

easy POS

EasyPOS User Manual

Author: Ardelin Calunsag

Version: Gamma.009.000

Date Updated: 09/25/2023

Date Released: 09/25/2023

Last Updated By: Ardelin Calunsag

Table of Contents

Introduction

Overview
Hardware Specifications
Who Should Use This Manual

II: Getting Started

Introduction
Installation of EasyPOS

- Keeping file organized
- Extraction of the compressed EasyPOS Release File
- Pasting the file to the appropriate folder
- Install SQL Server
- Setup database for storing data
- Creating an EasyPOS shortcut app on the desktop
- Opening the EasyPOS application

III: Login Page

Login Page
Overview

IV: System Menu Page

System Menu Board
Overview

V: Set Up

Item Setup
Overview
Item List
Item Detail
Item List Price
Item Component List
Item Package List
Save/Lock
Discounting Setup
Overview
Discounting List
Discounting Detail
Customer Setup
Overview

Customer List
Customer Detail

User Setup
Overview
User List
User Detail

VI: Activity

Activity - POS Barcode
Overview
User Interface
Barcode Sales List
Barcode Sales Detail
Barcode Sales Detail - Relevant Buttons
Barcode Sales Detail - Tender

Activity - POS Touch
Overview
User Interface
POS Touch Definition of Buttons
POS Touch Sales List
POS Touch Sales Detail
POS Touch Sales - Tender
Barcode Touch - Relevant Buttons

Activity - POS Quick Service
Overview
User Interface
POS Quick Service Definition of Buttons
POS Touch Sales Detail
POS Quick Service - Tender

VII: Cash In/Out

Cash In/OutPage
Overview
Cash In/Out Page

VIII: Inventory

Stock In
Overview
Stock In List
Stock In Detail
Stock Out

- Overview
- Stock Out List
- Stock Out Detail
- Stock Count
 - Overview
 - Stock Count List
 - Stock Count Detail

IX: Reports

- Inventory Report
 - Overview
 - Inventory Report
 - Item List Report
 - Stock Card
 - Stock In Detail Report
 - Stock Out Detail Report
 - Stock Count Detail Report
 - Item Expiry Report
- Sales Report
 - Overview
 - Sales Summary Report
 - Sales Detail Report
 - Sales Return Detail Report
 - Discount Sales Detail Report
 - Collection Summary Report
 - Collection Detail Report
 - Canceled Summary Report
 - Stock Withdrawal Report
 - Sales Summary Reward Report
 - Net Sales Summary Report - Monthly
 - Net Sales Summary Report - Daily
 - Top Selling Item Report
 - Hourly Top Selling Sales Report
 - Customer List Report
 - Unsold Item Report
 - Cost of Sales Report
 - Customer Advances Report
 - Accounts Receivable
 - Statement of Account

POS Report

Overview

Z Reading Report

X Reading Report

Remittance Report

Overview

Remittance Report

Cash In/Out Summary Report

Additional Report

Overview

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

Attendance Report

Overview

80mm DTR Report

DTR Detail Report

X: System

System - System Tables

Overview

Accounts

Pay Type

Tax
Unit
Period
Terminal
Supplier
Form
Item Category
Card Type
Bank

System - Utilities

Overview
Audit Trail
Barcode Printing
Upload Item
Upload Customer
Truncate Transaction

XI: Settings

Settings

Overview
Company Information
POS Information
BIR Settings
Easypay Settings
Easyfis Integration
EasyShop Integration
Printer Settings
Customer Display
Printer Setup
Mega World Setup
Robinson Setup
Lipad Setup
SM Setup
All Payment Set Up
MCIAA Set Up
Mitsukoshi Set Up
SM Coin Set Up

XII: Restaurant

Table Group

Overview
Table Group List
Table Group Details
Item Group
Overview
Item Group List
Item Group Details
Kitchen Display
Dispatch Station

Introduction

Overview

EasyPOS is an all-in-one solution for your point-of-sale needs. It is designed to help you optimize your operations, stay compliant with BIR regulations, and increase productivity. EasyPOS is a user-friendly point-of-sale software that empowers businesses to efficiently manage sales, track inventory, and enhance the overall customer experience.

This user manual is your guide in using the EasyPOS system. It will walk you through the installation, setup and everyday use of software.

Hardware Specifications

- **Processor:** 12th Gen Intel Core i3
- **Memory (RAM) :** 4GB-8GB RAM
- **Storage:** 256GB SSD
- **Operating System:** Windows 10 Pro

Note: Properly shutdown the computer to avoid damage to hardware and data corruption in the database.

Who Should Use This Manual

This manual is designed for all users of the EasyPOS including business owners, administrators, cashiers, sales staff, and employees responsible for processing sales, managing inventory, and serving customers. You may find comprehensive details, step-by-step instructions, and best practices for using our POS system throughout this document.

II: Getting Started

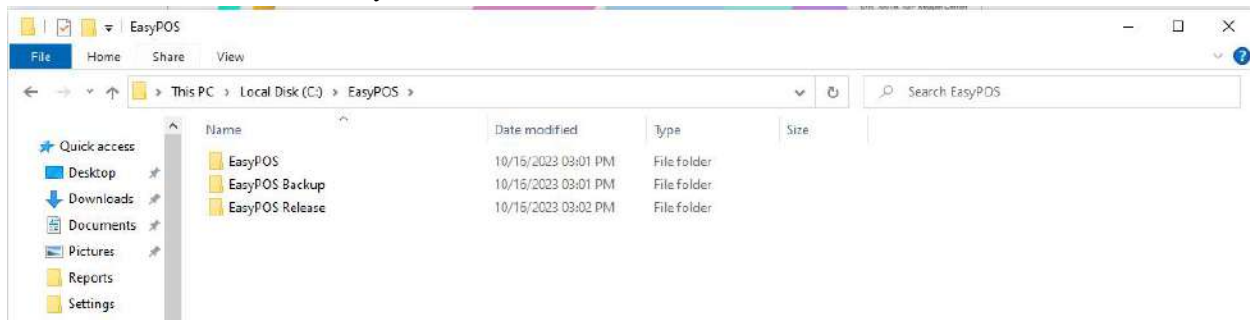
Introduction

Welcome to EasyPOS! You will be guided through the first steps necessary to set up and operate your EasyPOS system in this section.

Installation of EasyPOS

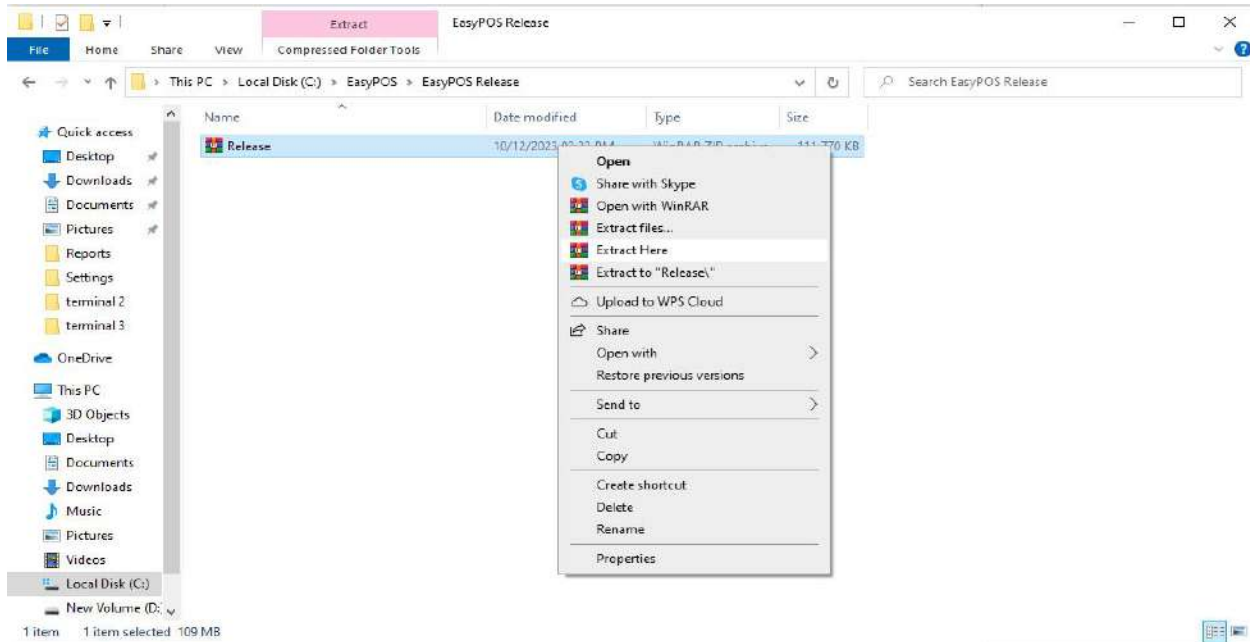
Keeping file organized

- Create an “EasyPOS” folder
- Create an “EasyPOS Backup” folder
- Create an “EasyPOS Release” folder



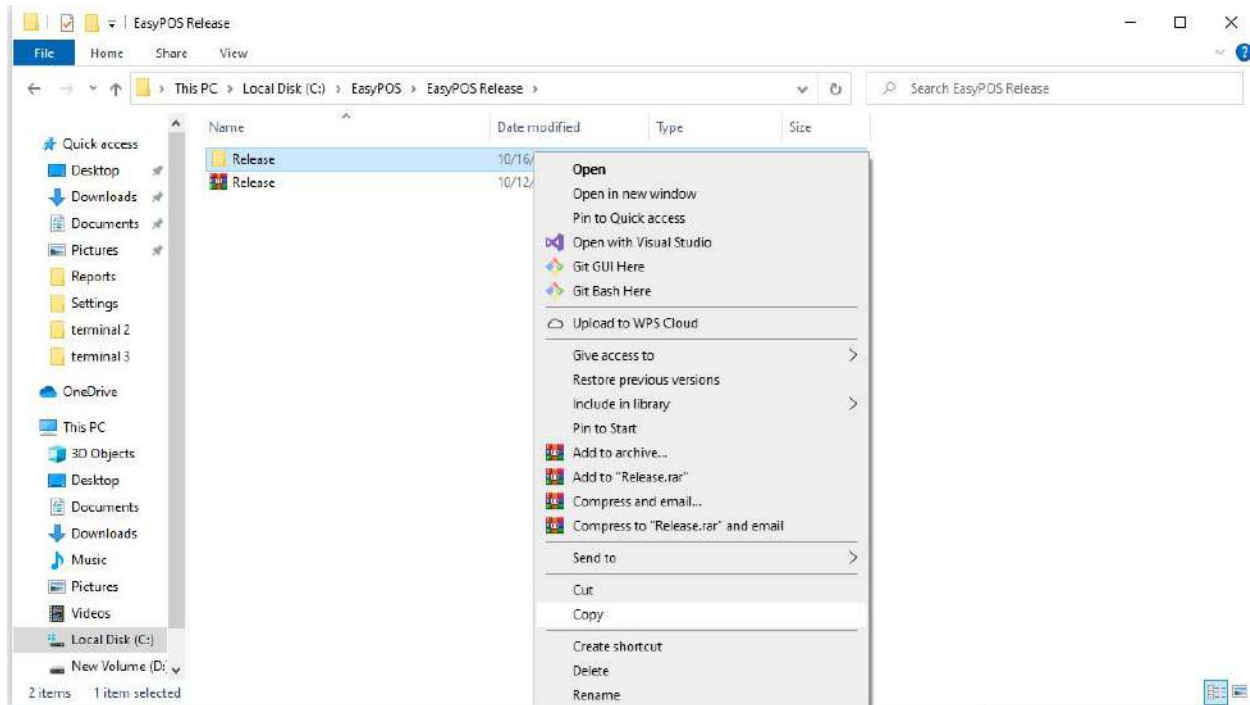
Extraction of the compressed EasyPOS Release File

- Go to EasyPOS Release and right click on it
- Select “Extract Here” to extract the compressed file



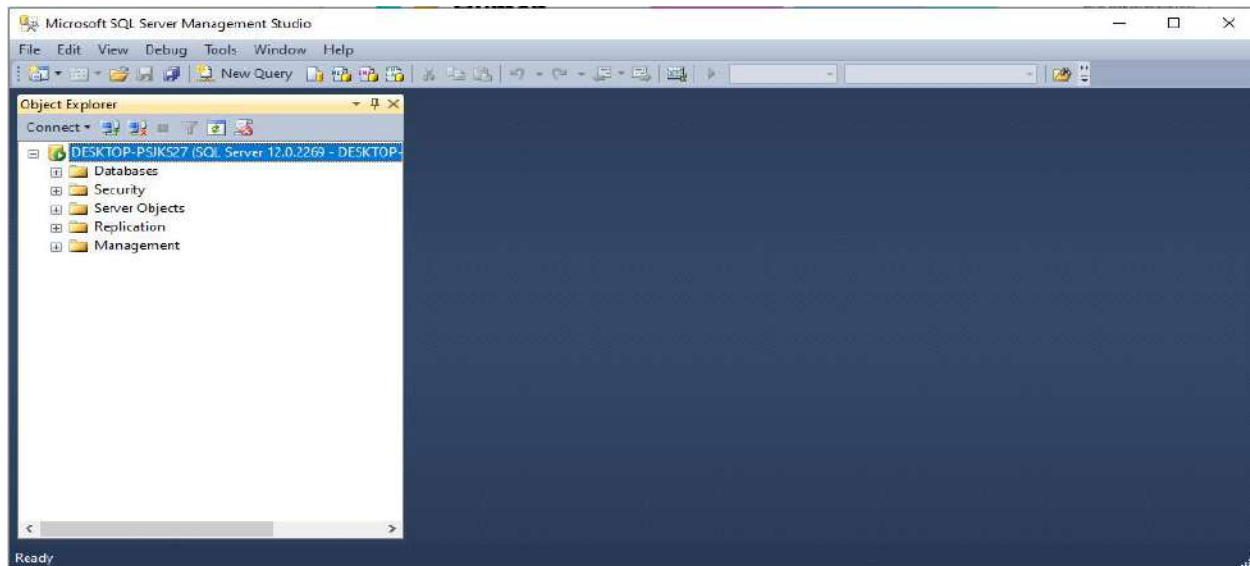
Pasting the file to the appropriate folder

- Right click on the “Release” and select “cut or copy”
- Then paste it in the “EasyPOS” folder



Install SQL Server

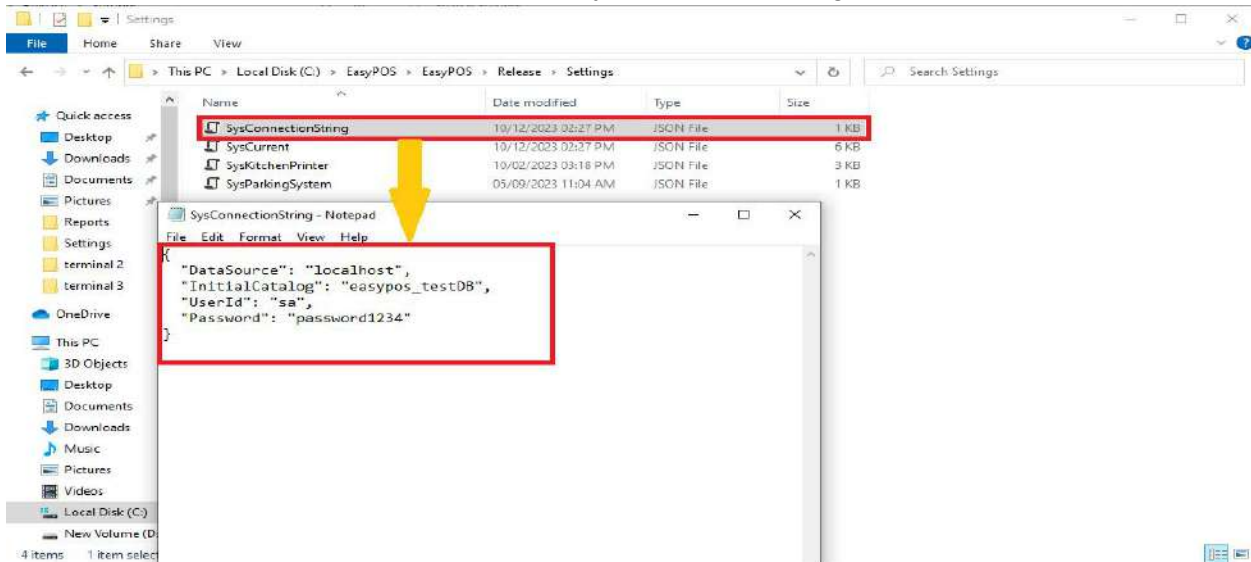
- Download the SQL server.
- Click the link to download and install the SQL server: <https://www.microsoft.com/en-us/download/details.aspx?id=101064>
- Restore a clean database in SQL server



Setup database for storing data

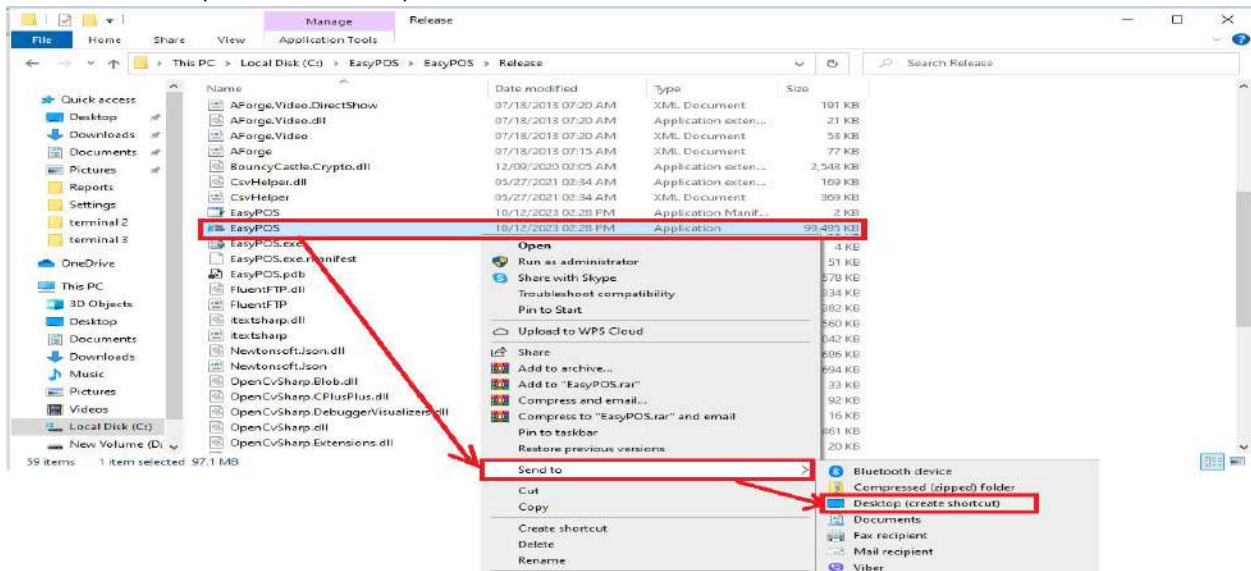
- Go to "EasyPOS" folder

- Open the release file and select “Settings” folder
- Select SysConnectionString and open with notepad
- Setup the database name in SysConnectionString



Creating an EasyPOS shortcut app on the desktop

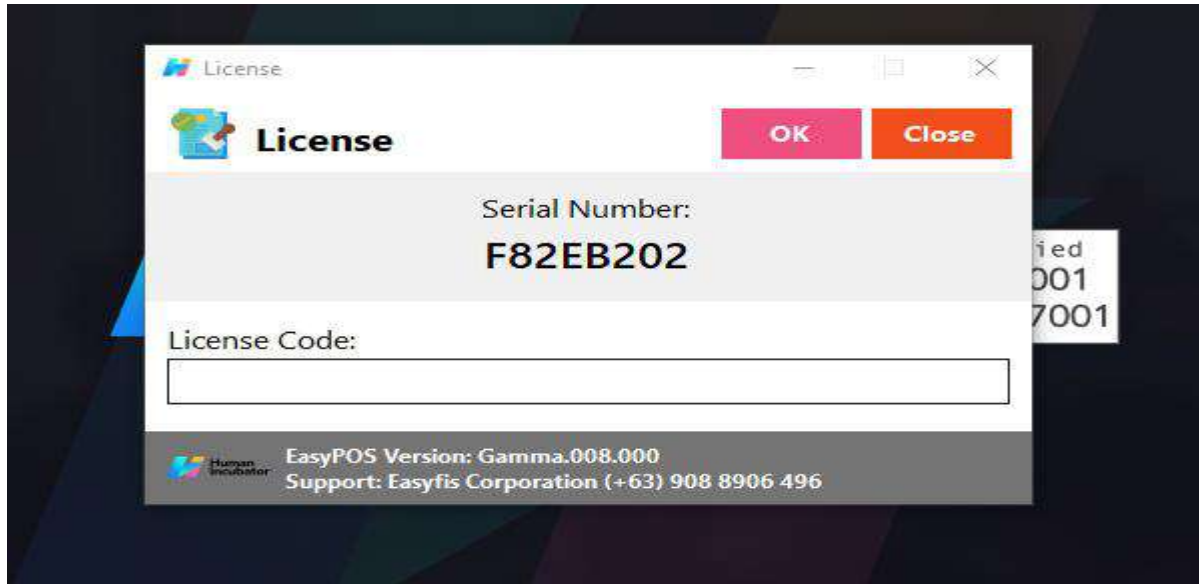
- Go to “EasyPOS” folder and open the “Release” folder
- Find and right click the EasyPOS application, then select “Send to” and “Desktop (create shortcut)”



Opening the EasyPOS application

- Go to your desktop and open EasyPOS
- It will ask for a license the first time opening the EasyPOS application on the computer

- Copy the serial number and forward it to the designated personnel for the creation of the license

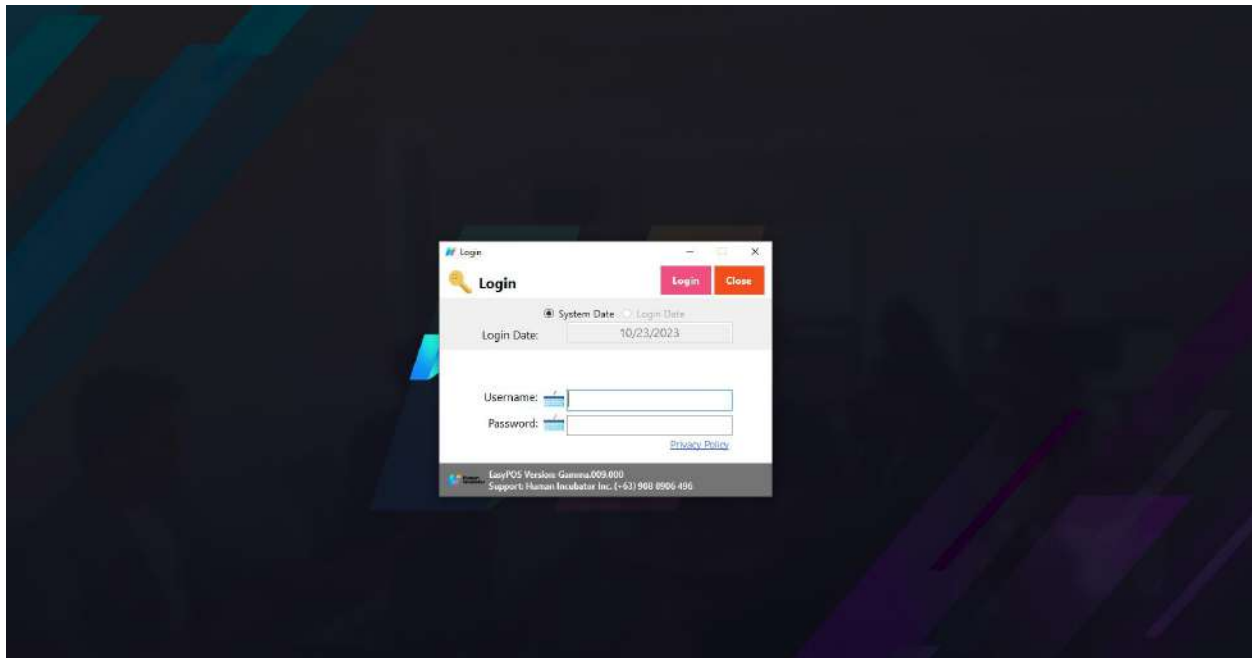


III: Login Page

Login Page

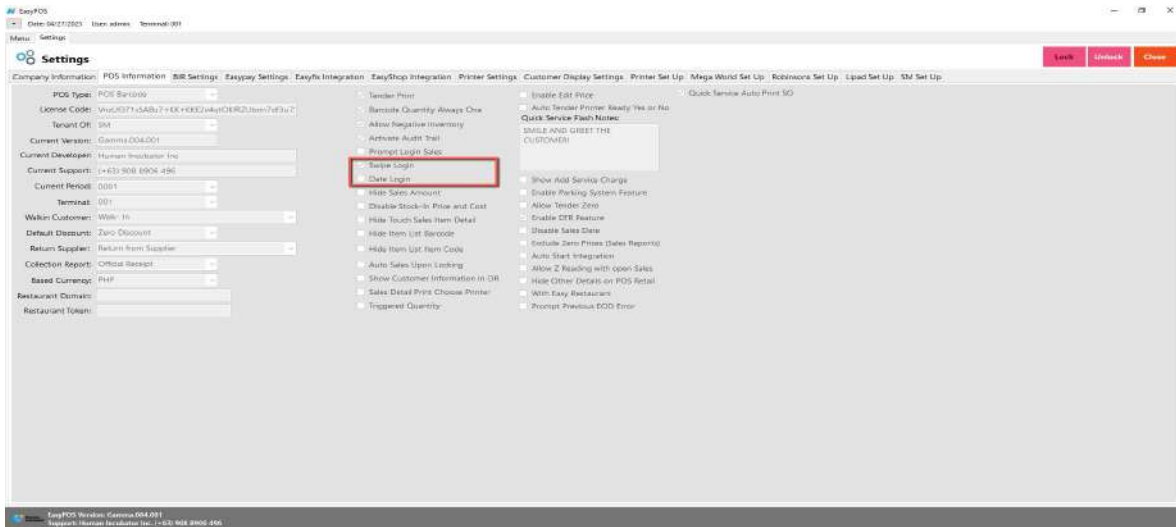
Overview

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

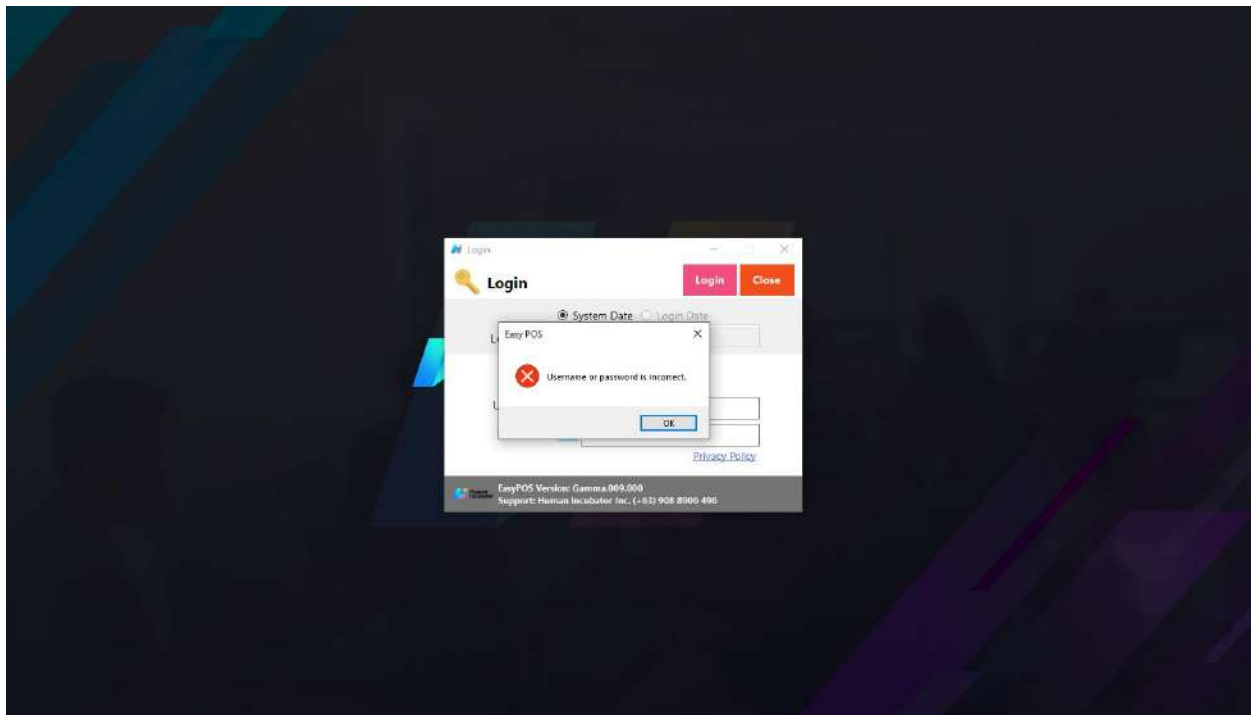


- Login using card number and user code

- 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.

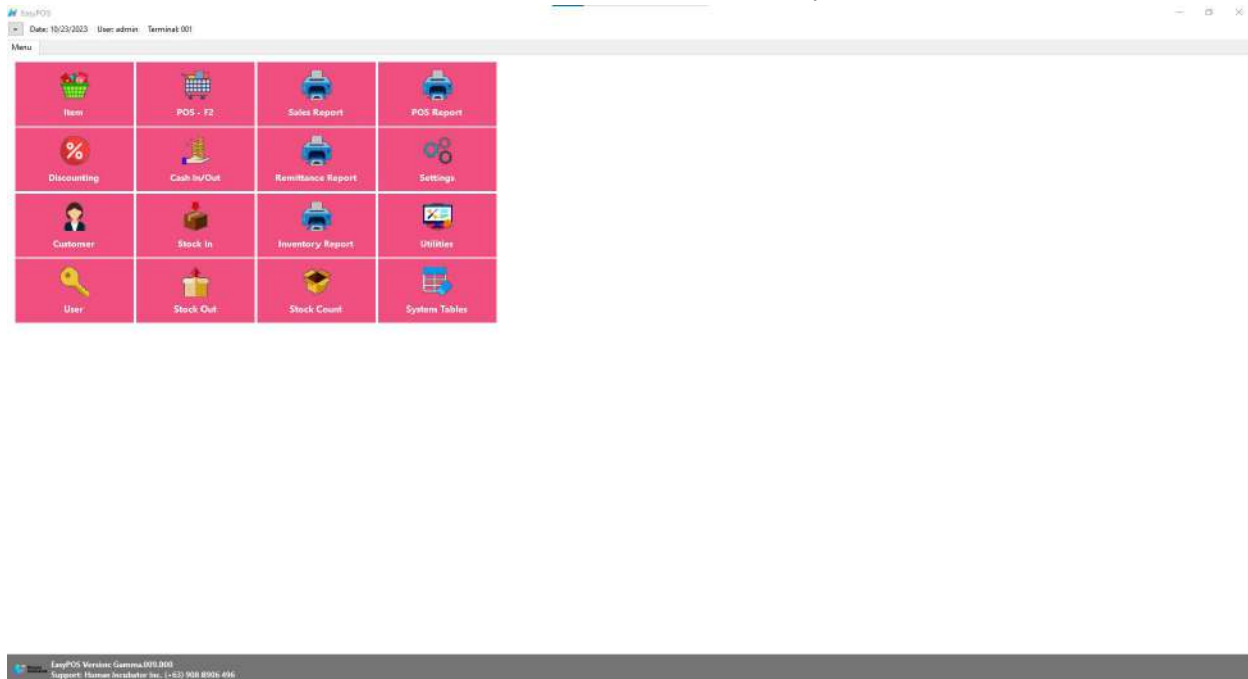


IV: System Menu Page

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.
- **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.

V: Set Up

Item Setup

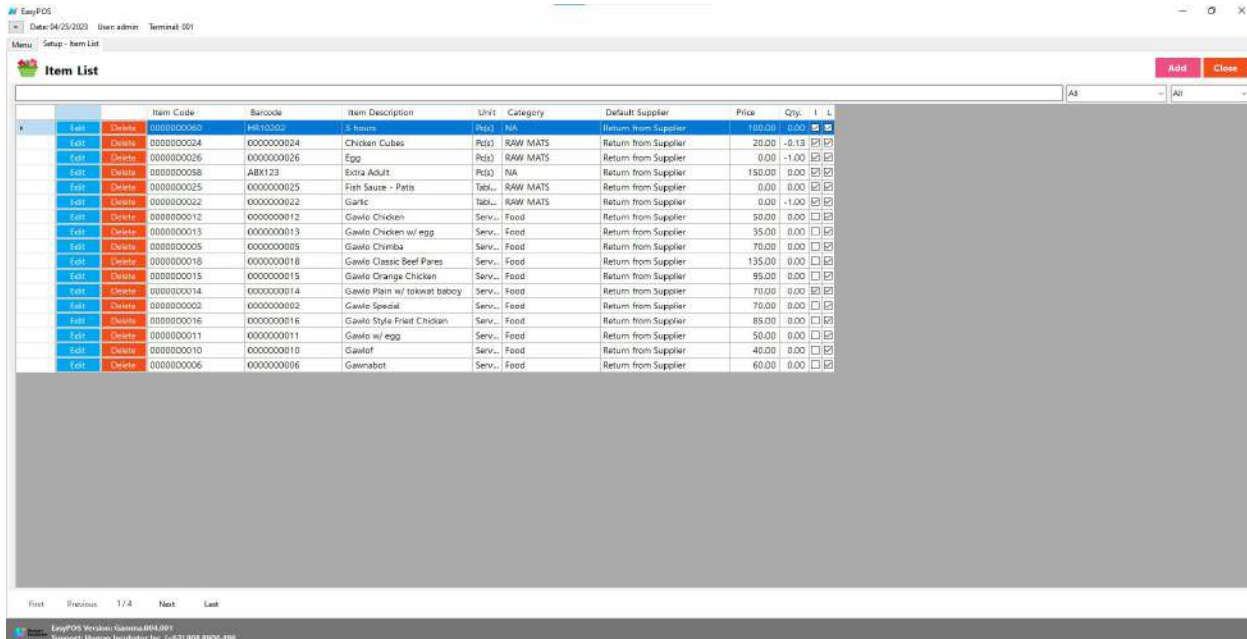
Overview

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

Take Note: If the EasyPOS has an EasyFIS Integration, the setting of items or adding of items should be done in the EasyFIS system. The item detail that you should be attentive to is the "Tax Code" for each "Tax Type" saved in each system. In EasyFS it is "SI VAT" and in EasyPOS it is "Sales VAT". Otherwise you will be getting an error in integration that says "Output Tax Mismatch"

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.

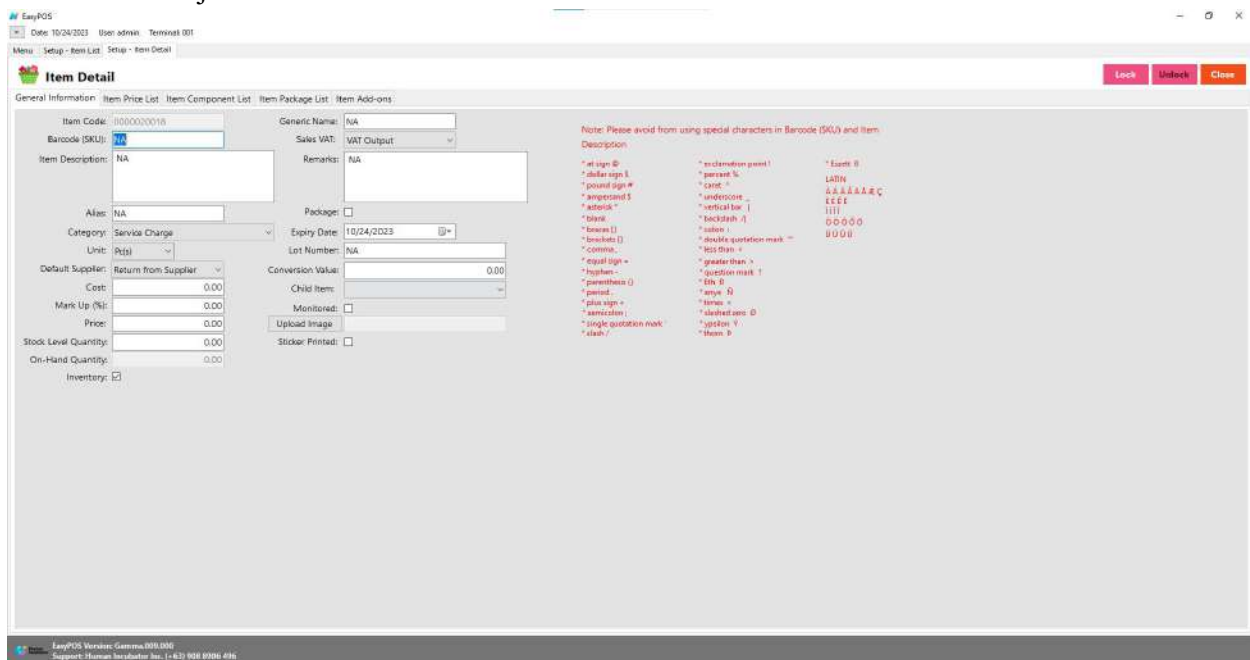


		Item Code	Barcode	Item Description	Unit	Category	Default Supplier	Price	Qty.	I	L
	Edit	Delete	0000000060	98510202	SI Return	NA	Return from Supplier	180.00	0.00		
	Edit	Delete	0000000024	0000000024	Chicken Cubes	Pctg	Return from Supplier	20.00	-0.13		
	Edit	Delete	0000000026	0000000026	Egg	Pctg	Return from Supplier	0.00	-1.00		
	Edit	Delete	0000000058	ABK123	Extra Adult	Pctg	Return from Supplier	150.00	0.00		
	Edit	Delete	0000000025	0000000025	Fish Sauce - Patis	Tabl.	Return from Supplier	0.00	0.00		
	Edit	Delete	0000000022	0000000022	Garlic	Tabl.	Return from Supplier	0.00	-1.00		
	Edit	Delete	0000000012	0000000012	Gaalo Chicken	Serv.	Return from Supplier	50.00	0.00		
	Edit	Delete	0000000013	0000000013	Gaalo Chicken w/ egg	Serv.	Return from Supplier	35.00	0.00		
	Edit	Delete	0000000005	0000000005	Gaalo Chirba	Serv.	Return from Supplier	70.00	0.00		
	Edit	Delete	0000000018	0000000018	Gaalo Classic Beef Pines	Serv.	Return from Supplier	135.00	0.00		
	Edit	Delete	0000000015	0000000015	Gaalo Orange Chicken	Serv.	Return from Supplier	85.00	0.00		
	Edit	Delete	0000000014	0000000014	Gaalo Plain w/ tokwat baboy	Serv.	Return from Supplier	70.00	0.00		
	Edit	Delete	0000000003	0000000003	Gaalo Spagat	Serv.	Return from Supplier	70.00	0.00		
	Edit	Delete	0000000016	0000000016	Gaalo Style Fried Chicken	Serv.	Return from Supplier	85.00	0.00		
	Edit	Delete	0000000011	0000000011	Gaalo w/ egg	Serv.	Return from Supplier	50.00	0.00		
	Edit	Delete	0000000010	0000000010	GaaloT	Serv.	Return from Supplier	40.00	0.00		
	Edit	Delete	0000000006	0000000006	Gawabot	Serv.	Return from Supplier	60.00	0.00		

Item Detail

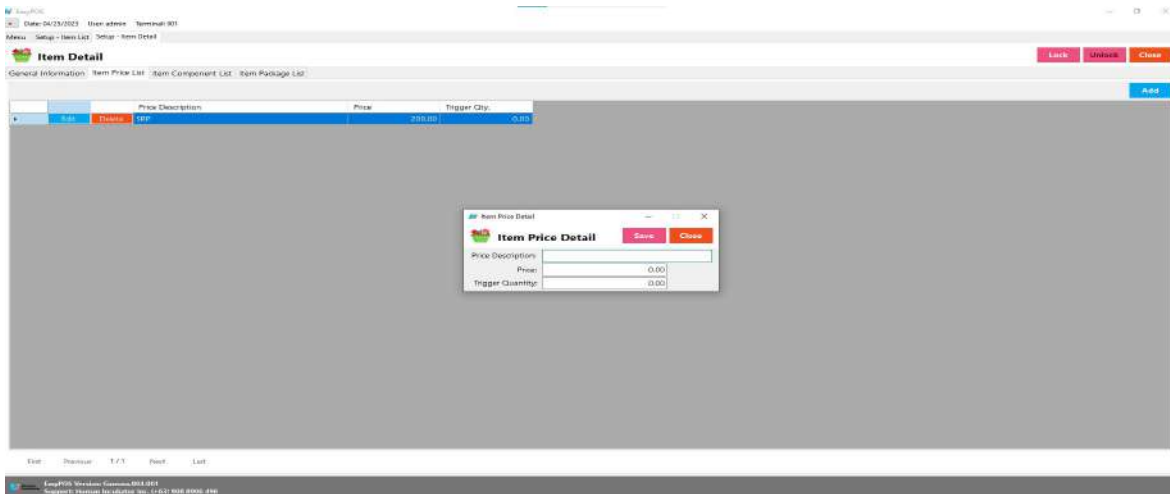
- Assumption:** Add button is already clicked on the upper right corner in the item list.
- Fill up all the necessary information like
 - Bar Code, Description, Alias, Cost, Price
 - If the Item has item components, the total cost of the item component will automatically display in the cost of the item general information tab.

- It has a maximum limit with 255 characters in Item code, Barcode, Item Description, Alias and Category
- Avoid using special characters in All fields in Item Details like: at sign (@), dollar sign (\$), pound sign (#), ampersand (&), asterisk (*), blank (), braces ({ }), brackets ([]), comma (,), equal sign (=), hyphen (-), parenthesis (()), period (.), plus sign (+), semicolon (;), single quotation mark ('), slash (/) and etc.
Special Characters: ~ ` ! @ # \$ % ^ & * () - _ + = { } [] | \ / : ; " ' < > , . ?
- If some fields have special characters, a prompt message will appear when locking or saving the data.
- Default value: NA and 0.00
- Some fields are optional like Stock Level Quantity, Package, Monitored, Conversion Value, Lot Number.
- In the Inventory checkbox, check if the item is Inventory and if the item is non-inventory just leave unchecked.
- In the Sticker Printed checkbox, check if it is a Quick Service setup and required for a sticker printed and if the setup is not a Quick Service and not required for sticker printed, just leave it unchecked.



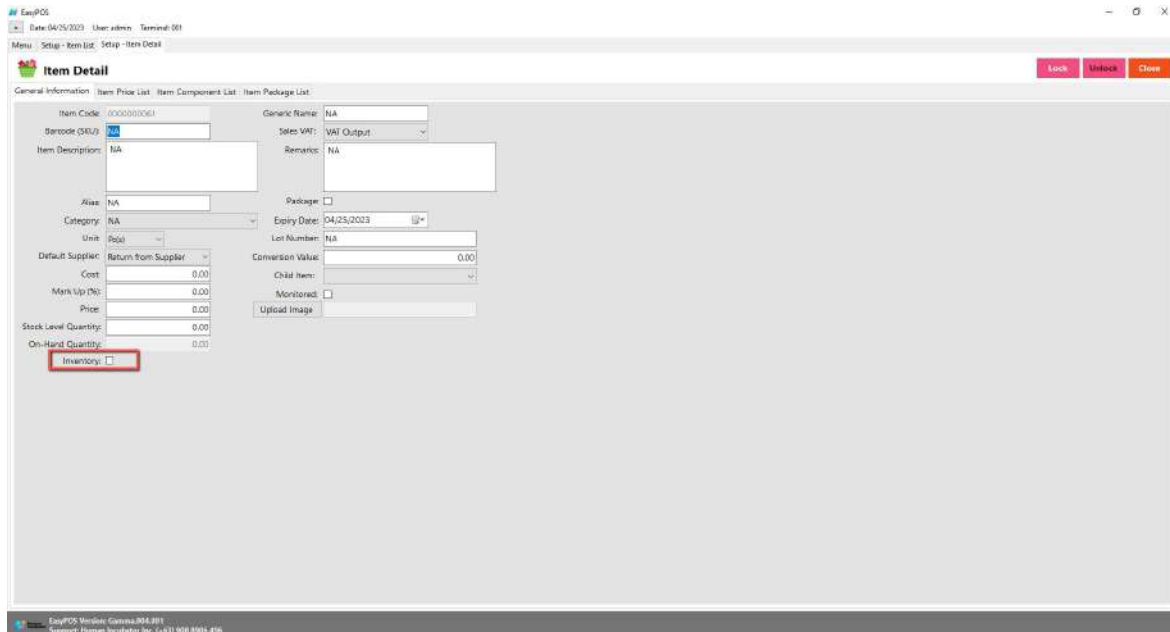
Item List Price

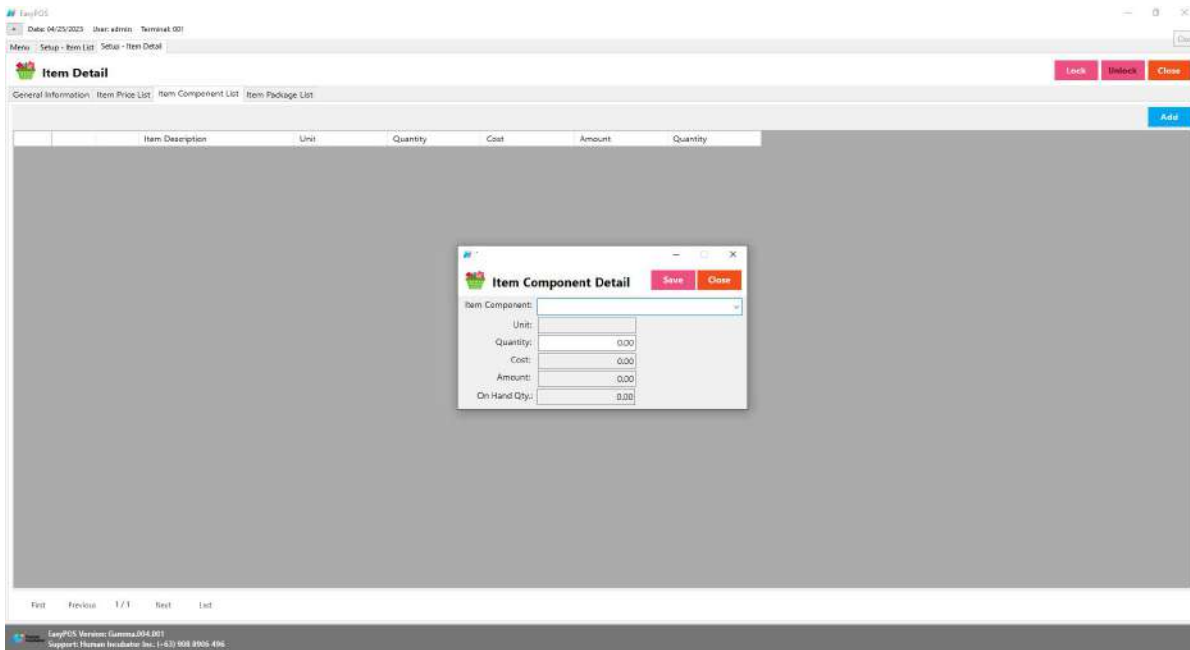
- The item price list tab is used when items have multiple prices.
 - Just click the **ADD** button to add item price details.



Item Component List

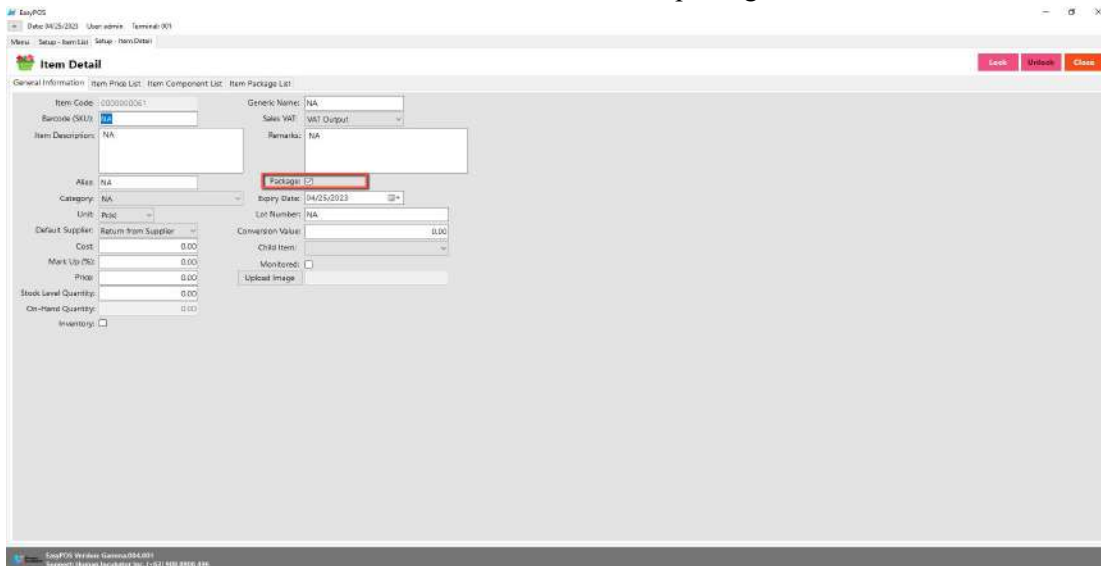
- The Item Component List tab is used to add the raw materials that were used to produce the finished products/goods. This is only applicable if the item created is a finished good/product. Make sure to set the Inventory checkbox to False before setting an item component(s).
 - Just click the **ADD**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

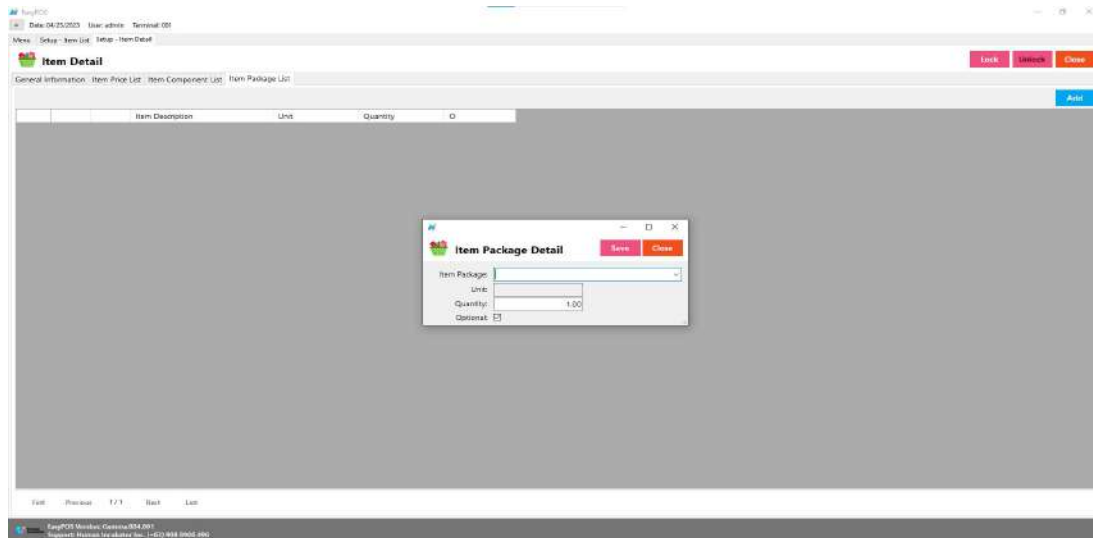




Item Package List

- 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.

EasyPOS | Date: 04/25/2023 | User: admin | Terminal: 001
Menu: Setup - Discounting List

Discounting List

ID	Discount Code	Discount	Rate	L
001	0000		0.00	<input type="checkbox"/>
002	0000		0.00	<input type="checkbox"/>
003	SCDISC	5% Senior Citizen Discount	5.00	<input type="checkbox"/>
004	OLDISC	Online Discount	0.00	<input type="checkbox"/>
005	SMAC	SMAC Discount	5.00	<input type="checkbox"/>
006	EMFDISCOUNT	Employee Discount	20.00	<input type="checkbox"/>
007	REGULAR	20% Discount	20.00	<input type="checkbox"/>
008	NACDISC	National Athlete Discount	20.00	<input type="checkbox"/>
009	WIPDISCOUNT	WIP Discount	10.00	<input type="checkbox"/>
010	DPDISC	Diplomat Discount	0.00	<input type="checkbox"/>
011	REGULAR	5% Discount	5.00	<input type="checkbox"/>
012	PWDISC	PWD	20.00	<input type="checkbox"/>
013	SCDISC	Senior Citizen Discount	20.00	<input type="checkbox"/>
014	VRDISC	Variable Discount	0.00	<input type="checkbox"/>
015	ZRDISC	Zero Discount	0.00	<input type="checkbox"/>

First Previous 1/1 Next Last

EasyPOS Version: Classic.MNL.001
Support: Human Incubator Inc. (+63) 908 8990 498

Discounting Detail

- **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.

EasyPOS | Date: 04/25/2023 | User: admin | Terminal: 001
Menu: Setup - Discounting List - Setup - Discounting Detail

Discounting Detail

Discount Code: TD01T
Discount: Taxi Discount
Discount Rate: 20.00

VAT Exempt |
 Date Scheduled |
 Day Scheduled |
 Time Scheduled

Date Start: 04/25/2023 |
 Mon |
 Tue |
 Wed |
 Thu |
 Fri |
 Sat |
 Sun |
 Time Start:

Date End: 04/25/2023 |
 Time End:

Barcode: Item Description: A

First Previous 1/1 Next Last

EasyPOS Version: Classic.MNL.001
Support: Human Incubator Inc. (+63) 908 8990 498

Note: Default discount is not editable: Zero Discount, Variable, Senior Citizen, PWD, 5%Senior Citizen, Diplomat, Solo Parent and National Athlete Discount

Customer Setup

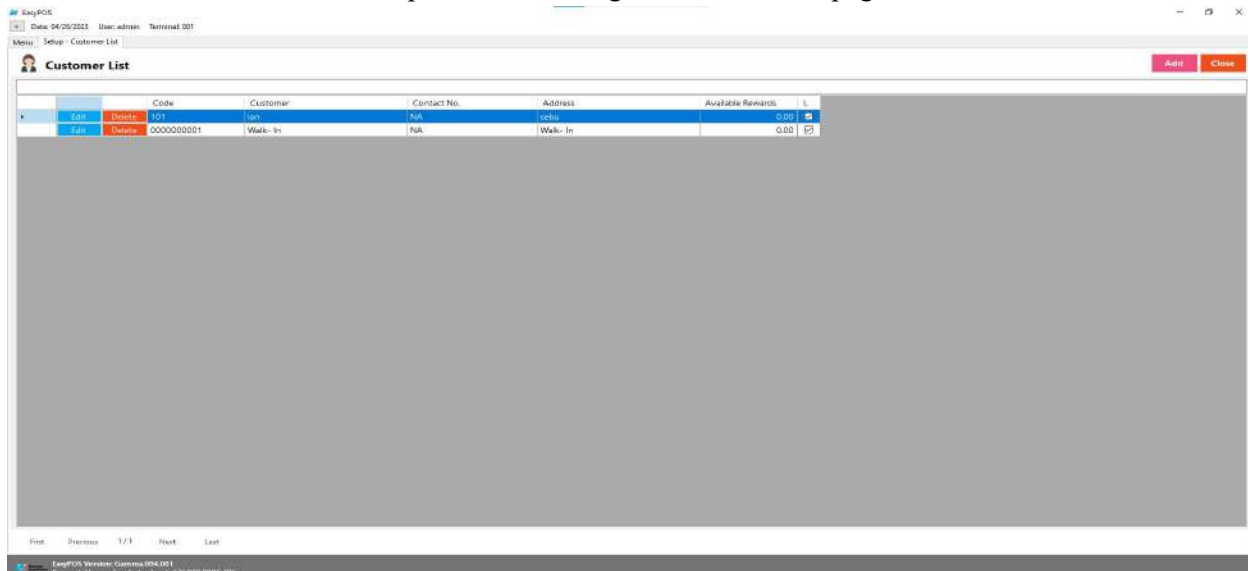
Overview

- Customers are used in making sales transactions.

*Take Note: If the **EasyPOS** has an **EasyFIS Integration**, the setting of customer or adding of customer should be done in the EasyFIS system. Make sure that the “**Term**” list and “**Discount**” list in EasyPOS and EasyFIS should be the same.*

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.

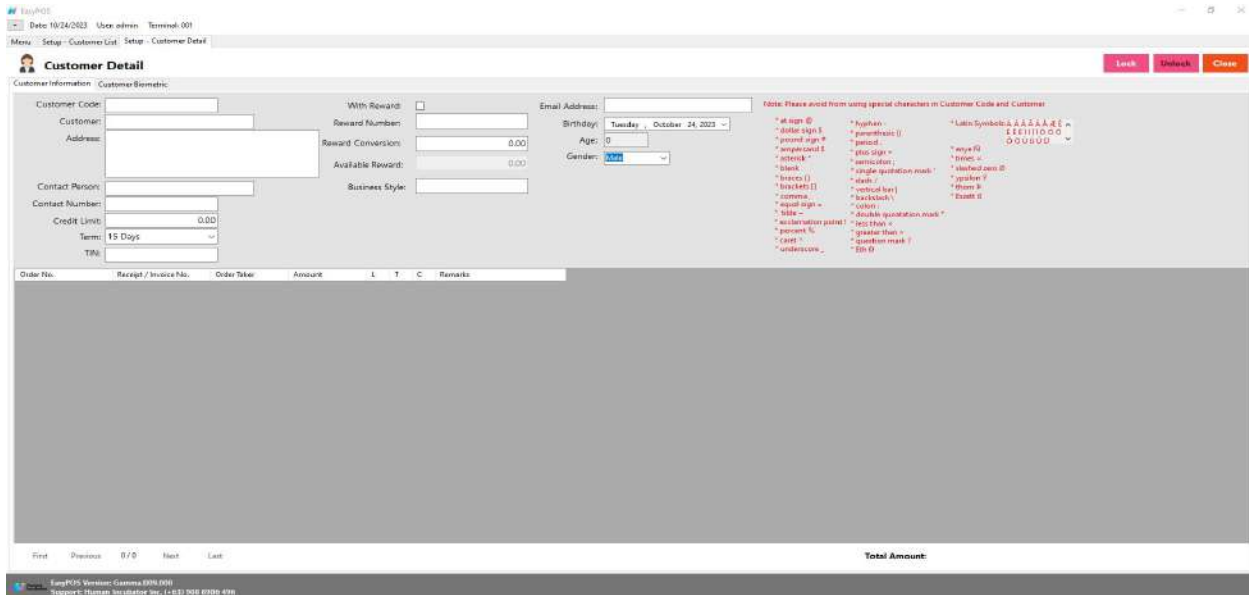


Customer Detail

- **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
 - *It has a maximum limit with 50 characters for Customer Code, Customer, Contact Person, and Contact number and 255 characters for the Address*
 - *Avoid using special characters except ampersand (&) and percent (%) in All Fields of Customer Detail like: at sign (@), dollar sign (\$), pound sign (#), asterisk (*), blank (), braces ({ }), brackets ([]), comma (,), equal sign (=), hyphen (-), parenthesis (()), period (.), plus sign (+), semicolon (;), single quotation mark ('), slash (/) and etc.*
*Special Characters: ~ ` ! @ # \$ % ^ & * () - _ + = { } [] | \ / : ; " ' < > , .*

? À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ð Ñ Ò Ó Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ ß

- If some fields have special characters, a prompt message will appear when locking or saving the data.
- Default value: NA and 0.00
- 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.



Customer Detail

Customer Code: [] With Reward:

Customer: [] Reward Number: [] Email Address: []

Address: [] Reward Conversion: 0.00 Birthday: Tuesday, October 24, 2023

Contact Person: [] Available Reward: 0.00 Age: 0

Contact Number: [] Business Style: [] Gender: []

Credit Limit: 0.00

Term: 15 Days

TIN: []

Table: Please avoid from using special characters in Customer Code and Customer

* at sign @ * hyphen - * Latin Symbols: À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ð Ñ Ò Ó Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ ß

* double sign # * parenthesis () * equal sign = * asterisk * * less than < * greater than > * percent % * dollar \$ * copyright © * registered ® * trademark ™ * service Ⓢ * single quotation mark ' * double quotation mark " * apostrophe ' * vertical bar | * backslash \ * forward slash / * asterisk * * underline _ * tilde ~ * at sign @ * asterisk * * less than < * greater than > * percent % * dollar \$ * copyright © * registered ® * trademark ™ * service Ⓢ * single quotation mark ' * double quotation mark " * apostrophe ' * vertical bar | * backslash \ * forward slash / * asterisk * * underline _ * tilde ~ * empty space

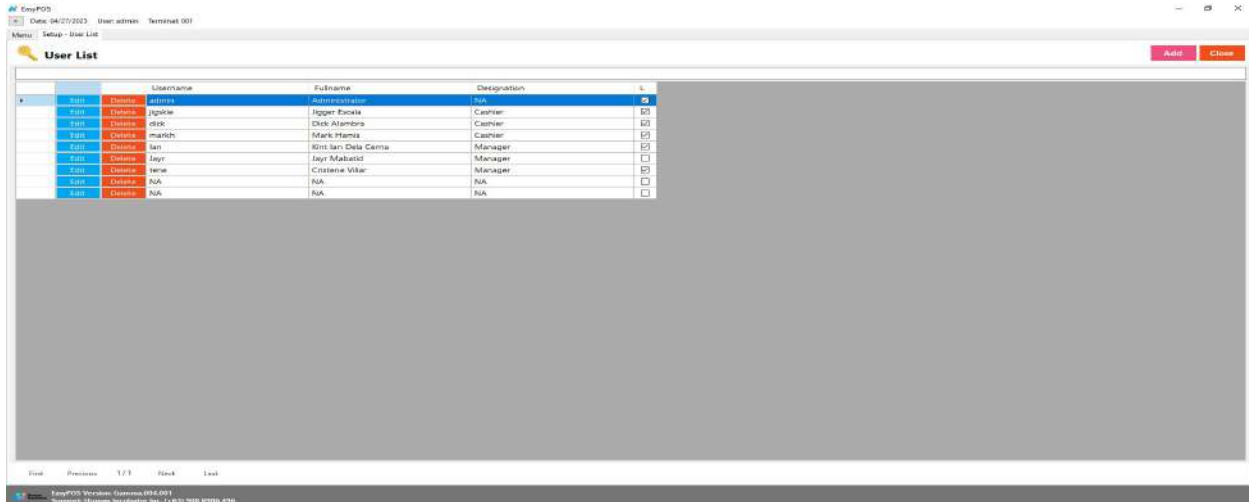
User Setup

Overview

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

User List

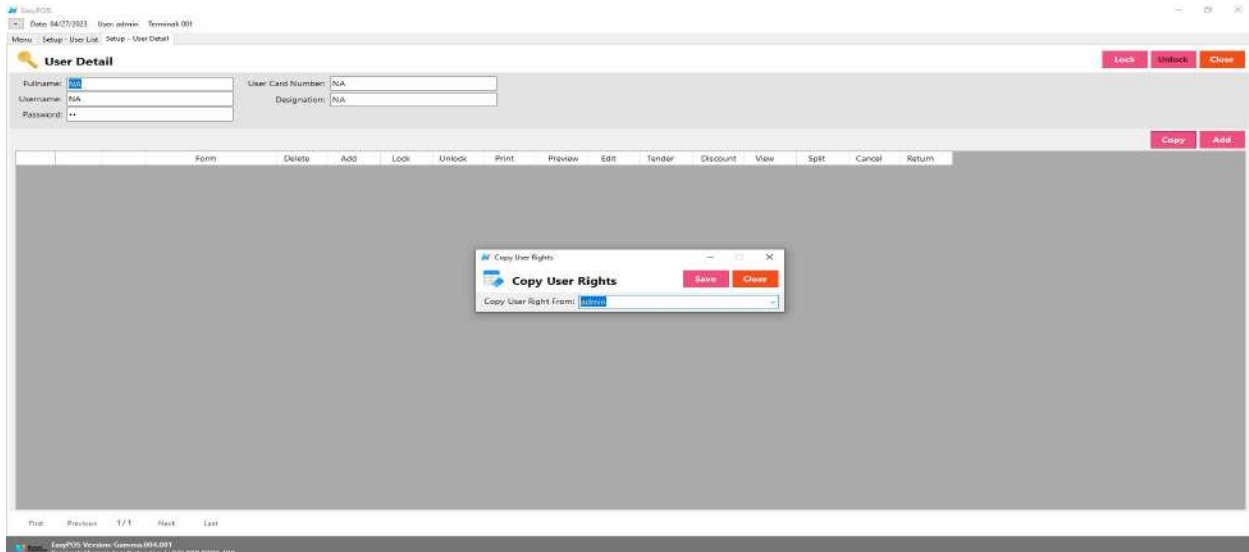
- Shows the list of all added system users.
- Delete button will proceed to deleting unlocked user record details.
- The Edit button will proceed to updating user details.
- Add button will proceed to adding a new user.
- Close button will proceed to closing the user list page.



Username	Fullname	Designation
admin	Admin	Admin
iglesia	Jigger Escala	Cashier
ibek	Dick Alambra	Cashier
markh	Mark Hama	Cashier
jan	Jose Jan Dea Cerna	Manager
Jayr	Jayr Mabatid	Manager
rene	Cristene Villar	NA
NA	NA	NA
NA	NA	NA

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**



Fullname:

Username:

Password:

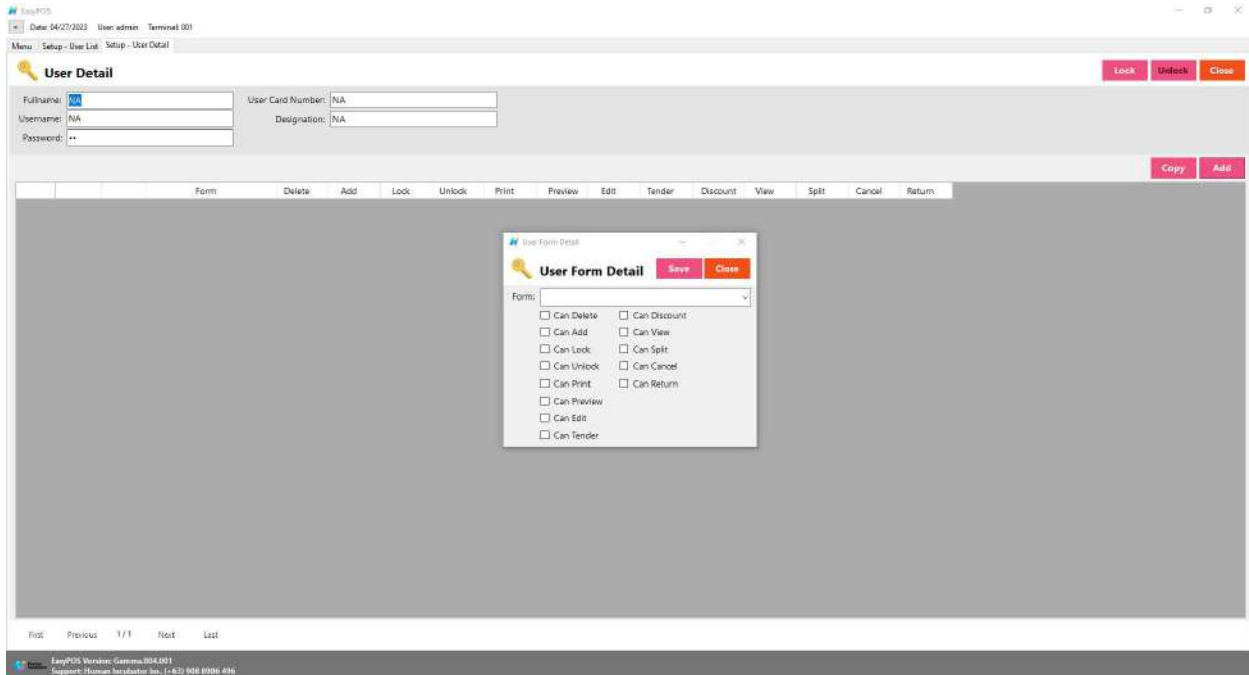
User Card Number:

Designation:

Copy User Rights dialog box:

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.

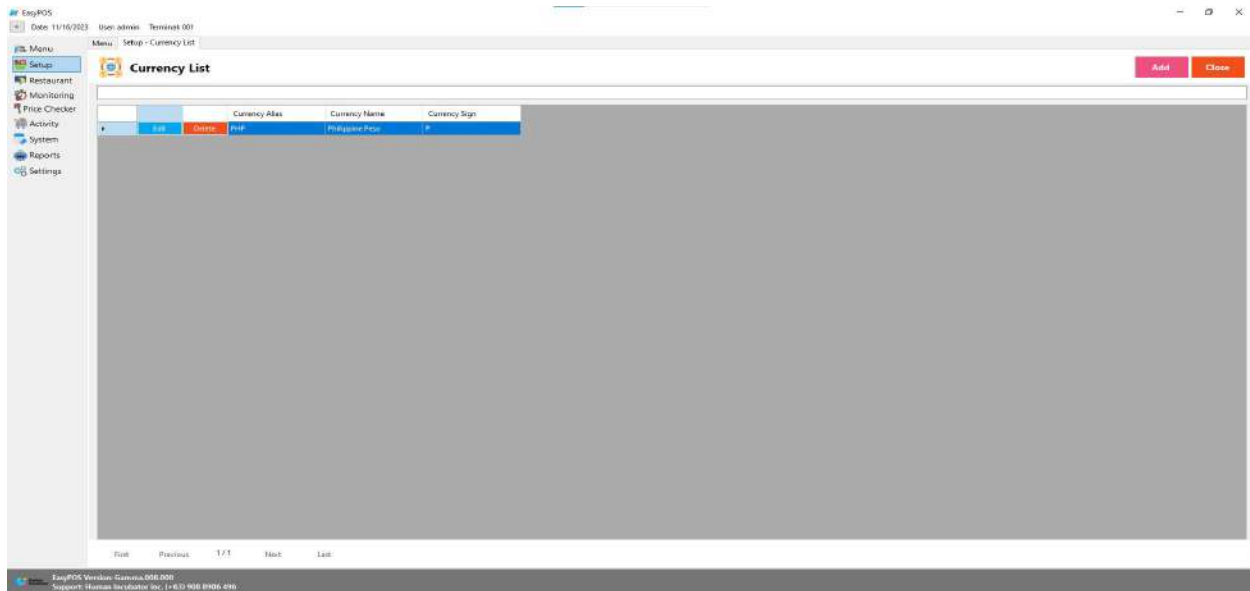
Currency Setup

Overview

- It is where the user can set up currencies.

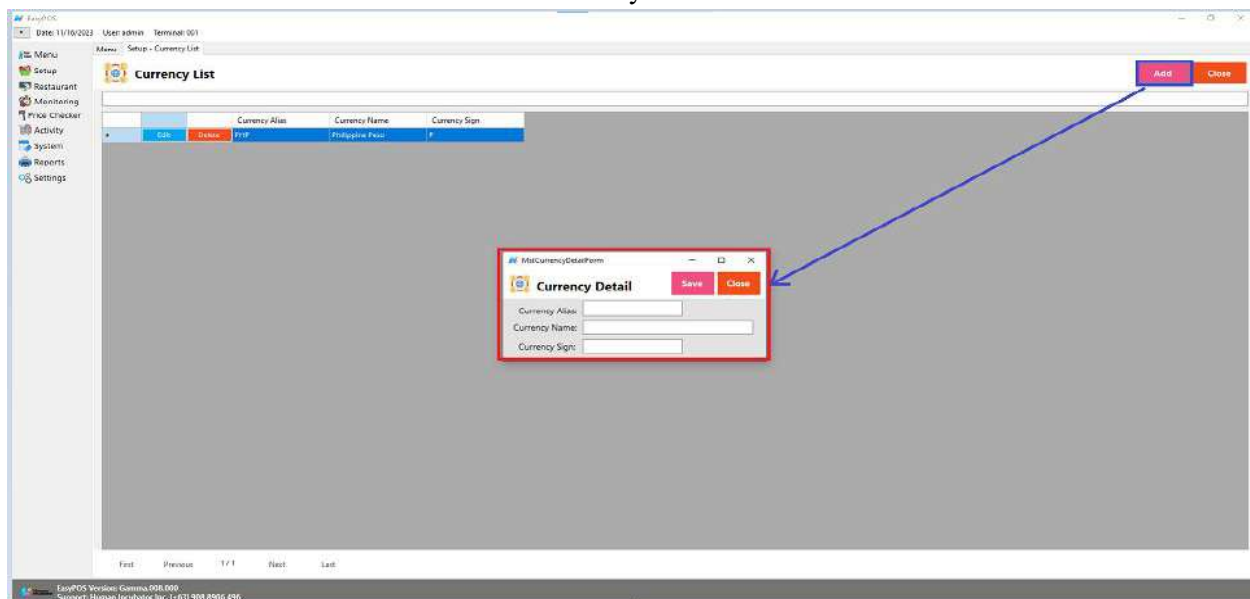
Currency List

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



Currency Detail

- **Assumption:** Add button is already clicked on the upper right corner in the Currency list.
- Fill up all the necessary information like:
 - Currency Alias, Currency Name and Currency Sign.
 - Make sure that the currency sign for Philippine Peso must be the Peso sign “₱” and not the letter “P”.
- Click the **Save** button to add currency



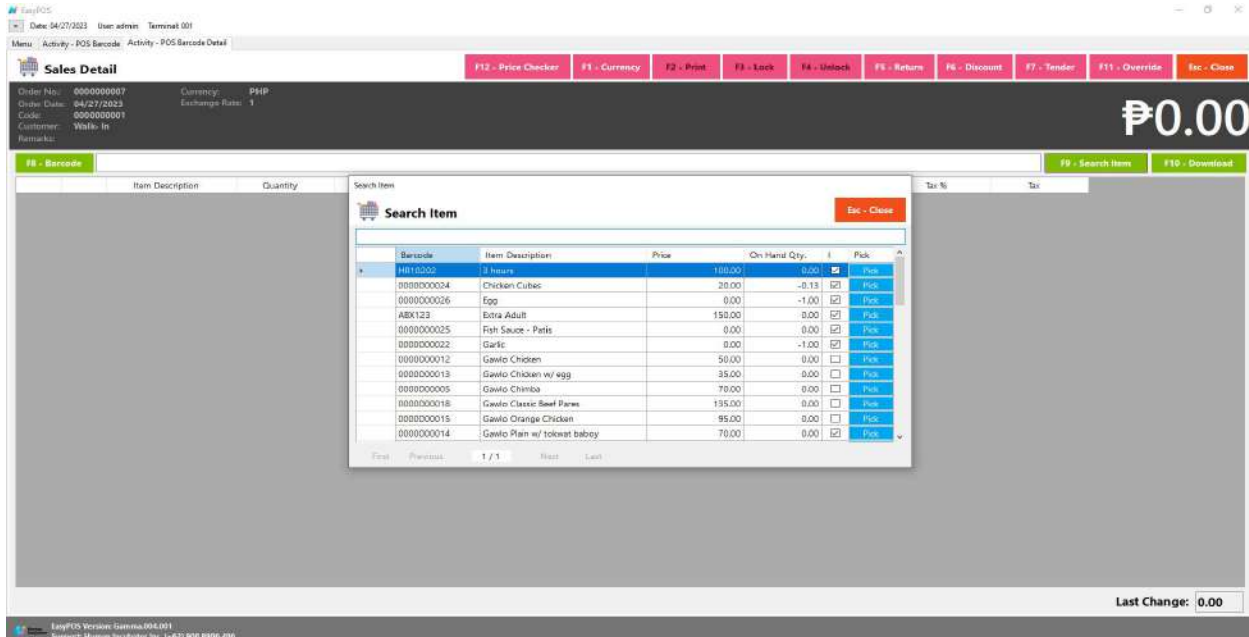
VI: Activity

Activity - POS Barcode

Overview

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

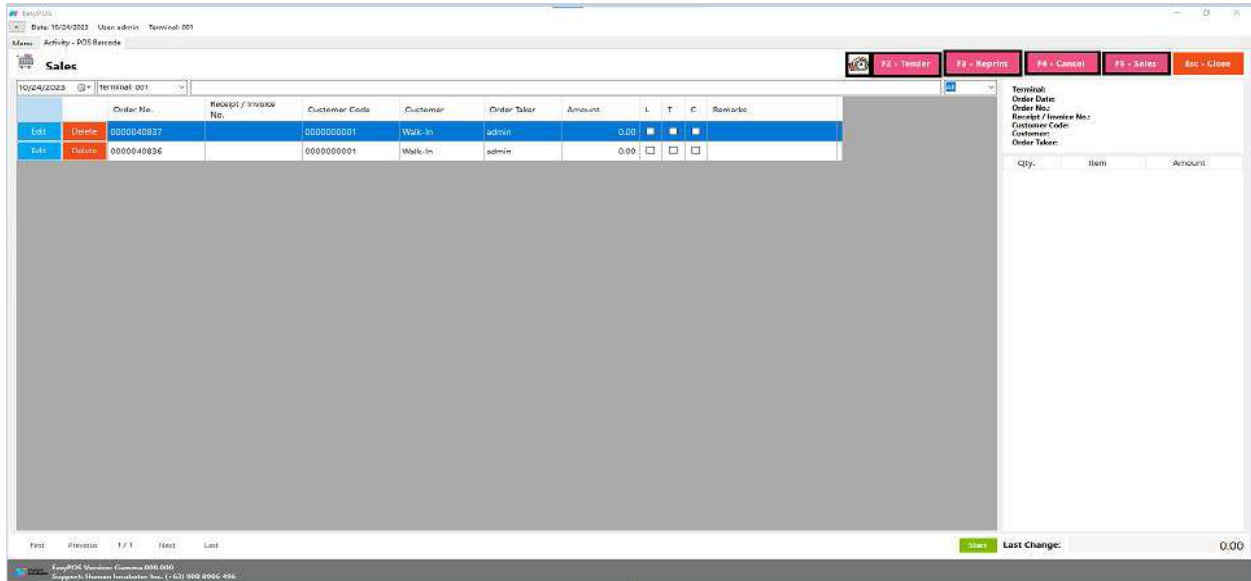
User Interface



The screenshot displays the EasyPOS software interface. At the top, there's a menu bar with various function keys: 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' section shows transaction information: Order No. 0000000067, Order Date: 04/27/2023, Code: 0000000001, Customer: Wala In, Remarks: . The total amount is displayed as ₱0.00. A search item window is open, showing a list of items with columns for Barcode, Item Description, Price, On Hand Qty, and Pick. The items listed include Biscuits, Chicken Cubes, Egg, Extra Adult, Fish Sauce - Paris, Garlic, Gawko Chicken, Gawko Chicken w/ egg, Gawko Chimba, Gawko Classic Beef Pares, Gawko Orange Chicken, and Gawko Plain w/ tokaat baboy. The bottom status bar shows 'Last Change: 0.00'.

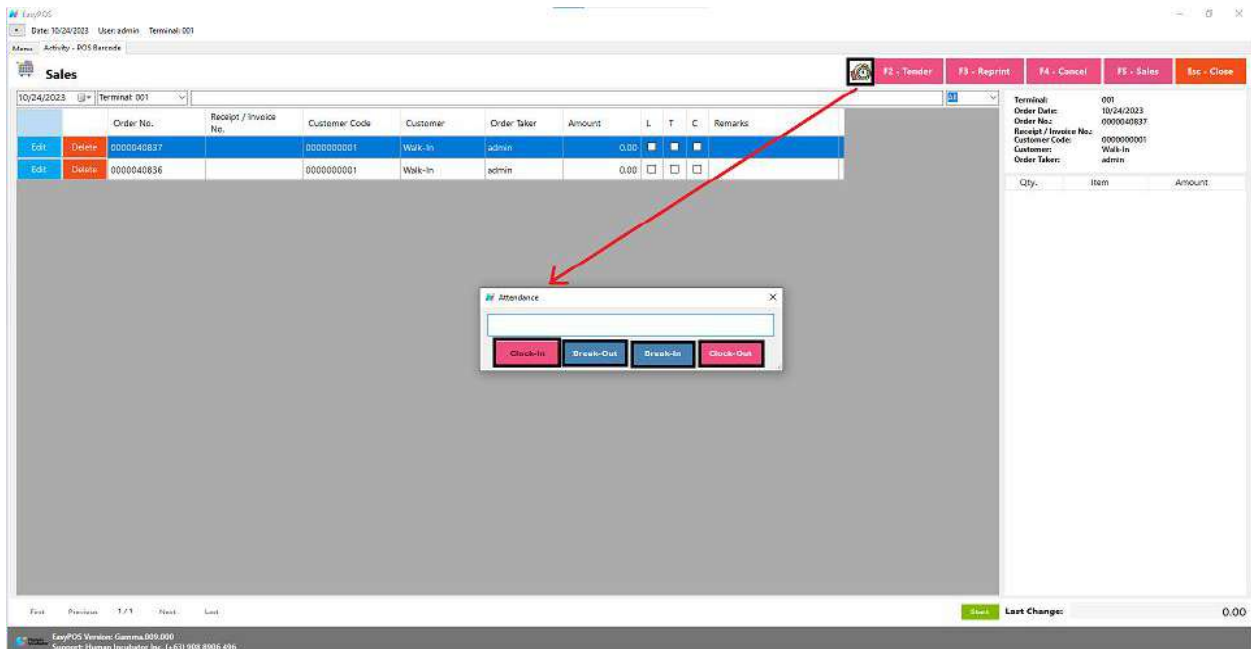
Barcode Sales List

- 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. It will print a canceled receipt.
- The **Sales** button will proceed to adding line items.
- The **Edit** button will proceed to editing sales.
- The **Clock** icon will appear proceed to Attendance feature
- The **Delete** button will proceed to deleting sales. Make sure that the sale(s) is unlocked.



Attendance Feature

- Click the **Clock** icon to proceed in the attendance form
- Input the user card number
- The **Clock-in** button is for the start of shift
- The **Break-out** button is for the start of break
- The **Break-in** button is for the end of break
- The **Clock-out** button is for the end of shift

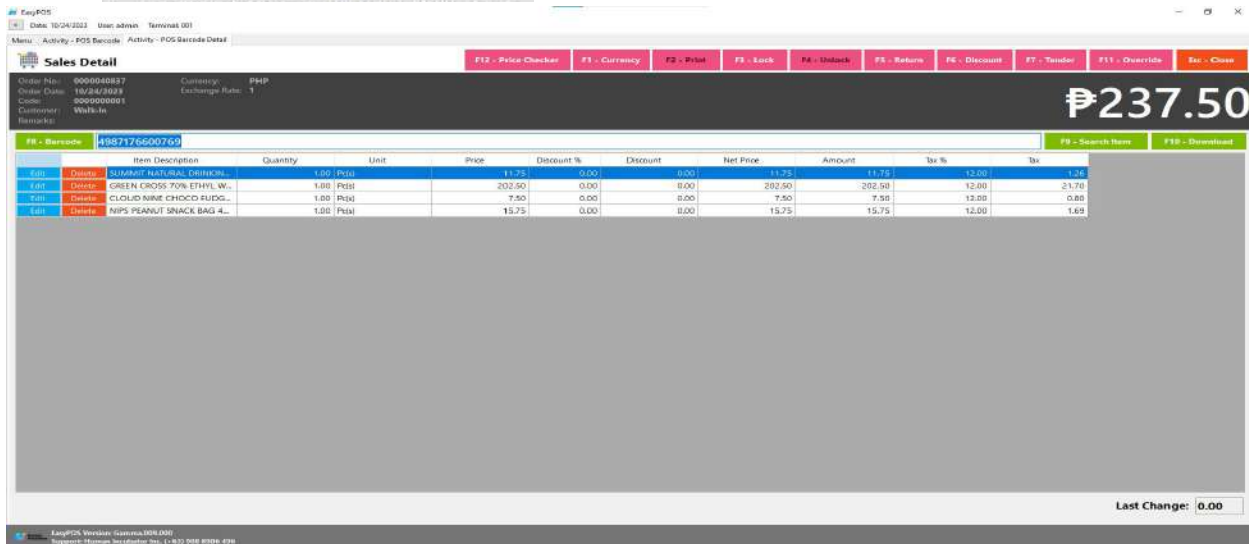


Barcode Sales Detail

- There are three(3) ways on how to add sales line item(s),

- a. By scanning the item barcode. Scan the item barcode
 - If the Barcode Quantity Always One feature is enable or check in the settings, it automatically add sales line item

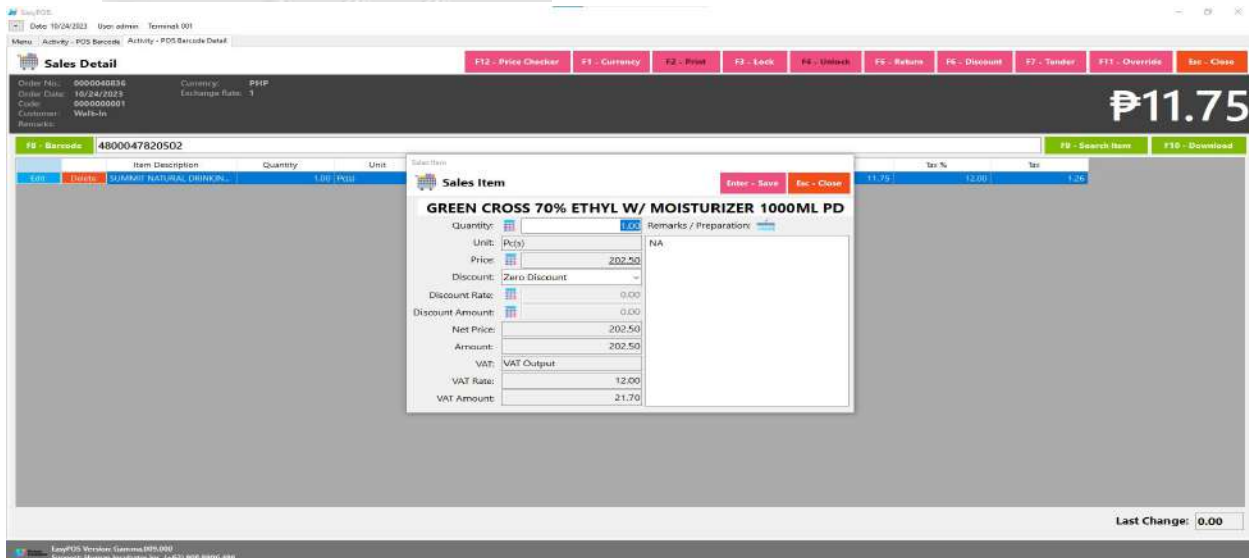
 Barcode Quantity Always One



Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
SUMMIT NATURAL DRINKING	1.00	Pkts	11.75	0.00	0.00	11.75	11.75	12.00	1.41
GREEN CROSS 70% ETHYL W...	1.00	Pkts	202.50	0.00	0.00	202.50	202.50	12.00	24.30
CLOUD NINE CHOCO FUDGE...	1.00	Pkts	7.50	0.00	0.00	7.50	7.50	12.00	0.90
NIPS PEANUT SNACK BAG 4...	1.00	Pkts	15.75	0.00	0.00	15.75	15.75	12.00	1.89

- If it is unchecked, the sales item form will appear to allow you to edit the quantity.

