HANSAWORLD
UNIVERSITY

Standard Restaurant

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INTRODUCTION & INSTALLATION

System Requirements

Standard Restaurant requires Mac OS X 10.6 or later.

Make sure you have at least 100 Mb available for the Standard Restaurant application, the associated files and for the data file.
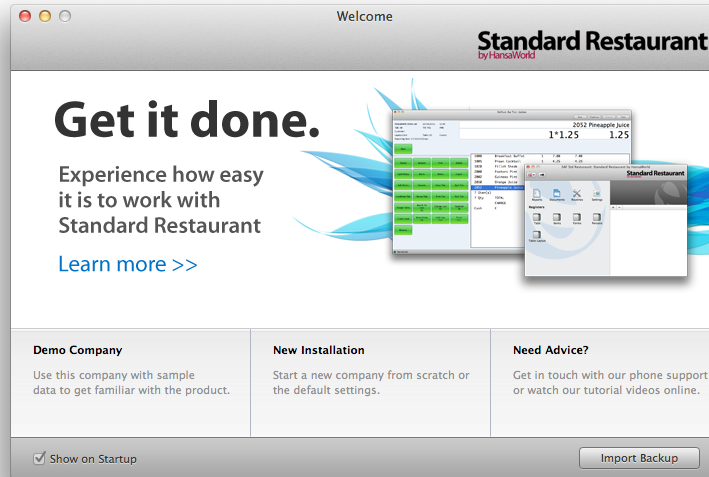
Installation

To install Standard Restaurant, follow these steps:

1. Locate and purchase Standard Restaurant in the Mac App Store.

2. Standard Restaurant will be downloaded and installed in your 'Applications' folder automatically.

3. After installation, Standard Restaurant will be launched automatically, and the 'Welcome' window will be displayed.

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CREATING A NEW DATABASE

Upon opening Standard Restaurant by HansaWorld for the first time, you have the choice of 'Demo Company', 'New Installation' or 'Need advice'. These choices are located at the bottom of the welcome screen.

By choosing 'Demo Company' you have the possibility to explore the system with demo data. If you choose 'Need Advice?' you will be directed to a web page and have access to support material and HansaWorld contact details.
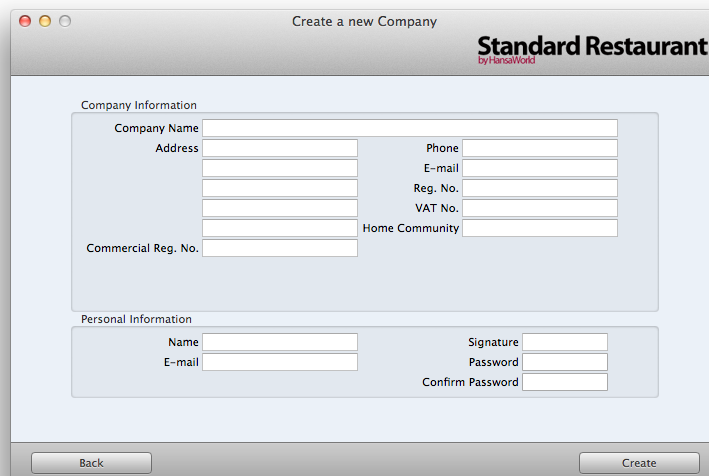
Choose 'New Installation' to start using Standard Restaurant with your real data. After choosing this option, follow steps described below.

Starting Standard Restaurant for the first time

Start Standard Restaurant 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, such as address and telephone numbers, in the 'Company Information' section. Enter the primary user's details such as name and e-mail in the Personal Information' section.

Click [Next].

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Registration

After creating the company, you will be given the option to register your Standard Restaurant application with HansaWorld.
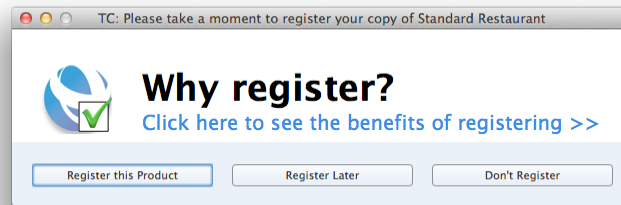
Register your copy to receive the following benefits.

