

# easy POS

## EasyPOS User Manual

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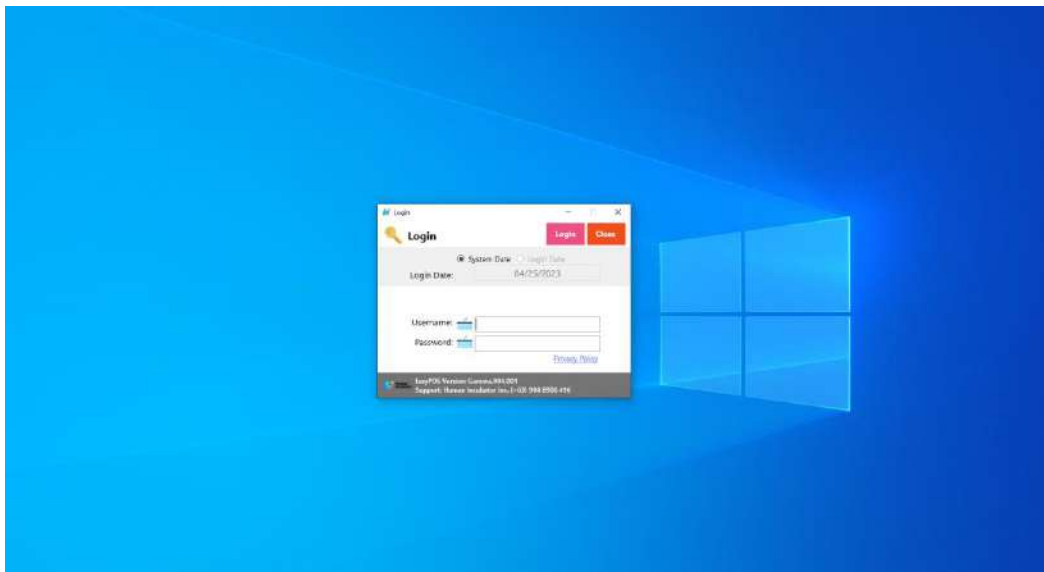
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# Section I: Login Page

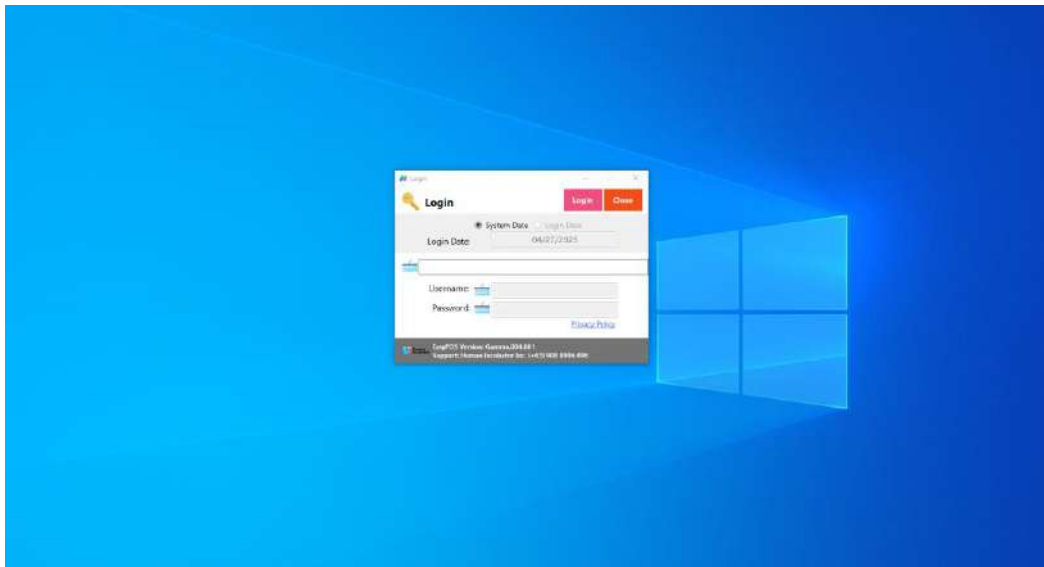
## Login Page

### Overview

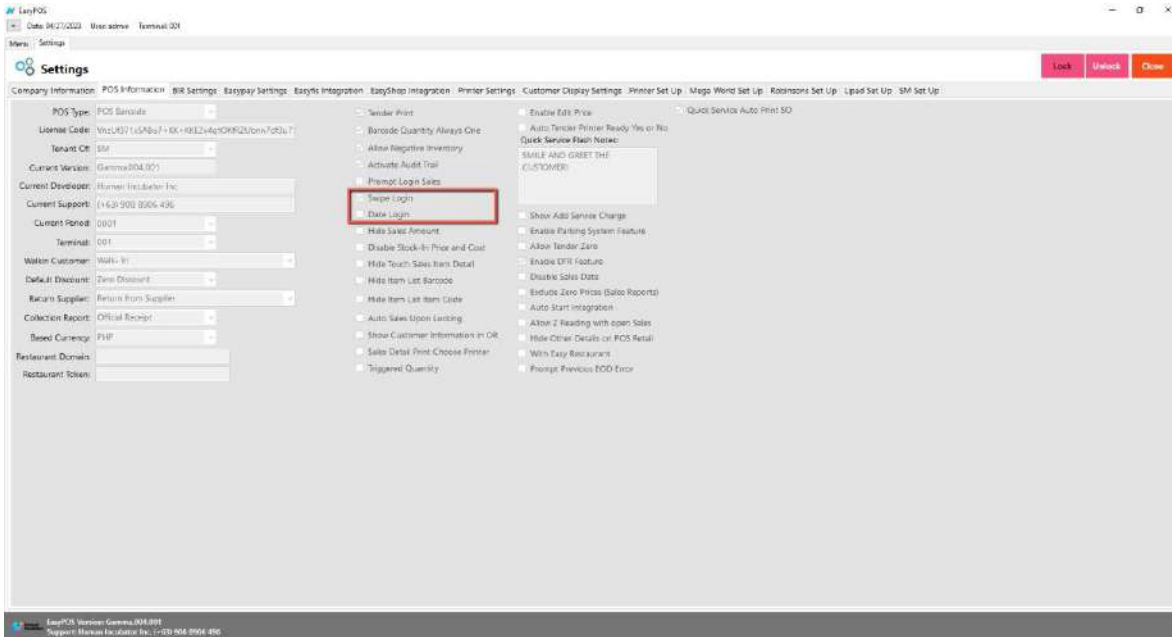
- There are two(2) types on how to login in EasyPOS.
  - Login using username and password credentials.



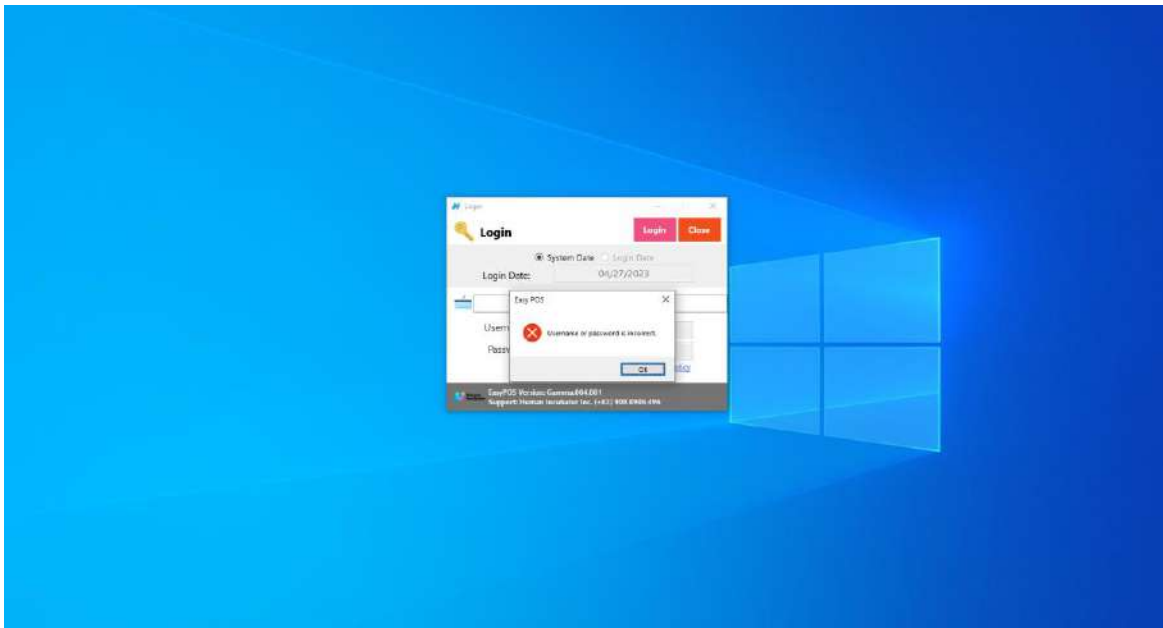
- Login using card number and user code



- Users can also use the System Date or the Login Date. Configuration can be found on the EasyPOS settings page.



- Validation triggered on EasyPOS Login will protect the system from possible unauthorized accounts, so make sure to enter valid credentials.



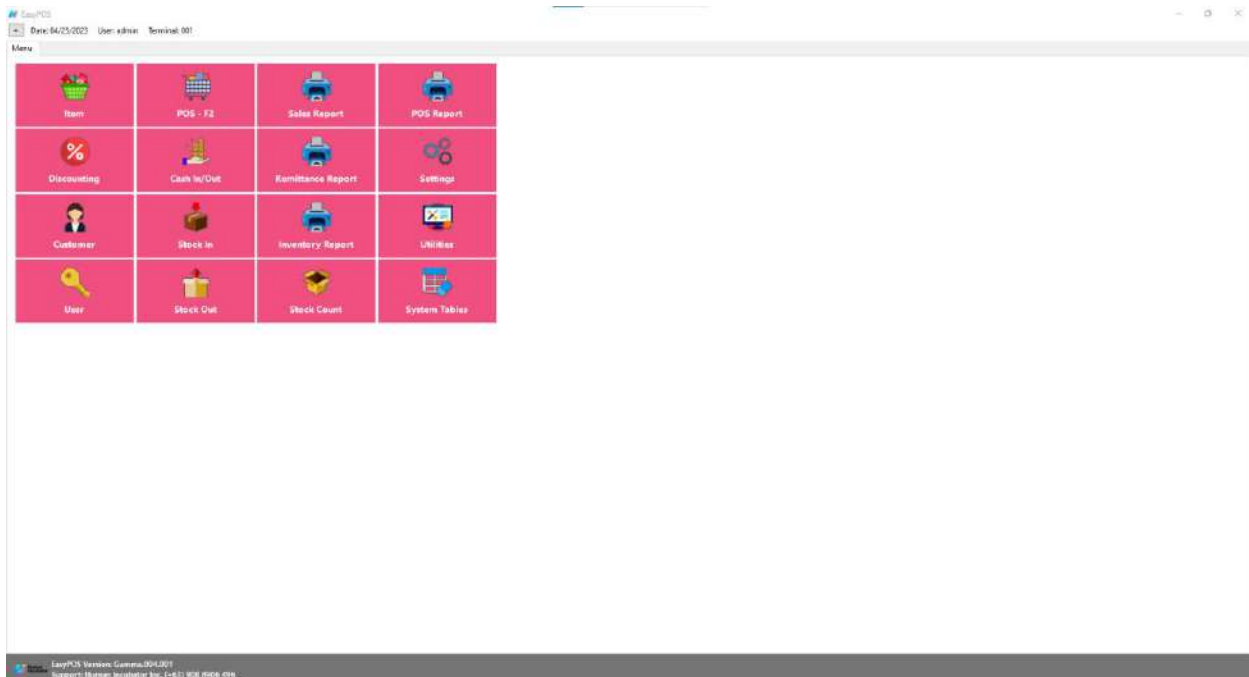


## Section II: System Menu Page

### System Menu Board

#### Overview

- Once login is successful, the user will be redirected to this page.
- **Menu** - shows all features that users can use in the system.



#### Definition of Terms

- **Item** → where to set up items to be used for sales transactions. Users can add, edit, and delete.
- **POS** → where the users can do sales transactions.
- **Sales Report** → where users can see the sales reports.
- **POS Report** → where users can see the final sales report within the day. Also, this is where users can generate reports that are needed for BIR such as Z-Reading.

- **Discounting** → where to set up preferred discounts to give during the sales transactions with customers.

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- **Cash In/out** → allows to keep track of incoming and outgoing payments.
- **Remittance Report** → where users can see the reports for Cash/In Out so with the Remittance report.
- **Settings** → where users can manage the functions of EasyPOS such as enabling/disabling the EasyPOS features, Easy series integrations, printer setup, etc.
- **Customer** → where to set up customers to be used during sales transactions.
- **Stock In** → where to set up items that are onhand or available.
- **Stock Out** → where to set up items that are not available in stock. Example, damaged items.
- **Stock Count** → where to set up the physical number of stock.
- **Inventory Report** → where users can see different inventory reports. Also, it allows users to keep track of the movement of the items.
- **Utilities** → where users can use the EasyPOS utilities such as barcode printing, truncate transactions, etc.
- **System Tables** → where users can set up other useful modules for EasyPOS such as Pay Types, Accounts, Units, Supplier, Forms, Card Type, etc.

# Section III: Set Up

## Item Setup

### Overview

- Items will be used in making Sales Transaction, Stock In, Stock Out, Stock Count, Inventory, etc.

### Item List

- Shows the list of all added items.
- Delete button will proceed to deleting unlocked item record detail.
- Edit button will proceed to updating item detail.

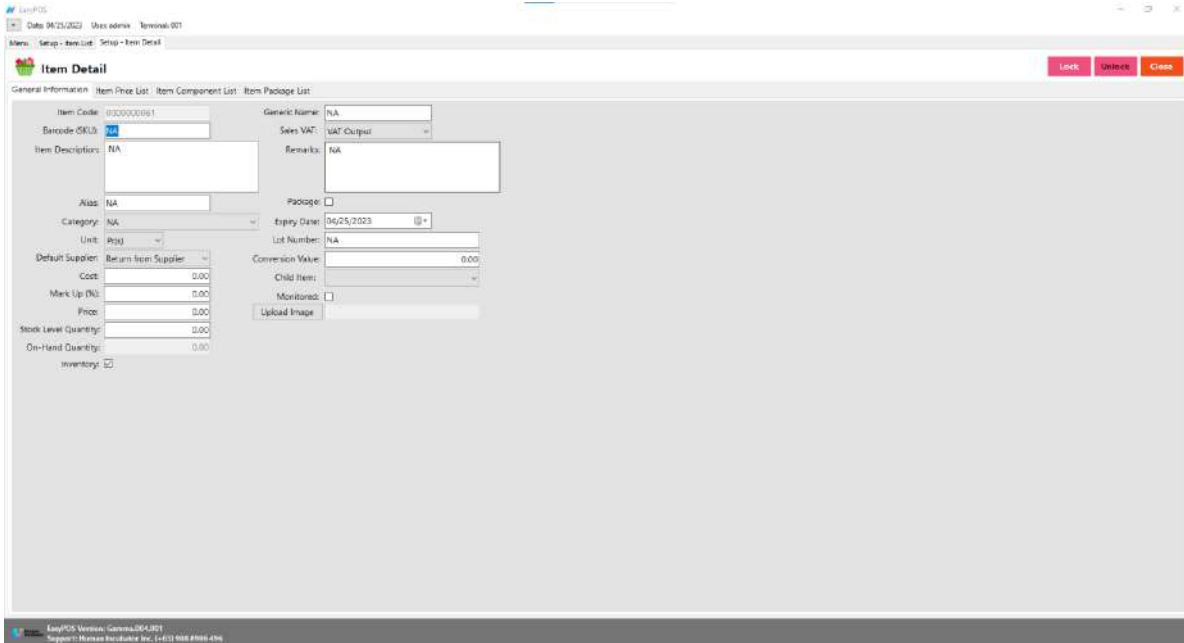


Item Code	Barcode	Item Description	Unit	Category	Default Supplier	Price	Qty.	L
000000060	HR1022	3 hours	Pds	NA	Return from Supplier	100.00	0.00	
000000024	000000024	Chicken Cubes	Pds	RAW MATS	Return from Supplier	20.00	-0.13	
000000026	000000026	Egg	Pds	RAW MATS	Return from Supplier	0.00	-1.00	
000000058	AB4123	Estro Adull	Pds	NA	Return from Supplier	150.00	0.00	
000000025	000000025	Fish Sauce - Peis	Tel.	RAW MATS	Return from Supplier	0.00	0.00	
000000022	000000022	Garlic	Tel.	RAW MATS	Return from Supplier	0.00	-1.00	
000000012	000000012	Gauto Chicken	Serv.	Food	Return from Supplier	50.00	0.00	
000000013	000000013	Gauto Chicken w/ egg	Serv.	Food	Return from Supplier	35.00	0.00	
000000005	000000005	Gauto Chinita	Serv.	Food	Return from Supplier	70.00	0.00	
000000018	000000018	Gauto Classic Beef Pares	Serv.	Food	Return from Supplier	135.00	0.00	
000000015	000000015	Gauto Orange Chicken	Serv.	Food	Return from Supplier	95.00	0.00	
000000014	000000014	Gauto Plain w/ tokwat baboy	Serv.	Food	Return from Supplier	70.00	0.00	
000000002	000000002	Gauto Spag	Serv.	Food	Return from Supplier	70.00	0.00	
000000016	000000016	Gauto Style Fried Chicken	Serv.	Food	Return from Supplier	85.00	0.00	
000000011	000000011	Gauto w/ egg	Serv.	Food	Return from Supplier	50.00	0.00	
000000010	000000010	Gauto	Serv.	Food	Return from Supplier	40.00	0.00	
000000006	000000006	GautoBot	Serv.	Food	Return from Supplier	80.00	0.00	

### Item Detail

- **Assumption:** Add button is already clicked on the upper right corner in the item list.
- Fill up all the necessary information like
  - Bar Code, Description, Alias, Cost, Price
- Some fields are optional like Stock Level Quantity, Package, Monitored, Conversion Value, Lot Number.

- In the Inventory checkbox, tick/check if the item is Inventory and if the item is non-inventory just leave untick/uncheck.



**Item Detail**

General Information | Item Price List | Item Component List | Item Package List

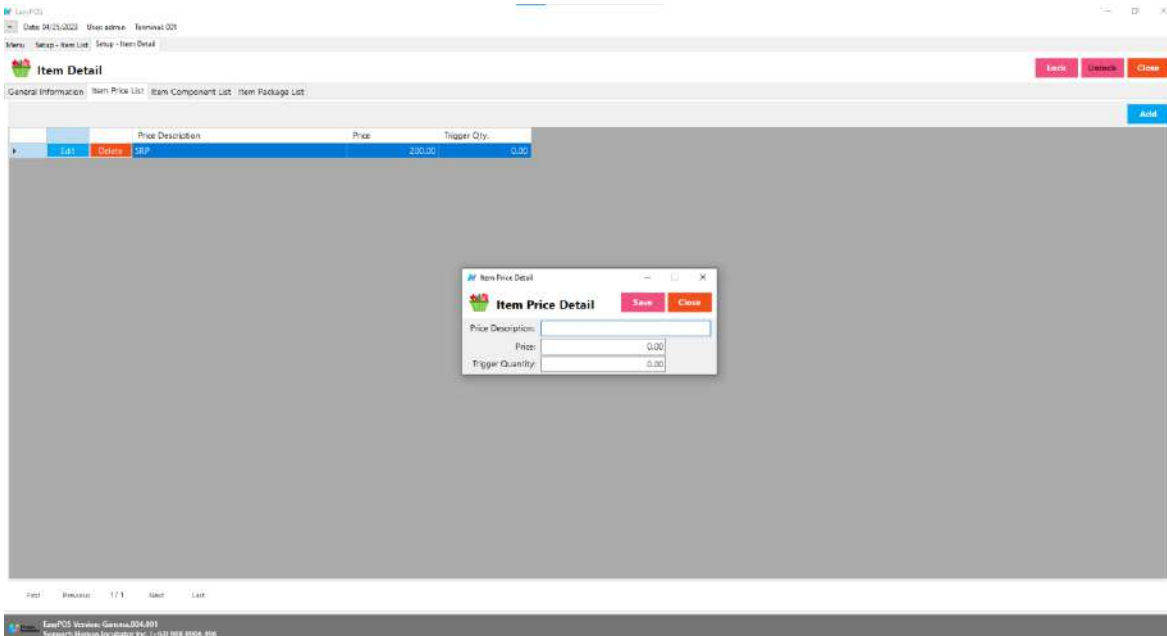
Item Code: 0000000001    Generic Name: NA  
 Barcode (SKU): NA    Sales VAT: VAT Output  
 Item Description: NA    Remarks: NA  
 Alias: NA    Package:   
 Category: NA    Expiry Date: 06/25/2023  
 Unit: Pcs    Lot Number: NA  
 Default Supplier: Return Item Supplier    Conversion Value: 0.00  
 Cost: 0.00    Child Item:   
 Mark Up (%): 0.00    Monitored:   
 Price: 0.00    Upload Image:   
 Stock Level Quantity: 0.00  
 On-Hand Quantity: 0.00  
 Inventory:

Buttons: Lock, Update, Close

Footer: EasyPOS Version: Genesis.004.001 | Support: Human Incubator Inc. | (+63) 968 8906 896

### Item List Price

- The item price list tab is used when items have multiple prices.
  - Just click the **ADD** button to add item price details.



**Item Detail**

General Information | **Item Price List** | Item Component List | Item Package List

	Price Description	Price	Trigger Qty.
+	SP	230.00	0.00

Buttons: Edit, Delete, Add

**Item Price Detail**    Save    Close

Price Description:

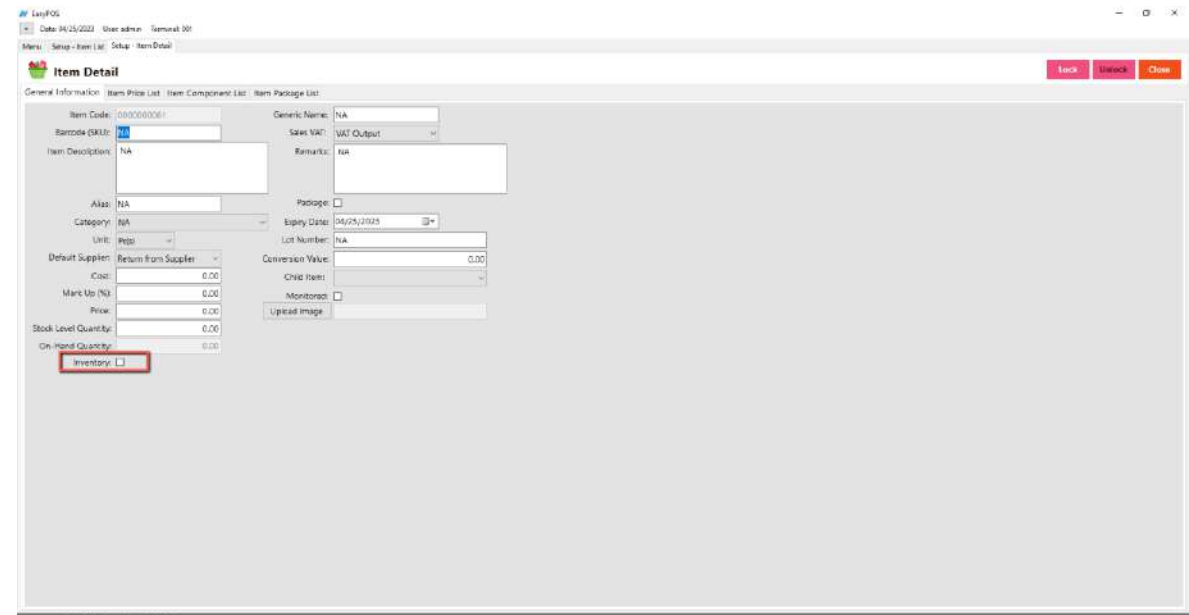
Price:

Trigger Quantity:

Footer: EasyPOS Version: Genesis.004.001 | Support: Human Incubator Inc. | (+63) 968 8906 896

## Item Component List

- The Item Component List tab is used to add the raw materials that were used to produce the finished products/goods. This is only applicable if the item created is a finished good/product. Make sure to set the Inventory checkbox to False before setting an item component(s).
  - Just click the **ADD** button to add item component details.



The screenshot shows the 'Item Detail' form in the EasyPOS system. The 'Inventory' checkbox is highlighted with a red box, indicating it should be unchecked for finished goods.

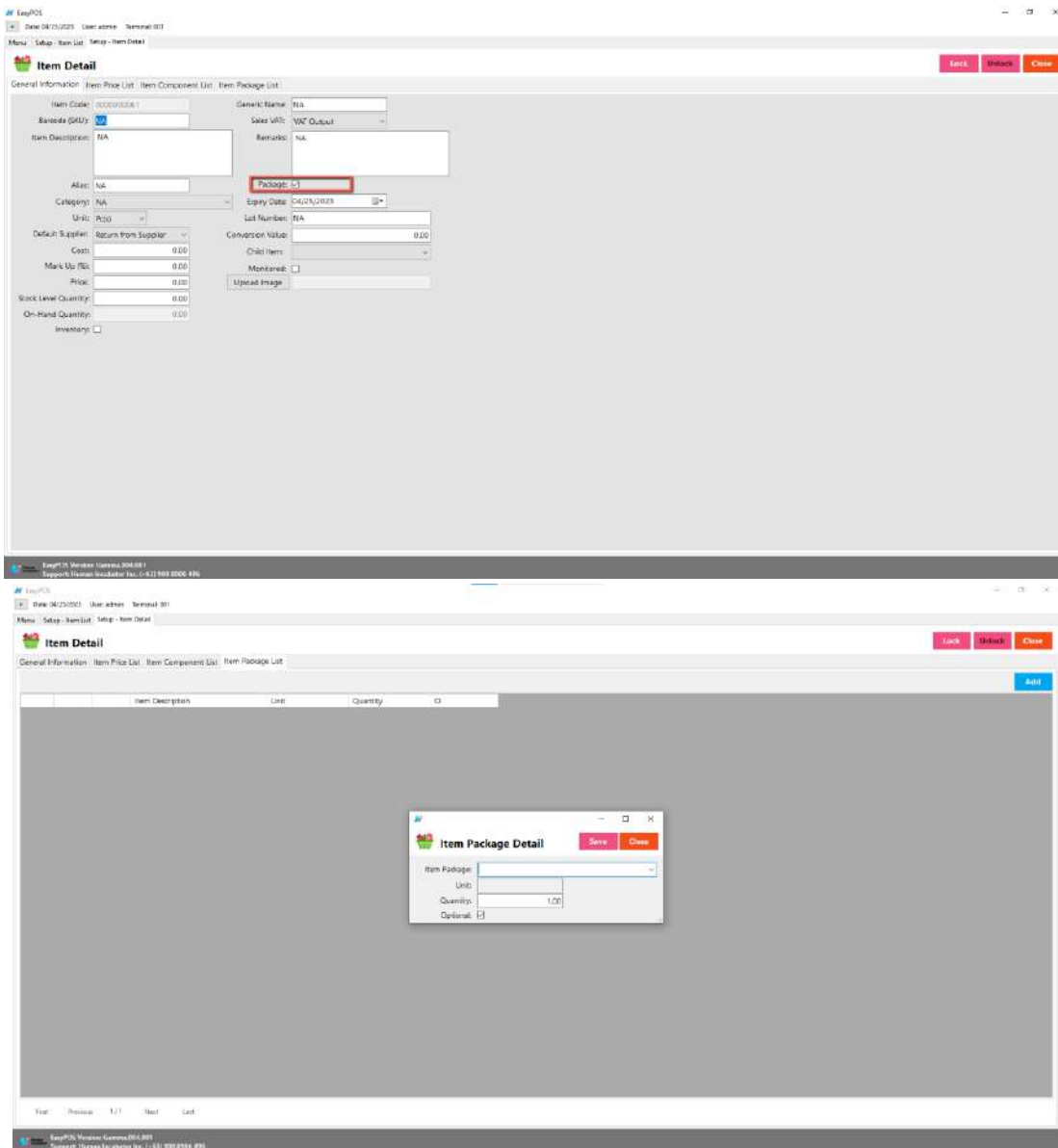
Below the main form, a table is shown with the following columns: Item Description, Unit, Quantity, Cost, Amount, and Quantity. An 'Add' button is visible in the top right corner of the table area.

An 'Item Component Detail' dialog box is open, showing the following fields:

Item Component	Unit	Quantity	Cost	Amount	On Hand Qty.
		0.00	0.00	0.00	0.00

## Item Package List

- The Item Package List Tab is only used when the created item is a package. Meaning to say, this is the list of items that is included on the created package. Make sure to set the Packaged checkbox to True before setting an item component(s).
  - Just click the **ADD** button to add item package details.



## Save/Lock

- Make sure to save/lock the record so that in every transaction the item will show.

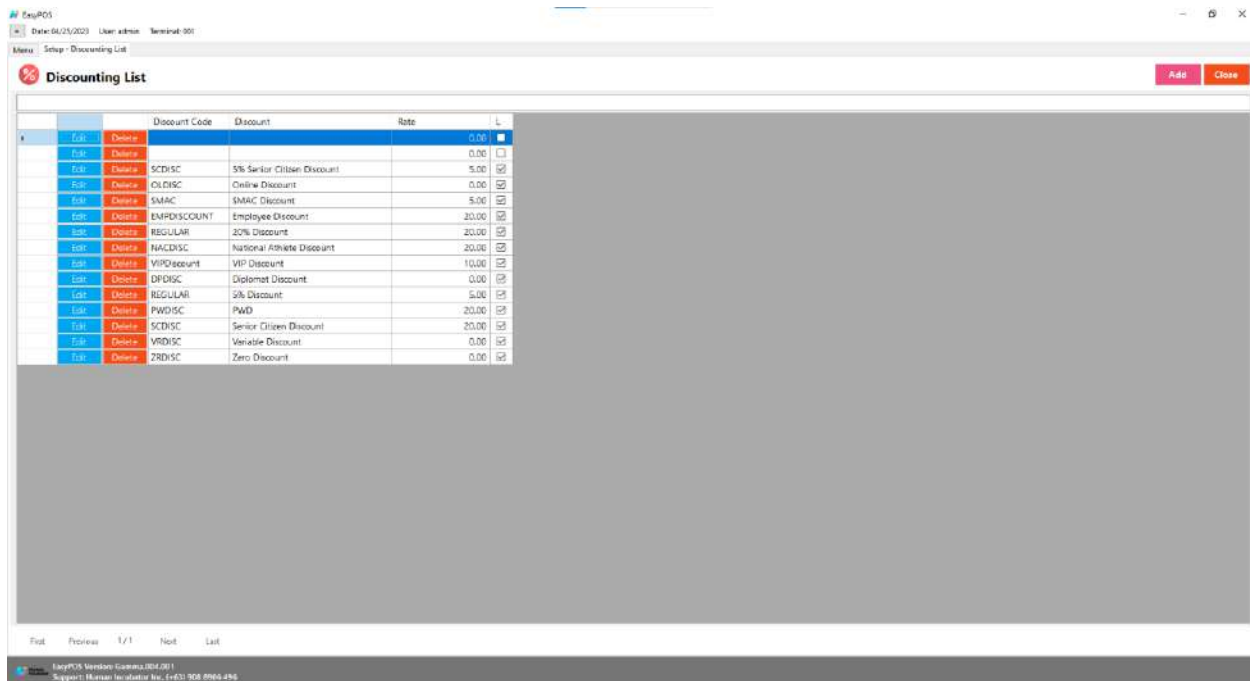
## Discounting Setup

### Overview

- Discounting is where to set up preferred discounts to give during the sales transactions with customers.

### Discounting List

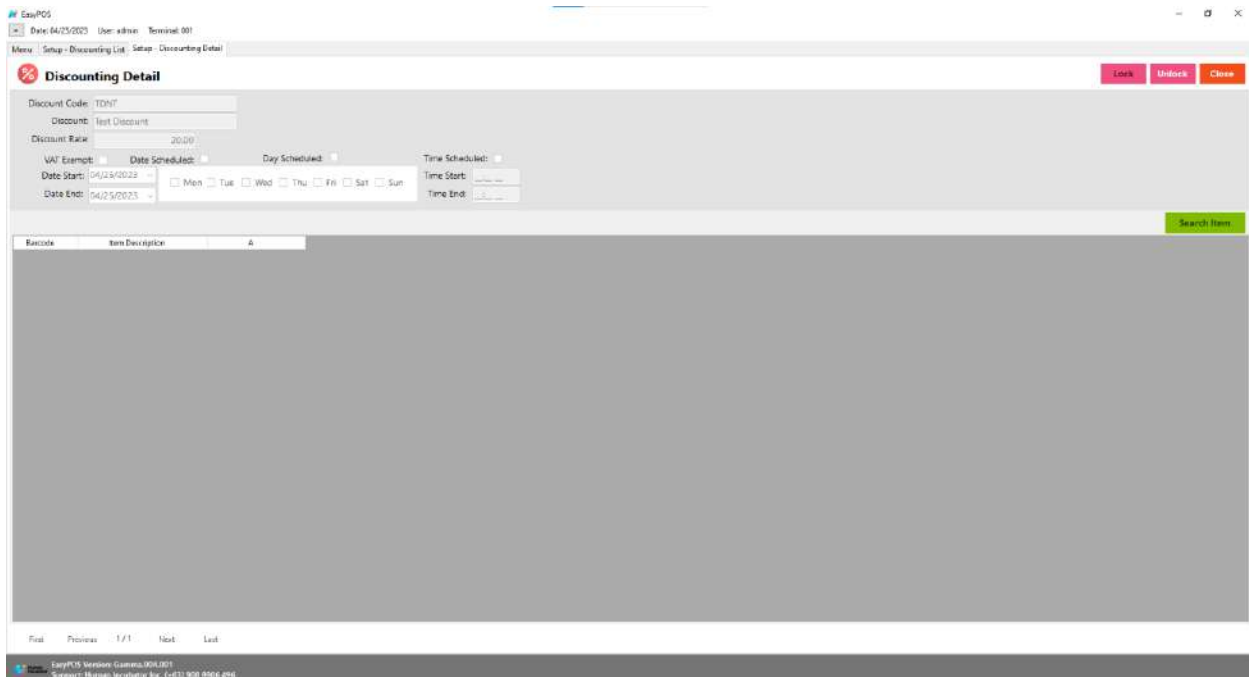
- Shows the list of all added items.
- Delete button will proceed to deleting unlocked discount record detail.
- Edit button will proceed to updating discount detail.
- Add button will proceed to adding a new discount.
- Close button will proceed to closing the discount list page.



Edit	Delete	Discount Code	Discount	Rate
				0.00
				0.00
		SCDISC	5% Senior Citizen Discount	5.00
		OLDISC	Online Discount	0.00
		SMAC	SMAC Discount	5.00
		EMPDISCOUNT	Employee Discount	20.00
		REGULAR	20% Discount	20.00
		NACDISC	National Athlete Discount	20.00
		VIPDiscount	VIP Discount	10.00
		DPDISC	Diplomat Discount	0.00
		REGULAR	5% Discount	5.00
		PWDISC	PWD	20.00
		SCDISC	Senior Citizen Discount	20.00
		VARDISC	Variable Discount	0.00
		ZRDISC	Zero Discount	0.00



- **Assumption: Add** button is already clicked on the upper right corner in the discounting list.
- Fill up all the necessary information like
  - Discount Code, Discount, Discount Rate
- Click Save and lock buttons to save and lock the discount detail.
- Click the Unlock button to unlock the discounting detail and enable editing/updating discount details, lock to save.



The screenshot shows the 'Discounting Detail' form in the EasyPOS application. The form is titled 'Discounting Detail' and has a red percentage icon on the left. It contains several input fields: 'Discount Code' (TDN7), 'Discount' (Test Discount), 'Discount Rate' (20.00%), 'VAT Exempt' (checked), 'Date Start' (04/25/2022), 'Date End' (04/25/2023), 'Day Scheduled' (checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'Time Scheduled' (checkboxes for Time Start and Time End), and 'Time Start' and 'Time End' (time pickers). There are three buttons at the top right: 'Lock' (red), 'Unlock' (orange), and 'Close' (red). Below the form is a table with columns 'Barcode', 'Item Description', and 'A'. The table is currently empty. At the bottom of the window, there is a footer with 'EasyPOS Version: 3.0.0.001' and 'Support: Human Incubator Inc. (+63) 908 8966 498'.

## Customer Setup

### Overview

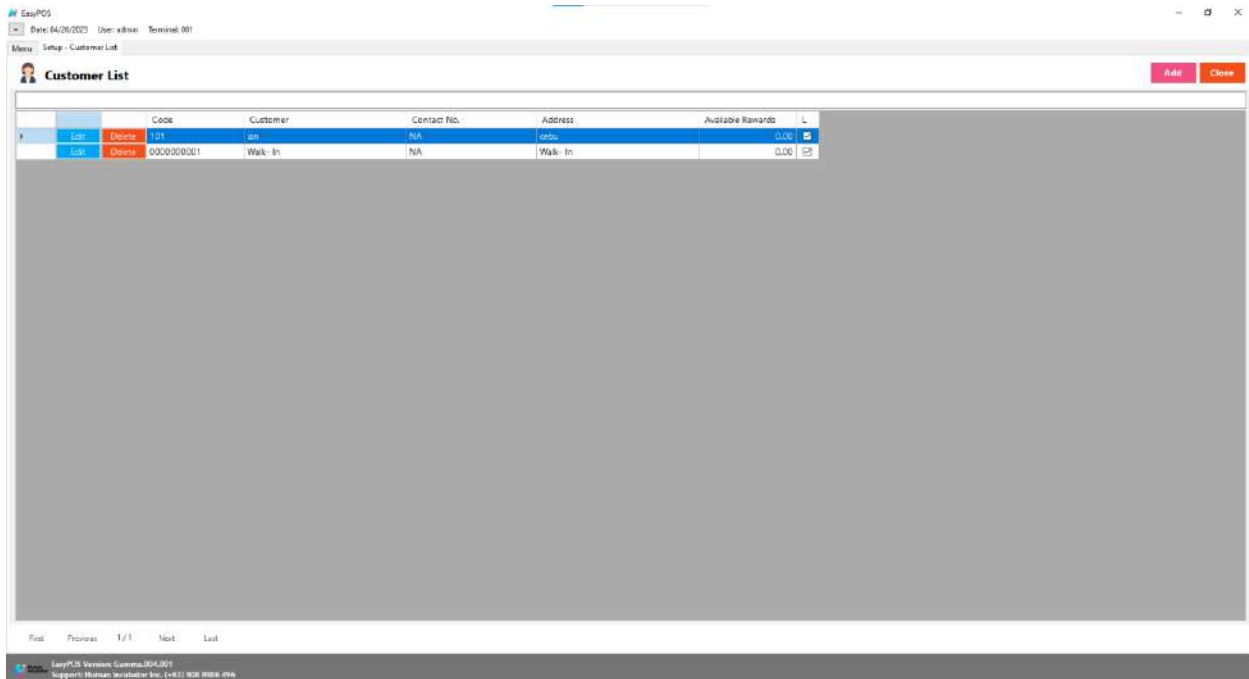
- Customers are used in making sales transactions.

### Customer List

- Shows the list of all added customers.
- Delete button will proceed to deleting unlocked customer record details.
- The Edit button will proceed to updating customer details.
- Add button will proceed to adding a new customer .

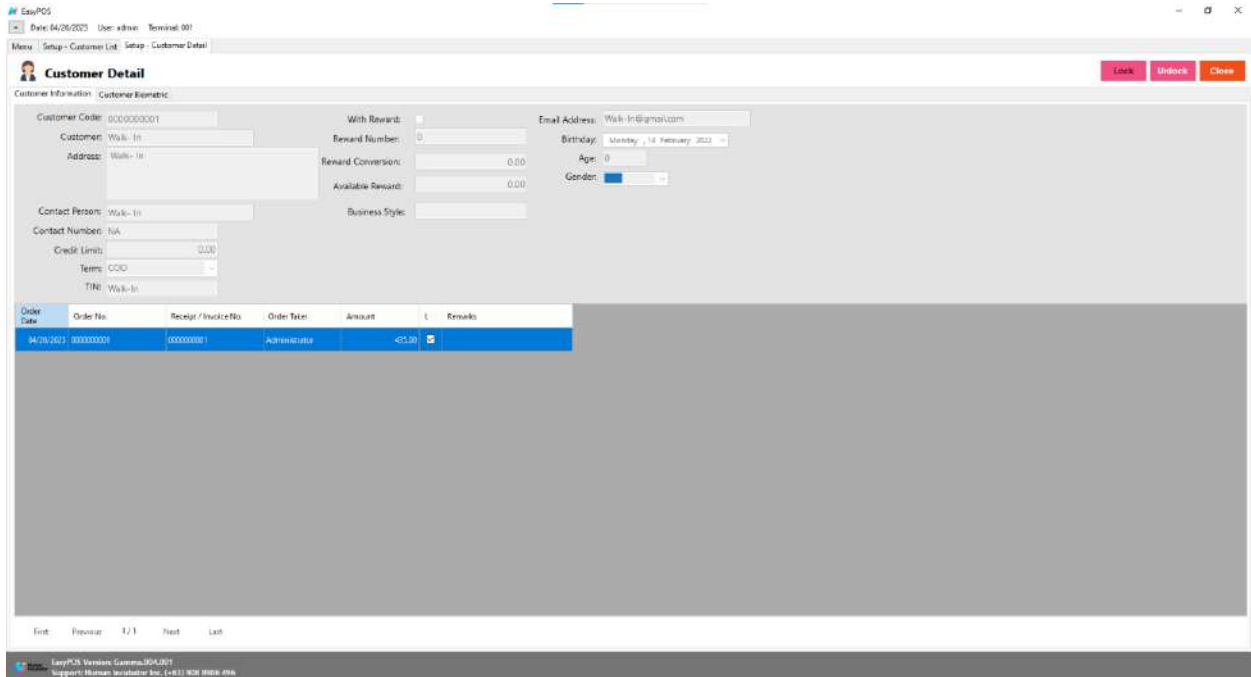


- Close button will proceed to closing the customer list page.



## Customer Detail

- **Assumption:** Add button is already clicked on the upper right corner in the customer list.
- Fill up all the necessary information like:
  - Customer Code, Customer, Address, Contact Person, Contact Number, Credit Limit, Term
- Other optional information:
  - Email Address, Birthday, Age, Gender
- Click Save and lock buttons to save and lock the customer detail.
- Click the Unlock button to unlock the customer detail and enable editing/updating customer details, lock to save.



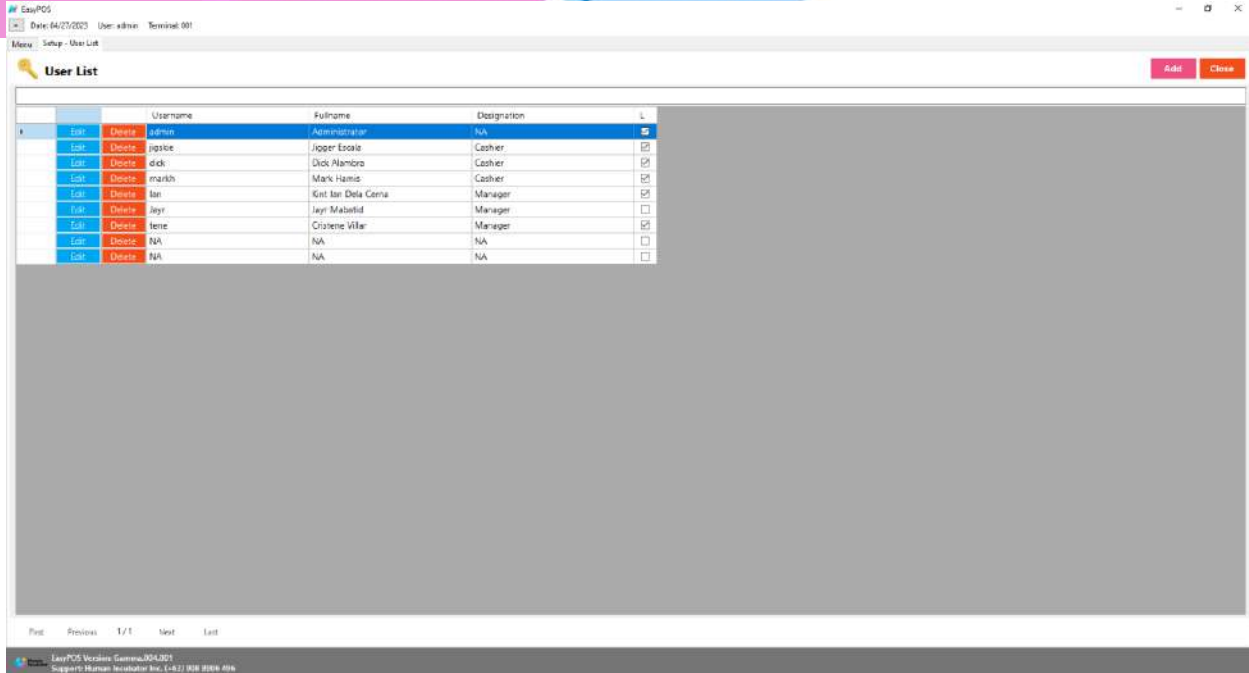
## User Setup

### Overview

- This is where to set up system users with their form access rights.

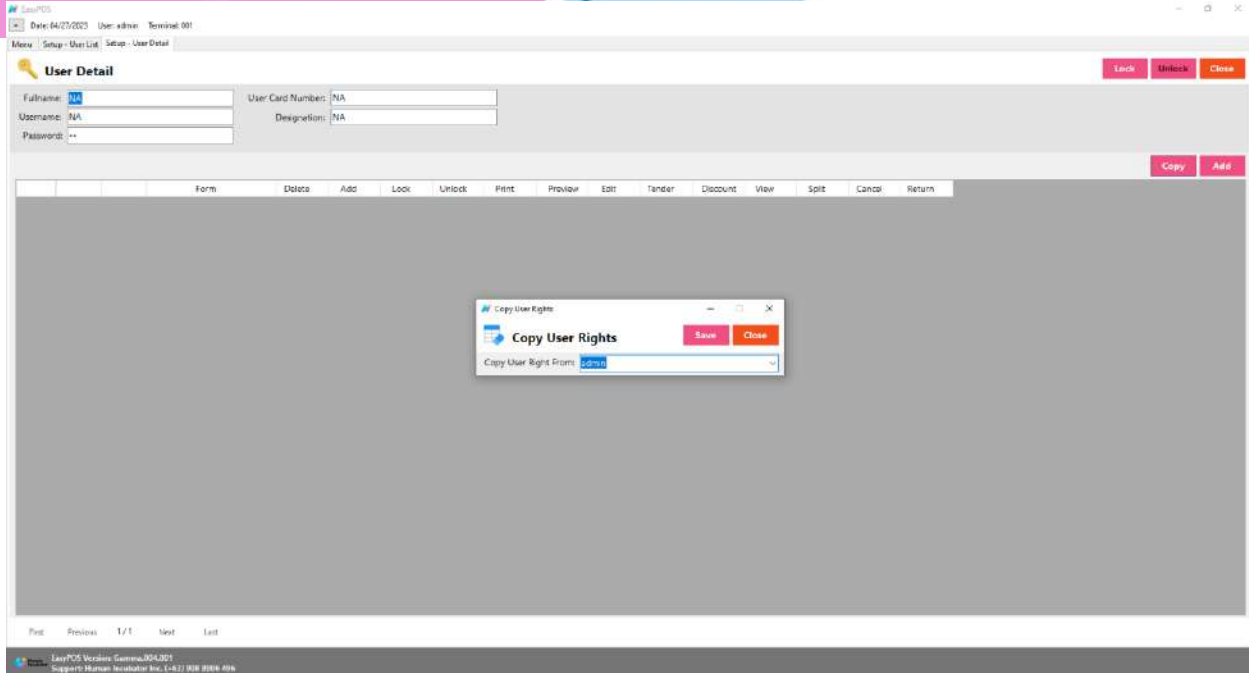
### User List

- Shows the list of all added system users.
- Delete button will proceed to deleting unlocked user record details.
- The Edit button will proceed to updating user details.
- Add button will proceed to adding a new user.
- Close button will proceed to closing the user list page.

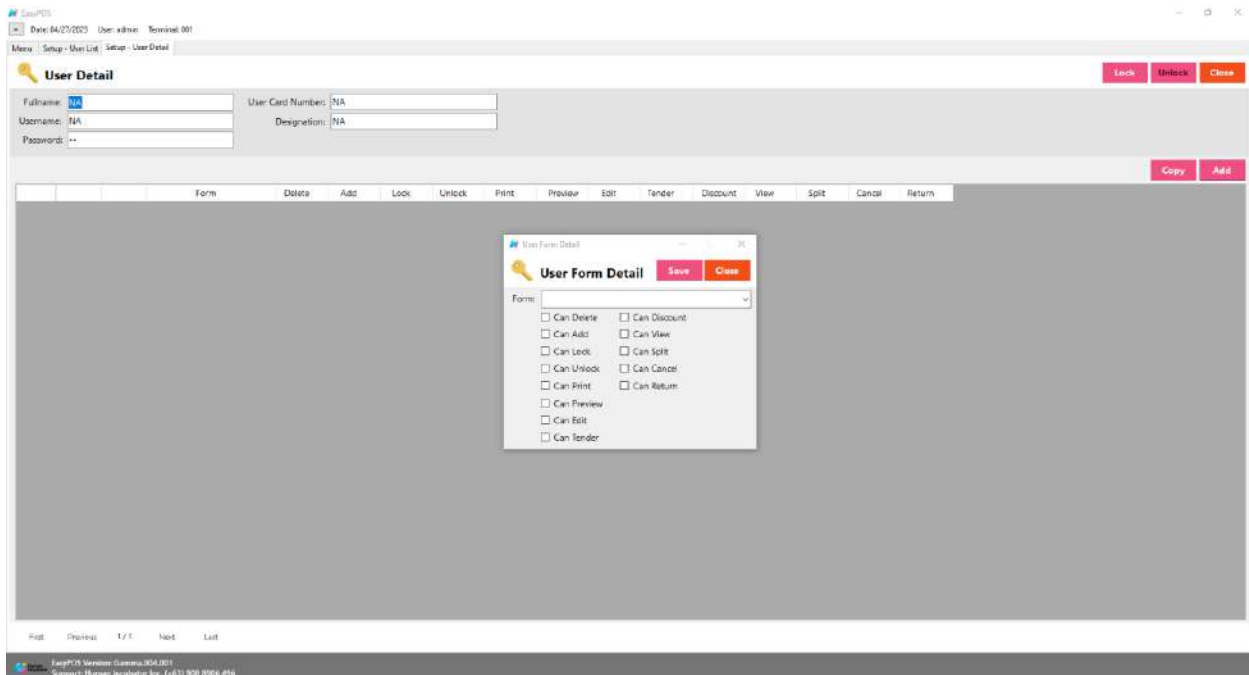


## User Detail

- **Assumption: Add** button is already clicked on the upper right corner in the user list.
- Fill up all the necessary information like:
  - Full Name, Username, Password
- Other optional information:
  - User Card Number, Designation
- The Copy User Rights button will proceed to copying the user rights from the existing system user. Make sure to provide the correct **Copy User Right From**.



- The **Add** button will proceed to customizing the user rights.



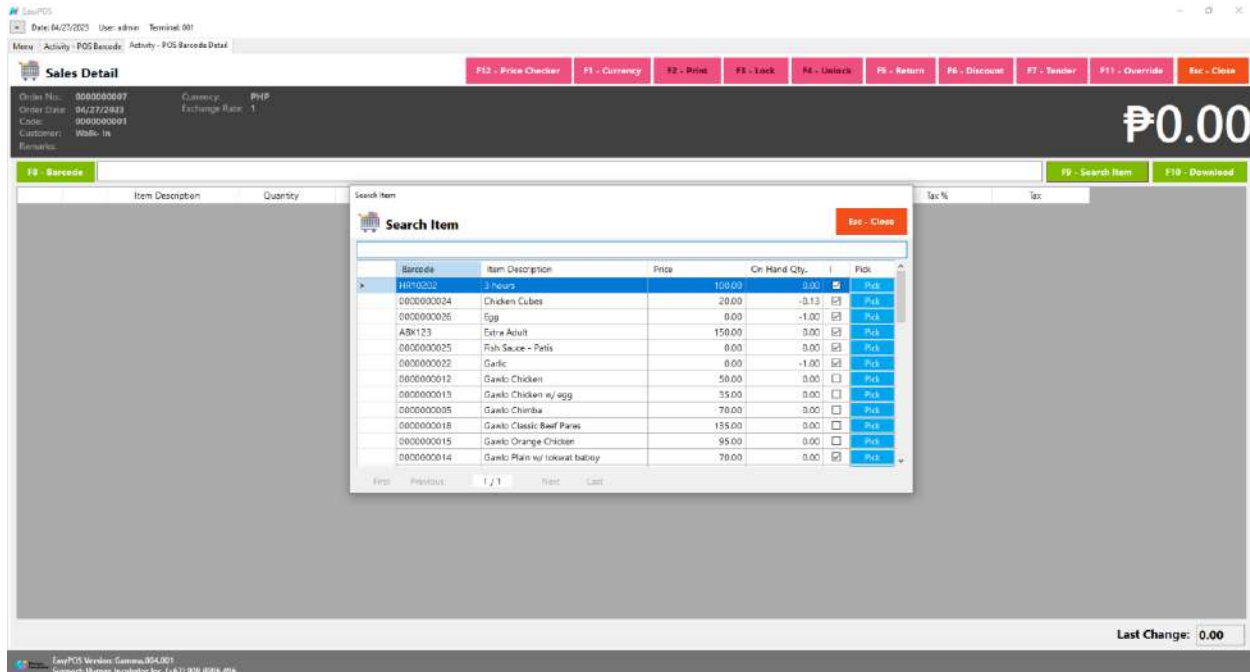
- Click Save and lock buttons to save and lock the user detail.
- Click the Unlock button to unlock the user detail and enable editing/updating user details, lock to save.

## Activity - POS Barcode

### Overview

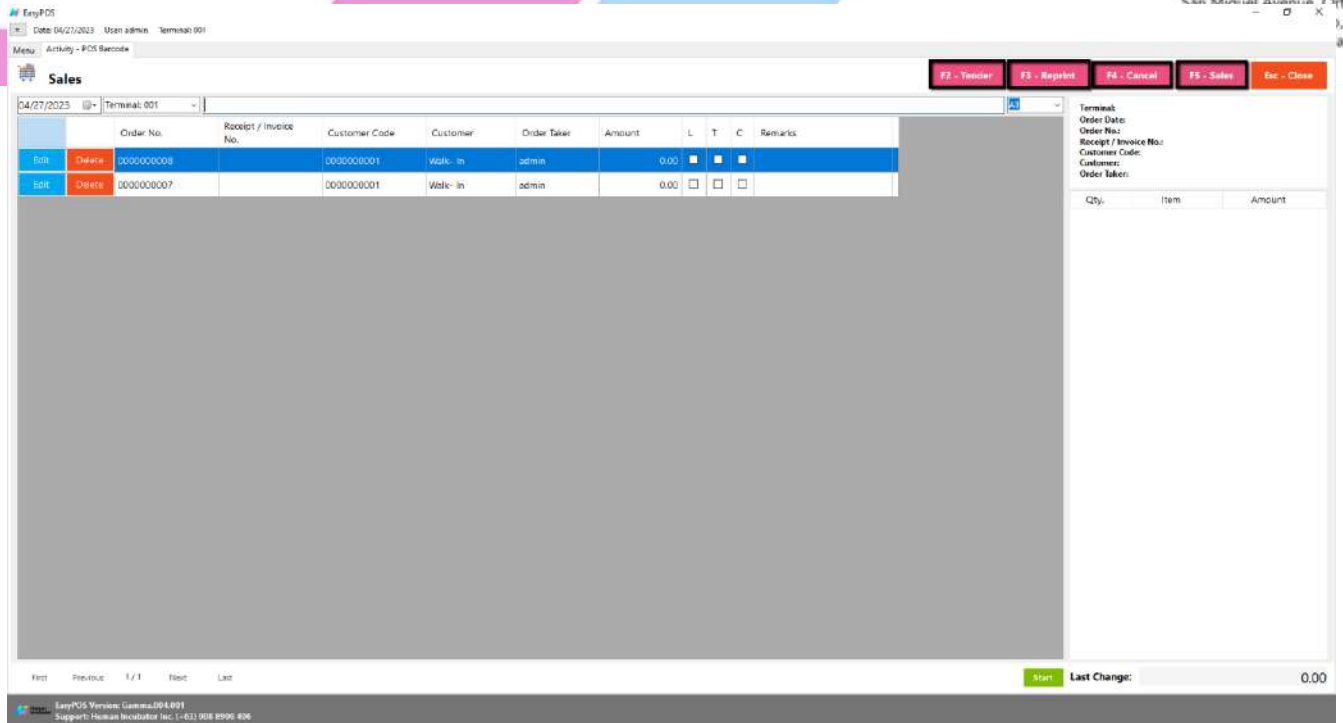
- POS Barcode is used mostly in the groceries and convenience stores.

### User Interface



### Barcode Sales List

- Shows the list of all barcode sales transaction lists.
- The **Tender** button will proceed to tender sales that are not yet tendered.
- The **Reprint** button will proceed to reprint the Official Receipt(OR) for tendered sales.
- The **Cancel** button will proceed to cancel the tender item.
- The **Sales** button will proceed to adding line items.
- The **Edit** button will proceed to editing sales.
- The **Delete** button will proceed to deleting sales. Make sure that the sale(s) is unlocked.



EasyPOS  
Date: 04/27/2023 User: admin Terminal: 001  
Menu: Activity - POS Barcode

**Sales**

04/27/2023 Terminal: 001

	Order No.	Receipt / Invoice No.	Customer Code	Customer	Order Taker	Amount	L	T	C	Remarks
Bill	Delete	0000000008	0000000001	Walk-in	admin	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Bill	Delete	0000000007	0000000001	Walk-in	admin	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Terminal:  
Order Date:  
Order No:  
Receipt / Invoice No:  
Customer Code:  
Customer:  
Order Taker:

Qty	Item	Amount

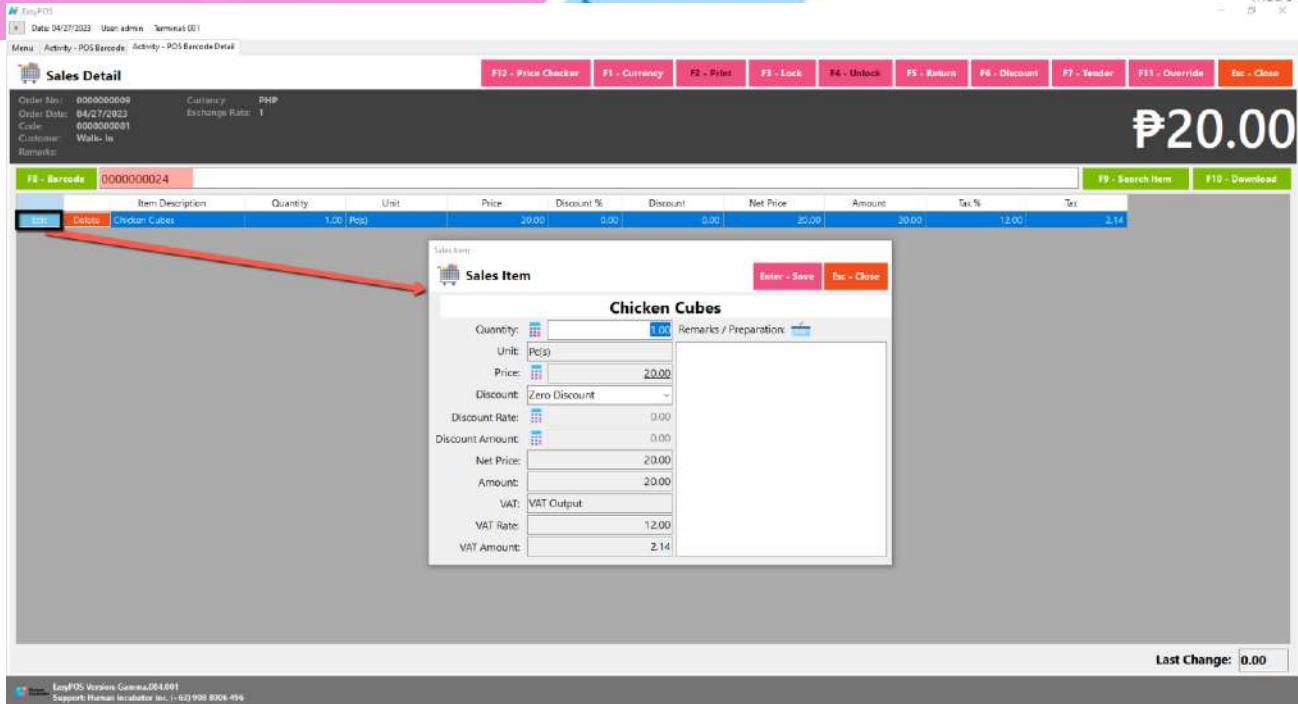
Next Previous 1 / 1 First Last

Item Last Change: 0.00

EasyPOS Version: Gamma.004.001  
Support: Human Incubator Inc. (+63) 908 8900 836

## Barcode Sales Detail

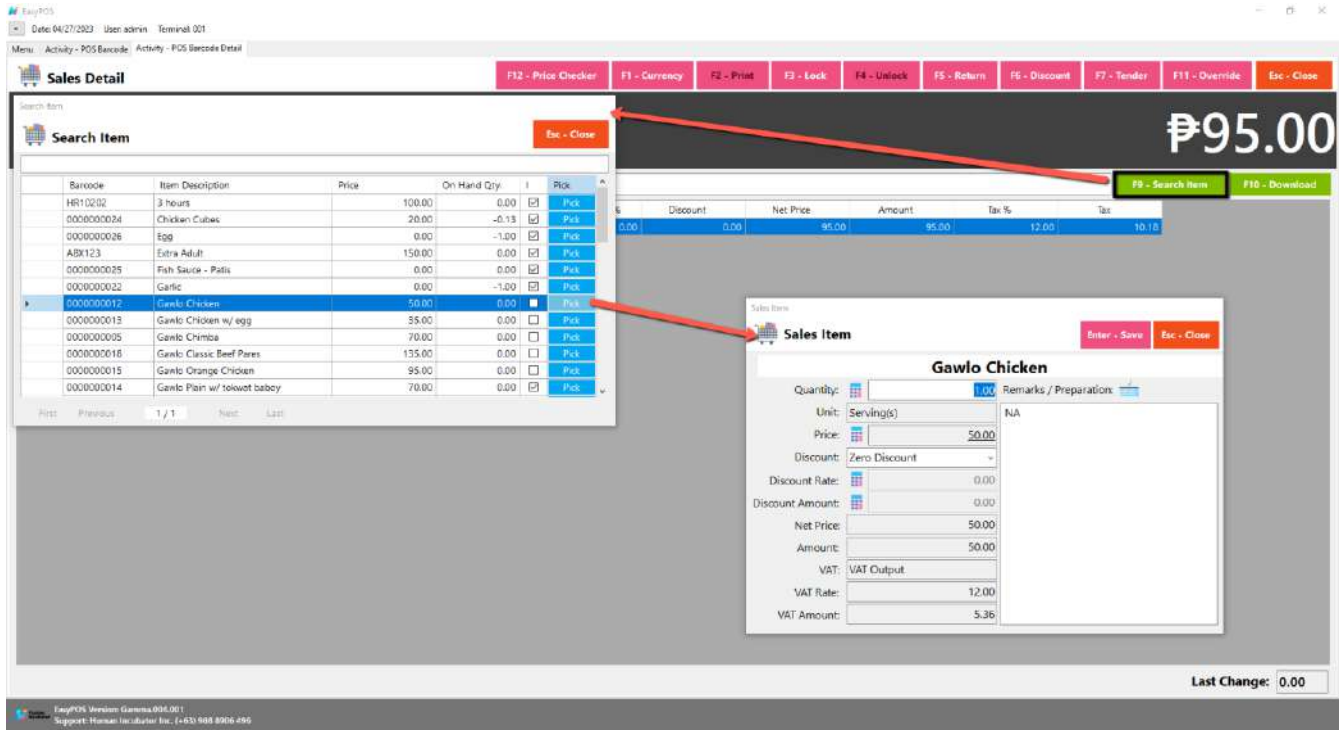
- There are two ways on how to add sales line item(s),
  - a. By inputting the barcode. Fill out the empty field with the correct item barcode then hit **Enter** from your keyboard. Matched item(s) will automatically be added to the sales line item.
    - After the item is successfully added to the sales line item, click the **Edit** button beside the item to edit the line item detail.
    - Provide the required information for line item detail such as:
      - Quantity
      - Discount
    - Save button will proceed to saving the line item.
    - Close button will proceed to closing the line item detail.
    - Users can add more items by repeating the same process via barcode.



The screenshot displays the EasyPOS software interface. At the top, there's a header with the date '04/27/2023', user 'admin', and terminal '001'. Below this is a 'Sales Detail' section with various fields like Order No., Date, Code, Customer, and Remarks. A large '₱20.00' is displayed on the right. A table below shows a single item: 'Chicken Cubes' with a quantity of 1.00, price of 20.00, and a total amount of 20.00. A modal window titled 'Sales Item' is open, showing details for 'Chicken Cubes'. The modal includes fields for Quantity (1.00), Unit (Pcs), Price (20.00), Discount (Zero Discount), and VAT (VAT Output). A red arrow points from the 'Pick' button in the table to the modal window.

- b. By the Search Item button, when clicked, a list of items is displayed. To add the item to the current sales, click the **Pick** button.
- When the **Pick** button is clicked, the Sales Line Item will automatically display.
  - Sales Line item shows the details of the selected item and the current user must specify the quantity of the item, and then save. Once saved, it will be added to the current Sales and be redirected to Search Item form.
  - Users can add more items by repeating the same process. Just close the Search Item form when done adding line items.





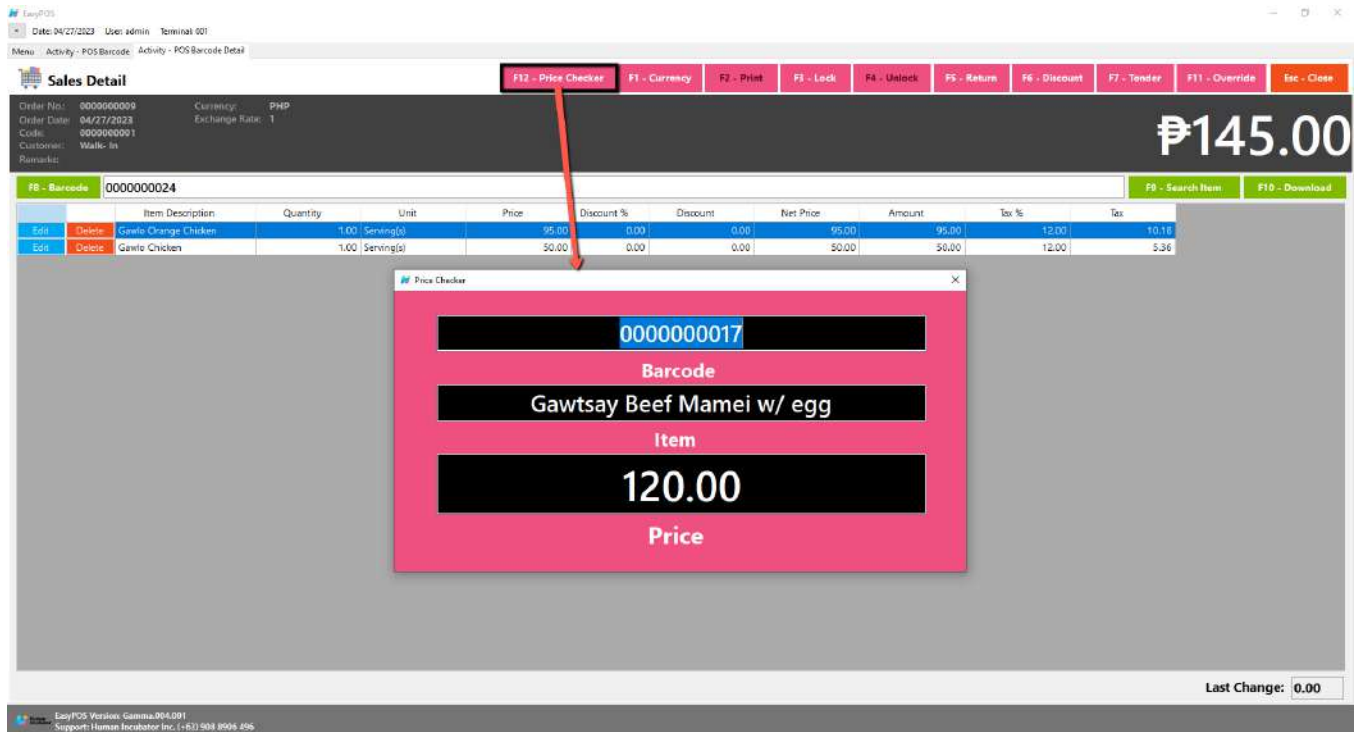
The screenshot shows the 'Sales Detail' screen in the Human Incubator POS system. At the top, there is a menu bar with function keys: F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. The total amount displayed is ₱95.00. A search item window is open, showing a list of items with columns for Barcode, Item Description, Price, On Hand Qty, and Pick. The item 'Gawlo Chicken' is selected. A 'Sales Item' form is also open, showing details for 'Gawlo Chicken' with a quantity of 1.00, price of 50.00, and VAT amount of 5.36. Red arrows point from the 'F12 - Price Checker' button to the search item window and from the selected item in the search window to the sales item form.

Barcode	Item Description	Price	On Hand Qty	Pick
HR10202	3 hours	100.00	0.00	Pick
000000024	Chicken Cubes	20.00	-0.13	Pick
000000026	Egg	0.00	-1.00	Pick
ABX123	Extra Adult	150.00	0.00	Pick
000000025	Fish Sauce - Patis	0.00	0.00	Pick
000000022	Garlic	0.00	-1.00	Pick
000000012	Gawlo Chicken	50.00	0.00	Pick
000000013	Gawlo Chicken w/ egg	35.00	0.00	Pick
000000005	Gawlo Chimba	70.00	0.00	Pick
000000016	Gawlo Classic Beef Pares	135.00	0.00	Pick
000000015	Gawlo Orange Chicken	95.00	0.00	Pick
000000014	Gawlo Plain w/ tolowat babay	70.00	0.00	Pick

## Barcode Sales Detail - Relevant Buttons

- **Price Checker**
  - Click the Price Checker button when you want to check the price for the item.
  - Once clicked, a Price Checker form will appear.
  - Provide the correct barcode, then hit Enter key from your keyboard. Another way is to scan the item's barcode then the item description with price will automatically display.





The screenshot shows the EasyPOS software interface. At the top, there's a menu bar with buttons for F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. Below the menu, the 'Sales Detail' screen displays order information: Order No: 000000009, Order Date: 04/27/2023, Code: 000000001, Customer: Walk-In, Remark: . The total amount is shown as ₱145.00. A barcode field contains '000000024'. Below this is a table of items:

Edit	Delete	Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
		Gawlo Orange Chicken	1.00	Serving(s)	95.00	0.00	0.00	95.00	95.00	12.00	10.18
		Gawlo Chicken	1.00	Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.36

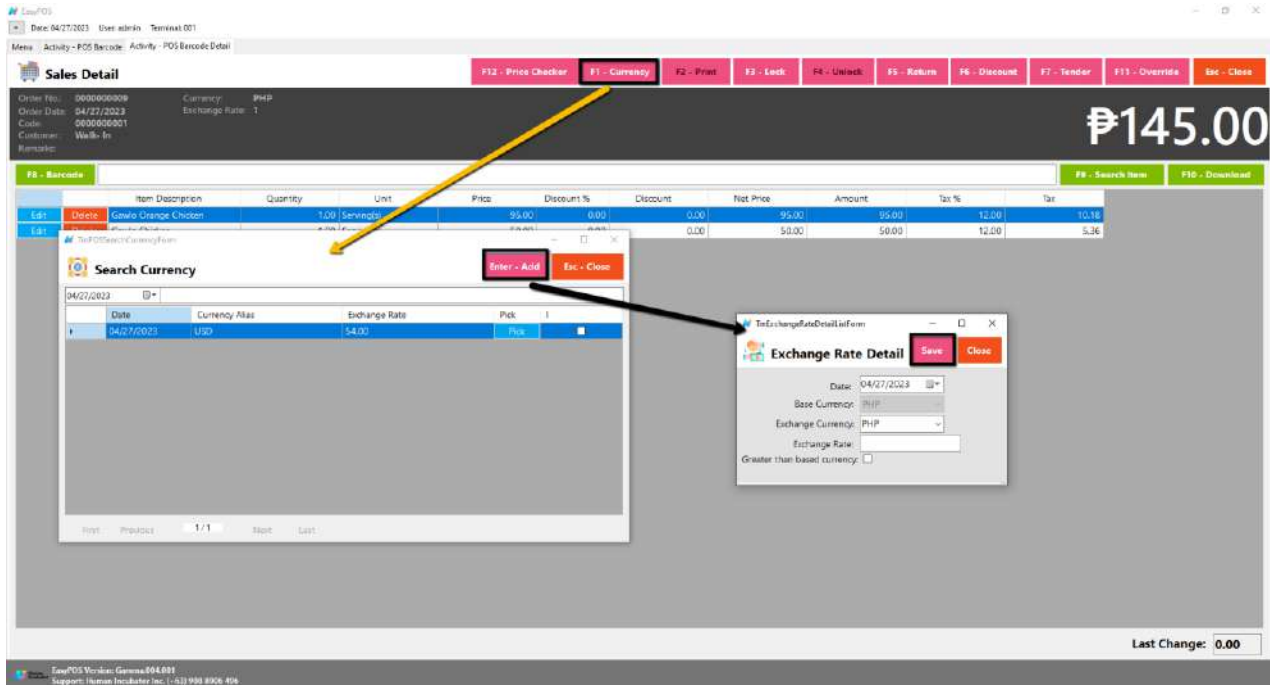
A 'Price Checker' popup window is displayed in the foreground, showing:

- Barcode: 000000017
- Item: Gawtsay Beef Mamei w/ egg
- Price: 120.00

At the bottom right of the main window, it says 'Last Change: 0.00'. The footer contains 'EasyPOS Version: Gamma.004.001' and 'Support: Human Incubator Inc. (+83) 908 8096 496'.

- **Currency**

- Click the Currency button when you want to have the transaction with different currency.
- Once clicked, a Currency form will appear.
- Select a currency where you want to use by clicking the **Pick** button.
- If NO currency is displayed or the currency you want to select is not available,
  - Click the **Add** button and provide the necessary informations such as:
    - Exchange Currency
    - Exchange Rate
  - Click the Save button then the form will automatically be closed.
  - Select the newly added currency by clicking the **Pick** button.



**Sales Detail** F12 - Price Checker **F1 - Currency** F2 - Print F3 - Lock F4 - Unlock F5 - Return F6 - Discount F7 - Tender F11 - Override Esc - Close

Order No: 000000009 Currency: PHP  
Order Date: 04/27/2023 Exchange Rate: 1  
Order Code: 000000001  
Customer: Walk-In  
Remarks:

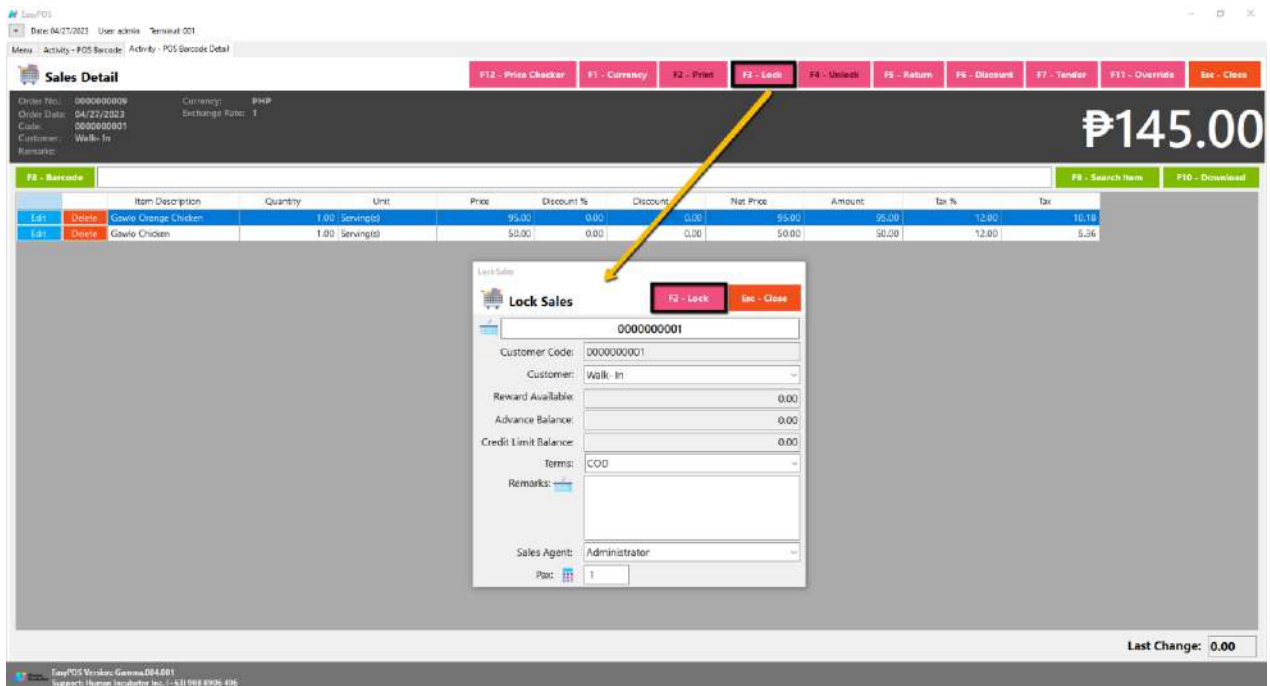
**₱145.00**

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Gawla Orange Chicken	1.00	Servings	95.00	0.00	0.00	95.00	95.00	12.00	10.18
Gawla Chicken	1.00	Servings	50.00	0.00	0.00	50.00	50.00	12.00	5.36

Last Change: 0.00

- **Lock**

- Click the Lock button to save the sales information.
- Provide the necessary information then click the Lock button to finish locking the sales information.



**Sales Detail** F12 - Price Checker F1 - Currency F2 - Print **F3 - Lock** F4 - Unlock F5 - Return F6 - Discount F7 - Tender F11 - Override Esc - Close

Order No: 000000009 Currency: PHP  
Order Date: 04/27/2023 Exchange Rate: 1  
Order Code: 000000001  
Customer: Walk-In  
Remarks:

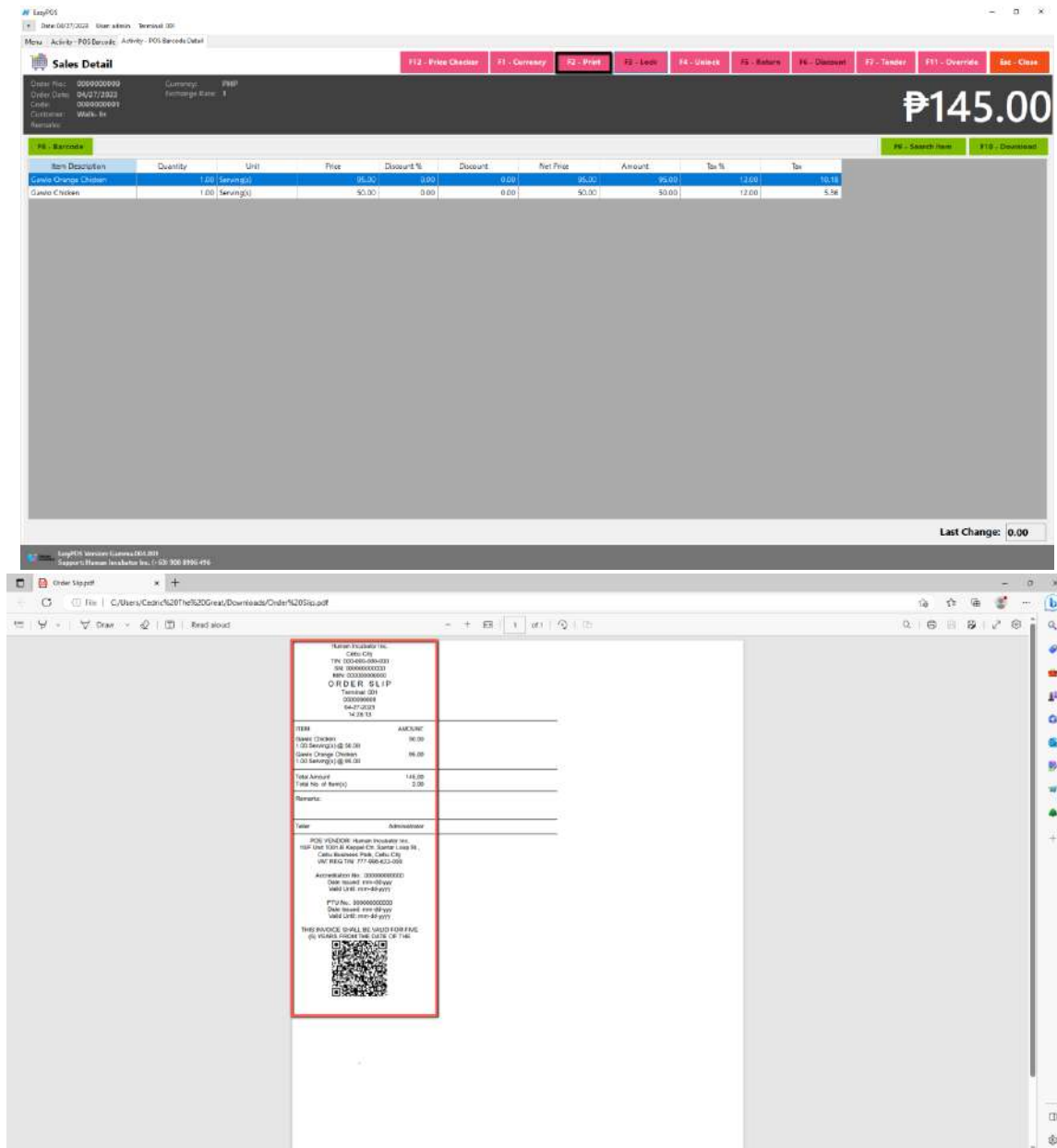
**₱145.00**

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Gawla Orange Chicken	1.00	Servings	95.00	0.00	0.00	95.00	95.00	12.00	10.18
Gawla Chicken	1.00	Servings	50.00	0.00	0.00	50.00	50.00	12.00	5.36

Last Change: 0.00

- **Print**

- Click the Print button to download the Order Slip in PDF file, then print.
- Take note, Print will only be enabled once the Sales detail is already locked.
- Make sure to save the generated pdf file to a folder where you can easily locate it.