 Barcode Quantity Always One



Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
SUMMIT NATURAL DRINKING	1.00	Pkts	11.75	0.00	0.00	11.75	11.75	12.00	1.41

Sales Item [Enter - Save] [Esc - Close]

GREEN CROSS 70% ETHYL W/ MOISTURIZER 1000ML PD

Quantity: Remarks / Preparation:

Unit:

Price:

Discount:

Discount Rate:

Discount Amount:

Net Price:

Amount:

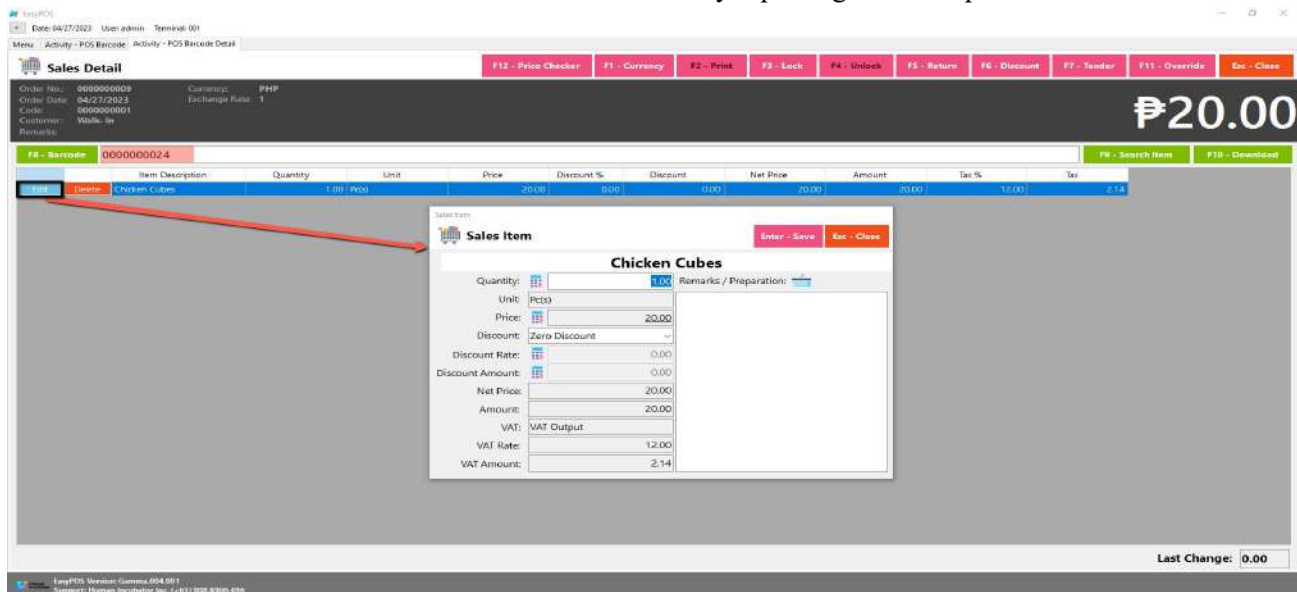
VAT:

VAT Rate:

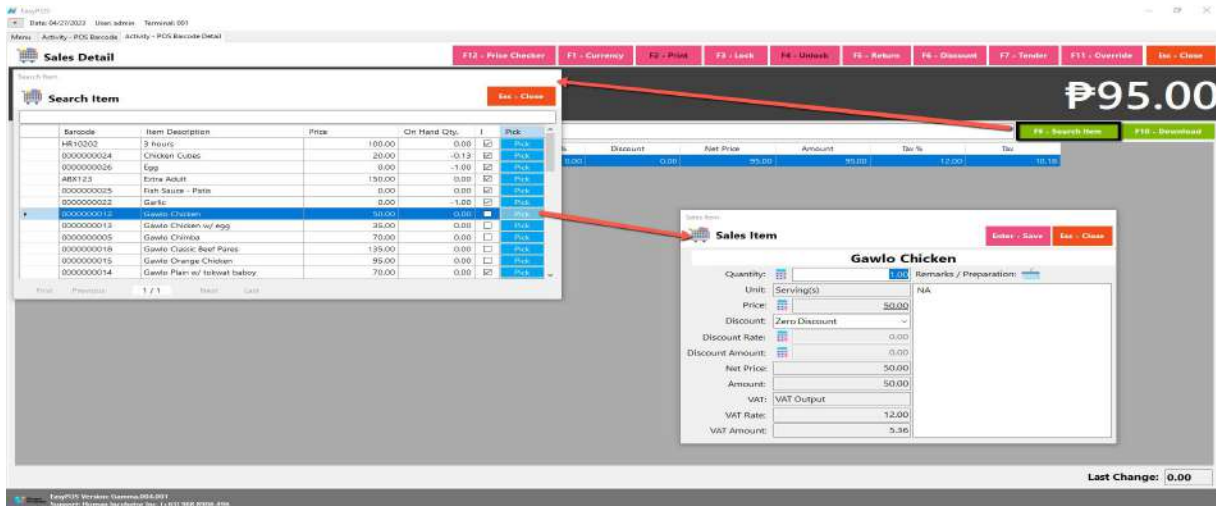
VAT Amount:

- b. 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.



- c. 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.



Sales Detail

Search Item

Barcode	Item Description	Price	On Hand Qty.	Unit	Pick
HR10202	3 Peas	100.00	0.00	EA	Pick
0000000024	Chicken Cubes	20.00	-0.13	EA	Pick
0000000026	Egg	8.00	-1.00	EA	Pick
48X123	Prime Adult	150.00	0.00	EA	Pick
0000000025	Fish Sauce - Plain	0.00	0.00	EA	Pick
0000000022	Garlic	0.00	-1.00	EA	Pick
0000000018	Gawlo Chicken	50.00	0.00	EA	Pick
0000000018	Gawlo Chicken w/ egg	30.00	0.00	EA	Pick
0000000005	Gawlo Chicken	70.00	0.00	EA	Pick
0000000018	Gawlo Classic Beef Pares	150.00	0.00	EA	Pick
0000000018	Gawlo Orange Chicken	85.00	0.00	EA	Pick
0000000014	Gawlo Plain w/ Isbotat baby	70.00	0.00	EA	Pick

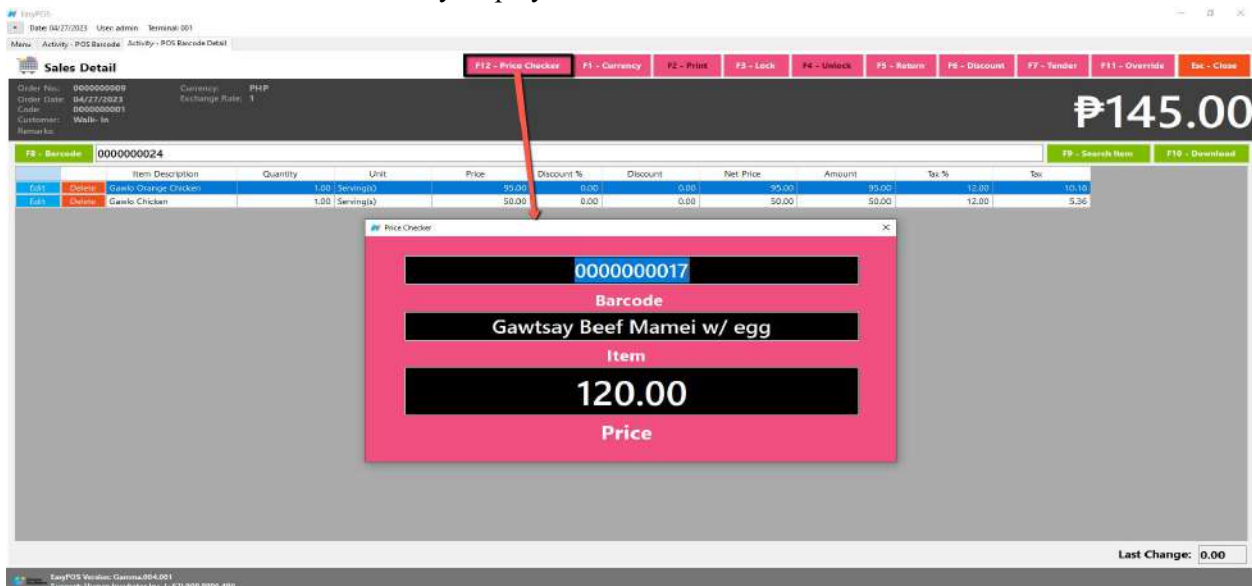
Total: ₱95.00

Sales Item: Gawlo Chicken

Quantity: 1.00, Unit: Serving(s), Price: 50.00, Discount: 0.00, Net Price: 50.00, Amount: 50.00, VAT Rate: 12.00, VAT Amount: 5.36

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.



Sales Detail

Barcode: 0000000024

Barcode	Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
0000000024	Gawlo Orange Chicken	1.00	Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	10.10
0000000024	Gawlo Chicken	1.00	Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.36

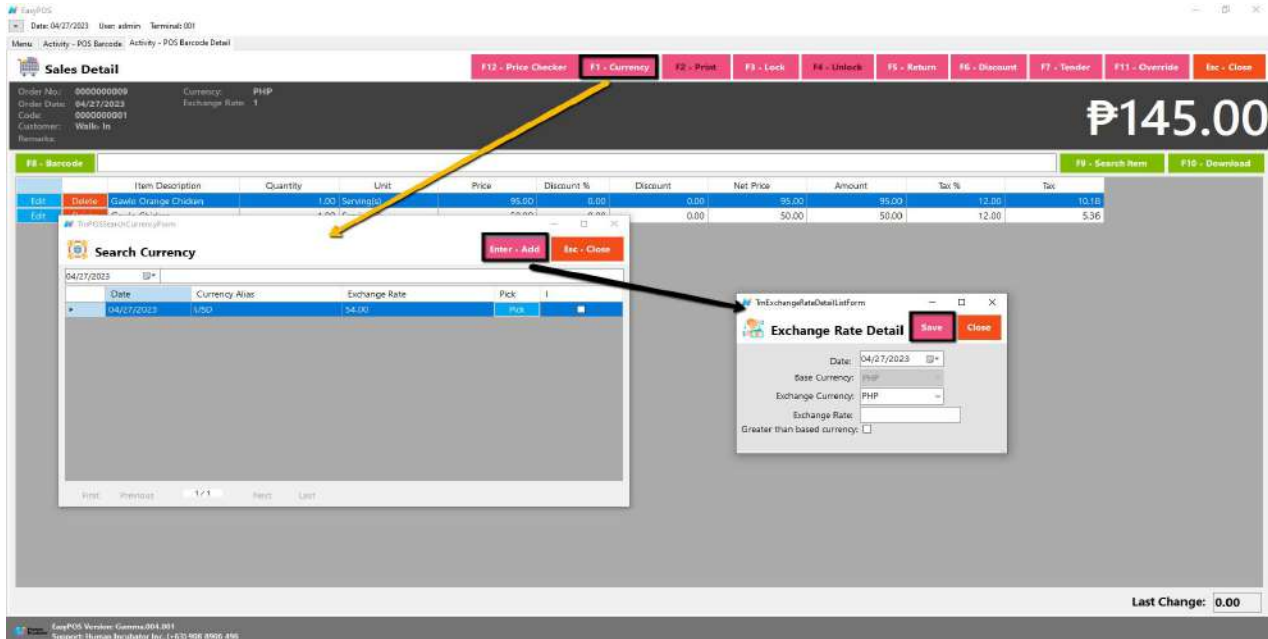
Total: ₱145.00

Price Checker

Barcode: 0000000017
Item: Gawlo Beef Mamei w/ egg
Price: 120.00

- **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.



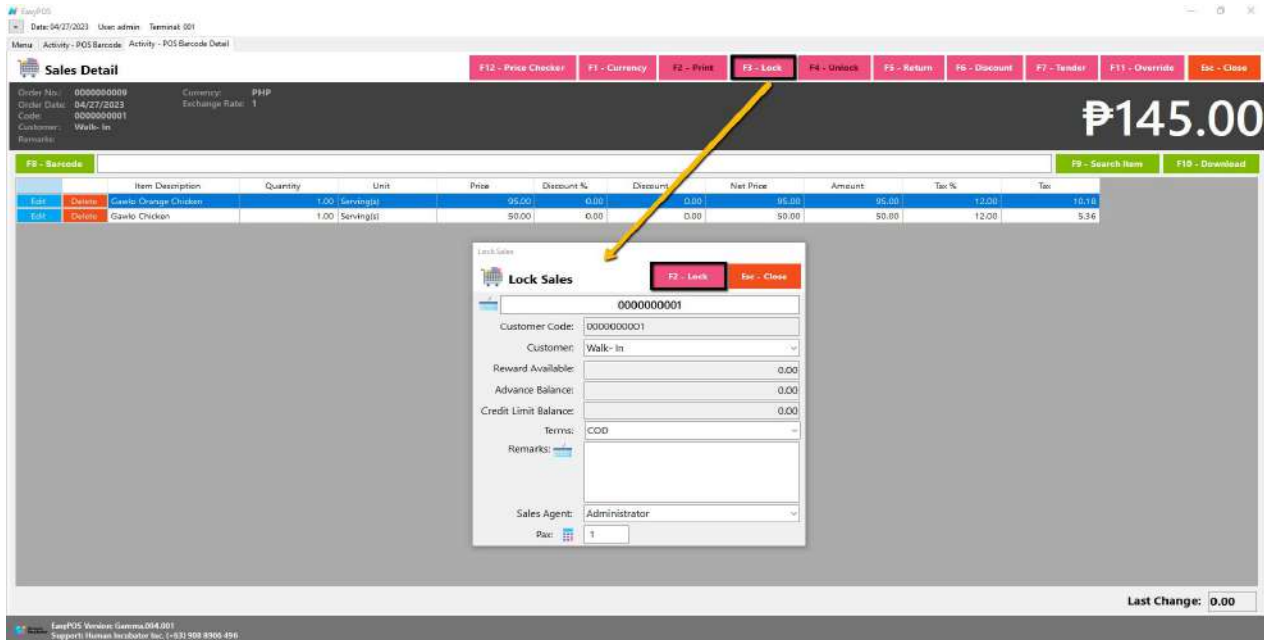
The screenshot displays the 'Sales Detail' interface. At the top, there are function buttons: F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. The current currency is PHP and the total amount is ₱145.00. A 'Search Currency' dialog box is open, showing a table with the following data:

Date	Currency Alias	Exchange Rate	Pick
04/27/2023	USD	54.00	Pick

An 'Exchange Rate Detail' form is also shown, with the following fields:

- Date: 04/27/2023
- Base Currency: PHP
- Exchange Currency: PHP
- Exchange Rate: [input field]
- Greater than based currency:

- **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
Code: 000000001
Customer: Walk-In
Remarks:

₱145.00

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

Lock Sales F3 - Lock Esc - Close

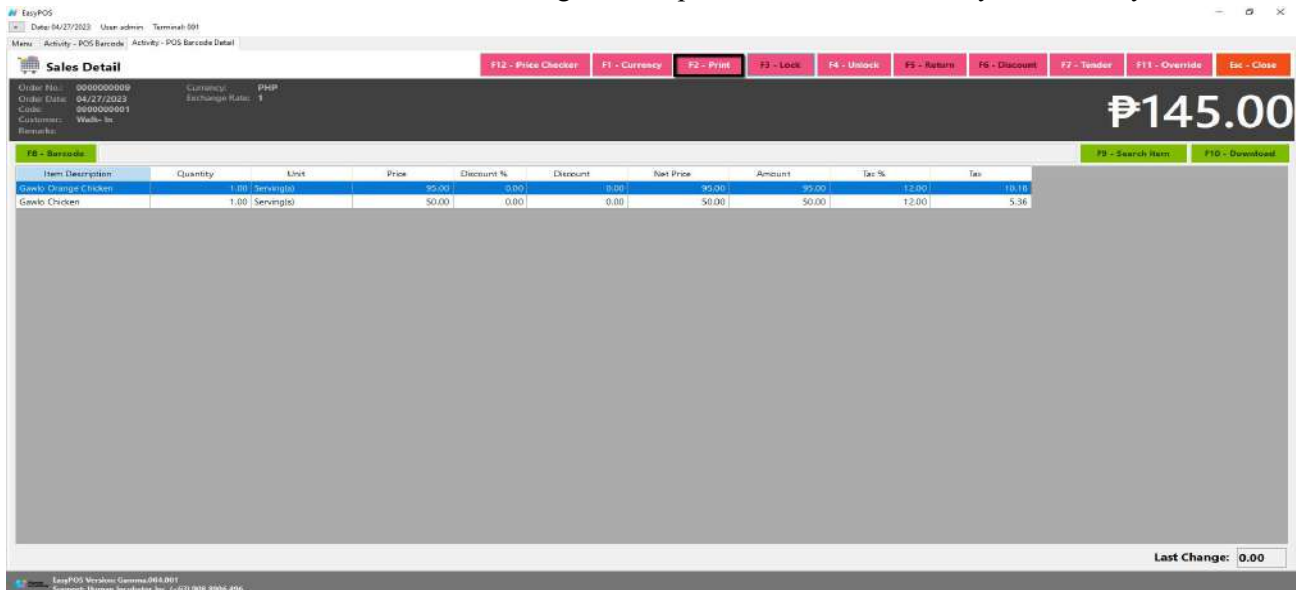
000000001

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.



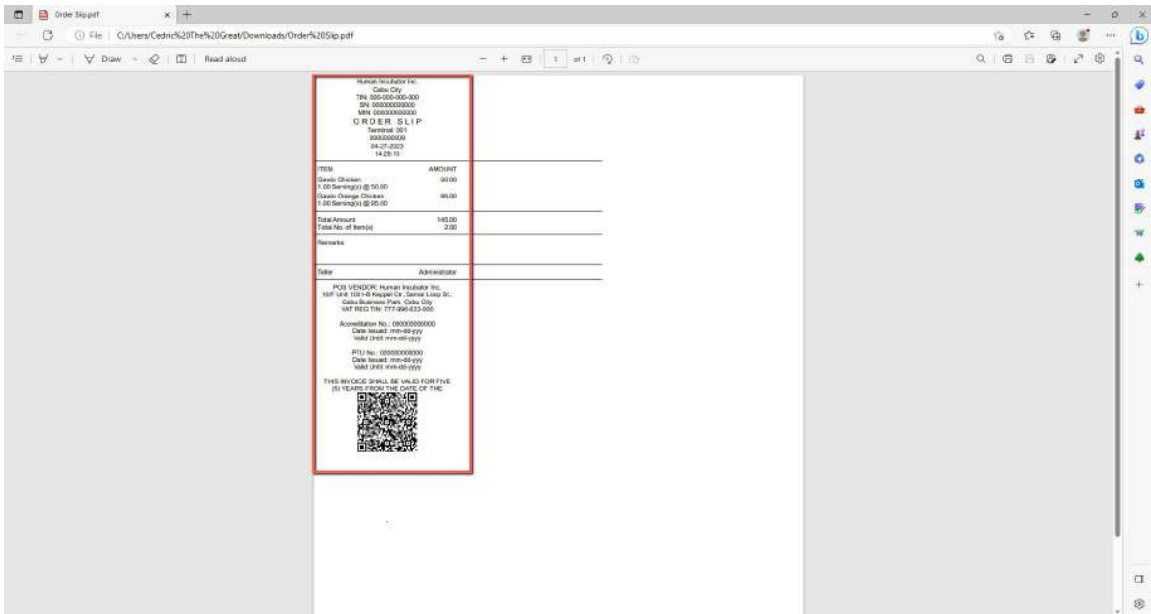
Sales Detail F12 - Price Checker F1 - Currency **F2 - Print** F3 - Lock F4 - Unlock F5 - Return F6 - Discount F7 - Tender F11 - Override Esc - Close

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

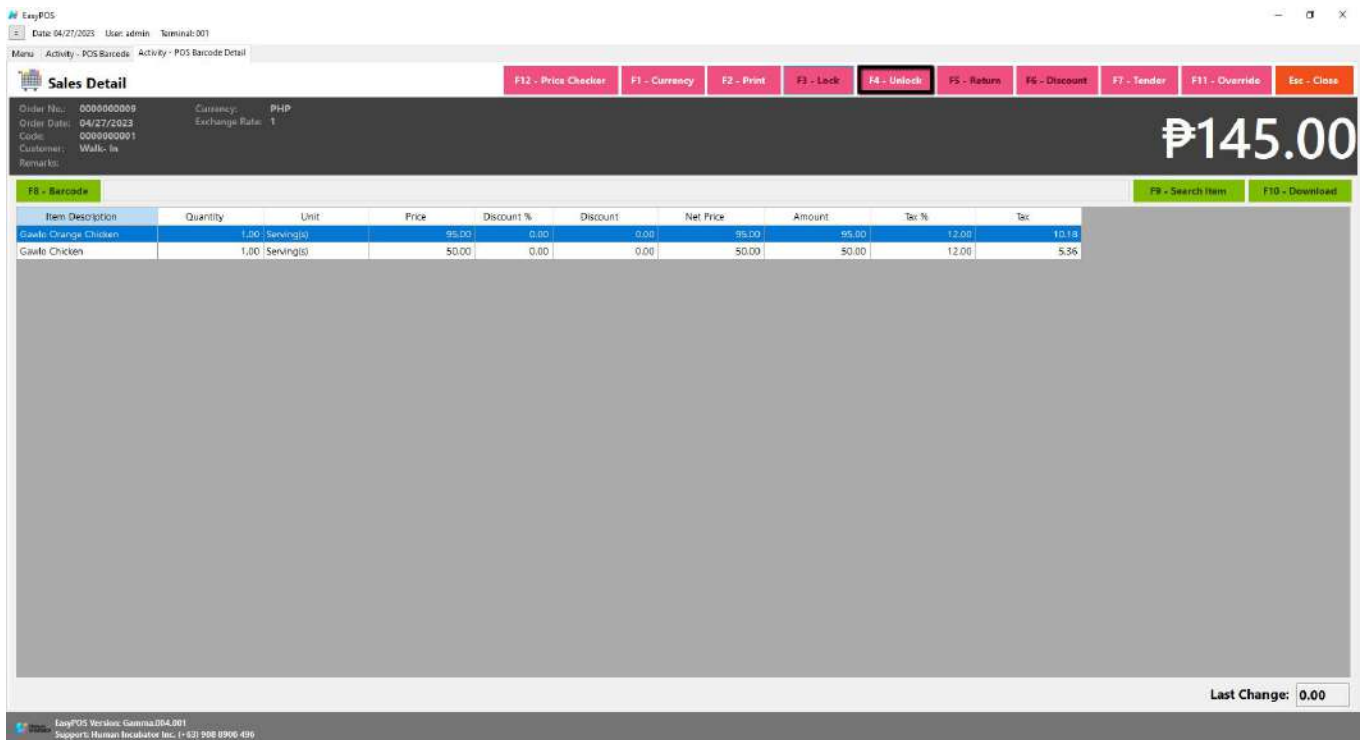
₱145.00

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

Last Change: 0.00

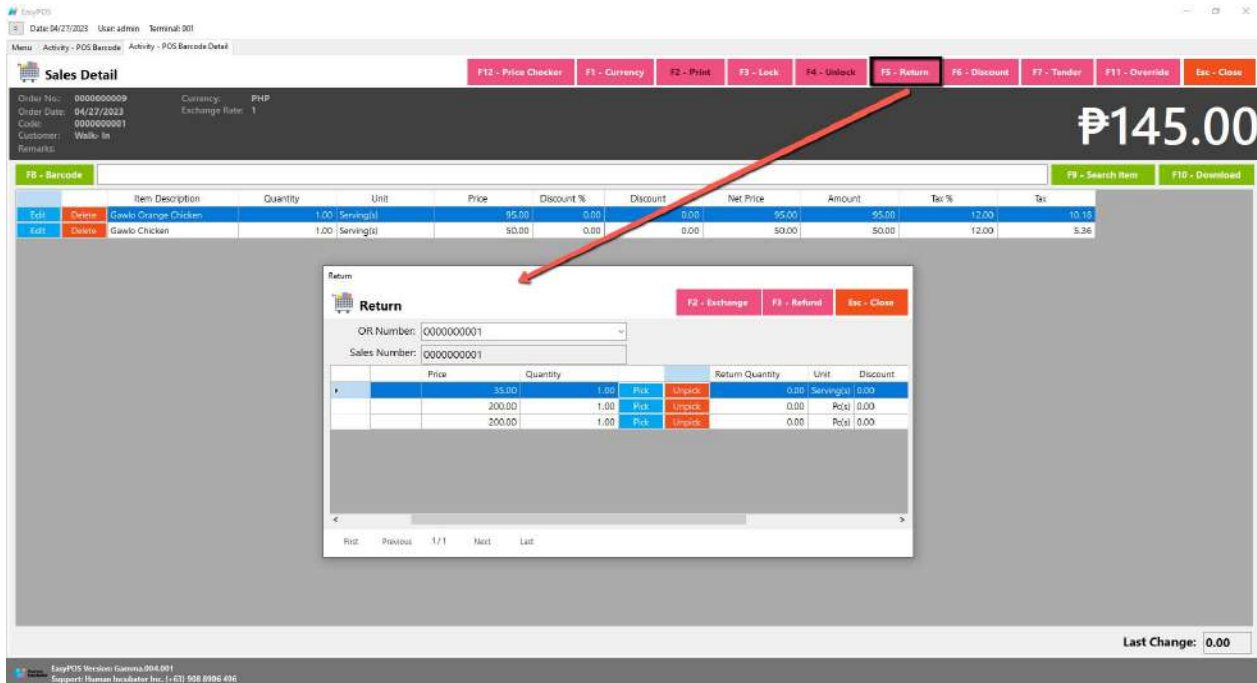


- **Unlock**
 - Click the Unlock button if you want to modify the sales detail or add sales line items.



- **Return**

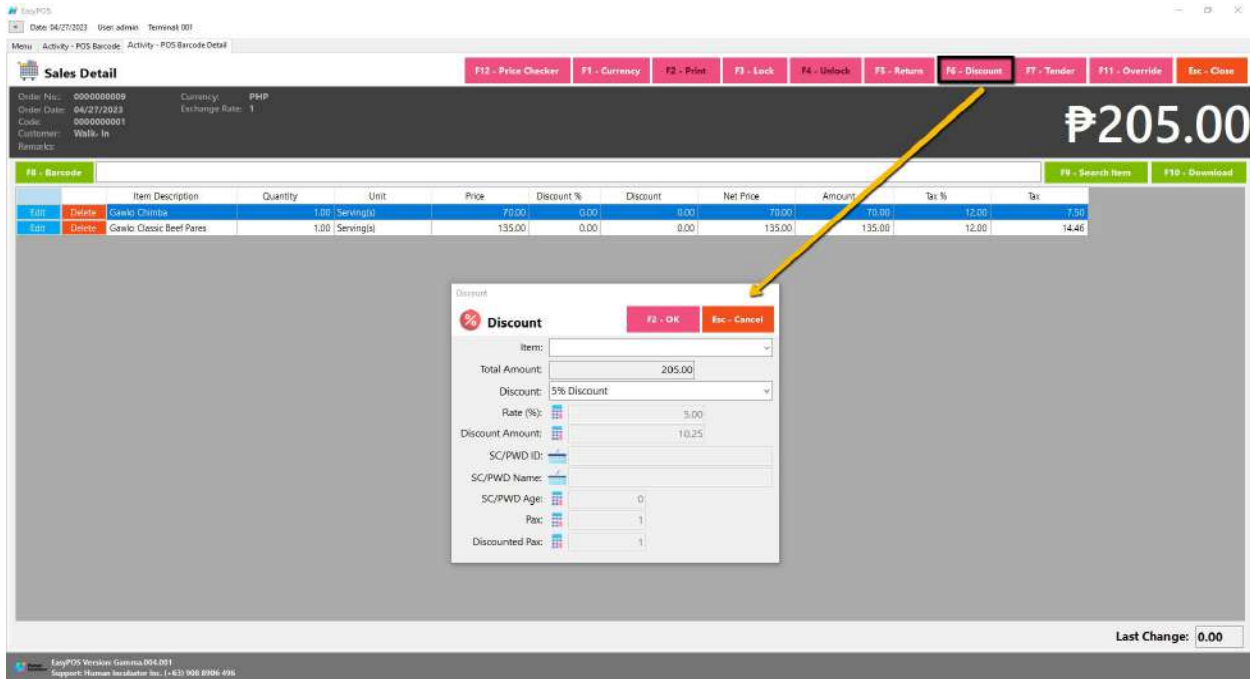
- Click the **Return** button if the customer returned a product.
- Provide the OR Number then list of items will be displayed automatically.
- Click the **Pick** button if you want to add a return quantity.
- Click the **Unpick** button if you want to reset the return quantity to zero(0).
- Click the **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 EasyPOS interface. At the top, there's a menu bar with buttons: F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, **F5 - Return**, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. Below this is the 'Sales Detail' section with fields for Order No., Date, Code, Customer, and Remarks. A total amount of **₱145.00** is displayed on the right. A table lists items: Gawlo Orange Chicken and Gawlo Chicken. A 'Return' modal window is open, showing fields for OR Number and Sales Number, and a table with columns for Price, Quantity, Pick, Unpick, Return Quantity, Unit, and Discount. A red arrow points from the 'Return' button in the top toolbar to the 'Return' modal window.

- **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.: 000000009 Currency: PHP
Order Date: 04/27/2023 Exchange Rate: 1
Code: 000000001
Customer: Walk-In
Remarks:

₱205.00

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Gawlo Chinita	1.00	(Serving)	70.00	0.00	0.00	70.00	70.00	12.00	7.50
Gawlo Classic Beef Pares	1.00	(Serving)	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

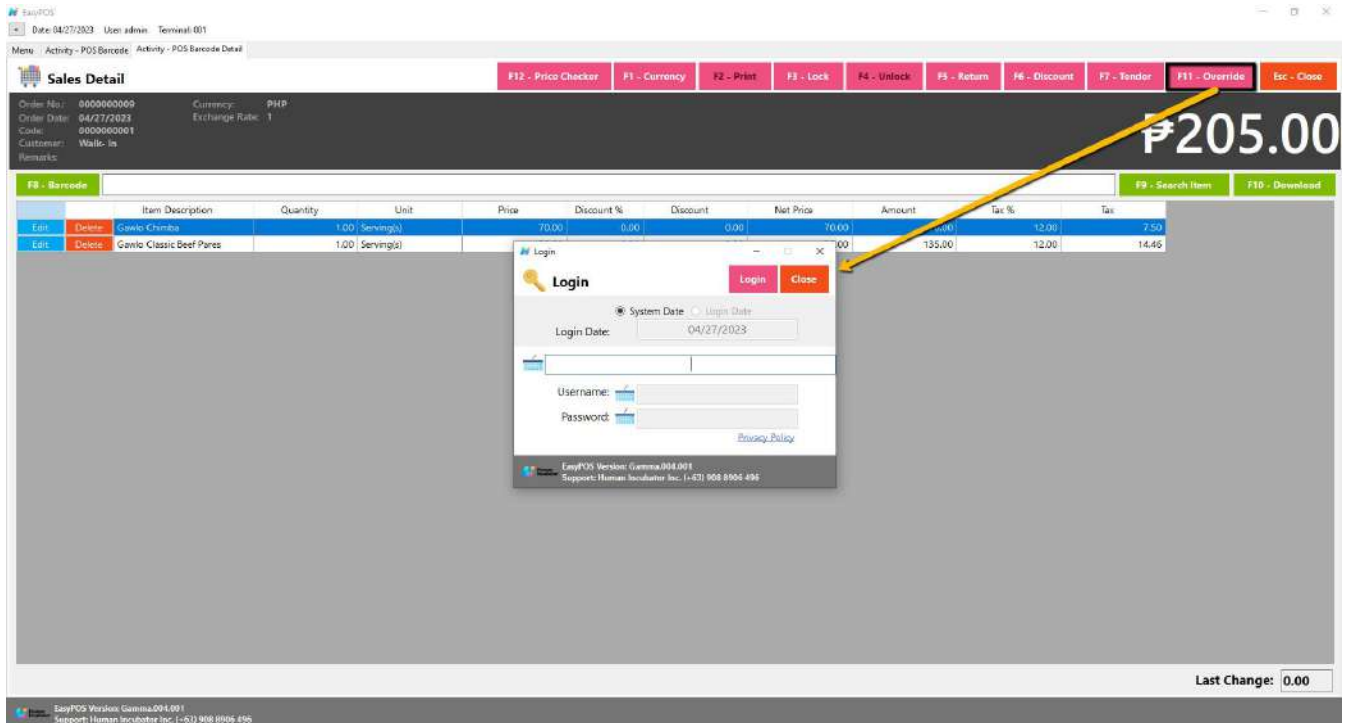
Pac: 1

Discounted Pac: 1

Last Change: 0.00

EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. (+63) 908 8966 496

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



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
Code: 000000001
Customer: Walk-In
Remarks:

₱205.00

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Gawlo Chinita	1.00	(Serving)	70.00	0.00	0.00	70.00	70.00	12.00	7.50
Gawlo Classic Beef Pares	1.00	(Serving)	135.00	0.00	0.00	135.00	135.00	12.00	14.46

Login Login Close

System Date Login Date

Login Date: 04/27/2023

Username:

Password:

[Privacy Policy](#)

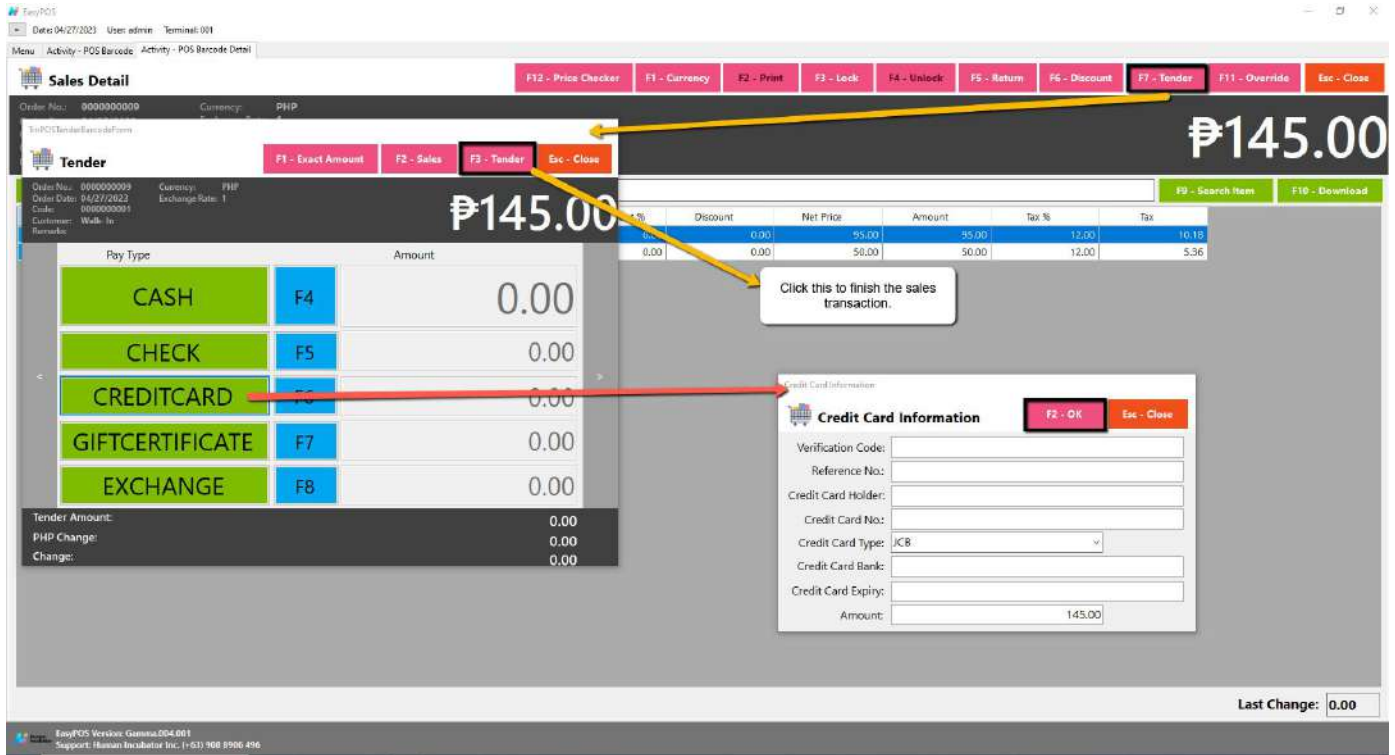
Last Change: 0.00

EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. (+63) 908 8966 496

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 during a sales transaction. The main window shows a 'Sales Detail' screen with a total amount of ₱145.00. A 'Tender' form is overlaid, allowing the user to select a payment type. The 'CASH' option is selected with an amount of 0.00. A 'Credit Card Information' dialog box is also open, prompting for verification details. A callout box points to the 'Tender' button, stating 'Click this to finish the sales transaction.'

Pay Type	Amount
CASH	0.00
CHECK	0.00
CREDITCARD	0.00
GIFTCERTIFICATE	0.00
EXCHANGE	0.00

Discount	Net Price	Amount	Tax %	Tax
0.00	95.00	35.00	12.00	10.10
0.00	50.00	50.00	12.00	5.36

Tender Amount: 0.00
 PHP Change: 0.00
 Change: 0.00

Amount: 145.00

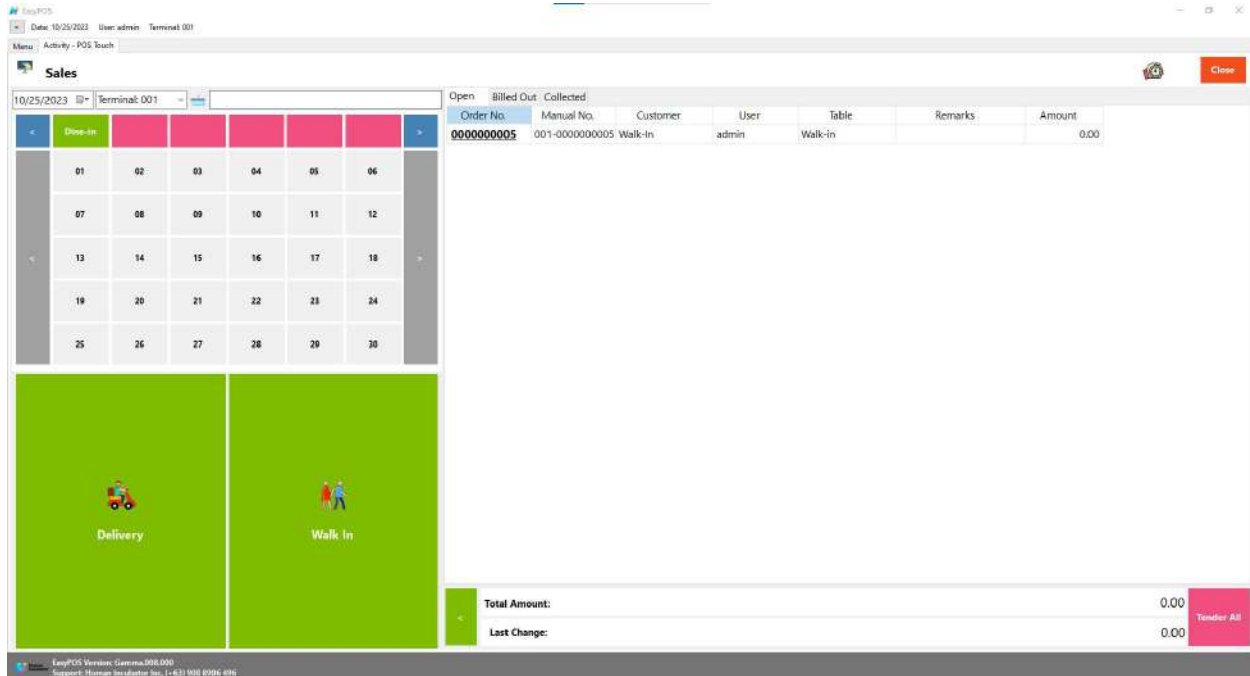
Last Change: 0.00

Activity - POS Touch

Overview

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

User Interface

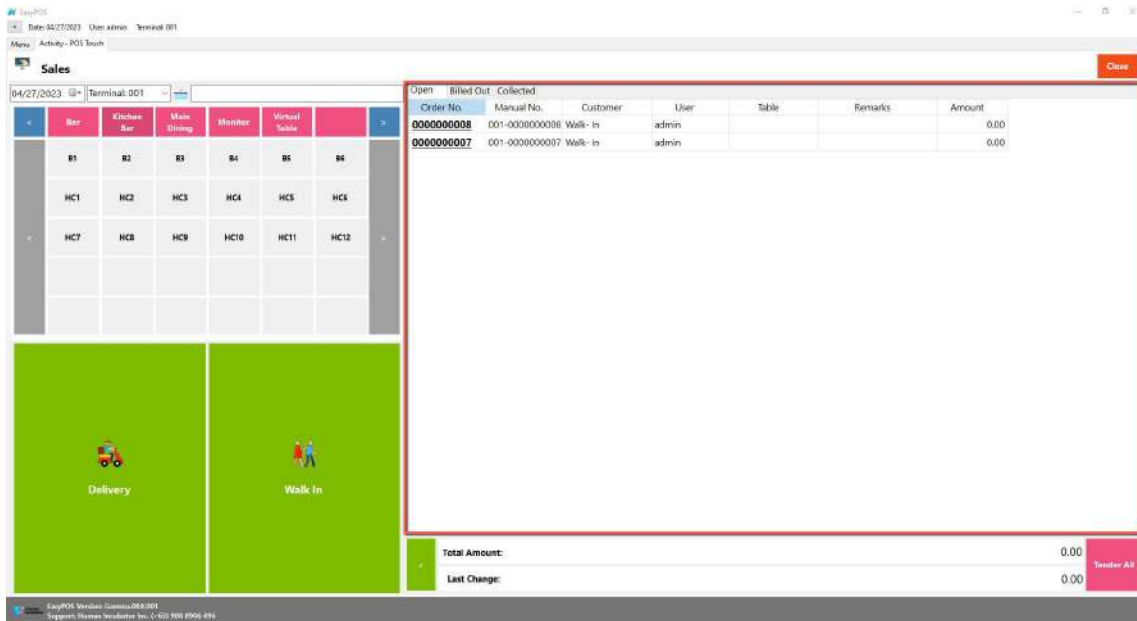


POS Touch Definition of Buttons

- **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.
- **Clock icon** → represents the attendance feature.

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.

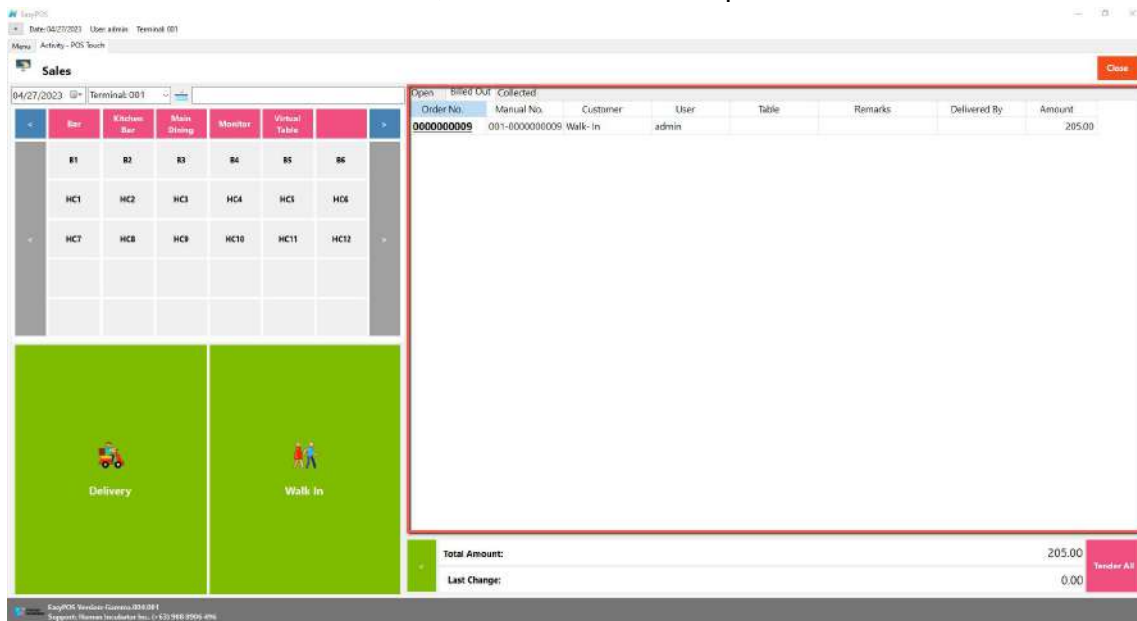


Sales (Terminal: 001)

Open	Billed Out	Collected			
0000000008	001-0000000008	Walk-In admin	Table	Remarks	Amount
					0.00
0000000007	001-0000000007	Walk-In admin	Table	Remarks	Amount
					0.00

Total Amount: 0.00
Last Change: 0.00

- 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.

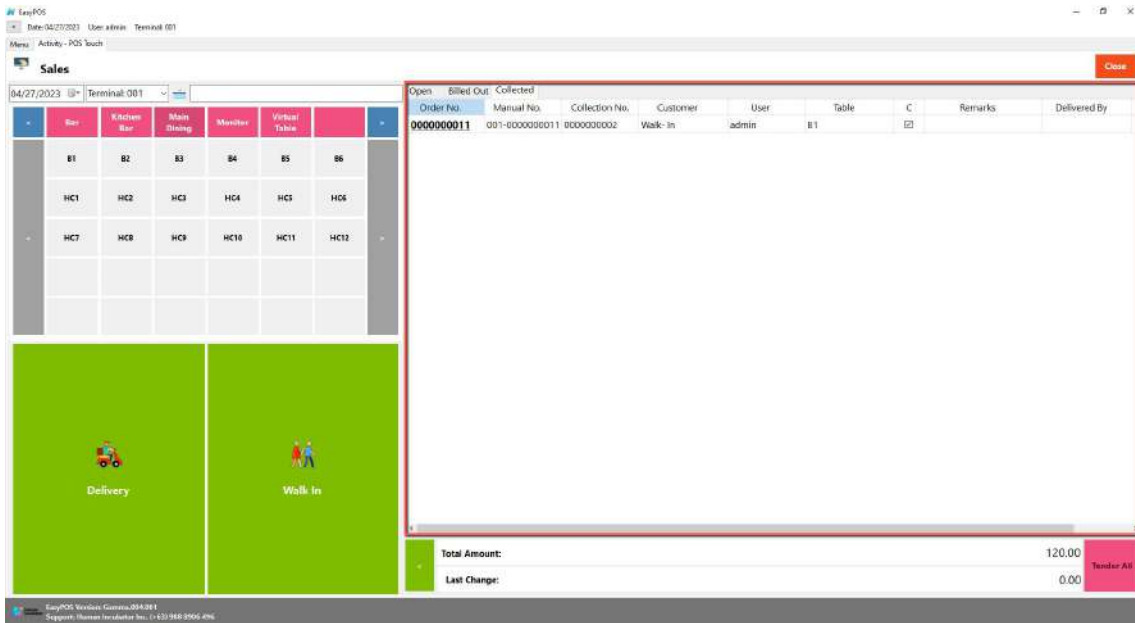


Sales (Terminal: 001)

Open	Billed Out	Collected				
0000000009	001-0000000009	Walk-In admin	Table	Remarks	Delivered By	Amount
						205.00

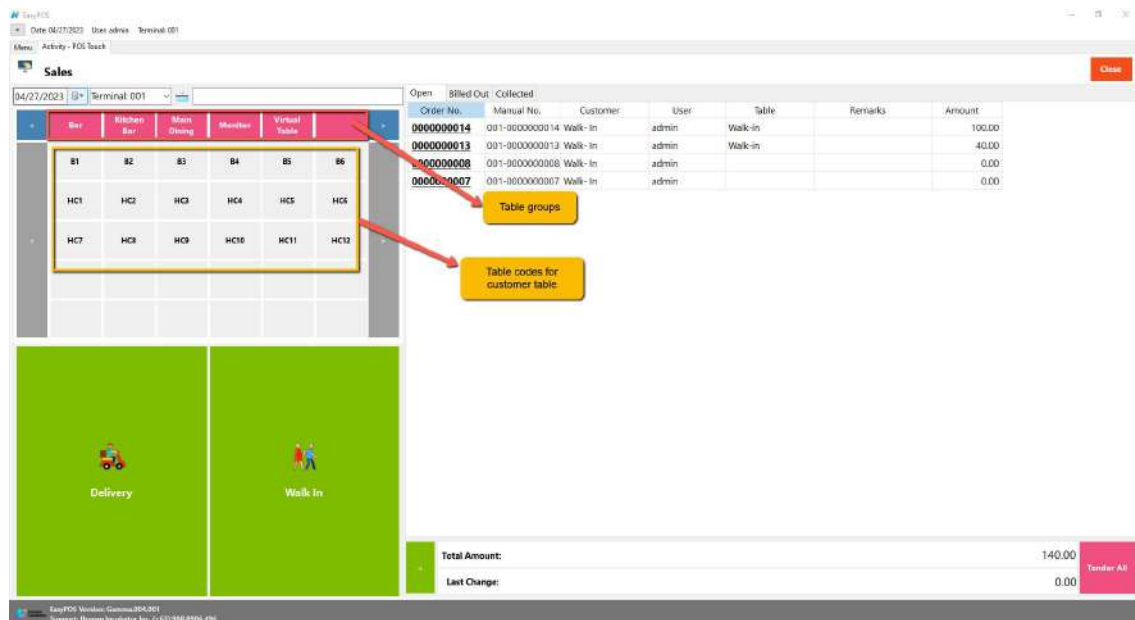
Total Amount: 205.00
Last Change: 0.00

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



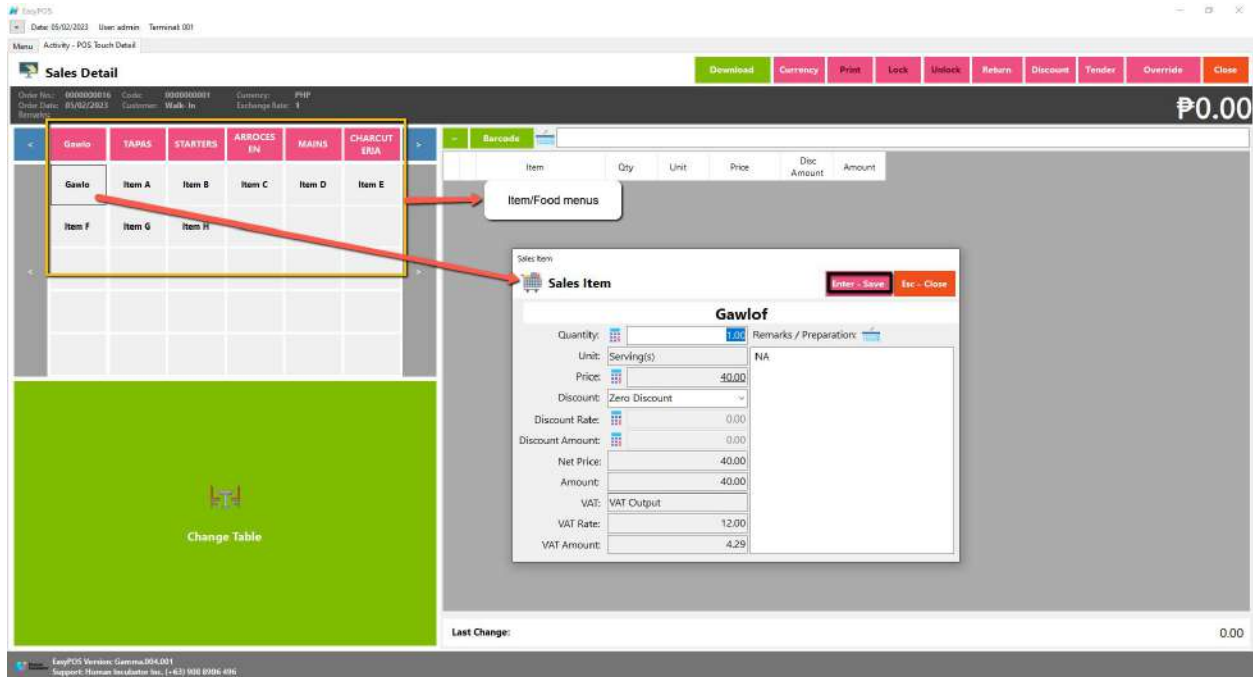
POS Touch Sales Detail

- 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.



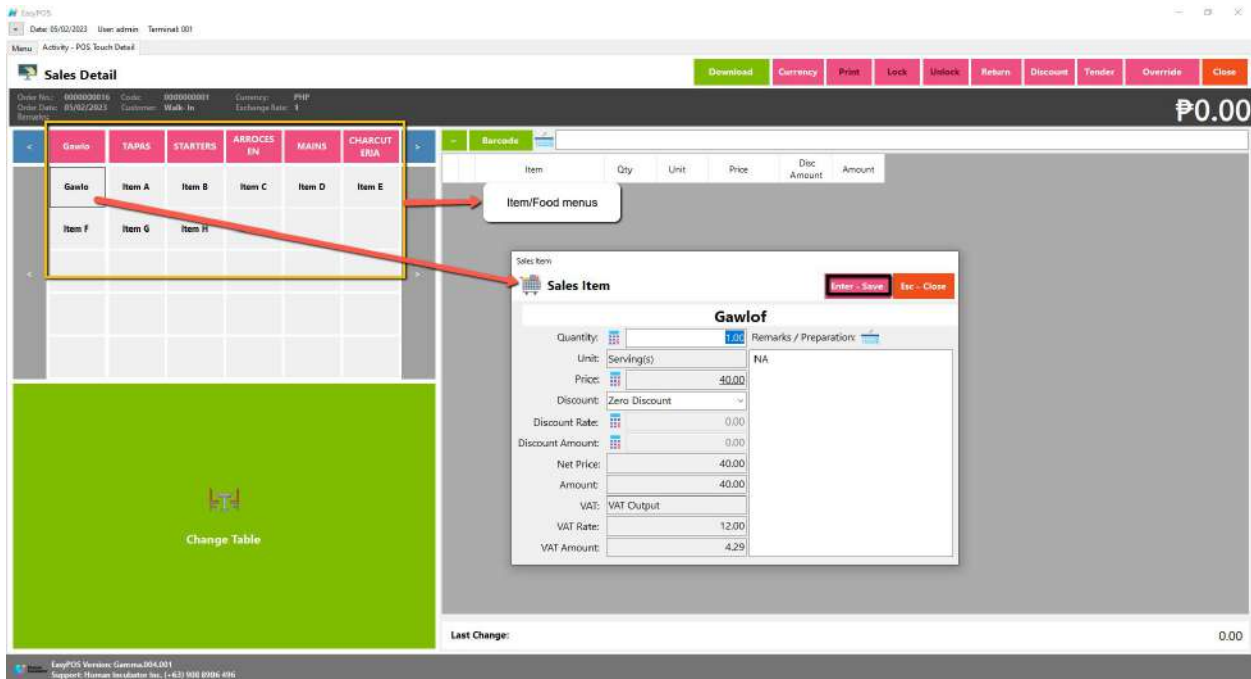
- After selecting, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item

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.



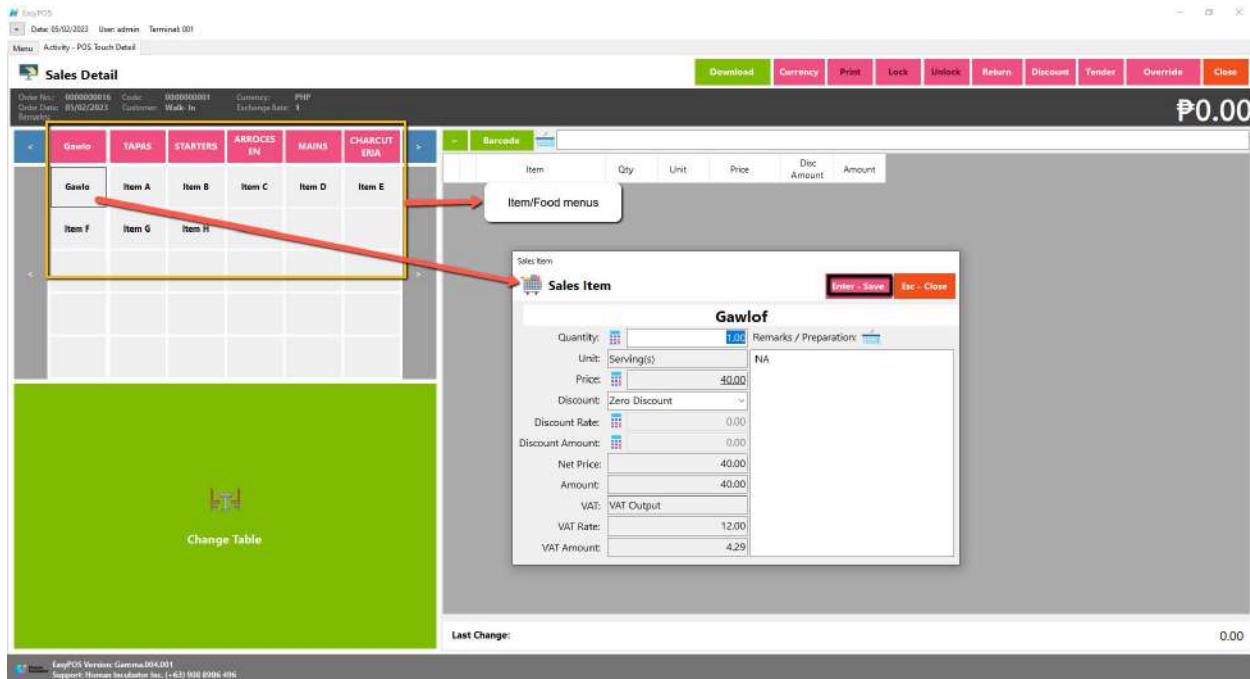
b. Walk-In button

- 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.



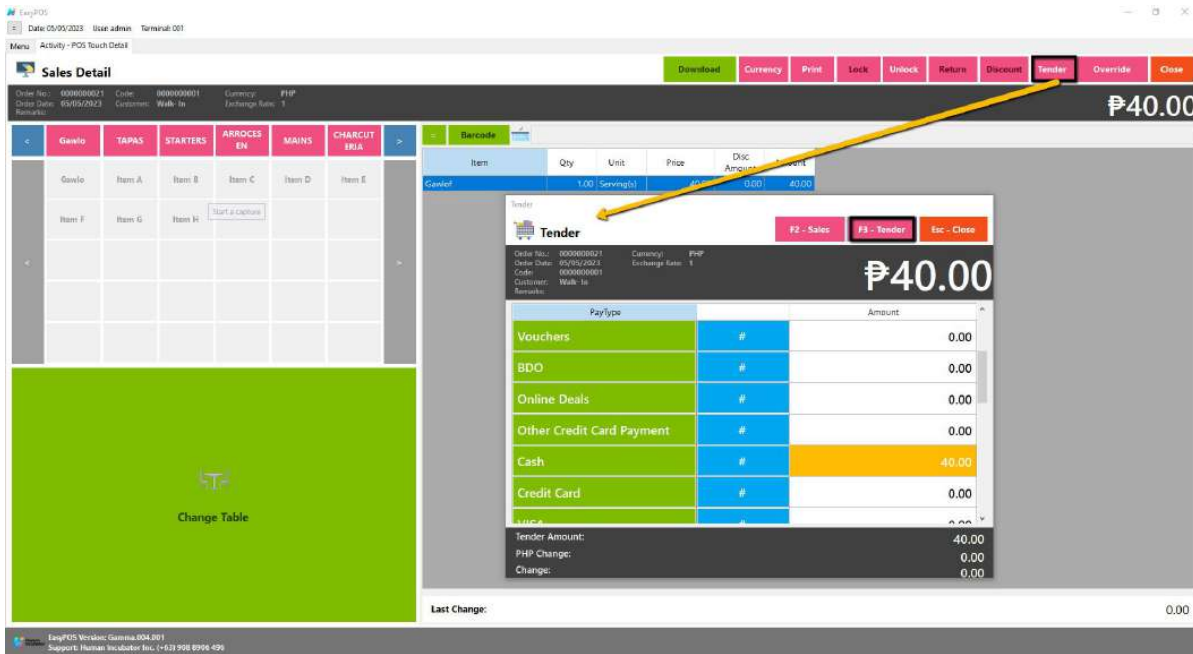
c. Delivery button

- 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.

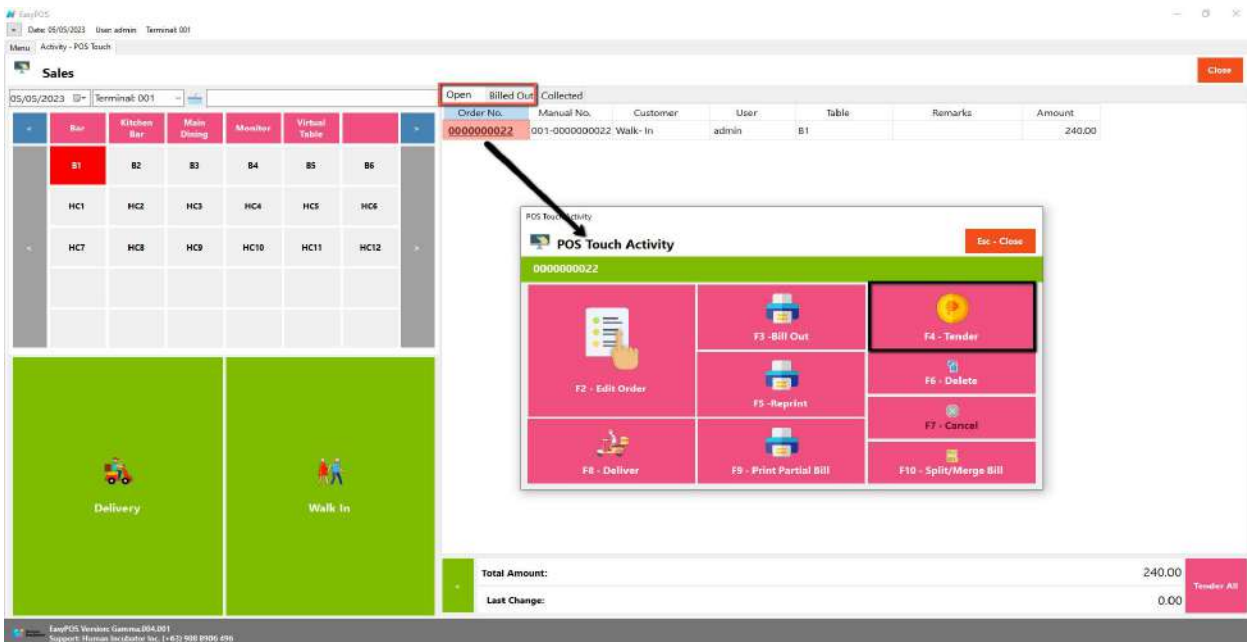


POS Touch Sales - Tender

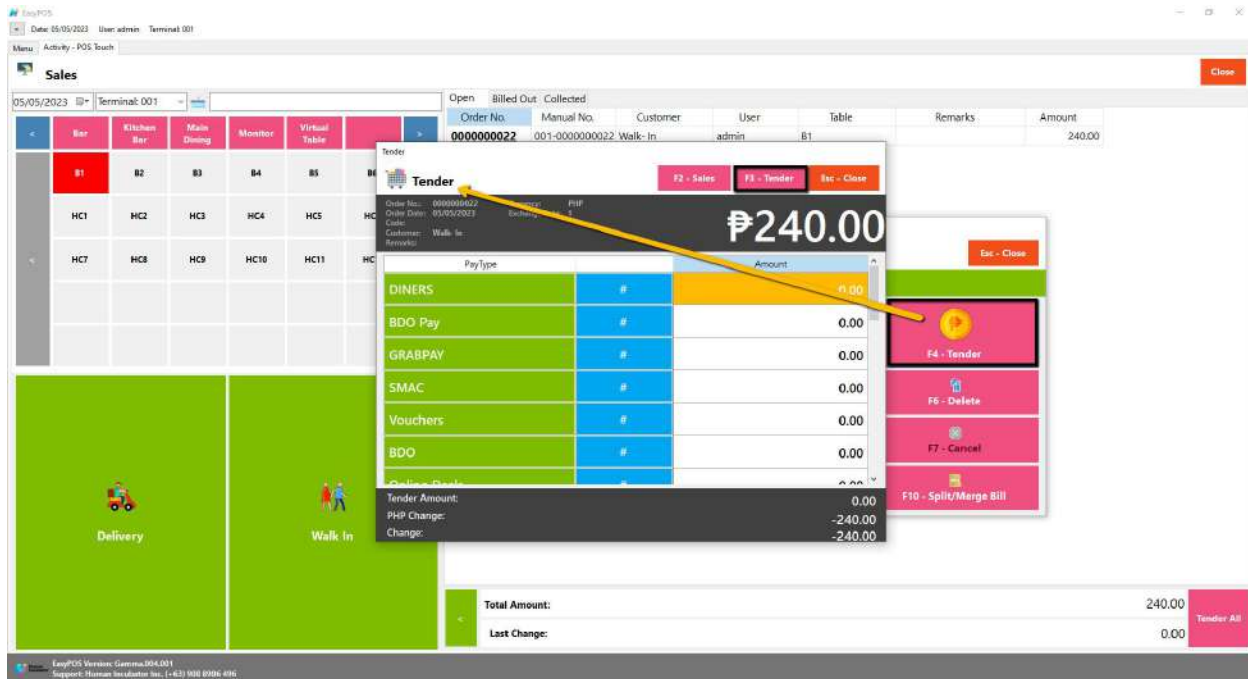
- There are 3 ways on how to tender sales:
 - Via Sales Detail page
 - Assuming that you are in the Sales Detail page, click the Tender button that can be seen on the Sales Detail form to tender transaction.
 - When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system 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.



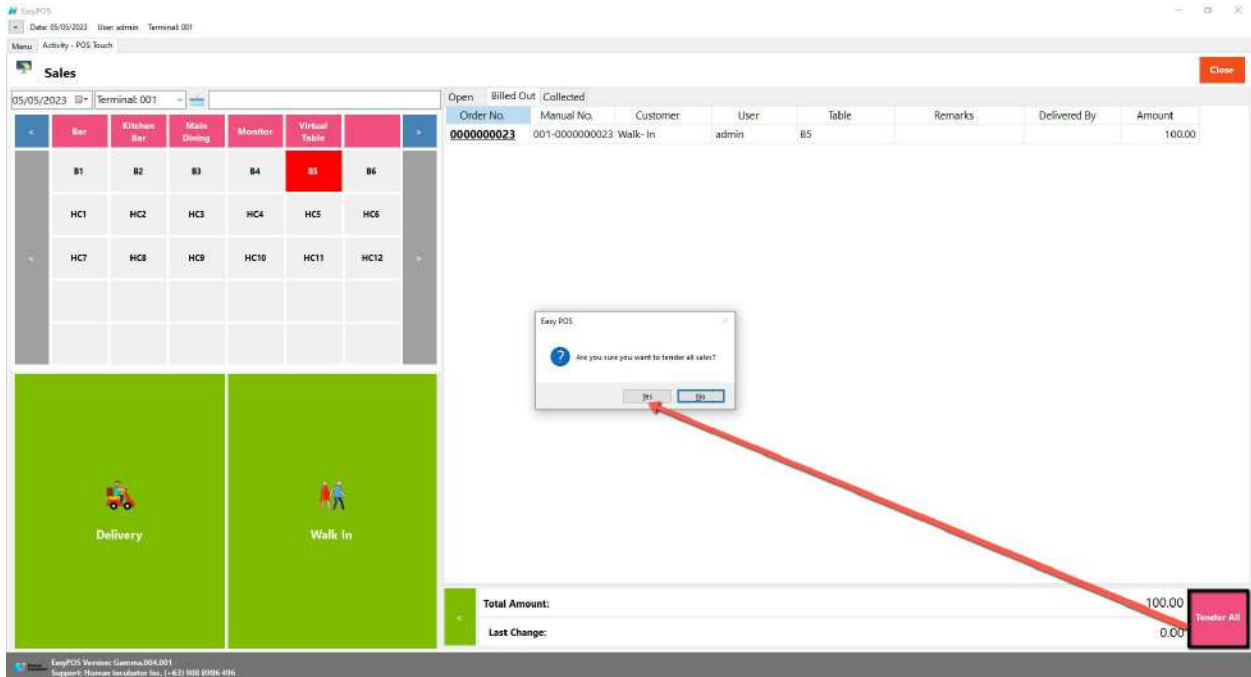
- Via Open and Billed Out tab
 - From the Open or Billed Out tab, select a sales order number that you want to tender.
 - A POS Touch window will display, then select Tender or simply press F4.



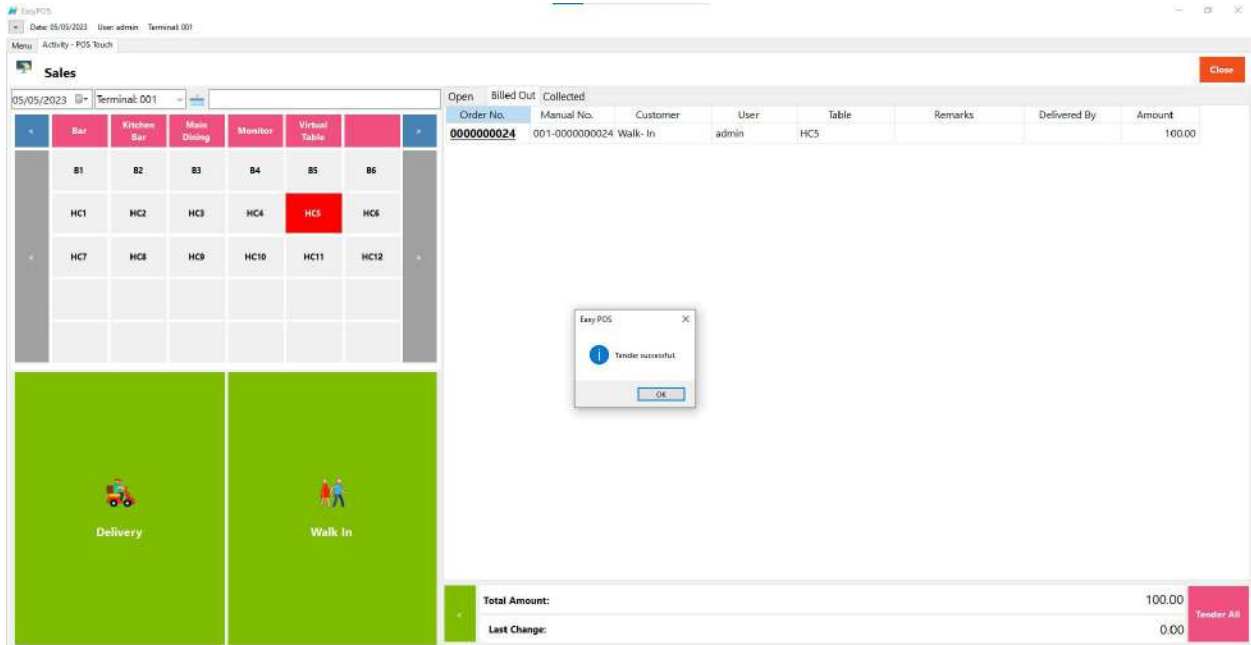
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales 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.



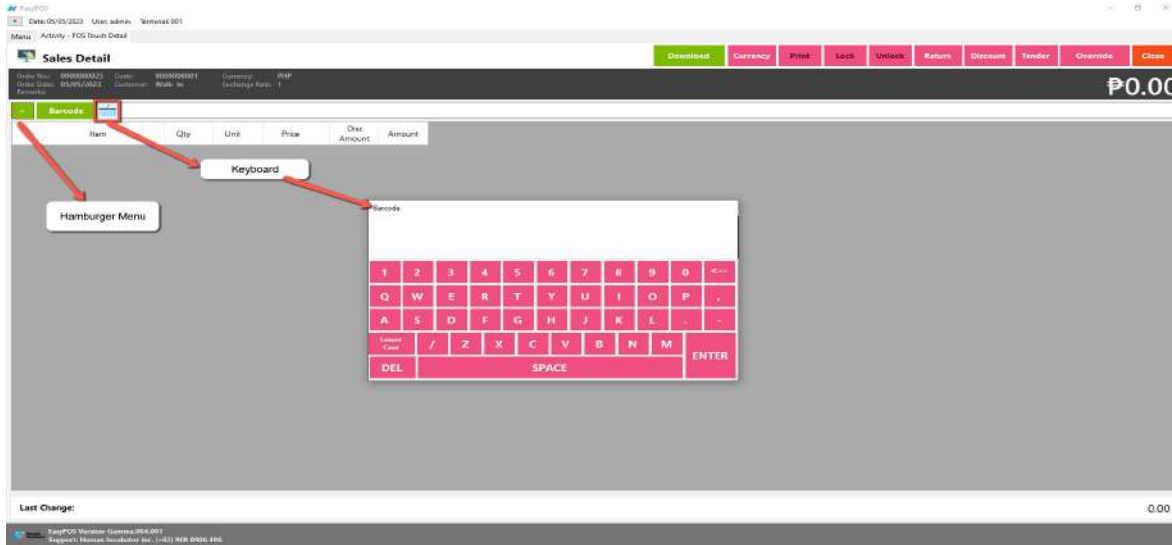
- A tender successful message will display then all the Sales Order from the tab will be moved to the Collected tab.



Barcode Touch - Relevant Buttons

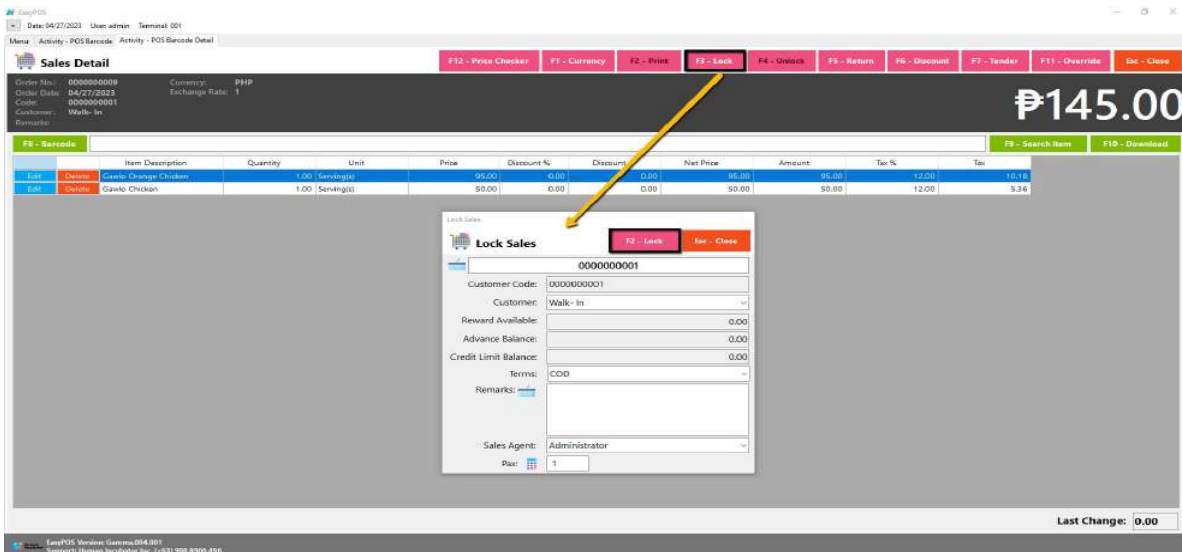
- POS Hamburger Menu and Keyboard

- 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.



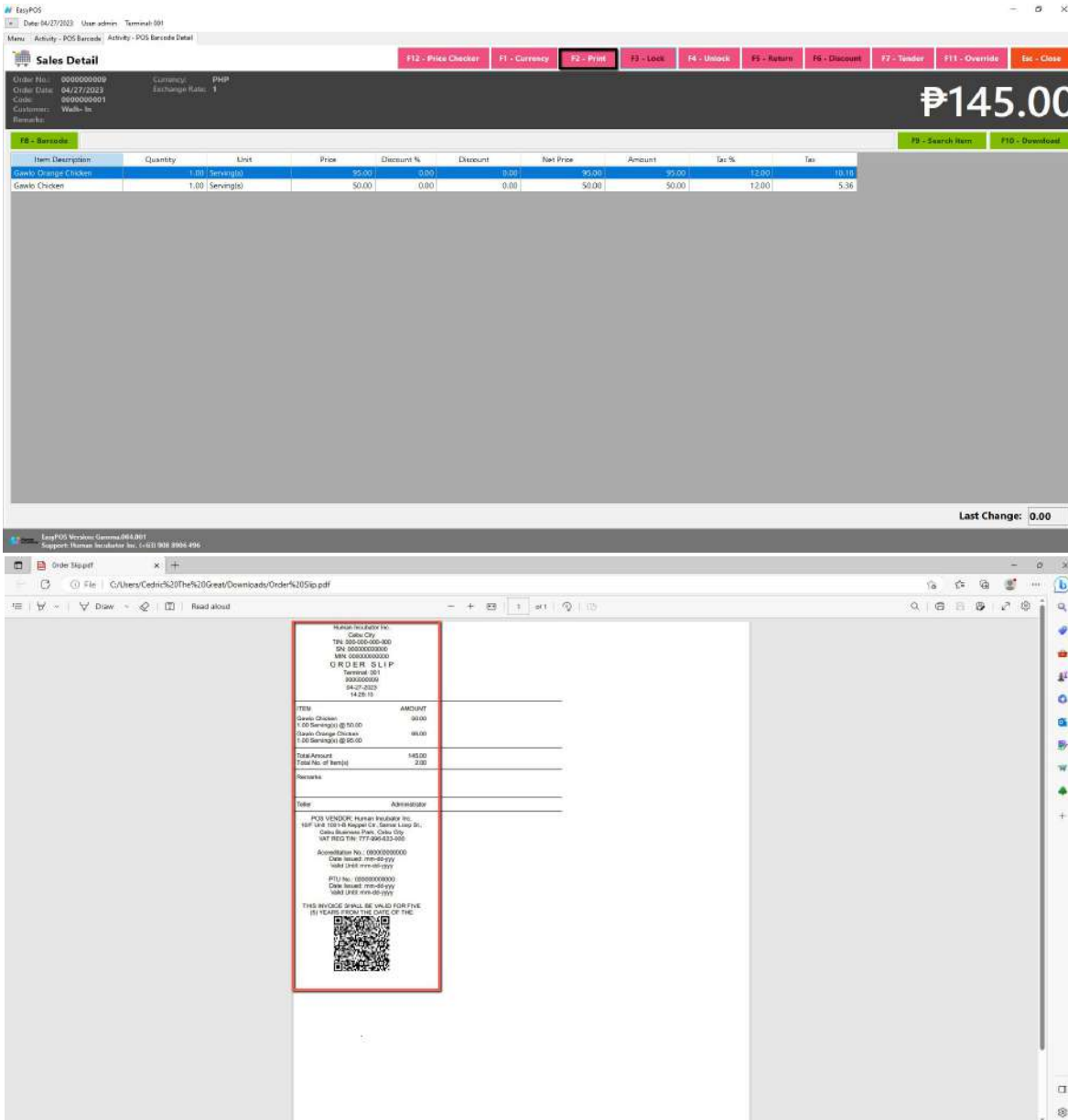
- **Lock**

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



- **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 displays the EasyPOS software interface. The top section shows the 'Sales Detail' screen with a total amount of **₱145.00**. Below this is a table of items:

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Gawls Change Chicken	1.00	Serving(s)	95.00	0.00	0.00	95.00	95.00	12.00	10.10
Gawls Chicken	1.00	Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.36

At the bottom of the sales detail screen, it shows 'Last Change: 0.00'. Below the sales detail is a browser window displaying a generated receipt. The receipt includes the following information:

HUMAN INCUBATOR INC.
Cebu City
TEL: 020-256-000-800
DL: 00000000000000000000
MN: 00000000000000000000
ORDER SLIP
Terminal: 03
9900000000
9900-0000
1428 03

ITEM	AMOUNT
Gawls Chicken	95.00
1.00 Serving(s) @ 95.00	95.00
Gawls Change Chicken	50.00
1.00 Serving(s) @ 50.00	50.00
Total Amount	145.00
Total No. of Items	2.00


Remarks:
Date: _____
Time: _____
User: Administrator

POS VENDOR: HUMAN INCUBATOR INC.
10/F L1014 Keppel Center, Samar Loop Dr.,
Cebu Business Park, Cebu City,
SAR VENDOR TEL: 020-256-000-800

Account No.: 0000000000
Date Issued: mm-dd-yyyy
Valid Until: mm-dd-yyyy

PTU No.: 0000000000
Date Issued: mm-dd-yyyy
Valid Until: mm-dd-yyyy

THIS RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE:



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

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

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 **₱145.00**
 Code: 000000001
 Customer: Wido, Is
 Remarks:

F8 - Barcode F9 - Search Item F10 - Download

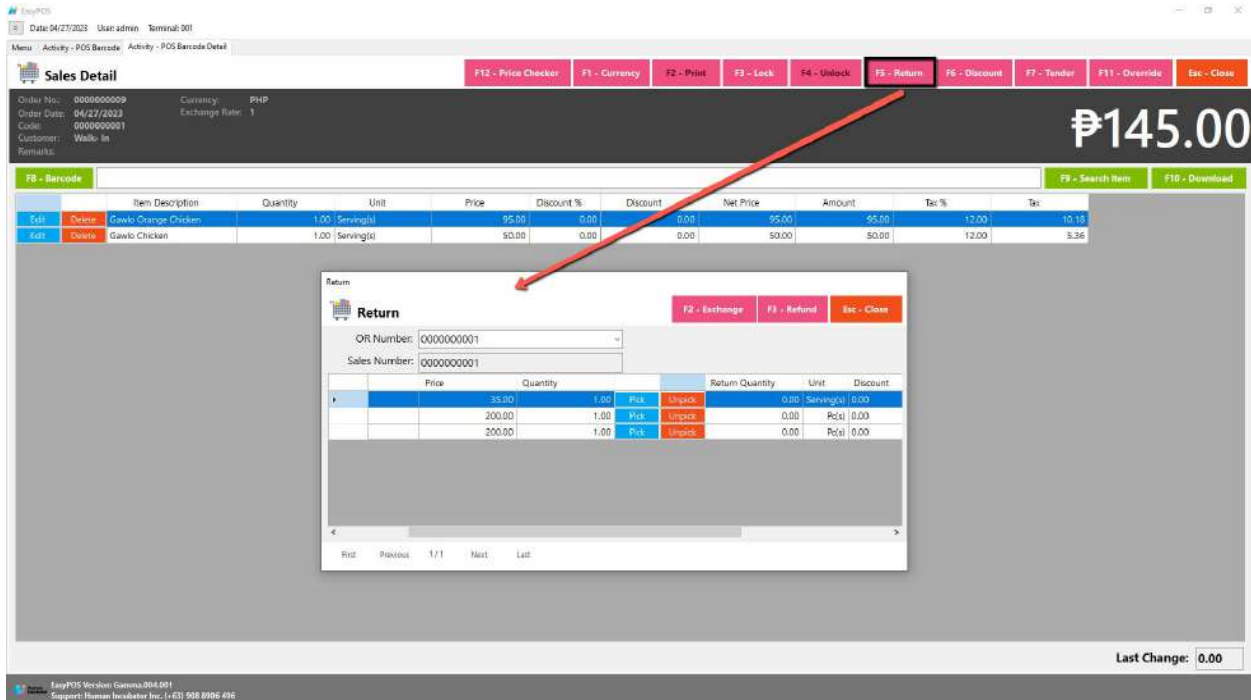
Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Gawli Orange Chicken	1.00	Service(s)	95.00	0.00	0.00	95.00	95.00	12.00	10.18
Gawli Chicken	1.00	Service(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.96

Last Change: 0.00

EasyPOS Version: Gamma (04.001)
 Support: Human Incubator Inc. (+63 32) 256 2904-410

- **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: 000000009 Currency: PHP
Order Date: 04/27/2023 Exchange Rate: 1
Code: 000000001
Customer: Walk In
Remarks:

₱145.00

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

Return F4 - Exchange F3 - Refund Esc - Close

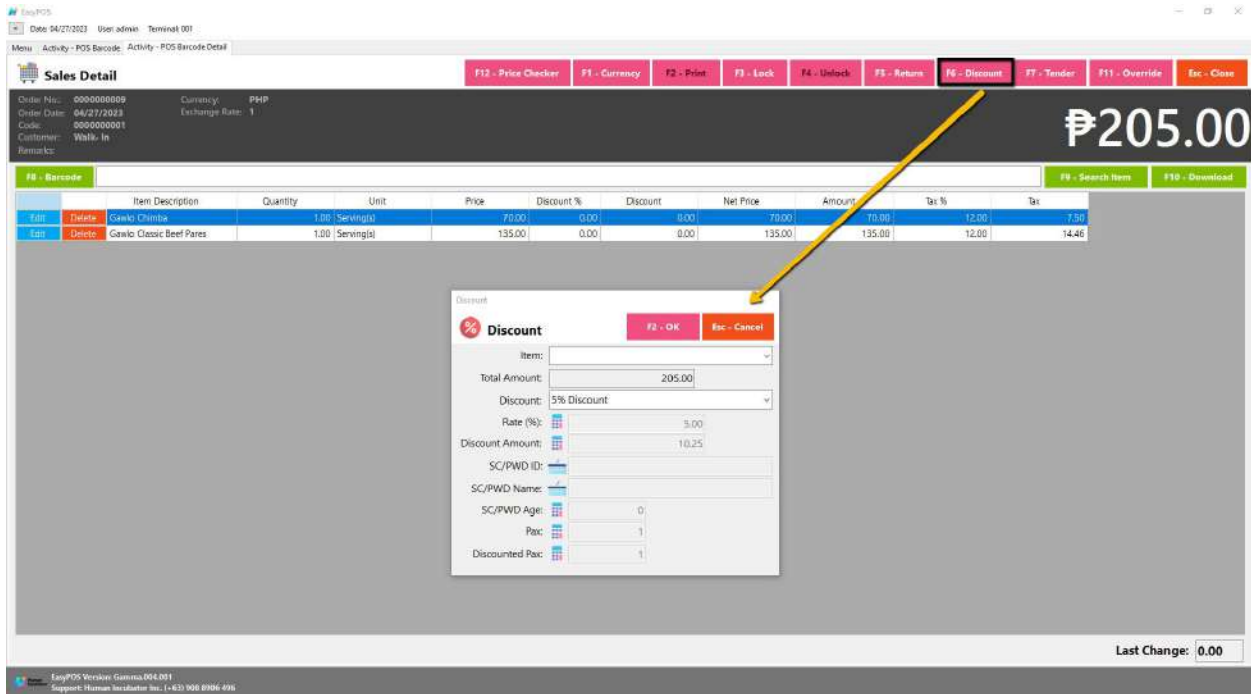
OR Number: 000000001
Sales Number: 000000001

Price	Quantity	Unit	Return Quantity	Unit	Discount
35.00	1.00	Pck	0.00	Serving(s)	0.00
200.00	1.00	Pck	0.00	Pcs	0.00
200.00	1.00	Pck	0.00	Pcs	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: 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
Delete	Gawlo Chimba	1.00	Serving(s)	70.00	0.00	0.00	70.00	70.00	12.00	7.50
Delete	Gawlo Classic Beef Pares	1.00	Serving(s)	135.00	0.00	0.00	135.00	135.00	12.00	14.46

Discount F2 - OK Esc - Cancel

Item:

Total Amount: 205.00

Discount: 5% Discount

Rate (%): 5.00

Discount Amount: 10.25

SC/PWD ID:

SC/PWD Name:

SC/PWD Age: 0

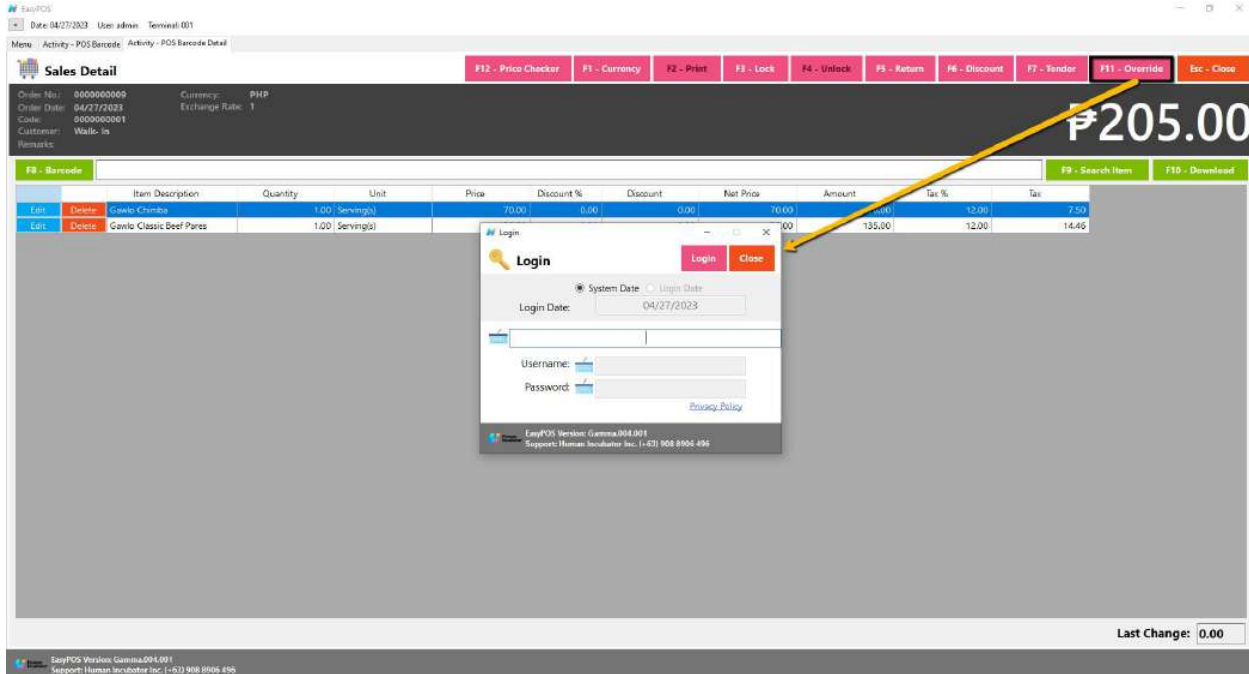
Pac: 1

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 various function buttons: F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Vendor, F11 - Override, and Esc - Close. The main area shows a sales detail for an order with a total amount of ₱205.00. A table lists items: Gawto Chrimba (1.00 Serving) and Gawto Classic Deef Pares (1.00 Serving). A login dialog box is overlaid on the screen, containing fields for Username and Password, and a Login Date field set to 04/27/2023. A yellow arrow points from the 'Override' button in the menu to the login dialog box.