- Receive a credit when upgrading to Non-App Store products
- Allows you to purchase services that require us to know your details
- Allows you to purchase a telephone support contract

SETTING UP THE SYSTEM

The following are settings that allow you to configure Standard Restaurant to suit your requirements.

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SETTING UP TABLES

Standard Restaurant has the option to set up tables against which Tabs will be charged. The table layout you create will be displayed when opening the table layout register. See below for an example.
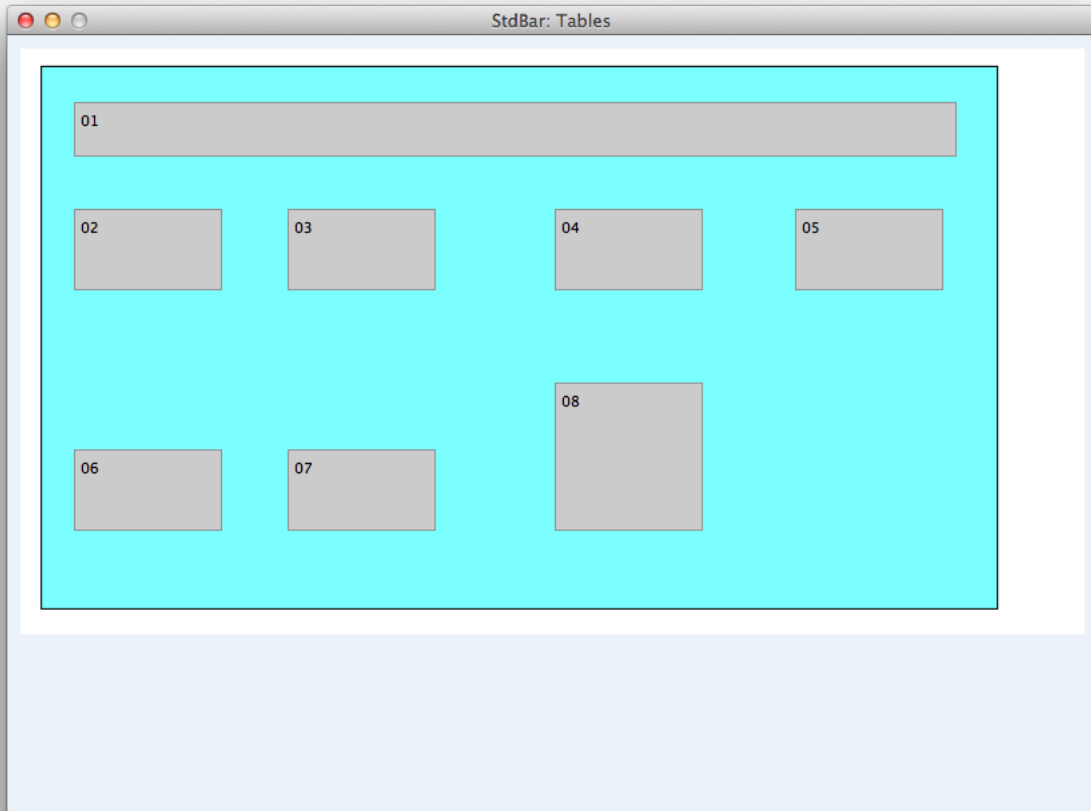
To setup tables, select **Settings** from the master control panel, then select **Tables** and click **New**.

Table: Give the table a number
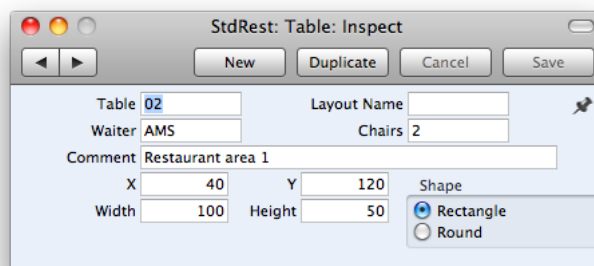
Waiter: Leave this field blank, the system will automatically enter the waiter's name here once the table is assigned to a tab

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 in your table layout.