The screenshot shows the POS system interface. The top menu bar includes options like 'Print', 'Lock', 'Unlock', 'Return', 'Discount', 'Transfer', 'Override', and 'Close'. The 'Print' button is highlighted in red. Below the menu, the 'Sales Detail' screen displays a table of items and a total amount of ₱145.00.

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Canela Orange Chicken	1.00	Servings()	95.00	0.00	0.00	95.00	95.00	12.00	10.10
Canela Cracker	1.00	Servings()	50.00	0.00	0.00	50.00	50.00	12.00	5.56

Below the table, there is a 'Last Change: 0.00' indicator. The bottom part of the screenshot shows a PDF file named 'Order Slip.pdf' open in a browser. The PDF content is as follows:

```

Human Incubator Inc.
Cebu - CTR
TIN: 0000000000
BIR: 0000000000
MID: 0000000000
ORDER SLIP
Terminal: 001
0000000000
64272020
14.08.18

ITEM          AMOUNT
Ramen Chicken  95.00
1 (3) Servings() @ 56.00
Canela Orange Chicken  95.00
1 (3) Servings() @ 95.00

Total Amount  145.00
Tax (No. of Servings)  2.00

Remarks:

Teller      Administrator

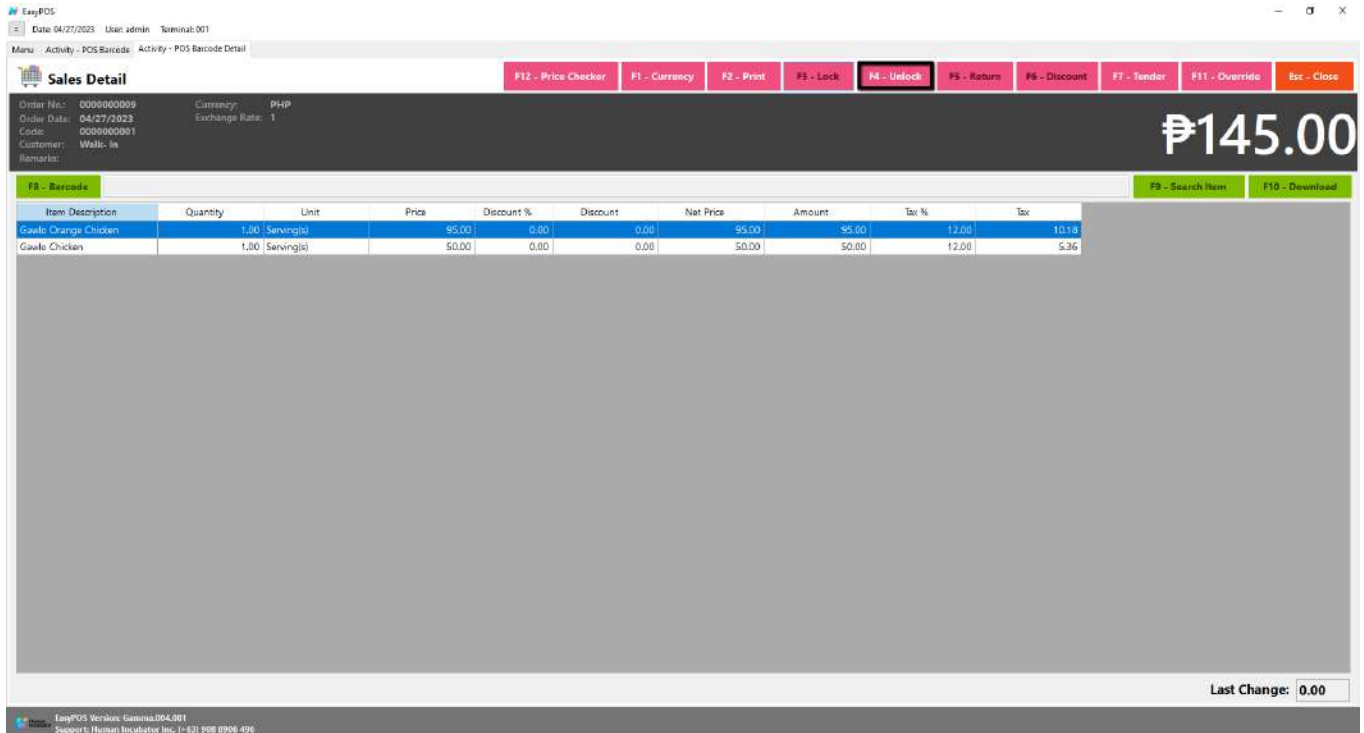
POS VENDOR: Human Incubator Inc.
SAR: Unit 1001A Keppel Center Samar Loop Bldg.
Cebu Business Park, Cebu City
UNIT REG TIN: 777-000-422-008

Accountancy No: 0000000000
Date issued: 11/18/18
Valid Until: 11/18/18

PTU No: 3000000000
Date issued: 11/18/18
Valid Until: 11/18/18

THIS INVOICE SHALL BE VALID FOR FIVE (5) YEARS UNLESS THE DATE OF THE
  
```

- **Unlock**
  - Click the Unlock button if you want to modify the sales detail or add sales line items.



**Sales Detail**

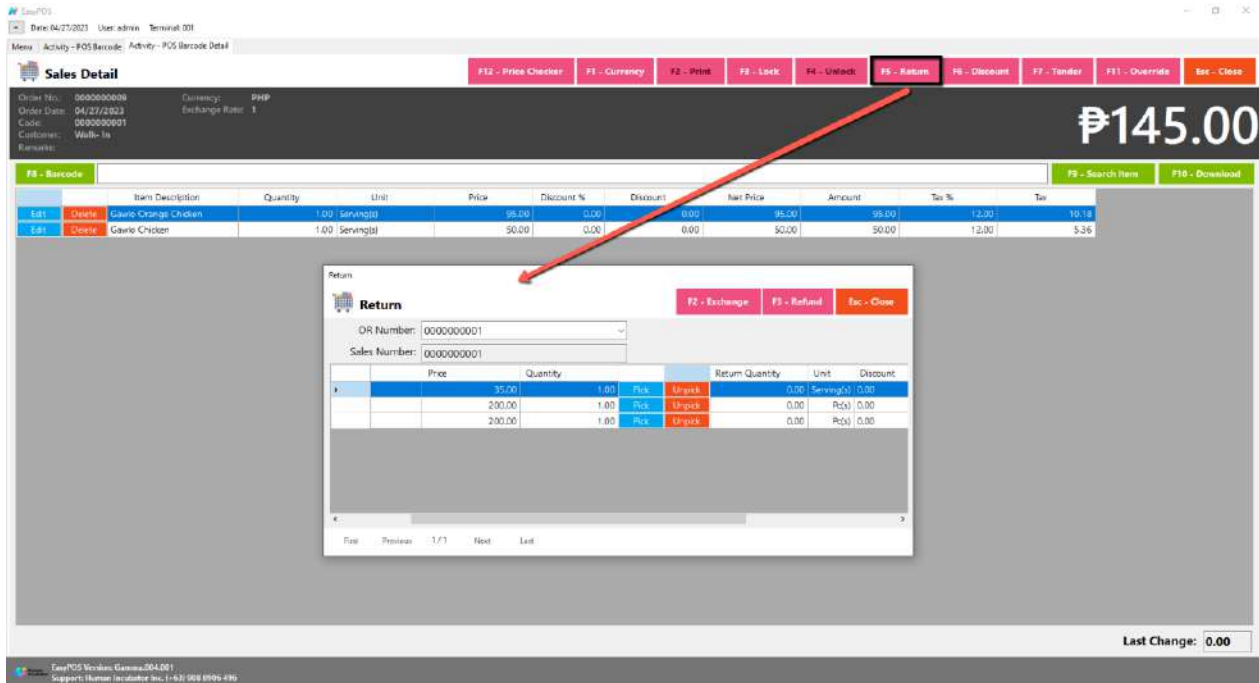
Order No.: 000000009    Currency: PHP  
 Order Date: 04/27/2023    Exchange Rate: 1  
 Code: 000000001  
 Customer: Walk-In  
 Remarks:

**₱145.00**

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Gawle Orange Chicken	1.00	Serving(s)	95.00	0.00	0.00	95.00	95.00	12.00	10.18
Gawle Chicken	1.00	Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.36

Last Change: 0.00

- **Return**
  - Click the Return button if the customer returned a product.
  - Provide the OR Number then list of items will be displayed automatically.
  - Click the **Pick** button if you want to add a return quantity.
  - Click the **Unpick** button if you want to reset the return quantity to zero(0).
  - Click the **Exchange** button, if you want to ONLY exchange an item to a customer.
  - Click the **Refund** button, if you want to return a money to a customer.



**Sales Detail** F12 - Price Checker F1 - Currency F2 - Print F3 - Lock F4 - Unlock F5 - Return F6 - Discount F7 - Tender F11 - Override Esc - Close

Order No: 000000006 Currency: PHP  
Order Date: 04/27/2023 Exchange Rate: 1  
Order Code: 000000001  
Customer: Walk-In

**₱145.00**

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Garlic Orange Chicken	1.00	Serving(s)	95.00	0.00	0.00	95.00	95.00	12.00	10.18
Garlic Chicken	1.00	Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.36

**Return** F2 - Exchange F3 - Refund Esc - Close

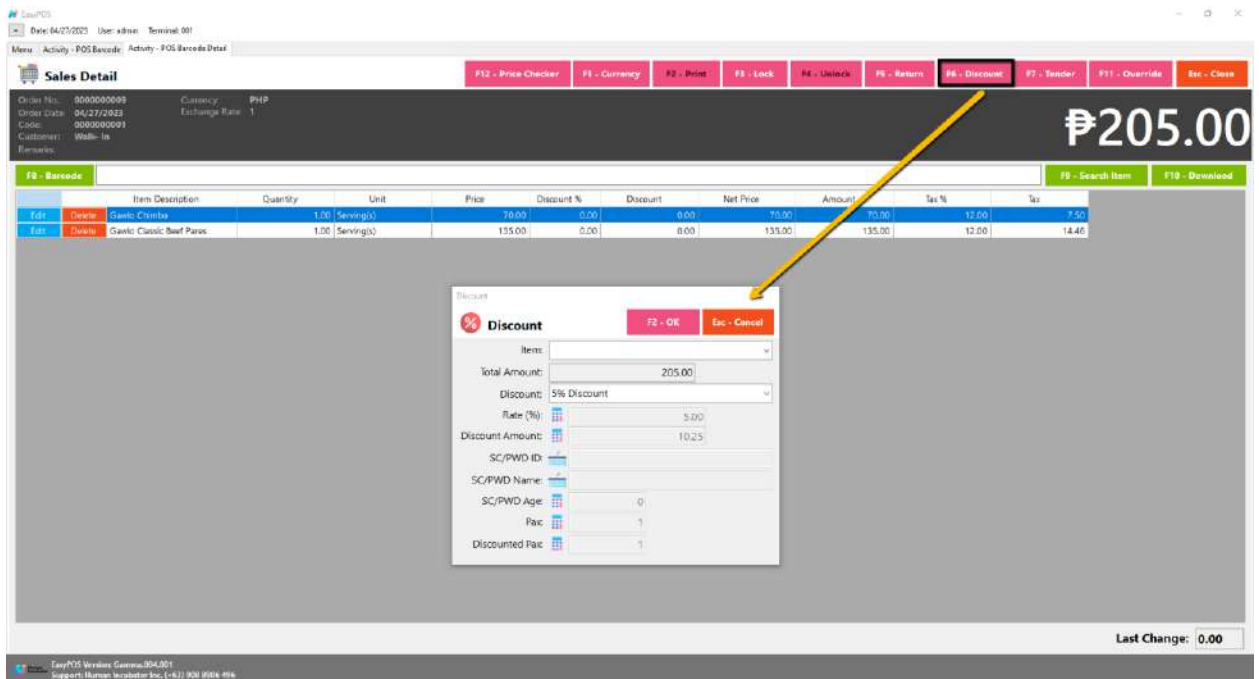
DR Number: 000000001  
Sales Number: 000000001

Price	Quantity	Return Quantity	Unit	Discount
35.00	1.00	0.00	Serving(s)	0.00
200.00	1.00	0.00	Ref	0.00
200.00	1.00	0.00	Ref	0.00

Last Change: 0.00

- **Discount**

- Click the Discount button if you want to set up a discount for the sales line items. You can also set the discount per line item.



**Sales Detail** F12 - Price Checker F1 - Currency F2 - Print F3 - Lock F4 - Unlock F5 - Return F6 - Discount F7 - Tender F11 - Override Esc - Close

Order No: 000000001 Currency: PHP  
Order Date: 04/27/2023 Exchange Rate: 1  
Order Code: 000000001  
Customer: Walk-In

**₱205.00**

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Garlic Chicken	1.00	Serving(s)	70.00	0.00	0.00	70.00	70.00	12.00	7.90
Garlic Classic Beef Paris	1.00	Serving(s)	135.00	0.00	0.00	135.00	135.00	12.00	14.46

**Discount** F2 - OK Esc - Cancel

Items:

Total Amount: 205.00

Discount: 5% Discount

Rate (%): 5.00

Discount Amount: 10.25

SC/PWD ID:

SC/PWD Name:

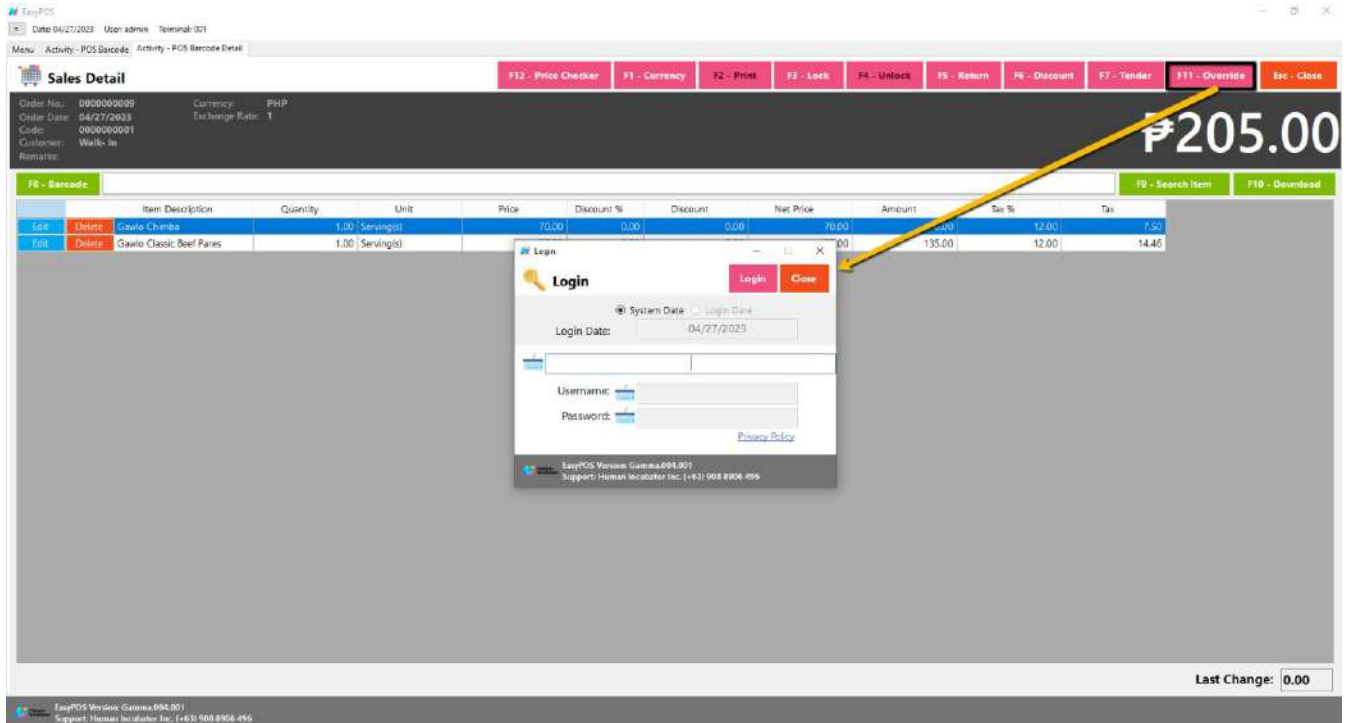
SC/PWD Age: 0

Pac: 1

Discounted Pac: 1

Last Change: 0.00

- **Override**
  - Click the Override button if you want to suspend, reject, or cancel a transaction.



The screenshot displays the EasyPOS software interface. At the top, there is a menu bar with buttons for various functions: F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Tender, **F11 - Override**, and Esc - Close. The main area shows a 'Sales Detail' screen with the following information:

- Order No.: 000000009
- Order Date: 04/27/2023
- Code: 000000001
- Customer: Walk-in
- Remarks:
- Currency: PHP
- Exchange Rate: 1

The total amount is displayed as **₱205.00**. Below this is a table of items:

FB - Barcode	Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Del	Gawio Chumba	1.00	Serving(s)	70.00	0.00	0.00	70.00	70.00	12.00	7.50
Del	Gawio Classic Beef Pares	1.00	Serving(s)	65.00	0.00	0.00	65.00	65.00	12.00	7.50

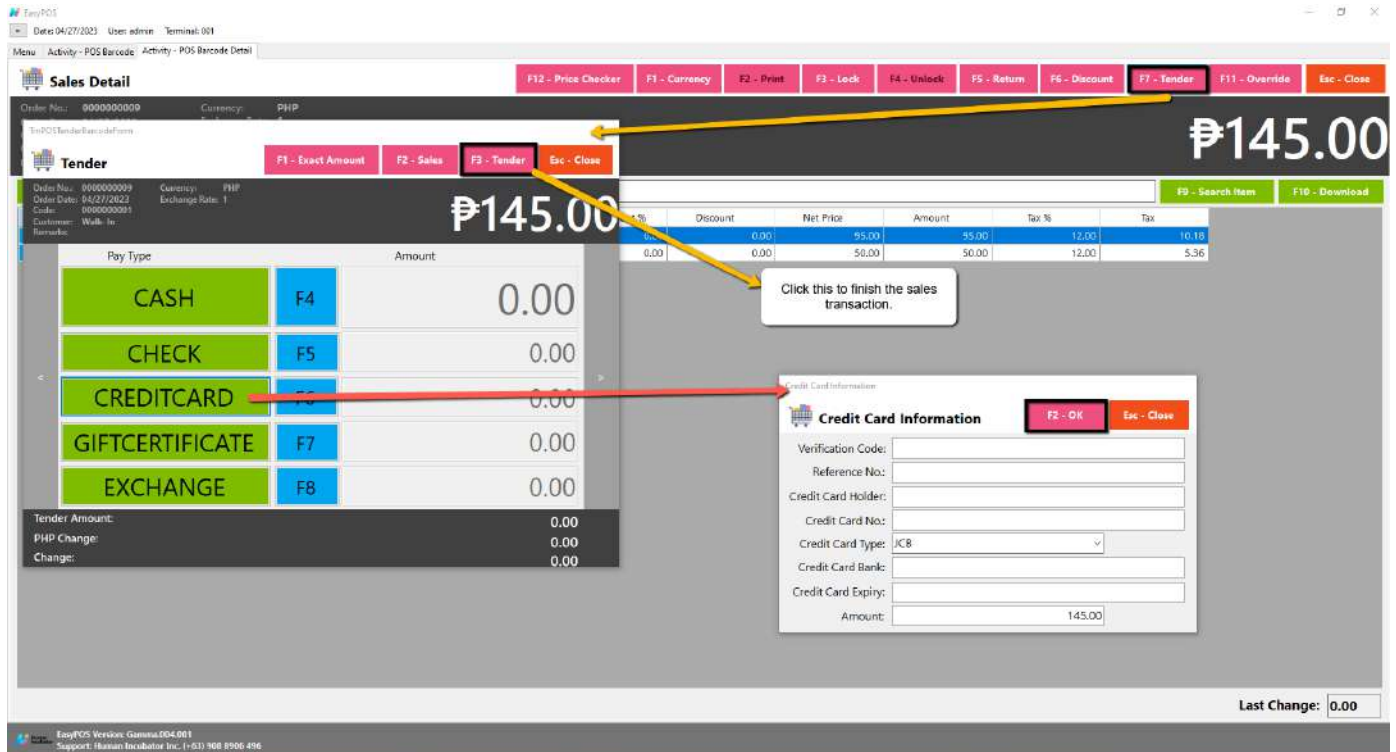
A modal window titled 'Login' is open in the center, with fields for 'Login Date' (04/27/2023), 'Username', and 'Password'. A yellow arrow points to the 'Override' button in the top menu bar.

At the bottom right, it says 'Last Change: 0.00'. The footer contains 'EasyPOS Version: Gamma.044.001' and 'Support: Human Incubator Inc. (+63) 908 8906 456'.



## Barcode Sales Detail - Tender

- Click the Tender button that can be seen on the Sales Detail form to tender transaction.
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales transaction, just click the Tender button from the Tender form, the system will now print an Official Receipt, and recreate a new Sales detail.



The screenshot displays the EasyPOS interface. At the top, there are function keys: F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unisok, F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. The main window is titled 'Sales Detail' and shows a total amount of ₱145.00. Below this, there is a 'Tender' form with a 'Pay Type' table and a 'Credit Card Information' form.

Pay Type	Amount
CASH (F4)	0.00
CHECK (F5)	0.00
CREDITCARD (F6)	0.00
GIFTCERTIFICATE (F7)	0.00
EXCHANGE (F8)	0.00

Tender Amount: 0.00  
 PHP Change: 0.00  
 Change: 0.00

**Credit Card Information**

Verification Code:   
 Reference No:   
 Credit Card Holder:   
 Credit Card No:   
 Credit Card Type: JCB  
 Credit Card Bank:   
 Credit Card Expiry:   
 Amount: 145.00

Callout box: Click this to finish the sales transaction.

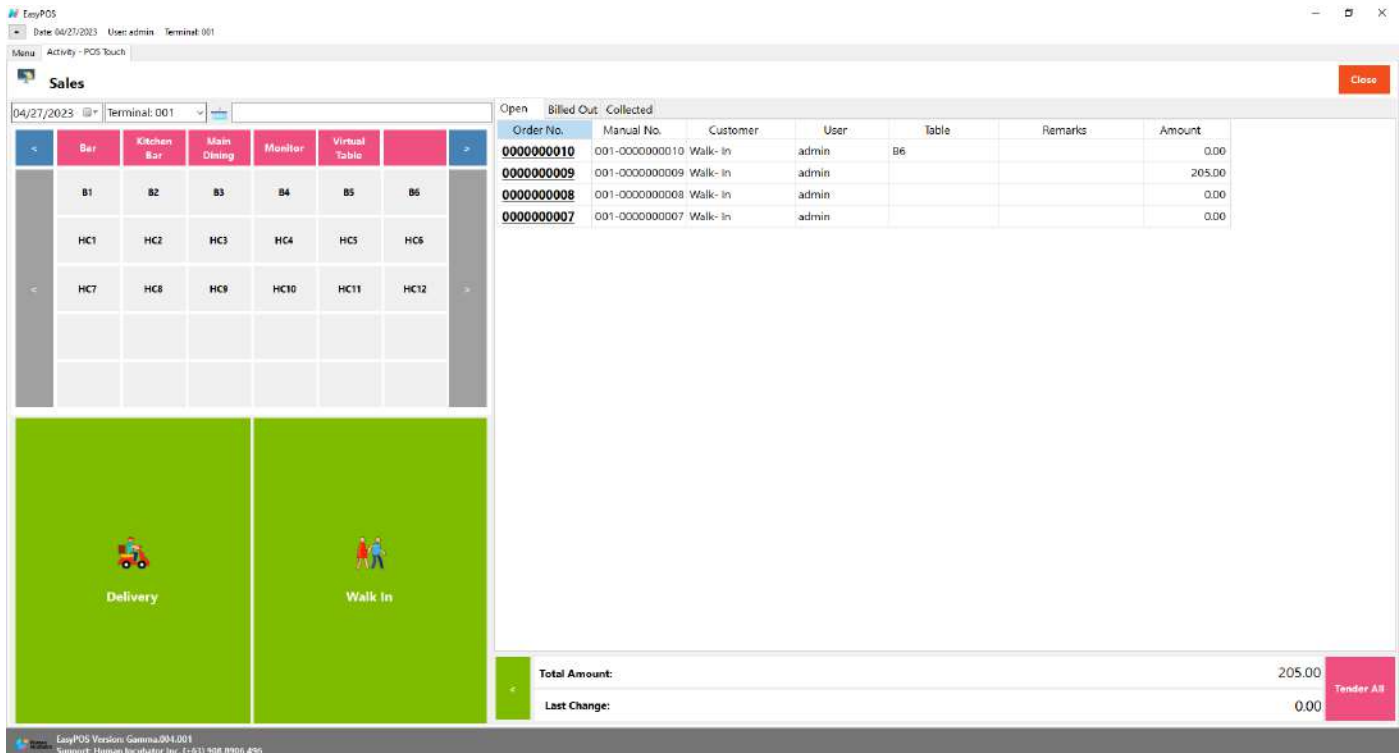
Last Change: 0.00

## Activity - POS Touch

### Overview

- POS Touch is good for restaurants, cafes, etc. as long as it caters Dine In.

### User Interface



The screenshot shows the EmuPOS interface for a sales terminal. The top bar displays the date (04/27/2023), user (admin), and terminal (001). The main area is divided into several sections:

- Table Grid:** A grid of buttons representing different table locations. Buttons for B1-B6 and HC1-HC12 are gray, while B7-B12 and HC13-HC24 are red.
- Transaction List:** A table showing recent sales transactions.
 

Order No.	Manual No.	Customer	User	Table	Remarks	Amount
0000000010	001-000000010	Walk-in	admin	B6		0.00
0000000009	001-000000009	Walk-in	admin			205.00
0000000008	001-000000008	Walk-in	admin			0.00
0000000007	001-000000007	Walk-in	admin			0.00
- Transaction Summary:** Located at the bottom right, showing a Total Amount of 205.00 and Last Change of 0.00. A red button labeled "Tender All" is next to the total.
- Large Green Buttons:** Two large green buttons labeled "Delivery" and "Walk In" are positioned at the bottom left.

### POS Touch Definition of Buttons

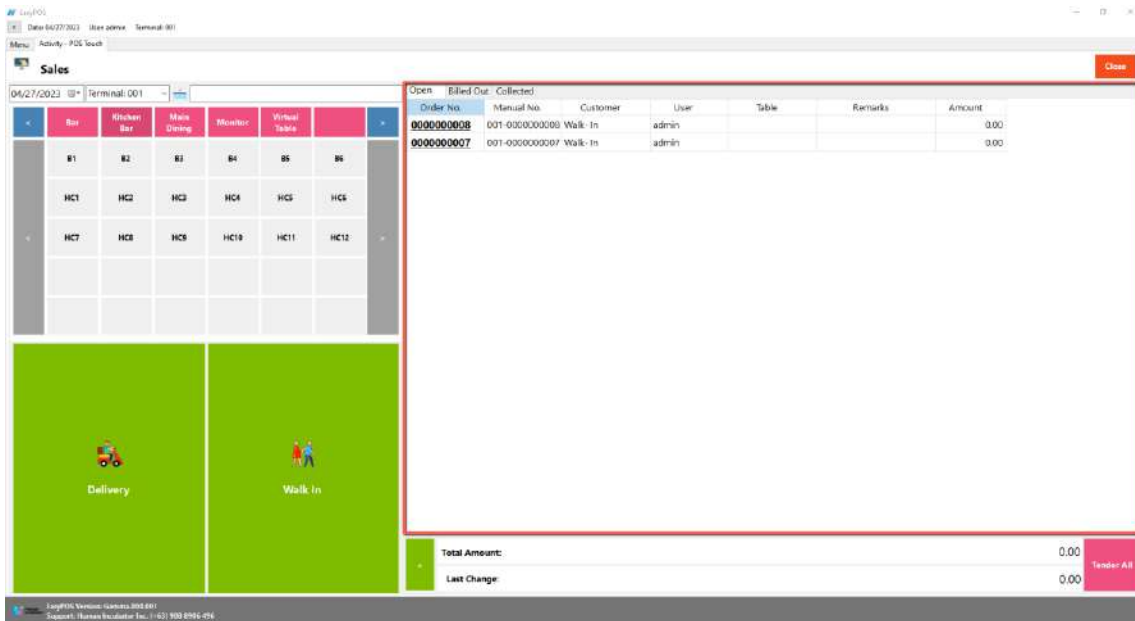
- **Red** button → represents the printer stations which will navigate the user to their respective table, when pressed, it will show table locations.
- **Gray** button → represents the location of the tables in which the dine-in customer(s) will sit in.
- Two **Green** large buttons → represents if the transaction is for Walk-In customers or for delivery.
- **Red** large button with "Tender All" label → represents tendering all sales.



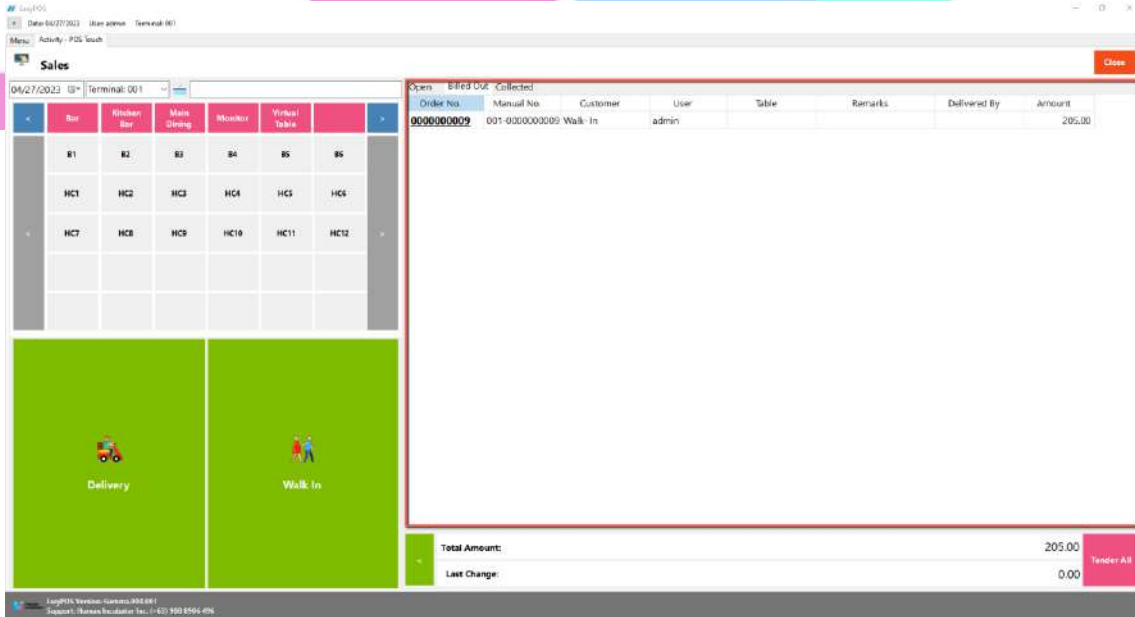
- **Blue button** → navigating the table groups to left and right.

## POS Touch Sales List

- Sales list for POS Touch consists of three(3) tabs:
  - Open → display list of Touch sales that are still open which means, not yet billed or collected. Also, system users can still delete the created sales detail here.



- Billed Out → display list of sales that are already locked but not yet collected. Here, the user can Bill Out print and Print Partial Bill.

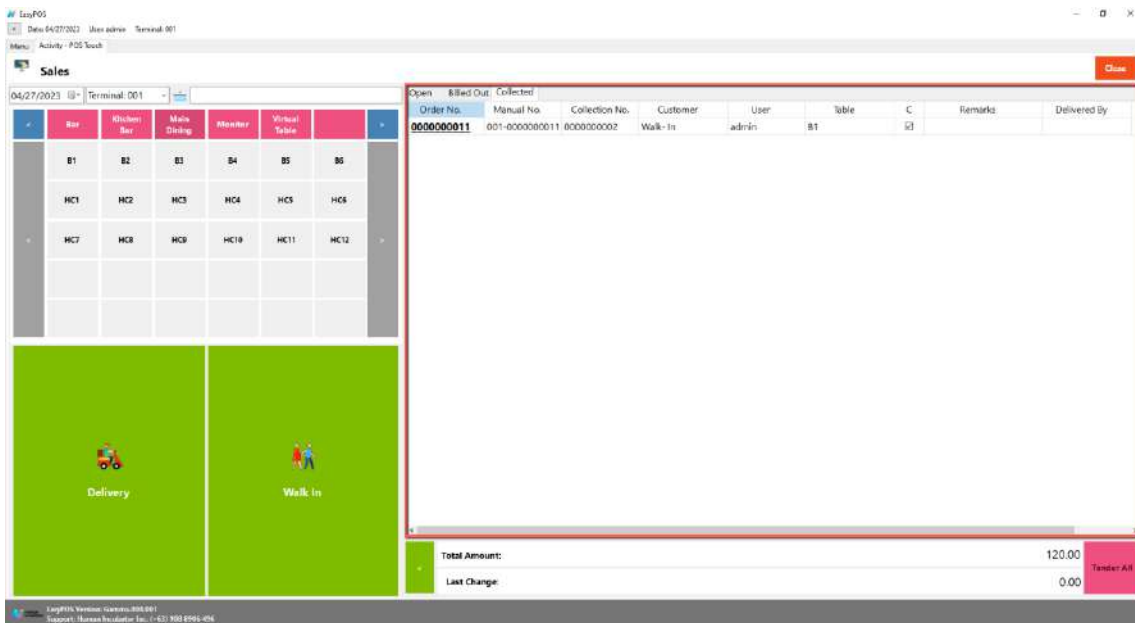


The screenshot shows the POS Touch interface with a 'Sales' window. The 'Terminal: 001' is selected. A table grid is visible with columns for Bar, Kitchen Bar, Main Dining, Monitor, and Virtual Table. Below the grid are 'Delivery' and 'Walk In' options. A 'Sales Detail' window is open, showing a collected order with the following data:

Order No.	Manual No.	Customer	User	Table	Remarks	Delivered By	Amount
000000009	001-000000009	Walk-In	admin				205.00

Summary: Total Amount: 205.00, Last Change: 0.00, Tender: All.

- Collected → display list of sales that are already tendered.



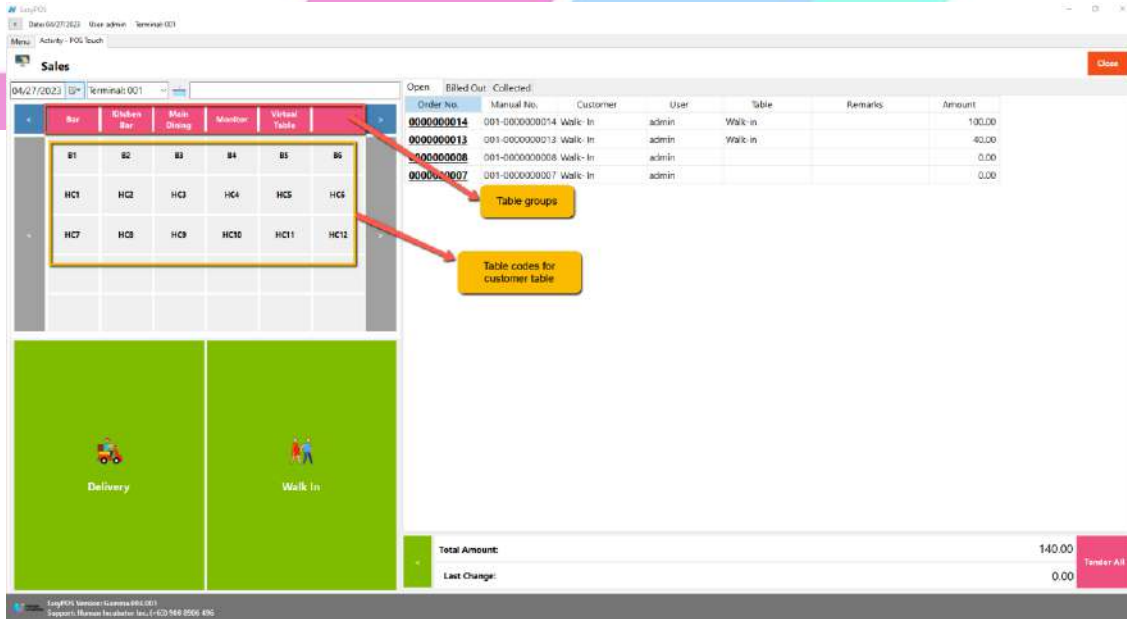
The screenshot shows the POS Touch interface with a 'Sales' window. The 'Terminal: 001' is selected. A table grid is visible with columns for Bar, Kitchen Bar, Main Dining, Monitor, and Virtual Table. Below the grid are 'Delivery' and 'Walk In' options. A 'Sales Detail' window is open, showing a collected order with the following data:

Order No.	Manual No.	Collection No.	Customer	User	Table	C	Remarks	Delivered By
000000011	001-000000011	000000002	Walk-In	admin	B1	5		

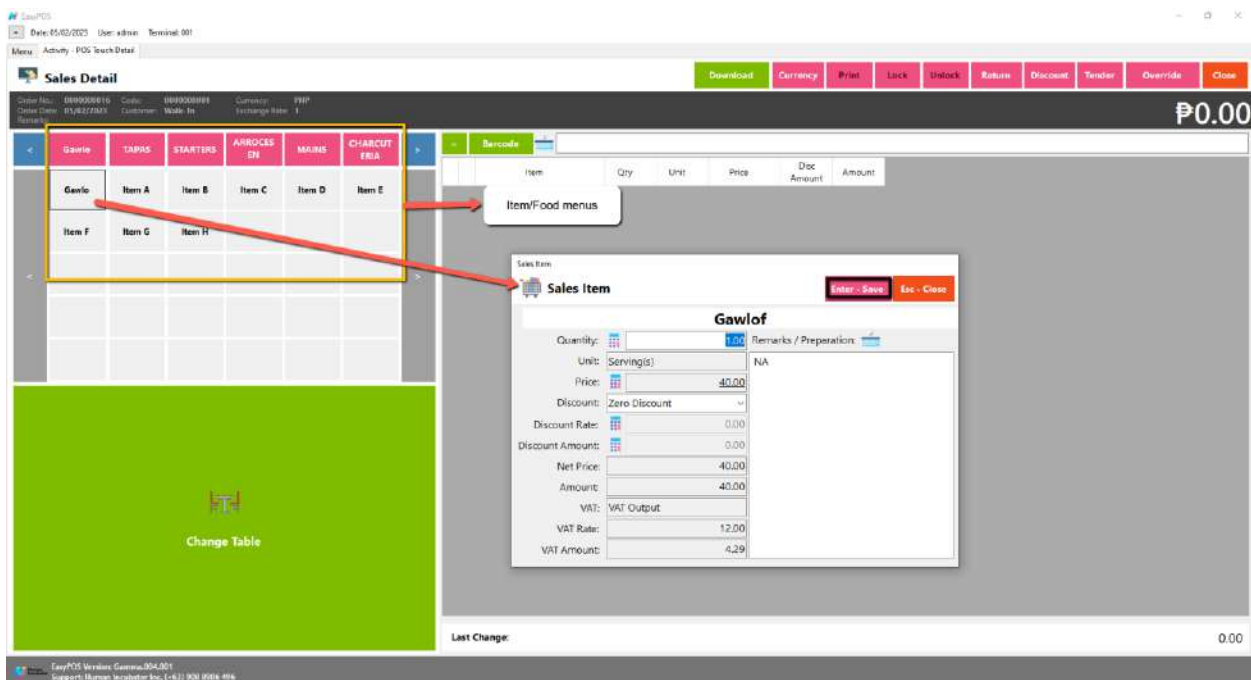
Summary: Total Amount: 120.00, Last Change: 0.00, Tender: All.

### POS Touch Sales Detail

- There are 3 ways on how to navigate the sales detail:
  - a. Via Dine In table
    - Select a table group, under it, select a table code or number where the customer wants to sit in.



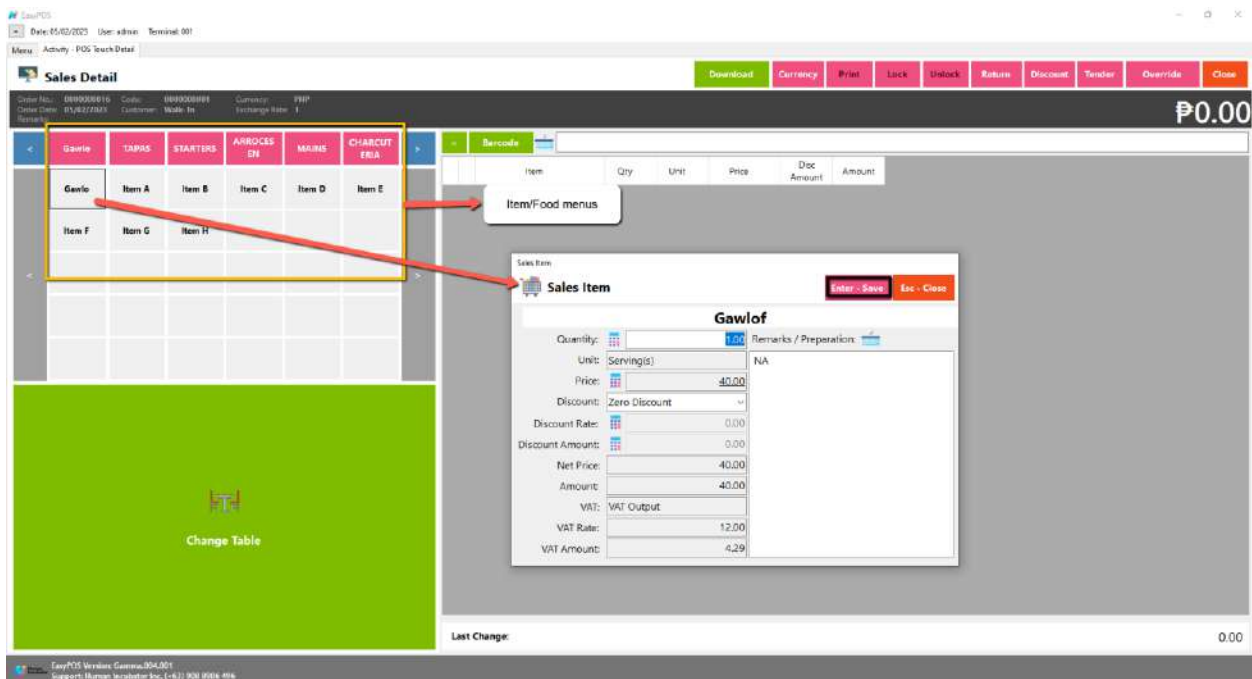
- After selecting, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount. To save, hit the Enter button from your keyboard or click the Save button.



b. Walk-In button

 [hisales@human-incubator.com](mailto:hisales@human-incubator.com)

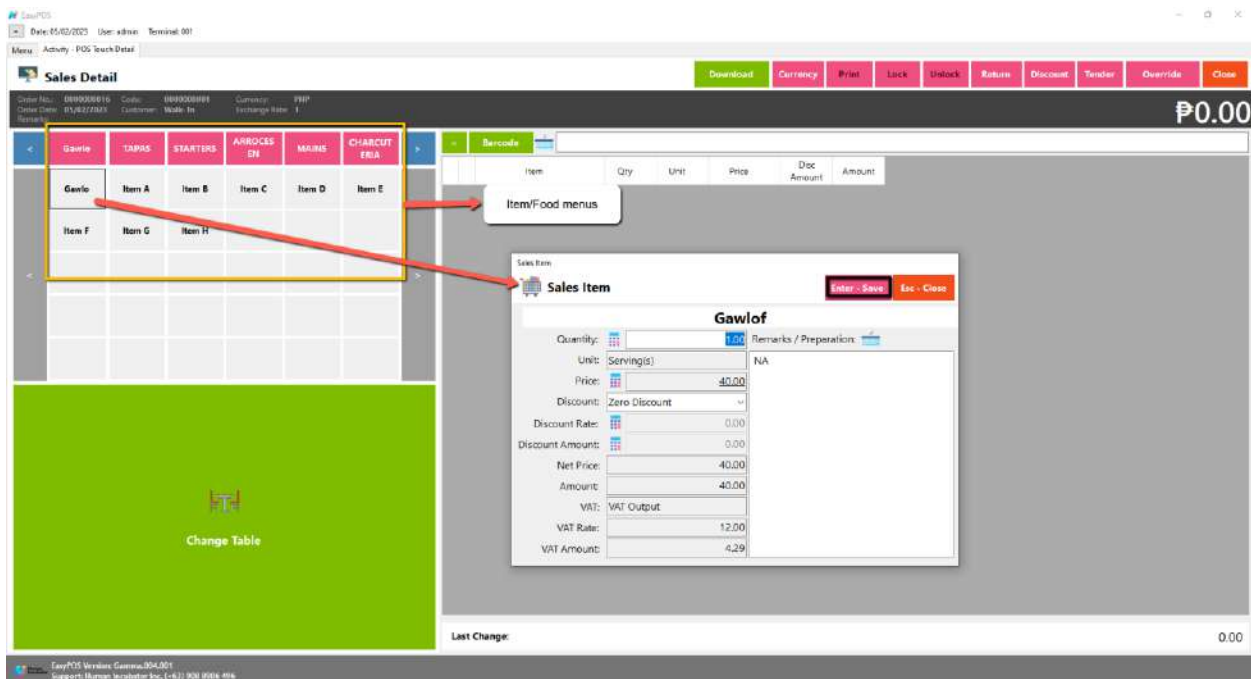
- Click the green button with the Walk In label.
- The same process with the Dine In table, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount. To save, hit the Enter button from your keyboard or click the Save button.



c. Delivery button

- Click the green button with the Delivery label.
- A Delivery Customer Information will popup, provide the necessary information then click the Ok button.
- The same process with the Dine In table, you will be redirected to the Sales Detail. To add a Sales line item, select an item

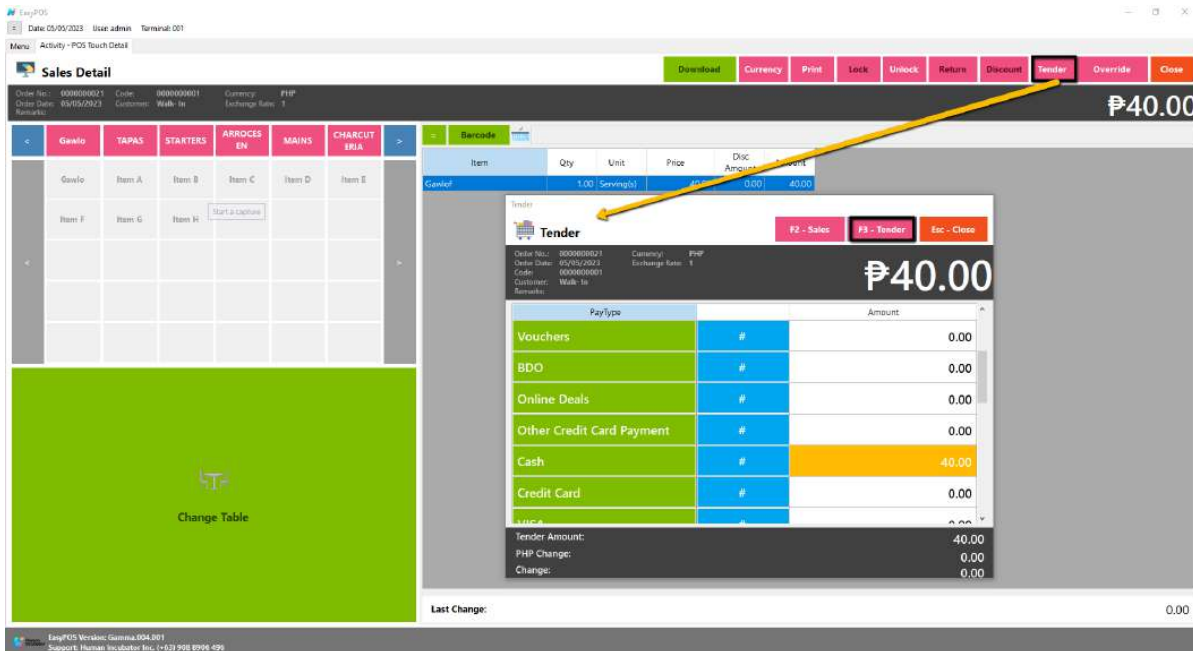
from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount. To save, hit the Enter button from your keyboard or click the Save button.



### POS Touch Sales - Tender

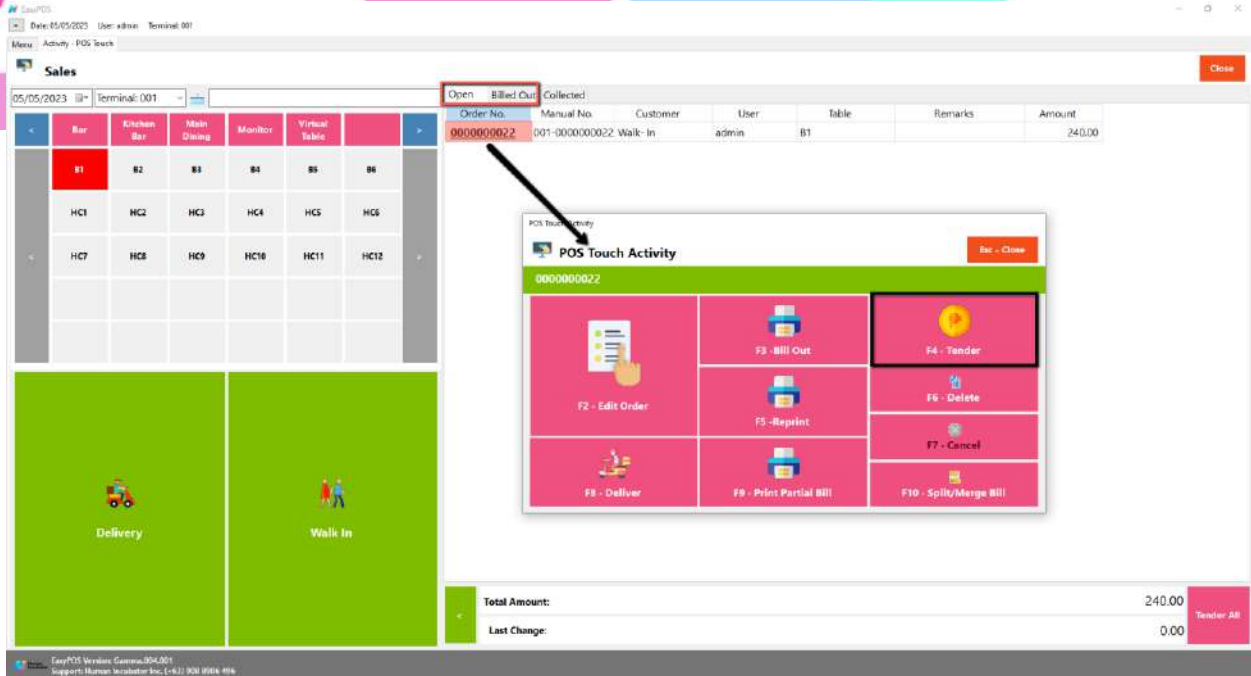
- There are 3 ways on how to tender sales:
  - Via Sales Detail page

- Assuming that you are in the Sales Detail page, click the Tender button that can be seen on the Sales Detail form to tender transaction.
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales transaction, just click the Tender button from the Tender form, the system will now print an Official Receipt, and the sales detail will be moved to the Collected tab.



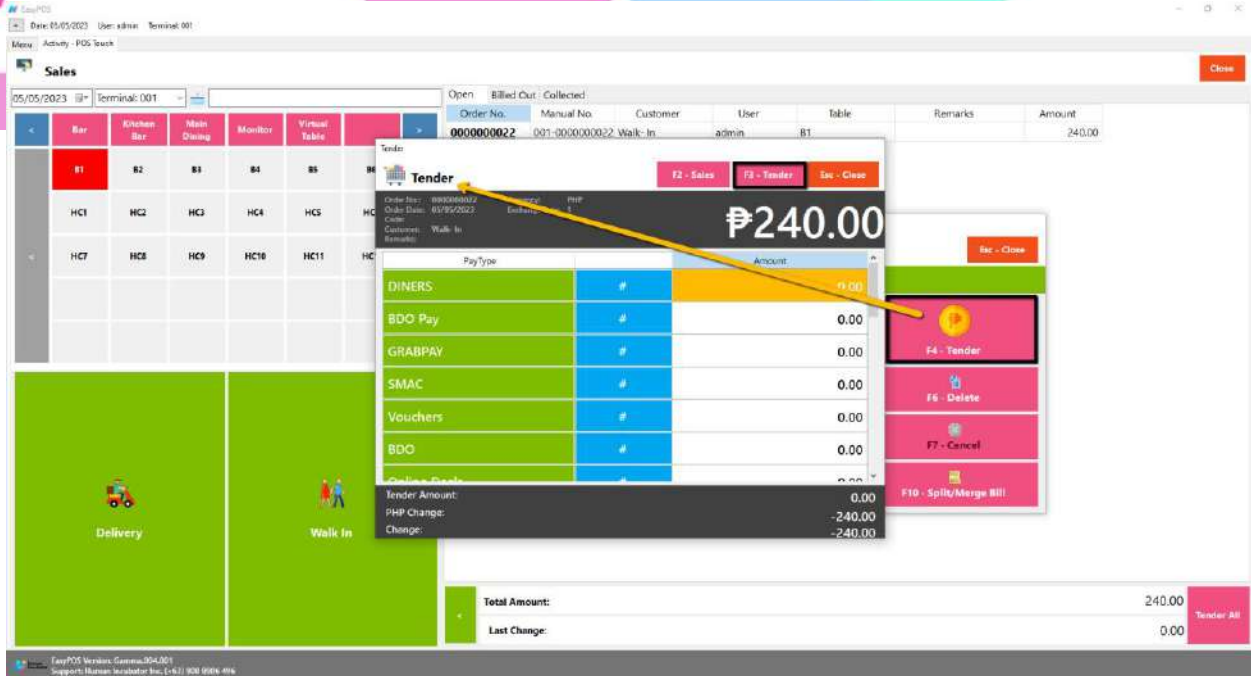
- Via Open and Billed Out tab
  - From the Open or Billed Out tab, select a sales order number that you want to tender.
  - A POS Touch window will display, then select Tender or simply press F4.





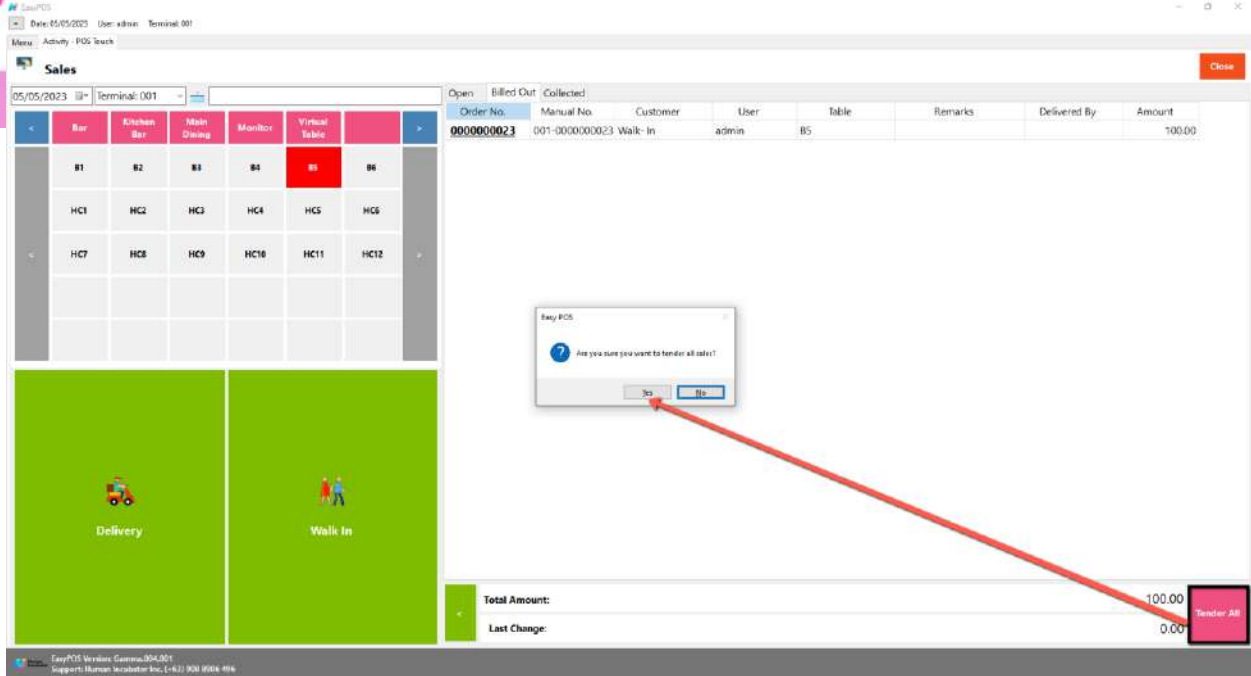
The screenshot shows the EasyPOS interface. At the top, it displays 'Date: 05/05/2023', 'User: admin', and 'Terminal: 001'. Below this is a 'Sales' section with a grid of buttons for different bar and dining areas (B1-B6, HC1-HC12). A table at the top right shows transaction details: Order No. 9900000022, Manual No. 001-0000000022, Customer Walk-In, User admin, Table B1, and Amount 240.00. A 'POS Touch Activity' dialog box is open, showing various action buttons: F2 - Edit Order, F3 - Bill Out, F4 - Tender (highlighted with a red box), F5 - Reprint, F6 - Delete, F7 - Cancel, F8 - Deliver, F9 - Print Partial Bill, and F10 - Split/Merge Bill. At the bottom right, a summary shows 'Total Amount: 240.00' and 'Last Change: 0.00'.

- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales transaction, just click the Tender button from the Tender form, the system will now print an Official Receipt, and the sales detail will be moved to the Collected tab.



- Via Tender All button
  - From the Open or Billed Out tab, look for the Tender All red button.
  - A confirmation message will popup, then click Yes.





05/05/2023 Terminal: 001

Menu: Activity - POS Touch

**Sales**

Bar	Kitchen Bar	Main Dining	Monitor	Virtual Table	
B1	B2	B3	B4	B5	B6
HC1	HC2	HC3	HC4	HC5	HC6
HC7	HC8	HC9	HC10	HC11	HC12

Delivery Walk In

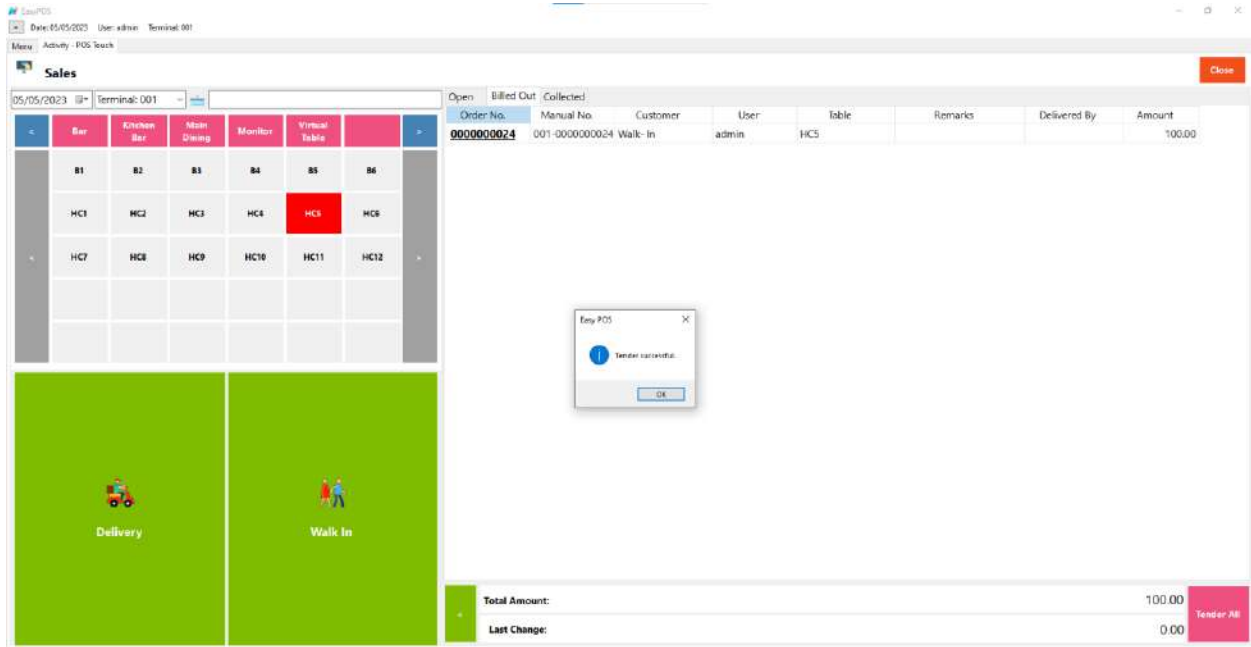
Order No.	Manual No.	Customer	User	Table	Remarks	Delivered By	Amount
000000023	001-000000023	Walk-In	admin	B5			100.00

EasyPOS Version: 3.00.001  
Support: Human Incubator Inc. (+63) 938 8584 816

Total Amount: 100.00  
Last Change: 0.00

Tender All

- A tender successful message will display then all the Sales Order from the tab will be moved to the Collected tab.



05/05/2023 Terminal: 001

Menu: Activity - POS Touch

**Sales**

Bar	Kitchen Bar	Main Dining	Monitor	Virtual Table	
B1	B2	B3	B4	B5	B6
HC1	HC2	HC3	HC4	HC5	HC6
HC7	HC8	HC9	HC10	HC11	HC12

Delivery Walk In

Order No.	Manual No.	Customer	User	Table	Remarks	Delivered By	Amount
000000024	001-000000024	Walk-In	admin	HC5			100.00

EasyPOS

Tender successful!

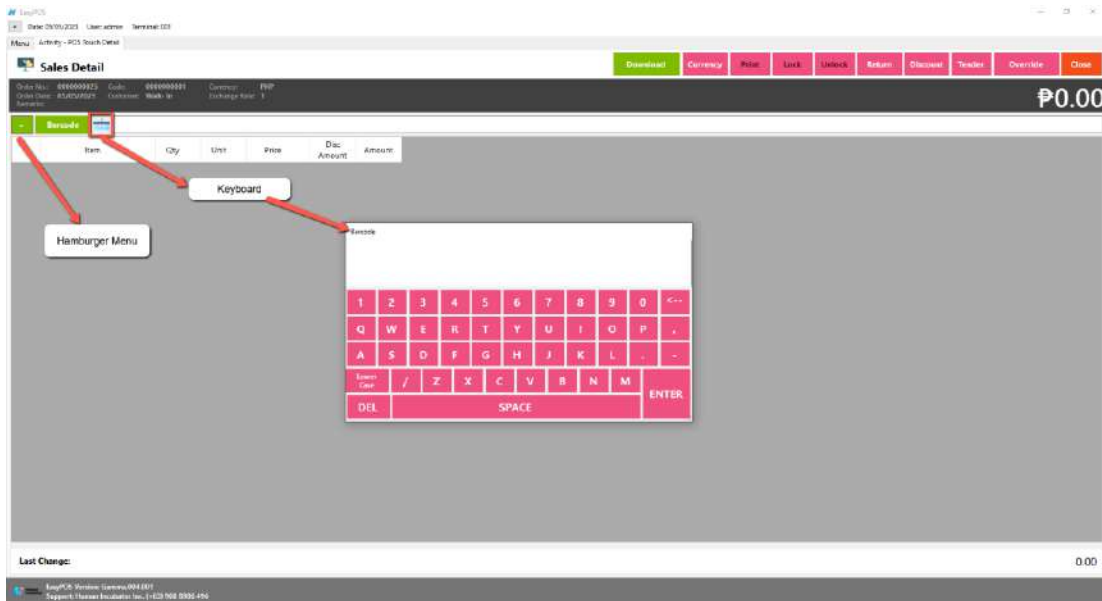
OK

Total Amount: 100.00  
Last Change: 0.00

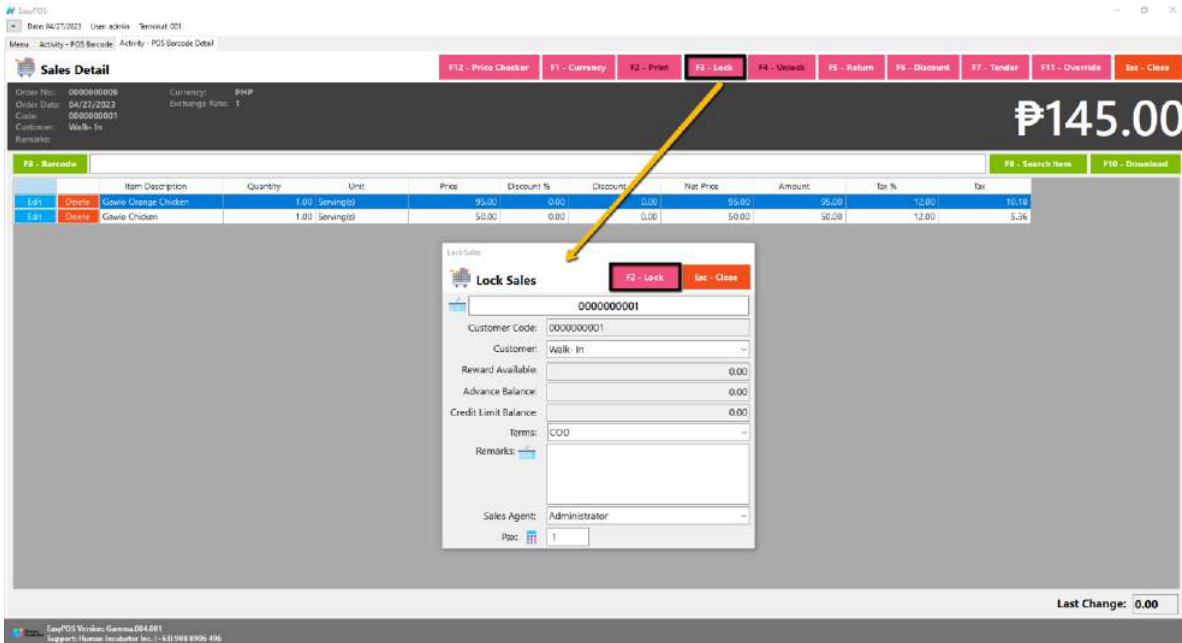
Tender All

## Barcode Touch - Relevant Buttons

- **POS Hamburger Menu and Keyboard**
  - By clicking the hamburger menu or the small dotted line, it will maximize the space above and the barcode for the product. Last is the small icon of the keyboard for inputting.



- **Lock**
  - Click the Lock button to save the sales information.
  - Provide the necessary information then click the Lock button to finish locking the sales information.



**Sales Detail**

Order No: 000000009    Currency: PHP  
Order Date: 04/27/2023    Exchange Rate: 1  
Code: 000000001  
Customer: Walk-In  
Remarks:

**₱145.00**

Item Description	Quantity	UNIT	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Combo Orange Chicken	1.00	Serving(s)	95.00	0.00	0.00	95.00	95.00	12.00	10.18
Combo Chicken	1.00	Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.36

**Lock Sales**

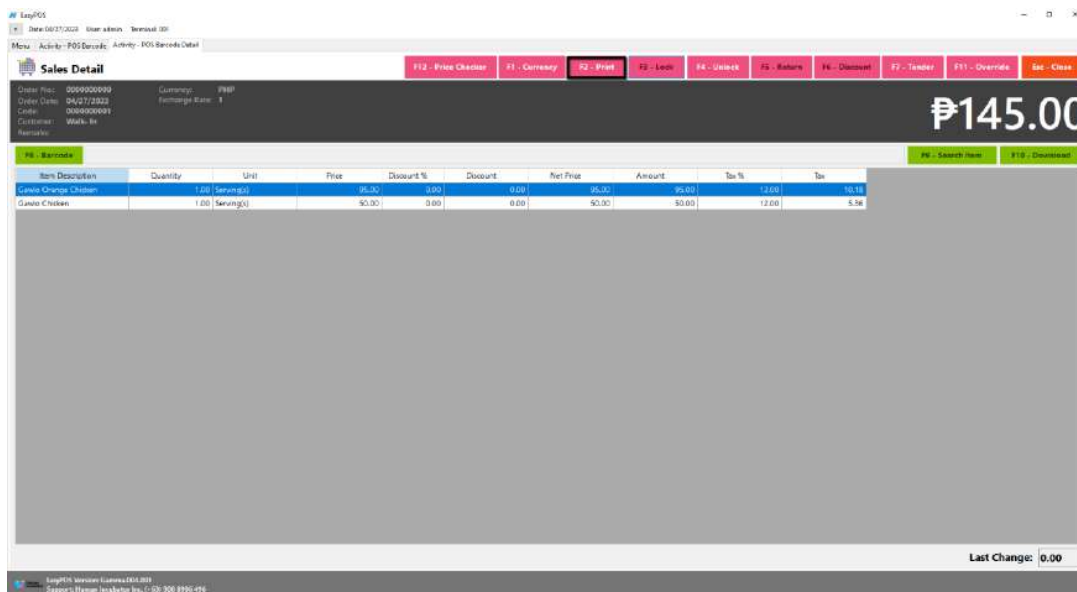
000000001

Customer Code: 000000001  
Customer: Walk-In  
Reward Available: 0.00  
Advance Balance: 0.00  
Credit Limit Balance: 0.00  
Terms: COD  
Remarks:  
Sales Agent: Administrator  
Pos: 1

Last Change: 0.00

- **Print**

- Click the Print button to download the Order Slip in PDF file, then print.
- Take note, Print will only be enabled once the Sales detail is already locked.
- Make sure to save the generated pdf file to a folder where you can easily locate it.



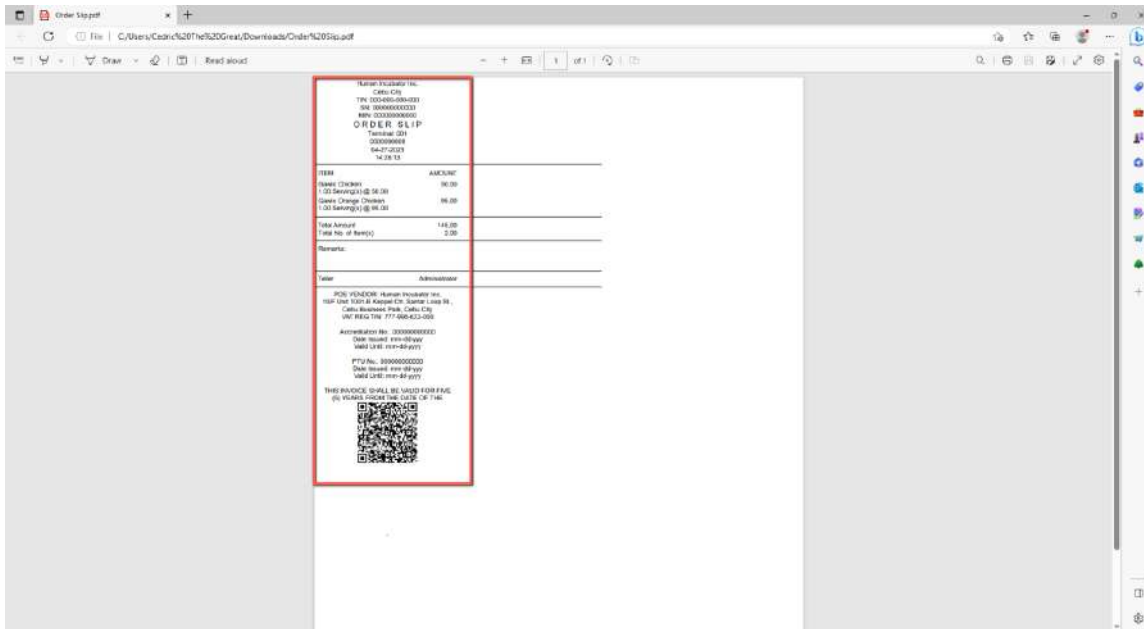
**Sales Detail**

Order No: 000000009    Currency: PHP  
Order Date: 04/27/2023    Exchange Rate: 1  
Code: 000000001  
Customer: Walk-In  
Remarks:

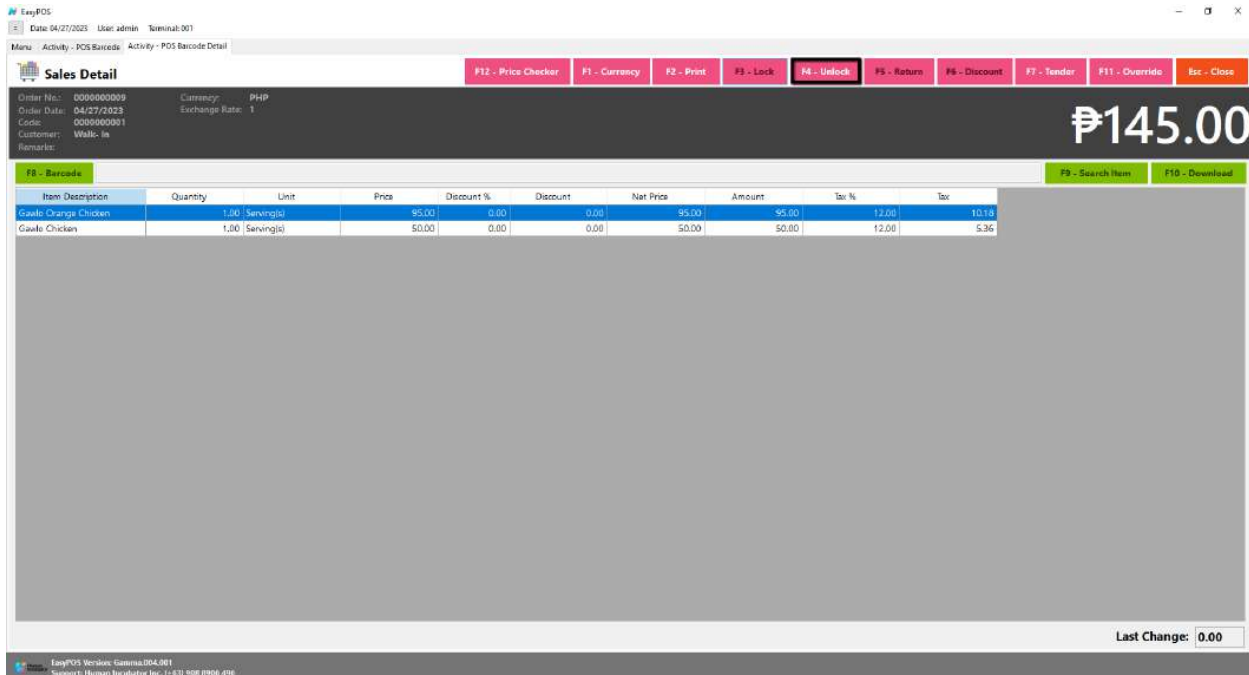
**₱145.00**

Item Description	Quantity	UNIT	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Combo Orange Chicken	1.00	Serving(s)	95.00	0.00	0.00	95.00	95.00	12.00	10.18
Combo Chicken	1.00	Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.36


Last Change: 0.00



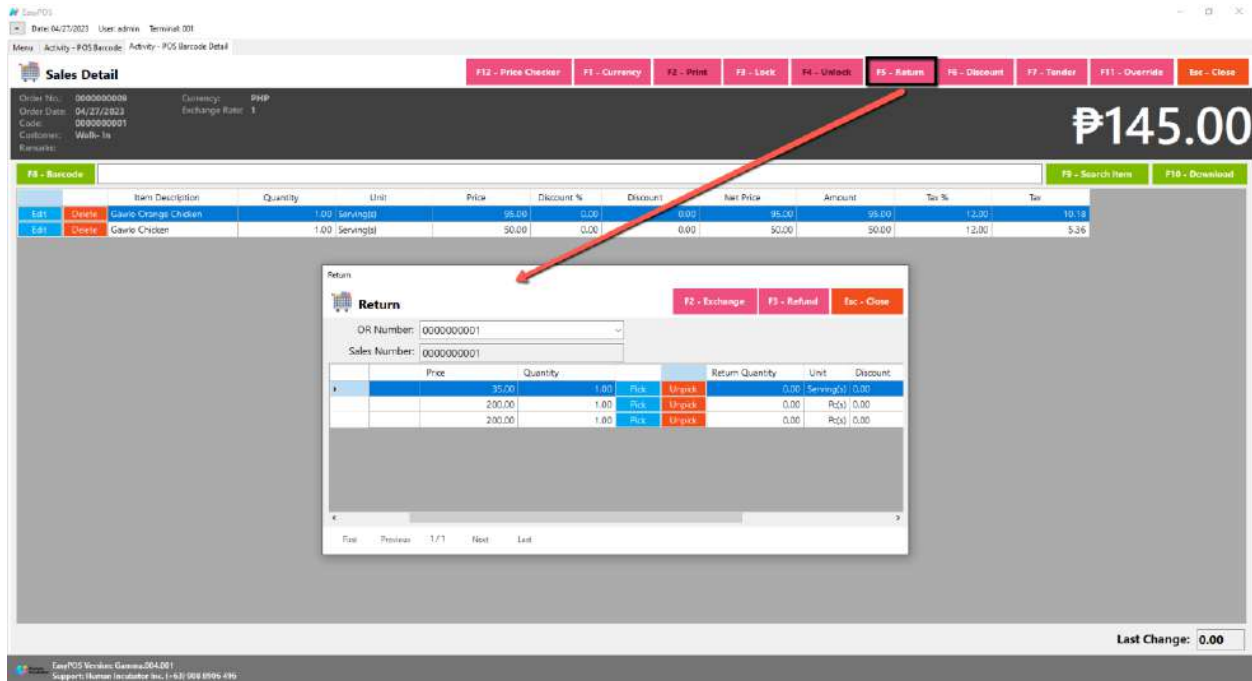
- **Unlock**
  - Click the Unlock button if you want to modify the sales detail or add sales line items.



- **Return** [hrsales@human-incubator.com](mailto:hrsales@human-incubator.com)

 +63-32-256-2904

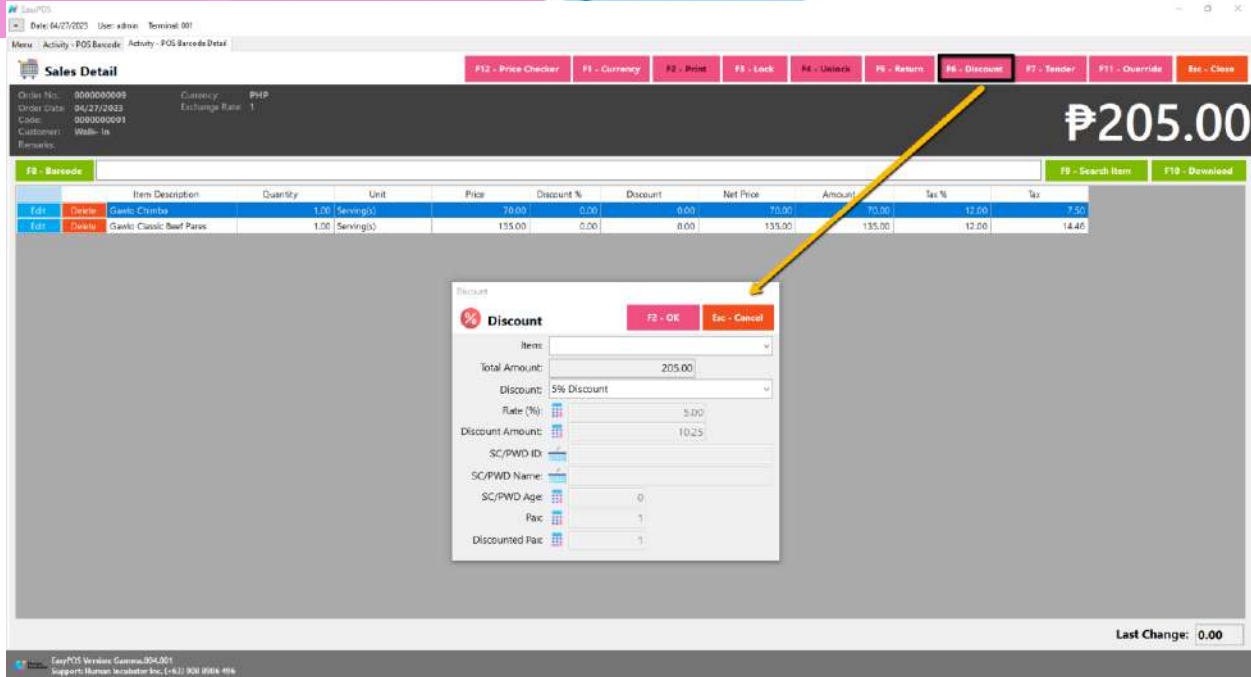
- Click the Return button if the customer returned a product.
- Provide the OR Number then list of items will be displayed automatically.
- Click the **Pick** button if you want to add a return quantity.
- Click the **Unpick** button if you want to reset the return quantity to zero(0).
- Click the **Exchange** button, if you want to ONLY exchange an item to a customer.
- Click the **Refund** button, if you want to return a money to a customer.



