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# easy POS

## EasyPOS User Manual

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# Table of Contents

<b>Introduction</b>	<b>7</b>
Overview	7
Hardware Specifications	7
Who Should Use This Manual	7
<b>II: Getting Started</b>	<b>8</b>
Introduction	11
<b>III: Login Page</b>	<b>12</b>
Login Page	12
Overview	12
<b>IV: System Menu Page</b>	<b>14</b>
System Menu Board	14
Overview	14
<b>V: Set Up</b>	<b>16</b>
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
<b>VI: Activity</b>	<b>27</b>
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
<b>VII: Cash In/Out</b>	<b>63</b>
Cash In/OutPage	63
Overview	63
Cash In/Out Page	63
<b>VIII: Inventory</b>	<b>65</b>
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
<b>IX: Reports</b>	<b>73</b>
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
<b>X: System</b>	<b>125</b>

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	
Upload Item	143
Upload Customer	144
Truncate Transaction	145
<b>XI: Settings</b>	<b>146</b>
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
<b>XII: Restaurant</b>	<b>157</b>
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

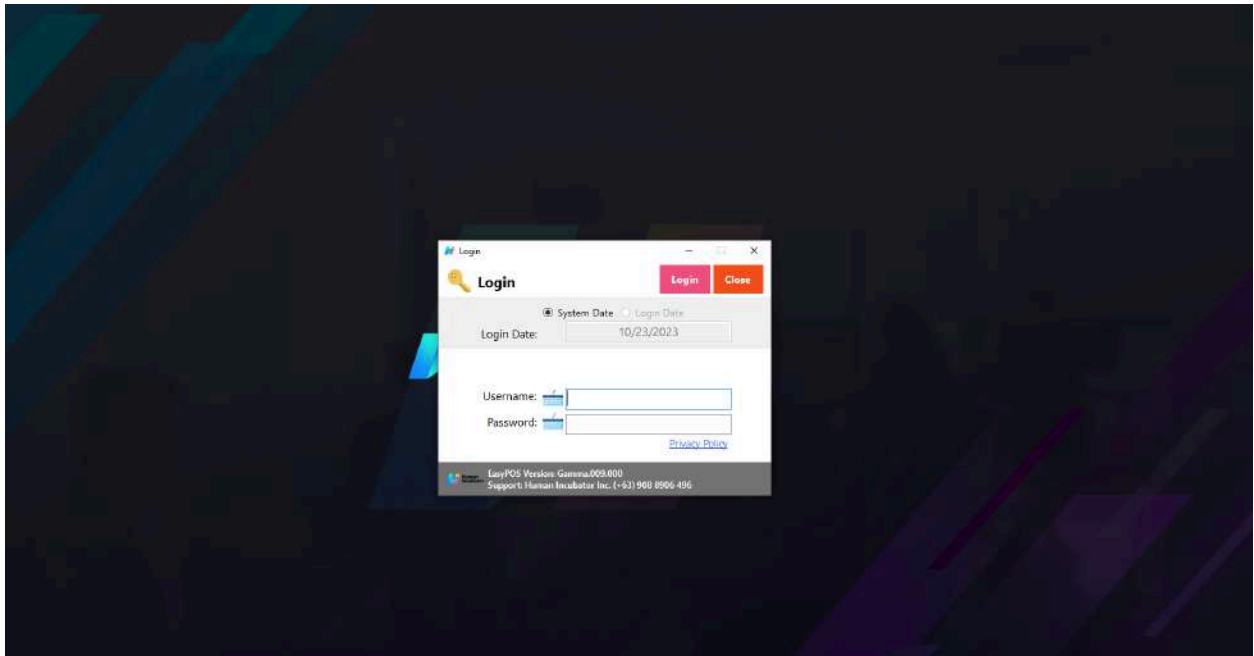
Welcome to EasyPOS! You will be guided through the first steps necessary to set up and operate your EasyPOS system in this section.

# III: Login Page

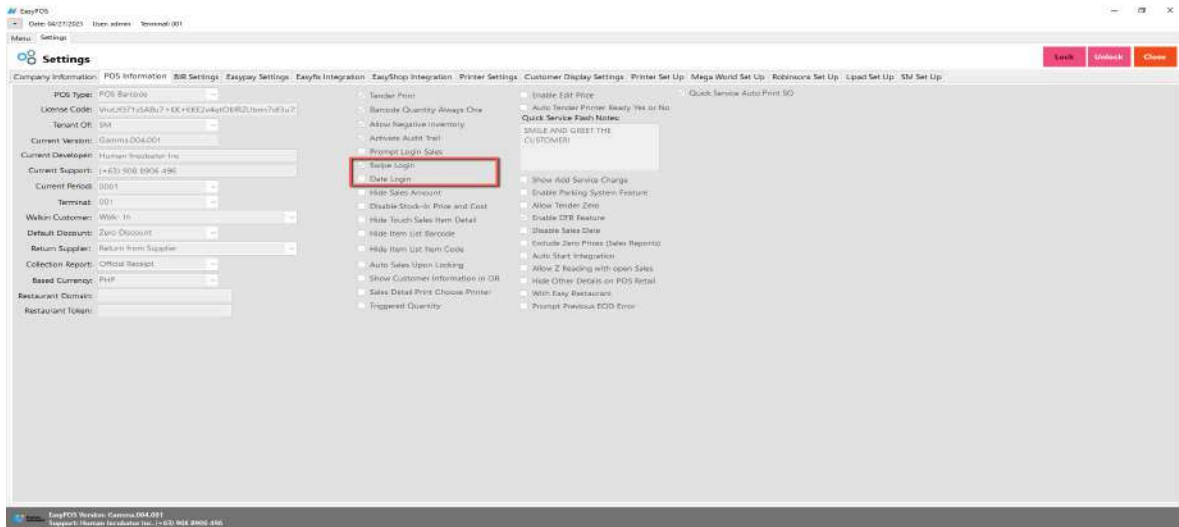
## Login Page

### Overview

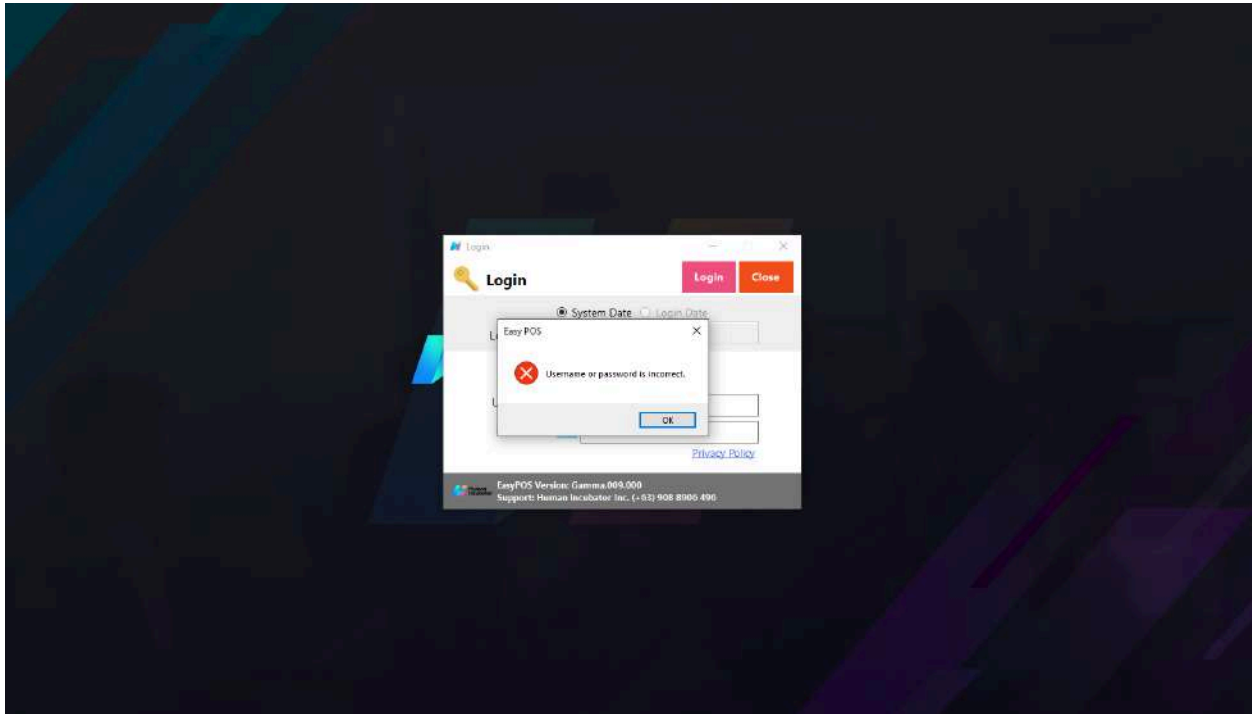
- There are two(2) types on how to login in EasyPOS.
  - Login using username and password credentials.



- 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.

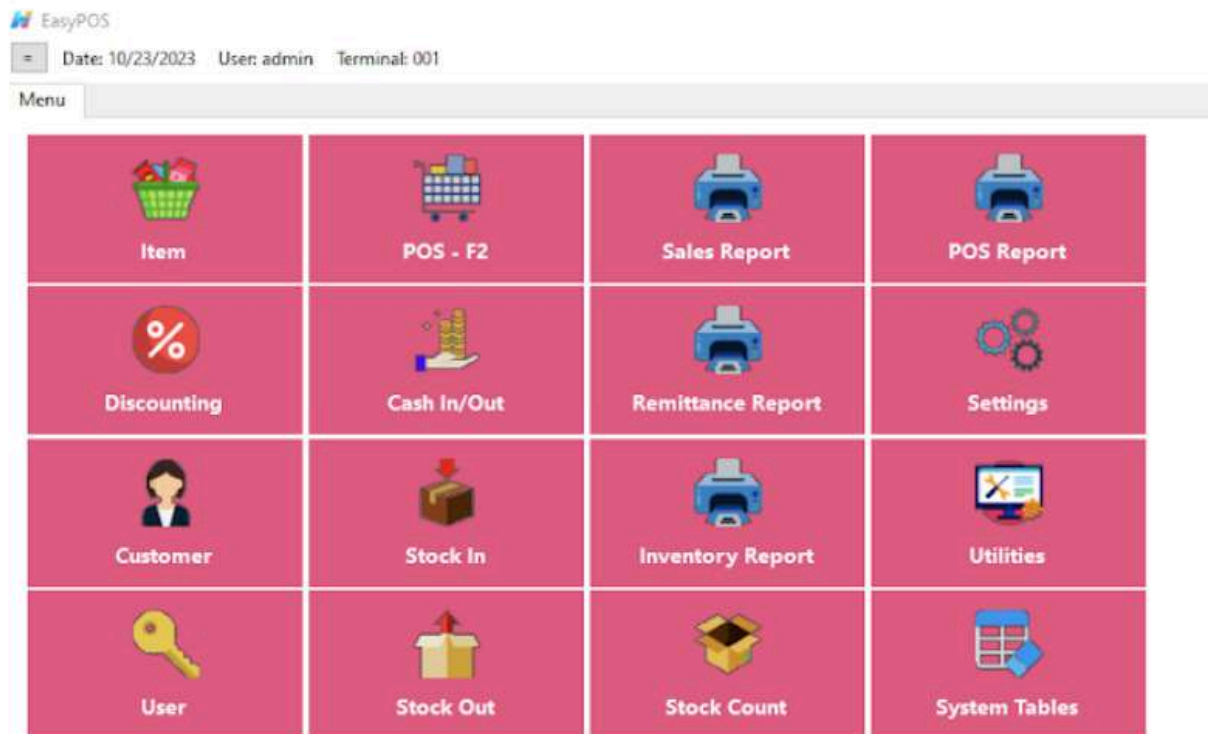


# IV: System Menu Page

## 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.  
*(This module is disabled for client that has integration or EasyFS)*
- **Stock Out** → where to set up items that are not available in stock. Example, damaged items.  
*(This module is disabled for client that has integration or EasyFS)*
- **Stock Count** → where to set up the physical number of stock.  
*(This module is disabled for client that has integration or EasyFS)*
- **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

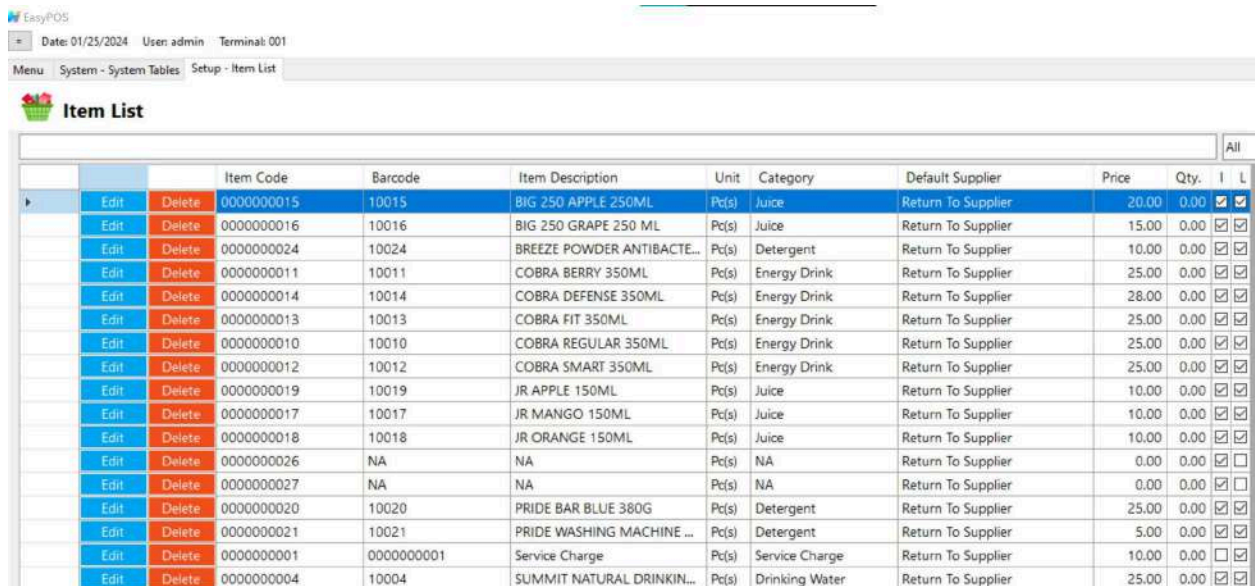
### Overview

- 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	0000000015	10015	BIG 250 APPLE 250ML	Pc(s)	Juice	Return To Supplier	20.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000016	10016	BIG 250 GRAPE 250 ML	Pc(s)	Juice	Return To Supplier	15.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000024	10024	BREEZE POWDER ANTIBACTE...	Pc(s)	Detergent	Return To Supplier	10.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000011	10011	COBRA BERRY 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000014	10014	COBRA DEFENSE 350ML	Pc(s)	Energy Drink	Return To Supplier	28.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000013	10013	COBRA FIT 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000010	10010	COBRA REGULAR 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000012	10012	COBRA SMART 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000019	10019	JR APPLE 150ML	Pc(s)	Juice	Return To Supplier	10.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000017	10017	JR MANGO 150ML	Pc(s)	Juice	Return To Supplier	10.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000018	10018	JR ORANGE 150ML	Pc(s)	Juice	Return To Supplier	10.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000026	NA	NA	Pc(s)	NA	Return To Supplier	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
	Edit	Delete	0000000027	NA	NA	Pc(s)	NA	Return To Supplier	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
	Edit	Delete	0000000020	10020	PRIDE BAR BLUE 380G	Pc(s)	Detergent	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000021	10021	PRIDE WASHING MACHINE ...	Pc(s)	Detergent	Return To Supplier	5.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000001	0000000001	Service Charge	Pc(s)	Service Charge	Return To Supplier	10.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000004	10004	SUMMIT NATURAL DRINKIN...	Pc(s)	Drinking Water	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **Item Code** - generally refers to a unique identifier or code assigned to a specific item or product within a system, database, or inventory management system. Item codes are used to

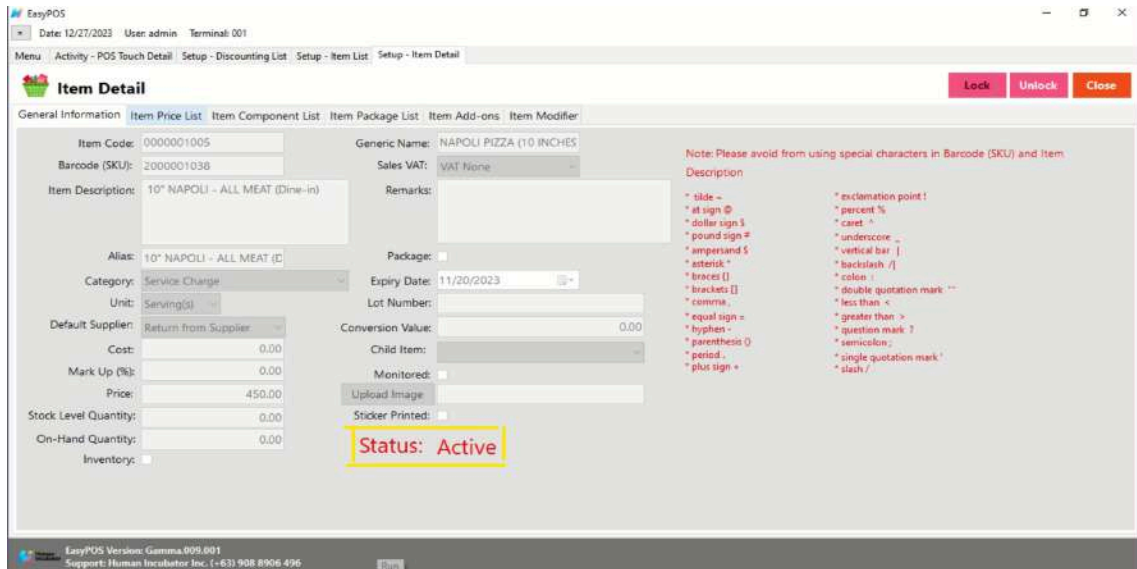
uniquely distinguish and identify individual items in a standardized and efficient manner.

- **Barcode** - A barcode is a graphical representation of data that consists of parallel lines or geometric patterns that can be scanned and interpreted by a barcode scanner. Barcodes are widely used for various purposes, primarily for encoding information about products, inventory items, or other objects in a machine-readable format.
- **Item Description** - refers to a written or verbal representation that provides details and information about a specific item or product. It is a concise explanation or narrative that describes the characteristics, features, and specifications of the item.
- **Unit** - Refer to the definition or explanation of a particular unit of measurement, including its dimensions and significance.
- **Category** - meant to classify and describe the different types of products
- **Default Supplier** - typically refers to the predefined or default supplier associated with a particular product or item.
- **Price** - the amount of money required to purchase a product that a person sometimes uses.
- **Qty** - refers to the amount or number of items, units, or objects of a particular kind. It is a measure of the extent, size, or magnitude of something.
- **I** - (inventoriable or non-inventoriable) - if the items being sold is inventoriable (with check) or non-inventoriable (without check)
- **L** - (Lock or Unlock) Locking an items means that particular part of your items can't be edited while it is locked. You can easily unlock items that you need to edit and lock them back up when you're done. Lock (with check) and unlock (without check)

## 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.

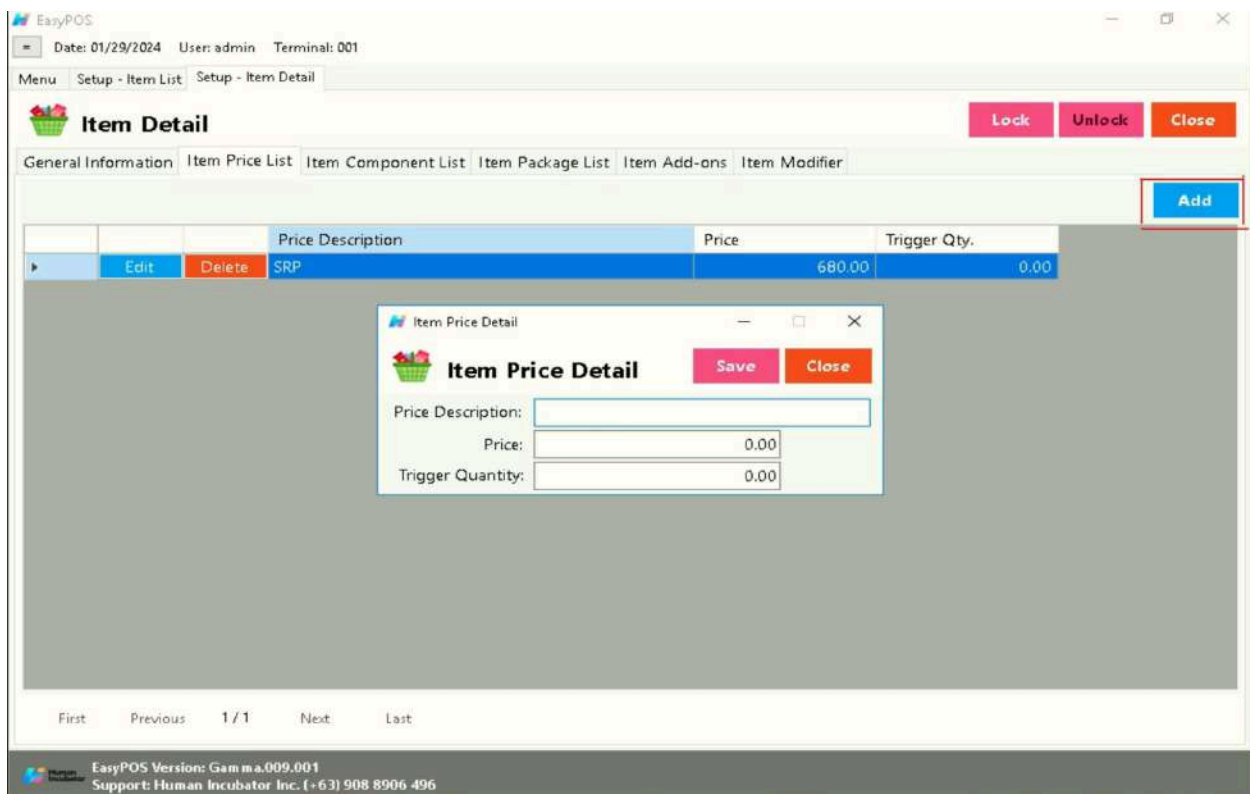
- Add Status "Active" if the item detail is lock and "Inactive" if the



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 Price Detail

Item Price Detail

Save Close

Price Description: SRP

Price: 680.00

Trigger Quantity: 0.00

### Item Component List

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

Item Detail

General Information Item Price List Item Component List Item Package List

Item Code: 0100010001

Barcode (SRU): SRU

Item Description: NA

Alias: NA

Category: NA

Limit: (Pct)

Default Supplier: Return from Supplier

Cost: 0.00

Mark Up (Pct): 0.00

Price: 0.00

Stock Level Quantity: 0.00

On-Hand Quantity: 0.00

Inventory:

Generic Name: NA

Sales VAT: VAT Output

Remark: NA

Package:

Expiry Date: 04/25/2023

Lot Number: NA

Conversion Value: 0.00

Ovid Item:

Monitored:

Upload Image



# Item Detail

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

Item Code: 0000000061  
 Barcode (SKU): NA  
 Item Description: NA  
 Alias: NA  
 Category: NA  
 Unit: Pc(s)  
 Default Supplier: Return from Supplier  
 Cost: 0.00  
 Mark Up (%): 0.00  
 Price: 0.00  
 Stock Level Quantity: 0.00  
 On-Hand Quantity: 0.00  
 Inventory:

Generic Name: NA  
 Sales VAT: VAT Output  
 Remarks: NA  
 Package:   
 Expiry Date: 04/25/2023  
 Lot Number: NA  
 Conversion Value: 0.00  
 Child Item:  
 Monitored:   
 Upload Image

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

Item Detail Lock Back Close

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

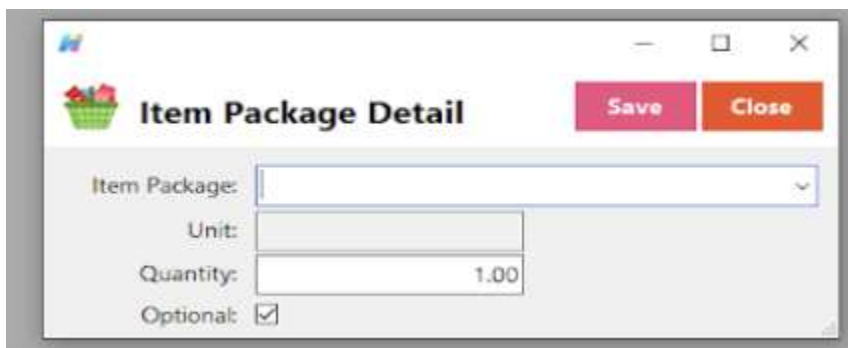
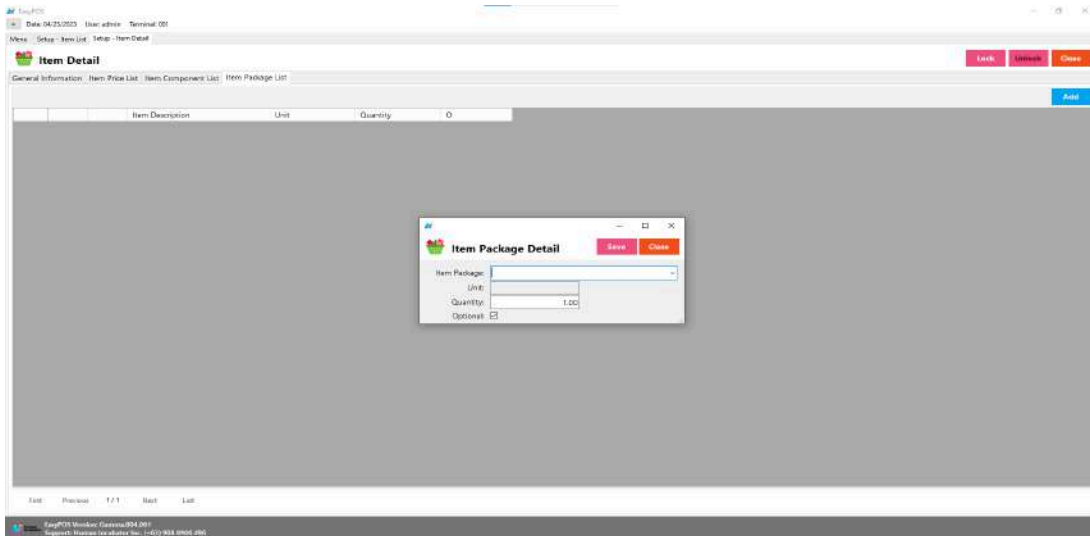
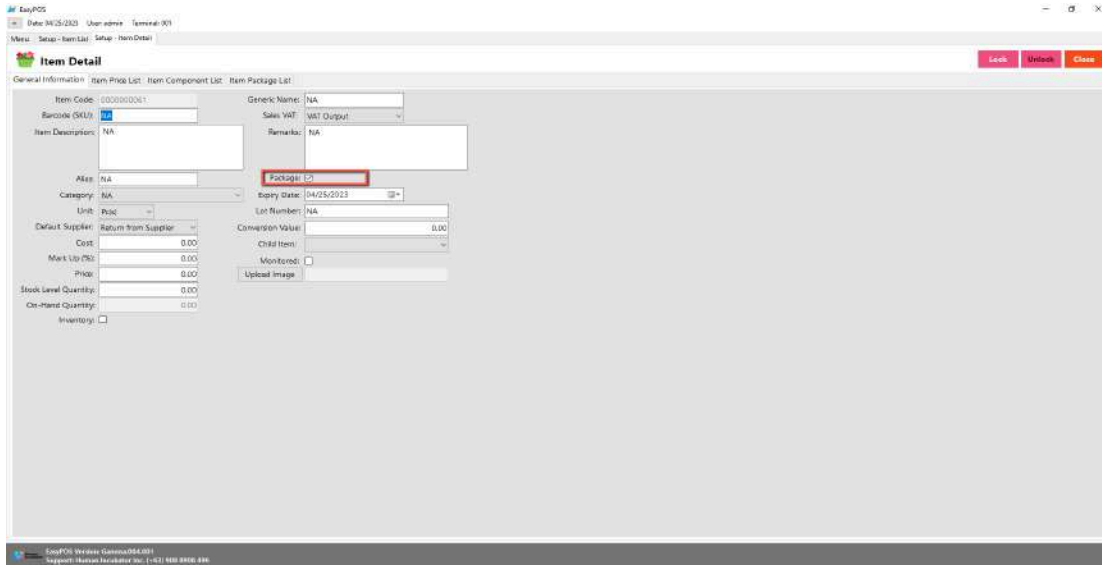
Item Description	Unit	Quantity	Cost	Amount	Quantity
<div data-bbox="662 1228 954 1396" data-label="Form"> <p>Item Component Detail Save Close</p> <p>Item Component: <input type="text"/></p> <p>Unit: <input type="text"/></p> <p>Quantity: 0.00</p> <p>Cost: 0.00</p> <p>Amount: 0.00</p> <p>On Hand Qty: 0.00</p> </div>					

First Previous 1/1 Next Last

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### 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 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	0.78	0.78	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: 0000000223 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

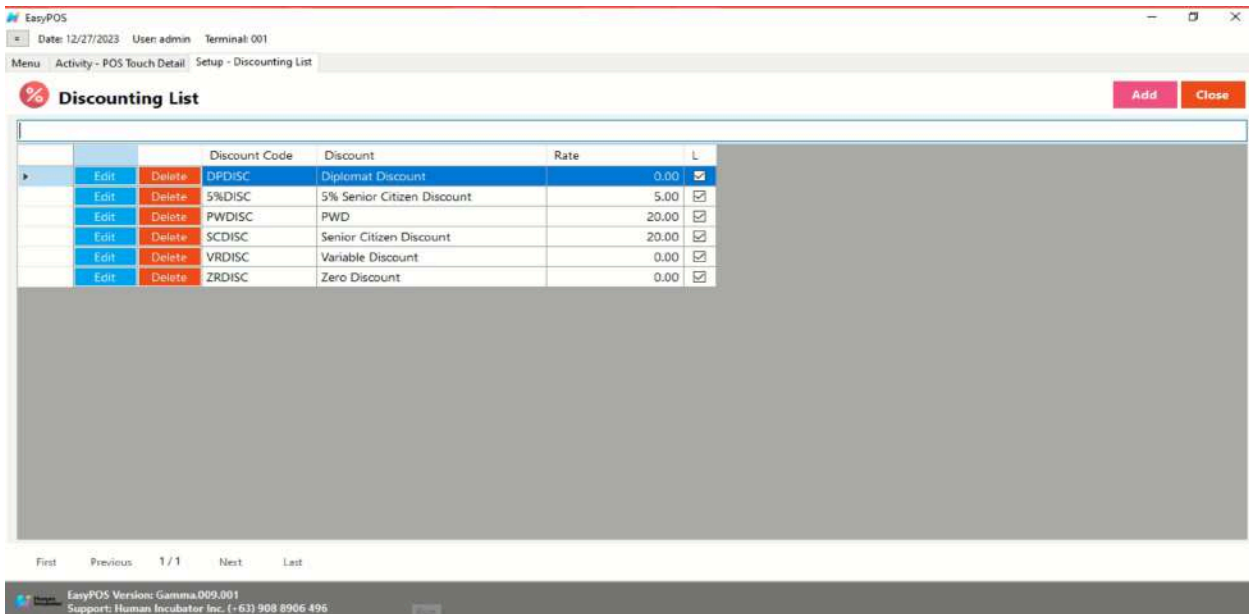
- Discounting is where to set up preferred discounts to give during the sales transactions with customers.

## 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.

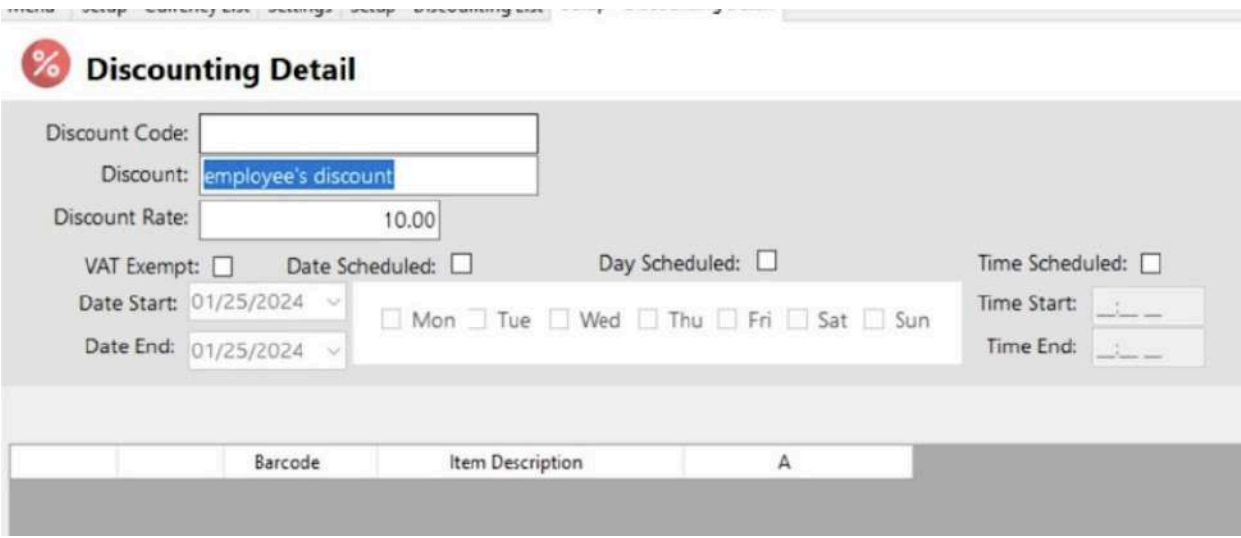
<b>Term</b>	<b>Descriptions</b>	<b>Size</b>	<b>Remarks</b>
Discount Code	A unique code or identifier used during the checkout process to apply a specific discount to an order.	N/A	Select desired discount code
Discount	The reduction in the original price of a product or service, often expressed as a percentage or a fixed amount.	N/A	Select desired Discount
Rate	The percentage or fixed value applied to calculate the discount on a product or service.	N/A	Input number or percentage.
Lock	An option or feature that allows the user to lock a specific discount with its associated description, preventing	N/A	Enable check box

unintended changes.



### 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

**Discounting Detail**

Discount Code:

Discount:

Discount Rate:

VAT Exempt:  Date Scheduled:  Day Scheduled:  Time Scheduled:

Date Start:   Mon  Tue  Wed  Thu  Fri  Sat  Sun Time Start:

Date End:  Time End:

Barcode	Item Description	A

- 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.

**Discounting Detail** [Lock] [Unlock] [Close]

Discount Code:

Discount:

Discount Rate:

VAT Exempt:  Date Scheduled:  Day Scheduled:  Time Scheduled:

Date Start:   Mon  Tue  Wed  Thu  Fri  Sat  Sun Time Start:

Date End:  Time End:

[Search Item]


Barcode	Item Description	A

First Previous 1/1 Next Last

EasyPOS Version: Gamma.009.001  
Support: Human Incubator Inc. (+61) 908 8906 496


*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.*

 **Discounting List**

			Discount Code	Discount	Rate	L
	Edit	Delete			0.00	<input type="checkbox"/>
	Edit	Delete		employee's discount	10.00	<input type="checkbox"/>
	Edit	Delete	DPDISC	Diplomat Discount	0.00	<input checked="" type="checkbox"/>
	Edit	Delete	5%DISC	5% Senior Citizen Discount	5.00	<input checked="" type="checkbox"/>
	Edit	Delete	PWDISC	PWD	20.00	<input checked="" type="checkbox"/>
▶	Edit	Delete	SCDISC	Senior Citizen Discount	20.00	<input checked="" type="checkbox"/>
	Edit	Delete	VRDISC	Variable Discount	0.00	<input checked="" type="checkbox"/>
	Edit	Delete	ZRDISC	Zero Discount	0.00	<input checked="" type="checkbox"/>

Easy POS

 Cannot edit default discount

OK

## Customer Setup

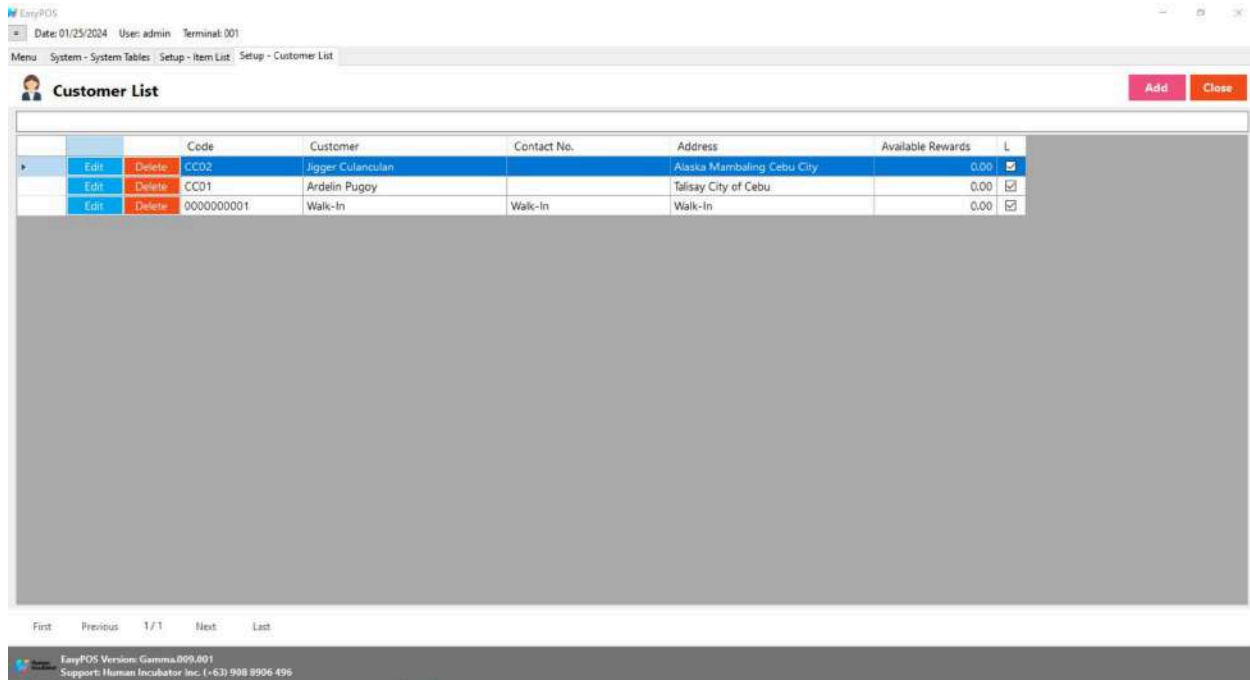
### Overview

- 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

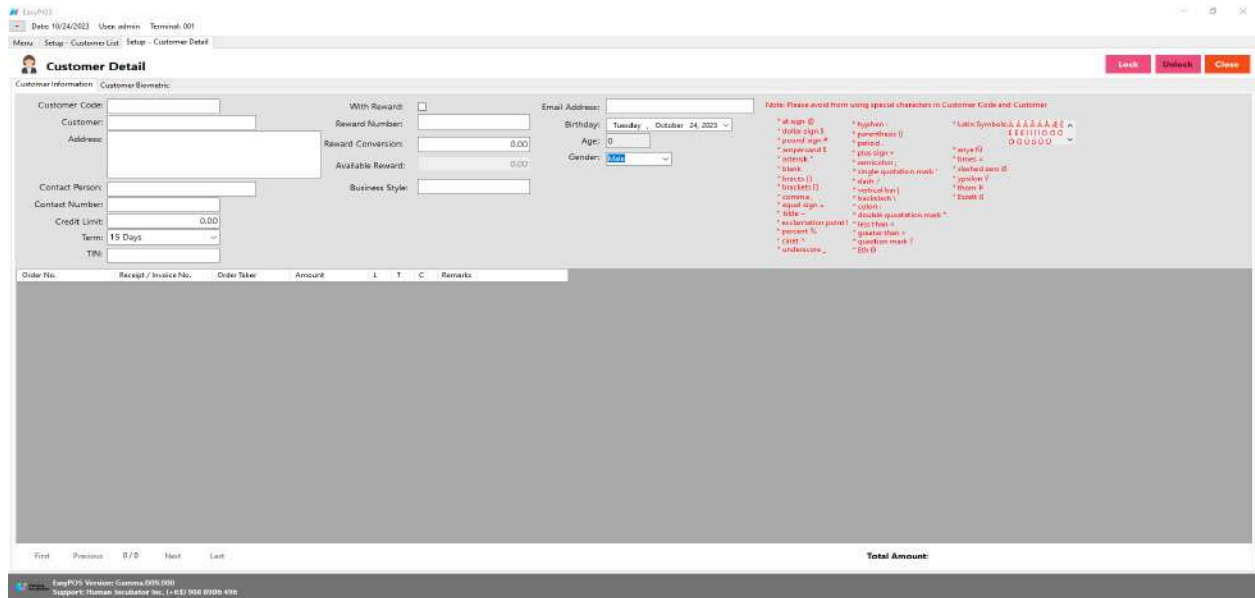
- Shows the list of all added customers.
- Delete button will proceed to deleting unlocked customer record details.
- The Edit button will proceed to updating customer details.
- Add button will proceed to adding a new customer .
- Close button will proceed to closing the customer list page.



## 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: ~ ` ! @ # \$ % ^ & \* ( ) - \_ + = { } [ ] | \ / : ; ' ' < > , , .*

- *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.
- **Code** - A numerical code, one or more of which are available to a Customer to enable identification of individual users or groups of users on an account and to allocate costs of service accordingly.
- **Customer** - A person or organization that buys goods or services from a store or business
- **Contact No.** - typically refers to a phone number or a set of digits that can be used to reach or contact an individual or an organization.
- **Address** - it can refer to the location or coordinates of a place, whether it's a residential address, a business address, or a landmark.
- **Available Rewards** - typically refers to benefits or incentives that are currently accessible or obtainable within a rewards program, loyalty program, or any system that offers perks to participants. These rewards can come in various forms, and their availability may be influenced by factors such as points accumulation, specific actions, or membership status.
- **L** - Locking an items means that particular part of your items can't be edited while it is locked. You can easily unlock items that you need to edit and lock them back up when you're done. Lock (with check) and unlock (without check)



## User Setup

### Overview

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

### User List

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

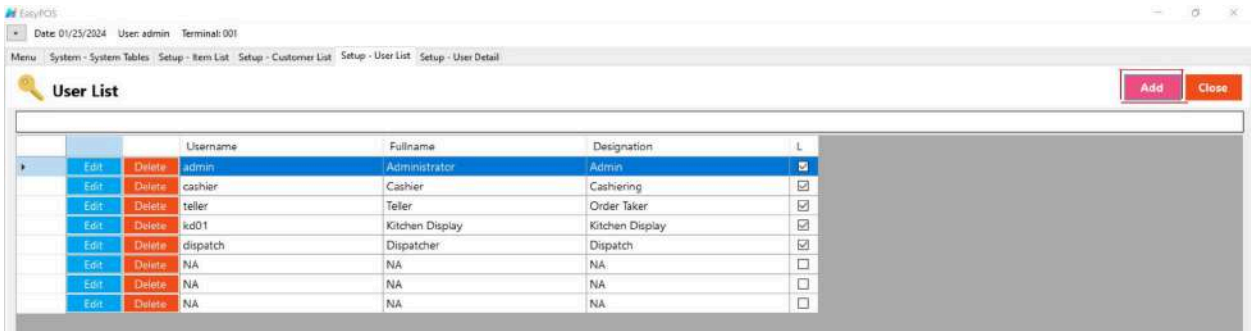


	Username	Fullname	Designation
admin	admin	Administrator	NA
igorek	igorek	Igorer Esalia	Cashier
dik	dik	Dik Alambira	Cashier
markih	markih	Mark-Hanis	Cashier
lan	lan	Kent Ian Dels Cerna	Manager
jayr	jayr	Jayr Mebalid	Manager
crisone	crisone	Crisone Villar	Manager
na	na	na	na
na	na	na	na

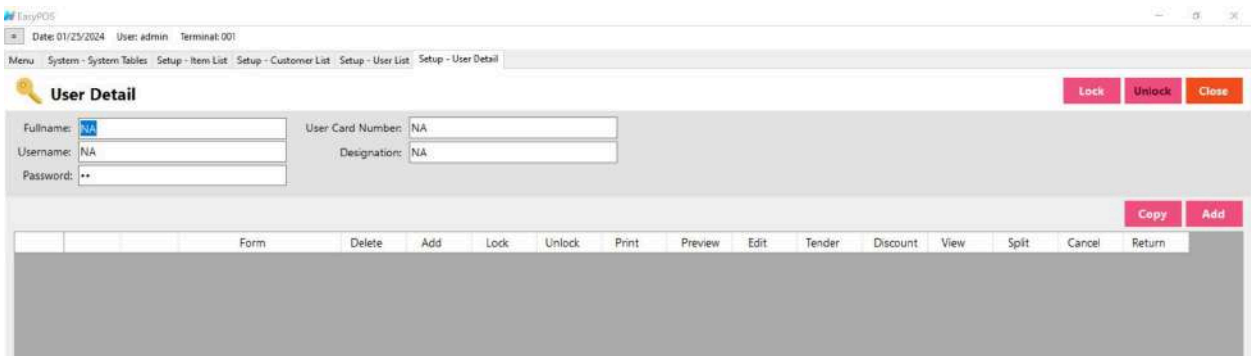
## User Detail

- **"User details"** typically refer to specific information or data related to an individual user within a system, platform, or application. These details can include various pieces of information, such as:
  - **Personal Information:** This may include the user's name, contact details (email address, phone number), date of birth, and other demographic information.
  - **Account Information:** Details related to the user's account, such as their username, password, and any security-related information.
  - **Preferences:** Information about the user's preferences, settings, or customization choices within the system.
  - **Activity History:** A record of the user's interactions and activities within the system, including logins, transactions, or other relevant actions.
  - **Permissions and Roles:** Information about the user's level of access and permissions within the system. This can include whether they have administrative privileges or are restricted to certain functionalities.

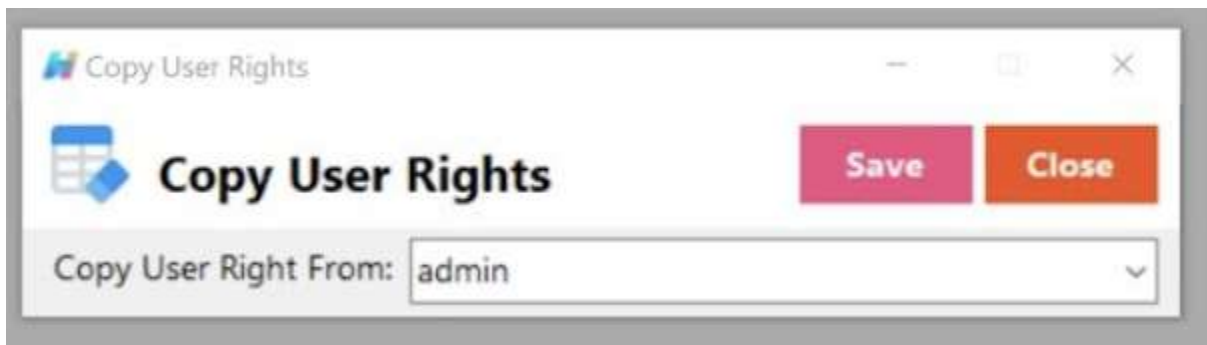
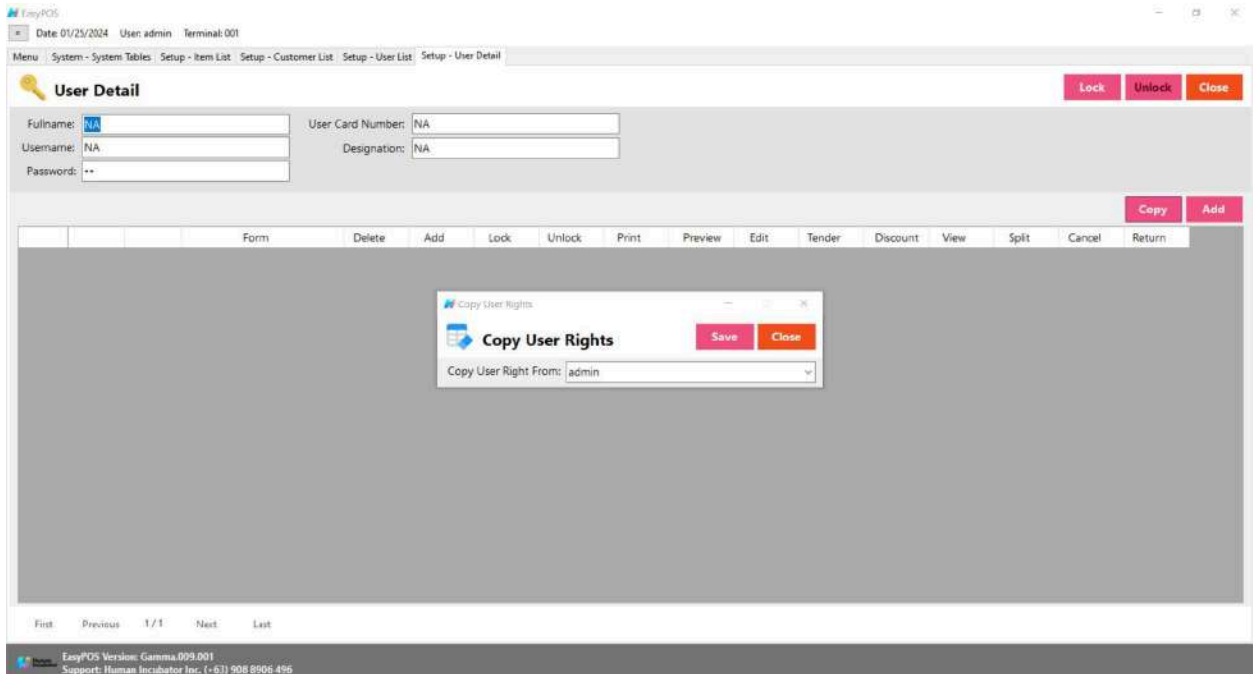
- **Security Information:** Any additional security-related details, such as two-factor authentication status or recent security events related to the user's account.
- **Assumption: Add** button is already clicked on the upper right corner in the user list.



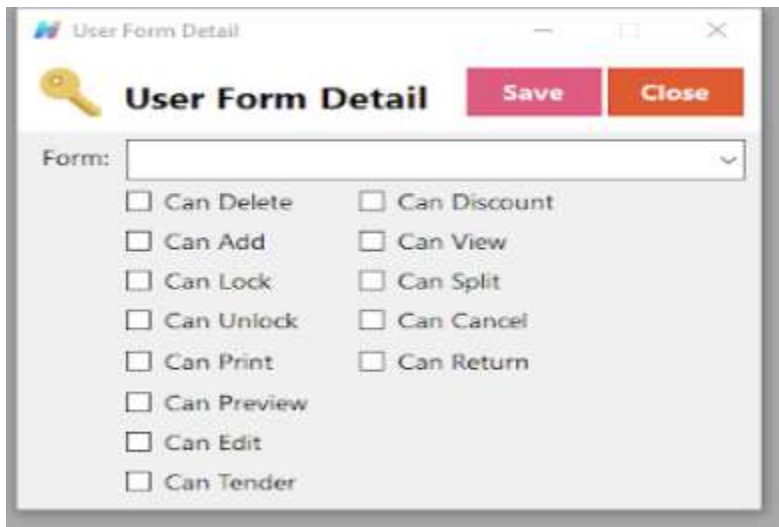
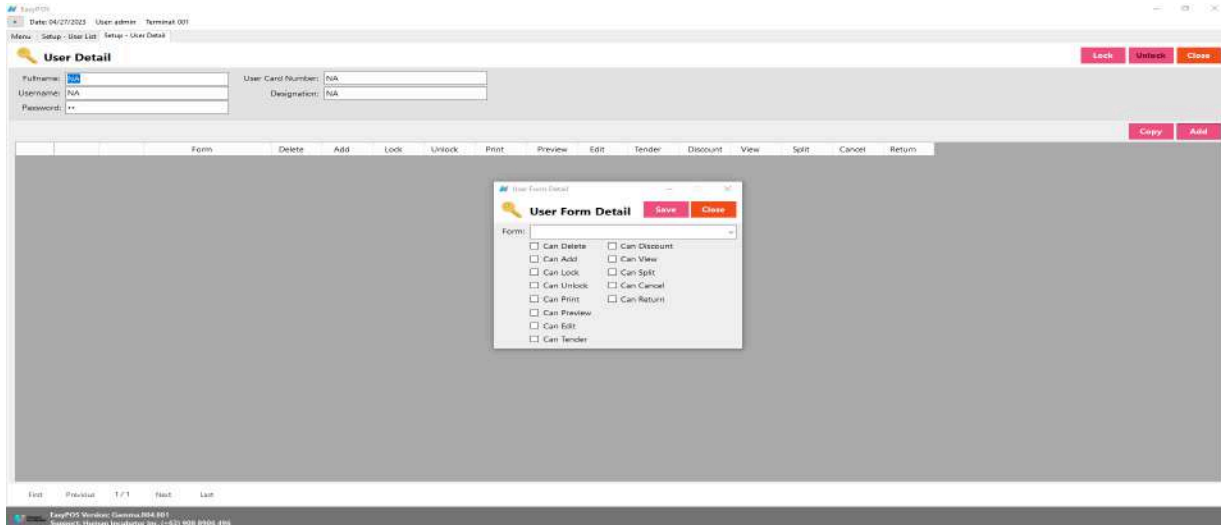
- Fill up all the necessary information like:
  - Full Name, Username, Password
- Other optional information:
  - User Card Number, Designation



- 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

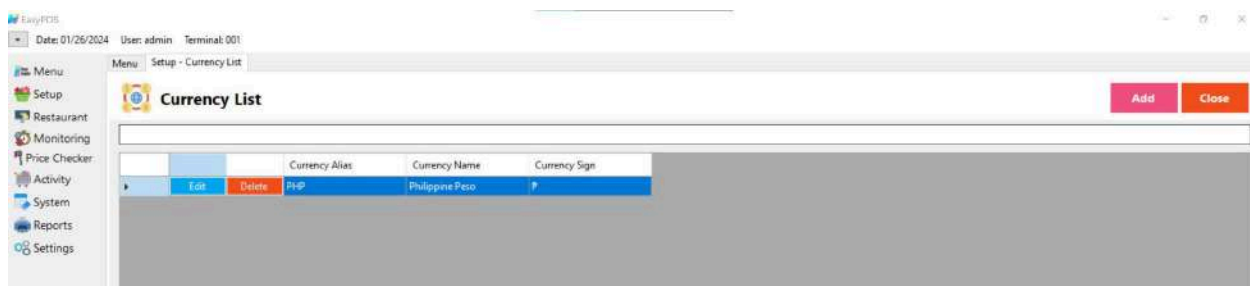
- It is where the user can set up currencies.

### Currency List

- This refers to a compilation or enumeration of various currencies used globally. Each country typically has its own currency, and a currency list would include the names and symbols of these

currencies. For example, the list might include the US Dollar (USD), Euro (EUR), Japanese Yen (JPY), British Pound (GBP), etc.

- 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

- Refers to the type of money used in a particular transaction. It could be the local currency of the country or region where the POS system is operating. For example, if you're in the United States, the currency would typically be the U.S. Dollar (USD). If you're in Europe, it might be the Euro (EUR), and so on.



## Currency Detail

Save

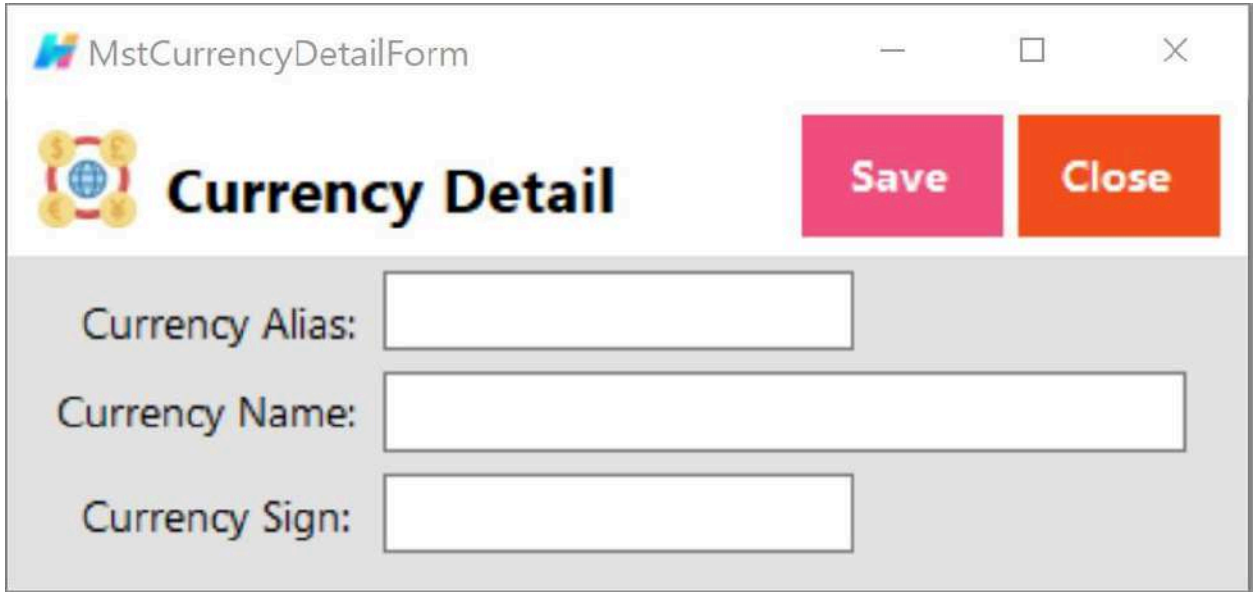
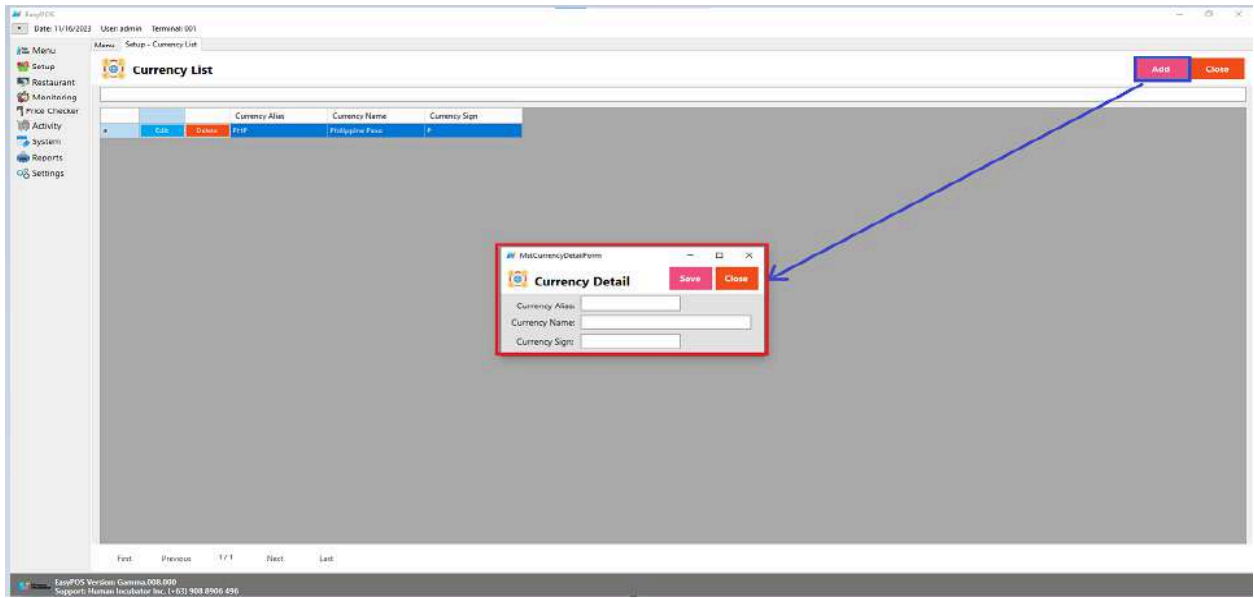
Close

Currency Alias:

Currency Name:

Currency Sign:

- **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 shows the EasyPOS application interface. At the top, there's a status bar with 'Date: 04/27/2023', 'User: admin', and 'Terminal: 001'. Below that is a menu bar with 'Menu', 'Activity - POS Barcode', and 'Activity - POS Barcode Detail'. A toolbar contains 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 main area displays 'Sales Detail' with fields for Order No., Order Date, Code, Customer, and Remarks. A large '₱0.00' is shown on the right. A 'F8 - Barcode' button is active, and a search window is open, displaying a list of items with columns for Barcode, Item Description, Price, On Hand Qty., and Pick. The search window also has 'Esc - Close' and 'F9 - Search Item' buttons.

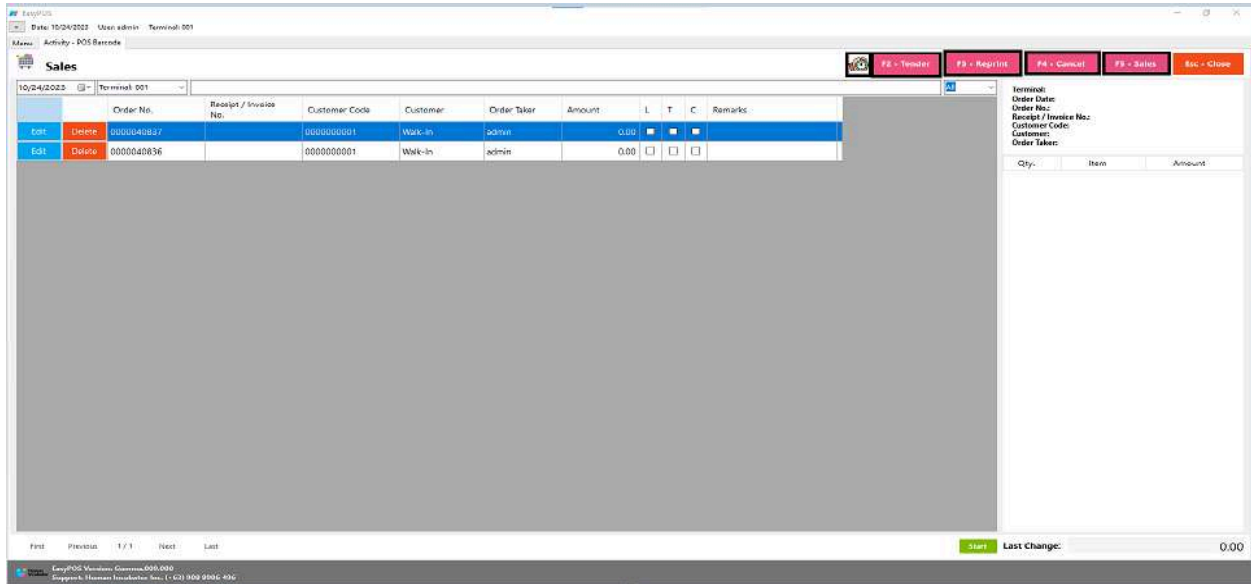
This is a close-up of the 'Search Item' window. It features a search bar at the top and a table of items. The table has columns for Barcode, Item Description, Price, On Hand Qty., and Pick. The first item is '3 hours' with a price of 100.00 and an on-hand quantity of 0.00. Other items include 'Chicken 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/ tokwat baboy'. Each row has a 'Pick' button. The window also includes 'Esc - Close' and 'F9 - Search Item' buttons.

Barcode	Item Description	Price	On Hand Qty.	Pick
HR10202	3 hours	100.00	0.00	<input checked="" type="checkbox"/> Pick
0000000024	Chicken Cubes	20.00	-0.13	<input checked="" type="checkbox"/> Pick
0000000026	Egg	0.00	-1.00	<input checked="" type="checkbox"/> Pick
ABX123	Extra Adult	150.00	0.00	<input checked="" type="checkbox"/> Pick
0000000025	Fish Sauce - Patis	0.00	0.00	<input checked="" type="checkbox"/> Pick
0000000022	Garlic	0.00	-1.00	<input checked="" type="checkbox"/> Pick
0000000012	Gawlo Chicken	50.00	0.00	<input type="checkbox"/> Pick
0000000013	Gawlo Chicken w/ egg	35.00	0.00	<input type="checkbox"/> Pick
0000000005	Gawlo Chimba	70.00	0.00	<input type="checkbox"/> Pick
0000000018	Gawlo Classic Beef Pares	135.00	0.00	<input type="checkbox"/> Pick
0000000015	Gawlo Orange Chicken	95.00	0.00	<input type="checkbox"/> Pick
0000000014	Gawlo Plain w/ tokwat baboy	70.00	0.00	<input checked="" type="checkbox"/> Pick

## Barcode Sales List

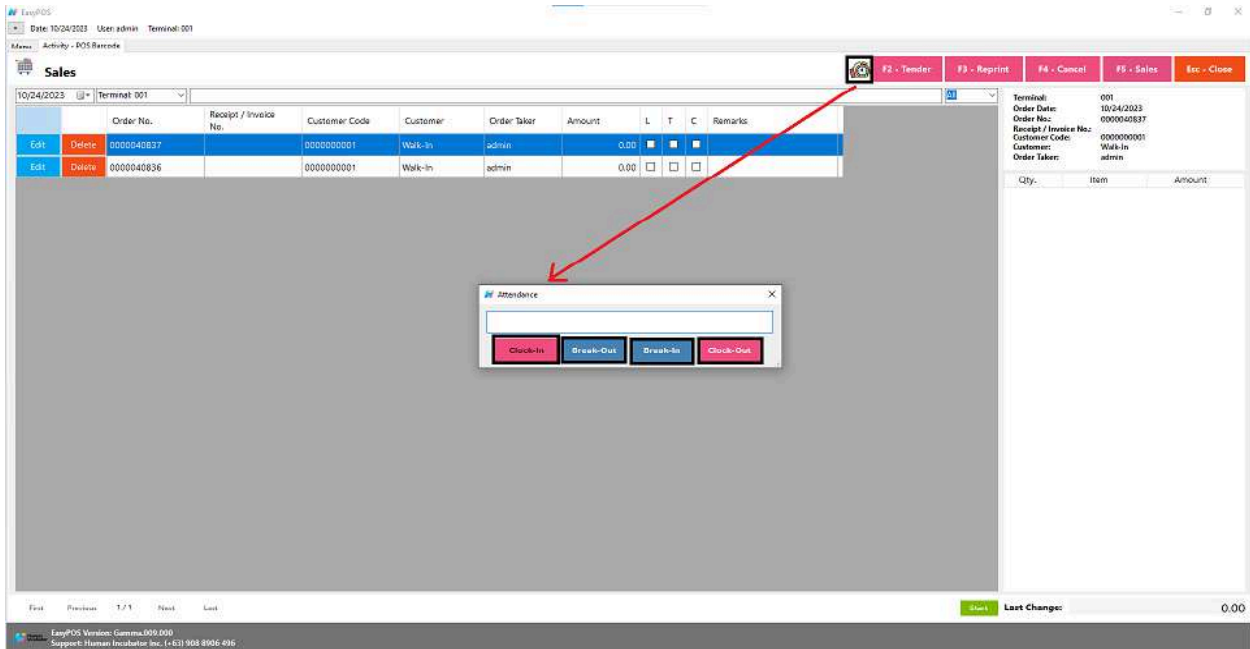
- Shows the list of all barcode sales transaction lists.
- The **Tender** button will proceed to tender sales that are not yet tendered.
- The **Reprint** button will proceed to reprint the Official Receipt(OR) for tendered sales.

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



## Attendance Feature

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



## Barcode Sales Detail

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

Barcode Quantity Always One

EasyPOS

Date: 10/24/2023 User: admin Terminal: 001

Menu: Activity - POS Receipts Activity - POS Barcode Detail

**Sales Detail**

Order No: 00000000012 Currency: PHP  
 Order Date: 10/24/2023 Exchange Rate: 1  
 Cash: 0000000001  
 Customer: Walk-In  
 Remarks:

**₱237.50**

F2 - Barcode F3 - Currency F2 - Price F3 - Lock F4 - Unlock F5 - Return F6 - Discount F7 - Tender F11 - Override Esc - Close

F2 - Barcode #99717c6007e9 F9 - Search Item F10 - Download

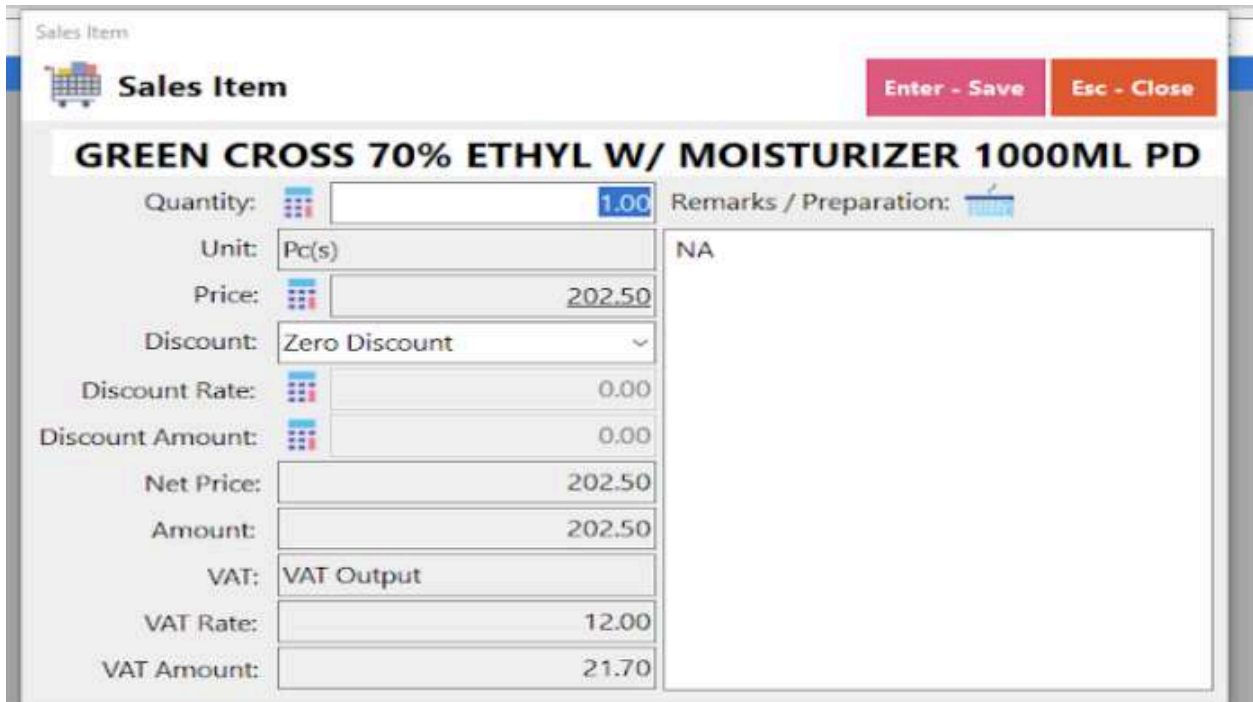
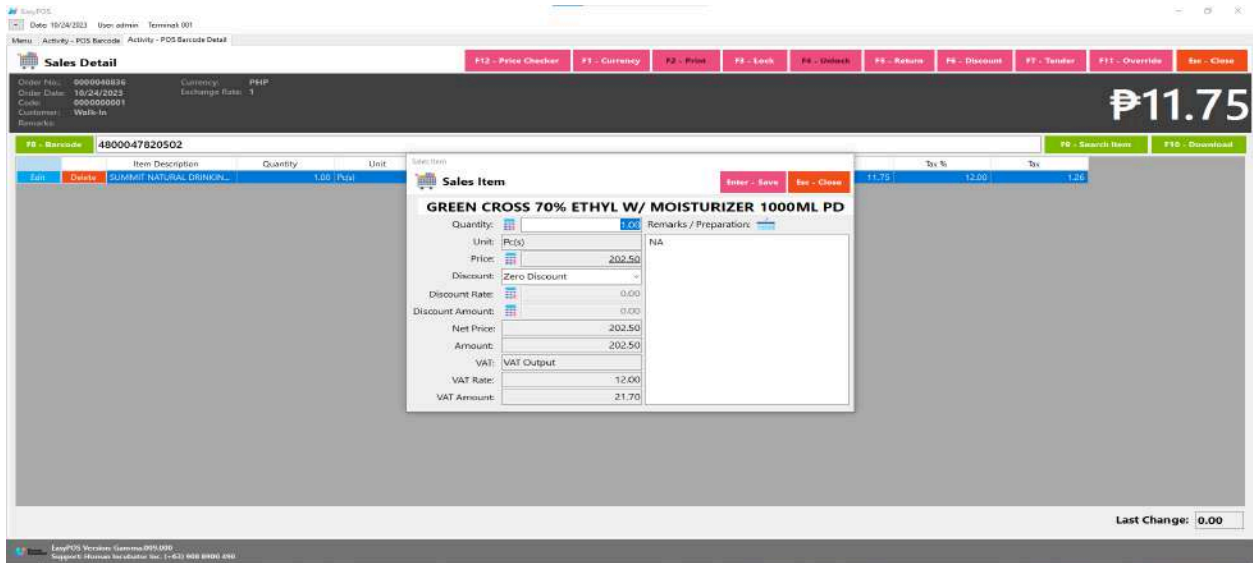
Item	Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
100	Summit Natural Drinkin	1.00	Pctd	11.75	0.00	0.00	11.75	11.75	12.00	1.20
100	Green Cross 70% Ethyl W.	1.00	Pctd	202.50	0.00	0.00	202.50	202.50	12.00	23.70
100	Cloud Nine Choco Fudg.	1.00	Pctd	7.50	0.00	0.00	7.50	7.50	12.00	0.90
100	Nips Peanut Snack Bag 4...	1.00	Pctd	15.75	0.00	0.00	15.75	15.75	12.00	1.89

Last Change: 0.00

EasyPOS Version: Custom 008.000  
 Copyright © 2008-2023 by J. L. & J. M. Inc. All Rights Reserved.

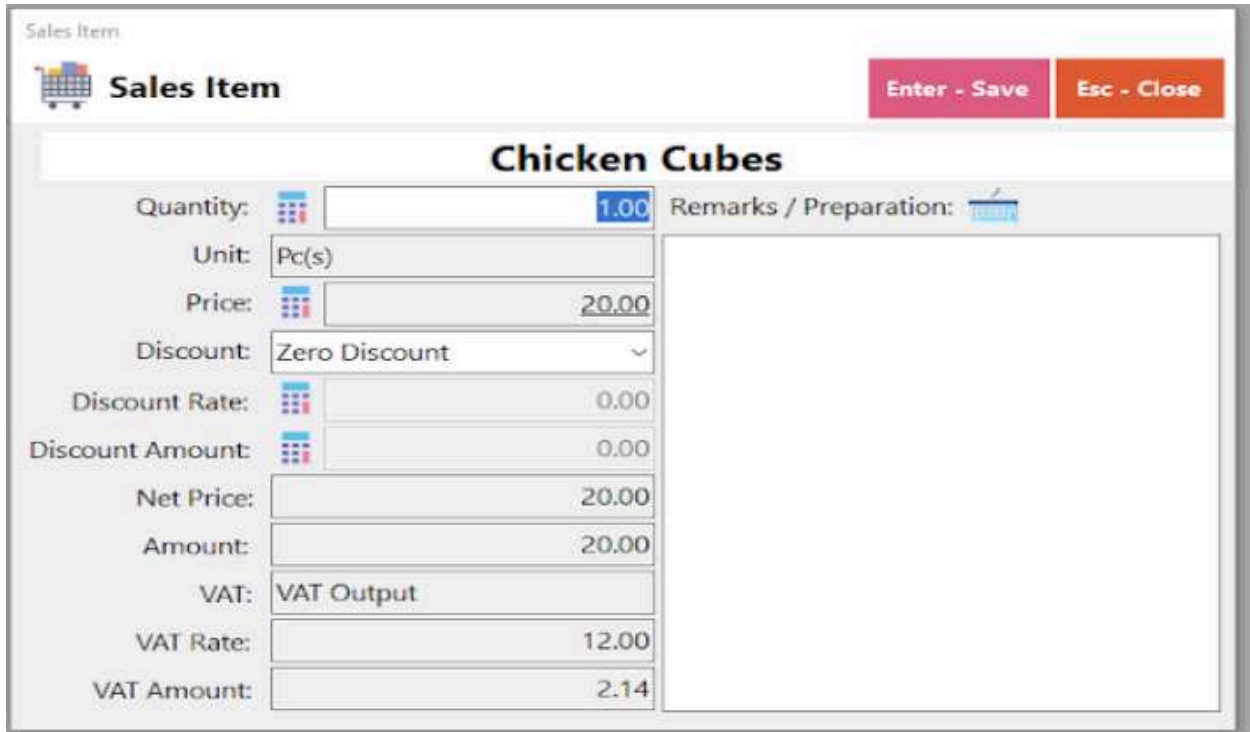
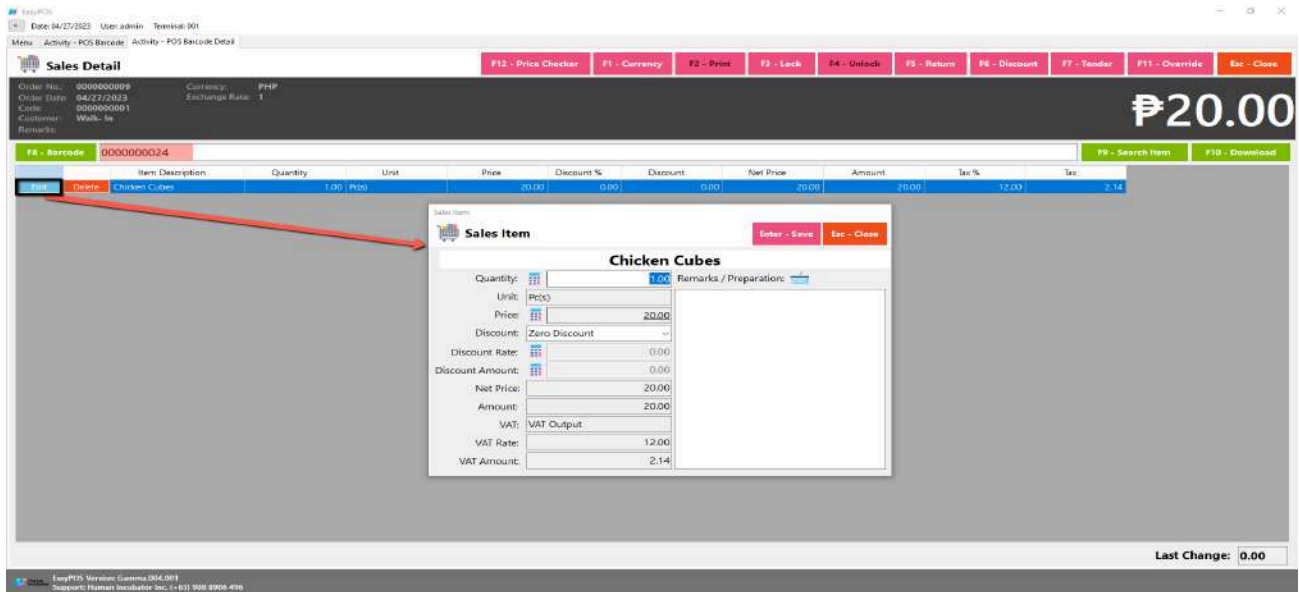
- If it is unchecked, the sales item form will appear to allow you to edit the quantity.

Barcode Quantity Always One



- b. By inputting the barcode. Fill out the empty field with the correct item barcode then hit **Enter** from your keyboard. Matched item(s) will automatically be added to the sales line item.
  - After the item is successfully added to the sales line item, click the **Edit** button beside the item to edit the line item detail.

- Provide the required information for line item detail such as:
  - Quantity
  - Discount
- Save button will proceed to saving the line item.
- Close button will proceed to closing the line item detail.
- Users can add more items by repeating the same process via barcode.



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

- Sales Line item shows the details of the selected item and the current user must specify the quantity of the item, and then save. Once saved, it will be added to the current Sales and be redirected to Search Item form.
- Users can add more items by repeating the same process. Just close the Search Item form when done adding line items.





Sales Item

**Sales Item** Enter - Save   Esc - Close

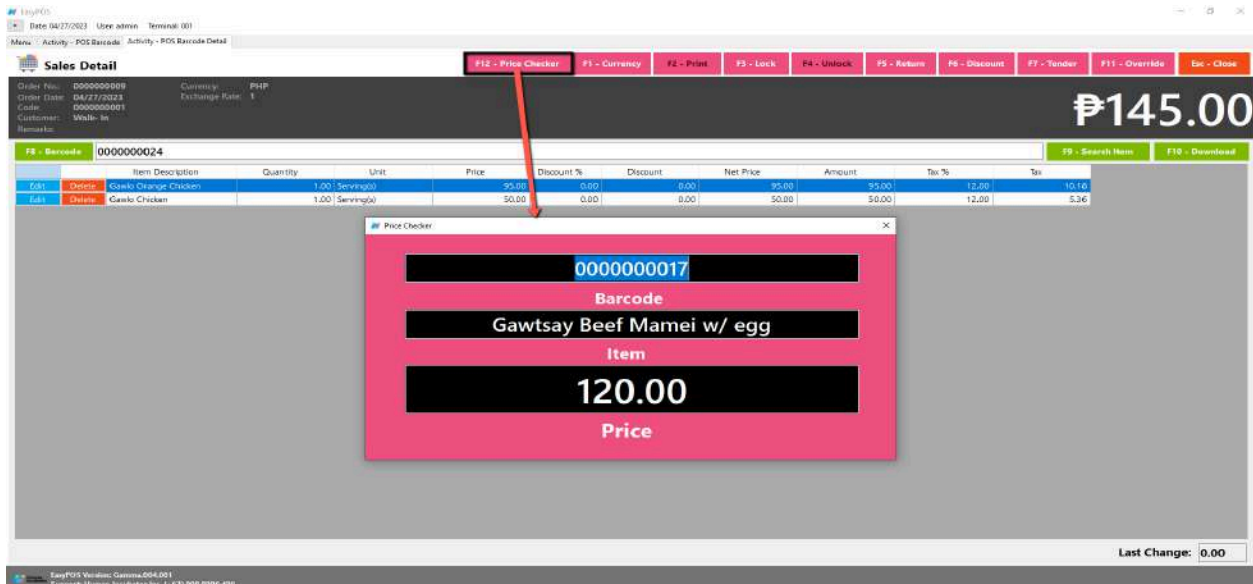
**Gawlo Chicken**

Quantity:	<input type="text" value="1.00"/>	Remarks / Preparation:	<input type="text" value="NA"/>
Unit:	Serving(s)		
Price:	<input type="text" value="50.00"/>		
Discount:	Zero Discount		
Discount Rate:	<input type="text" value="0.00"/>		
Discount Amount:	<input type="text" value="0.00"/>		
Net Price:	<input type="text" value="50.00"/>		
Amount:	<input type="text" value="50.00"/>		
VAT:	VAT Output		
VAT Rate:	<input type="text" value="12.00"/>		
VAT Amount:	<input type="text" value="5.36"/>		

### Barcode Sales Detail - Relevant Buttons

- **Price Checker**

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



- **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.

EmpPOS  
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: 000000000 Currency: PHP  
Order Date: 04/27/2023 Exchange Rate: 1  
Code: 0000000001  
Customer: Walk-In  
Remarks:

**₱145.00**

F8 - Barcode F9 - Search Item F10 - Download

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Game Change Clickers	1.00	Servings	95.00	0.00	0.00	95.00	95.00	12.00	10.18
					0.00	50.00	50.00		5.36

TmSearchCurrencyForm

**Search Currency** Enter - Add Esc - Close

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

TmExchangeRateDetailForm

**Exchange Rate Detail** Save Close

Date: 04/27/2023  
Base Currency: PHP  
Exchange Currency: PHP  
Exchange Rate:   
Greater than based currency:

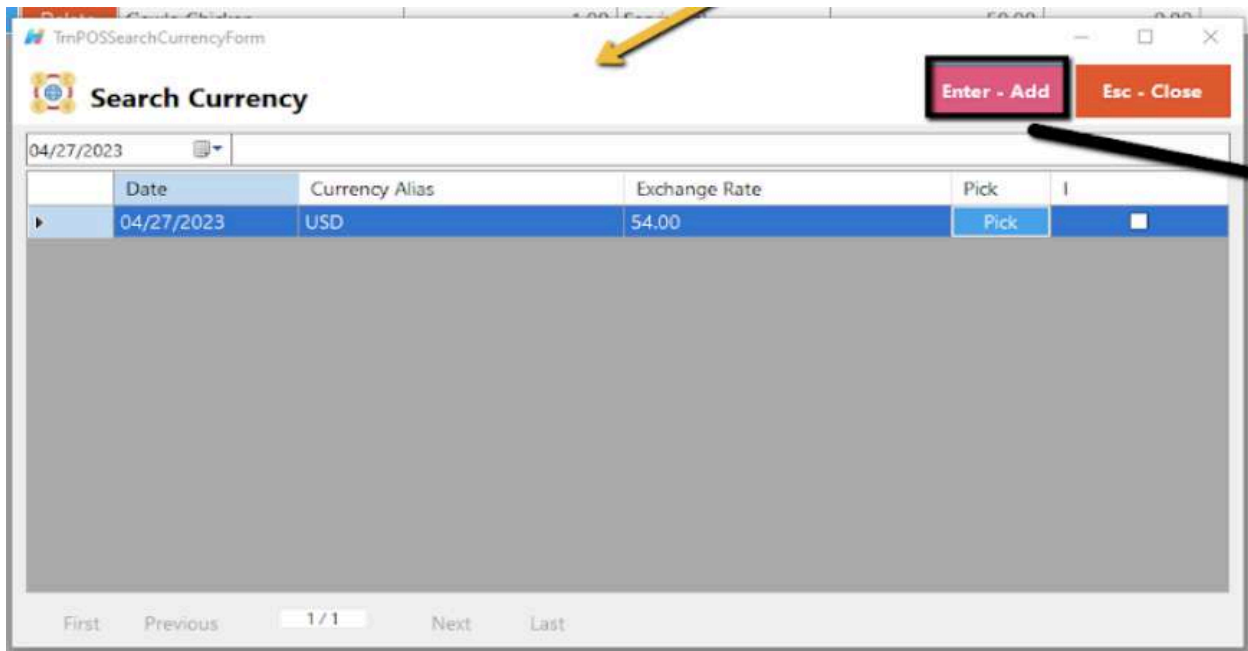
Last Change: 0.00

EmpPOS Version: 004.001  
Support: Human Incubator Inc. | (+63) 908 8900 486

TmExchangeRateDetailListForm

**Exchange Rate Detail** Save Close

Date: 04/27/2023  
Base Currency: PHP  
Exchange Currency: PHP  
Exchange Rate:   
Greater than based currency:



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

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: 0000000009    Currency: PHP  
Order Date: 04/27/2023    Exchange Rate: 1  
Clerk: 0000000001  
Customer: Walk-In  
Remarks:

**₱145.00**

F8 - Barcode		F9 - Search Item										F10 - Download	
	Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax			
Edit	Cancel	Gawlo Orange Chicken	1.00	Serving(s)	95.00	0.00	0.00	95.00	95.00	12.00	10.18		
Edit	Cancel	Gawlo Chicken	1.00	Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.36		

Lock Sales

**Lock Sales**    F2 - Lock    Esc - Close

0000000001

Customer Code: 0000000001

Customer: Walk-In

Reward Available: 0.00

Advance Balance: 0.00

Credit Limit Balance: 0.00

Terms: COD

Remarks:

Sales Agent: Administrator

Pax: 1

Last Change: 0.00

EasyPOS Version: Garuda.004.901  
Support: Human Incentive Inc. (+62) 993 8900 496

Lock Sales

**Lock Sales**    F2 - Lock    Esc - Close

0000000001

Customer Code: 0000000001

Customer: Walk-In

Reward Available: 0.00

Advance Balance: 0.00

Credit Limit Balance: 0.00

Terms: COD

Remarks:

Sales Agent: Administrator

Pax: 1

- **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 software interface. At the top, there is a navigation bar with buttons for F12 - Price Checker, F1 - Currency, F2 - Print (highlighted), F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. Below the navigation bar, the 'Sales Detail' screen is visible. It shows order information: Order No. 908000009, Order Date 04/27/2023, Order Code 908000001, and Customer Wala, Inc. The total amount is displayed as ₱145.00. Below the order information, there is a table with columns: Item Description, Quantity, Unit, Price, Discount %, Discount, Net Price, Amount, Tax %, and Tax. The table contains two rows: Gawels Orange Chicken (1.00 Serving(s), Price 95.00, Net Price 95.00, Amount 95.00, Tax % 12.00, Tax 11.11) and Gawels Chicken (1.00 Serving(s), Price 50.00, Net Price 50.00, Amount 50.00, Tax % 12.00, Tax 5.96). At the bottom right, there is a 'Last Change: 0.00' label. The footer of the application shows 'EasyPOS Version: Gamma.094.001' and 'Support: Mamun Incubator Inc. (+63) 908 8006 406'.

Human Incubator Inc. Cebu City TIN: 000-000-000-000 SN: 000000000000 MIN: 000000000000 <b>ORDER SLIP</b> Terminal: 001 0000000009 04-27-2023 14:28:13	
ITEM	AMOUNT
Gawlo Chicken 1.00 Serving(s) @ 50.00	50.00
Gawlo Orange Chicken 1.00 Serving(s) @ 95.00	95.00
Total Amount	145.00
Total No. of Item(s)	2.00
Remarks:	
Teller	Administrator
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-yyy Valid Until: mm-dd-yyyy  PTU No.: 000000000000 Date Issued: mm-dd-yyy Valid Until: mm-dd-yyyy  THIS INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE 	

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



**Sales Detail**

Order No: 0099000009    Currency: PHP  
 Order Date: 04/27/2023    Exchange Rate: 1  
 Code: 0009000001  
 Customer: Walk-in  
 Remarks:

**₱145.00**

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

Last Change: 0.00

EasyPOS Version: Gamma.D54.001  
 Support: Helman Incubator Inc. (+63) 998 8906 496

- **Item Description** - An item description refers to a detailed and informative account or portrayal of a particular object, product, or thing.
- **Quantity** - refers to the amount or number of something. It is a measure of the extent, size, capacity, or magnitude of a particular object, substance, or concept.
- **Unit** - is a standardized quantity used as a measure of a physical quantity. In different contexts, a unit can represent various aspects, such as length, mass, time, temperature, and more.
- **Price** - refers to the amount of money or other resources that one must pay or give up in exchange for goods, services, or rights.
- **Discount %** - refers to the percentage reduction from the original or regular price of a product or service. It is a common practice in retail and business to offer discounts as a way to attract customers, promote sales, or clear inventory.

- **Discount** - refers to a reduction in the original or regular price of a product or service. It is a financial incentive offered by sellers or service providers to encourage customers to make a purchase.
- **Net Price** - refers to the final price that a buyer pays for a product or service after all applicable discounts, taxes, and fees have been taken into account. It represents the total amount that the buyer is obligated to pay, excluding any additional charges or deductions.
- **Amount** - generally refers to a quantity or sum of something, often expressed in numerical terms.
- **Tax %** - refers to the percentage rate at which taxes are levied on a particular amount of income, goods, or services. It represents the proportion of the taxable base that is owed as tax. Tax percentages are commonly used to calculate the amount of tax owed in various contexts, such as income tax, sales tax, or value-added tax (VAT).
- **Tax** - is a mandatory financial charge or levy imposed by a government on individuals, businesses, or other entities to fund public expenditures and government activities. Taxes are a primary source of revenue for governments at various levels (local, state, and national) and are used to finance public services and infrastructure, such as education, healthcare, defense, public safety, and more.
- **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. A *"return exchange"* refers to the process where a customer returns a purchased item with the intention of exchanging it for another product. This scenario typically occurs when a customer is dissatisfied with the initially purchased item but wishes to choose an alternative product rather than receiving a refund.
- Click the **Refund** button, if you want to return a money to a customer. A **refund** specifically refers to the act of returning the monetary value of a purchase to the customer. Refunds are commonly associated with returns, but they can also occur for other reasons, such as price adjustments, promotional discounts, or resolving billing errors. The refund process involves reversing the financial transaction, which may include voiding or crediting the initial payment.

EasyPOS  
Date: 04/27/2023 User: admin Terminal: 001  
Menu: Activity - POS Barcode Activity: POS Barcode Def4

Sales Detail

Order No.: 0000000009 Currency: PHP  
Order Date: 04/27/2023 Exchange Rate: 1  
Code: 0000000001  
Customer: Walk-In  
Remarks:

₱145.00

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

Return

OR Number: 0000000001  
Sales Number: 0000000001

Price	Quantity	Unit	Discount	Return Quantity	Unit	Discount
35.00	1.00	Pick	Unpick	0.00	Serving(s)	0.00
200.00	1.00	Pick	Unpick	0.00	Pc(s)	0.00
200.00	1.00	Pick	Unpick	0.00	Pc(s)	0.00

Return

OR Number: 0000000001  
Sales Number: 0000000001

Price	Quantity	Unit	Discount	Return Quantity	Unit	Discount
35.00	1.00	Pick	Unpick	0.00	Serving(s)	0.00
200.00	1.00	Pick	Unpick	0.00	Pc(s)	0.00
200.00	1.00	Pick	Unpick	0.00	Pc(s)	0.00

Last Change: 0.00

EasyPOS Version: 0000000001  
Copyright: Huanan Technology Inc. (c) 2013 508 8906 496

Return

OR Number: 0000000001  
Sales Number: 0000000001

Price	Quantity	Unit	Discount	Return Quantity	Unit	Discount
35.00	1.00	Pick	Unpick	0.00	Serving(s)	0.00
200.00	1.00	Pick	Unpick	0.00	Pc(s)	0.00
200.00	1.00	Pick	Unpick	0.00	Pc(s)	0.00

Return

OR Number: 0000000001  
Sales Number: 0000000001

Price	Quantity	Unit	Discount	Return Quantity	Unit	Discount
35.00	1.00	Pick	Unpick	0.00	Serving(s)	0.00
200.00	1.00	Pick	Unpick	0.00	Pc(s)	0.00
200.00	1.00	Pick	Unpick	0.00	Pc(s)	0.00

Return

OR Number: 0000000001  
Sales Number: 0000000001

Price	Quantity	Unit	Discount	Return Quantity	Unit	Discount
35.00	1.00	Pick	Unpick	0.00	Serving(s)	0.00
200.00	1.00	Pick	Unpick	0.00	Pc(s)	0.00
200.00	1.00	Pick	Unpick	0.00	Pc(s)	0.00

- **Discount**

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

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

Order No.: 0000000009 Currency: PHP  
Order Date: 04/27/2023 Exchange Rate: 1  
Code: 0000000001  
Customer: Walk-In  
Remarks:

**₱205.00**

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

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

Buttons: F8 - Search Item, F10 - Download

Discount Dialog:

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: Haman Incubator Inc. (+63) 906 0106 496

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

- **Override**

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

The screenshot shows the EasyPOS interface. At the top, there's a menu bar with buttons: F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. Below the menu, the 'Sales Detail' section shows order information: Order No: 0009000009, Order Date: 04/27/2023, COLE: 0009000001, Customer: Walk-In, Remarks: . The total amount is ₱205.00. Below this is a table with columns: Item Description, Quantity, Unit, Price, Discount %, Discount, Net Price, Amount, Tax %, and Tax. The table contains two items: Gawlo Chmisa and Gawlo Classic Beef Paras. A modal window titled 'Login' is open in the foreground, with a yellow arrow pointing from the 'Override' button in the menu to the 'Login' button in the modal. The modal has a 'Login' button and a 'Close' button. It also has radio buttons for 'System Date' (selected) and 'Login Date', and a text field for 'Login Date' containing '04/27/2023'. There are fields for 'Username:' and 'Password:'. A 'Privacy Policy' link is at the bottom of the modal. The footer of the interface shows 'Last Change: 0.00' and 'EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 496'.

This is a close-up of the 'Login' modal window. It features a key icon and the text 'Login' in a large font. There are two buttons: 'Login' (pink) and 'Close' (orange). Below these is a radio button selection for 'System Date' (selected) and 'Login Date'. A text field for 'Login Date' contains '04/27/2023'. There are two input fields for 'Username:' and 'Password:'. A 'Privacy Policy' link is at the bottom. The footer of the modal contains the text: 'EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 496'.

## Barcode Sales Detail - Tender

- Click the Tender button that can be seen on the Sales Detail form to tender transaction. A "tender button" in the context of a Point of Sale (POS) system typically refers to a button or option on the POS interface that is used to finalize a transaction and tender the payment. It is the button that the cashier or user presses when the customer is ready to pay for their purchases.
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales transaction, just click the Tender button from the Tender form, the system will now print an Official Receipt, and recreate a new Sales detail.

The screenshot displays the EasyPOS interface during a tender transaction. The main window shows a 'Sales Detail' form with a total amount of ₱145.00. A 'Tender' form is overlaid, showing payment options: CASH (F4), CHECK (F5), CREDITCARD (F6), GIFTCERTIFICATE (F7), and EXCHANGE (F8). A 'Credit Card Information' form is also shown, with fields for Verification Code, Reference No., Credit Card Holder, Credit Card No., Credit Card Type (JCB), Credit Card Bank, Credit Card Expiry, and Amount (145.00). A callout box points to the 'Tender' button in the Tender form, stating 'Click this to finish the sales transaction.'

