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EasyPOS User Manual

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Table of Contents

Introduction	7
Overview	7
Hardware Specifications	7
Who Should Use This Manual	7
II: Getting Started	8
Introduction	8
Installation of EasyPOS	8
• Keeping file organized	8
• Extraction of the compressed EasyPOS Release File	8
• Pasting the file to the appropriate folder	9
• Install SQL Server	10
• Setup database for storing data	10
• Creating an EasyPOS shortcut app on the desktop	11
• Opening the EasyPOS application	11
III: Login Page	12
Login Page	12
Overview	12
IV: System Menu Page	14
System Menu Board	14
Overview	14
V: Set Up	16
Item Setup	16
Overview	16
Item List	16
Item Detail	16
Item List Price	18
Item Component List	18
Item Package List	19
Save/Lock	20
Discounting Setup	21
Overview	21
Discounting List	21
Discounting Detail	21

Customer Setup	22
Overview	22
Customer List	22
Customer Detail	23
User Setup	24
Overview	24
User List	24
User Detail	25
VI: Activity	27
Activity - POS Barcode	27
Overview	27
User Interface	27
Barcode Sales List	27
Barcode Sales Detail	29
Barcode Sales Detail - Relevant Buttons	31
Barcode Sales Detail - Tender	37
Activity - POS Touch	37
Overview	37
User Interface	38
POS Touch Definition of Buttons	38
POS Touch Sales List	38
POS Touch Sales Detail	40
POS Touch Sales - Tender	44
Barcode Touch - Relevant Buttons	48
Activity - POS Quick Service	53
Overview	53
User Interface	53
POS Quick Service Definition of Buttons	53
POS Touch Sales Detail	55
POS Quick Service - Tender	58
VII: Cash In/Out	63
Cash In/OutPage	63
Overview	63
Cash In/Out Page	63
VIII: Inventory	65
Stock In	65

Overview	65
Stock In List	65
Stock In Detail	66
Stock Out	68
Overview	68
Stock Out List	68
Stock Out Detail	69
Stock Count	70
Overview	70
Stock Count List	70
Stock Count Detail	71
IX: Reports	73
Inventory Report	73
Overview	73
Inventory Report	73
Item List Report	74
Stock Card	75
Stock In Detail Report	76
Stock Out Detail Report	77
Stock Count Detail Report	78
Item Expiry Report	79
Sales Report	80
Overview	80
Sales Summary Report	80
Sales Detail Report	81
Sales Return Detail Report	82
Discount Sales Detail Report	83
Collection Summary Report	84
Collection Detail Report	85
Canceled Summary Report	87
Stock Withdrawal Report	88
Sales Summary Reward Report	89
Net Sales Summary Report - Monthly	90
Net Sales Summary Report - Daily	91
Top Selling Item Report	92
Hourly Top Selling Sales Report	93

Customer List Report	94
Unsold Item Report	95
Cost of Sales Report	96
Customer Advances Report	97
Accounts Receivable	98
Statement of Account	99
POS Report	100
Overview	100
Z Reading Report	100
X Reading Report	101
Remittance Report	102
Overview	102
Remittance Report	102
Cash In/Out Summary Report	103
Additional Report	104
Overview	104
Sales By Terminal	104
POS Sales Summary	105
POS Detailed Report	106
Daily Sales Summary	107
Sales Per Item Category	108
Sales Per Payment	109
Sales Per Payment Detail	110
Summary Sales Per Employee	111
Item Sold	112
80mm Hourly Sales Report	113
Hourly Gross Sales Report	114
Hourly Net Sales Report	115
80mm Product Mix Report	116
PMix Category Report	117
PMix Employee Report	118
Sales Summary 80mm	119
Sales Summary Back Office	120
Sales Per Pax	121
80mm Sales Per Payment Summary Report	122
Attendance Report	123

Overview	123
80mm DTR Report	123
DTR Detail Report	124
X: System	125
System - System Tables	125
Overview	125
Accounts	125
Pay Type	127
Tax	128
Unit	130
Period	131
Terminal	132
Supplier	134
Form	136
Item Category	138
Card Type	139
Bank	140
System - Utilities	142
Overview	142
Audit Trail	142
Barcode Printing	142
Upload Item	143
Upload Customer	144
Truncate Transaction	145
XI: Settings	146
Settings	146
Overview	146
Company Information	146
POS Information	147
BIR Settings	149
Easypay Settings	150
EasyFS Integration	150
EasyShop Integration	151
Printer Settings	151
Customer Display	152
Printer Setup	152

Mega World Setup	153
Robinson Setup	153
Lipad Setup	154
SM Setup	154
All Payment Set Up	155
MCIAA Set Up	155
Mitsukoshi Set Up	156
SM Coin Set Up	156
XII: Restaurant	157
Table Group	157
Overview	157
Table Group List	157
Table Group Details	158
Item Group	159
Overview	159
Item Group List	159
Item Group Details	160
Kitchen Display	161
Dispatch Station	163

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

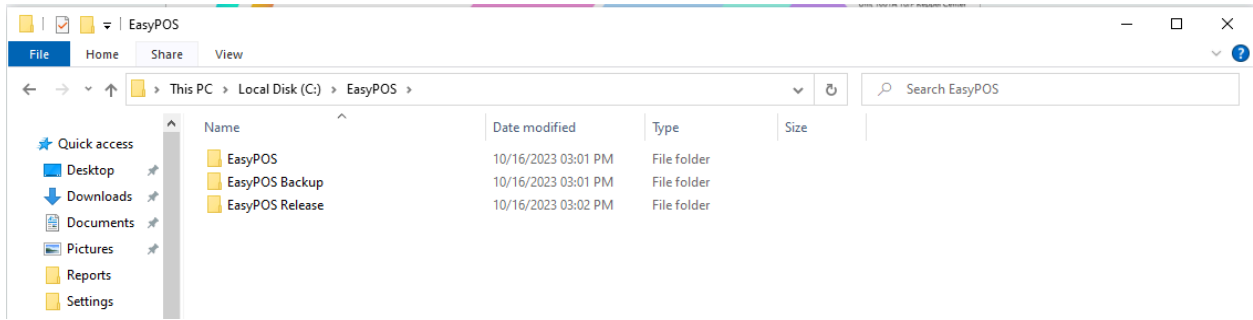
Welcome to EasyPOS! You will be guided through the first steps necessary to set up and operate your EasyPOS system in this section.

Installation of EasyPOS

Keeping file organized

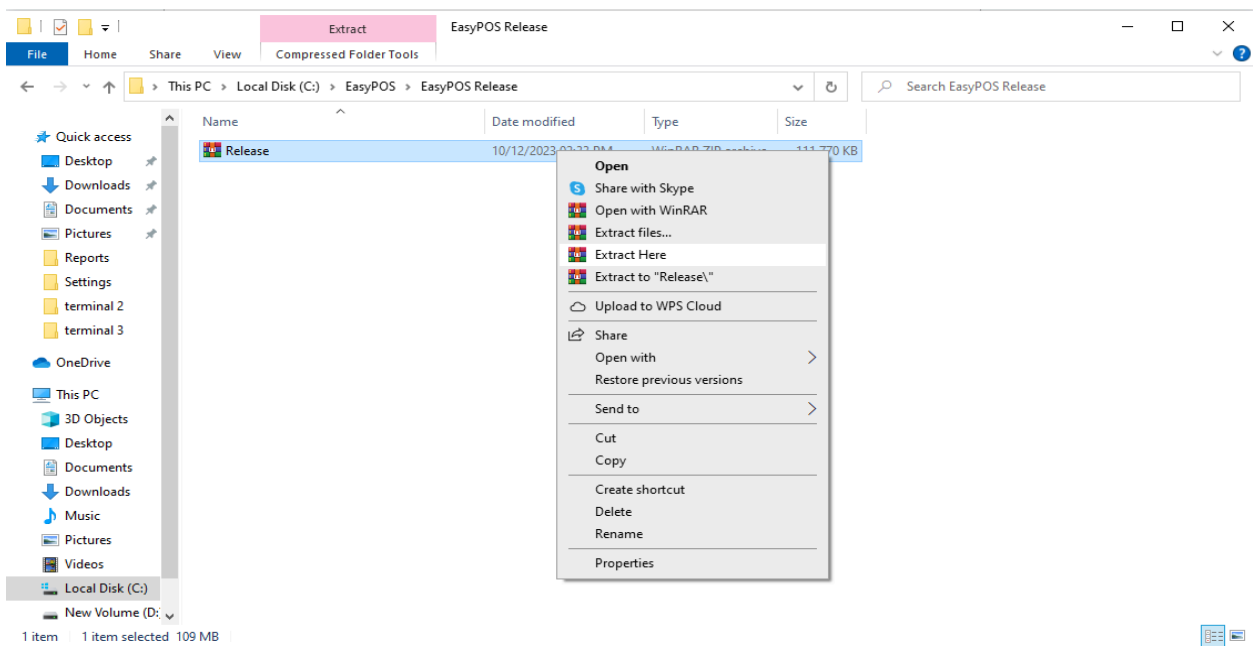
- Create an “EasyPOS” folder
- Create an “EasyPOS Backup” folder

- Create an “EasyPOS Release” folder



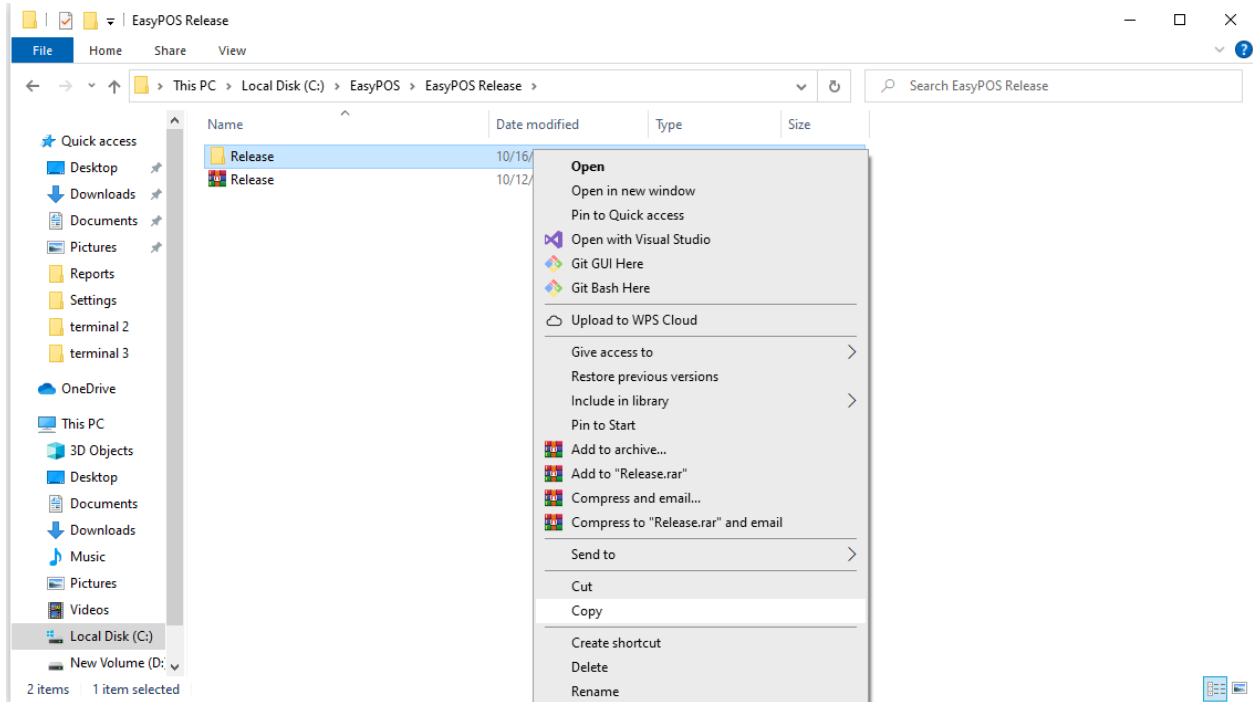
Extraction of the compressed EasyPOS Release File

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



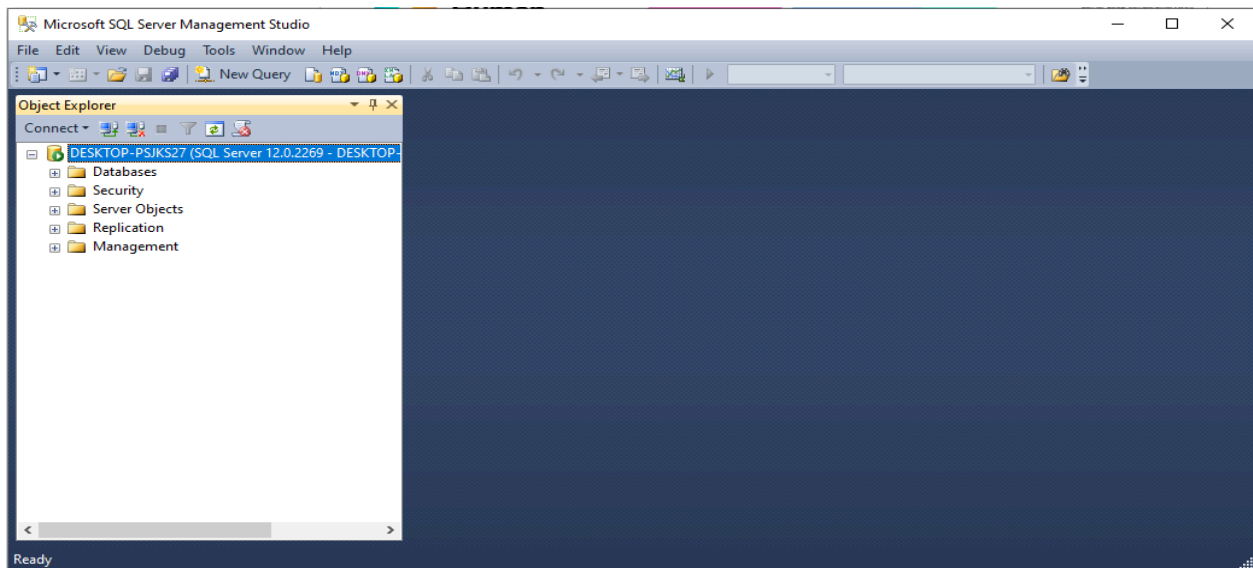
Pasting the file to the appropriate folder

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



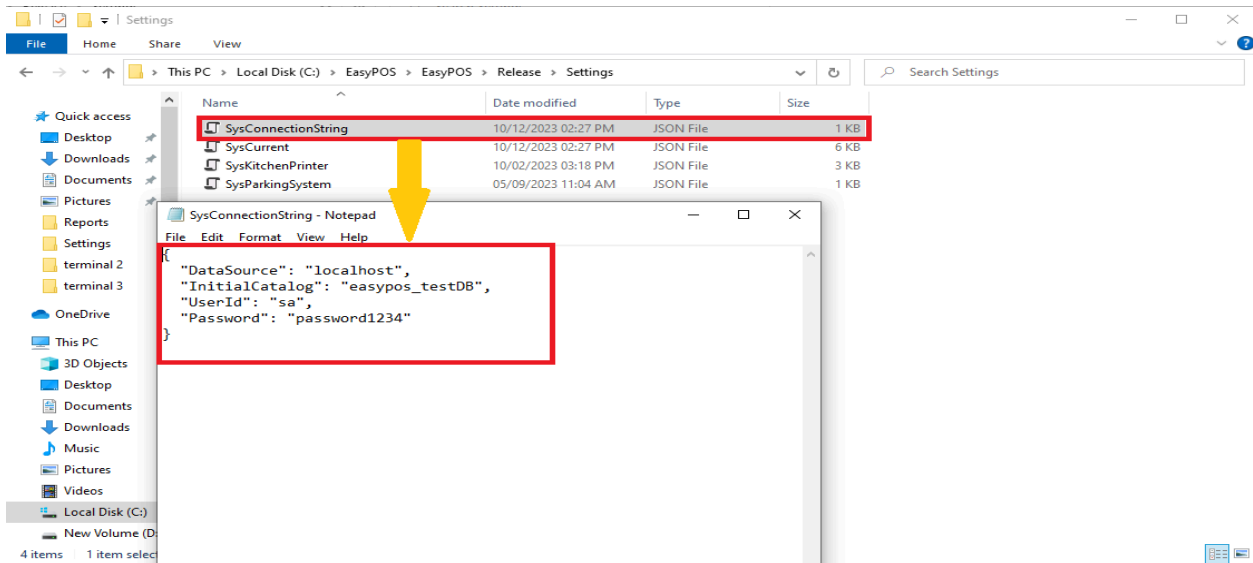
Install SQL Server

- 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



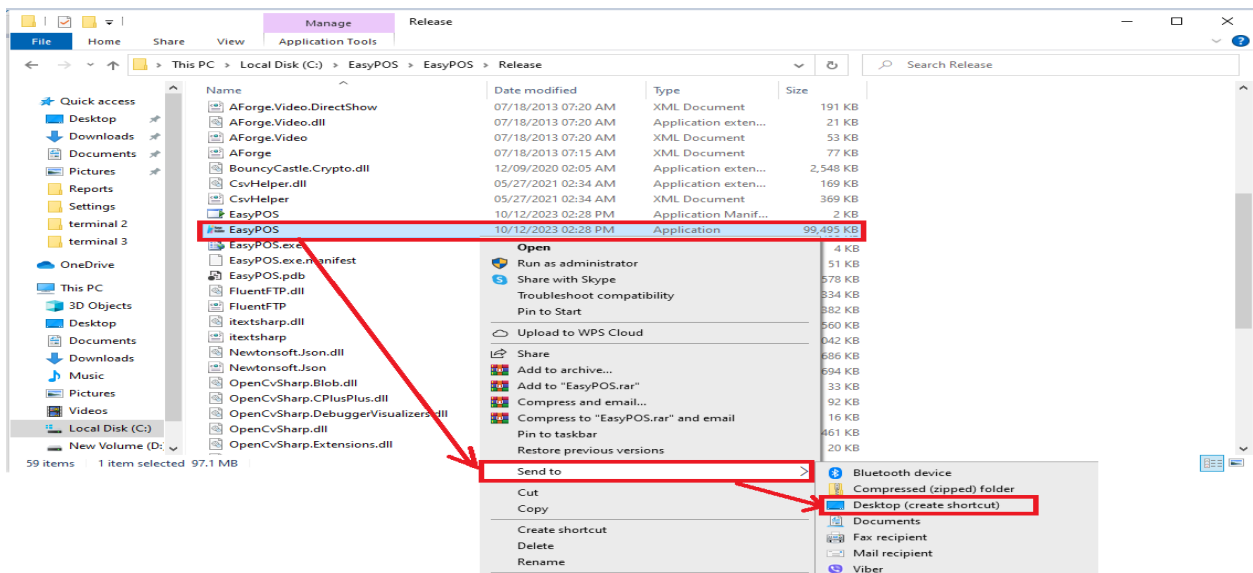
Setup database for storing data

- 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

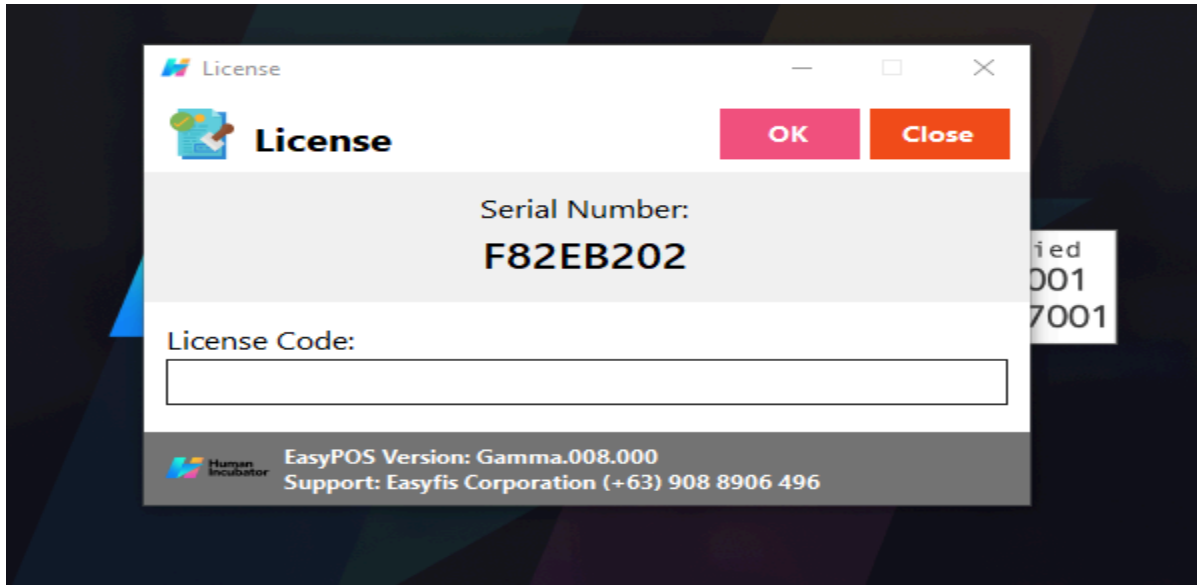
- Go to “EasyPOS” folder and open the “Release” folder
- Find and right click the EasyPOS application, then select “Send to” and “Desktop (create shortcut)”



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

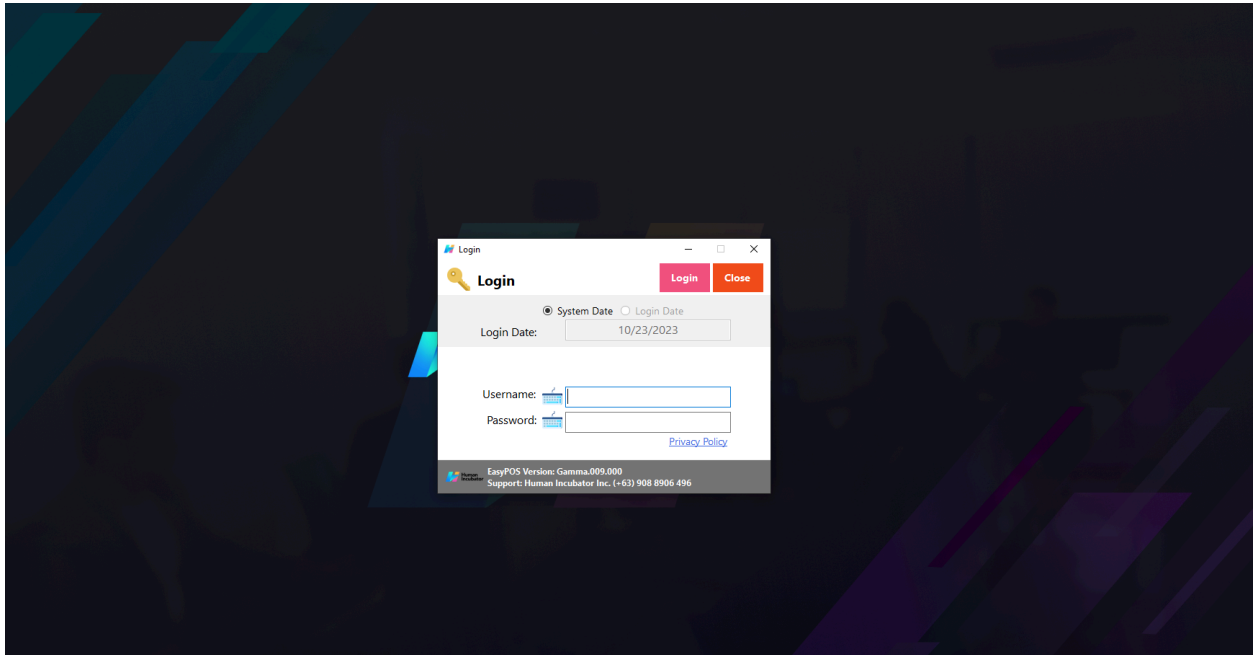


III: Login Page

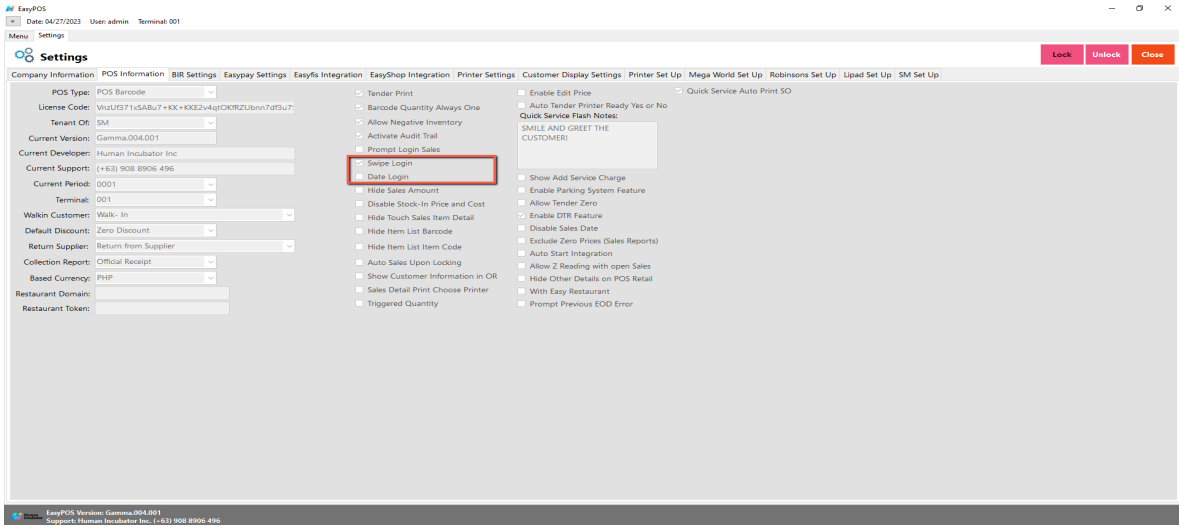
Login Page

Overview

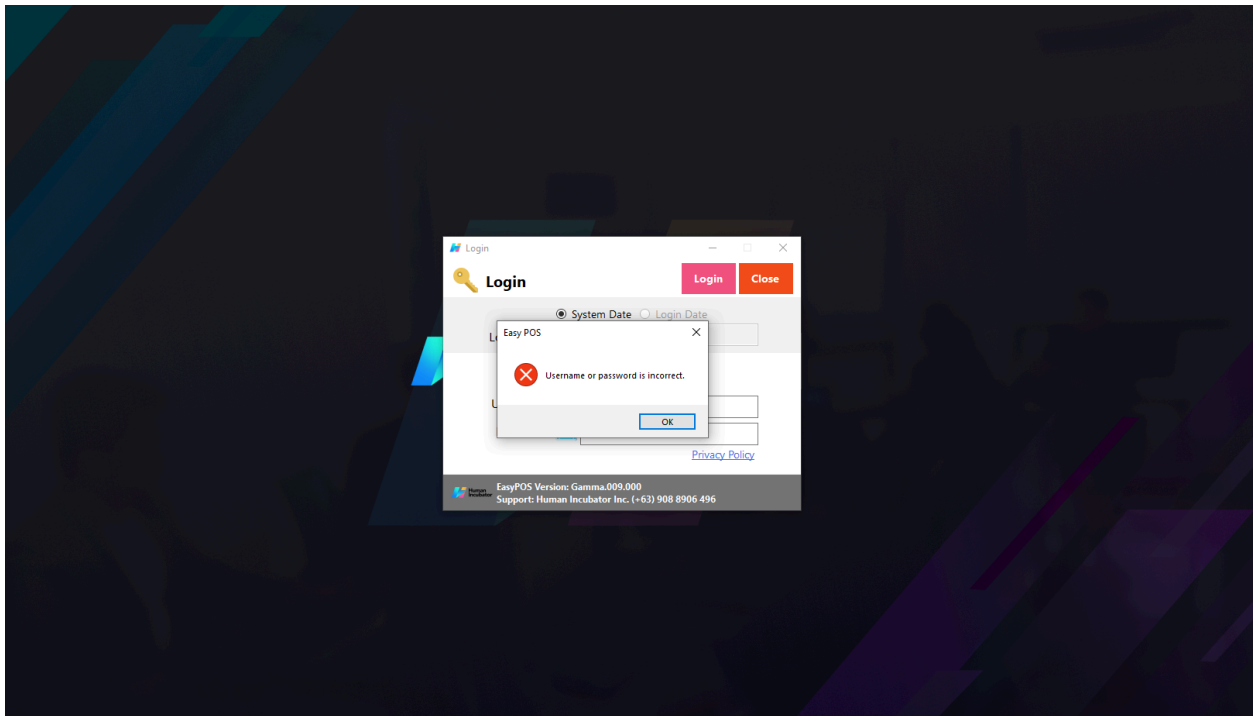
- There are two(2) types on how to login in EasyPOS.
 - Login using username and password credentials.



- 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.

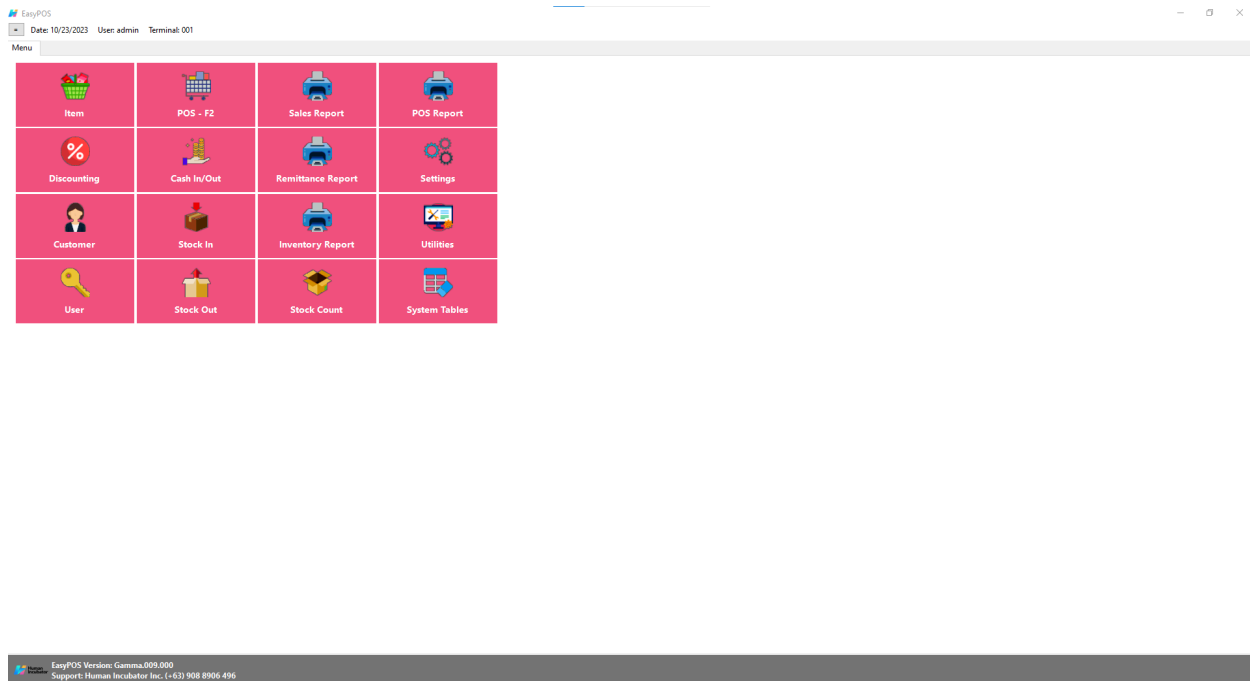


IV: System Menu Page

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

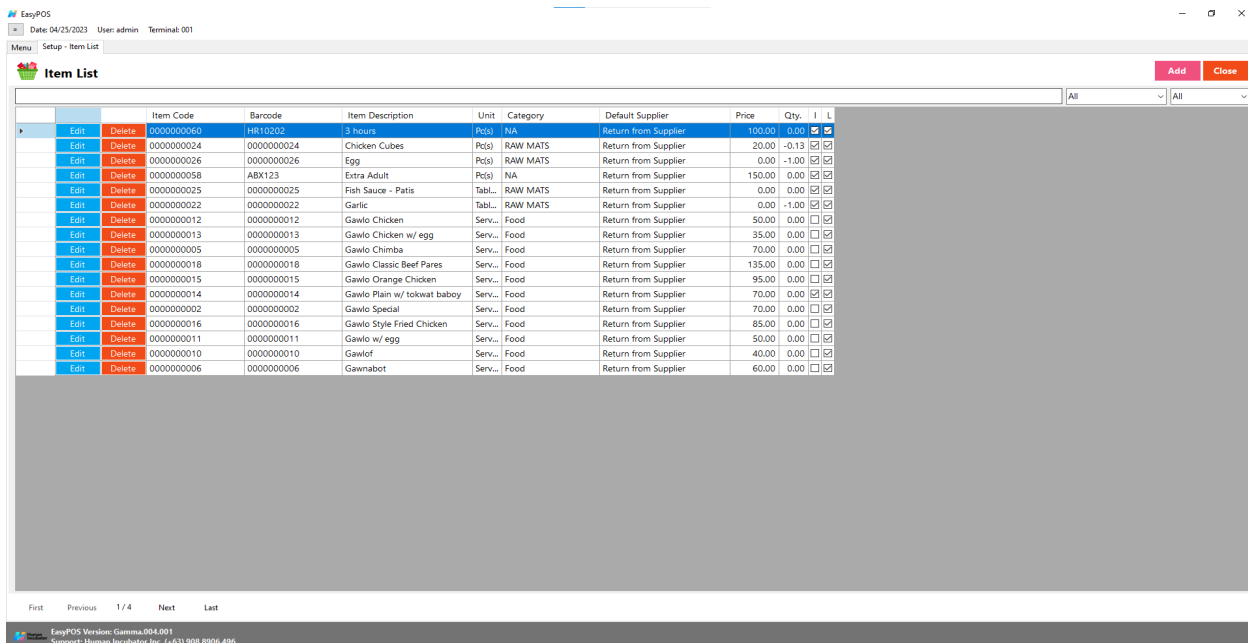
Overview

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

*Take Note: If the **EasyPOS** has an **EasyFS Integration**, the setting of items or adding of items should be done in the EasyFS 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.

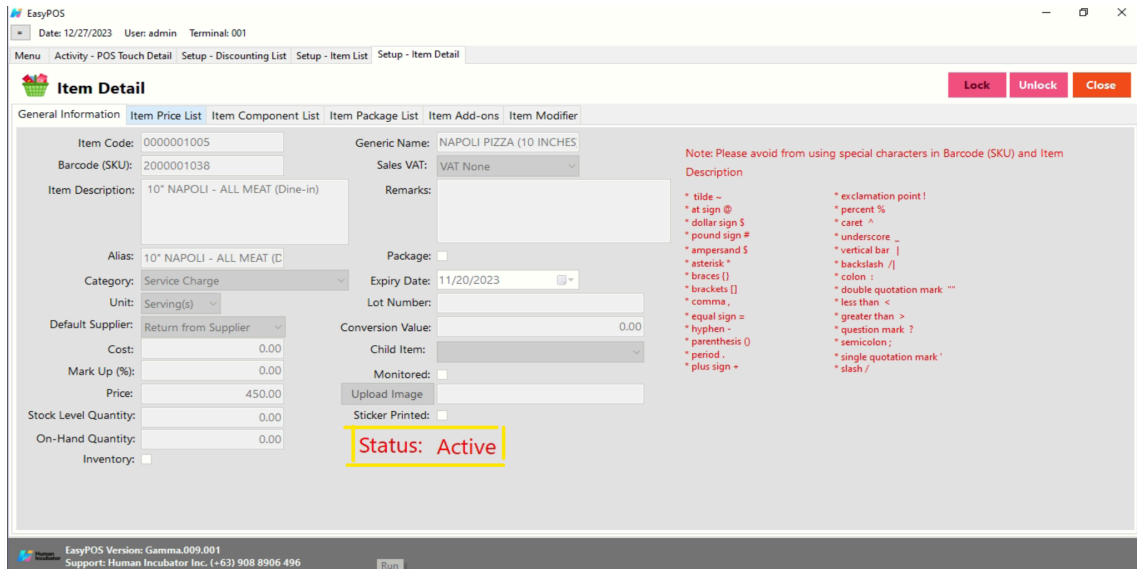


	Item Code	Barcode	Item Description	Unit	Category	Default Supplier	Price	Qty.	I	L
Edit Delete	0000000060	HR10202	3 hours	Pcs	NA	Return from Supplier	100.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000024	0000000024	Chicken Cubes	Pcs	RAW MATS	Return from Supplier	20.00	-0.13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000026	0000000026	Egg	Pcs	RAW MATS	Return from Supplier	0.00	-1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000058	ABX123	Extra Adult	Pcs	NA	Return from Supplier	150.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000025	0000000025	Fish Sauce - Patis	Tabl.	RAW MATS	Return from Supplier	0.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000022	0000000022	Garlic	Tabl.	RAW MATS	Return from Supplier	0.00	-1.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000012	0000000012	Gawlo Chicken	Serv.	Food	Return from Supplier	50.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000013	0000000013	Gawlo Chicken w/ egg	Serv.	Food	Return from Supplier	35.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000005	0000000005	Gawlo Chimba	Serv.	Food	Return from Supplier	70.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000018	0000000018	Gawlo Classic Beef Pares	Serv.	Food	Return from Supplier	135.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000015	0000000015	Gawlo Orange Chicken	Serv.	Food	Return from Supplier	95.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000014	0000000014	Gawlo Plain w/ tokwat baboy	Serv.	Food	Return from Supplier	70.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000002	0000000002	Gawlo Special	Serv.	Food	Return from Supplier	70.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000016	0000000016	Gawlo Style Fried Chicken	Serv.	Food	Return from Supplier	85.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000011	0000000011	Gawlo w/ egg	Serv.	Food	Return from Supplier	50.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000010	0000000010	Gawlof	Serv.	Food	Return from Supplier	40.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Edit Delete	0000000006	0000000006	Gawwabot	Serv.	Food	Return from Supplier	60.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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
 - Please take note also to add the right category and unit for the item
 - 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 uncheck.
- 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.

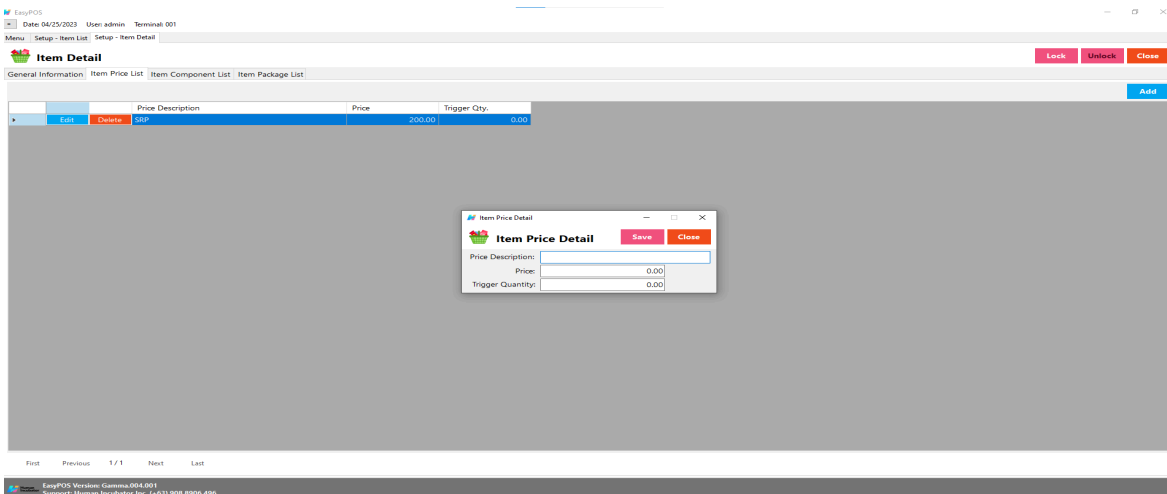
- Add Status "Active" if the item detail is lock and "Inactive" if the



item detail is unlock

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.

The screenshot shows the 'Item Detail' form in the EasyPOS application. The form is divided into several sections: General Information, Item Price List, Item Component List, and Item Package List. The 'General Information' section contains various input fields for item details. The 'Inventory' checkbox is located at the bottom left of the form and is highlighted with a red rectangular box.

Item Code:	000000061	Generic Name:	NA
Barcode (SKU):	NA	Sales VAT:	VAT Output
Item Description:	NA	Remarks:	NA
Alias:	NA	Package:	<input type="checkbox"/>
Category:	NA	Expiry Date:	04/25/2023
Unit:	Pcs	Lot Number:	NA
Default Supplier:	Return from Supplier	Conversion Value:	0.00
Cost:	0.00	Child Item:	
Mark Up (%):	0.00	Monitored:	<input type="checkbox"/>
Price:	0.00	Upload Image:	
Stock Level Quantity:	0.00		
On-Hand Quantity:	0.00		

The screenshot shows the 'Item Detail' form with the 'Item Component List' tab selected. The main area displays a table with columns for Item Description, Unit, Quantity, Cost, Amount, and Quantity. An 'Add' button is visible in the top right corner. An 'Item Component Detail' dialog box is open in the center, allowing for the entry of component details.

Item Description	Unit	Quantity	Cost	Amount	Quantity
------------------	------	----------	------	--------	----------

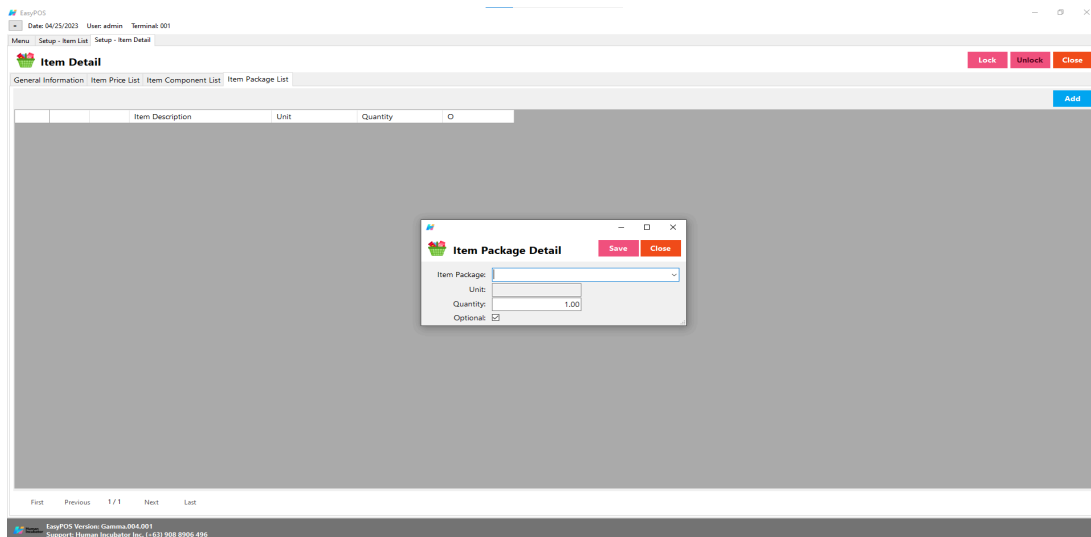
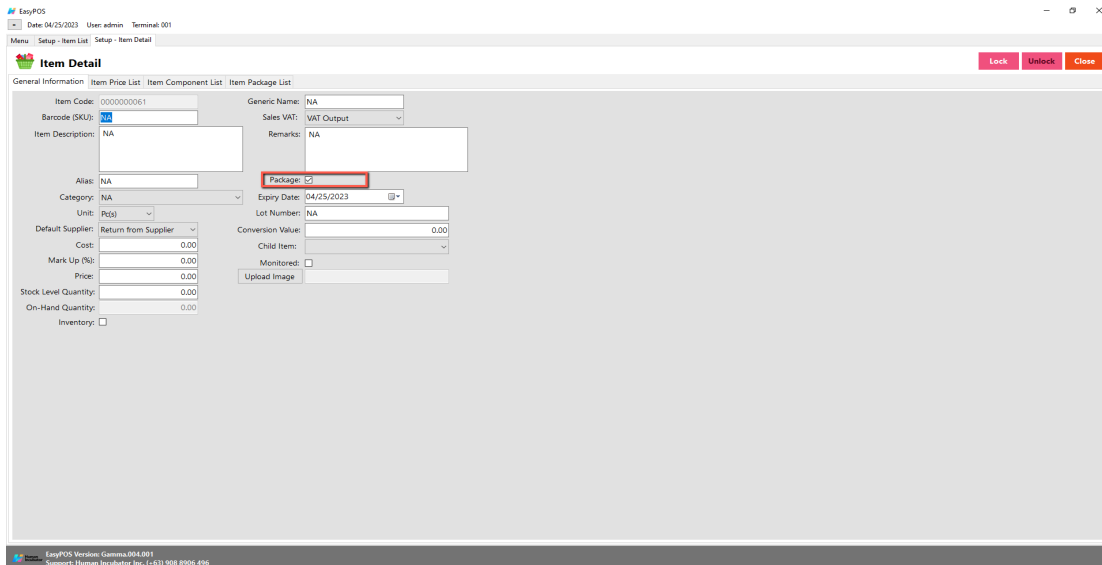
Item Component:	
Unit:	
Quantity:	0.00
Cost:	0.00
Amount:	0.00
On Hand Qty:	0.00

Item Package List

- The Item Package List Tab is only used when the created item is a package. Meaning to say, this is the list of items that is included

on the created package. Make sure to set the Packaged checkbox to True before setting an item component(s).

- Just click the **ADD** button to add item package details.



- The total cost of the item component will automatically reflect in the cost of the general information item detail.

EasyPOS
Date: 11/13/2023 User: admin Terminal: 001
Menu Setup - Item List Setup - Item Detail

Item Detail

General Information Item Price List Item Component List Item Package List Item Add-ons

Item Description	Unit	Quantity	Cost	Amount	On-Hand Quantity
BIG STRAWS	Pc(s)	1.000	0.76	0.76	992.000
PLASTIC CUP-L	Pc(s)	1.000	3.54	3.54	998.000
CHOCO POWDER (PER 10 GRAMS)	Gram(s)	0.500	0.48	0.24	983.000
TC-BUCKET	Gram(s)	10.000	0.22	2.20	960.000
CREAMER (PER 5 GRAM(S))	Gram(s)	18.000	0.20	3.60	773.000
BLACK TEA (PER 50ML)	Gram(s)	300.000	0.02	6.00	-50.000
SEALING FILM (3900PCS)	Pc(s)	1.000	0.39	0.39	992.000
ICE	Gram(s)	300.000	0.01	3.00	-800.000
SALT	Gram(s)	0.700	0.05	0.04	997.600
FRESH MILK ANCHOR (1 LITER)	Gram(s)	9.500	0.10	0.95	967.000
ANCHOR WHIPPING CREAM	Gram(s)	77.000	0.40	30.80	730.000
CAKE POWDER	Gram(s)	19.000	0.54	10.26	934.000
CRUSHED COOKIES (OREO)	Gram(s)	15.000	0.27	4.05	985.000
FRUCTOSE SYRUP (25.000G)	Gram(s)	10.000	0.07	0.70	855.000
CHOCO POWDER (PER 10 GRAMS)	Gram(s)	15.000	0.48	7.20	983.000

Item Detail

General Information Item Price List Item Component List Item Package List Item Add-ons

Item Code: 000000223 Generic Name: NA
Barcode (SKU): 10223 Sales VAT: VAT Output
Item Description: CHEESECAKE OREO CHEESECAKE LARGE Remarks:
Alias: OREO CHEESECAKE LARGE Package:
Category: Service Charge Expiry Date: 11/14/2023
Unit: Serving(s) Lot Number:
Default Supplier: Return from Supplier Conversion Value: 0.00
Cost: 7.55 Child Item:
Mark Up (%): 0.00 Monitored:
Price: 145.00 Upload Image
Stock Level Quantity: 0.00 Sticker Printed:
On-Hand Quantity: 0.00
Inventory:

Note: Please avoid from using special characters in Barcode (SKU) and Item Description

- * tilde ~
- * at sign @
- * dollar sign \$
- * pound sign #
- * ampersand &
- * asterisk *
- * braces {}
- * brackets []
- * comma ,
- * equal sign =
- * hyphen -
- * parenthesis ()
- * period .
- * plus sign +
- * exclamation point !
- * percent %
- * caret ^
- * underscore _
- * vertical bar |
- * backslash /
- * colon :
- * double quotation mark ""
- * less than <
- * greater than >
- * question mark ?
- * semicolon ;
- * single quotation mark '
- * slash /

Save/Lock

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

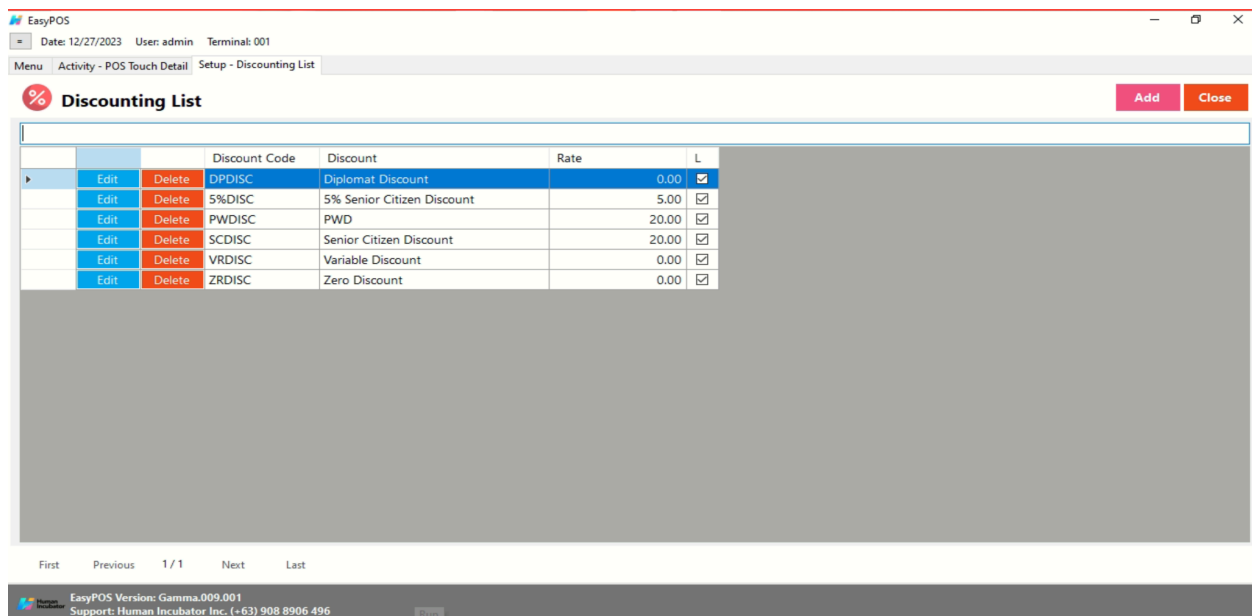
Discounting Setup

Overview

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

Discounting List

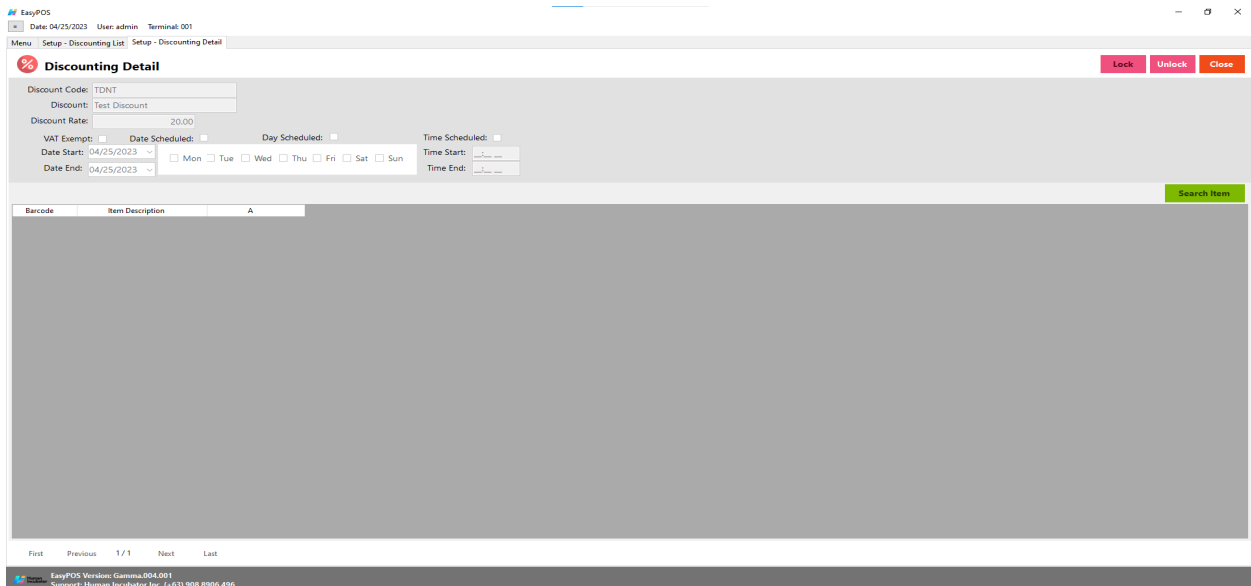
- Shows the list of all added items.
- Delete button will proceed to deleting unlocked discount record detail.
- Edit button will proceed to updating discount detail.
- Add button will proceed to adding a new discount.
- Close button will proceed to closing the discount list page.



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.



*Note: Default discount is not editable: Zero Discount, Variable, Senior Citizen, PWD, 5%Senior Citizen and Solo Parent. For **Diplomat and National Athelete Discount** are already Disable on this version.*

Customer Setup

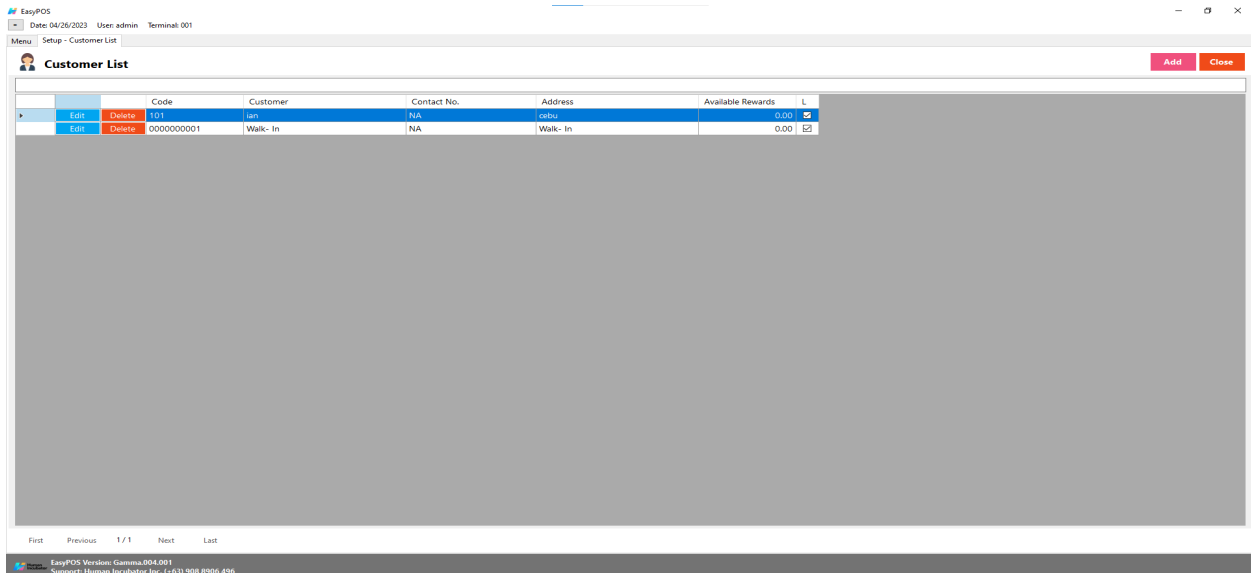
Overview

- Customers are used in making sales transactions.

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

The screenshot shows the 'Customer Detail' form in the EasyPOS application. The form is divided into several sections for data entry:

- Customer Information:** Fields for Customer Code, Customer Name, Address, Contact Person, Contact Number, Credit Limit (0.00), Term (15 Days), and TIN.
- Reward Information:** Fields for With Reward (checkbox), Reward Number, Reward Conversion (0.00), Available Reward (0.00), and Business Style.
- Personal Information:** Fields for Email Address, Birthday (Tuesday, October 24, 2023), Age (0), and Gender (Male).
- Character Restrictions:** A note on the right lists characters to avoid, such as special characters, symbols, and punctuation.
- Table:** A table with columns: Order No., Receipt / Invoice No., Order Taker, Amount, L, T, C, Remarks.
- Navigation:** Buttons for 'First', 'Previous', '0/0', 'Next', and 'Last' at the bottom left.
- Total Amount:** A field at the bottom right for the total amount.

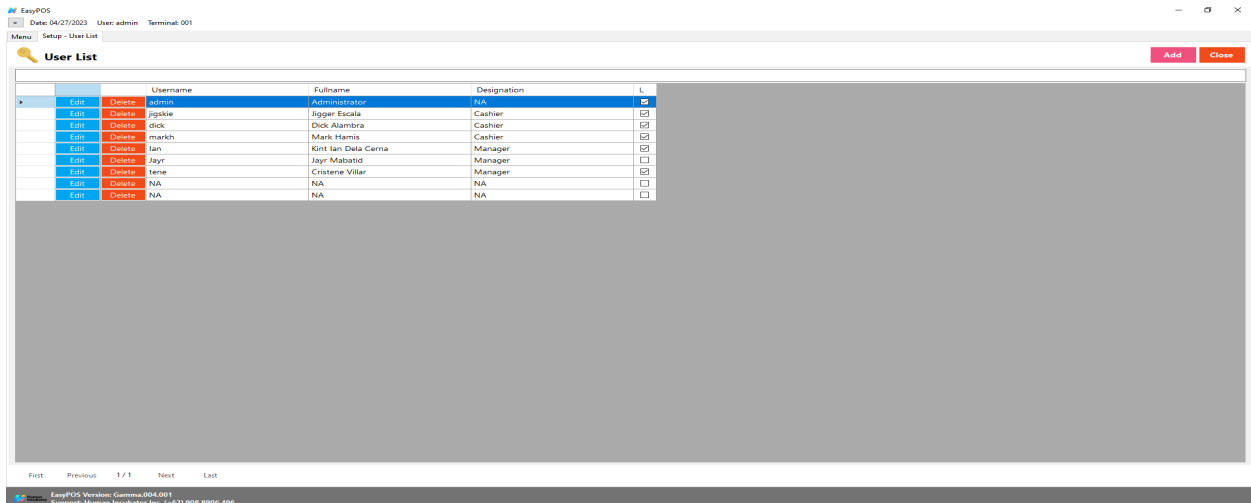
User Setup

Overview

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

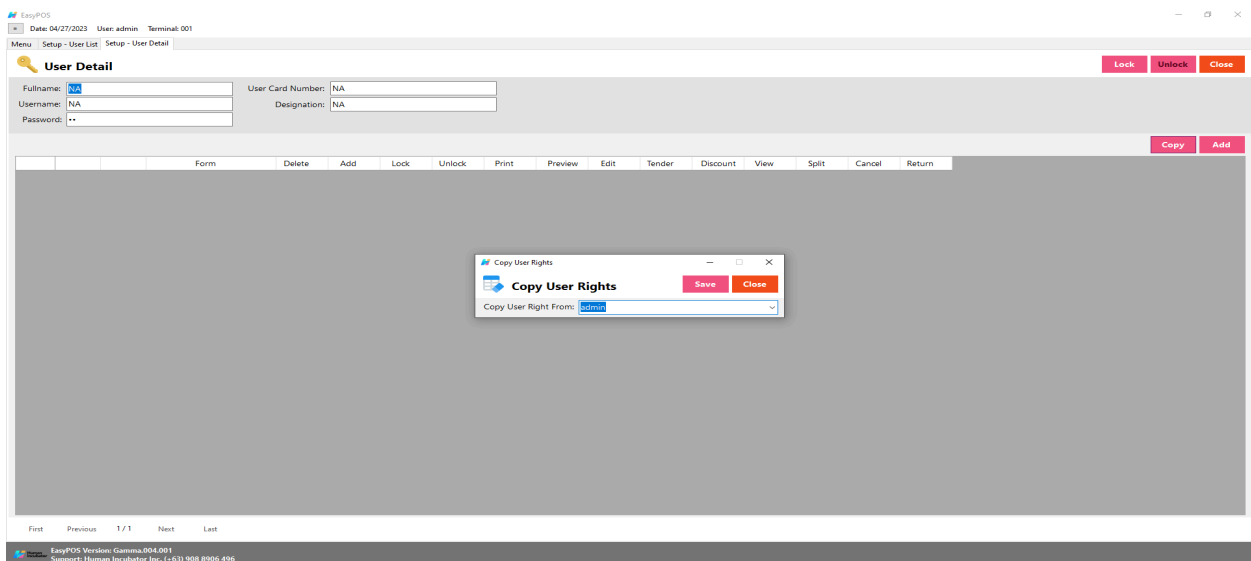
User List

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

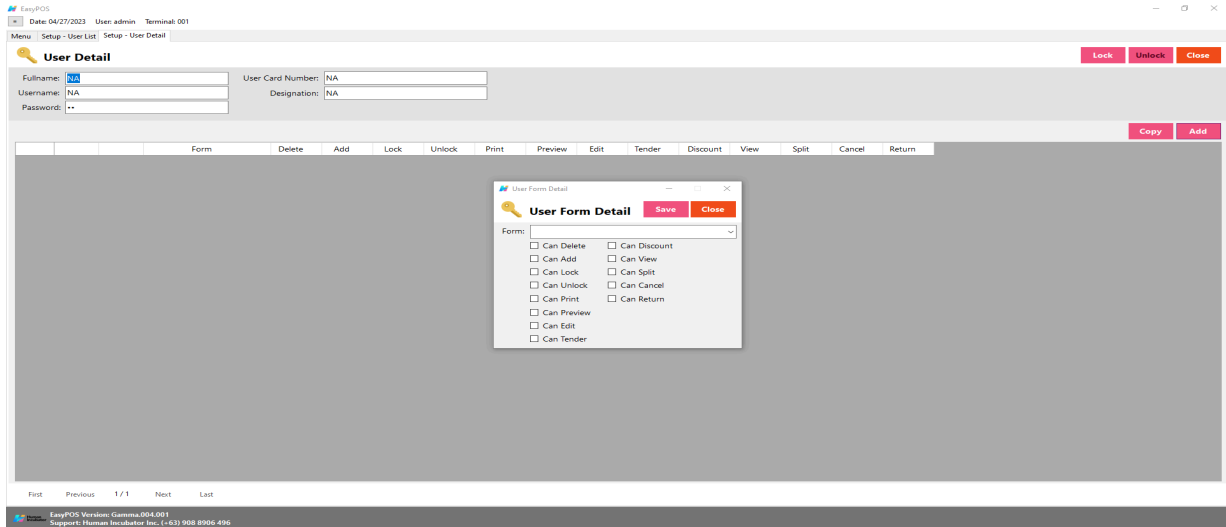


User Detail

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



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



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

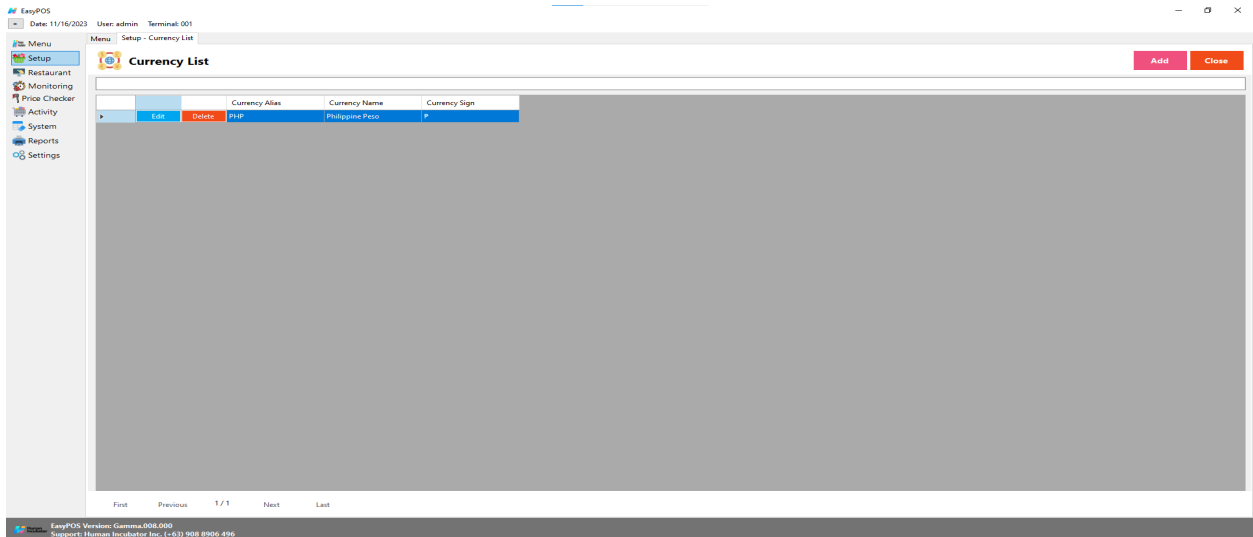
Currency Setup

Overview

- It is where the user can set up currencies.

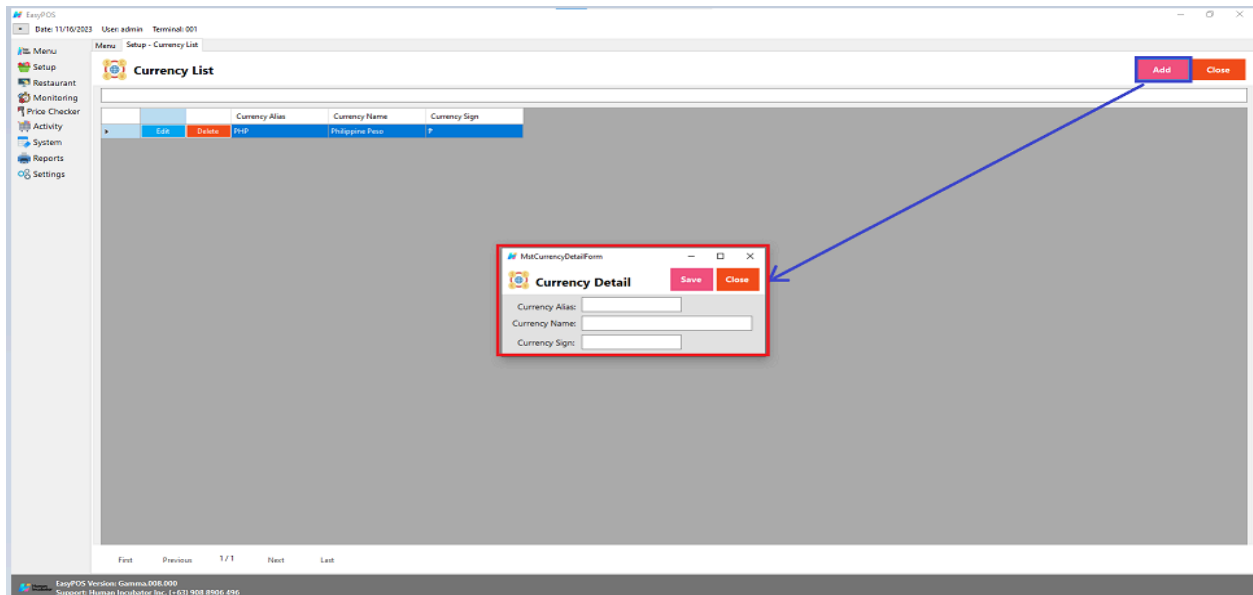
Currency List

- 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.

