NCR VOYIX

Aloha Smart Manager with Aloha Essentials: Starter

User Guide

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Revision Record

Date	Description of Change
10/21/2025	Updated the document to include Core functionalities.
10/07/2025	New document - ASM Starter User Guide.

Contents

Getting started with Aloha Smart Manager

Aloha® Smart Manager (ASM) is a cloud-based, all-in-one restaurant management solution for reporting, inventory, scheduling, and labor management. ASM is intuitive, easy to set up, and offers a great user experience.

Starter capabilities

The Starter package of Aloha Smart Manager offers essential tools for streamlined operations, allowing you to spend less time in your back office and more time in front of your guests:

- Inventory management: Keep track of stock levels and reduce food waste.
- Staff scheduling: Ensure the right staff are in the right place at the right time.
- Sales reporting: Gain insights into your sales and employee performance.

Things you need to know when getting started with Aloha Smart Manager

- Signing in and logging out of Aloha Smart Manager
- Switching between apps
- Working with the dashboard
- Working with your account
- Configuring and using notification settings
- Accessing Help

Package offerings

ASM is offered in four packages which you can opt based on your restaurant's size and business requirement. The available packages are:

- **Base** — The 'Base' package is included with any Aloha Traditional or Aloha Cloud subscription. The 'Base' package includes the following capabilities:
  - Platform single Sign-on and User Management.
  - Sales Reporting and corresponding Dashboard.
  - POS Transaction viewer.
  - POS Audit log.
- **Starter** — The 'Starter' package is targeted at very smaller and simpler (one to five) restaurant operators. It includes all the Base package capabilities and in addition to the following capabilities:
  - The ability to manage restaurant employee data and labor cost.
  - Do weekly scheduling.
  - Manage House Accounts.

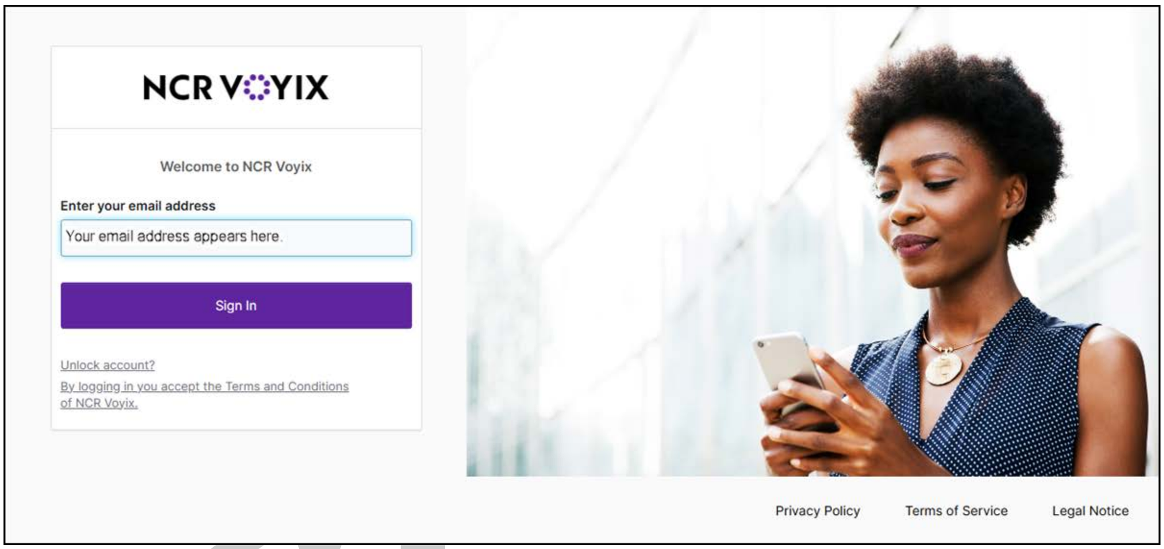
- Manage invoices.
- Employees can view their weekly schedule and update their personal data on the restaurants Employee website.

Signing in and logging out of Aloha Smart Manager

After successfully creating your account, every time you launch Aloha Smart Manager, the landing page appears. Your account profile and level of access control the information that appears on the landing page.

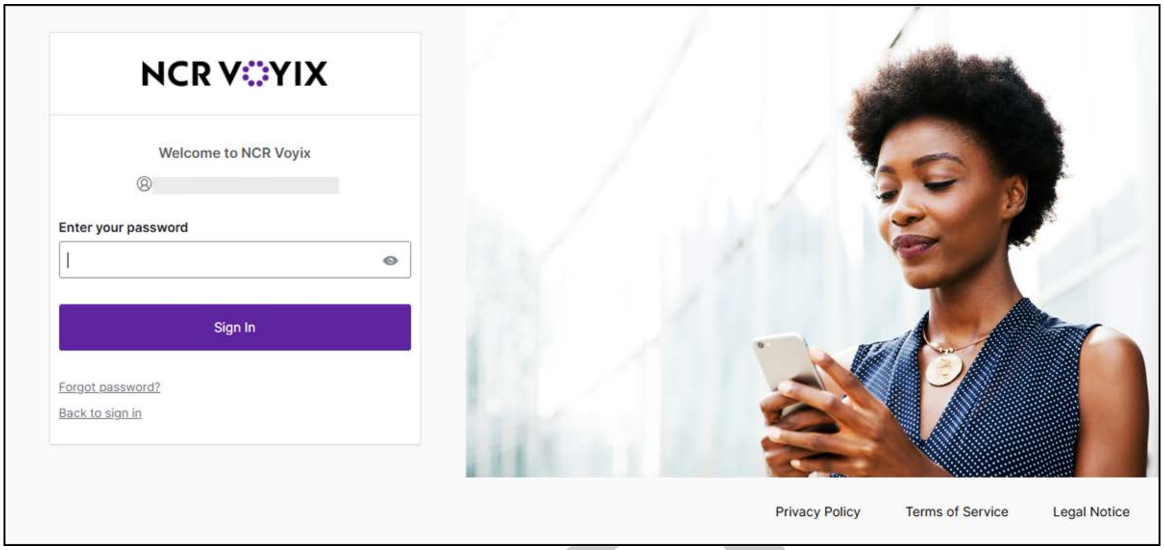
To sign in to ASM:

1. Launch **Aloha Smart Manager**. The Welcome to NCR Voyix login screen appears.



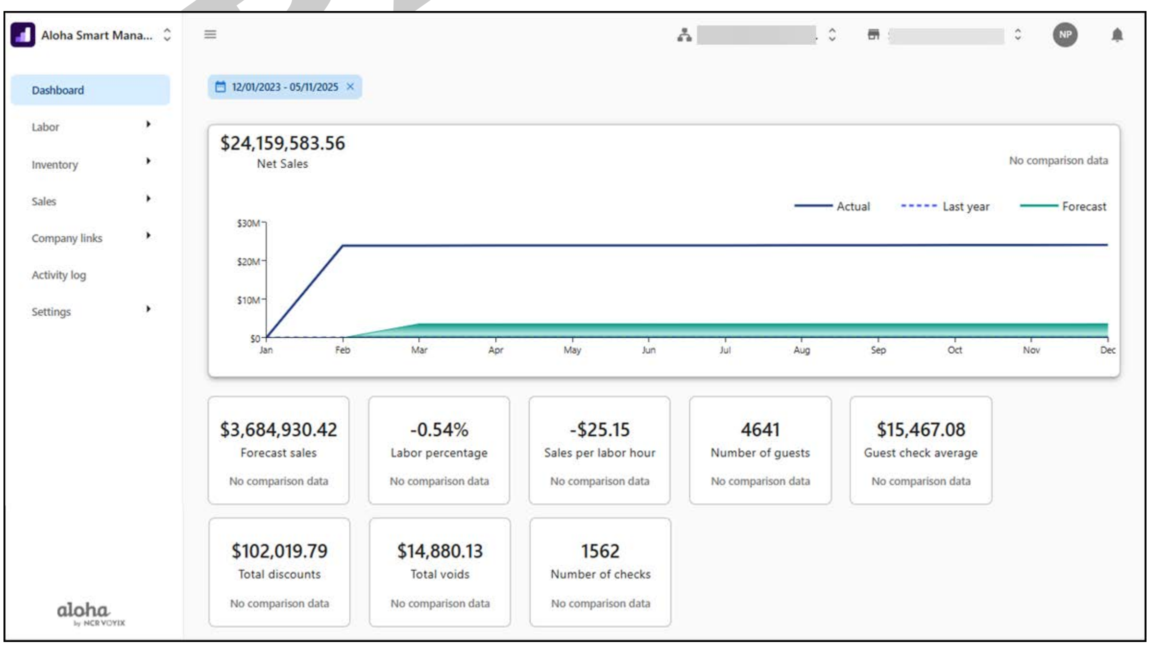
Welcome to NCR Voyix email address entry screen

2. Verify the **email address** that appears is correct and click **Sign In**.



Welcome to NCR Voyix password entry screen

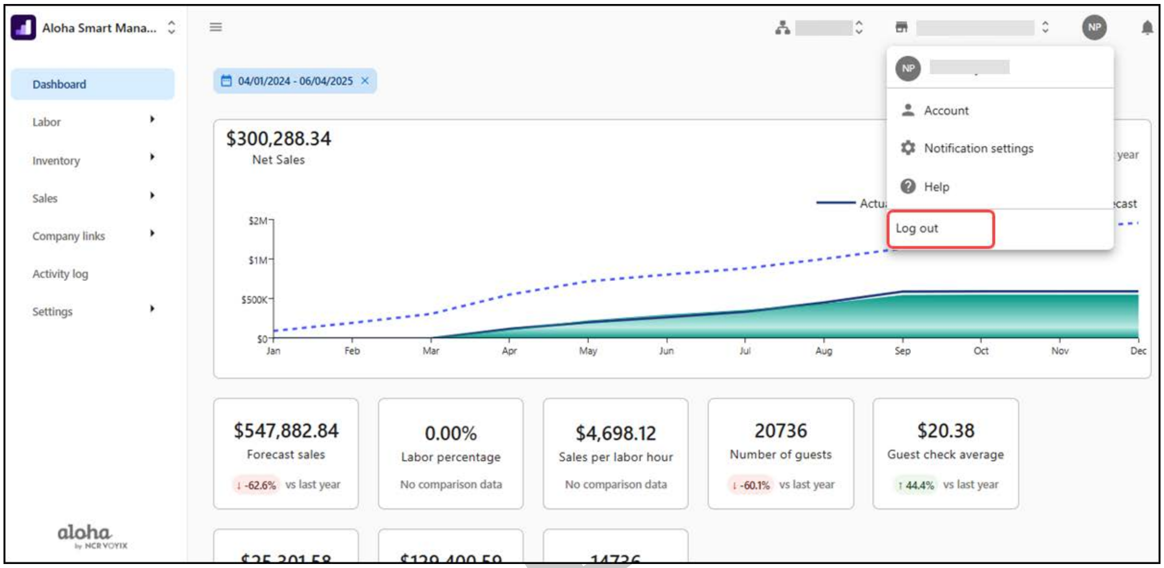
3. Type your **password** and click **Sign In**. Aloha Smart Manager opens to the landing page with the store mapped to your account appearing in the top right corner and the dashboard appearing on the screen, if available for your user profile.



ASM landing page

To log out of ASM:

1. Click the **profile icon** in the top-right corner.



Logging out of ASM

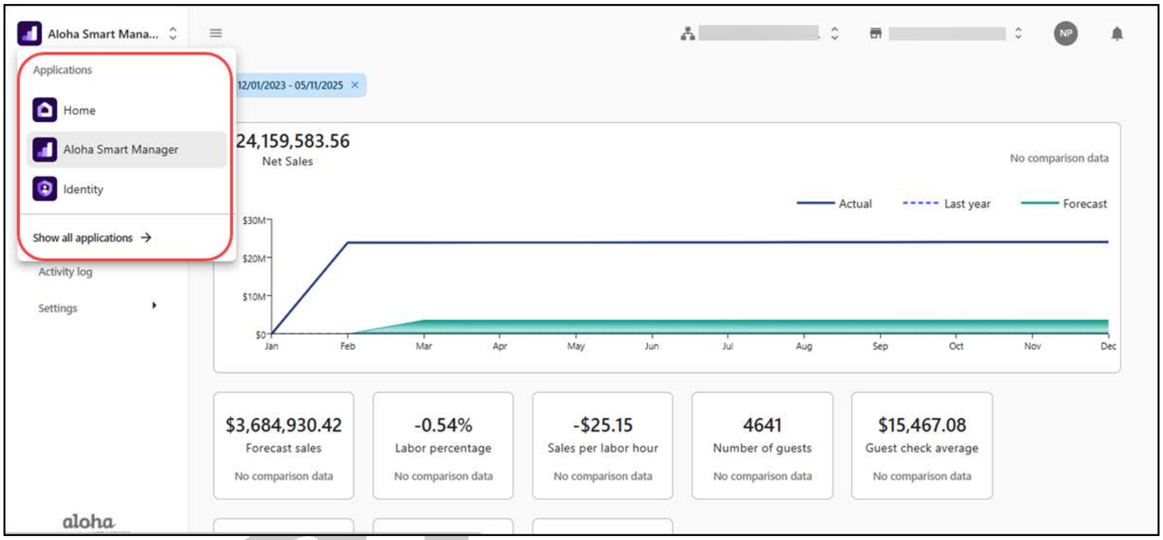
2. Click **Log out**.

Switching between apps

Located in the top left corner of the ASM landing page is an app switcher that allows you to easily switch between all NCR Voyix applications to which you have been assigned through Identity.

To switch between applications using app switcher:

1. Click **Aloha Smart Manager** in the top left corner of the screen to see the list of applications available to you.

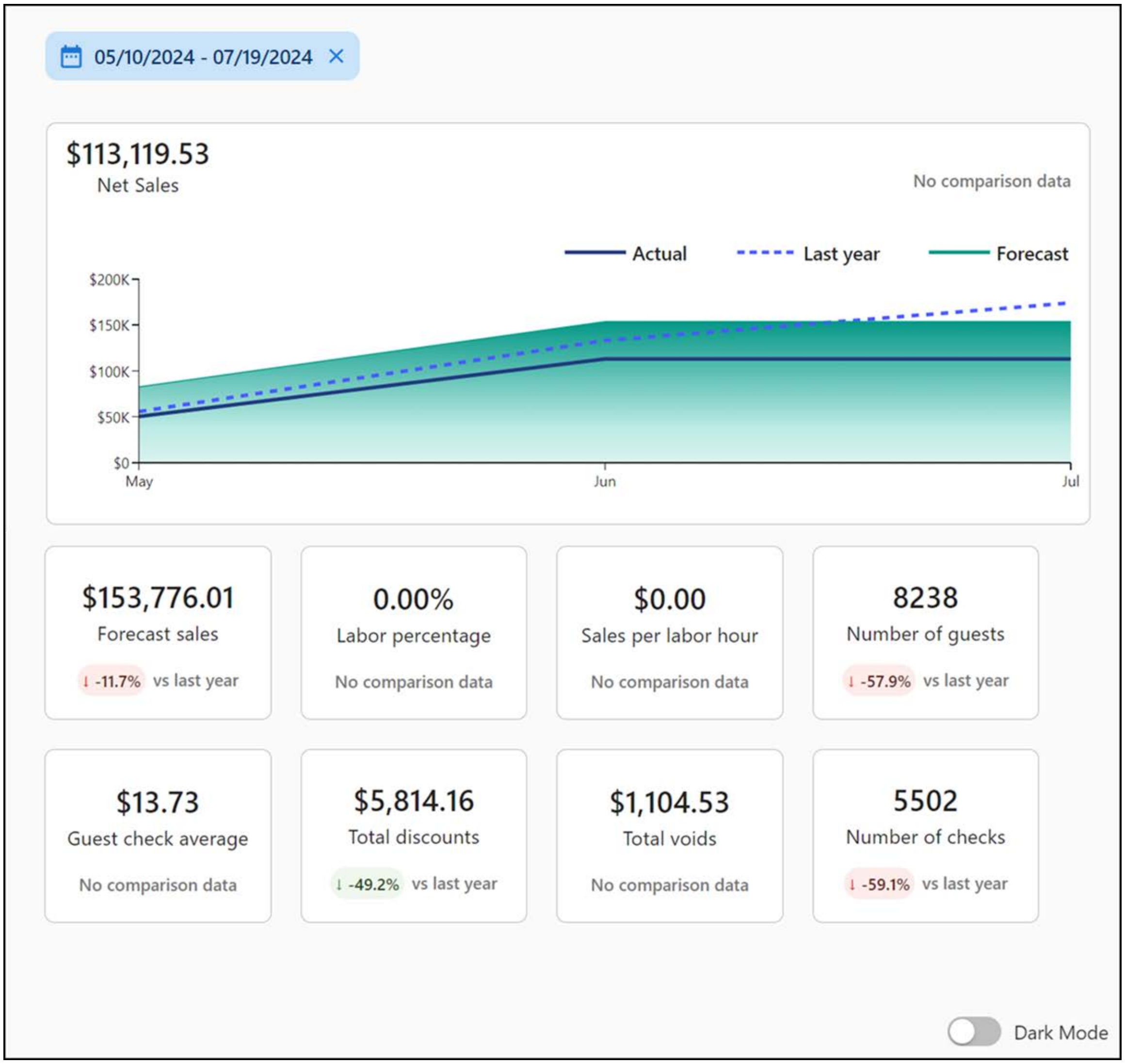


Switching apps

2. Select the **application** to access from the list or click **Show all applications** to expand the list and display all applications available to you. You are automatically redirected to the selected application.

Working with the dashboard

The dashboard appears on the landing page when you sign in to Aloha Smart Manager, if available for your user profile, and provides an 'at-a-glance' view of the performance of your restaurant. The data generated on the dashboard is from the period selected from the calendar start and end options for the currently selected site. Each time you sign in, the data from the previous day appears by default. The data appears as a graphical line chart and interactive widgets.



ASM dashboard

The following widgets help you navigate to a specific report or screen:

Widget	Purpose
Forecast sales	View the sales forecast in detail. **Note:** This widget is not interactive in this release.
Labor percentage	View the labor percentage for the selected site. Select this widget to navigate to the 'Shift tracker' function.
Sales per labor hours	View the sales per labor hour for the selected site. Select this widget to navigate to the 'Shift tracker' function.
Number of guests	View the total number of guests who visited the store, for the selected period. Select this widget to navigate to the Sales summary report.
Guest check average	View the average amount of sales per guest check for the selected period. **Note:** This widget is not interactive in this release.
Total discounts	View the total number of discounts applied for the selected period. Select this widget to navigate to the 'Viewing transactions' screen.
Total voids	View the total voided transactions for the selected period. Select this widget to navigate to the 'Viewing transactions' screen.
Number of checks	View the total number of checks for the selected period. Select this widget to navigate to the 'Viewing transactions' screen.

Changing the date to report

The dashboard displays data for the previous day, by default; however, you can switch to another date or select multiple dates to appear.

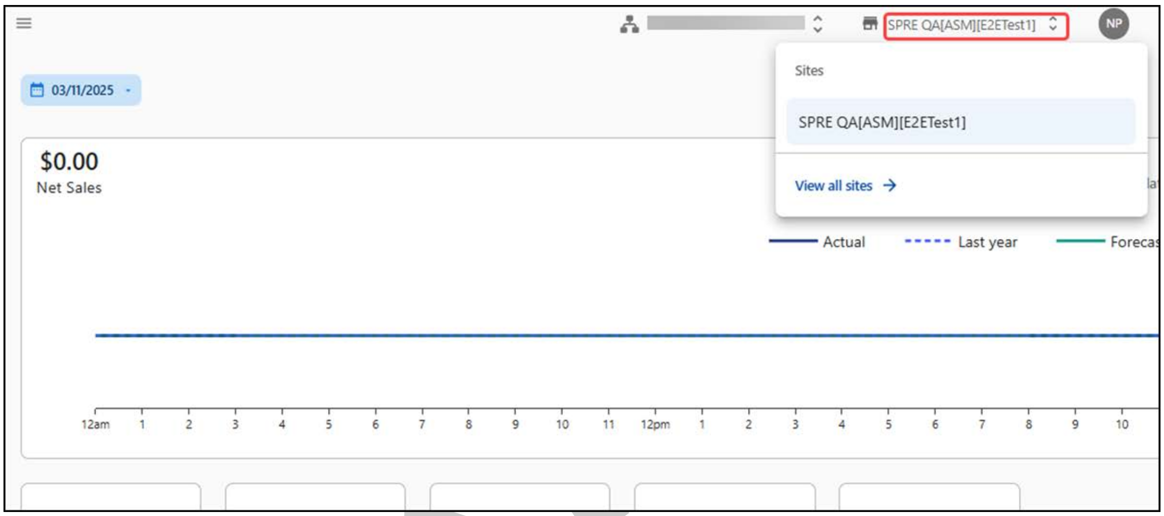
To change the dates to view on the dashboard:

1. With the dashboard active on the screen, select the **start** and **end dates to view.** Alternatively, you can select the start and end dates from the predefined date range picker (Yesterday, Last 7 days, Last 14 days, Last 30 days, and Last 90 days) to generate data for the corresponding number of days.
2. Click **Done**. The screen refreshes to reflect the data for the selected dates.

Changing the site

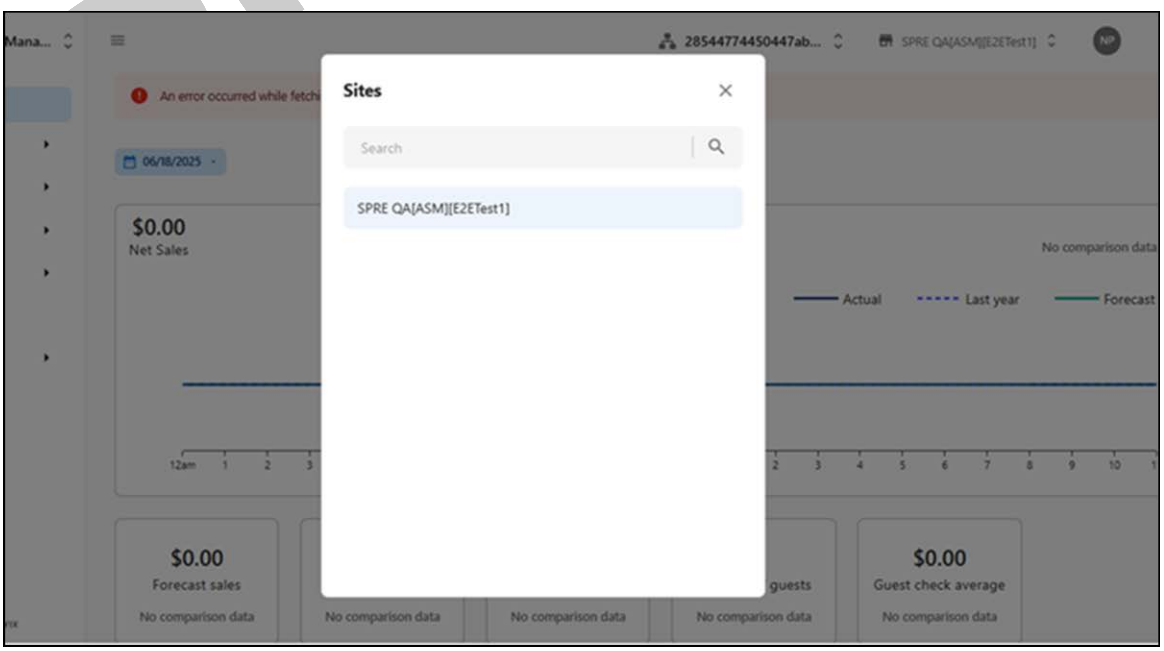
The dashboard displays the default site assigned to you. If you use a multi-store account, you can easily switch from one site to another to view data and perform tasks within that site.

1. With the dashboard active on the screen, click the displayed **site**. The 'Sites' popup appears with the currently selected site appearing first in the list.



Switching between sites

2. If needed, click **View all sites.** A 'Sites' search box appears allowing you to search for the **site** you need or select from the **list** that appears.

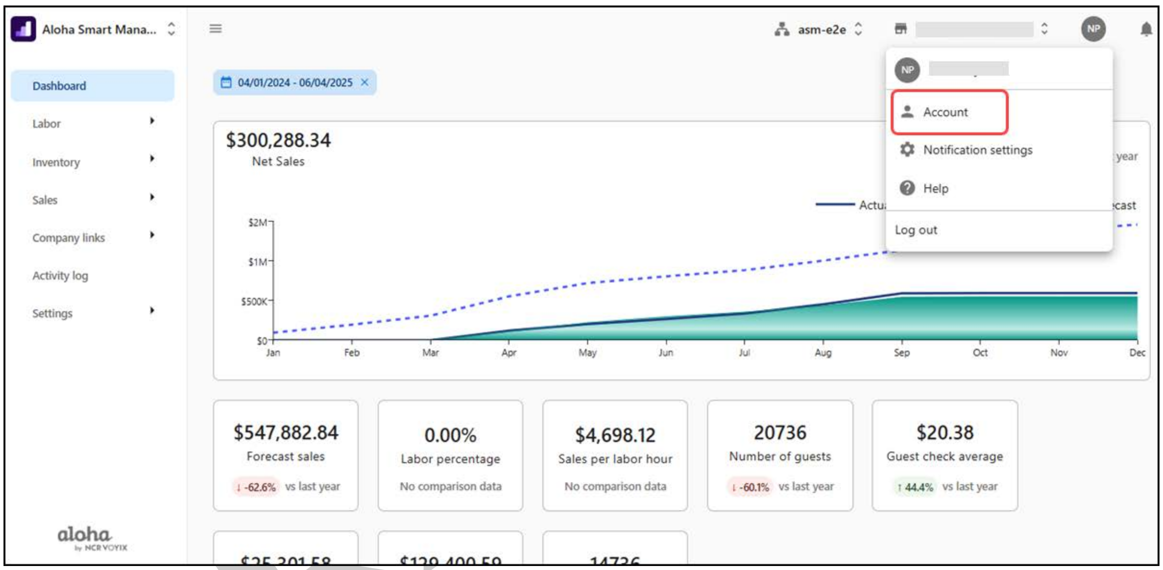


Selecting sites

3. If needed, type the **site name** in ‘Search’ to narrow the list or select a **site** from the drop-down list. The dashboard refreshes to display the data for the selected site.

Working with your account

When you sign in to ASM, the profile icon appears in the top right corner of the screen, with either Multi-Store (All Stores) or the specific store name you selected appearing. Click the profile icon to access a menu from which you access several options that allow you to control your ASM environment.



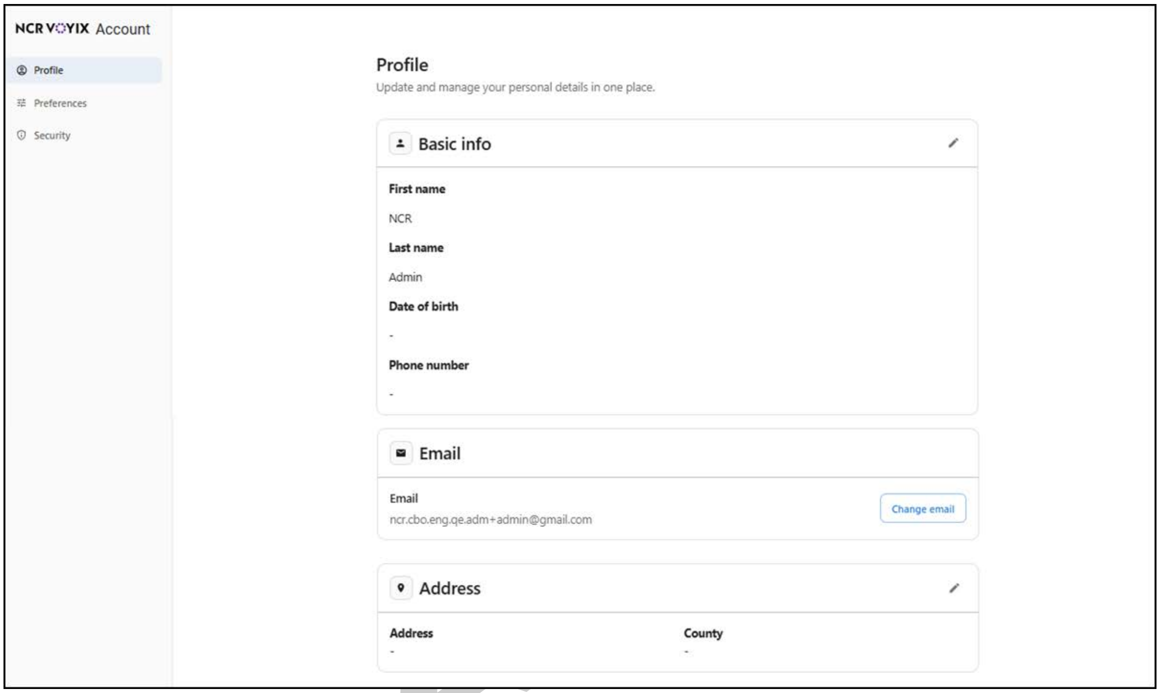
ASM profile icon and menu

Establishing your account profile, preferences, and login credentials

When your account was first created in ASM, if you were designated as an above-store employee, you were redirected to NCR Identity from the Welcome email to complete the creation of your user profile. This information is available for edit when you select Account from the menu that appears when you click your profile icon.

> **Note**
> If you did not receive a Welcome email, your account preferences are set up for you.

The Profile screen provides access to three pages: Profile, Preferences, and Security, as shown below. Use the options on these pages to make changes to your first and last name, phone number, email address, display options, login credentials, and more.



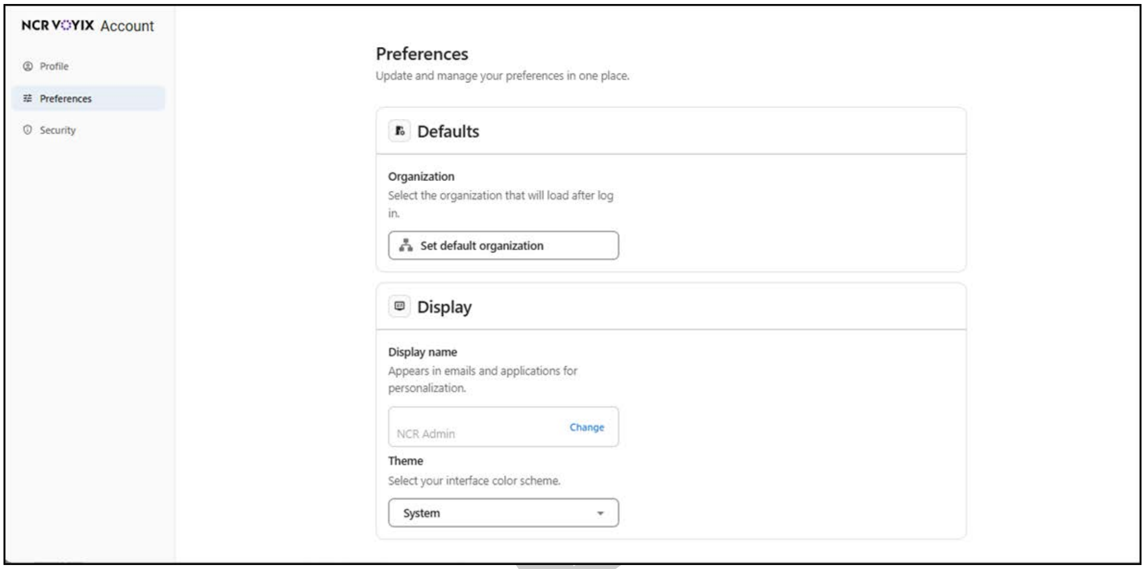
Edit the Profile page

To update your account profile:

1. Click the **profile icon** and select **Account** from the menu that appears.
2. Under the 'Basic info' group bar, click the **pencil icon** to the right and edit the **first name**, **last name**, **date of birth**, and **phone number**, then click **Save**.
3. Under the 'Email' group bar, click **Change email** to display a popup screen in which you can change the email address, then click **Submit**.
4. Under the 'Address' group bar, click the **pencil icon** to the right, edit the **address,** then click **Save**.
5. Continue to the **next procedure** or click **X i**n the top right corner of the screen to exit the **Account** function.

To update your account preferences:

1. Select **Preferences** in the navigation pane on the left.



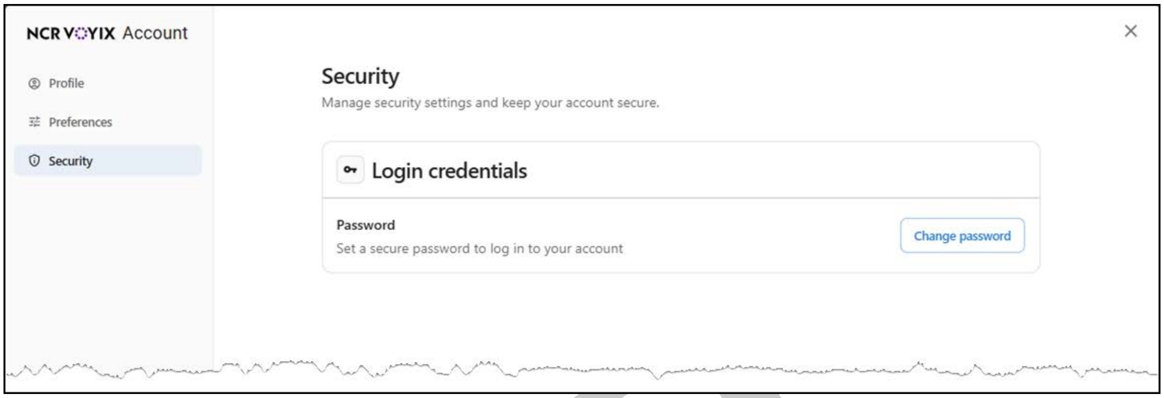
Edit the Preferences page

2. Under the 'Defaults' group bar, click **Set default organization** to establish the **organization** that loads upon login.
3. Under the 'Display' group bar, click **Change** under 'Display name' to change the name that appears on the screen when you sign in, and click **Save**.
4. Select the **interface color scheme** from the 'Theme' drop-down list. Your choices are System, Dark, and Light.

Continue to the **next procedure** or click **X i**n the top right corner of the screen to exit the **Account** function.

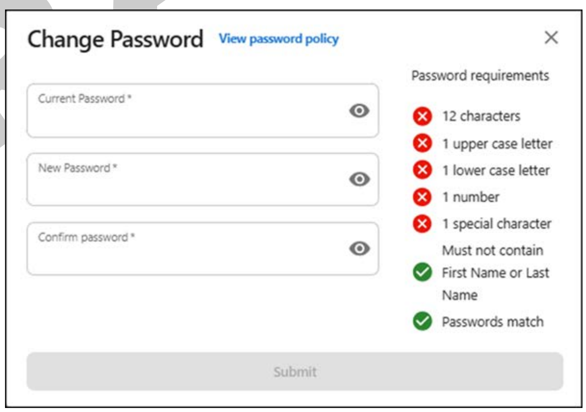
To update the password to use when logging in to ASM:

1. Select **Security** in the navigation pane on the left.



Edit the Security page

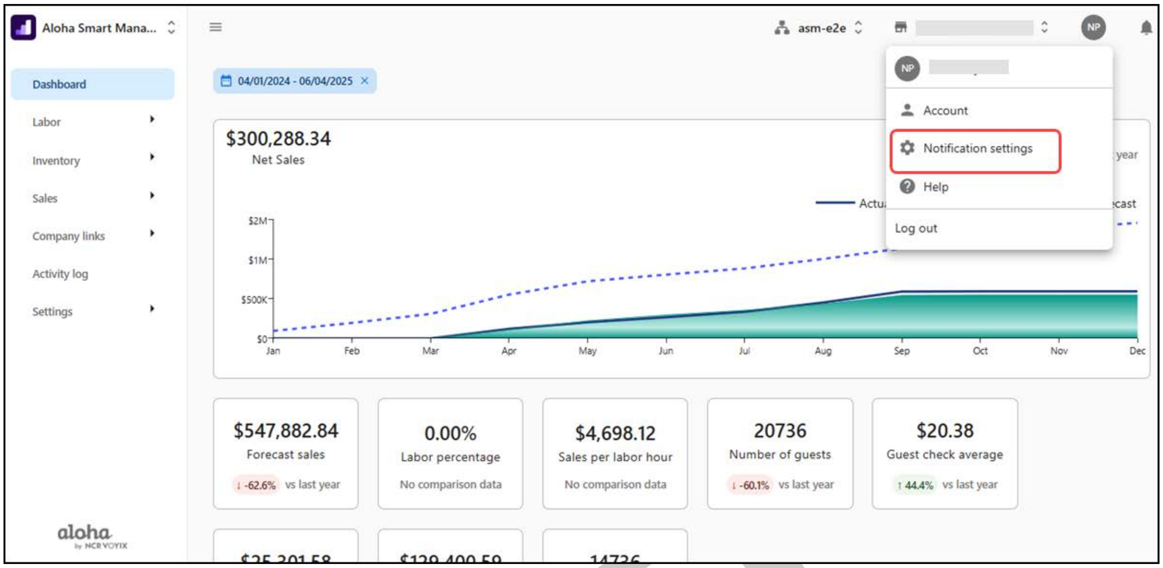
2. Under the Login credentials group bar, click **Change password** to display the Change Password screen.



Change Password screen

3. Type your **current password**.
4. Type your **new password** and then type it again in **Confirm password**.
5. When all password requirements are met, indicated by a green check mark, click **Submit**.
6. Click the **X** in the top right corner of the screen to exit the **Account** function.

Configuring and using notification settings



'Notification settings'

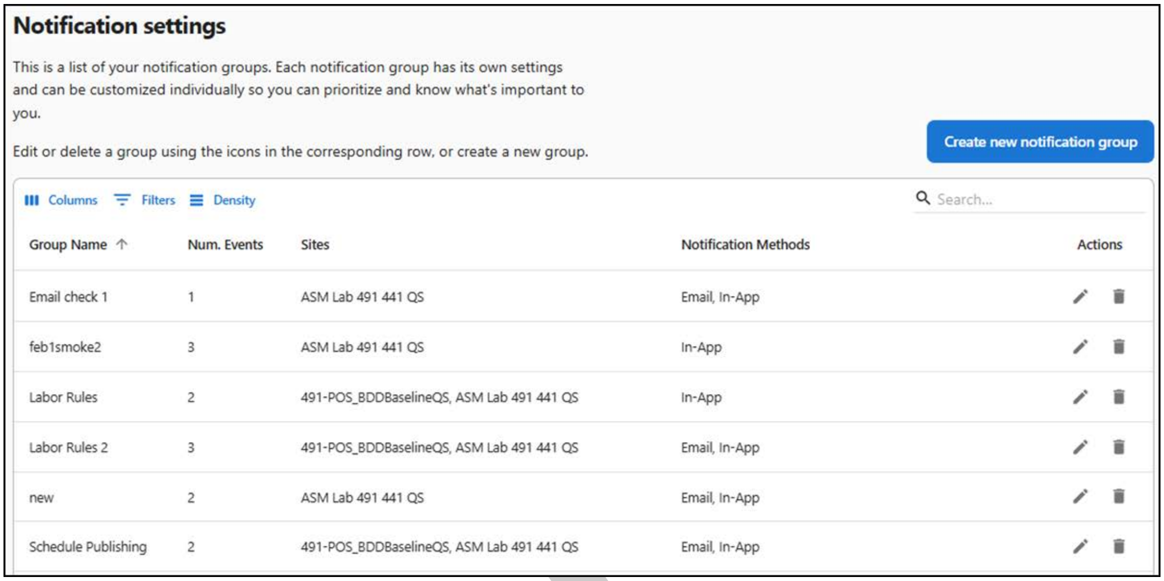
Use 'Notification settings' to create general site notifications that appear to all users at login during the designated time frame. A notification group allows you expedite messages of upcoming events and announcements to select employees without directly interacting with the recipients. Each notification group utilizes one or many events that allow you to send notifications through an email, an SMS text message, or an in-app message. You can also set priorities on the notification as high or normal.

