EncorePOS™ Installation & User Guide

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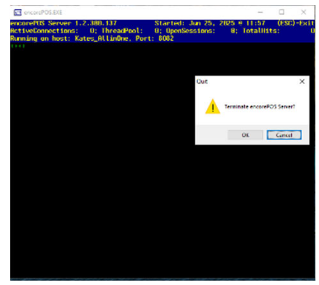
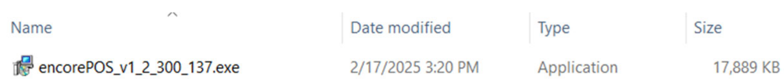
EncorePOS™ – Management Dashboard for LiquorPOS®

Installing EncorePOS™

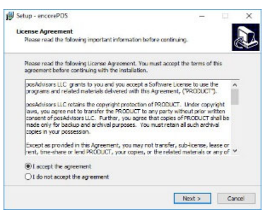
Installing EncorePOS™ is super easy and does not require LiquorPOS to shut down or a reboot of the computer once it has been installed. EncorePOS™ does need to be installed on the machine that is the Server for LiquorPOS. If you are already running EncorePOS™ and are just updating it, make sure you have exited the EncorePOS™ Application window before beginning. Click on the icon in the System Tray to bring the window up and then hit **ESC** to shut EncorePOS™ down.

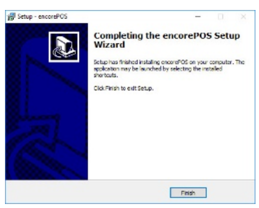


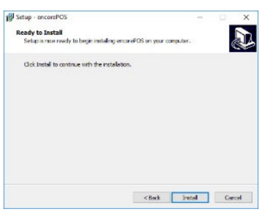
Once EncorePOS™ is closed or to begin a fresh installation, navigate to where you have saved the install file you received. Double click on the install file and the Install Routine will launch.



Windows will ask you to confirm it is ok to run the file, answer yes or run. The Install routine will begin. Agree with the License Agreement and click Next. At the Ready to Install window, click Install and once the program has installed click Finish to complete the process.







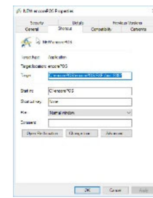
Launch EncorePOS™ by double clicking on the icon (or on C:\EncorePOS\encorepos.exe for a first installation) and the application will come up and run in the system tray. This little application needs to run at all times so we suggest you add it to the Startup Menu on the Server. However, all the functions of EncorePOS™ are accessed from a browser – the strong preference being Chrome.

To run the Dashboard on the Server itself, simply open a browser and type **http://localhost** and press Enter. The Dashboard Login Screen should appear. To run the Dashboard from any other computer on the network, open a browser and type **http://** followed by the name of the Server hosting both LPOSDATA and the EncorePOS™ Utility. For example, http://POSSERVER. Once you have the Dashboard running in your browser you can add it to your Favorites or to the Bookmark Bar to make it easy to access.

In Chrome you can create a shortcut on the desktop to make it even easier to launch the application. Just click on the three dots in the upper right corner of your browser screen, then select Cast, Save and Share and then Create Shortcut. Finally, click on Create to send the shortcut to your desktop.

Ports

By default, EncorePOS™ requires that port 80 is open and that any computer on the network you would like to have access to the Dashboard, has access to the Server via that port. If 80 is in use, you will see an error when you launch the EncorePOS™ Application and you can drop down to 8082. (Note that you can, in fact, use any port your technician feels is appropriate.) In that case, the shortcut to launch the EncorePOS™ Server will need to be edited. Rather than launching c:\encorepos\encorepos.exe the shortcut will need to read c:\encorepos\encorepos.exe /port:8082.

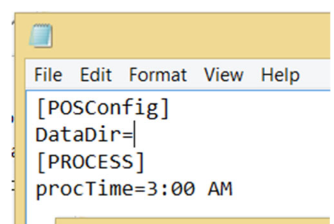


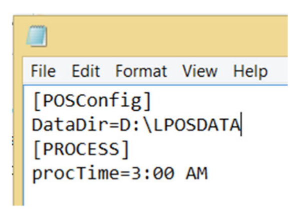
Additionally, to access the Dashboard from the Server, you would type localhost:8082 in your browser and to launch the Dashboard on another computer you would type http://POSSERVER:8082 (where POSSERVER is the actual name of your Server). Again, it is helpful to make these addresses favorites in your browser so the Dashboard can be launched quickly.

We also recommend making exceptions for ports 80 and 8082 (or whichever port you will use for EncorePOS) in Windows Firewall, to ensure reliable functionality. In Windows 10 settings, go to “Firewall & Network Protection”, click “Advanced Settings”, and click “New Rule”. Make sure to create rules for ports 80 and 8082 on TCP in both the Inbound rules and Outbound rules categories.

Changing the Default Drive

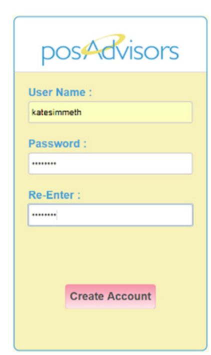
If the LPOSDATA folder is not hosted on the C: drive of the Server, you will still place the EncorePOS™ folder on the C: drive of that machine. However, in order to point to the drive hosting LPOSDATA you will need to make a minor change. First, make sure the LiquorPOS System Manager is running and sees the license key. In the EncorePOS™ folder, double click on the configurations settings file EncorePOS.ini. You will edit the Data Drive line to accurately reflect the location of the LPOSDATA folder. When the line is blank, EncorePOS™ looks at C:\LPOSDATA. If you type a different location in this line, such as D:\LPOSDATA, then EncorePOS™ will look to that location for data.



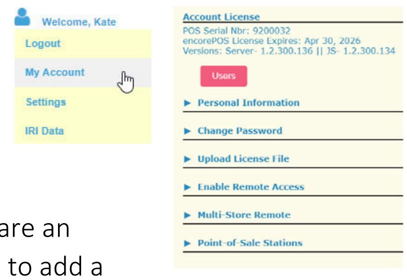


First Login

Launching the EncorePOS™ Dashboard for the first time, you will be asked to create a login and a password. Either can be whatever you would like. The system assumes the first person to login will be an administrator and therefore have full access. This can be edited at a later date if need be.



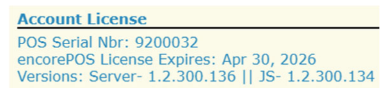
My Account



Once you have logged in you will immediately see the Dashboard. In the top right of the screen you will see Welcome, followed by your name. Click here to Logout, review your account or adjust settings. Let's begin with My Account.

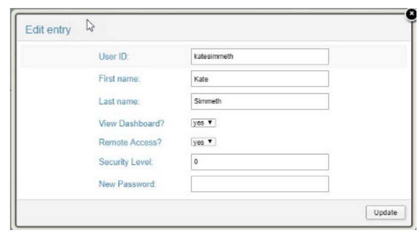
Account License & Users

Here you can see the date your EncorePOS™ account expires. If you are an administrator, you will also see a Users button which you can click on to add a New User, Edit an Existing User or Delete a User.



Creating a New User

1. Click on Users.
2. Select New.
3. Type the correct information in the form on the screen. Assign them a password (they can change this later if they need to). Note that you can choose to allow a User to see or not see the actual Dashboard. You may wish someone to be able to Archive Inventory but prefer they do not see some of the information represented on the Dashboard.
4. You can also indicate if a User has Remote Access rights here.
5. Assign a Security Level. 0 is administrative access. Any number higher than 0 will allow you to choose which features a User has access to.
6. Click Create when you are finished.
7. Click on Close to return to the My Account screen.

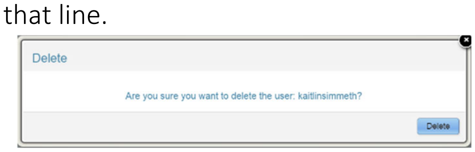


Editing a User

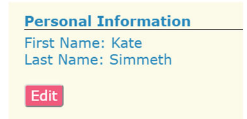
1. Click on Users.
2. Click on the User you wish to Edit in order to highlight that line.
3. Select Edit.
4. Edit the information in the form on the screen. You can assign them a new password here but if you type nothing in the password line, their existing password will remain active. Note that you can use this screen to reset the password of an employee who has forgotten their password.
5. Click Update when you are finished.
6. Click on Close to return to the My Account screen.

Deleting a User

1. Click on Users.
2. Click on the User you wish to Delete in order to highlight that line.
3. Click on Delete.
4. Click on Delete again on the confirmation screen.
5. Click on Close to return to the My Account screen.

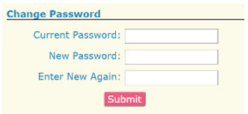


Personal Information



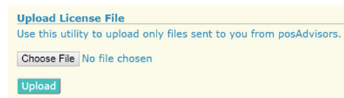
Your name should appear here. Click on Edit to make any changes and then either Cancel or Submit to accept your changes.

Change Password



Here any user can change their password when logged on. Type your old password, then the new one, confirm the new one and click Submit.

Upload License File



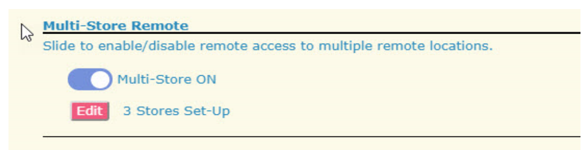
When you renew your EncorePOS™ Account you will need to upload a small file which will update your expiration date. EncorePOS™ Support will email you that file. Select the file and click Upload to verify your license. Once you have uploaded the file, refresh the screen and you will see the new expiration date in the upper left.

Enable Remote Access

Here is where you will turn on the Remote Access Feature if desired. Note that in addition to activating the feature, you will have to give each user Access rights (or not!)

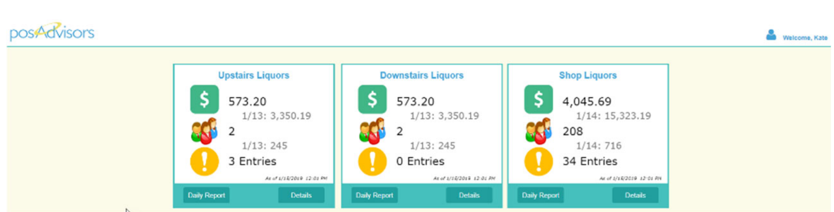
Multi-Store Remote

If you have EncorePOS™ installed in more than one of your locations, you can turn on the Multi-Store Remote feature here. Remote Access must be turned on in all your locations. Then, enable the Multi-Store Remote feature in your 'Main' store. Next, enter all the store serial numbers to link all the stores to one account. The 'main' store must be listed first.



Note: It is important that your User ID and Password be set up identically in each of your locations to allow access to all of them through a single log in.

Once you have set up the Multi-Store Remote in each of your locations, you can go to dash.posadvisors.com, enter your UserID, your password and the LiquorPOS serial number of the first 'main' store in your list as



the store number and you'll come to the Dashboard for the Multi-Store.

To see the full Dashboard for each store just tap on Details on its panel. To run the Daily Summary report for each store just tap the Daily Report button. You can easily move back and forth between many stores with this feature!

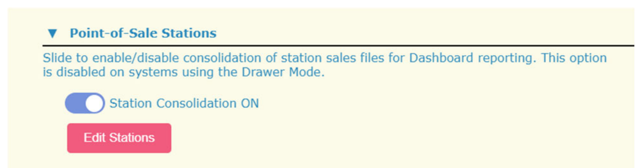
Remote Store Data Updates

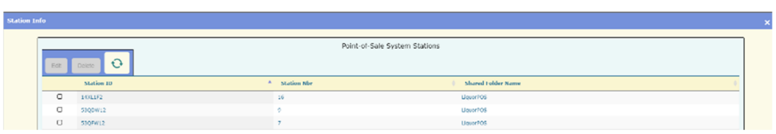
Note: Given the potential impact of this feature, we suggest you work with EncorePOS Support to set this up.

Once set up, this feature will allow product pricing, customer and vendor lists to be controlled from one central location.

Point of Sale Stations

If you do not use the drawer mode in LiquorPOS for your closeouts but rather do a complete End of Day on each station, you will need to do some further configuration in order for the Today's Sales Panel to update correctly. You may also find this enables you to run the Today's Sales Report in LiquorPOS! To begin with you will need to make sure the LiquorPOS folder on each station is shared with Read/Write Access for Everyone and that password protected sharing has been turned off. Once you have done that, turn on Station Consolidation and click on the Edit Stations button.





Once the list of stations appears, use the Edit and Delete buttons to make sure the list of stations EncorePOS™ will need to poll is correct and the folder containing sales (usually LiquorPOS) is accurate. Use the X in the upper right to close the window.

Settings

Under Settings you can set the time frame for Data updates and for an automatic logout. Also found here are maintenance functions.

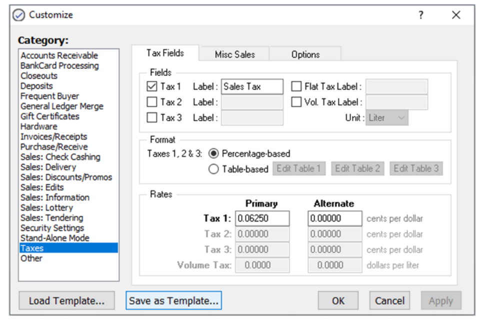
Server Address

Easily see the address where your Server is running to assist with setting up your Inventory Count mobile devices.