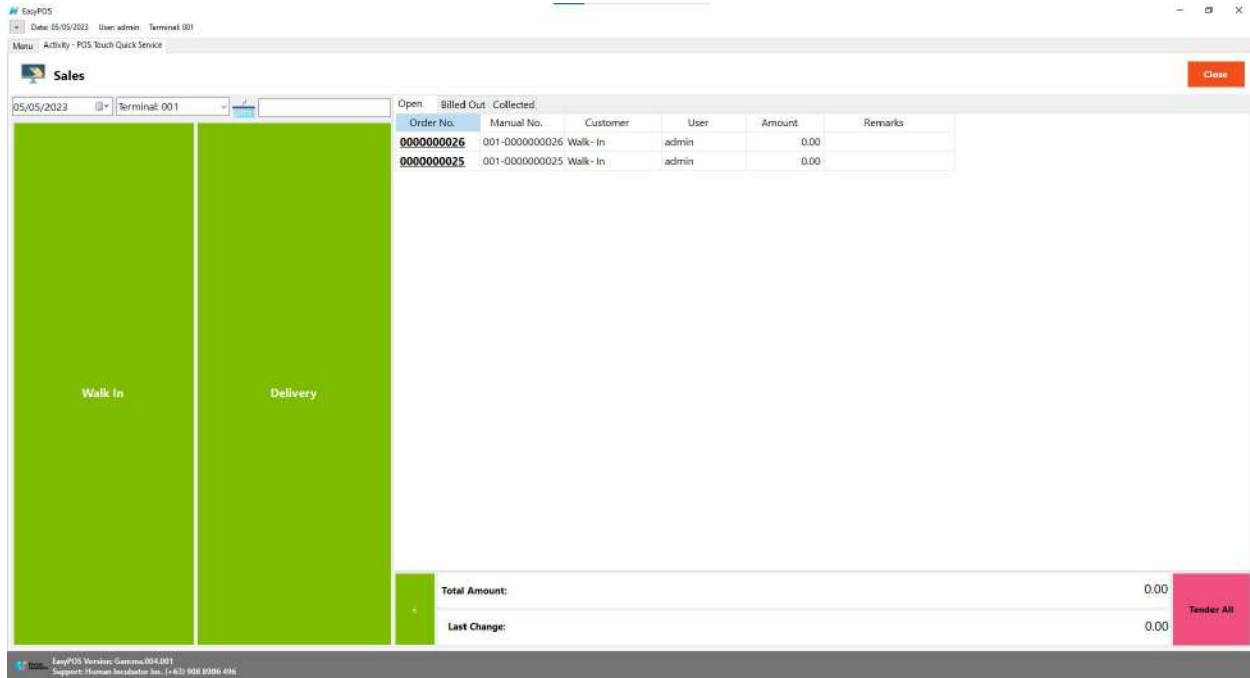
Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Gawto Chrimba	1.00	(Serving)	70.00	0.00	0.00	70.00	70.00	12.00	7.50
Gawto Classic Deef Pares	1.00	(Serving)	135.00			135.00	135.00	12.00	14.46

Activity - POS Quick Service

Overview

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

User Interface

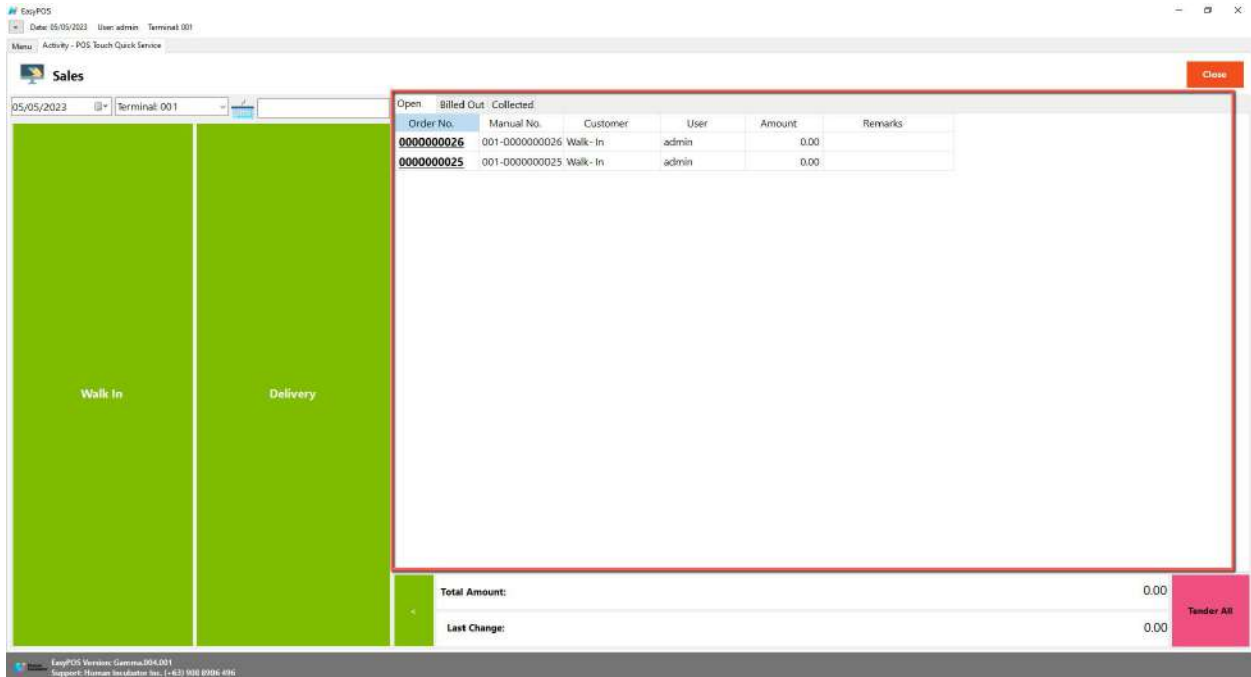


POS Quick Service Definition of Buttons

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

POS Quick Service 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.



Sales

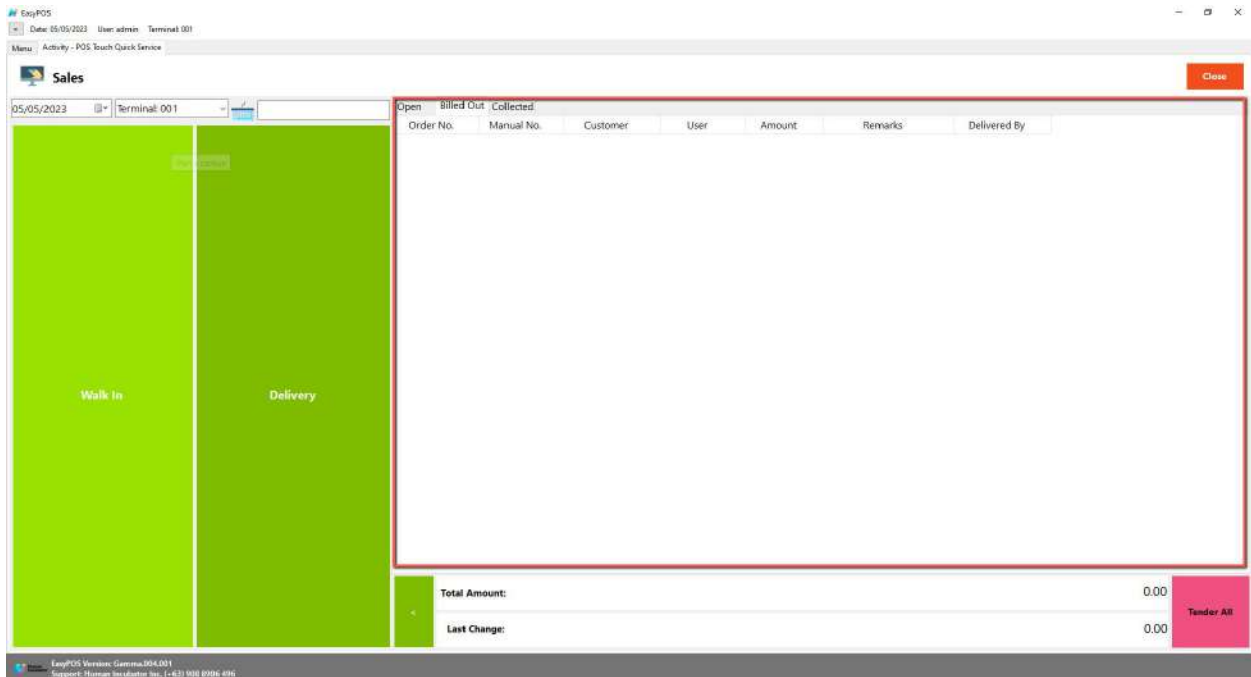
05/05/2023 | Terminal: 001

Order No.	Manual No.	Customer	User	Amount	Remarks
000000026	001-000000026	Walk-In	admin	0.00	
000000025	001-000000025	Walk-In	admin	0.00	

Total Amount: 0.00
Last Change: 0.00

Tender All

- 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.



Sales

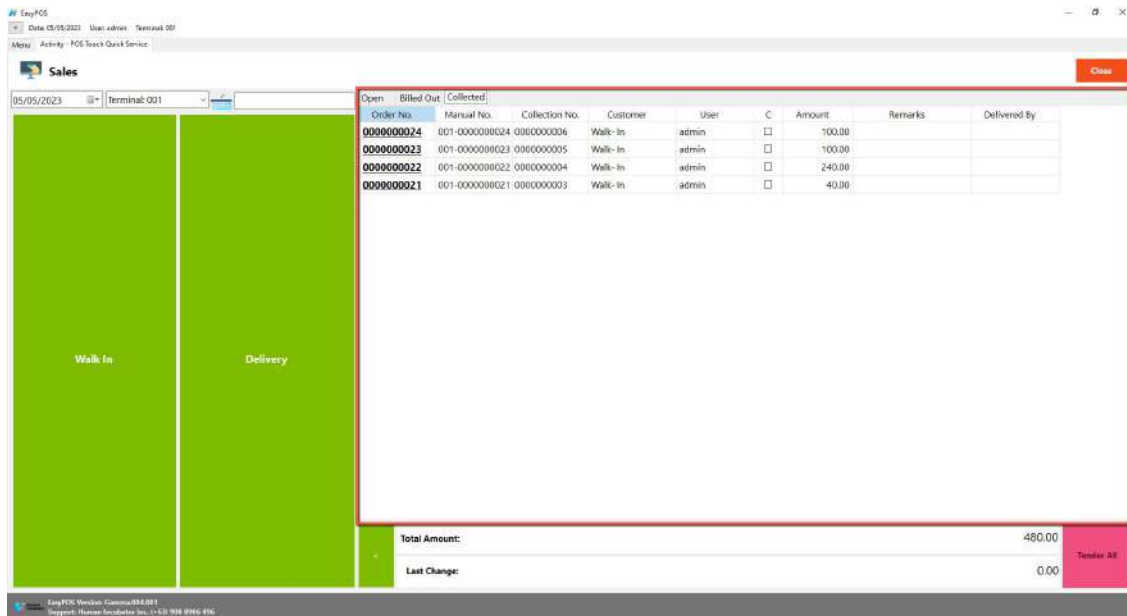
05/05/2023 | Terminal: 001

Order No.	Manual No.	Customer	User	Amount	Remarks	Delivered By
-----------	------------	----------	------	--------	---------	--------------

Total Amount: 0.00
Last Change: 0.00

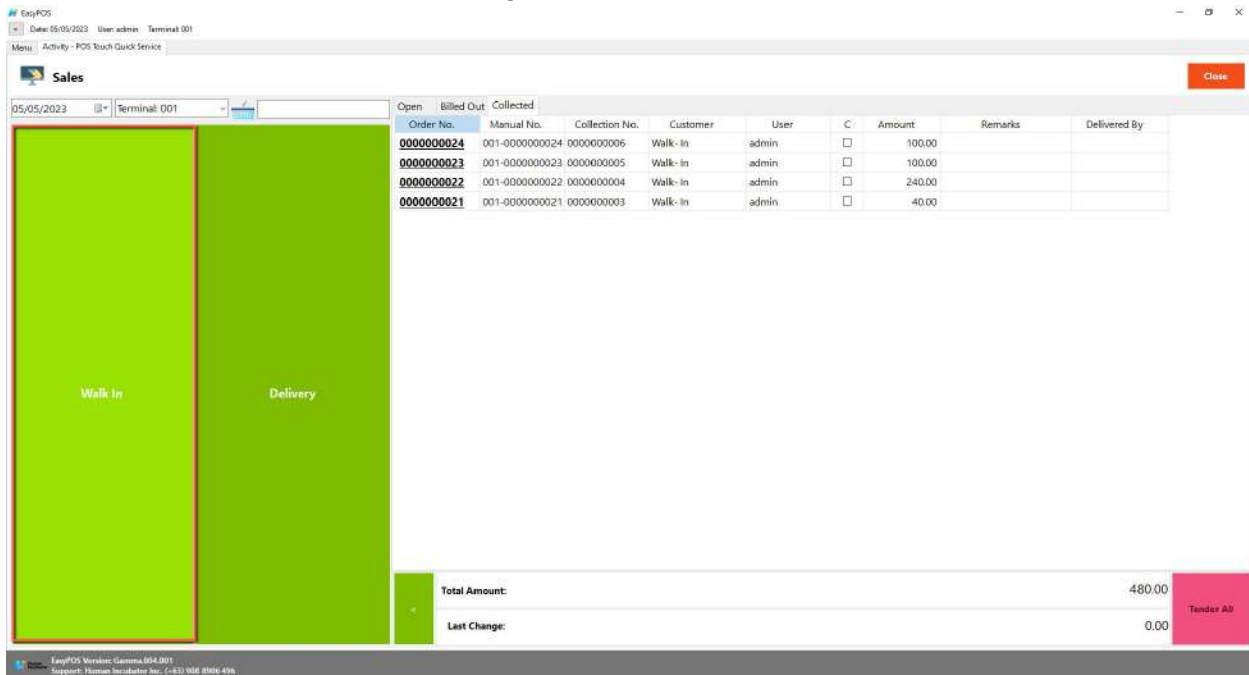
Tender All

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



POS Touch Sales Detail

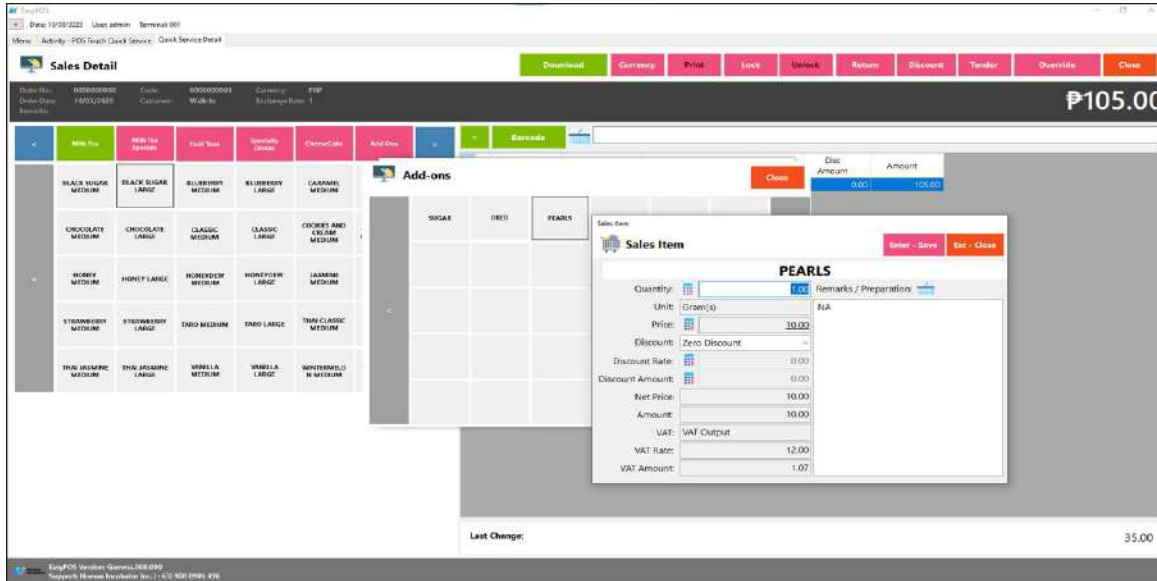
- There are 2 ways on how to navigate the sales detail:
 - a. Walk-In button
 - Click the green button with the Walk In label.



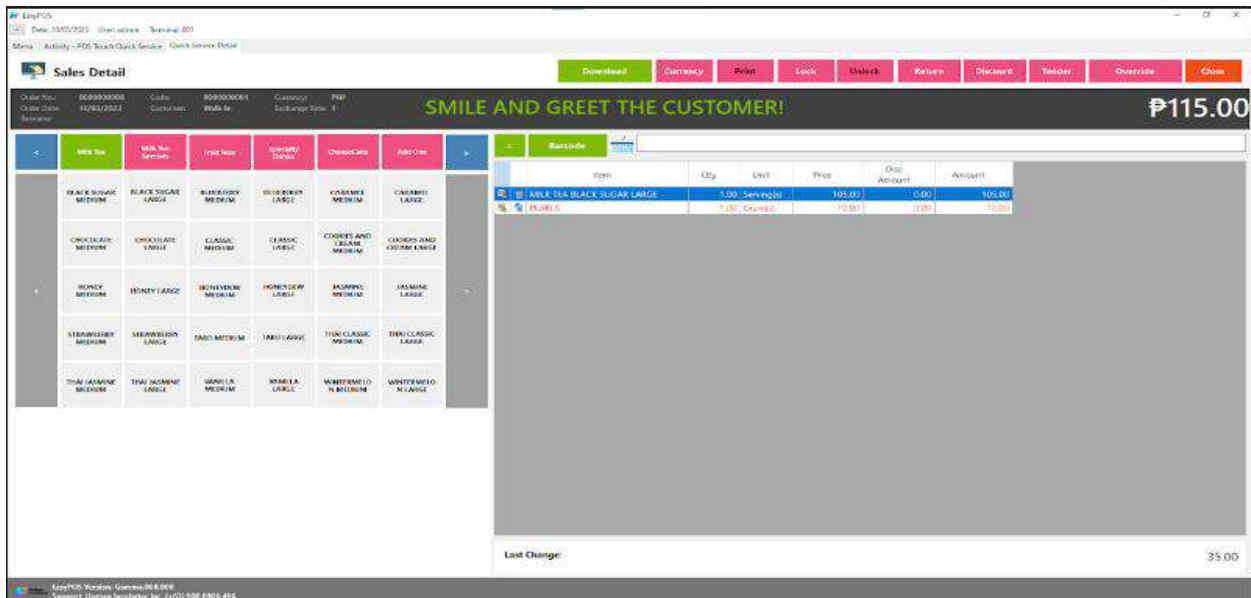
- You will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a

popup Sales Item will appear. Provide all the necessary information such as quantity and discount.

- If the Item has Item Add-ons, a form will pop-up for the item add-ons

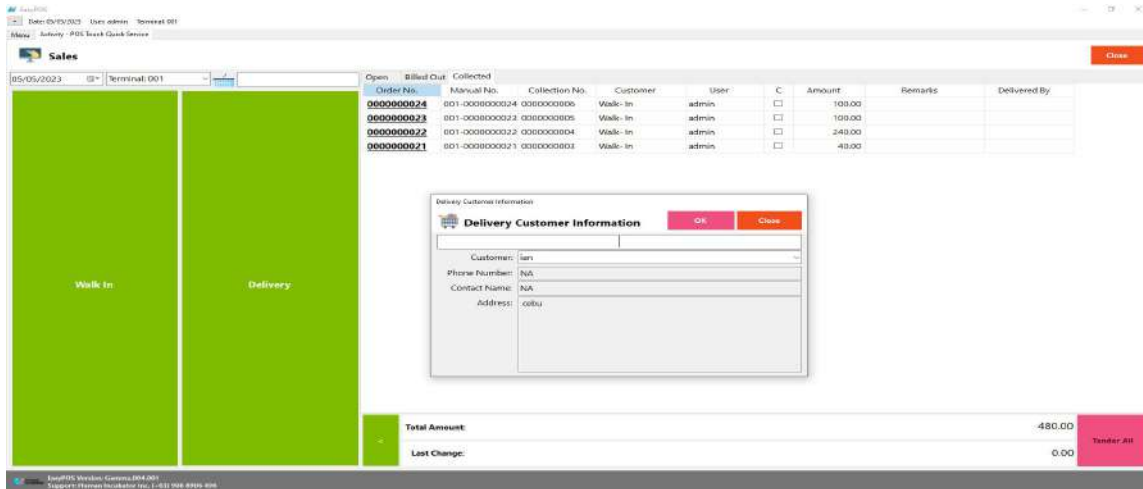


- To save, hit the Enter button from your keyboard or click the Save button.

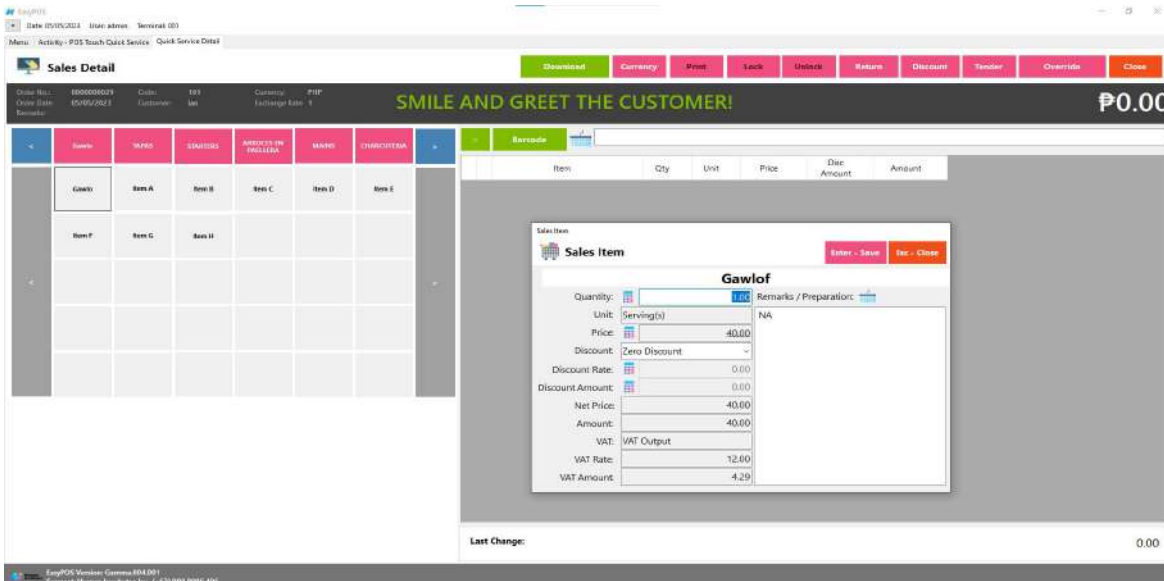


b. Delivery button

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



- 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.

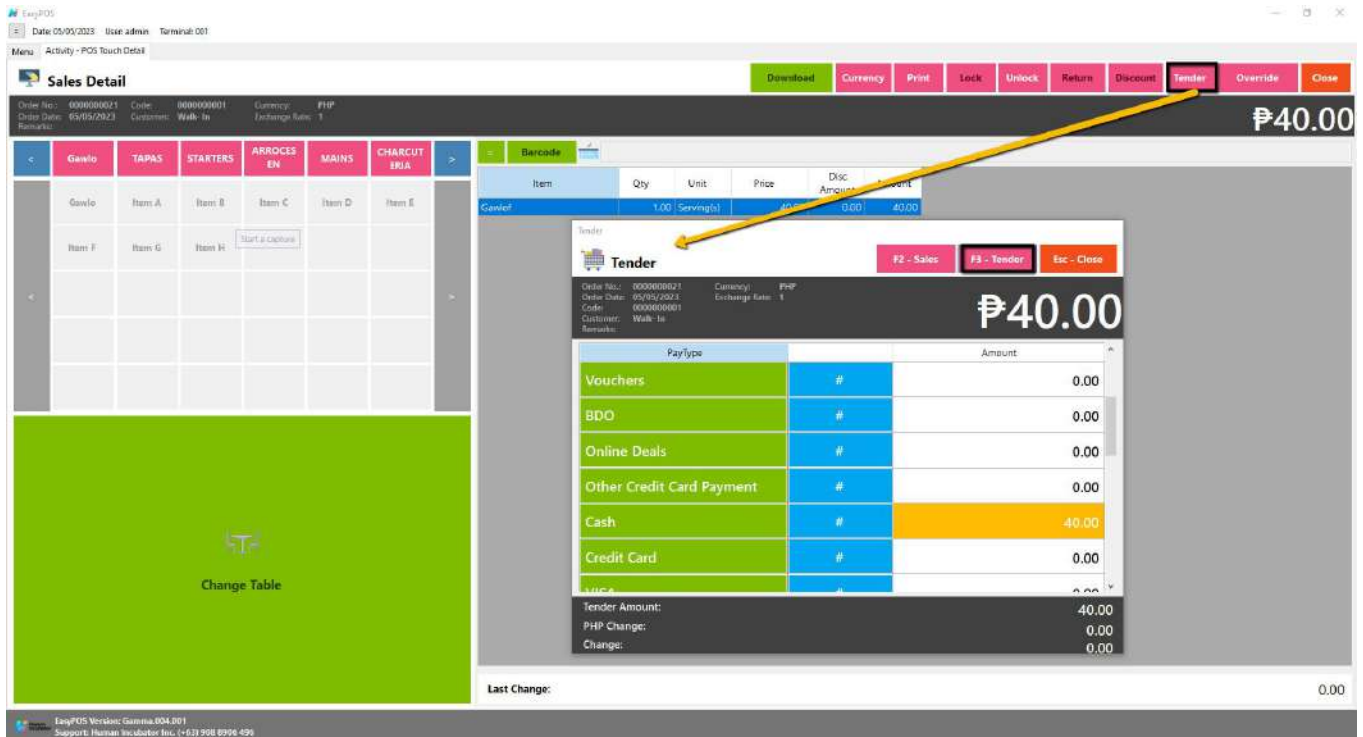


POS Quick Service - Tender

- 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.

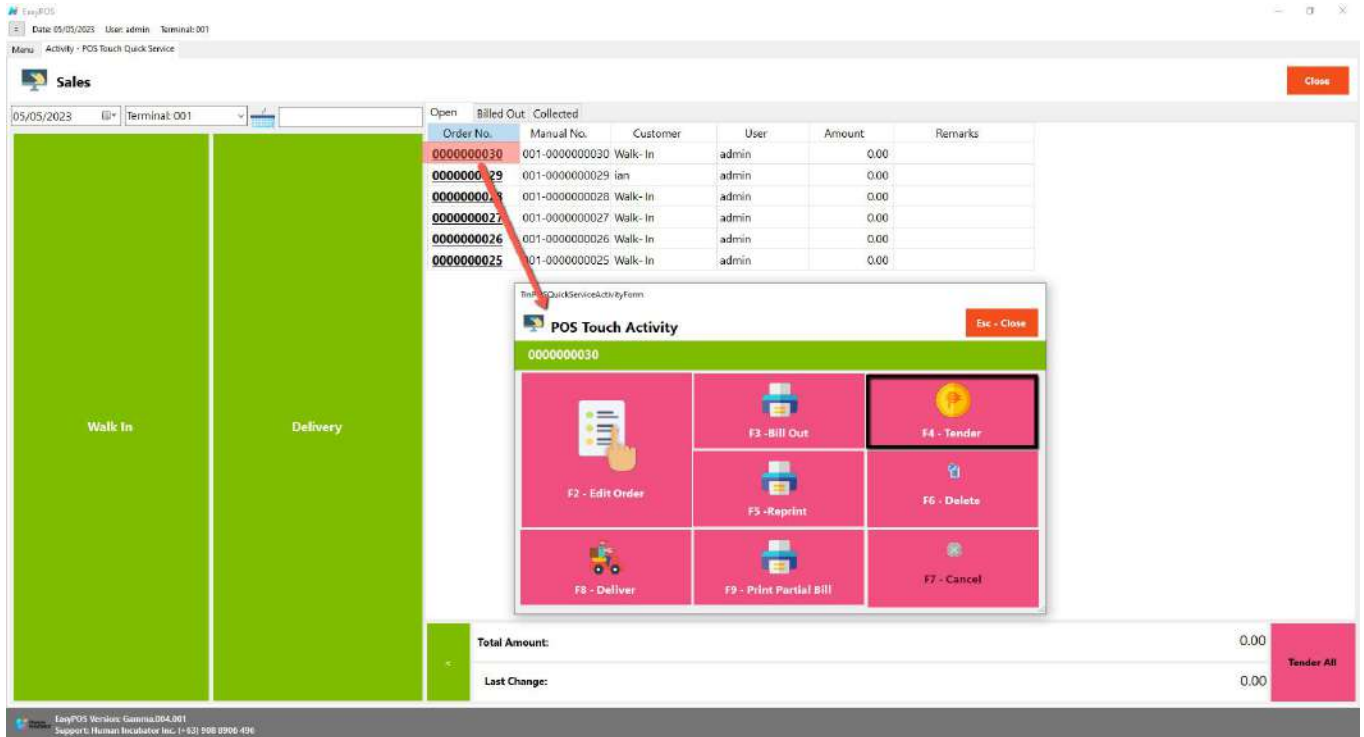


The screenshot shows the POS interface with a 'Sales Detail' window. The total amount is ₱40.00. A 'Tender' modal is open, displaying a table of payment types. The 'Cash' option is selected with an amount of 40.00. A yellow arrow points to the 'Tender' button in the top right of the modal.

Paytype	#	Amount
Vouchers	#	0.00
BDO	#	0.00
Online Deals	#	0.00
Other Credit Card Payment	#	0.00
Cash	#	40.00
Credit Card	#	0.00
MISC	#	0.00

Tender Amount: 40.00
 PHP Change: 0.00
 Change: 0.00

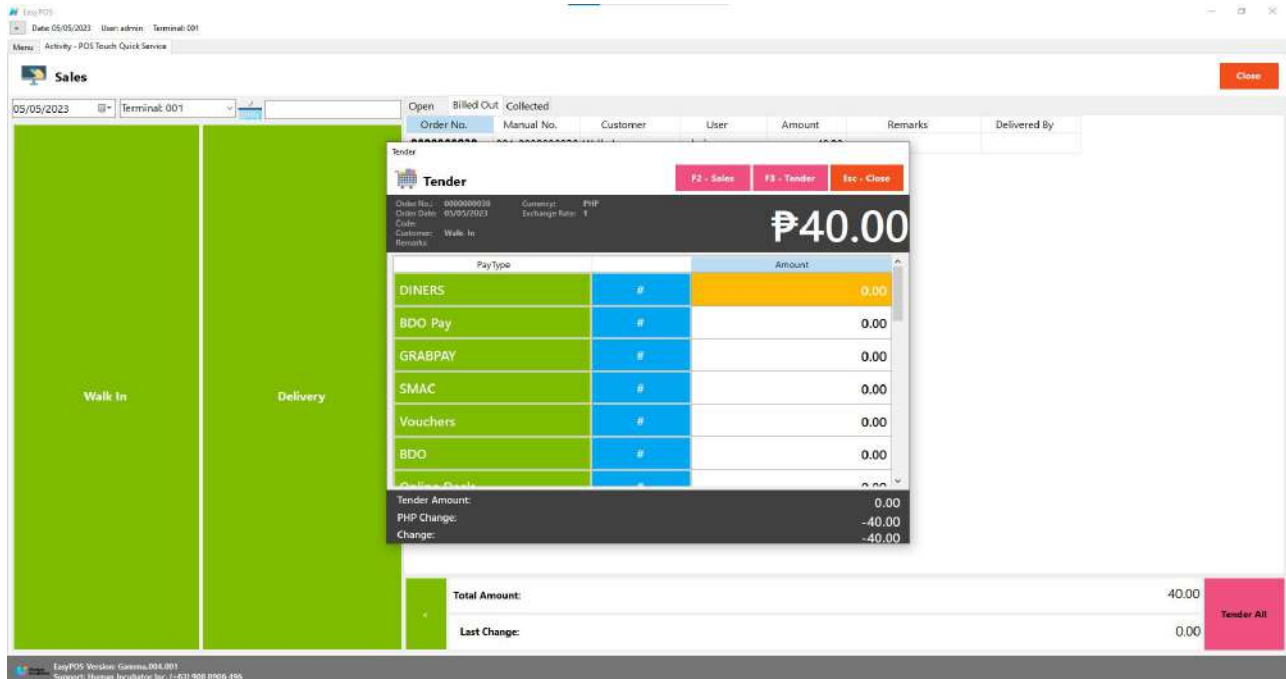
- Via Open and Billed Out tab
 - From the Open or Billed Out tab, select a sales order number that you want to tender.
 - A POS Touch window will display, then select Tender or simply press F4.



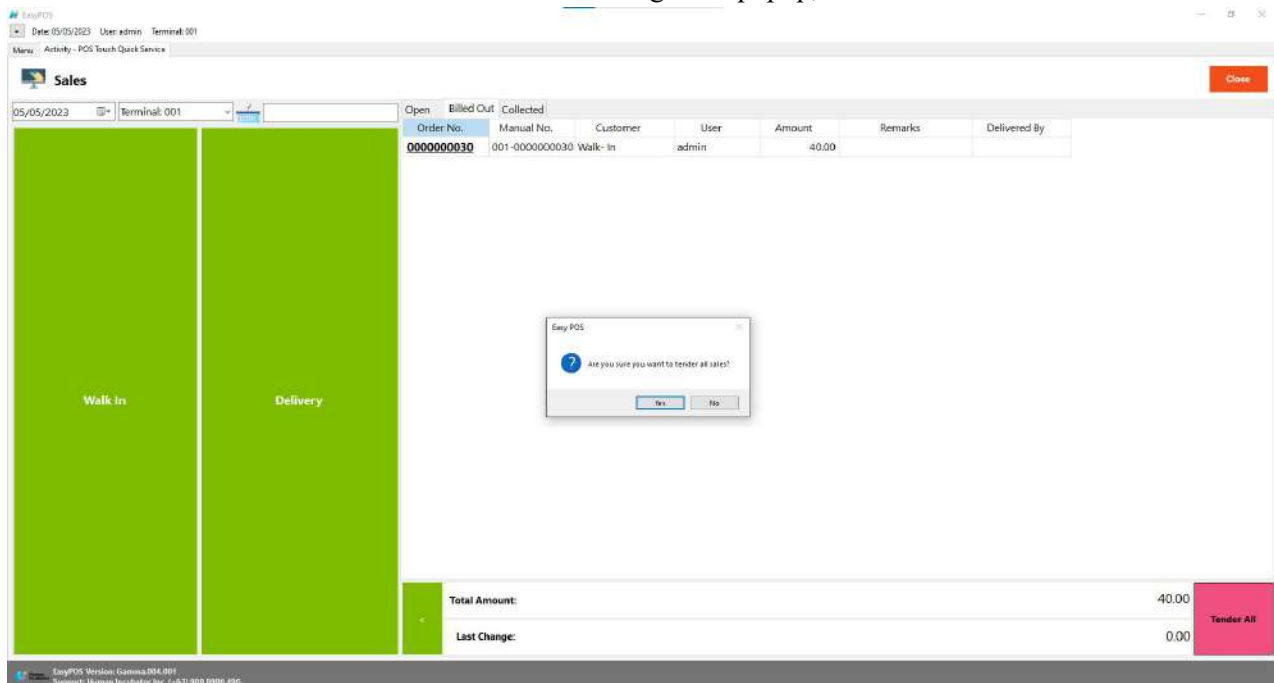
The screenshot shows the EasyPOS interface. At the top, it displays 'Date: 05/05/2023', 'User: admin', and 'Terminal: 001'. The main area is divided into 'Walk In' and 'Delivery' sections. A table lists transactions with columns for Order No., Manual No., Customer, User, Amount, and Remarks. A red arrow points to the 'F4 - Tender' button in the 'POS Touch Activity' modal. The modal also includes buttons for F2 - Edit Order, F3 - Reprint, F5 - Bill Out, F6 - Delete, F7 - Cancel, F8 - Deliver, and F9 - Print Partial Bill. At the bottom, the 'Total Amount' and 'Last Change' are both 0.00, with a 'Tender All' button.

Order No.	Manual No.	Customer	User	Amount	Remarks
000000030	001-000000030	Walk-In	admin	0.00	
000000029	001-000000029	ian	admin	0.00	
000000028	001-000000028	Walk-In	admin	0.00	
000000027	001-000000027	Walk-In	admin	0.00	
000000026	001-000000026	Walk-In	admin	0.00	
000000025	001-000000025	Walk-In	admin	0.00	

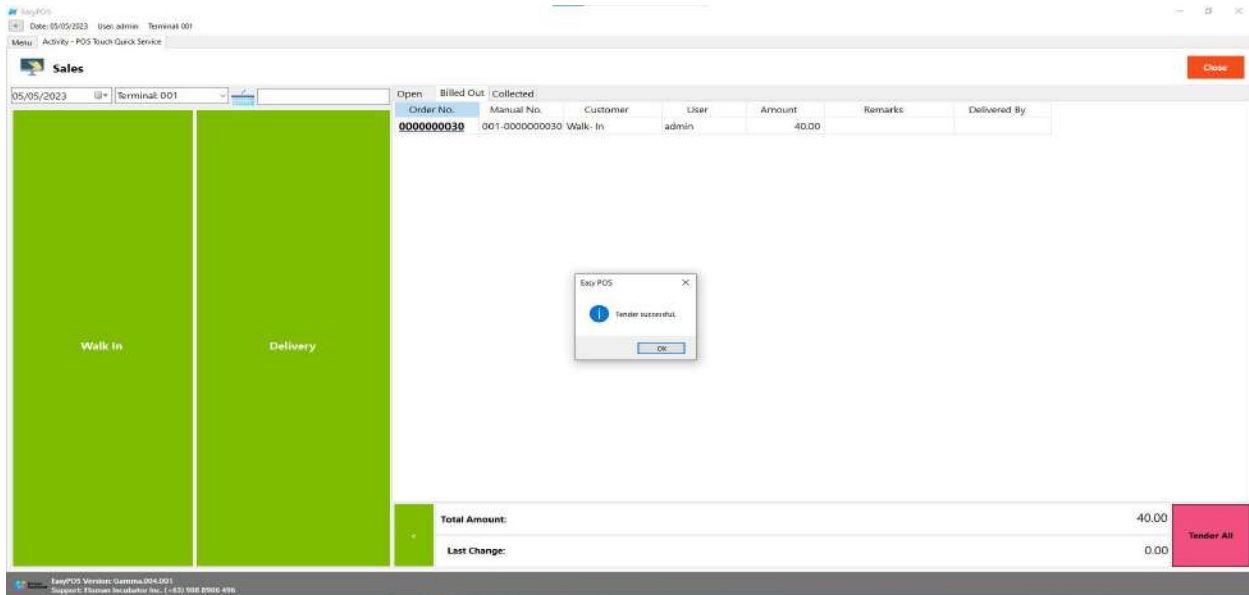
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales 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.



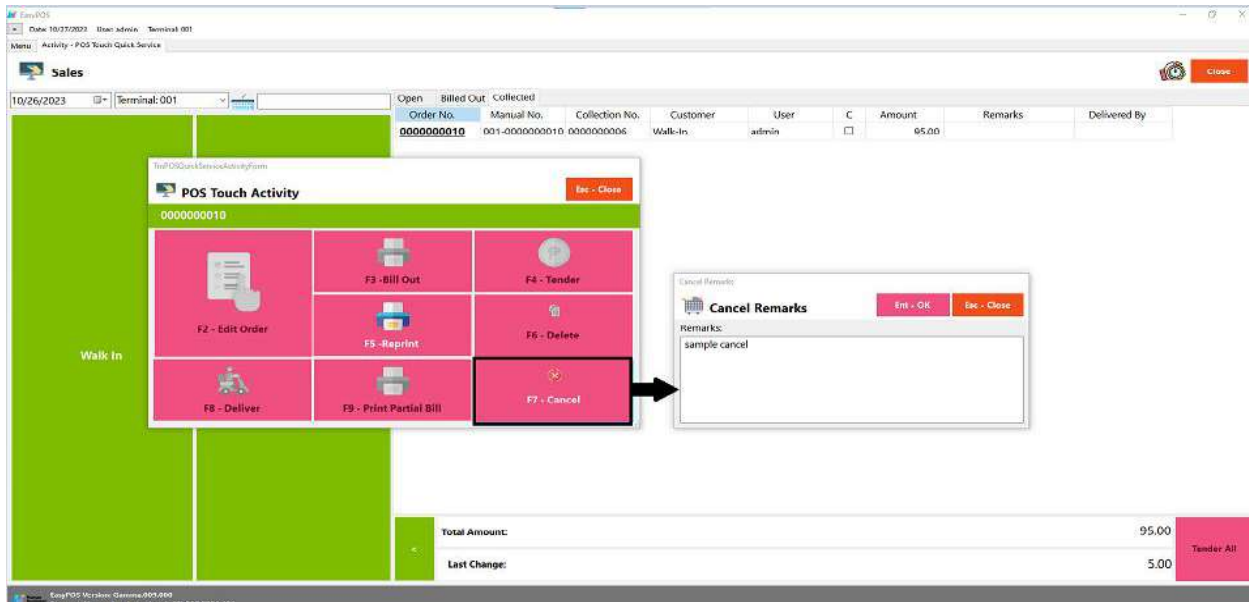
- Via Tender All button
 - From the Open or Billed Out tab, look for the Tender All red button.
 - A confirmation message will popup, then click Yes.



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



- Cancel transaction
 - To cancel transaction, select order number in the collection tab
 - Click the cancel button and input the remarks on the popup cancel remarks form.



- Click Ent -OK to cancel the transaction
- It will automatically generate the cancel receipt

Human Incubator Inc. Cebu City TIN: 000-000-000-000 SN: 000000000000 MIN: 000000000000 PTU: Date Issued: 11/18/2022	
OFFICIAL RECEIPT	
OR #: 0000000006 10-27-2023 16:21:00 CANCELLED	
ITEM	AMOUNT
MILK TEA BLUEBERRY MEDIUM 1.00 Serving(s) @ 95.00	95.00
<hr/>	
Sub-total Amount	95.00
Service Charge	0.00
LESS: VAT	0.00
LESS: Discount	0.00
Total Amount Due	95.00
Total No. of Item(s)	1.00
<hr/>	
Cash	100.00
Change	5.00
<hr/>	
VAT ANALYSIS	
VAT Sales	84.82
VAT Amount	10.18
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00
<hr/>	
Cashier:	Administrator
Sales:	Administrator
<hr/>	
Customer Name:	_____
Address:	_____
TIN:	_____
Business Style:	_____
<hr/>	
Remarks:	sample cancel
<hr/>	
Other Information:	Cash
<hr/>	
POS VENDOR: Human Incubator Inc. 10/F Unit 1001-B Keppel Ctr., Samar Loop St., Cebu Business Park, Cebu City VAT REG TIN: 777-990-022-000	
Accreditation No.: 000000000000 Date Issued: mm-dd-yyy Valid Until: mm-dd-yyyy	
PTU No.: 000000000000 Date Issued: mm-dd-yyy Valid Until: mm-dd-yyyy	
THIS INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE	

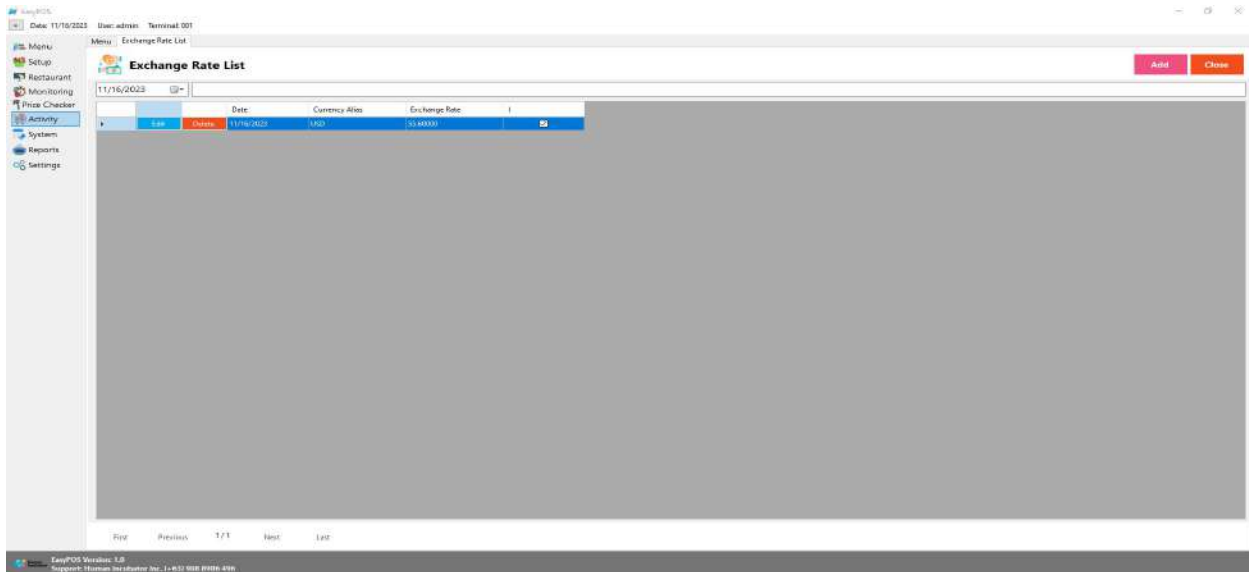
Exchange Rate

Overview

- It is where the user can add exchange rate for the specific currency

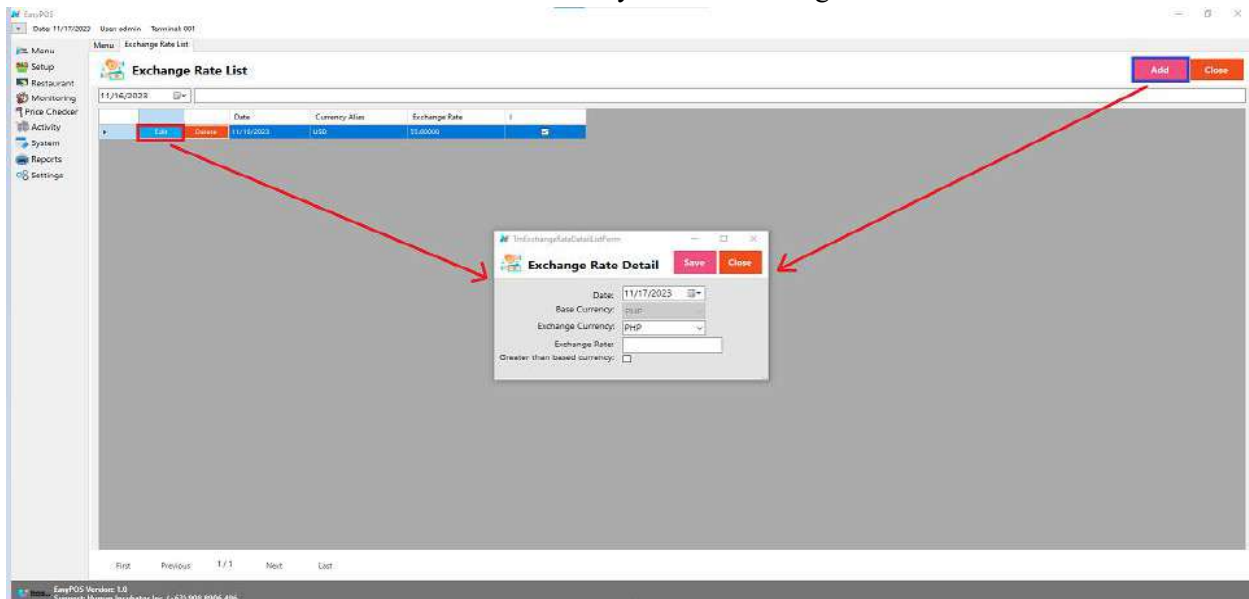
Exchange Rate List

- Shows the list of added exchange rates
- **Delete** button will proceed to deleting unlocked exchange rate record detail.
- **Add** button will proceed to adding new exchange rates.
- **Edit** button will proceed to updating exchange rate detail.
- **Close** button will proceed to closing the exchange rate list page.



Exchange Rate Detail

- **Assumption:** Add button is already clicked on the upper right corner in the Exchange Rate list.
- Fill up the Exchange rate and select Exchange Currency
- If the exchange rate is greater than the base currency, check or uncheck the checkbox .
- Click the Save button to successfully add the exchange rate.



VII: Cash In/Out

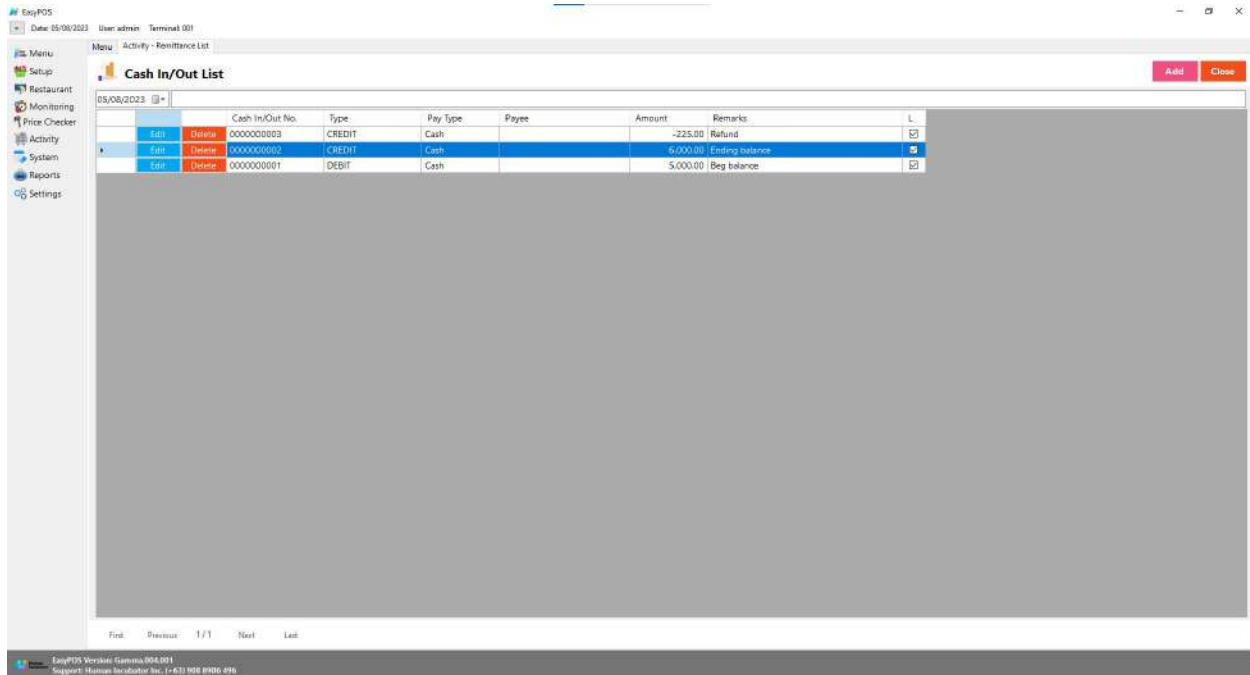
Cash In/OutPage

Overview

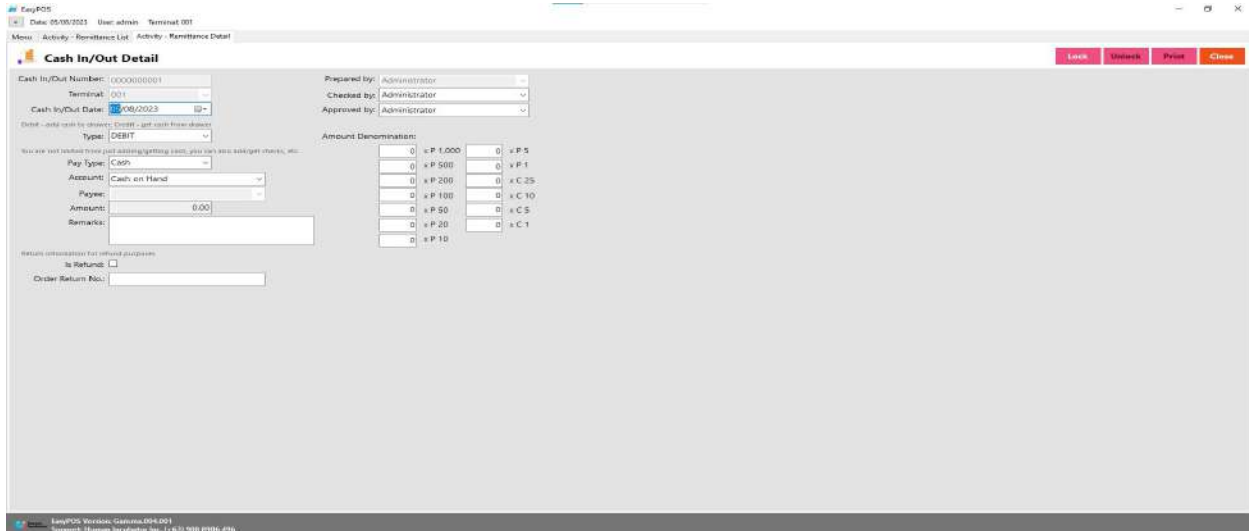
- Cash in/out allows to keep track of incoming and outgoing payments.

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.
- **Add** button will proceed to adding a cash in/out transaction.
- 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: 08/08/2023
 Type: DEBIT
 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, Unlock, 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.

VIII: Inventory

Stock In

Overview

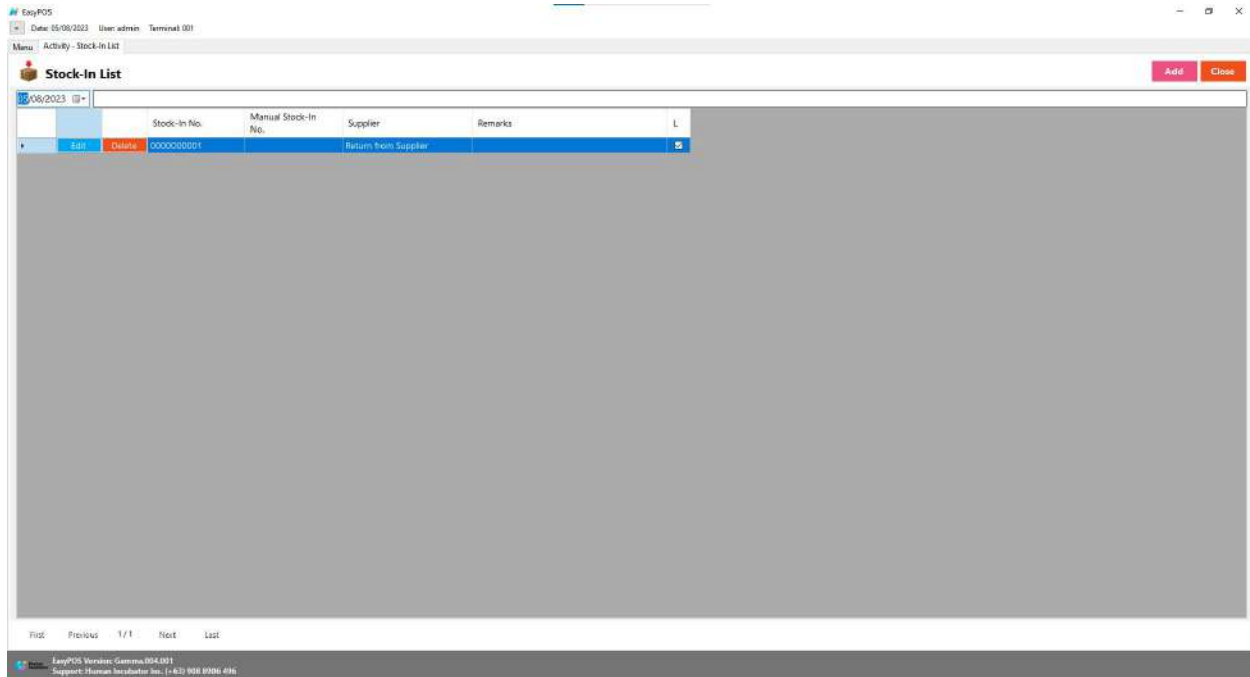
- Stock in is where to set up items that are onhand or available.

Take Note: If the EasyPOS has an EasyFIS Integration, stock-in of items should be done in the EasyFIS system.

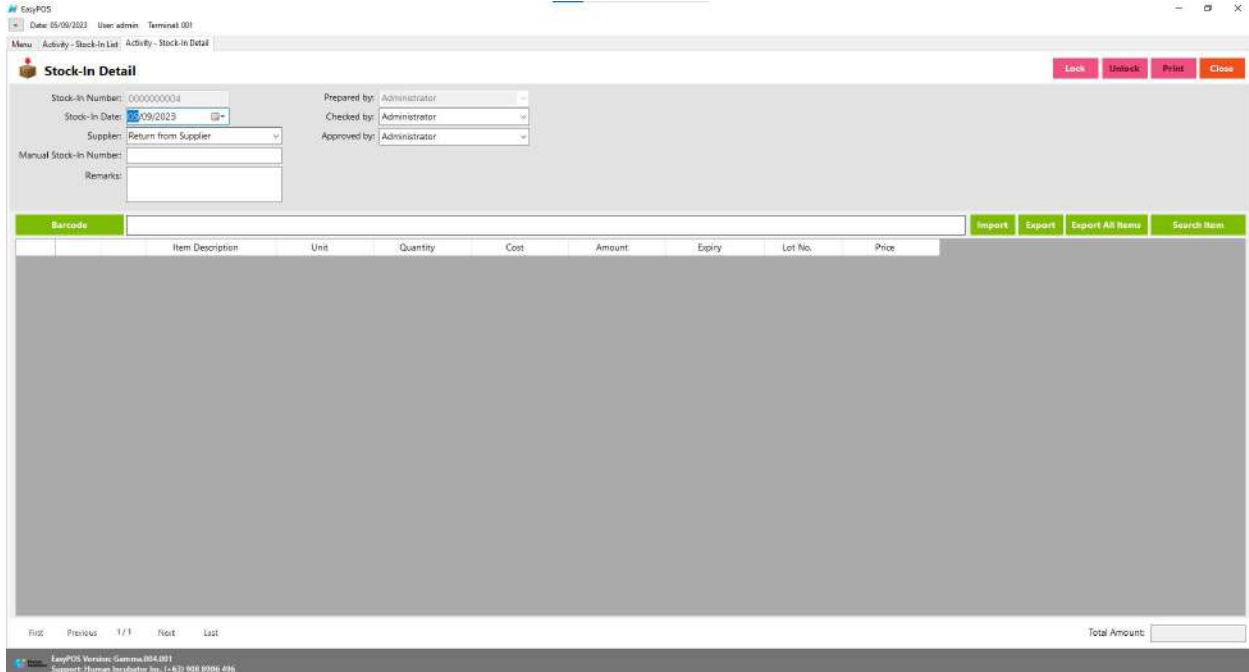
Stock In List

- 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.



Stock In Detail



EasyPOS
Date: 05/09/2023 User: admin Terminal: 001

Menu / Activity - Stock-In List / Activity - Stock-In Detail

Stock-In Detail Lock Unlock Print Close

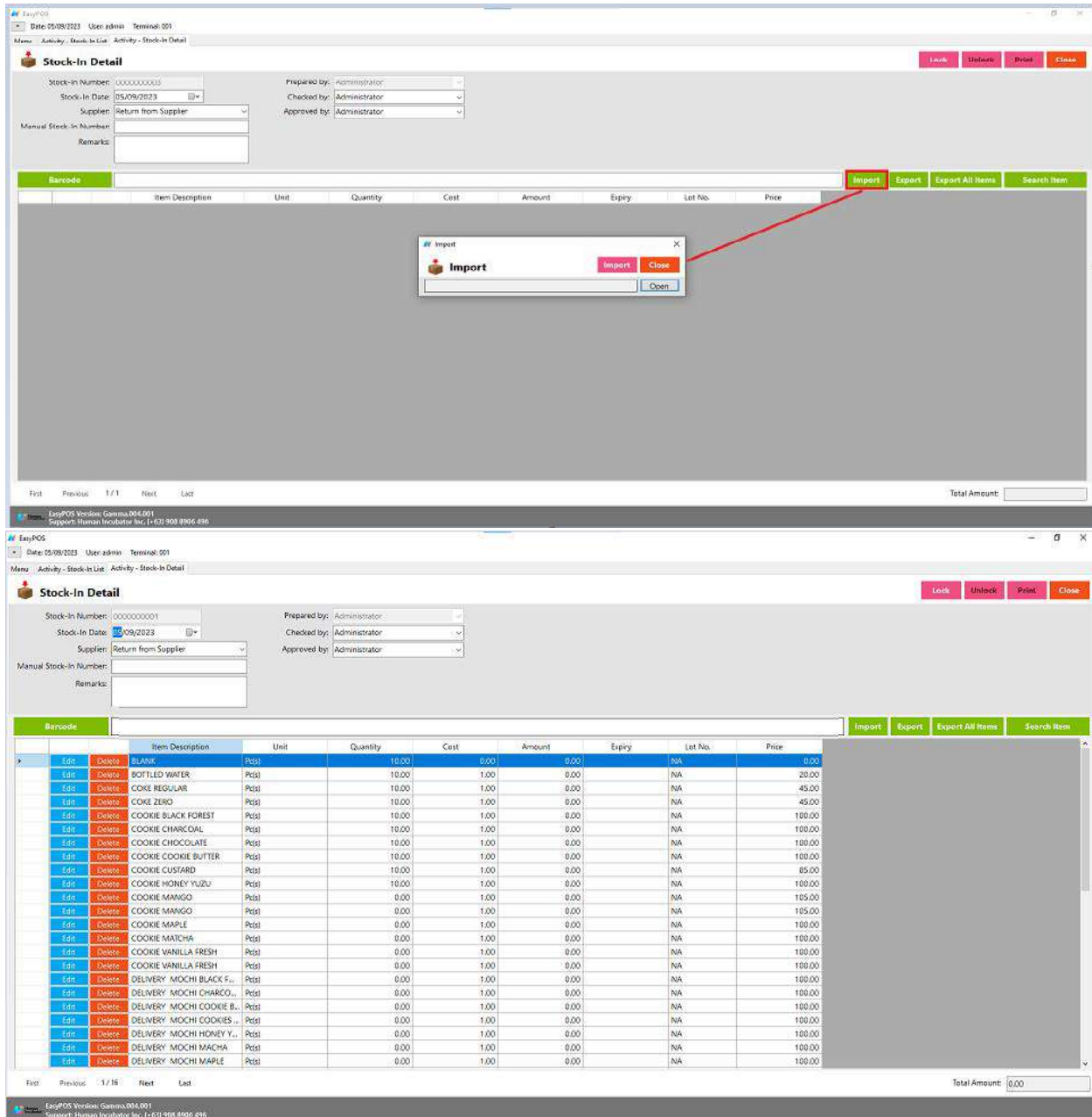
Stock-In Number: 0000000004 Prepared by: Administrator
 Stock-In Date: 05/09/2023 Checked by: Administrator
 Supplier: Return from Supplier Approved by: Administrator
 Manual Stock-In Number:
 Remarks:

Barcode	Item Description	Unit	Quantity	Cost	Amount	Expiry	Lot No.	Price
Total Amount: <input type="text"/>								

First Previous 1/1 Next Last

EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. (+632) 808 0000 496

- **Assumption:** Add button is already clicked on the upper right corner in the stock-in list.
- It can add a stock-in line through the barcode or search item button.
- Click **Export All Item** button to generate csv file of all items
- Click **Export** button to generate csv file for stock-in 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.



The screenshot shows the 'Stock-In Detail' form in the EasyPOS application. 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'. A table below the form lists items with columns for Barcode, Item Description, Unit, Quantity, Cost, Amount, Expiry, Lot No., and Price. The 'Import' button is highlighted with a red box, and a red arrow points from it to a small 'Import' dialog box that has appeared in the center of the screen. The dialog box has 'Import', 'Close', and 'Open' buttons.

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

Stock Out

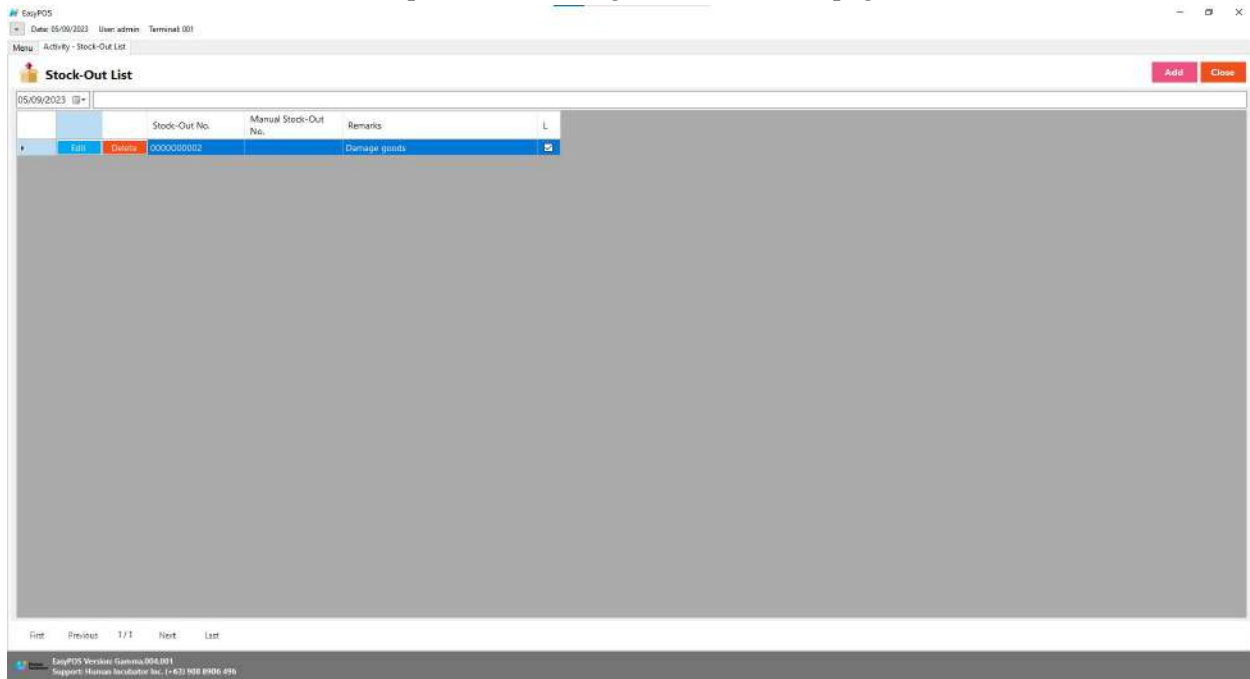
Overview

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

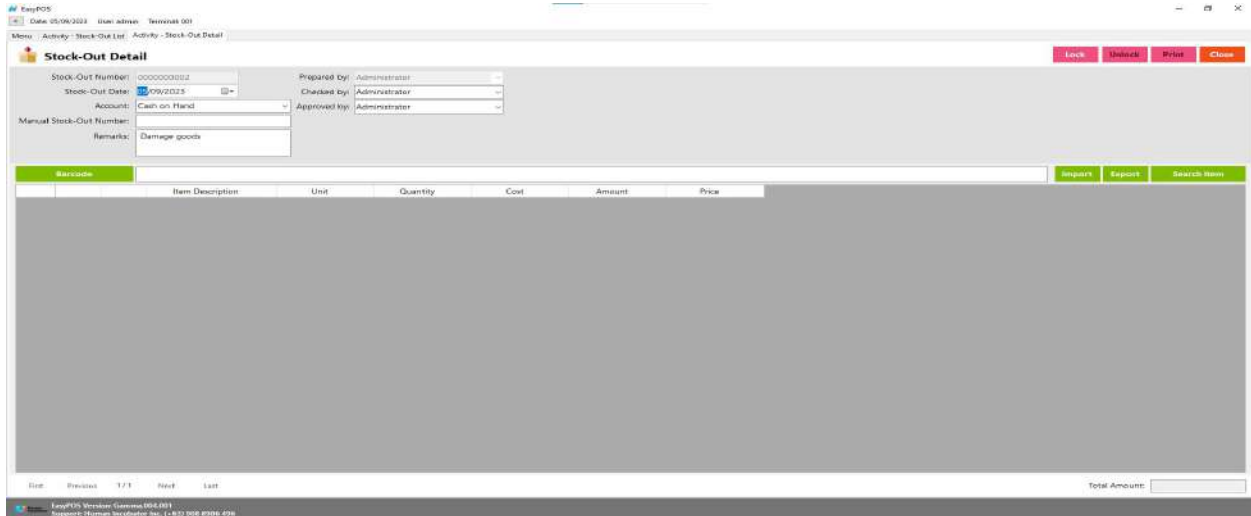
Take Note: If the EasyPOS has an EasyFIS Integration, stock-out of items should be done in the EasyFIS system.

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



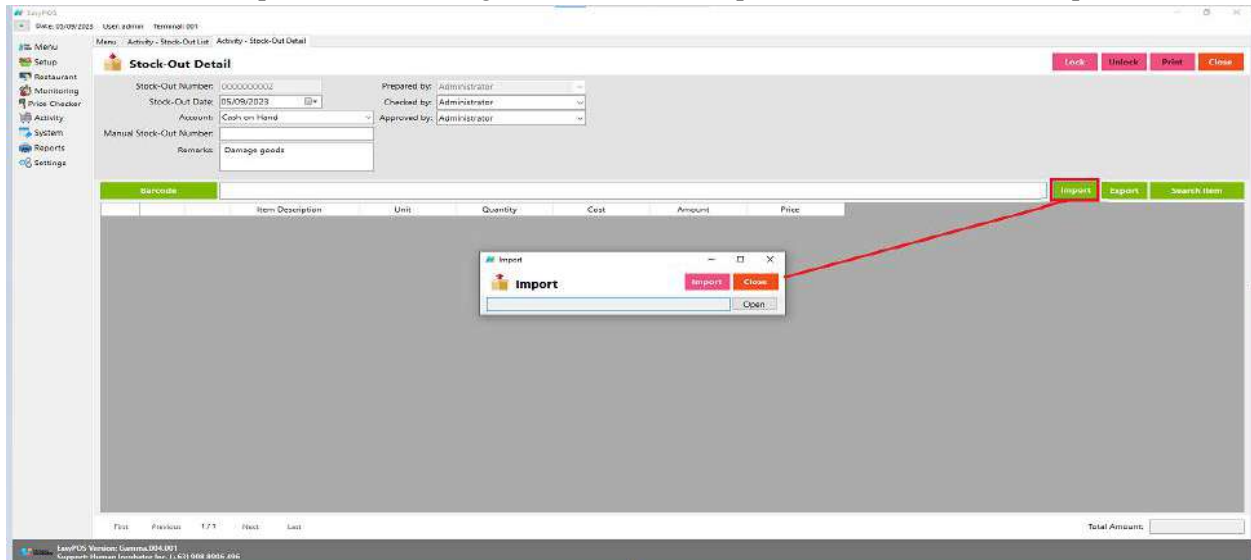
Stock-Out Detail

Stock-Out Number: 0000000002
 Stock-Out Date: 09/2025
 Account: Cash on Hand
 Manual Stock-Out Number:
 Remarks: Damage goods

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

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.



Stock-Out Detail

Stock-Out Number: 0000000002
 Stock-Out Date: 09/2025
 Account: Cash on Hand
 Manual Stock-Out Number:
 Remarks: Damage goods

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

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

Import

Import Close

Open...

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

Stock Count

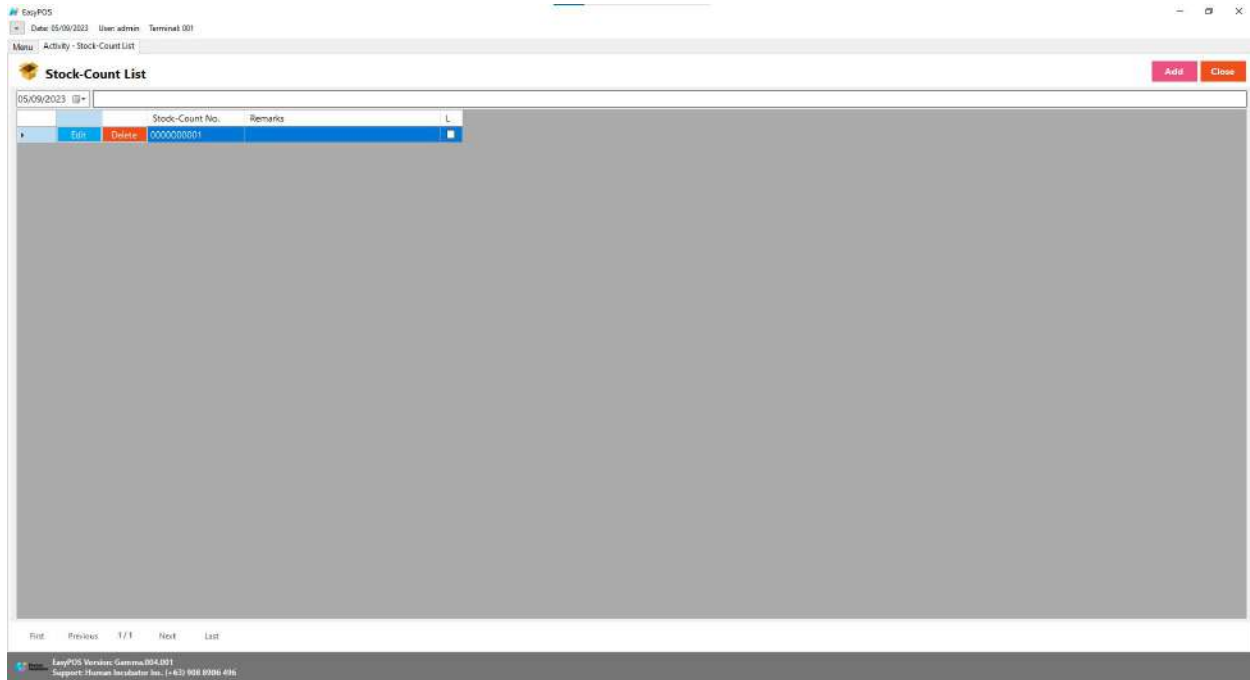
Overview

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

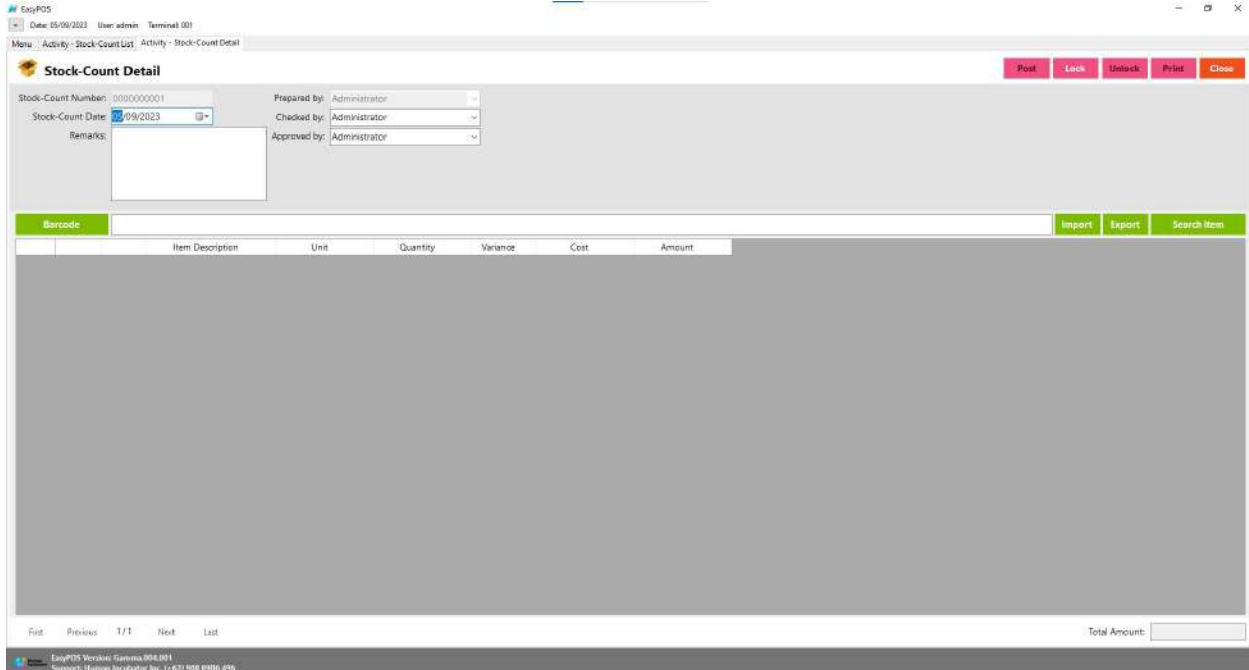
*Take Note: If the **EasyPOS** has an **EasyFIS Integration**, stock count of items should be done in the **EasyFIS** system.*

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



EasyPOS
Date: 05/09/2023 User: admin Terminal: 001
Menu: Activity - Stock-Count List Activity - Stock-Count Detail

Stock-Count Detail [Float] [Lock] [Unlock] [Print] [Close]

Stock-Count Number: 000000001 Prepared by: Administrator
Stock-Count Date: 05/09/2023 Checked by: Administrator
Remarks: Approved by: Administrator

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

First Previous 1/1 Next Last

EasyPOS Version: Gamma.094.001
Support: Human Incubator Inc. | (+63) 322 2562 904

- **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: 05/10/2023 | User: admin | Terminal: 001

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

Stock-Count Detail

Stock-Count Number: 0000000002
 Stock-Count Date: 05/10/2023
 Remarks:

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

Buttons: **Post** **Lock** **Unstock** **Print** **Close**

Barcode	Item Description	Unit	Quantity	Variance	Cost	Amount
	Xtra Side Dish	Pcs	10.00	0.00	1.00	10.00
	Xtra Gravy	Cup(s)	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(s)	10.00	0.00	1.00	10.00
	Sprite	Can(s)	10.00	0.00	1.00	10.00
	Splxy Steak	Pcs	10.00	0.00	1.00	10.00
	Sizzling Porkchop	Serving(s)	8.00	0.00	1.00	8.00
	Sizzling Burgersteak	Serving(s)	10.00	0.00	1.00	10.00
	Sizzling Strig	Serving(s)	10.00	0.00	1.00	10.00
	Royal	Pcs	10.00	0.00	1.00	10.00
	Regular Burger	Serving(s)	10.00	0.00	1.00	10.00
	Mango Shake	Serving(s)	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
	Coke	Can(s)	10.00	0.00	1.00	10.00
	Cheese Burger Deluxe	Serving(s)	10.00	0.00	1.00	10.00
	Cheese Burger	Serving(s)	9.00	0.00	1.00	9.00
	Brownies	Pcs	9.00	0.00	1.00	9.00
	Avocado Shake	Serving(s)	8.00	0.00	1.00	8.00

Buttons: **Import** **Export** **Search Item**

Page: First Previous 1/1 Next Last

Total Amount: 182.00

EasyPOS Version: 3.0.0.001
 Support: Human Incubator Inc. (+63) 032 0986 496

- 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.

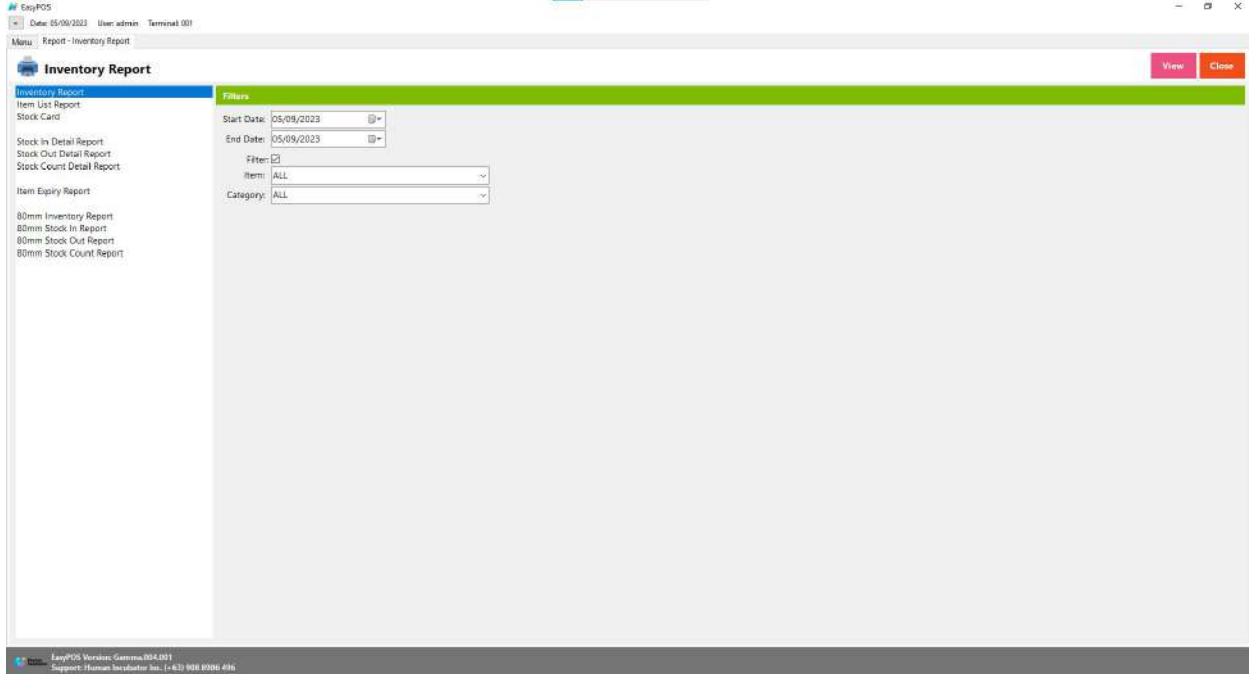
IX: Reports

Inventory Report

Overview

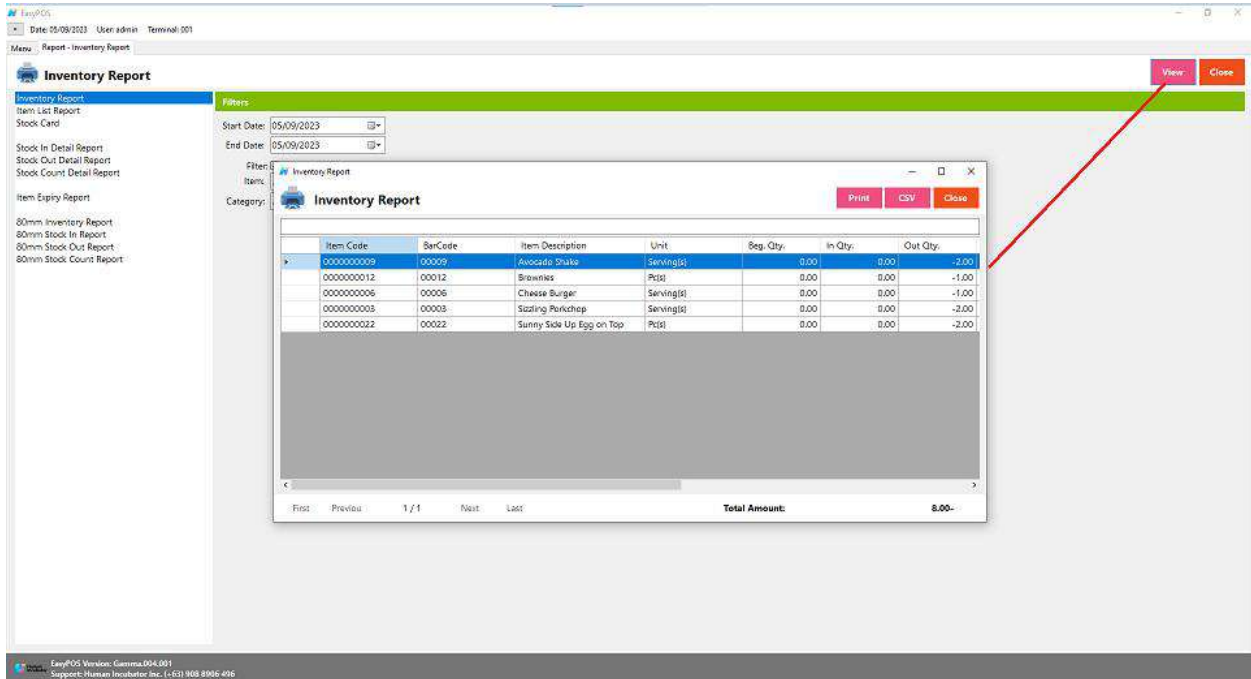
- In the Inventory Report, it can print different kinds of reports.

Inventory Report



The screenshot shows a web application window titled "Inventory Report". The window has a menu bar with "Menu" and "Report - Inventory Report". Below the menu bar, there is a sidebar on the left with a list of report options: "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", and "80mm Stock Count Report". The main area of the window is titled "Inventory Report" and contains a "Filters" section. The filters include: "Start Date" (05/09/2023), "End Date" (05/09/2023), a "Filter" checkbox (checked), "Item" (ALL), and "Category" (ALL). There are "View" and "Close" buttons in the top right corner of the main area. At the bottom of the window, there is a footer with the text: "EasyPOS Version: Gemma.004.001" and "Support: Human Incubator Inc. (+63) 950 8990 496".

- 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.