The screenshot shows the POS system interface. At the top, there's a navigation bar with buttons: F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, **F5 - Return** (highlighted with a red arrow), F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. Below this is the 'Sales Detail' section with fields for Order No., Order Date, Code, Customer, and Remarks. A total amount of **₱145.00** is displayed. A table lists items: Gario Orange Chicken (1.00 serving(s) at 95.00) and Gario Chicken (1.00 serving(s) at 50.00). A 'Return' modal is open, showing an OR Number field, a Sales Number field, and a table with columns: Price, Quantity, Return Quantity, Unit, and Discount. The modal also has buttons for F2 - Exchange, F3 - Refund, and Esc - Close.

- **Discount**

- Click the Discount button if you want to set up a discount for the sales line items. You can also set the discount per line item.



**Sales Detail**

Order No.: 000000009    Currency: PHP  
Order Date: 04/27/2023    Exchange Rate: 1  
Code: 000000001  
Customer: Walk-In  
Remarks:

**₱205.00**

FB - Barcode	Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
FB1	Chamlo	1.00	Servings	70.00	0.00	0.00	70.00	70.00	12.00	7.50
FB1	Chamlo Classic Beef Pares	1.00	Servings	135.00	0.00	0.00	135.00	135.00	12.00	14.40

**Discount**

Items:

Total Amount: 205.00

Discount: 5% Discount

Rate (%): 5.00

Discount Amount: 10.25

SC/PWD ID:

SC/PWD Name:

SC/PWD Age:  0

Fac:  1

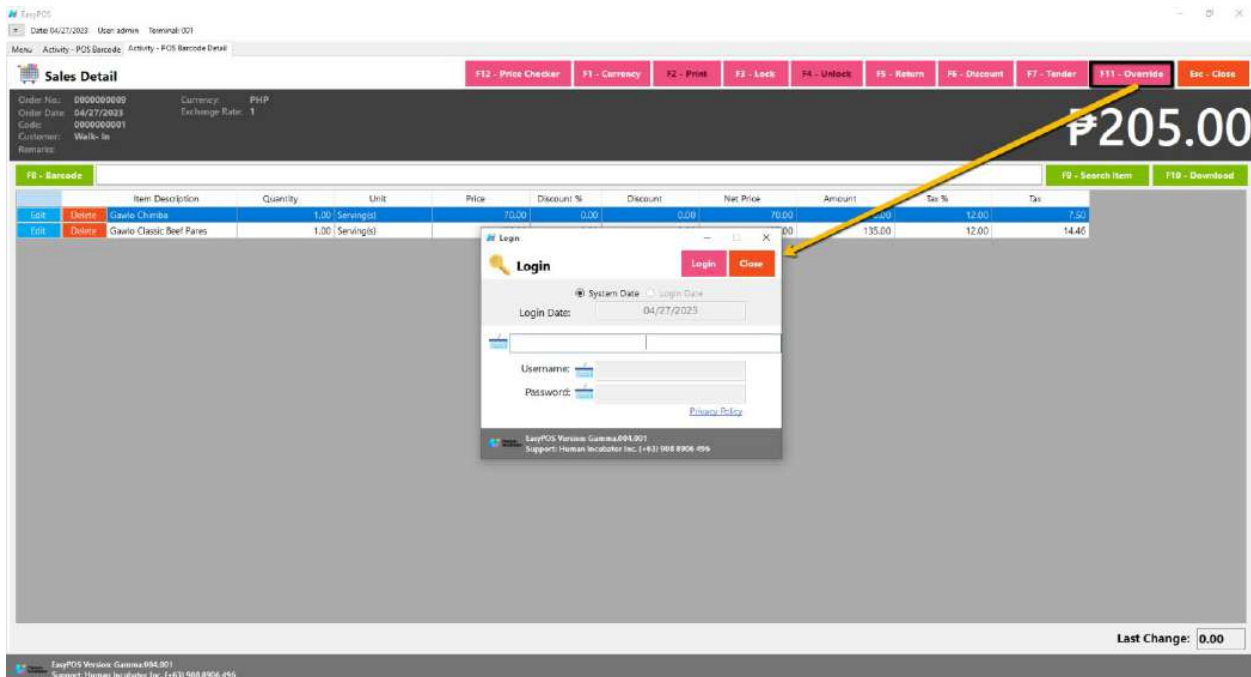
Discounted Fac:  1

**F2 - OK**    **Esc - Cancel**

**Last Change: 0.00**

- **Override**

- Click the Override button if you want to suspend, reject, or cancel a transaction.



**Sales Detail**

Order No.: 000000009    Currency: PHP  
Order Date: 04/27/2023    Exchange Rate: 1  
Code: 000000001  
Customer: Walk-In  
Remarks:

**₱205.00**

FB - Barcode	Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
FB1	Chamlo	1.00	Servings	70.00	0.00	0.00	70.00	70.00	12.00	7.50
FB1	Chamlo Classic Beef Pares	1.00	Servings	135.00	0.00	0.00	135.00	135.00	12.00	14.40

**Login**

System Date    Login Date

Login Date: 04/27/2023

Username:

Password:

**Login**    **Close**

[Privacy Policy](#)

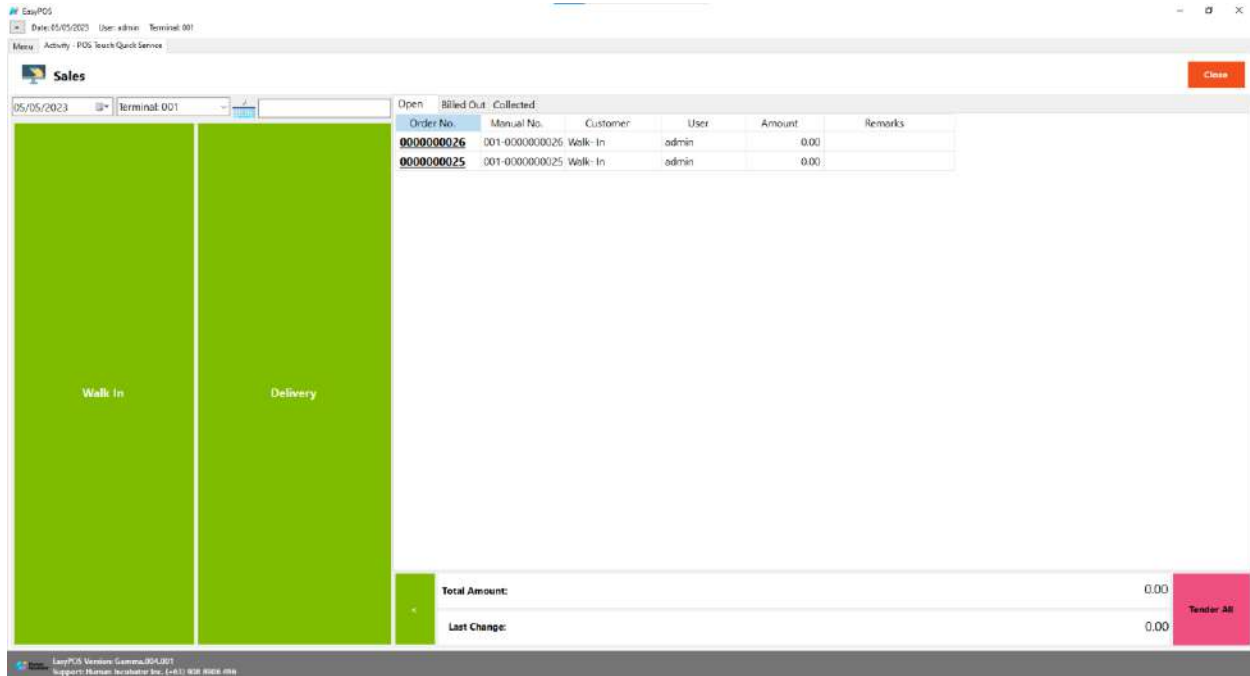
**Last Change: 0.00**

## Activity - POS Quick Service

### Overview

- POS Touch is good for stalls or any shops that only cater take outs.

### User Interface



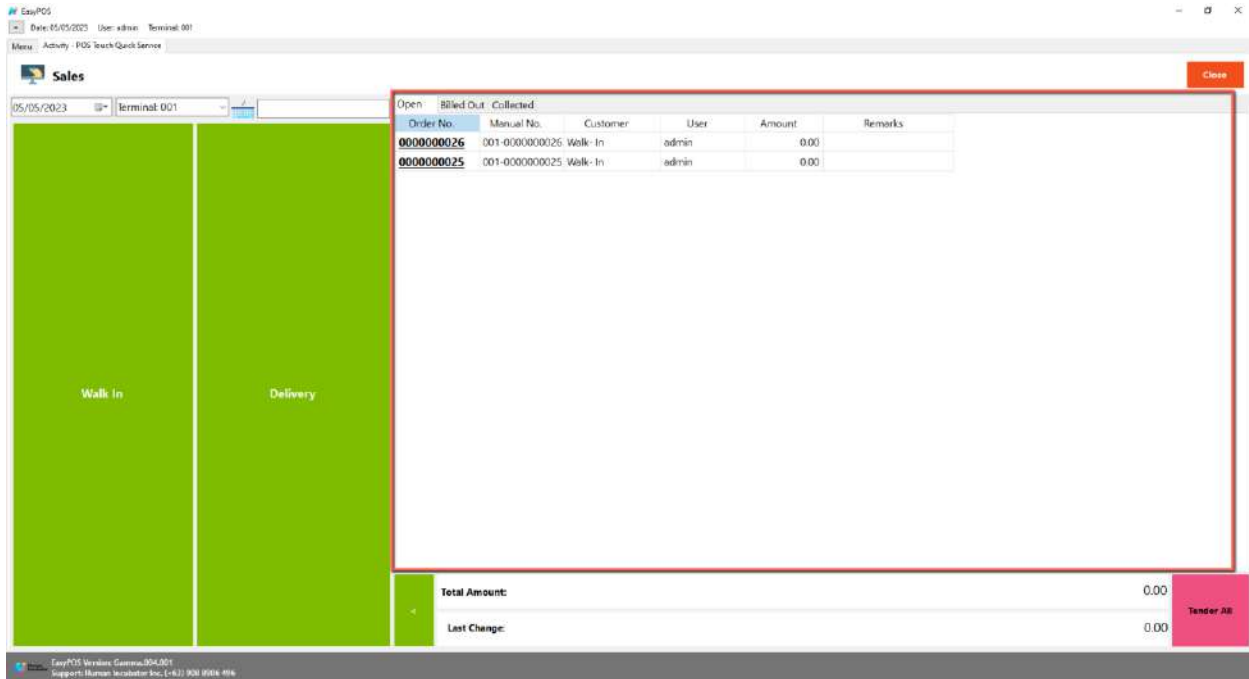
### POS Quick Service Definition of Buttons

- Two **Green** large buttons → represents if the transaction is for Walk-In customers or for delivery.

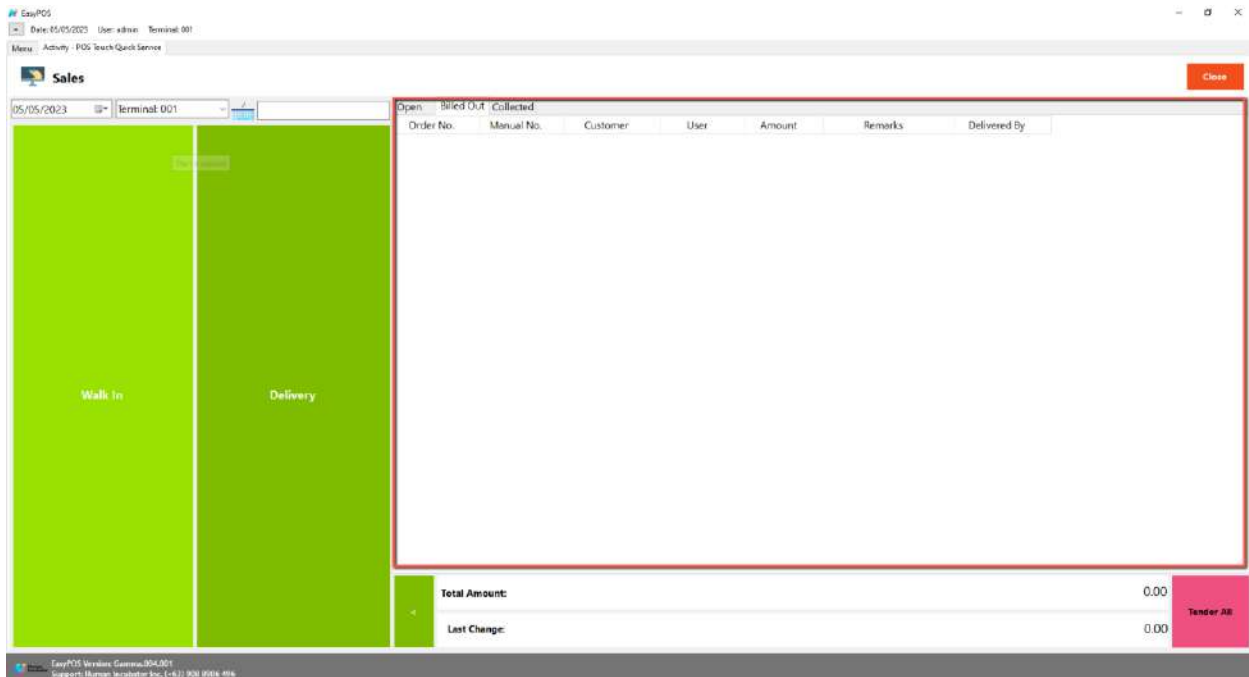
### POS Touch Sales List

- Sales list for POS Quick Service consists of three(3) tabs:
  - Open → display list of Quick Service sales that are still open which means, not yet billed or collected. Also, system users can still delete the created sales detail here.



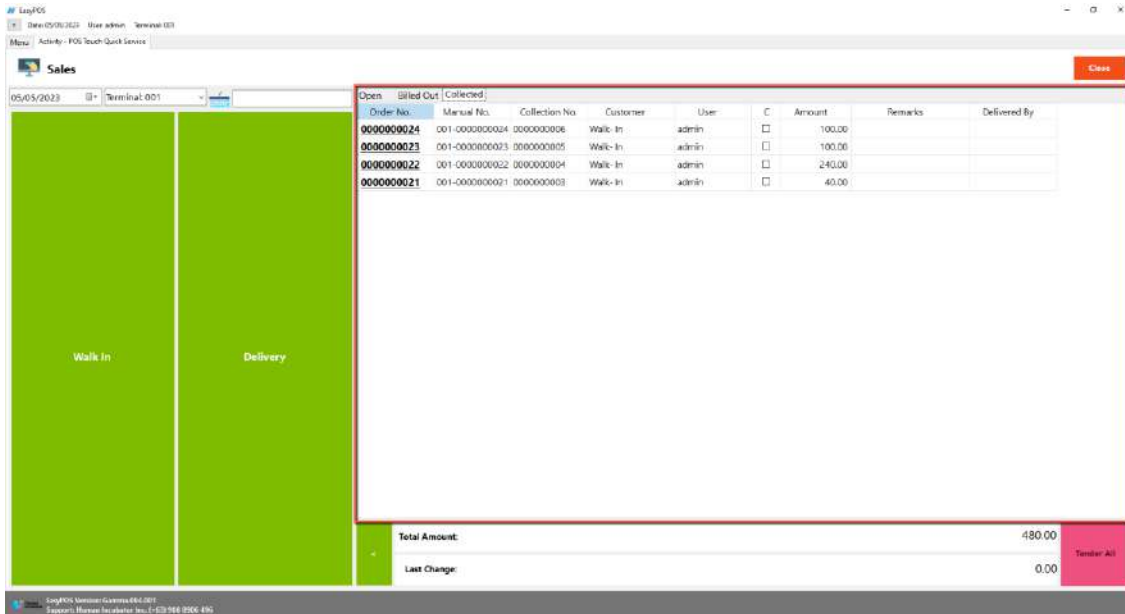


- Billed Out → display list of sales that are already locked but not yet collected. Here, the user can Bill Out print and Print Partial Bill.



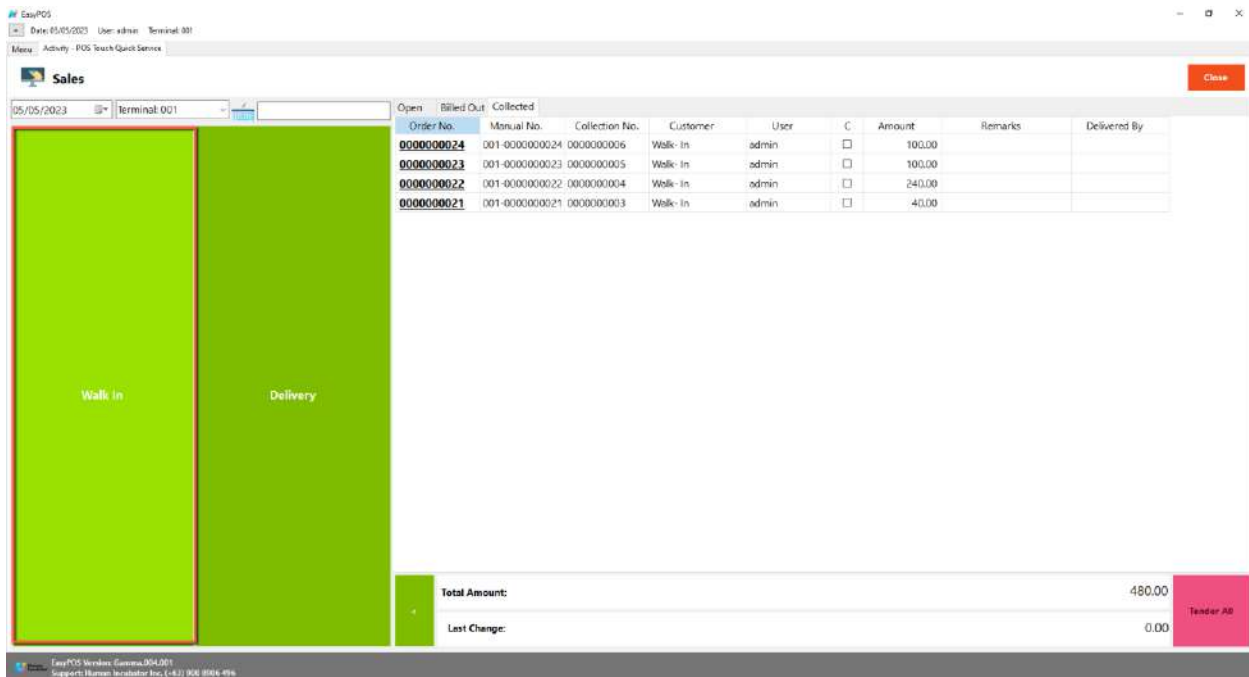
- Collected → display list of sales that are already tendered.



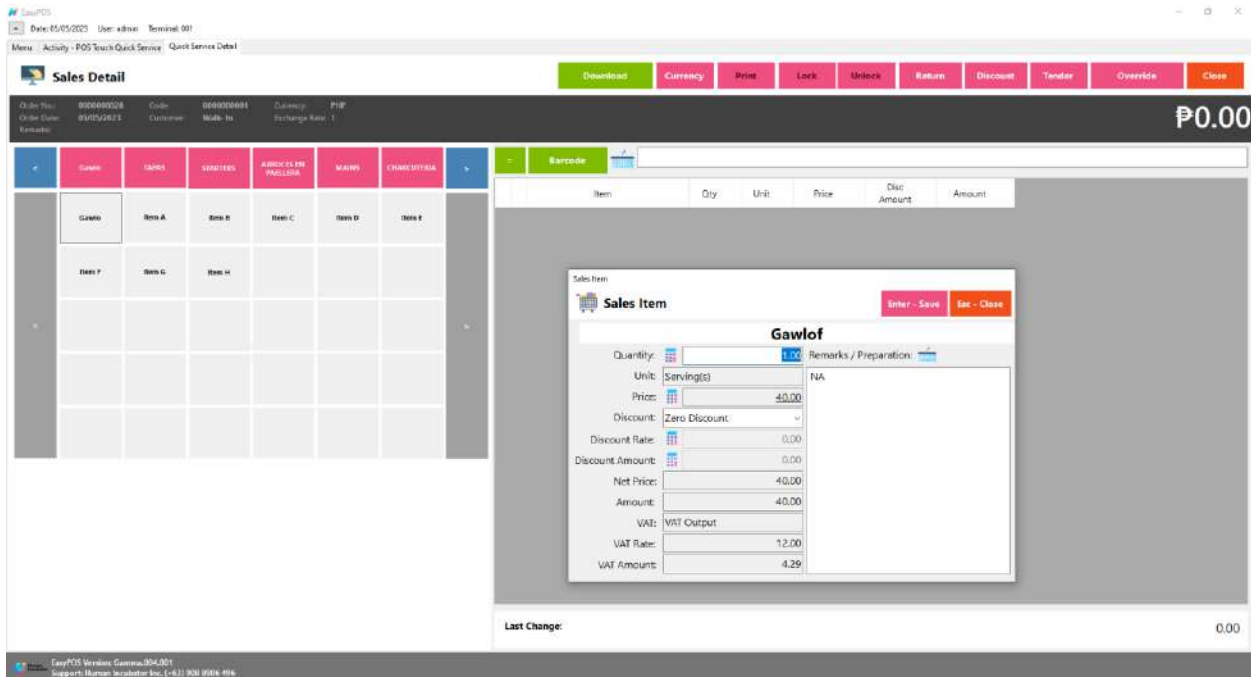


## POS Touch Sales Detail

- There are 2 ways on how to navigate the sales detail:
  - a. Walk-In button
    - Click the green button with the Walk In label.

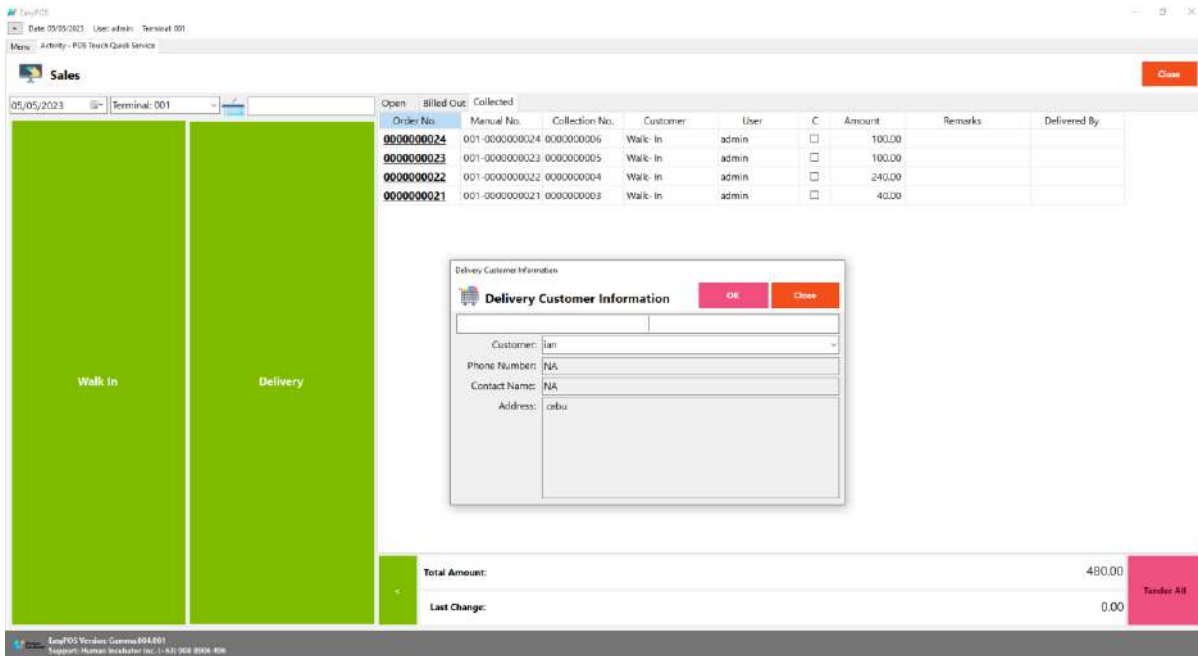


- You will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount. To save, hit the Enter button from your keyboard or click the Save button.



b. Delivery button

- Click the green button with the Delivery label.
- A Delivery Customer Information will popup, provide the necessary information then click the Ok button.



**Sales**

Date: 05/05/2023 | User: admin | Terminal: 001

Menu: Activity - POS Touch Quick Service

Order No.	Manual No.	Collection No.	Customer	User	C	Amount	Remarks	Delivered By
000000024	001-000000024	000000006	Walk In	admin	<input type="checkbox"/>	100.00		
000000023	001-000000023	000000005	Walk In	admin	<input type="checkbox"/>	100.00		
000000022	001-000000022	000000004	Walk In	admin	<input type="checkbox"/>	240.00		
000000021	001-000000021	000000003	Walk In	admin	<input type="checkbox"/>	40.00		

**Delivery Customer Information**

Customer:

Phone Number:

Contact Name:

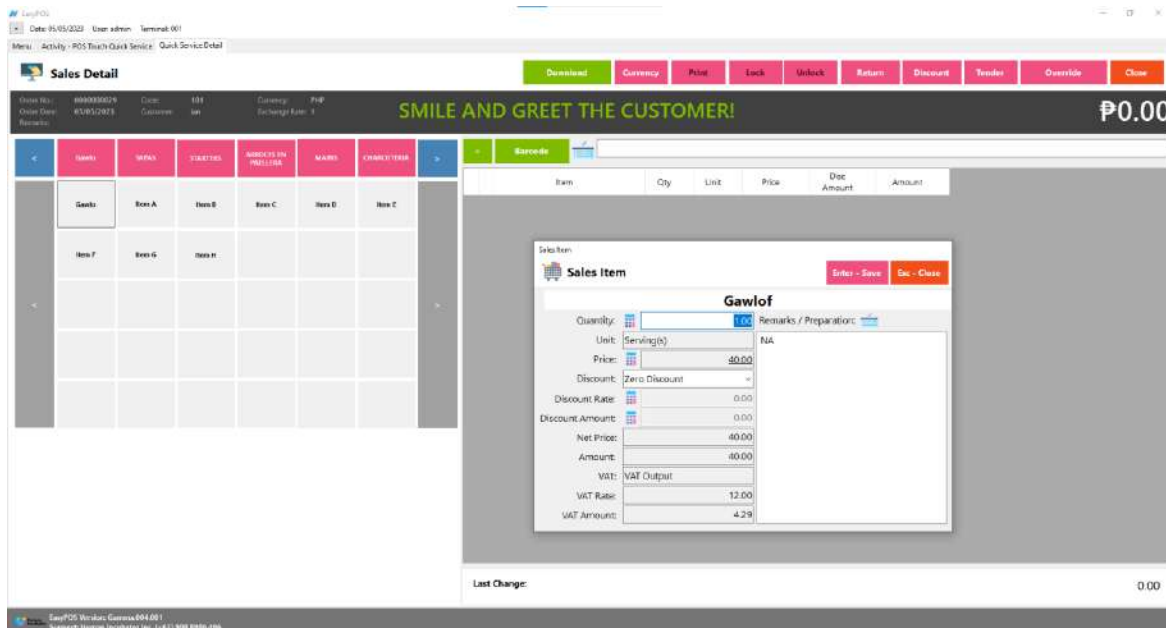
Address:

Total Amount: 480.00

Last Change: 0.00

Buttons: **Tender All**

- The same process with the Dine In table, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount. To save, hit the Enter button from your keyboard or click the Save button.



**Sales Detail**

Date: 05/05/2023 | User: admin | Terminal: 001

Menu: Activity - POS Touch Quick Service | Quick Service Detail

Buttons: Download, Currency, Price, Lock, Unlock, Return, Discount, Tender, Override, Close

Order No.: 000000024 | Date: 05/05/2023 | Customer: ian | Currency: PHP | Exchange Rate: 1

**SMILE AND GREET THE CUSTOMER!** P0.00

Item	Qty	Unit	Price	Disc Amount	Amount
Item A					
Item B					
Item C					
Item D					
Item E					
Item F					
Item G					
Item H					

**Sales Item**

Item: **Gawlof**

Quantity:  | Remarks / Preparation:

Unit:

Price:

Discount:  =

Discount Rate:

Discount Amount:

Net Price:

Amount:

VAT:

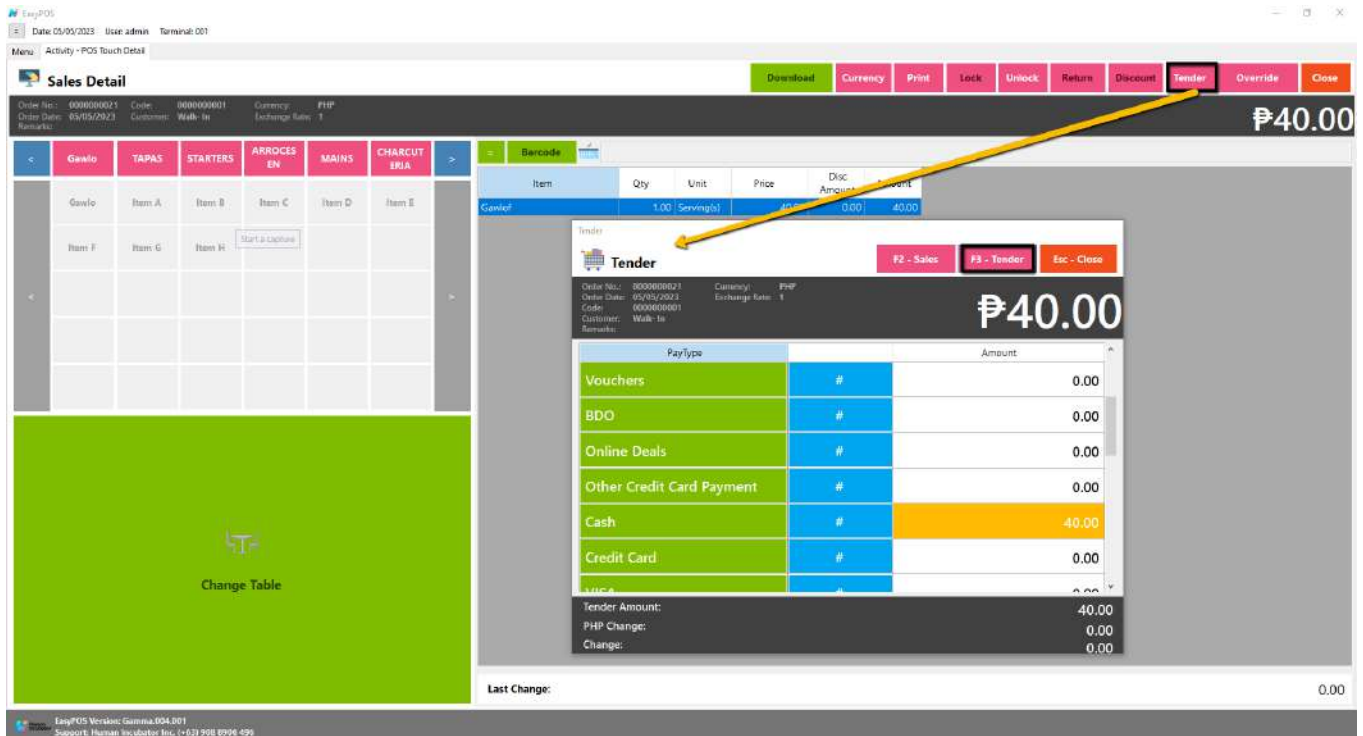
VAT Rate:

VAT Amount:

Last Change: 0.00

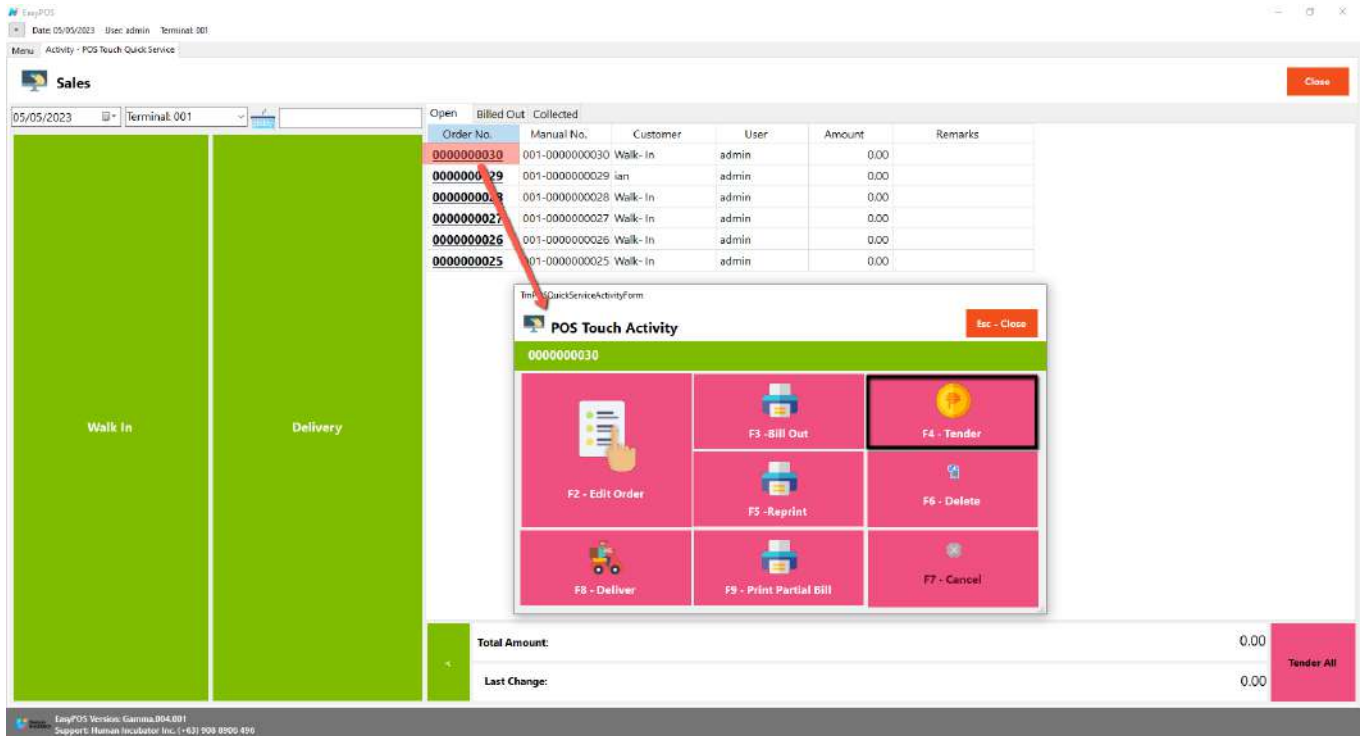
## POS Quick Service - Tender

- There are 3 ways on how to tender sales:
  - Via Sales Detail page
    - Assuming that you are in the Sales Detail page, click the Tender button that can be seen on the Sales Detail form to tender transaction.
    - When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
    - To finish the sales transaction, just click the Tender button from the Tender form, the system will now print an Official Receipt, and the sales detail will be moved to the Collected tab.

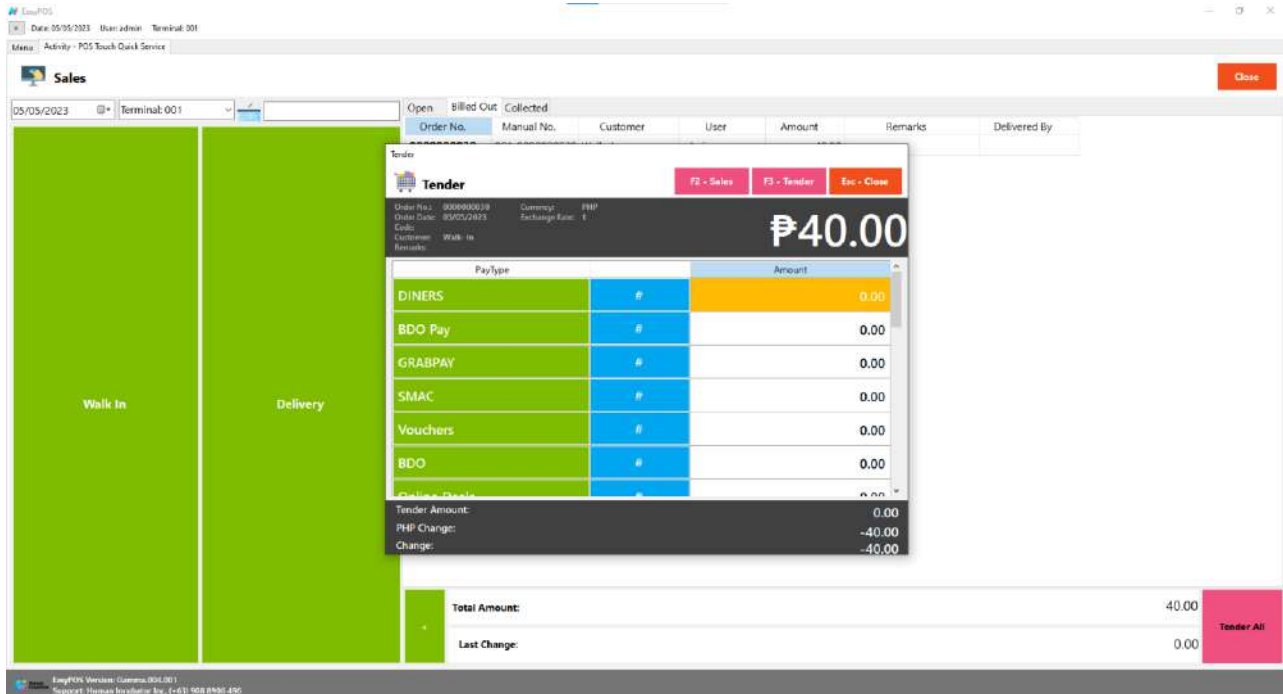


- Via Open and Billed Out tab
  - From the Open or Billed Out tab, select a sales order number that you want to tender.

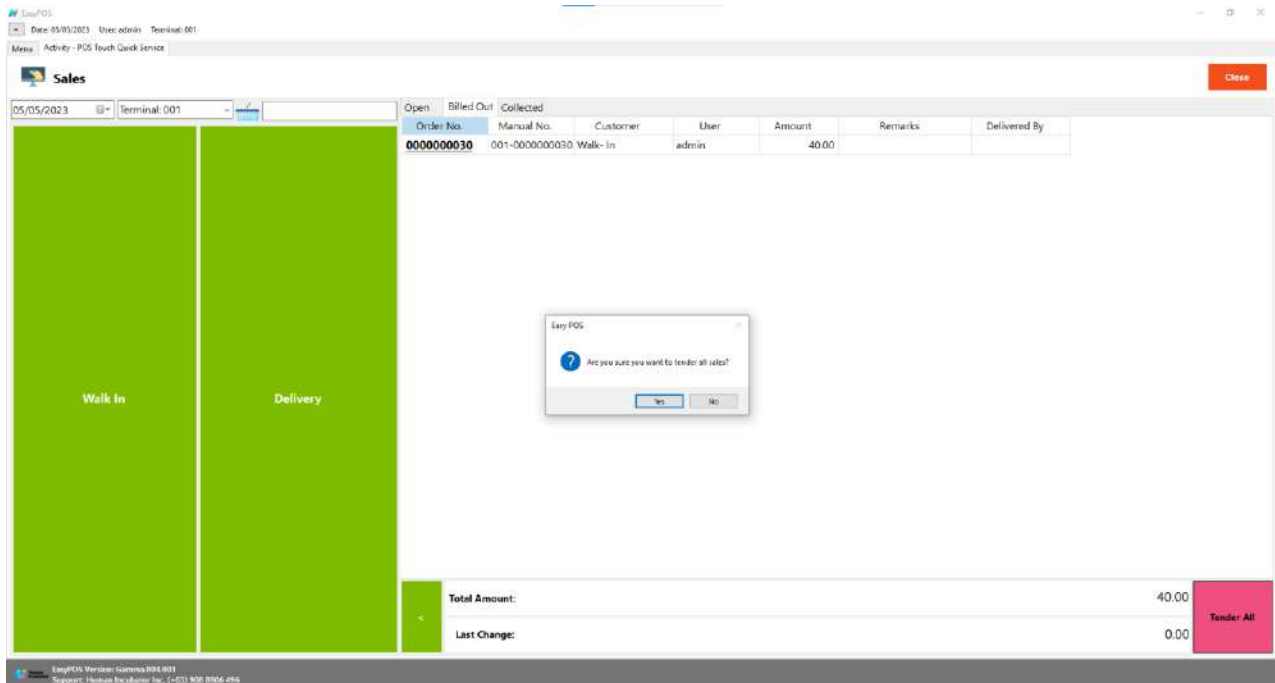
- A POS Touch window will display, then select Tender or simply press F4.



- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales transaction, just click the Tender button from the Tender form, the system will now print an Official Receipt, and the sales detail will be moved to the Collected tab.

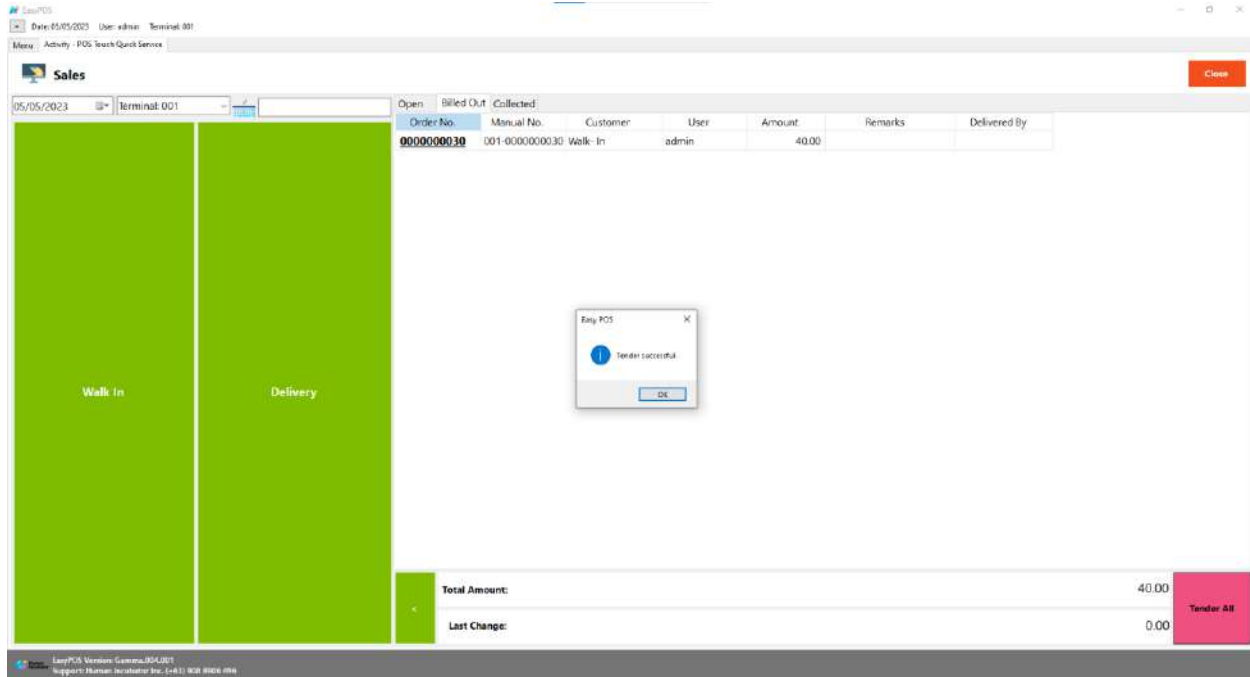


- Via Tender All button
  - From the Open or Billed Out tab, look for the Tender All red button.
  - A confirmation message will popup, then click Yes.





- A tender successful message will display then all the Sales Order from the tab will be moved to the Collected tab.



The screenshot shows the EasyPOS application window. The main interface is divided into two green vertical panels labeled "Walk In" and "Delivery". A modal dialog box titled "Easy POS" is centered on the screen, displaying a blue checkmark icon and the text "Tender successful" with an "OK" button. Below the panels, a summary bar shows "Total Amount: 40.00" and "Last Change: 0.00". A "Tender All" button is visible on the right side of the summary bar. At the top, a table lists sales orders with columns for Order No., Manual No., Customer, User, Amount, Remarks, and Delivered By. The table contains one entry: Order No. 9000000030, Manual No. 001-000000030, Customer Walk-In, User admin, Amount 40.00.

Order No.	Manual No.	Customer	User	Amount	Remarks	Delivered By
9000000030	001-000000030	Walk-In	admin	40.00		

# Section V: Cash In/Out

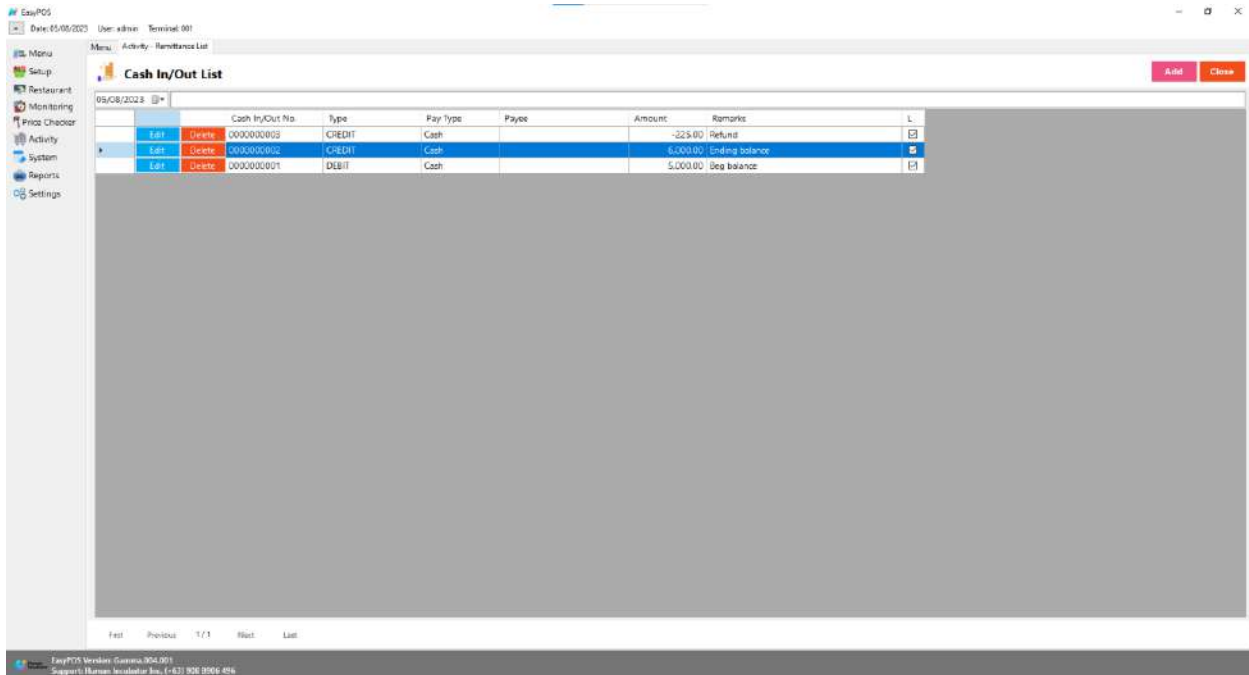
## Cash In/OutPage

### Overview

- Cash in/out allows to keep track of incoming and outgoing payments.

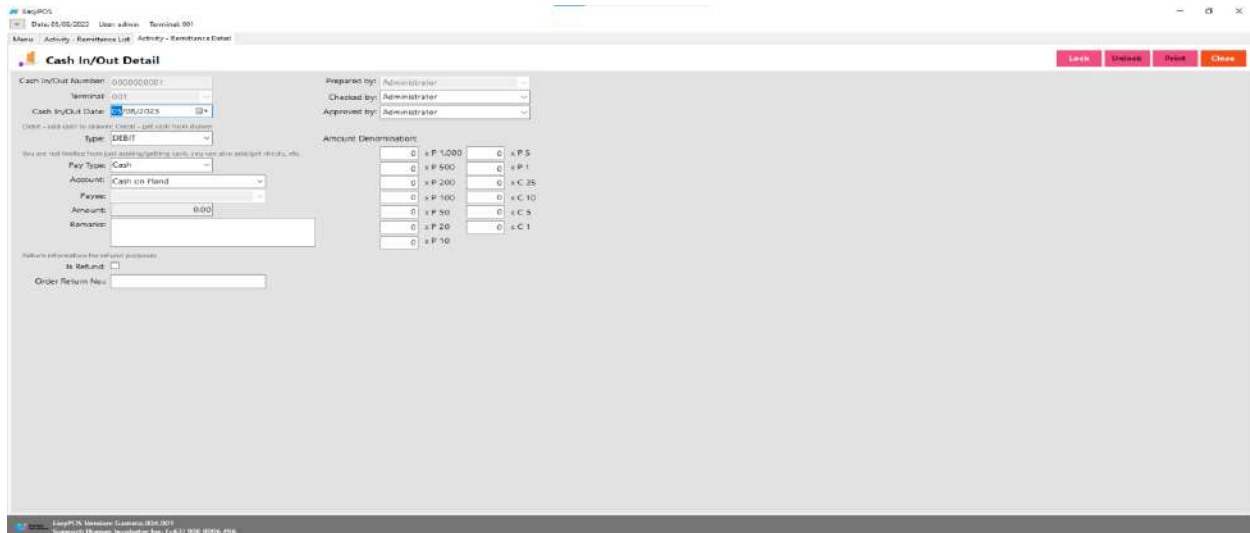
### Cash In/Out Page

- Shows the list of added cash in and cash out.
- It also shows the list of Return transactions.
- It can also be filtered by date.
- Delete button will proceed to deleting unlocked cash in/out record detail.
- Edit button will proceed to updating cash in/out detail.
- Close button will proceed to closing the cash in/out list page.





## Cash In/Out Detail



**Cash In/Out Detail**

Cash In/Out Number: 000000001  
Terminal: 001  
Cash In/Out Date: 05/20/2025

Type: DEBIT

Pay Type: Cash  
Account: Cash on Hand  
Payee:  
Amount: 0.00  
Remarks:

Prepared by: Administrator  
Checked by: Administrator  
Approved by: Administrator

Amount Denomination		
0	+ P 1,000	0 + P 5
0	+ P 500	0 + P 1
0	+ P 200	0 + C 25
0	+ P 100	0 + C 10
0	+ P 50	0 + C 5
0	+ P 20	0 + C 1
0	+ P 10	

Buttons: Lock, Print, Close

- **Assumption:** Add button is already clicked on the upper right corner in the cash in/out list.
- Fill up all the necessary information like:
  - Type, Remarks, Amount denomination, Account, Checked by, Approved by
- Click the Lock button to save new Cash In/Out details.
- **Print** button can print cash in/out details when it's already locked.

# Section VI: Inventory

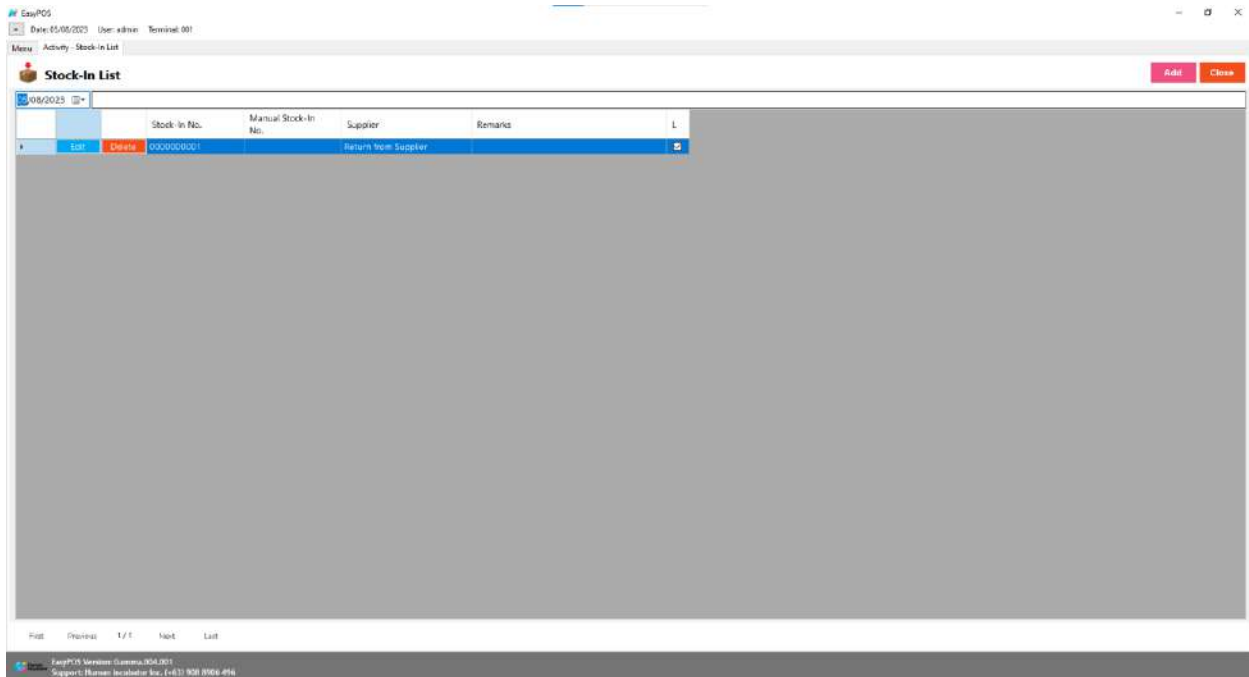
## Stock In

### Overview

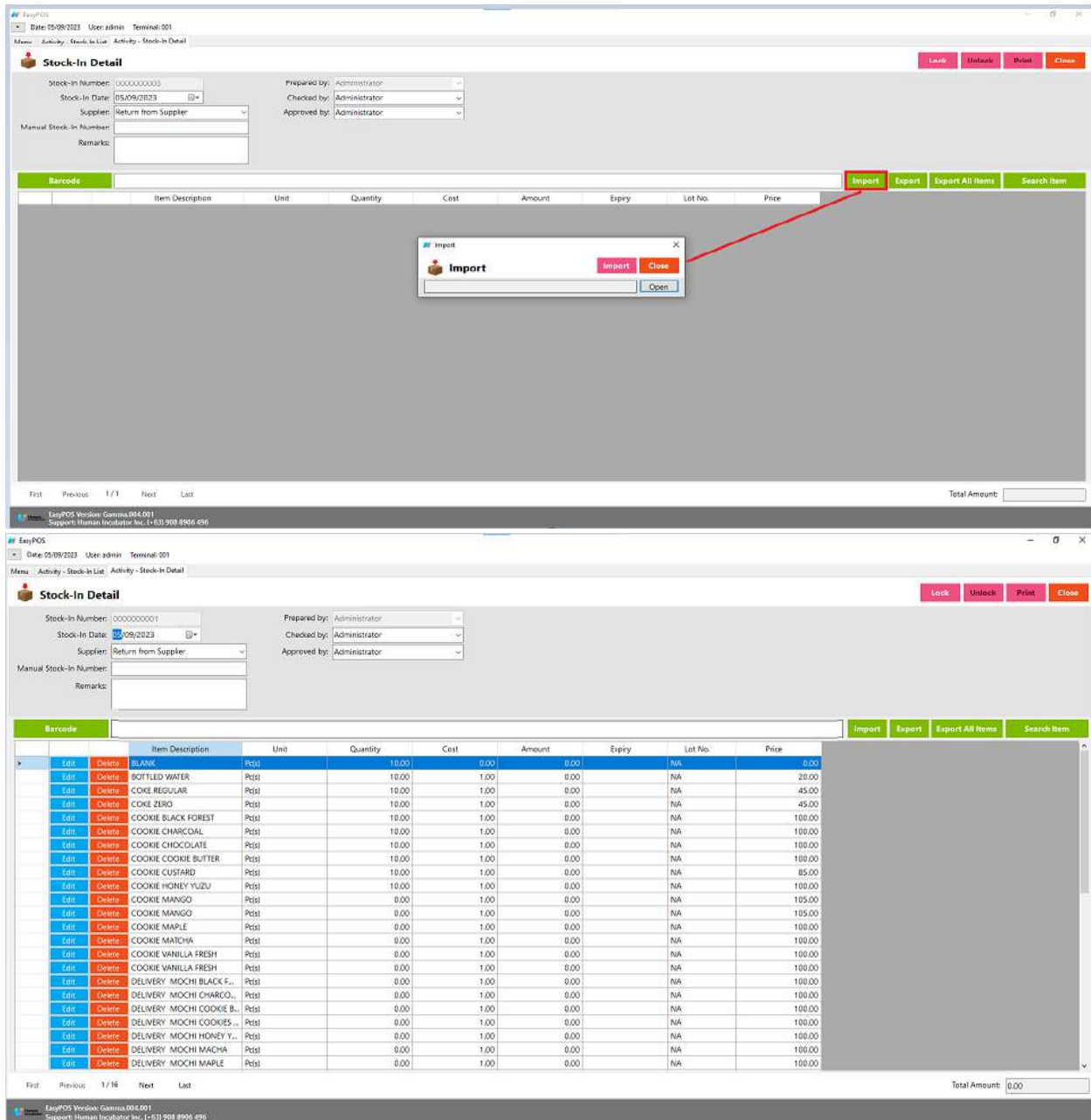
- Stock in is where to set up items that are onhand or available.

### Stock In List

- Shows the list of added stock in items.
- It can also filtered by date
- Delete button will proceed to deleting unlocked stock in record detail.
- Edit button will proceed to updating stock-in detail.
- Close button will proceed to closing the stock-in list page.







The screenshot shows the 'Stock-In Detail' form in EasyPOS. The form includes fields for Stock-In Number, Date, Supplier, and Remarks. It also has dropdown menus for Prepared by, Checked by, and Approved by, all set to 'Administrator'. Below the form is a table with columns: Barcode, Item Description, Unit, Quantity, Cost, Amount, Expiry, Lot No., and Price. An 'Import' dialog box is open over the table, with a red arrow pointing from the 'Import' button in the table's header to the 'Import' button in the dialog box. The dialog box has 'Import', 'Close', and 'Open' buttons.

Barcode	Item Description	Unit	Quantity	Cost	Amount	Expiry	Lot No.	Price
	BLANK	Pcst	10.00	0.00	0.00		NA	0.00
	BOTTLED WATER	Pcst	10.00	1.00	0.00		NA	20.00
	COKE REGULAR	Pcst	10.00	1.00	0.00		NA	45.00
	COKE ZERO	Pcst	10.00	1.00	0.00		NA	45.00
	COOKIE BLACK FOREST	Pcst	10.00	1.00	0.00		NA	100.00
	COOKIE CHARCOAL	Pcst	10.00	1.00	0.00		NA	100.00
	COOKIE CHOCOLATE	Pcst	10.00	1.00	0.00		NA	100.00
	COOKIE COOKIE BUTTER	Pcst	10.00	1.00	0.00		NA	100.00
	COOKIE CUSTARD	Pcst	10.00	1.00	0.00		NA	85.00
	COOKIE HONEY YUZU	Pcst	10.00	1.00	0.00		NA	100.00
	COOKIE MANGO	Pcst	0.00	1.00	0.00		NA	105.00
	COOKIE MANGO	Pcst	0.00	1.00	0.00		NA	105.00
	COOKIE MAPLE	Pcst	0.00	1.00	0.00		NA	100.00
	COOKIE MATCHA	Pcst	0.00	1.00	0.00		NA	100.00
	COOKIE VANILLA FRESH	Pcst	0.00	1.00	0.00		NA	100.00
	COOKIE VANILLA FRESH	Pcst	0.00	1.00	0.00		NA	100.00
	DELIVERY MOCHI BLACK F...	Pcst	0.00	1.00	0.00		NA	100.00
	DELIVERY MOCHI CHARCO...	Pcst	0.00	1.00	0.00		NA	100.00
	DELIVERY MOCHI COOKIE B...	Pcst	0.00	1.00	0.00		NA	100.00
	DELIVERY MOCHI COOKIES...	Pcst	0.00	1.00	0.00		NA	100.00
	DELIVERY MOCHI HONEY Y...	Pcst	0.00	1.00	0.00		NA	100.00
	DELIVERY MOCHI MACHA	Pcst	0.00	1.00	0.00		NA	100.00
	DELIVERY MOCHI MAPLE	Pcst	0.00	1.00	0.00		NA	100.00

- Click **Lock** to save the stock-in items.
- **Print** button can print stock-in items when it is already locked.

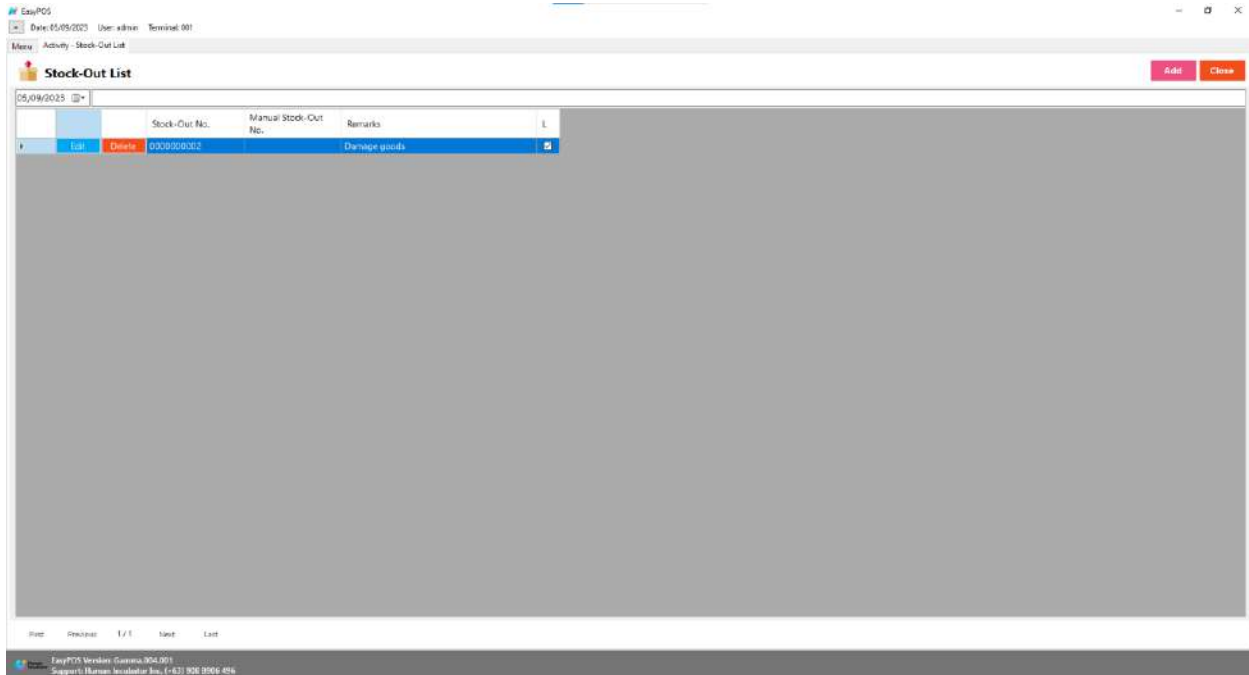
## Stock Out

### Overview

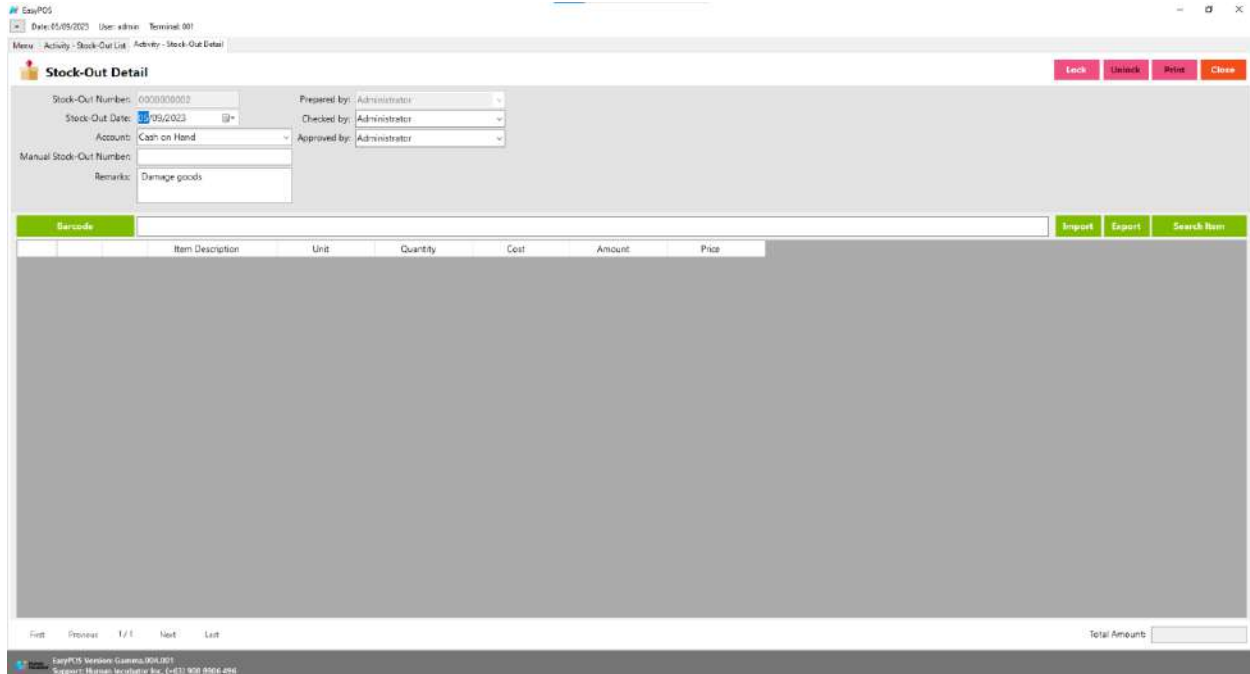
- Stock-out is where you can input damaged goods and stock-out items.

### Stock Out List

- Shows the list of added stock out items.
- It can also filtered by date
- Delete button will proceed to deleting unlocked stock out record detail.
- Edit button will proceed to updating stock-out detail.
- Close button will proceed to closing the stock-out list page.



## Stock Out Detail



Stock-Out Detail

Stock-Out Number: 002000002    Prepared by: Administrator

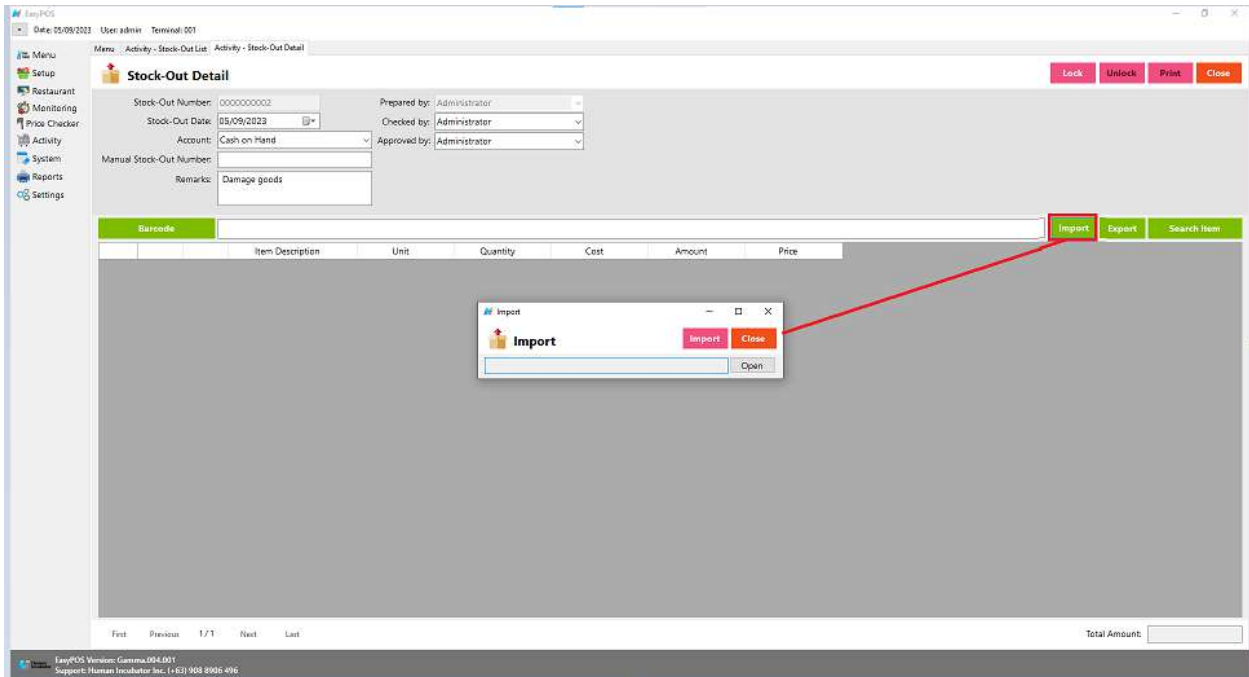
Stock-Out Date: 05/05/2023    Checked by: Administrator

Account: Cash on Hand    Approved by: Administrator

Manual Stock-Out Number:    Remarks: Damage goods

Barcode	Item Description	Unit	Quantity	Cost	Amount	Price
Total Amount: <input type="text"/>						

- **Assumption: Add** button is already clicked on the upper right corner in the stock-out list.
- It can add a stock-out line through the barcode or search item button.
- Click **Export** button to generate csv file for stock-out line of an item
- When clicking the **Import** button, the import form will pop-up. Press open to select file to import. After selecting the file, click the import button in the form to import the file.



- Click **Lock** to save the stock-out items.
- **Print** button can print stock-out items when it is already locked.



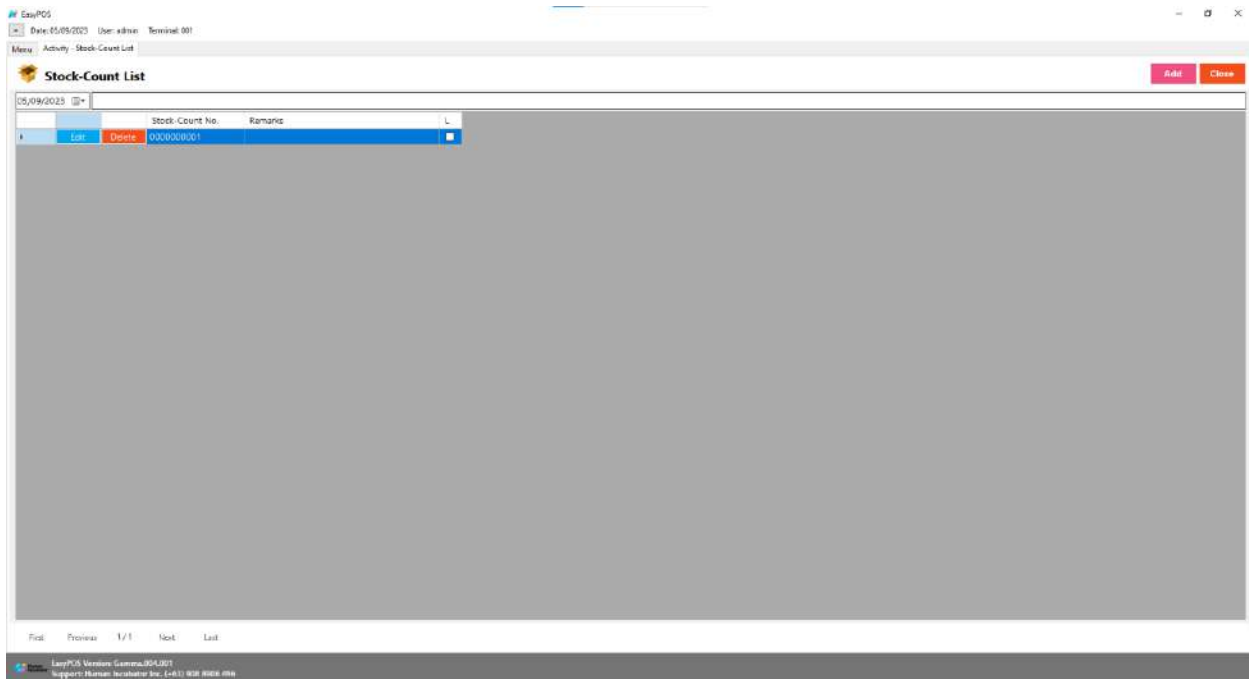
## Stock Count

### Overview

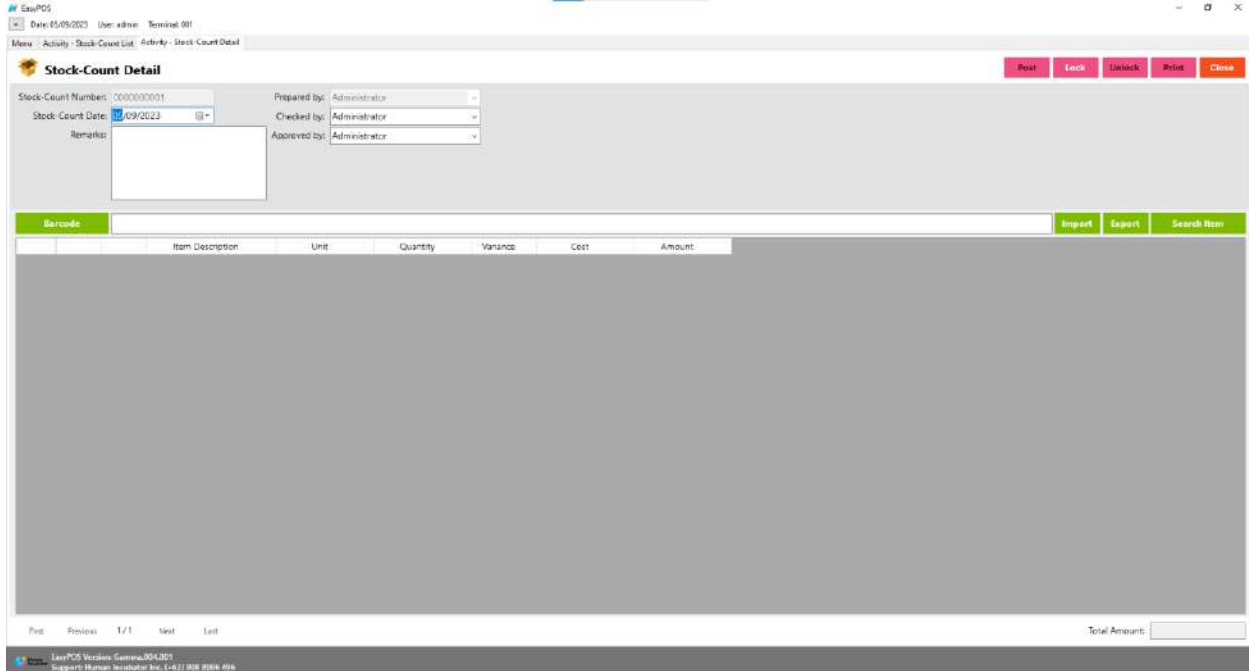
- Stock count is checking the quantity of the stock item. It can identify if there are discrepancies between physical and system inventory.

### Stock Count List

- Shows the list of added stock count items.
- It can also filtered by date
- Delete button will proceed to deleting unlocked stock count record detail.
- Edit button will proceed to updating stock count detail.
- Close button will proceed to closing the stock count list page.



## Stock Count Detail



**Stock-Count Detail** [Post] [Lock] [Unlock] [Print] [Close]

Stock-Count Number: 0000000001  
 Stock-Count Date: 09/2023  
 Remarks:

Prepared by: Administrator  
 Checked by: Administrator  
 Approved by: Administrator

Barcode	Item Description	Unit	Quantity	Variance	Cost	Amount
Total Amount: <input type="text"/>						

Post Previous 1/1 Next Last

EasPOS Version: Gamma.004.001  
Support: Human Incubator Inc. 1-877-888-4866

- **Assumption: Add** button is already clicked on the upper right corner in the stock-out list.
- It can add a stock count line through the barcode or search item button.
- Click **Export** button to generate csv file for stock count line of an item
- When clicking the **Import** button, the import form will pop-up. Press open to select file to import. After selecting the file, click the import button in the form to import the file.

EasyPOS | Date: 05/16/2023 | User: admin | Terminal: 001

Menu | Activity | Stock-Count List | Activity | Stock-Count Detail

### Stock-Count Detail

Stock-Count Number: 0000000002  
 Stock-Count Date: 25/10/2023  
 Remarks:

Prepared by: Administrator  
 Checked by: Administrator  
 Approved by: Administrator

Barcode	Item Description	Unit	Quantity	Variance	Cost	Amount
	Ata Side Dish	Pcs	10.00	0.00	1.00	10.00
	Ata Gravy	Cups	10.00	0.00	1.00	10.00
	Sunny Side Up Egg on Top	Pcs	8.00	0.00	1.00	8.00
	Strawberry Shake	Serving(l)	10.00	0.00	1.00	10.00
	Sprite	Cans	10.00	0.00	1.00	10.00
	Spicy Steak	Pcs	10.00	0.00	1.00	10.00
	Sizzling Porkchop	Serving(l)	8.00	0.00	1.00	8.00
	Sizzling Burgersteak	Serving(l)	10.00	0.00	1.00	10.00
	Sizzling Sigs	Serving(l)	10.00	0.00	1.00	10.00
	Royal	Pcs	10.00	0.00	1.00	10.00
	Regular Burger	Serving(l)	10.00	0.00	1.00	10.00
	Mango Shake	Serving(l)	10.00	0.00	1.00	10.00
	Cup Cake	Pcs	10.00	0.00	1.00	10.00
	Cookies	Pcs	10.00	0.00	1.00	10.00
	Cake	Cans	10.00	0.00	1.00	10.00
	Cheese Burger Deluxe	Serving(l)	10.00	0.00	1.00	10.00
	Cheese Burger	Serving(l)	9.00	0.00	1.00	9.00
	Brownies	Pcs	9.00	0.00	1.00	9.00
	Avocado Shake	Serving(l)	8.00	0.00	1.00	8.00

Total Amount: **122.00**

EasyPOS Version: 3.0.0.201  
 Support: Human Incubator Inc. (+63) 32 256 2904

- Click **Lock** to save stock count items.
- Click **Post** to display inventory in the Stock Out.
- **Print** button can print stock count items when it is already locked.

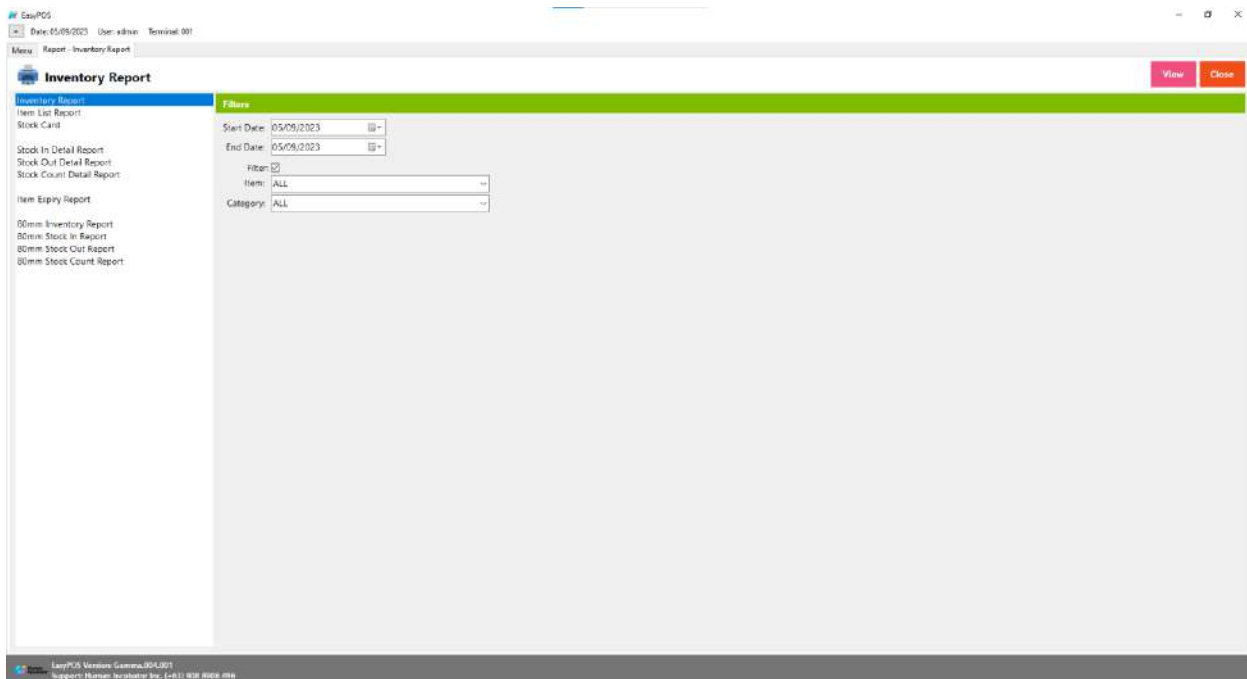
# Section VII: Reports

## Inventory Report

### Overview

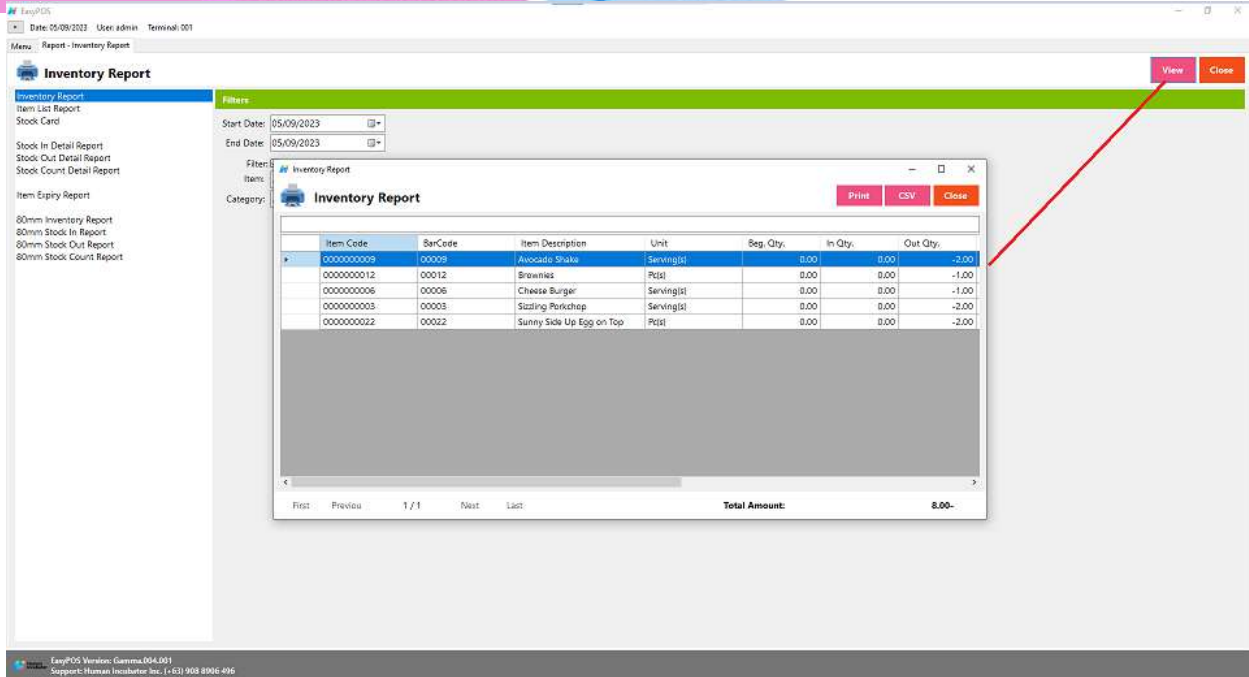
- In the Inventory Report, it can print different kinds of reports.

