

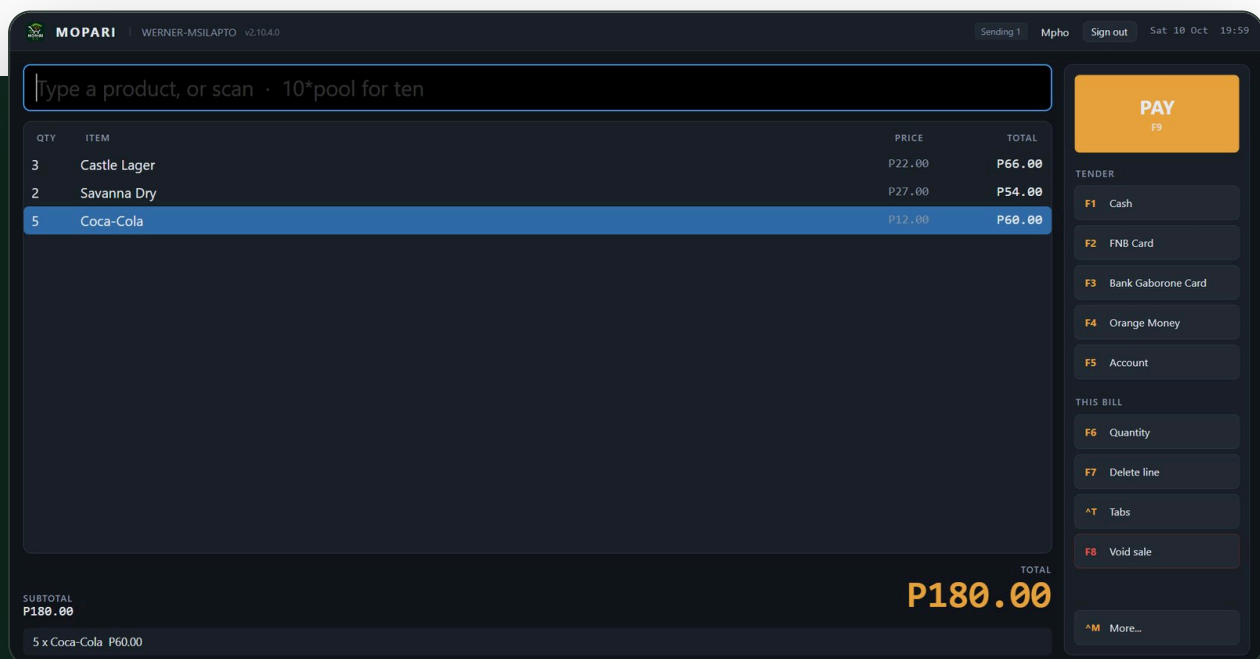


User Guide

The till, the back office, and everything in between - for Windows.

VERSION 2.10.5

FREE · LICENSED · ADVANCE



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How to read this guide

Everything here works on every Mopari licence unless it carries a tag: **LICENSED** means it needs a paid licence, and **ADVANCE** means it needs the Advance licence. The free version shows these screens too, and explains what is needed if you try to use them. Chapter 2 sets the three side by side.

CHAPTER 1

Welcome to Mopari

Mopari is a point of sale for bars, bottle stores and small shops, built in Botswana for the way a shop here actually runs: in Pula, through power cuts and dead lines, on whatever computer is in the shop.

Three programs, one shop

PROGRAM	WHAT IT IS FOR	WHERE IT GOES
Mopari Till	Selling: ringing up, taking money, tabs, refunds, cashing up. Keyboard-first, so a round of drinks is one burst of typing.	Every machine that serves customers.
Mopari Back Office	Running the shop: products and prices, stock, staff, customers, takings, reports and setup.	The owner's or manager's computer.
Mopari Sync	A background service on the office computer. Tills hand it their sales and fetch prices, staff and customers from it. It also sends Telegram alerts.	The office computer only. Starts with Windows.

A shop with one computer installs everything on it. A shop with several tills installs the back office and Mopari Sync on one computer (the "office") and the till on the others.

Offline first

Every till keeps its own full copy of the shop - products, prices, staff, customers - on its own disk. There is no moment when a sale waits for a server or the internet. If the office computer is switched off or the network goes down, tills keep selling and show **Office offline - 3 waiting**; they catch up by themselves when the office is back. The internet is only needed to connect Telegram alerts, check for updates and buy a licence.

Trading nights, not calendar days

A bar's Friday night ends on Saturday morning. Mopari counts takings, reports and the free version's daily limit by **trading night**: a new day starts at 06:00 unless you change it (see [Setup > Business](#), "When your day ends"). Sales at 01:30 count towards the night before.

CHAPTER 2

Free, Licensed and Advance

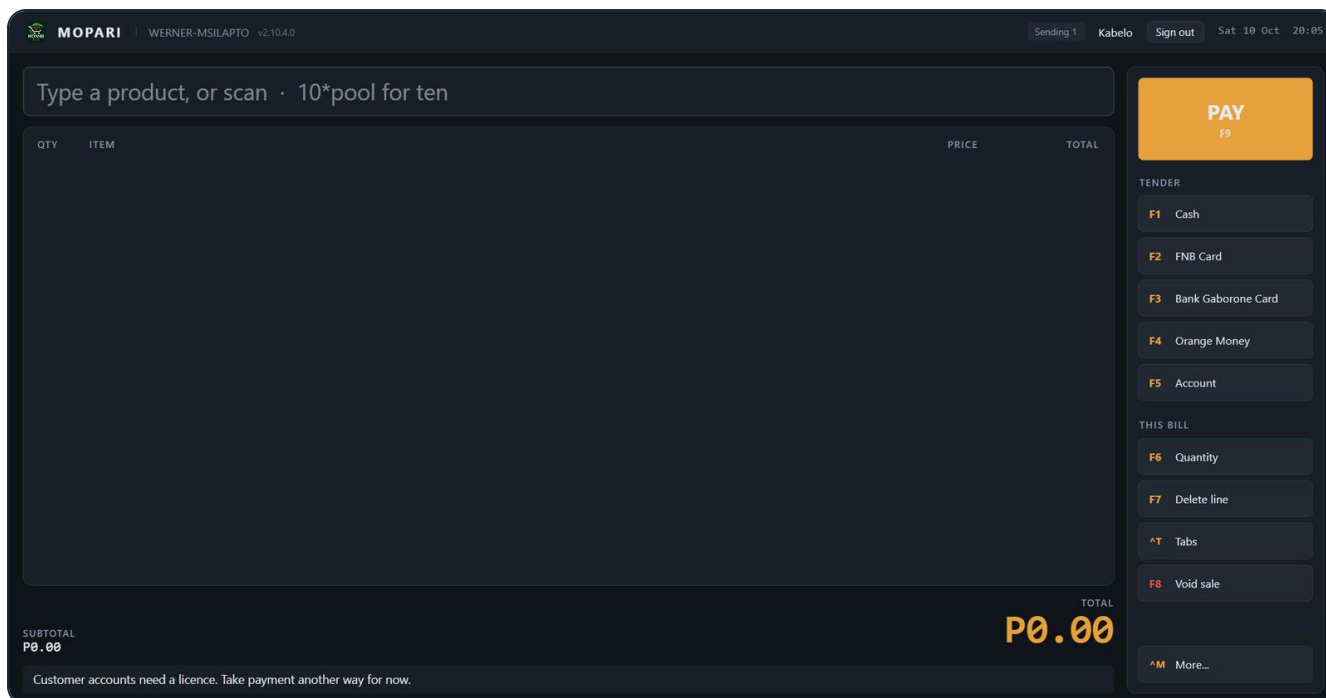
Mopari is free to use for as long as you like, on one till. A licence adds more tills, lifts the daily limit and opens the features a growing shop needs. One licence covers the whole shop, however many tills.

Free P0 for ever • One till • 100 sales a trading night • Selling, tabs, refunds, cash-up • Products, recipes, discounts • Stock items, stocktakes, orders • Staff, PINs and permissions • Dashboard, takings, shifts • Two reports	Licensed LICENSED P90 a month • Unlimited sales and tills • Customer accounts and credit limits • Vouchers • Supplier invoices • Import products from a spreadsheet • Every report • Alerts on Telegram	Advance ADVANCE P250 a month • Everything in Licensed, plus: • Price lists for contract customers • A4 tax invoices, printed at the till • "Whose bill is this" at the till • Weighing-scale labels • Multi-branch, when it launches
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The free version's limits

One till. The free version covers one till. A second till in the same shop still connects to the office and receives the products and staff, but it will not start a sale - it shows "*Free version: one till only*". As soon as the shop has a licence, every till sells, by itself, within a minute. (A till on the office computer itself counts as the one; a till not heard from for 30 days gives its place up, so a replacement computer is never locked out.)

100 sales a night. The free version allows **100 completed sales per trading night**. The count starts again at the start of the next trading day (06:00 by default). From 70 sales the till shows how many are left. When the limit is reached, the bill already on screen can still be finished and paid - Mopari never stops a sale halfway - but a new bill cannot be started until the next trading day.



A licensed feature in the free version: the till explains, and nothing is lost.

Features that need a licence still appear. Trying one tells you what it needs, for example "*Customer accounts need a licence. Take payment another way for now.*" Everything you have already entered is kept, and the till carries on selling.

What each licence unlocks

FEATURE	FREE	LICENSED	ADVANCE
Sales per trading night	100	Unlimited	Unlimited
Tills in the shop	1	As many as you need	As many as you need
Selling, tabs, split bills, refunds and exchanges, cash-up	Yes	Yes	Yes
Products, categories, recipes and tots, discounts and happy hours	Yes	Yes	Yes
Stock items, deliveries at the till, stocktakes, orders	Yes	Yes	Yes
Staff, PINs, who can do what	Yes	Yes	Yes
Dashboard, takings, shifts, machines	Yes	Yes	Yes
Reports	Takings by day, Product sales	All 11	All 11
Customer accounts, credit limits, statements	-	Yes	Yes
Vouchers (sell, top up, free vouchers)	-	Yes	Yes

Supplier invoices	-	Yes	Yes
Import products from a spreadsheet	-	Yes	Yes
Alerts on Telegram	-	Yes	Yes
Price lists, "Whose bill is this", A4 invoices	-	-	Yes
Weighing-scale labels	-	-	Yes

Buying and applying a licence

1. On the office computer open **Setup > Licence** in the back office and copy **This computer's install ID** (it looks like `MOP-XXXX-XXXX-XXXX`).
2. Order at **mopari.co.bw/buy**. Choose 1, 3, 6 or 12 months - a year is paid as ten months. You get an invoice by email; pay by EFT or at the bank with the invoice number as the reference.
3. Once the money is in, your licence key is emailed to you. Paste the whole key (it starts `MOPARI-`) into **Enter a licence key** and press **Apply licence**. Line breaks and spaces from the email do not matter.

Setup > Licence. The licence is checked on this computer, with no internet needed.

Good to know

The licence is tied to the office computer. If that computer dies, write to support@mopari.co.bw and the licence is re-issued for the new one free of charge. If a licence expires, the shop simply goes back to the free version's limits - nothing stops in the middle of service, and the back office warns you 14 days ahead. Prices on this page were correct when this guide was written; mopari.co.bw/buy always has the current ones.

Installing Mopari

What you need

- **Windows 7 SP1 or newer**, 32- or 64-bit. One installer covers both.
- A screen of at least 1024 × 768, and about 300 MB of disk space.
- Administrator rights to install. Nothing else to download - everything Mopari needs is inside the installer.
- A network between the computers, if there is more than one.
- For receipts: a receipt printer that speaks ESC/POS (almost all do), 80mm or 58mm. The cash drawer plugs into the printer.

Running the installer

Run `Mopari-Setup.exe` (download it from mopari.co.bw) and accept the licence agreement. The installer asks what this computer is for:

CHOICE	INSTALLS	USE IT FOR
Till	Mopari Till	A machine at the counter.
Back office	Back Office and Mopari Sync	The owner's computer that the tills report to.
Everything on one machine	All three	A shop with one computer, or the office computer that also sells.
Choose what to install	Your pick	Anything else.

Then tick what suits you:

- **Put shortcuts on the desktop**
- **Start the till when this PC starts** - for counter machines.
- **Let tills reach this PC over the network** - on the office computer. This opens the Windows firewall for Mopari Sync (port 5080) so the tills can reach it.

Windows 7 that has never been updated

Mopari needs two Windows updates that very old Windows 7 machines may not have. The installer checks and tells you. Without them Mopari installs but nothing happens when you start it. Install, in this order, `KB3020369` and then `KB3125574` (both from the "Windows7-prerequisites" folder on a Mopari USB stick, or from Microsoft), restart, and start Mopari again.

Close Mopari before installing an update over it - the installer waits until it is closed. Uninstalling never deletes your shop: your sales and products stay in `C:\ProgramData\Mopari` until you delete that folder yourself.

Setting up your shop

On the office computer

Open **Mopari Back Office**. The first time, it asks three things: **What the shop is called**, and **The owner's PIN** twice. The PIN is four digits.