Width and Height: Enter the size of the table in pixels

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

Once a table has been created you can view it in the table layout register. How the table layout can be used is covered later in this document.

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SETTING UP ITEMS

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

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

To create new items in the system click on the items register and select NEW
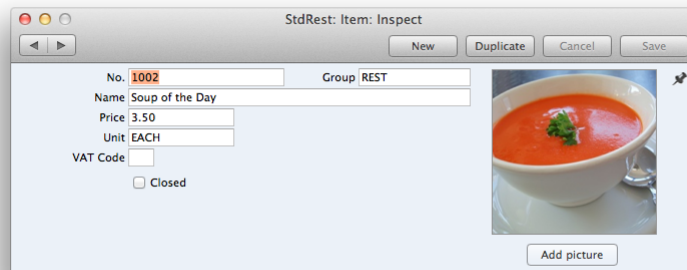
No: Give the Item a unique number

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

Name: Enter the item description

Price: Enter the selling price of the item

Unit: Paste Special (cmd+Enter) to select a unit of measure (Optional). You can create new Units from the paste special window.

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

POS BUTTONS ON TABS

The tabs register is used to capture transactions. You are able to create and design the layout of the buttons that appear on the Tab record.

An example is shown below.
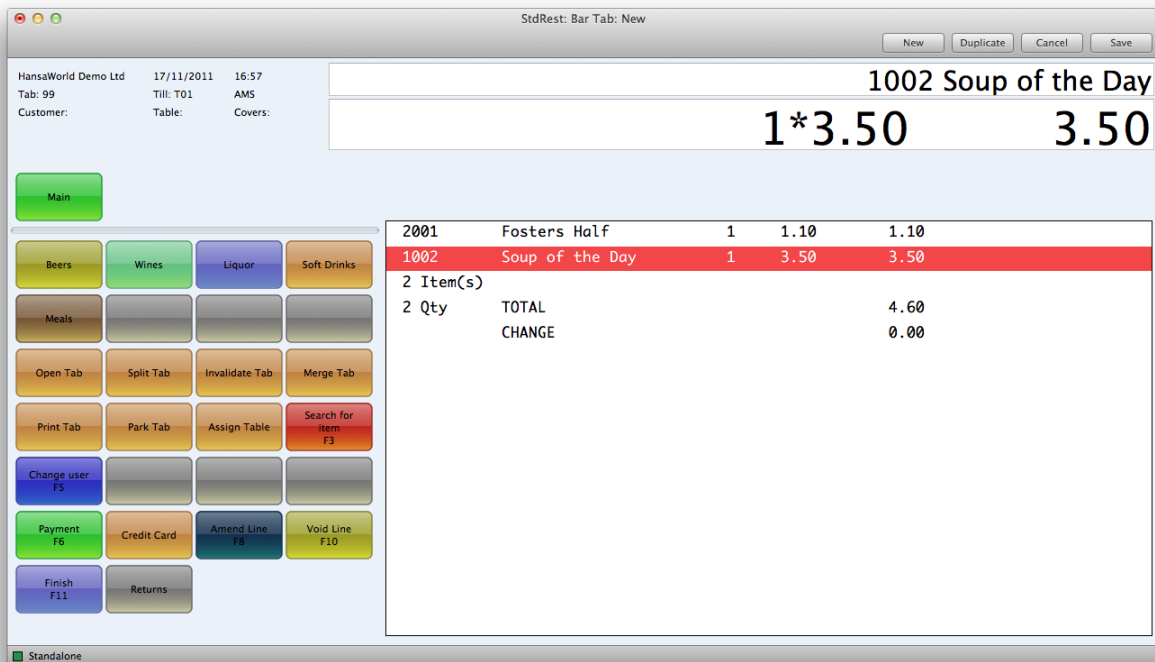
Setting up POS Buttons

