

Standard Bar



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INTRODUCTION & INSTALLATION

System Requirements

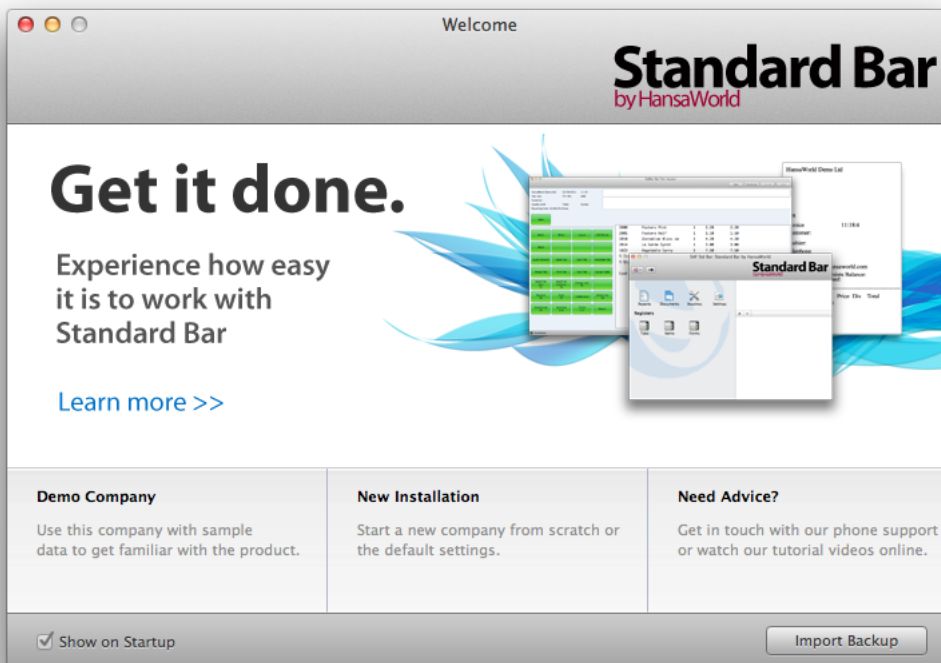
Standard Bar requires Mac OS X 10.6 or later.

Make sure you have at least 100 Mb available for the Standard Bar application, the associated files and for the data file that will be created the first time you launch the application.

Installation

To install Standard Bar, follow these steps:

1. Locate and purchase Standard Bar in the Mac App Store.
2. Standard Bar will be downloaded and installed in your 'Applications' folder automatically..
3. After installation Standard Bar will be launched automatically, and the following 'Welcome' window will open:



CONFIGURING A NEW DATABASE

When opening Standard Bar by HansaWorld for the first time you have the choice of 'Demo Company', 'New Installation' and 'Need advice'. These three options are located at the bottom of the welcome screen.

By choosing 'Demo Company' you have the possibility to explore the system with demonstration data.

If you choose 'Need Advice?' you will be directed to a web page with support material and contact details.

Choose 'New Installation' to begin using Standard Bar with your own data. After choosing this option, follow the steps below

Starting Standard Bar the first time

Start Standard Stock by double-clicking the icon. When the 'Welcome' window appears, click the [New installation] button.

A window called 'Create New Company' will appear. Enter company related details (e.g. address, telephone numbers) in the section called 'Company Information'. Enter your personal details (e.g. name & e-mail) in the section called 'Personal Information'.

Click [Next].

Company Information

Company Name

Address

Commercial Reg. No.

Phone

E-mail

Reg. No.

VAT No.

Home Community

Personal Information

Name

E-mail

Signature

Password


Confirm Password

Back Create

Registration

After creating the company you have the option to register your Standard Restaurant application with HansaWorld.

TC: Please take a moment to register your copy of Standard Restaurant

 **Why register?**
[Click here to see the benefits of registering >>](#)

Register this Product Register Later Don't Register

Register your copy to receive the following benefits.

- Receive a credit when upgrading to Non-App Store products

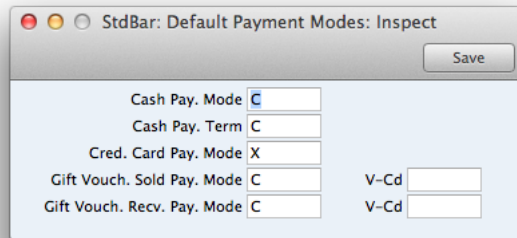
- Access to purchase services (We will need your contact information)

This allows you to purchase a telephone support contract

GENERAL SETTINGS

Default payment modes

This setting contains the list of payment modes that are used. Use paste special to see a description.