Inventory Report

Filters

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

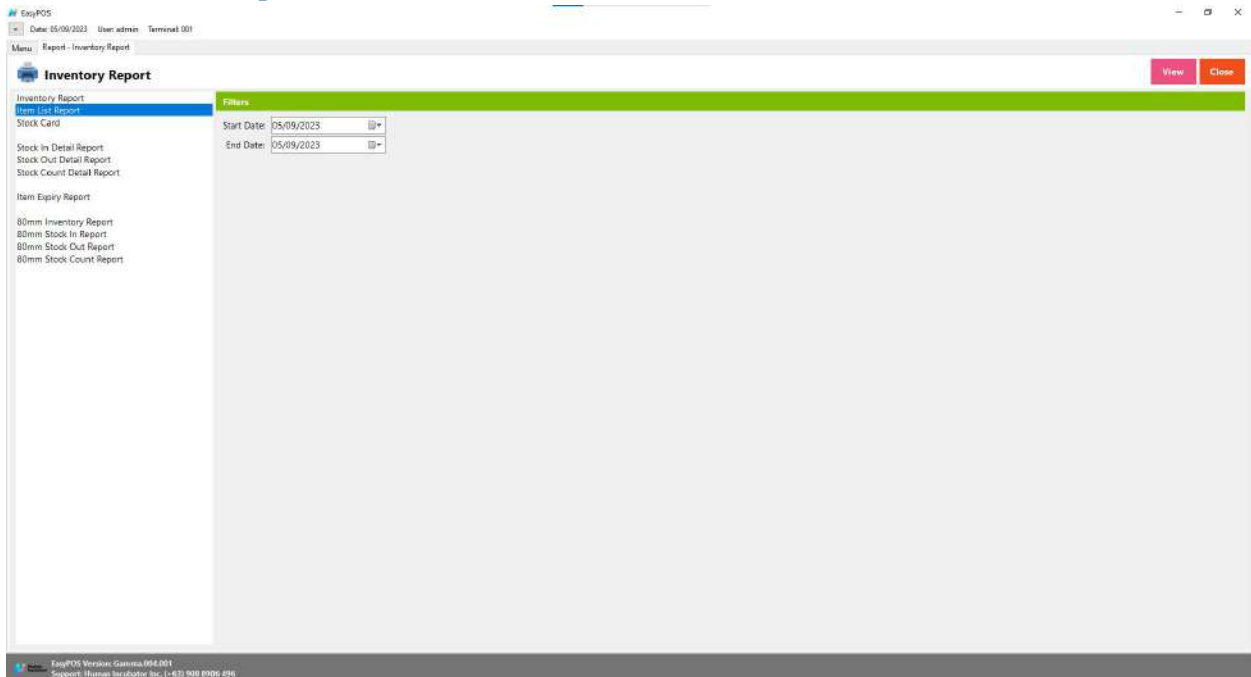
Item: Inventory Report
Category:

Item Code	BarCode	Item Description	Unit	Beg. Qty.	In Qty.	Out Qty.
0000000007	00007	Avocado Shake	Serving[S]	0.00	0.00	-2.00
0000000012	00012	Brownies	Pcs[S]	0.00	0.00	-1.00
0000000006	00006	Cheese Burger	Serving[S]	0.00	0.00	-2.00
0000000003	00003	Scoring Perkedap	Serving[S]	0.00	0.00	-2.00
0000000022	00022	Sunny Side Up Egg on Top	Pcs[S]	0.00	0.00	-2.00

Total Amount: 8.00-

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

Item List Report

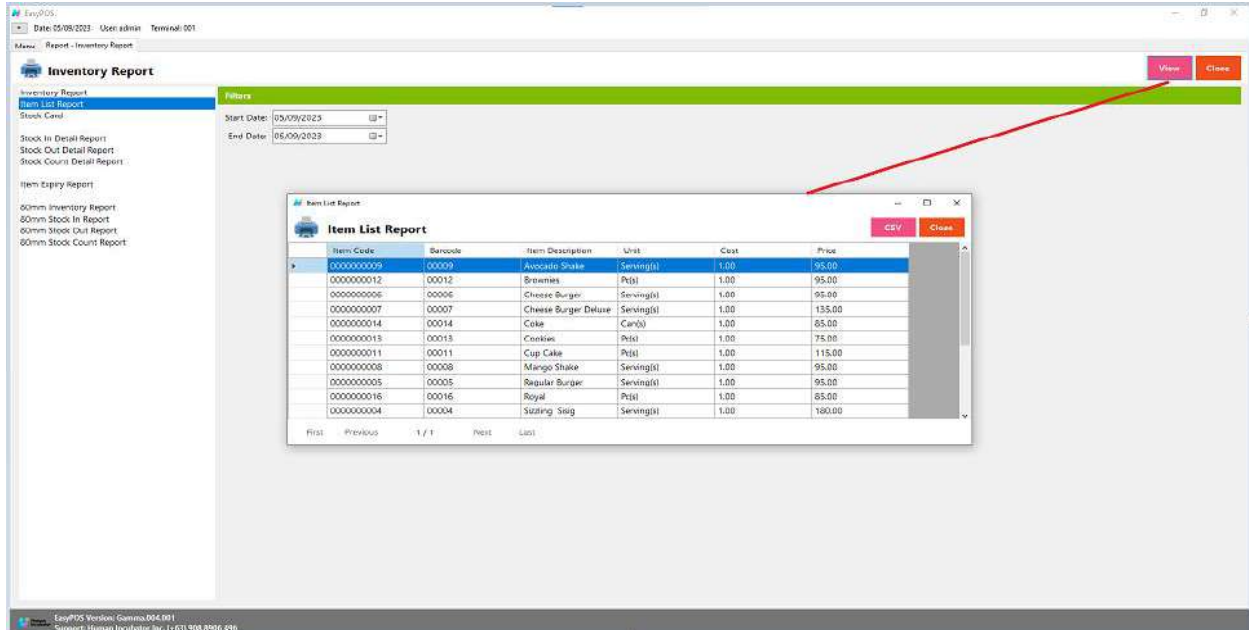


Inventory Report

Filters

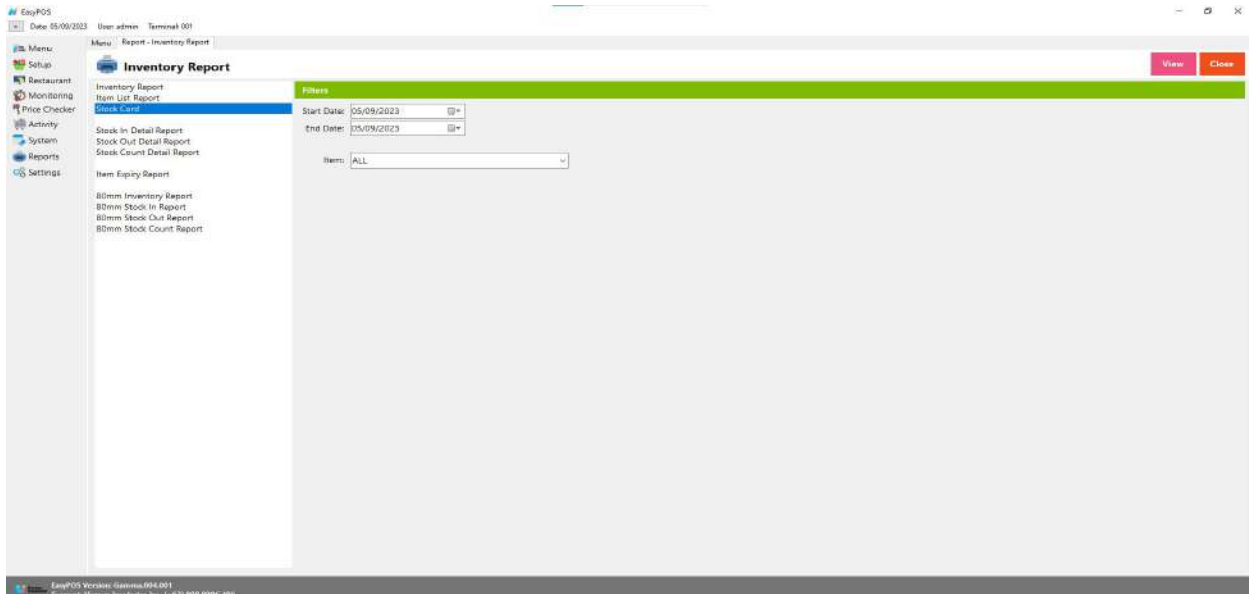
Start Date: 05/09/2023
End Date: 05/09/2023

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

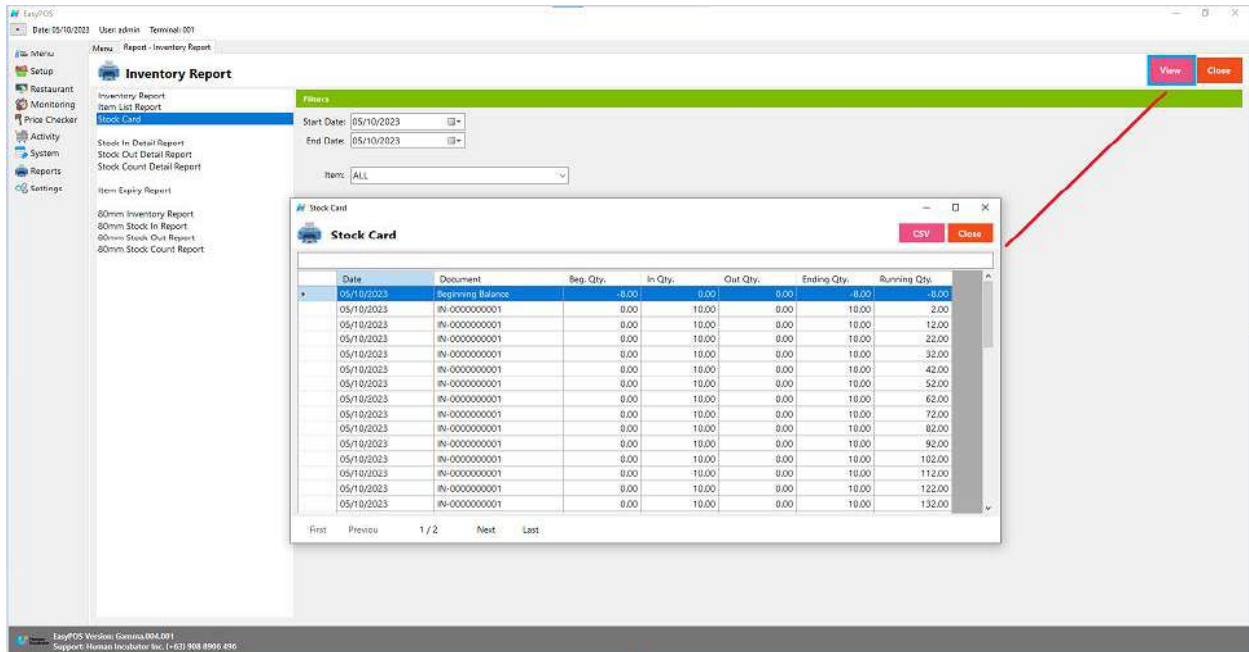


- The report can be generated as CSV file format.

Stock Card



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

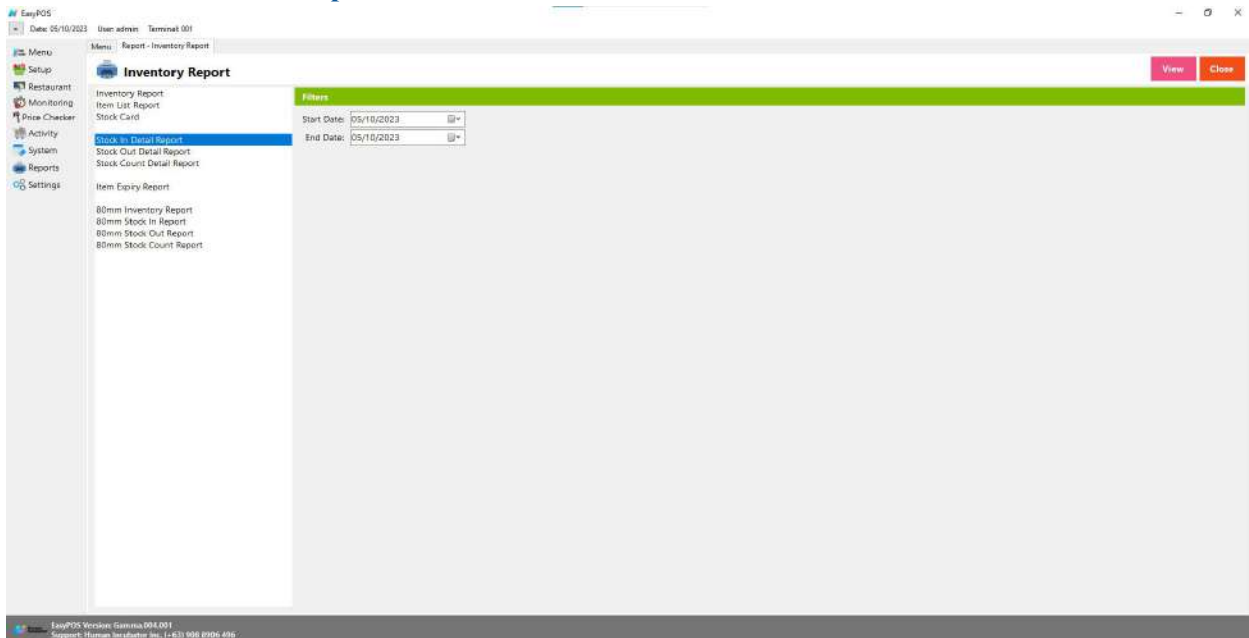


The screenshot shows the EasyPOS 'Inventory Report' window. A 'Stock Card' window is open, displaying a table of inventory transactions. A red arrow points to the 'CSV' button in the top right corner of the 'Stock Card' window.

Date	Document	Req. Qty.	In Qty.	Out Qty.	Ending Qty.	Running Qty.
05/10/2023	Beginning Balance	0.00	0.00	0.00	0.00	0.00
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

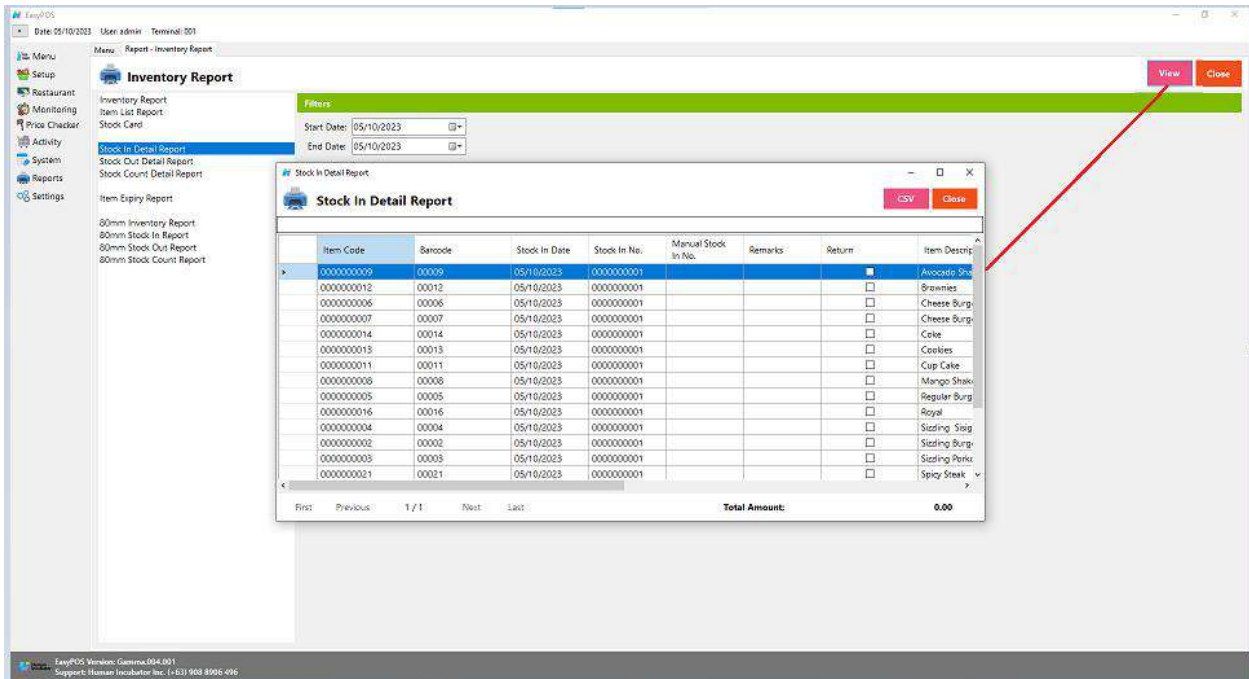
- Click **CSV** button to generate csv file format report

Stock In Detail Report



The screenshot shows the EasyPOS 'Inventory Report' window with the 'Stock In Detail Report' selected in the left-hand menu. The 'Filters' section shows 'Start Date' as 05/10/2023 and 'End Date' as 05/10/2023. The 'View' and 'Close' buttons are visible in the top right corner.

- 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.



Inventory Report

Filters

Start Date: 05/10/2023

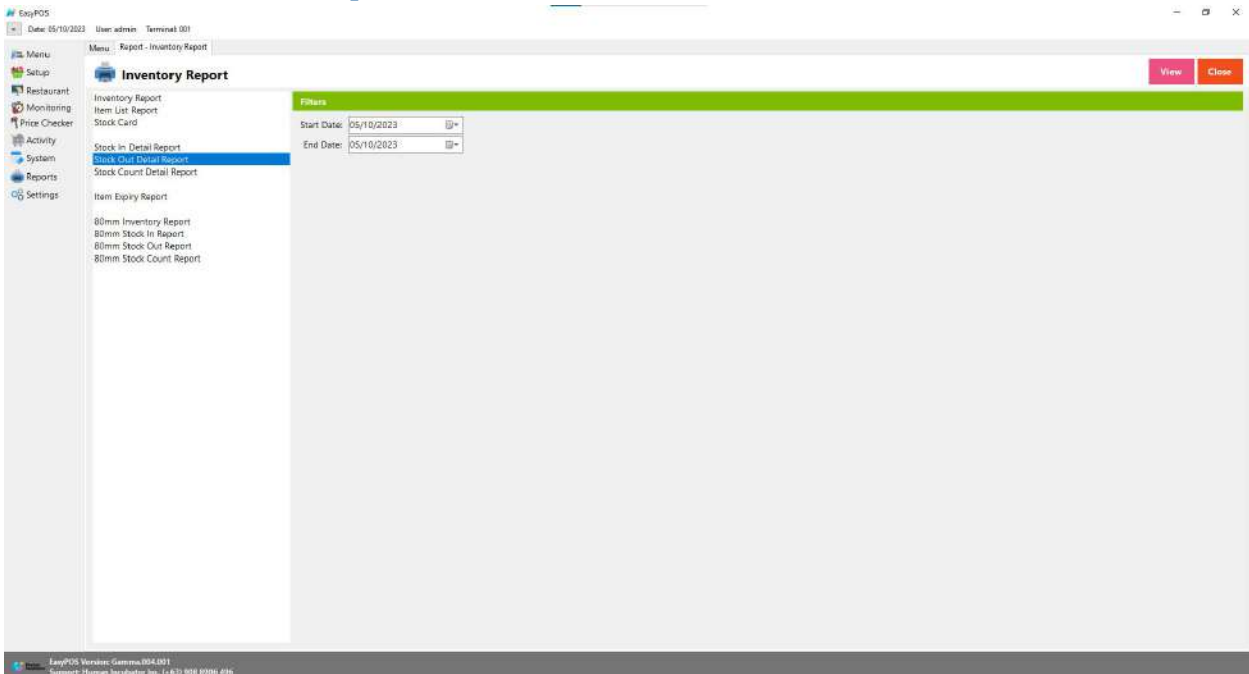
End Date: 05/10/2023

Stock In Detail Report

Item Code	Barcode	Stock In Date	Stock In No.	Manual Stock In No.	Remarks	Return	Item Description
000000009	00009	05/10/2023	000000001			<input checked="" type="checkbox"/>	Assorted Sho
000000012	00012	05/10/2023	000000001			<input type="checkbox"/>	Brownies
000000006	00006	05/10/2023	000000001			<input type="checkbox"/>	Cheese Burg
000000007	00007	05/10/2023	000000001			<input type="checkbox"/>	Cheese Burg
000000014	00014	05/10/2023	000000001			<input type="checkbox"/>	Coke
000000013	00013	05/10/2023	000000001			<input type="checkbox"/>	Cookies
000000011	00011	05/10/2023	000000001			<input type="checkbox"/>	Cup Cake
000000008	00008	05/10/2023	000000001			<input type="checkbox"/>	Mango Shak
000000005	00005	05/10/2023	000000001			<input type="checkbox"/>	Regular Burg
000000016	00016	05/10/2023	000000001			<input type="checkbox"/>	Royal
000000004	00004	05/10/2023	000000001			<input type="checkbox"/>	Sizzling Stig
000000002	00002	05/10/2023	000000001			<input type="checkbox"/>	Sizzling Burg
000000003	00003	05/10/2023	000000001			<input type="checkbox"/>	Sizzling Peric
000000021	00021	05/10/2023	000000001			<input type="checkbox"/>	Spicy Steak

Total Amount: 0.00

Stock Out Detail Report



Inventory Report

Filters

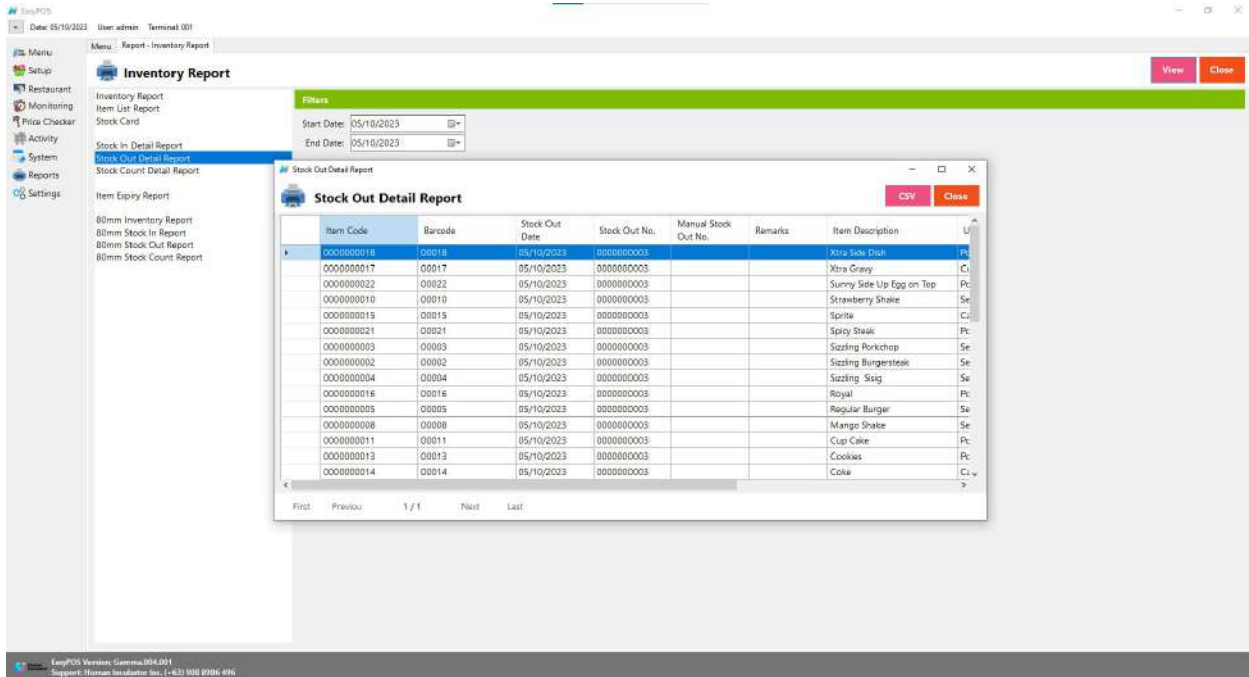
Start Date: 05/10/2023

End Date: 05/10/2023

Stock Out Detail Report

Item Code	Barcode	Stock Out Date	Stock Out No.	Manual Stock Out No.	Remarks	Return	Item Description
-----------	---------	----------------	---------------	----------------------	---------	--------	------------------

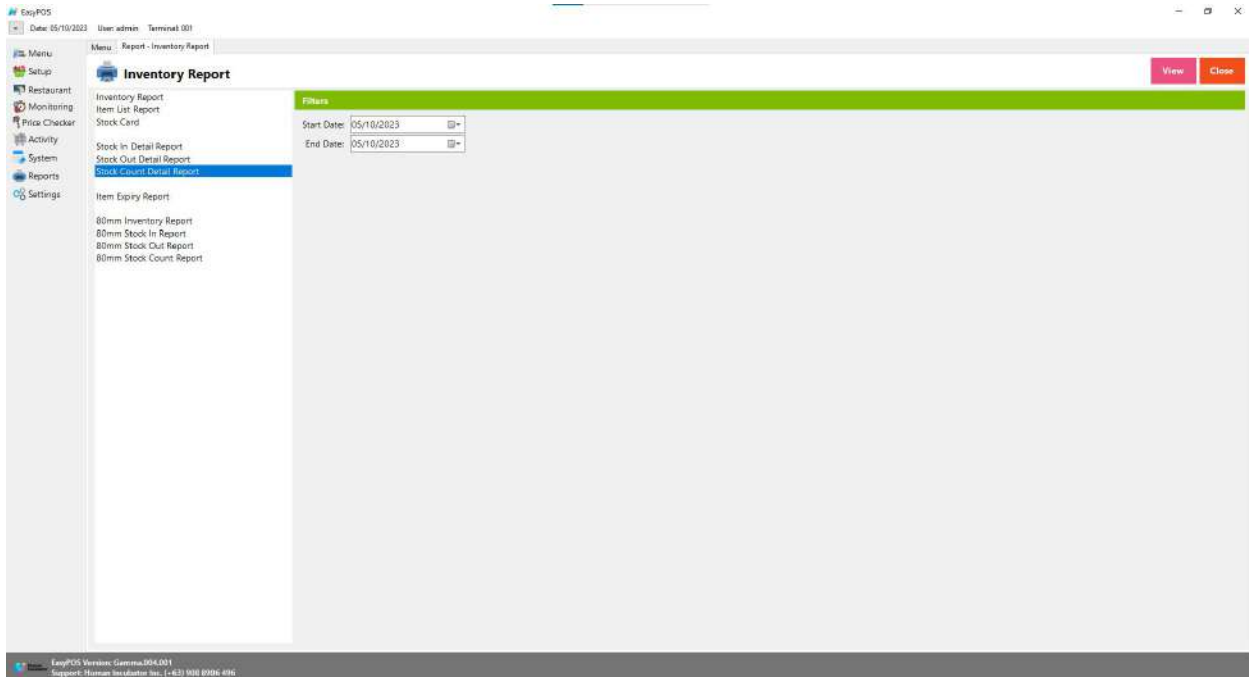
- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



Stock Out Detail Report

Item Code	Barcode	Stock Out Date	Stock Out No.	Manual Stock Out No.	Remarks	Item Description
000000018	00018	05/10/2023	0000000003			Xtra Side Dish
000000017	00017	05/10/2023	0000000003			Xtra Gravy
000000022	00022	05/10/2023	0000000003			Sunny Side Up Egg on Top
000000010	00010	05/10/2023	0000000003			Strawberry Shake
000000015	00015	05/10/2023	0000000003			Sprite
000000021	00021	05/10/2023	0000000003			Spicy Steak
000000003	00003	05/10/2023	0000000003			Sizzling Porkchop
000000002	00002	05/10/2023	0000000003			Sizzling Burgersteak
000000004	00004	05/10/2023	0000000003			Sizzling Sisig
000000016	00016	05/10/2023	0000000003			Royal
000000005	00005	05/10/2023	0000000003			Regular Burger
000000008	00008	05/10/2023	0000000003			Mango Shake
000000011	00011	05/10/2023	0000000003			Cup Cake
000000013	00013	05/10/2023	0000000003			Cookies
000000014	00014	05/10/2023	0000000003			Coke

Stock Count Detail Report



Stock Count Detail Report

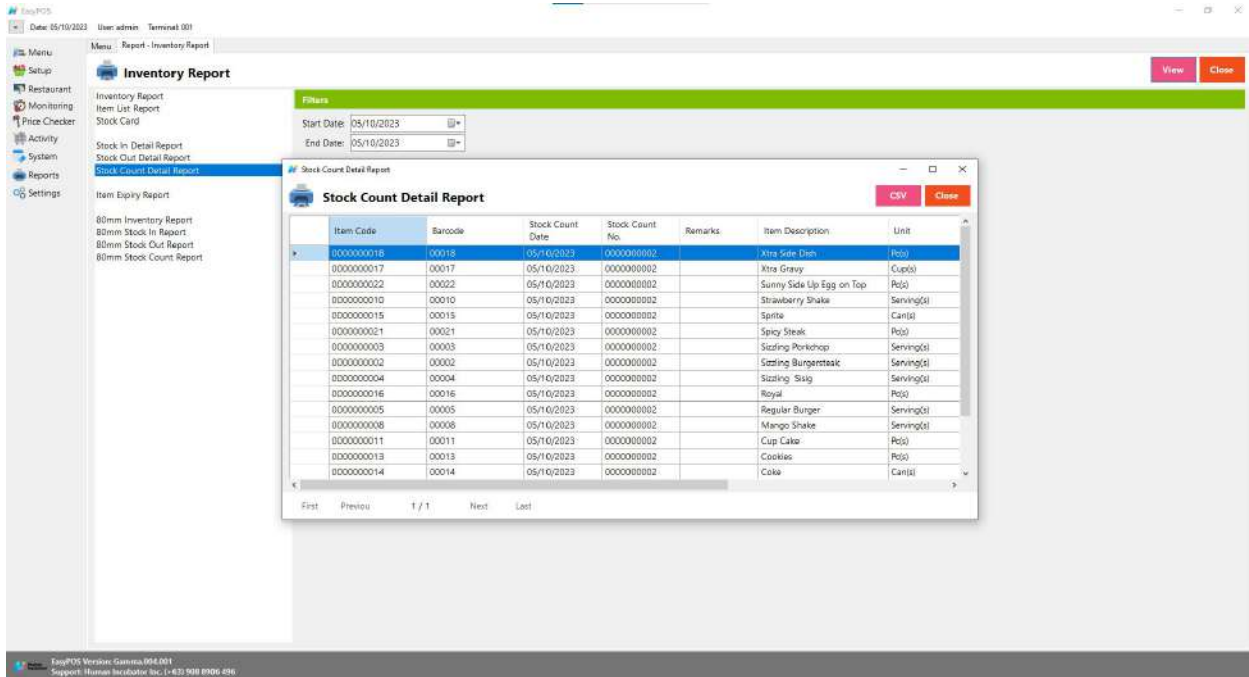
Filters

Start Date: 05/10/2023

End Date: 05/10/2023

View **Close**

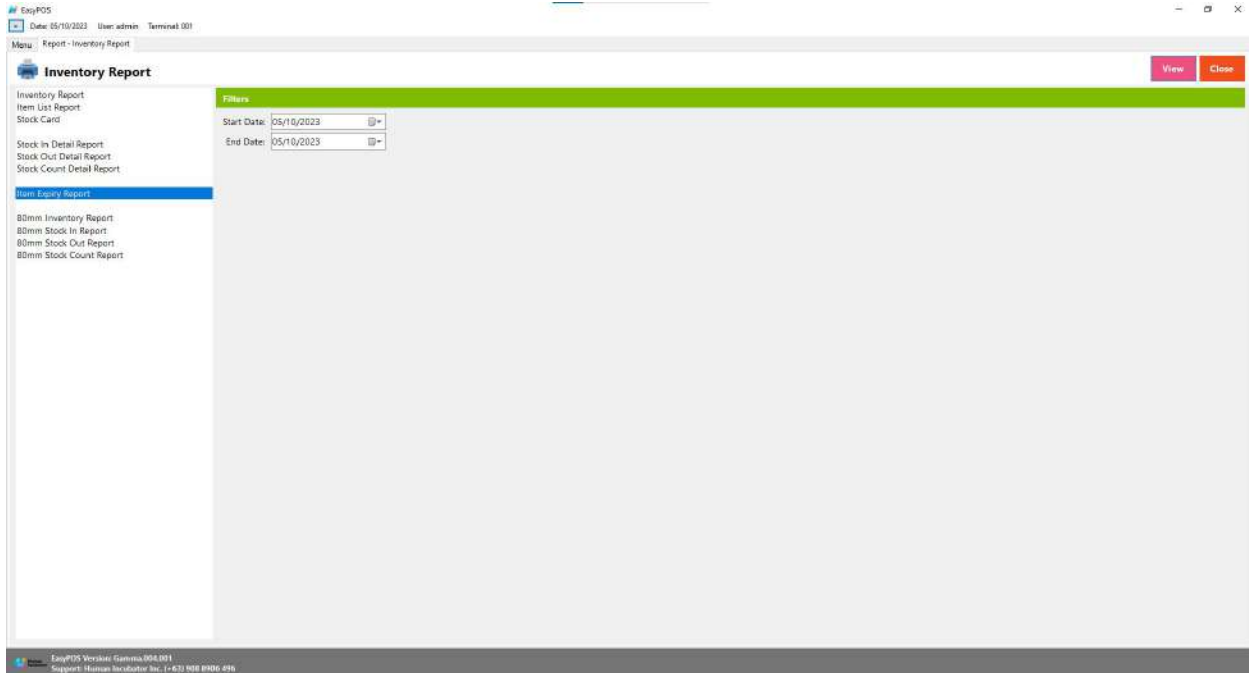
- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



The screenshot shows the EasyPOS software interface. The main window is titled 'Inventory Report' and contains a 'Filters' section with 'Start Date' and 'End Date' both set to '05/10/2023'. A 'Stock Count Detail Report' window is open, displaying a table with the following data:

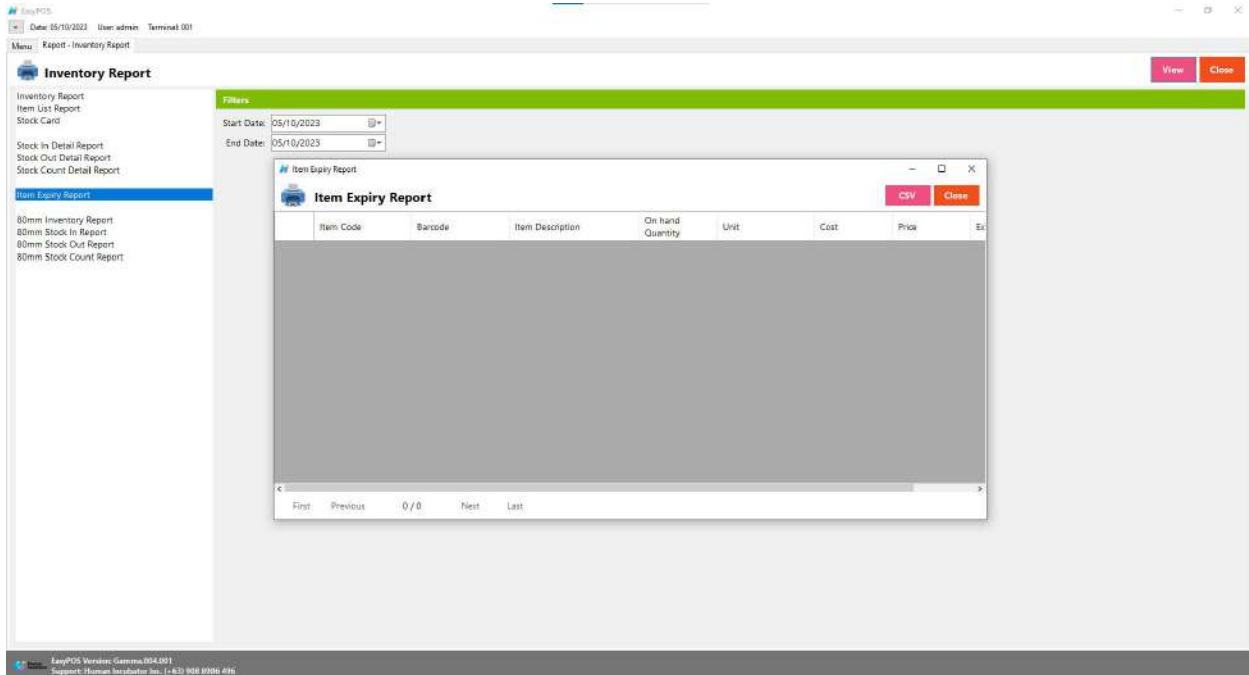
Item Code	Barcode	Stock Count Date	Stock Count No.	Remarks	Item Description	Unit
000000016	00018	05/10/2023	000000002		Xtra Side Dish	Pcs(s)
000000017	00017	05/10/2023	000000002		Xtra Gravy	Cup(s)
000000022	00022	05/10/2023	000000002		Sunny Side Up Egg on Top	Pcs(s)
000000010	00010	05/10/2023	000000002		Strawberry Shake	Serving(s)
000000015	00015	05/10/2023	000000002		Sprite	Can(s)
000000021	00021	05/10/2023	000000002		Spicy Steak	Pcs(s)
000000003	00003	05/10/2023	000000002		Sizzling Porkchop	Serving(s)
000000002	00002	05/10/2023	000000002		Sizzling Burgersteak	Serving(s)
000000004	00004	05/10/2023	000000002		Sizzling Sisig	Serving(s)
000000016	00016	05/10/2023	000000002		Royal	Pcs(s)
000000005	00005	05/10/2023	000000002		Regular Burger	Serving(s)
000000008	00008	05/10/2023	000000002		Mango Shake	Serving(s)
000000011	00011	05/10/2023	000000002		Cup Cake	Pcs(s)
000000013	00013	05/10/2023	000000002		Cookies	Pcs(s)
000000014	00014	05/10/2023	000000002		Coke	Can(s)

Item Expiry 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' both set to '05/10/2023'. The 'Item Expiry Report' option is highlighted in the left-hand menu.

- 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.

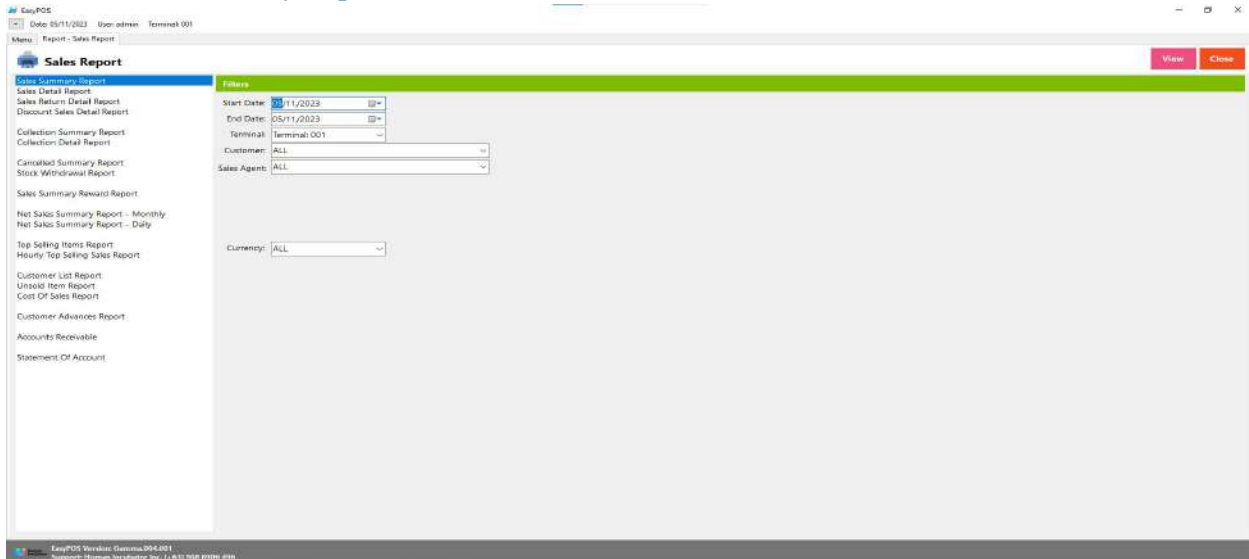


Sales Report

Overview

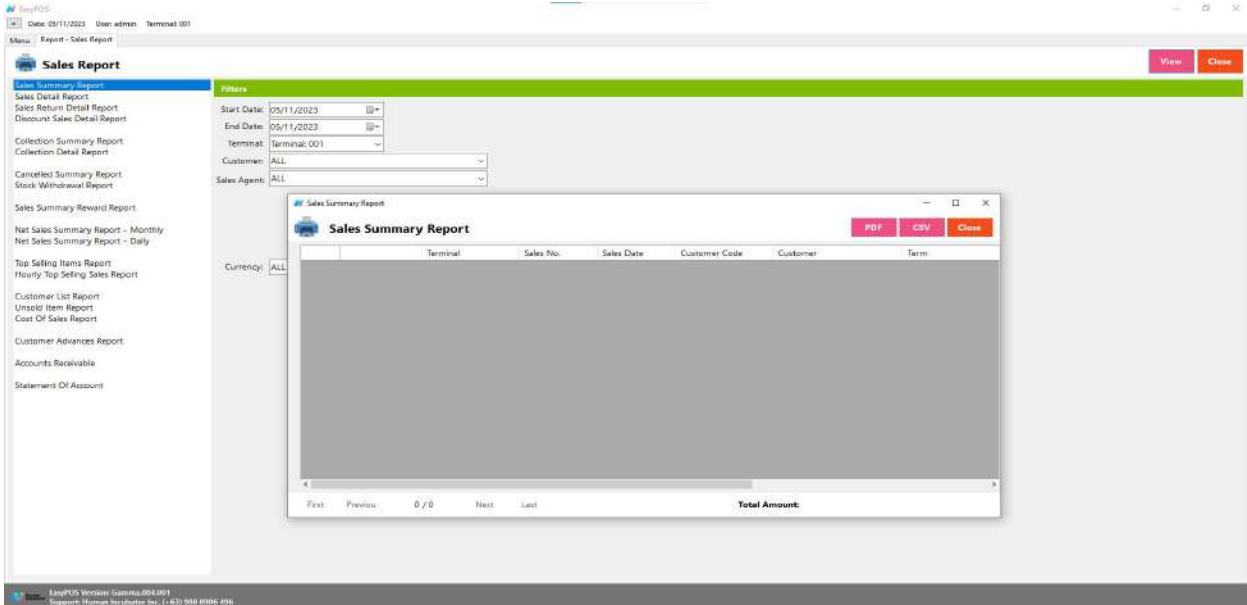
- Sales Report is where users can see the sales reports.

Sales Summary Report



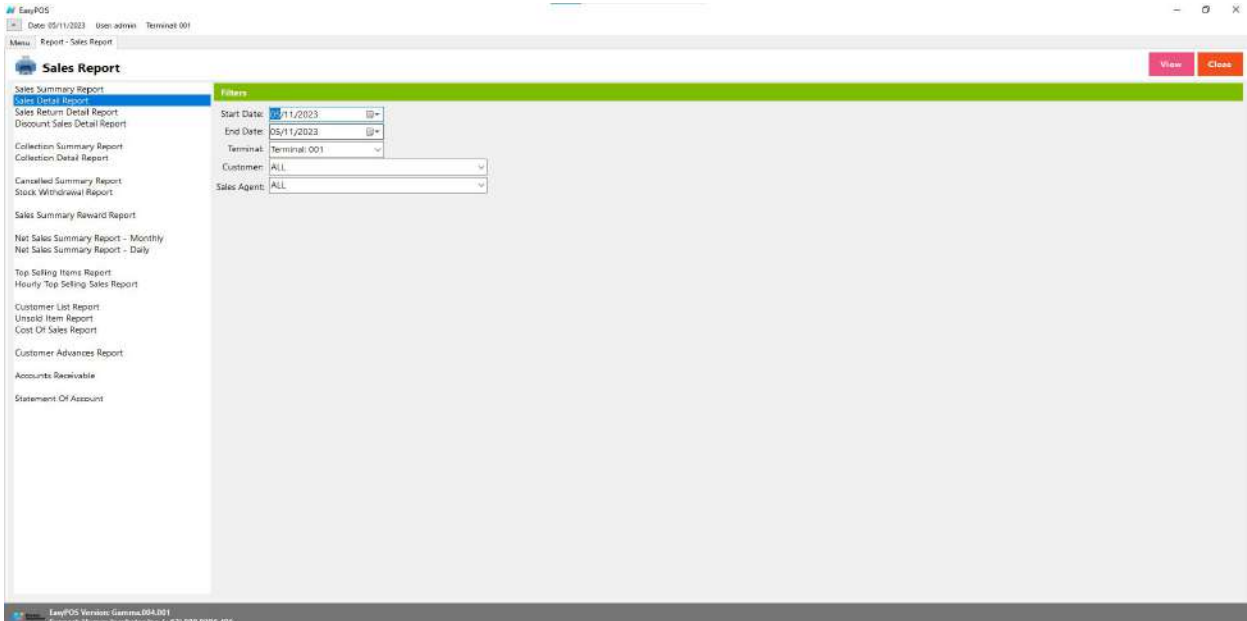
- Select start date and end date.
- It can also filtered by Terminal, Customer, Sales Agent and Currency
- Click the **View** button to view the report

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



The screenshot shows the 'Sales Report' menu in the EasyPOS system. A 'Sales Summary Report' window is open, displaying a table with columns: Terminal, Sales No., Sales Date, Customer Code, Customer, and Term. The window has 'PDF' and 'CSV' buttons at the top right. The main interface includes a sidebar with various report options and a filter section with fields for Start Date (05/11/2023), End Date (05/11/2023), Terminal (Terminal: 001), Customer (ALL), and Sales Agent (ALL). A 'View' button is visible in the top right corner of the report window.

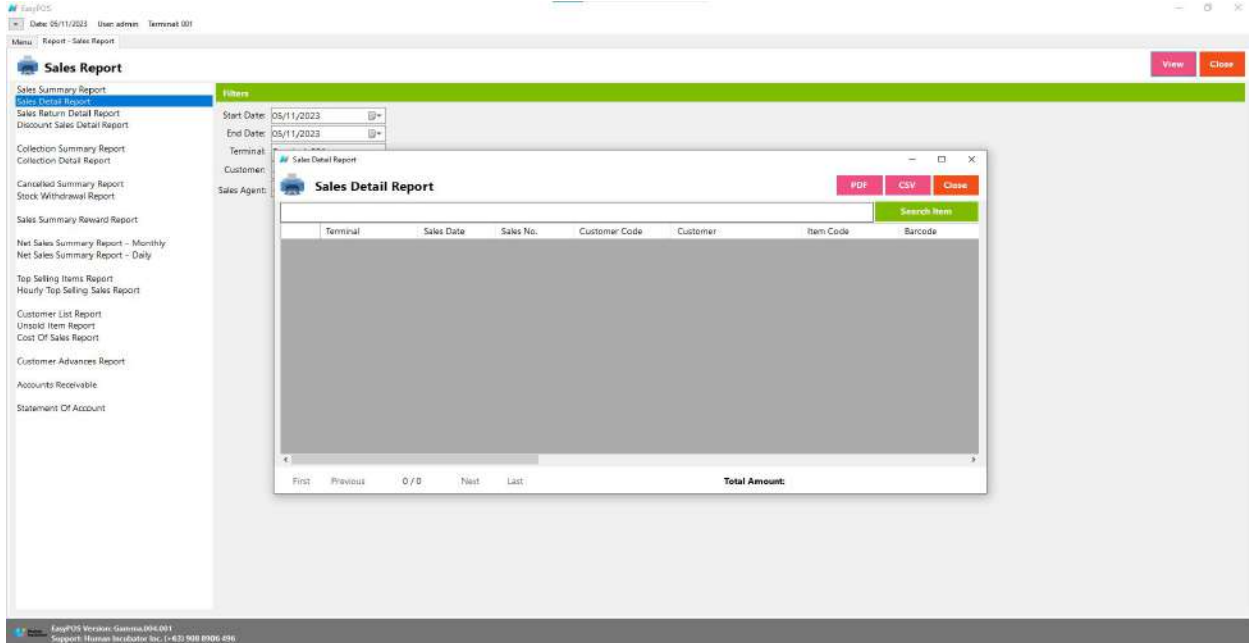
Sales Detail Report



The screenshot shows the 'Sales Report' menu in the EasyPOS system. The 'Sales Detail Report' option is highlighted in the sidebar. The filter section is visible, showing fields for Start Date (05/11/2023), End Date (05/11/2023), Terminal (Terminal: 001), Customer (ALL), and Sales Agent (ALL). A 'View' button is visible in the top right corner of the report window.

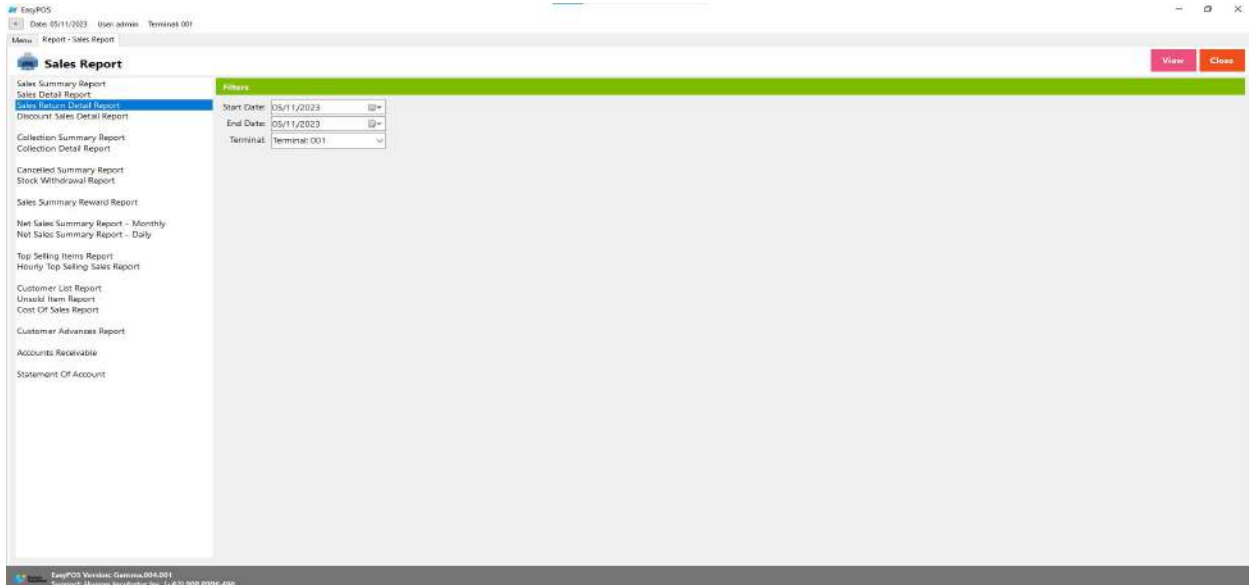
- Select start date and end date.
- It can also filtered by Terminal, Customer, Sales Agent
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report

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



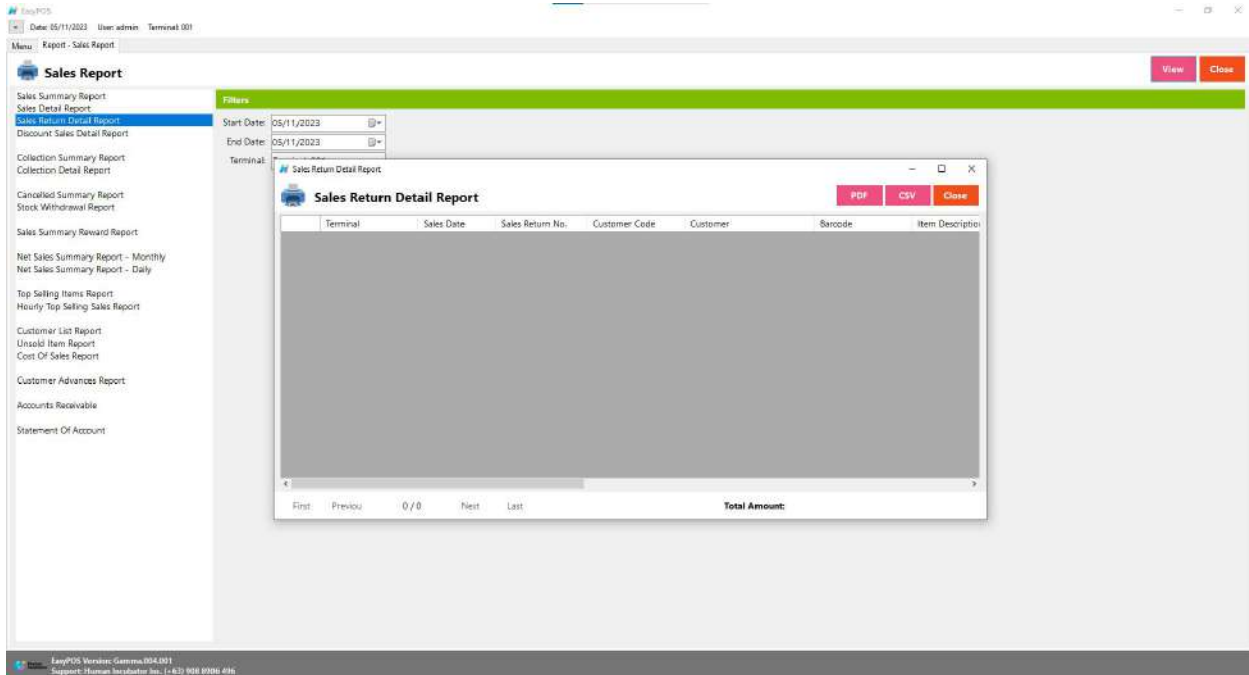
The screenshot shows the EasyPOS interface with the 'Sales Report' menu open. A 'Sales Detail Report' window is displayed, showing a table with columns: Terminal, Sales Date, Sales No., Customer Code, Customer, Item Code, and Barcode. The window has a search bar and a 'Search Item' button. At the bottom right of the window, there are buttons for 'PDF', 'CSV', and 'Close'. The 'CSV' button is highlighted in red.

Sales Return Detail Report



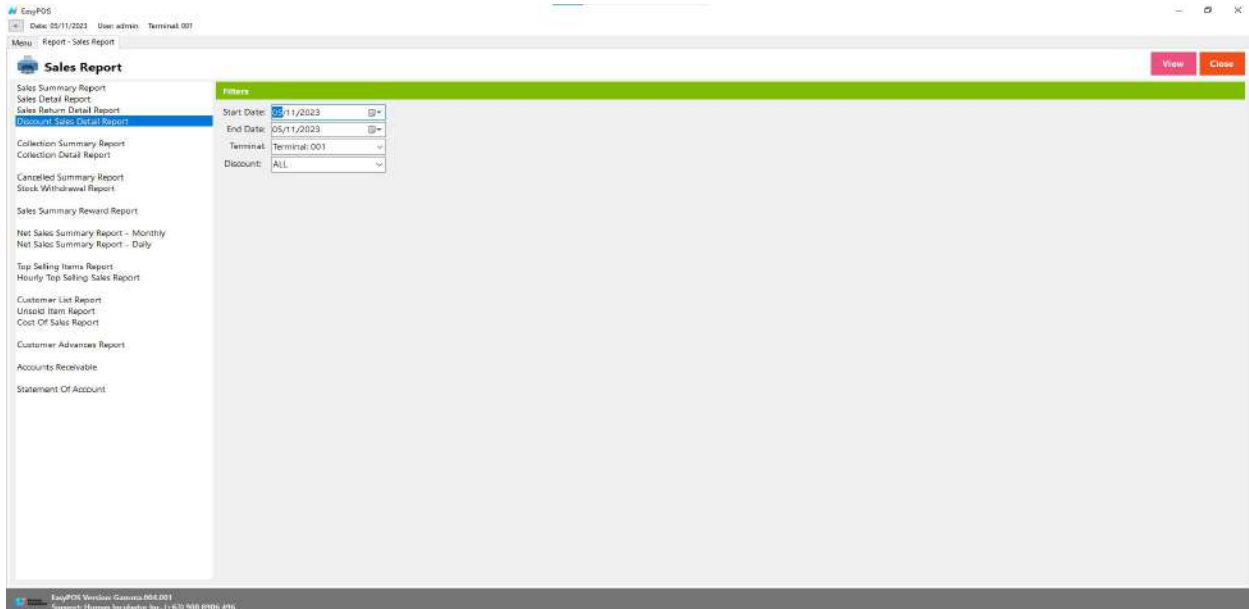
The screenshot shows the EasyPOS interface with the 'Sales Report' menu open. The 'Sales Return Detail Report' option is selected in the menu. The 'Filters' section shows the following settings: Start Date: 05/11/2023, End Date: 05/11/2023, and Terminal: Terminal 001. The 'View' and 'Close' buttons are visible in the top right corner.

- 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 shows the EnyPOS interface with the 'Sales Report' menu open. A 'Sales Return Detail Report' window is displayed, showing a table with columns: Terminal, Sales Date, Sales Return No., Customer Code, Customer, Barcode, and Item Description. The table is currently empty, and the status bar at the bottom indicates '0 / 0' items and a 'Total Amount' field.

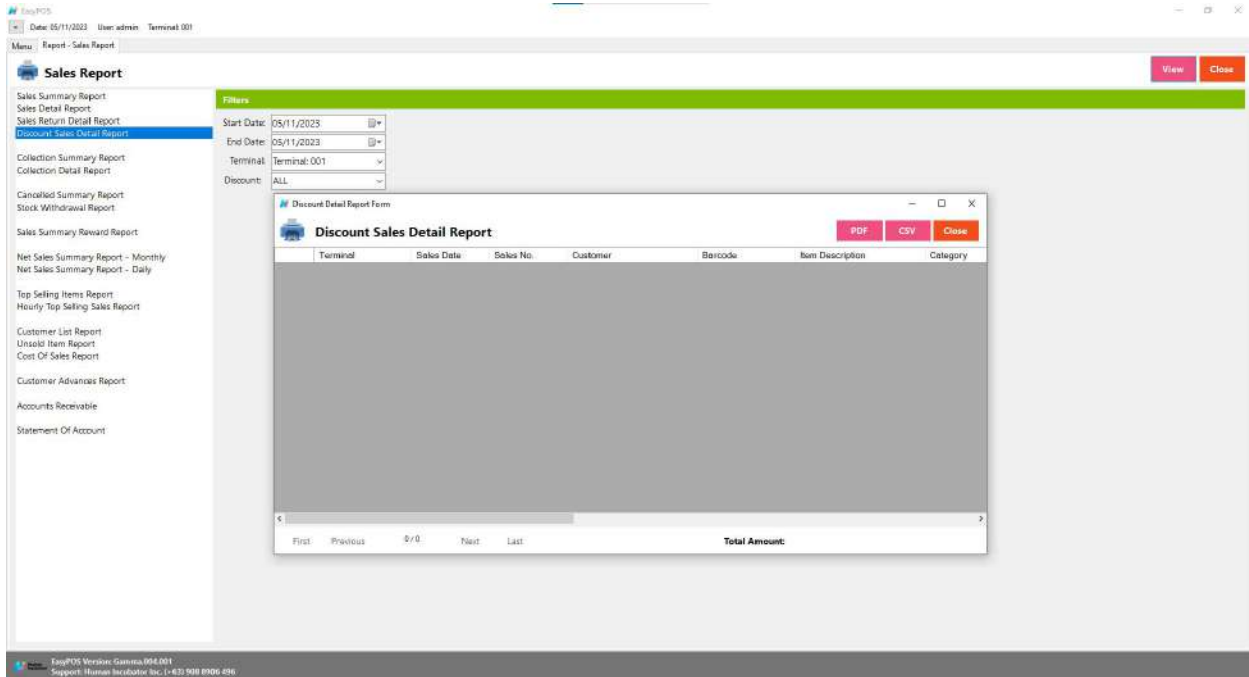
Discount Sales Detail Report



The screenshot shows the EnyPOS interface with the 'Discount Sales Detail Report' selected in the 'Sales Report' menu. The 'Filters' section is visible, showing the following settings:

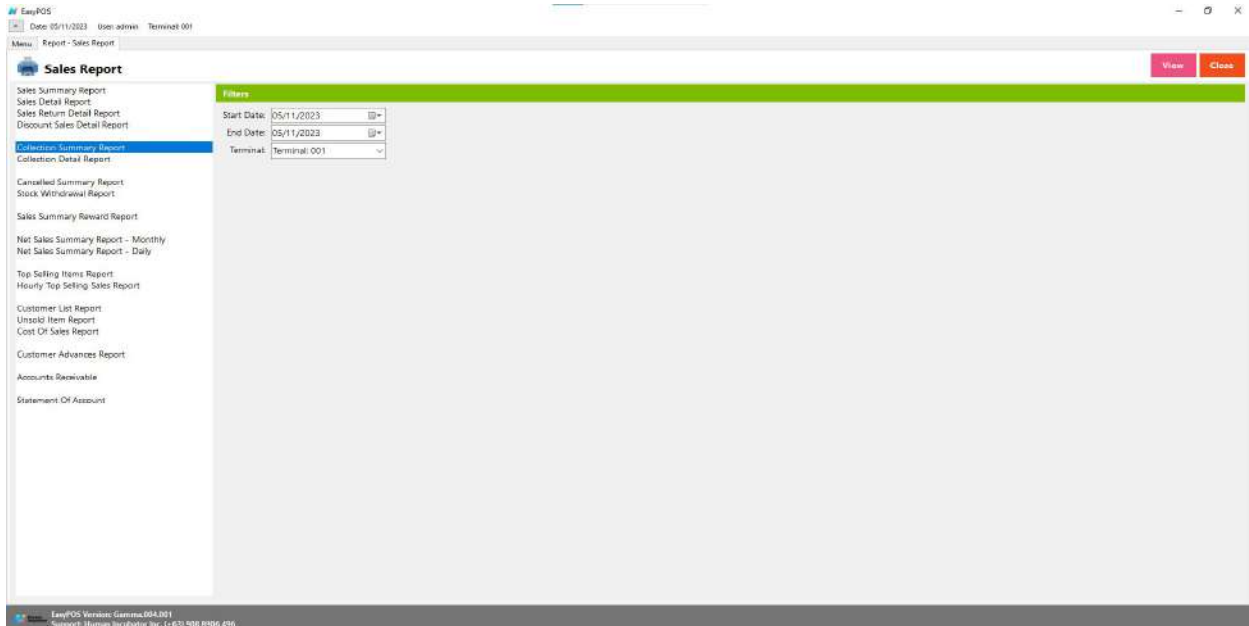
- Start Date: 05/11/2023
- End Date: 05/11/2023
- Terminal: Terminal:001
- Discount: ALL

- 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.



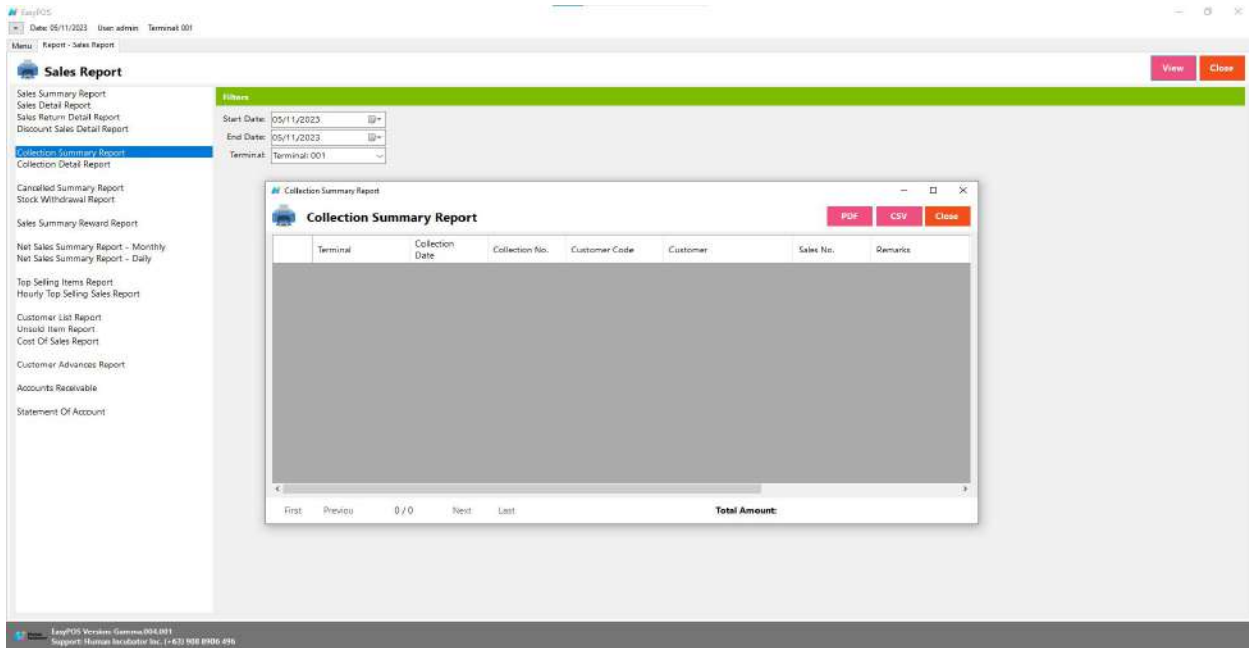
The screenshot shows the EasyPOS application window. The main menu is titled "Sales Report" and includes various report options. A "Discount Sales Detail Report" window is open, displaying a table with columns: Terminal, Sales Date, Sales No., Customer, Barcode, Item Description, and Category. The window also has "PDF" and "CSV" buttons for exporting the report. The background menu is partially visible, showing options like "Sales Summary Report", "Sales Detail Report", etc.

Collection Summary Report



This screenshot shows the same EasyPOS interface as the previous one, but with the "Collection Summary Report" option selected in the left-hand menu. The "Discount Sales Detail Report" window is no longer visible. The filters section shows "Start Date" and "End Date" set to 05/11/2023, and "Terminal" set to Terminal: 001.

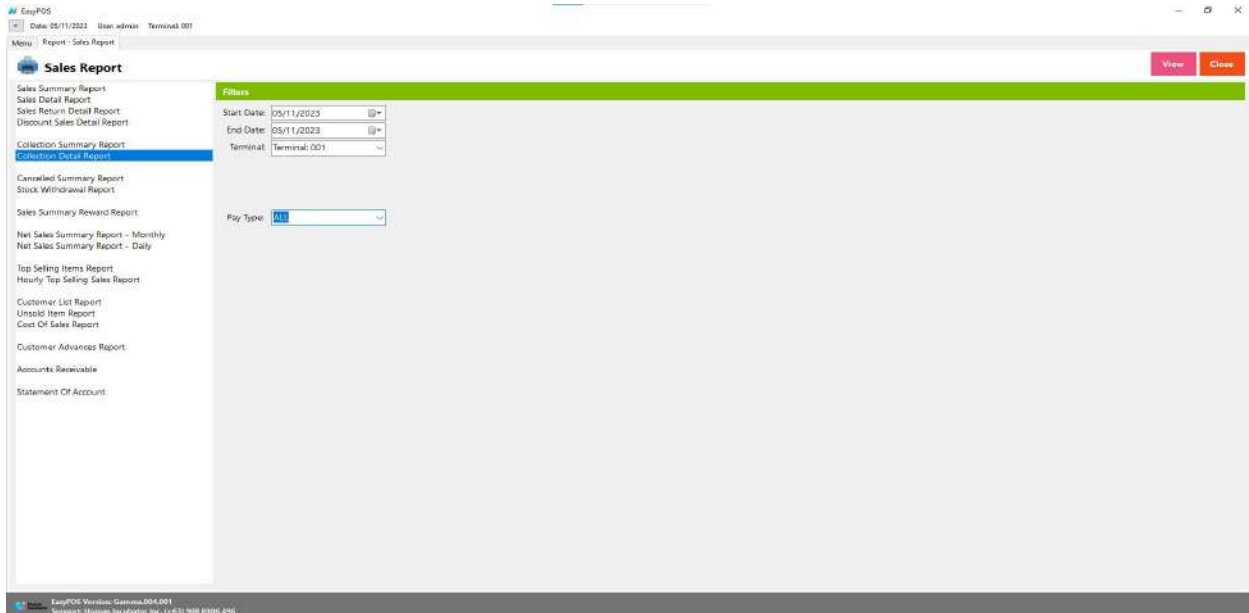
- Select start date and end date.
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



Collection Summary Report

Terminal	Collection Date	Collection No.	Customer Code	Customer	Sales No.	Remarks
Total Amount:						

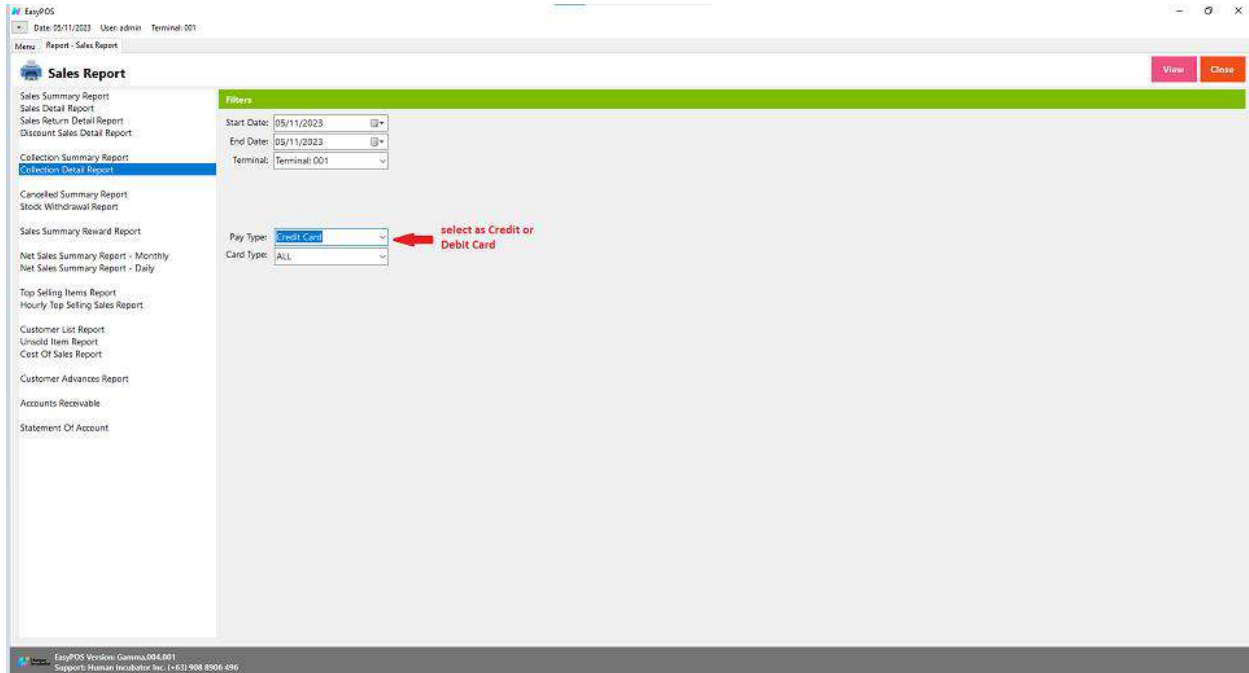
Collection Detail Report



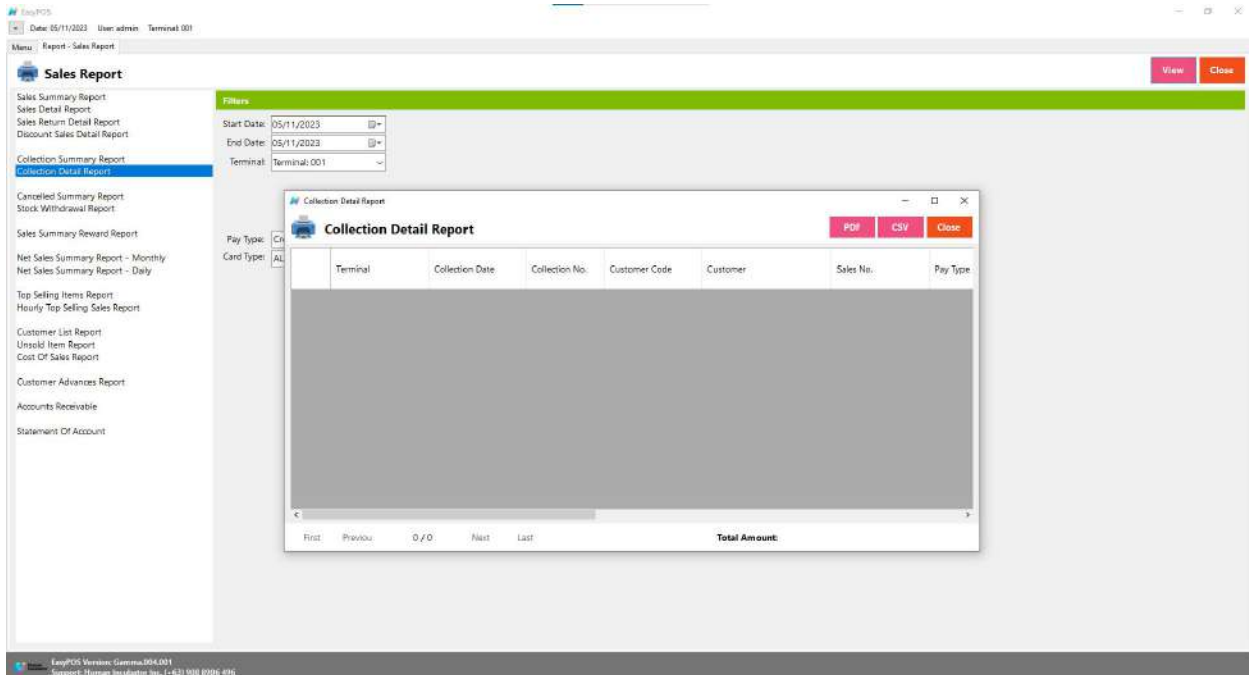
Collection Detail Report

Terminal	Collection Date	Collection No.	Customer Code	Customer	Sales No.	Remarks
Total Amount:						

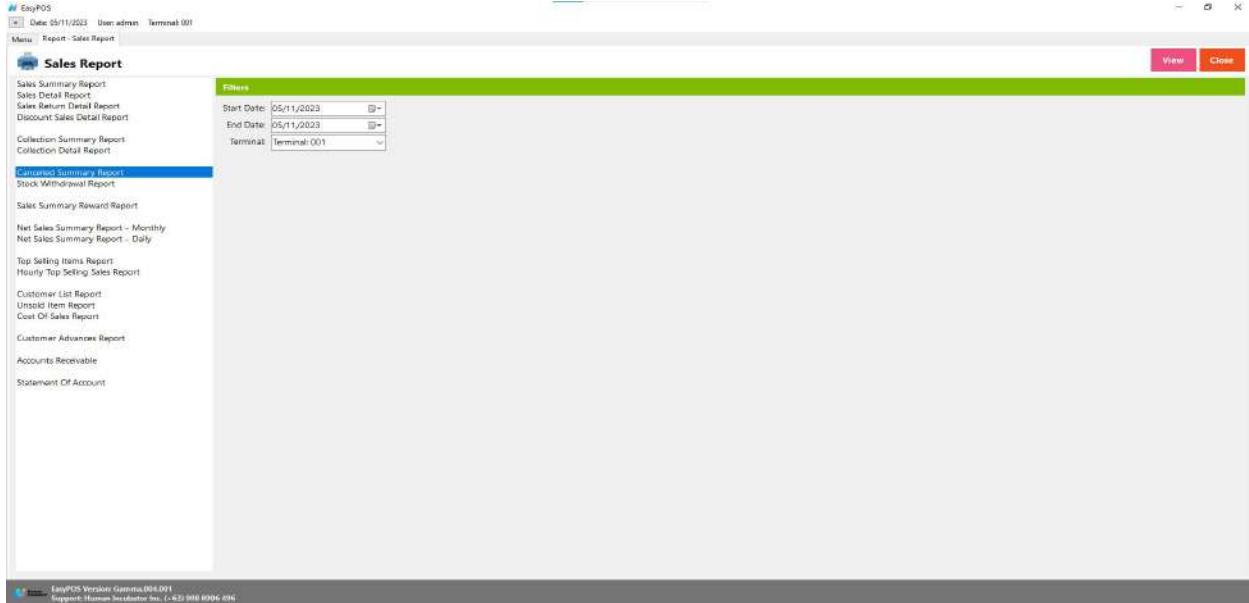
- Select start date and end date.
- It can also be filtered by Terminal and Pay Type. When the Pay Type filter is selected as Credit Card or Debit Card, the Card Type filter will display.



- 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.



Cancelled Summary Report



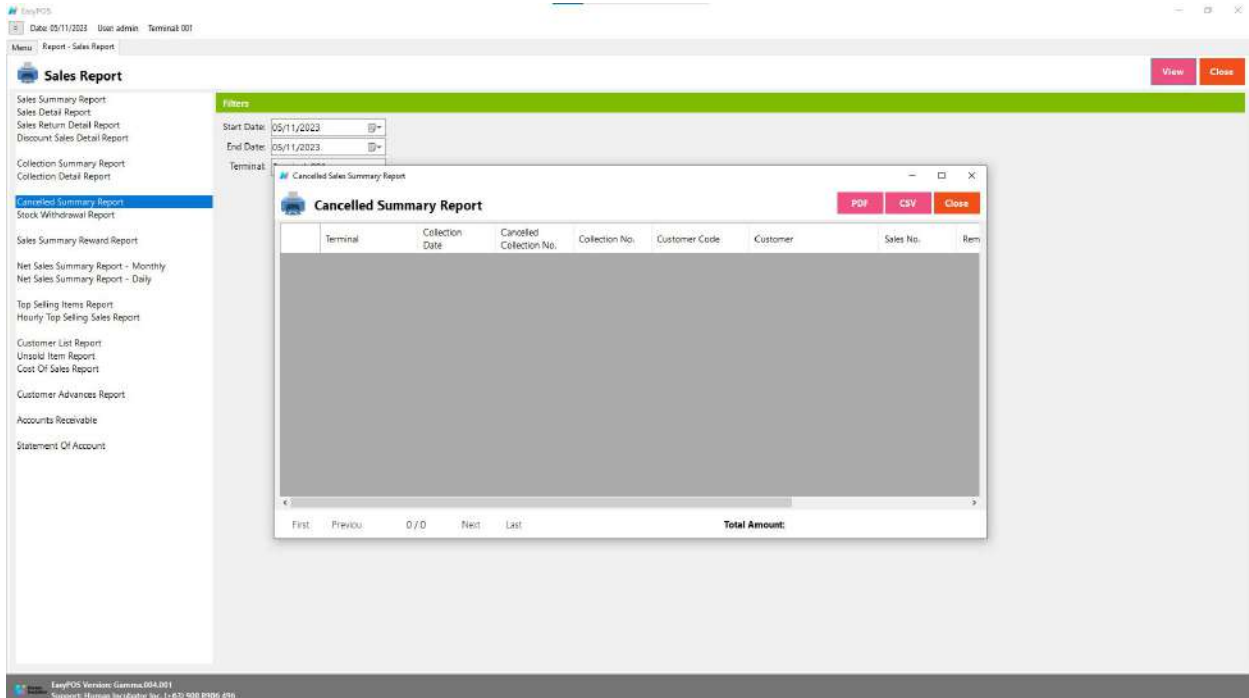
Cancelled Summary Report

Filters:

- Start Date: 05/11/2023
- End Date: 05/11/2023
- Terminal: Terminal 001

Buttons: View, 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.



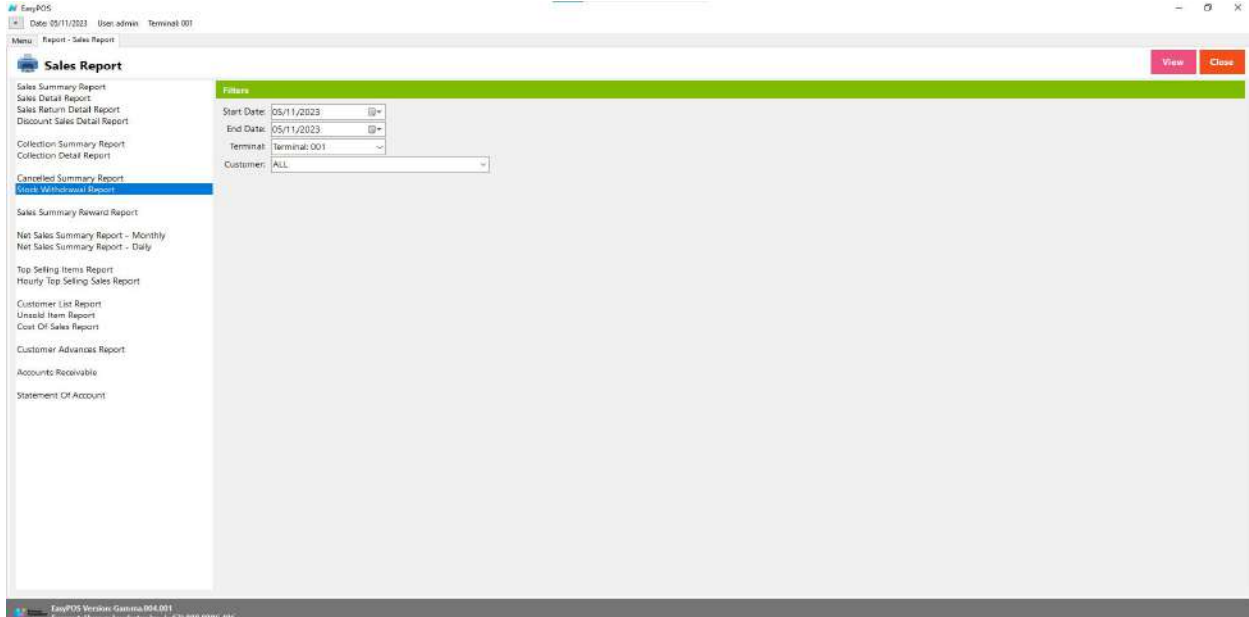
Cancelled Summary Report

Buttons: PDF, CSV, Close

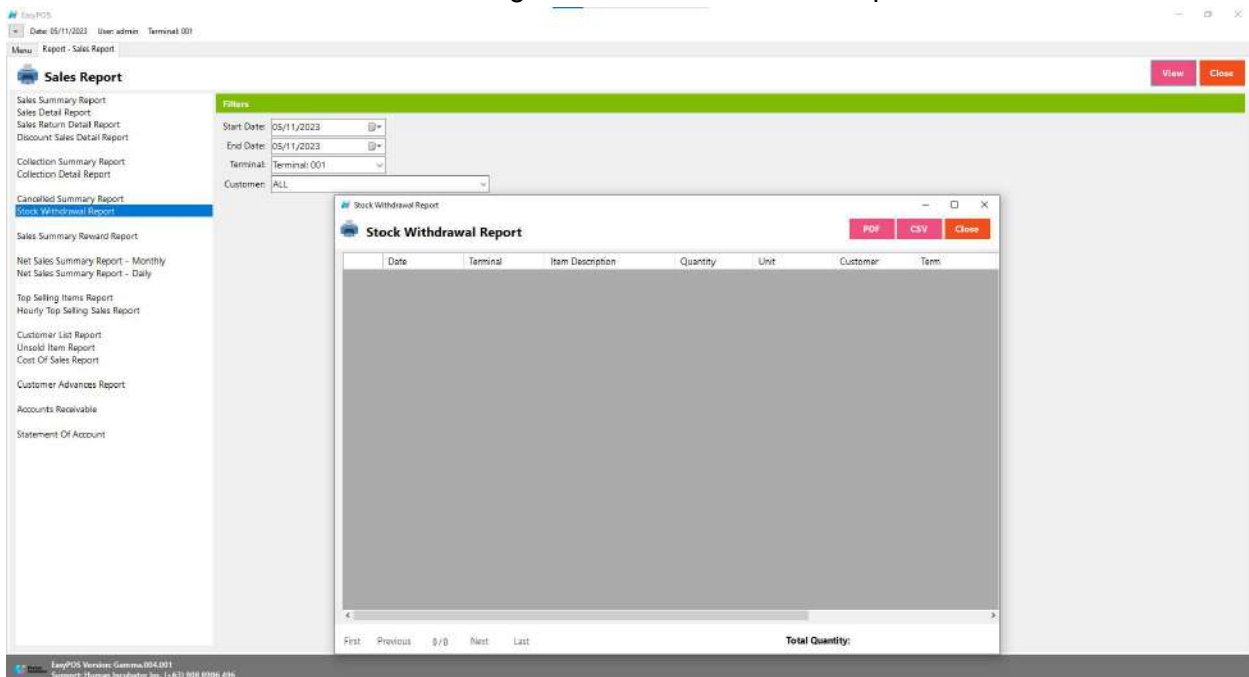
Terminal	Collection Date	Cancelled Collection No.	Collection No.	Customer Code	Customer	Sales No.	Rem
Total Amount:							

Navigation: First, Previous, D/O, Next, Last

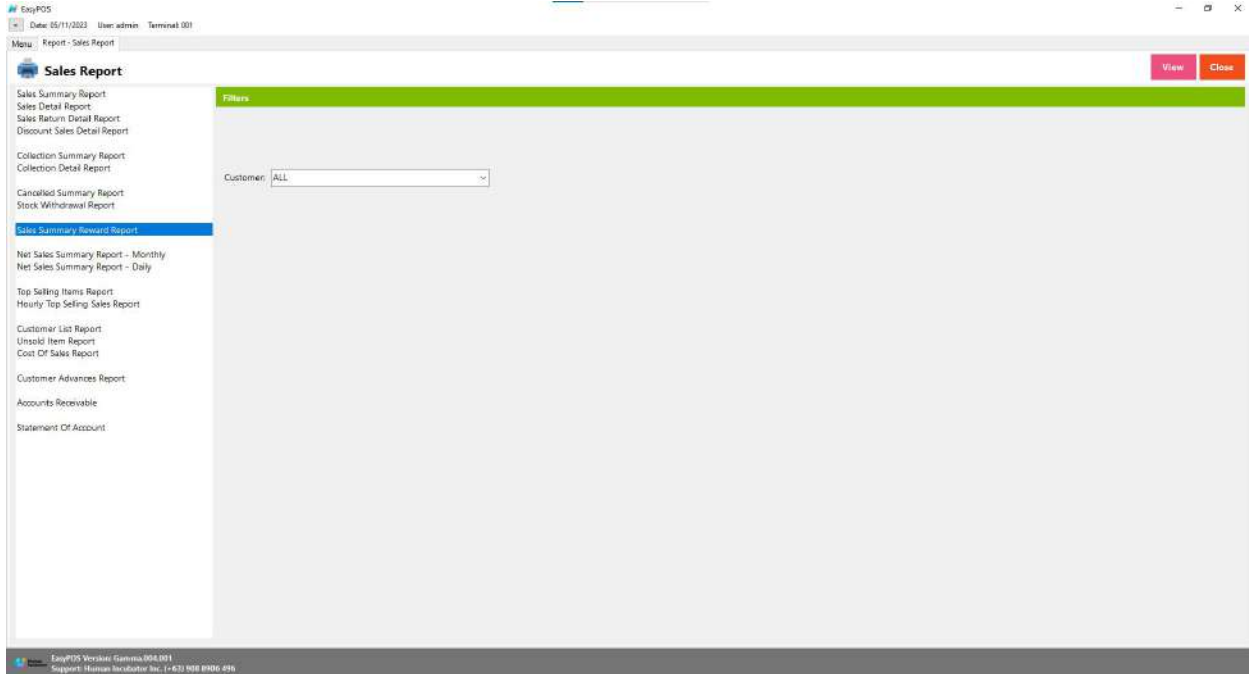
Stock Withdrawal Report



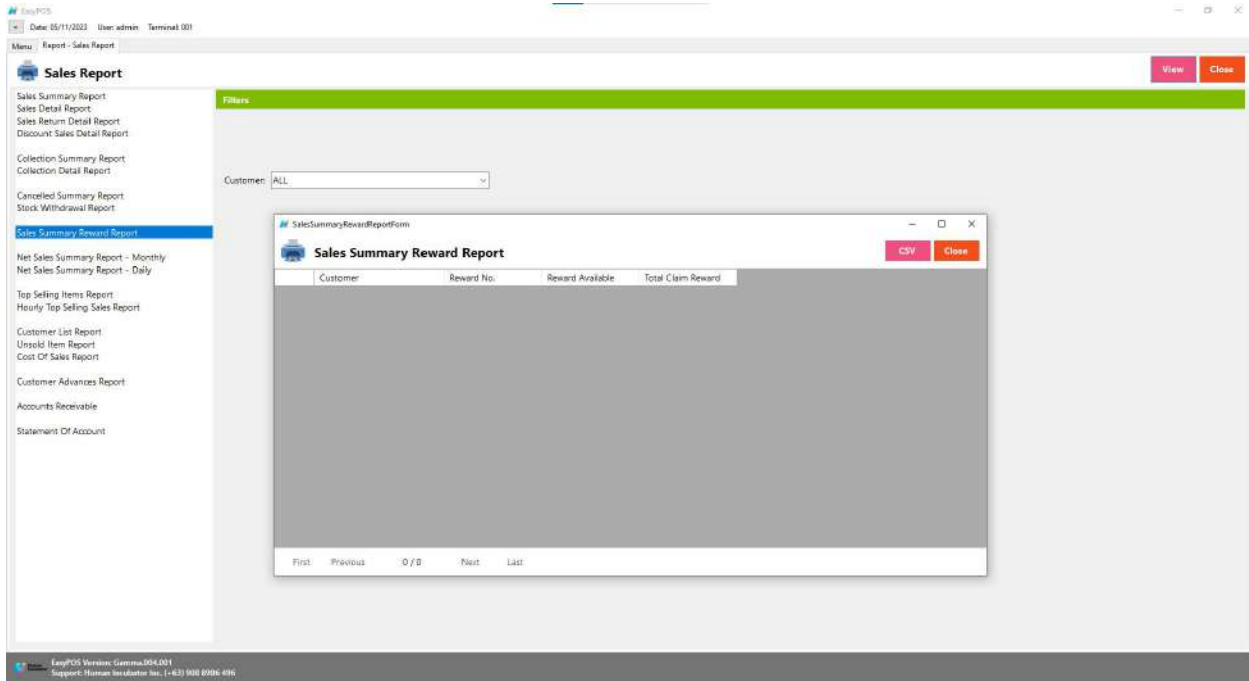
- Select start date and end date.
- It can also filtered by Terminal and Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



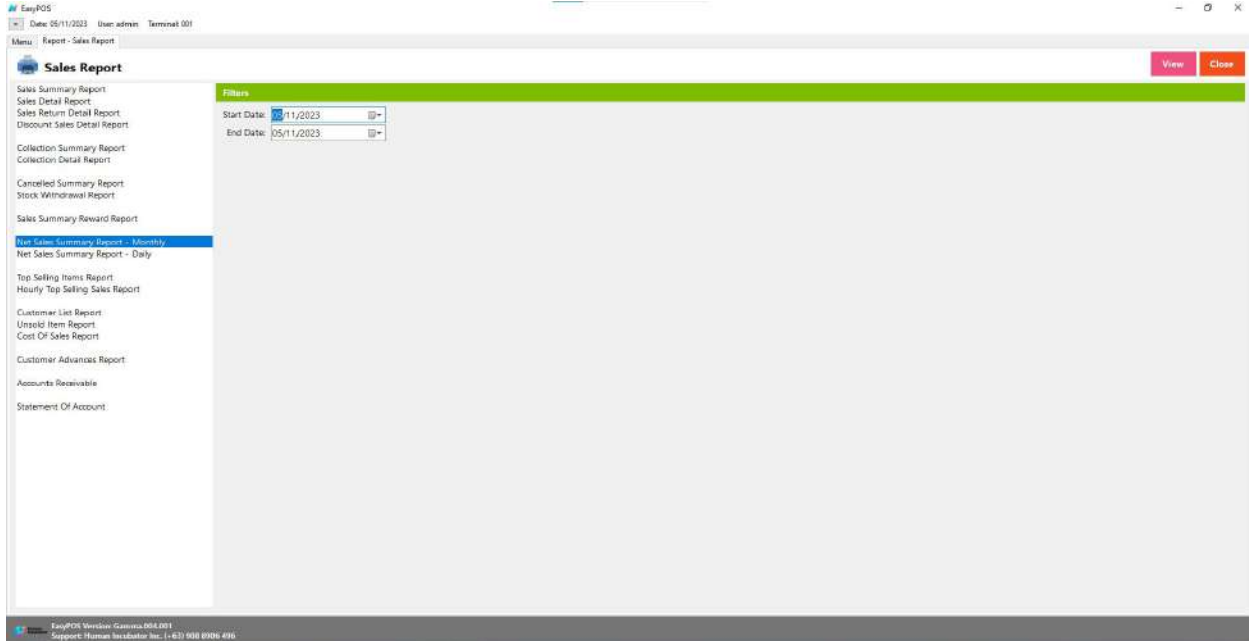
Sales Summary Reward Report



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



Net Sales Summary Report - Monthly



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

Menu: Report - Sales Report

Sales Report View Close

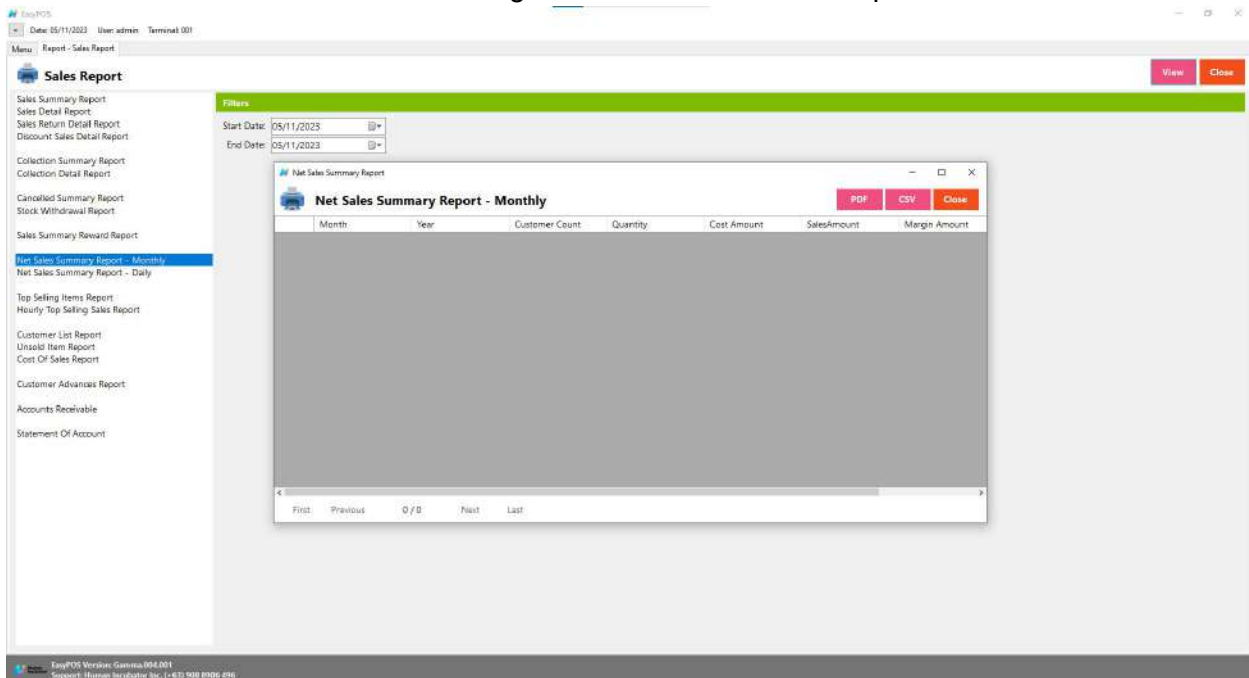
Sales Summary Report
Sales Detail Report
Sales Return Detail Report
Discount Sales Detail Report
Collection Summary Report
Collection Detail Report
Cancelled Summary Report
Stock Withdrawal Report
Sales Summary Reward Report
Net Sales Summary Report - Monthly
Net Sales Summary Report - Daily
Top Selling 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: 0004.001
Support: Human Incubator Inc. (+63) 908 8900 490