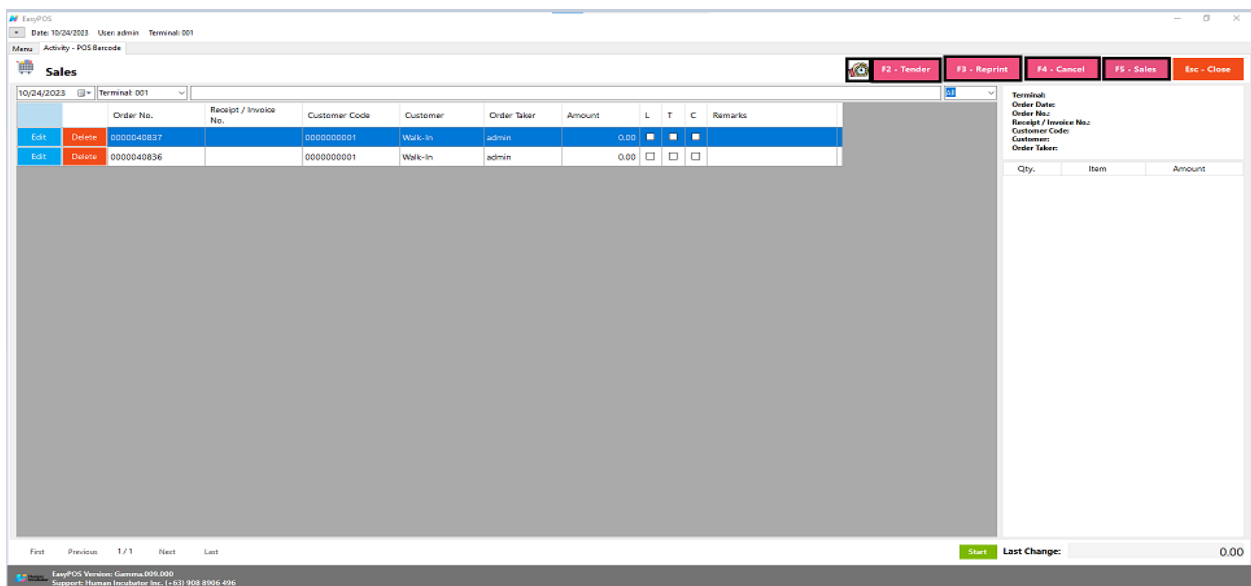
User Interface

The screenshot displays the EasyPOS software interface. At the top, there's a menu bar with options like 'Menu', 'Activity - POS Barcode', and 'Activity - POS Barcode Detail'. Below this is a 'Sales Detail' section with a header bar containing function keys: F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. The main area shows order information: Order No. 000000007, Order Date 04/27/2023, Code 000000001, Customer Walk-In, and Remarks. The total amount is displayed as ₱0.00. A search item dialog box is open, showing a list of items with columns for Barcode, Item Description, Price, On Hand Qty, and Pick. The items listed include 3 hours, Chicken Cubes, Egg, Extra Adult, Fish Sauce - Patis, Garlic, Gawlo Chicken, Gawlo Chicken w/ egg, Gawlo Chimba, Gawlo Classic Beef Pares, Gawlo Orange Chicken, and Gawlo Plain w/ tolkwat baboy. The dialog box also has 'First', 'Previous', 'Next', and 'Last' navigation buttons. At the bottom right, it shows 'Last Change: 0.00'.

Barcode Sales List

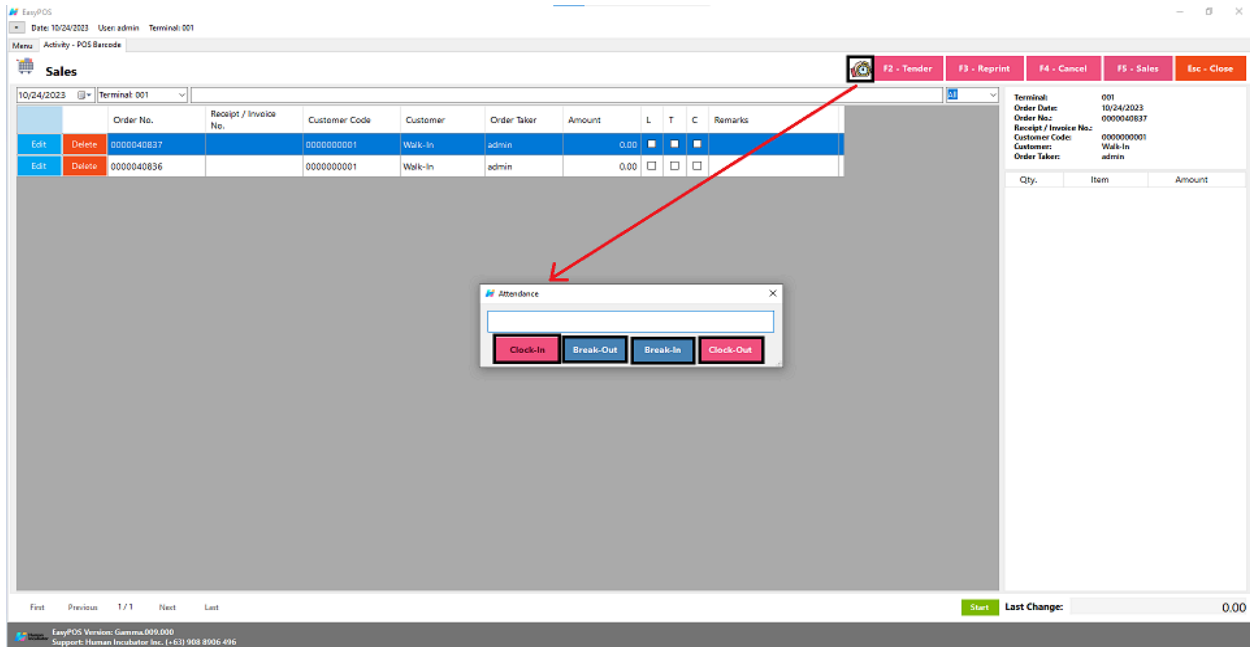
- Shows the list of all barcode sales transaction lists.

- 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.



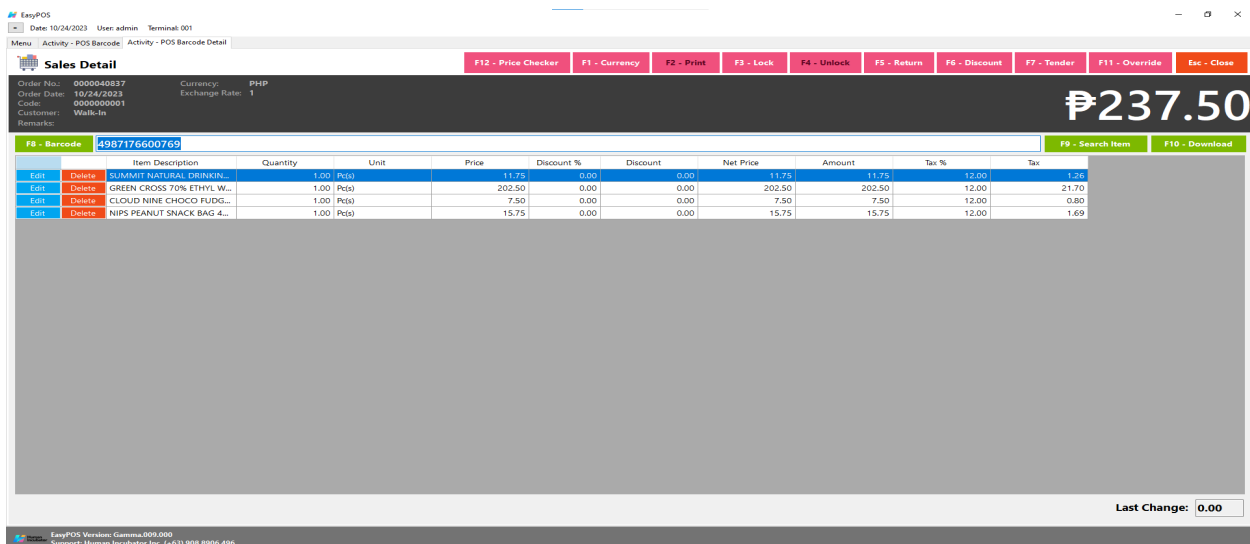
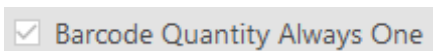
Attendance Feature

- 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

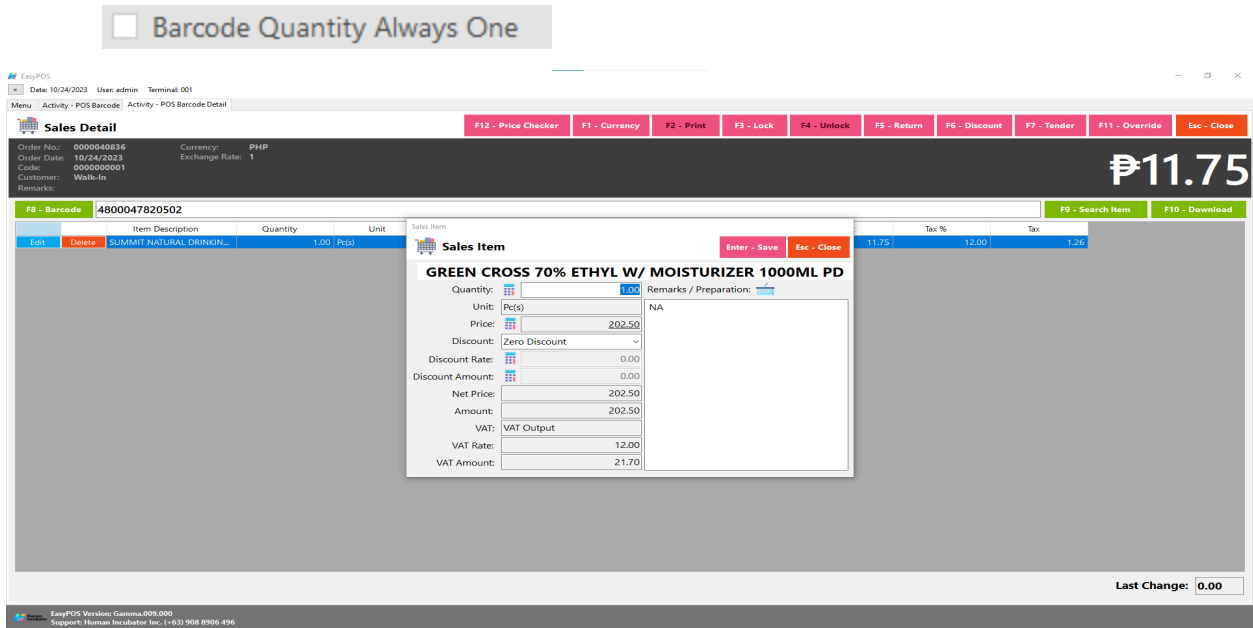


Barcode Sales Detail

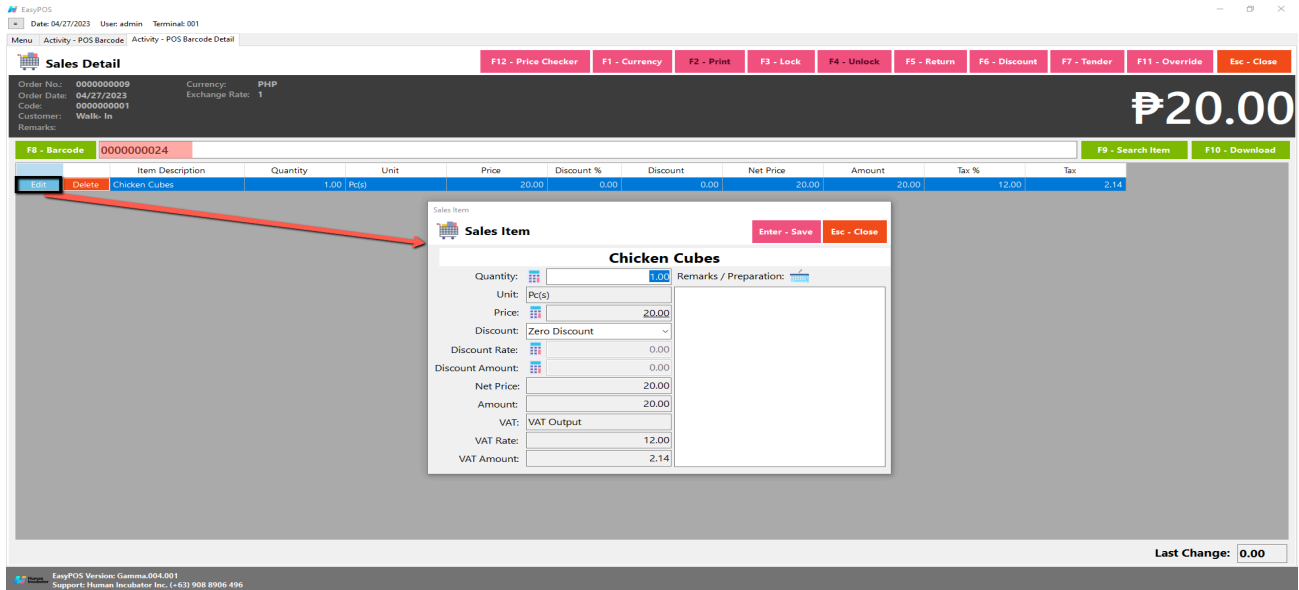
- There are three(3) ways on how to add sales line item(s),
 - a. By scanning the item barcode. Scan the item barcode
 - If the Barcode Quantity Always One feature is enable or check in the settings, it automatically add sales line item



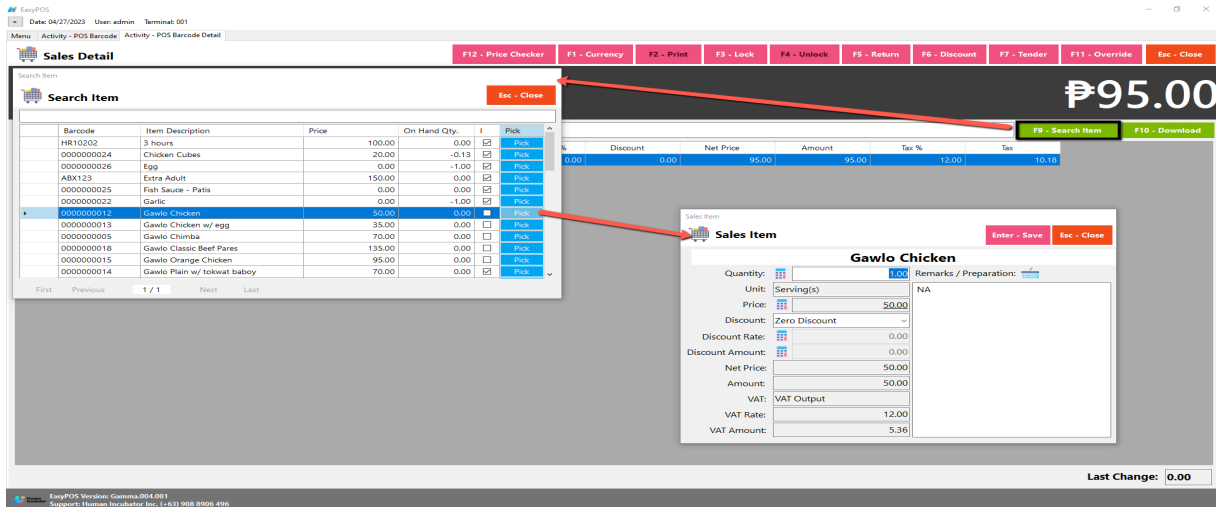
- If it is unchecked, the sales item form will appear to allow you to edit the quantity.



- 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.



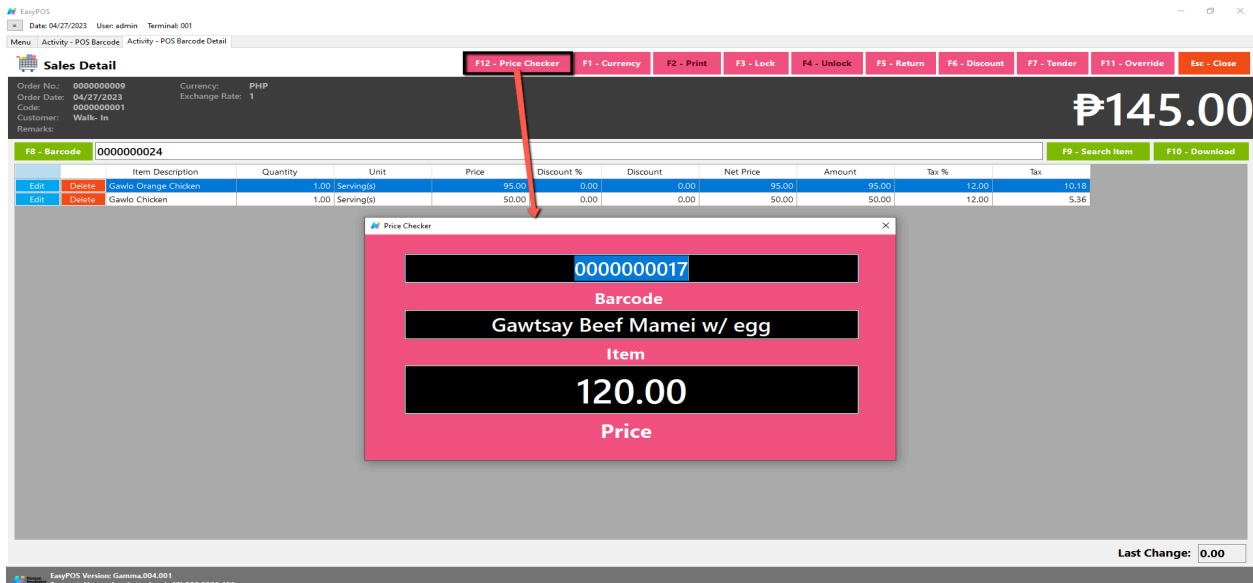
- c. By the Search Item button, when clicked, a list of items is displayed. To add the item to the current sales, click the **Pick** button.
- When the **Pick** button is clicked, the Sales Line Item will automatically display.
 - Sales Line item shows the details of the selected item and the current 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.



Barcode Sales Detail - Relevant Buttons

- **Price Checker**

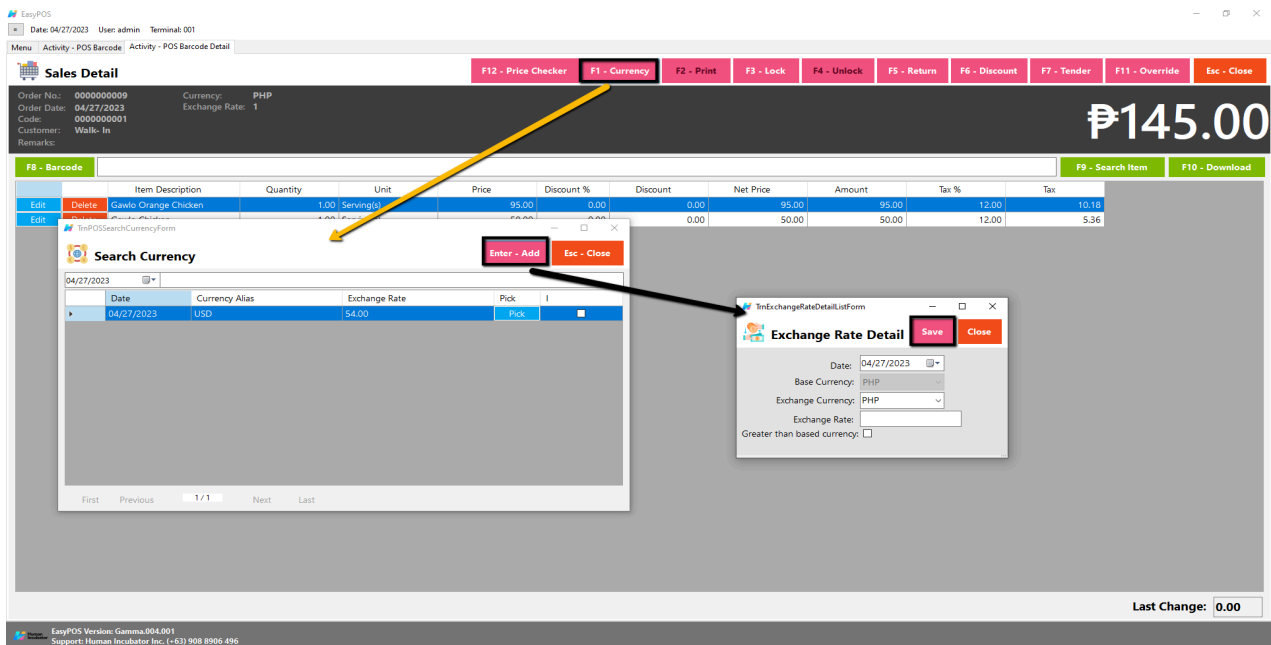
- Click the Price Checker button when you want to check the price for the item.
- Once clicked, a Price Checker form will appear.
- Provide the correct barcode, then hit Enter key from your keyboard. Another way is to scan the item's barcode then the item description with price will automatically display.



- **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.



- **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.

The screenshot shows the EasyPOS interface with a sales detail screen. The top menu bar includes buttons for F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. The sales detail screen displays order information: Order No. 000000009, Order Date 04/27/2023, Currency PHP, Exchange Rate 1, Code 000000001, Customer Walk-In, and Remarks. The total amount is ₱145.00. Below this is a table of items:

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

The 'Lock Sales' dialog box is open, showing the following fields:

- Order No.: 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
- Pax: 1

The 'Last Change' is 0.00.

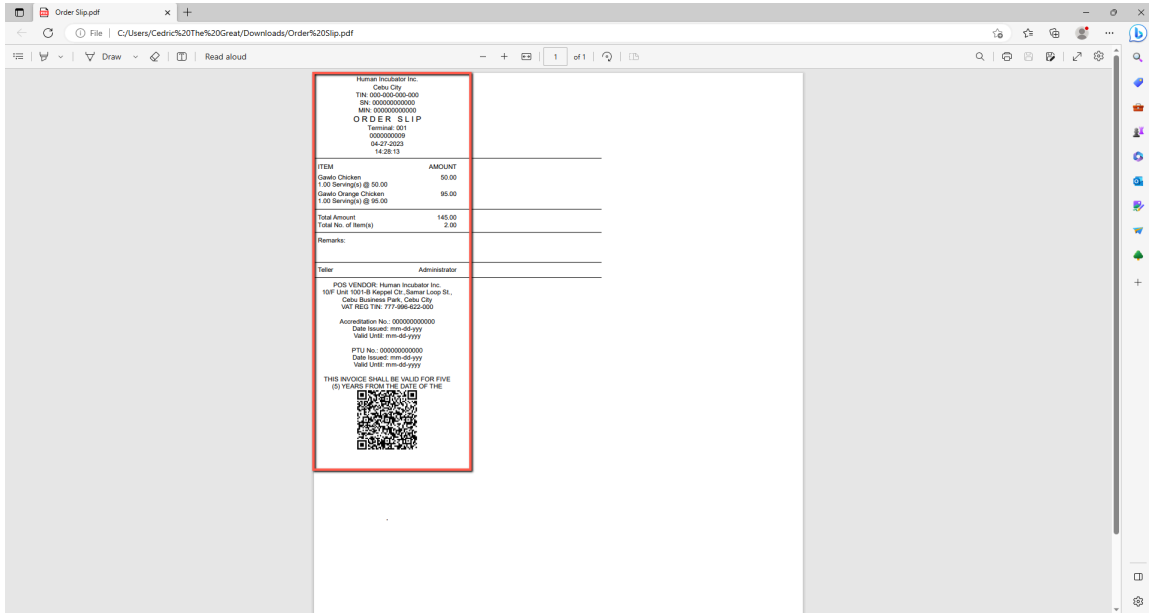
● Print

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

The screenshot shows the EasyPOS interface with the sales detail screen. The top menu bar includes buttons for F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. The sales detail screen displays order information: Order No. 000000009, Order Date 04/27/2023, Currency PHP, Exchange Rate 1, Code 000000001, Customer Walk-In, and Remarks. The total amount is ₱145.00. Below this is a table of items:

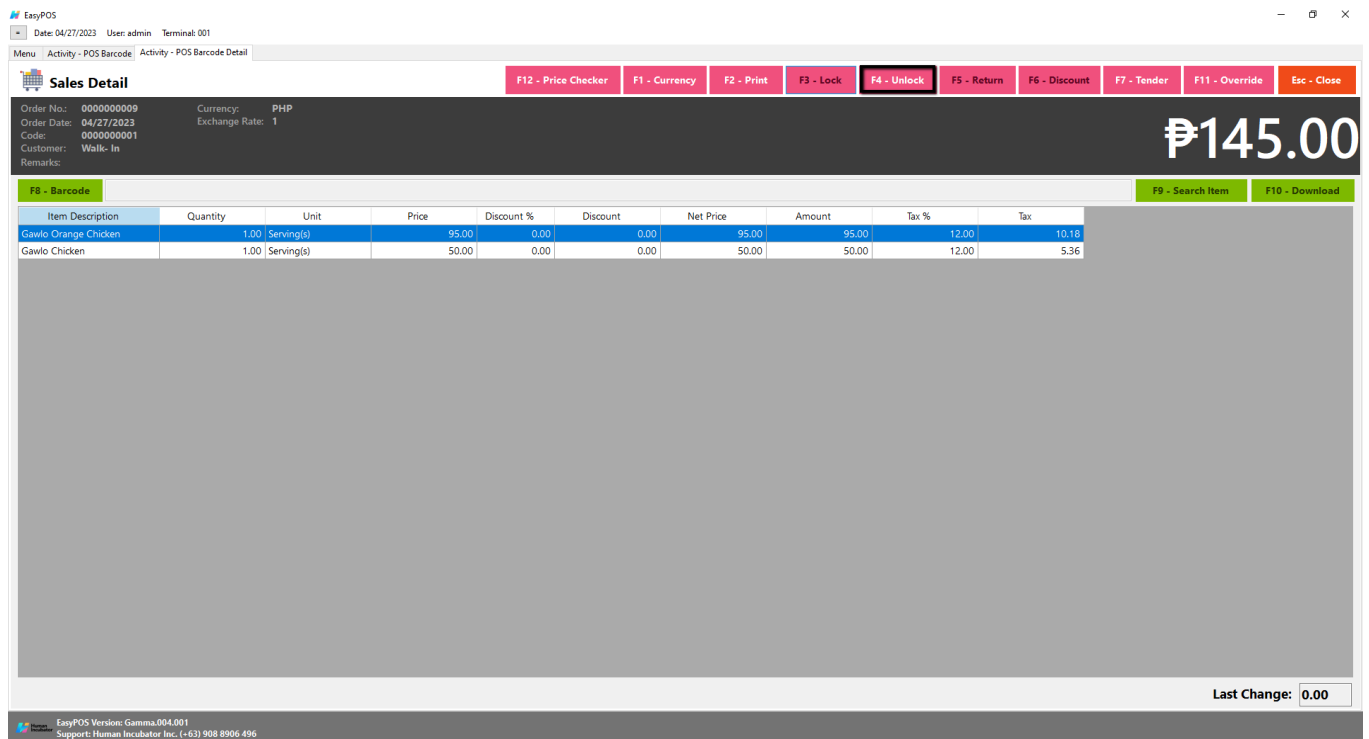
Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Gawlo Orange Chicken	1.00	Serving(s)	95.00	0.00	0.00	95.00	95.00	12.00	10.18
Gawlo Chicken	1.00	Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.36

The 'Print' button in the top menu bar is highlighted. The 'Last Change' is 0.00.



- **Unlock**

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



- **Return**

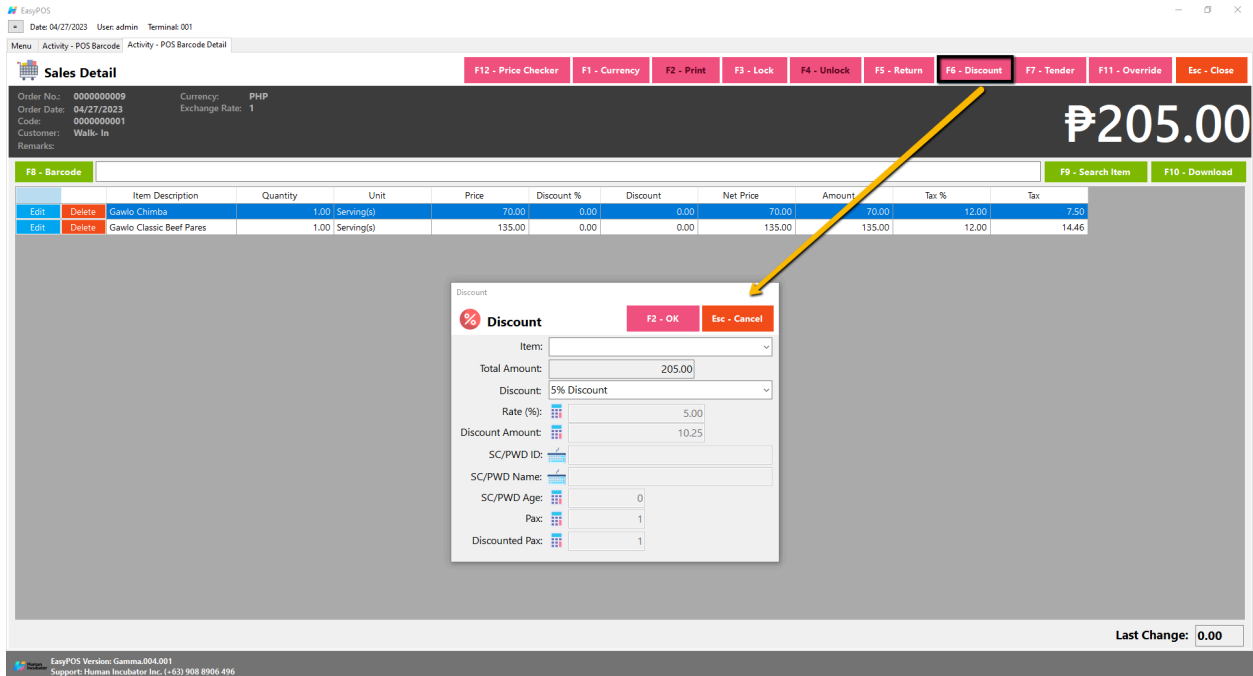
- Click the Return button if the customer returned a product.

- 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 displays the EasyPOS interface. At the top, there's a toolbar with buttons for various functions: F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return (highlighted with a red arrow), F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. Below the toolbar is the 'Sales Detail' section, showing order information like Order No., Order Date, Code, Customer, and Remarks. A large total amount of ₱145.00 is displayed on the right. Below this is a table of items with columns for Item Description, Quantity, Unit, Price, Discount %, Discount, Net Price, Amount, Tax %, and Tax. Two items are listed: Gawlo Orange Chicken and Gawlo Chicken. A 'Return' modal is open in the center, featuring a 'Return' title, fields for OR Number and Sales Number, and a table with columns for Price, Quantity, Return Quantity, Unit, and Discount. The modal also has buttons for F2 - Exchange, F3 - Refund, and Esc - Close. At the bottom right of the main window, it says 'Last Change: 0.00'. The footer contains version and support information.

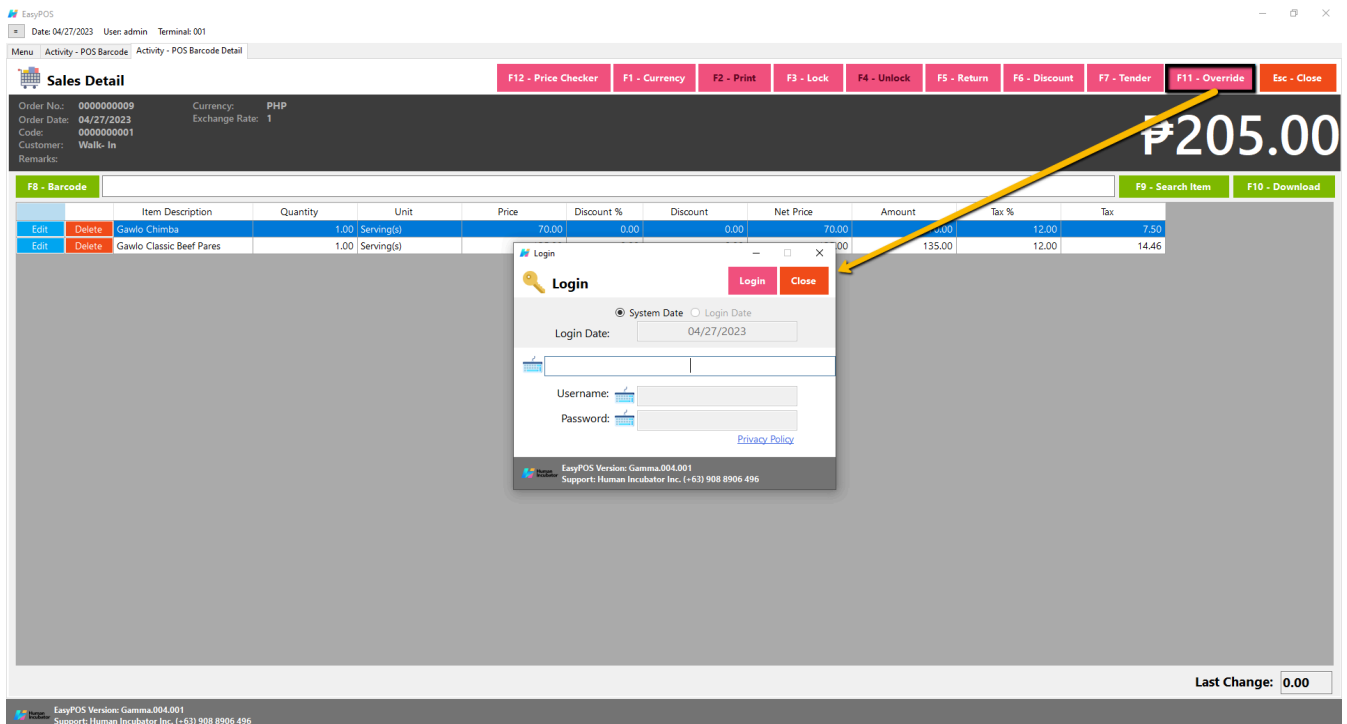
● Discount

- 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.



- **Override**

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



Barcode Sales Detail - Tender

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

The screenshot displays the EasyPOS interface. At the top, the 'Sales Detail' window shows the total amount of ₱145.00. Below this, the 'Tender' form is active, showing a list of payment types: CASH (F4), CHECK (F5), CREDITCARD (F6), GIFTCERTIFICATE (F7), and EXCHANGE (F8). The 'CREDITCARD' option is selected. A red arrow points from the 'CREDITCARD' button to a 'Credit Card Information' dialog box. This dialog box contains fields for Verification Code, Reference No., Credit Card Holder, Credit Card No., Credit Card Type (set to JCB), Credit Card Bank, Credit Card Expiry, and Amount (set to 145.00). A yellow arrow points from the 'F3 - Tender' button in the Tender form to a callout box that says 'Click this to finish the sales transaction.' The bottom of the screen shows the 'Last Change: 0.00' and system information: 'EasyPOS Version: Gamma.004.001' and 'Support: Human Incubator Inc. (+63) 908 8906 496'.

Activity - POS Touch

Overview

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

User Interface

The screenshot displays the EasyPOS software interface. At the top, it shows the date (10/25/2023), user (admin), and terminal (001). The main area is titled 'Sales' and features a grid of 30 numbered buttons (01-30) for table selection. The first button (01) is highlighted in green and labeled 'Dine-in'. Below the grid are two large green buttons: 'Delivery' (with a truck icon) and 'Walk In' (with a person icon). To the right, a table displays order details for Order No. 0000000005, Manual No. 001-0000000005, Customer Walk-In, User admin, and Table Walk-in, with an amount of 0.00. At the bottom right, there are fields for 'Total Amount: 0.00' and 'Last Change: 0.00', along with a red 'Tender All' button. The footer contains version information: 'EasyPOS Version: Gamma.008.000 Support: Human Incubator Inc. (+63) 908 8906 496'.

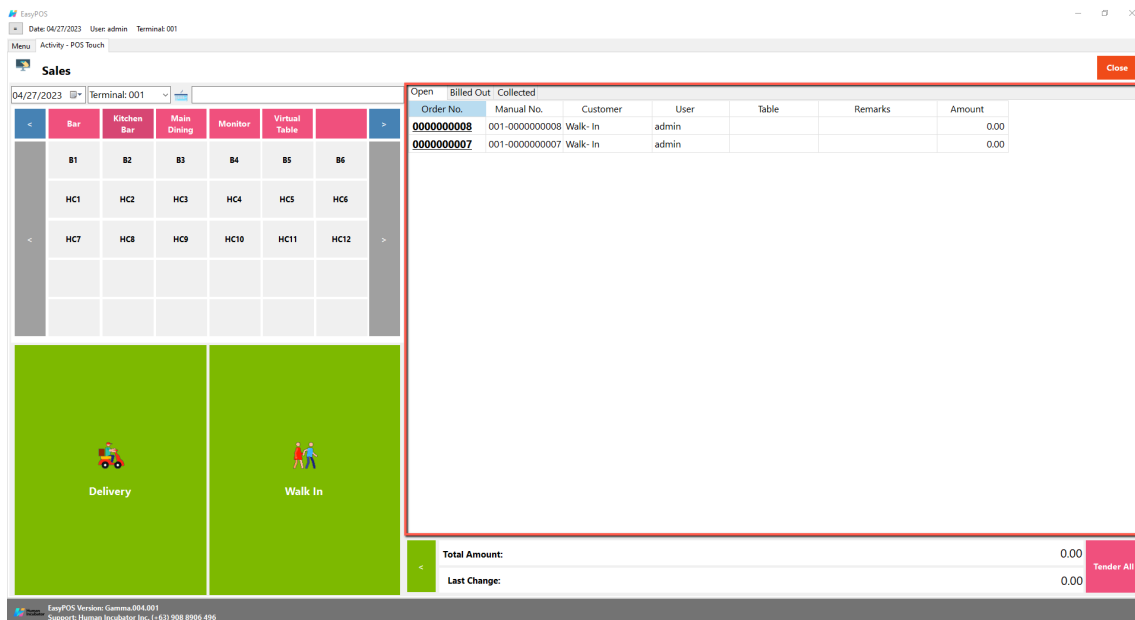
POS Touch Definition of Buttons

- **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.

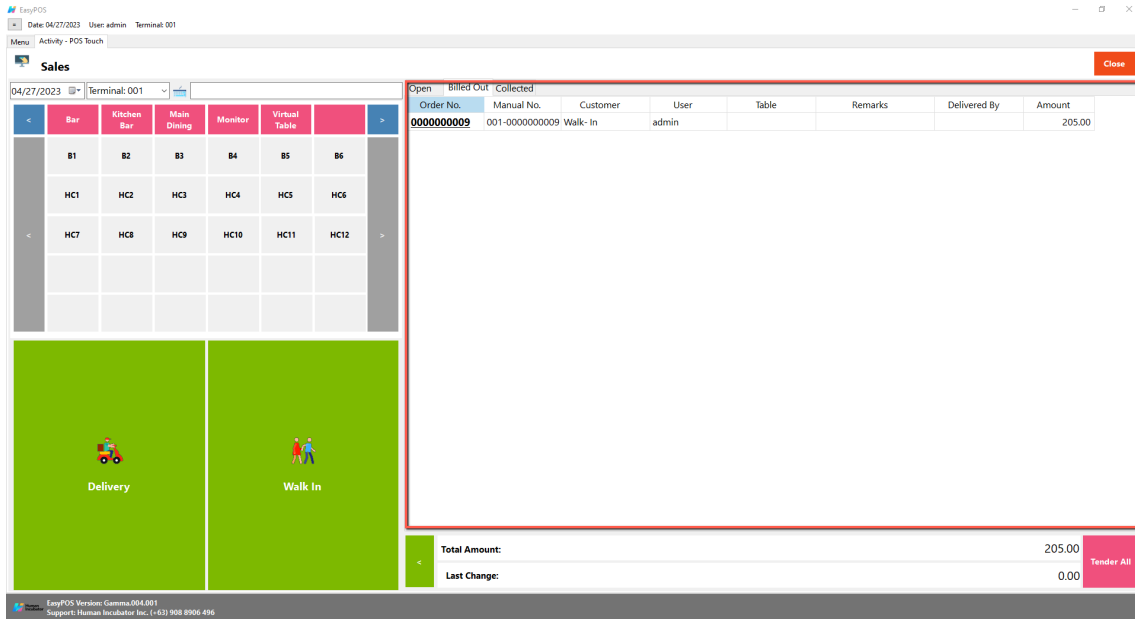
- Two **Green** large buttons → represents if the transaction is for Walk-In customers or for delivery.
- **Red** large button with “Tender All” label → represents tendering all sales.
- **Blue** button → navigating the table groups to left and right.
- **Clock** icon → represents the attendance feature.

POS Touch Sales List

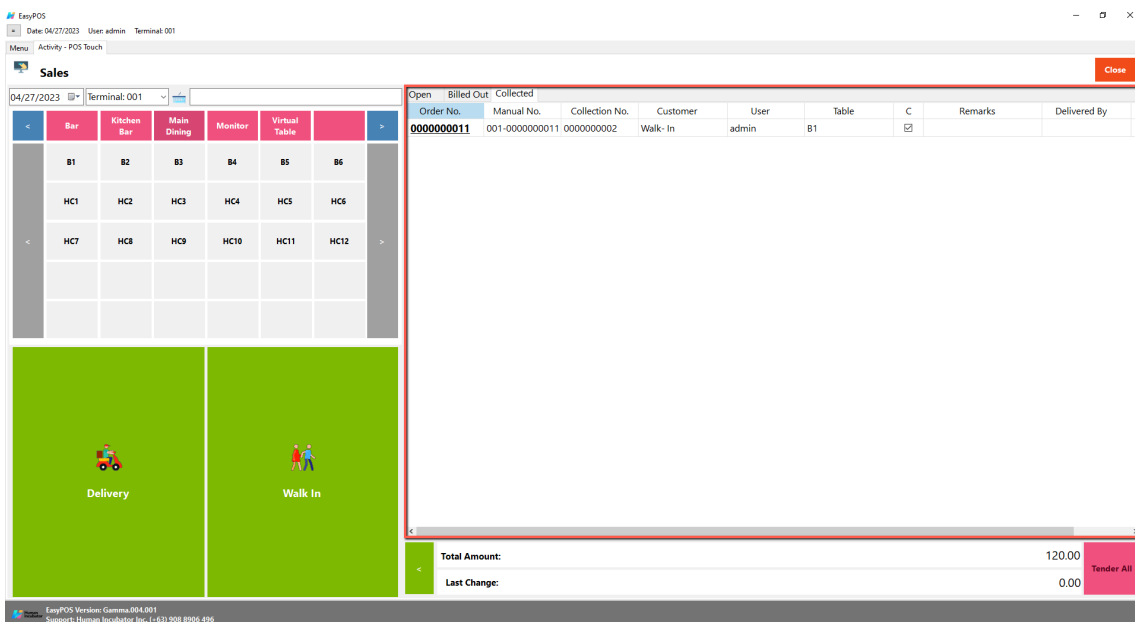
- Sales list for POS Touch consists of three(3) tabs:
 - Open → display list of Touch sales that are still open which means, not yet billed or collected. Also, system users can still delete the created sales detail here.



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

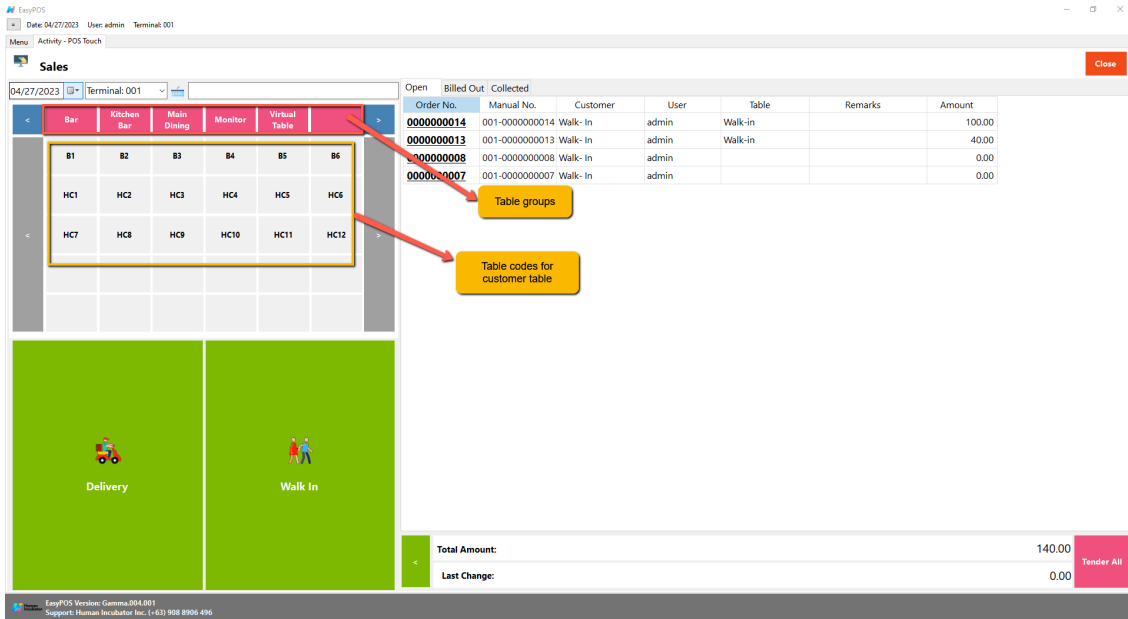


○ Collected → display list of sales that are already tendered.

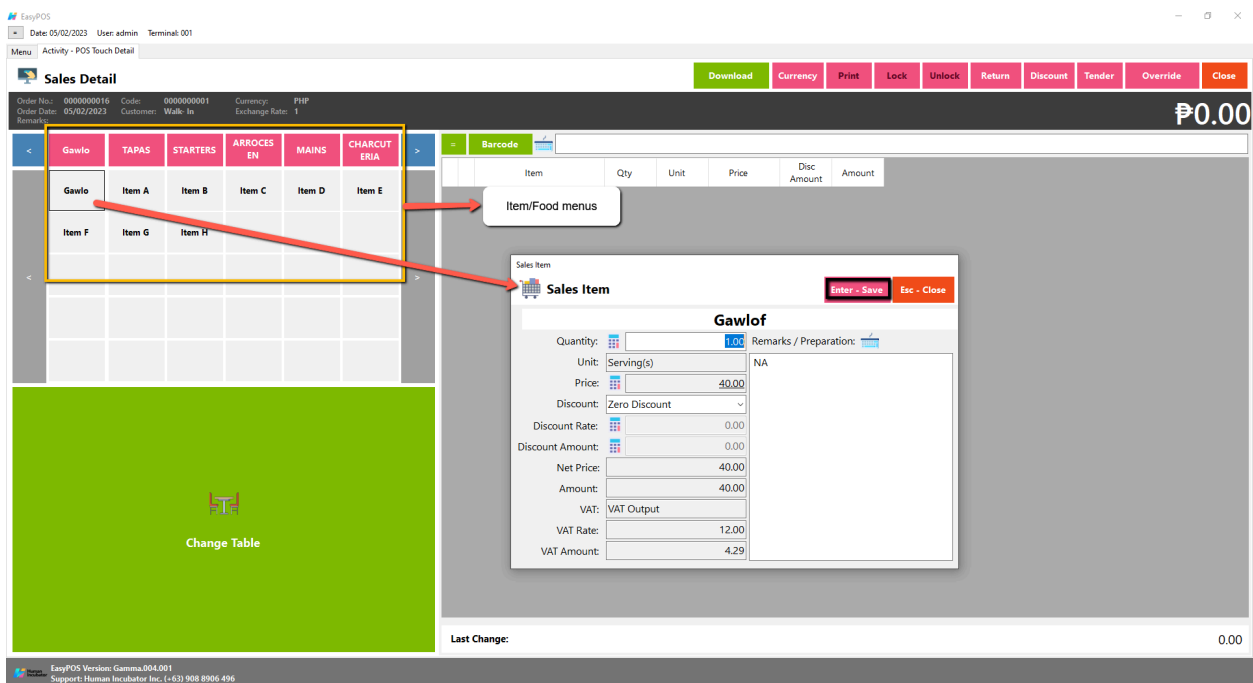


POS Touch Sales Detail

- 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.

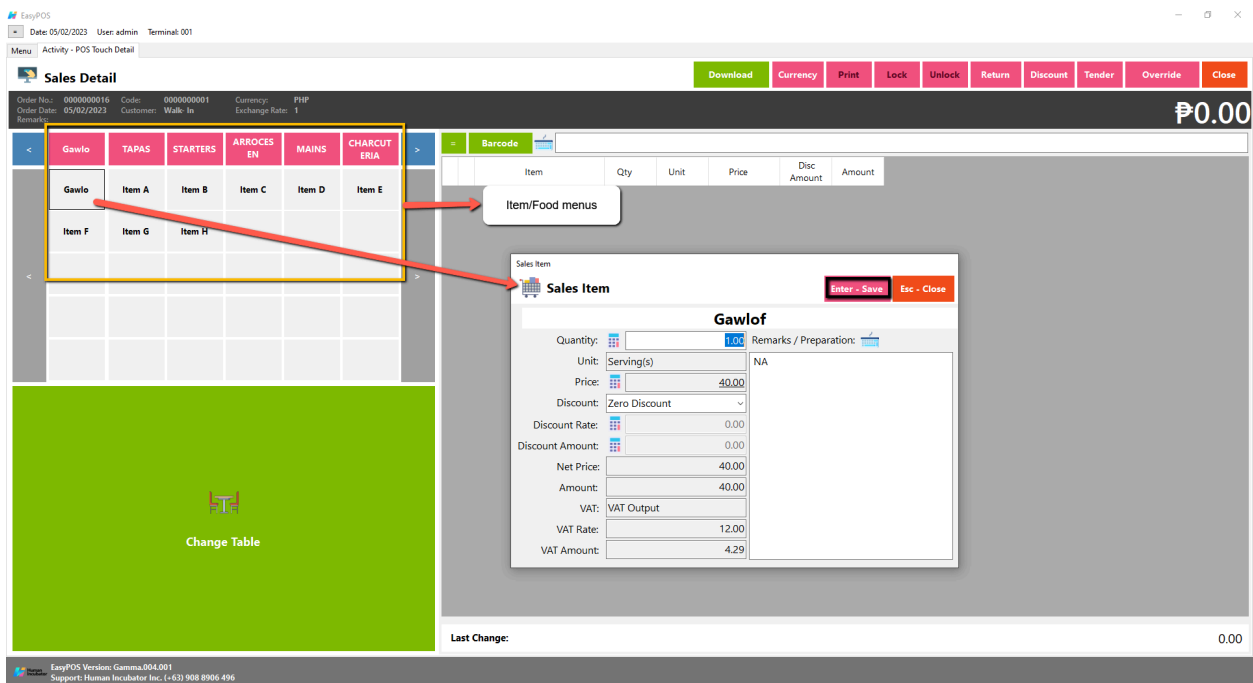


- After selecting, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount. To save, hit the Enter button from your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



b. Walk-In button

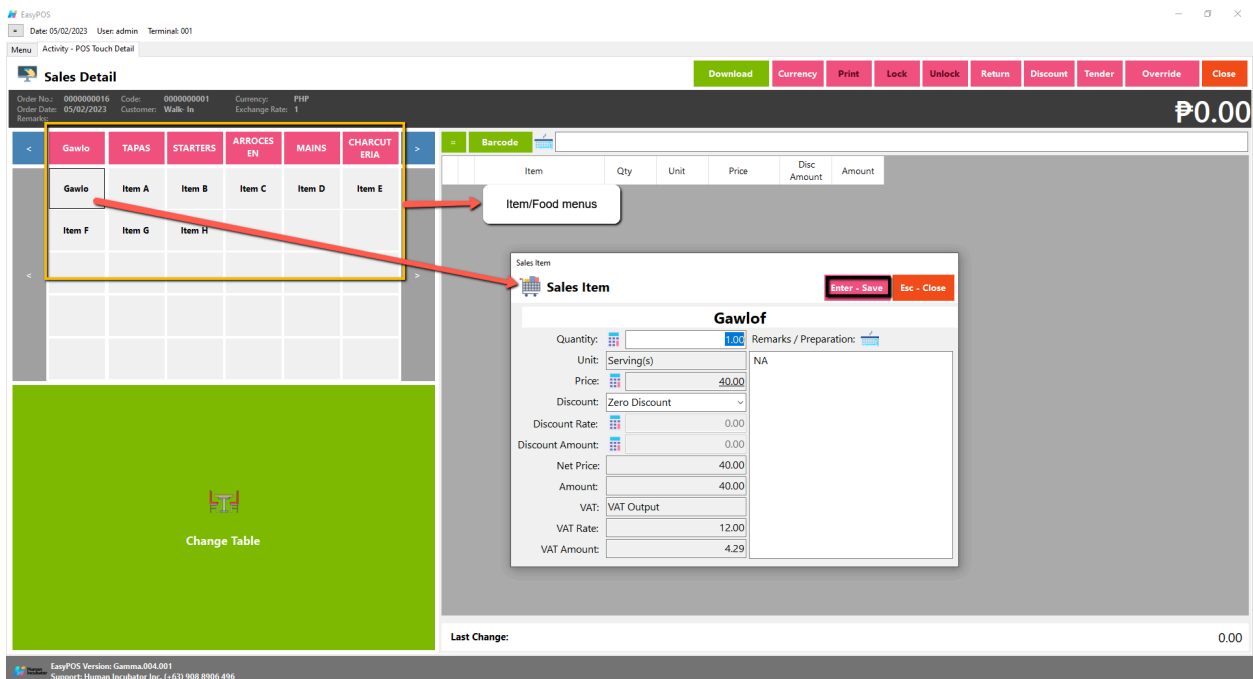
- Click the green button with the Walk In label.
- The same process with the Dine In table, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information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



c. Delivery button

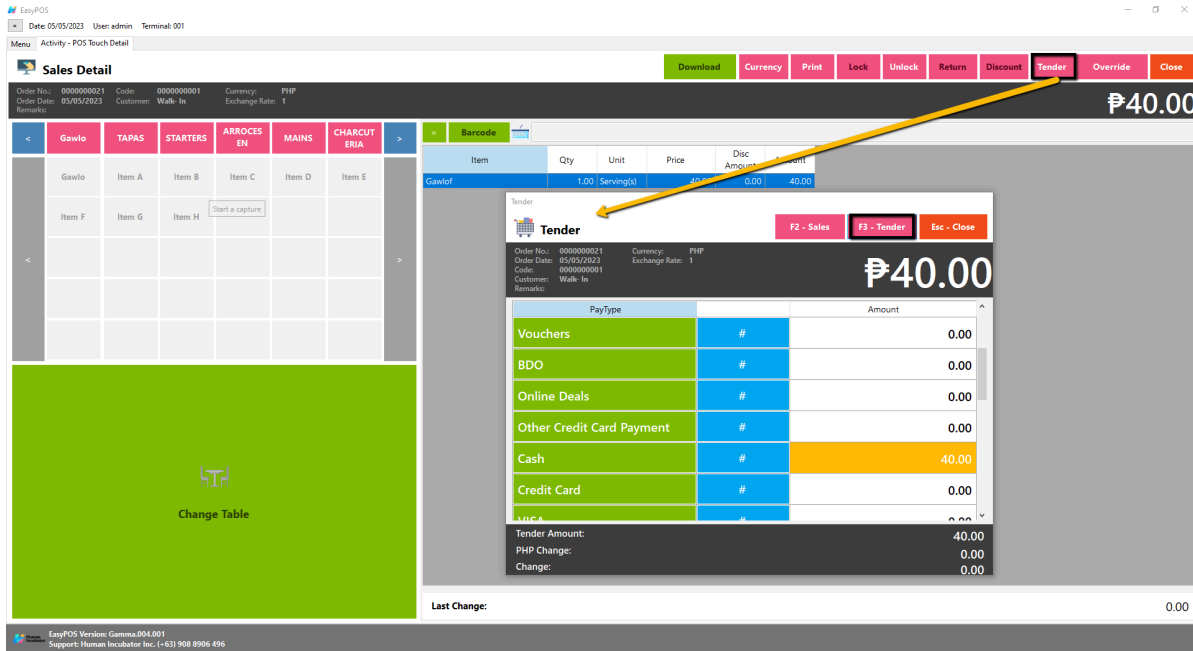
- Click the green button with the Delivery label.

- 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.

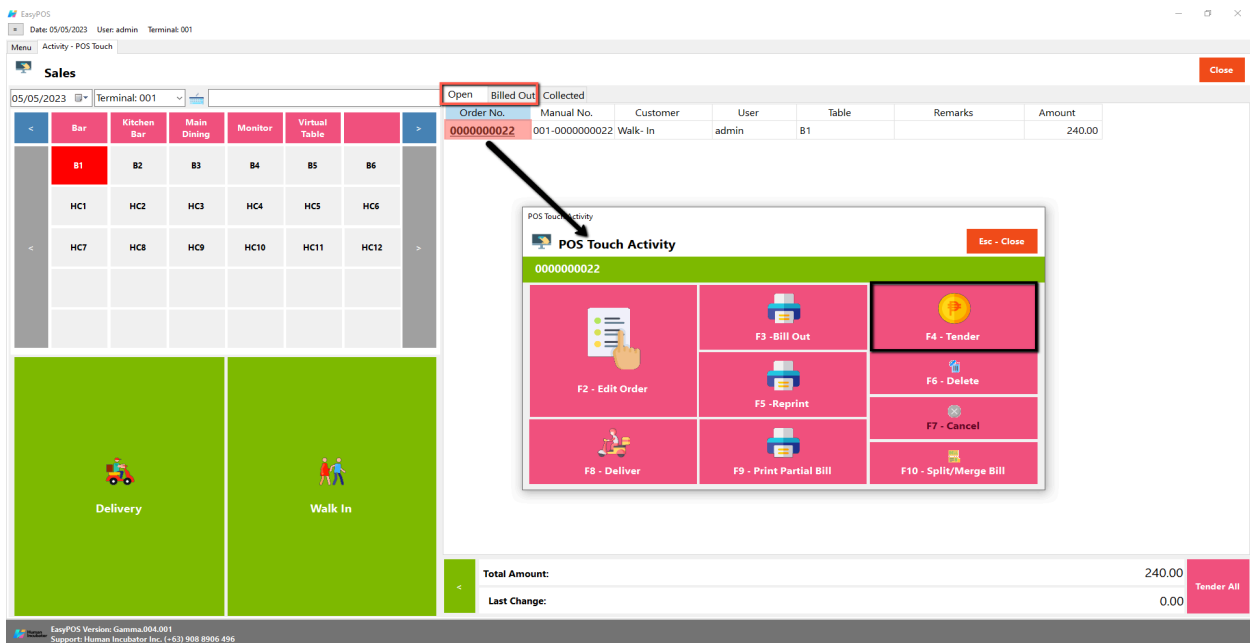


POS Touch Sales - Tender

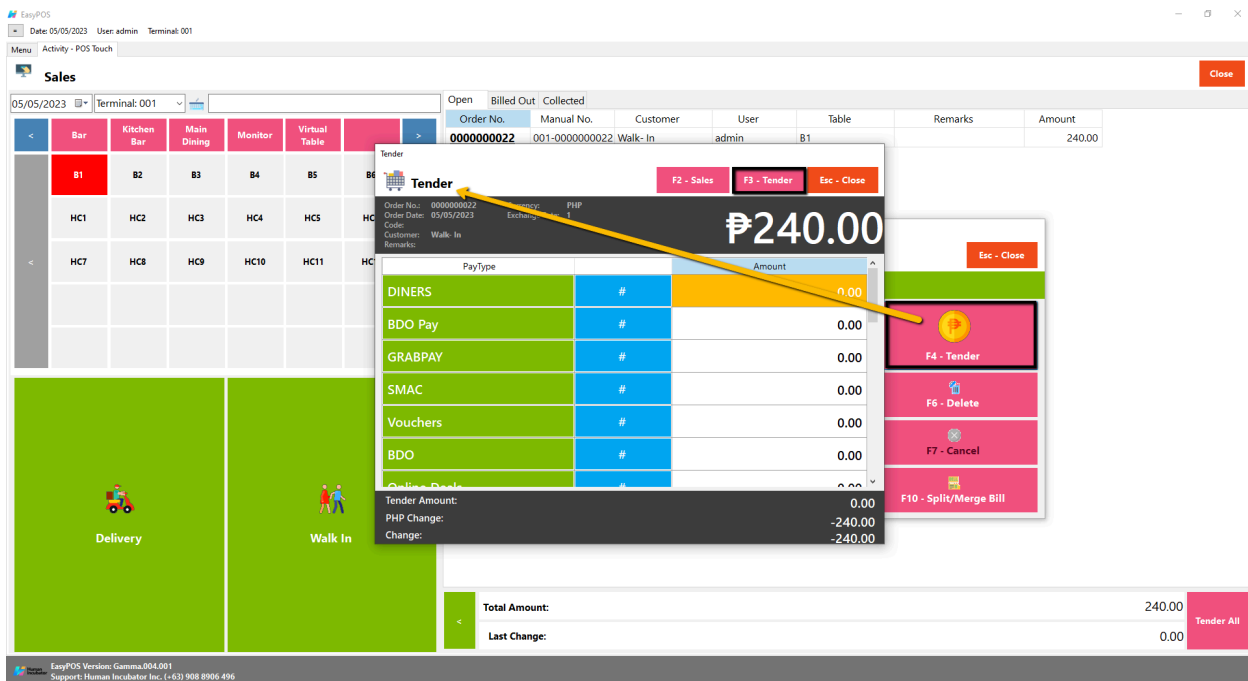
- There are 3 ways on how to tender sales:
 - Via Sales Detail page
 - Assuming that you are in the Sales Detail page, click the Tender button that can be seen on the Sales Detail form to tender transaction.
 - When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system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



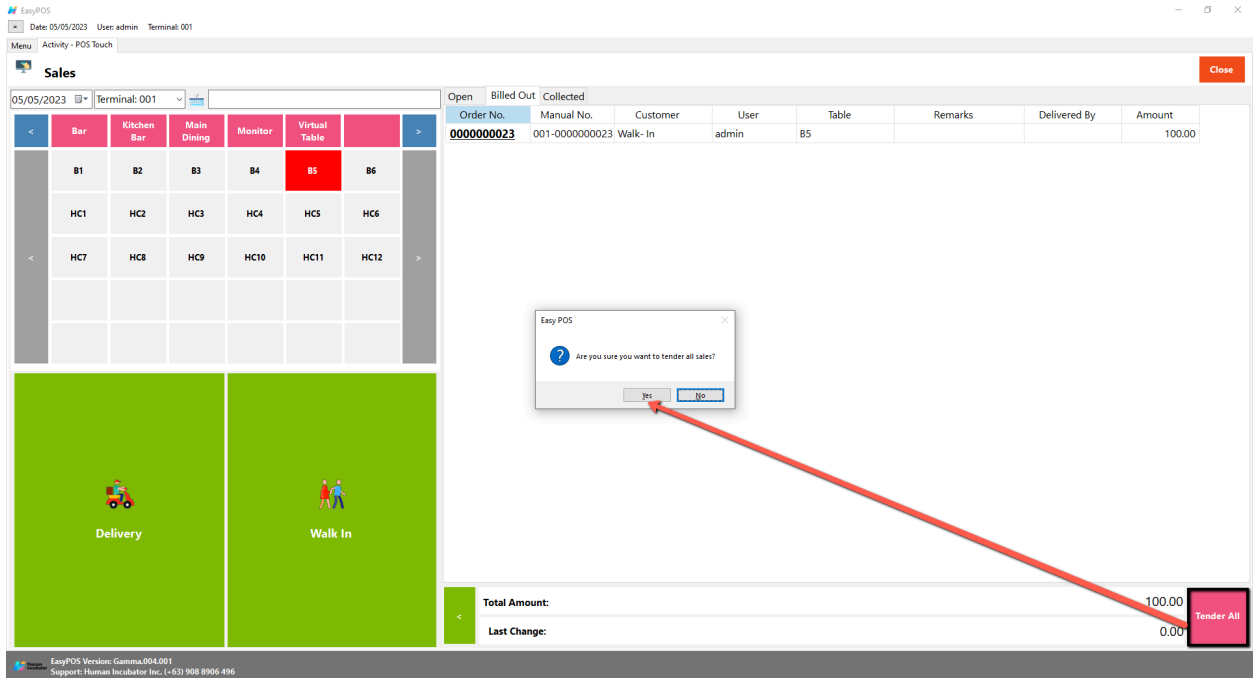
- Via Open and Billed Out tab
 - From the Open or Billed Out tab, select a sales order number that you want to tender.
 - A POS Touch window will display, then select Tender or simply press F4.



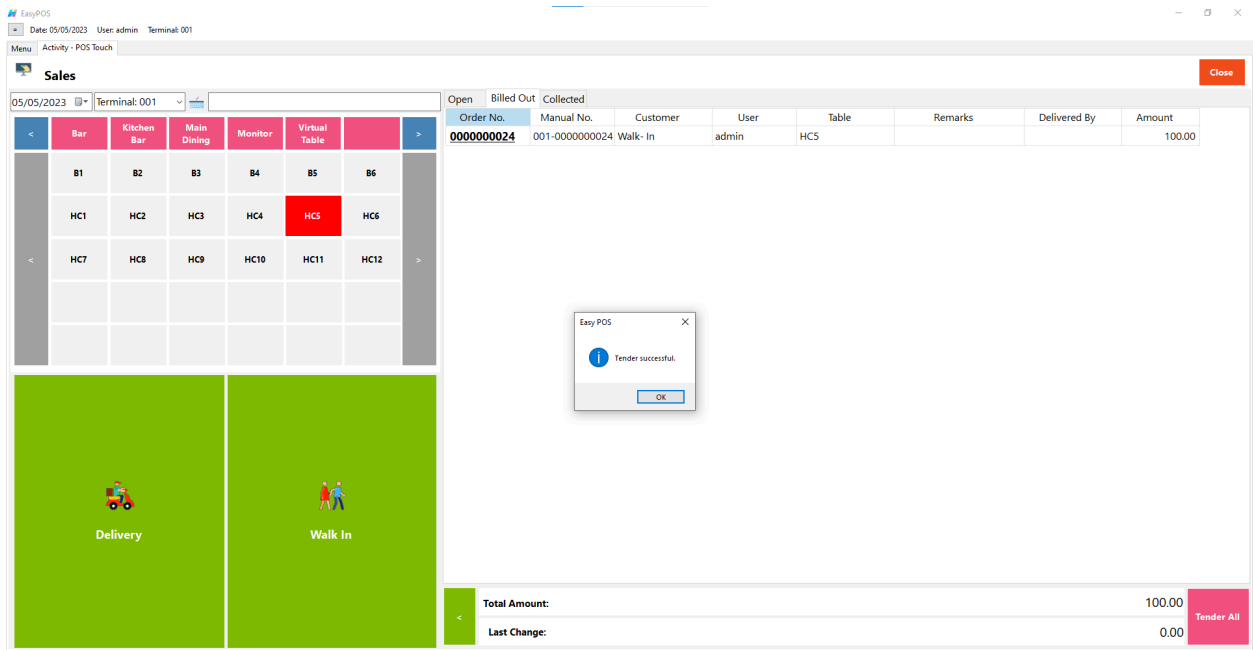
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales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



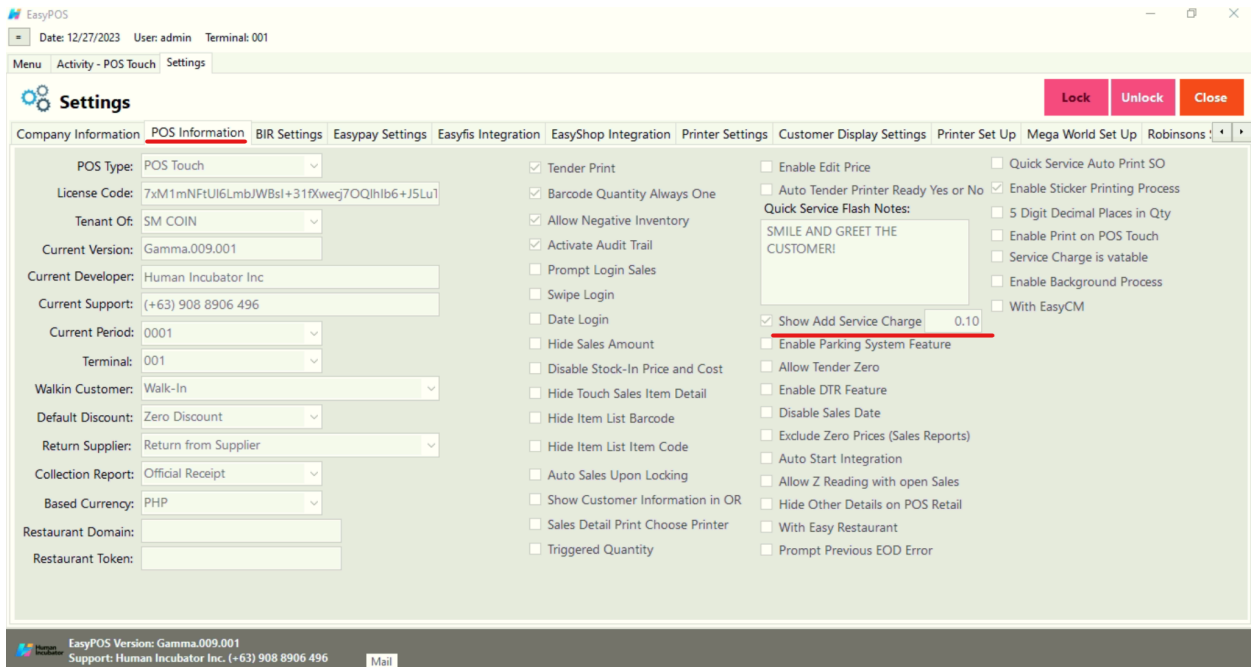
- A tender successful message will display then all the Sales Order from the tab will be moved to the Collected tab.