Examples of how you can use a notification are:

- Let an employee know they did not, or were late to clock in.
- The stock of an inventory item is running low or is at zero.

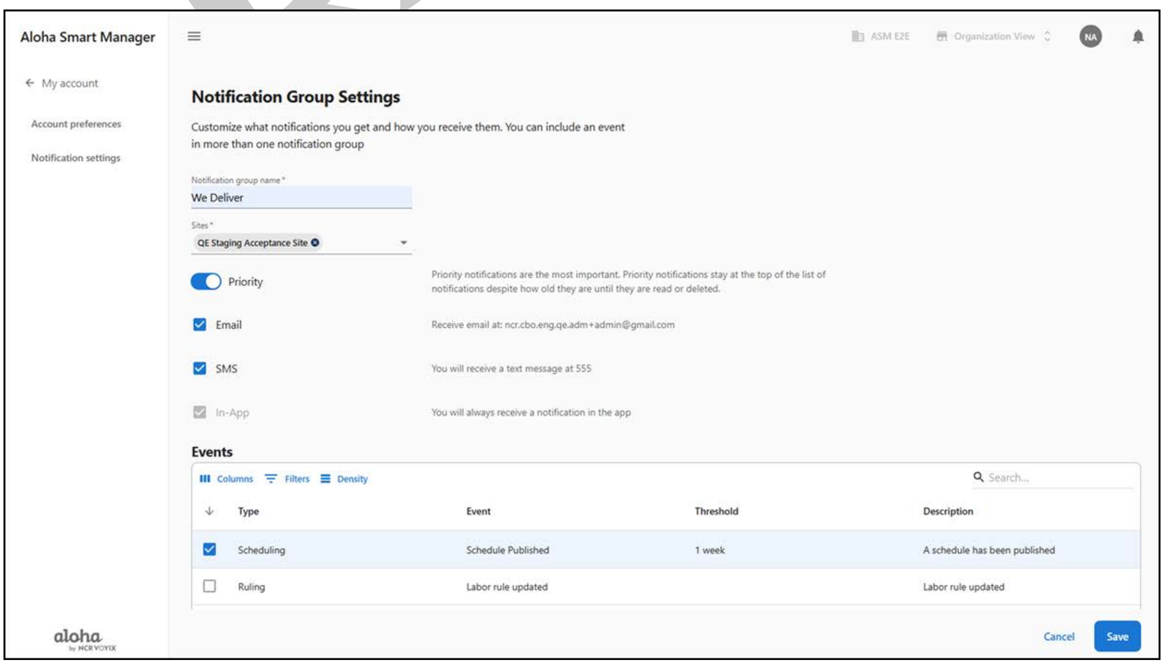
Configuring notification groups

1. Click the **profile icon** and select **Notification settings** from the menu that appears. The 'Notification settings' screen appears.



'Notification settings' screen

2. Click **Create new notification group**. The 'Notification Group Settings' screen appears.



'Notification Group Settings' screen

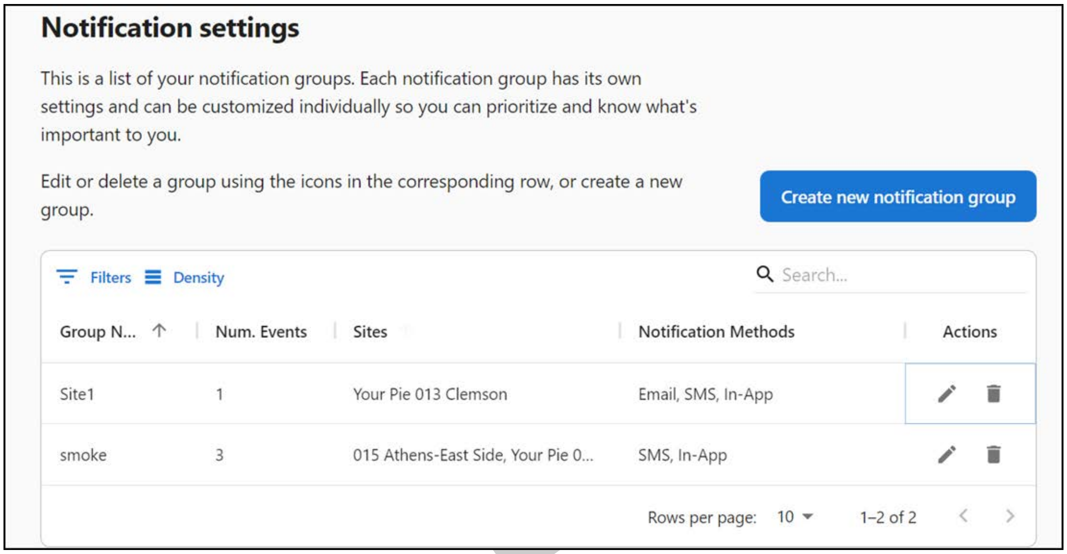
3. Type a **name** for the notification group.
4. Select the **sites** to include in the notification group. Only the sites to which you have access are available for selection.
5. Toggle **Priority** to on to set a high priority for the events within the notification group. A high priority event appears at the top of the notification list until it is read or deleted. Toggle **Priority** to off to set a normal priority for the events within the notification group.
6. Select **Email** to send the notification by email. The system defaults to the email address of the person who is logged in to Aloha Smart Manager.
7. Select **SMS** to send the notification by short message service (SMS). The system defaults to the phone number configured in the 'Account preferences' screen.

Tip
To use a different phone number, click 'Add phone number' to display the 'Account preferences' screen and enter a phone number.

8. Select **In-App** to receive notifications within the application. You can select the 'bell icon' in the top-right corner of the dashboard to view these events.
9. Under the Events section, select the **event(s)** to include in the notification group. You can add multiple events to a single notification group.
10. Click **Save** to create the notification group. The notification group appears in the 'Notification settings' screen.

To edit or delete a notification group:

1. Click the **Profile icon** and select **Notification settings** from the menu that appears. The 'Notification settings' screen appears with a list of existing notification groups.



'Notification settings' screen

2. Click the **three dots** under **Actions** for the notification group to edit or delete.
3. Click the **pencil icon** to make changes to the group and continue to the **next step**.
   -OR-
   Click the **trash can** to delete the group.
4. Make the **necessary edits** and click **Save**. A success message appears and automatically dismisses.

Viewing a notification sent to you

If you opted to send an in-app notification, the bell-shape icon at the top-right corner of the dashboard highlights to let the recipient know a notification is sent.

An in-app notification contains the following:

Priority — Indicates the severity of a notification as either normal or high priority. Use a normal priority for when the stock of an inventory item is running low and requires no action from the manager. Use a high priority for when an inventory item is completely depleted and a manager must mark the notice as read. High priority notifications always appear above all normal priority notifications.

Time — Indicates the time when the notification is received, such as 2m ago (two minutes ago) or 2d ago (two days ago).

Mark read — Indicates the notification is read without opening.

Mark unread — Indicates the notification is not read.

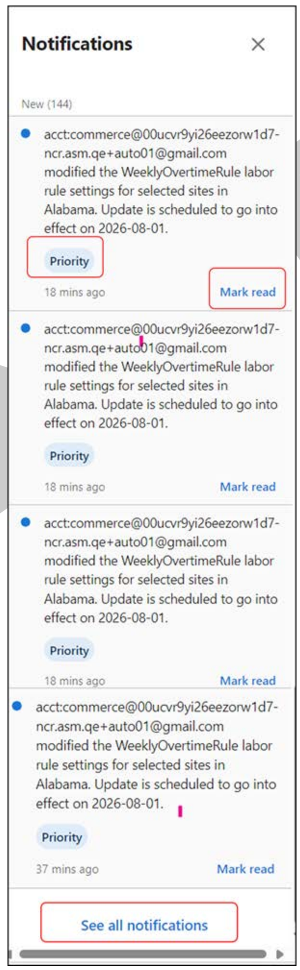
Delete — Deletes the notification.

To view a notification:

1. Sign in to **Aloha Smart Manager**.

Notifications Icon

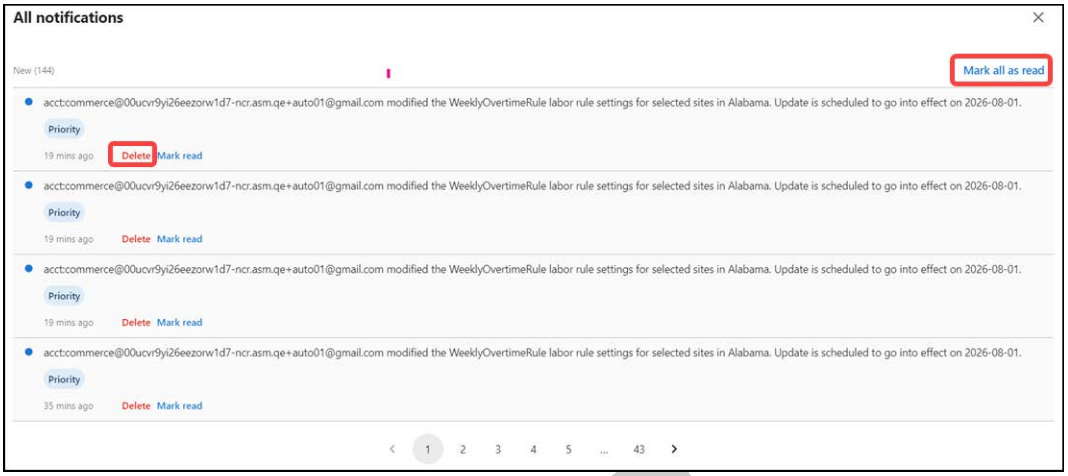
2. Click the **bell** in the top-right corner of the screen. The **Notifications** drawer appears.



Notifications Drawer

3. Click **Mark read** to mark a notification as read.

4. (Optional) Click **See all notifications** to view the remaining notifications. The ‘All notifications’ screen appears.

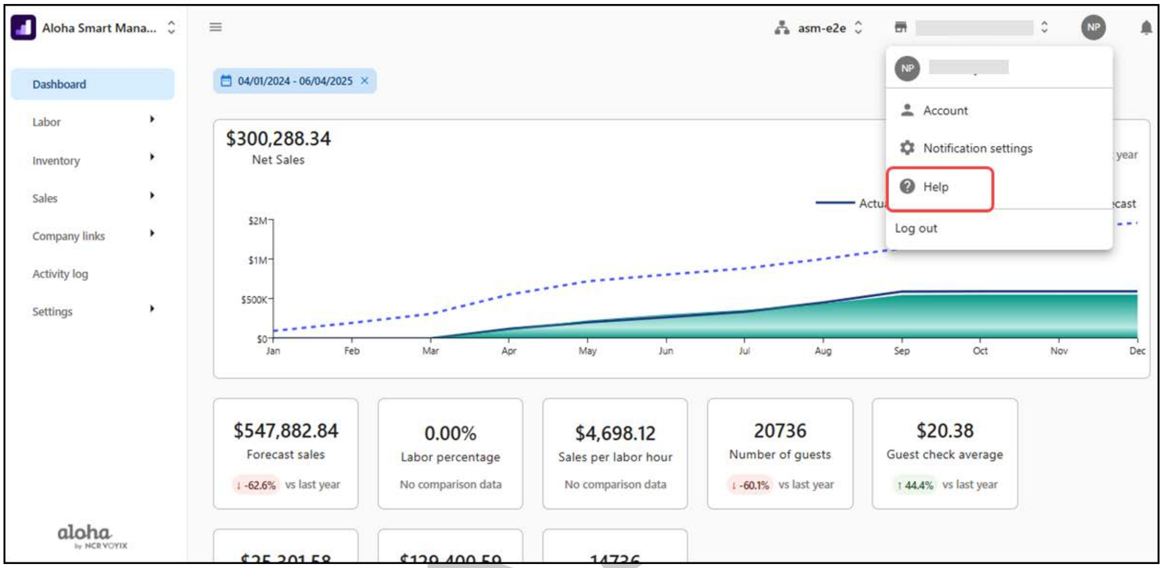


All notifications

5. Click **Mark all as read** to mark all notifications as read.
6. Click **Delete** on any notification to delete the respective notification.

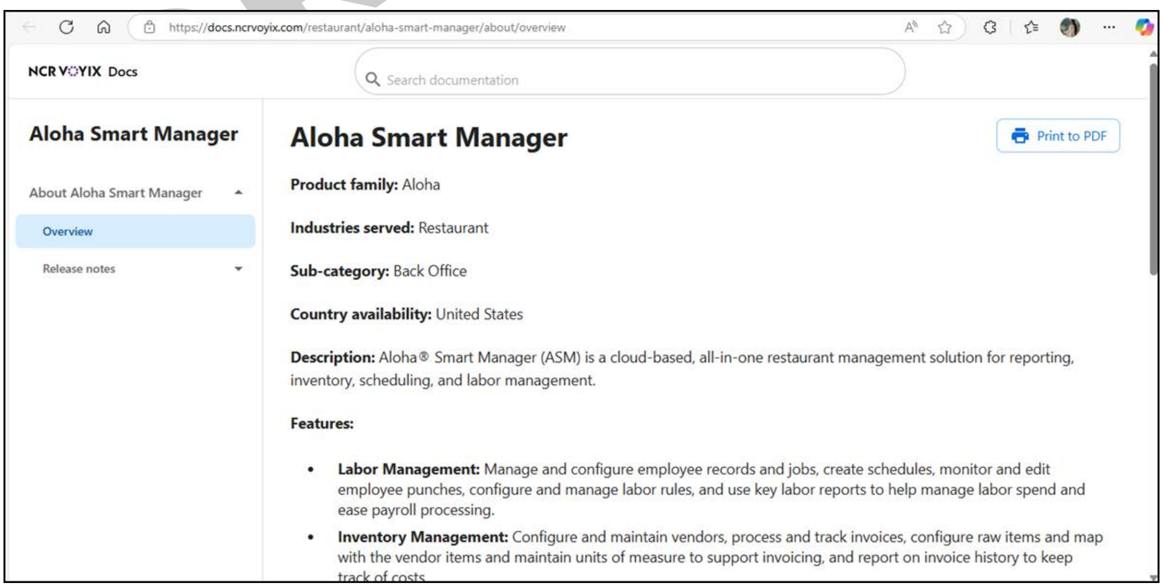
Accessing Help

Use the 'Help' link to enhance your user experience and obtain assistance whenever needed for any feature. This link redirects you to the documentation website, where you can find detailed descriptions of every feature and instructions on how to use them.



Navigating help feature

To use the help link, click the **Profile icon** and select **Help** from the menu that appears.



Docs portal home page

About inventory management

Using the Inventory features, you can maintain vendor information, assign raw items to more than one vendor, and define and maintain the allowable reasons for recording and tracking waste and spoilage. You also have the ability to set up specific raw items with associated prices, and then monitor the price fluctuation using Back Office reports.

Some key areas of the Inventory module are:

- Working with raw items
- Working with vendors
- Working with invoices
- Viewing 'Invoice history' report

See Also:

- Appendix A: Bulk importing vendors and vendor items
- Appendix B: Uploading an invoice

Working with raw items

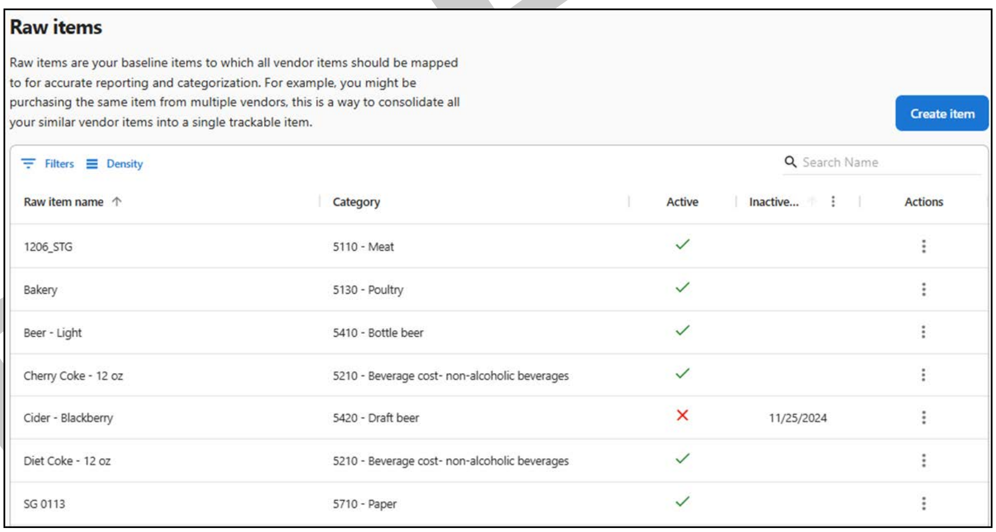
Raw items, also referred to as raw materials, are your baseline items, such as the ingredients needed to prepare a finished product for sale to your consumers. Common examples include sugar, salt, chicken, beef, bread, tomatoes, onions, and much more.

In Aloha Smart Manager, raw items are held in the 'Raw items' function and categorized with a specific category code for reporting. Raw items are then associated with one or many vendor items that are sold by a vendor. For example, you can purchase the raw item Tomatoes from both the Acme vendor and the Sparks vendor. Associate the Tomatoes raw item with both vendors and then track and report on Tomatoes by itself.

Creating a raw item involves multiple steps. You can complete one step and return later to complete another step. We recommend you save your changes in each step to ensure you do not lose your work. With each save, the page advances to the next step.

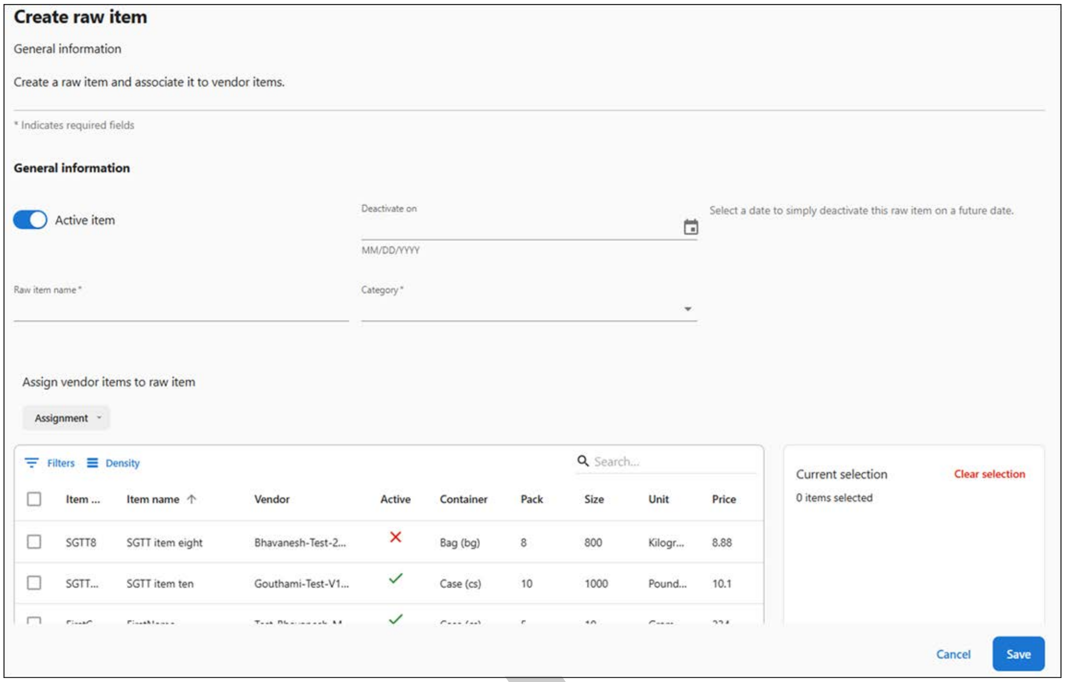
To create a raw item:

1. Select **Inventory** > **Raw items**. The 'Raw items' screen appears.



'Raw items' screen

2. Click **Create item**. The ‘Create raw item’ screen appears.



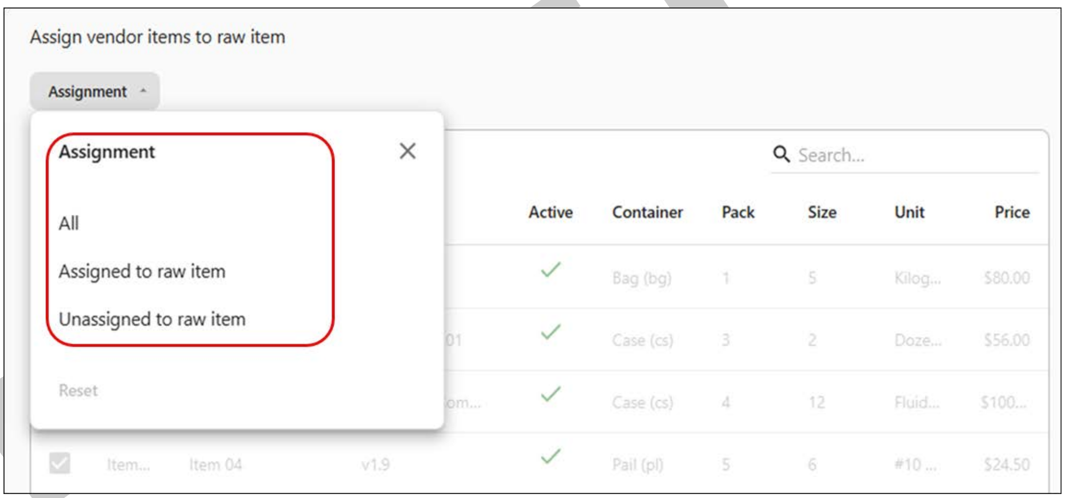
‘Create raw item’ screen

3. Toggle on **Active item** to activate the availability of the raw item. When toggled off, you cannot add the raw item to a vendor item. This option is toggled on by default.
4. To set the raw item to deactivate in the future, click the calendar icon to select the **date on which to deactivate the raw item**. The item automatically deactivates on that date.
5. Type a **name** for the raw item. This is a required option.
6. Select a **category** to associate with the raw item from the drop-down list. This is a required option. The predetermined raw item categories in ASM are:

Category Group	Category ID	Category Name
Food	5110 5120 5130 5140 5150 5160 5170 5190	Meat Seafood Poultry Produce Bakery Dairy Grocery & dry goods Food cost-non-alcoholic beverages
Non-alcoholic, beverage	5210	Beverage cost-non-alcoholic-beverages

Category Group	Category ID	Category Name
Liquor	5310 5320	Liquor Bar consumables
Beer	5410 5420 5430	Bottle beer Draft beer Brew cost
Wine	5510	Wine
Merchandise	5610 5620	Merchandise Vending machine
Paper	5710	Paper

7. Under the ‘Assign vendor items to raw item’ group bar, select the ‘Unassigned to raw item’ option from the **Assignment** drop-down list.



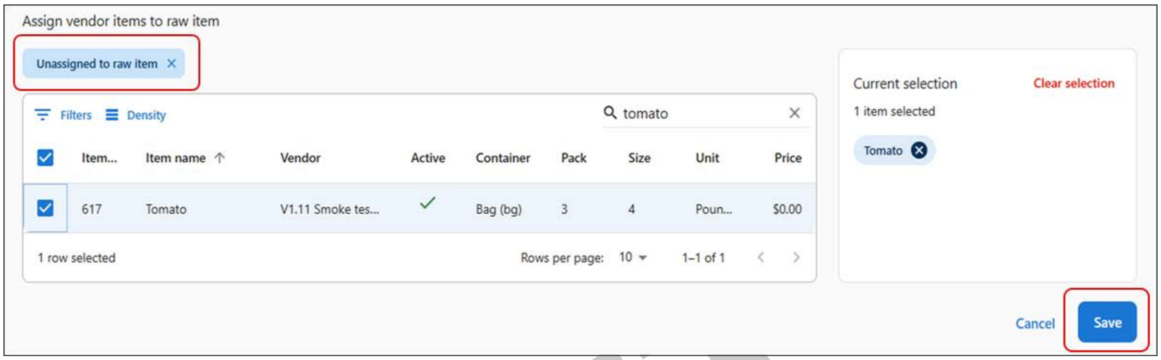
Option to view assigned and unassigned raw items

The vendor items that are not mapped to a raw item are listed.

8. Select the **vendor item** to assign to the raw item.

Reference

Refer to 'Using raw items function to associate a raw item with a vendor item' for instructions on using the 'Assign vendor items to raw item' feature.



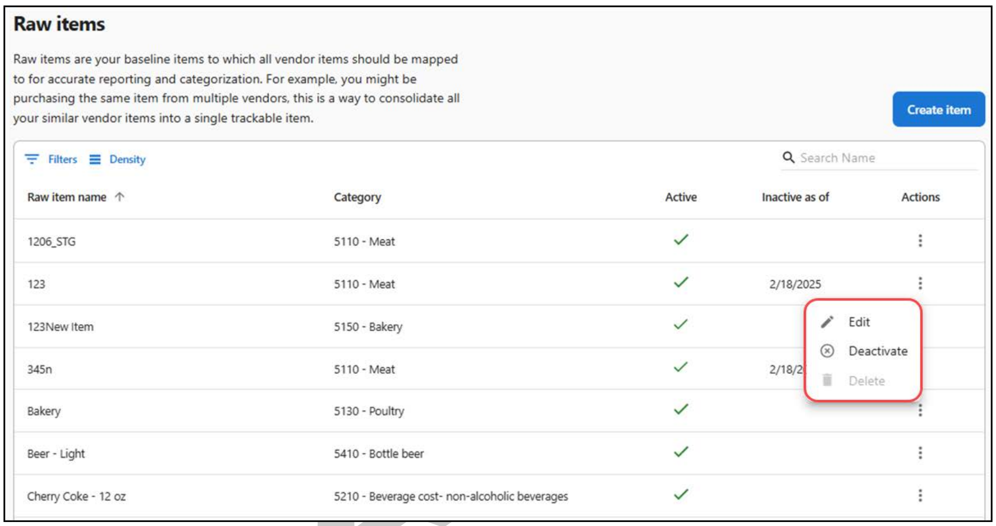
Assign vendor items to raw item

9. Click **Save** to create the raw item.

To edit a raw item:

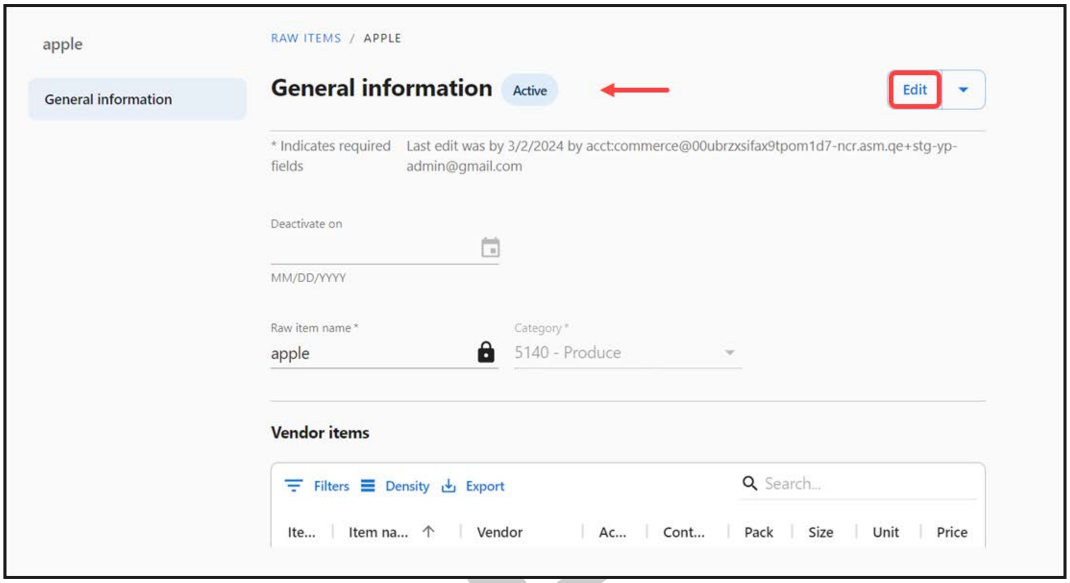
When you edit an existing raw item, the defined steps that appear at the top of the screen during the creation process are moved to the left side of the screen as tabs for ease of use; however, the information between the two experiences is identical. During the editing process, you can access the tabs on the right in any order you choose.

1. Select **Inventory** > **Raw items**. The 'Raw items' screen appears.



Edit a raw item

2. Click the **three dots** icon under Actions for the raw item to edit, and select **Edit** from the menu that appears. The ‘General information’ screen appears.



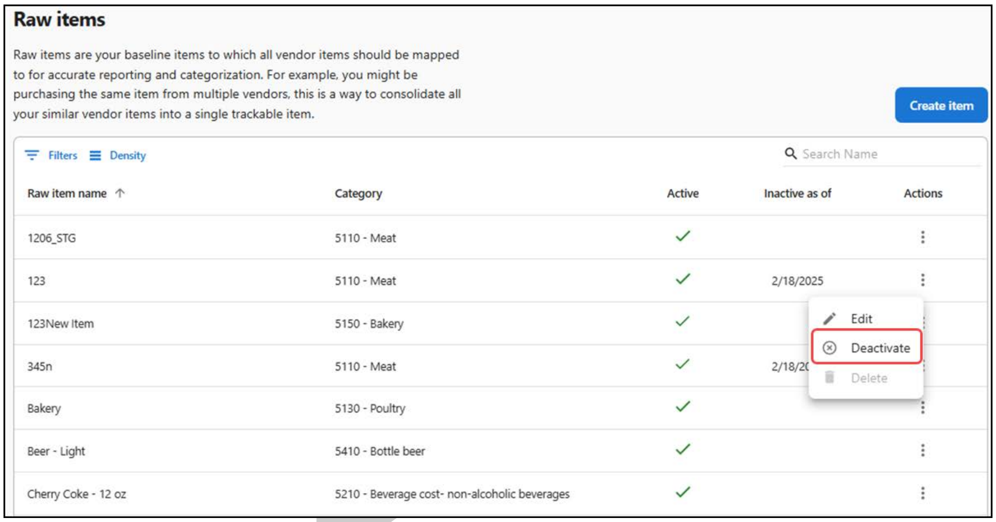
‘General information’ screen

3. Click **Save**. A success message appears and automatically dismisses. The raw item is updated with the modifications.
4. Click **RAW ITEMS** at the top of the screen to return to the ‘Raw items’ screen.

To deactivate a raw item:

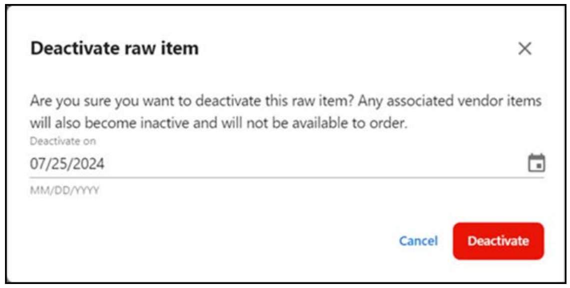
> **Note**
> Once you deactivate a raw item, the associated vendor items also become inactive and are not available to order.

1. Select **Inventory** > **Raw items**. The 'Raw items' screen appears.



Deactivate a raw item

2. Click the **three dots** icon under Actions for the **raw item** to deactivate, and select **Deactivate** from the menu that appears. A confirmation message appears.



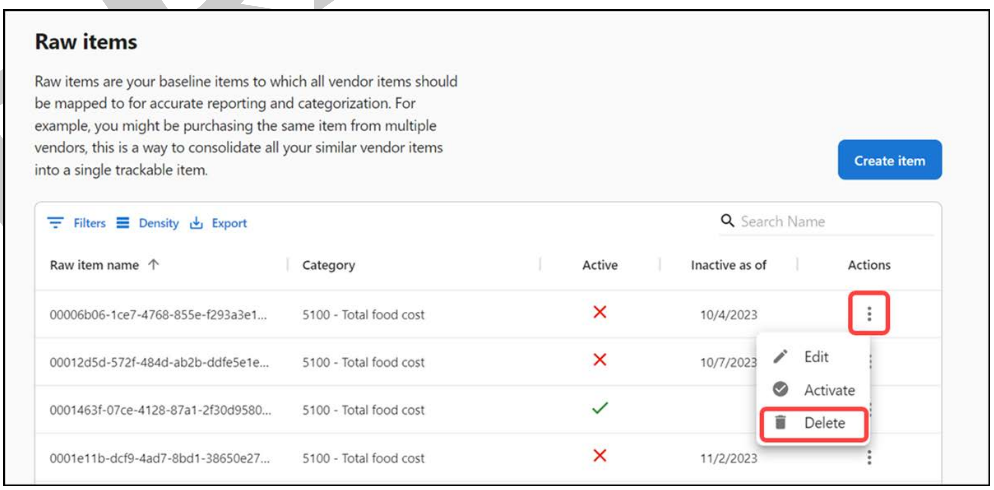
'Deactivate raw item' confirmation message

3. Click **Deactivate** to confirm the deactivation of the raw item, or click **Cancel** to return to the 'Raw items' screen.

To delete a raw item:

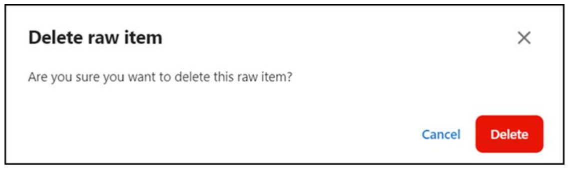
> **Note**
> You are not allowed to delete a raw item when it is linked to a vendor item.

1. Select **Inventory** > **Raw items**. The 'Raw items' screen appears.



Delete raw item

2. Click the **three dots** icon under Actions for the **raw item** to delete, and select **Delete** from the menu that appears. A confirmation message appears.

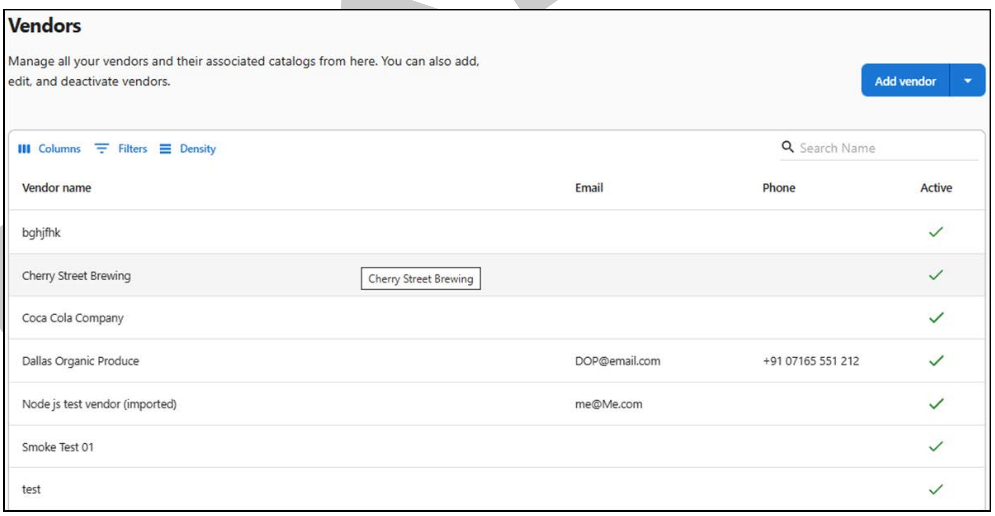


'Delete raw item' confirmation

3. Click **Delete** to confirm the deletion of the raw item, or click **Cancel** to return to the 'Raw items' screen.

Working with vendors

A vendor is a supplier that sells and delivers their product or service directly to your restaurants. Restaurants typically buy from more than one vendor, based on the wholesale price, the availability of product, the proximity of the vendor location, a corporate mandate requirement, and more. Without vendors, the restaurant does not have the products necessary to prepare their menu items to serve their consumers.



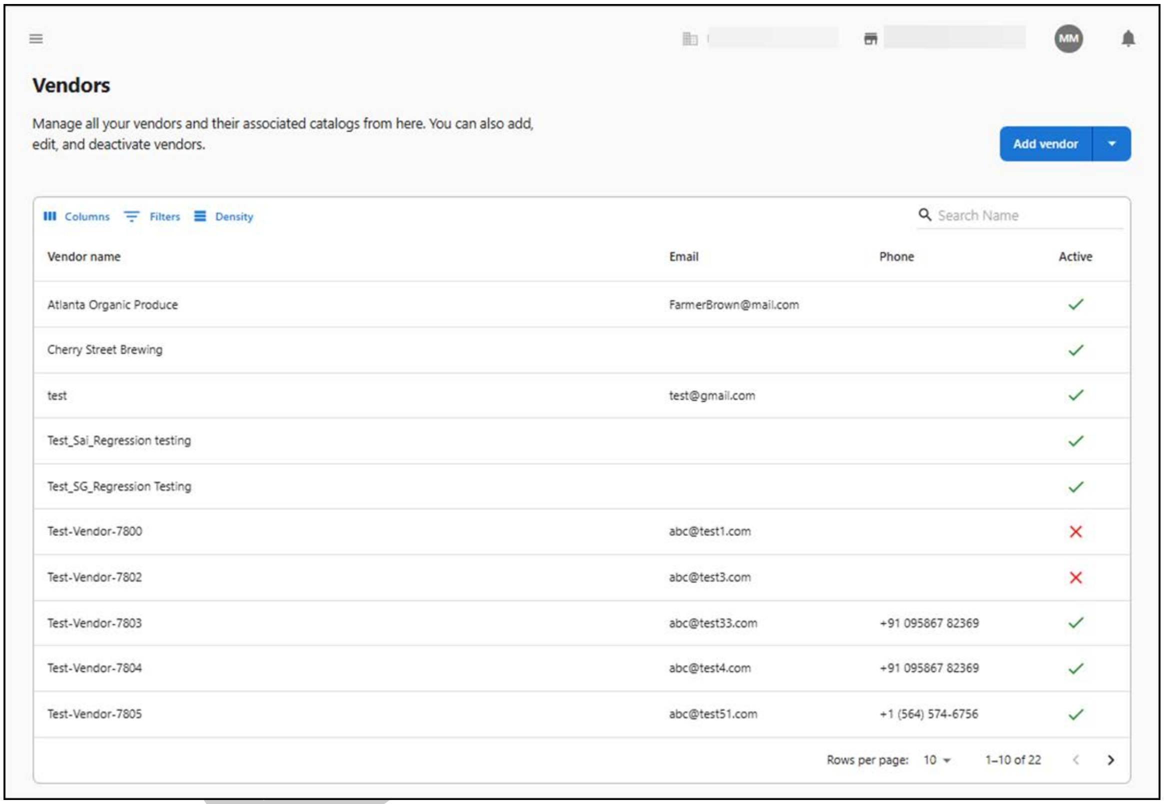
Adding vendor

Reference

Refer to "Appendix A: Bulk importing vendors and vendor items on page 107" for information on using a .CSV file to upload vendors in bulk.