You can setup the buttons used on the Tab record using the POS Buttons setting. This is found in Settings>>POS Buttons. A default set of buttons is available for you to modify to suit your requirements. The key button types are described below.
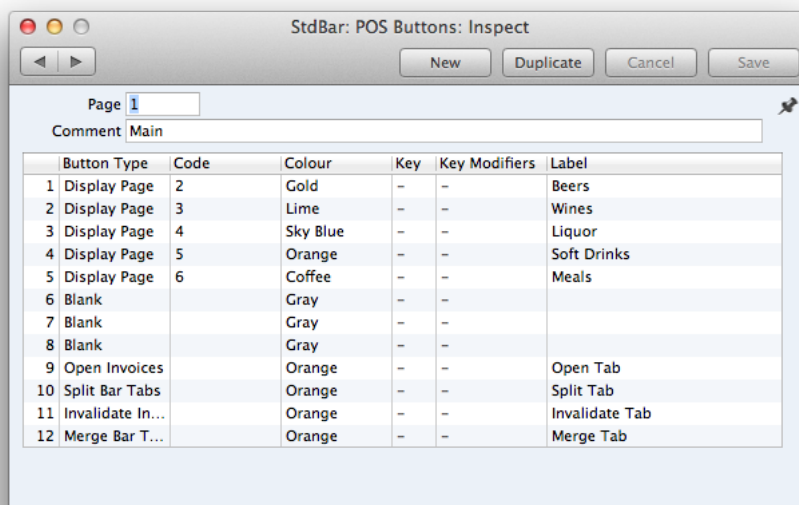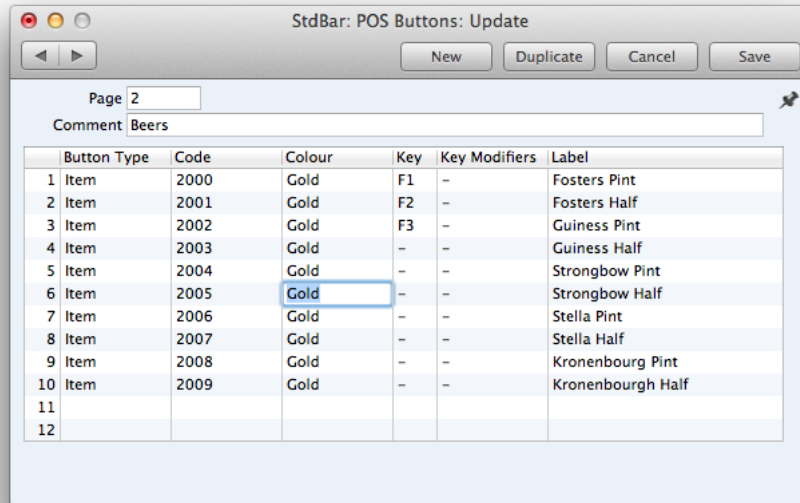
Display Pages

You can setup multiple POS button pages. For example you could choose to have all available beers on one page and all available wines on another page. Use the display page button type to create POS Buttons that will display a different page with its own buttons. In the Code field enter the page number of the page that should be displayed when the button gets clicked.

Item

You can set up POS buttons that add items to a bar tab. For example on the Beers Display Page you can have buttons for each of the available beers. The Button Type is Item, and enter the Item Number in the the Code field. You can Paste Special (cmd+enter) to select an item that was created earlier, or click New to create a new Item.

Pay

The Pay button type is used for capturing payment details.

ADDING MORE USERS

You can add more users (Bartenders/Waiters) by entering their information in the persons register. Click the New button to create new person records.
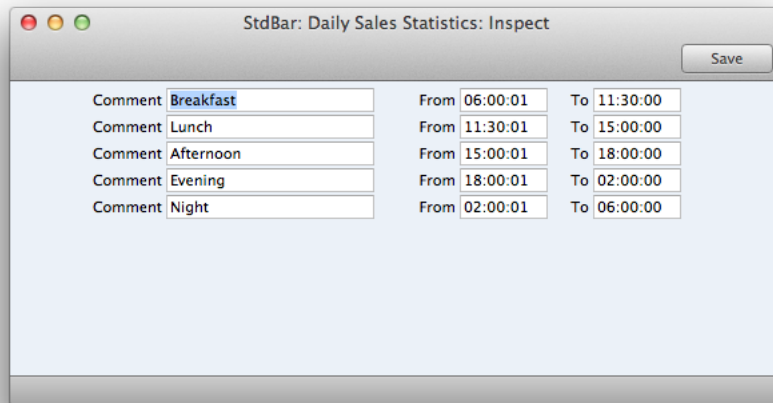
OTHER SETTINGS

