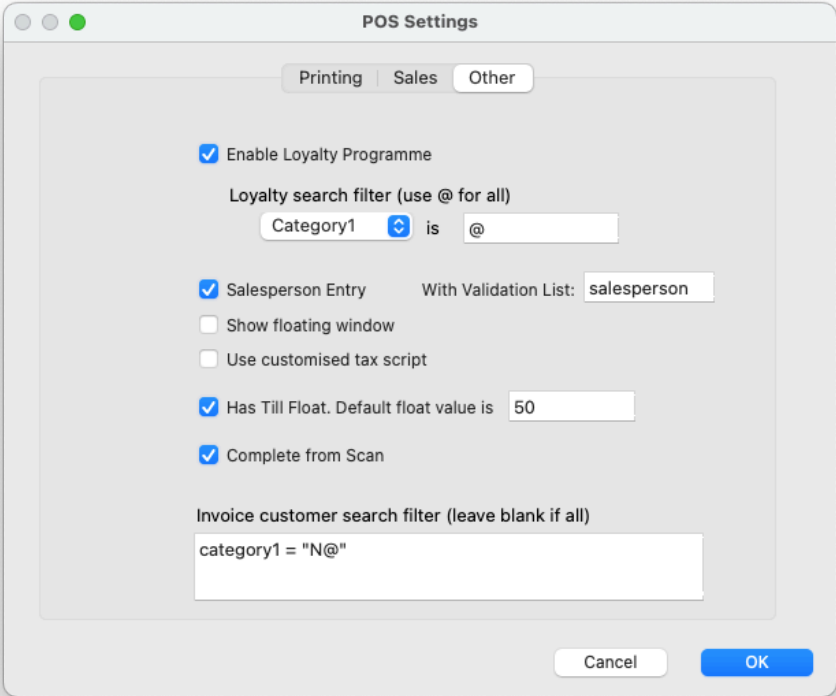
Credit Cards: The settings for handling credit card sales. Note that MoneyWorks does not connect directly to a credit card reader.

Allow Credit Card Sales: Turn this on to allow payment by credit card.

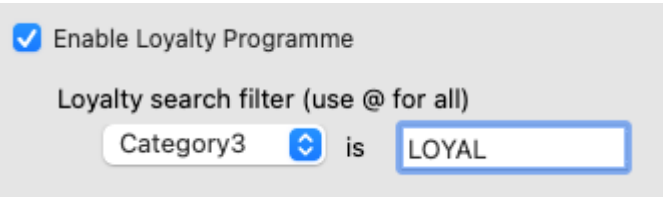
% Surcharge: If you are charging a surcharge on credit card sales, enter the percent here. Leave at zero if no surcharge.

Surcharge Item: An item/resource that you sell. The credit card surcharges will be accumulated into this account.

Other



Enable Loyalty Programme Turn this on if you want to enable the loyalty programme. If set, mwPOS can capture customer details and attribute sales directly to loyalty members.



Loyalty Search Filter: Loyalty customers need to be tagged in some way so they can be identified. One of the category fields in the name record is used for this (you choose which one). For example if you elect to identify loyalty customers by having "LOYAL" in category 3, the search would be as shown.

SalesPerson Entry: Turn this on to allow the salesperson to record their initials at sales completion. If you have a named Validation List of SalesPeople, enter the list name in the *With Validation List* field—this means that only valid initials can be entered.

Show Floating Window: If your POS hardware has an additional customer facing screen, you can turn on this option. An extra floating window will be displayed when operating mwPOS. You will need to position and resize this on the customer facing screen (it should remember that thereafter).

Use Customised Tax Script: If you have special tax calculations requirements outside the mainstream (as in Ontario for example), you can have a special tax script to recalculate the sale with the special tax calculations. At present there is only a script for Ontario. Fiji Users should note that the VMS system will kick in automatically and hence should not turn on this option.

Has Till Float: This option should be turned on if you maintain a till float (and the default amount of the float entered into the *Default float value* field). When a new POS session is started, the actual float used can be entered.

Complete from Scan: Turn this on if you want to be able to complete a sale from the scan window. This will leave the scan window open ready for the next sale.