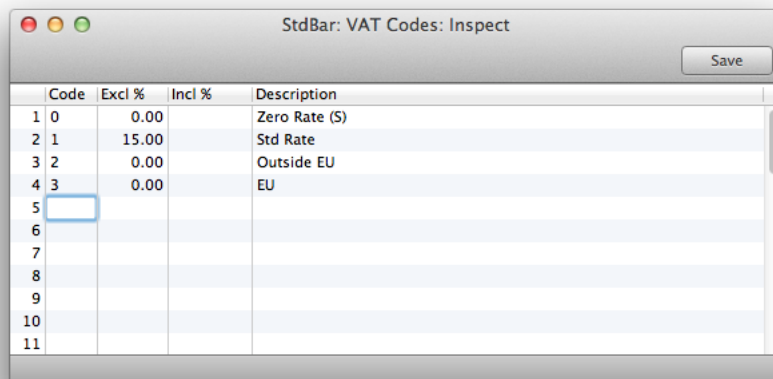


A dialog box titled "StdBar: Default Payment Modes: Inspect" with a "Save" button. It contains several input fields for payment modes:

- Cash Pay. Mode: C
- Cash Pay. Term: C
- Cred. Card Pay. Mode: X
- Gift Vouch. Sold Pay. Mode: C
- Gift Vouch. Recv. Pay. Mode: C
- V-Cd: (empty)
- V-Cd: (empty)

VAT Codes

This setting contains the standard VAT codes and VAT rates.



A dialog box titled "StdBar: VAT Codes: Inspect" with a "Save" button. It contains a table with the following data:

	Code	Excl %	Incl %	Description
1	0	0.00		Zero Rate (S)
2	1	15.00		Std Rate
3	2	0.00		Outside EU
4	3	0.00		EU
5				
6				
7				
8				
9				
10				
11				

Daily Statistics

In this setting you can specify the times you want your daily statistics report to be based on (See Reports)

Comment	From	To
Breakfast	06:00:01	11:30:00
Lunch	11:30:01	15:00:00
Afternoon	15:00:01	18:00:00
Evening	18:00:01	02:00:00
Night	02:00:01	06:00:00

You can define up to 5 different periods over 24 hours for which you would like to run a report

Adding More Users

You can add more users (Bartenders/Waiters) by entering their information to the persons register.

To delete the user open the record as below then choose from the top menu Record and "delete"

Signature	B1
Name	Bartender 1
Our Reference	John
Personal ID	123

Closed

SETTING UP TABLES

Standard Bar has the option to setup tables to charge bar tabs too. The table layout you create here will then be displayed when opening the table layout register.

To setup tables select settings from the master control panel, then select tables and click on new.

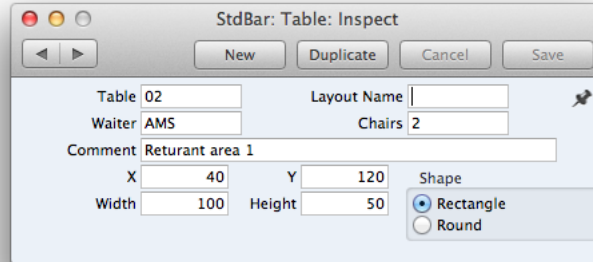


Table	02	Layout Name	
Waiter	AMS	Chairs	2
Comment	Returant area 1		
X	40	Y	120
Width	100	Height	50
		Shape	<input checked="" type="radio"/> Rectangle <input type="radio"/> Round

Table: Give the table a number

Layout Name : Specify a name for the table. This field can be left blank

Waiter: Leave this field blank, the system will automatically enter the waiter name here once the table is assigned to a bar tab

Chairs: Enter the seating capacity for the table

Comment: Enter a comment here (Optional)

X and Y: Enter here the coordinates for where you want the table to be positioned on your table layout.

Width and Height: Enter the size of the table in pixels to be displayed in the table layout

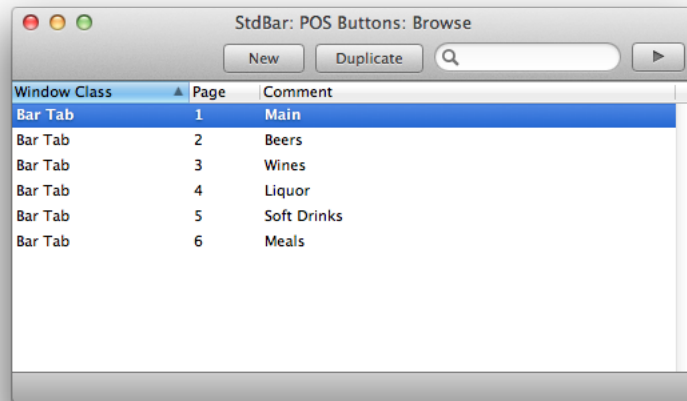
Note: It may take some practice to get the X, Y, Width and Height Fields 100% correct

Click [Save]. Once a table has been created you can view it in the table layout register.