Choose the owner's PIN carefully

It opens everything, and there is nobody above the owner to reset it. Do not use 1234, and keep it to yourself.

A new shop starts empty on purpose: no products, no other staff, no discounts - only Cash, Account and Exchange credit as ways to pay, VAT switched off, and Botswana's notes and coins for counting the drawer. Your next steps:

1. **Setup > Business** - your address and phone for the receipt, and VAT if you are registered ([chapter 22](#)).
2. **Setup > Payment types** - add your card machines and mobile money ([chapter 22](#)).
3. **Setup > Staff & PINs** - add your staff ([chapter 23](#)).
4. **Products** - add what you sell, or import a spreadsheet **LICENSED** ([chapter 18](#)).

Connecting a till

Open **Mopari Till** on the counter machine. A new till asks where the office is.

A new till. Type the office computer's address and press Find the office.

The address is the office computer's **network address**. The back office shows it under **Setup > Business > This computer's address**, for example `192.168.0.10`, with a **Copy** button. (On a version before 2.10.5, open a command prompt on the office computer, type `ipconfig` and use the **IPv4 Address**.) Type just the numbers

on the till and press **Find the office**. Within a minute the till fetches the products, staff and their PINs, and asks for a PIN.

Give the office computer a fixed address

If the router hands out a different address after a restart, the tills lose the office. Ask whoever set up your network to reserve the office computer's address. If it does change, use **More...** > **Connect to the office** on each till to type the new one.

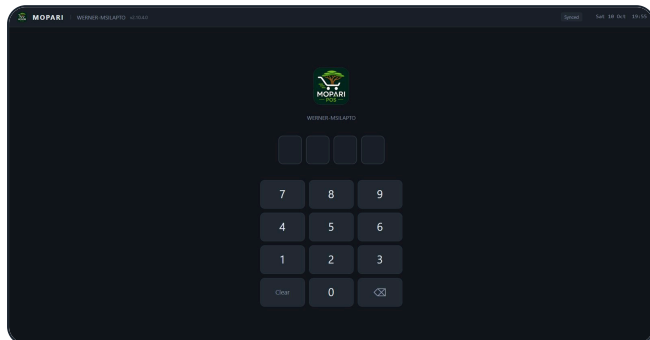
Only one computer? Press **This is the only computer in the shop** instead. The till asks for the shop name and owner's PIN itself and works on its own. You can connect it to a back office later.

The header of every till shows how it is getting on with the office: **Synced**, **Sending 2** (sales on their way), **Office offline - 3 waiting**, or **Standalone**. Tills sync every 20 seconds.

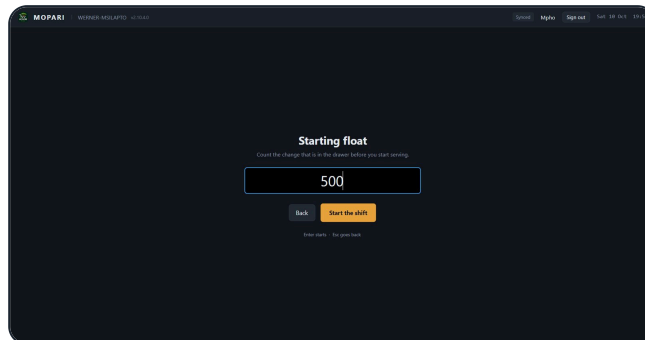
CHAPTER 5

Signing in and starting a shift

There is no list of names to pick from: the PIN says who you are. Type your four digits on the keyboard or the keypad and you are in - there is no OK button.



The PIN screen.



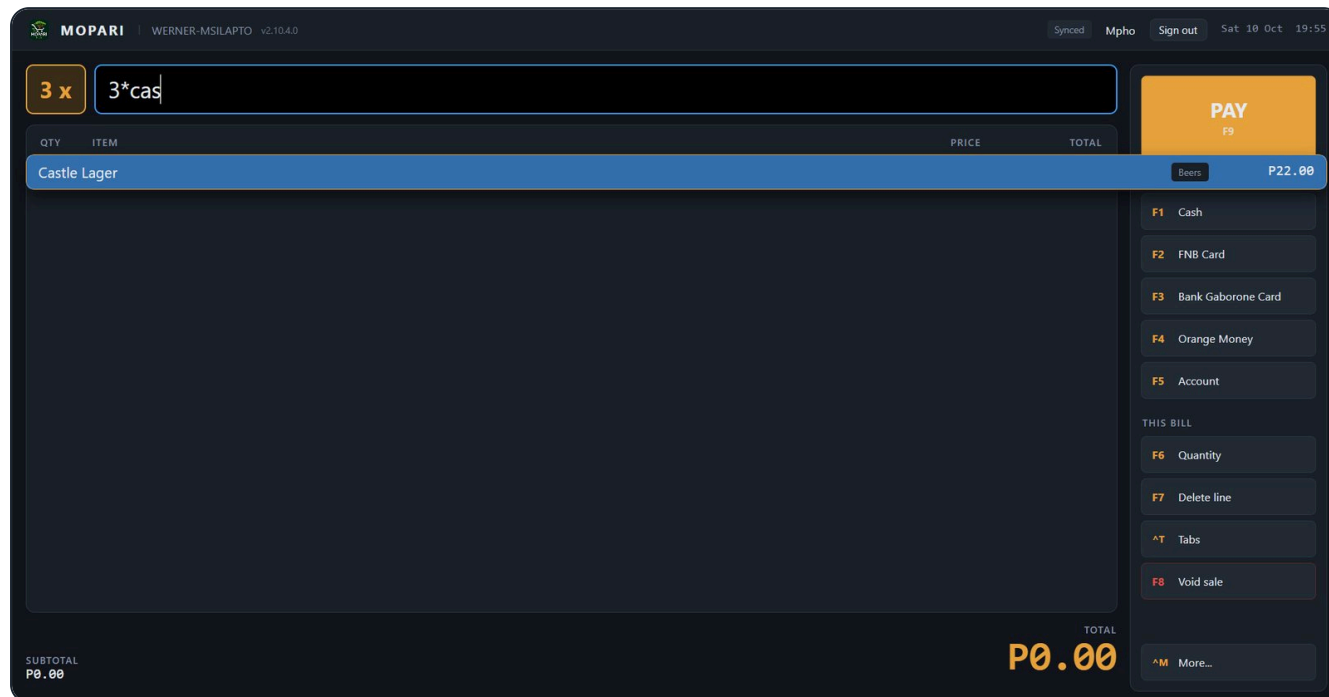
Counting the starting float.

- **Wrong PINs:** after eight wrong PINs in a row the till waits a minute before trying again, longer each time. A person whose own PIN is locked can be unlocked by a manager under **Setup > Staff & PINs**.
- **Starting float:** if no shift is open on this till, count the change in the drawer, type the total and press **Enter** (**Start the shift**).
- **Handing over:** if someone else's shift is still open on this till, Mopari asks you to cash up their drawer first, so every shift is counted by itself.
- **Sign out** (top right) lets the next person sign in. It does not close the shift - only a cash-up does.

CHAPTER 6

Selling

Everything happens in one box at the top. Type part of a name, a barcode or a code, and press Enter.

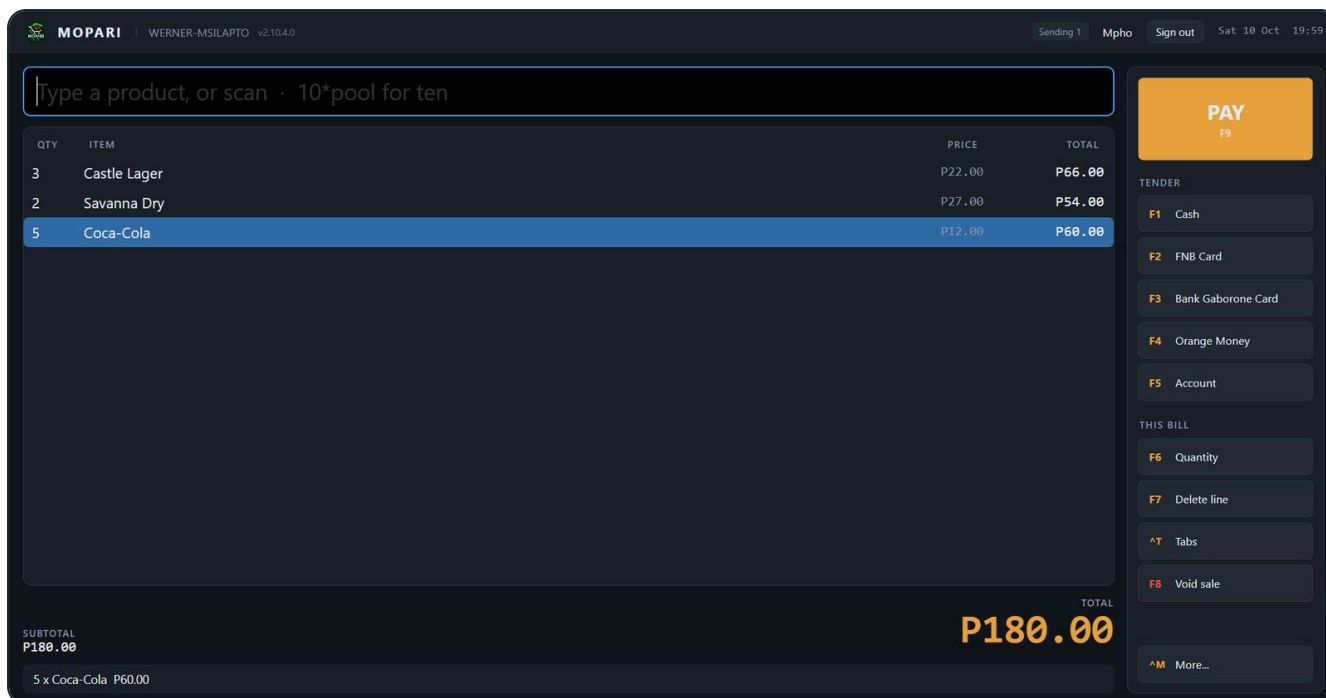


Typing `3*cas` : the badge shows the quantity and Castle Lager is ready to ring up.

Ringling things up

TYPE	WHAT HAPPENS
<code>castle</code> <code>Enter</code>	One Castle Lager. The best match is highlighted; <code>↑</code> <code>↓</code> pick another.
<code>3*cas</code> <code>Enter</code>	Three of them. <code>3 x cas</code> works too. Decimals are fine for things sold by weight or length.
Scan a barcode	A scanner is just fast typing: the product is added straight away.
<code>Esc</code>	Clears the box.

Mopari looks for an exact barcode or code first, then names that start with what you typed, then any word in a name, then the category. Products set to **Ask for the price at the till** ask for the amount when you ring them up.



A bill. The right-hand side shows the ways to pay (F1-F5) and what you can do to the bill.

Changing the bill

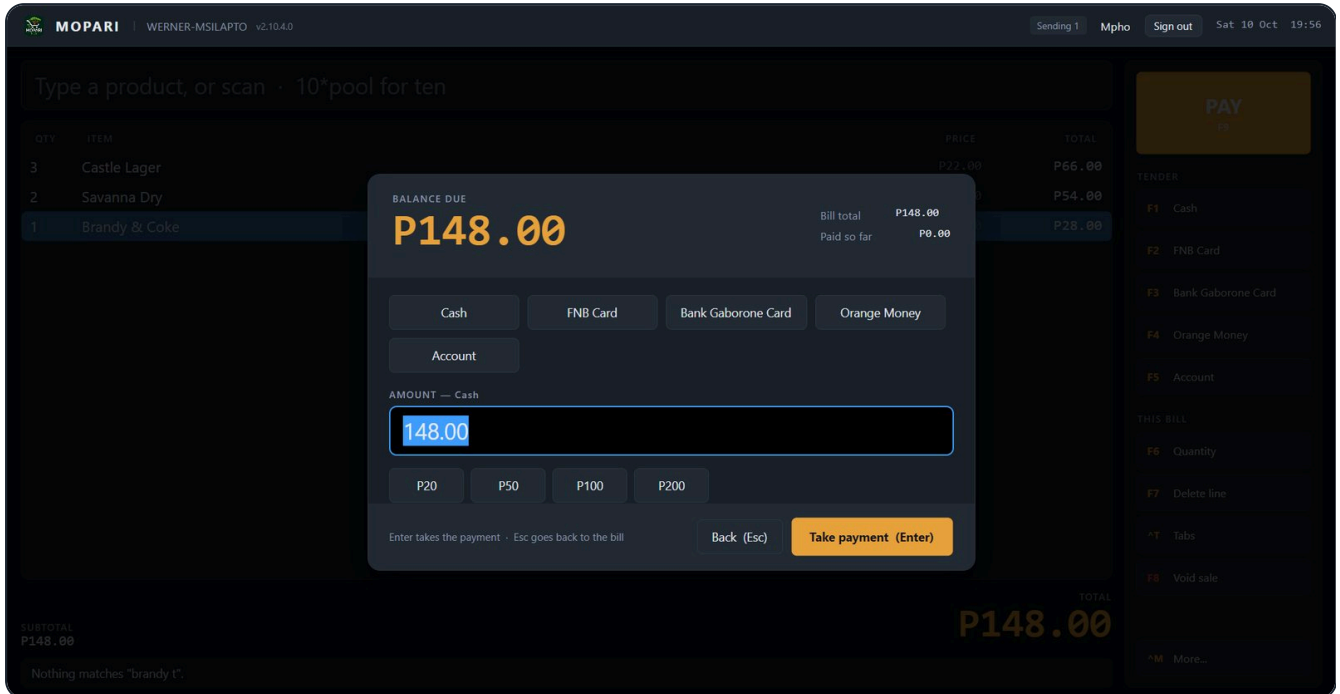
- **F6 Quantity** - change the selected line (or the last one).
- **F7 Delete line** - takes a line off. It is recorded, not erased.
- **F8 Void sale** - cancels the whole bill.
- Discounts are automatic: happy hours and specials set up in the back office apply by themselves, and the bill shows the discount's name under the line.
- **Send to kitchen** (**Ctrl** + **D**) appears when kitchen printers are set up, and prints only what has not been sent yet.

