

Revenue Centres

Before you can create any Groups, Departments or Products, you must first setup your Revenue Centres as follows. Then when you create your Groups you will link them to the required Revenue Centre.

1. If you are not already logged into your GoEpos account, please login by visiting **goepos.com** and click the **[WEB OFFICE LOGIN]** button in the top right.
2. Click **[1 Product Settings]** then **[1 Revenue Centres]**.
3. There will already be two default “Food” and “Drink” revenue centres created, but if you wish to add a new Revenue Centre follow step 4 below, if not you do not need to do anything if the default Food and Drink are ok for you.
4. Click the **[Add Revenue Centre]** button. Type in the description of the revenue centre and click the **[Save]** button.

Please Note:

Revenue Centres are only used for Web Office reporting and X/Z Reports are not displayed as buttons on any of the Tills. Only the Group, Department and Product buttons are displayed on the Tills.