To edit the table after saving open the post from the settings menu and make the necessary changes.

SETTING UP POS BUTTONS

From this setting you specify the page / bar tab and the buttons and items which will be stored under every tab.



You can setup multiple POS pages. In the above example we have created a main page and then pages for every section, beers, wines etc. To have all the beers on one page and all the wines on another page create a separate post as above. In the Code field for the main page enter the page number to open when the button is clicked.

Button Type: Specify what the button will do, Paste special (cmd+enter) to see the list of functions.

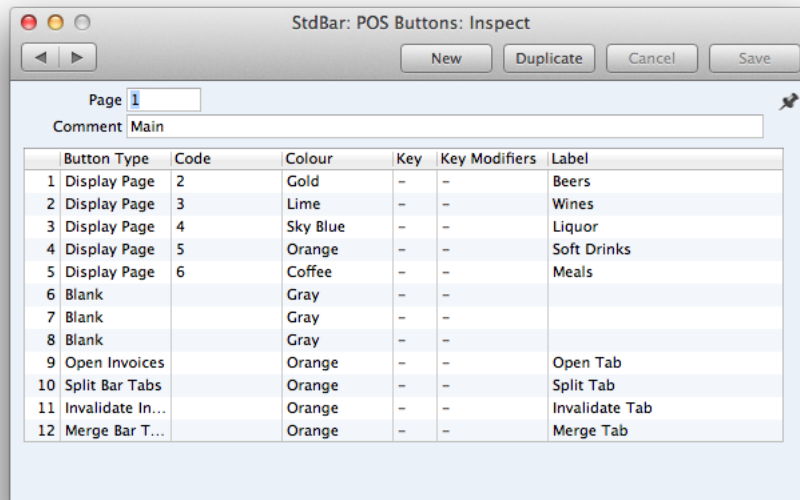
Code: Specify the code (page) number only if the button will open a new page