- 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

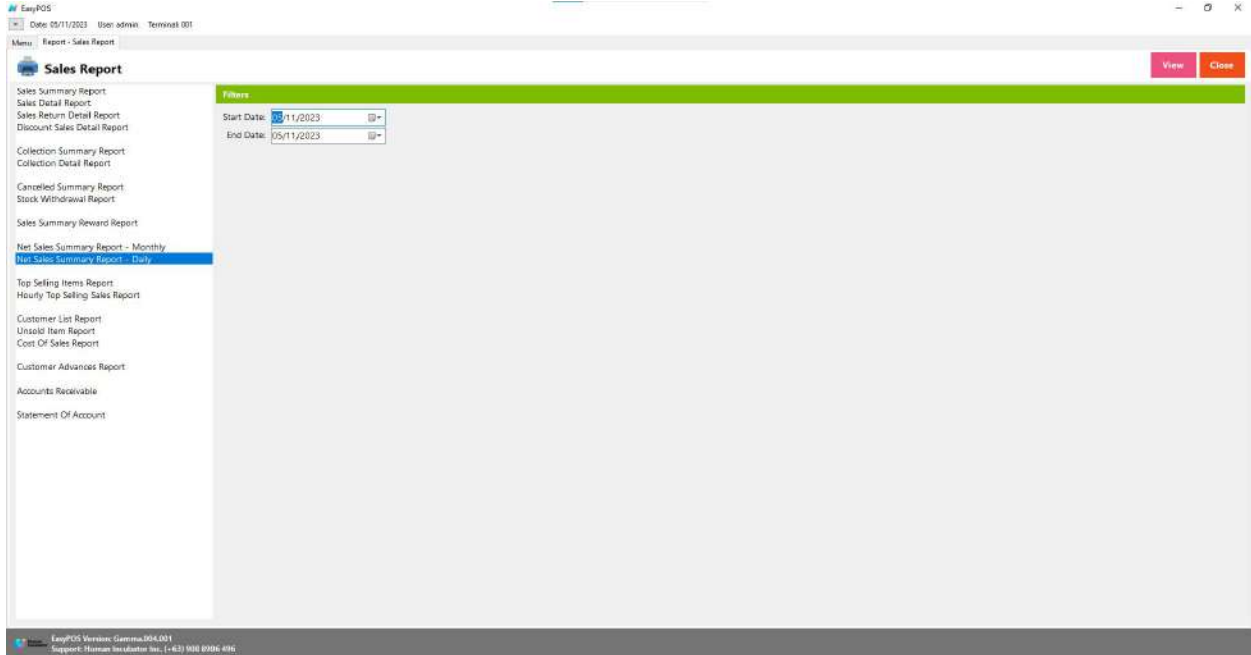
Net Sales Summary Report - Monthly PDF CSV Close

Month	Year	Customer Count	Quantity	Cost Amount	SalesAmount	Margin Amount
[Table content is obscured]						

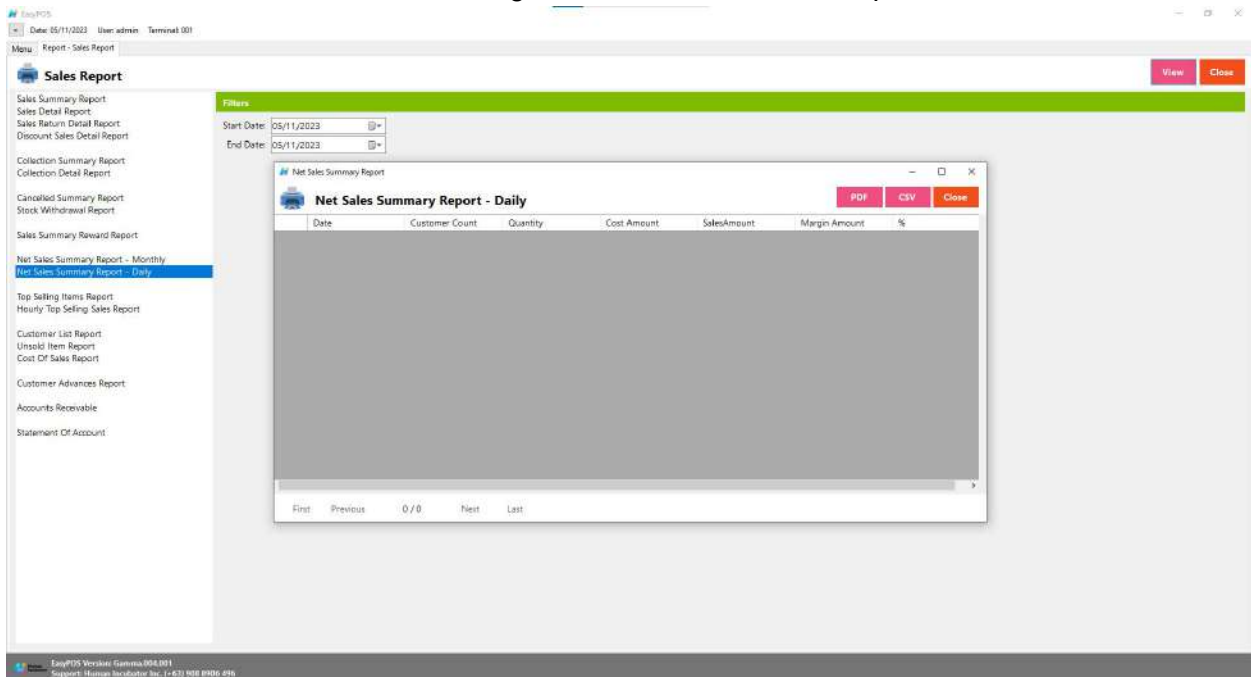
First Previous 0 / 0 Next Last

EasyPOS Version: 0004.001
Support: Human Incubator Inc. (+63) 908 8900 490

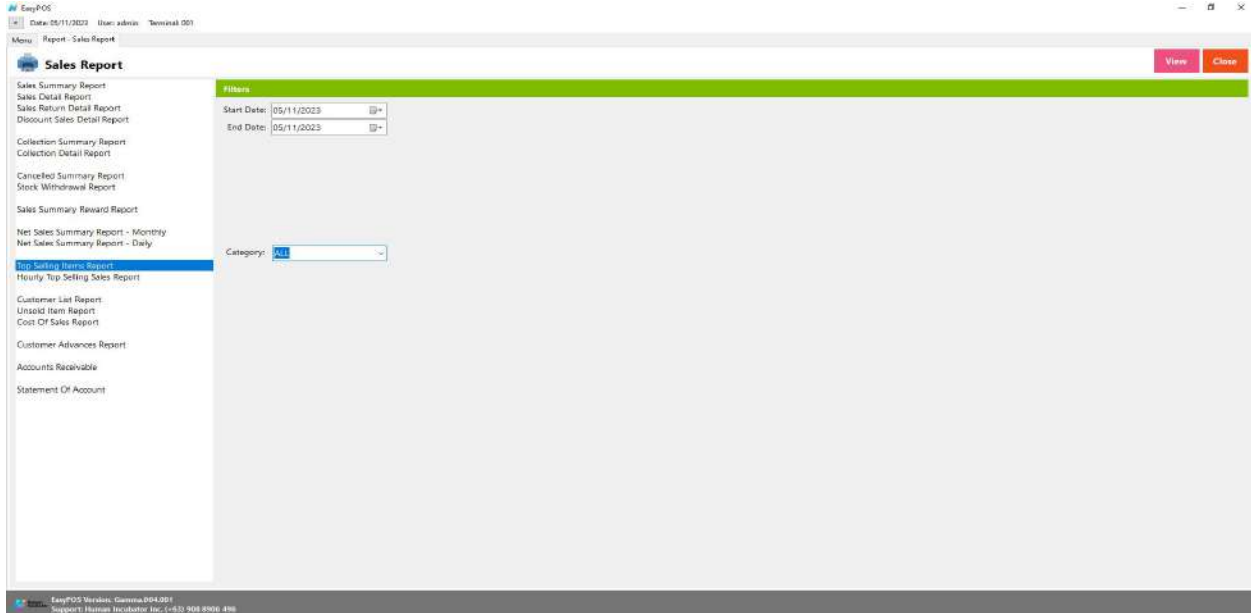
Net Sales Summary Report - Daily



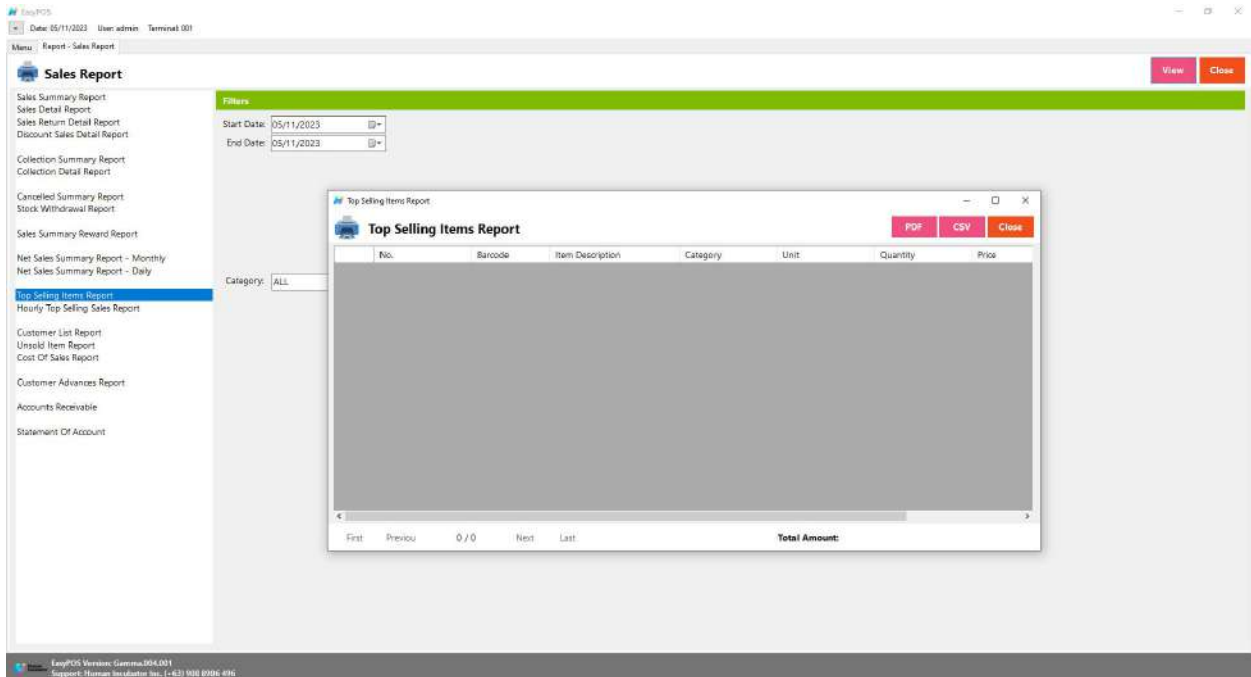
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



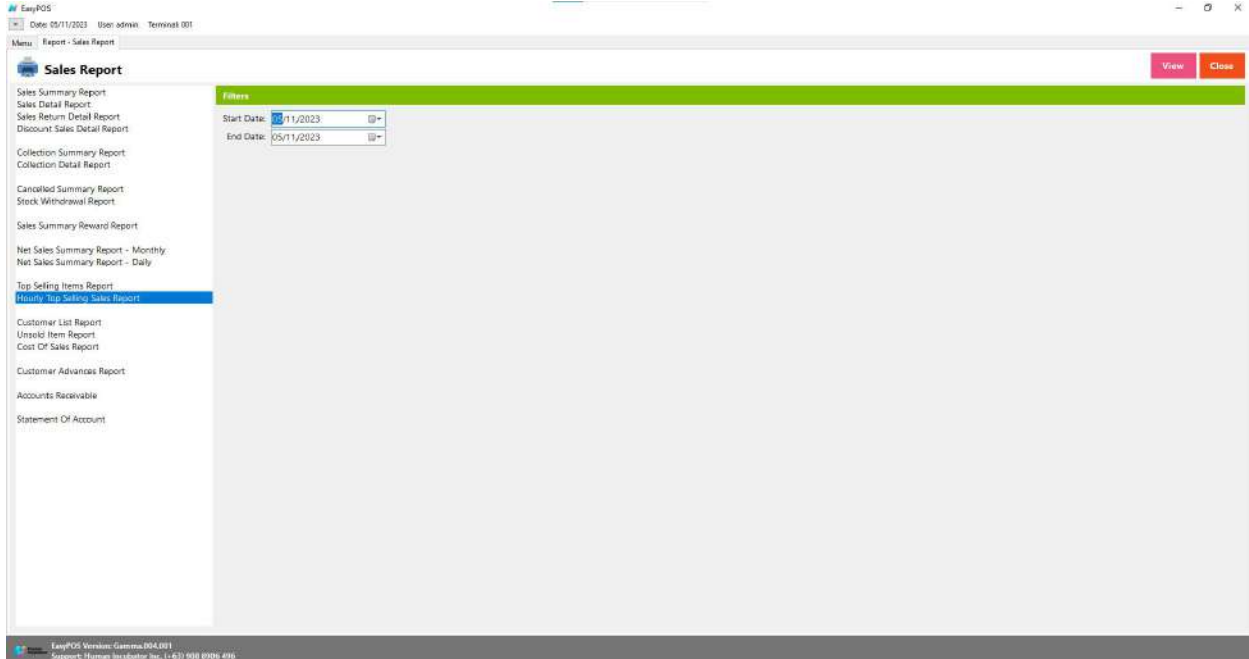
Top Selling Item Report



- 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.



Hourly Top Selling Sales Report



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

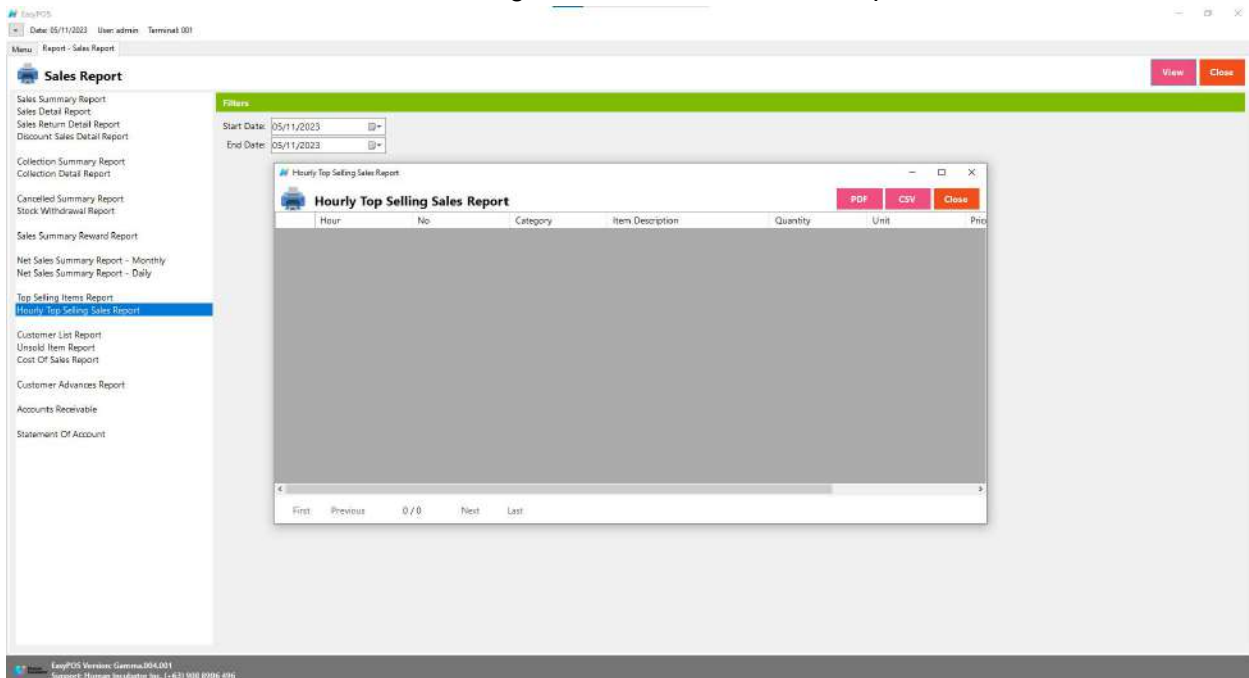
Sales Report [View] [Close]

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

- 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

EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. (+63) 908 8906 496

- 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]

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

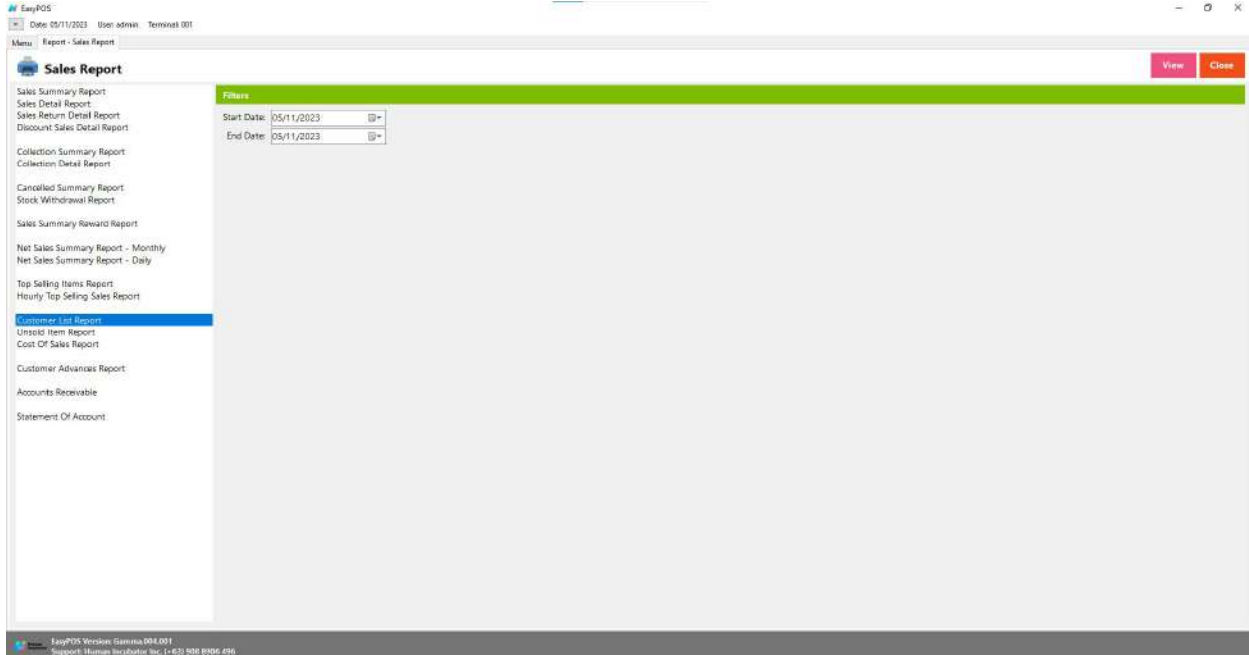
Hourly Top Selling Sales Report [PDF] [CSV] [Close]

Hour	No.	Category	Item Description	Quantity	Unit	Price

4
First Previous 0/0 Next Last

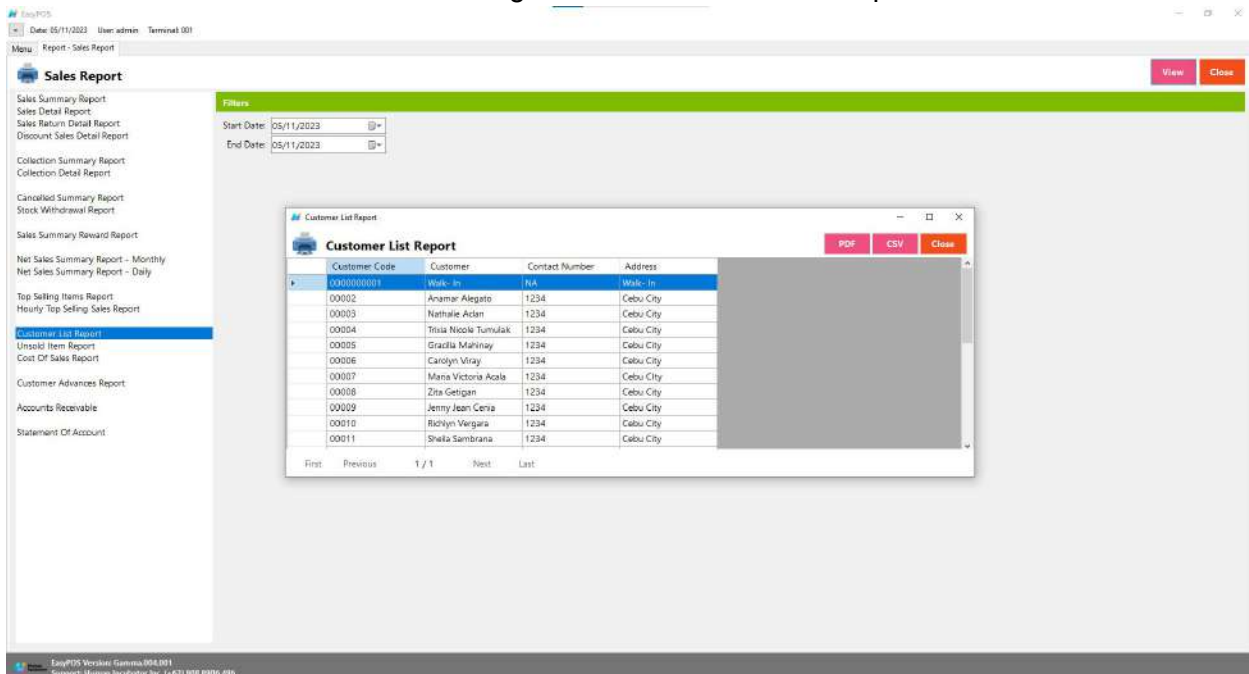
EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. (+63) 908 8906 496

Customer List Report



The screenshot shows the 'Sales Report' menu in the EasyPOS application. The 'Customer List Report' option is highlighted in the left sidebar. The main area displays filter options for 'Start Date' and 'End Date', both set to 05/11/2023. A 'View' button is visible in the top right corner of the report area.

- 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.

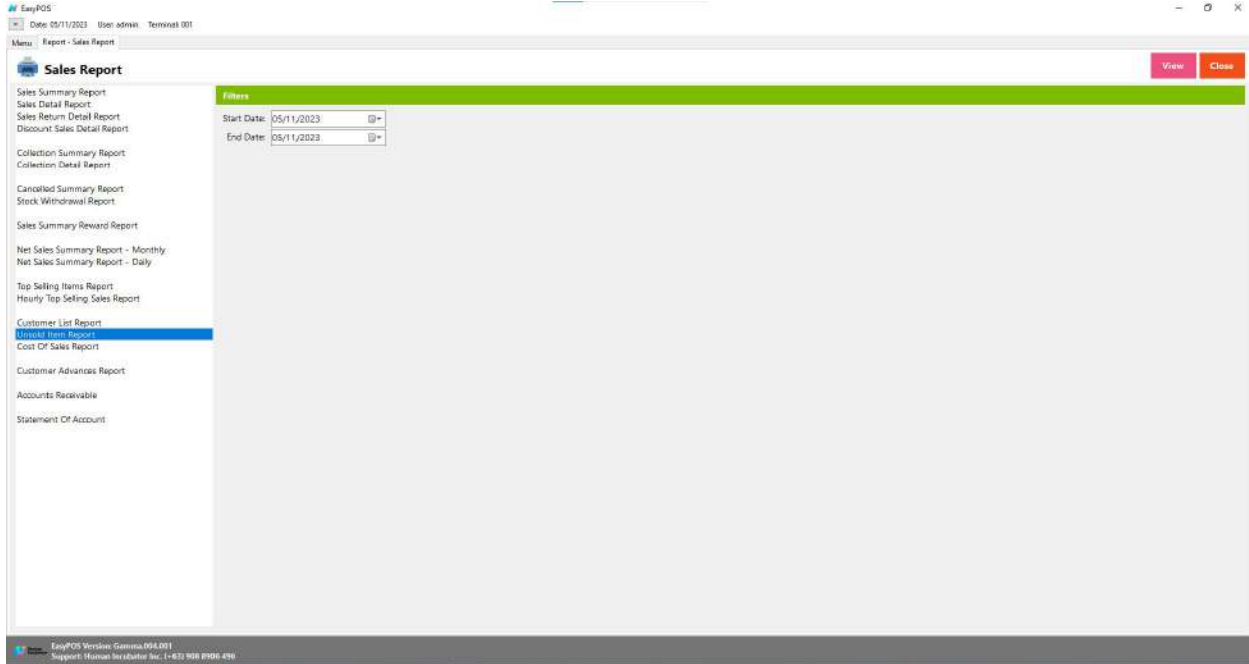


The screenshot shows the 'Customer List Report' data table. The table has columns for Customer Code, Customer, Contact Number, and Address. The data is as follows:

Customer Code	Customer	Contact Number	Address
0000000001	Walk-In	NA	Walk-In
000002	Anamer Alegato	1234	Cebu City
000003	Nathalie Actan	1234	Cebu City
000004	Trisia Nicole Tumalak	1234	Cebu City
000005	Graciela Mahinay	1234	Cebu City
000006	Carolyn Viray	1234	Cebu City
000007	Mana Victoria Acala	1234	Cebu City
000008	Zita Getigan	1234	Cebu City
000009	Jenny Jean Ceria	1234	Cebu City
000010	Rikhyen Vergara	1234	Cebu City
000011	Shela Sambrana	1234	Cebu City

The table is displayed in a modal window with 'PDF' and 'CSV' buttons. Navigation controls at the bottom of the modal show 'First', 'Previous', '1 / 1', 'Next', and 'Last'.

Unsold Item Report



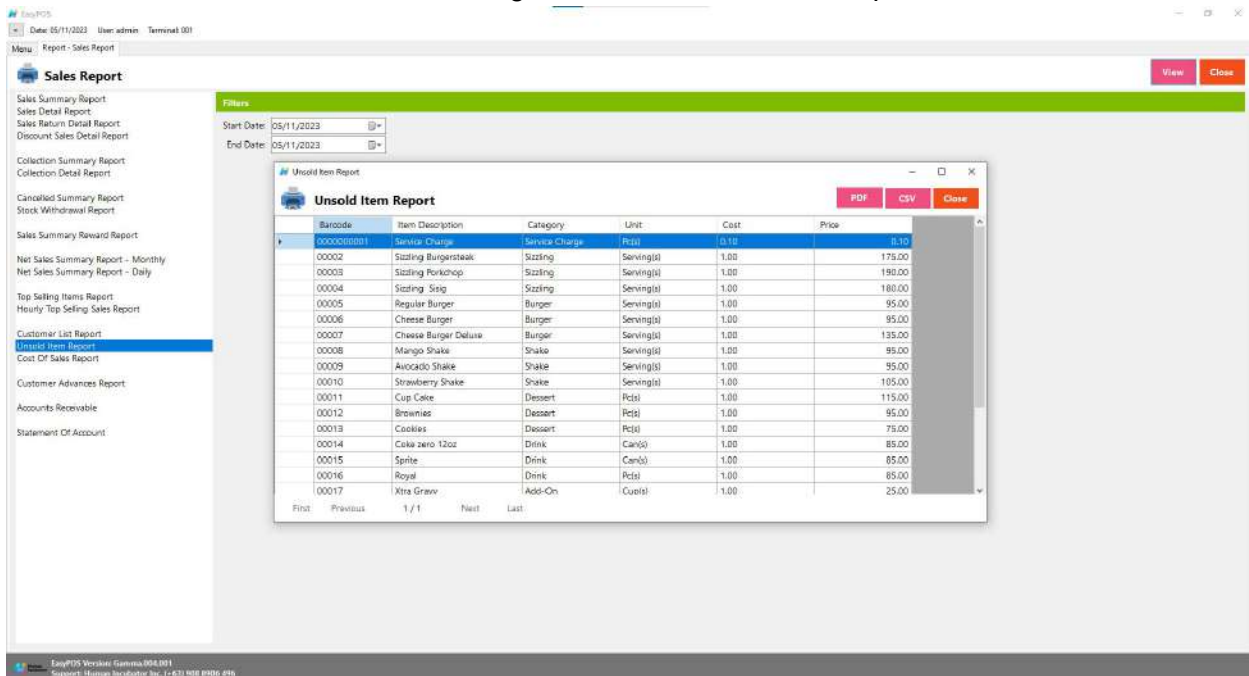
EasyPOS
Date: 05/11/2023 User: admin Terminal: 001
Menu: Report - Sales Report

Sales Report [View] [Close]

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

EasyPOS Version: Gemma 094.001
Support: Human Incubator Inc. (+63) 908 8900 490

- 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]

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

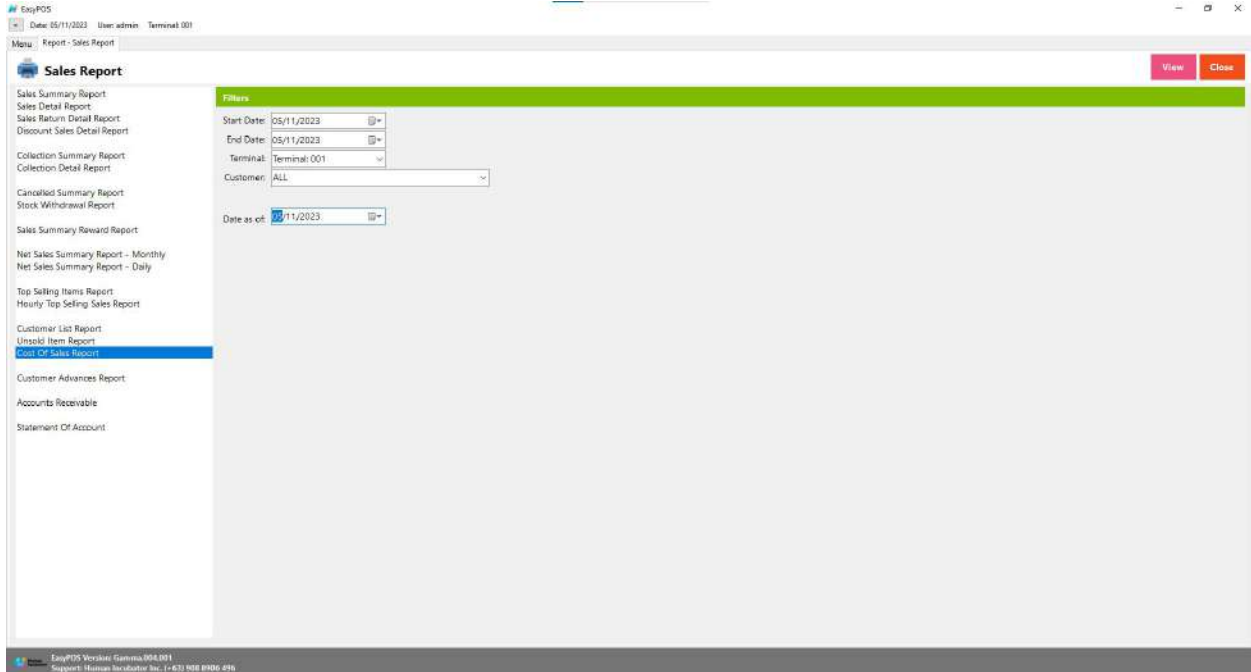
Unsold Item Report [PDF] [CSV] [Close]

Barcode	Item Description	Category	Unit	Cost	Price
000000001	Service Charge	Service Charge	Pct()	0.10	
00002	Sizzling Burgersteak	Sizzling	Serving(s)	1.00	175.00
00003	Sizzling Porkchop	Sizzling	Serving(s)	1.00	190.00
00004	Sizzling Saig	Sizzling	Serving(s)	1.00	180.00
00005	Regular 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	Pct()	1.00	115.00
00012	Brownies	Dessert	Pct()	1.00	95.00
00013	Cookies	Dessert	Pct()	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	Pct()	1.00	85.00
00017	Xtra Gravy	Add-On	Unit(s)	1.00	25.00

First Previous 1 / 1 Next Last

EasyPOS Version: Gemma 094.001
Support: Human Incubator Inc. (+63) 908 8900 490

Cost of Sales Report



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

Menu - Report - Sales Report

Sales Report View Close

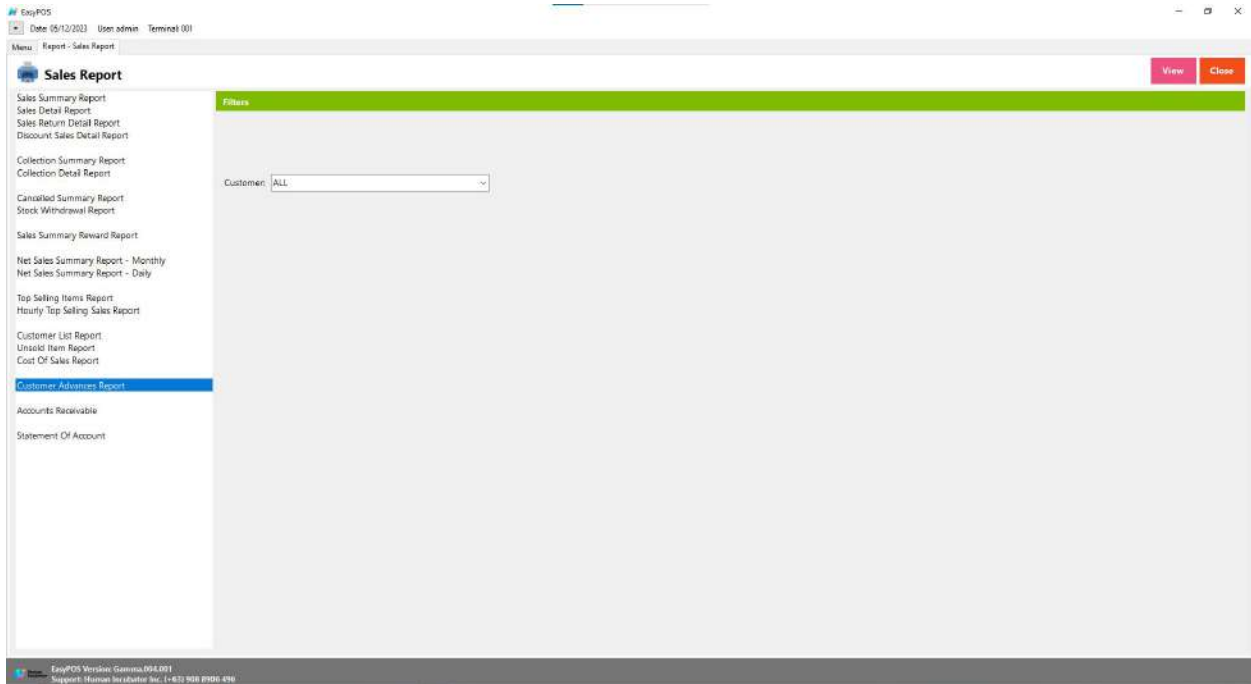
Sales Summary Report
 Sales Detail Report
 Sales Return Detail Report
 Discount Sales Detail Report
 Collection Summary Report
 Collection Detail Report
 Cancelled Summary Report
 Stock Withdrawal Report
 Sales Summary Reward Report
 Net Sales Summary Report - Monthly
 Net Sales Summary Report - Daily
 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
 Terminal: Terminal: 001
 Customer: ALL
 Date as of: 05/11/2023

EasyPOS Version: Gamma.094.001
 Support: Human Incubator Inc. (+63) 938 8700 476

Customer Advances Report



EasyPOS
 Date: 05/12/2023 User: admin Terminal: 001

Menu - Report - Sales Report

Sales Report View Close

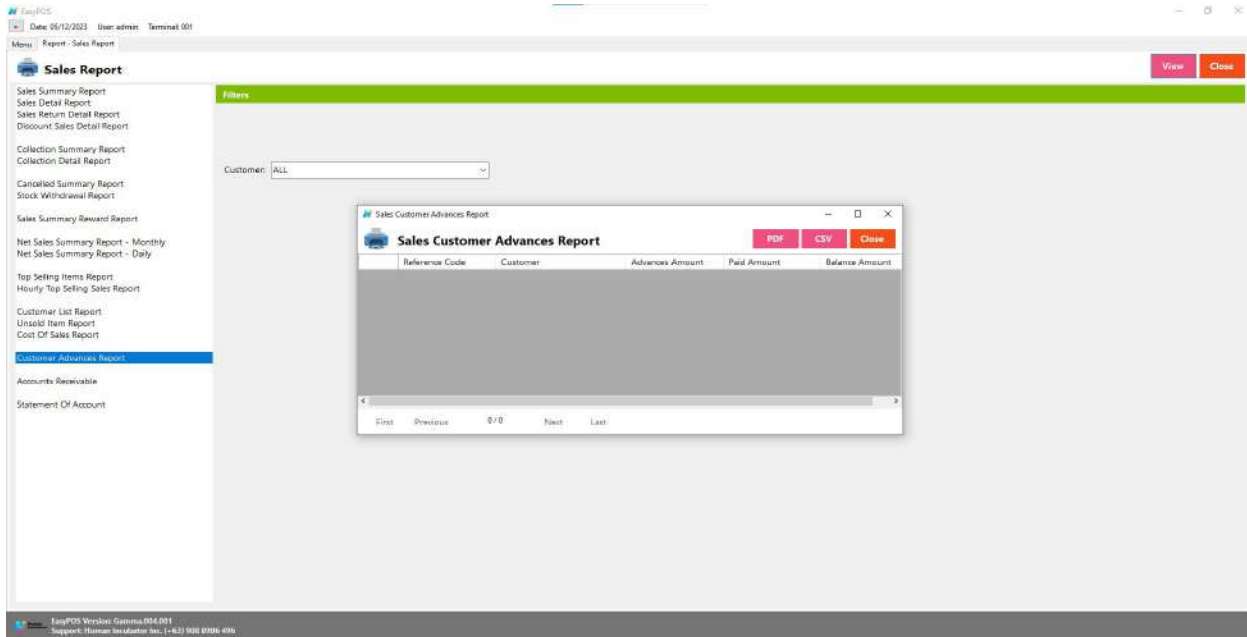
Sales Summary Report
 Sales Detail Report
 Sales Return Detail Report
 Discount Sales Detail Report
 Collection Summary Report
 Collection Detail Report
 Cancelled Summary Report
 Stock Withdrawal Report
 Sales Summary Reward Report
 Net Sales Summary Report - Monthly
 Net Sales Summary Report - Daily
 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

Customer: ALL

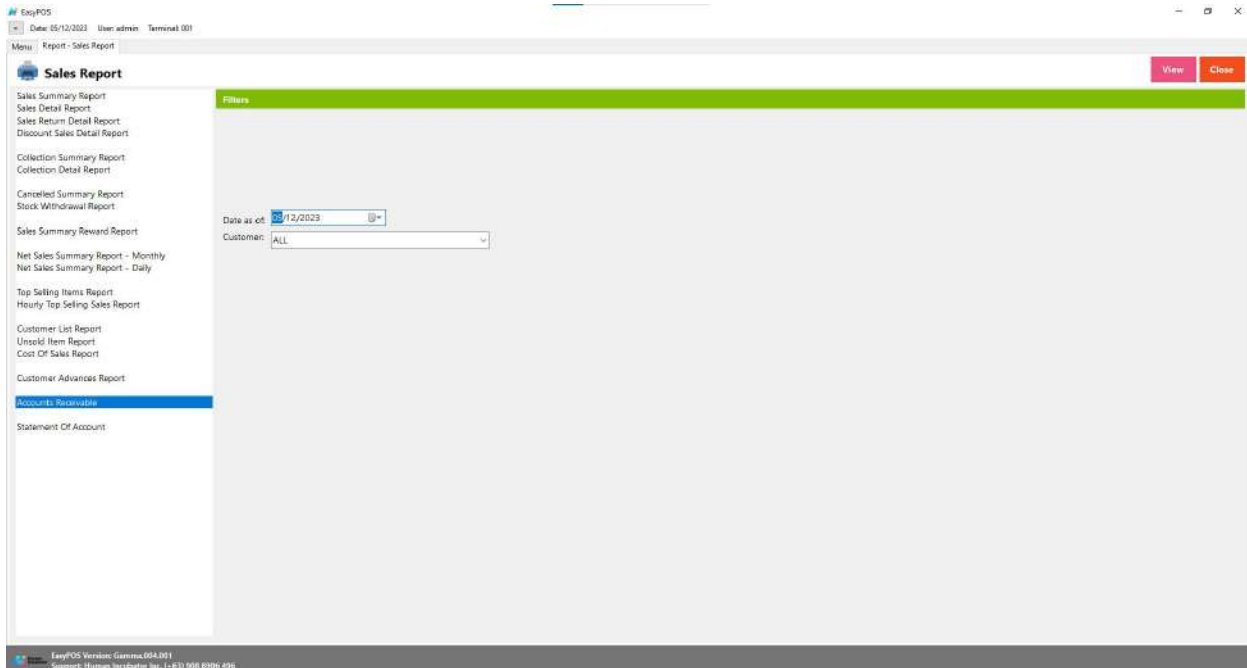
EasyPOS Version: Gamma.094.001
 Support: Human Incubator Inc. (+63) 938 8700 476

- 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.



The screenshot shows the EasyPOS interface with the 'Sales Report' menu open. A modal window titled 'Sales Customer Advances Report' is displayed, showing a table with columns: Reference Code, Customer, Advances Amount, Paid Amount, and Balance Amount. The modal has 'PDF', 'CSV', and 'Close' buttons. The background report interface has a 'Customer' dropdown menu set to 'ALL' and 'View' and 'Close' buttons.

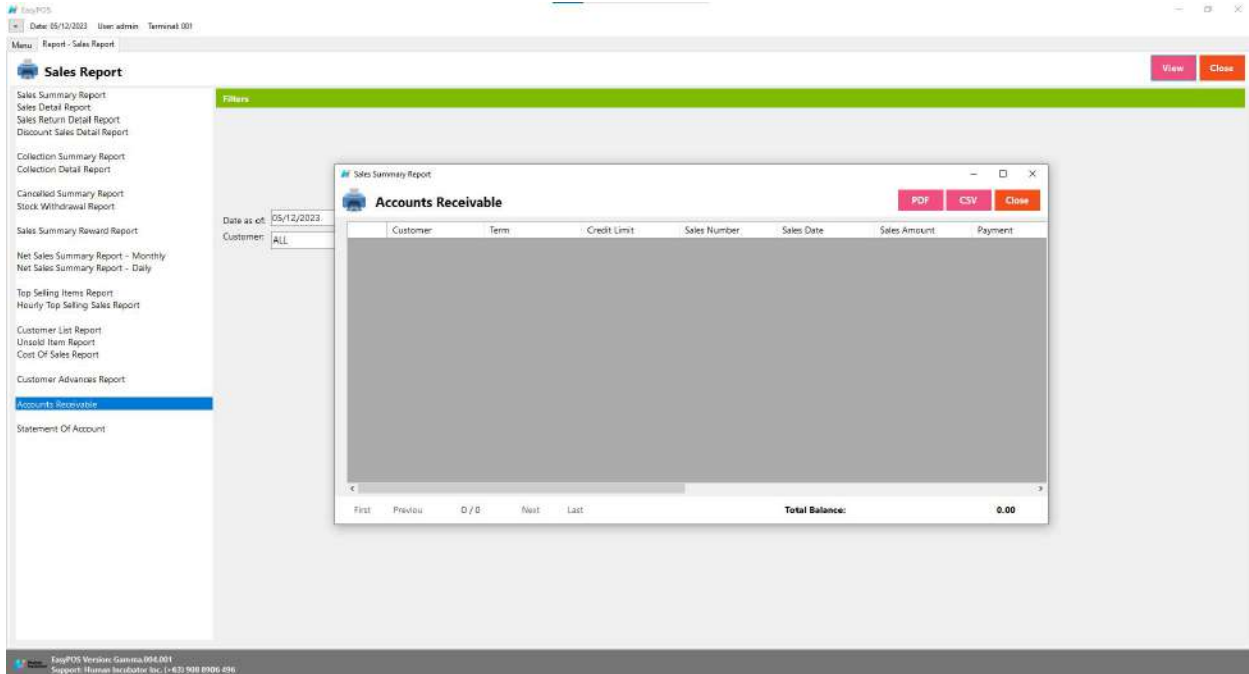
Accounts Receivable



The screenshot shows the EasyPOS interface with the 'Accounts Receivable' report selected in the 'Sales Report' menu. The report interface has a 'Date as of' dropdown menu set to '05/12/2023' and a 'Customer' dropdown menu set to 'ALL'. There are 'View' and 'Close' buttons in the top right corner.

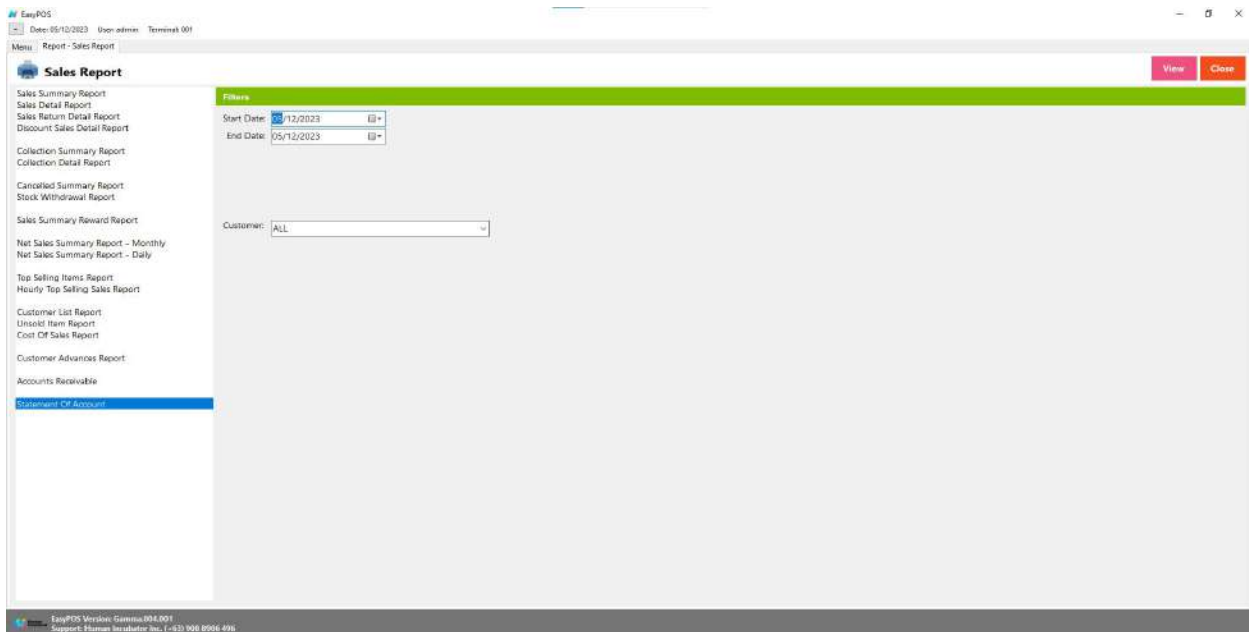
- Select Date as of and Customer
- Click the **View** button to view the report

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



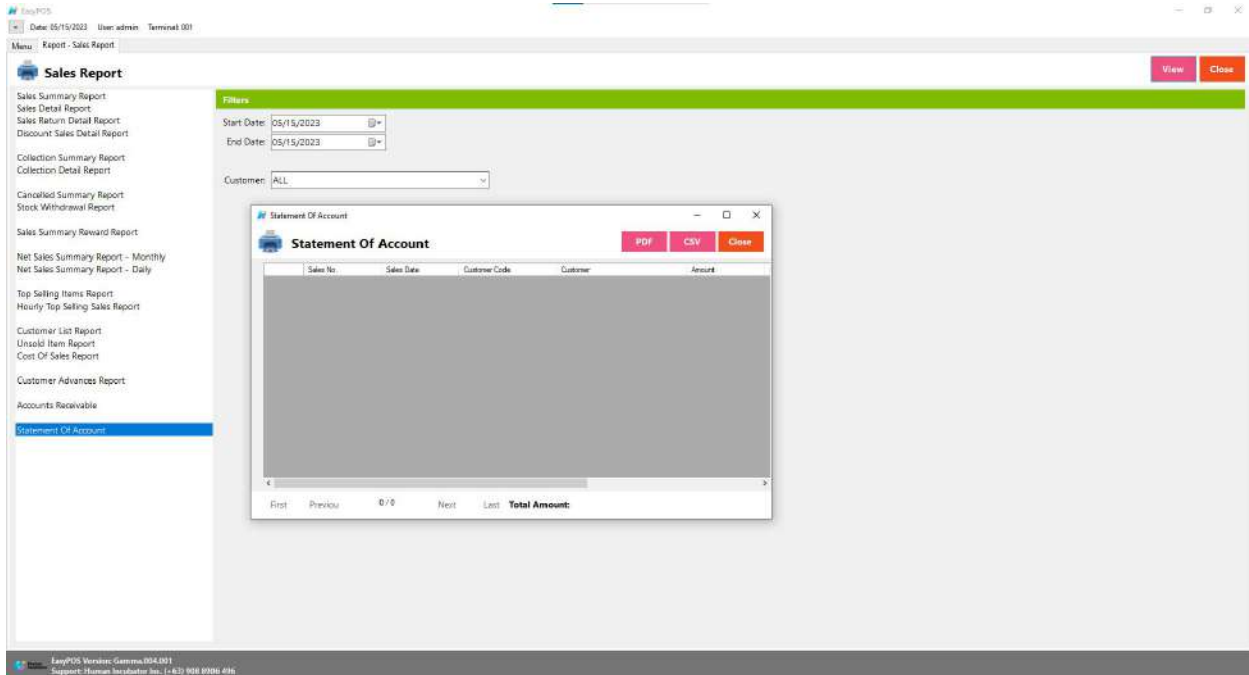
The screenshot shows the EasyPOS interface with a 'Sales Report' menu on the left. A 'Sales Summary Report' window is open, displaying an 'Accounts Receivable' report. The report has a table with columns: Customer, Term, Credit Limit, Sales Number, Sales Date, Sales Amount, and Payment. The table is currently empty. Below the table, there are navigation buttons: First, Previous, 0 / 0, Next, Last. At the bottom right, it shows 'Total Balance: 0.00'. Above the table, there are 'PDF' and 'CSV' buttons for report generation, and a 'Close' button. The window title is 'Sales Summary Report' and 'Accounts Receivable'. The background shows the main interface with filters for 'Date as of' (05/12/2023) and 'Customer' (ALL).

Statement of Account



The screenshot shows the EasyPOS interface with a 'Sales Report' menu on the left. A 'Statement of Account' report window is open. The window has a 'Filters' section with 'Start Date' (05/12/2023) and 'End Date' (05/12/2023) dropdown menus, and a 'Customer' dropdown menu set to 'ALL'. There are 'View' and 'Close' buttons in the top right corner. The background shows the main interface with the same filters as the previous screenshot.

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



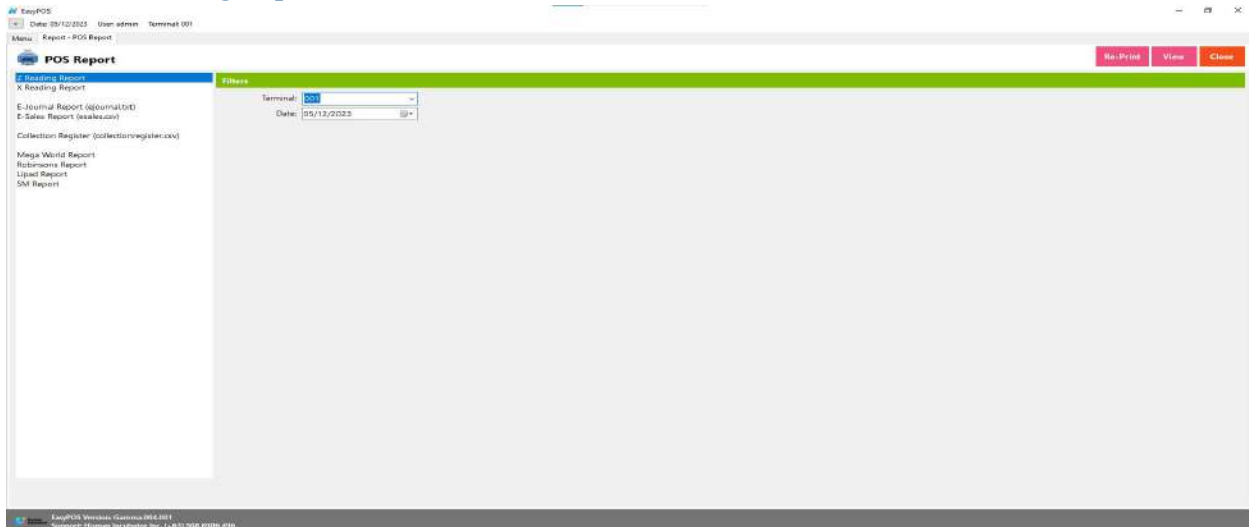
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.

POS Report

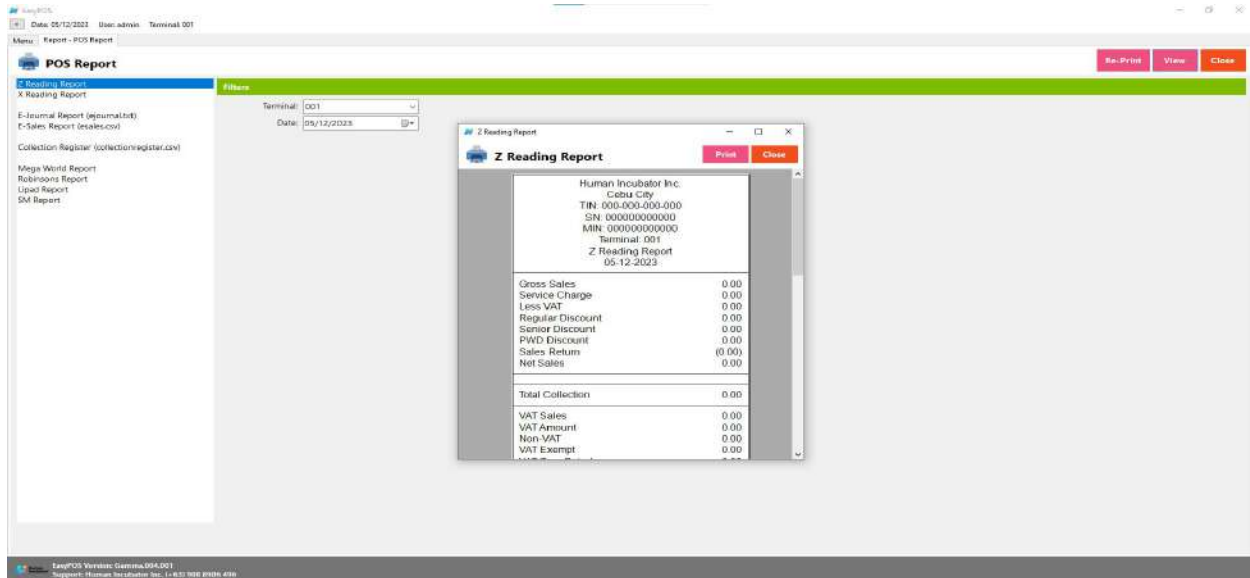
Overview

- **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.

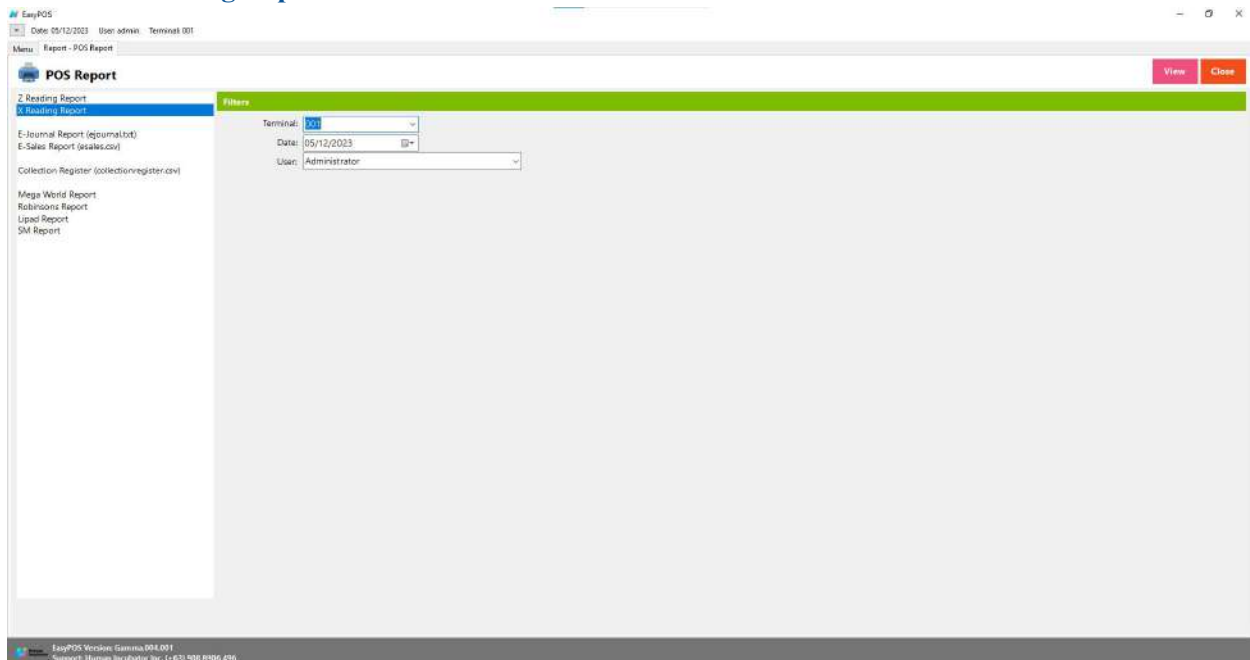
Z Reading Report



- Select terminal and 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

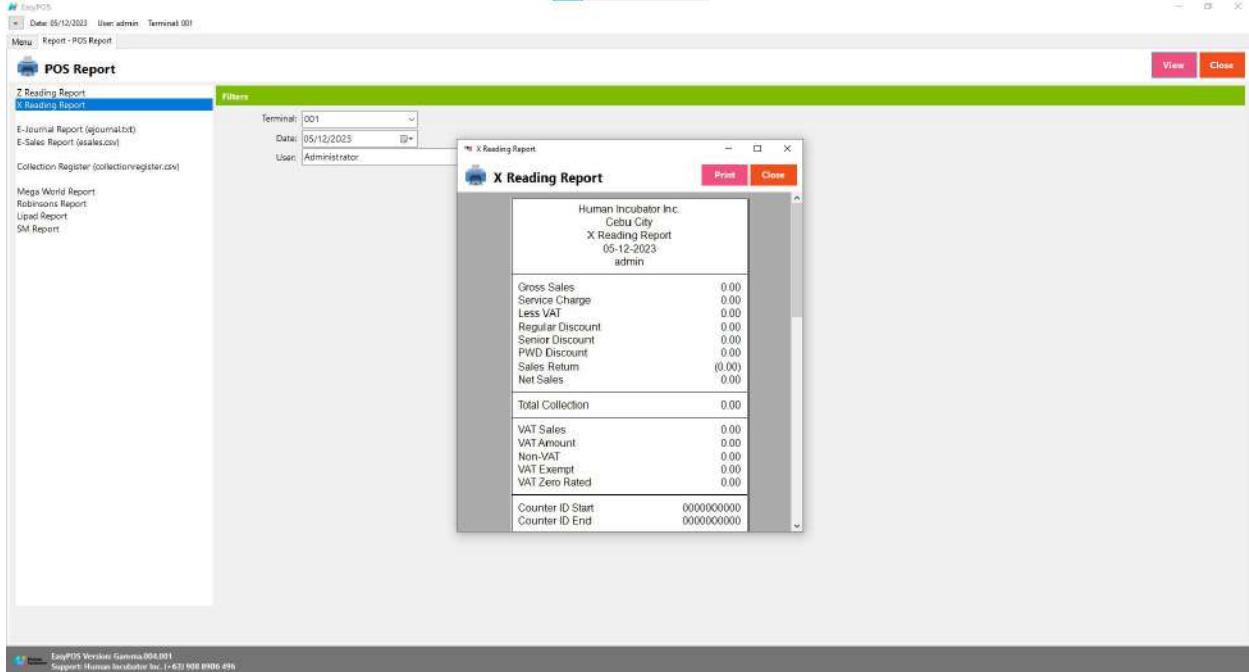


X Reading Report



- 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



The screenshot shows the 'POS Report' interface in the EasyPOS system. A modal window titled 'X Reading Report' is open, displaying a summary of sales data for terminal 001 on 05/12/2023. The report includes a list of sales items and their amounts, as well as VAT and collection totals.

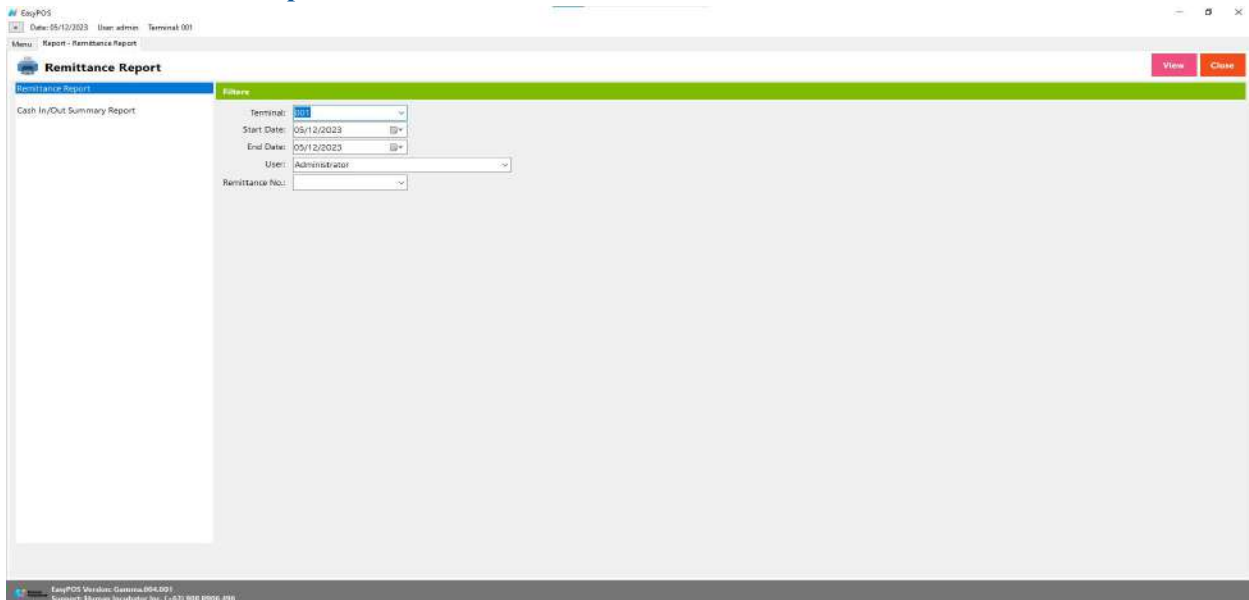
Human Incubator Inc. Cebu City X Reading Report 05-12-2023 admin	
Gross Sales	0.00
Service Charge	0.00
Less VAT	0.00
Regular Discount	0.00
Senior Discount	0.00
PWD Discount	0.00
Sales Return	(0.00)
Net Sales	0.00
Total Collection	0.00
VAT Sales	0.00
VAT Amount	0.00
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00
Counter ID Start	000000000
Counter ID End	000000000

Remittance Report

Overview

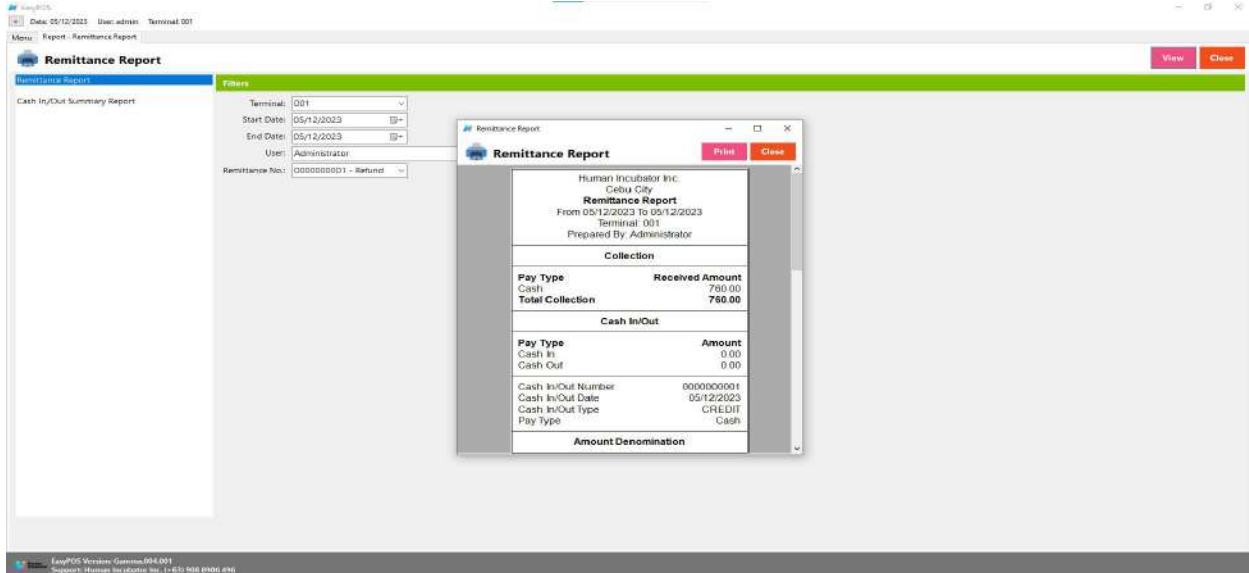
- **Remittance Report** is where users can see the reports for Cash/In Out with the Remittance report.

Remittance Report



The screenshot shows the 'Remittance Report' interface in the EasyPOS system. The 'Cash In/Out Summary Report' is selected. The filters section shows the following settings: Terminal: 001, Start Date: 05/12/2023, End Date: 05/12/2023, User: Administrator, and Remittance No. (empty).

- 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



The screenshot shows the 'Remittance Report' interface. On the left, there are filter options for Terminal (001), Start Date (05/12/2023), End Date (05/12/2023), User (Administrator), and Remittance No. (000000001 - Startnet). A 'View' button is visible in the top right. A preview window titled 'Remittance Report' is open, displaying the following information:

Human Incubator Inc.
 Cebu City
Remittance Report
 From 05/12/2023 to 05/12/2023
 Terminal: 001
 Prepared By: Administrator

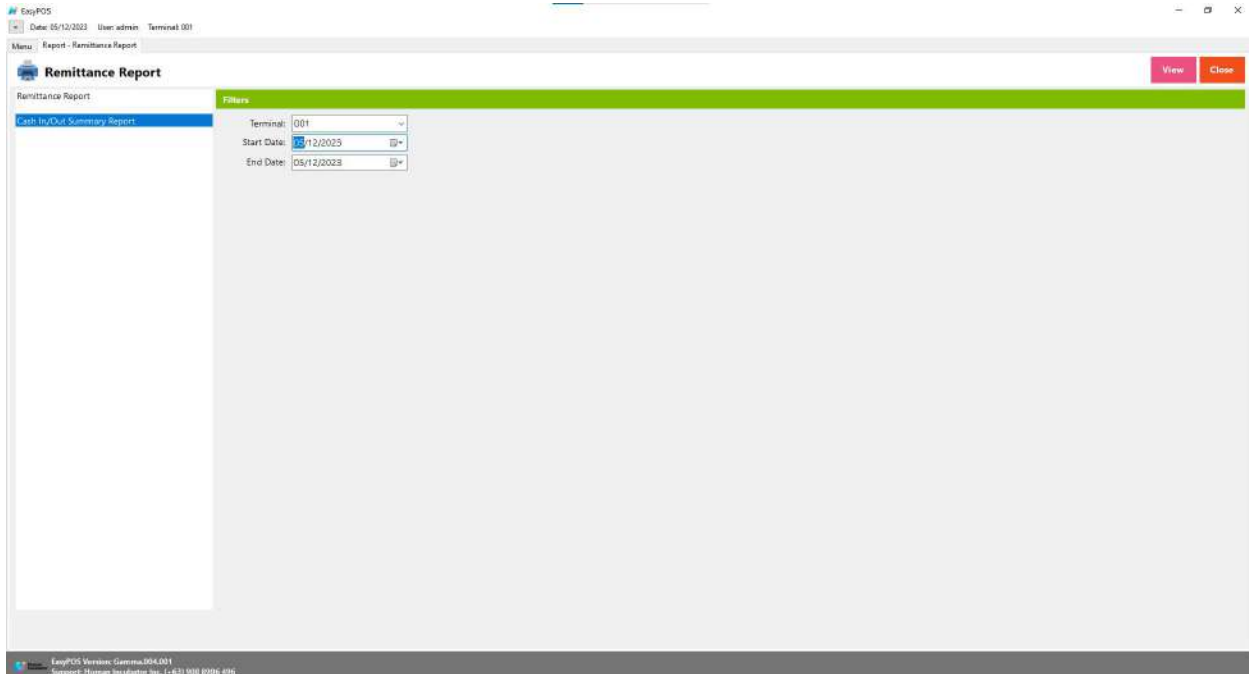
Collection	
Pay Type	Received Amount
Cash	780.00
Total Collection	780.00

Cash In/Out	
Pay Type	Amount
Cash In	0.00
Cash Out	0.00

Cash In/Out Number: 000000001
 Cash In/Out Date: 05/12/2023
 Cash In/Out Type: CREDIT
 Pay Type: Cash

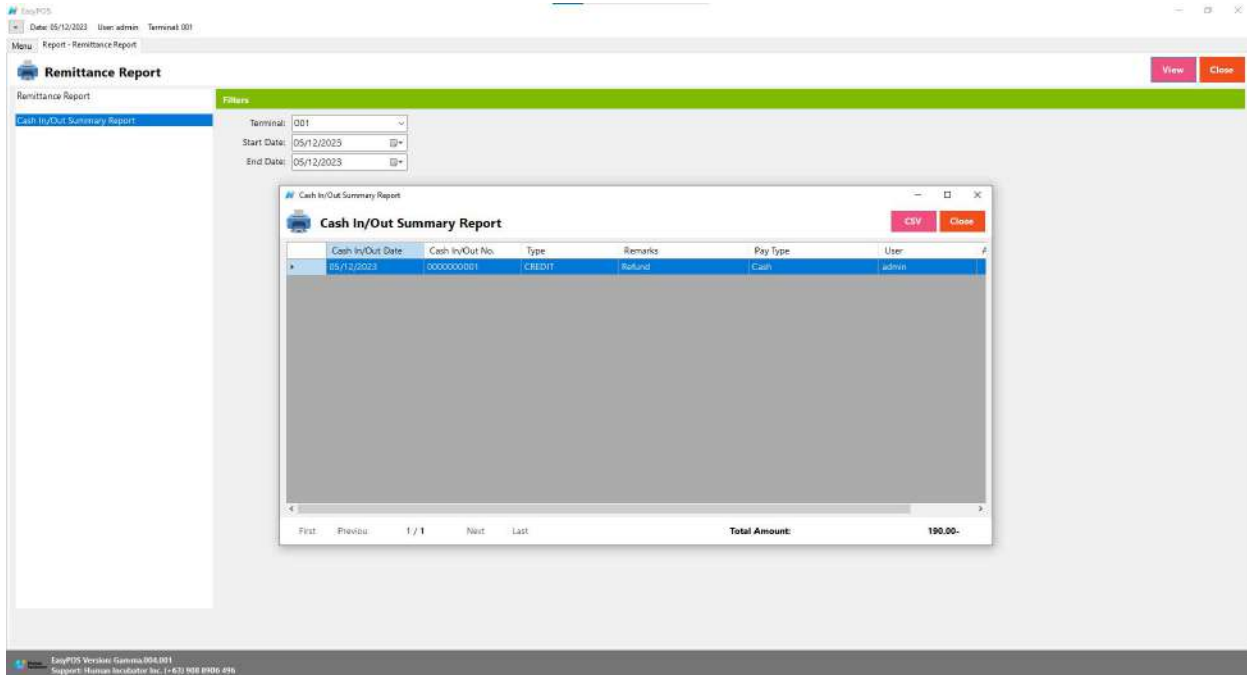
Amount Denomination

Cash In/Out Summary Report



The screenshot shows the 'Cash In/Out Summary Report' interface. The filter options are Terminal (001), Start Date (05/12/2023), and End Date (05/12/2023). A 'View' button is visible in the top right.

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



Remittance Report

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

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

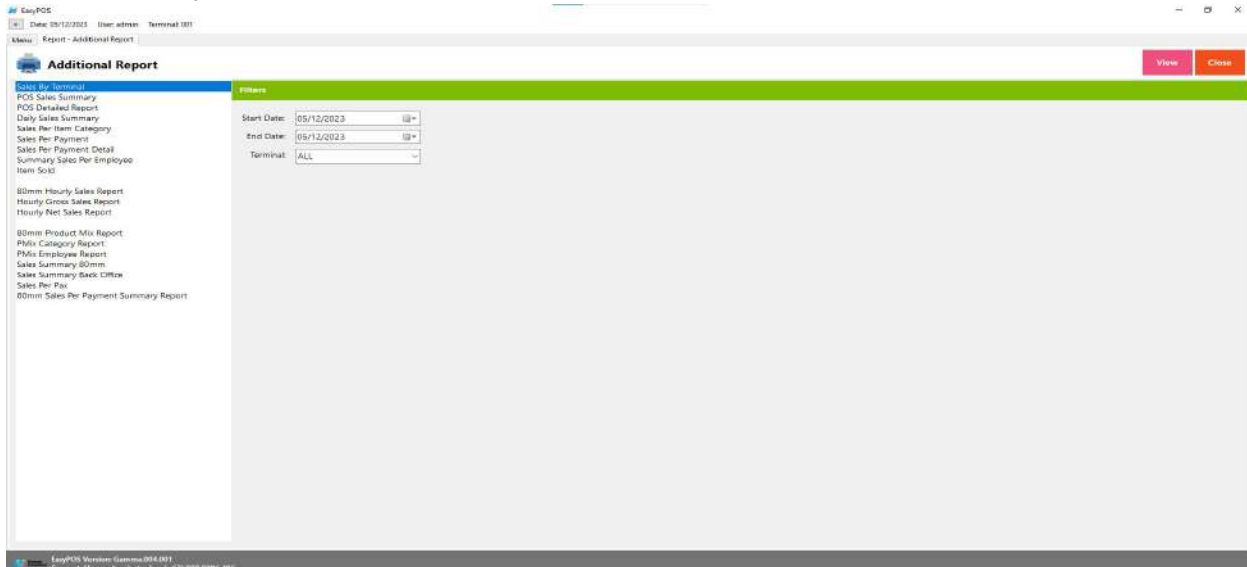
Total Amount: 190.00-

Additional Report

Overview

- **Additional Report** is the newly added reports.

Sales By Terminal

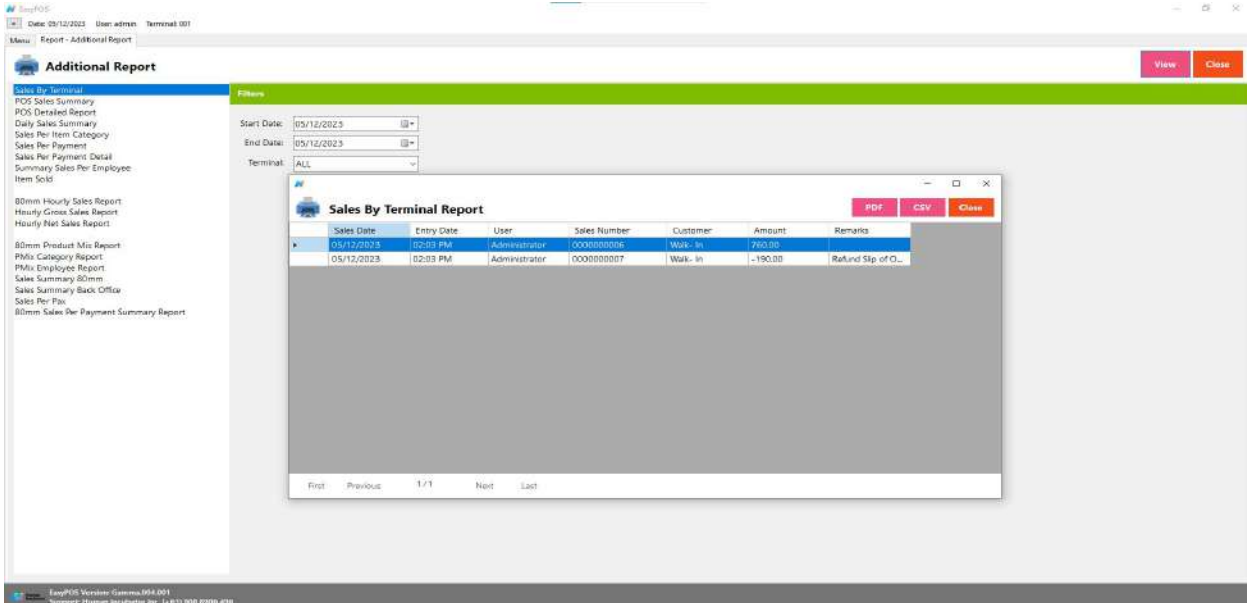


Additional Report

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

- Select Terminal, Start Date and End Date.
- Click the **View** button to view the report

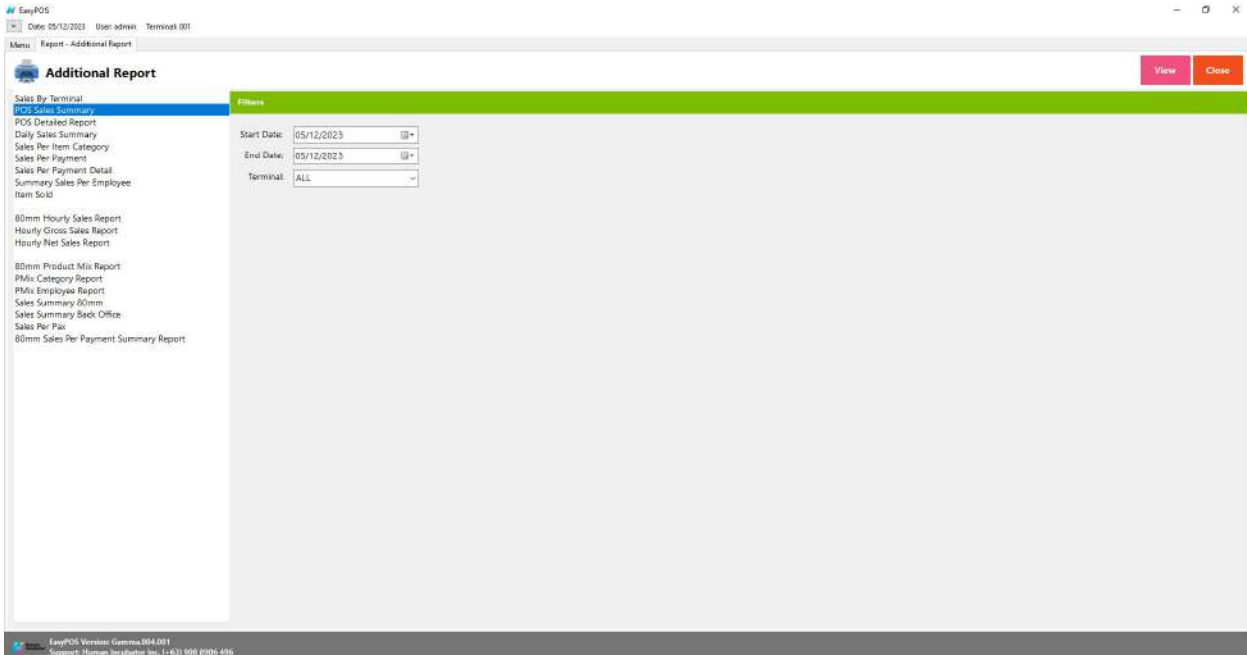
- Click **PDF** button to print pdf file report
- Click **CSV** button to print csv file format report



The screenshot shows the EasyPOS interface. On the left is the 'Additional Report' menu with various report options. The main area displays filters for 'Start Date' (05/12/2023), 'End Date' (05/12/2023), and 'Terminal' (ALL). A 'Sales By Terminal Report' window is open, showing a table with columns: Sales Date, Entry Date, User, Sales Number, Customer, Amount, and Remarks. The table contains two rows of data.

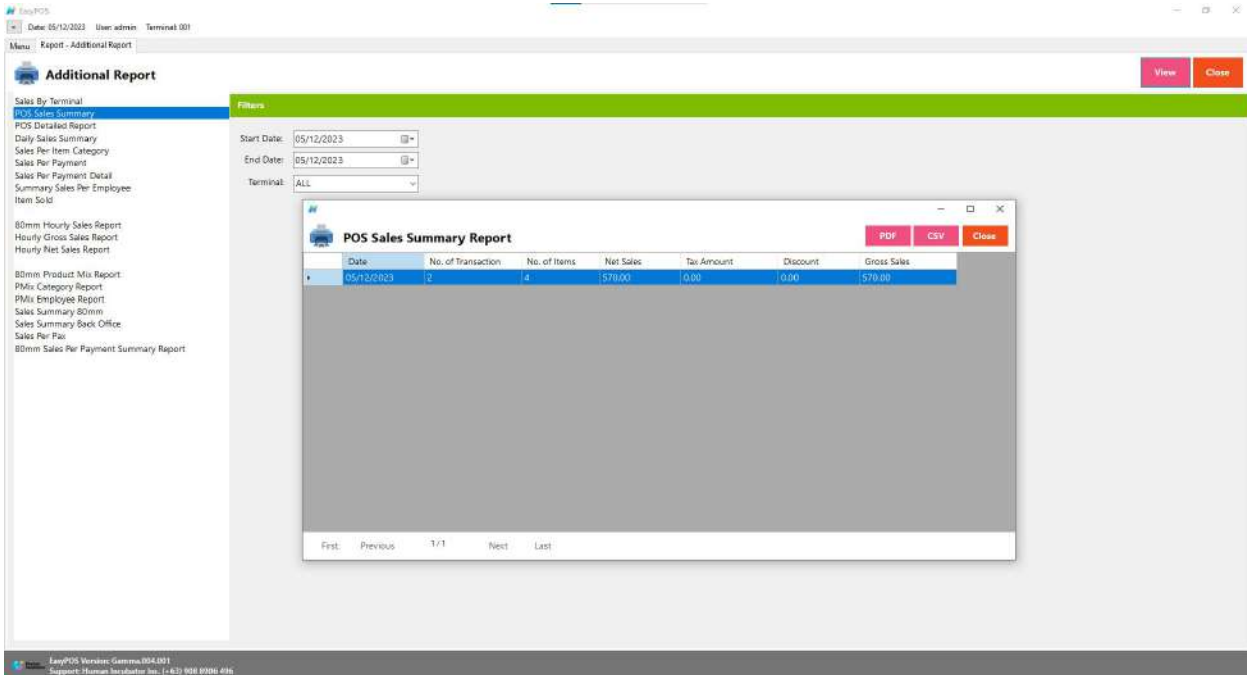
Sales Date	Entry Date	User	Sales Number	Customer	Amount	Remarks
05/12/2023	02:30 PM	Administrator	0000000006	Walk-in	760.00	
05/12/2023	02:03 PM	Administrator	0000000007	Walk-in	-190.00	Refund Slip of O...

POS Sales Summary



The screenshot shows the EasyPOS interface with the 'Additional Report' menu open. The filters for 'Start Date' (05/12/2023), 'End Date' (05/12/2023), and 'Terminal' (ALL) are visible. The 'View' and 'Close' buttons are highlighted in the top right corner.