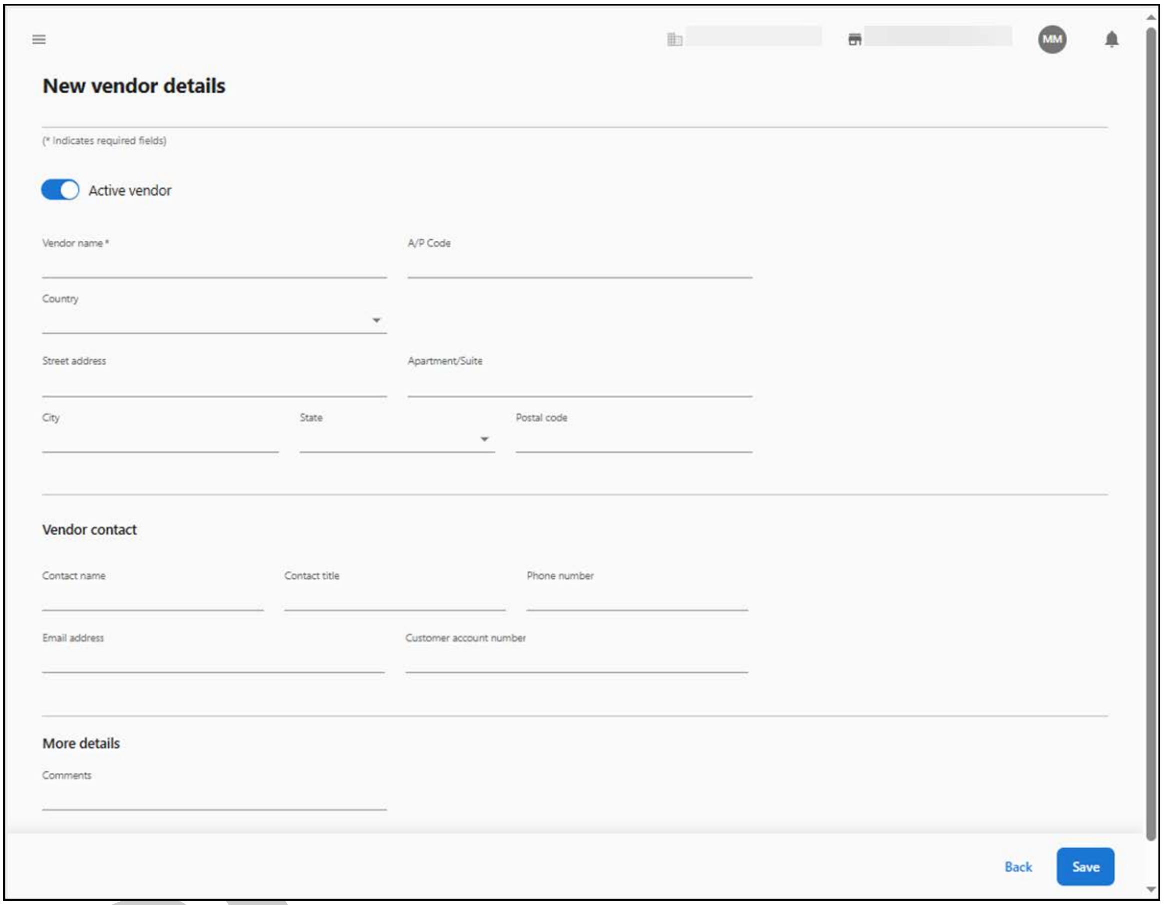
To add a vendor manually:

1. Select **Inventory** > **Vendors**. The 'Vendors' screen appears.



'Vendors' screen

2. Click **Add vendor**. The 'New vendor details' screen appears.



'New vendor details' screen

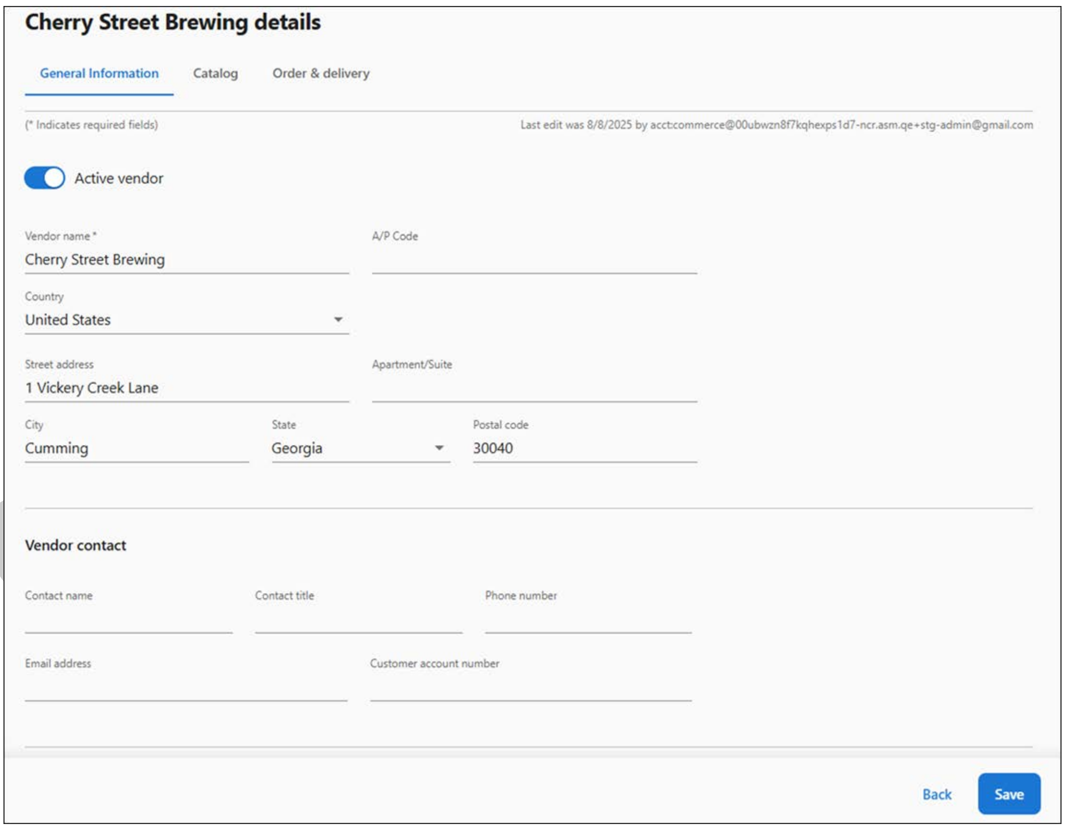
3. Confirm **Active vendor** is toggled to the on position (default value). When toggled off, you cannot use the vendor.
4. Type the **name** of the vendor.
5. Type the **A/P Code** associated with the vendor. The accounts payable (AP) code is a six-character alphanumeric code attached to the vendor master records that allows you to post transactions to a general ledger account.
6. Select the **country** where the vendor is located from the drop-down list.
7. Type the **address** of the vendor in 'Street address' and 'Apartment/Suite.'
8. Type the **city**, **state**, and **postal code** of the location of the vendor.
9. Under the 'Vendor contact' group bar, type the **contact name** of the vendor, typically a vendor employee.
10. Type the **designated title**, **phone number**, and **email address** of the vendor contact.
11. Type your **customer account number** associated with the vendor.

12. Under the ‘More details’ group bar, enter any **additional information** about the vendor in ‘Comments.’
13. Click **Save** to save the vendor details or click **Back** to return to the ‘Vendors’ screen. The newly added vendor appears in the list.

    Once you add a vendor, you must assign vendor items to the vendor. Refer to [Working with vendor items](#).

To edit a vendor:

1. Select **Inventory** > **Vendors**.
2. Select a **vendor** to edit. The vendor details appear with the ‘General information’ tab as the active tab.



Editing general information of vendor

3. Make the **necessary changes** to the vendor.
4. Click **Save** to save the changes or click **Back** to discard your changes and return to the ‘Vendors’ screen.

Working with vendor items

After you add a vendor, you can associate the items you purchase from the vendor to the vendor. All vendor items must first be associated with a raw item.

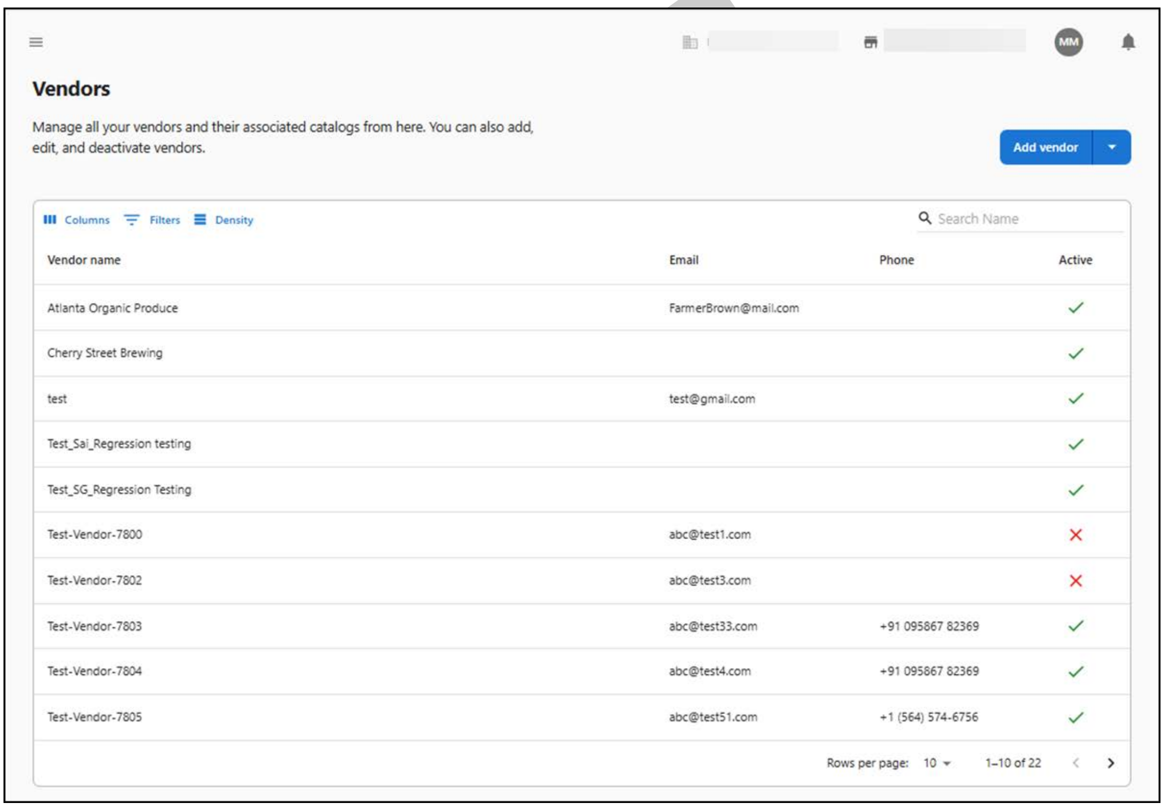
Reference

For more information on associating a raw item with a vendor item, refer to Using raw items function to associate a raw item with a vendor item.

For more information on using a .CSV file to upload vendor items in bulk, refer to Uploading vendor items in bulk.

To manually add a vendor item:

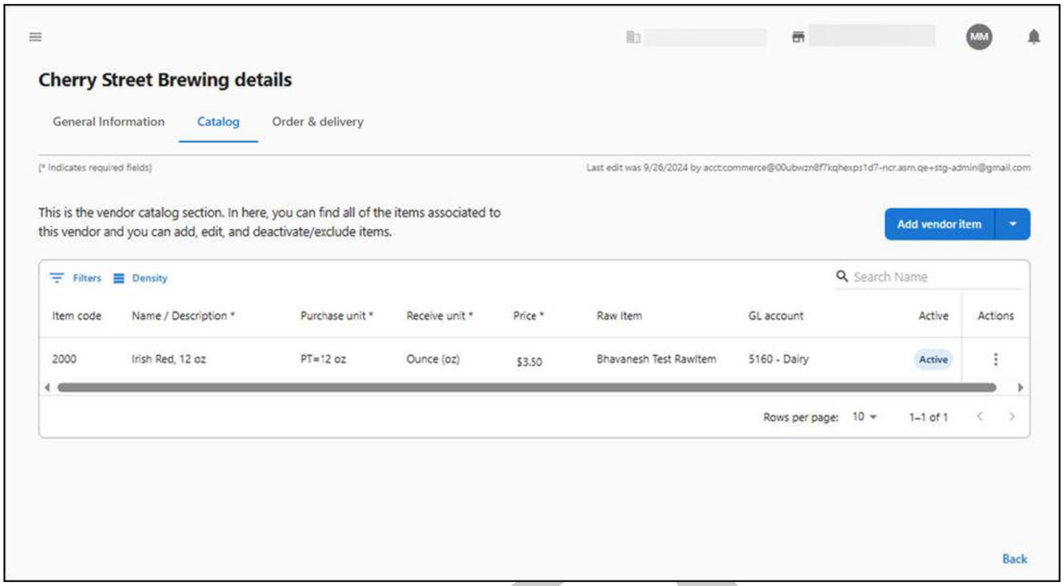
1. Select **Inventory** > **Vendors** to view the available vendors in the 'Vendors' screen.



'Vendors' screen

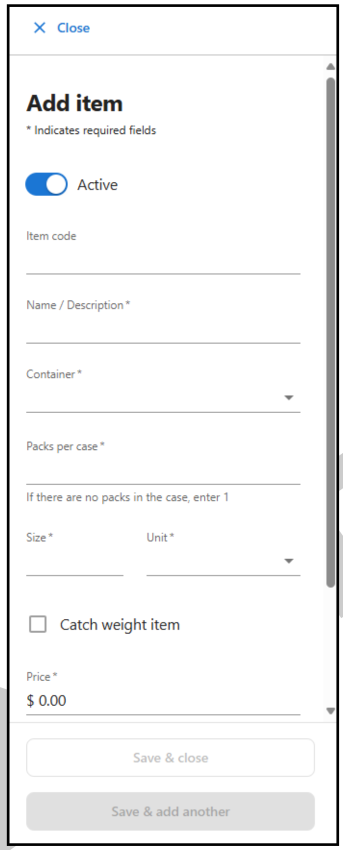
2. Select the **vendor** that sells or owns the item. The vendor details appear with the 'General information' tab as the active tab.

3. Select the **Catalog** tab.



'Catalog' tab

4. Click **Add vendor item**. The 'Add item' sliding panel appears on the right side of the screen.



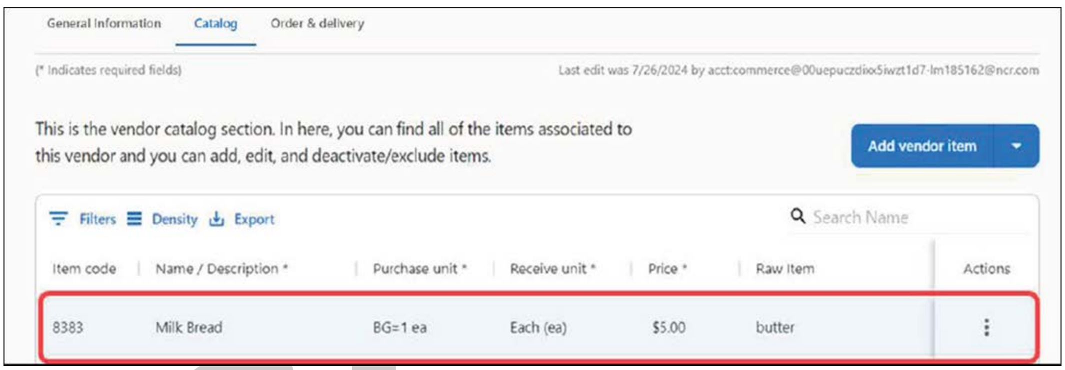
'Add item' screen

5. Type the **vendor item code**, up to 50 characters.
6. Type the **name of the item**, up to 250 characters.
7. Select the **bulk packing type** from the 'Container' drop-down list. The available options are Case (CS), Pail (PL), Bag (BG), Pound (LB), Gallon (GL), Half Gallon (HGL), Quart (QT), Liter (LT), Pint (PT), and Dozen (DZ).
8. Type the **total quantity of packs** in the vendor item container in 'Packs per case.' This must be a numeric value from 1-999. If there are not packs in the case, type 1.
9. Type the **actual size of each unit** in the package. This must be a numeric value from 1 to 999, and supports up to two decimals.
10. Select the **standard unit of measurement** of the item from the 'Unit' drop-down list. Select from Fluid Ounce (fl. Oz), Quart (qt.), Milliliter (ml), Gram (g), Ounce (oz.), EA (ea), Pint (pt), Gallon (gal), #5 Can (#5 Can), #10 Can (#10 Can), Liter (L), Milligram (mg), Kilogram (kg), Pound (Lb), and Dozen (DZ).
11. Verify **Catch weight item** is not selected as it is currently not supported.
12. Type the **unit price** of the vendor item container. It must be a numeric value (up to two decimals).

13. Select the **raw item** to associate with this vendor item from the 'Raw item' drop-down list. If the raw item you need does not appear in the list, you can select 'Unassigned' to allow you to save the vendor item. It appears as Unassigned in the vendor item grid. You must then access the Raw item function and associate the raw item to the vendor item using that function.

Tip
'GL account' is populated based on the configuration of the raw item and is informational only.

14. Click **Save & close** to save the changes.
    -OR-
    Click **Save & add another** to add another item to the vendor.

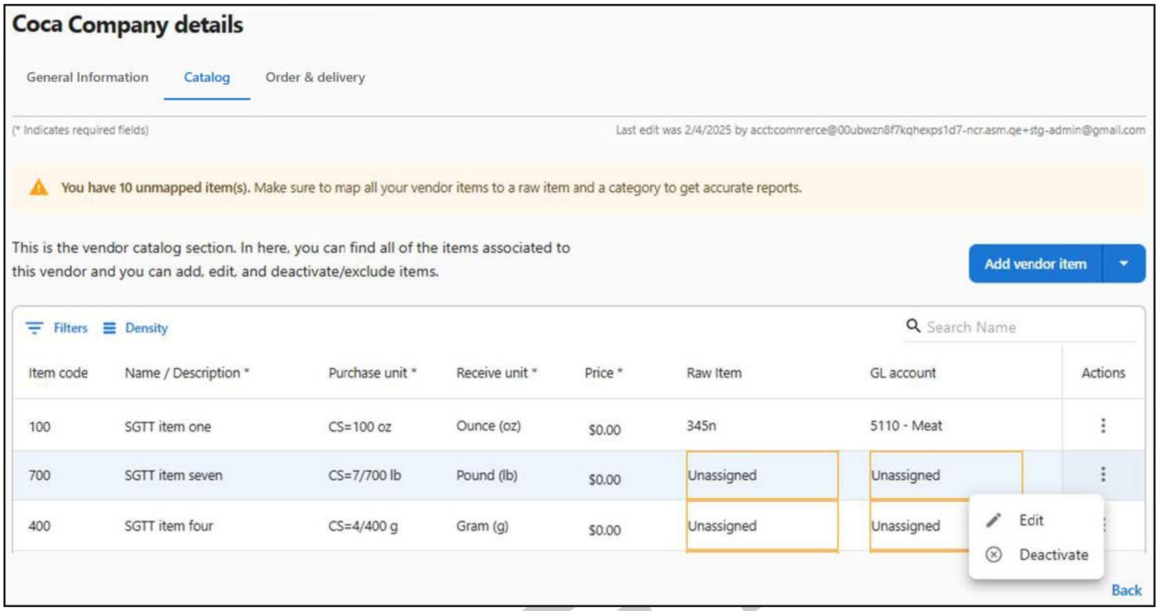


Manually added vendor item

Modifying a vendor item

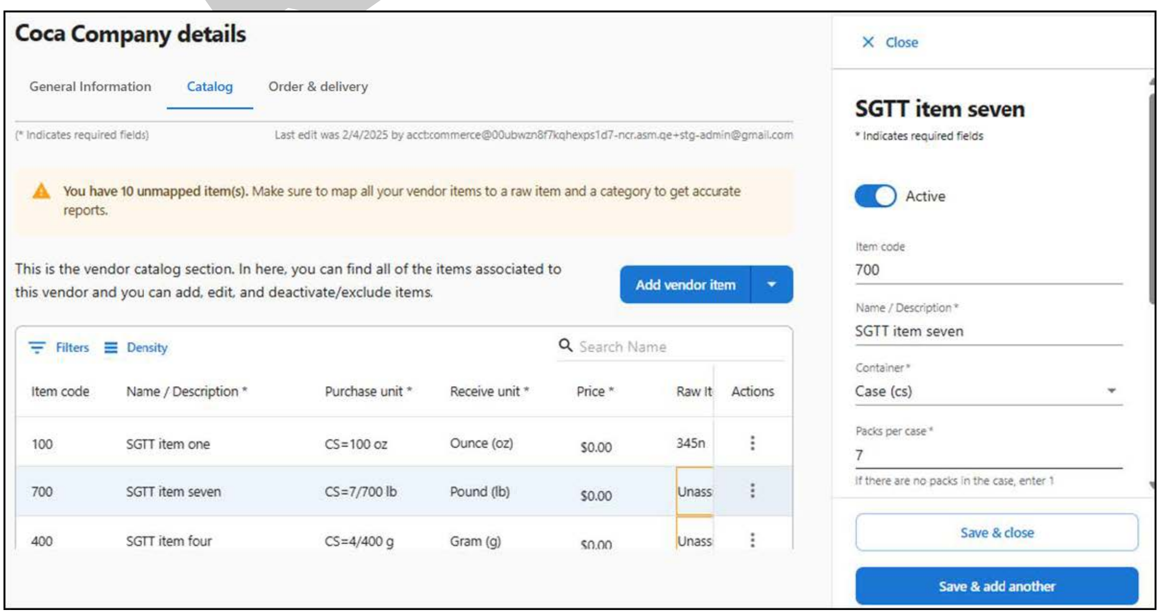
1. Select **Inventory** > **Vendors**. The available vendors appear.
2. Select the **vendor** that sells the item. The vendor details appear with the 'General information' tab as the active tab.

3. Select the **Catalog** tab. The list of items associated with the vendor appear on the screen.



Edit vendor item

4. Select an **item** from the list.
5. Click the **three dots** icon under **Actions** and select **Edit** from the menu that appears. A screen appears on the right side of the screen.



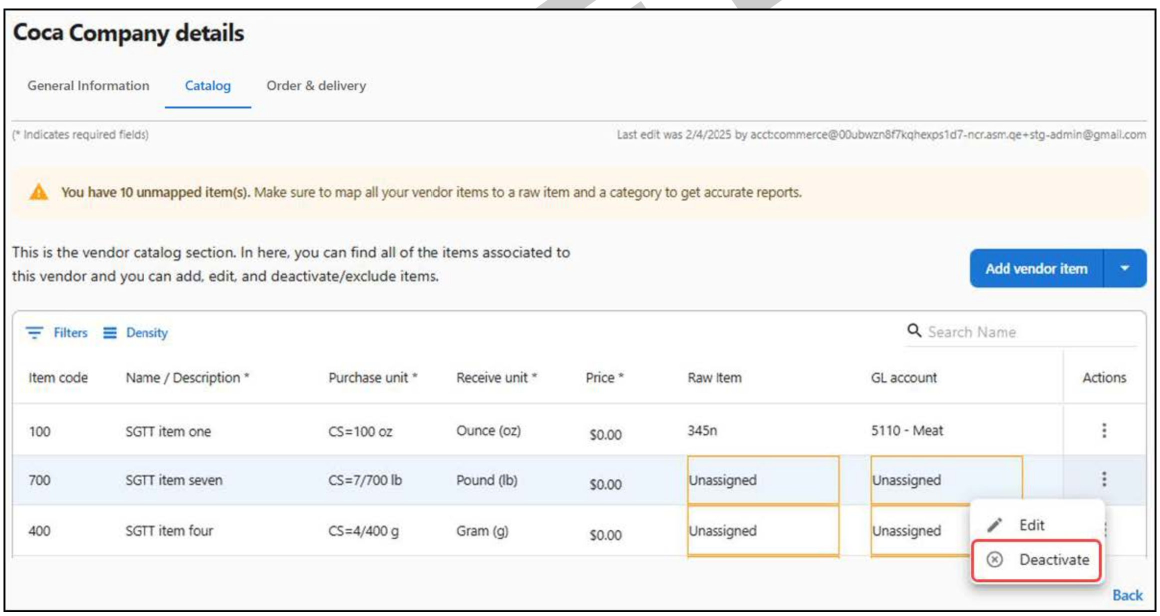
Edit vendor item options

6. Click **Save & close** to save the changes and close the vendor item edit window, or click **Save & add another** to save the edits and add another vendor item.
7. Click the **Order & delivery** tab. The existing schedules appear.
8. Update the **order day** and **delivery day** as required.
9. Click **Save**. A success message appears for updating the schedule.

> **Note**
> If you want to delete the schedule, click **Delete** against the schedule and click **Save**.

Deactivating a vendor item

1. Select **Inventory** > **Vendors**. The available vendors appear.
2. Select the **vendor** that sells the vendor item. The 'Vendor details' screen appears with the 'General information' tab as the active tab.
3. Select the **Catalog** tab to view a list of the vendor items.



Vendor details 'Catalog' tab

4. Select a **vendor item**.

5. Click the **three dots** icon under Actions and select **Deactivate** from the menu that appears. A confirmation message appears.

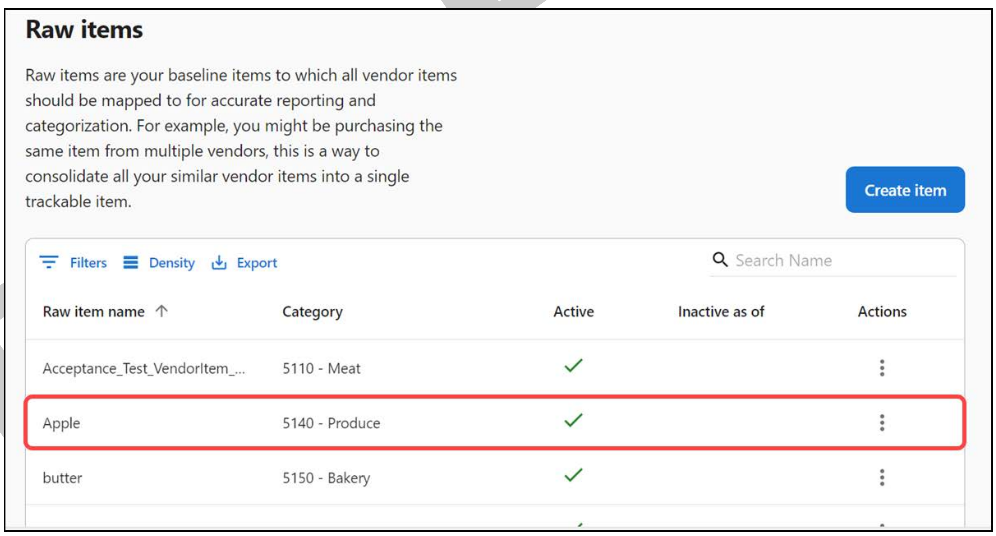
Deactivate confirmation message

6. Click **Ok** to confirm.

Using raw items function to associate a raw item with a vendor item

As an alternate method to working in the Vendors function, you can use the Raw Items function to associate a raw item with a vendor item. The vendor item must already exist.

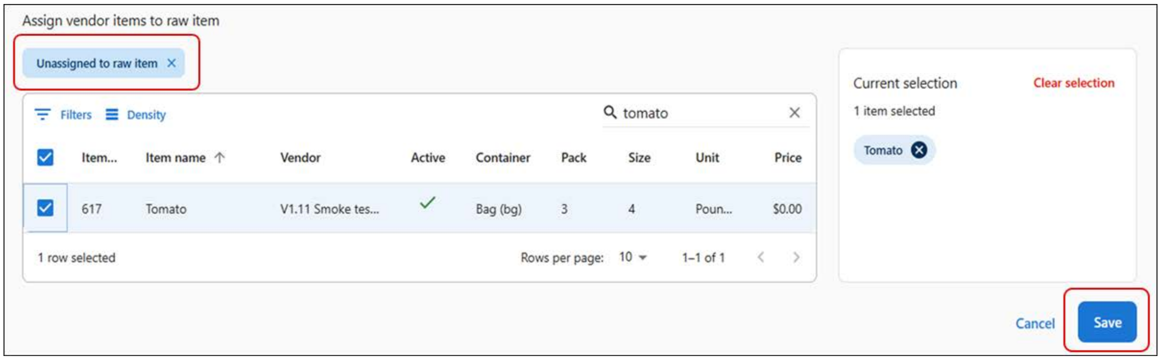
1. Select **Inventory** > **Raw Items**. The 'Raw items' screen appears.



'Raw items' screen

2. Select a **raw item** from the list.
3. Click the **three dots** icon under **Actions** and select **Edit** from the menu that appears. The 'General information' screen appears.
4. Scroll down the screen to the 'Assign vendor items to raw item' group bar.

5. Select 'Unassigned to raw item' from the **Assignment** drop-down list. The vendor items that are not assigned to a raw item are listed.



'Assign vendor items to raw item' group bar

6. Select the **vendor item** to assign to the selected raw item. The selected 'vendor item' appears in the 'Current selection' pane.
7. (Optional) To cancel the vendor item association with the raw item, click **Clear selection**.
8. Click **Save** to confirm the changes and exit the screen.

Working with invoices

An invoice is a bill received from a vendor and provides a proof of purchase for the vendor item received at the restaurant. You can use ASM to capture the invoice for proper record keeping and distribution.

Using Aloha Smart Manager, it is easy to upload invoices in CBO (Cloud Back Office) and view the invoices report. Managers can upload invoices either manually or by scanning a digital invoice file.

Managers review all invoices entered into the Back Office by the entry type (manual, scan flat file import, electronic transfer by vendor, or API). When a manager selects the Optical Character Recognition (OCR)/scan type, the manager is able to compare the image to the invoice data entered into the Back Office system and validate for the proper translation. The manager can navigate from report to invoice entry to make corrections, if needed, and then return to the report to continue reviewing the report.

Invoice approval process

In ASM, an uploaded invoice must go through multiple stages before it is finalized. The stages of invoice approval are:

1. The restaurant obtains the invoice from the vendor.
2. An employee or mid-level manager captures the invoice in ASM. The status is set as Draft.
3. A manager either accepts or finalizes the uploaded invoice. If accepted, the status changes to Accepted. If finalized, the status changes to Finalized.

Capturing invoice details

You can capture invoice details using two different methods:

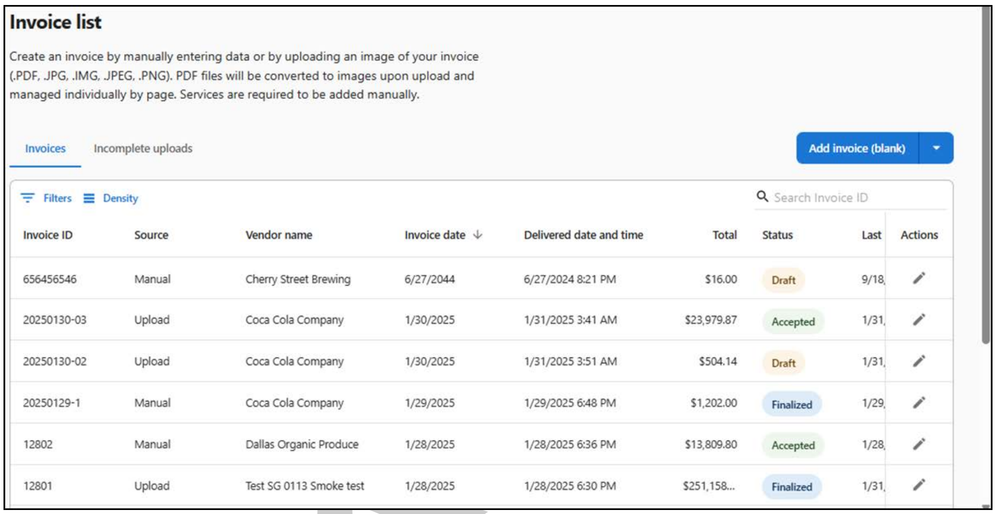
- Manually adding the invoice details. See Manually adding an invoice.
- Uploading a digital image of the invoice. If you upload a PDF, each PDF page is converted to an image file. See Appendix B: Uploading an invoice.

Manually adding an invoice

An employee or mid-level manager manually adds the invoice in ASM, which is then approved and finalized by the restaurant manager.

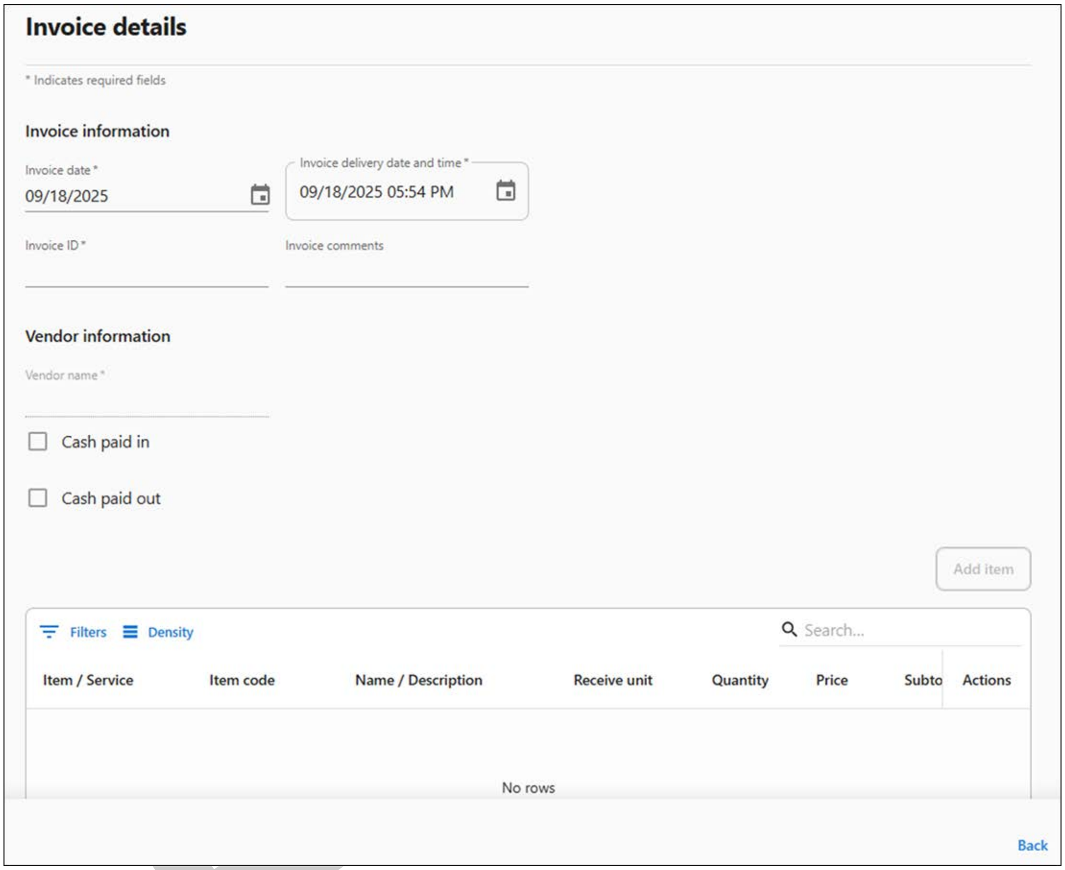
To manually add an invoice:

1. Select **Inventory** > **Invoices**. The 'Invoice list' screen appears.



'Invoice list' screen

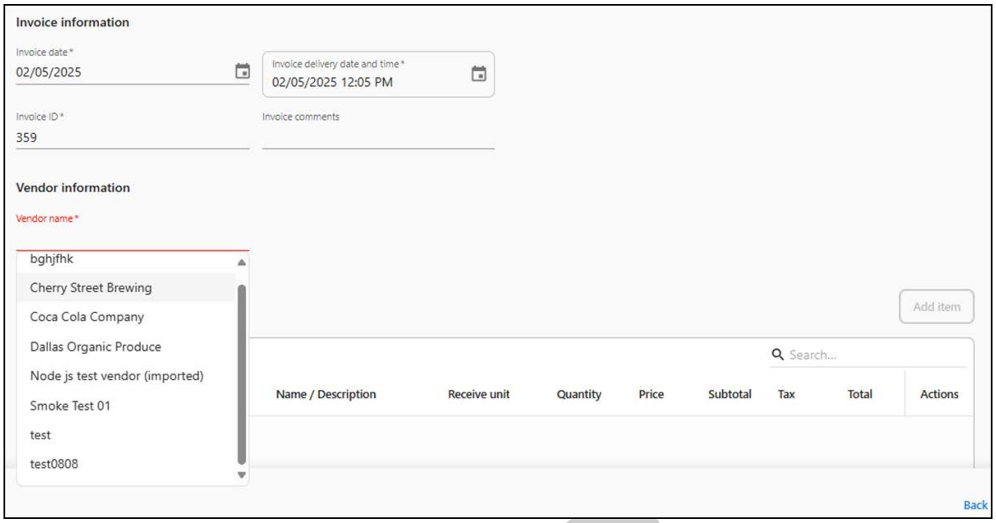
2. Click **Add invoice (blank)**. The ‘Invoice details’ screen appears.



‘Invoice details’ screen

3. Select the **invoice date**.
4. Select the **date and time** when the invoice was sent to the restaurant.
5. Type the **unique ID** of the invoice.