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

Discount	Net Price	Amount	Tax %	Tax
0.00	95.00	95.00	12.00	10.18
0.00	50.00	50.00	12.00	3.36

Tender Amount:	Amount
PHP Change:	0.00
Change:	0.00

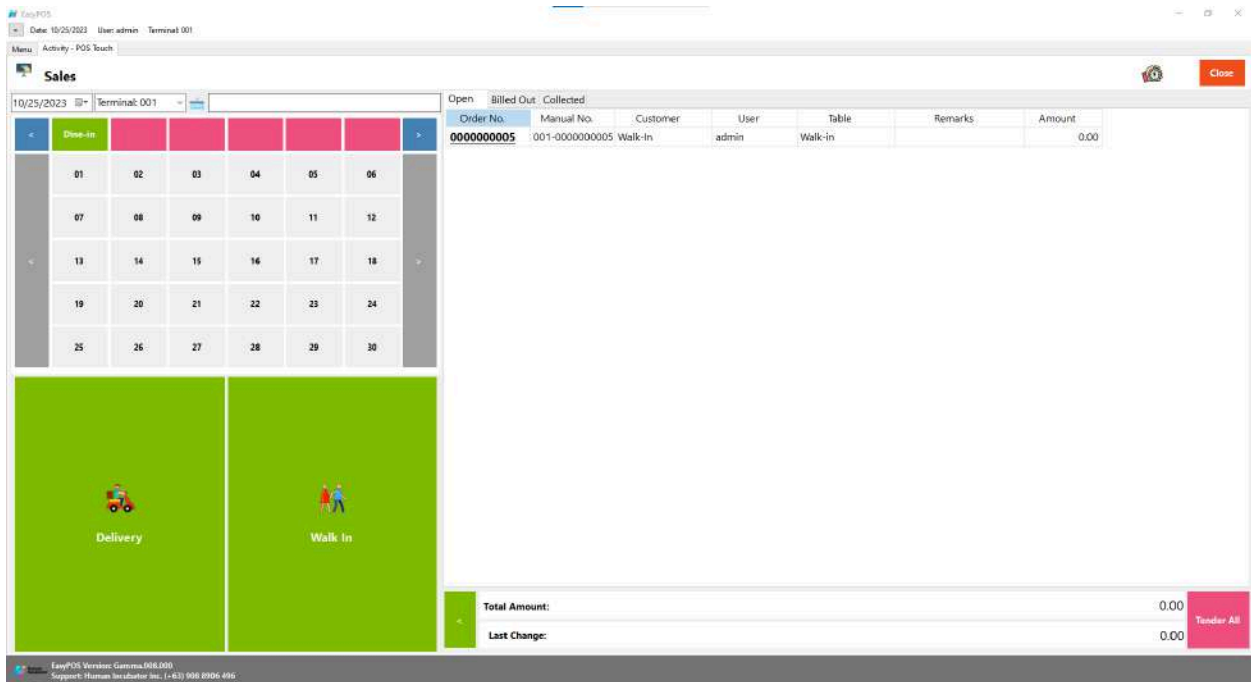
Field	Value
Amount	145.00

## Activity - POS Touch

### Overview

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

### User Interface



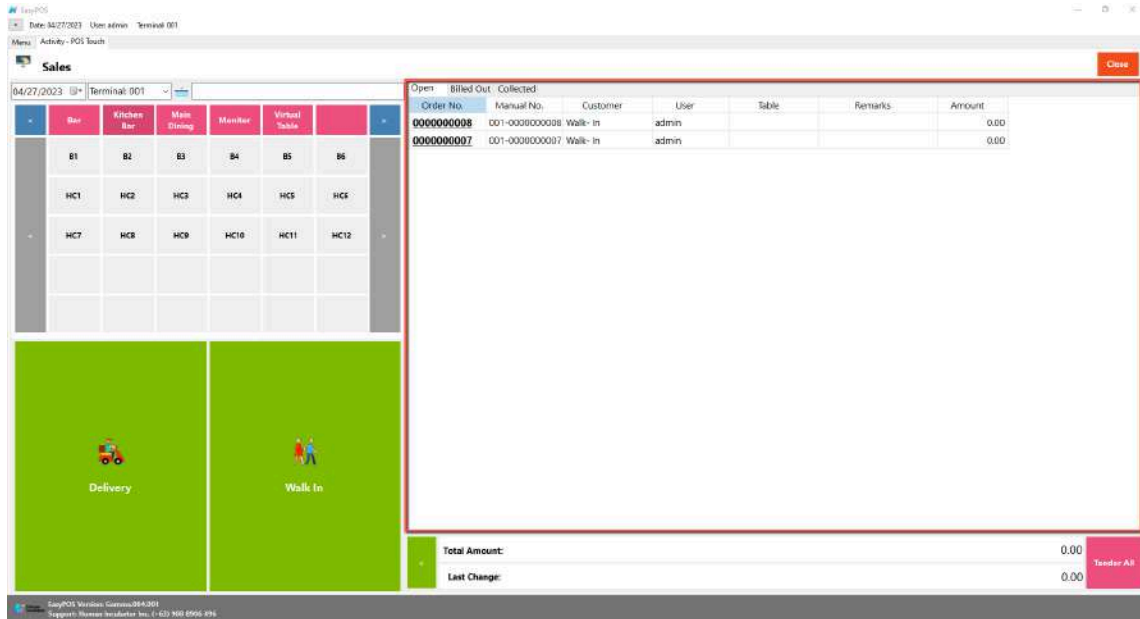
### POS Touch Definition of Buttons

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



## POS Touch Sales List

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



Order No.	Manual No.	Customer	User	Table	Remarks	Amount
<b>000000008</b>	001-000000008	Walk- In	admin			0.00
<b>000000007</b>	001-000000007	Walk- In	admin			0.00

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

EasyPOS Date: 04/27/2023 User: admin Terminal: 001

Menu: Activity - POS Touch

Sales

04/27/2023 Terminal: 001

Bar	Kitchen Bar	Main Dining	Master	Virtual Table
B1	B2	B3	B4	B5
B6	B7	B8	B9	B10
B11	B12	B13	B14	B15
B16	B17	B18	B19	B20
B21	B22	B23	B24	B25
B26	B27	B28	B29	B30
B31	B32	B33	B34	B35
B36	B37	B38	B39	B40
B41	B42	B43	B44	B45
B46	B47	B48	B49	B50

Delivery Walk In

Open Billed Out Collected

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

Total Amount: 205.00  
Last Change: 0.00

EasyPOS Windows Gateway: 004-001  
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Order No.	Manual No.	Customer	User	Table	Remarks	Delivered By	Amount
000000009	001-000000009	Walk-in	admin				205.00

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

EasyPOS Date: 04/27/2023 User: admin Terminal: 001

Menu: Activity - POS Touch

Sales

04/27/2023 Terminal: 001

Bar	Kitchen Bar	Main Dining	Master	Virtual Table
B1	B2	B3	B4	B5
B6	B7	B8	B9	B10
B11	B12	B13	B14	B15
B16	B17	B18	B19	B20
B21	B22	B23	B24	B25
B26	B27	B28	B29	B30
B31	B32	B33	B34	B35
B36	B37	B38	B39	B40
B41	B42	B43	B44	B45
B46	B47	B48	B49	B50

Delivery Walk In

Open Billed Out Collected

Order No.	Manual No.	Collection No.	Customer	User	Table	C	Remarks	Delivered By
000000011	001-000000011	000000002	Walk-in	admin	B1	<input checked="" type="checkbox"/>		

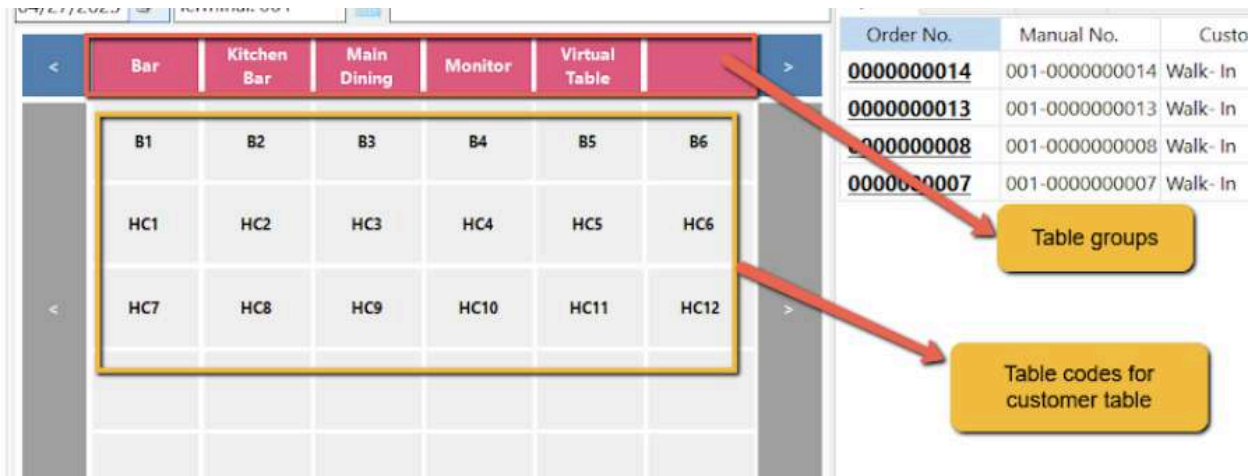
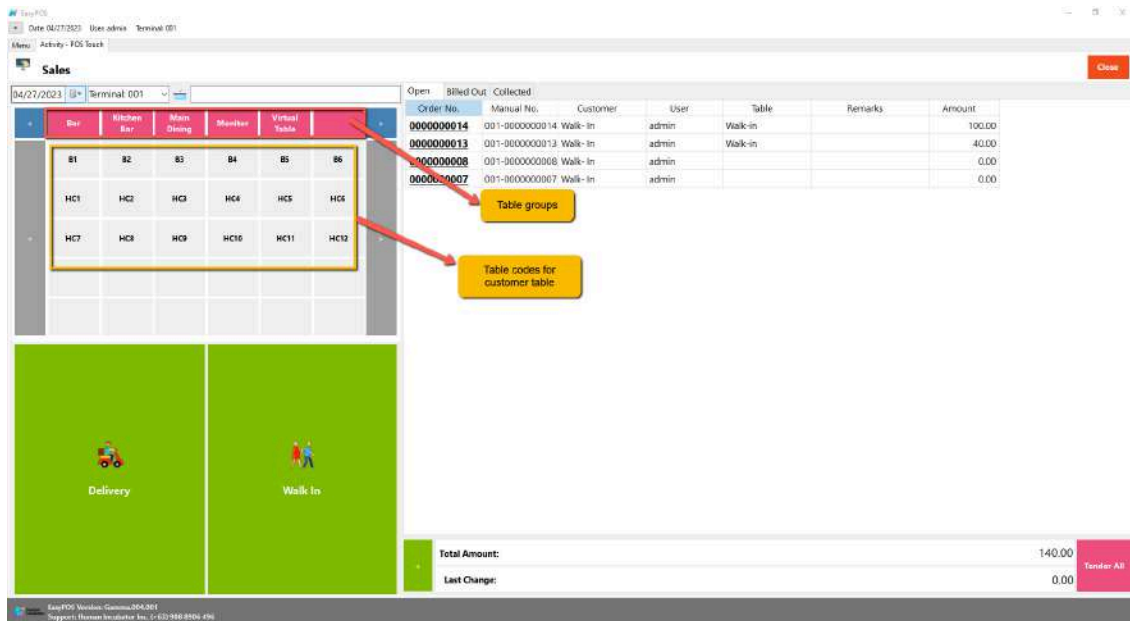
Total Amount: 120.00  
Last Change: 0.00

EasyPOS Windows Gateway: 004-001  
Tippah's Human Technology Inc. (1-877-940-6966) 4/26

Order No.	Manual No.	Collection No.	Customer	User	Table	C	Remarks	Delivered By
000000011	001-000000011	000000002	Walk-in	admin	B1	<input checked="" type="checkbox"/>		

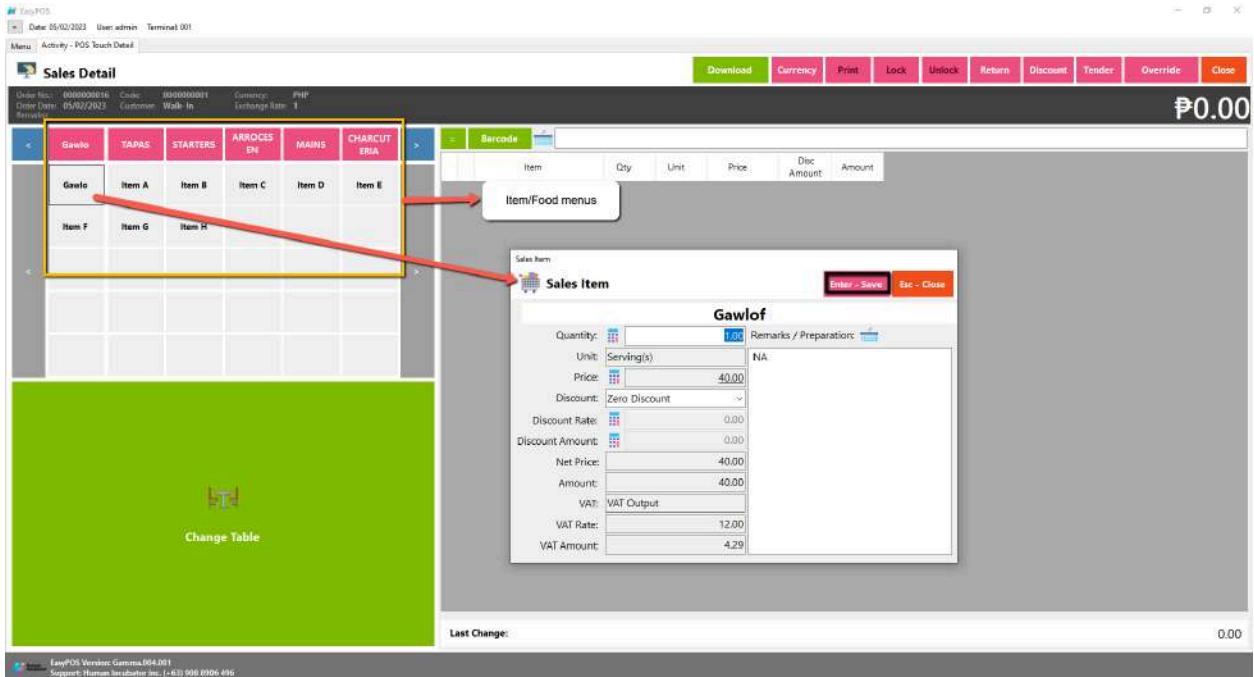
## POS Touch Sales Detail

- 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.



Sales Item

**Sales Item** Enter - Save   Esc - Close

**Gawlof**

Quantity:	<input type="text" value="1.00"/>	Remarks / Preparation:	<input type="text" value="NA"/>
Unit:	Serving(s)		
Price:	<input type="text" value="40.00"/>		
Discount:	Zero Discount		
Discount Rate:	<input type="text" value="0.00"/>		
Discount Amount:	<input type="text" value="0.00"/>		
Net Price:	<input type="text" value="40.00"/>		
Amount:	<input type="text" value="40.00"/>		
VAT:	VAT Output		
VAT Rate:	<input type="text" value="12.00"/>		
VAT Amount:	<input type="text" value="4.29"/>		

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.

EasyPOS  
Date: 05/02/2023 User: admin Terminal: 001

Menu Activity - POS Touch Detail

Download Currency Print Lock Unlock Return Discount Tender Override Close

Order No: 000000016 Code: 000000001 Currency: PHP  
Order Date: 05/02/2023 Customer: Walk In Exchange Rate: 1

₱0.00

Gawlo	TAPAS	STARTERS	ARROCES EN	MAINS	CHARCUT ERIA
Gawlo	Item A	Item B	Item C	Item D	Item E
Item F	Item G	Item H			

Barcode

Item	Qty	Unit	Price	Disc Amount	Amount
Item/Food menus					

Sales Item

**Gawlof** ENTER - Save Esc - Close

Quantity: 1.00 Remarks / Preparation: NA

Unit: Serving(s)

Price: -40.00

Discount: Zero Discount

Discount Rate: 0.00

Discount Amount: 0.00

Net Price: -40.00

Amount: 40.00

VAT: VAT Output

VAT Rate: 12.00

VAT Amount: 4.29

Change Table

Last Change: 0.00

EasyPOS Version: Gamma.004.001  
Support: Human Resource Inc. (+63) 906 0906 496

Gawlo	TAPAS	STARTERS	ARROCES EN	MAINS	CHARCUT ERIA
Gawlo	Item A	Item B	Item C	Item D	Item E
Item F	Item G	Item H			

Sales Item

**Sales Item** Enter - Save   Esc - Close

**Gawlof**

Quantity:	<input type="text" value="1.00"/>	Remarks / Preparation:	<input type="text" value=""/>
Unit:	Serving(s)	NA	
Price:	<input type="text" value="40.00"/>		
Discount:	Zero Discount		
Discount Rate:	<input type="text" value="0.00"/>		
Discount Amount:	<input type="text" value="0.00"/>		
Net Price:	<input type="text" value="40.00"/>		
Amount:	<input type="text" value="40.00"/>		
VAT:	VAT Output		
VAT Rate:	<input type="text" value="12.00"/>		
VAT Amount:	<input type="text" value="4.29"/>		

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.

Sales Item



**Sales Item**

Enter - Save

Esc - Close

### Gawlof

Quantity:	<input type="text" value="1.00"/>	Remarks / Preparation:	<input type="text" value=""/>
Unit:	<input type="text" value="Serving(s)"/>	<input type="text" value="NA"/>	
Price:	<input type="text" value="40.00"/>		
Discount:	<input type="text" value="Zero Discount"/>		
Discount Rate:	<input type="text" value="0.00"/>		
Discount Amount:	<input type="text" value="0.00"/>		
Net Price:	<input type="text" value="40.00"/>		
Amount:	<input type="text" value="40.00"/>		
VAT:	<input type="text" value="VAT Output"/>		
VAT Rate:	<input type="text" value="12.00"/>		
VAT Amount:	<input type="text" value="4.29"/>		



Gawlo	TAPAS	STARTERS	ARROCES EN	MAINS	CHARCUT ERIA
Gawlo	Item A	Item B	Item C	Item D	Item E
Item F	Item G	Item H			

EasyPOS  
Date: 05/02/2023 User: admin Terminal: 001

Menu: Activity - POS Touch Detail

Sales Detail Download Currency Print Lock Unlock Return Discount Tender Override Close

Order No: 0000000016 Code: 0000000011 Currency: PHP  
Order Date: 05/02/2023 Customer: Walk-In Language: 1

₱0.00

Item	Qty	Unit	Price	Disc Amount	Amount

Item/Food menus

Sales Item Enter - Save Esc - Close

**Gawlof**

Quantity:  Unit: Serving(s) Remarks / Preparation: NA

Price:  -40.00

Discount: Zero Discount

Discount Rate:  0.00

Discount Amount:  0.00

Net Price:  -40.00

Amount:  40.00

VAT: VAT Output

VAT Rate:  12.00

VAT Amount:  4.29

Change Table

Last Change: 0.00

EasyPOS Version: Garuda.904.001  
Support: Human Incubator Inc. (+63) 950 8906 495



# EasyPOS User Manual

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Last Updated By: Keycee Raffles

## Table of Contents

<b>Introduction</b>	7
Overview	7
Hardware Specifications	7

Who Should Use This Manual	7
<b>II: Getting Started</b>	<b>8</b>
Introduction	11
<b>III: Login Page</b>	<b>12</b>
Login Page	12
Overview	12
<b>IV: System Menu Page</b>	<b>14</b>
System Menu Board	14
Overview	14
<b>V: Set Up</b>	<b>16</b>
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
<b>VI: Activity</b>	<b>27</b>
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
<b>VII: Cash In/Out</b>	<b>63</b>
Cash In/OutPage	63
Overview	63
Cash In/Out Page	63
<b>VIII: Inventory</b>	<b>65</b>
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
<b>IX: Reports</b>	<b>73</b>

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
<b>X: System</b>	<b>125</b>
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	
Upload Item	143
Upload Customer	144
Truncate Transaction	145
<b>XI: Settings</b>	<b>146</b>
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
<b>XII: Restaurant</b>	<b>157</b>

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

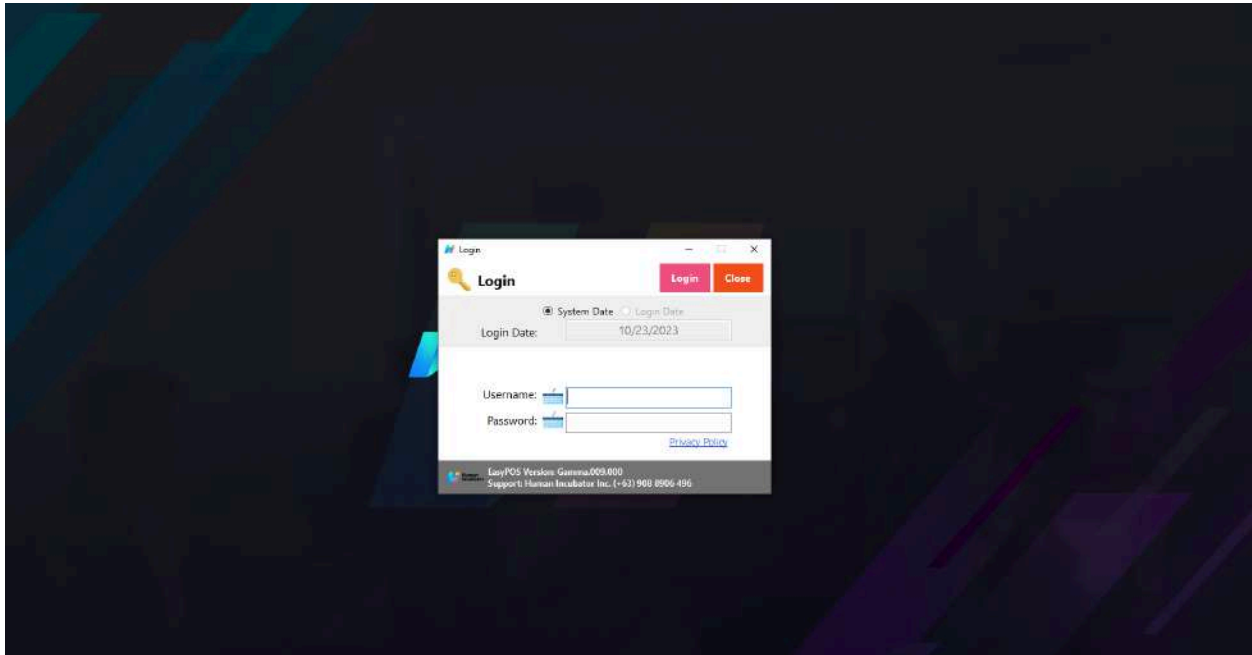
Welcome to EasyPOS! You will be guided through the first steps necessary to set up and operate your EasyPOS system in this section.

# III: Login Page

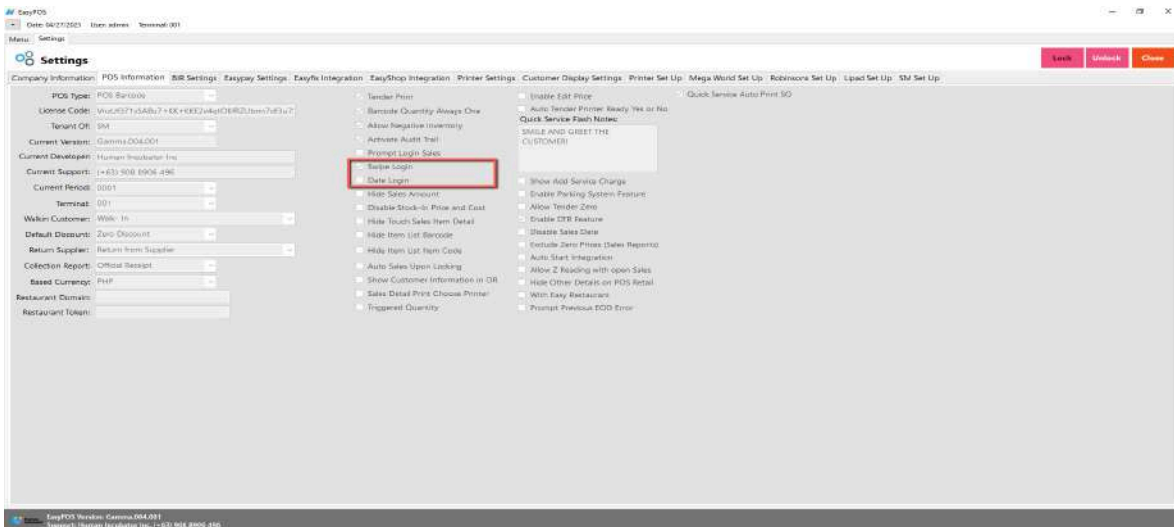
## Login Page

### Overview

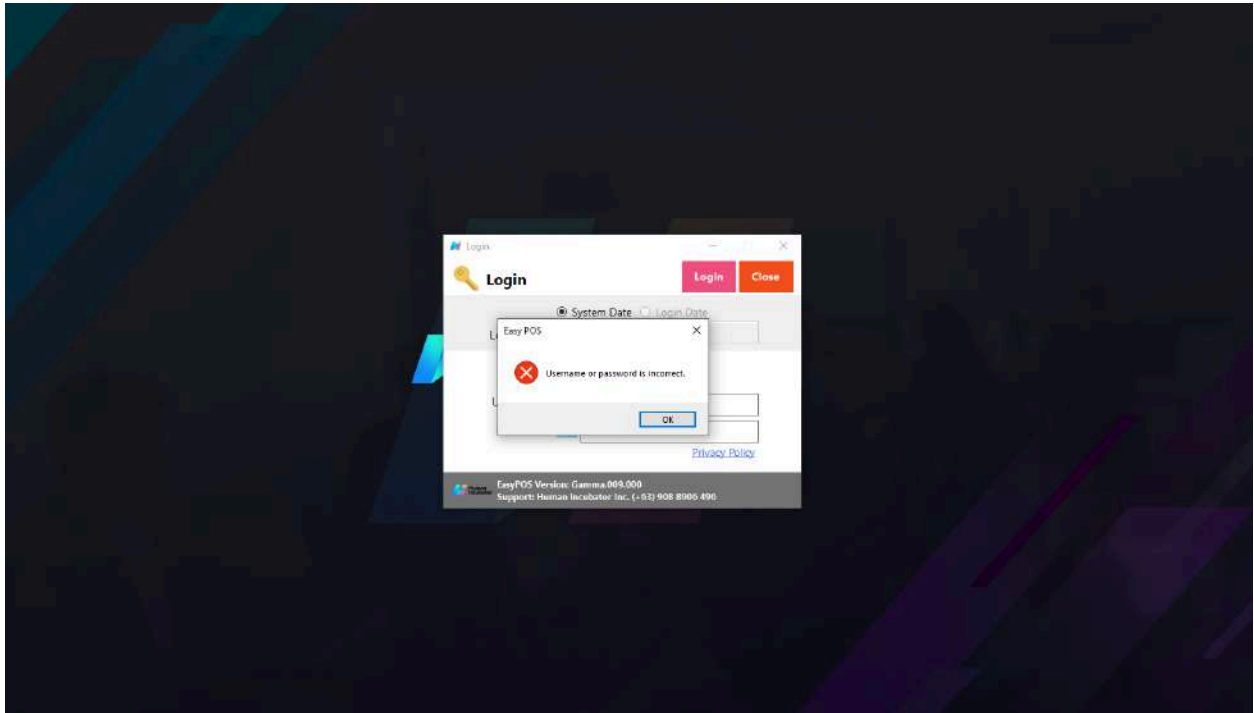
- There are two(2) types on how to login in EasyPOS.
  - Login using username and password credentials.



- 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.

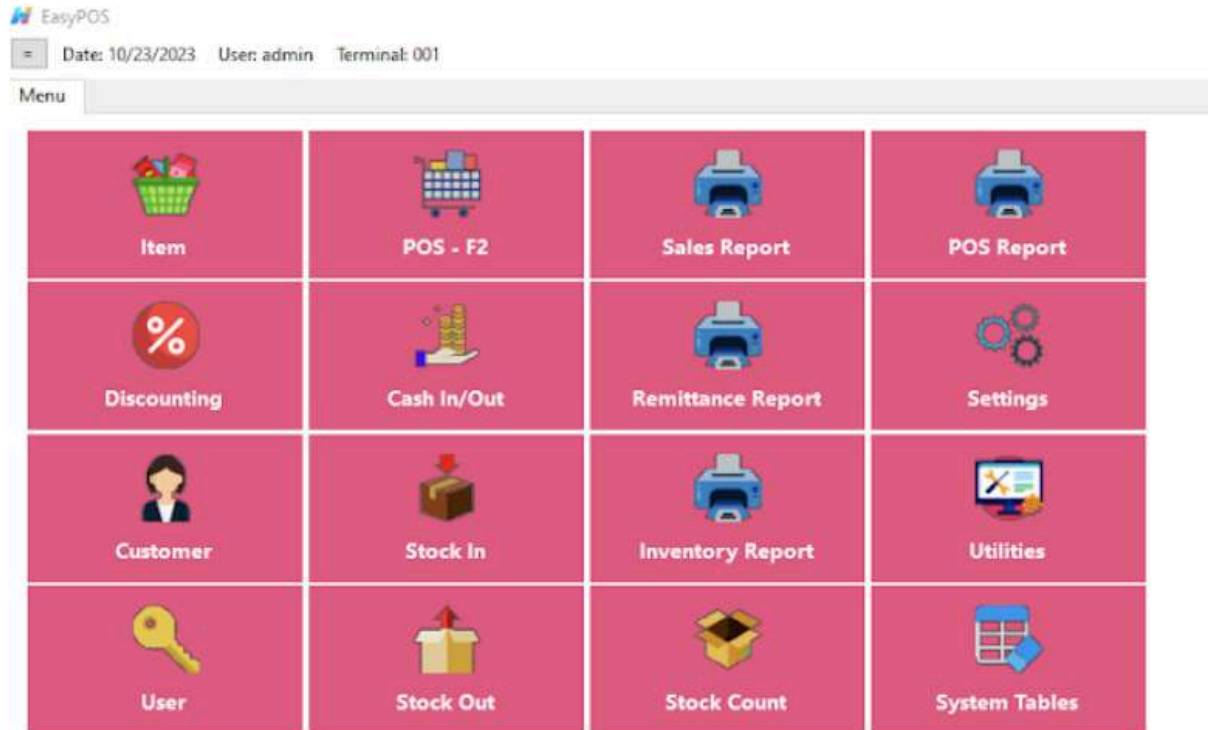


## IV: System Menu Page

### 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.  
*(This module is disabled for client that has integration or EasyFS)*
- **Stock Out** → where to set up items that are not available in stock. Example, damaged items.  
*(This module is disabled for client that has integration or EasyFS)*
- **Stock Count** → where to set up the physical number of stock.  
*(This module is disabled for client that has integration or EasyFS)*
- **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

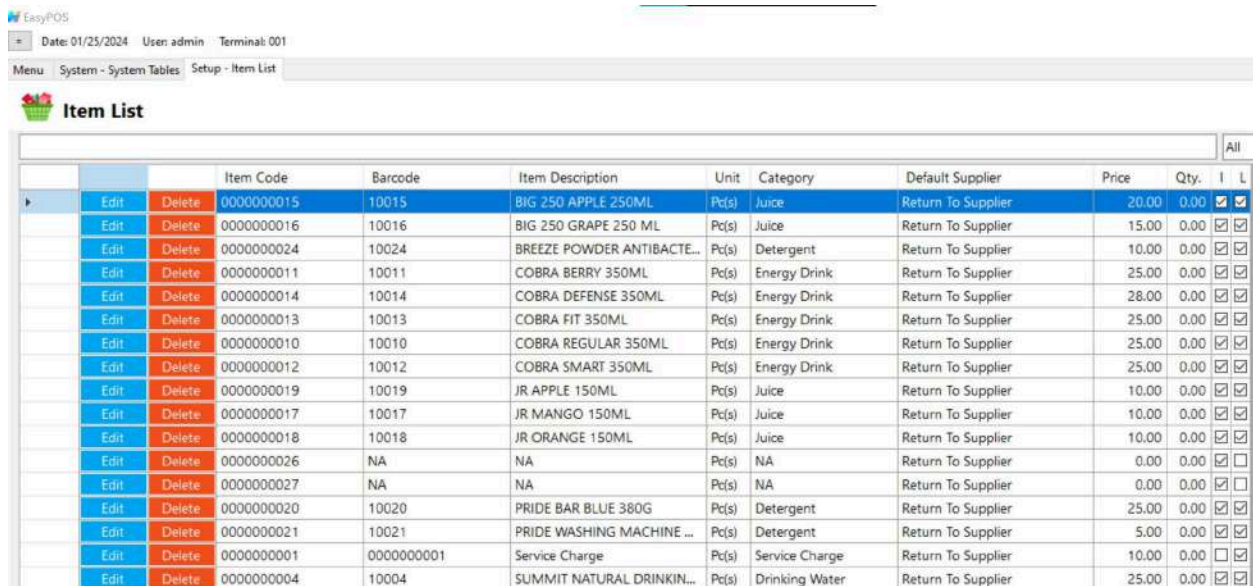
### Overview

- 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.



	Edit	Delete	Item Code	Barcode	Item Description	Unit	Category	Default Supplier	Price	Qty.	I	L
	Edit	Delete	0000000015	10015	BIG 250 APPLE 250ML	Pc(s)	Juice	Return To Supplier	20.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000016	10016	BIG 250 GRAPE 250 ML	Pc(s)	Juice	Return To Supplier	15.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000024	10024	BREEZE POWDER ANTIBACTE...	Pc(s)	Detergent	Return To Supplier	10.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000011	10011	COBRA BERRY 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000014	10014	COBRA DEFENSE 350ML	Pc(s)	Energy Drink	Return To Supplier	28.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000013	10013	COBRA FIT 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000010	10010	COBRA REGULAR 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000012	10012	COBRA SMART 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000019	10019	JR APPLE 150ML	Pc(s)	Juice	Return To Supplier	10.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000017	10017	JR MANGO 150ML	Pc(s)	Juice	Return To Supplier	10.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000018	10018	JR ORANGE 150ML	Pc(s)	Juice	Return To Supplier	10.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000026	NA	NA	Pc(s)	NA	Return To Supplier	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
	Edit	Delete	0000000027	NA	NA	Pc(s)	NA	Return To Supplier	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>
	Edit	Delete	0000000020	10020	PRIDE BAR BLUE 380G	Pc(s)	Detergent	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000021	10021	PRIDE WASHING MACHINE ...	Pc(s)	Detergent	Return To Supplier	5.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000001	0000000001	Service Charge	Pc(s)	Service Charge	Return To Supplier	10.00	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Edit	Delete	0000000004	10004	SUMMIT NATURAL DRINKIN...	Pc(s)	Drinking Water	Return To Supplier	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **Item Code** - generally refers to a unique identifier or code assigned to a specific item or product within a system, database, or inventory management system. Item codes are used to

uniquely distinguish and identify individual items in a standardized and efficient manner.

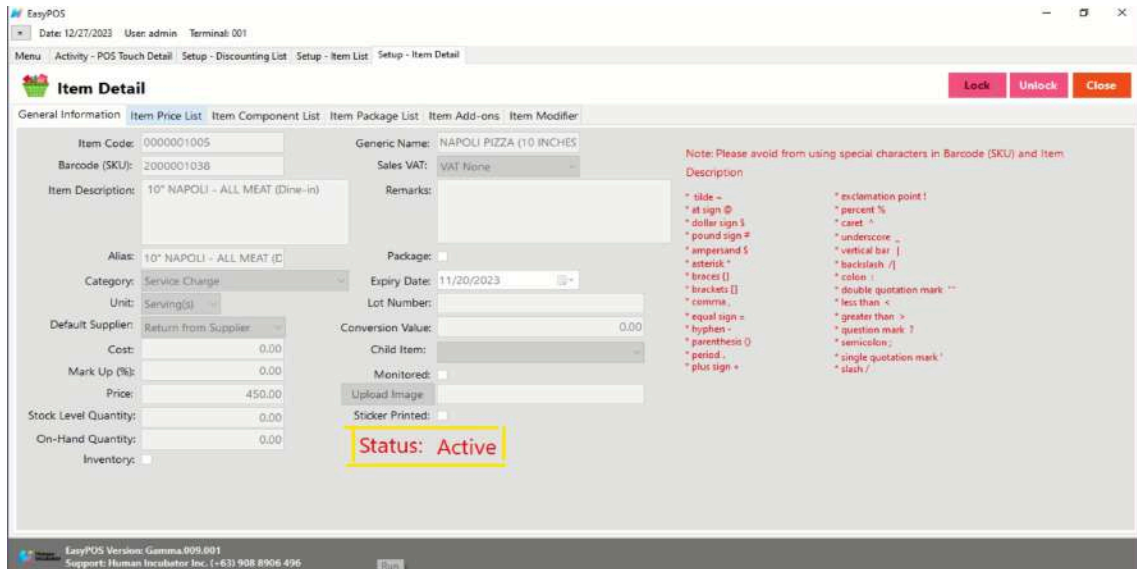
- **Barcode** - A barcode is a graphical representation of data that consists of parallel lines or geometric patterns that can be scanned and interpreted by a barcode scanner. Barcodes are widely used for various purposes, primarily for encoding information about products, inventory items, or other objects in a machine-readable format.
- **Item Description** - refers to a written or verbal representation that provides details and information about a specific item or product. It is a concise explanation or narrative that describes the characteristics, features, and specifications of the item.
- **Unit** - Refer to the definition or explanation of a particular unit of measurement, including its dimensions and significance.
- **Category** - meant to classify and describe the different types of products
- **Default Supplier** - typically refers to the predefined or default supplier associated with a particular product or item.
- **Price** - the amount of money required to purchase a product that a person sometimes uses.
- **Qty** - refers to the amount or number of items, units, or objects of a particular kind. It is a measure of the extent, size, or magnitude of something.
- **I** - (inventoriable or non-inventoriable) - if the items being sold is inventoriable (with check) or non-inventoriable (without check)
- **L** - (Lock or Unlock) Locking an items means that particular part of your items can't be edited while it is locked. You can easily unlock items that you need to edit and lock them back up when you're done. Lock (with check) and unlock (without check)

## 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.



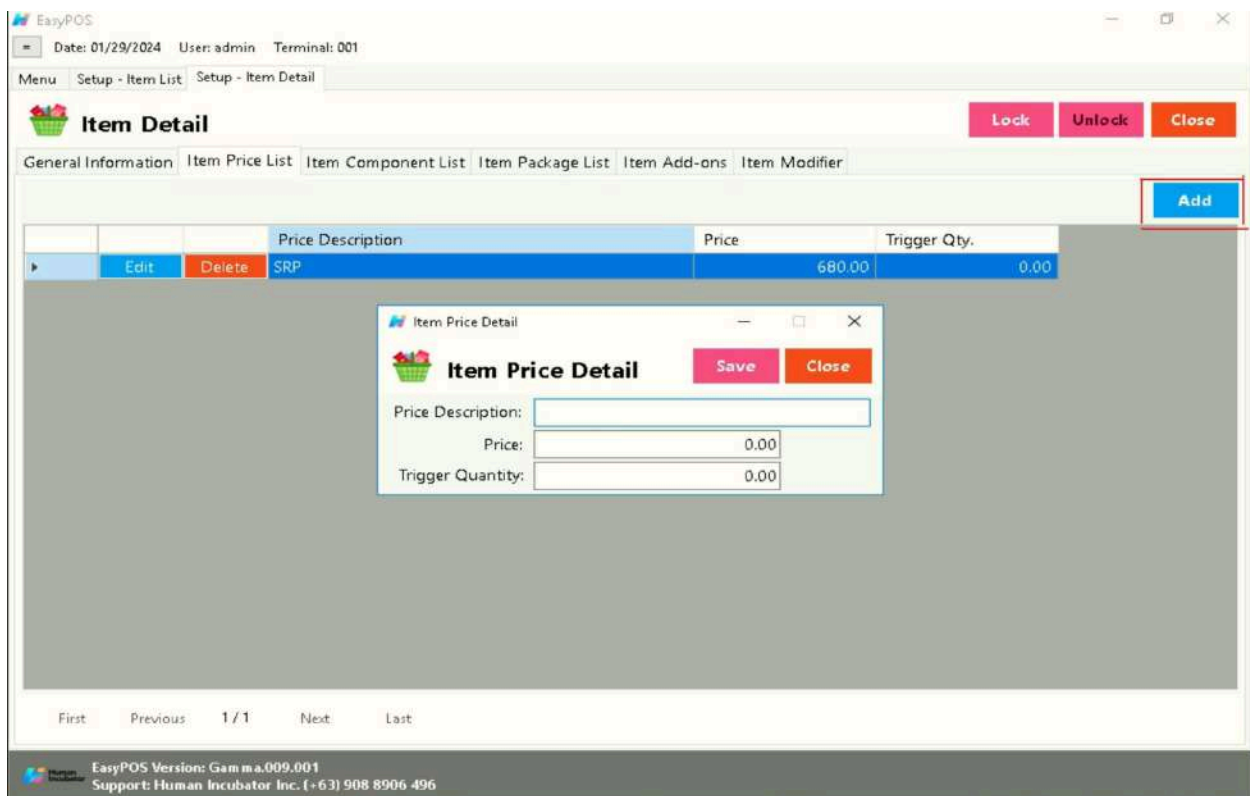
- Add Status "Active" if the item detail is lock and "Inactive" if the



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 Price Detail

Item Price Detail

Save Close

Price Description: SRP

Price: 680.00

Trigger Quantity: 0.00

### Item Component List

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

Item Detail

General Information Item Price List Item Component List Item Package List

Item Code: 0100010001

Barcode (SKU): SRP

Item Description: NA

Alias: NA

Category: NA

Limit: 1000

Default Supplier: Return from Supplier

Cost: 0.00

Mark Up (%): 0.00

Price: 0.00

Stock Level Quantity: 0.00

On-Hand Quantity: 0.00

Inventory:

Generic Name: NA

Sales VAT: VAT Output

Remark: NA

Package:

Expiry Date: 04/25/2023

Lot Number: NA

Conversion Value: 0.00

Orid Item:

Monitored:

Upload Image



# Item Detail

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

Item Code: 0000000061  
 Barcode (SKU): NA  
 Item Description: NA  
 Alias: NA  
 Category: NA  
 Unit: Pc(s)  
 Default Supplier: Return from Supplier  
 Cost: 0.00  
 Mark Up (%): 0.00  
 Price: 0.00  
 Stock Level Quantity: 0.00  
 On-Hand Quantity: 0.00  
 Inventory:

Generic Name: NA  
 Sales VAT: VAT Output  
 Remarks: NA  
 Package:   
 Expiry Date: 04/25/2023  
 Lot Number: NA  
 Conversion Value: 0.00  
 Child Item:  
 Monitored:   
 Upload Image

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

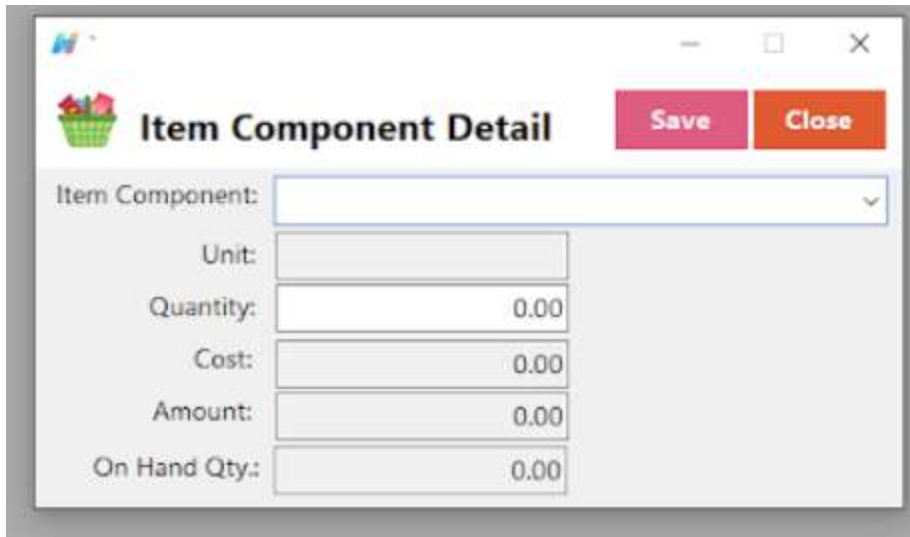
Item Detail Lock Back Close

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

Item Description	Unit	Quantity	Cost	Amount	Quantity
<div data-bbox="662 1228 954 1396" data-label="Form"> <p>Item Component Detail Save Close</p> <p>Item Component:             Unit:             Quantity: 0.00            Cost: 0.00            Amount: 0.00            On Hand Qty: 0.00</p> </div>					

First Previous 1/1 Next Last

EasyPOS Version: Cummins.004.001  
 Support: Human Incentive Inc. | (416) 908-8900, 496



**Item Component Detail** [Save] [Close]

Item Component:

Unit:

Quantity:

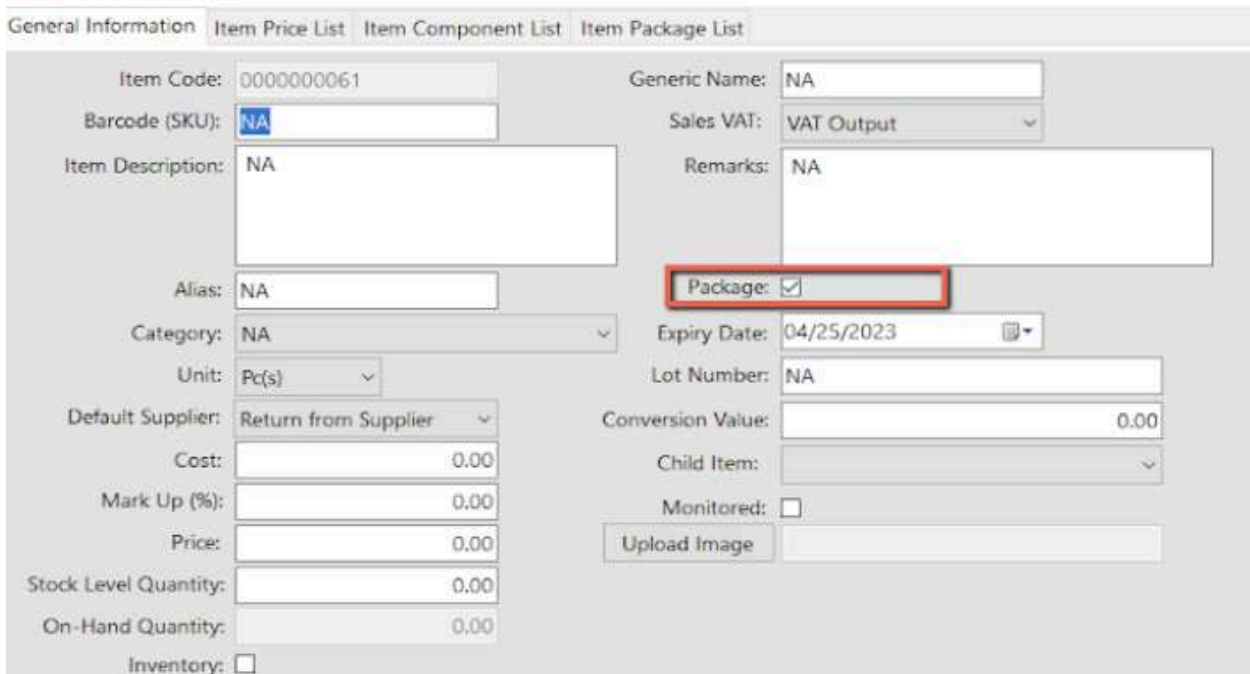
Cost:

Amount:

On Hand Qty:

### 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.



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

Item Code: 0000000061

Barcode (SKU): NA

Item Description: NA

Alias: NA

Category: NA

Unit: Pc(s)

Default Supplier: Return from Supplier

Cost: 0.00

Mark Up (%): 0.00

Price: 0.00

Stock Level Quantity: 0.00

On-Hand Quantity: 0.00

Inventory:

Generic Name: NA

Sales VAT: VAT Output

Remarks: NA

**Package:**

Expiry Date: 04/25/2023

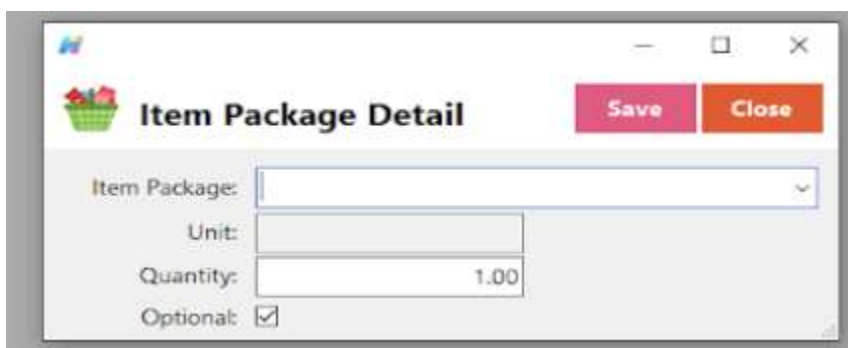
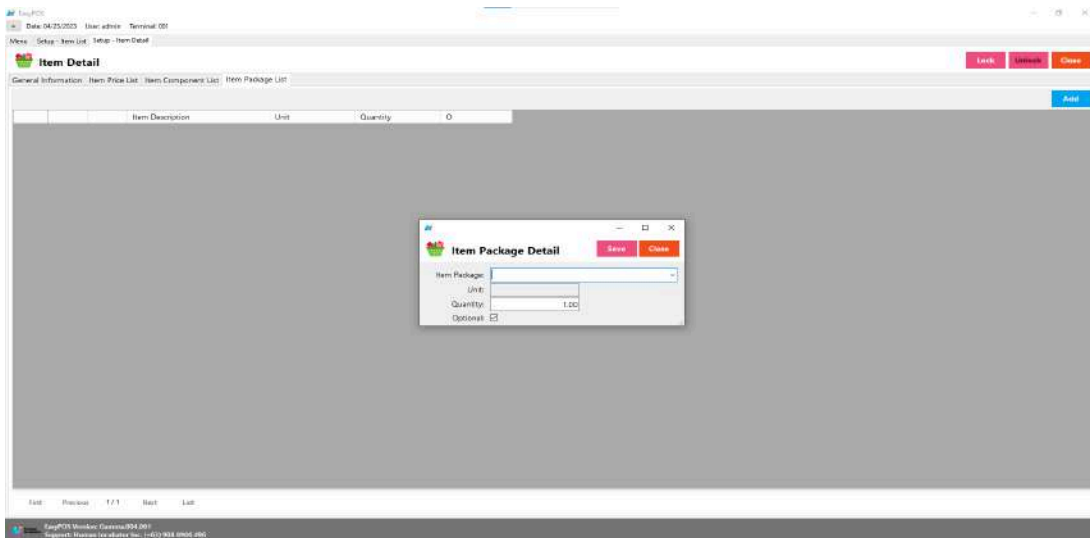
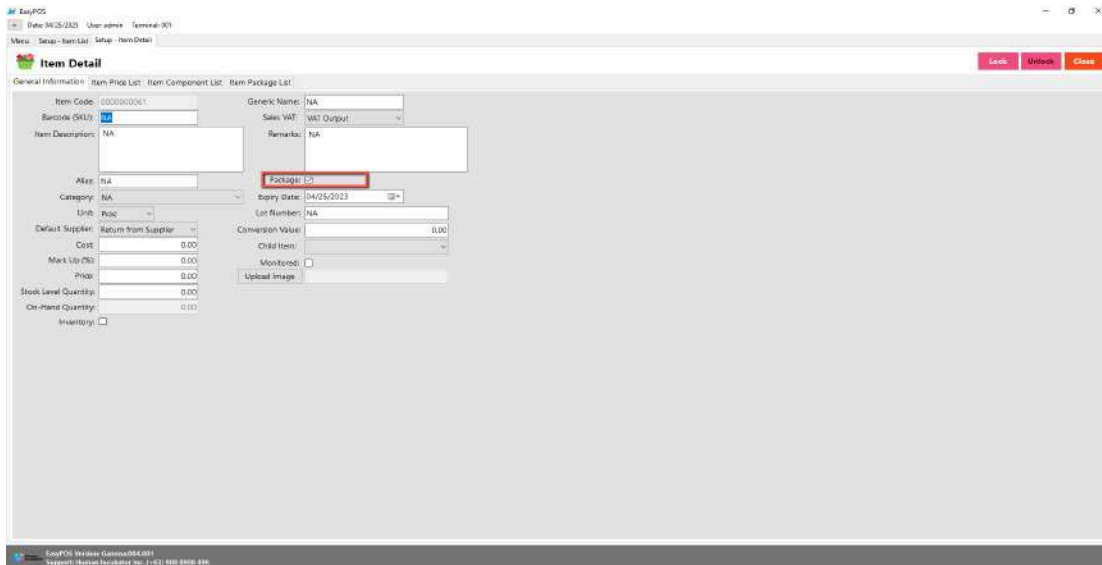
Lot Number: NA

Conversion Value: 0.00

Child Item:

Monitored:

Upload Image



- The total cost of the item component will automatically reflect 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	0.78	0.78	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: 0000000223 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

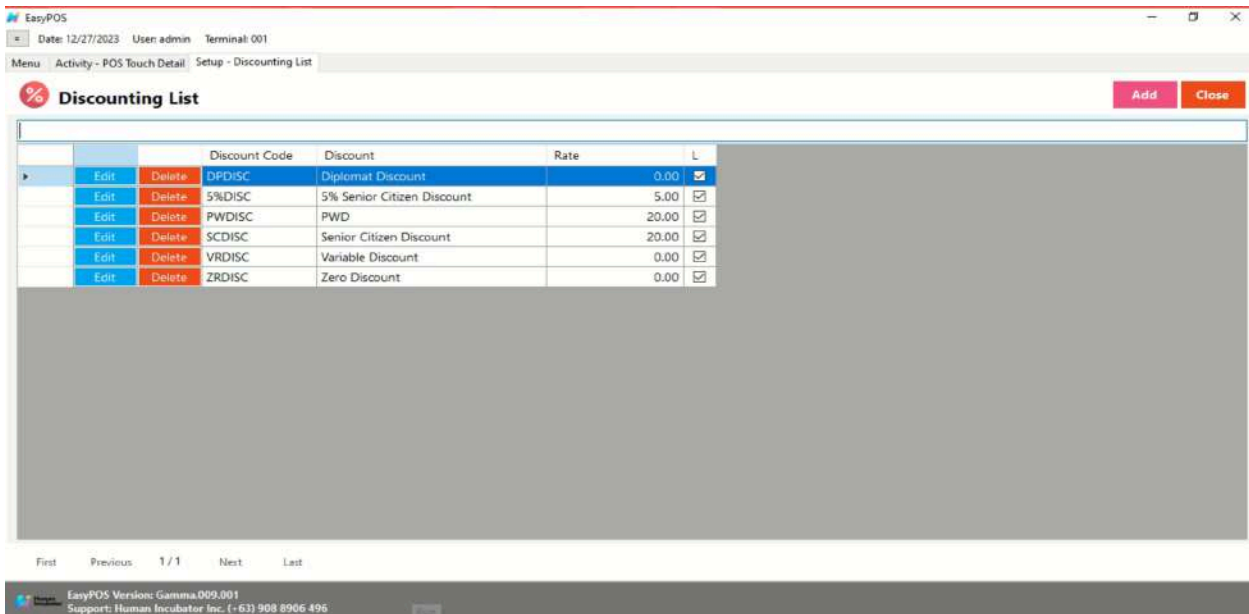
- Discounting is where to set up preferred discounts to give during the sales transactions with customers.

## 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.

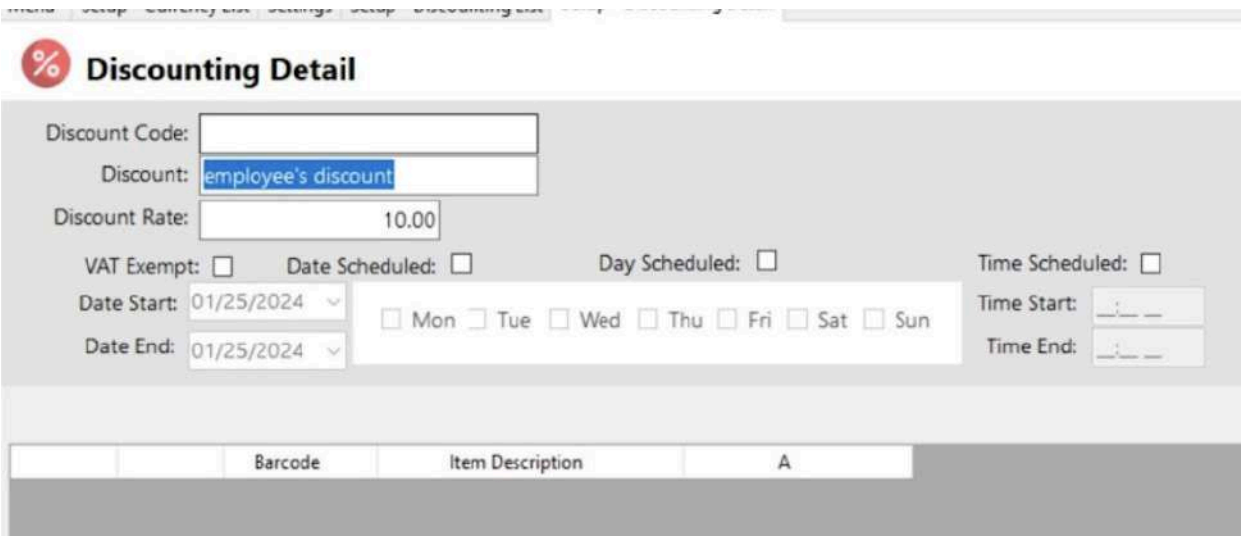
<b>Term</b>	<b>Descriptions</b>	<b>Size</b>	<b>Remarks</b>
Discount Code	A unique code or identifier used during the checkout process to apply a specific discount to an order.	N/A	Select desired discount code
Discount	The reduction in the original price of a product or service, often expressed as a percentage or a fixed amount.	N/A	Select desired Discount
Rate	The percentage or fixed value applied to calculate the discount on a product or service.	N/A	Input number or percentage.
Lock	An option or feature that allows the user to lock a specific discount with its associated description, preventing	N/A	Enable check box

unintended changes.



### 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

**Discounting Detail**

Discount Code:

Discount:

Discount Rate:

VAT Exempt:  Date Scheduled:  Day Scheduled:  Time Scheduled:

Date Start:   Mon  Tue  Wed  Thu  Fri  Sat  Sun Time Start:

Date End:  Time End:

Barcode	Item Description	A

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

EasyPOS

Date: 01/25/2024 User: admin Terminal: 001

Menu Setup - Currency List Settings Setup - Discounting List Setup - Discounting Detail

**Discounting Detail** Lock Unlock Close

Discount Code:

Discount:

Discount Rate:

VAT Exempt:  Date Scheduled:  Day Scheduled:  Time Scheduled:

Date Start:   Mon  Tue  Wed  Thu  Fri  Sat  Sun Time Start:

Date End:  Time End:

Search Item


Barcode	Item Description	A

First Previous 1/1 Next Last

EasyPOS Version: Gamma.009.001  
Support: Human Incubator Inc. (+61) 908 8906 496


*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.*

 **Discounting List**

			Discount Code	Discount	Rate	L
	Edit	Delete			0.00	<input type="checkbox"/>
	Edit	Delete		employee's discount	10.00	<input type="checkbox"/>
	Edit	Delete	DPDISC	Diplomat Discount	0.00	<input checked="" type="checkbox"/>
	Edit	Delete	5%DISC	5% Senior Citizen Discount	5.00	<input checked="" type="checkbox"/>
	Edit	Delete	PWDISC	PWD	20.00	<input checked="" type="checkbox"/>
▶	Edit	Delete	SCDISC	Senior Citizen Discount	20.00	<input checked="" type="checkbox"/>
	Edit	Delete	VRDISC	Variable Discount	0.00	<input checked="" type="checkbox"/>
	Edit	Delete	ZRDISC	Zero Discount	0.00	<input checked="" type="checkbox"/>

Easy POS

 Cannot edit default discount

OK

## Customer Setup

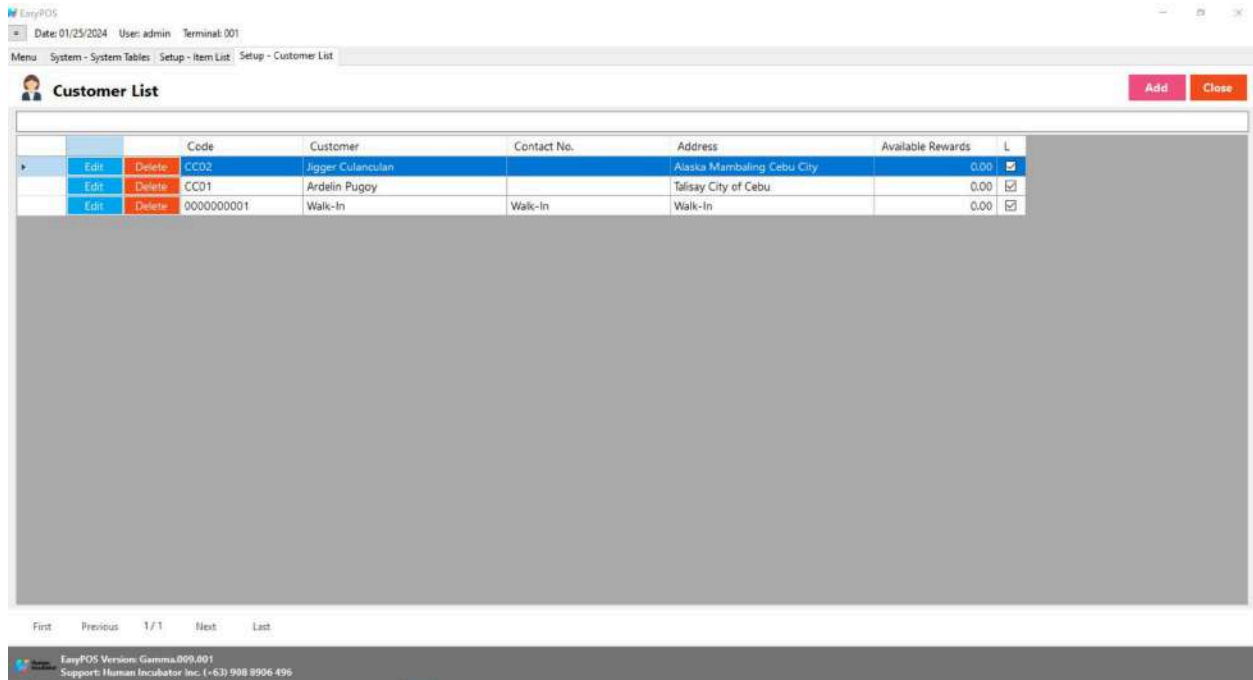
### Overview

- 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

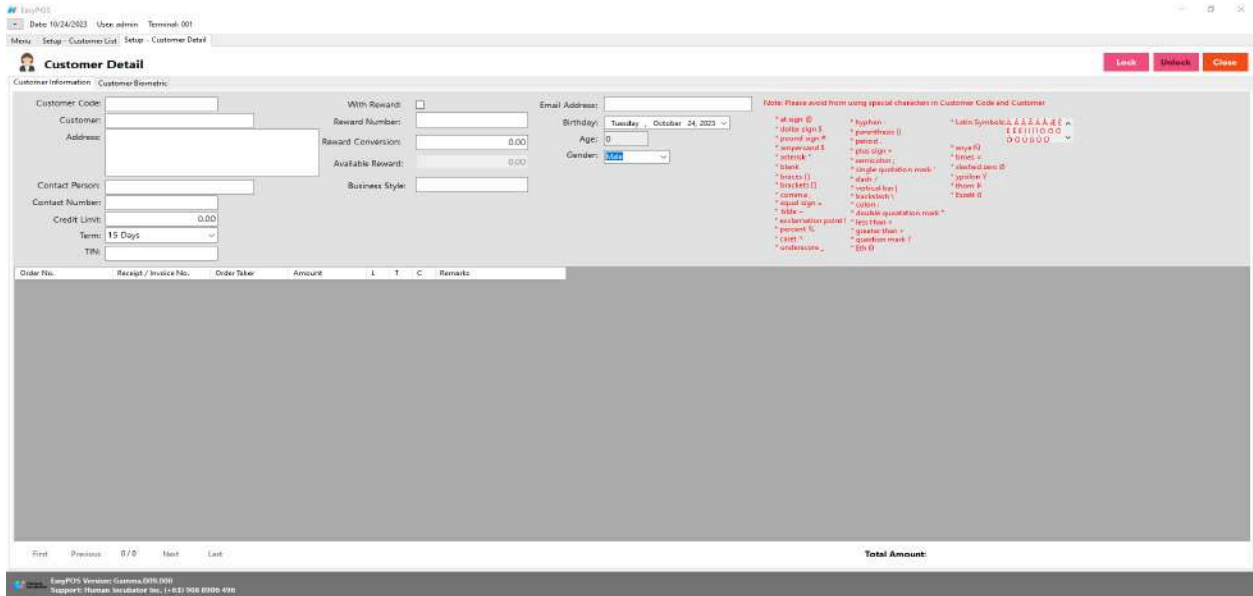
- Shows the list of all added customers.
- Delete button will proceed to deleting unlocked customer record details.
- The Edit button will proceed to updating customer details.
- Add button will proceed to adding a new customer .
- Close button will proceed to closing the customer list page.



## 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: ~ ` ! @ # \$ % ^ & \* ( ) - \_ + = { } [ ] | \ / : ; ' ' < > , , .*

- *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.
- **Code** - A numerical code, one or more of which are available to a Customer to enable identification of individual users or groups of users on an account and to allocate costs of service accordingly.
- **Customer** - A person or organization that buys goods or services from a store or business
- **Contact No.** - typically refers to a phone number or a set of digits that can be used to reach or contact an individual or an organization.
- **Address** - it can refer to the location or coordinates of a place, whether it's a residential address, a business address, or a landmark.
- **Available Rewards** - typically refers to benefits or incentives that are currently accessible or obtainable within a rewards program, loyalty program, or any system that offers perks to participants. These rewards can come in various forms, and their availability may be influenced by factors such as points accumulation, specific actions, or membership status.
- **L** - Locking an items means that particular part of your items can't be edited while it is locked. You can easily unlock items that you need to edit and lock them back up when you're done. Lock (with check) and unlock (without check)



## User Setup

### Overview

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

### User List

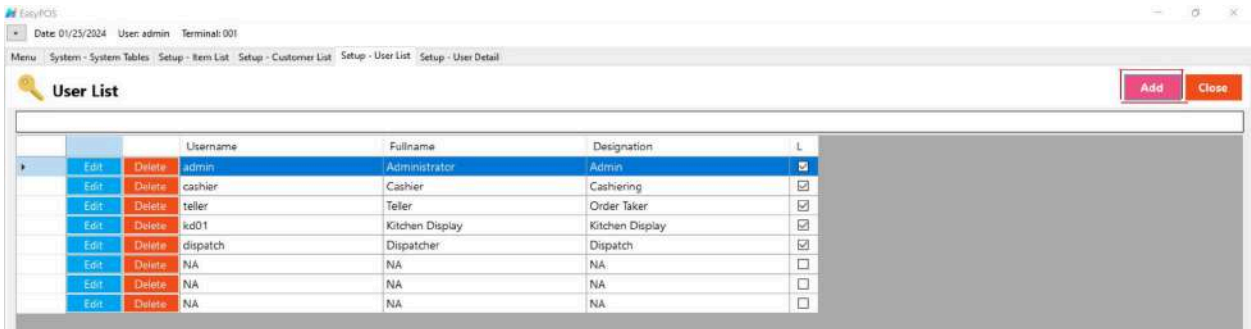
- Shows the list of all added system users.
- Delete button will proceed to deleting unlocked user record details.
- The Edit button will proceed to updating user details.
- Add button will proceed to adding a new user.
- Close button will proceed to closing the user list page.

	Username	Fullname	Designation
admin	admin	Administrator	NA
igora	igora	Igori Esalix	Cashier
dik	dik	Dik Alambira	Cashier
markis	markis	Mark-Hanis	Cashier
tan	tan	Kint Ian Dels Cerna	Manager
jayr	jayr	Jayr Mebalid	Manager
cris	cris	Cristene Villar	Manager
na	na	na	na

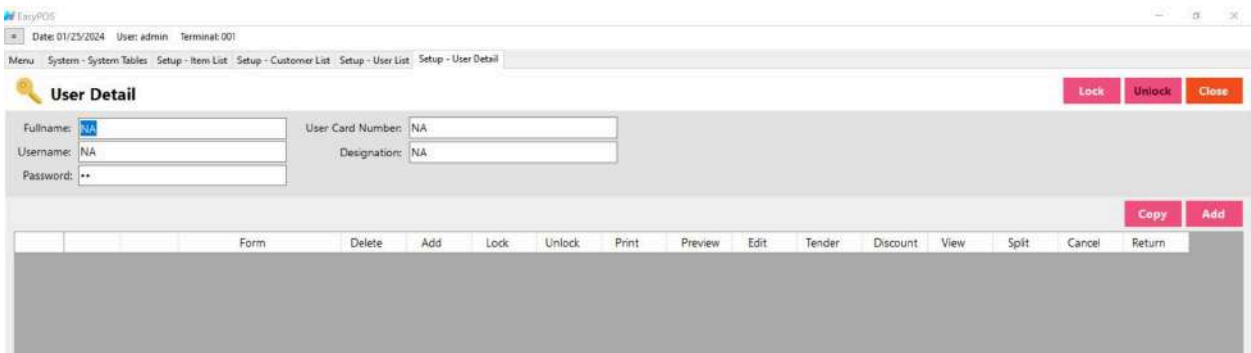
## User Detail

- **"User details"** typically refer to specific information or data related to an individual user within a system, platform, or application. These details can include various pieces of information, such as:
  - **Personal Information:** This may include the user's name, contact details (email address, phone number), date of birth, and other demographic information.
  - **Account Information:** Details related to the user's account, such as their username, password, and any security-related information.
  - **Preferences:** Information about the user's preferences, settings, or customization choices within the system.
  - **Activity History:** A record of the user's interactions and activities within the system, including logins, transactions, or other relevant actions.
  - **Permissions and Roles:** Information about the user's level of access and permissions within the system. This can include whether they have administrative privileges or are restricted to certain functionalities.

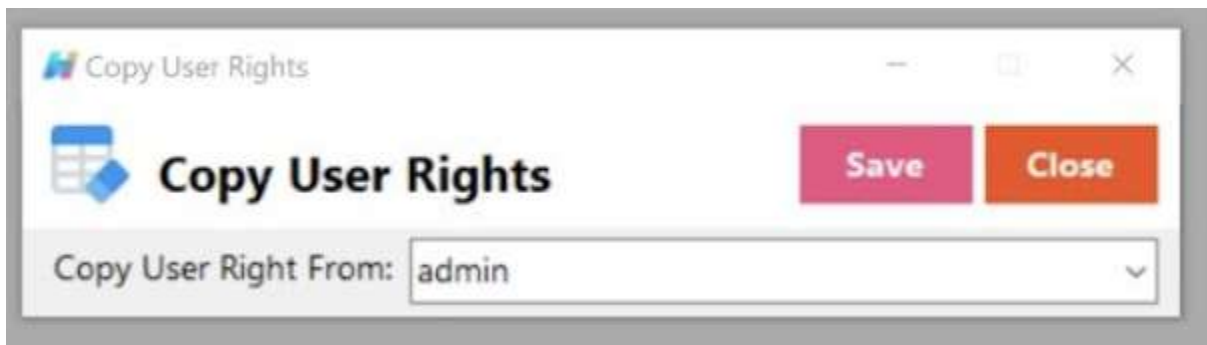
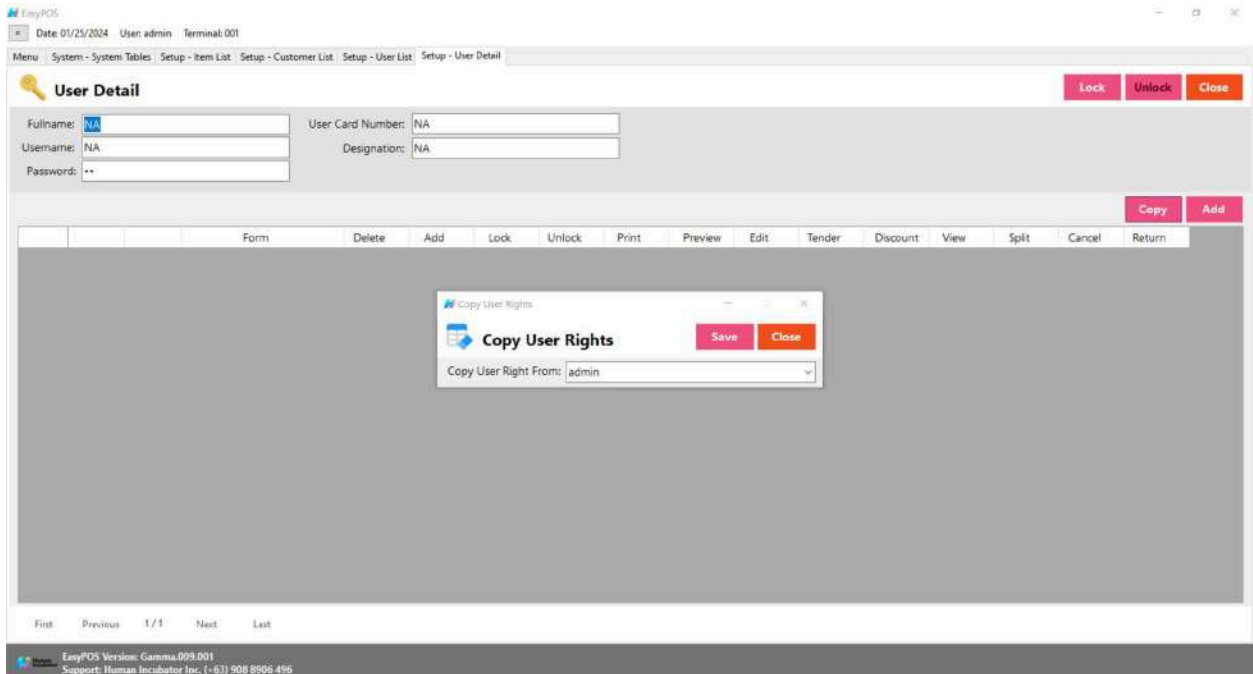
- **Security Information:** Any additional security-related details, such as two-factor authentication status or recent security events related to the user's account.
- **Assumption: Add** button is already clicked on the upper right corner in the user list.



- Fill up all the necessary information like:
  - Full Name, Username, Password
- Other optional information:
  - User Card Number, Designation

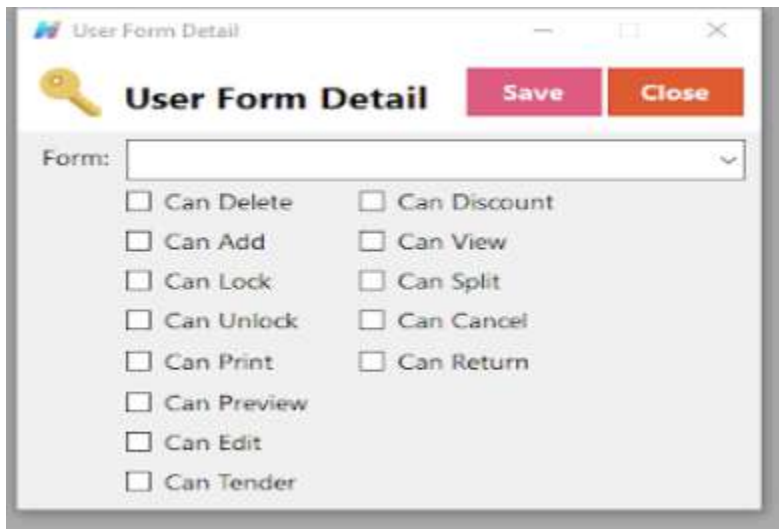
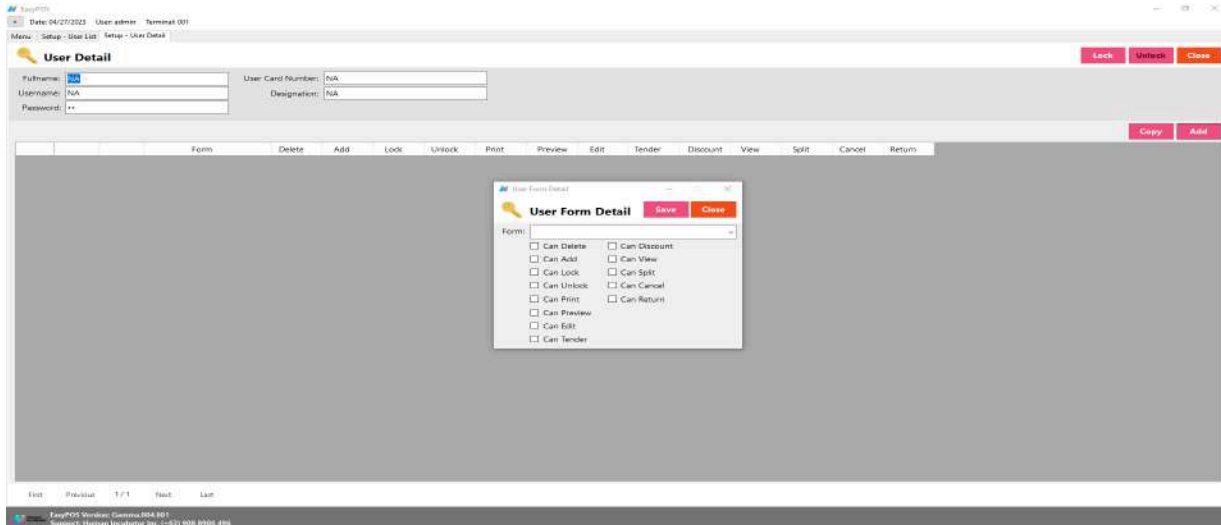


- The Copy User Rights button will proceed to copying the user rights from the existing system user. Make sure to provide the correct **Copy User Right From**



- 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

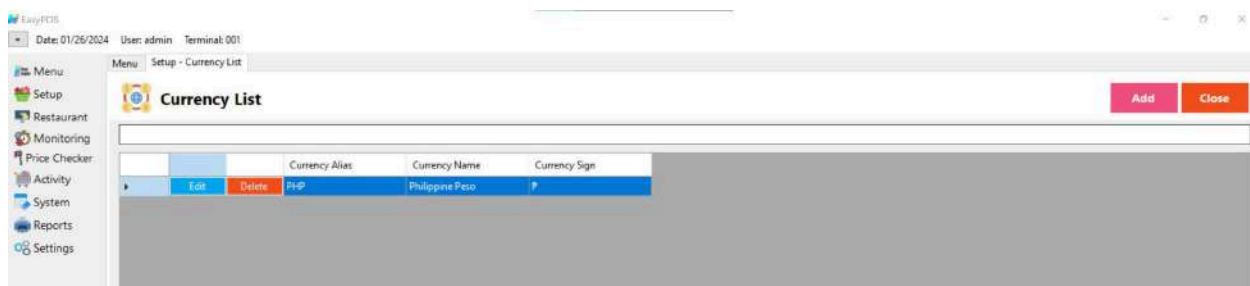
- It is where the user can set up currencies.

### Currency List

- This refers to a compilation or enumeration of various currencies used globally. Each country typically has its own currency, and a currency list would include the names and symbols of these

currencies. For example, the list might include the US Dollar (USD), Euro (EUR), Japanese Yen (JPY), British Pound (GBP), etc.

- 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

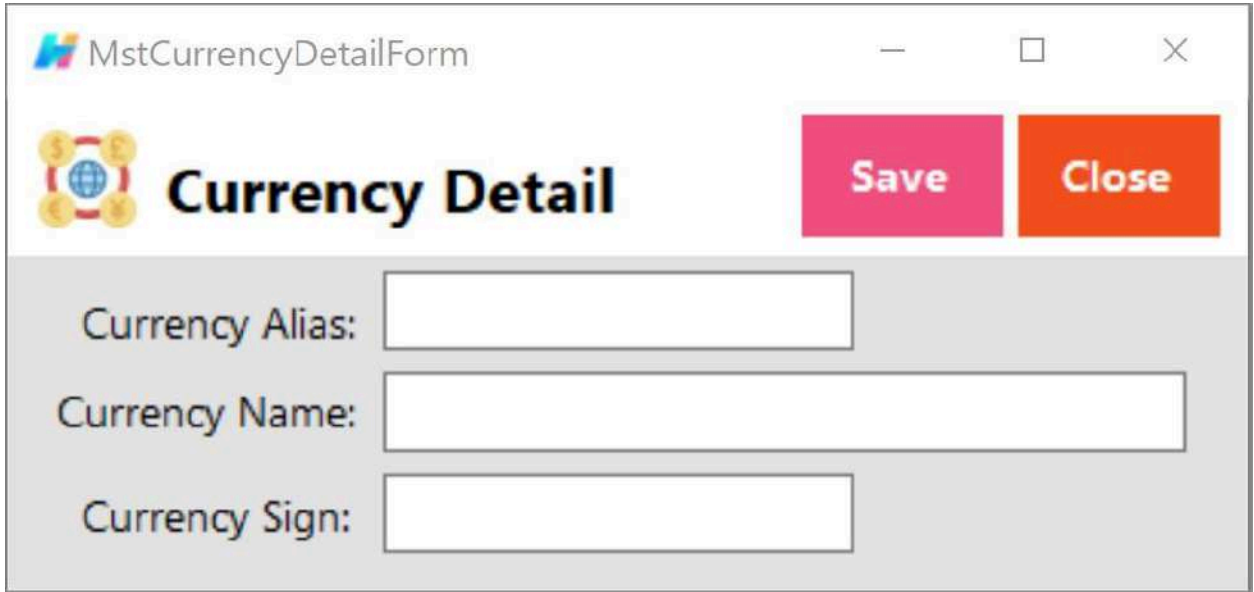
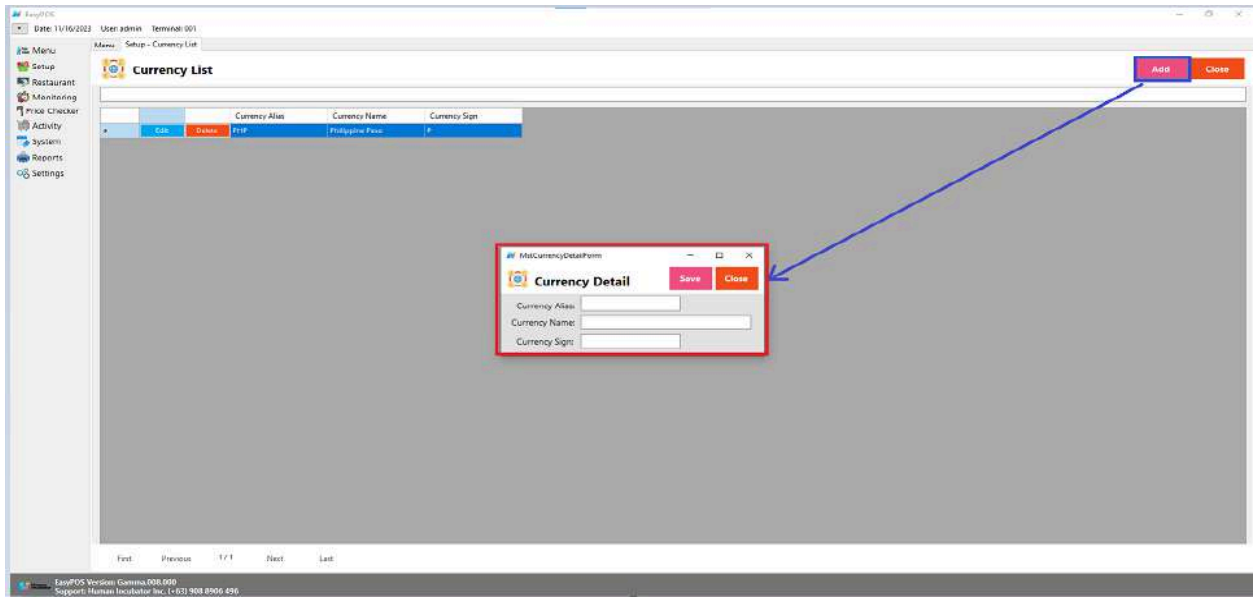
- Refers to the type of money used in a particular transaction. It could be the local currency of the country or region where the POS system is operating. For example, if you're in the United States, the currency would typically be the U.S. Dollar (USD). If you're in Europe, it might be the Euro (EUR), and so on.



## Currency Detail

**Save****Close**Currency Alias: Currency Name: Currency Sign: 

- **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 shows the EasyPOS interface. At the top, there's a status bar with 'Date: 04/27/2023', 'User: admin', and 'Terminal: 001'. Below that is a menu bar with 'Menu', 'Activity - POS Barcode', and 'Activity - POS Barcode Detail'. A toolbar contains 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 main area displays 'Sales Detail' with fields for Order No., Order Date, Code, Customer, and Remarks. A large '₱0.00' is shown on the right. A 'F8 - Barcode' button is active, and a search window is open. The search window shows a table of items with columns for Barcode, Item Description, Price, On Hand Qty., and Pick. The table lists various items like '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/ tokwat baboy'.

This is a close-up of the 'Search Item' window. It features a search bar at the top and a table of items. The table has columns for Barcode, Item Description, Price, On Hand Qty., and Pick. The items listed are:

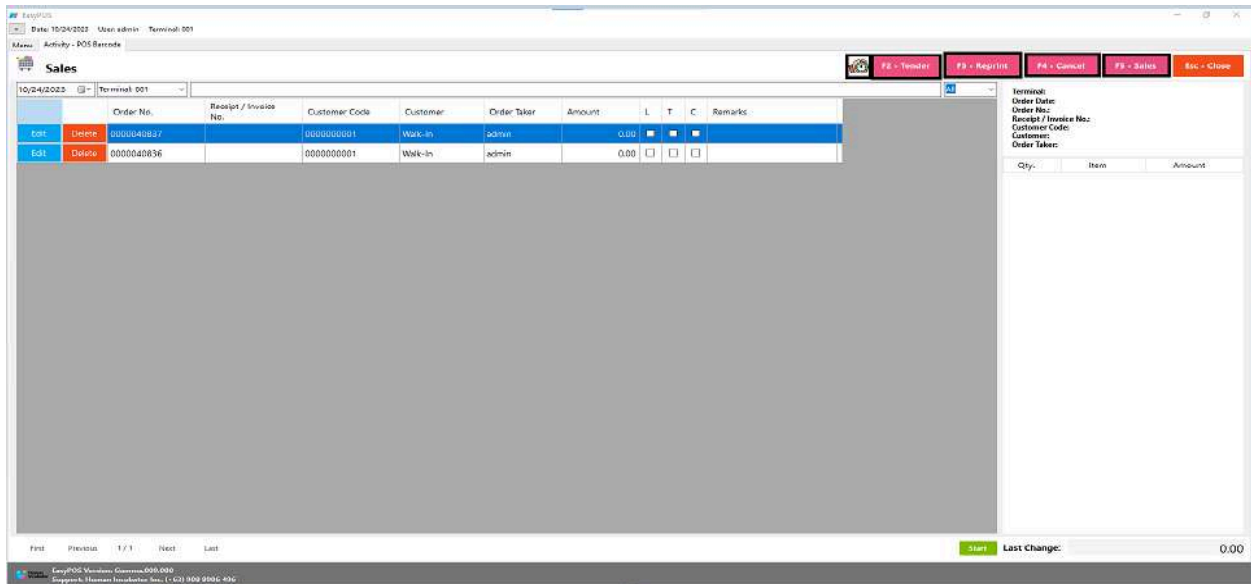
Barcode	Item Description	Price	On Hand Qty.	Pick
HR10202	3 hours	100.00	0.00	<input checked="" type="checkbox"/>
0000000024	Chicken Cubes	20.00	-0.13	<input checked="" type="checkbox"/>
0000000026	Egg	0.00	-1.00	<input checked="" type="checkbox"/>
ABX123	Extra Adult	150.00	0.00	<input checked="" type="checkbox"/>
0000000025	Fish Sauce - Patis	0.00	0.00	<input checked="" type="checkbox"/>
0000000022	Garlic	0.00	-1.00	<input checked="" type="checkbox"/>
0000000012	Gawlo Chicken	50.00	0.00	<input type="checkbox"/>
0000000013	Gawlo Chicken w/ egg	35.00	0.00	<input type="checkbox"/>
0000000005	Gawlo Chimba	70.00	0.00	<input type="checkbox"/>
0000000018	Gawlo Classic Beef Pares	135.00	0.00	<input type="checkbox"/>
0000000015	Gawlo Orange Chicken	95.00	0.00	<input type="checkbox"/>
0000000014	Gawlo Plain w/ tokwat baboy	70.00	0.00	<input checked="" type="checkbox"/>

At the bottom of the window, there are navigation buttons: 'First', 'Previous', '1 / 1', 'Next', and 'Last'. An 'Esc - Close' button is located in the top right corner.

## Barcode Sales List

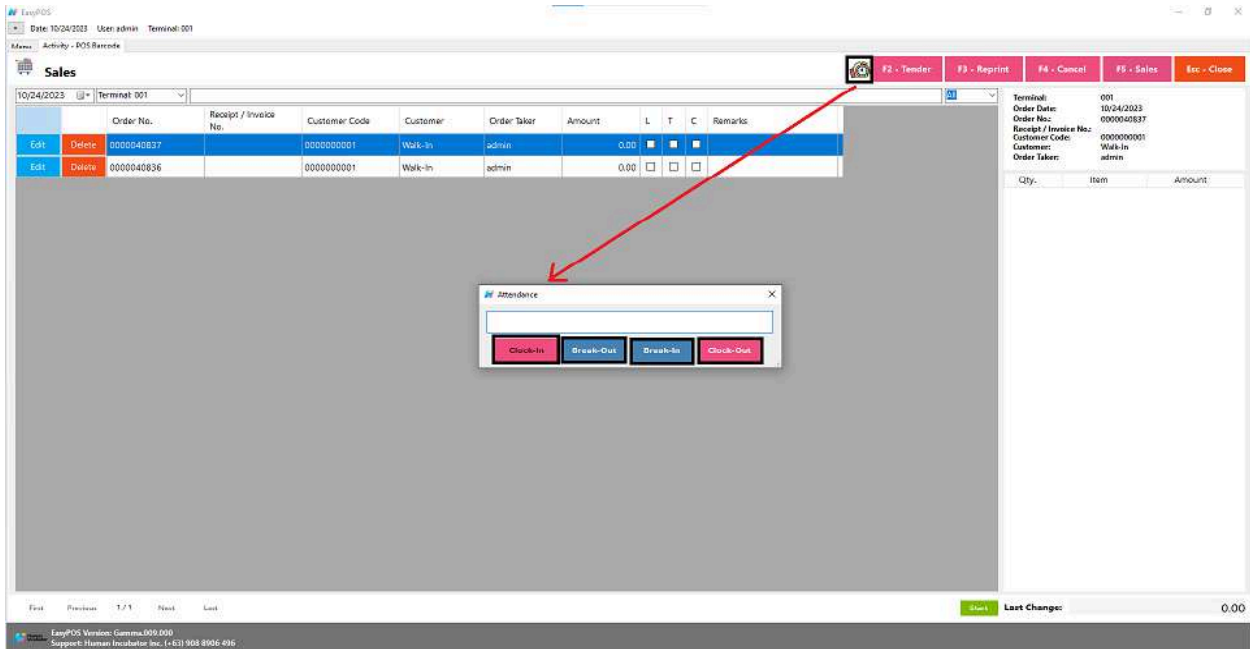
- Shows the list of all barcode sales transaction lists.
- The **Tender** button will proceed to tender sales that are not yet tendered.
- The **Reprint** button will proceed to reprint the Official Receipt(OR) for tendered sales.

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



## Attendance Feature

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



## Barcode Sales Detail

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

Barcode Quantity Always One



EasyPOS  
Date: 10/24/2021 User: admin Terminal: 001  
Menu: Activity - POS Receipts Activity - POS Barcode Detail

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

Order No: 0000000012 Currency: PHP  
Order Date: 10/24/2021 Exchange Rate: 1  
Code: 0000000001  
Customer: Walk-In **₱237.50**  
Remarks:

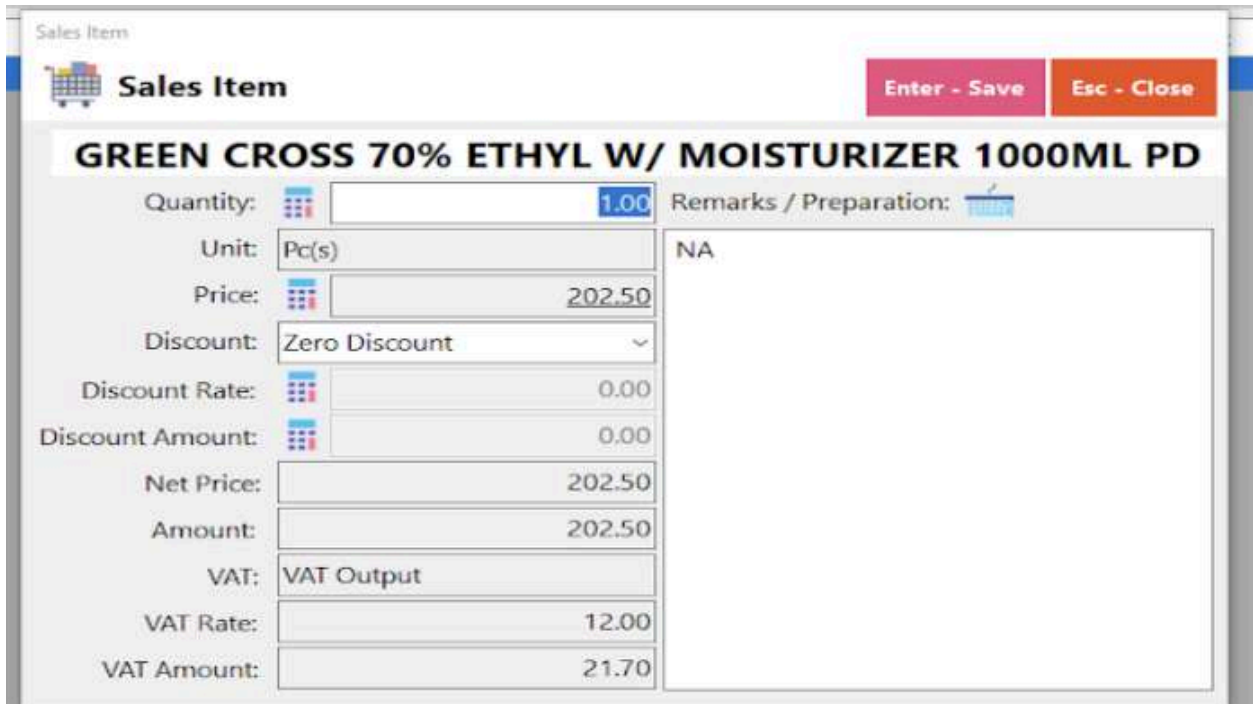
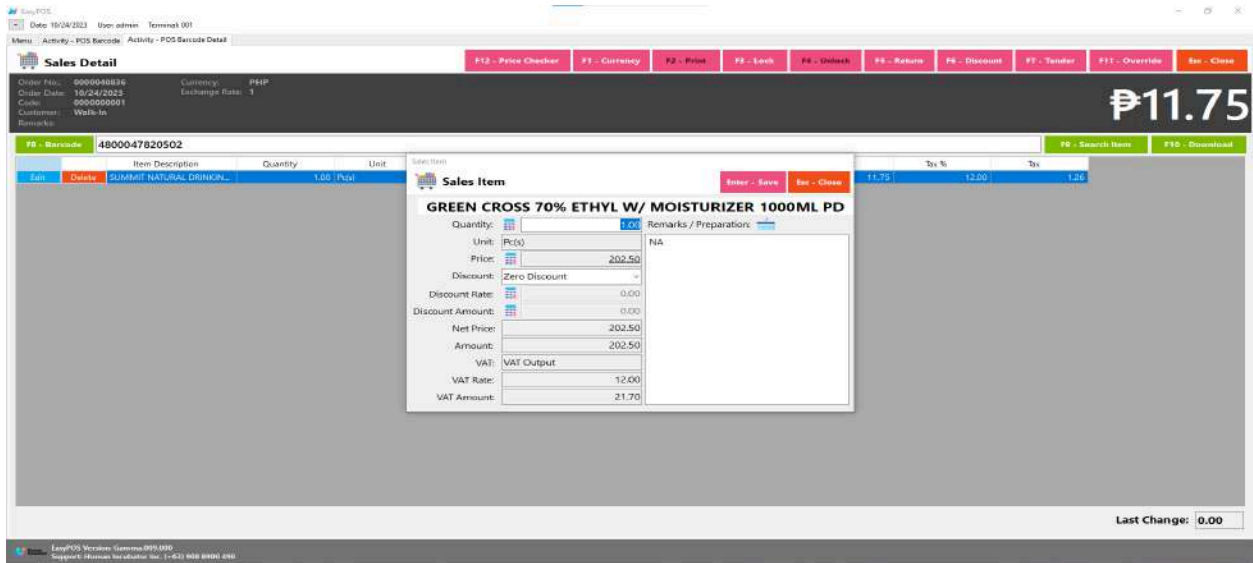
TS - Barcode	Barcode	Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
F10	Delete	SUMMIT NATURAL DRINKIN	1.00	Pctd	11.75	0.00	0.00	11.75	11.75	12.00	1.20
F8	Delete	GREEN CROSS 70% ETHYL W.	1.00	Pctd	202.50	0.00	0.00	202.50	202.50	12.00	23.70
F6	Delete	CLOUD NINE CHOCO FUDGE	1.00	Pctd	7.50	0.00	0.00	7.50	7.50	12.00	0.80
F6	Delete	NIPS PEANUT SNACK BAG 4...	1.00	Pctd	15.75	0.00	0.00	15.75	15.75	12.00	1.69

Last Change: 0.00

EasyPOS Version: Custom 001 000  
Copyright © 2010-2021 by EasyPOS Inc.

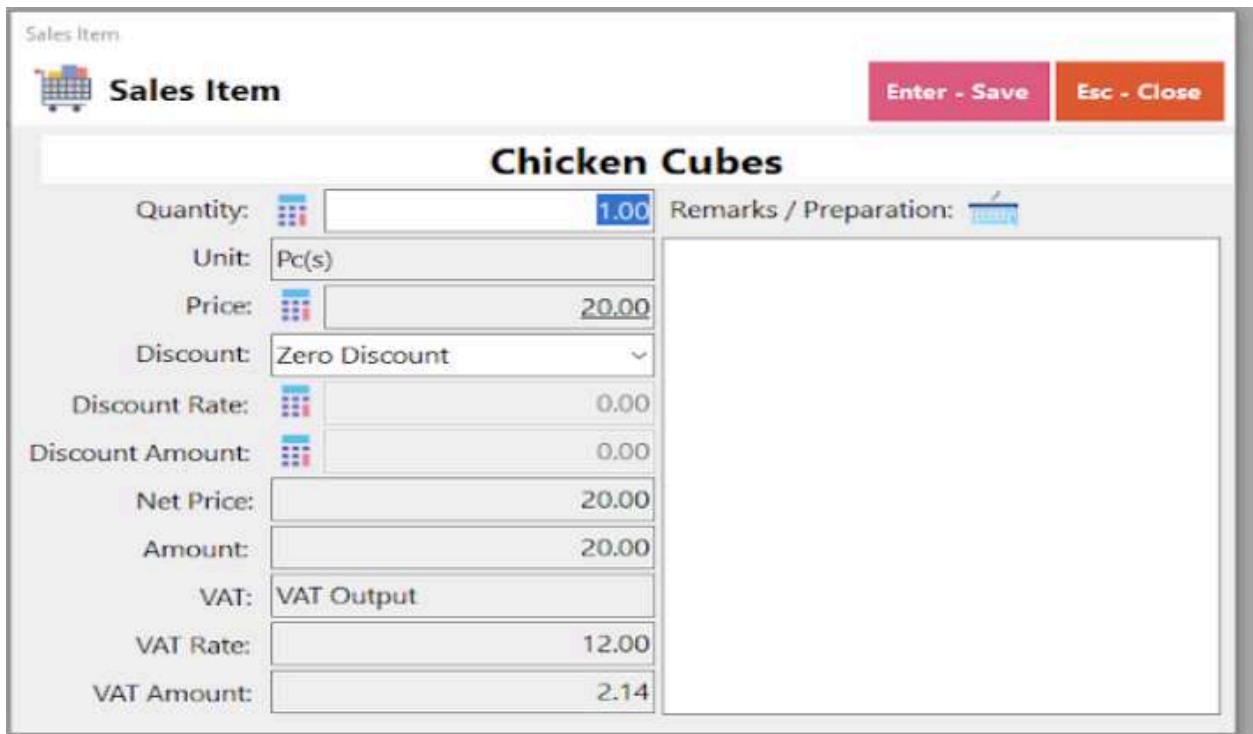
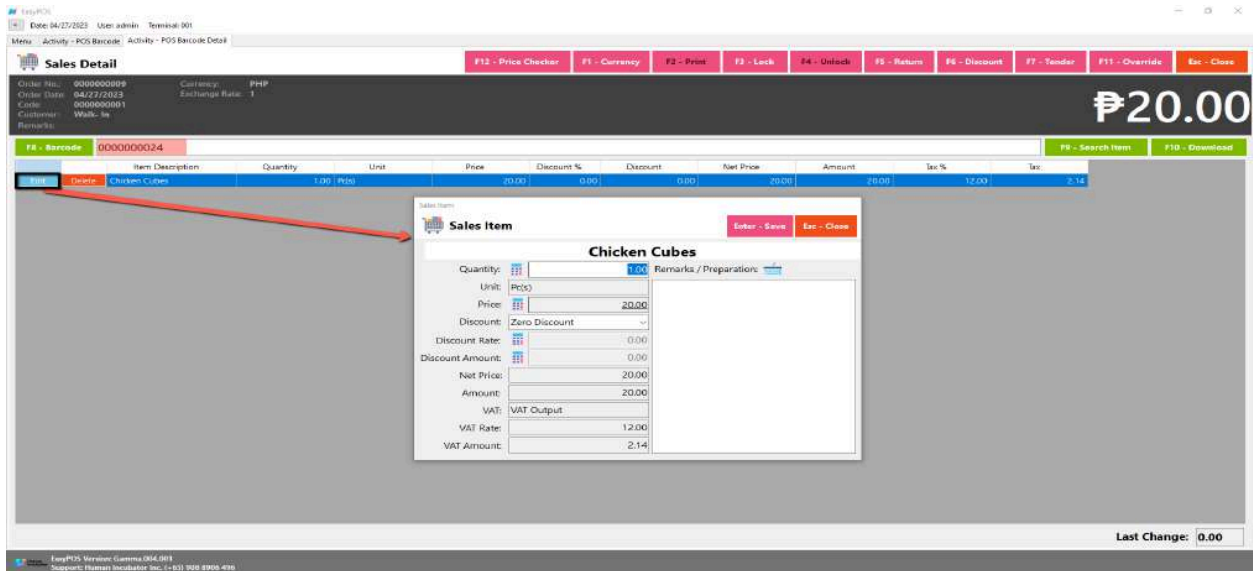
- If it is unchecked, the sales item form will appear to allow you to edit the quantity.

Barcode Quantity Always One



- 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.