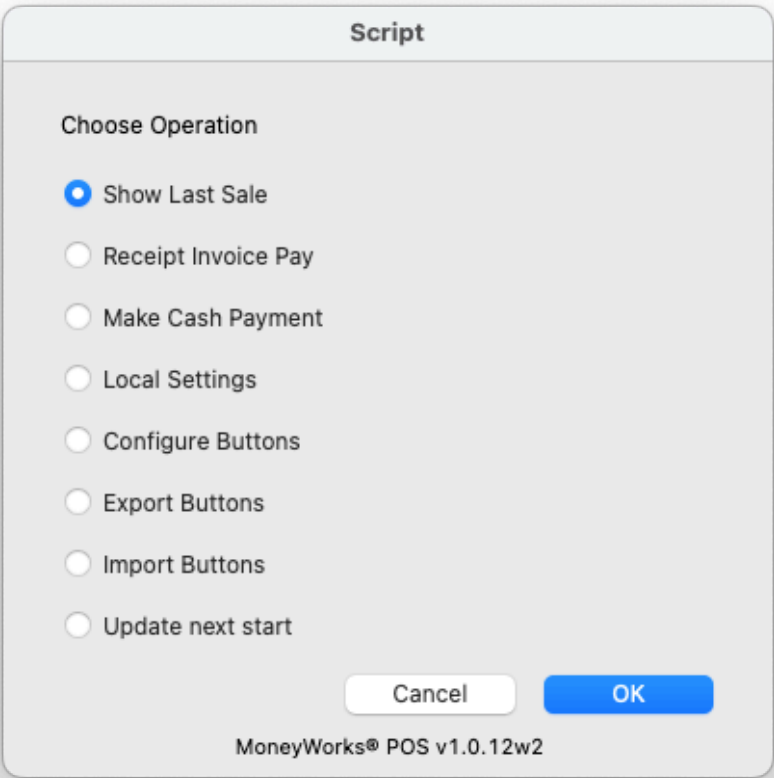
Invoice Customers Search Expression: If you want to restrict the debtors who can make sales on account (i.e. be invoiced and not pay at point of sale), enter a MoneyWorks search expression here. In the example, only debtors who have a value starting with "N" in their category1 field can be invoiced.

Some setting are controlled outside of this window.

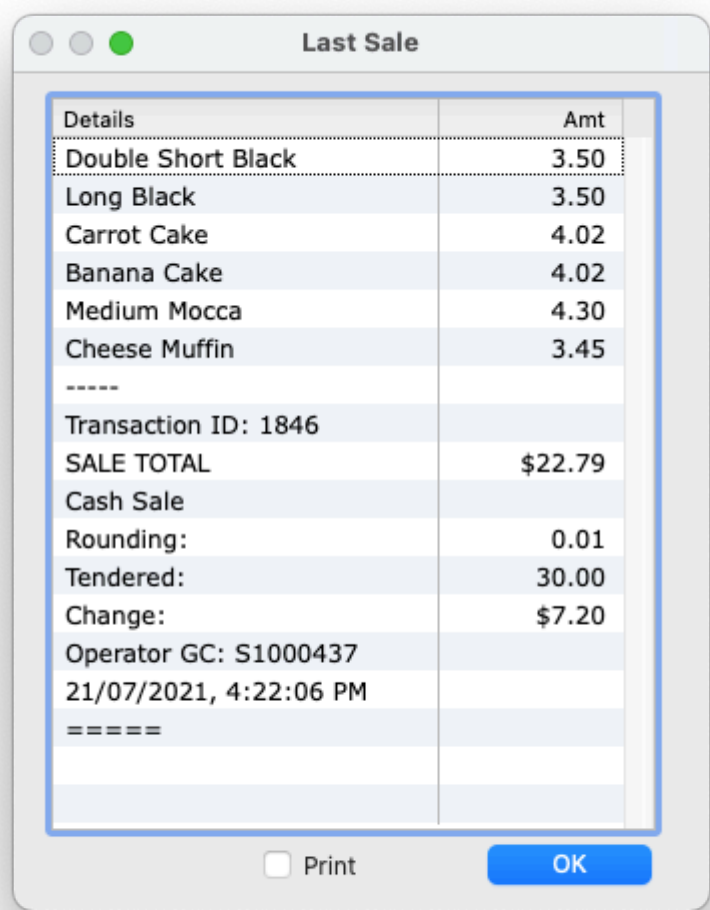
Tips: Tips will be enabled if a product/resource with a code of "TIP" is sold. Any tips received will be coded to the associated sales general ledger account.