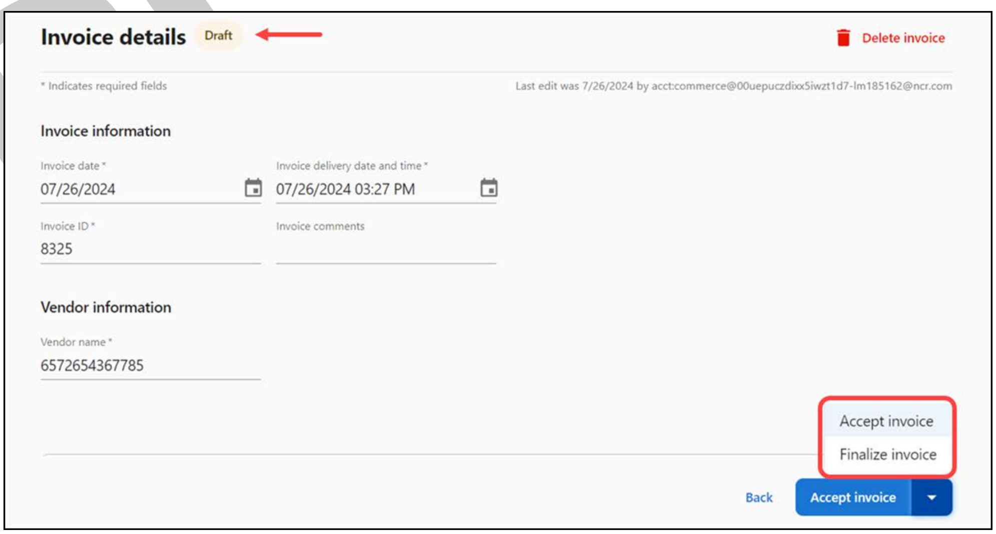
6. Type any **additional information** about the invoice in 'Invoice comments.'



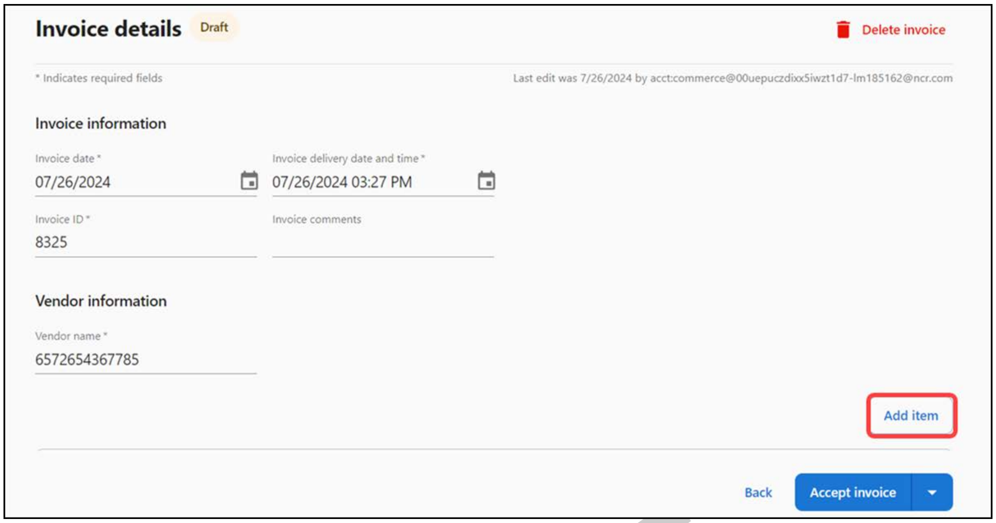
Adding or selecting a vendor

7. Click **Vendor name** to view a list of vendors.
8. Select a **vendor** from the list. Alternatively, if the required vendor is not listed, enter the **new vendor name** in 'Vendor name.' The Add <New vendor name> option appears. Click **Add** to create a new vendor.

   The invoice status is set to 'Draft' and the options to 'Accept invoice' and 'Finalize invoice' appear.

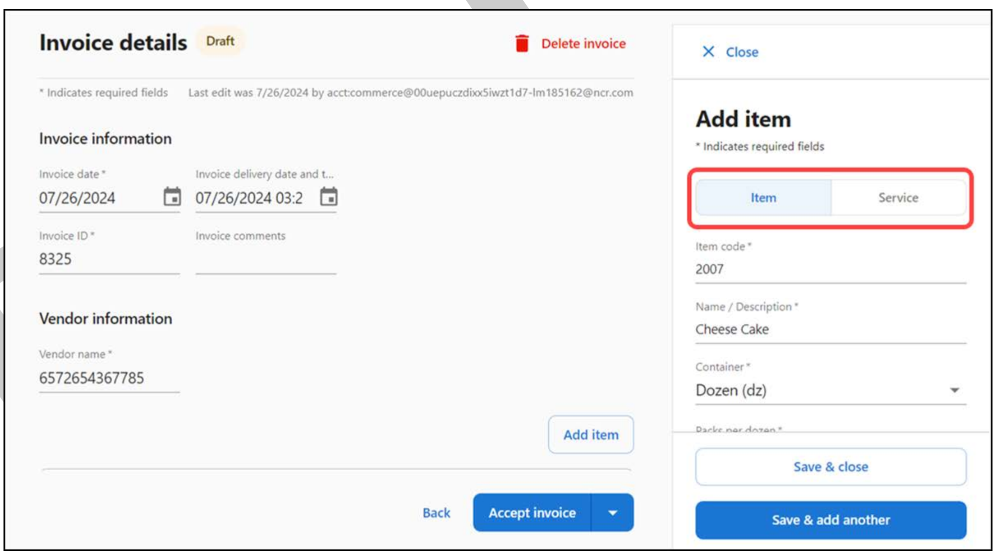


Invoice record saved as Draft



Option to add an item to the invoice

9. Click **Add item** to manually enter the first item in the invoice. The ‘Add item’ screen appears on the right side of the screen.



Option to enter item or service details

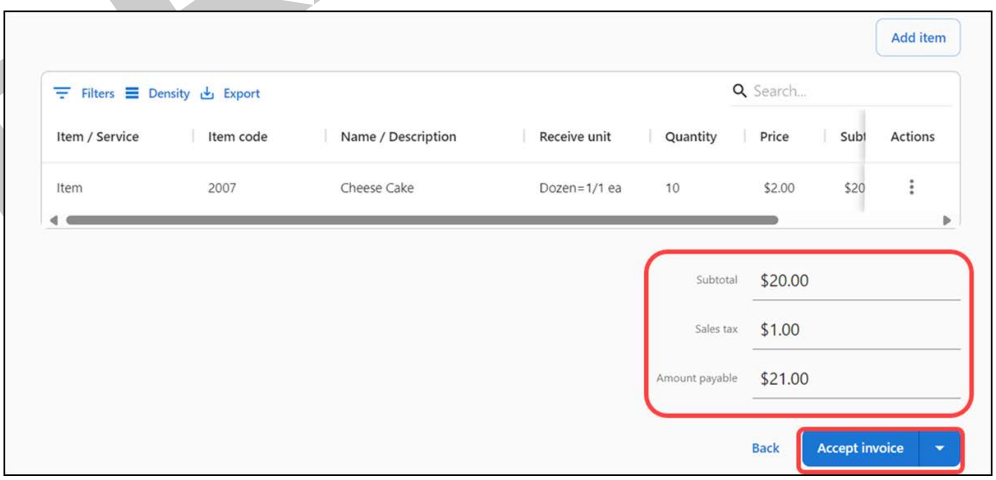
10. Click **Item** or **Service** to designate the **type of item** to add to the invoice. Choose from:

    Item — Indicates the item is a product purchased from the vendor, such as egg or milk.

    Service — Indicates the item is for a service provided by the vendor, such as a catering service.

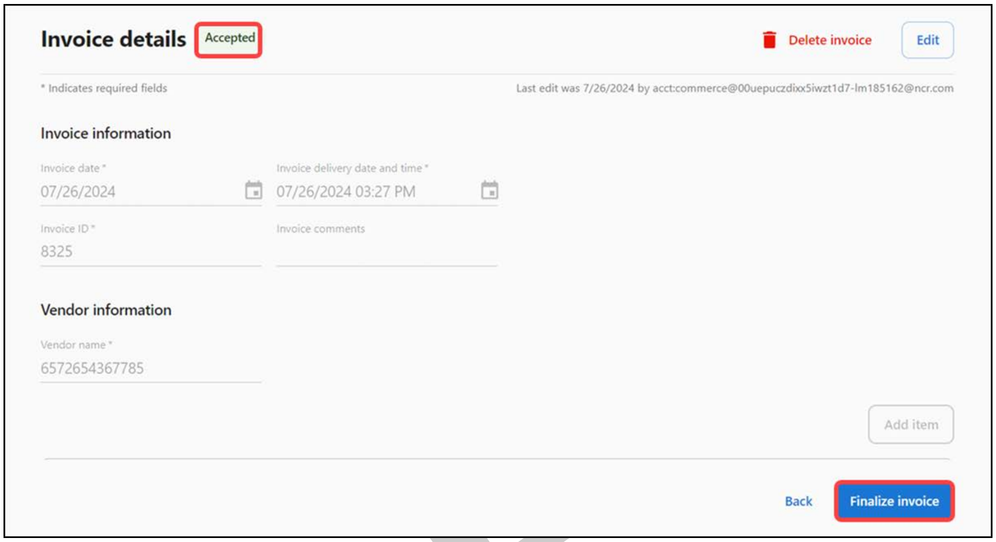
11. Type the **vendor item code**, up to 50 characters.
12. Type the **name and description of the item**, up to 250 characters.

13. Select the **bulk packing type** from the 'Container' drop-down list. Select from Case (CS), Pail (PL), Bag (BG), Pound (LB), Gallon (GL), Half Gallon (HGL), Quart (QT), Liter (LT), Pint (PT), and Dozen (DZ).
14. Type the **total quantity of packs** in vendor item container. This must be a numeric value from 1 to 999, up to two decimals.
15. Type the **actual size of each unit** in the package. This must be a numeric value from 1 to 999, up to two decimals.
16. Select the **standard unit of measurement** of the item. The available unit of measures are Fluid Ounce (fl. Oz), Quart (qt.), Milliliter (ml), Gram (g), Ounce (oz.), EA (ea), Pint (pt), Gallon (gal), #5 Can (#5 Can), #10 Can (#10 Can), Liter (L), Milligram (mg), Kilogram (kg), Pound (Lb), and Dozen (DZ).
17. Type the **quantity** of vendor items.
18. Type the **unit price** of the vendor item container. It must be a numeric value (up to two decimals). The sub-total amount is auto calculated as Quantity × Price. This is the amount excluding the tax amount.
19. Type the **tax amount**. This is the applicable tax of all units. The total amount of items is auto calculated as Subtotal × Tax. This is the total amount including the tax amount.
20. Click **Save & close** to save the item and close the invoice, or click **Save & add another** to save the current item and add another item.
21. Repeat **steps 9** through **20** for all items and services to be included as per the invoice. The subtotal, sales tax, and amount payable appear at the bottom.



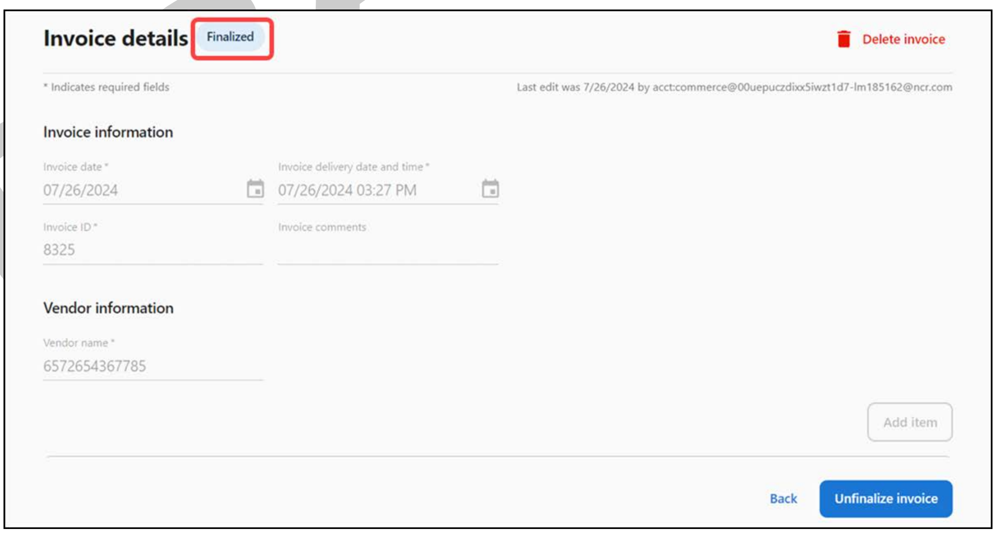
Added invoice items and services

22. Click **Accept invoice** to confirm the invoice details. The status of the invoice changes to 'Accepted' and the **Finalize invoice** option appears. A manager can modify or delete the accepted invoice.



Accepted invoice

23. Click **Finalize invoice** to approve the invoice. The status of the invoice changes to 'Finalized.'



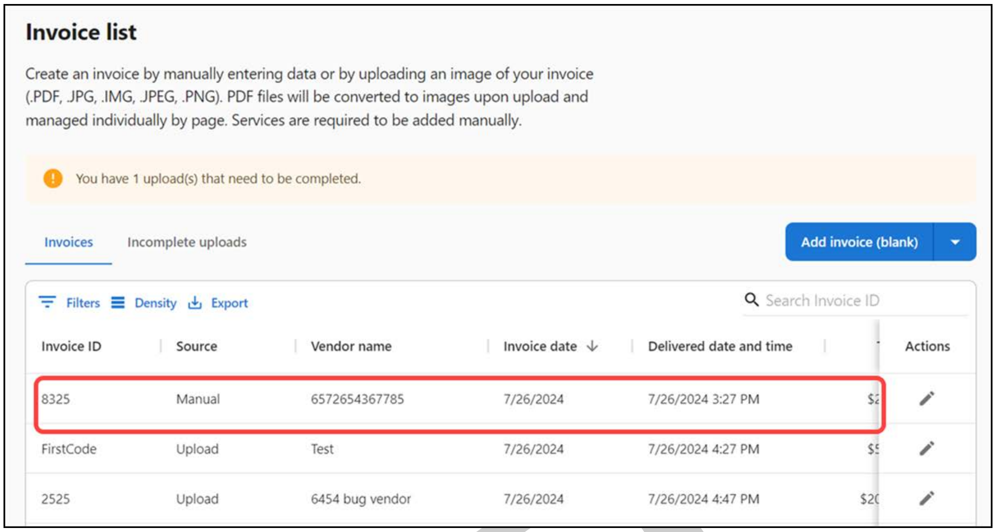
Finalized invoice

Note
Click 'Unfinalize invoice' to revert the finalized invoice status to Draft.

24. Click **Back** to return to the invoice screen.

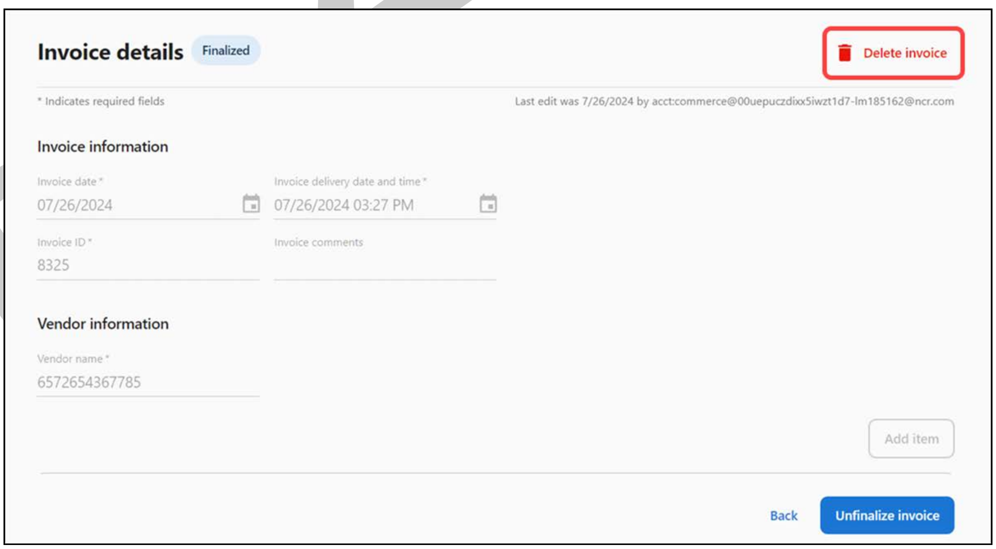
Deleting an invoice

1. Select **Inventory** > **Invoices**. The 'Invoice list' screen appears.



'Invoice list' screen

2. Select an **invoice** to delete. The 'Invoice details' screen appears.



'Invoice details' screen

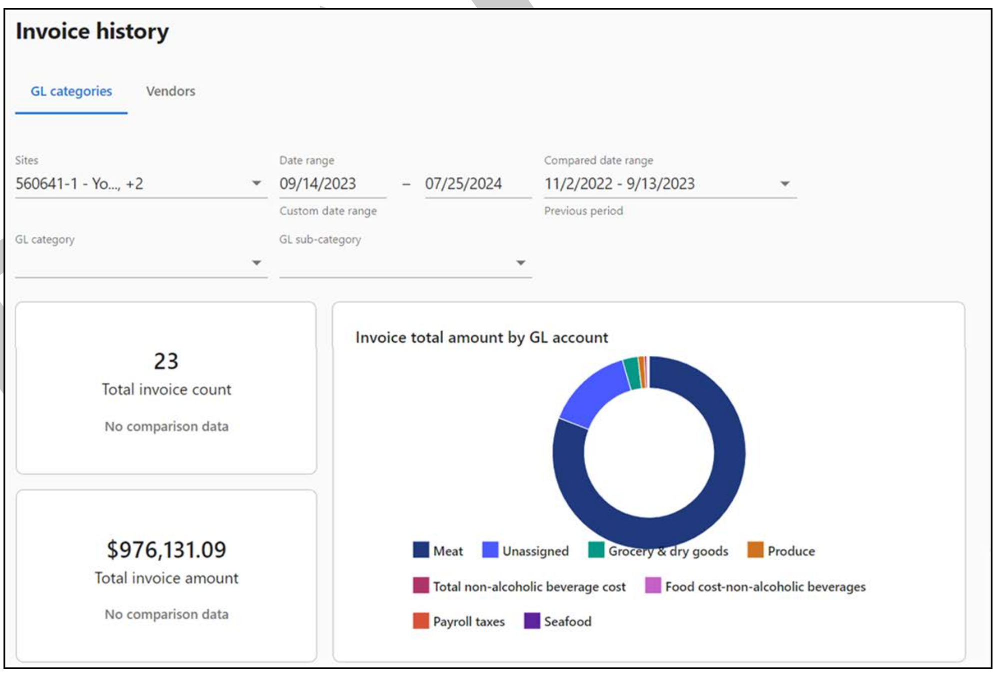
3. Click **Delete invoice**. A confirmation message appears allowing you to confirm the invoice deletion.
4. Click **Delete** to confirm.

Viewing 'Invoice history' report

A manager can review all the invoices entered into Aloha Smart Manager specific to the entry type (manual, scan flat file import, electronic transfer by vendor, or API). When the manager selects the OCR/scan type, the manager is then able to compare the image to the invoice data entered into ASM to validate proper translation. The manager can easily navigate from the report to invoice entry to make corrections, if needed, and then navigate back to the report, to continue reviewing the report.

To run an invoice history report of GL categories:

1. Select **Inventory** > **Reports** > **Invoice history report**. The details in GL categories tab appears by default.
2. Select the **site(s)**.
3. Select the **date range**.
4. Select the **compared date range**.
5. Select a **General Ledger (GL) category** type from the drop-down list.
6. Select a **General Ledger (GL) sub-category** type from the drop-down list. The following details appear on the screen.



'Invoice history' report - GL categories

Total invoice count — Total invoice count and the growth percentage of invoices when compared to the previous period.

Total invoice amount — Total invoice amount and the growth percentage when compared to the previous period.

Filters Density Export Search...

GL sub-category	Invoice count	Subtotal	Sales tax	Total
Unassigned (1)	19	$146,746.90	$0.00	$146,746.90
Unassigned	19	$146,746.90	$0.00	$146,746.90
5000 - Cost of sales (1'	3	$3,869.50	$0.00	$3,869.50
5200 - Total nor	3	$3,869.50	$0.00	$3,869.50
5100 - Total food cost	13	$829,089.17	$2.58	$829,091.75
5110 - Meat	2	$789,428.90	$0.00	$789,428.90
5120 - Seafood	1	$781.44	$0.00	$781.44

Invoice history report details

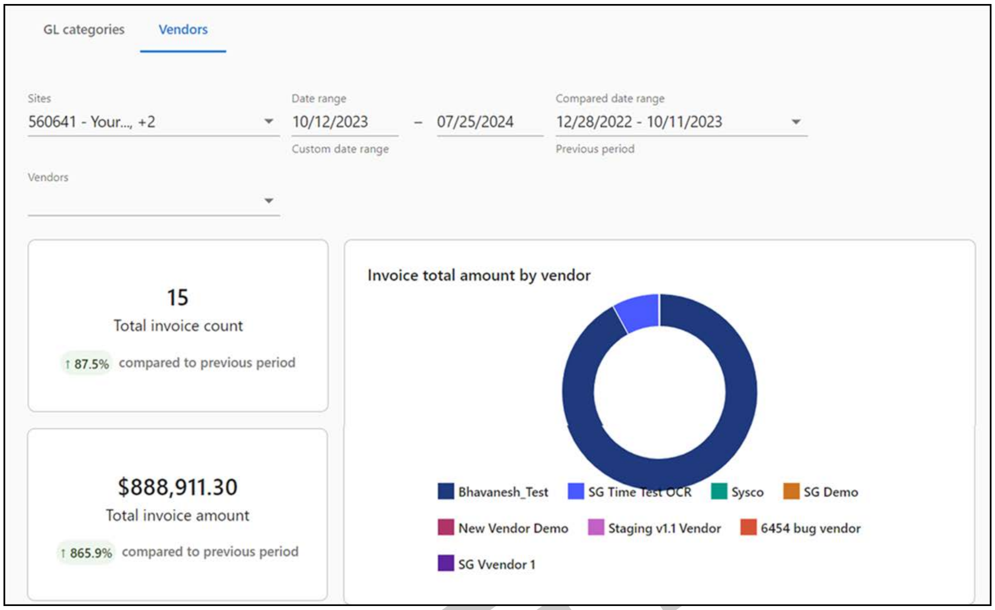
The following information appears in the report:

Column	Description
GL sub-category	The general ledger category.
Invoice count	The total count of invoices.
Subtotal	The subtotal of the invoices excluding the tax amount.
Sales tax	The amount of the sales tax applied.
Total	The total amount of the sale (subtotal + sales tax).

To run an 'Invoice history report' of Vendors:

1. Select **Inventory** > **Invoice history report**. The details in GL categories tab appears by default.
2. Click **Vendors**.
3. Select the **site(s)**.
4. Select the **date range**.
5. Select the **compared date range**.

6. Select one or more **vendors** from the drop-down list. The following details appear on the screen:



Invoice history report - Vendors

Total invoice count — Total invoice count and the growth percentage of invoices when compared to the previous period.

Total invoice amount — Total invoice amount and the growth percentage when compared to the previous period.

Filters Density Export Search...

Vendor	Invoice count	Subtotal	Sales tax	Total
Bhavanesh_Test	3	$818,170.45	$0.00	$818,170.45
SG Time Test OCR	5	$69,439.61	$0.00	$69,439.61
Sysco	1	$1,008.50	$2.25	$1,010.75
SG Demo	2	$279.93	$0.00	$279.93
New Vendor Demo	1	$5.98	$0.00	$5.98

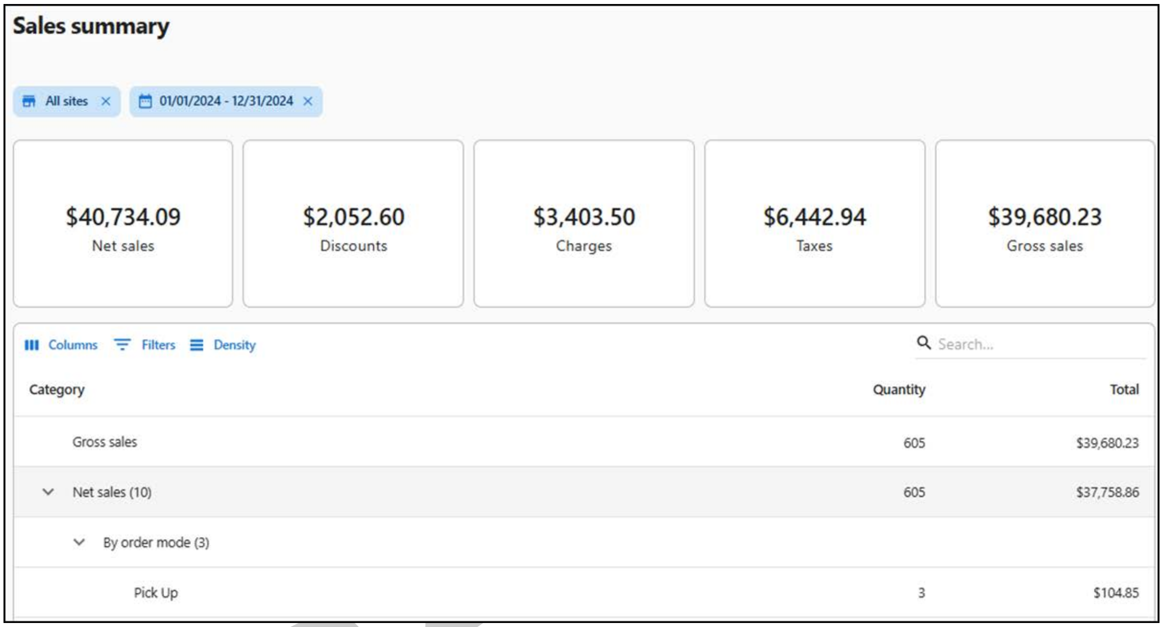
The following information appears in the report:

Column	Description
Vendor	Name of the vendor.
Invoice count	The total count of invoices.
Subtotal	The subtotal of the invoices excluding the tax amount.
Sales tax	The amount of the sales tax applied.
Total	The total amount of the sale (subtotal + sales tax).

About sales reporting

The Reports section enables you to view different types of sales reports and gives you a detailed analysis of various key metrics like taxes, discounts, product mix, refunds, and more.

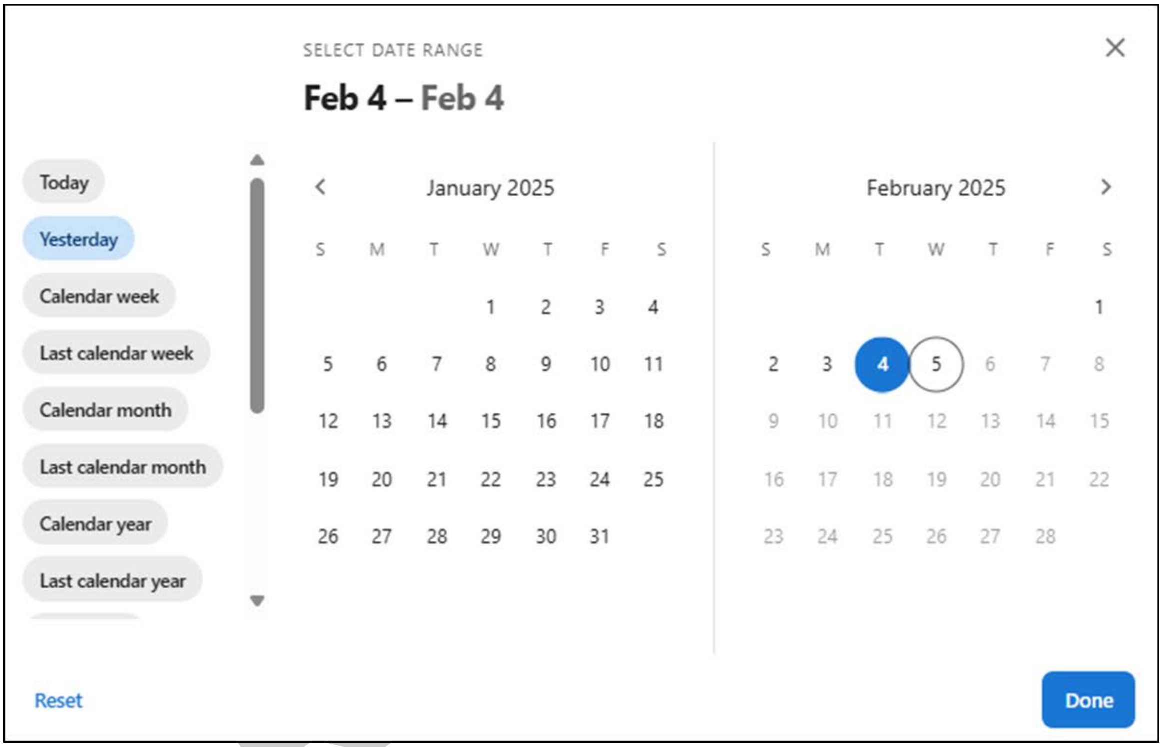
Each sales report defaults to the previous day.



'Sales summary' landing page

Calendar

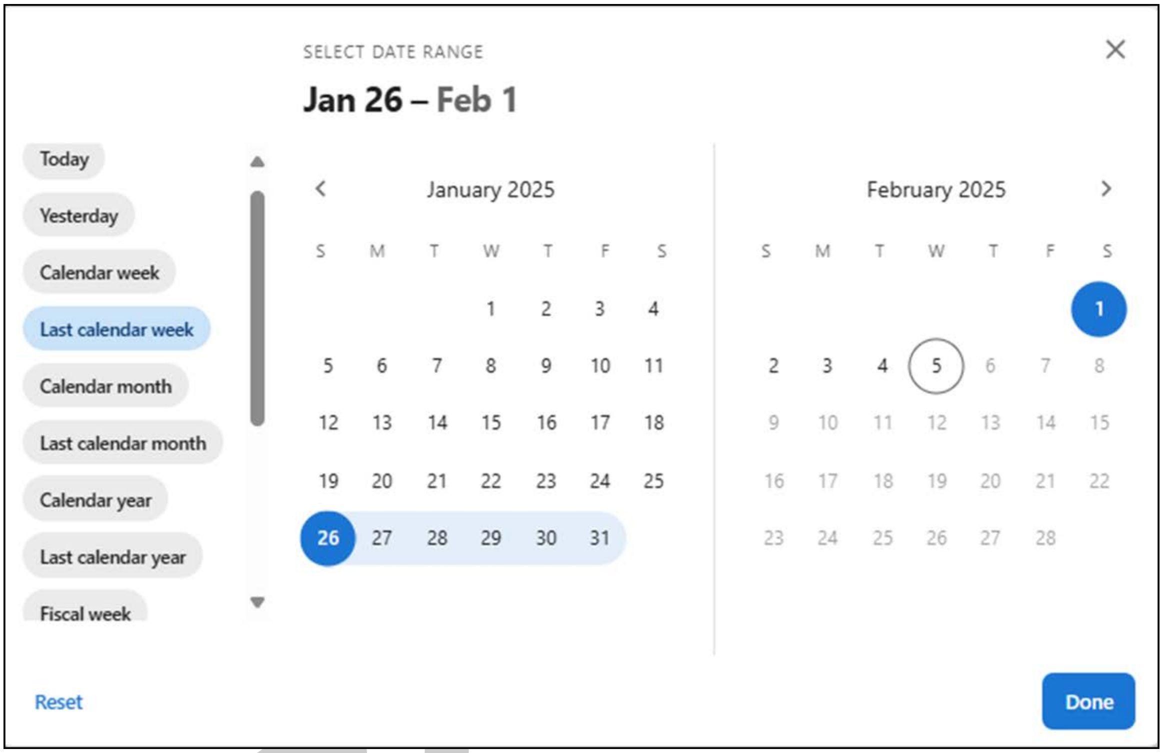
Use the 'Calendar' option to pick a specific date or week. For instance, while working with invoices, select a specific date to generate the invoice; whereas, while working on scheduling, pick a specific week.



Calendar control to select a date

Date range selections

Use the predefined date range selections to easily select the period for which the data is required.



Date range selection

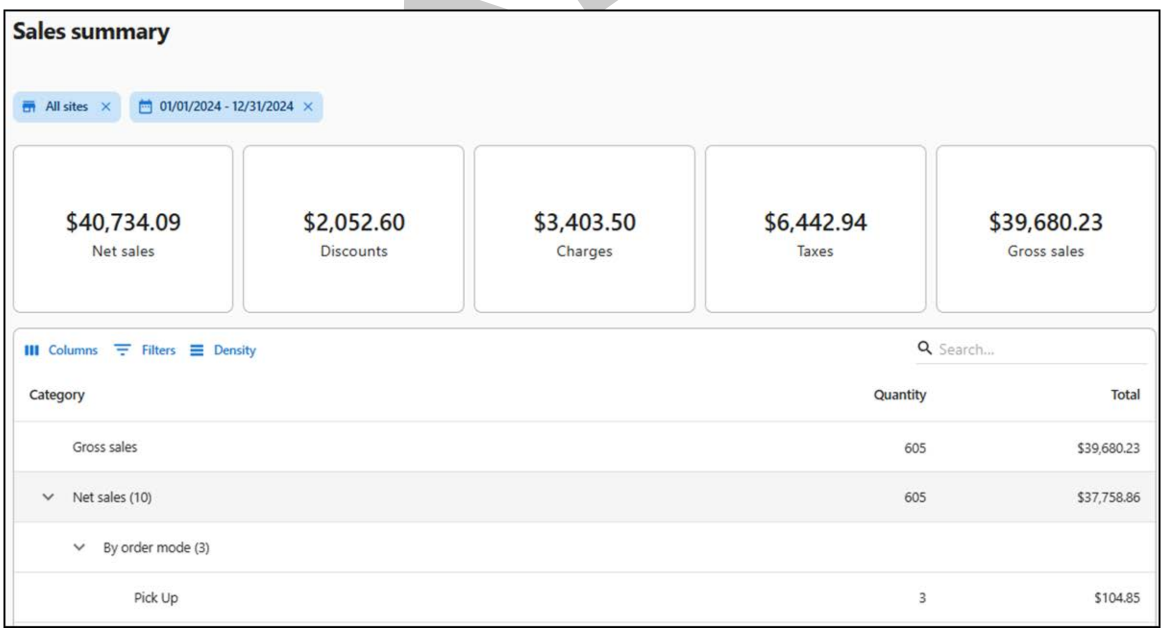
Working with Sales reports

Managers and administrators can generate the following reports to monitor the sales at a restaurant:

- Sales summary
- Profit & loss
- Product mix
- Payments
- Revenue centers
- Taxes
- Discounts
- Refunds
- Voids

Sales summary

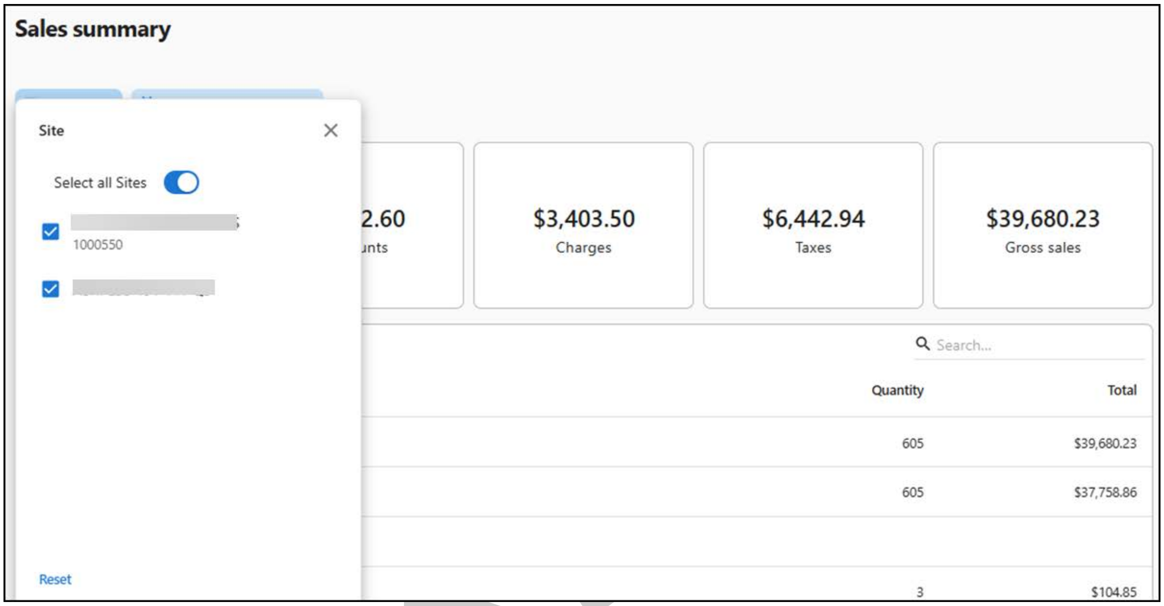
The 'Sales summary' report provides vital sales information used to monitor the progress of the restaurant..



'Sales summary' report

To run the 'Sales summary' report:

1. Select **Sales** > **Reports** > **Sales summary**. The 'Sales summary' report for the previous day appears by default.