### Inventory Report



The screenshot shows the 'Inventory Report' window in the EquiPOS system. The window title bar indicates 'EquiPOS' and the current date is '05/05/2023'. The main content area is titled 'Inventory Report' and features a 'Filters' section. This section includes two date pickers for 'Start Date' and 'End Date', both set to '05/05/2023'. Below these are a 'Filter' checkbox, an 'Item' dropdown menu set to 'ALL', and a 'Category' dropdown menu set to 'ALL'. In the top right corner of the report area, there are 'View' and 'Close' buttons. On the left side, a sidebar lists various report options such as 'Item List Report', 'Stock Card', 'Stock In Detail Report', 'Stock Out Detail Report', 'Stock Count Detail Report', 'Item Expiry Report', and several '80mm' reports. At the bottom of the window, a footer displays 'EquiPOS Version: 05/04/2021' and 'Support: Human Incubator Inc. (061) 881 8822 dkt'.

- It can select the start date and end date.
- Check the filter checkbox to display the Item and Category field.
- Click the **view** button to view the report.



EasyPOS  
Date: 05/09/2023 User: admin Terminal: 001  
Menu: Report - Inventory Report

**Inventory Report** [View] [Close]

Filters:  
Start Date: 05/09/2023  
End Date: 05/09/2023

Item: Inventory Report  
Category: Inventory Report

Item Code	SnrCode	Item Description	Unit	Beg. Qty.	In Qty.	Out Qty.
000000009	00009	Avocado Shake	Serving[S]	0.00	0.00	-2.00
000000012	00012	Brownies	Pct[S]	0.00	0.00	-1.00
000000006	00006	Cheese Burger	Serving[S]	0.00	0.00	-1.00
000000003	00003	Sizzling Porkchop	Serving[S]	0.00	0.00	-2.00
000000022	00022	Sunny Side Up Egg on Top	Pct[S]	0.00	0.00	-2.00

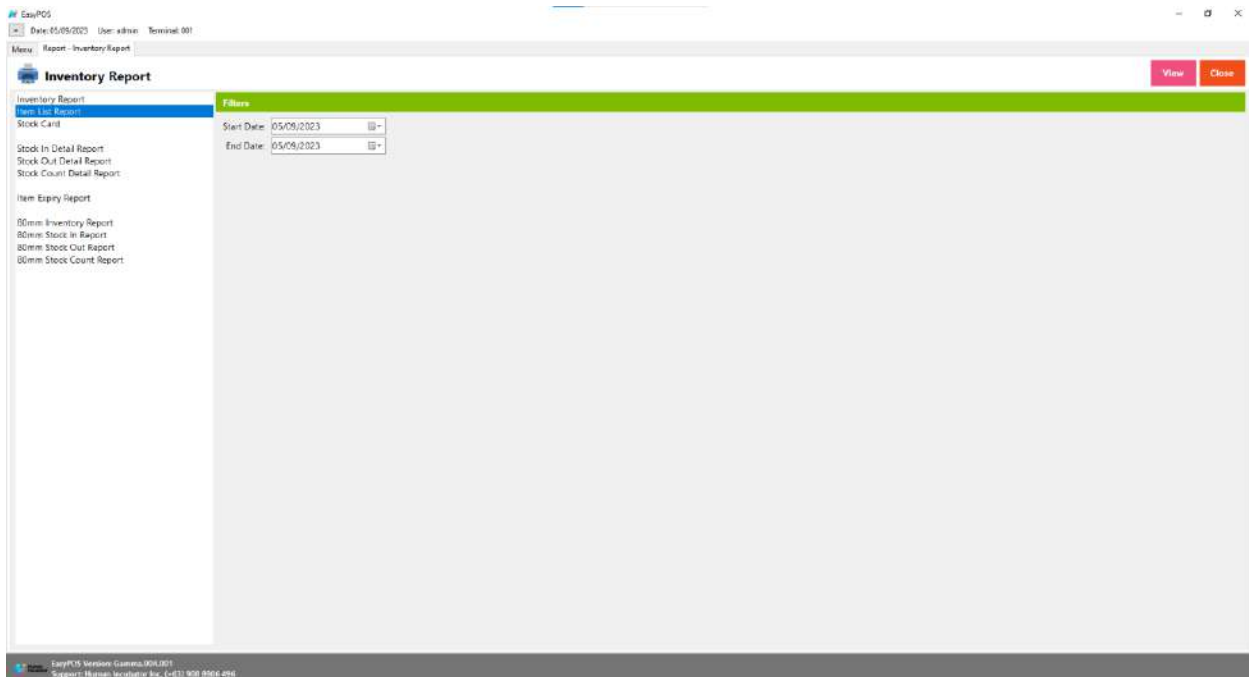
Print CSV Close

First Previous 1/1 Next Last **Total Amount: 8.00-**

EasyPOS Version: Gamma.004.001  
Support: Human Incubator Inc. (+63) 908 8800 496

- The report can be printed as PDF form or CSV file format.

## Item List Report



EasyPOS  
Date: 05/09/2023 User: admin Terminal: 001  
Menu: Report - Inventory Report

**Inventory Report** [View] [Close]

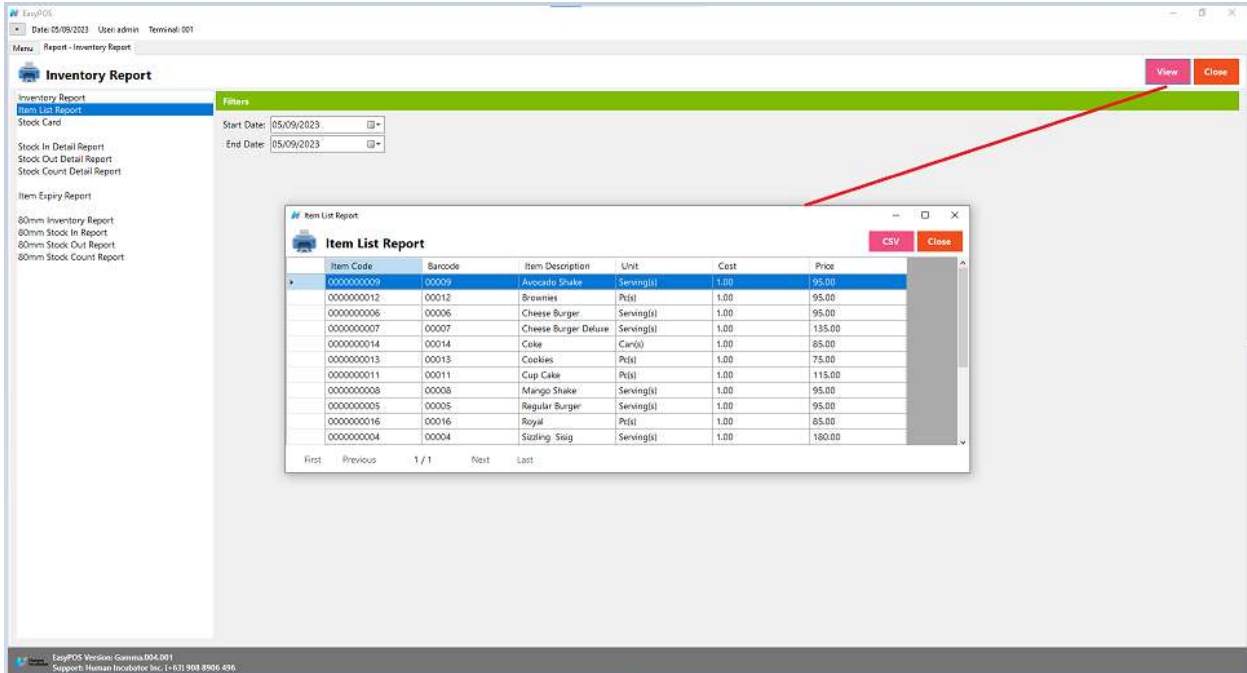
Filters:  
Start Date: 05/09/2023  
End Date: 05/09/2023

Item: Inventory Report  
Category: Inventory Report

Inventory Report  
Item List Report  
Stock Card  
Stock In Detail Report  
Stock Out Detail Report  
Stock Count Detail Report  
Item Expiry Report  
80mm Inventory Report  
80mm Stock In Report  
80mm Stock Out Report  
80mm Stock Count Report

EasyPOS Version: Gamma.004.001  
Support: Human Incubator Inc. (+63) 908 8800 496

- It can select the start date and end date.
- Click the **view** button to view the item report.

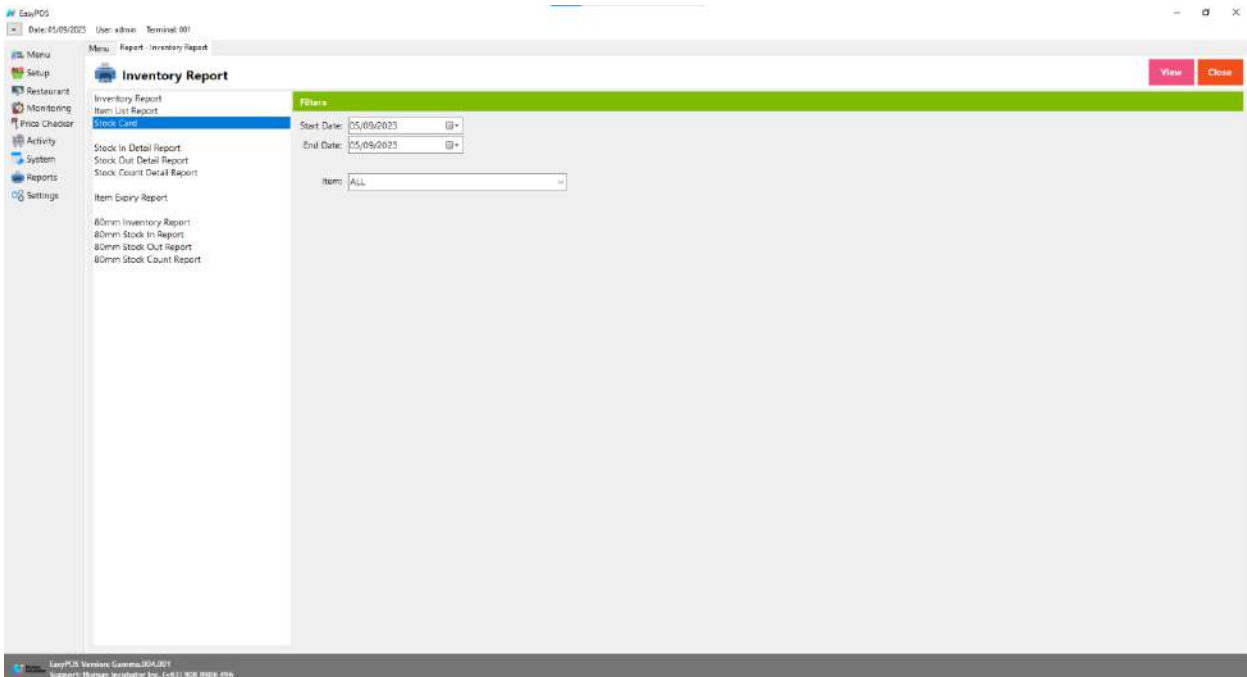


The screenshot shows the EasyPOS 'Inventory Report' window. On the left, there is a sidebar menu with options like 'Inventory Report', 'Item List Report', 'Stock Card', etc. The main area has 'Filters' for 'Start Date' and 'End Date', both set to '05/09/2023'. A 'View' button is highlighted with a red arrow. An 'Item List Report' window is open in the foreground, displaying a table of items with columns for Item Code, Barcode, Item Description, Unit, Cost, and Price.

Item Code	Barcode	Item Description	Unit	Cost	Price
0000000029	00009	Avocado Shake	Serving(s)	1.00	95.00
0000000012	00012	Brewies	Pist	1.00	95.00
0000000006	00006	Cheese Burger	Serving(s)	1.00	95.00
0000000007	00007	Cheese Burger Deluxe	Serving(s)	1.00	135.00
0000000014	00014	Coke	Can(s)	1.00	85.00
0000000013	00013	Cooldes	Pist	1.00	75.00
0000000011	00011	Cup Cake	Pist	1.00	115.00
0000000008	00008	Mango Shake	Serving(s)	1.00	95.00
0000000005	00005	Regular Burger	Serving(s)	1.00	95.00
0000000016	00016	Royal	Pist	1.00	85.00
0000000004	00004	Sizzling Saig	Serving(s)	1.00	180.00

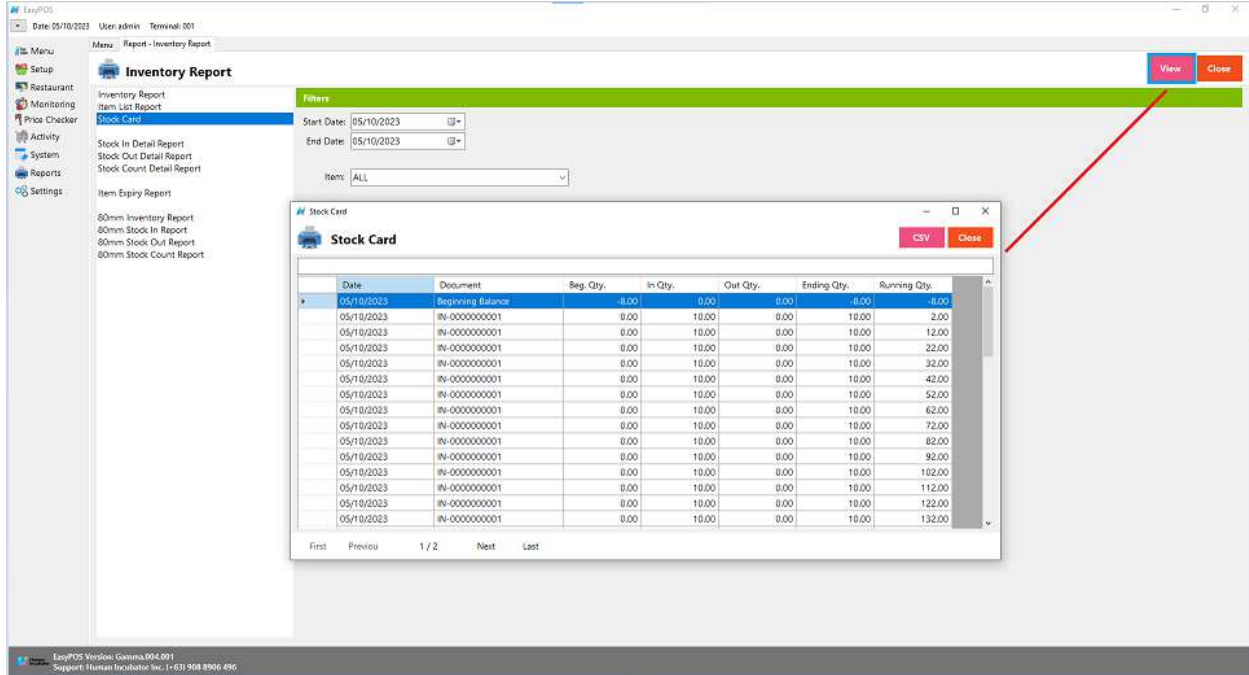
- The report can be generated as CSV file format.

## Stock Card



The screenshot shows the EasyPOS 'Stock Card' window. The sidebar menu is visible on the left. The main area has 'Filters' for 'Start Date' and 'End Date', both set to '05/09/2023'. There is an 'Item' dropdown menu currently set to 'ALL'. A 'View' button is visible in the top right corner.

- Select start date and end date
- It can filtered by Item
- Click **View** button to view the report



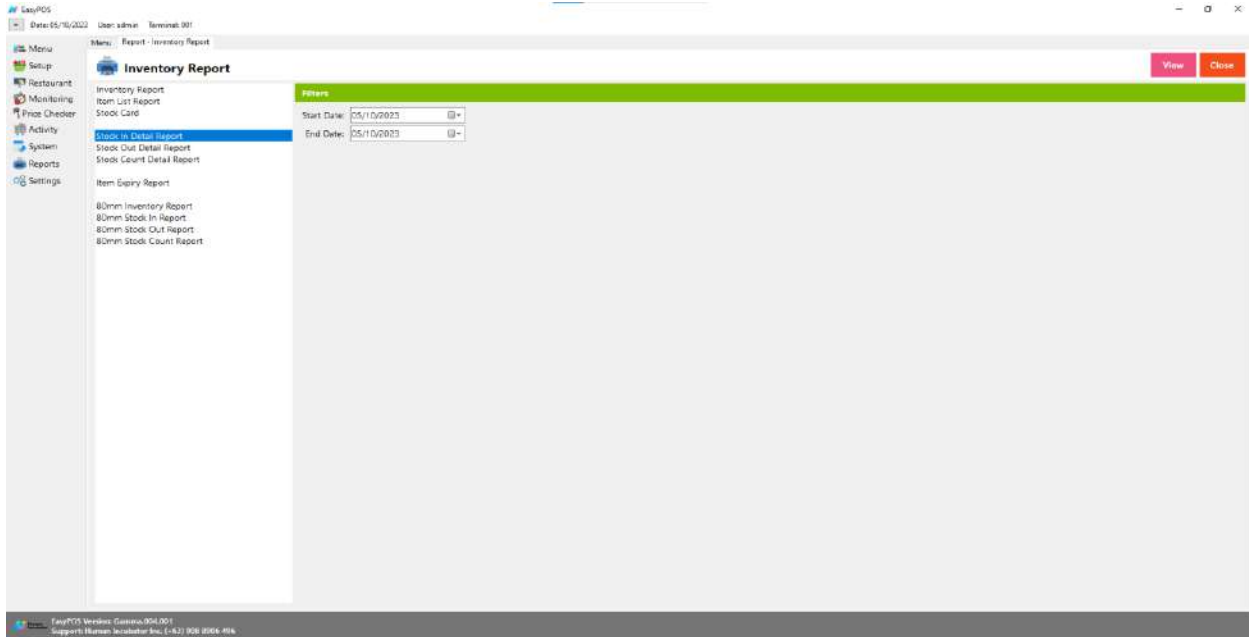
The screenshot shows the EasyPOS software interface. The main window is titled 'Inventory Report' and contains a 'Filters' section with 'Start Date' and 'End Date' set to '05/10/2023'. Below the filters is a 'View' button. A secondary window titled 'Stock Card' is open, displaying a table with columns: Date, Document, Reg. Qty., In Qty., Out Qty., Ending Qty., and Running Qty. The table shows a series of transactions starting with a 'Beginning Balance' of -8.00 and subsequent 'In' transactions of 10.00 each. A red arrow points from the 'View' button in the main window to the 'CSV' button in the Stock Card window.

Date	Document	Reg. Qty.	In Qty.	Out Qty.	Ending Qty.	Running Qty.
05/10/2023	Beginning Balance	-8.00	0.00	0.00	-8.00	-8.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	2.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	12.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	22.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	32.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	42.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	52.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	62.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	72.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	82.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	92.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	102.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	112.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	122.00
05/10/2023	IN-0000000001	0.00	10.00	0.00	10.00	132.00

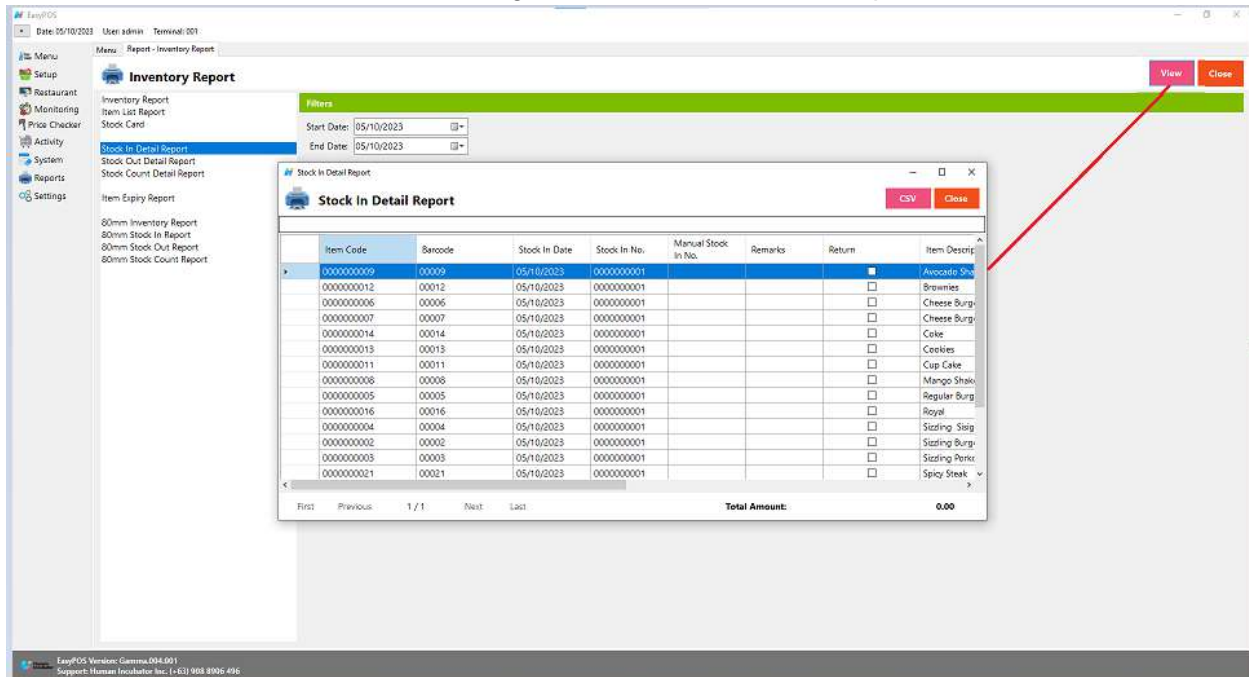
- Click **CSV** button to generate csv file format report



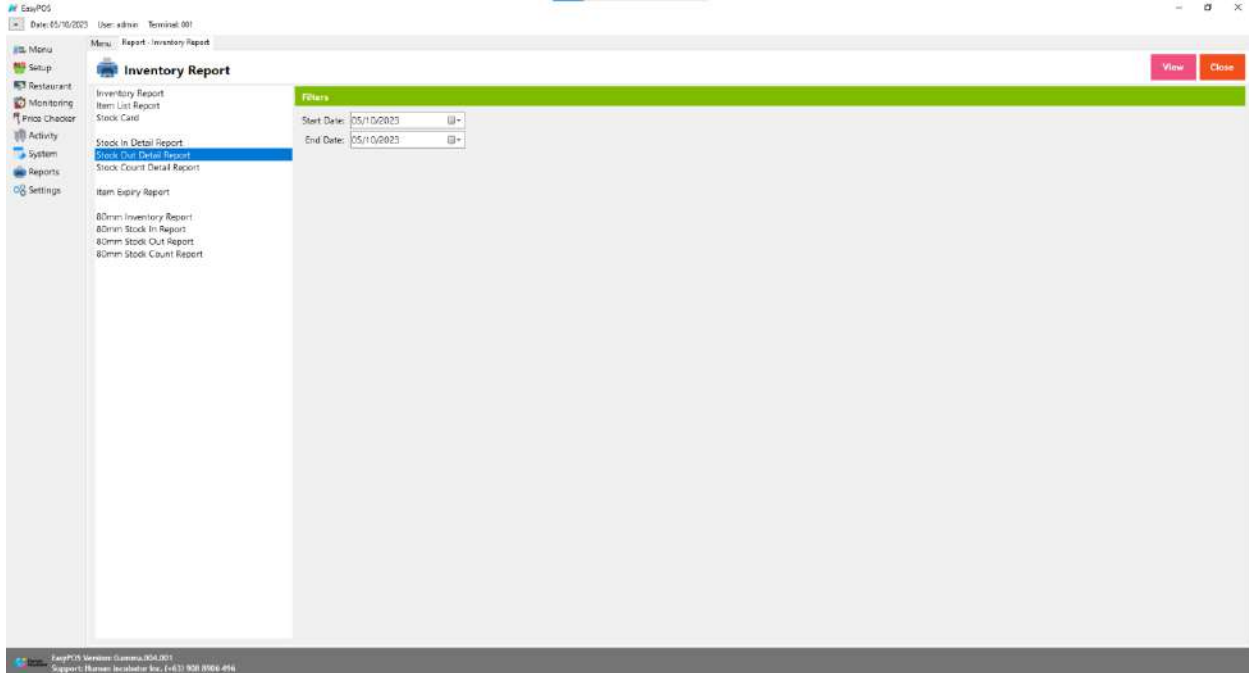
## Stock In Detail Report



- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.

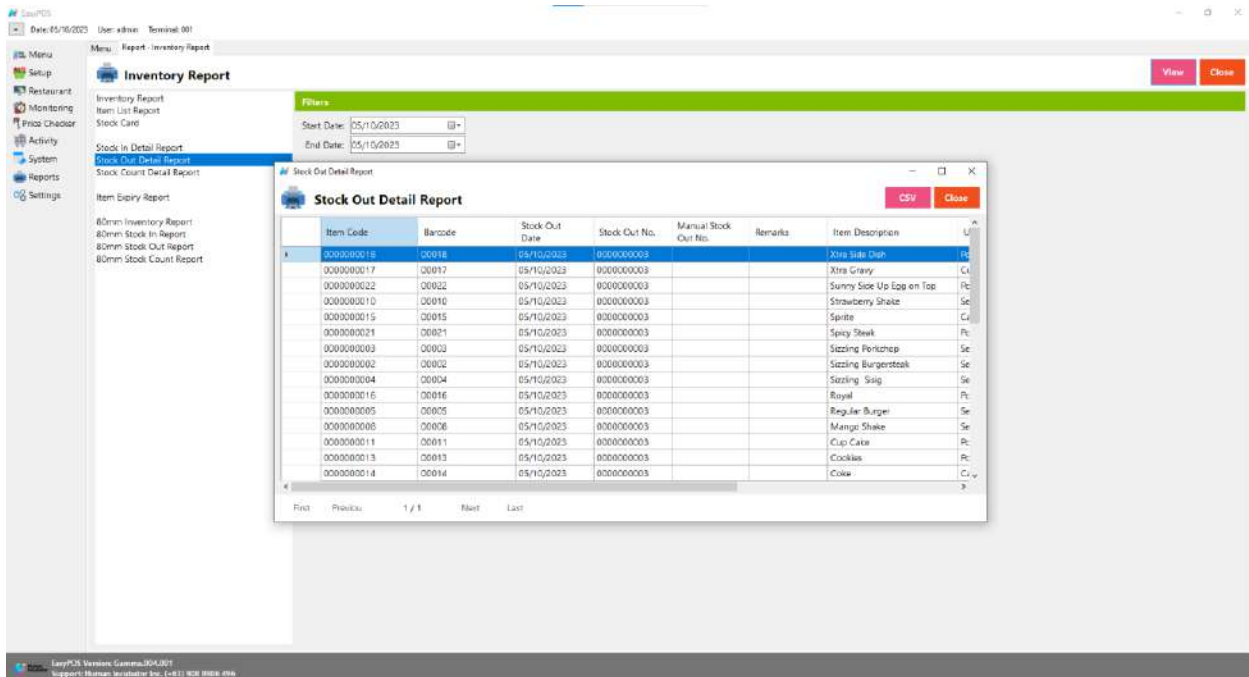


## Stock Out Detail Report



The screenshot shows the 'Inventory Report' menu with 'Stock Out Detail Report' selected. The 'Filters' section contains two date pickers: 'Start Date' (05/10/2023) and 'End Date' (05/10/2023). A 'View' button is located in the top right corner of the report configuration area.

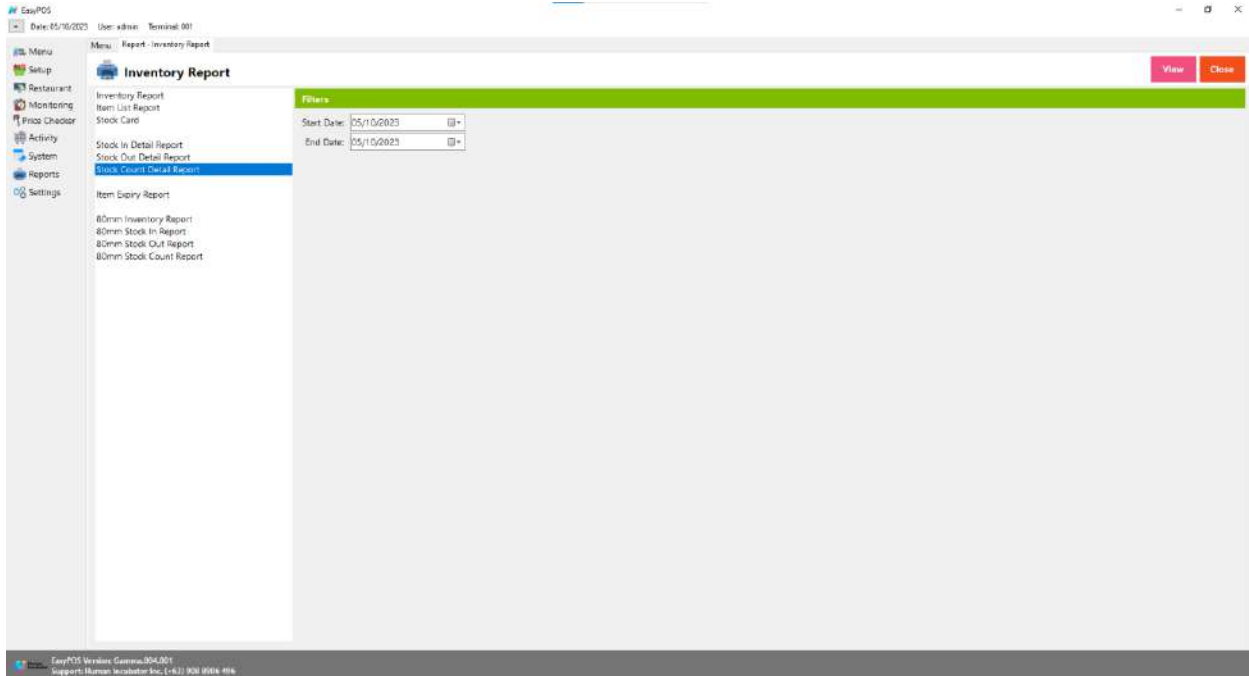
- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



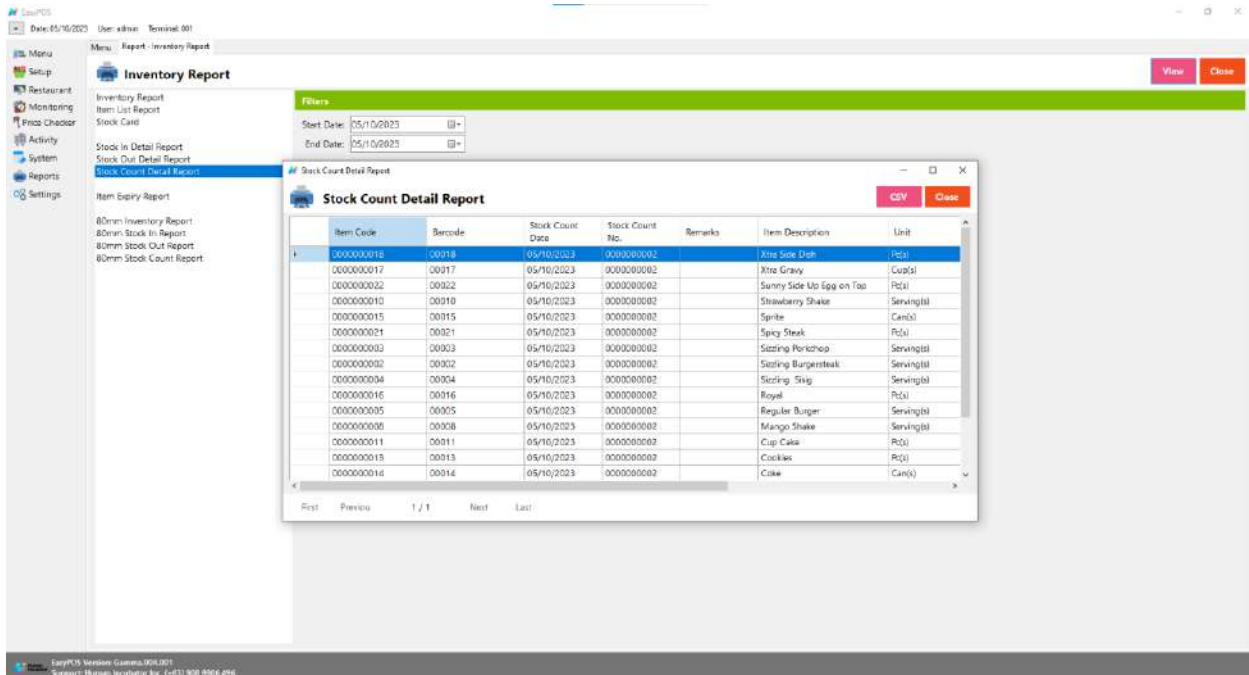
The screenshot shows the 'Stock Out Detail Report' window with a table of data. The table has the following columns: Item Code, Barcode, Stock Out Date, Stock Out No., Manual Stock Out No., Remarks, and Item Description. The data is as follows:

Item Code	Barcode	Stock Out Date	Stock Out No.	Manual Stock Out No.	Remarks	Item Description
000000018	00018	05/10/2023	000000003			Xtra Side Dish
000000017	00017	05/10/2023	000000003			Xtra Crispy
000000022	00022	05/10/2023	000000003			Sunny Side Up Egg on Top
000000010	00010	05/10/2023	000000003			Strawberry Shake
000000015	00015	05/10/2023	000000003			Sprite
000000021	00021	05/10/2023	000000003			Spicy Steak
000000003	00003	05/10/2023	000000003			Sizzling Pork Chop
000000002	00002	05/10/2023	000000003			Sizzling Burger Steak
000000004	00004	05/10/2023	000000003			Sizzling Ssiq
000000016	00016	05/10/2023	000000003			Royal
000000005	00005	05/10/2023	000000003			Reg-Ar Burger
000000008	00008	05/10/2023	000000003			Mango Shake
000000011	00011	05/10/2023	000000003			Clap Cake
000000013	00013	05/10/2023	000000003			Cookies
000000014	00014	05/10/2023	000000003			Coke

## Stock Count Detail Report

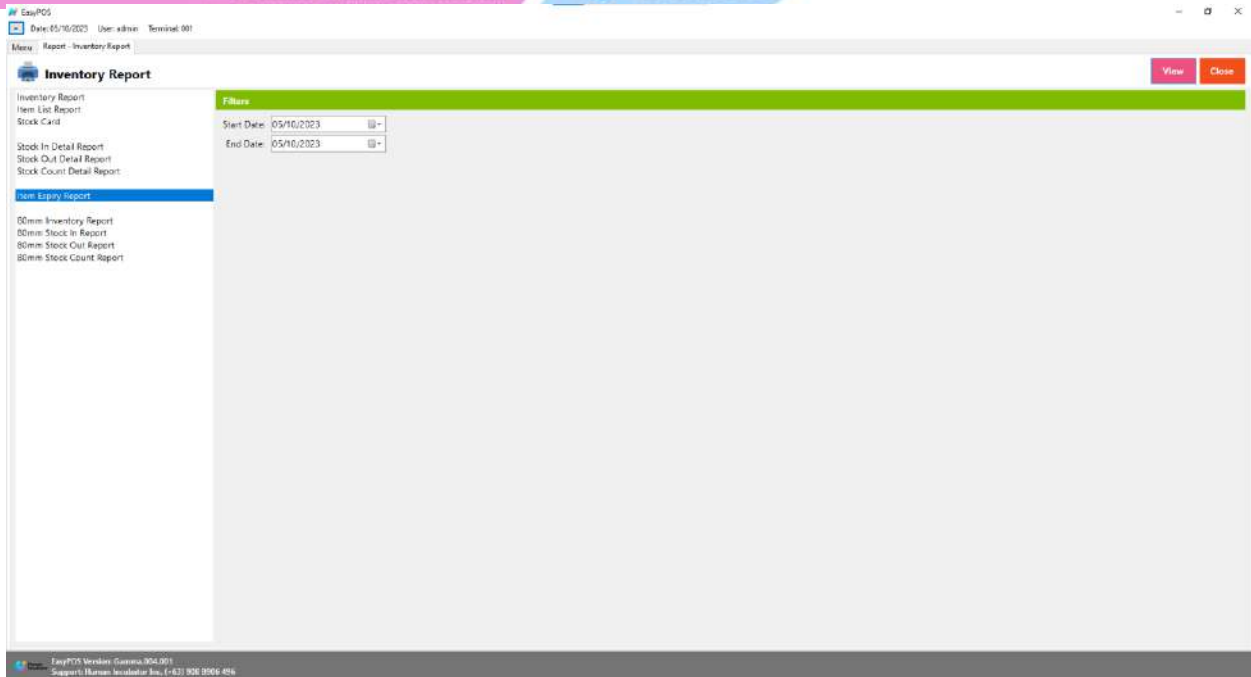


- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.

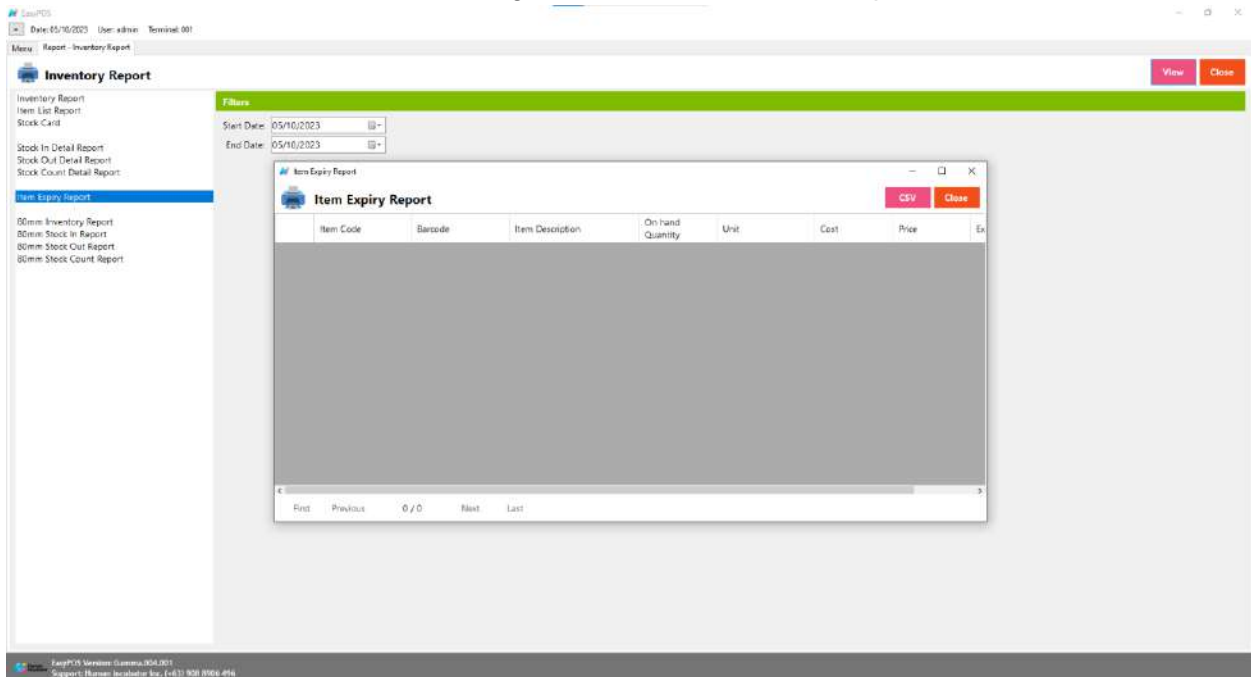


## Item Expiry Report

+63-32-256-2904



- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



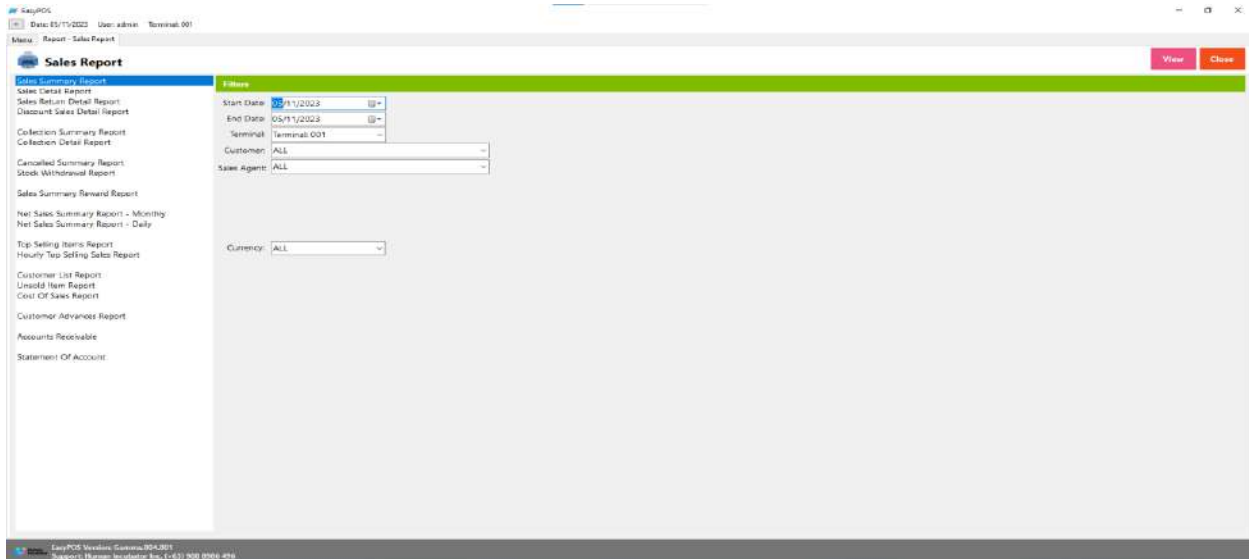
### Overview

hisales@human-incubator.com

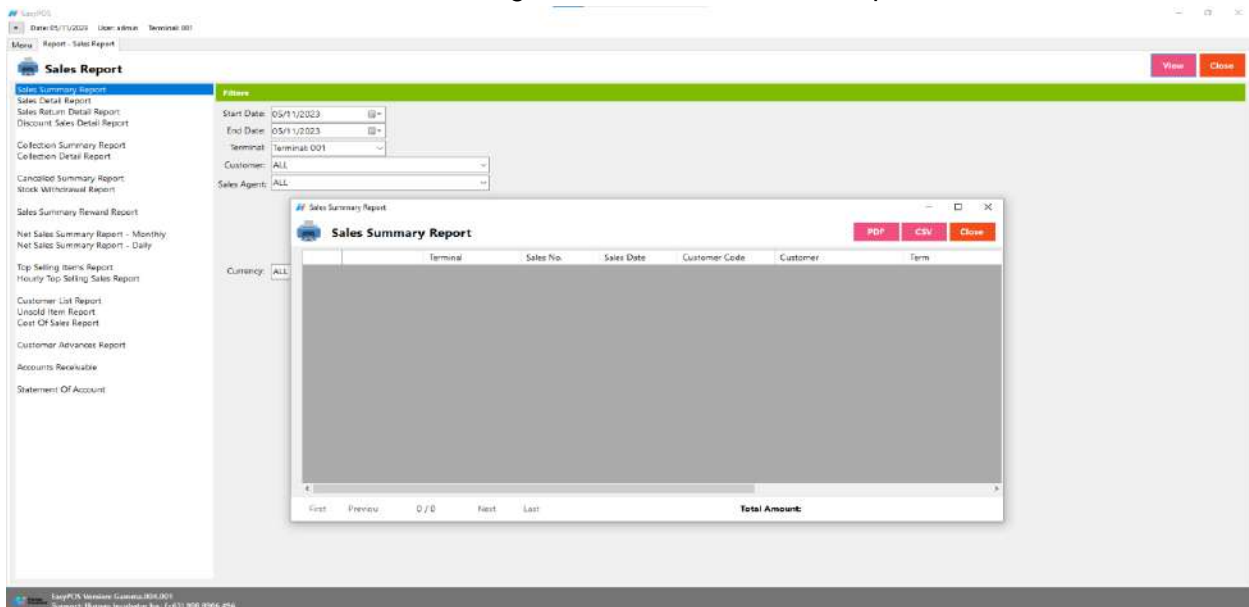
+63-32-256-2904

- Sales Report is where users can see the sales reports.

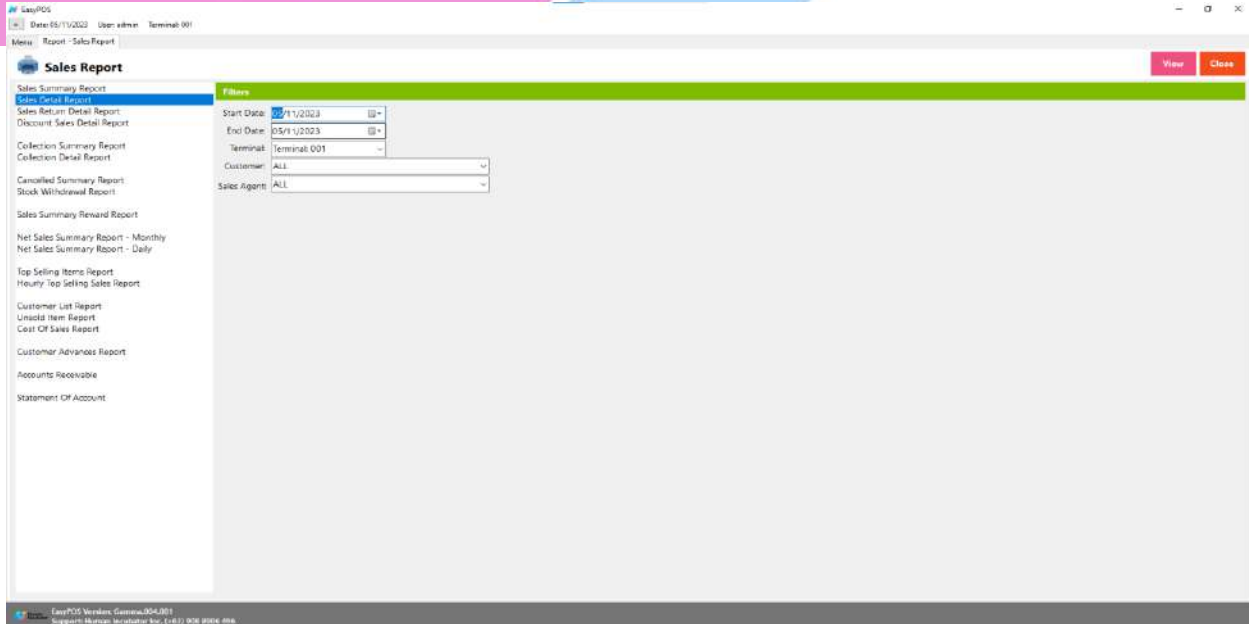
### Sales Summary Report



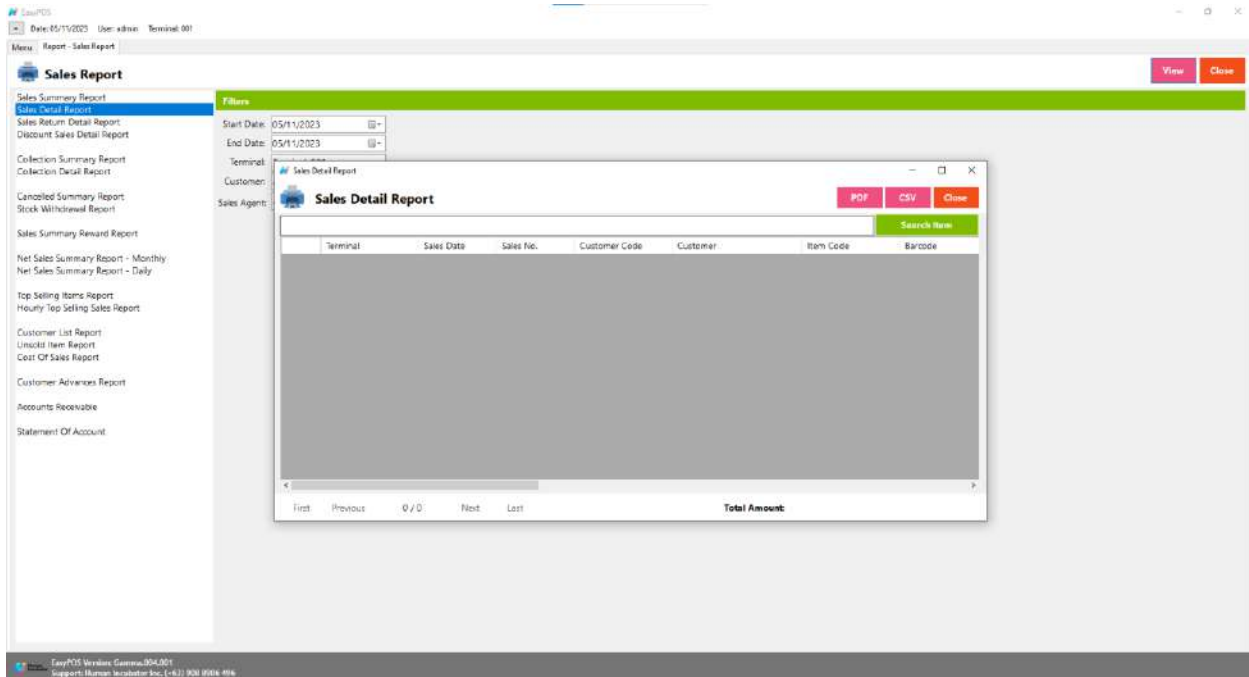
- Select start date and end date.
- It can also filtered by Terminal, Customer, Sales Agent and Currency
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



## Sales Detail Report

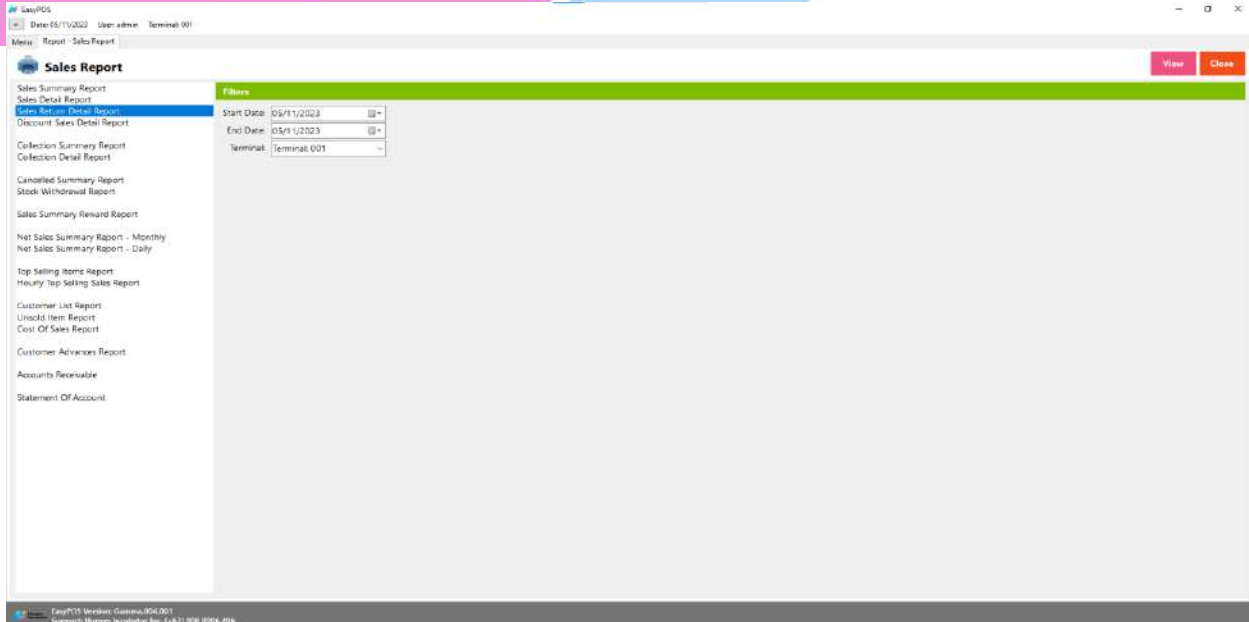


- Select start date and end date.
- It can also filtered by Terminal, Customer, Sales Agent
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



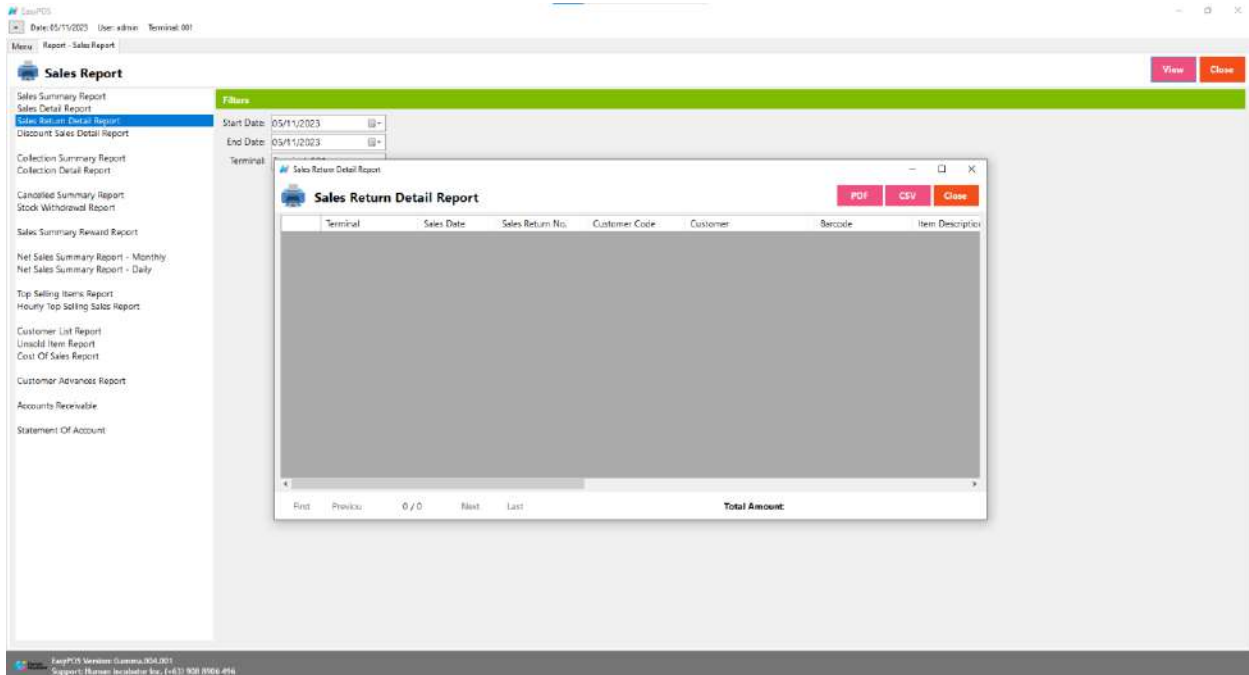


## Sales Return Detail Report



EasyPOS Version: Quince, 05/04/2021  
Support: Human Incubator Inc. (+63) 908 8504 416

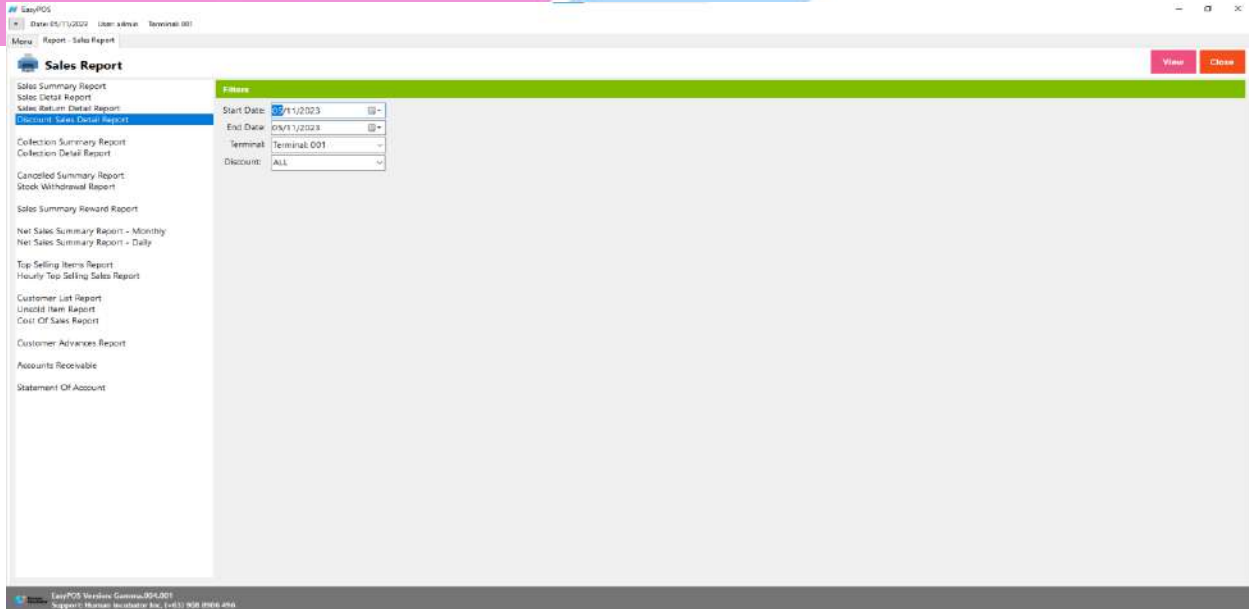
- Select start date and end date.
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



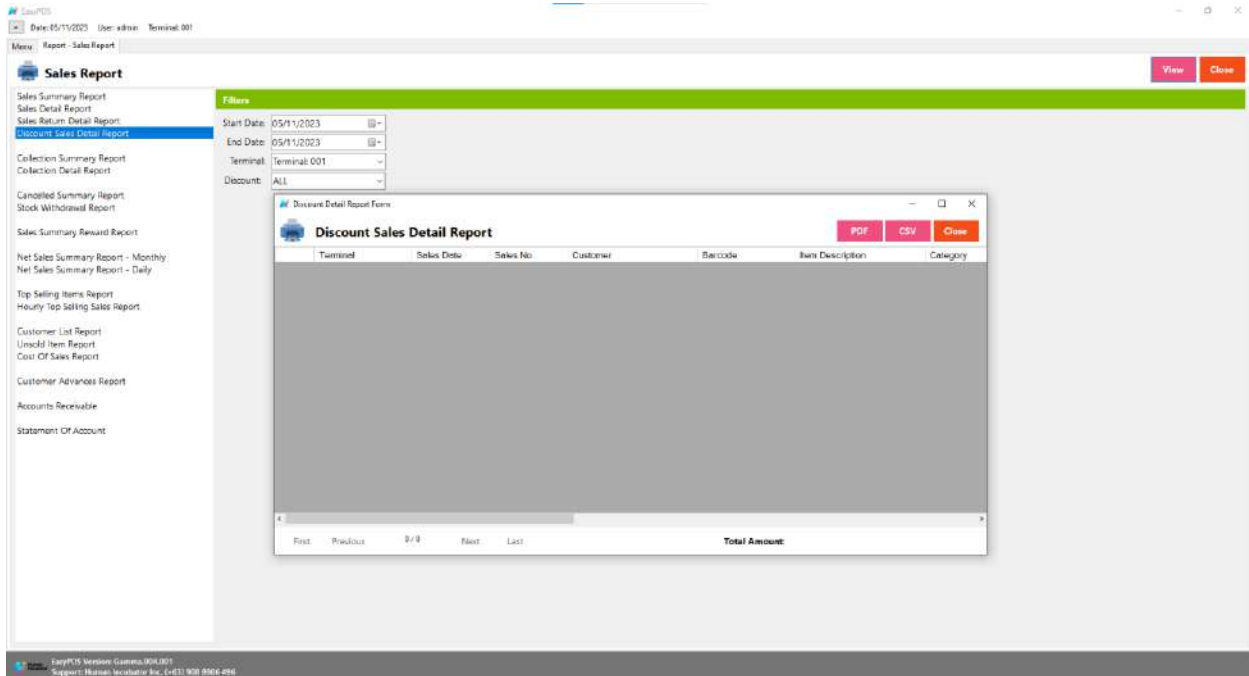
EasyPOS Version: Quince, 05/04/2021  
Support: Human Incubator Inc. (+63) 908 8504 416

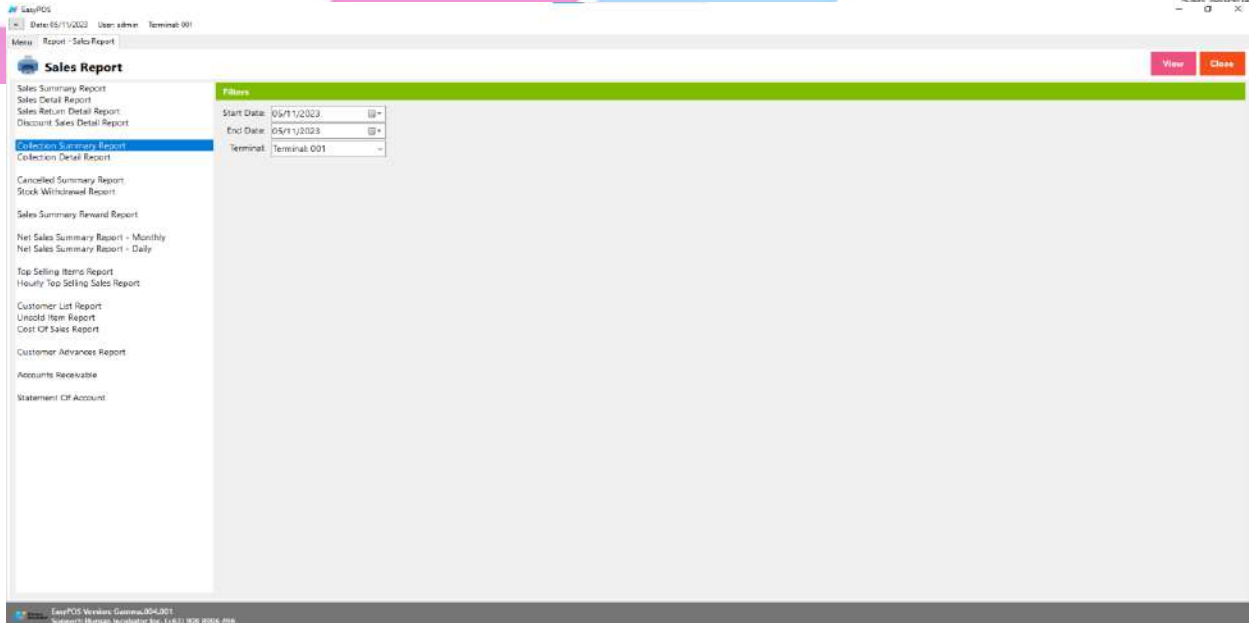


## Discount Sales Detail Report

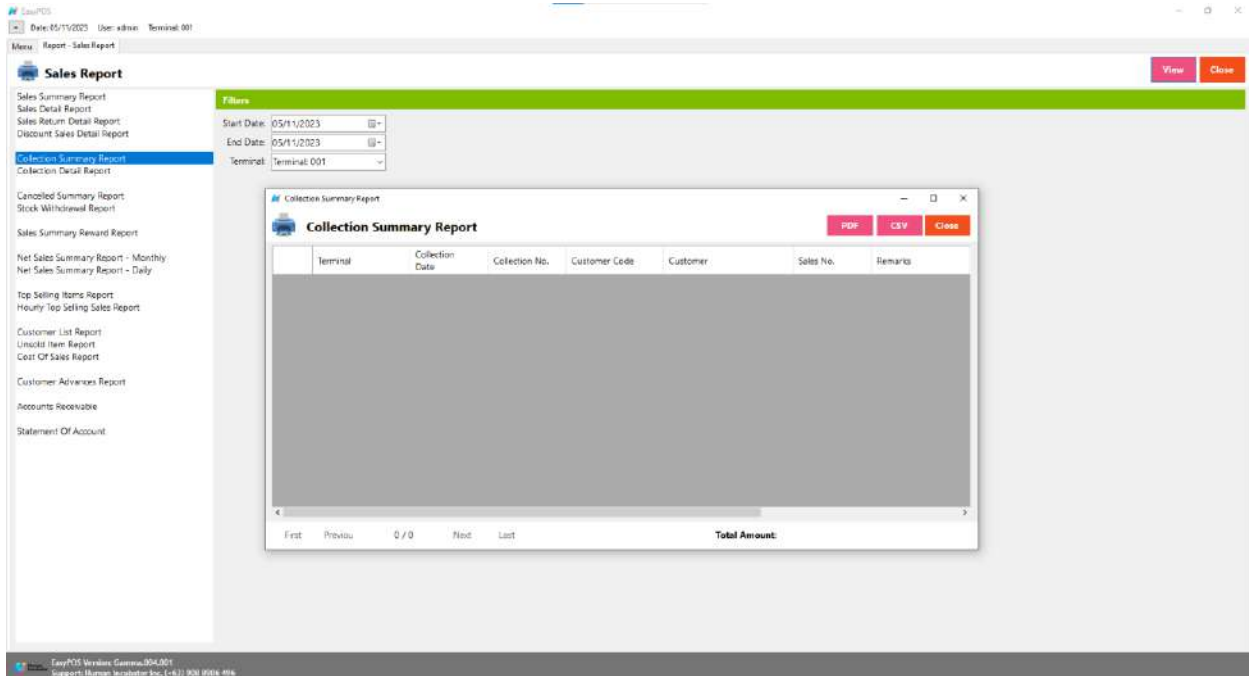


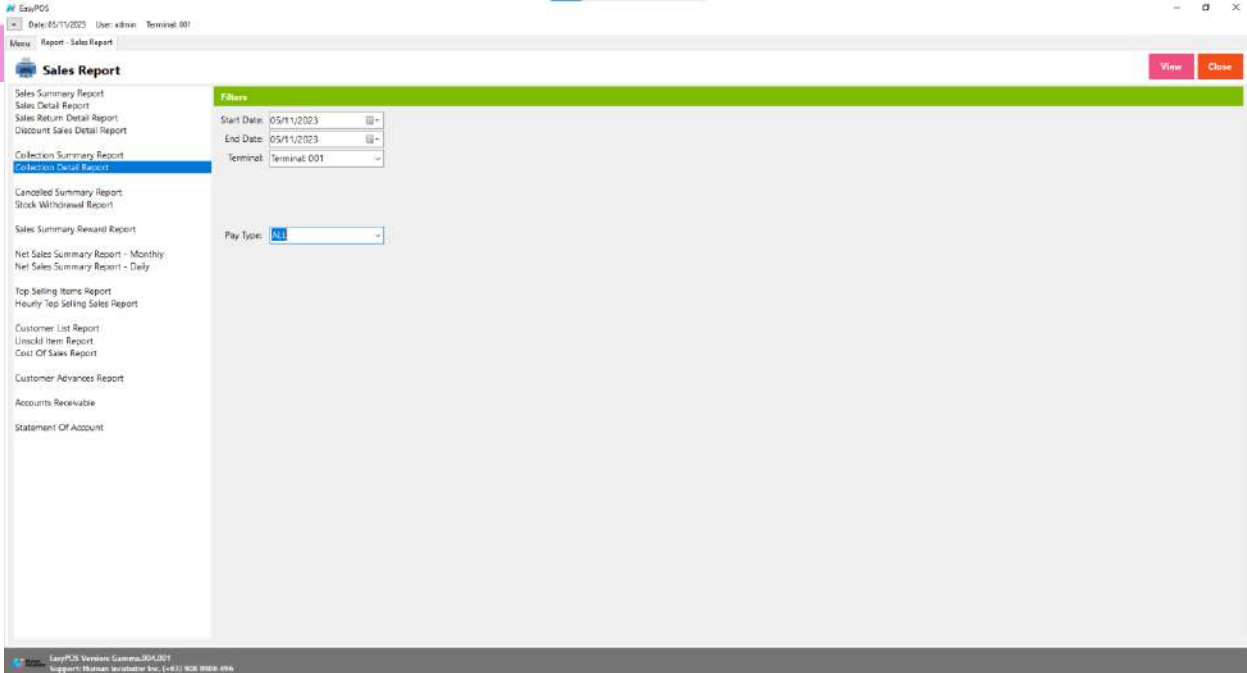
- Select start date and end date.
- It can also filtered by Terminal and Discount
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.





- Select start date and end date.
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.





EasyPOS  
Date: 05/11/2023 User: admin Terminal: 001  
Menu Report - Sales Report

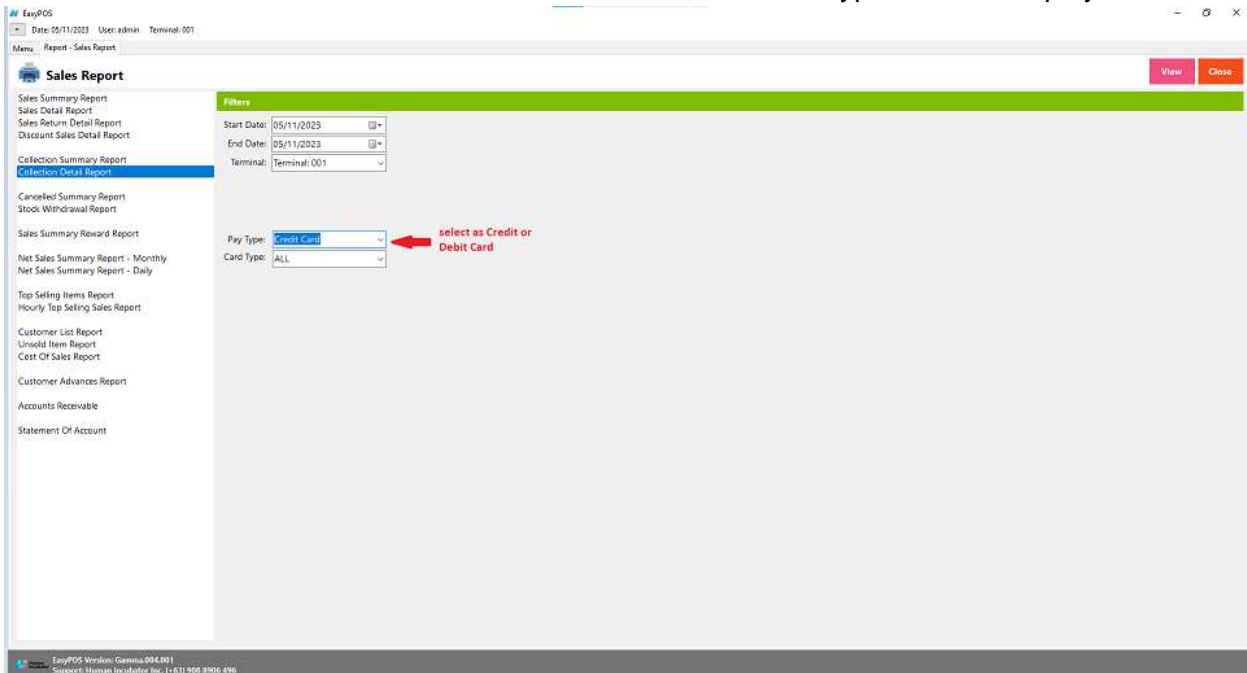
**Sales Report** [View] [Close]

Filters

Start Date: 05/11/2023  
End Date: 05/11/2023  
Terminal: Terminal: 001  
Pay Type: All

EasyPOS Version: Gamma.004.001  
Support: Human Incubator Inc. (+63) 908 8906 896

- Select start date and end date.
- It can also be filtered by Terminal and Pay Type. When the Pay Type filter is selected as Credit Card or Debit Card, the Card Type filter will display.



EasyPOS  
Date: 05/11/2023 User: admin Terminal: 001  
Menu Report - Sales Report

**Sales Report** [View] [Close]

Filters

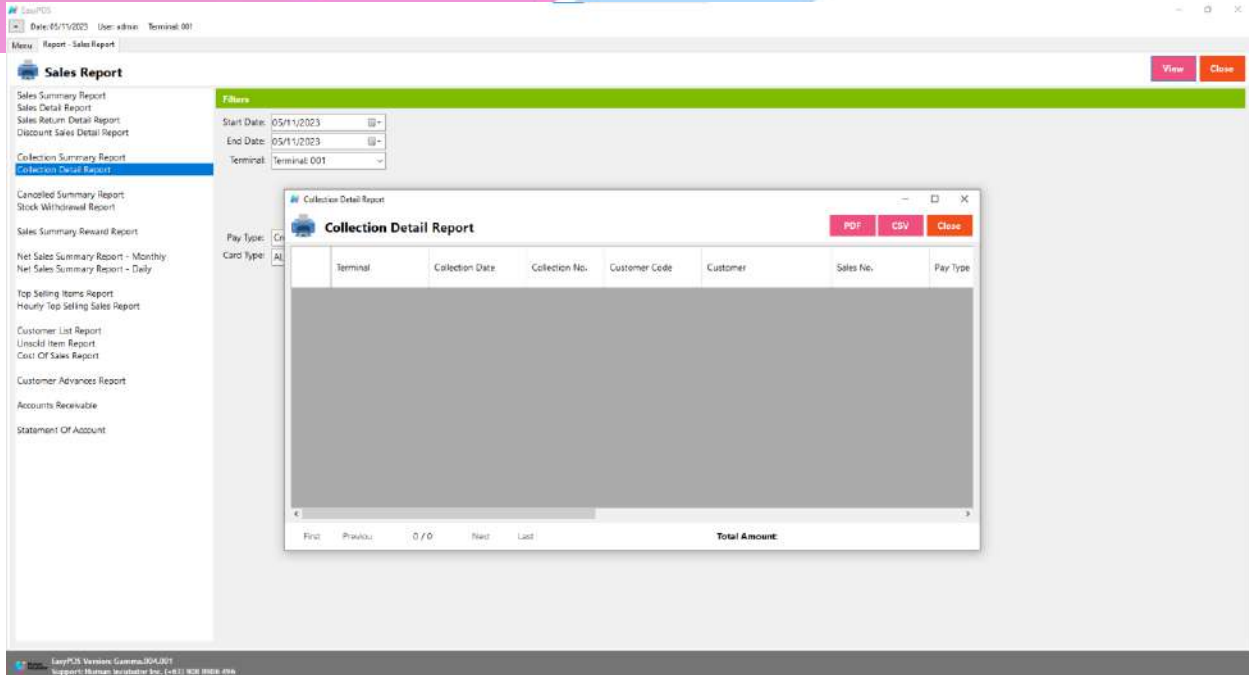
Start Date: 05/11/2023  
End Date: 05/11/2023  
Terminal: Terminal: 001  
Pay Type: Credit Card  
Card Type: ALL

select as Credit or Debit Card

EasyPOS Version: Gamma.004.001  
Support: Human Incubator Inc. (+63) 908 8906 896

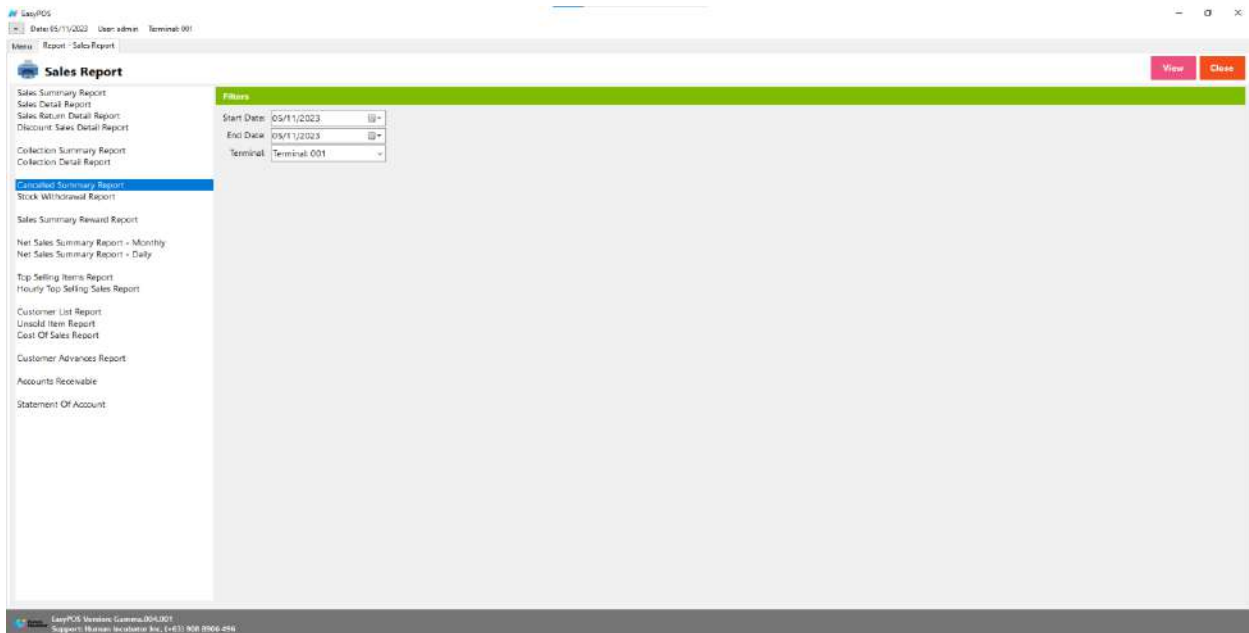
- Click the **View** button to view the report

- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



The screenshot shows the 'Sales Report' interface in the Human Incubator POS system. A 'Collection Detail Report' window is open, showing a table with the following columns: Terminal, Collection Date, Collection No., Customer Code, Customer, Sales No., and Pay Type. The table is currently empty. The interface includes a sidebar menu, filter options (Start Date: 05/11/2023, End Date: 05/11/2023, Terminal: Terminal: 001), and buttons for PDF, CSV, and Close.

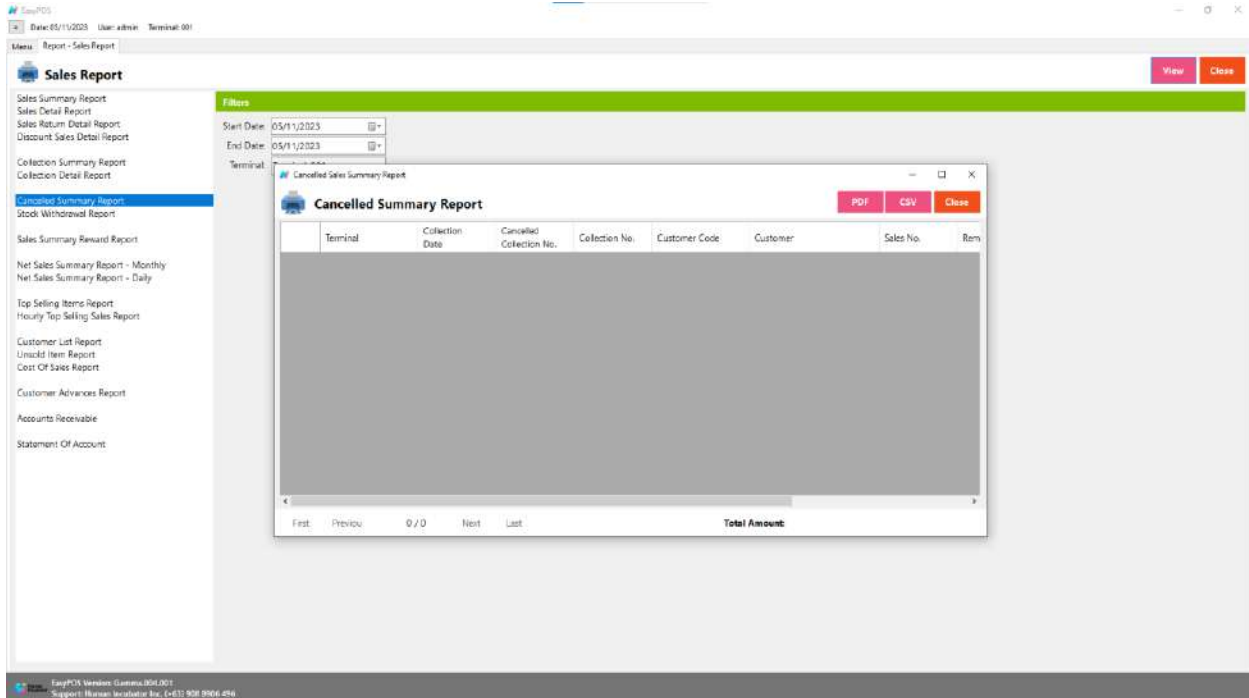
## Cancelled Summary Report



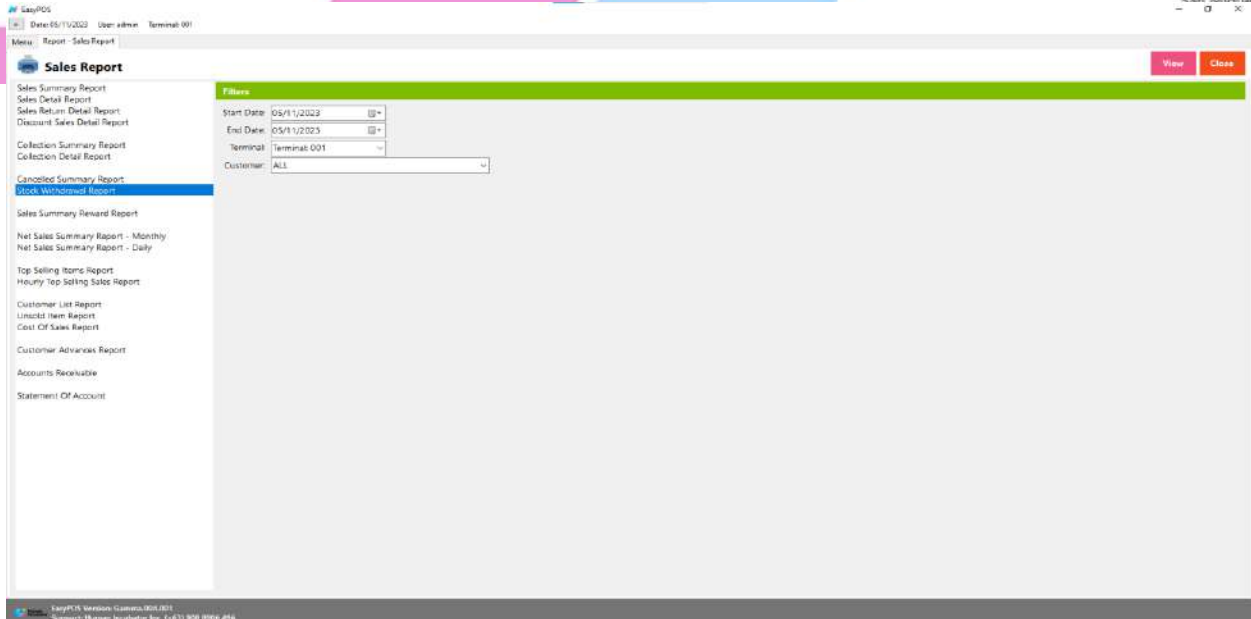
The screenshot shows the 'Sales Report' interface in the Human Incubator POS system. The 'Cancelled Summary Report' option is selected in the sidebar menu. The main area shows filter options (Start Date: 05/11/2023, End Date: 05/11/2023, Terminal: Terminal: 001) and buttons for View and Close.