Point of Sale System Settings

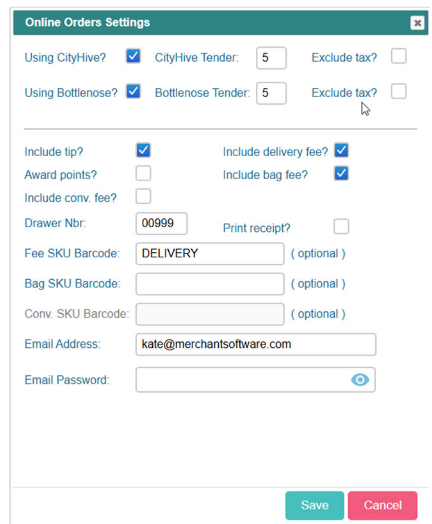
Get LiquorPOS® and EncorePOS™ in sync regarding Customize settings. To Import LiquorPOS® tax and deposit settings:

1. Go to a LiquorPOS® station which has taxes and deposits correctly configured for your area.
2. In LiquorPOS® on that station, go to Edit/Customize. Click on the Save Template button at the bottom of the window and save the template in the location offered as something like 'For EncorePOS™ that will be easy to identify.
3. Back on the Server, load the EncorePOS™ Dashboard and click on the Welcome menu in the upper right corner and choose Settings.
4. Click on Point-of-Sale System Settings.
5. You should see the template you just created listed there. If there is more than one template listed select the one you just created and click Upload. Click OK when prompted.



Online Orders Settings

Turn on and configure the Online City Hive Order Import here.



1. Still in the EncorePOS™ Settings section, click on Online Orders Settings and put a checkmark in the box to activate. For now, ignore Bottlenose as they have discontinued service.
2. Configure the options appropriately. Match the City Hive tender option to those set up in LiquorPOS.
3. Whether or not to include tips and delivery fees will depend upon whether or not you collect those fees yourself. Some stores use a service which receives those fees instead. Match the SKU you create for the Delivery Fee below.
4. Award points? Gives you the option to allow your loyalty customers to receive points for their purchases online as well as in the store.
5. Bag Fee? Some states require a Bag Fee. Match the SKU you create for the Bag Fee below.
6. Convenience Fee? Check this option is you collect an additional fee of any sort. Match the SKU you created for this fee below.
7. Print receipt? EncorePOS™ can print an invoice style receipt with your log and other information if you like, a 'ticket' style receipt on a receipt printer or nothing.
8. Drawer number? This is the drawer EncorePOS™ will create in the LPOSDATA folder just the way each sales station creates its own drawer. Make this a number like 999 that you will never use in LiquorPOS®. This drawer will need to be closed at the end of each day, just as you do the other register drawers. The online sales will then become a part of your day's work and included in the End of Day.
9. Enter the email you set up for these orders as well as the password which is created in your Gmail account through the 2-factor authorization process.
10. Click Save in this window and then Save at the bottom of the page as well.

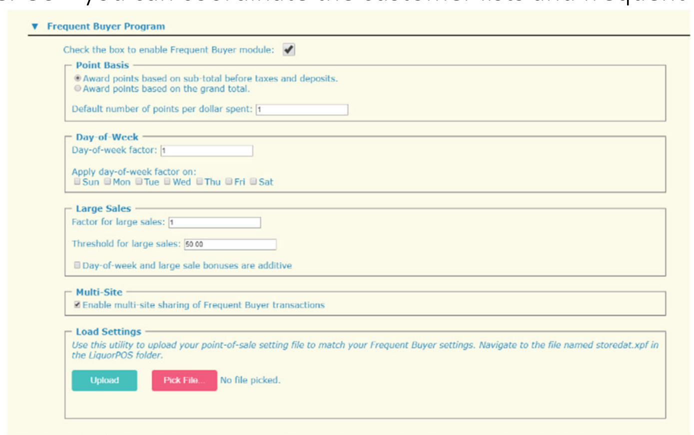
Note: The Utility requires that port 993 be open in and out on your router. Also, if during the installation, Windows Firewall asks about a process called stunnel.exe you will want to make sure you allow that for both Private and Public networks.

Inventory:

Activate the Custom Inventory Fields if you also have them activated in LiquorPOS.

Frequent Buyer Program

If you have more than one store running EncorePOS™ you can coordinate the customer lists and frequent buyer points between the stores. At this screen you can either enter the parameters for your program to match LiquorPOS or pick up the settings directly from the LiquorPOS settings file. Once this feature (and the Multi Site Remote feature) is setup, EncorePOS™ will continually coordinate the frequent buyer points between your stores as well as adding customers entered in one store to the lists in all stores! Your customers will be able to earn and redeem their loyalty points in all your locations.



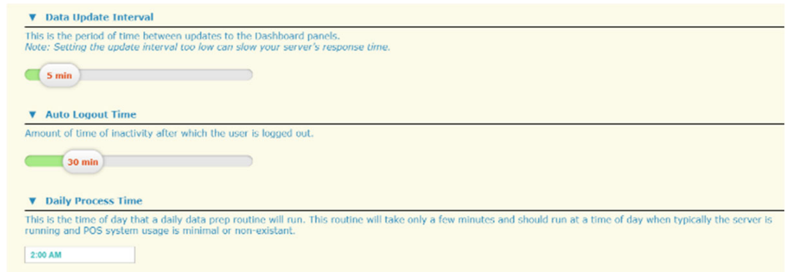
Note: If your stores have existing customer lists which need to be coordinated to begin this program, please be sure to discuss the feature with our technical support team before activating!

Time Clock Report

Here you can set up how you would like your Time Clock Report to report hours each pay period. While you can change these settings on the fly as you run the Report, these settings will be the default.

Data Update Interval

Set the length of time between updates to the Panels on the Dashboard tab. Setting this for too short a time has the potential to slow your Server's response time.



Auto Logout Time

Set the length of time EncorePOS™ is inactive before the current user is logged out.

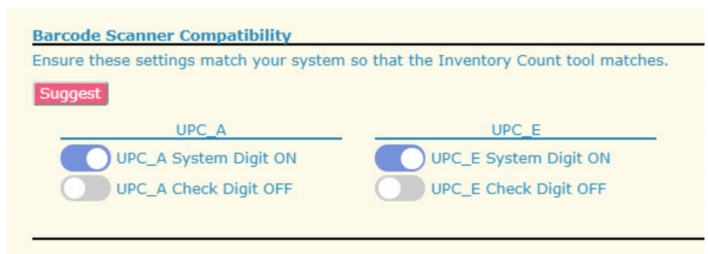
Daily Process Time

Set the time of day EncorePOS™ will run a daily update to prepare for the next day's business. We strongly recommend leaving this at 2 or 3 am.

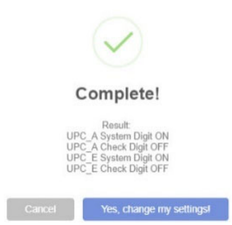
Tooltips

By default Tool Tips are turned on for all the places we have added them.

Barcode Scanner Compatibility



As the camera in your cell phone reads the entire barcode, it is necessary to run this routine to make sure EncorePOS™ can correctly interpret the input from the cell phone when you are taking inventory. To set this correctly, click on Suggest. Then accept the suggested barcode configuration. Now your cell phone should be able to correctly display the correct items when you scan in the inventory app.



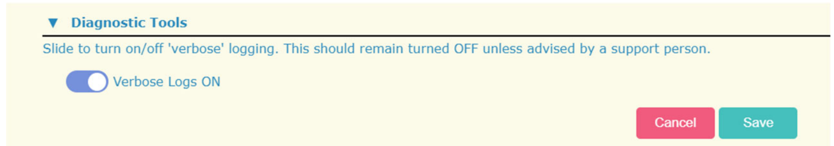
Tool Tips

Toggle here if you don't want EncorePOS to make helpful suggestions as you hover over an option.

File Maintenance

Like the Reindex in LiquorPOS this should be run periodically and when no one else is using the EncorePOS™ Dashboard.

Diagnostic Tools



Occasionally, our support team might need additional information to diagnose a problem and will ask you to enable 'Verbose' logging. This is where you would do that.

IRI Data

EncorePOS™ creates and sends files to IRI if your store has signed up for the program. POSAdvisors will configure this if necessary.

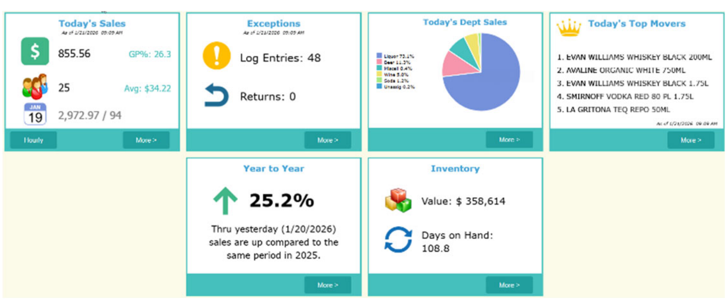
Using the EncorePOS™ Dashboard – Introduction

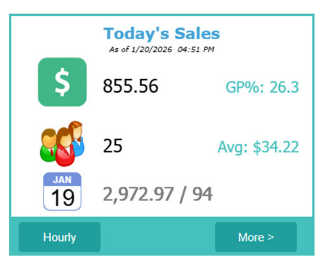
Welcome to the EncorePOS™ DashBoard for LiquorPOS. This exciting new software brings a variety of new Reports, Utilities and Functions to help you get the most out of your LiquorPOS Point-of-Sale system. While instructions follow for the specific features in EncorePOS™, a few notes might be helpful.

- All our Reports can be sorted by any column that has little arrows at the top. Click once or twice to make the list ascending or descending according to that column.
- You can search all our reports and lists by using the search window in the top right. Just type a few relevant letters, numbers or a barcode and it functions like a wild card and presents the matches. Backspace to clear this field and the full list returns.
- All our reports can be Printed, exported to Excel or a PDF and even copied to the clipboard to be pasted into a larger spreadsheet or other document.
- If you see the Toggle Columns icon  at the top of any report window it means you can pick and choose which columns to display.
- If you see the Save Report icon  at the top of any report window it means you can save this report as you have formatted it for future recall – create a template so to speak! If you save a report with week/month/year etc. selected, each time you run that report is will look at the previous week/month/year etc. If you run the report with a custom date, when you select the saved report you will be prompted for the desired date range. Once you have saved at least one report, you will see a new tab on your Dashboard – Shortcuts – where all your saved reports will live.

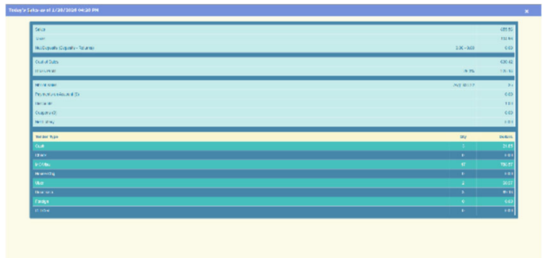
Dashboard Tab

The Dashboard tab in EncorePOS™ represents a snapshot of your current day in terms of sales and your inventory position and performance.

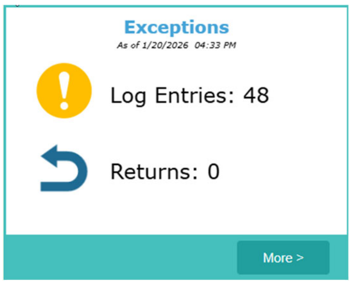




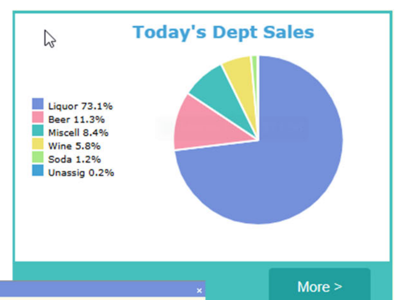
The Today's Sales Panel is a summary of the total dollar amount of your current day's sales and the number of individual sales. You will also see a total for the previous business day at the bottom of the panel. To see more detail, click on 'More'. Now you will get a breakdown of sales, tax, discounts, cost, gross profit and tender types. When you are finished looking at this report click on the X in the top right hand corner of the screen to return to the main Dashboard.

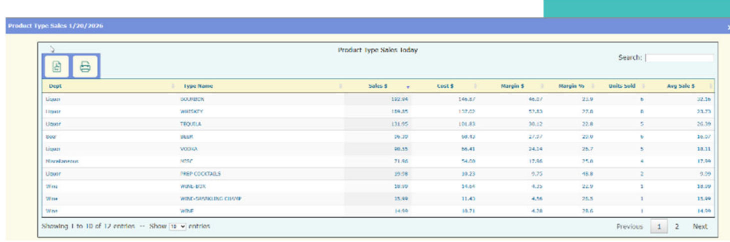


The Exceptions Panel is a summary of the entries made to the Exception Log and the number of Returns in today's business. To see a line-by-line description of each Exception in the Log, click on 'More'. The first column in the report tells you what type of an exception occurred – a return, void, discount etc. The rest of the columns tell you who is responsible and, if applicable, the item affected. You can either print this report, send it to a PDF file or click on the X in the upper righthand corner to exit and return to the main Dashboard. To see and review Exceptions from a prior day or time frame, run the Exception Report from the Reports Tab under Sales.