The Manage button

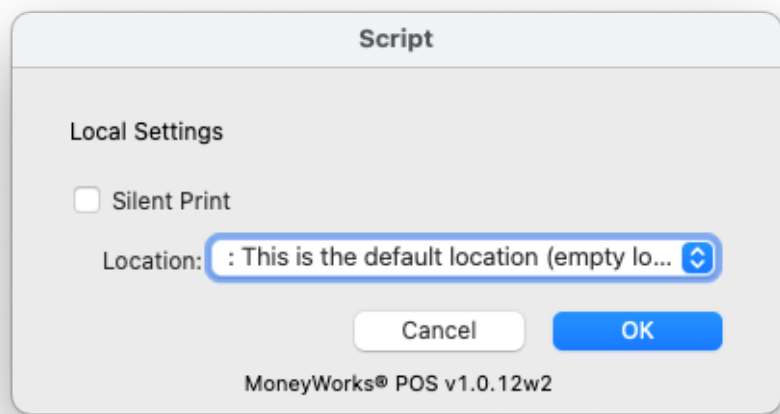
The *Manage* button allows for some special operations and also the configuration of the POS buttons. It can only be used when there is no sale in progress (parked sales are OK). The options are:



Show Last Sale: Displays the last sale. To reprint the sale, set the *Print* checkbox before clicking OK.



- Receipt Invoice Pay:** Receipt payment against a customer invoice (requires supervisor privileges). The standard MoneyWorks receipt screen will be displayed. The operator needs to enter the customer code and mark of the paid invoices in the normal manner. Note that this transaction is specially tagged to work with the POS reports.
- Make Cash Payment:** Record a payment made to a supplier out of the till (requires supervisor privileges). The normal MoneyWorks payment window will open allowing the recording of the payment. This transaction is specially tagged to appear in the POS reports.
- Local Settings:** Set the options specific to this POS station.



Silent Print: Turn this on to bypass the normal print dialog box (Mac only).

Location: if *Location Tracking* is enabled in your MoneyWorks file you can select the inventory location for this POS. Inventoried items will be taken out of stock from the nominated location.

Configure Buttons: Configure the buttons on the mwPOS display panel. See next section.

Export Buttons: Exports the current configuration as a text file (see Exporting and Importing configurations)

Import Buttons: Imports the a replacement or new configuration from a text file (see Exporting and Importing configurations)

Update Next Start: Set this to force an update of the mwPOS script the next time MoneyWorks is started.

Parking Transactions

Sales transactions can be parked at any time and recalled later. This allows interrupted sales, and individual table and bar tabs. Depending on the setup, parking spots can be predefined ("Table 1", "Table 2", etc), or can be ad hoc ("Joe's Party").

Parking also lets a sale be transferred from one station to another.

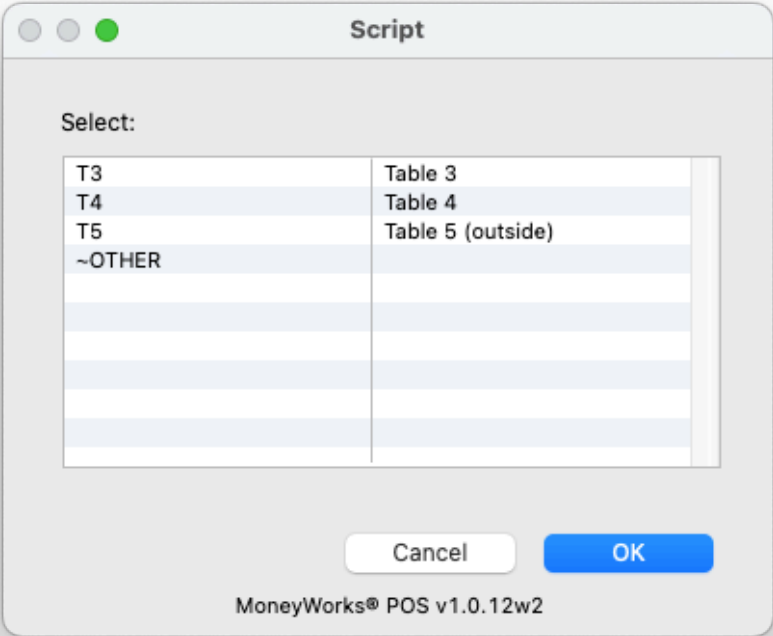
To Park a Transaction:



The parking icons are use to park and retrieve sales

1. Click the blue "Park" symbol at the bottom left of the screen

A list of available parking spaces will be displayed. This excludes parking spots that have already been reserved.