Colour: Choose colour

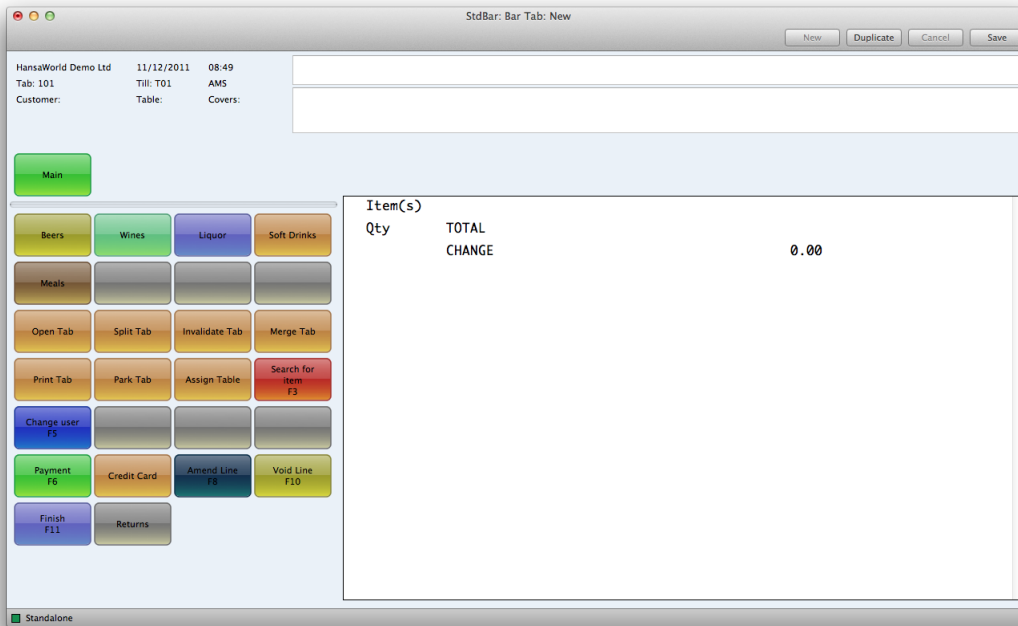
Key: Shortcut key

Key Modifiers: Shortcut key combined with Key

Label: Name for the button



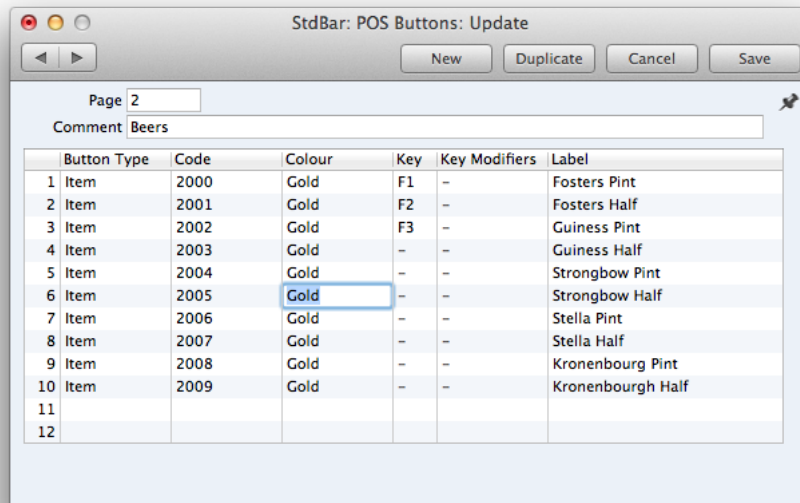
When you save the record you can open the tabs register from the main menu to view the result as below



To edit the tab buttons after saving open the post again from the settings menu and make the necessary changes.

Item

You can setup the POS buttons which add items to a bar tab. For example on your Beer Page you will have buttons with Type Item, and in the Code field you will enter the item number. Alternatively you can Paste Special (cmd+enter) to select an item from the database, or click new to create a new Item (See Items)



Pay

The Pay button type is what you will use for capturing the payment

The image shows a software window titled "StdBar: Payment". It contains a form with the following fields and values:

Total Due	14.00
Payment Mode	Cash
Cash	20.00
Credit Card	
Received Total	20.00
Change	6.00

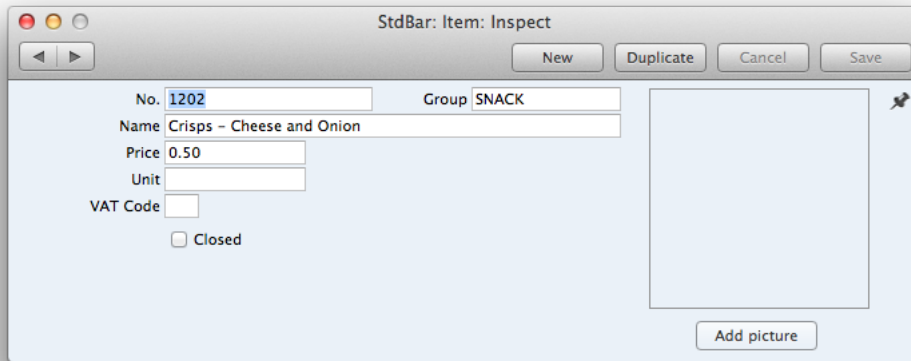
At the bottom of the window, there are three buttons: "Cancel F2", "Proceed F1", and "Enter". To the right of the form is a numeric keypad with buttons for digits 1-9, 0, and a decimal point, along with a "Del" button.

SETTING UP ITEMS

The Item register contains information about the products that you sell.

You can group Items of a similar type together using Item Groups. You will often be able to report on the Items belonging to a particular Item Group. Before entering Items, therefore, it is recommended that you enter some Item Groups.

To enter new items into the system click on the items register and select NEW



No.: Give the Item a unique number

Group: Paste Special (cmd+Enter) to select an existing item group or to create a new item group.

Name: Enter item description

Price: Enter the selling price of the item

Unit: Paste Special to select a unit of measure (Optional)

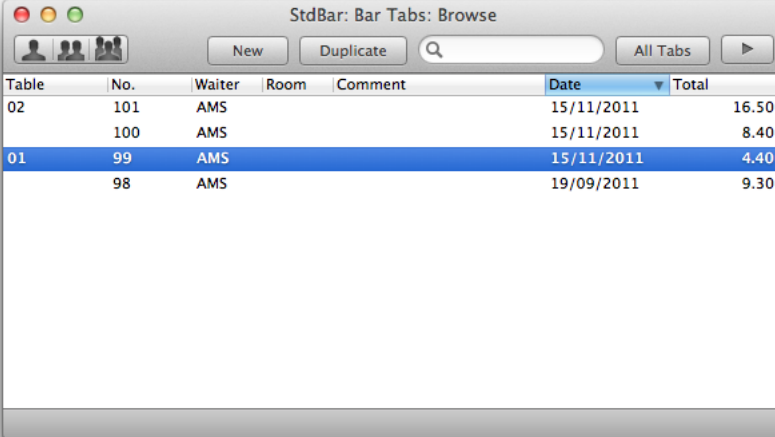
VAT Code: Enter a Vat code for the item if the standard Vat code will not be used.

Closed: If you mark the item as “closed” it will still be visible on the tab buttons however if clicked no price information is added to the bar tab.

Add picture: You can add pictures to your items by selecting “add picture” and choosing an image file or by taking a picture.