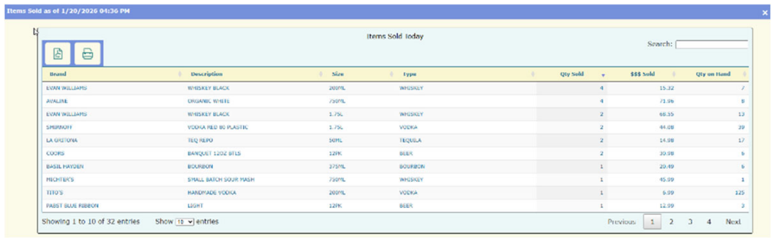
The Today's Dept. Sales Panel breaks down the day's sales by Department. Click on 'More' to see the sales broken down by Type. The pie chart displays the top 6 Departments and summarizes the rest in 'Other". Mouse over the chart to see dollar amounts. You can either print this report, send it to a PDF file or click on the X in the upper righthand corner to exit and return to the main Dashboard.





The Today's Top Movers Panel tells you the five products you have sold the most of for the current day.

Click on 'More' to see a complete list of the Items sold today complete with quantities sold and the dollar value. You can either print this report, send it to a PDF file or click on the X in the upper right hand corner to exit and return to the main Dashboard.



Items Sold as of 1/20/2026 04:36 PM

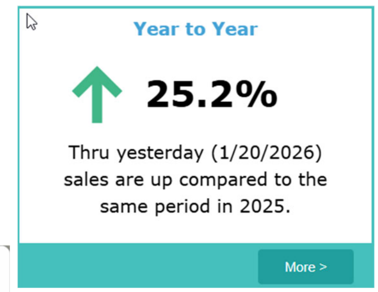
Items Sold Today

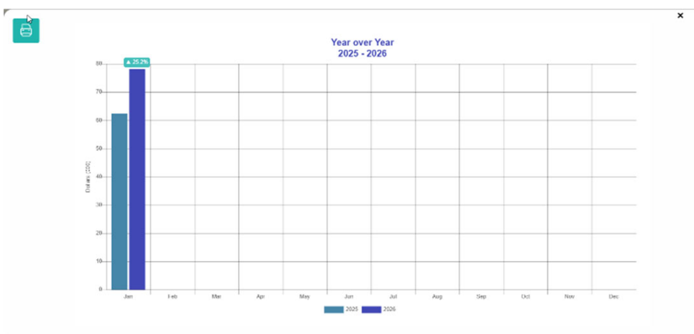
Search:

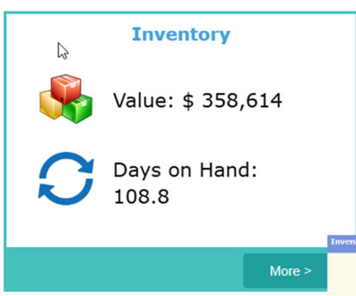
Brand	Description	Size	Type	Qty Sold	$$$ Sold	Qty on Hand
EVAN WILLIAMS	WHISKEY BLACK	200ML	WHISKEY	4	15.32	7
AVALINE	ORGANIC WHITE	750ML		4	71.96	8
EVAN WILLIAMS	WHISKEY BLACK	1.75L	WHISKEY	2	68.55	13
SMIRNOFF	VODKA RED 80 PLASTIC	1.75L	VODKA	2	44.08	39
LA GRITONA	TEQ REPO	50ML	TEQUILA	2	14.98	17
COORS	BANQUET 12OZ BTLS	12PK	BEER	2	30.98	6
BASIL HAYDEN	BOURBON	375ML	BOURBON	1	20.49	6
MICHTER'S	SMALL BATCH SOUR MASH	750ML	WHISKEY	1	45.99	1
TITO'S	HANDMADE VODKA	200ML	VODKA	1	6.99	125
PABST BLUE RIBBON	LIGHT	12PK	BEER	1	12.99	3

Showing 1 to 10 of 32 entries Show 10 entries Previous 1 2 3 4 Next

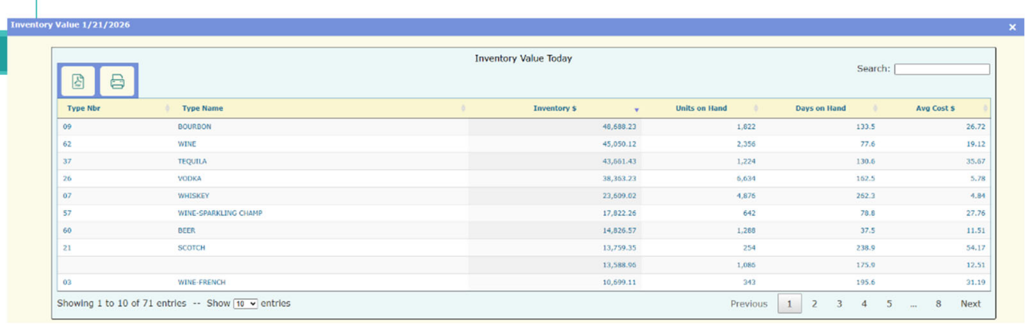
The Year to Year Panel compares sales to date for the current year to the same period in the previous year. Click on 'More' to see a month by month sales comparison. Click on the X in the upper righthand corner of the report to exit and return to the main Dashboard. This panel updates only once a day when EncorePOS™ runs its Daily Process function, usually at 2am.







The Inventory Panel gives you a snapshot of your current inventory value as well as the number of Days on Hand this represents. To calculate Days on Hand, this report takes the current value of the inventory and divides by the average cost of sales per day for the last year. Click on 'More' to see a breakdown of the total inventory by Type with units on hand, value



Inventory Value 1/21/2026

Inventory Value Today

Search:

Type Nbr	Type Name	Inventory $	Units on Hand	Days on Hand	Avg Cost $
09	BOURBON	48,688.23	1,822	133.5	26.72
62	WINE	45,050.12	2,356	77.6	19.12
37	TEQUILA	43,661.43	1,224	130.6	35.67
26	VODKA	38,363.23	6,634	162.5	5.78
07	WHISKEY	23,609.02	4,876	262.3	4.84
57	WINE-SPARKLING CHAMP	17,822.26	642	78.8	27.76
60	BEER	14,826.57	1,288	37.5	11.51
21	SCOTCH	13,759.35	254	238.9	54.17
		13,588.96	1,086	175.9	12.51
03	WINE-FRENCH	10,699.11	343	195.6	31.19

Showing 1 to 10 of 71 entries -- Show 10 entries Previous 1 2 3 4 5 ... 8 Next

and average cost. This report can be further broken down by typing a particular Type in the search bar. You can also click on the small arrow at the top of the Inventory $ column to sort that column in either ascending or descending dollar value. You can either print this report, send it to a PDF file or click on the X in the upper righthand corner to exit and return to the main Dashboard. This panel updates only once a day when EncorePOS™ runs its Daily Process function, usually at 2am.

Utilities: Sales

Import Online Orders

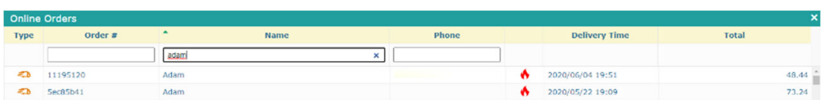
Once you have installed and configured the Utility (see install instructions) each order can be posted to a LiquorPOS® drawer with just a couple of clicks. The Utility operates by monitoring an email to which the orders come in and importing them into a list in EncorePOS™ from which you can work. The email does not need to be open, and you do not need access to the email for the Utility to work. Once posted, the sale is in LiquorPOS® and will flow through the End of Day with the rest of the day's work.

How to:

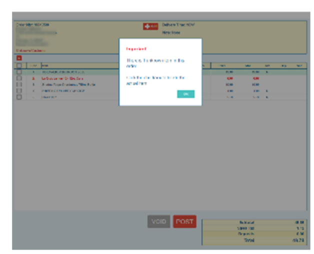
1. Log on to the EncorePOS™ DashBoard. Click on the Utilities Tab and then Import Online Orders. The list of your current orders pops up.
2. To accept an order that requires no changes, simply click on the order, and then click on Post! EncorePOS™ will adjust the quantities on hand and post the sale to your drawer file. If you have receipts turned on, the invoice will print.

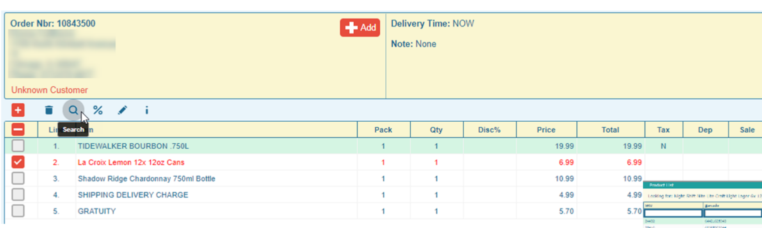
Other Functions:

1. <u>Sorting the List:</u> Click on any column to sort the list according to any of the available criteria. By default, the list is sorted by delivery time. You can also locate a record by order #, name or phone number. Simply type the criteria and press enter to sort and search!



2. <u>Matching an item with no SKU:</u> Occasionally, an item will come in without an SKU for EncorePOS™ to create a match. You'll get a pretty clear warning and the items will be highlighted in red. Check the box in front of the item in red and click on the search icon. EncorePOS™ will zoom to a list of possibilities. Pick the correct item by clicking on it. If the correct item is not displayed, you can use the search criteria at the top of the window to locate the correct item.





Note: The item listed on the order is displayed at the top of the window to make it easier to find a match.

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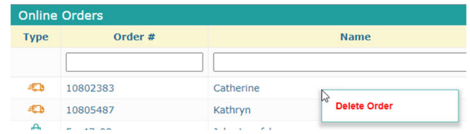
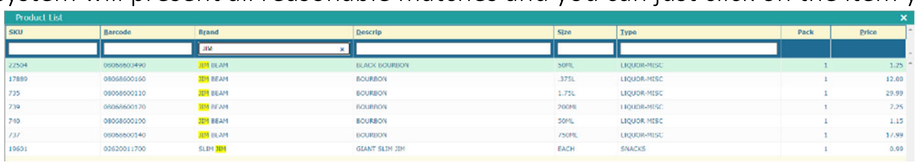
3. Deleting a sale: If an Online sale is cancelled, you can remove it permanently from your EncorePOS™ list by right clicking on the order in the list and then left clicking on delete.



4. Adding a customer: EncorePOS™ will use the phone number from the order to try and make a match with a customer in your database. If it cannot, you will see an Add button in the customer info block. Click this button to add the customer to your database if you would like.

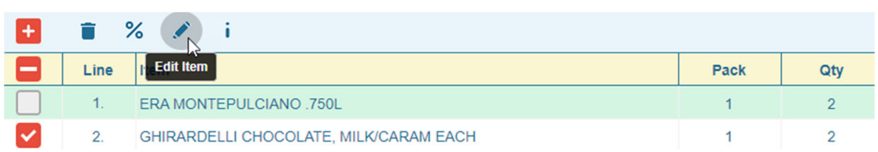
5. Voiding an order: If you open the wrong order or decide you don't want to post the sale quite yet you can click on the Void button, and the sale will go back into the list with all changes made abandoned.

6. Adding an item: Click on the Add Item Button  and the Product List will pop up. Use any of the Search criteria to locate the item by typing a few characters and hitting Enter. The system will present all reasonable matches and you can just click on the item you would like to add to your order.

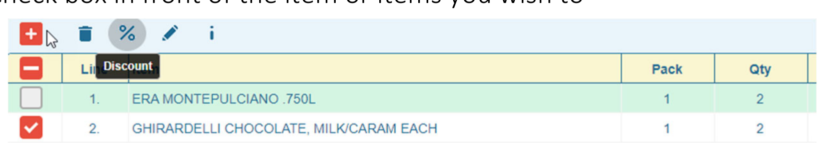


7. Deleting an item: Click on the check box in front of the item you wish to remove and then click on the trash can. Note you have 8 seconds to undo a delete if you happen to delete the wrong item.

8. Editing an item: Click on the check box in front of the item you wish to edit and then click on the edit symbol. Select the correct Edit Option and makes changes, confirm by pressing Enter.

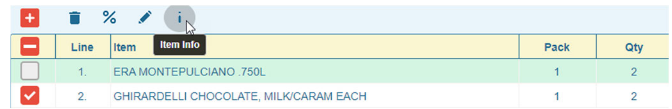


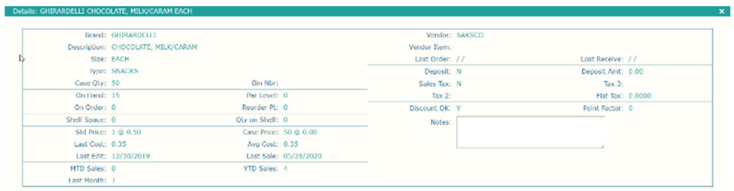
9. Discounting an Item: Click on the check box in front of the item or items you wish to discount and click on the discount symbol.