Date: 04/27/2022 User: admin Terminal: 001  
 Menu: Activity - POS Barcode Activity - POS Barcode Detail

**Sales Detail**
₱95.00

Search Item Esc - Close

Barcode	Item Description	Price	On Hand Qty.	I	Pick
HR10202	3 hours	100.00	0.00	<input checked="" type="checkbox"/>	Pick
0000000024	Chicken Cubes	20.00	-0.13	<input checked="" type="checkbox"/>	Pick
0000000026	Egg	0.00	-1.00	<input checked="" type="checkbox"/>	Pick
ABX123	Extra Adult	150.00	0.00	<input checked="" type="checkbox"/>	Pick
0000000025	Fish Sauce - Patis	0.00	0.00	<input checked="" type="checkbox"/>	Pick
0000000022	Garlic	0.00	-1.00	<input checked="" type="checkbox"/>	Pick
0000000012	Gawlo Chicken	50.00	0.00	<input checked="" type="checkbox"/>	Pick
0000000013	Gawlo Chicken w/ egg	35.00	0.00	<input type="checkbox"/>	Pick
0000000005	Gawlo Chimba	70.00	0.00	<input type="checkbox"/>	Pick
0000000018	Gawlo Classic Beef Pares	135.00	0.00	<input type="checkbox"/>	Pick
0000000015	Gawlo Orange Chicken	95.00	0.00	<input type="checkbox"/>	Pick
0000000014	Gawlo Plain w/ tokwat baboy	70.00	0.00	<input checked="" type="checkbox"/>	Pick

Sales Item Enter - Save Esc - Close

**Gawlo Chicken**

Quantity:  Remarks / Preparation:

Unit:

Price:

Discount:

Discount Rate:

Discount Amount:

Net Price:

Amount:

VAT:

VAT Rate:

VAT Amount:

Last Change: 0.00

Search Item Esc - Close

Barcode	Item Description	Price	On Hand Qty.	I	Pick
HR10202	3 hours	100.00	0.00	<input checked="" type="checkbox"/>	Pick
0000000024	Chicken Cubes	20.00	-0.13	<input checked="" type="checkbox"/>	Pick
0000000026	Egg	0.00	-1.00	<input checked="" type="checkbox"/>	Pick
ABX123	Extra Adult	150.00	0.00	<input checked="" type="checkbox"/>	Pick
0000000025	Fish Sauce - Patis	0.00	0.00	<input checked="" type="checkbox"/>	Pick
0000000022	Garlic	0.00	-1.00	<input checked="" type="checkbox"/>	Pick
0000000012	Gawlo Chicken	50.00	0.00	<input checked="" type="checkbox"/>	Pick
0000000013	Gawlo Chicken w/ egg	35.00	0.00	<input type="checkbox"/>	Pick
0000000005	Gawlo Chimba	70.00	0.00	<input type="checkbox"/>	Pick
0000000018	Gawlo Classic Beef Pares	135.00	0.00	<input type="checkbox"/>	Pick
0000000015	Gawlo Orange Chicken	95.00	0.00	<input type="checkbox"/>	Pick
0000000014	Gawlo Plain w/ tokwat baboy	70.00	0.00	<input checked="" type="checkbox"/>	Pick

First Previous 1 / 1 Next Last

Sales Item

**Sales Item** Enter - Save   Esc - Close

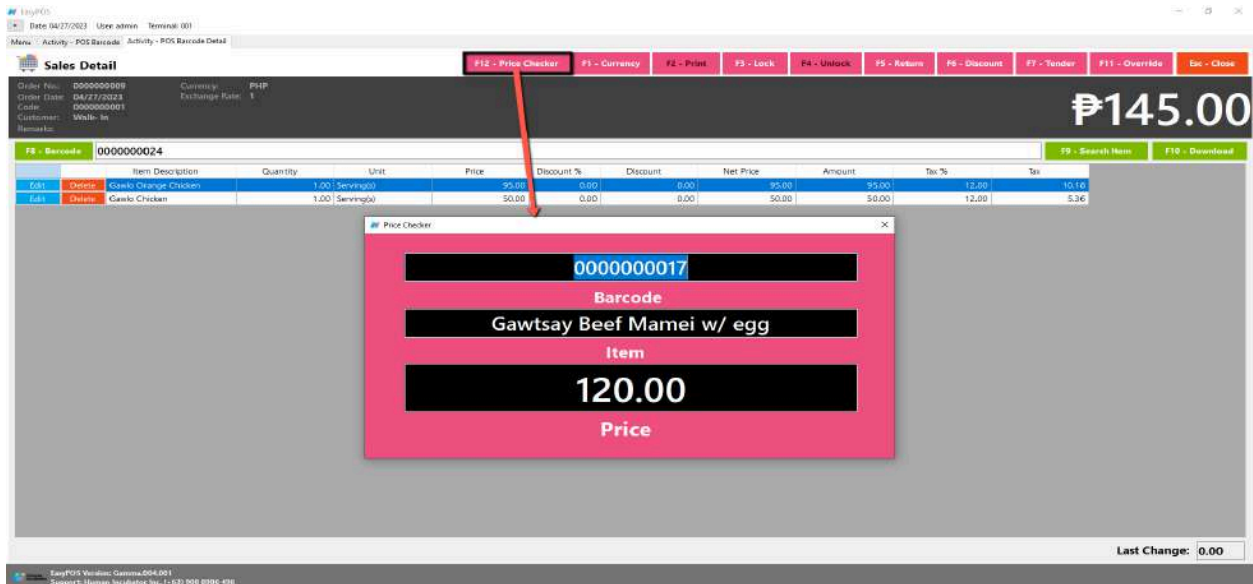
**Gawlo Chicken**

Quantity:	<input type="text" value="1.00"/>	Remarks / Preparation:	<input type="text" value="NA"/>
Unit:	<input type="text" value="Serving(s)"/>		
Price:	<input type="text" value="50.00"/>		
Discount:	<input type="text" value="Zero Discount"/>		
Discount Rate:	<input type="text" value="0.00"/>		
Discount Amount:	<input type="text" value="0.00"/>		
Net Price:	<input type="text" value="50.00"/>		
Amount:	<input type="text" value="50.00"/>		
VAT:	<input type="text" value="VAT Output"/>		
VAT Rate:	<input type="text" value="12.00"/>		
VAT Amount:	<input type="text" value="5.36"/>		

### Barcode Sales Detail - Relevant Buttons

- **Price Checker**

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



- **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.



EmpPOS  
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: 000000000 Currency: PHP  
Order Date: 04/27/2023 Exchange Rate: 1  
Code: 000000001  
Customer: Walk-In  
Remarks:

**₱145.00**

F8 - Barcode F9 - Search Item F10 - Download

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

Search Currency

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

Exchange Rate Detail

Date: 04/27/2023  
Base Currency: PHP  
Exchange Currency: PHP  
Exchange Rate:   
Greater than based currency:

Last Change: 0.00

EmpPOS Version: 0004.001  
Support: Human Inculcator Inc. | (+63) 938 8700 496

TmExchangeRateDetailListForm

**Exchange Rate Detail** Save Close

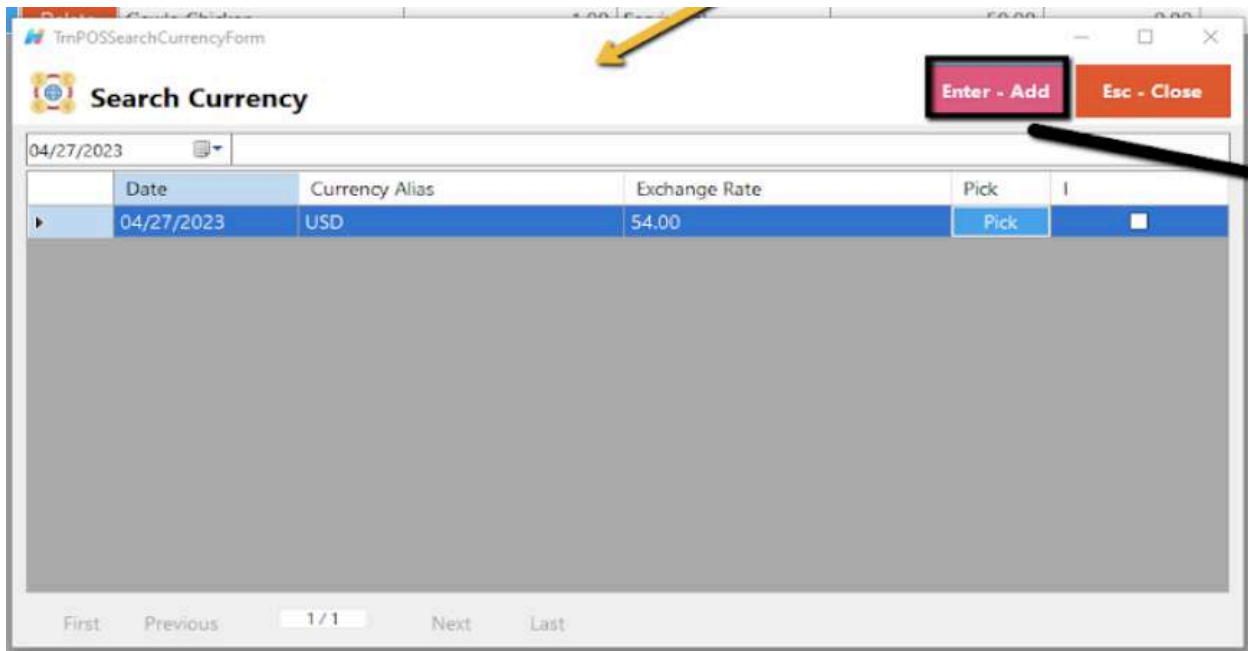
Date: 04/27/2023

Base Currency: PHP

Exchange Currency: PHP

Exchange Rate:

Greater than based currency:



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

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: 0000000009      Currency: PHP  
Order Date: 04/27/2023      Exchange Rate: 1  
Code: 0000000001  
Customer: Walk In  
Remarks:

**₱145.00**

F8 - Barcode												F9 - Search Item	F10 - Download
	Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax			
Edit	Delete	Qawto Orange Chicken	1.00	(Servings)	95.00	0.00	0.00	95.00	95.00	12.00	10.18		
Edit	Delete	Qawto Chicken	1.00	(Servings)	50.00	0.00	0.00	50.00	50.00	12.00	5.36		

Lock Sales

**Lock Sales** F2 - Lock Esc - Close

0000000001

Customer Code: 0000000001

Customer: Walk-In

Reward Available: 0.00

Advance Balance: 0.00

Credit Limit Balance: 0.00

Terms: COD

Remarks:

Sales Agent: Administrator

Pax: 1

Last Change: 0.00

EasyPOS Version: Gemma 004.001  
Support: Human Incubator Inc. (+63) 938 8766 416

Lock Sales

**Lock Sales** F2 - Lock Esc - Close

0000000001

Customer Code: 0000000001

Customer: Walk-In

Reward Available: 0.00

Advance Balance: 0.00

Credit Limit Balance: 0.00

Terms: COD

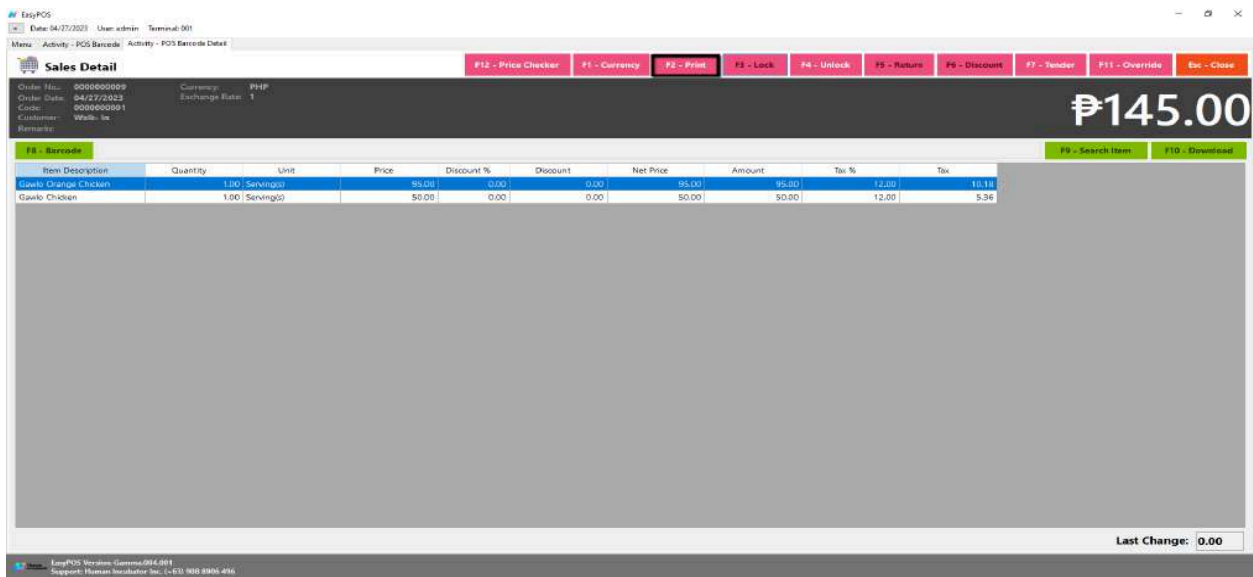
Remarks:

Sales Agent: Administrator

Pax: 1

- **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.



Human Incubator Inc. Cebu City TIN: 000-000-000-000 SN: 000000000000 MIN: 000000000000 <b>ORDER SLIP</b> Terminal: 001 0000000009 04-27-2023 14:28:13	
ITEM	AMOUNT
Gawlo Chicken 1.00 Serving(s) @ 50.00	50.00
Gawlo Orange Chicken 1.00 Serving(s) @ 95.00	95.00
Total Amount	145.00
Total No. of Item(s)	2.00
Remarks:	
Teller	Administrator
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-yyy Valid Until: mm-dd-yyyy  PTU No.: 000000000000 Date Issued: mm-dd-yyy Valid Until: mm-dd-yyyy  THIS INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE 	

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

EasyPOS  
Date: 04/27/2023 User: admin Terminal: 001

Menu Activity - POS Barcode Activity - POS Barcode Detail

**Sales Detail**

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

**₱145.00**

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

F8 - Barcode F9 - Search Item F10 - Download

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

Last Change: 0.00

EasyPOS Version: Gamma.004.001  
Support @ Human Incubator Inc. (+63) 908 0906 426

- **Item Description** - An item description refers to a detailed and informative account or portrayal of a particular object, product, or thing.
- **Quantity** - refers to the amount or number of something. It is a measure of the extent, size, capacity, or magnitude of a particular object, substance, or concept.
- **Unit** - is a standardized quantity used as a measure of a physical quantity. In different contexts, a unit can represent various aspects, such as length, mass, time, temperature, and more.
- **Price** - refers to the amount of money or other resources that one must pay or give up in exchange for goods, services, or rights.
- **Discount %** - refers to the percentage reduction from the original or regular price of a product or service. It is a common practice in retail and business to offer discounts as a way to attract customers, promote sales, or clear inventory.

- **Discount** - refers to a reduction in the original or regular price of a product or service. It is a financial incentive offered by sellers or service providers to encourage customers to make a purchase.
- **Net Price** - refers to the final price that a buyer pays for a product or service after all applicable discounts, taxes, and fees have been taken into account. It represents the total amount that the buyer is obligated to pay, excluding any additional charges or deductions.
- **Amount** - generally refers to a quantity or sum of something, often expressed in numerical terms.
- **Tax %** - refers to the percentage rate at which taxes are levied on a particular amount of income, goods, or services. It represents the proportion of the taxable base that is owed as tax. Tax percentages are commonly used to calculate the amount of tax owed in various contexts, such as income tax, sales tax, or value-added tax (VAT).
- **Tax** - is a mandatory financial charge or levy imposed by a government on individuals, businesses, or other entities to fund public expenditures and government activities. Taxes are a primary source of revenue for governments at various levels (local, state, and national) and are used to finance public services and infrastructure, such as education, healthcare, defense, public safety, and more.
- **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. A *"return exchange"* refers to the process where a customer returns a purchased item with the intention of exchanging it for another product. This scenario typically occurs when a customer is dissatisfied with the initially purchased item but wishes to choose an alternative product rather than receiving a refund.
- Click the **Refund** button, if you want to return a money to a customer. A **refund** specifically refers to the act of returning the monetary value of a purchase to the customer. Refunds are commonly associated with returns, but they can also occur for other reasons, such as price adjustments, promotional discounts, or resolving billing errors. The refund process involves reversing the financial transaction, which may include voiding or crediting the initial payment.



EasyPOS Version: 0000000009    Currency: PHP    Exchange Rate: 1

Date: 04/27/2023    User: admin    Terminal: 001

Menu: Activity - POS Barcode    Activity: POS Barcode Detail

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

Order No.: 0000000009    Order Date: 04/27/2023    Code: 0000000001    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

F8 - Barcode    F9 - Search Item    F10 - Download

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

OR Number: 0000000001

Sales Number: 0000000001

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

First    Previous    1/1    Next    Last

Last Change: 0.00

EasyPOS Version: 0000000001    Support: Human Incubator Inc. (+63) 908 8906 496

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

OR Number: 0000000001

Sales Number: 0000000001

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

First    Previous    1/1    Next    Last

- **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.: 0000000009 Currency: PHP  
Order Date: 04/27/2023 Exchange Rate: 1  
Code: 0000000001  
Customer: Walk-In  
Remarks:

**₱205.00**

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

Last Change: 0.00

EasyPOS Version: Gamma.004.001  
Support: Haman Incubator Inc. (+63) 906 0106 496

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:

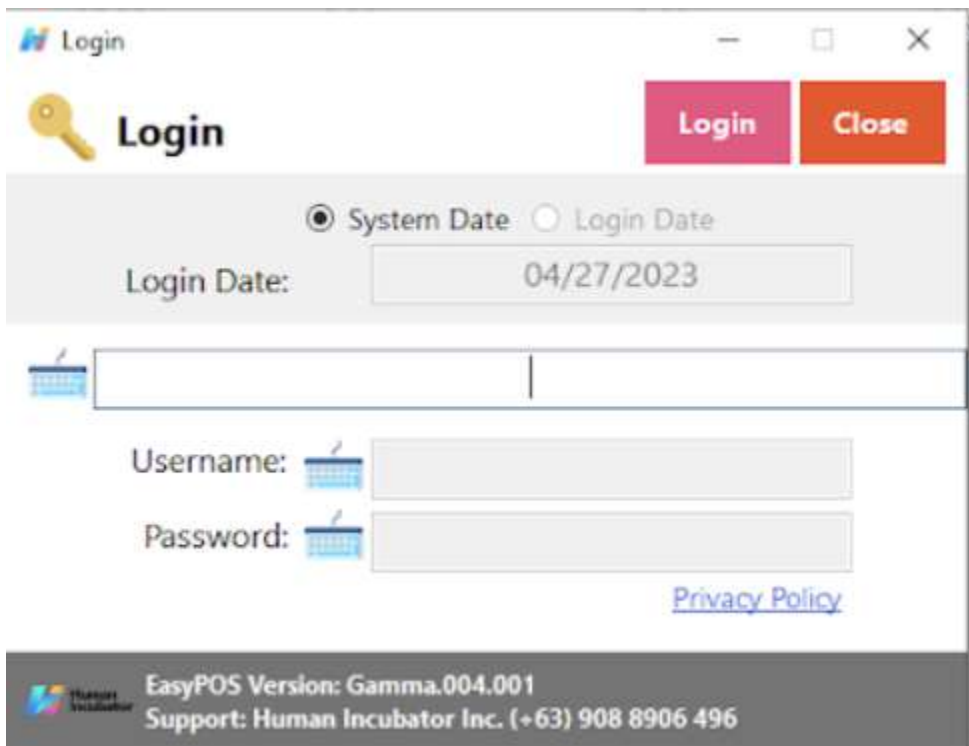
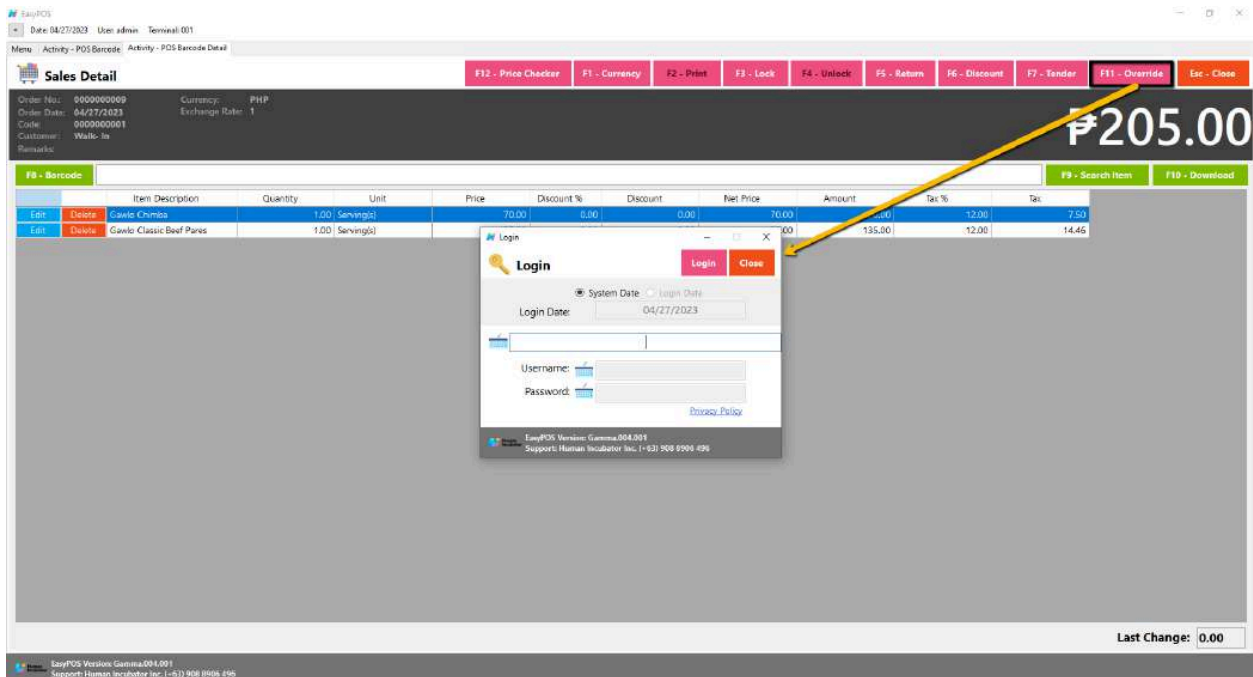
SC/PWD Age: 0

Pax: 1

Discounted Pax: 1

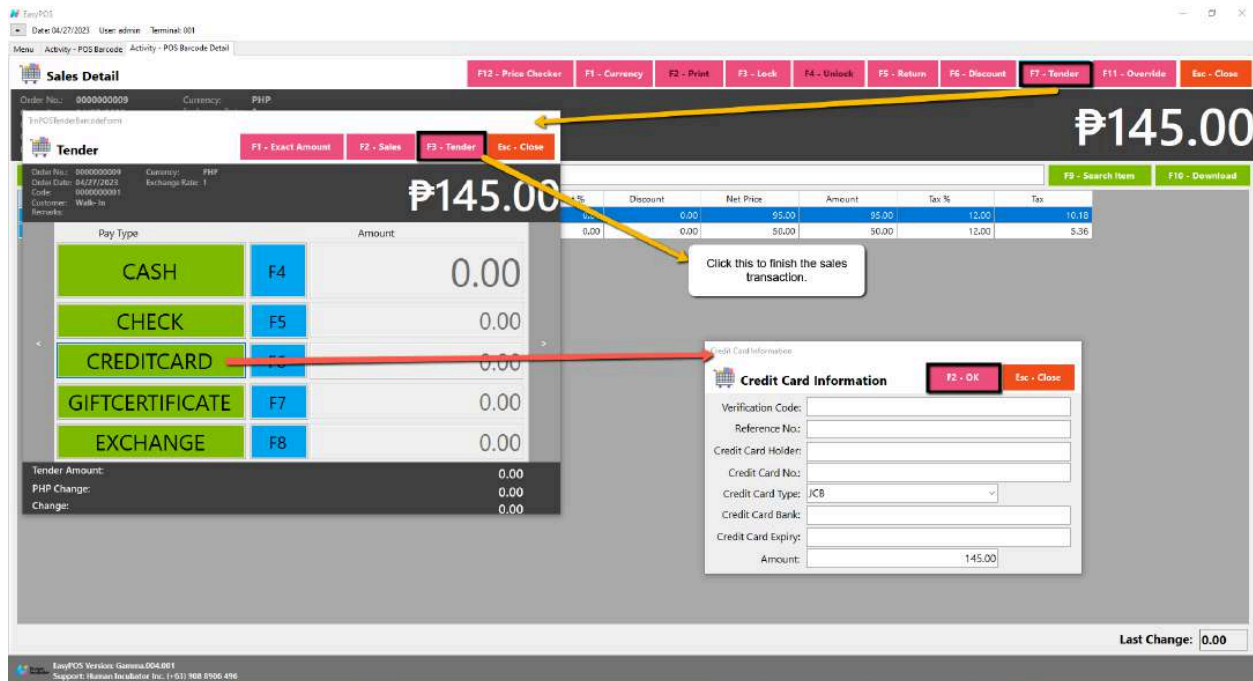
- **Override**

- 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. A "tender button" in the context of a Point of Sale (POS) system typically refers to a button or option on the POS interface that is used to finalize a transaction and tender the payment. It is the button that the cashier or user presses when the customer is ready to pay for their purchases.
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types, 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.

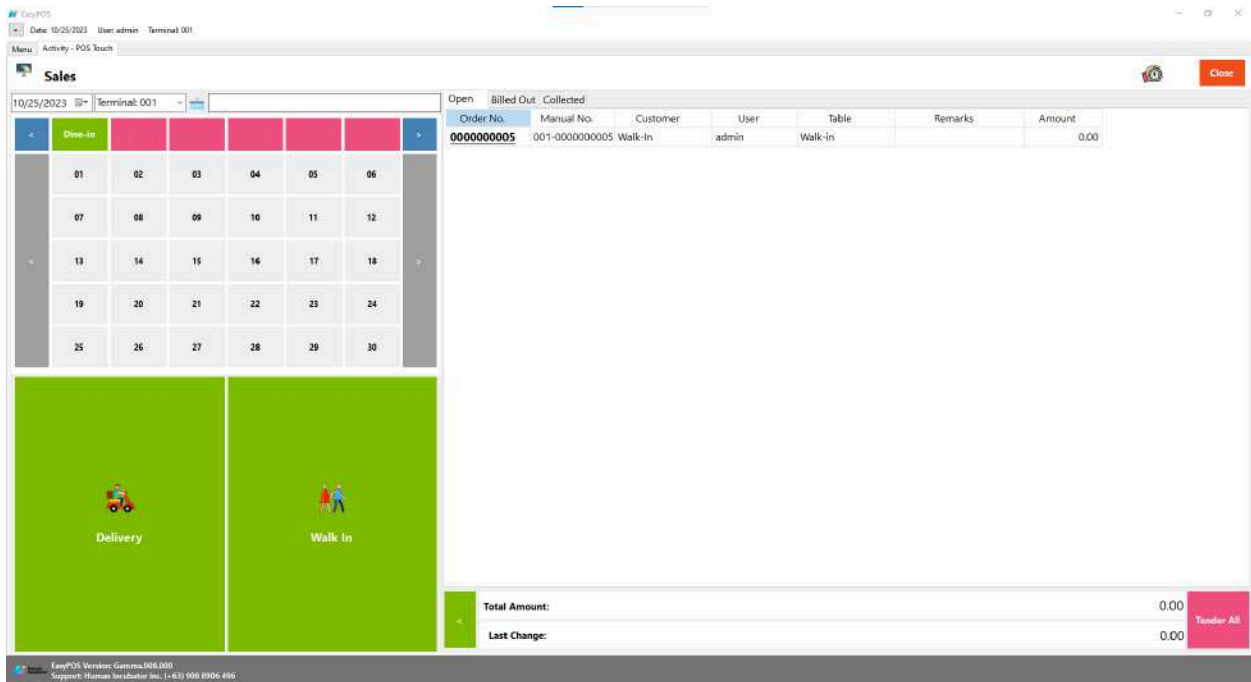


## Activity - POS Touch

### Overview

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

### User Interface

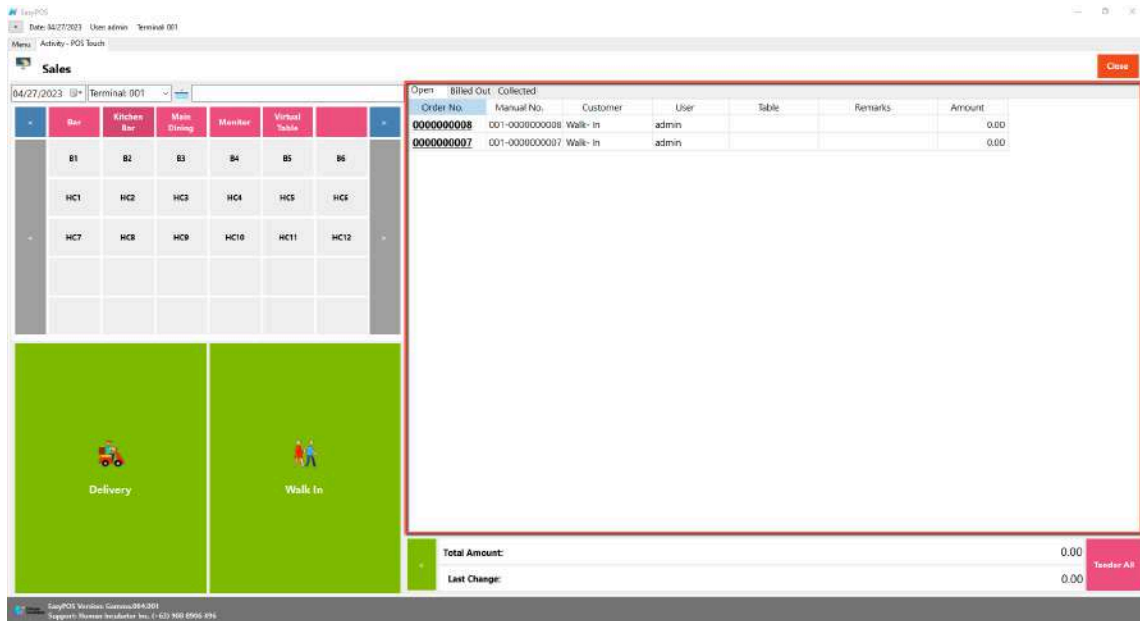


### POS Touch Definition of Buttons

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

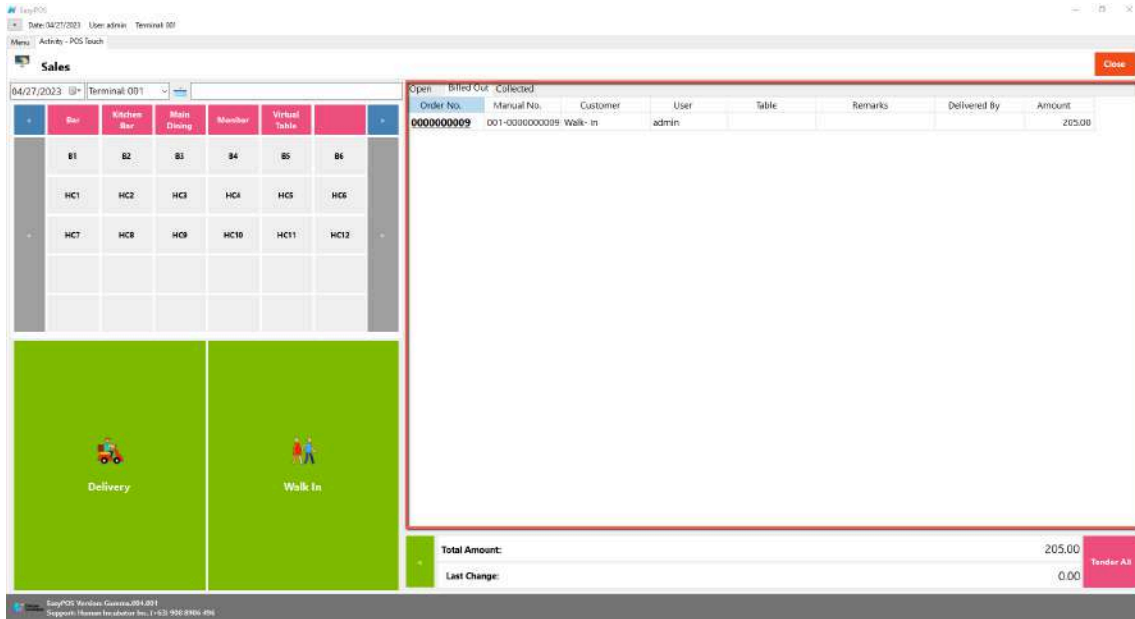
## POS Touch Sales List

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



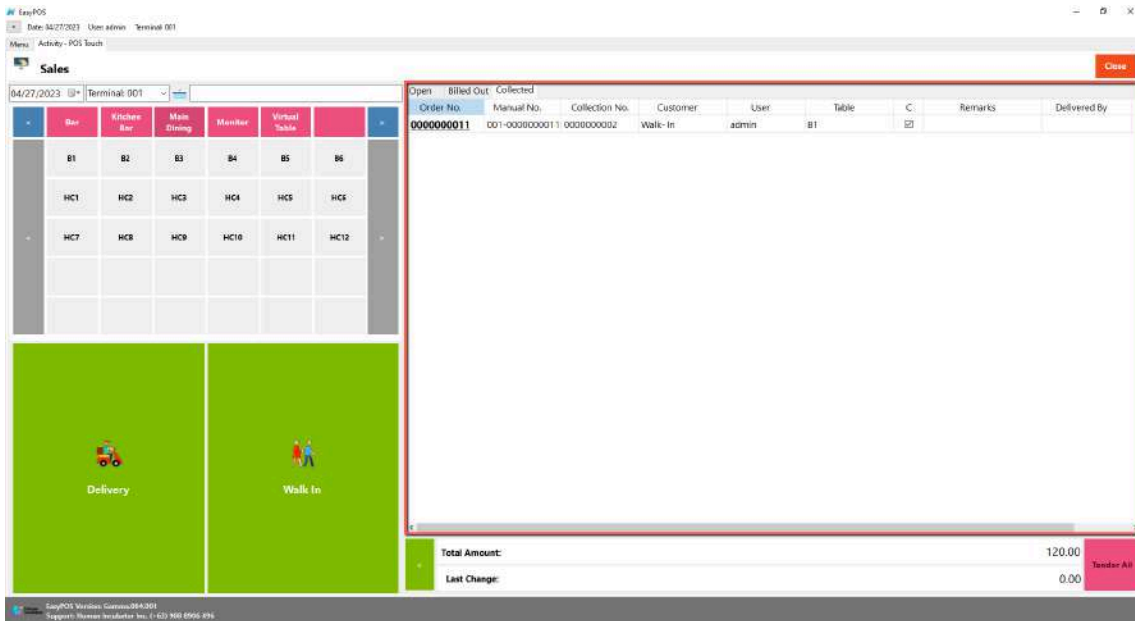
Order No.	Manual No.	Customer	User	Table	Remarks	Amount
<b>000000008</b>	001-000000008	Walk- In	admin			0.00
<b>000000007</b>	001-000000007	Walk- In	admin			0.00

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



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

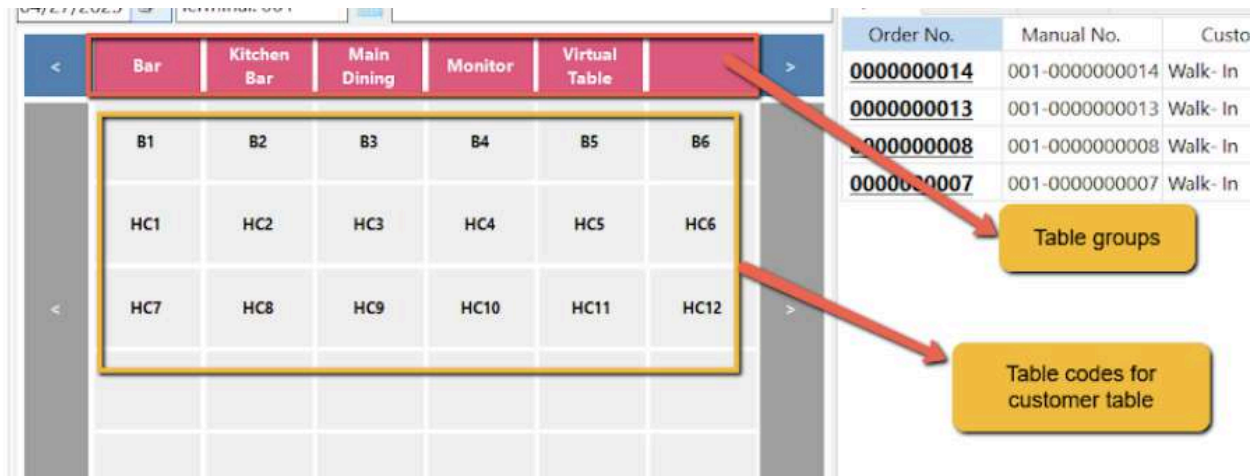
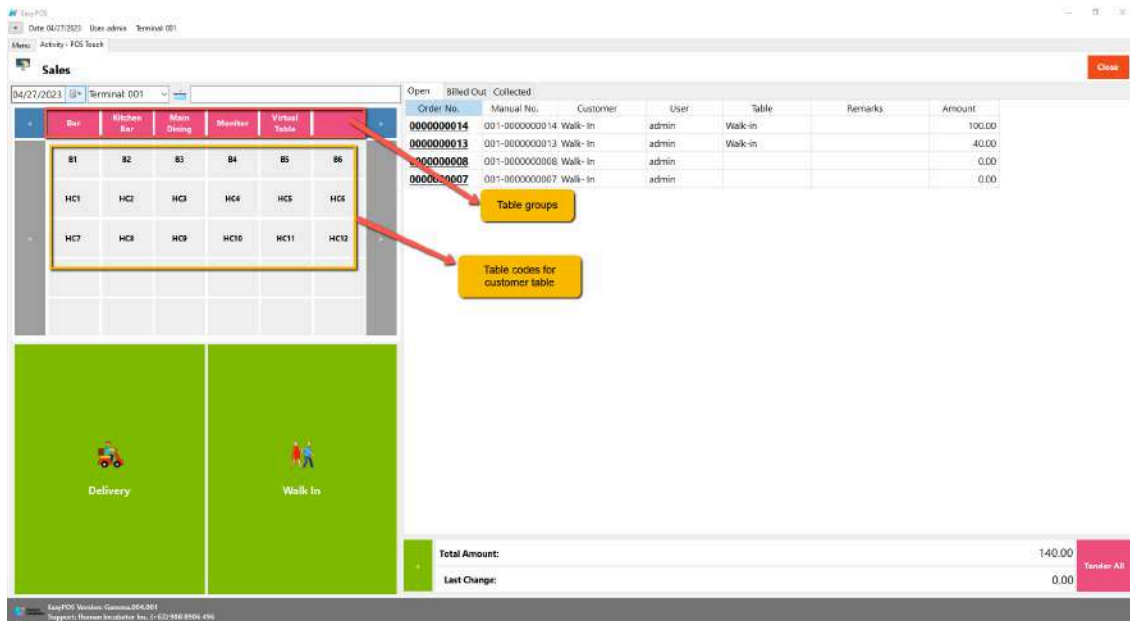
- Collected → display list of sales that are already tendered.



Order No.	Manual No.	Collection No.	Customer	User	Table	C	Remarks	Delivered By
000000011	001-000000011	000000002	Walk-in	admin	B1	<input checked="" type="checkbox"/>		

## POS Touch Sales Detail

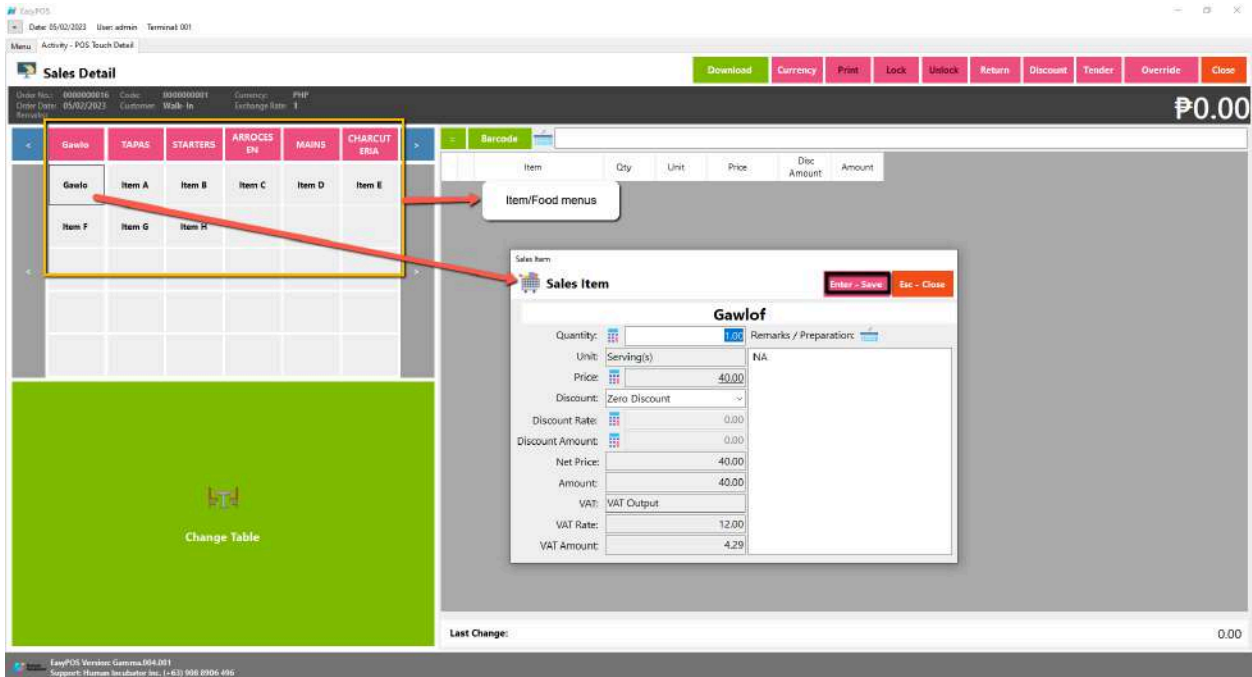
- There are 3 ways on how to navigate the sales detail:
  - a. Via Dine In table
    - Select a table group, under it, select a table code or number where the customer wants to sit in.



- 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.



Sales Item

**Sales Item** Enter - Save   Esc - Close

**Gawlof**

Quantity:	<input type="text" value="1.00"/>	Remarks / Preparation:	<input type="text" value="NA"/>
Unit:	Serving(s)		
Price:	<input type="text" value="40.00"/>		
Discount:	Zero Discount		
Discount Rate:	<input type="text" value="0.00"/>		
Discount Amount:	<input type="text" value="0.00"/>		
Net Price:	<input type="text" value="40.00"/>		
Amount:	<input type="text" value="40.00"/>		
VAT:	VAT Output		
VAT Rate:	<input type="text" value="12.00"/>		
VAT Amount:	<input type="text" value="4.29"/>		

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.

EasyPOS  
Date: 05/02/2023 User: admin Terminal: 001

Menu Activity - POS Touch Detail

Download Currency Print Lock Unlock Return Discount Tender Override Close

Order No: 000000016 Code: 000000001 Currency: PHP  
Order Date: 05/02/2023 Customer: Walk In Exchange Rate: 1

₱0.00

Gawlo	TAPAS	STARTERS	ARROCES EN	MAINS	CHARCUT ERIA
Gawlo	Item A	Item B	Item C	Item D	Item E
Item F	Item G	Item H			

Barcode

Item	Qty	Unit	Price	Disc Amount	Amount
Item/Food menus					

Sales Item

**Gawlof** [ENTER - Save] [Esc - Close]

Quantity: 1.00 Remarks / Preparation: NA

Unit: Serving(s)

Price: -40.00

Discount: Zero Discount

Discount Rate: 0.00

Discount Amount: 0.00

Net Price: -40.00

Amount: 40.00

VAT: VAT Output

VAT Rate: 12.00

VAT Amount: 4.29

Change Table

Last Change: 0.00

EasyPOS Version: Gamma.004.001  
Support: Human Resource Inc. (+63) 906 0906 496

Gawlo	TAPAS	STARTERS	ARROCES EN	MAINS	CHARCUT ERIA
Gawlo	Item A	Item B	Item C	Item D	Item E
Item F	Item G	Item H			

Sales Item

**Sales Item** Enter - Save   Esc - Close

**Gawlof**

Quantity:	<input type="text" value="1.00"/>	Remarks / Preparation:	<input type="text" value=""/>
Unit:	Serving(s)	NA	
Price:	<input type="text" value="40.00"/>		
Discount:	Zero Discount		
Discount Rate:	<input type="text" value="0.00"/>		
Discount Amount:	<input type="text" value="0.00"/>		
Net Price:	<input type="text" value="40.00"/>		
Amount:	<input type="text" value="40.00"/>		
VAT:	VAT Output		
VAT Rate:	<input type="text" value="12.00"/>		
VAT Amount:	<input type="text" value="4.29"/>		

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.

Sales Item



**Sales Item**

Enter - Save

Esc - Close

### Gawlof

Quantity:	<input type="text" value="1.00"/>	Remarks / Preparation:	<input type="text" value=""/>
Unit:	<input type="text" value="Serving(s)"/>	<input type="text" value="NA"/>	
Price:	<input type="text" value="40.00"/>		
Discount:	<input type="text" value="Zero Discount"/>		
Discount Rate:	<input type="text" value="0.00"/>		
Discount Amount:	<input type="text" value="0.00"/>		
Net Price:	<input type="text" value="40.00"/>		
Amount:	<input type="text" value="40.00"/>		
VAT:	<input type="text" value="VAT Output"/>		
VAT Rate:	<input type="text" value="12.00"/>		
VAT Amount:	<input type="text" value="4.29"/>		

Gawlo	TAPAS	STARTERS	ARROCES EN	MAINS	CHARCUT ERIA
Gawlo	Item A	Item B	Item C	Item D	Item E
Item F	Item G	Item H			

The screenshot shows the 'Sales Detail' form in the EasyPOS application. At the top right, there is a row of buttons: Download, Currency, Print, Lock, Unlock, Return, Discount, Tender, Override, and Close. The 'Discount' button is highlighted. Below the menu grid, there is a 'Barcode' field and a table with columns: Item, Qty, Unit, Price, Disc Amount, and Amount. A 'Sales Item' pop-up window is open, showing details for 'Gawlof'. The 'Discount' field is set to 'Zero Discount'. The 'Price' is 40.00, and the 'VAT Amount' is 4.29. A 'Change Table' button is visible at the bottom left of the interface.

## Applying Discount

- Click the **“Discount”** button on the upper right side of the Sales Detail Form.
- A discount form/window will pop-up where you can choose what discount to give for that particular transaction by clicking/tapping the **“Drop-down”** icon on the right most side of the word **“Discount”** line.

## POS Touch Sales - Tender

- A "**tender button**" in the context of a Point of Sale (POS) system typically refers to a button or option on the POS interface that is used to finalize a transaction and tender the payment. It is the button that the cashier or user presses when the customer is ready to pay for their purchases.
- 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.

EasyPOS  
Date: 05/05/2023 | User: Admin | Terminal: 001

Menu | Activity - POS Touch Detail

Download | Currency | Print | Lock | Unlock | Return | Discount | **Tender** | Override | Close

Order No.: 0000000021 | Code: 0000000001 | Currency: PHP | Exchange Rate: 1  
 Order Date: 05/05/2023 | Customer: Walk-In

**₱40.00**

Item	Qty	Unit	Price	Disc	Amount
Garofol	1.00	Survings	40.00	0.00	40.00

Start a capture

Change Table

Tender

Order No.: 0000000021 | Currency: PHP | Exchange Rate: 1  
 Order Date: 05/05/2023 | Code: 0000000001 | Customer: Walk-In

**₱40.00**

PayType	Amount
Vouchers	0.00
BDO	0.00
Online Deals	0.00
Other Credit Card Payment	0.00
Cash	40.00
Credit Card	0.00
VISA	0.00

Tender Amount: 40.00  
 PHP Change: 0.00  
 Change: 0.00

Last Change: 0.00

EasyPOS Version: Gemini 801.001  
 Support: Human Technology Inc. (+63) 900 8906 696

Tender

**Tender**

F2 - Sales | **F3 - Tender** | Esc - Close

Order No.: 0000000021 | Currency: PHP | Exchange Rate: 1  
 Order Date: 05/05/2023 | Code: 0000000001 | Customer: Walk-In  
 Remarks:

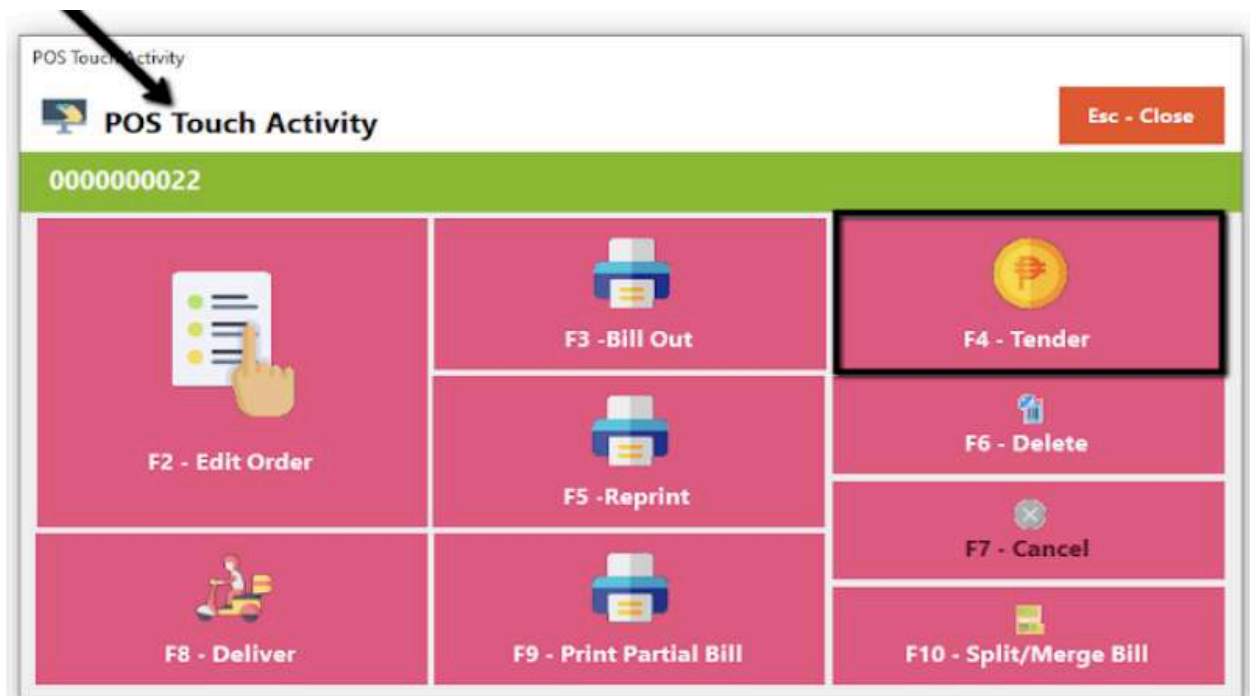
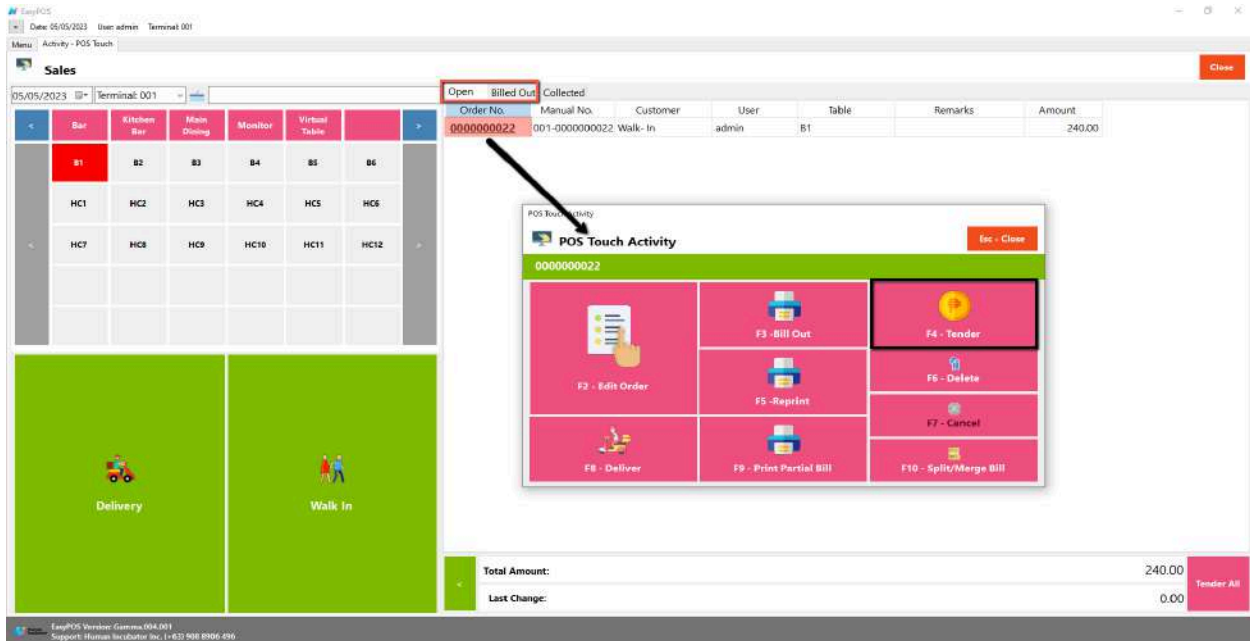
**₱40.00**

PayType	Amount
Vouchers	0.00
BDO	0.00
Online Deals	0.00
Other Credit Card Payment	0.00
Cash	40.00
Credit Card	0.00
VISA	0.00

Tender Amount: 40.00  
 PHP Change: 0.00  
 Change: 0.00



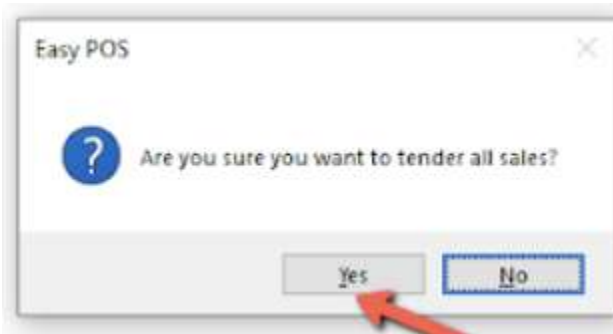
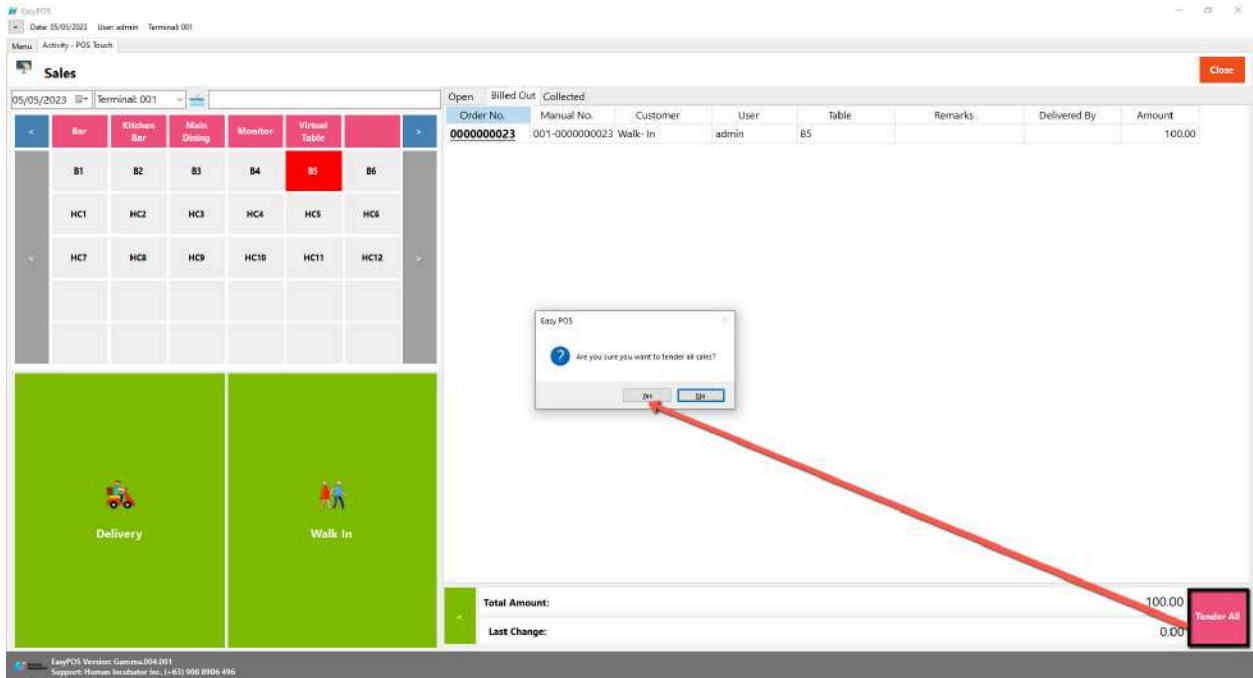
- Via Open and Billed Out tab
  - From the Open or Billed Out tab, select a sales order number that you want to tender.
  - A POS Touch window will display, then select Tender or simply press F4.



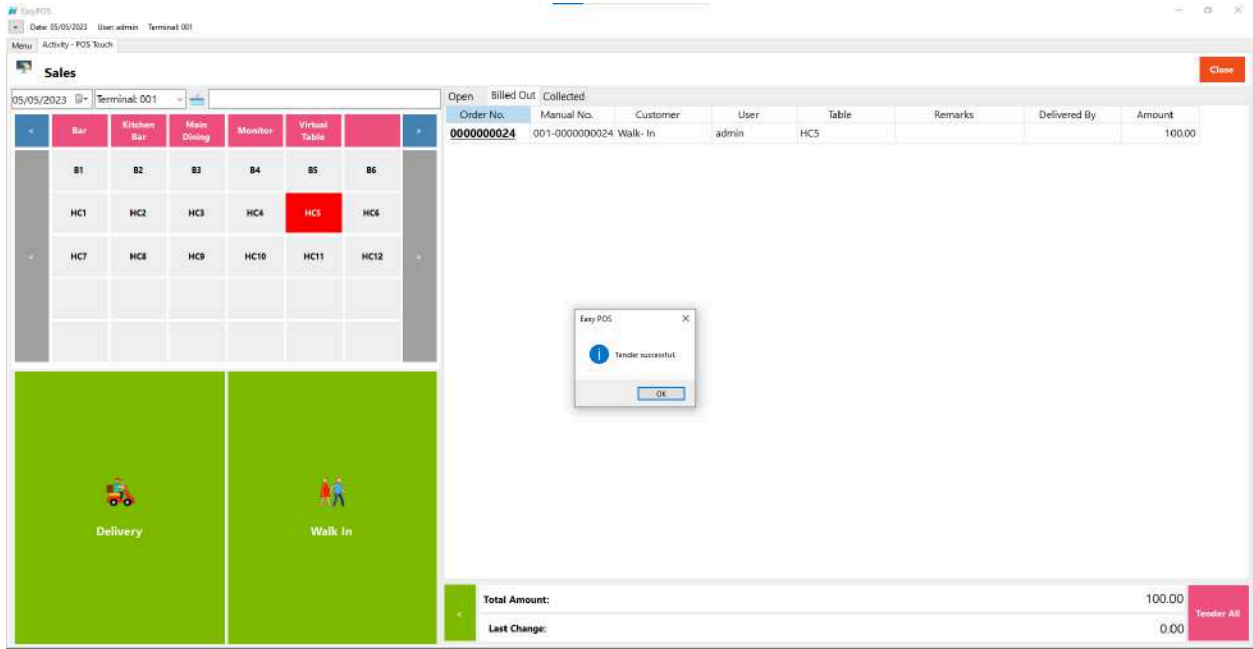
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales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

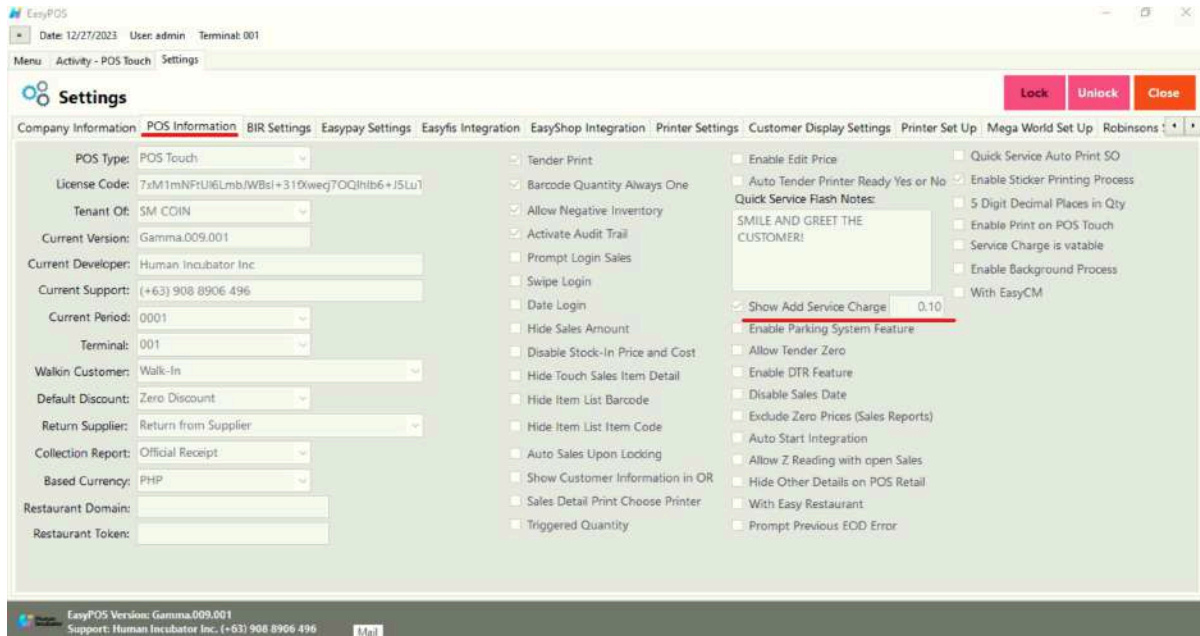


- A tender successful message will display then all the Sales Order from the tab will be moved to the Collected tab.



## 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

The screenshot shows the EasyPOS interface. At the top, there's a 'Sales Detail' header with a total amount of P100.00. Below it, a grid of items (Item A, B, C, D) is visible. A 'Tender' dialog box is open, showing a 'Gift Certificate' payment method with a value of 100.00. The dialog also shows a 'Gift Certificate Information' section with a 'Gift Certificate Number' field containing 'KD12345' and an 'Amount' field containing '100.00'. The background shows a 'Change Table' button.

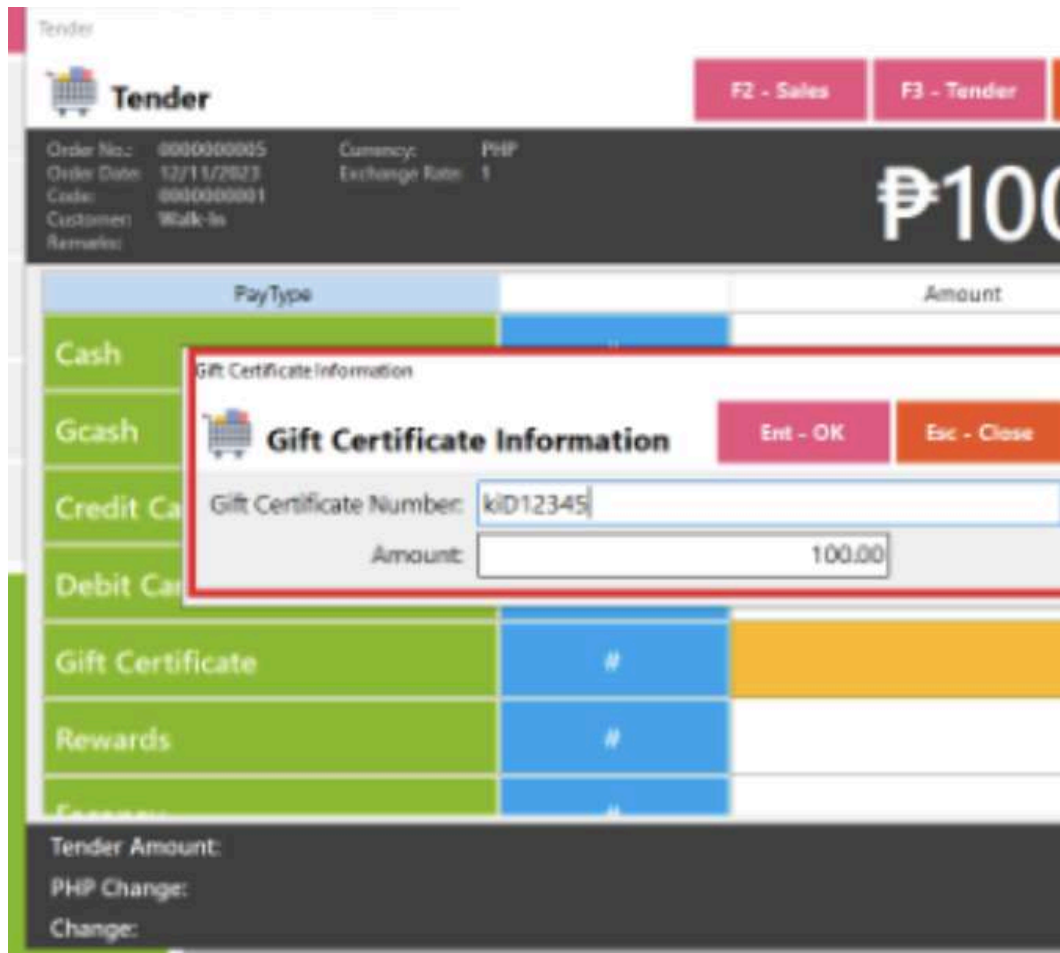
LESS: VAT	0.00
LESS: Discount	0.00
<b>Total Amount Due</b>	<b>100.00</b>
Total No. of Items	1.00
GR Certificate	100.00
Change	0.00
<b>VAT ANALYSIS</b>	
VAT Sales	0.00
VAT Amount	0.00
Non-VAT	0.00
VAT Exempt	100.00
VAT Zero Rated	0.00
Cashier	Administrator
Sales	Administrator
Table	04
Customer Name:	
Address:	
TIN:	
Business Style:	
Remarks:	
<b>Bill-Out: 001</b>	
Other Information:	
Gift Certificate Gift Certificate Payment Monday, December 11, 2023	
POS Vendor: Easy Cloud Systems Inc. Address: 10th 107th Pinar Sales Bldg B	

The screenshot shows an Excel spreadsheet titled 'CSV Excel Report'. The data is as follows:

Terminal	Collection Date	Collection Number	Customer Code	Sales Number	Pay Type	Amount	Check Number	Check Date	Check Bank	Other Information	Credit Card Bank	Credit Card
1	12/11/2023	0000000005	Walk-In	0000000005	Gift Certificate	100.00	NA	NA	NA	Gift Certificate Payment Monday, December 11, 2023	NA	NA

The screenshot shows the 'EasyPOS Collection Detail Report' interface. The data is as follows:

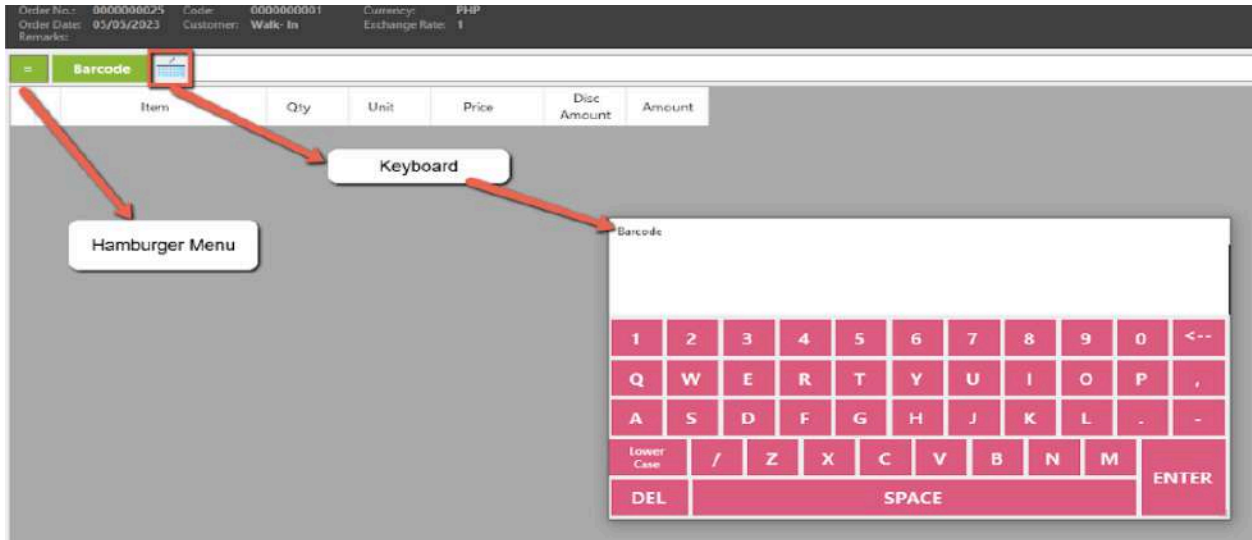
Terminal	Collection Date	Collection No.	Customer	Sales No.	Pay Type	Amount	Excess	Check No.	Check Date	Check Bank	Other Information
001	12/11/2023	0000000005	Walk-In	0000000005	Gift Certificate	100.00	0.00	NA	NA	NA	GR Certificate Payment Monday, December 11, 2023



## Barcode Touch - Relevant Buttons

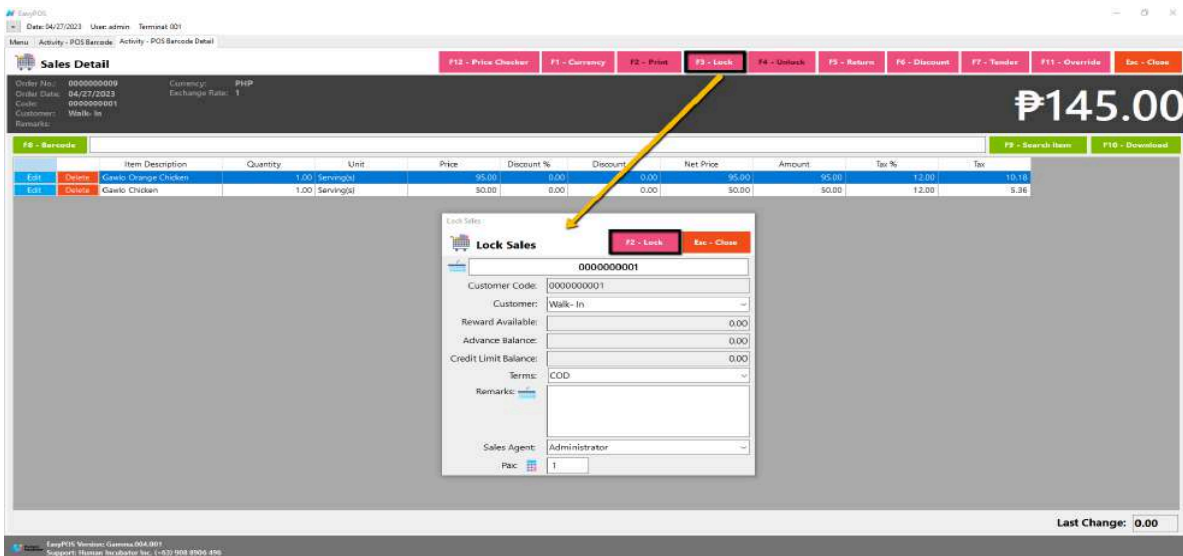
- **POS Hamburger Menu and Keyboard**
  - By clicking the hamburger menu or the small dotted line, it will maximize the space above and the barcode for the product. Last is the small icon of the keyboard for inputting.






- **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.



Lock Sales

 **Lock Sales**

**F2 - Lock** **Esc - Close**

 0000000001

Customer Code: 0000000001


Customer: Walk- In

Reward Available: 0.00


Advance Balance: 0.00

Credit Limit Balance: 0.00

Terms: COD

Remarks: 

Sales Agent: Administrator

Pax:  1

- **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.

EasyPOS  
Date: 04/27/2023 User: admin Terminal: M1

Menu - Activity - POS Receipts Activity - POS Receipts Detail

**Sales Detail** F12 - Price Checker F1 - Currency F2 - Print F3 - Lock F4 - Unlock F5 - Return F9 - Discount F7 - Tender P11 - Override Esc - Close

Order No.: 0000000009 Currency: PHP  
Order Date: 04/27/2023 Exchange Rate: 1  
Code: 0000000001  
Customer: Wells Inc  
Remarks:

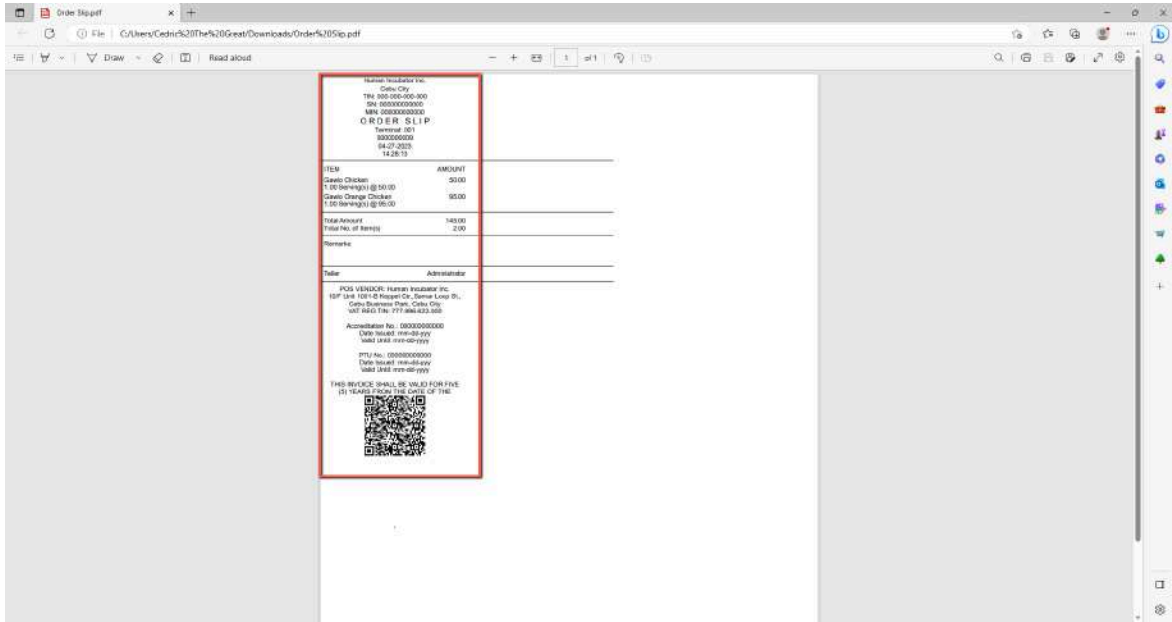
**₱145.00**

F8 - Barcode F9 - Search Item F10 - Download

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Glaze Chicken	1.00	Serving	\$0.00	0.00	0.00	\$0.00	\$0.00	12.00	11.88
Glaze Chicken	1.00	Serving	\$0.00	0.00	0.00	\$0.00	\$0.00	12.00	5.34

Last Change: 0.00

EasyPOS Version: Gamma.044.001  
Support: Human Incentive Inc. (+63) 908 8906 496



Human Incubator Inc.  
Cebu City  
TIN: 000-000-000-000  
SN: 000000000000  
MIN: 000000000000

**ORDER SLIP**

Terminal: 001  
0000000009  
04-27-2023  
14:28:13

ITEM	AMOUNT
Gawlo Chicken 1.00 Serving(s) @ 50.00	50.00
Gawlo Orange Chicken 1.00 Serving(s) @ 95.00	95.00
<b>Total Amount</b>	<b>145.00</b>
<b>Total No. of Item(s)</b>	<b>2.00</b>

Remarks:

Teller Administrator

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

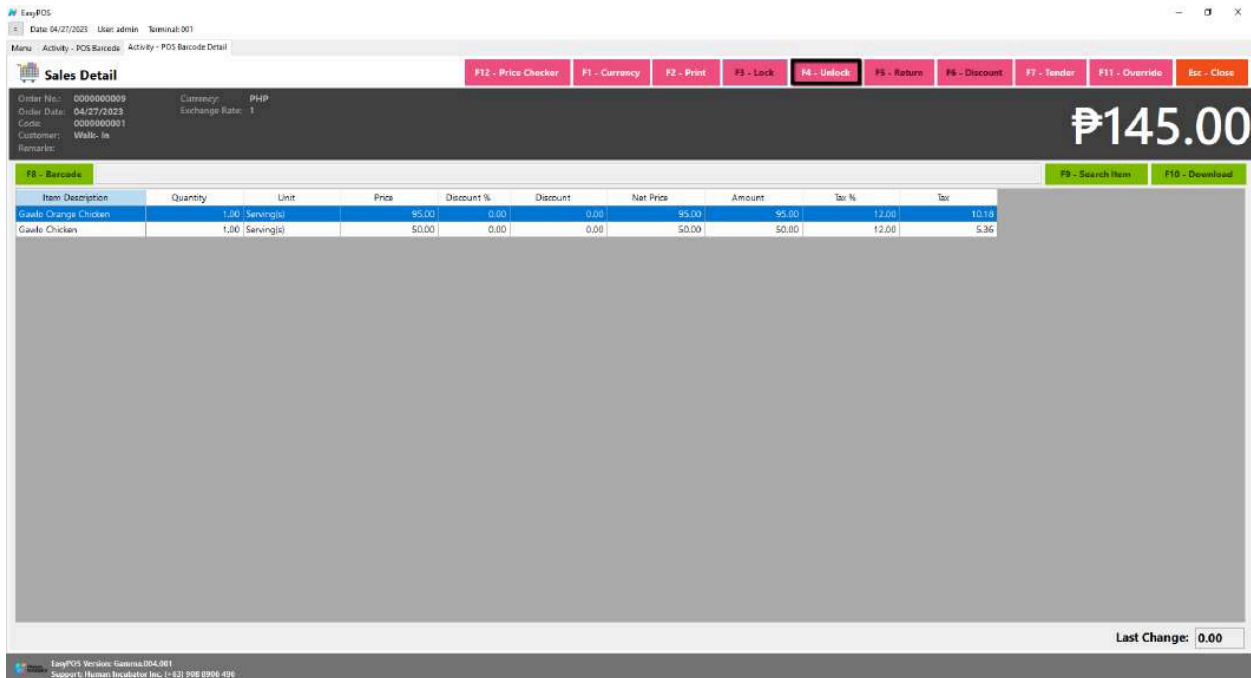
Accreditation No.: 000000000000  
Date Issued: mm-dd-yyy  
Valid Until: mm-dd-yyyy

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

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



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



- **Return**

refers to the process of accepting back a product from a customer and refunding the purchase amount. Returns are a common aspect of retail and can occur for various reasons, such as a defective product, customer dissatisfaction, or an accidental purchase.

- 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. A "return exchange" refers to the process where a customer returns a purchased item with the intention of exchanging it for another product. This scenario typically occurs when a customer is dissatisfied with the

initially purchased item but wishes to choose an alternative product rather than receiving a refund.

- Click the **Refund** button, if you want to return a money to a customer. A refund specifically refers to the act of returning the monetary value of a purchase to the customer. Refunds are commonly associated with returns, but they can also occur for other reasons, such as price adjustments, promotional discounts, or resolving billing errors. The refund process involves reversing the financial transaction, which may include voiding or crediting the initial payment.
- What if the exchanged item is cheaper than the original one?
  - Some store have policies that state they do not refund the price difference if the exchanged item is cheaper.

*Note: Customers are made aware of this policy during the return process*

The screenshot displays the EasyPOS software interface. At the top, there is a menu bar with buttons for 'F12 - Price Checker', 'F1 - Currency', 'F2 - Print', 'F3 - Lock', 'F4 - Unlock', 'F5 - Return', 'F6 - Discount', 'F7 - Tender', 'F11 - Override', and 'Esc - Close'. The 'F5 - Return' button is highlighted with a red box, and a red arrow points from it to a 'Return' modal window. The 'Sales Detail' screen shows an order for 'Gawlo Orange Chicken' and 'Gawlo Chicken' with a total amount of ₱145.00. The 'Return' modal window has a title bar with 'Return' and buttons for 'F2 - Exchange', 'F3 - Refund', and 'Esc - Close'. It contains fields for 'OR Number' and 'Sales Number', both set to '000000001'. Below these fields is a table with columns for 'Price', 'Quantity', 'Unit', 'Discount', 'Return Quantity', and 'Unit'. The table has three rows: the first row has a price of 35.00, quantity of 1.00, unit 'Pck', and return quantity of 0.00; the second row has a price of 200.00, quantity of 1.00, unit 'Pck', and return quantity of 0.00; the third row has a price of 200.00, quantity of 1.00, unit 'Pck', and return quantity of 0.00. At the bottom right of the modal, there is a 'Last Change' field set to '0.00'. The footer of the software shows 'EasyPOS Version: Gamma.00.0.001' and 'Support: Hestia Inc. ( +63 ) 988 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.



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

Order No.: 0000000009 Currency: PHP  
 Order Date: 04/27/2023 Exchange Rate: 1  
 Code: 0000000001  
 Customer: Waldo In  
 Remarks:

₱205.00

Item	Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
7801	Casho Chinita	1.00	Servings	70.00	0.00	0.00	70.00	70.00	12.00	7.50
7801	Casho Classic Beef Pares	1.00	Servings	135.00	0.00	0.00	135.00	135.00	12.00	14.46

**Discount**

Items:

Total Amount: 205.00

Discount: 5% Discount

Rate (%): 5.00

Discount Amount: 10.25

SC/PWD ID:

SC/PWD Name:

SC/PWD Age: 0

Pax: 1

Discounted Pax: 1

Last Change: 0.00

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

**Discount**

**% Discount**

F2 - OK
Esc - Cancel

Item:

Total Amount:

Discount:

Rate (%):

Discount Amount:

SC/PWD ID:

SC/PWD Name:

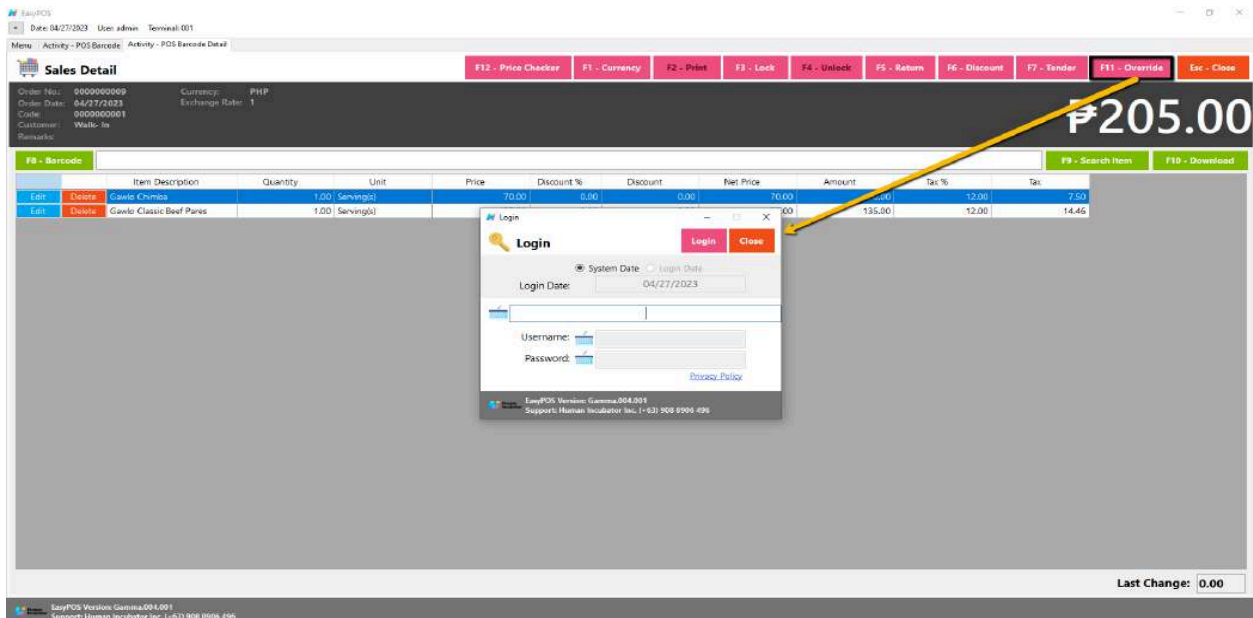
SC/PWD Age:

Pax:

Discounted Pax:

- **Override**

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

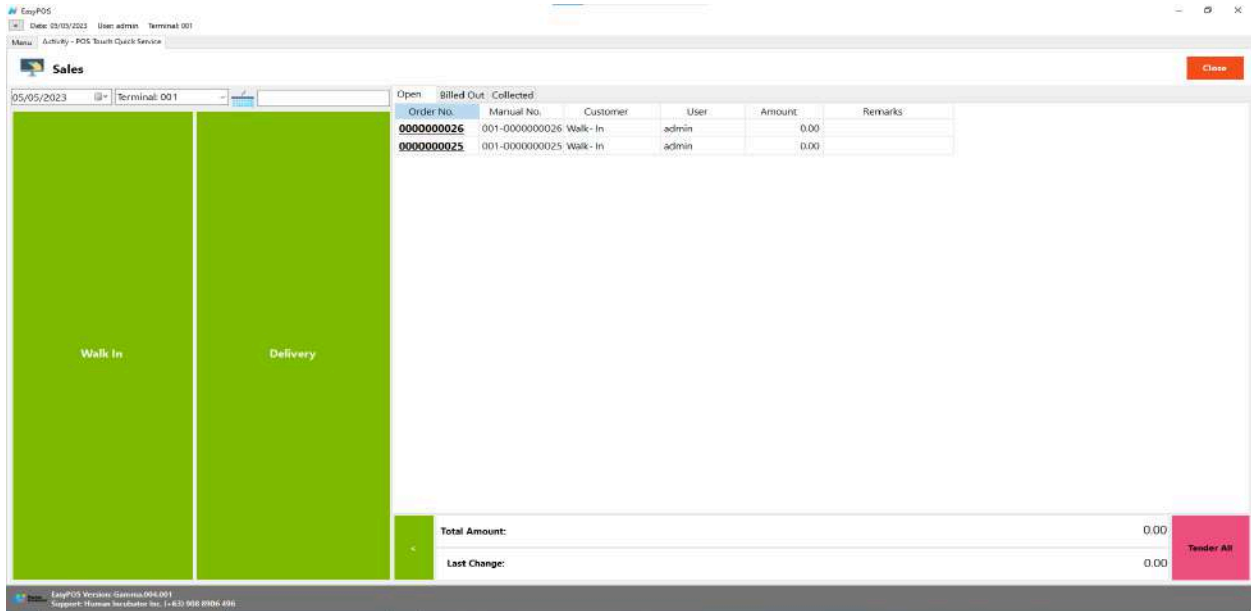


## Activity - POS Quick Service

### Overview

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

## User Interface



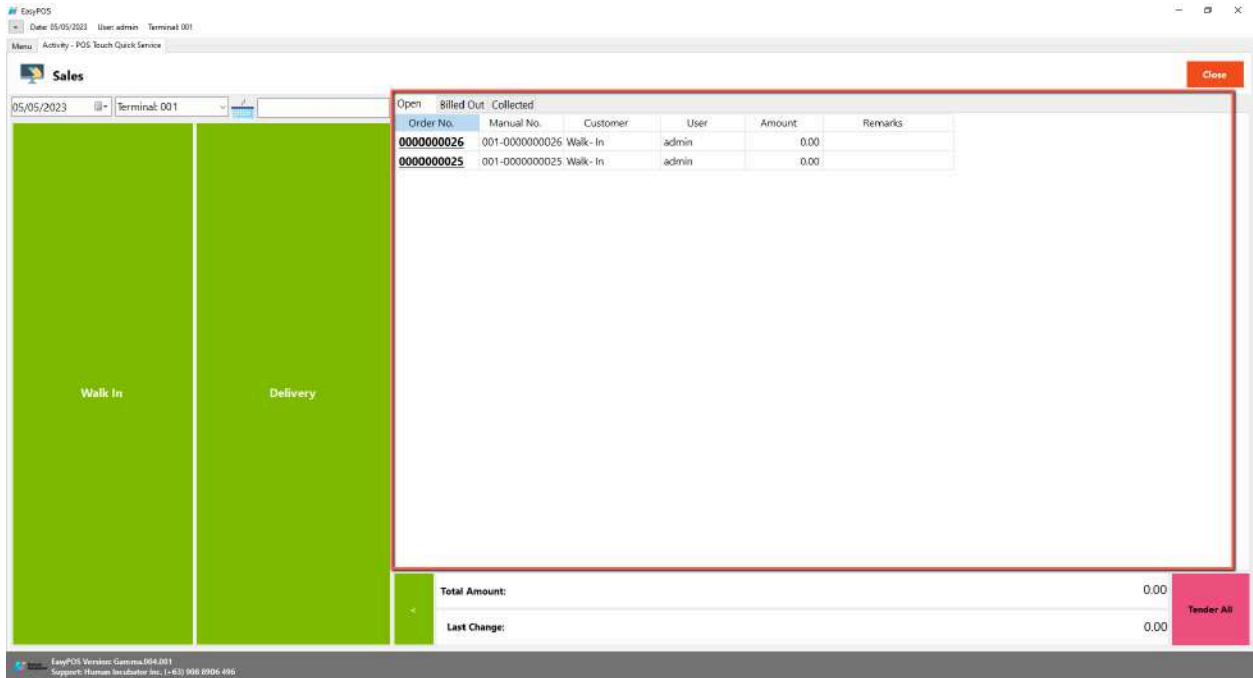
Open	Billed Out	Collected	Order No.	Manual No.	Customer	User	Amount	Remarks
			000000026	001-000000026	Walk-In	admin	0.00	
			000000025	001-000000025	Walk-In	admin	0.00	

### POS Quick Service Definition of Buttons

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

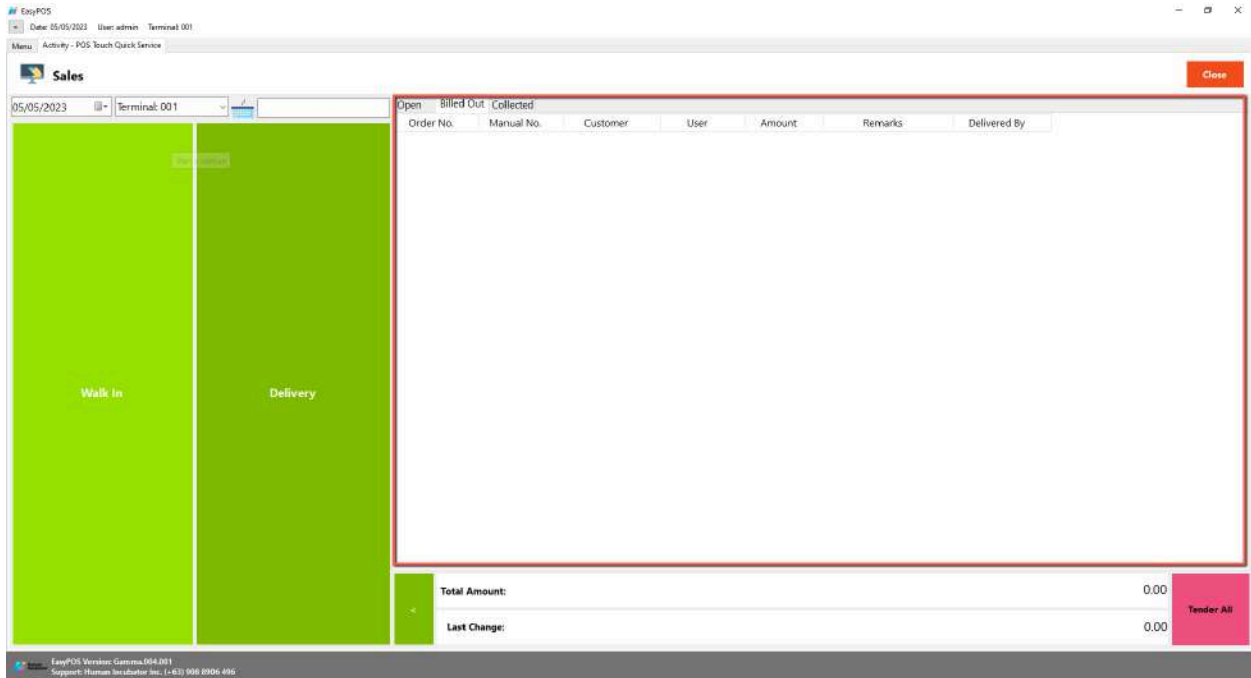
### POS Quick Service Sales List

- 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.

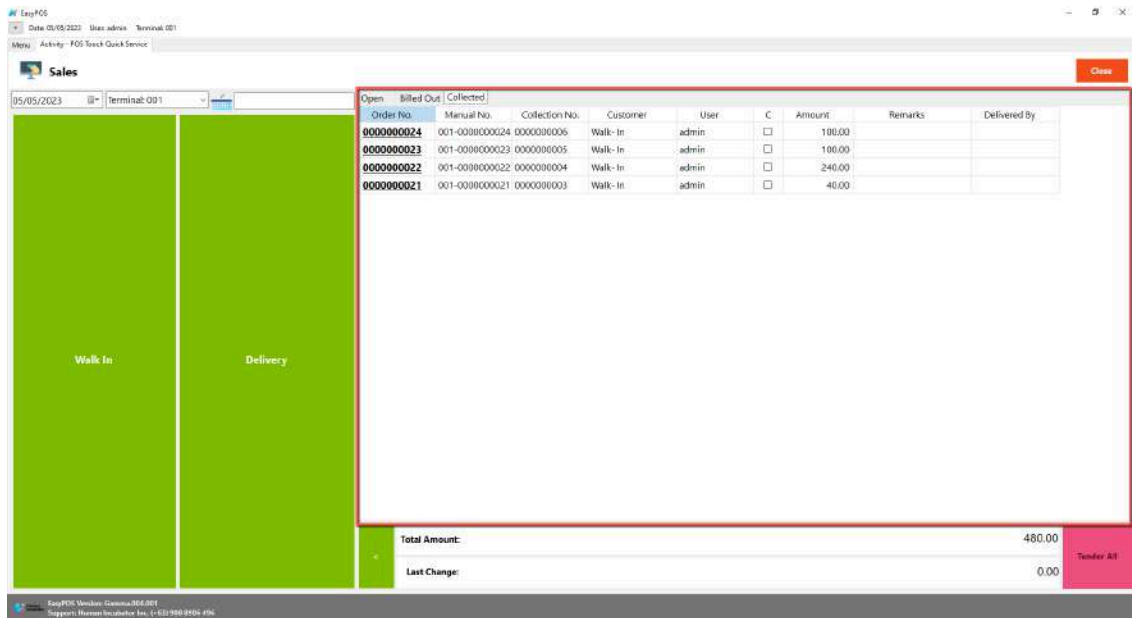


Open	Billed Out	Collected	Order No.	Manual No.	Customer	User	Amount	Remarks
			000000026	001-000000026	Walk - In	admin	0.00	
			000000025	001-000000025	Walk - In	admin	0.00	

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



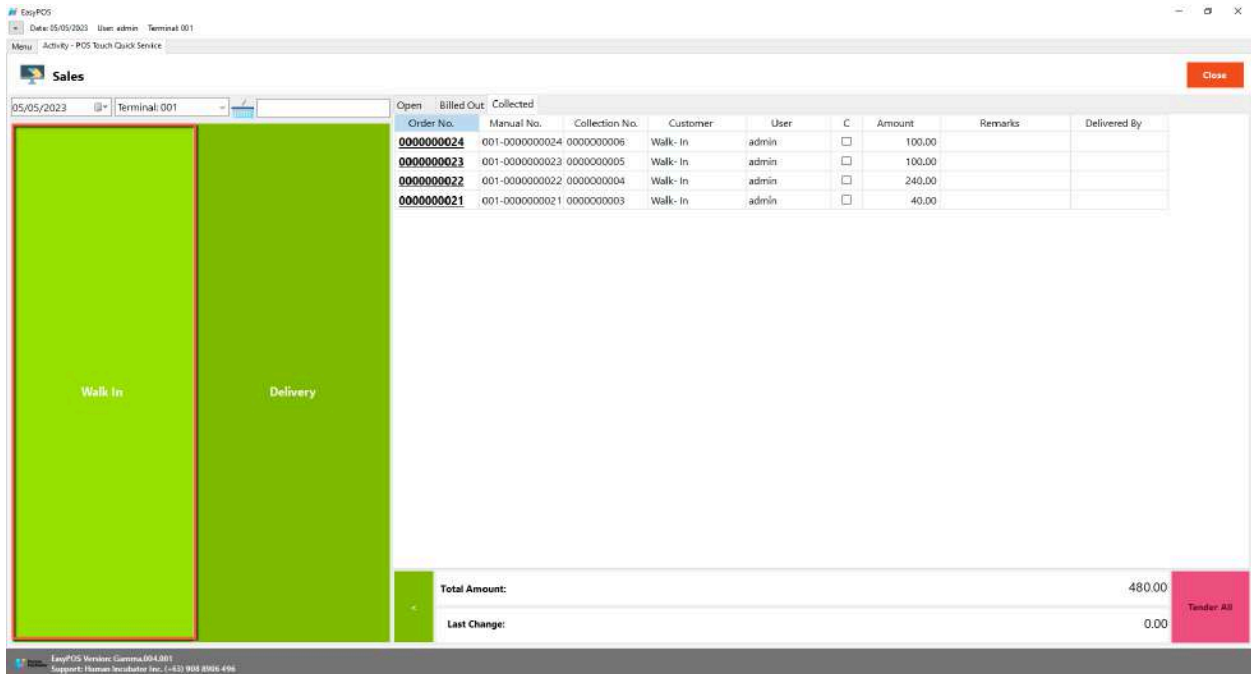
- Collected → display list of sales that are already tendered.