STARTING TO WORK: CREATING BAR TABS

The tabs register is used to capture transactions. By default the tabs register will display all open bar tabs. If the bar tab was assigned to a table the table number will also be displayed



The screenshot shows a window titled "StdBar: Bar Tabs: Browse". At the top, there are three window control buttons (red, yellow, green), a search icon, and buttons for "New", "Duplicate", "All Tabs", and a play button. Below the controls is a table with the following data:

Table	No.	Waiter	Room	Comment	Date	Total
02	101	AMS			15/11/2011	16.50
	100	AMS			15/11/2011	8.40
01	99	AMS			15/11/2011	4.40
	98	AMS			19/09/2011	9.30

From here you can open an existing bar tab, create a new bar tab by clicking on New or open a closed bar tab by clicking on the All Tabs button.

This is an example of a bar tab with some items added to it. Your bar tab will look slightly different depending on your button setup.

Adding Items to a Bar Tab

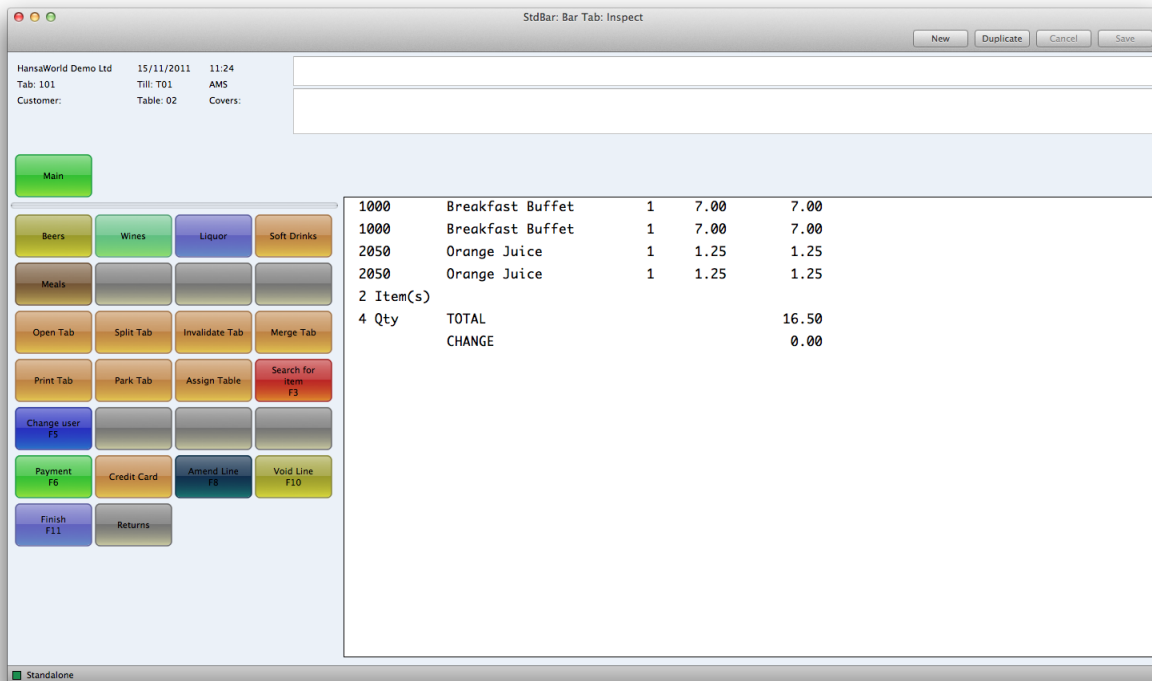
You can add items to a bar tab by click on the Item button type you created for that specific item.

Removing Items from a Bar Tab

Highlight the line you want to remove and press the "void" button. The row is now deleted and the total for the bar tab is updated automatically.

Printing a Bar tab

You can print a bar tab by clicking on the Print bar tab Button Type (Provided that you have the Print Tab button type setup)



Payment

Click on the Payment Button type to accept payment for a bar tab.

Enter the amount received from the customer, the system will automatically calculate the Change amount.