Note: You can also use the F5 and F6 function keys you might be used to using in LiquorPOS! Just highlight a line and use the Quick Key to access delete and edit functions.

10. Item Info: Detailed item information is also available to help you make sales decisions. Particularly useful is the quick access to quantity on hand! Click on the check box in front of the item you need information on and click on the information symbol.





Close Drawer/End of Day

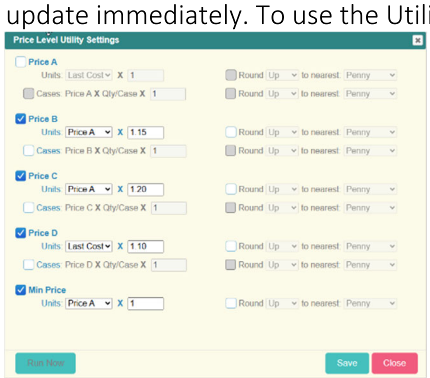
Once all your orders have been posted for the day, in LiquorPOS® go to Activities/Close Drawer and type in the drawer number assigned to EncorePOS™ just as you would any LiquorPOS® drawer. Sales will be included in your normal End of Day.

Reporting

EncorePOS™ gives you the ability to run a report which shows you the ecommerce sales totals as well as the detail of each transaction. On the Reports Tab, click on the Sales tile and then select Web Orders Report. You'll notice that by clicking on the day you get a list of transactions and then by clicking on either the invoice number or the order number you see the details of the transaction.

Price Level Utility

The Price Level Utility allows you to set Price Levels A, B, C and D to be updated automatically each night. For example, if you have separate pricing for online sales, for your wholesale customers and for your employees, this can be kept current without any extra work on your part. You can also click Run Now to update immediately. To use the Utility, check off the Price Levels you want to keep updated and select the formula you would like EncorePOS to apply. For example, in this case, Price Level B for online sales will multiply the regular retail price times 1.15 resulting in a 15% increase to cover the cost of the selling online. Price Level D will multiply Last Cost times 1.10 to give say your employees cost plus 10% pricing. You can also round the prices applied as seen. Once configured, the Price Level Utility will run as part of the Daily Process at the time you set under Settings/Daily Process Time.



Utilities: Inventory

Purchasing

The new Purchasing module in EncorePOS™ will revolutionize how you use your LiquorPOS® software. Create Suggested Orders on a Tablet or iPad. Build orders on the fly on a Tablet or iPad. Import PDFs and CSV or EXCEL Files. Simply download a file, pull it into EncorePOS™, review it and receive it. You can even import the files using EncorePOS™ and then allow your staff to check in and receive against those Purchase Orders on a Tablet, iPad or even in LiquorPOS® if you prefer! With the current cost of man hours this is a monumental improvement for your business!!

The purpose of this document is to outline the correct procedures for creating, importing and exporting orders through EncorePOS™.

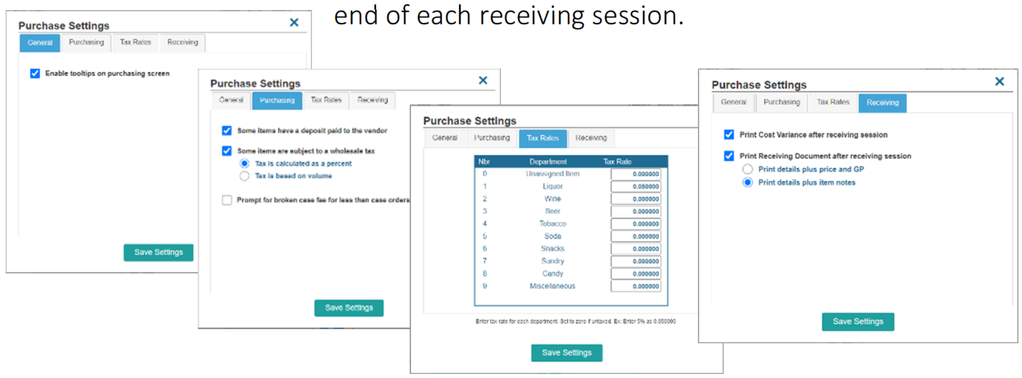
Preparations

The new Purchasing Module in EncorePOS™ can be used independently of any particular service and will export Excel and CSV files which you can massage to suit any distributor. However, it is particularly designed to pick up files from Colorado Southern Glazer, Breakthru and RNDC at the moment so access to their ordering platforms will make your life that much easier. We also support the CSV files available from Handoff/Encompass. We plan to add other Distributors as we get requests from our customers.

You'll also find much that is reminiscent of how Purchasing and Receiving works in LiquorPOS® with one of the biggest changes being that you work on the Purchasing functions and switch to Receiving all in the same window.

Settings

The Purchasing Module has a few simple settings you can specify ahead of time to speed up your receiving. To do so, log on to the EncorePOS™ DashBoard, click on the Utilities Tab, then the Inventory Tile and the Purchasing option. On the lower left you will see a Settings Button. If you click on this button, you will be able to add deposits you pay to your vendors, taxes collected by vendors, and what forms you'd like to print at the end of each receiving session.



Sales History

 Click this button to view the Sales History for the highlighted item.

Order History

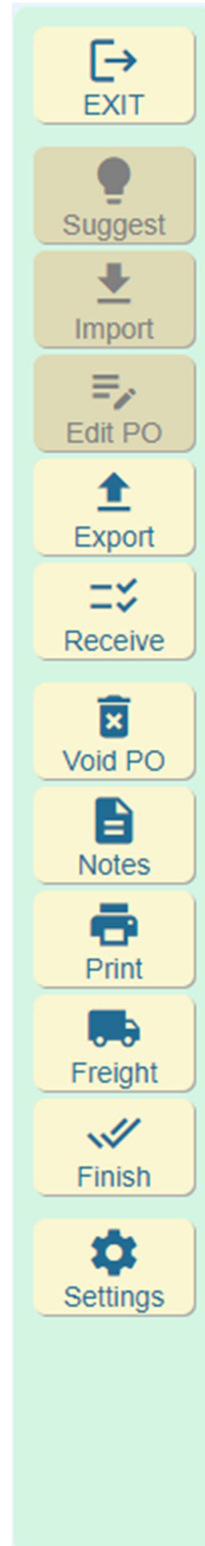
Click this button to view the Order History for the highlighted item. 

Item Details

 You'll notice that, as in LiquorPOS®, if you highlight an item on the PO some basic item details will appear in the upper right corner of the screen. To see further information on the product, check the box in front of the item and then click on the Item Info button above the list of products.

Exit

Click here to exit the Purchasing Screen and return to the main EncorePOS™ DashBoard.



Suggested Order

Select a Vendor, click Suggest and EncorePOS™ will load a Suggested Order based on Quantities on Hand and Reorder Points. You can then make any changes you need before finalizing and saving the order.

Load All Items

Select a Vendor and click on the lightening bolt icon next to the Vendor name and all the items you purchase from that Vendor will appear. Make changes to the items you'd like to order and when you click on Finish, EncorePOS will create a Purchase Order and delete the items which you have not edited.

Using a Tablet or iPad

EncorePOS™ runs very nicely over your wireless network on an iPad or Android Tablet. You can, of course, also use a Windows based tablet. Add a Bluetooth scanner and you can walk your store, scan items and build an order on the fly. Simply open the Purchasing Screen and tap the Item Code entry box, scan the Item Code or Barcode and enter the quantity you'd like to order. This works equally well to receive. Just scan the items delivered and then click on the Receive button to switch to Receive Mode and pull in all the order!

Import

Once you have downloaded your current order or orders from your distributor's Dashboard and stored them in a location you can navigate to in File Explorer, you'll be able to pull them into EncorePOS™ and then either store them to receive later or go on and receive them. To do so:

1. Click on Import.
2. Use the down arrow to select the type of file. Other options will be added as we further develop this module.
3. Click on Pick File and navigate to the location you have saved the file you wish to import. Highlight the correct file and click open.
4. Double check you have the correct file and click Import.
5. Cool, huh?!?! There's your order! From here you can edit the order, add items, save the order in LiquorPOS® to receive it later or even void it if you need to.
6. If there are items on the order which are not matched to an item in your Product List you will need to make the match this first time and then the system will remember going forward. These items will appear in orange. To match an item, put a check mark in front of the item and click on the match  button. Select the appropriate match. EncorePOS™ will display all possible options and you just click on the correct item. A confirmation window will appear. It's a good idea to double check that you are making an accurate match
7. If there are items on the order that are not in your database, EncorePOS™ can add them! You will get a warning that the order contains new items, and they will be marked in orange. Put a check mark in front of the item, click on the Item Info button for an opportunity to add pricing and other details. As the distributors do not usually put a barcode on the invoices you

import, take a moment to add the barcode as you add the item to your database by typing it in to the blank barcode field as you enter your pricing.

Note: If the item is new but did not actually come in, the costs are 0 and it is therefore best to delete the item for the order and wait to add it when it actually comes in.

Create PO

You can create a purchase order manually beginning at the blank Purchasing Screen. You can use the Add Item Button or scan a barcode + or item code to pull up an item. EncorePOS™ works very nicely on a tablet or iPad with a small Bluetooth scanner to enable you to walk around the store and build an order. If you would like to use item codes to bring up the products, you do need to have a vendor selected.

Edit PO

If you click on this button, you can retrieve any Purchase Order stored in LiquorPOS® and edit it, receive it, void it, or export it to Excel or a CSV file.

Export

Click on this button to Export the open Purchase Order to Excel or a CSV file.

Receive

Click on this button to Receive the Purchase Order on the screen. If you clicked here by accident, just click on the same button (which is now red) to toggle back to the Purchase Order function.

Void PO

Click on this button to void the Purchase Order on the screen. You will be able to choose whether to delete the PO permanently or store it for future use.

Notes

Click here to add a note to the Purchase Order. Notes will be saved so they are restored when you retrieve a stored Purchase Order.

Print

Click here to print the Purchase Order without receiving it.

Freight

Click here to add Freight charges to the order.

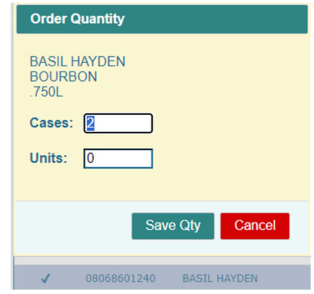
Finish

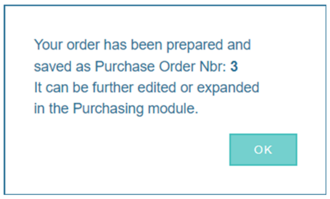
Click here to Finish and Save a Purchase Order or Finish out a Receiving Session.

Using the Inventory Performance Report to Create a Purchase Order

A new column can be added to the Inventory Performance Report – Add to Order – which allows you to create a Purchase Order directly from the Report.

1. To activate the column to your report, run the report as you'd like – we'd suggest you do it by Vendor when a PO is your goal -- and then click on the icon and select the Add to Order option as well as any other columns you'd like included.
2. Simply check the item(s) you'd like to order and a window pops up asking you to fill in cases and/or bottles. Enter the correct quantities and click Save QTY.
3. Continue through the list and select each item you'd like to order.
4. Once you have checked all the items and entered all the quantities, you'll notice you now have a shopping cart icon. Click on the  icon and EncorePOS will create a PO.

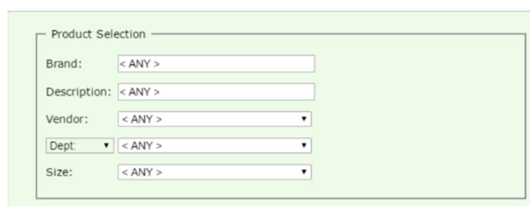




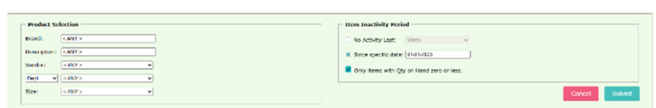
5. Click OK and the PO is saved. You can edit it, print it or receive it from either EncorePOS of LiquorPOS.

Archive Items

1. If you are going to change information for a large group of items we suggest you make a current backup of the LPOSDATA folder found on the Server for your LiquorPOS software, run this Utility while the store is closed and no one is using the point-of-sale.
2. From the EncorePOS™ Dashboard, click on the Utilities Tab.
3. Click on Inventory → Archive Items. The Utility will appear.
4. In the Product Selection window, define the group of items you would like to archive by brand, description, vendor, department, type or size. Note that the drop down arrow next to 'Dept.' allows you to toggle between Department and Type.



5. In the Item Inactivity Window, either select a standard time period (week, month, 90 days, 6 months or year) or indicate a custom date of your choosing.



6. Also in this window indicate whether or not you want to include items which have a quantity on hand. Note that including these items will produce a useful report telling you which items ARE in stock but not moving even if you might want to cancel the Utility rather than allowing it to run.
7. Once you have established the selection criteria, click submit to create the list of items.
8. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
9. You can also scroll the list and remove any item you do not wish to archive by checking the box in front of the item and then clicking on the Do Not Archive button.