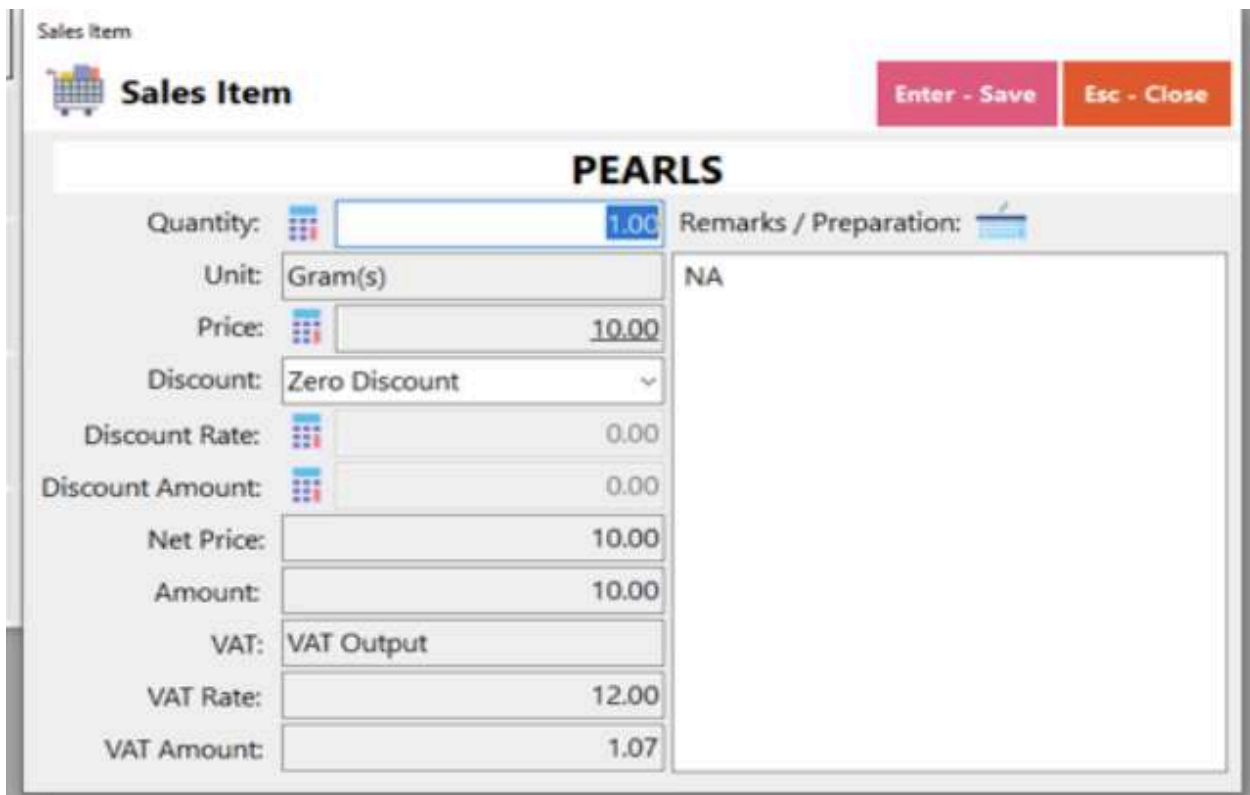
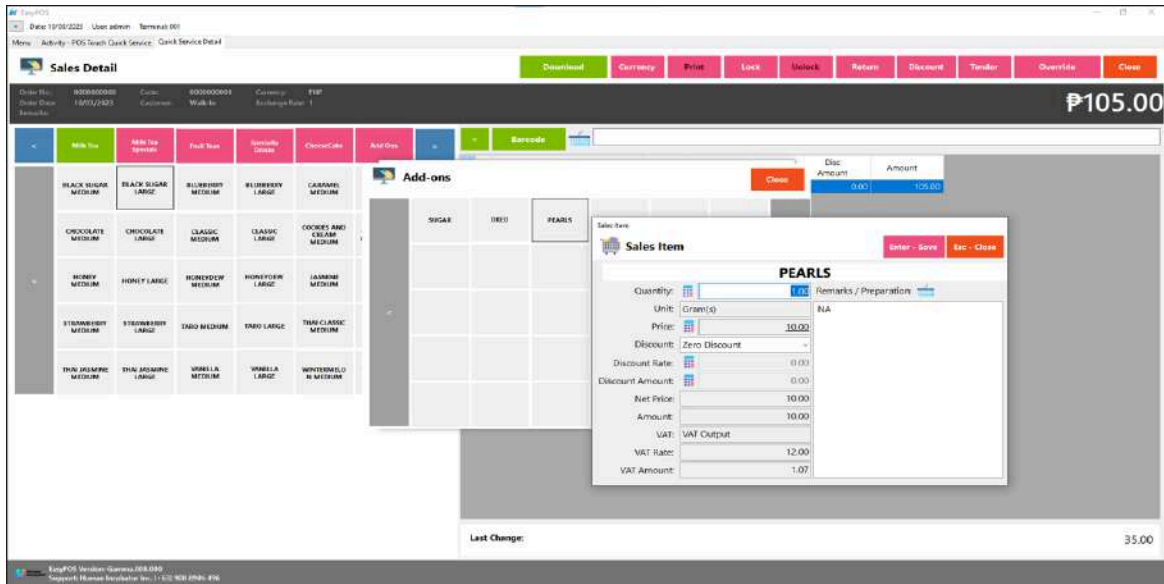
Order No.	Manual No.	Collection No.	Customer	User	C	Amount	Remarks	Delivered By
000000024	001-000000024	000000006	Walk-In	admin	<input type="checkbox"/>	100.00		
000000023	001-000000023	000000005	Walk-In	admin	<input type="checkbox"/>	100.00		
000000022	001-000000022	000000004	Walk-In	admin	<input type="checkbox"/>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

## POS Touch Sales Detail

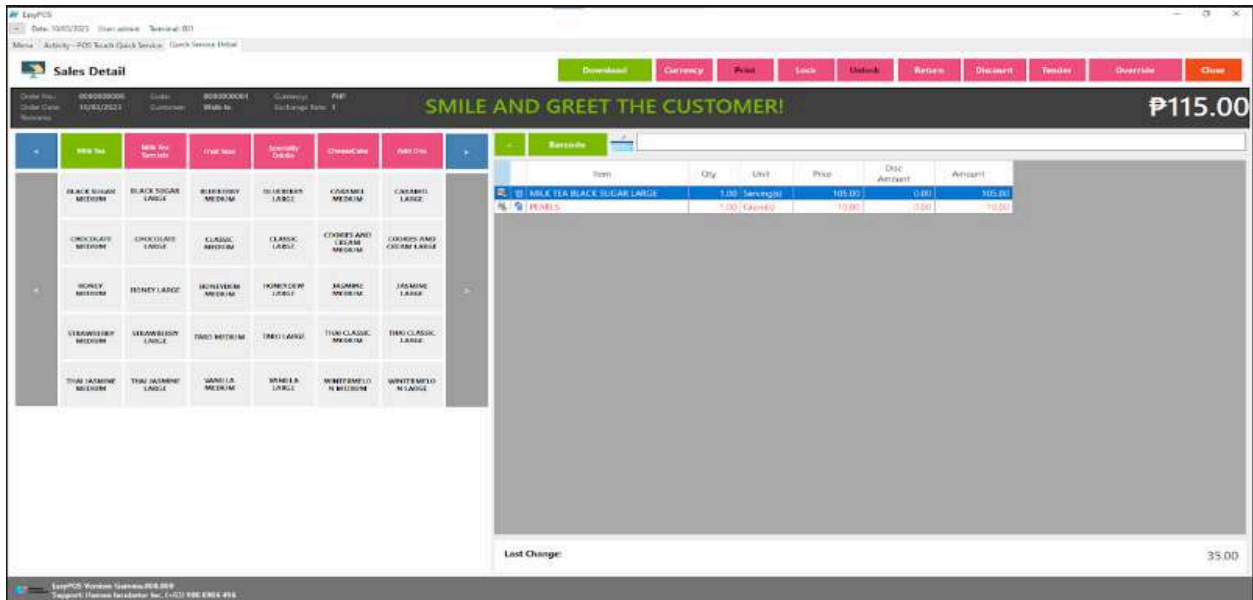
- There are 2 ways on how to navigate the sales detail:
  - a. Walk-In button
    - Click the green button with the Walk In label.



- You will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount.
- If the Item has Item Add-ons, a form will pop-up for the item add-ons



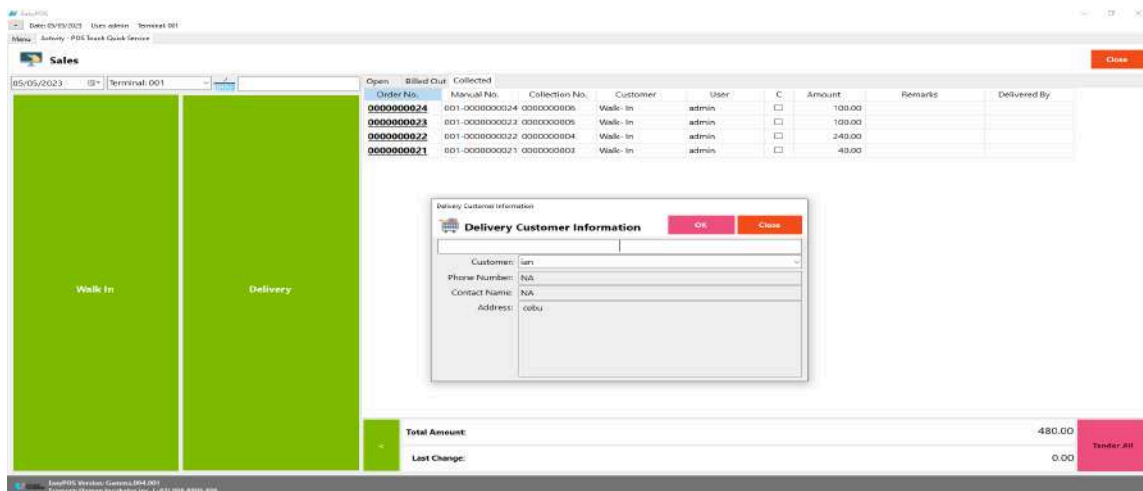
- To save, hit the Enter button from your keyboard or click the Save button.



Item	Qty	Unit	Price	Disc Amount	Amount
MILK TEA BLACK SUGAR LARGE	1.00	Serving(s)	105.00	0.00	105.00
PEARLS	1.00	Gram(s)	10.00	0.00	10.00

### b. Delivery button

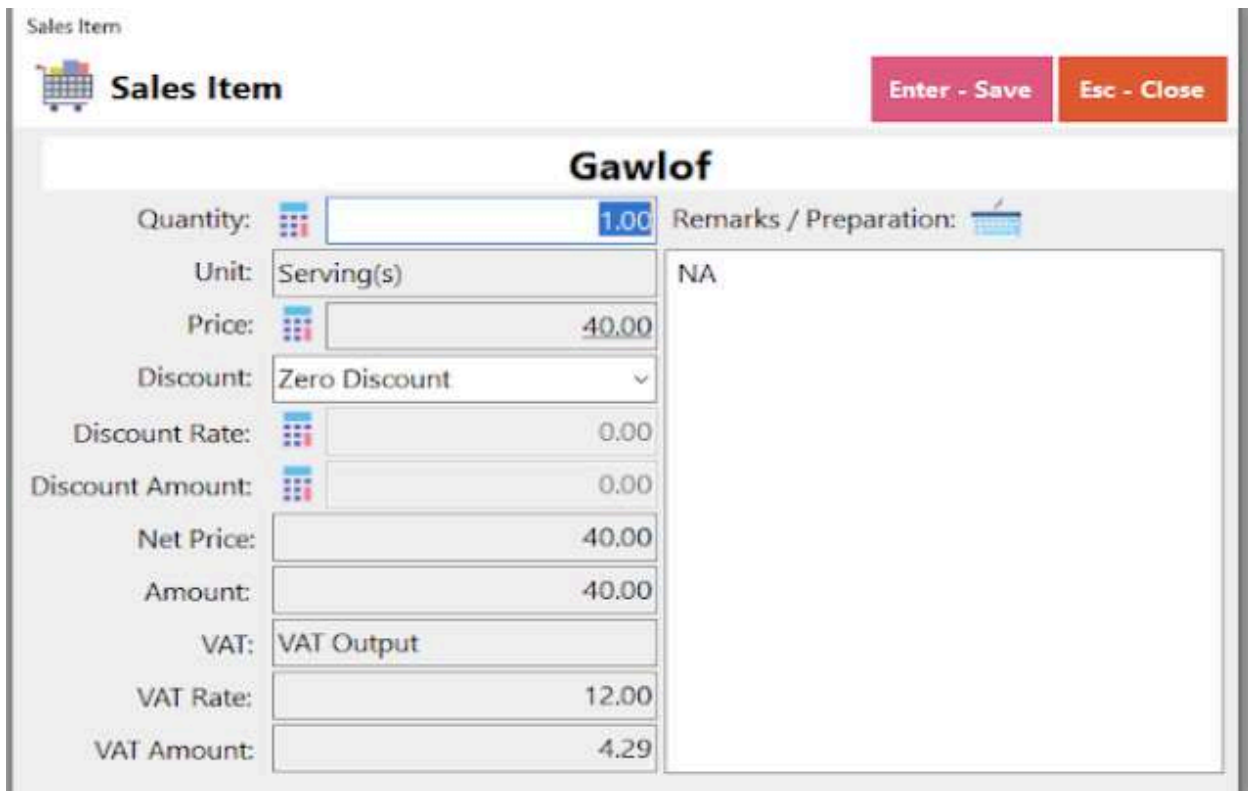
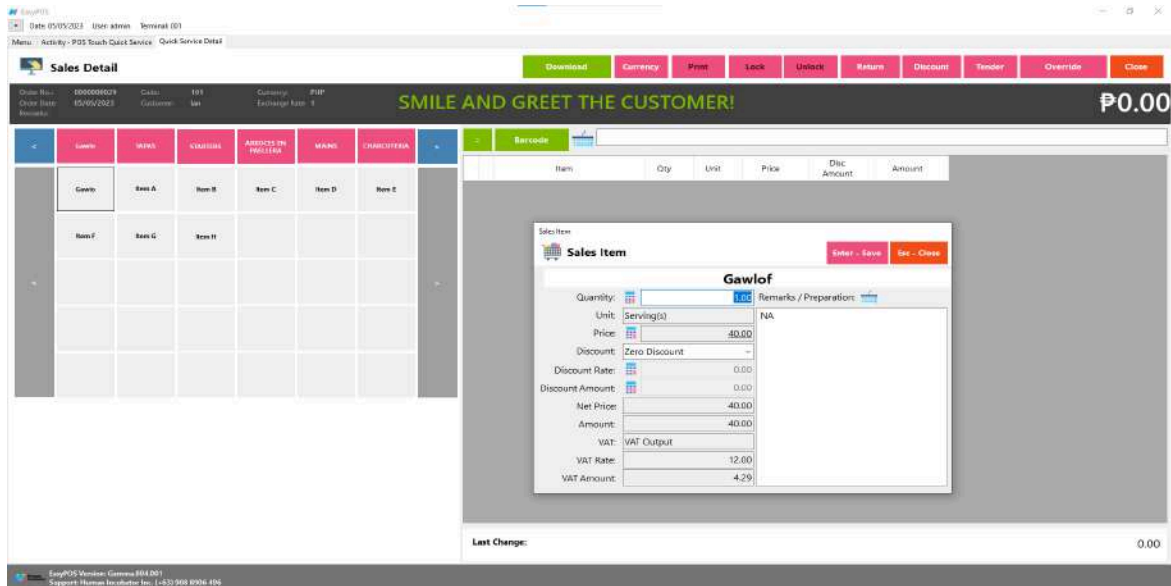
- Click the green button with the Delivery label.
- A Delivery Customer Information will popup, provide the necessary information then click the Ok button.



- 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

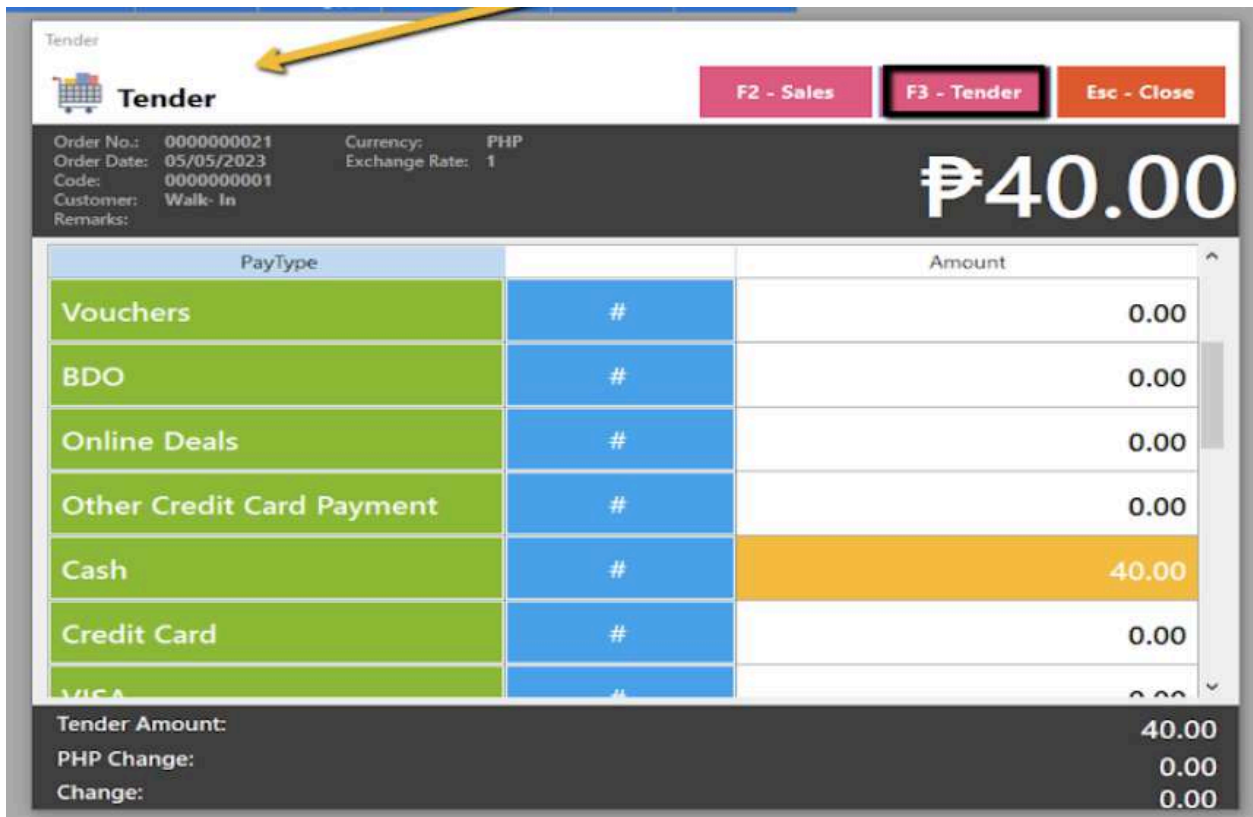
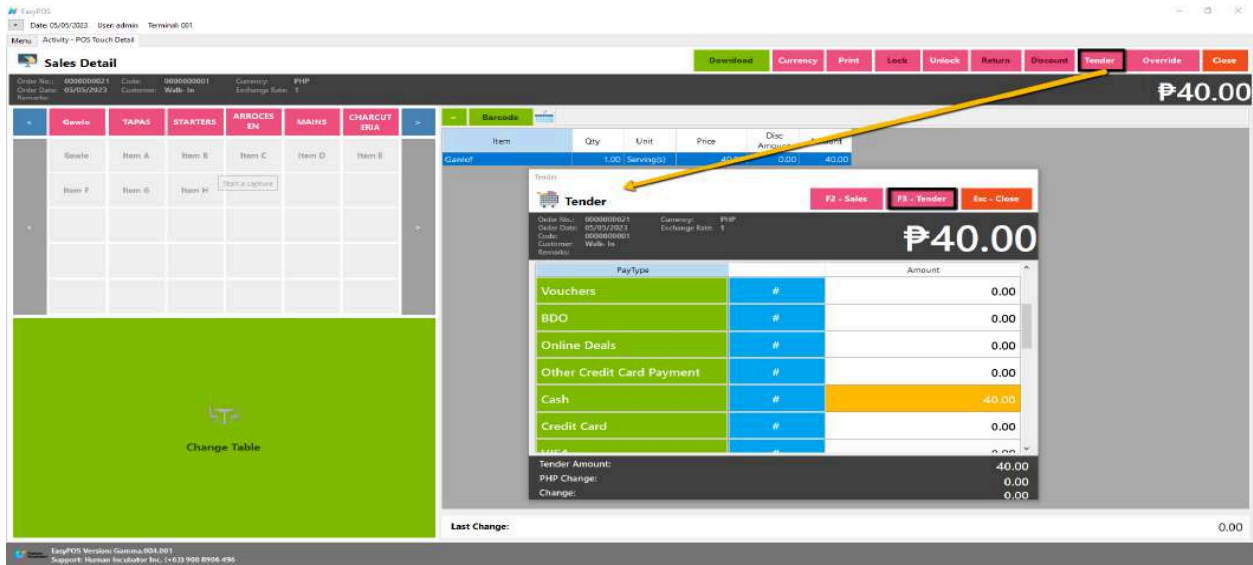


sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount. To save, hit the Enter button from your keyboard or click the Save button.

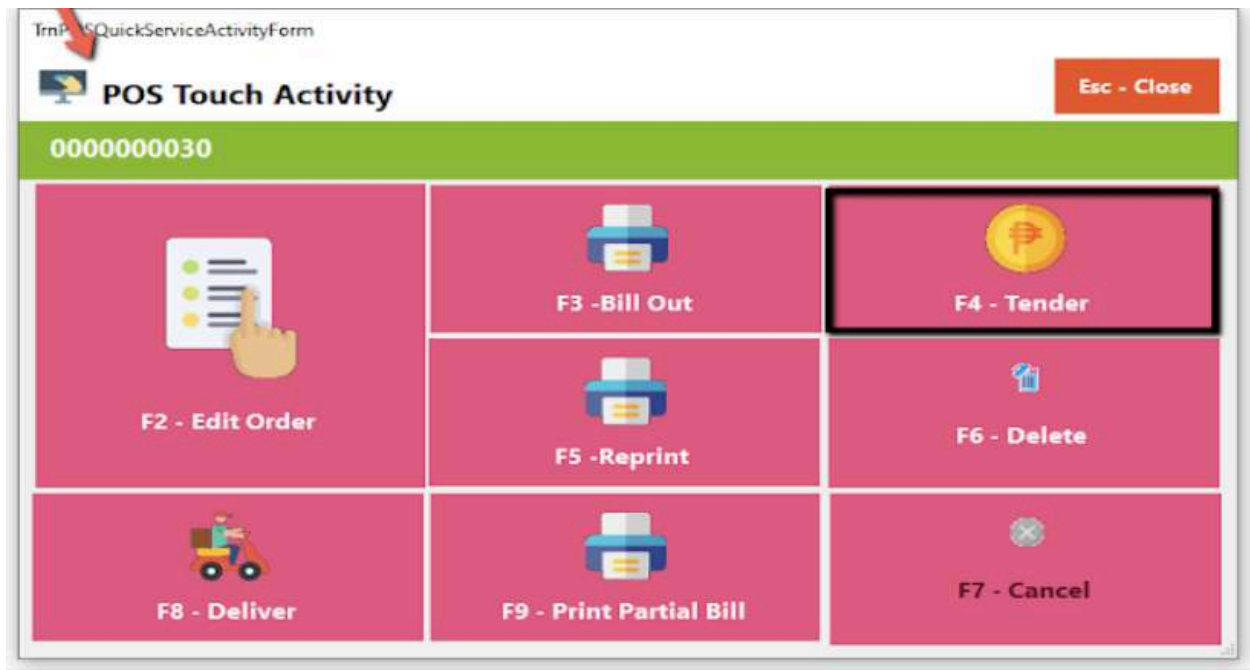
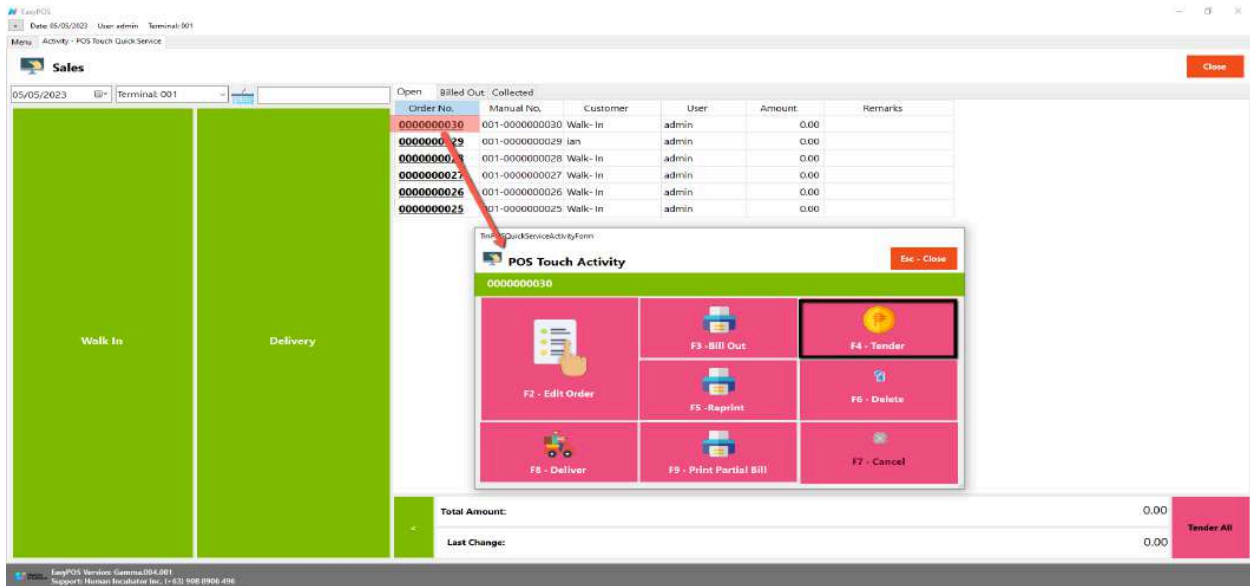


## POS Quick Service - Tender

- A "tender button" in the context of a Point of Sale (POS) system typically refers to a button or option on the POS interface that is used to finalize a transaction and tender the payment. It is the button that the cashier or user presses when the customer is ready to pay for their purchases.
- 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.

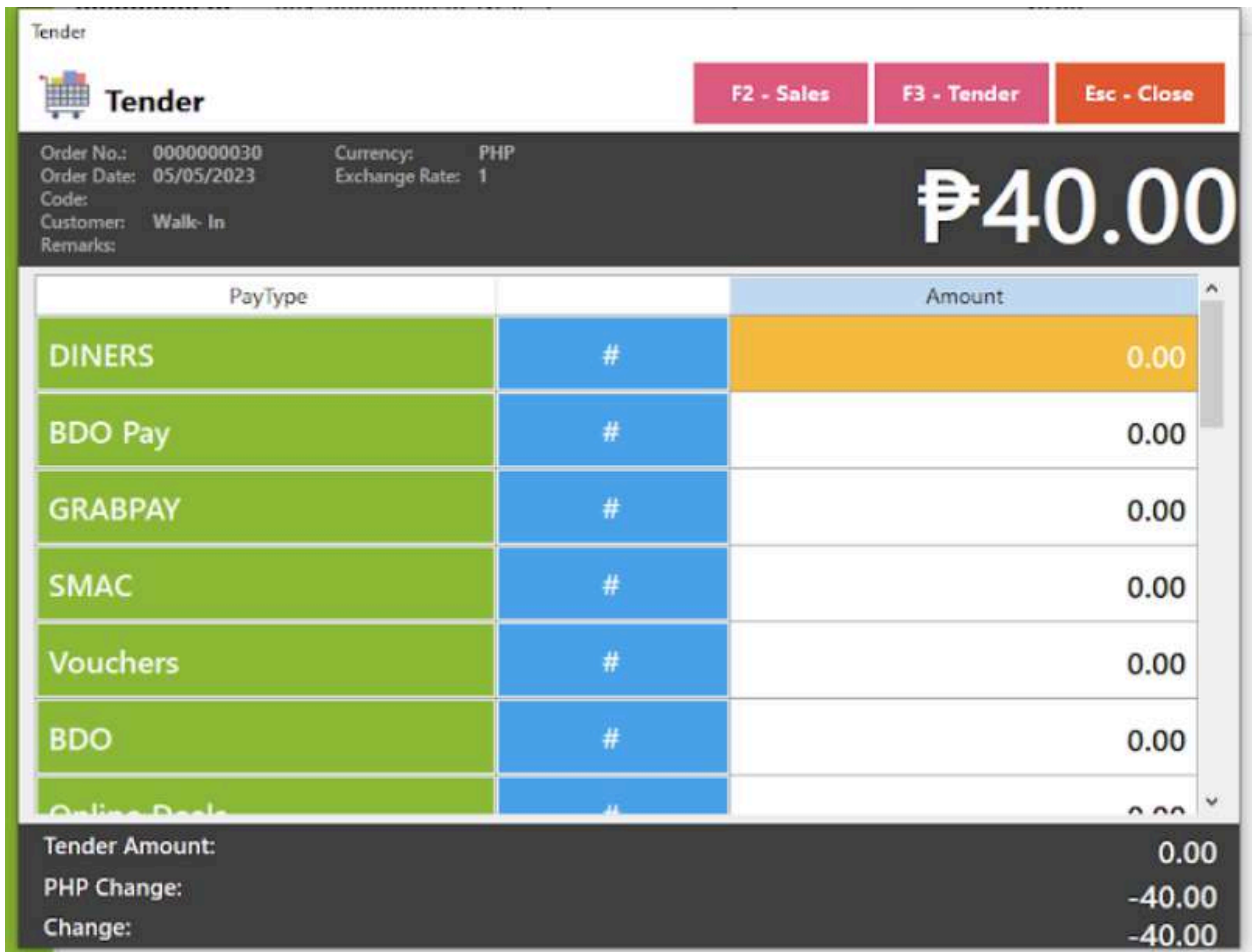
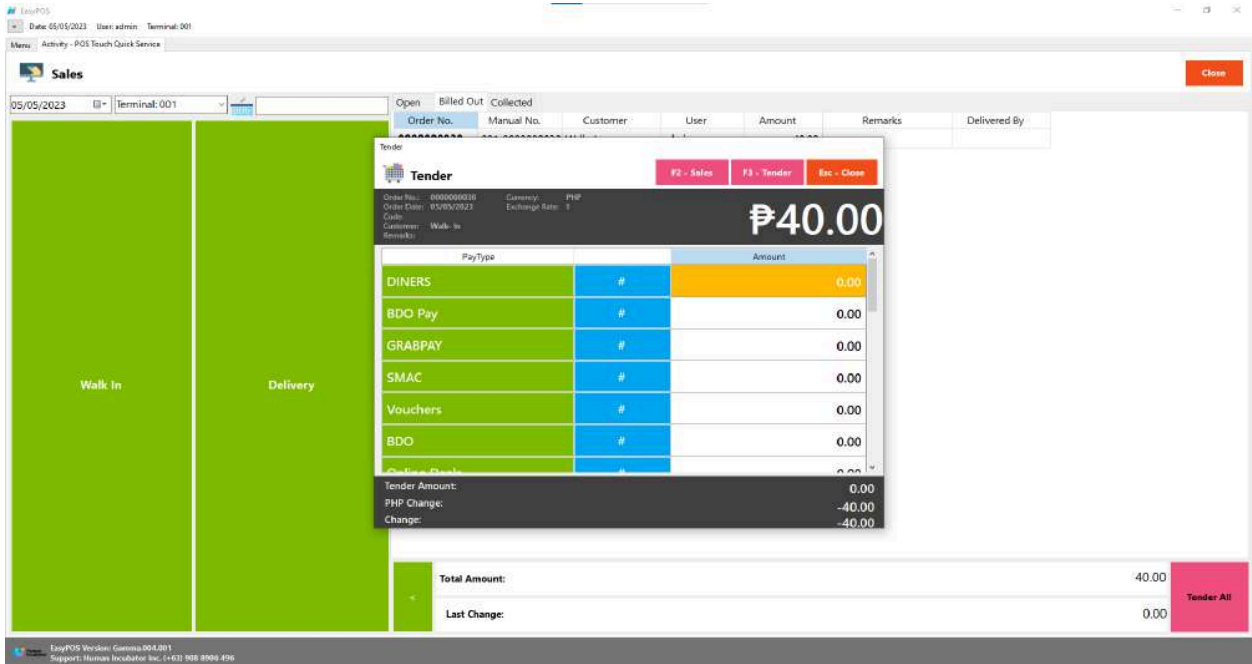


- Via Open and Billed Out tab
  - From the Open or Billed Out tab, select a sales order number that you want to tender.
  - A POS Touch window will display, then select Tender or simply press F4.



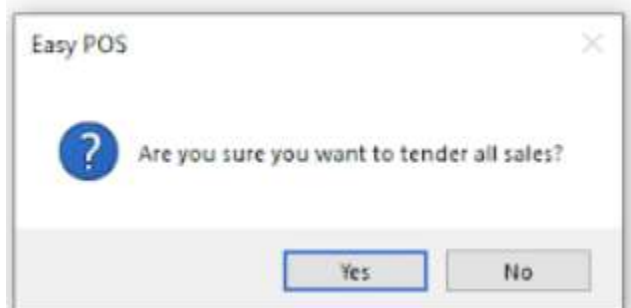
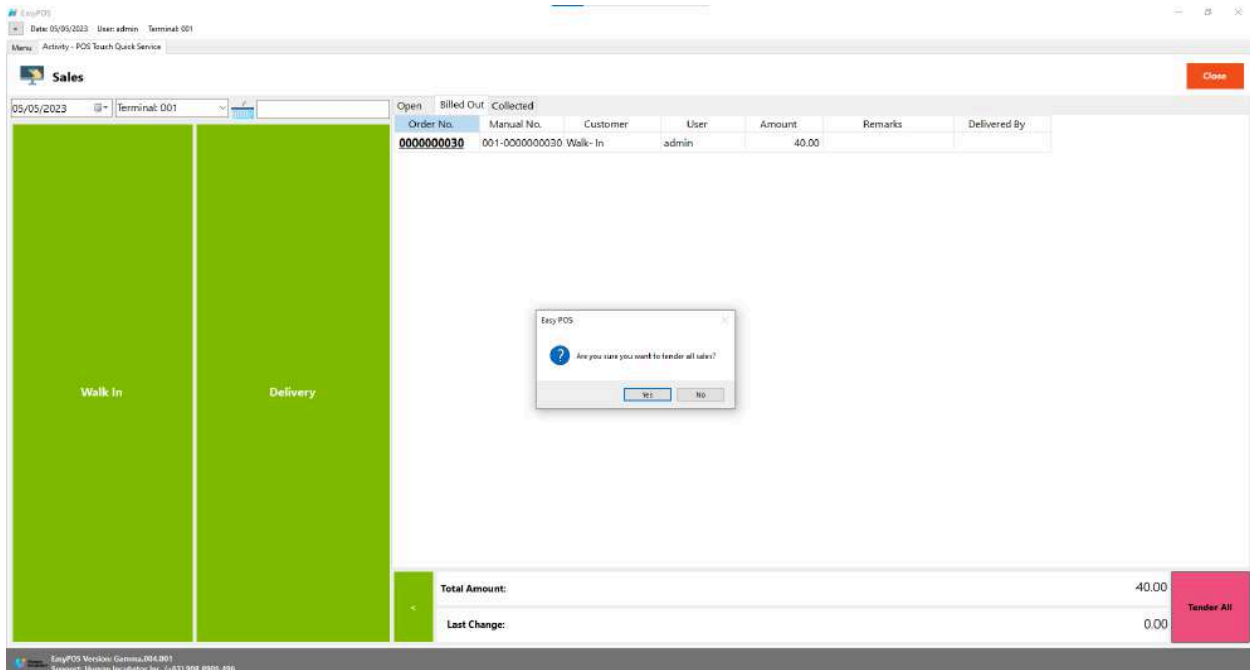
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.

- 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.

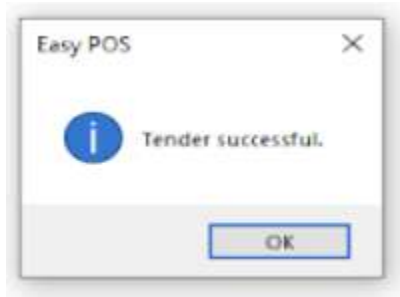
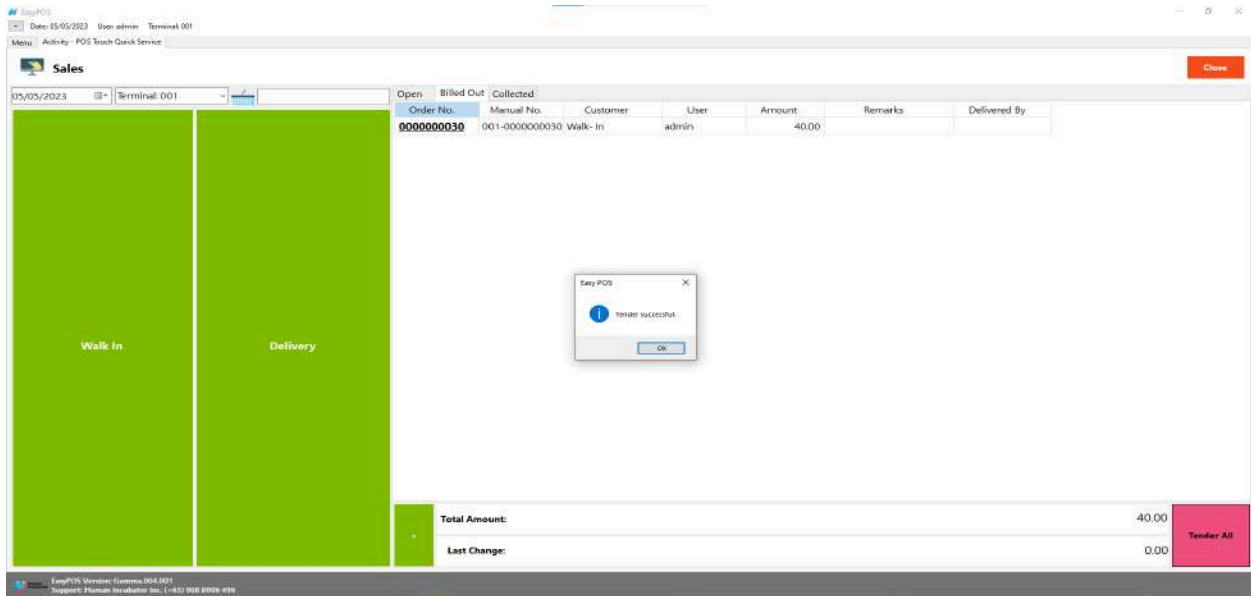


- Via Tender All button

- 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

A "**cancelled sale**" refers to a transaction that was initiated but, for some reason, did not reach completion and was subsequently voided or canceled before finalization. This can happen for various reasons, and the POS system needs to be able to handle and record these events accurately.

Here are some common scenarios in which a sale might be canceled in a POS system:

→ **Customer Change of Mind:**



A customer may decide to cancel a purchase after items have been scanned but before the transaction is completed.

→ **Item Unavailability:**

If an item scanned during a transaction is found to be out of stock or unavailable, the sale may be canceled.

→ **Payment Issues:**

Problems with payment processing, such as declined credit cards or issues with the payment terminal, can lead to canceled sales.

→ **Pricing Errors:**

If there are pricing discrepancies or errors in the transaction, a sale may be canceled and corrected.

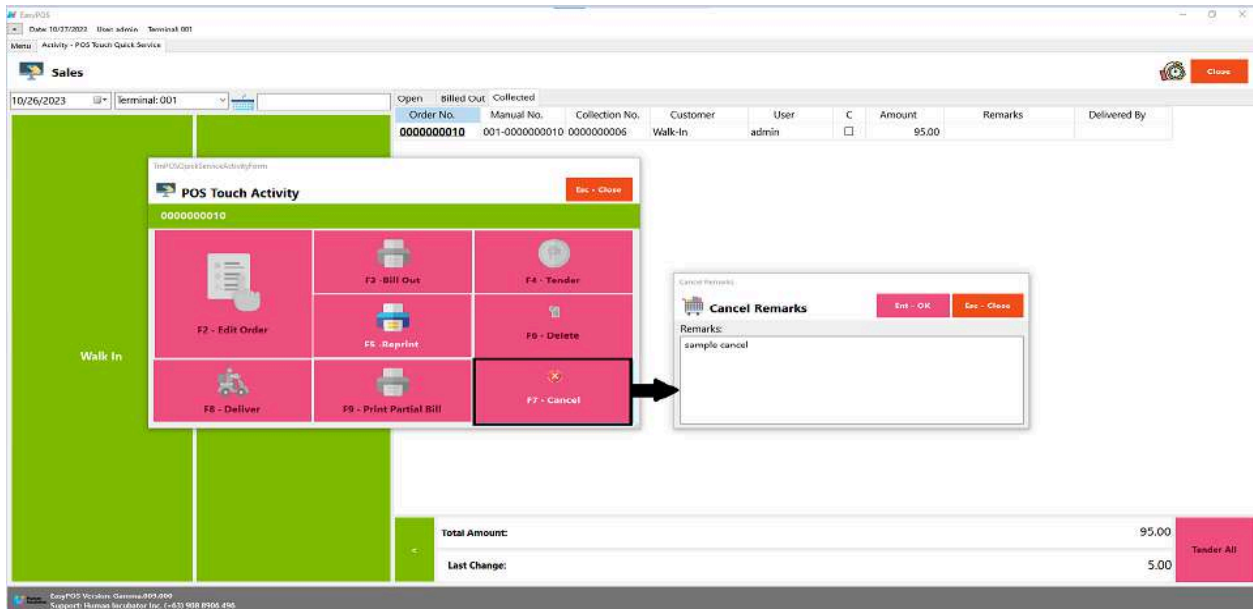
→ **Employee Errors:**

Mistakes made by the cashier or other staff during the transaction process may lead to a sale being canceled and reattempted.

- When a sale is canceled in a POS system, the system typically performs the following actions:

→ **Void Transaction:** The POS system voids the transaction, ensuring that it doesn't affect inventory levels or financial records.

- **Return of Items to Inventory:** If items were scanned or removed from inventory during the canceled sale, the POS system should return those items to stock.
  
- **Cancellation of Payment Authorization:** If payment was initiated but the sale was canceled, the POS system should cancel any authorization or hold on funds.
  
- **Recordkeeping:** The canceled sale is often recorded in the system for auditing purposes, maintaining a record of the attempted transaction and its cancellation.
  - 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 MN: 000000000000 PTU: Date Issued: 11/18/2022 <b>OFFICIAL RECEIPT</b> OR #: 0000000006 10-27-2023 16:21:00 <b>CANCELLED</b>	
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	<b>95.00</b>
Total No. of Item(s)	1.00
Cash	100.00
Change	<b>5.00</b>
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	

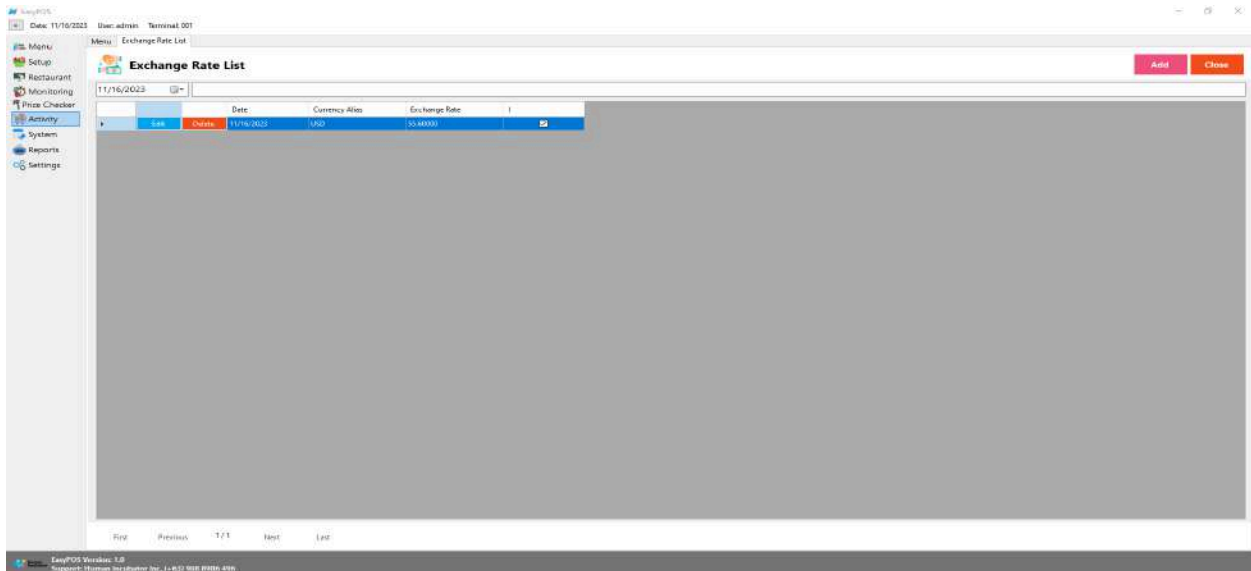
## Exchange Rate

### Overview

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

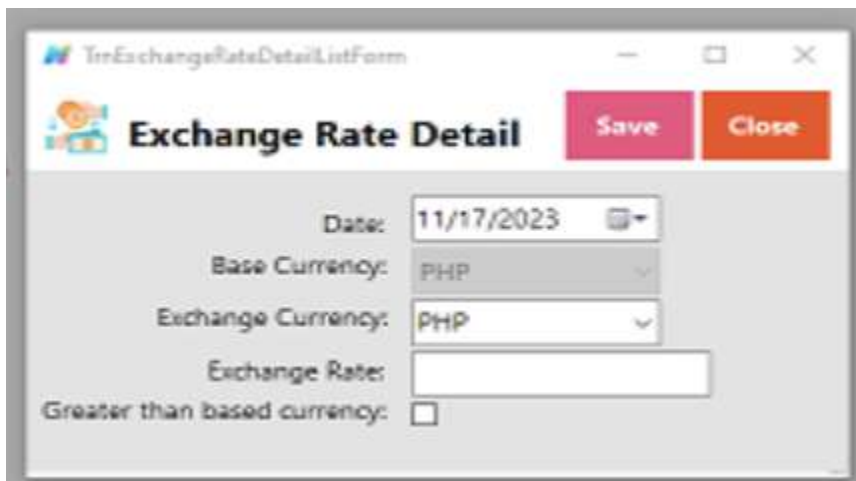
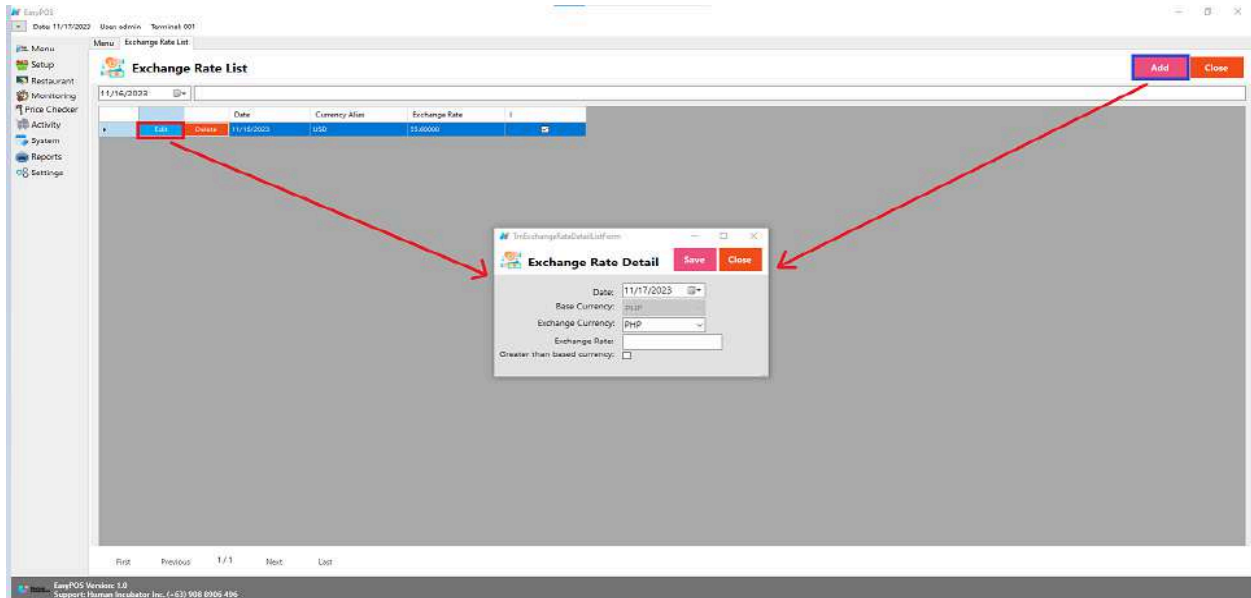
### Exchange Rate List

- 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.	SN: 000000000000 MIN: 000000000000 PTU. Date issued: 11/18/2022	<b>OFFICIAL RECEIPT</b> OR #: 0000000001 11-29-2023 16:01:04	<b>Dine-in</b>
Date issued: 11/18/2022 <b>BILL OUT</b> Bill #001-0000000001			
<b>Table No.:01</b>			
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 No. of Item(s)	2.00
		Cash	200.00
		Change	0.00
		VAT ANALYSIS	
		VAT Sales	178.57

## Takeout : Sales number

CASHIER ORDER SLIP		MIN: 0000000000		Walk-in	
OS#: 001-0000000002		PTU:			
2023-11-29 04:01:29 PM		Date Issued: 11/18/2022			
		<b>OFFICIAL RECEIPT</b>			
		OR #: 0000000002			
		11-29-2023			
		16:01:50			
<b>Order Type: Walk-in</b>		ITEM		AMOUNT	
ITEM	QUANTITY	CHEESECAKE OREO		130.00	
CHEESECAKE OREO CHE	1.00	CHEESECAKE MEDIUM		1.00 Serving(s) @ 130.00	
CHEESECAKE TARO CHE	1.00	CHEESECAKE TARO		145.00	
		CHEESECAKE LARGE		1.00 Serving(s) @ 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:		_____	
		Address:		_____	
		TIN:		_____	
		Business Style:		_____	
		Remarks:		_____	
		OS#: 001-0000000002		_____	
		Other Information:		_____	
		Cash		_____	
		POS Vendor: Easy Cloud Systems Inc.		_____	
		Address: Unit 1023 City Soho Bldg. B.		_____	
		Business St. Quezon City, Philippines		_____	

## Cancelled Transaction

- For Barcode Setup

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

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	<b>135.00</b>
Total No. of Item(s)	1.00

Cash	135.00
Change	<b>0.00</b>

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
Teller	Administrator

#### **KITCHEN 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
Teller	Administrator

# VII: Cash In/Out

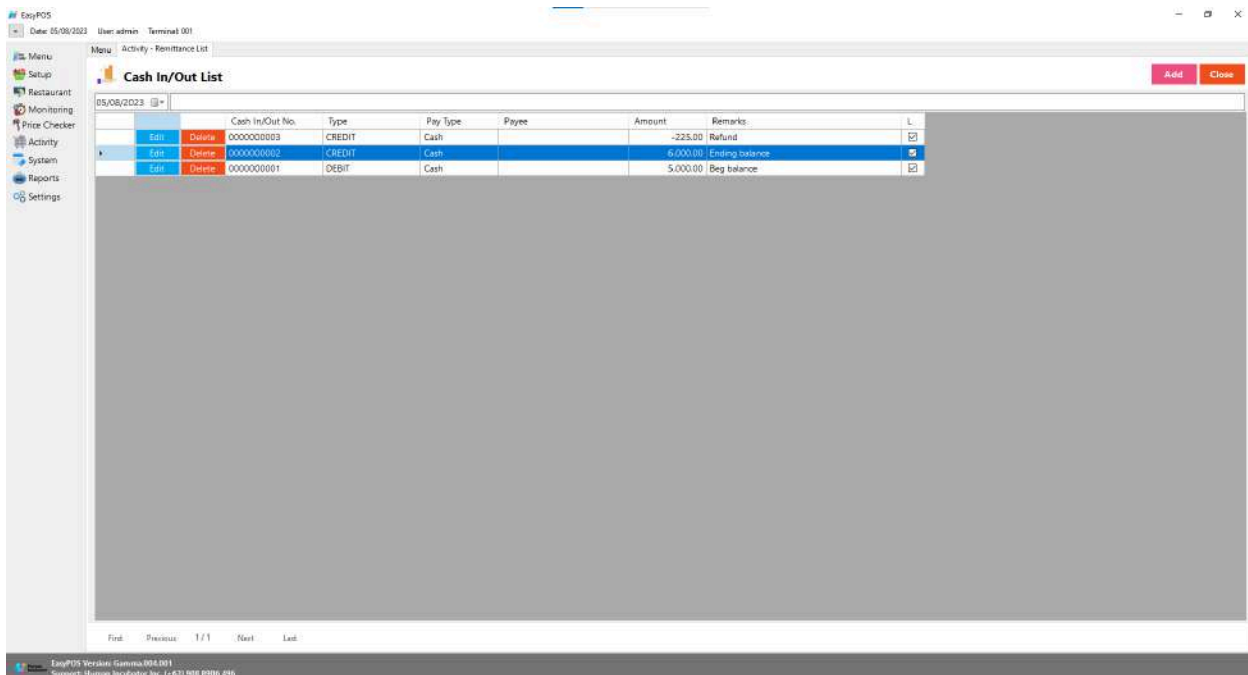
## Cash In/Out Page

### 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.



## Cash In/Out Detail

Date: 05/08/2023 User: admin Terminal: 001  
 Menu Activity - Remittance List Activity - Remittance Detail

### Cash In/Out Detail

Cash In/Out Number: 0000000001  
 Terminal: 001  
 Cash In/Out Date: 05/08/2023

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

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:

Amount Denomination:

0	x P 1,000	0	x P 5
0	x P 500	0	x P 1
0	x P 200	0	x C 25
0	x P 100	0	x C 10
0	x P 50	0	x C 5
0	x P 20	0	x C 1
0	x P 10		

Return information for refund purposes  
 Is Refund:   
 Order Return No.:

- **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

(This module is for Paid User Only)

## Stock In

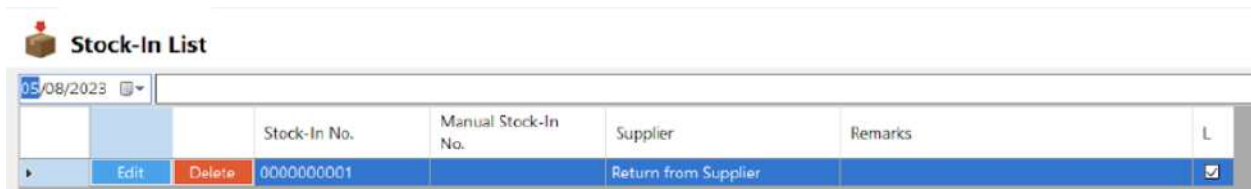
### Overview

- 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.



Stock-In List					
05/08/2023					
	Stock-In No.	Manual Stock-In No.	Supplier	Remarks	L
▶	000000001		Return from Supplier		<input checked="" type="checkbox"/>

## Stock In Detail

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

**Stock-In Detail** Lock Unlock Print Close

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

Barcode	Item Description	Unit	Quantity	Cost	Amount	Epiry	Lot No.	Price
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Import Export Export All Items Search Item

First Previous 7/7 Next Last Total Amount:

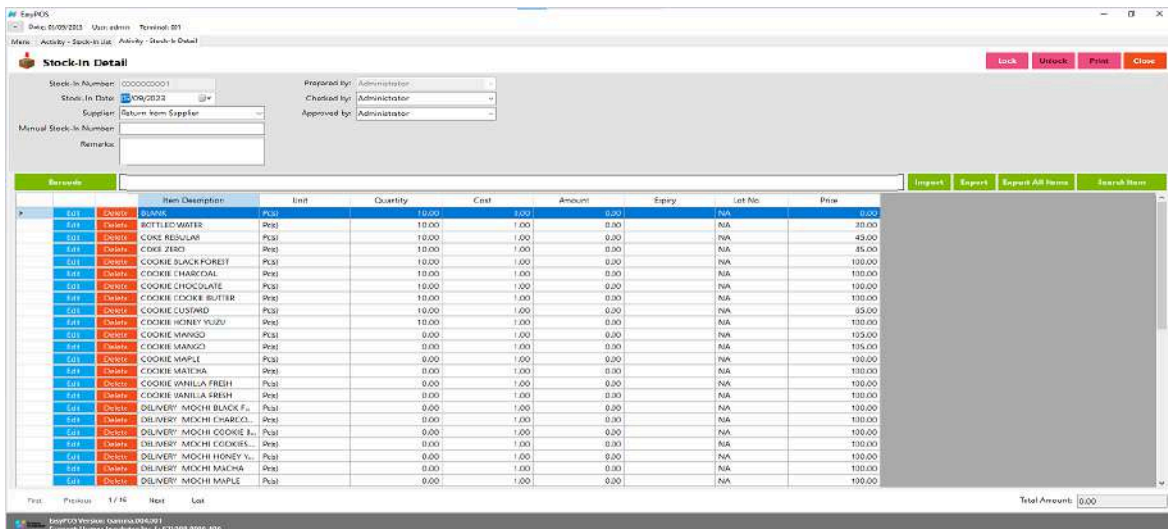
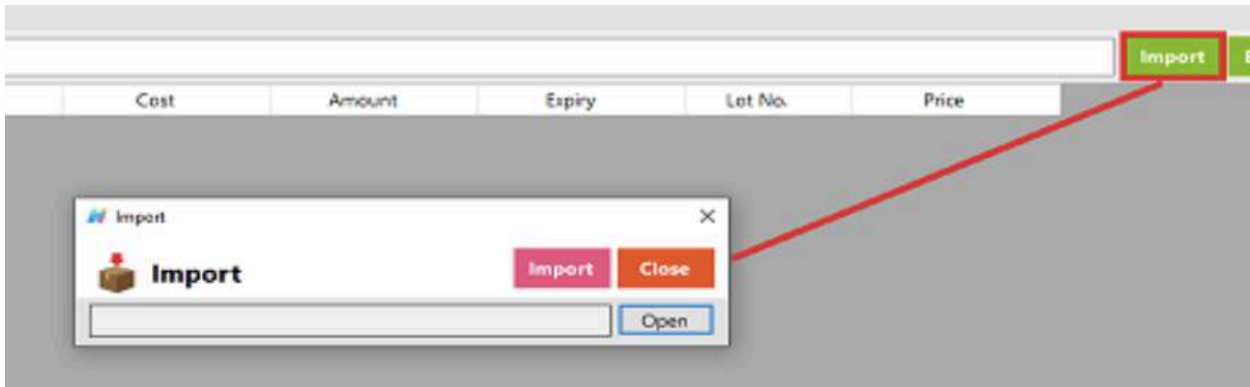
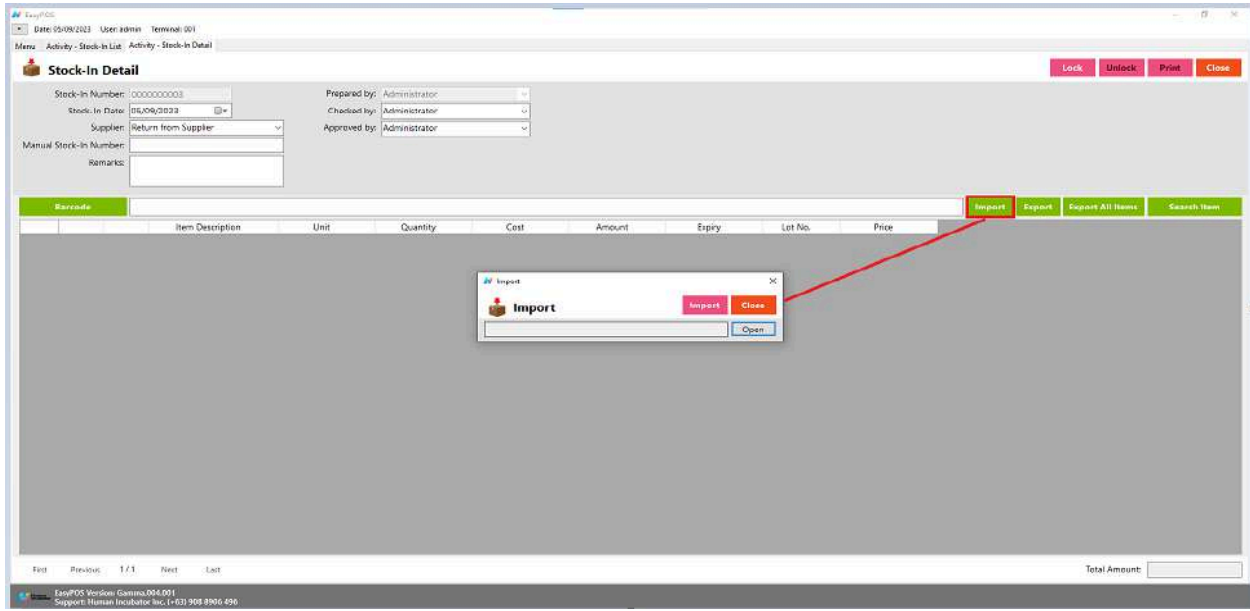
EasyPOS Version: Gemma.004.001  
Support: Hamao Brudatler Inc. (+62) 900 8706 476

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

**Stock-In Detail**

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

- **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

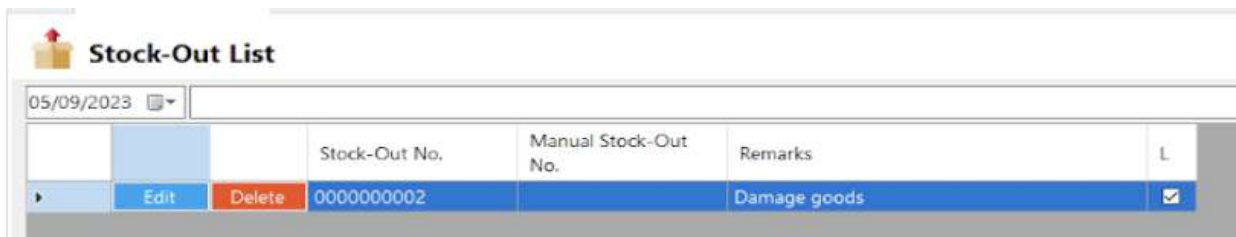
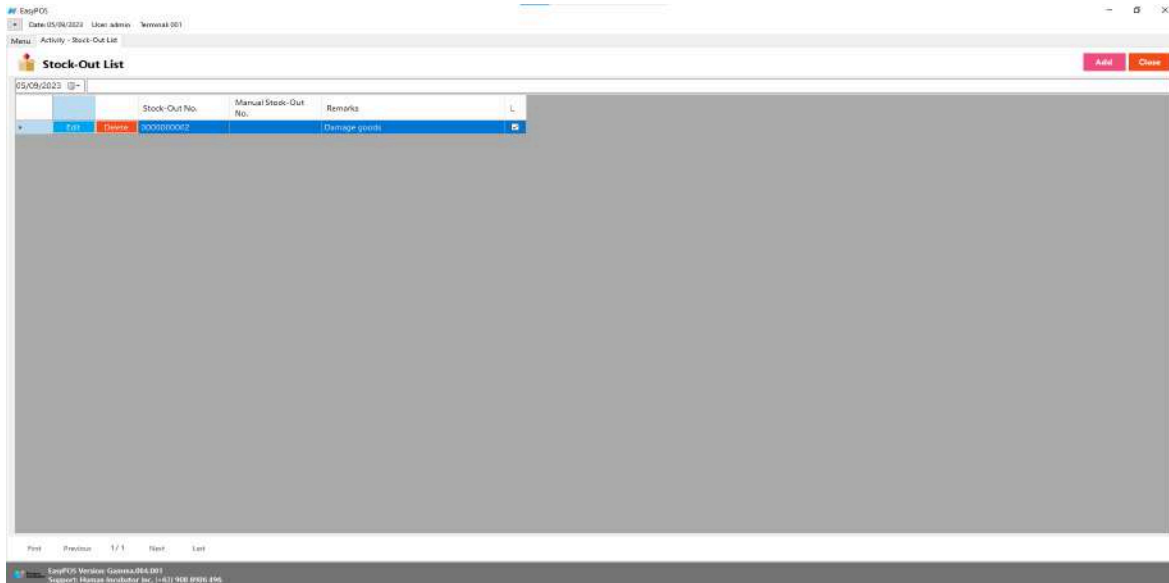
## Overview

- 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

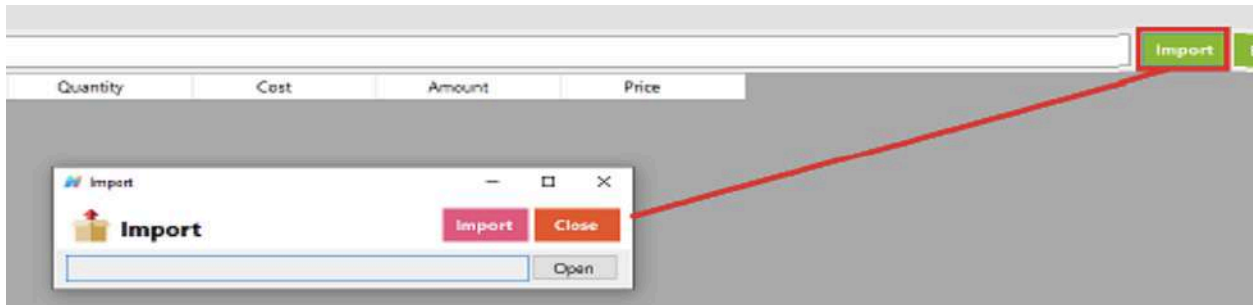
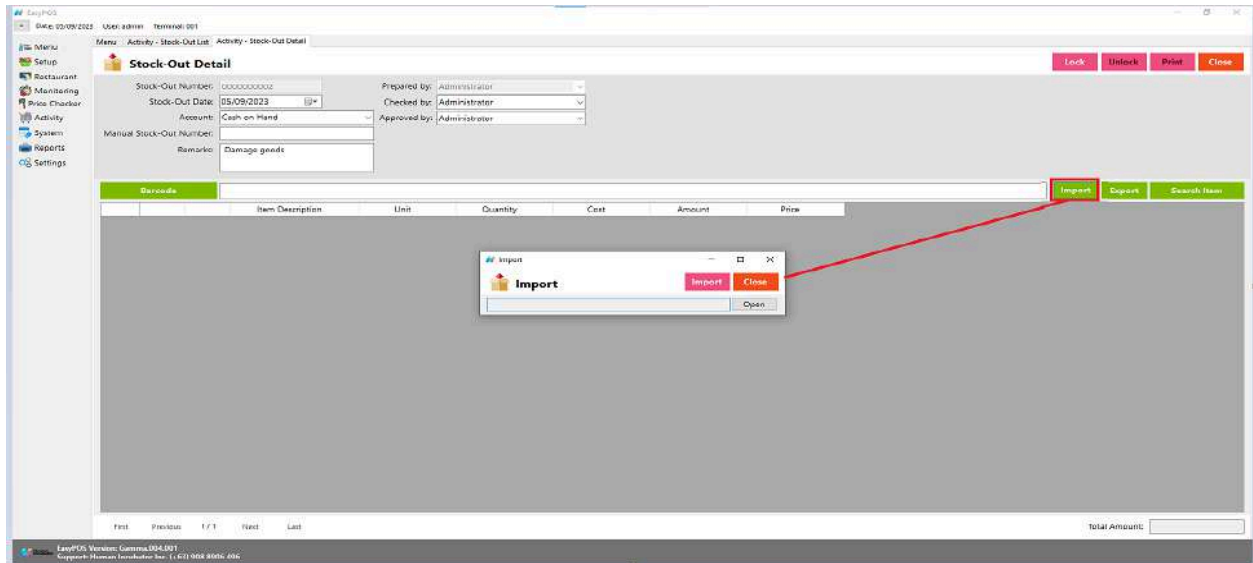
The screenshot shows the 'Stock-Out Detail' form in the EzyPOS system. The form contains the following fields and values:

- Stock-Out Number: 0000000002
- Stock-Out Date: 05/09/2023
- Account: Cash on Hand
- Manual Stock-Out Number: (empty)
- Remarks: Damage goods
- Prepared by: Administrator
- Checked by: Administrator
- Approved by: Administrator

Below the form is a table with the following columns: Item Description, Unit, Quantity, Cost, Amount, Price. The table is currently empty. To the right of the table are buttons for 'Import', 'Export', and 'Search Item'. The interface also includes a menu bar at the top with 'Menu', 'Activity - Stock-Out List', and 'Activity - Stock-Out Detail'. The title bar shows 'EzyPOS' and 'Date: 05/09/2023 User: admin Terminal: 001'.

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





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

## Stock Count

### Overview

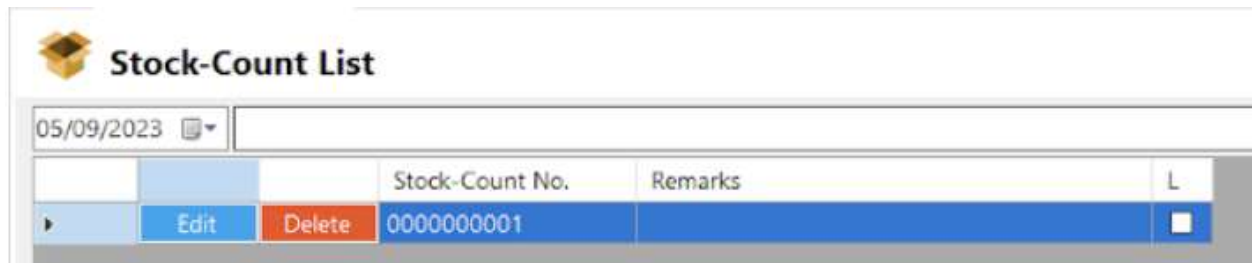
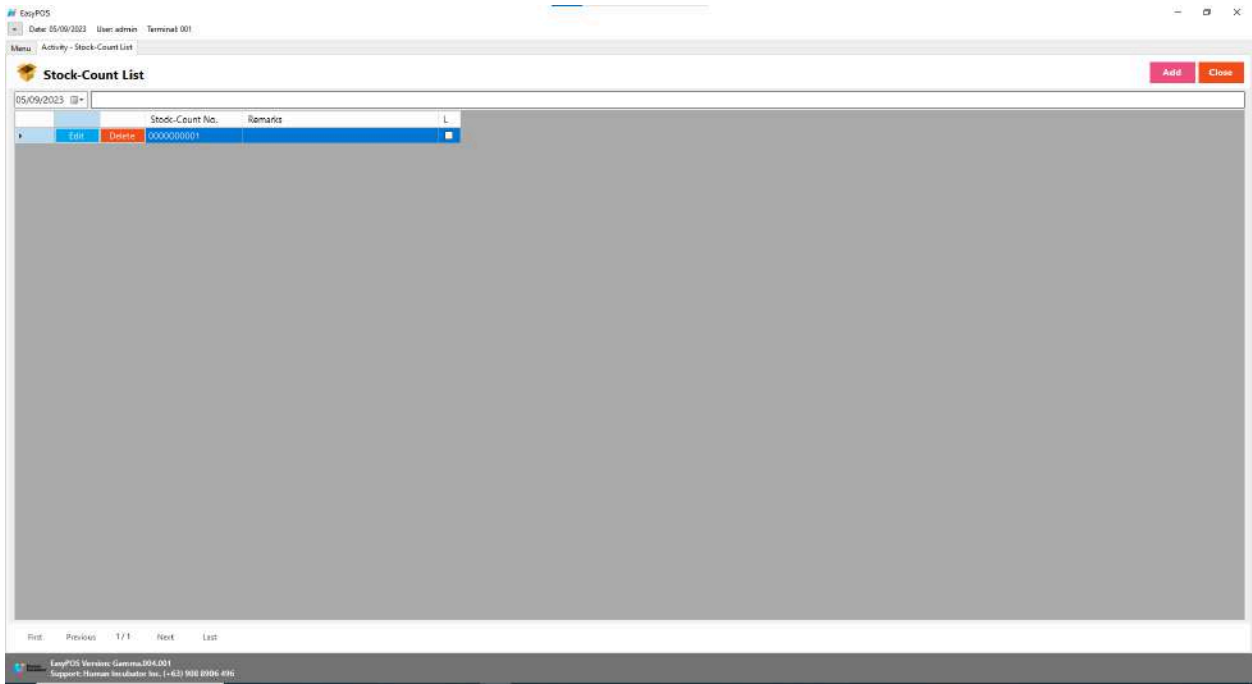
- Stock count is checking the quantity of the stock item. It can identify if there are discrepancies between physical and system inventory.

*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 Detail

Stock-Count Number: 000000001  
Stock-Count Date: 05/09/2023  
Remarks:

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

Post Lock Unlock Print Close

Barcode	Item Description	Unit	Quantity	Variance	Cost	Amount
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Import Export Search Item

First Previous 1/1 Next Last Total Amount:

Stock-Count Detail

Stock-Count Number: 000000001  
Stock-Count Date: 05/09/2023  
Remarks:

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

- **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 Import Export Search Item

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 Sisig	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
Cookies	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

Print: Previous 1 / 1 Next Last Total Amount: 182.00

EasyPOS Version: Gamma.001.001  
 Support: Human Resource Inc. (+63) 980 8906 490

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 Sisig	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
Cookies	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

- 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

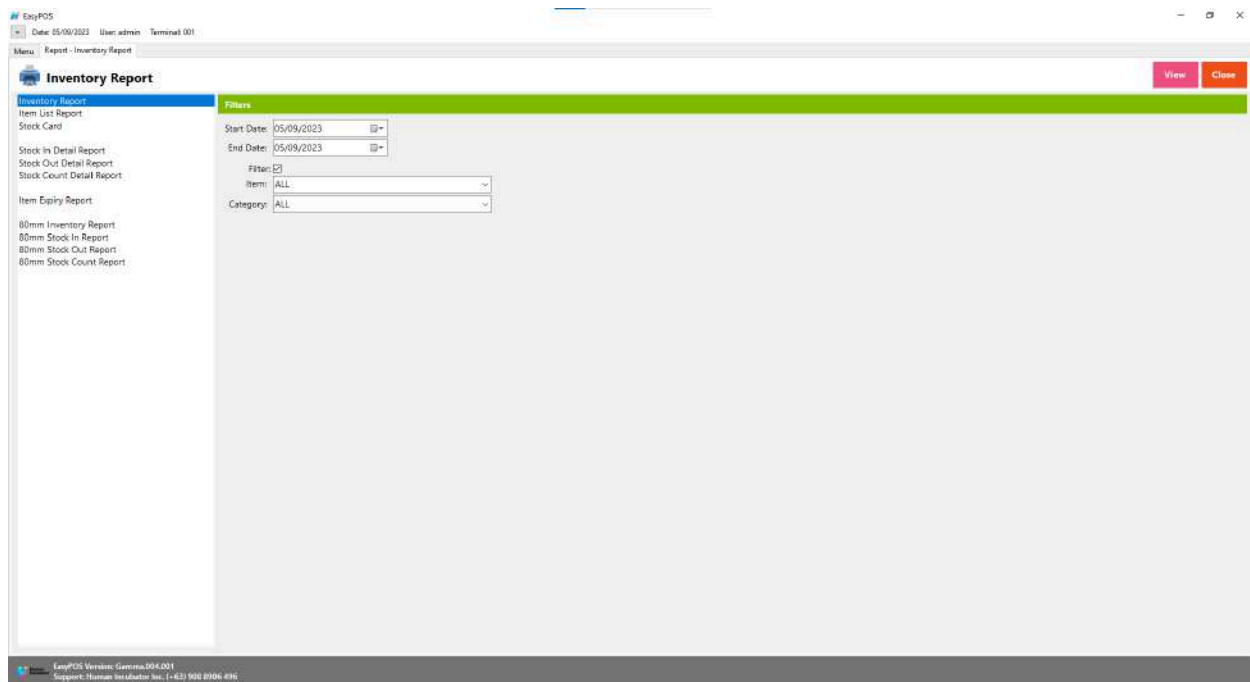
## Inventory Report

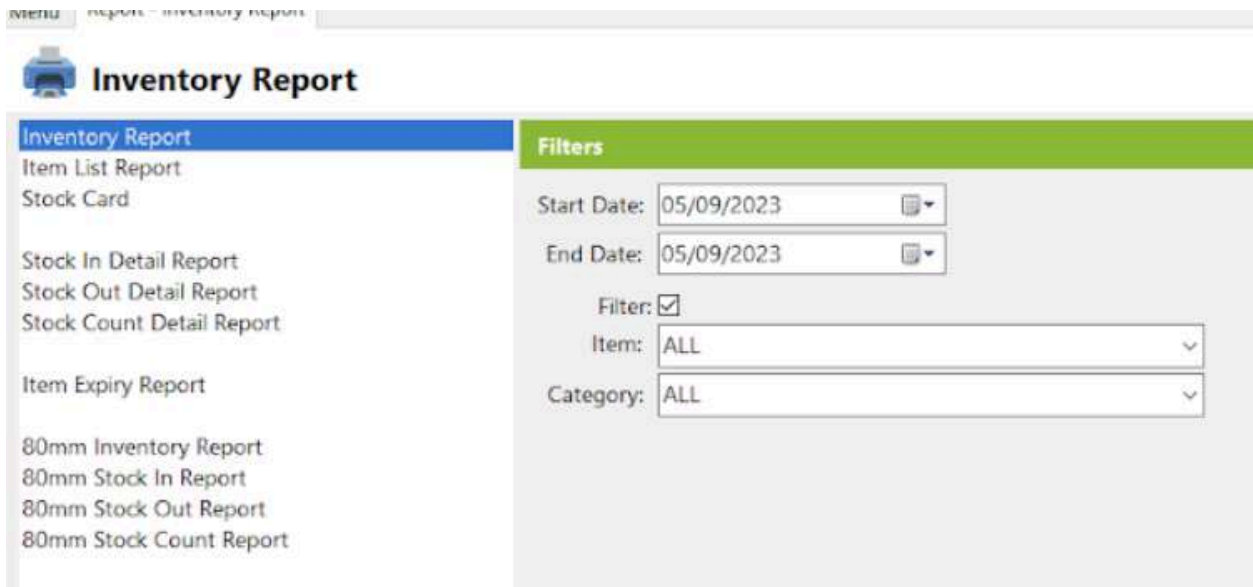
### Overview

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

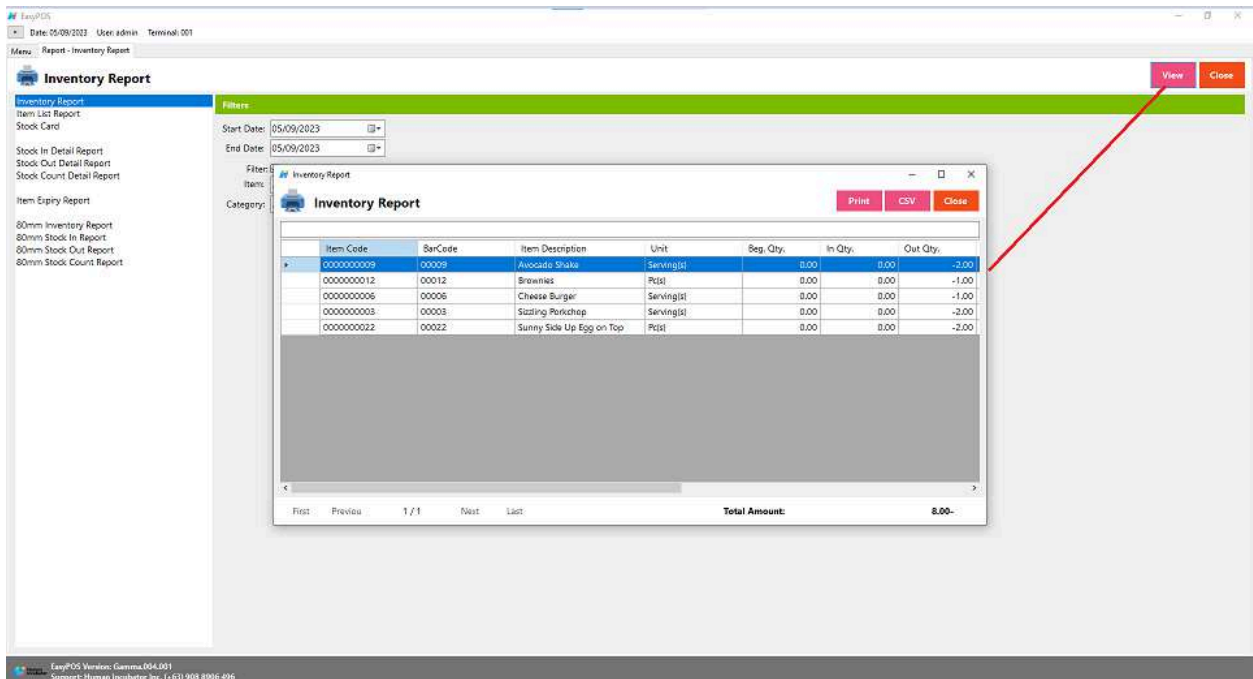
### Inventory Report

- Is a document or summary that provides detailed information about the current state of a business's inventory.





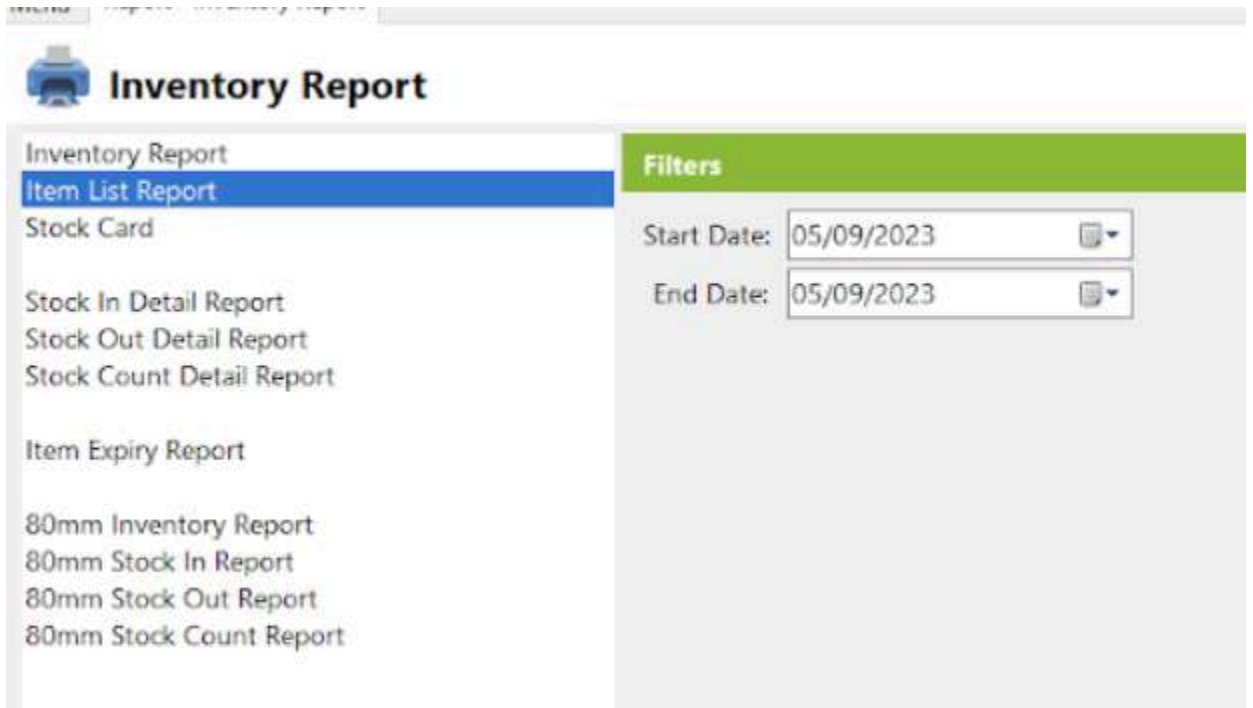
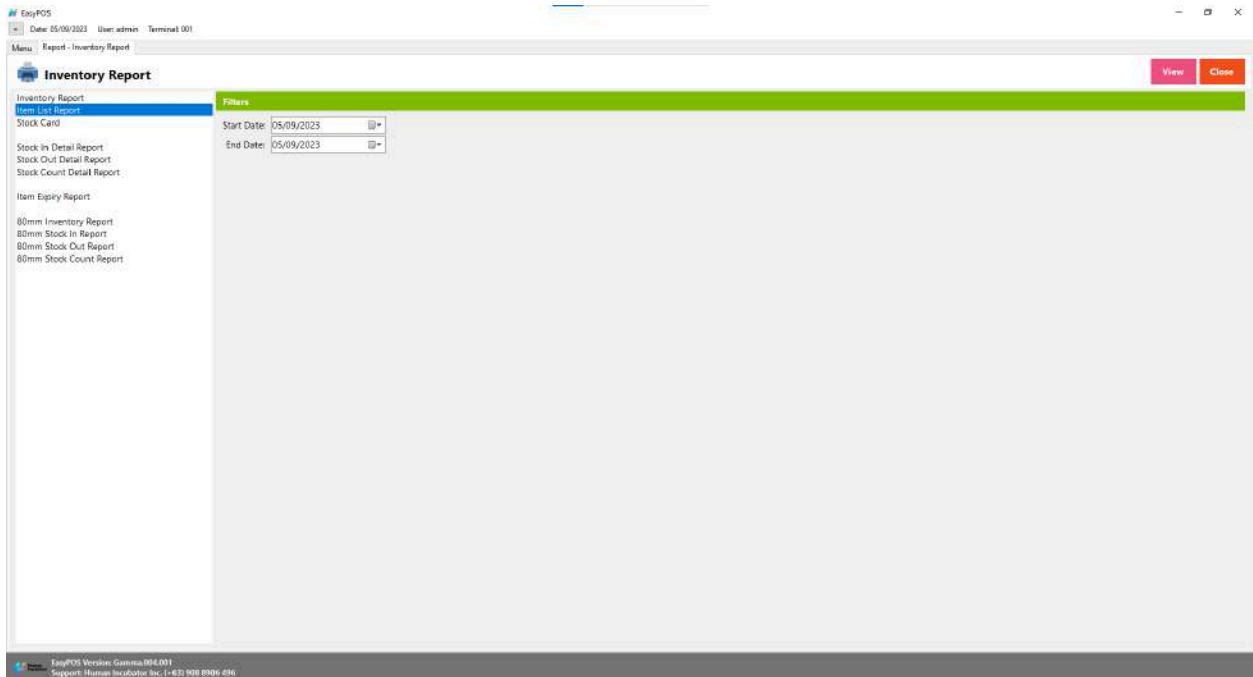
- It can select the start date and end date.
- Check the filter checkbox to display the Item and Category field.
- Click the **view** button to view the report.



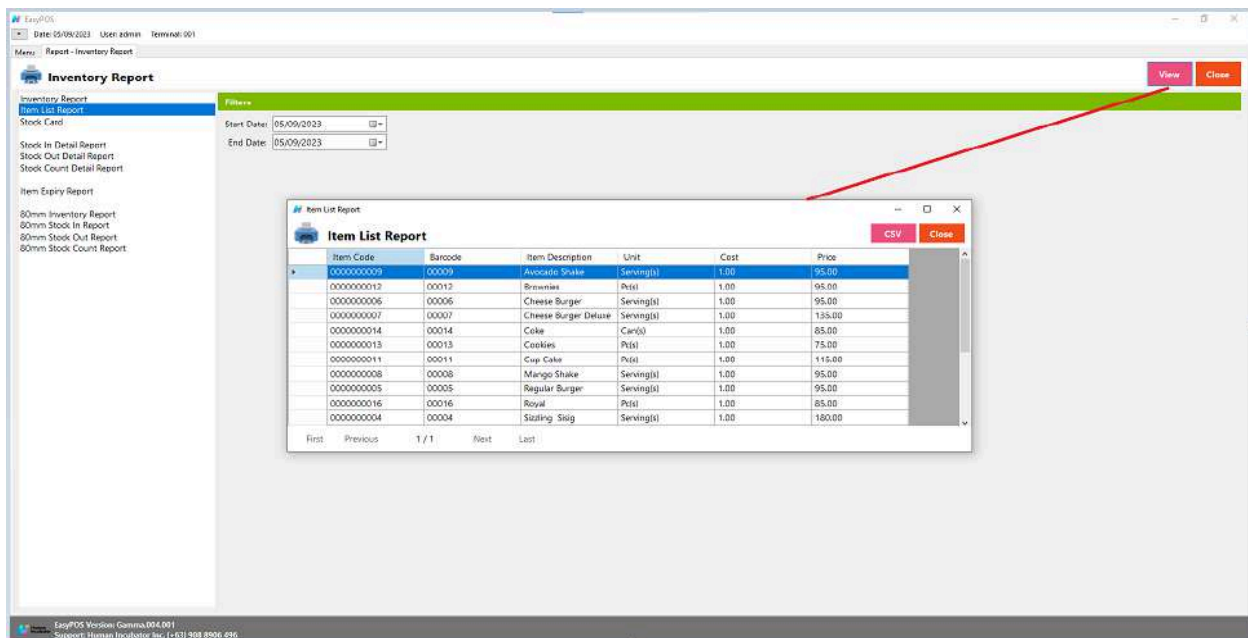
- The report can be printed as PDF form or CSV file format.

## Item List Report

- A document or summary that provides detailed information about the items or products in a business's inventory.



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



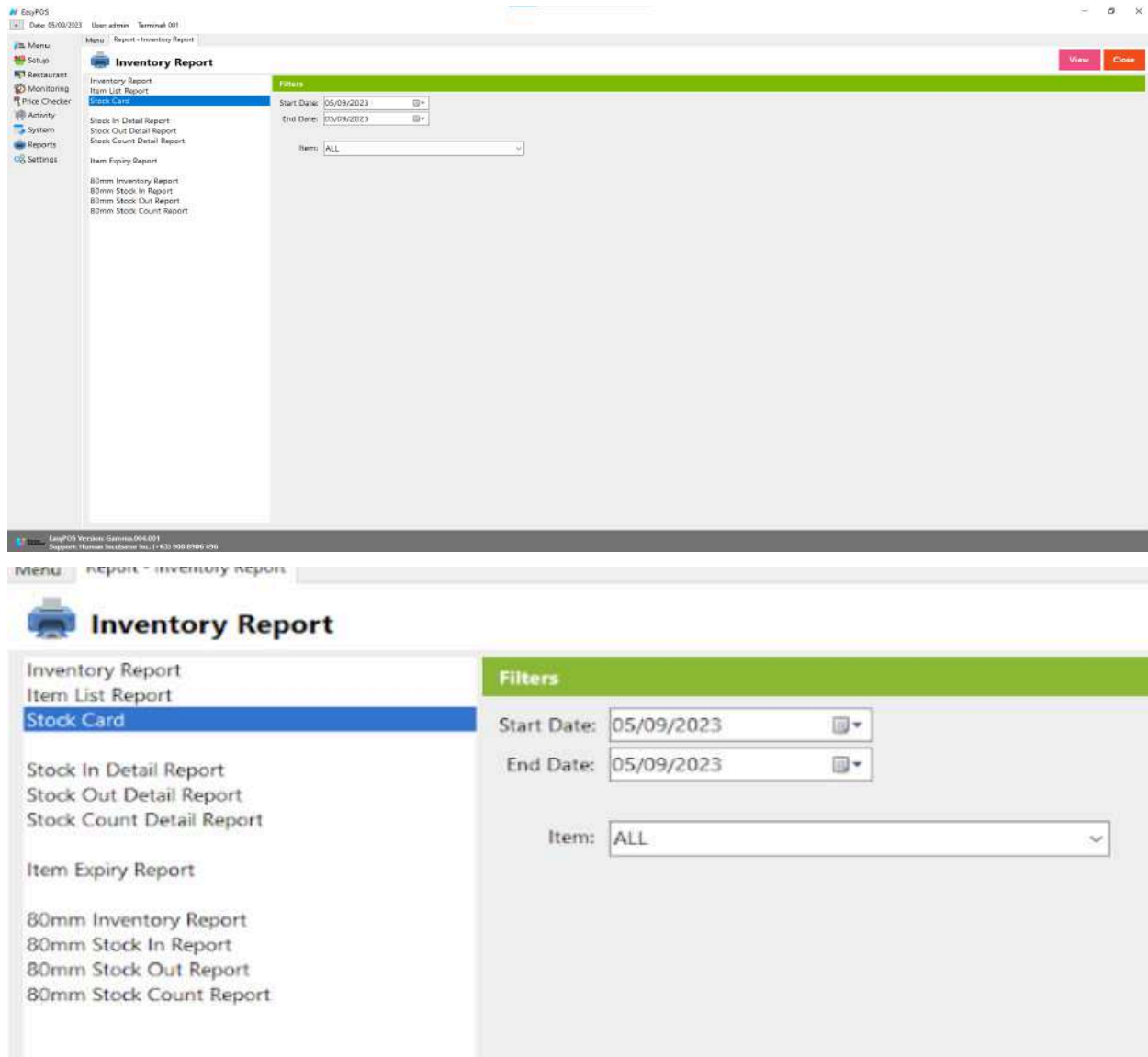
- The report can be generated as CSV file format.

## Stock Card

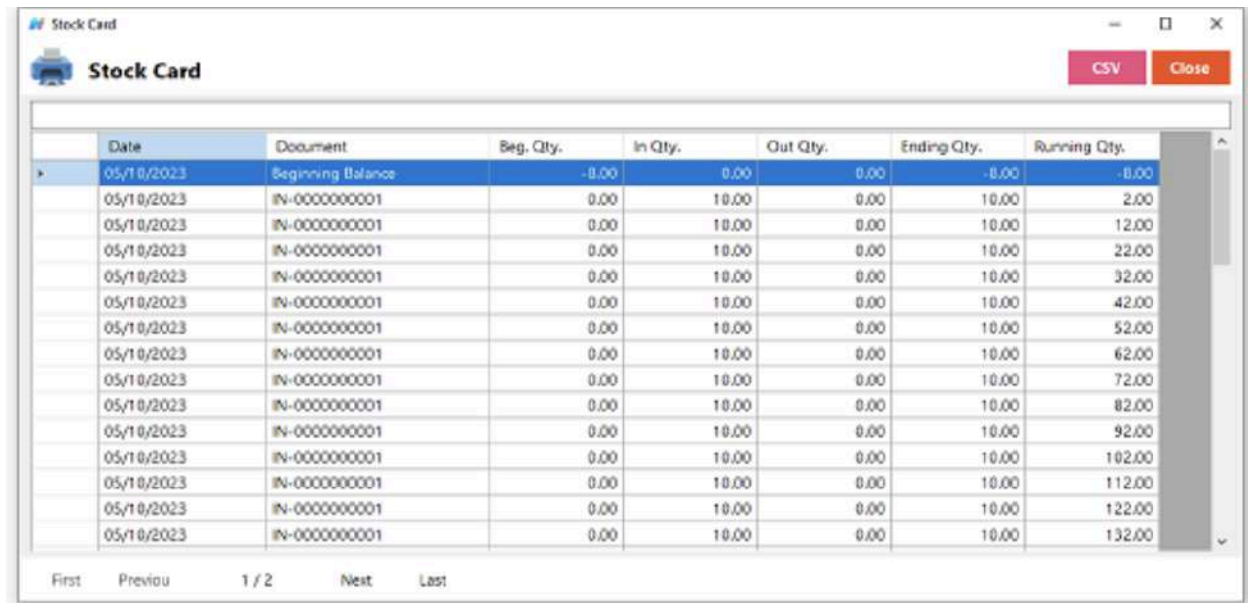
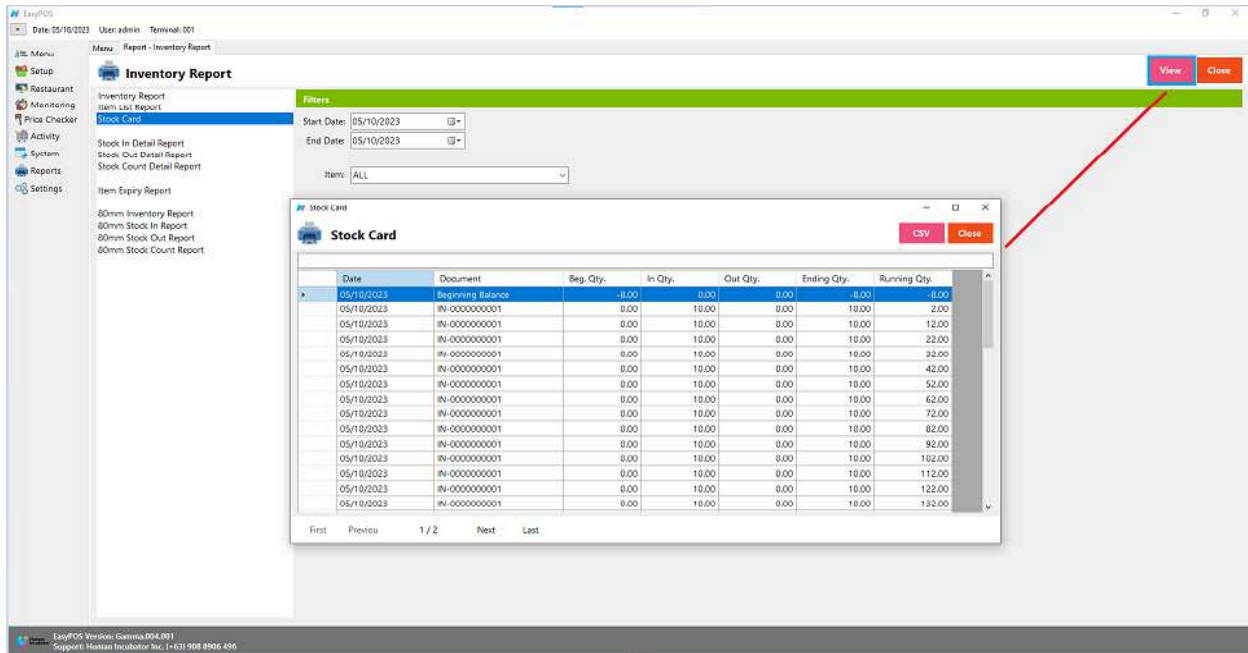
- Is a manual or electronic record used to track the movement of inventory items in and out of a warehouse or storage location. It provides a detailed and chronological history of each item, allowing businesses to monitor stock levels, transactions, and



changes over time. Stock cards are often employed as part of a manual or computerized inventory management system.



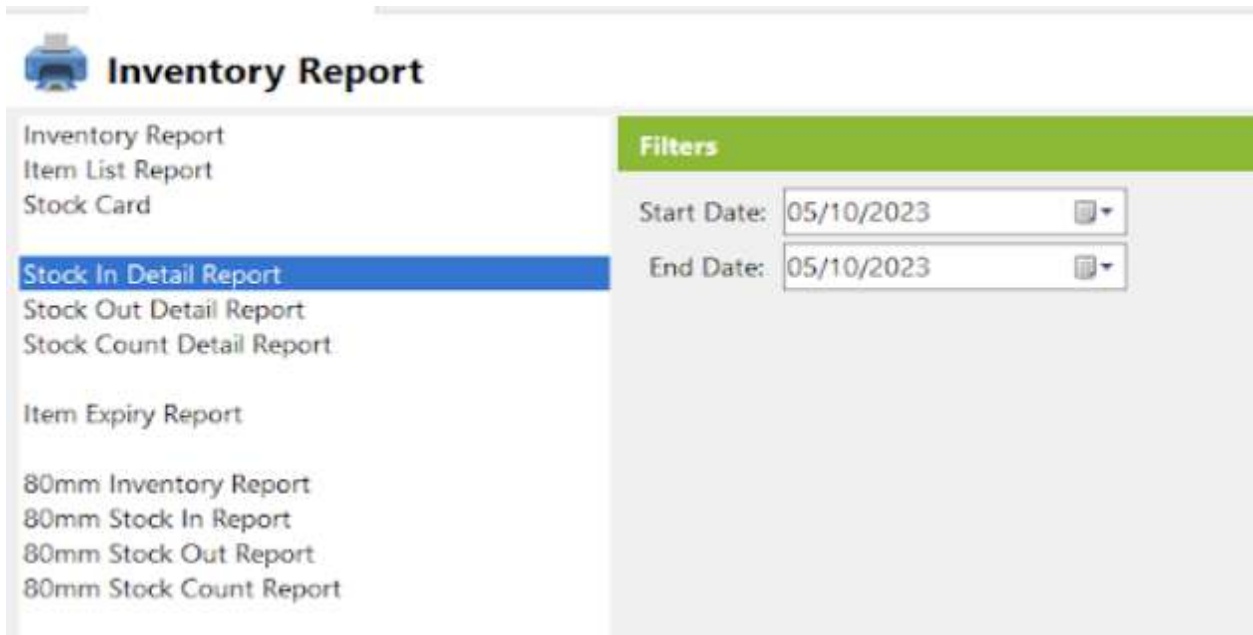
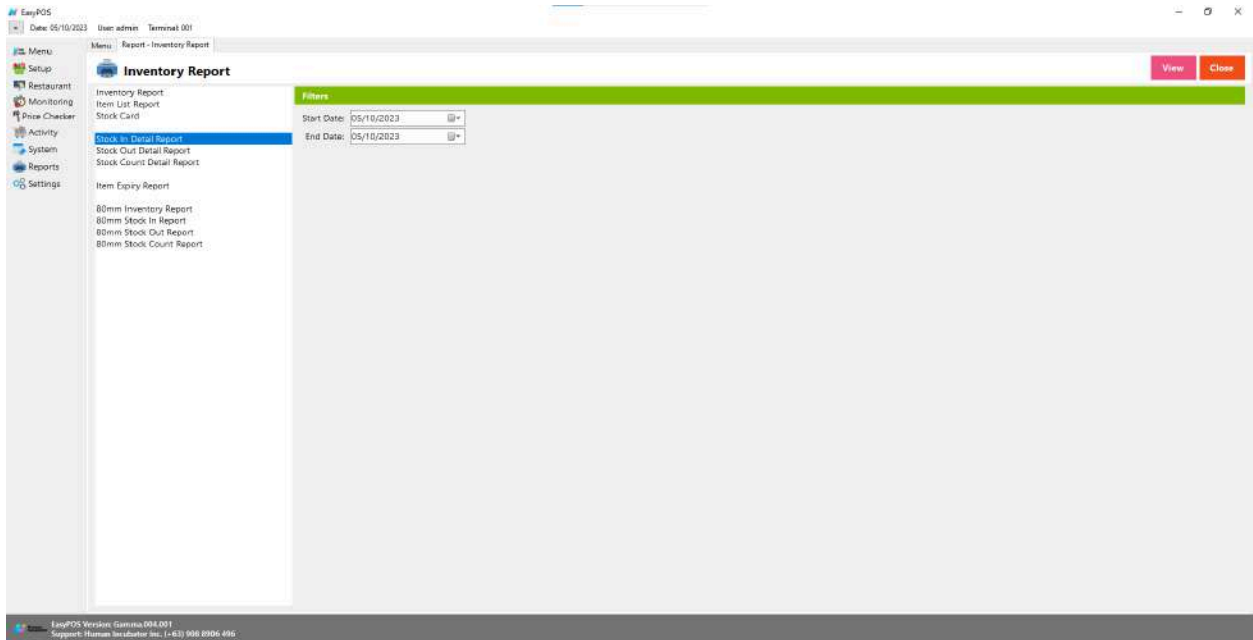
- Select start date and end date
- It can filtered by Item
- Click **View** button to view the report



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

## Stock In Detail Report

- Is a document or summary that provides comprehensive information about the items or products that have been received or added to a business's inventory during a specific period.