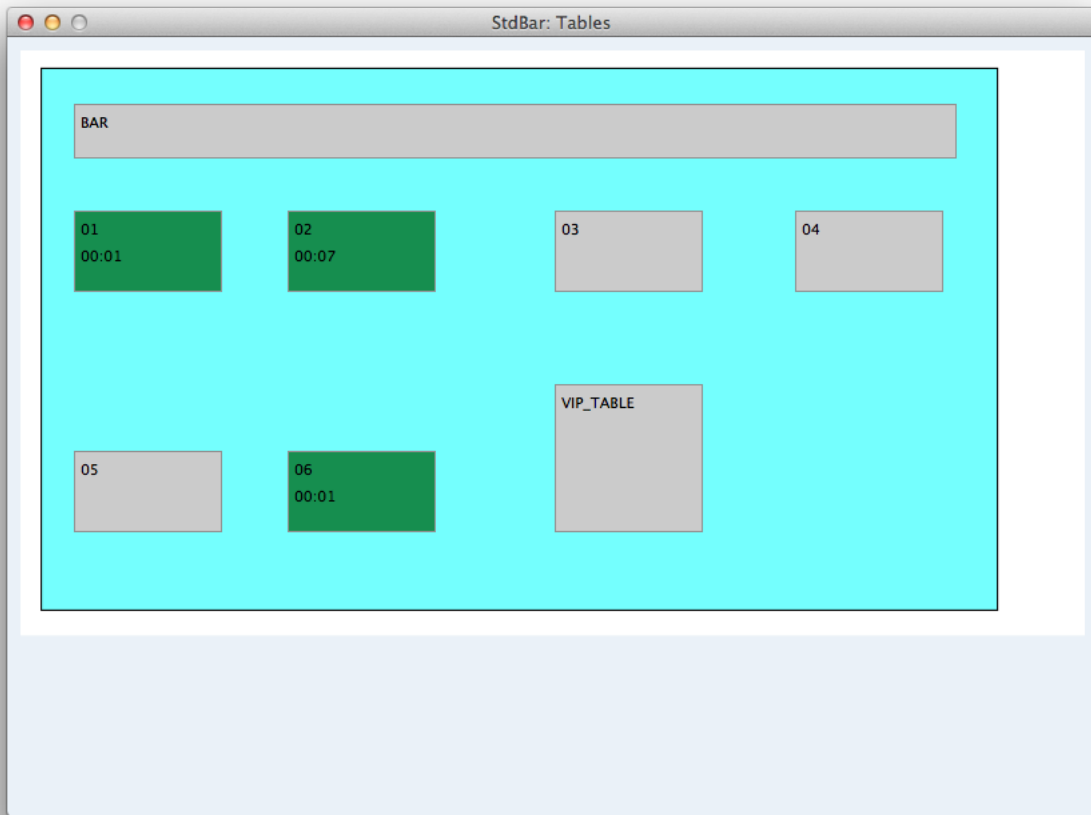
You can also enter part payment of cash and credit card.

Finish

To Close a bar tab click the finish button type. The tab has to be fully paid before it can be finished. When you click on finish the bar tab will automatically print to the default printer.

CREATING NEW BAR TABS VIA THE TABLE LAYOUT

The Table layout register can be used to view occupied and free tables or to create a new bar tab assigned to a table.



Occupied tables are shown in green and free tables are shown in grey.

By clicking on an occupied table the system will open the tab for the selected table.

By clicking on a free table a new bar tab will open on screen and when you enter items the table will be green to show it is occupied.

The time is displayed for every table to show how long it has been occupied.

When a bar tab is saved as "Finished" the table will be available (grey) again.

REPORTS

The Following reports are available by clicking on Reports on the master control Panel:

Bar Daily Statistics

This reports provides information about your turnover depending on the time of day.

Restaurant Daily Statistics		Standard Bar by HansaWorld, Print date: 15/11/2011 12:08								
HansaWorld Demo Ltd		Period 09/11/2011 : 16/11/2011								
	09/11/2011				15/11/2011				Tot	Fisc.Year
	Wed	Thu	Fri	Sat	Sun	Mon	Tue			
Breakfast	0	0	0	0	0	0	4	4	4	
Total Spent	0	0	0	0	0	0	12.8	12.8	12.8	
Lunch	0	0	0	0	0	0	2	2	2	
Total Spent	0	0	0	0	0	0	14	14	14	
Afternoon	0	0	0	0	0	0	0	0	5	
Total Spent	0	0	0	0	0	0	0	0	11.1	
Evening	0	0	0	0	0	0	0	0	0	
Total Spent	0	0	0	0	0	0	0	0	0	
Night	0	0	0	0	0	0	0	0	0	
Total Spent	0	0	0	0	0	0	0	0	0	

The periods displayed in this report comes from the Daily statistics setting

Bar Item Statistics

This report gives information about the quantity and turnover of a specific Item (or Item Group) over a specified period.

Restaurant Item Statistics		Standard Bar by HansaWorld, Print date: 15/11/2011 12:15			
HansaWorld Demo Ltd		All Items All Groups			
Item	Name	Qty	In Bar	To Hotel	Total
		1		0.00	0.00
<u>BARD</u>	Bar Income Drinks	296	472.20	248.50	720.70
<u>BARN</u>	Bar Income Drinks Non Alcoholic	54	35.00	36.00	71.00
<u>UK</u>	Instructions to Kitchen	73	4.00	4.00	8.00
<u>REST</u>	Restaurant Income	247	987.25	593.25	1,580.50
<u>SNACK</u>	Snacks	8	2.20	4.60	6.80
		679	1,500.65	886.35	2,387.00

Bar Journal

The Bar journal report prints a summary of all bar tabs created in the specified period. You can use Standard Bar's drill down functionality by clicking on the bar tab number on the report, this will open the original bar tab record on screen.