The following settings are also available in Standard Restaurant:

Daily Statistics

In this setting you will set up the times that you want your daily statistics report to be based on (See Reports)
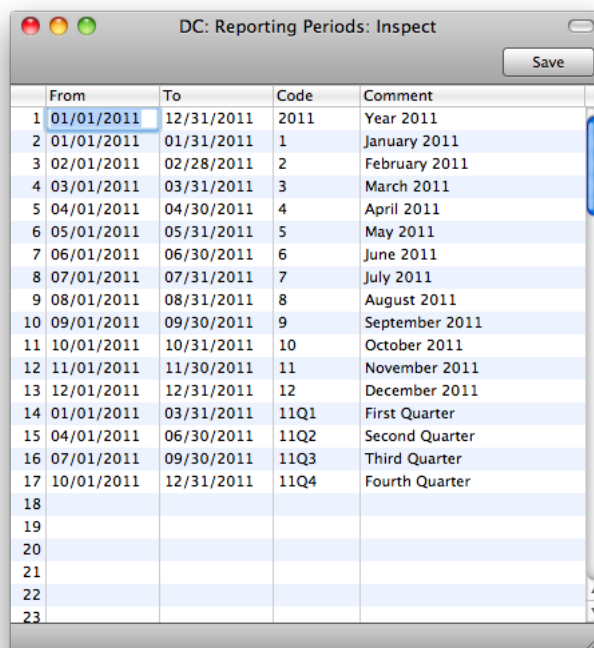
You can define up to 5 different periods over 24 hours that you would like to report on.

Reporting Periods

This setting allows you to name and define time periods that you commonly use when producing reports. You will see a list of entered Reporting periods when you use 'Paste Special' from the 'Period' field in any report specification window. Therefore, if you, for example, want to produce monthly reports you should define each month as a separate period in this

setting.

Note that the Reporting Period in the first row of this setting will be offered as a default wherever a Reporting Period is required. You might therefore like to change the first row from time to time so that a useful option is always offered as a default. Further, once memorised, the Codes can be used as a fast way of choosing a Report Period. Simply type the code in the Period field of a report specification window and correct period will be shown.

Codes such as '1', '2' and so on are very useful for representing the months of the year (and 'Q1', 'Q2', etc. for the quarters), it can be useful to change the periods associated with these Codes annually.

To delete the old first row once it is no longer useful, click on the row number and press the Backspace key. To insert a new record on the first row, click on the row number and press the Return key.

VAT Codes

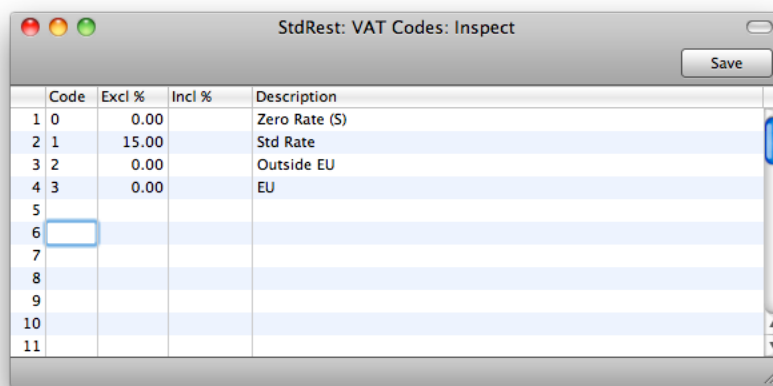In order to comply with VAT regulations it is necessary to differentiate between domestic, and international trade. Inside the European Union, there is a 3rd option of EU trade, which has specific regulations. To solve this, Standard Restaurant by HansaWorld makes use of VAT Codes, whereby any number of VAT Codes with different rates can be defined.