- Select start date and end date.

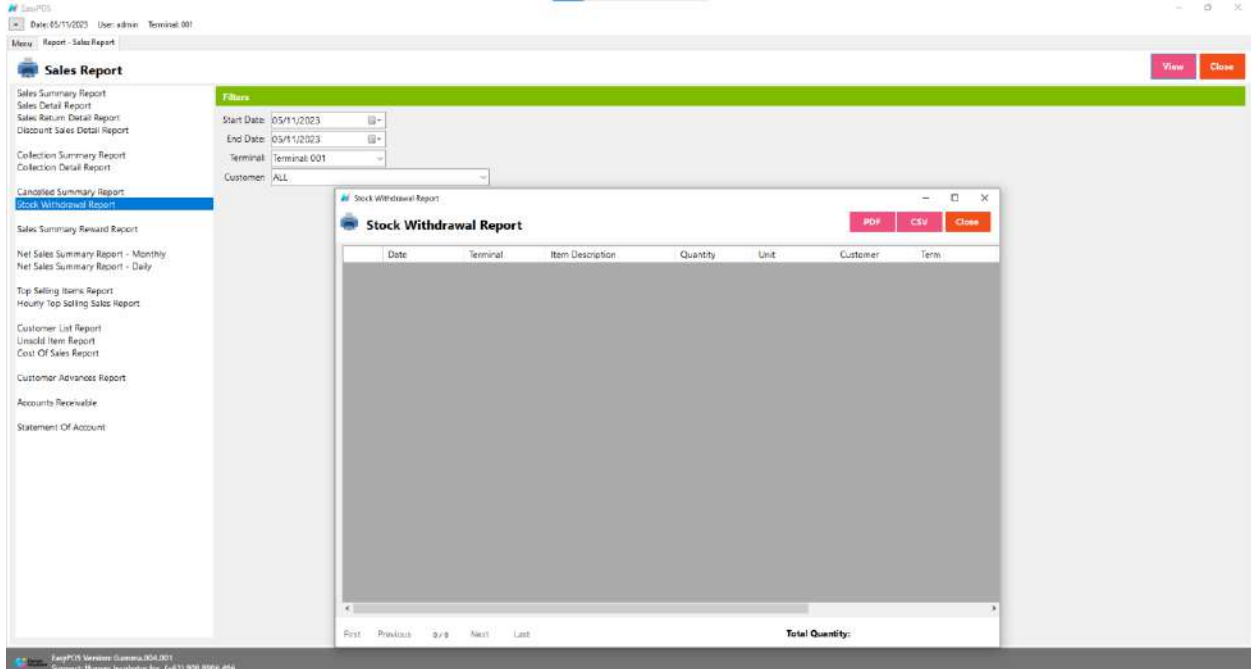
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.

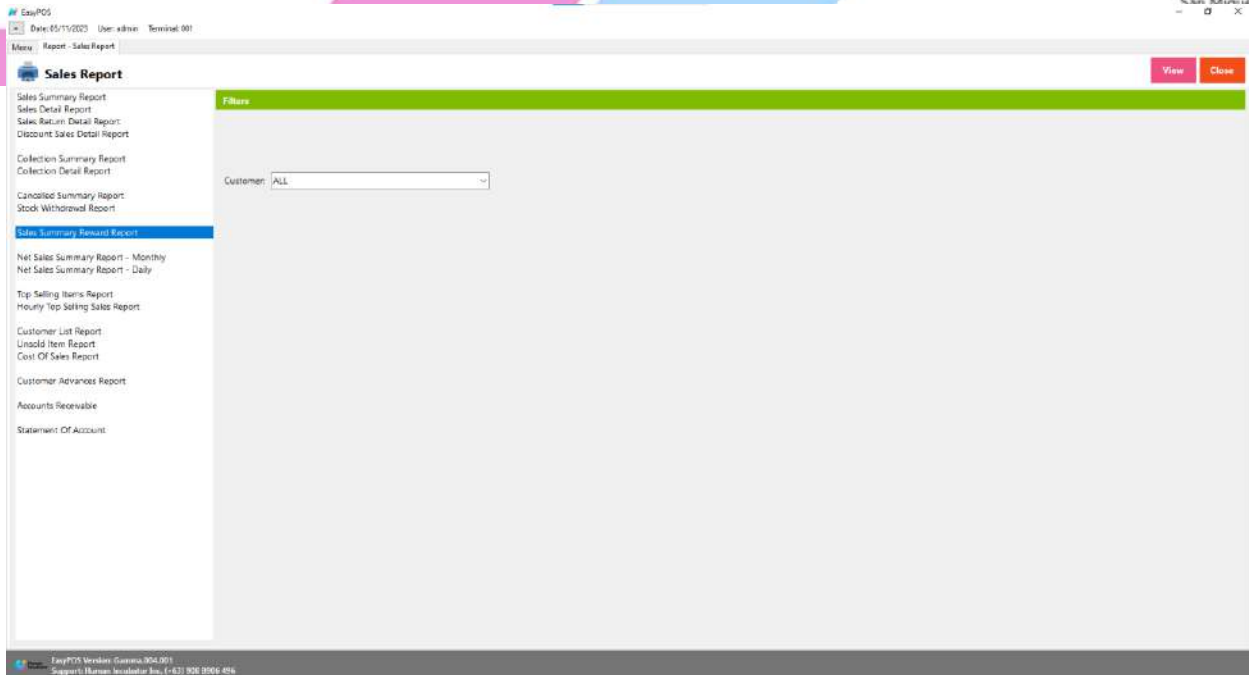


The screenshot displays the EasyPOS software interface. On the left, a 'Sales Report' menu is visible with various report options. The main area shows a 'Filters' section with 'Start Date' and 'End Date' set to 05/11/2023. A 'Cancelled Sales Summary Report' window is open, showing a table with columns: Terminal, Collection Date, Cancelled Collection No., Collection No., Customer Code, Customer, Sales No., and Rem. The table is currently empty. At the bottom of the window, there are navigation buttons (First, Previous, 0/0, Next, Last) and a 'Total Amount' field.

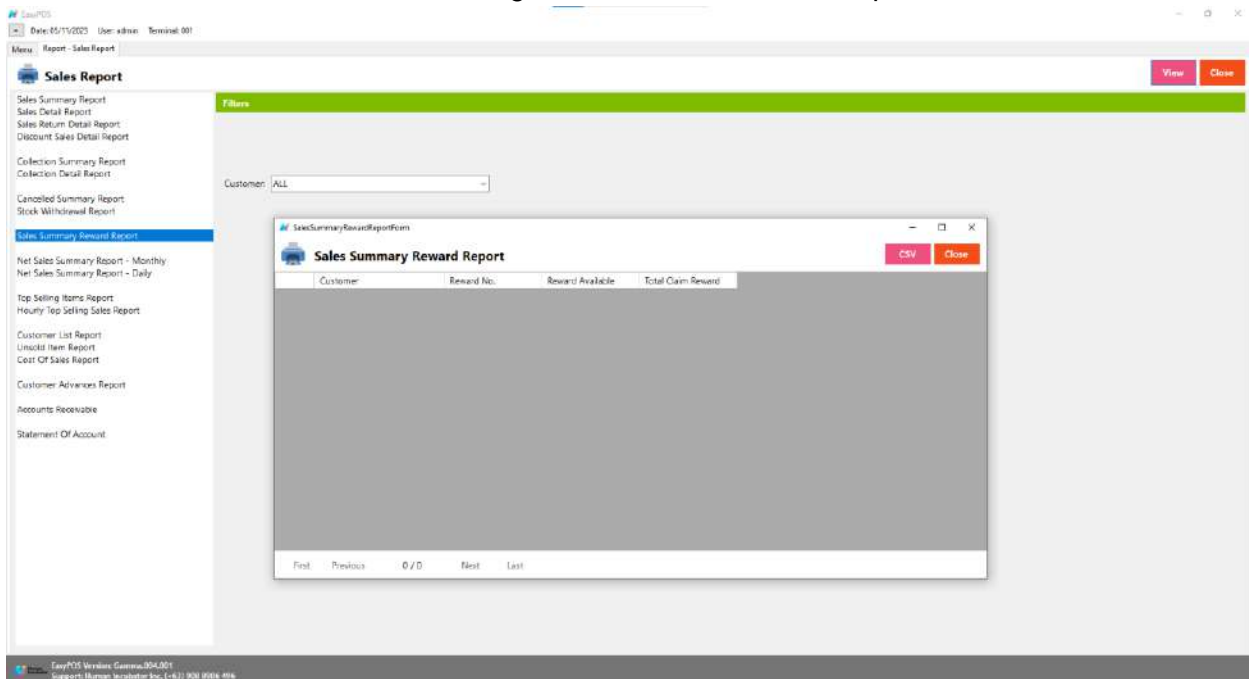


- Select start date and end date.
- It can also filtered by Terminal and Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.

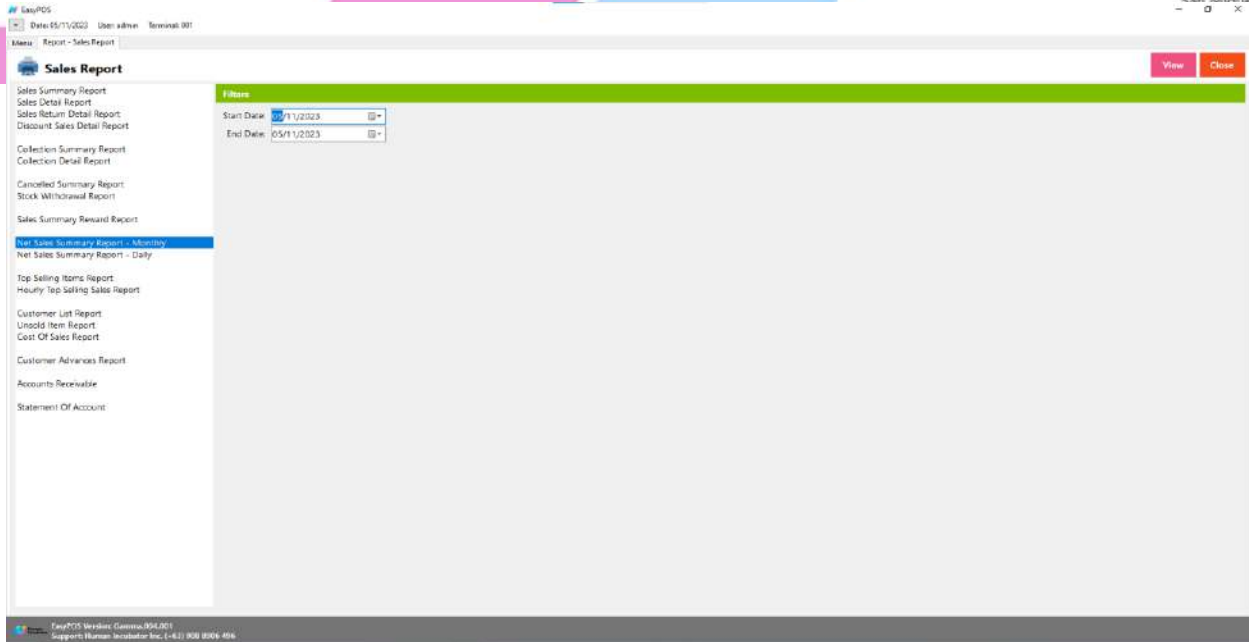




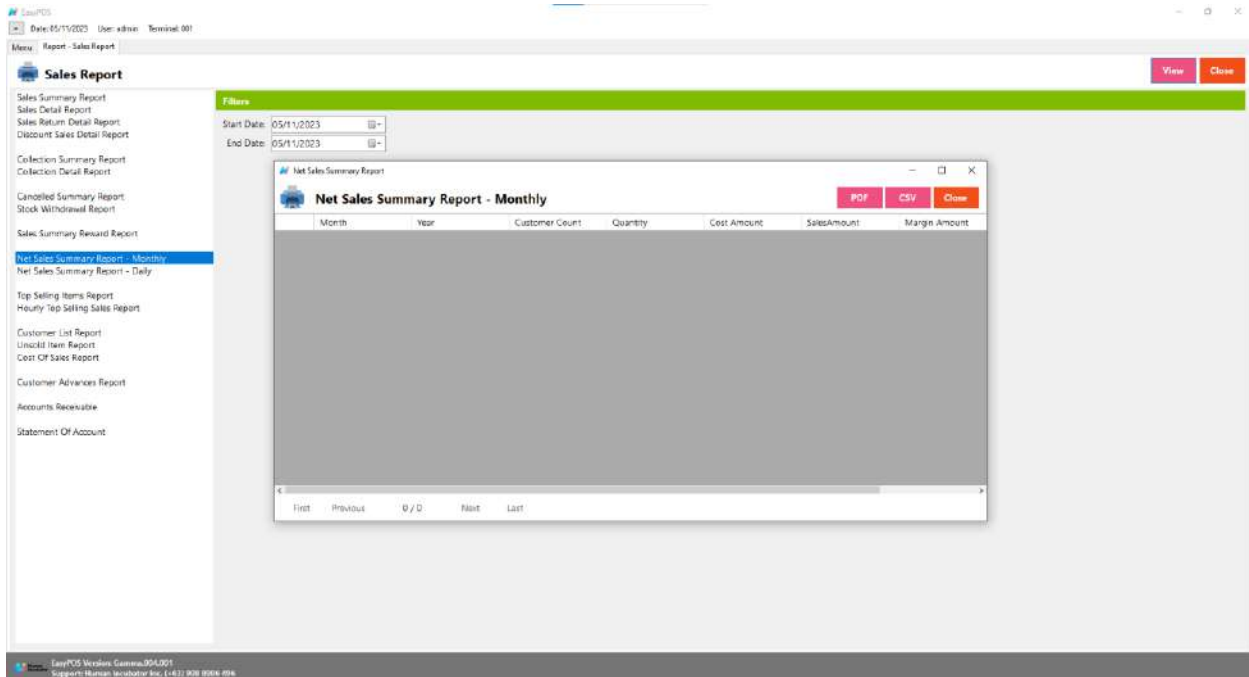
- Select a Customer
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.

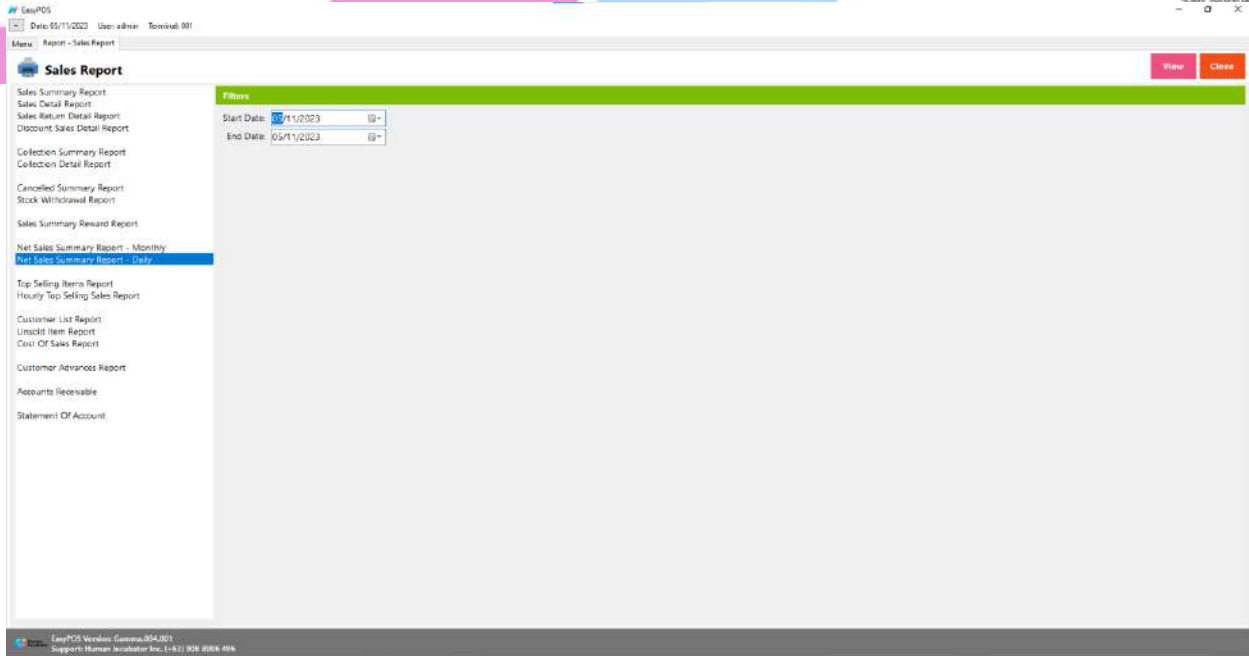




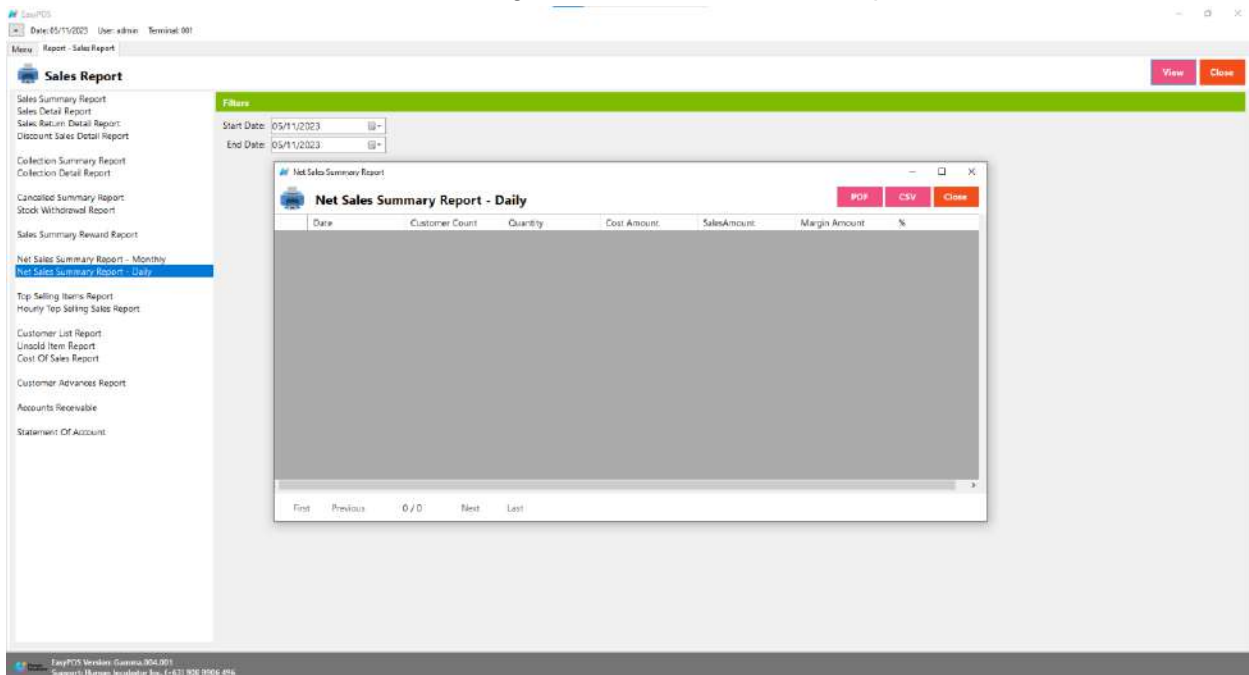


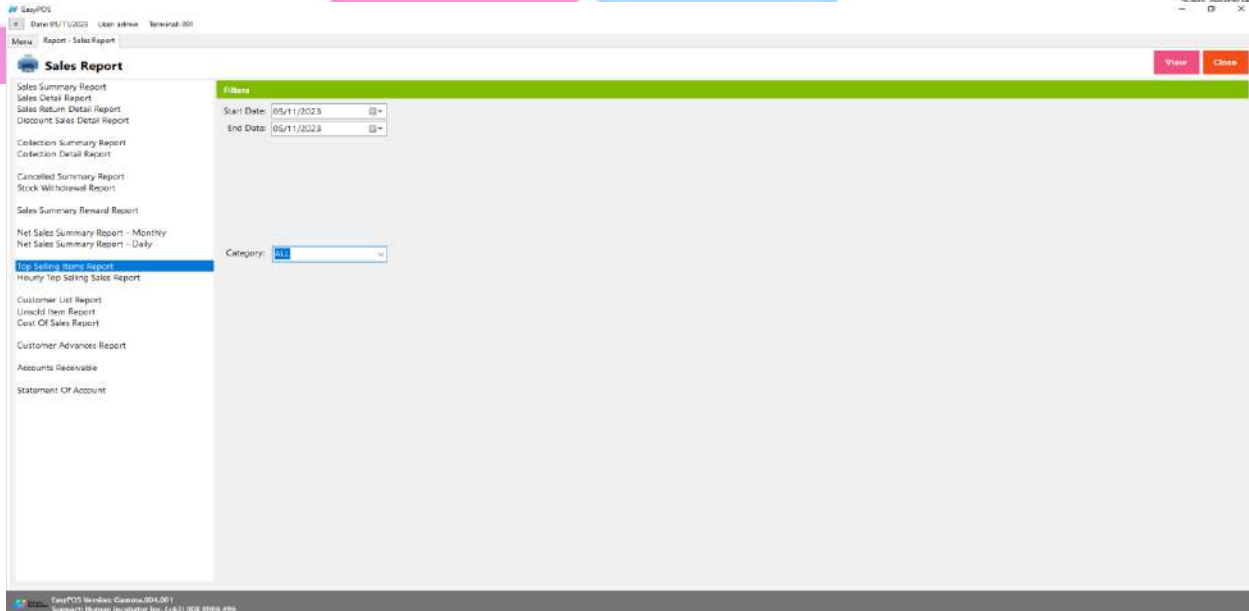
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



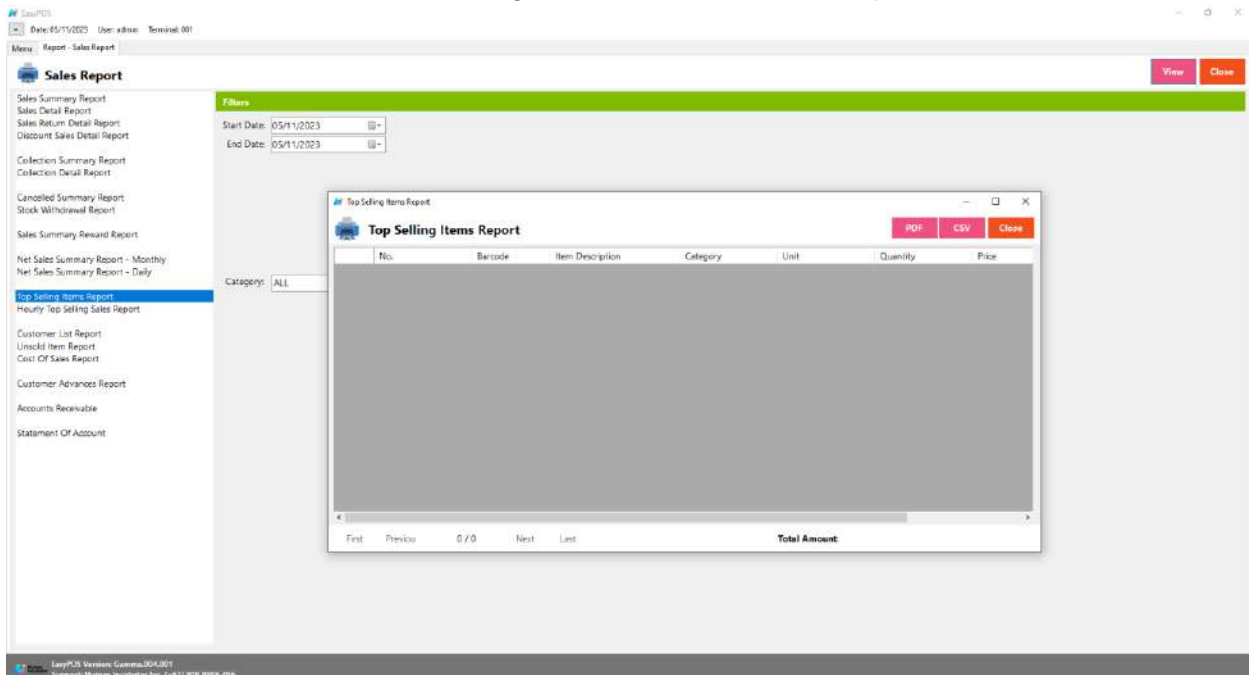


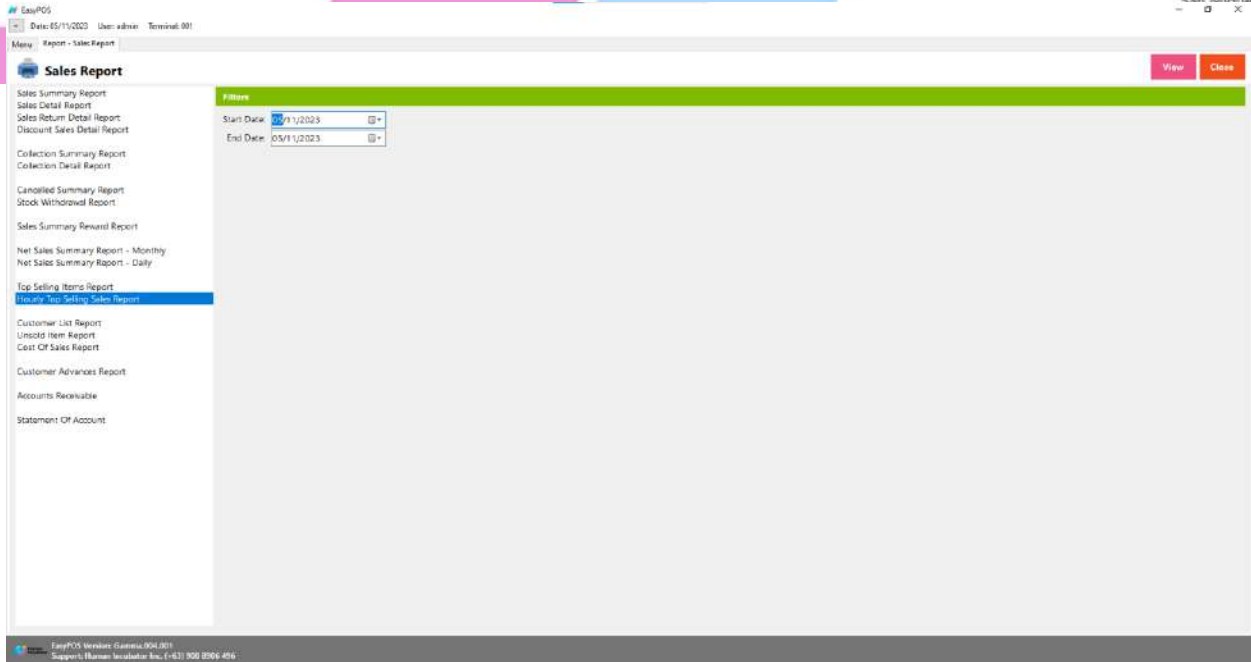
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



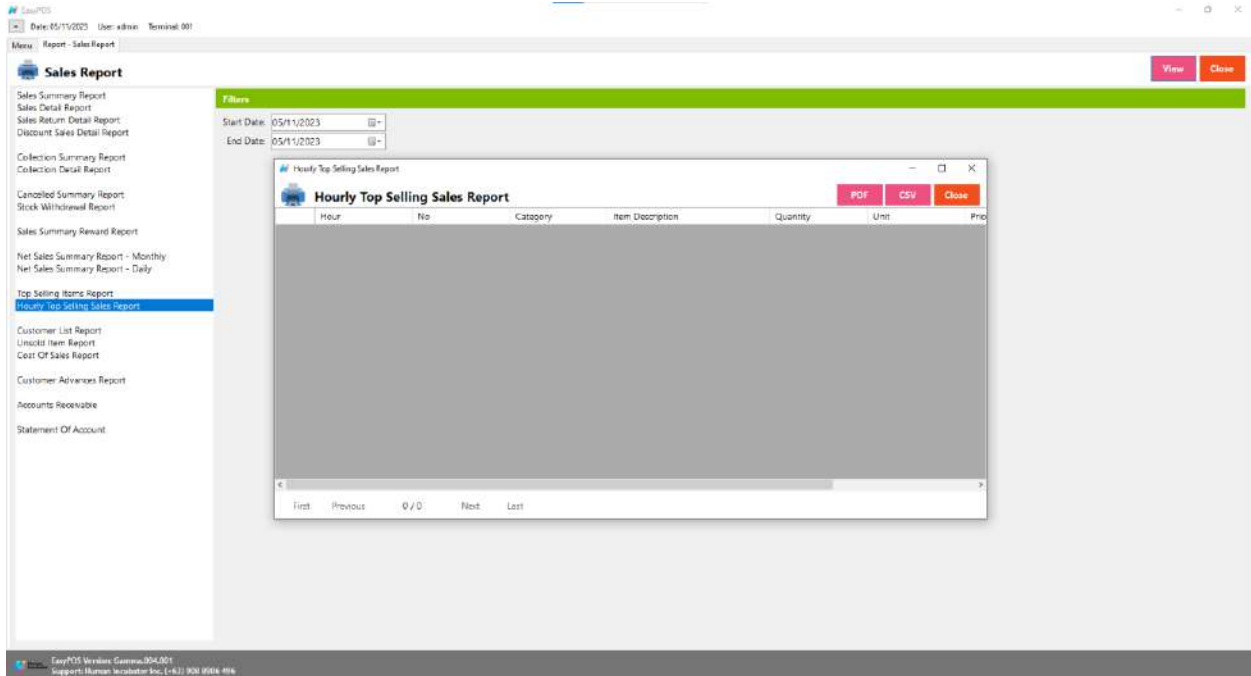


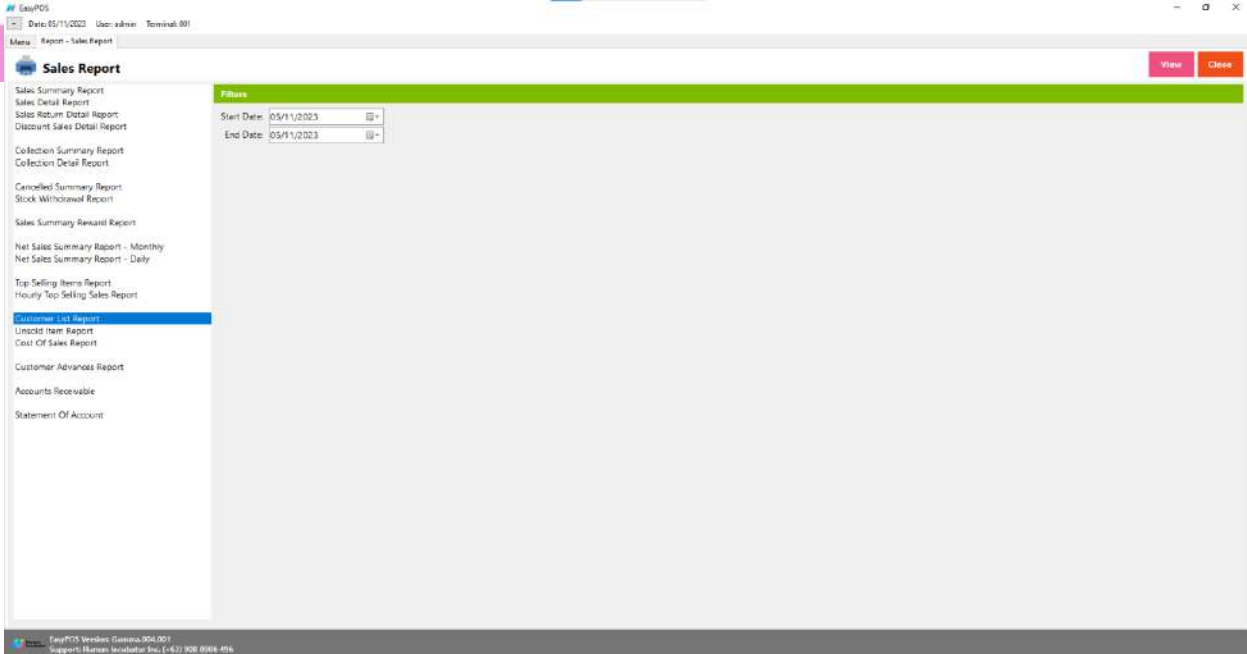
- Select start date and end date.
- It is filtered by Category
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.





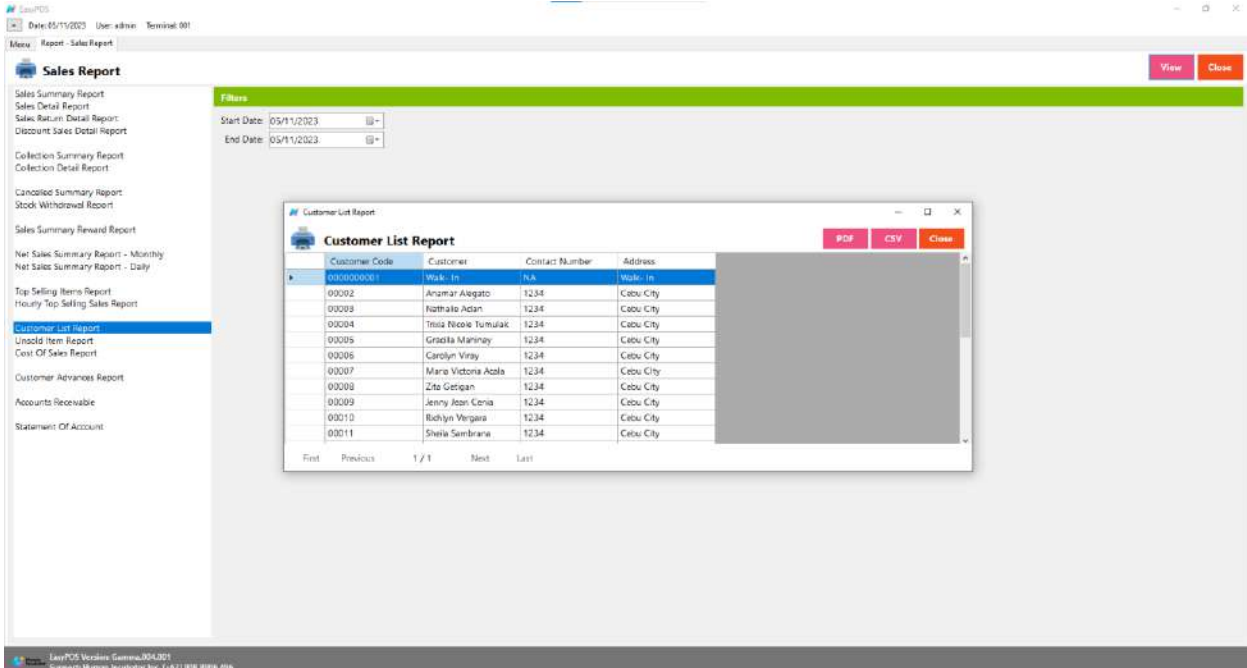
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.





The screenshot shows the 'Sales Report' menu in the POS system. The 'Customer List Report' option is highlighted in blue. The 'Filters' section shows 'Start Date' and 'End Date' both set to 05/11/2023. A 'View' button is visible in the top right corner.

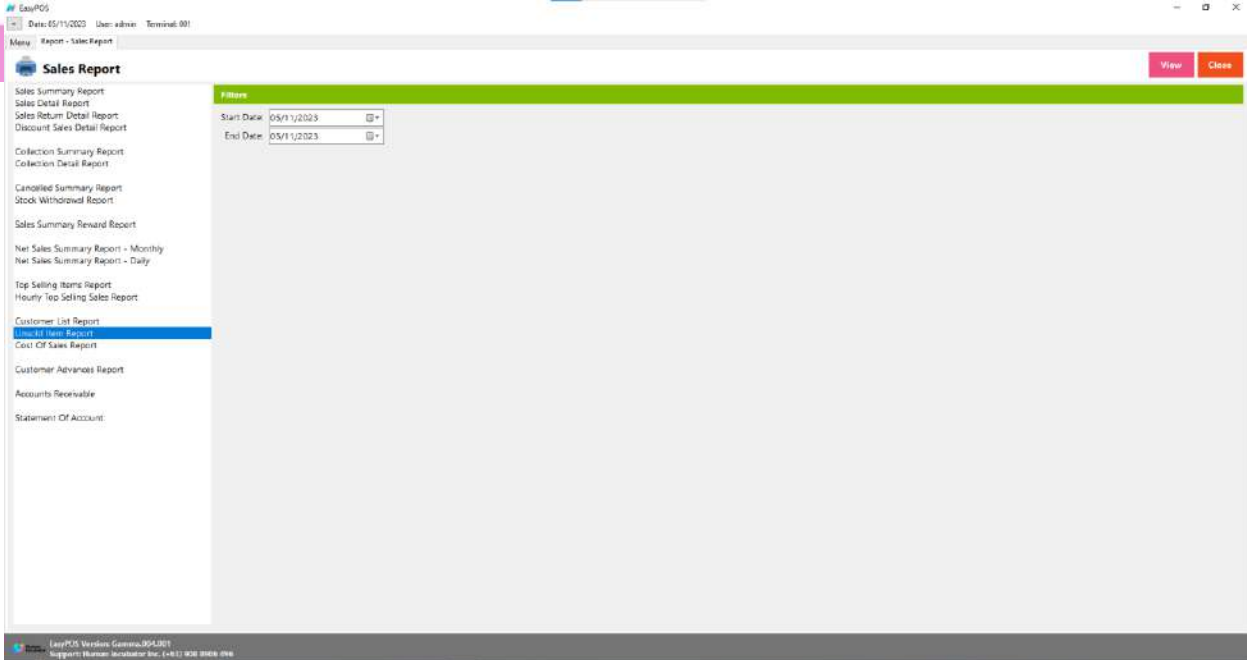
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



The screenshot shows the 'Customer List Report' window. It contains a table with the following data:

Customer Code	Customer	Contact Number	Address
000000001	Walk-In	N/A	Walk-In
00002	Anzamar Alegato	1234	Cebu City
00003	Nathalo Adan	1234	Cebu City
00004	Tricia Nicole Tumalak	1234	Cebu City
00005	Graciela Mahinay	1234	Cebu City
00006	Carolyn Viray	1234	Cebu City
00007	Mara Victoria Acosta	1234	Cebu City
00008	Zhu Getigan	1234	Cebu City
00009	Jenny Jean Ceria	1234	Cebu City
00010	Radhya Vergara	1234	Cebu City
00011	Shelia Sembrana	1234	Cebu City

The window also features 'PDF', 'CSV', and 'Close' buttons at the top right. Navigation buttons 'First', 'Previous', 'Next', and 'Last' are at the bottom.



EasyPOS  
Date: 05/11/2023 User: admin Terminal: 001  
Menu Report - Sales Report

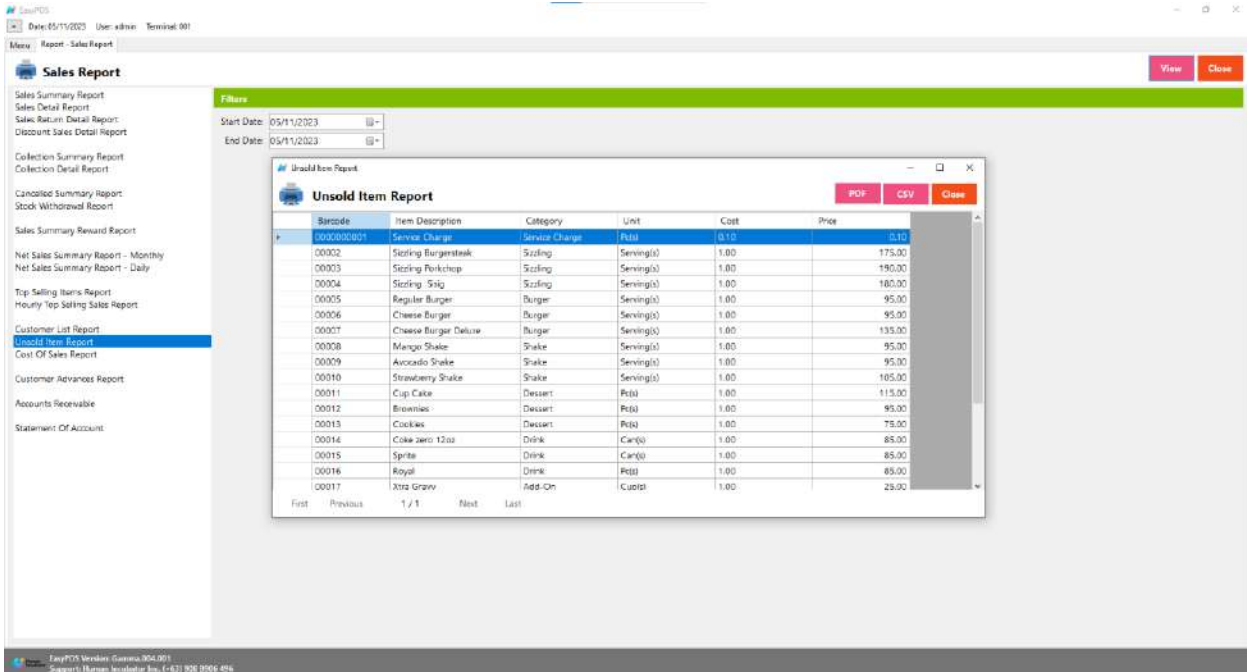
**Sales Report** [View] [Close]

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report  
Collection Summary Report  
Collection Detail Report  
Cancelled Summary Report  
Stock Withdrawal Report  
Sales Summary Reward Report  
Net Sales Summary Report - Monthly  
Net Sales Summary Report - Daily  
Top Selling Items Report  
Hourly Top Selling Sales Report  
Customer List Report  
**Unsold Item Report**  
Cost Of Sales Report  
Customer Advances Report  
Accounts Receivable  
Statement Of Account

Filters  
Start Date: 05/11/2023  
End Date: 05/11/2023

EasyPOS Version: 0505.001  
Support: Human Incubator Inc. (+63) 938 8888 898

- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



EasyPOS  
Date: 05/11/2023 User: admin Terminal: 001  
Menu Report - Sales Report

**Sales Report** [View] [Close]

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report  
Collection Summary Report  
Collection Detail Report  
Cancelled Summary Report  
Stock Withdrawal Report  
Sales Summary Reward Report  
Net Sales Summary Report - Monthly  
Net Sales Summary Report - Daily  
Top Selling Items Report  
Hourly Top Selling Sales Report  
Customer List Report  
**Unsold Item Report**  
Cost Of Sales Report  
Customer Advances Report  
Accounts Receivable  
Statement Of Account

Filters  
Start Date: 05/11/2023  
End Date: 05/11/2023

**Unsold Item Report** [PDF] [CSV] [Close]

Barcode	Item Description	Category	Unit	Cost	Price
000000001	Service Charge	Service Charge	Rate	0.00	0.00
00002	Steering Burgersteak	Steering	Serving(s)	1.00	175.00
00003	Steering Porksteak	Steering	Serving(s)	1.00	190.00
00004	Steering Sirig	Steering	Serving(s)	1.00	180.00
00005	Reguler Burger	Burger	Serving(s)	1.00	95.00
00006	Cheese Burger	Burger	Serving(s)	1.00	95.00
00007	Cheese Burger Deluxe	Burger	Serving(s)	1.00	135.00
00008	Mango Shake	Shake	Serving(s)	1.00	95.00
00009	Avocado Shake	Shake	Serving(s)	1.00	95.00
00010	Strawberry Shake	Shake	Serving(s)	1.00	105.00
00011	Cup Cake	Dessert	PCU	1.00	115.00
00012	Brownies	Dessert	PCU	1.00	95.00
00013	Cookies	Dessert	PCU	1.00	75.00
00014	Coke zero 12oz	Drink	Can(s)	1.00	85.00
00015	Sprite	Drink	Can(s)	1.00	85.00
00016	Royal	Drink	PCU	1.00	85.00
00017	Hotz Green	Add-On	Cups(s)	1.00	25.00

First Previous 1 / 1 Next Last

EasyPOS Version: 0505.001  
Support: Human Incubator Inc. (+63) 938 8888 898



# Human Incubator

## Cost of Sales Report

**CEBU OFFICE**  
Unit 1001A 10/F Keppel Center  
Samar Loop cor. Cardinal Ave.,  
Cebu Business Park,  
Cebu City, 6000 Philippines

**MANILA OFFICE**  
Unit 1103 Jollibee Center,  
Avenue, Ortigas Center,  
San Antonio, Pasig, 1605  
Metro Manila, Philippines

# EasyPOS  
Date: 05/11/2023 User: admin Terminal: 001

Menu Report - Sales Report

### Sales Report

View Close

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report  
Collection Summary Report  
Collection Detail Report  
Cancelled Summary Report  
Stock Withdrawal Report  
Sales Summary Reward Report  
Net Sales Summary Report - Monthly  
Net Sales Summary Report - Daily  
Top Selling Items Report  
Hourly Top Selling Sales Report  
Customer List Report  
Unsold Item Report  
**COST OF SALES REPORT**  
Customer Advances Report  
Accounts Receivable  
Statement Of Account

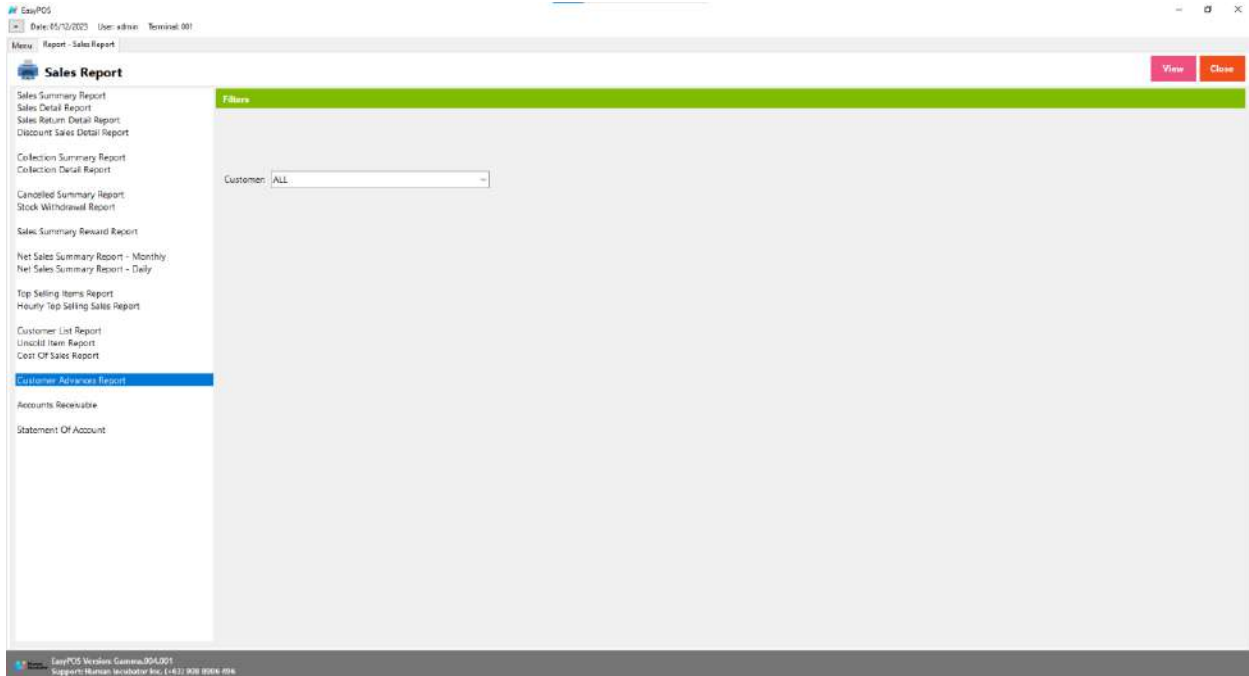
**Filters**

Start Date: 05/11/2023  
End Date: 05/11/2023  
Terminal: Terminal: 001  
Customer: ALL  
Date as of: 05/11/2023

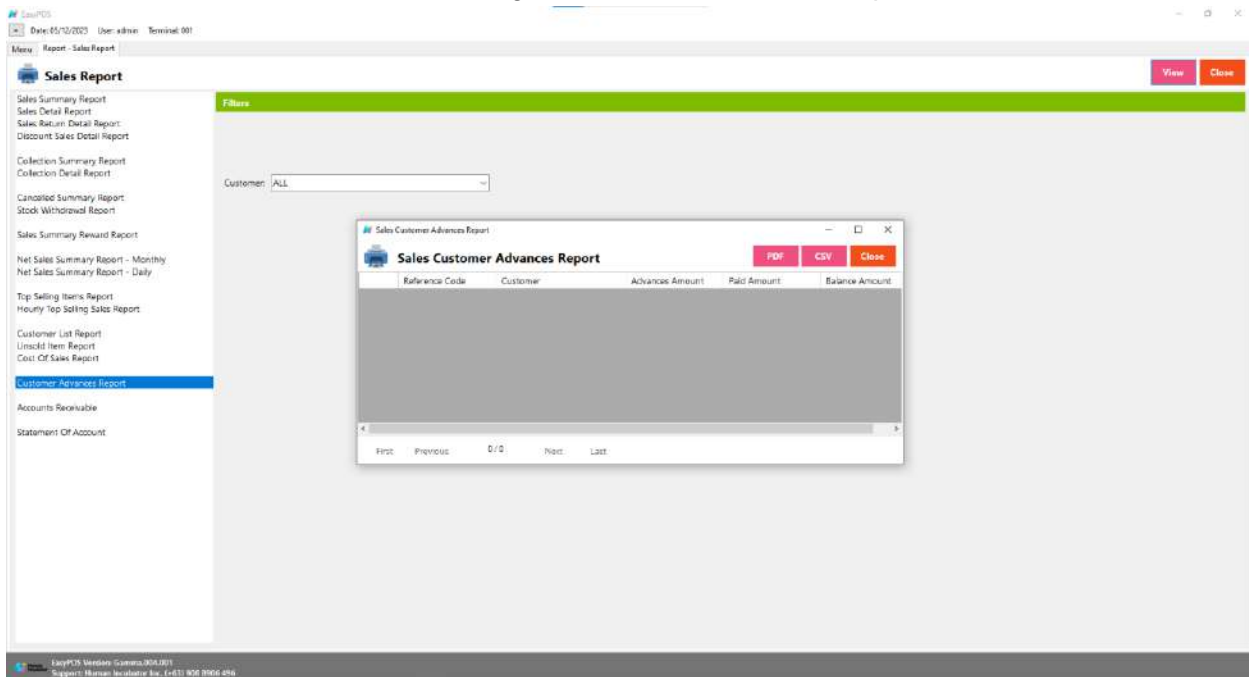
EasyPOS Version: General/2023.001  
Support: Human Incubator Inc., 1-822-888-8888



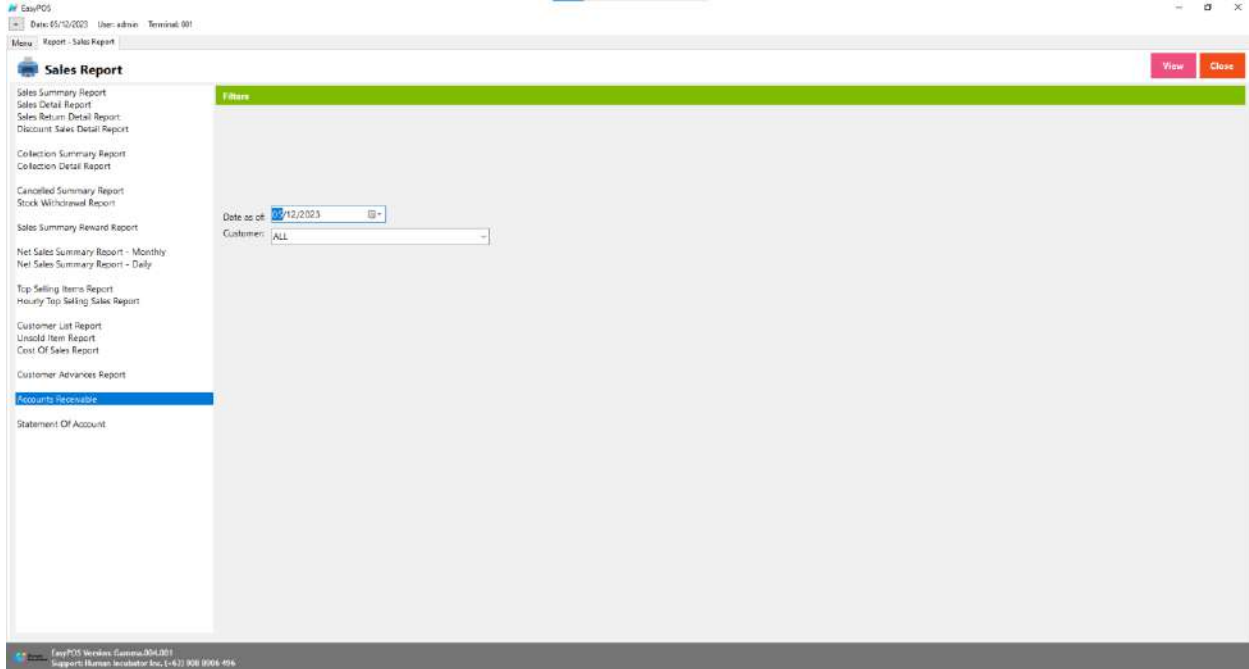
## Customer Advances Report



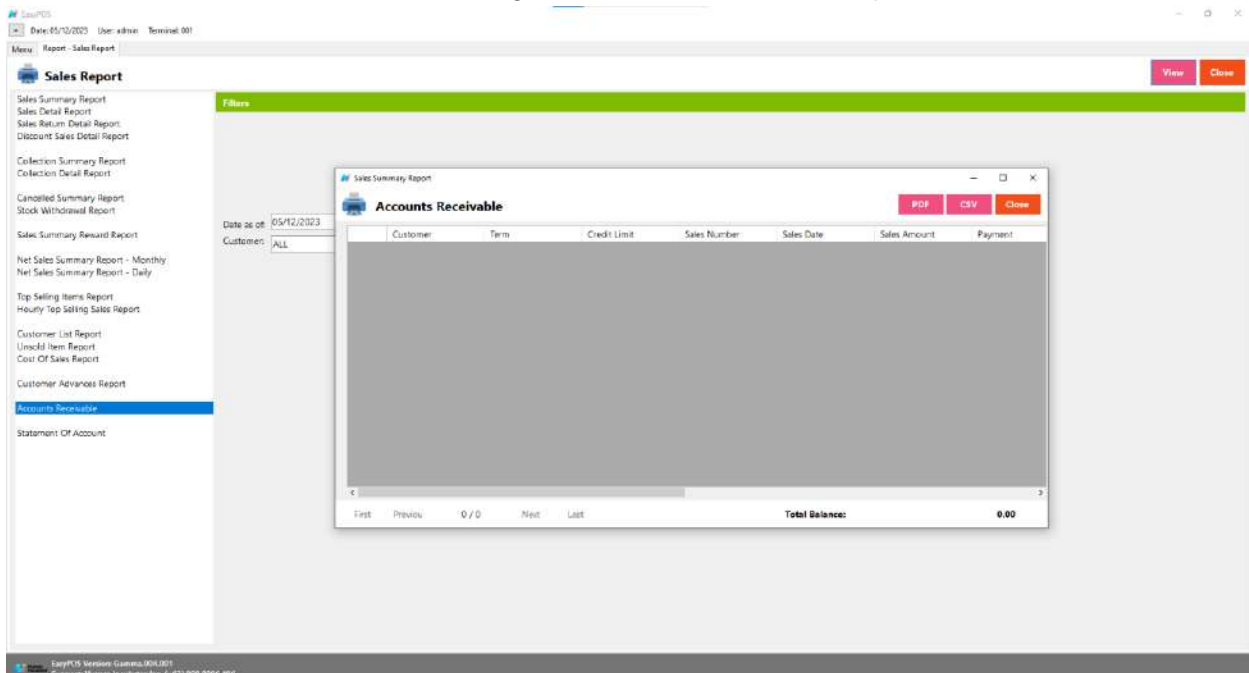
- It is filtered by Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



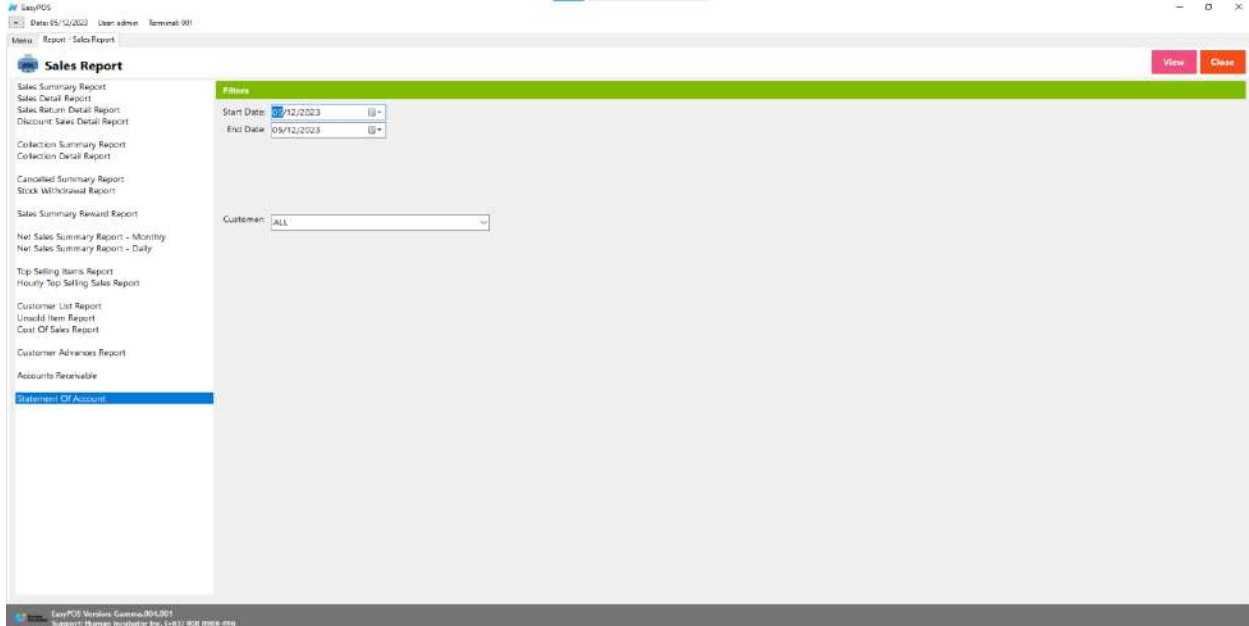
## Accounts Receivable



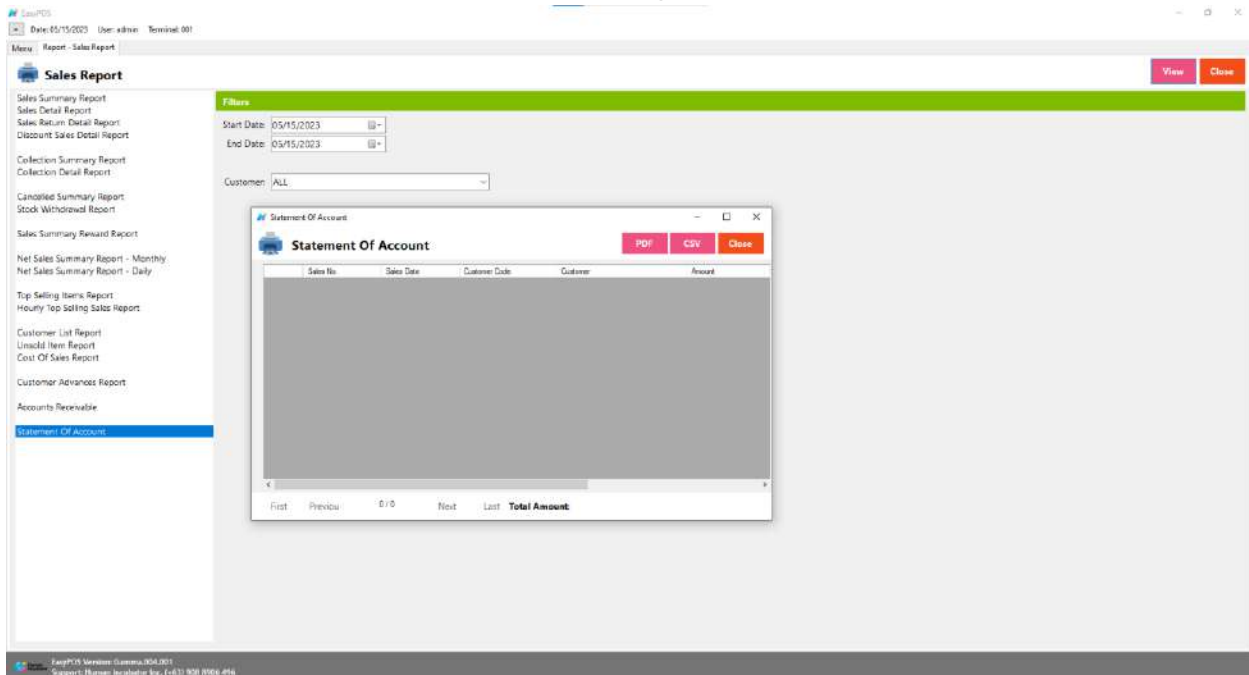
- Select Date as of and Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



## Statement of Account



- Select start date and end date.
- It can also be filtered by Customer
- Click the **View** button to view the report



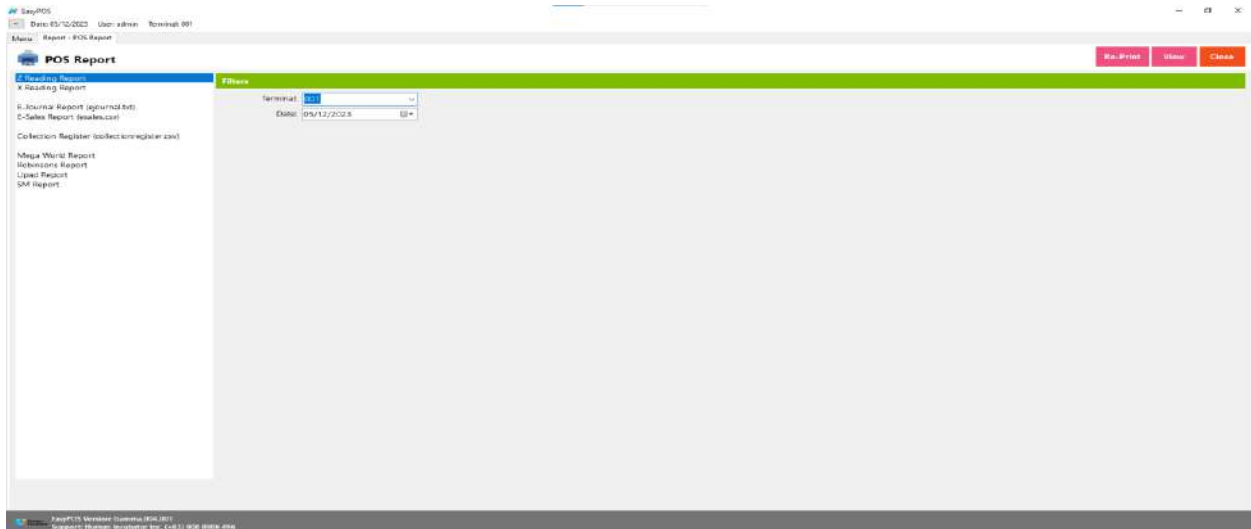
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.

## POS Report

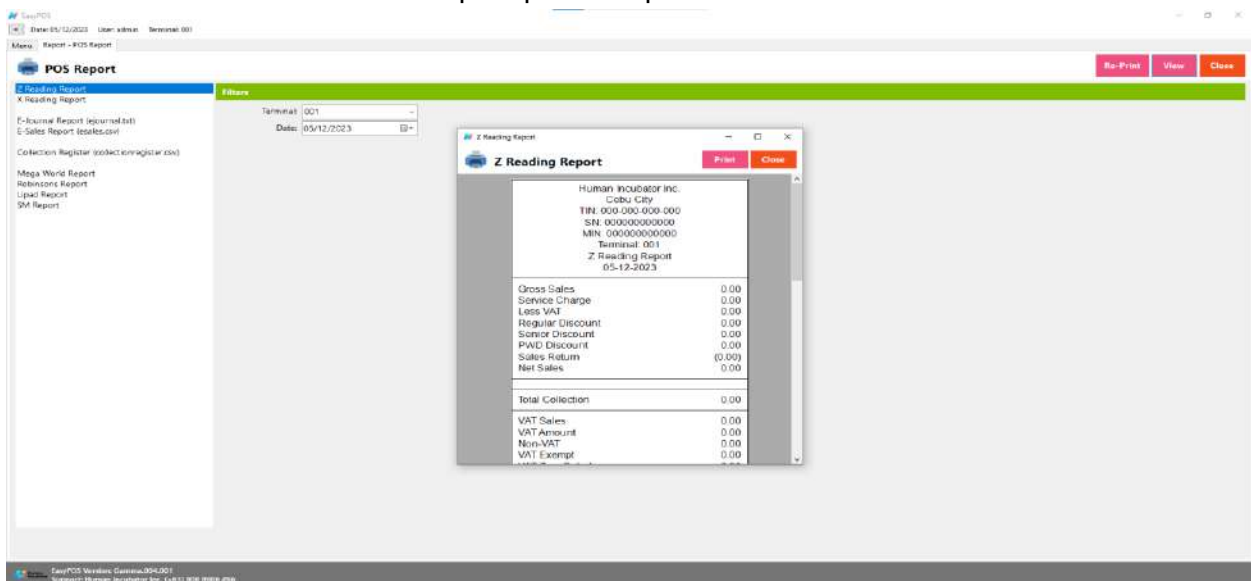
### Overview

- **POS Report** is where users can see the final sales report within the day. Also, this is where users can generate reports that are needed for BIR such as Z-Reading.

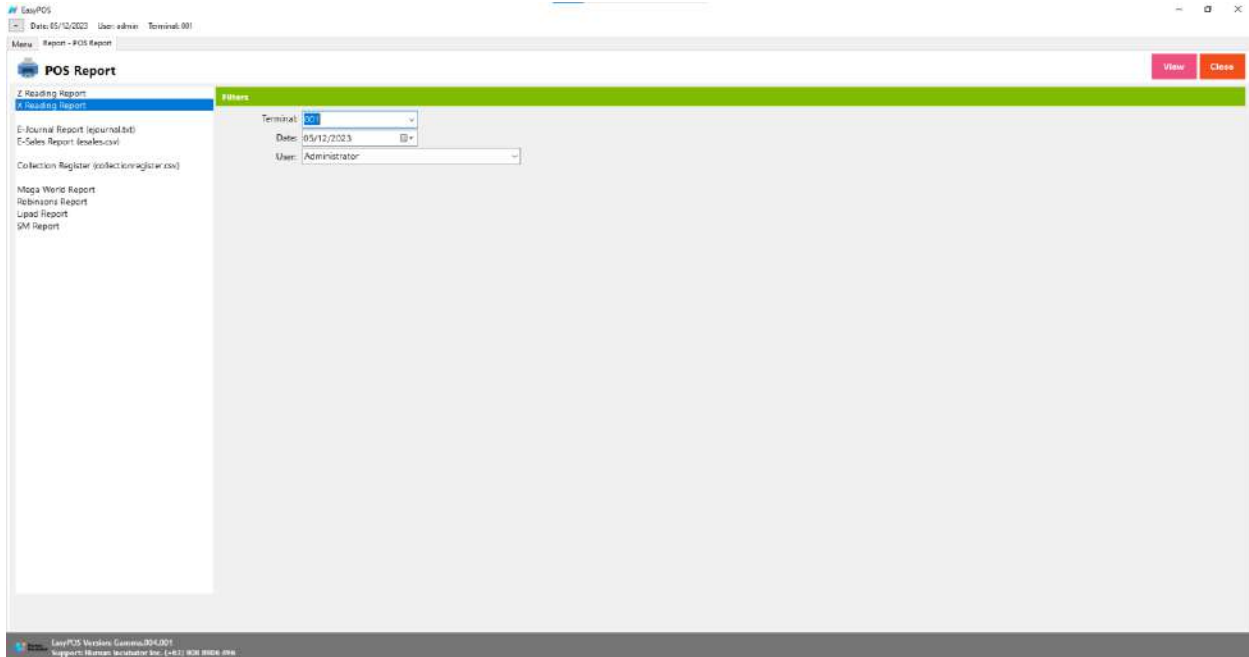
### Z Reading Report



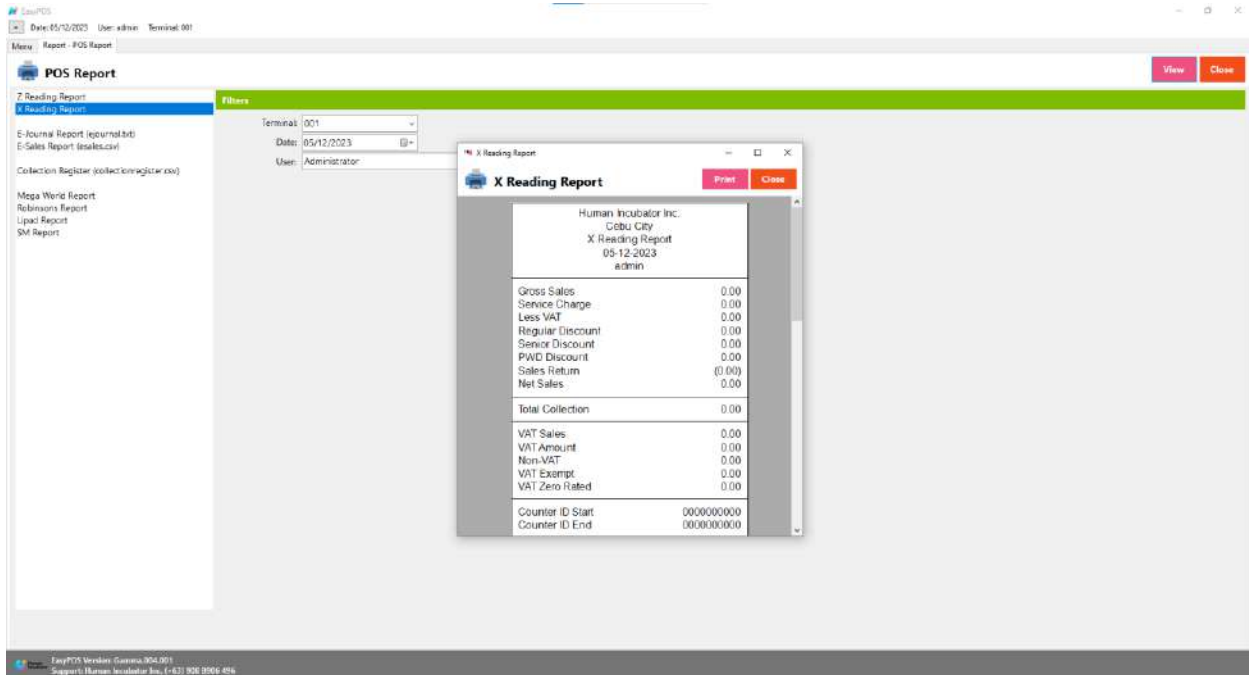
- Select start date and end date.
- Click the **Re-Print** button to automatically print the end of day report
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



## X Reading Report



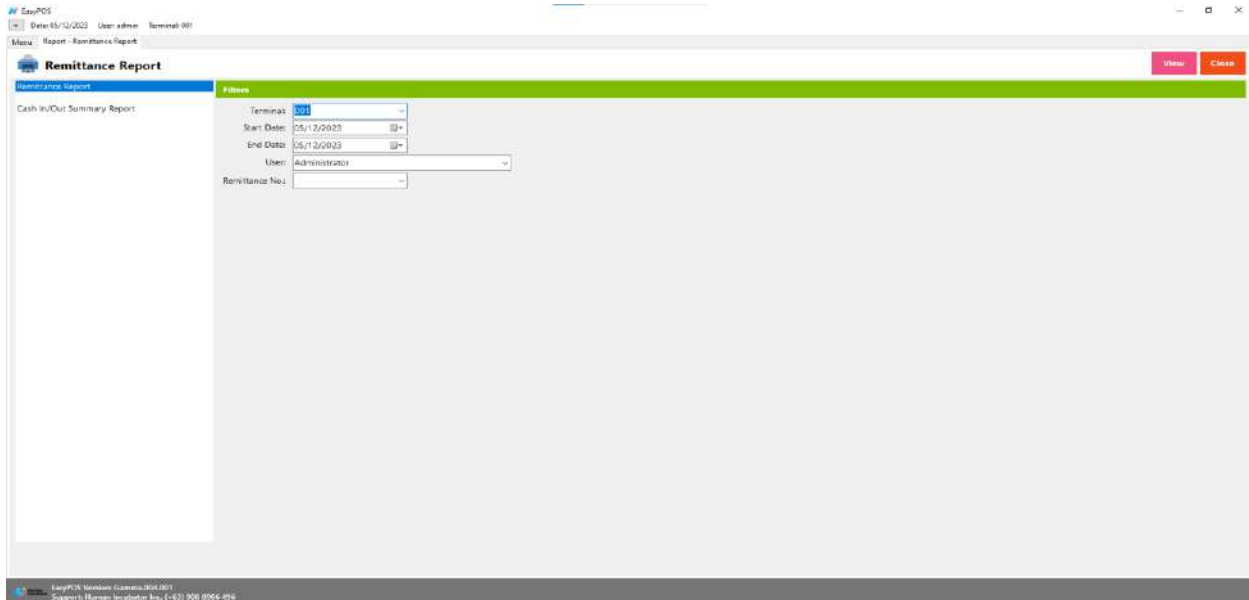
- Select start date and end date.
- It can also be filtered by User
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



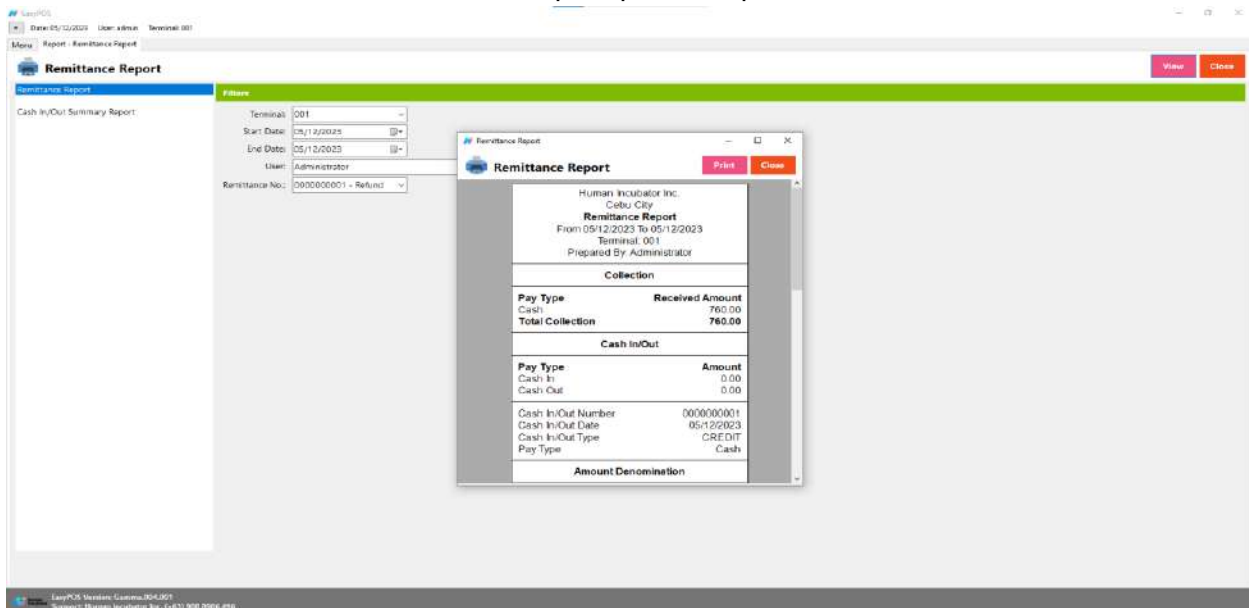
## Overview

- **Remittance Report** is where users can see the reports for Cash/In Out with the Remittance report.