StdBar: Bar/Restaurant Journal

Bar/Restaurant Journal
HansaWorld Demo Ltd
All Classes

Standard Bar by HansaWorld, Print date: 15/11/2011 12:19
Period 01/01/2011 : 31/12/2020
All Branches

No.	Date	Customer	Incl. VAT	Excl. VAT
98			9.30	
99			4.40	
100			8.40	
102			0.00	
101			14.00	
103			0.00	
			36.10	
Number of Bar Tabs				6

Void Report

The Void report gives information about items that have been voided from a bar tab.

StdBar: Void Report

Void Report
HansaWorld Demo Ltd

Standard Bar by HansaWorld, Print date: 15/11/2011 12:22

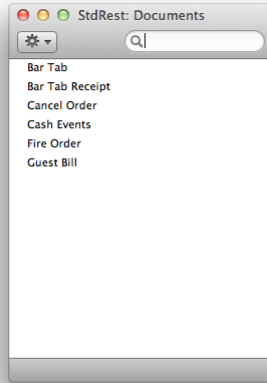
No.	Date	Item	User	Voided	Description	Sum
Bar Tabs						
82	13/03/2009	1999			Chips	0.00
84	13/03/2009	1997			Salad	0.00
85	13/03/2009	2001			Fosters Half	1.10
86	13/03/2009	2007			Stella Half	1.75
87	30/03/2009	1003	SJ		Deep Fried Brie	9.00
88	30/03/2009	2001	SJ		Fosters Half	1.10
91	18/06/2009	1005	SJ	SJ	Prawn Cocktail	4.25
92	24/06/2009	1997	SJ	SJ	Salad	0.00
						17.20

DOCUMENTS

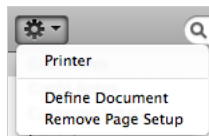
Form definition

A set of predefined document forms (i.e. the stationery) are provided. The Form to be used needs to be defined as follows:

1. Using the Forms setting, design a form and name it (e.g. "Bar_Tab").
2. Use the 'Properties' function on the Operations menu to assign a Document Type of "Invoice". A sample Invoice Form is supplied with Standard Accounts by HansaWorld: this can be modified to suit your requirements.
3. Click the [Documents] button in the Master Control panel or use the CMD-D keyboard shortcut. The 'Documents' list window is opened: highlight 'Bar Tab'.



4. Select 'Define Document' from the Operations drop-down menu



5. In the subsequent window, enter "BAR_TAB" in the Form field of the first row (you can use 'Paste Special' to ensure the spelling is correct).
6. Click [Save] to save the Invoice Form definition. From now on, the invoice form that you have designed will be used from the 'Documents' function and from the Printer icon,

SHUTTING DOWN AND BACKING UP

Remember to make a back-up before shutting down Standard Accounts by HansaWorld.

To shut down Standard Accounts by HansaWorld, select 'Quit' from the Standard Accounts menu. You can also use the CMD-Q keyboard shortcut. All open windows will be closed, and you will be asked if you want to keep any changes that have not yet been saved.

Backing Up

When the day's work with Standard Bar by HansaWorld is done, we advise you to make a back-up. It is a good idea to save a copy of the file on an external media, such as a DVD or CD and store it in a safe place. It might seem unnecessary to make a back-up every day, but the short time this takes is a good investment for the day something goes wrong with the hard disk.

To back up your data is particularly important when, as in the case of a Standard Bar by HansaWorld database, the financial information of your company is involved. If you should lose all your data, you will find yourself in a very awkward situation, missing all tabs, sales information, reports etc. Name your copies systematically with dates so that you can easily restore the database, should an accident occur.

If you get a virus on your computer, you must first try to establish the date when your computer was infected. In this case you must restore your data from a back-up created before the infection date. Otherwise you run the obvious risk of re-infecting the computer again.

Different ways of backing up

Standard Bar by HansaWorld's method of back-up is fast and economical. The data is saved as a back-up file that takes up a minimal amount of space, and the back-up files are independent of the program versions. This is known as the "text back-up" method of backing up.

You can also copy the database file (named "Standard Bar.hdf") as it appears on your hard disk (in the "Documents" folder). While copying the database file can play an important part in your back-up strategy, note that restoring from a copied database will not be successful if you have updated the version of your Standard Bar by HansaWorld application since making the back-up.

To create a back-up, follow these steps:

1. Click the [Routines] button in the Master Control panel and then [Exports]. Alternatively, use the CMD-E keyboard shortcut. The Exports window is opened.
2. Double-click 'Database Text Backup'
3. The 'Specify Text Backup' window appears. This offers you 40 characters with which to describe the back-up file that you are about to create. If it becomes necessary to restore from a back-up, this description will be shown in the list of importable files to help you select the correct one.