To edit a VAT Code record, simply click in the field to be changed and overtype the existing entry. To add a new VAT Code record, scroll down to the first blank line. The information required for each VAT Code record is as follows:

Code: Each VAT Code record should be identifiable by a unique Code.

Excl %: Specify the percentage to be applied to a figure that excludes VAT in order to calculate the VAT amount, as shown in the illustration above.

Incl %: Specify the percentage to be calculated from a figure that includes VAT in order to calculate the VAT amount.
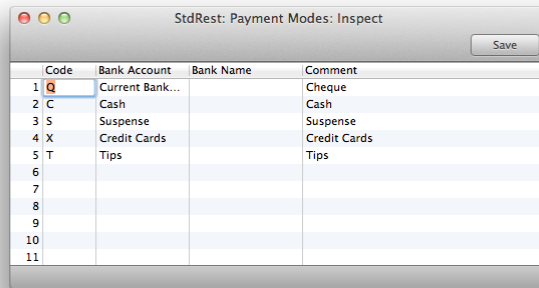
Description: The description entered here will appear in the 'Paste Special' list, so should be detailed enough to ensure the correct VAT Code is always chosen. To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

Payment Modes

Payment Modes represent the different methods by which Tabs will be paid by your Customers. Typical examples are cash, cheque and credit card.

To open this setting, click [Settings] in the Master Control panel, and then double-click 'Payment Modes' in the 'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

You can enter as many different Payment Modes as you need, using the grid on the 'Payment Modes' screen. To add a Payment Mode, click in the Code field of the first blank row and enter appropriate text. To remove a Payment Mode, click on the row number on the left of the row and press the Backspace key.

Code: Enter a unique code by which the Payment Mode is to be identified from elsewhere in Standard Restaurant by HansaWorld.

Bank A/C No & Bank Name: Specify here the bank account number and name, used for this Payment Mode.
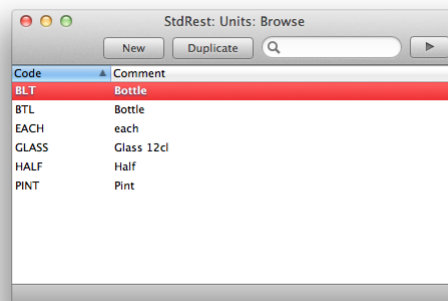
Comment: The name of the Payment Mode. This will be shown in the 'Paste Special' list, so it should be descriptive enough to make the selection of the correct Payment Mode easy for all users.

Units

Enter here the different product and pricing Units used in your business (e.g. single Items, pairs and dozens). Once you have entered your Units to this setting, you can assign them to your Items using the Unit field on the Item record. This is the quantity to which all prices refer.

For example, if an Item sold in bottles, its Unit should be "Bottle".

On double-clicking 'Units' in the 'Settings' list, the 'Units: Browse' window is displayed, showing all Unit records previously entered. Double-click an item in the list to edit, or add a new record by clicking the [New] button in the Button Bar. When the record is complete, click the [Save] button in the Button Bar to save it.

Code: Enter the unique Code by which the Unit record is to be identified from elsewhere in Standard Accounts. You can enter up to five characters, and you can use both numbers and letters.

Comment: Here you enter the name for the Unit record, as it will be shown in the 'Units: Browse' window and the 'Paste Special' list.