10. Once the list accurately reflects the items you would like to archive, click on the Archive button. The system will ask you to confirm the changes. Click on Yes, proceed or choose Cancel to return to the previous step.

Note: It is important to remember that the list you see are the items you will Archive. Deleting an item from the list does not archive it but rather removes it from the list to be Archived.

11. Click All Done to return to the Utility Menu.

Restore Archived Item

1. From the EncorePOS™ Dashboard, click on the Utilities Tab.
2. Click on Inventory → Restore Archived Item and the Utility will appear.
3. You will have a list of Archived Items – those you have previously deleted from the LiquorPOS item database.
4. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
5. To select the item to be restored, check the box in front of that item. To find a particular item in a large list, type the name in the Search bar. Confirm the Restore and the system will process the request. Repeat for further items.
6. Click on All Done to finish and return to the Utility Menu.

Inventory Count Files

This portion of the EncorePOS Dashboard suite of Utilities allows you to use a variety of cell phones to take inventory in your store and upload to LiquorPOS®. It is fast, easy and requires no investment in dedicated hardware. In the process, you can add items to your Product List as well as produce a variance report which can be sent to Excel. This application does require a wireless network through which your cell phone can access the Server.

You can also use the Inventory Count App to create a Purchase Order on the fly! Scan all the items you'd like to order, enter quantities, load the file and simply click on Create PO!

Here's how it works!

Planning for your Inventory Count

Getting an accurate count is important for your business in so many ways. From making sure you have items in stock when your customers come to purchase, to getting accurate reports, to ordering efficiently, to producing accurate reports for tax purposes. With our App, you can have as many people counting as you need. Each individual user creates their own count file which can be individually uploaded or combined with files created by other users. In a smaller store, it may be sufficient to use one phone and one upload. In a larger store, the process can involve 5 or 10 people easily.

Either way, one of the best ways to get accurate counts is to complete counting on however many devices you are going to use. You can then review each file, preferably exporting the Variance Report to Excel and saving it in order to review for problems and for tax purposes. Cancel the process before accepting the count file. You can also choose to combine count files from any of the devices used by clicking on the Combine button and selecting the files to combine.

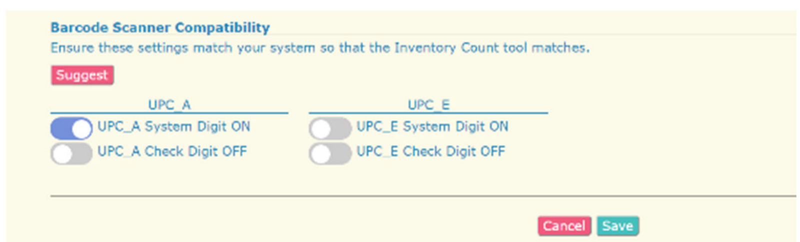
Once you have saved the Variance Report, go into LiquorPOS® and zero the inventory using Item Group Edit. This means there will be no inventory remaining of items that are no longer in the store and ensures that once you are done, your inventory represents only what you have on hand and that your Inventory Valuation and Stock Status Reports in LiquorPOS® will be correct. Once you have zeroed the inventory, go back into the EncorePOS Dashboard and accept the count file or files, selecting Replace.

Spot checks of inventory can also be done throughout the year and it is generally easier to simply view and save the variance report and then replace the quantities on hand.

Requirements

You will need to have wireless capability on the same network as your Server so that the phones/tablets used will be able to transmit to the EncorePOS Dashboard application running on your Server. The EncorePOS application must be running all during this process. The phones/tablets you plan to use will need to be on this wireless network and granted access to the Server if that is locked down. A simple wireless access point plugged into your existing router or switch should accomplish this for you. Depending upon the layout of your store, you may need to add wireless access points in strategic locations to get reliable coverage.

Check Barcode Settings in EncorePOS

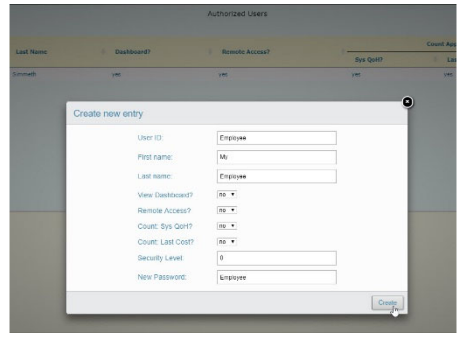


To make sure EncorePOS matches the way you have entered barcodes in LiquorPOS, you'll need to run a short test. In the EncorePOS Dashboard, click on Welcome in the upper right hand part of the screen. Click on Settings. At the bottom of this screen you'll see a section titled Barcode Scanner Compatibility. Click on Suggest, then 'Yes, change my settings!' Finally, click Save at the bottom of the page. This will change NOTHING in LiquorPOS® as it simply makes sure the App knows how to transmit the barcodes.

Note: If this screen displays any ? marks you may have some inconsistent barcode entries and will need to perform these settings manually to match the majority of items in your database. Just toggle the switch to set correctly and then click Save.

Authorize Users

Each individual you would like to download the Inventory App and count using their phones will need to be authorized as a User in EncorePOS. To do so, open EncorePOS and click on the Welcome Menu in the top right. Click on My Account. Click on Users. To add a User, click on New. Enter the User information – both User Id and Password are case sensitive – and indicate the kind of access you want the User to have. By limiting access to the Dashboard and the Remote, you can simply allow staff to use their phones to take inventory. You can also indicate if you want them to see the existing computer count and the last cost. Once you have entered all the User info, click on create. Repeat for all users and click Close when finished.



Download the Android or iPhone App

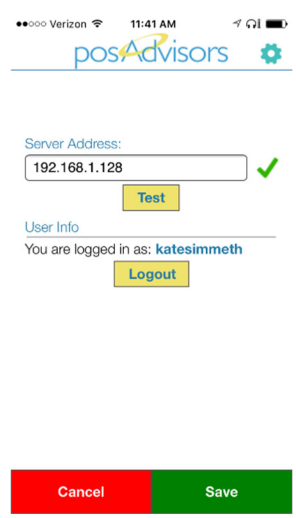
Search for EncorePOS or POSAdvisors in either the Google Play Store or the iTunes App Store. Download the App and follow the rest of the instructions that follow!

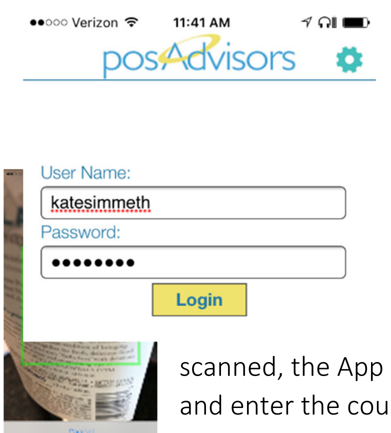
Enter the IP Address of your Server

When you first launch the App, you will need to enter the IP address of your Server – the computer in your store that hosts the LPOSDATA folder. The easiest way to find this is to open EncorePOS and click on the Welcome Menu at the top right. Go to Settings. At the top left of the settings page you will see the server address. You do not need to type the http:// Enter that IP address on your phone and tap Test. If the test is successful, tap Save and proceed to Login. If it is not successful, check the address you have entered and your access to the server.

Login

To login, you will need to be added as a user to the EncorePOS Dashboard as described in the Authorize Users above. Users with a Security Level of 95 or higher will be able to log on to the phone App but not to the EncorePOS Dashboard itself.



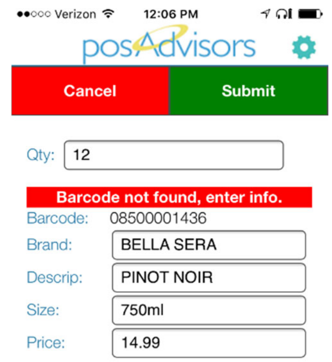


You're Ready! -- Start Scanning

It's easy! Just tap either of the scanner icons at the bottom of your screen and let your camera focus on the barcode you'd like to scan. Use the red line to help you center the barcode. Once the barcode has been scanned, the App will bring up the item, tap in the quantity line and enter the count. Tap Submit and go on to the next item. If an item is not found in the database, you will get an opportunity to add its basic details and add it to your Product List as part of the count upload.

Adding Items

If you scan barcodes that are not in your Product List, the app will tell you the barcode is not found and you can use the screen to add the basic product information. When you load the count file you will have a chance to add the product as a new item or to add the barcode to an existing item in the Product List. These new items will need to be addressed before proceeding to the full count list.



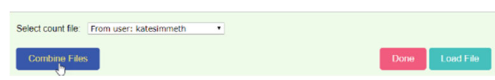
Review the File

Use the forward and back buttons to review the file, check to see if you counted an item or to edit a count. If you find a number you need to edit, click on the pencil icon to edit, make your correction and tap Submit.

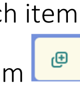
Upload the File

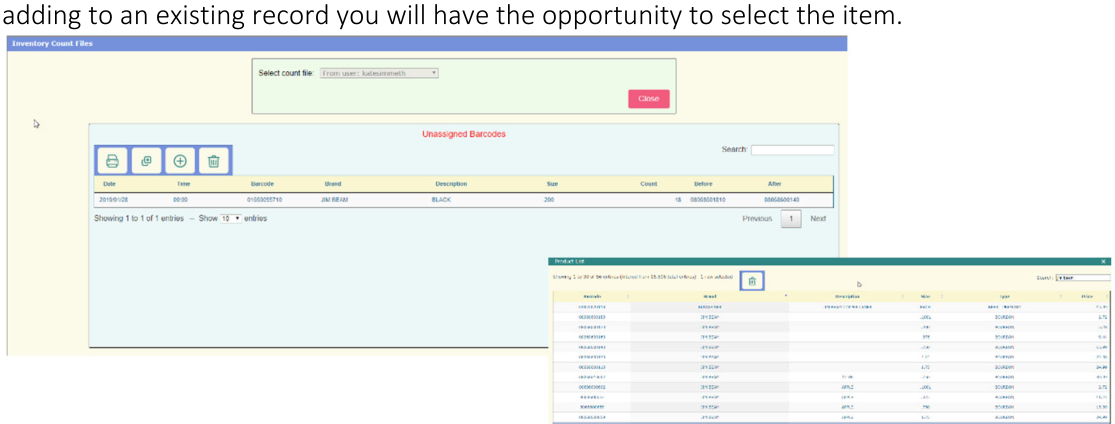
Once you have finished scanning with your phone or tablet, open the EncorePOS Dashboard and go to the Utilities Tab. Click on Inventory Count. Files are stored in EncorePOS under the user name used to login on the cell phone app. To upload files:

1. If there is more than one file you can access them by clicking on the down arrow and selecting the correct file. You can also select files to combine in order to get one upload and one variance report.
2. To Combine files, click on the Combine button and then select the files you would like to combine.

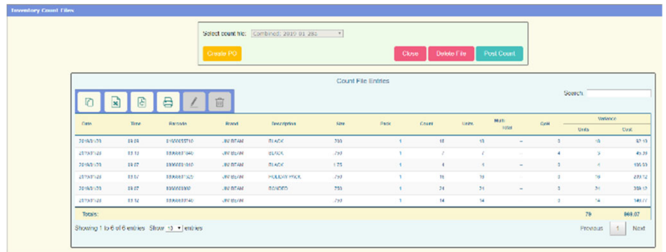


These files will then appear as a new file in your list with the current date identifying them and letters separating multiple files created by combining on the same date.

3. Click on Load File. If prompted, address the unassigned barcodes by highlighting each item and indicating whether it should be added as a new item  or added to an existing item . If adding to an existing record you will have the opportunity to select the item.



4. Once you have addressed any unassigned barcodes, your Count File will appear on the screen Count File Entries. Note that the Variance in quantities on hand and cost is displayed in the right-hand columns and totaled at the end of the report. You may need these numbers as your accountant prepares your tax returns.



5. Here you can Edit or Delete Entries by highlighting the line you wish to edit and then clicking on the Edit or Delete buttons.
6. You can also Print the list or Export it to an Excel, the clipboard or PDF file.
7. Once you have reviewed the file and are certain it is correct, click on the Post Count button and then select Add or Replace as appropriate. You can also click the Close button to exit and save the count for later import – for example if you want to zero inventory in LiquorPOS before importing. Or click the Delete button if there is an issue with the file and you do not want to use it.
8. Once you have accepted the count the file is flushed and you are DONE!

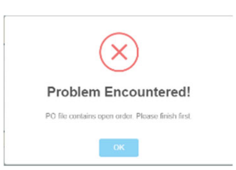
Note: EncorePOS does archive the count files should you find an issue and need the assistance of our technical support team.