2. Select the parking spot and click *OK*

The transaction will be parked at that location. The badge will update to show the number of parked transactions (it only shows if there are any).

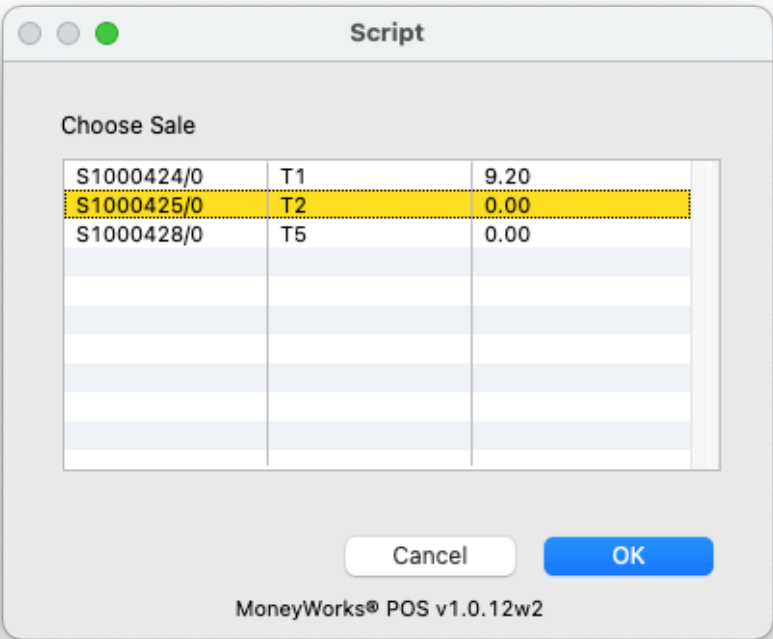
Note: Selecting the special "~other" spot will create an *ad hoc* location (e.g. for a casual bar tab). You will be prompted for a name for location when it is created.



To retrieve a parked transaction:

1. Click on the green Parking symbol, which will be showing the badge

A list of parked transactions will be displayed:



2. Select the parked sale and click **OK**

The sales detail will be displayed. The name of the parked transaction will also be displayed under the company name so you know which parked transaction is being working on.

At this point additional items can be added to the sale in the normal manner, and/or the sale can be completed (or it can be re-parked).

To re-park a transaction:

1. Just click the blue Park icon

An alert will display telling you that the transaction has been parked.

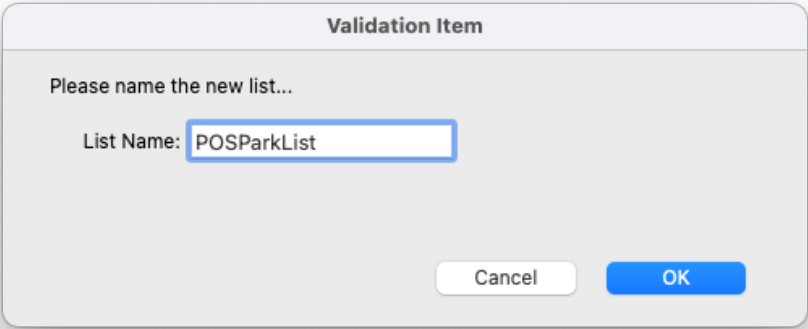
Managing Parked Locations

A list of parked locations is maintained as a Validation List. To create or modify this list:

1. Choose Show>Validation Lists

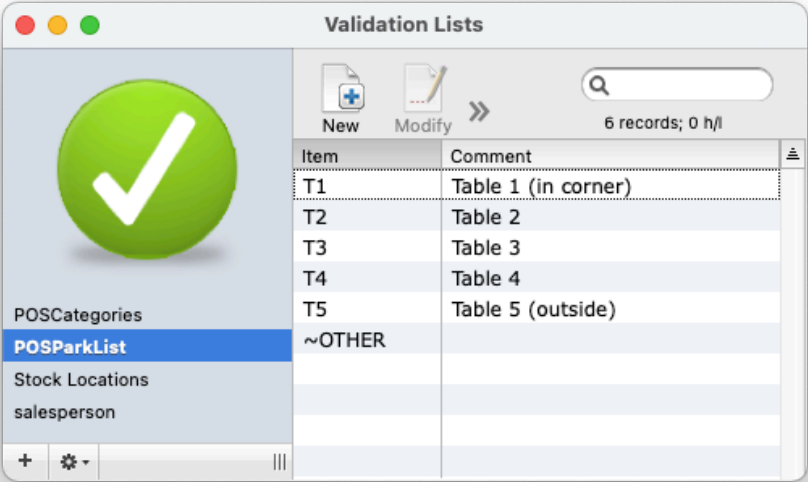
The validation lists window will be displayed.

2. If there is not a list called "POSParkList" you need to create it by clicking the "+" icon at the bottom left of the screen and entering "POSParkList" as the new name and clicking OK:



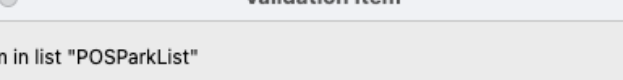
It is important to spell *POSParkList* correctly (no spaces).

3. Click on *POSParkList* on the sidebar menu to show the existing parking spots



4. Click the *New* toolbar button to add a new parking spot

The entry window will be displayed.



Validation Item

Item in list "POSParkList"

Item: Table 1

Comment: Corner table

Previous Next Cancel OK

- 5. Enter a (unique) name for the parking spot and an optional description, and click *OK*.**

Users will need to sign in to mwPOS again to be able to see the new spot.

To add *ad hoc* parking spots, create a parking spot with the special name of "~other". Whenever this is selected as parking spot, a prompt is given for a name. Multiple *ad hoc* parking spots can be in operation at any one time.

Finding Items

If a button for an item cannot be located (or doesn't exist) the *Find* button can be used to open a search window.

[illegible]

Keying a part of a product description and pressing tab will display a list of all products whose description contains the text entered.

Turning off the *In Description* check box, will search for all products whose code starts with the text entered.

Selecting a POS category from the pop-up will display all products whose Category1 field is set to that category.

Double-clicking an item in the list will select it.

Managing POS access and sessions

To access mwPOS, the user must log in to POS system with a valid MoneyWorks user and password. This is accomplished by clicking the Login button on the POS screen (all other POS functions are disabled until this time).

The initials of the current user are displayed at the top right of the screen, along with the session id and the number of sales transactions in the session. The user can log out of mwPOS, and optionally close the current session, by clicking on this. This will lock the POS screen until someone else logs in.

Note: You cannot logout if a sale is in progress. Park the sale and then logout.

A **Session** is used for reporting and audit purposes. For example, when a shift changes the current operator might log out of the session. The new operator will then start a new session (which will force the re-entry of the float value, as the assumption is the cash drawer will be replaced). The *POS Session* report will report on individual sessions or all sessions for a given date. Separate sessions are maintained per station, and a new session will start automatically per station per day.

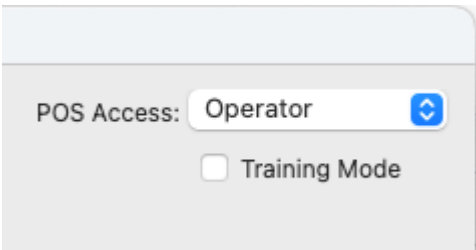
Setting Up POS Users

Access to mwPOS is controlled by settings in the standard MoneyWorks user privileges window (under File>Users and Security). It will not operate in a MoneyWorks file that is not password protected.

To allow a user access to mwPOS:

- 1. Choose File>Users and Security**

The list of users will be displayed)
- 2. Create or modify a user record**
- 3. Set the *POS Access* pop-up menu to the required access**



None: No user access permitted to POS

Operator: Normal POS operations

Supervisor: Supervisor POS operations

Some operations, such as voiding transactions, require supervisor access. Where this is needed and the user is a normal operator, the system will prompt for supervisor access.