- 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 In Detail Report

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

First Previous 1 / 1 Next Last **Total Amount: 0.00**

EasyPOS Date: 05/10/2023 User: admin Terminal: 001

Menu Report - Inventory Report

Inventory Report

Filters

Start Date: 05/10/2023

End Date: 05/10/2023

View Close

Stock In Detail Report

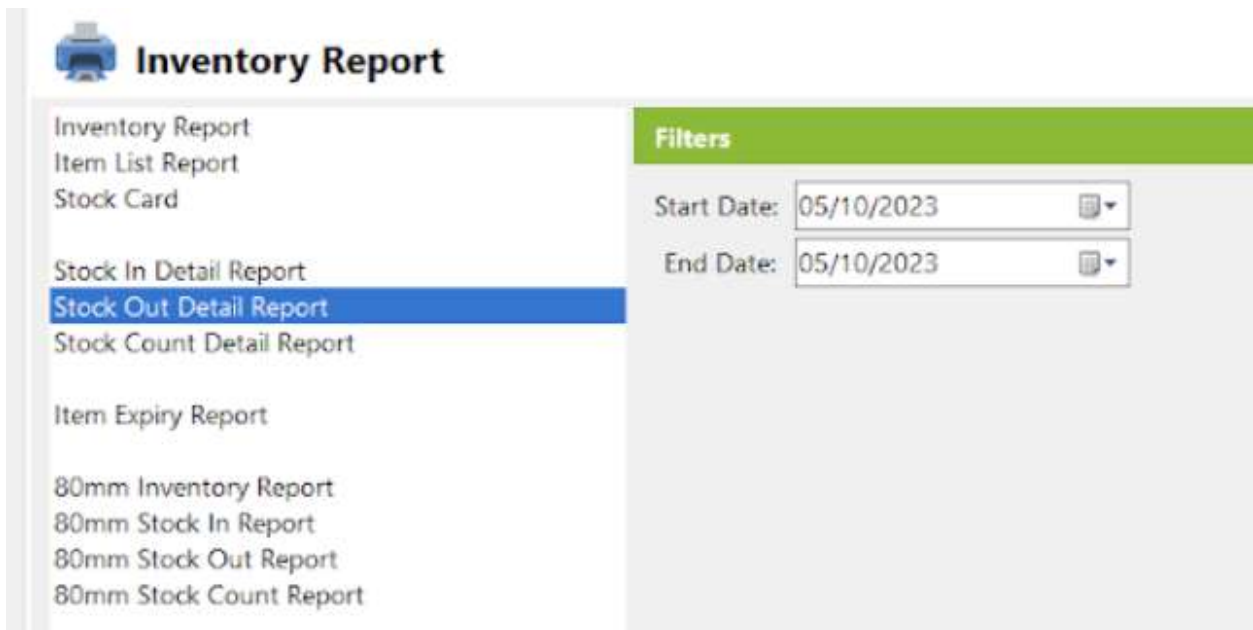
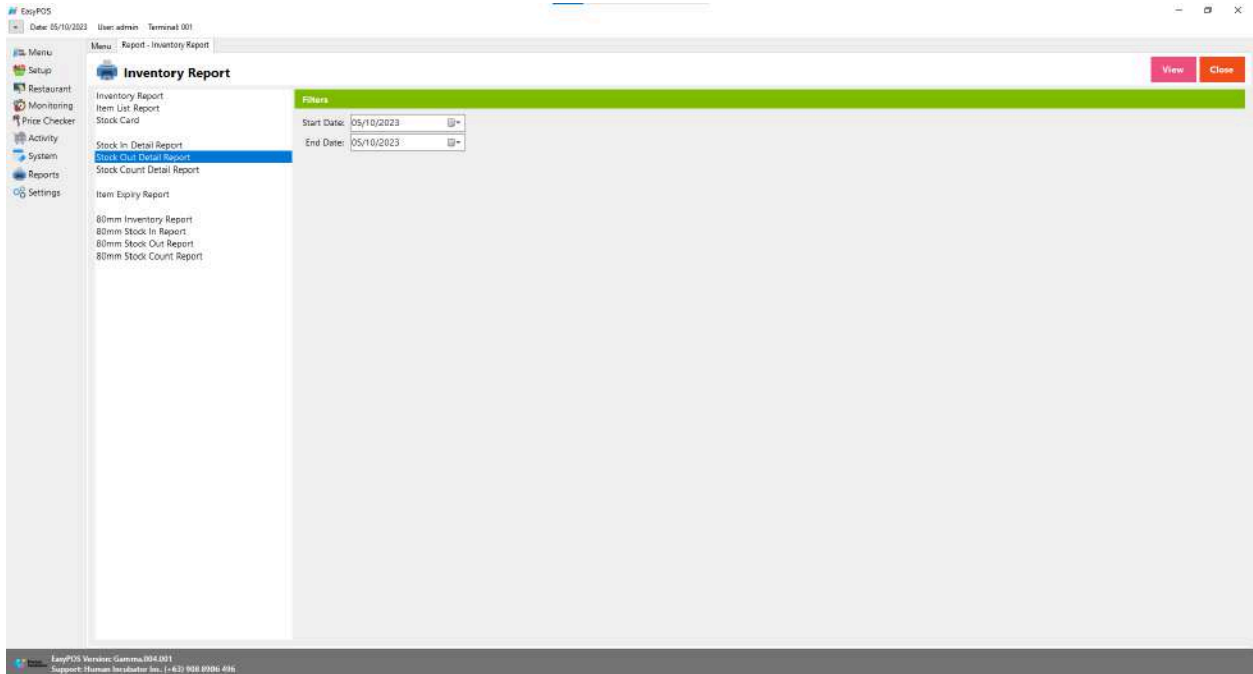
Item Code	Barcode	Stock In Date	Stock In No.	Manual Stock In No.	Remarks	Return	Item Description
000000009	00009	05/10/2023	000000001			<input checked="" type="checkbox"/>	Avocado Sh...
000000012	00012	05/10/2023	000000001			<input type="checkbox"/>	Brownies
000000006	00006	05/10/2023	000000001			<input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

First Previous 1 / 1 Next Last **Total Amount: 0.00**

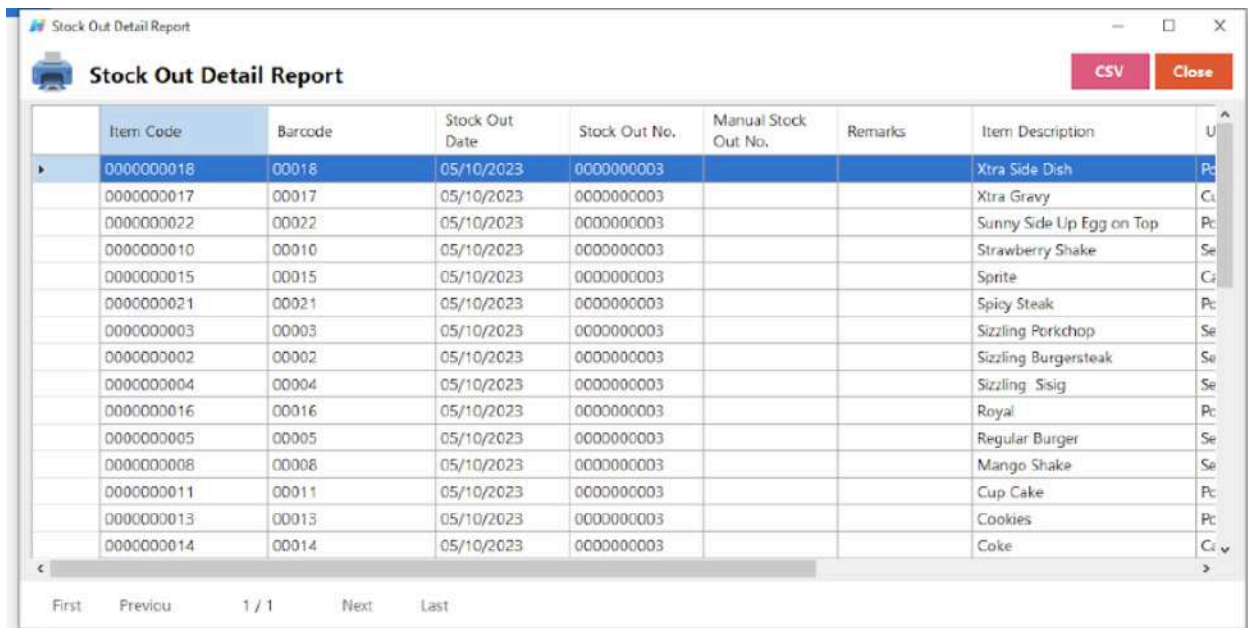
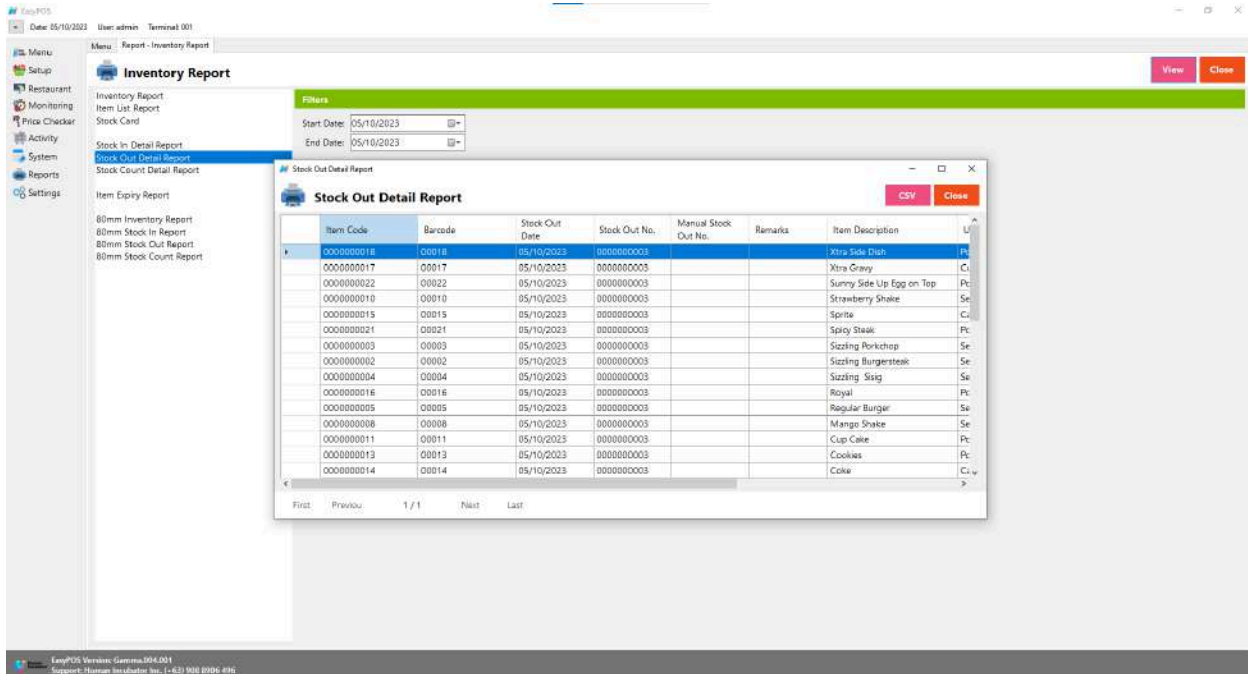
EasyPOS Version: Gamma.004.001  
Support: Human Incubator Inc. (+63) 918 8106 496

## Stock Out Detail Report

- Is a document or summary that provides detailed information about the items or products that have been depleted or sold from a business's inventory during a specific period.

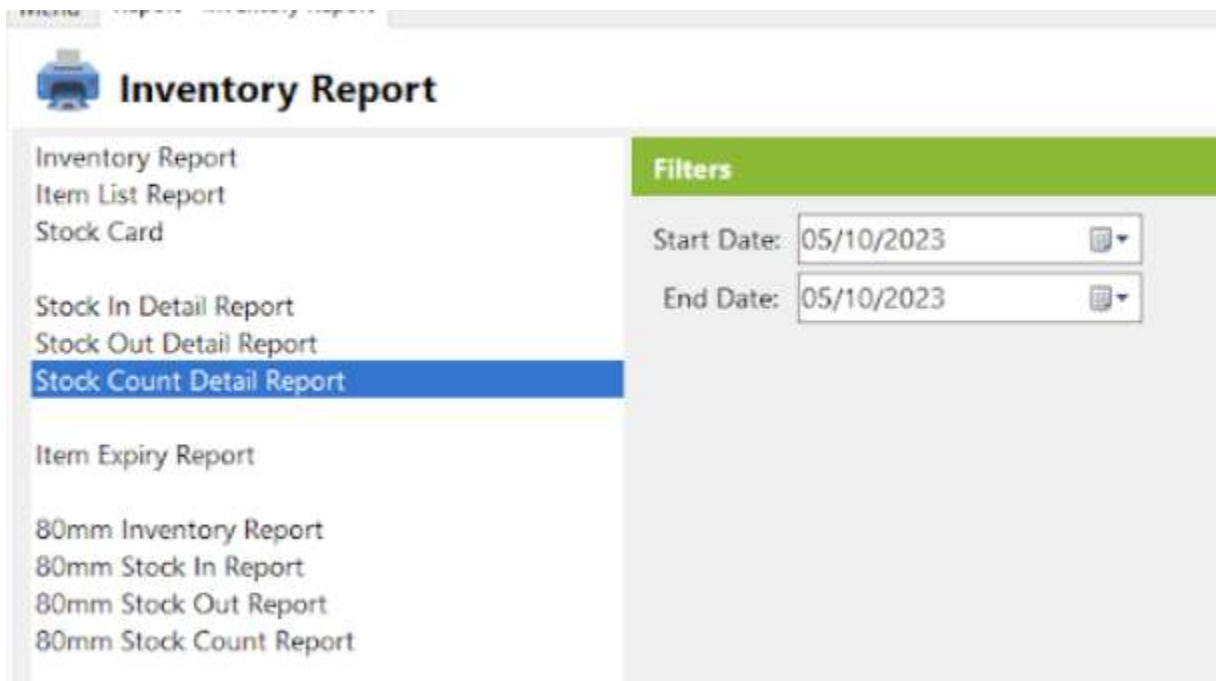
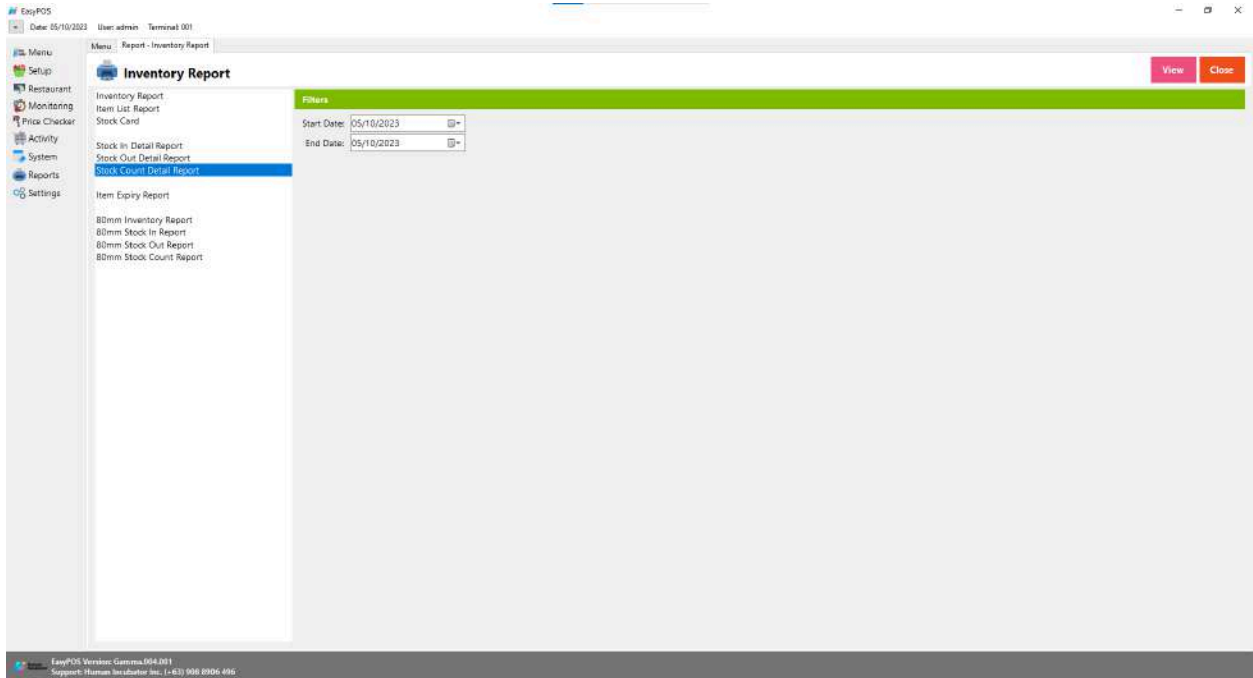


- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



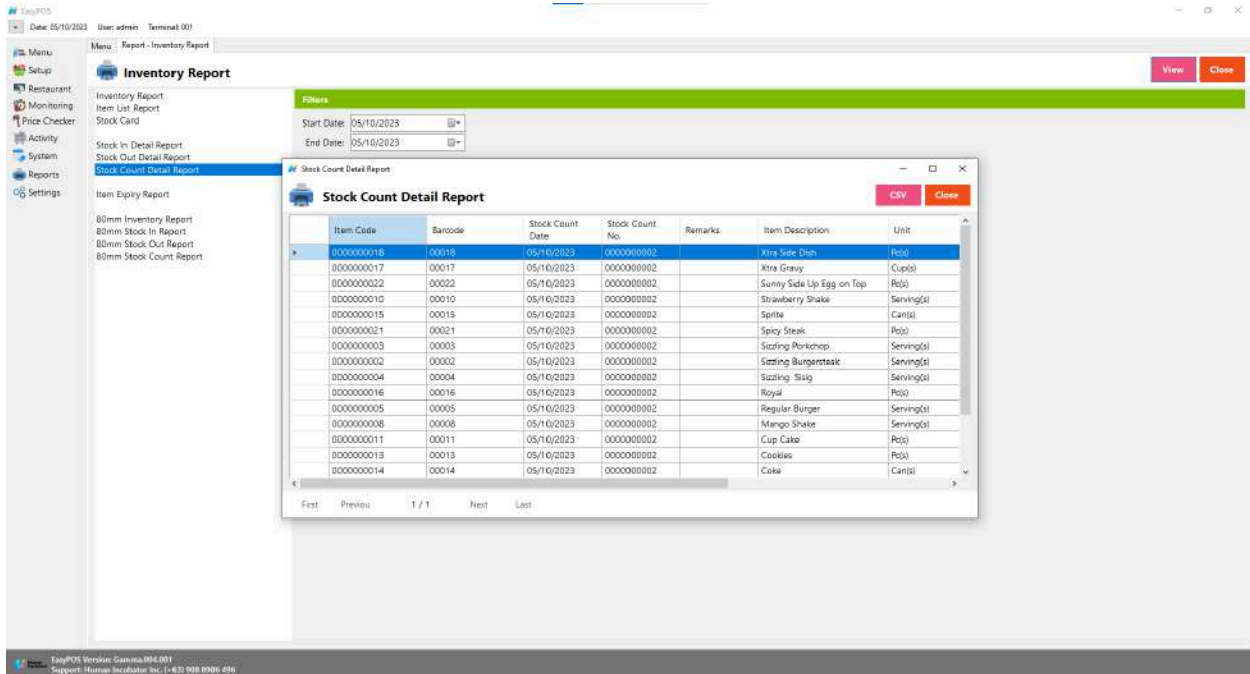
## Stock Count Detail Report

- A "stock count details report" typically refers to a document or summary that provides detailed information about the inventory or stock levels of a business or organization.



- 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 Count Detail Report

**Stock Count Detail Report** CSV Close

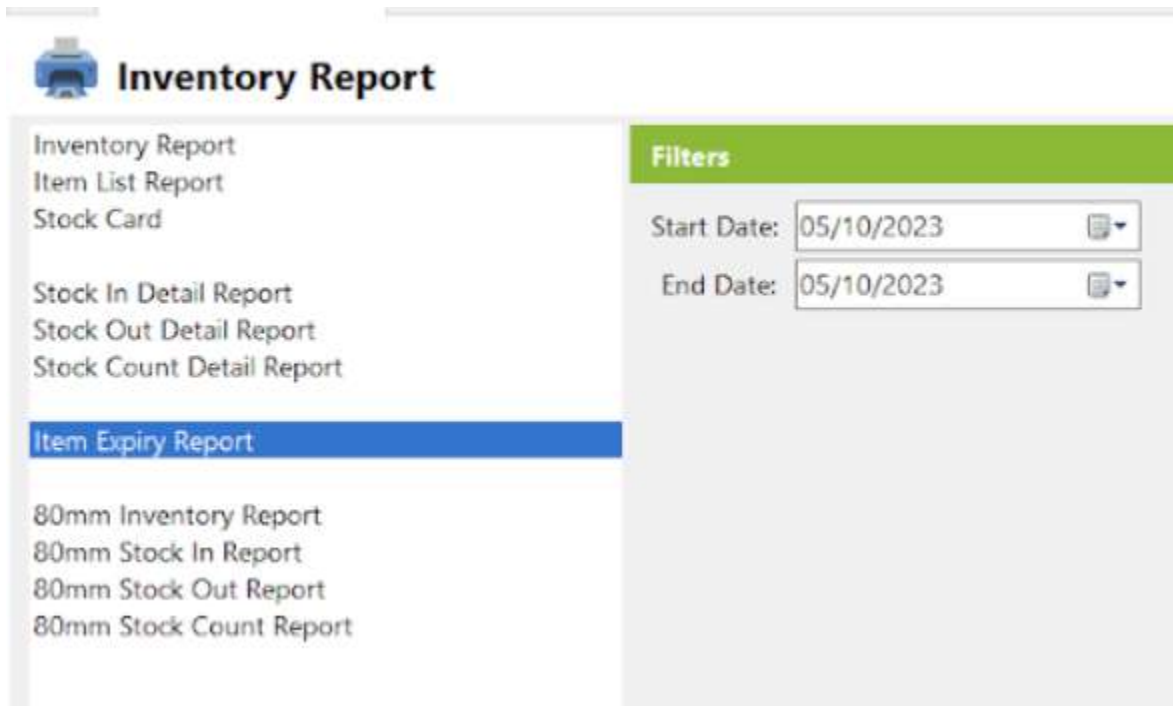
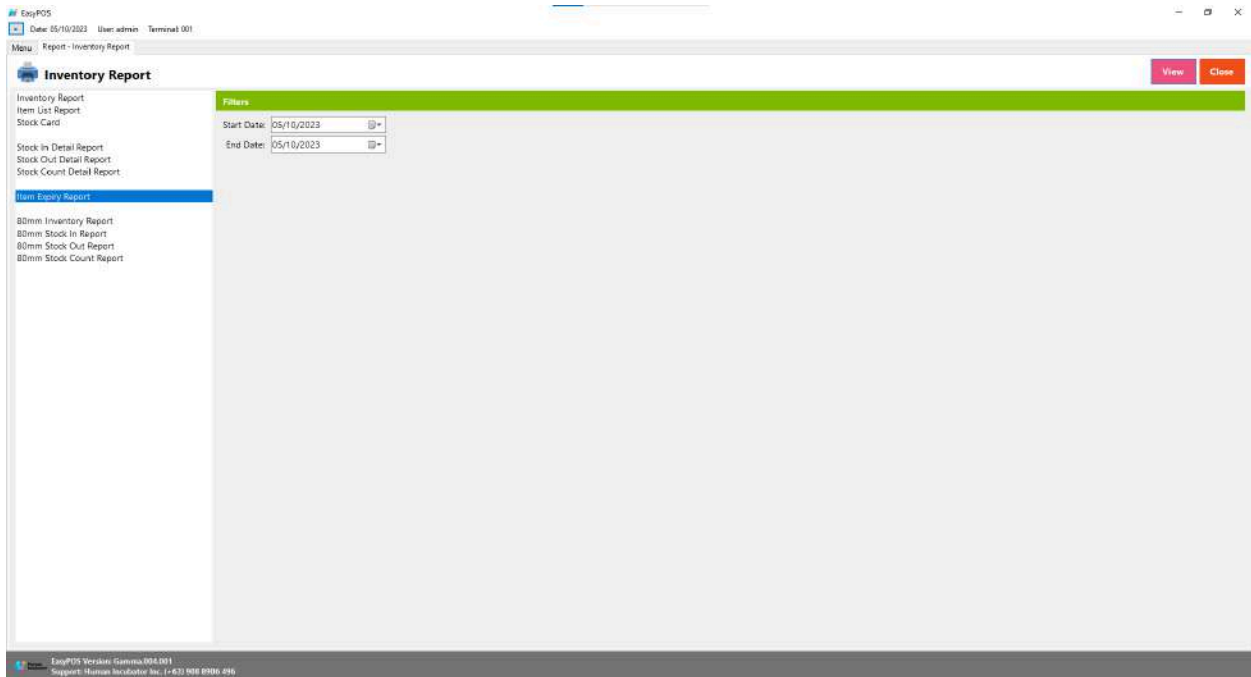
Item Code	Barcode	Stock Count Date	Stock Count No.	Remarks	Item Description	Unit
000000018	00018	05/10/2023	000000002		Xtra Side Dish	Pc(s)
000000017	00017	05/10/2023	000000002		Xtra Gravy	Cup(s)
000000022	00022	05/10/2023	000000002		Sunny Side Up Egg on Top	Pc(s)
000000010	00010	05/10/2023	000000002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

First Previous 1 / 1 Next Last



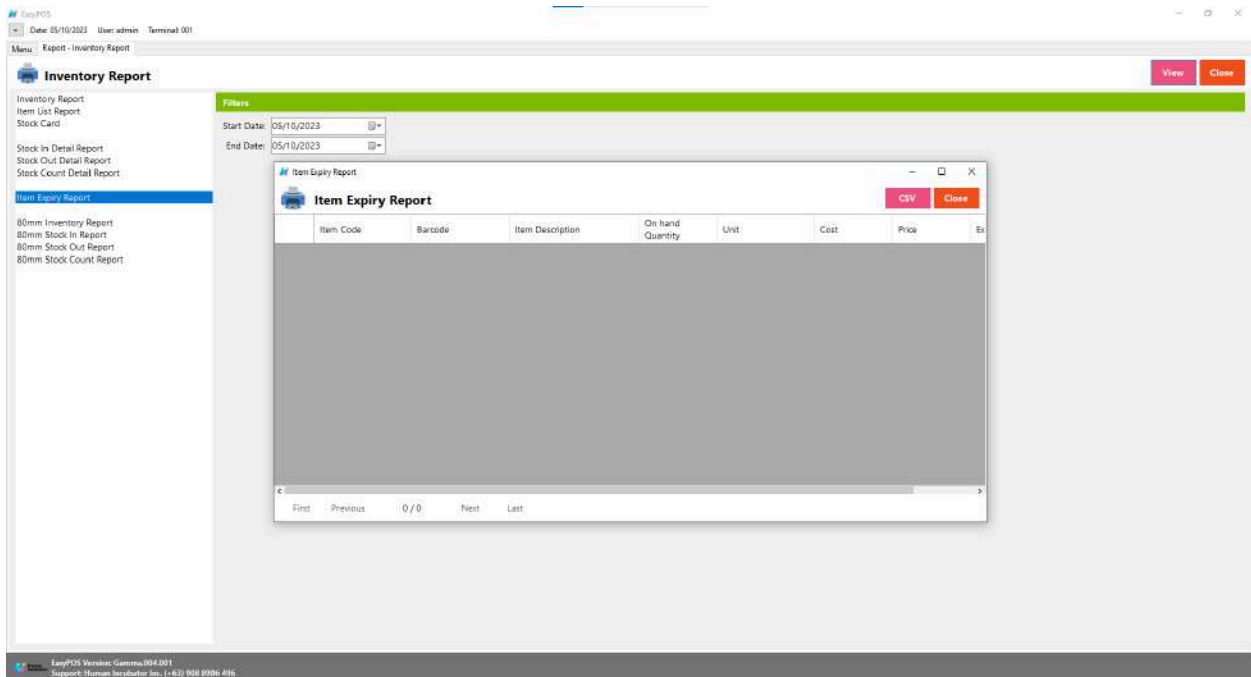
## Item Expiry Report

- Is a document or summary that provides detailed information about the items in a business's inventory that are approaching or have reached their expiration dates.



- 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.



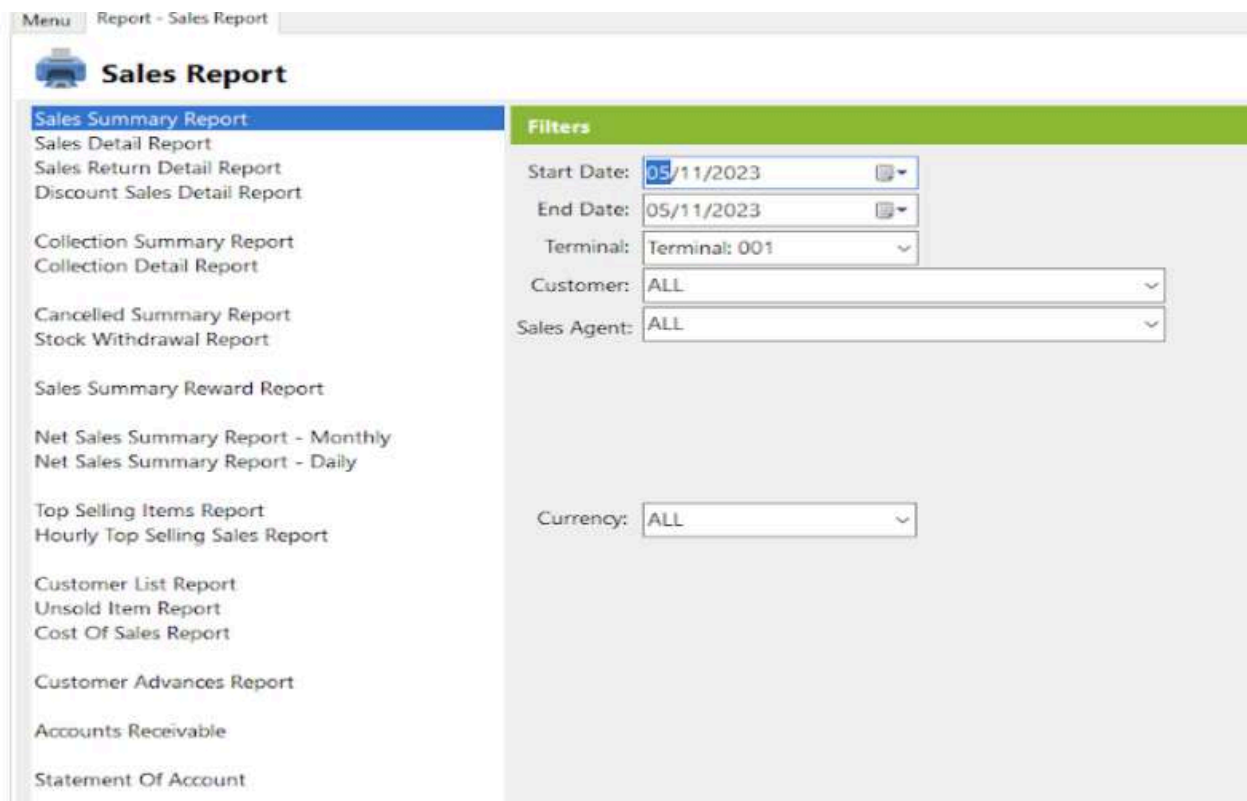
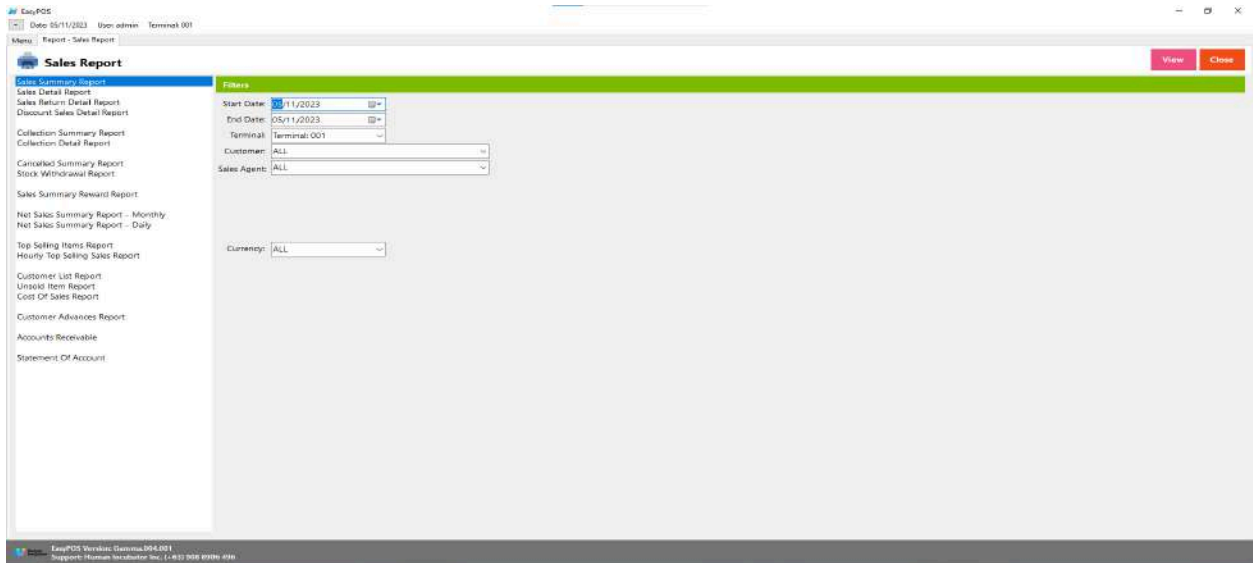
## Sales Report

### Overview

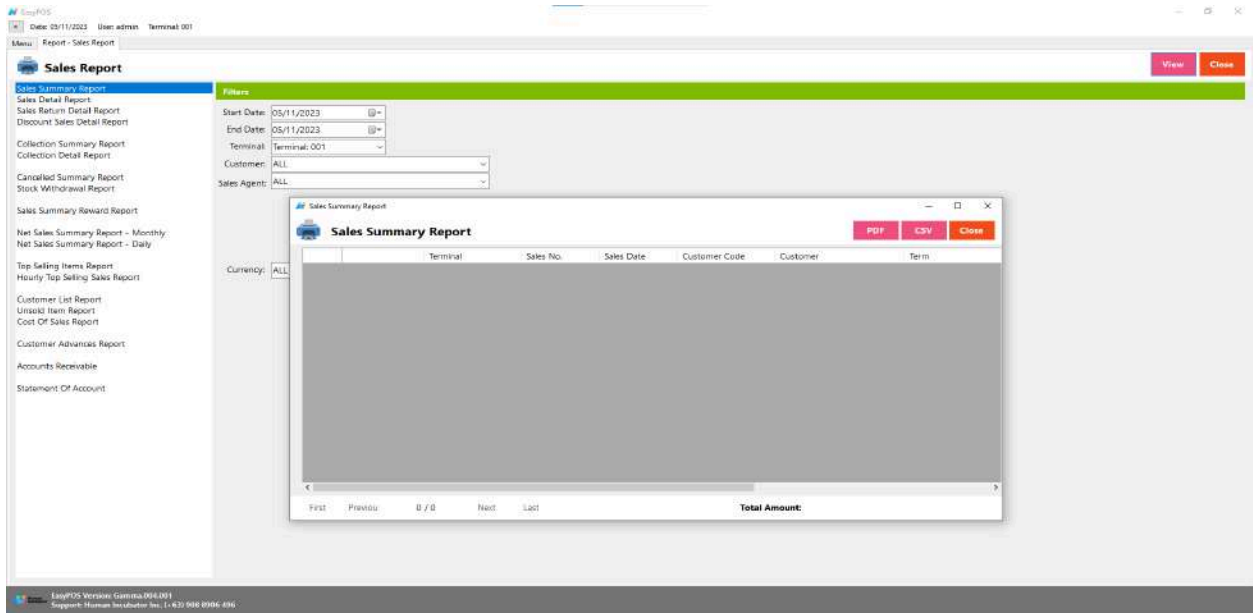
- Sales Report is where users can see the sales reports. A document or summary that provides an overview of a business's sales performance over a specific period.

### Sales Summary Report

- Is a condensed document or summary that provides a quick overview of a business's sales performance over a specific period.

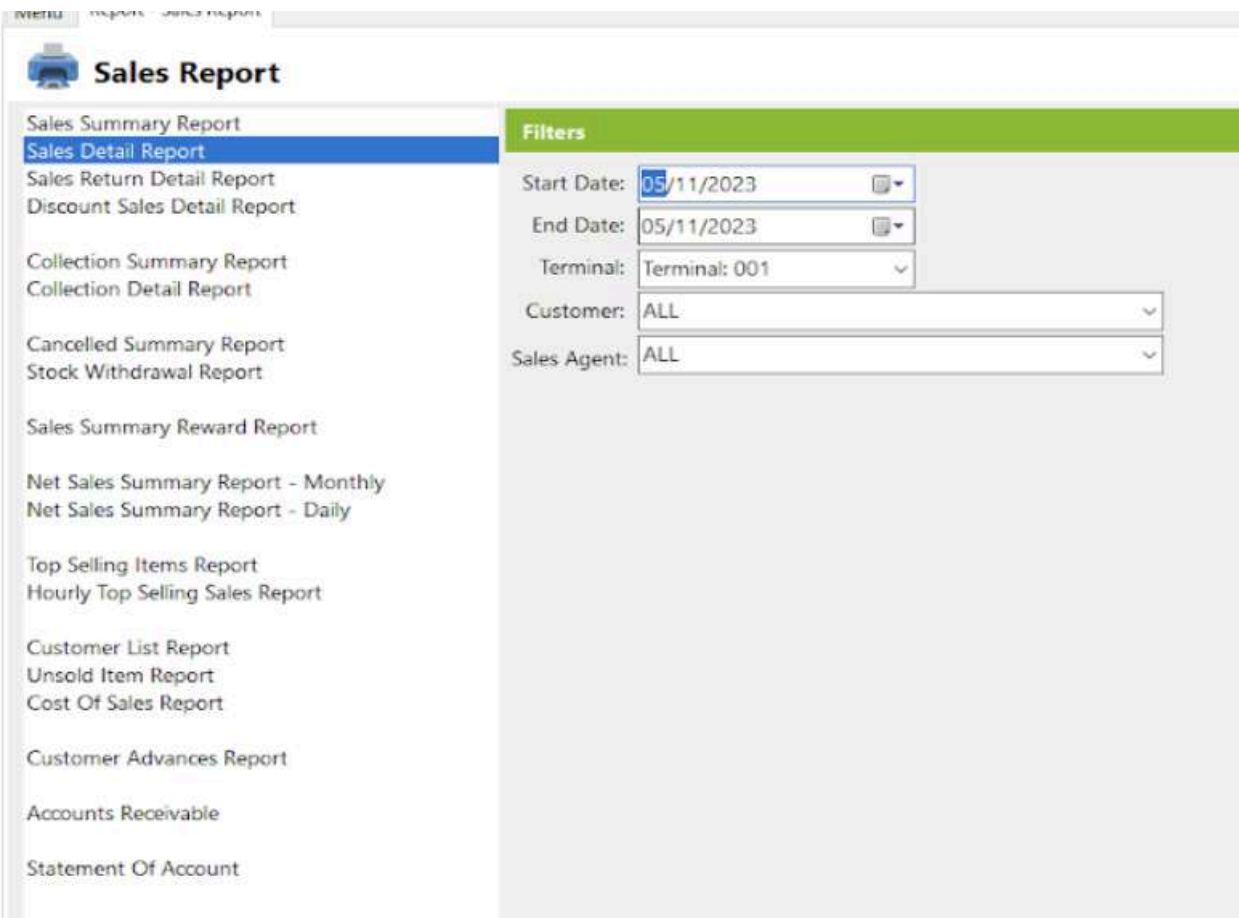
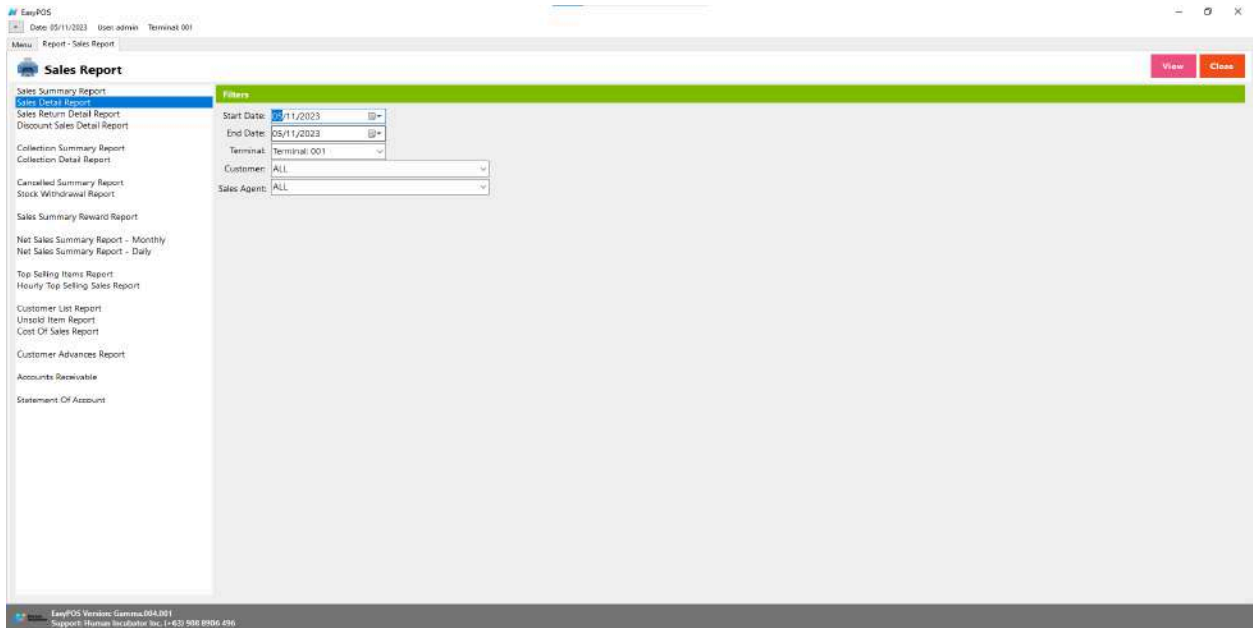


- Select start date and end date.
- It can also filtered by Terminal, Customer, Sales Agent and Currency
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



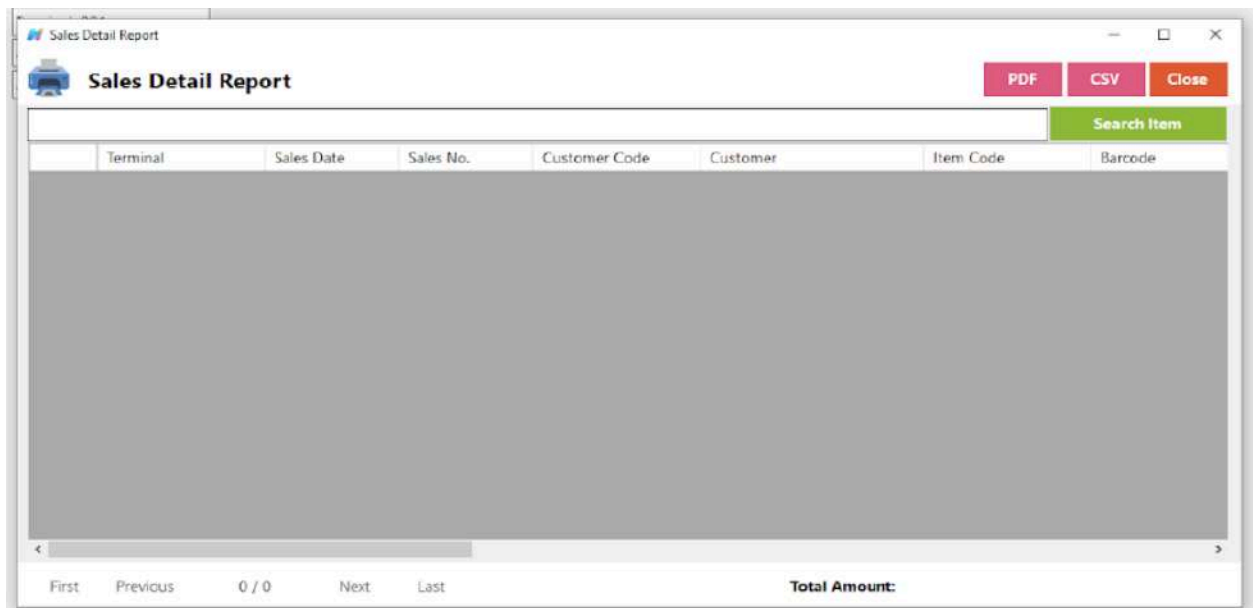
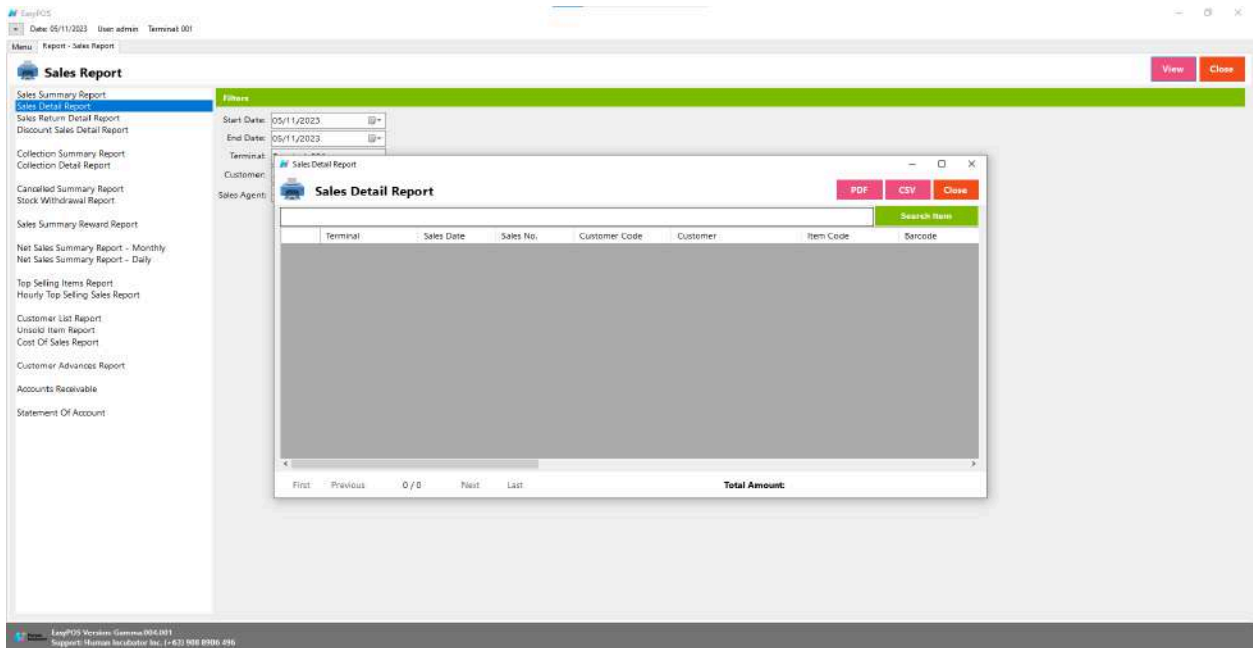
## Sales Detail Report

- Is a comprehensive document or summary that provides a detailed breakdown of a business's sales transactions over a specific period.



- 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

- Is a document or summary that provides a detailed breakdown of sales returns or merchandise that customers have returned to a business over a specific period.



# Sales Report

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

## Filters

Start Date:

End Date:

Terminal:

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

Menu: Report - Sales Report

**Sales Report** View Close

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

**Filters**

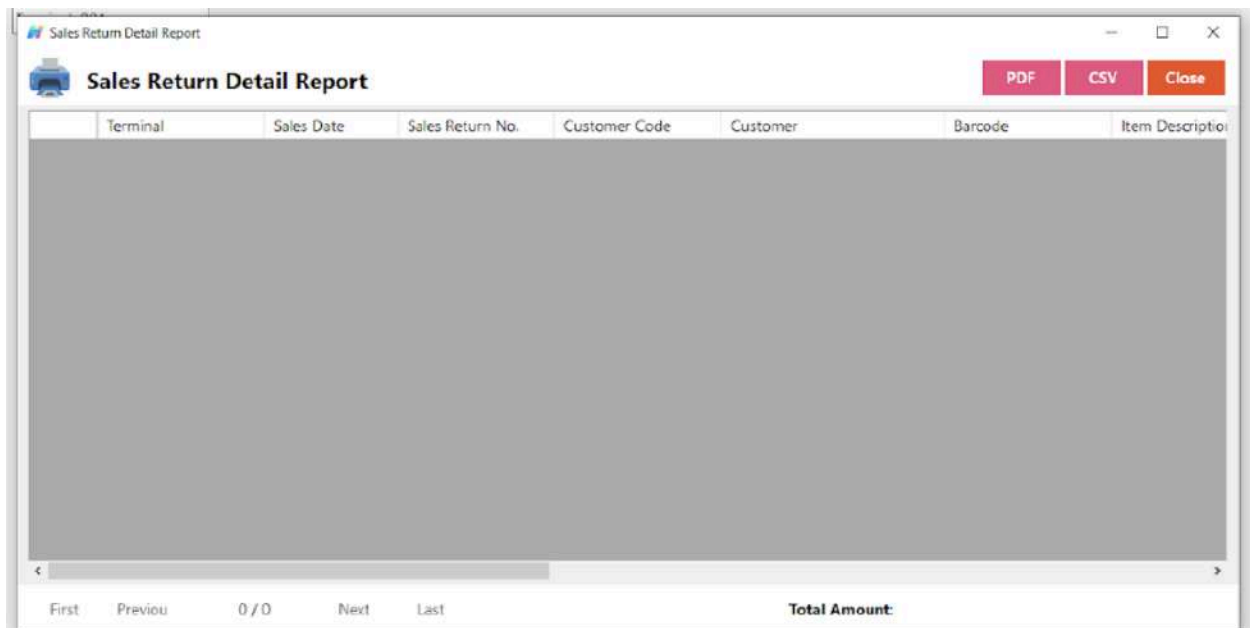
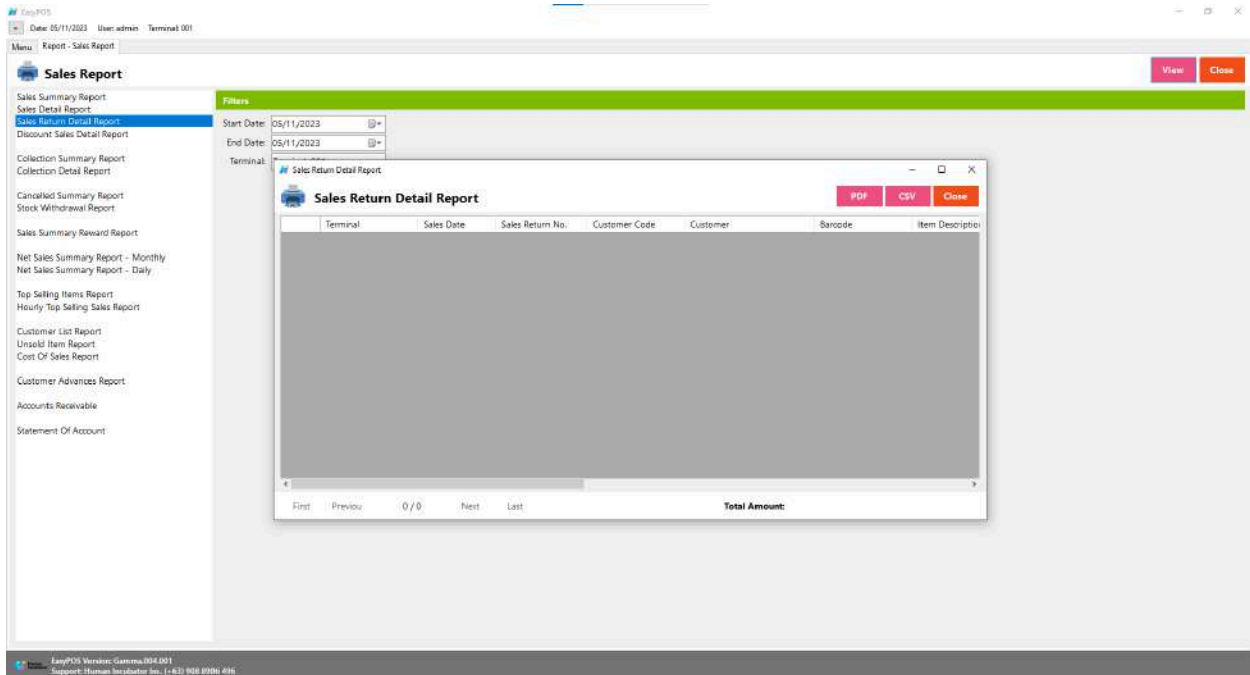
Start Date:

End Date:

Terminal:

EasyPOS Version: Gemini.204.001  
Support: Manual Installation: 1-822-999-8700-400

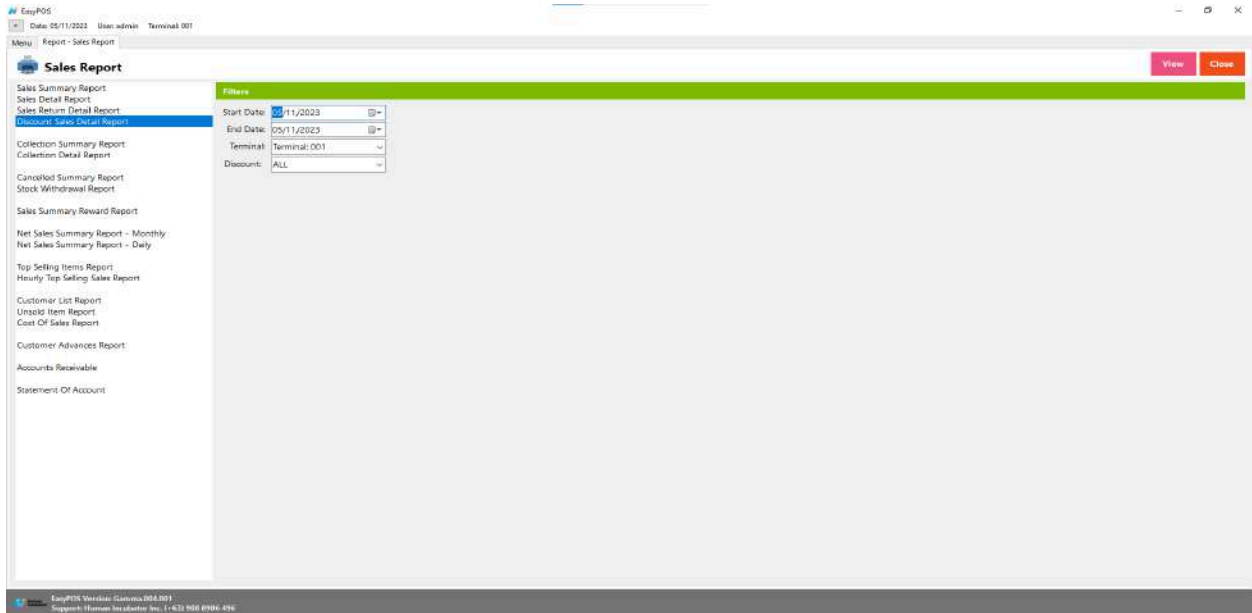
- Select start date and end date.
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.





## Discount Sales Detail Report

- Is a document or summary that provides a detailed breakdown of sales transactions where discounts were applied.



**Sales Report**

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

**Filters**

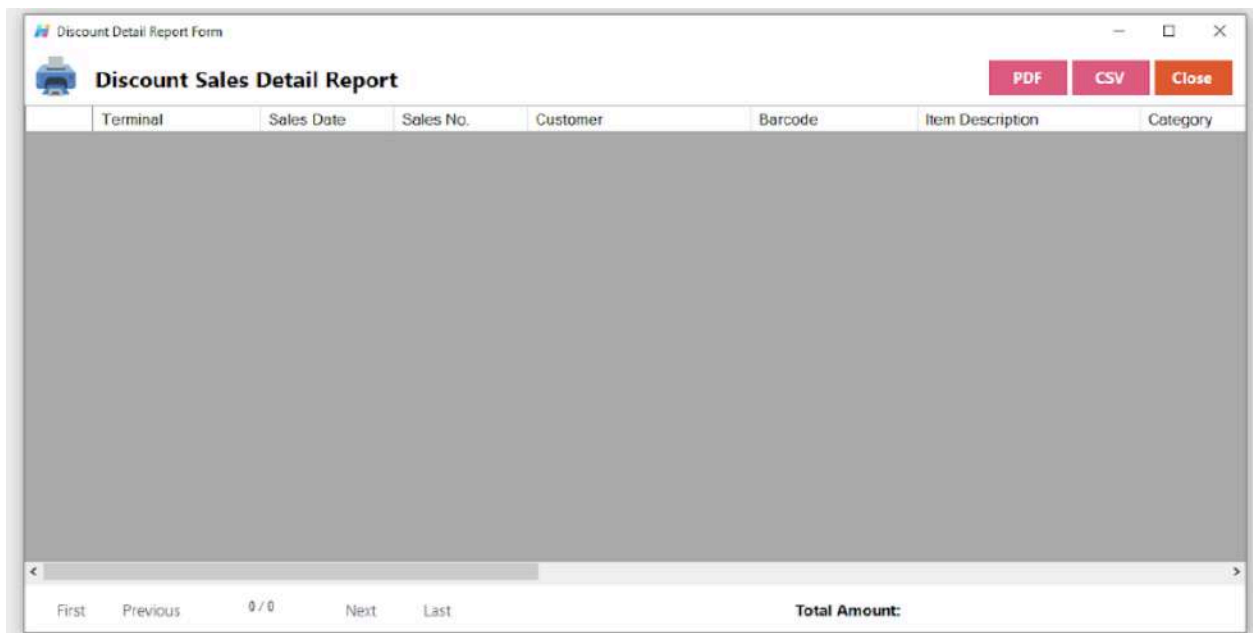
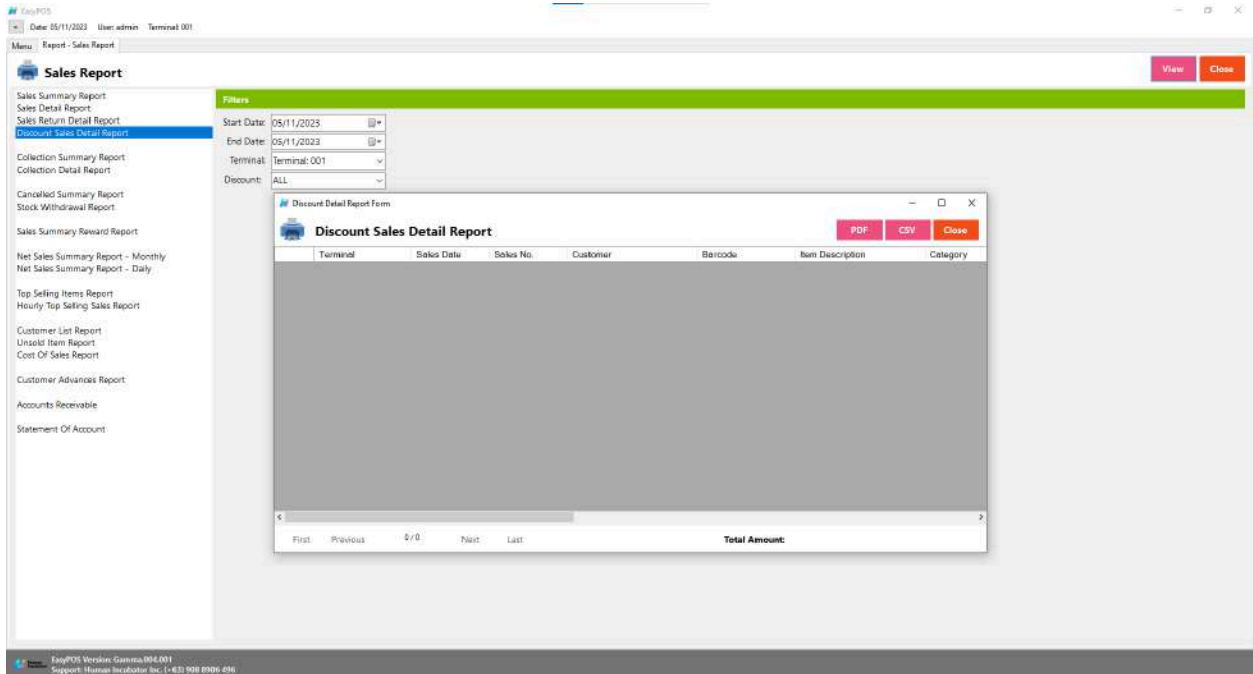
Start Date: 05/11/2023

End Date: 05/11/2023

Terminal: Terminal: 001

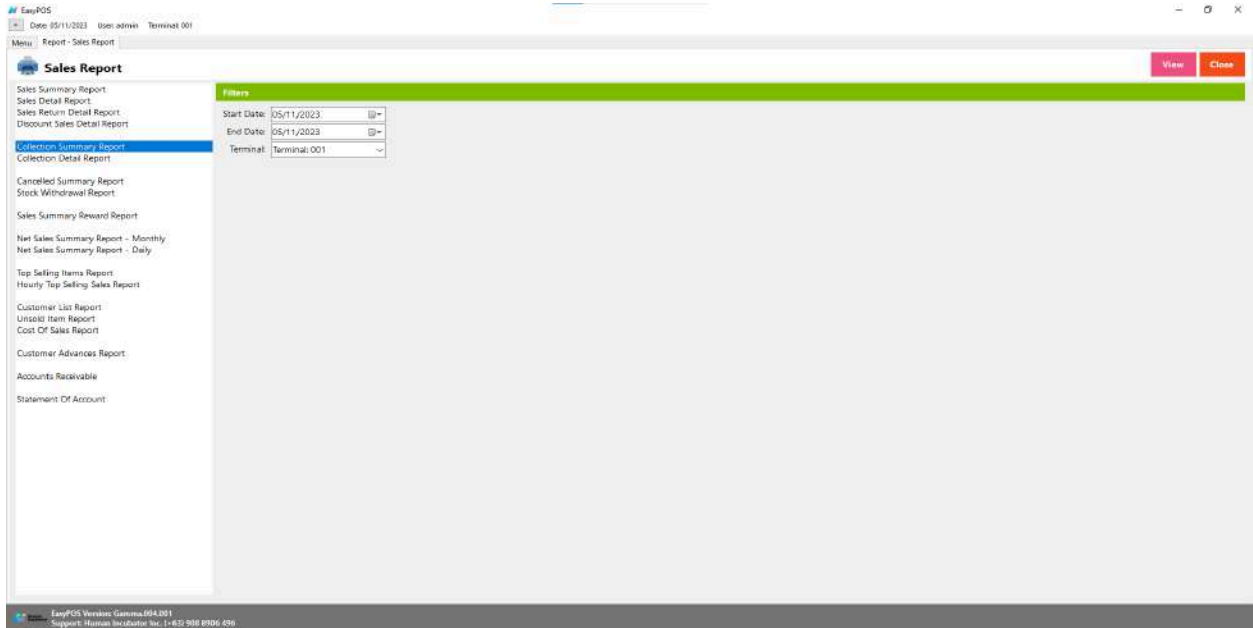
Discount: ALL

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

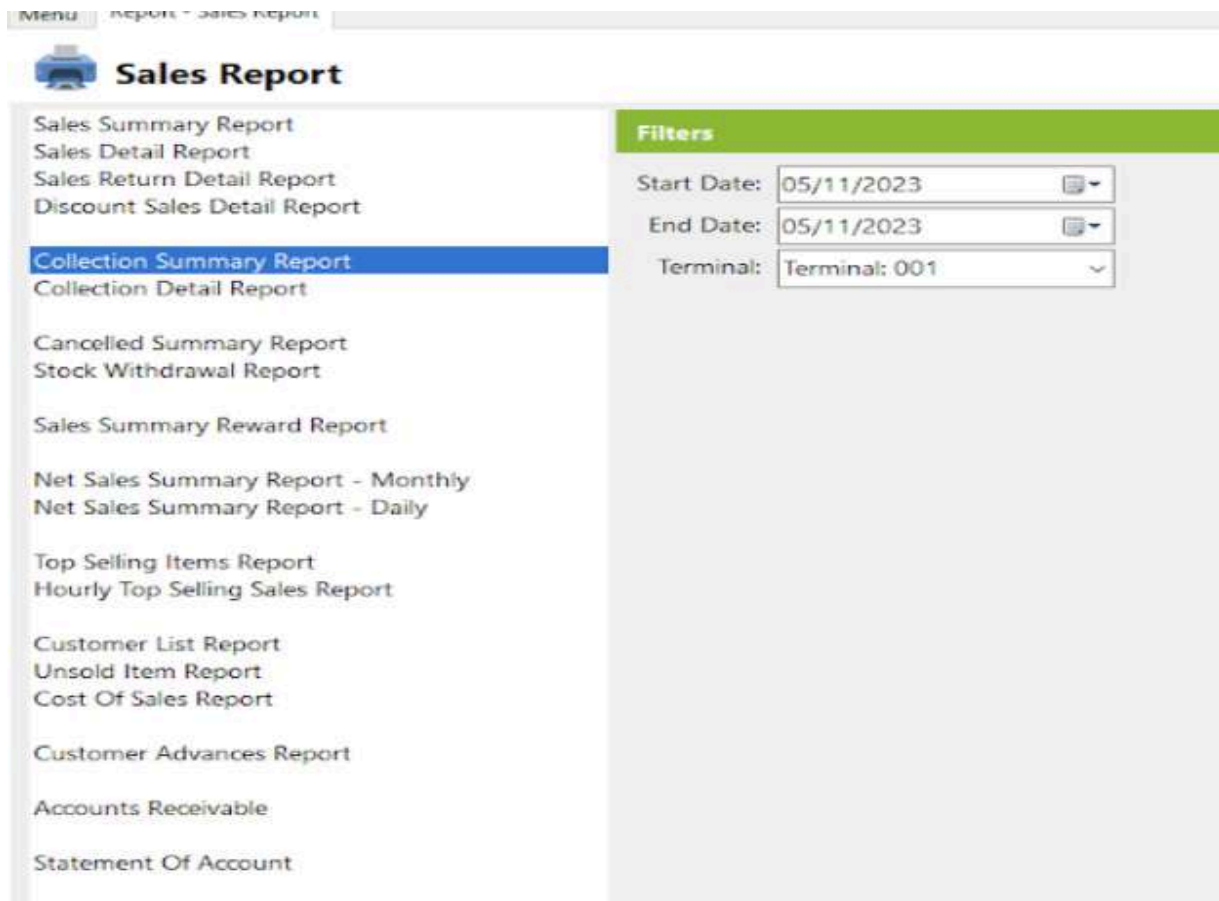


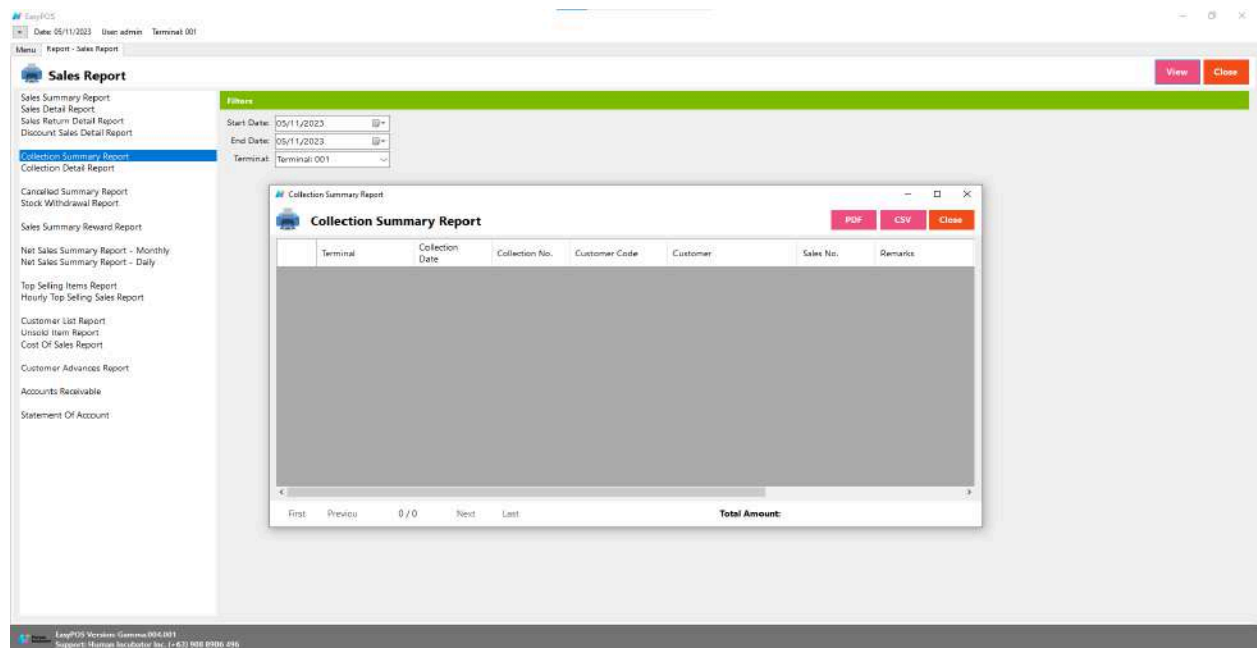
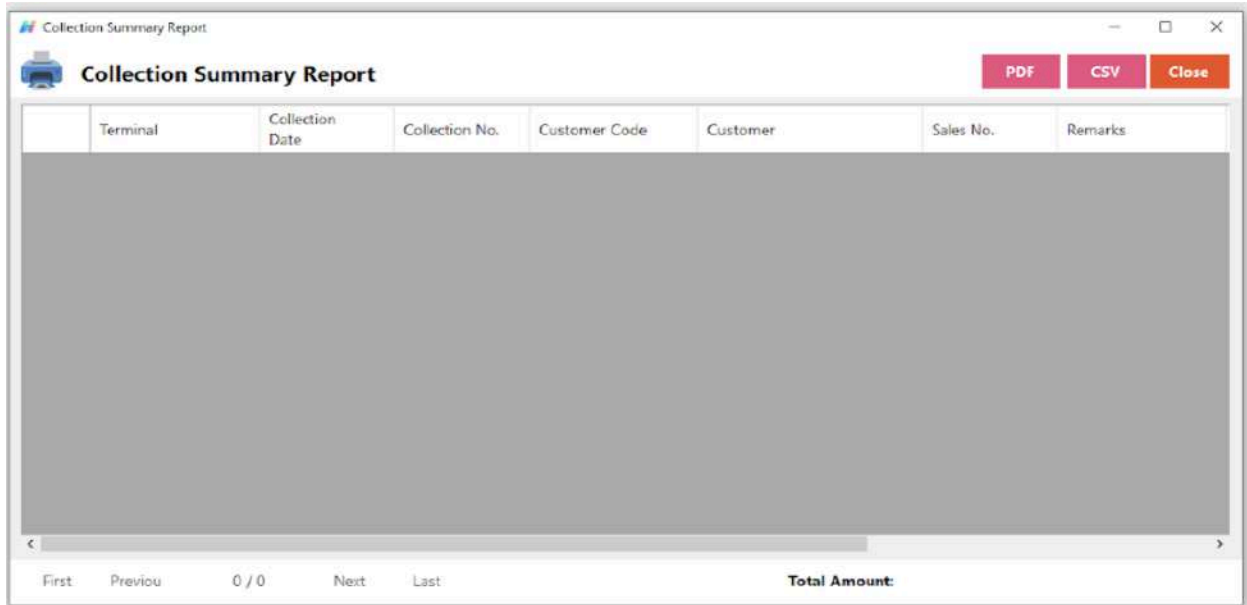
## Collection Summary Report

- is a document or summary that provides an overview of the payments or collections received by a business or financial institution over a specific period.



- 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.

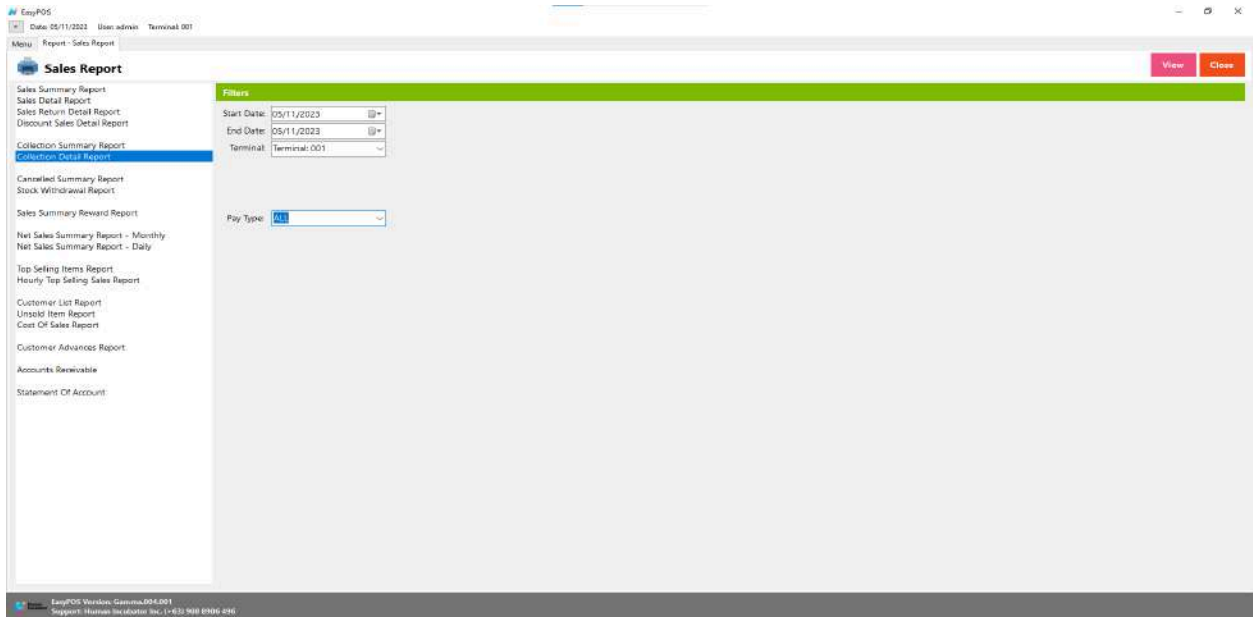





## Collection Detail Report

- Is a detailed document or summary that provides a comprehensive breakdown of individual payments or collections

received by a business or financial institution over a specific period.



 **Sales Report**

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report

Collection Summary Report  
**Collection Detail Report**

Cancelled Summary Report  
Stock Withdrawal Report

Sales Summary Reward Report

Net Sales Summary Report - Monthly  
Net Sales Summary Report - Daily

Top Selling Items Report  
Hourly Top Selling Sales Report

Customer List Report  
Unsold Item Report  
Cost Of Sales Report

Customer Advances Report

Accounts Receivable

Statement Of Account

**Filters**

Start Date: 05/11/2023


End Date: 05/11/2023

Terminal: Terminal: 001

Pay Type: ALL

- 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.



 **Sales Report**

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report

Collection Summary Report  
**Collection Detail Report**

Cancelled Summary Report  
Stock Withdrawal Report

Sales Summary Reward Report

Net Sales Summary Report - Monthly  
Net Sales Summary Report - Daily

Top Selling Items Report  
Hourly Top Selling Sales Report

Customer List Report  
Unsold Item Report  
Cost Of Sales Report

Customer Advances Report


Accounts Receivable

Statement Of Account

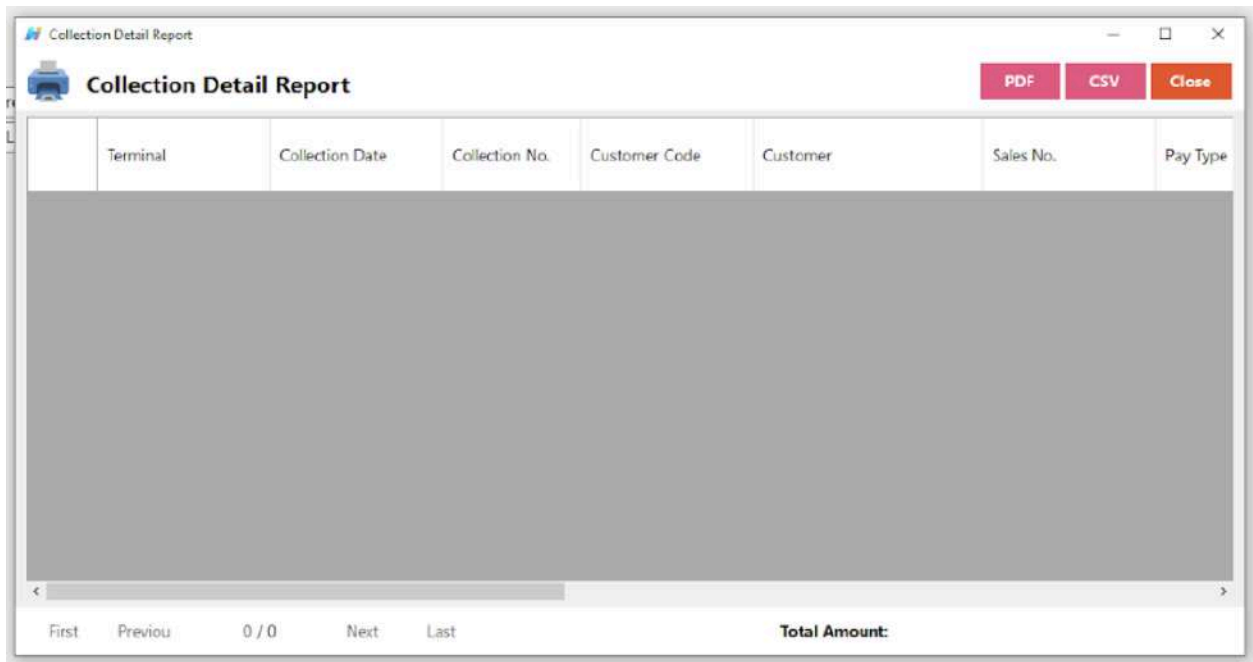
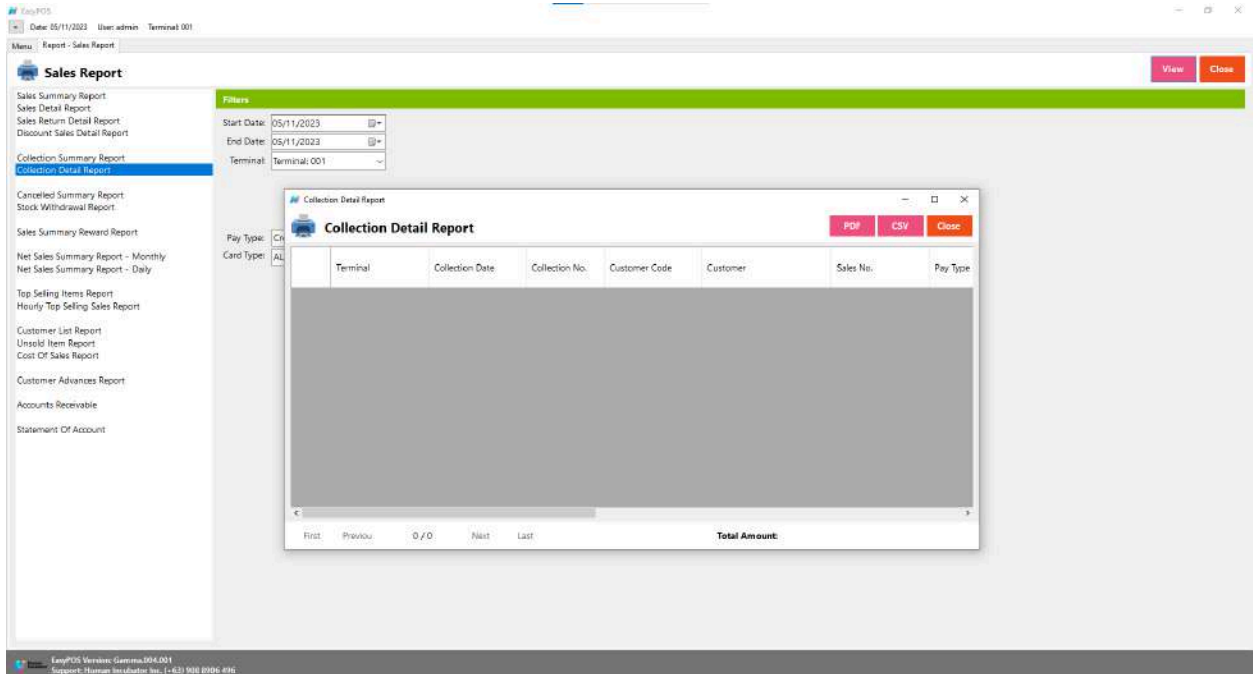
**Filters**

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

Pay Type: Credit Card  
Card Type: ALL

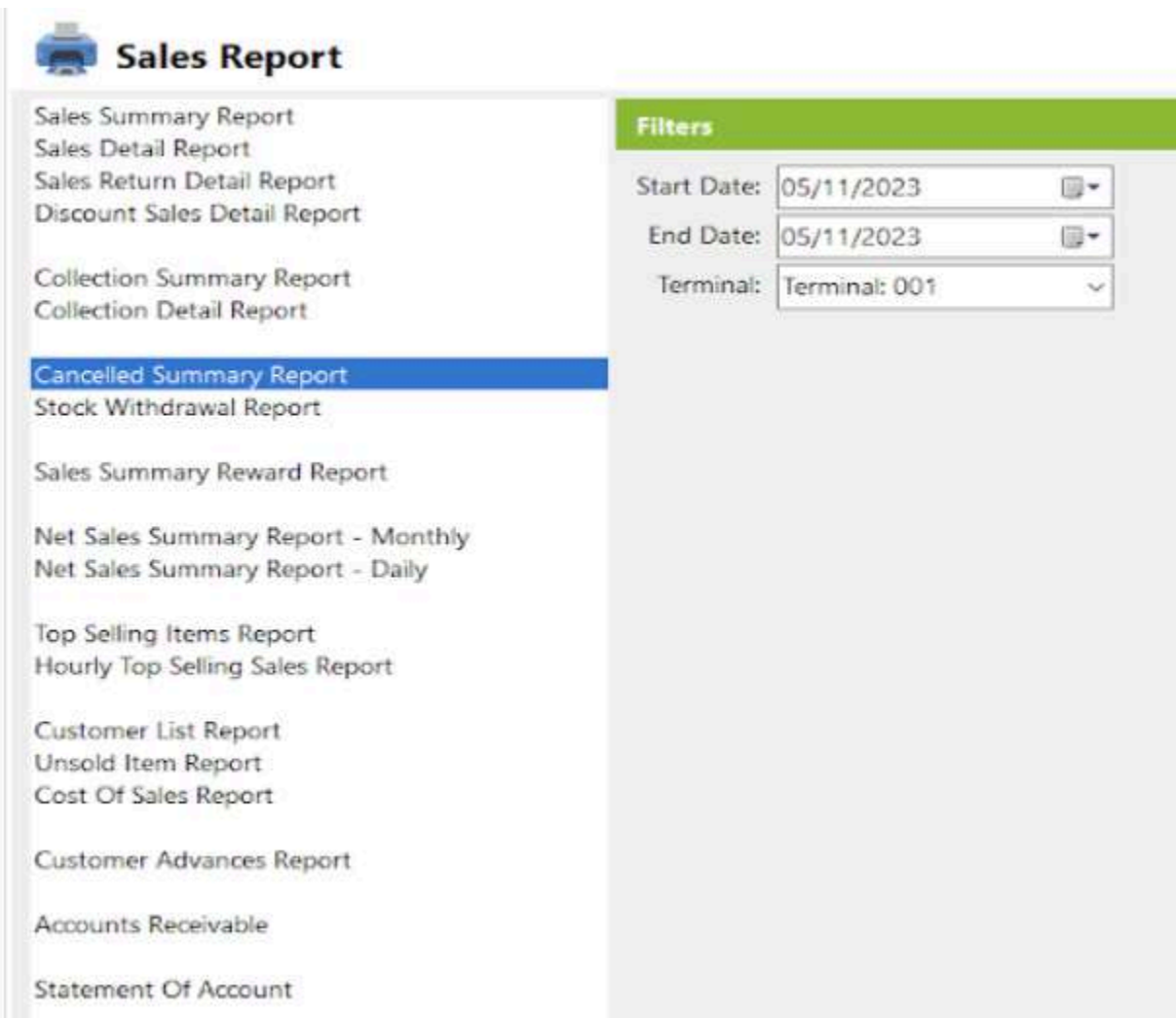
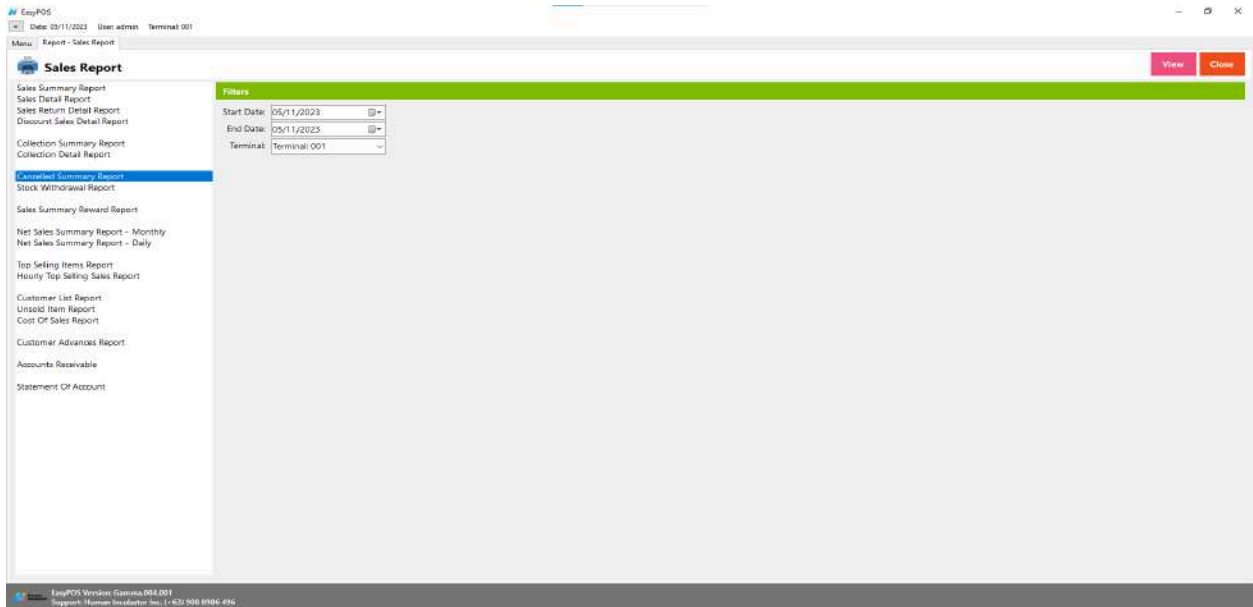
 **select as Credit or Debit Card**

- 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.



## Canceled Summary Report

- is a document or summary that provides an overview of canceled transactions or orders within a business over a specific period.



- 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	canc

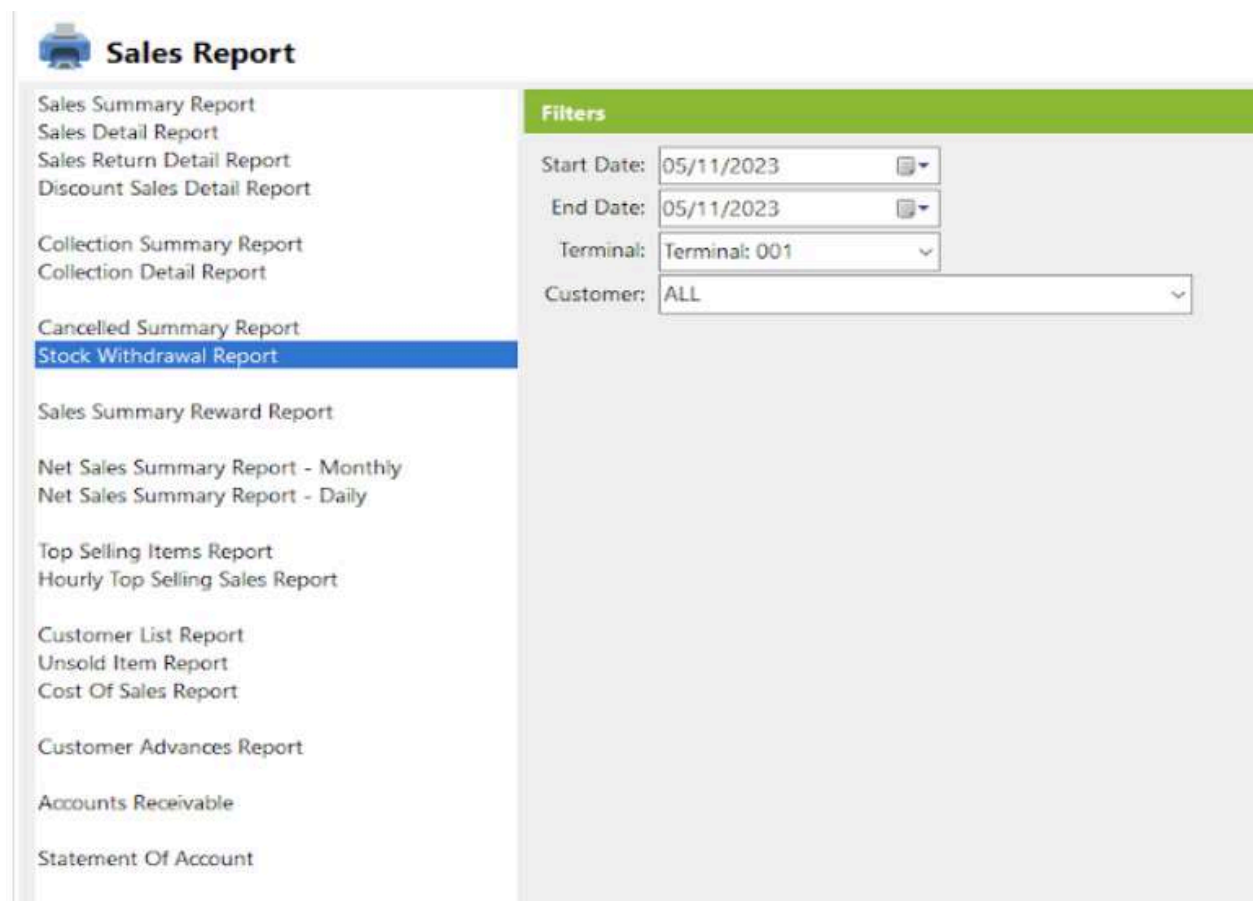
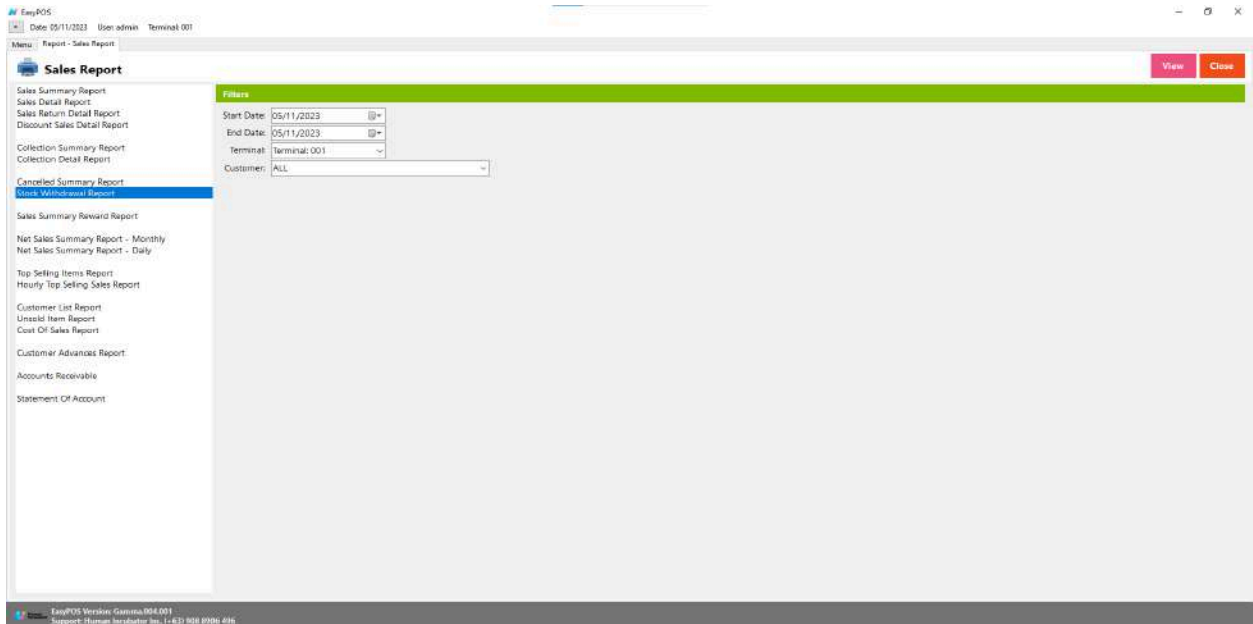
Cancelled Sales Summary Report

**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	canc

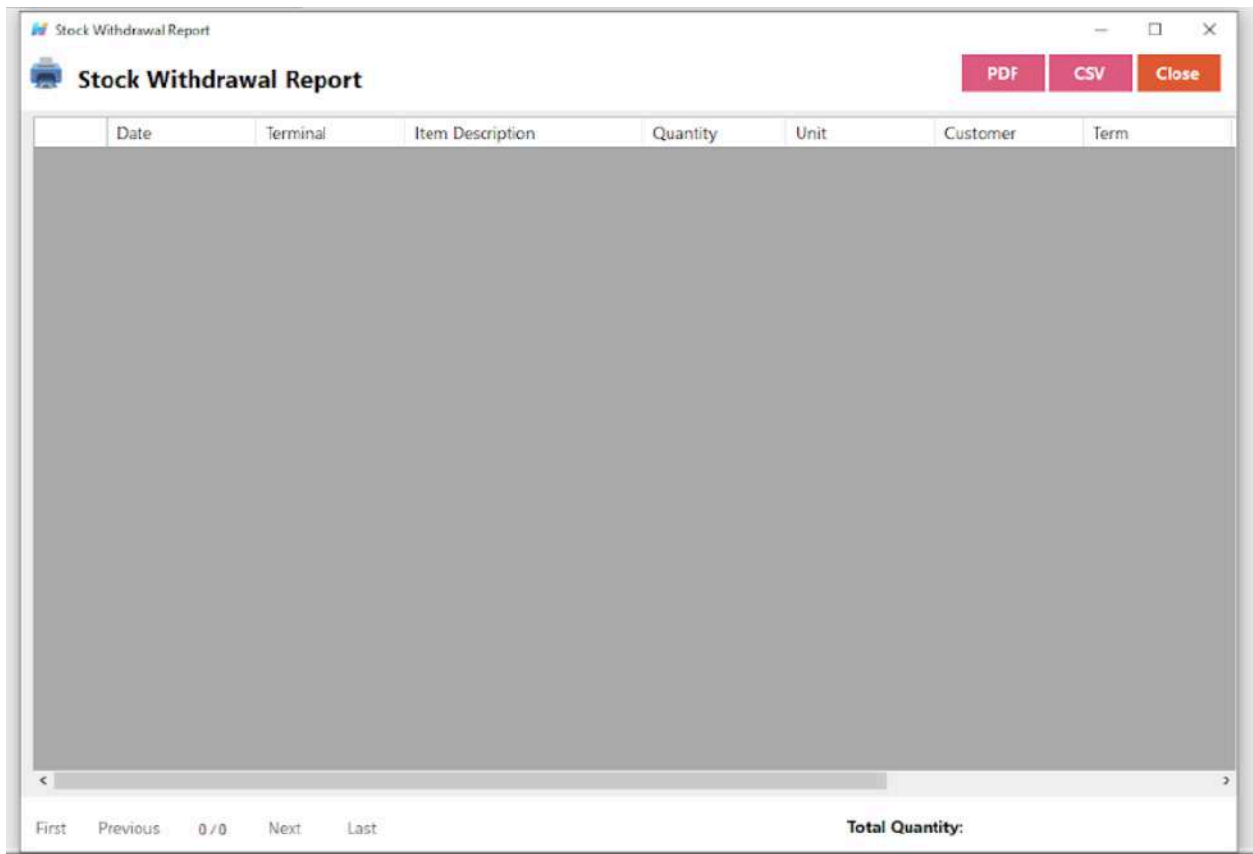
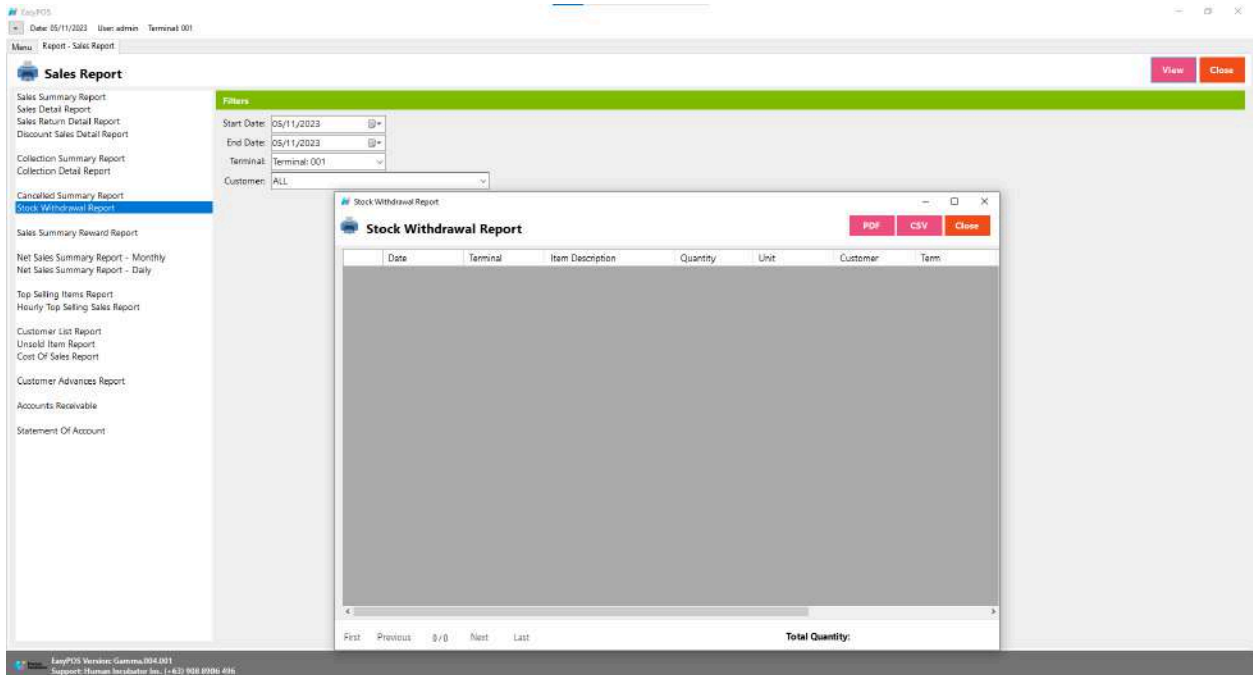
## Stock Withdrawal Report

- is a document or summary that provides detailed information about the withdrawal or removal of stock or inventory items from a business's warehouse or storage locations.