POS Touch Sales - Service Charge

- To Set service charge

- Open POS Information

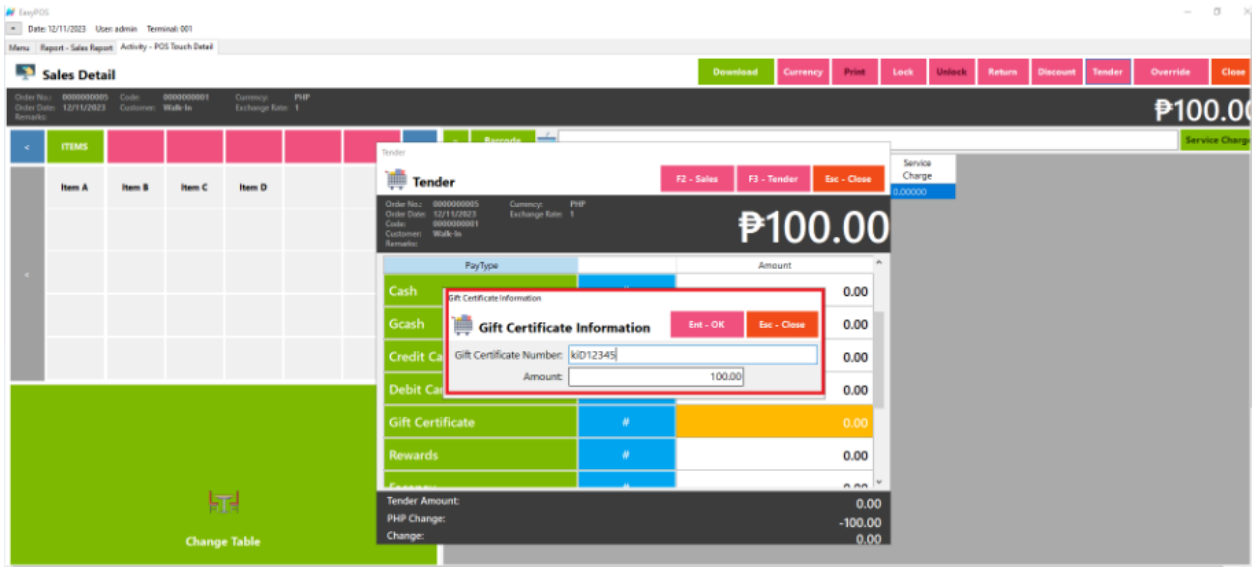


- Select unlock, input service charge amount, then lock it again.
- Go to POS -> must be on POS Touch Setup
- Make a transaction and add a service charge
- Take a look on the Service Charge Column
- The amount should be aligned right, Standard format with 2 decimal places.



POS Touch Sales - Gift Certificates

- Gift Certificate
 - Punch In orders from the customer.
 - Settle the transaction via Gift Certificate
 - Input the Gift Certificate #
 - Print the Receipt
 - Check the official receipt & collection detail report (csv excel, PDF & User Interface Report)
Screenshot



LESS: VAT	0.00
LESS: Discount	0.00
Total Amount Due	100.00
Total No. of Item(s)	1.00
Gift Certificate Change	100.00
Change	0.00

VAT ANALYSIS

VAT Sales	0.00
VAT Amount	0.00
Non-VAT	0.00
VAT Exempt	100.00
VAT Zero Rated	0.00

Cashier: Administrator
Sales: Administrator
Table: 04

Customer Name: _____
Address: _____
TIN: _____
Business Style: _____

Remarks:



CSV Excel Report

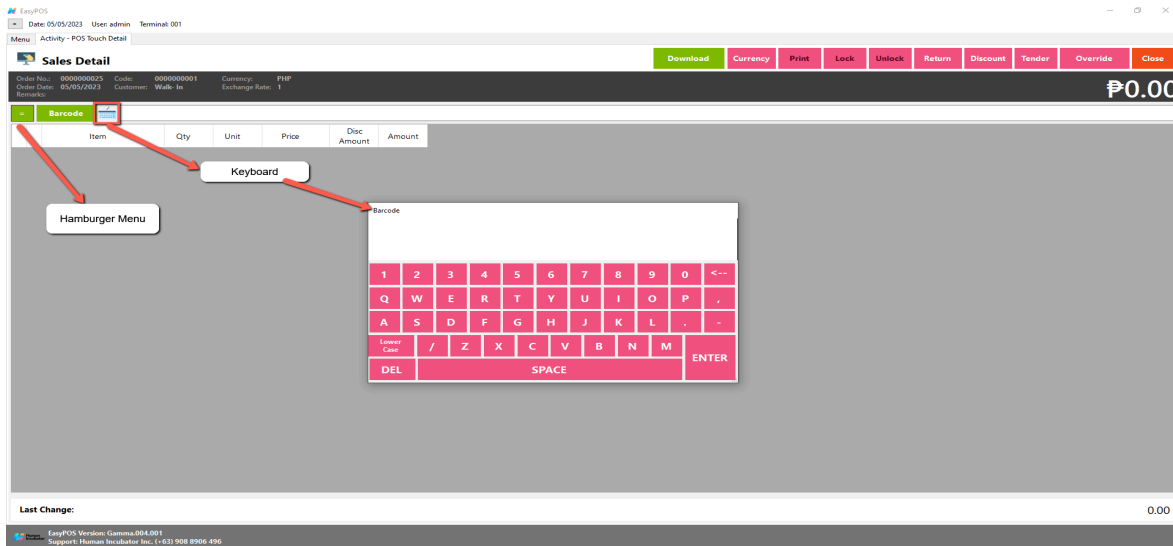
Terminal	Collection Date	Collection Number	Customer Code	Customer Sales Number	Pay Type	Amount	Check Number	Check Date	Check Bank	Other Information	Credit Card Bank	Credit Card
1	12/11/2023	5	1	Walk-in	Gift Certificate	100.00	NA	NA	NA	Gift Certificate Payment Monday, December 11, 2023	NA	NA

EasyPOS Collection Detail Report

Terminal	Collection Date	Collection No.	Customer	Sales No.	Pay Type	Amount	Excess	Check No.	Check Date	Check Bank	Other Information	Ph
001	12/11/2023	000000005	Walk-in	000000005	Gift Certificate	100.00	0.00	NA	NA	NA	Gift Certificate Payment Monday, December 11, 2023	

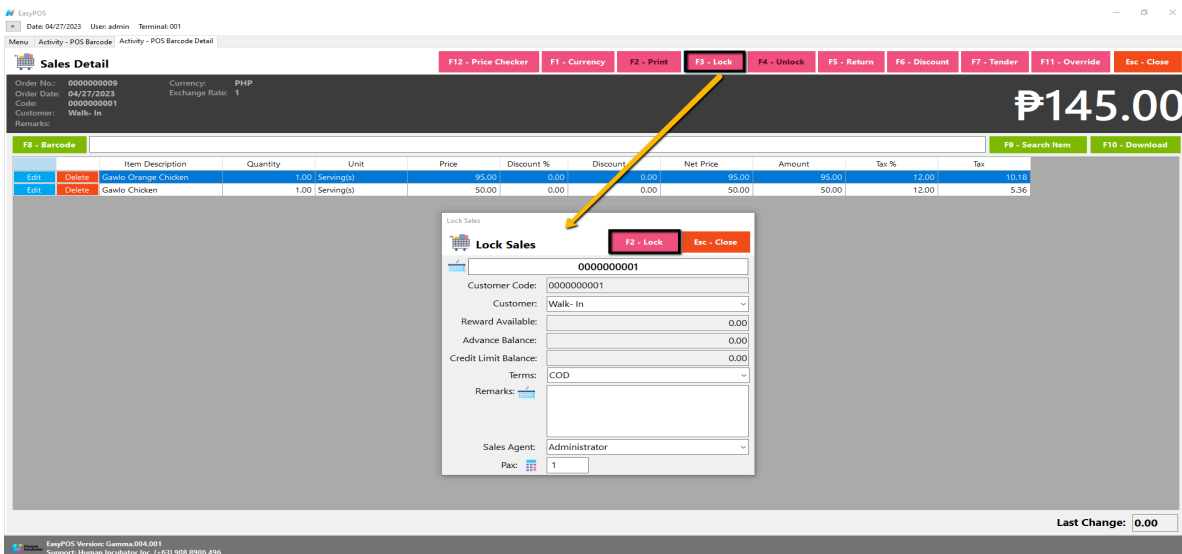
Barcode Touch - Relevant Buttons

- 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**

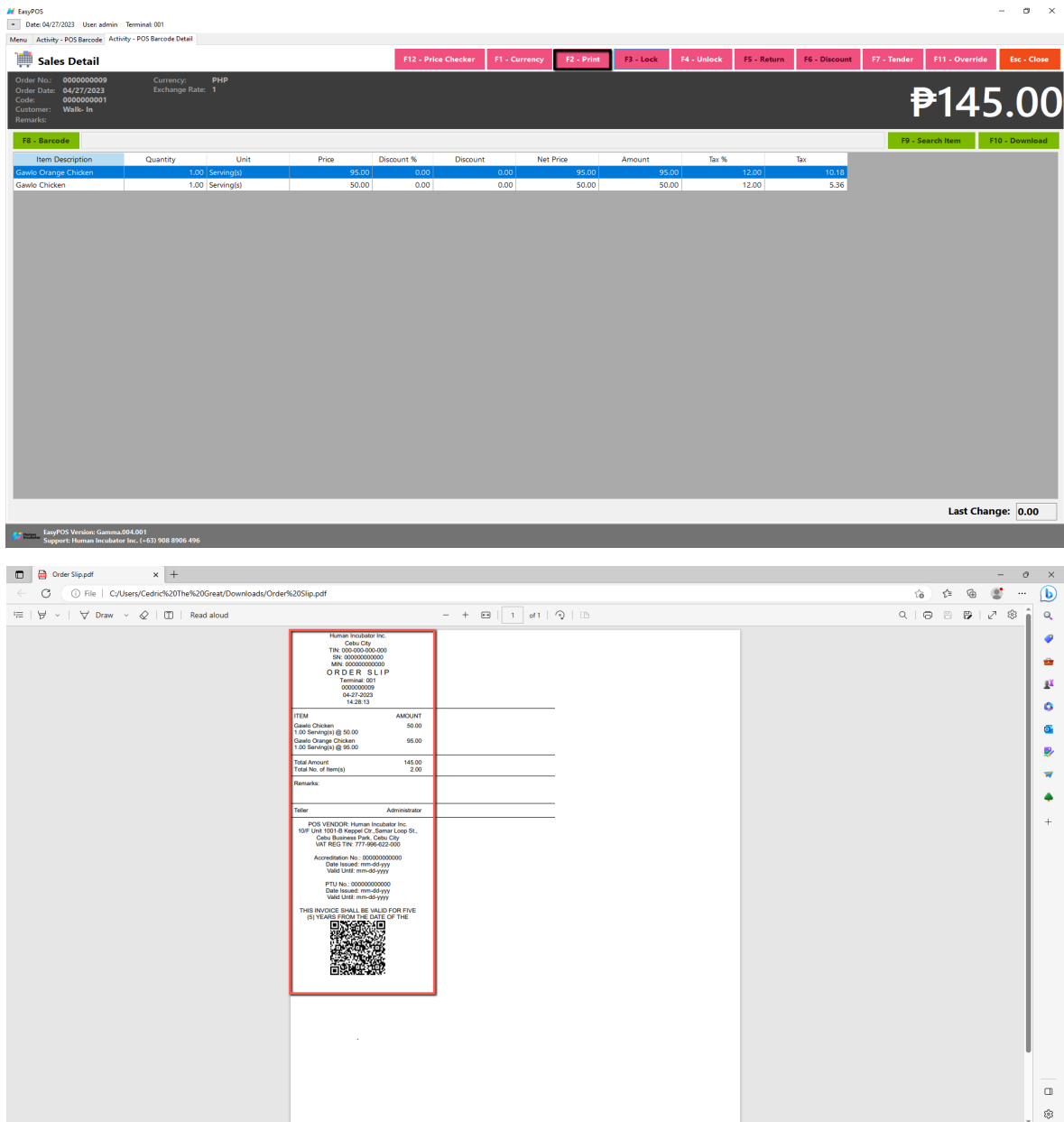
- Click the Lock button to save the sales information.
- Provide the necessary information then click the Lock button to finish locking the sales information.



- **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.



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

The screenshot shows the EasyPOS software interface. At the top, there's a menu bar with buttons for F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock (highlighted), F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. Below the menu bar, the 'Sales Detail' section shows order information: Order No. 000000009, Order Date 04/27/2023, Code 000000001, Customer Walk-In, and Remarks. The currency is PHP and the exchange rate is 1. The total amount is displayed as ₱145.00. Below this, there's a table with columns: Item Description, Quantity, Unit, Price, Discount %, Discount, Net Price, Amount, Tax %, and Tax. The table contains two rows: Gawlo Orange Chicken (1.00 Serving(s), Price 95.00, Net Price 95.00, Amount 95.00, Tax % 12.00, Tax 10.18) and Gawlo Chicken (1.00 Serving(s), Price 50.00, Net Price 50.00, Amount 50.00, Tax % 12.00, Tax 5.36). At the bottom right, there's a 'Last Change' field showing 0.00. The footer contains the EasyPOS Version: Gamma.004.001 and Support: Human Incubator Inc. (+63) 908 8906 496.

- **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.

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
Code: 000000001
Customer: Walk-In
Remarks:

₱145.00

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

Return
Return F2 - Exchange F3 - Refund Esc - Close

OR Number: 000000001
Sales Number: 000000001

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

First Previous 1/1 Next Last

Last Change: 0.00

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

- **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.

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
Code: 000000001
Customer: Walk-In
Remarks:

₱205.00

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

Discount
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

Pax: 1

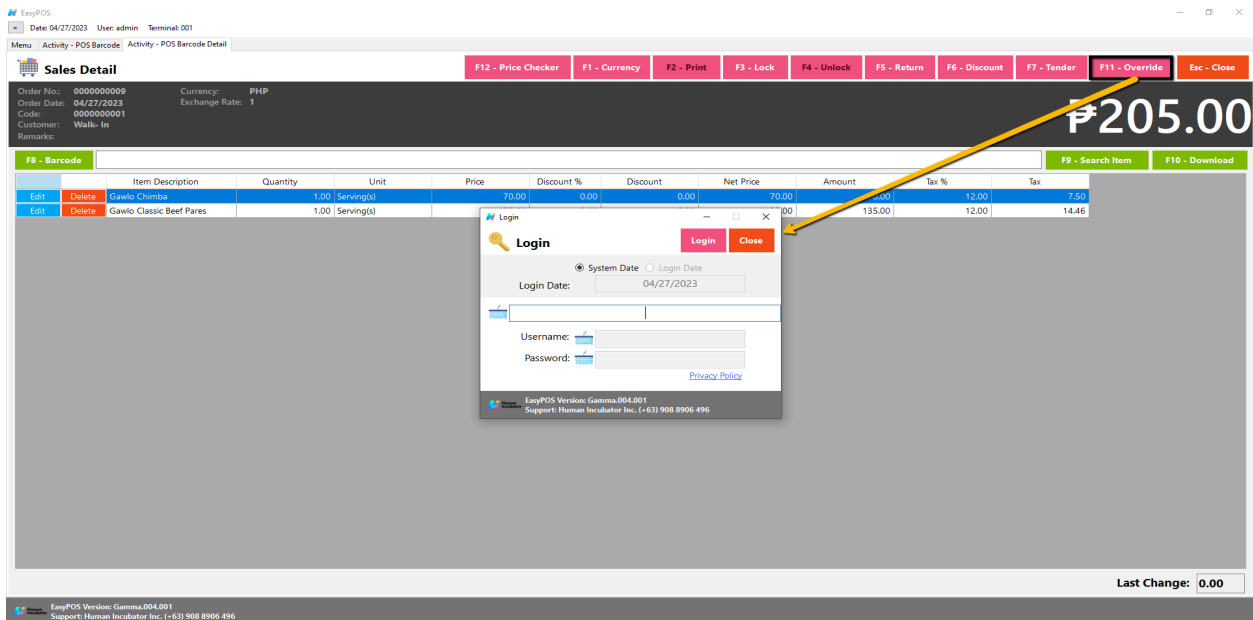
Discounted Pax: 1

Last Change: 0.00

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

- **Override**

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

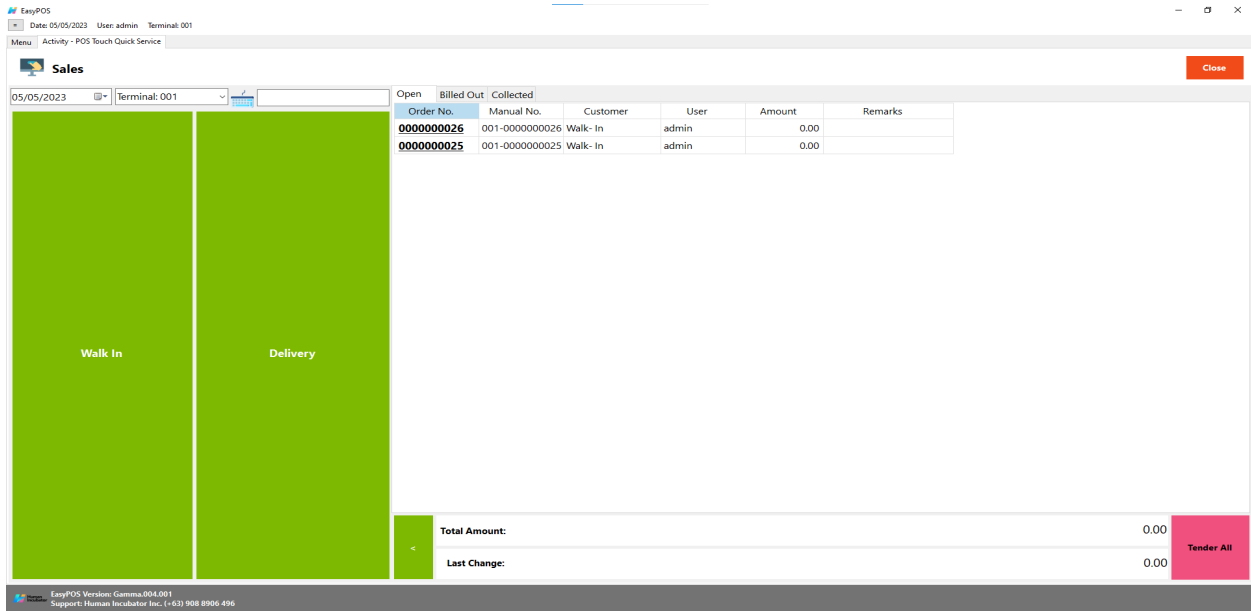


Activity - POS Quick Service

Overview

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

User Interface

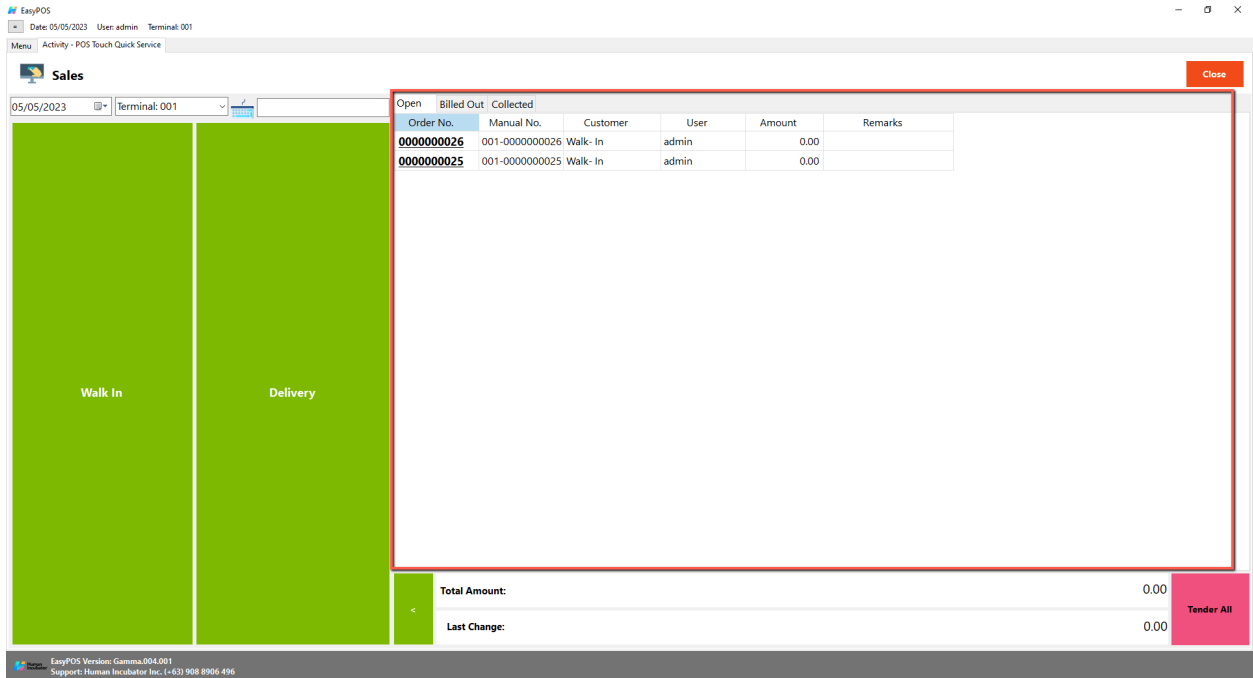


POS Quick Service Definition of Buttons

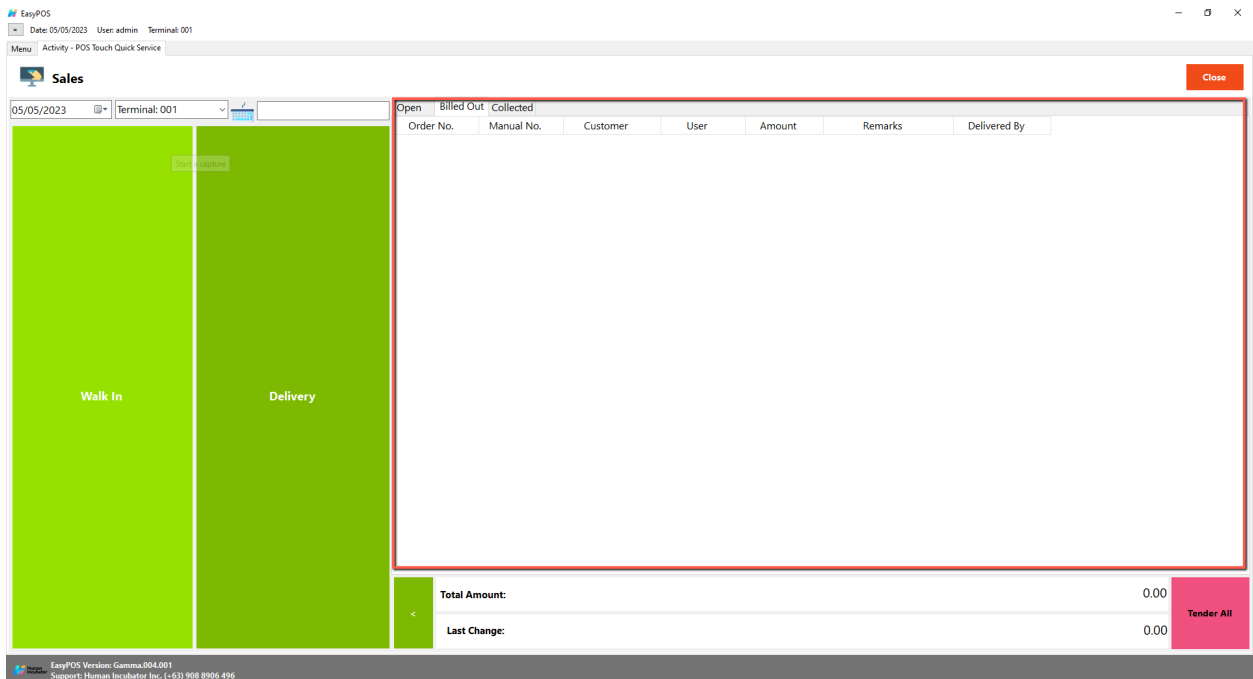
- Two **Green** large buttons → represents if the transaction is for Walk-In customers or for delivery.

POS Quick Service Sales List

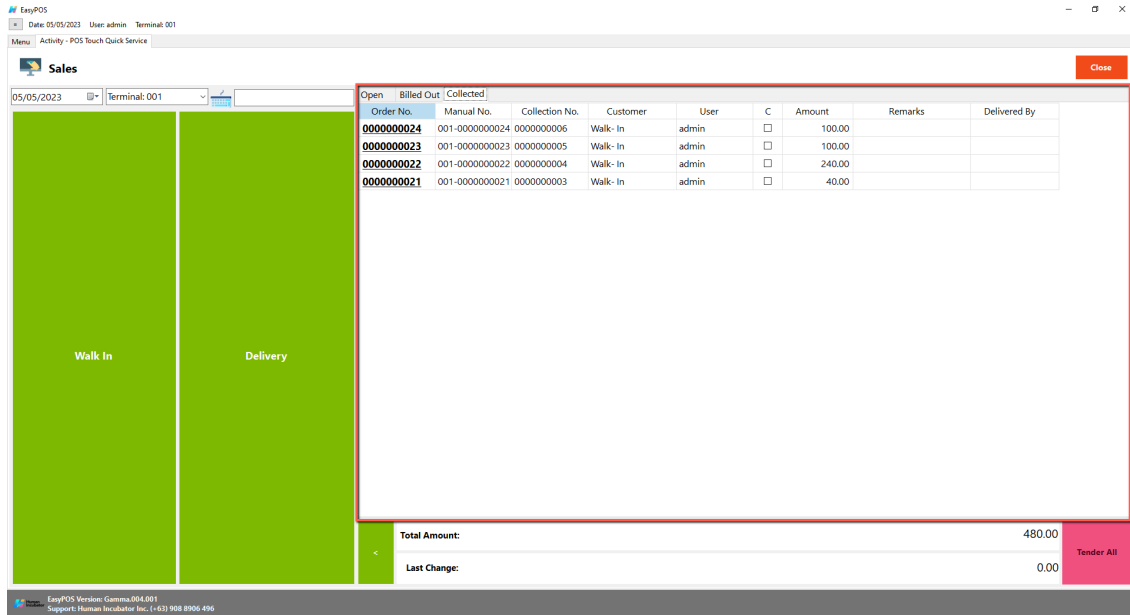
- Sales list for POS Quick Service consists of three(3) tabs:
 - Open → display list of Quick Service sales that are still open which means, not yet billed or collected. Also, system users can still delete the created sales detail here.



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

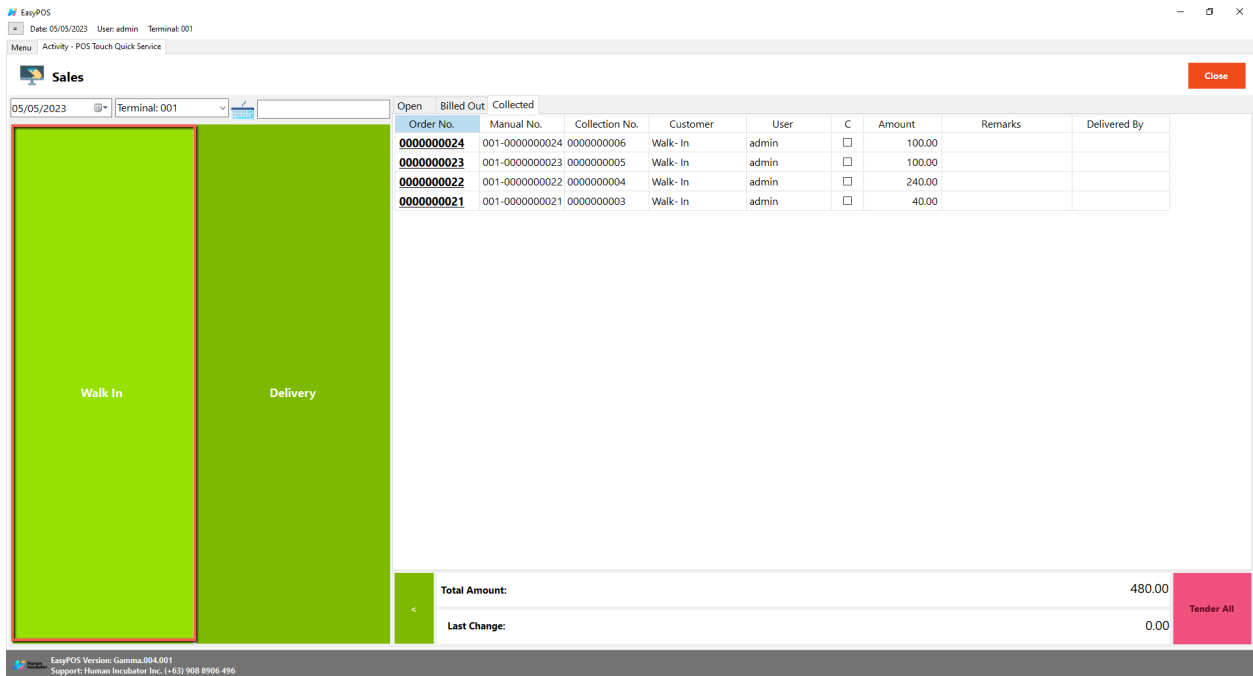


- Collected → display list of sales that are already tendered.



POS Touch Sales Detail

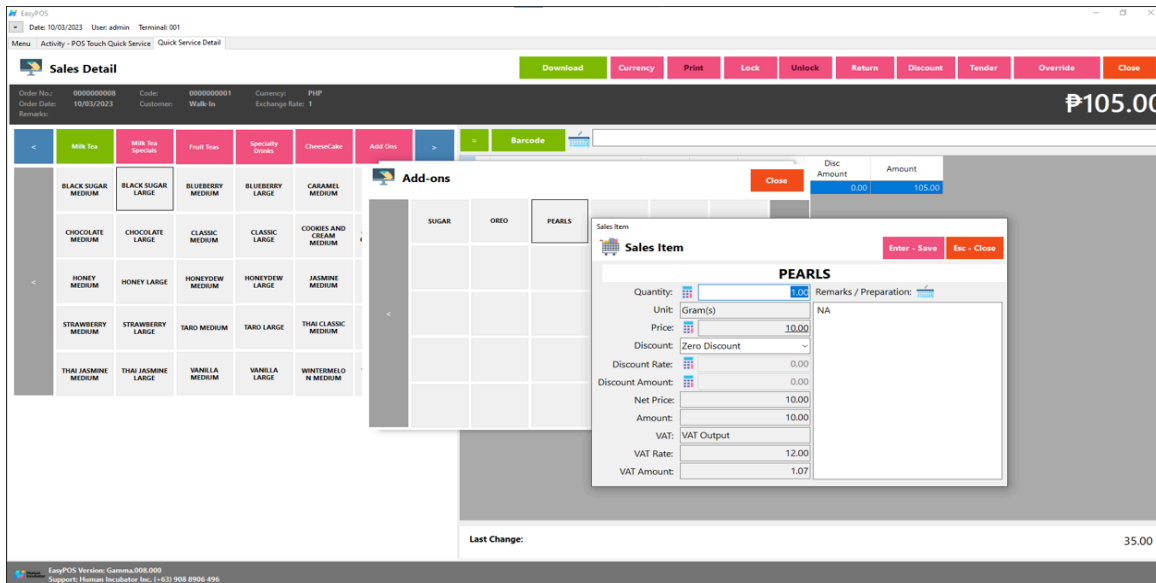
- There are 2 ways on how to navigate the sales detail:
 - Walk-In button
 - Click the green button with the Walk In label.



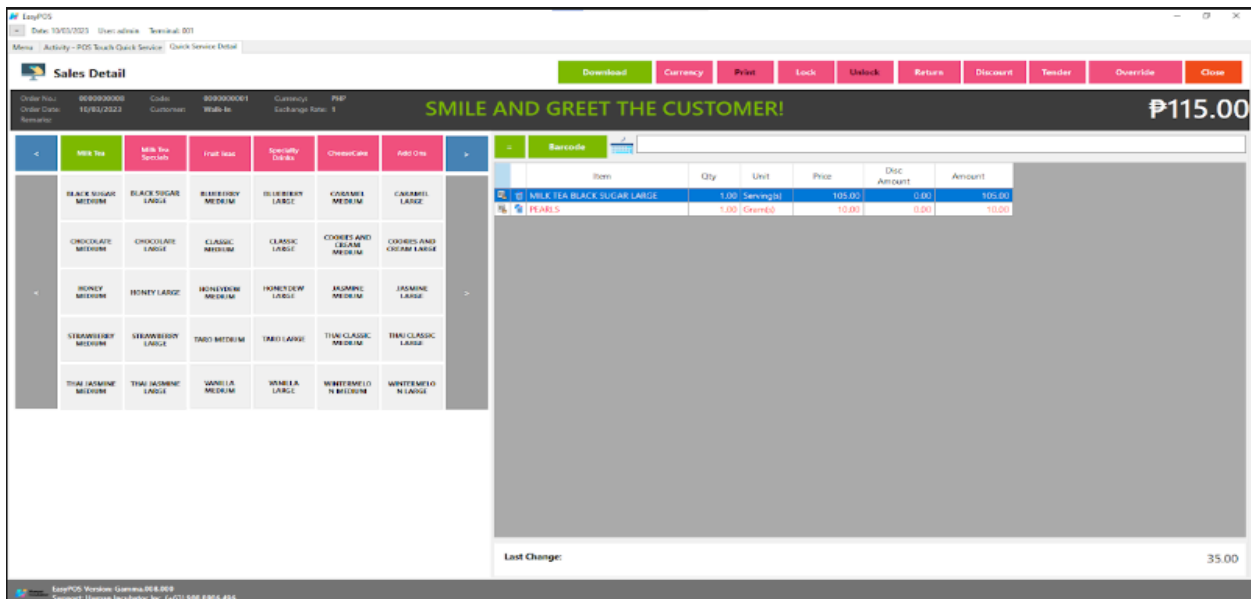
- You will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus

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



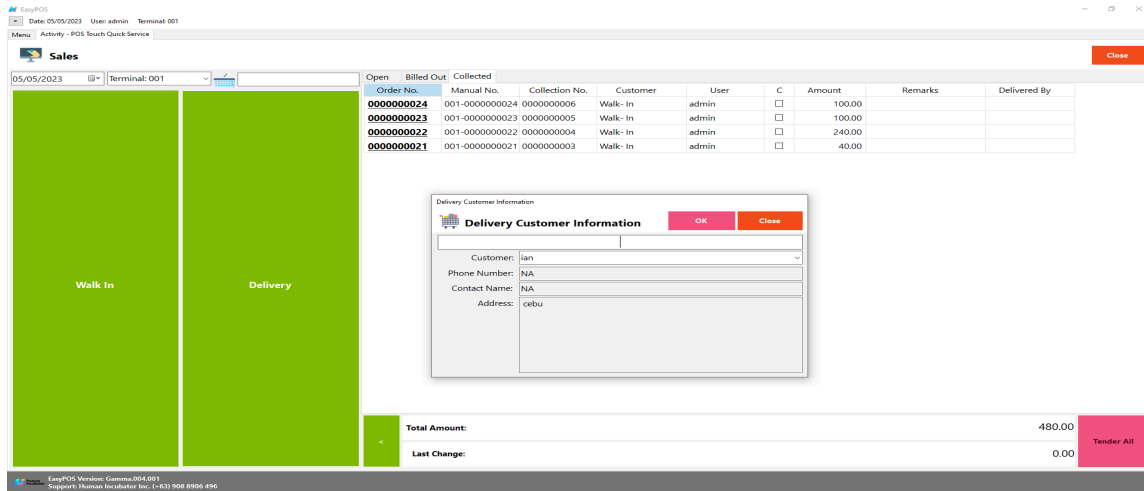
- To save, hit the Enter button from your keyboard or click the Save button.



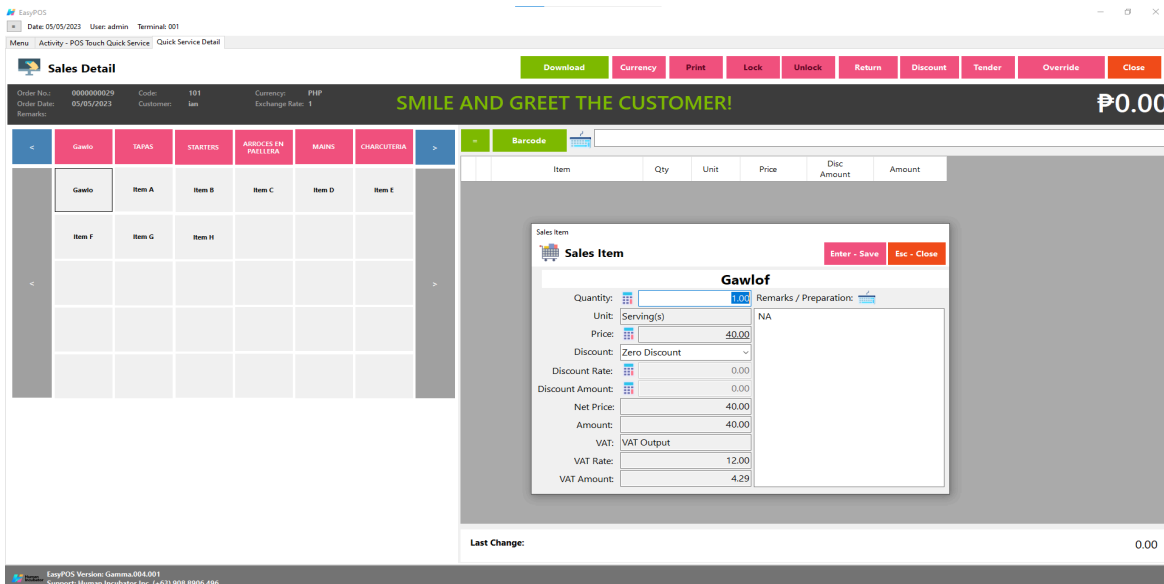
b. Delivery button

- Click the green button with the Delivery label.

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



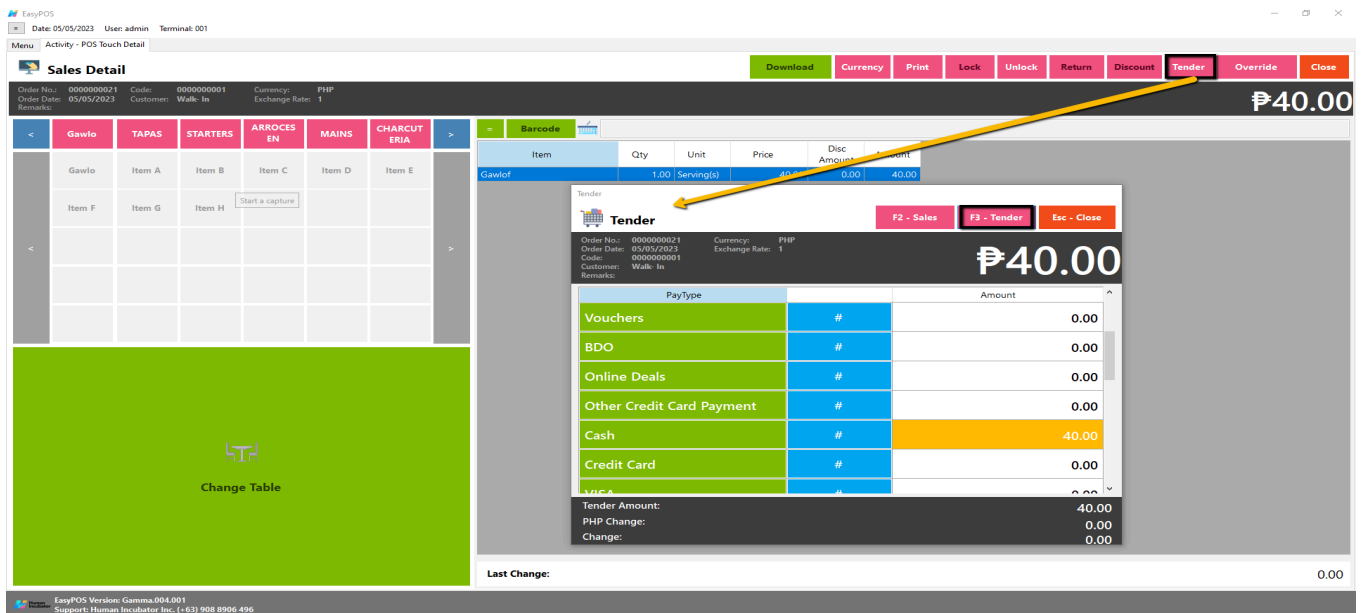
- The same process with the Dine In table, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount. To save, hit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



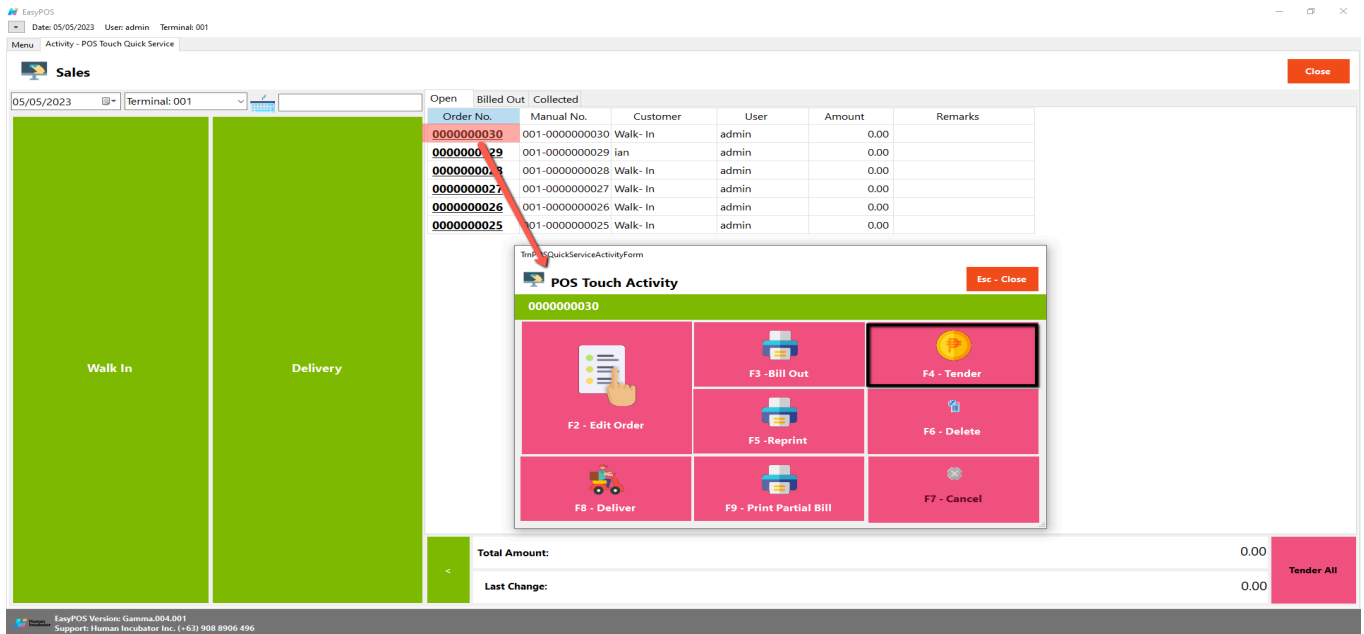
POS Quick Service - Tender

- There are 3 ways on how to tender sales:

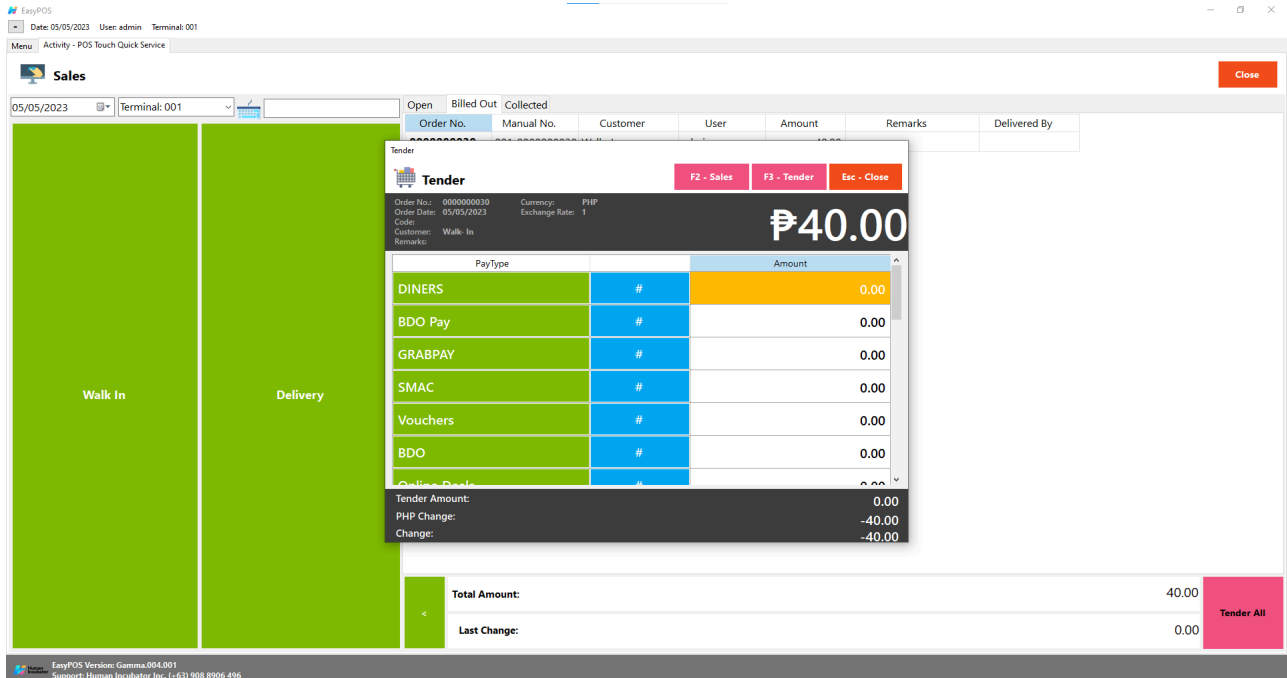
- Via Sales Detail page
 - Assuming that you are in the Sales Detail page, click the Tender button that can be seen on the Sales Detail form to tender transaction.
 - When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment 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.



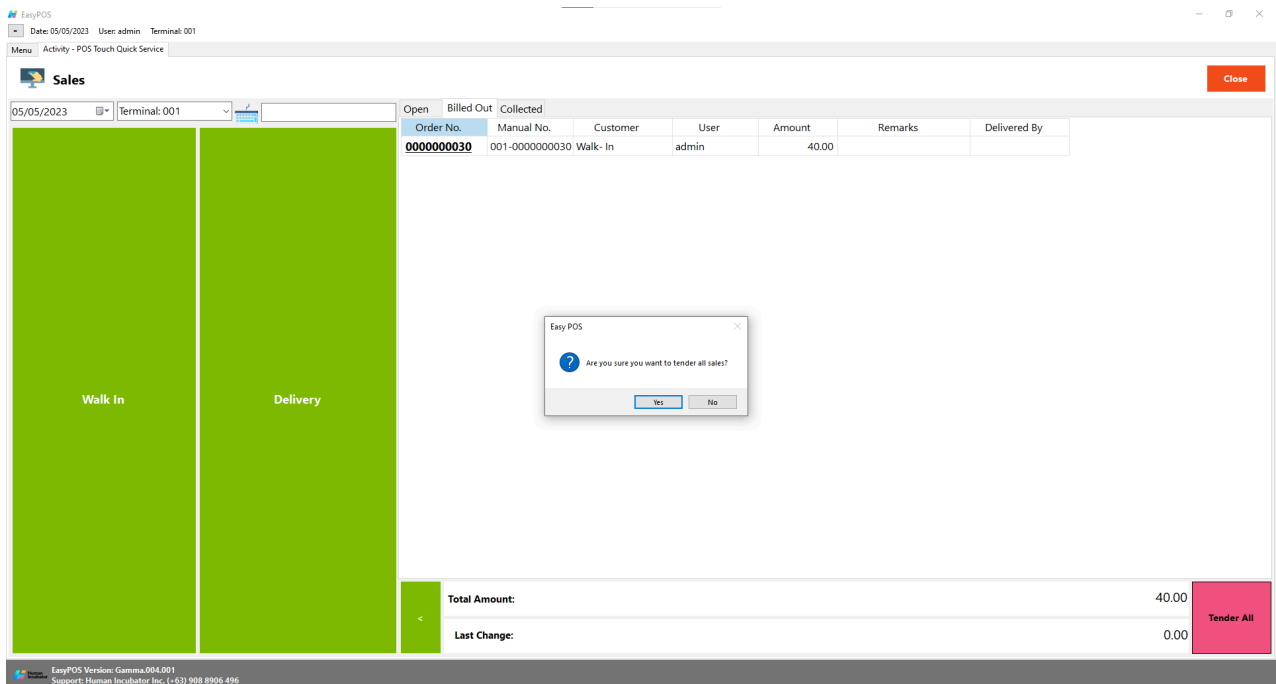
- Via Open and Billed Out tab
 - From the Open or Billed Out tab, select a sales order number that you want to tender.
 - A POS Touch window will display, then select Tender or simply press F4.



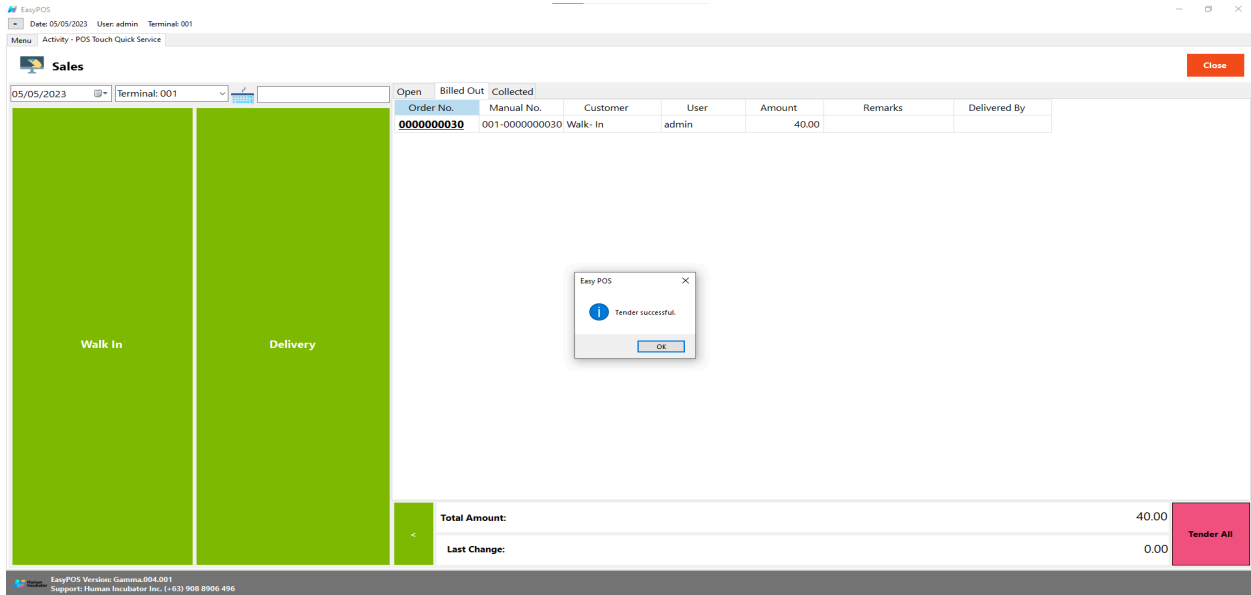
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales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



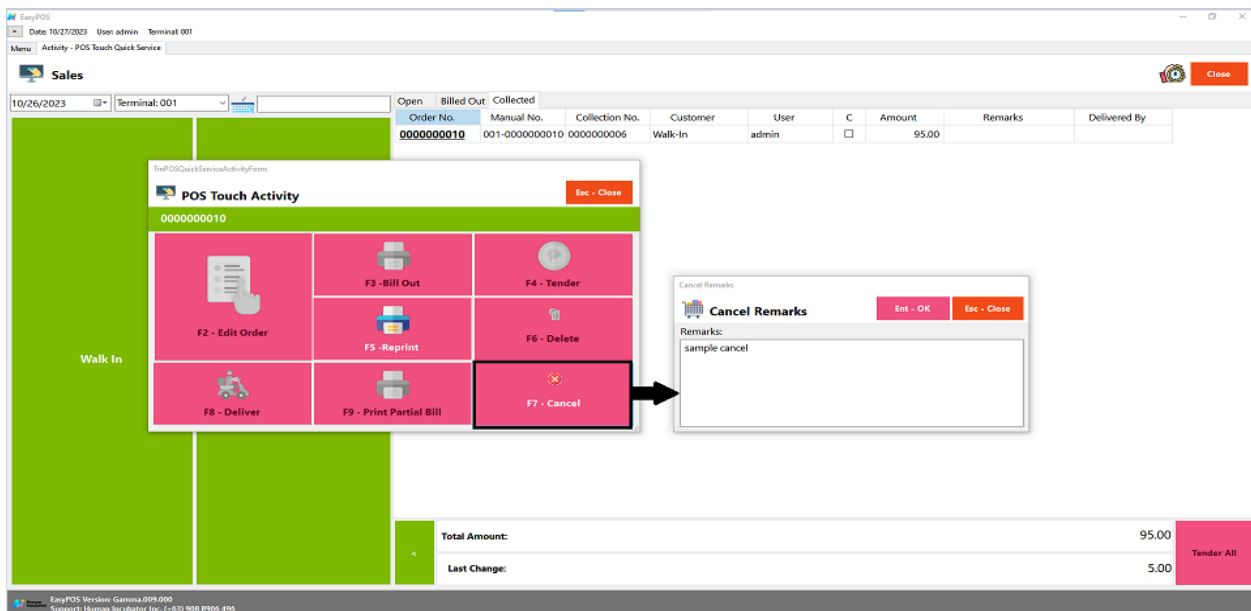
- Via Tender All button
 - From the Open or Billed Out tab, look for the Tender All red button.
 - A confirmation message will popup, then click Yes.



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



- 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
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
Cash	100.00
Change	5.00
VAT ANALYSIS	
VAT Sales	84.82
VAT Amount	10.18
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00
Cashier	Administrator
Sales	Administrator
Customer Name: _____	
Address: _____	
TIN: _____	
Business Style: _____	
Remarks:	
sample cancel	
Other Information:	
Cash	
POS VENDOR: Human Incubator Inc. 10/F Unit 1001-B Keppel Ctr. Samar Loop St., Cebu Business Park, Cebu City VAT REG TIN: 777-996-622-000	
Accreditation No.: 000000000000 Date Issued: mm-dd-yyyy Valid Until: mm-dd-yyyy	
PTU No.: 000000000000 Date Issued: mm-dd-yyyy Valid Until: mm-dd-yyyy	
THIS INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE	

Exchange Rate

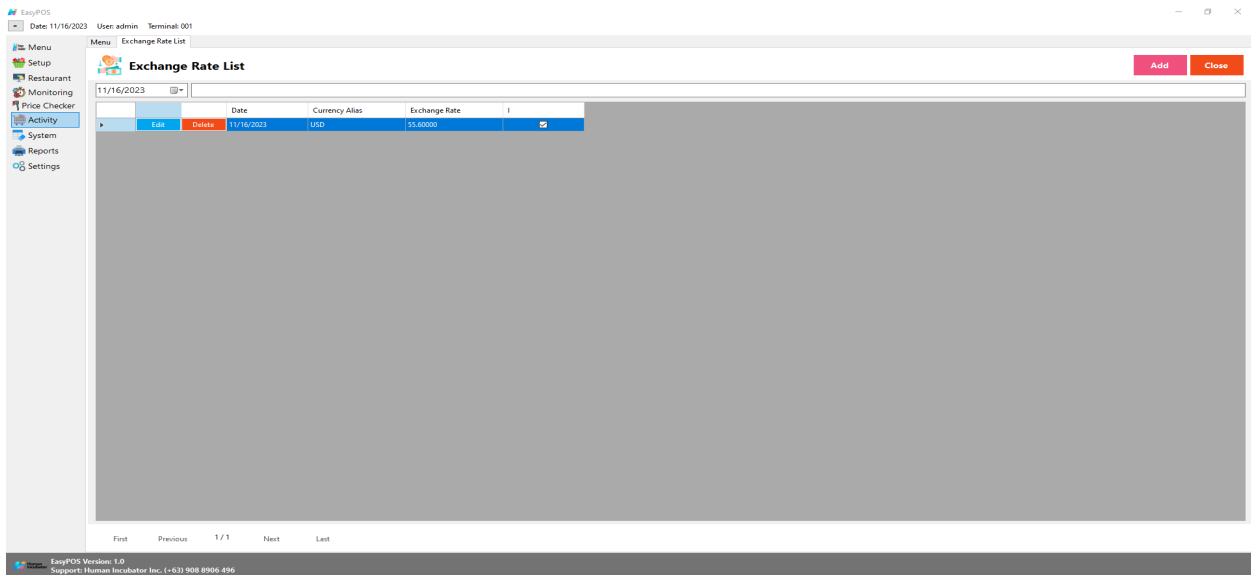
Overview

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

Exchange Rate List

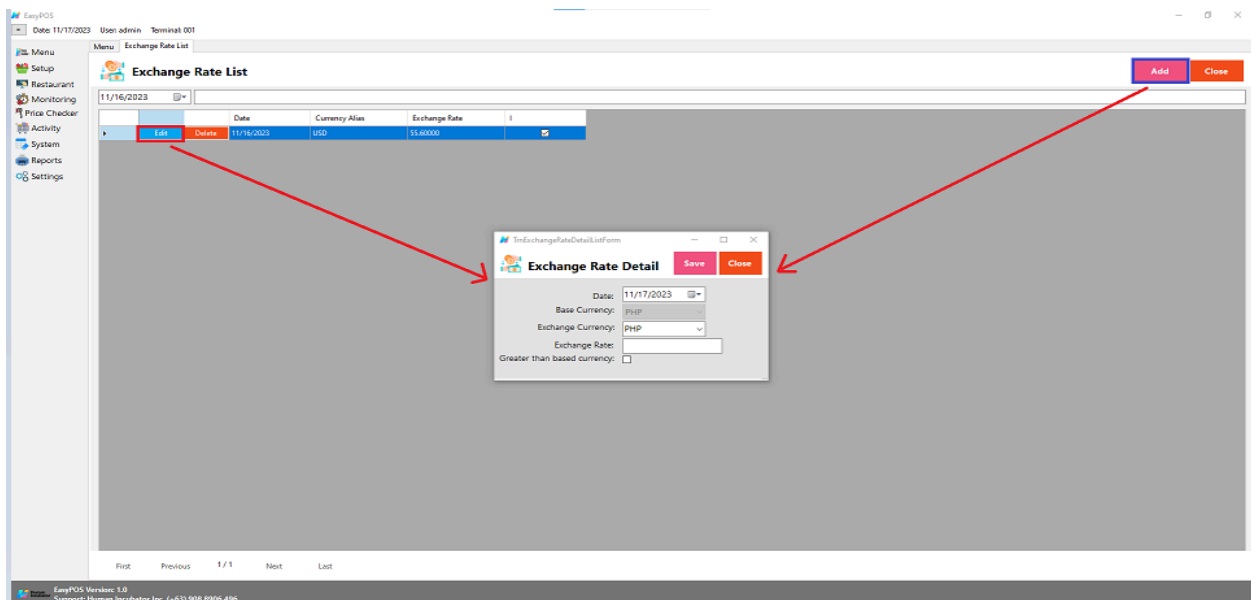
- Shows the list of added exchange rates
- **Delete** button will proceed to deleting unlocked exchange rate record detail.
- **Add** button will proceed to adding new exchange rates.
- **Edit** button will proceed to updating exchange rate detail.

- **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.



Official Receipt

Overview

- Reference for official receipt

Dine-in : Billout number

Human Incubator Inc. Cebu City TIN: 000-000-000-000 SN: 000000000000 MIN: 000000000000 PTU: Date Issued: 11/18/2022	SN: 000000000000 MIN: 000000000000 PTU: Date Issued: 11/18/2022	OFFICIAL RECEIPT OR #: 0000000001 11-29-2023 16:01:04	Dine-in
BILL OUT Bill #: 001-0000000001			
Table No.:01			
ITEM	AMOUNT	ITEM	AMOUNT
MILK TEA CARAMEL MEDIUM 1.00 Serving(s) @ 95.00	95.00	MILK TEA CARAMEL MEDIUM 1.00 Serving(s) @ 95.00	95.00
MILK TEA HONEYDEW LARGE 1.00 Serving(s) @ 105.00	105.00	MILK TEA HONEYDEW LARGE 1.00 Serving(s) @ 105.00	105.00
Sub-total Amount	200.00	Sub-total Amount	200.00
Service Charge	0.00	Service Charge	0.00
LESS: VAT	0.00	LESS: VAT	0.00
LESS: Discount	0.00	LESS: Discount	0.00
Total Amount Due	200.00	Total Amount Due	200.00
Total No. of Item(s)	2.00	Total No. of Item(s)	2.00
POS Vendor: Easy Cloud Systems Inc. Address: Unit 1023 City Soho Bldg. B Rodriguez St., Guadalupe, Cebu City 6000		Cash	200.00
		Change	0.00
		VAT ANALYSIS	
		VAT Sales	178.57
		VAT Amount	21.43
		Non-VAT	0.00
		VAT Exempt	0.00
		VAT Zero Rated	0.00
		Cashier	Administrator
		Sales	Administrator
		Table	01
		Customer Name:	
		Address:	
		TIN:	
		Business Style:	
		Remarks:	
		Bill-Out#: 001-0000000001	
		Other Information:	
		Cash	
		POS Vendor: Easy Cloud Systems Inc. Address: Unit 1023 City Soho Bldg. B.	

Takeout : Sales number

CASHIER ORDER SLIP OS#: 001-0000000002 2023-11-29 04:01:29 PM	MIN: 000000000000 PTU: Date Issued: 11/18/2022	OFFICIAL RECEIPT OR #: 0000000002 11-29-2023 16:01:50	Walk-in
Order Type:Walk-in			
ITEM	QUANTITY	ITEM	AMOUNT
CHEESECAKE OREO CHE	1.00	CHEESECAKE OREO CHEESECAKE MEDIUM 1.00 Serving(s) @ 130.00	130.00
CHEESECAKE TARO CHE	1.00	CHEESECAKE TARO CHEESECAKE LARGE 1.00 Serving(s) @ 145.00	145.00
Total Quantity	2.00	Sub-total Amount	275.00
Teller	Administrator	Service Charge	0.00
		LESS: VAT	0.00
		LESS: Discount	0.00
		Total Amount Due	275.00
		Total No. of Item(s)	2.00
		Cash	500.00
		Change	225.00
		VAT ANALYSIS	
		VAT Sales	245.54
		VAT Amount	29.46
		Non-VAT	0.00
		VAT Exempt	0.00
		VAT Zero Rated	0.00
		Cashier	Administrator
		Sales	Administrator
		Table	Walk-in
		Customer Name:	

Cancelled Transaction

- For Barcode Setup
- Select a tendered transaction
- Click cancel button
- Input remarks for canceled
- It will automatically print canceled document

Human Incubator Inc.
 Cebu City
 TIN: 000-000-000-000
 SN: 000000000000
 MIN: 000000000000
 PTU:
 Date Issued: 11/18/2022
OFFICIAL RECEIPT
 OR #:0000000004
 11-20-2023
 17:08:04
CANCELLED

ITEM	AMOUNT
Cheese Burger Deluxe 1.00 Serving(s) @ 135.00	135.00
Sub-total Amount	135.00
Service Charge	0.00
LESS: VAT	0.00
LESS: Discount	0.00
Total Amount Due	135.00
Total No. of Item(s)	1.00
Cash	135.00
Change	0.00

VAT ANALYSIS	
VAT Sales	120.54
VAT Amount	14.46
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00

Cashier Administrator
 Sales Administrator

Customer Name: _____
 Address: _____
 TIN: _____
 Business Style: _____

Remarks:
 ca

Other Information:
 Cash

POS VENDOR: Human Incubator Inc.
 10/F Unit 1001-B Keppel Ctr., Samar Loop St.,
 Cebu Business Park, Cebu City
 VAT REG TIN: 777-996-622-000

Accreditation No.: 000000000000
 Date Issued: mm-dd-yyyy
 Valid Until: mm-dd-yyyy

PTU No.: 000000000000
 Date Issued: mm-dd-yyyy
 Valid Until: mm-dd-yyyy

THIS INVOICE SHALL BE VALID FOR FIVE
 (5) YEARS FROM THE DATE OF THE
 PERMIT TO USE

Order slip / Kitchen print-out

Overview

- Order Slip for cashier's copy - same output of kitchen printout (touch and quick service setup)

CASHIER ORDER SLIP

OS#: 001-0000000001
 2023-11-22 04:59:56 PM

Table No.:CT01

ITEM	QUANTITY
Regular Burger	1.00
Total Quantity	1.00

73

Teller Administrator

VII: Cash In/Out

Cash In/Out Page

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.

05/08/2023

	Cash In/Out No.	Type	Pay Type	Payee	Amount	Remarks	L
Edit Delete	0000000003	CREDIT	Cash		-225.00	Refund	
Edit Delete	0000000002	CREDIT	Cash		6,000.00	Ending balance	
Edit Delete	0000000001	DEBIT	Cash		5,000.00	Beg balance	

First Previous 1/1 Next Last

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

Cash In/Out Detail

Cash In/Out Detail

Cash In/Out Number: 0000000001
Terminal: 001
Cash In/Out Date: 06/06/2023
Debit - add cash to drawer; Credit - get cash from drawer
Type: DEBIT
You are not limited from just adding/getting cash, you can also add/get checks, etc.
Pay Type: Cash
Account: Cash on Hand
Payee:
Amount: 0.00
Remarks:
Return information for refund purposes
Is Refund:
Order Return No:

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

Amount Denomination:	
<input type="text"/>	x P 1,000
<input type="text"/>	x P 500
<input type="text"/>	x P 200
<input type="text"/>	x P 100
<input type="text"/>	x P 50
<input type="text"/>	x P 20
<input type="text"/>	x P 10
<input type="text"/>	x P 5
<input type="text"/>	x P 1
<input type="text"/>	x C 25
<input type="text"/>	x C 10
<input type="text"/>	x C 5
<input type="text"/>	x C 1

EasyPOS Version: Commerce 2023.001.001
Support: Human Incubator Inc. (+63) 908 8906 496

- **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
- For **Type**; We have Debit and Credit, debit is use for adding cash to the drawer and credit is to get cash from the drawer. Although, it is good that it is already indicated in our system.
- 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 **EasyFS Integration**, stock-in of items should be done in the EasyFS system.*

Stock In List

- Shows the list of added stock in items.
- It can also be 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.