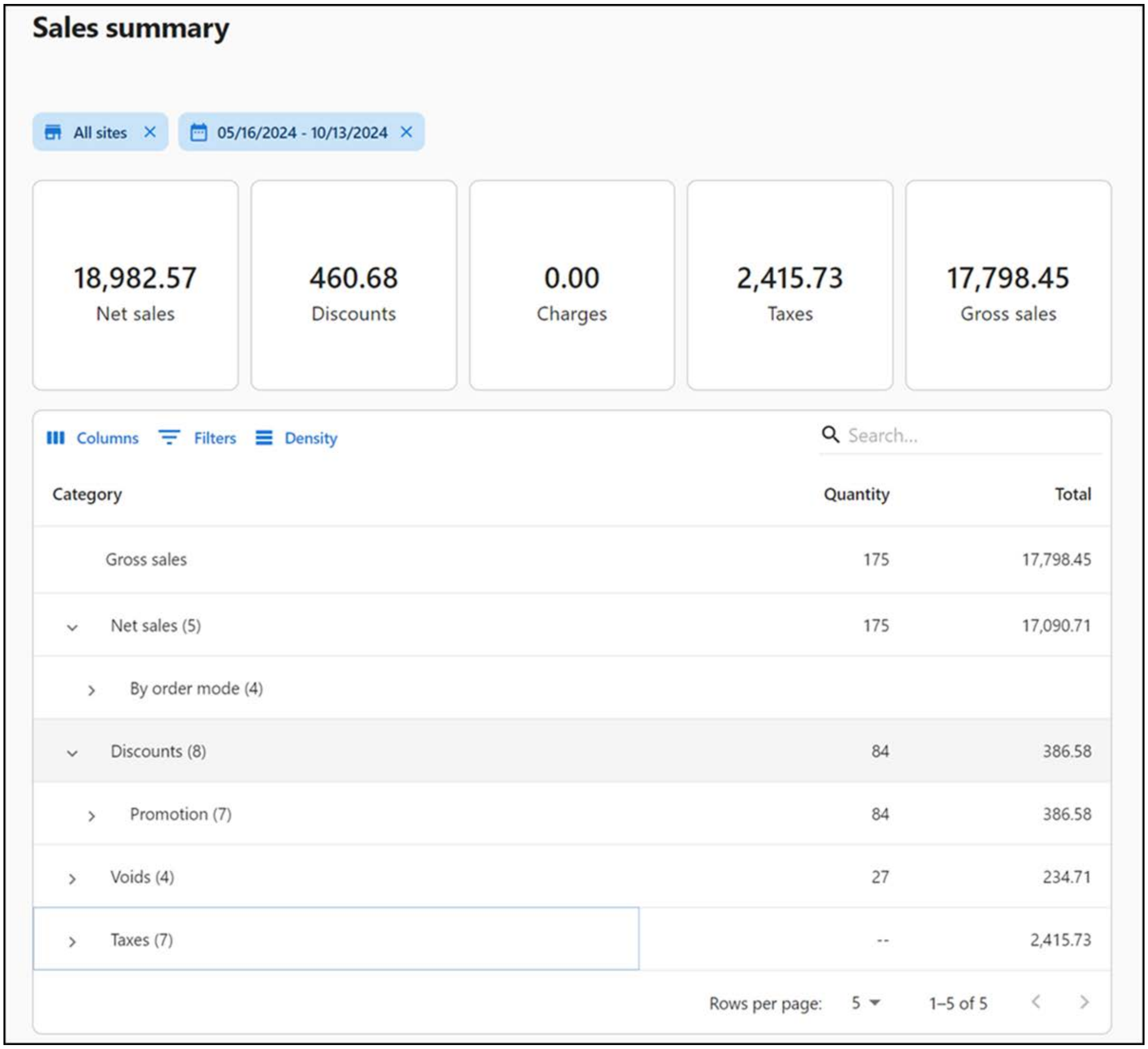
'Sales summary' - Site options

2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites**.

> **Note**
> Note: Only the sites to which you have access appear in the report.

3. Click **Reset** to reset the site selection.
4. Select a **date range** from the drop-down list.

The report dynamically updates with each selected parameter and the report tiles are populated with key metric data.



'Sales summary' report tiles

Net sales — Displays the total Net sales amount for the selected sites. Net Sales are the sum total of item sales after Discounts, Price Overrides and Returns have been applied and exclude Inclusive Taxes. Net Sales is based on the following formula: gross sales - discounts - price overrides - returns - inclusive taxes.

Discounts — Displays the total amount of discounts, including promos and comps, applied at the selected site.

Charges — Displays the total amount of additional charges.

Taxes — Displays the total amount of taxes assessed.

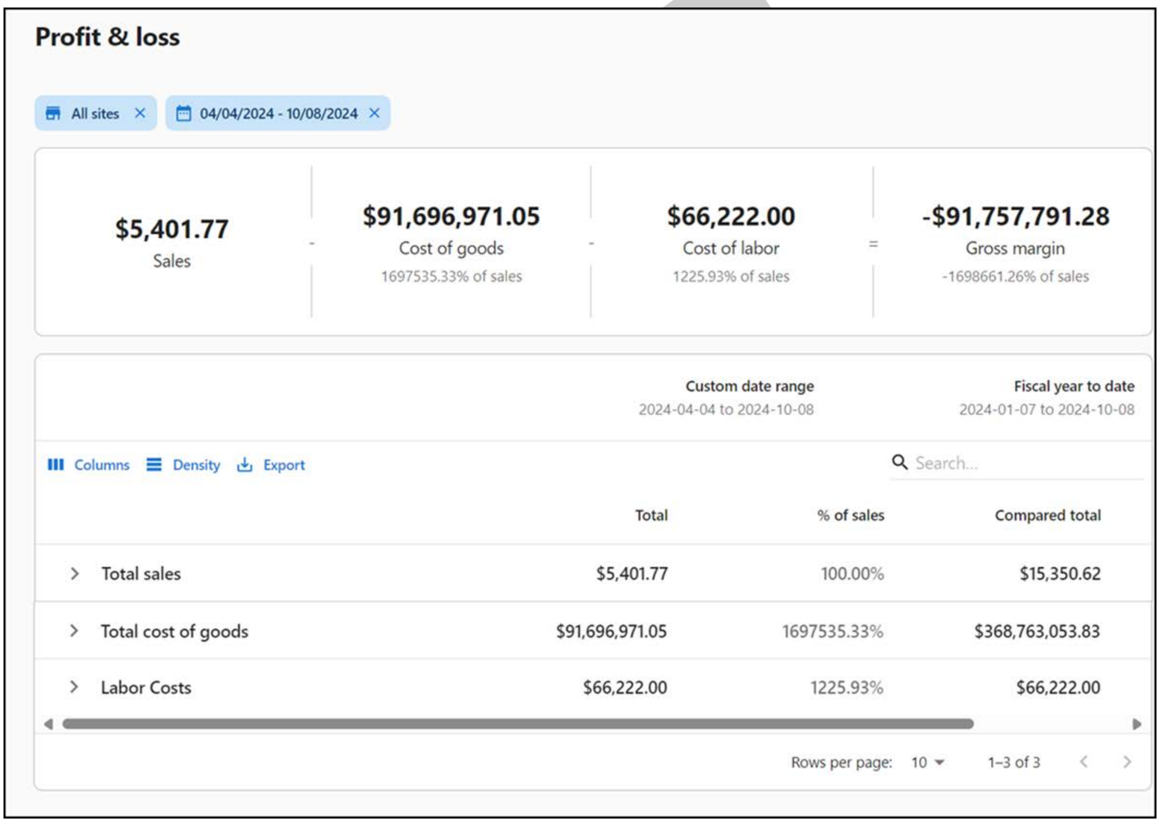
Gross Sales — Displays the total Gross Sales amount. Gross Sales are the Item Sales of non-voided 'Sales' items (includes Inclusive Taxes).

The following information appears in the report:

Column	Description
Category	Name of the category, such as Net Sales, Gross Sales, Taxes, and more.
Quantity	Total number of transactions for each payment type.
Total	The total sales amount including tips and gratuities for the transaction.

Profit & loss

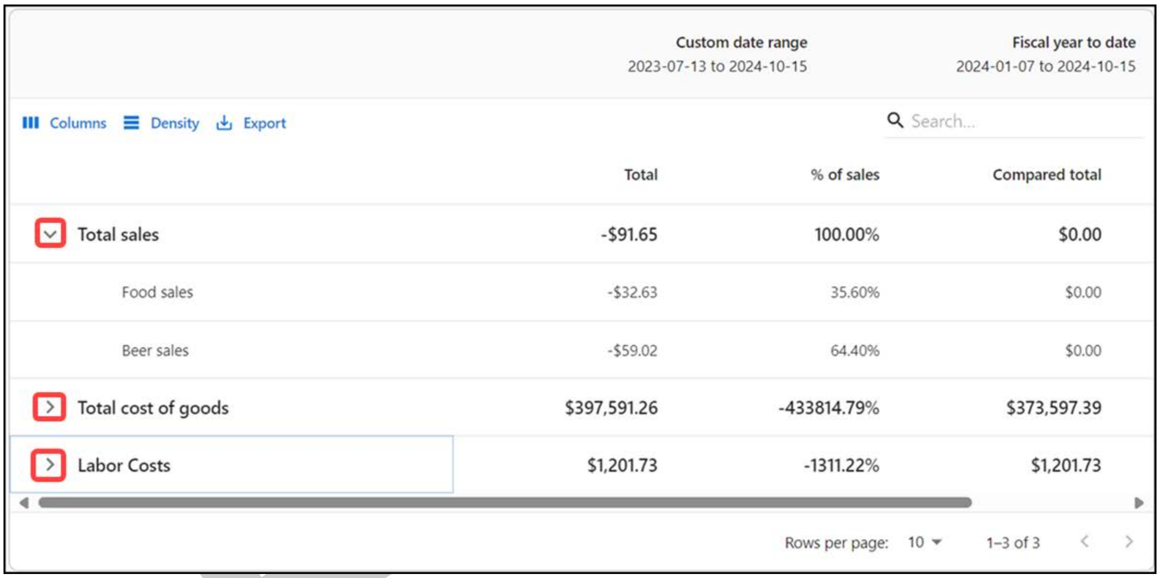
The 'Profit & loss (P&L)' report summarizes the revenue, costs, and expenses, of the restaurant to gross profit.



'Profit & loss' report tiles

To run a 'Profit & loss' report:

1. Select **Sales** > **Report** > **Profit & loss**. The 'Profit & loss' report for the previous day appears by default.
2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites**.
3. Click **Reset** to reset the site selection.
4. Select a **date range.**



'Profit & loss' report

Note:
Click the **'Column options'** at the top of each column to reset or sort the columns. Click the pivot **(>)** next to each option to sort the data further. You can expand each section to show data by item category.

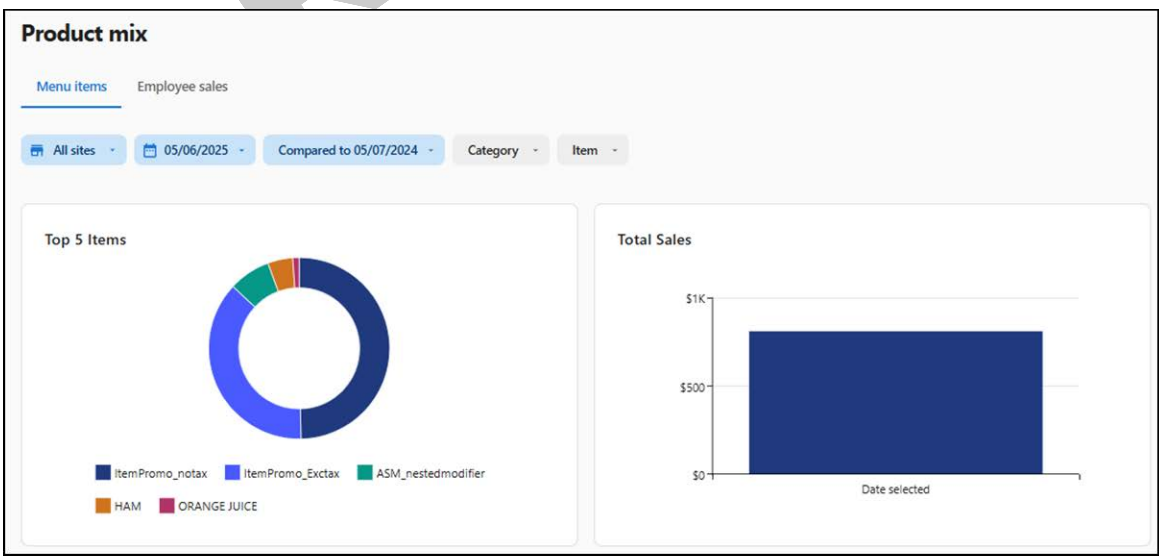
The report dynamically updates with each selected parameter.

Reporting data appears on the following tiles.

Row	Description
Total sales	Displays the total and percentage of sales. This is net sales and will break down by sales category as you drill down.
Total cost of goods	Displays the total amount the restaurant paid as a cost directly related to the sale of products. This is based on invoices entered and displays cost by category as you drill down.
Labor Costs	Display the total cost of labor according to the staff working in the restaurant. The report details the wages given to the staff and the total sales. Displays cost of labor and a total as a percent of Net Sales. Displays labor by job code as you drill down.
Total	Represents gross profit based on the calculation of sales - cost of goods sold - labor cost.
% of sales	Displays the percentage or number of items sold.
Compared total	Displays the total compared to the fiscal year. See "Configuring the fiscal calendar" on page 100.
Compared % of sales	Displays the percentage of sales compared to the fiscal year.

Product mix

The 'Product mix' report allows you to view the sales of different products and sorts the highly sold products in the given data. This provides a clear picture of the sales in the selected time frame.

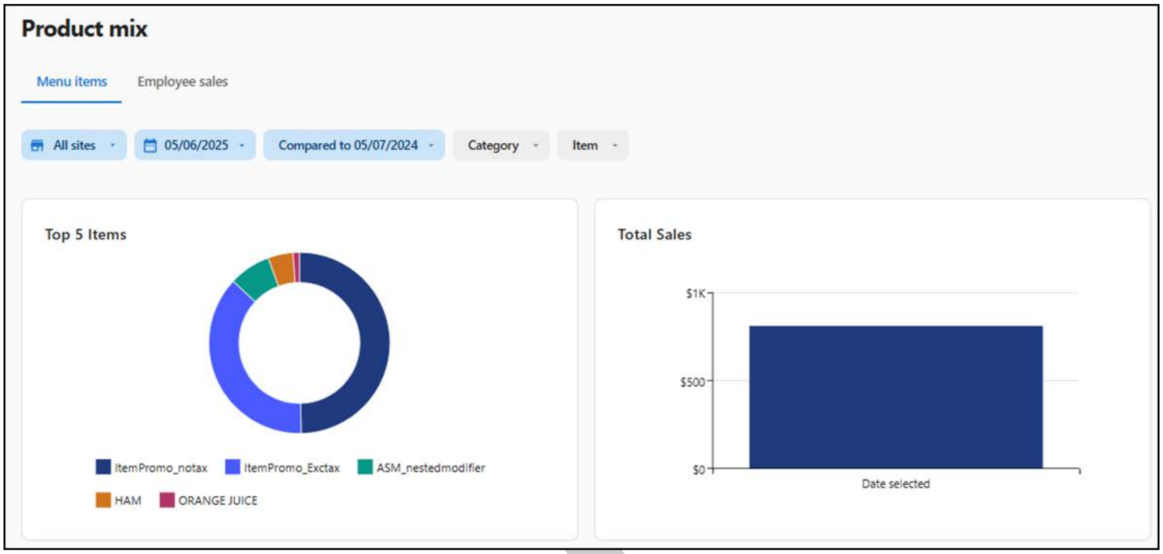


'Product mix' report - 'Menu items' view

The 'Product mix' report offers two views:

- Menu items
- Employee sales

'Menu items' view



'Product mix' report - 'Menu items' view

To run the 'Menu items' view:

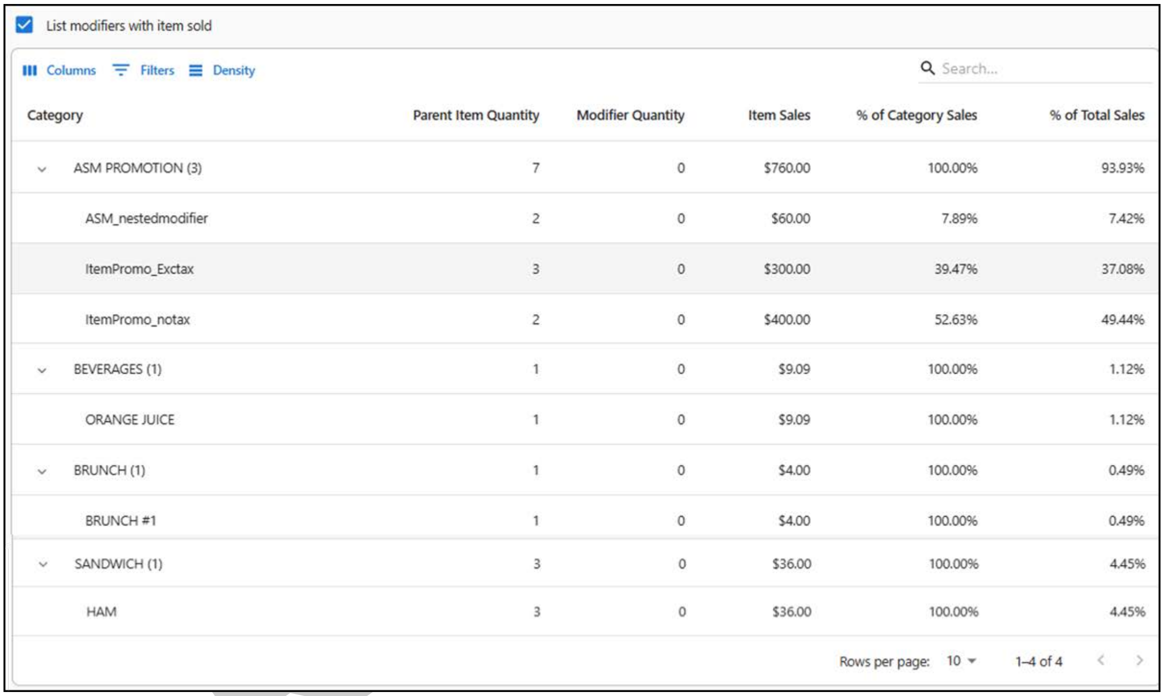
1. Select **Sales** > **Report** > **Product mix > Menu items tab.** The **Menu items** view appears with the previous date selected by default.
2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites**.
3. Click **Reset** to reset the site selection.
4. Select a **date range** from the drop-down list.
5. Select a **Category** from the drop-down list.
6. Select an **item** to report from the drop-down list.

   The report dynamically updates with each selected parameter. Reporting data appears on the following tiles.

   Top 5 items — Displays data in a circle with different colors displaying each item with a color. Hover over areas of the circle to view the sales data of the item.

Total Sales — Displays data as a line graph on the axes showing the sales along with days/months/years, based on the date range selection. Hover over the line graph to show the net sales and item count of the selected range along with the comparison range.

7. Select **List modifiers with item sold**, to view the modifier quantity details of the respective category.


List modifiers with item sold

Columns Filters Density Search...

Category	Parent Item Quantity	Modifier Quantity	Item Sales	% of Category Sales	% of Total Sales
ASM PROMOTION (3)	7	0	$760.00	100.00%	93.93%
ASM_nestedmodifier	2	0	$60.00	7.89%	7.42%
ItemPromo_Exctax	3	0	$300.00	39.47%	37.08%
ItemPromo_notax	2	0	$400.00	52.63%	49.44%
BEVERAGES (1)	1	0	$9.09	100.00%	1.12%
ORANGE JUICE	1	0	$9.09	100.00%	1.12%
BRUNCH (1)	1	0	$4.00	100.00%	0.49%
BRUNCH #1	1	0	$4.00	100.00%	0.49%
SANDWICH (1)	3	0	$36.00	100.00%	4.45%
HAM	3	0	$36.00	100.00%	4.45%

Rows per page: 10 1–4 of 4

‘Product mix’ report - ‘Total sales’ view

The following information appears in the report:

Column	Description
Category	Specifies the category of the item in which it is listed.
Parent Item Quantity	Displays the quantity of the parent item used.
Modifier quantity	Displays the count of all the modifiers sold.
Item Sales	Displays the total amount of item sales.
% of Category Sales	Displays the percentage of parent item category sales to which the item belongs.
% of Total Sales	Displays the percentage of total sales the item represents.

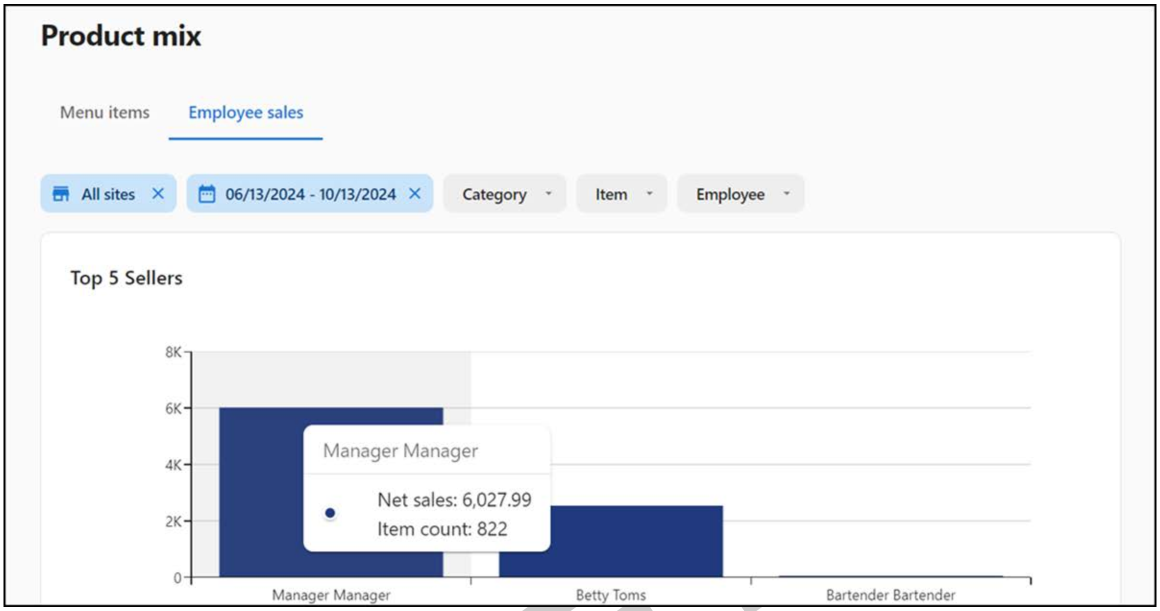
Note
You can sort the items by clicking the pivot(>) next to each item of the first three columns. Clicking the pivot gives you detailed sales data of each item sold and also modifier data sold accordingly.

'Employee sales' view

To run the 'Employee sales' view:

1. Select **Sales > Report** > **Product mix** > **Employee sales** tab**.** The 'Employee sales' view for the previous date appears by default.
2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites.**
3. Click **Reset** to reset the site selection.

4. Select a **date range** to report from the drop-down list.

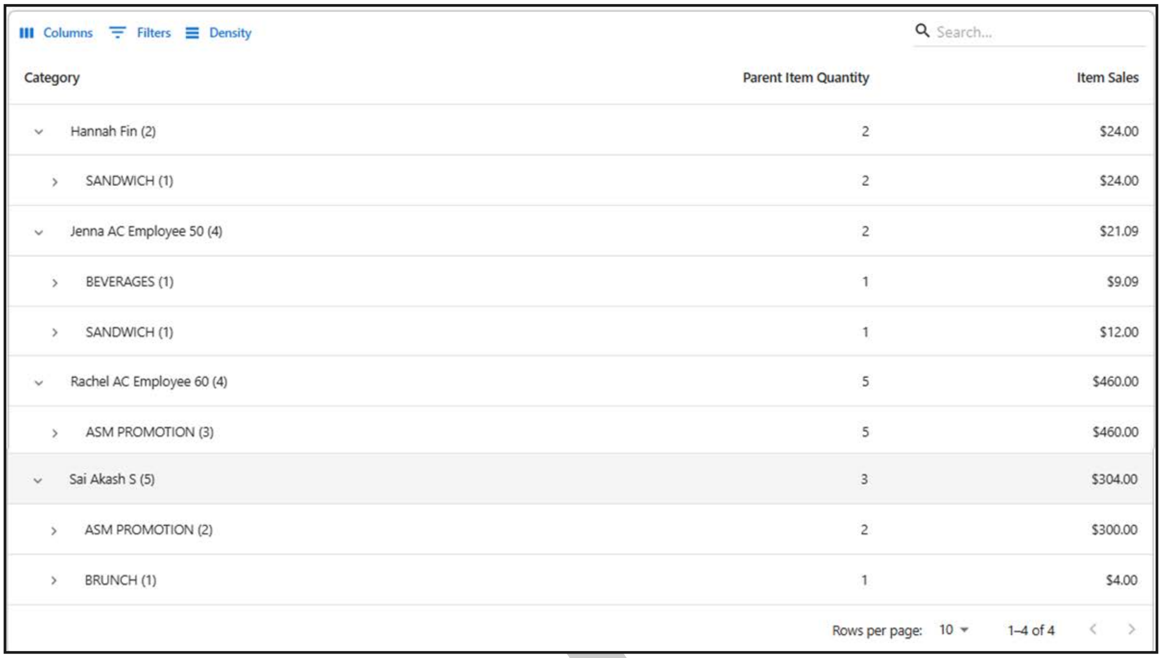


'Product mix' report - 'Employee sales' view

The report dynamically updates with each selected parameter. Reporting data appears on the following tile.

Top 5 sellers — Displays the net sales amount in the form of bars for the top 5 employees. Hover over the bar to show the net sales and item count.

The following information appears in the report



Columns Filters Density Search...

Category	Parent Item Quantity	Item Sales
Hannah Fin (2)	2	$24.00
SANDWICH (1)	2	$24.00
Jenna AC Employee 50 (4)	2	$21.09
BEVERAGES (1)	1	$9.09
SANDWICH (1)	1	$12.00
Rachel AC Employee 60 (4)	5	$460.00
ASM PROMOTION (3)	5	$460.00
Sai Akash S (5)	3	$304.00
ASM PROMOTION (2)	2	$300.00
BRUNCH (1)	1	$4.00

Rows per page: 10 1–4 of 4

Product mix report - List modifiers

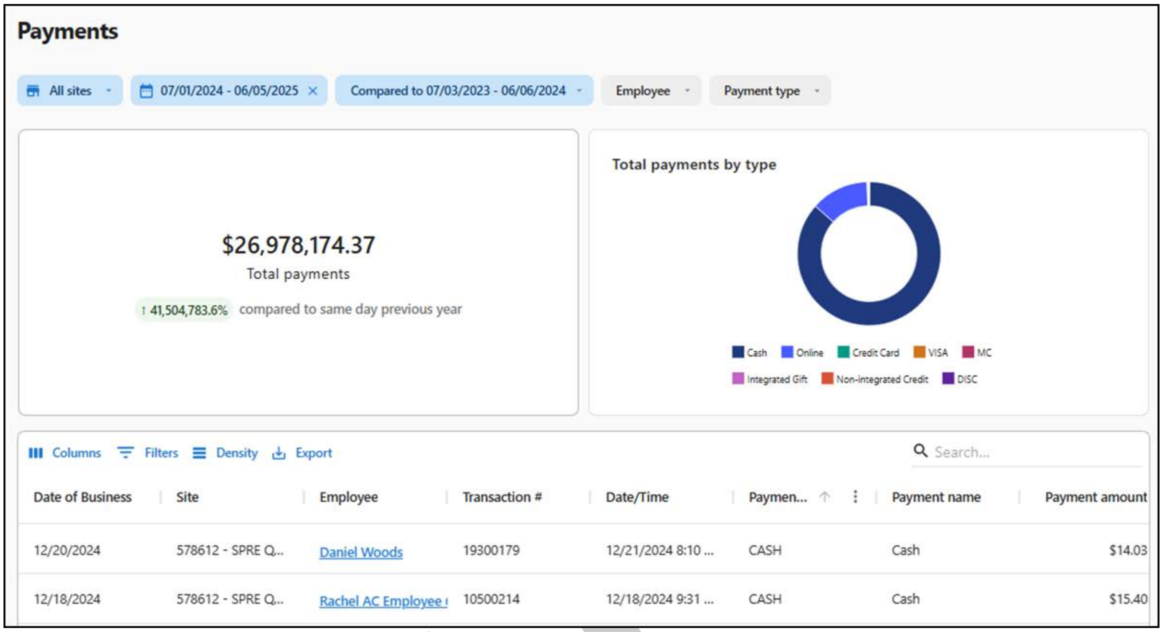
Column	Description
Category	Category of the item or a modifier.
Parent Item Quantity	Displays the quantity of parent item used.
Item sales	Displays the total amount of item sales.

To refine your search:

1. Select the **category** of items from the drop-down list. The data appears based on the selected category.
2. Select the **item** from the drop-down list.
3. Select the **employee** from the drop-down list. When the search is refined, the data is generated for the particular selection in that particular date range.

Payments

The ‘Payments’ report displays details of the payments accepted at the restaurant.

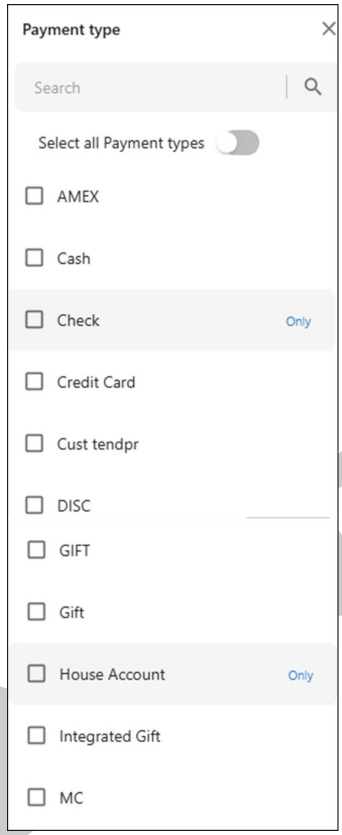


‘Payments’ report

To run the ‘Payments’ report:

1. Select **Sales** > **Report** > **Payments.** The ‘Payments’ report for the previous date appears by default.
2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites**.
3. Click **Reset** to reset the site selection.
4. Select a **date range** from the drop-down list.

5. Select the **Employee** from the drop-down list.

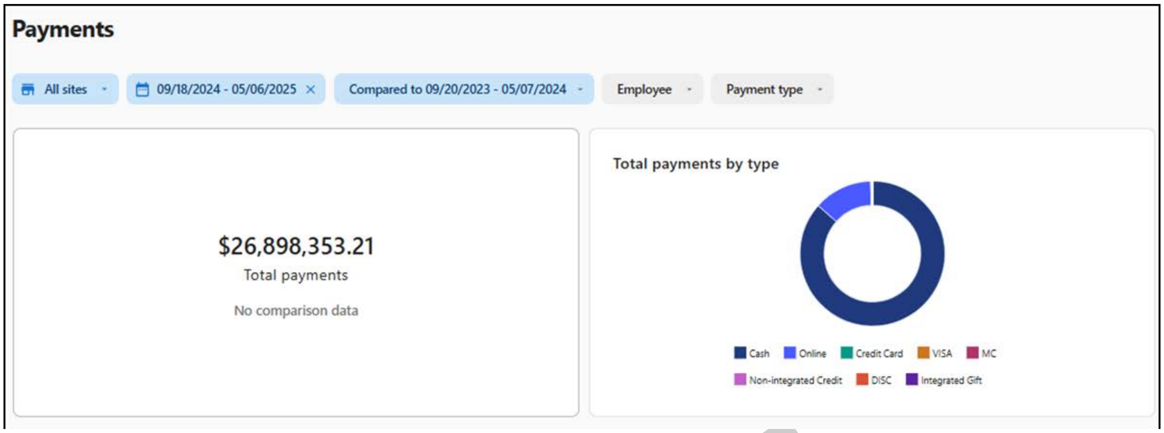


Payment type

6. To refine your search you can select multiple/all the **Payment type** to view the data.

   You can select /multiple/all employees from the drop-down list to view the payment data specific to the selected employees.

The report dynamically updates with each selected parameter. Reporting data appears on the following tiles.



'Payments' and 'Total payments by type'

Total payments — Displays the total payments for the selected date range and sites. If you do not select a date range or site, total payments to date appear.

Total payments by type — Displays the data in a circle with colors differentiating the type of payment made. Hover over areas of the circle to view the percent of the total payment amount, payment amount, and payment count.

Columns Filters Density Export Search...

Date of Business	Site	Employee	Transaction #	Date/Time	Payment type	Payment name	Payment amount
12/20/2024	578612 - SPRE Q...	Daniel Woods	19300179	12/21/2024 8:10 ...	CASH	Cash	$14.03
12/18/2024	578612 - SPRE Q...	Rachel AC Employee	10500214	12/18/2024 9:31 ...	CASH	Cash	$15.40
12/18/2024	578612 - SPRE Q...	Jenna AC Employee 5	10500212	12/18/2024 8:30 ...	CASH	Cash	$63.25
12/18/2024	578612 - SPRE Q...	Michael AC Employee	10500223	12/18/2024 2:54 ...	CREDIT_CARD	Credit Card	$284.80
12/18/2024	578612 - SPRE Q...	Martha AC Employee	10500221	12/18/2024 2:52 ...	CASH	Cash	$187.00
12/18/2024	578612 - SPRE Q...	Sam AC Employee 40	10500219	12/18/2024 2:49 ...	CREDIT_CARD	Credit Card	$110.50
12/18/2024	578612 - SPRE Q...	Jenna AC Employee 5	10500217	12/18/2024 2:47 ...	CASH	Cash	$8.25
12/17/2024	578612 - SPRE Q...	Jenna AC Employee 5	10500208	12/17/2024 12:00...	CASH	Cash	$7.70
12/17/2024	578612 - SPRE Q...	Jenna AC Employee 5	10500207	12/17/2024 11:59...	CREDIT_CARD	Credit Card	$127.50
12/17/2024	578612 - SPRE Q...	Jenna AC Employee 5	10500206	12/17/2024 11:58...	CREDIT_CARD	Credit Card	$55.25

'Payments' summary

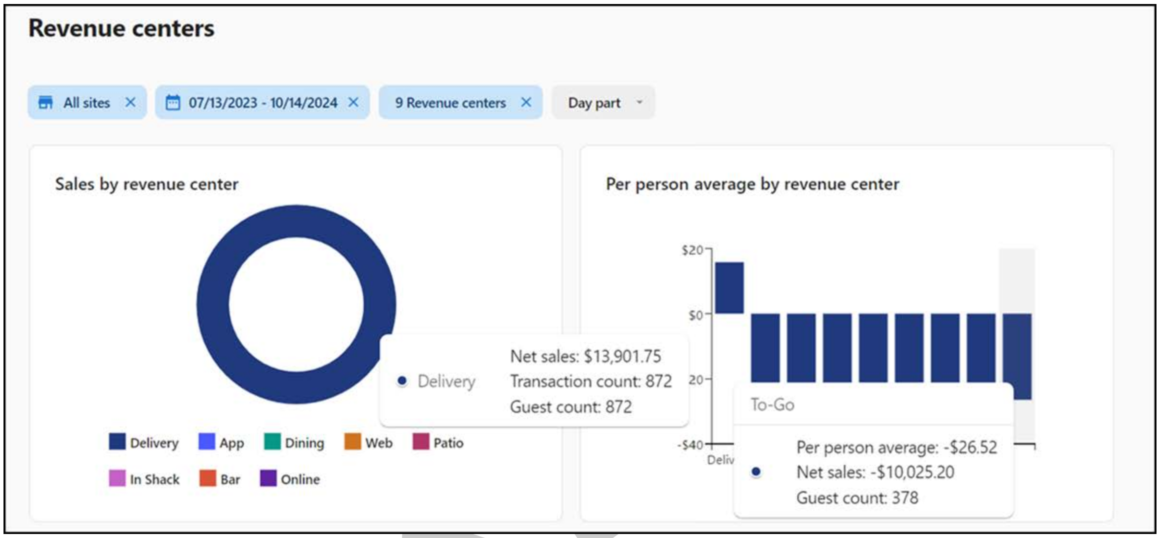
The following information appears in the report:

Column	Description
Date of Business	The date of transaction.
Site	Name of the site or store.
Employee	Name of the employee.
Transaction#	Transaction number for reference.
Date/Time	Date and time of the transaction.
Payment type	Type of payment made by cash, card etc.
Payment name	The type of payment applied to the transaction.
Payment amount	The amount of payment.
Tip amount	The amount paid as tip.

Note
The ‘Export’ option in the Payments report appears when the report is loaded with data. You can download the report in CSV format, and the file will appear in your browser’s downloads folder. The report generates based on the filters and search terms you apply.

Revenue centers

The 'Revenue centers' report displays the sales related information by different areas of the restaurant. Revenue centers are different areas in the restaurant, such as dining area, take-out service, and bar area. You can generate the report by different revenue centers based on day part and other options, such as guest count, discount amount, tax amount, and more.



'Revenue centers' report

To run the 'Revenue centers' report:

1. Select **Sales** > **Reports** > **Revenue centers.** The 'Revenue centers' report for the previous day appears by default.
2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites**.
3. Click **Reset** to reset the site selection.
4. Select a **date range** from the drop-down list.
5. Select one or multiple **Revenue centers** from the drop-down list.
6. Select one or multiple **Day parts** from the drop-down list.

The report dynamically updates with each selected parameter. Reporting data appears on the following tiles.

Sales by revenue center — Displays the total sales generated at the revenue center.

Per person average by revenue center — Displays the per person average (PPA) by revenue center. This is based on the following calculation: total sales / number of customers.

Note
To get quick access to data, hover the cursor over the bars in each tile. A window pops out to display the data based on the inputs provided.

Columns Filters Density Search...