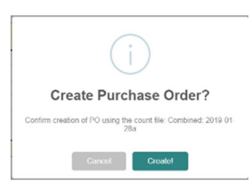
Creating a Purchase Order

Use the EncorePOS Inventory App to create a quick Purchase Order! Simply scan items and enter quantities as you do when doing an inventory count except enter the number of items you'd like to order. Once you have scanned all the items you would like to order:

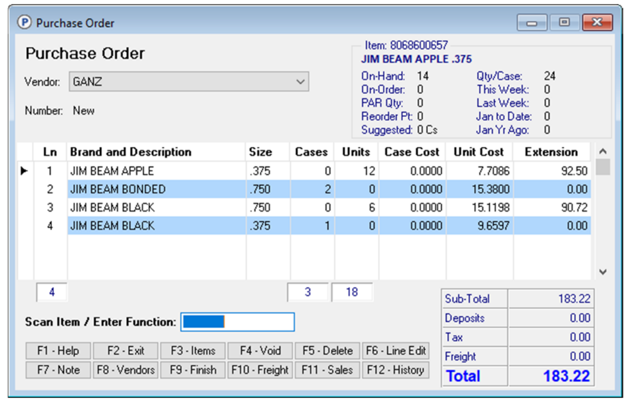
1. Open the EncorePOS DashBoard and go to the Utilities Tab. Click on Inventory Count. Your file will be stored under the user name used to login to the cell phone app.
2. Select the file if there is more than one listed and click on Load File.
3. Make any adjustments you might need to by highlighting and editing the item requiring editing and when all the quantities appear correctly, click on Create PO.

4. As we do not want to overwrite any work in progress in LiquorPOS, if you have a Purchase Order in progress in LiquorPOS (not yet saved) you will see this error. Go back to LiquorPOS, click on the  button and finish the Purchase Order that appears before going back into EncorePOS and click Create to build your Purchase Order.





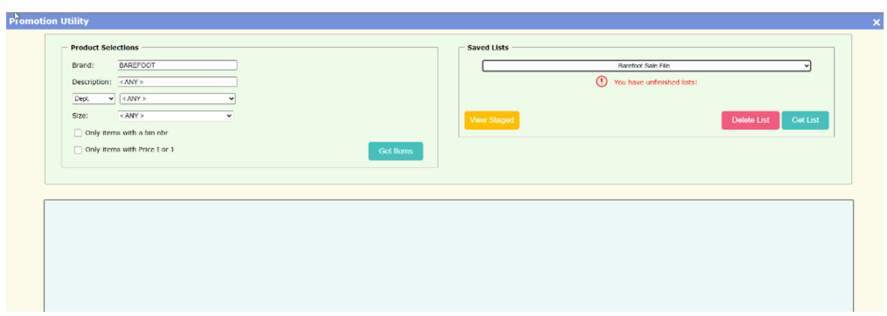
5. Once you load the Purchase Order, go back to the Purchase Order screen in LiquorPOS ON THE SAME STATION as you were running EncorePOS, click on Activities then Purchase Products and Enter Manually and you'll see your Purchase Order.
6. You will need to select a Vendor, make any further changes you'd like and then click F9 to finish and save the Purchase Order.



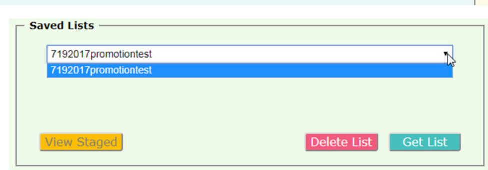
Promo Utility

This exciting new utility allows you to create, save and stage promotions for LiquorPOS. The idea is to be able to create a group of items you wish to put on sale, have all the information you need to determine which you do want to put on sale and at what price, be able to enter that pricing and have EncorePOS™ enter the promo price into the correct fields in LiquorPOS and then export your final list to Excel for use in any advertising or marketing materials you would like. The Utility will save any work in progress as well as save finished promotion lists for future use. The Stage feature allows you to create and save a promotion and have it automatically begin on the desired date. To use the Utility:

1. From the EncorePOS™ Dashboard, click on the Utilities Tab.
2. Click on Inventory → Promo Utility and the Utility will appear.
3. In the Product Selection window, define the group of items you would like to review by Brand, Description, Department, Type or Size. Note that the dropdown arrow next to 'Dept" allows you to toggle between Department and Type.
4. Click on 'Get Items' to create your working list. Note that you can also retrieve a Stored Promotion List by clicking on the down arrow at the end of the Stored Lists drop down and then clicking on Get List.

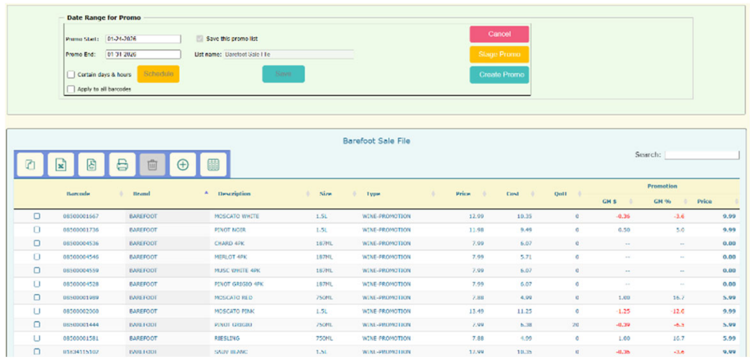


5. You can also see a list of staged Promotions by clicking on View Staged.



6. Once you have the list up, you will see it displays a good deal of information to help you decide whether to put items on promo and how to price them.
   a. Note that the price field I and J in LiquorPOS can be used to enter competitors pricing if you'd like to track that and see it as you price your sale items.

b. You can highlight more than one item at a time by using the **CTRL** key as you click on the item. You can also use the **SHIFT** key to highlight a range of items.

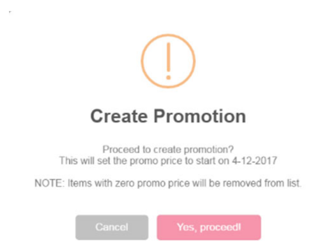


c. To set up a 'Happy Hour" Promotion, check 'Certain day and hours' and then click on Schedule to pick your Happy Hour schedule.

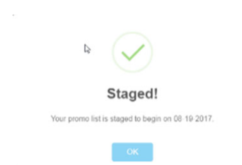
d. Once all the items you wish to keep or delete from the list, click the Delete button and select delete checked or unchecked to remove them from your working list.

7. Most importantly, note that the Promo Price field is editable. The most recent promo price for an item will appear but if you double click on that field you can enter a new promo price and press enter to accept. Use the up and down arrow keys to move easily between the field – if the field is highlighted, press enter to make it editable.

8. Once you have entered all the promotional prices you'd like and removed the items you don't want to put on sale, use the calendar at the top of the window to set the promo time frame and click on 'Create Promo' or 'Stage Promo'. EncorePOS™ will write the promo price and dates to the correct spot in LiquorPOS which will then pick up the promotion as normal. Items with a zero price in the Promo field will be deleted from the list.



9. Make sure to put a check mark in the 'Save this promo list' and give your promotion a name if you'd like to be able to recall and use the list in the future. Once saved, the promotion will appear in the dropdown list under Saved Promotions'.

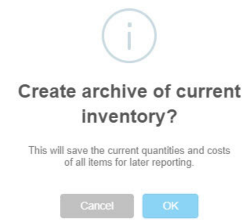


10. If you select 'Stage Promo' EncorePOS™ will save the information and automatically apply the promo pricing for the dates specified.
11. If you have set up a 'Happy Hour' Promotion you will note that you can only select 'Stage' as this is meant to be a regularly ongoing promotion.
12. At any point in the process you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
13. If you export the file to Excel once you have set the promotion, you will have a file you can use to create an advertisement or other marketing efforts to promote the sale pricing.
14. Click 'Done' to finish and return to the Utility Menu.

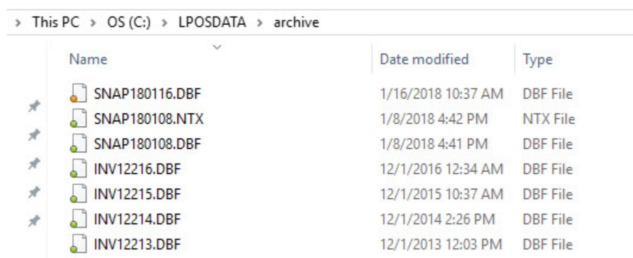
Inventory Archive Snapshot

This Utility allows you create a Snapshot of your inventory position at any given moment. This will give you a file which you can repeatedly run our Inventory Valuation Report against. To create your Snapshot open EncorePOS™:

1. Click on the Utility Tab. Click on the Inventory → Archive Inventory Snapshot.
2. Click on OK when prompted. EncorePOS™ will confirm the Snapshot.



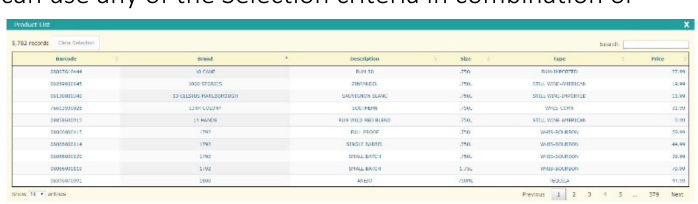
3. Locate the file you have created in the C:\LPOSDATA\Archive folder on your Server. The files which begin with INV are the inventory Archives that LiquorPOS creates at the beginning of each month. The files which begin with SNAP are created by this EncorePOS™ utility on the date indicated. These files can be used to recreate past inventory reports.



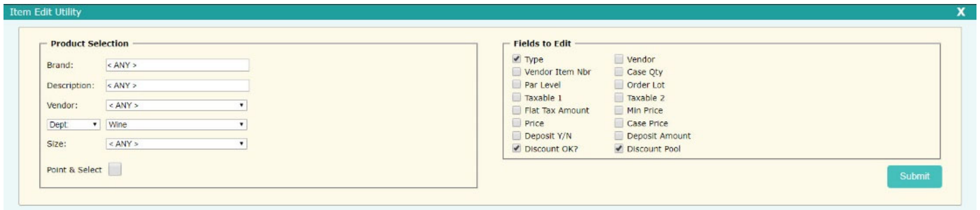
Item Edit Utility

The Item Edit Utility gives you the ability to make any number of edits to product records in an easy, spreadsheet layout. You can make individual, random edits or edit the same field for a list of items at once. Unlike the Group Edit feature in LiquorPOS, the Item Edit Utility lets you be more specific in the items you select and does not require that the identical change be applied to all of them. This feature is made especially valuable as Price is one of the fields available to edit. Additionally, any changes made to product records using this Utility are written to the Item Edit Log in LiquorPOS. To use the Utility:

1. From the EncorePOS™ Dashboard, click on the Utilities Tab.
2. Select Inventory and then Item Edit Utility.
3. In the Product Selection window, you can use any of the Selection criteria in combination or alone or pick items at random by using the Point& Select feature. Note that you can toggle between Department and Type using the drop down menu.

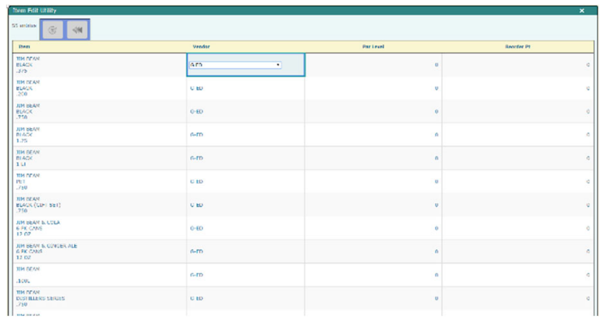


4. In the Fields to Edit Window, check off the fields you would like to edit for this group of items.



Once you have set the correct parameters in both windows, click on Submit.

5. Your selected items along with the editable fields will appear in a spreadsheet format. To edit a field, simply click on the field to activate it. Make your change and press enter to accept.



6. If the field you are editing stems from a list in LiquorPOS, such as Type, you will get a dropdown menu to pick from.
7. You can use the arrow keys to move up, down and across in the spreadsheet. To activate any field either click on it or move the cursor to highlight it. To accept the change you have made, press enter.
8. You can apply an edit to any number of items in the list by using the Repeat Last button . Once you have made the edit in one record, highlight the next record you'd like to change and click on Repeat Last. Then in the dialog window that pops up indicate if you want to edit a certain number of rows or all rows. Click Go Edit! And the changes are made.
9. To Undo the last edit, click the Undo Last button . Use the Repeat Last to undo a larger group you have accidentally edited.
10. Once all edits are complete, simply close the window using the X in the top right.
11. Note that this Utility writes to the live data files at the time you are typing so requires caution and limited access!

Utilities: Customers

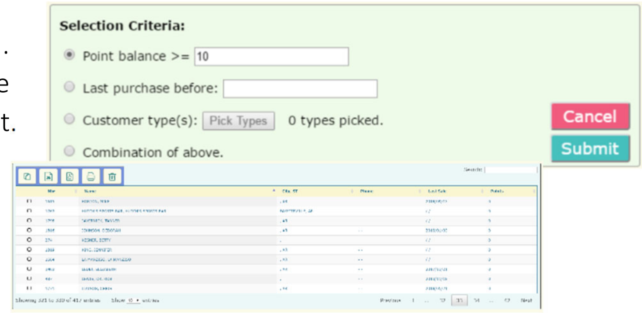
Frequent Buyer Utility

The Frequent Buyer Utility can be used to manage your Frequent Buyer Program. You can adjust points for all FB customers, select groups of customers or select customers by last purchase date. You can take the lists you create and print or save reports and even send them to Excel. Once you have selected the group you wish to work on, you can adjust their points or delete them and archive the list. Finally, from the archived file you can restore any individual customer you might need to.