Who may delete lines or void sales is set under **Setup > Who can do what**. If you are not allowed, the till says so: "A manager can change that under Setup, Who can do what."

CHAPTER 7

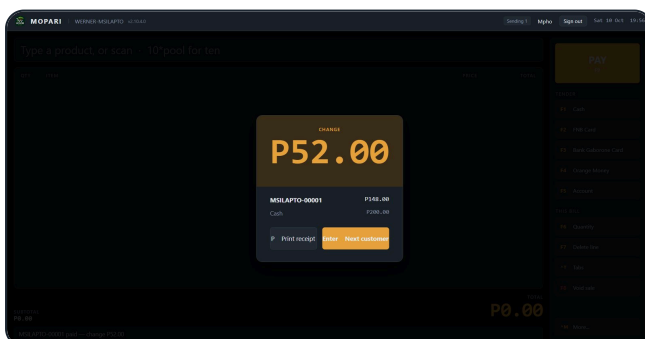
Taking payment

Press **F9** **PAY**, or go straight to a way of paying with **F1** - **F5** (the first five payment types, in the order set in the back office).

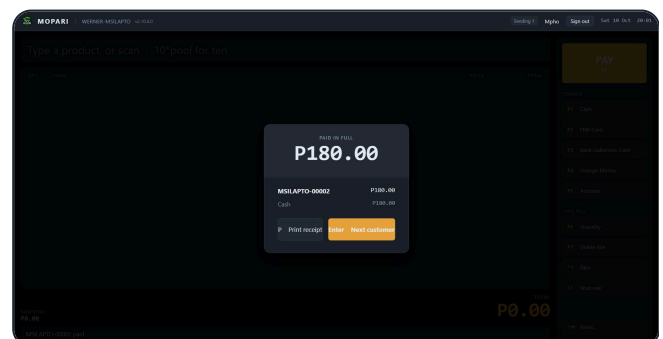


The payment screen. The amount is filled in with what is owed.

- **Cash** can be more than the bill: type what the customer handed over, or tap **P20** / **P50** / **P100** / **P200**. The change is shown big.
- **Card and mobile money** are capped at what is owed, because a card machine cannot give change. Payment types set to need a reference ask for the slip number or transaction ID.
- **Splitting a payment:** take part of it one way - the screen stays open showing what is still to pay - then the rest another way.
- **Enter** takes the payment, **Esc** goes back to the bill.



Change to give back.



Paid in full. **P** prints the receipt, **Enter** starts the next customer.

Receipts print by themselves if the till is set to (chapter 14), and the drawer opens on cash sales. Receipt numbers carry the till's name, for example MSILAPTO-00002.

On a customer's account LICENSED

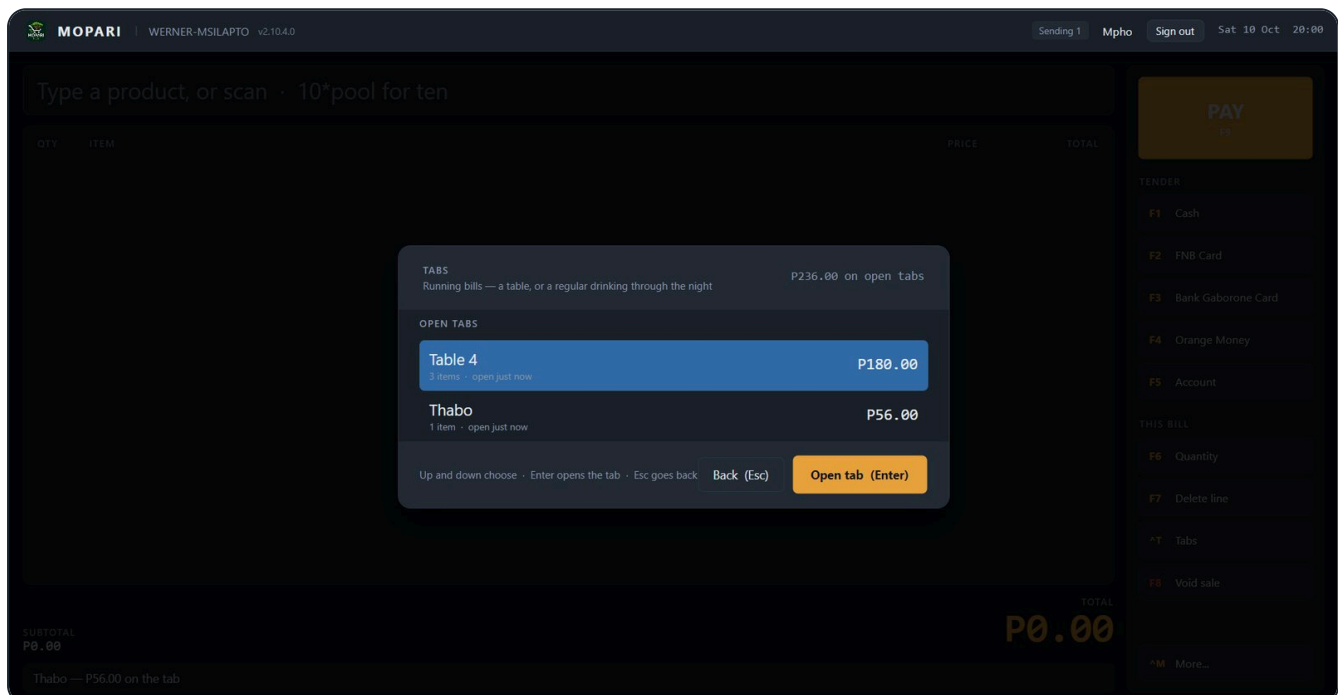
Choose the **Account** payment type and pick **Whose account**. Mopari checks the customer's credit limit and refuses a sale that would take them past it. The receipt prints an account line and a signature line - have it signed. See [chapter 10](#) for taking payments against an account.

CHAPTER 8

Tabs

A tab is a bill that stays open: a table, or a regular drinking through the night.

- **Open a tab:** ring up the first round, press **Ctrl** + **T**, type a name ("Table 4", or a person's name) and press **Park** it. The till is free for the next customer.
- **Add to a tab:** **Ctrl** + **T**, pick the tab, **Enter**. The bill comes back with **ON TAB Table 4** above it. Ring up more and park it again.
- **Settle a tab:** open it and pay as usual. The tab closes by itself.
- **One person pays their share:** on an open tab, select a line and press **F11** **Split line**. That line moves to its own bill and goes to payment; the rest of the table carries on.



Open tabs, and what is on them altogether.

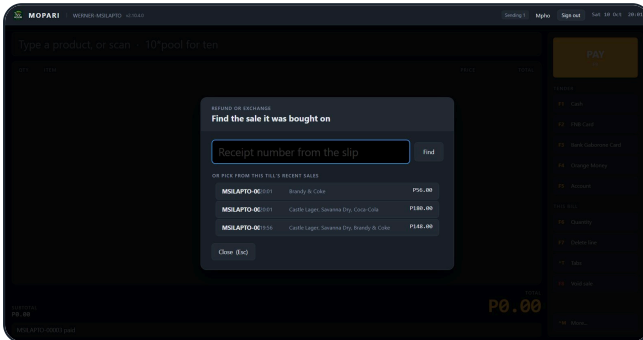
Tip

In a shop with fewer than four payment types, **F4** also opens tabs - the button on the right shows which key it is. Tabs live on the till they were opened on.

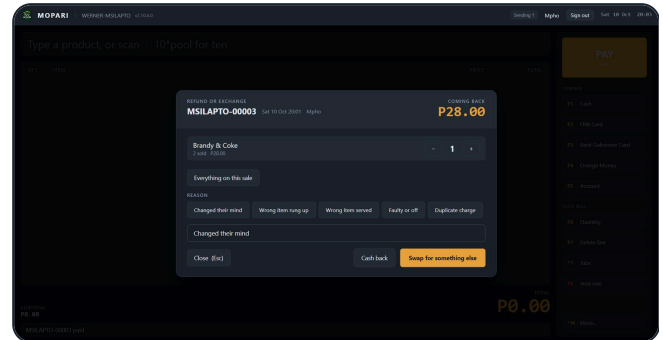
CHAPTER 9

Refunds and exchanges

Open **More...** > **Refund or exchange**. Find the sale by the receipt number on the slip, or pick it from this till's recent sales.



Find the sale it was bought on.



Choose what is coming back and why.

1. Use + and - beside each line, or **Everything on this sale**.
2. Choose a reason - Changed their mind, Wrong item rung up, Wrong item served, Faulty or off, Duplicate charge - or type one.
3. **Cash back** gives the money back. **Swap for something else** starts a new bill with the value as **Exchange credit**; if the replacement costs less, the difference is given back as change.

Large cash refunds need a supervisor

A cashier can give back up to P200 in cash a night. Above that, someone allowed to approve big refunds (a supervisor, manager or owner by default) types their PIN on the refund screen.

A refund is kept as its own record linked to the original sale, so the night's takings and the stock both put it right, and the back office dashboard lists it under **Came back**.

Customer accounts at the till

LICENSED

Regulars can drink now and pay at month end. Set them up in the back office ([chapter 20](#)) with an optional credit limit; the till does the rest.

- **Putting a bill on an account:** pay with **Account** and pick the customer. A bill that would take them past their limit is refused, showing what they may owe and what they owe now.
- **Taking a payment against an account:** **F10** **Account payment**. Type part of the name, choose how they are paying with **F1** - **F5**, enter the amount and press **Enter**, then **Enter** again to confirm.
- **Print statement** prints the customer's history on the receipt printer.

MOPARI | WERNER-MSILAPTO v2.10.4.0 | Sending 1 | Kabelo | Sign out | Sat 10 Oct 20:13

Type a product, or scan · 10*pool for ten

ACCOUNT PAYMENT
Money in against what a regular already owes

OUTSTANDING
P2 320.00

Type a name

Customer Name	Outstanding Balance
Kgalagadi Roads (Pty) Ltd 659 1234	owes P1 860.00
Thabo Molefe 72 345 678	owes P340.00
Kabo Sechele 74 112 233	owes P120.00
Neo Ramotswa 74 000 877	

clear

Cash FNB Card Bank Gaborone Card Orange Money

Voucher Exchange credit

AMOUNT — Cash

1860.00

Up and down choose · F1 to F5 pick the tender · E Back (Esc) Print statement Take payment (Enter)

TOTAL
P0.00

PAY

TENDER

- F1 Cash
- F2 FNB Card
- F3 Bank Gaborone Card
- F4 Orange Money
- F5 Account

THIS BILL

- F6 Quantity
- F7 Delete line
- *T Tabs
- F8 Void sale
- *M More...

Account payment. Everyone with an account, and what each owes.