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

Menu Activity - Stock-In List

Stock-In List

08/2023

Stock-In No.	Manual Stock-In No.	Supplier	Remarks	L
0000000001		Return from Supplier		<input checked="" type="checkbox"/>

First Previous 1/1 Next Last

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

Stock In Detail

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

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

Stock-In Detail

0000000004

Stock-In Date: 09/2023

Supplier: Return from Supplier

Manual Stock-In Number:

Remarks:

Prepared by: Administrator

Checked by: Administrator

Approved by: Administrator

Barcode

Item Description	Unit	Quantity	Cost	Amount	Expiry	Lot No.	Price
------------------	------	----------	------	--------	--------	---------	-------

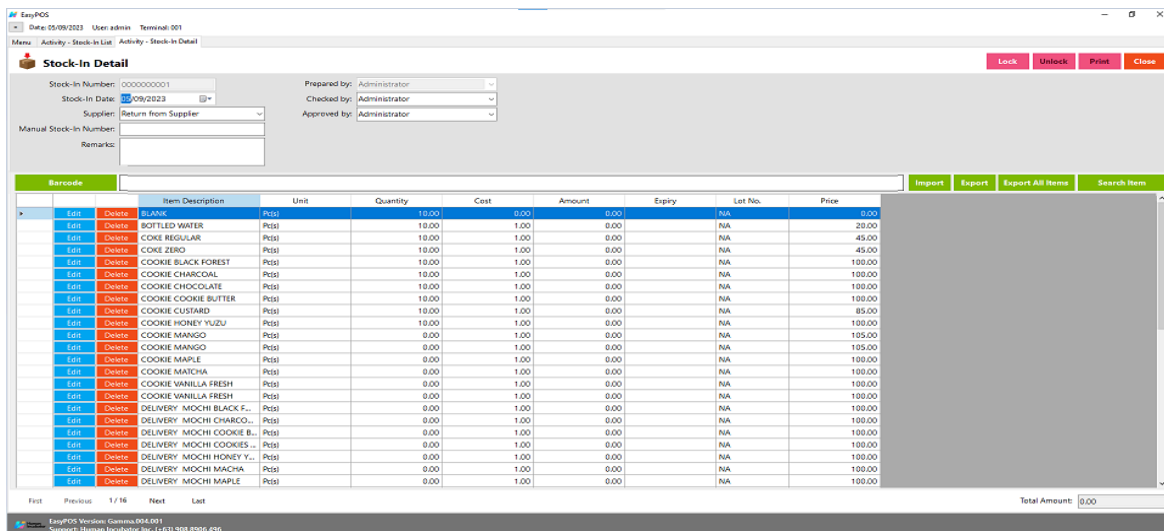
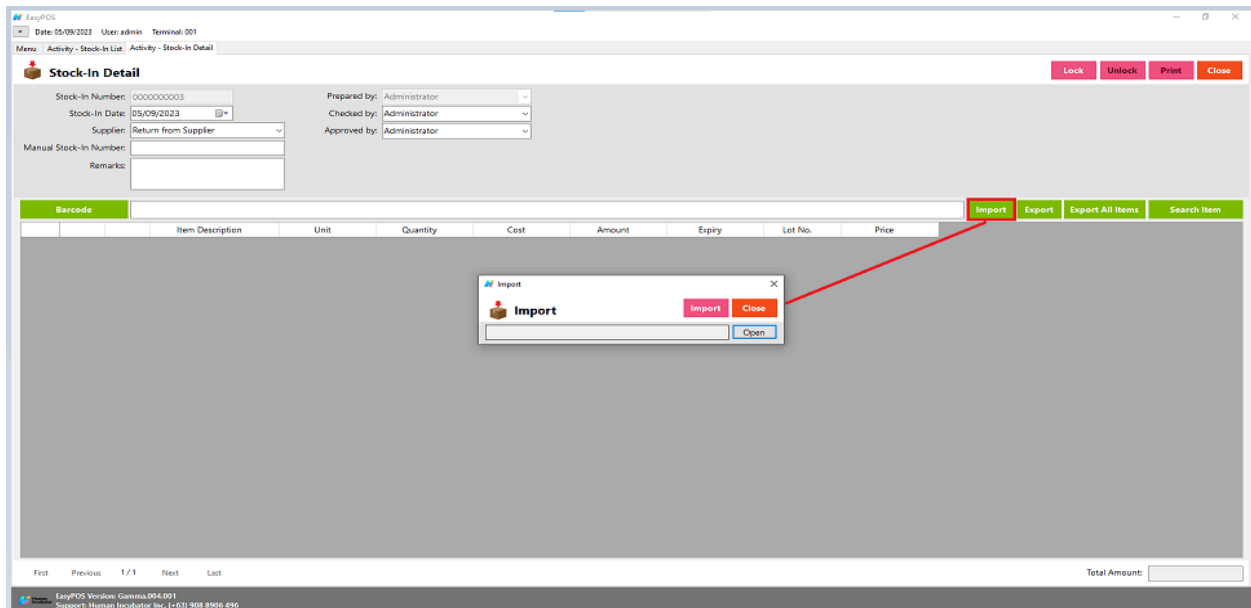
Import Export Export All Items Search Item

First Previous 1/1 Next Last

Total Amount:

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



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

Stock Out

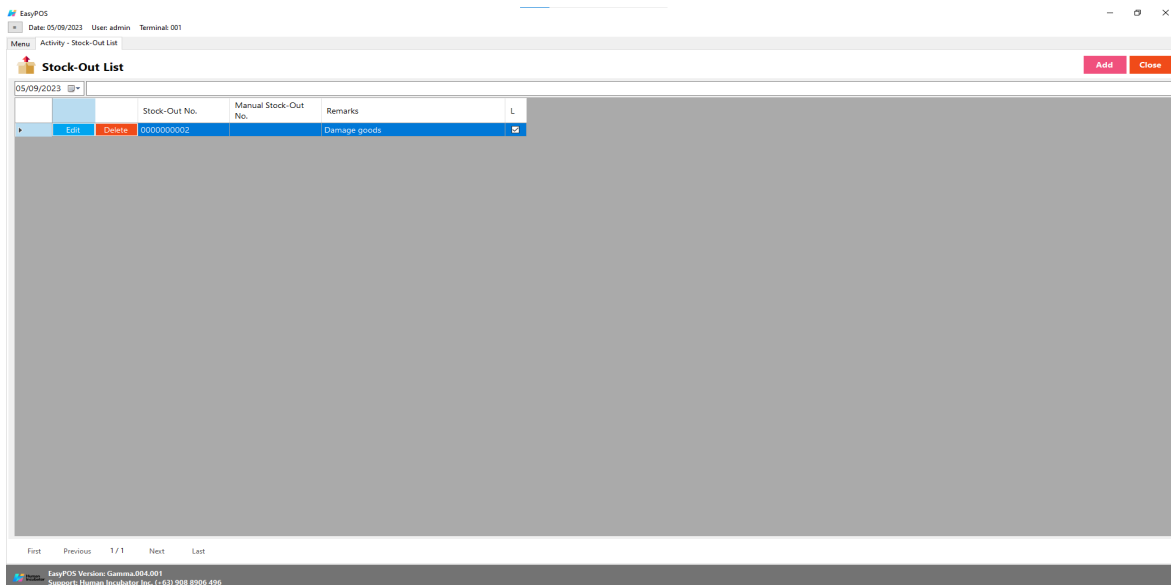
Overview

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

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

Stock Out List

- Shows the list of added stock out items.
- It can also be 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

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

Stock-Out Detail Lock Unlock Print Close

Stock-Out Number: 000000002 Prepared by: Administrator
Stock-Out Date: 09/2023 Checked by: Administrator
Account: Cash on Hand Approved by: Administrator
Manual Stock-Out Number:
Remarks: Damage goods

Barcode	Item Description	Unit	Quantity	Cost	Amount	Price
---------	------------------	------	----------	------	--------	-------

Import Export Search Item

First Previous 1/1 Next Last Total Amount:

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

- **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.

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

Stock-Out Detail Lock Unlock Print Close

Stock-Out Number: 000000002 Prepared by: Administrator
Stock-Out Date: 05/09/2023 Checked by: Administrator
Account: Cash on Hand Approved by: Administrator
Manual Stock-Out Number:
Remarks: Damage goods

Barcode	Item Description	Unit	Quantity	Cost	Amount	Price
---------	------------------	------	----------	------	--------	-------

Import Export Search Item

First Previous 1/1 Next Last Total Amount:

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

Import dialog box: 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

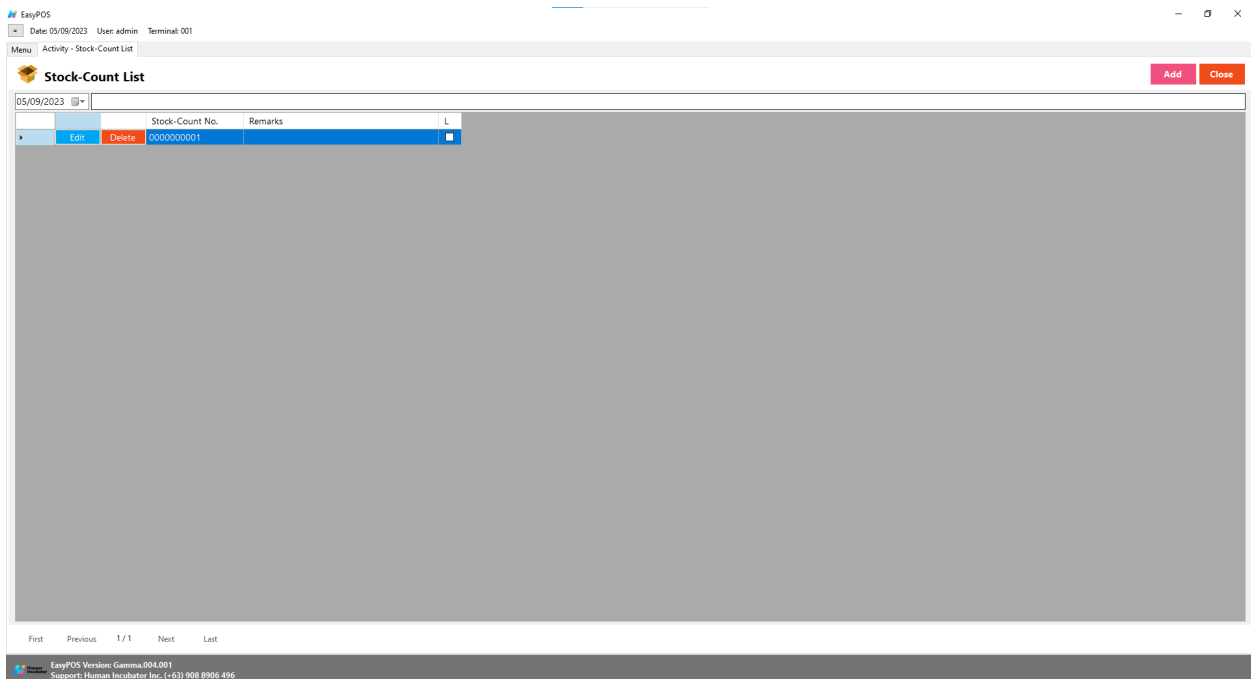
Overview

- 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 **EasyFS Integration**, stock count of items should be done in the EasyFS 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

Stock-Count Number: 000000001
Stock-Count Date: 09/2023
Remarks:

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

Barcode	Item Description	Unit	Quantity	Variance	Cost	Amount
---------	------------------	------	----------	----------	------	--------

First Previous 1 / 1 Next Last

Total Amount:

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

- **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 Prepared by: Administrator
 Stock-Count Date: 05/10/2023 Checked by: Administrator
 Remarks: Approved by: Administrator

Post Lock Unlock Print Close

Barcode	Item Description	Unit	Quantity	Variance	Cost	Amount
	Xtra Side Dish	Pc(s)	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	Pc(s)	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
	Spicy Steak	Pc(s)	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 Sisir	Serving(s)	10.00	0.00	1.00	10.00
	Royal	Pc(s)	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	Pc(s)	10.00	0.00	1.00	10.00
	Coookies	Pc(s)	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	Pc(s)	9.00	0.00	1.00	9.00
	Avocado Shake	Serving(s)	8.00	0.00	1.00	8.00

Import Export Search Item

First Previous 1 / 1 Next Last Total Amount: 182.00

EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. (+63) 908 8906 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 the EasyPOS software interface for generating an Inventory Report. The window title is 'EasyPOS' and the menu bar includes 'Date: 05/09/2023', 'User: admin', and 'Terminal: 001'. The main menu is 'Report - Inventory Report'. The interface is divided into a left sidebar and a main content area. The sidebar lists various 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 content area is titled 'Inventory Report' and contains a 'Filters' section. The filters include 'Start Date' and 'End Date' (both set to 05/09/2023), a 'Filter' checkbox (checked), and dropdown menus for 'Item' and 'Category' (both set to 'ALL'). There are 'View' and 'Close' buttons in the top right corner. The footer displays 'EasyPOS Version: Gamma.004.001' and 'Support: Human Incubator Inc. (+63) 908 8906 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.

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

Inventory Report [View] [Close]

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

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

Filter: Inventory Report
Item:
Category:

Item Code	BarCode	Item Description	Unit	Beg. Qty.	In Qty.	Out Qty.
0000000009	00009	Avocado Shake	Serving(s)	0.00	0.00	-2.00
0000000012	00012	Brownies	Pct(s)	0.00	0.00	-1.00
0000000006	00006	Cheese Burger	Serving(s)	0.00	0.00	-1.00
0000000003	00003	Sizzling Porkchop	Serving(s)	0.00	0.00	-2.00
0000000022	00022	Sunny Side Up Egg on Top	Pct(s)	0.00	0.00	-2.00

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

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

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

Item List Report

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

Inventory Report [View] [Close]

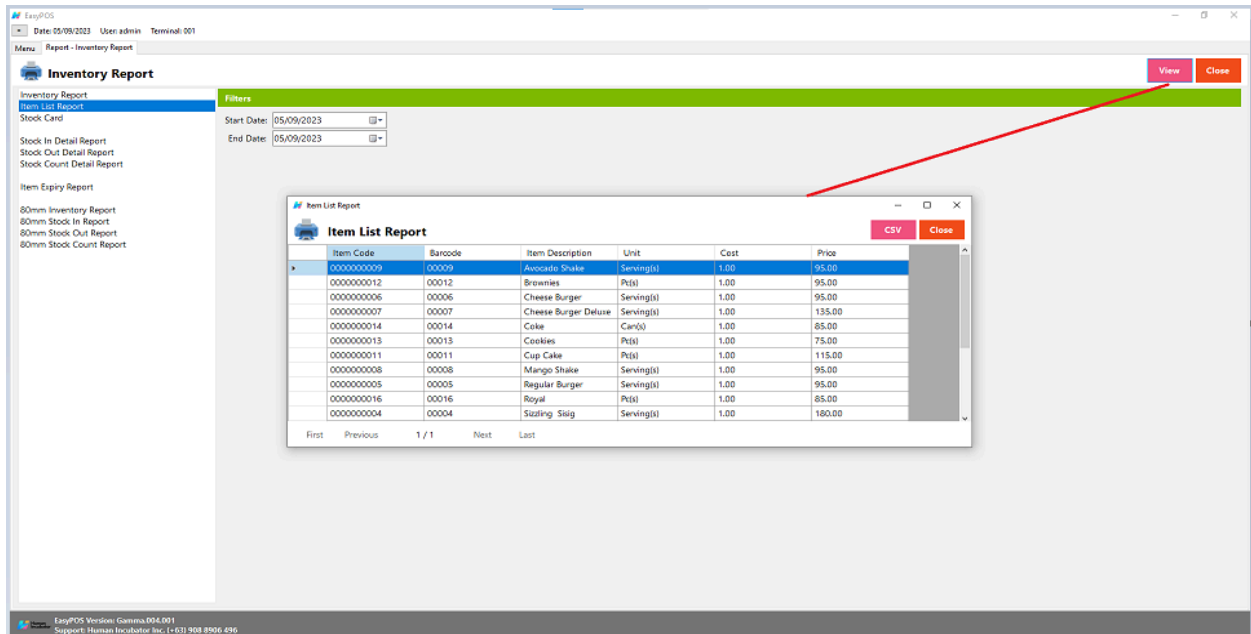
Inventory Report
Item List Report
Stock Card
Stock In Detail Report
Stock Out Detail Report
Stock Count Detail Report
Item Expiry Report
80mm Inventory Report
80mm Stock In Report
80mm Stock Out Report
80mm Stock Count Report

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

Filter: Inventory Report
Item:
Category:

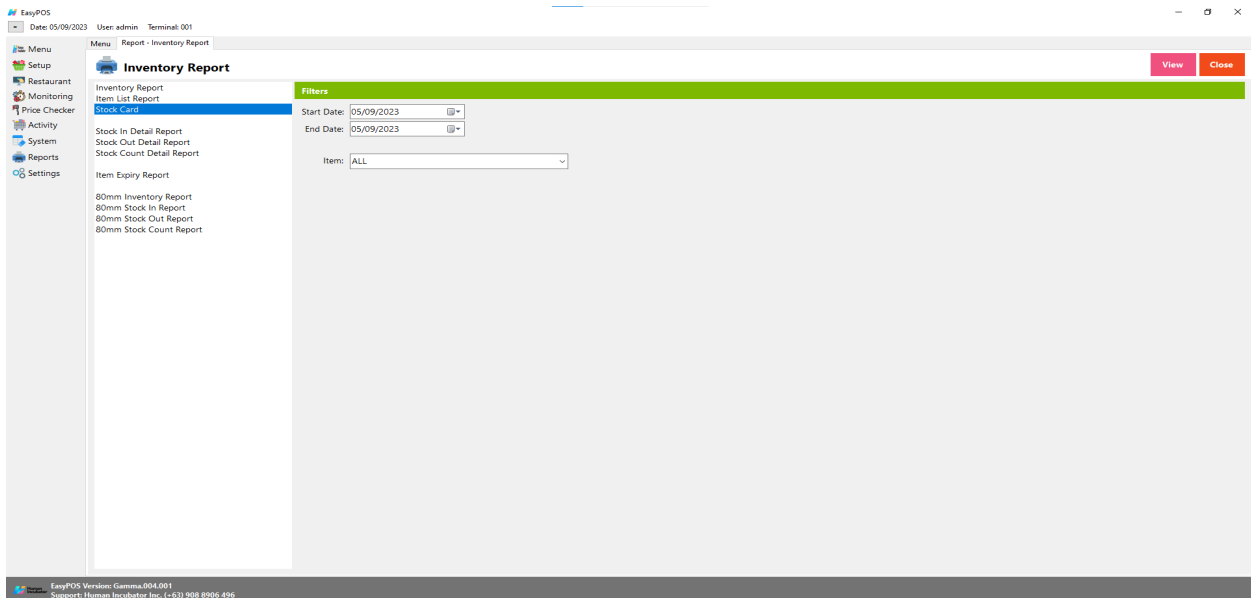
EasyPOS Version: Gamma.004.001
Support: Human Incubator Inc. (+63) 908 8906 496

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

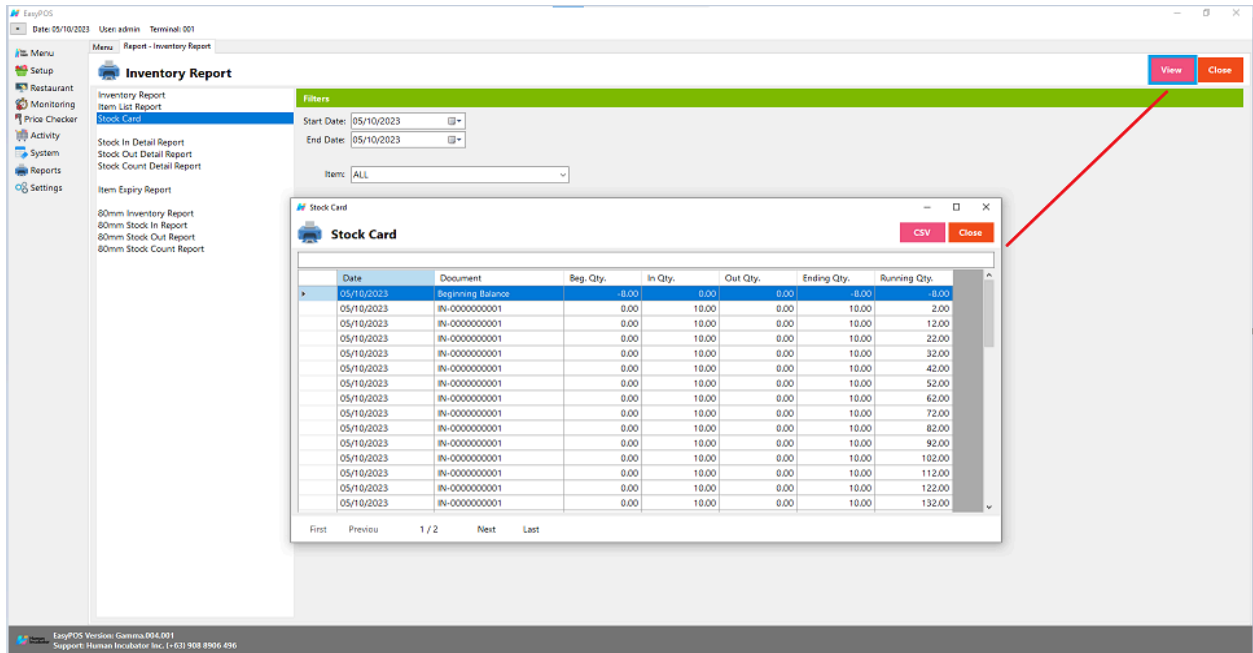


- The report can be generated as CSV file format.

Stock Card

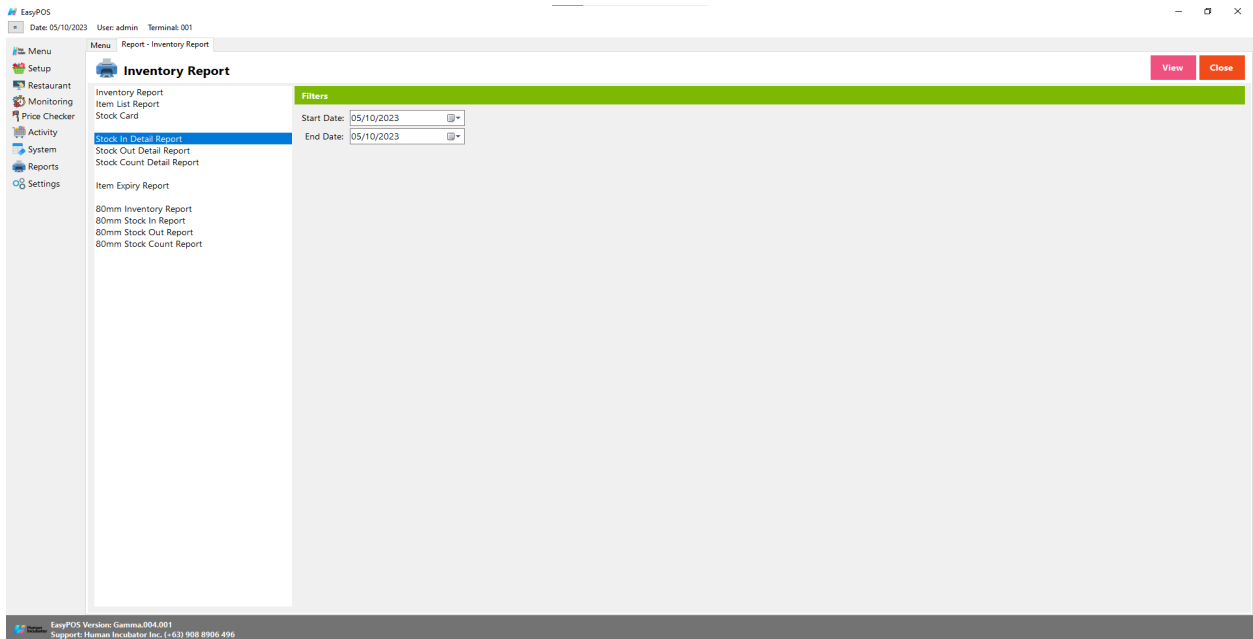


- Select start date and end date
- It can filtered by Item
- Click **View** button to view the report

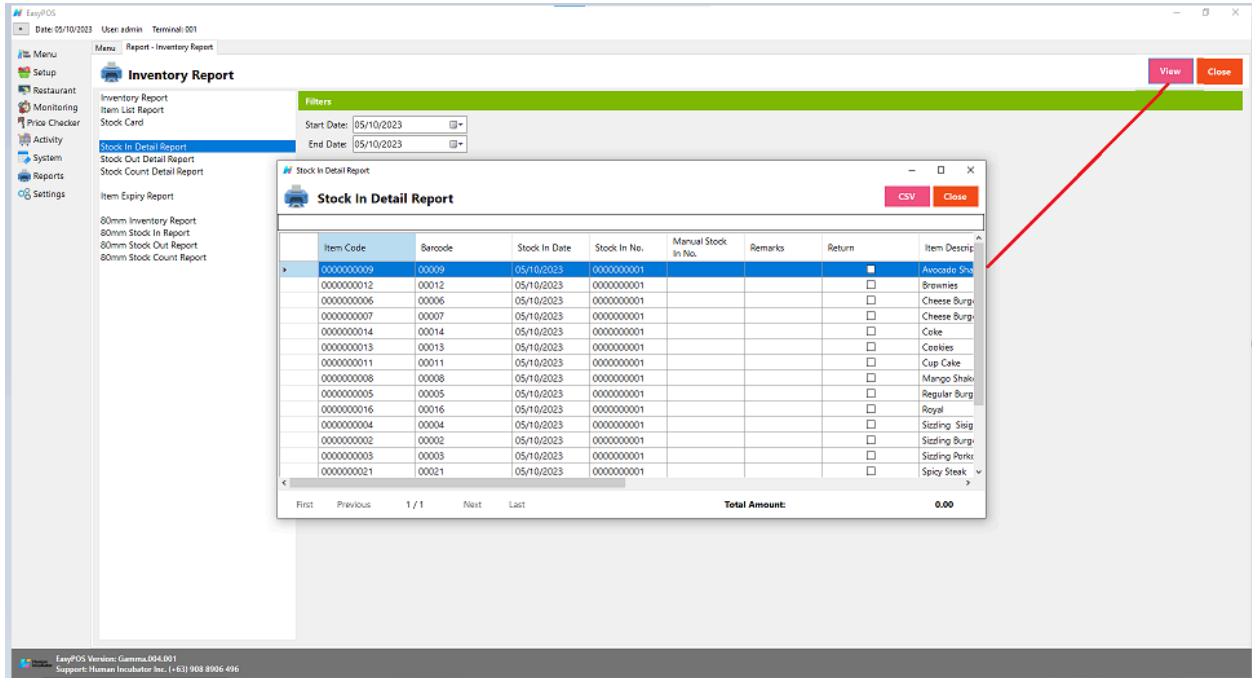


- Click **CSV** button to generate csv file format report

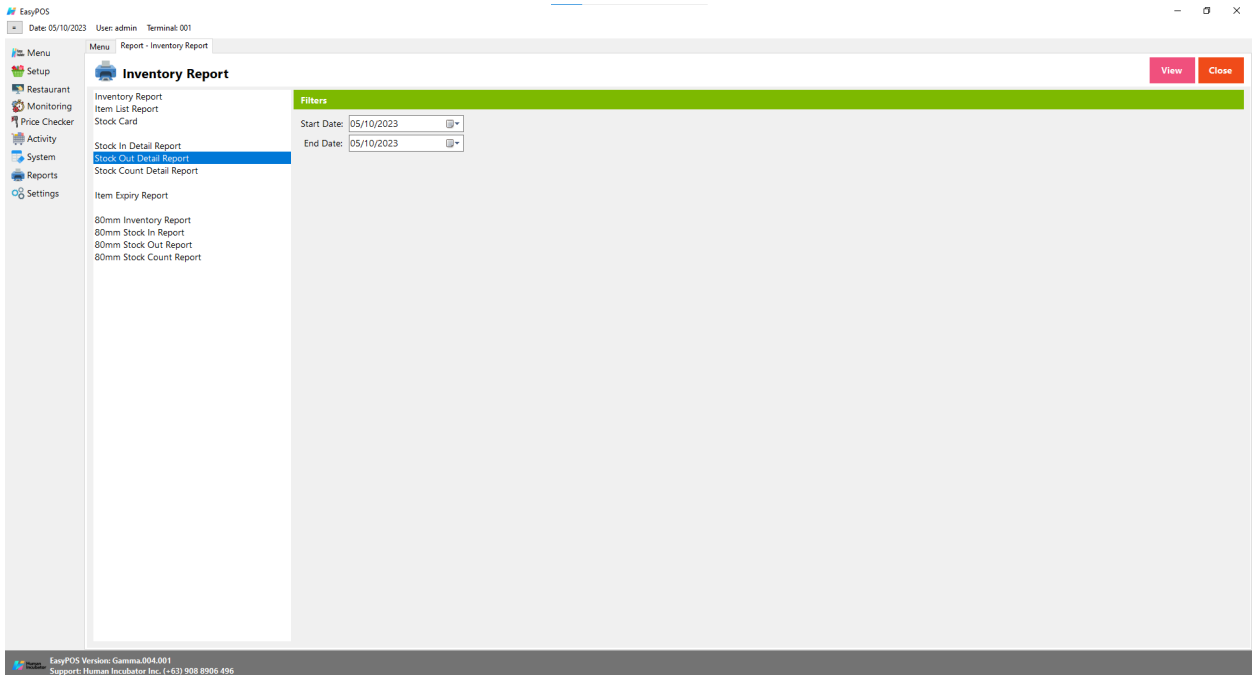
Stock In Detail Report



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



Stock Out Detail Report



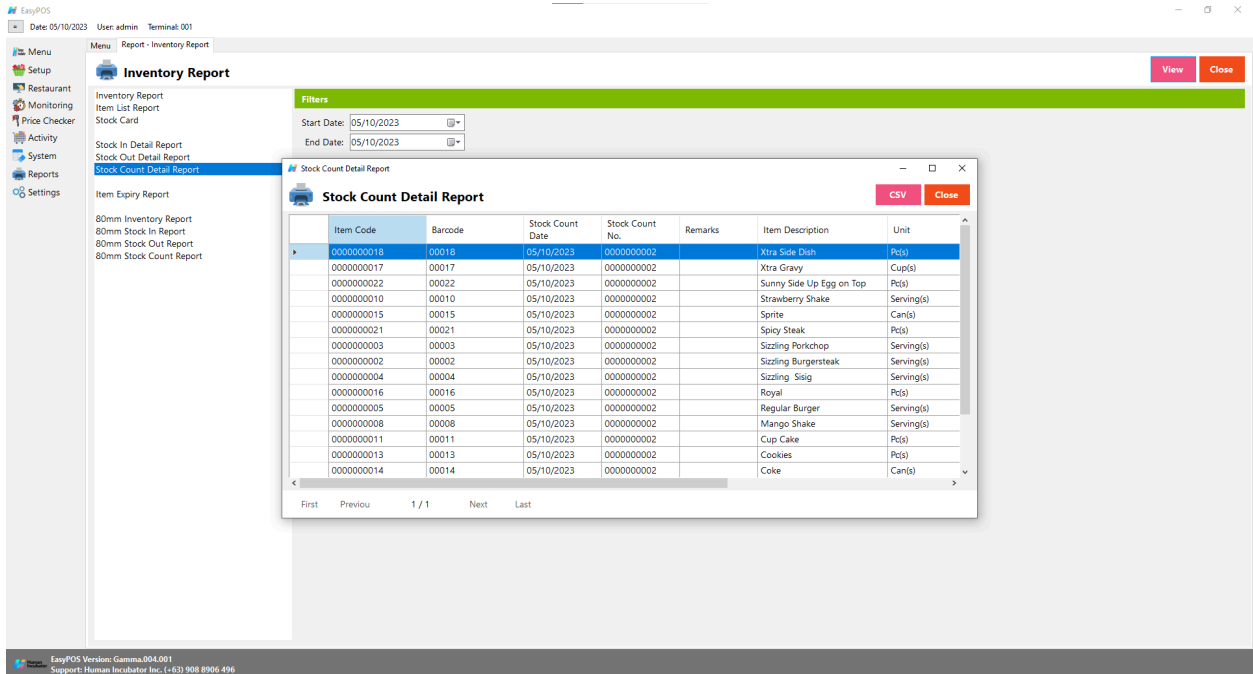
- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.

The screenshot shows the EasyPOS software interface. The main window is titled 'Inventory Report' and has a sidebar with various menu options. A modal window titled 'Stock Out Detail Report' is open, displaying a table of stock out items. The table has the following columns: Item Code, Barcode, Stock Out Date, Stock Out No., Manual Stock Out No., Remarks, and Item Description. The table contains 15 rows of data, with the first row highlighted in blue. The first row is: Item Code: 0000000018, Barcode: 00018, Stock Out Date: 05/10/2023, Stock Out No.: 0000000003, Manual Stock Out No.: (empty), Remarks: (empty), Item Description: Xtra Side Dish. The modal also has 'CSV' and 'Close' buttons and a pagination bar at the bottom showing 'First', 'Previous', '1 / 1', 'Next', and 'Last'.

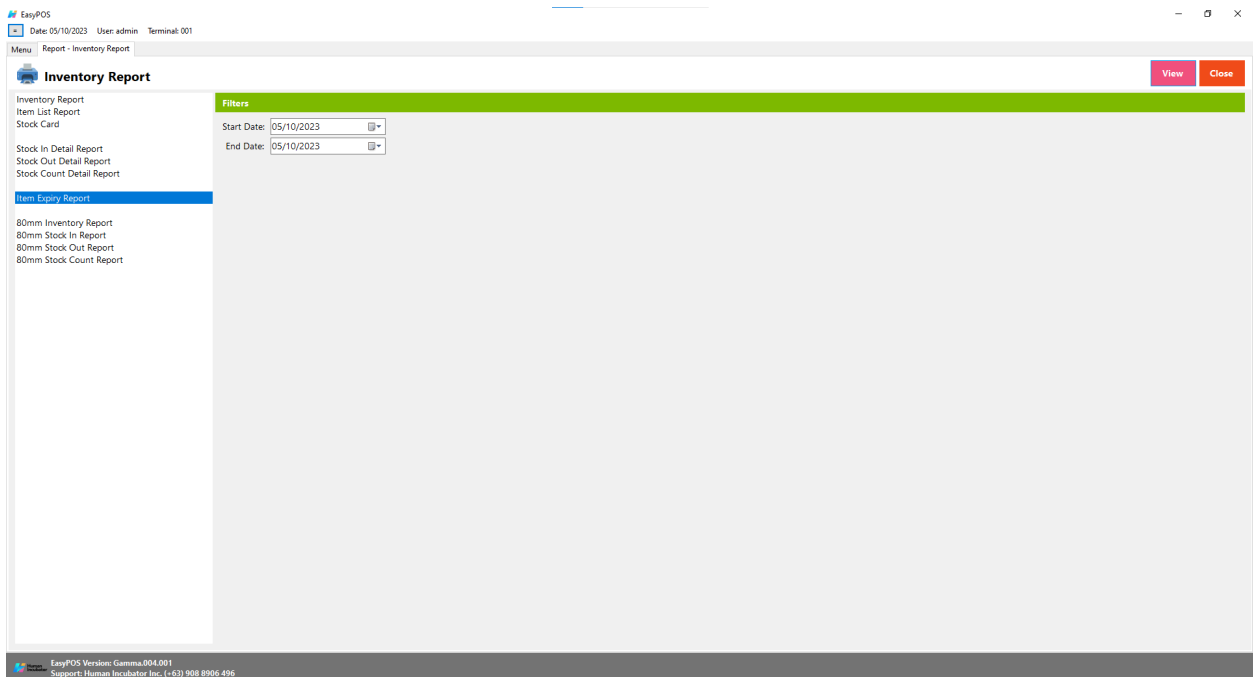
Stock Count Detail Report

The screenshot shows the EasyPOS software interface. The main window is titled 'Inventory Report' and has a sidebar with various menu options. The 'Stock Count Detail Report' option is selected in the sidebar. The 'Filters' section shows 'Start Date' and 'End Date' set to 05/10/2023. The 'View' and 'Close' buttons are visible in the top right corner of the main window.

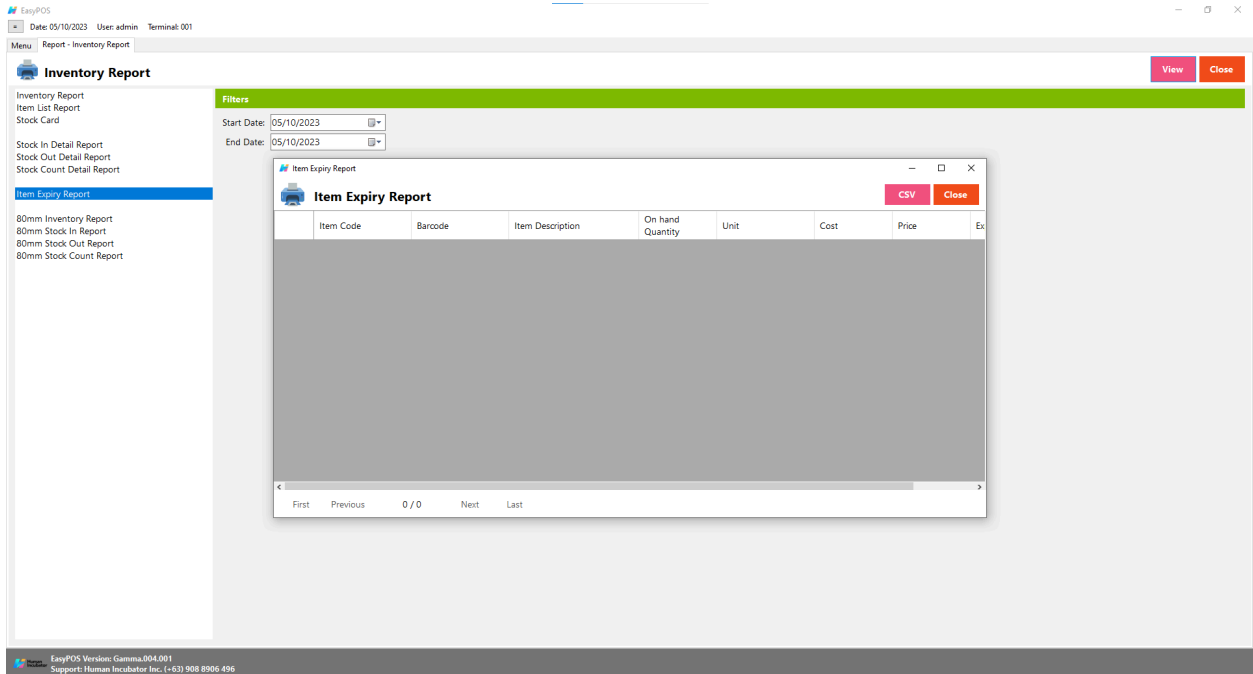
- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



Item Expiry Report



- 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.

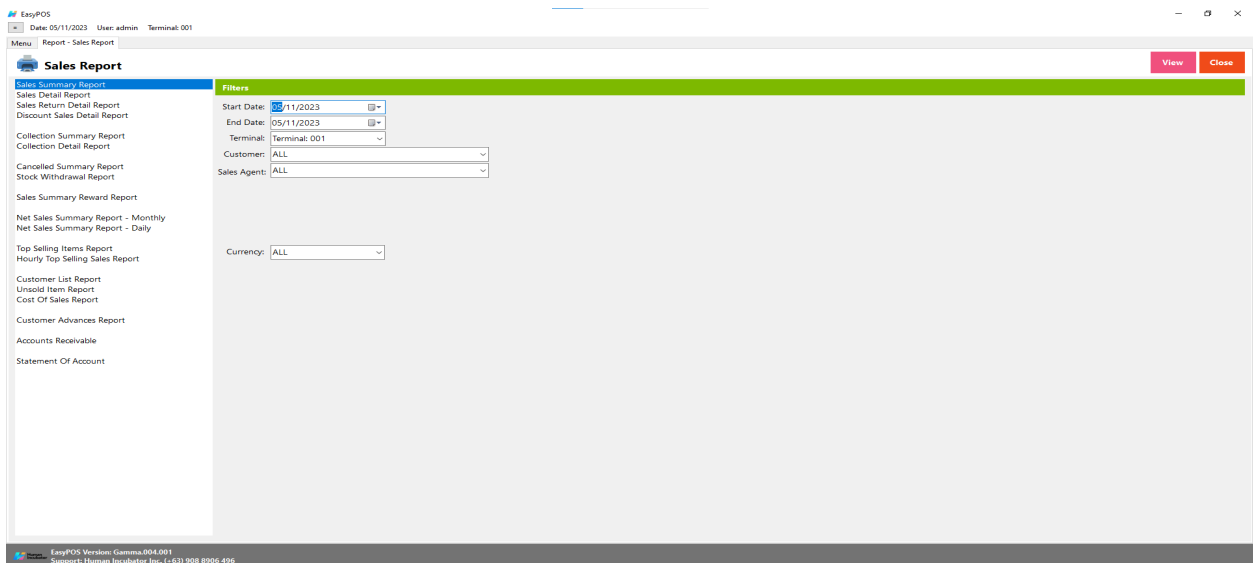


Sales Report

Overview

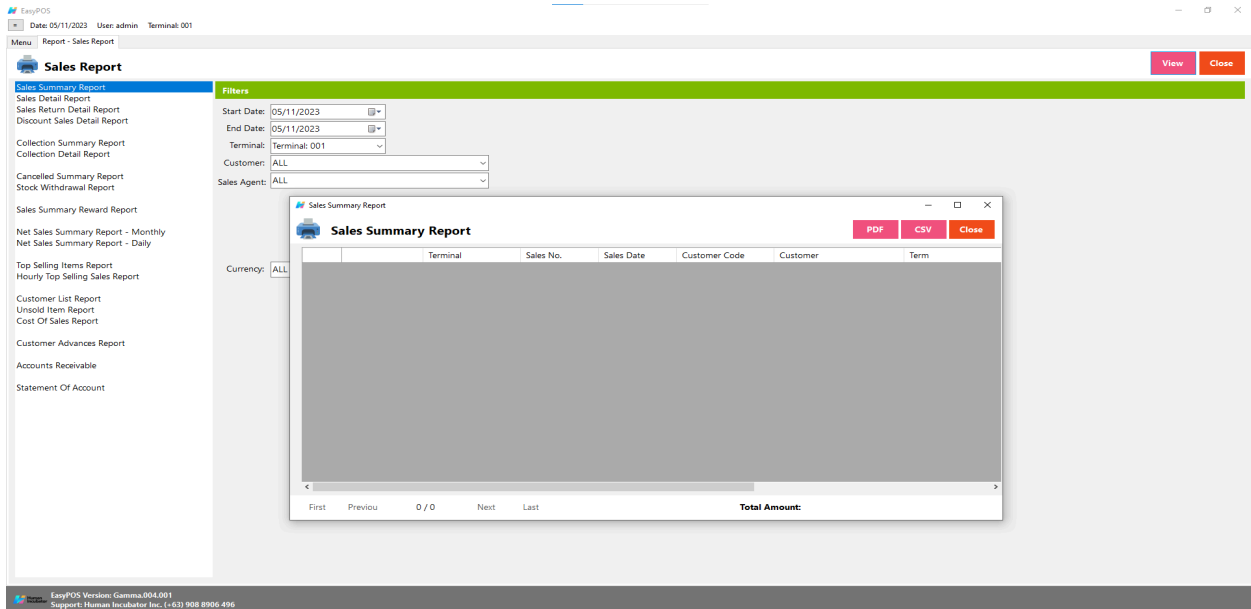
- Sales Report is where users can see the sales reports.

Sales Summary Report

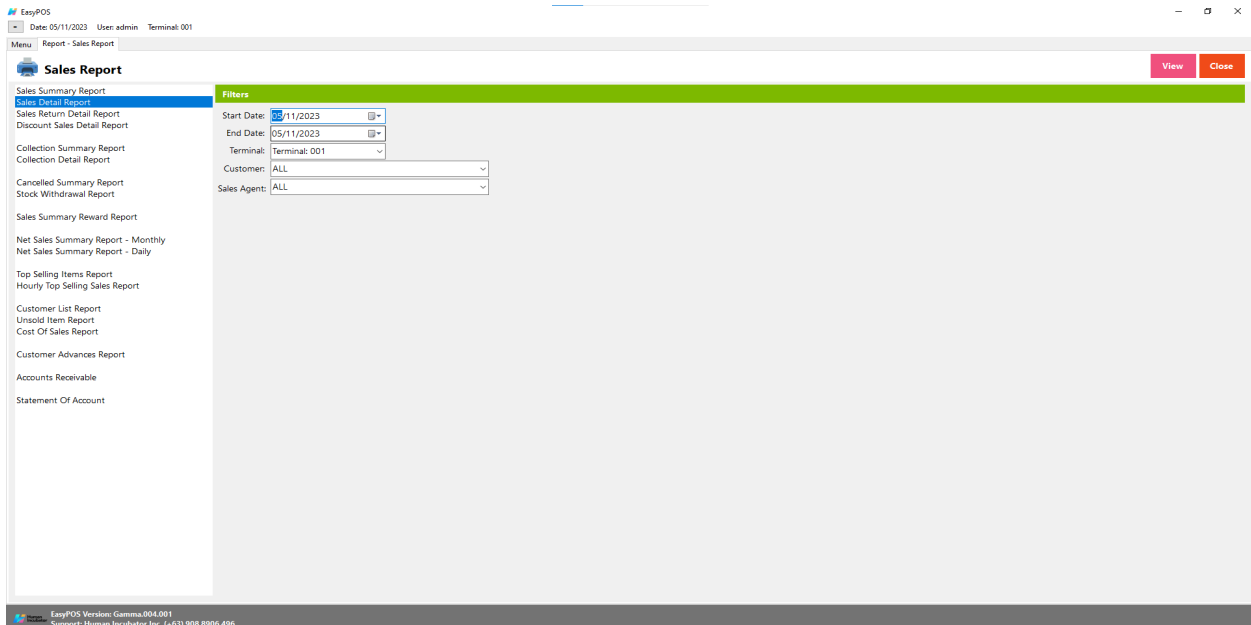


- Select start date and end date.
- It can also filtered by Terminal, Customer, Sales Agent and Currency
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report

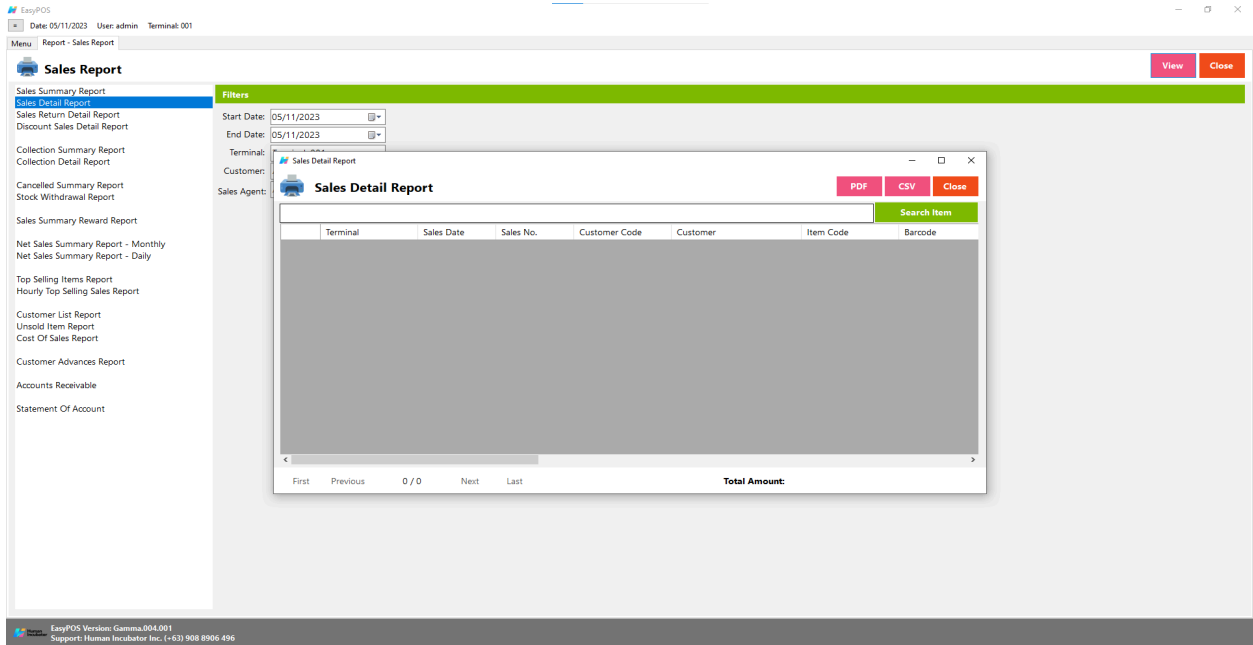
- Click the **CSV** button to generate a csv file format report.



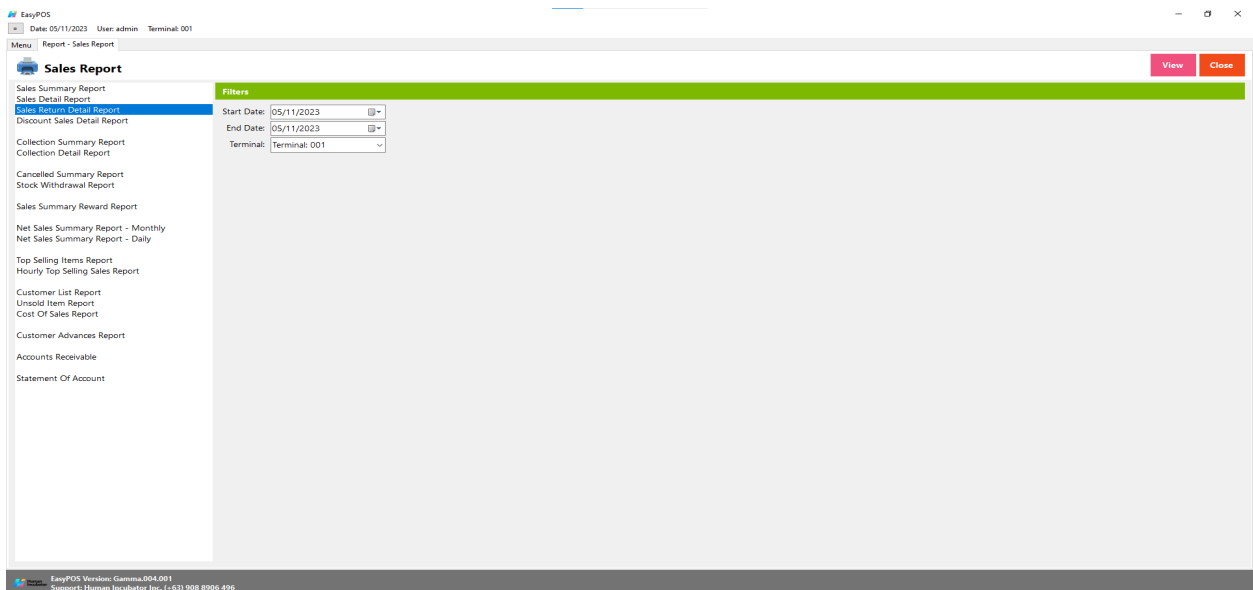
Sales Detail Report



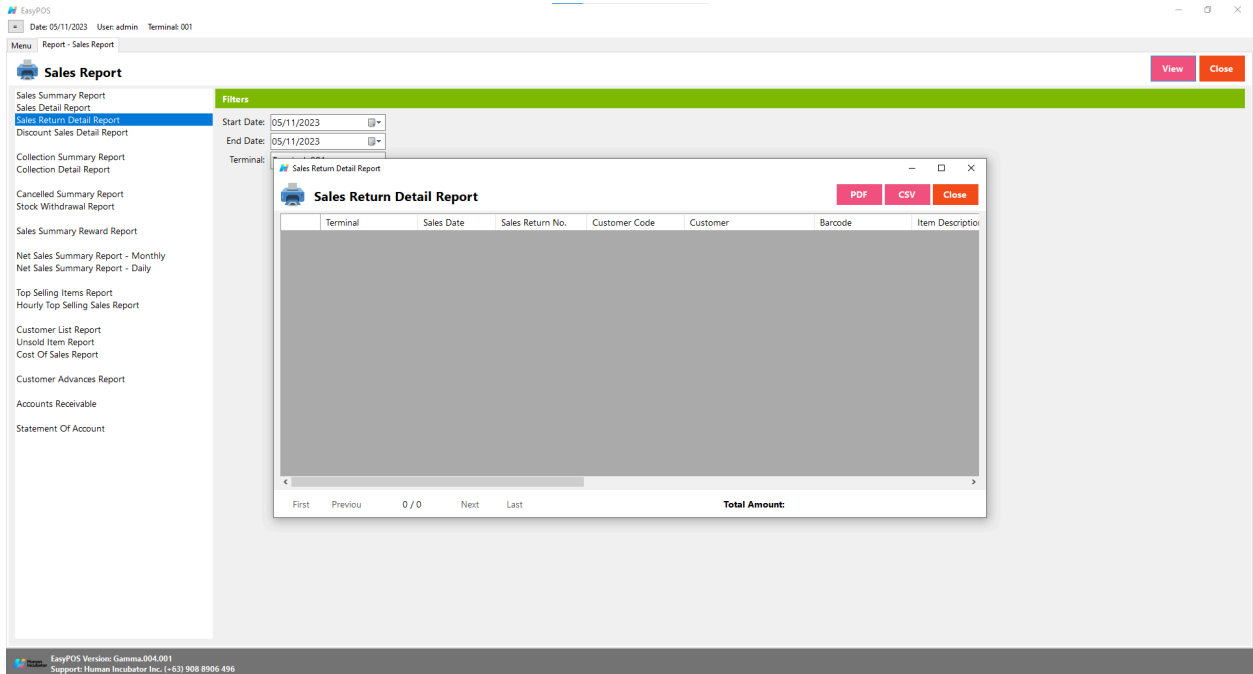
- Select start date and end date.
- It can also filtered by Terminal, Customer, Sales Agent
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



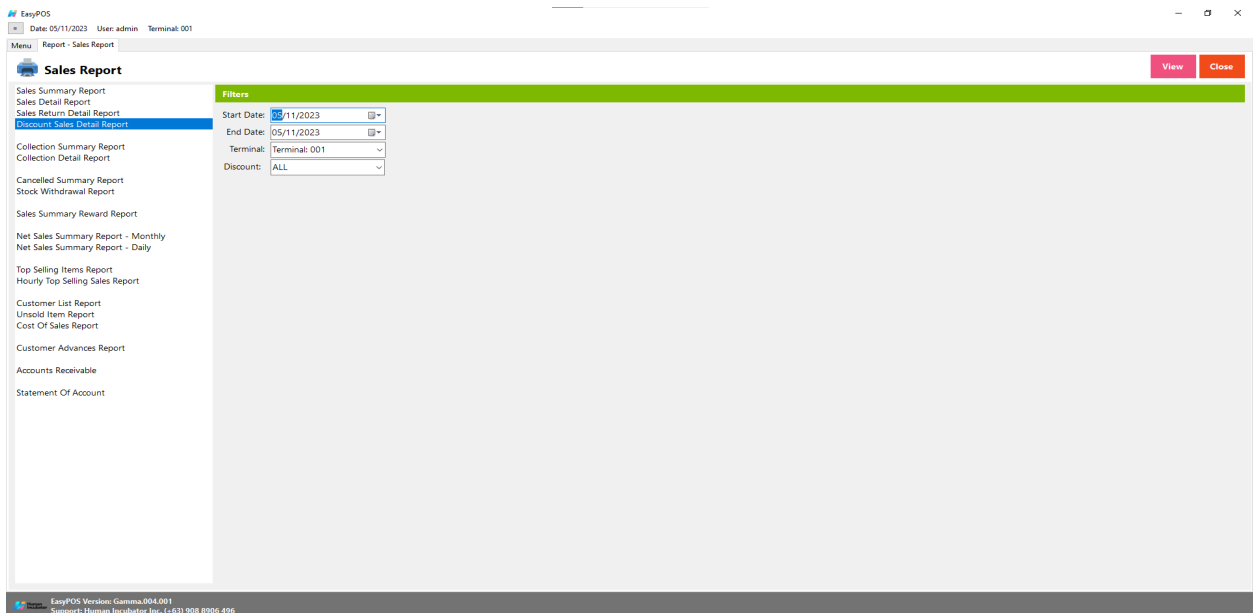
Sales Return Detail Report



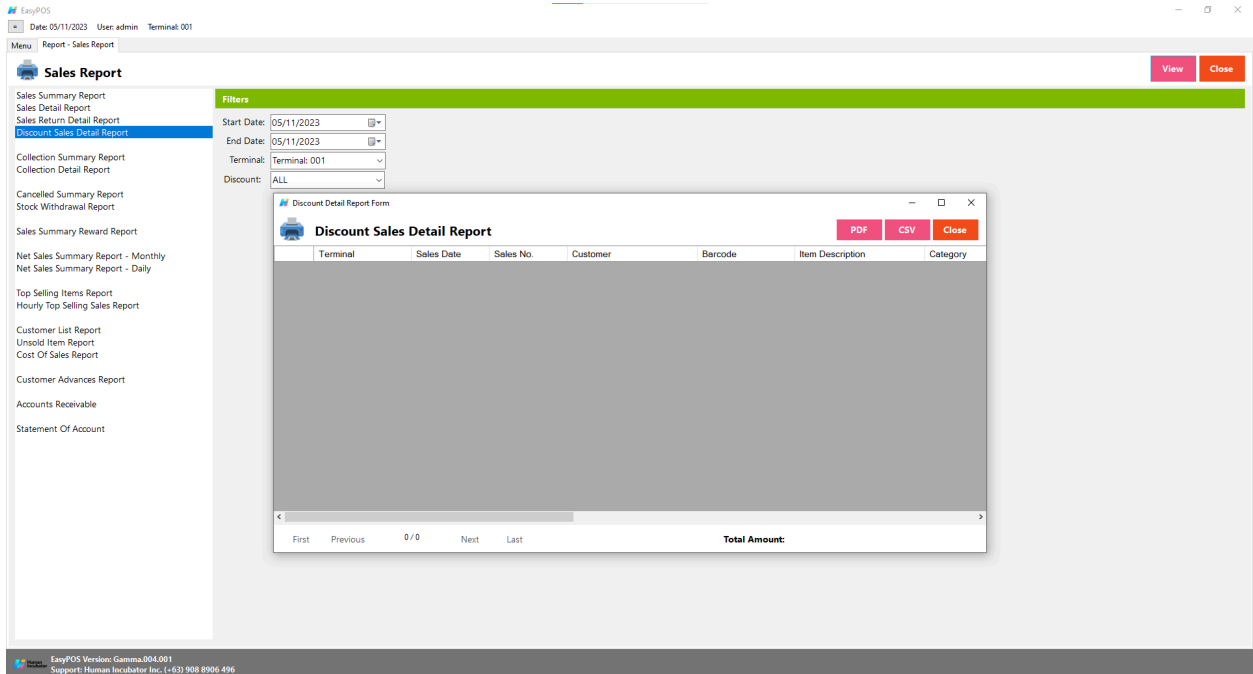
- Select start date and end date.
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



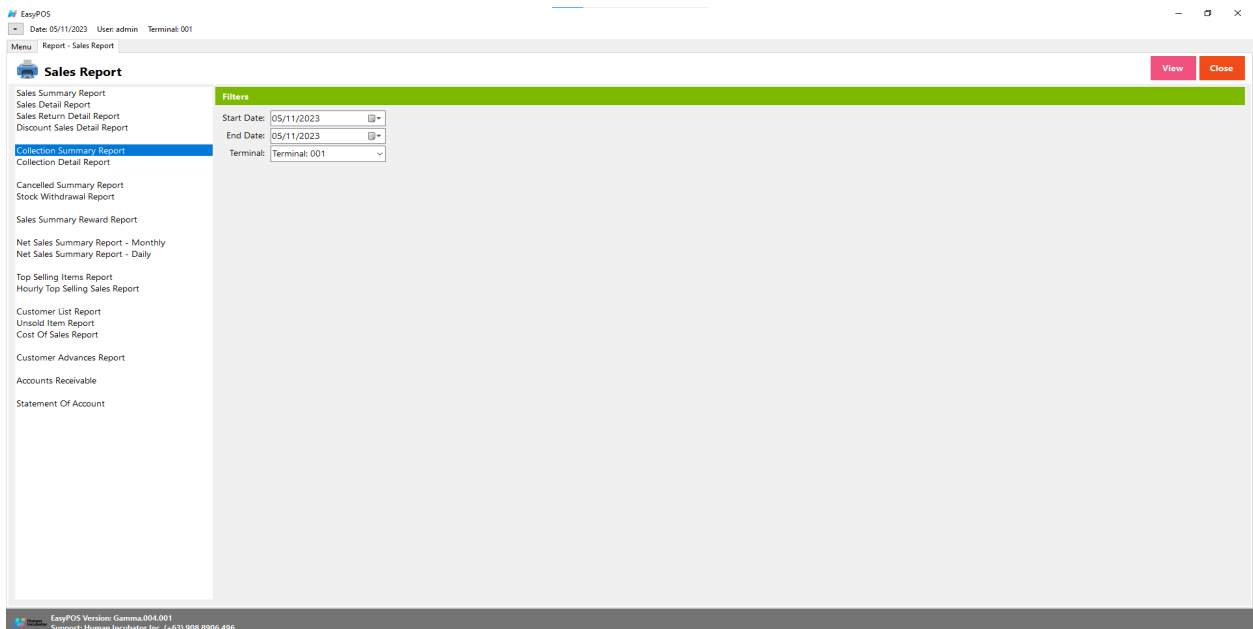
Discount Sales Detail Report



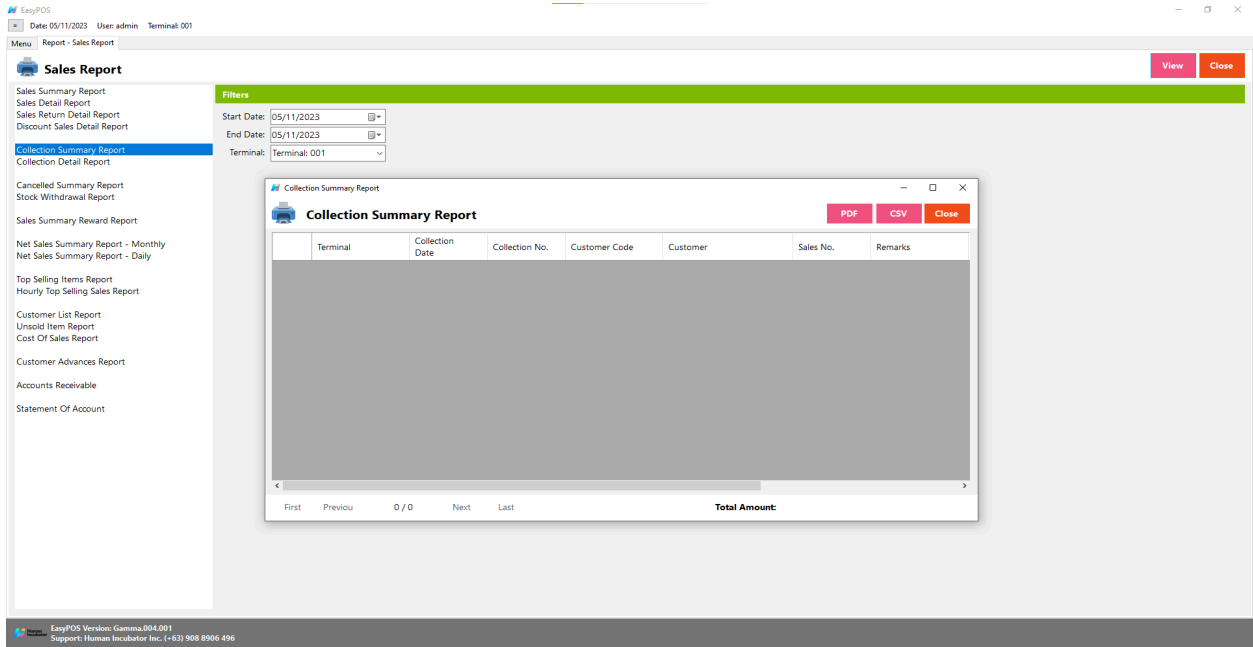
- Select start date and end date.
- It can also filtered by Terminal and Discount
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



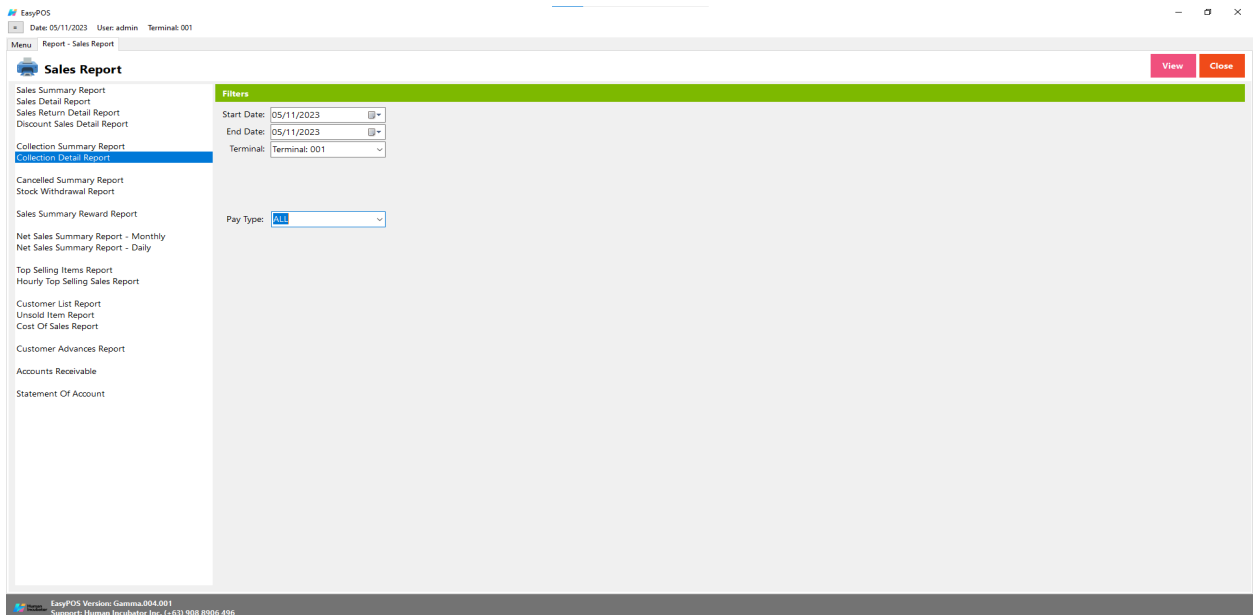
Collection Summary Report



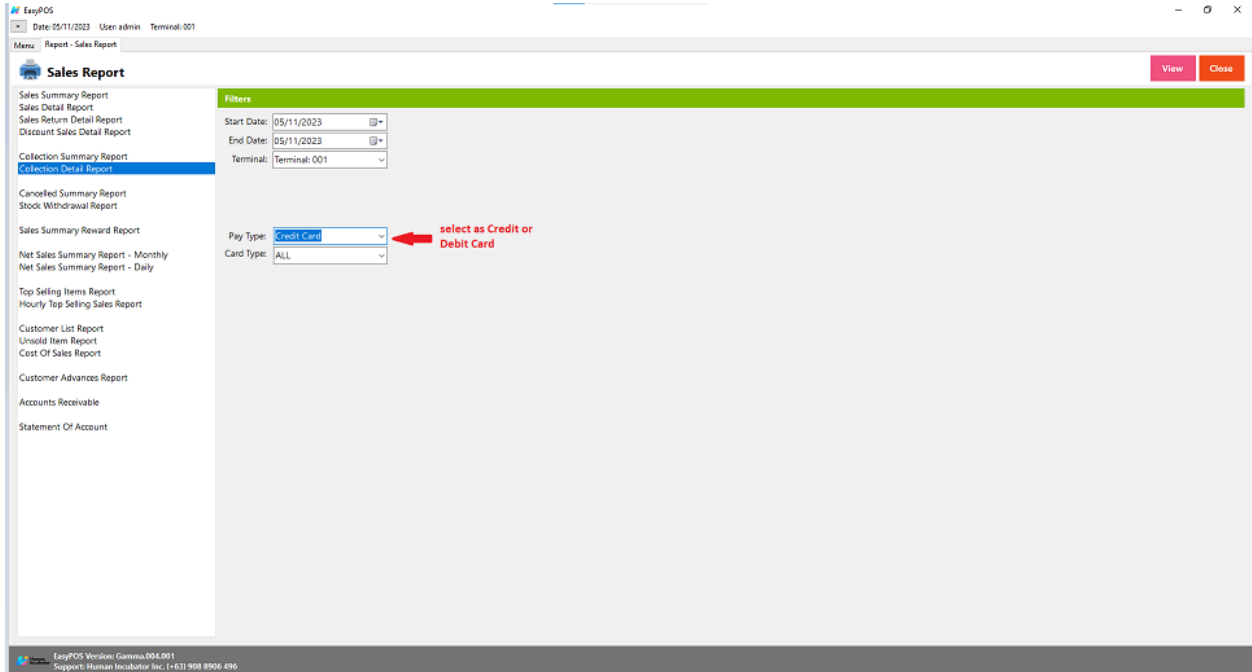
- Select start date and end date.
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



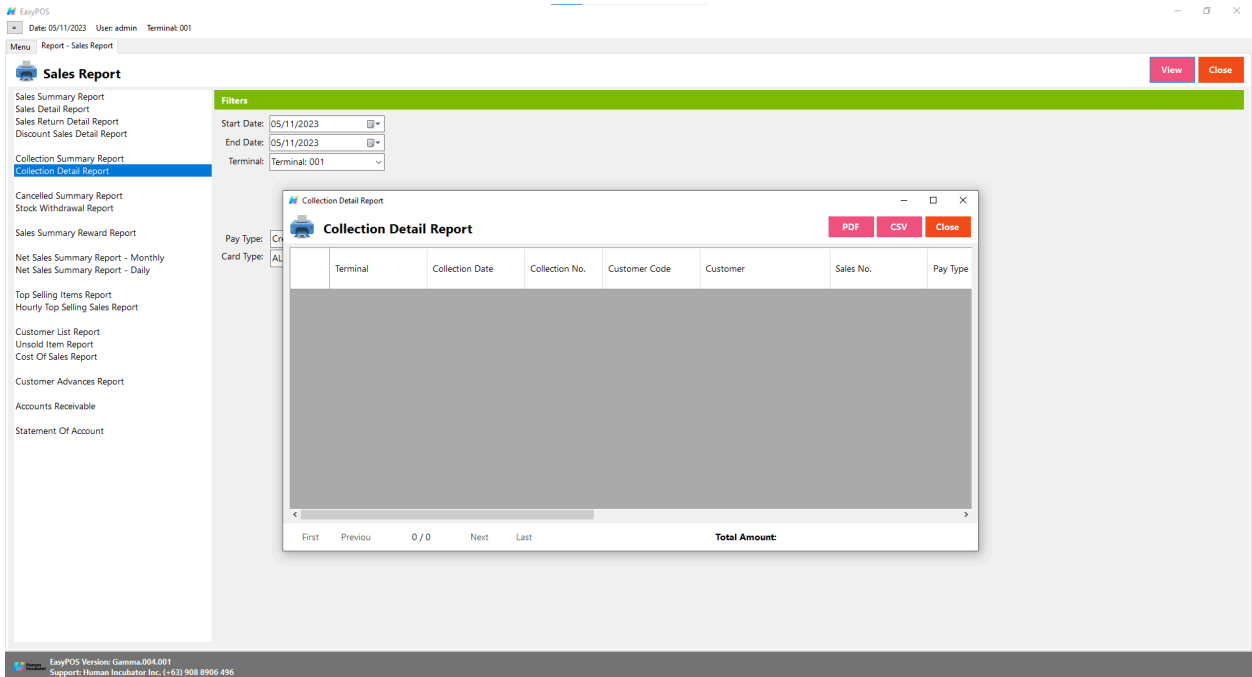
Collection Detail Report



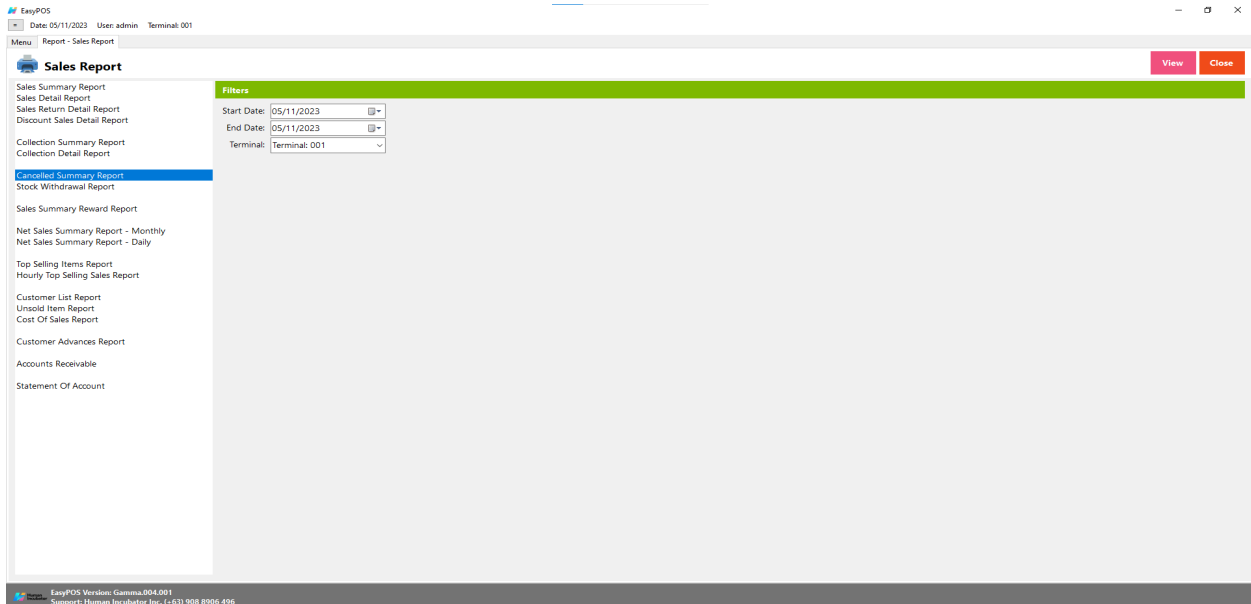
- Select start date and end date.
- It can also be filtered by Terminal and Pay Type. When the Pay Type filter is selected as Credit Card or Debit Card, the Card Type filter will display.