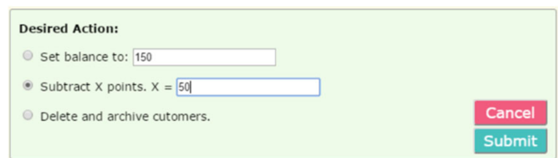
Modify/Archive Accounts

1. If you are going to change information for a large group of customers, we suggest you run this Utility while the store is closed and no one is using the point-of-sale as well as making a current backup of the LPOSDATA folder found on the Server for your LiquorPOS software.
2. From the EncorePOS™ Dashboard, click on the Utilities Tab.
3. Click on Frequent Buyers → Modify/Archive Accounts. The Utility will appear.

4. Under Selection Criteria, use the options to define your group of customers to be adjusted. Use a single criteria or combine them all. Once you have made your selections, click on Submit. The list of customers defined by your election criteria will appear.



5. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
6. If there are customers you might wish to exclude, simply check the box in front of their names in the list and click Remove to remove them from the list of customer records to be edited. If the list is lengthy, you can type their name (first or last) in the Search box and find them easily. To clear the search, just backspace to clear the search window and restore the entire list.
7. Once the list is accurate, indicate the action you would like to take in the Desired Action box. You can deduct points, set all customers in the group to a given point level or delete these customers from the LiquorPOS Customer list and Archive them.



8. Click Submit to process or Cancel to cancel all changes.
9. The system will ask you to confirm the changes. Click on Yes, proceed or choose Cancel to return to the previous step.
10. If you have elected to adjust the point balance, once the changes have been made the list will show you both the old and the new point balance. The Utility also places a note in each customer record where the points have been adjusted indicating date, user responsible and # of points adjusted by. It never hurts to export the list to Excel to have a reference for the changes made.

Note: EncorePOS™ does record changes made to Frequent Buyer points either through LiquorPOS or EncorePOS™ to a log which you can review. See Reports/Customers/Frequent Buyer Log in this document to learn how that works.

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11. Click All Done to finish and return to the Utility Menu.

Restore Archived Account

1. From the EncorePOS™ Dashboard, click on the Utilities Tab.
2. Click on Frequent Buyers → Restore Archived Account. The Utility will appear.
3. You will have a list of Archived customers – those you have deleted from the LiquorPOS customer database.
4. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.

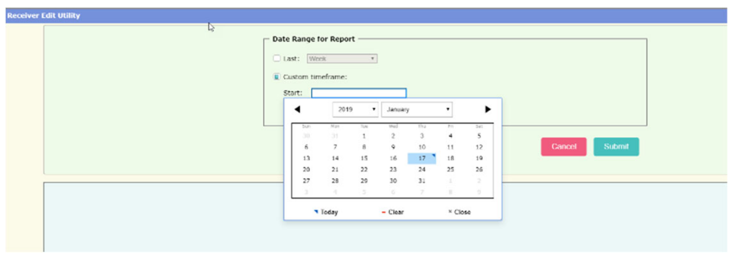
5. To select the customer to be restored, check the box in front of their name. To find a particular customer in a large list, type their first or last name in the Search bar. Confirm the Restore and the system will process the request. Repeat for further customers.
6. Click on All Done to finish and return to the Utility Menu.

Utilities: Vendors

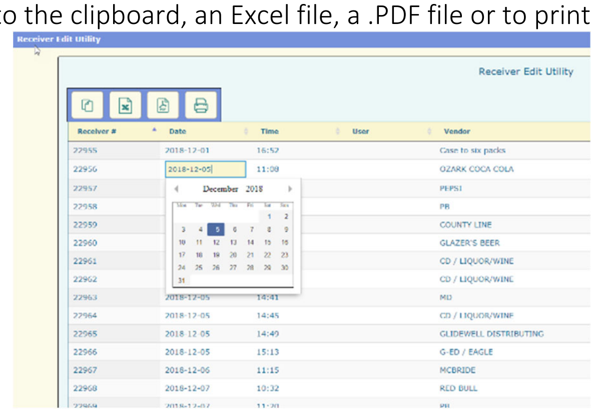
Receiver Edit Utility

The Receiver Edit Utility gives you the ability to edit the dates of any receiving session recorded in LiquorPOS. This is useful if you are unable to process an incoming order from a vendor on the date you would like it to credit. This is important if you are trying to track purchases from specific vendors in order to take advantage of any incentives they might be offering. Once you have used this utility to apply correct dates to your receiving sessions, the Purchase History Report in LiquorPOS will give you an accurate accounting of your purchases from any specific vendor. To use the Utility:

1. From the EncorePOS™ Dashboard, click on the Utilities Tab.
2. Select Vendors and then Receiver Edit Utility.
3. Under Date Range for Report select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.



4. Click on Submit and a full list of receivers for that time frame will appear.
5. You can scroll to find a specific receiver or use the sort and search (type in a vendor name or a receiver number and the report will zoom to your selection) functions to speed up finding the receiver you'd like to change the date on.
6. Once you locate the correct receiver, simply click on the date field and use the popup calendar to select the correct date. The date you select will be written to all relevant fields in LiquorPOS.
7. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.



8. To exit the report, click on the X in the upper right corner of the screen.
9. Finally, you can now go in LiquorPOS and print a Purchase History Report which accurately reflects the products you have received. In LiquorPOS, go to Reports/Purchases and enter the relevant criteria to get that report.

Reports: Sales

Tax Exempt Sales Report

This report will provide a listing of all tax-exempt sales within a described time frame in order to satisfy many state reporting requirements. It includes the invoice number in case your state requires a copy of that filed with your report. To run the report:

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Sales → Tax Exempt Sales Report.
3. Under Date Range for Report select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.
4. Under Tax Criteria select which taxes you would like to the report to account for.
5. Click on Submit. The list of sales meeting your criteria will appear.
6. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
7. Click New Set to perform a different lookup or Done to exit to the Reports Tab.

Discounts Report

This report will provide a listing of all discounts applied within a described time frame. It includes the invoice number in case you would like to research what other items the customer may have purchased. To run the report:

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Sales → Discounts Report.
3. In the Report Selection window, define the group of items you would like to include by brand, description, vendor, department, type or size. Note that the drop down arrow next to 'Dept.' allows you to toggle between Department and Type.
4. Under Date Range for Report select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.
5. Click on Submit. The list of discounts applied meeting your criteria will appear.
6. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
7. Click New Set to perform a different lookup or Done to exit to the Reports Tab.

Exception Report

This report provides an easily filtered, sorted and exported accounting of all the Exceptions which occur at your Sales Screens. The report can look at one type of Exception – such as Voids or Refunds – as well as apply a specific time frame to the results. To run the report:

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Sales → Exception Report.
3. In the Report Selection window, use the dropdown list to filter the Exception Type to a specific action – like Refund Given, Void, etc. Then under Date Range for Report select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.

4. Click on Submit. The list of Exceptions meeting your criteria will appear.
5. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
6. You can also use the sort and search functions to locate a specific transaction.
7. Click on the X at the top right corner of the report to close.

NOTE: We strongly recommend you review your Exception Report at least weekly as it is your primary means of quickly spotting illegitimate activity at your registers.

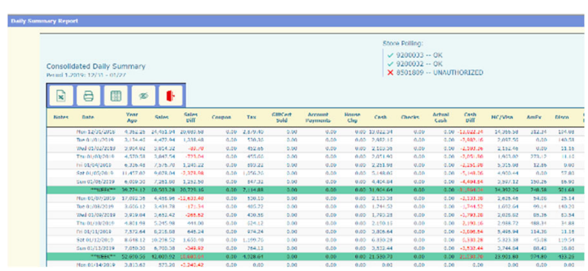
Coupons Report

This report will provide a listing of all coupons applied within a described time frame. It includes the invoice number in case you would like to research what items were included in the sale to which the coupon was applied. To run the report:

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Sales → Coupons Report.
3. Under Report Selection, choose the Coupon you would like to review or All to review All coupon types.
4. Under Date Range for Report select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.
5. Click on Submit. The list of coupons used meeting your criteria will appear.
6. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
7. Click New Set to perform a different lookup or Done to exit to the Reports Tab.

Daily Summary Report

This report takes the information from your End of Days and History file to create a spreadsheet which quickly gives you significant insight into the performance of your business. This exciting new report allows you to compare days of the week rather than dates and easily compare sales from one year to the next! Even more significant is that you can edit a Notes field as well as an Actual Cash field and that information is saved and will appear in the spreadsheet each time you run the report throughout the period. This report is also available from the Remote DashBoard – just click on Daily Report to access.



Even more significantly, for users with EncorePOS™ installed in more than one store, this report can provide a consolidated report of all your stores together! Just click on the Consolidate button!

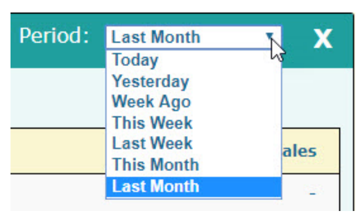
1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Sales → Daily Summary Report.

3. Under Format, indicate how you would like your financial year divided. Under the Monthly option the report will build simply using the dates for comparison. Under the 12 or 13 periods, EncorePOS™ will compare the days of the week beginning with the Monday directly before or on January 1. EncorePOS™ will remember your selection from session to session.
4. Under Ad Hoc Report, select Current Period or choose to review a historical period. Click the down arrow at the end of the Selected Period line to choose from a list of periods that are available.
5. You can also choose to run forward periods which will give you an idea of sales trends from the previous year and assist with planning and staffing.
6. Click on Run Now to Display the Report.
7. Note that you can choose to display sales by Department by clicking on Show or Hide Departments. You can also click on Toggle Columns to select which columns you'd like to display.
8. To add a Note, or to read an existing Note, click on the + in the first column.
9. To enter a number in the Actual Cash field, double click on the field, type your entry and press enter.
10. At this point, you can choose to export the list to an Excel file, or to print the report. If you send the list to Excel, it will appear on the screen and you will be able to save it to any desired location.
11. Click on Close to return to the Report Dialog Window to run the report for a different period or click Close again to return to the Reports Menu.

Hourly Sales Report

The Hourly Sales Report – which is available both from the Today's Sales panel on the Dashboard as well as from the Reports Tab – breaks down your sales by the hour for a variety of periods. To run the report:

1. From the EncorePOS™ Dashboard, click on the Reports Tab (or Hourly Sales on the Today's Sales Panel on the Dashboard).
2. Click on Sales → Hourly Sales Report.
3. By default, the current day appears. To change the period viewed, click the dropdown menu in the upper right corner of the window to select a period.

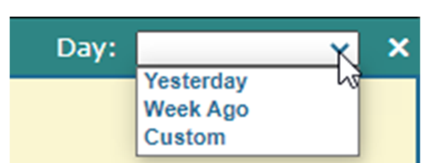


4. This Week, Last Week, This Month, Last Month display summaries of those periods while the Today, Yesterday and Week Ago options display those specific days. You can jump between these selections without exiting the window.
5. The report can be printed but not exported.
6. Click the X in the upper right corner of the window to return to the Reports Tab.

Daily Report

The Daily Report is a summary of business on any given day and, run from the Remote DashBoard, gives you the ability to check on the End of Day without needing to be in the store.

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Sales → Daily Report.
3. By default, the yesterday appears. To change the period viewed, click the dropdown menu in the upper right corner of the window to select a period.



4. Yesterday, Week Ago and Custom options are available. You can jump between these selections or run multiple days without exiting the window.
5. Notice that the fields 'Credit/Debit', 'Gift Certificates', "Points Redeemed', 'Tax Exempt', and 'Untaxed' allow you to drill through to see what makes up the number if there are entries. You will first see a list of items or invoices. Click on the invoice number and the actual invoice will appear. You can even print an invoice if need be.
6. The report can be printed but not exported.
7. Click the X in the upper right corner of the window to return to the Reports Tab.

Sales by Station Report

The Sales by Station Report lets you see what each station contributes to your daily sales.

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Sales → Sales by Station Report.
3. In the Report Scope window, select the appropriate option.
4. Under Date Range for History select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.
5. Click on Submit and your report will appear.
6. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
7. You can also click on the to save the report and run it at will.
8. Click on the to exit and run the report for a different period or click Done to return to the Reports Tab.

Web Order Report

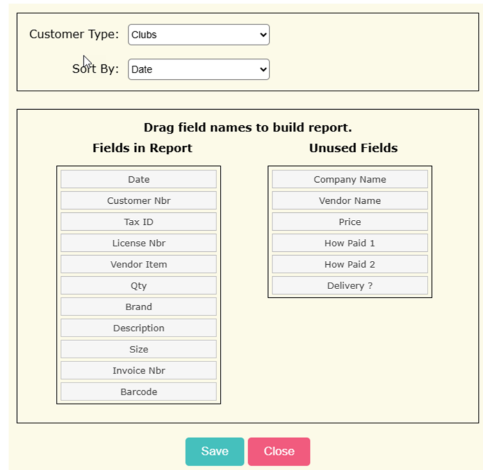
The Web Order Report provides details of all the Drizly and/or CityHive orders processed through EncorePOS™. This Report is specifically meant to help you balance against your deposits from Drizly and CityHive as well as research specific transactions.