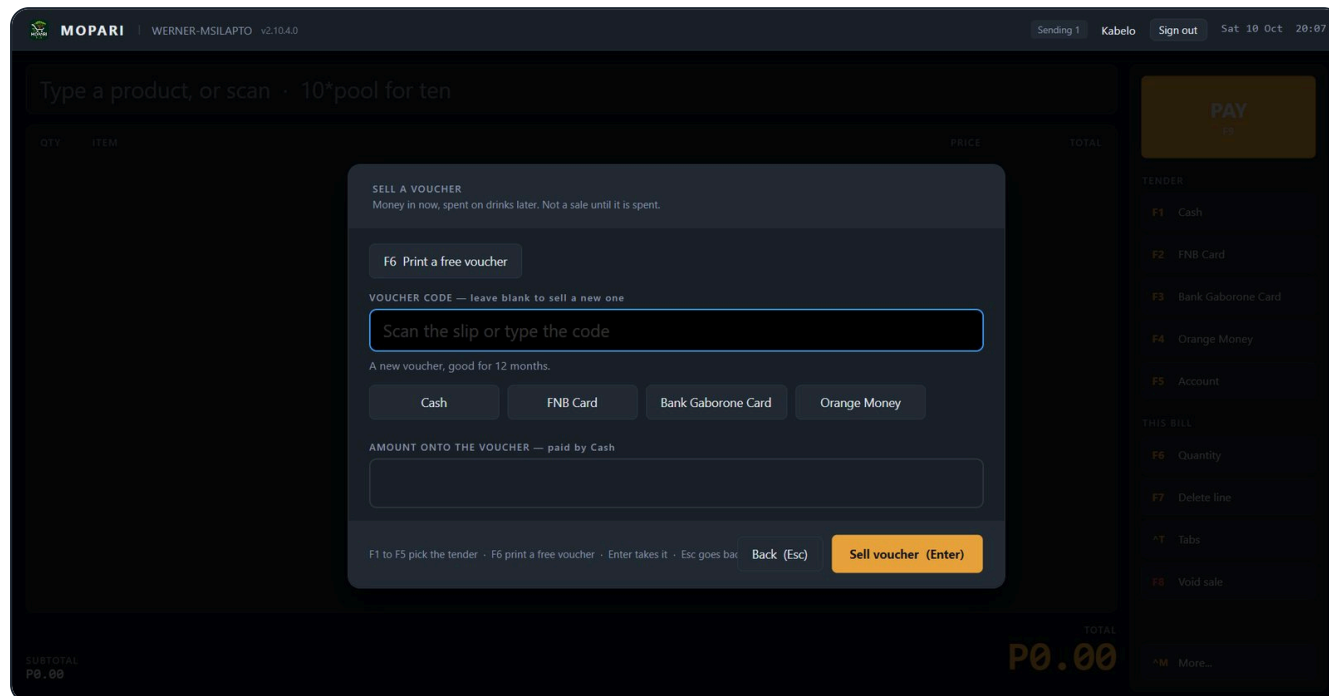
An account payment is money owed coming in, not a sale - it is not counted in takings or stock, but it is in the drawer and the cash-up expects it.

CHAPTER 11

Vouchers

LICENSED

A voucher is money paid in now and spent later. It is not a sale until it is spent. Open **Ctrl** + **G** or **More...** > **Vouchers**.



Selling a voucher. Leave the code empty for a new one.

- **Sell a voucher:** leave the code empty, choose how it is paid (**F1** - **F5**), type the amount, **Enter**, then confirm. The voucher prints with its code, for example **7K4Q-9XMC**.
- **Top one up:** scan or type its code; the balance shows, and you add to it the same way.
- **Spend one:** scan the voucher slip while a bill is on screen, or choose **Voucher** on the payment screen and scan or type the code.
- **F6 Print a free voucher** prints vouchers given away from the back office (a prize, a gift).

A voucher is good for 12 months after money last went onto it. With no printer, the till shows the code for you to write down.

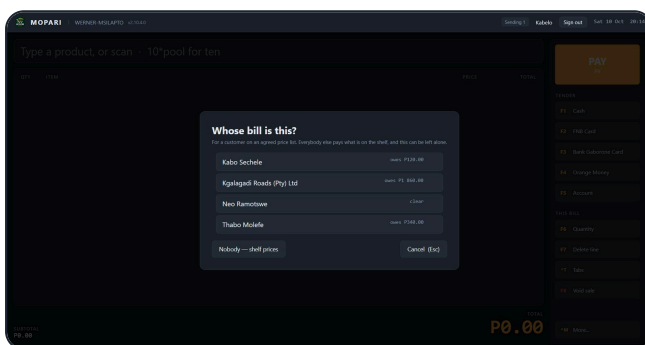
CHAPTER 12

Contract customers at the till

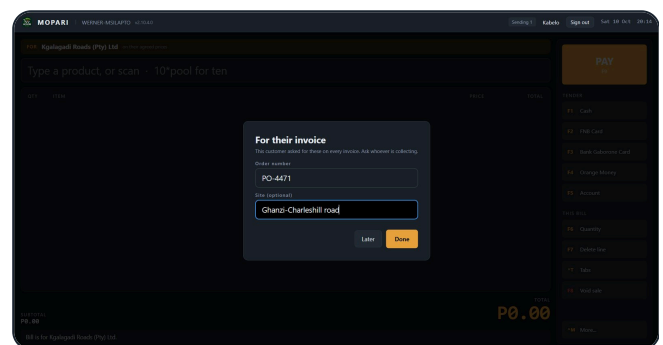
ADVANCE

Some customers buy on an agreed deal: a construction company, a lodge, a government department. With Advance they pay their own prices, and their invoices carry what they asked for.

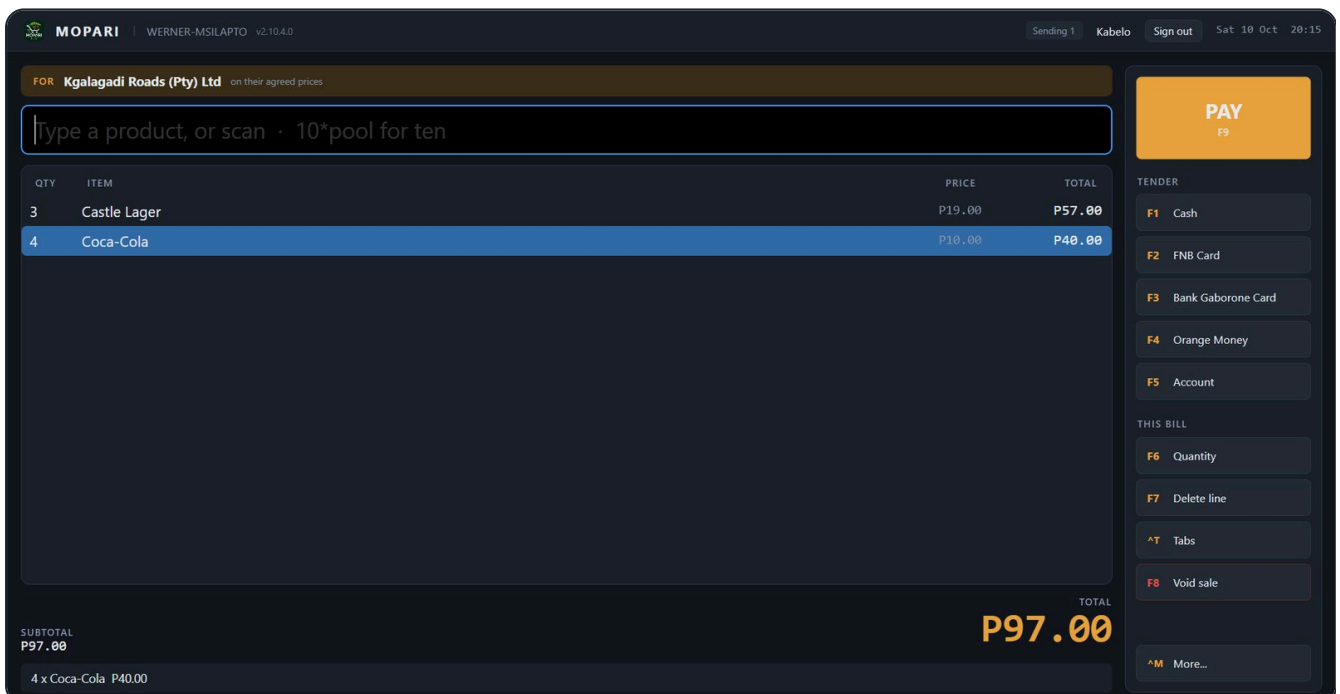
1. Before ringing up, open **More...** > **Whose bill is this** and pick the customer.
2. If their price list asks questions - an order number, the site - the till asks them now. **Later** lets you fill them in before the bill is settled.
3. Ring up as usual. Their agreed prices are used, and the bill shows **FOR Kgalagadi Roads (Pty) Ltd on their agreed prices**.
4. Customers set to **Invoice them on a page** get an A4 tax invoice printed on the till's page printer.



Whose bill is this?



The questions their invoices must answer.



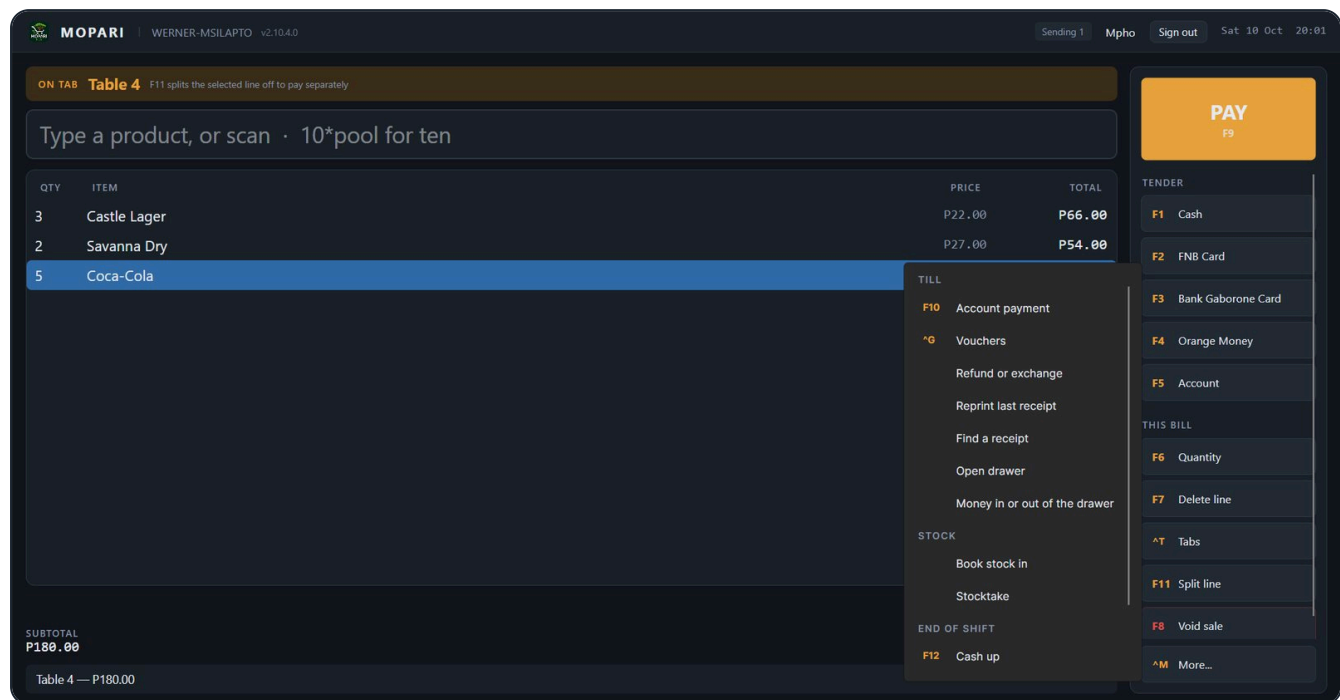
Their prices: Castle at P19 and Coca-Cola at P10, against P22 and P12 on the shelf.

Nobody - shelf prices takes the bill back to normal prices. Weighing-scale labels **ADVANCE** scan like any barcode once they are set up ([chapter 22](#)): the till reads the product and the weight from the label.

CHAPTER 13

The drawer, receipts and stock

Everything less frequent lives under **More...** (**Ctrl** + **M**).



The More... menu, on a tab. Advance adds "Whose bill is this" at the top.

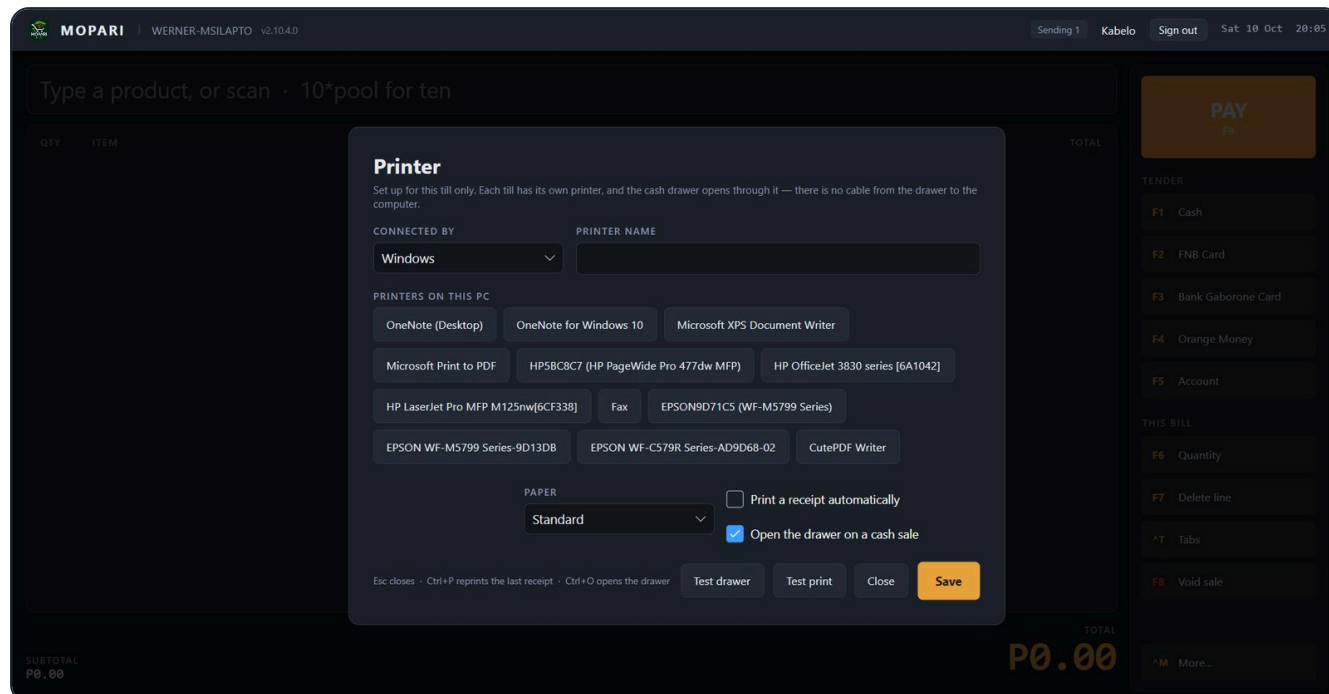
ITEM	WHAT IT DOES
Reprint last receipt Ctrl + P	Prints the last sale again, marked REPRINT.
Find a receipt	Type a receipt number (for example MSILAPTO-00042) to reprint any sale.
Open drawer Ctrl + O	Opens the drawer without a sale. Every opening is written down.
Money in or out of the drawer	Paid out (a delivery paid in cash), To the safe, Change put in, or something else. Say how much and what for; the cash-up allows for it.
Book stock in Ctrl + I	A delivery arrived: type 24*castle per line, F9 saves.
Stocktake Ctrl + K	Count stock at the counter. Anything you do not type is left alone.