Screen configuration requires a supervisor who also has access to the "Account Enquiry" user privilege.

Receipting invoice payments, or making payments through the POS interface requires the supervisor also has the appropriate user privileges set.

For convenience you should set up separate Roles for "Operators" and "Supervisors", and assign them only the necessary privileges. Outside of owner-operated systems, the roles should not allow access to *Users and Security* or *Signing and Using Unsigned Forms and Reports*, as this would allow unrestricted access to the data in MoneyWorks. Reports and Forms that can be used (like the Session report and printed docket) should be signed for the roles.

Training mode

The training mode checkbox for a user will put mwPOS into training mode when that user logs into the POS. In training mode sales can be entered and processed through the POS, but are not saved in MoneyWorks (so there is no effect on the sales, stock levels, ledger balances etc). Details of training sessions are however logged in the system for audit and fraud detection.

Screen and Button configuration

The push buttons on the mwPOS main screens are configured through the *Configure Buttons* option on the *Manage* button on the main screen (requires supervisor access). Configuring the buttons on one mwPOS will update other mwPOS stations when they next connect to the same document.

Before you can configure the panel, you need to be in configuration mode.

To enter configuration mode:

1. Click the *Manage* button on the main screen, then *Configure Buttons*

The screen will enter configuration mode.

As each button is configured, the details are displayed in the tape area of the screen.

Clicking the *Manage* button again will save the changes you have made and exit configuration mode.

Note: There are four panels available (labelled 1 to 4 at the top of the sidebar). Select the panel to configure before you click *Manage*, as you can only configure one panel at a time.

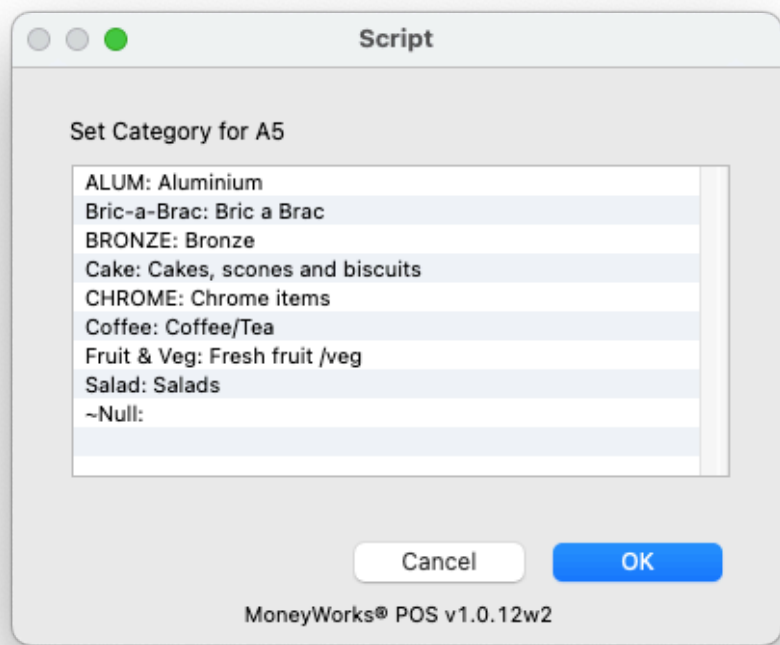
Configuring the sidebar categories

The sidebar categories are used to group like products into separate products for easy navigation and selection. These categories are set up in a special Validation list called *POSCategories*.

To configure the sidebar categories:

1. Click on the sidebar category button

A choices list will open displaying the available POS categories.