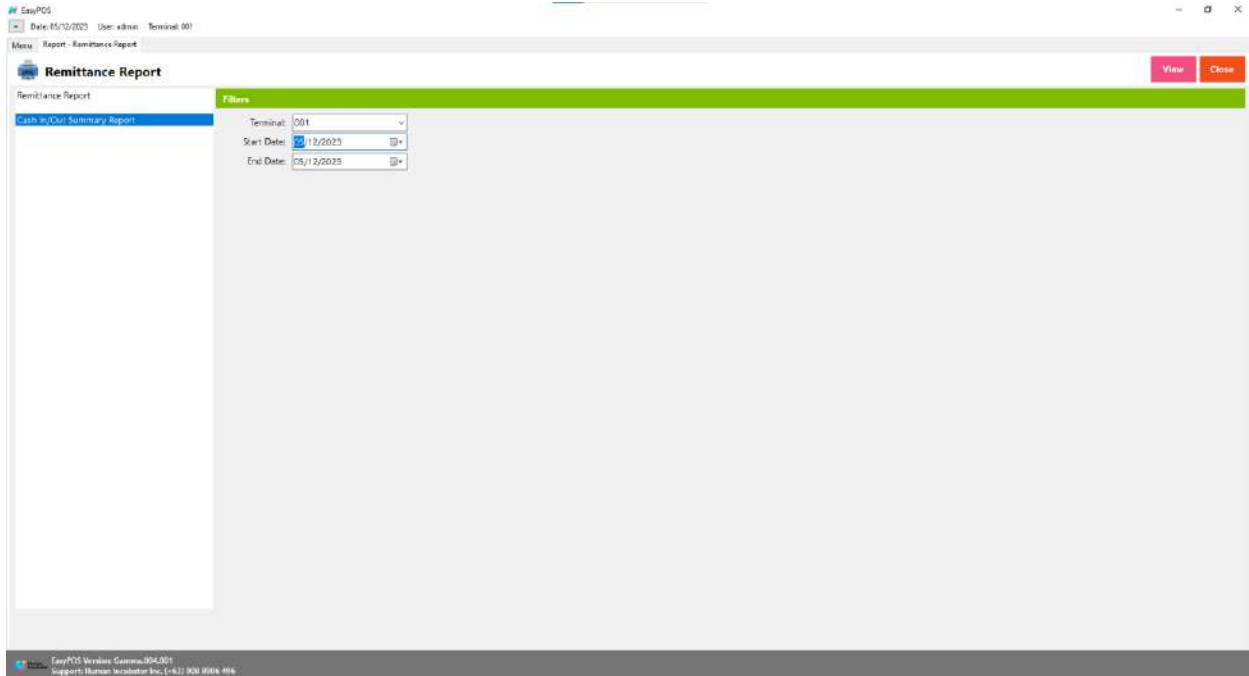
## Remittance Report



- Select Terminal, start date, end date, User and Remittance No..
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



## Cash In/Out Summary Report



EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu: Report - Remittance Report

**Remittance Report** View Close

Remittance Report

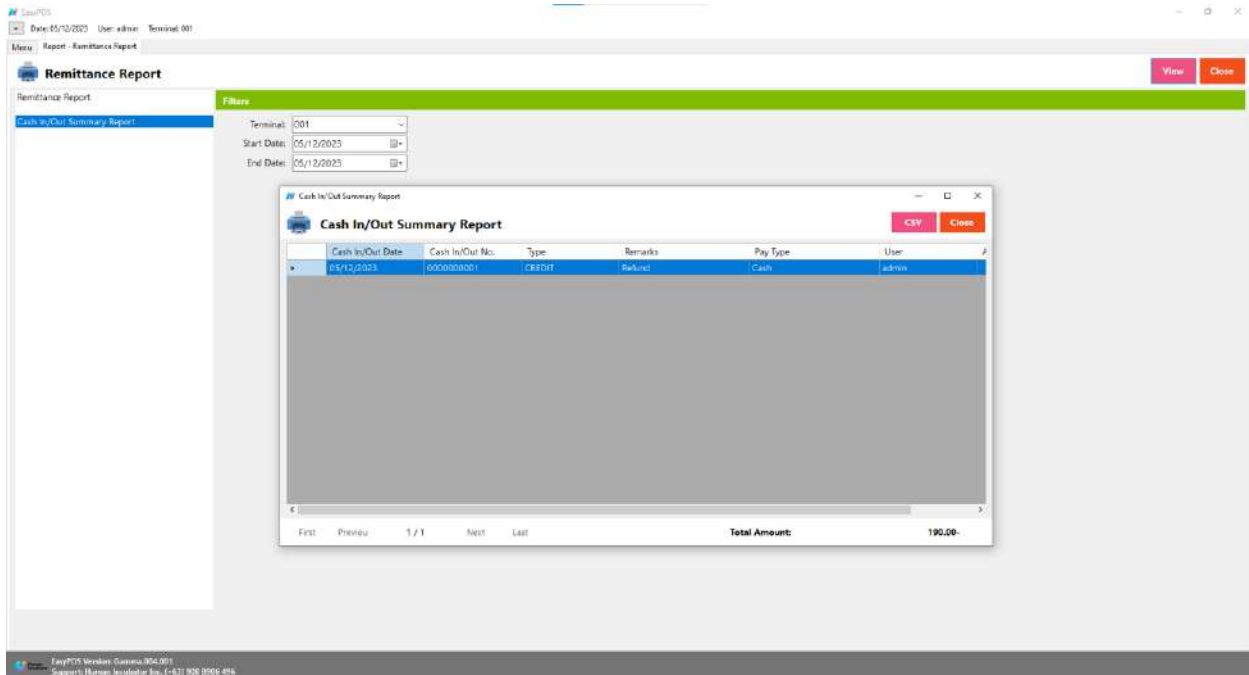
Cash In/Out Summary Report

**Filters**

Terminal: 001  
Start Date: 05/12/2023  
End Date: 05/12/2023

EasyPOS Version: Current: 304.001  
Support: Human Incubator Inc. (+63) 938 8946 496

- Select Terminal, start date and end date..
- Click the **View** button to view the report
- Click **CSV** button to print csv file format report



EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu: Report - Remittance Report

**Remittance Report** View Close

Remittance Report

Cash In/Out Summary Report

**Filters**

Terminal: 001  
Start Date: 05/12/2023  
End Date: 05/12/2023

**Cash In/Out Summary Report** CSV Close

Cash In/Out Date	Cash In/Out No.	Type	Remarks	Pay Type	User
05/12/2023	0000000001	CREDIT	Refund	Cash	admin

First Previous 1 / 1 Next Last **Total Amount: 190.00**

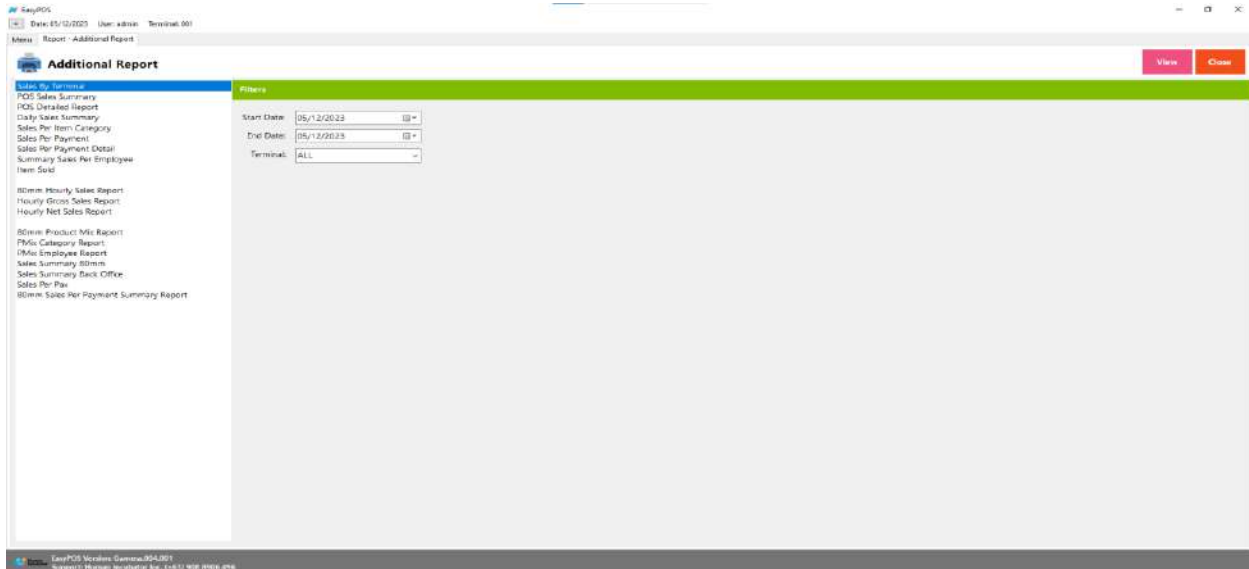
EasyPOS Version: Current: 304.001  
Support: Human Incubator Inc. (+63) 938 8946 496



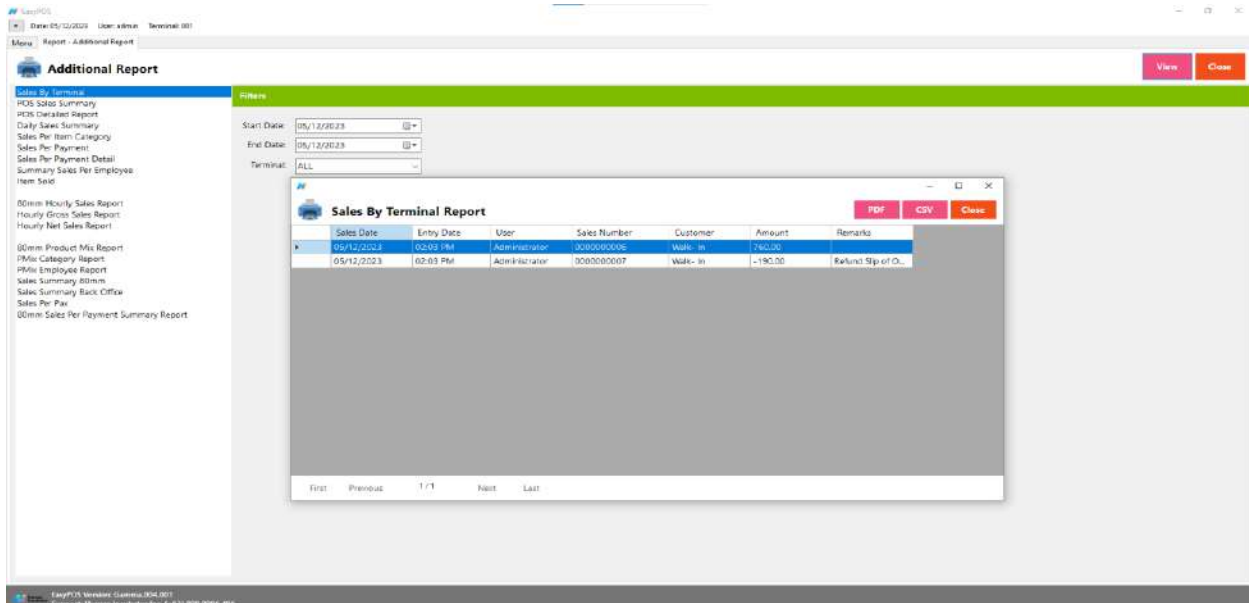
## Overview

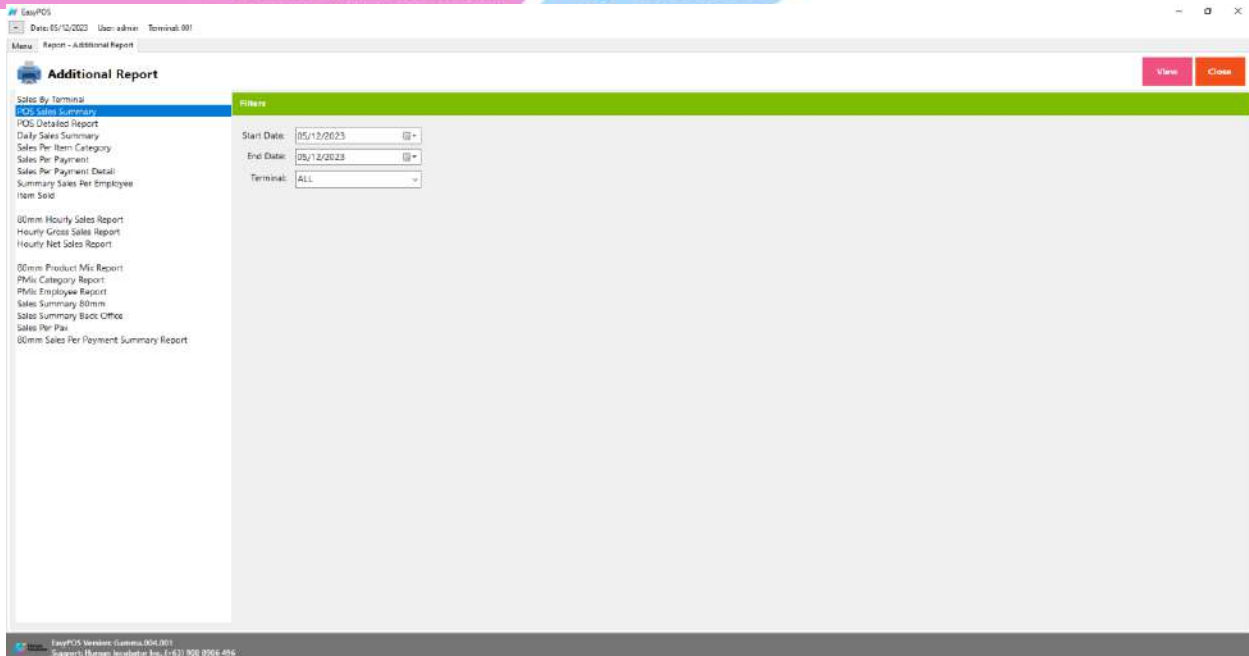
- Additional Report is the newly added reports.

## Sales By Terminal

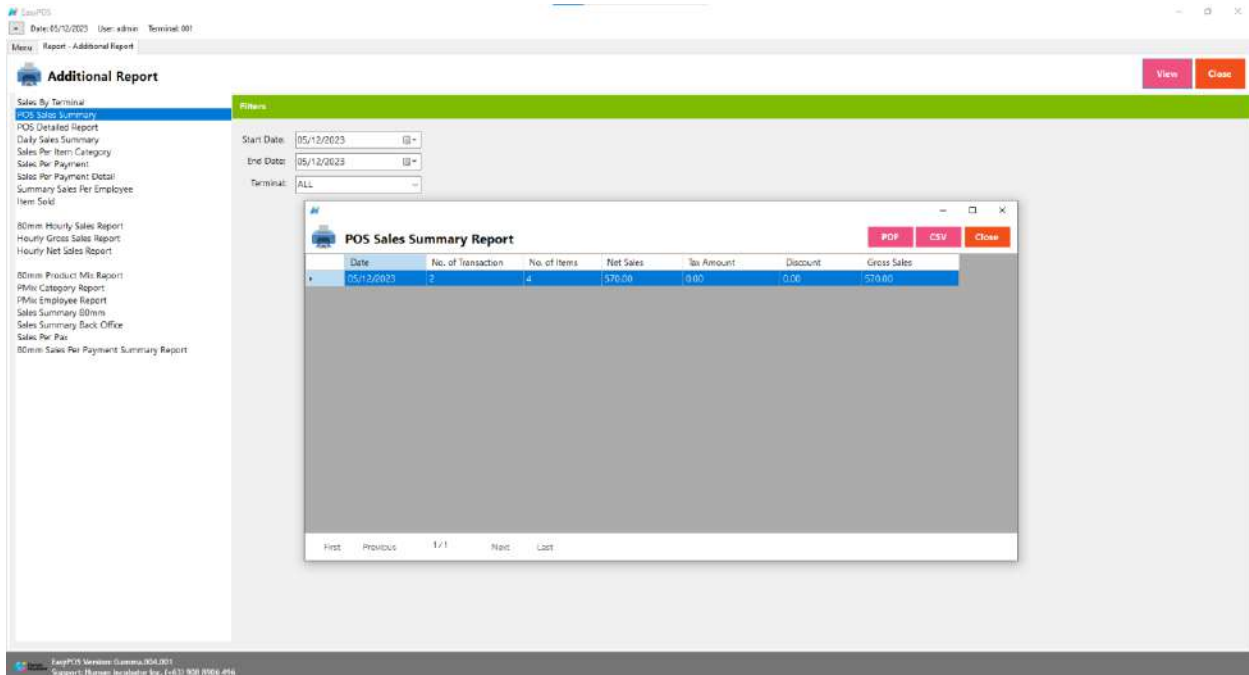


- Select Terminal, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to print csv file format report






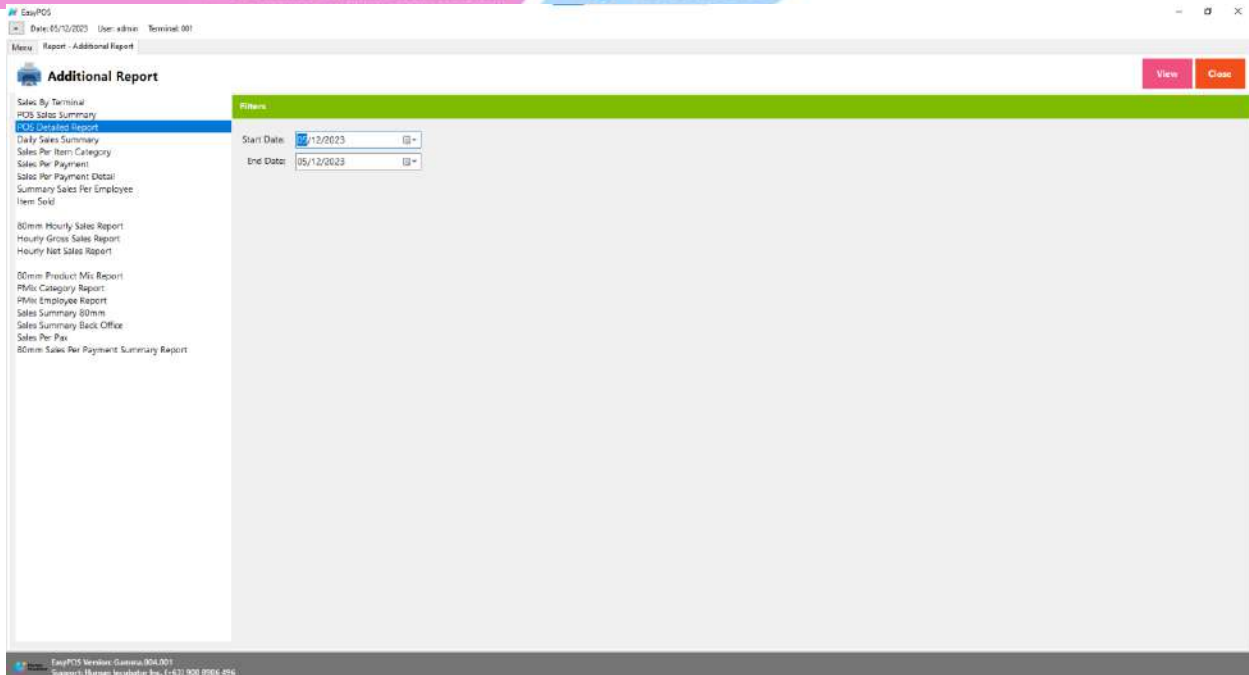
- Select Terminal, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to print csv file format report



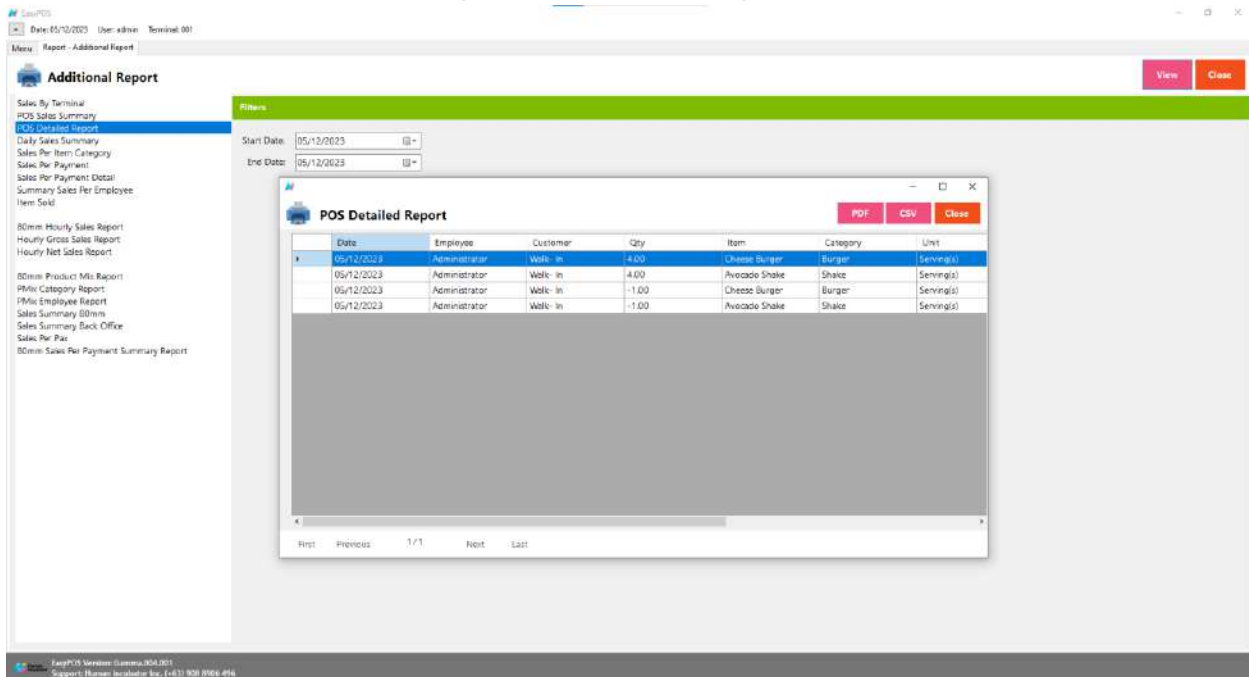
Date	No. of Transaction	No. of Items	Net Sales	Tax Amount	Discount	Gross Sales
05/12/2023	3	4	570.00	0.00	0.00	570.00

## POS Detailed Report

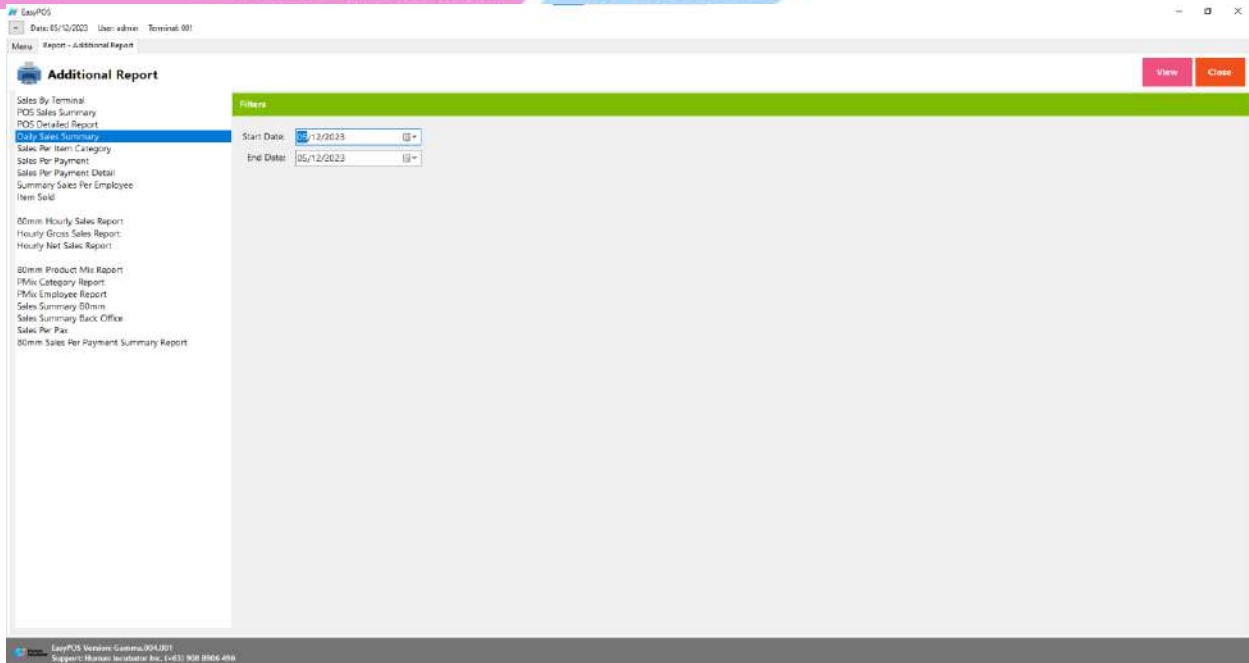
 +63-32-256-2904



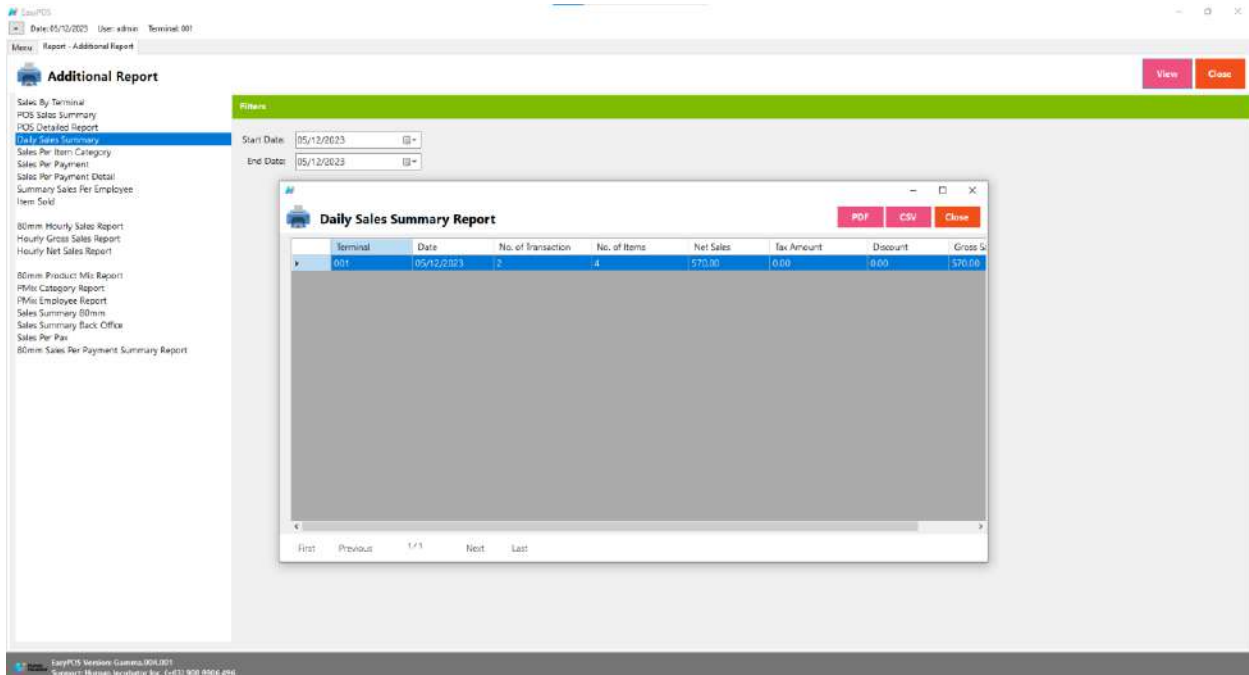
- Select Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to print csv file format report



Date	Employee	Customer	Qty	Item	Category	Unit
05/12/2023	Administrator	Walk-in	4.00	Cheese Burger	Burger	Serving(s)
05/12/2023	Administrator	Walk-in	4.00	Avocado Shake	Shake	Serving(s)
05/12/2023	Administrator	Walk-in	-1.00	Cheese Burger	Burger	Serving(s)
05/12/2023	Administrator	Walk-in	-1.00	Avocado Shake	Shake	Serving(s)



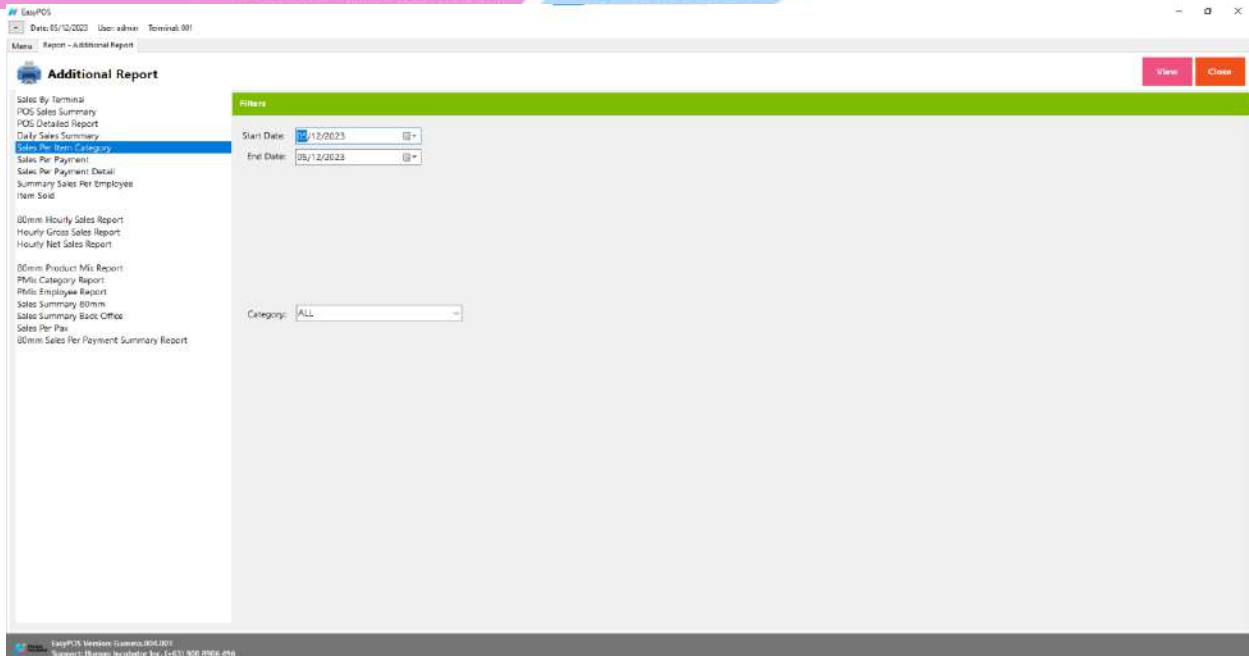
- Select Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to print csv file format report



Terminal	Date	No. of Transaction	No. of Items	Net Sales	Tax Amount	Discount	Gross Sales
001	05/12/2023	2	4	570.00	0.00	0.00	570.00

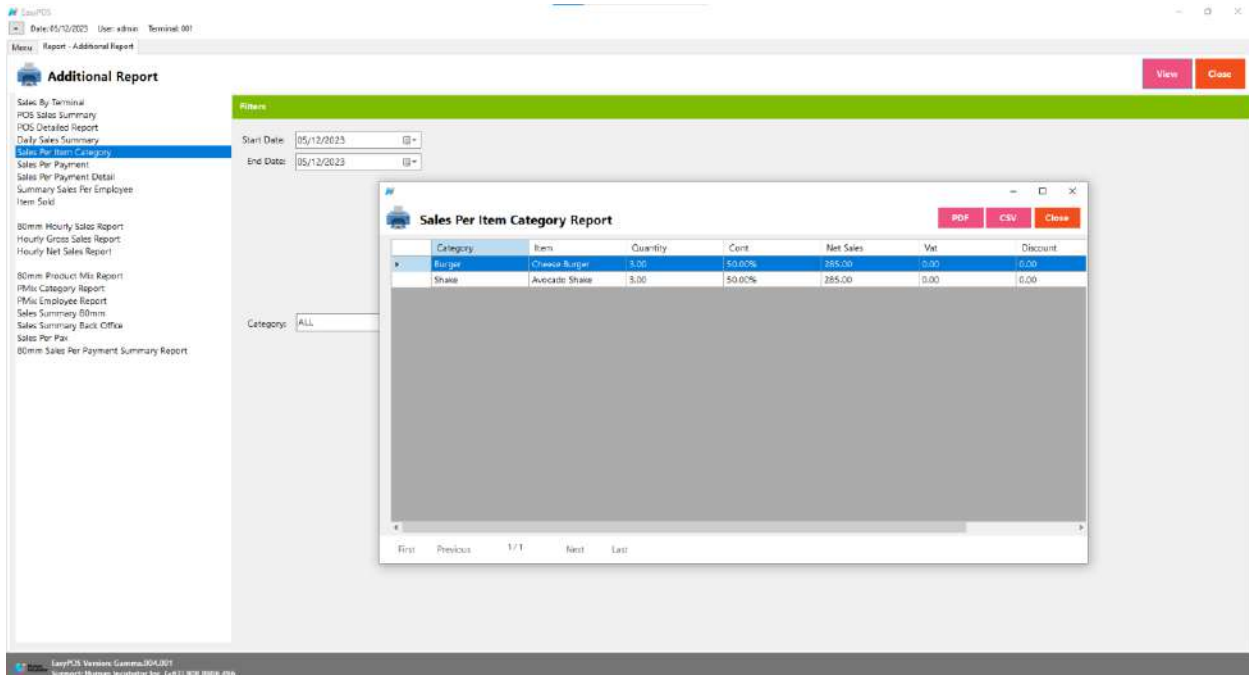
## Sales Per Item Category

+63-32-256-2904



The screenshot shows the 'Additional Report' configuration window in EasyPOS. The 'Sales Per Item Category' report is selected in the left-hand menu. The 'Filters' section on the right includes a 'Start Date' field set to 05/12/2023, an 'End Date' field set to 05/12/2023, and a 'Category' dropdown menu currently set to 'ALL'. 'View' and 'Clear' buttons are visible in the top right corner.

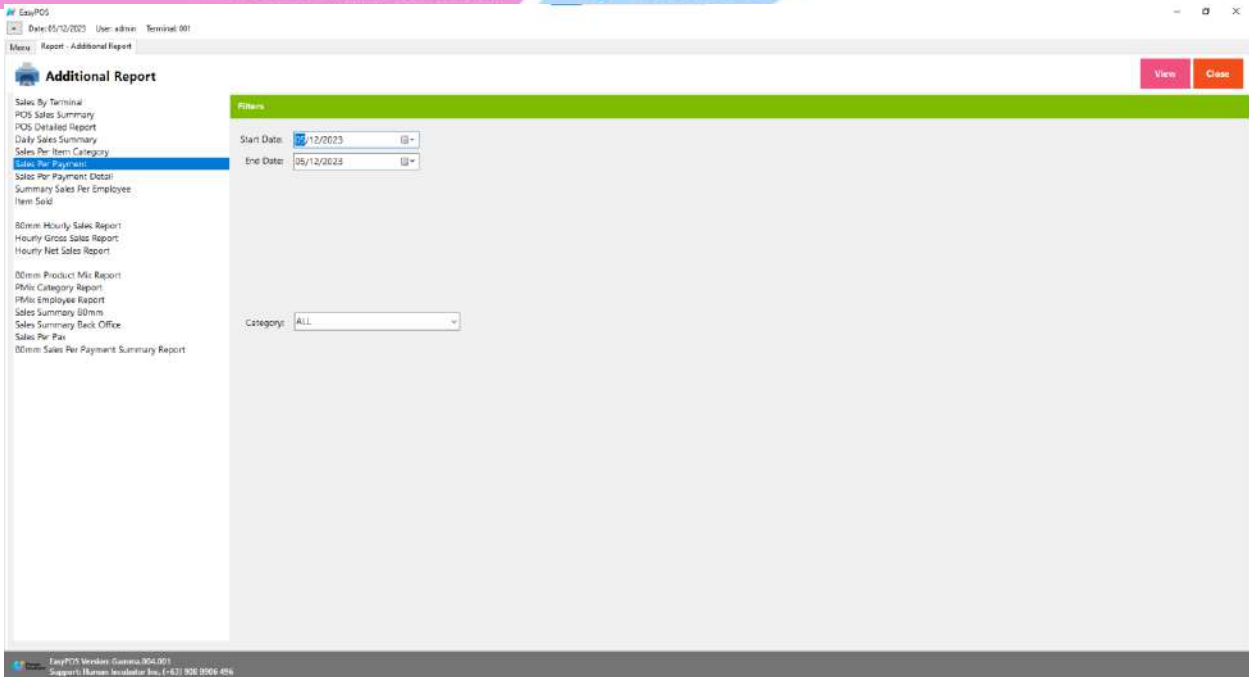
- Select Category, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to print csv file format report



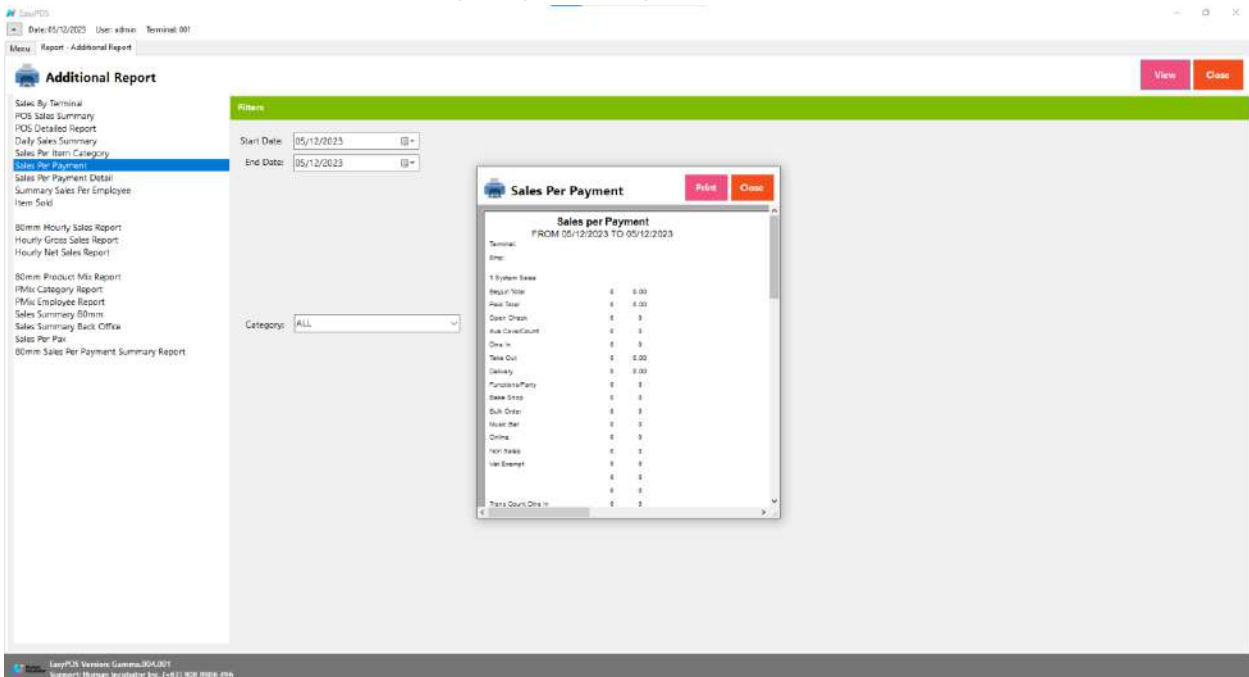
The screenshot shows the 'Sales Per Item Category Report' data table. The table has columns for Category, Item, Quantity, Cost, Net Sales, Vat, and Discount. The data is as follows:

Category	Item	Quantity	Cost	Net Sales	Vat	Discount
Burger	Cheese Burger	3.00	50.00%	285.00	0.00	0.00
Shake	Avocado Shake	5.00	50.00%	285.00	0.00	0.00

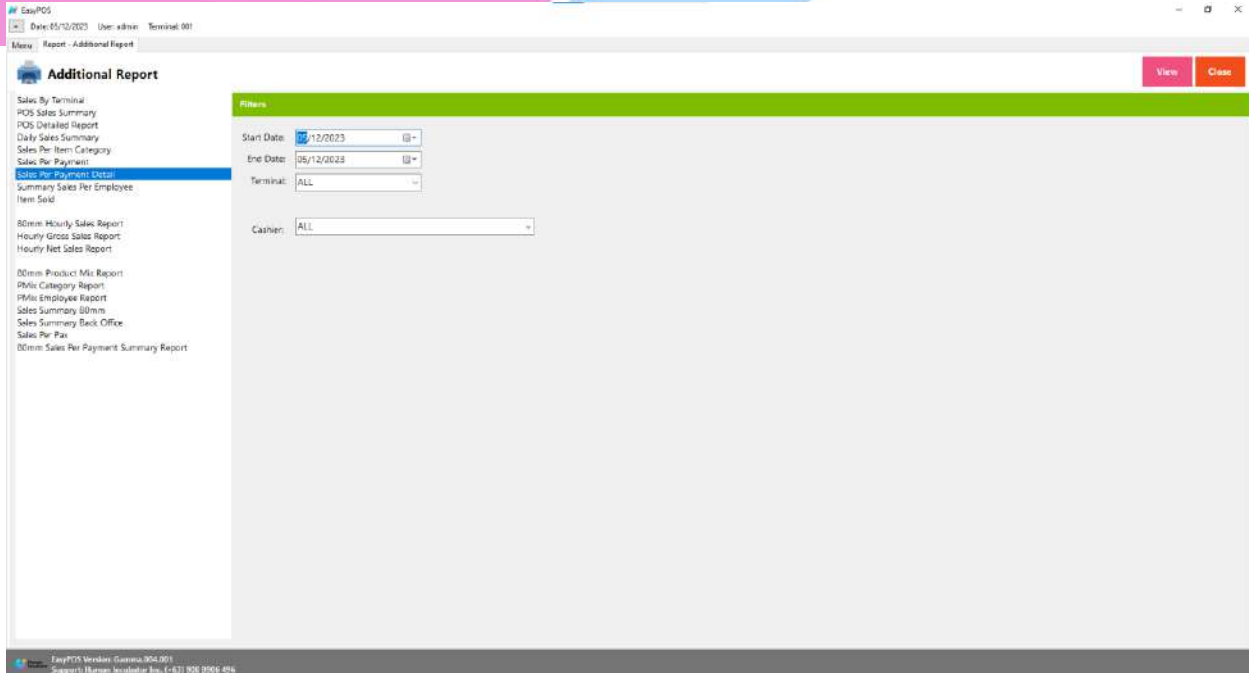
The report window also includes 'PDF', 'CSV', and 'Close' buttons in the top right corner. The background shows the same report configuration interface as the previous screenshot.



- Select Category, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



## Sales Per Payment Detail



EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu Report Additional Report

**Additional Report** View Close

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
**Sales Per Payment Detail**  
Summary Sales Per Employee  
Item Sold

Admin Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report

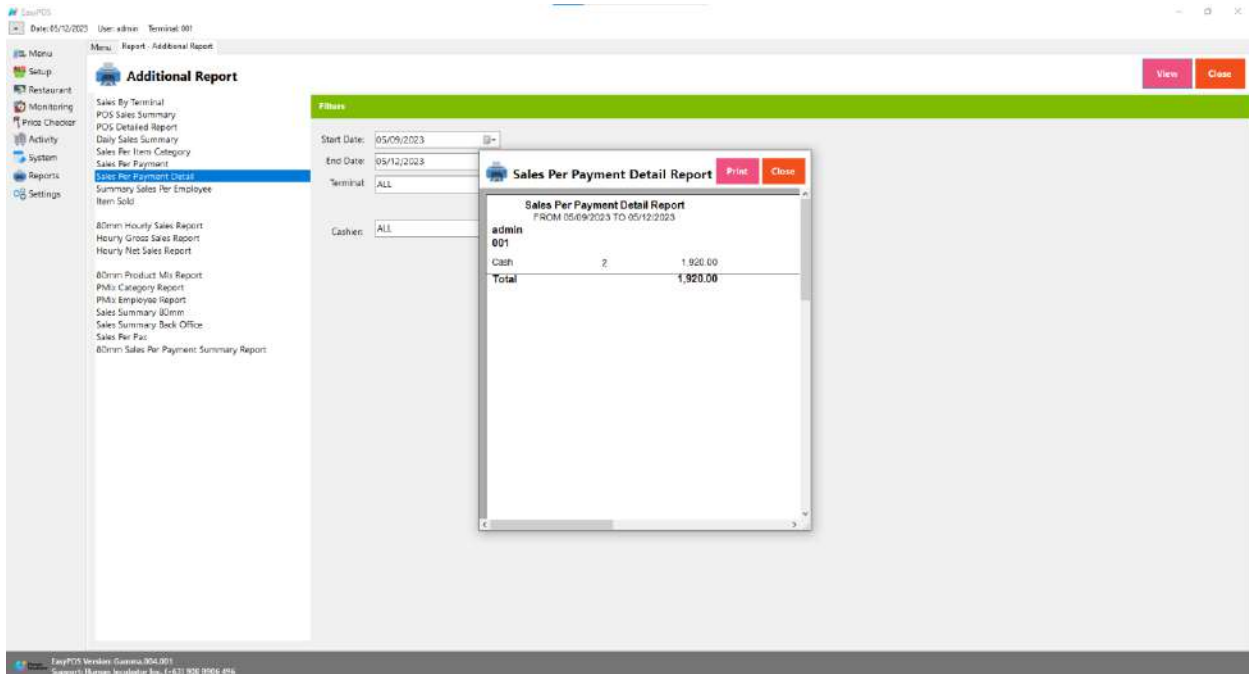
Admin Product Mix Report  
PMix Category Report  
PMix Employee Report  
Sales Summary Admin  
Sales Summary Back Office  
Sales Per Pan  
Admin Sales Per Payment Summary Report

**Filters**

Start Date: 05/12/2023  
End Date: 05/12/2023  
Terminal: ALL  
Cashier: ALL

EasyPOS Version: Current: 004.001  
Support: Human Incubator Inc. (+63) 938 8966 456

- Select Cashier, Terminal, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu Report Additional Report

**Additional Report** View Close

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
**Sales Per Payment Detail**  
Summary Sales Per Employee  
Item Sold

Admin Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report

Admin Product Mix Report  
PMix Category Report  
PMix Employee Report  
Sales Summary Admin  
Sales Summary Back Office  
Sales Per Pan  
Admin Sales Per Payment Summary Report

**Filters**

Start Date: 05/09/2023  
End Date: 05/12/2023  
Terminal: ALL  
Cashier: ALL

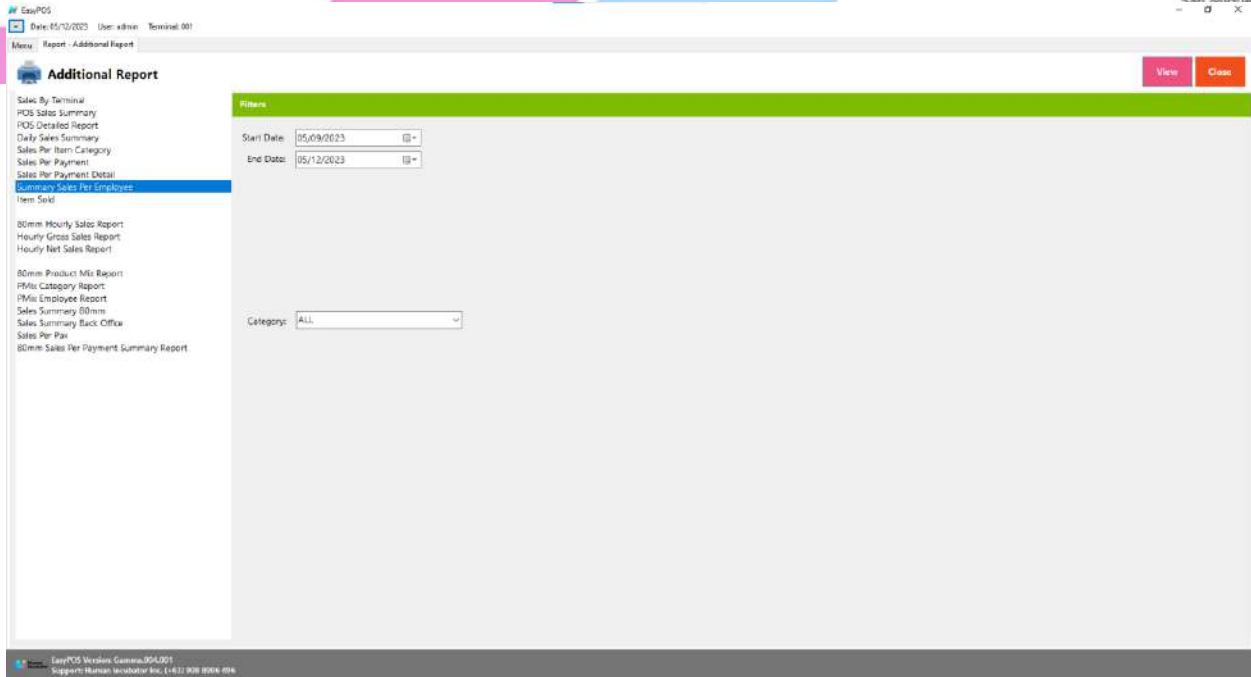
**Sales Per Payment Detail Report** Print Close

**Sales Per Payment Detail Report**  
FROM 05/09/2023 TO 05/12/2023

admin 001		
cash	2	1,920.00
<b>Total</b>		<b>1,920.00</b>

EasyPOS Version: Current: 004.001  
Support: Human Incubator Inc. (+63) 938 8966 456





**Additional Report**

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
Sales Per Payment Detail  
**Summary Sales Per Employee**  
Item Sold  
80mm Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report  
80mm Product Mix Report  
PMix Category Report  
PMix Employee Report  
Sales Summary 80mm  
Sales Summary Back Office  
Sales Per Pair  
80mm Sales Per Payment Summary Report

**Filters:**

Start Date: 05/09/2023

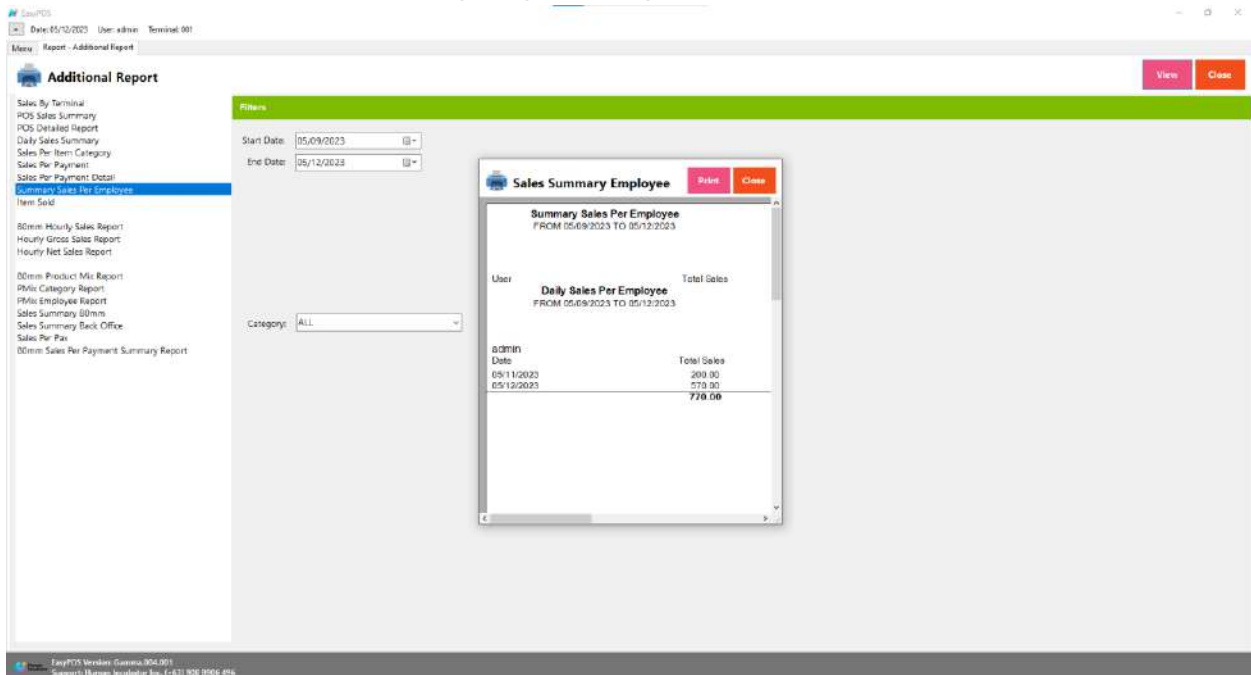
End Date: 05/12/2023

Category: ALL

View Close

EasyPOS Version: 304.001  
Support: Human Incubator Inc. (+63) 908 8866 456

- Select Category, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



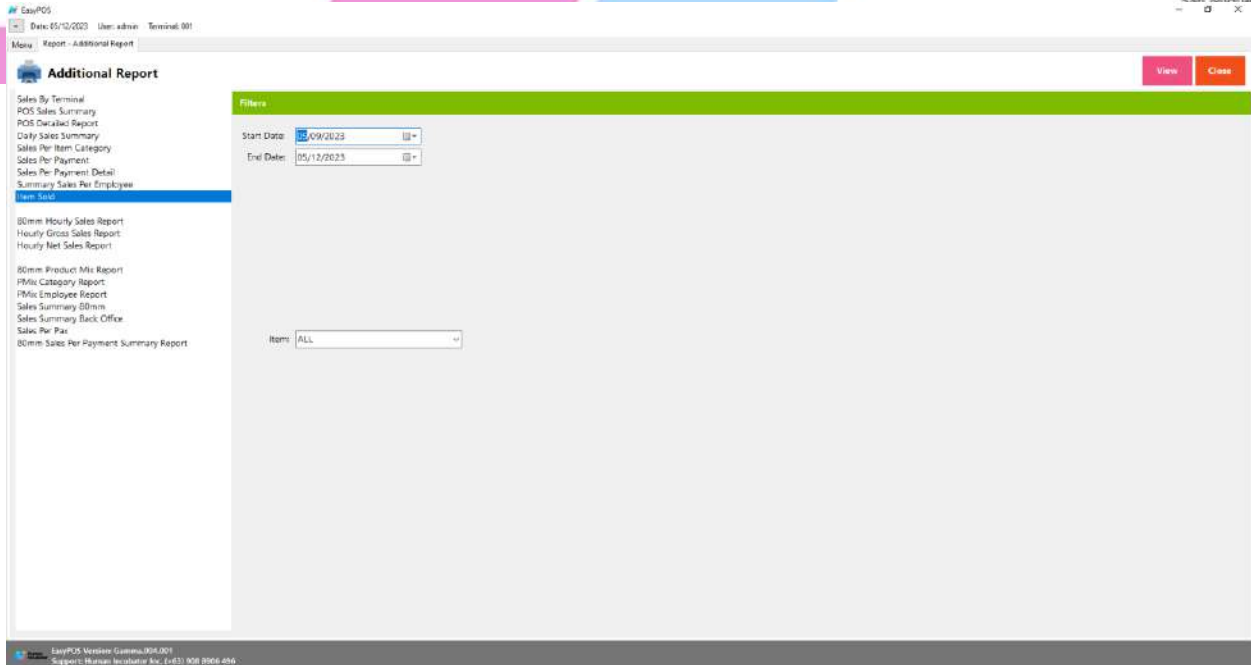
**Sales Summary Employee**

Summary Sales Per Employee  
FROM 05/09/2023 TO 05/12/2023

User	Date	Total Sales
80mm	05/11/2023	200.00
80mm	05/12/2023	570.00
		<b>770.00</b>

Print Close

EasyPOS Version: 304.001  
Support: Human Incubator Inc. (+63) 908 8866 456



Additional Report

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
Sales Per Payment Detail  
Summary Sales Per Employee

Item Sold

80mm Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report

80mm Product Mix Report  
PMix Category Report  
PMix Employee Report  
Sales Summary 80mm  
Sales Summary Back Office  
Sales Per Pax  
80mm Sales Per Payment Summary Report

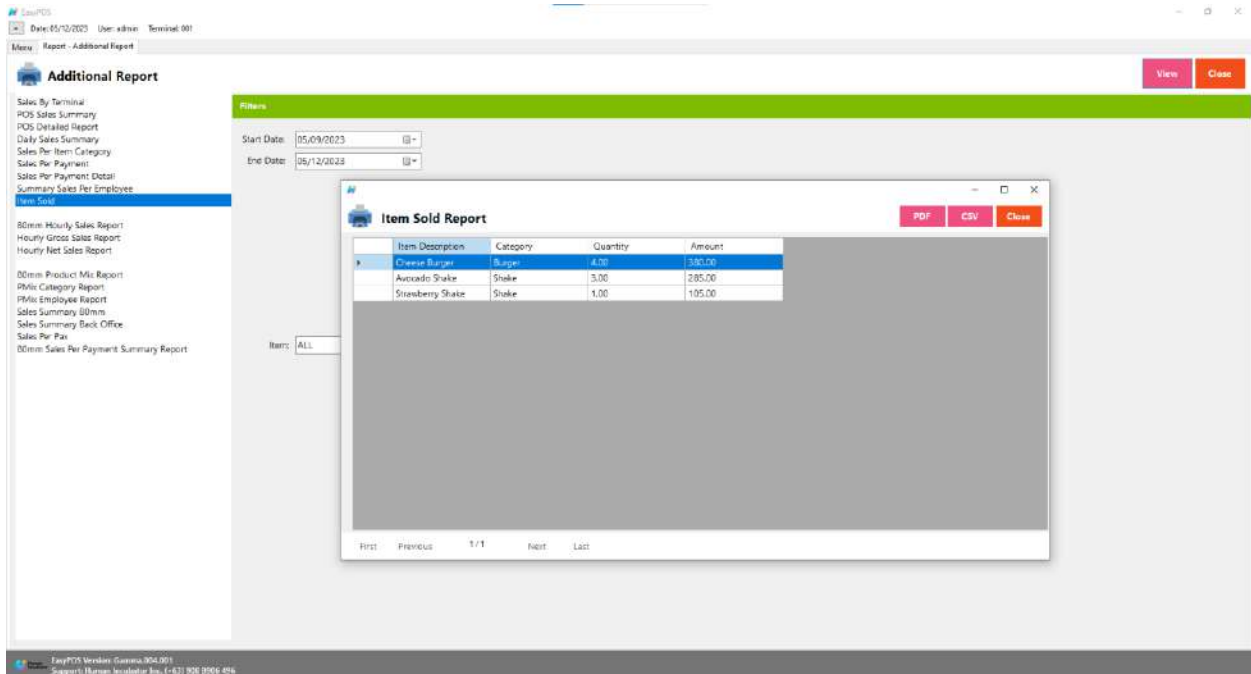
Filters

Start Date: 05/09/2023  
End Date: 05/12/2023

Item: ALL

View

- Select Item, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to generate csv file format report



Additional Report

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
Sales Per Payment Detail  
Summary Sales Per Employee

Item Sold

80mm Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report

80mm Product Mix Report  
PMix Category Report  
PMix Employee Report  
Sales Summary 80mm  
Sales Summary Back Office  
Sales Per Pax  
80mm Sales Per Payment Summary Report

Filters

Start Date: 05/09/2023  
End Date: 05/12/2023

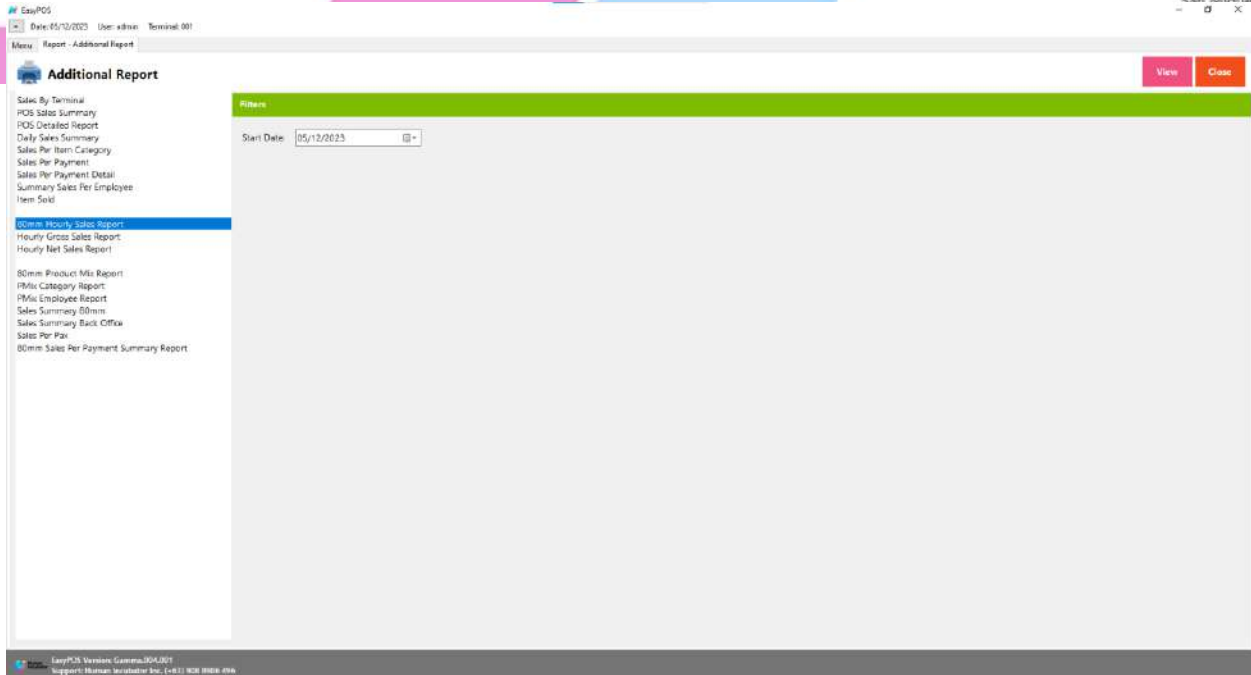
Item: ALL

Item Sold Report

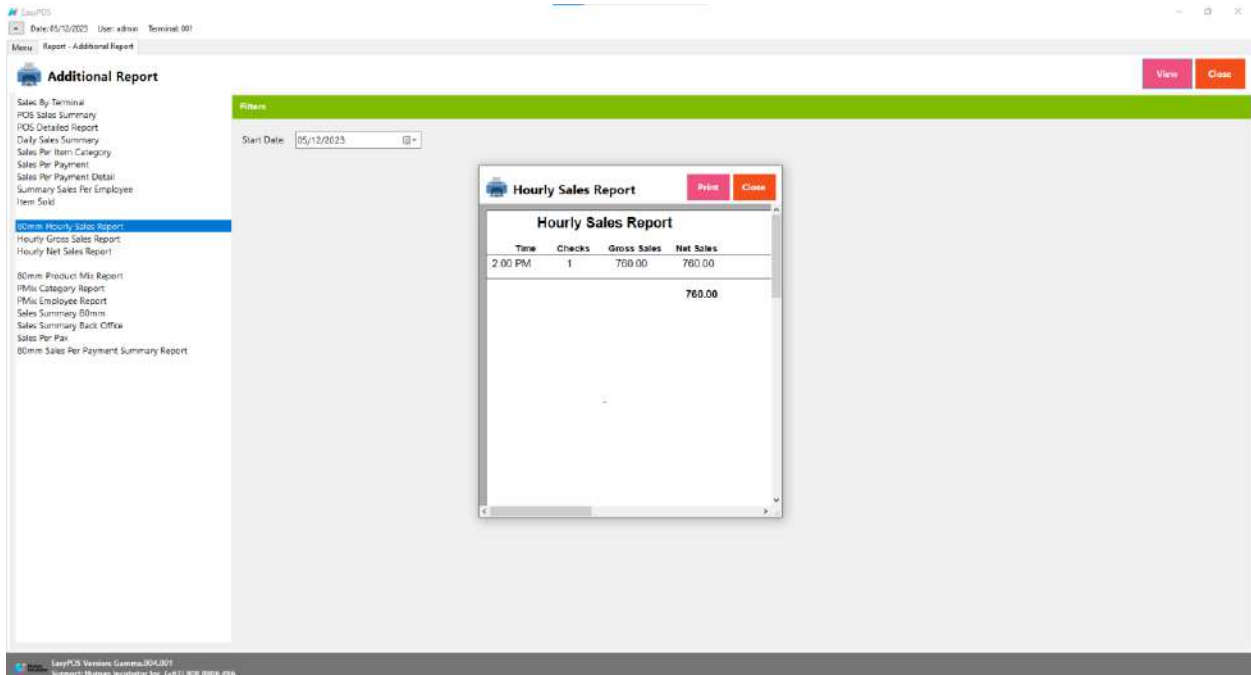
Item Description	Category	Quantity	Amount
Cheese Burger	Burger	4.00	390.00
Avocado Shake	Shake	3.00	285.00
Strawberry Shake	Shake	1.00	105.00

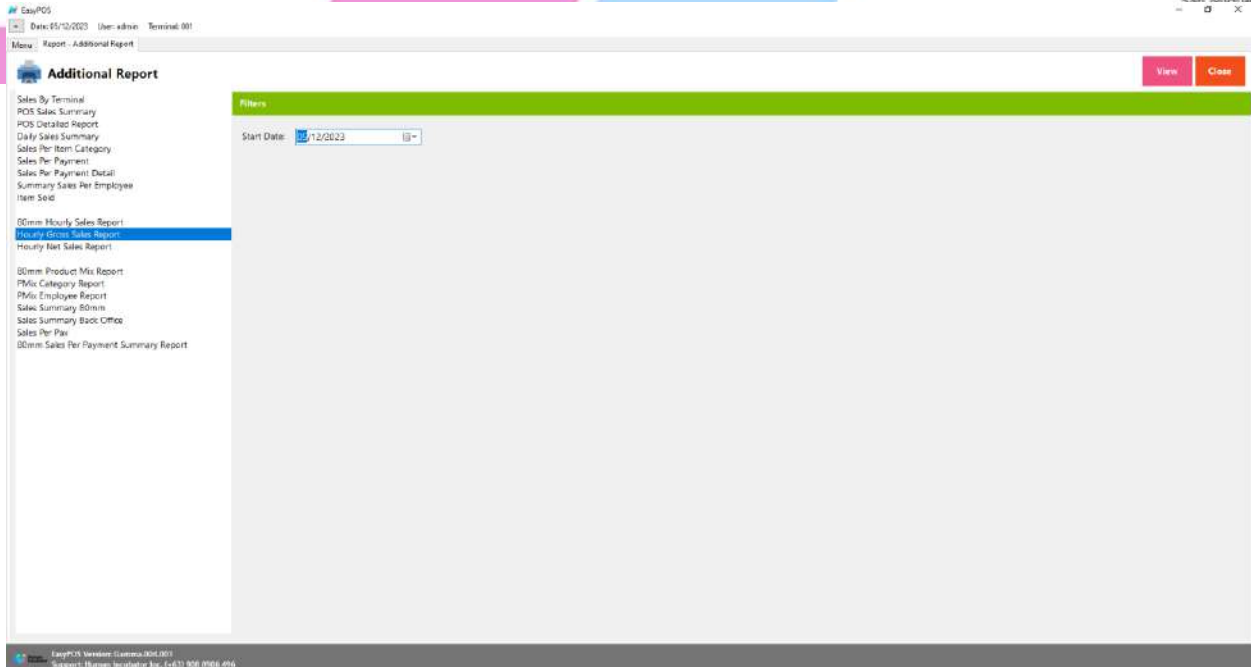
PDF CSV Close

First Previous 1/1 Next Last



- Select Start Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report





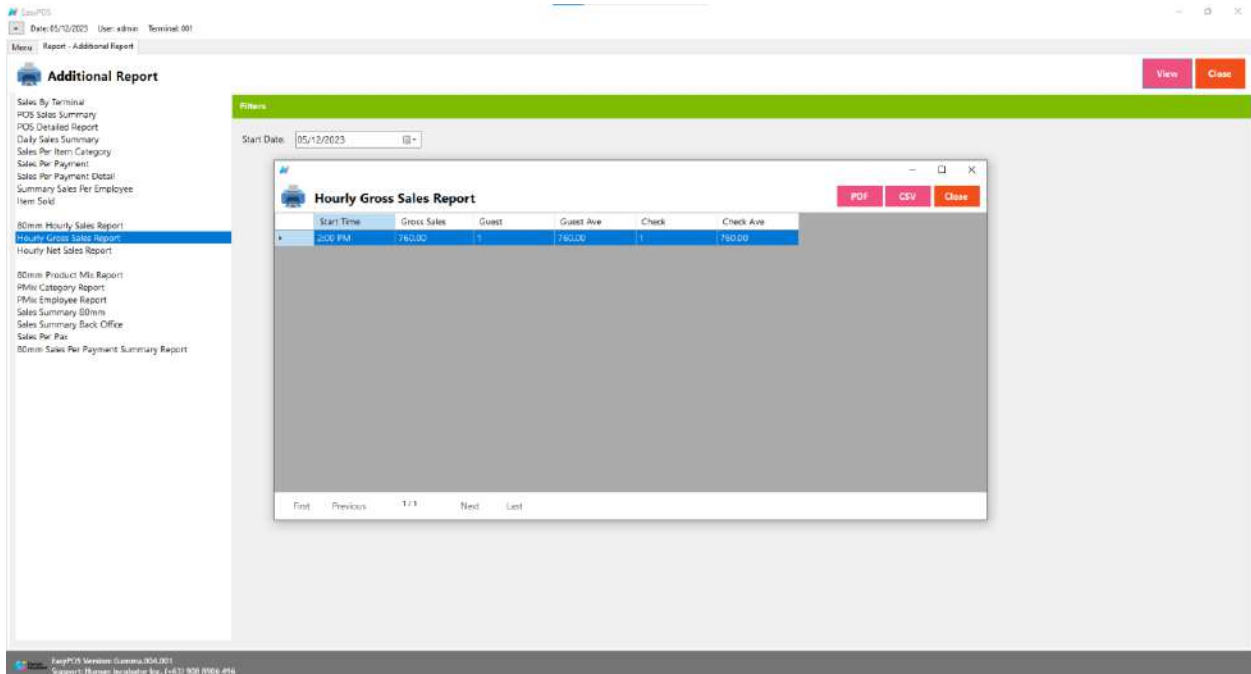
EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu Report - Additional Report

**Additional Report** View Go

- Sales By Terminal
- POS Sales Summary
- POS Detailed Report
- Daily Sales Summary
- Sales Per Item Category
- Sales Per Payment
- Sales Per Payment Detail
- Summary Sales Per Employee
- Item Sold
- 80mm Hourly Sales Report
- Hourly Gross Sales Report**
- Hourly Net Sales Report
- 80mm Product Mix Report
- PMix Category Report
- PMix Employee Report
- Sales Summary 80mm
- Sales Summary Back Office
- Sales Per Pair
- 80mm Sales Per Payment Summary Report

Filters  
Start Date: 12/20/23

- Select Start Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to generate csv file format report



EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu Report - Additional Report

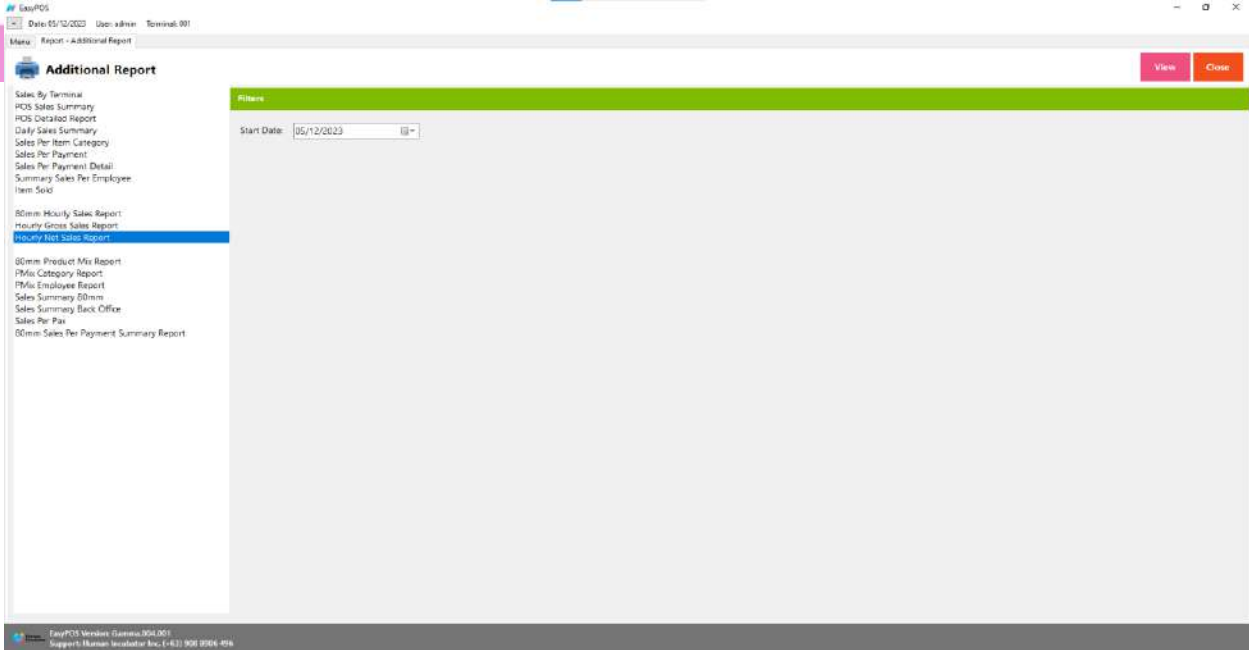
**Additional Report** View Go

Filters  
Start Date: 05/12/2023

**Hourly Gross Sales Report** PDF CSV Close

Start Time	Gross Sales	Guest	Guest Ave	Check	Check Ave
2:00 PM	780.00	1	780.00	1	780.00

First Previous 1/1 Next Last



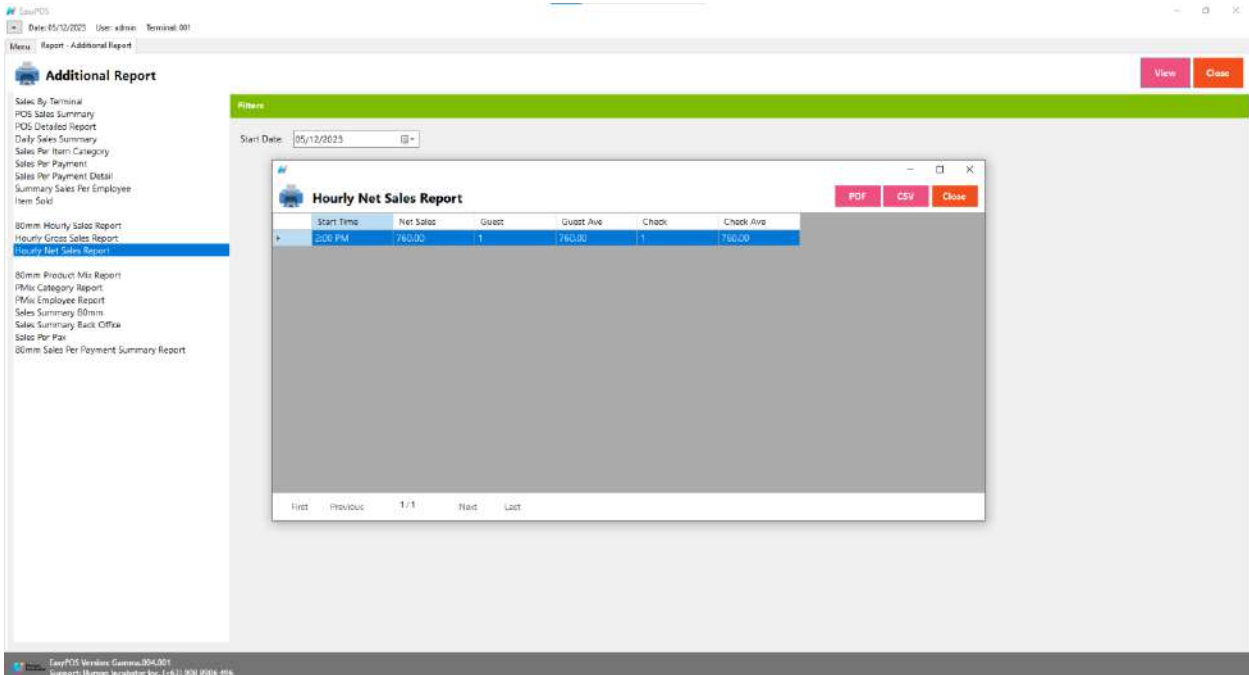
EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu: Report - Additional Report

**Additional Report** [View] [Close]

- Sales By Terminal
- POS Sales Summary
- POS Detailed Report
- Daily Sales Summary
- Sales Per Item Category
- Sales Per Payment
- Sales Per Payment Detail
- Summary Sales Per Employee
- Item Sold
- 80mm Hourly Sales Report
- Hourly Gross Sales Report
- Hourly Net Sales Report**
- 80mm Product Mix Report
- PMix Category Report
- PMix Employee Report
- Sales Summary 80mm
- Sales Summary Back Office
- Sales Per Pax
- 80mm Sales Per Payment Summary Report

Start Date: 05/12/2023

- Select Start Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to generate csv file format report



EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu: Report - Additional Report

**Additional Report** [View] [Close]

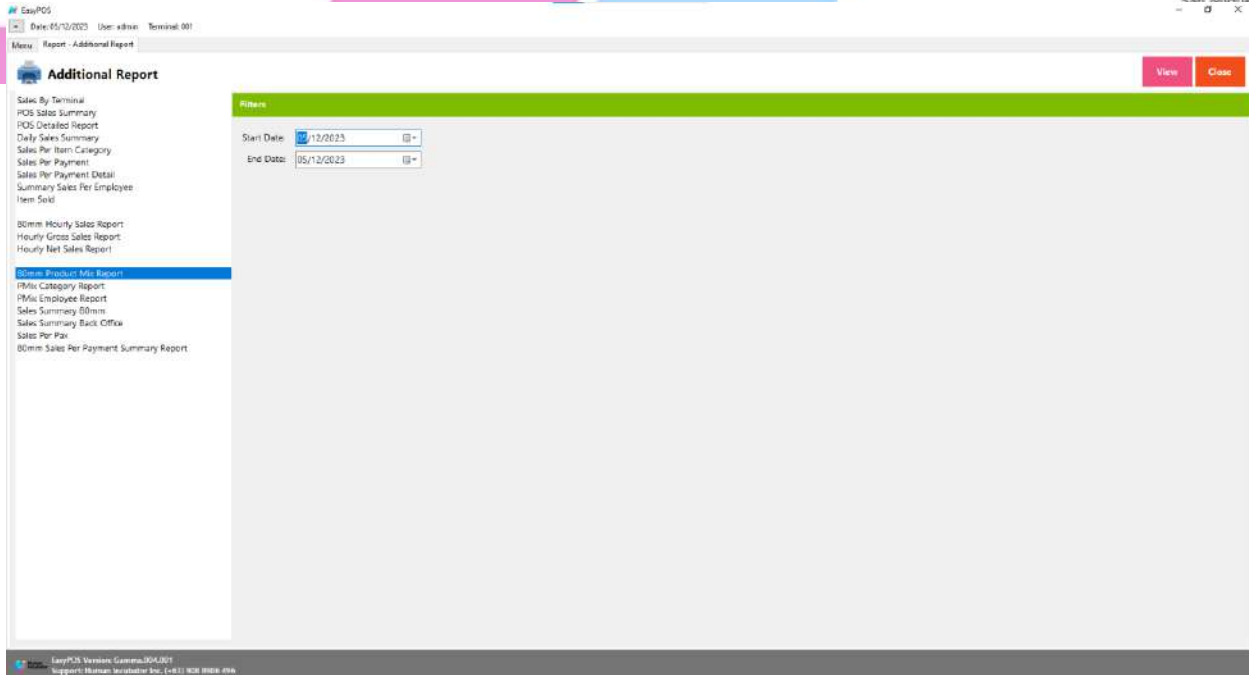
- Sales By Terminal
- POS Sales Summary
- POS Detailed Report
- Daily Sales Summary
- Sales Per Item Category
- Sales Per Payment
- Sales Per Payment Detail
- Summary Sales Per Employee
- Item Sold
- 80mm Hourly Sales Report
- Hourly Gross Sales Report
- Hourly Net Sales Report**
- 80mm Product Mix Report
- PMix Category Report
- PMix Employee Report
- Sales Summary 80mm
- Sales Summary Back Office
- Sales Per Pax
- 80mm Sales Per Payment Summary Report

Start Date: 05/12/2023

**Hourly Net Sales Report** [PDF] [CSV] [Close]

Start Time	Net Sales	Guest	Guest Ave	Check	Check Ave
5:20 PM	760.00	1	760.00	1	760.00

First Previous 1/1 Next Last



EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu Report - Additional Report

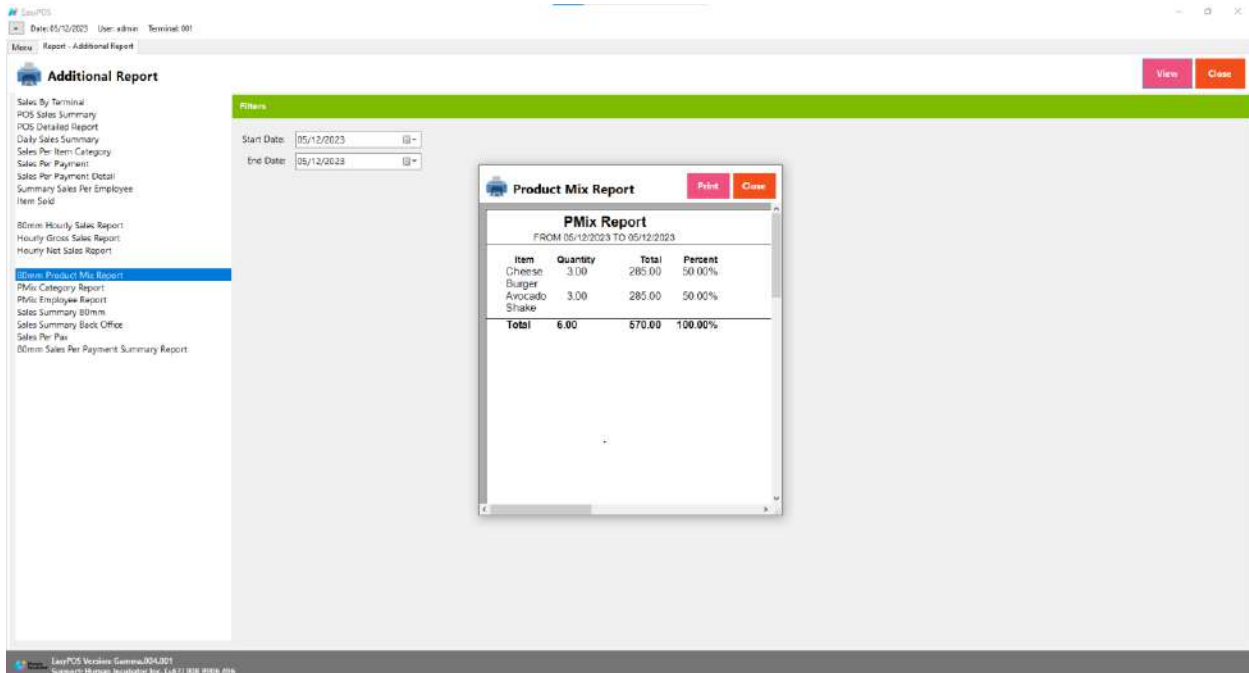
**Additional Report** [View] [Close]

- Sales By Terminal
- POS Sales Summary
- POS Detailed Report
- Daily Sales Summary
- Sales Per Item Category
- Sales Per Payment
- Sales Per Payment Detail
- Summary Sales Per Employee
- Item Sold
- 80mm Hourly Sales Report
- Hourly Gross Sales Report
- Hourly Net Sales Report
- 80mm Product Mix Report**
- PMix Category Report
- PMix Employee Report
- Sales Summary 80mm
- Sales Summary Back Office
- Sales Per Pax
- 80mm Sales Per Payment Summary Report

Filters  
Start Date: 05/12/2023  
End Date: 05/12/2023

EasyPOS Version: Gamma\_2024.021  
Support: Human Incubator Inc. (+63) 938 8988 496

- Select Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu Report - Additional Report

**Additional Report** [View] [Close]

- Sales By Terminal
- POS Sales Summary
- POS Detailed Report
- Daily Sales Summary
- Sales Per Item Category
- Sales Per Payment
- Sales Per Payment Detail
- Summary Sales Per Employee
- Item Sold
- 80mm Hourly Sales Report
- Hourly Gross Sales Report
- Hourly Net Sales Report
- 80mm Product Mix Report**
- PMix Category Report
- PMix Employee Report
- Sales Summary 80mm
- Sales Summary Back Office
- Sales Per Pax
- 80mm Sales Per Payment Summary Report