Products ticked **Selling this hands coins out of the drawer** - a pool table, a jukebox - record the coins leaving the drawer by themselves, so the cash-up stays right.

CHAPTER 14

Printers and the cash drawer

Each till has its own printer, set up on that till: **More...** > **Printer setup** or **Ctrl** + **Shift** + **P**. A manager or owner has to be signed in.



Printer setup. The cash drawer opens through the printer - there is no cable to the computer.

- **Connected by:** **Windows** (pick the printer from the list), **Network** (its IP address and port - almost always 9100) or **Serial** (COM port).
- **Paper:** 80mm (most) or 58mm.
- **Print a receipt automatically** and **Open the drawer on a cash sale**.
- **Test print** and **Test drawer** check it all works before you save.
- **ADVANCE** **Invoices on a page** chooses an ordinary Windows printer for A4 invoices.

Receipts show your trading name, address, phone, VAT and registration numbers (if registered), who served, the lines, payments and change, and your receipt footer. Kitchen printers are set up in the back office ([chapter 22](#)).

CHAPTER 15

Cashing up

At the end of a shift press **F12** **Cash up**. This is a **blind count**: the till never shows what the drawer should hold, so the count is honest.

Cash up
Count what is actually in the drawer. Key how many of each note and coin, and zero for any you have none of.

NOTES AND COINS

Denomination	Count	Total
P200	—	—
P100	—	—
P50	4	P200.00
P20	—	—
P10	—	—
P5	—	—
P2	5	P10.00
P1	—	—
50t	10	P5.00
25t	—	—
10t	—	—

CARD MACHINES AND MOBILE MONEY
The total each machine says it took. Enter them separately even if one was not used.

Machine	Amount
FNB Card	150
Bank Gaborone Card	0.00
Orange Money	0.00
Exchange credit	0.00
Machines total	P150.00

ANYTHING WORTH NOTING
A short delivery, a breakage, a machine that would not work.

Buttons: Not yet, Hand the count in

Count each note and coin, and enter what each card machine says it took.

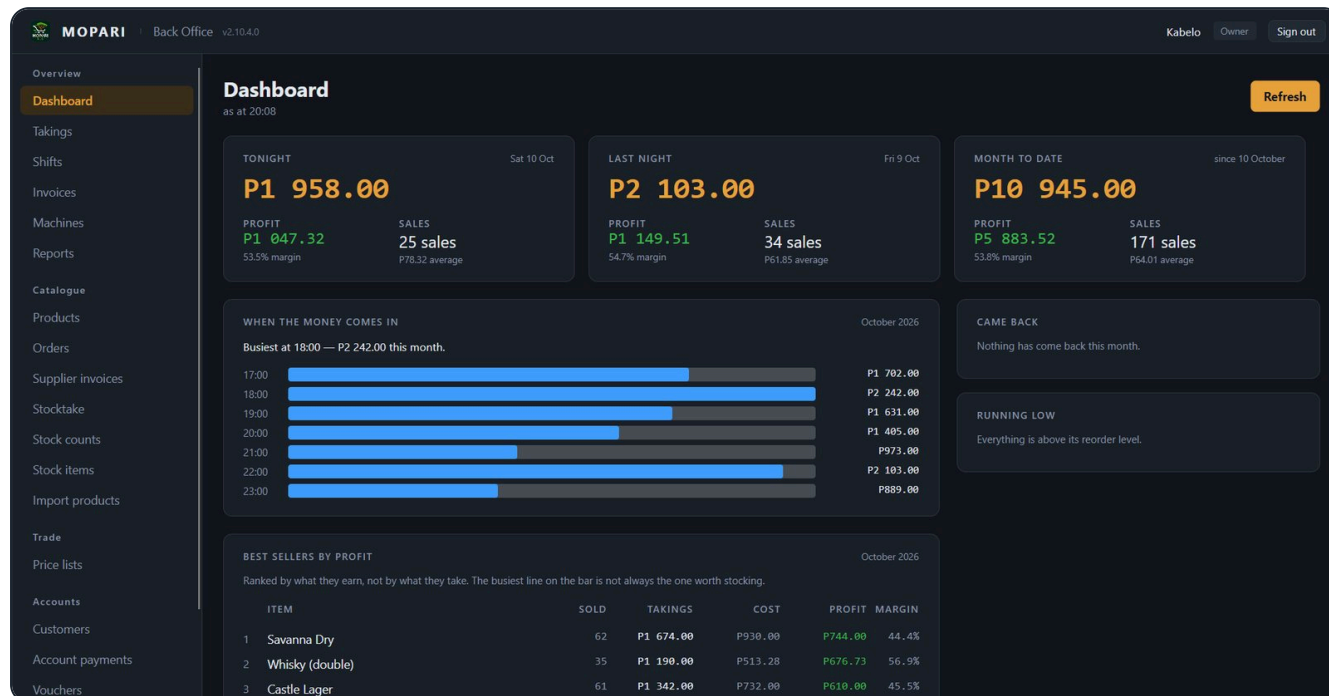
1. Under **Notes and coins** type how many of each you have - zero for none.
2. Under **Card machines and mobile money** type the total each machine's end-of-day slip says, even if one was not used.
3. Note anything worth knowing - a short delivery, a breakage, a machine that would not work.
4. Press **Hand the count in**. **Not yet** goes back.

The difference between what was counted and what was expected goes to the owner - in the back office under **Shifts**, and on Telegram if alerts are on - not to the cashier. A cash-up cannot be done while a bill is on screen.

CHAPTER 16

The back office

Open **Mopari Back Office** and type a manager's or the owner's PIN. Cashiers and supervisors cannot open it. Everything is in the menu on the left.



The dashboard: tonight, last night and the month so far, when the money comes in, and what earns most.

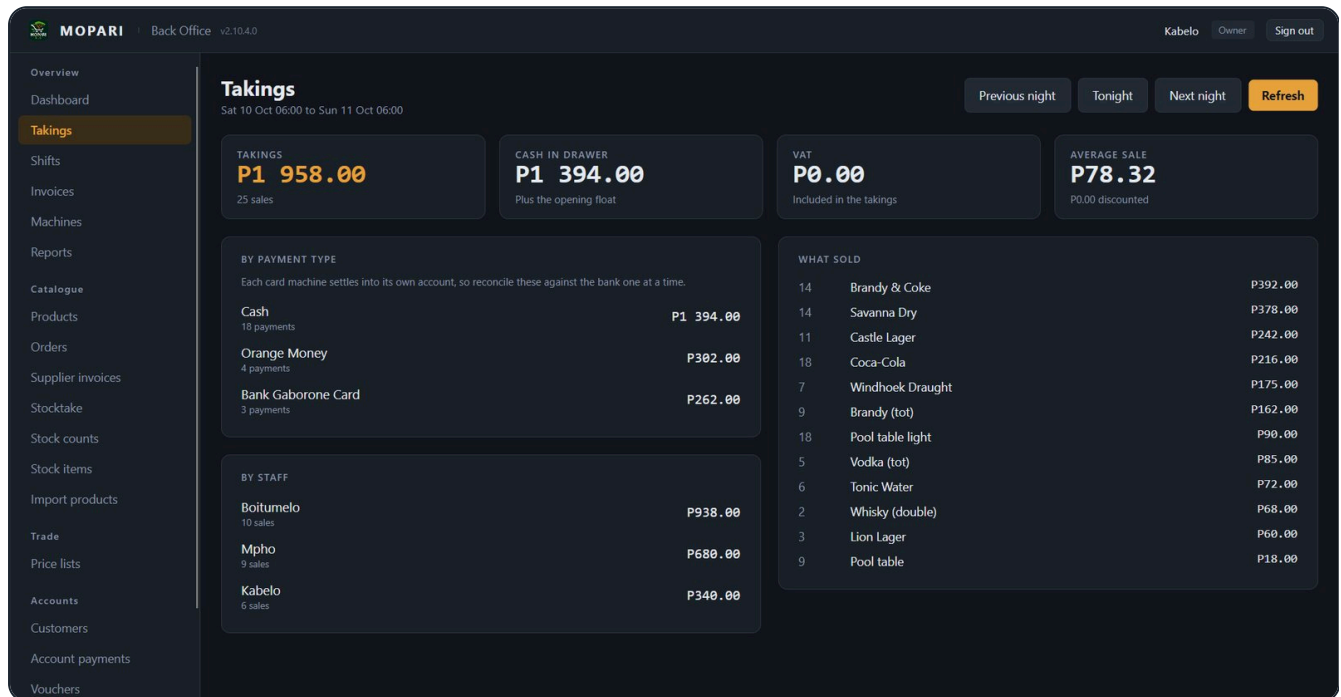
MENU	WHAT IS THERE
Overview	Dashboard, Takings, Shifts, Invoices, Machines, Reports
Catalogue	Products, Orders, Supplier invoices, Stocktake, Stock counts, Stock items, Import products
Trade ADVANCE	Price lists
Accounts	Customers, Account payments, Vouchers
Setup	Business, Payment types, Discounts, Suppliers, Staff & PINs, Who can do what, Alerts, Licence

The **dashboard** shows takings and profit for tonight, last night and the month to date; the hours when money comes in; best sellers ranked by the profit they make (not just what they take); takings by cashier; what came back as refunds; and what is running low. Press **Refresh** for the latest. Anything you change in the back office reaches the tills within about 20 seconds.

Takings, shifts and reports

Takings

One trading night at a time - step with **Previous night**, **Tonight** and **Next night**: total takings, cash that should be in the drawers, VAT, the average sale, and the split by payment type, by staff member and by product.



Shifts

Every shift with its cashier, float, what was expected, what was counted and the difference. Open one to see paid-outs, coins handed out, sales by type and the count. **Print the day** prints a summary; **Close this shift** closes a shift a till could not (a till that broke mid-shift).

Invoices

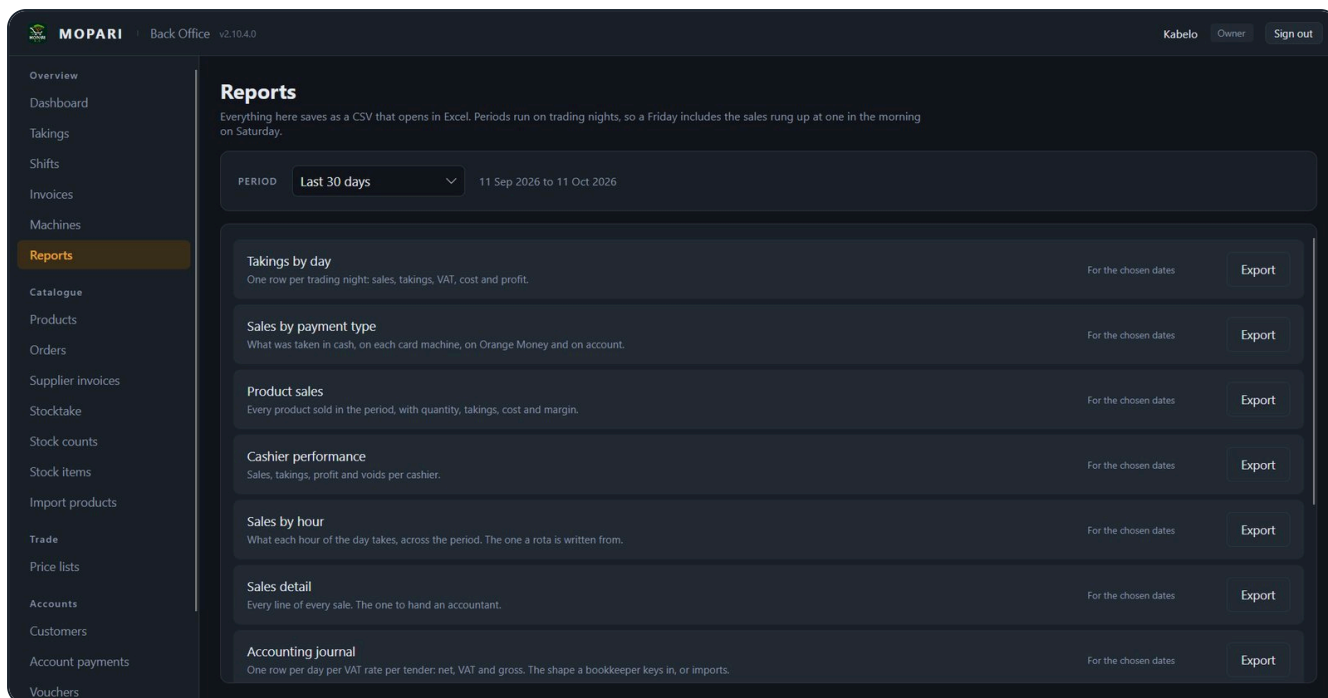
Look up any sale by receipt number or customer name and see what was on it. A line charged to the wrong account can be moved to the right one, with a reason - the move is kept on both statements.