Site	Net sales	Tax amount	Discount amount	Other charges amount	Refunds	Gr...	Transaction cour
578612 - SPRE QA[ASM][E2ETe	$24,157,41...	$2,515,553....	$102,037.79	$15,548.00	$13,763.76	$24,276,56...	2,05
- (6)	$3,025,752....	$416,021.24	$768.33	$14,240.00	$13,763.76	$3,042,509....	1,07
2024.12 (2)	$1,660.66	$91.02	$82.00	$0.00	$0.00	$1,769.25	1
Dev1_revcenter (5)	$32,748.92	$1,255.88	$159.75	$100.00	$0.00	$33,066.72	17
PAT (2)	$340.25	$34.02	$0.00	$0.00	$0.00	$340.25	
Phase 2 Regression (6)	$36,581.03	$2,562.48	$652.02	$280.00	$0.00	$37,648.46	36
Pulse App Testing (5)	$21,034,90...	$2,094,044....	$100,190.97	$627.00	$0.00	$21,135,12...	33
Raj (2)	$1,300.00	$125.00	$0.00	$0.00	$0.00	$1,300.00	
Rakesh N (1)	$42.50	$6.50	$5.00	$0.00	$0.00	$47.50	
Revcaterin (1)	$300.00	$15.00	$0.00	$0.00	$0.00	$300.00	
Revenue Center1 (1)	$1,245.45	$69.55	$0.00	$0.00	$0.00	$1,300.00	
Revenue Center2 (1)	$300.00	$0.00	$0.00	$0.00	$0.00	$300.00	
Test Rakesh Bar (2)	$5,436.36	$238.64	$0.00	$0.00	$0.00	$5,600.00	
TestRC1 (1)	$672.81	$57.10	$2.00	$0.00	$0.00	$700.00	
Testing Rakesh (4)	$12,904.24	$922.10	$177.72	$301.00	$0.00	$13,329.34	5
Update RC 1 (1)	$24.00	$5.30	$0.00	$0.00	$0.00	$24.00	
rev_cat (2)	$900.00	$15.00	$0.00	$0.00	$0.00	$900.00	
revadd (1)	$2,300.00	$90.00	$0.00	$0.00	$0.00	$2,300.00	

Rows per page: 10 1–1 of 1

‘Revenue centers’ report view

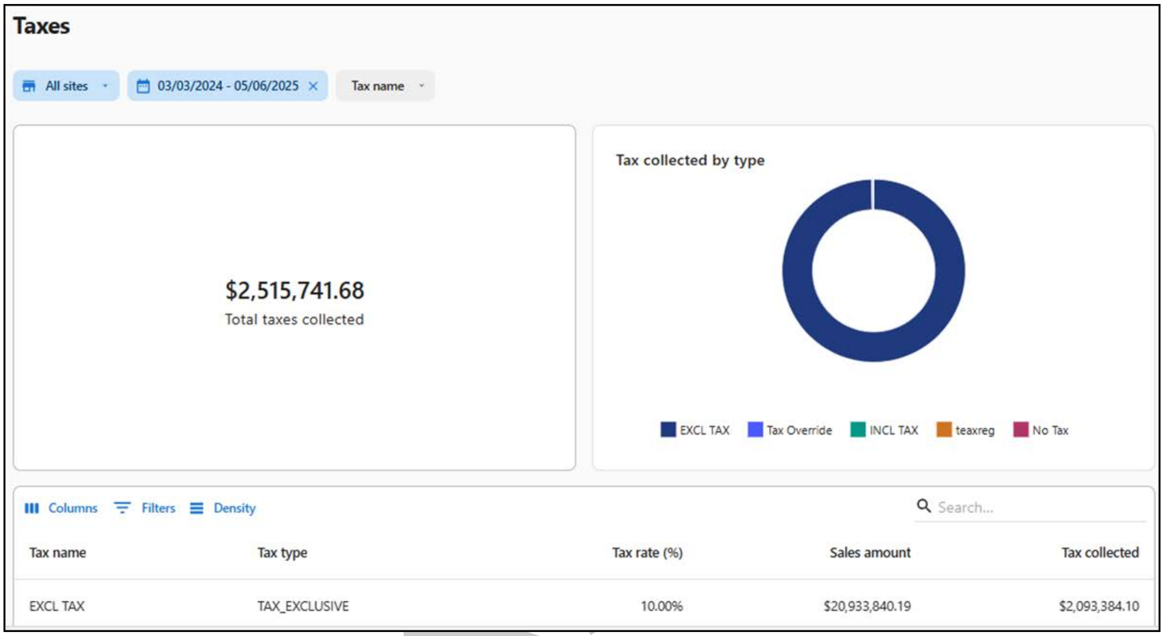
The following information appears in the report:

Column	Description
Site	Name of the site or store.

Column	Description
Net Sales	The net sales after required exemption.
Tax amount	Total amount of taxes collected for a transaction.
Discount amount	Total amount of discounts, such as vouchers, coupons, and more.
Other charges amount	Total amount of surcharges applied to a transaction.
Refunds	Refund of the tax amount.
Gross sales	Gross sales of a transaction.
Transaction count	Count of closed/non-voided transactions.
Guest count	Total number of guests served on a transaction.
Per person average	Net sales of a transaction are divided by the number of guests on the transaction.
Transaction average	Total net sales divided by the number of non-voided transactions.

Taxes

The 'Taxes' report displays the amount of tax collected on each transaction and displays the amount levied as tax and deducted from the gross amount.



'Taxes' report

To run the 'Taxes' report:

1. Select **Sales > Report > Taxes**. The 'Taxes' report for the previous day appears by default.
2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites**.
3. Click **Reset** to reset the site selection.
4. Select a **date range** from the drop-down list.
5. Select the **Tax name** from the drop-down list.

The report dynamically updates with each selected parameter. Reporting data appears on the following tiles.

Total taxes collected — Displays the total amount of tax collected.

Tax collected by type — Displays the total amount of tax collected based on the tax type. The data appears in a circle with different colors differentiating the type of tax. Hover over areas of the circle to view the percent of the total taxes and the amount of taxes collected.

Columns Filters Density Search...

Tax name	Tax type	Tax rate (%)	Sales amount	Tax collected
Secondary Tax	TAX_EXCLUSIVE	8.25%	6,141.75	506.71
Food Exc	TAX_EXCLUSIVE	8.25%	6,070.92	500.86
Beer Exc	TAX_EXCLUSIVE	9.05%	1,023.50	92.66
Wine Exc	TAX_EXCLUSIVE	11.05%	735.00	81.23
N/A Beverage	TAX_EXCLUSIVE	8.00%	97.26	7.78

Rows per page: 5 1–5 of 7

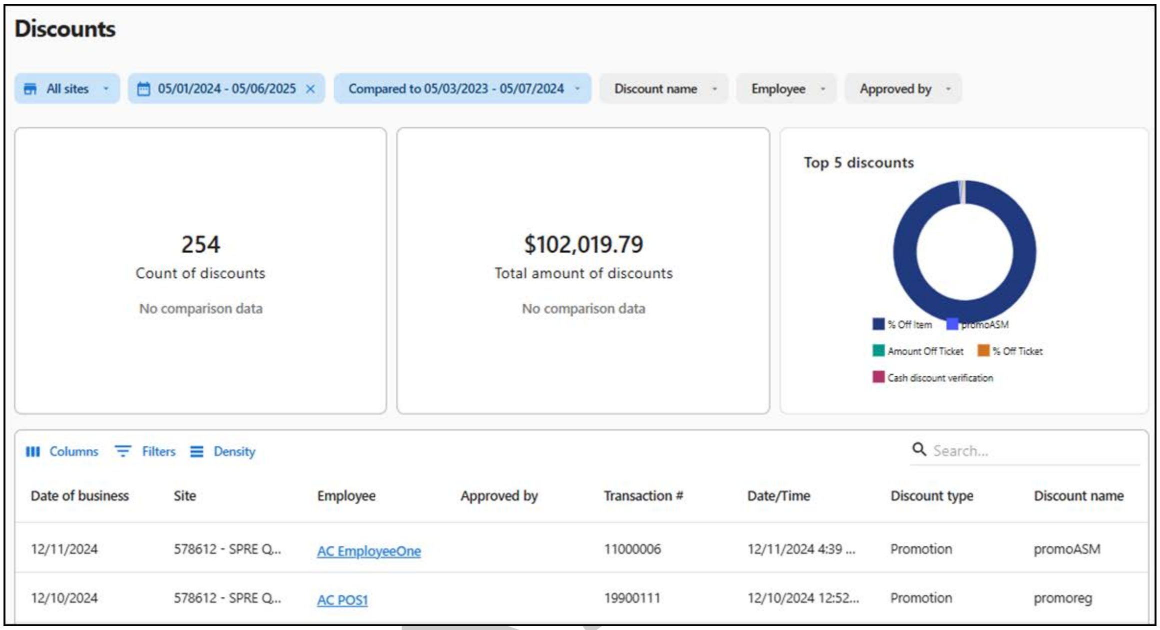
'Taxes' summary

The following information appears in the report:

Column	Description
Tax name	Name of the tax category.
Tax type	Type of tax applied.
Tax rate (%)	Percentage of the amount to be deducted.
Sales amount	Amount to be collected as tax for that tax category.
Tax collected	Total amount collected as tax.

Discounts

The ‘Discounts’ report shows all discounts, including promotions and comps, made at the store for the selected date range. This report helps you understand the effect of discounts on sales.



‘Discounts’ report

To run the ‘Discounts’ report:

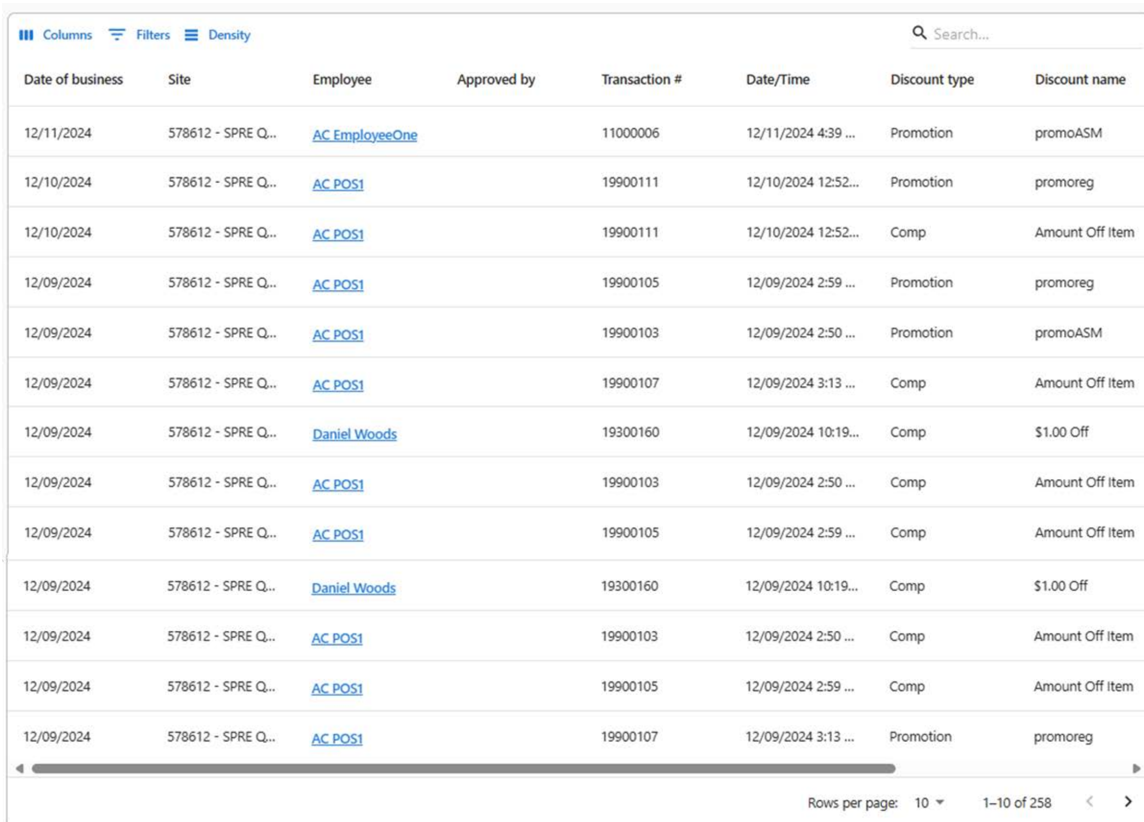
1. Select **Sales** > **Report** > **Discounts**. The ‘Discounts’ report for the previous day appears by default.
2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites**.
3. Click **Reset** to reset the site selection.
4. Select a **date range.**
5. Select the **Discount name** from the drop-down list.
6. Select the **Employee** from the drop-down list.
7. Select **Approved by** to display the discount type, the discount amount, and who approved the discount.

The report dynamically updates with each selected parameter. Reporting data appears on the following tiles.

Count of discounts — Displays the total number of discounts.

Total amount of discounts — - Displays the total amount of discounts.

Top 5 discounts — Displays the top five types of discounts.



Columns Filters Density Search...

Date of business	Site	Employee	Approved by	Transaction #	Date/Time	Discount type	Discount name
12/11/2024	578612 - SPRE Q...	AC EmployeeOne		11000006	12/11/2024 4:39 ...	Promotion	promoASM
12/10/2024	578612 - SPRE Q...	AC POS1		19900111	12/10/2024 12:52...	Promotion	promoreg
12/10/2024	578612 - SPRE Q...	AC POS1		19900111	12/10/2024 12:52...	Comp	Amount Off Item
12/09/2024	578612 - SPRE Q...	AC POS1		19900105	12/09/2024 2:59 ...	Promotion	promoreg
12/09/2024	578612 - SPRE Q...	AC POS1		19900103	12/09/2024 2:50 ...	Promotion	promoASM
12/09/2024	578612 - SPRE Q...	AC POS1		19900107	12/09/2024 3:13 ...	Comp	Amount Off Item
12/09/2024	578612 - SPRE Q...	Daniel Woods		19300160	12/09/2024 10:19...	Comp	$1.00 Off
12/09/2024	578612 - SPRE Q...	AC POS1		19900103	12/09/2024 2:50 ...	Comp	Amount Off Item
12/09/2024	578612 - SPRE Q...	AC POS1		19900105	12/09/2024 2:59 ...	Comp	Amount Off Item
12/09/2024	578612 - SPRE Q...	Daniel Woods		19300160	12/09/2024 10:19...	Comp	$1.00 Off
12/09/2024	578612 - SPRE Q...	AC POS1		19900103	12/09/2024 2:50 ...	Comp	Amount Off Item
12/09/2024	578612 - SPRE Q...	AC POS1		19900105	12/09/2024 2:59 ...	Comp	Amount Off Item
12/09/2024	578612 - SPRE Q...	AC POS1		19900107	12/09/2024 3:13 ...	Promotion	promoreg

Rows per page: 10 1–10 of 258

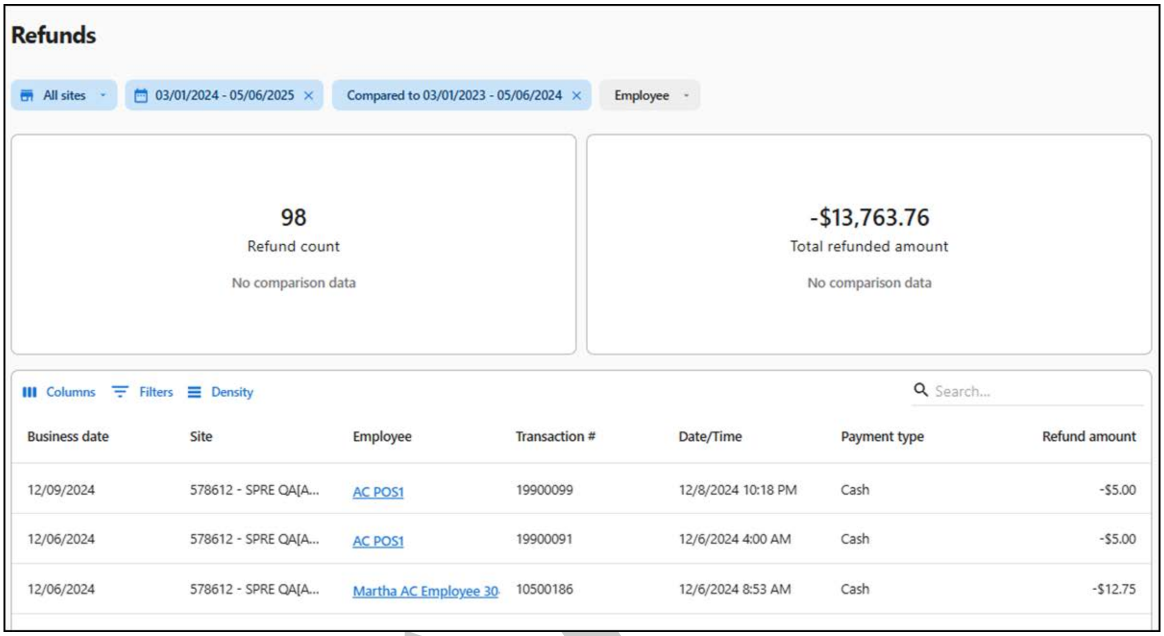
'Discounts' report

The following information appears in the report:

Column	Description
Date of Business	The date of transaction.
Site	Name of the site.
Employee	Name of the employee.
Approved by	Authorized person to approve the discount.
Transaction#	Transaction number for reference.
Date/Time	Date and time of transaction.
Discount type	The type of discount applied.
Discount name	Name of the discount applied.
Discount count	A number of discounts applied.
Discount amount	Total discounted amount.

Refunds

The ‘Refunds’ report displays details of refunds performed in the restaurant.



‘Refunds’ report

To run the ‘Refunds’ report:

1. Select **Sales** > **Reports** > **Refunds**. The ‘Refunds’ report for the previous day appears by default.
2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites**.
3. Click **Reset** to reset the site selection.
4. Select a **date range.**
5. Select the **Employee** from the drop-down list.

The report dynamically updates with each selected parameter. Reporting data appears on the following tiles.

Refund count — Displays the total number of refunds issued.

Total refunded amount — Displays the total amount of refunds issued to the customer.

Columns Filters Density Search...

Business date	Site	Employee	Transaction #	Date/Time	Payment type	Refund amount
12/09/2024	578612 - SPRE QA[A...	AC POS1	19900099	12/8/2024 10:18 PM	Cash	-$5.00
12/06/2024	578612 - SPRE QA[A...	AC POS1	19900091	12/6/2024 4:00 AM	Cash	-$5.00
12/06/2024	578612 - SPRE QA[A...	Martha AC Employee 30	10500186	12/6/2024 8:53 AM	Cash	-$12.75
12/05/2024	578612 - SPRE QA[A...	AC POS1	19900082	12/5/2024 7:38 AM	Cash	-$5.00
12/05/2024	578612 - SPRE QA[A...	Jenna AC Employee 50...	10500170	12/5/2024 8:53 AM	Cash	-$18.00
11/25/2024	578612 - SPRE QA[A...	Sankeerth Manda	11000005	11/25/2024 6:12 AM	Cash	-$399.00
11/14/2024	578612 - SPRE QA[A...	Daniel Woods	19300087	11/14/2024 1:18 AM	Cash	-$214.00
11/12/2024	578612 - SPRE QA[A...	AC POS1	19900022	11/12/2024 2:49 AM	Cash	-$5.35
11/12/2024	578612 - SPRE QA[A...	AC POS1	19900022	11/12/2024 2:49 AM	Cash	-$5.35
11/01/2024	578612 - SPRE QA[A...	Marijana Bogdanovic	10100012	11/1/2024 10:24 AM	Cash	-$12.75
11/01/2024	578612 - SPRE QA[A...	Marijana Bogdanovic	10100008	11/1/2024 9:21 AM	Cash	-$10.50

Rows per page: 10 1–10 of 98

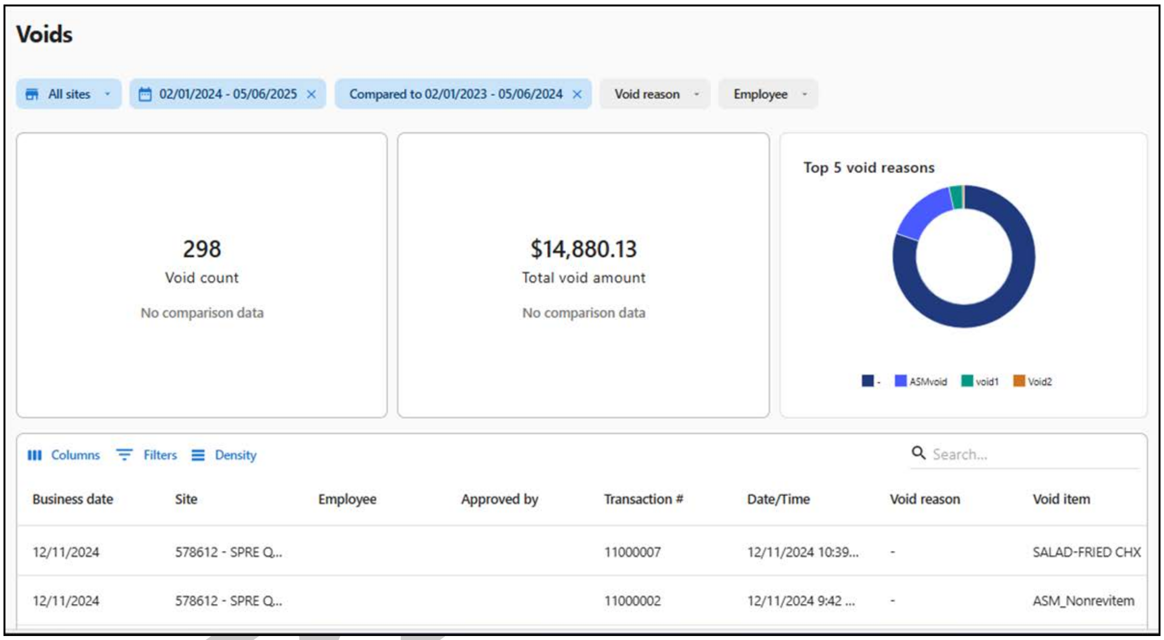
'Refunds' report

The following information appears in the report:

Column	Description
Business date	Date of the transaction.
Site	Name of the site.
Employee	Name of the employee.
Transaction	Transaction number for reference.
Date/Time	Date and time of the transaction.
Payment type	Type of payment made by cash, card etc.
Refund amount	Total refunded amount.

Voids

The ‘Voids’ report displays the number of voids performed at the restaurant. Deleting an item or guest check after finalization of results is paid as void. Finalization occurs when you submit the items for order to the kitchen, back out of the order, or press the Home button on your mobile device, and more.



‘Voids’ report

To run the ‘Voids’ report:

1. Select **Sales** > **Report** > **Voids**. The ‘Voids’ report for the previous day appears by default.
2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites**.
3. Select a **date range** from the drop-down list.
4. Select the **Void name** from the drop-down list.
5. Select the **Employee** from the drop-down list.

The report dynamically updates with each selected parameter. Reporting data appears on the following tiles.

Void count: — Displays the total number of void transactions.

Total void amount: — Displays the total amount of voids.

Top 5 void reasons: — Displays the top five reasons for performing the void. The data appears in a circle with different colors displaying each void with a color. Hover over the circle to view the percent of total voids, the void amount, and the void count of that item.

Columns Filters Density Search...

Business date	Site	Employee	Approved by	Transaction #	Date/Time	Void reason	Void item
12/11/2024	578612 - SPRE Q...			11000007	12/11/2024 10:39...	-	SALAD-FRIED CHX
12/11/2024	578612 - SPRE Q...			11000002	12/11/2024 9:42 ...	-	ASM_Nonrevitem
12/11/2024	578612 - SPRE Q...			11000000	12/11/2024 9:42 ...	-	ASM_nestedmodi...
12/06/2024	578612 - SPRE Q...			19900094	12/06/2024 9:43 ...	-	INCL TAX ITEM 5
12/05/2024	578612 - SPRE Q...			19900071	12/06/2024 12:26...	-	INCL TAX ITEM 5
12/05/2024	578612 - SPRE Q...			11000002	12/05/2024 8:50 ...	-	donreg
12/05/2024	578612 - SPRE Q...			11000002	12/05/2024 8:50 ...	-	BREAKFAST #1
12/05/2024	578612 - SPRE Q...			11000000	12/05/2024 2:08 ...	-	BREAKFAST #1
12/05/2024	578612 - SPRE Q...			10900007	12/05/2024 11:15...	-	Idli
12/04/2024	578612 - SPRE Q...			19900069	12/04/2024 11:02...	-	INCL TAX ITEM 5

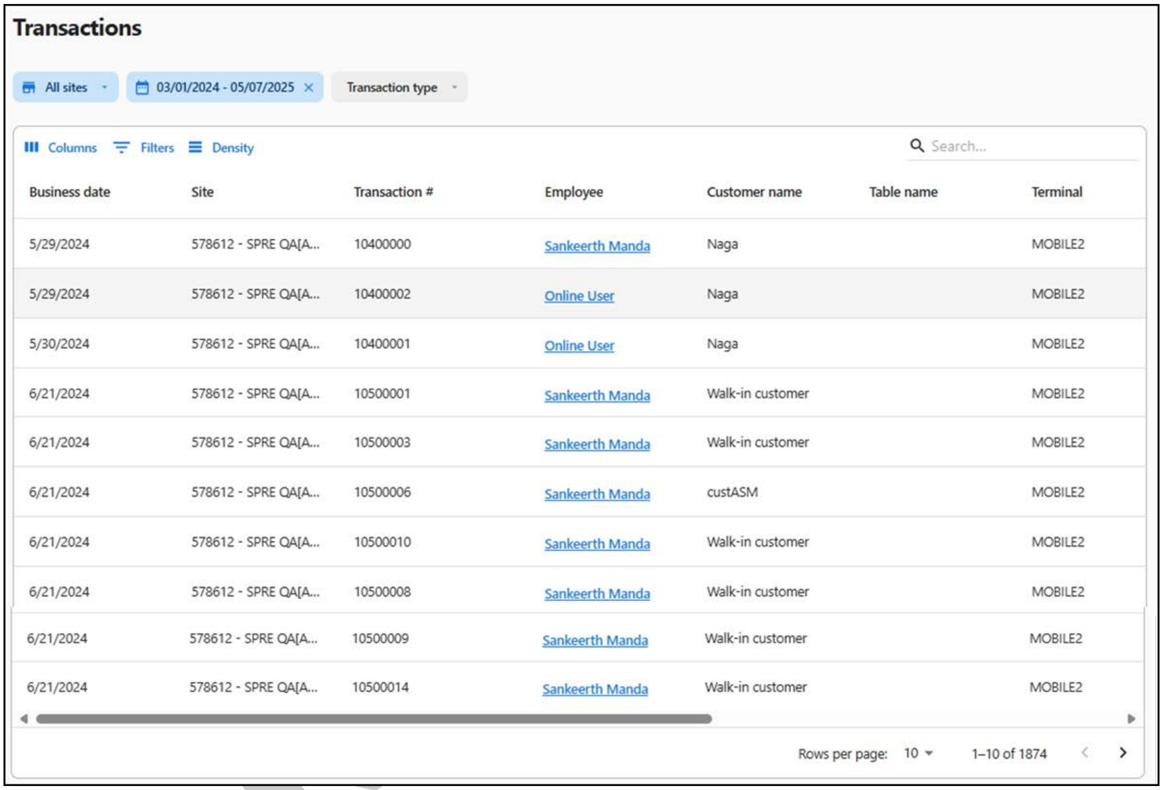
'Voids' report

The following information appears in the report:

Column	Description
Business Date	Date of the transaction.
Site	Name of the site.
Employee	Name of the employee.
Approved by	Authorized person to approve the void.
Transaction	Transaction number for reference.
Date/Time	Date and time of transaction.
Void reason	Reason for the void.
Void item	Item selected for void.
Void count	Total number of voids.
Void amount	Total amount in void.

Viewing transactions

Use the Sales > Transactions function to provide transaction-level summary data for all transactions, or checks, processed in the restaurant.



'Transactions' report

To run the Transactions view:

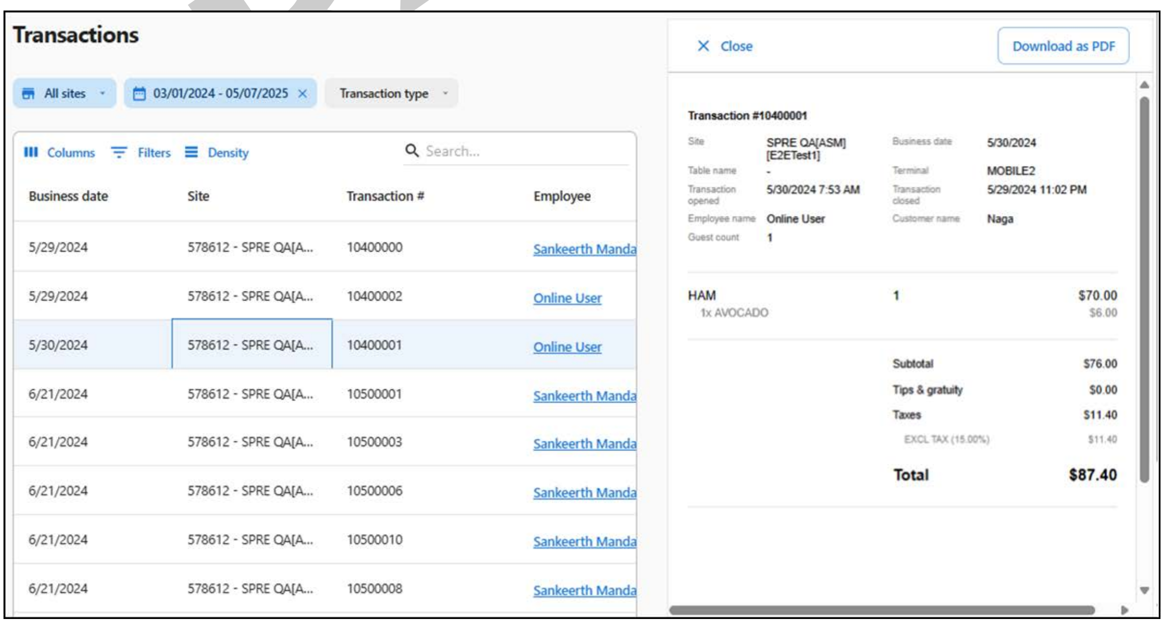
1. Select **Sales** > **Transactions.** The 'Transactions view' for the previous day appears by default.
2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites**.
3. Click **Reset** to reset the site selection.
4. Select a **date range** or select from the list on the left side of the drop-down.
5. Select the **Transaction type** from the drop-down list.

The following information appears in the report:

Column	Description
Business date	Business date associated with the transaction.
Site	Site name and ID.
Transaction #	POS transaction number.
Employee	Name of the employee.
Customer name	Name of the customer.
Table name	Name of the table.
Terminal	Terminal at which the billing was done.
Open time	Date and time when the transaction was opened.
Close time	Date and time when the transaction was closed.
Payment name	The type of payment applied to the transaction.
Amount	Total amount of the transaction.

To view any transaction detail

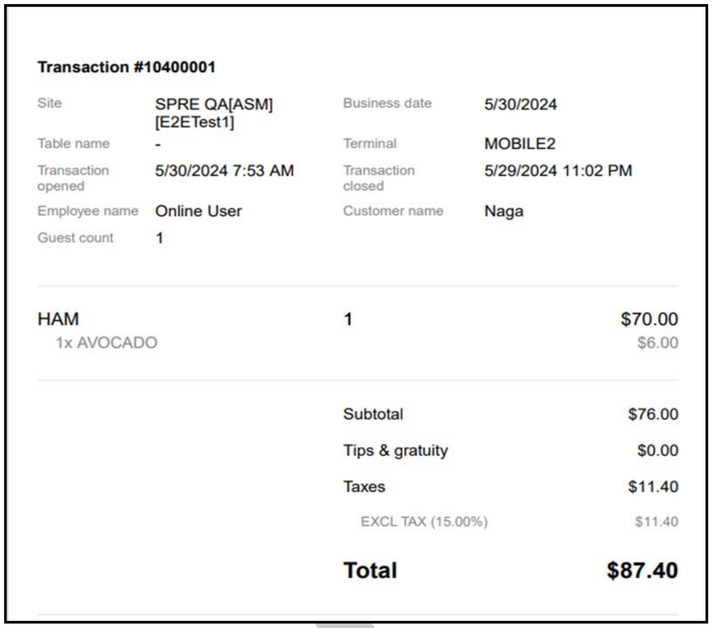
1. Click any **transaction**.



Transaction details

2. The slide out window appears with the transaction details (such as site name, transaction number,

table number, transaction date, ticket items, item price, total transaction amount and more). Also, it allows you to print the transaction details in PDF.



Transaction #10400001

Site	SPRE QA[ASM] [E2ETest1]	Business date	5/30/2024
Table name	-	Terminal	MOBILE2
Transaction opened	5/30/2024 7:53 AM	Transaction closed	5/29/2024 11:02 PM
Employee name	Online User	Customer name	Naga
Guest count	1		

HAM	1	$70.00
1x AVOCADO		$6.00
	Subtotal	$76.00
	Tips & gratuity	$0.00
	Taxes	$11.40
	EXCL TAX (15.00%)	$11.40
	Total	**$87.40**

Transaction details in PDF

3. Click **Download as PDF** to download the transaction details in PDF.
4. Click **Close** to exit the transaction details window.

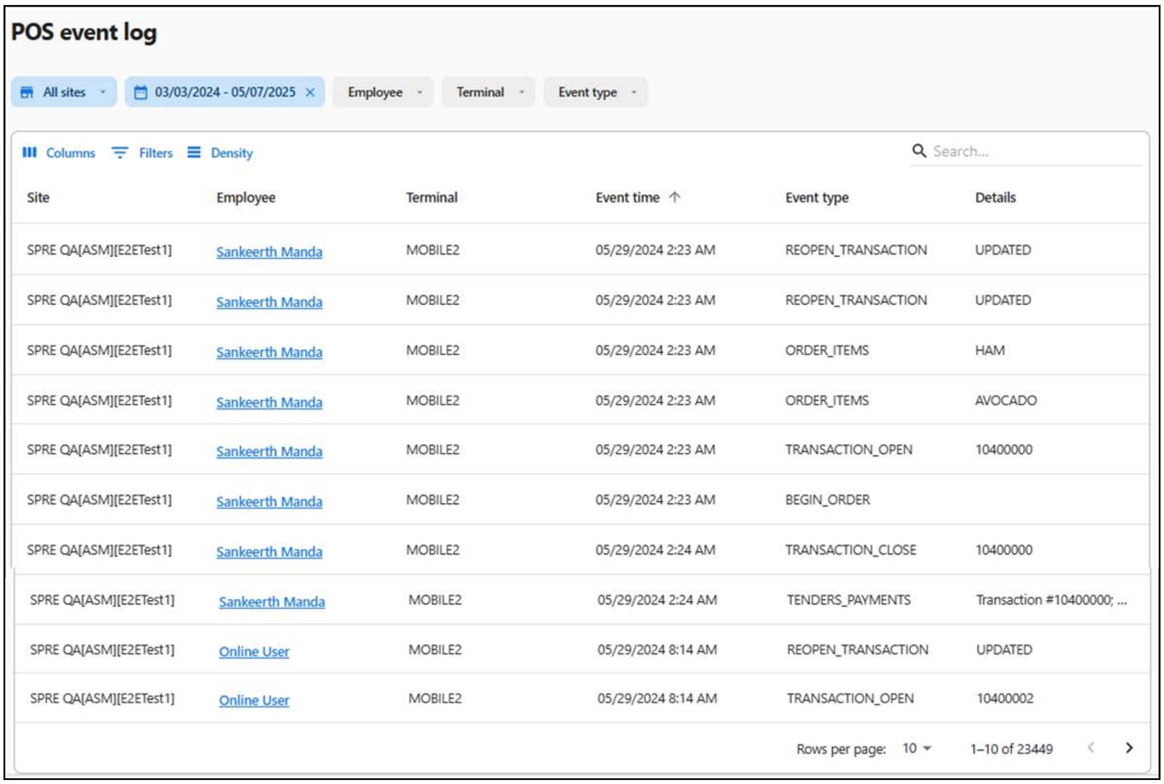
Viewing POS event log

The ‘POS event log’ report enables you to view details of the different types of events performed on the POS, such as clock-in, clock-out, order items, void items, and more.

Warning
You need to limit the date range for the query because selecting large ranges can negatively impact the performance of the report.

To run the ‘POS event log’ report:

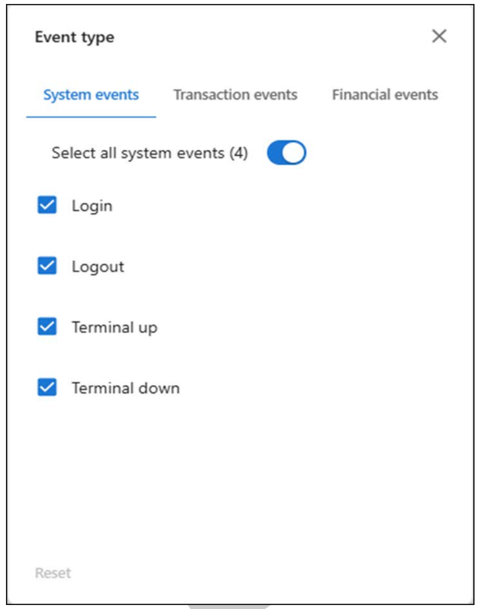
1. Select **Sales** > **POS event log**. The ‘POS event log’ screen appears.



‘POS event log’ screen

2. Select a **site** from the **All sites** drop-down list to report. You can toggle the list to **Select all Sites**.
3. Click **Reset** to reset the site selection.
4. Select a **date range** to report from the drop-down list.
5. Select the **Employee** to report from the drop-down list.
6. Select the **Terminal** to report from the drop-down list.
7. Select the **Event type** to report from the drop-down list.

To refine your search you can select **multiple/all events** (specific to the event type selection) to view the transaction data.



'POS event log' - Event type selection

System Events — To view the transactions specific to the system events such as login, logout, terminal up and terminal down.

Transaction events — To view the transactions specific to the transaction events such as open transaction, closed transaction, order items, re-open transaction, refund, split transaction and more.

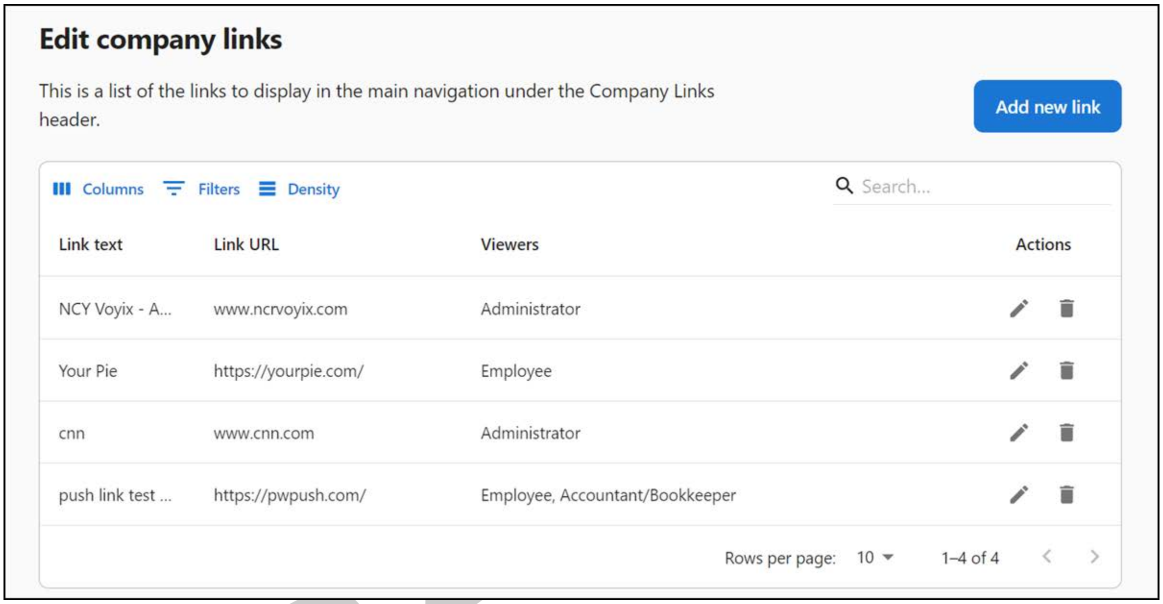
Financial events — To view the transactions specific to the financial events such as paid in, paid out, checkout, safe drop and delete checkout.

The following information appears in the report:

Column	Description
Site	Name of the site.
Employee	Name of the employee.
Terminal	Terminal at which the event was logged.
Event time	Time of the event.
Event type	Type of event.
Details	Total details of the event requested.