- 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



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 Fax
 80mm Sales Per Payment Summary Report

Filters

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

POS Sales Summary Report

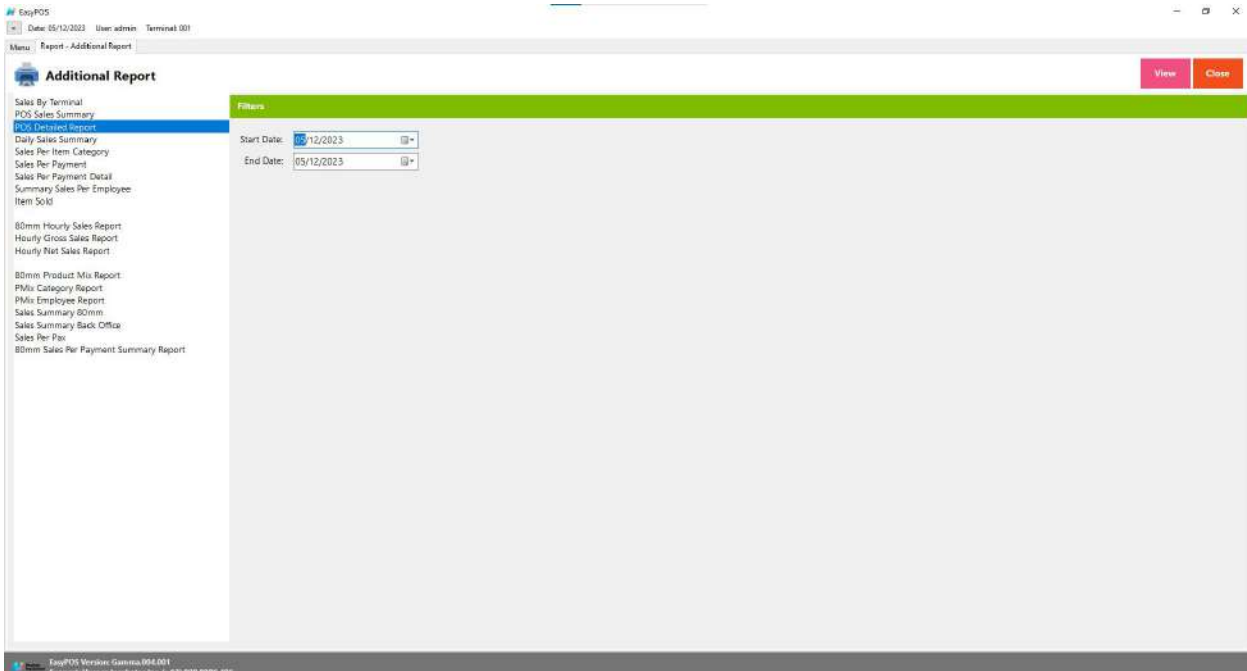
Date	No. of Transaction	No. of Items	Net Sales	Tax Amount	Discount	Gross Sales
05/12/2023	2	4	570.00	0.00	0.00	570.00

PDF CSV Close

First Previous 1/1 Next Last

EazyPOS Version: Gemma.004.001
 Support: Human Incubator Inc. (+63) 908 8980 496

POS Detailed 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

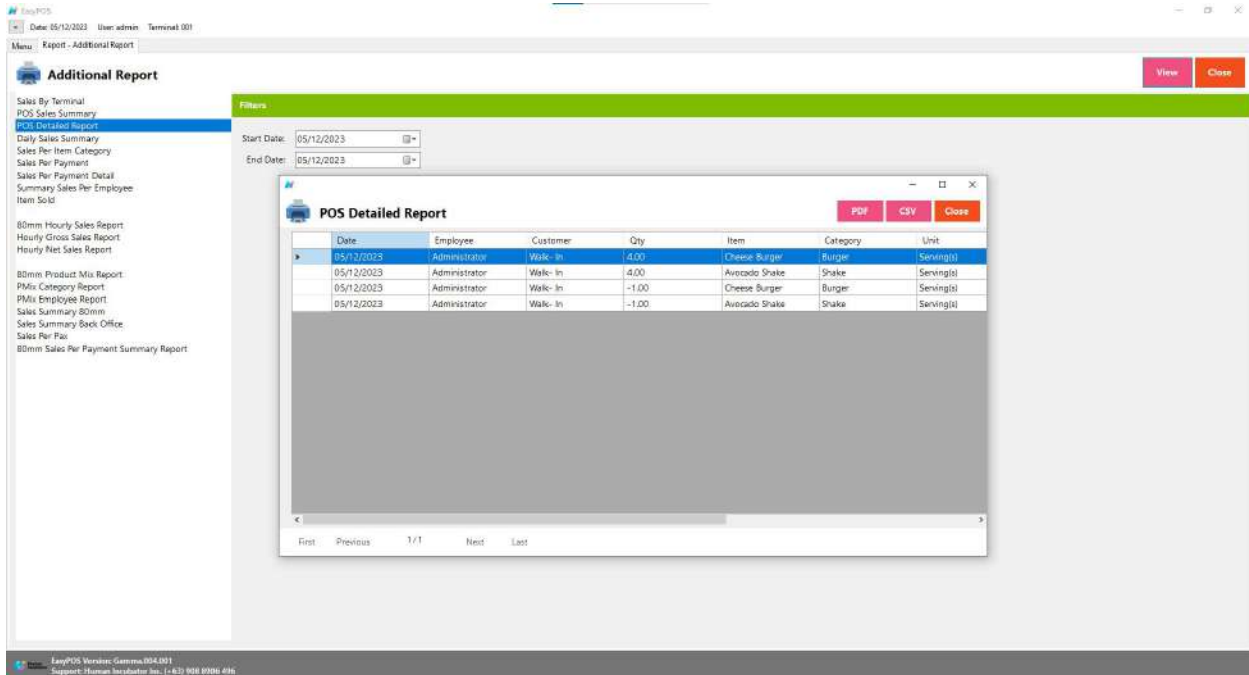
80mm Product Mix Report
 PMix Category Report
 PMix Employee Report
 Sales Summary 80mm
 Sales Summary Back Office
 Sales Per Fax
 80mm Sales Per Payment Summary Report

Filters

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

EazyPOS Version: Gemma.004.001
 Support: Human Incubator Inc. (+63) 908 8980 496

- 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



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

POS Detailed Report

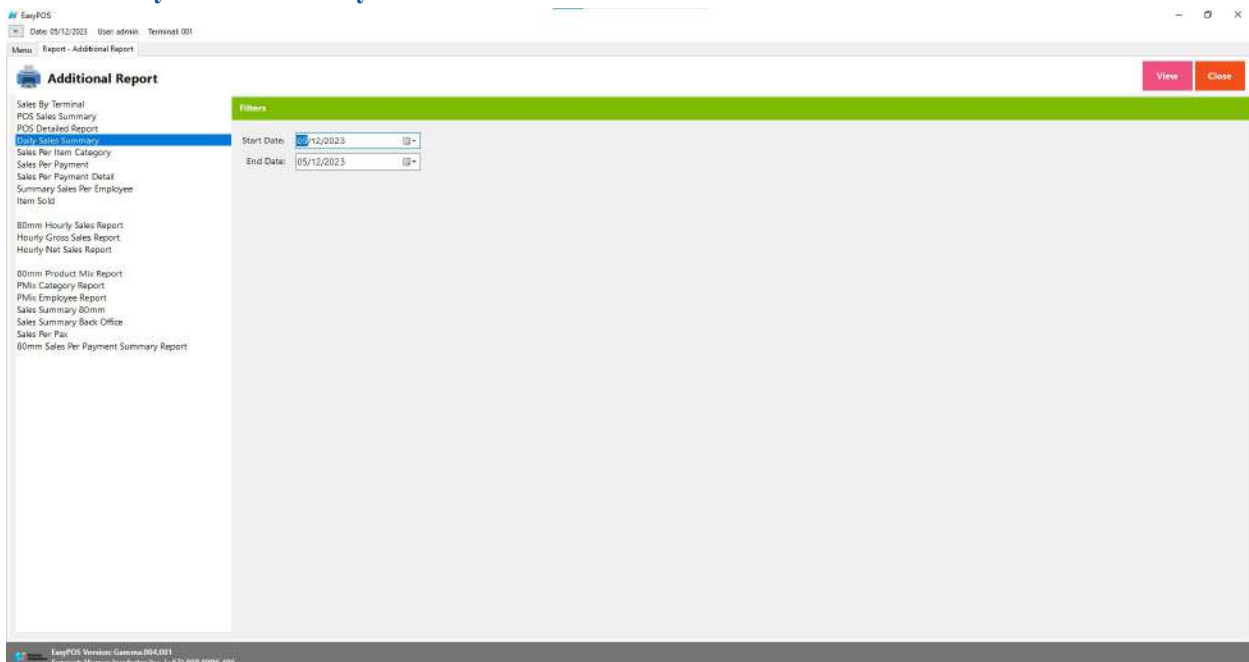
Date	Employee	Customer	Qty	Item	Category	Unit
05/12/2023	Administrator	Walk-in	4.00	Cheese Burger	Burger	Serving(s)
05/12/2023	Administrator	Walk-in	4.00	Avocado Shake	Shake	Serving(s)
05/12/2023	Administrator	Walk-in	-1.00	Cheese Burger	Burger	Serving(s)
05/12/2023	Administrator	Walk-in	-1.00	Avocado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

PDF CSV Close

First Previous 1/1 Next Last

EasyPOS Version: Gamma.094.001
Support: Human Incubator Inc. (+63) 938 8986 496

Daily Sales Summary



Additional Report

Sales By Terminal
POS Sales Summary
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

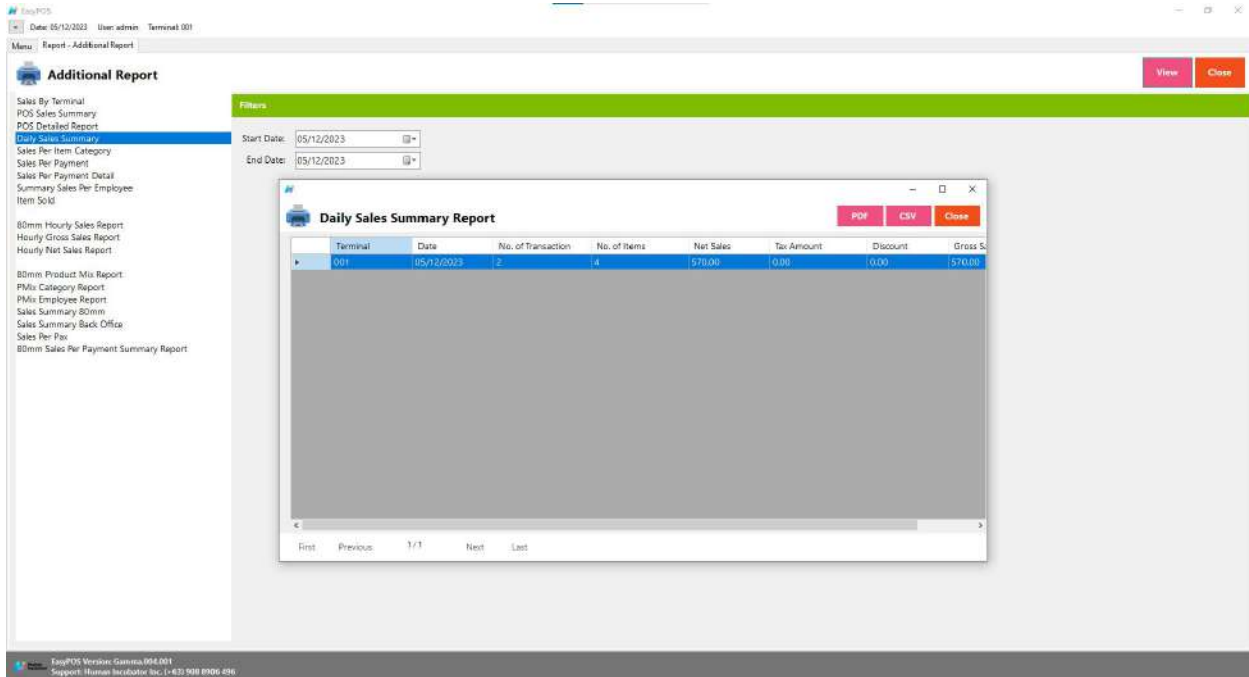
80mm Product Mix Report
PMix Category Report
PMix Employee Report
Sales Summary 80mm
Sales Summary Back Office
Sales Per Pax
80mm Sales Per Payment Summary Report

Filters

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

EasyPOS Version: Gamma.094.001
Support: Human Incubator Inc. (+63) 938 8986 496

- 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

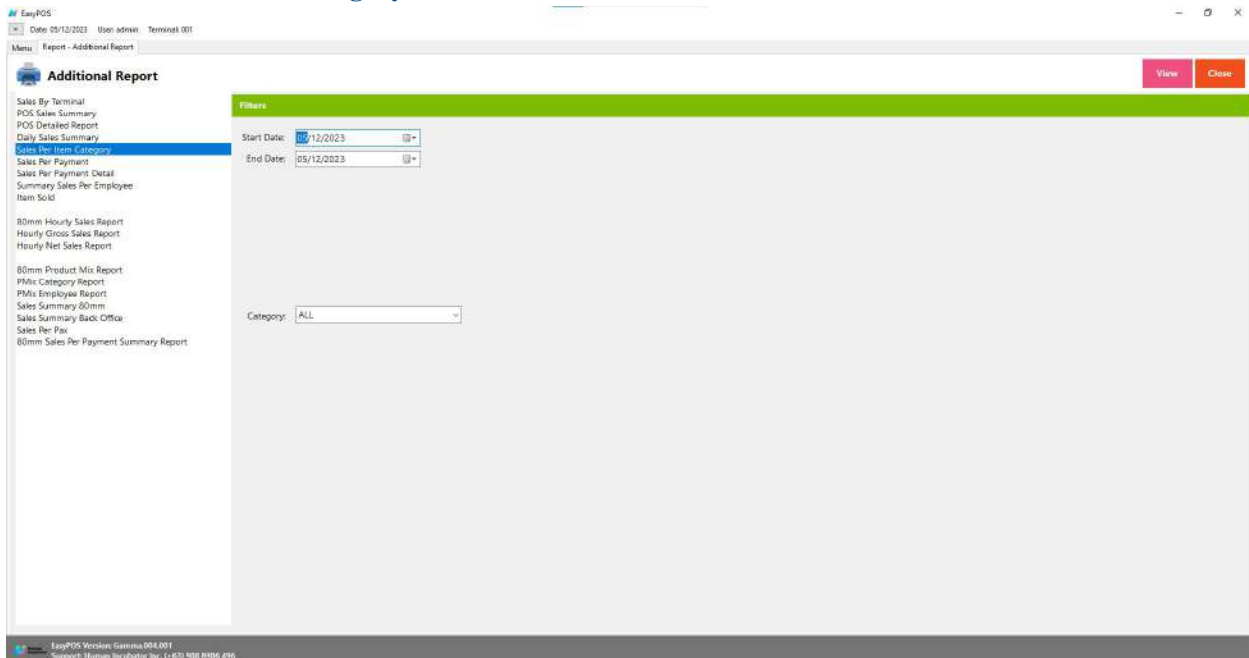


The screenshot shows the 'Additional Report' menu in the EasyPOS system. The 'Daily Sales Summary' report is selected. The filters section shows a Start Date of 05/12/2023 and an End Date of 05/12/2023. A 'View' button is visible in the top right. A modal window titled 'Daily Sales Summary Report' is open, displaying a table with the following data:

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

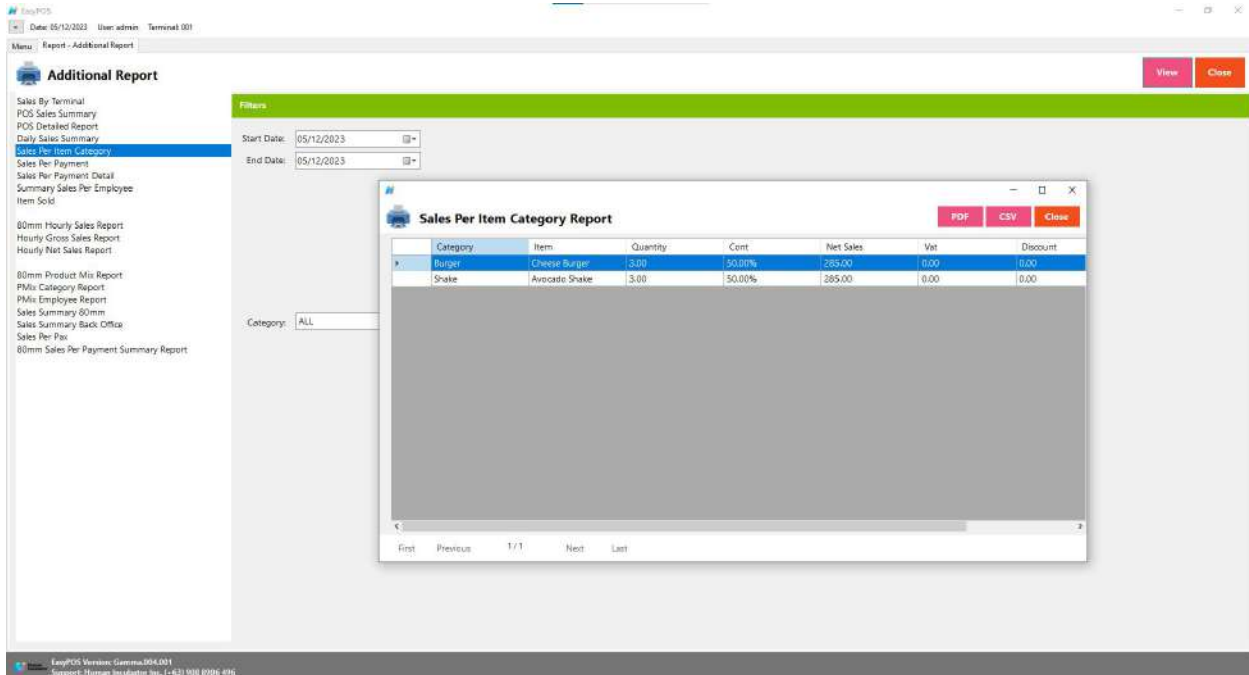
Buttons for PDF, CSV, and Close are present in the modal window. Navigation buttons (First, Previous, 1/1, Next, Last) are at the bottom of the modal.

Sales Per Item Category



The screenshot shows the 'Additional Report' menu in the EasyPOS system. The 'Sales Per Item Category' report is selected. The filters section shows a Start Date of 05/12/2023 and an End Date of 05/12/2023. A 'View' button is visible in the top right. A 'Category' dropdown menu is set to 'ALL'.

- 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

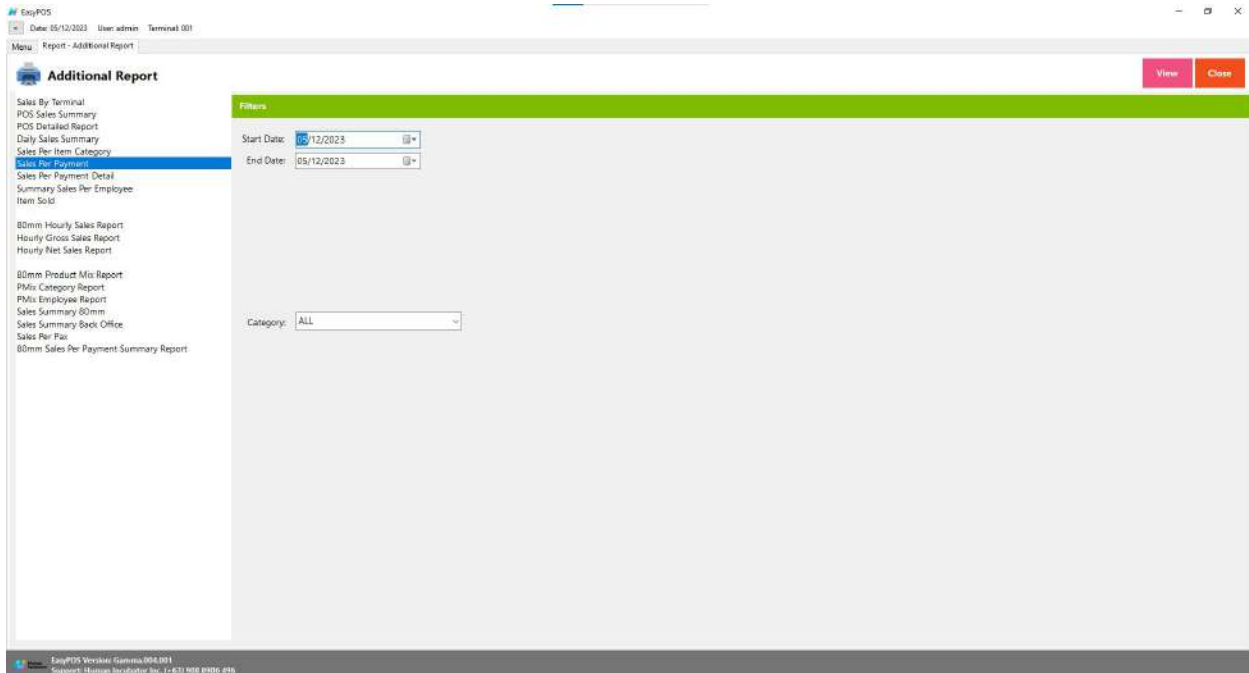


The screenshot shows the 'Additional Report' window in EasyPOS. The 'Sales Per Item Category' report is displayed in a modal window. The report table is as follows:

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

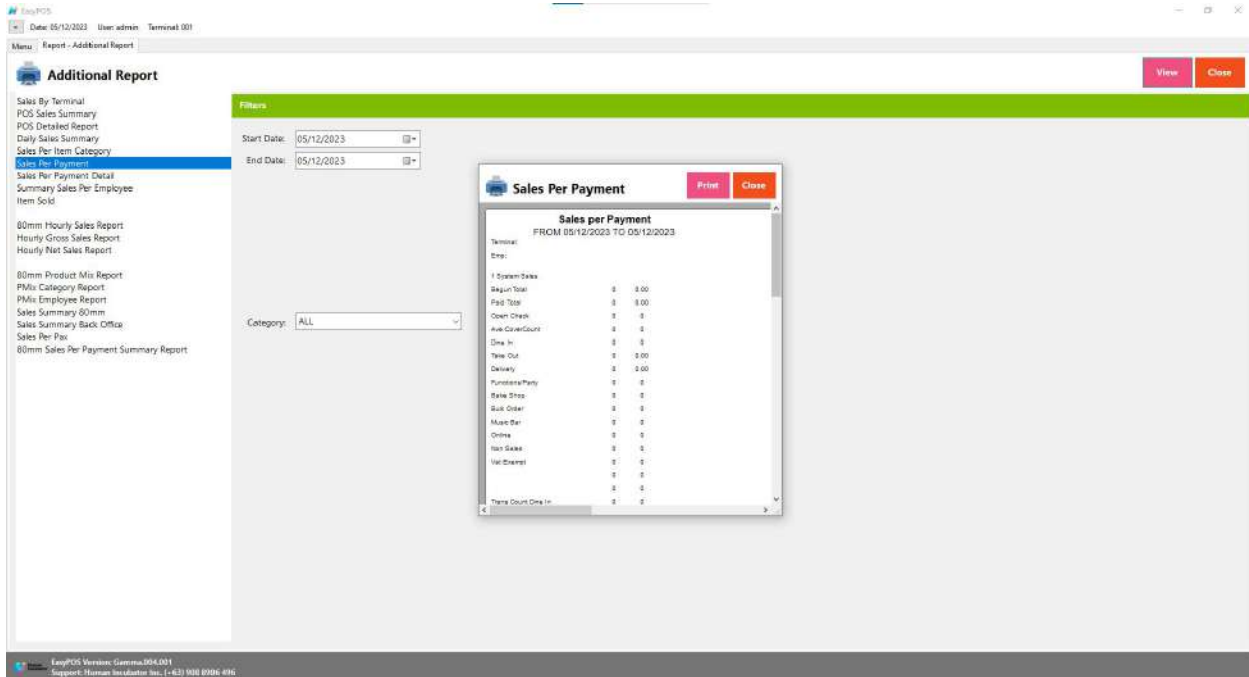
The main window also shows filters for Start Date (05/12/2023) and End Date (05/12/2023), and a Category dropdown set to 'ALL'. Buttons for 'View', 'Close', 'PDF', 'CSV', and 'Close' are visible in the report modal.

Sales Per Payment



The screenshot shows the 'Additional Report' window in EasyPOS. The 'Sales Per Payment' report is selected in the menu. The filters section shows Start Date (05/12/2023) and End Date (05/12/2023), and a Category dropdown set to 'ALL'. Buttons for 'View' and 'Close' are visible in the top right corner.

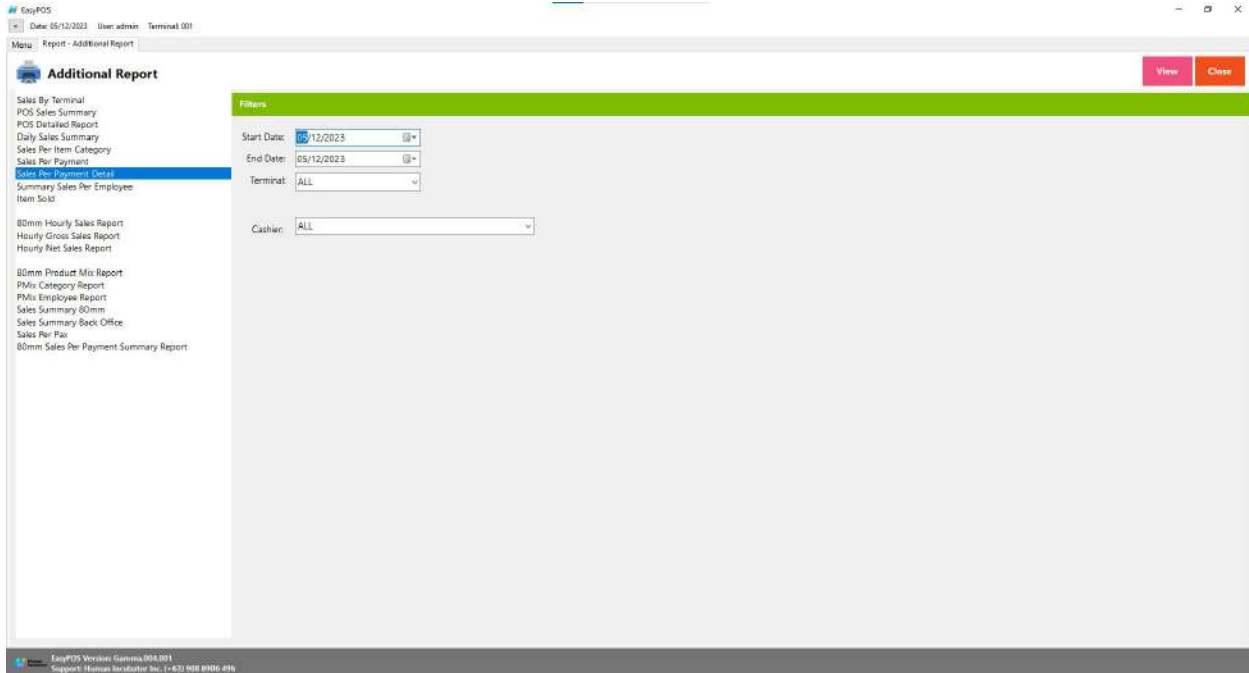
- Select Category, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



The screenshot shows the 'Additional Report' menu with 'Sales Per Payment' selected. The filters are set to Start Date: 05/12/2023, End Date: 05/12/2023, and Category: ALL. A modal window titled 'Sales Per Payment' is open, displaying a table of payment details for the terminal '001' on 05/12/2023.

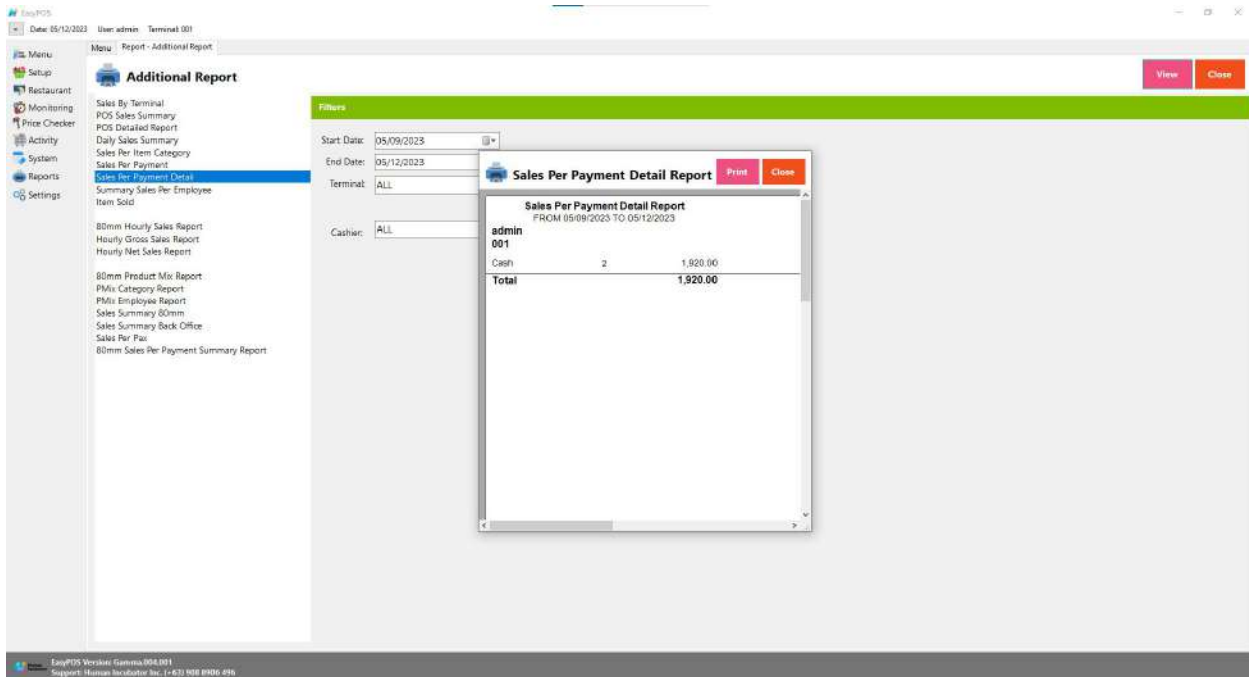
Sales per Payment	
FROM 05/12/2023 TO 05/12/2023	
Terminal:	001
Date:	05/12/2023
1 System Taxes	
Begin Total	0 3.00
Paid Total	0 3.00
Open Check	0 0
Ask Cash/Count	0 0
Time In	0 0
Time Out	0 2.00
Delivery	0 2.00
Purchase Party	0 0
Bank Slip	0 0
Bank Order	0 0
Master Card	0 0
Cash	0 0
Hot Sales	0 0
Void Receipt	0 0
	0 0
	0 0
Total Count One In	0 0

Sales Per Payment Detail



The screenshot shows the 'Additional Report' menu with 'Sales Per Payment' selected. The filters are set to Start Date: 05/12/2023, End Date: 05/12/2023, Terminal: ALL, and Cashier: ALL. The 'View' and 'Close' buttons are visible in the top right corner.

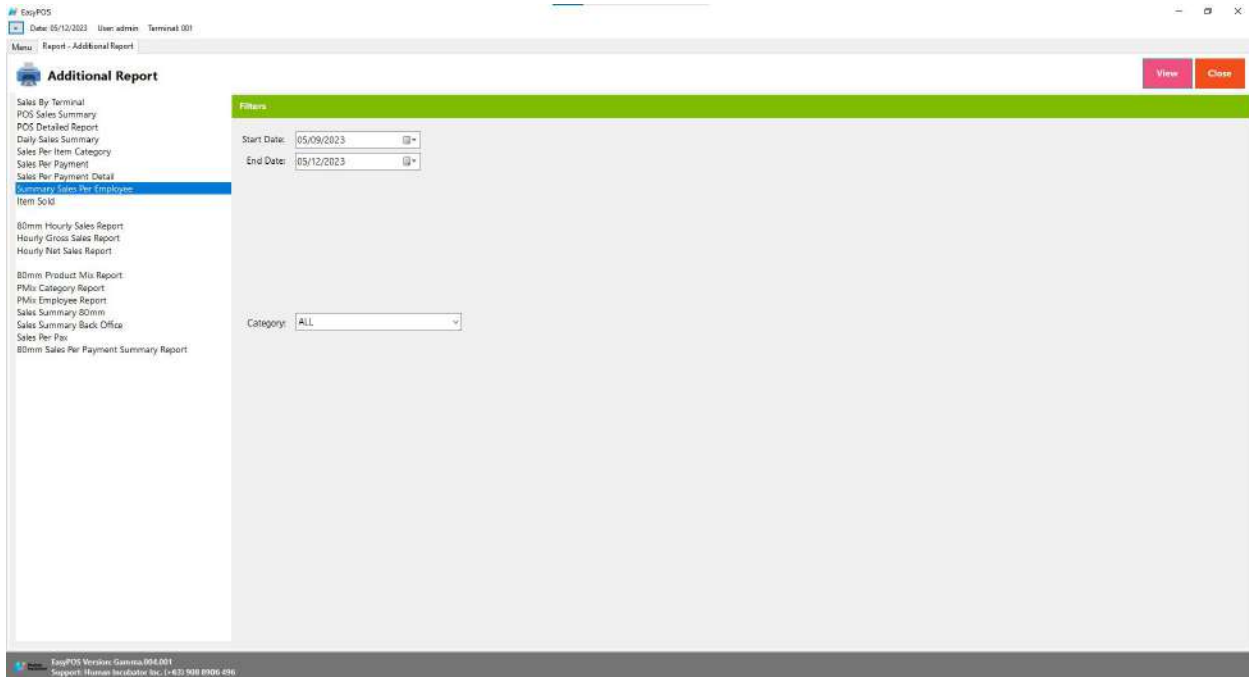
- Select Cashier, Terminal, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



The screenshot shows the EasyPOS software interface. On the left is a menu titled 'Additional Report' with various options. The 'Sales Per Payment Detail' option is selected. In the center, there are filter fields for 'Start Date' (05/09/2023), 'End Date' (05/12/2023), 'Terminal' (ALL), and 'Cashier' (ALL). A 'View' button is visible in the top right. A modal window titled 'Sales Per Payment Detail Report' is open, displaying a table with the following data:

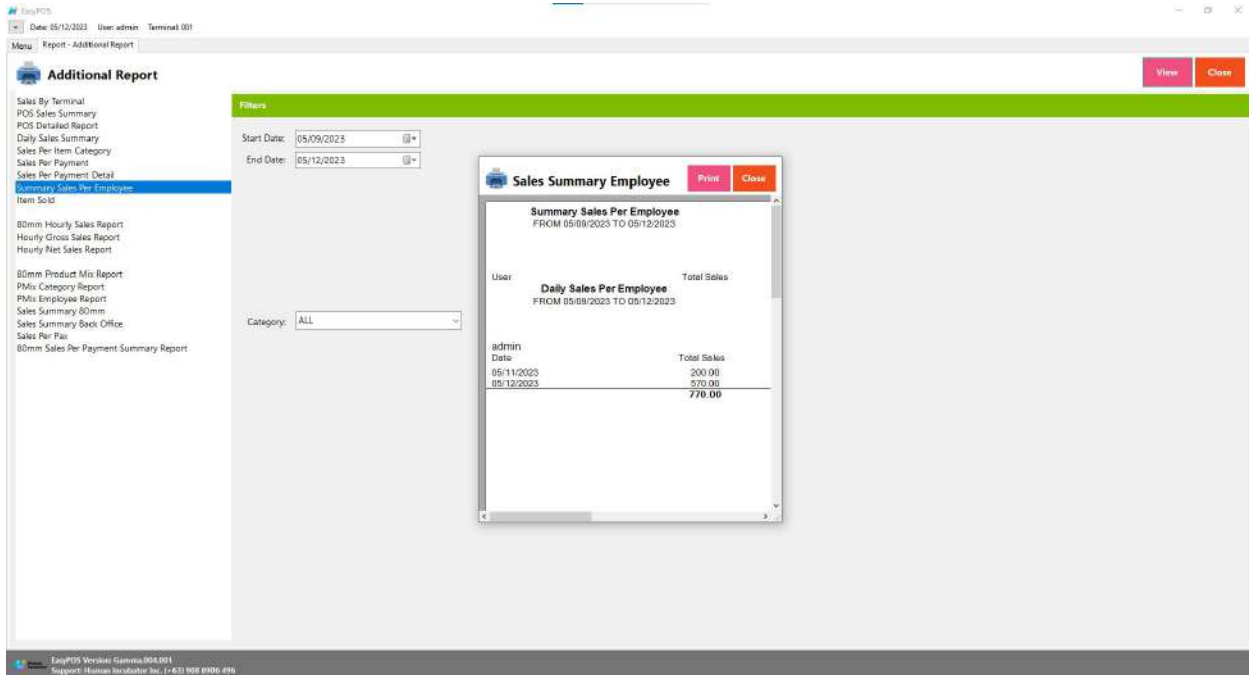
Sales Per Payment Detail Report		
FROM 05/09/2023 TO 05/12/2023		
admin 001		
Cash	2	1,920.00
Total		1,920.00

Summary Sales Per Employee



The screenshot shows the EasyPOS software interface with the 'Summary Sales Per Employee' report selected in the 'Additional Report' menu. The filter fields are: 'Start Date' (05/09/2023), 'End Date' (05/12/2023), and 'Category' (ALL). A 'View' button is visible in the top right.

- Select Category, Start Date and End Date.
- 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 Fax
80mm Sales Per Payment Summary Report

Filters

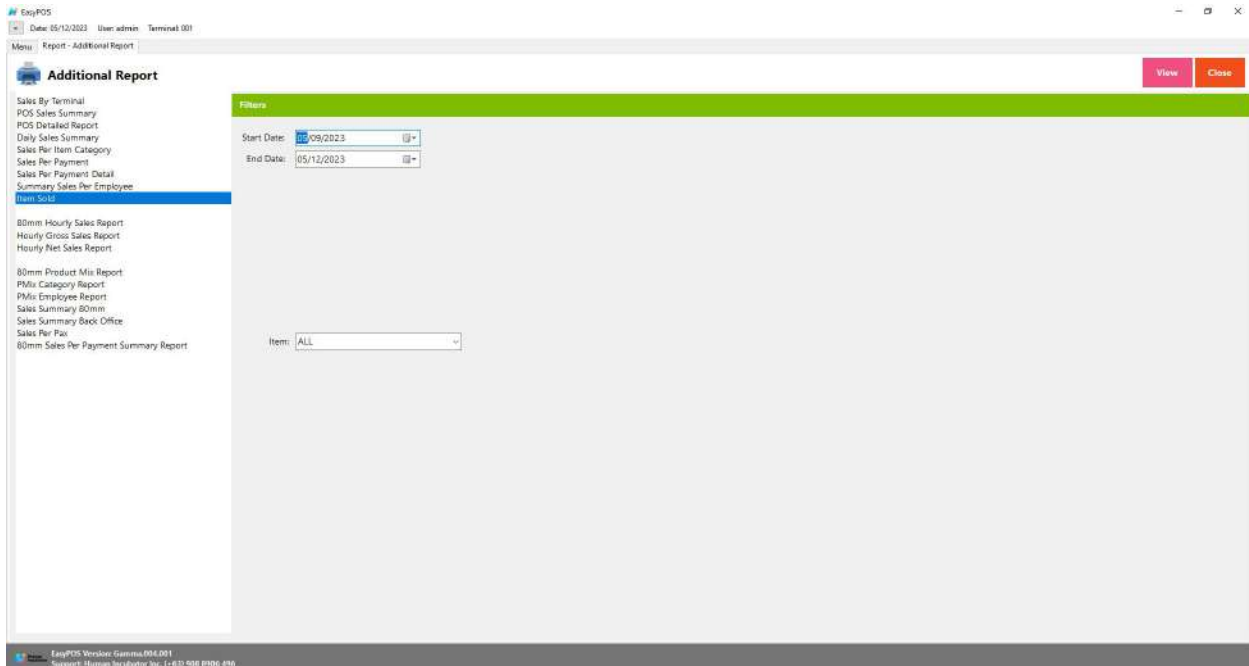
Start Date: 05/09/2023
End Date: 05/12/2023
Category: ALL

Sales Summary Employee

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

User	Total Sales
Daily Sales Per Employee FROM 05/09/2023 TO 05/12/2023	
admin	
Date	Total Sales
05/11/2023	200.00
05/12/2023	570.00
	770.00

Item Sold



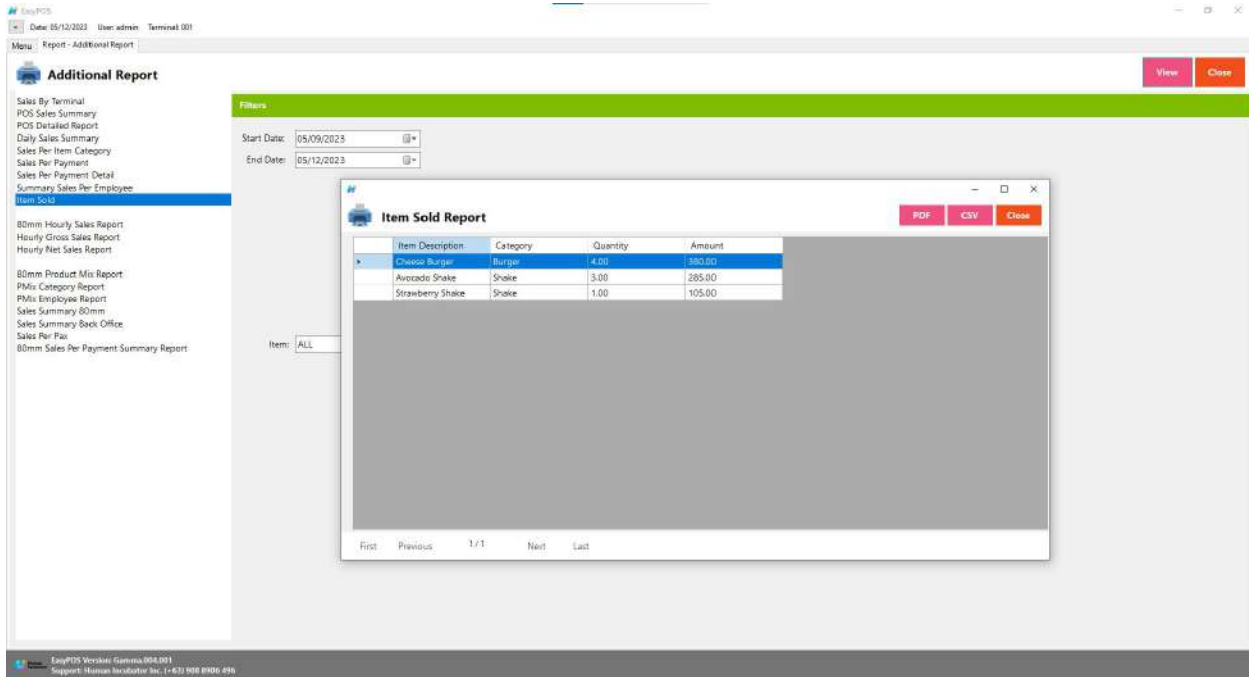
Additional Report

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 Fax
80mm Sales Per Payment Summary Report

Filters

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

- 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 Fax
80mm Sales Per Payment Summary Report

Filters

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

Item Sold Report

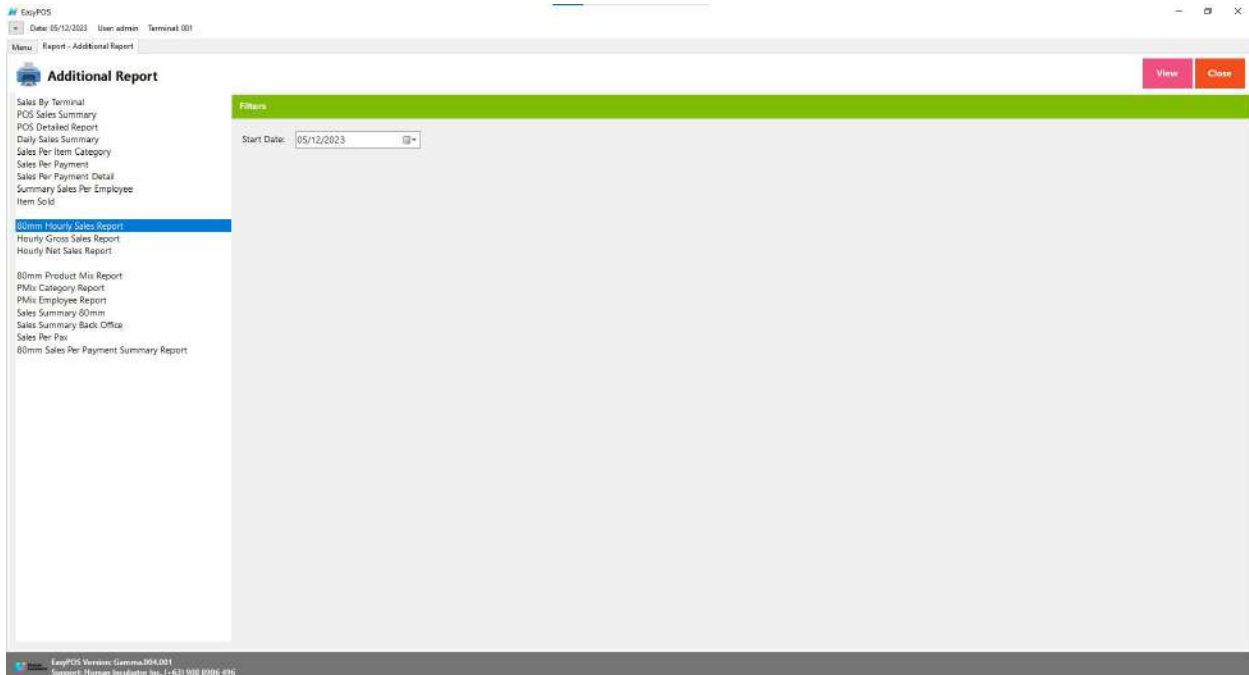
Item Description	Category	Quantity	Amount
Cheese Burger	Burger	4.00	175.00
Avocado Shake	Shake	3.00	285.00
Strawberry Shake	Shake	1.00	105.00

Item: ALL

PDF CSV Close

First Previous 1/1 Next Last

80mm Hourly Sales Report



Additional Report

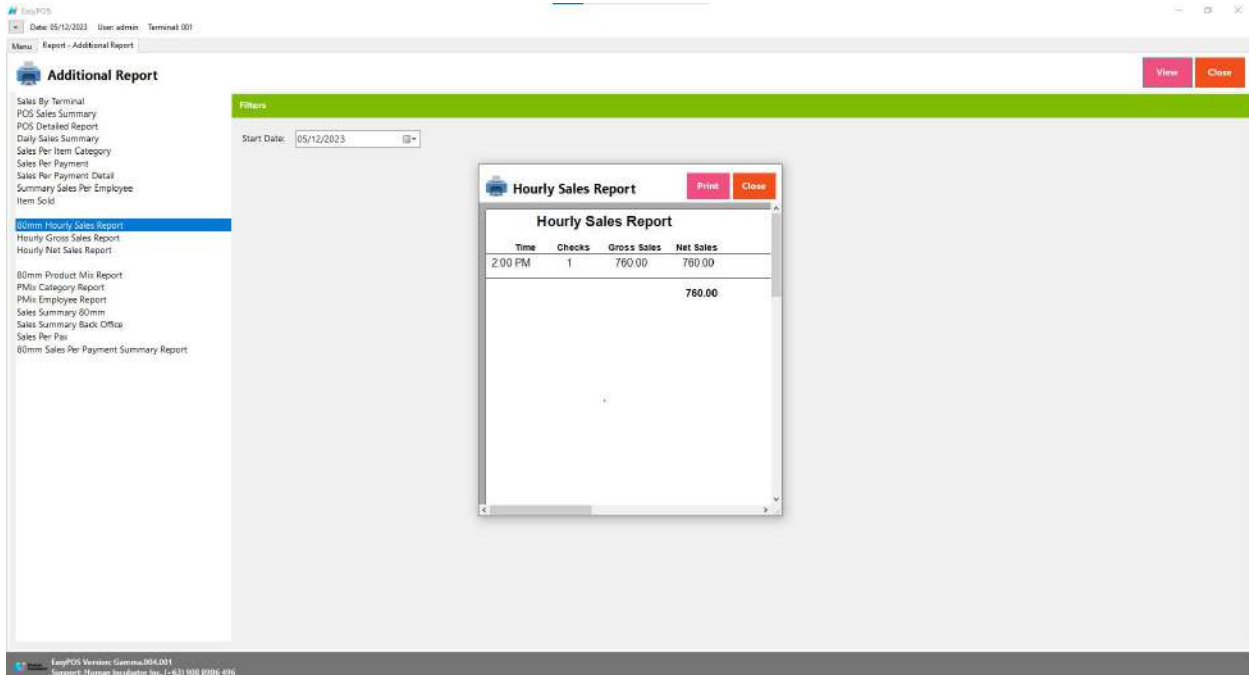
Sales By Terminal
POS Sales Summary
POS Detailed Report
Daily Sales Summary
Sales Per Item Category
Sales Per Payment
Sales Per Payment Detail
Summary Sales Per Employee
Item Sold
80mm Hourly Sales Report
Hourly Gross Sales Report
Hourly Net Sales Report
80mm Product Mix Report
PMix Category Report
PMix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

Filters

Start Date: 05/12/2023

View Close

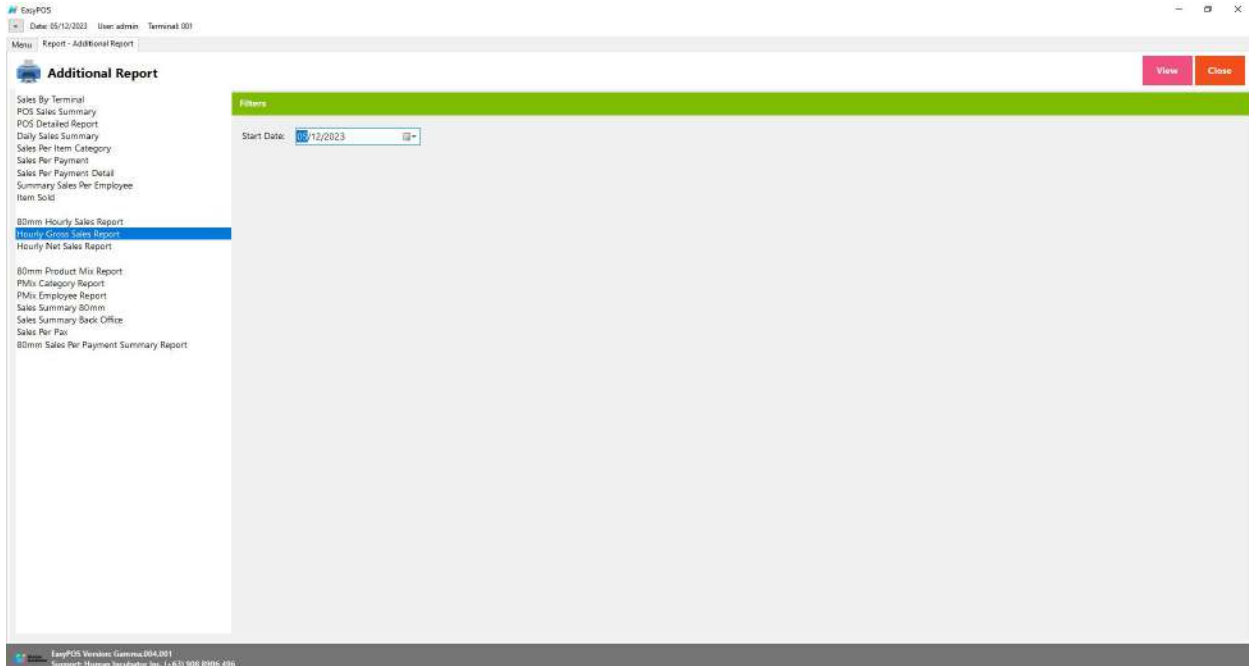
- Select Start Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



The screenshot shows the 'Additional Report' window in EasyPOS. A modal window titled 'Hourly Sales Report' is open, displaying a table with the following data:

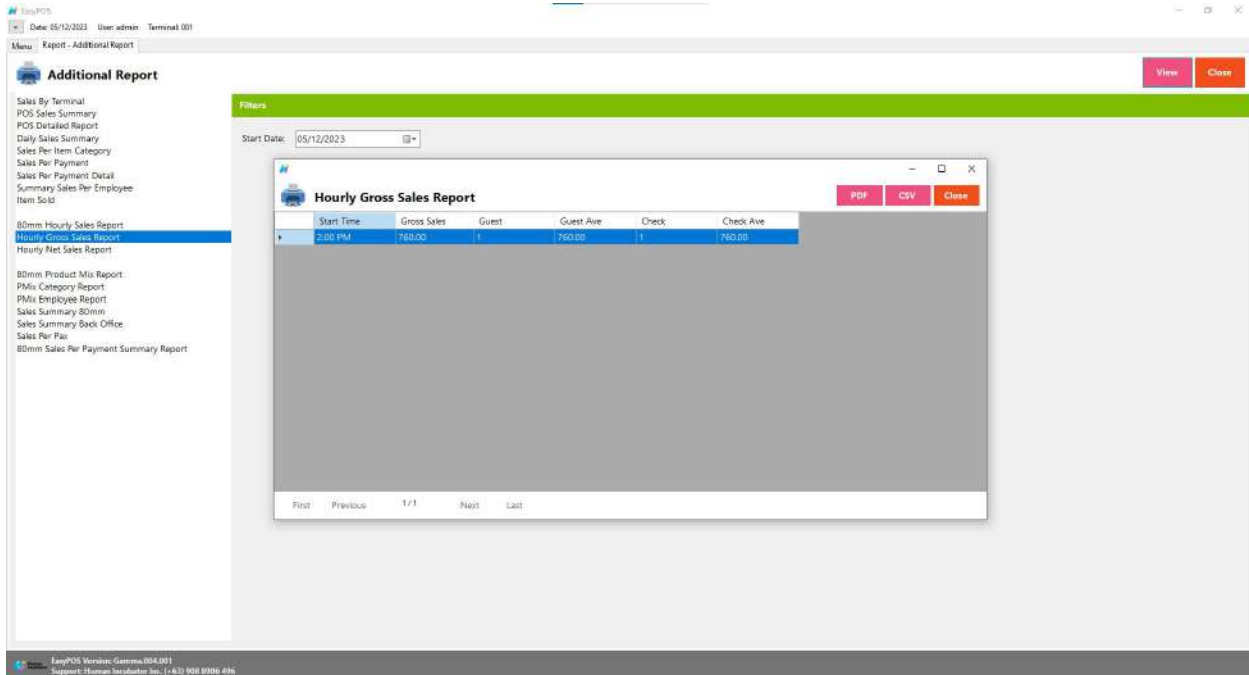
Time	Checks	Gross Sales	Net Sales
2:00 PM	1	760.00	760.00
			760.00

Hourly Gross Sales Report



The screenshot shows the 'Additional Report' window in EasyPOS. The 'Hourly Gross Sales Report' option is highlighted in the left-hand menu. The 'Start Date' field is set to 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



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
- Hourly Gross Sales Report**
- Hourly Net Sales Report
- 80mm Hourly 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

Hourly Gross Sales Report

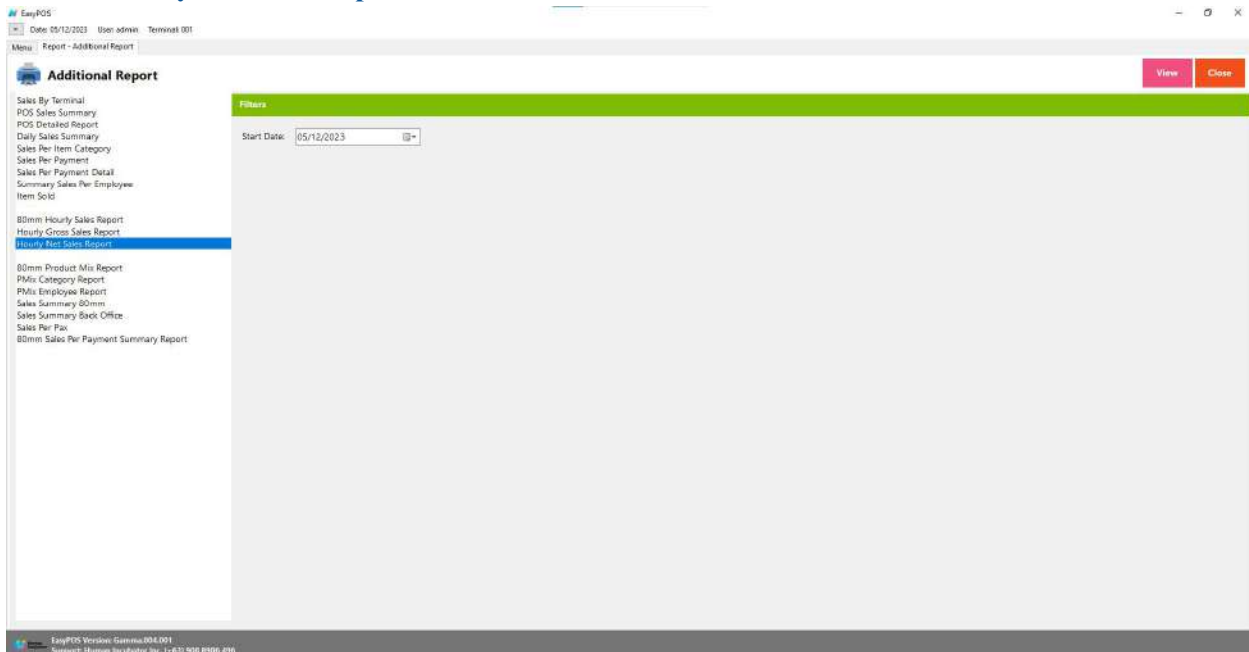
Start Date: 05/12/2023

Start Time	Gross Sales	Guest	Guest Ave	Check	Check Ave
2:00 PM	760.00	1	760.00	1	760.00

PDF CSV Close

First Previous 1/1 Next Last

Hourly Net Sales Report



Additional Report

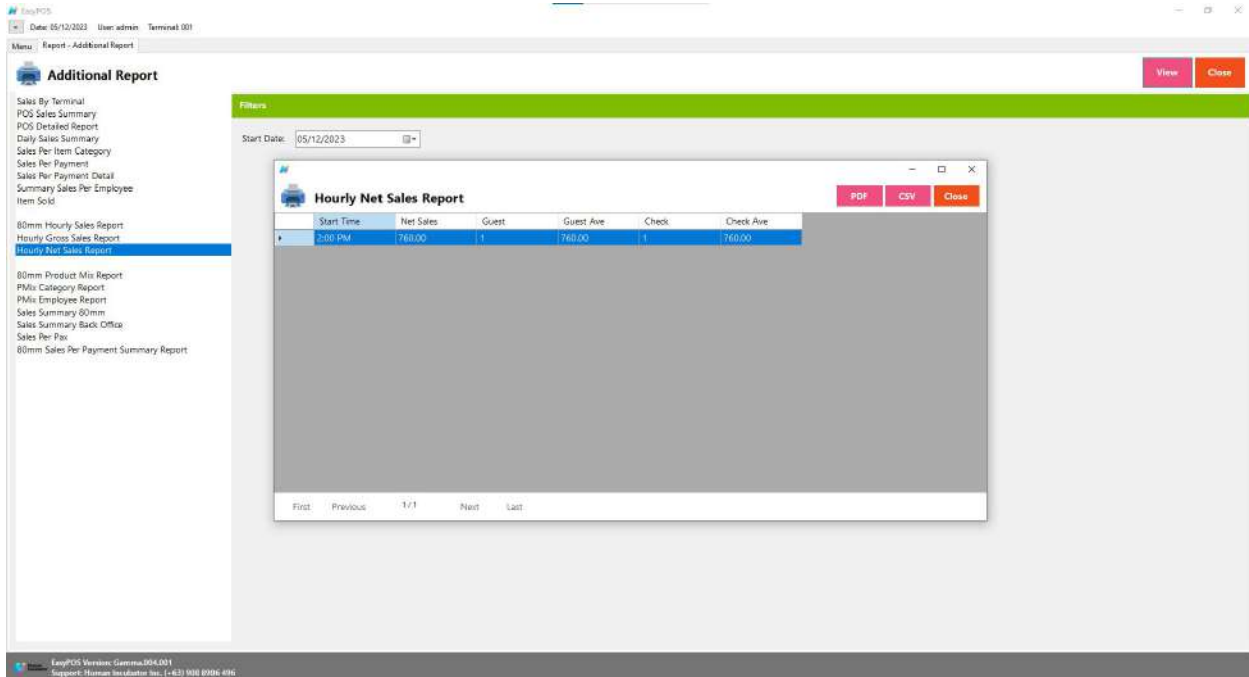
- Sales By Terminal
- POS Sales Summary
- POS Detailed Report
- Daily Sales Summary
- Sales Per Item Category
- Sales Per Payment
- Sales Per Payment Detail
- Summary Sales Per Employee
- Item Sold
- 80mm Hourly Sales Report
- Hourly Gross Sales Report
- Hourly Net Sales Report**
- 80mm Product Mix Report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

Hourly Net Sales Report

Start Date: 05/12/2023

View Close

- 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



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

Hourly Net Sales Report

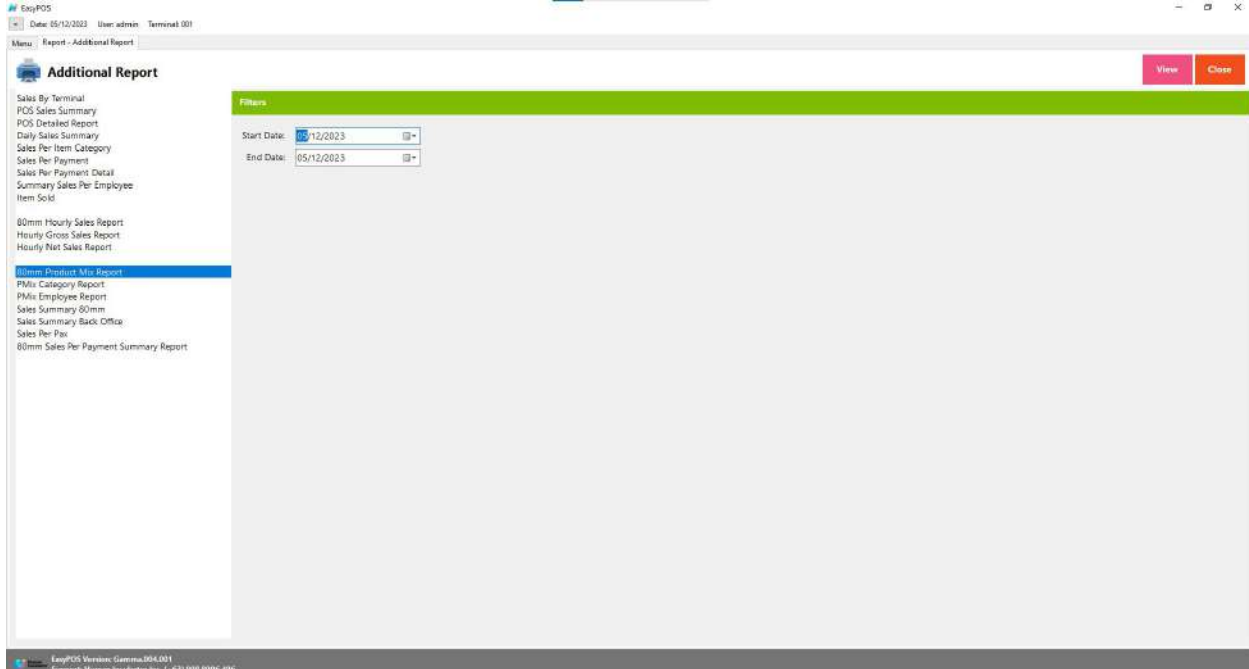
Start Time	Net Sales	Guest	Guest Ave	Check	Check Ave
2:00 PM	760.00	1	760.00	1	760.00

PDF CSV Close

First Previous 1/1 Next Last

EasyPOS Version: Gamma.304.001
Support: Human Incubator Inc. (+63) 938 8986 496

80mm Product Mix 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

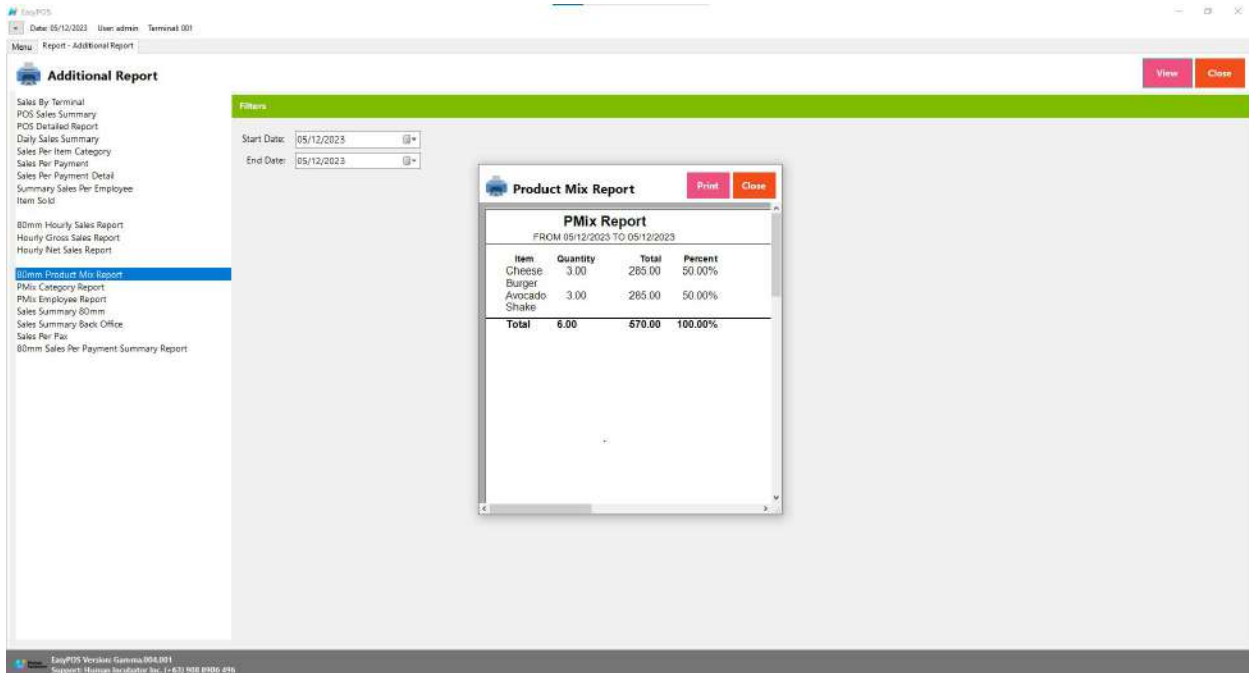
PMix Category Report
PMix Employee Report
Sales Summary 80mm
Sales Summary Back Office
Sales Per Pax
80mm Sales Per Payment Summary Report

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

View Close

EasyPOS Version: Gamma.304.001
Support: Human Incubator Inc. (+63) 938 8986 496

- Select Start Date and End Date.
- 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 Pax
80mm Sales Per Payment Summary Report

Filters

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

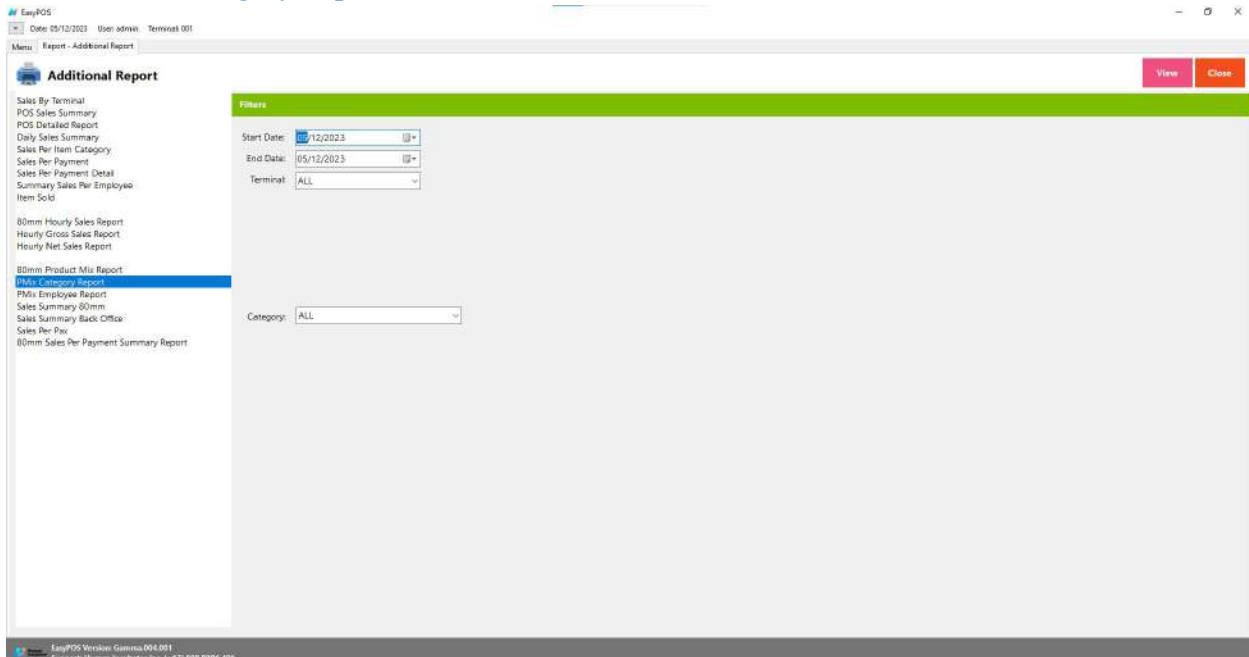
Product Mix Report

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			
Total	6.00	670.00	100.00%

EasyPOS Version: Gamma.094.001
Support: Human Incubator Inc. | +632 308 8006 490

PMix Category 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

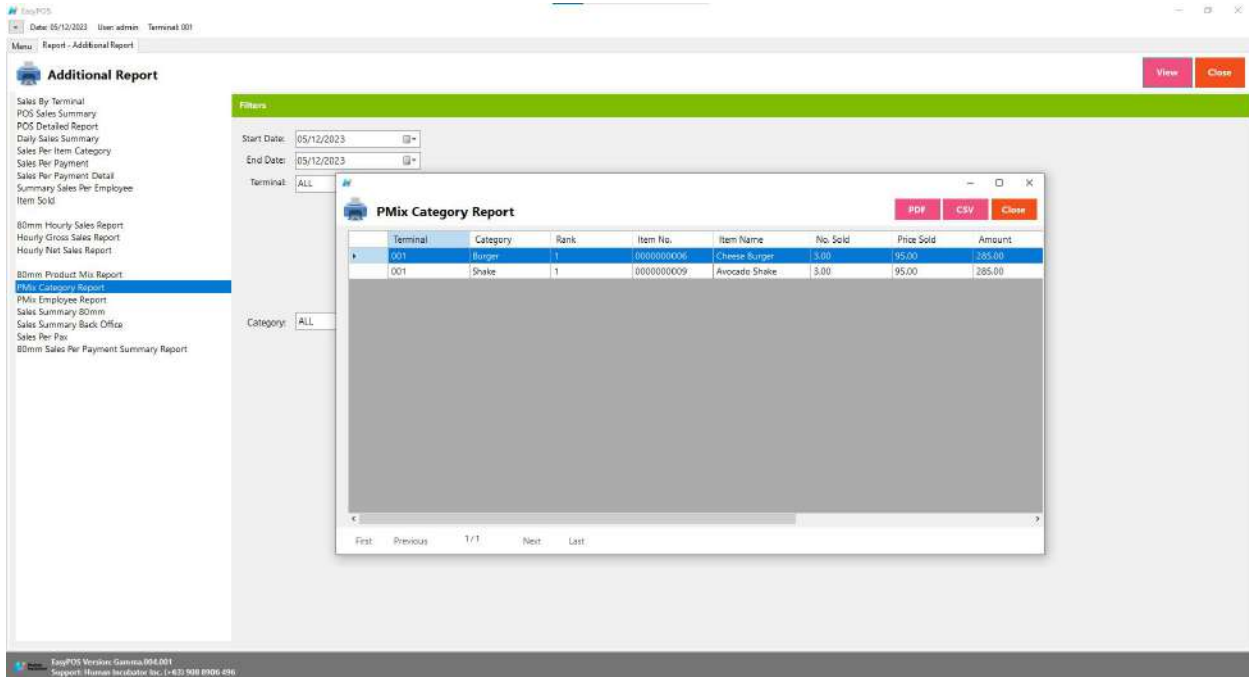
80mm Product Mix Report
PMix Category Report
PMix Employee Report
Sales Summary 80mm
Sales Summary Back Office
Sales Per Pax
80mm Sales Per Payment Summary Report

Filters

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

EasyPOS Version: Gamma.094.001
Support: Human Incubator Inc. | +632 308 8006 490

- 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



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
Category: ALL

PMix Category Report

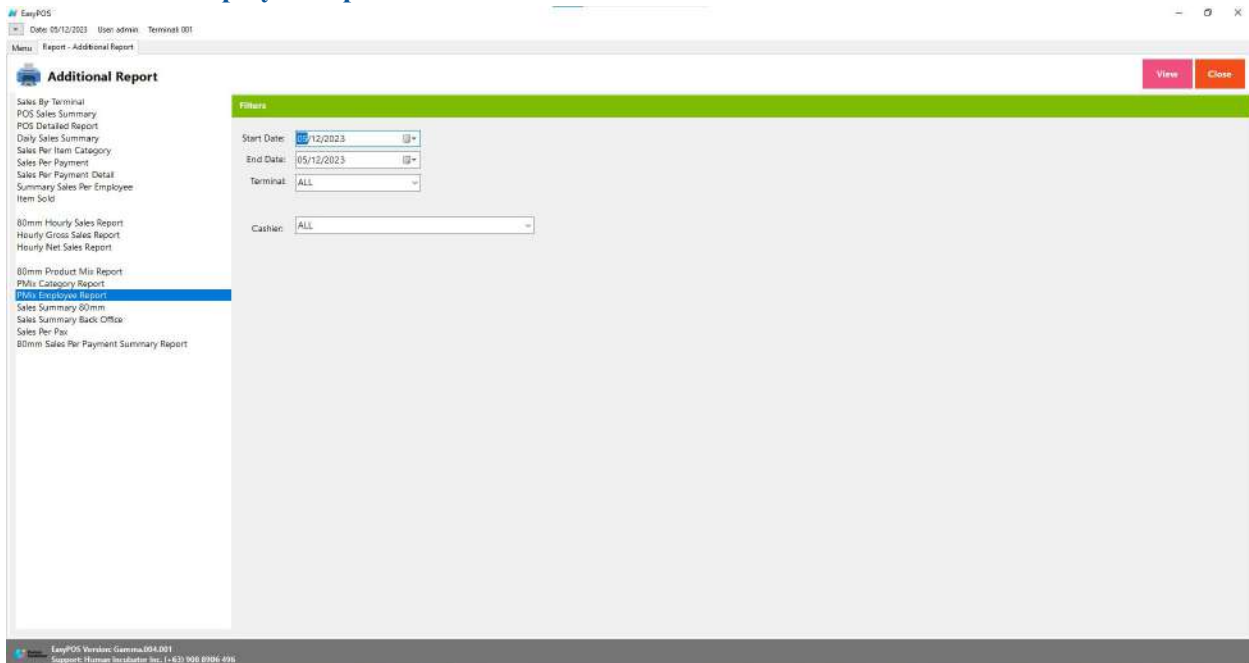
Terminal	Category	Rank	Item No.	Item Name	No. Sold	Price Sold	Amount
001	Burger	1	0000000006	Cheese Burger	3.00	95.00	285.00
001	Shake	1	0000000009	Avocado Shake	3.00	95.00	285.00

PDF CSV Close

First Previous 1/1 Next Last

EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. | (+63) 908 8986 496

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

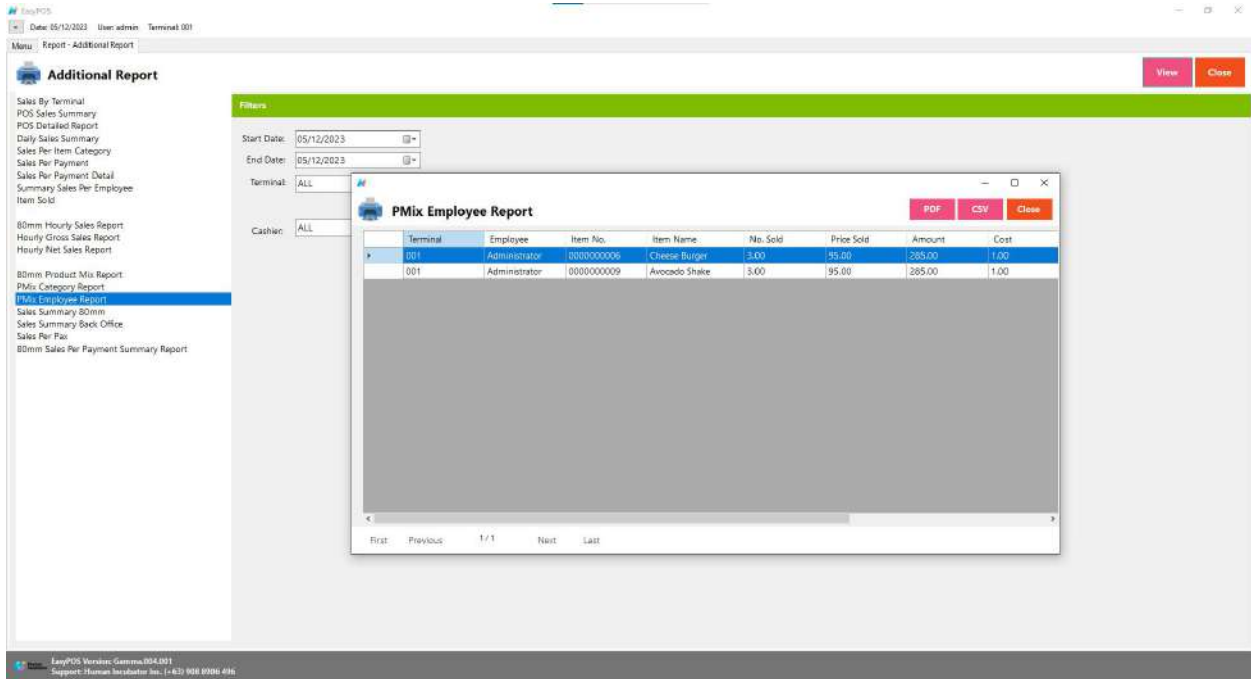
Filters

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

View Close

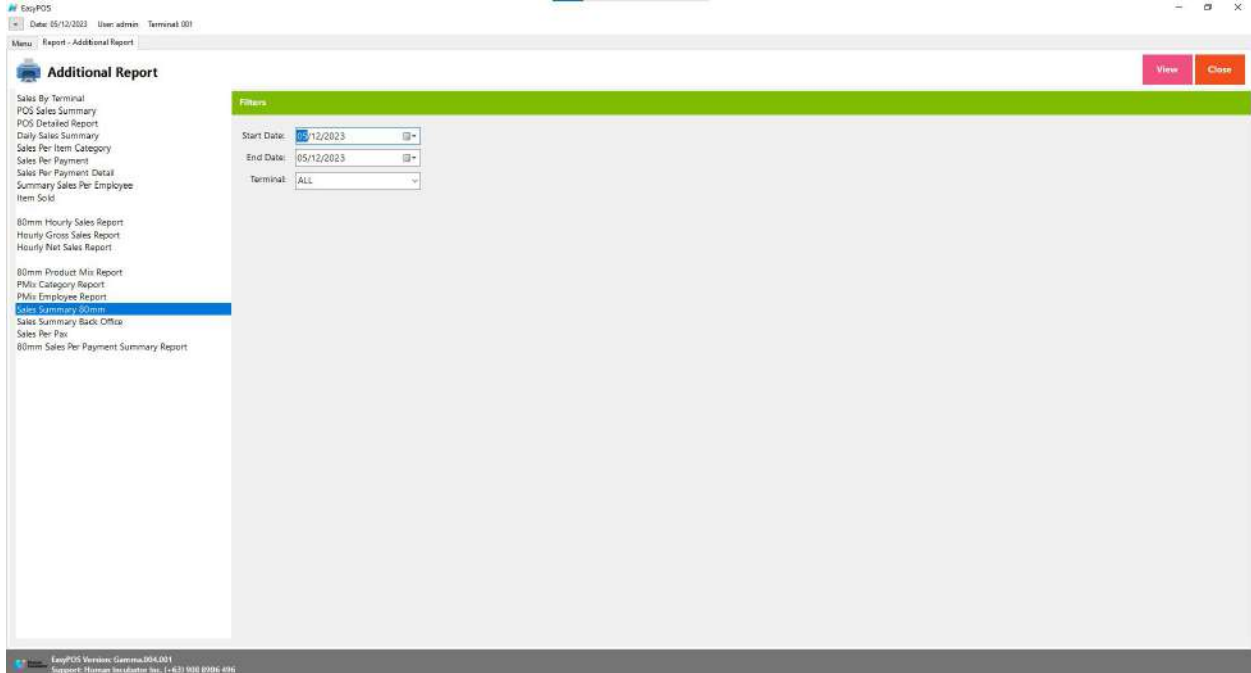
EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. | (+63) 908 8986 496

- 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

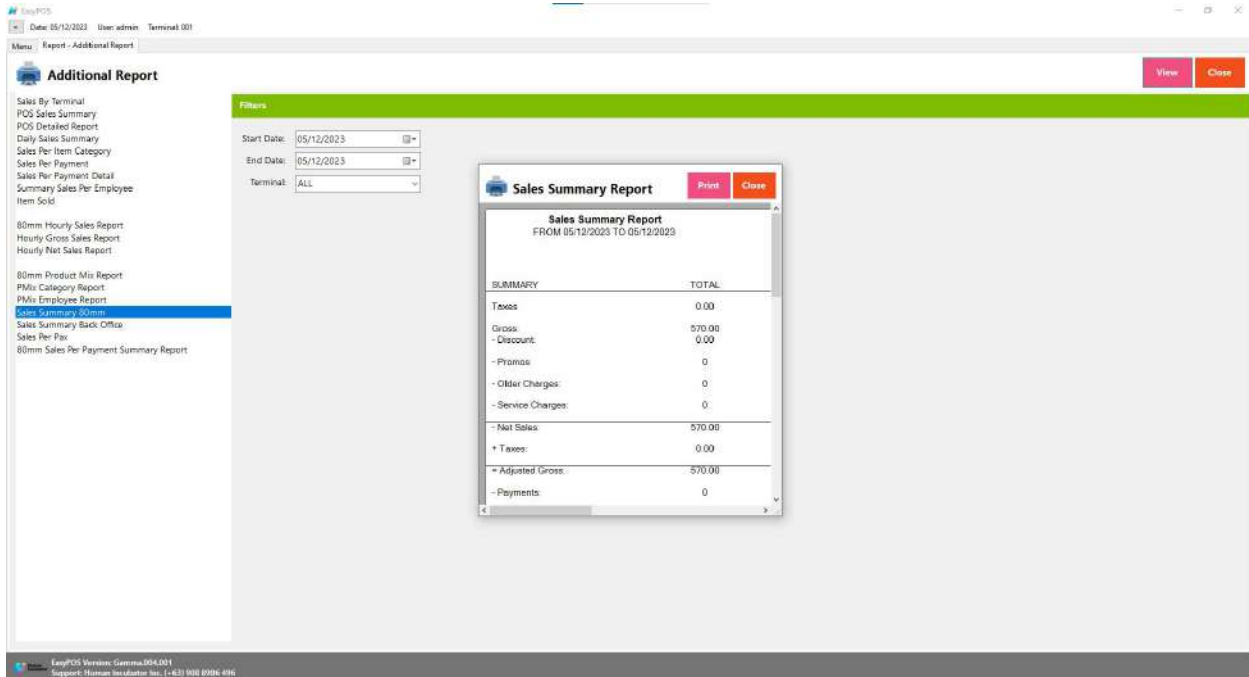


Terminal	Employee	Item No.	Item Name	No. Sold	Price Sold	Amount	Cost
001	Administrator	000000006	Cheese Burger	3.00	95.00	285.00	1.00
001	Administrator	000000009	Avocado Shake	3.00	95.00	285.00	1.00

Sales Summary 80mm



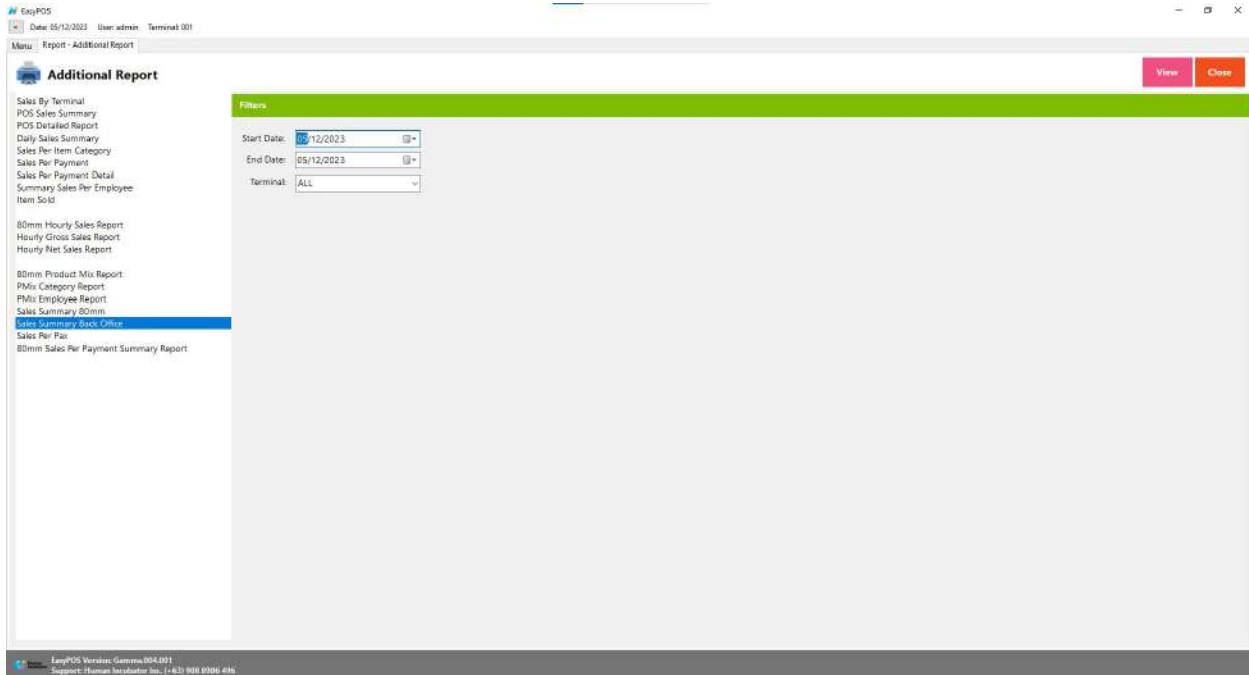
- Select Start Date, End Date, Terminal..
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



The screenshot shows the EasyPOS interface. On the left is the 'Additional Report' menu with various report options. The 'Sales Summary 80mm' option is selected. In the center, there are filter fields for 'Start Date' (05/12/2023), 'End Date' (05/12/2023), and 'Terminal' (ALL). A 'Sales Summary Report' window is open, displaying a table with the following data:

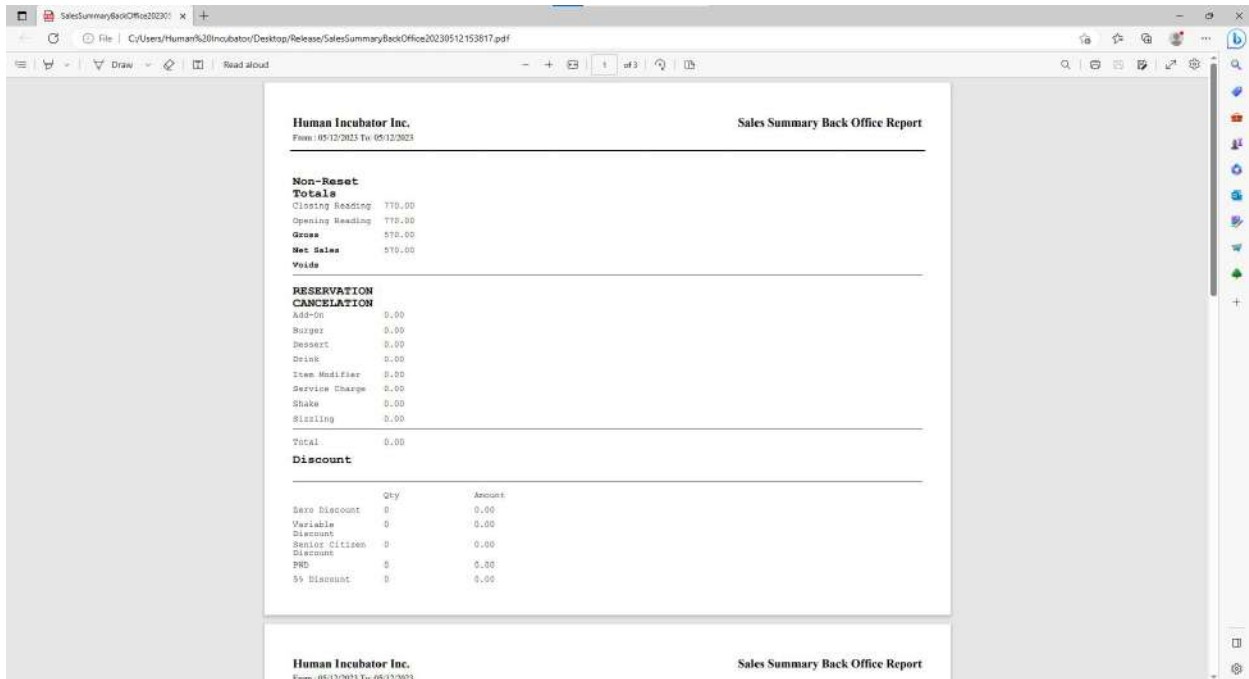
SUMMARY	TOTAL
Taxes	0.00
Gross	570.00
- Discount	0.00
- Promos	0
- Other Charges	0
- Service Charges	0
- Net Sales	570.00
+ Taxes	0.00
= Adjusted Gross	570.00
- Payments	0

Sales Summary Back Office



The screenshot shows the EasyPOS interface with the 'Sales Summary Back Office' option selected in the 'Additional Report' menu. The filter fields for 'Start Date' (05/12/2023), 'End Date' (05/12/2023), and 'Terminal' (ALL) are visible. The 'View' button is highlighted in red.