Machines

Every till, when it was last heard from, and its log - useful when something went wrong at a till you are not standing at. **Open the folder** shows the tills' logs on this computer.

Reports

Choose a period (Last night, Tonight, Last 7 days, Last 30 days, This month, Last month, This year) and press **Export** next to a report. It opens as a spreadsheet in Excel.



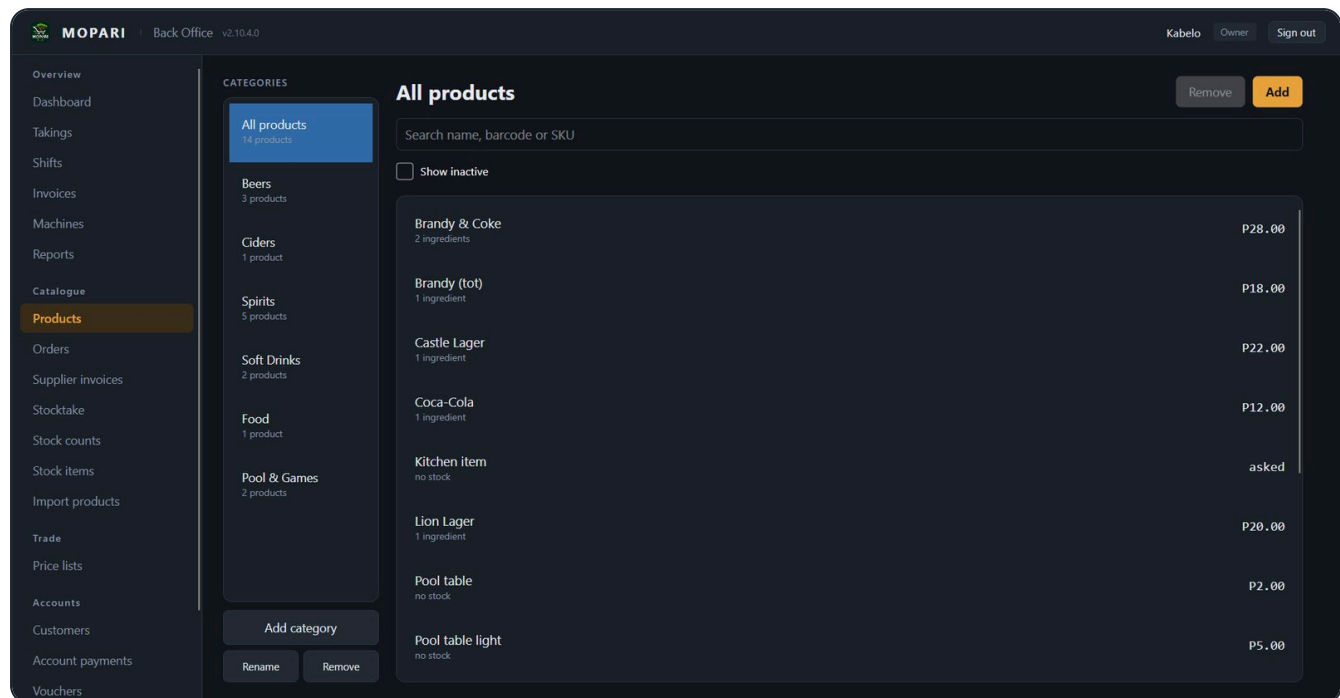
REPORT

Takings by day Free

Product sales Free

Sales by payment type · Cashier performance · Sales by hour · Sales detail · Accounting journal · Stock on hand · Stock movements · Supplier spend · Price list LICENSED

Products and prices



Products, by category. Search by name, barcode or code.

Categories

On the left: **Add category**, **Rename**, **Remove**. A category can be sent to a kitchen printer, so everything in "Food" prints a docket in the kitchen.

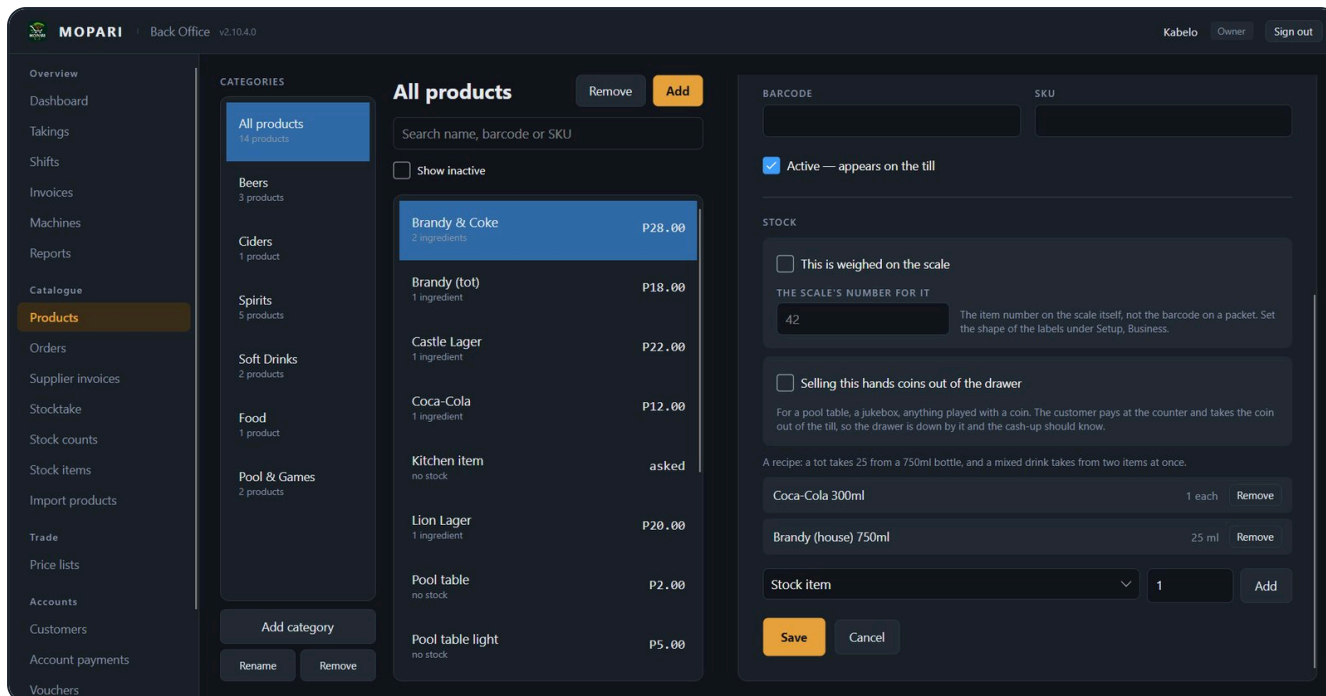
A product

Press **Add**, or click a product to change it.

- **Name, Category, VAT and Price (VAT inclusive)** - the price on the shelf.
- **Ask for the price at the till** - for things with no fixed price ("Kitchen item").
- **Barcode and SKU** (your own code) - both can be typed or scanned at the till.
- **Active** - appears on the till. Untick to stop selling something without losing its history.

Tots out of bottles: recipes

What a product takes out of stock is its **recipe**. A beer takes one can. A brandy tot takes 25 ml from a 750 ml bottle. A Brandy & Coke takes 25 ml of brandy and one Coke. Sell tots and the bottle counts down in millilitres, so a stocktake shows exactly how much is missing.



Brandy & Coke: one Coke and 25 ml of brandy per sale.

Also on a product: **Selling this hands coins out of the drawer** (a pool table: which coin, how many), and **ADVANCE** This is weighed on the scale with the scale's own number for it.

Discounts and happy hours

Set up under Setup > Discounts ([chapter 22](#)). They apply at the till by themselves.

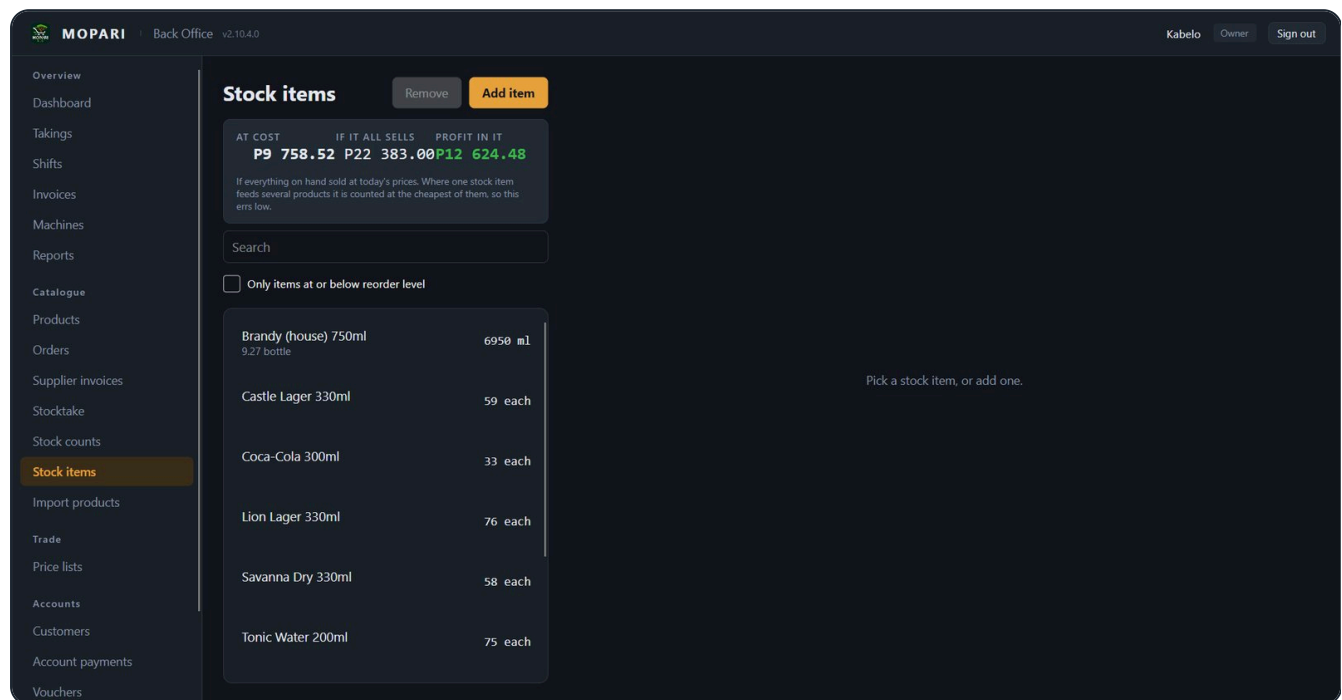
Importing a spreadsheet LICENSED

Import products reads a CSV file saved from Excel. It understands the columns Name, Category, Price, Cost, Barcode, SKU, Quantity and Reorder, shows you a preview, and only changes anything when you press **Import**.

Stock

Stock items

A stock item is what you count in the store room: a 750 ml bottle of brandy, a 330 ml can. Products take from stock items through their recipes. For each item: what it is **Counted in** (ml or each), what it is **Bought as** (bottle, case, crate), how many units per container, the cost per container, and the **Reorder level**.



What the stock is worth at cost, what it would bring in if it all sold, and the profit in it.