Managing company links

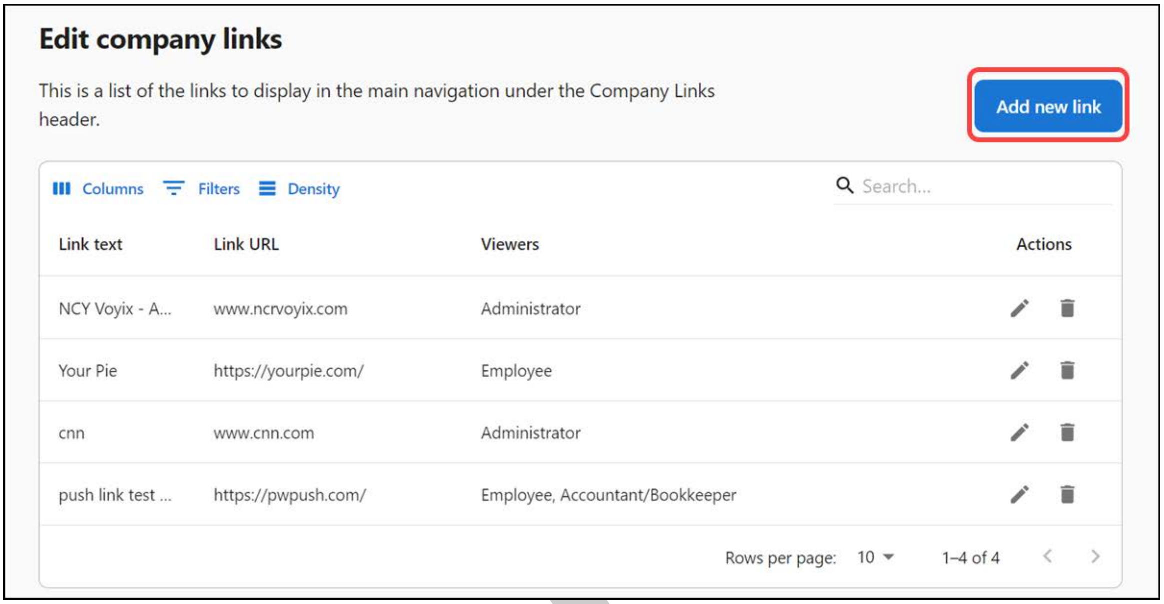
The ‘Company links’ function allows you to provide necessary web links in one single page. This acts as a quick link to navigate to NCR Voyix specific websites or any web page without the need to first open a web browser. You can also provide access restrictions to a single user or a group of users who can view a bookmarked company link.



‘Edit company links’ screen

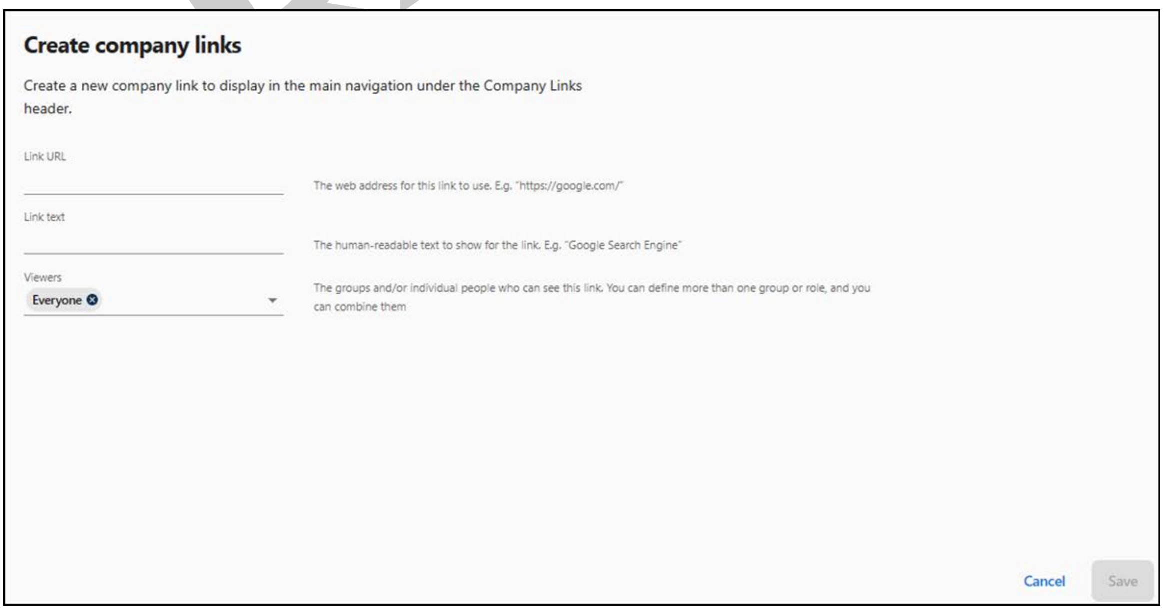
To create a company link:

1. Select **Company links** > **Edit company links**. The 'Edit company links' screen appears.



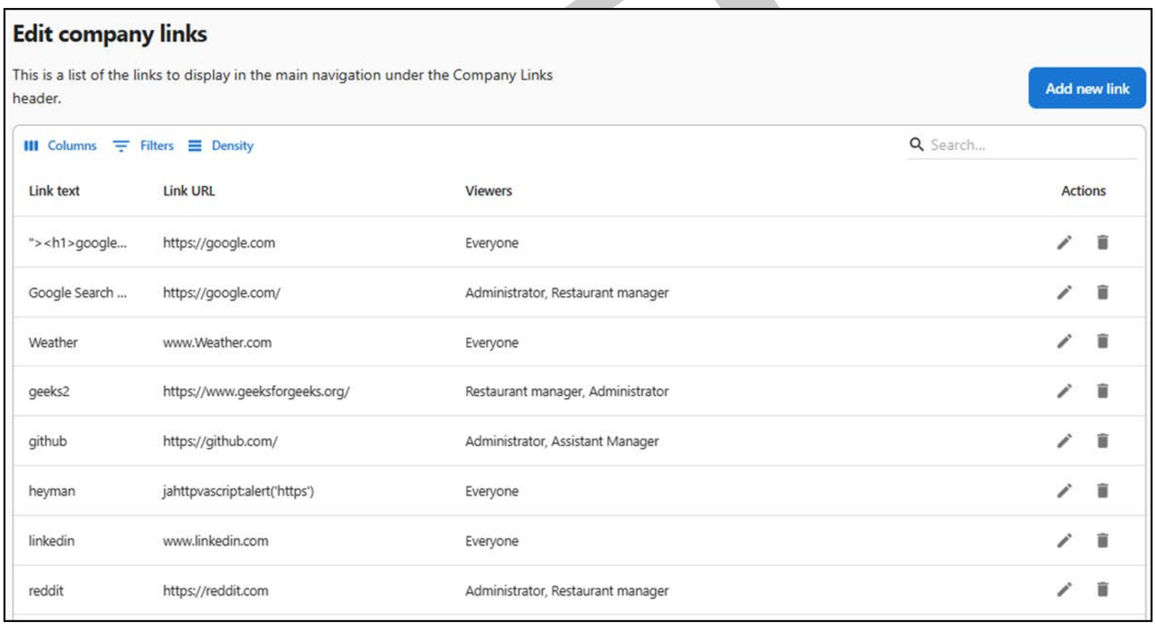
'Edit company links' screen

2. Click **Add new link**. The 'Create company links' screen appears.



'Create company links' screen

3. Enter the **Link URL** within the application for quick access. For example, if you want to provide quick access to the NCR Voyix documentation portal, type https://docs.ncrvoyix.com/.
4. Enter the **description** in 'Link text.' You need to provide a supporting description based on the URL entered in **Link URL**. For example, NCR Voyix Documentation Portal.
5. Select the **user group/role** or an individual from the 'Viewers' drop-down list. These users can view the corresponding bookmarked URL. The predefined user groups or roles are:
   - **Everyone** — All users can view the link. No user restrictions.
   - **Accountant/Bookkeeper** — Only accountants and bookkeepers can view the link.
   - **Administrator** — Only the users with administrator rights can view the link.
   - **Assistant Manager** — Only assistant managers can view the link.
   - **Employee** — All employees can view the link.
   - **Restaurant Manager** — Only restaurant managers can view the link.
   - **NCR Support** — All members of NCR support team can view the link.



List of company links

6. Click **Save** to apply the changes. A new company link entry (shortcut) is listed under the 'Company links' menu. You can click the link to easily access the corresponding website.

New company link

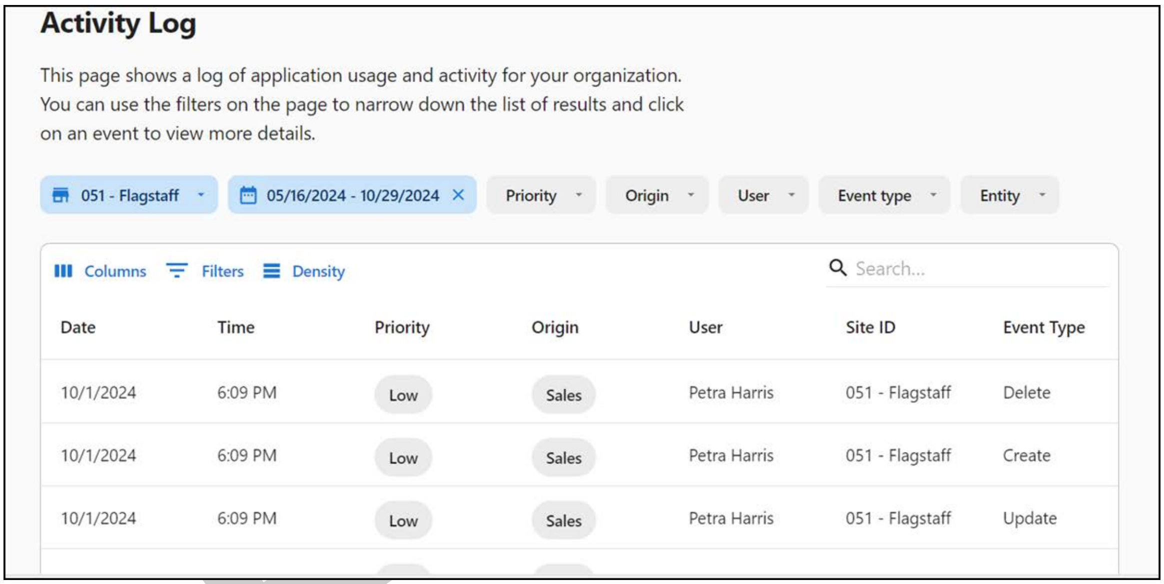
You can **Edit** or **Delete** the company link using the **Edit company links** option.

Viewing the Activity Log

The Activity Log function enables you to view the usage of the ASM application across your organization. The multiple filters available in this screen allow you to narrow the search to retrieve the required log records.

To view the Activity Log:

1. Select the **Activity log** menu. The Activity Log screen appears.



Activity Log landing page

2. Select the values from the following **filters**, as required:

   Priority — Severity of the activity, such as Low, Medium, and High.

   Start and End — Period during which the activity occurred for which the log must be viewed.

   Origin — Module impacted due to the activity.

   User — Employee who performed the activity.

   Sites — Site at which the activity occurred.

   Event Type — Category of event, such as Create, Update, Delete, Login, and Logout, that occurred.

   Entity — Business entity impacted.

Upon selecting the values in the filters, the data auto-populates and the following details appear in the grid view:

Date — Actual date when the event occurred in mm/dd/yyyy format.

Time — Actual time when the event occurred in HH:MM AM/PM format.

Priority — Severity of the corresponding activity.

Origin — Actual module that was impacted.

User — Name of the employee who performed the activity.

Site ID — Unique ID of the site where the activity occurred.

Event Type — Actual type of event that occurred. For example: Login, Update, Create and more.

Entity — Business entity, such as login, logout, vendor, and others impacted due the activity.

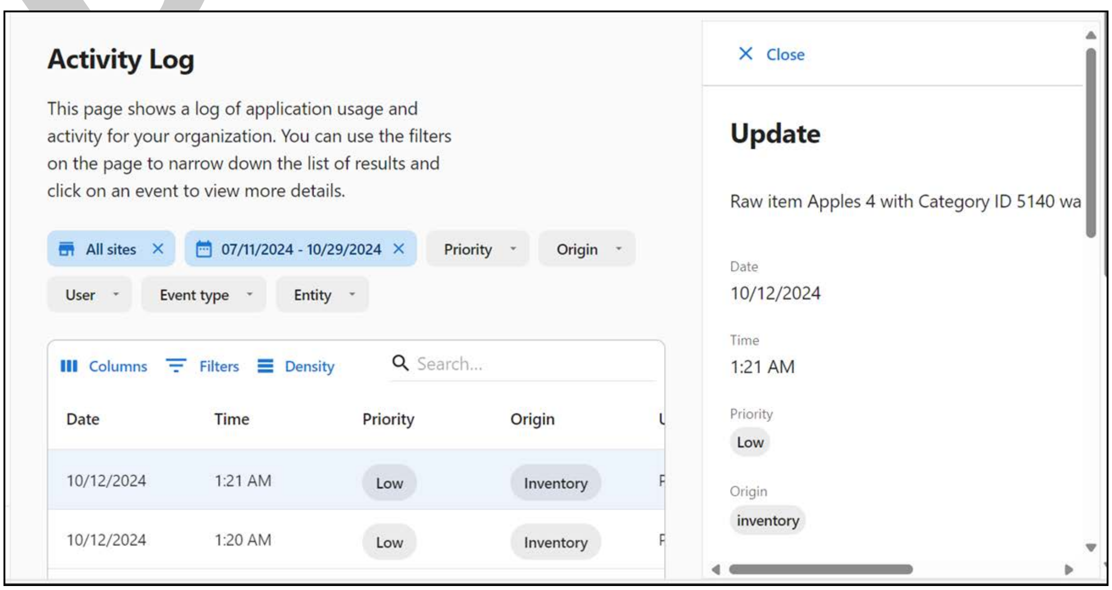
Message — Additional information about the activity.

3. Select the required **log entry.** The data listed in the grid view appears in a sliding panel along with the following additional details:

   Audit logging ID — Unique audit log ID.

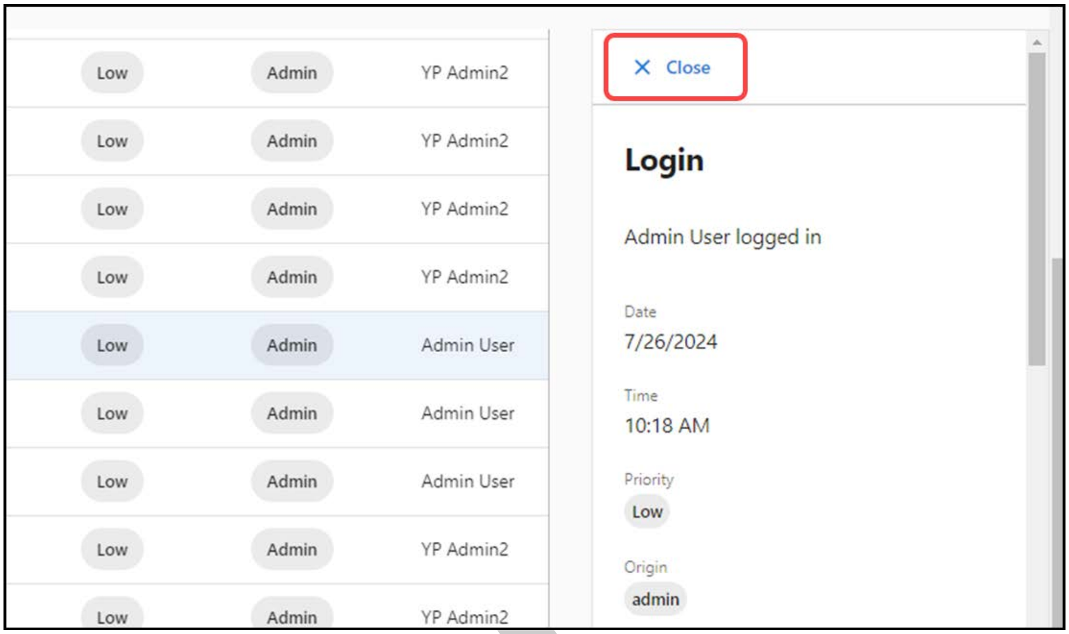
   Pub Sub Message ID — Unique pub-sub message ID.

   Payload — Actual payload message.



Activity Log side panel

4. Click **Close** (available at the top in sliding panel) to exit.



Activity Log side panel - Close button

About Settings

An organization could have many sites. Each site might operate under different time zones, follow separate payroll and fiscal calendars, and offer different menus during the day (for example: breakfast, lunch, and dinner).

The following options are available to you in the Settings function for configuring your business needs:

Organization settings — The options available under 'Organization settings' are 'Sites' and 'Fiscal calendar.'

Site settings — The options available under 'Site settings' are 'Site settings,' 'Payroll calendar,' and 'Day parts.'

Working with 'Organization settings'

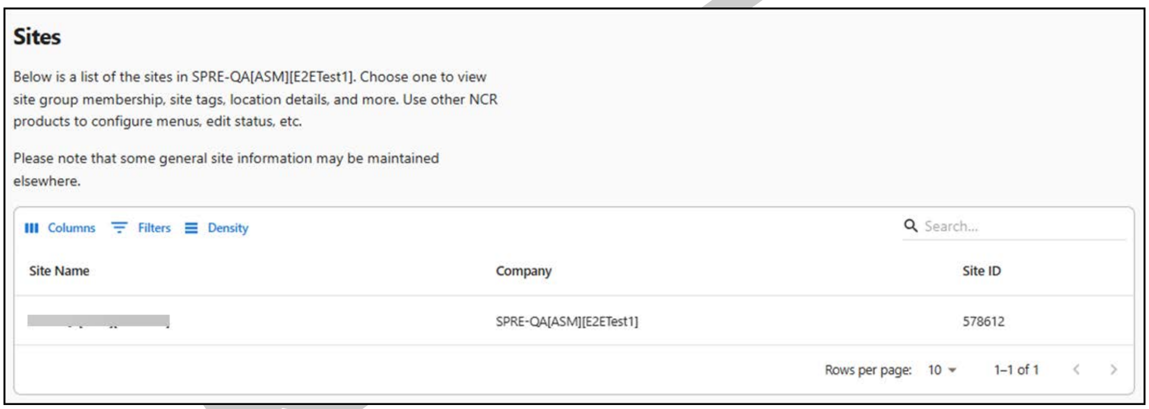
Use 'Organization settings' to view location details for sites to which you are assigned and to establish your fiscal calendar.

Viewing site information

Select a site to view site group memberships, the payroll calendar, store hours, and more. In most cases, you will not have access to all sites within an organization. Use the 'Sites' screen to view the list of sites to which you have access.

To view the sites to which you have access:

1. Select **Settings** > **Organization settings** > **Sites**. The Sites screen appears with the list of sites assigned to you.



'Sites' screen

The following columns appear on this screen:

Site Name — The site to which you have access.

Company — The company to which the corresponding site is associated.

Site ID — The unique ID of the site.

2. Select a **site** for which to view detailed information.

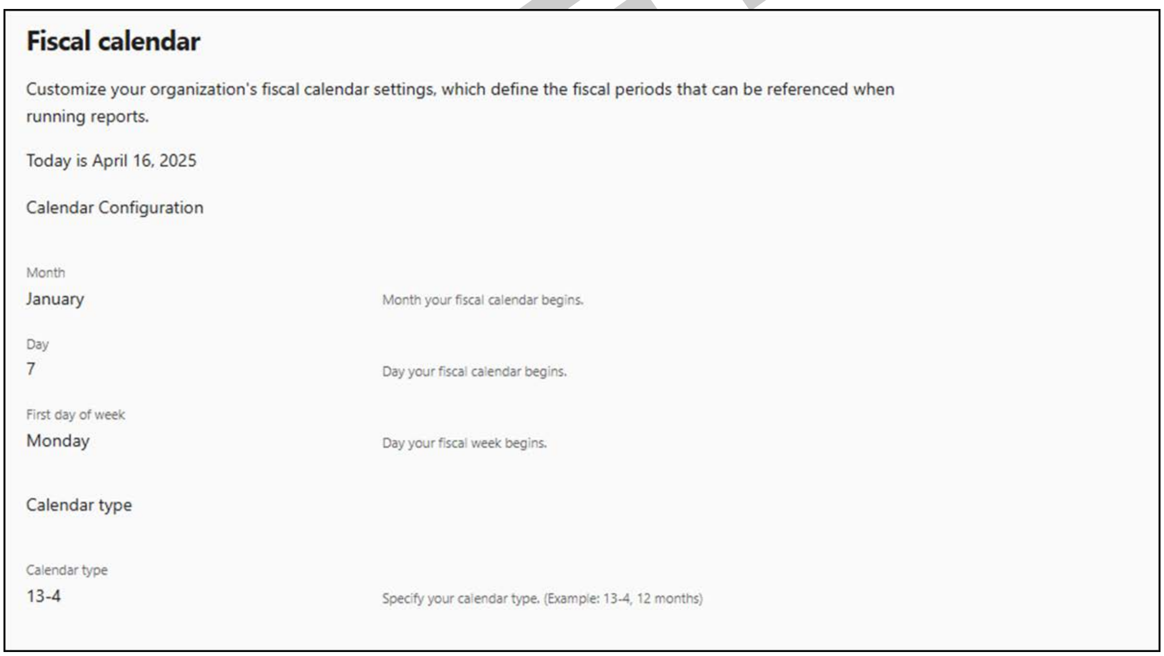
Configuring the fiscal calendar

A fiscal calendar is a 12-month accounting period that an organization uses to manage their financial reporting and accounting activities. The calendar helps you track important financial events, such as the end of a quarter or end of fiscal year, and plan for financial reporting and tax obligations. A fiscal calendar year can be different to a calendar year where January 1 is the start of the year and December 31 is the end of the year. You typically use a fiscal calendar to better manage cash flow and ensure the organization's compliance with applicable accounting standards and regulations.

> **Important**
> You must be an Admin to edit the settings available in the 'Fiscal calendar' function; otherwise, the information is read only.

To configure the fiscal calendar:

1. Select **Settings** > **Organization settings** > **Fiscal calendar**. The 'Fiscal calendar' screen appears.



Fiscal calendar configuration

2. Under the 'Calendar Configuration' group bar, the following details of your fiscal calendar appear.

   Month — Month your fiscal calendar begins.

   Day — Day your fiscal calendar begins.

First day of the week — Day your fiscal week begins

Calendar type — Indicates a year-long calendar comprised of 13 periods of four weeks each.

3. Select the day of the week on which the fiscal week begins.
4. Under the 'Calendar type' group bar, select the **calendar type** to denote the type of fiscal calendar to use. The available choices are:

   13-4 — Indicates a year-long calendar comprised of 13 periods of four weeks each.

   12 Months — Indicates a year-long calendar of 12 periods, roughly corresponding to months. ***Required Options:*** This option enables the 'Select quarter style' option where you define the reporting pattern for each 'month' in the quarter.

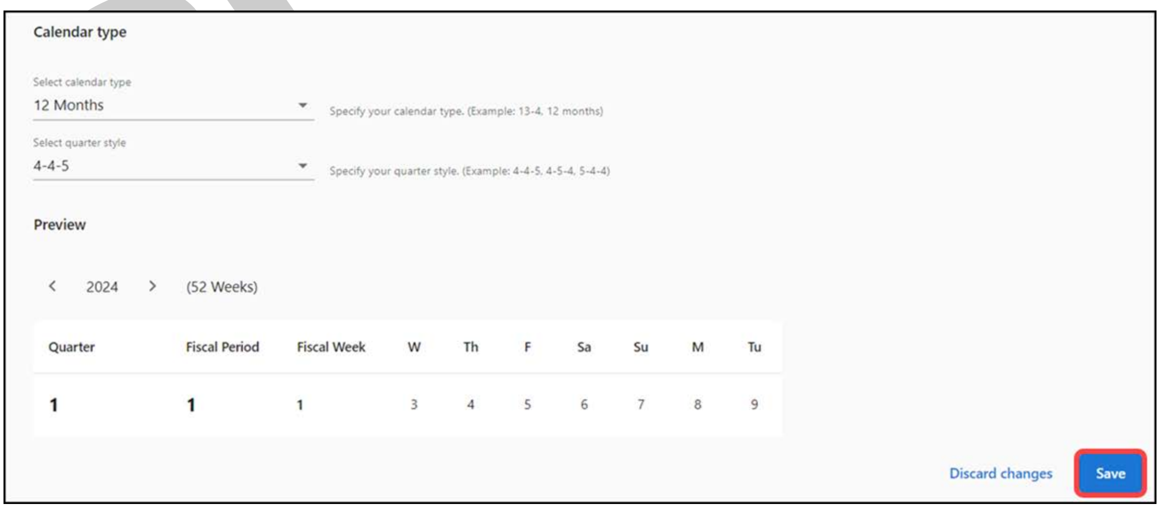
5. Select the **reporting pattern** from 'Select quarter style.' The possible patterns are:

   5,4,4 — Indicates the quarter begins with a five-week month followed by two four-week months.

   4,5,4 — Indicates the quarter begins with a four-week month followed by a five-week month and a four-week month.

   4,4,5 — Indicates the quarter begins with two four-week months and ends with a five-week month.

   Under the 'Preview' group bar, based on the selected fiscal calendar type and quarter style, the calendar format appears.



Fiscal calender type

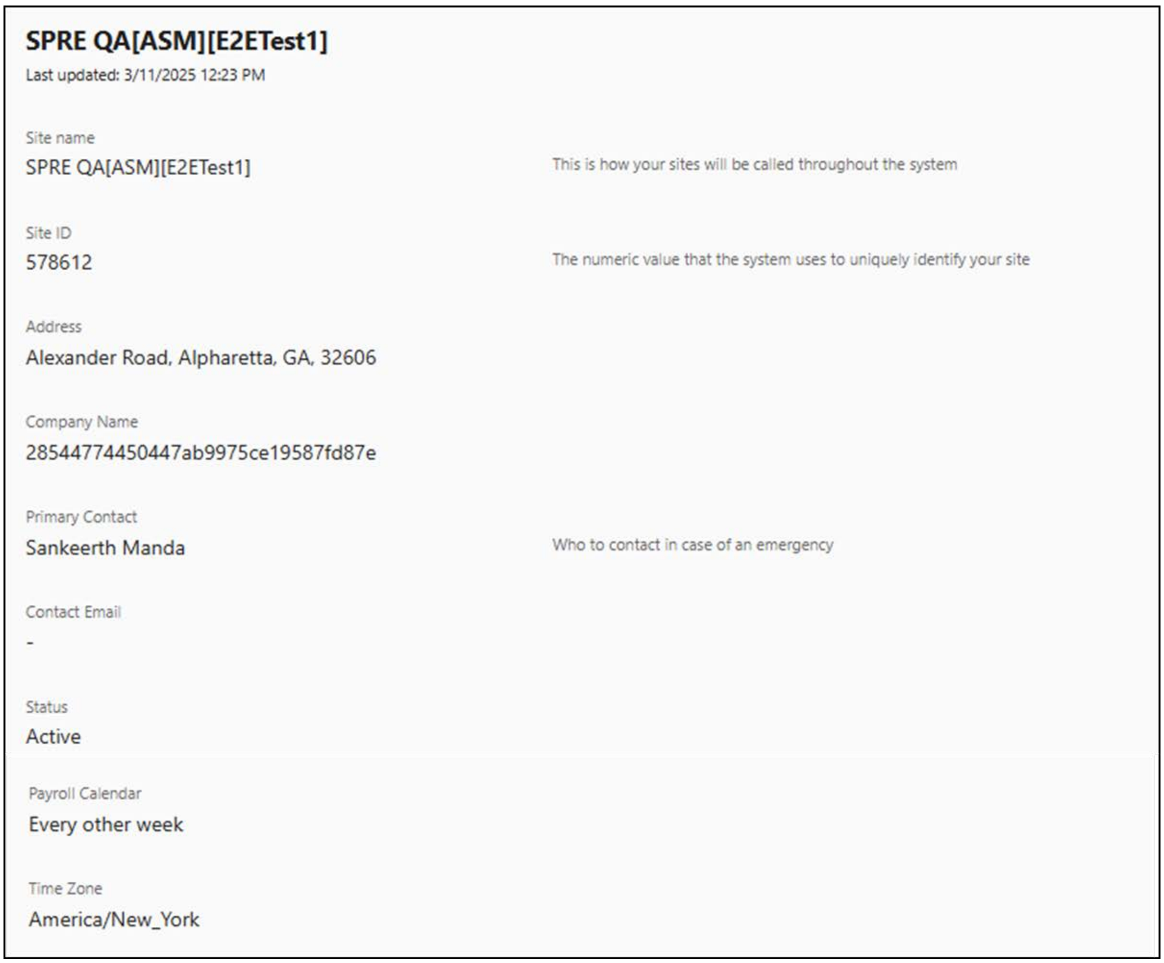
6. Click **Save**.

Working with 'Site settings'

The 'Site settings' function allows you to view the site-specific settings for the currently selected site. You can also select the start date and frequency for your payroll calendar, and manage your days parts.

Viewing Site Settings

Select Settings > Site settings > Site Settings to view the site-specific settings for the site selected when you logged in or from the site picker. The 'Site Settings' screen appears with the following details.



'Site Settings' screen

The ‘Site Settings’ screen is view-only and provides general information about the selected site. Additionally, the site name and date and time when the site details were recently updated appear.

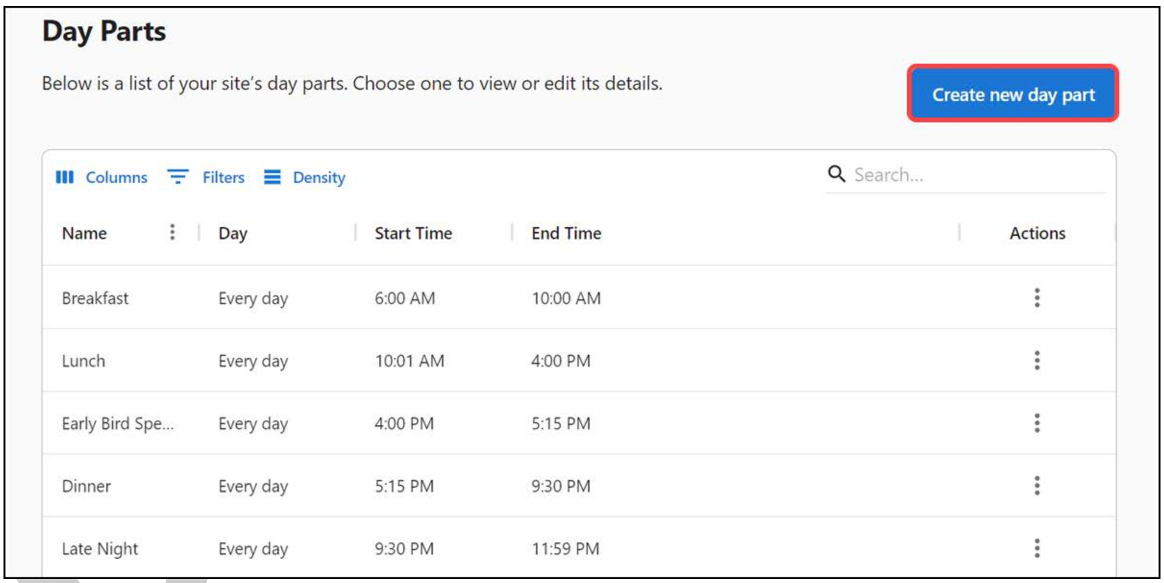
Field name	Description
Site name	Unique name of the site. This name is used to represent your site at all occurrences.
Site ID	Unique ID of the site. This ID is used to represent your site at all occurrences.
Address	Full address of the selected site.
Company Name	Name of the company with which the selected site is associated.
Primary Contact	Name of the person for primary point of contact associated with the site.
Contact Email	Contact email of the primary person.
Status	Status of the site: Active or Inactive.
Payroll Calendar	Payroll calendar used for the selected site.
Time Zone	Time zone to which the selected site is mapped.

Configuring a day part

Select Settings > Site settings > Day parts to manage your days parts, including adding, editing, and deleting a day part. Day parts are defined to divide a day into parts, such as breakfast, lunch, dinner, happy hour, and others. They allow you to organize business data for reporting purposes and coincide with other Aloha features that rely on day parts, such as event scheduling, surveys, and tip sharing. The event scheduler triggers period changes using the start time and the subsequent period start time serves as an end time for the previous period.

To configure a day part:

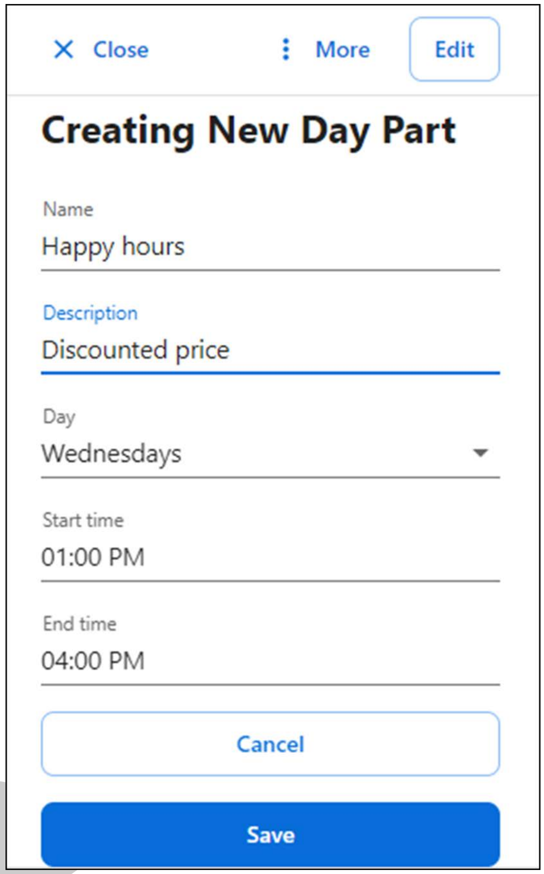
1. Select **Settings** > **Site settings > Day parts**. The Day Parts screen appears.



Creating a day part

2. Click **Create new day part**. The Creating New Day Part screen appears from the right side of the screen.
3. Type a **name** to identify the part of a day, such as breakfast.
4. Type any **additional information** about the day part in 'Description,' such as 'Breakfast timings.'
5. Select the **days** for which the day part is active. For example, if you want to configure a day part for happy hour, between 2 p.m. and 6 p.m. on Wednesdays, select 'Wednesday' from the 'Days' drop-down list.
6. Select the **start time** of the day part.

7. Select the **end time** of the day part.



Day part

8. Click **Save** or click **Cancel** to cancel the procedure.

To edit a day part:

1. Select **Settings** > **Site settings > Day parts**. The Day Parts screen appears.
2. Click the **three dots** menu under Actions for the day part to edit, and select **Edit** from the menu that appears. The drawer for the selected day part appears on the right side of the screen.
3. Modify the **day part**, as needed.
4. Click **Save**.

To delete a day part:

1. Select **Settings** > **Site settings** > **Day parts**. The Day Parts screen appears.
2. Click the **three dots menu** for the day part to delete and select **Delete** from the menu that appears. A warning message appears.
3. Click **Delete** to confirm the deletion.
4.

Appendix A: Bulk importing vendors and vendor items

When working with vendors and vendor items, you have the option to upload vendors and vendor items into organizations within Aloha Smart Manager using a .CSV file. This helps high-end corporations, franchisees, and restaurants who use an extensive number of vendors to easily manage the transfer of these items to ASM without having to perform the tedious task of entering each vendor and vendor item individually. To take advantage of this time-saving feature, you must enter your vendors into a spreadsheet. Be aware that Aloha Smart Manager requires specific rules and provides a downloadable template file for a successful upload. You must manually enter any fields that do not download successfully, or retry the upload.

Uploading vendors in bulk

Upload vendors in bulk using the 15 columns in the vendors_data_import.CSV file, adhering to the following rules:

- Do not alter the width of any column or you may receive unwanted changes. Always keep the width at approximately 8.43 units, which is the Microsoft® Excel® default.
- The total file size of the spreadsheet must not exceed 1 MB.

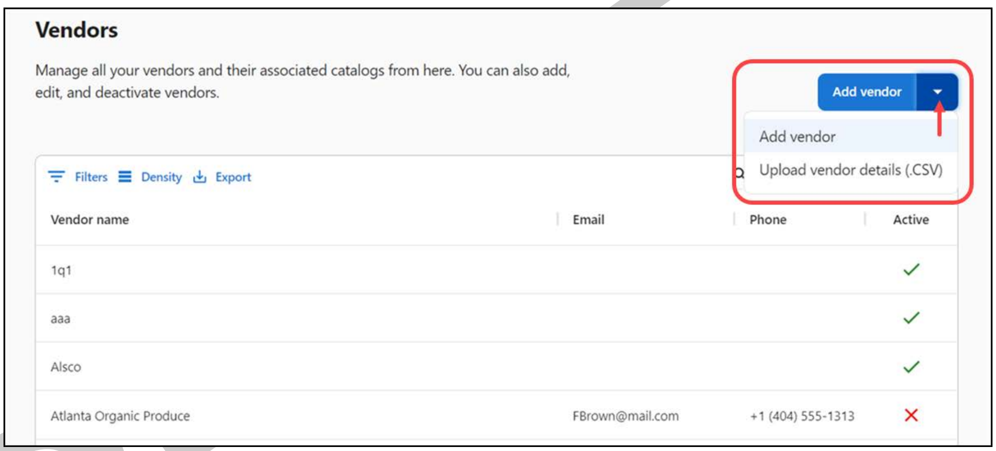
You will need the country.CSV, countrycode.CSV, and state.CSV as a reference for entering the data into vendors_data_import.CSV.

Column name	Description
Vendor name	The name of the vendor, up to 100 characters. This is a required field and it must be unique.
A/P Code	The accounts payable code, up to 50 characters.
Country	The country of the vendor as either the full name or abbreviation. Click 'Download country options list' for the list of countries defined in Aloha Smart Manager.
Address 1	The address of the vendor, up to 250 characters.
Address/Suite	The address/suite of the vendor, up to 250 characters.
City	The city where the vendor resides, up to 100 characters.
State	The state or province where the vendor resides, either the full name or abbreviation. Click 'Download states/regions options list' for the list of states and regions defined in Aloha Smart Manager.
Postal Code	The postal code of the vendor, up to 10 characters.
Contact Name	The contact name associated with the vendor, up to 100 characters.
Contact Title	The title of the contact associated with the vendor, up to 50 characters.
Country Code	The country code for the vendor, either the full name or abbreviation. Click 'Download country code list' for the list of country codes defined in Aloha Smart Manager.