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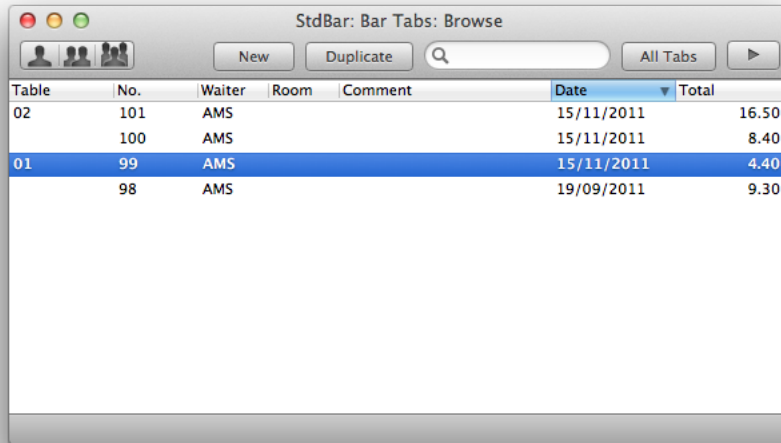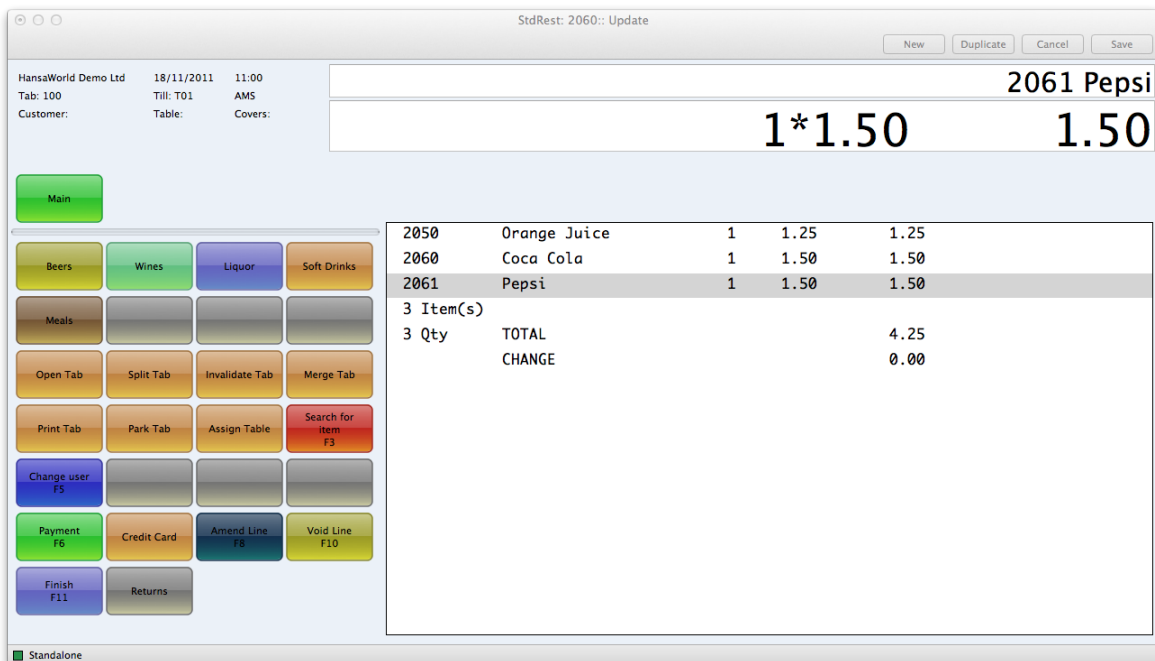
From here you can open an existing tab, create a new bar tab by clicking New or open a closed tab by clicking on the All Tabs button.

Below is an example of a tab with some items added to it. Your tab window will look slightly different depending on the button setup.

Adding Items to a Tab
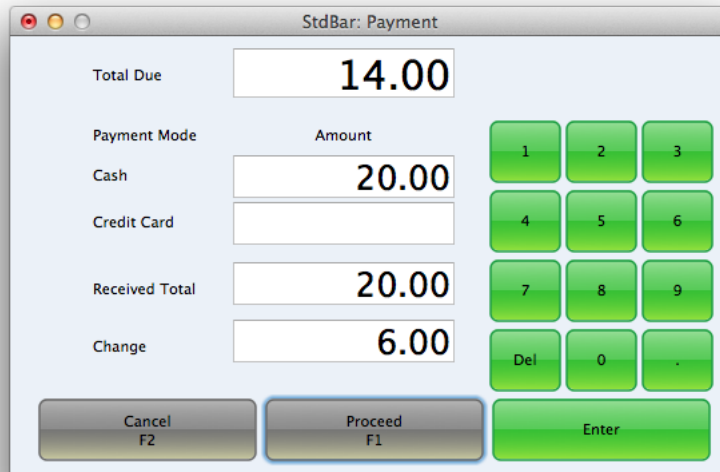
You can add items to a bar tab by clicking on the Item button type you created for that item.