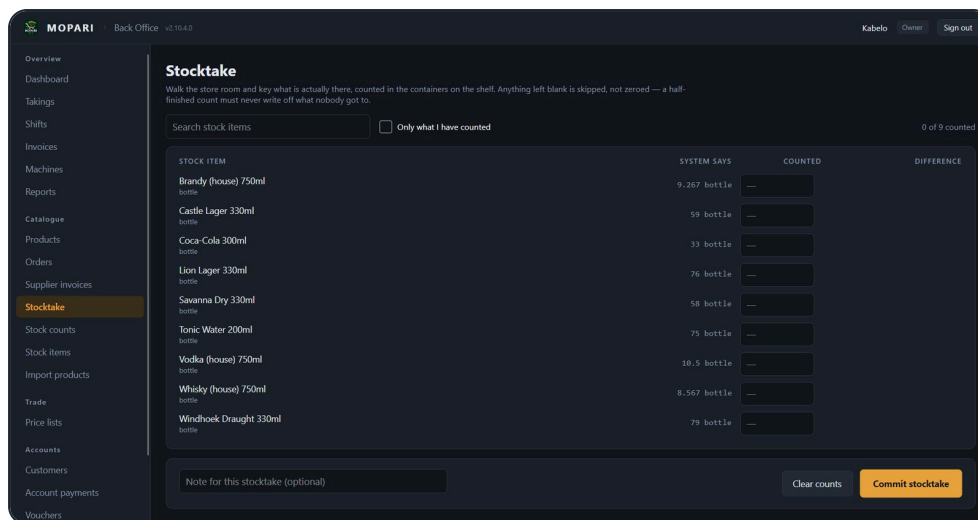
Move stock on an item: **Receive delivery**, **Write off** (broken, spilt) or **Set counted total**. Every change is recorded with who did it and why.

Deliveries

- **Orders** - start an order for a supplier, add what you want, **Place order**; when it arrives, **Book in delivery** and record what actually came.
- **Supplier invoices** LICENSED - type the supplier's invoice (10*castle per line), save it as a draft, and **Commit stock** when it is right. Only then does stock move.
- **At the till** - **Book stock in** (Ctrl + I) for a quick delivery.

Stocktakes

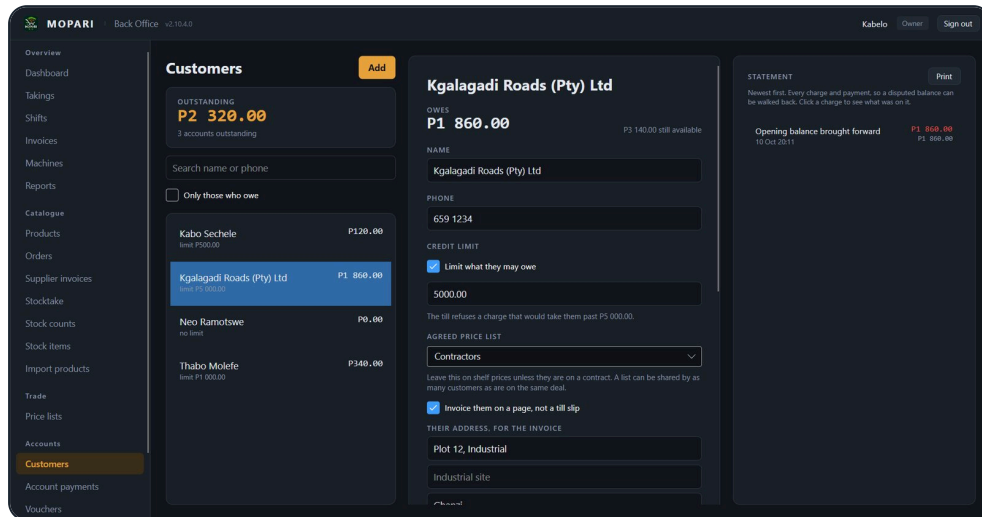
Stocktake lists every item with what the system says; type what you counted and the difference shows. Items you leave blank are skipped, not set to zero. **Commit stocktake** when done. **Stock counts** keeps every count - from here or from a till - and highlights items that did not add up. A count that is short again and again is the most useful thing a bar can know.



Customers, account payments and vouchers

LICENSED

Customers



A customer: what they owe, their limit, their statement - and with Advance, their price list and invoice details.

- **Add** a customer with a name and phone. **Already owes** brings over a balance from your old book.
- **Limit what they may owe** and the **Credit limit**: the till refuses a charge that would go past it. Leave unticked for no limit.
- **Receive a payment** records money paid in at the office.
- The **Statement** lists every charge and payment, newest first. Click a charge to see what was on it; **Print** opens it for printing.
- **ADVANCE** **Agreed price list**, **Invoice them on a page, not a till slip**, and their address and VAT number for the invoice.
- A customer who still owes money cannot be switched off.

Account payments

Every payment taken against an account, by its number. One taken by mistake can be put back with a reason: the payment stays on the statement and a second entry undoes it, so the book always shows what happened.

Vouchers

What is still to be spent, what ran out unspent, and every voucher by code. **Give a free voucher** (a prize, a gift) - it is printed at a till with **F6** on the voucher screen. A voucher can be stopped (with a reason) or given 12 more months.

CHAPTER 21

Price lists

ADVANCE

A price list is a deal: what a contract customer pays, what they call each thing, and what their invoices must say. One list can serve several customers on the same deal. A price on a list is final - discounts and happy hours do not touch it.

PRODUCT	THEY PAY	THEIR CODE	
Castle Lager P22.00	19.00	BEV-CL340	Remove
Coca-Cola P12.00	10.00	BEV-CC300	Remove

The "Contractors" list: two agreed prices with the customer's own codes, and two questions for the counter.

1. **New list**, give it a name and a note to yourself.
2. Type a product's name to add it, then what **They pay** and **Their code** for it.
3. Under **What to ask at the counter** add anything their invoices need - an order number, a site - and whether it **Must be answered**.
4. Give customers the list under **Customers > Agreed price list**.

Setup

Business

MOPARI | Back Office v2.10.4.0 | Kabelo Owner Sign out

Shifts Invoices Machines Reports Catalogue Products Orders Supplier invoices Stocktake Stock counts Stock items Import products Trade Price lists Accounts Customers Account payments Vouchers Setup **Setup**

Business Payment types Discounts Suppliers Staff & PINs Who can do what Alerts Licence

Setup

Who this shop is, and whether it charges VAT.

THE BUSINESS

REGISTERED NAME
The Kraal

TRADING NAME

What the place is called, if that differs. This goes at the top of receipts.

ADDRESS

TOWN
Ghanzi

PHONE
71 234 567

EMAIL

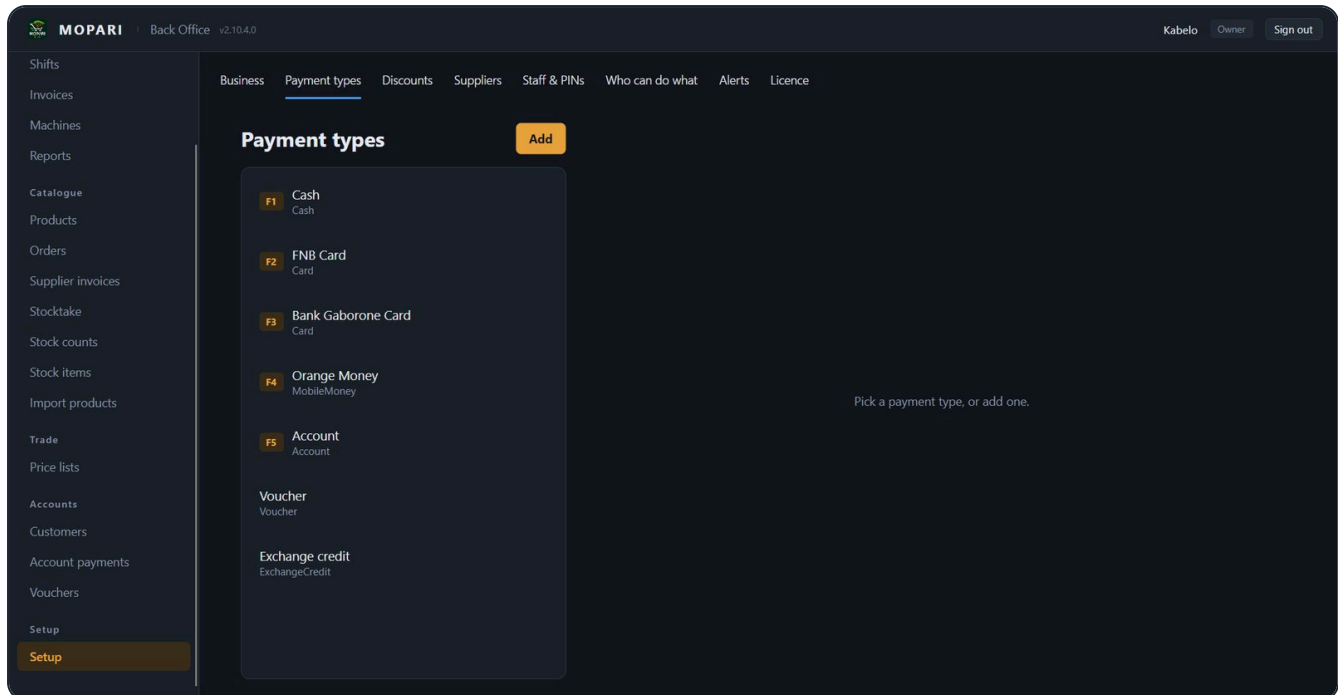
COMPANY REGISTRATION

VAT

☐ This business is registered for VAT

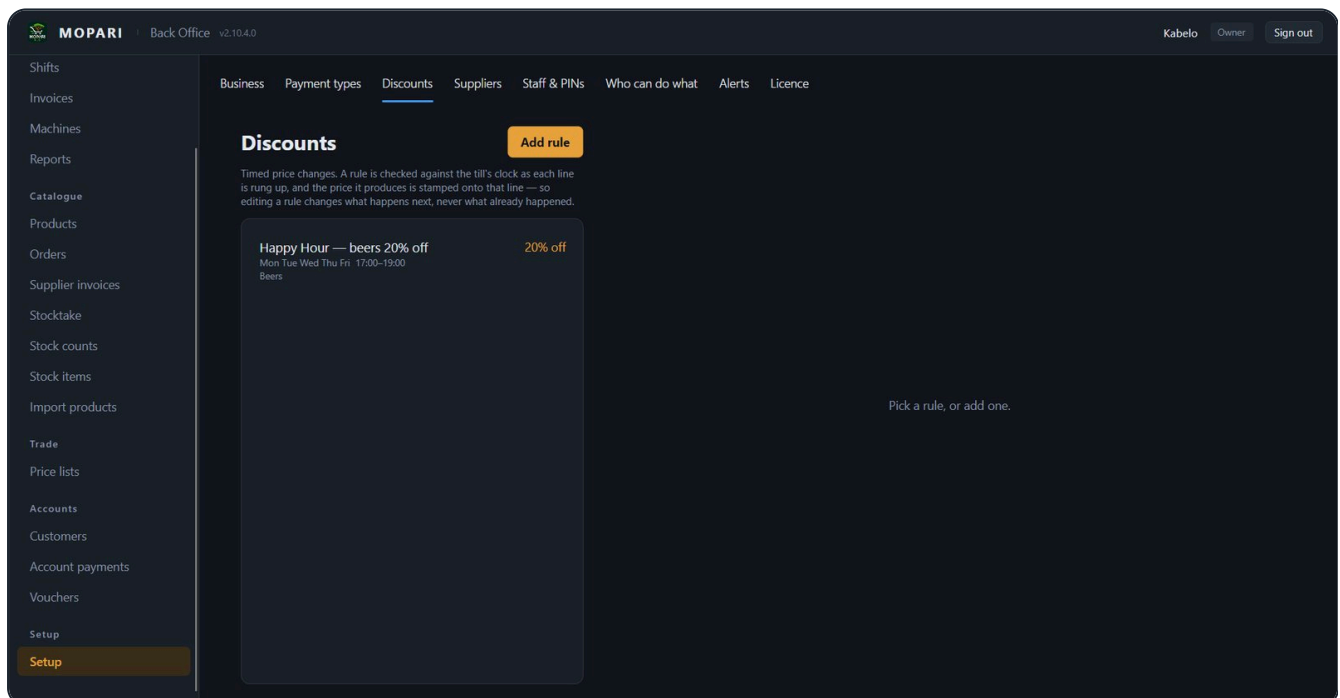
- **The business** - registered name, trading name (top of the receipt), address, town, phone, email, company registration.
- **VAT** - tick **This business is registered for VAT**, enter the VAT number and standard rate (14%). Until then no VAT is charged or shown anywhere.
- **Receipt footer** - printed at the bottom of every receipt: a thank you, or a returns policy.
- **Kitchen printers** - a name and a Windows printer for each place orders are made.
- **Copies of your shop** - backups; see [chapter 25](#).
- **When your day ends** - the hour a new trading day starts (0-12, normally 6). Takings, reports and the free limit all follow it.
- **Weighing scale labels** **ADVANCE** - how your scale lays out its barcodes. Try a real label to check.
- **Start the figures again** - after a week of practice, wipes sales, shifts and stock movements on this computer (optionally the catalogue and staff too). It asks you to type ERASE. Use it before you open for real, never after.