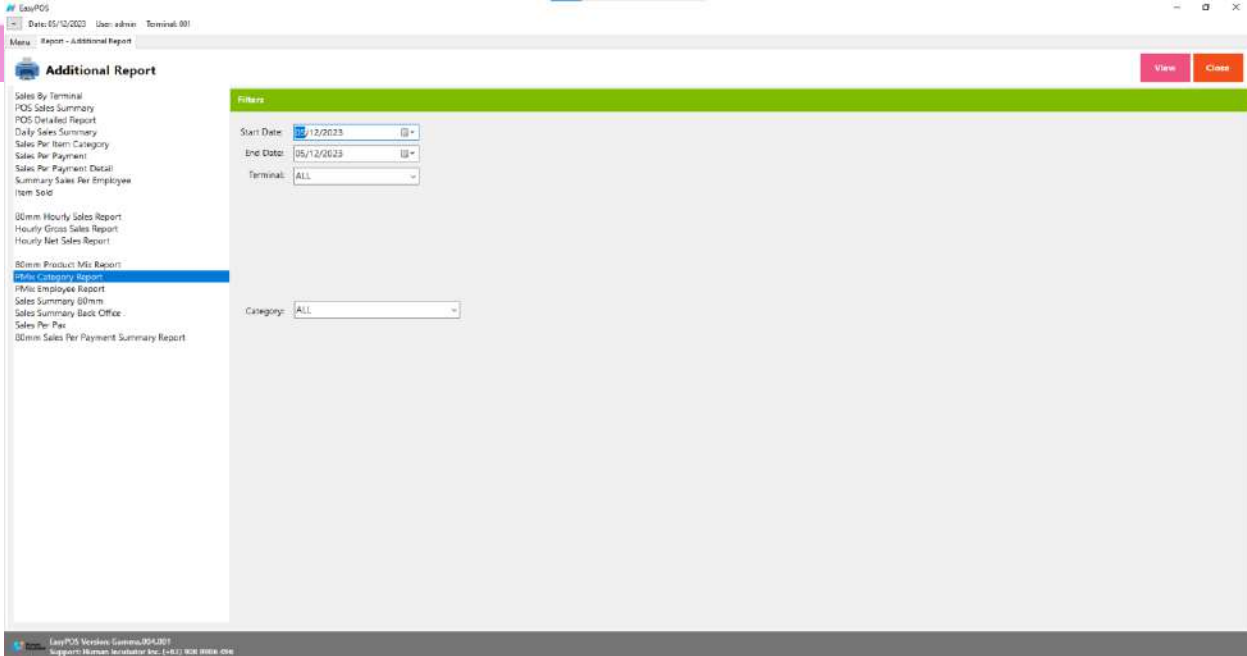
Filters  
Start Date: 05/12/2023  
End Date: 05/12/2023

**Product Mix Report** [Print] [Close]

**PMix Report**  
FROM 05-12-2023 TO 05-12-2023

Item	Quantity	Total	Percent
Cheese	3.00	285.00	50.00%
Burger	3.00	285.00	50.00%
Avocado Shake			
<b>Total</b>	<b>6.00</b>	<b>570.00</b>	<b>100.00%</b>

EasyPOS Version: Gamma\_2024.021  
Support: Human Incubator Inc. (+63) 938 8988 496



EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu: Report - Additional Report

**Additional Report** [View] [Close]

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
Sales Per Payment Detail  
Summary Sales Per Employee  
Item Sold

80mm Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report

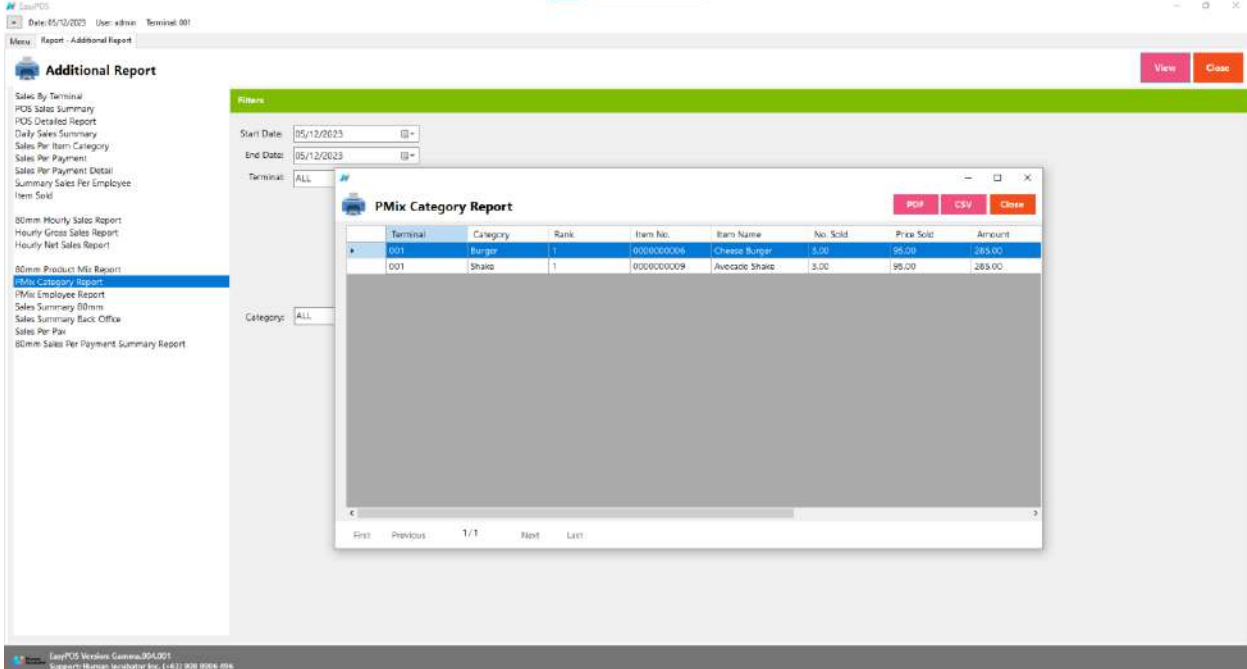
80mm Product Mix Report  
**PMix Category Report**  
PMix Employee Report  
Sales Summary 80mm  
Sales Summary Back Office  
Sales Per Pax  
80mm Sales Per Payment Summary Report

**Filters**

Start Date: 05/12/2023  
End Date: 05/12/2023  
Terminal: ALL  
Category: ALL

EasyPOS Version: 6.0.0.001  
Support: Human Incubator Inc. (+63) 938 8986 016

- Select Start Date, End Date, Terminal, and Category..
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to generate csv file format report



EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu: Report - Additional Report

**Additional Report** [View] [Close]

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
Sales Per Payment Detail  
Summary Sales Per Employee  
Item Sold

80mm Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report

80mm Product Mix Report  
**PMix Category Report**  
PMix Employee Report  
Sales Summary 80mm  
Sales Summary Back Office  
Sales Per Pax  
80mm Sales Per Payment Summary Report

**Filters**

Start Date: 05/12/2023  
End Date: 05/12/2023  
Terminal: ALL  
Category: ALL

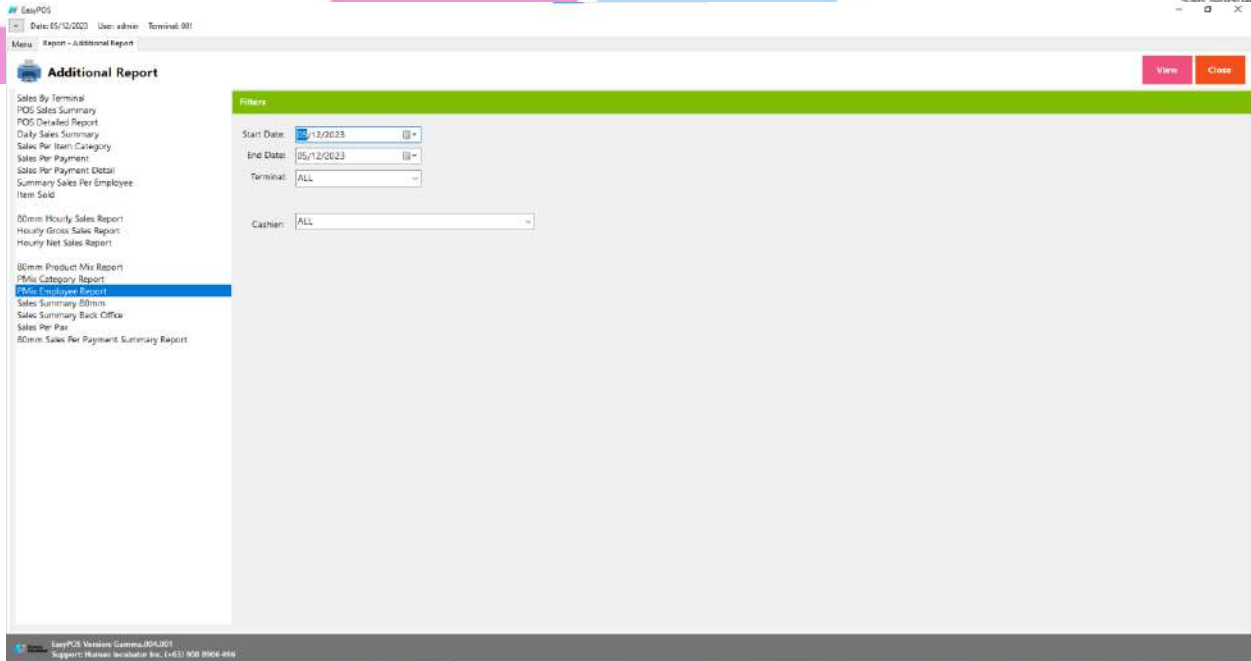
**PMix Category Report** [PDF] [CSV] [Close]

Terminal	Category	Rank	Item No.	Item Name	No. Sold	Price Sold	Amount
001	Burger	1	0000000006	Cheese Burger	5.00	95.00	265.00
001	Shake	1	0000000009	Avocado Shake	3.00	95.00	285.00

First Previous 1/1 Next Last

EasyPOS Version: 6.0.0.001  
Support: Human Incubator Inc. (+63) 938 8986 016





# EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu Report - Additional Report

**Additional Report** View Close

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
Sales Per Payment Detail  
Summary Sales Per Employee  
Item Sold

80mm Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report

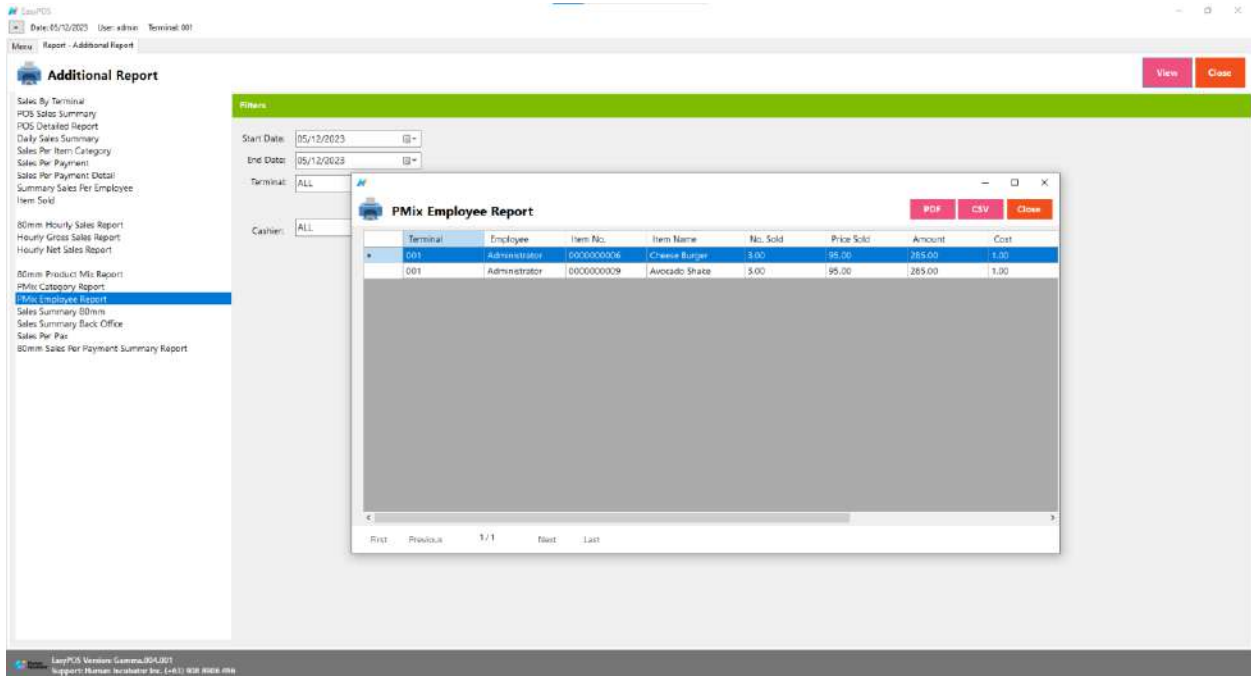
80mm Product Mix Report  
PMix Category Report  
**PMix Employee Report**  
Sales Summary 80mm  
Sales Summary Back Office  
Sales Per Pax  
80mm Sales Per Payment Summary Report

**Filters**

Start Date: 05/12/2023  
End Date: 05/12/2023  
Terminal: ALL  
Cashier: ALL

EasyPOS Version: Gamma\_05A\_021  
Support: Human Incubator Inc. (+63) 908 8966 498

- Select Start Date, End Date, Terminal, and Cashier..
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to generate csv file format report



# EasyPOS  
Date: 05/12/2023 User: admin Terminal: 001  
Menu Report - Additional Report

**Additional Report** View Close

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
Sales Per Payment Detail  
Summary Sales Per Employee  
Item Sold

80mm Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report

80mm Product Mix Report  
PMix Category Report  
**PMix Employee Report**  
Sales Summary 80mm  
Sales Summary Back Office  
Sales Per Pax  
80mm Sales Per Payment Summary Report

**Filters**

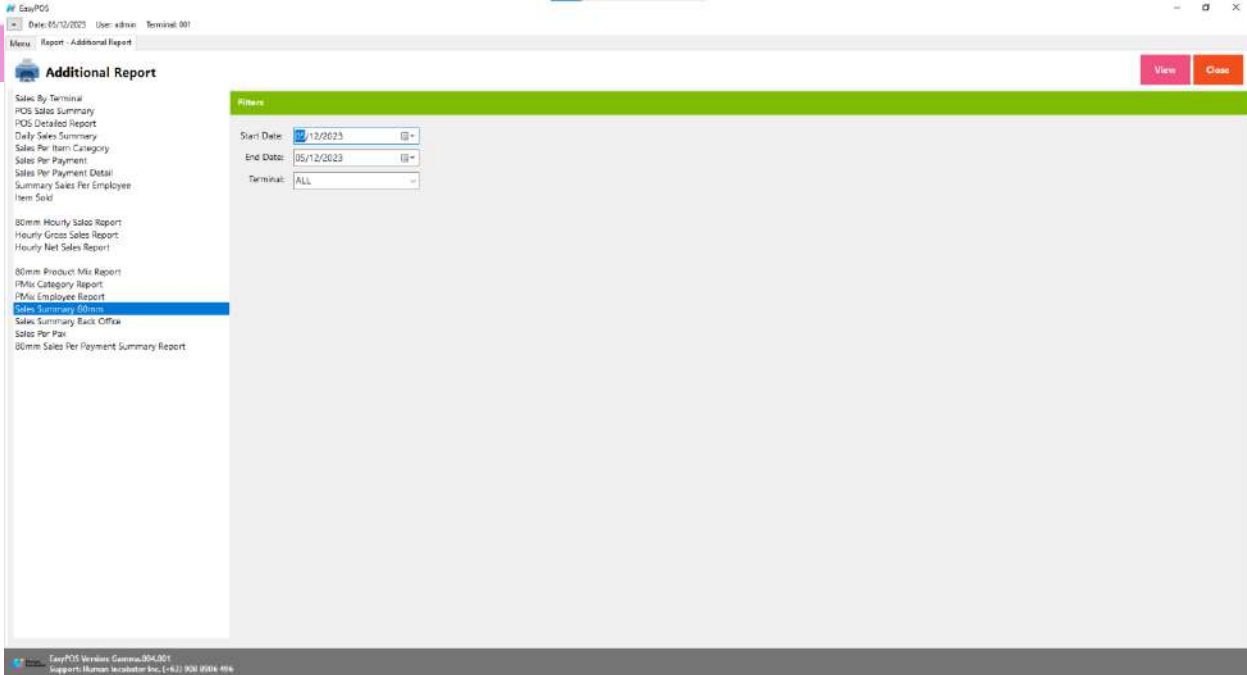
Start Date: 05/12/2023  
End Date: 05/12/2023  
Terminal: ALL  
Cashier: ALL

**PMix Employee Report** PDF CSV Close

Terminal	Employee	Item No.	Item Name	No. Sold	Price Sold	Amount	Cost
001	Administrator	0000000006	Cheese Burger	1.00	95.00	255.00	1.00
001	Administrator	0000000009	Avocado Shake	5.00	95.00	285.00	1.00

First Previous 1/1 Next Last

EasyPOS Version: Gamma\_05A\_021  
Support: Human Incubator Inc. (+63) 908 8966 498



Additional Report

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
Sales Per Payment Detail  
Summary Sales Per Employee  
Item Sold

80mm Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report

80mm Product Mix Report  
PMix Category Report  
PMix Employee Report  
**Sales Summary 80mm**  
Sales Summary Back Office  
Sales Per Pair  
80mm Sales Per Payment Summary Report

Filters

Start Date: 05/12/2023

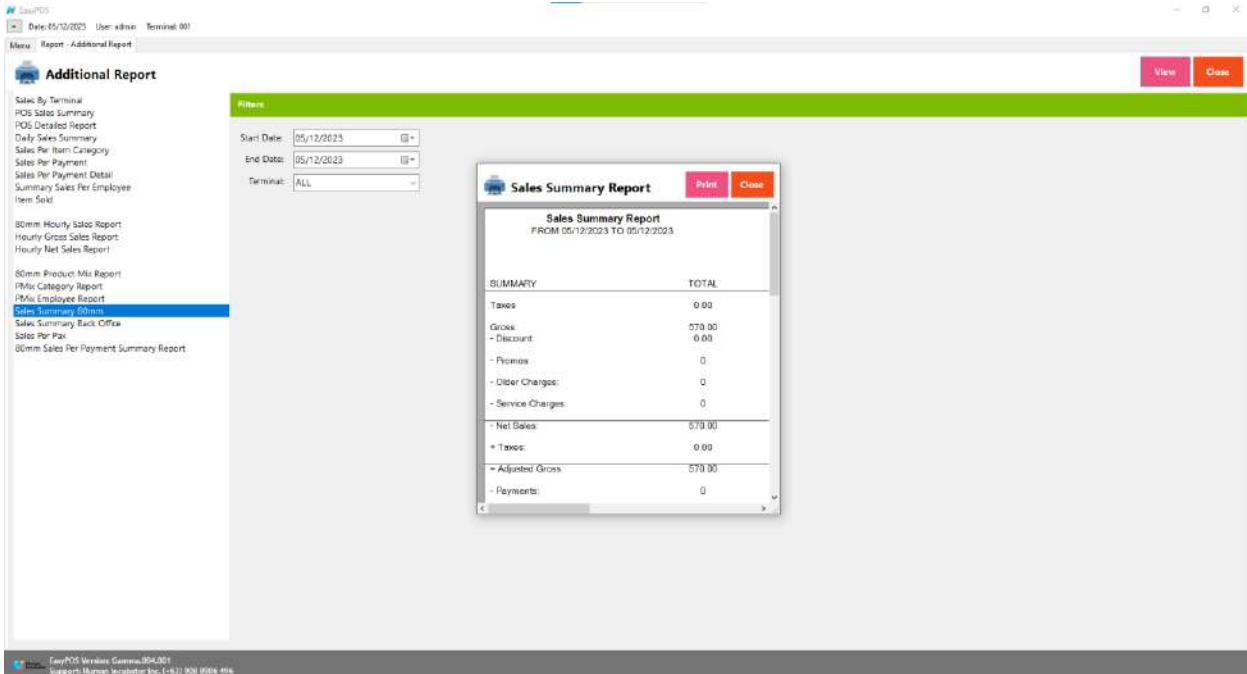
End Date: 05/12/2023

Terminal: ALL

View Close

EasyPOS Wireless Gateway 304.001  
Support: Human Incubator Inc. (+63) 938 8544 416

- Select Start Date, End Date, Terminal..
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



Additional Report

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
Sales Per Payment Detail  
Summary Sales Per Employee  
Item Sold

80mm Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report

80mm Product Mix Report  
PMix Category Report  
PMix Employee Report  
**Sales Summary 80mm**  
Sales Summary Back Office  
Sales Per Pair  
80mm Sales Per Payment Summary Report

Filters

Start Date: 05/12/2023

End Date: 05/12/2023

Terminal: ALL

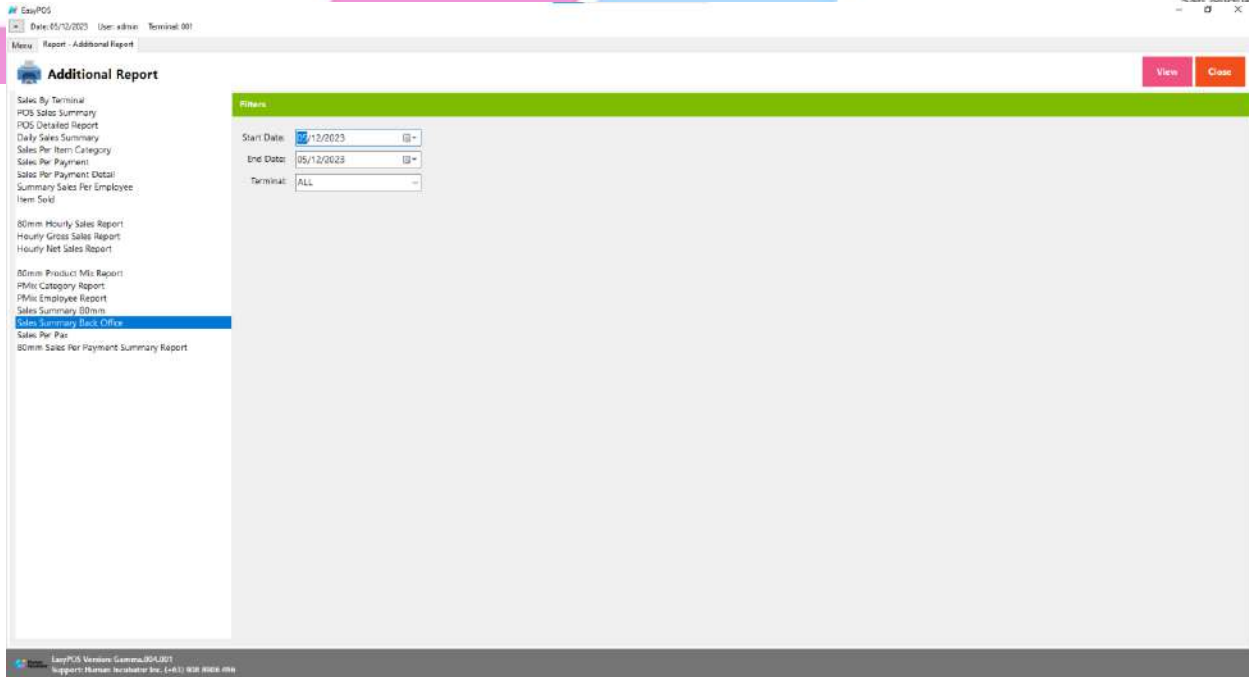
View Close

**Sales Summary Report** Print Close

Sales Summary Report  
FROM 05/12/2023 TO 05/12/2023

SUMMARY	TOTAL
Taxes	0.00
Gross	579.00
- Discount	0.00
- Promos	0
- Older Charges	0
- Service Charges	0
- Net Sales	579.00
+ Taxes	0.00
= Adjusted Gross	579.00
- Payments	0

EasyPOS Wireless Gateway 304.001  
Support: Human Incubator Inc. (+63) 938 8544 416



**Additional Report**

Sales By Terminal  
POS Sales Summary  
POS Detailed Report  
Daily Sales Summary  
Sales Per Item Category  
Sales Per Payment  
Sales Per Payment Detail  
Summary Sales Per Employee  
Item Sold

80min Hourly Sales Report  
Hourly Gross Sales Report  
Hourly Net Sales Report

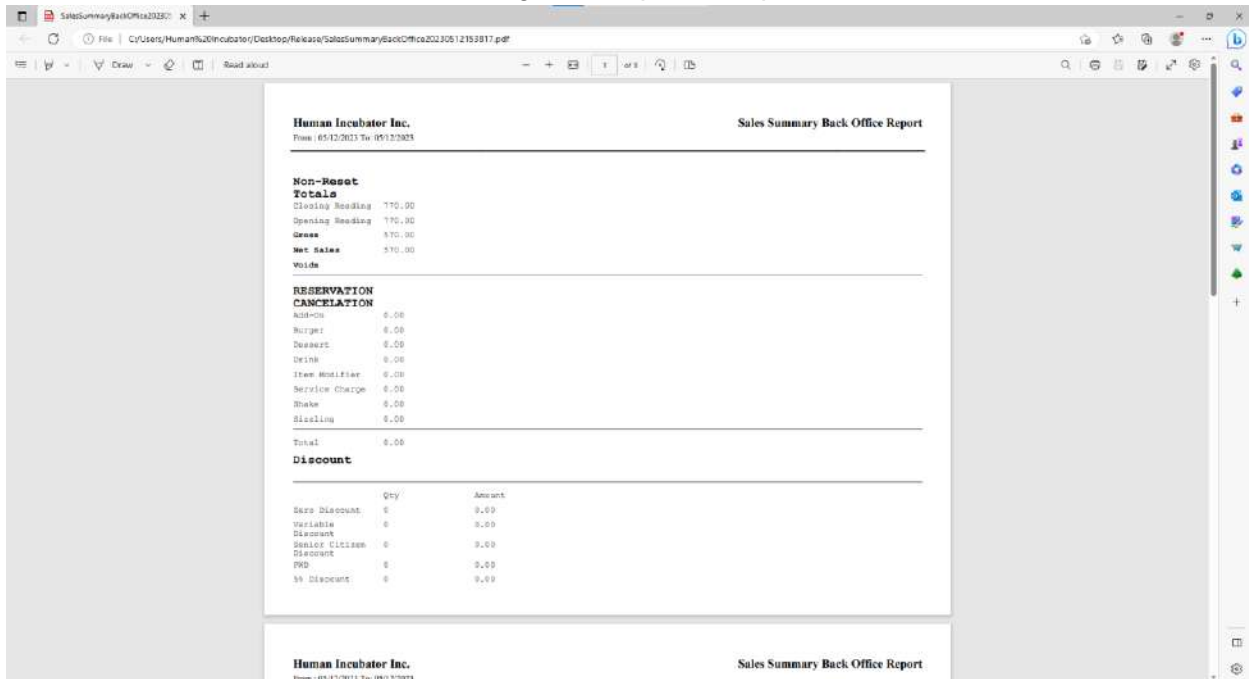
80min Product Mix Report  
PMix Category Report  
PMix Employee Report  
Sales Summary 80min  
**Sales Summary Back Office**  
Sales Per Pax  
80min Sales Per Payment Summary Report

**Filters**

Start Date: 05/12/2023  
End Date: 05/12/2023  
Terminal: ALL

View Clear

- Select Start Date, End Date, Terminal.
- Click the **View** button to generate pdf file report



**Human Incubator Inc.** Sales Summary Back Office Report  
From: 05/12/2023 To: 05/12/2023

---

**Non-Reset Totals**

Closing Reading	770.00
Opening Reading	770.00
Gross	570.00
Net Sales	570.00
Void	

---

**RESERVATION CANCELLATION**

Add-on	0.00
Burger	0.00
Desert	0.00
Drink	0.00
Item Modifier	0.00
Service Charge	0.00
Shake	0.00
Sizzling	0.00
Total	0.00

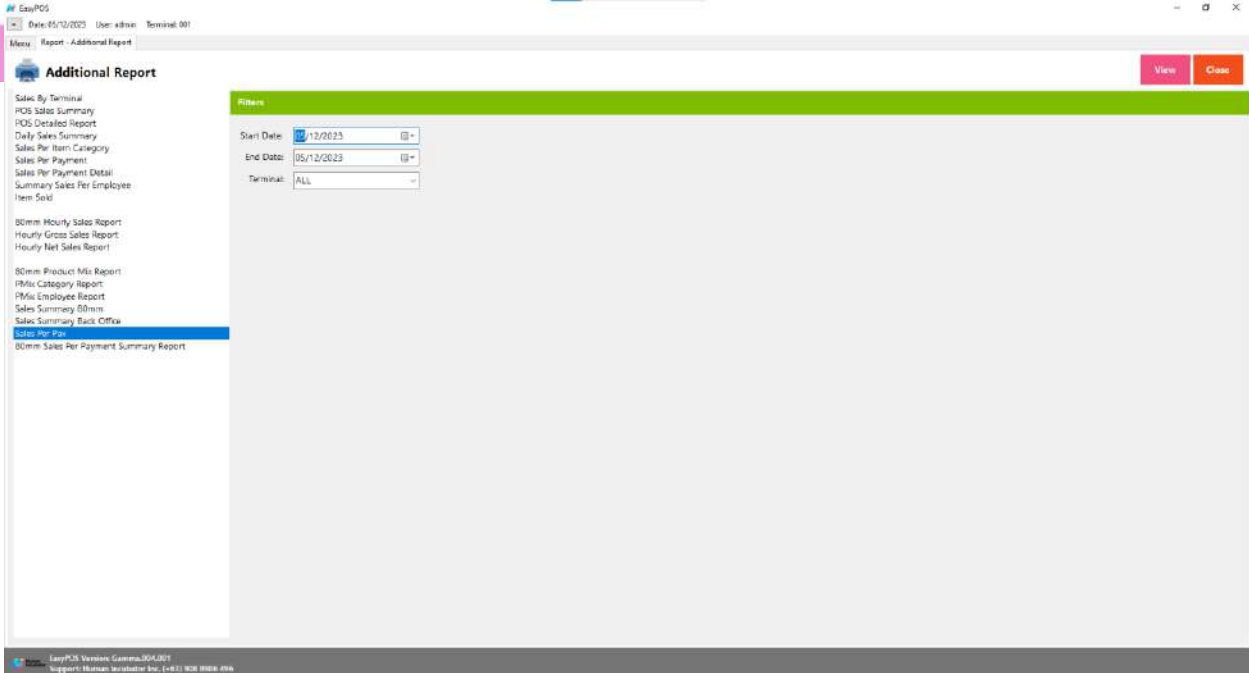
---

**Discount**

	Qty	Amount
Sale Discount	0	0.00
Variable Discount	0	0.00
Senior Citizen Discount	0	0.00
PKD	0	0.00
SS Discount	0	0.00

---

**Human Incubator Inc.** Sales Summary Back Office Report  
From: 05/12/2023 To: 05/12/2023



**Additional Report**

Sales By Terminal  
 POS Sales Summary  
 POS Detailed Report  
 Daily Sales Summary  
 Sales Per Item Category  
 Sales Per Payment  
 Sales Per Payment Detail  
 Summary Sales Per Employee  
 Item Sold

80mm Hourly Sales Report  
 Hourly Gross Sales Report  
 Hourly Net Sales Report

80mm Product Mix Report  
 PMix Category Report  
 PMix Employee Report  
 Sales Summary 80mm  
 Sales Summary Back Office  
**Sales Per Pax**  
 80mm Sales Per Payment Summary Report

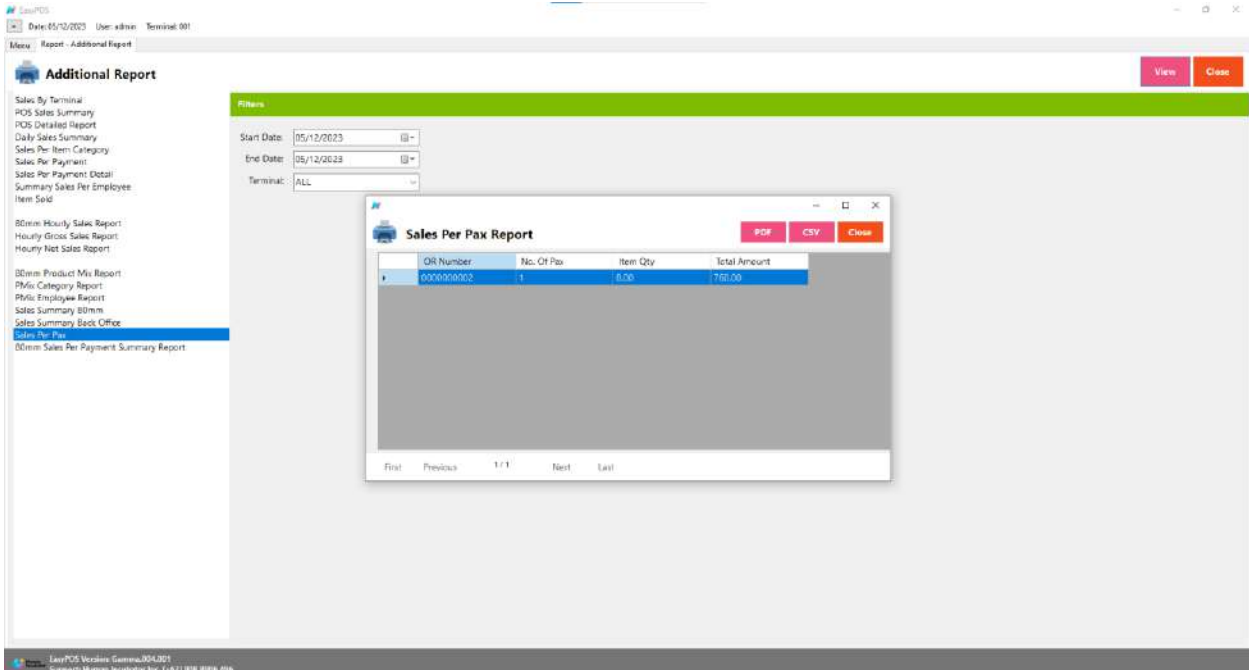
**Filters**

Start Date: 05/12/2023  
 End Date: 05/12/2023  
 Terminal: ALL

View Close

EasyPOS Version: Commu\_204.001  
 Copyright: Human Incubator Inc. (482) 808 8888 PH

- Select Start Date, End Date, Terminal.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to generate csv file format report



**Additional Report**

Sales By Terminal  
 POS Sales Summary  
 POS Detailed Report  
 Daily Sales Summary  
 Sales Per Item Category  
 Sales Per Payment  
 Sales Per Payment Detail  
 Summary Sales Per Employee  
 Item Sold

80mm Hourly Sales Report  
 Hourly Gross Sales Report  
 Hourly Net Sales Report

80mm Product Mix Report  
 PMix Category Report  
 PMix Employee Report  
 Sales Summary 80mm  
 Sales Summary Back Office  
**Sales Per Pax**  
 80mm Sales Per Payment Summary Report

**Filters**

Start Date: 05/12/2023  
 End Date: 05/12/2023  
 Terminal: ALL

View Close

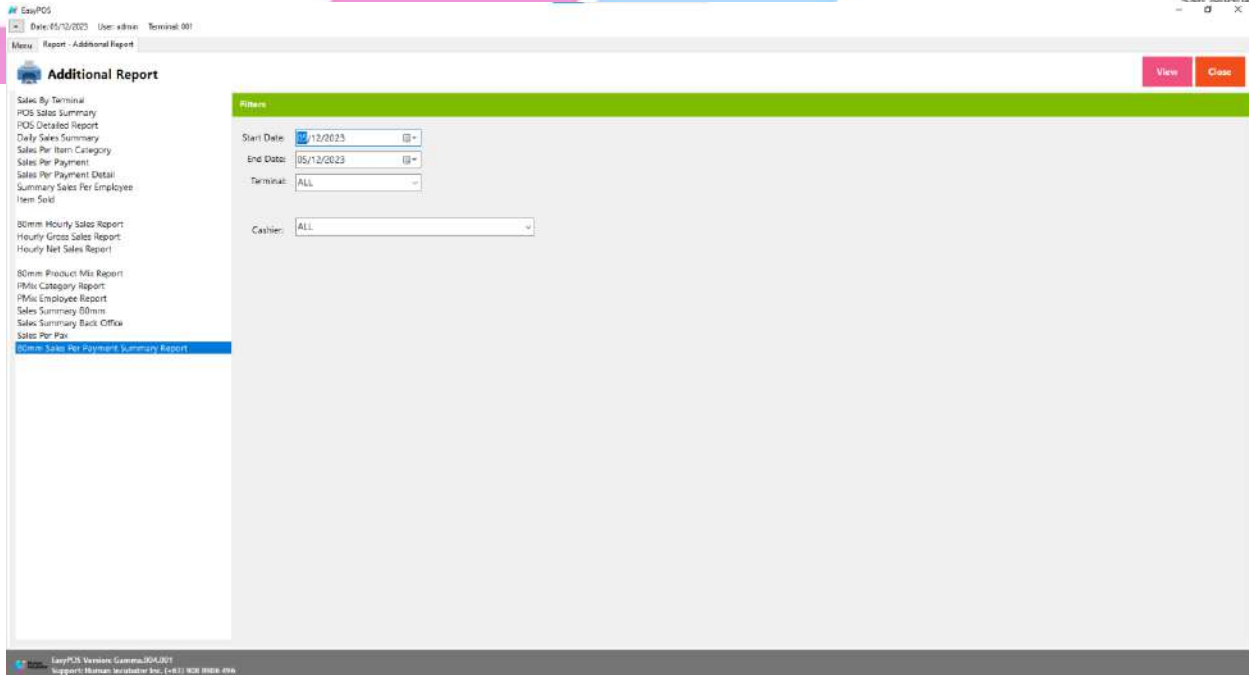
**Sales Per Pax Report**

QR Number	No. Of Pax	Item Qty	Total Amount
000000002	1	0.00	1767.00

PDF CSV Close

First Previous 1/1 Next Last

EasyPOS Version: Commu\_204.001  
 Copyright: Human Incubator Inc. (482) 808 8888 PH

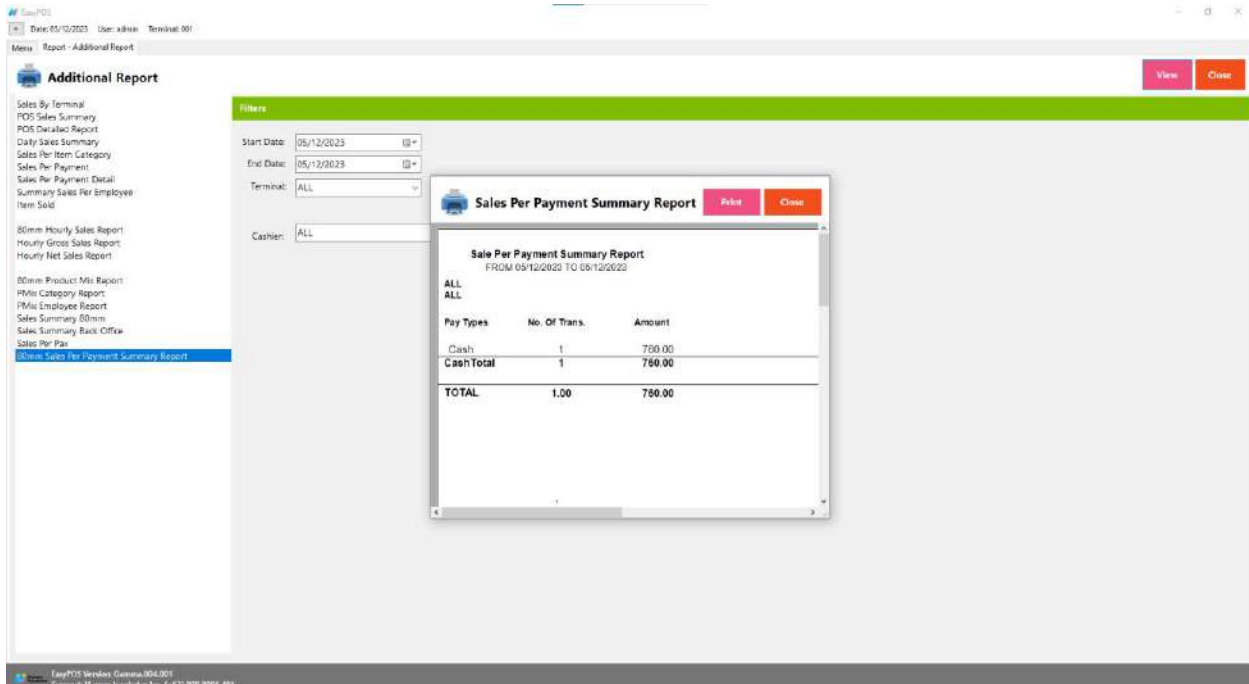


The screenshot shows the 'Additional Report' interface. On the left is a menu of report types. The main area has a 'Filters' section with the following fields:

- Start Date: 05/12/2023
- End Date: 05/12/2023
- Terminal: ALL
- Cashier: ALL

Buttons for 'View' and 'Close' are visible in the top right corner of the report area.

- Select Start Date, End Date, Terminal and Cashier.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



The screenshot shows the 'Sales Per Payment Summary Report' dialog box. The report title is 'Sale Per Payment Summary Report' for the period 'FROM 05/12/2023 TO 05/12/2023'. The data is as follows:

Pay Types	No. Of Trans.	Amount
Cash	1	750.00
<b>Cash Total</b>	<b>1</b>	<b>750.00</b>
<b>TOTAL</b>	<b>1.00</b>	<b>750.00</b>

The dialog box also includes 'Print' and 'Close' buttons.

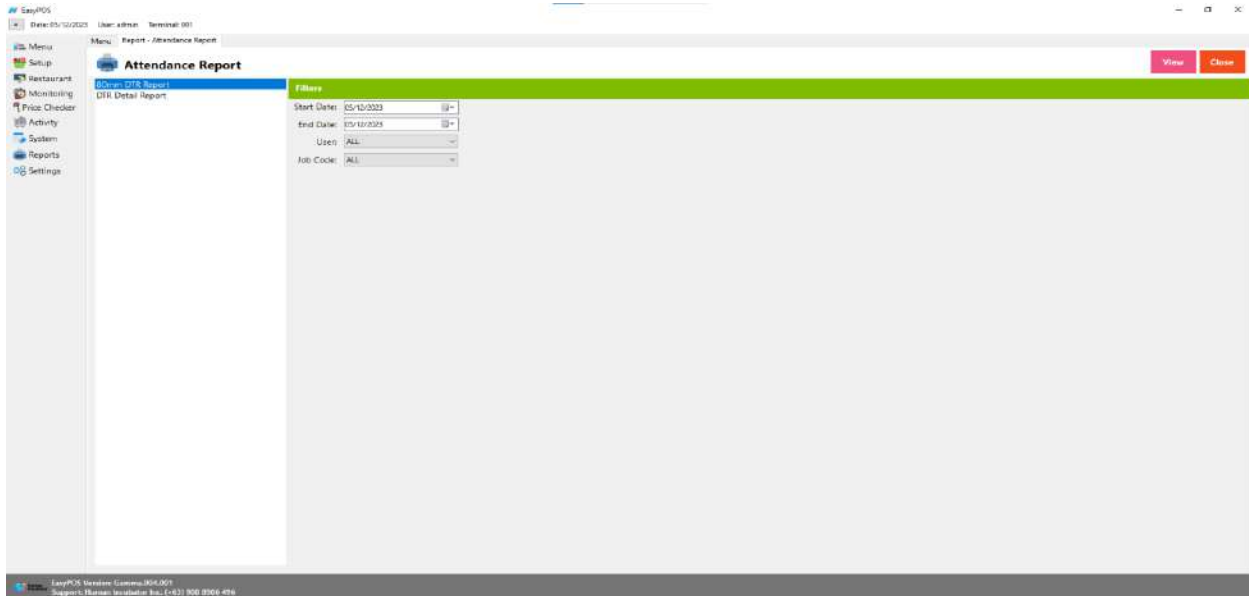
### Overview

[hiisales@human-incubator.com](mailto:hiisales@human-incubator.com)

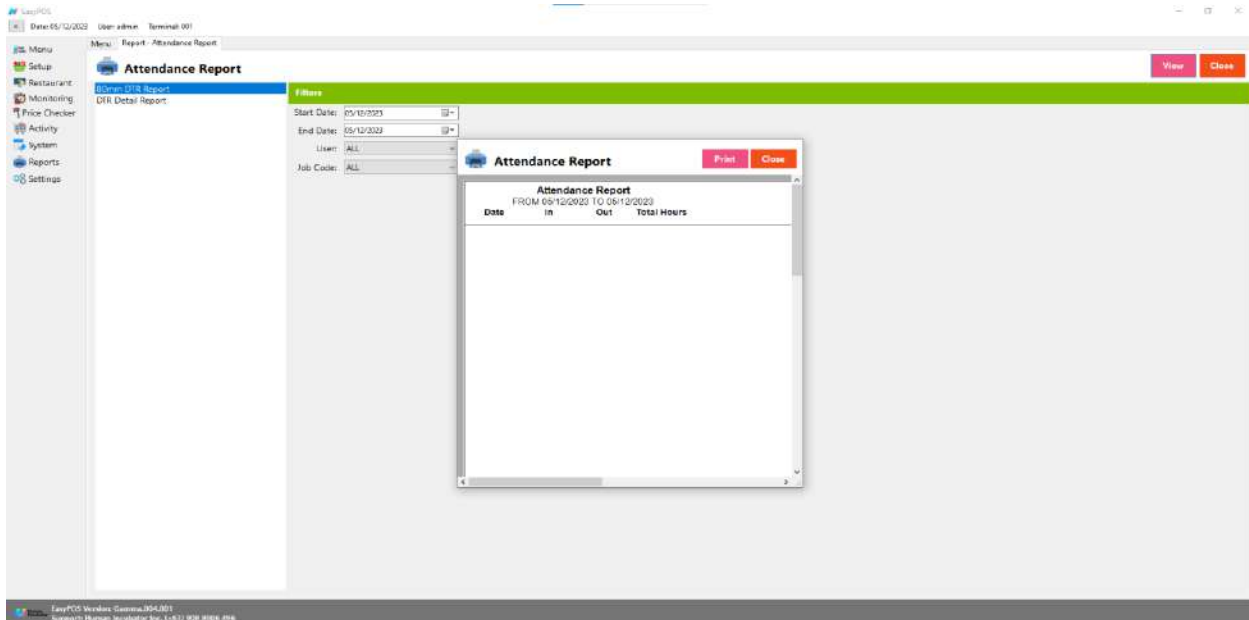
+63-32-256-2904

- **Attendance Report** is where the users can view the DTR report of every employee.

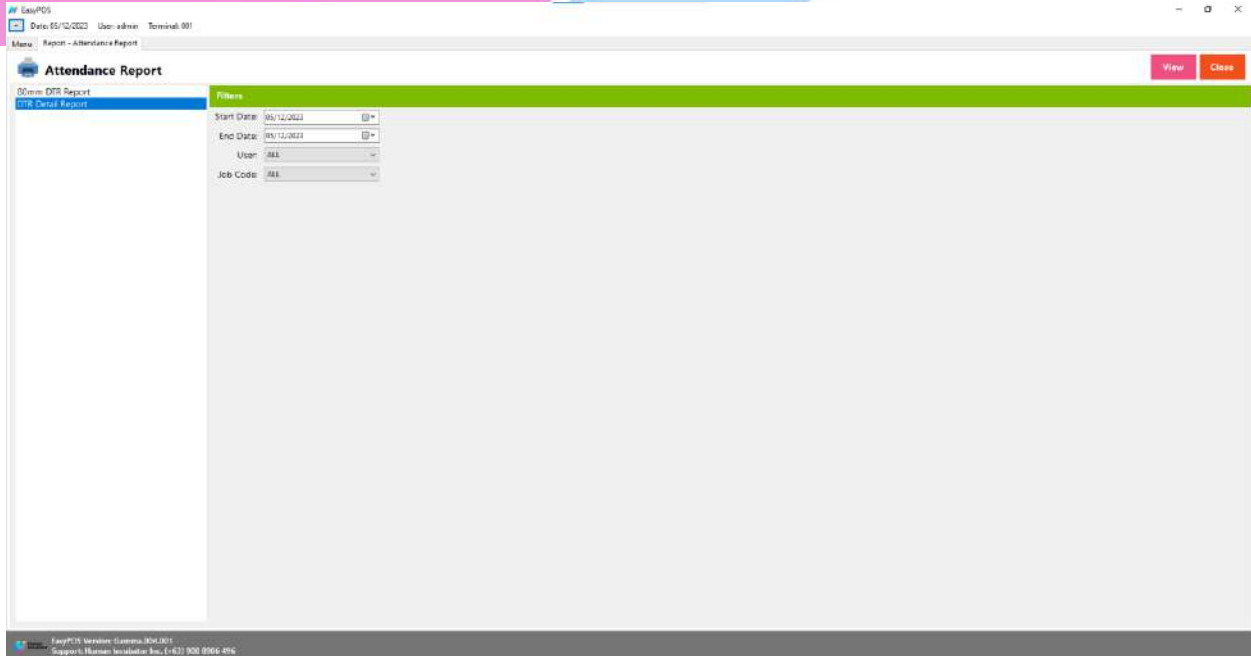
### 80mm DTR Report



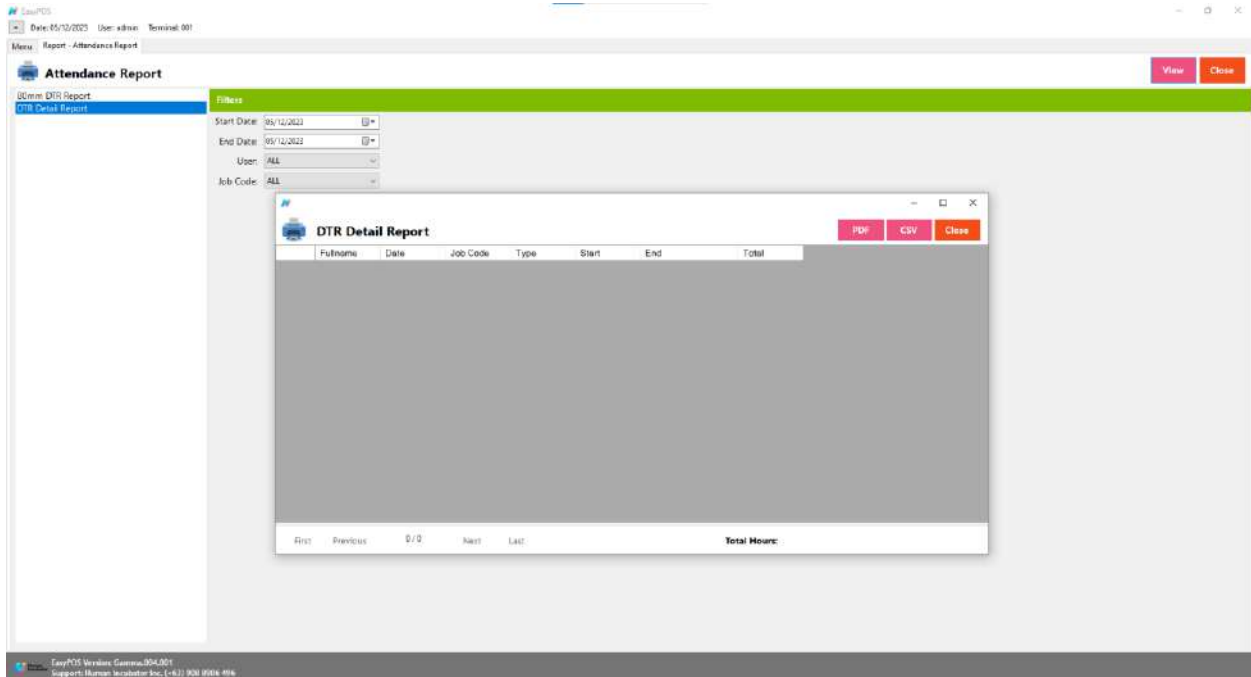
- Select Start Date, End Date, User and Job Code.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



## DTR Detail Report



- Select Start Date, End Date, User and Job Code.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to generate csv file format report



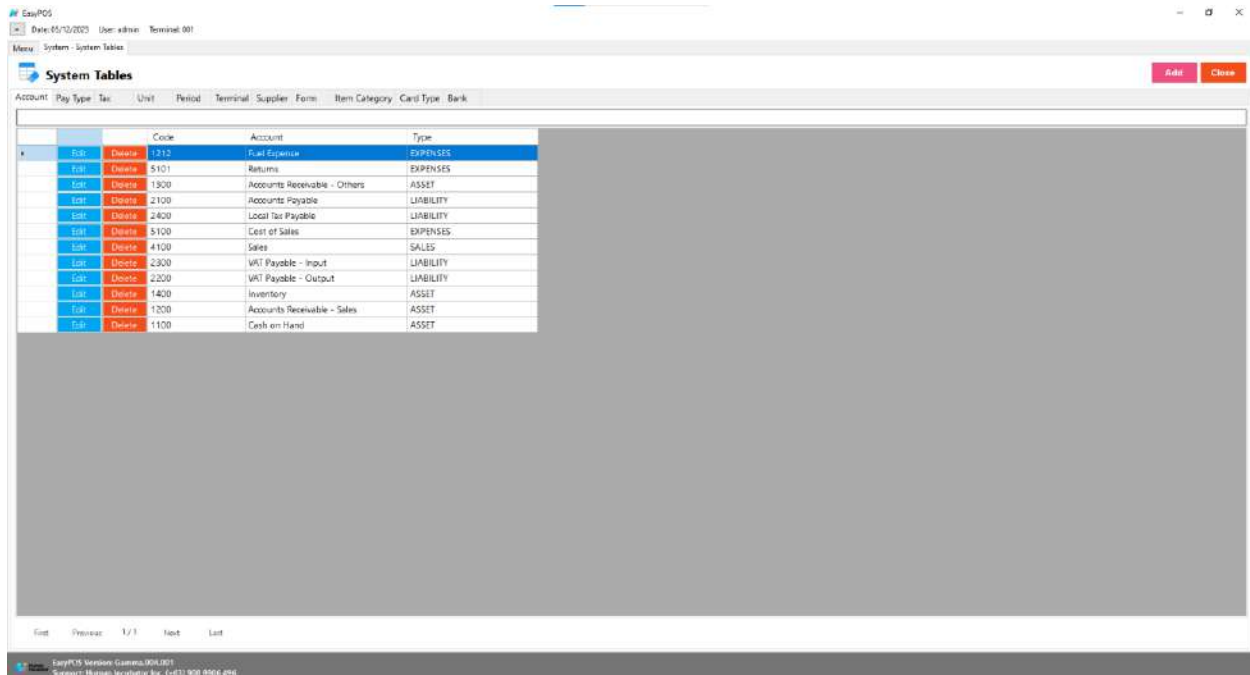


## System - System Tables

### Overview

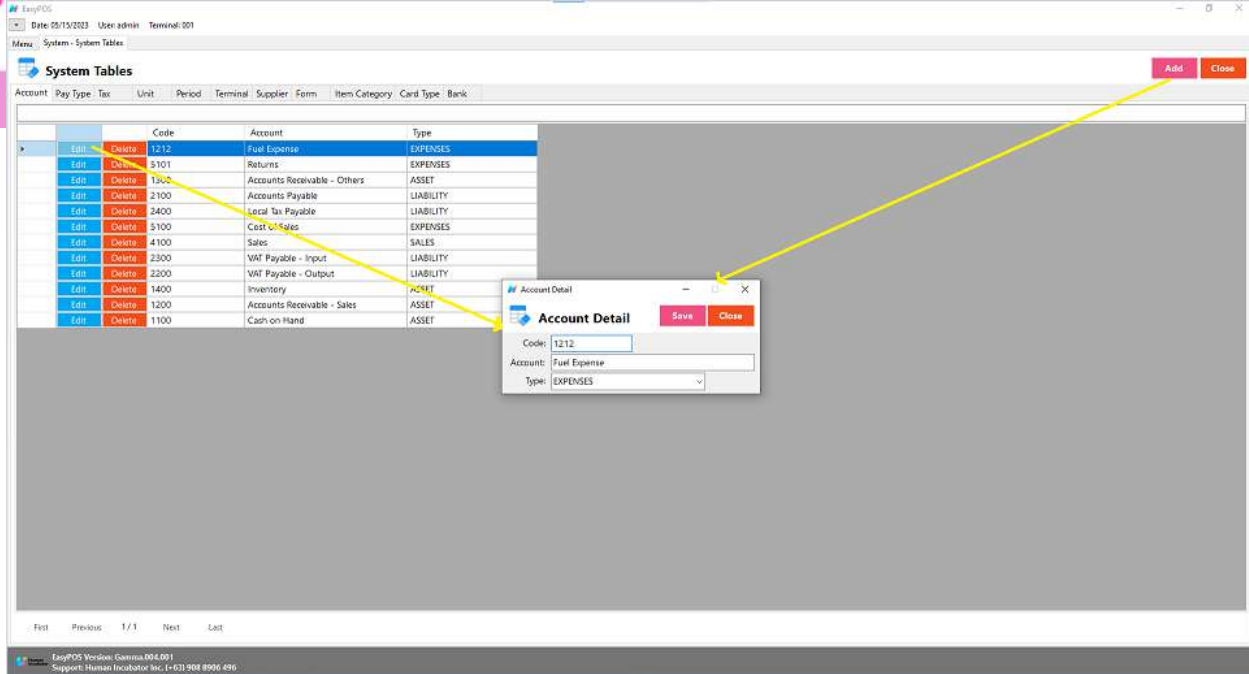
- **System Tables** contains tabs of master tables where users can set up other useful modules for EasyPOS such as Pay Types, Accounts, Units, Supplier, Forms, Card Type, etc.

### Accounts



Code	Account	Type
1212	Fuel Expense	EXPENSES
5101	Returns	EXPENSES
1300	Accounts Receivable - Others	ASSET
2100	Accounts Payable	LIABILITY
2400	Local Tax Payable	LIABILITY
5100	Cost of Sales	EXPENSES
4100	Sales	SALES
2300	W/T Payable - Input	LIABILITY
2200	W/T Payable - Output	LIABILITY
4200	Inventory	ASSET
1200	Accounts Receivable - Sales	ASSET
1100	Cash on Hand	ASSET

- Shows the list of all added accounts.
- Delete button will proceed to deleting account details.
- Edit button will proceed to updating account details.
- Close button will proceed to closing the system table module.

























The screenshot displays the 'System Tables' interface in EasyPOS. The main window shows a table of accounts with columns for Code, Account, and Type. A modal window titled 'Account Detail' is open, showing fields for Code (1212), Account (Fuel Expense), and Type (EXPENSES). A yellow arrow points from the 'Add' button in the top right of the System Tables window to the 'Account Detail' modal.

Code	Account	Type
1212	Fuel Expense	EXPENSES
5101	Returns	EXPENSES
1300	Accounts Receivable - Others	ASSET
2100	Accounts Payable	LIABILITY
2400	Local Tax Payable	LIABILITY
5100	Cost of Sales	EXPENSES
4100	Sales	SALES
2300	WAF Payable - Input	LIABILITY
2300	WAF Payable - Output	LIABILITY
1400	Inventory	ASSET
1200	Accounts Receivable - Sales	ASSET
1100	Cash on Hand	ASSET

- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Code, Account and Type
- Click the Save button to save account details.

## Pay Type

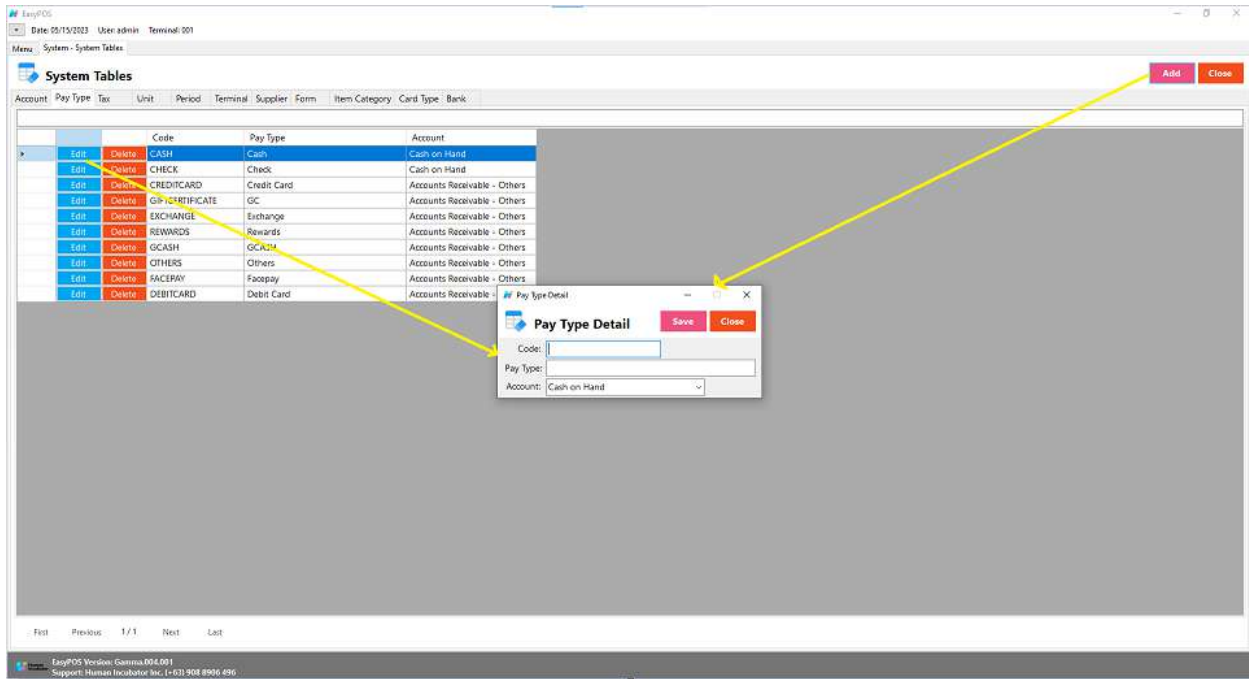
System Tables

Account	Pay Type	Unit	Period	Terminal	Supplier	Form	Item Category	Card Type	Bank
	 	Code	Pay Type	Account					
	 	CASH	Cash	Cash on Hand					
	 	CHECK	Check	Cash on Hand					
	 	CREDITCARD	Credit Card	Accounts Receivable - Others					
	 	GIFTCERTIFICATE	GC	Accounts Receivable - Others					
	 	EXCHANGE	Exchange	Accounts Receivable - Others					
	 	REWARDS	Rewards	Accounts Receivable - Others					
	 	GCASH	GCASH	Accounts Receivable - Others					
	 	OTHERS	Others	Accounts Receivable - Others					
	 	FACEPAY	Facepay	Accounts Receivable - Others					
	 	DEBITCARD	Debit Card	Accounts Receivable - Others					

First Previous 1/1 Next Last

LayerPOS Version: 004.001.001  
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- Shows the list of all added pay types.
- Delete button will proceed to deleting pay type details.
- Edit button will proceed to updating pay type details.
- Close button will proceed to closing the system table module.

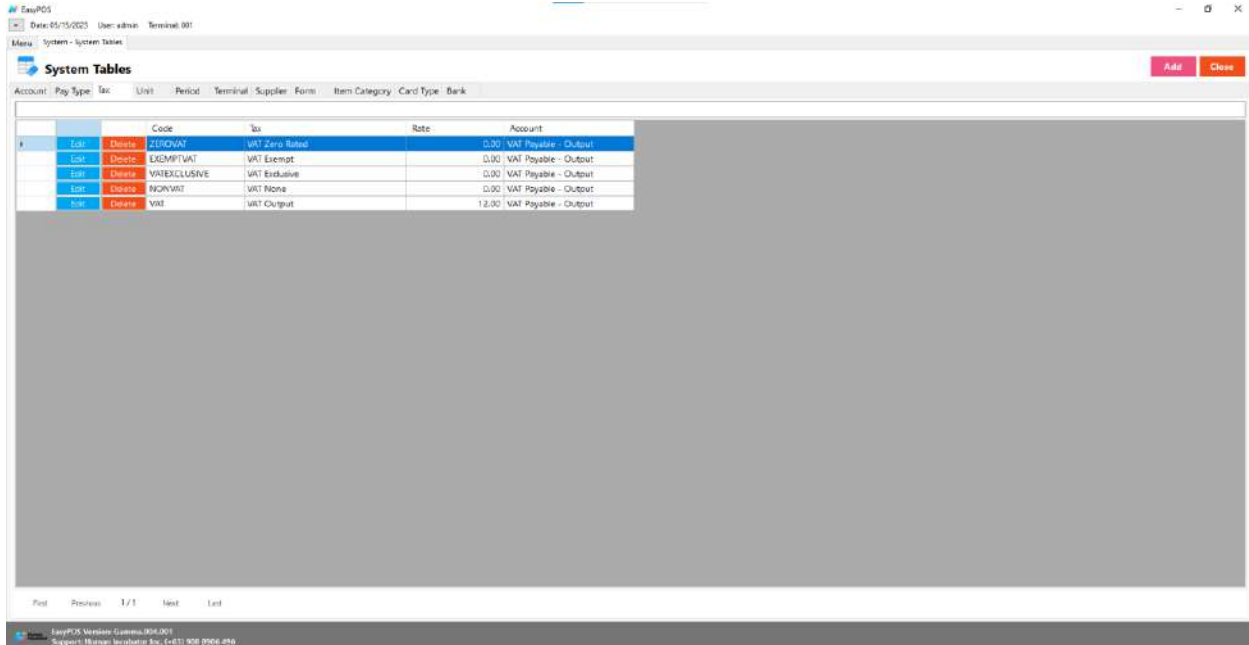


The screenshot shows the 'System Tables' window in EasyPOS. The table lists various pay types and their corresponding accounts. A 'Pay Type Detail' dialog box is open, allowing the user to enter details for a new pay type. The dialog box has fields for 'Code', 'Pay Type', and 'Account'. A yellow arrow points from the 'Add' button in the top right corner of the 'System Tables' window to the 'Pay Type Detail' dialog box.

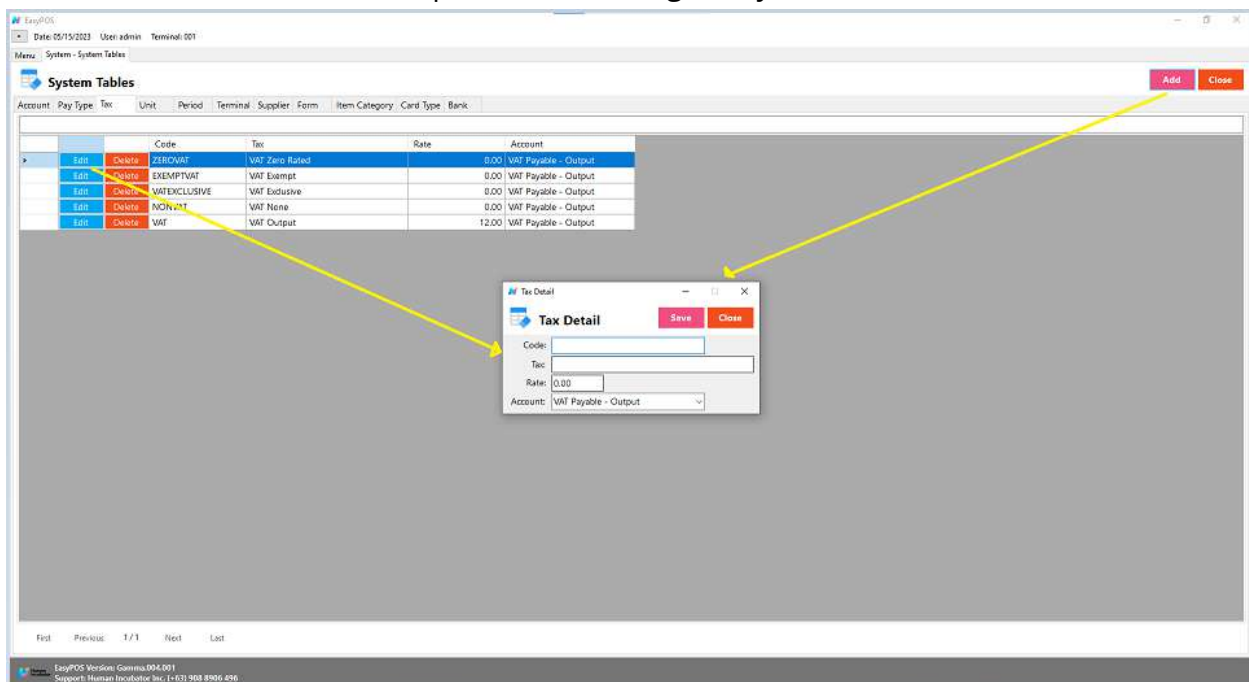
Code	Pay Type	Account
CASH	Cash	Cash on Hand
CHECK	Check	Cash on Hand
CREDITCARD	Credit Card	Accounts Receivable - Others
GC CERTIFICATE	GC	Accounts Receivable - Others
EXCHANGE	Exchange	Accounts Receivable - Others
REWARDS	Rewards	Accounts Receivable - Others
GCASH	Others	Accounts Receivable - Others
OTHERS	Others	Accounts Receivable - Others
FACEPAY	Facepay	Accounts Receivable - Others
DEBITCARD	Debit Card	Accounts Receivable - Others

- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Code, Pay Type and Account
- Click the Save button to save pay type details.

## Tax



- Shows the list of all added taxes.
- Delete button will proceed to deleting tax details.
- Edit button will proceed to updating tax details.
- Close button will proceed to closing the system table module.

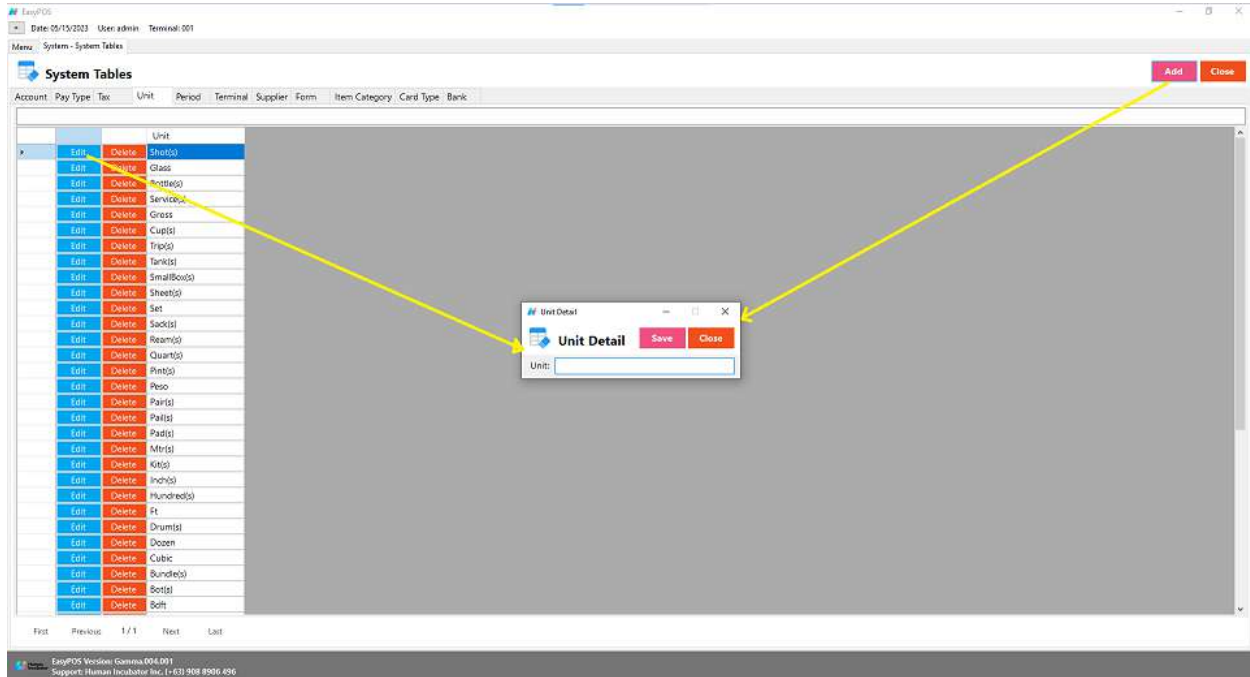


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Code, Tax, Rate and Account
- Click the Save button to save tax details.

## Unit



- Shows the list of all added units.
- Delete button will proceed to deleting unit details.
- Edit button will proceed to updating unit details.
- Close button will proceed to closing the system table module.



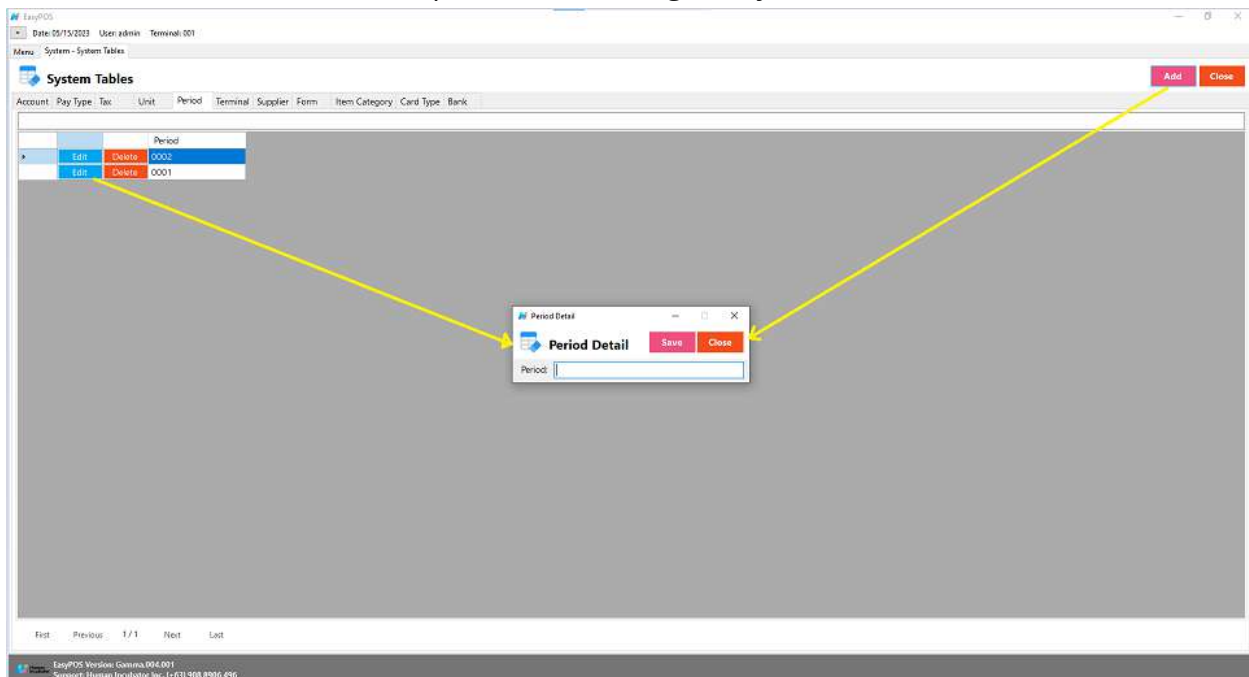
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Unit
- Click the Save button to save unit details.



## Period



- Shows the list of all added periods.
- Delete button will proceed to deleting period details.
- Edit button will proceed to updating period details.
- Close button will proceed to closing the system table module.

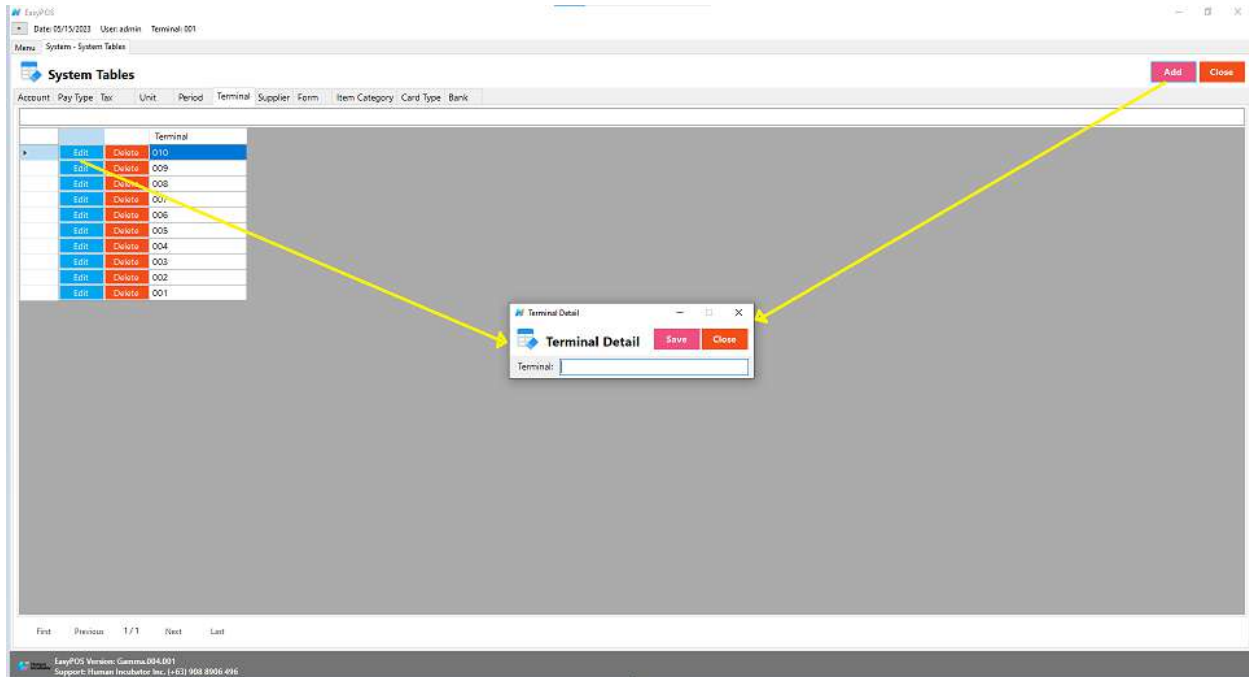


- **Assumption: Add** button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Unit
- Click the Save button to save unit details.

## Terminal

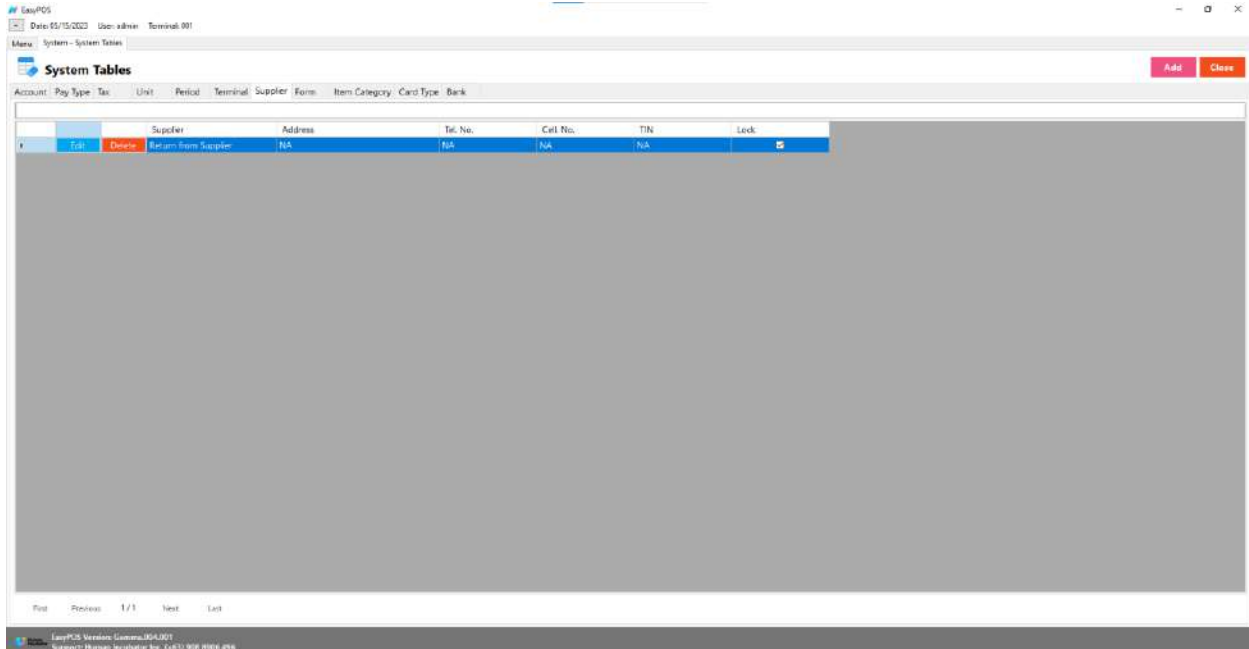


- Shows the list of all added terminals.
- Delete button will proceed to deleting terminal details.
- Edit button will proceed to updating terminal details.
- Close button will proceed to closing the system table module.

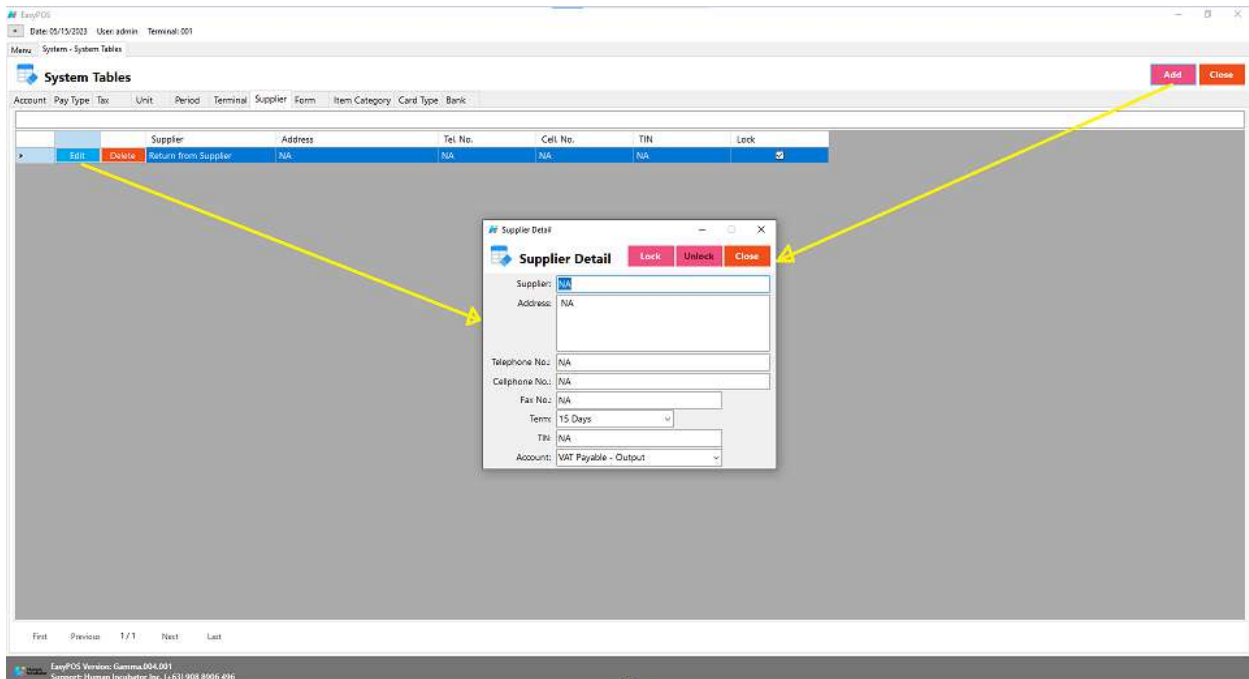


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Terminal
- Click the Save button to save terminal details.