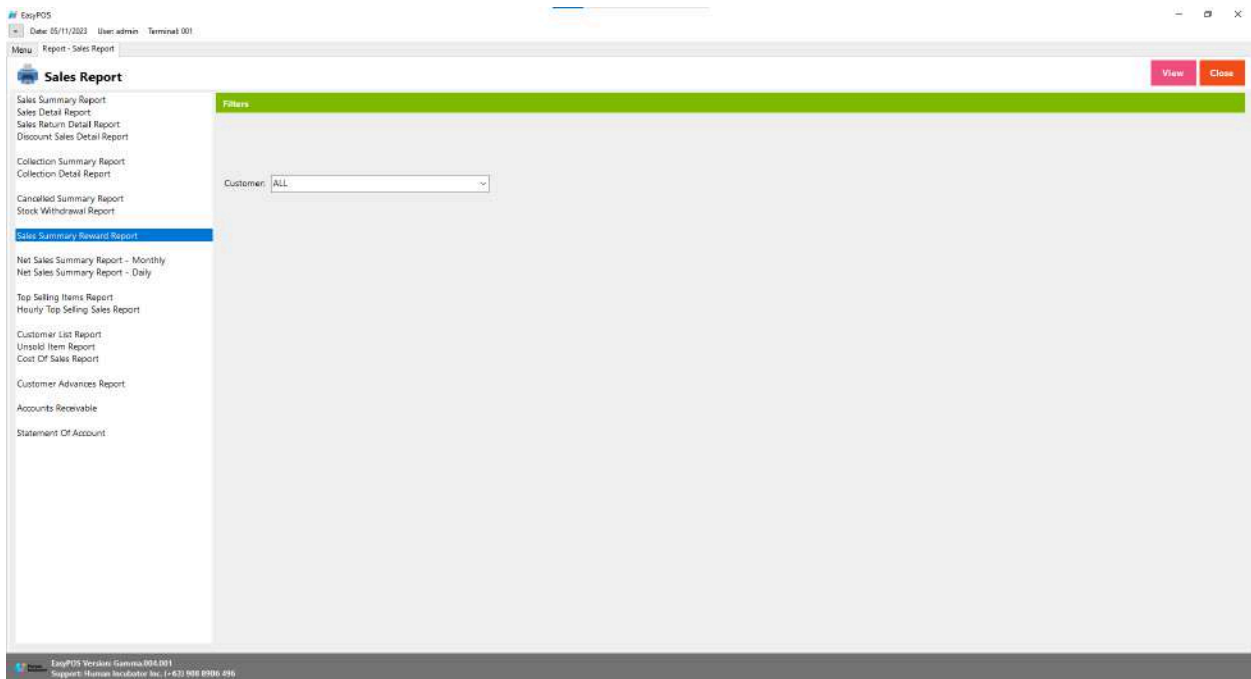
- Select start date and end date.
- It can also filtered by Terminal and Customer
- Click the **View** button to view the report

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

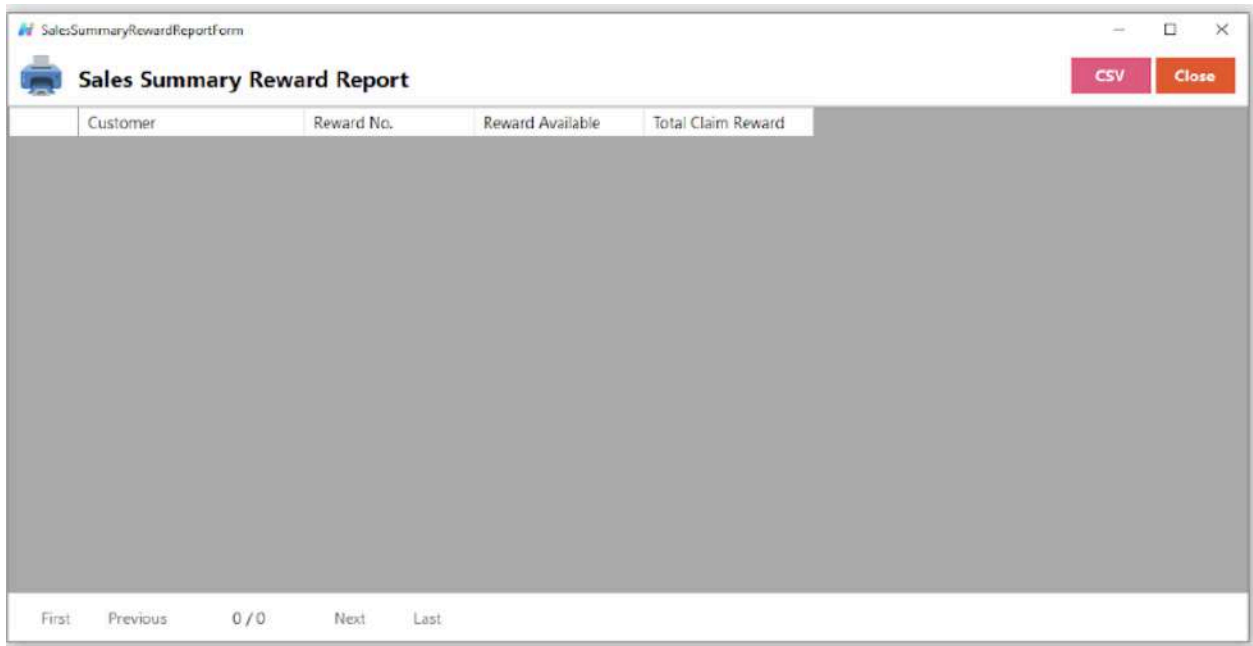
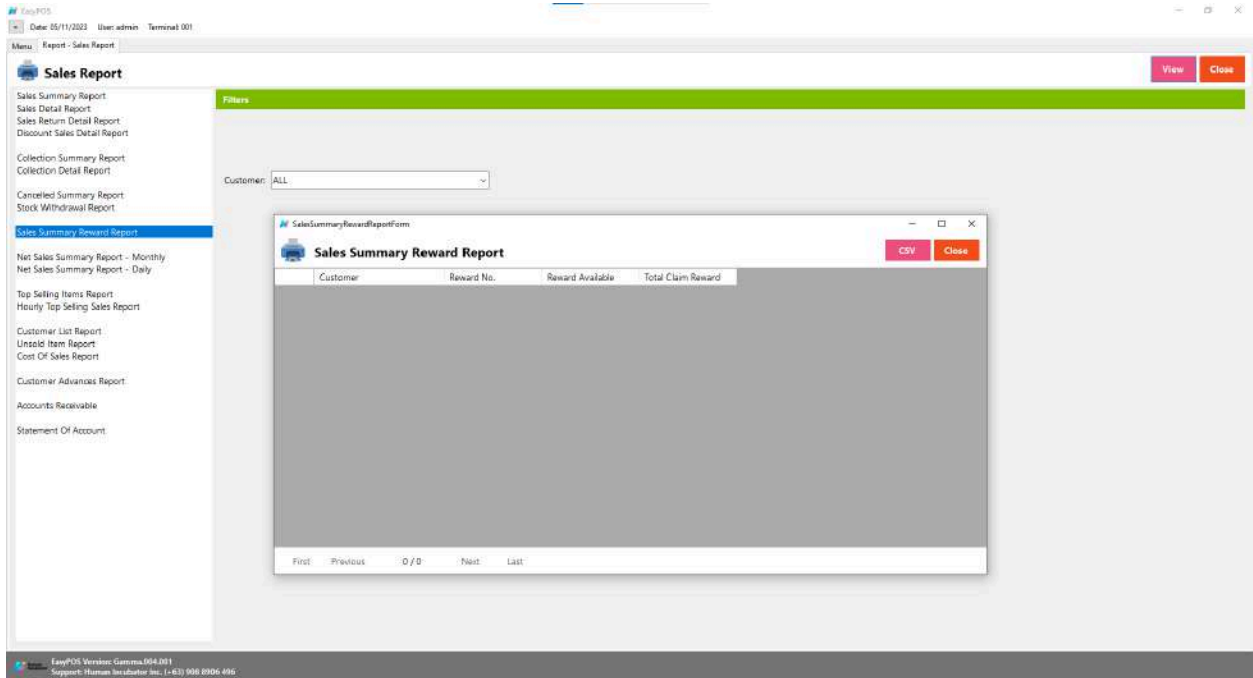


## Sales Summary Reward Report

- is a document or summary that provides an overview of sales transactions where rewards or incentives were applied or earned.



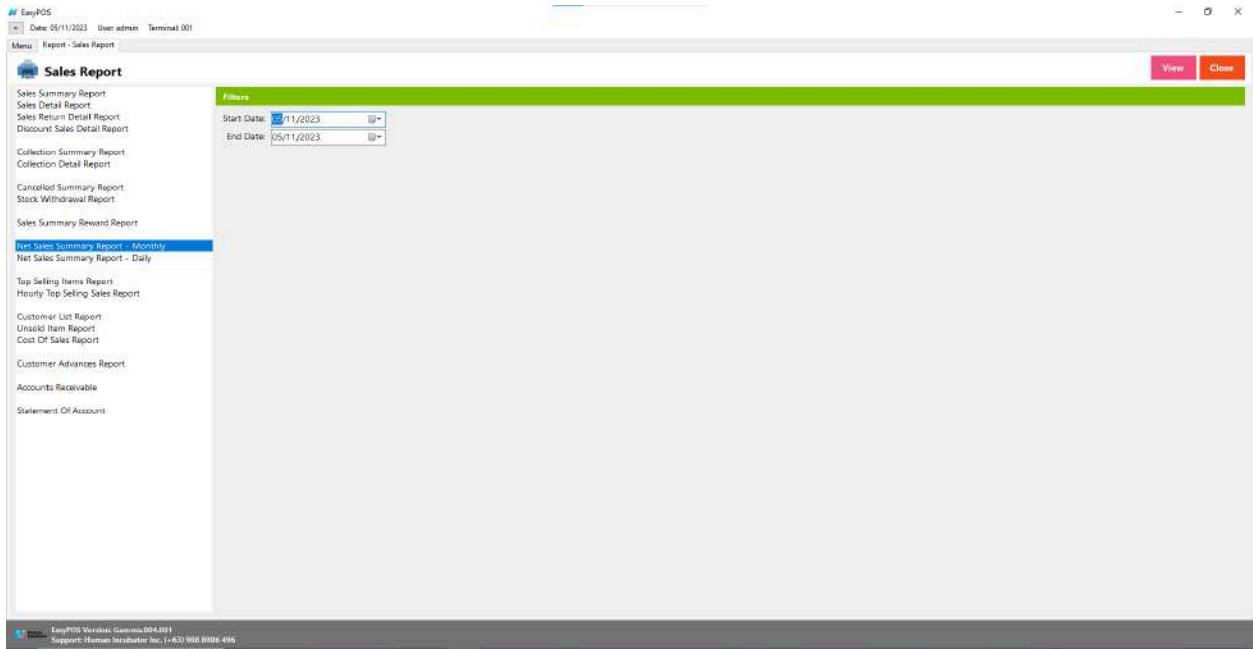
- Select a Customer
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.




## Net Sales Summary Report - Monthly

- is a document or summary that provides a consolidated overview of a business's net sales performance on a monthly basis. Net sales represent the total revenue generated from sales after deducting returns, allowances, and discounts.





 **Sales Report**

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report

Collection Summary Report  
Collection Detail Report

Cancelled Summary Report  
Stock Withdrawal Report

Sales Summary Reward Report

**Net Sales Summary Report - Monthly**  
Net Sales Summary Report - Daily

Top Selling Items Report  
Hourly Top Selling Sales Report


Customer List Report  
Unsold Item Report  
Cost Of Sales Report


Customer Advances Report

Accounts Receivable

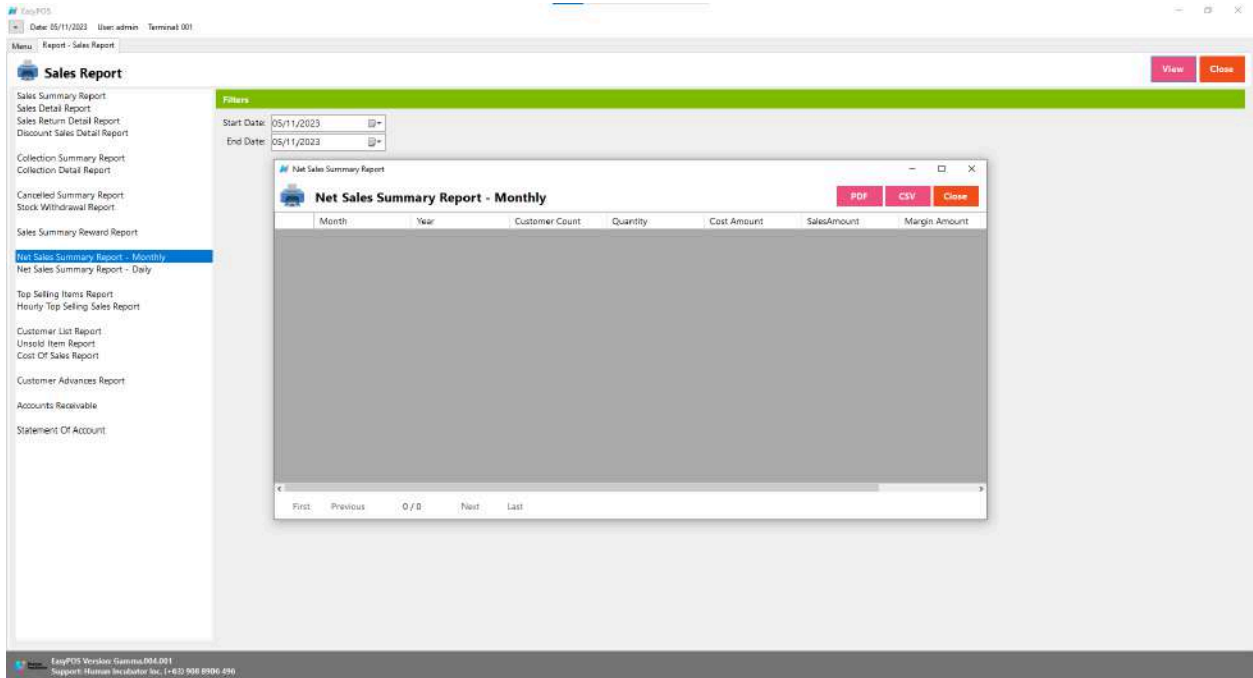
Statement Of Account

**Filters**

Start Date: 05/11/2023 

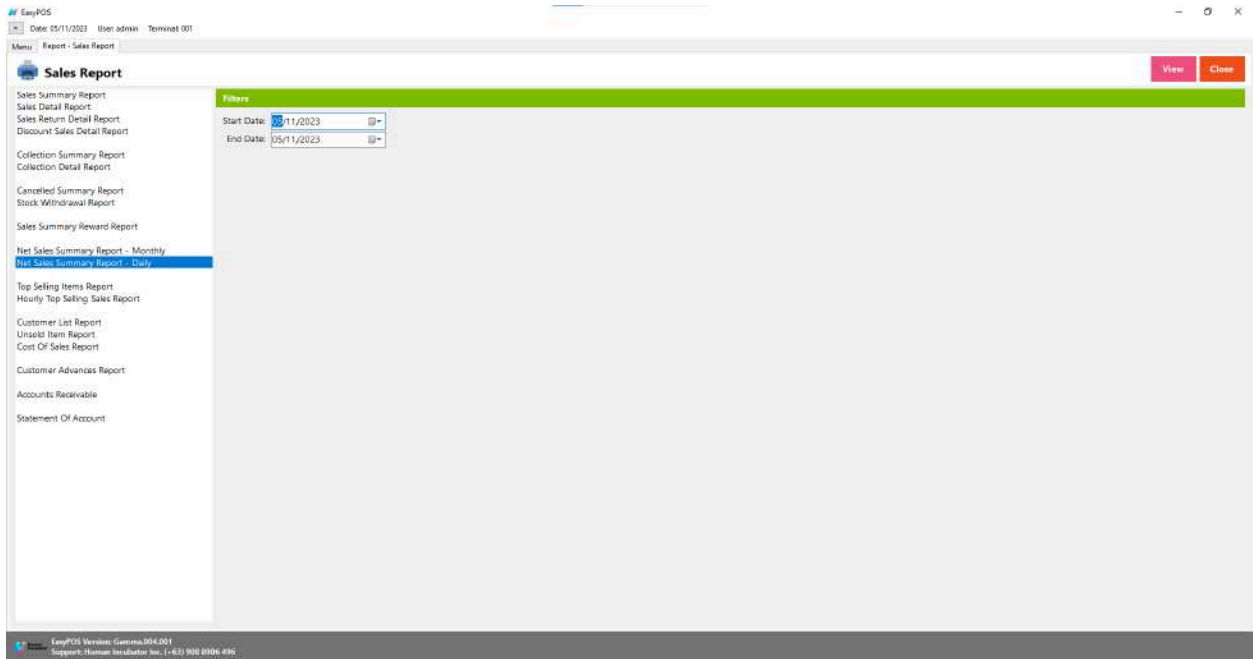
End Date: 05/11/2023 

- 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

- is a document or summary that provides a detailed overview of a business's net sales performance on a daily basis. Net sales represent the total revenue generated from sales after deducting returns, allowances, and discounts.





## Sales Report

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report

Collection Summary Report  
Collection Detail Report

Cancelled Summary Report  
Stock Withdrawal Report

Sales Summary Reward Report

Net Sales Summary Report - Monthly

Net Sales Summary Report - Daily

Top Selling Items Report  
Hourly Top Selling Sales Report

Customer List Report  
Unsold Item Report  
Cost Of Sales Report

Customer Advances Report

Accounts Receivable

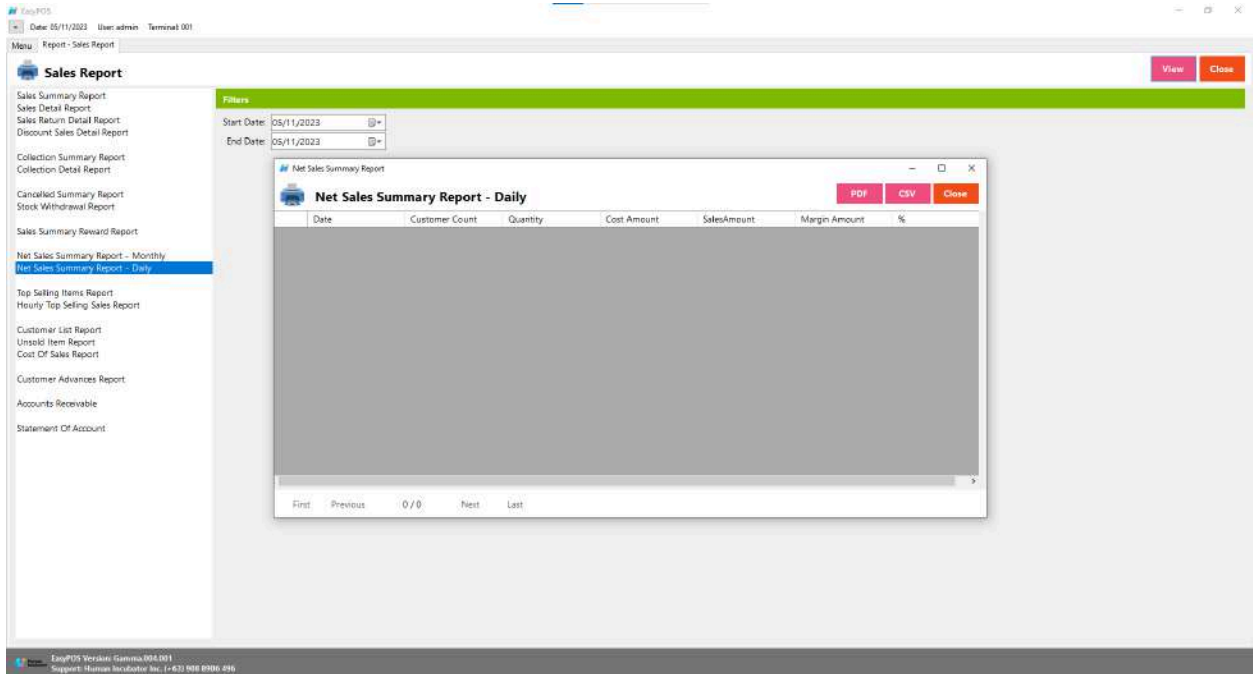
Statement Of Account

### Filters

Start Date: 05/11/2023

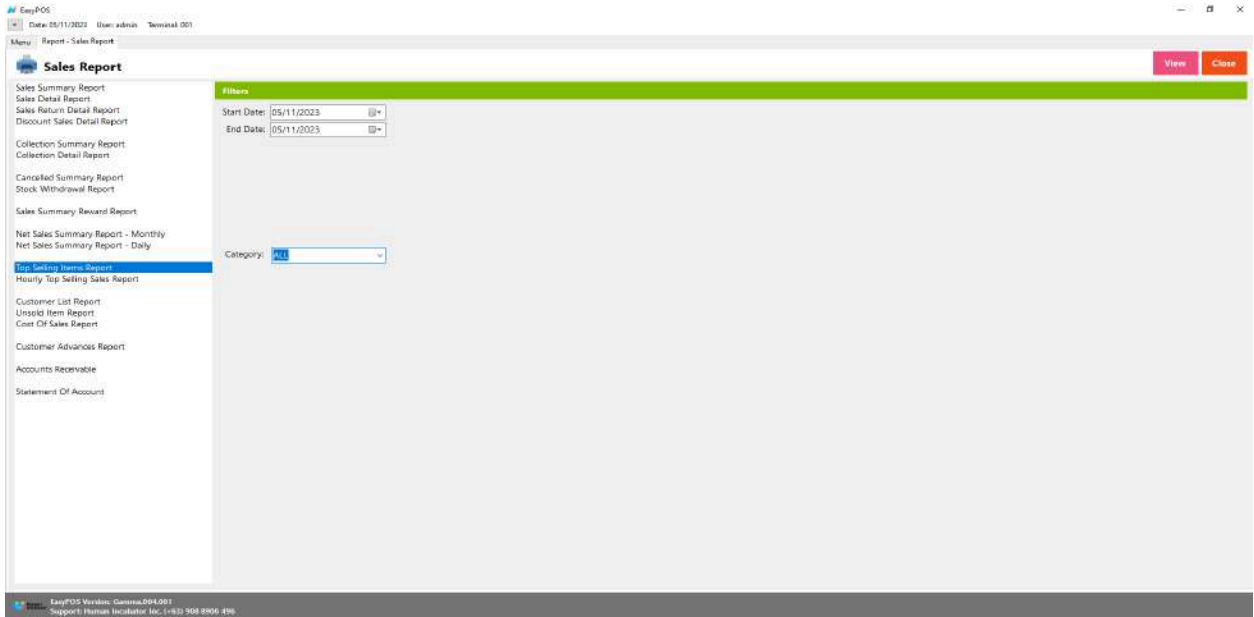
End Date: 05/11/2023

- 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

- is a document or summary that provides information about the best-performing or most popular items in a business's inventory based on sales volume or revenue over a specific period.





## Sales Report

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report

Collection Summary Report  
Collection Detail Report

Cancelled Summary Report  
Stock Withdrawal Report

Sales Summary Reward Report

Net Sales Summary Report - Monthly  
Net Sales Summary Report - Daily

**Top Selling Items Report**  
Hourly Top Selling Sales Report

Customer List Report  
Unsold Item Report  
Cost Of Sales Report

Customer Advances Report

Accounts Receivable

Statement Of Account

### Filters

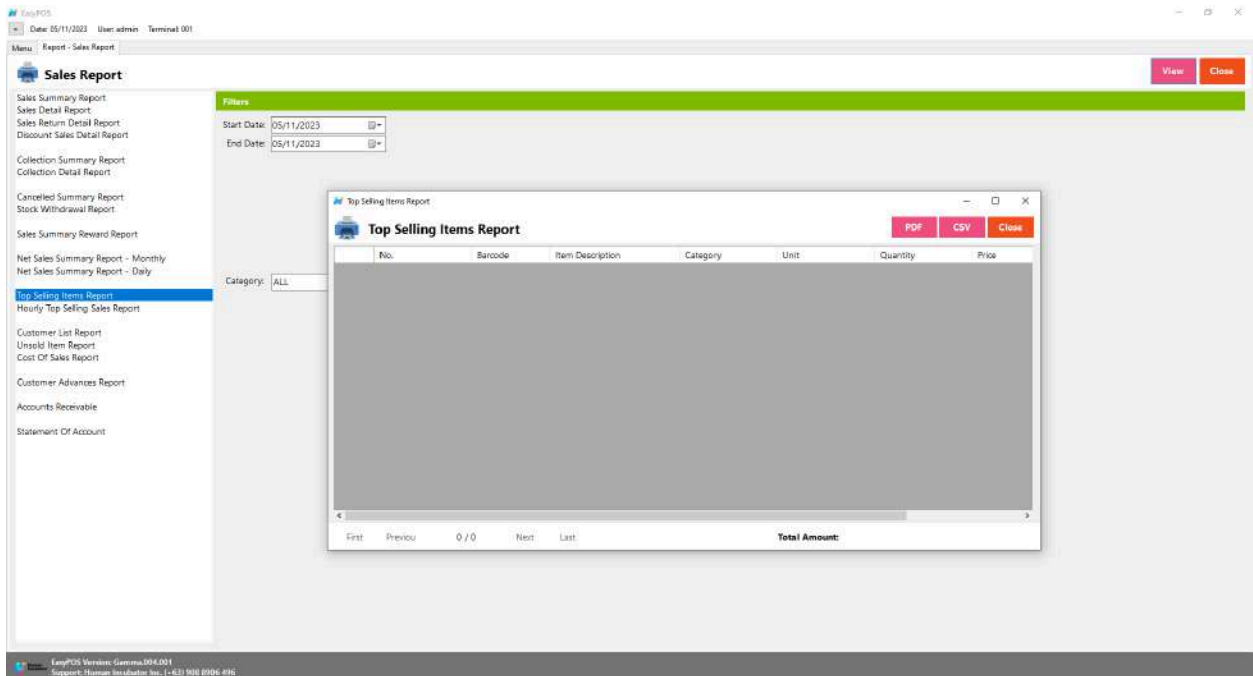
Start Date: 05/11/2023

End Date: 05/11/2023

Category: ALL

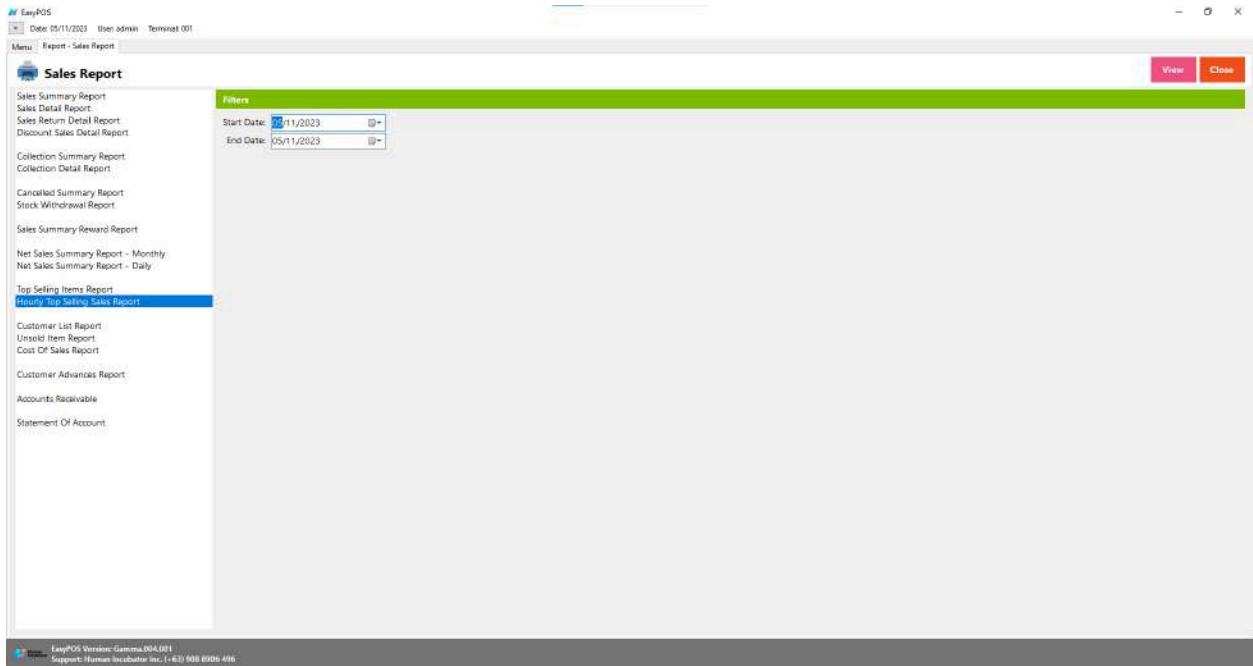
- Select start date and end date.
- It is filtered by Category
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.





## Hourly Top Selling Sales Report

- is a document or summary that provides detailed information about the best-performing or most popular items in a business's inventory based on sales volume or revenue, broken down by each hour of the day.







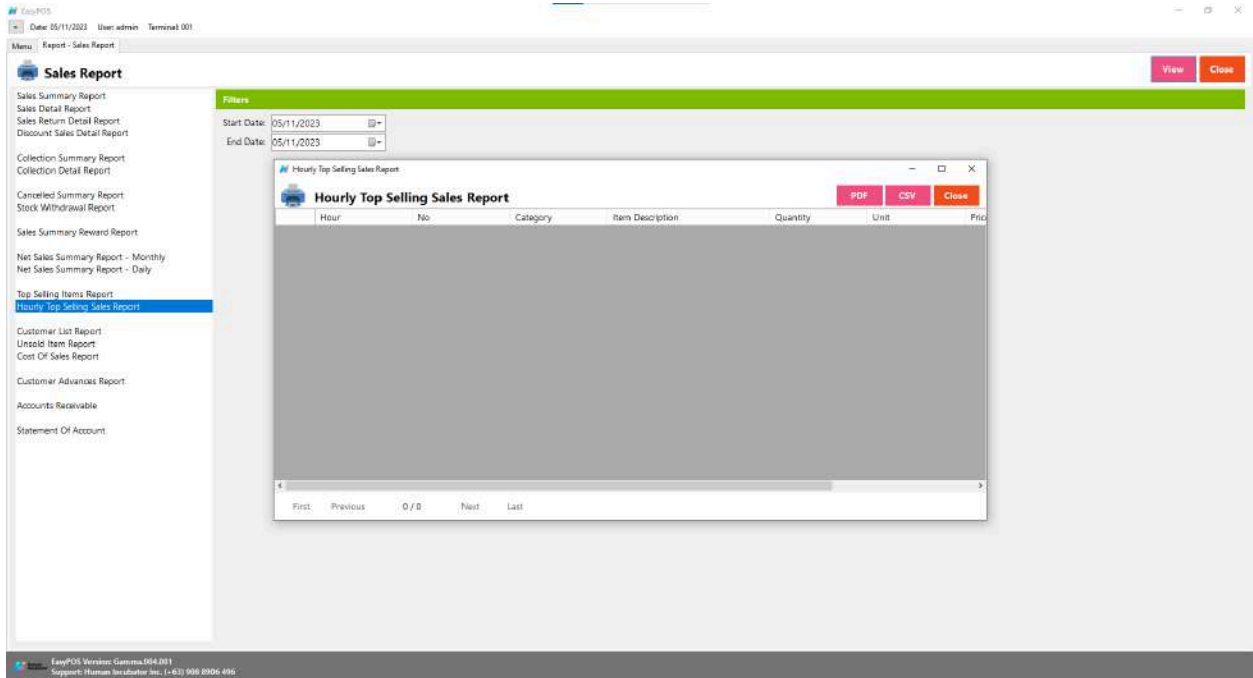
## Sales Report

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

### Filters

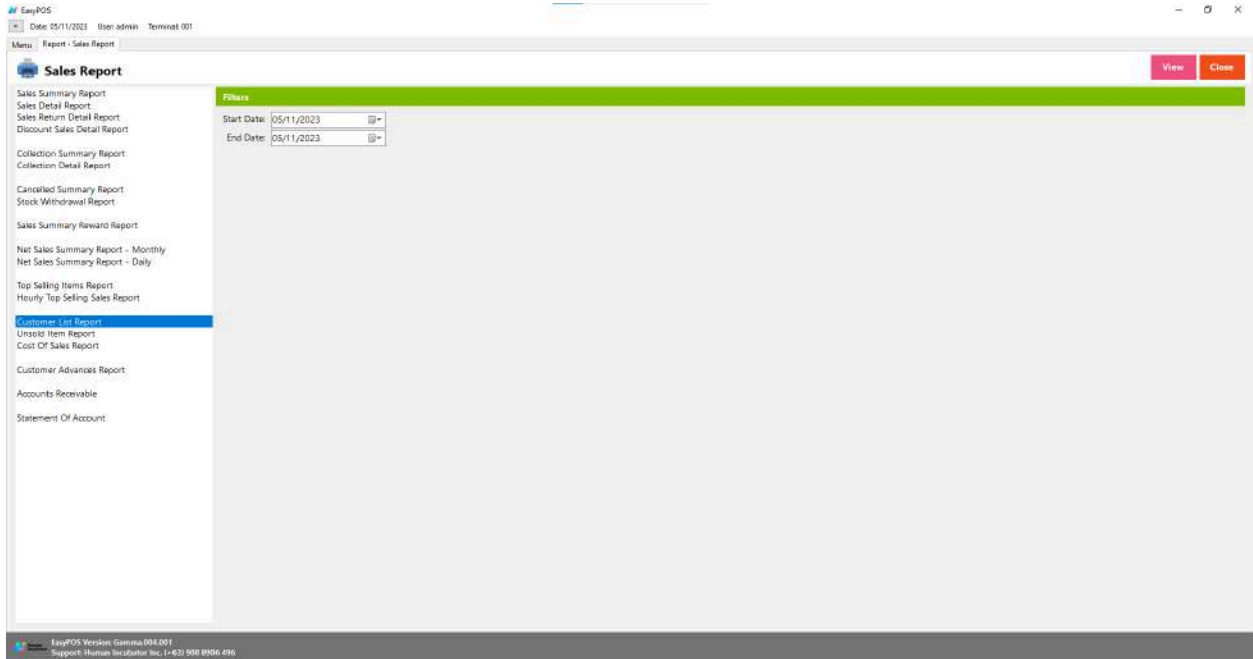
Start Date:    
End Date:  

- 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

- is a document or summary that provides detailed information about the customers associated with a business.





## Sales Report

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report

Collection Summary Report  
Collection Detail Report

Cancelled Summary Report  
Stock Withdrawal Report

Sales Summary Reward Report

Net Sales Summary Report - Monthly  
Net Sales Summary Report - Daily

Top Selling Items Report  
Hourly Top Selling Sales Report

**Customer List Report**

Unsold Item Report  
Cost Of Sales Report

Customer Advances Report

Accounts Receivable

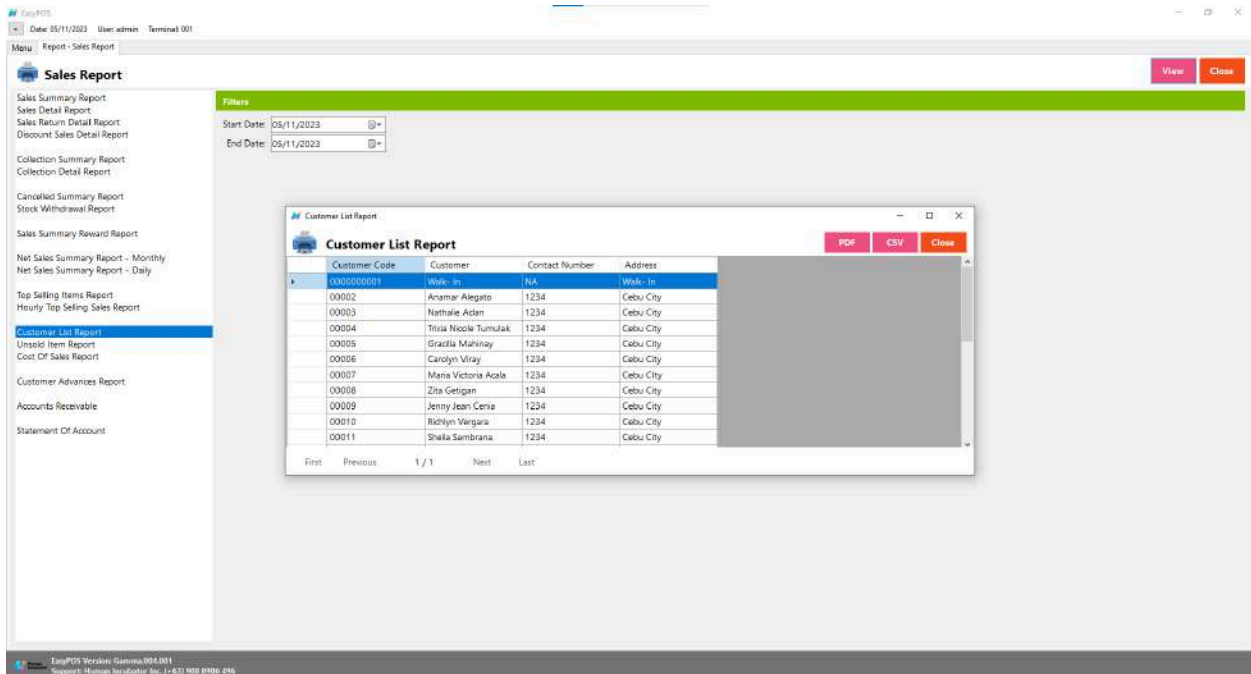
Statement Of Account

### Filters

Start Date: 05/11/2023

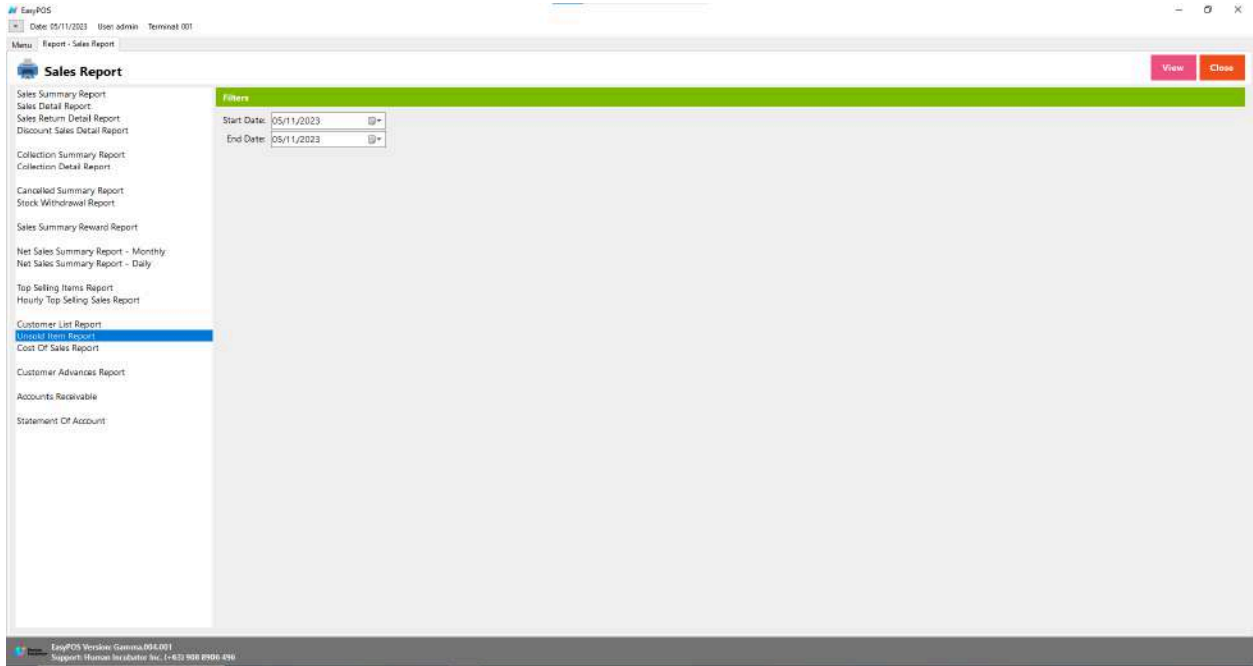
End Date: 05/11/2023

- 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

- is a document or summary that provides detailed information about items in a business's inventory that have not been sold over a specific period.





**Sales Report**

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

**Filters**

Start Date: 05/11/2023

End Date: 05/11/2023

- 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.

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

Menu | Report - Sales Report View Close

**Sales Report**

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

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

Unsold Item Report PDF CSV Close

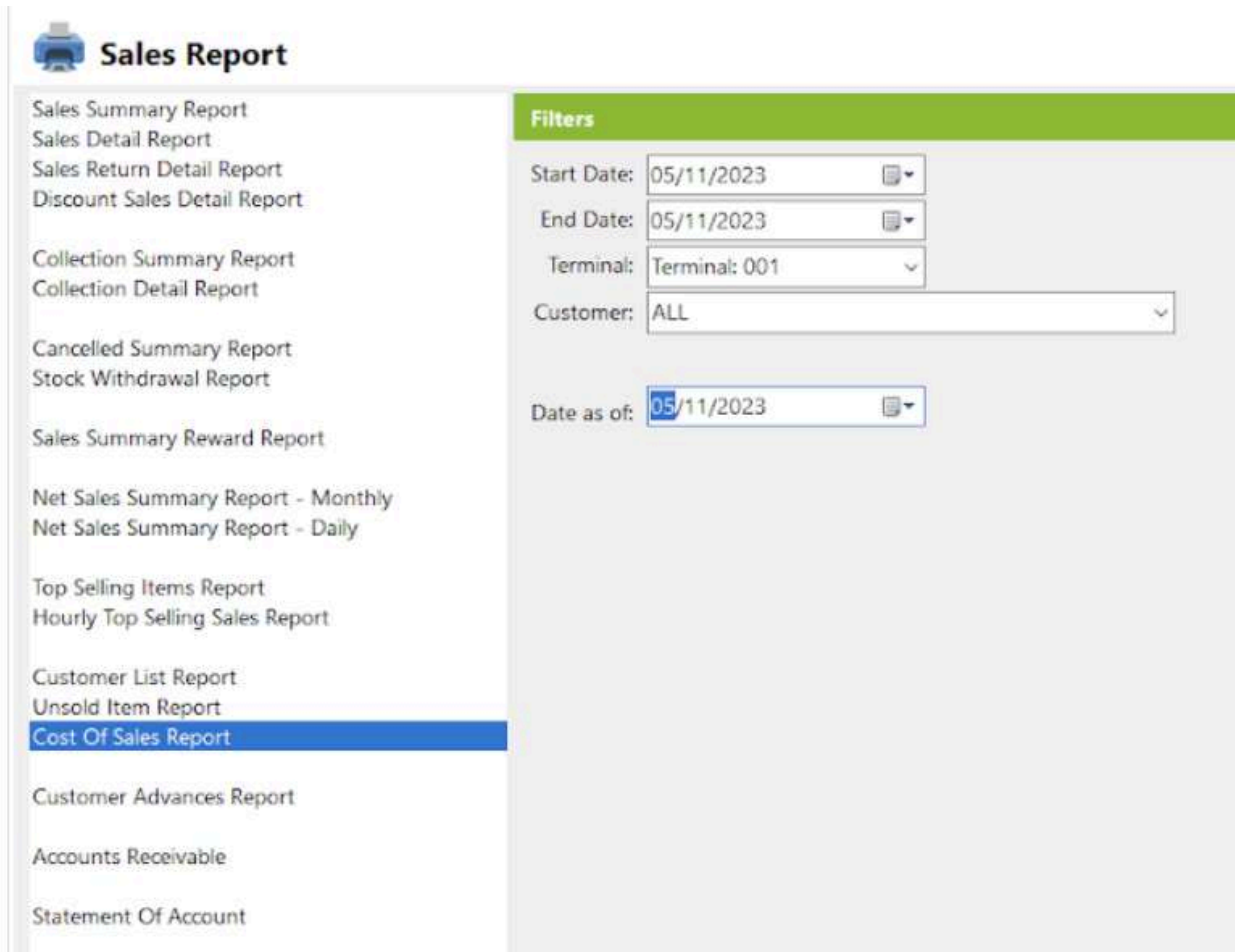
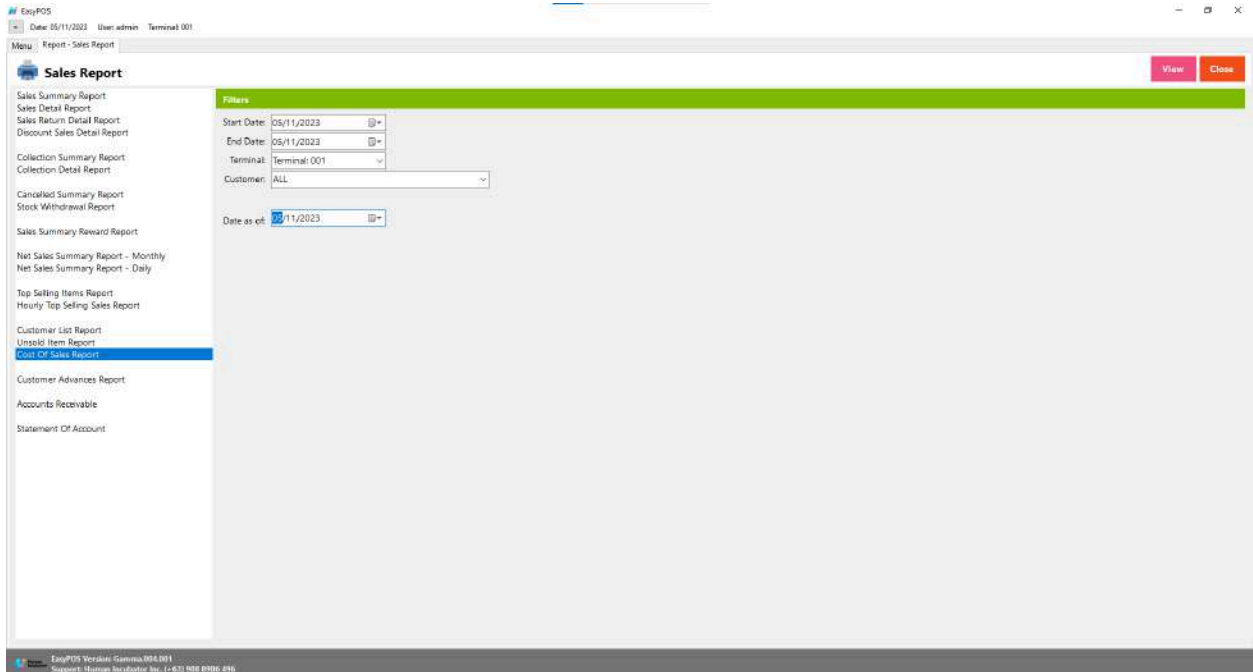
Barcode	Item Description	Category	Unit	Cost	Price
000000001	Service Charge	Service Charge	Pct%	0.10	0.10
00002	Sizzling Burgersteak	Sizzling	Serving(s)	1.00	179.00
00003	Sizzling Porkchop	Sizzling	Serving(s)	1.00	190.00
00004	Sizzling Sirig	Sizzling	Serving(s)	1.00	160.00
00005	Regular Burger	Burger	Serving(s)	1.00	95.00
00006	Cheese Burger	Burger	Serving(s)	1.00	95.00
00007	Cheese Burger Deluxe	Burger	Serving(s)	1.00	135.00
00008	Mango Shake	Shake	Serving(s)	1.00	95.00
00009	Avocado Shake	Shake	Serving(s)	1.00	95.00
00010	Strawberry Shake	Shake	Serving(s)	1.00	105.00
00011	Cup Cake	Dessert	Pct%	1.00	115.00
00012	Brownies	Dessert	Pct%	1.00	95.00
00013	Cookies	Dessert	Pct%	1.00	75.00
00014	Coke zero 12oz	Drink	Can(s)	1.00	85.00
00015	Sprite	Drink	Can(s)	1.00	85.00
00016	Royal	Drink	Pct%	1.00	85.00
00017	Xtra Gravy	Add-On	Cust%	1.00	25.00

First Previous 1 / 1 Next Last

ExpPOS Versión: Gamma 903.001  
Support: Manasa Incubator Inc. | +63 930 890 496

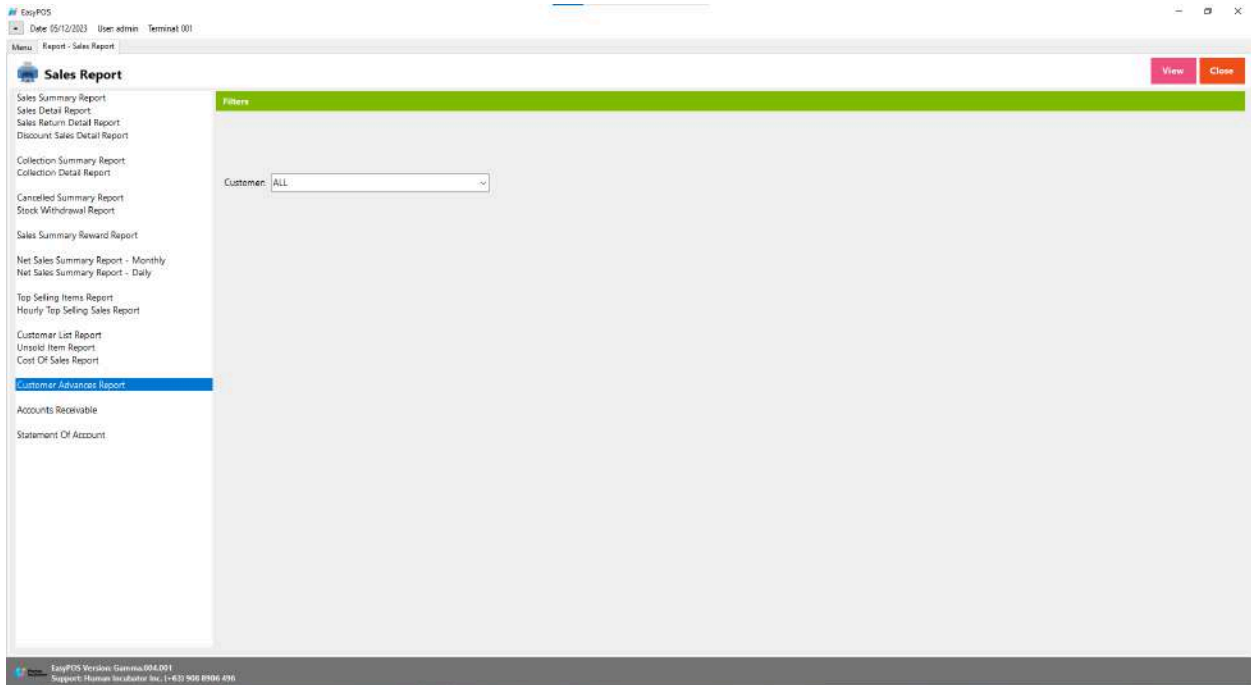
## Cost of Sales Report

- is a document or summary that provides detailed information about the costs associated with the products or services that a business sold during a specific period.

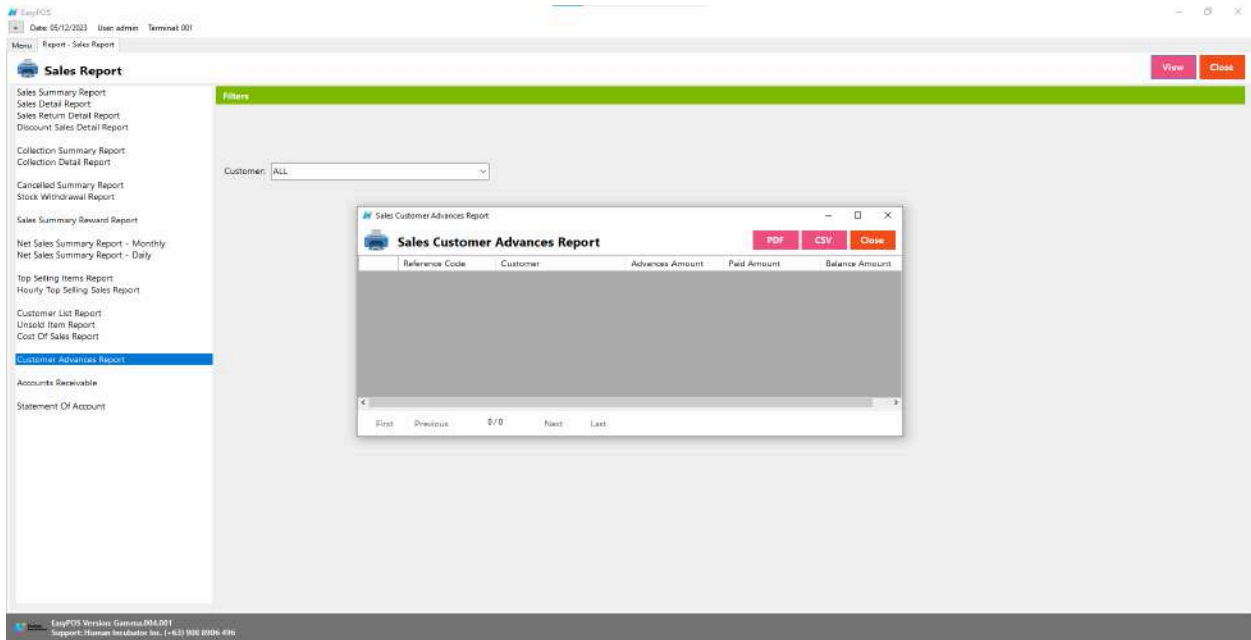


## Customer Advances Report

- is a document or summary that provides detailed information about the advances or prepayments received from customers.

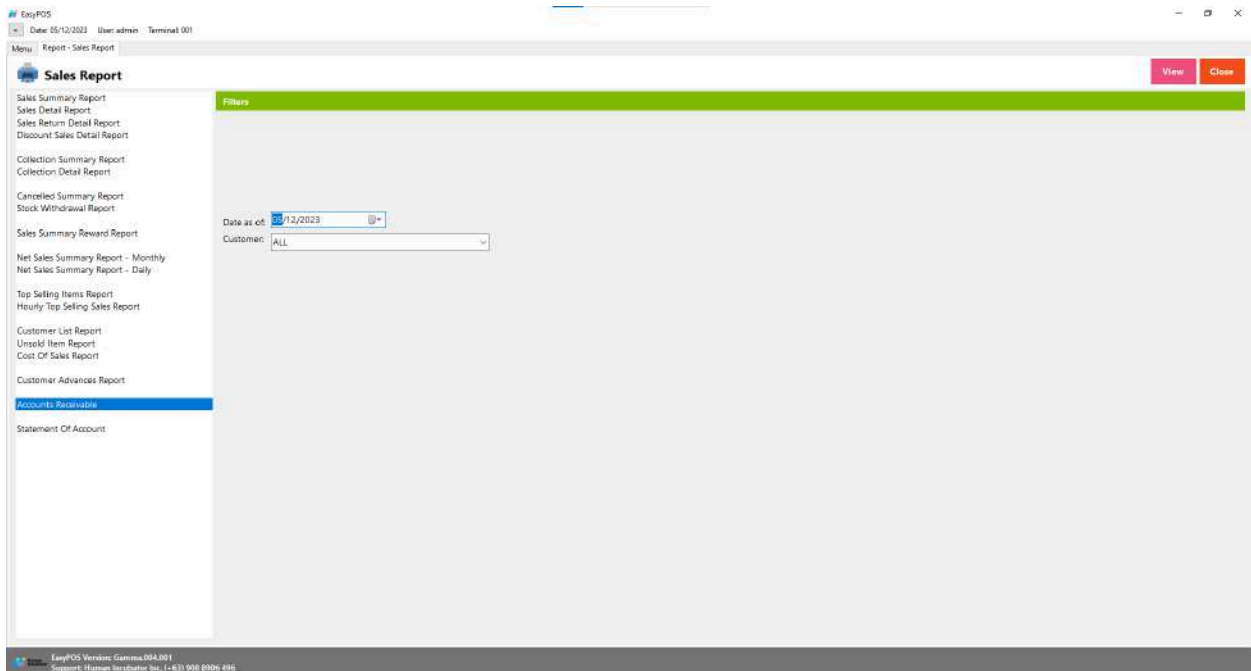


- It is filtered by Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



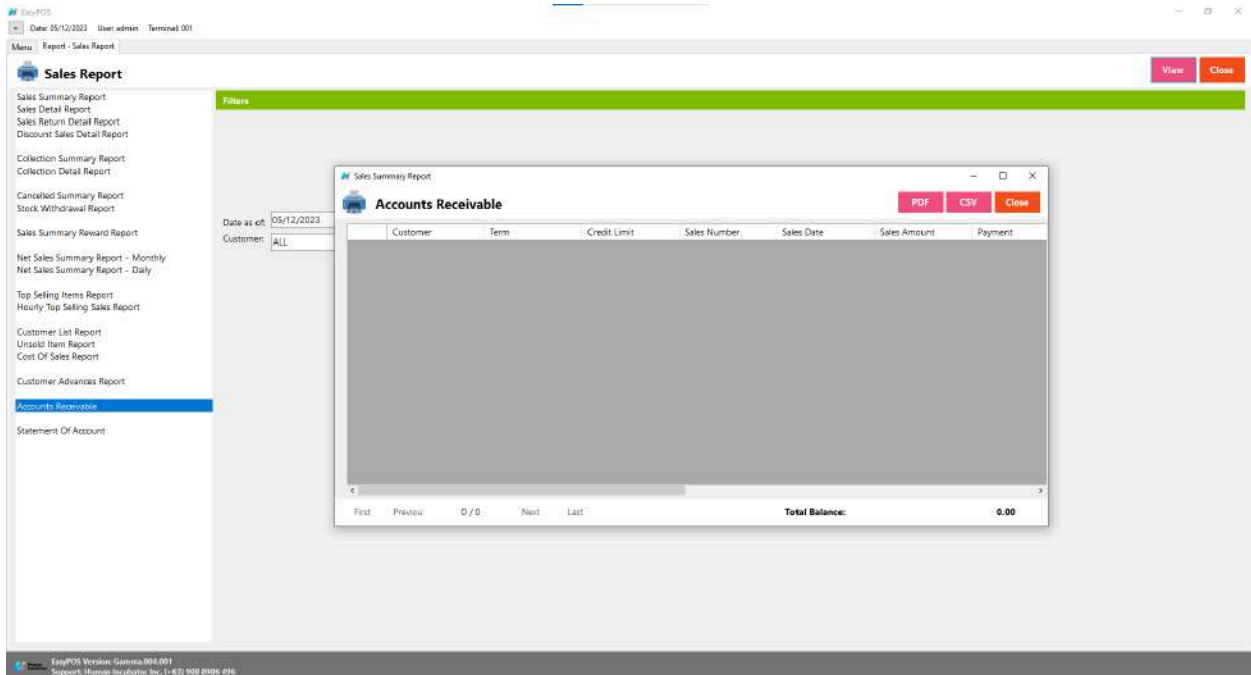
## Accounts Receivable

- is a financial term that refers to the amount of money owed to a business by its customers for goods or services that have been delivered or provided but not yet paid for.



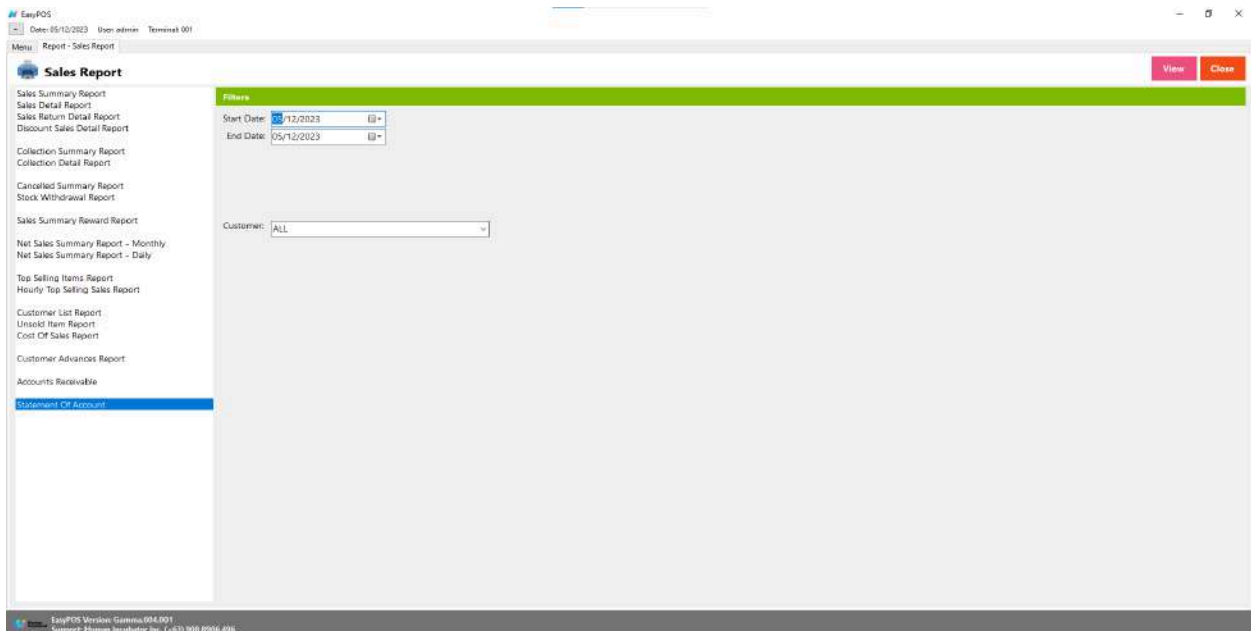
- Select Date as of and Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report

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



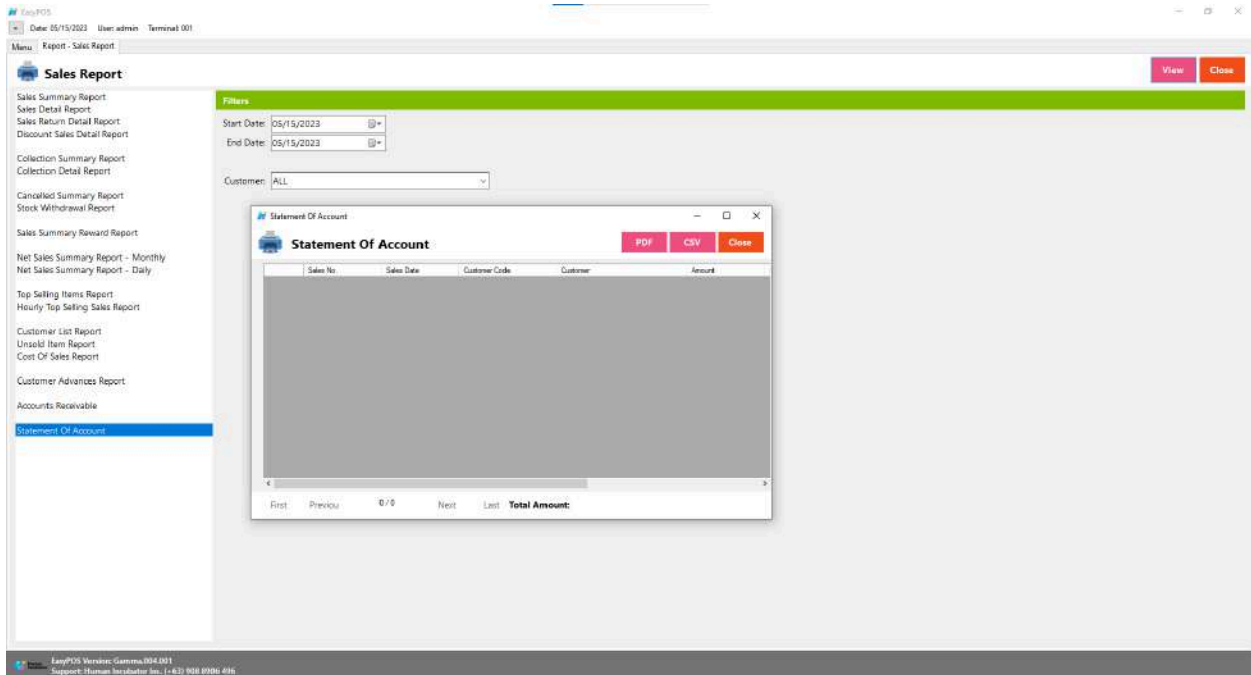
## Statement of Account

- is a financial document that provides a summary of transactions between a business and a specific customer over a particular period.



- 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.

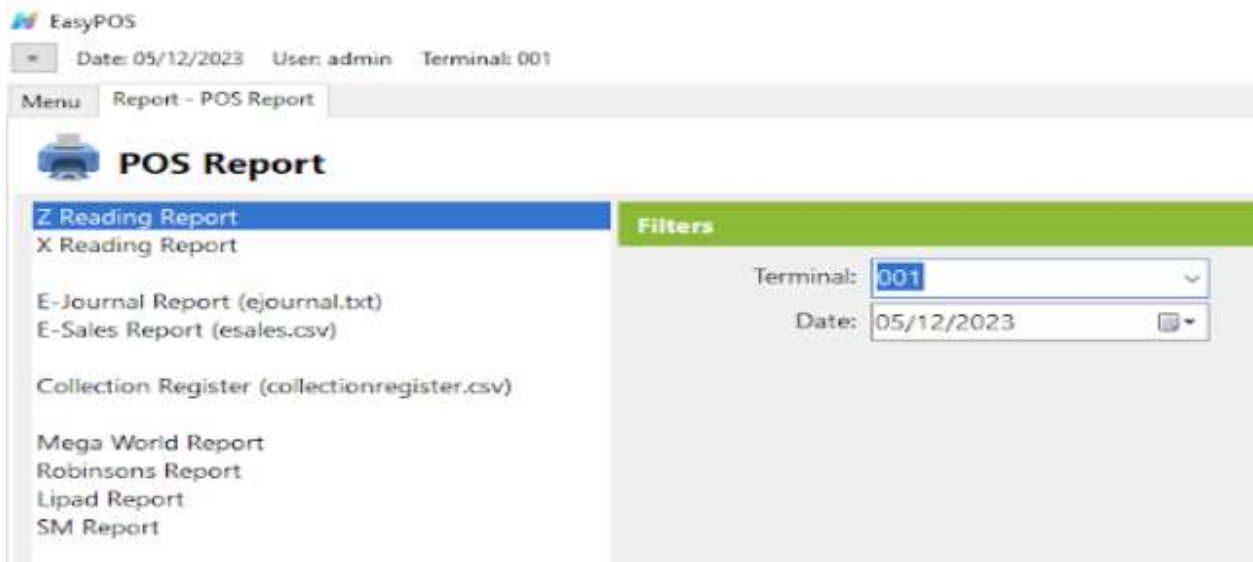
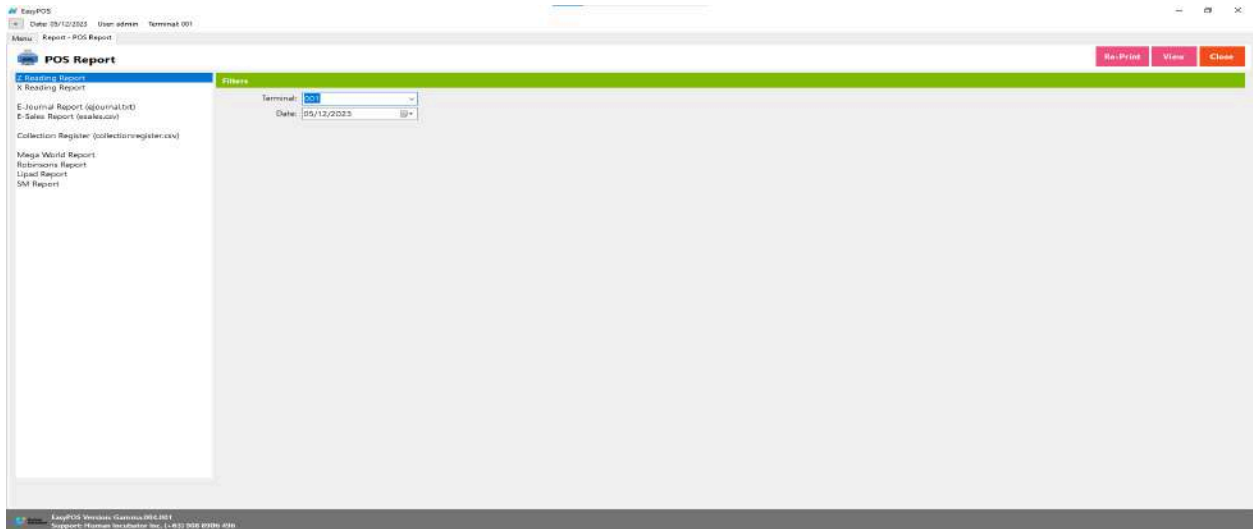
## POS Report

### 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.

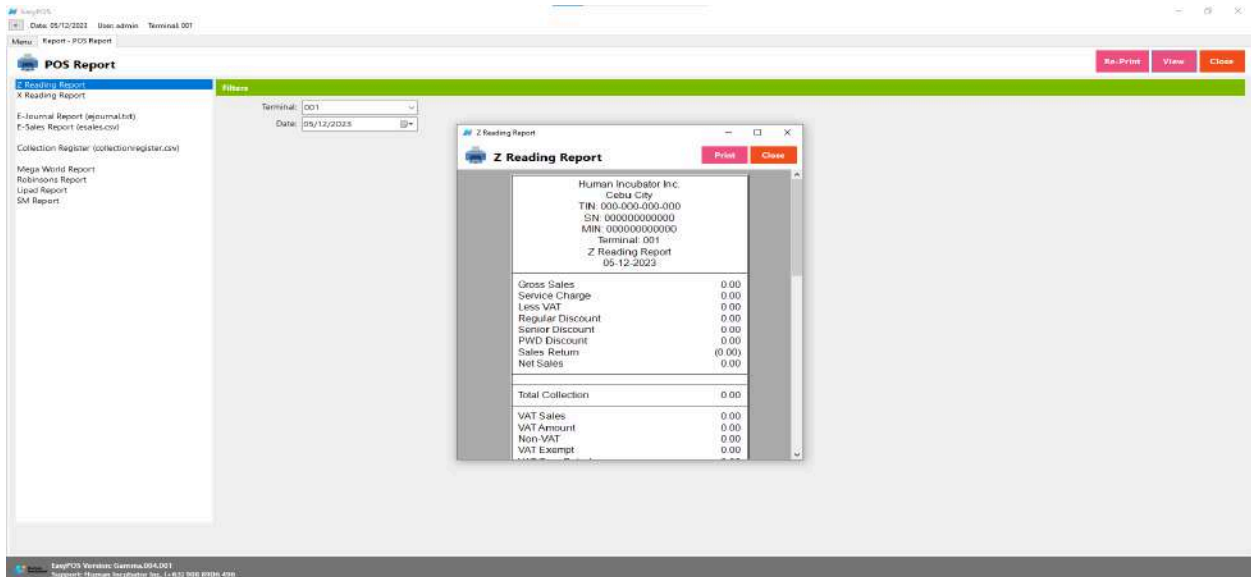
### Z Reading Report

- is a financial report generated by point-of-sale (POS) systems, particularly in the context of retail businesses. The "Z" in Z Reading stands for "Zero," indicating that the report is typically printed or generated at the end of a specific business day or shift to reset the transaction counters to zero for the next period.



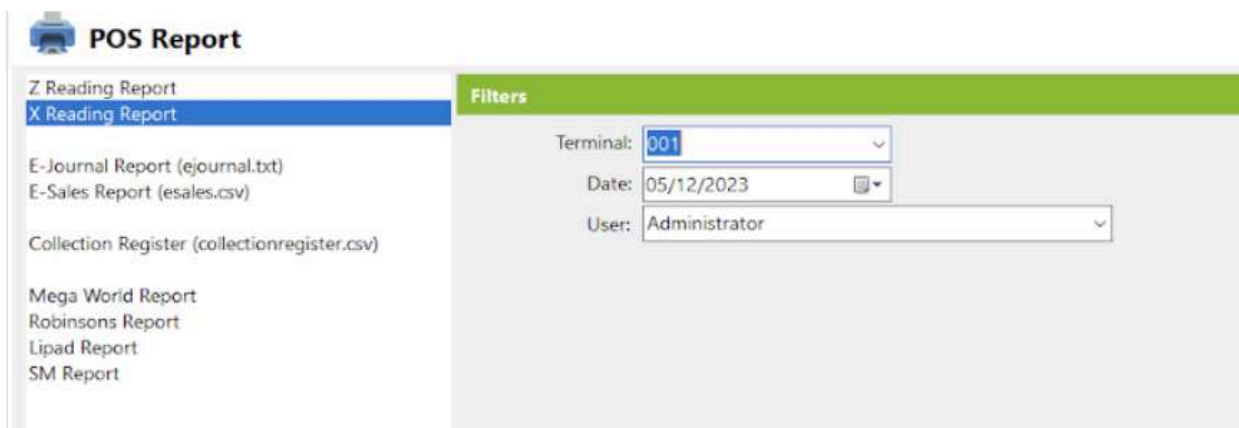
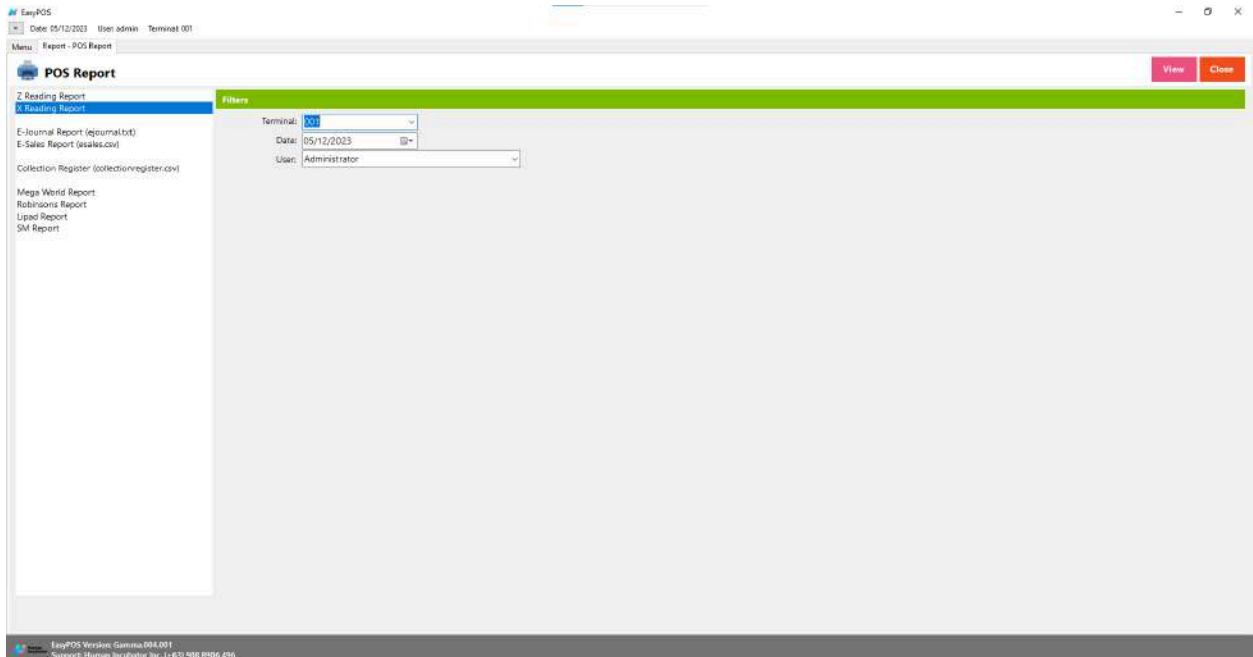
- Select terminal and date.
- Click the **Re-Print** button to automatically print the end of day report
- Click the **View** button to view the report
- Click **Print** button to print pdf file report





## X Reading Report

- is a financial report generated by point-of-sale (POS) systems, similar to the Z Reading Report. The "X" in X Reading signifies that the report is taken without resetting the transaction counters or cash register totals. Unlike the Z Reading, which is typically performed at the end of a business day or shift to reset counters and finalize transactions, the X Reading allows operators or managers to view and print a snapshot of sales and transaction data without closing the current business day.



- 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

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

Menu Report - POS Report View Close

**POS Report**

7. Reading Report  
**X Reading Report**  
 E-Journal Report (ejournal.txt)  
 E-Sales Report (esales.csv)  
 Collection Register (collectionregister.csv)  
 Mega World Report  
 Robinsons Report  
 Lipai Report  
 SM Report

Filters  
 Terminal: 001  
 Date: 05/12/2023  
 User: Administrator

X Reading Report Print Close

Human Incubator Inc.  
 Cebu City  
 X Reading Report  
 05-12-2023  
 admin

Gross Sales	0.00
Service Charge	0.00
Less VAT	0.00
Regular Discount	0.00
Senior Discount	0.00
PWD Discount	0.00
Sales Return	(0.00)
Net Sales	0.00
<hr/>	
Total Collection	0.00
<hr/>	
VAT Sales	0.00
VAT Amount	0.00
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00
<hr/>	
Counter ID Start	0000000000
Counter ID End	0000000000

ExpPOS Versión: Gamma 005.001  
 Support: Human Incubator Inc. | +63 908 8906 696

X Reading Report

**X Reading Report** Print Close

Human Incubator Inc. Cebu City X Reading Report 05-12-2023 admin	
Gross Sales	0.00
Service Charge	0.00
Less VAT	0.00
Regular Discount	0.00
Senior Discount	0.00
PWD Discount	0.00
Sales Return	(0.00)
Net Sales	0.00
Total Collection	0.00
VAT Sales	0.00
VAT Amount	0.00
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00
Counter ID Start	0000000000
Counter ID End	0000000000

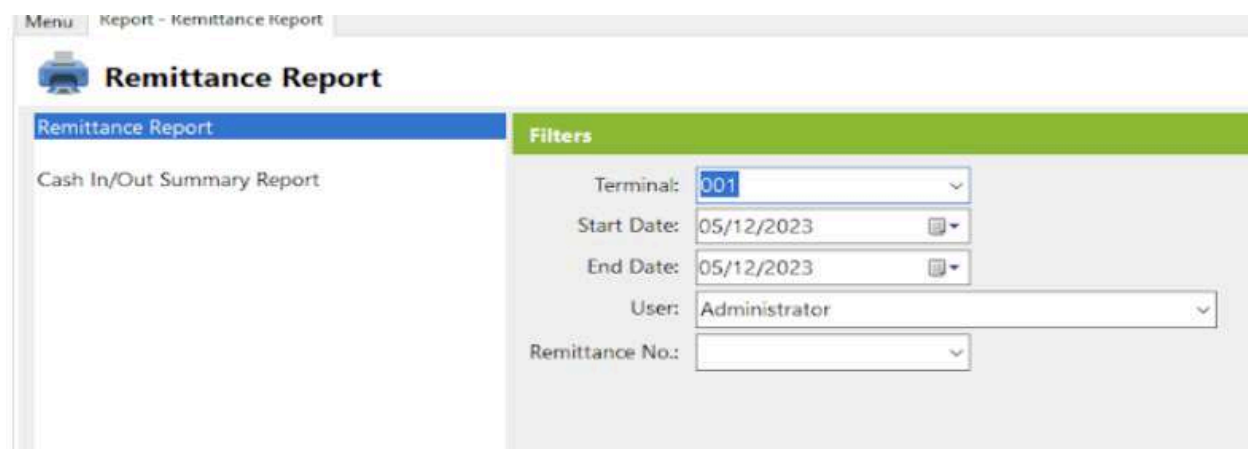
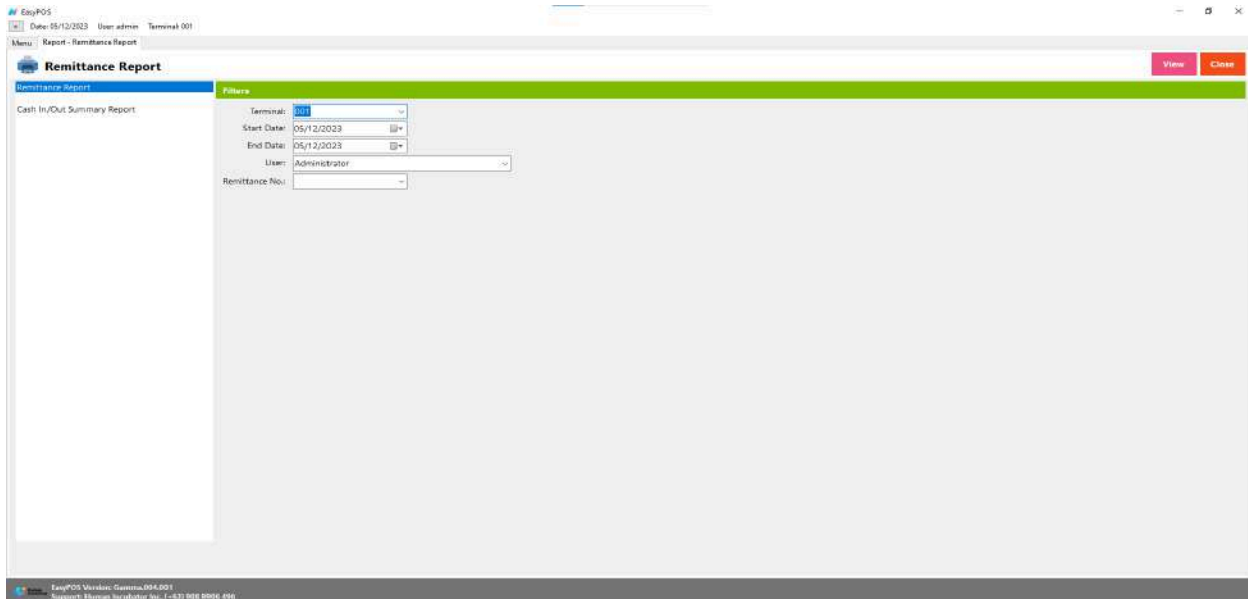
## Remittance Report

### Overview

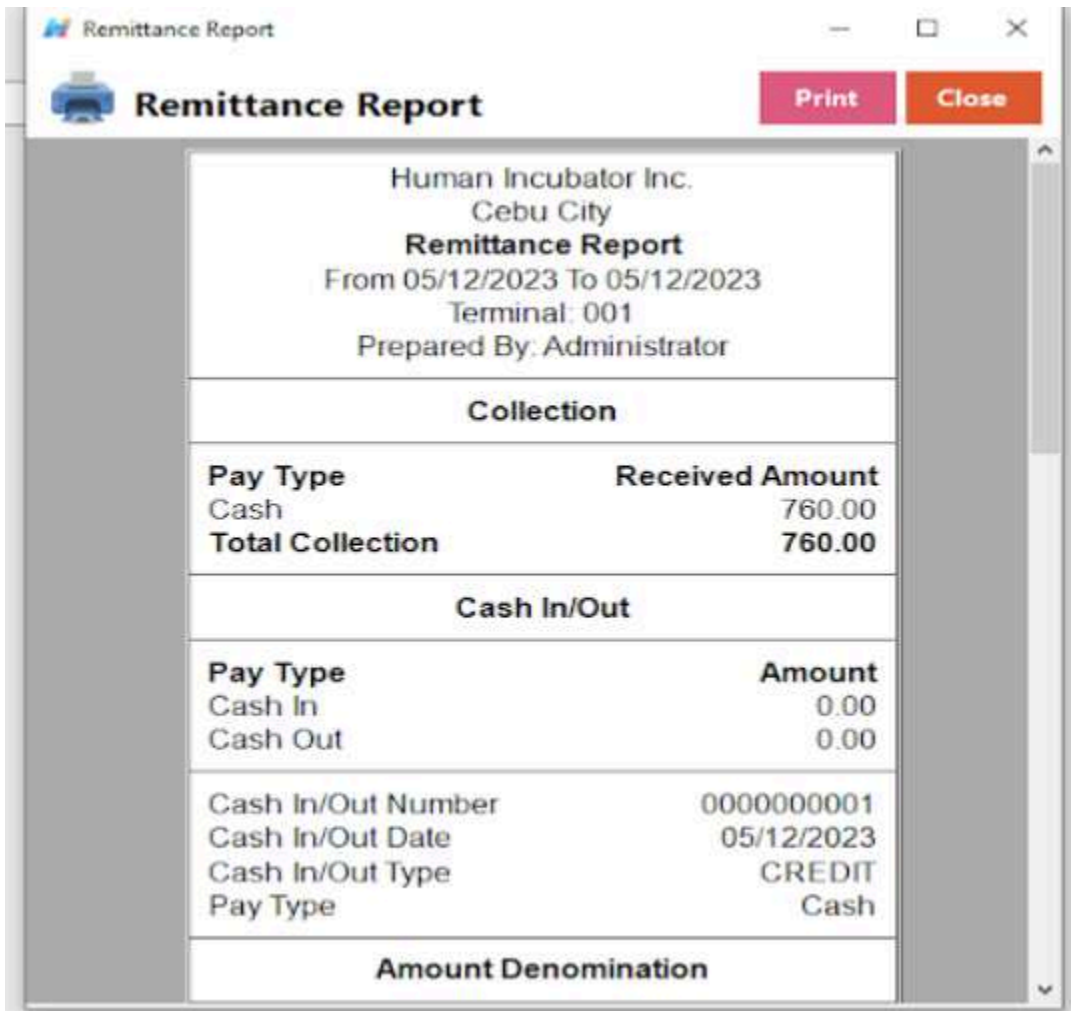
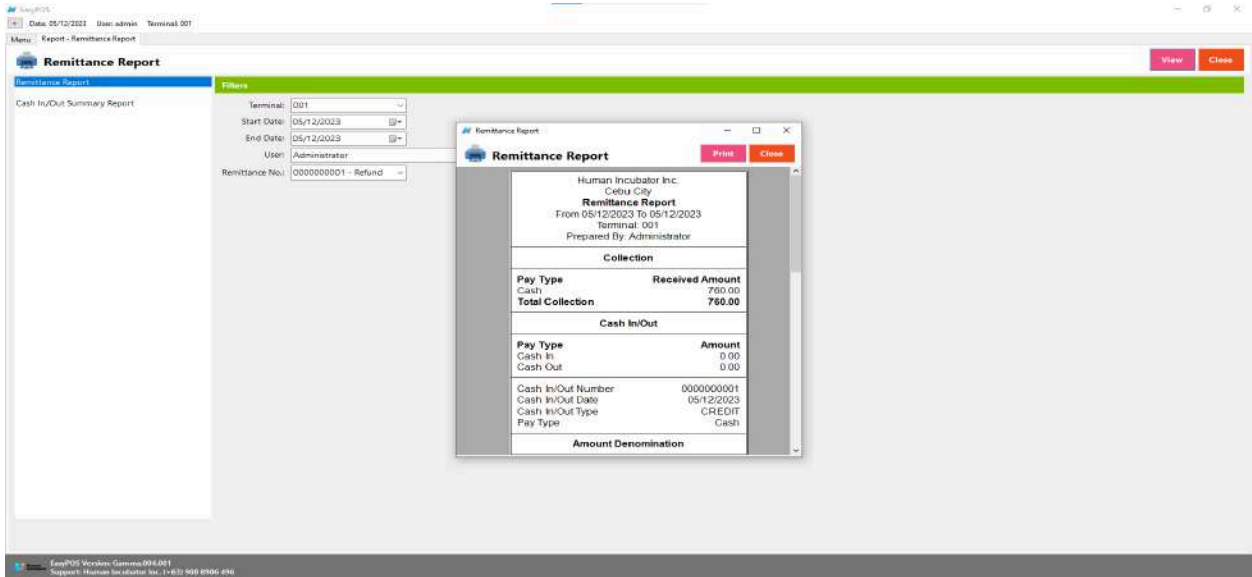
- **Remittance Report** is where users can see the reports for Cash/In Out with the Remittance report.

## Remittance Report

- is a document that provides detailed information about payments received by a business or organization.

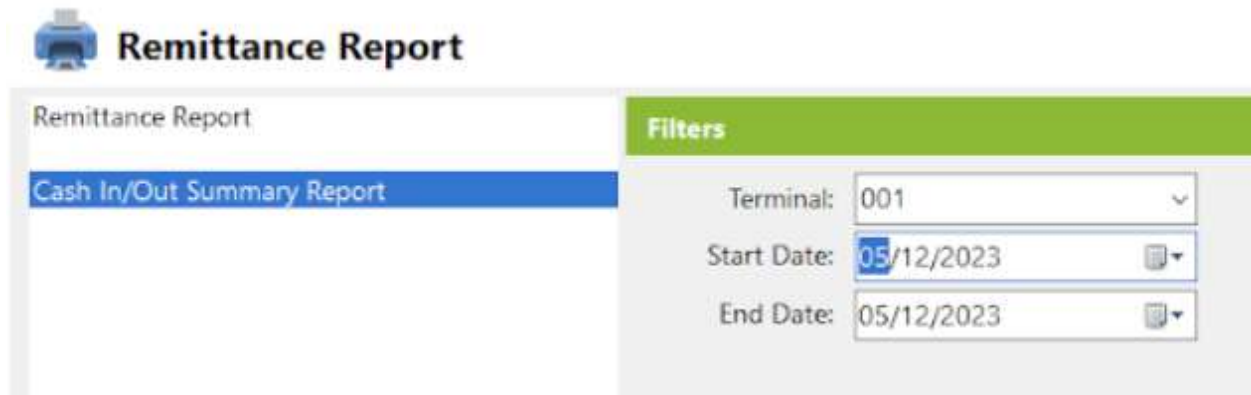
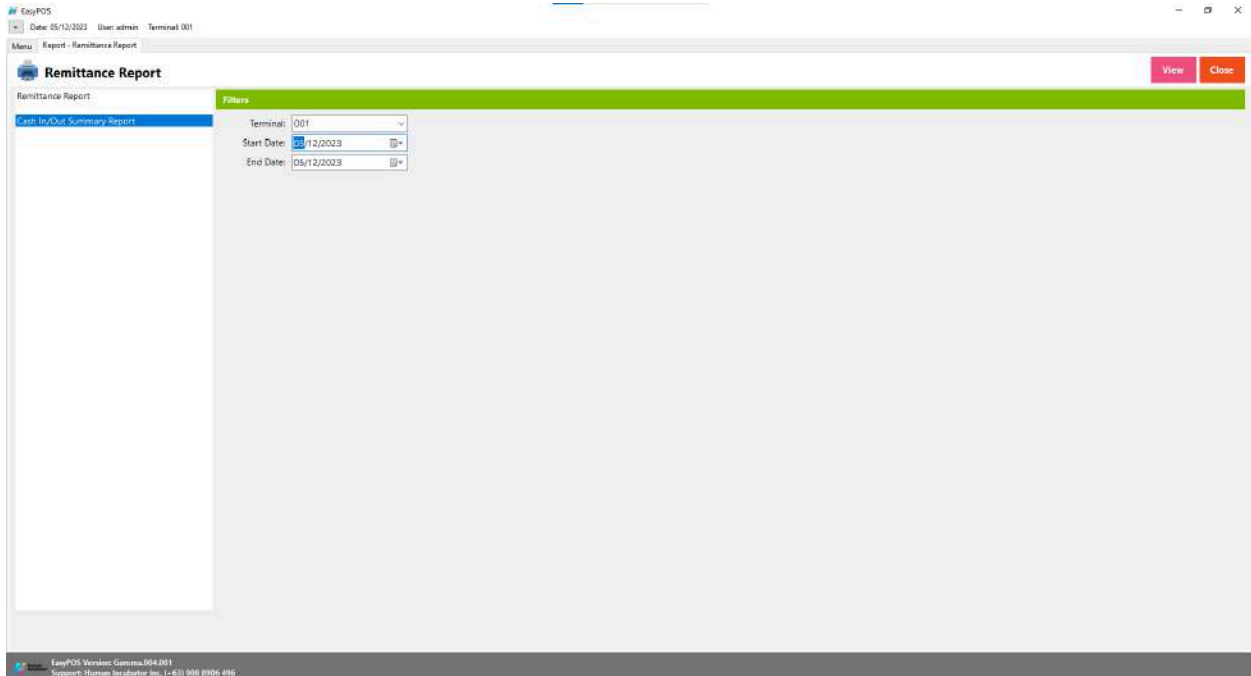


- Select Terminal, start date, end date, User and Remittance No..
- Click the **View** button to view the report
- Click **Print** button to print pdf file report

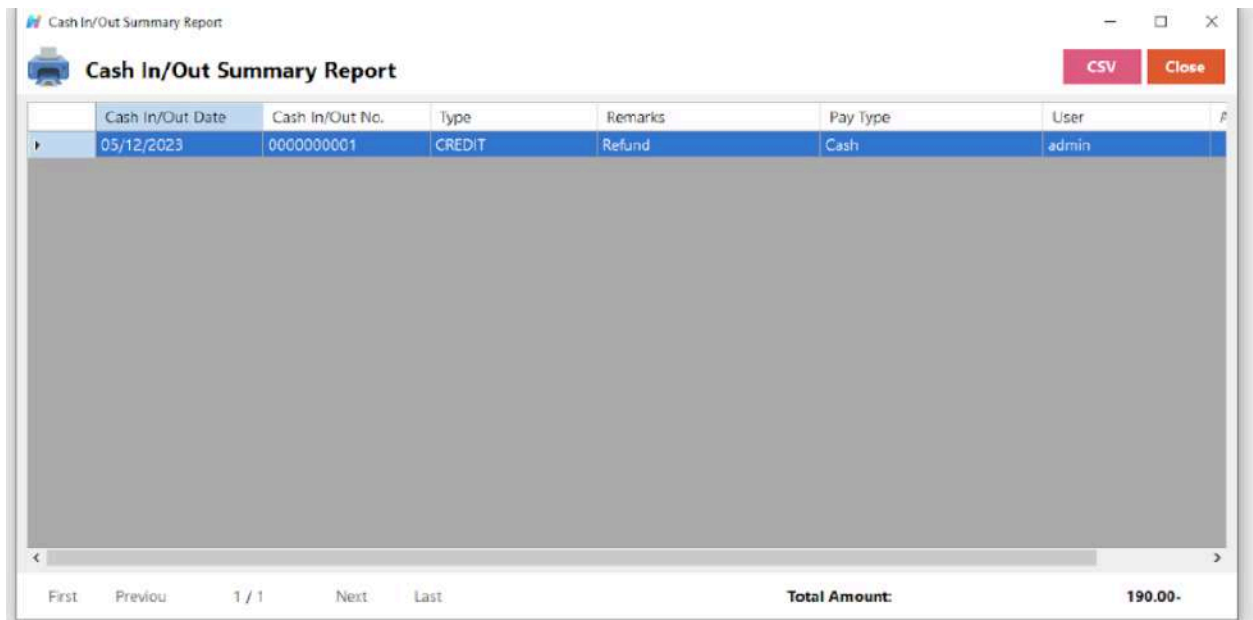
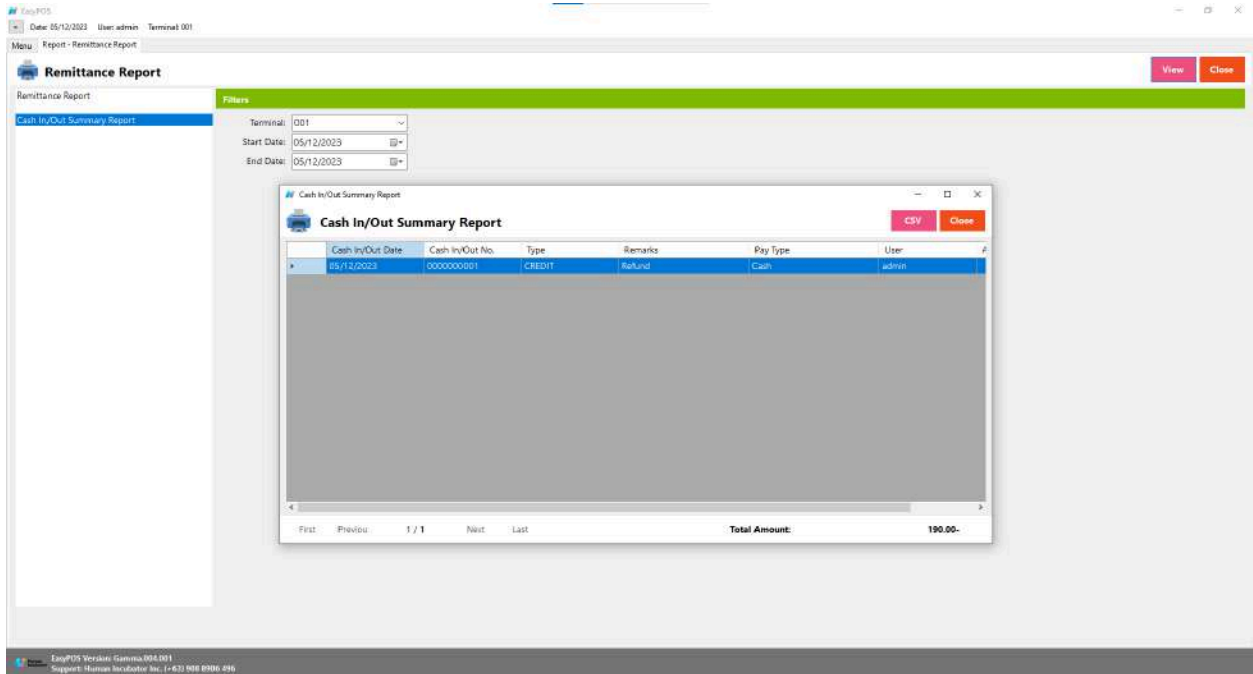


## Cash In/Out Summary Report

- is a financial document that provides a summarized overview of the cash transactions within a specified period, typically at the end of a business day or a specific shift.



- 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

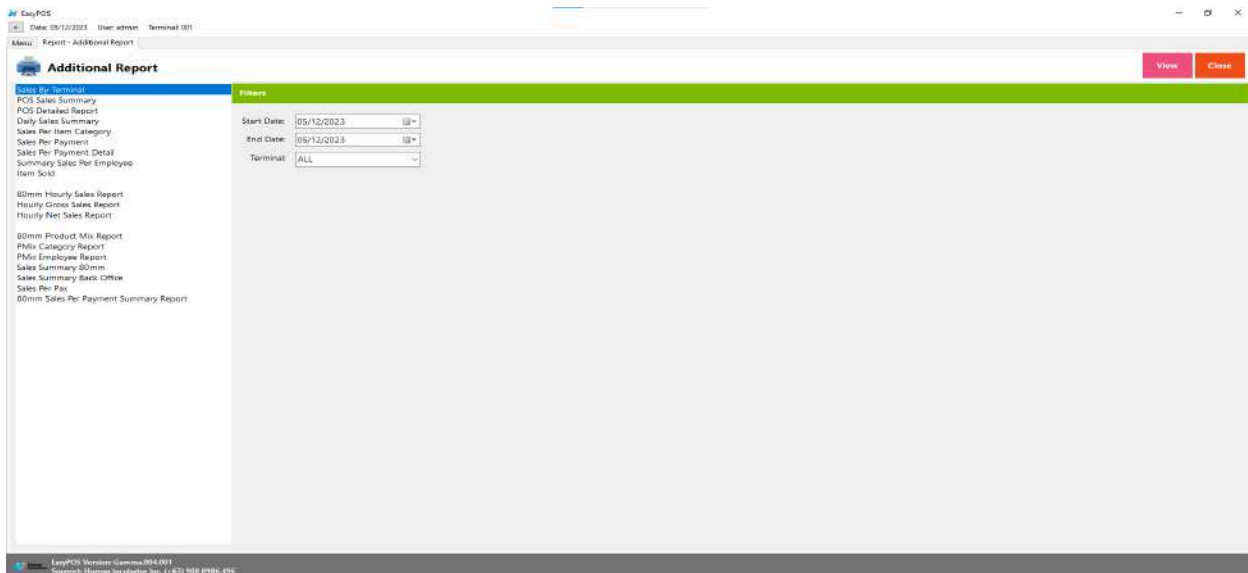
### Overview

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



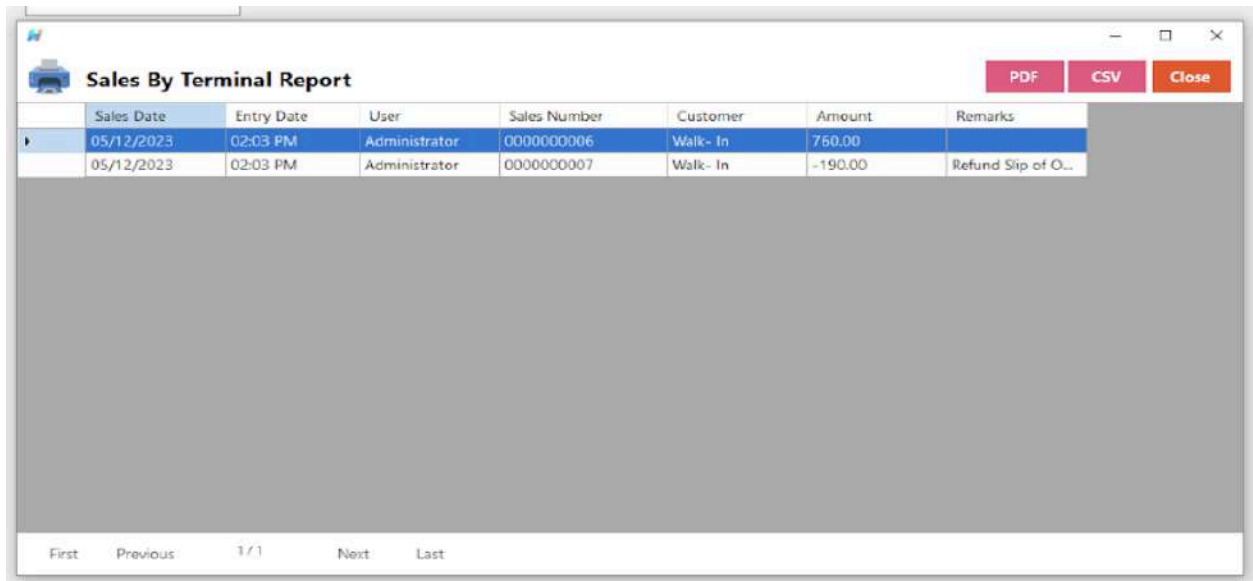
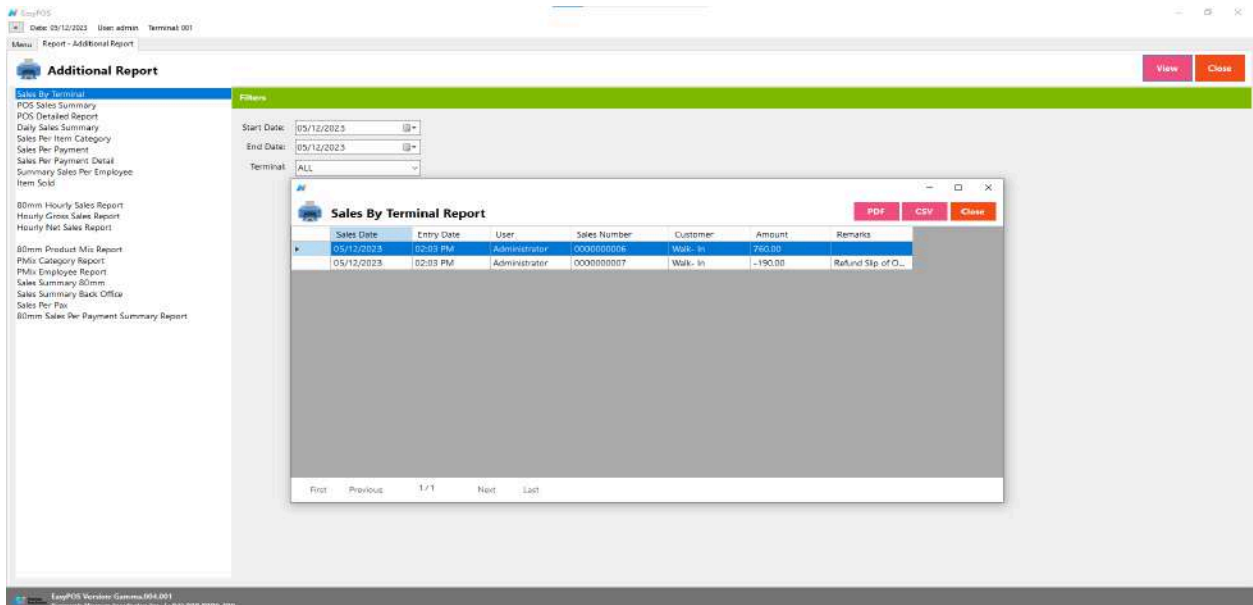
## Sales By Terminal

- refers to a report that provides a breakdown of sales transactions based on the terminals or point-of-sale (POS) devices used in a business.