- 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



- 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.
- Sales number change to OS Number
- Collection number change to OR Number

Cancelled Sales Summary Report

Cancelled Summary Report PDF CSV Close

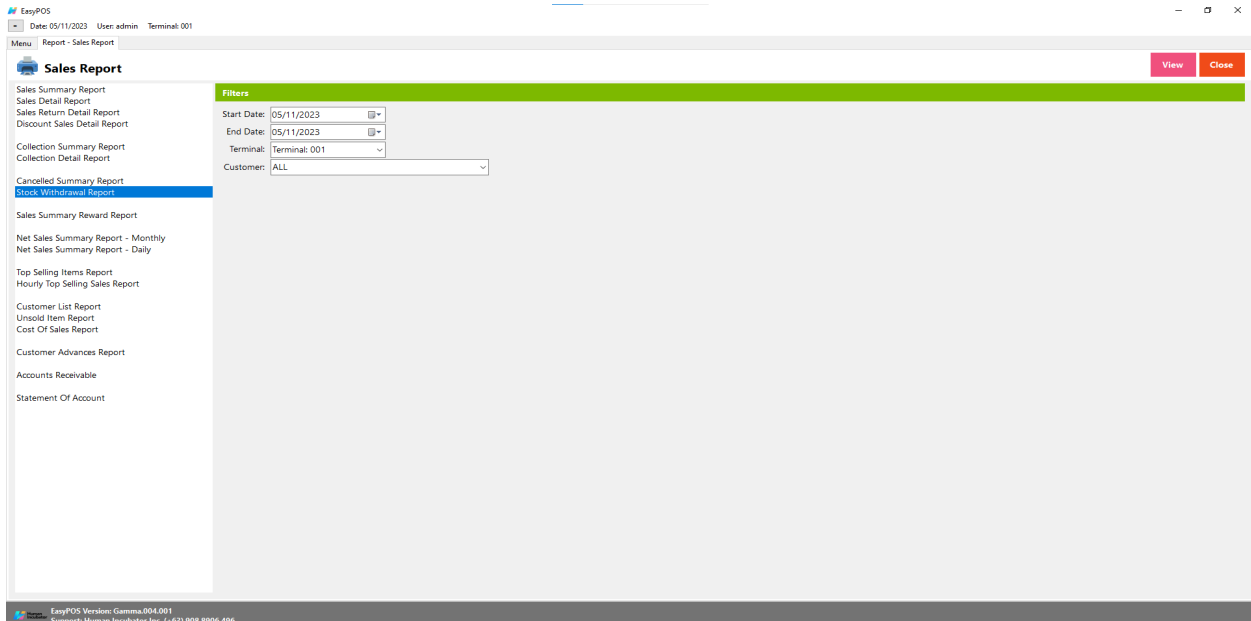
	Terminal	Collection Date	Cancelled Collection No.	OR Number	Customer Code	Customer	OS Number	Rem
▶	001	11/24/2023	0000000001	0000000003	0000000001	Walk- In	0000000003	cance

Cancelled Sales Summary Report

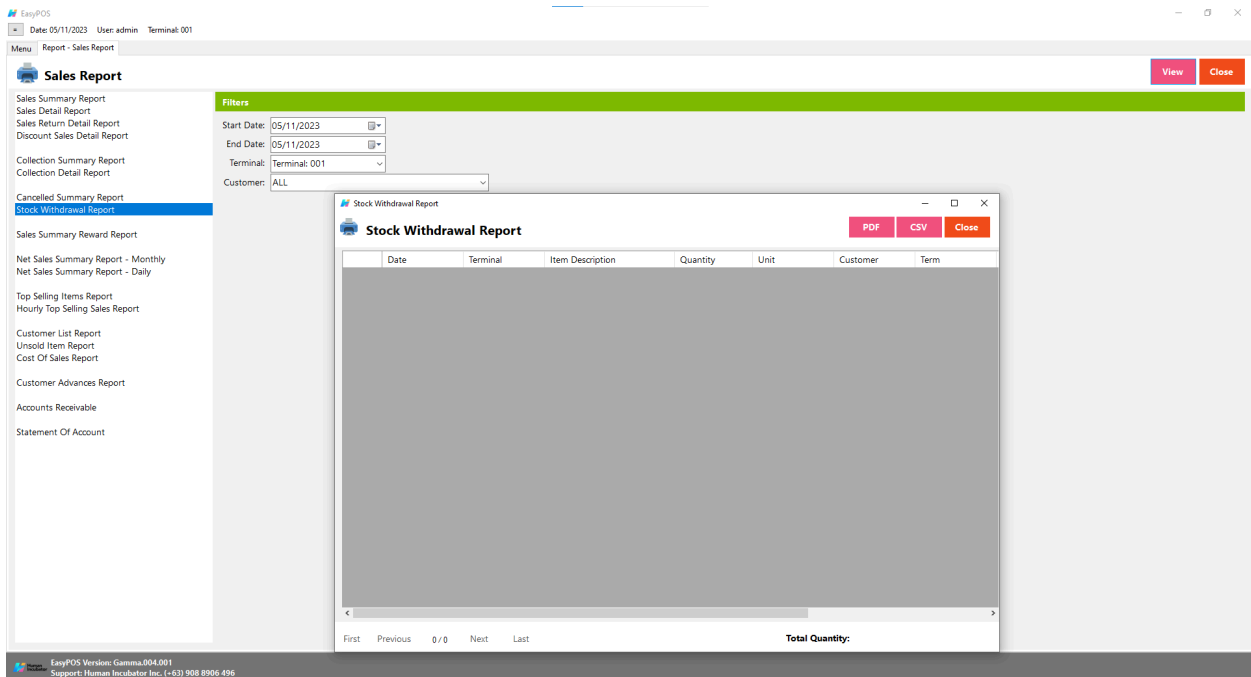
Cancelled Summary Report PDF CSV Close

	Terminal	Collection Date	Cancelled Collection No.	OR Number	Customer Code	Customer	Sales No.	Rem
▶	001	11/24/2023	0000000001	0000000003	0000000001	Walk- In	0000000003	cance

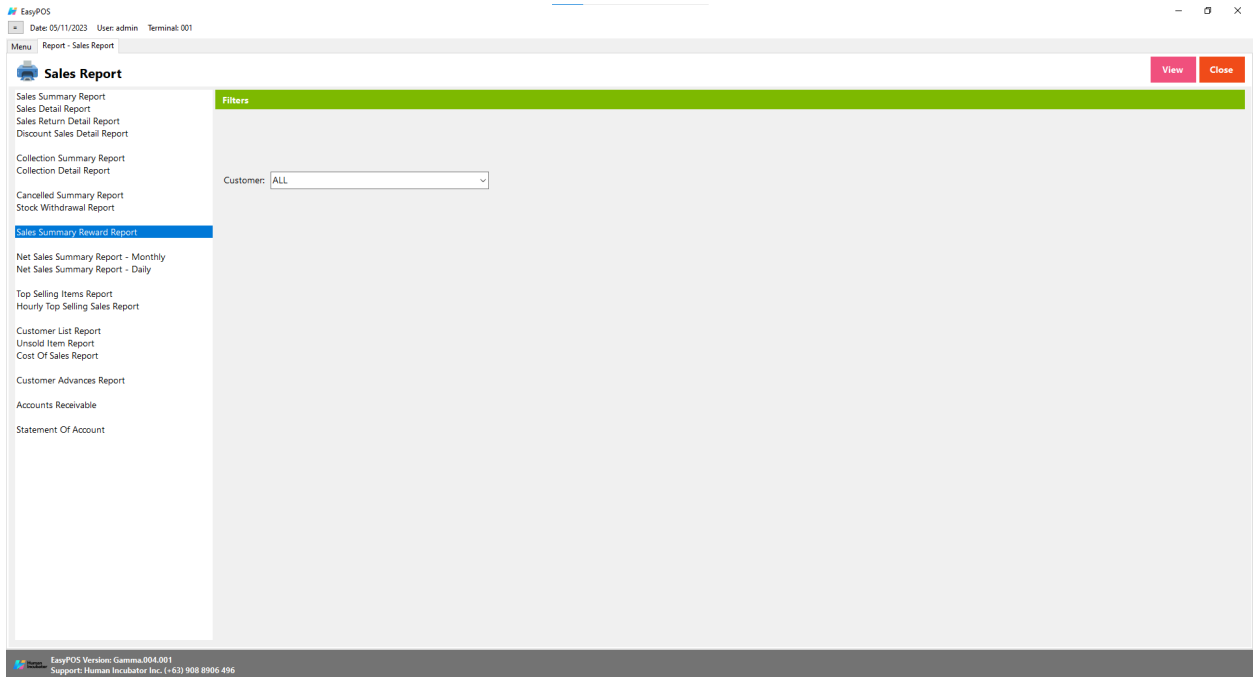
Stock Withdrawal Report



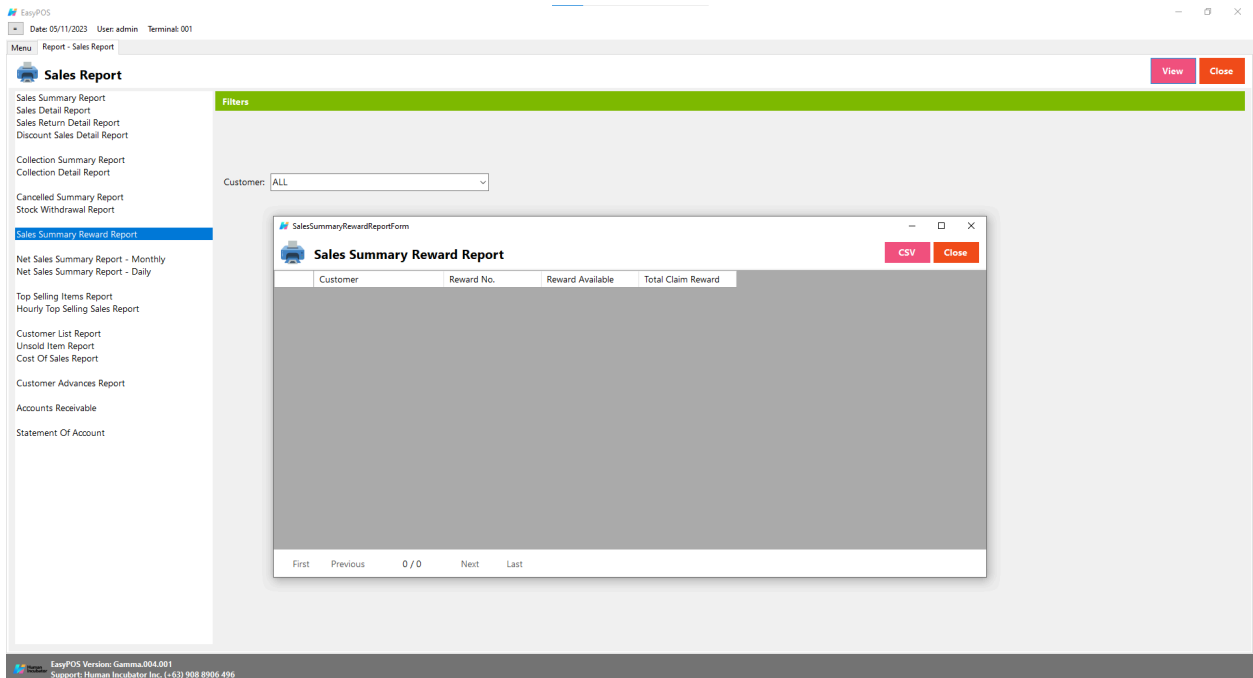
- Select start date and end date.
- It can also filtered by Terminal and Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



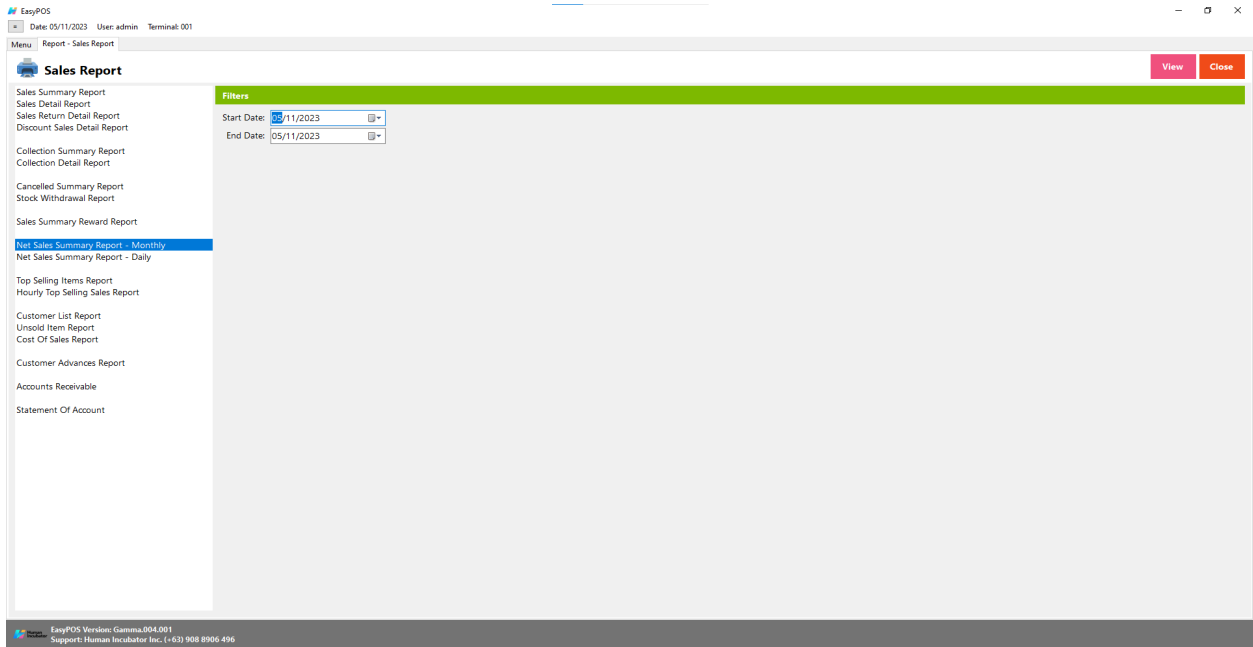
Sales Summary Reward Report



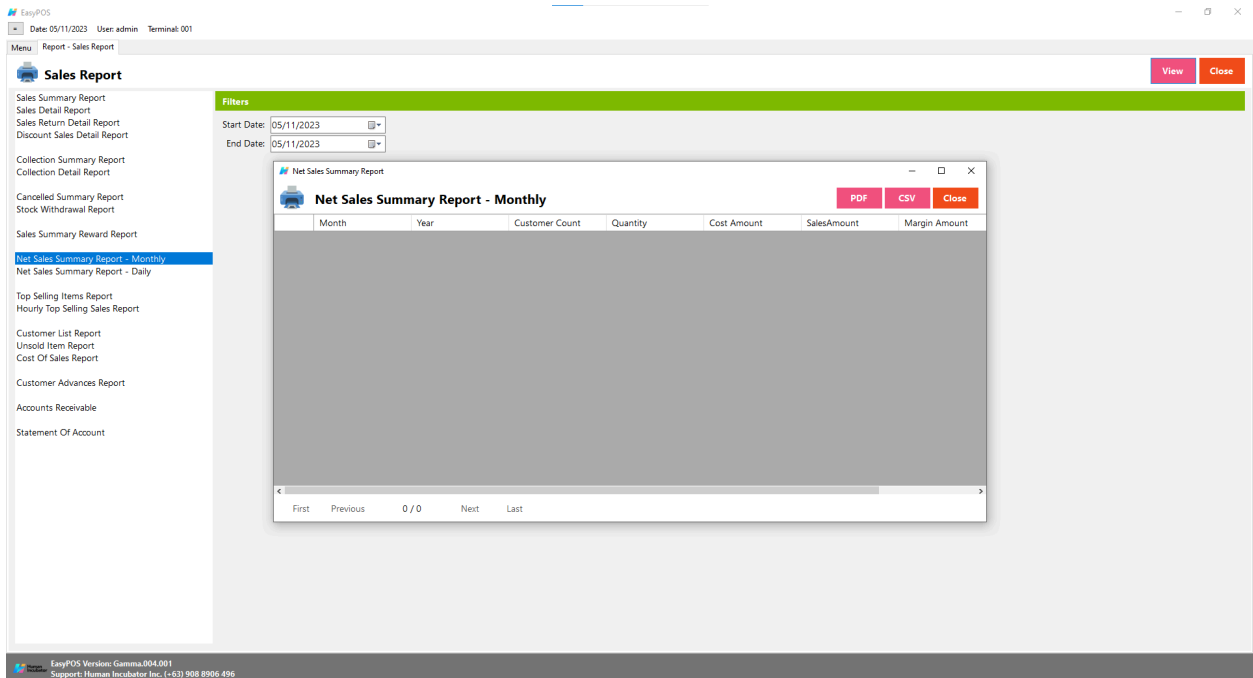
- Select a Customer
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



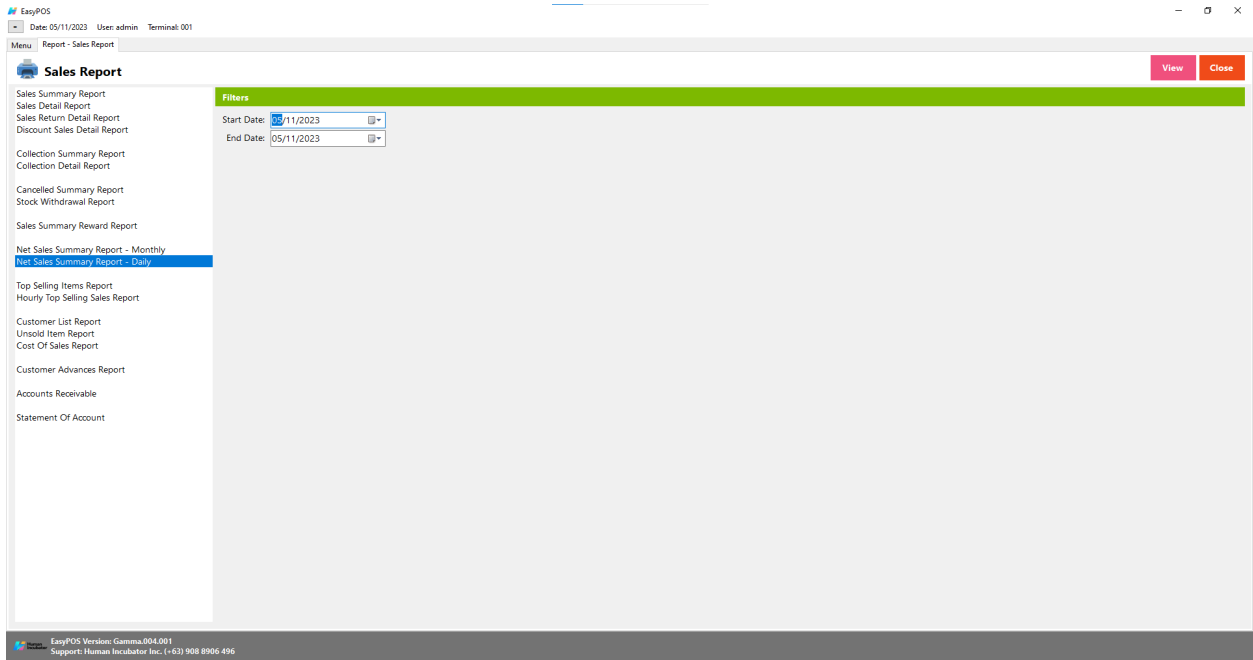
Net Sales Summary Report - Monthly



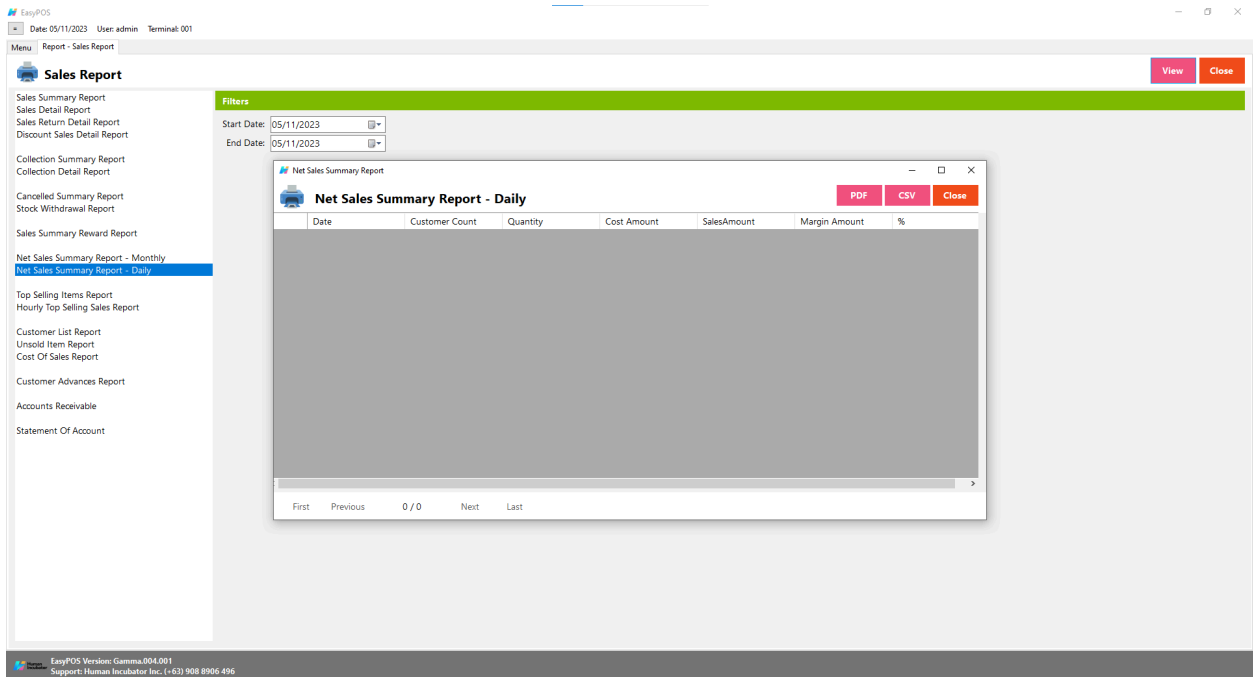
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



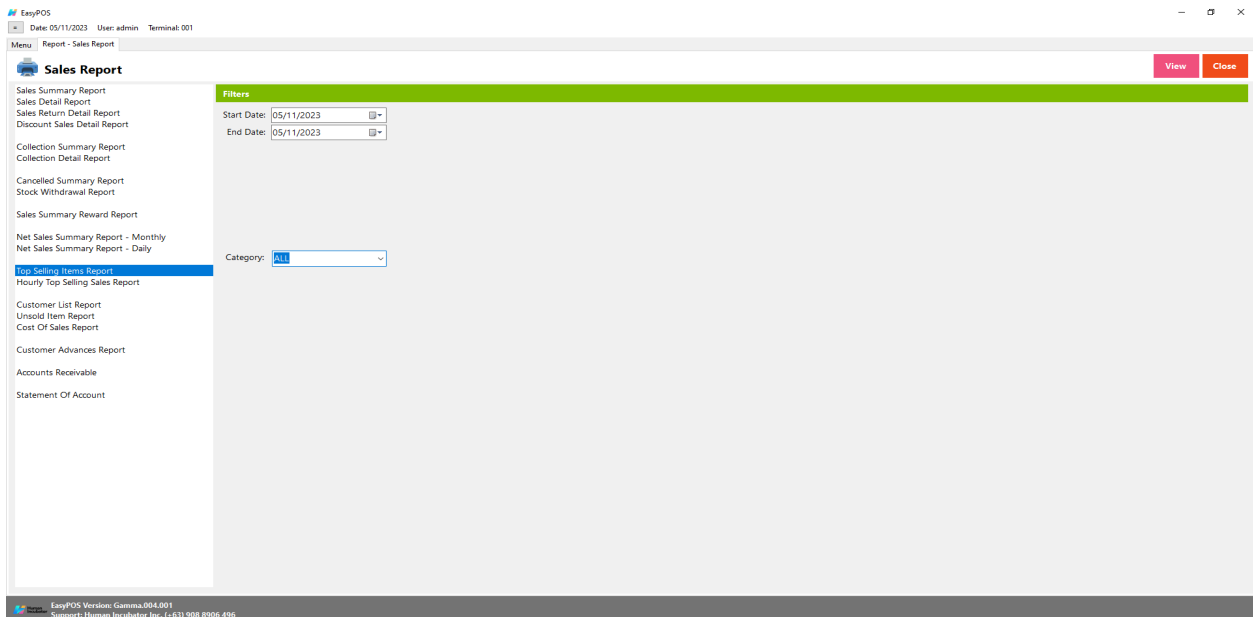
Net Sales Summary Report - Daily



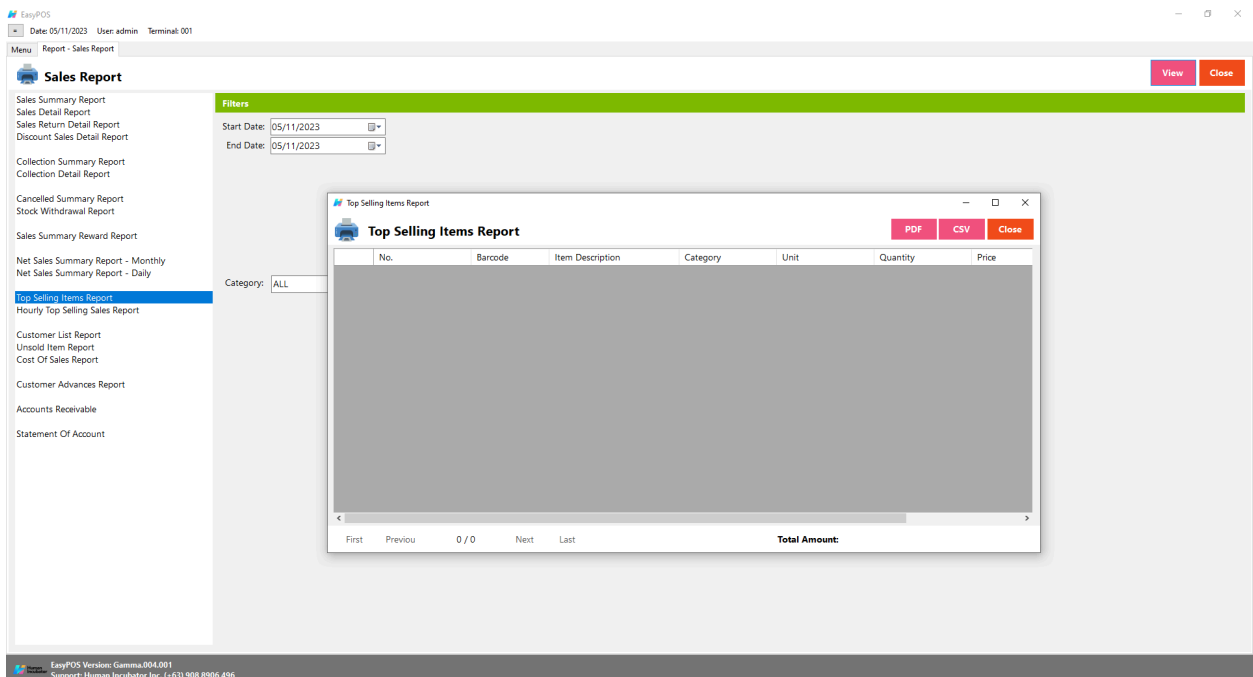
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



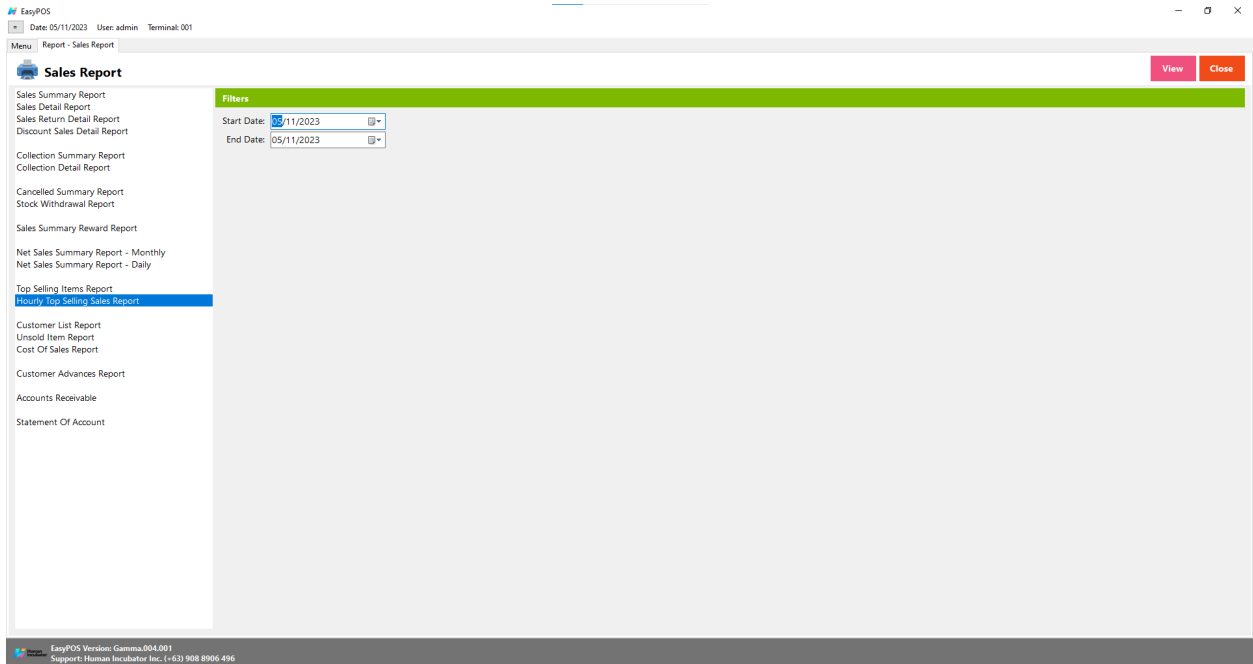
Top Selling Item Report



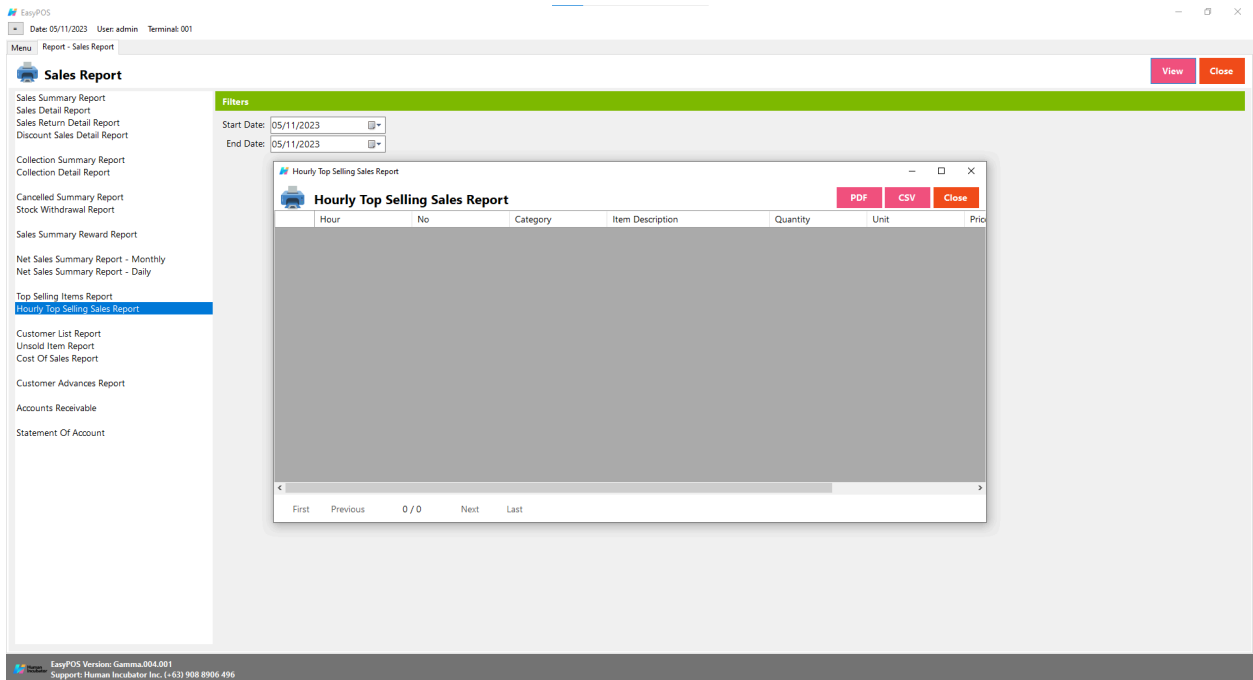
- Select start date and end date.
- It is filtered by Category
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



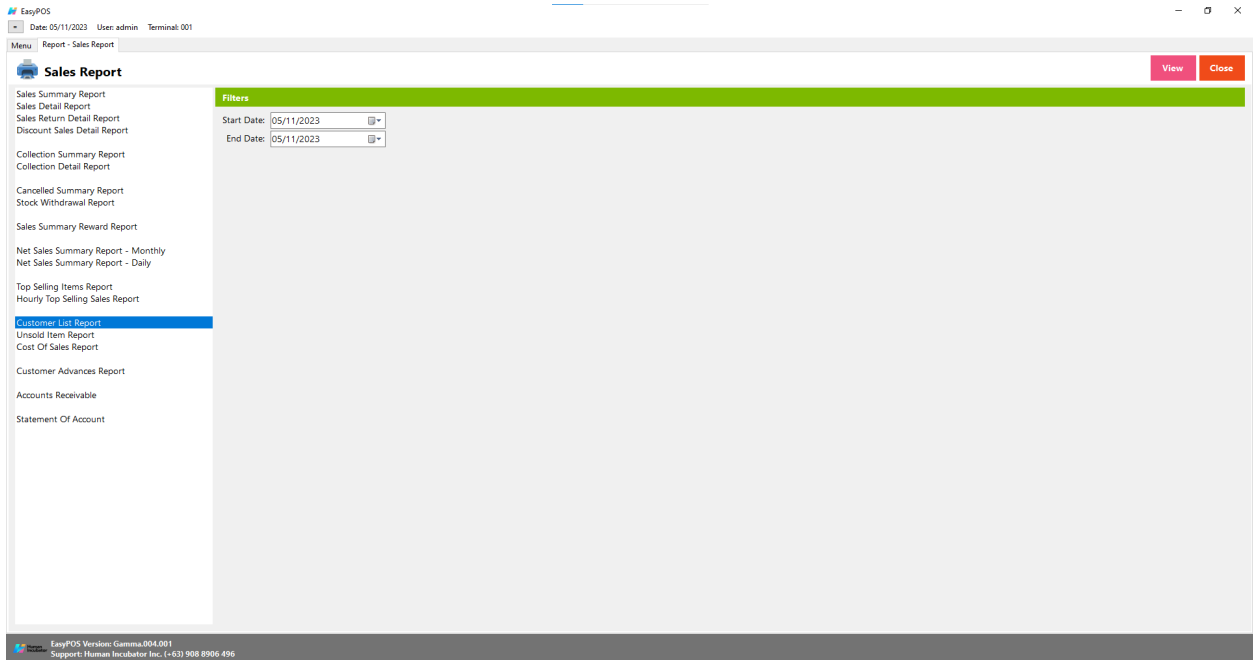
Hourly Top Selling Sales Report



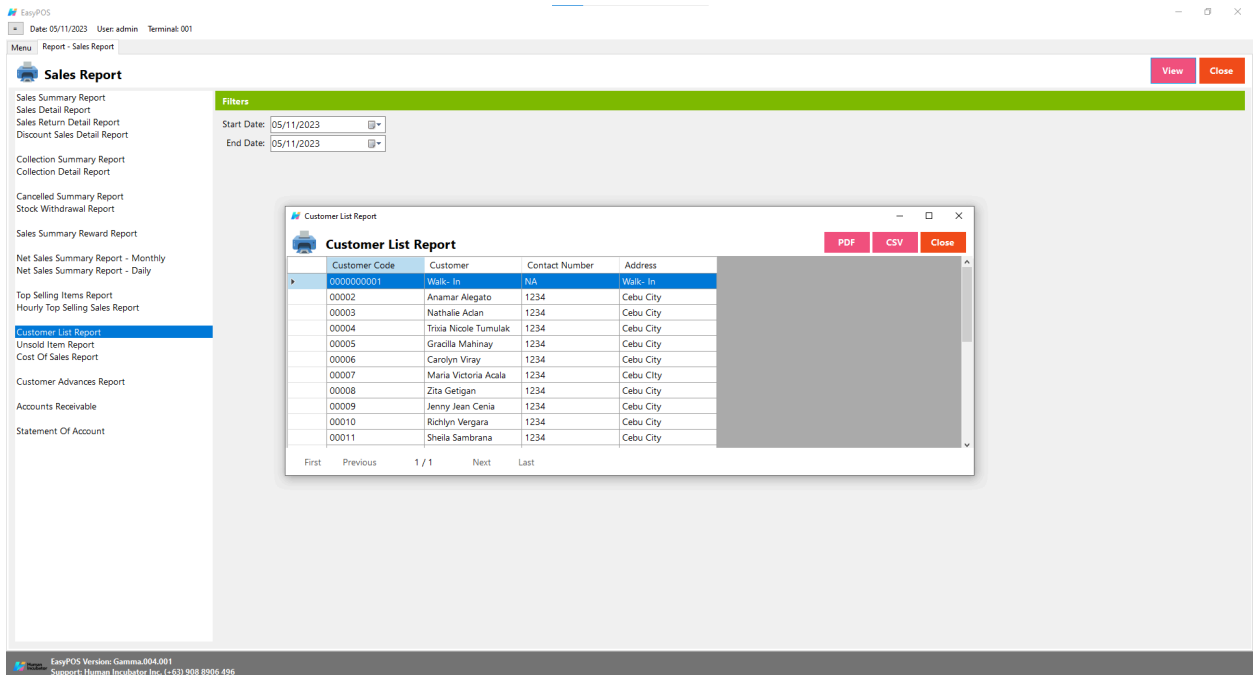
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



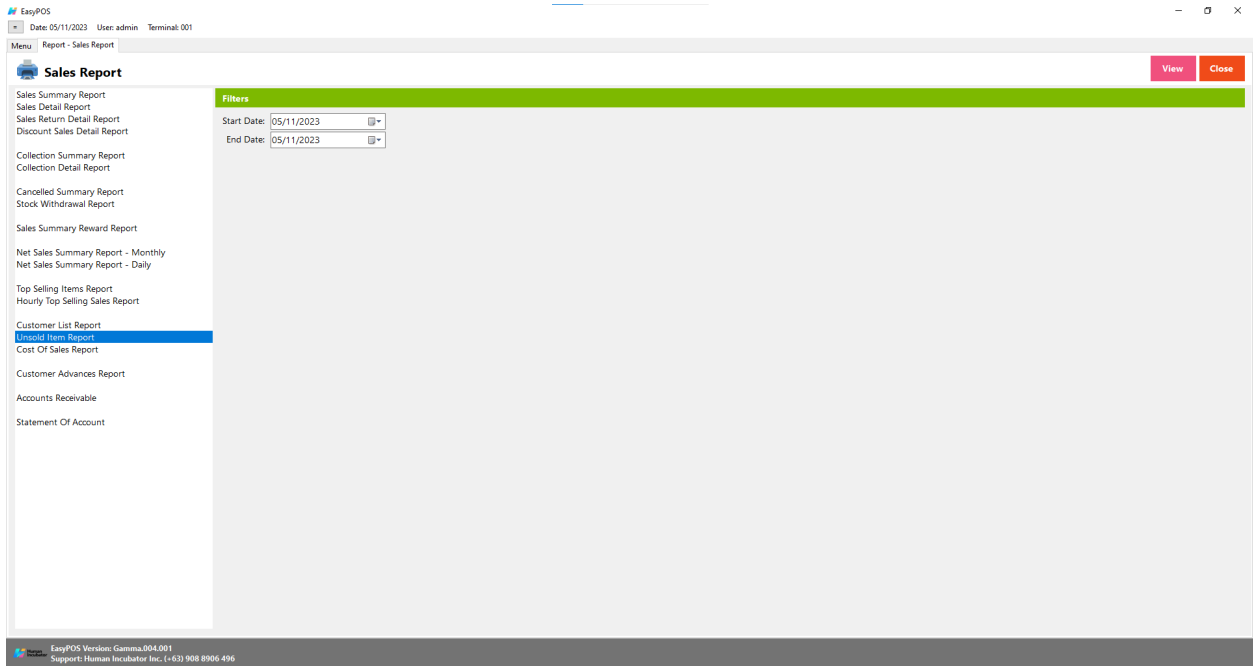
Customer List Report



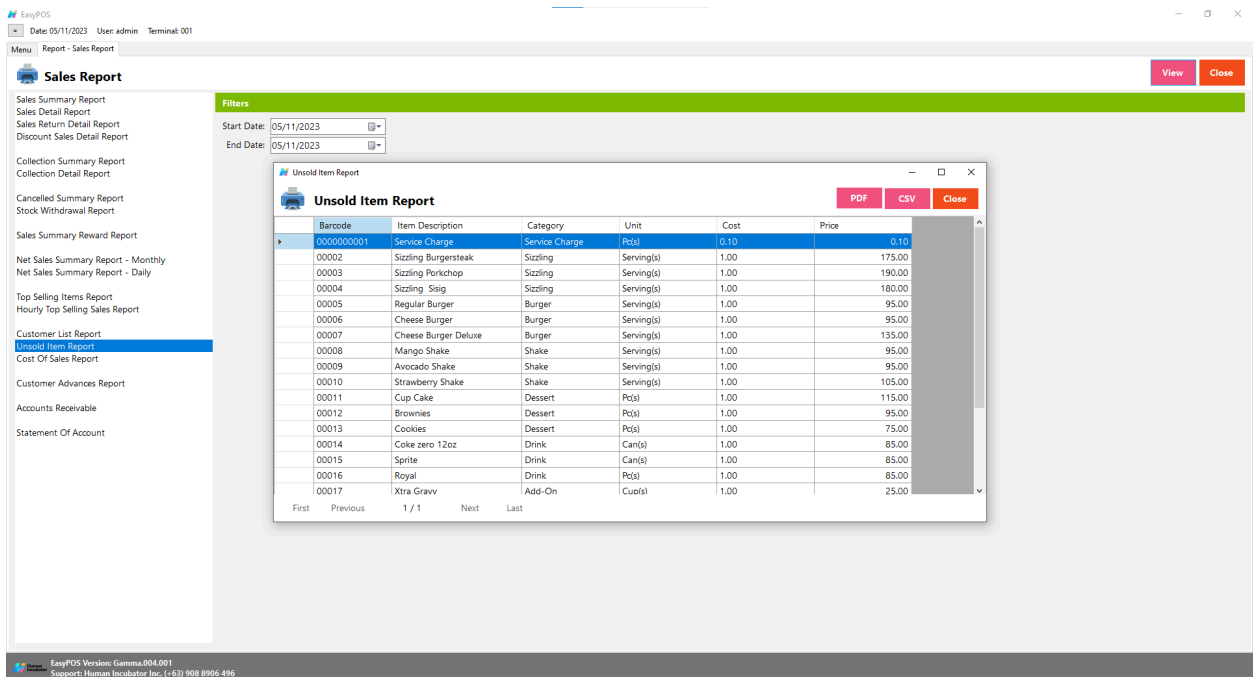
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



Unsold Item Report



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



Cost of Sales Report

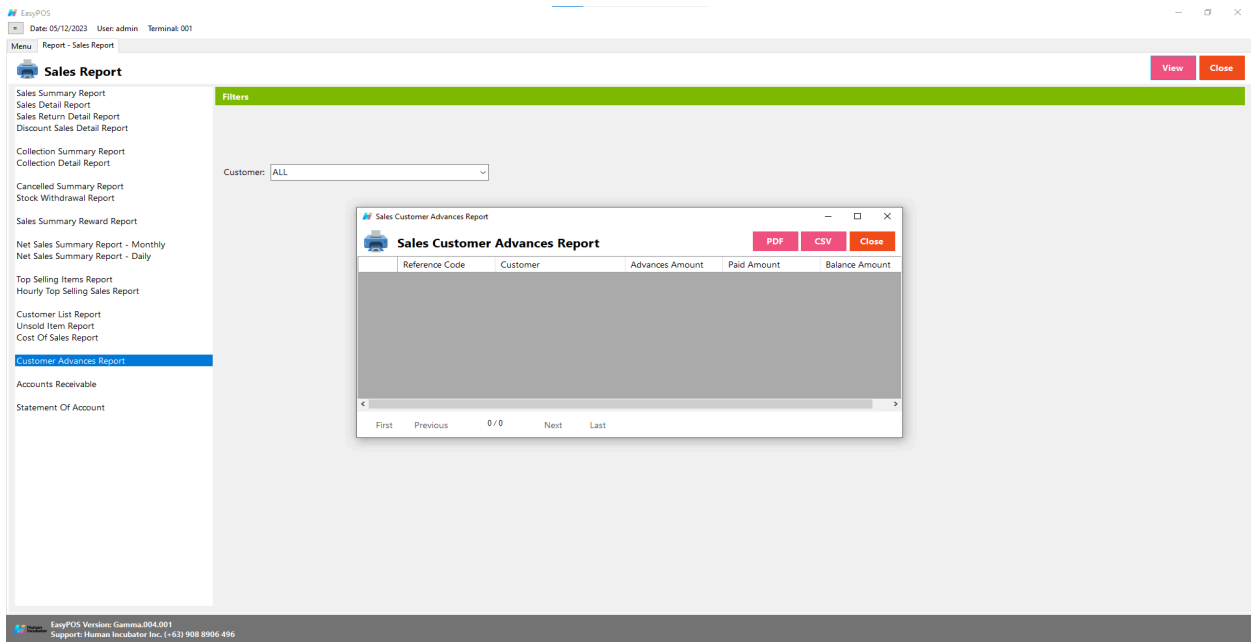
The screenshot shows the EasyPOS interface for the 'Cost of Sales Report'. The window title is 'EasyPOS' and the status bar shows 'Date: 05/11/2023', 'User: admin', and 'Terminal: 001'. The main menu is 'Report - Sales Report'. The left sidebar lists various reports, with 'Cost Of Sales Report' highlighted in blue. The main area has a green header 'Sales Report' with 'View' and 'Close' buttons. Below the header is a 'Filters' section with the following fields: 'Start Date: 05/11/2023', 'End Date: 05/11/2023', 'Terminal: Terminal: 001', 'Customer: ALL', and 'Date as of: 05/11/2023'. The bottom status bar displays 'EasyPOS Version: Gamma.004.001' and 'Support: Human Incubator Inc. (+63) 908 8906 496'.

Customer Advances Report

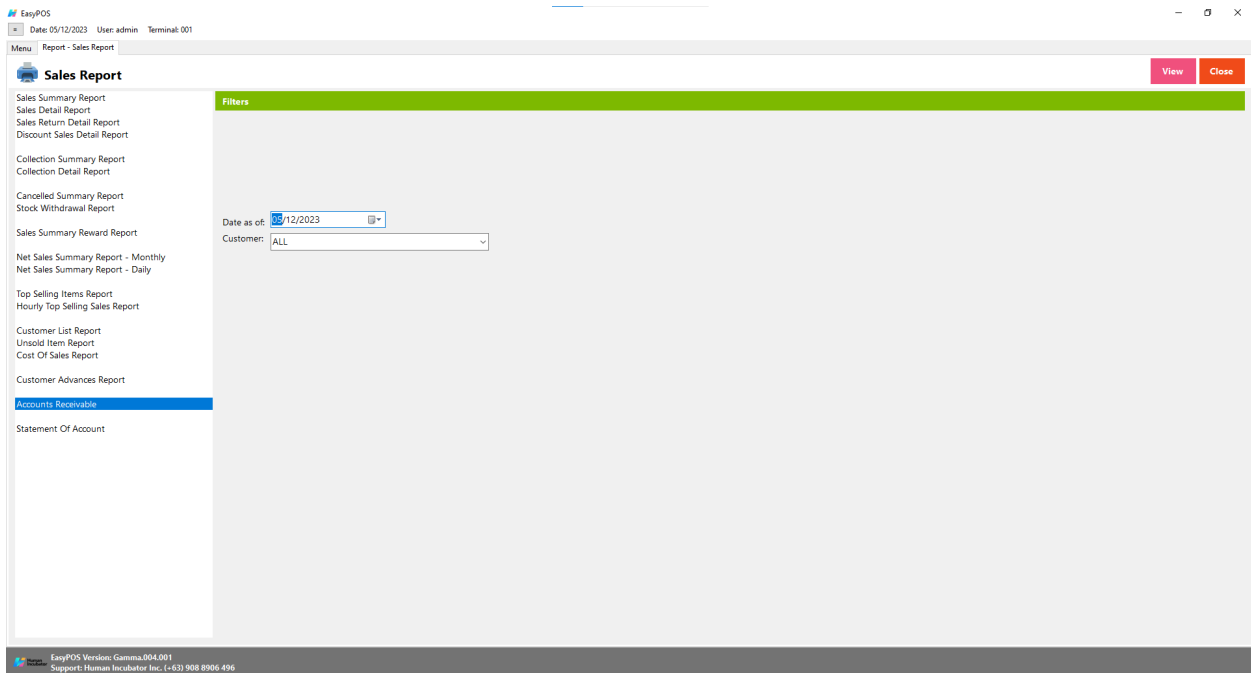
The screenshot shows the EasyPOS interface for the 'Customer Advances Report'. The window title is 'EasyPOS' and the status bar shows 'Date: 05/12/2023', 'User: admin', and 'Terminal: 001'. The main menu is 'Report - Sales Report'. The left sidebar lists various reports, with 'Customer Advances Report' highlighted in blue. The main area has a green header 'Sales Report' with 'View' and 'Close' buttons. Below the header is a 'Filters' section with the following field: 'Customer: ALL'. The bottom status bar displays 'EasyPOS Version: Gamma.004.001' and 'Support: Human Incubator Inc. (+63) 908 8906 496'.

- It is filtered by Customer
- Click the **View** button to view the report

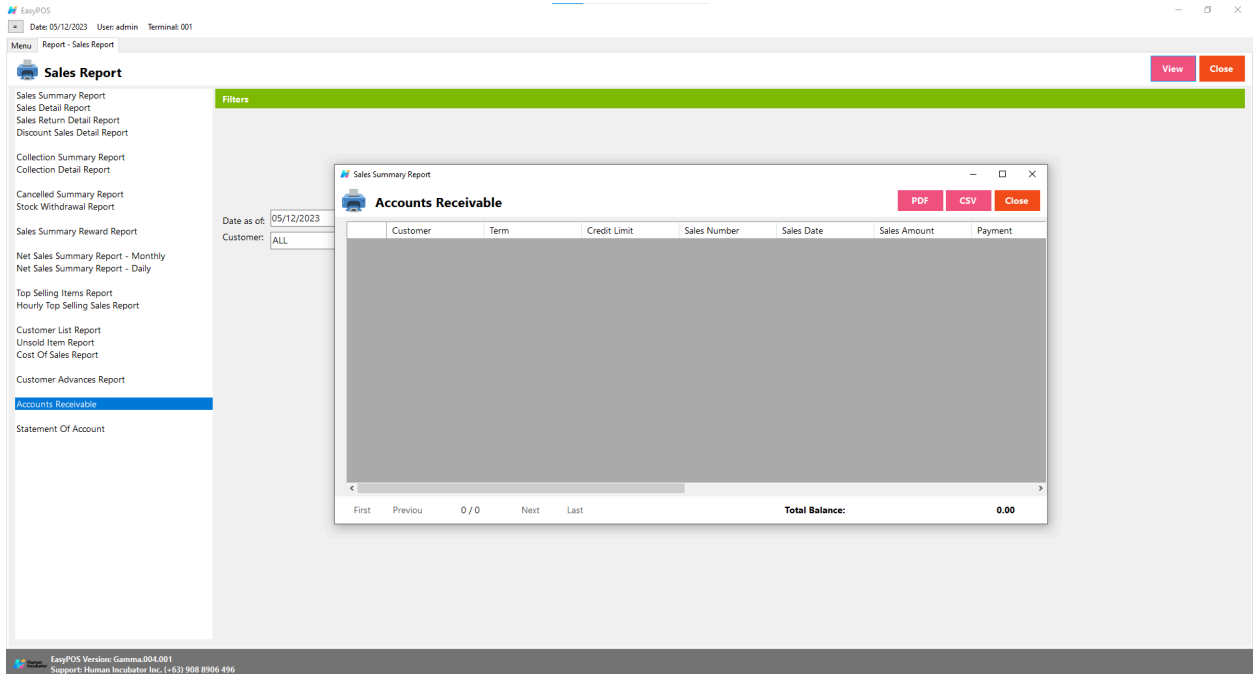
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



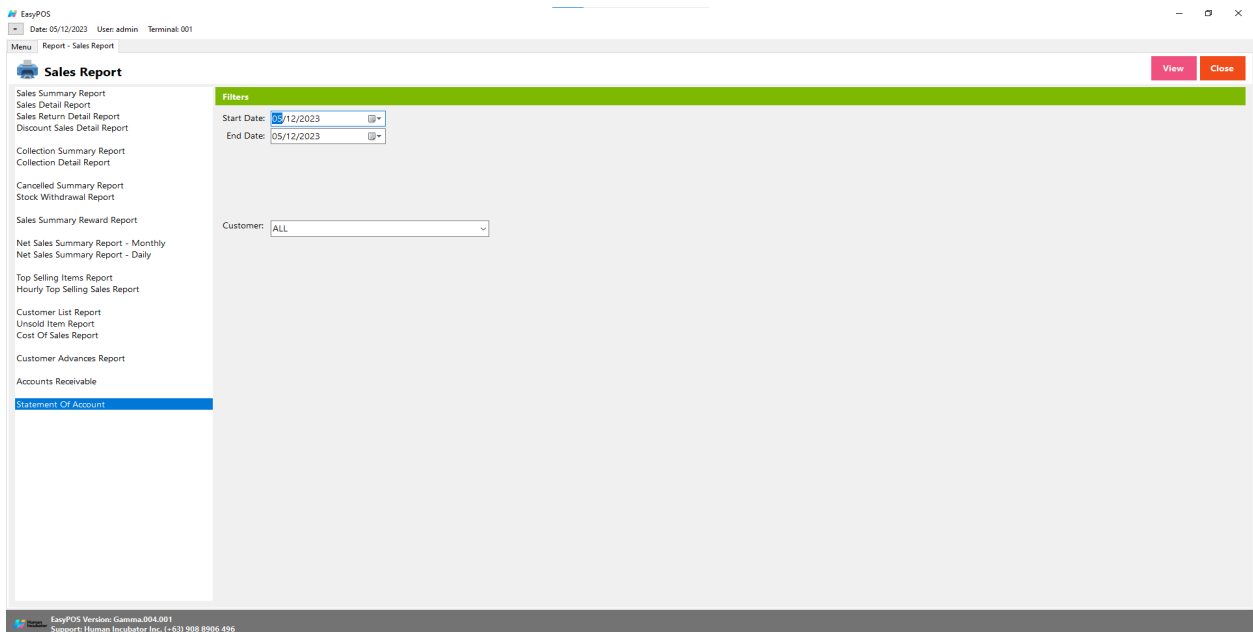
Accounts Receivable



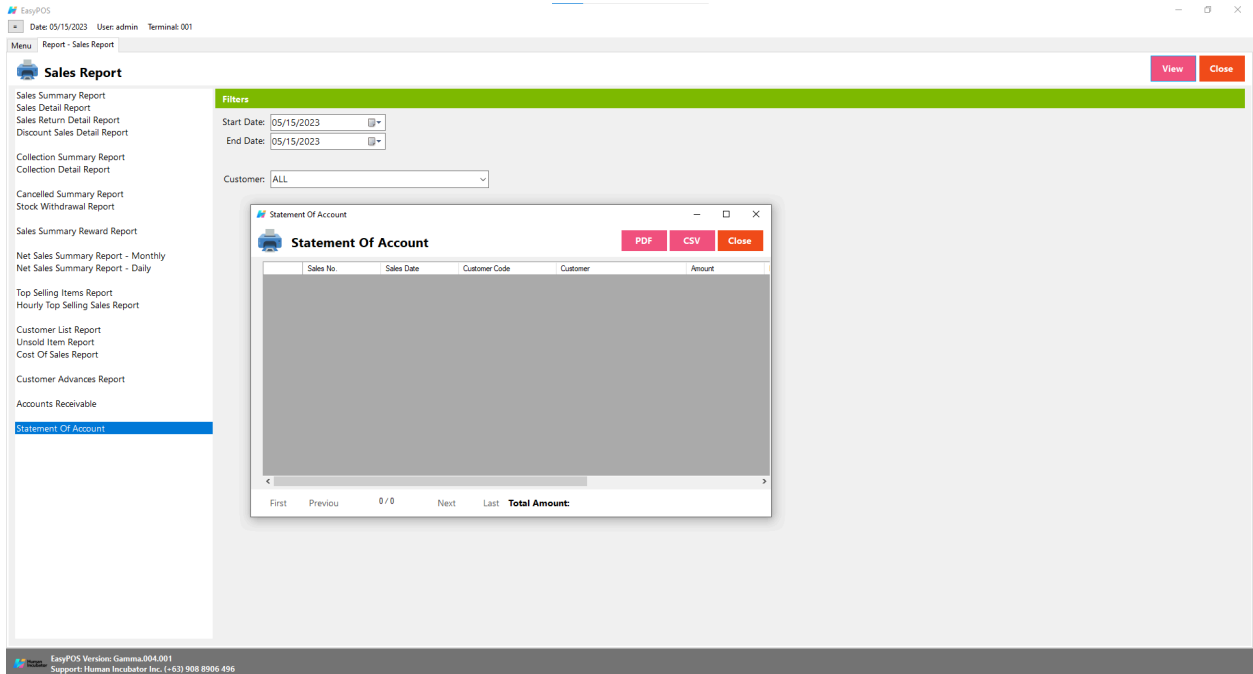
- Select Date as of and Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



Statement of Account



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



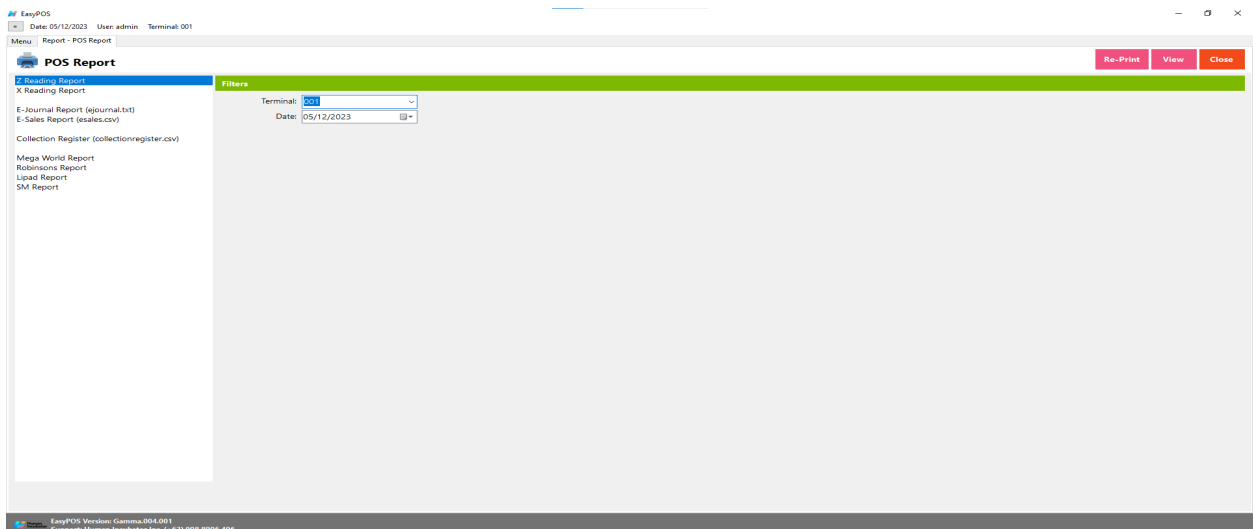
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.