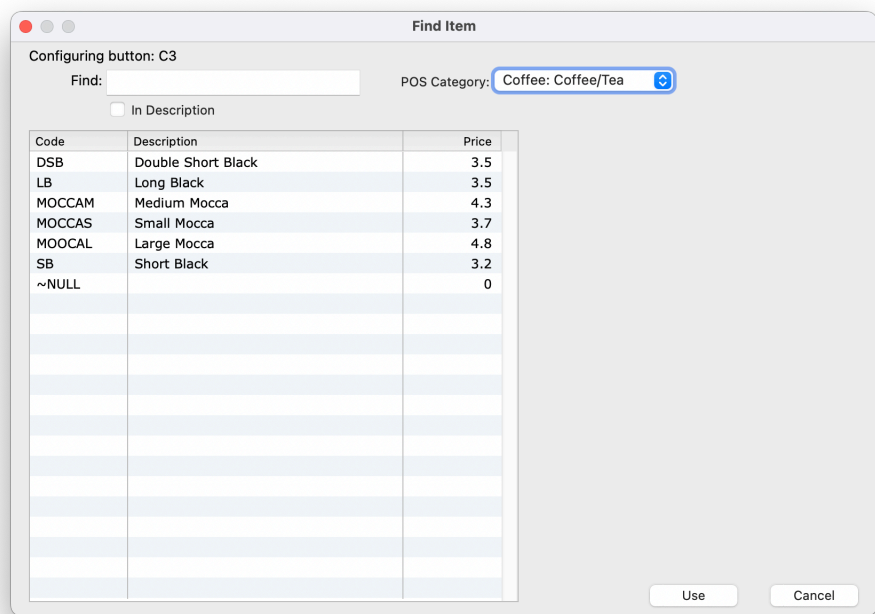
2. Select the category and click **OK**

The choices window will close and the sidebar tab will display the category's name.

Note: ~Null is a special "non-category". Choose this to clear the selected sidebar.

Configuring the buttons

In configuration mode, all available buttons on the screen are displayed (only assigned buttons are displayed when making a sale). Clicking a button will open the button configuration window:



Double-click the item to assign it to the button from those displayed in the list (or highlight and click *Use*).

The list can be filtered by using the product category pop-up, or by keying in part of an item's description and tabbing out of the search box.

Note: ~Null is a special "non-itemy". Choose this to clear the selected button.

Exporting and Importing configurations

Button configurations can be imported from a tab or comma delimited text file, or exported to a tab delimited text file. This allows you to do major changes in a spreadsheet or similar.

The file needs to contain 5 columns of data as described below, and have no header or blank lines:

Column 1: The panel number (1 - 4)

Column 2: The side bar tab number (1 - 14)

Column 3: The column id (B - F)

Column 4: The row number (1 - 7)

Column 5: The item/category code

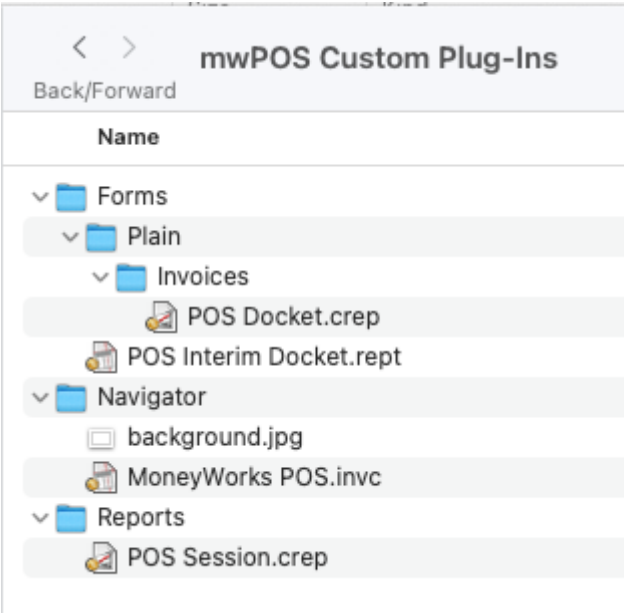
Column 5 will be the item code assigned to the button. If columns 3 and 4 are blank, column 5 will contain the POS Category code to use to get the label for the sidebar tab. The designated button will not be enabled the item does not exist, and nor will the sidebar tab be labelled if the POS category does not exist.

Installation

mwPOS is provided as a MoneyWorks service, and is enabled under File>Manage Services in MoneyWorks. However there are three other separate components that need to be installed manually, which can be downloaded [from here](#). When you unzip this download you will see a folder called "mwPOS Custom Plug-ins". The directories contained in this and their contents need to be merged with your custom plug-ins folder (which can be located by clicking the Custom Plug-ins link on the Housekeeping panel of the Navigator). If there is a file called .DS_Store, you can safely ignore it.

Note that, unless you are giving them unrestricted access, you will need to sign the reports and forms that can be used by operators and supervisors.