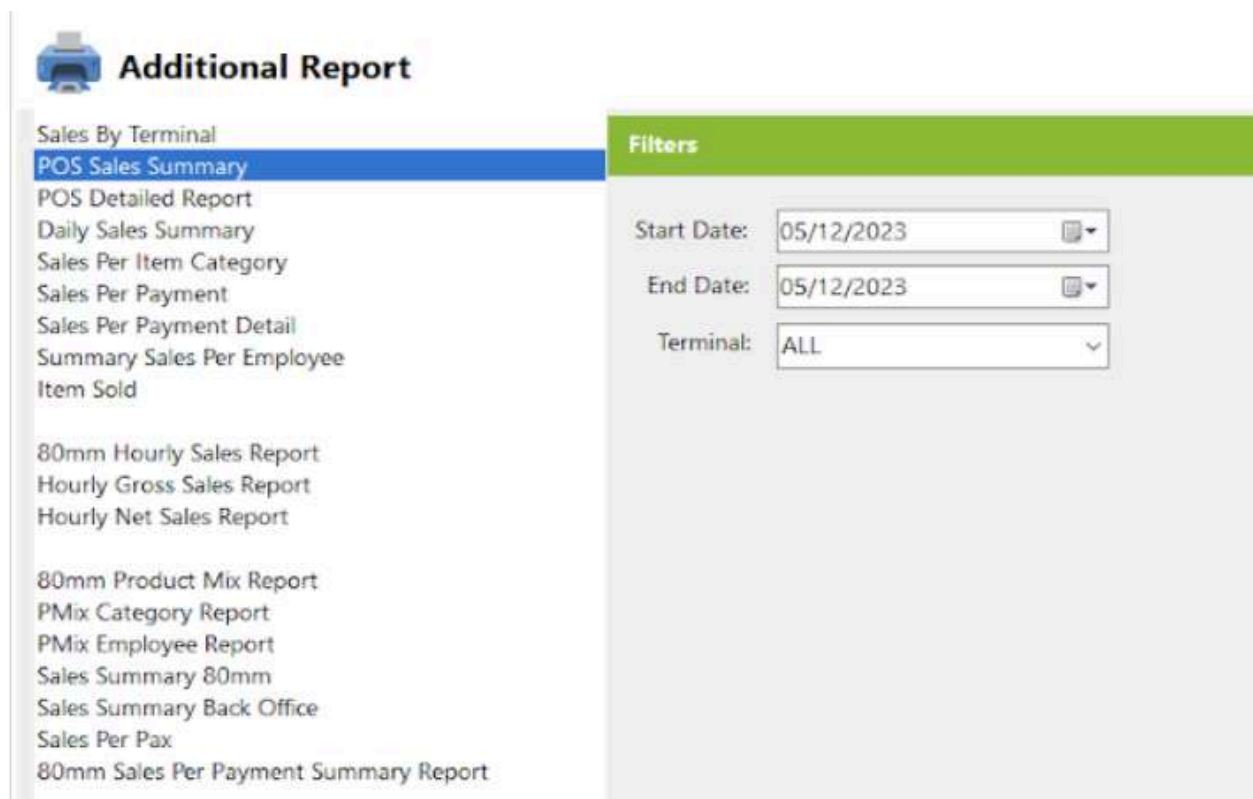
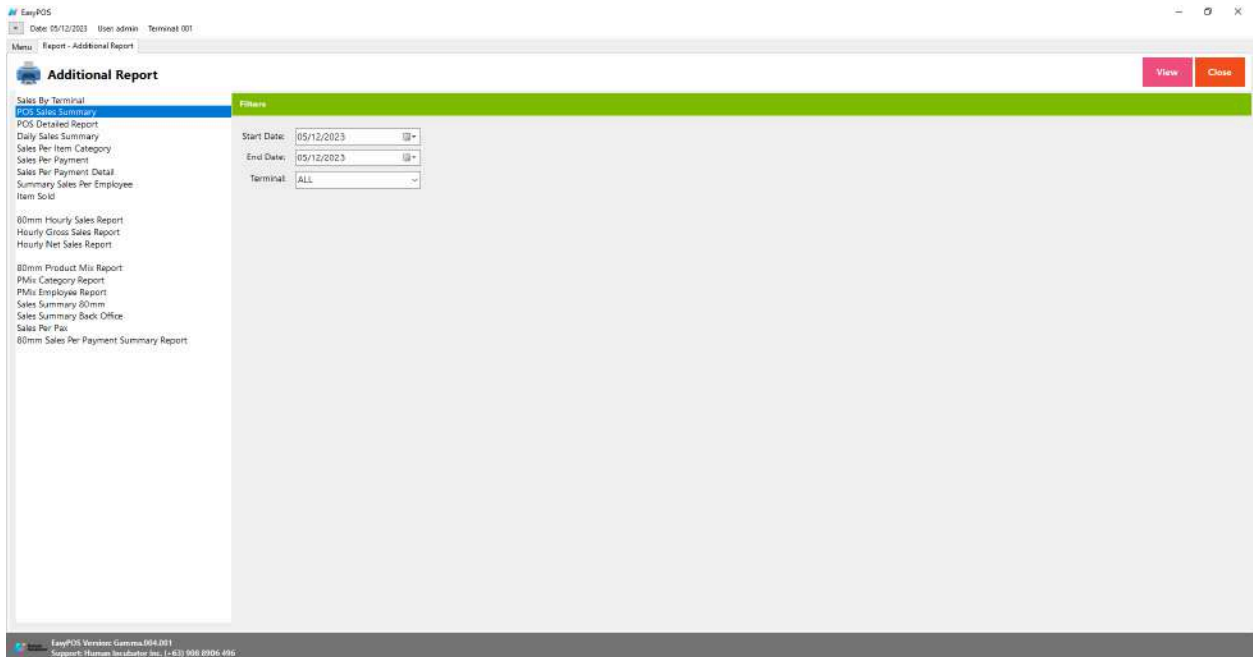
- Select Terminal, Start Date and End Date.
- Click the **View** button to view the report

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

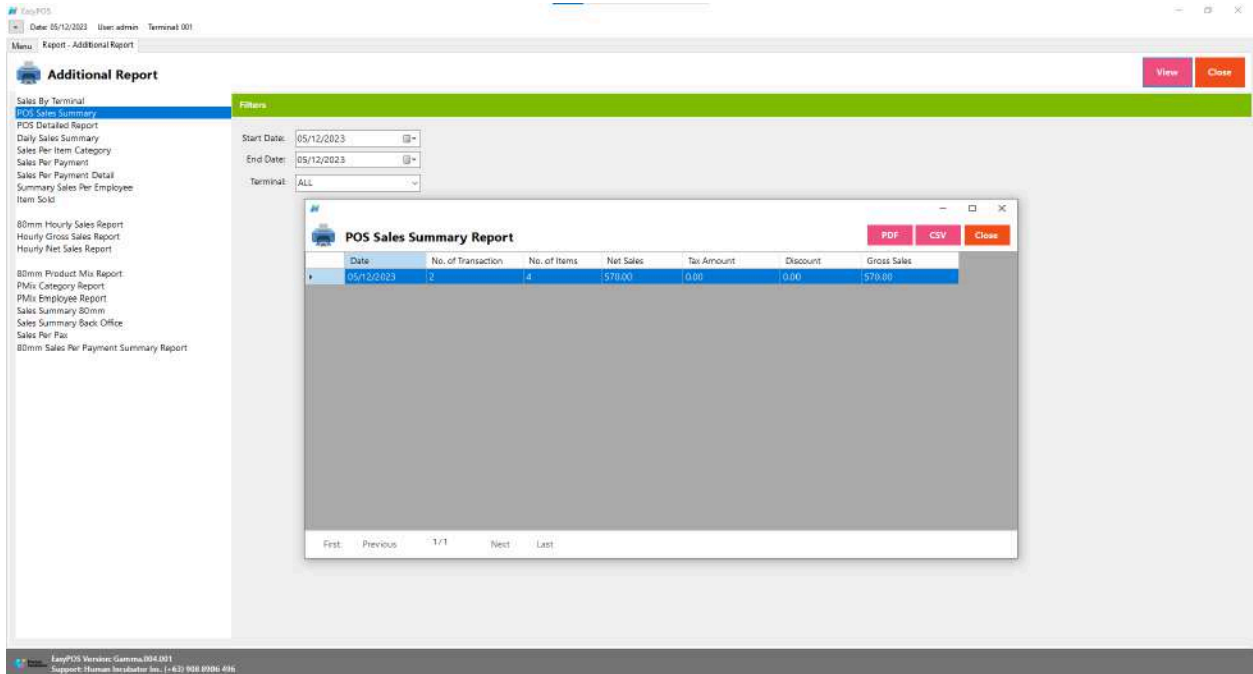


## POS Sales Summary

- is a report generated by a Point of Sale (POS) system that provides a consolidated overview of sales transactions processed through the POS terminals during a specific period.

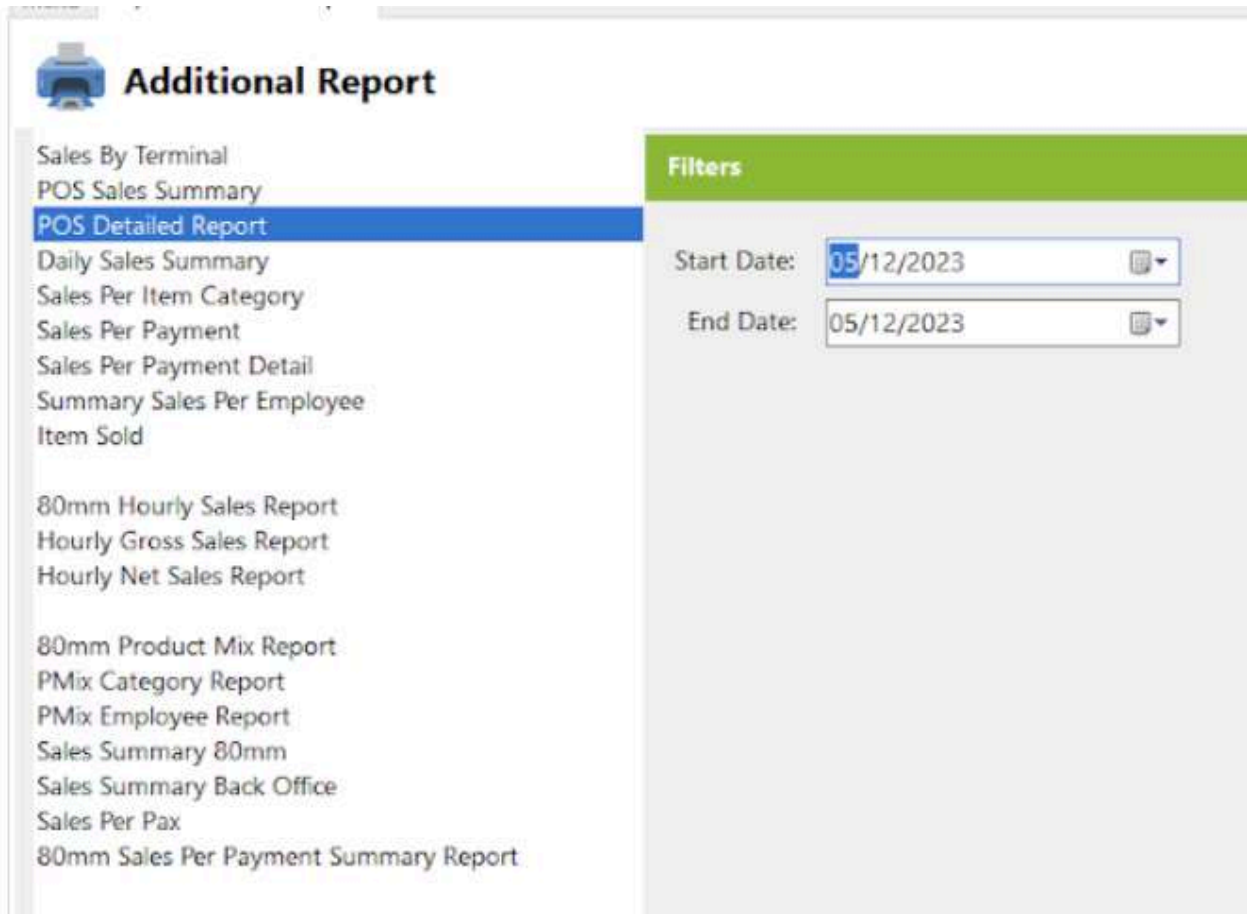
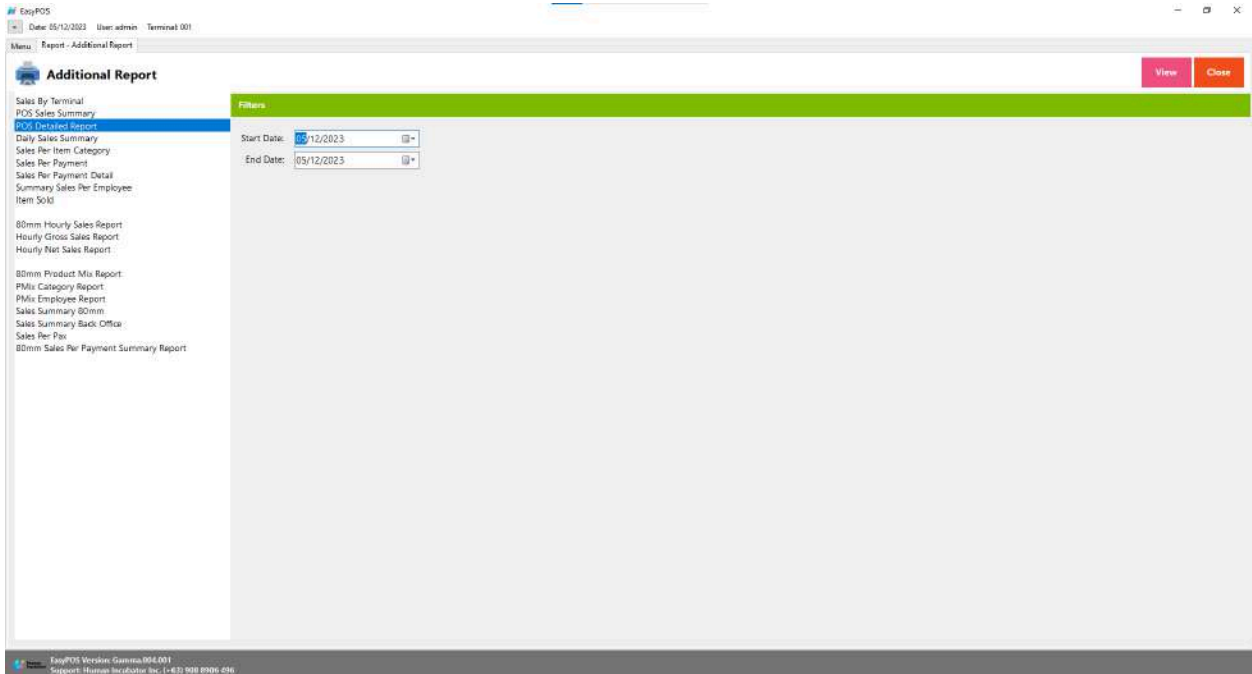


- Select Terminal, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to print csv file format report

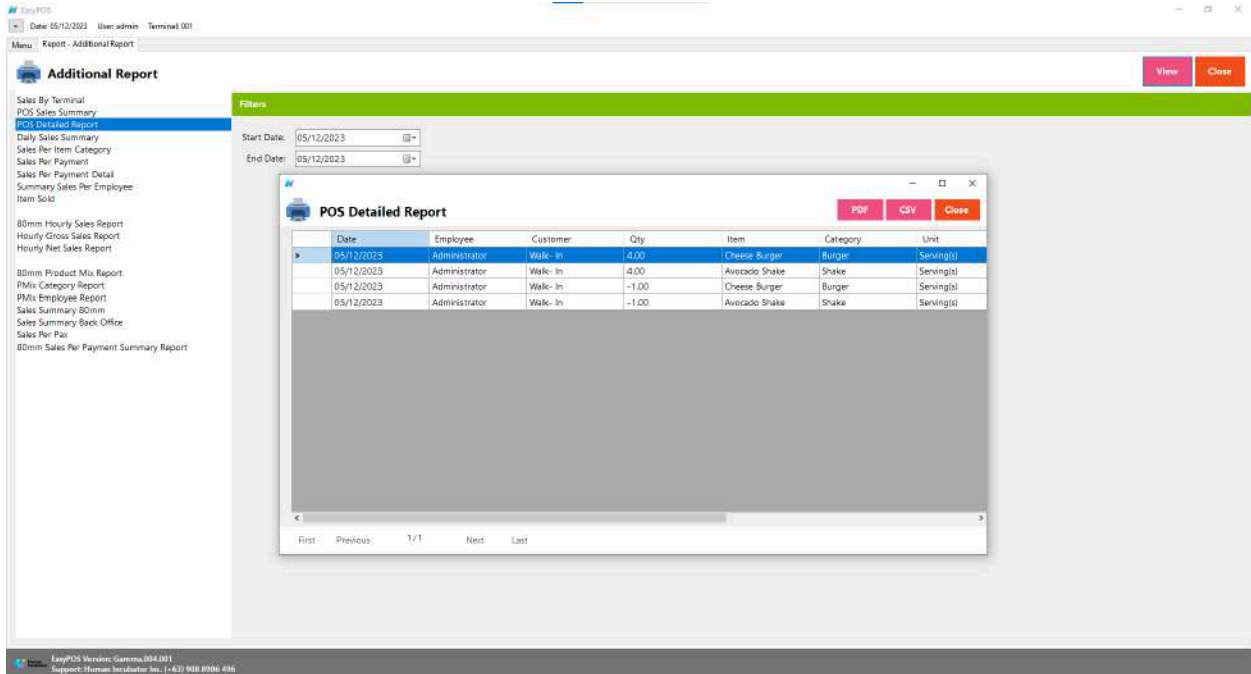


## POS Detailed Report

- is a comprehensive document generated by a Point of Sale (POS) system that provides an in-depth breakdown of various aspects of sales transactions processed through the POS terminals during a specific period.

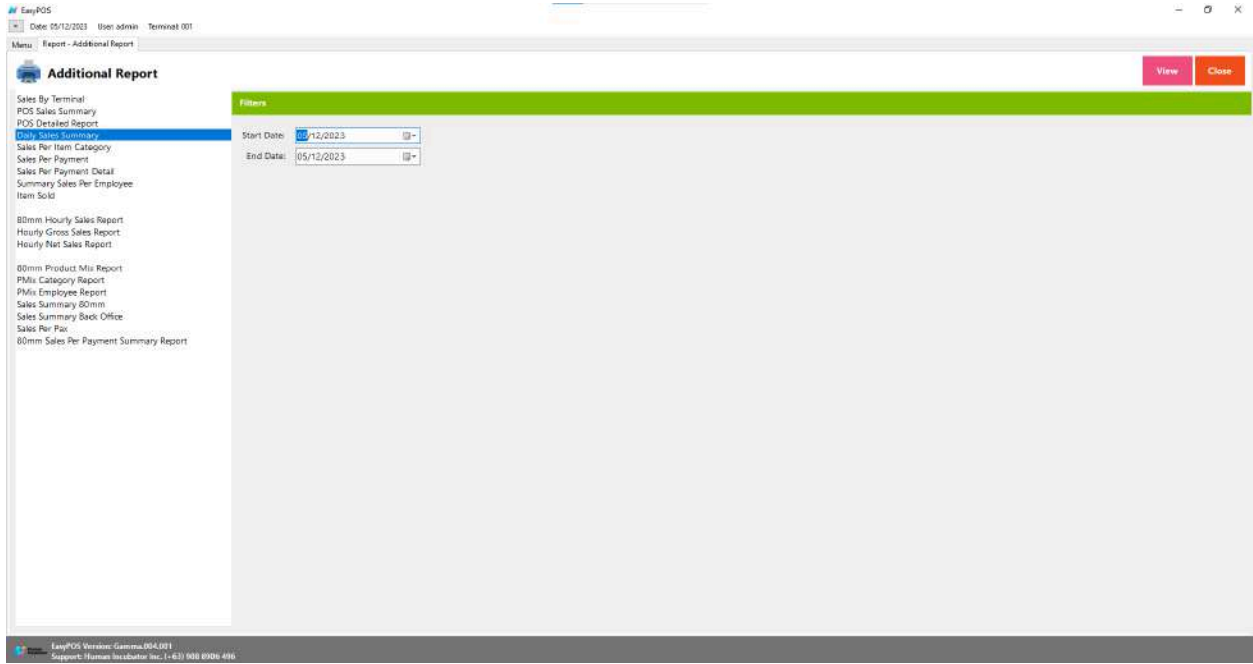


- Select Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to print csv file format report



## Daily Sales Summary

- is a concise report that provides a snapshot of a business's sales activities for a specific day.



## Additional Report

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

### Filters

Start Date:

End Date:

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

Additional Report

Filters

Start Date: 05/12/2023

End Date: 05/12/2023

**Daily Sales Summary Report**

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

PDF CSV Close

First Previous 1/1 Next Last

EasyPOS Version: Commu001.001  
Support: Housh Incubator Inc. | 420-988-8906-496

**Daily Sales Summary Report**

PDF CSV Close

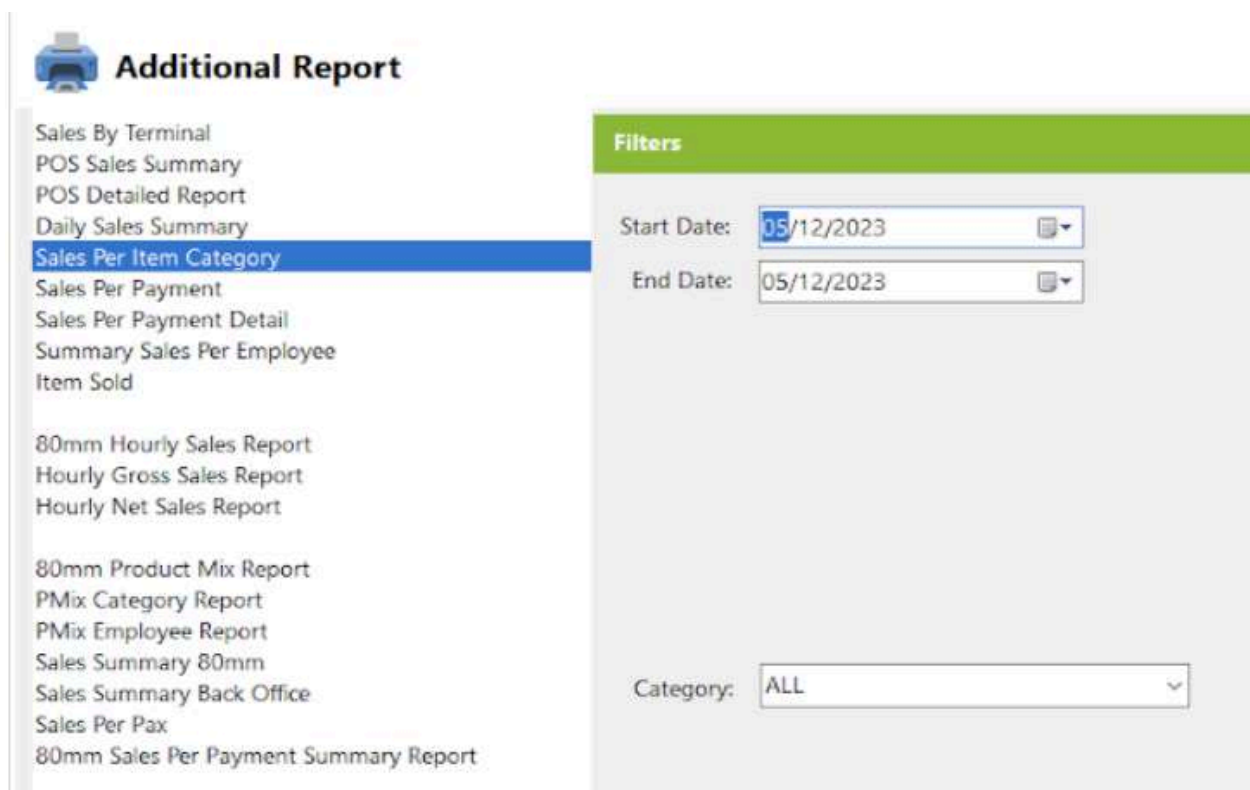
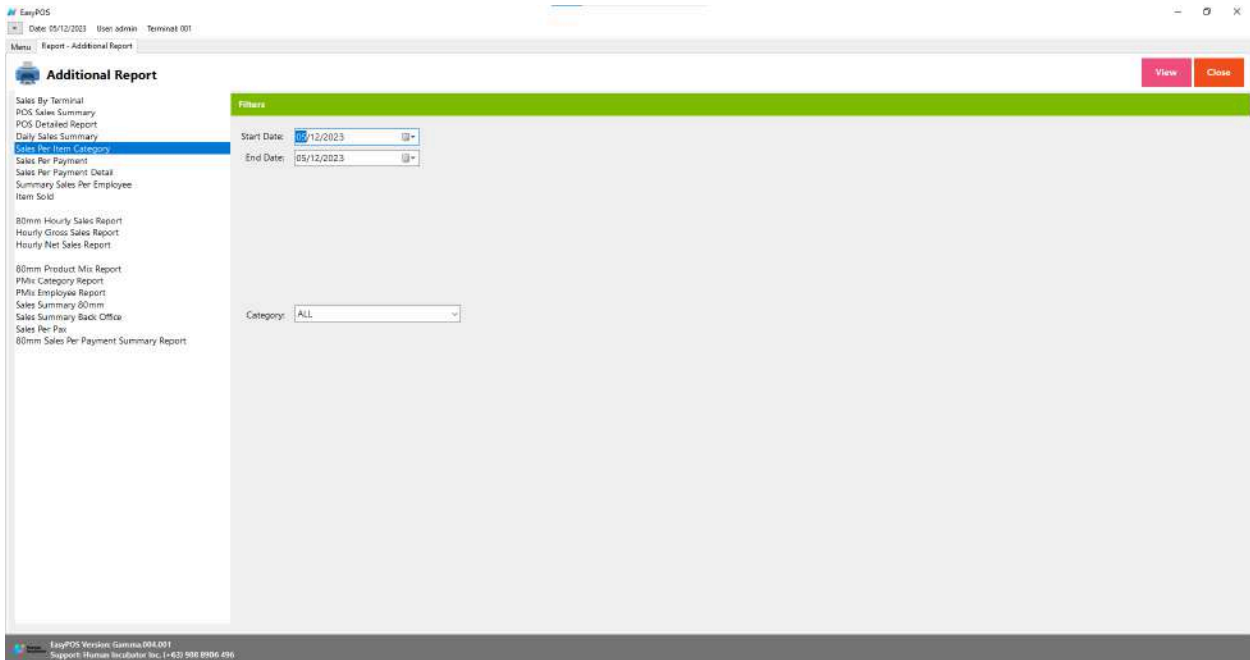
Terminal	Date	No. of Transaction	No. of Items	Net Sales	Tax Amount	Discount	Gross Sales
001	05/12/2023	2	4	570.00	0.00	0.00	570.00

First Previous 1/1 Next Last



## Sales Per Item Category

- is a report that breaks down a business's sales performance based on different categories or departments to provide insights into which product categories are driving revenue.



- 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

**Additional Report**

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

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

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

Filters

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

Category: ALL

**Sales Per Item Category Report**

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

**Sales Per Item Category Report**

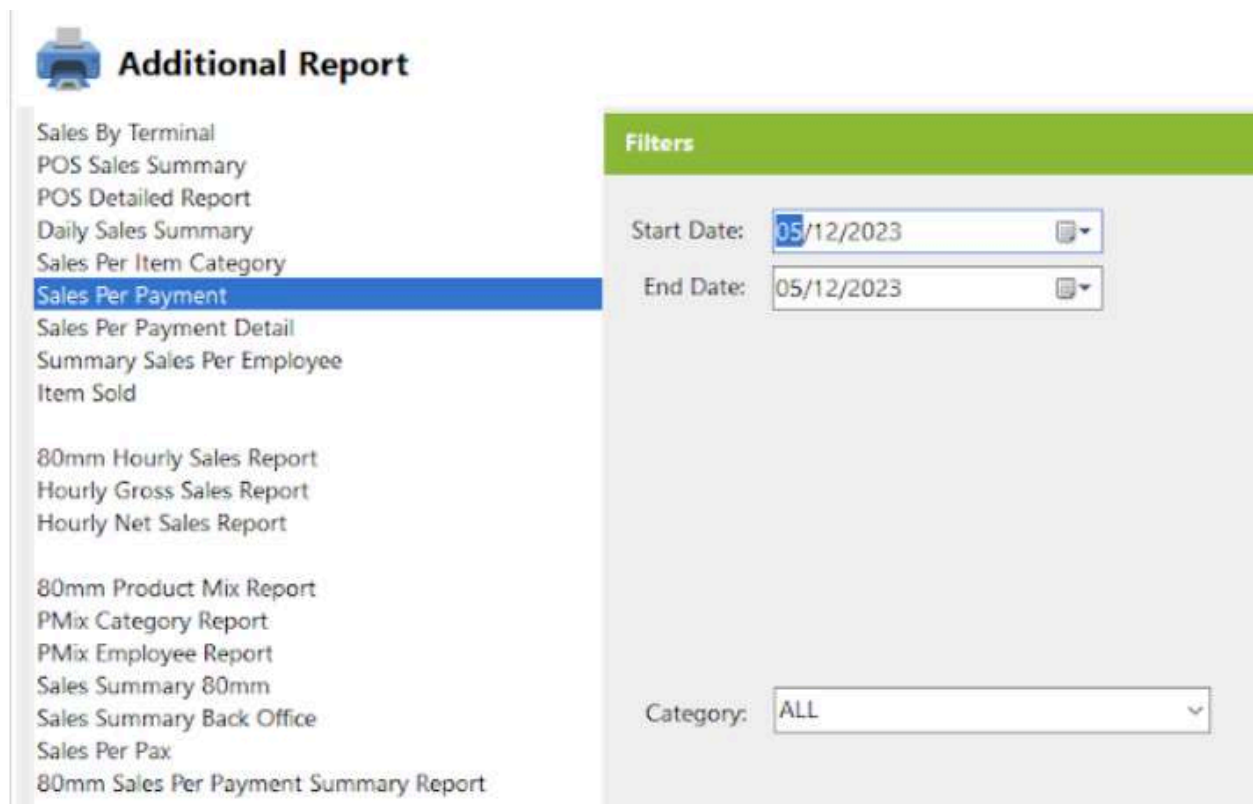
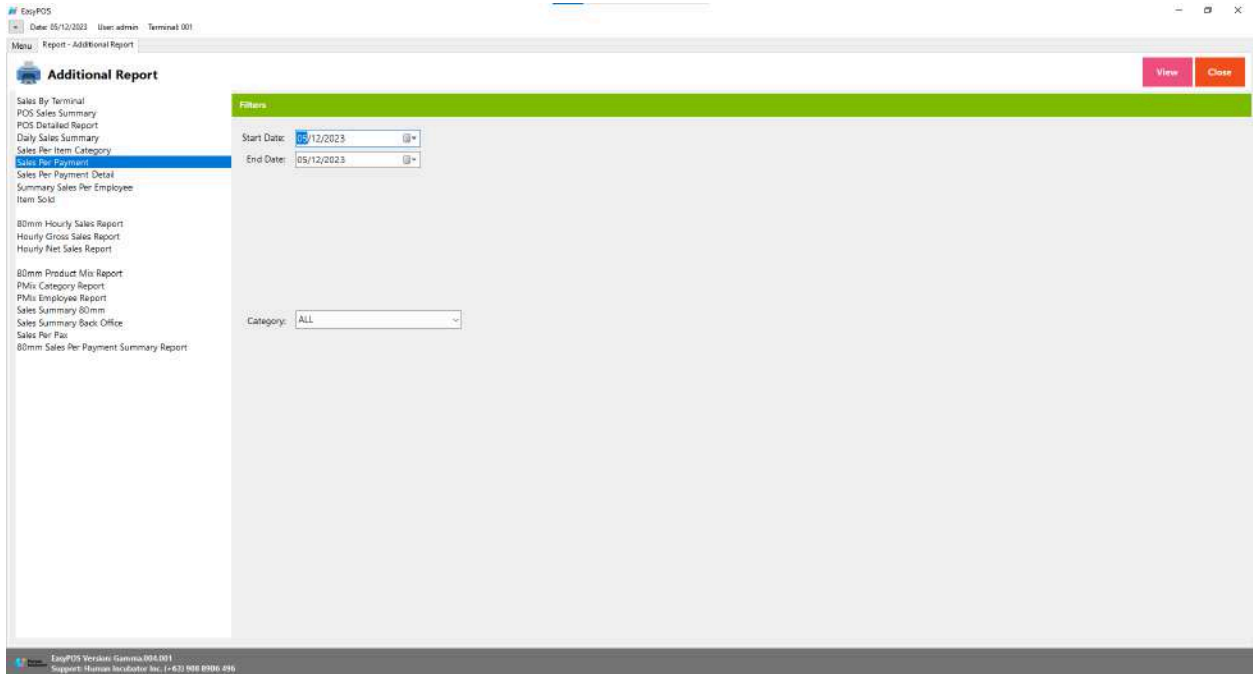
PDF CSV Close

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

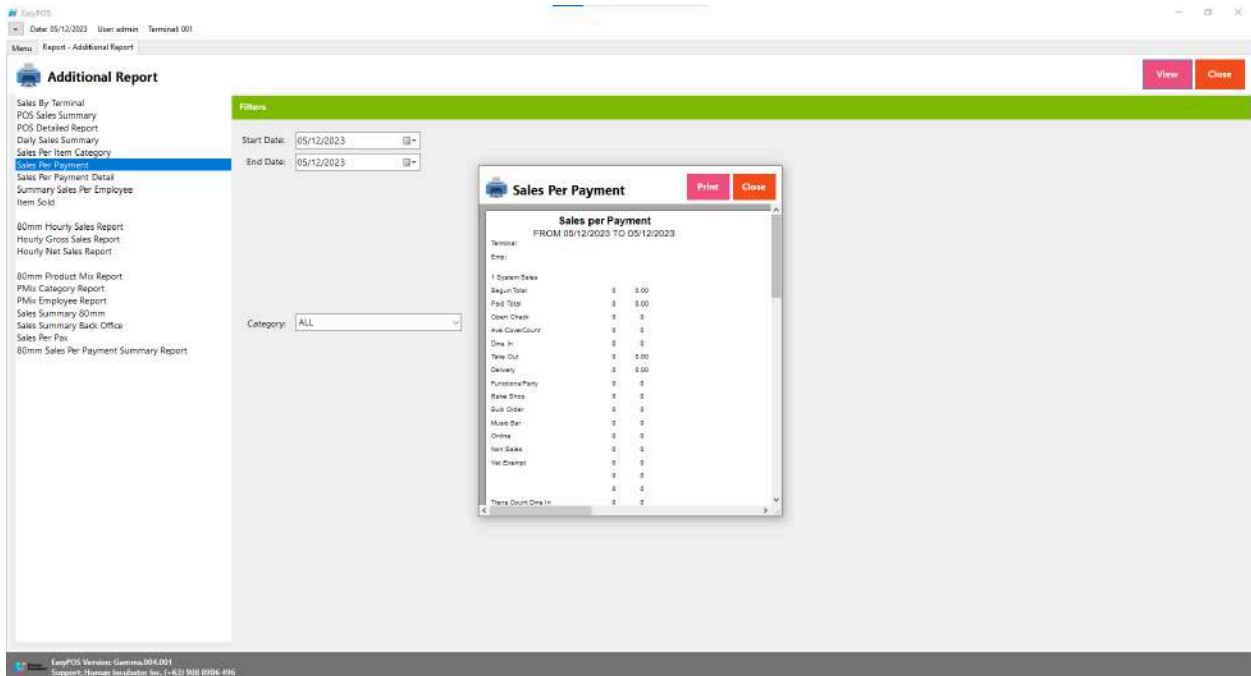
## **Sales Per Payment**

- is a report that provides a breakdown of a business's sales performance based on different payment methods used by customers.



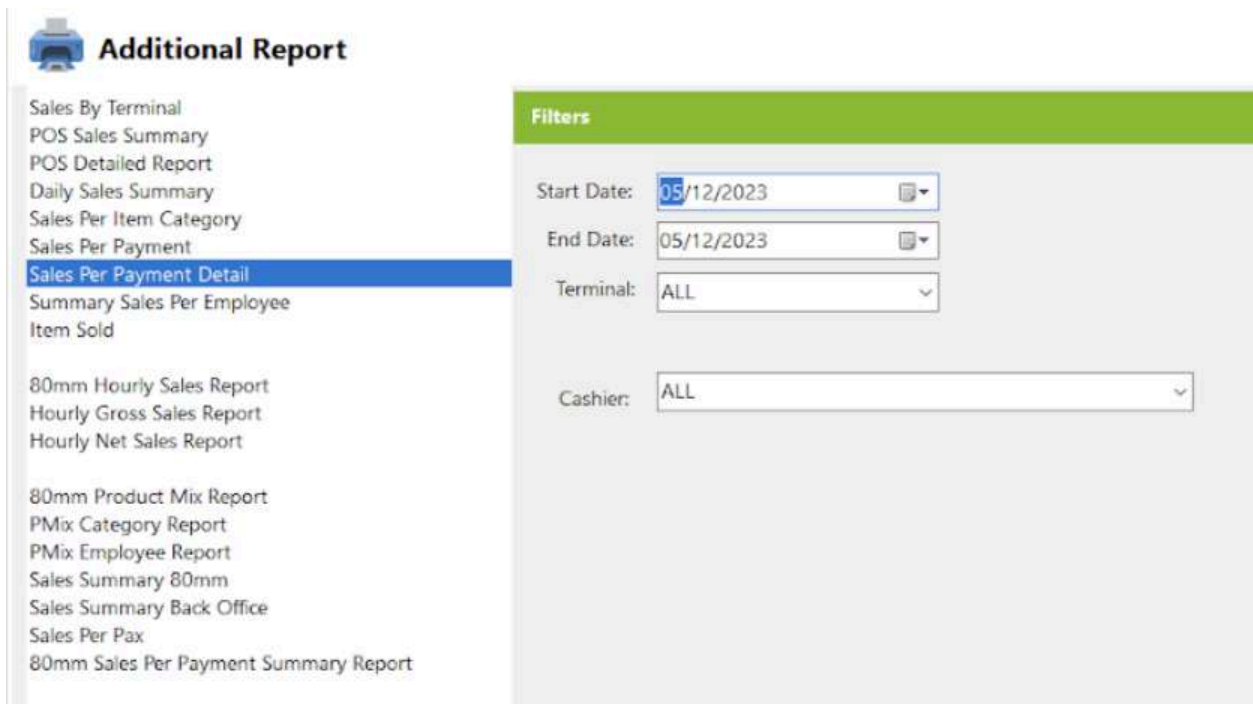
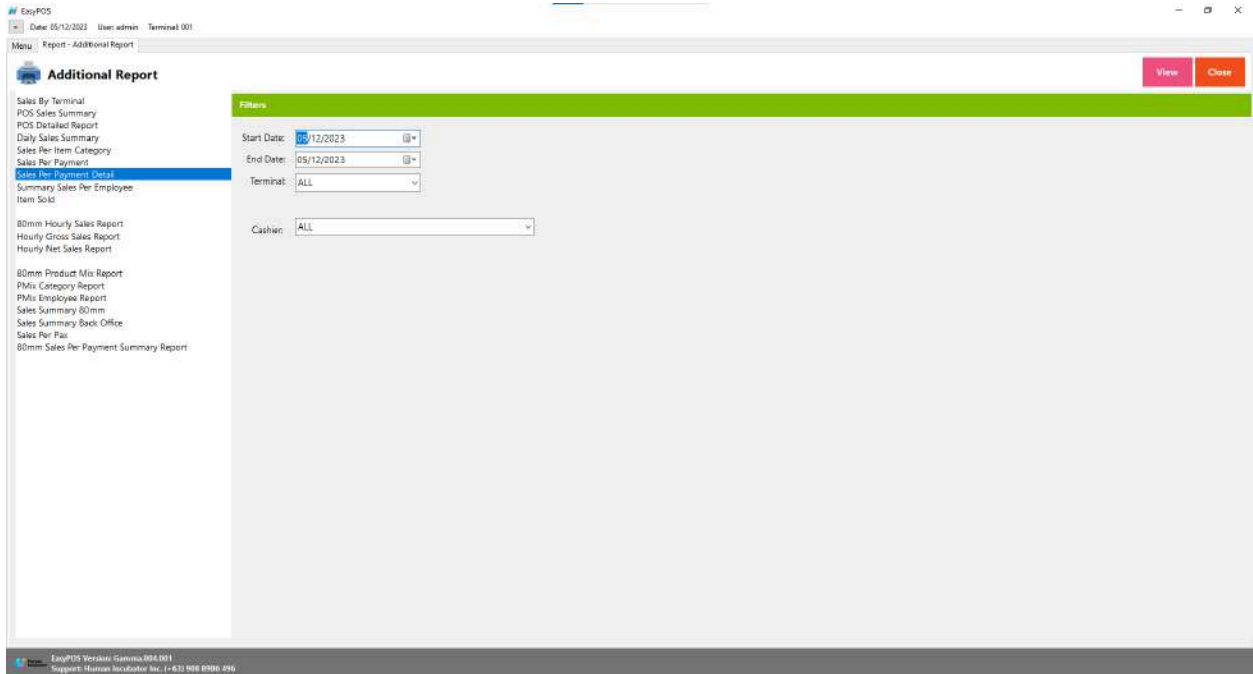
- Select Category, Start Date and End Date.
- Click the **View** button to view the report
- Click **Print** button to print pdf file report





## Sales Per Payment Detail

- A "Sales Per Payment Detail" report provides a more granular breakdown of a business's sales performance, specifically focusing on individual transactions and detailing the specific payment methods used for each transaction.



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

ExpPOS - Additional Report

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

Menu: Report - Additional Report

Additional Report

Filters

Start Date: 05/09/2023

End Date: 05/12/2023

Terminal: ALL

Cashier: ALL

**Sales Per Payment Detail Report** [Print] [Close]

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

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

ExpPOS Versi 10 Gamma 001.001  
Support: Hamaus Incubator Inc. | +62 998 8900 696

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

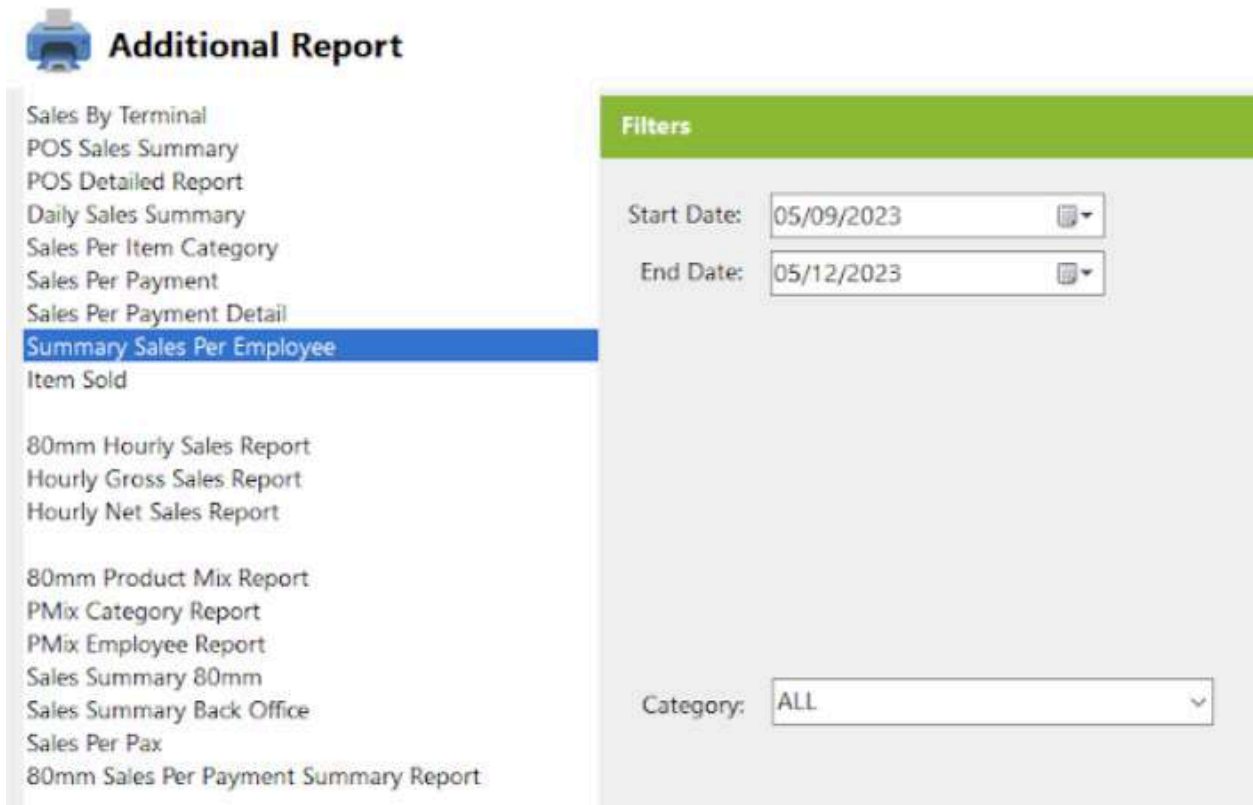
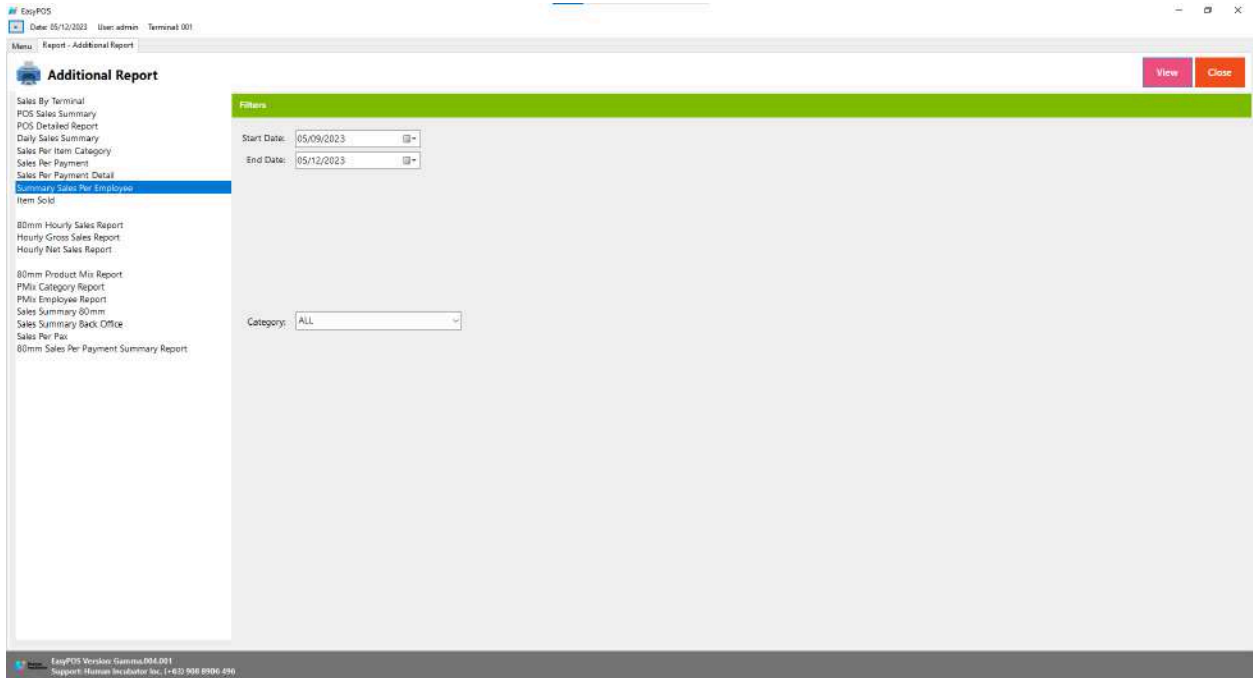
admin  
001

Cash	2	1,920.00
<b>Total</b>		<b>1,920.00</b>

### Summary Sales Per Employee

- A "Summary Sales Per Employee" report provides an overview of the sales performance of individual employees within a specific period.





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



ExpPOS  
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  
**Sales Summary For Employee**  
 Item Sold

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

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

Filters

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

Category: ALL

**Sales Summary Employee** Print Close

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

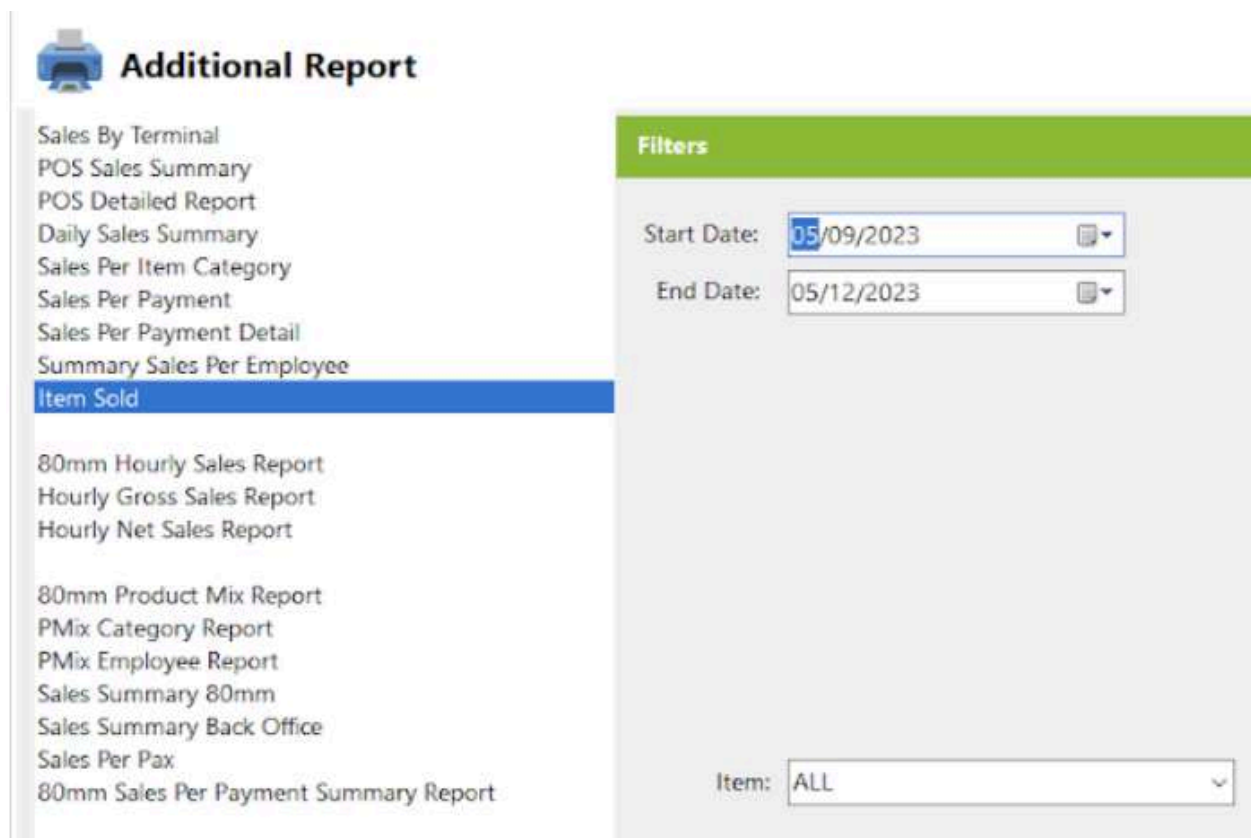
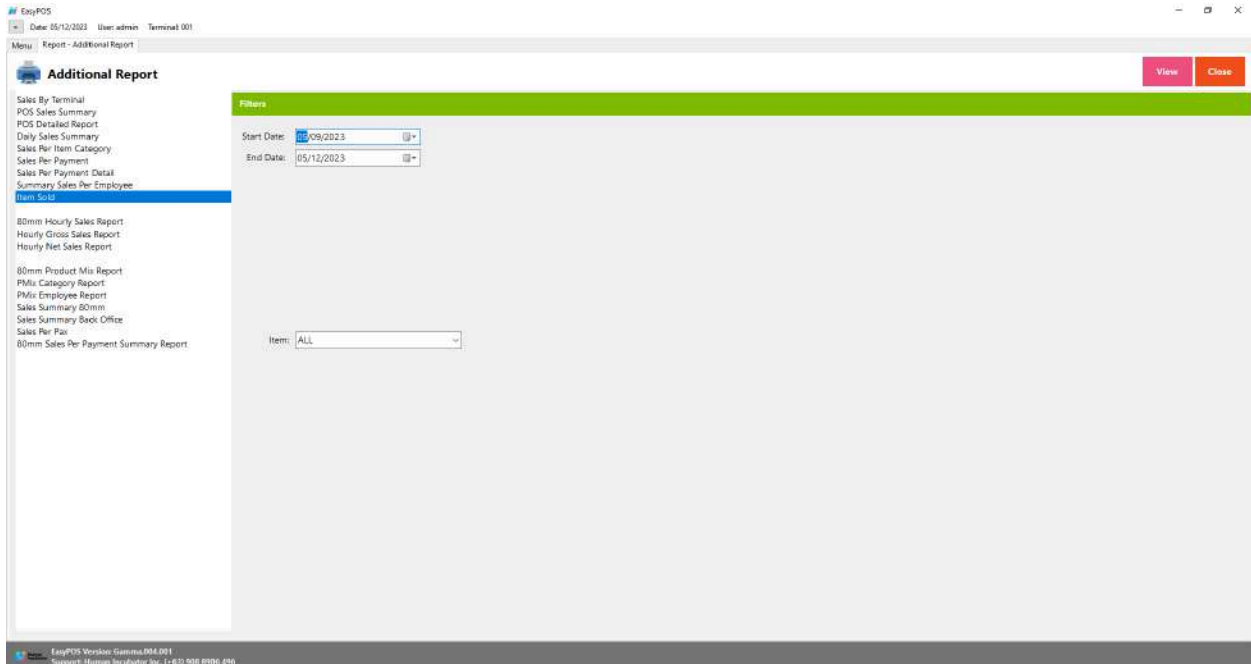
User	Total Sales
<b>Daily Sales Per Employee</b> FROM 05/09/2023 TO 05/12/2023	
admin	
Date	Total Sales
05/11/2023	200.00
05/12/2023	570.00
	<b>770.00</b>

ExpPOS Versi 1.0 Gamma 001.001  
 Support: Hamaus Incubator Inc. | +62 998 8900 496

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

### Item Sold

- refers to a specific product or item that has been successfully purchased by a customer in a retail or business transaction.



- 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

ExpPOS - 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 Plan  
 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

ExpPOS Version: Gemini 904.001  
 Support: Human Resources Inc. (1-822) 988-6986-499

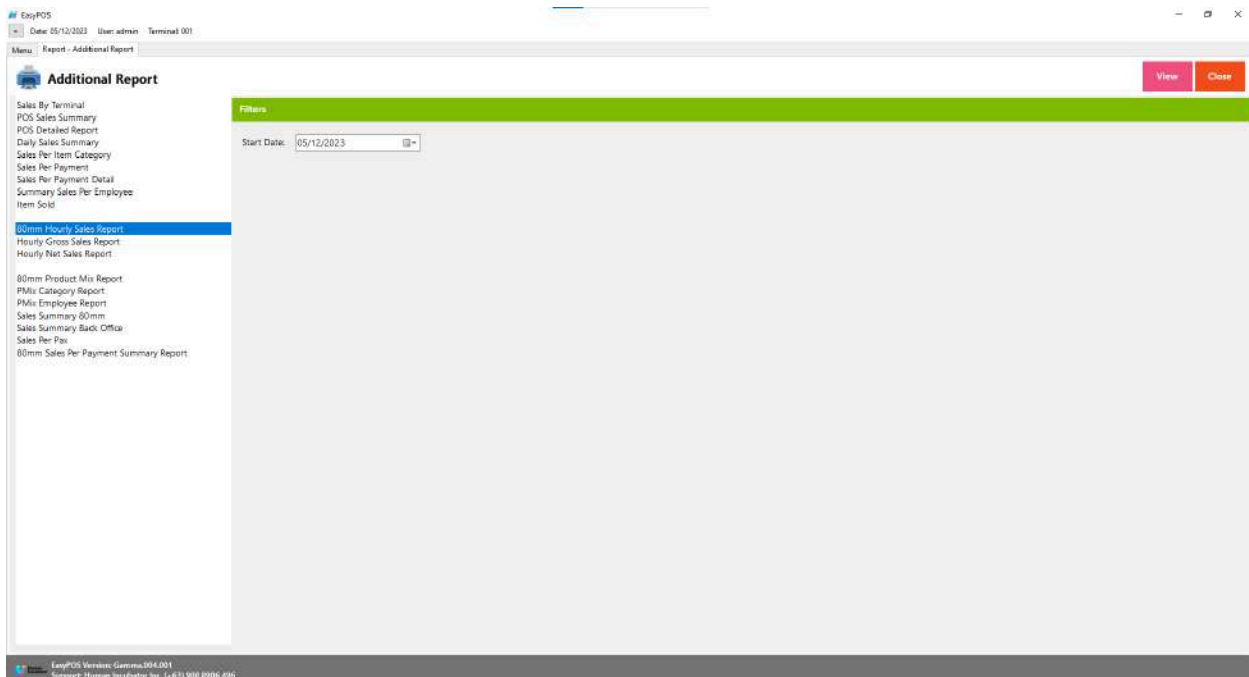
**Item Sold Report** PDF CSV Close

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

First Previous 1/1 Next Last

## 80mm Hourly Sales Report

- The term "80mm Hourly Sales Report" seems to refer to a specific type of sales report generated by a point-of-sale (POS) system or receipt printer that produces receipts or reports on 80mm wide paper. The "80mm" likely refers to the width of the paper roll commonly used in receipt printers.



**Additional Report**

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

**Filters**

Start Date: 05/12/2023

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

**Hourly Sales Report**

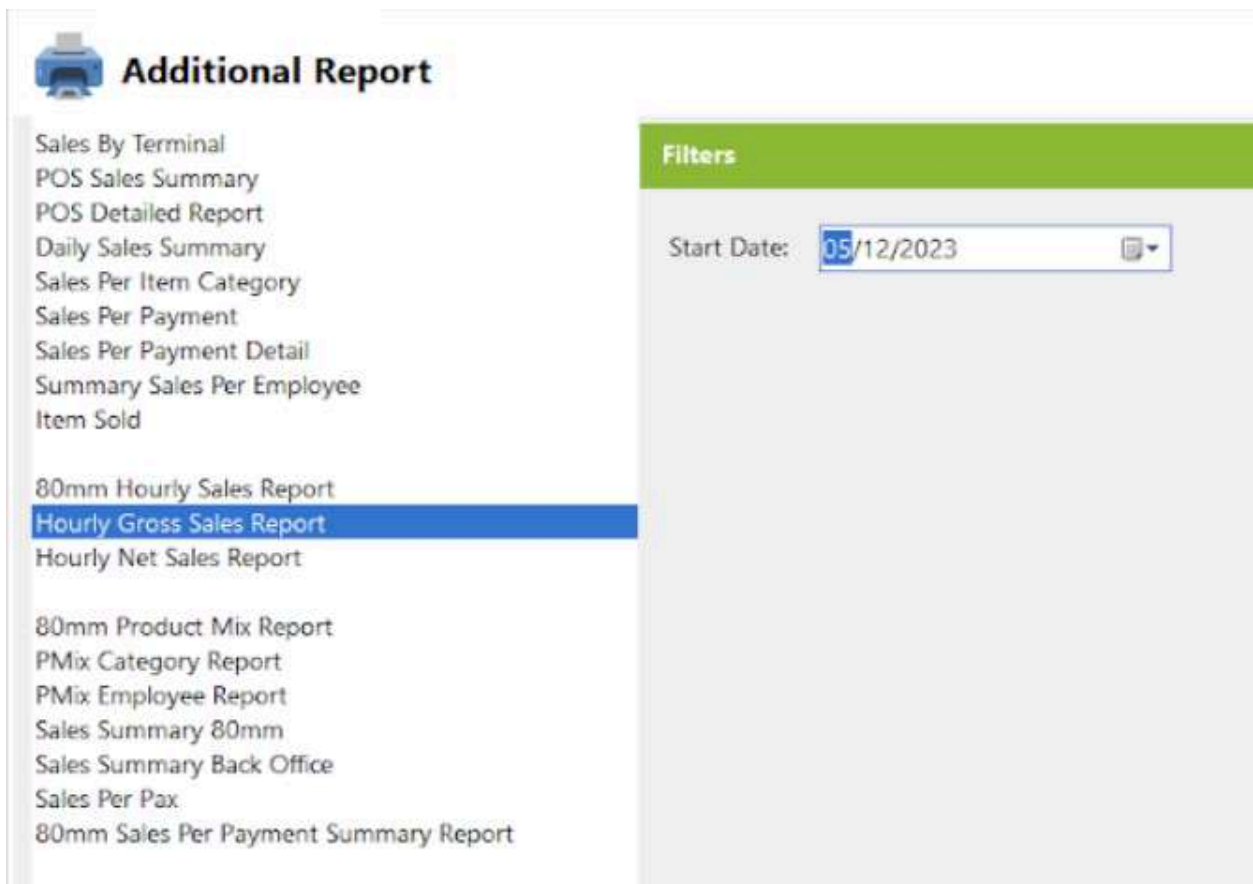
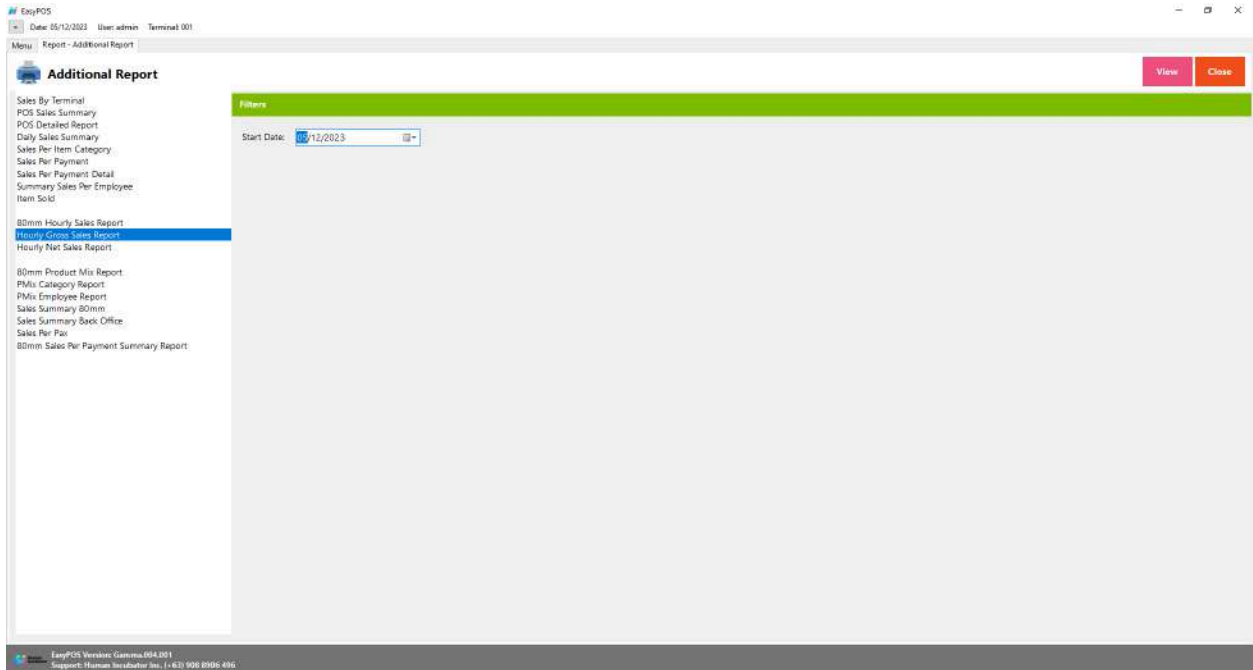
Time	Checks	Gross Sales	Net Sales
2:00 PM	1	760.00	760.00
			<b>760.00</b>



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

### Hourly Gross Sales Report

- provides a detailed breakdown of gross sales on an hourly basis, typically within a specific business day.



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

Additional Report

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

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

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

Filters

Start Date: 05/12/2023

Hourly Gross Sales Report

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

PDF CSV Close

First Previous 1/1 Next Last

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

Hourly Gross Sales Report

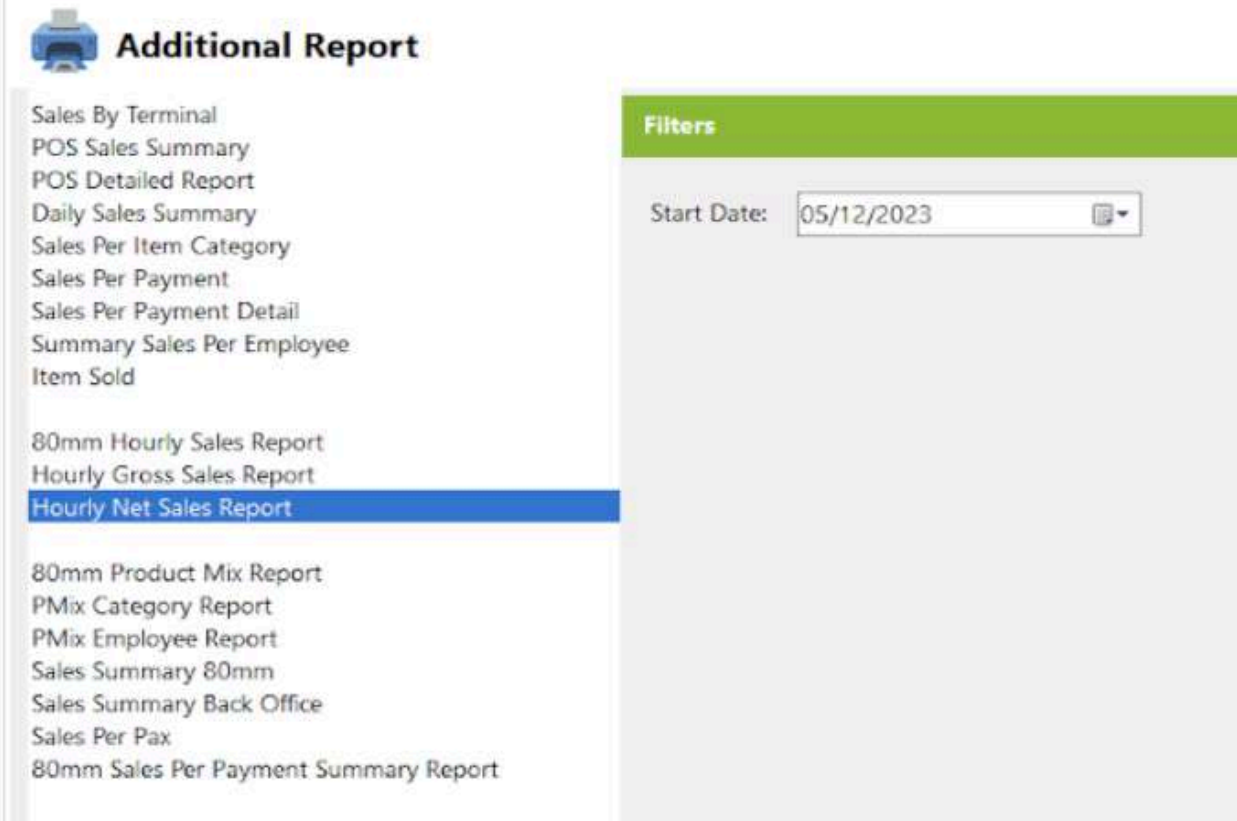
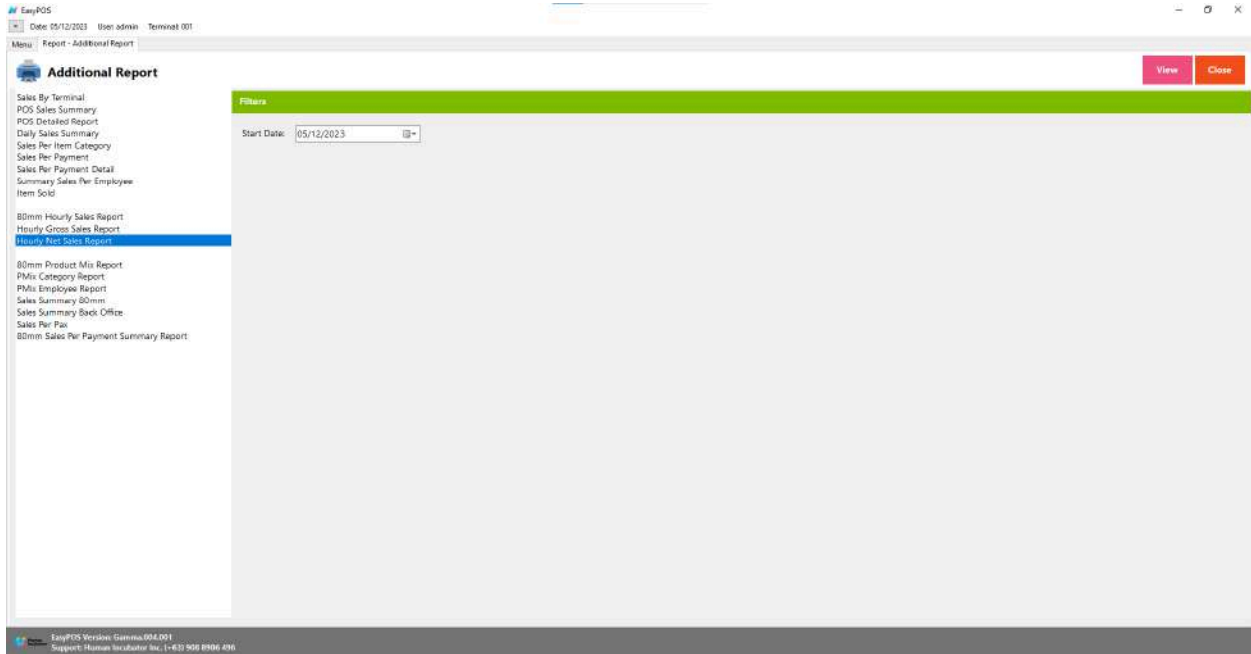
PDF CSV Close

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

## Hourly Net Sales Report

- provides a detailed breakdown of net sales on an hourly basis, typically within a specific business day.



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

Additional Report

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

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

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

Filters

Start Date: 05/12/2023

Hourly Net Sales Report

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

PDF CSV Close

First Previous 1/1 Next Last

EasyPOS Version: Commerce 994.001  
 Support: Human Inc/Support Inc. (1-833) 988-8906-496

Hourly Net Sales Report

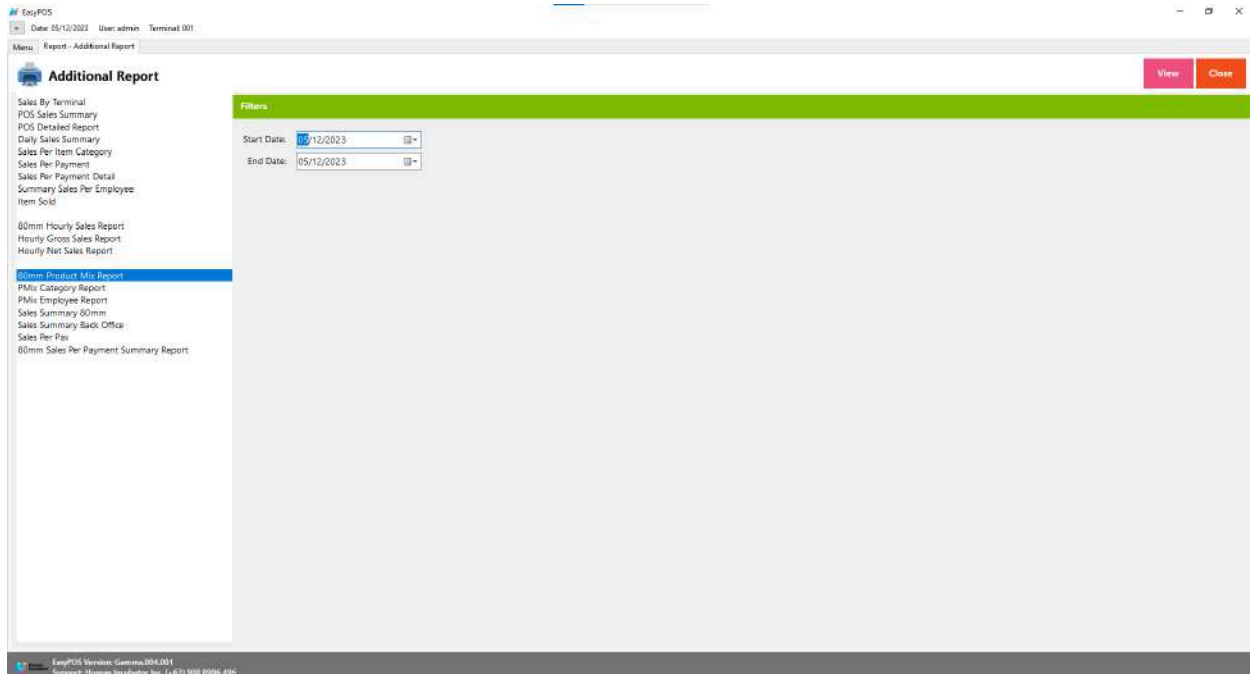
Start Time	Net Sales	Guest	Guest Ave	Check	Check Ave
2:00 PM	760.00	1	760.00	1	760.00

PDF CSV Close

First Previous 1/1 Next Last

## 80mm Product Mix Report

- An "80mm Product Mix Report" likely refers to a specific type of report generated by a point-of-sale (POS) system or business intelligence tool that provides a breakdown of product sales and their composition on an 80mm wide paper roll.



**Additional Report**

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

**Filters**

Start Date: 05/12/2023

End Date: 05/12/2023

View PDF

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

**Product Mix Report**

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

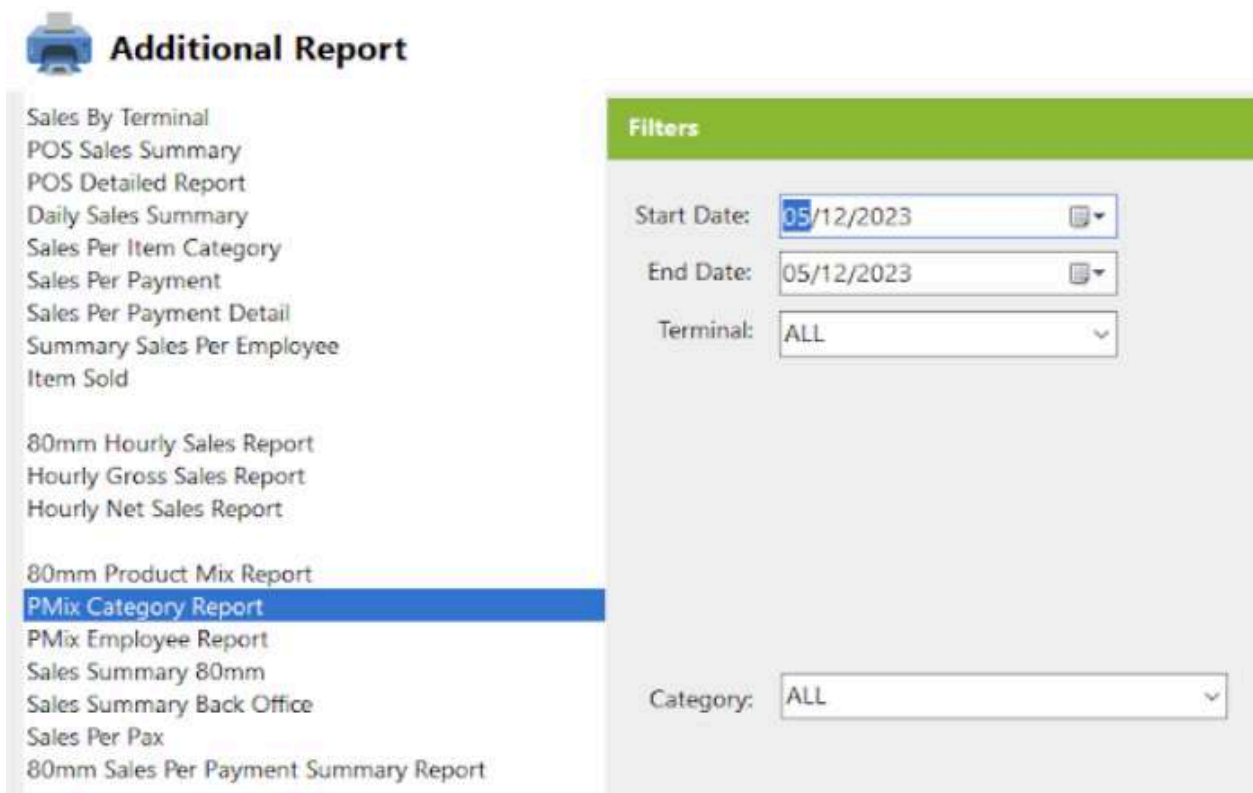
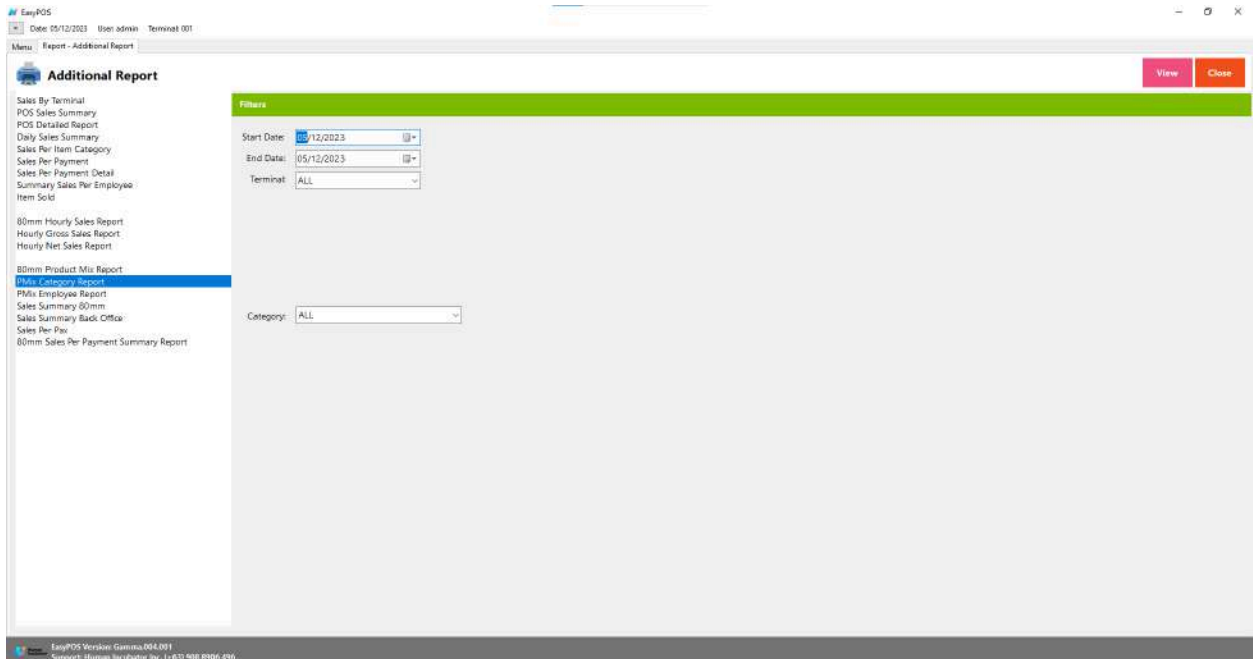
Item	Quantity	Total	Percent
Cheese	3.00	285.00	50.00%
Burger	3.00	285.00	50.00%
Avocado Shake			
<b>Total</b>	<b>6.00</b>	<b>670.00</b>	<b>100.00%</b>

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

### PMix Category Report

- A "PMix Category Report" could refer to a report that provides information about the mix or composition of sales within different categories of products or services. The "PMix" part may stand for "Product Mix," indicating that the report focuses on the assortment of products within specific categories.





- 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 Version: Gamma.004.001  
Support: Haman Incubator Inc. | +602 908 8906 490

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

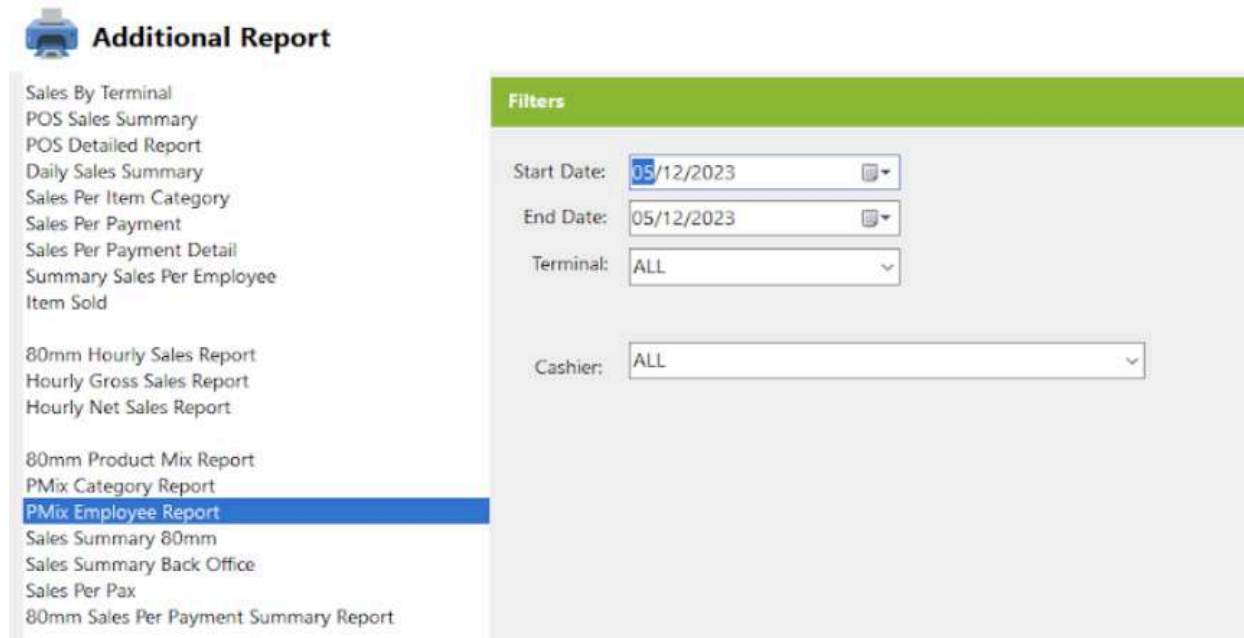
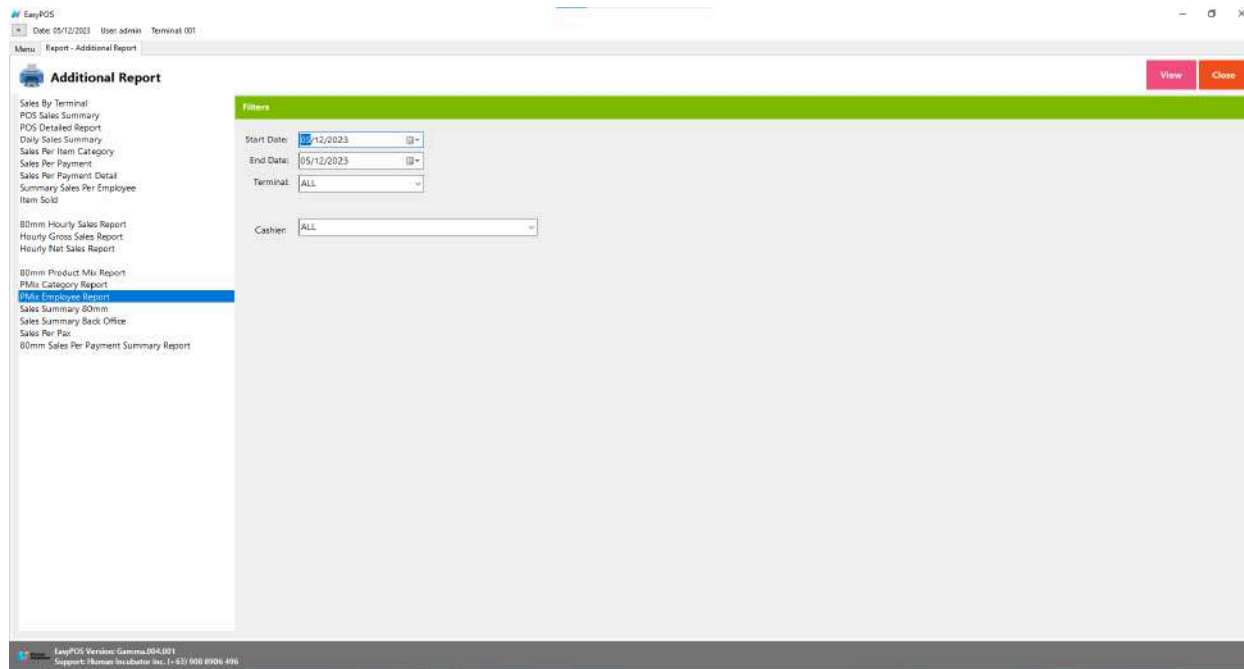
**PMix Category Report** PDF CSV Close

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

## PMix Employee Report

- A "PMix Employee Report" likely refers to a report that provides information about the mix or composition of sales or performance metrics associated with individual employees.



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

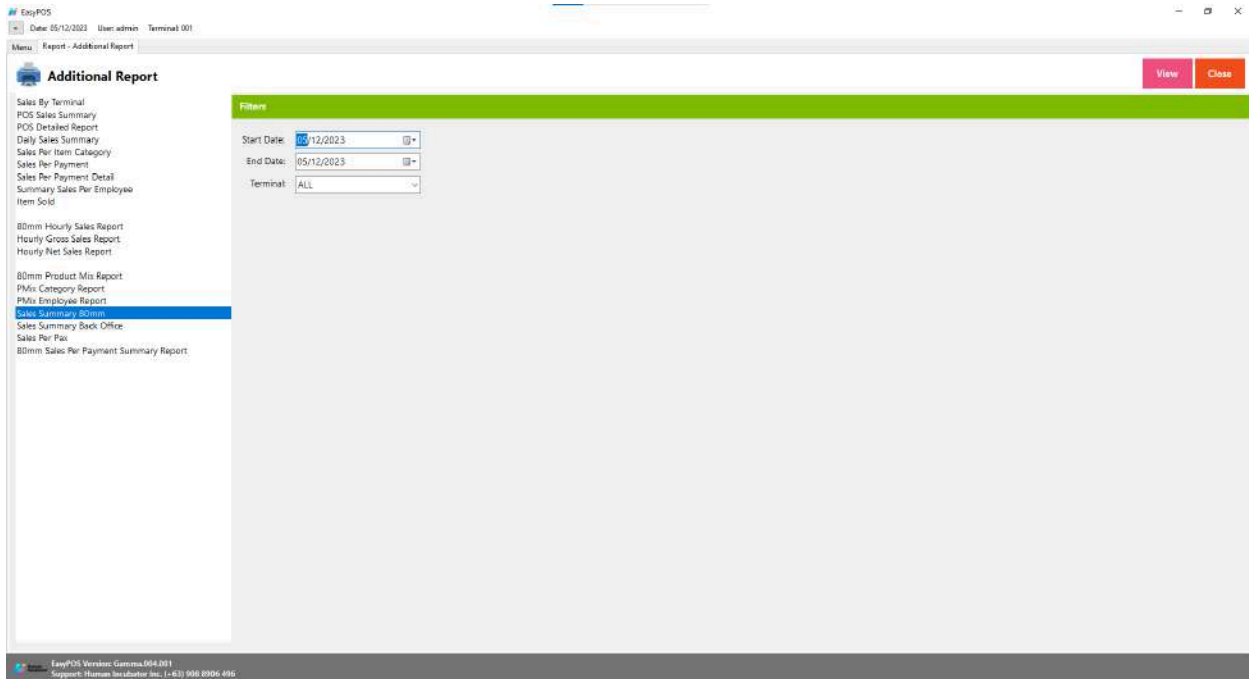
- Click **CSV** button to generate csv file format report

EmpPOS Version: Gamma.30.6.001  
Support: Human Inclusion Inc. (1-82) 902 8906 416

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

## Sales Summary 80mm

- likely refers to a concise report summarizing sales information designed to be printed on 80mm wide paper, commonly used in receipt printers.





## Additional Report

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

### Filters

Start Date:

End Date:

Terminal:

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

The screenshot shows the EasyPOS software interface. On the left is the 'Additional Report' menu with 'Sales Summary 80mm' selected. In the center is the 'Filters' section with 'Start Date: 05/12/2023', 'End Date: 05/12/2023', and 'Terminal: ALL'. On the right is a 'Sales Summary Report' window with a 'Print' button and a 'Close' button. The report window displays a table with the following data:

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



## Sales Summary Report

[Print](#)[Close](#)

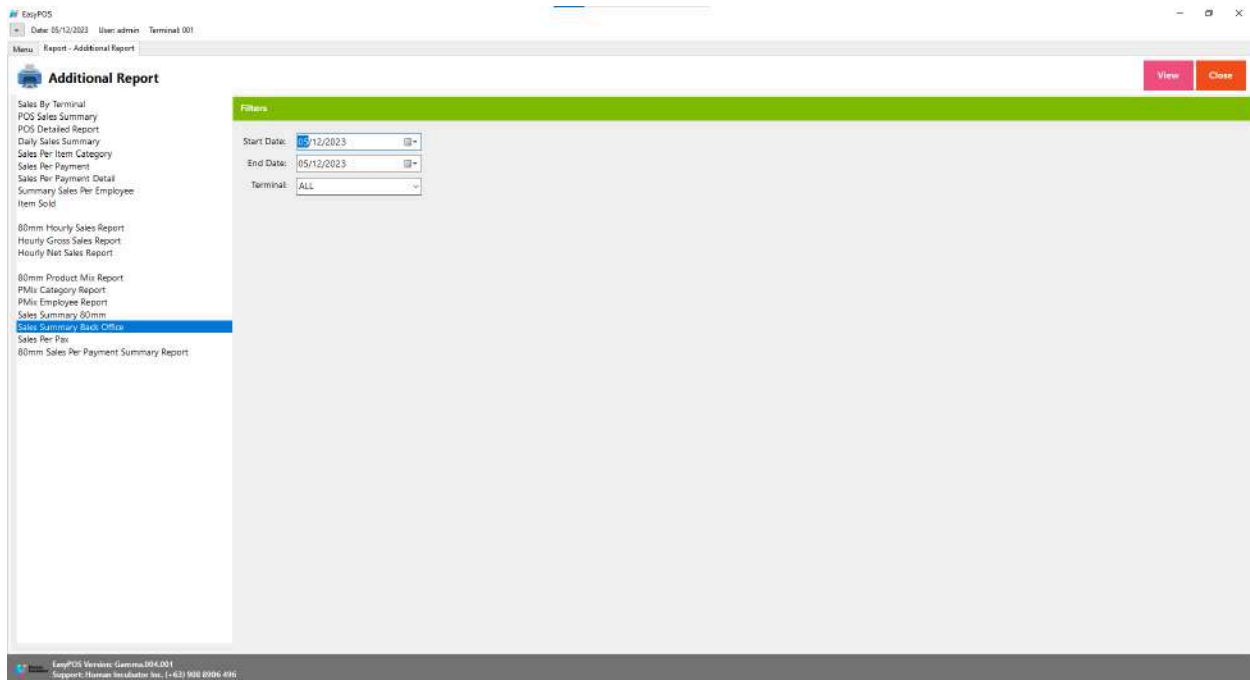
### Sales Summary Report

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

## Sales Summary Back Office

- refers to a more detailed and comprehensive sales summary report that is generated and viewed in the back-office or administrative area of a business. The term "back office" often refers to the administrative and support functions of a business that are not directly involved in customer interactions.







## Additional Report

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

### Filters

Start Date:

End Date:

Terminal:

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

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

---

**Non-Reset Totals**

Closing Reading	770.00
Opening Reading	770.00
<b>Gross</b>	570.00
<b>Net Sales</b>	570.00
Void	

---

**RESERVATION CANCELLATION**

Add-on	0.00
Buys	0.00
Desktop	0.00
Drink	0.00
Item Modifier	0.00
Service Charge	0.00
Shake	0.00
Sizzling	0.00
<b>TOTAL</b>	0.00

---

**Discount**

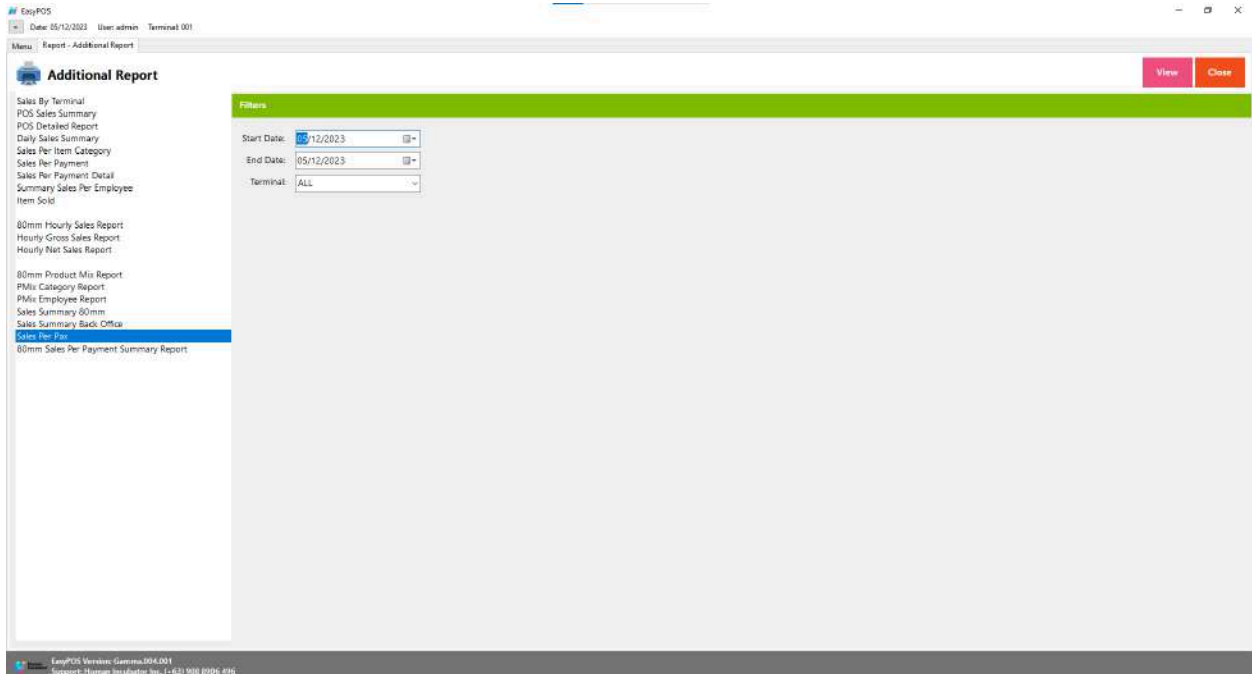
	Qty	Amount
Bero Discount	0	0.00
Variable Discount	0	0.00
Senior Citizen Discount	0	0.00
PND	0	0.00
55 Discount	0	0.00

---

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

## Sales Per Pax

- refers to the average sales value per customer or per guest in a business. The term "Pax" is derived from the Latin word "passenger" and is commonly used in the hospitality and restaurant industries to denote an individual customer or guest.





## Additional Report

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

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

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

**Sales Per Pax**

80mm Sales Per Payment Summary Report

### Filters

Start Date: 05/12/2023

End Date: 05/12/2023

Terminal: ALL

- 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

ExpPOS  
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

ExpPOS Version: Gamma.004.001  
 Support: Hamaa Incubator Inc. (+82) 908 8100 416

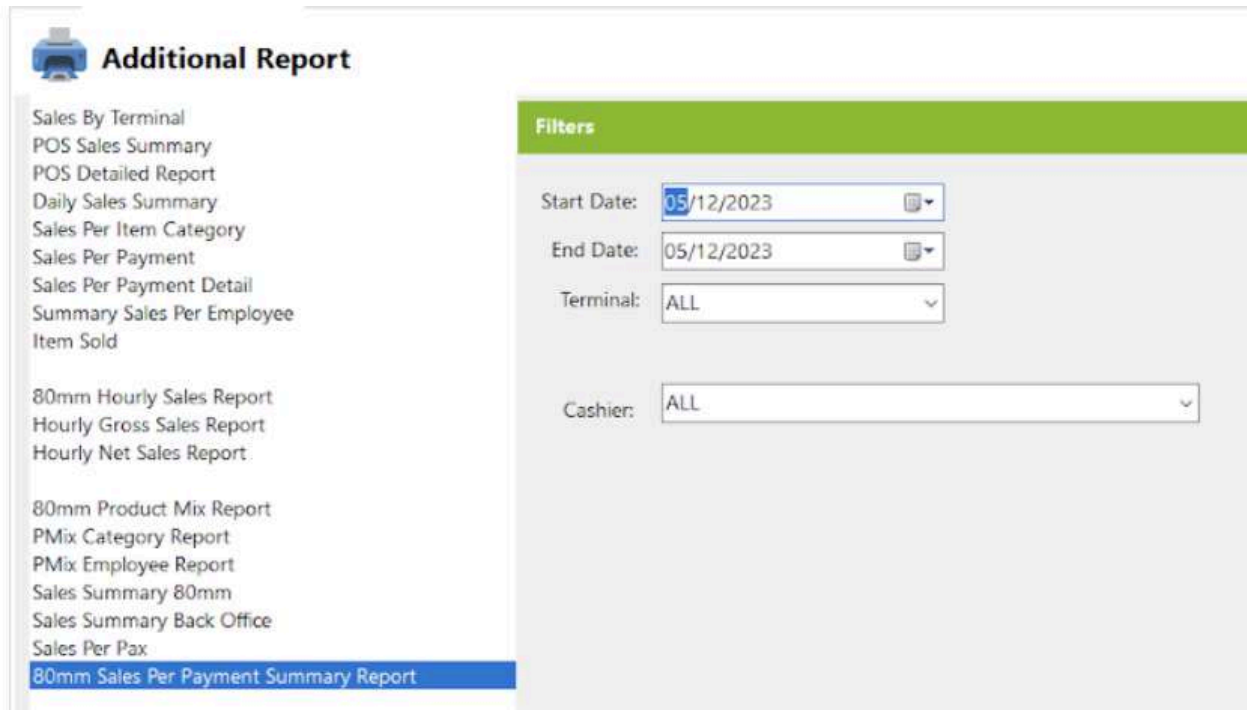
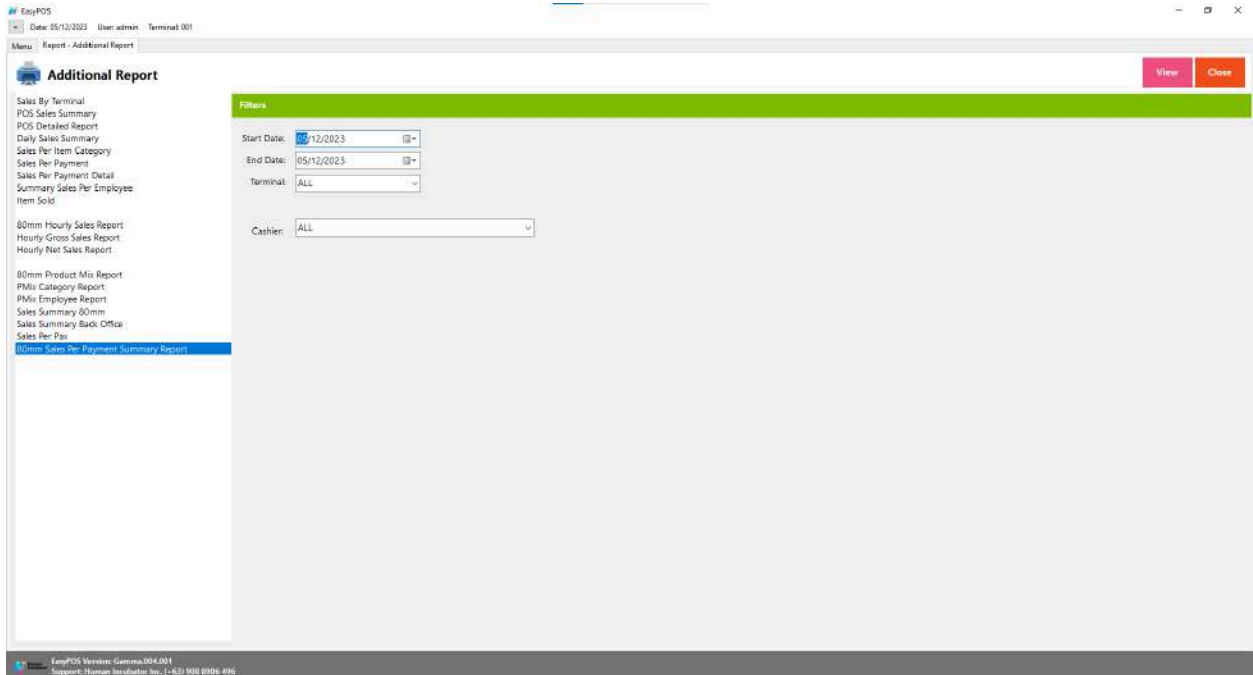
**Sales Per Pax Report** PDF CSV Close

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

First Previous 1/1 Next Last

## 80mm Sales Per Payment Summary Report

- refers to the average sales value per customer or per guest in a business. The term "Pax" is derived from the Latin word "passenger" and is commonly used in the hospitality and restaurant industries to denote an individual customer or guest.