POS Report

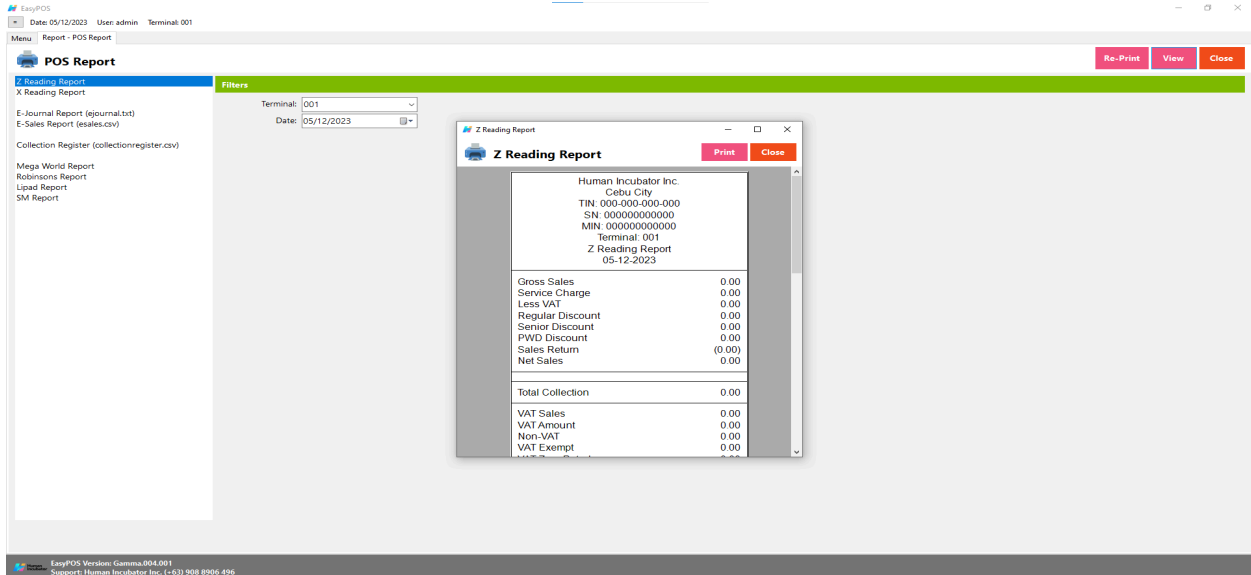
Overview

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

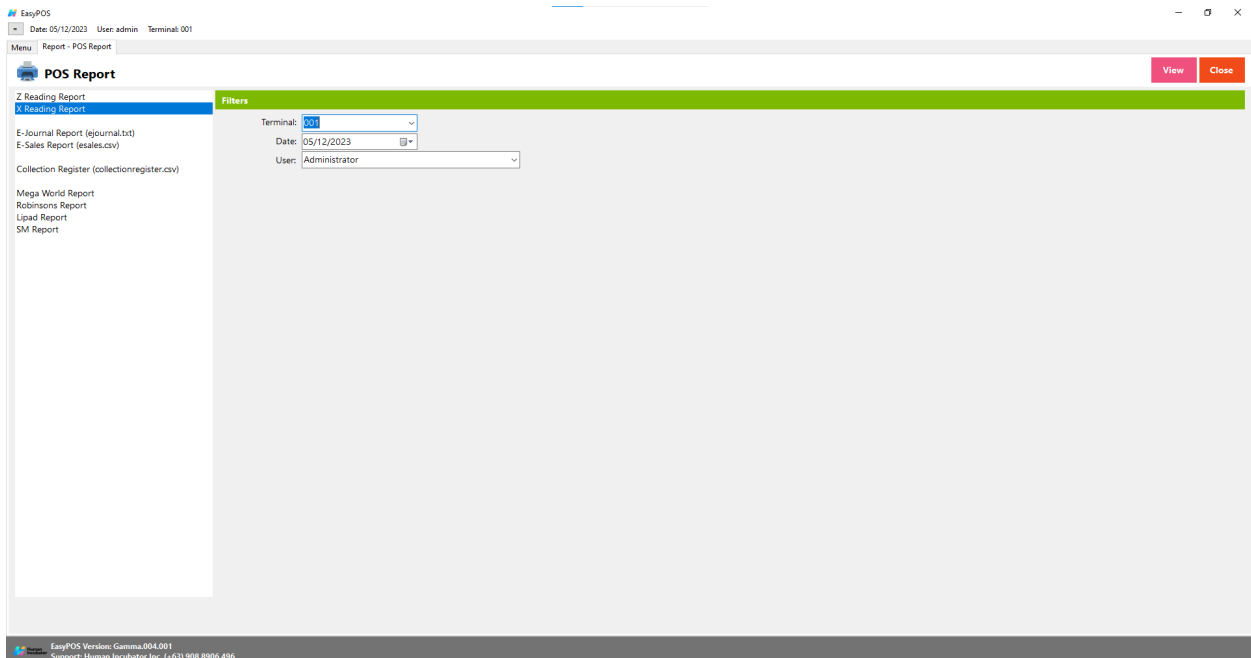
Z Reading Report



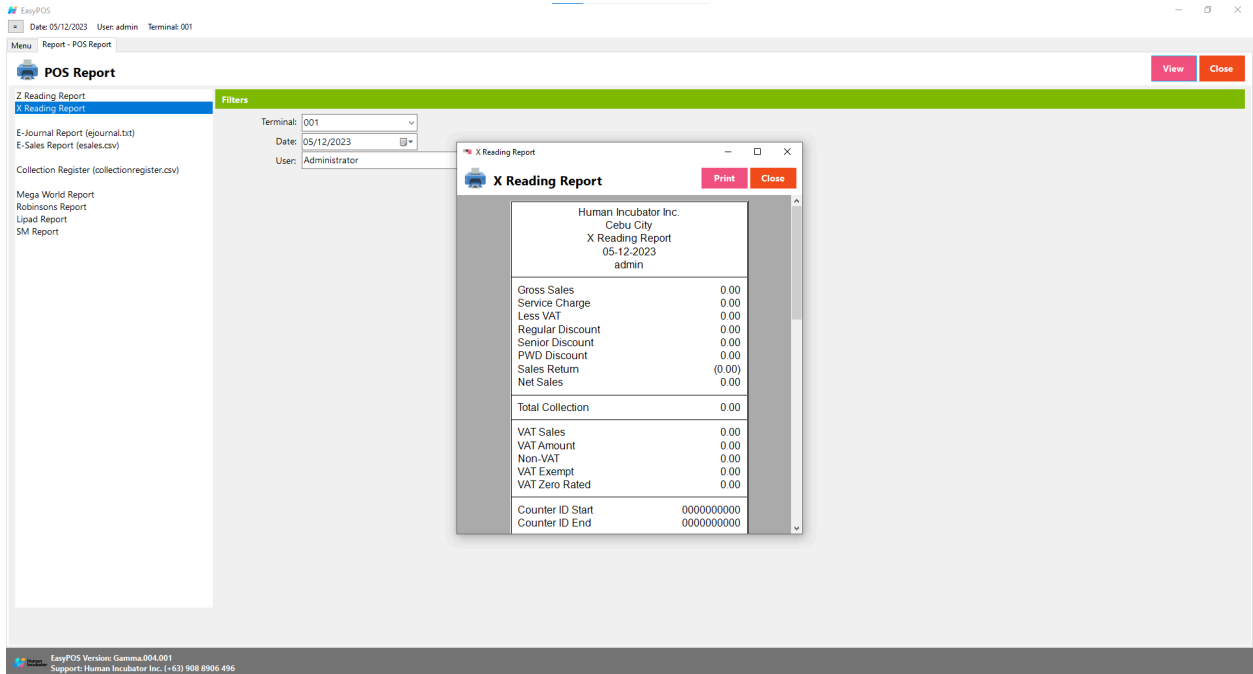
- Select terminal and date.
- Click the **Re-Print** button to automatically print the end of day report
- Click the **View** button to view the report
- Click **Print** button to print pdf file report



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 **Print** button to print pdf file report
- X Reading couldn't be printed if lapse date

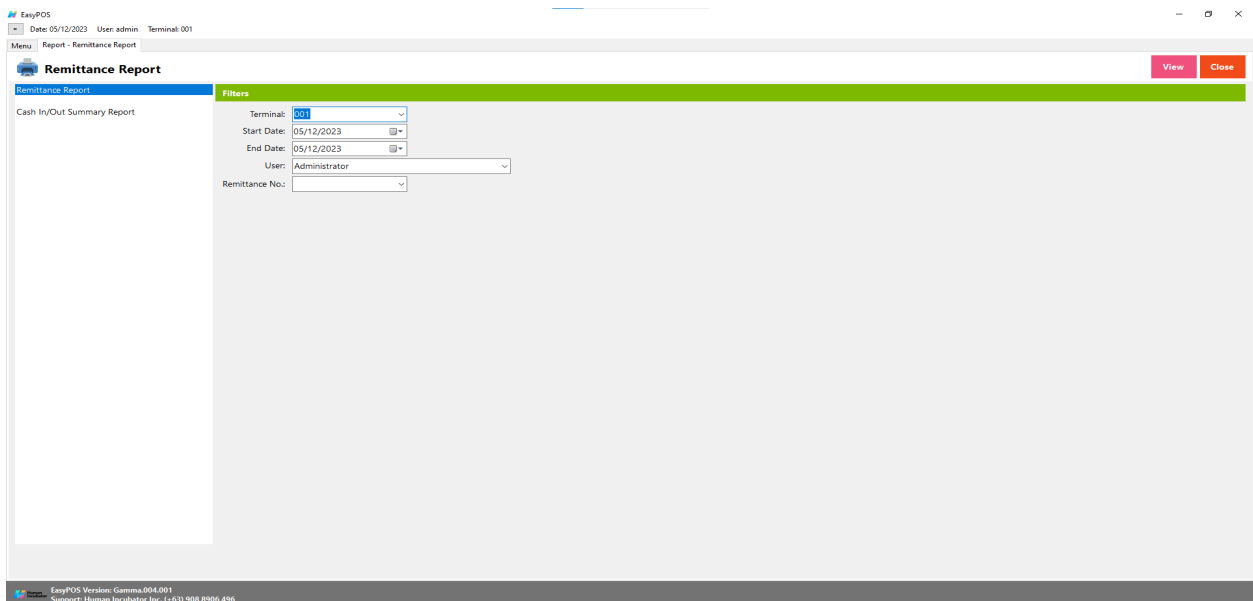


Remittance Report

Overview

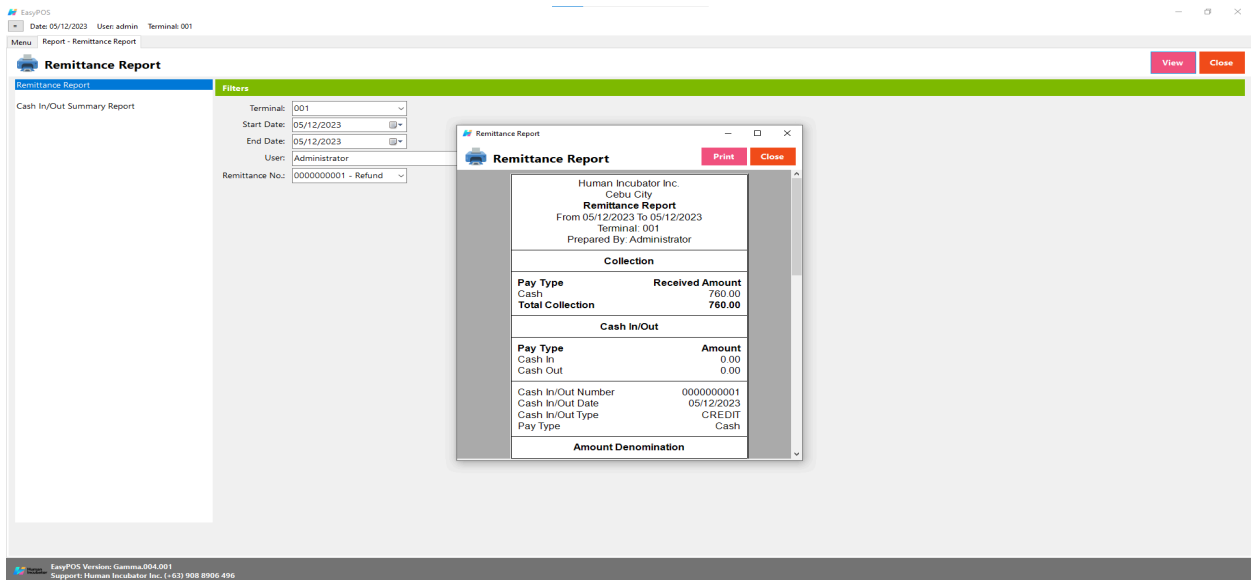
- **Remittance Report** is where users can see the reports for Cash/In Out with the Remittance report.

Remittance Report

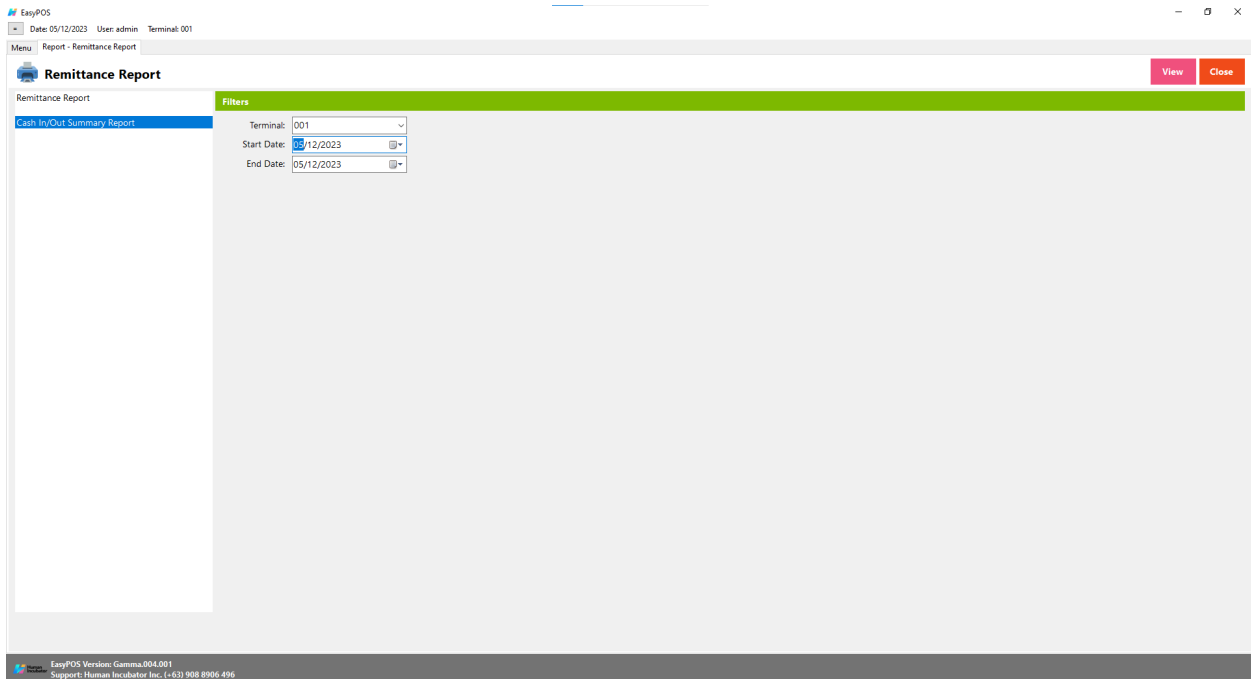


- Select Terminal, start date, end date, User and Remittance No..

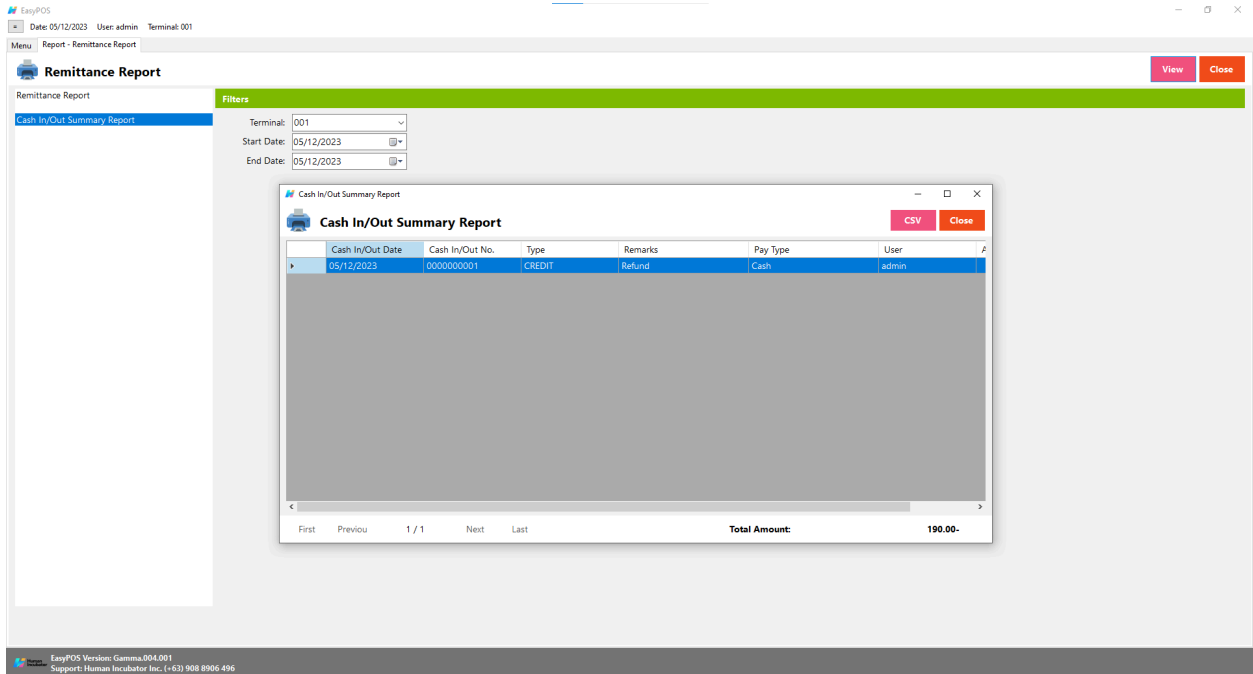
- Click the **View** button to view the report
- Click **Print** button to print pdf file report



Cash In/Out Summary Report



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

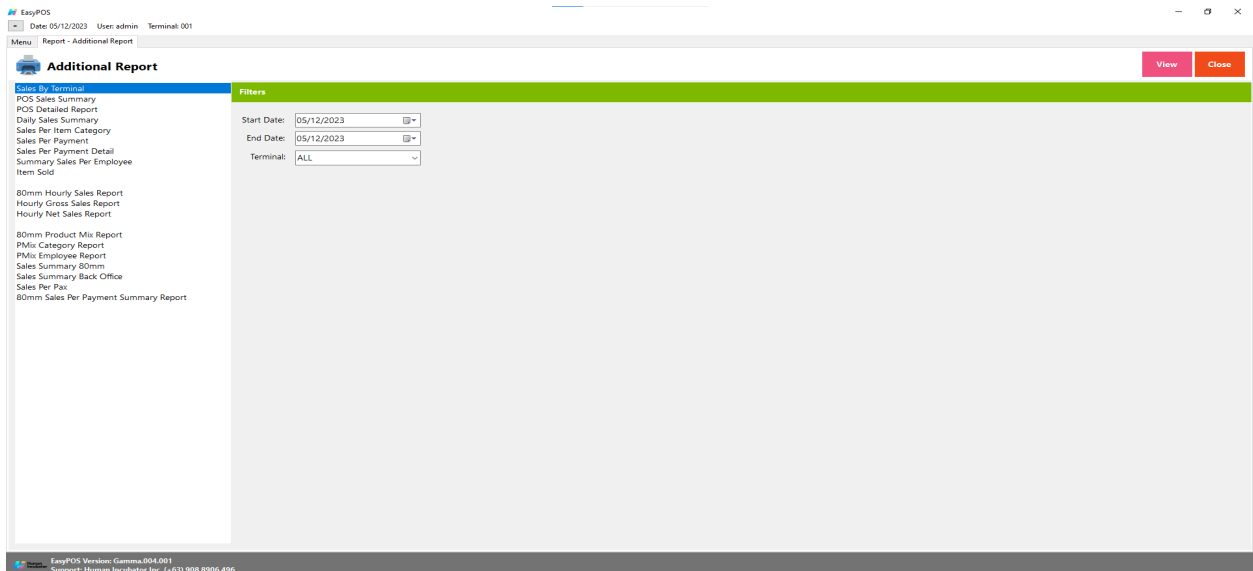


Additional Report

Overview

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

Sales By Terminal



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

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

Menu | Report - Additional Report

Additional Report View Close

Sales By Terminal **Filters**

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

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

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

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

Sales By Terminal Report PDF CSV Close

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

First Previous 1/1 Next Last

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

POS Sales Summary

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

Menu | Report - Additional Report

Additional Report View Close

Sales By Terminal **Filters**

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
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Hourly Net Sales Report

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

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

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

- 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

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

Menu Report - Additional Report

Additional Report View Close

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

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

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

Filters

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

POS Sales Summary Report PDF CSV Close

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

First Previous 1/1 Next Last

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

POS Detailed Report

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

Menu Report - Additional Report

Additional Report View Close

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

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

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

Filters

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

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 **CSV** button to print csv file format report

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

Additional Report View Close

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

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

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

Filters

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

POS Detailed Report PDF CSV Close

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)

First Previous 1/1 Next Last

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

Daily Sales Summary

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

Additional Report View Close

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

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

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

Filters

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

EasyPOS Version: Gamma.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 **CSV** button to print csv file format report

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

Additional Report View Close

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

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

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

Filters

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

Daily Sales Summary Report PDF CSV Close

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

First Previous 1/1 Next Last

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

Sales Per Item Category

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

Additional Report View Close

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

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

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

Filters

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

Category: ALL

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

- 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

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

Menu | Report - Additional Report

Additional Report View Close

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

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

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

Filters

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

Category: ALL

Sales Per Item Category Report PDF CSV Close

Category	Item	Quantity	Cont	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

First Previous 1/1 Next Last

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

Sales Per Payment

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

Menu | Report - Additional Report

Additional Report View Close

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

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

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

Filters

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

Category: ALL

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

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

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

Menu Report - Additional Report

Additional Report View Close

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

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

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

Filters

Start Date: 05/12/2023

End Date: 05/12/2023

Category: ALL

Sales Per Payment Print Close

Sales per Payment
FROM 05/12/2023 TO 05/12/2023

Terminal:
Emp:

1 System Sales	
Begin Total	0 0.00
Paid Total	0 0.00
Open Check	0 0
Are Close/Count	0 0
Dine In	0 0
Take Out	0 0.00
Delivery	0 0.00
Functions/Party	0 0
Back Shop	0 0
Bulk Order	0 0
Music Bar	0 0
Online	0 0
Non Sales	0 0
Net Exempt	0 0
	0 0
	0 0
Trans Count Dine In	0 0

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

Sales Per Payment Detail

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

Menu Report - Additional Report

Additional Report View Close

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

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

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

Filters

Start Date: 05/12/2023

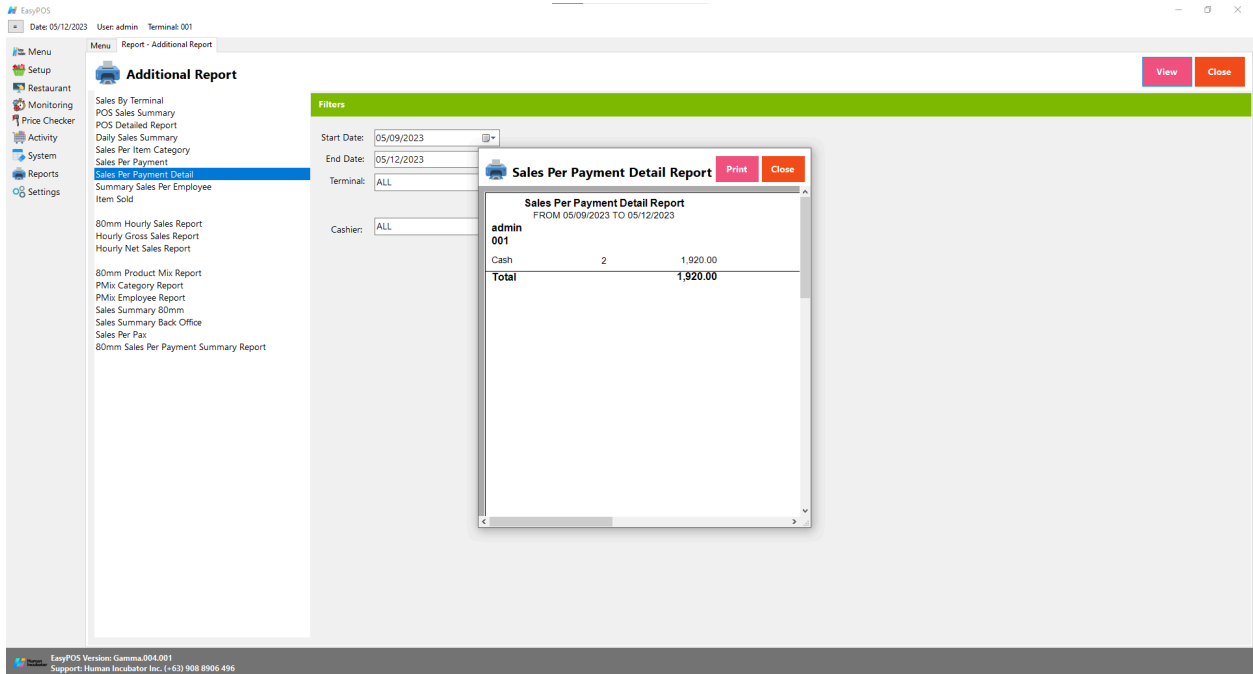
End Date: 05/12/2023

Terminal: ALL

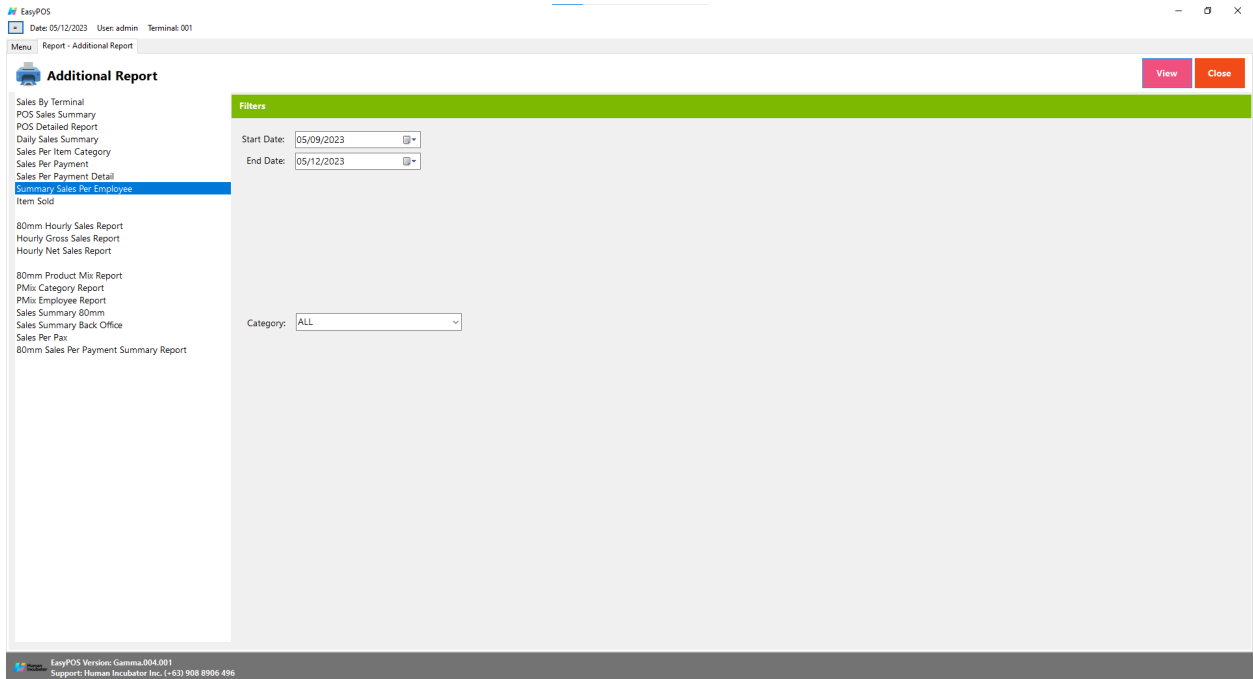
Cashier: ALL

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

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



Summary Sales Per Employee



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

The screenshot shows the EasyPOS interface. On the left, the 'Additional Report' menu is open, and 'Summary Sales Per Employee' is selected. The main area shows filters for Start Date (05/09/2023) and End Date (05/12/2023), and a Category dropdown set to 'ALL'. A modal window titled 'Sales Summary Employee' is displayed, showing a table of sales data for the user 'admin'.

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

The screenshot shows the EasyPOS interface. On the left, the 'Additional Report' menu is open, and 'Item Sold' is selected. The main area shows filters for Start Date (05/09/2023) and End Date (05/12/2023), and an Item dropdown set to '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

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

Menu | Report - Additional Report

Additional Report View Close

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

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

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

Filters

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

Item Sold Report PDF CSV Close

Item Description	Category	Quantity	Amount
Cheese Burger	Burger	4.00	380.00
Avocado Shake	Shake	3.00	285.00
Strawberry Shake	Shake	1.00	105.00

Item: ALL

First Previous 1/1 Next Last

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

80mm Hourly Sales Report

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

Menu | Report - Additional Report

Additional Report View Close

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

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

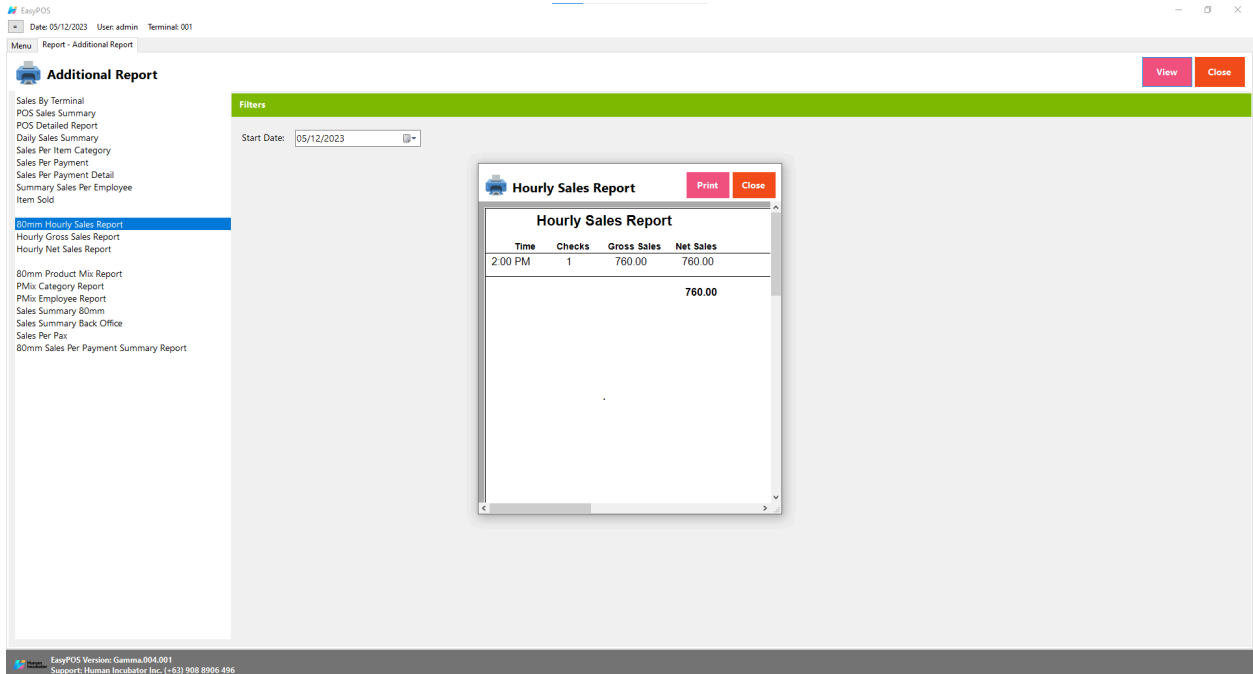
80mm Product Mix Report
PMix Category Report
PMix Employee Report
Sales Summary 80mm
Sales Summary Back Office
Sales Per Pax
80mm Sales Per Payment Summary Report

Filters

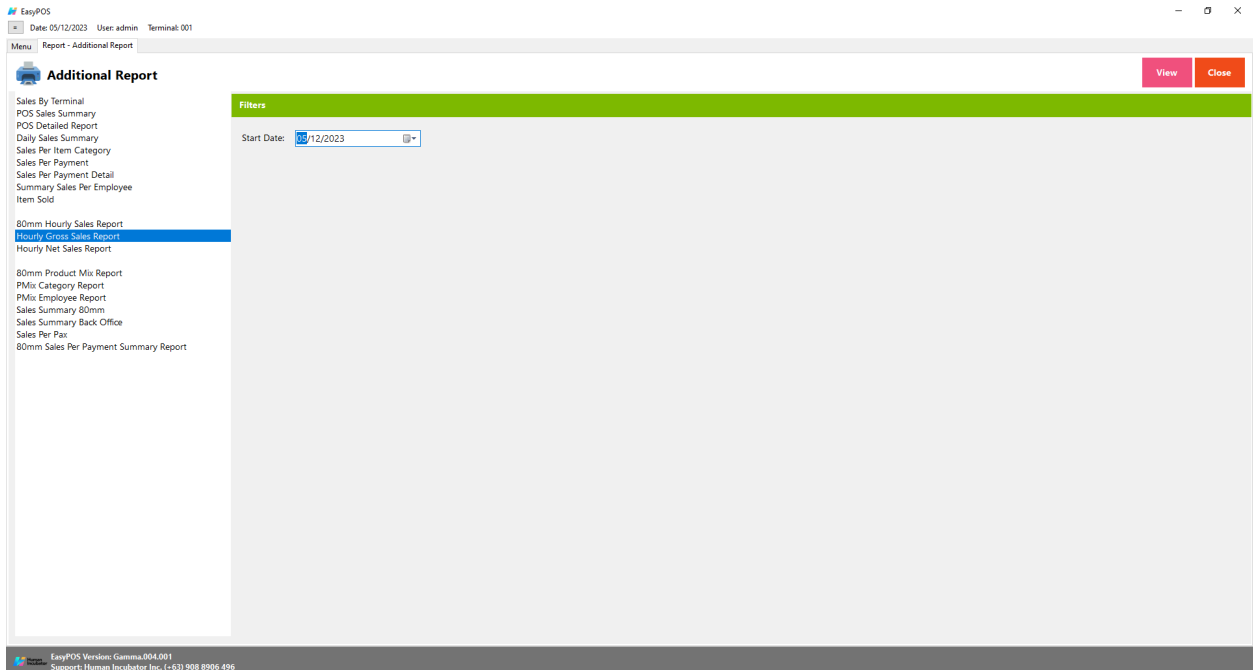
Start Date: 05/12/2023

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

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



Hourly Gross Sales Report



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

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

Additional Report [View] [Close]

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

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

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

Filters
Start Date: 05/12/2023

Hourly Gross Sales Report [PDF] [CSV] [Close]

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

First Previous 1/1 Next Last

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

Hourly Net Sales Report

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

Additional Report [View] [Close]

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

80mm Hourly Sales Report
Hourly Net Sales Report
Hourly Gross 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

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

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

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

Additional Report View Close

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

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

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

Filters
Start Date: 05/12/2023

Hourly Net Sales Report PDF CSV Close

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

First Previous 1/1 Next Last

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

80mm Product Mix Report

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

Additional Report View Close

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

80mm Hourly Sales Report
Hourly Gross Sales Report
Hourly Net Sales Report
80mm Product Mix Report

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

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

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

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

Additional Report View Close

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

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

80mm Product Mix Report

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

Filters

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

Product Mix Report Print Close

PMix Report
FROM 05/12/2023 TO 05/12/2023

Item	Quantity	Total	Percent
Cheese	3.00	285.00	50.00%
Burger	3.00	285.00	50.00%
Avocado			
Shake			
Total	6.00	570.00	100.00%

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

PMix Category Report

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

Additional Report View Close

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

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

80mm Product Mix Report

PMix Employee Report

PMix Category 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.004.001
Support: Human Incubator Inc. (+63) 908 8906 496

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

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

Menu Report - Additional Report

Additional Report View Close

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

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

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

Filters

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

PMix Category Report PDF CSV Close

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

First Previous 1/1 Next Last

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

PMix Employee Report

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

Menu Report - Additional Report

Additional Report View Close

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

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

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

Filters

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

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

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

Menu Report - Additional Report

Additional Report View Close

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

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

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

Filters

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

PMix Employee Report PDF CSV Close

Terminal	Employee	Item No.	Item Name	No. Sold	Price Sold	Amount	Cost
001	Administrator	0000000006	Cheese Burger	3.00	95.00	285.00	1.00
001	Administrator	0000000009	Avocado Shake	3.00	95.00	285.00	1.00

First Previous 1/1 Next Last

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

Sales Summary 80mm

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

Menu Report - Additional Report

Additional Report View Close

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

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

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

Filters

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

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

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

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

Menu | Report - Additional Report

Additional Report View Close

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

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

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

Filters

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

Sales Summary Report Print Close

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

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

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

Sales Summary Back Office

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

Menu | Report - Additional Report

Additional Report View Close

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

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

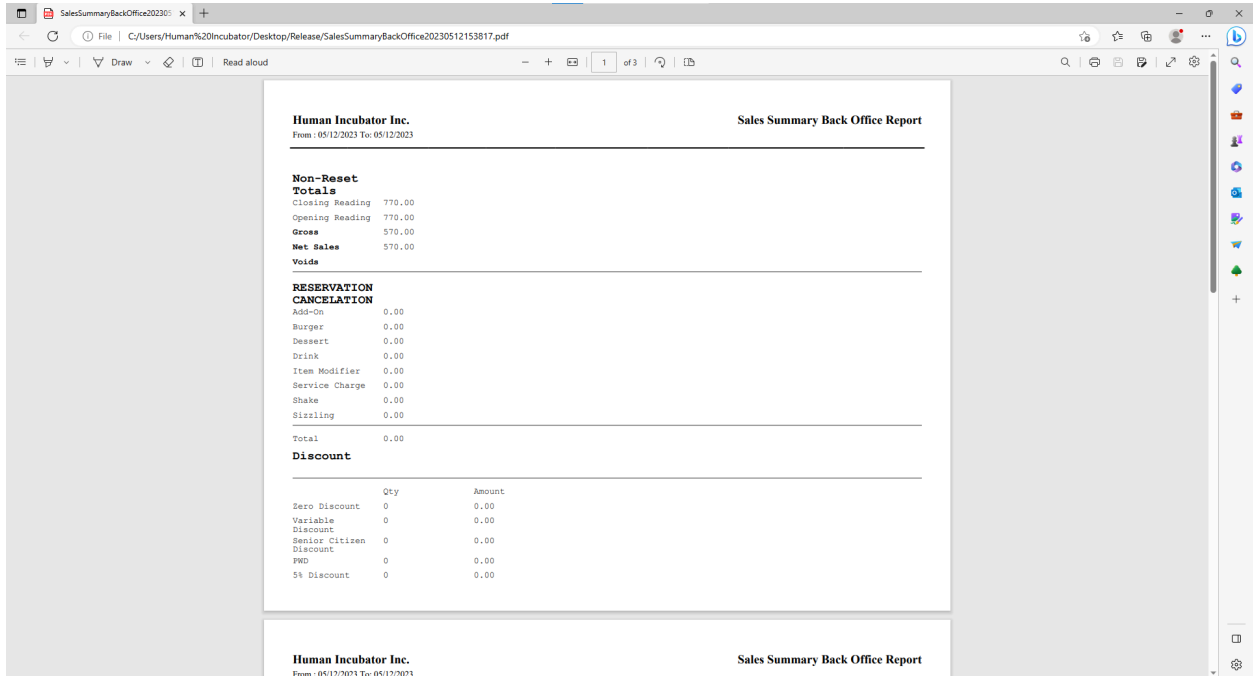
80mm Product Mix Report
PMix Category Report
PMix Employee Report
Sales Summary 80mm
Sales Summary Back Office
Sales Per Pax
80mm Sales Per Payment Summary Report

Filters

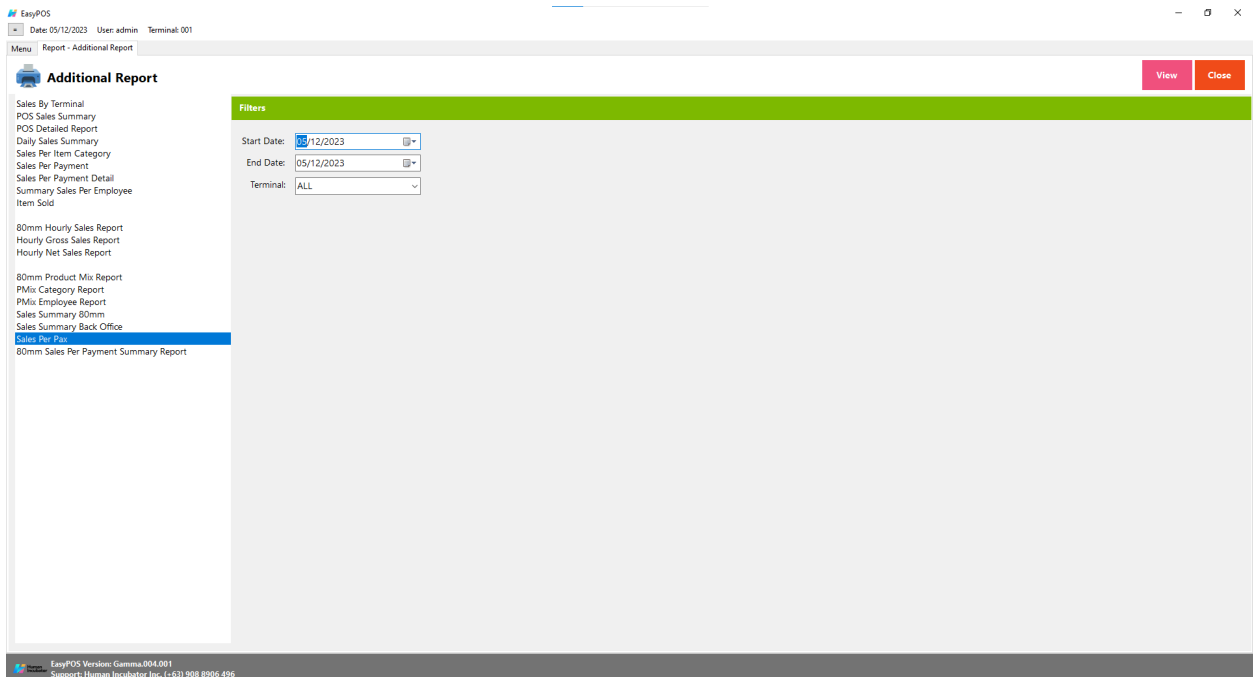
Start Date: 05/12/2023
End Date: 05/12/2023
Terminal: ALL

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

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



Sales Per Pax



- 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

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

Menu Report - Additional Report

Additional Report View Close

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

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

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

Filters

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

Sales Per Pax Report PDF CSV Close

OR Number	No. Of Pax	Item Qty	Total Amount
0000000002	1	8.00	760.00

First Previous 1/1 Next Last

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

80mm Sales Per Payment Summary Report

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

Menu Report - Additional Report

Additional Report View Close

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

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

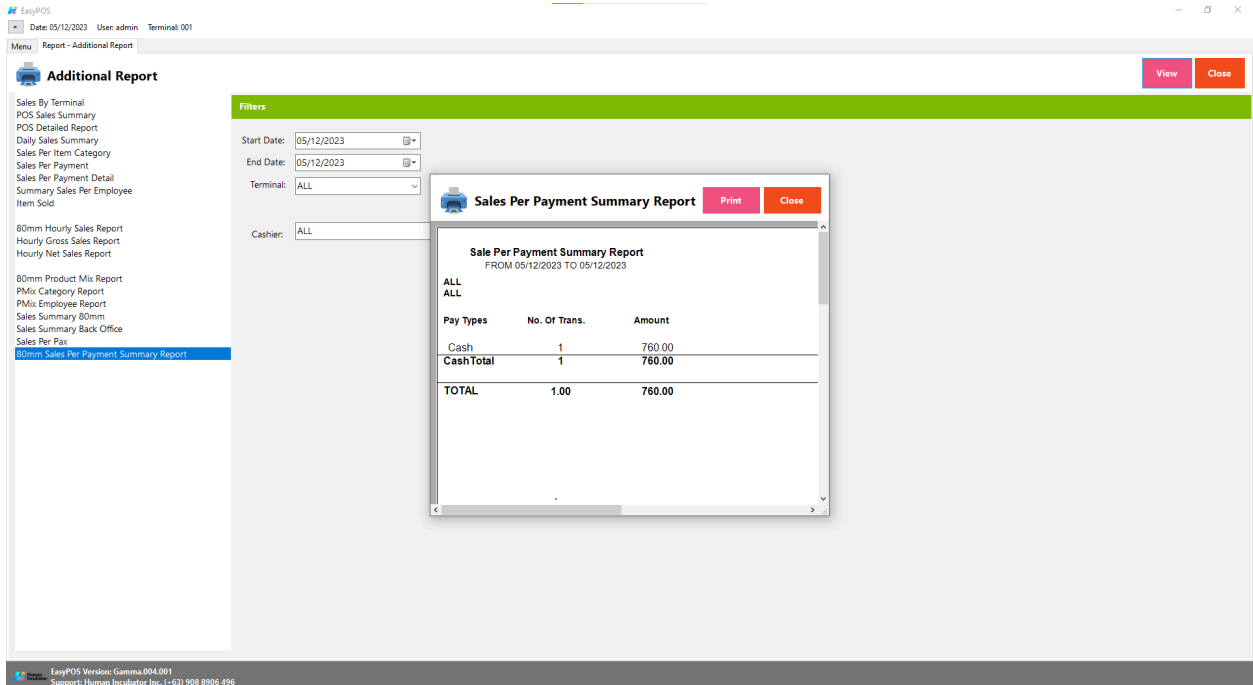
80mm Product Mix Report
PMix Category Report
PMix Employee Report
Sales Summary 80mm
Sales Summary Back Office
Sales Per Pax
80mm Sales Per Payment Summary Report

Filters

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

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

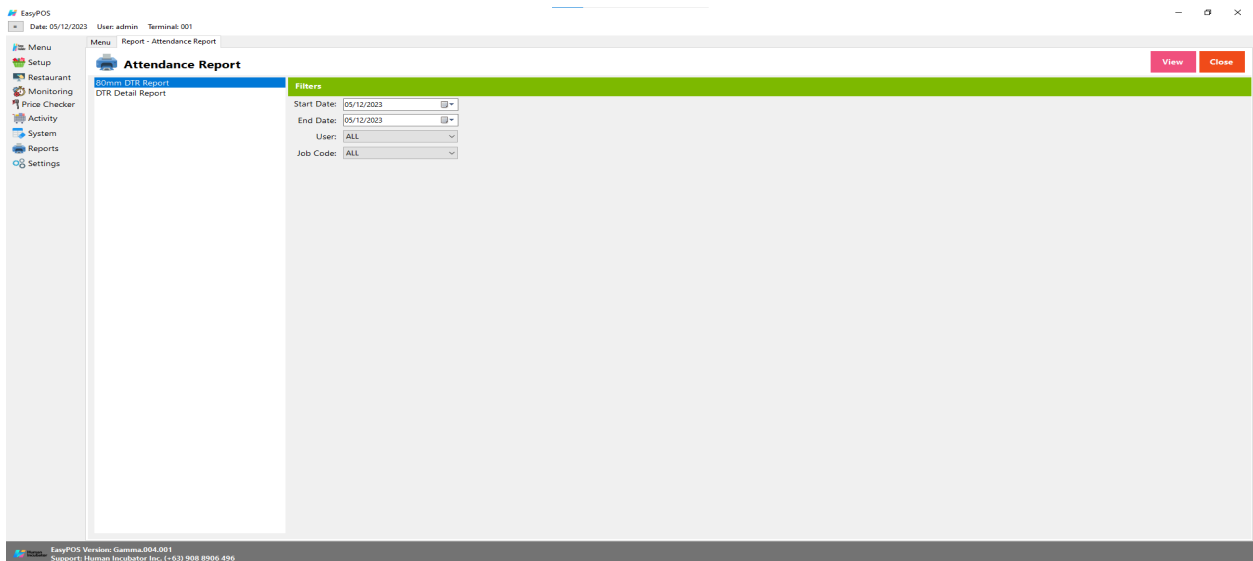


Attendance Report

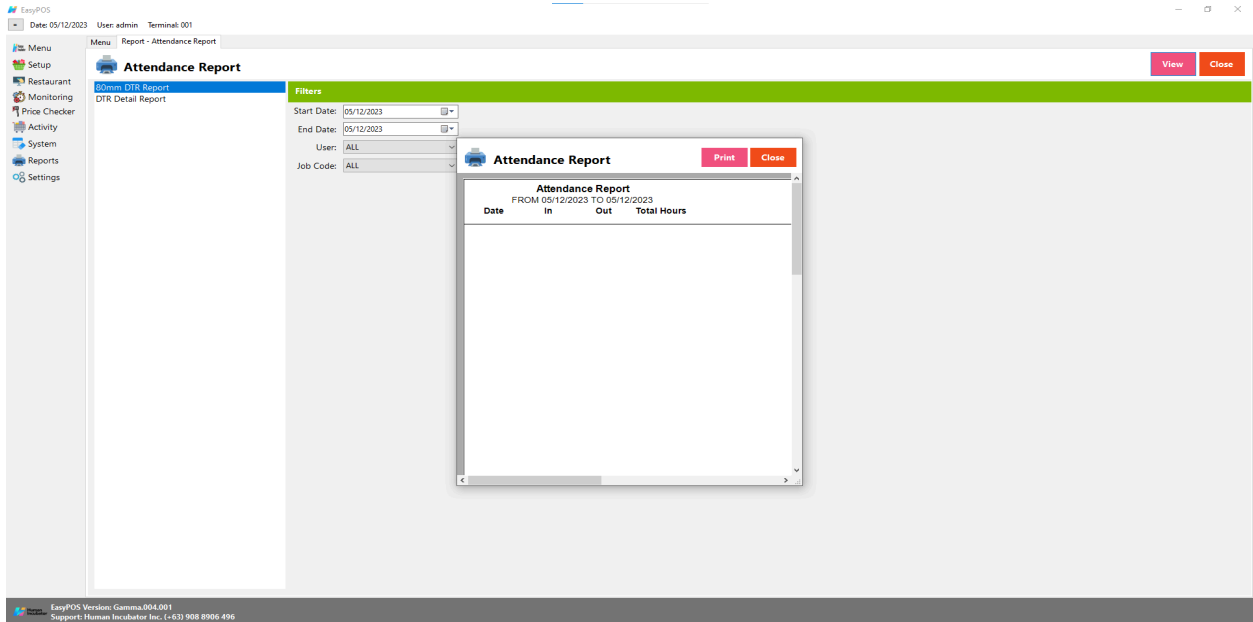
Overview

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

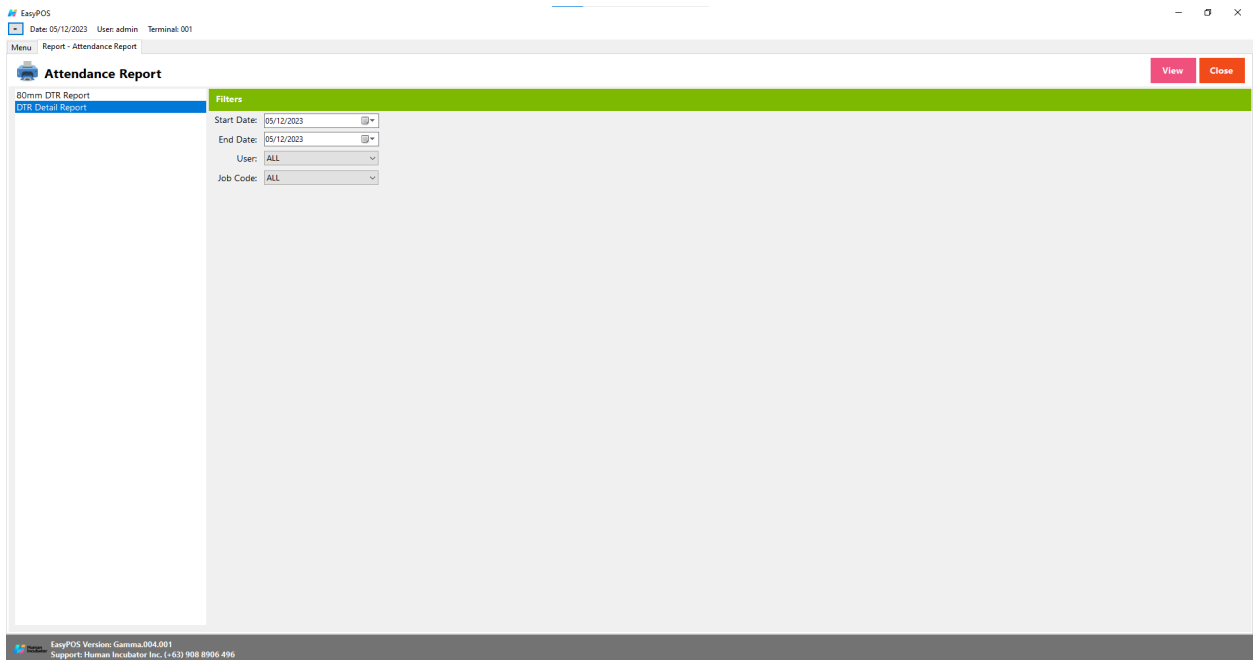
80mm DTR Report



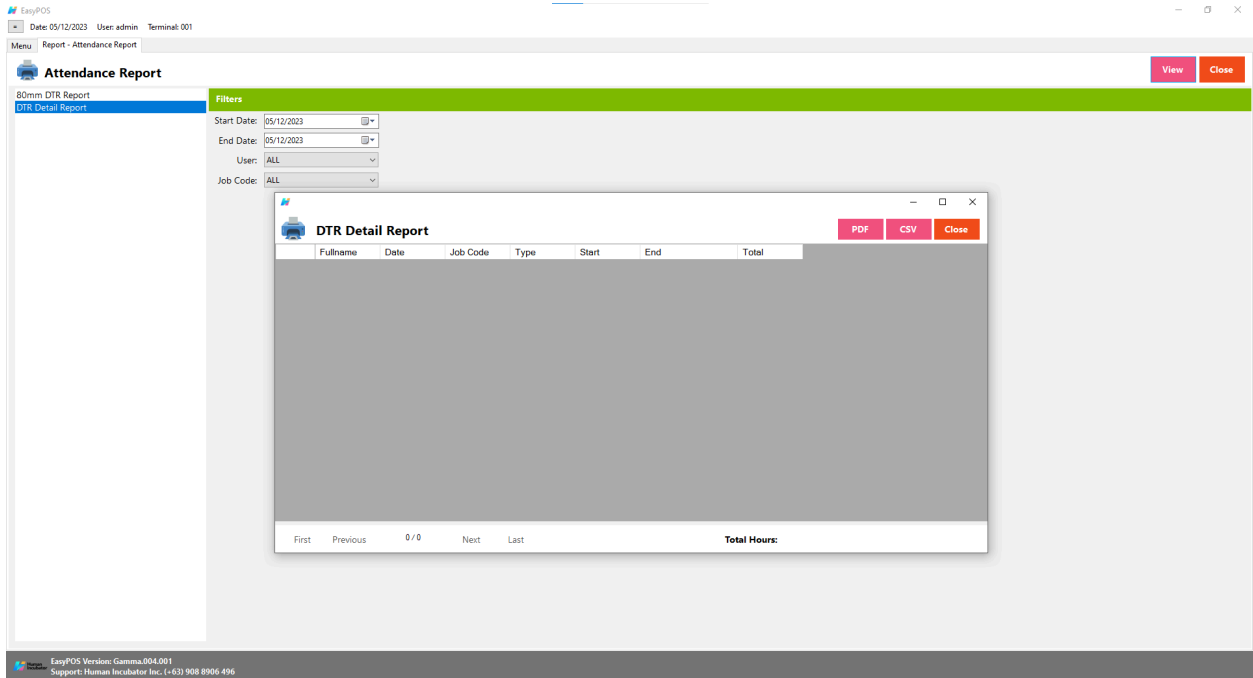
- Select Start Date, End Date, User and Job Code.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



DTR Detail Report



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



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.

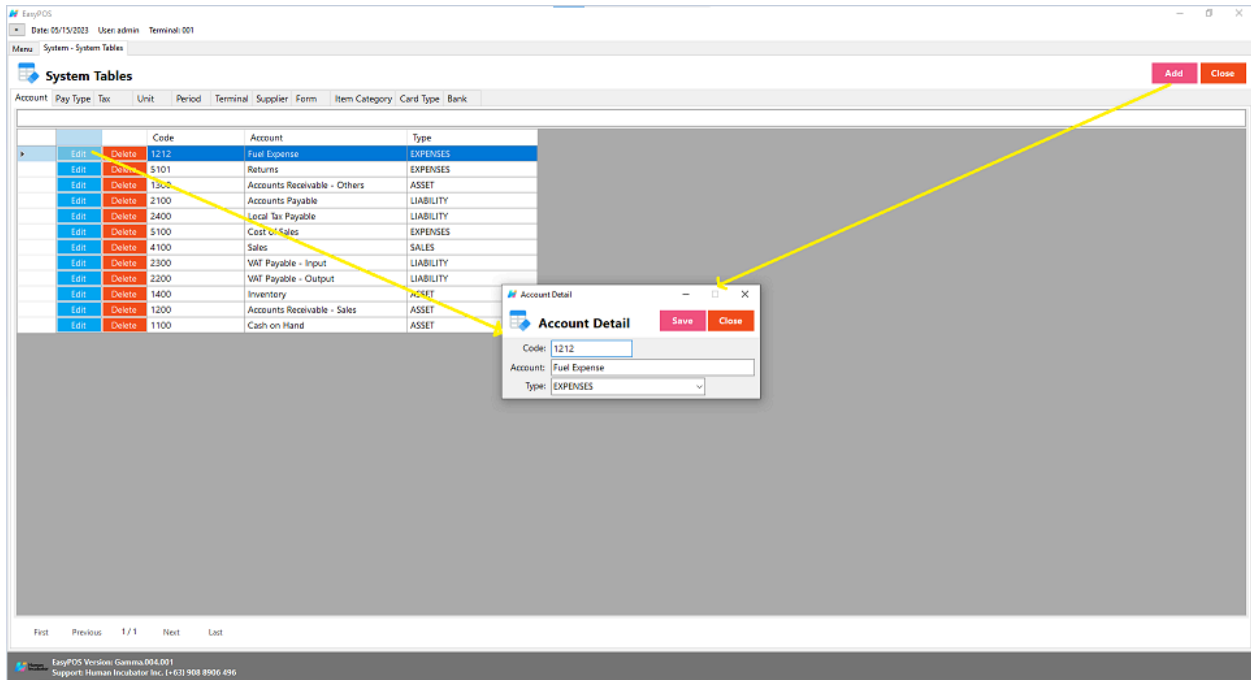
Accounts

The screenshot shows the 'System Tables' window in EasyPOS. The window title is 'System Tables' and it has 'Add' and 'Close' buttons in the top right. Below the title bar is a menu bar with 'System - System Tables'. A toolbar contains 'Account', 'Pay Type', 'Tax', 'Unit', 'Period', 'Terminal', 'Supplier', 'Form', 'Item Category', 'Card Type', and 'Bank'. The main area is a table with the following data:

		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

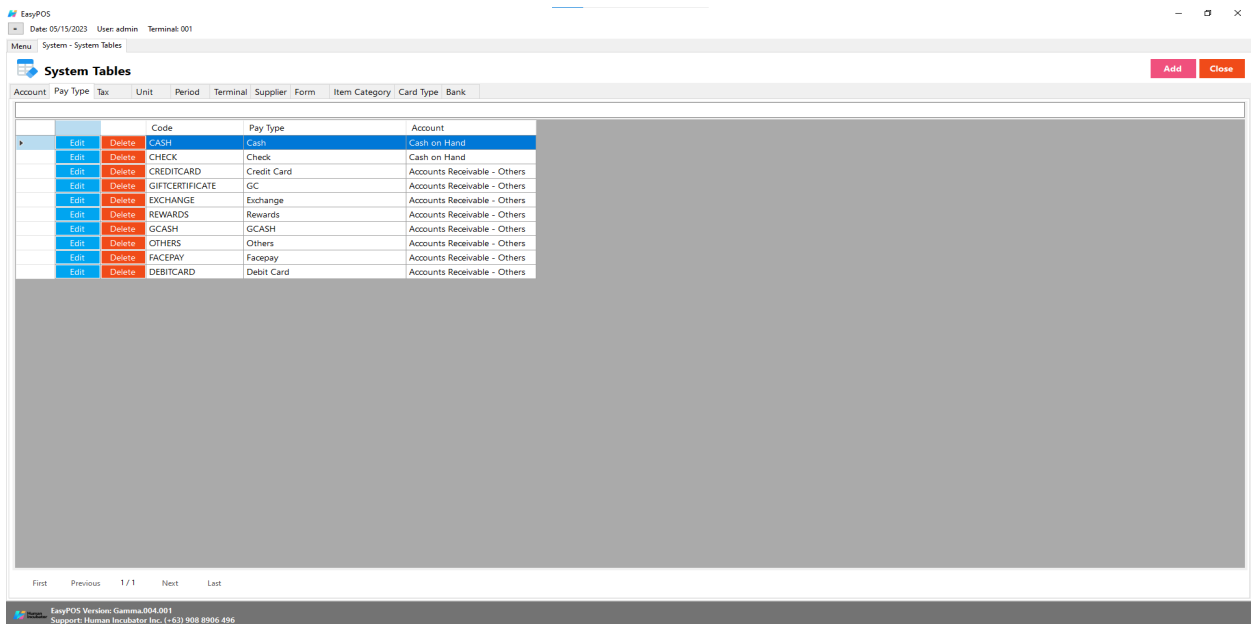
At the bottom of the table, there are navigation buttons: 'First', 'Previous', '1 / 1', 'Next', and 'Last'. The footer of the window contains the text: 'EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 496'.

- 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.



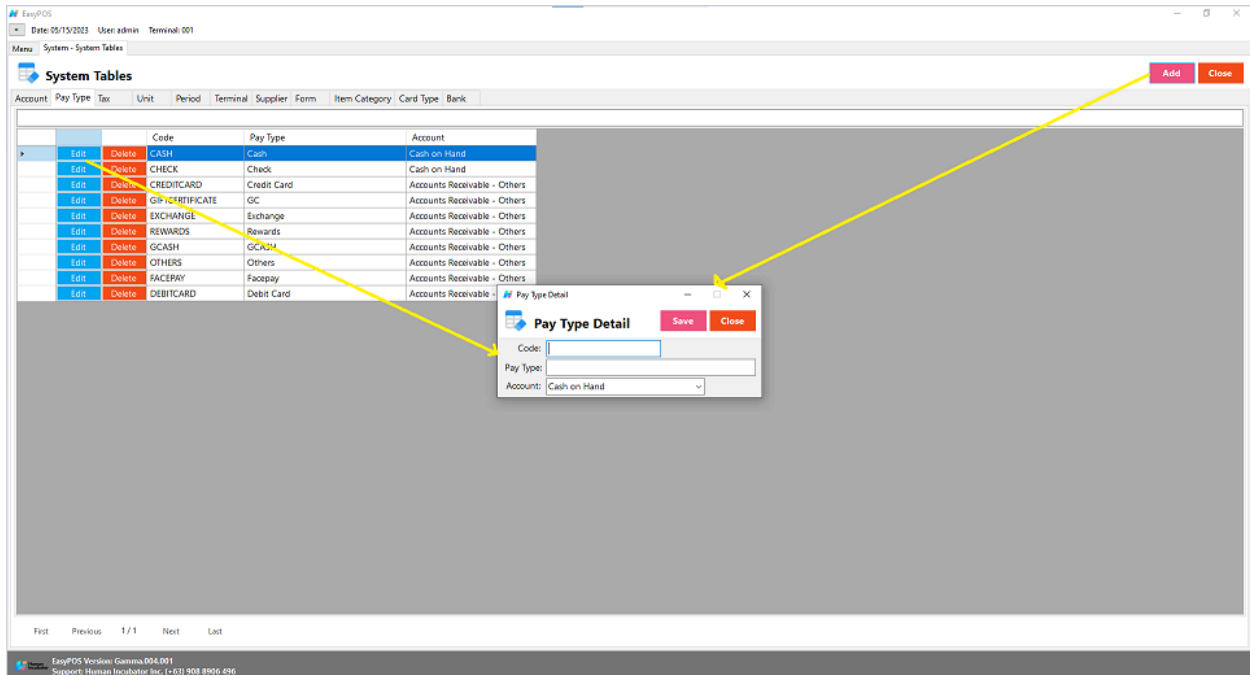
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Code, Account and Type
- Click the Save button to save account details.

Pay Type



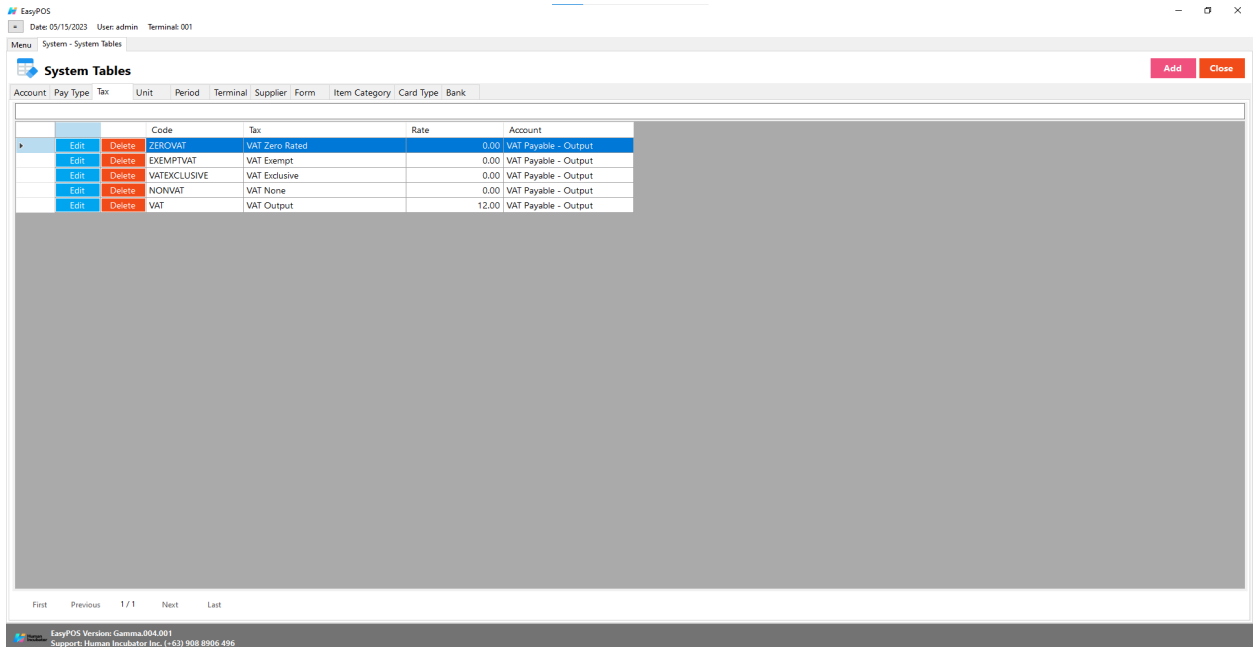
- Shows the list of all added pay types.

- 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.

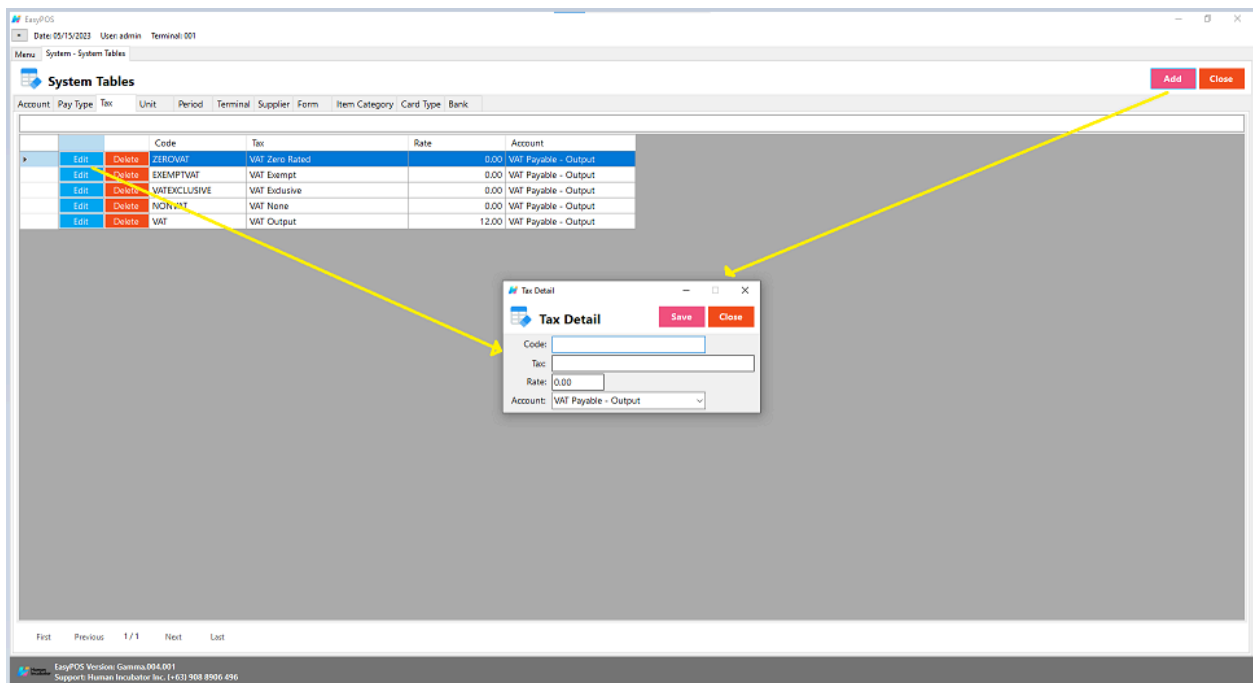


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Code, Pay Type and Account
- Click the Save button to save pay type details.

Tax

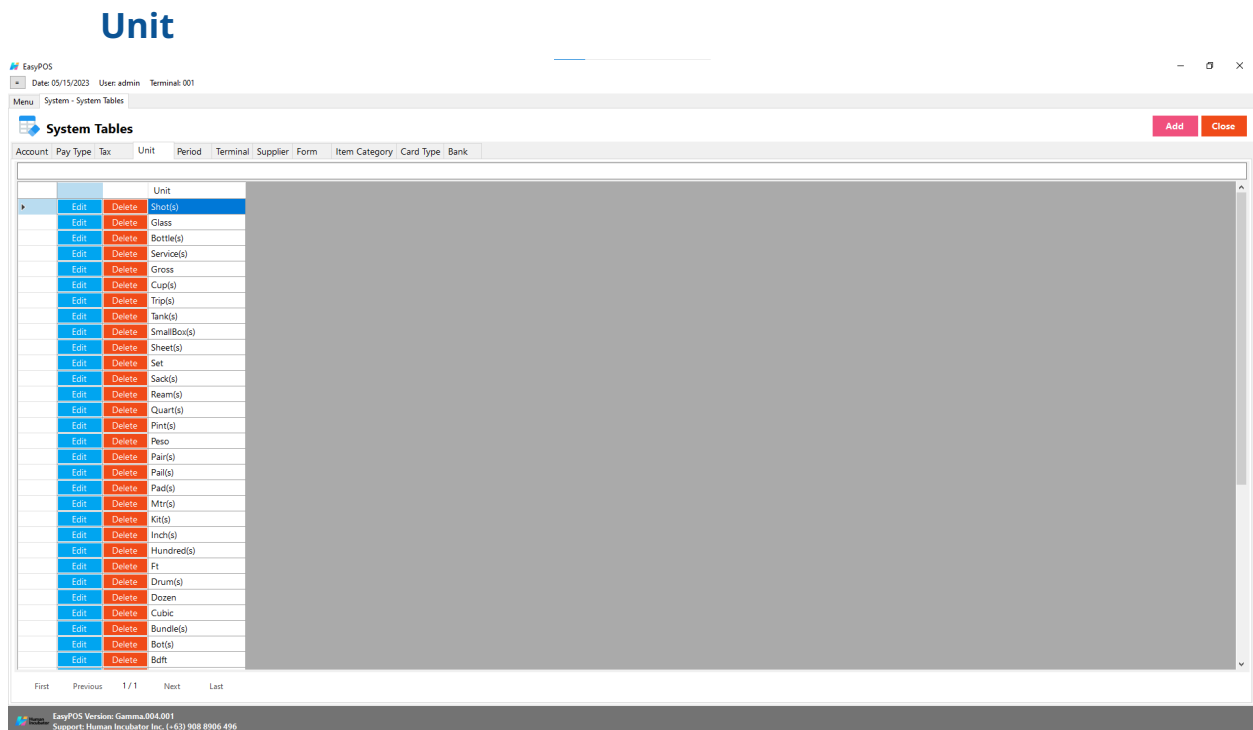


- Shows the list of all added taxes.
- Delete button will proceed to deleting tax details.
- Edit button will proceed to updating tax details.
- Close button will proceed to closing the system table module.