- 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

VOIDS

RESERVATION CANCELATION

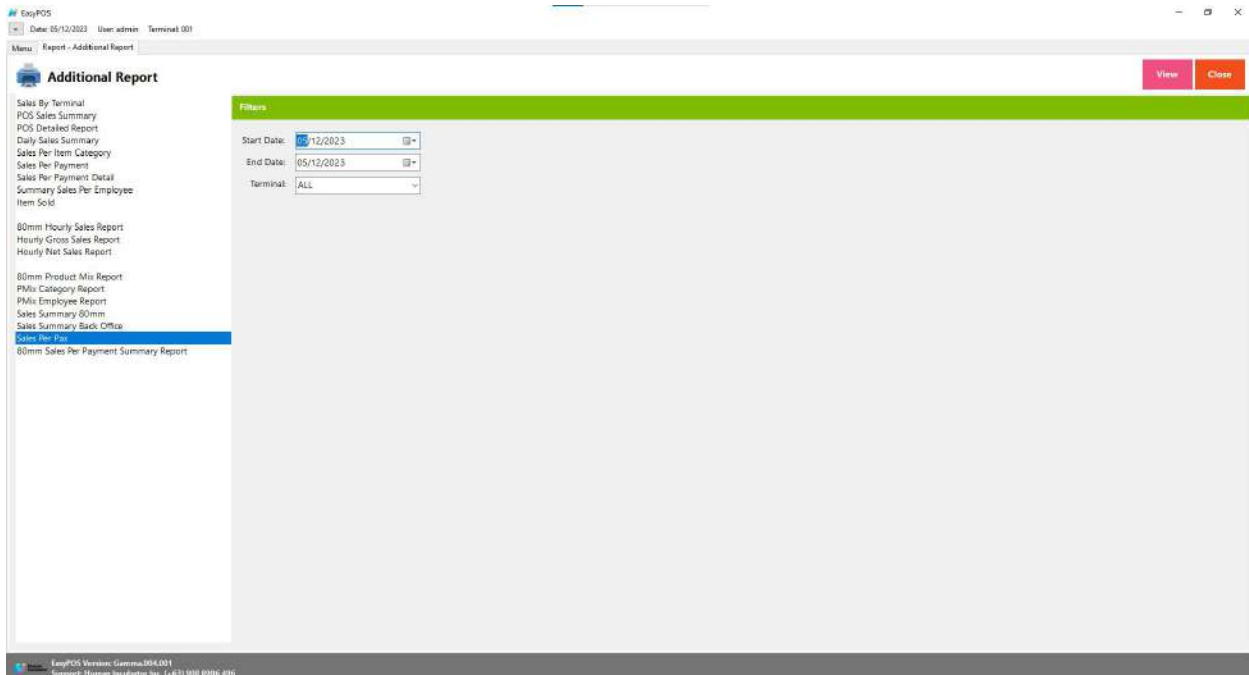
Add-On	0.00
Burger	0.00
Dessert	0.00
Drink	0.00
Item Modifier	0.00
Service Charge	0.00
Shake	0.00
Sizzling	0.00
Total	0.00

Discount

	Qty	Amount
Zero Discount	0	0.00
Variable Discount	0	0.00
Senior Clipper Discount	0	0.00
SRD	0	0.00
5% Discount	0	0.00

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

Sales Per Pax



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

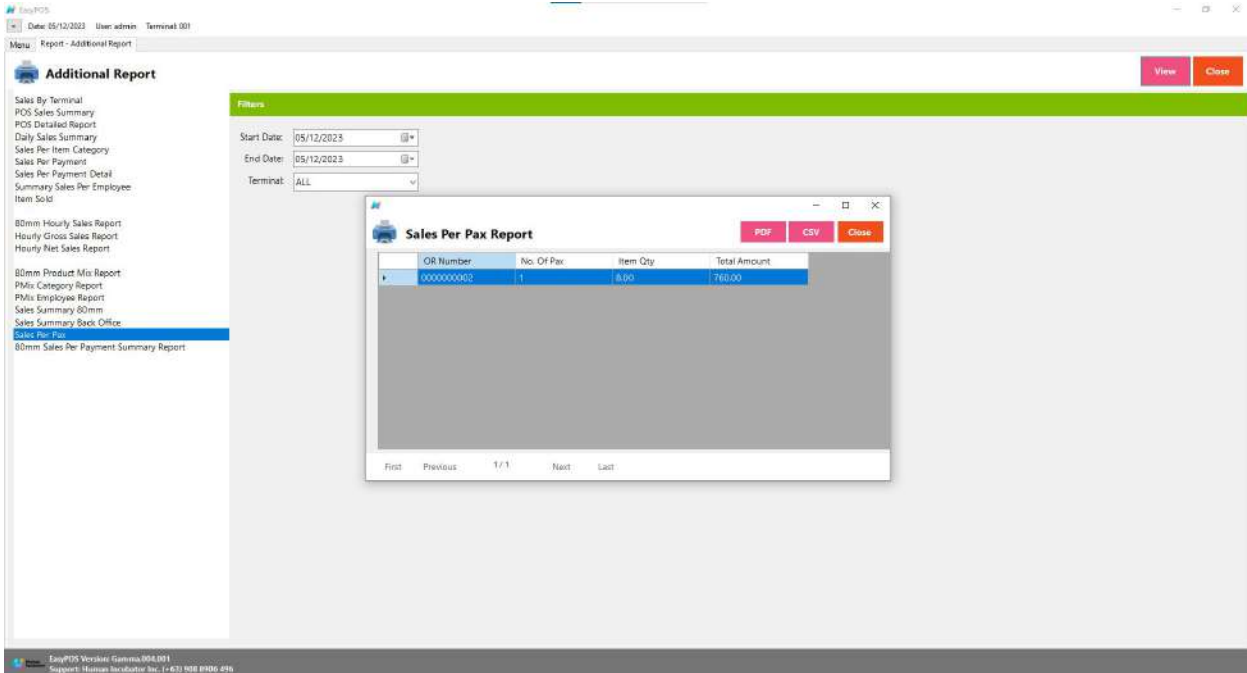
End Date: 05/12/2023

Terminal: ALL

EasyPOS Version: Gamma.364.011
Support: Human Incubator Inc. (+63) 938 8986 496

- 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

Sales Per Pax Report

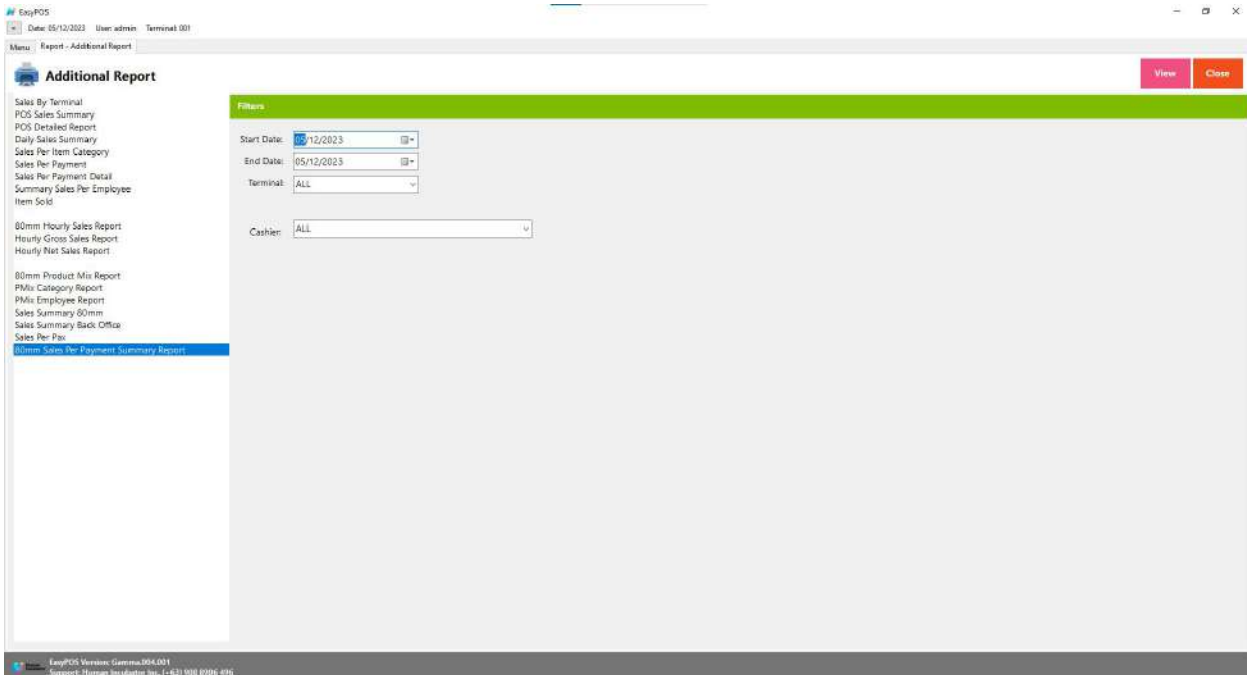
OR Number	No. Of Pax	Item Qty	Total Amount
0000000002	1	8,00	760.00

PDF CSV Close

First Previous 1/1 Next Last

EasyPOS Version: Gamma.004.001
 Support: Human Incubator Inc. (+63) 032 256 496

80mm Sales Per Payment Summary 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

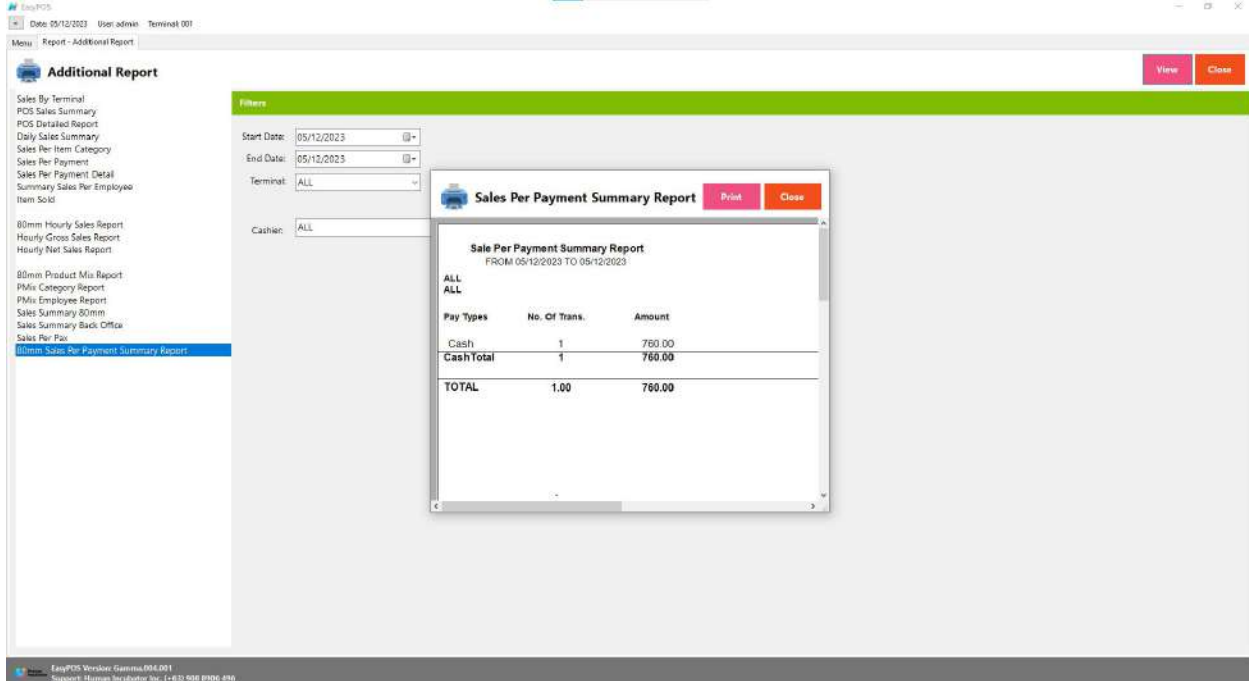
Start Date: 05/12/2023
 End Date: 05/12/2023
 Terminal: ALL
 Cashier: ALL

View Close

EasyPOS Version: Gamma.004.001
 Support: Human Incubator Inc. (+63) 032 256 496

- 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 'Additional Report' menu on the left with various report options. The '80mm Sales Per Payment Summary Report' is selected. A modal window titled 'Sales Per Payment Summary Report' is displayed, showing a table of payment data for the period from 05/12/2023 to 05/12/2023.

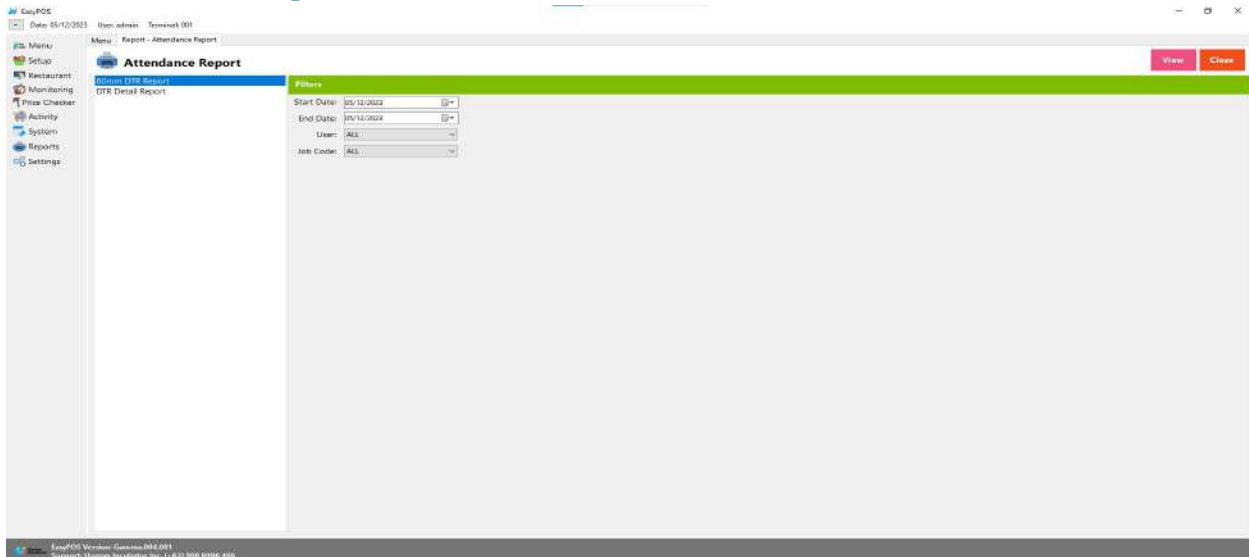
Pay Types	No. Of Trans.	Amount
Cash	1	760.00
Cash Total	1	760.00
TOTAL	1.00	760.00

Attendance Report

Overview

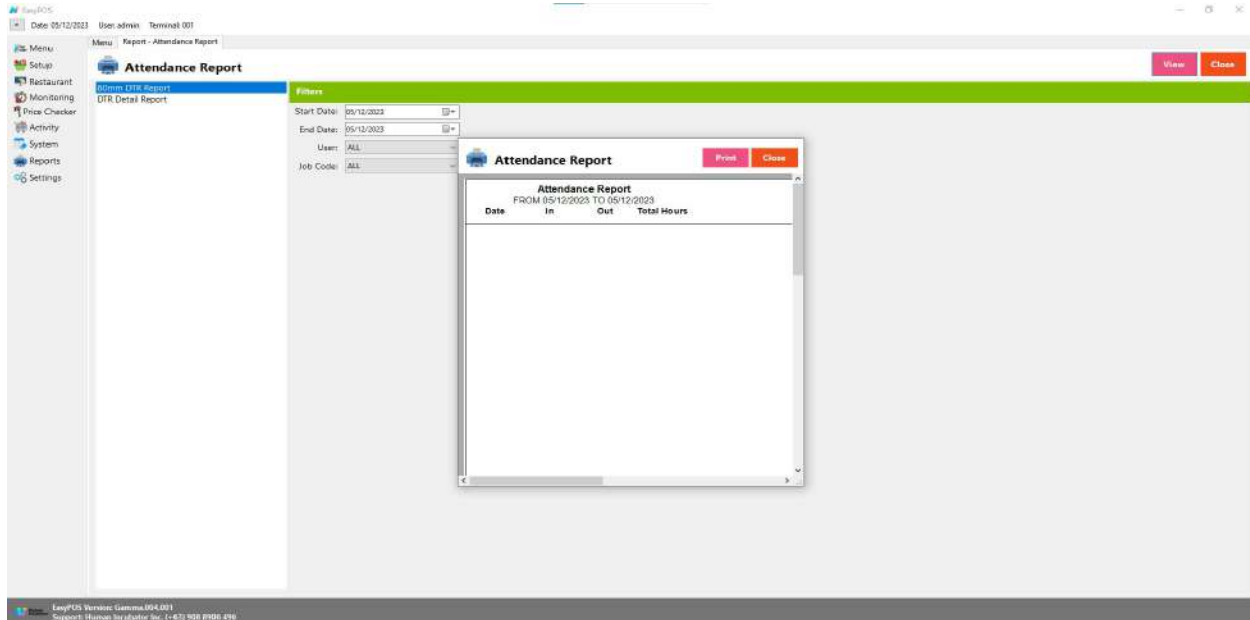
- **Attendance Report** is where the users can view the DTR report of every employee.

80mm DTR Report

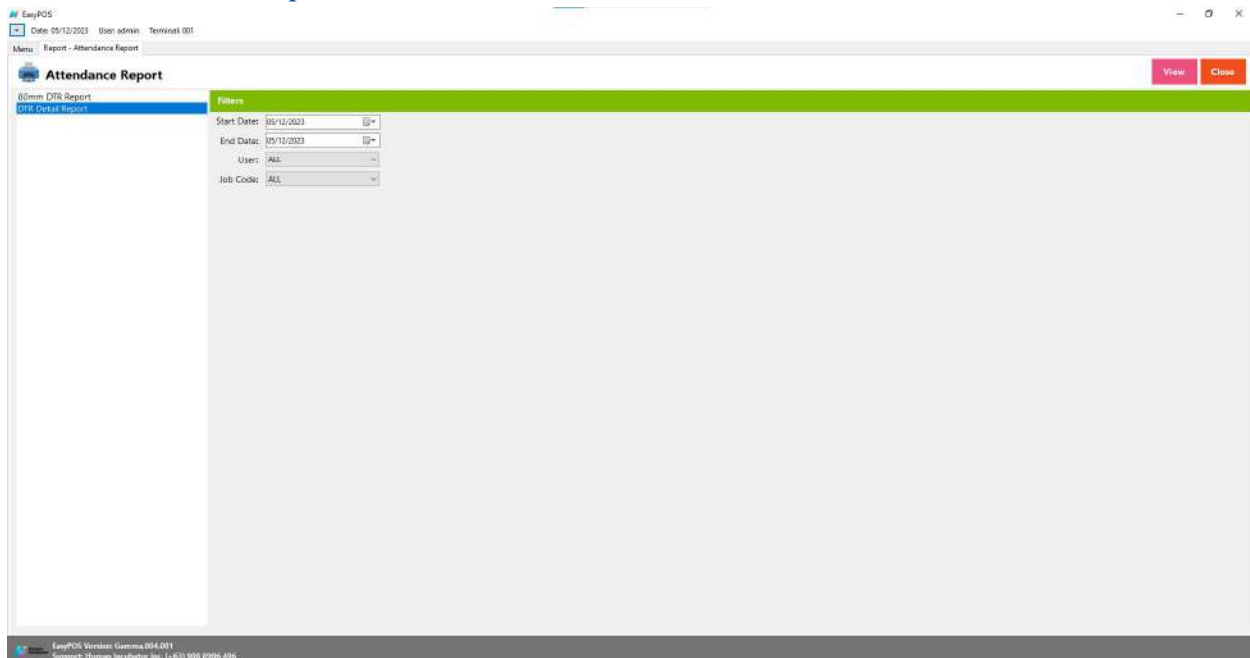


The screenshot shows the 'Attendance Report' menu on the left with options for 'Overview (DTR Report)' and 'DTR Detail Report'. The 'DTR Detail Report' is selected. A modal window titled 'Attendance Report' is displayed, showing a table of attendance data for the period from 05/12/2023 to 05/12/2023.

- 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

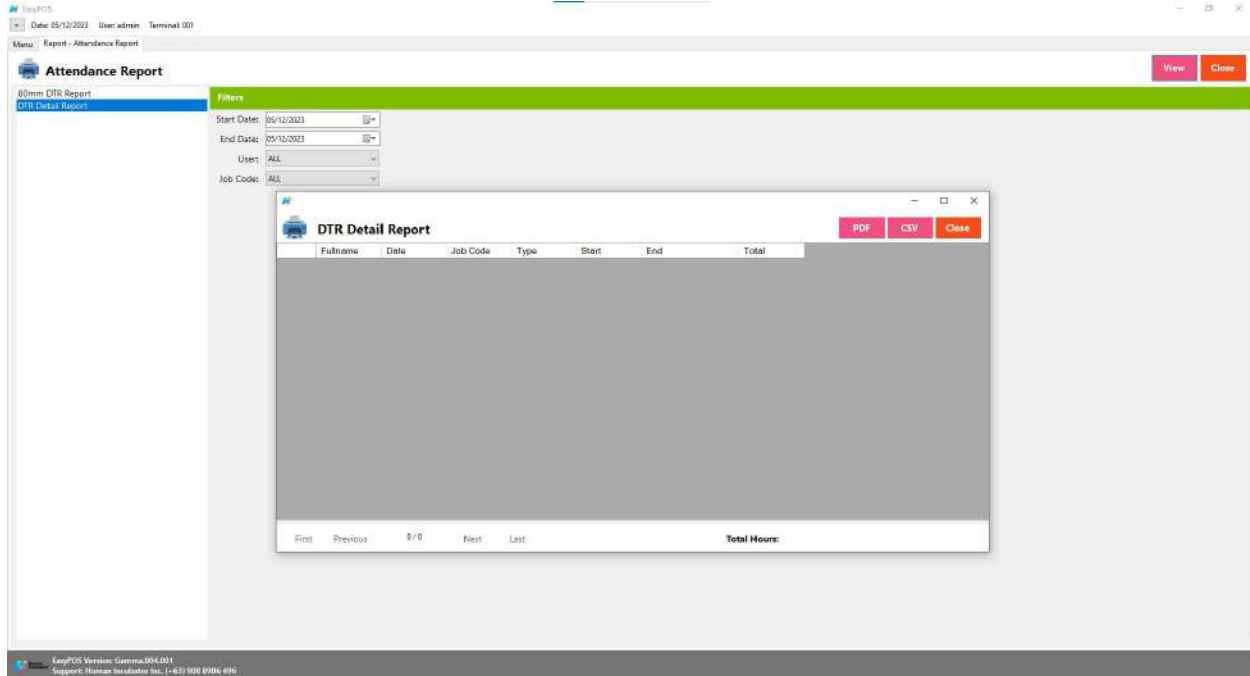


DTR Detail Report



- 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



X: System

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

ErpPOS
Date: 05/12/2023 User: admin Terminal: 001

Menu System System Tables Add Close

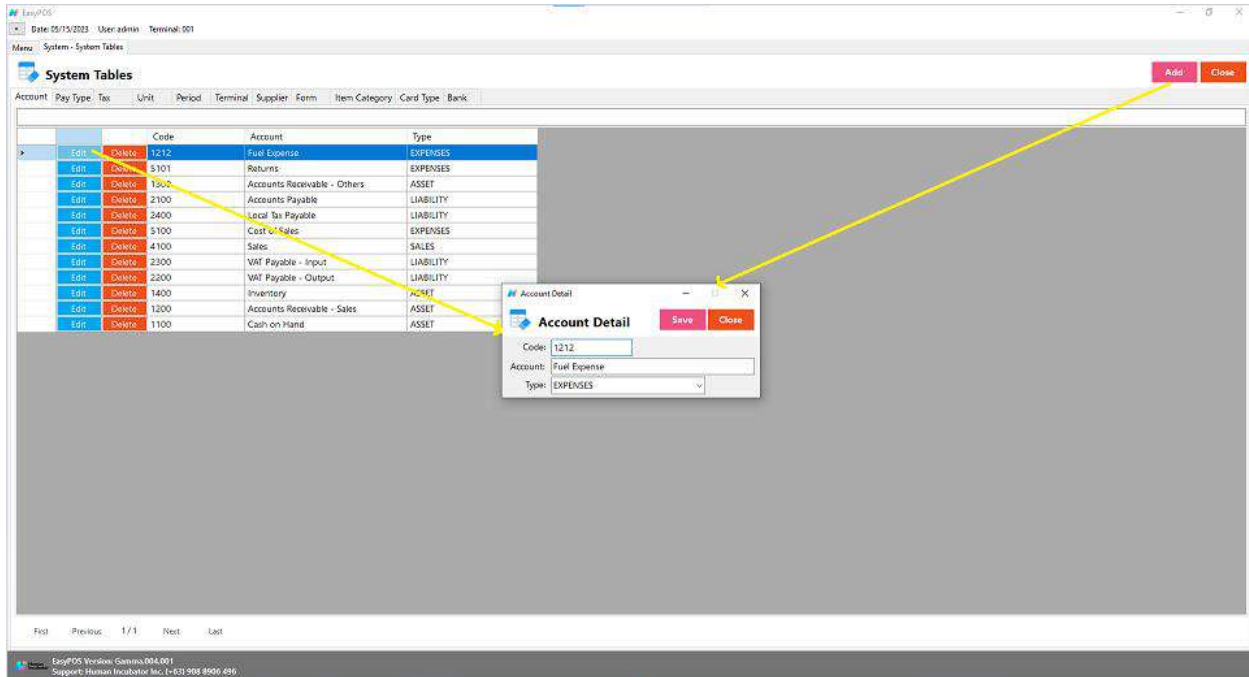
Account Pay Type Tax Unit Period Terminal Supplier Form Item Category Card Type Bank

			Code	Account	Type
Edit	Delete		1212	Fuel Expense	EXPENSES
Edit	Delete		5101	Returns	EXPENSES
Edit	Delete		1300	Accounts Receivable - Others	ASSET
Edit	Delete		2100	Accounts Payable	LIABILITY
Edit	Delete		2400	Local Tax Payable	LIABILITY
Edit	Delete		5100	Cost of Sales	EXPENSES
Edit	Delete		4100	Sales	SALES
Edit	Delete		2300	VAT Payable - Input	LIABILITY
Edit	Delete		2200	VAT Payable - Output	LIABILITY
Edit	Delete		1400	Inventory	ASSET
Edit	Delete		1200	Accounts Receivable - Sales	ASSET
Edit	Delete		1100	Cash on Hand	ASSET

First Previous 1/1 Next Last

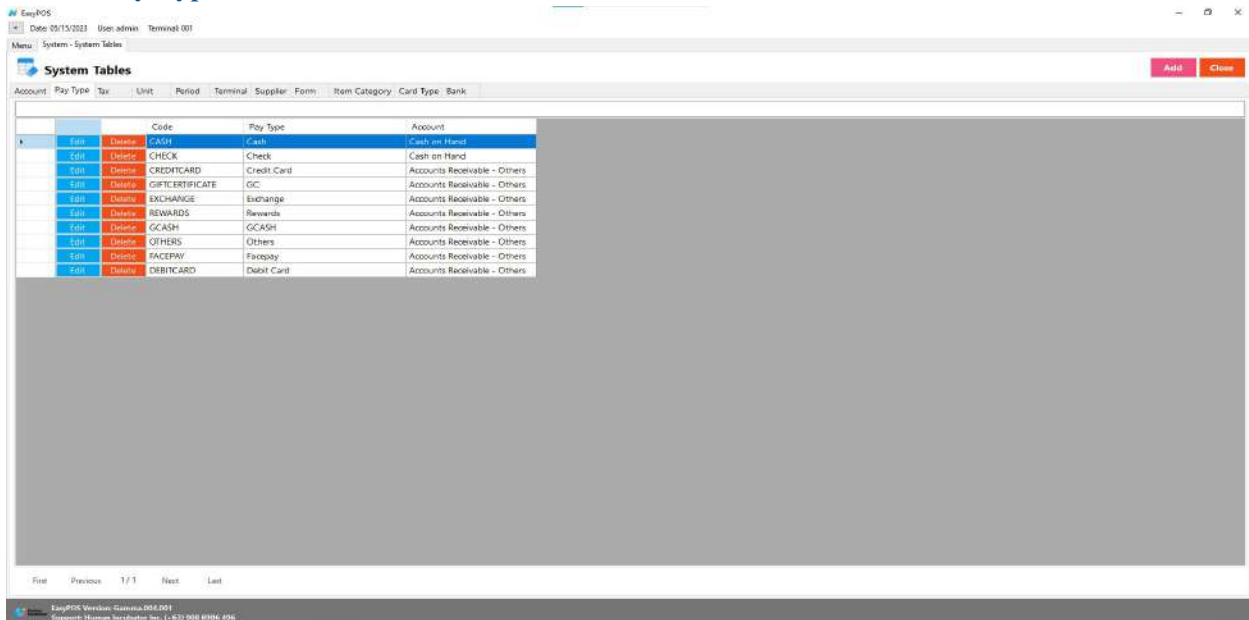
ErpPOS Version: Gamma.094.001
Support: Human Incubator Inc. (+632) 908 8006 ext.

- 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.



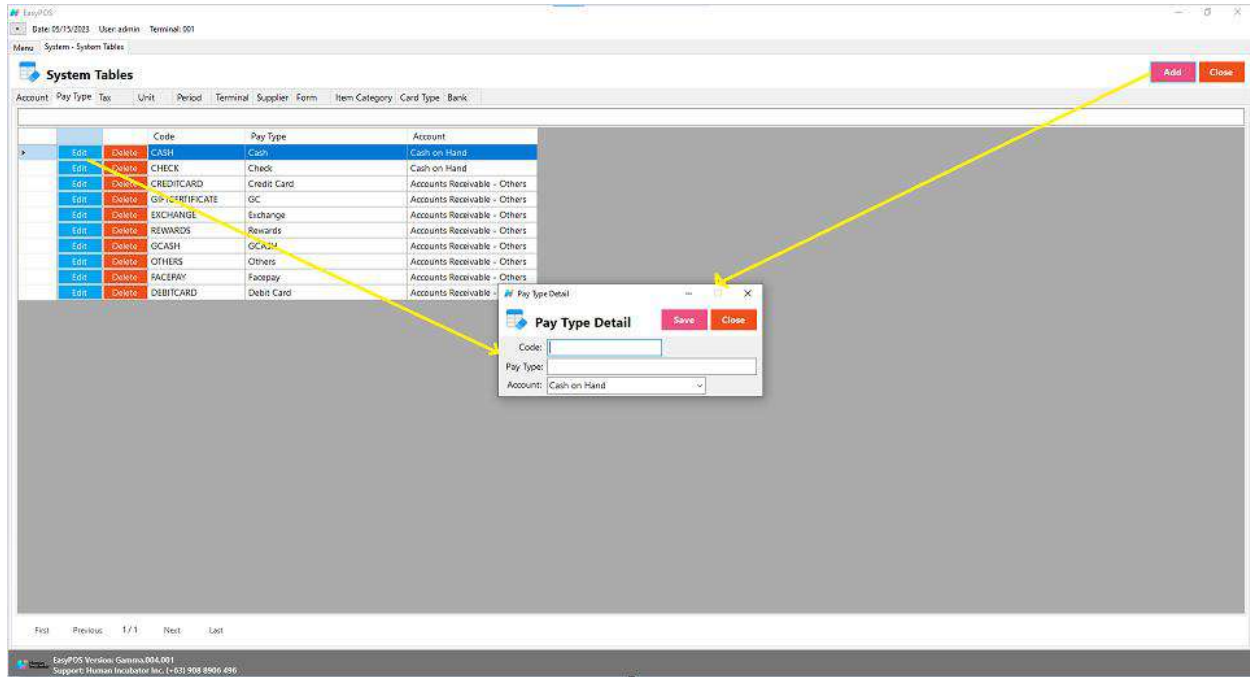
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Code, Account and Type
- Click the Save button to save account details.

Pay Type



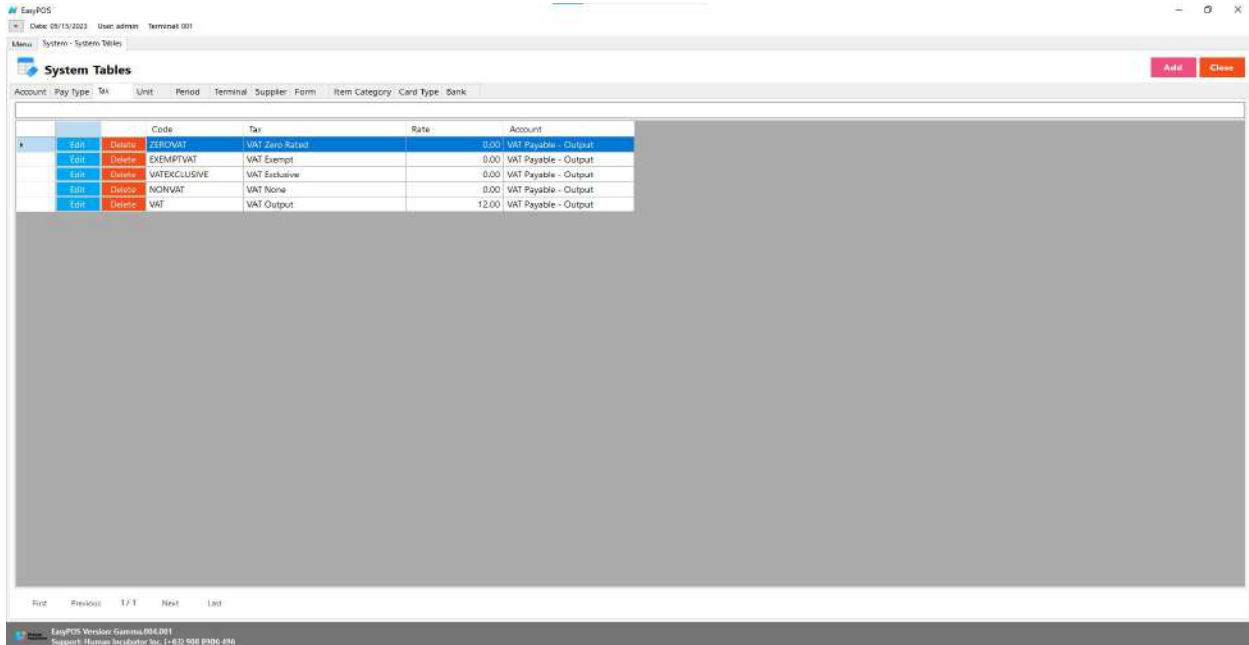
- Shows the list of all added pay types.
- Delete button will proceed to deleting pay type details.

- Edit button will proceed to updating pay type details.
- Close button will proceed to closing the system table module.



- **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

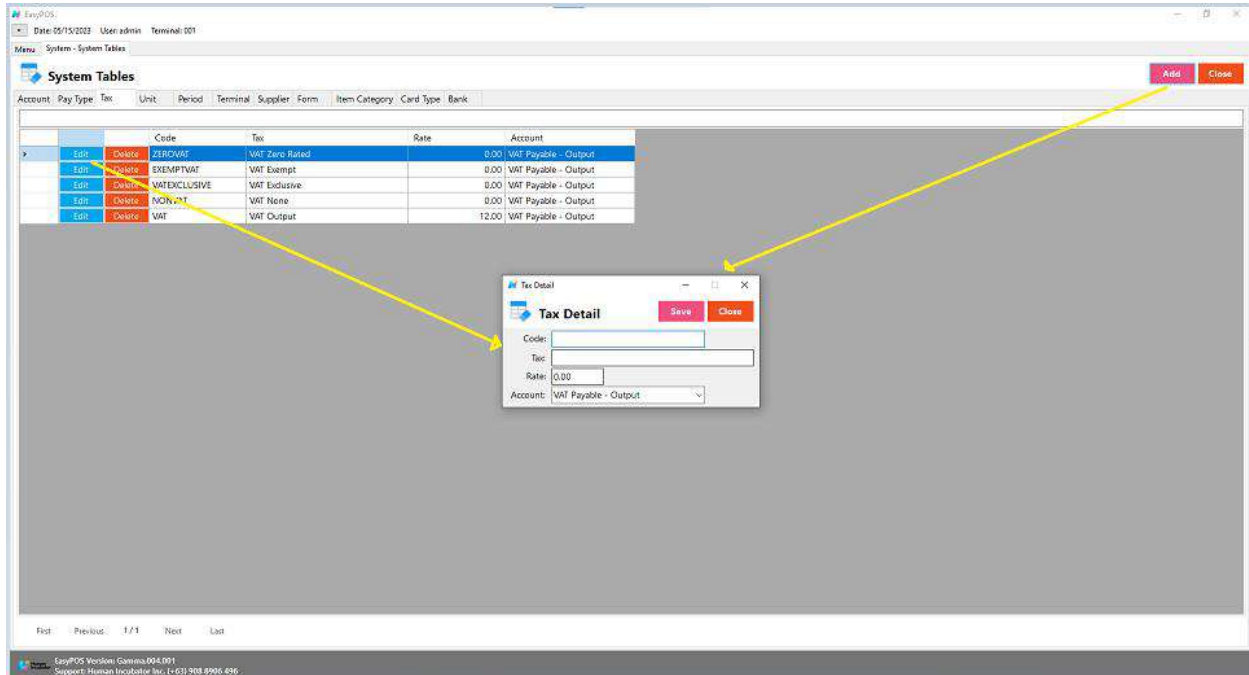


The screenshot shows the 'System Tables' window in EasyPOS. The window title is 'EasyPOS' and it displays the date '09/15/2023', user 'admin', and terminal '001'. The menu is 'System - System Tables'. The table below lists various tax configurations:

Account	Pay Type	Tax	Unit	Period	Terminal	Supplier	Form	Item Category	Card Type	Bank
		Code	Tax	Rate	Account					
		ZEROVAT	VAT Zero Rated	0.00	VAT Payable - Output					
		EXEMPTVAT	VAT Exempt	0.00	VAT Payable - Output					
		VATEXCLUSIVE	VAT Exclusive	0.00	VAT Payable - Output					
		NONVAT	VAT None	0.00	VAT Payable - Output					
		VAT	VAT Output	12.00	VAT Payable - Output					

At the bottom of the window, there are navigation buttons: 'First', 'Previous', '1/1', 'Next', and 'Last'. The footer shows 'EasyPOS Version: Gamma 004.001' and 'Support: Human Incubator Inc. (+63) 908 8906 436'.

- 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.



This screenshot shows the same 'System Tables' window as above, but with a 'Tax Detail' dialog box open. The dialog box has a title bar 'Tax Detail' and 'Save' and 'Close' buttons. It contains the following fields:

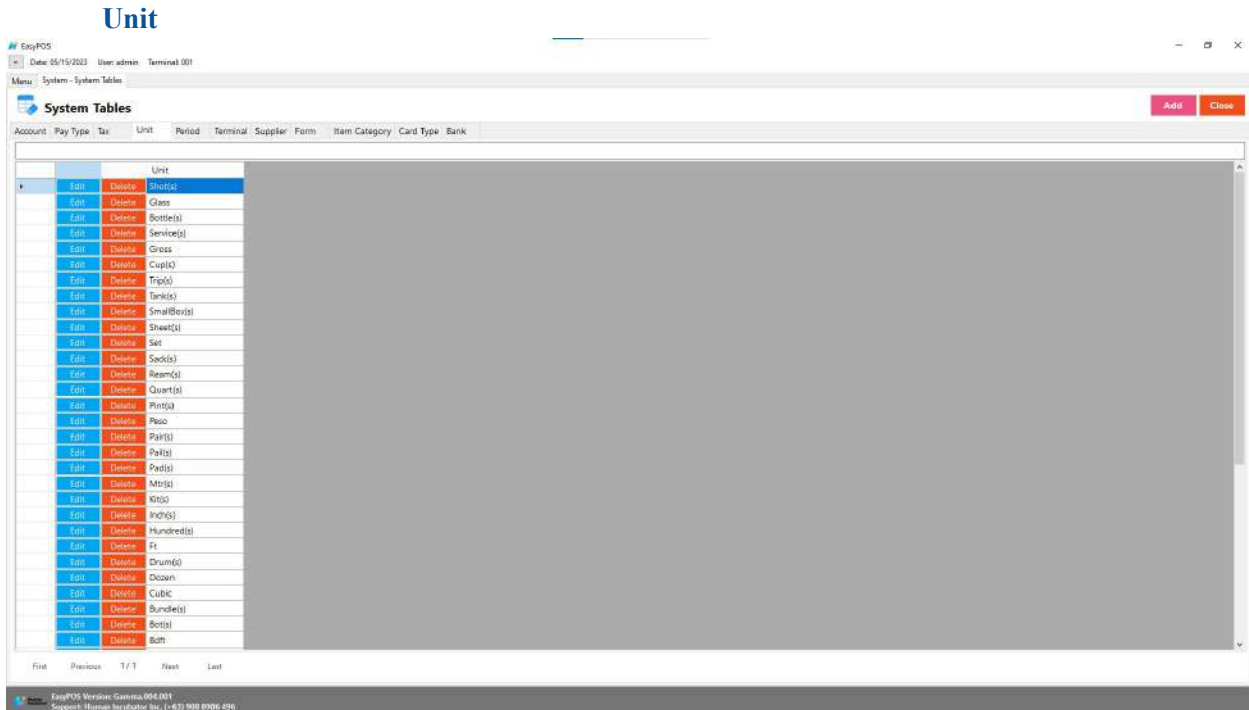
- Code: (text input field)
- Tax: (text input field)
- Rate: 0.00 (text input field)
- Account: VAT Payable - Output (dropdown menu)

Yellow arrows point from the 'Delete' button in the table to the 'Tax Detail' dialog box, and from the 'Close' button in the table to the 'Close' button in the dialog box. The footer of the window is the same as in the previous screenshot.

- **Assumption:** Add button is already clicked on the upper right corner in the system tables.

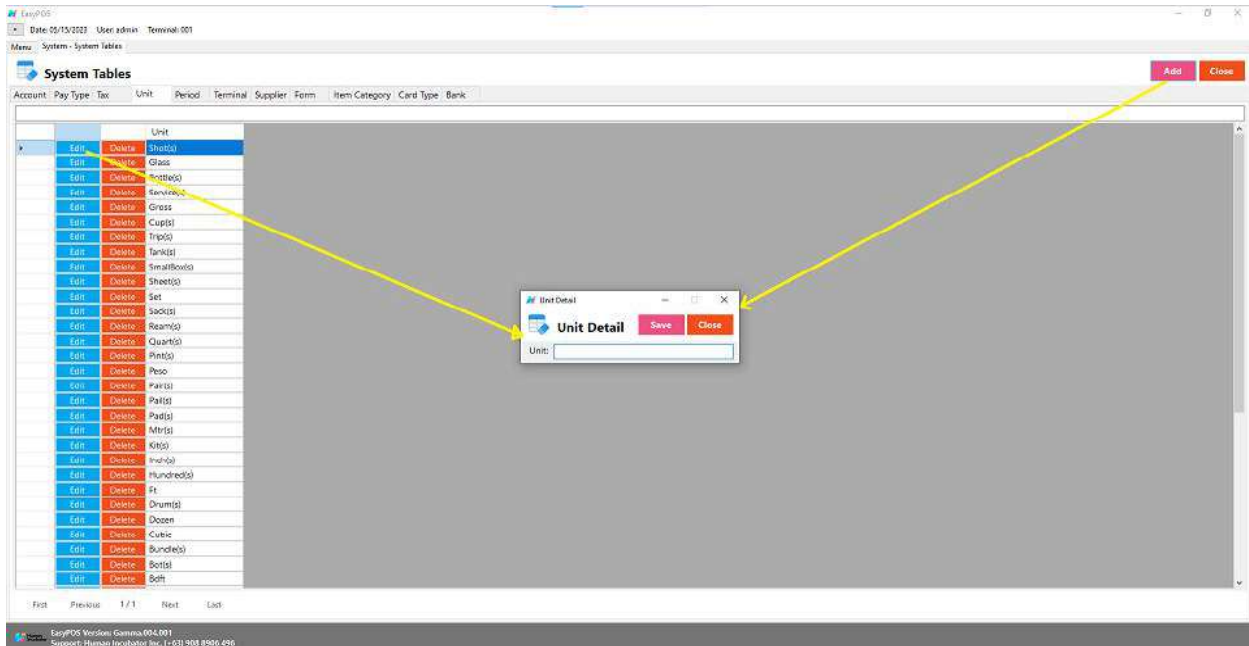
- Fill up all the necessary information like:
 - Code, Tax, Rate and Account
- Click the Save button to save tax details.

Unit



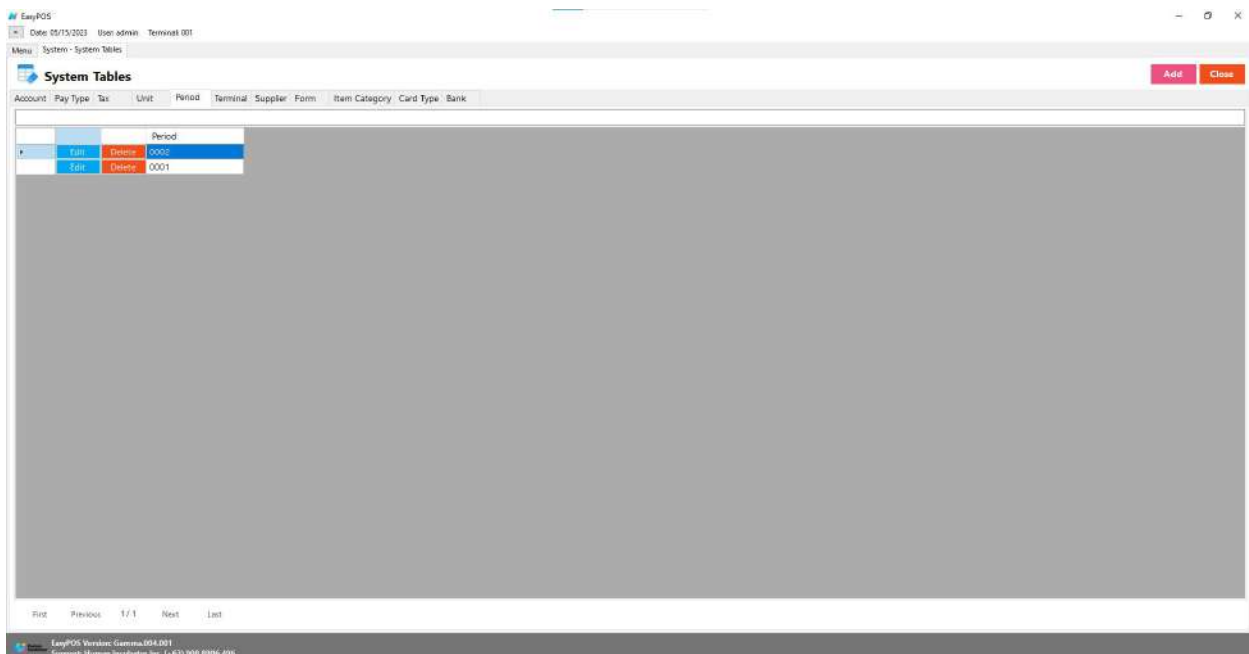
The screenshot shows the 'System Tables' window in EzyPOS. The 'Unit' table is selected, displaying a list of units. Each row has a 'Unit' column with a unit name, a 'Code' column with a numeric code, and a 'Tax' column with a tax rate. The 'Rate' column is currently empty. Navigation buttons like 'Add' and 'Close' are visible at the top right of the table area.

- 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.



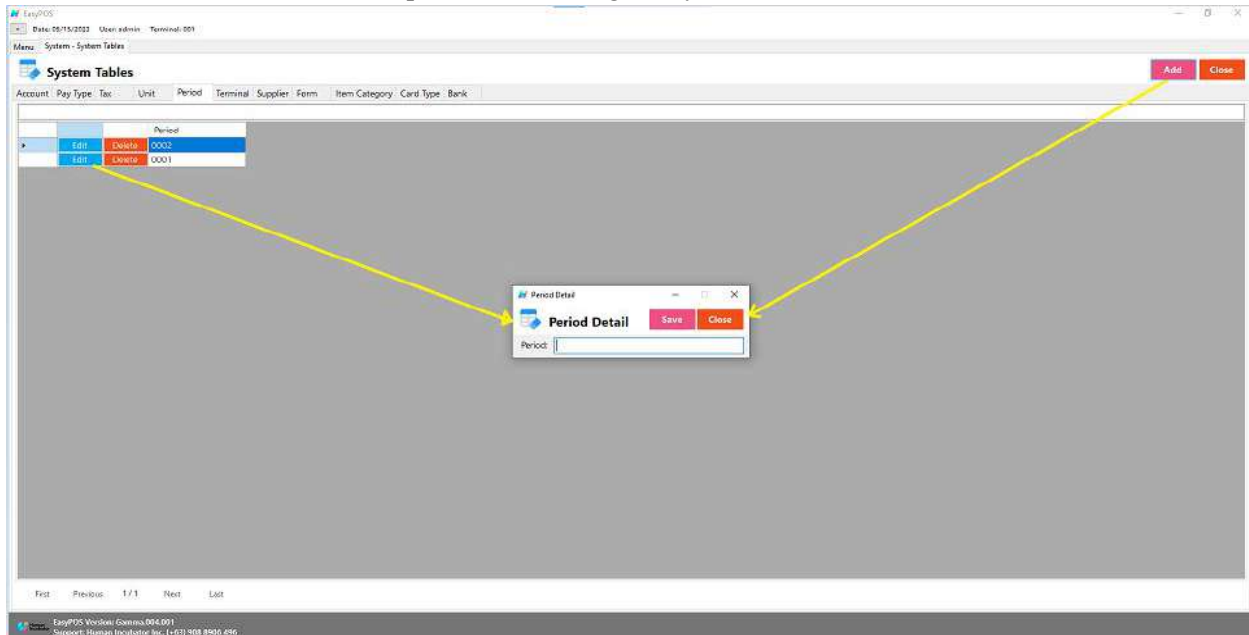
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Unit
- Click the Save button to save unit details.

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.

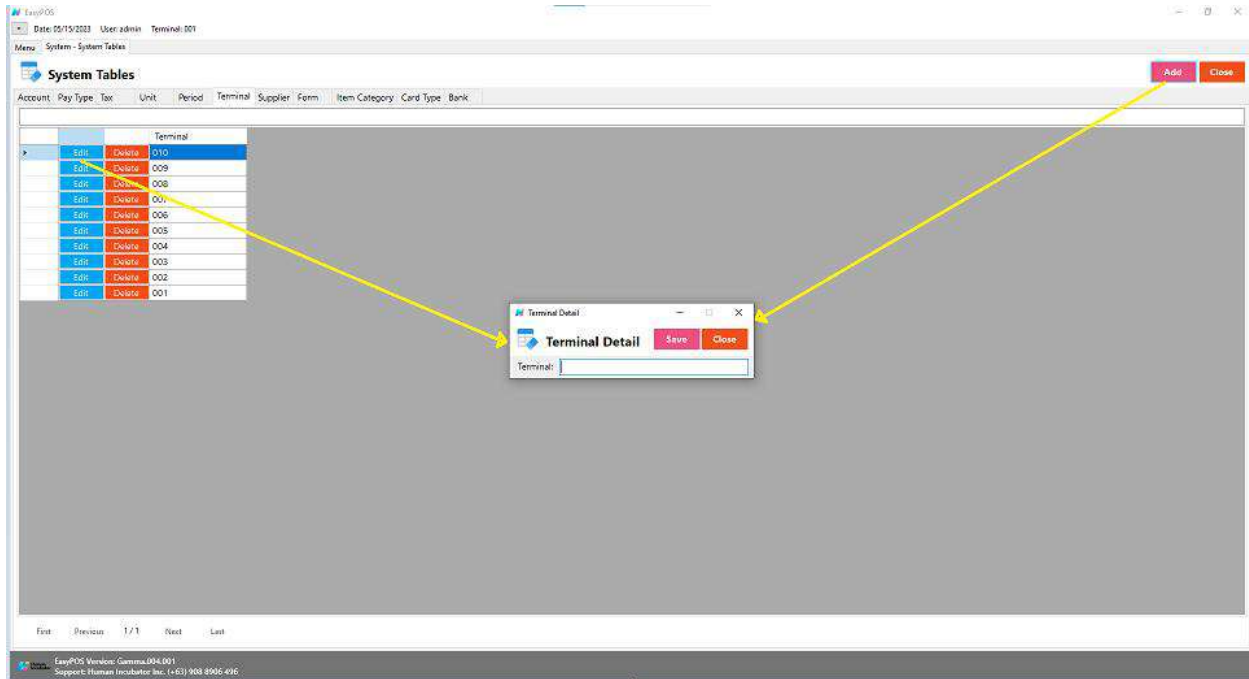


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Unit
- Click the Save button to save unit details.

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.

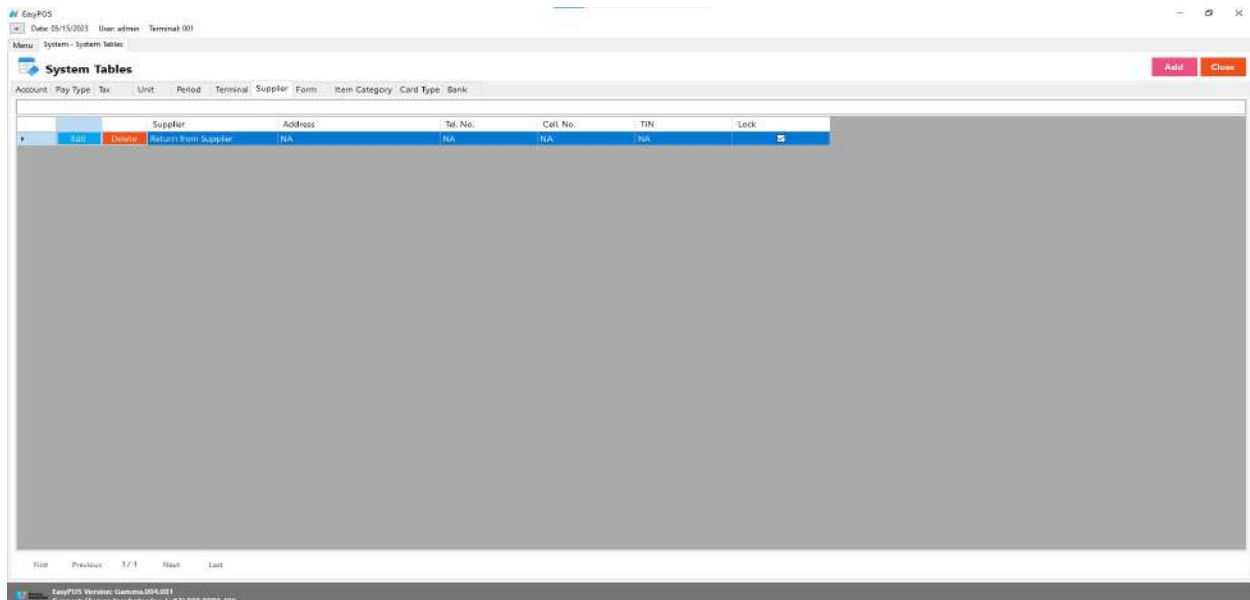


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.

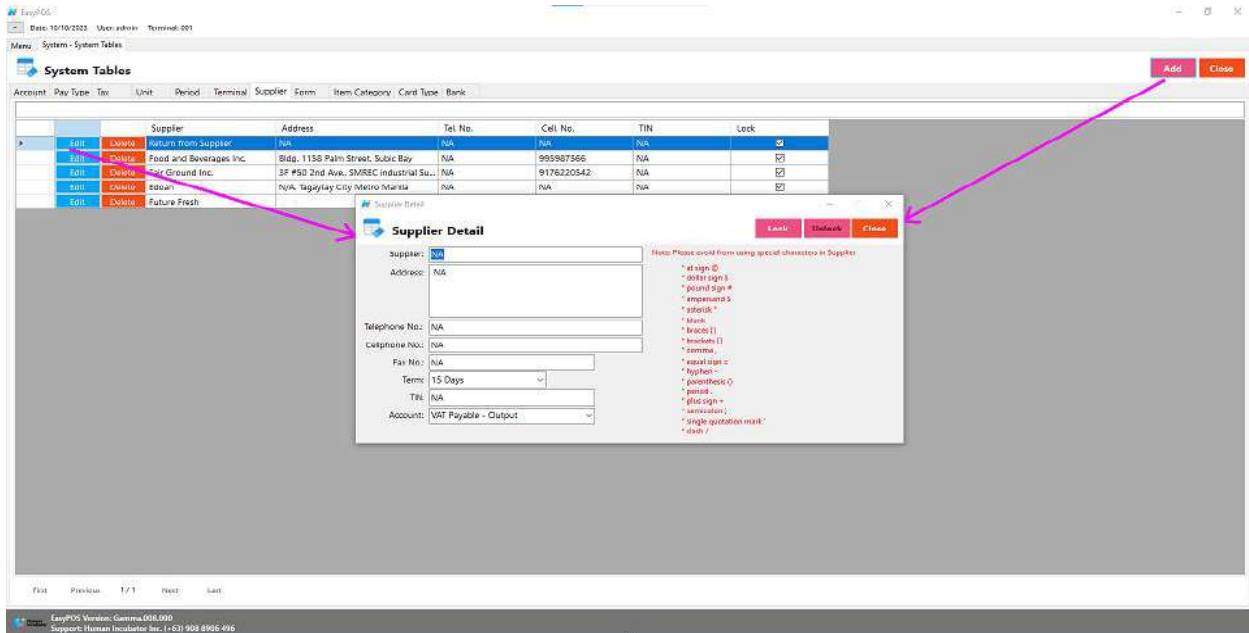
- Fill up all the necessary information like:
 - Terminal
- Click the Save button to save terminal details.

Supplier

*Take Note: If the **EasyPOS** has an **EasyFIS Integration**, the setting of supplier or adding of supplier should be done in the **EasyFIS** system. Make sure that the “**Term**” list in **EasyPOS** and **EasyFIS** should be the same.*



- 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.

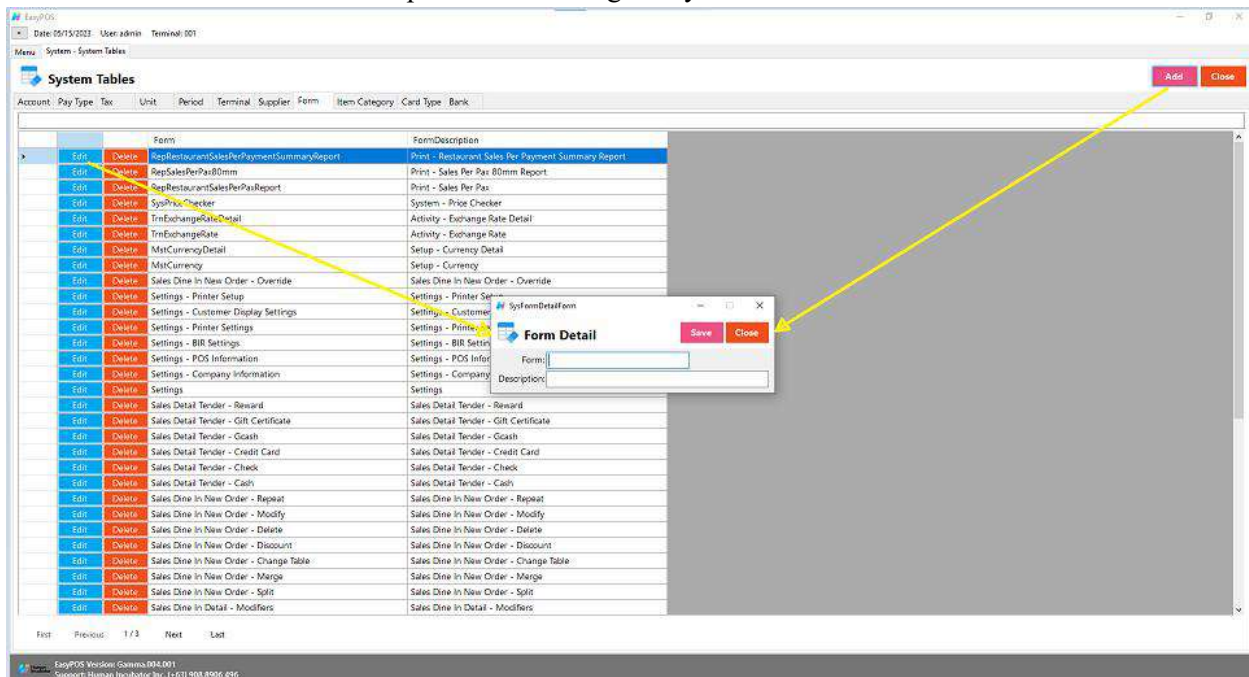


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Supplier, Address, Telephone No., Cell Phone no., Fax no., TIN, and Account
 - *It has a maximum limit with 100 characters for supplier and 255 for the Address*
 - *Avoid using special characters except ampersand (&) and percent (%) in All Fields of the Supplier Details like: at sign (@), dollar sign (\$), pound sign (#), asterisk (*), blank (), braces ({ }), brackets ([]), comma (,), equal sign (=), hyphen (-), parenthesis (), period (.), plus sign (+), semicolon (;), single quotation mark ('), slash (/) and etc.*
 - *Special Characters: ~ ` ! @ # \$ % ^ & * () - _ + = { } [] | \ / : ; " ' < > , . ? À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ð Ñ Ò Ó Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ ß*
 - *If some fields have special characters, a prompt message will appear when locking or saving the data.*
 - *Default value: NA and 0.00*
- Click the Save button to save supplier details.

Form



- 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.

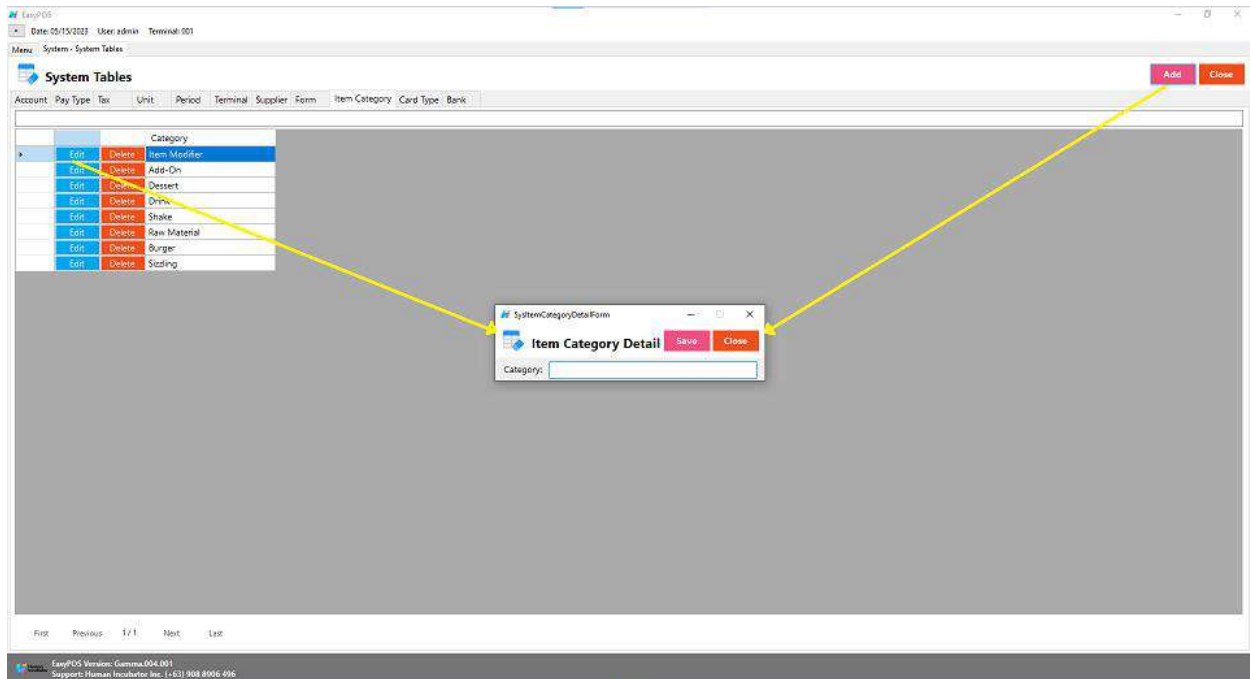


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Form and Description
- Click the Save button to save form details.

Item Category

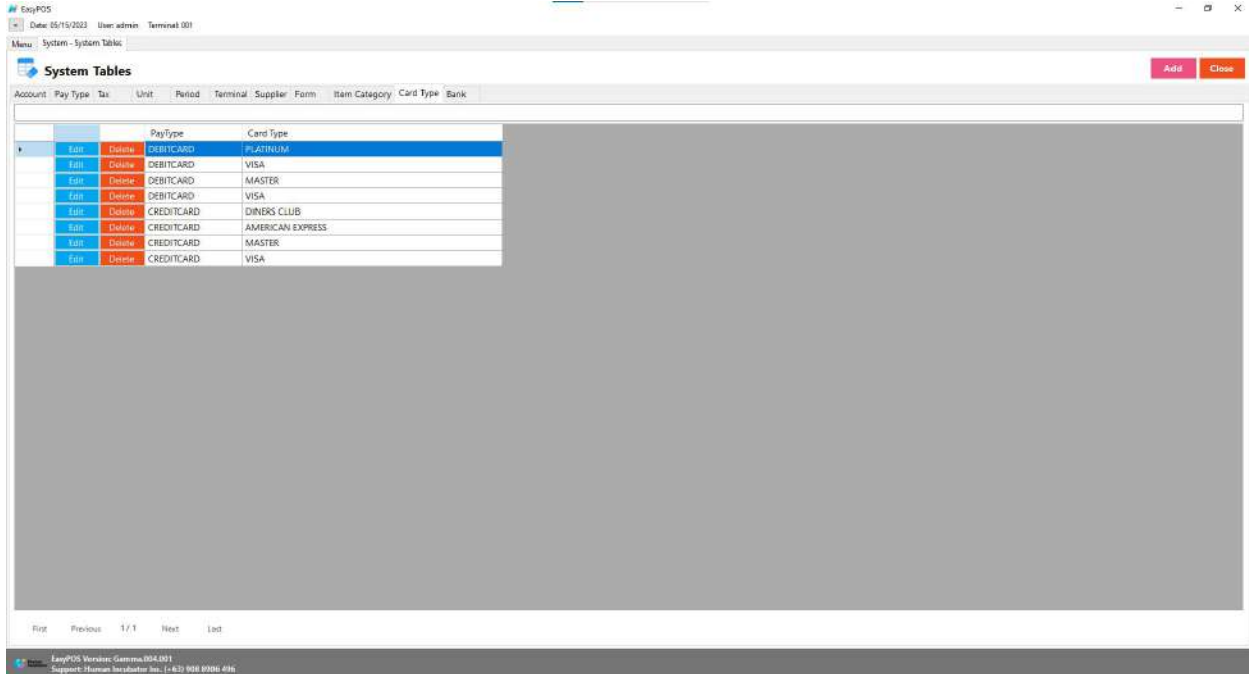


- Shows the list of all added Item Categories.
- Delete button will proceed to deleting item category details.
- Edit button will proceed to updating item category details.
- Close button will proceed to closing the system table module.

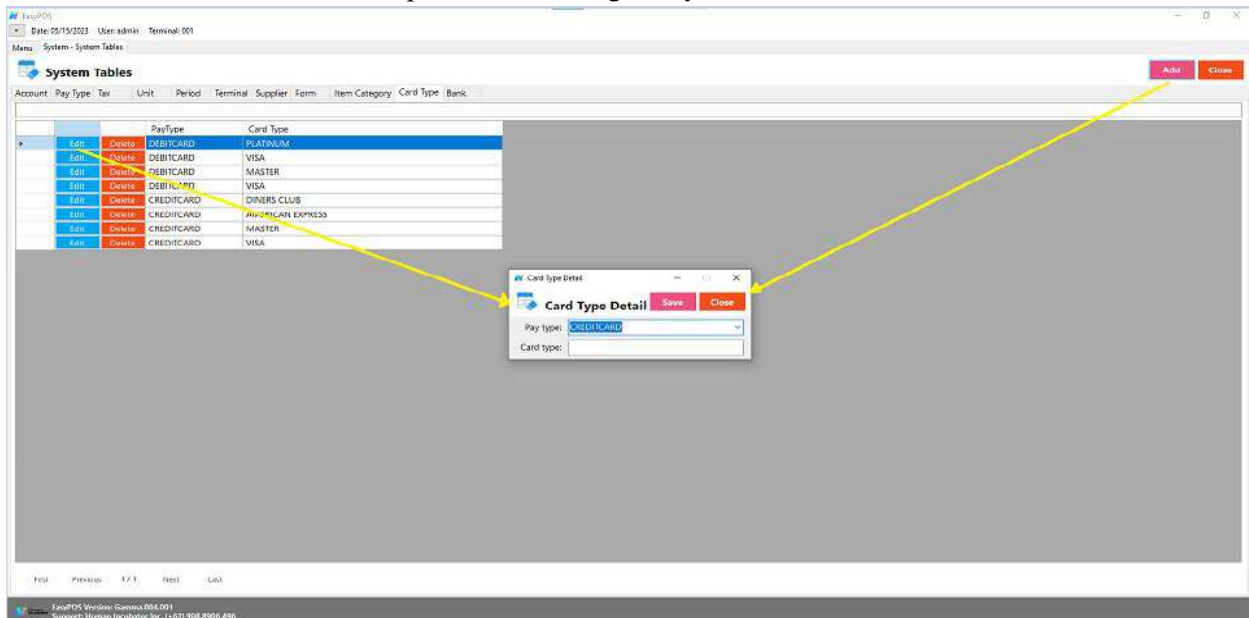


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Category
- Click the Save button to save item category details.

Card Type



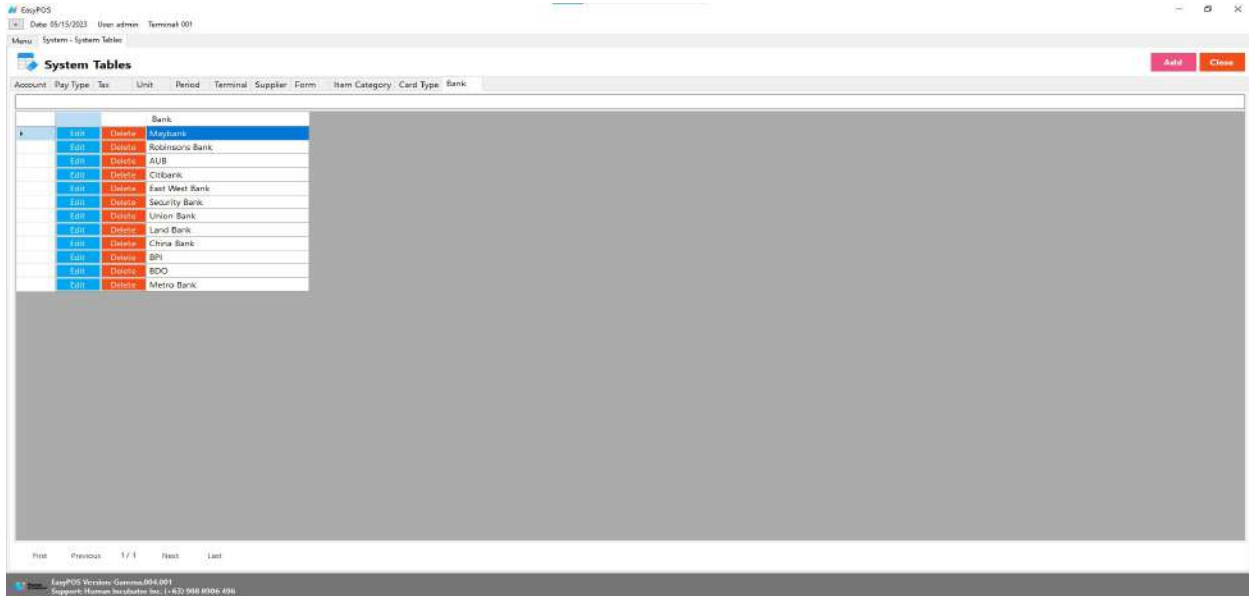
- Shows the list of all added card types.
- Delete button will proceed to deleting card type details.
- Edit button will proceed to updating card type details.
- Close button will proceed to closing the system table module.



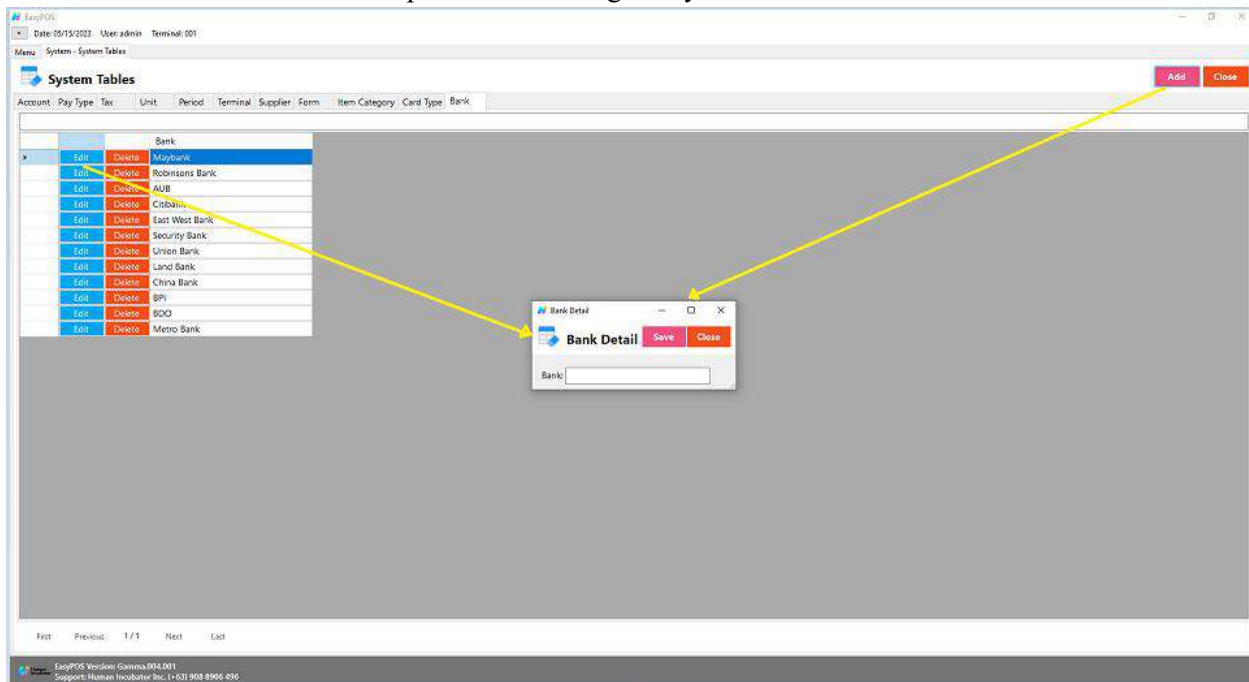
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:

- Pay Type and Card Type
- Click the Save button to save card type details.

Bank



- 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.

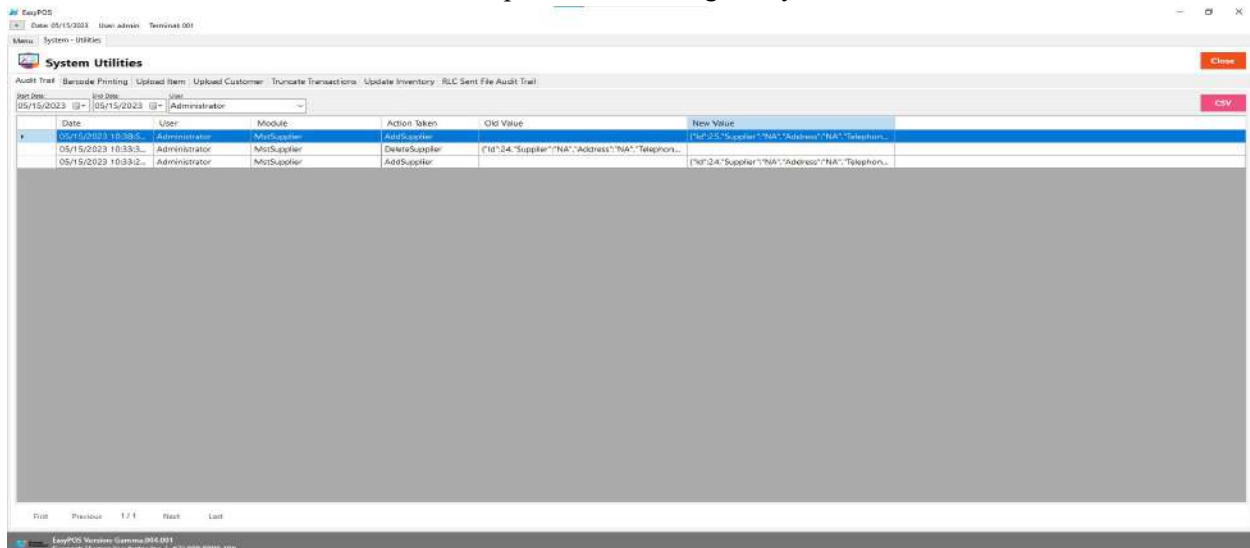
System - Utilities

Overview

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

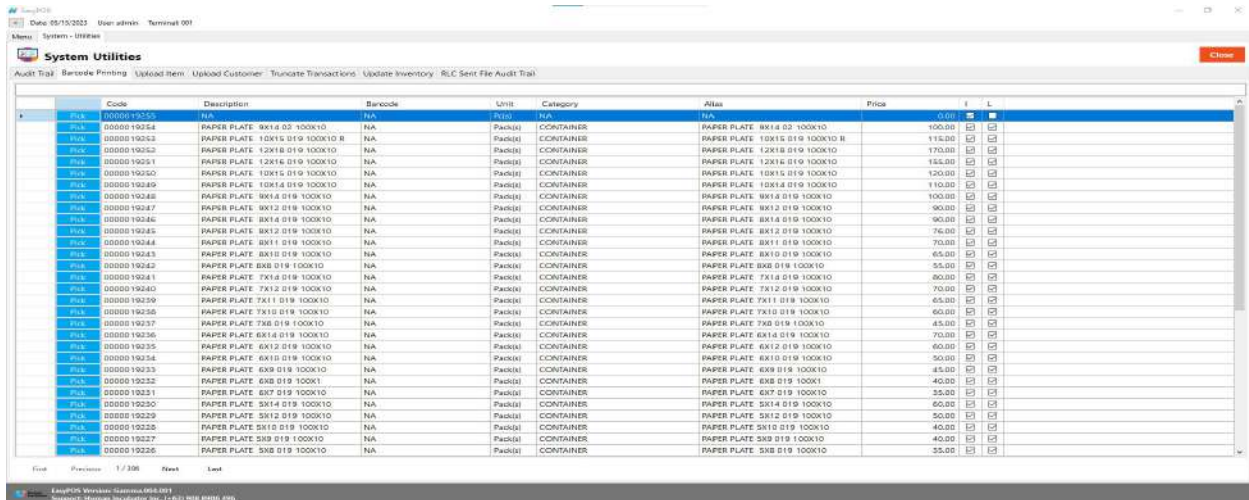
Audit Trail

- 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.



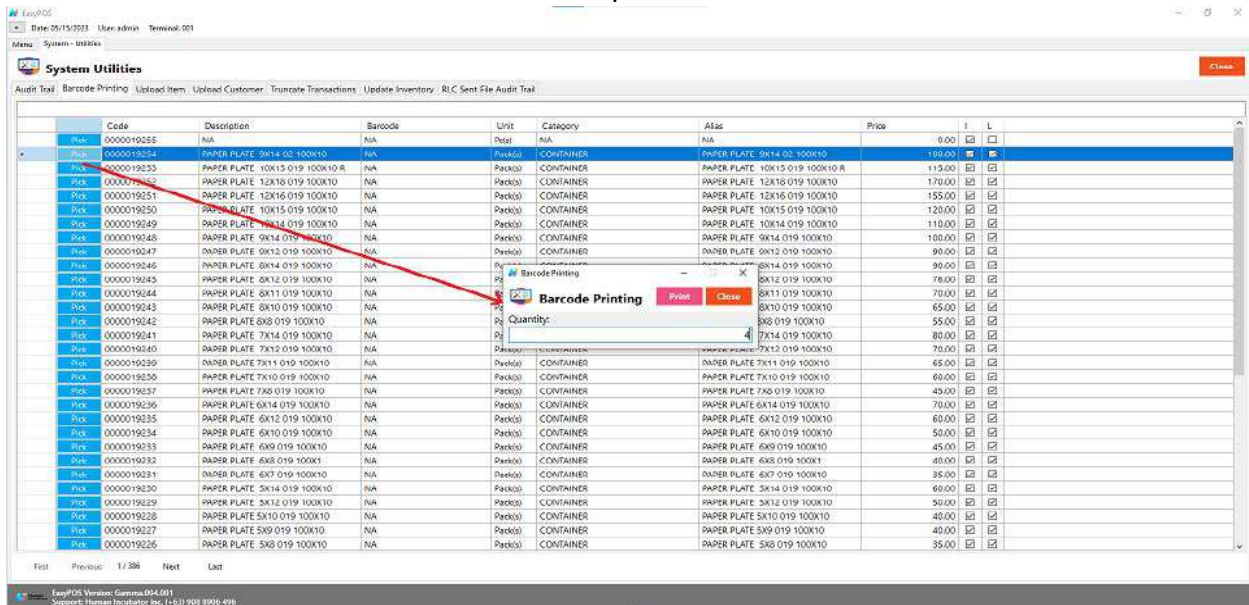
Barcode Printing

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



Code	Description	Barcode	Unit	Category	Alias	Price	Pick	Print	L
0000019255	NA	NA	NA	NA	NA	9.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019254	PAPER PLATE 9X14 03 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 03 100X10	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019253	PAPER PLATE 10X15 019 100X10 R	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10 R	115.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019252	PAPER PLATE 12X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10	170.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019251	PAPER PLATE 12X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10	155.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019250	PAPER PLATE 10X15 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10	120.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019249	PAPER PLATE 10X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X14 019 100X10	110.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019248	PAPER PLATE 9X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 019 100X10	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019247	PAPER PLATE 9X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X12 019 100X10	90.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019246	PAPER PLATE 8X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X14 019 100X10	90.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019245	PAPER PLATE 8X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X12 019 100X10	74.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019244	PAPER PLATE 8X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X11 019 100X10	70.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019243	PAPER PLATE 8X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X10 019 100X10	65.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019242	PAPER PLATE 8X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X8 019 100X10	55.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019241	PAPER PLATE 7X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X16 019 100X10	80.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019240	PAPER PLATE 7X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X12 019 100X10	70.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019239	PAPER PLATE 7X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X11 019 100X10	65.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019238	PAPER PLATE 7X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X10 019 100X10	60.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019237	PAPER PLATE 7X6 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X6 019 100X10	45.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019236	PAPER PLATE 6X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X14 019 100X10	70.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019235	PAPER PLATE 6X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X12 019 100X10	60.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019234	PAPER PLATE 6X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X9 019 100X10	45.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019233	PAPER PLATE 6X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X8 019 100X10	40.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019232	PAPER PLATE 6X7 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X7 019 100X10	35.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019231	PAPER PLATE 5X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X14 019 100X10	60.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019230	PAPER PLATE 5X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X12 019 100X10	50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019229	PAPER PLATE 5X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X10 019 100X10	40.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019228	PAPER PLATE 5X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X9 019 100X10	40.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019227	PAPER PLATE 5X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X8 019 100X10	35.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

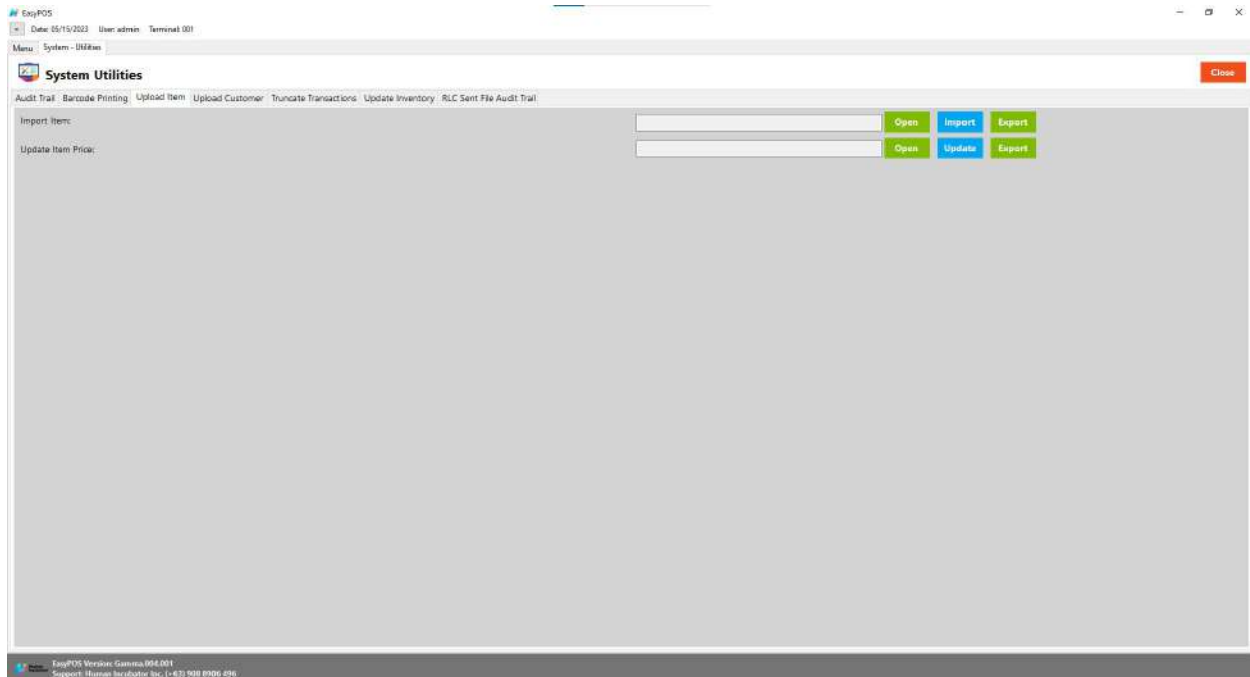
- Click the **Pick** button to select an item.
- Input the quantity of the barcode to be printed.
- Click the **Print** button to print the barcodes.



Code	Description	Barcode	Unit	Category	Alias	Price	Pick	Print	L
0000019255	NA	NA	NA	NA	NA	9.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019254	PAPER PLATE 9X14 03 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 03 100X10	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019253	PAPER PLATE 10X15 019 100X10 R	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10 R	115.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019252	PAPER PLATE 12X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10	170.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019251	PAPER PLATE 12X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10	155.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019250	PAPER PLATE 10X15 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10	120.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019249	PAPER PLATE 10X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X14 019 100X10	110.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019248	PAPER PLATE 9X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 019 100X10	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019247	PAPER PLATE 9X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X12 019 100X10	90.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019246	PAPER PLATE 8X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X14 019 100X10	90.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019245	PAPER PLATE 8X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X12 019 100X10	76.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019244	PAPER PLATE 8X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X11 019 100X10	70.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019243	PAPER PLATE 8X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X10 019 100X10	65.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019242	PAPER PLATE 8X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X8 019 100X10	55.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019241	PAPER PLATE 7X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X16 019 100X10	80.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019240	PAPER PLATE 7X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X12 019 100X10	70.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019239	PAPER PLATE 7X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X11 019 100X10	65.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019238	PAPER PLATE 7X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X10 019 100X10	60.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019237	PAPER PLATE 7X6 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X6 019 100X10	45.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019236	PAPER PLATE 6X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X14 019 100X10	70.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019235	PAPER PLATE 6X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X12 019 100X10	60.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019234	PAPER PLATE 6X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X10 019 100X10	50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019233	PAPER PLATE 6X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X9 019 100X10	45.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019232	PAPER PLATE 6X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X8 019 100X10	40.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019231	PAPER PLATE 5X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X14 019 100X10	60.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019230	PAPER PLATE 5X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X12 019 100X10	50.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019229	PAPER PLATE 5X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X10 019 100X10	40.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019228	PAPER PLATE 5X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X9 019 100X10	40.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0000019227	PAPER PLATE 5X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X8 019 100X10	35.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upload Item

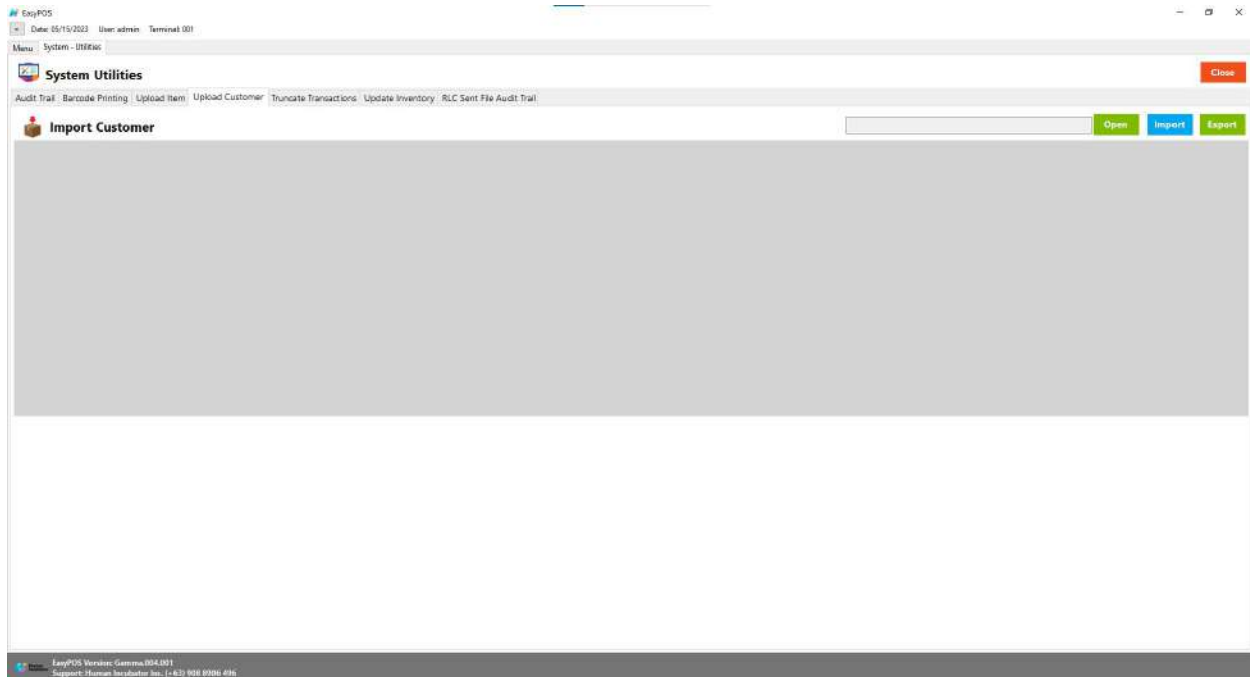
- It is another way to upload items and update item prices.



- **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

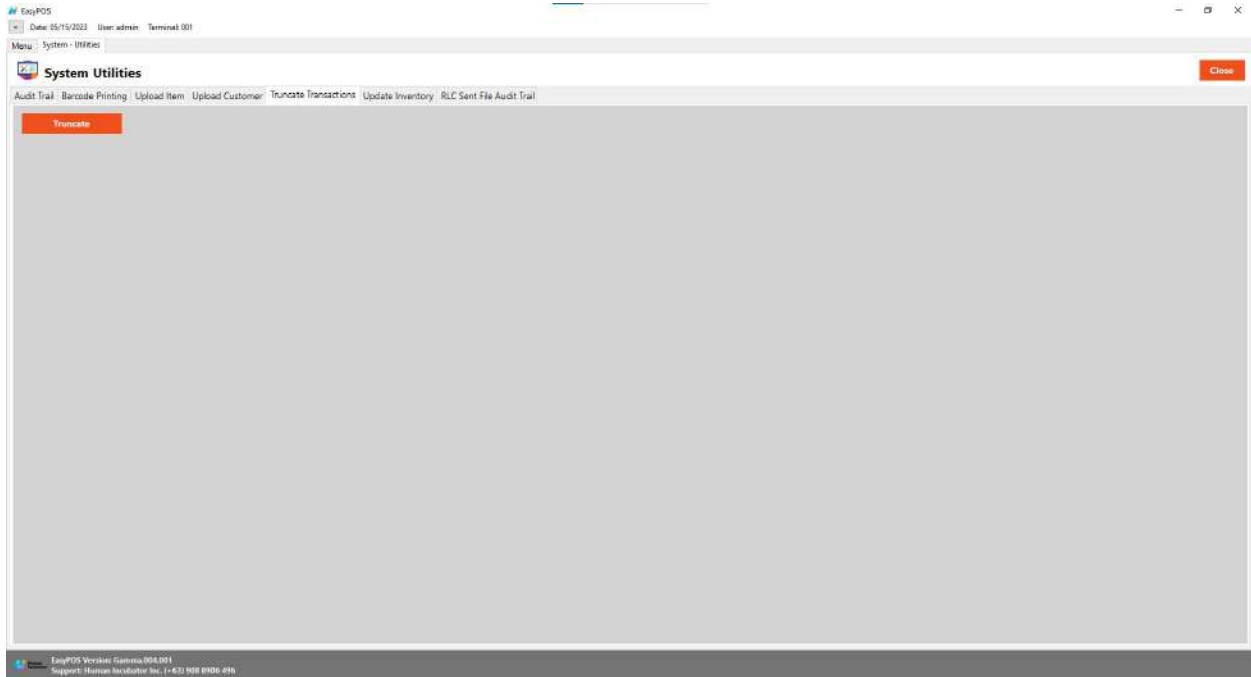
- It is another way to add a list of customers.