Column name	Description
Phone	The phone number associated with the vendor. The number must be prefixed with the numbers in accordance with the corresponding country code. Refer to column C in the 'Country' spreadsheet downloaded for the 'Country Code' option.
Email Address	The email address of the vendor, up to 100 characters.
Customer Account Number	The customer account number associated with the vendor, up to 250 characters.
Comments	Any comments related to the vendor, up to 1000 characters.

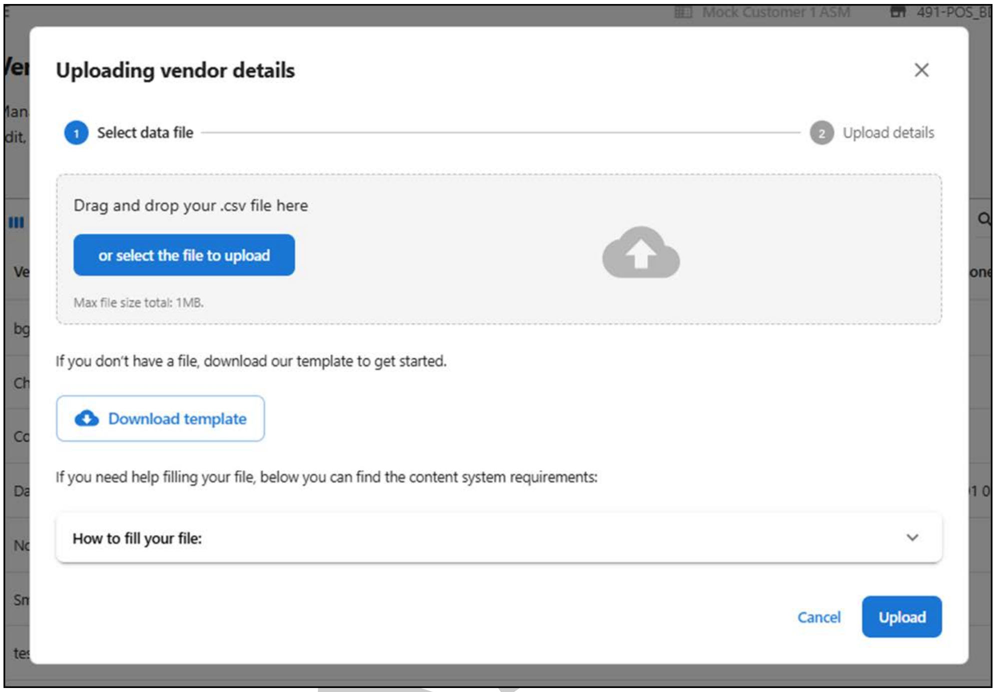
To upload vendors in bulk:

1. Select **Inventory** > **Vendors**. The 'Vendors' screen appears.



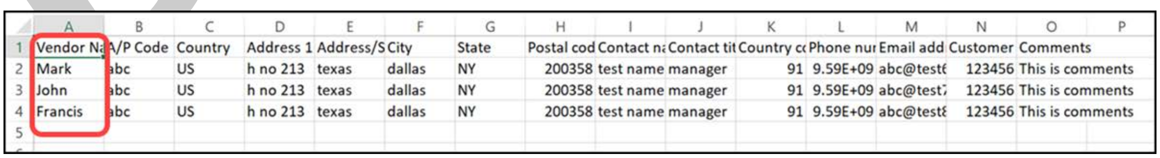
Add vendors in bulk

2. Click the **Add vendor** drop-down arrow and select **Upload vendor details (.CSV)**. The 'Uploading vendor details' screen appears.



'Uploading vendor details' screen

3. Click **Download template**. The file automatically downloads vendor_data_import.CSV.
4. Click the **How to fill your file** drop-down to expose instructions for completing the spreadsheet.
5. Type or copy and paste the **vendor information** into vendor_data_import.CSV..



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Vendor Na	A/P Code	Country	Address 1	Address/S	City	State	Postal cod	Contact na	Contact tit	Country cc	Phone nur	Email add	Customer	Comments	
2	Mark	abc	US	h no 213	texas	dallas	NY	200358	test name	manager	91	9.59E+09	abc@test6	123456	This is comments	
3	John	abc	US	h no 213	texas	dallas	NY	200358	test name	manager	91	9.59E+09	abc@test7	123456	This is comments	
4	Francis	abc	US	h no 213	texas	dallas	NY	200358	test name	manager	91	9.59E+09	abc@test8	123456	This is comments	
5																

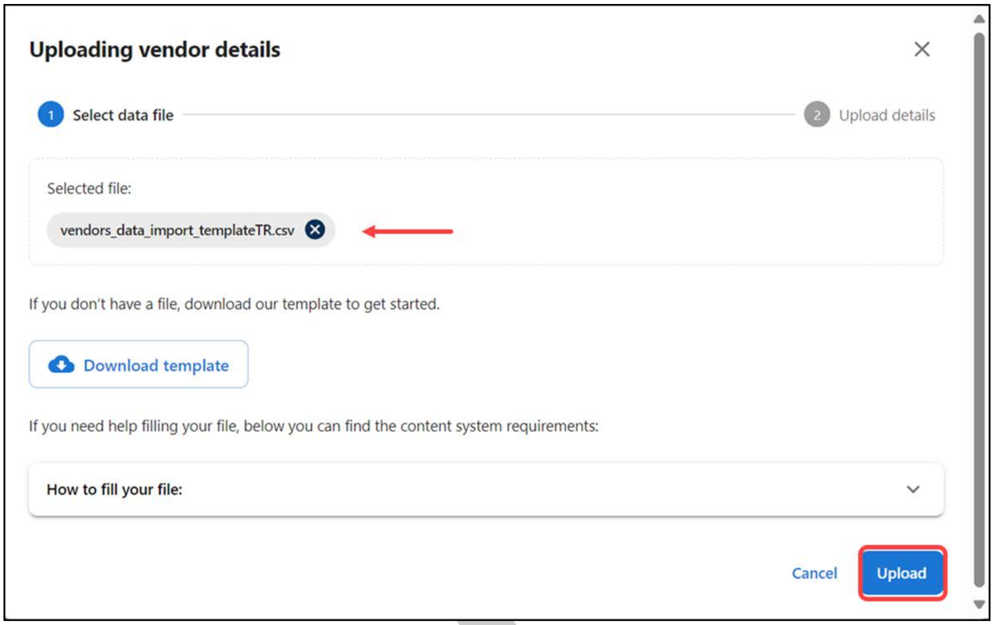
Adding vendor information in bulk

6. Return to the **Uploading vendor details** screen and upload the **.CSV file** by performing **one** of the following:

   a. Drag and drop **vendor_data_import.CSV** into the appropriate area.

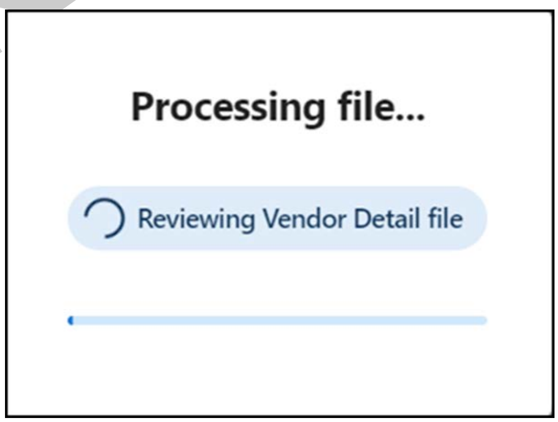
   -OR-

b. Click **or select the file to upload** to browse to and select **vendor_data_import.CSV** and click **Open**.



Selecting vendors file list

7. Click **Upload** to upload the file into ASM. A 'Processing file' status screen appears as ASM validates the file.



'Processing file' status screen

Once uploaded, the vendors appear in a grid format under the 'Selected file' tab. The summary appears in the 'Uploading vendor details' screen. Inspect any data that was not uploaded successfully

'Uploading vendor details' screen with summary

8. Click **Upload another file** to upload another file with bulk vendor details.

   -OR-

9. Click **Done** to return to the 'Vendors' screen.

Uploading vendor items in bulk

Upload vendor items in bulk using the 11 columns in the vendors_item_import_template.CSV file, using the following rules:

- Do not alter the width of any column or you may receive unwanted changes. Always keep the width at approximately 8.43 units, which is the MS Excel default.
- The total file size of the spreadsheet must not exceed 1 MB.

You will need the container.CSV, purchaseunit.CSV, and category.CSV as a reference for entering the data into vendors_item_import_template.CSV.

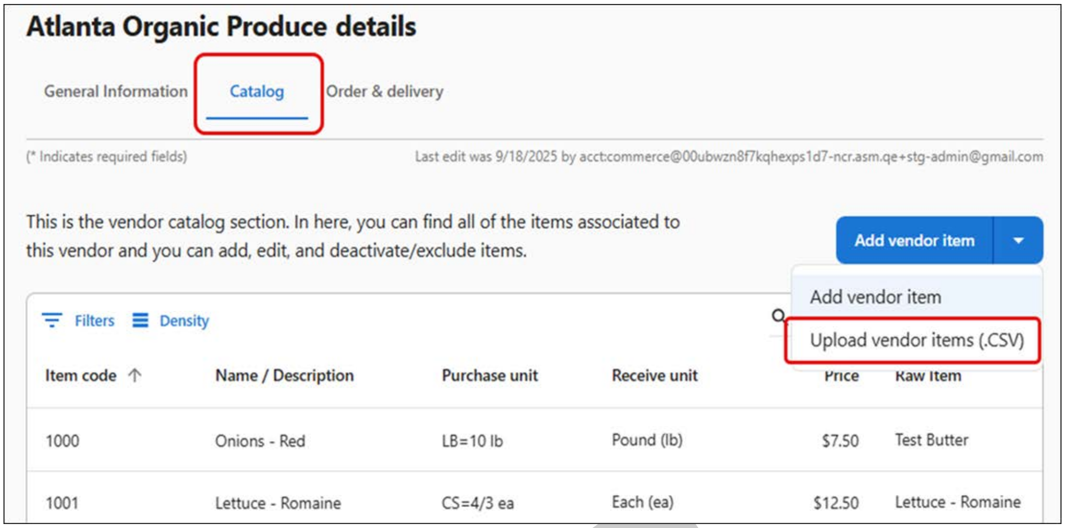
Column name	Description
Item code	The vendor item identifying number, up to 50 characters. You can leave this blank as long as name/description, container, pack, size, and unit combination are unique.
Name/Description	The description of the vendor item, up to 250 characters. This is a required field.
Container	The bulk packaging type used by the vendor. Click 'Download container options list' for the list of containers defined in Aloha Smart Manager. This is a required field.
Pack	The number of packs within the vendor item container. This field must be a numeric value from 1-999 and can include decimals with up to two decimal points. This is a required field.

Column name	Description
Size	The amount or size of every unit inside each pack, such as 16 pounds. This field must be a numeric value from 1-999 and can include decimals with up to two decimal points. This is a required field.
Purchase unit	The industry standard measurement of product inside a pack, such as 16 pounds. Click 'Download unit options list' for the list of purchase units defined in Aloha Smart Manager. This is a required field.
Catch weight	The catch weight indicates if an item may vary in weight when it is received. This field must be entered as True or False where True indicates the item has a catch weight and False indicates the item does not have a catch weight. This is a required field.
Receive unit	Where 'Catch weight' is True, enter the industry standard measurement of the received product. Where 'Catch weight' is False, the receive unit should be the same as the 'Purchase unit.' This is a required field.
Price	The price of the vendor item container. This field must be a numeric value and can include decimals with up to two decimal points. This is a required field.
Raw item	The name of the raw item associated with the vendor item, up to 250 characters.
Category	The category ID associated with the raw item. Click 'Download category options list' for the list of categories defined in Aloha Smart Manager.

To upload vendor items in bulk:

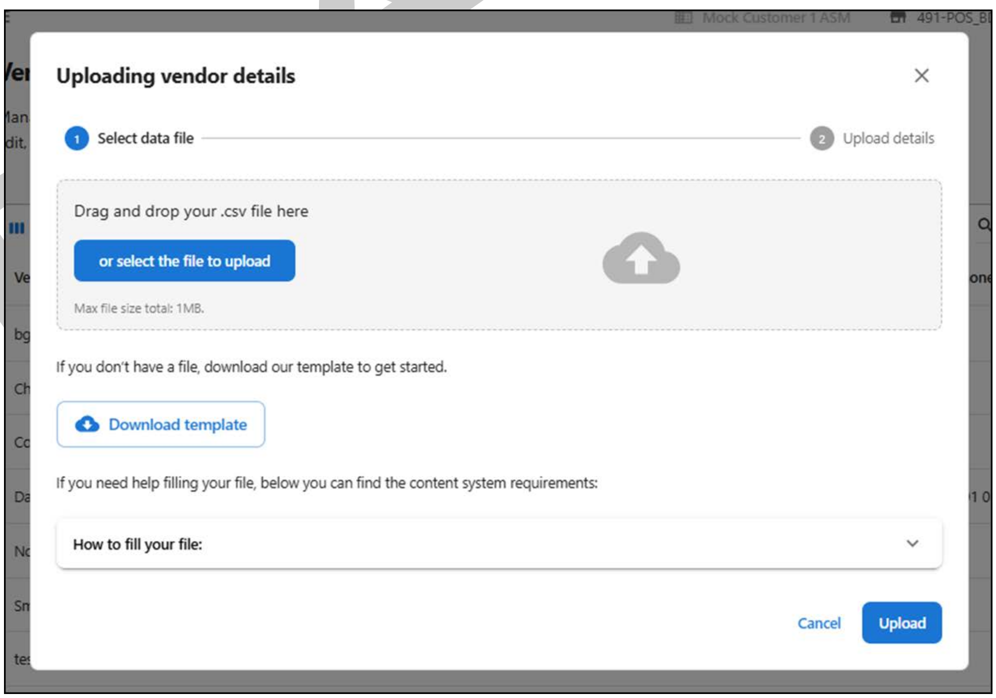
1. Select **Inventory** > **Vendors**. The available vendors appear in the 'Vendors' screen.
2. Select the **vendor** for which to upload vendor items in bulk. The vendor details appear with the 'General information' tab as the active tab.

3. Select the **Catalog** tab.



'Catalog' tab

4. Click the 'Add vendor item' drop-down arrow and select **Upload vendor items (.CSV)**. The 'Uploading vendor details' screen appears.



'Uploading vendor details' screen when using .CSV file

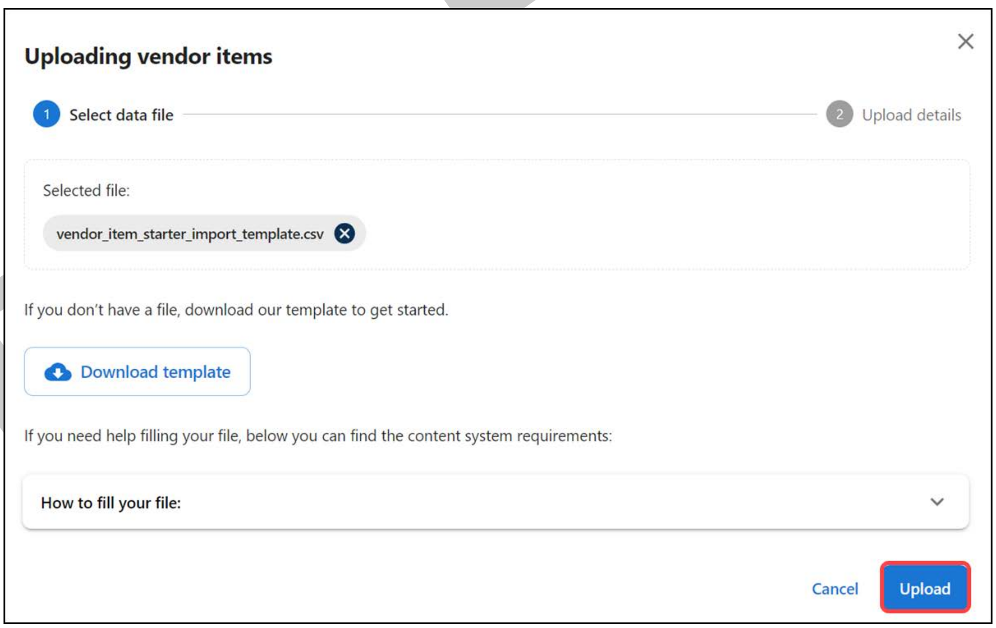
5. Click **Download template**. The file automatically downloads vendor_item_import_template.CSV.
6. Click the **How to fill your file** drop-down to expose instructions for completing the spreadsheet.

7. Type or copy and paste the **vendor item information** into vendor_item_import_template.CSV.

A	B	C	D	E	F	G	H	I
Item Code	Name/Description	Container	Packs	Size	Unit (Name or abbreviation)	Price	Raw item	Category ID
200	tomato	Pound	8	1	lb	20	Chicken	5190
201	potato	Case	3	1	lb	30	Chicken	5190
202	chicken	Pound	2	2	lb	100	Chicken	5190

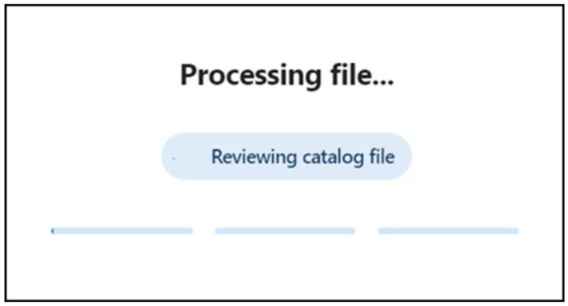
Bulk vendor items details in .CSV file

8. Perform **one** of the following actions to upload the .CSV file:
   a. Drag and drop the **file** containing the vendor item details.
   -OR-
   b. Click **or select file to upload**, browse to and select the **file** to upload, and click **Open** to upload the complete the upload.
9. Click **Upload** to upload the file into ASM. A 'Processing file' status screen appears as ASM validates the file.



Selecting vendors items file list

The ‘Processing file’ status screen appears.



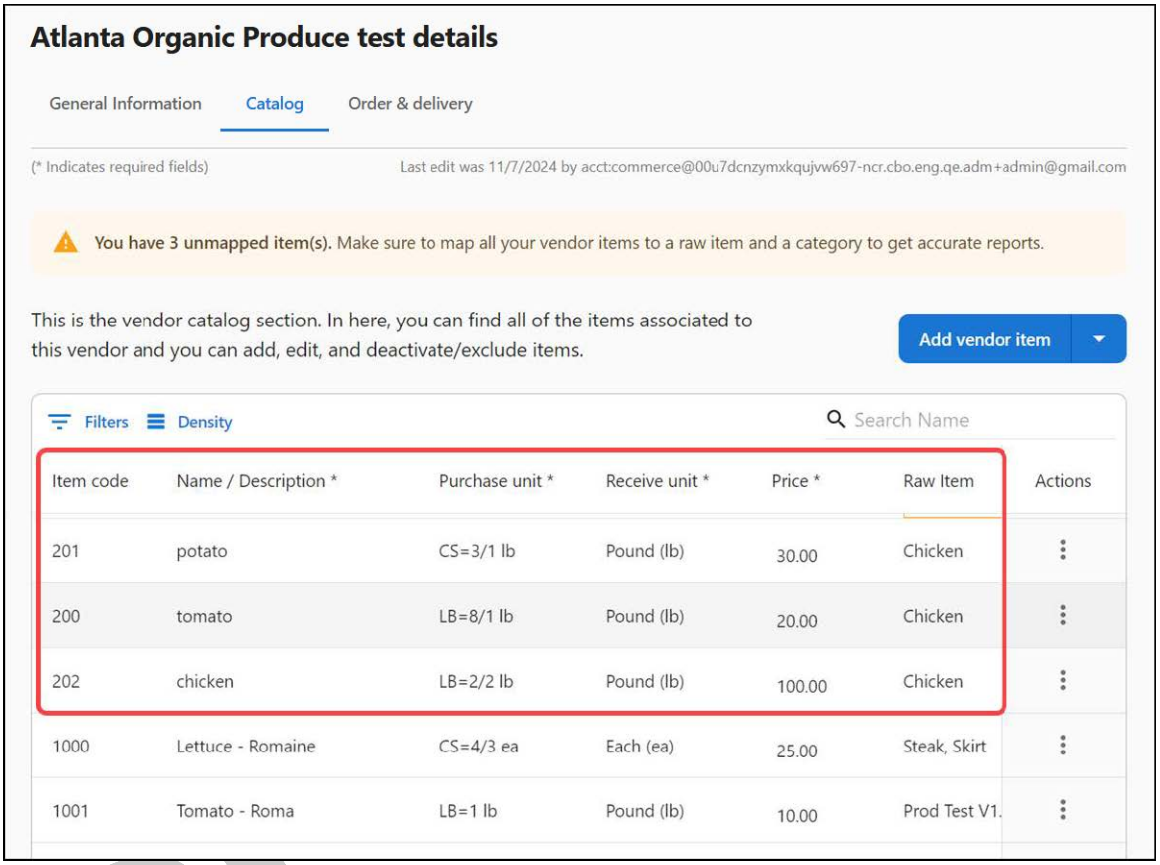
‘Processing file’ status screen

Once uploaded, the vendors appear in a grid format under the ‘Selected file’ tab. The summary appears in the ‘Uploading vendor items’ screen. Inspect any data that was not uploaded successfully

Bulk upload summary

10. Click **Upload another file** to upload another file with bulk vendor item details, or click **Done** to return to the vendor details > ‘Catalog’ tab.

Once uploaded, the details appear in a grid format on the **Catalog** tab. The vendor details show the added vendor items.



Vendor items successful upload

Appendix B: Uploading an invoice

ASM is built with OCR (Optical Character Recognition) functionality that reads the uploaded invoices and feeds data into the system. This technology greatly reduces the time and effort of creating an invoice while retaining the integrity of the printed invoice.

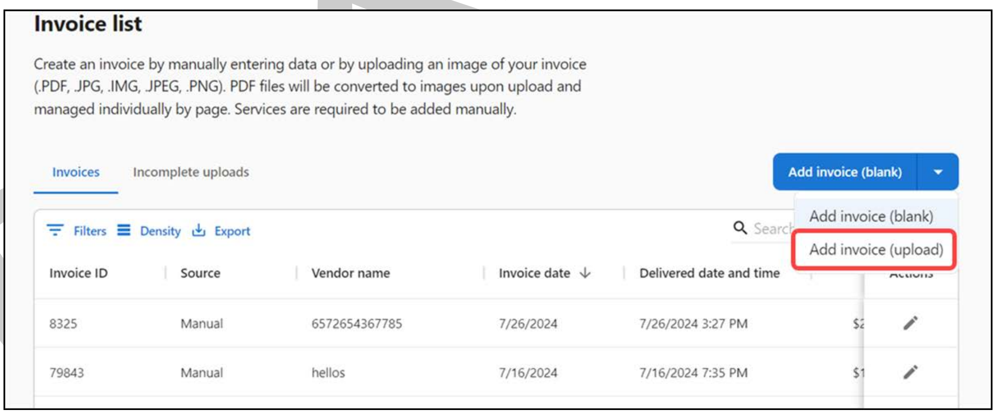
A manager can upload and process an invoice from their desktop or mobile, either as a digital image file or a PDF file. ASM detects the individual elements of the uploaded invoice to process and read the uploaded image. A manager can also make changes to the resulting invoice values. When the system reads the invoice data, the invoice is ready for processing and reporting.

> **Tip**
> You can upload only one image at a time. If the invoice is in PDF format, convert the PDF into an image format and upload. You can use JPG, JPEG, IMG, and PNG.

Uploading the invoice details

To upload the invoice details:

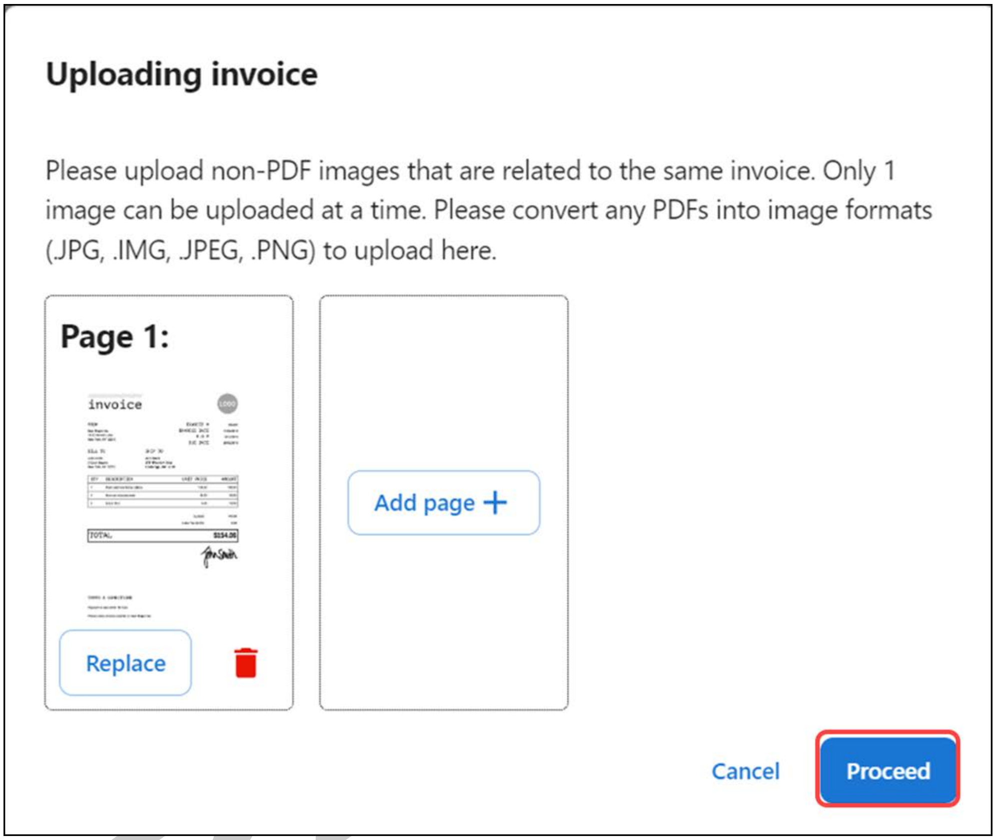
1. Select **Inventory** > **Invoices**. The 'Invoice list' screen appears.



'Invoice list' screen

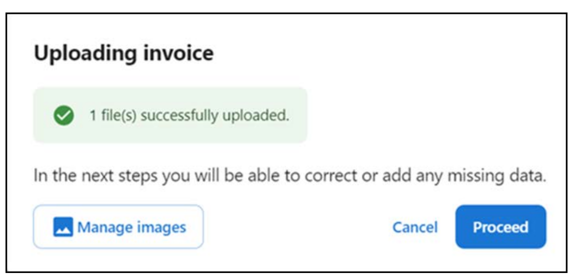
2. Select **Add invoice (upload)** from the 'Add invoice (blank)' drop-down list.

3. Browse to and select the **invoice** to upload. The ‘Uploading invoice’ screen appears.



‘Uploading invoice’ screen

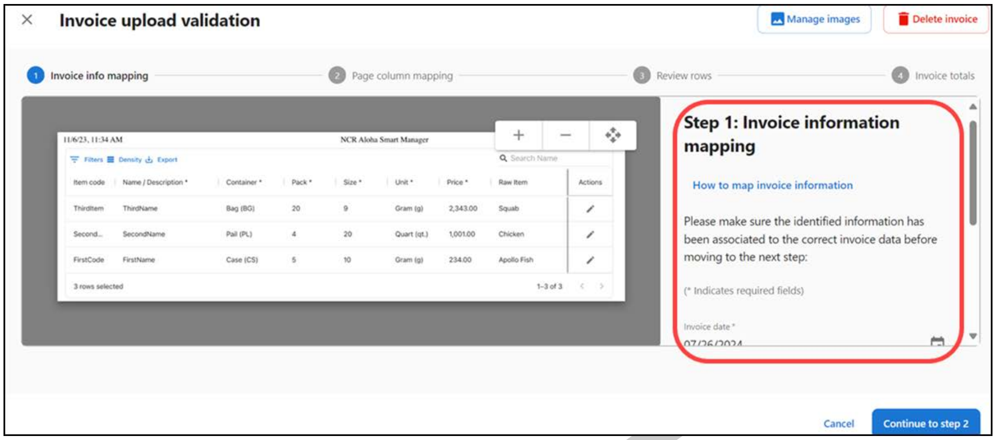
4. (Optional) Click **Add page +** to upload multiple images related to the same invoice.
5. Click **Proceed**. The ‘Processing files’ status screen appears. If your upload file meets the requirements, the ‘Uploading invoice’ success message appears.



‘Uploading invoice’ success message

6. You can use the **Manage images** option to upload the images again.

7. Click **Proceed** to continue with the mapping process. The 'Invoice upload validation' screen appears.



'Invoice upload validation' screen

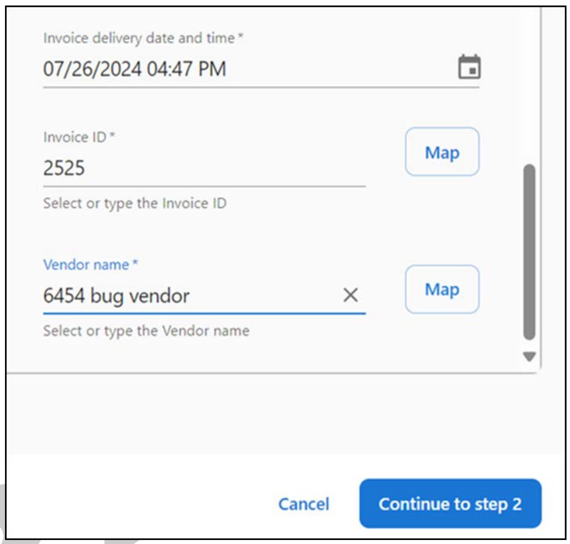
8. Continue to Mapping invoice information to begin the process of validating the uploaded invoice.

Mapping invoice information

Once you successfully upload an image of an invoice, you must go through the mapping process to ensure the invoice details map to the correct value.

Step 1: Invoice information mapping

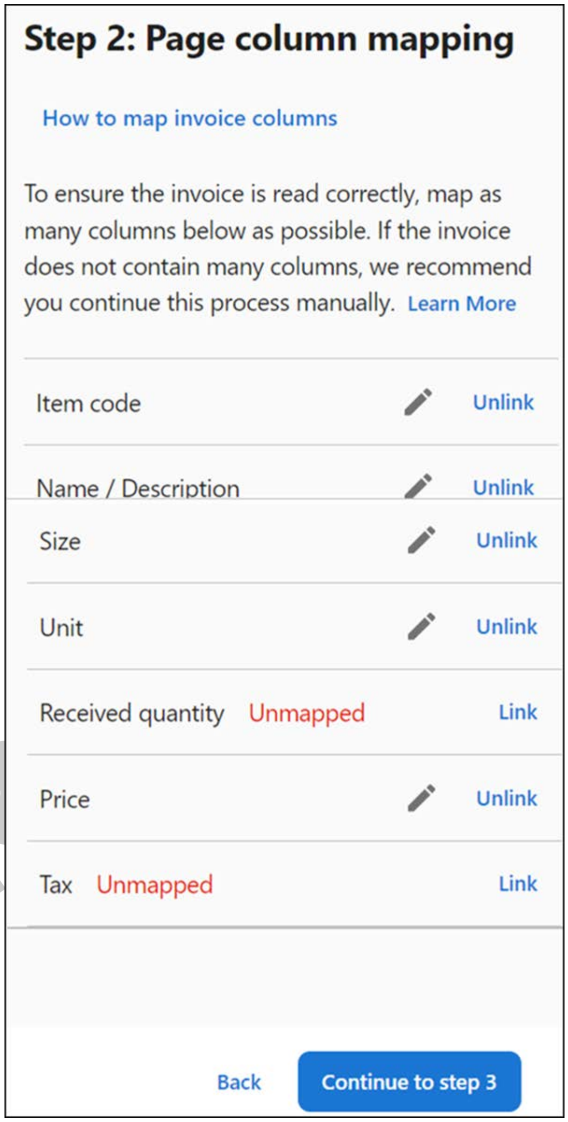
1. With the 'Invoice upload validation' screen active, verify your **invoice details** are mapped correctly. If you need to make a change, re-map the invoice details to the correct value or manually type them.



Adding mapping details

   a. To remap invoice details, click **Map** next to the data you need to update.
   b. Select the **correctly identified text box** to map to and then click **Apply**.
   c. Repeat as **many times as needed** to correctly map the data.
2. Enter the **Invoice ID**. (Should this be verify or remap?)
3. Enter the **Vendor name**. (Should this be verify or remap?)

4. Click **Continue to step 2**. The 'Page column mapping' screen appears with instructions for **Step 2: Page column mapping**.



'Page column mapping' screen

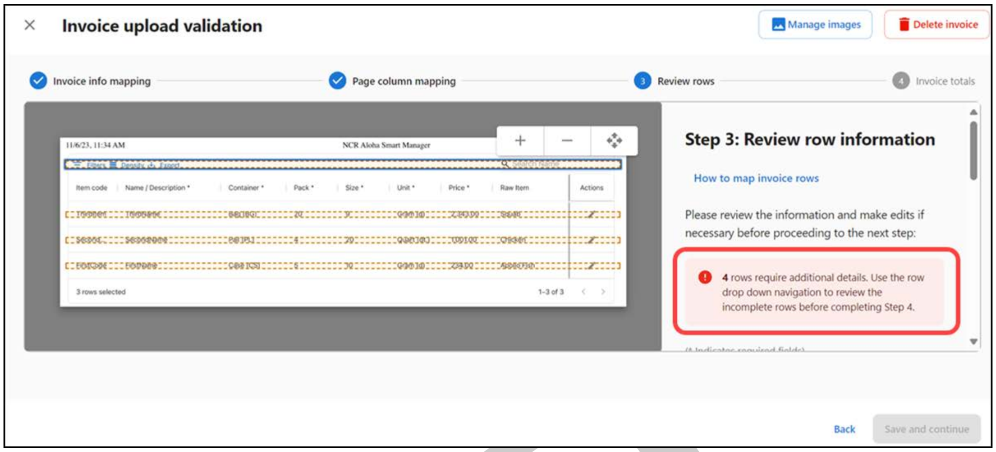
5. Continue to the **next procedure**.

Step 2: Page column mapping

1. Review the mapped values for each column in your invoice to ensure each column value mapped correctly. To make a change, click the pencil icon and manually adjust the highlighted area using the provided anchor points. You may edit, unlink, or link your data to the correct values. You can

see how the value has been mapped by hovering over the highlighted rectangle on your invoice or column value.

2. Click **Continue to step 3**. The review progresses and the ‘Review row information’ screen appears with instructions for **Step 3: Review row information**.



‘Review row information’ screen

3. Continue to the **next procedure**.

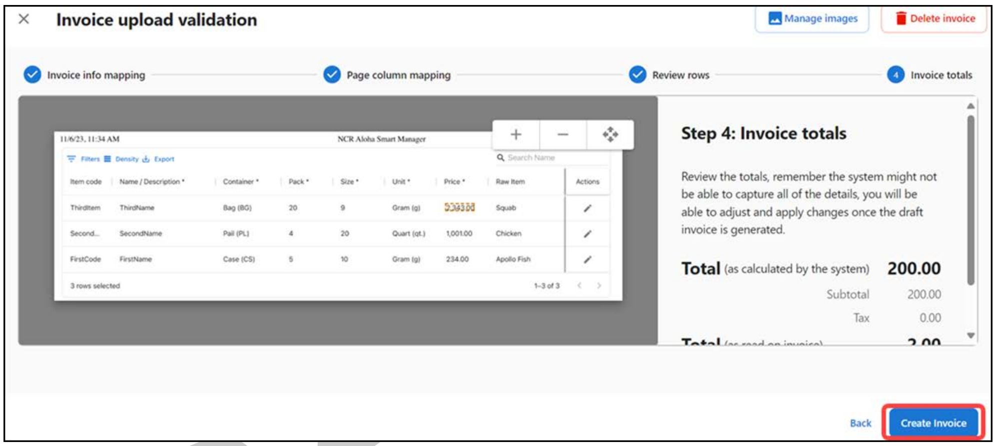
Step 3: Review row information

1. Review and correct the **item details** before submitting your invoice. Items that are already identified within the catalog are auto-populated with the registered details. For new items, you

can **edit** all item details in your invoice. Based on the modifications, the system enables you to continue.

> **Note**
> For items that are recognized in the catalog, you can edit only the quantity, price and tax of the item.

2. Click **Save and continue**. The 'Invoice upload validation' screen appears with instructions for **Step 4: Invoice totals**.

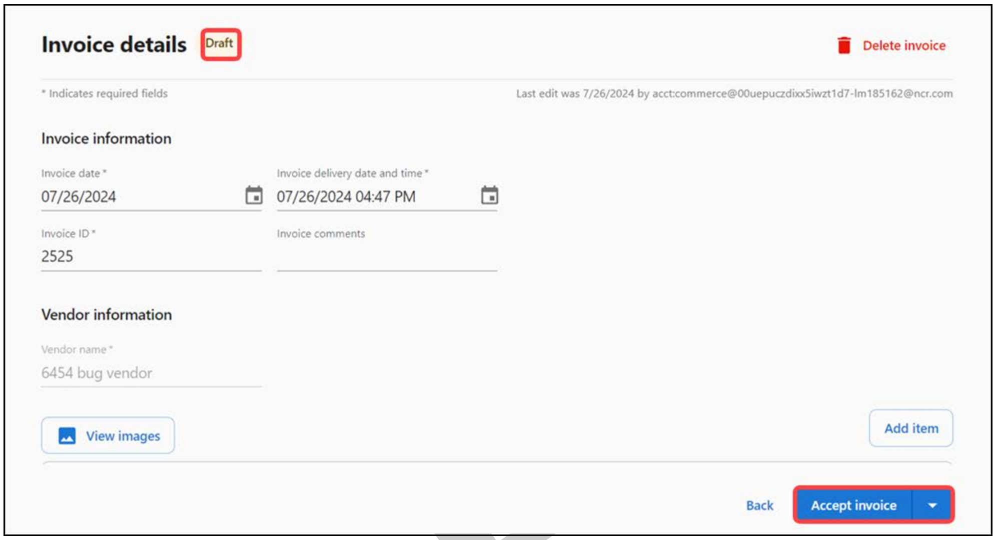


'Invoice upload validation' screen

3. Continue to the **next procedure**.

Step 4: Invoice totals

1. Click **Create invoice**. The ‘Invoice details’ screen appears. Upon the invoice creation, initially the invoice status is in Draft.



‘Invoice details’ screen

2. Click **Accept invoice** to accept the invoice and continue to finalize the invoice details.
3. Click **Back** to return to the ‘Invoice list’ screen.

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