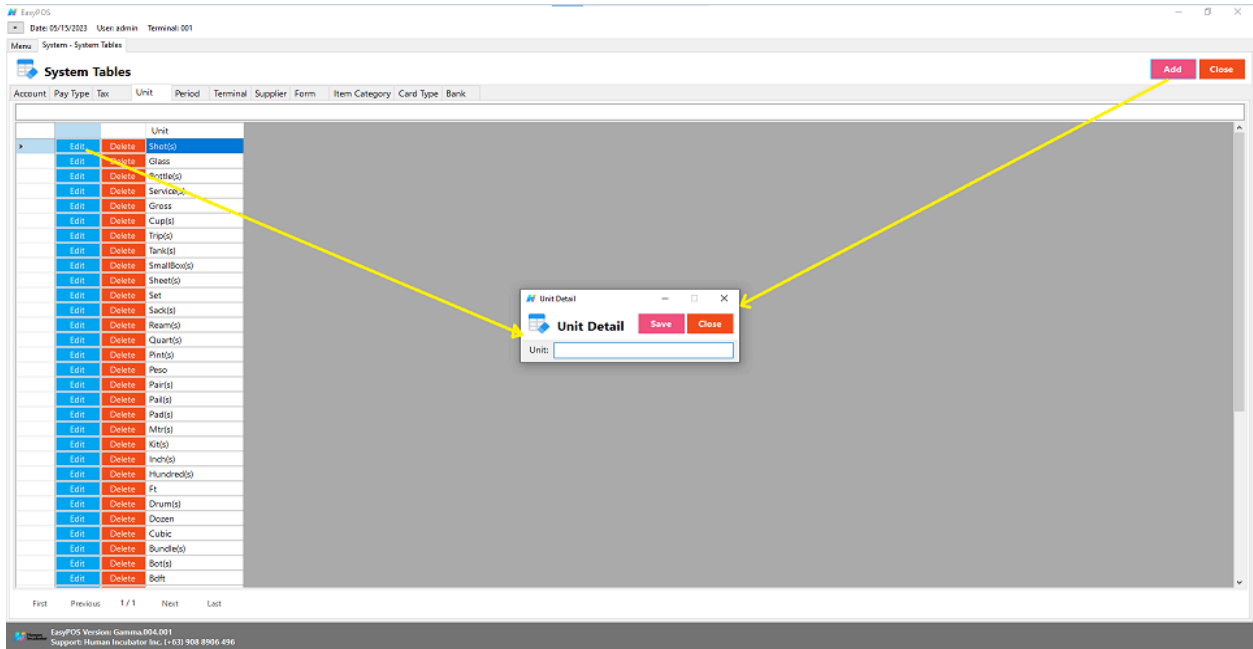


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.

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

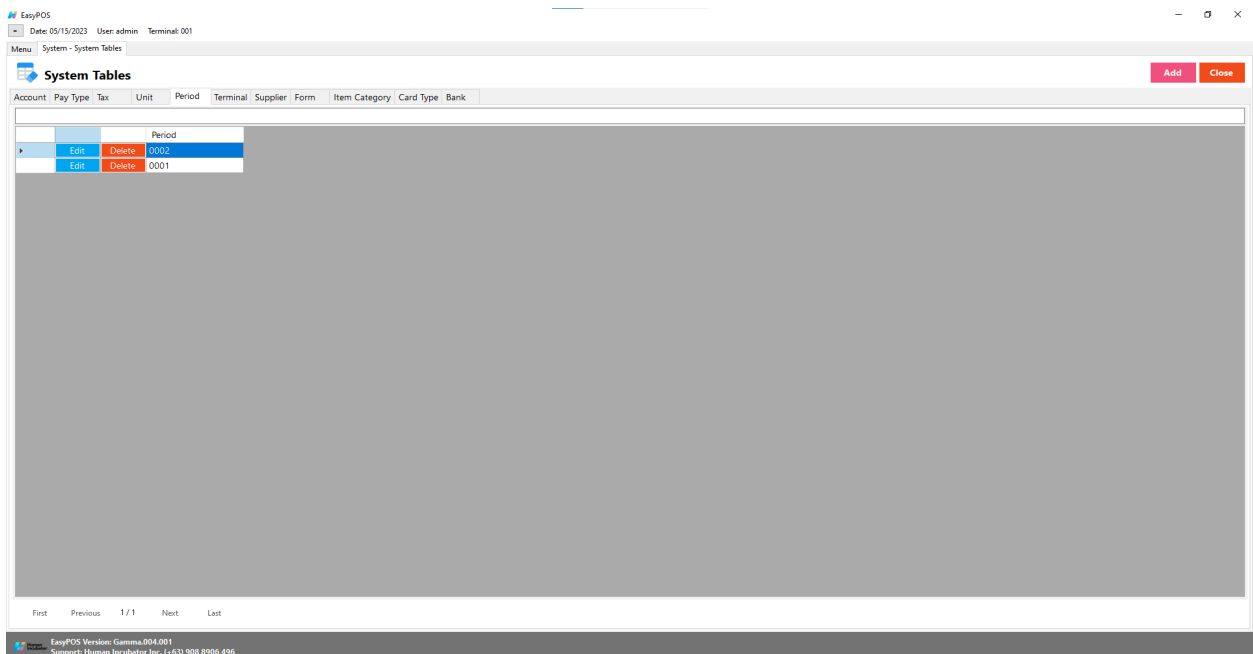


- Shows the list of all added units.
- Delete button will proceed to deleting unit details.
- Edit button will proceed to updating unit details.
- Close button will proceed to closing the system table module.

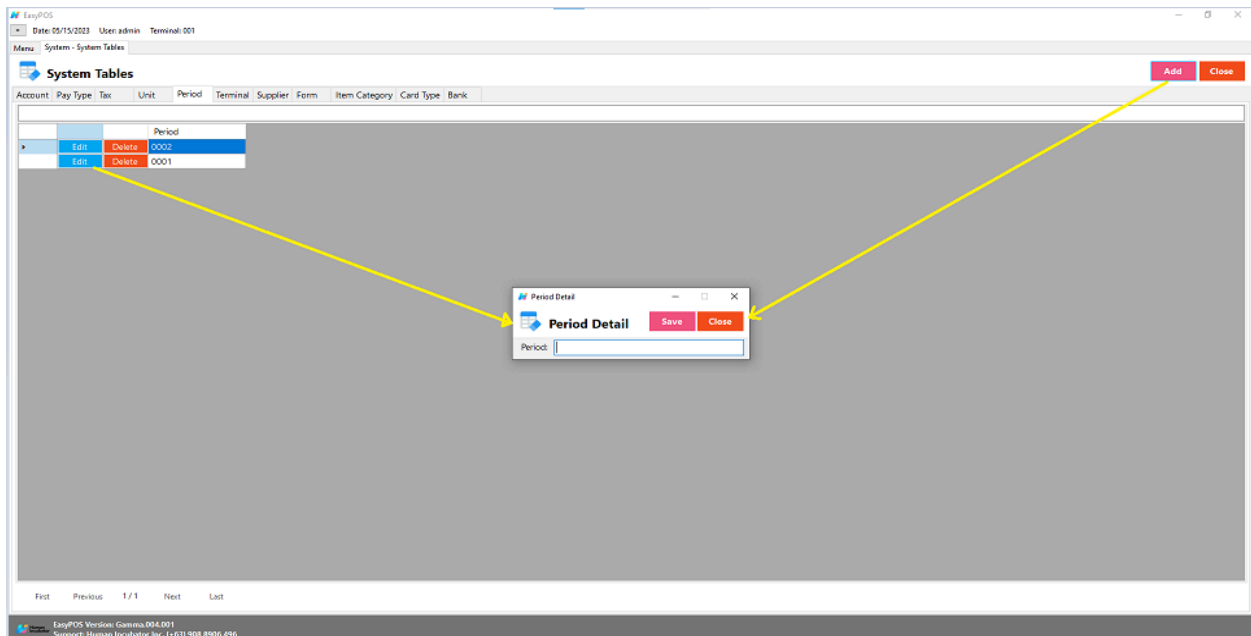


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Unit
- Click the Save button to save unit details.

Period

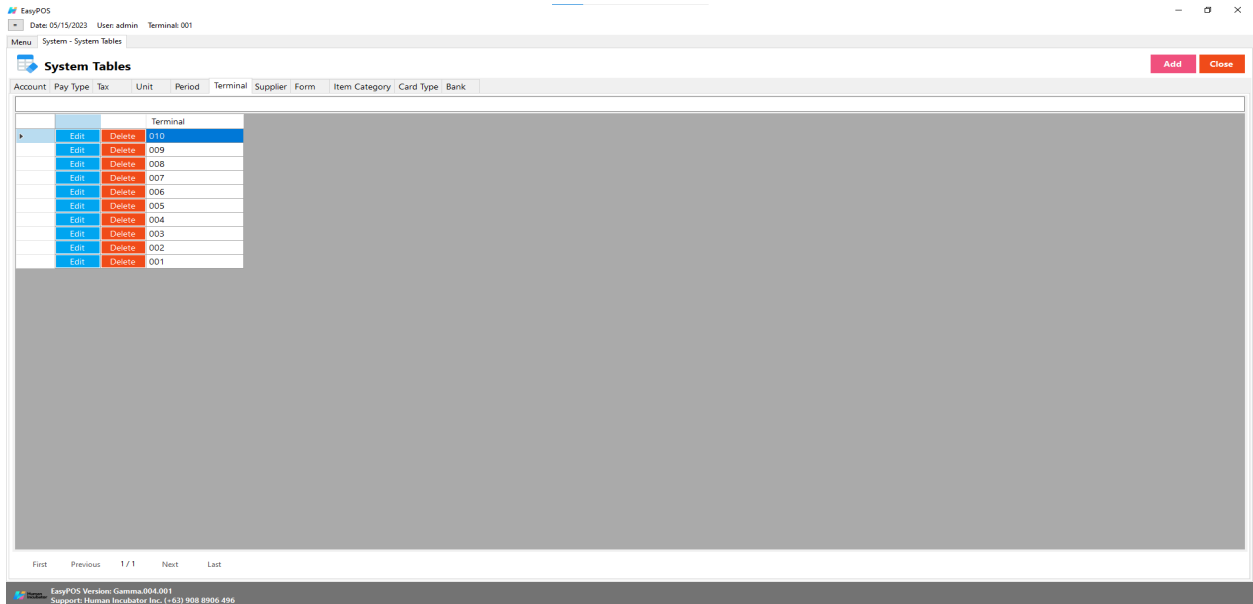


- Shows the list of all added periods.
- Delete button will proceed to deleting period details.
- Edit button will proceed to updating period details.
- Close button will proceed to closing the system table module.

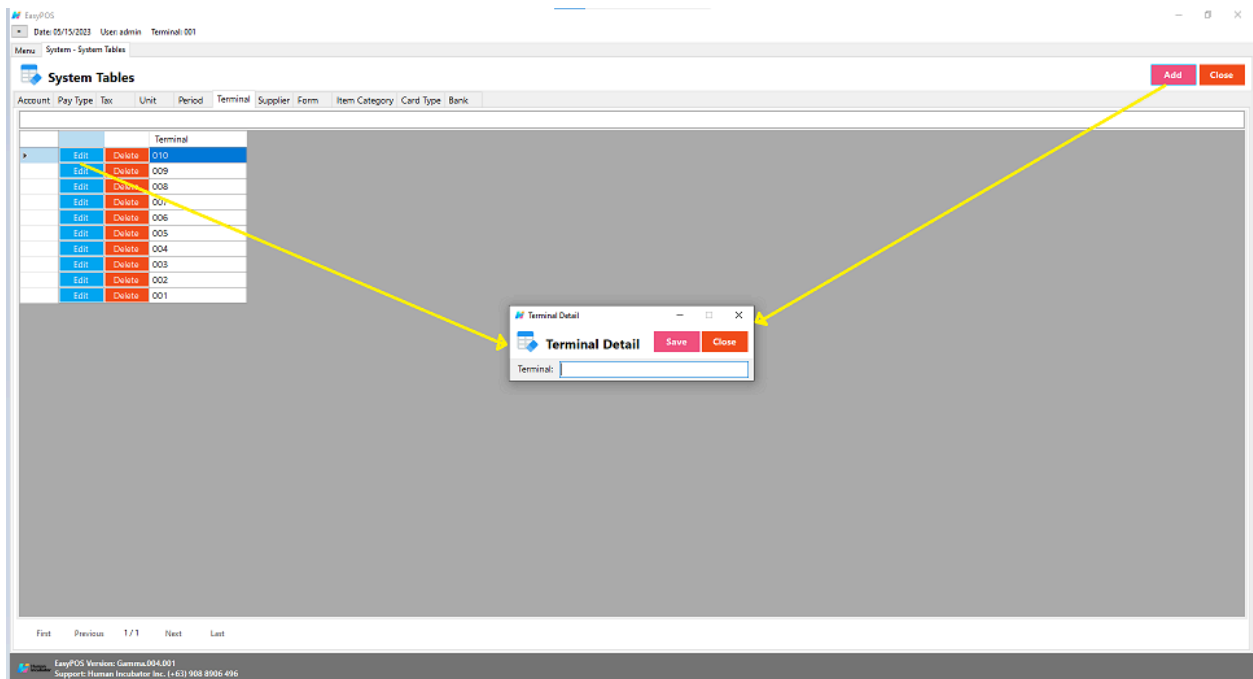


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Unit
- Click the Save button to save unit details.

Terminal



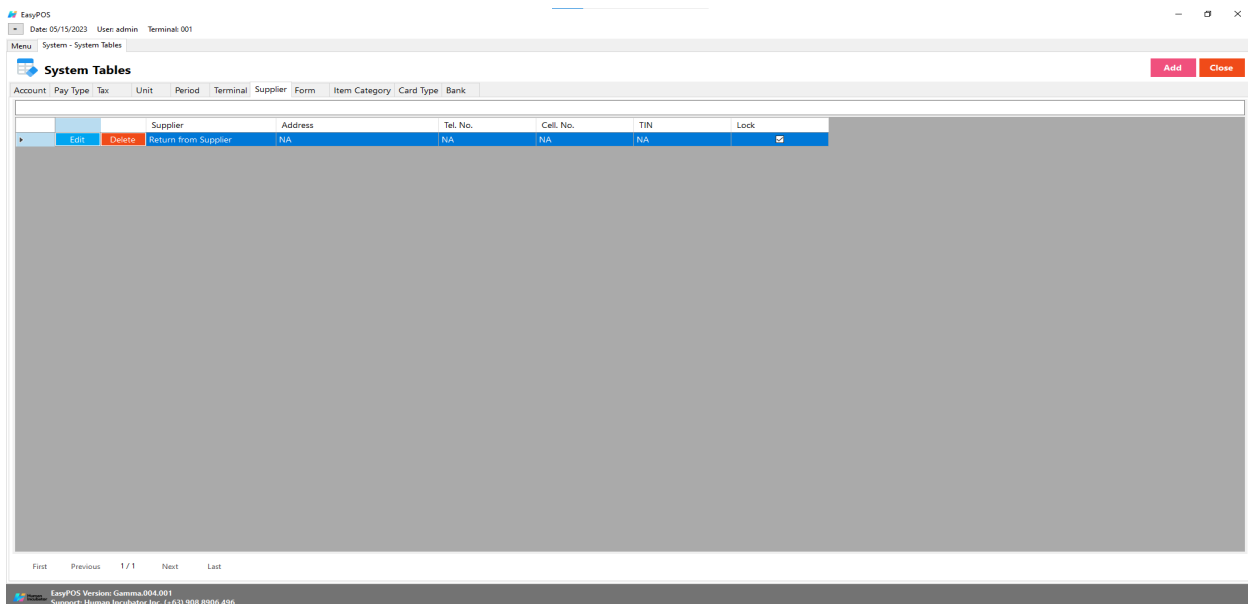
- Shows the list of all added terminals.
- Delete button will proceed to deleting terminal details.
- Edit button will proceed to updating terminal details.
- Close button will proceed to closing the system table module.



- **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.

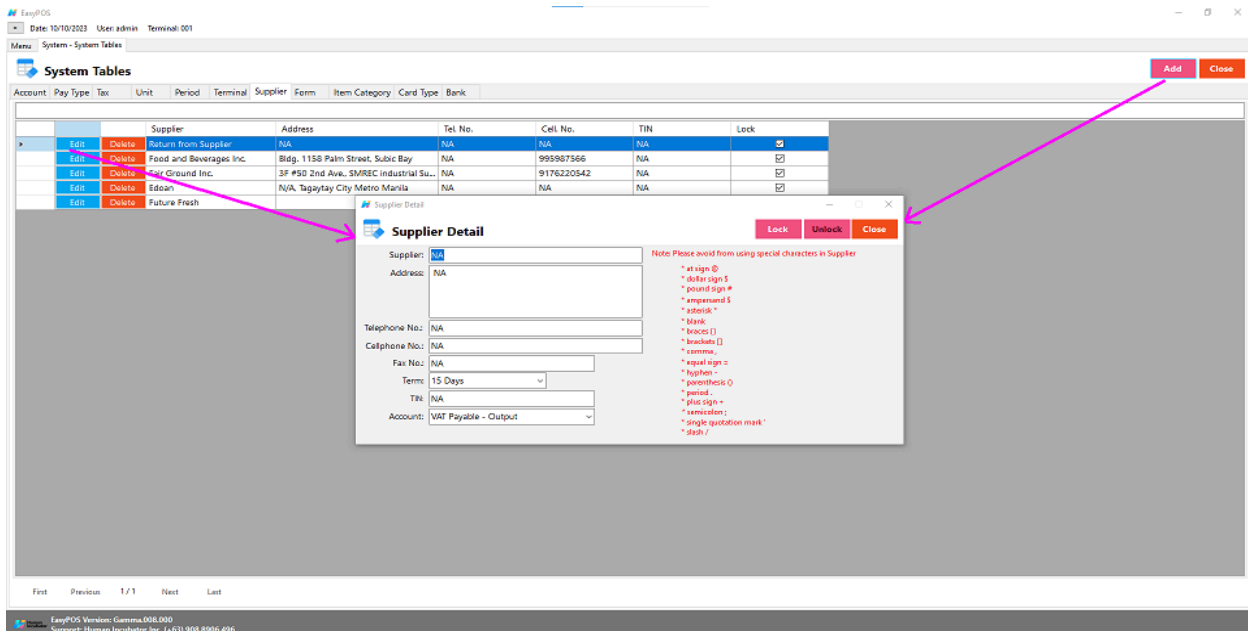
Supplier

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

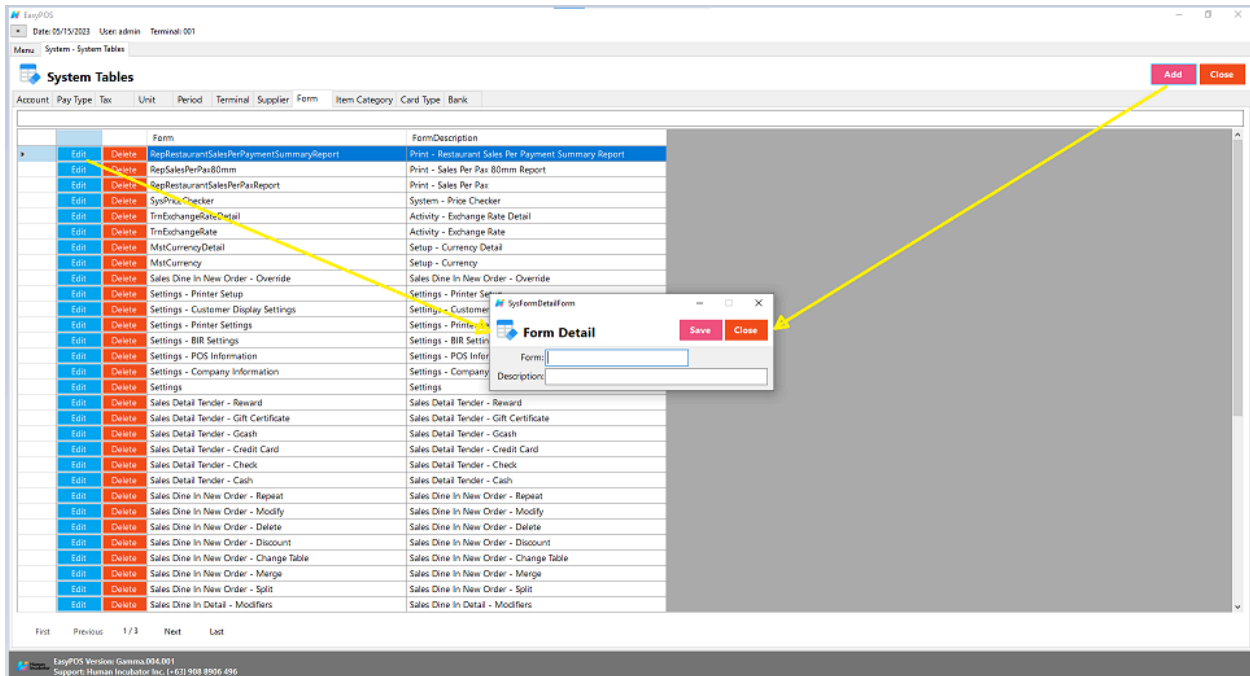
- Click the Save button to save supplier details.

Form

The screenshot shows the 'System Tables' window in EasyPOS. The window title is 'EasyPOS' and it displays the date '05/15/2023', user 'admin', and terminal '001'. The main area is a table with columns for 'Form' and 'FormDescription'. Each row has an 'Edit' button (blue) and a 'Delete' button (red) to its left. The table lists various forms such as 'RptRestaurantSalesPerPaymentSummaryReport', 'RepSalesPerPax80mm', and 'Settings - Printer Setup'. At the bottom, there are navigation buttons: 'First', 'Previous', '1/3', 'Next', and 'Last'. The footer shows 'EasyPOS Version: Gamma.004.001' and 'Support: Human Incubator Inc. (+63) 908 8906 496'.

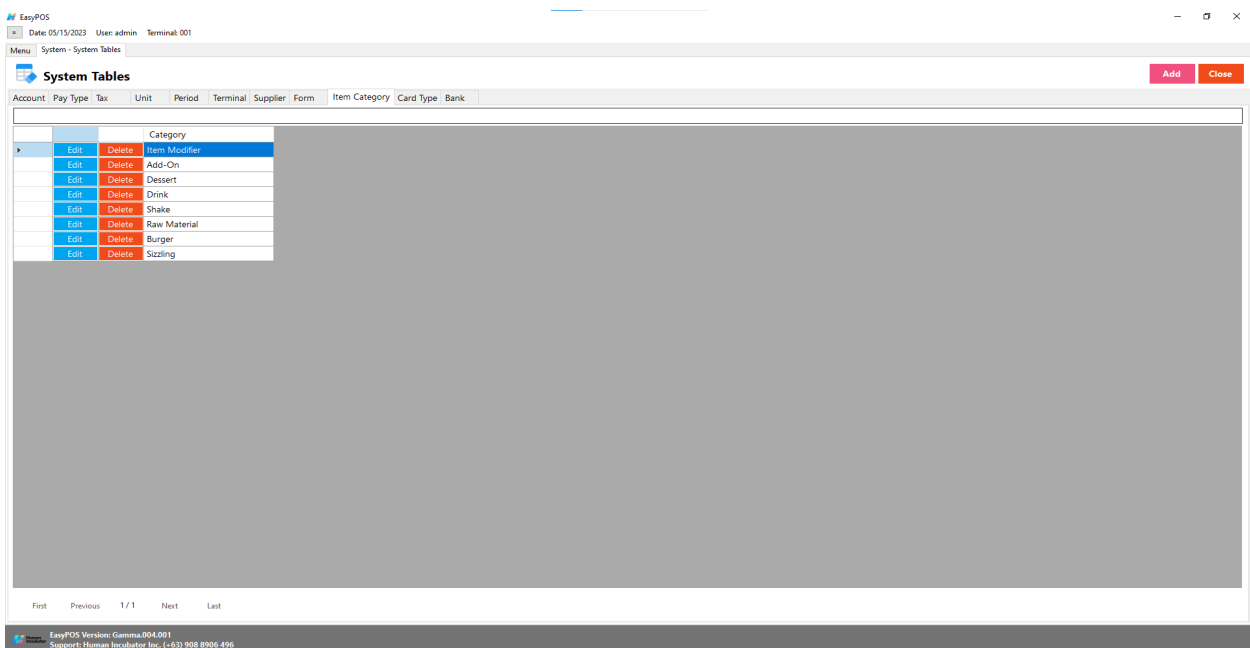
	Form	FormDescription
Edit Delete	RptRestaurantSalesPerPaymentSummaryReport	Print - Restaurant Sales Per Payment Summary Report
Edit Delete	RepSalesPerPax80mm	Print - Sales Per Pax 80mm Report
Edit Delete	RepRestaurantSalesPerPaxReport	Print - Sales Per Pax
Edit Delete	SysPriceChecker	System - Price Checker
Edit Delete	TrnExchangeRateDetail	Activity - Exchange Rate Detail
Edit Delete	TrnExchangeRate	Activity - Exchange Rate
Edit Delete	MstCurrencyDetail	Setup - Currency Detail
Edit Delete	MstCurrency	Setup - Currency
Edit Delete	Sales Dine In New Order - Override	Sales Dine In New Order - Override
Edit Delete	Settings - Printer Setup	Settings - Printer Setup
Edit Delete	Settings - Customer Display Settings	Settings - Customer Display Settings
Edit Delete	Settings - Printer Settings	Settings - Printer Settings
Edit Delete	Settings - BIR Settings	Settings - BIR Settings
Edit Delete	Settings - POS Information	Settings - POS Information
Edit Delete	Settings - Company Information	Settings - Company Information
Edit Delete	Settings	Settings
Edit Delete	Sales Detail Tender - Reward	Sales Detail Tender - Reward
Edit Delete	Sales Detail Tender - Gift Certificate	Sales Detail Tender - Gift Certificate
Edit Delete	Sales Detail Tender - Gcash	Sales Detail Tender - Gcash
Edit Delete	Sales Detail Tender - Credit Card	Sales Detail Tender - Credit Card
Edit Delete	Sales Detail Tender - Check	Sales Detail Tender - Check
Edit Delete	Sales Detail Tender - Cash	Sales Detail Tender - Cash
Edit Delete	Sales Dine In New Order - Repeat	Sales Dine In New Order - Repeat
Edit Delete	Sales Dine In New Order - Modify	Sales Dine In New Order - Modify
Edit Delete	Sales Dine In New Order - Delete	Sales Dine In New Order - Delete
Edit Delete	Sales Dine In New Order - Discount	Sales Dine In New Order - Discount
Edit Delete	Sales Dine In New Order - Change Table	Sales Dine In New Order - Change Table
Edit Delete	Sales Dine In New Order - Merge	Sales Dine In New Order - Merge
Edit Delete	Sales Dine In New Order - Split	Sales Dine In New Order - Split
Edit Delete	Sales Dine In Detail - Modifiers	Sales Dine In Detail - Modifiers

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



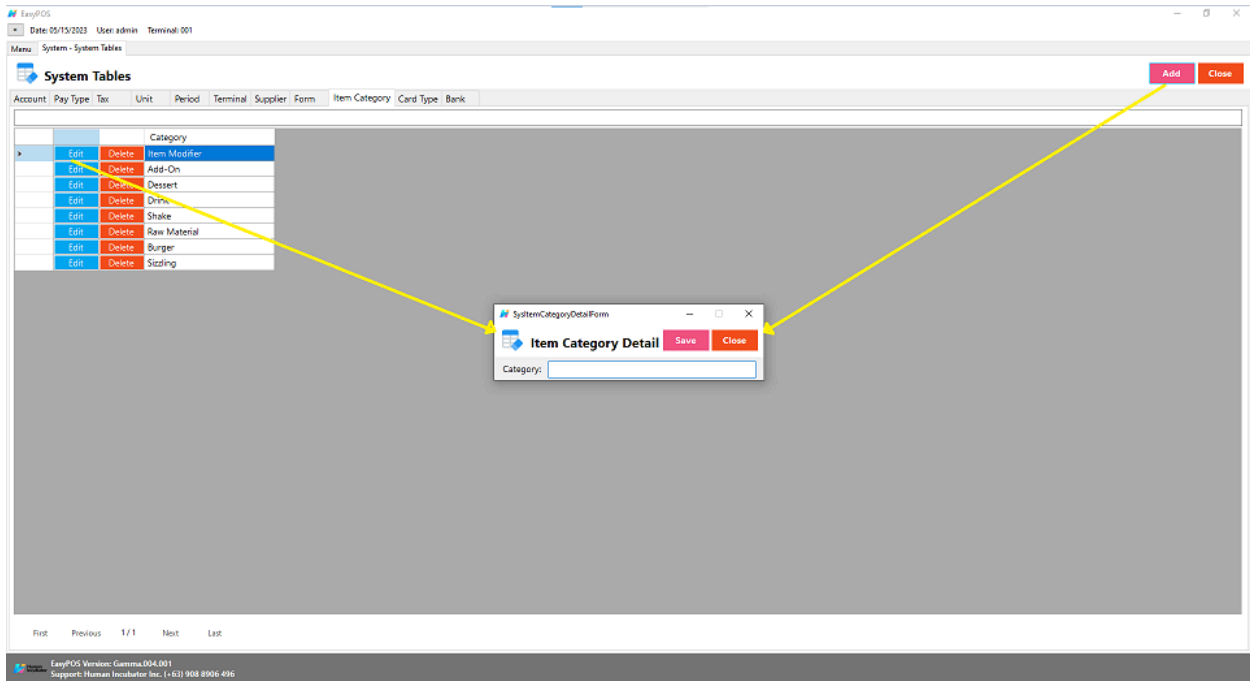
- **Assumption: Add** button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Form and Description
- Click the Save button to save form details.

Item Category



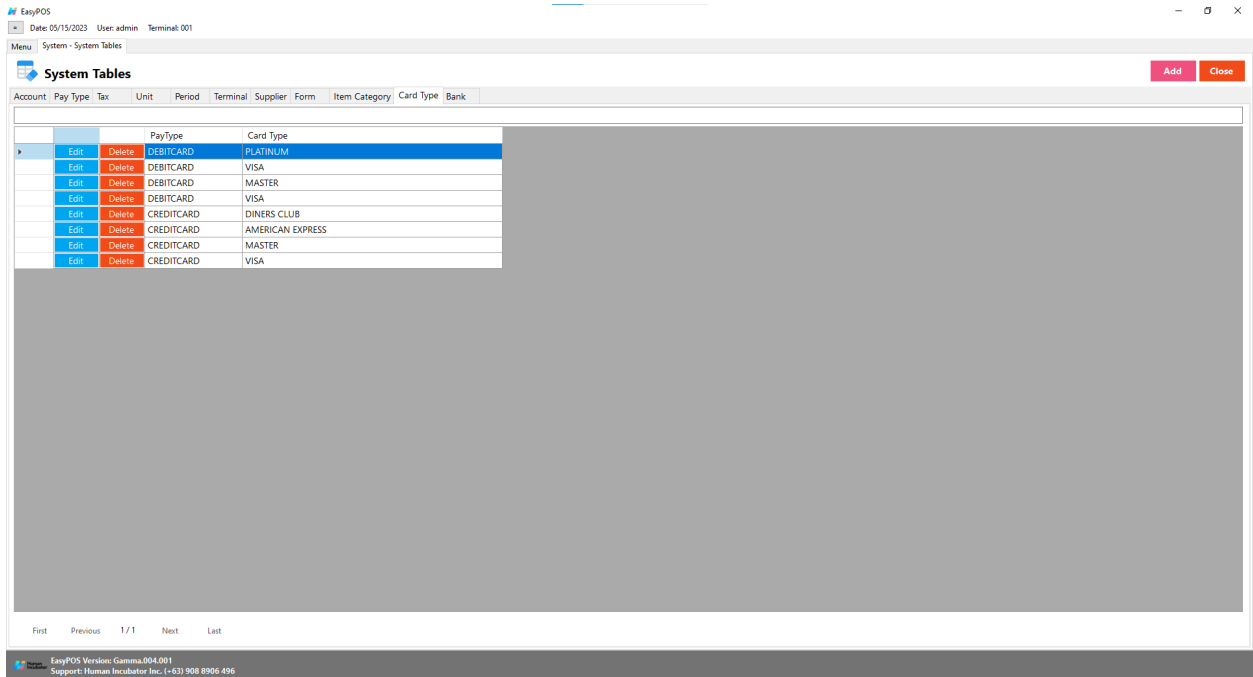
- Shows the list of all added Item Categories.

- 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.

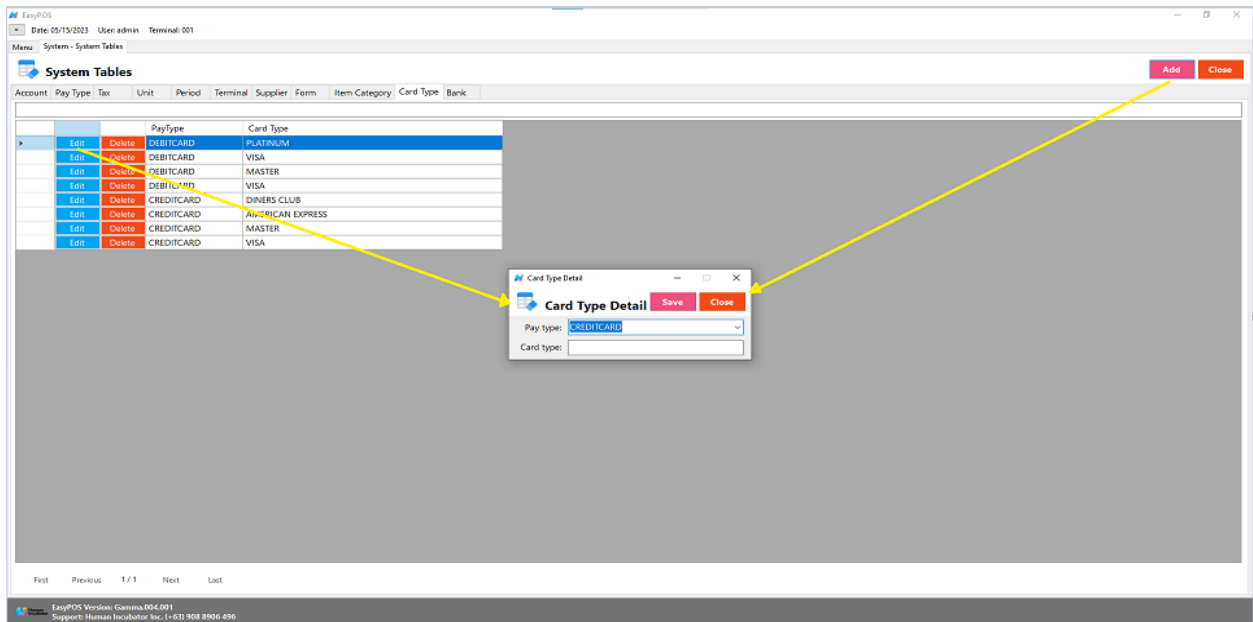


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
 - Category
- Click the Save button to save item category details.

Card Type



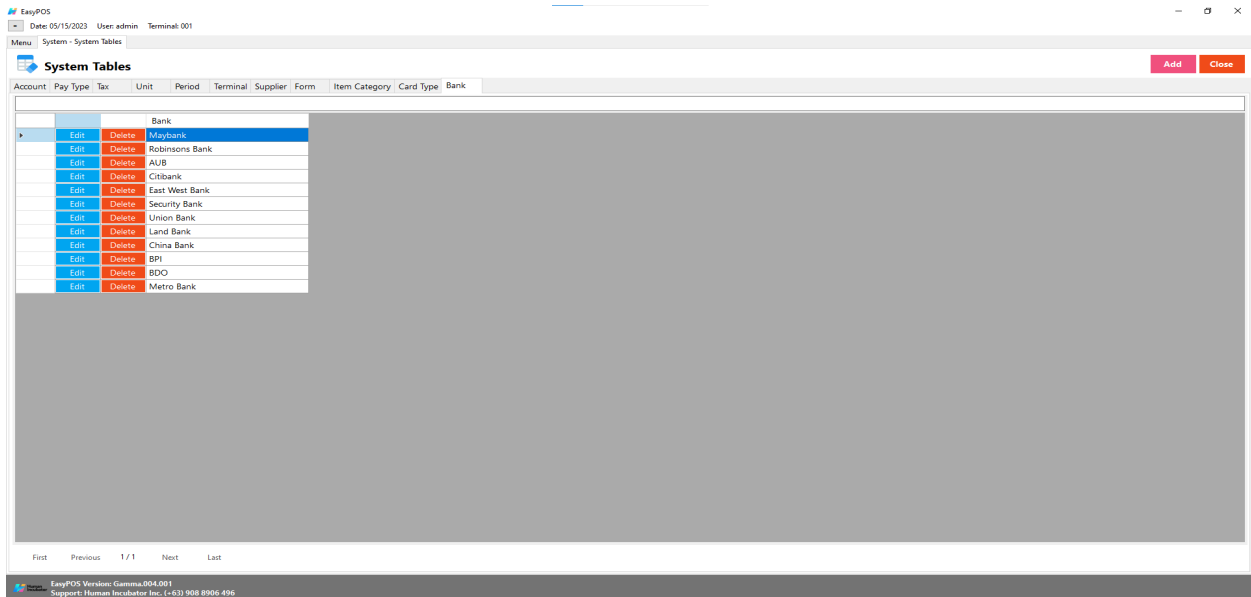
- Shows the list of all added card types.
- Delete button will proceed to deleting card type details.
- Edit button will proceed to updating card type details.
- Close button will proceed to closing the system table module.



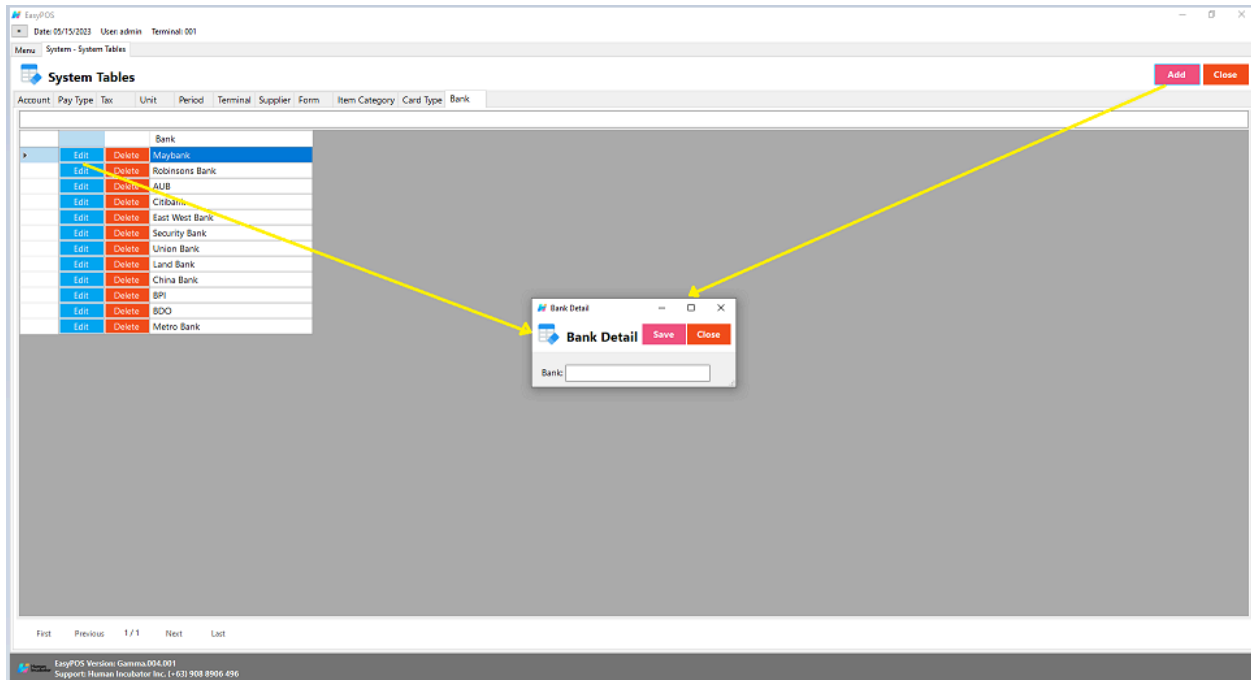
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.

- 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.

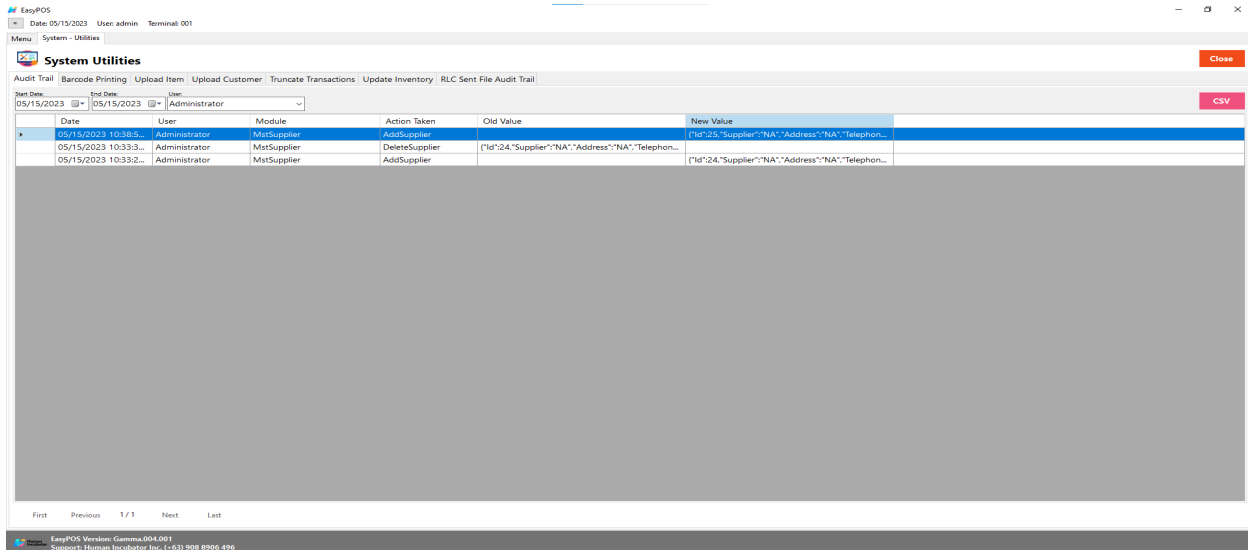
System - Utilities

Overview

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

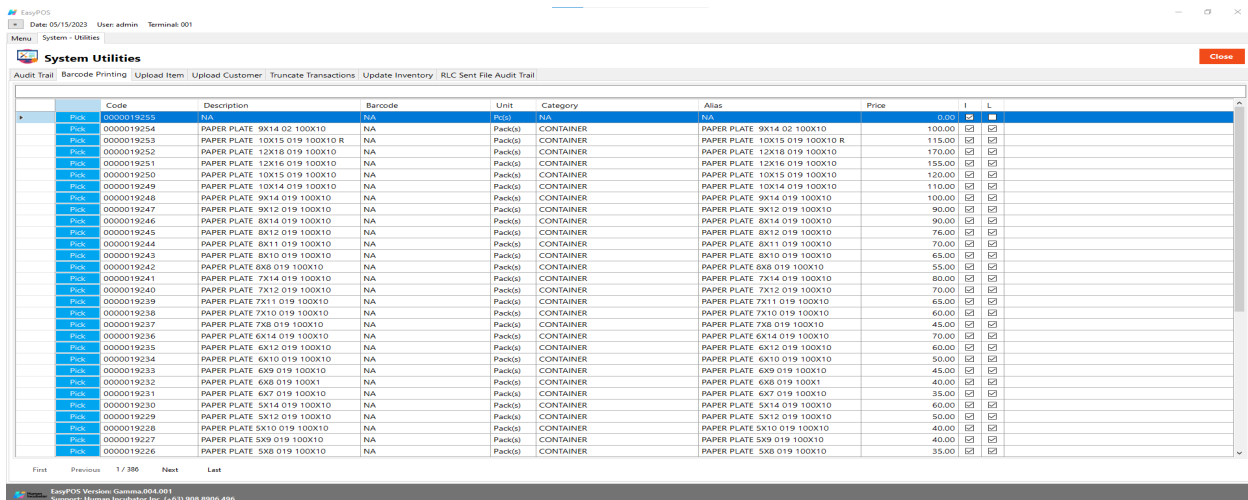
Audit Trail

- 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.

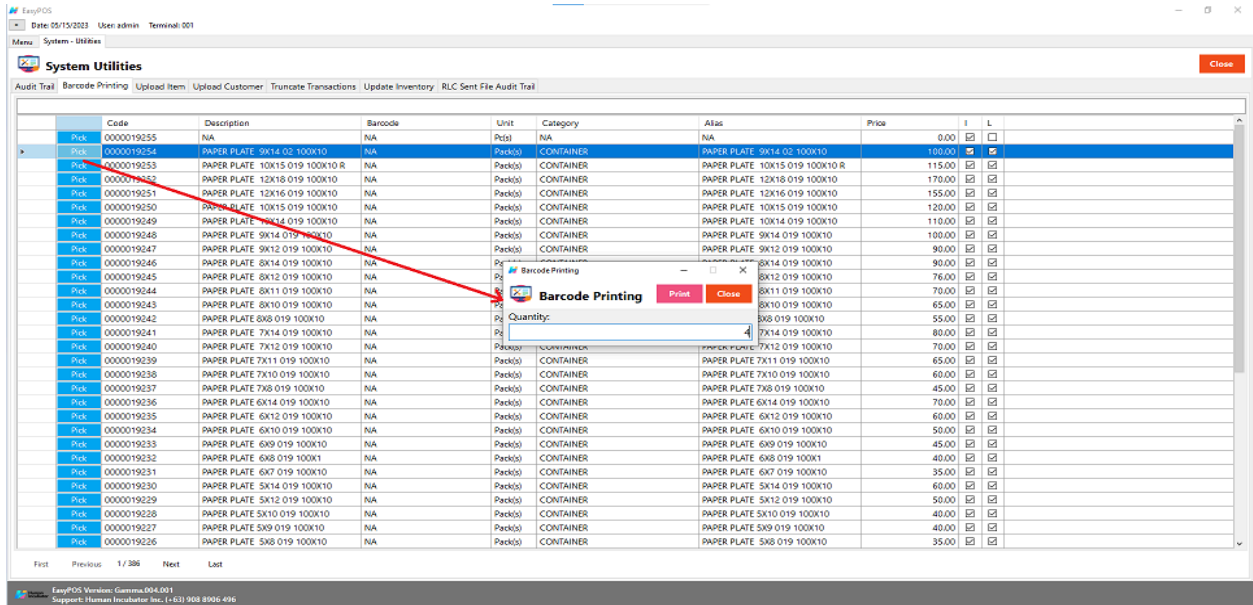


Barcode Printing

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

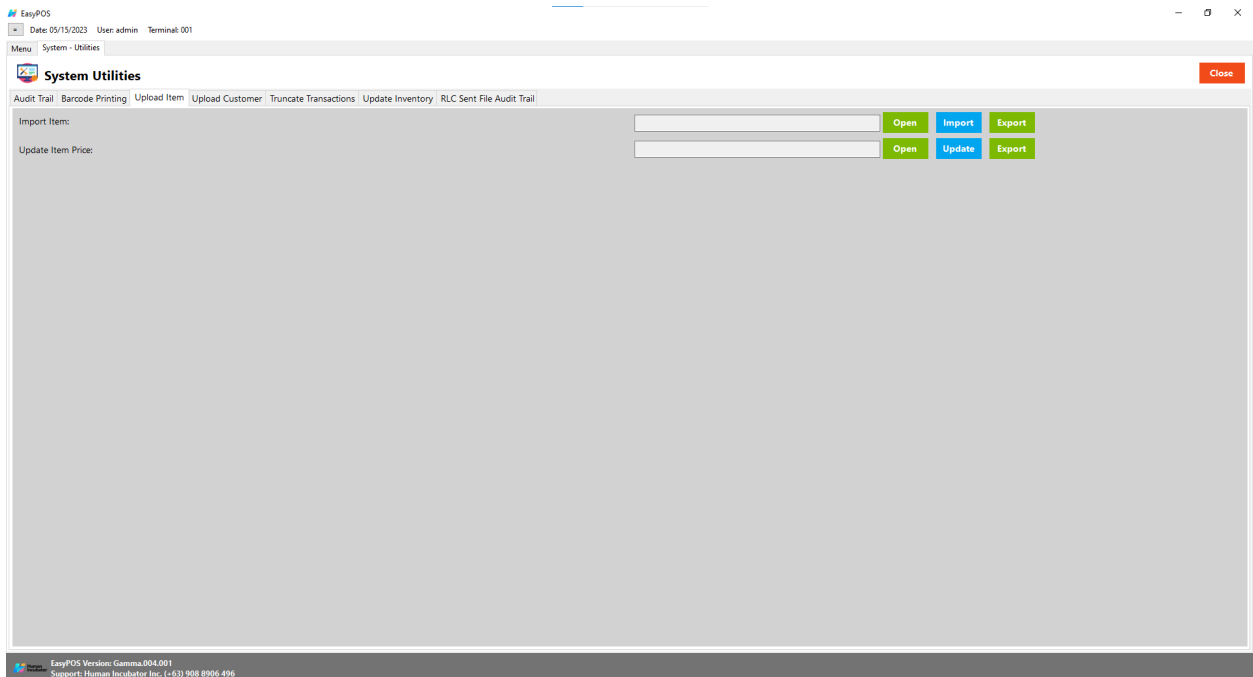


- Click the **Pick** button to select an item.
- Input the quantity of the barcode to be printed.
- Click the **Print** button to print the barcodes.



Upload Item

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



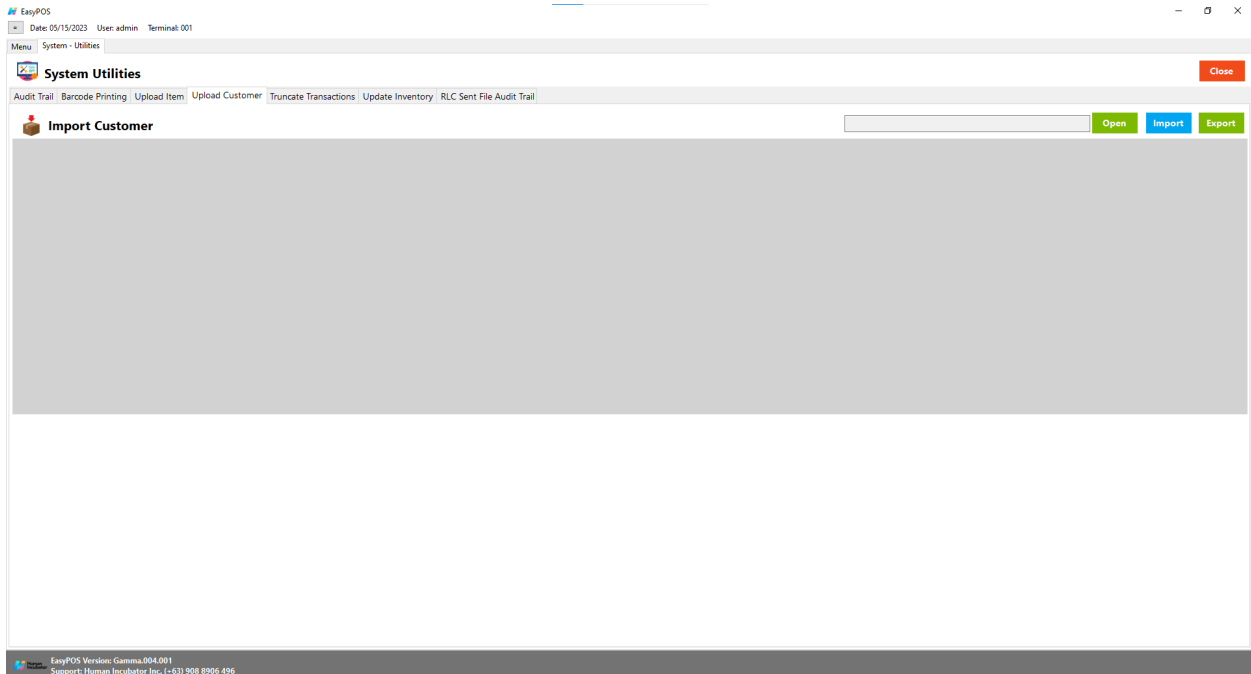
Import Item

- 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

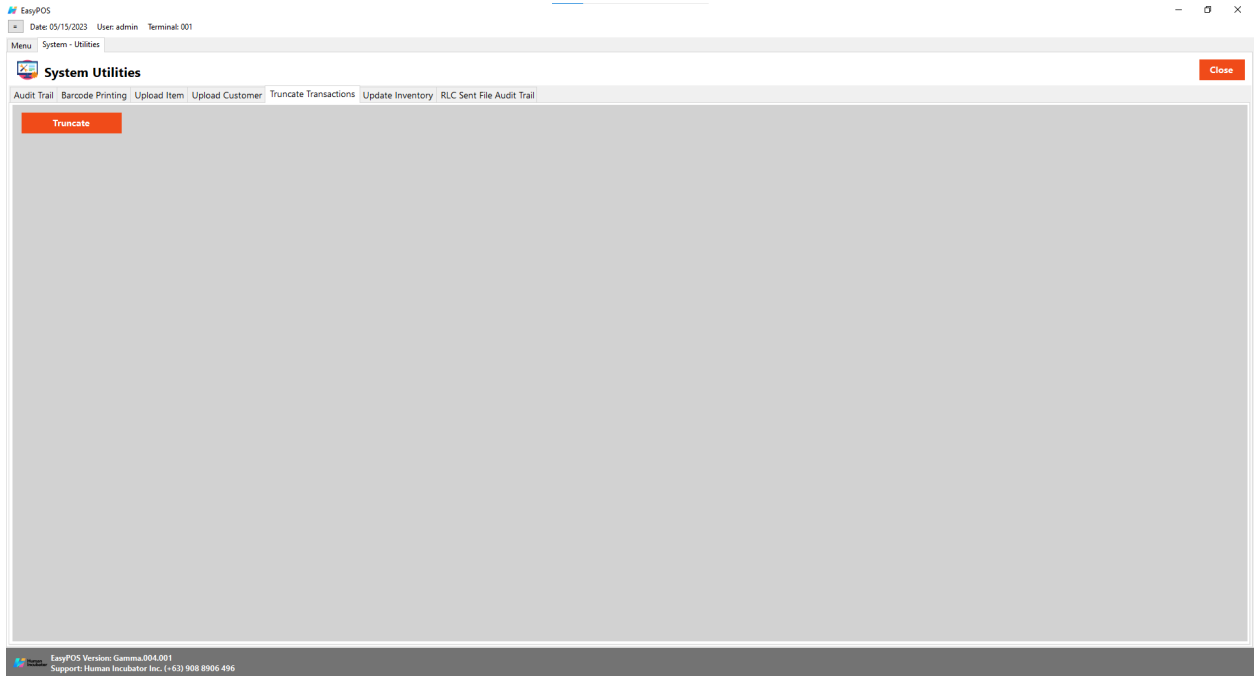
- It is another way to add a list of customers.



- 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

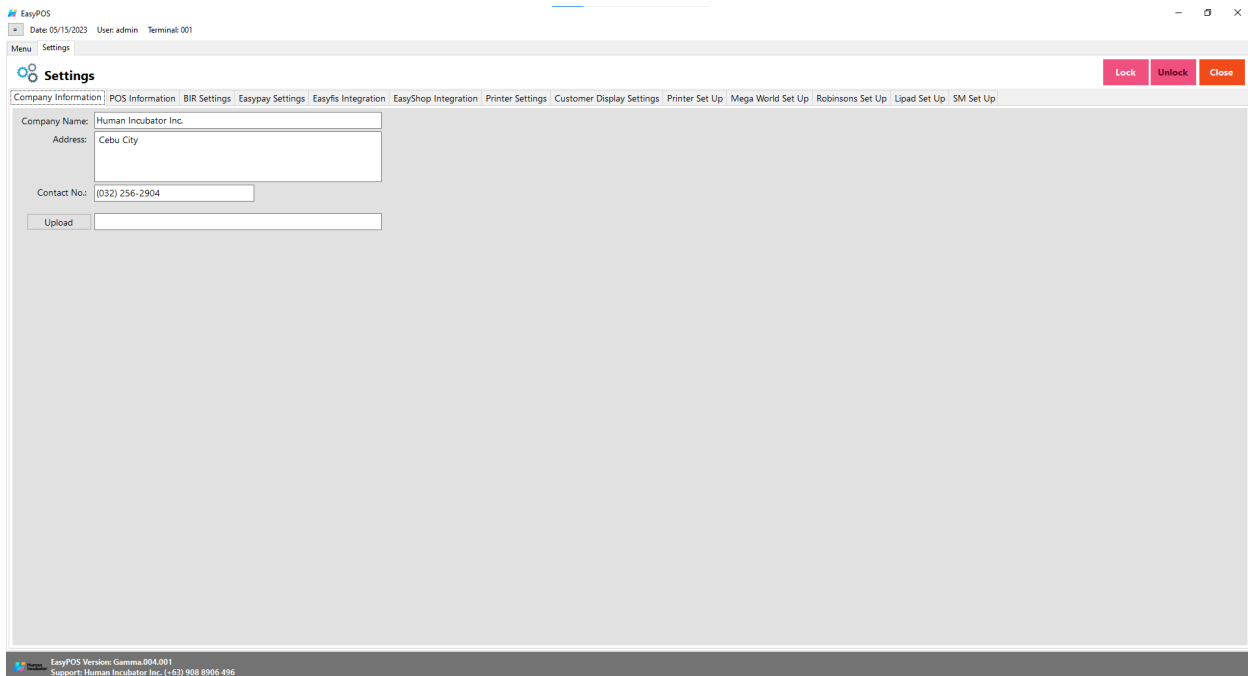
Settings

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 displays the EasyPOS Settings application window. The title bar shows 'EasyPOS' and the system tray includes 'Date: 05/15/2023', 'User: admin', and 'Terminal: 001'. The main window has a 'Settings' header with a gear icon and three buttons: 'Lock', 'Unlock', and 'Close'. Below the header is a navigation menu with tabs: 'Company Information', 'POS Information', 'BIR Settings', 'Easyway Settings', 'Easyfis Integration', 'EasyShop Integration', 'Printer Settings', 'Customer Display Settings', 'Printer Set Up', 'Mega World Set Up', 'Robinsons Set Up', 'Lipad Set Up', and 'SM Set Up'. The 'Company Information' tab is active, showing a form with the following fields: 'Company Name' (Human Incubator Inc.), 'Address' (Cebu City), 'Contact No.' ((032) 256-2904), and an 'Upload' button. The bottom status bar indicates 'EasyPOS Version: Gamma.004.001' and 'Support: Human Incubator Inc. (+63) 908 8906 496'.

- 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

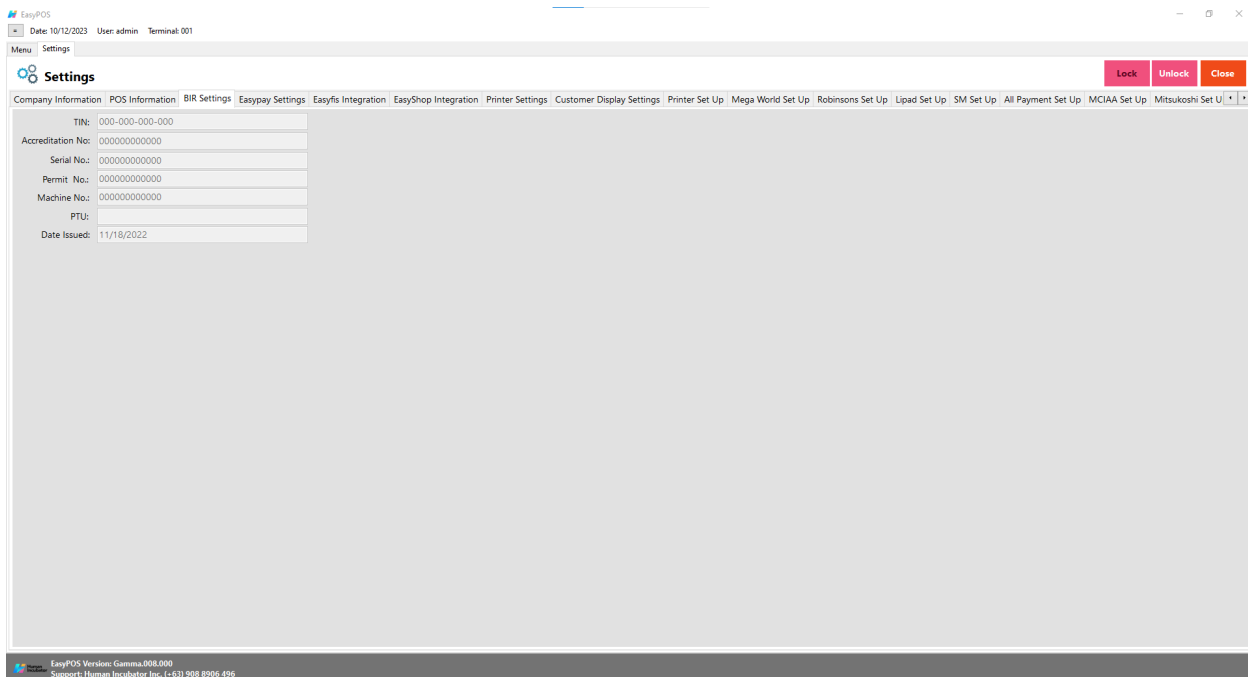
- It is where the user can set the information and set up their POS.
 - Fill up the necessary information like:
 - Base Currency, Tenant Of, etc
 - **Tender Print**
 - Allow the user to enable or disable the print receipt
 - **Barcode Quantity Always One**
 - When this feature is enabled, the user cannot 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 EasyFS.
- **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

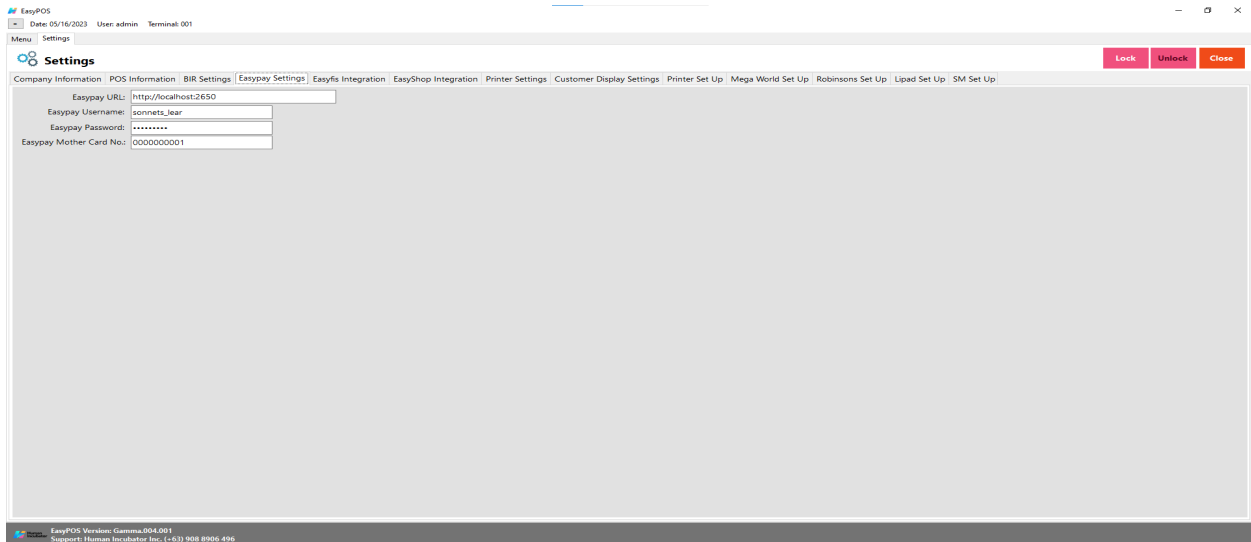
BIR Settings

- 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.



EasyFS Integration

- This is for EasyFS integration where it is a connection and integration between the EasyFS and EasyPOS product.
- Set up the following in the database (use sql server):
 - Domain(ex: <https://easyfs-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
- Don't shutdown the POS system with integration until synchronization is done

Settings

Settings

Information | BIR Settings | EasyPAY Settings | Easyfis Integration | EasyShop Integration | Printer Settings | Customer Display Settings | Printer Set Up | Mega World Set Up | Robinsons Set Up | Lipad Set Up | S

Easyfis Integration

Date: 12/12/2023
Domain: https://easyfis-mlf.hi-api.io
Branch Code: 0000000002
User Code: admin
e Item Price:

Start Stop

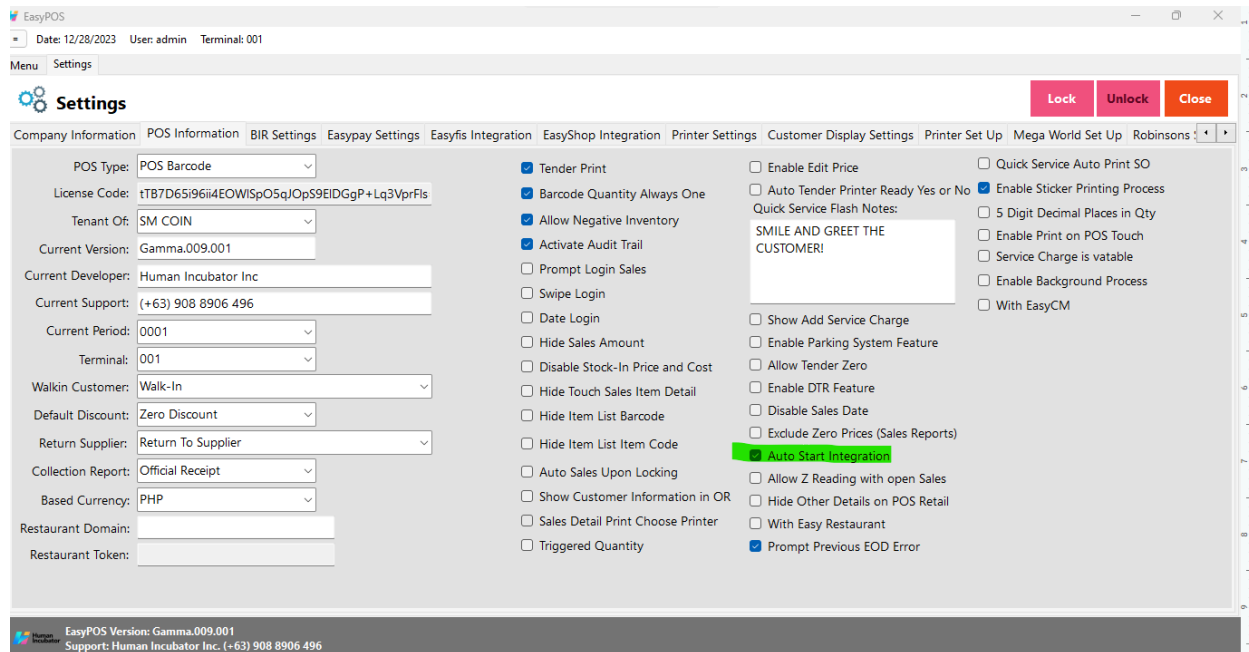
Press start button to integrate.

Note: Updating the BARCODE and UNIT in easyFS system will cause duplication of items. Add a new entry for the updated barcodes.

Automatic Integration

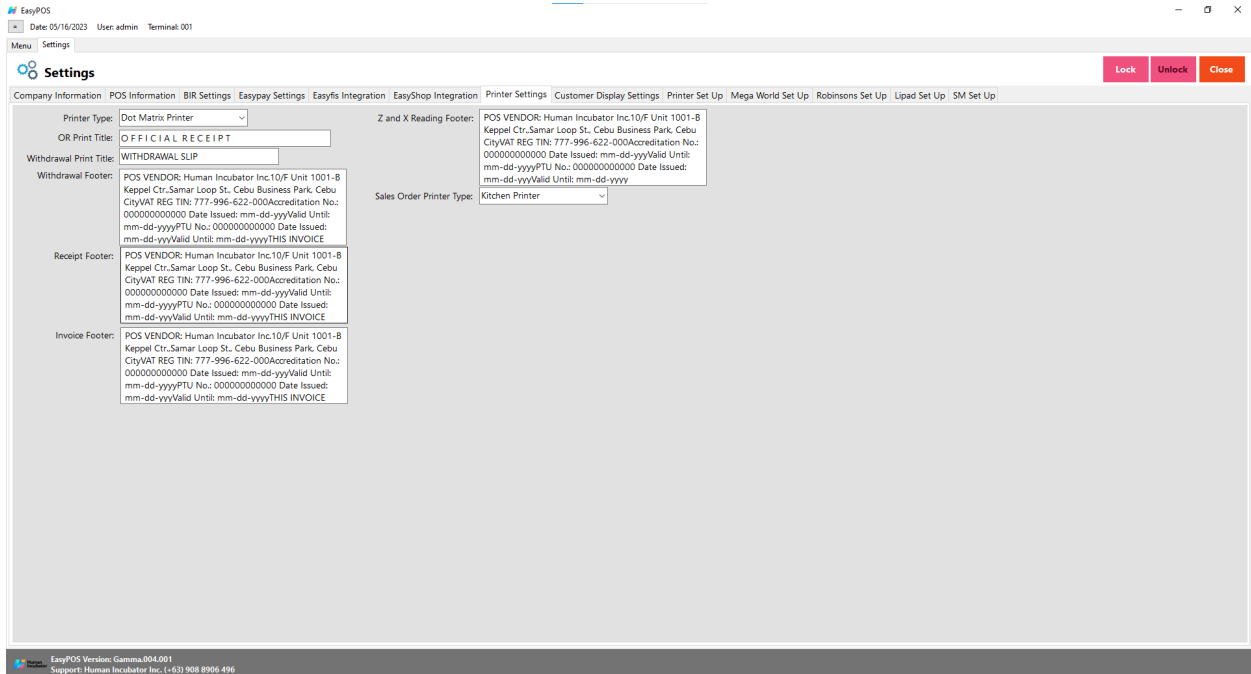
If you want to Automatically start the integration go to

1. Settings → POS Information
2. Click on the Auto Start Integration Check Box



Printer Settings

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



- Bill out footer should be the invoice footer.