The folders and their contents are:



Navigator Extras

The special MoneyWorks Navigator layout is called *MoneyWorks POS.invc*, and will be added to the bottom of the standard MoneyWorks Navigator panels. If you want this to *replace* the existing Navigator on a particular computer, change the folder name to "Navigator".

Reports

The *POS Session.crep* that come with mwPOS should be located in the "Reports" folder in the MoneyWorks Custom Plug-ins folder.

Forms

The special *POS Interim Docket.rept* form (used for preprinting a sale) needs to be placed in the "Forms" folder in the MoneyWorks Custom Plug-ins folder

The *POS Docket.crep* report is geared for docket printing (but may need customisation to work with specific printers). It must remain in the "Forms/Plain/Invoices" folder.

Datacentre Considerations

When using mwPOS on a MoneyWorks Datacentre, you can elect to upload the mwPOS Navigator, reports and forms to the server in the standard manner so that they will be available to all users.

Alternatively, if you have some stations that are for POS and others that are for general MoneyWorks, and especially if you have elected to replace the Navigator with POS Navigator, you can just install them (or possibly just the Navigator) onto the special POS stations. This will leave the other machines with normal access to MoneyWorks.

Silent printing

To use silent printing, you need to install a special MoneyWorks external on each machine that you want to silently print (this will not affect other printing). The silent print external will print to the default printer on the installed machine.

Remote POS

The separate *Remote POS* MoneyWorks Service allows a stand alone mwPOS to exchange data with a central MoneyWorks Datacentre or MoneyWorks Now file without requiring a continuous internet connection. This is useful if, for example, there is no reliable internet connection between the two systems. Note that a live internet connection is required at the point the data is exchanged between the systems.

If the Remote POS service is installed, it is accessed by choosing Command>Remote POS. Available actions are:

End of day

Send the end of day transaction summary to the main system. The transactions sent are:

- A receipt containing a the quantity and values of each item sold (and the GST/VAT on the item). This is contra-ed against the sales clearing account, and excludes any invoiced sales.
- A payment transaction, with a line for the total of each type of payment made (excluding invoice sales). The total includes GST/VAT.
- An invoice, for each invoice sale made.

There are a number of assumptions made:

1. **The customer list is aligned (for invoice sales)**
2. **The product list is aligned**
3. **The sales clearing and bank accounts used are in both systems**

Update products

Retrieves a list of the current products and prices from the main system and updates this mwPOS. Note that deleting products (or changing the code of a product) needs to be done manually.

Remote Config

Updates the button configuration on the local station from the settings in the master file.

Remote settings

Manage the settings for contacting the remote system. When this is is chosen, or the first time the Remote POS is accessed, the Remote POS settings window will open:

POS Remote

Connect to: ☐ MoneyWorks Datacentre ☒ MoneyWorks Now

Datacentre Settings

URL: 123.456.789.12:6710

☐ Use SSL

User: Password:

Document Name: Acme.moneyworks Choose

Document Settings

User: admin Password: admin

Department: Test

Cancel OK

1. Select either *MoneyWorks Datacentre* or *MoneyWorks Now* depending on which system hosts the main data.

For MoneyWorks Datacentre, the site must have the REST APIs enabled and be configured for [remote access](#). MoneyWorks Now requires a MoneyWorks Now REST user.

If using MoneyWorks Now:

2. You will be prompted for your MoneyWorks Now login details, then presented with a list of files that have been enabled for you. Select the main POS system from the list.

The other fields in the window will be automatically populated for you.

If using MoneyWorks Datacentre:

3. Enter the IP (or domain name) of the MoneyWorks Datacentre, followed by a colon, then the REST port number

The default REST port is 6710.

4. If you have a security certificate installed in your Datacentre, set the *Use SSL* check box
5. If your Datacentre has a user/password, enter the those into the appropriate fields
6. Click the *Choose* button

A list of available documents on the Datacentre will be displayed. If no list is displayed check the previous information entered.

7. Choose the main file from the list, then enter your user and password for that file
8. Click the *Test* button

The company name from the file should be displayed to verify the connection. If it is not, check the information you have entered and your Datacentre credentials and settings.

Once the settings are correct, use the other Remote POS options to exchange data.