Enter an appropriate description and click [Run].

4. A dialogue box will open, allowing you to name and place the export file. Enter the name of the file in the filename area and locate it in the appropriate directory in the usual way. The name of the back-up should include the date the back-up was made. For ease of importing later, it is recommended that you do not include spaces or other non-alphabetic characters in the name of your back-up file, and that you give it a .txt extension. Then, click [Save].

A message window informs you about the progress of the export. When the export is finished, you are brought back to the 'Exports' list. Note that under no circumstances should you edit or change a back-up file with another program.

Restoring from a Back-up

To restore from a back-up, you must first create a new database. Then import the back-up file using the 'Imports' function on the File menu.

The replacement of a safety back-up is a non-destructive process, i.e. the back-up file is not affected by the reading process. This means that you can use the same back-up file more than once.

Restoring from a back-up is done in the following way:

1. Locate the "Standard Bar.hdf" file on your hard disk (it will be in your "Documents" folder).
2. Click once on the "Standard Bar.hdf" file while holding down the ctrl key on your keyboard, and choose 'Show Package Contents' from the subsequent menu.
3. Move the old database (named "110518Standard Bar.HDB") to another folder/directory or to a diskette, to avoid mixing things up. Rename it so that you know what it contains.

Place your text back-up file (the back-up to which you wish to revert) in the "Backup" folder in the package.

4. Delete the database file "110518Standard Bar.HDB" from the package. Double-clicking the Standard Bar by HansaWorld application now will force it to create a new database .

Note that it is important to restore to a new, empty database, to avoid mixing the restored data with the old,

damaged database.

5. When the 'Welcome to Standard Bar' window appears, click the [Import Text backup] button.
6. The 'Import files available' window opens. This is a list of text back-up files. To be included in this list, a back-up file must be stored in the "Standard Bar.hdf" file or in the "Backup" or "Setup" folders, inside that file.

In the list, the filename of each back-up file is shown together with the date it was saved and any comment added when it was created.

7. Highlight the file you want to import (the back-up to which you wish to revert) and click [OK] (or double-click on the name of the file). The back-up data will be imported.

If your back-up file is not shown in the list of available files because it is not stored in the " Standard Bar .hdf" file or in the "Backup" or "Setup" folders therein, (or because its name does not have a .txt extension), continue with these steps

8. If it is still open, close the list of available import files using the close box.
9. The 'Select Company' window is shown: double-click the top line in the list (marked "1"), or press the Return or Enter key.
10. When the Master Control panel opens, use the Ctrl-Shift-I/CMD-Shift-I keyboard shortcut to open the 'Imports' window.
11. Select 'Automatic, manual file search' and press the Enter key (or double-click on 'Automatic, manual file search').

When the 'Open File' dialog box opens, locate and open the back-up file in the normal way.

The back-up data will be imported.

APPENDIX

Terminology between different versions of English language

The language used in this material is British English. There can be slight differences between other versions of the English language, which can lead to confusions. This table should help to clear these up. Sorted alphabetically

British	USA	Canada	Australia + New Zealand	Singapore
Cheque	Check	Cheque	Cheque	Cheque
Colour/coloured	Color/colored	Colour/coloured	Colour/coloured	Colour/coloured
Credit Note(CN)	Credit Memo (CN)	Credit Memo (CM)	Credit Note (CN)	Credit Note (CN)
Dialogue	Dialog			
Instalment	Instalment			
Jewellery	Jewelry	Jewellery	Jewellery	Jewellery
Licence (noun)	License	Licence	Licence	Licence
Mileage Claim	Miles	Way Lists	Mileage Claim	Mileage Claim
Miles	Miles	KM	KM	KM
Mobile	Cell	Mobile	Mobile	Mobile
Nominal Ledger (NL)	General Ledger (GL)	General Ledger (GL)	General Ledger (GL)	General Ledger (GL)
Post Code	ZIP Code	Post Code	Post Code	Post Code
Purchase Ledger	Payable (PL = AP)	Payable (PL = AP)	Purchase Ledger	Purchase Ledger
Sales Ledger	Receivable (SL=AR)	Receivable (SL=AR)	Sales Ledger	Sales Ledger
Salesman	Salesperson	Salesperson	Salesman	Salesperson
Stock	Inventory	Inventory	Stock	Inventory
Stocktake	Inventory Count	Inventory Count	Stocktake	Inventory Count
Stock Depreciation	Inventory Adjustment	Inventory Adjustment	Stock Depreciation	Inventory Adjustment
Supplier	Vendor	Vendor	Supplier	Vendor
VAT	Sales Tax or Tax	Tax (ideally GST/PST)	GST	GST/SST/HST