- 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.



XI: Settings

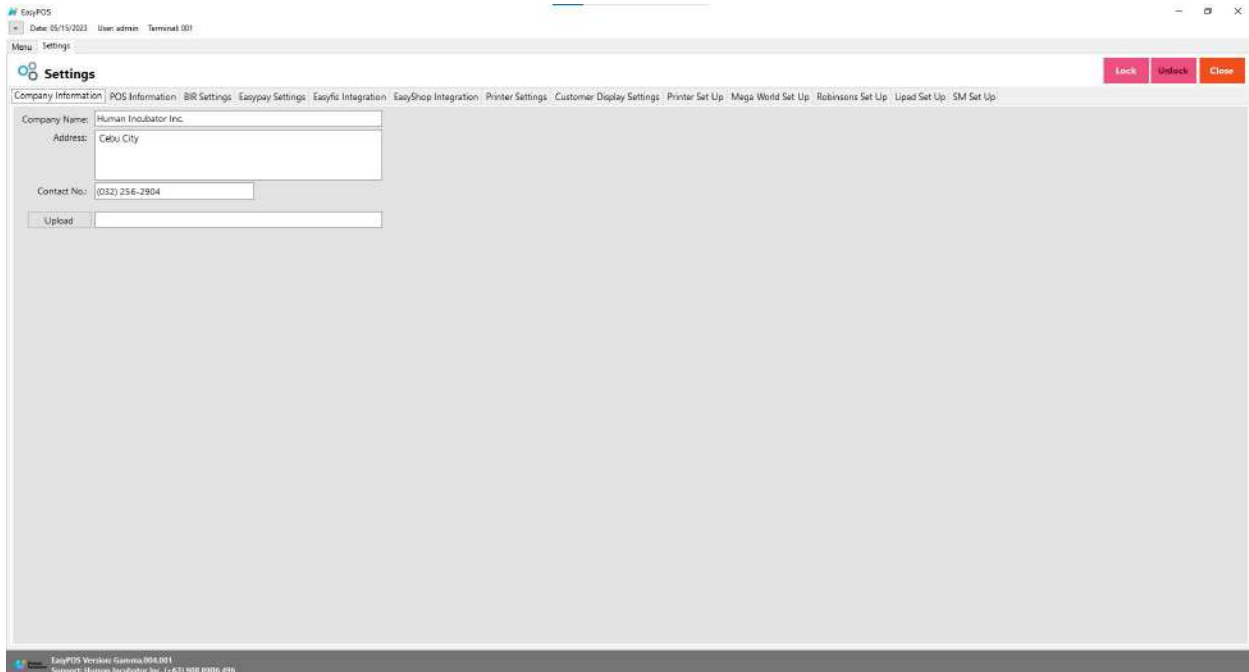
Settings

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' window in EasyPOS. The 'Company Information' tab is active, displaying the following fields:

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

The window also includes a menu bar with options like 'POS Information', 'BIR Settings', 'Easypay Settings', etc., and a status bar at the bottom with the text 'EasyPOS Version: Gamma 004.001'.

- 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

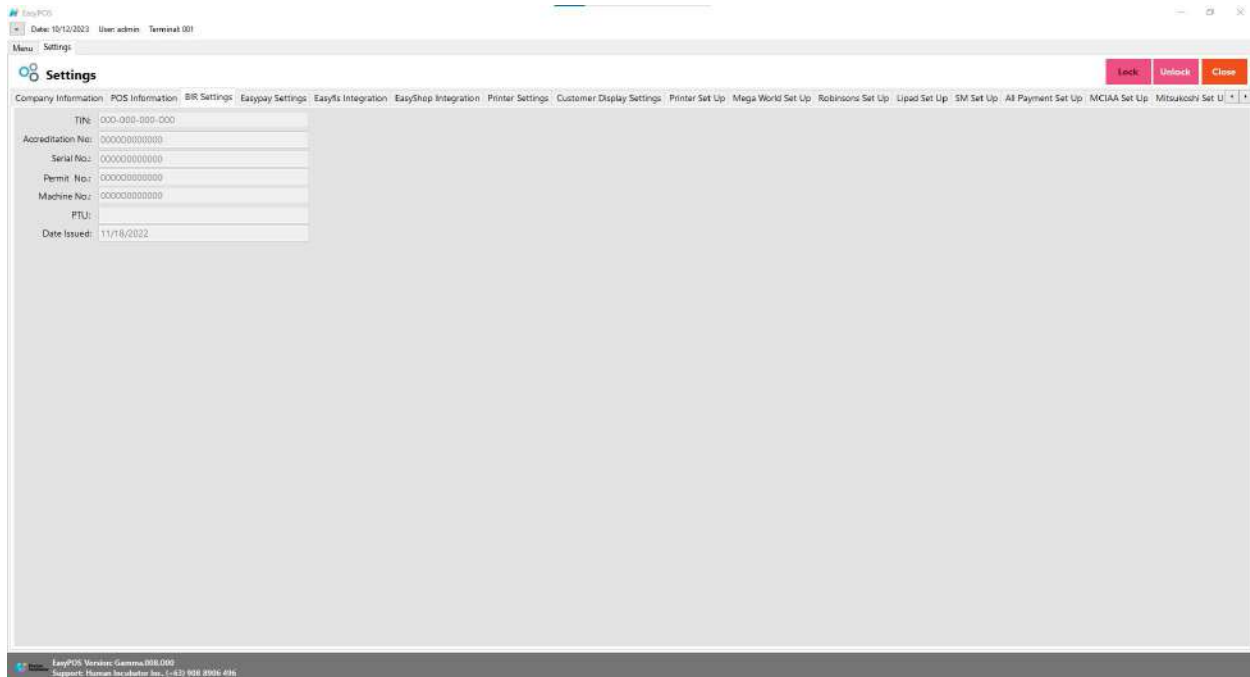
- It is where the user can set the information and set up their POS.
 - Fill up the necessary information like:

- 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**
 - It is applicable for easy pos with easy restaurant setup
- **Prompt Previous EOD Error**
 - Enable the EOD feature
 - 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.
- **Enable Sticker Printing Process**
 - Allow the user to print sticker
- **5 Digit Decimal Places in Qty**
 - Allow the user to input 5 decimal places in quantity fields
- **Enable Print on POS Touch**
 - Enable the print button in POS touch sales detail
- **Service Charge is vatable**
 - Allow the user to add service charge for company's other income
- **Enable Background Process**
 - If it is check, it will skip the inventory process every transaction

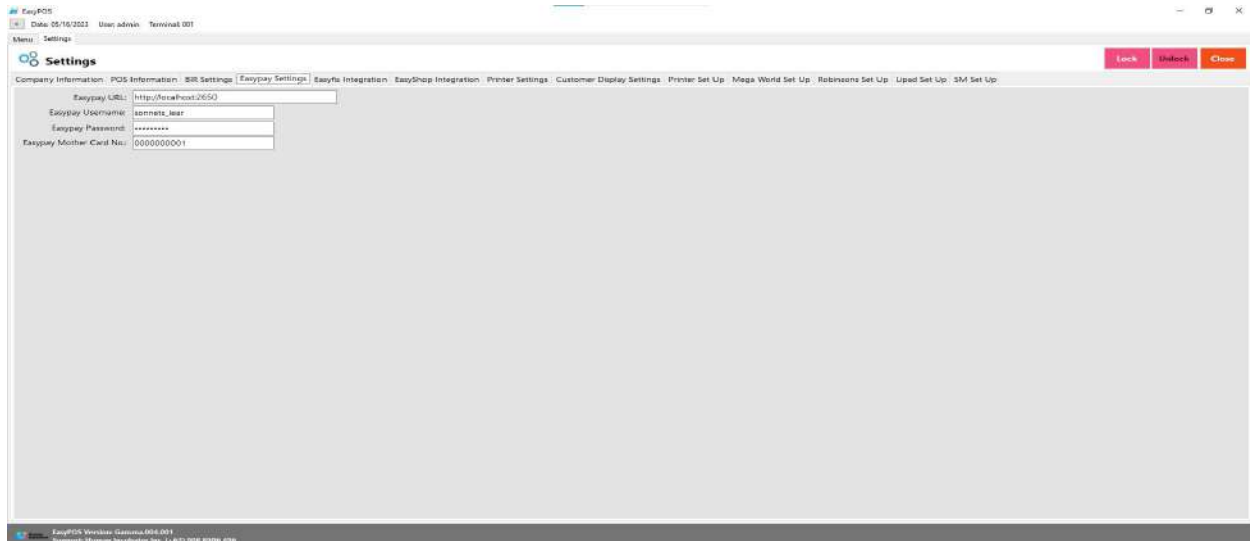
BIR Settings

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



Easypay Settings

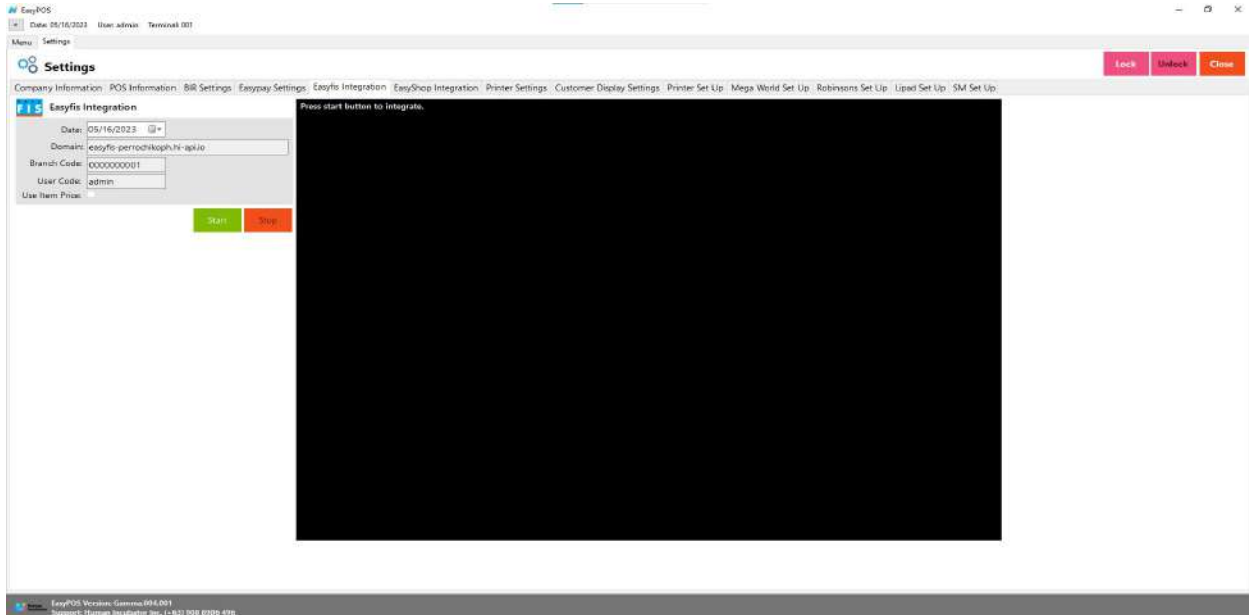
- This is for the easypay integration where the user will set up the URL, username, password and card no.



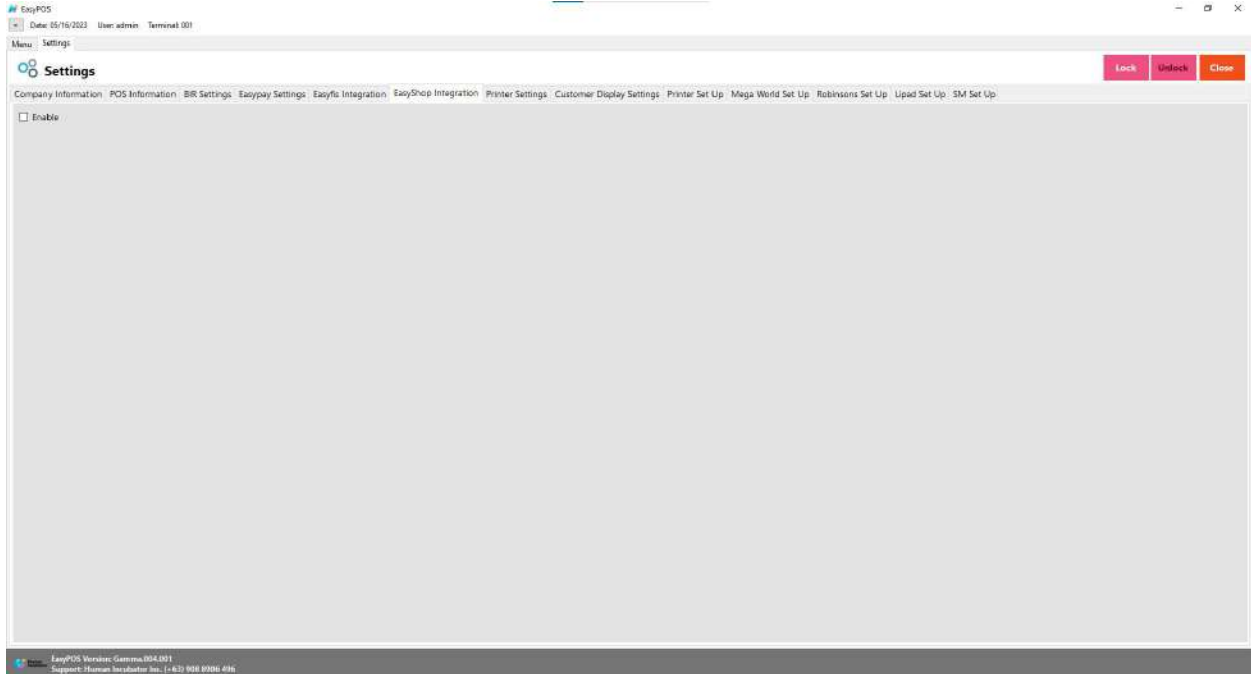
Easyfis Integration

- This is for easyfis integration where it is a connection and integration between the easyfis and EasyPOS product.
- Set up the following in the database (use sql server):

- Domain(ex: <https://easyfis-perrochikoph.hi-api.io>)
- Branch Code(ex: 0000000001)
- User Code(ex: admin)
- Select date for integration
- Click **Start** button to start the integration
- Click **Stop** button to stop integration

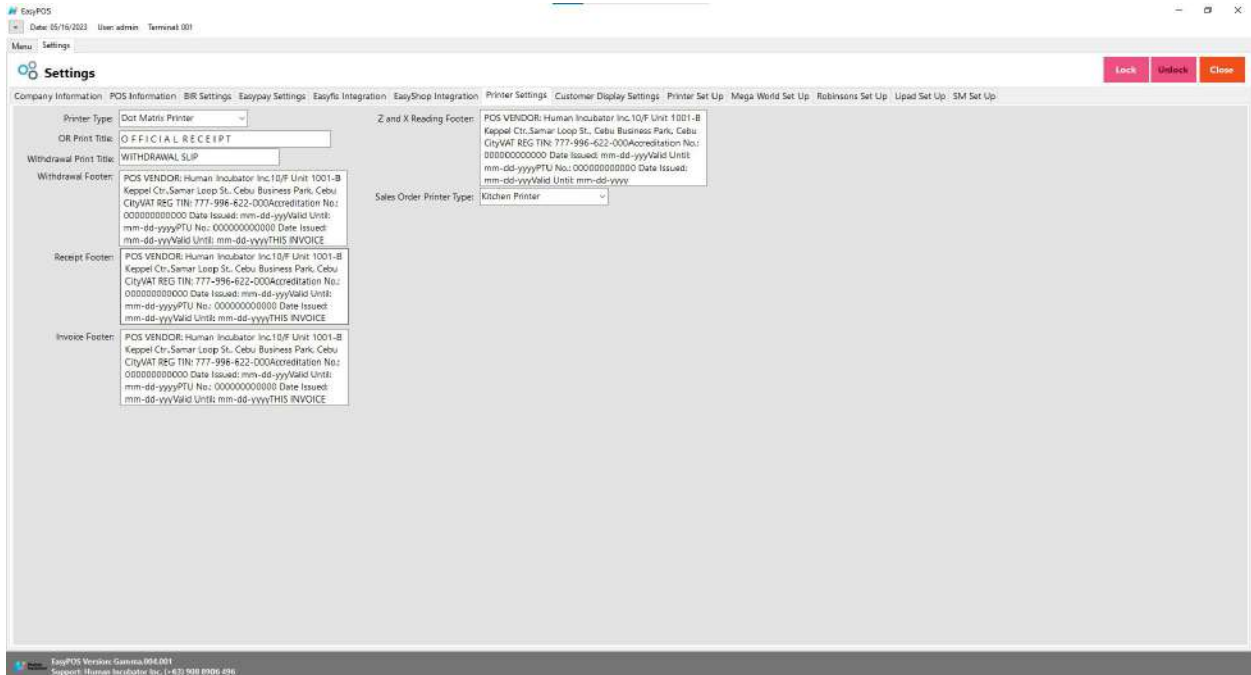


EasyShop Integration



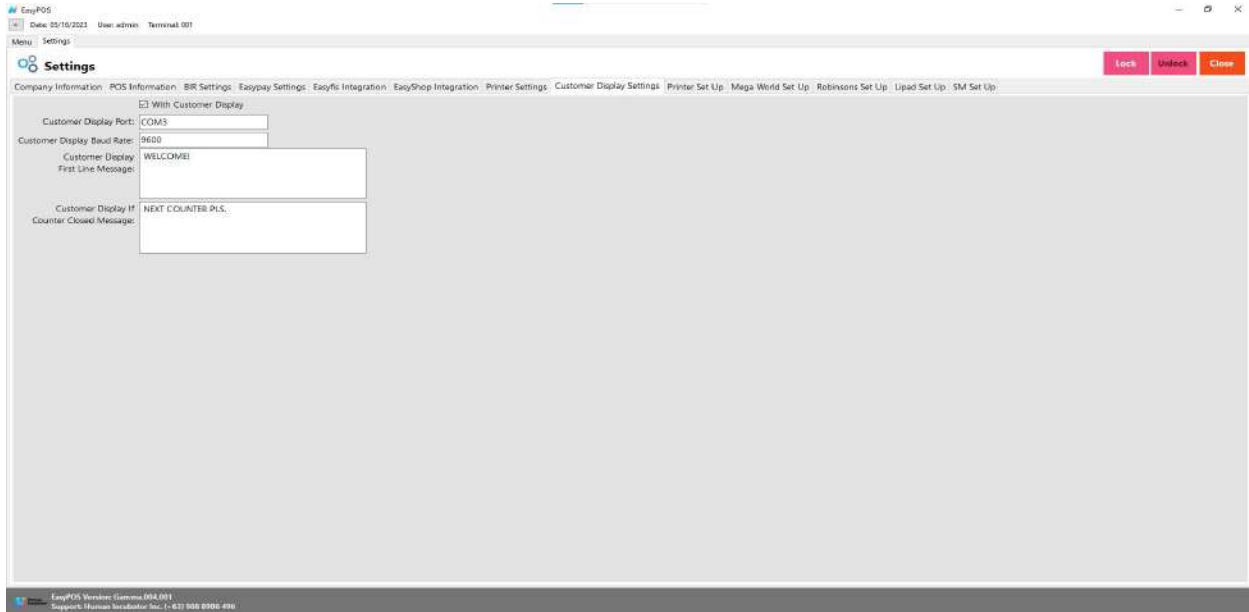
Printer Settings

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



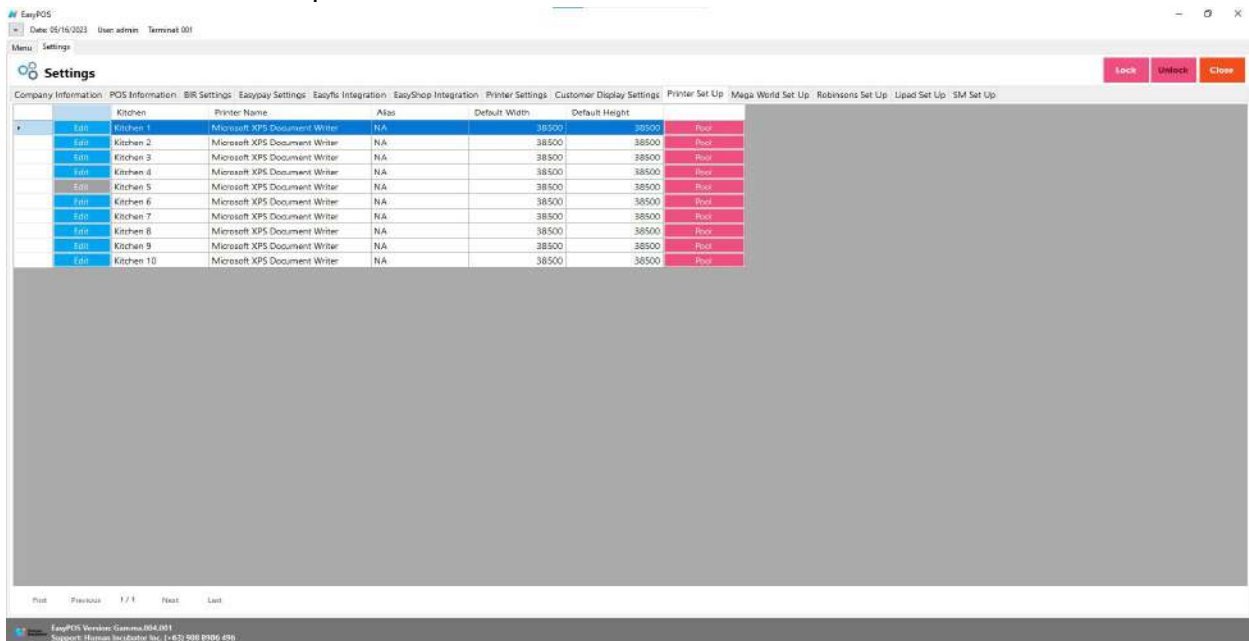
Customer Display

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



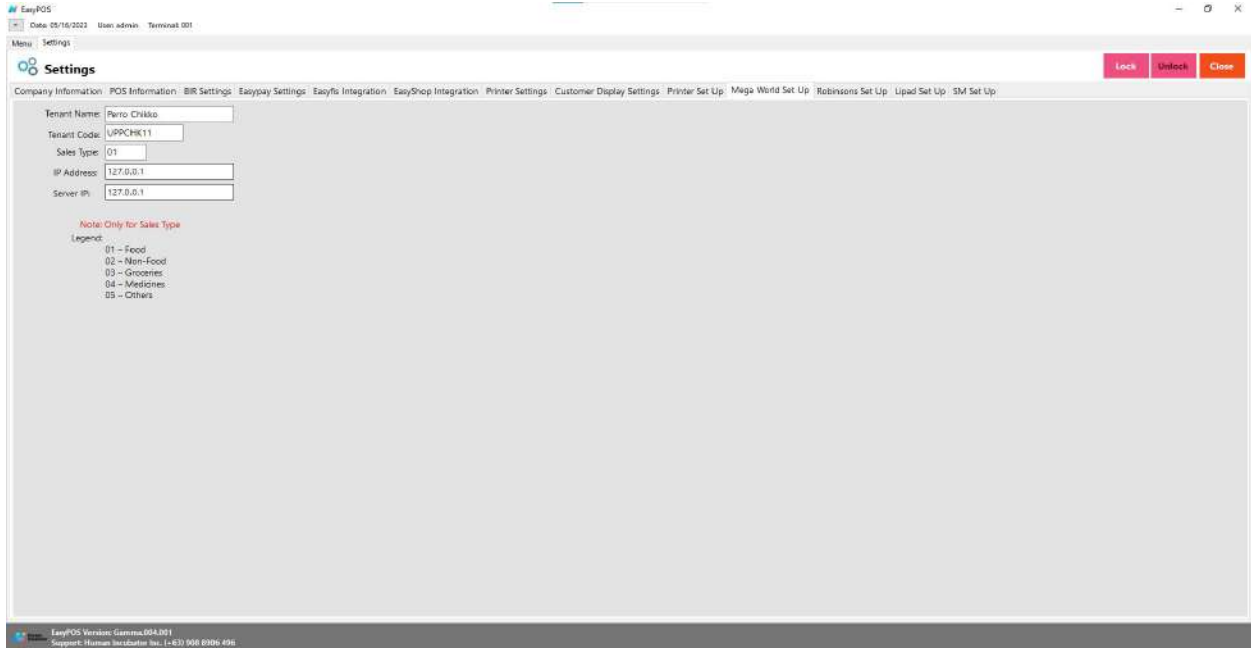
Printer Setup

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



Mega World Setup

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



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

Menu Settings

Settings [Lock] [Unlock] [Close]

Company Information POS Information BIR Settings Easyipay Settings Easyfys Integration EasyShop Integration Printer Settings Customer Display Settings Printer Set Up Mega World Set Up Robinsons Set Up Lipad Set Up SM Set Up

Tenant Name:

Tenant Code:

Sales type:

IP Address:

Server IP:

Note: Only for Sales Type

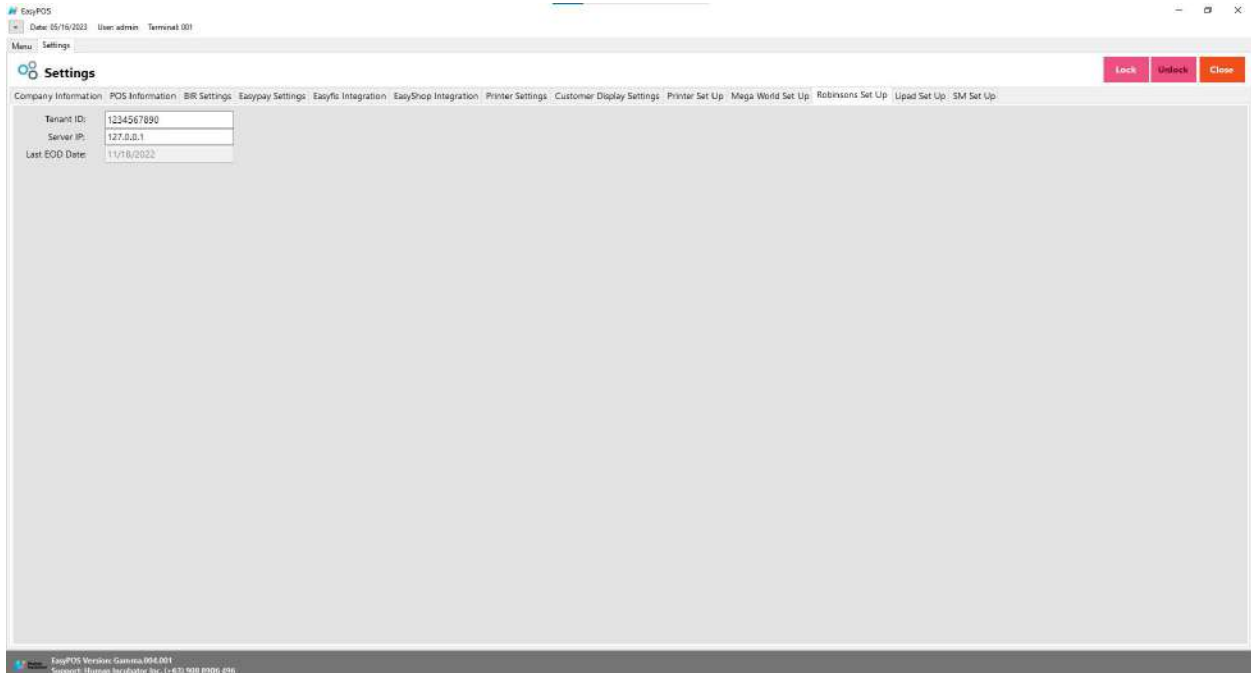
Legend:

- 01 - Food
- 02 - Non-Food
- 03 - Groceries
- 04 - Medicines
- 05 - Others

EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. (+63) 908 8906 496

Robinson Setup

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



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

Menu Settings

Settings [Lock] [Unlock] [Close]

Company Information POS Information BIR Settings Easyipay Settings Easyfys Integration EasyShop Integration Printer Settings Customer Display Settings Printer Set Up Mega World Set Up Robinsons Set Up Lipad Set Up SM Set Up

Tenant ID:

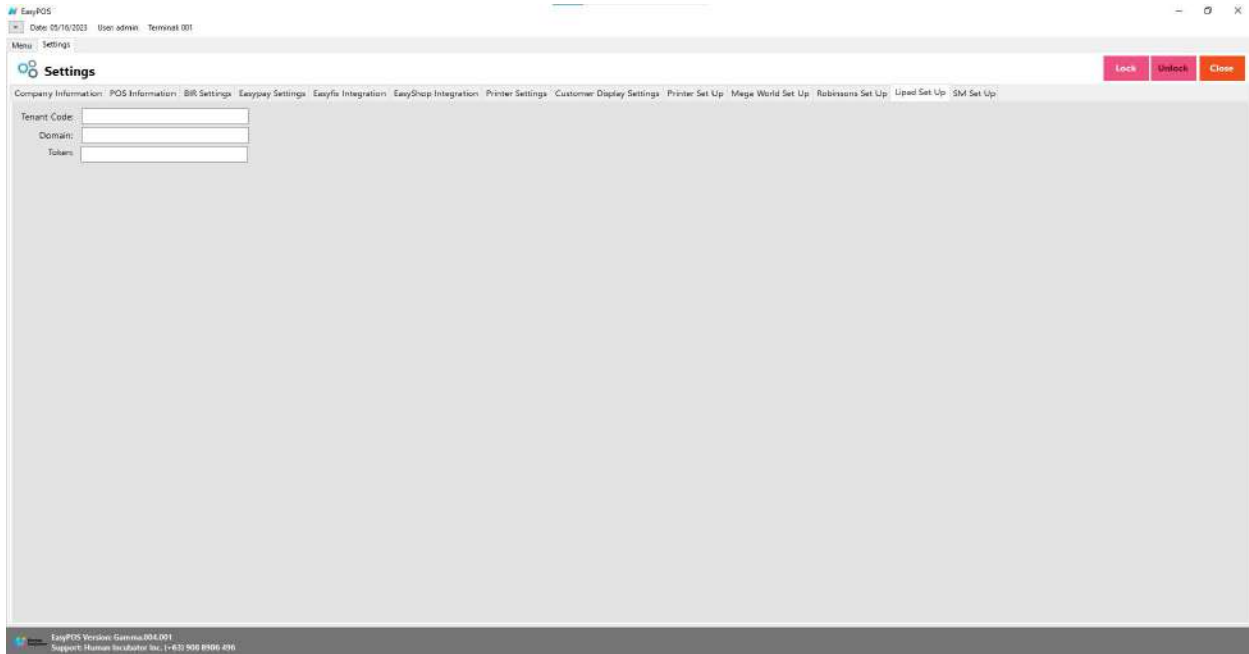
Server IP:

Last EOD Date:

EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. (+63) 908 8906 496

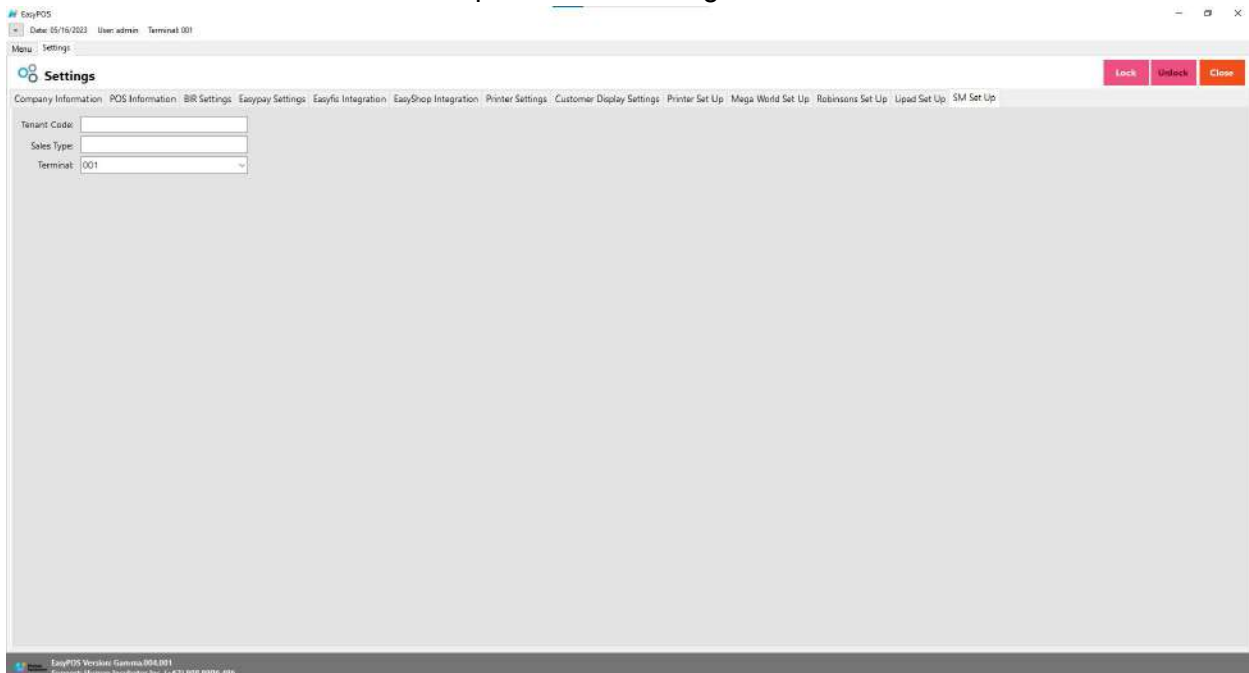
Lipad Setup

- This is where to set up the Lipad integration.



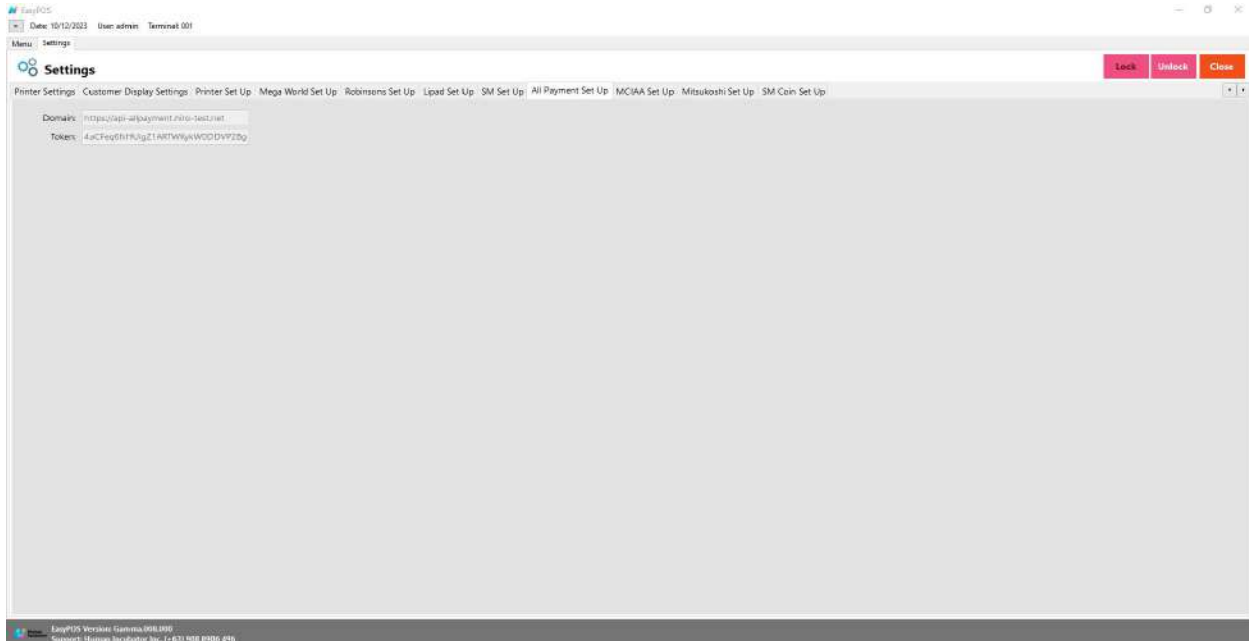
SM Setup

- This is where to set up the SM SIA integration.



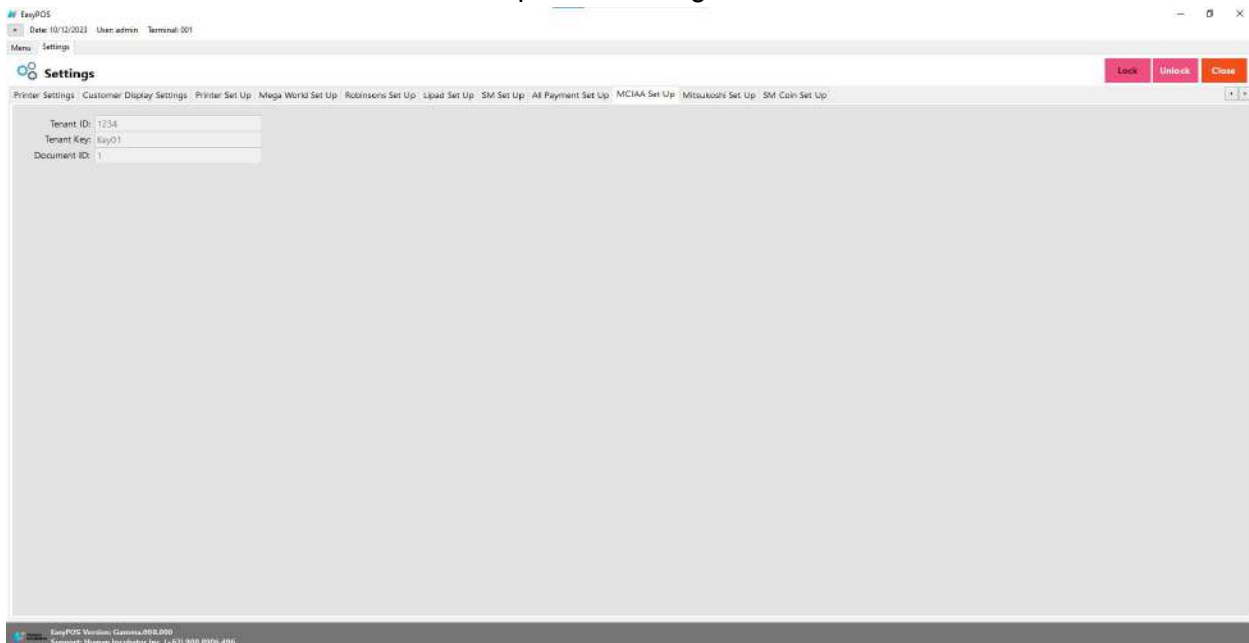
All Payment Set Up

- This is where to set up the all payment integration
- Input the domain for the allpayment.



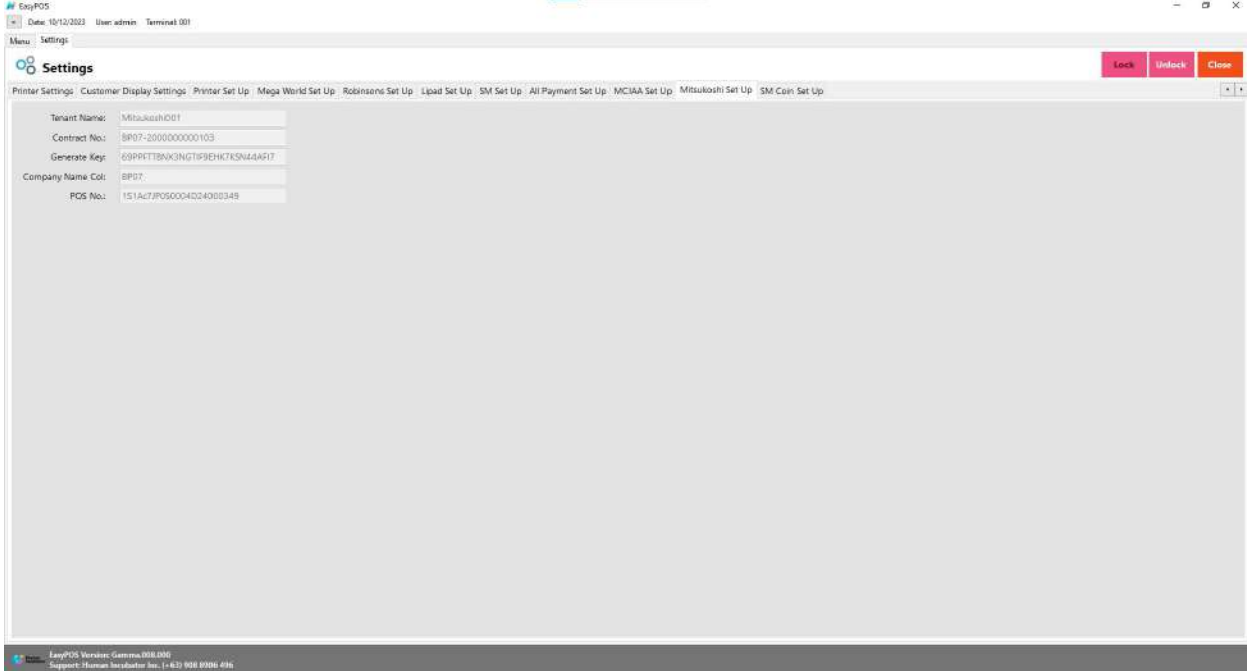
MCIAA Set Up

- Where the user can setup MCIAA integration



Mitsukoshi Set Up

- Where the user can setup the mitsukoshi integration



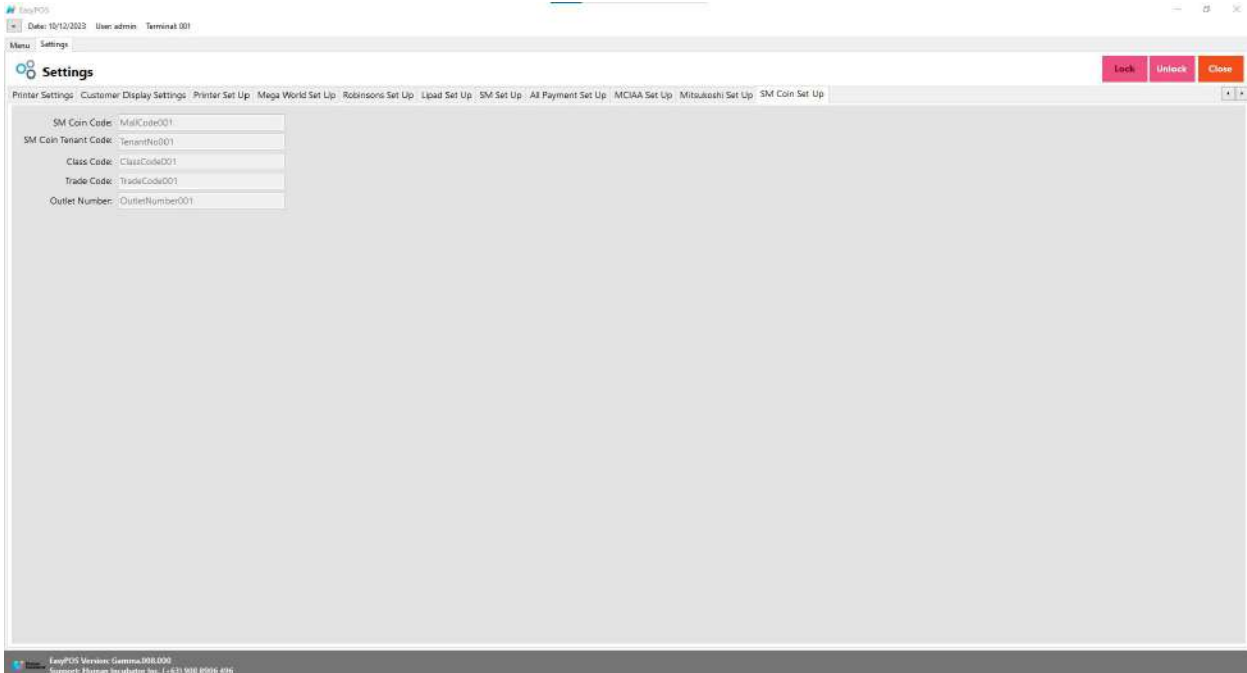
The screenshot shows the EzyPOS Settings window for Mitsukoshi integration. The window title is "EzyPOS" and the user is "admin" on "Terminal 001". The "Settings" menu is open, and the "Mitsukoshi Set Up" option is selected. The form contains the following fields:

Tenant Name:	Mitsukoshi001
Contract No.:	BP07-200000000103
Generate Key:	69PPTTBANKSING191EHCKSN44A917
Company Name Col:	BPDT
POS No.:	151A67JPOS0004D24000348

At the bottom of the window, there is a footer with the text: "EzyPOS Version: Gemma.008.030" and "Support: Human Incubator Inc. (+63) 938 8098 416".

SM Coin Set Up

- Where the user can setup the SM coin integration



The screenshot shows the EzyPOS Settings window for SM Coin integration. The window title is "EzyPOS" and the user is "admin" on "Terminal 001". The "Settings" menu is open, and the "SM Coin Set Up" option is selected. The form contains the following fields:

SM Coin Code:	MailCoin001
SM Coin Variant Code:	TenantNo001
Class Code:	ClassCode001
Trade Code:	TradeCode001
Outlet Number:	OutletNumber001

At the bottom of the window, there is a footer with the text: "EzyPOS Version: Gemma.008.030" and "Support: Human Incubator Inc. (+63) 938 8098 416".

XII: Restaurant

Table Group

Overview

- It is where the user can set up the table group and add tables. It is applicable for restaurant set up.

Table Group List

- Shows the list of all added table groups.
- Delete button will proceed to deleting unlocked table group details.
- The Edit button will proceed to updating table group details.
- Add button will proceed to adding a new table group.
- Close button will proceed to closing the table group list page.

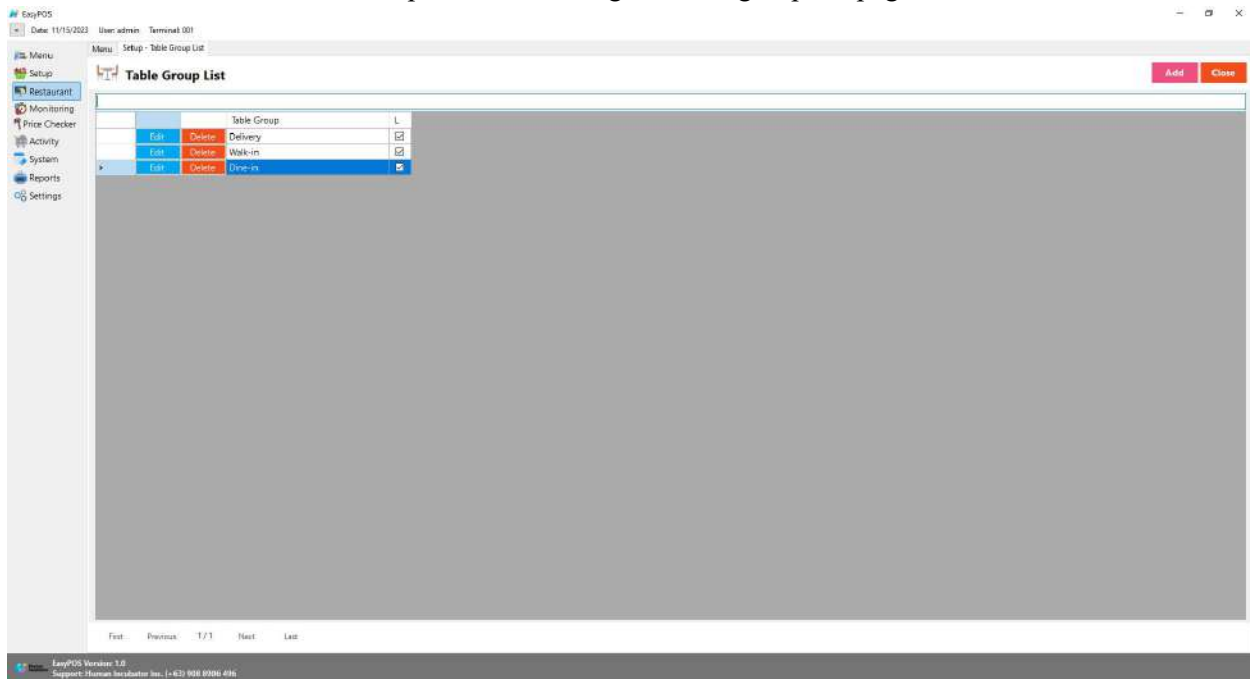
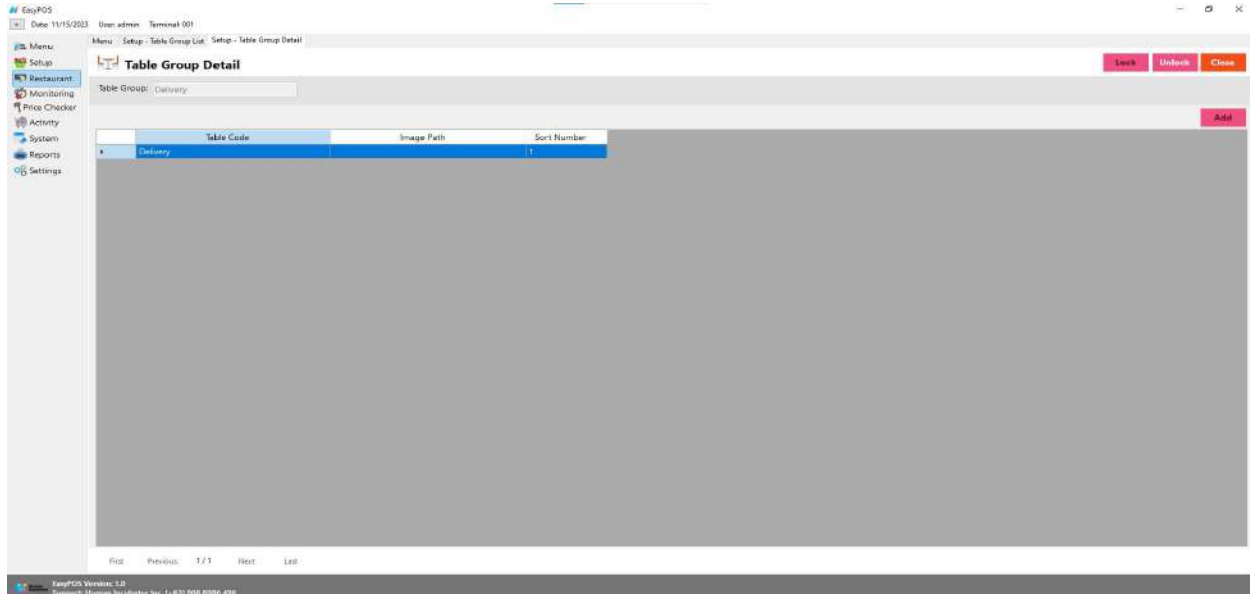
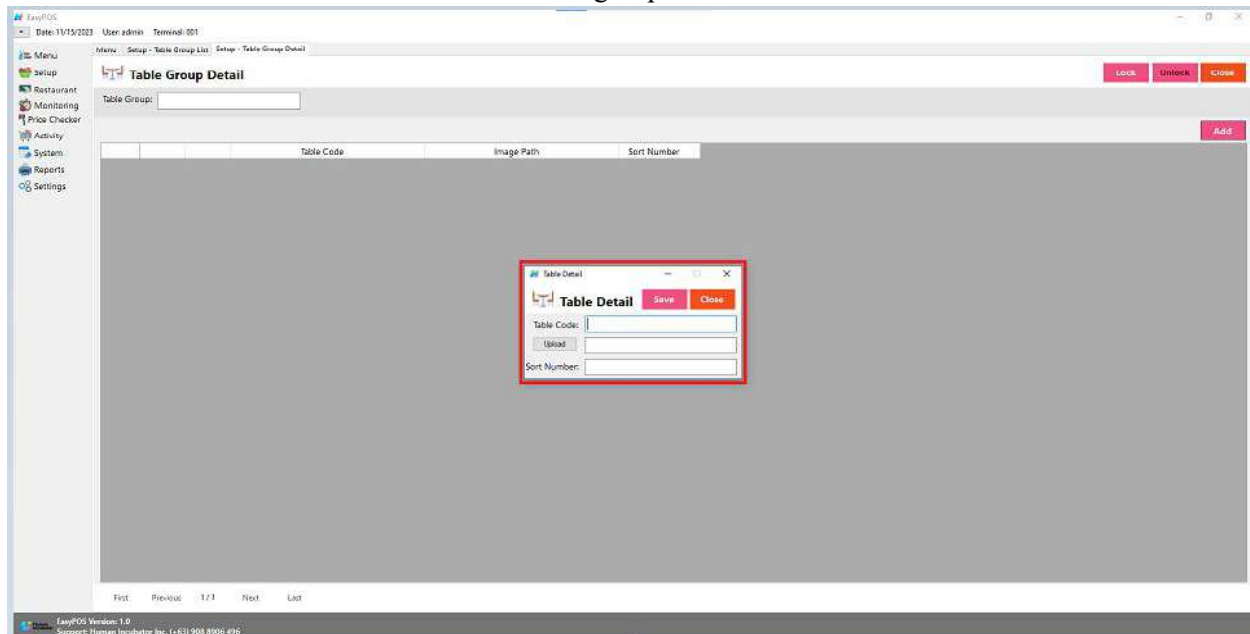


Table Group Details



- **Assumption:** Add button is already clicked on the upper right corner in the table group list.
- Fill up the Table Group field.
- Click the **Add** button in the table group detail



- Fill up the necessary fields in the table detail:
 - Table Code and Sort Number
- Click **Save** button to add table in the table group detail.
- Click the **Lock** button to save the table group.

- **Close** button to exit table group detail.

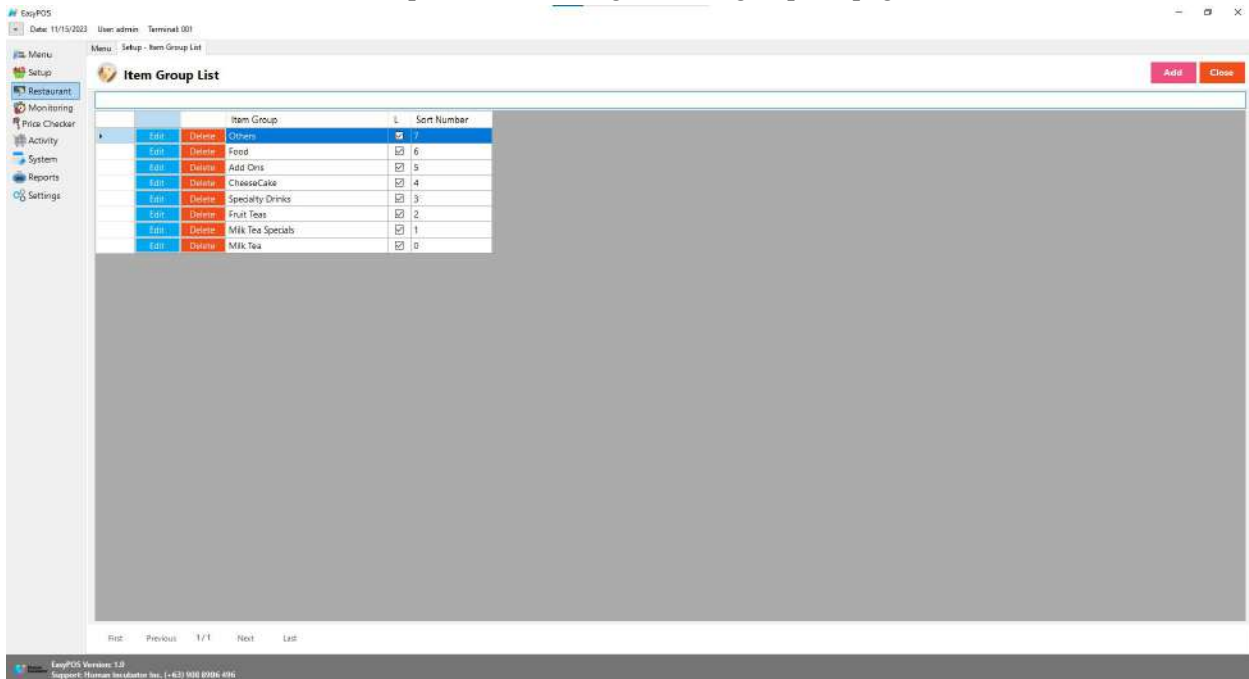
Item Group

Overview

- It is where the user can set up the item group and assign items in the specific item group. It is applicable for restaurant set up.

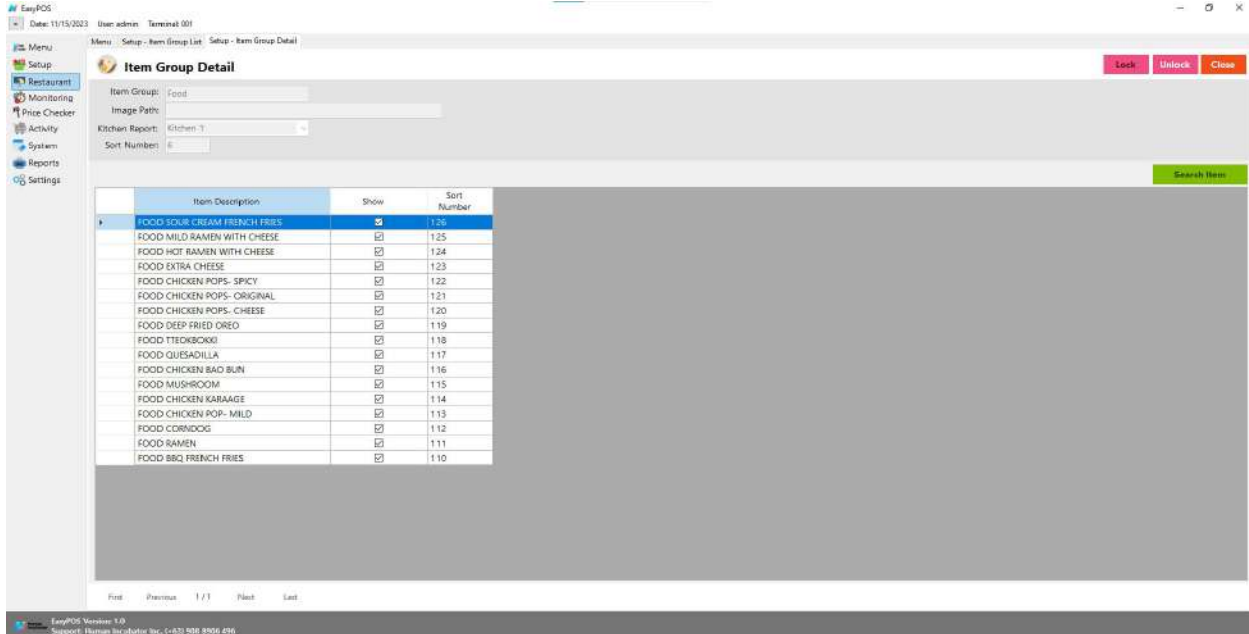
Item Group List

- Shows the list of all added item groups.
- **Delete** button will proceed to deleting unlocked item group details.
- **Edit** button will proceed to updating item group details.
- **Add** button will proceed to adding a new item group.
- **Close** button will proceed to closing the item group list page.



	Item Group	Serial Number
Edit Delete	Others	7
Edit Delete	Food	6
Edit Delete	Add On's	5
Edit Delete	CheeseCake	4
Edit Delete	Specialty Drinks	3
Edit Delete	Fruit Teas	2
Edit Delete	Milk Tea Specials	1
Edit Delete	Milk Tea	0

Item Group Details



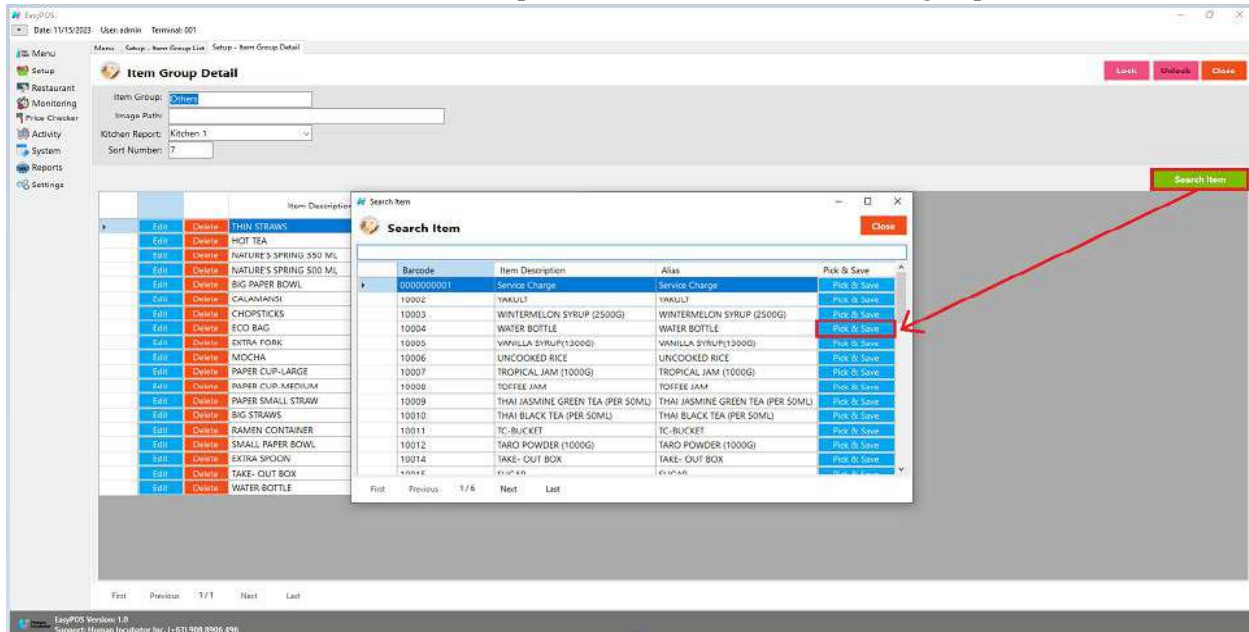
Item Group Detail

Item Group: Food
Image Path:
Kitchen Report: Kitchen 1
Sort Number: 6

Item Description	Show	Sort Number
FOOD LOUS CREAM FRENCH FRIE	<input checked="" type="checkbox"/>	126
FOOD MILD RAMEN WITH CHEESE	<input checked="" type="checkbox"/>	125
FOOD HOT RAMEN WITH CHEESE	<input checked="" type="checkbox"/>	124
FOOD EXTRA CHEESE	<input checked="" type="checkbox"/>	123
FOOD CHICKEN POPS- SPICY	<input checked="" type="checkbox"/>	122
FOOD CHICKEN POPS- ORIGINAL	<input checked="" type="checkbox"/>	121
FOOD CHICKEN POPS- CHEESE	<input checked="" type="checkbox"/>	120
FOOD DEEP FRIED OREO	<input checked="" type="checkbox"/>	119
FOOD TTEOKBOKGI	<input checked="" type="checkbox"/>	118
FOOD QUESADILLA	<input checked="" type="checkbox"/>	117
FOOD CHICKEN BAO BUN	<input checked="" type="checkbox"/>	116
FOOD MUSHROOM	<input checked="" type="checkbox"/>	115
FOOD CHICKEN KARAAGE	<input checked="" type="checkbox"/>	114
FOOD CHICKEN POP- MILD	<input checked="" type="checkbox"/>	113
FOOD CORNDOG	<input checked="" type="checkbox"/>	112
FOOD RAMEN	<input checked="" type="checkbox"/>	111
FOOD BBQ FRENCH FRIES	<input checked="" type="checkbox"/>	110

Search Item

- **Assumption:** Add button is already clicked on the upper right corner in the item group list.
- Fill up the Item Group, Kitchen Report and Sort Number.
- Click the **Search** button to pick and save the item in the item group detail.



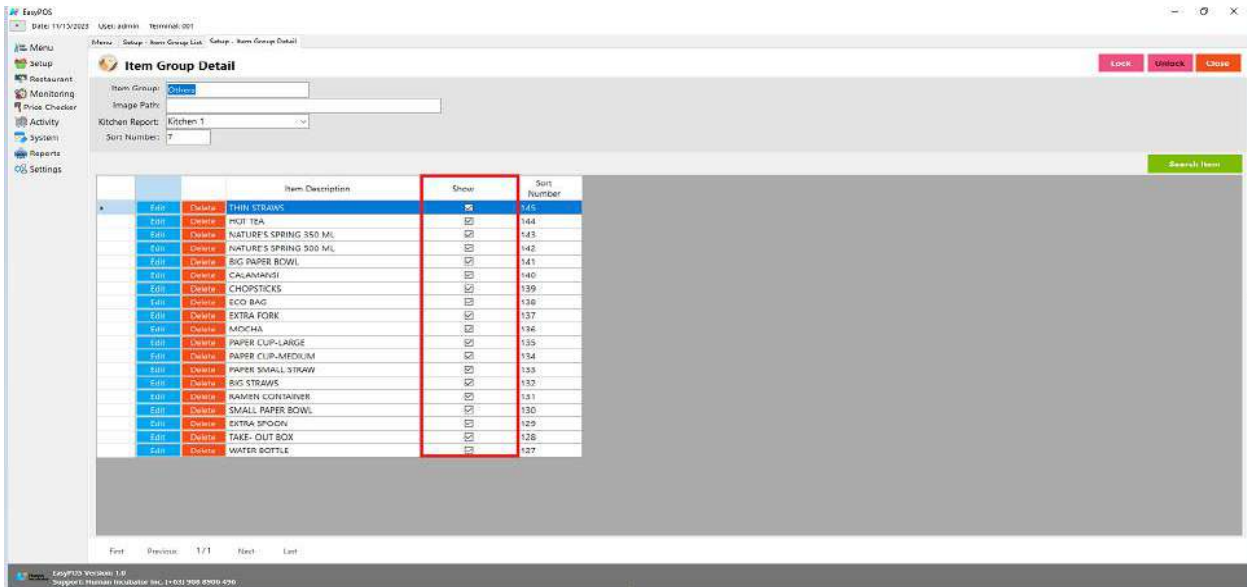
Item Group Detail

Item Group: Others
Image Path:
Kitchen Report: Kitchen 1
Sort Number: 7

Search Item

Barcode	Item Description	Alias	Pick & Save
000000001	Service Charge	Service Charge	Pick & Save
10002	YAKULT	YAKULT	Pick & Save
10003	WINTERMELON SYRUP (2500G)	WINTERMELON SYRUP (2500G)	Pick & Save
10004	WATER BOTTLE	WATER BOTTLE	Pick & Save
10005	VANILLA SYRUP(1300G)	VANILLA SYRUP(1300G)	Pick & Save
10006	UNCOOKED RICE	UNCOOKED RICE	Pick & Save
10007	TROPICAL JAM (1000G)	TROPICAL JAM (1000G)	Pick & Save
10008	TOFFEE JAM	TOFFEE JAM	Pick & Save
10009	THAI JASMINE GREEN TEA (PER 50ML)	THAI JASMINE GREEN TEA (PER 50ML)	Pick & Save
10010	THAI BLACK TEA (PER 50ML)	THAI BLACK TEA (PER 50ML)	Pick & Save
10011	TC-BUCKET	TC-BUCKET	Pick & Save
10012	TARO POWDER (1000G)	TARO POWDER (1000G)	Pick & Save
10014	TAKE- OUT BOX	TAKE- OUT BOX	Pick & Save

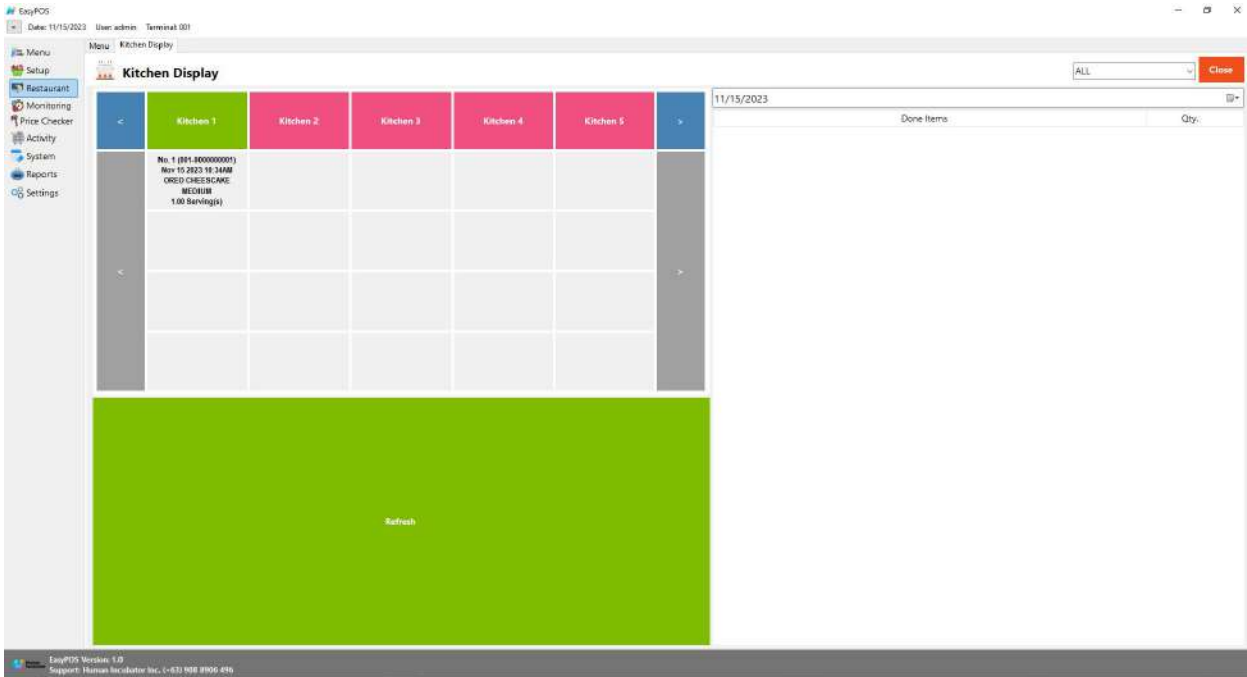
- Check the **Show** column checkbox to display the items in the item group.



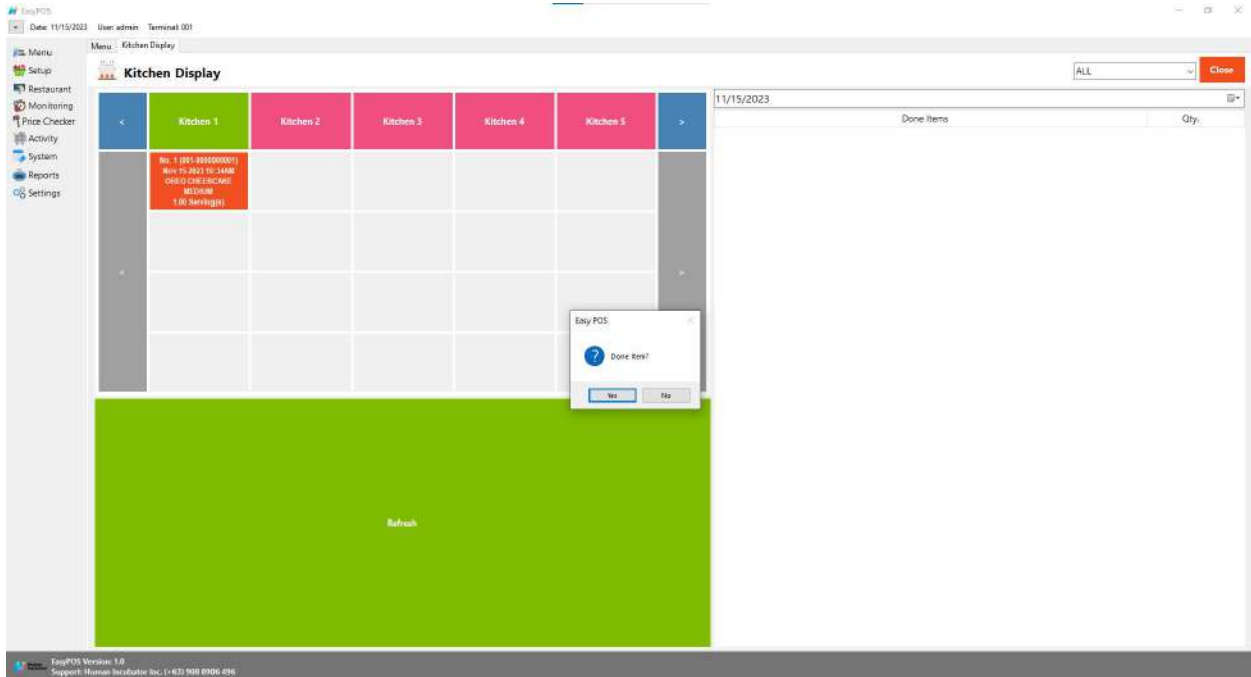
- Click the **Lock** button to save the item group detail
- **Close** button to exit item group detail page.

Kitchen Display

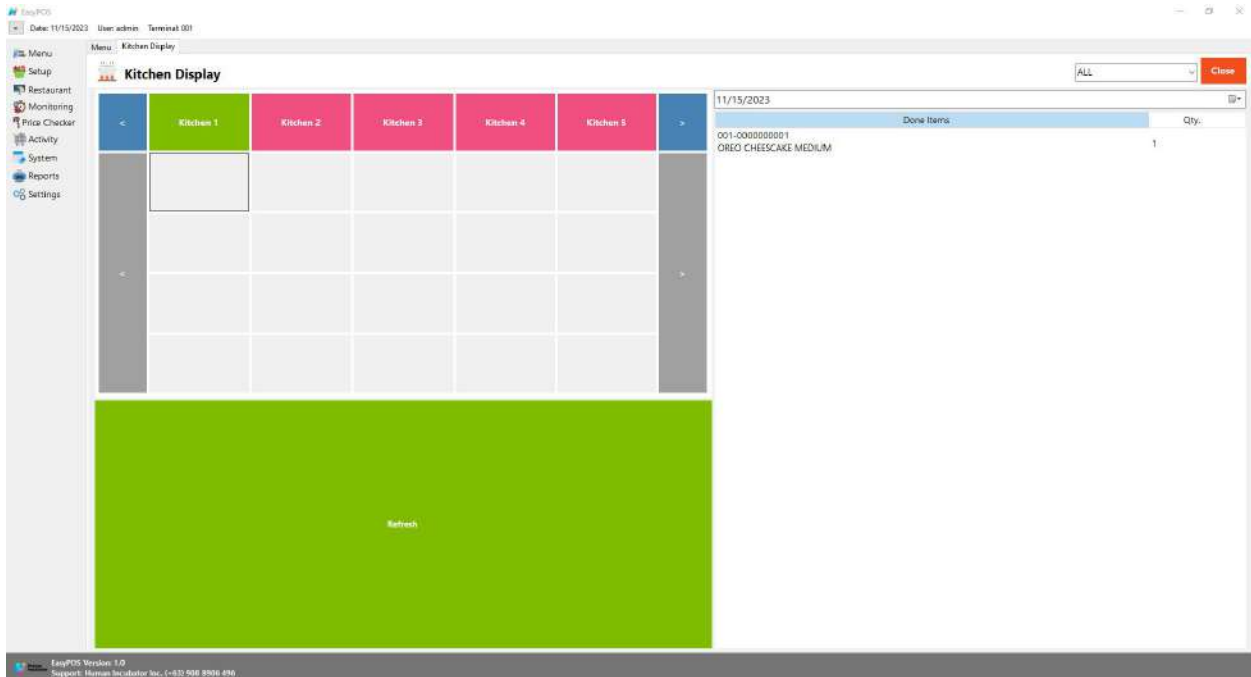
- It is where the user can monitor the orders for preparation.



- Click the item if the preparation is done.
- A prompt message will be displayed

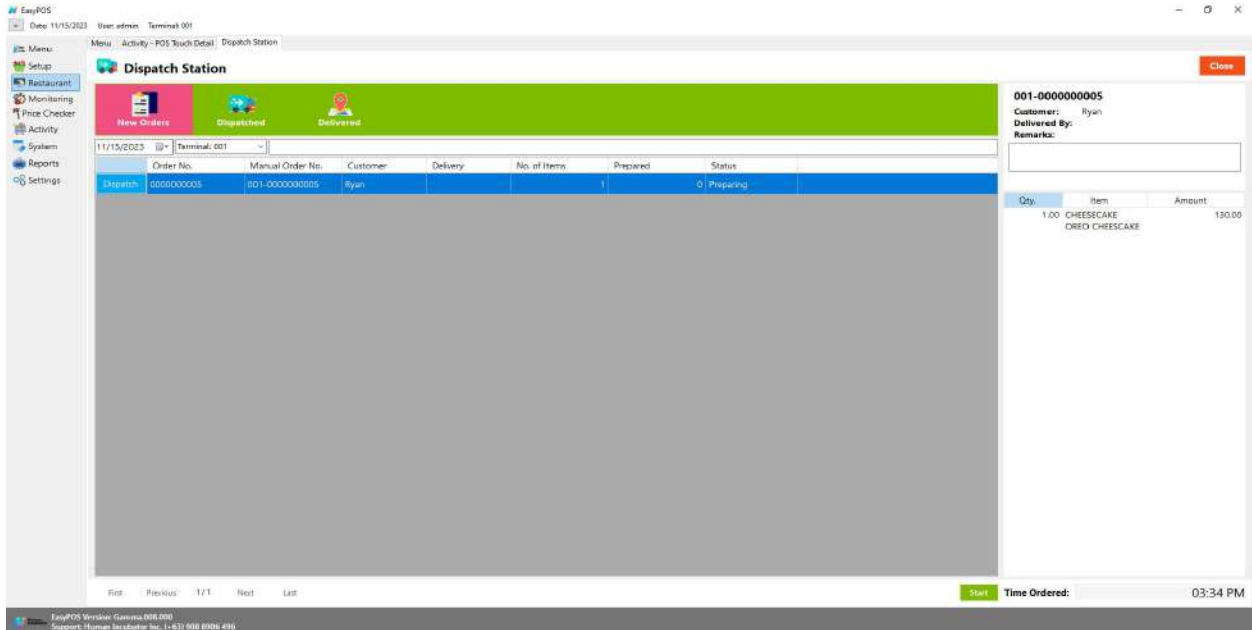


- The item will displayed in the Done Item List in the right side corner

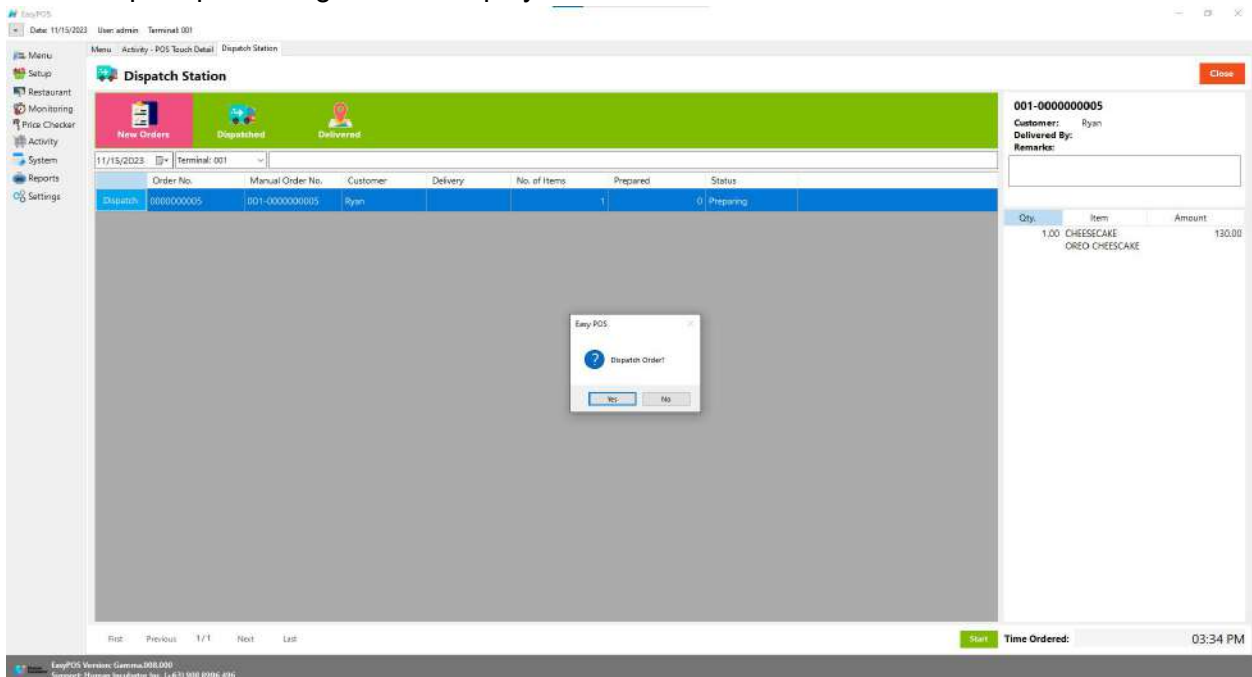


Dispatch Station

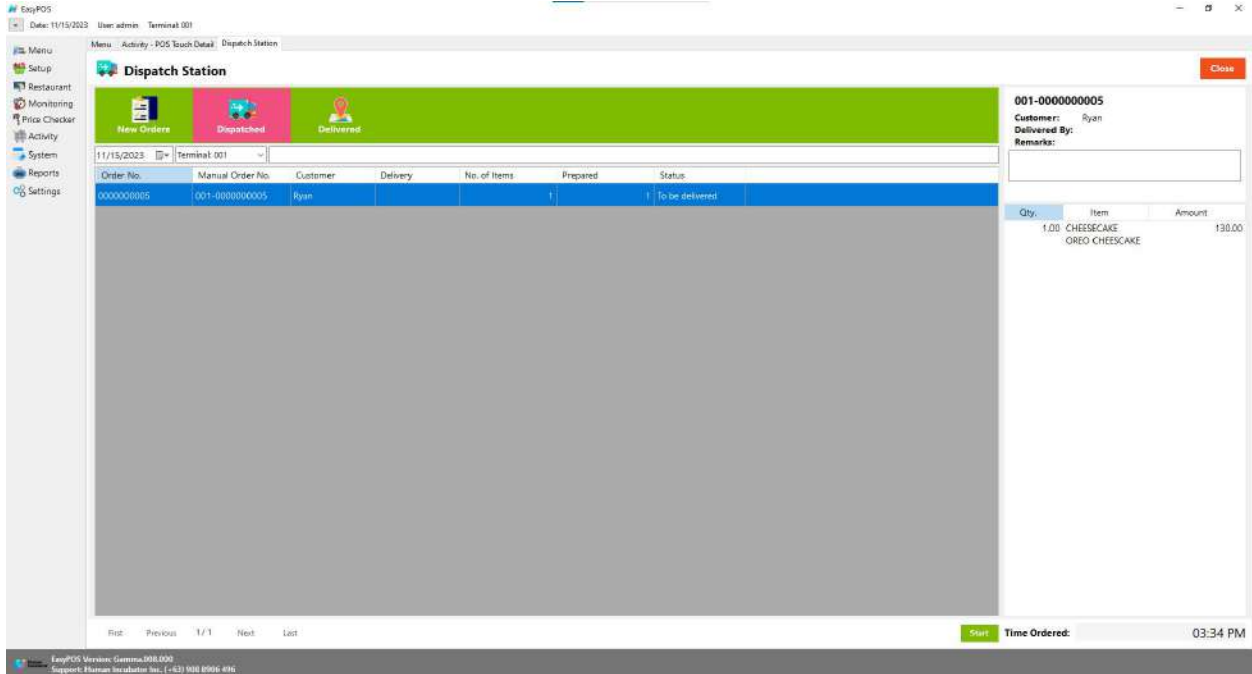
- It is where the user can monitor the delivery orders



- Click the Dispatch button if the order is already done for preparation in the kitchen display module
- A prompt message will be displayed.



- The ordered item will be transferred to the dispatch tab



The screenshot shows the EzyPOS Dispatch Station interface. The top navigation bar has three tabs: 'New Orders' (green), 'Dispatched' (red), and 'Delivered' (blue). The 'Dispatched' tab is active. The main area displays a table with the following data:

Order No.	Manual Order No.	Customer	Delivery	No. of Items	Prepared	Status
0000000005	001-0000000005	Ryan		1	1	To be delivered

On the right side, there is a summary panel for order 001-0000000005:

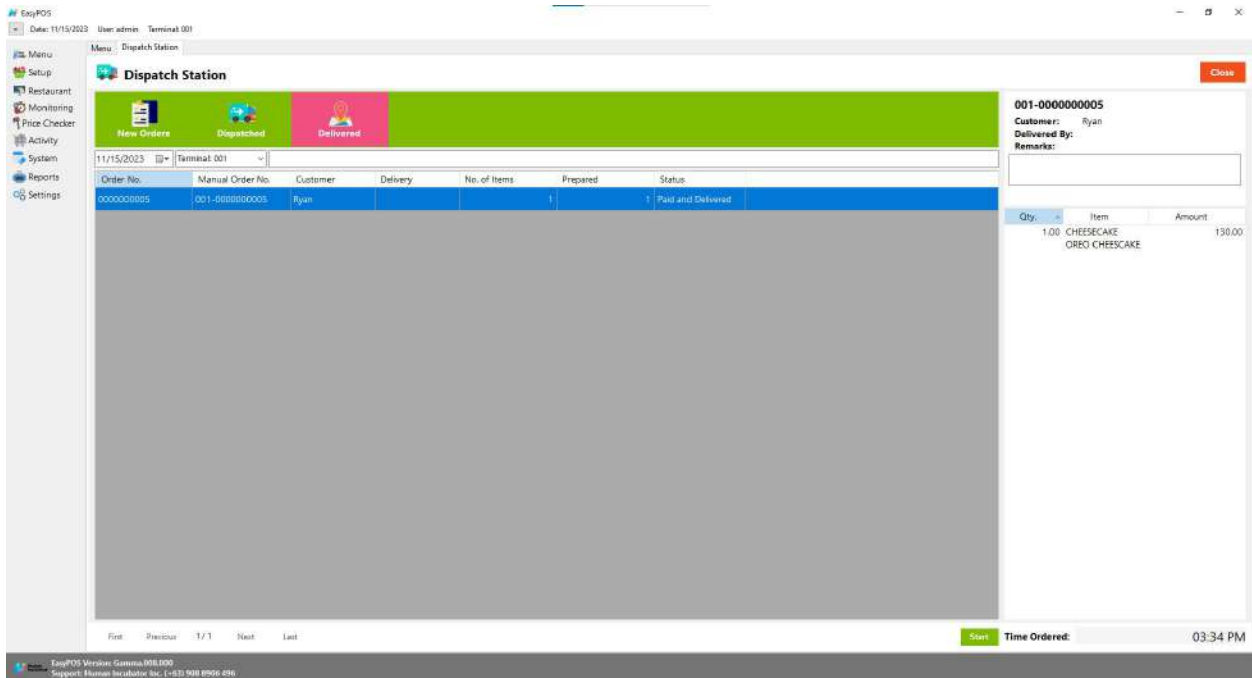
- Customer: Ryan
- Delivered By:
- Remarks:

Below the summary is a table of items:

Qty.	Item	Amount
1.00	CHEESECAKE	130.00
	OREO CHEESECAKE	

At the bottom right, it shows 'Time Ordered: 03:34 PM'. The status bar at the bottom indicates 'EzyPOS Version: Gamma.098.030' and 'Support: Human Incubator Inc. (+63) 938 8990 496'.

- Once the order is already paid, it will be transferred to the Delivery tab list with the status "Paid and Delivered".



The screenshot shows the EzyPOS Dispatch Station interface. The top navigation bar has three tabs: 'New Orders' (green), 'Dispatched' (red), and 'Delivered' (blue). The 'Delivered' tab is active. The main area displays a table with the following data:

Order No.	Manual Order No.	Customer	Delivery	No. of Items	Prepared	Status
0000000005	001-0000000005	Ryan		1	1	Paid and Delivered

On the right side, there is a summary panel for order 001-0000000005:

- Customer: Ryan
- Delivered By:
- Remarks:

Below the summary is a table of items:

Qty.	Item	Amount
1.00	CHEESECAKE	130.00
	OREO CHEESECAKE	

At the bottom right, it shows 'Time Ordered: 03:34 PM'. The status bar at the bottom indicates 'EzyPOS Version: Gamma.098.030' and 'Support: Human Incubator Inc. (+63) 938 8990 496'.