1. From the EncorePOS™ DashBoard, click on the Reports Tab.
2. Click on Sales → Web Order Report.
3. Select the time frame you would like to see and whether you want to see Drizly or City Hive sales or both.
4. Once you see the totals for each day or days, you can click on the plus symbol in front of the date to see each transaction.
5. You can also then click on the LiquorPOS Invoice Number or the Order number to see and even reprint those details.
6. This report can be printed but not exported.
7. Click the refresh button to run the report for a different period.
8. Click the X in the upper righthand corner of the report window to exit and return to the Reports Tab.

Wholesale Report

The Wholesale Report makes it easy to produce the type of report many states require if you sell as a wholesaler to other businesses.

1. From the EncorePOS™ DashBoard, click on the Reports Tab.
2. Click on Sales → Wholesale Report.
3. Select the month you would like to see or enter a custom time frame.
4. The first time you use the Report, click on the Settings button and you will be able to select the Customer Type you want to include as well as select and arrange the fields.



5. Click on Submit to run the Report.
6. At this point, you can choose to export the list to an Excel file, or to print the report. If you send the list to Excel, it will appear in your downloads and you will be able to save it to any desired location.
7. Click the New Set button to run the report for a different period.
8. Click the X in the upper righthand corner of the report window to exit and return to the Reports Tab.

Reports: Inventory

Inventory Performance Report

The EncorePOS Inventory Performance Report replaces a host of sales reports in LiquorPOS and lets you view and sort data regarding the performance of your inventory in flexible ways and even create a Purchase Order directly from the report! And you can save the report as you want it to run each time. So, for example, you could create a weekly report for each of your vendors, run it to see what sold the prior week and create your order directly from that report.

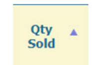
1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Inventory → Inventory Performance Report.
3. In the Product Selection window, define the group of items you would like to review by brand, description, vendor, department, type or size. Or don't narrow the search at all by leaving those fields alone and see everything you sold in that time frame. Note that the drop down arrow next to

'Dept.' allows you to toggle between Department and Type.

4. Under Date Range for History select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.
5. Click on Submit. The list of items meeting your criteria will appear.
6. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the

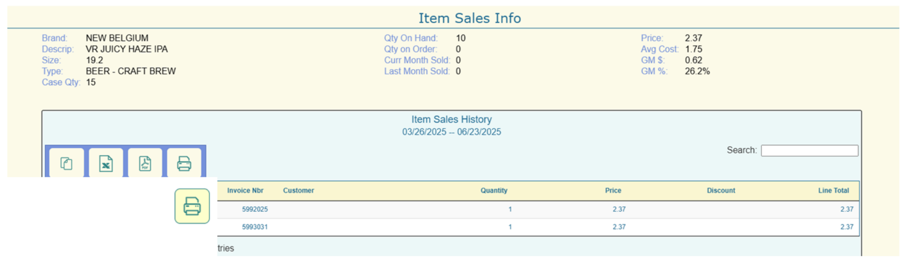
screen and you will be able to save it to any desired location.

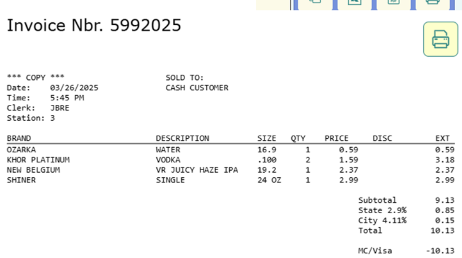
7. You can sort by any column by clicking on the little arrows at the top of the column. Hold down the Shift button and click on a second (and third etc.) column to sort within the sort.



8. Search for any particular item by using the wild card Search field in the top right. Back out of the search by deleting what you typed.

9. You will note there is a magnifying glass if you hover over the Qty Sold numbers or the QTY Purchased numbers. Click on these numbers to drill through to details and then even click on the particular invoice or receiver number for more info.





Invoice Nbr. 5992025

*** COPY ***
Date: 03/26/2025
Time: 5:45 PM
Clerk: JBRE
Station: 3

SOLD TO:
CASH CUSTOMER

BRAND	DESCRIPTION	SIZE	QTY	PRICE	DISC	EXT
OZARKA	WATER	16.9	1	0.59		0.59
KHOR PLATINUM	VODKA	.100	2	1.59		3.18
NEW BELGIUM	VR JUICY HAZE IPA	19.2	1	2.37		2.37
SHINER	SINGLE	24 OZ	1	2.99		2.99

Subtotal	9.13
State 2.9%	0.85
City 4.11%	0.15
Total	10.13
MC/Visa	-10.13

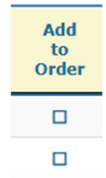
10. The fields in this report are as follows:

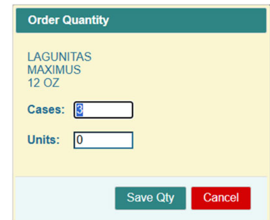
a. Brand, description, Item Number and size are self-explanatory.
b. Cost is based on average cost for the historical period.
c. $ Sold is Sales for the historical period.
d. GM % is Gross Margin.
e. QTY Sold is the quantity sold in the historical period referenced.
f. QOH is the current quantity on hand.
g. QOO is the current quantity on order.
h. DOH is Days on Hand. The formula used to calculate DOH is (Qty on hand) divided by (Daily average sold during the historical period).
i. Days to Sell in the number of days it takes the item to sell on average. The formula used to calculate Days to Sell is (Nbr of units sold in the historical period) divided by (Nbr of days in the period).
j. GMROI is gross margin return on investment. It is calculated by dividing the gross margin by the average inventory cost.
k. Inv Cost is based on last cost to accurately reflect replacement cost for the inventory currently on hand.
l. Last Sold is the date of the last sale of this item. m. Last Recv is the date of the last POSITIVE receiving session for this item.

11. Note that the 'Toggle Columns' button will allow you to pick and choose which columns to display on the screen to best suit your needs. You can also drag columns into the order you'd like to view them. Printing the report or sending it to a file shows all columns. You will probably

want to add things like Cost and $ Sold. Days to Sell and Days on Hand are not as important if you are looking at shorter time frames.

12. To create a Purchase Order from this report, we suggest you run the report by Vendor then click on the Toggle Columns icon and select 'Add to Order'. As you sort and scroll through the report put a check in the box for the items you'd like to order and indicate quantities. When you have scrolled all through the list and marked everything you want to order, click on the shopping cart icon to create and store a purchase order. This purchase order will be accessible in both LiquorPOS and EncorePOS and can be received through either.





13. To save a report for ongoing use, configure the report as you wish and then click on the string finger icon and name the report. Once you have at least one saved report you will see your EncorePOS DashBoard has an additional tab called 'Shortcuts'. Click on any report in your list and it will come back as formatted.

14. Click New Set to perform a different lookup or Done to exit to the Reports Tab.

Negative Quantity on Hand Report

This report quickly identifies items in your product list which have negative quantities on hand and are therefore undermining the Inventory Valuation in your system. To run the report:

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Inventory → Negative QoH Report.
3. If you would like to narrow the report, select a specific Department or Type. Note that you can toggle between the Dept or Type selection lists.
4. Click on Submit and the list of items in your database with a Negative Quantity on Hand will appear.
5. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
6. Click New Set to perform a different lookup or Done to exit to the Reports Tab.

Inventory Valuation Report

The report adds the ability to calculate the value of your inventory on either a LIFO or FIFO basis. LiquorPOS is an average cost system but using the Archived Inventory files we can create more flexible reports for you! To run the report, you may first want to create an Inventory SnapShot of your current inventory position. See Utilities → Inventory Archive SnapShot to run this. This is particularly important if you have just finished a physical inventory as this gives you a saved point in time you can always refer to. To run the report:

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Inventory → Inventory Valuation Report.
3. In the Selection window indicate the SnapShot and/or Archive files you wish to use for the report.

4. Note that if the beginning and ending Archives or SnapShots are the same you will get a report that is based on current, average cost.
5. Click Submit to run the report.
6. Once the report appears, you will note that it is divided by Department with Totals for each Department and Grand Totals at the end.
7. The column expressing the earliest Archive will be the LIFO calculation, the column expressing the ending Archive will be FIFO if you have selected different Archive dates.
8. Type Totals in the Search to 'collapse' the report and show only Departmental totals. Back it out to return to the full list.
9. You can also type any other criteria, such as Brand, to move quickly to another page in the report.
10. Click on Excel to send the report to an Excel file or Print to send it to your printer.
11. When finished, click on the X in the upper right corner of the screen to return to the Reports Menu.

Item Edit Log

This report gives you the ability to review, filter, sort and export any activity in your store that results in the changing of information – such as quantity on hand – for any product in your inventory database. To run the report:

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Inventory → Item Edit Log.
3. In the Report Selection window, use the dropdown list to filter the report to the type of change you'd like to review. Leave the selection as ALL to review all changes. Then under Date Range for Report select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.
4. Click Submit to run the Report.
5. The list of Log entries matching your selection will appear. You can click on the column heading to further sort the list or use the Search function to locate specific items or edits, even dates and times.
6. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
7. Click the X in the upper right corner of the screen to exit the report.

Reports: Customers

Profit by Customer Report

This report gives you a variety of ways of looking at your customer base to determine the most (and least) profitable individuals and groups. To run the report:

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Customers → Customer Profitability Report.
3. Make your customer and Department selections. Note that to select individual customers you simply highlight each name you wish to compare and when you have selected the folks you want to look at just click on the X in the upper righthand corner of the screen to close the window and save your selected group.

4. Under Date Range for History select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.
5. Click on Submit and if you are looking at individuals the first customer you selected will appear. Use the Next and Previous buttons to move back and forth between the customers you have selected.
6. If you have run the report by Customer Type or Top 50/100 etc. you will see more summary information than in the specific customer report.
7. At this point, you can choose to export any of the reports to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location. Note that an export to Excel will pull the customers address information for use as a mail merge.
8. Click New Set to perform a different lookup or Done to exit to the Reports Tab.

Frequent Buyer Points Log

This report logs the changes made to the frequent buyers' points field in the customer records through sales, redemptions as well as changes made through the Frequent Buyer Utility in EncorePOS™.

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Customers → Frequent Buyer Points Log.
3. Make your selections regarding customers to display. Note that to select individual customers you simply highlight each name you wish to compare and when you have selected the folks you want to look at just click on the X in the upper righthand corner of the screen to close the window and save your selected group.
4. Under Date Range for History select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.
5. Click on Submit and the report is displayed. You can sort the report by any of the columns, search for a particular customer or export the report to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
6. Click the Close button to exit the report and then either frame a new report or click Done to exit to the Reports Tab.

Reports: Vendors

Vendor Summary Report

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Vendors → Vendor Profitability Report.
3. Under Selections, mark the box 'Summary for all Vendors'. You can also refine by Department or Type.
4. Under Date Range for History select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.
5. Click on Submit and the list of Vendors will appear.
6. To view the details on any vendor in the list, click on the line to explode to the Vendor Profitability Report. Click Close on that screen to return to the Summary Report.

7. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
8. Click New Set to perform a different lookup or Done to exit to the Reports Tab.

Profit by Vendor Report

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Inventory → Vendor Profitability Report.
3. Make your Vendor and Department or Type selections. Note that to select individual Vendors you simply highlight each name you wish to compare and when you have finished selecting simply click on the X in the upper righthand corner of the screen to close the window and save your selected group.
4. Under Date Range for History select either the last week, month, 3 months, 6 months or year. You can also indicate a specific, custom time frame.
5. Click on Submit and the first Vendor you selected will appear. Use the Next and Previous buttons to move back and forth between the Vendors you have selected.
6. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
7. An especially cool feature of this report is the ability to zoom in on any given item! Note that if you mouse over any item on the list a magnifying glass appears. Click to open the Inventory Info Window and see more detail for that item! Close the window by clicking on the X in the top righthand corner.
8. Click New Set to perform a different lookup or Done to exit to the Reports Tab.

Reports: Employees

Time Clock Report

The Time Clock Report takes the information recorded in LiquorPOS as employees clock in and out and converts it to an easy to read, easy to export, payroll ready report. Additionally, you can define your default settings before you begin so the report always prints as you need it without the additional time to correctly frame it.

To begin you can set up how you want the report to run each time under Settings – go to the Dashboard, click on the Welcome Menu and down to Settings. Click on Time Clock Report and configure as you want it to appear each time. To run the report:

1. From the EncorePOS™ Dashboard, click on the Reports Tab.
2. Click on Employees → Vendor Time Clock Report.
3. Your predefined selections will appear but you can change them if you'd like.
4. If you are going to Select Employees, click on the Employees button and highlight the folks you want to include. Once all you want are selected just close the window.
5. Click on Submit and the report will appear.

6. At this point, you can choose to export the list to the clipboard, an Excel file, a .PDF file or to print the report. If you send the list to any of those formats, it will appear on the screen and you will be able to save it to any desired location.
7. Click Done to exit to the Reports Tab.