Payment types



Name each card machine separately ("FNB Card", "Bank Gaborone Card") - each settles into its own account, so the cash-up needs them apart. **Behaves like** Cash, Card, Mobile money, Account or Voucher; **Sort order** decides which five become **F1** - **F5**; **Needs a reference** asks for a slip number; **Opens the cash drawer**. Cash and Account are built in and cannot be switched off.

Discounts



A discount is a percentage off, an amount off, a fixed price, or a bundle ("five for fifty"); on everything, one category or one product; on chosen days, between chosen times, optionally between two dates. That is a

happy hour: beers, Monday to Friday, 17:00-19:00, 20% off. When two discounts could apply, the higher **Priority** wins, and on a tie the customer gets the cheaper price.

Suppliers

Who you buy from, with contact, phone, account number and email. Keeping them as a list means "what am I spending with them" can be answered.

CHAPTER 23

Staff, PINs and permissions

Staff & PINs

For each person: a name, a short code (printed on receipts), a role, and a four-digit PIN. PINs must all be different, because the PIN is who you are. **Unlock** lets someone locked out by wrong PINs try again; **Deactivate** stops someone signing in without losing their history.

ROLE	TYPICALLY
Cashier	Sells, runs tabs, takes account payments, refunds within the limit, cashes up.
Supervisor	Also cancels sales and approves large cash refunds.
Manager	Everything on the till, and opens the back office.
Owner	Everything, including staff and settings.

Who can do what

MOPARI Back Office v2.10.4.0 Kabelo Owner Sign out

Business Payment types Discounts Suppliers Staff & PINs Who can do what Alerts Licence

Who can do what

Tick what each role is allowed to do. Tills pick this up the next time they sync. A few of the owner's are locked on — without them a wrong tick would shut you out of your own system with no way back.

PERMISSION	CASHIER	SUPERVISOR	MANAGER	OWNER
Void a line Take an item off a bill before it is paid.	☒	☒	☒	☒
Cancel a whole sale Abandon a bill that has been rung up.	☐	☒	☒	☒
Change a price Key a different price, or a price for an open-price item.	☐	☒	☒	☒
Charge an account Put a bill on a customer's account to settle later.	☒	☒	☒	☒
Go past a credit limit Charge an account that has already reached the limit set for it.	☐	☒	☒	☒
Use tabs Park a bill under a name and pick it up again.	☒	☒	☒	☒
Open the drawer Open the cash drawer without making a sale.	☐	☒	☒	☒
Reprint a receipt Print the last receipt again, marked as a reprint.	☒	☒	☒	☒
Cash up Count the drawer and close the shift.	☒	☒	☒	☒
Pay out of the drawer	☐	☐	☐	☐

Put back to normal Save

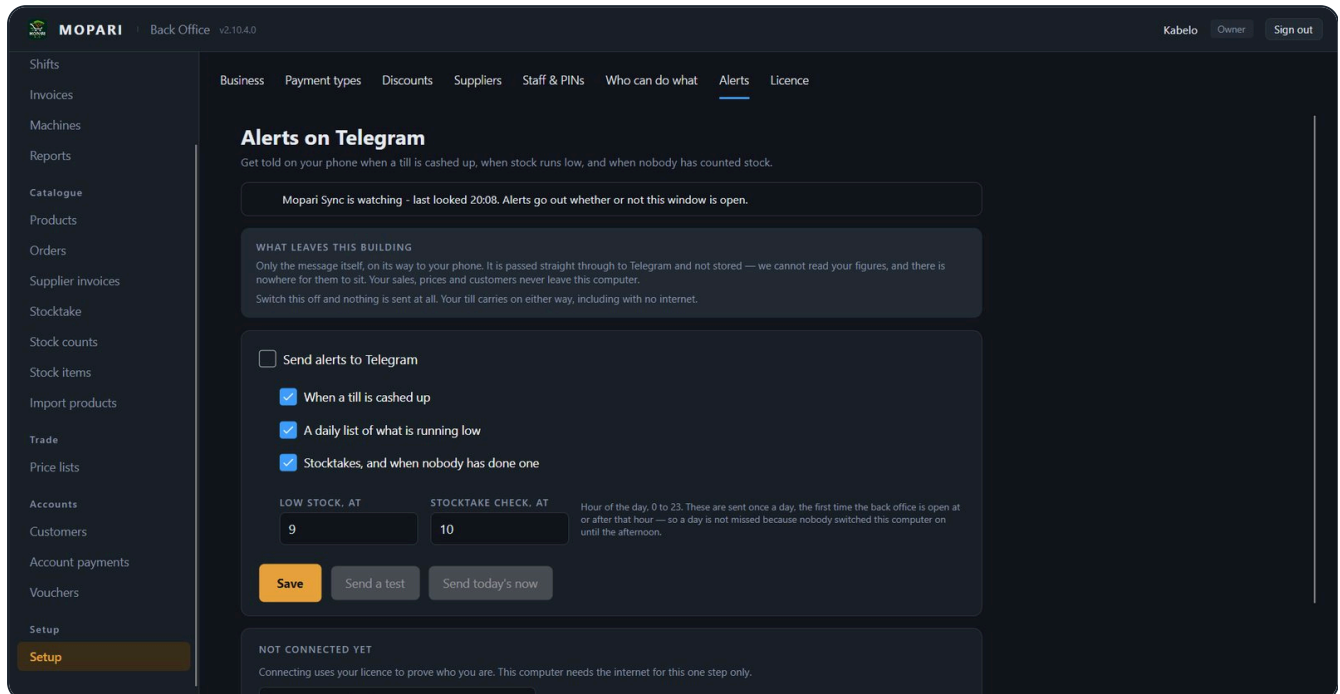
Tick what each role may do. Tills pick it up the next time they sync.

Change any tick and press **Save**; **Put back to normal** restores the defaults. A few of the owner's rights are locked on, so the owner can never lock themselves out.

Alerts on Telegram

LICENSED

Get told on your phone when a till is cashed up, when stock runs low, and when nobody has counted stock - without opening anything.



1. Install Telegram on your phone.
2. In **Setup > Alerts** press **Connect** (this needs the internet once).
3. Under **Who gets told** add each phone number and whose it is. That person scans the QR code with their phone and taps **Share my number** in the Mopari bot.
4. Choose what to be told and when, and press **Save**. **Send a test** checks it works.

From the bot you can also ask: `/today` takings so far, `/cashup`, `/stock`, and - for numbers allowed to change accounts - `/limits`, `/limit` Thabo 2000 and `/newaccount` Name .

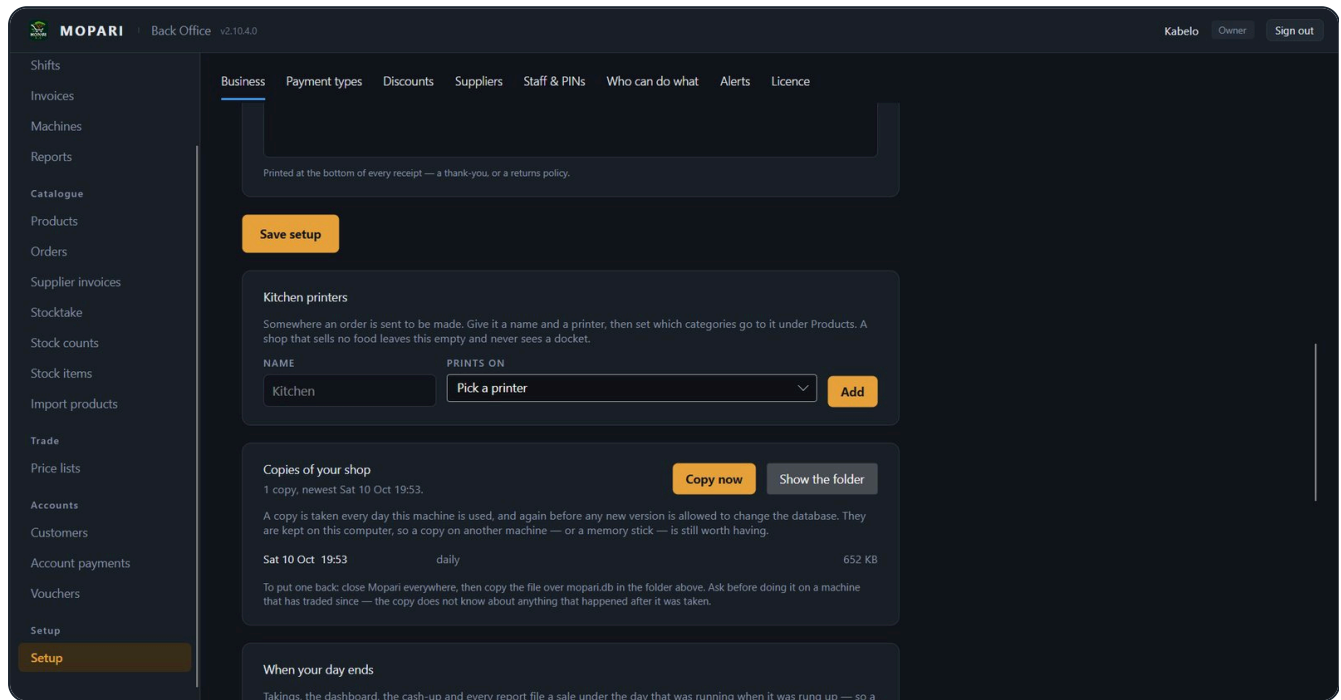
The office computer sends the alerts

so it must be switched on. If the office computer stops checking in for more than about a quarter of an hour, everyone on the alert list is told once - so a power cut or a computer switched off at the office does not go unnoticed. Only the message leaves the building: your figures stay on your own computers.

Backups and updates

Copies of your shop

Mopari copies the whole shop once a day on every computer it runs on, and again just before an update changes the database. The copies are in `C:\ProgramData\Mopari\backups` ; daily copies are kept for three weeks. See them under **Setup > Business > Copies of your shop**, where **Copy now** makes one immediately and **Show the folder** opens it.



Keep a copy away from the shop

A backup on the same computer does not survive a theft, a fire or a dead disk. Once a week copy the newest file from the backups folder to a memory stick or another computer. To restore: close Mopari everywhere, then copy the file over `mopari.db` in `C:\ProgramData\Mopari` . Ask support@mopari.co.bw first if the computer has traded since the copy was made.

Updates

Nothing installs by itself. When a new version is out, the back office shows a banner with **Update now, Not now** and **Skip this version**. A till offers the update when it opens, before the PIN screen. Tills download it from the office computer when they can, so the internet is used once. An update installs quietly and Mopari starts again by itself. If a till is on an older version than the office, it shows a red banner until it is updated - update every machine.

When something goes wrong

WHAT YOU SEE	WHAT TO DO
The till says Office offline	Carry on selling - nothing is lost. Check the office computer is on and connected to the network. Sales catch up by themselves.
A new till cannot find the office	Check the address with <code>ipconfig</code> on the office computer, that Mopari Sync was installed there with "Let tills reach this PC", and that both are on the same network.
"PIN not recognised"	Check the PIN with a manager. After eight wrong tries the till waits a minute. A manager can unlock a person under Setup > Staff & PINs.
"You are not set up to..."	Your role is not allowed that. A manager can change it under Setup > Who can do what.
"Free version: one till only"	Another till in the shop is using the free version's one till. Buy a licence (chapter 2) and this till sells again by itself.
"Free limit reached"	The free version's 100 sales are used for tonight. Finish the bill on screen; buy a licence to carry on (chapter 2).
A feature says it "needs a licence"	See chapter 2. Nothing you entered is lost.
Nothing prints	Printer setup on that till: Test print. Check the printer is on, has paper, and is chosen correctly.
Mopari does nothing when started on Windows 7	Install the two Windows updates in chapter 3 and restart.
"Mopari could not start"	Note the message and write to support with the logs (below).

Getting help

Write to **support@mopari.co.bw**. It helps to attach the logs: they are in `C:\ProgramData\Mopari\logs`, one file per day, kept for 30 days. On the office computer, **Machines > Open the folder** shows the tills' logs too. Logs record what the programs did, not what you sold.

CHAPTER 27

Keyboard shortcuts

ON THE BILL

F1 - F5	Pay with the first five payment types
F6	Quantity
F7	Delete line
F8	Void sale
F9	PAY
F10	Account payment LICENSED
F11	Split line (on a tab)
F12	Cash up
↑ ↓	Choose a match, or move through the bill
Enter	Ring up the highlighted product
Esc	Clear the box / go back

WITH CTRL

Ctrl + T	Tabs
Ctrl + M	More...
Ctrl + G	Vouchers LICENSED
Ctrl + P	Reprint last receipt
Ctrl + O	Open drawer
Ctrl + I	Book stock in
Ctrl + K	Stocktake
Ctrl + D	Send to kitchen
Ctrl + Shift + P	Printer setup

TYPING

3*castle	Three Castle Lagers
1.5*mince	One and a half of something sold by weight

Print this page

and stick it next to the till for the first week.



mopari.co.bw · support@mopari.co.bw

Mopari POS is owned by Oceanbreeze Concepts (Pty) Ltd, registration number BW00005819590, Plot 475, Ghanzi, Botswana. This guide describes Mopari 2.10.5 for Windows.