Human Incubator Inc.
 Cebu City
 TIN: 000-000-000-000
 SN: 000000000000
 MIN: 000000000000
 PTU:
 Date Issued: 11/18/2022
BILL OUT
 Bill #:0000000001

Table No.:05

ITEM	AMOUNT
MILK TEA CARAMEL LARGE	105.00
Sub-total Amount	105.00
Service Charge	0.00
LESS: VAT	0.00
LESS: Discount	0.00
Total Amount Due	105.00
Total No. of Item(s)	1.00

POS VENDOR: Human Incubator Inc.
 10/F Unit 1001-B Keppel Ctr., Samar Loop St.,
 Cebu Business Park, Cebu City
 VAT REG TIN: 777-996-622-000
 Accreditation No.: 000000000000
 Date Issued: mm-dd-yy
 Valid Until: mm-dd-yyyy
 PTU No.: 000000000000
 Date Issued: mm-dd-yy
 Valid Until: mm-dd-yyyy

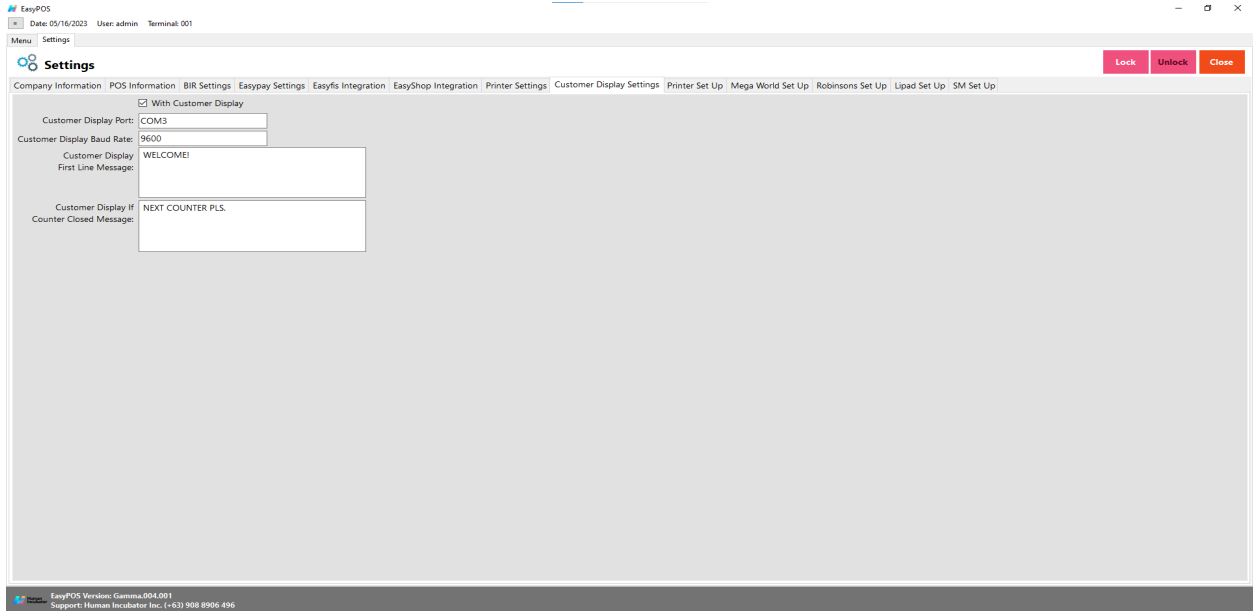


change to invoice footer

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

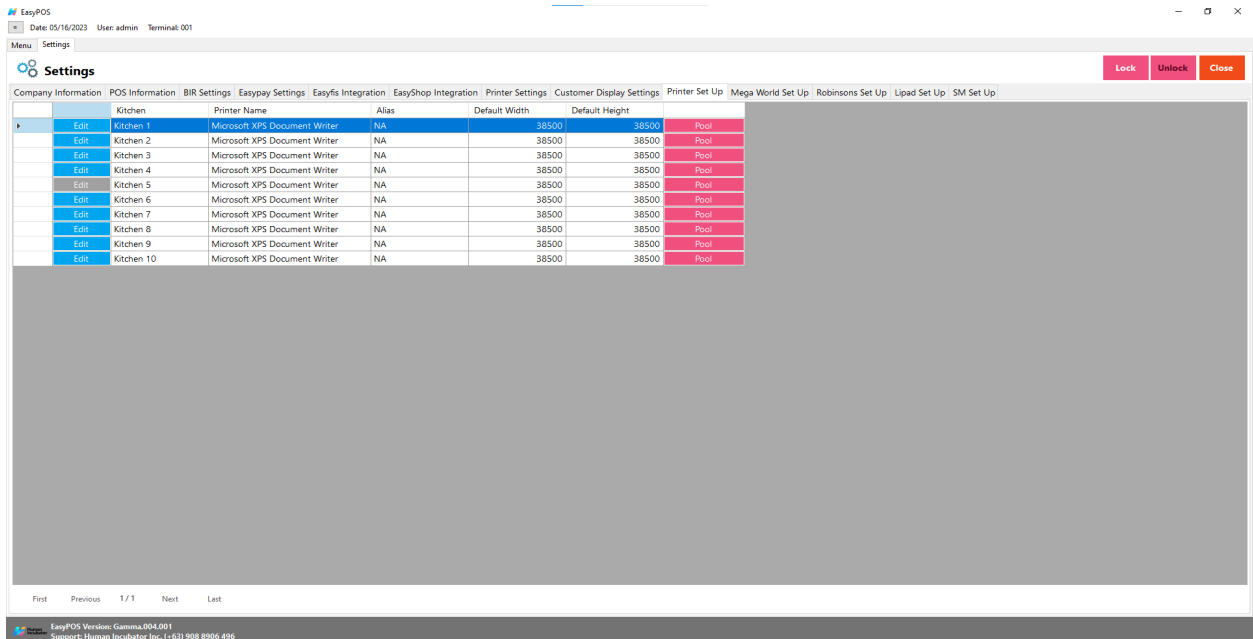
Customer Display

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



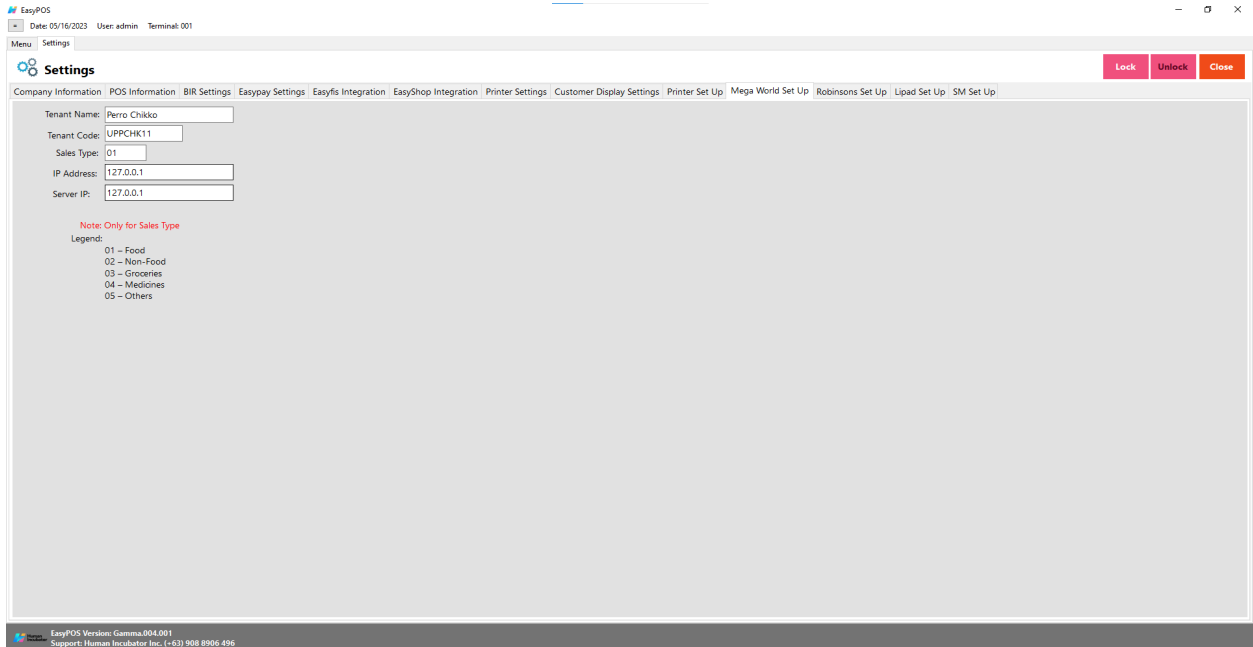
Printer Setup

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



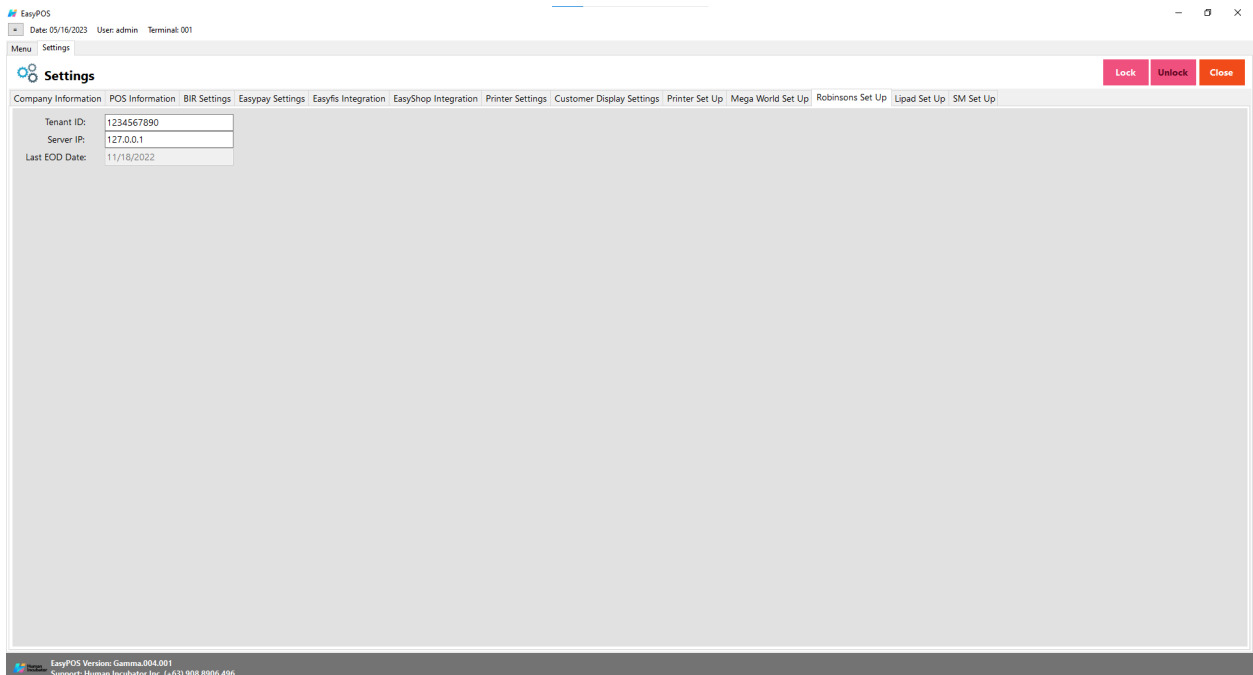
Mega World Setup

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



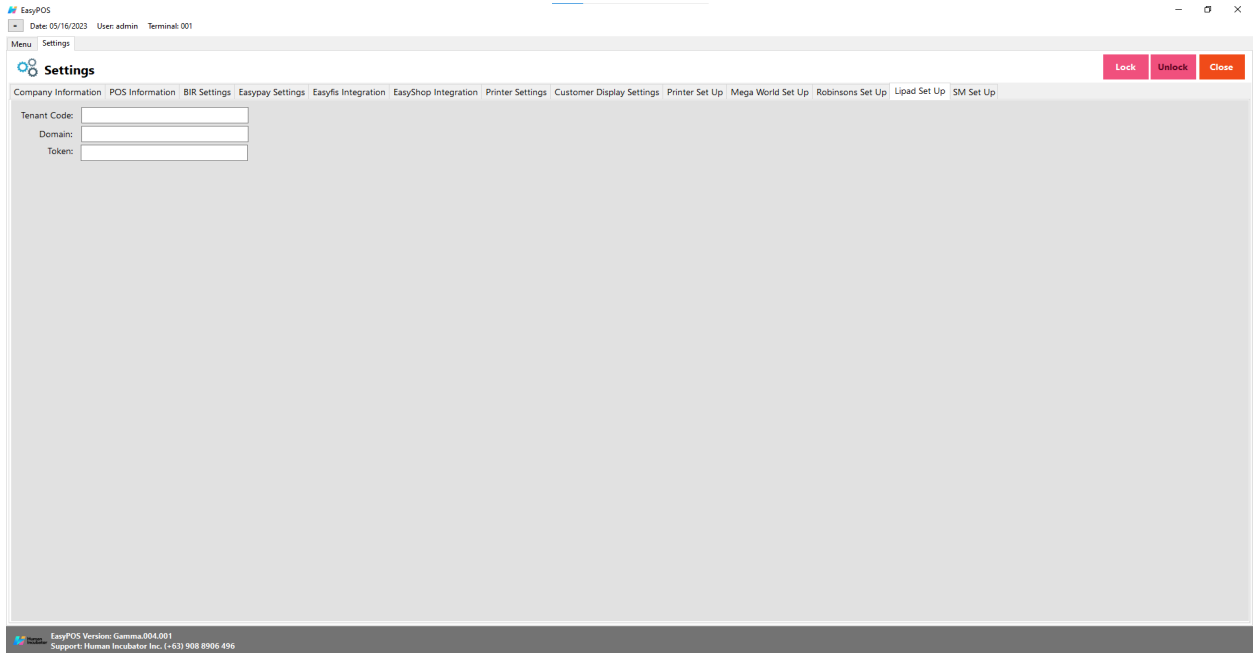
Robinson Setup

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



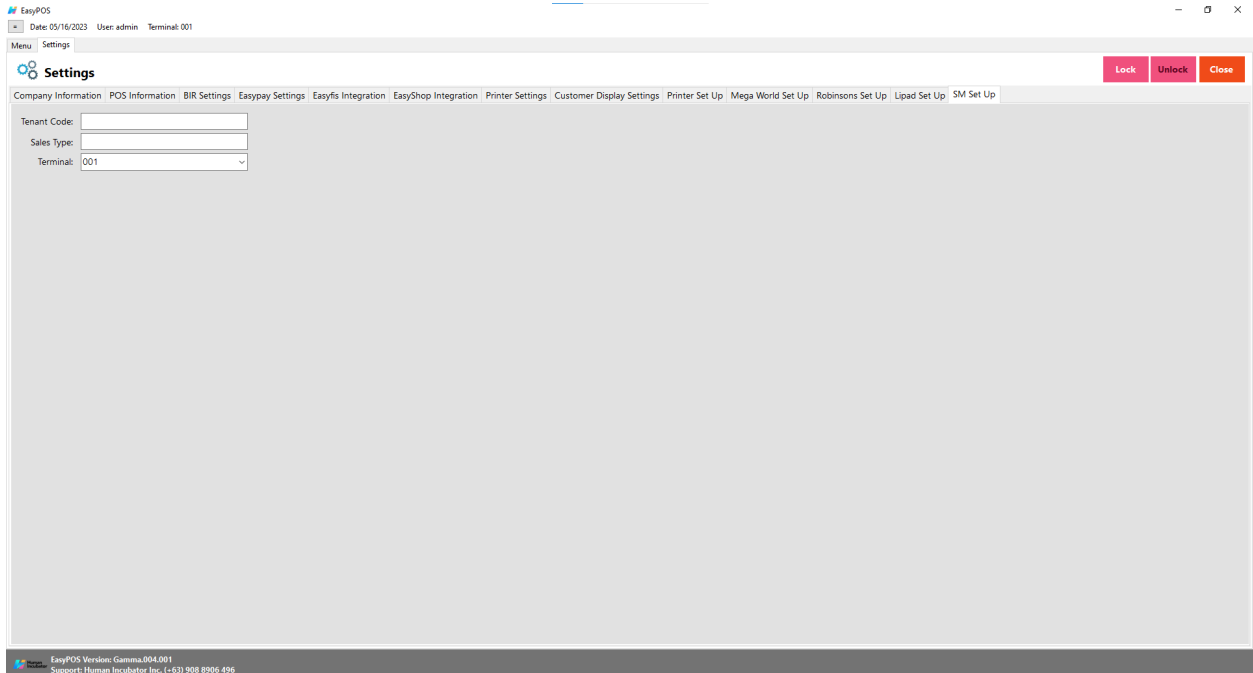
Lipad Setup

- This is where to set up the Lipad integration.



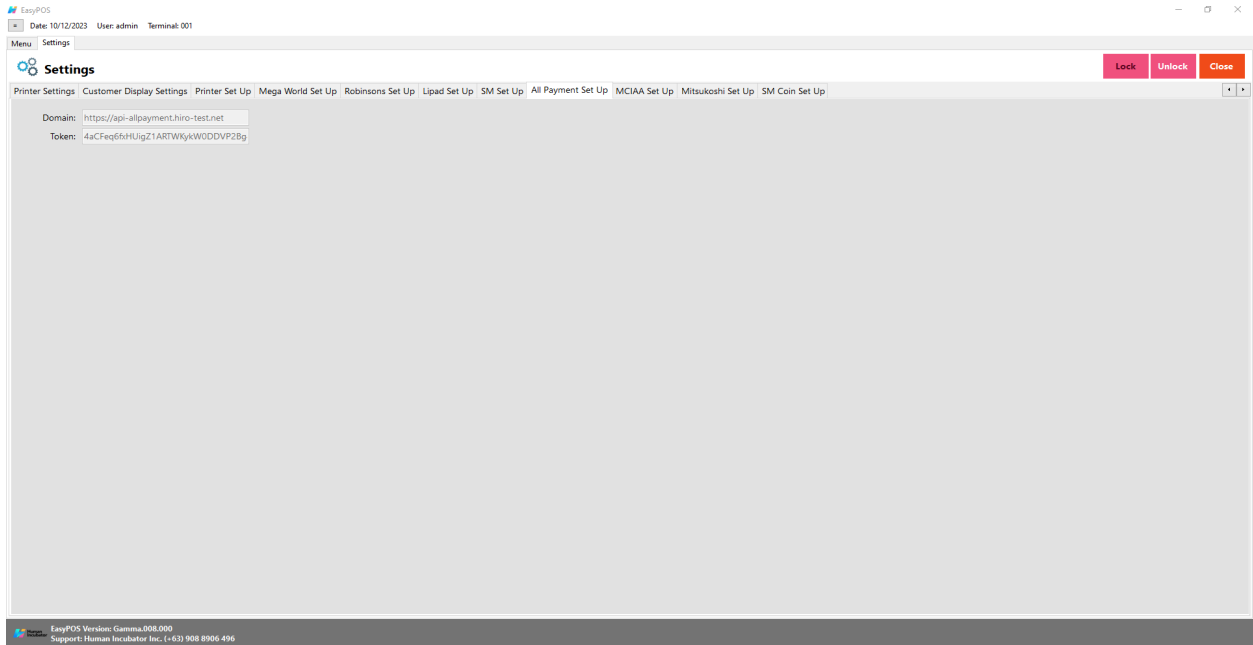
SM Setup

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



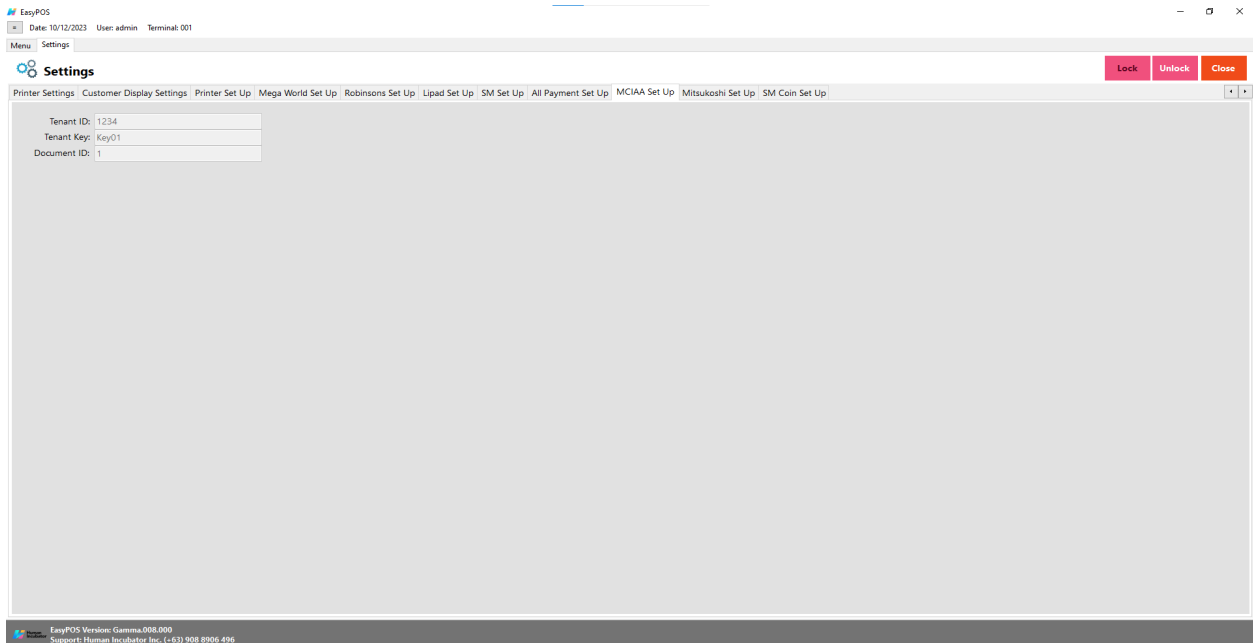
All Payment Set Up

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



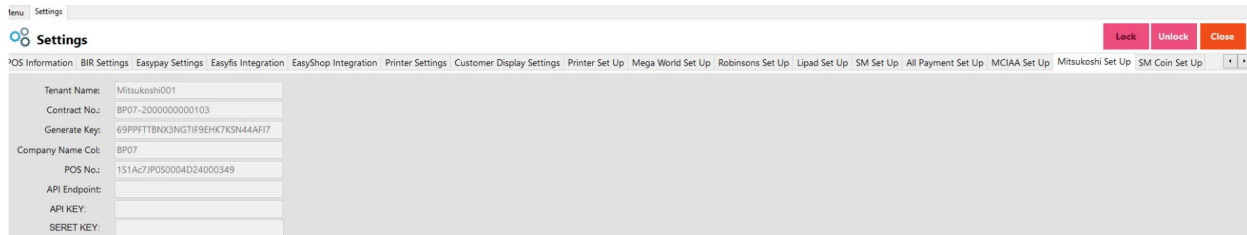
MCI AA Set Up

- Where the user can setup MCI AA integration



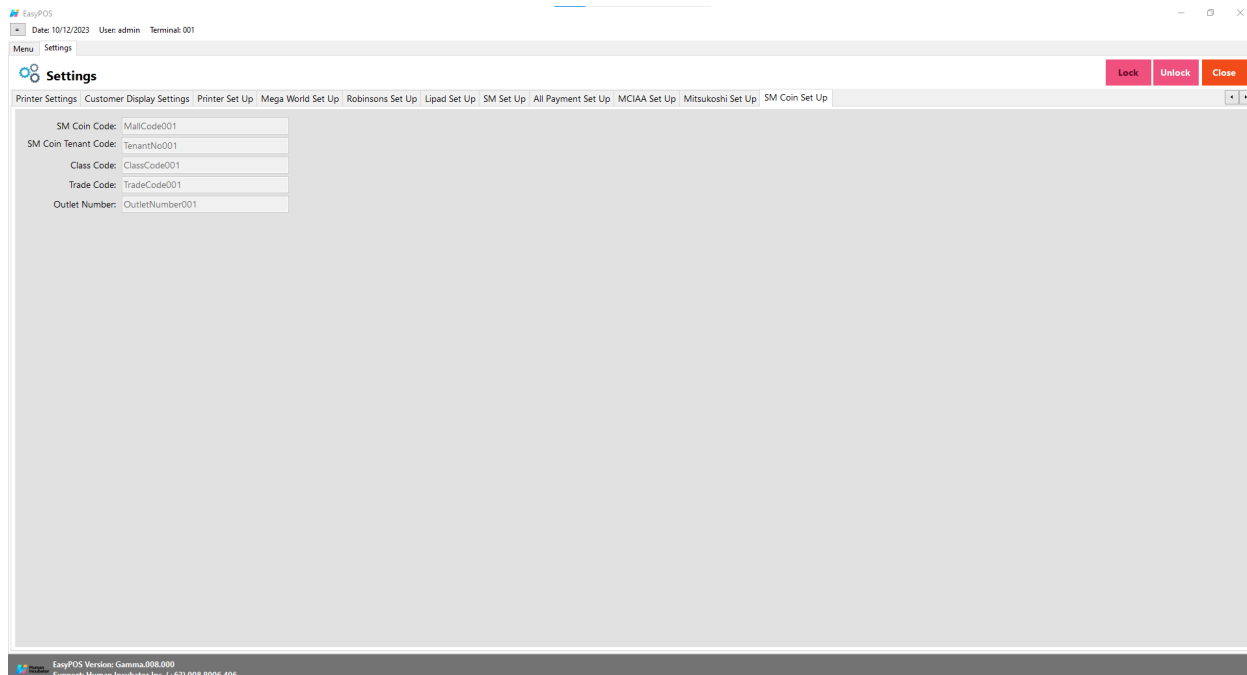
Mitsukoshi Set Up

- Where the user can setup the mitsukoshi integration, Add ApiKey and SecretKey



SM Coin Set Up

- Where the user can setup the SM coin integration



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.

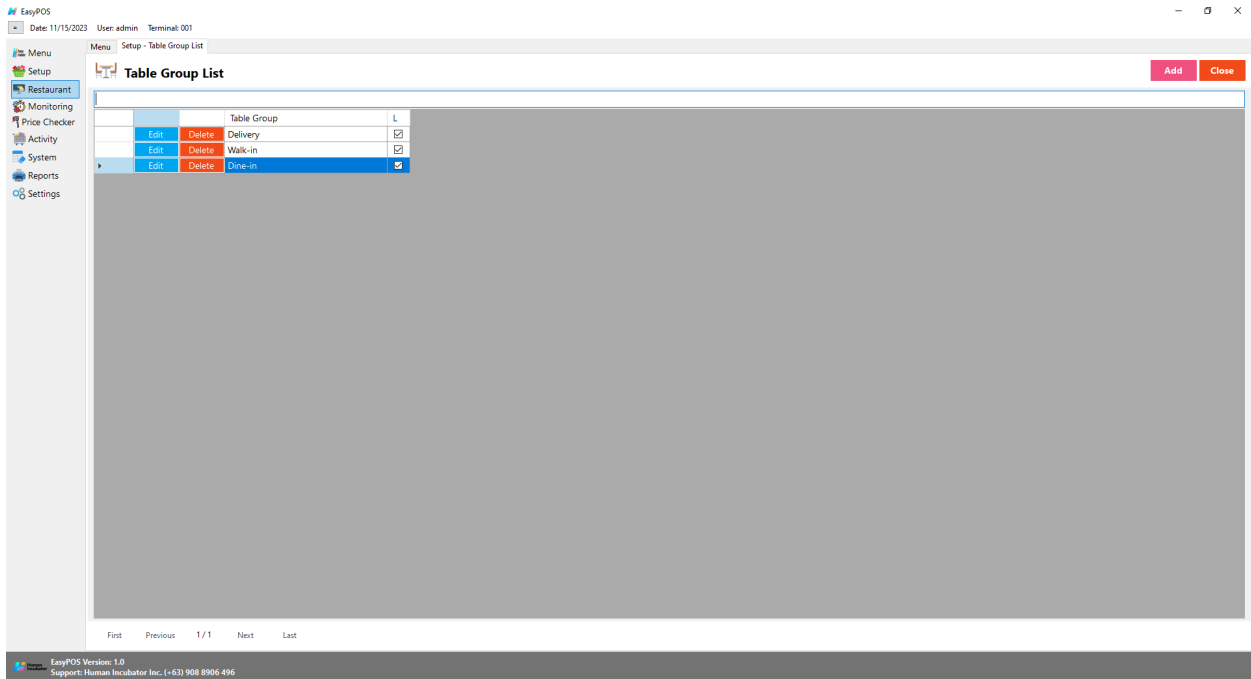
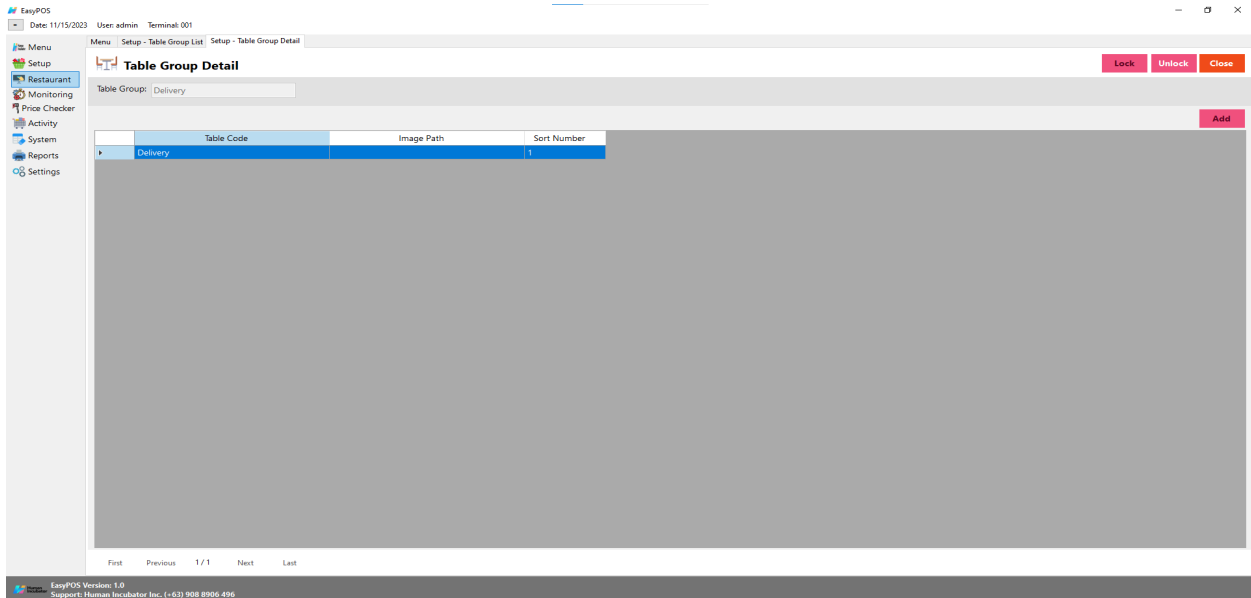
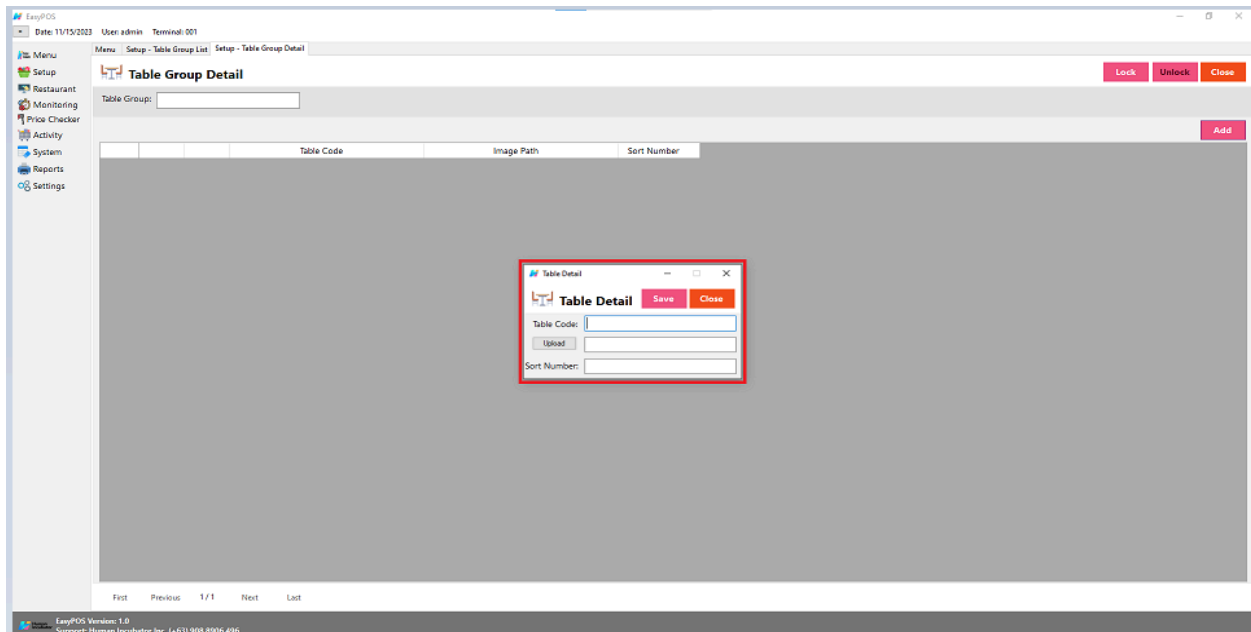


Table Group Details



- **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.

The screenshot displays the 'Item Group List' interface in the EasyPOS application. The window title is 'EasyPOS' and the user is 'User: admin Terminal: 001'. The date is '11/15/2023'. The main content area shows a table with columns for 'Item Group', 'L', and 'Sort Number'. The table lists various item groups like 'Others', 'Food', 'Add Ons', 'CheeseCake', 'Specialty Drinks', 'Fruit Teas', 'Milk Tea Specials', and 'Milk Tea'. Each row has 'Edit' and 'Delete' buttons. At the bottom, there are navigation buttons: 'First', 'Previous', '1/1', 'Next', 'Last'.

Item Group	L	Sort Number
Others	<input checked="" type="checkbox"/>	7
Food	<input checked="" type="checkbox"/>	6
Add Ons	<input checked="" type="checkbox"/>	5
CheeseCake	<input checked="" type="checkbox"/>	4
Specialty Drinks	<input checked="" type="checkbox"/>	3
Fruit Teas	<input checked="" type="checkbox"/>	2
Milk Tea Specials	<input checked="" type="checkbox"/>	1
Milk Tea	<input checked="" type="checkbox"/>	0

Item Group Details

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

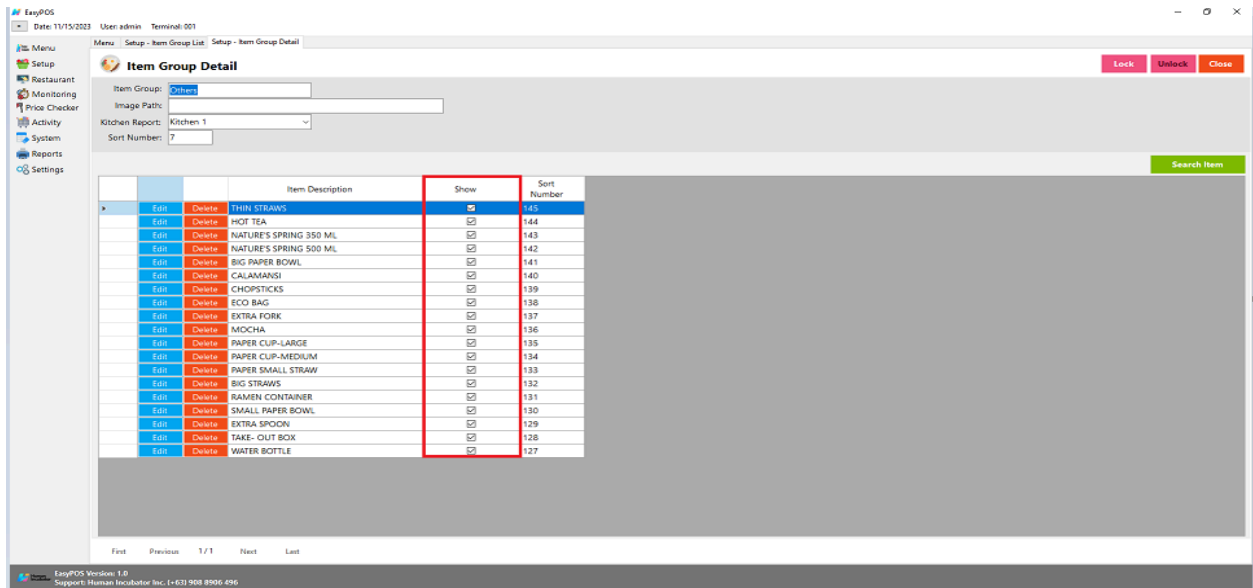
Item Description	Show	Sort Number
FOOD SOUR CREAM FRENCH FRIES	<input checked="" type="checkbox"/>	126
FOOD MILD RAMEN WITH CHEESE	<input checked="" type="checkbox"/>	125
FOOD HOT RAMEN WITH CHEESE	<input checked="" type="checkbox"/>	124
FOOD EXTRA CHEESE	<input checked="" type="checkbox"/>	123
FOOD 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 TTEOKBOKKI	<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

- **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: Other
Image Path:
Kitchen Report: Kitchen 1
Sort Number: 7

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

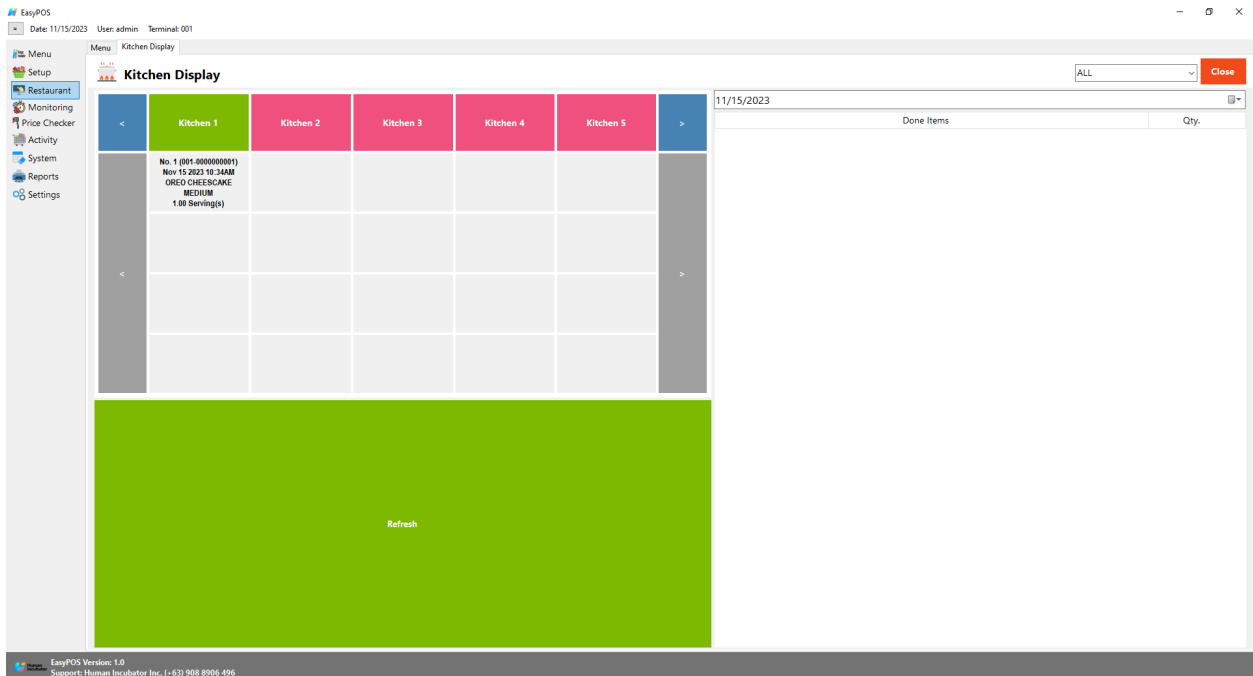
- Check the **Show** column checkbox to display the items in the item group.



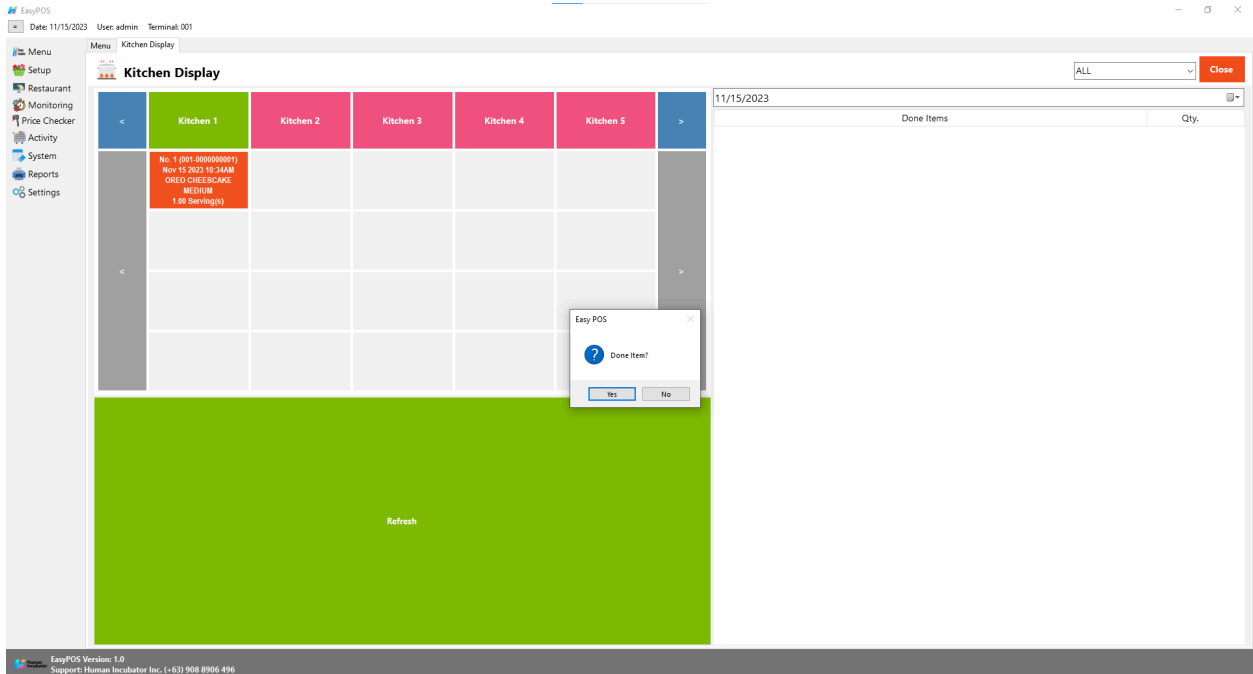
- Click the **Lock** button to save the item group detail
- **Close** button to exit item group detail page.

Kitchen Display

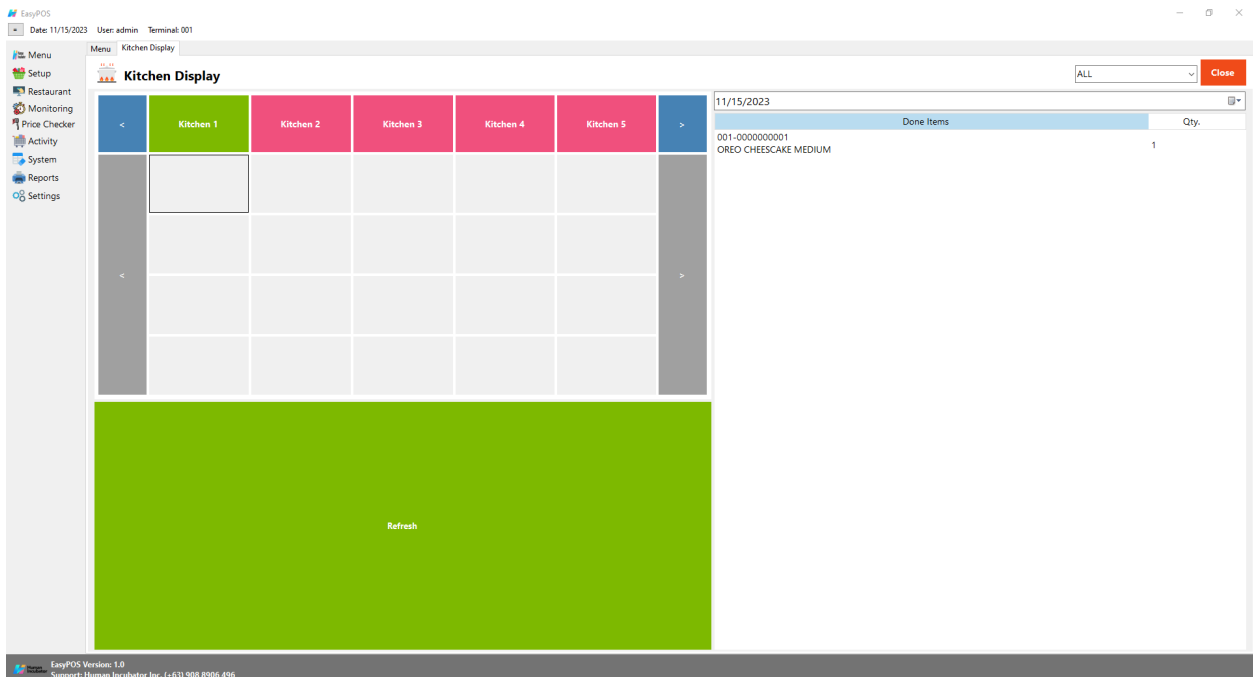
- It is where the user can monitor the orders for preparation.



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

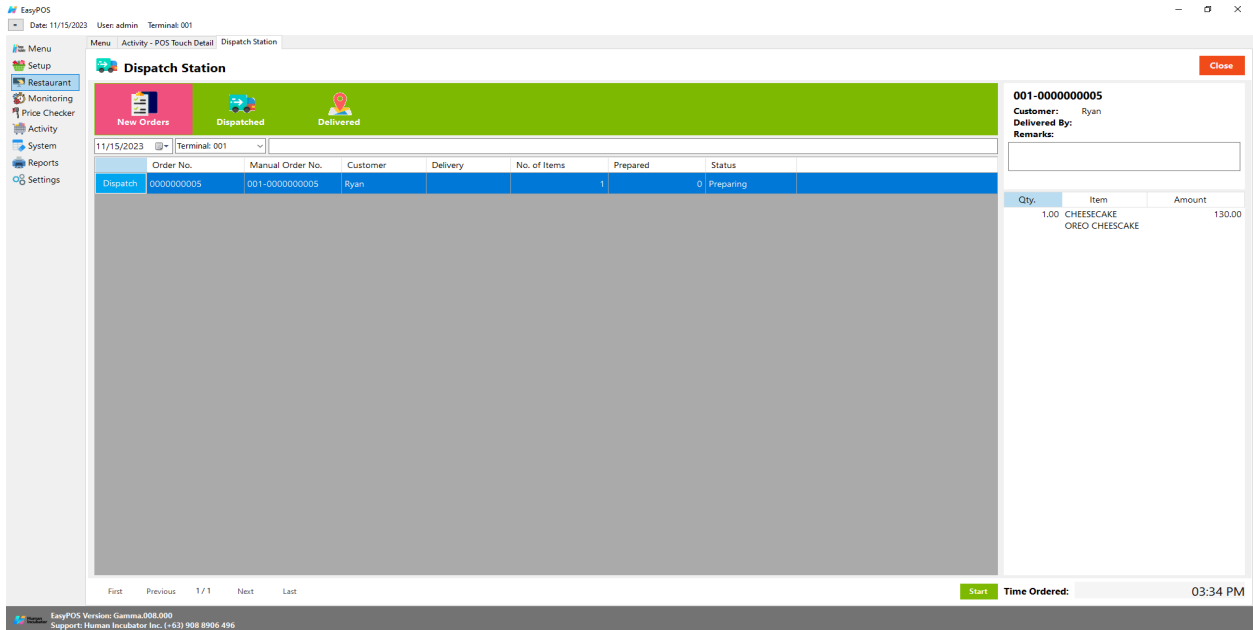


- The item will displayed in the Done Item List in the right side corner

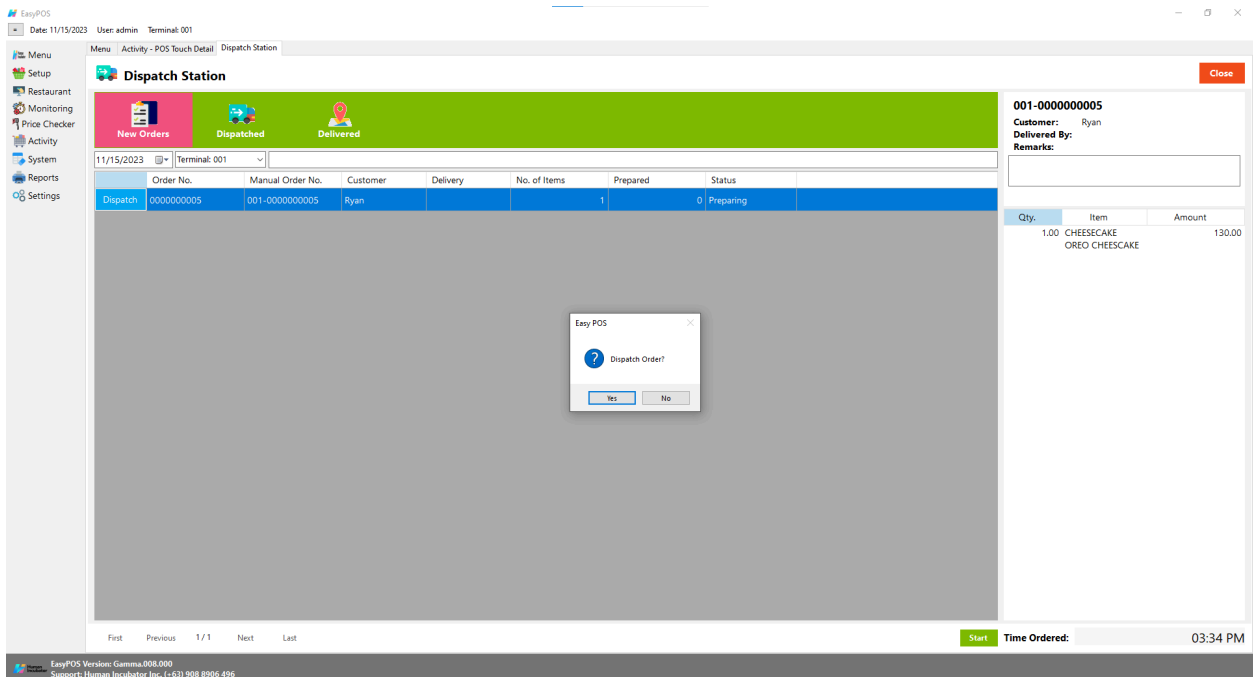


Dispatch Station

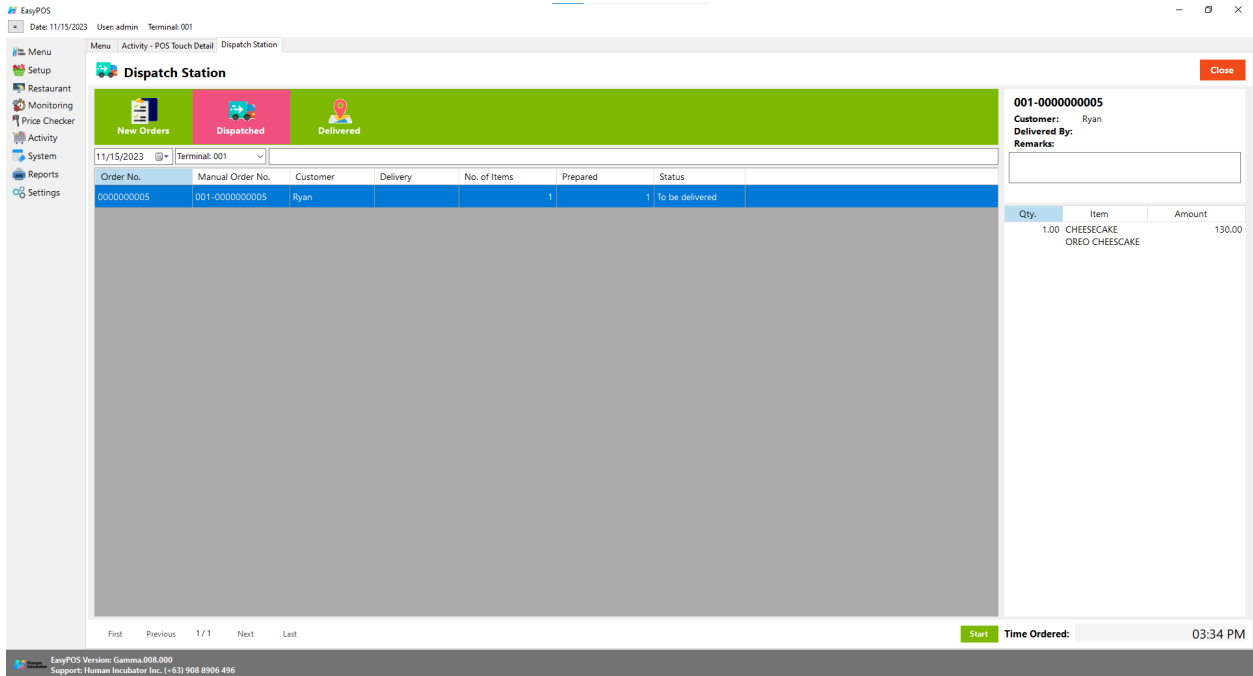
- It is where the user can monitor the delivery orders



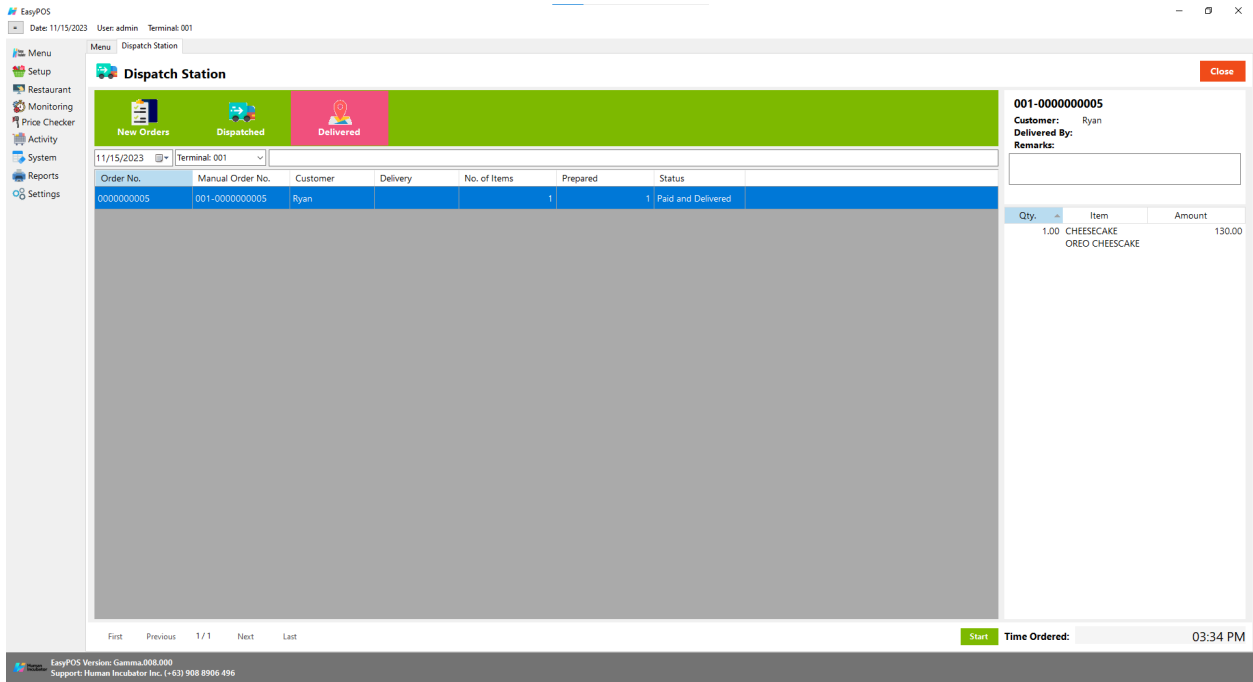
- Click the Dispatch button if the order is already done for preparation in the kitchen display module
- A prompt message will be displayed.



- The ordered item will be transferred to the dispatch tab



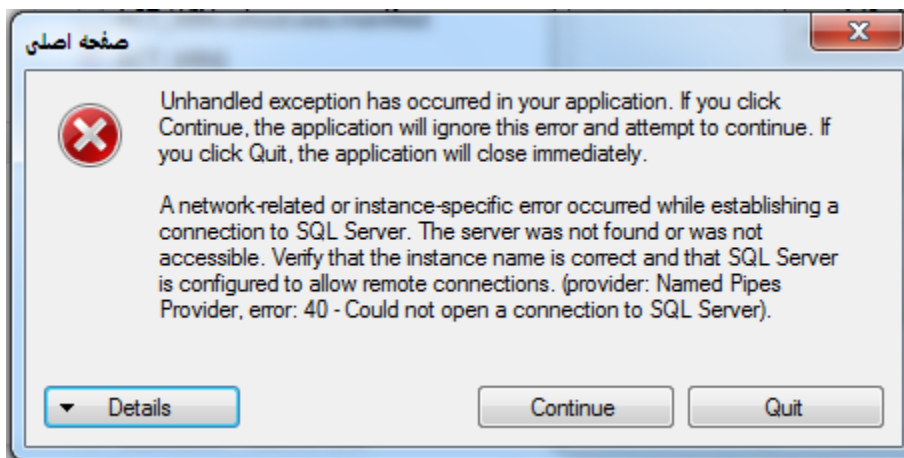
- Once the order is already paid, it will be transferred to the Delivery tab list with the status “Paid and Delivered”.



XIII: Error Code

Error: 40 - Could not open a connection to SQL Server

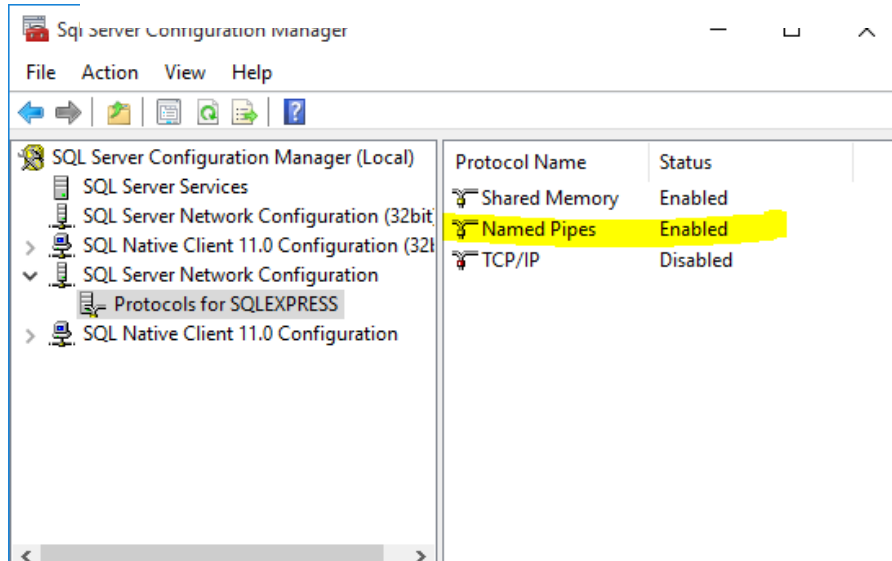
A network-related or instance-specific error occurred while establishing a connection to SQL Server. The server was not found or was not accessible. Verify that the instance name is correct and that SQL Server is configured to allow remote connections. (provider: Named Pipes Provider, **error: 40 - Could not open a connection to SQL Server**)



This error message occurs when you are not able to contact the SQL Server. There are several possible reasons for this: 1) SQL Server is not running. 2) There is a problem with your network connection.

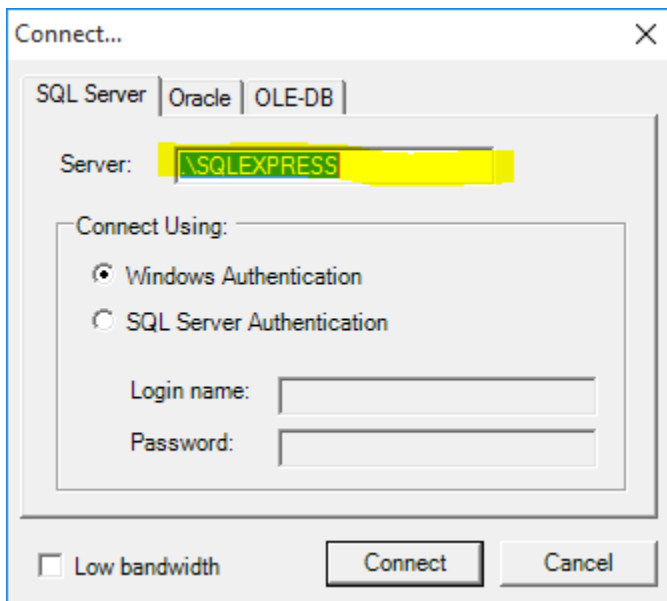
Follow the steps:

- **Enable Named Pipes SQL Config Manager** --> SQL Server Network Config --> Protocols --> Named Pipes --> Right-click --> Restart



Restart the server SQL Config Manager --> SQL Server Services --> SQL Server (SQLEXPRESS) --> Right-click --> Restart

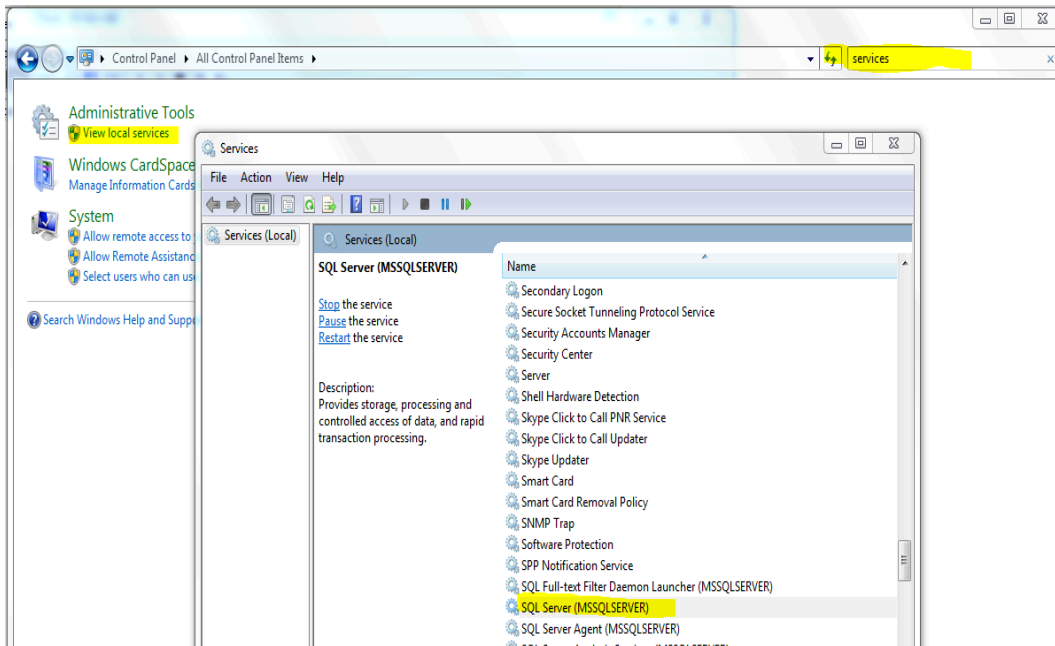
Use proper server and instance names (both are needed!) Typically this would be .\SQLEXPRESS, for example, see the screenshot from the QueryExpress connection dialog.



- **Restart Services**

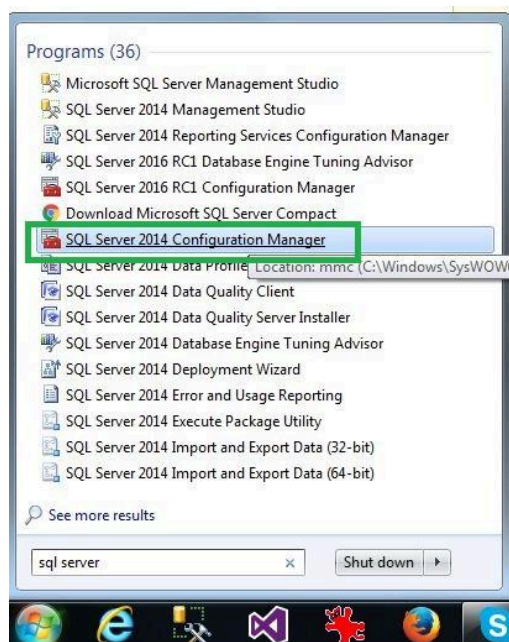
Go to Start -> in search type Services.msc. There you will find services that are available in your system.

There look for -> SQL EXPRESS / SQL Server (SQLEXPRESS) -> Right click on it -> then Start it. If it is already in Start. Just Stop and start or simply Restart it.

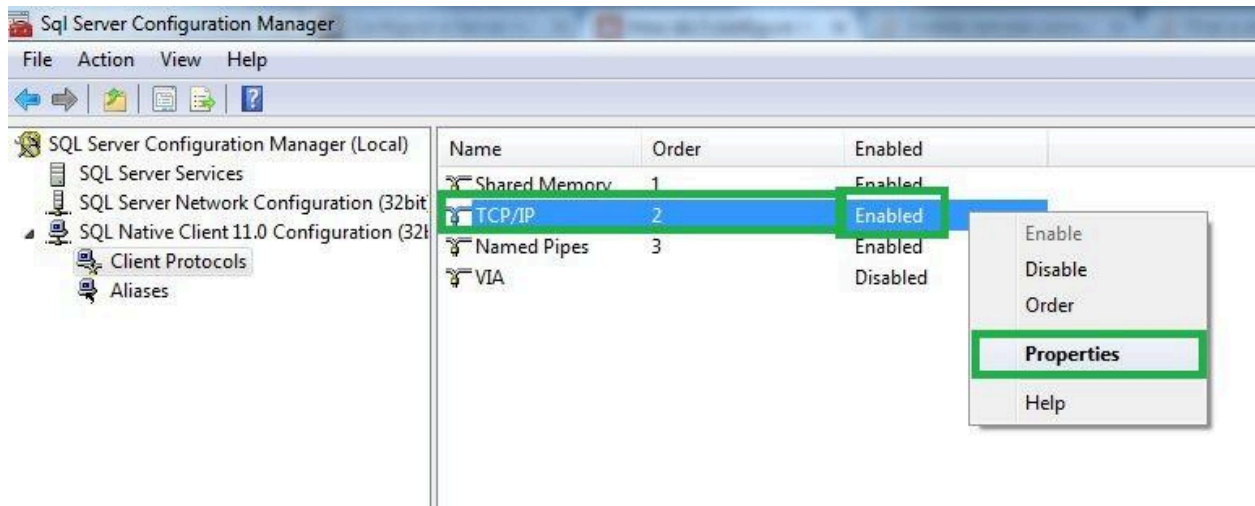


- **Make sure that TCP/IP is enabled**

To make it enabled, follow the steps: Click on Configuration Manager of SQL Server.



Now you can check the TCP/IP port status as Enabled or Disabled. You need to make it Enable and click on status to change port Properties.



Now fill Default Port no 1433 and click on the OK button.