## Supplier

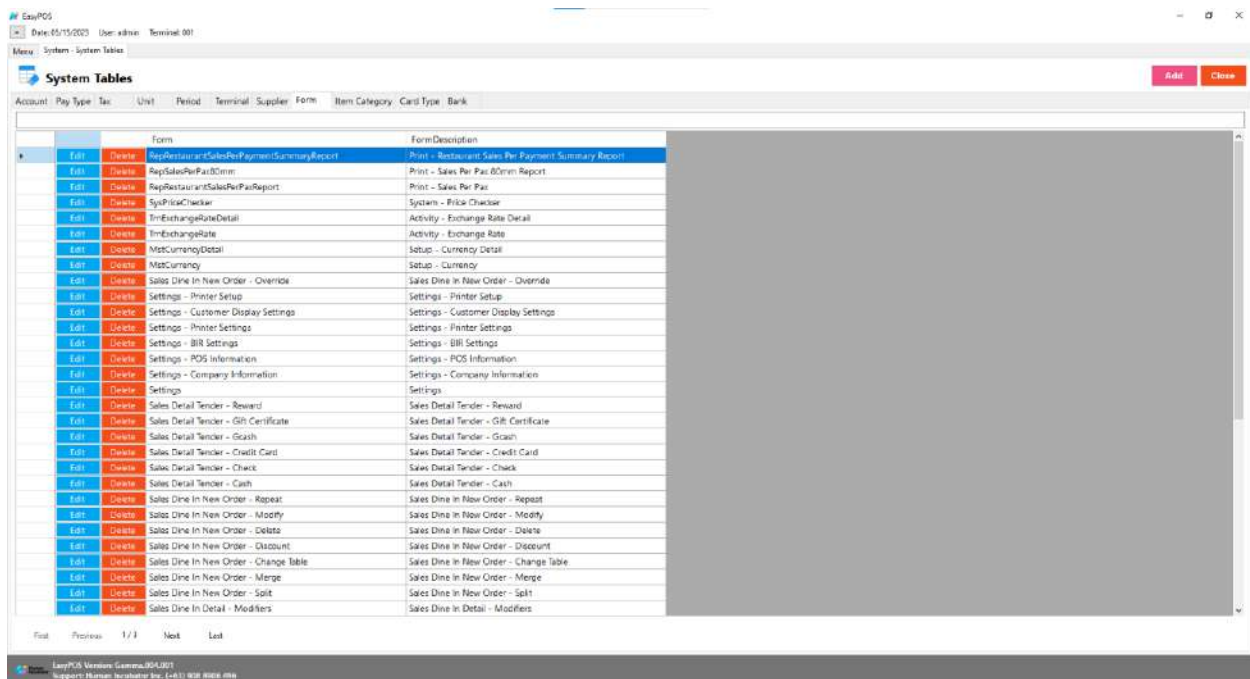


- Shows the list of all added suppliers.
- Delete button will proceed to deleting supplier details.
- Edit button will proceed to updating supplier details.
- Close button will proceed to closing the system table module.



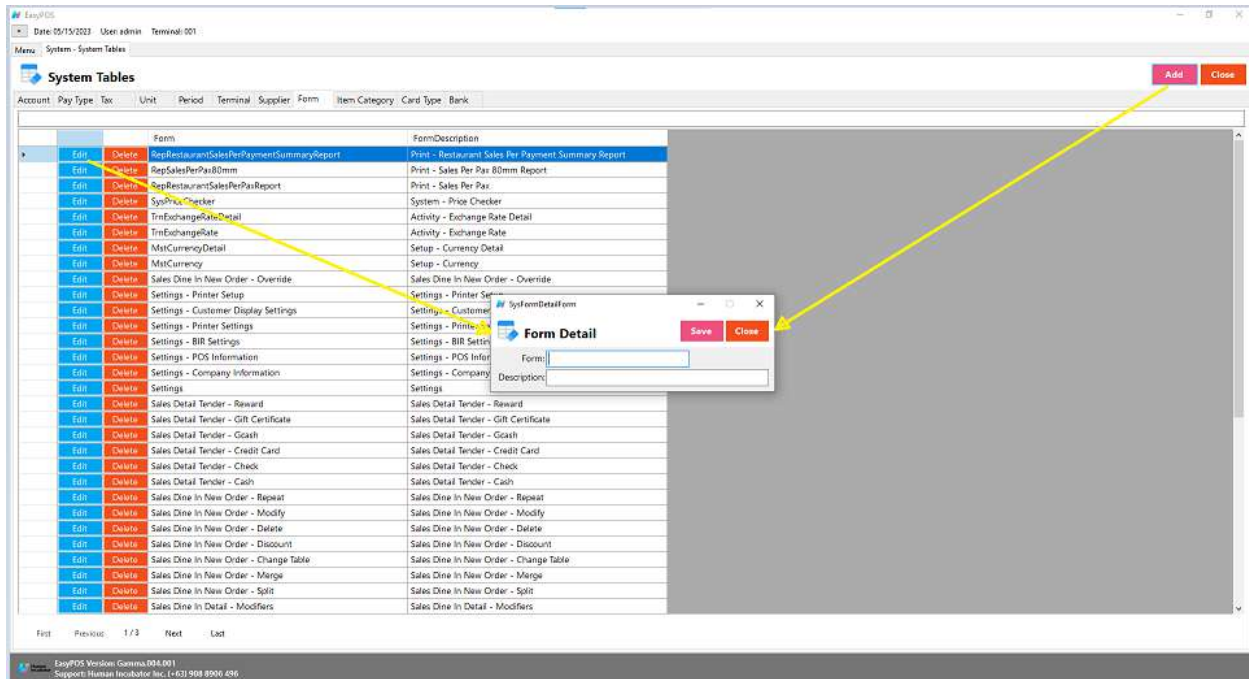
- **Assumption: Add** button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Supplier, Address, Telephone No., Cell Phone no., Fax no., TIN, and Account
- Click the Save button to save supplier details.

## Form



Account	Pay Type	Tax	Unit	Period	Terminal	Supplier	Form	Item Category	Card Type	Bank
							Form			
							Form Description			
							Print - Restaurant Sales Per Payment Summary Report			Print - Restaurant Sales Per Payment Summary Report
							Print - Sales Per Pax 050mm Report			Print - Sales Per Pax 050mm Report
							Print - Sales Per Pax			Print - Sales Per Pax
							System - Price Checker			System - Price Checker
							Activity - Exchange Rate Detail			Activity - Exchange Rate Detail
							Activity - Exchange Rate			Activity - Exchange Rate
							Setup - Currency Detail			Setup - Currency Detail
							Setup - Currency			Setup - Currency
							Sales Dine In New Order - Override			Sales Dine In New Order - Override
							Settings - Printer Setup			Settings - Printer Setup
							Settings - Customer Display Settings			Settings - Customer Display Settings
							Settings - Printer Settings			Settings - Printer Settings
							Settings - Bill Settings			Settings - Bill Settings
							Settings - POS Information			Settings - POS Information
							Settings - Company Information			Settings - Company Information
							Settings			Settings
							Sales Detail Tender - Reward			Sales Detail Tender - Reward
							Sales Detail Tender - Gift Certificate			Sales Detail Tender - Gift Certificate
							Sales Detail Tender - Gift Card			Sales Detail Tender - Gift Card
							Sales Detail Tender - Credit Card			Sales Detail Tender - Credit Card
							Sales Detail Tender - Check			Sales Detail Tender - Check
							Sales Detail Tender - Cash			Sales Detail Tender - Cash
							Sales Dine In New Order - Repeat			Sales Dine In New Order - Repeat
							Sales Dine In New Order - Modify			Sales Dine In New Order - Modify
							Sales Dine In New Order - Delete			Sales Dine In New Order - Delete
							Sales Dine In New Order - Discount			Sales Dine In New Order - Discount
							Sales Dine In New Order - Change Table			Sales Dine In New Order - Change Table
							Sales Dine In New Order - Merge			Sales Dine In New Order - Merge
							Sales Dine In New Order - Split			Sales Dine In New Order - Split
							Sales Dine In Detail - Modifiers			Sales Dine In Detail - Modifiers

- Shows the list of all added forms.
- Delete button will proceed to deleting form details.
- Edit button will proceed to updating form details.
- Close button will proceed to closing the system table module.



The screenshot shows the 'System Tables' window in EasyPOS. The table lists various forms and their descriptions. A 'Form Detail' dialog box is open, with fields for 'Form' and 'Description'. A yellow arrow points from the 'Add' button in the top right corner of the table to the 'Form Detail' dialog box.

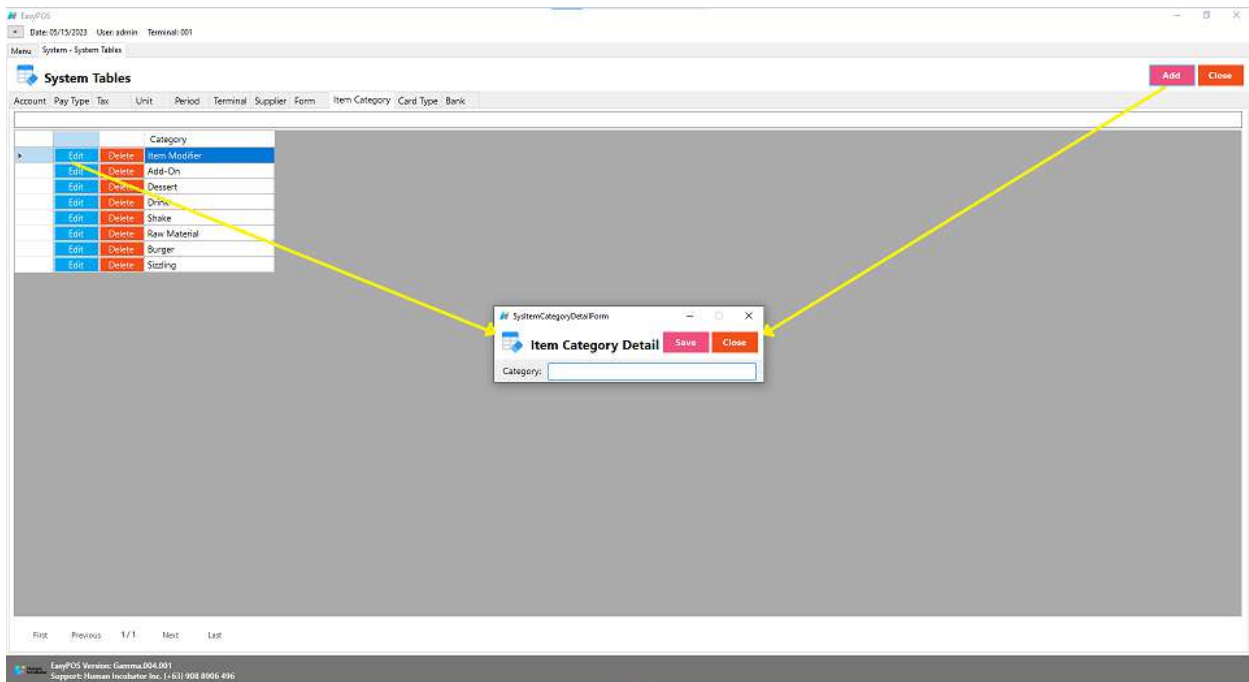
Form	Form-Description
RepRestaurantSalesPerPaymentSummaryReport	Print - Restaurant Sales Per Payment Summary Report
RepSalesPerPa80mm	Print - Sales Per Pa 80mm Report
RepRestaurantSalesPerPaReport	Print - Sales Per Pa
SysPriceChecker	System - Price Checker
TrnExchangeRateDetail	Activity - Exchange Rate Detail
TrnExchangeRate	Activity - Exchange Rate
MstCurrencyDetail	Setup - Currency Detail
MstCurrency	Setup - Currency
SalesDineInNewOrder - Override	Sales Dine In New Order - Override
Settings - Printer Setup	Settings - Printer Setup
Settings - Customer Display Settings	Settings - Customer Display Settings
Settings - Printer Settings	Settings - Printer Settings
Settings - BIR Settings	Settings - BIR Settings
Settings - POS Information	Settings - POS Information
Settings - Company Information	Settings - Company Information
Settings	Settings
SalesDetailTender - Reward	Sales Detail Tender - Reward
SalesDetailTender - Gift Certificate	Sales Detail Tender - Gift Certificate
SalesDetailTender - Gcash	Sales Detail Tender - Gcash
SalesDetailTender - Credit Card	Sales Detail Tender - Credit Card
SalesDetailTender - Check	Sales Detail Tender - Check
SalesDetailTender - Cash	Sales Detail Tender - Cash
SalesDineInNewOrder - Repeat	Sales Dine In New Order - Repeat
SalesDineInNewOrder - Modify	Sales Dine In New Order - Modify
SalesDineInNewOrder - Delete	Sales Dine In New Order - Delete
SalesDineInNewOrder - Discount	Sales Dine In New Order - Discount
SalesDineInNewOrder - Change Table	Sales Dine In New Order - Change Table
SalesDineInNewOrder - Merge	Sales Dine In New Order - Merge
SalesDineInNewOrder - Split	Sales Dine In New Order - Split
SalesDineInDetail - Modifiers	Sales Dine In Detail - Modifiers

- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Form and Description
- Click the Save button to save form details.

## Item Category



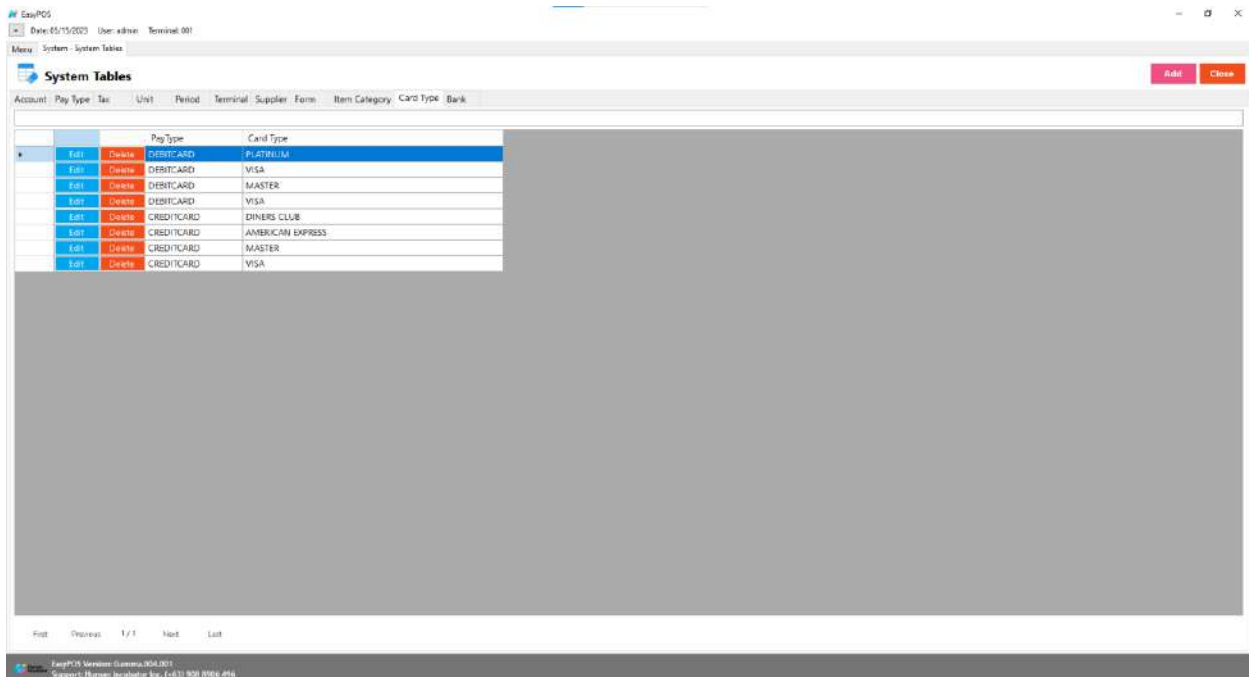
- Shows the list of all added Item Categories.
- Delete button will proceed to deleting item category details.
- Edit button will proceed to updating item category details.
- Close button will proceed to closing the system table module.



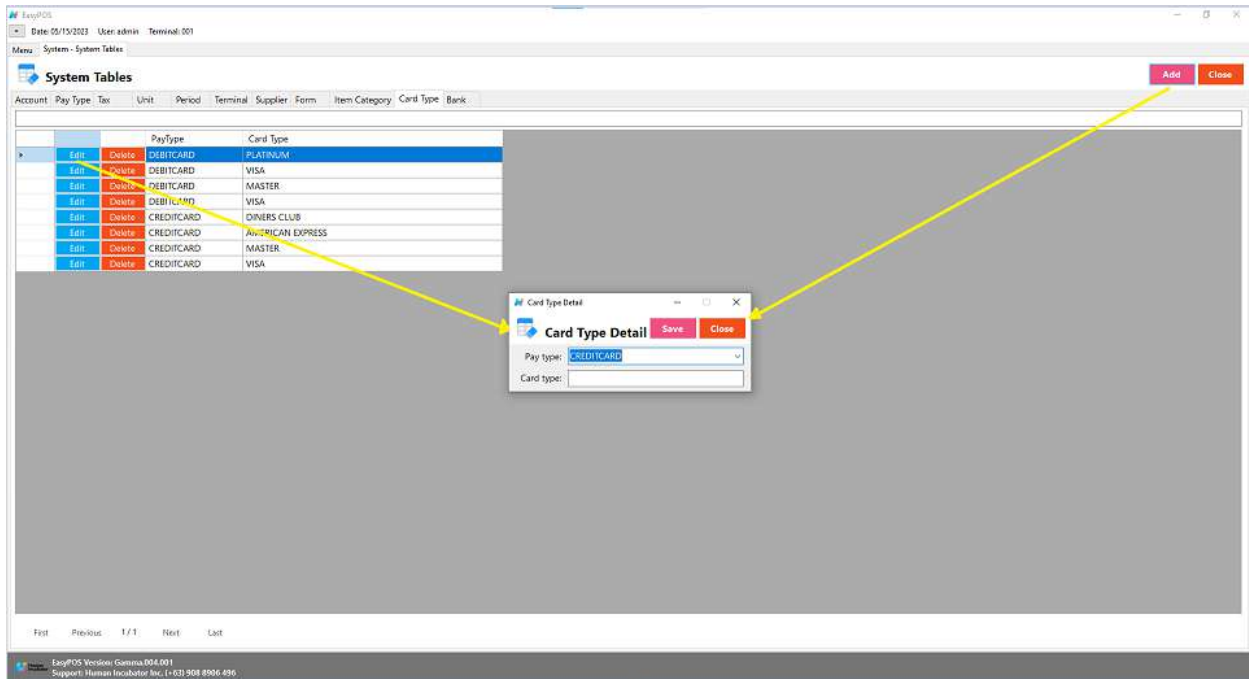


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Category
- Click the Save button to save item category details.

## Card Type

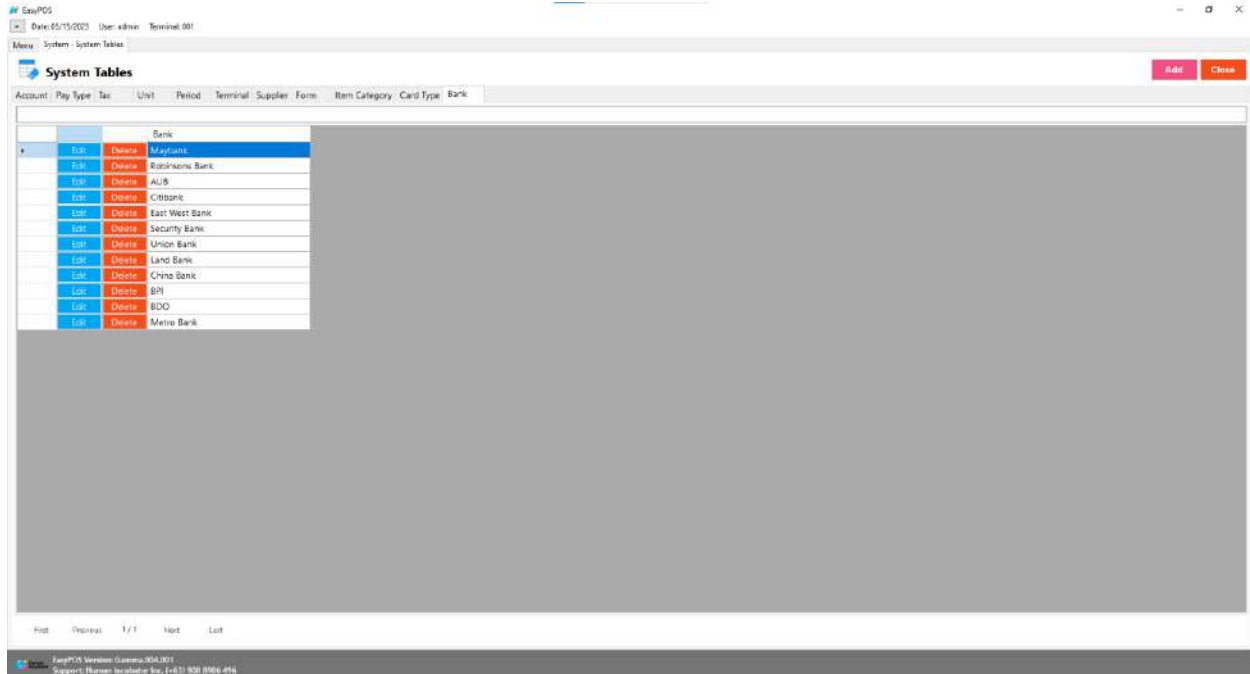


- Shows the list of all added card types.
- Delete button will proceed to deleting card type details.
- Edit button will proceed to updating card type details.
- Close button will proceed to closing the system table module.



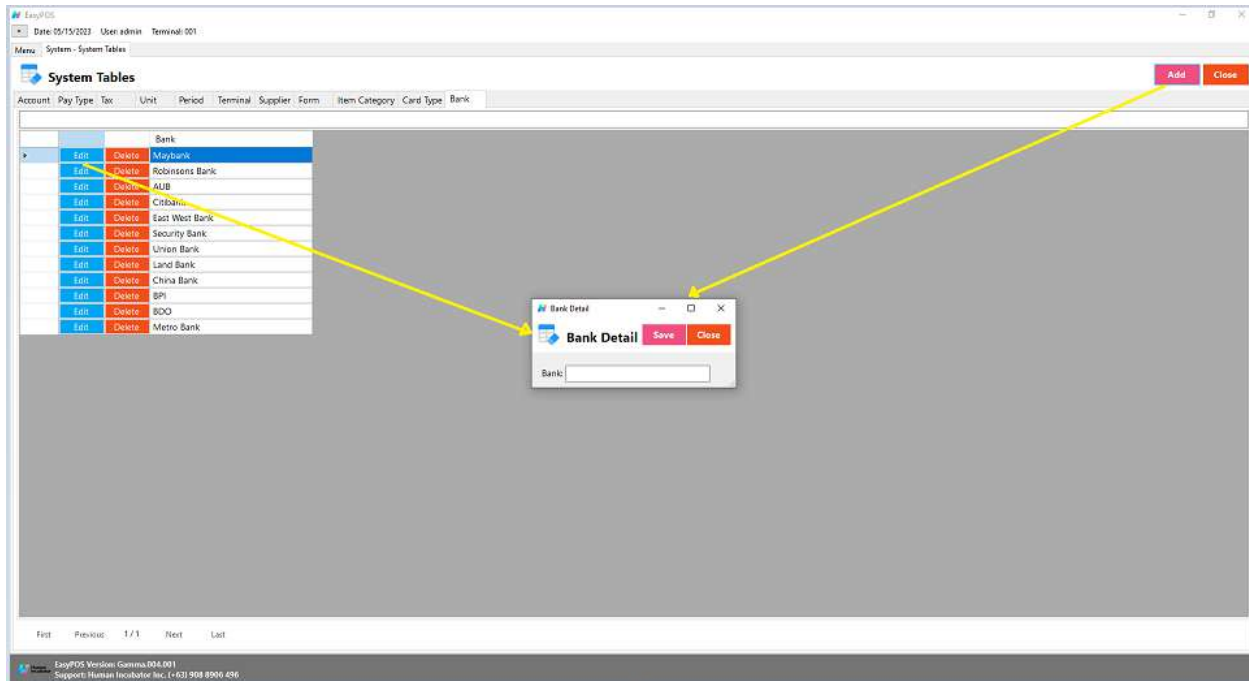
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Pay Type and Card Type
- Click the Save button to save card type details.

## Bank



ID	Name	Action
1	Bank	
1	Maybank	Delete Edit
2	Robinsons Bank	Delete Edit
3	AUB	Delete Edit
4	Citibank	Delete Edit
5	East West Bank	Delete Edit
6	Security Bank	Delete Edit
7	Union Bank	Delete Edit
8	Land Bank	Delete Edit
9	Chino Bank	Delete Edit
10	BPI	Delete Edit
11	BDO	Delete Edit
12	Metro Bank	Delete Edit

- Shows the list of all added banks.
- Delete button will proceed to deleting bank details.
- Edit button will proceed to updating bank details.
- Close button will proceed to closing the system table module.



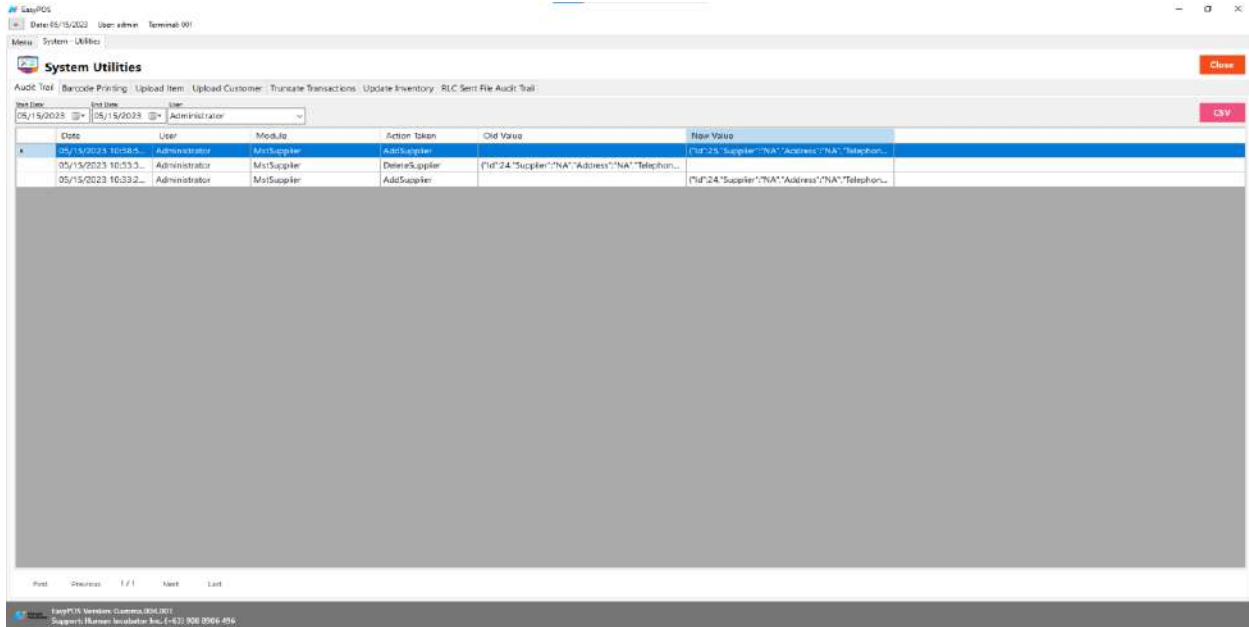
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Bank
- Click the Save button to save bank details.

## System - Utilities

### Overview

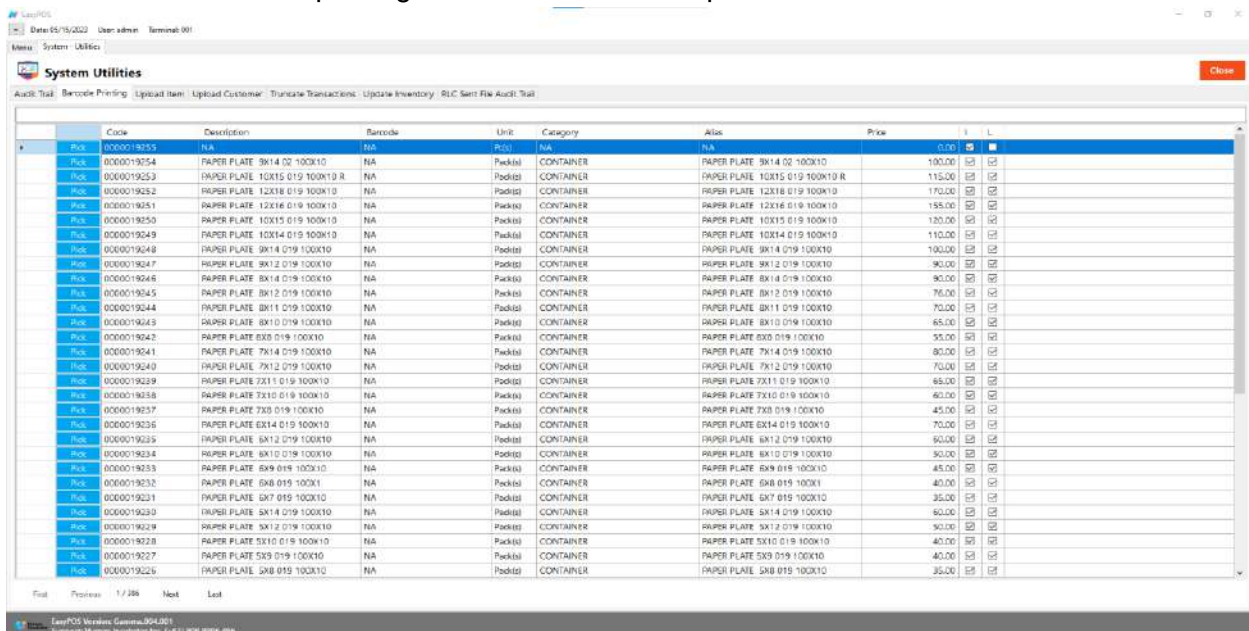
- **Utilities** is where users can use the EasyPOS utilities such as barcode printing, truncate transactions, etc.

- Audit trail is where the users can view the activities or logs
  - Click the CSV button to generate a csv file format of audit trails.
  - Close button will proceed to closing the system utilities module.

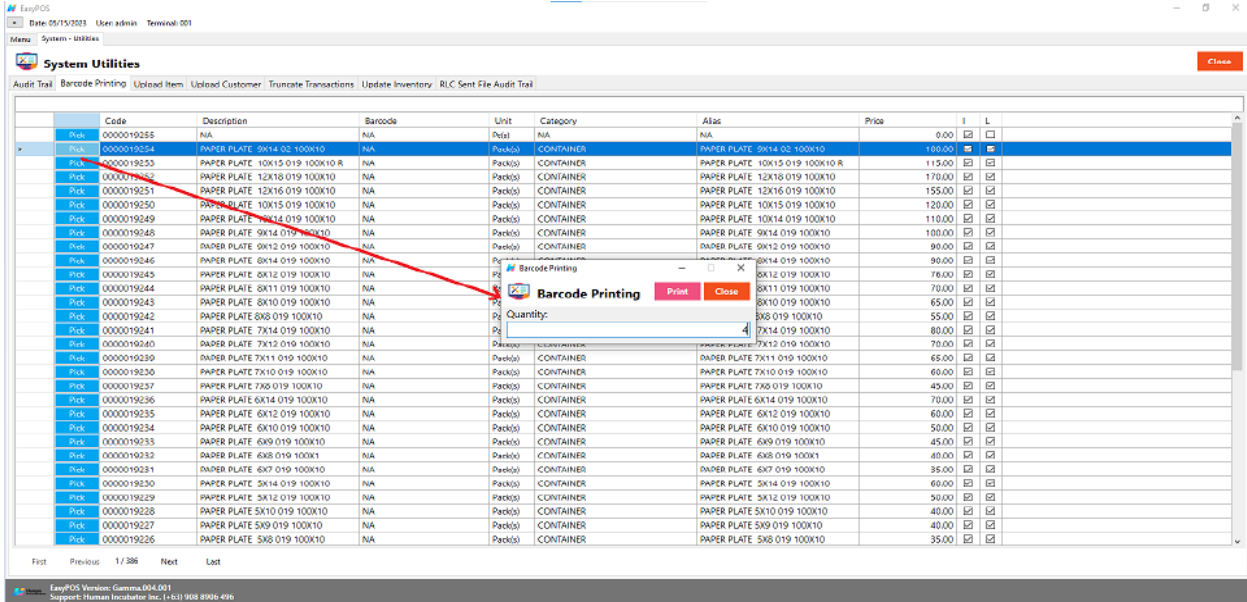


## Barcode Printing

- Barcode printing is where the user can print barcode of the items



- Click the **Pick** button to select an item.
- Input the quantity of the barcode to be printed.
- Click the **Print** button to print the barcodes.

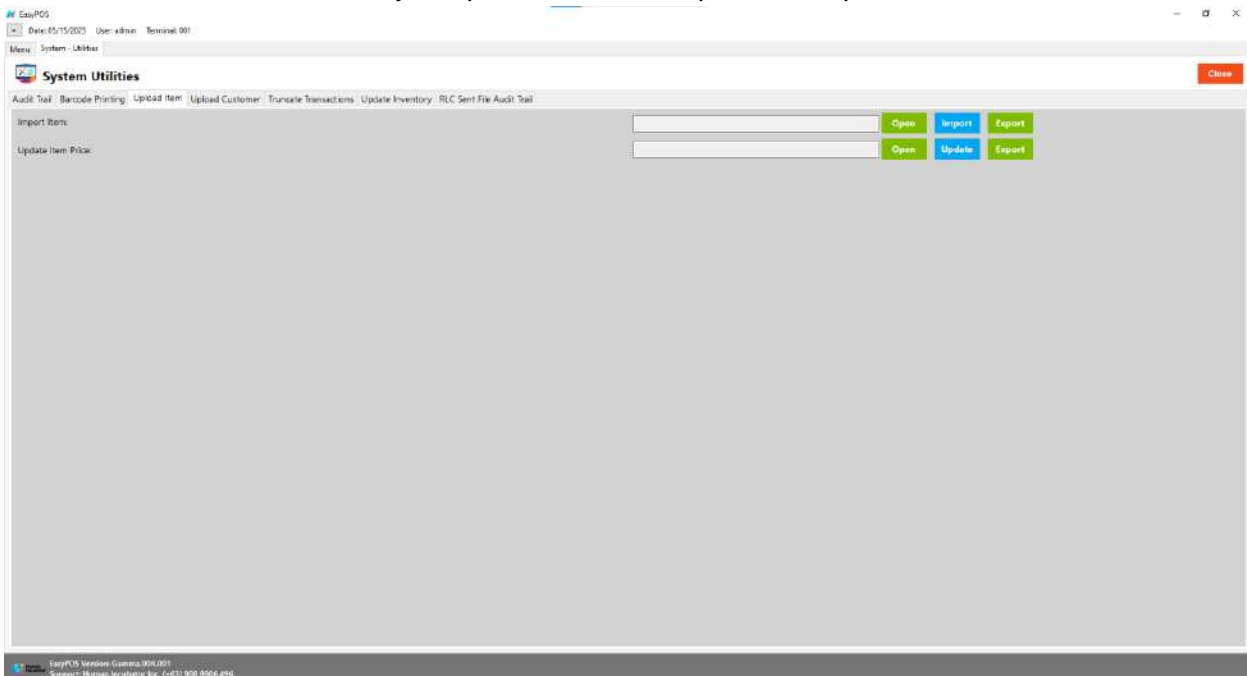


The screenshot shows the 'Barcode Printing' window in the EasyPOS System Utilities. A table lists various items with columns for Code, Description, Barcode, Unit, Category, Alias, and Price. A red arrow points from the 'Pick' button in the first row to the 'Barcode Printing' dialog box. The dialog box has a 'Quantity:' field with the value '4' and 'Print' and 'Close' buttons.

Code	Description	Barcode	Unit	Category	Alias	Price
0000019255	NA	NA	Unit	NA	NA	0.00
0000019254	PAPER PLATE 5K14 02 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5K14 02 100X10	100.00
0000019253	PAPER PLATE 10K15 019 100X10 R	NA	Pack(s)	CONTAINER	PAPER PLATE 10K15 019 100X10 R	115.00
0000019252	PAPER PLATE 12K16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12K16 019 100X10	170.00
0000019251	PAPER PLATE 12K16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12K16 019 100X10	155.00
0000019250	PAPER PLATE 10K15 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10K15 019 100X10	120.00
0000019249	PAPER PLATE 10K14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10K14 019 100X10	110.00
0000019248	PAPER PLATE 9K14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9K14 019 100X10	100.00
0000019247	PAPER PLATE 8K12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8K12 019 100X10	90.00
0000019246	PAPER PLATE 6K14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6K14 019 100X10	90.00
0000019245	PAPER PLATE 6K12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6K12 019 100X10	78.00
0000019244	PAPER PLATE 6K11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6K11 019 100X10	70.00
0000019243	PAPER PLATE 6K10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6K10 019 100X10	65.00
0000019242	PAPER PLATE 6K8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6K8 019 100X10	55.00
0000019241	PAPER PLATE 7K14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7K14 019 100X10	80.00
0000019240	PAPER PLATE 7K12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7K12 019 100X10	70.00
0000019239	PAPER PLATE 7K11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7K11 019 100X10	65.00
0000019238	PAPER PLATE 7K10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7K10 019 100X10	60.00
0000019237	PAPER PLATE 7K5 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7K5 019 100X10	45.00
0000019236	PAPER PLATE 6K14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6K14 019 100X10	70.00
0000019235	PAPER PLATE 6K12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6K12 019 100X10	60.00
0000019234	PAPER PLATE 6K10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6K10 019 100X10	50.00
0000019233	PAPER PLATE 6K9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6K9 019 100X10	45.00
0000019232	PAPER PLATE 6K8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6K8 019 100X10	40.00
0000019231	PAPER PLATE 6K7 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6K7 019 100X10	35.00
0000019230	PAPER PLATE 5K14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5K14 019 100X10	60.00
0000019229	PAPER PLATE 5K12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5K12 019 100X10	50.00
0000019228	PAPER PLATE 5K10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5K10 019 100X10	40.00
0000019227	PAPER PLATE 5K9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5K9 019 100X10	40.00
0000019226	PAPER PLATE 5K8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5K8 019 100X10	35.00

## Upload Item

- It is another way to upload items and update item prices.

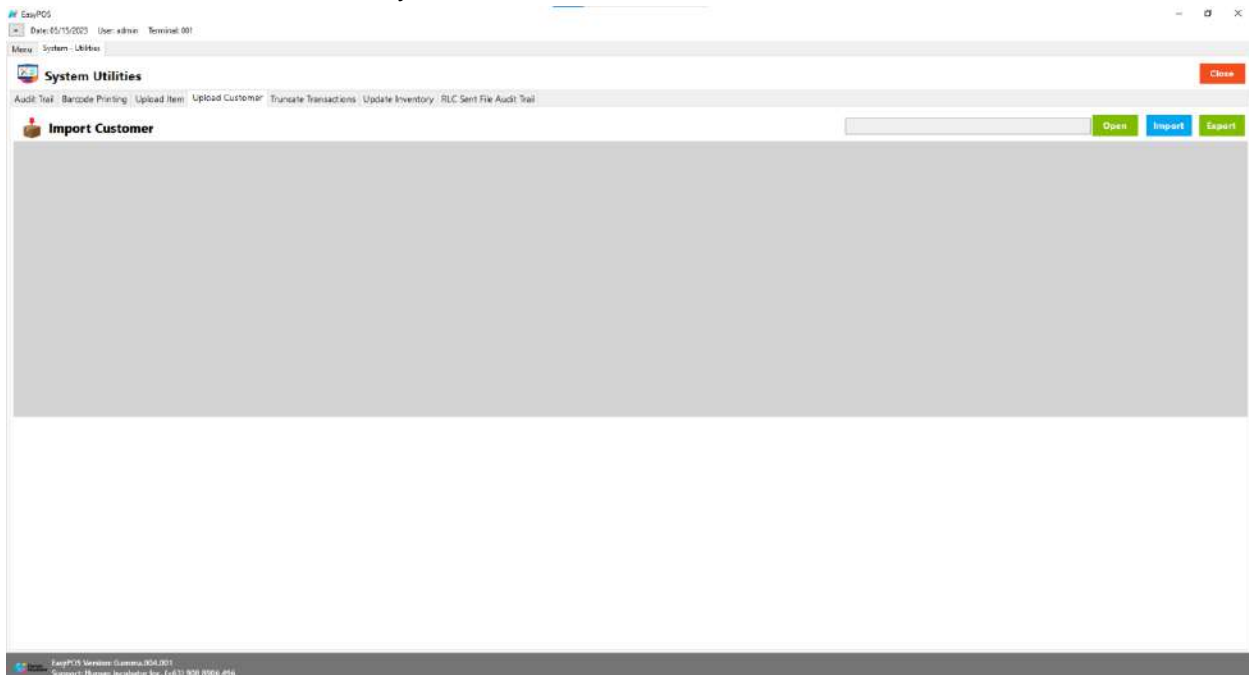


The screenshot shows the 'Upload Item' window in the EasyPOS System Utilities. It features two input fields: 'Import Item:' and 'Update Item Price:'. Each field has an 'Open' button to the right. To the right of the 'Update Item Price:' field are three buttons: 'Import', 'Update', and 'Export'.

- **Import Item**
  - Click Export button to generate csv file format
  - Click Open button to select the file after inputting necessary information of the item
  - Click Import button to import the file
- **Update Item Price**
  - Click Export button to generate csv file format
  - Click Open button to select the file after inputting the updated price
  - Click Update button to upload the file

## Upload Customer

- It is another way to add a list of customers.

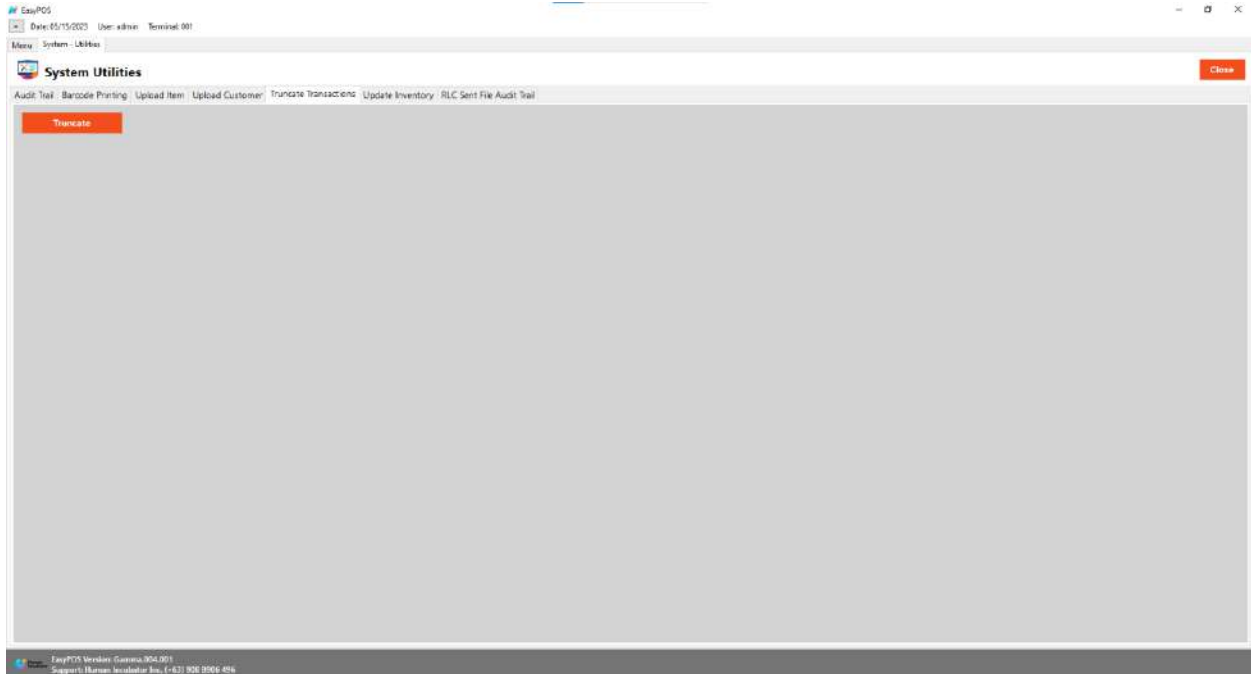


- Click Export button to generate csv file format
- Click Open button to select the file after inputting necessary information of the customers
- Click Import button to import the file



## Truncate Transaction

- Deleting all transactions including stock in, stock out, cash in/out, etc.
  - Click the Truncate button to delete all transactions.



# Section IX: Settings

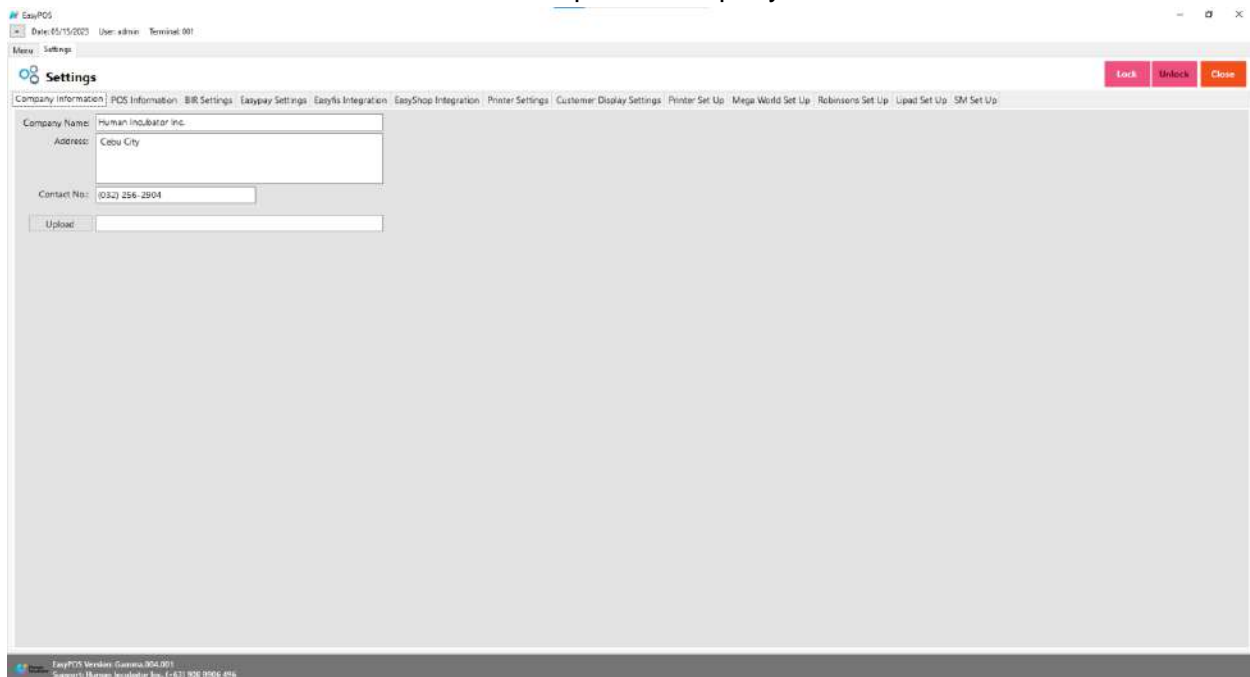
## Settings

### Overview

- **Settings** is where users can manage the functions of EasyPOS such as enabling/disabling the EasyPOS features, Easy series integrations, printer setup, etc.

### Company Information

- It is where the user can set up their company information



The screenshot shows the 'Settings' application window for EasyPOS. The 'Company Information' tab is active, displaying a form with the following fields:

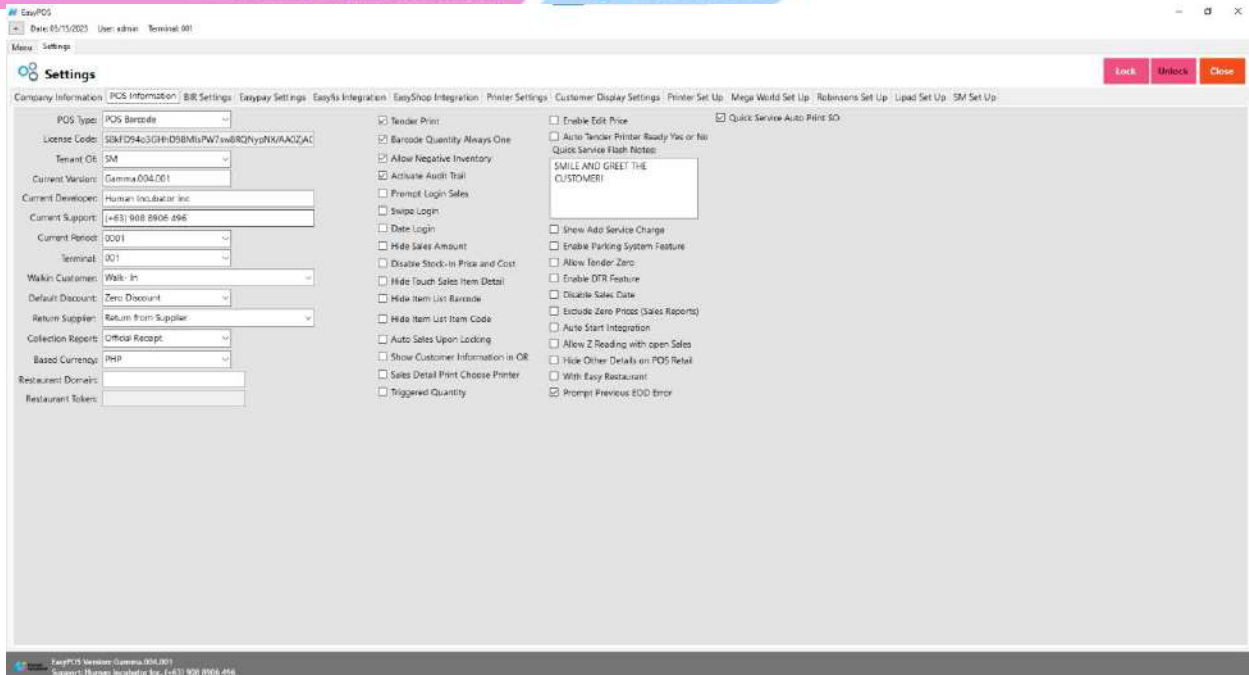
- Company Name: Human Incubator Inc.
- Address: Cebu City
- Contact No.: (032) 256-2904
- Upload: [button]

The window title bar indicates 'EasyPOS' and 'User: admin Terminal: 001'. The menu bar includes options like 'Company Information', 'POS Information', 'BIR Settings', 'EasyPay Settings', 'EasySis Integration', 'EasySnap Integration', 'Printer Settings', 'Customer Display Settings', 'Printer Set Up', 'Mega World Set Up', 'Robinsons Set Up', 'Lipad Set Up', and 'SM Set Up'. The toolbar contains 'Lock', 'Unlock', and 'Close' buttons.

- Fill up the necessary information like:
  - Company name, Address, Contact number and upload image
- Click Lock to save the details.
- Click Unlock to edit the details
- Close button will proceed to closing the system table module.

## POS Information

- It is where the user can set the information and set up their POS.



The screenshot shows the 'Settings' window for EasyPOS, with the 'POS Information' tab selected. The window is divided into several sections:

- Company Information:** Includes fields for License Code, Tenant Of, Current Merchant, Current Developer, Current Support, Current Period, Terminal, Walk-in Customer, Default Discount, Return Supplier, Collection Report, Based Currency, Restaurant Domain, and Restaurant Token.
- Tender Print:** A section with checkboxes for enabling or disabling various print options like Barcode Quantity Always One, Allow Negative Inventory, Activate Audit Trail, Prompt Login Sales, Swipe Login, Date Login, Hide Sales Amount, Disable Stock-in Price and Cost, Hide Touch Sales Item Detail, Hide Item List Barcode, Hide Item List Item Code, Auto Sales Upon Locking, Show Customer Information in OR, Sales Detail Print Choose Printer, and Triggered Quantity.
- Customer Display Settings:** Includes checkboxes for Enable Edit Price, Auto Tender Printer Ready Yes or No, Quick Service Flash Notice, SMILE AND GREET THE CUSTOMER!, Show Add Service Charge, Enable Parking System Feature, Allow Tender Zero, Enable DTR Feature, Disable Sales Date, Exclude Zero Printed Sales Reports, Auto Start Interpolation, Allow Z Reading with open Sales, Hide Order Details on POS Retail, With Easy Restaurant, and Prompt Previous EOD Error.

- Fill up the necessary information like:
  - Base Currency, Tenant Of, etc
- **Tender Print**
  - Allow the user to enable or disable the print receipt
- **Barcode Quantity Always One**
  - When this feature is enabled, the user cannot edit the quantity of the item after scanning the barcode.
- **Allow Negative Inventory**
  - The user is allowed to make a transaction when there is zero inventory of the item.
- **Activate Audit Trail**
  - Activities and logs of the user will display in the Audit Trail in the Utilities module when it is enabled.
- **Prompt Login Sales**
  - It can be used by the teller or order taker.
- **Swipe Login**
  - Allow the user to login using a swipe card and a card number.
- **Date Login**
  - Allow the user to set the date manually in login.

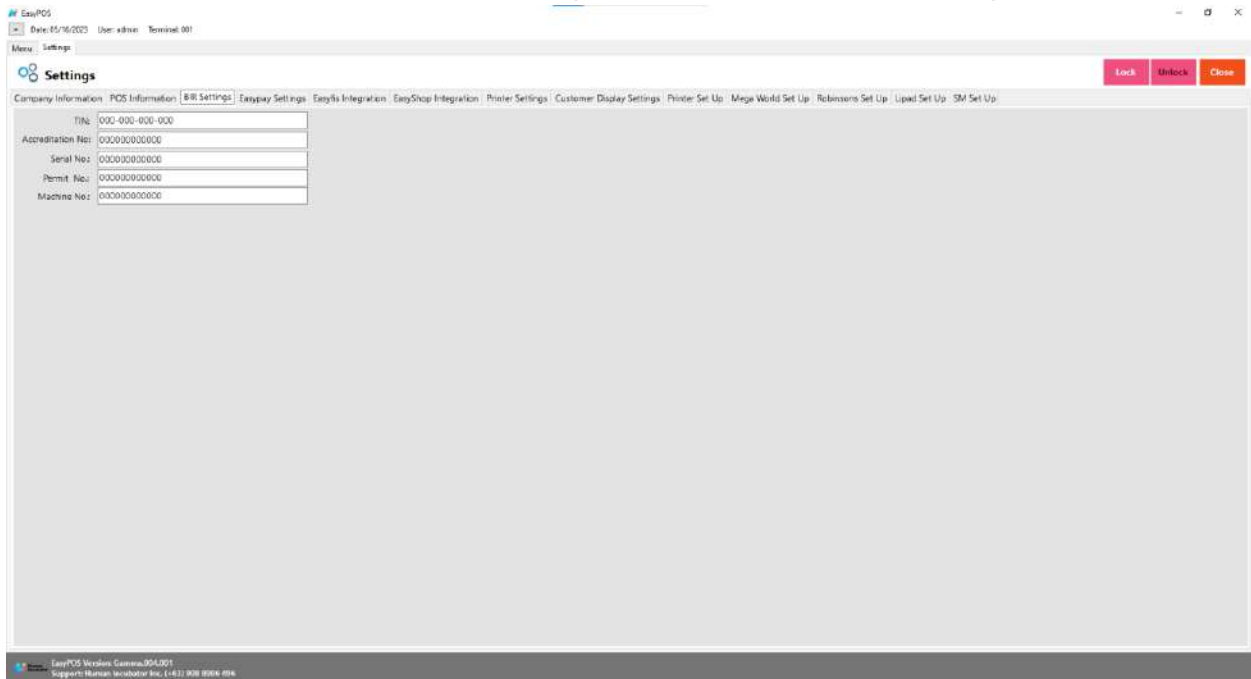
- **Hide Sales Amount**
  - When it is enabled, the sales amount will be hidden in the POS barcode.
- **Disable Stock-in Price and Cost**
  - When adding a stock-in, the price and cost of the item are disabled and not editable.
- **Hide Touch Sales Item Detail**
  - It is use to hide sales item detail in POS Touch
- **Hide Item List Barcode**
  - The barcode of the items will be hidden in the item list.
- **Hide Item List Item Code**
  - The item code of the items will be hidden in the item list.
- **Auto Sales Upon Locking**
  - When it is enabled, it will automatically create new sales upon locking the transaction.
- **Show Customer Information in OR**
  - The customer information will display in the OR when it is enabled.
- **Enable Edit Price**
  - The user is allowed to edit the price when creating a transaction
- **Auto Tender Printer Ready Yes or No**
  - Disable the prompt message for printer ready yes or no.
- **Show Add Service Charge**
  - Allow the user to add service charge in POS Touch and Quick service.
- **Allow Tender Zero**
  - Allow the user to tender zero transactions.
- **Enable DTR Feature**
  - It is used to monitor the attendance of the employees. The employees can clock in/out and break in/out.
- **Disable Sales Date**
  - Sales date is disable and the user is not allowed to select date in sales
- **Exclude Zero Prices (Sales Report)**
  - The item that has a zero(0) price is not included in the sales report
- **Auto Start Integration**
  - Automatically start the integration like easyfis.
- **Allow Z Reading with Open Sales**
  - Allow the user to view or print z reading report with an open sales

✉ ○ **Hide Other Details on POS Retail**

- When this feature is enabled, it will only display the item description, quantity, price, discount and amount in sales detail.
- **With Easy Restaurant**
  -
- **Prompt Previous EOD Error**
  - It is a prompt message error for the previous EOD.
- **Quick Service Auto Print SO**
  - It can print order slips in the quick service when it is enabled.

## BIR Settings

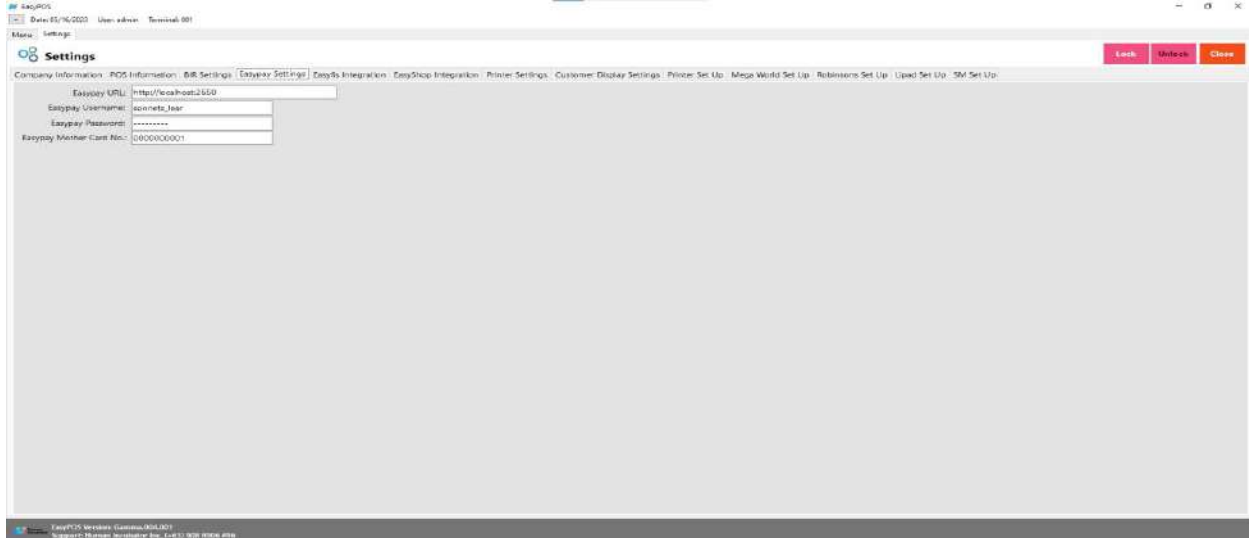
- It is where the user can set up their BIR credentials and receipt documentation.



## Easypay Settings

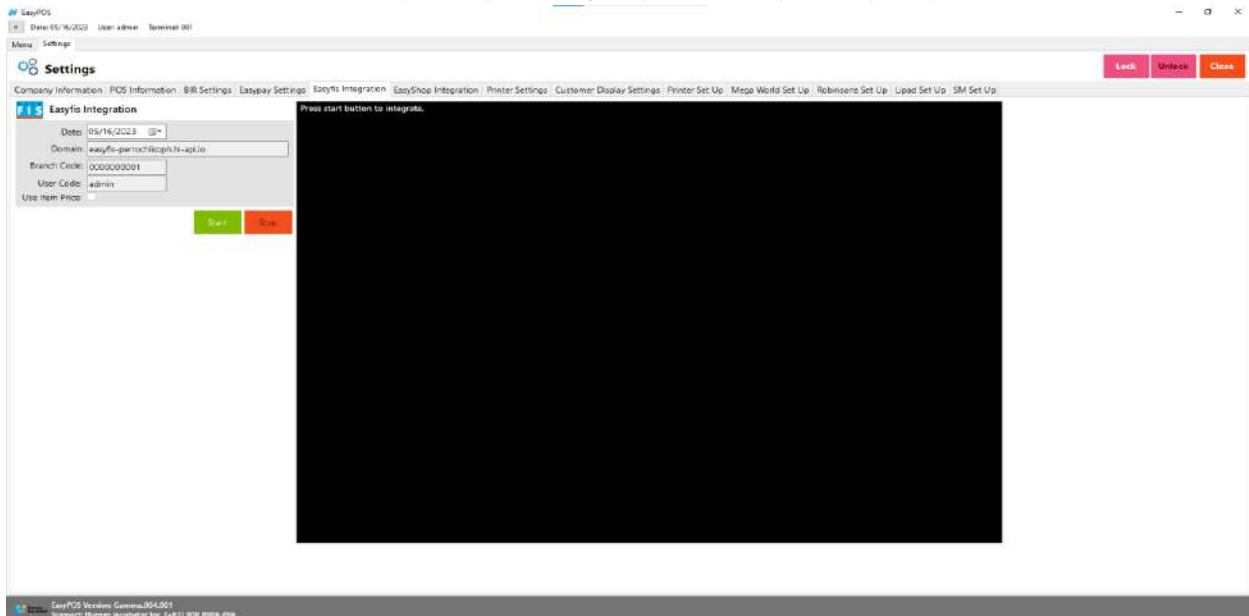
+63-32-256-2904

- This is for the easypay integration where the user will set up the URL, username, password and card no.

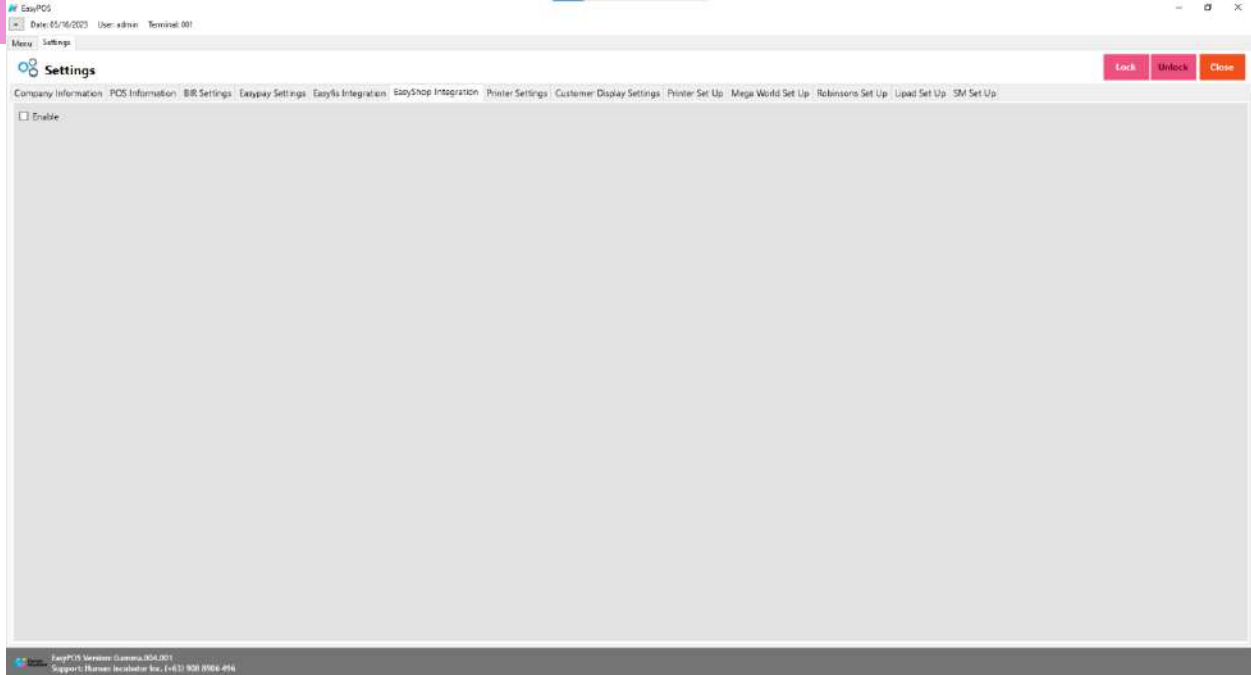


## Easyfis Integration

- This is for easyfis integration where it is a connection and integration between the easyfis and EasyPOS product.
- Fill up the necessary fields like:
  - Domain(ex: <https://easyfis-perrochikoph.hi-api.io> )

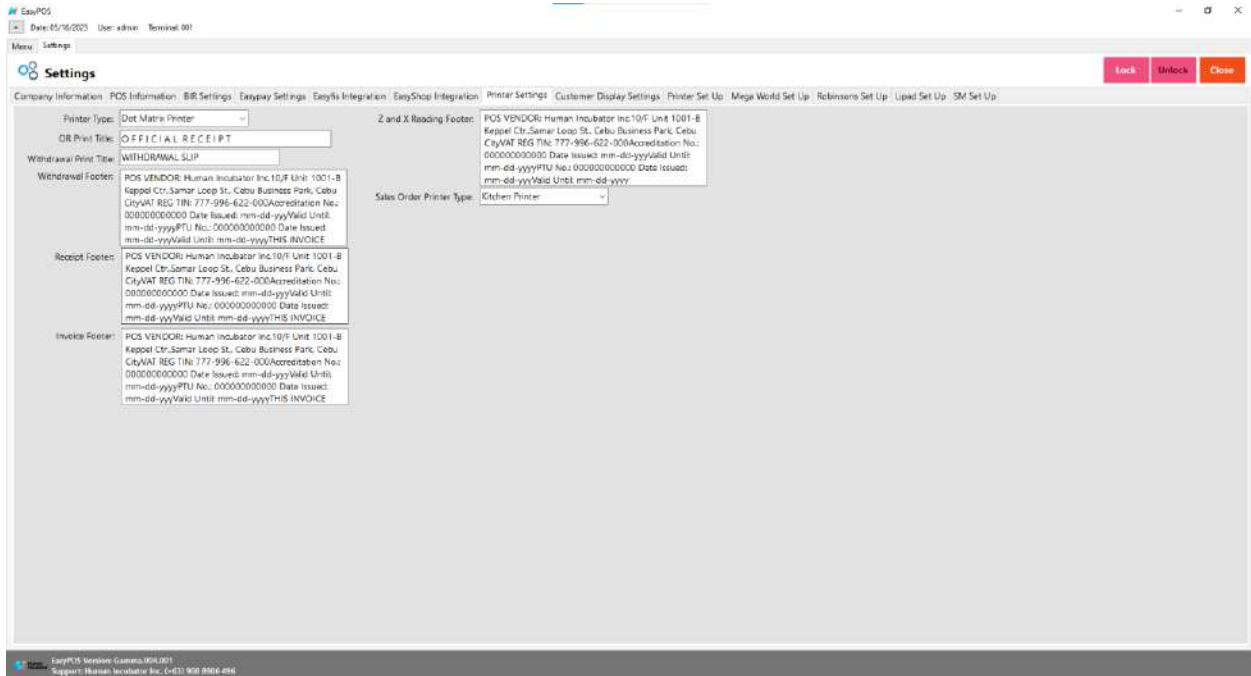


## EasyShop Integration



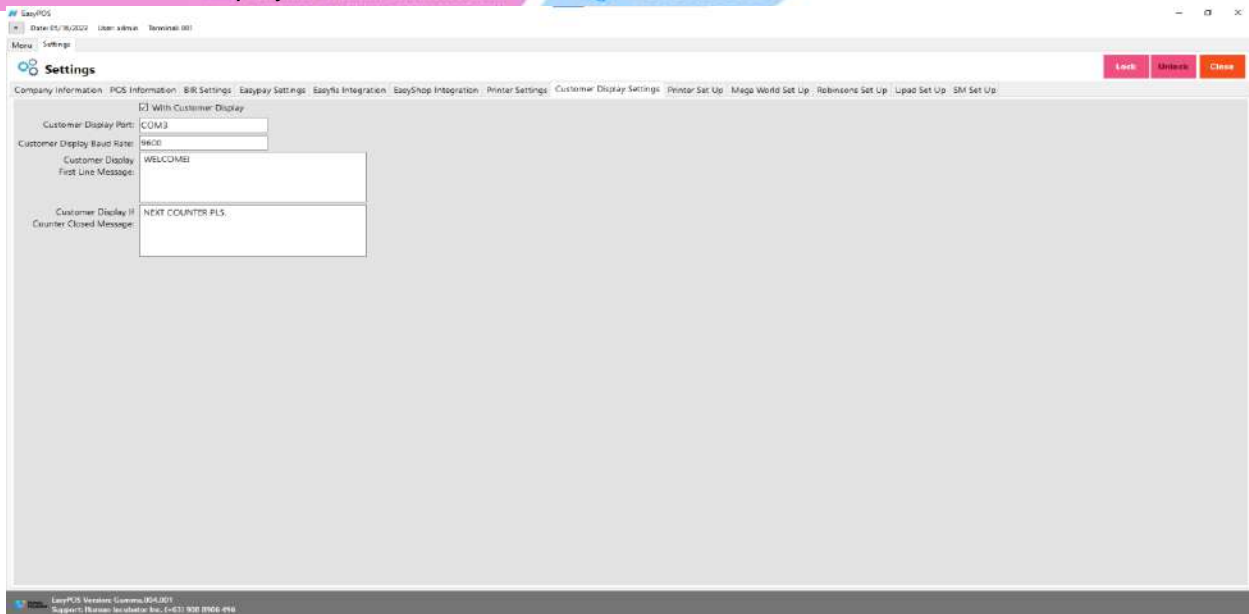
## Printer Settings

- This is where the user will set up for the output of the printer receipt.



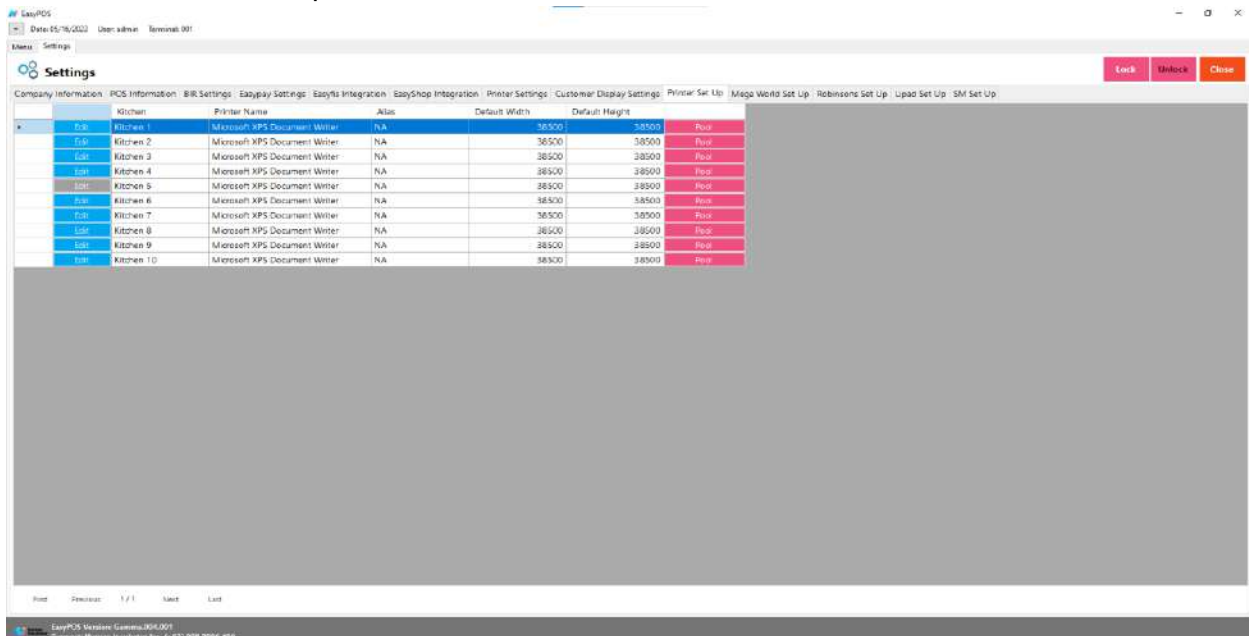


- This is where the user can set up the customer display like greetings. It will also display in the VFD.

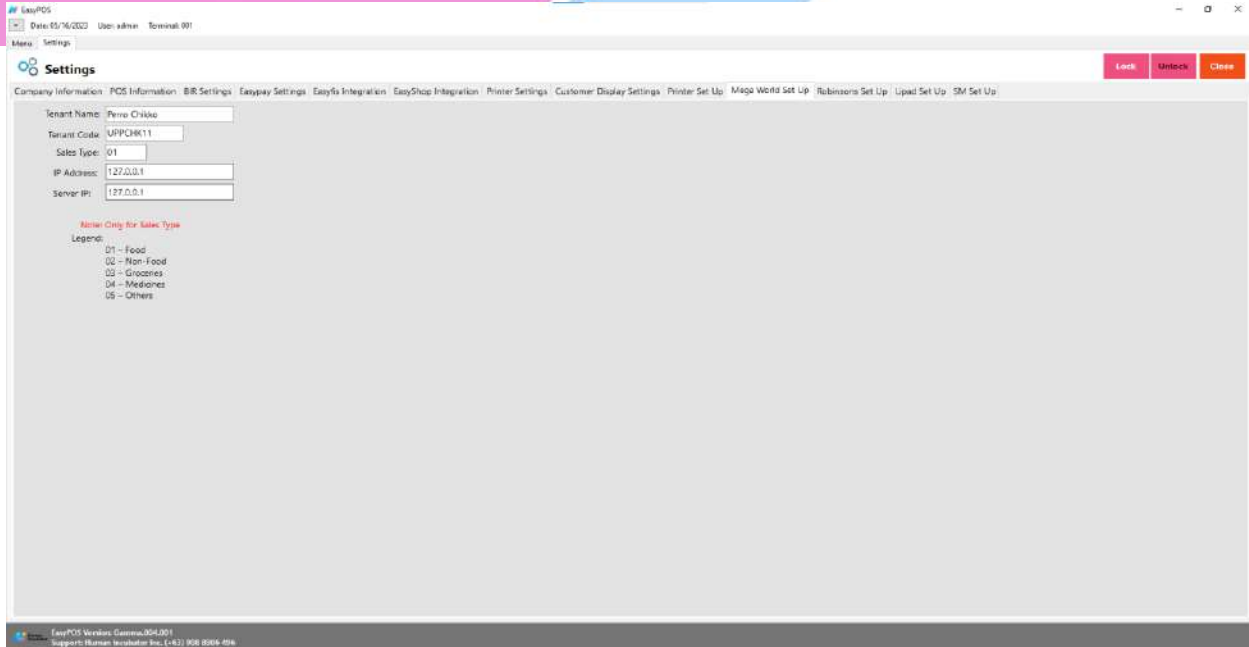


## Printer Setup

- The user can set up the printer, edit and pool for the different output of receipts in different printers.

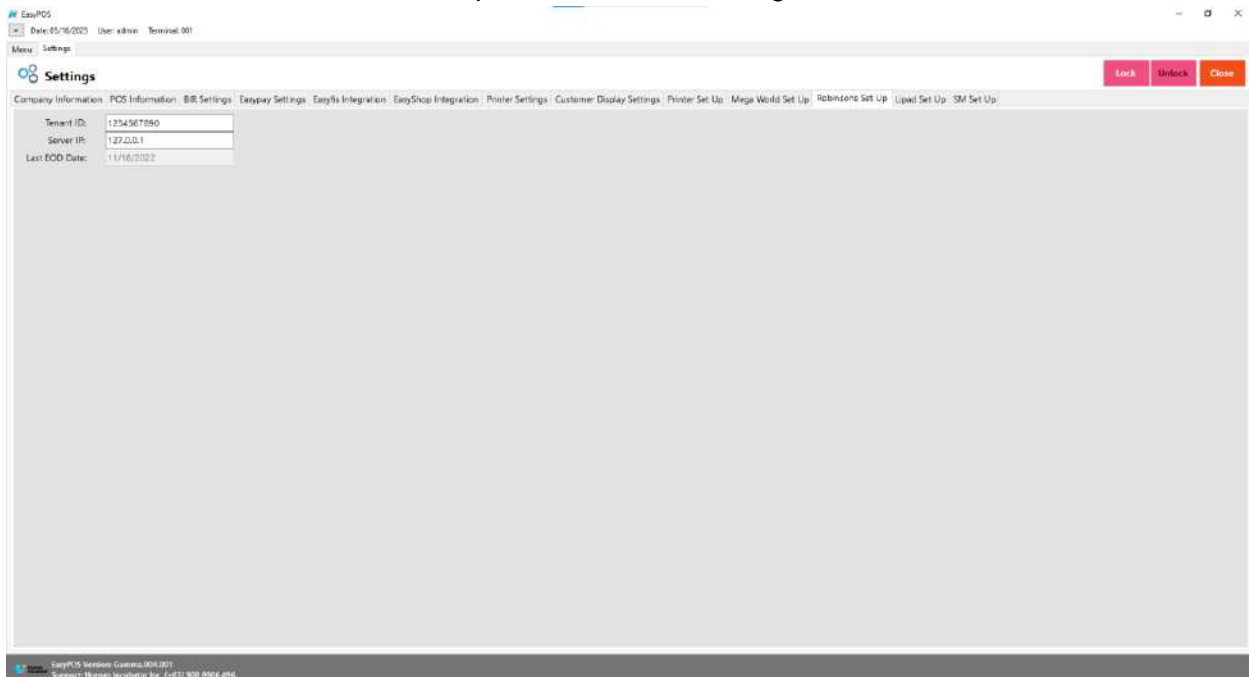


- This is where to set up for the mega world integration.

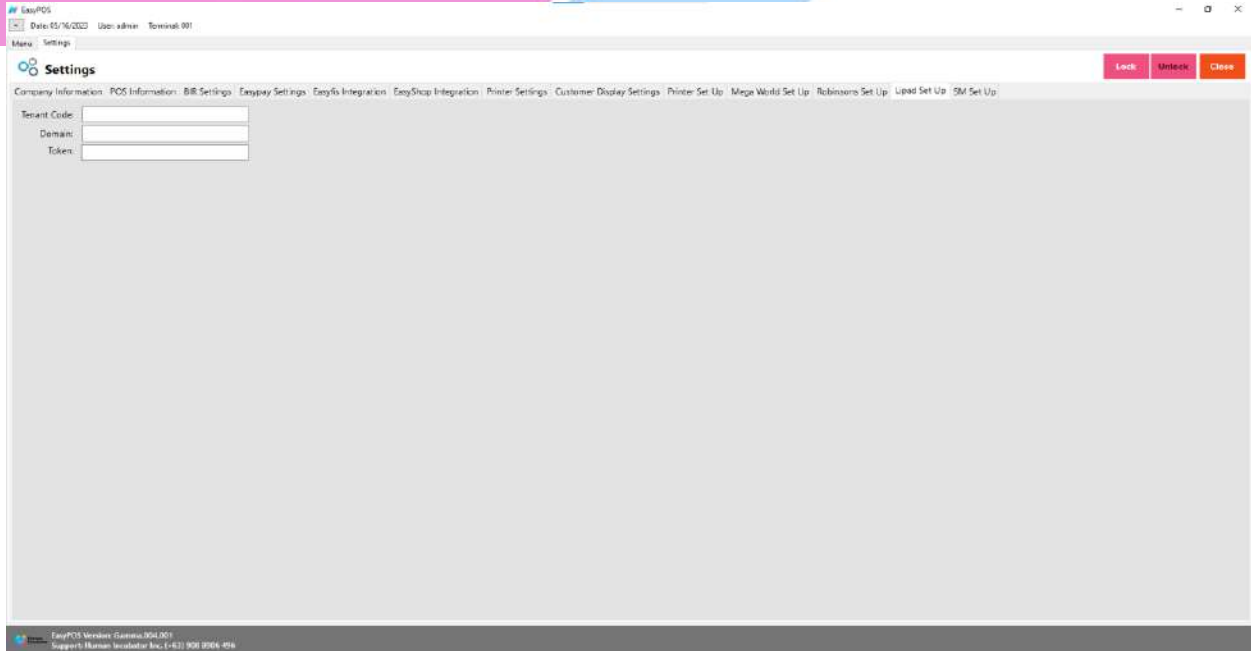


## Robinson Setup

- This is where to set up for the Robinson integration.



- This is where to set up the Lipad integration.



## SM Setup

- This is where to set up the SM integration.