Printing a Bar tab

You can print a bar tab by clicking on the Print bar tab Button Type. This is dependent on the setup of the POS Buttons.

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. Click proceed.

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.
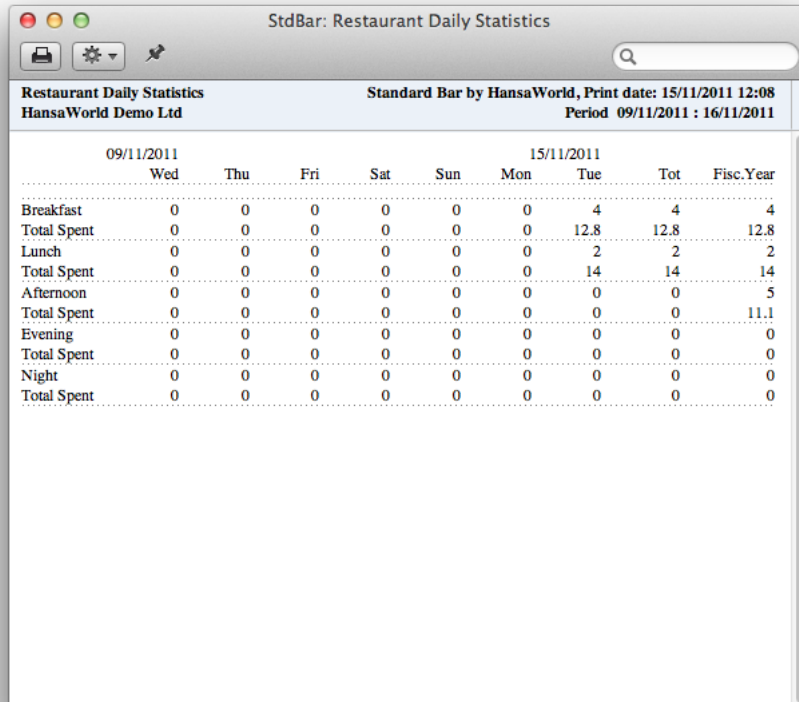
REPORTS

The following reports are available by clicking on Reports on the master control panel:

Restaurant Daily Statistics

This report provides information about your turnover based on the time of day.

The periods displayed in this report comes from the Daily Statistics setting.

Restaurant Item Statistics

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

Bar/Restaurant Journal

The Bar/Restaurant journal report prints a summary of all bar tabs created in a specified period. You can use Standard Restaurant's drill down functionality to open the original bar tab record from the report.   To do so click on the the bar tab number on the report. This will open the original bar tab record on screen.

Void Report

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

StdBar: Void Report

Void Report   **Standard Bar by HansaWorld, Print date: 15/11/2011 12:22**
HansaWorld Demo Ltd

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'.
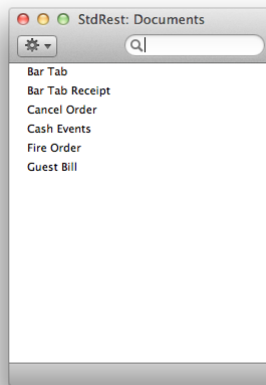
4. Select 'Define Document' from the Operations drop-down menu
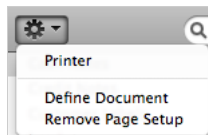
5. In the subsequent window, enter "BAR_TAB" in the Form field of the first row (you can use 'Paste Special' to ensure the spelling is correct).

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,

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SHUTTING DOWN AND BACKING UP

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

To shut down Standard Restaurant by HansaWorld, select 'Quit' from the Standard Restaurant 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 Restaurant 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 Restaurant 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.

2 ways of backing up

Standard Restaurant 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 Restaurant.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 Restaurant 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 Restaurant.hdf" file on your hard disk (it will be in your "Documents" folder).

2. Click once on the "Standard Restaurant.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 Restaurant.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 RestaurantHDB" from the package. Double-clicking the Standard Restaurant 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 Restaurant' window appears, click the [Import Textbackup] 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 Restaurant.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 Restaurant .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	Installment			
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