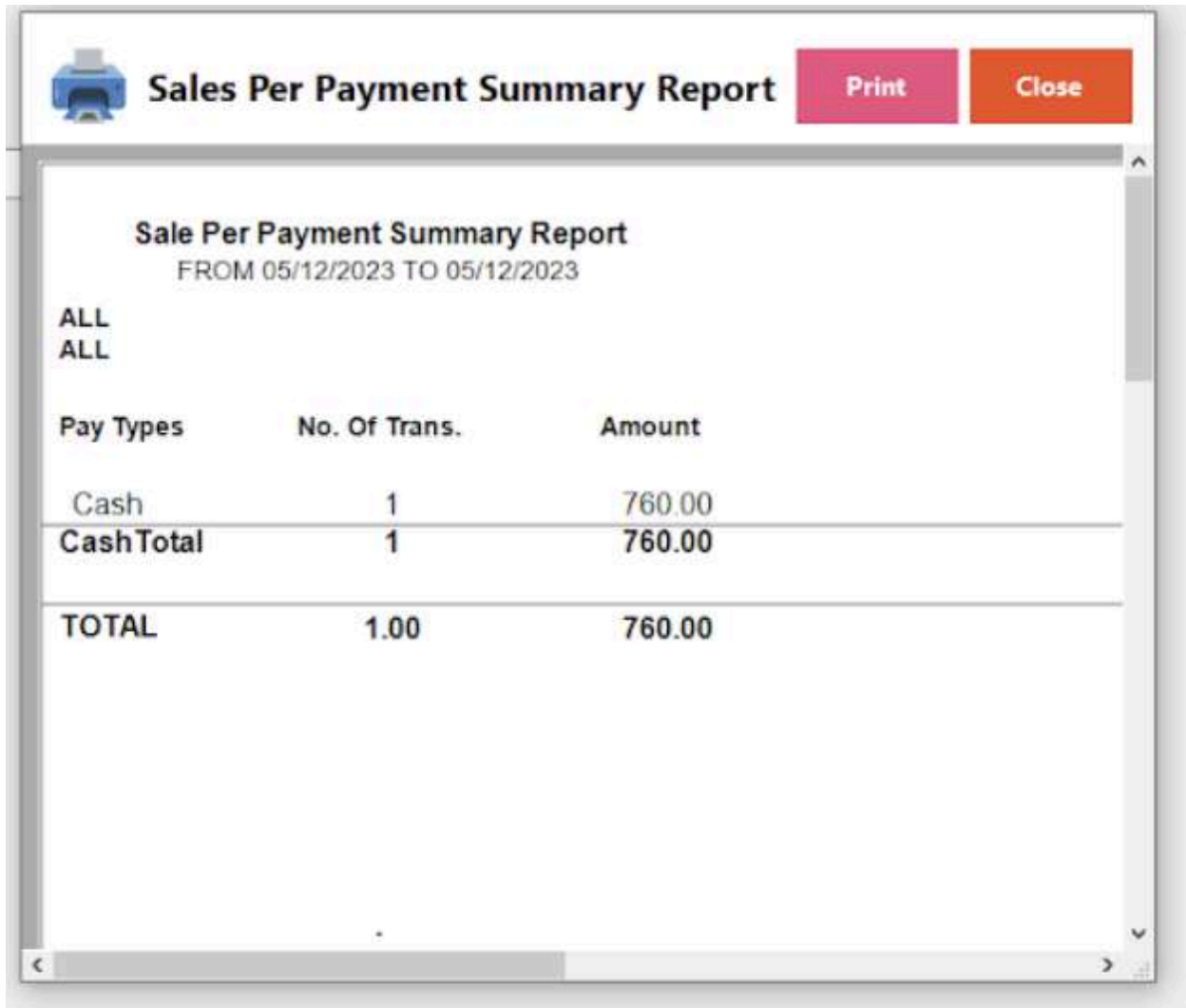


- Select Start Date, End Date, Terminal and Cashier.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report

The screenshot shows the EasyPOS software interface. On the left, there is a menu titled 'Additional Report' with various report options. The '80mm Sales Per Payment Summary Report' is selected. In the center, there is a 'Filters' section with input fields for 'Start Date' (05/12/2023), 'End Date' (05/12/2023), 'Terminal' (ALL), and 'Cashier' (ALL). A 'View' button is visible in the top right corner of the main window. A dialog box titled 'Sales Per Payment Summary Report' is open, displaying a table with the following data:

Pay Types	No. Of Trans.	Amount
Cash	1	760.00
<b>Cash Total</b>	<b>1</b>	<b>760.00</b>
<b>TOTAL</b>	<b>1.00</b>	<b>760.00</b>

The dialog box also includes a 'Print' button and a 'Close' button. The main window title bar shows 'EasyPOS', 'Date: 05/12/2023', 'User: admin', and 'Terminal: 001'. The bottom status bar displays 'EasyPOS Windows Gammas/DMA.001' and 'Support: Manager Inc. (408) 990-9900'.



The image shows a software window titled "Sales Per Payment Summary Report". At the top left is a printer icon. To its right is the title "Sales Per Payment Summary Report". Further right are two buttons: "Print" (pink) and "Close" (orange). The main content area displays the report title "Sale Per Payment Summary Report" and the date range "FROM 05/12/2023 TO 05/12/2023". Below this, the text "ALL" appears twice. A table follows with three columns: "Pay Types", "No. Of Trans.", and "Amount". The table contains three rows: "Cash" (1 transaction, 760.00 amount), "Cash Total" (1 transaction, 760.00 amount), and "TOTAL" (1.00 transactions, 760.00 amount). The window has a scroll bar on the right and a horizontal scroll bar at the bottom.

Pay Types	No. Of Trans.	Amount
Cash	1	760.00
<b>Cash Total</b>	<b>1</b>	<b>760.00</b>
<b>TOTAL</b>	<b>1.00</b>	<b>760.00</b>

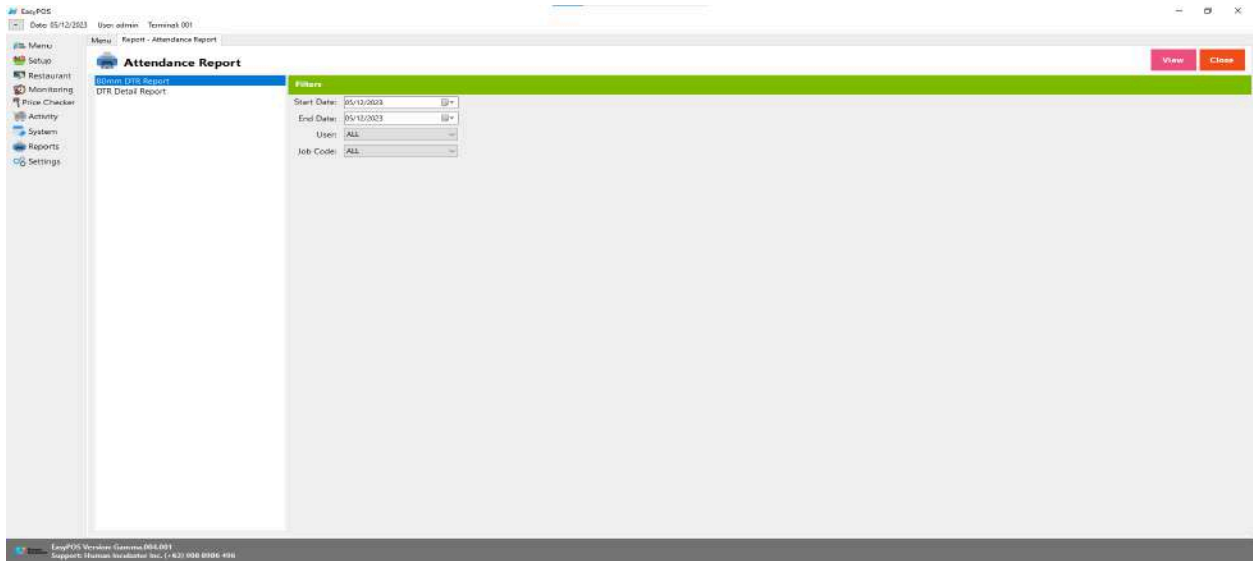
## Attendance Report

### Overview

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

### 80mm DTR Report

- Refers to the employees' daily attendance and working hours and their composition on an 80mm wide paper roll.



- 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



EasyPOS

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

Menu | Report - Attendance Report View Close

**Attendance Report**

Screen: DTR Report  
DTR Detail Report

**Filters**

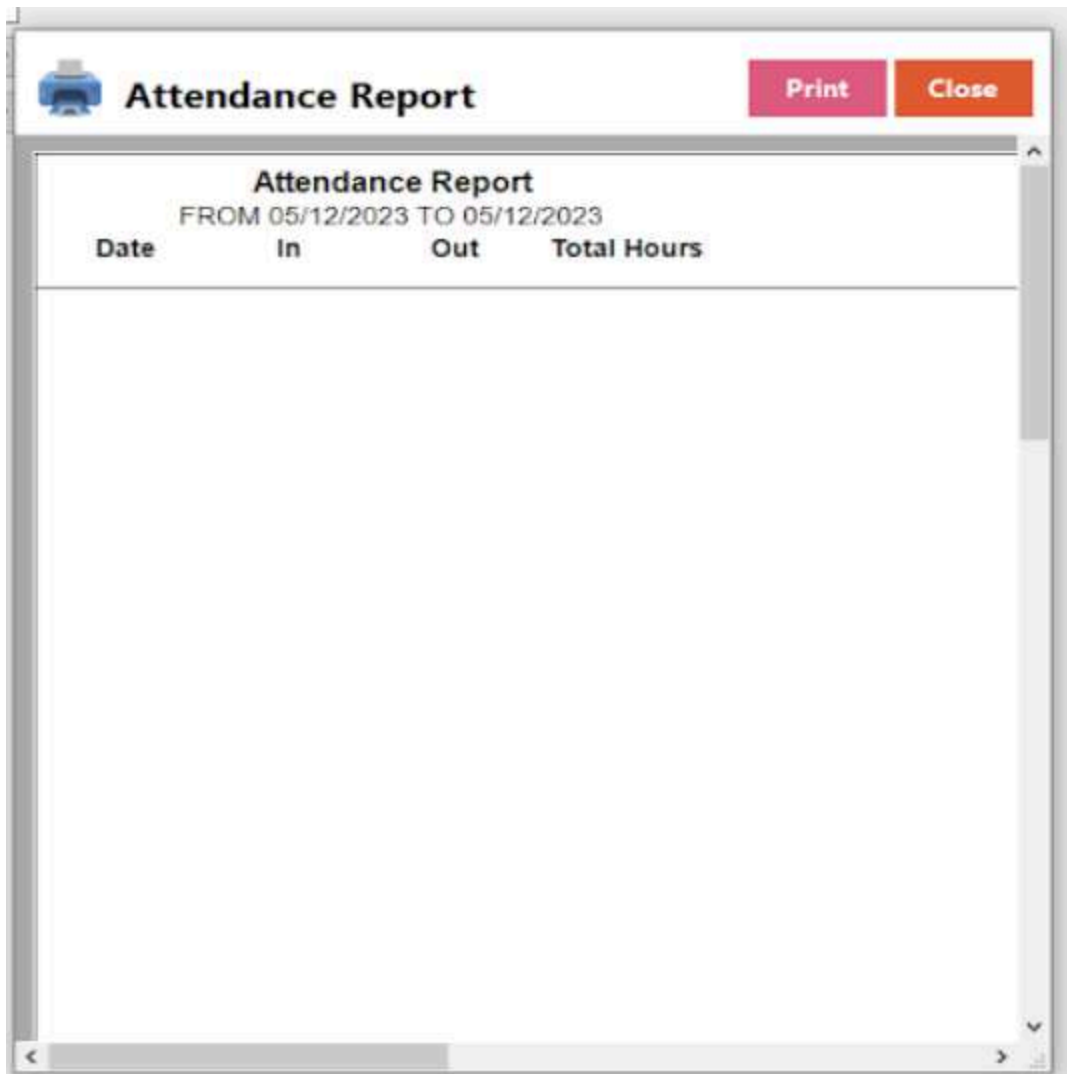
Start Date: 05/12/2023  
End Date: 05/12/2023  
User: ALL  
Job Code: ALL Print Close

**Attendance Report** Print Close

Attendance Report  
FROM: 05/12/2023 TO: 05/12/2023

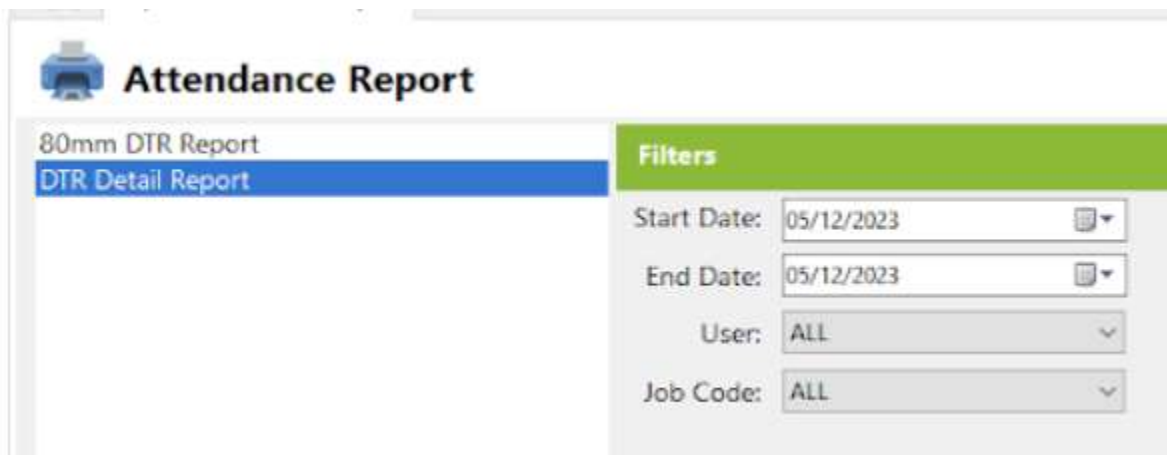
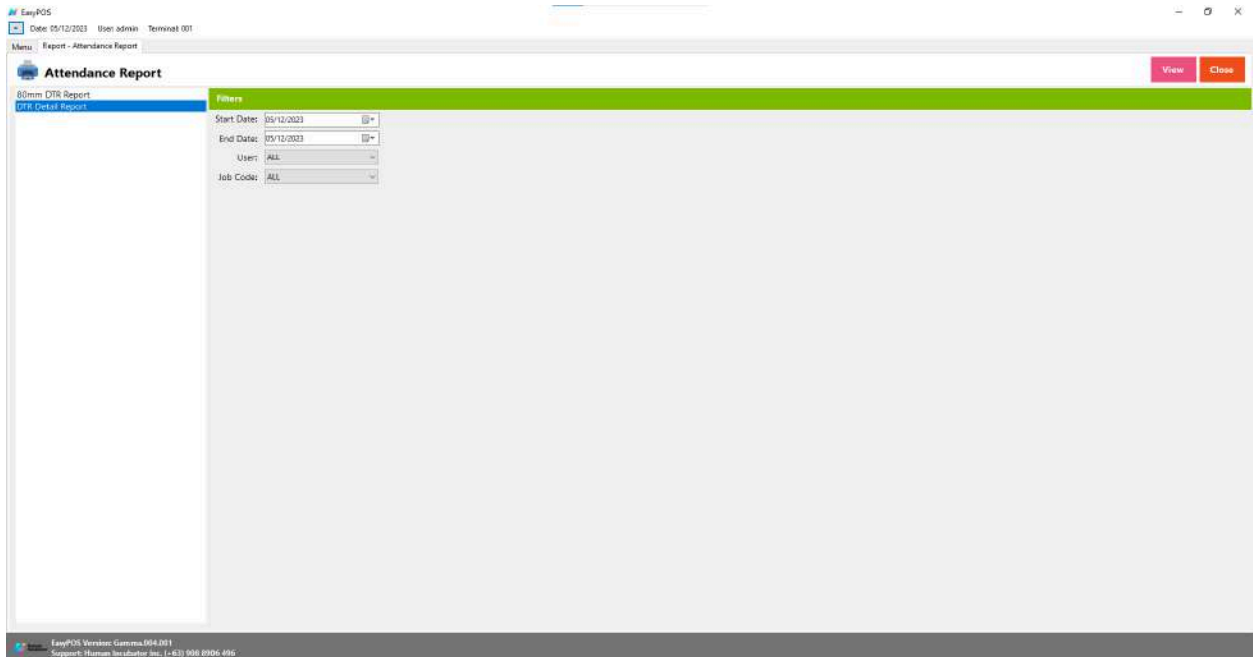
Date	In	Out	Total Hours
------	----	-----	-------------

EasyPOS Version: Gemma-D04.001  
Support: Bantuan Operasional Ser. 1-431-930 (PAB. 010)

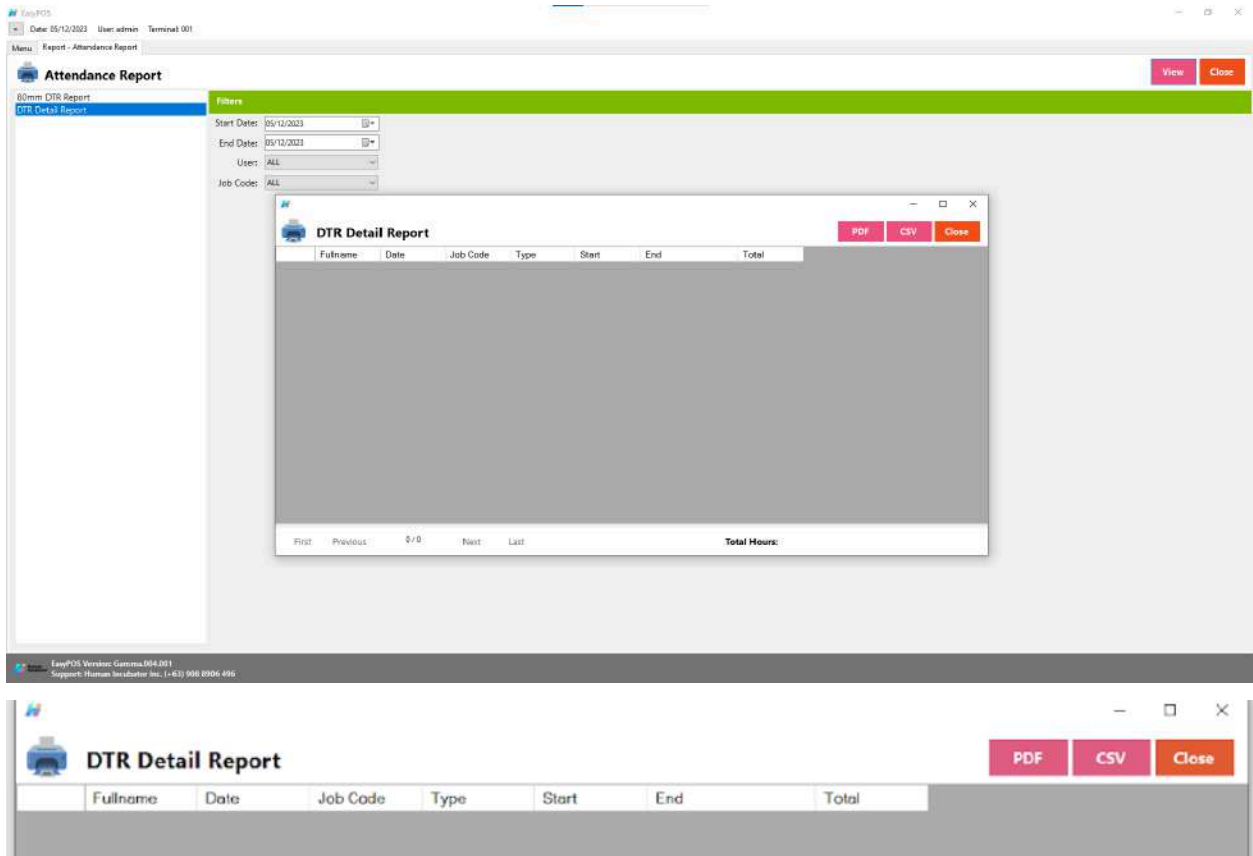


### **DTR Detail Report**

- refers to a report providing a detailed breakdown of information related to a Daily Time Record (DTR).



- 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

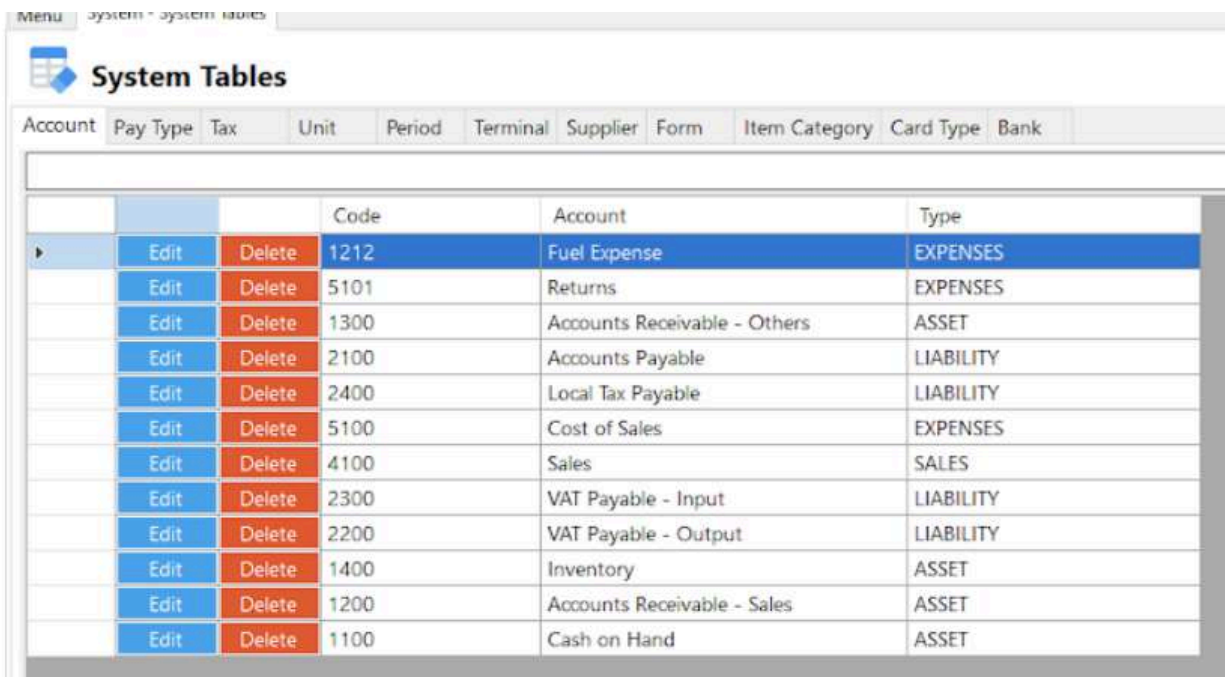
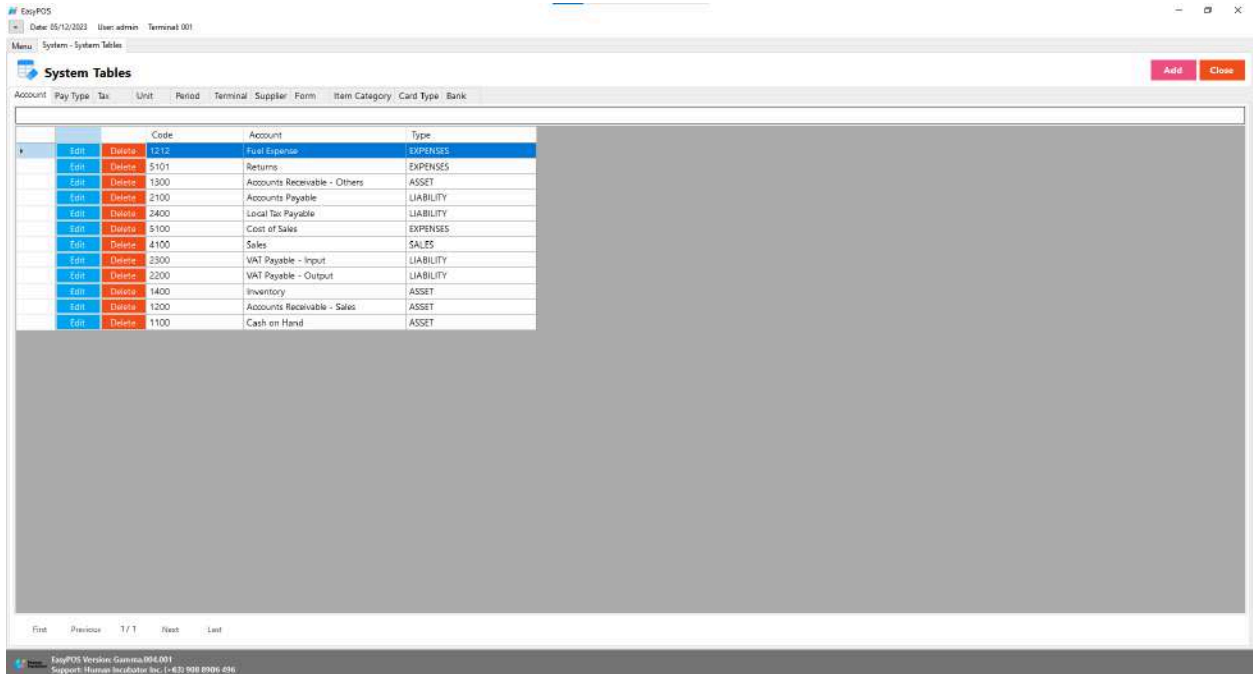
- In a Point of Sale (POS) system with accounting functionality, various accounts are used to track financial transactions. Here's a breakdown of how "**liability**," "**expenses**," "**asset**," and "**sales**" might be associated within a POS system:

- **Liability Account:**  
In a POS system, a liability account might be associated with transactions that involve owed amounts or obligations. For instance, if a customer makes a purchase on credit, the outstanding balance becomes a liability until it is paid. The system might track this liability until the customer settles the account.
- **Expenses Account:**  
Expenses accounts in a POS system track the costs incurred by the business. This includes operating expenses such as rent, utilities, and wages. In a retail context, expenses might also include transaction fees associated with payment processing.
- **Asset Account:**  
Asset accounts in a POS system represent resources owned by the business that have economic value. This can include inventory, equipment, or cash. When products are sold, the inventory decreases, and the system updates the asset account accordingly.
- **Sales Account:**  
The sales account in a POS system tracks the revenue generated from the sale of goods or services. Each sale contributes to this account, reflecting the total value of products sold. This is a key account for understanding the business's income.

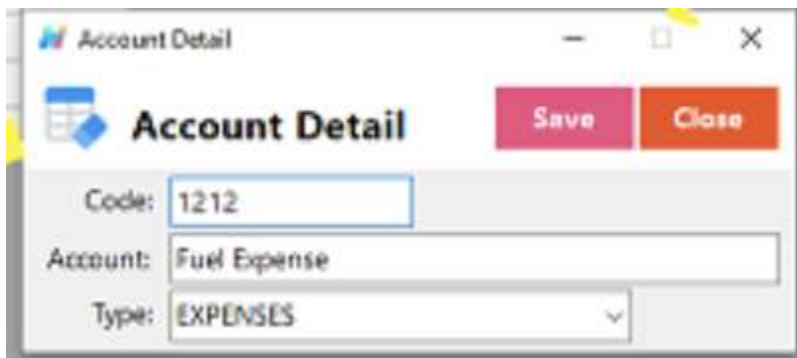
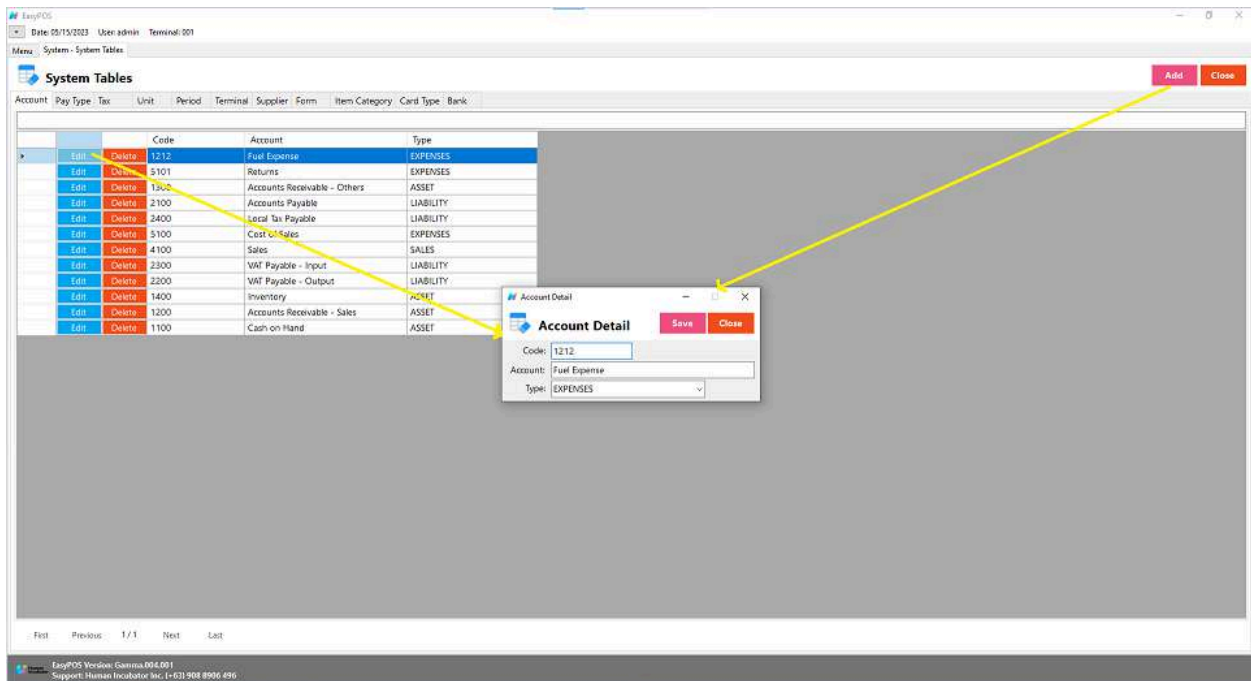
- Here's a simplified example of how these accounts might be involved in a retail transaction within a POS system:

Sale Transaction:

- **Asset (Inventory):** The inventory decreases as products are sold.
- **Revenue (Sales):** The total value of the products sold contributes to the sales account.
- **Liability (Accounts Receivable):** If the sale is on credit, it creates a liability until the customer pays.
- **Expenses (Transaction Fees):** Any transaction fees associated with payment processing might be recorded as an expense.



- 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.

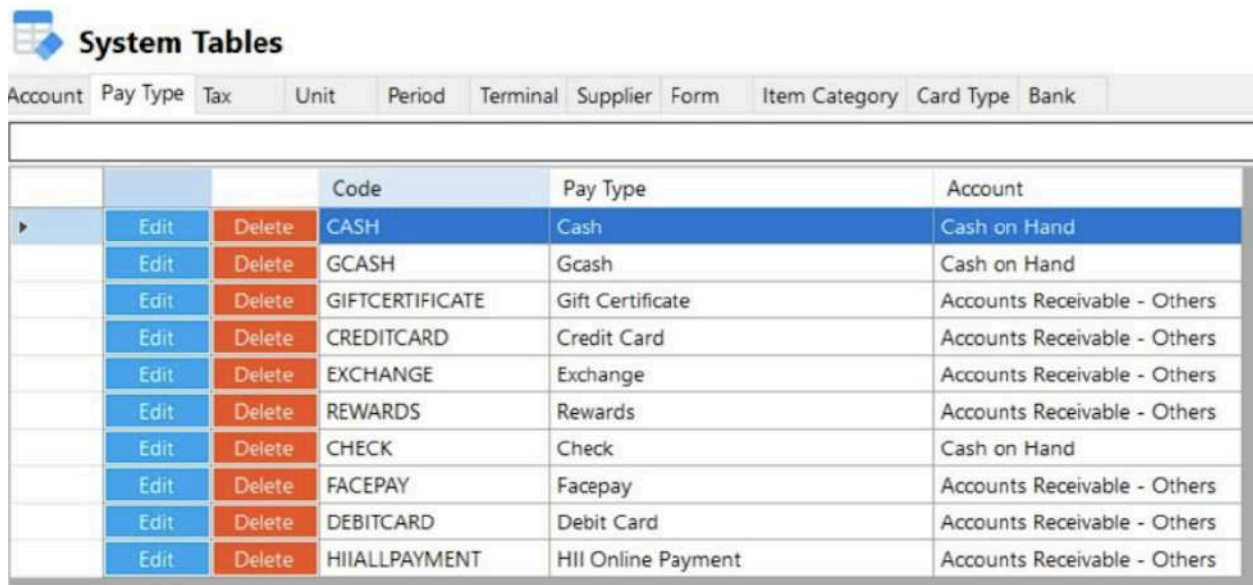
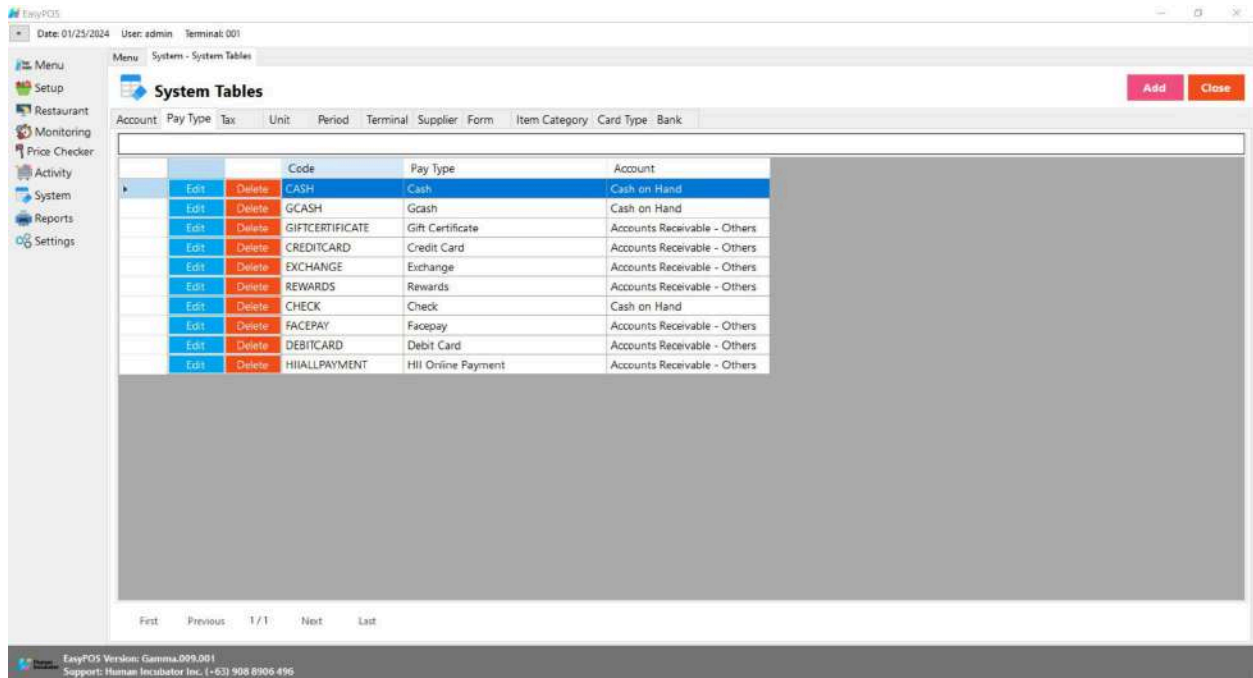


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Code, Account and Type
- Click the Save button to save account details.

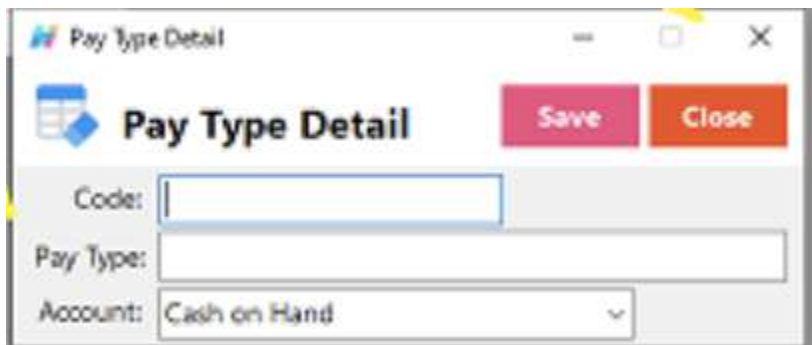
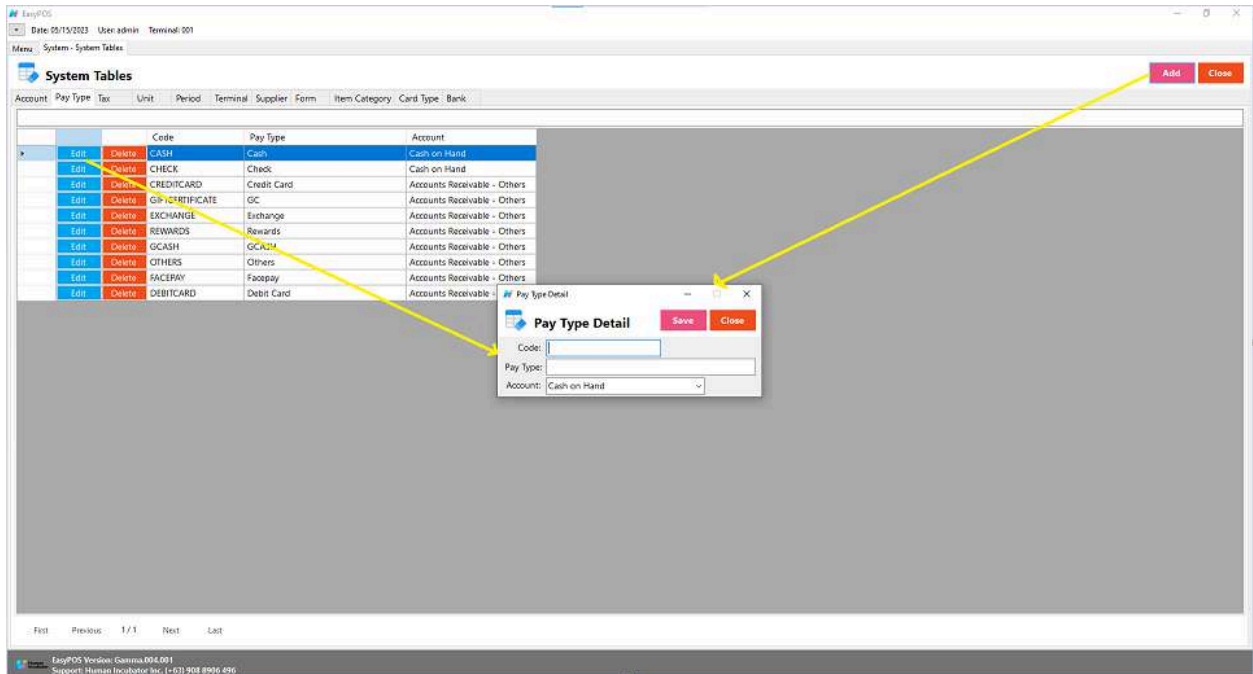


## Pay Type

- "pay type" typically refers to the method or form of payment used by a customer to complete a transaction. When a customer makes a purchase at a retail store or any business that uses a POS system, they have various options for paying for the goods or services they are buying. The pay type is a categorization of these different payment methods. Common pay types in a POS system include:
  - **Cash:** The customer pays with physical currency, such as coins or banknotes.
  - **Credit Card:** The customer uses a credit card to make the payment.
  - **Debit Card:** The customer uses a debit card linked to their bank account for the transaction.
  - **Mobile Payment:** Payment is made using a mobile wallet or payment app on a smartphone or other mobile device.
  - **Gift Card:** The customer uses a prepaid gift card for all or part of the payment.
  - **Check:** Payment is made by writing a check, which is a paper document instructing the bank to transfer funds.
  - **Split Payment:** The customer divides the payment between multiple methods, such as using both cash and a credit card.
  - **Store Credit:** The customer uses credit that they have at the store, often issued as a result of a return or as part of a loyalty program.

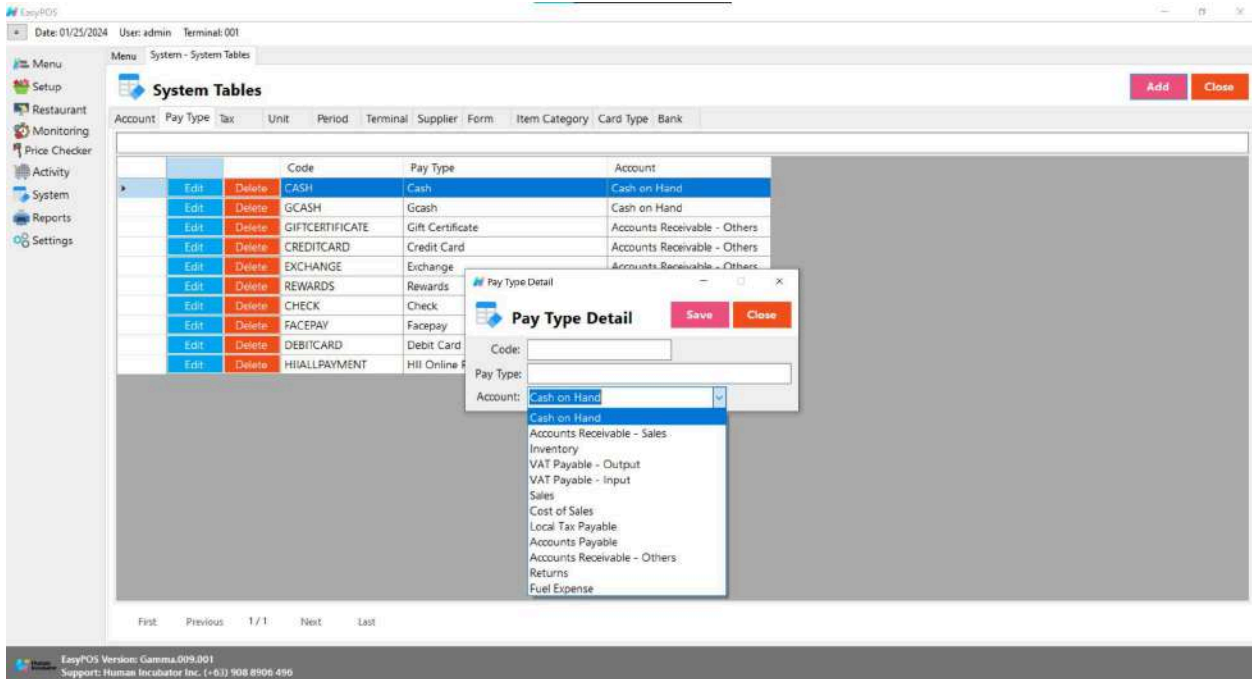


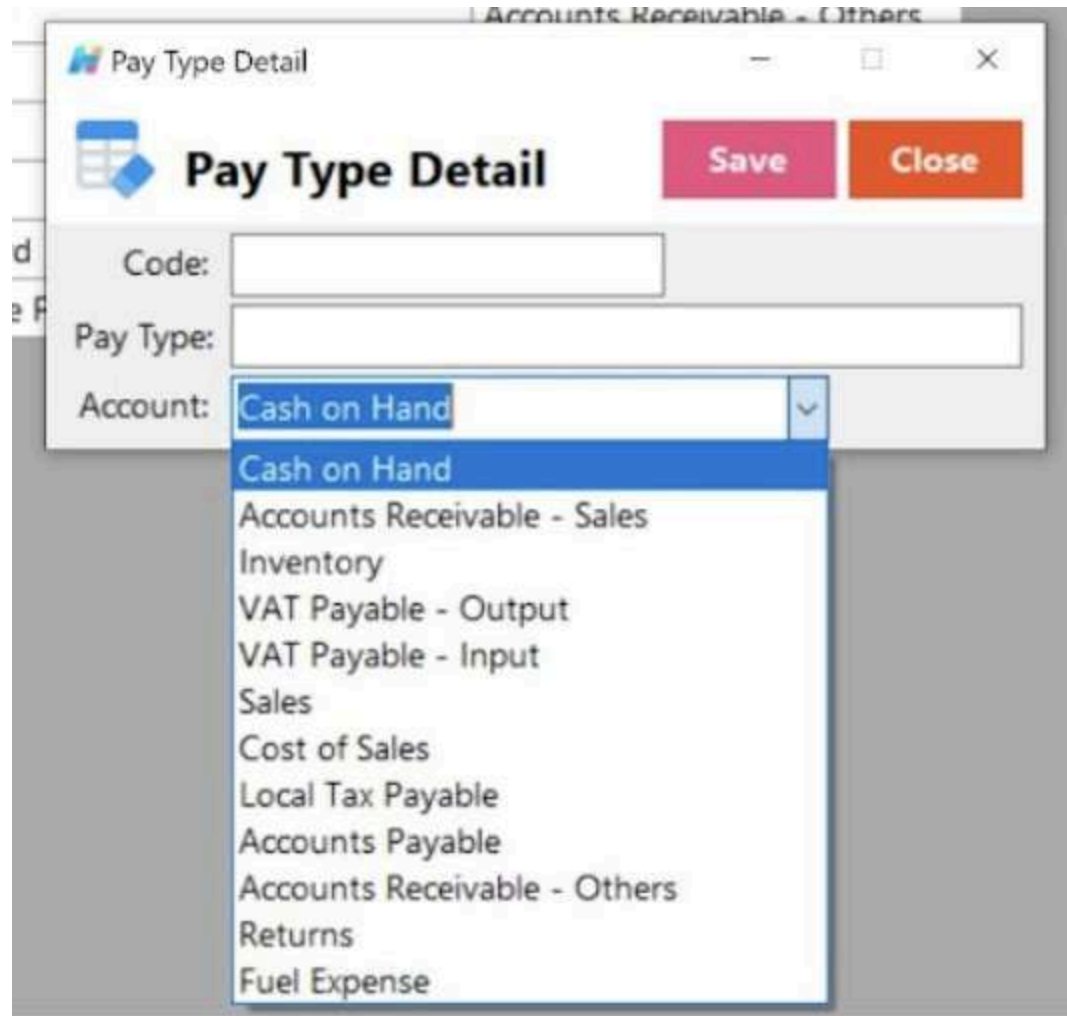
- Shows the list of all added pay types.
- Delete button will proceed to deleting pay type details.
- Edit button will proceed to updating pay type details.
- Close button will proceed to closing the system table module.



- **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.





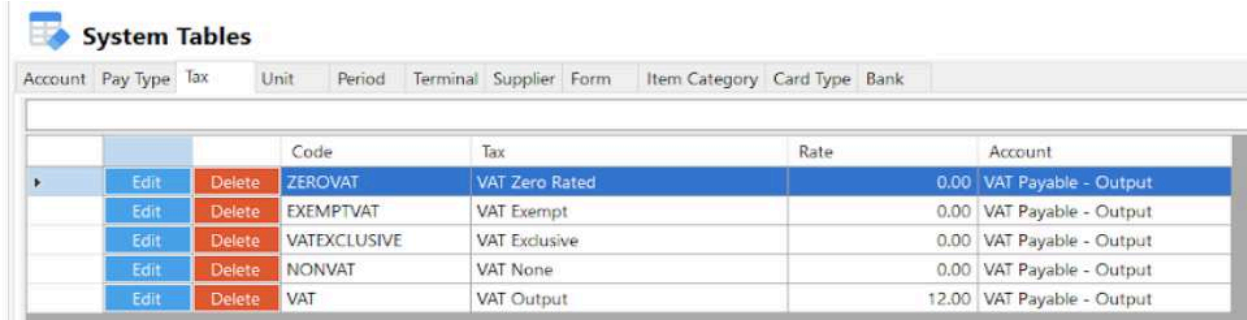
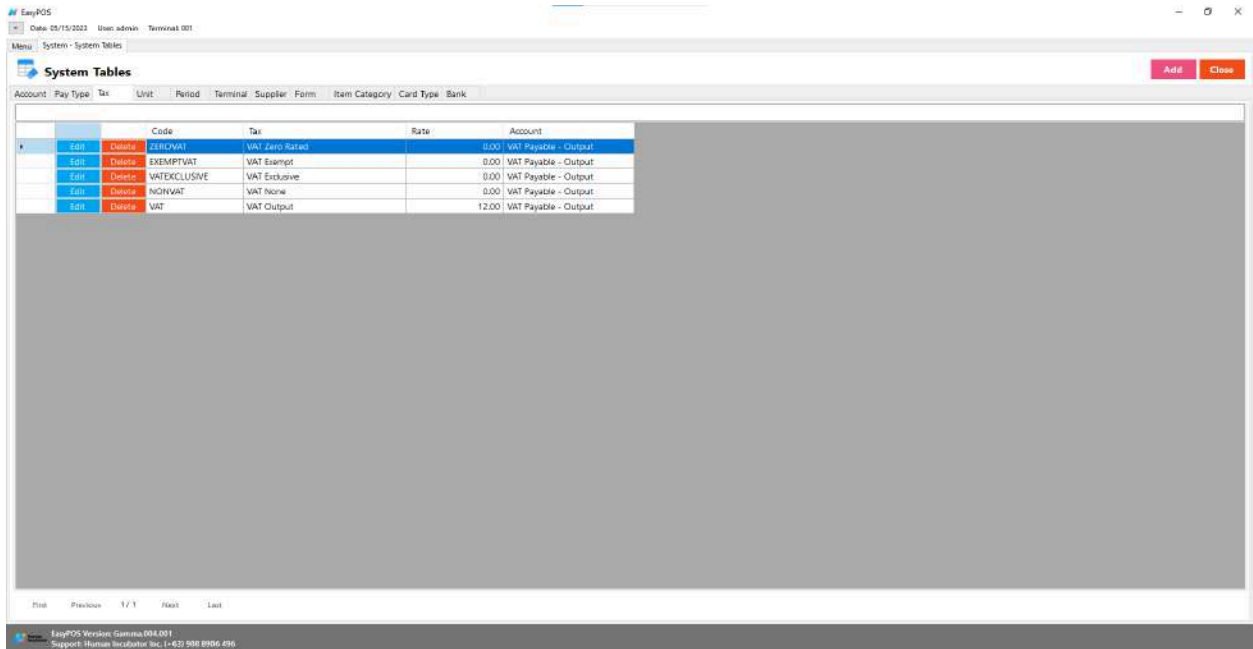
## Tax

- In a Point of Sale (POS) system, handling taxes is a crucial aspect of transactions. Here's how taxes are typically managed in a POS system:
  - **Tax Configuration:**

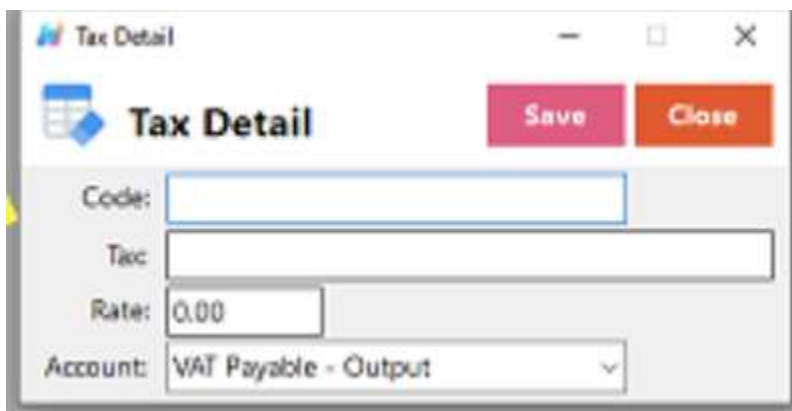
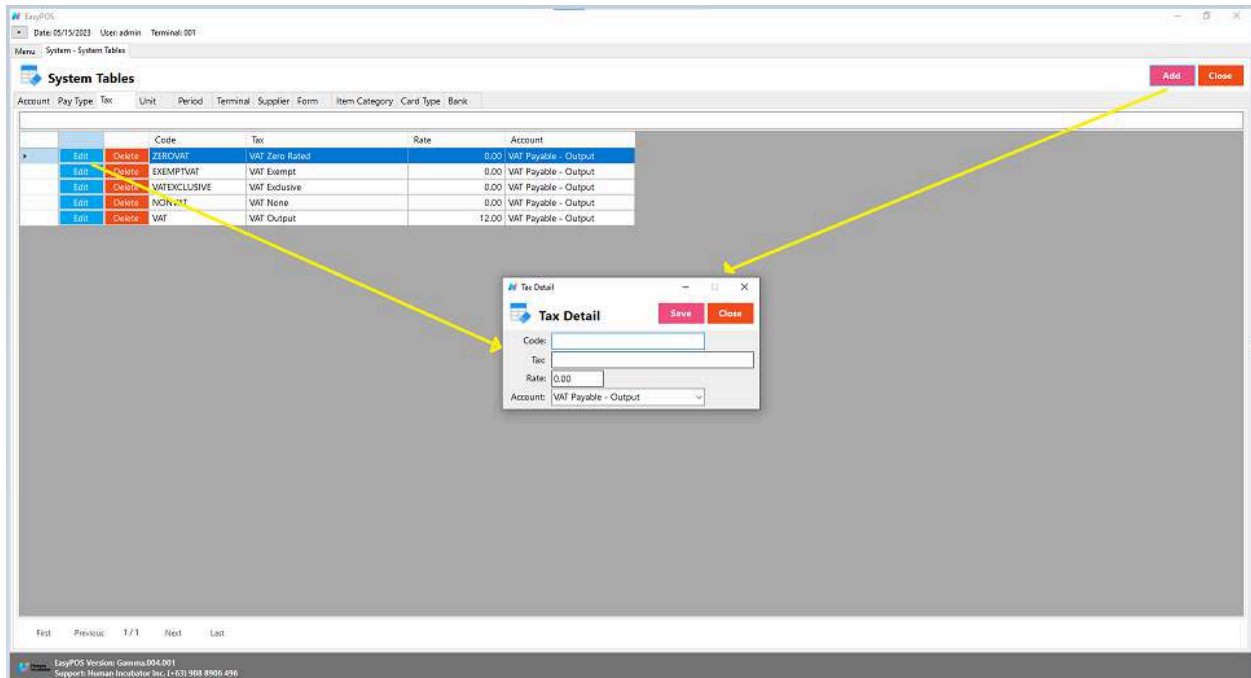
POS systems allow businesses to configure and set up different types of taxes applicable to their sales. This includes sales tax, value-added tax (VAT), or other regional taxes. Businesses need to specify the tax rates and rules that apply to their products or services.
  - **Automatic Tax Calculation:**

When a sale is processed in the POS system, the system automatically calculates the applicable taxes based on the configured rates. This ensures that the correct amount of tax is added to the total sale amount.

- **Tax-Inclusive or Tax-Exclusive Pricing:**  
POS systems often provide the flexibility to set whether prices displayed to customers include or exclude taxes. In some regions, the displayed price includes the applicable taxes, while in others, taxes are added at the checkout.
- **Multiple Tax Rates:**  
Businesses may need to deal with multiple tax rates, especially if they operate in regions with different tax jurisdictions. A POS system should be capable of handling various tax rates and applying them appropriately based on the location of the sale.
- **Tax Exemptions:**  
Some customers or types of transactions may be exempt from certain taxes. A POS system should allow for the application of exemptions when necessary, ensuring accurate and compliant tax calculations.
- **Reporting and Compliance:**  
A robust POS system includes reporting features that help businesses track and report on tax-related information. This is essential for financial reporting, filing taxes, and ensuring compliance with local tax regulations.
- **Integration with Accounting Software:**  
For seamless financial management, a POS system often integrates with accounting software. This integration ensures that tax information is accurately recorded in the business's financial records, streamlining the overall accounting process.



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



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

## Unit

- the term "unit" typically refers to a standard measure used to quantify and sell products. The concept of a unit is crucial for



inventory management and sales tracking. Here are a few key aspects of units in a POS system:

- **Product Quantity**

The unit represents the quantity in which a product is sold. For example, if a business sells beverages, the unit might be a bottle, can, or liter. If it's a retail store, the unit could be an individual item (e.g., a piece of clothing, an electronic device).

- **Pricing and Costing:**

Products are often priced and costed based on a per-unit basis. The POS system helps manage the pricing structure, allowing businesses to set prices for individual units or in bulk (e.g., per dozen).

- **Inventory Management:**

The unit is crucial for tracking and managing inventory levels. The POS system monitors the quantity of units sold and updates the inventory accordingly. This helps businesses avoid stockouts or overstock situations.

- **Sales Tracking:**

When a customer makes a purchase, the POS system records the number of units sold. This information is valuable for analyzing sales patterns, determining popular products, and understanding customer preferences.

- **Variety of Units:**

A flexible POS system allows businesses to handle a variety of units based on the nature of their products. For example, a grocery store might sell produce by weight (pound or kilogram), while a hardware store might sell items by quantity (each) or volume (gallon).

- **Unit Conversions:**

Some POS systems support unit conversions. For instance, if a product is typically sold in one unit but can also be sold in a different unit, the system can handle the conversion and update the inventory accordingly.

EqyPOS  
Date: 05/15/2023 User: admin Terminal: 001

Menu System - System Tables

### System Tables

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

Account	Pay Type	Tax	Unit	Period	Terminal	Supplier	Form	Item Category	Card Type	Bank
			Unit							
1001	Delete		Shavo(s)							
1001	Delete		Glass							
1001	Delete		Bottle(s)							
1001	Delete		Service(s)							
1001	Delete		Gress							
1001	Delete		Cup(s)							
1001	Delete		Trip(s)							
1001	Delete		Tank(s)							
1001	Delete		SmallBox(s)							
1001	Delete		Sheet(s)							
1001	Delete		Set							
1001	Delete		Sack(s)							
1001	Delete		Ream(s)							
1001	Delete		Quart(s)							
1001	Delete		Pint(s)							
1001	Delete		Piso							
1001	Delete		Pak(s)							
1001	Delete		Pak(s)							
1001	Delete		Pak(s)							
1001	Delete		Mtr(s)							
1001	Delete		Ktr(s)							
1001	Delete		Inch(s)							
1001	Delete		Hundred(s)							
1001	Delete		Pt							
1001	Delete		Drum(s)							
1001	Delete		Dozen							
1001	Delete		Cubic							
1001	Delete		Bundle(s)							
1001	Delete		Box(s)							
1001	Delete		Both							

First Previous 1 / 1 Next Last

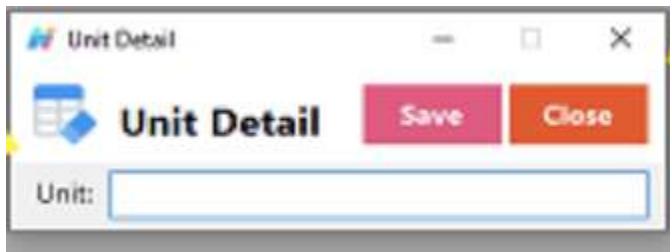
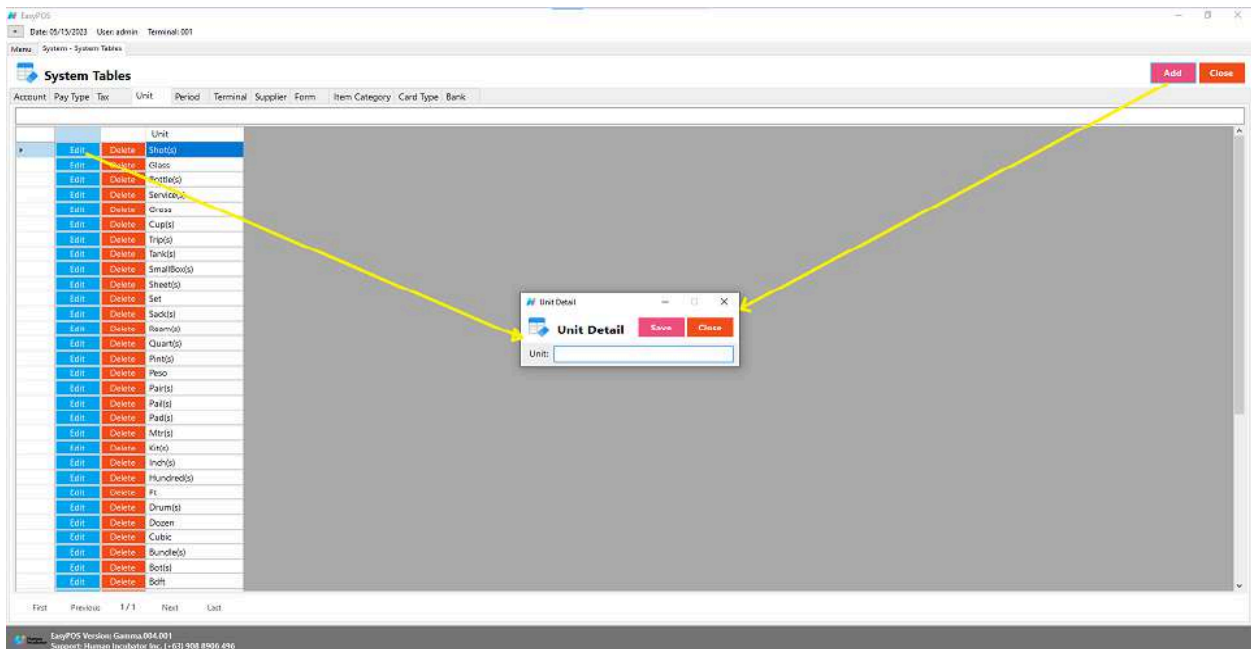
EqyPOS Version: Gamma.904.001  
Support: Haman Incubator Inc. (+82) 908 8906 406



## System Tables

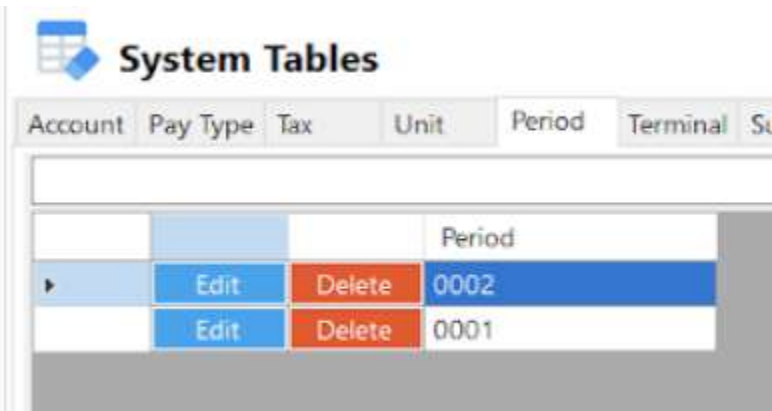
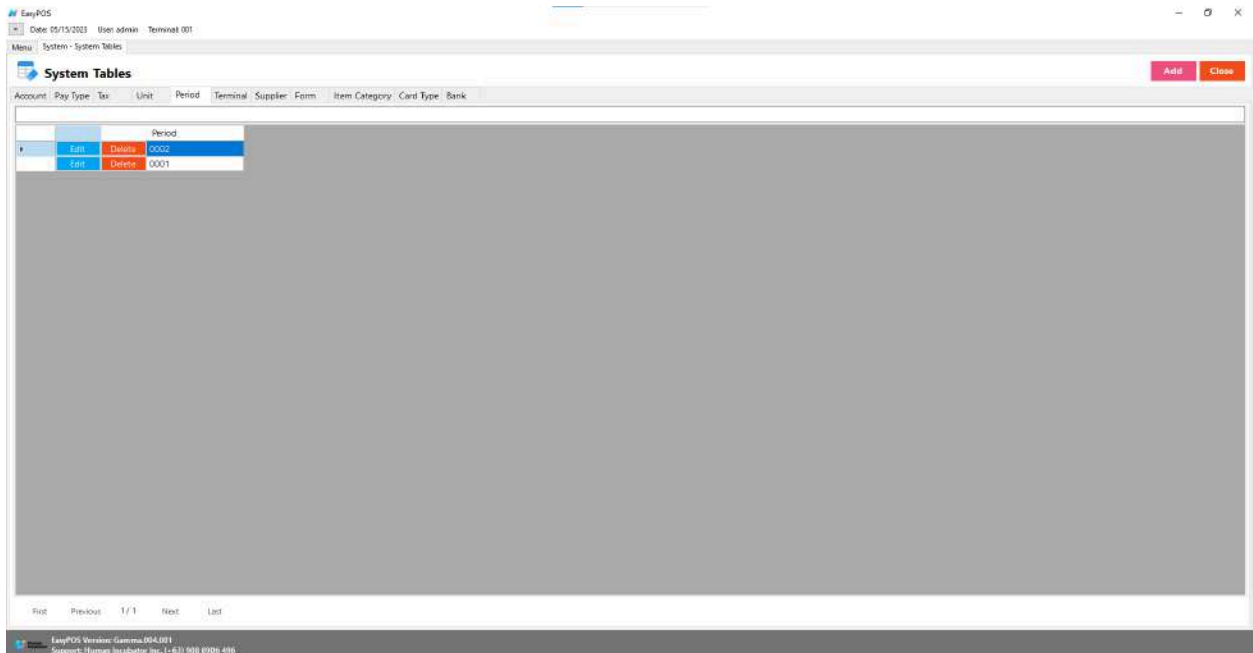
Account	Pay Type	Tax	Unit	Period	Terminal
			Unit		
▶	Edit	Delete	Shot(s)		
	Edit	Delete	Glass		
	Edit	Delete	Bottle(s)		
	Edit	Delete	Service(s)		
	Edit	Delete	Gross		
	Edit	Delete	Cup(s)		
	Edit	Delete	Trip(s)		
	Edit	Delete	Tank(s)		
	Edit	Delete	SmallBox(s)		
	Edit	Delete	Sheet(s)		
	Edit	Delete	Set		
	Edit	Delete	Sack(s)		
	Edit	Delete	Ream(s)		
	Edit	Delete	Quart(s)		
	Edit	Delete	Pint(s)		
	Edit	Delete	Peso		
	Edit	Delete	Pair(s)		
	Edit	Delete	Pail(s)		
	Edit	Delete	Pad(s)		
	Edit	Delete	Mtr(s)		
	Edit	Delete	Kit(s)		
	Edit	Delete	Inch(s)		
	Edit	Delete	Hundred(s)		
	Edit	Delete	Ft		
	Edit	Delete	Drum(s)		
	Edit	Delete	Dozen		
	Edit	Delete	Cubic		
	Edit	Delete	Bundle(s)		
	Edit	Delete	Bot(s)		
	Edit	Delete	Bdft		

- 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.

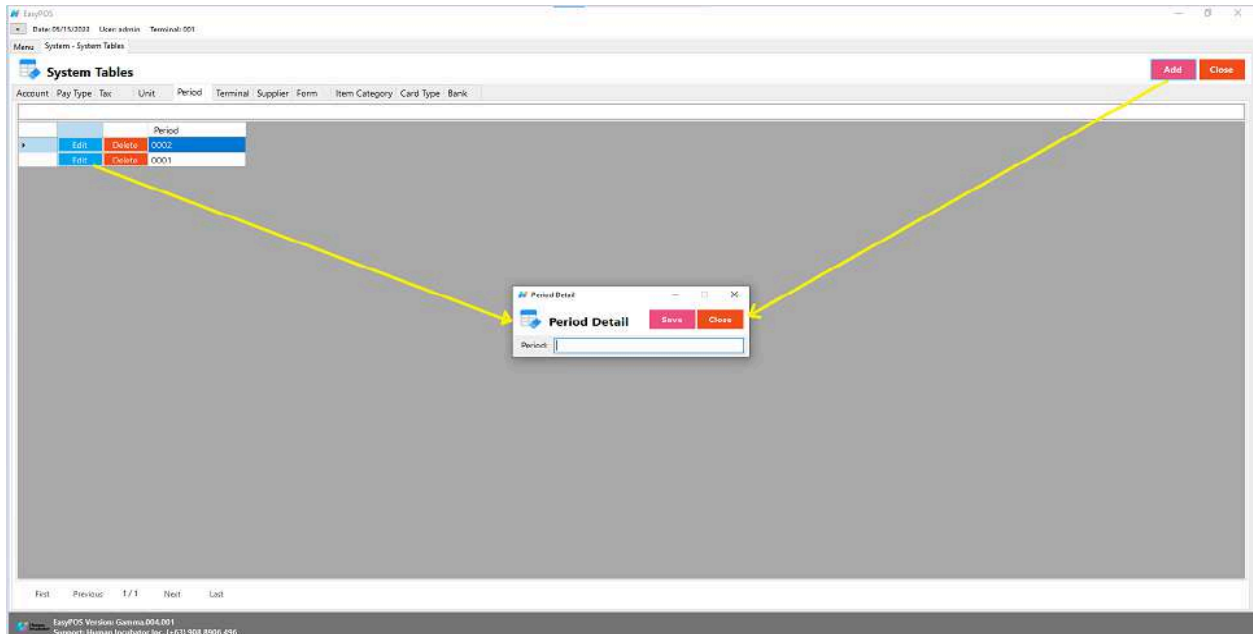


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Unit
- Click the Save button to save unit details.

# Period



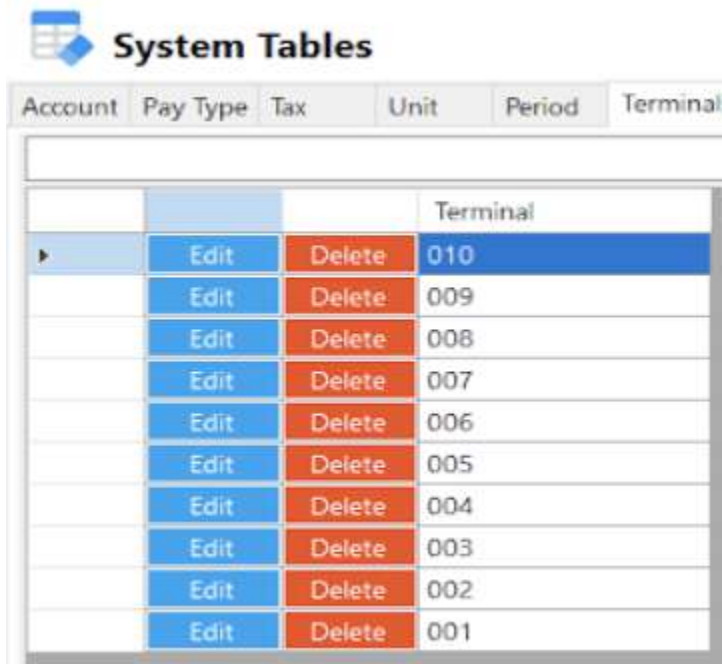
- Shows the list of all added periods.
- Delete button will proceed to deleting period details.
- Edit button will proceed to updating period details.
- Close button will proceed to closing the system table module.



- **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.

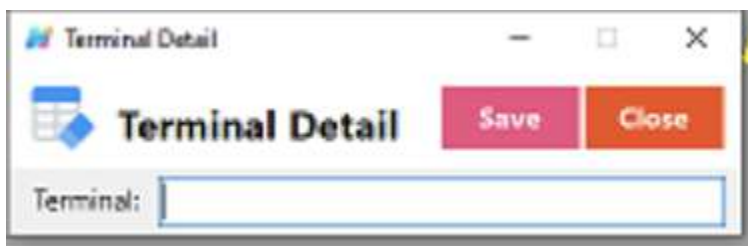
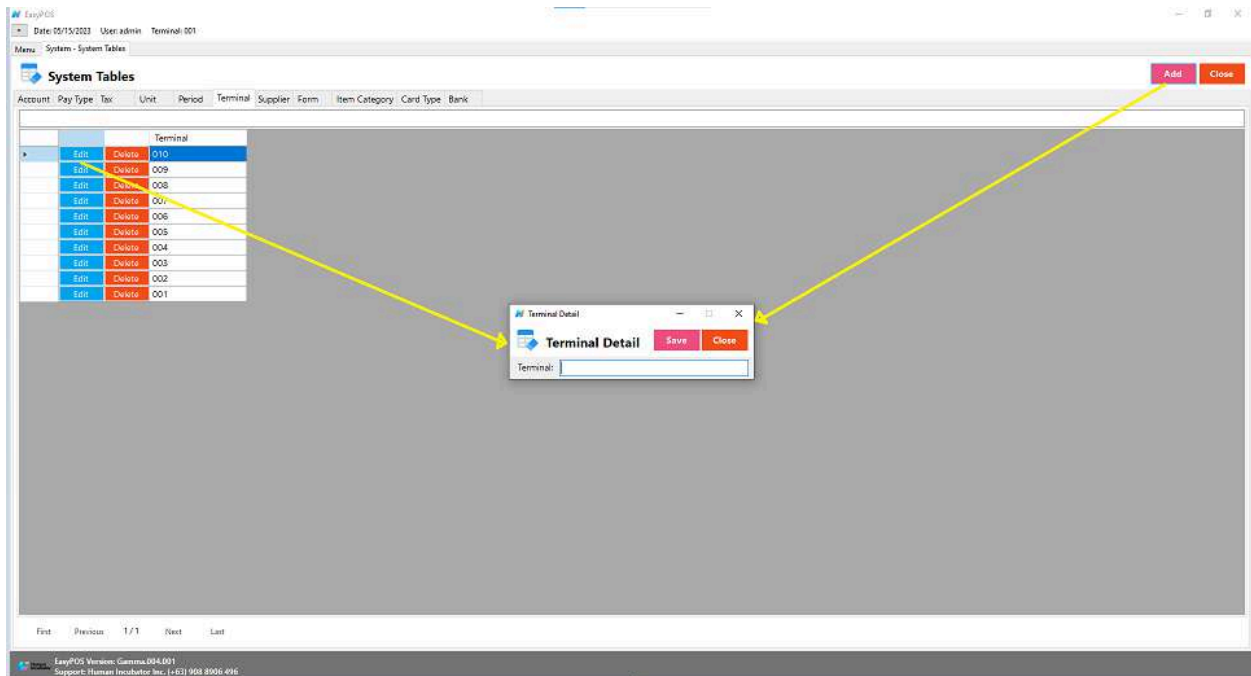
## Terminal

- In a Point of Sale (POS) system, the term "terminal" typically refers to the hardware or device used by businesses to process sales transactions. The POS terminal is a key component of the overall POS system, and it plays a central role in facilitating customer transactions.



- 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.



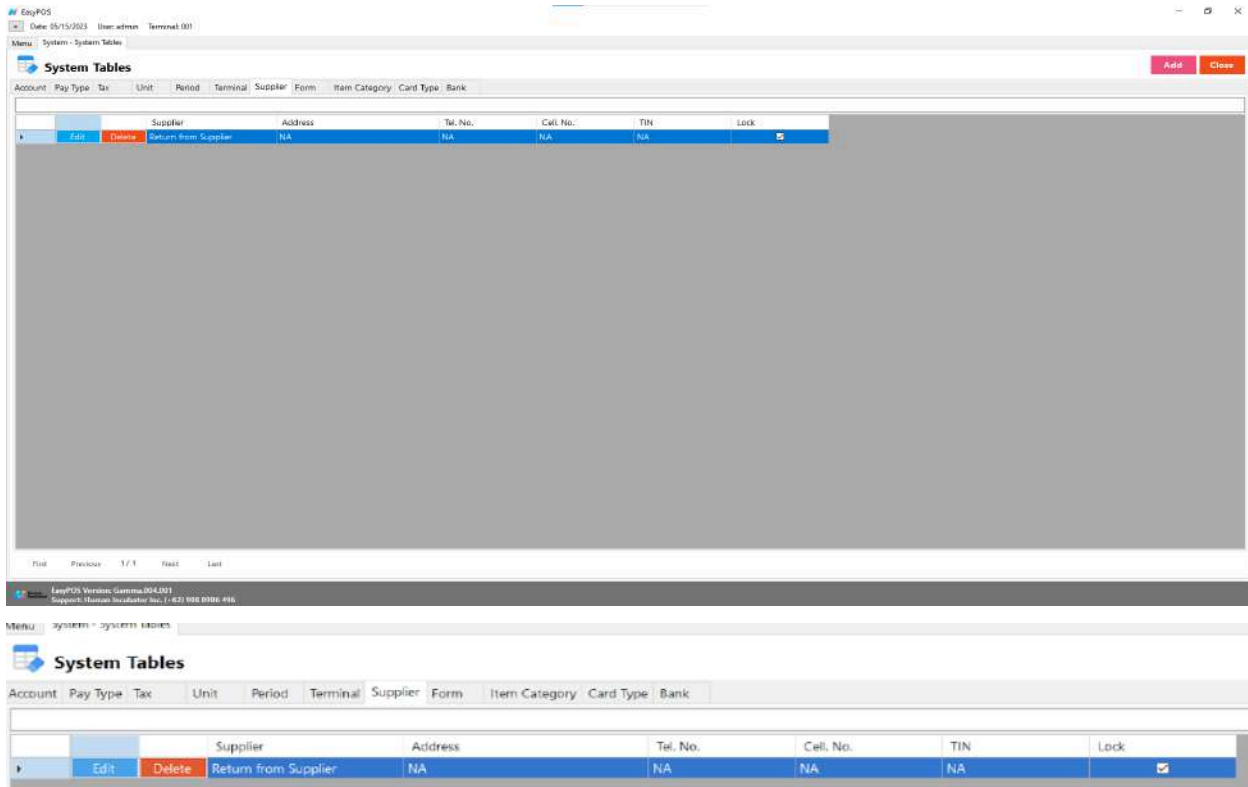


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Terminal
- Click the Save button to save terminal details.

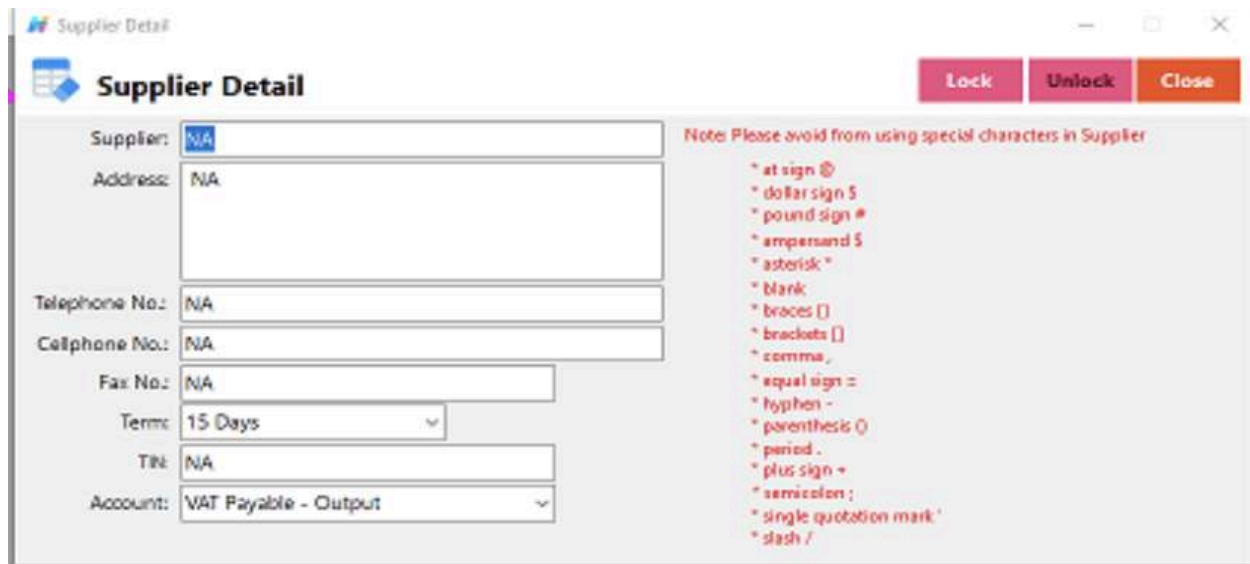
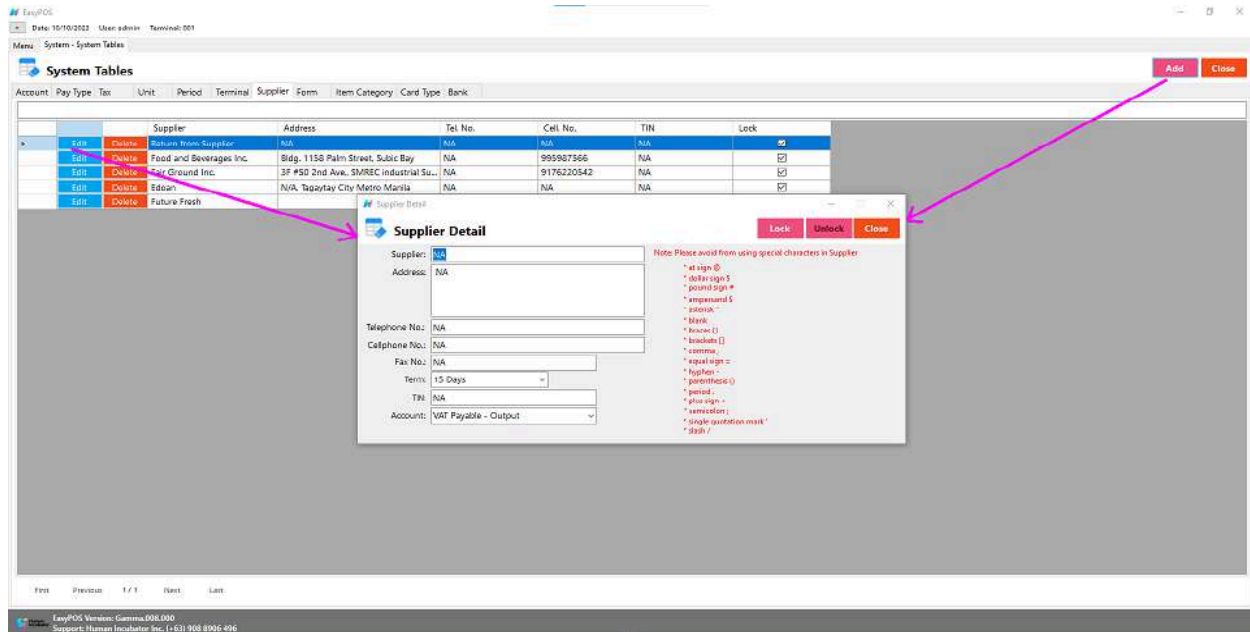
## Supplier

- Generally refers to the businesses or entities from which a retail business or establishment purchases its goods or products. The supplier information is an essential component of the POS system, and it helps businesses manage their inventory, track purchases, and maintain relationships with the entities that provide the products they sell.

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: ~ ` ! @ # \$ ^ & \* ( ) - \_ + = { } [ ] | \ / : ; " ' <

> , .

- 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.

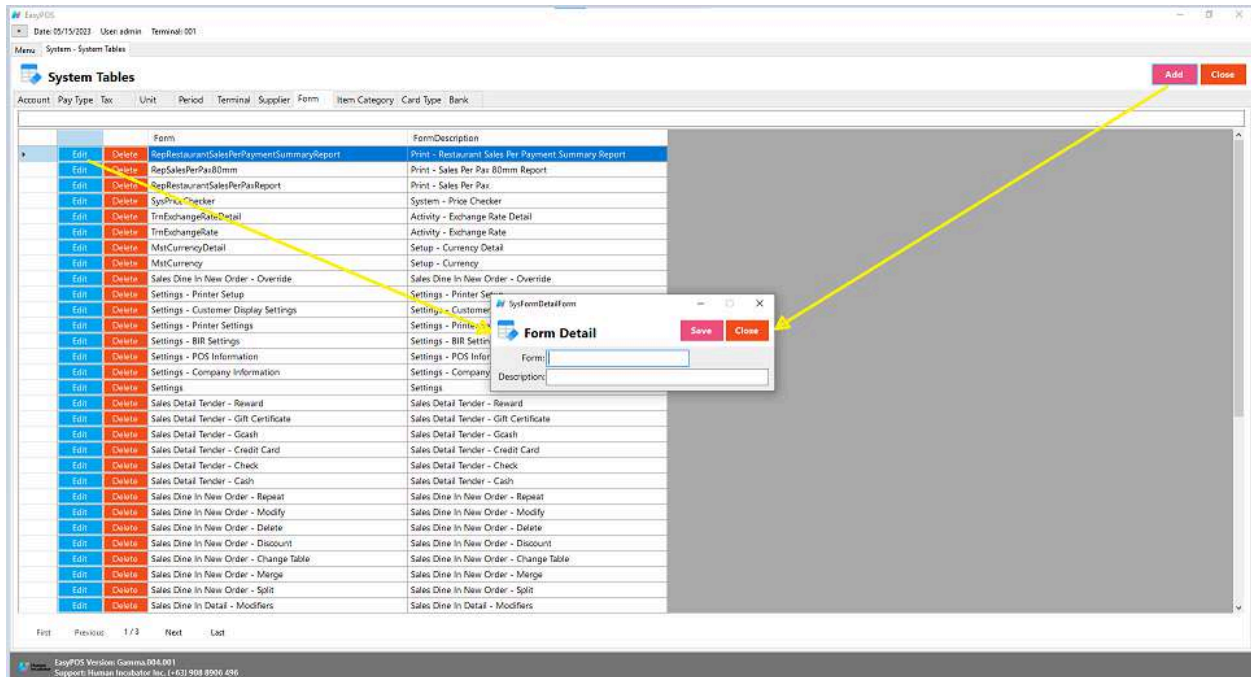
## Form

- are the list of function to be given to each user.
  - **Form** - Performs a specific task or set of tasks
  - **Form Description** - Description of the task

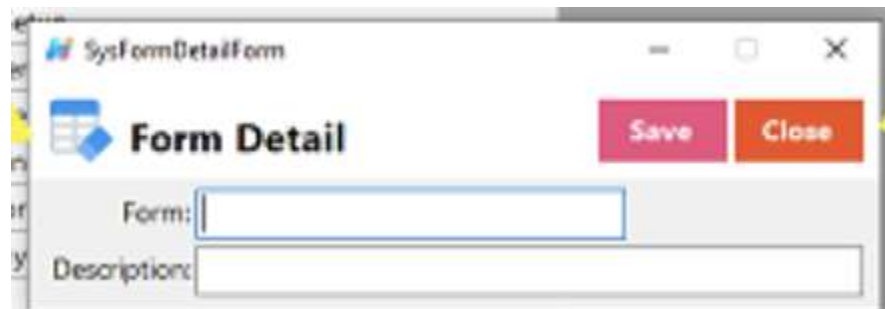
Form	FormDescription
RepRestaurantSalesPerPaymentSummaryReport	Print - Restaurant Sales Per Payment Summary Report
RepSalesPerPayB0mm	Print - Sales Per Pay B0mm Report
RepRestaurantSalesPerPayReport	Print - Sales Per Pay
SysPriceChecker	System - Price Checker
TimExchangeRateDetail	Activity - Exchange Rate Detail
TimExchangeRate	Activity - Exchange Rate
MstCurrencyDetail	Setup - Currency Detail
MstCurrency	Setup - Currency
Sales Dine In New Order - Override	Sales Dine In New Order - Override
Settings - Printer Setup	Settings - Printer Setup
Settings - Customer Display Settings	Settings - Customer Display Settings
Settings - Printer Settings	Settings - Printer Settings
Settings - BIR Settings	Settings - BIR Settings
Settings - POS Information	Settings - POS Information
Settings - Company Information	Settings - Company Information
Settings	Settings
Sales Detail Tender - Reward	Sales Detail Tender - Reward
Sales Detail Tender - Gift Certificate	Sales Detail Tender - Gift Certificate
Sales Detail Tender - Cash	Sales Detail Tender - Cash
Sales Detail Tender - Credit Card	Sales Detail Tender - Credit Card
Sales Detail Tender - Check	Sales Detail Tender - Check
Sales Detail Tender - Cash	Sales Detail Tender - Cash
Sales Dine In New Order - Repeat	Sales Dine In New Order - Repeat
Sales Dine In New Order - Modify	Sales Dine In New Order - Modify
Sales Dine In New Order - Delete	Sales Dine In New Order - Delete
Sales Dine In New Order - Discount	Sales Dine In New Order - Discount
Sales Dine In New Order - Change Table	Sales Dine In New Order - Change Table
Sales Dine In New Order - Merge	Sales Dine In New Order - Merge
Sales Dine In New Order - Split	Sales Dine In New Order - Split
Sales Dine In Detail - Modifiers	Sales Dine In Detail - Modifiers

- Shows the list of all added forms.

- Delete button will proceed to deleting form details.
- Edit button will proceed to updating form details.
- Close button will proceed to closing the system table module.



- **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.

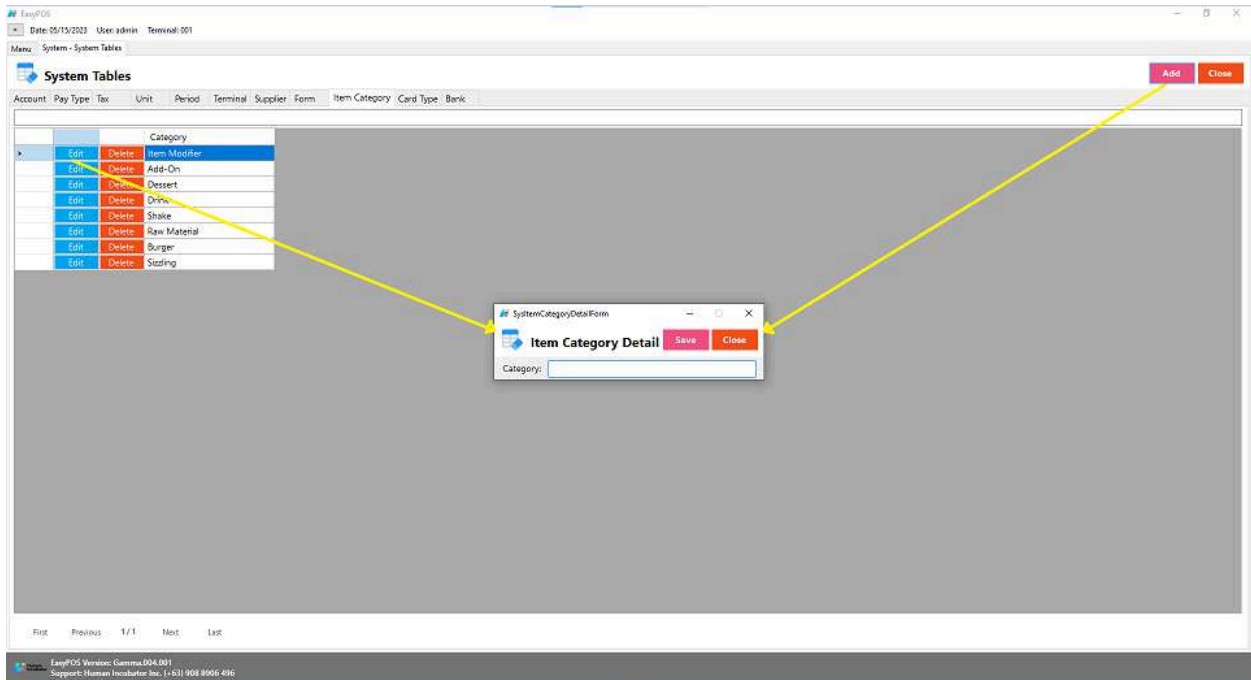
### Item Category

- In the context of a Point of Sale (POS) system or inventory management, an "item category" is a way of grouping or classifying products based on certain shared characteristics or

attributes. Organizing items into categories helps businesses manage their inventory more efficiently and aids in the sales process.



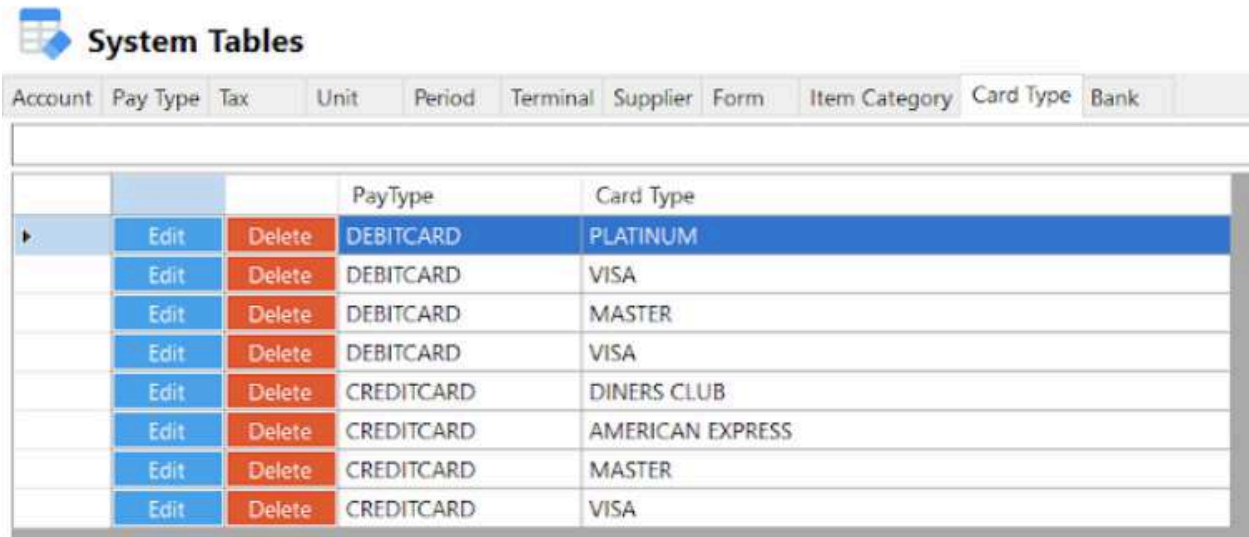
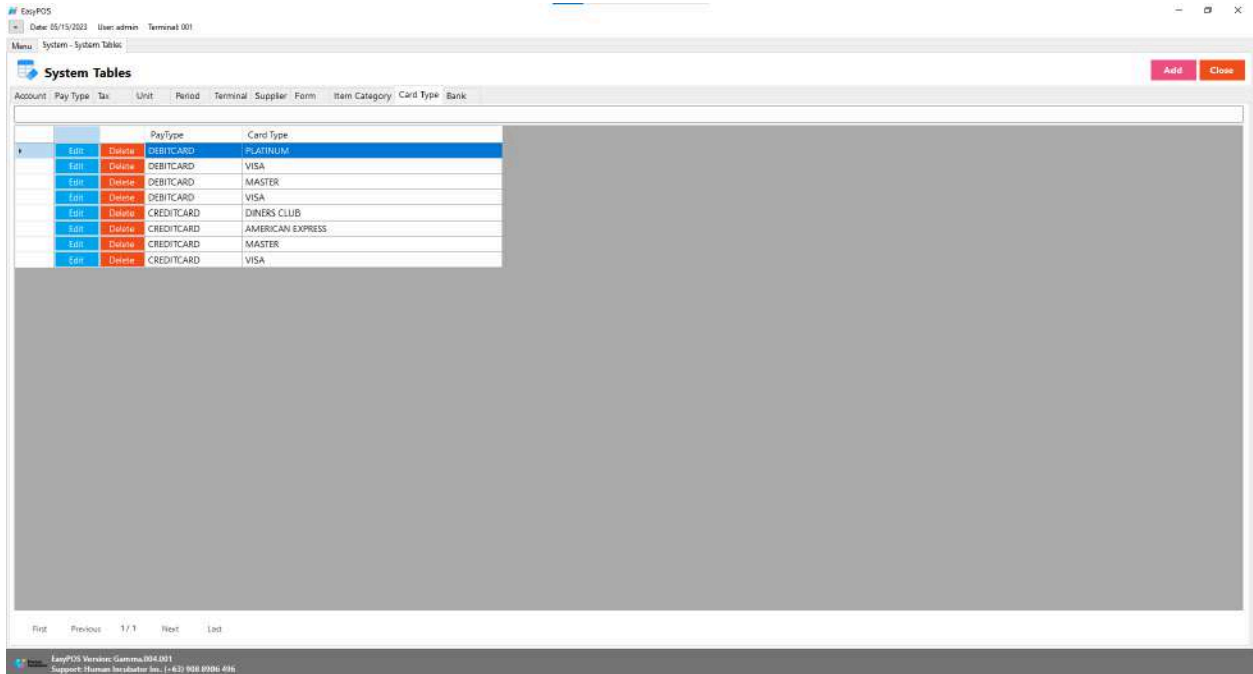
- Shows the list of all added Item Categories.
- Delete button will proceed to deleting item category details.
- Edit button will proceed to updating item category details.
- Close button will proceed to closing the system table module.



- **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.

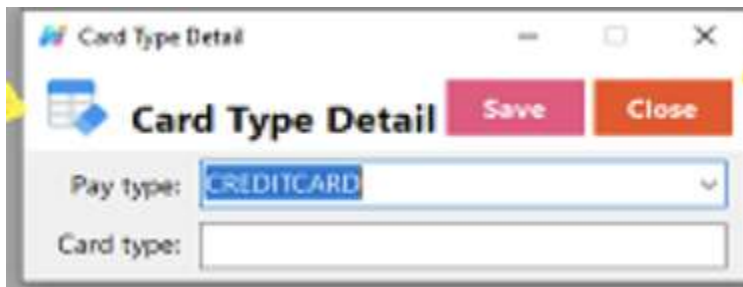
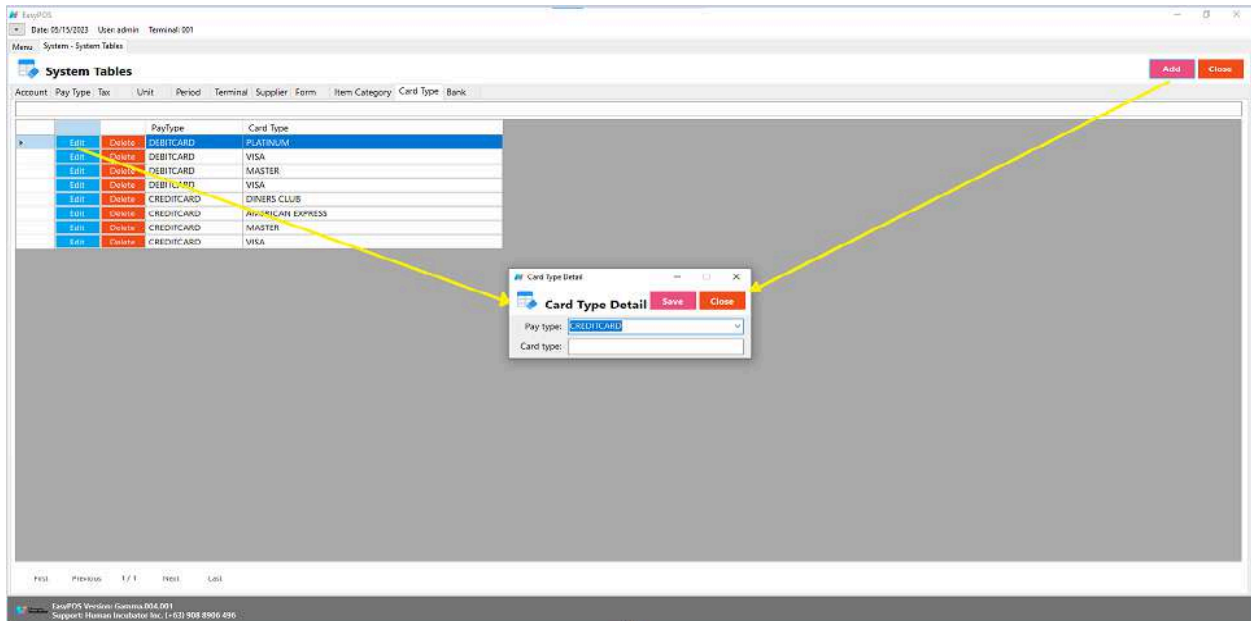
## Card Type

- "Card type" in the context of payments typically refers to the different types of payment cards that customers can use to make transactions.



- 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.

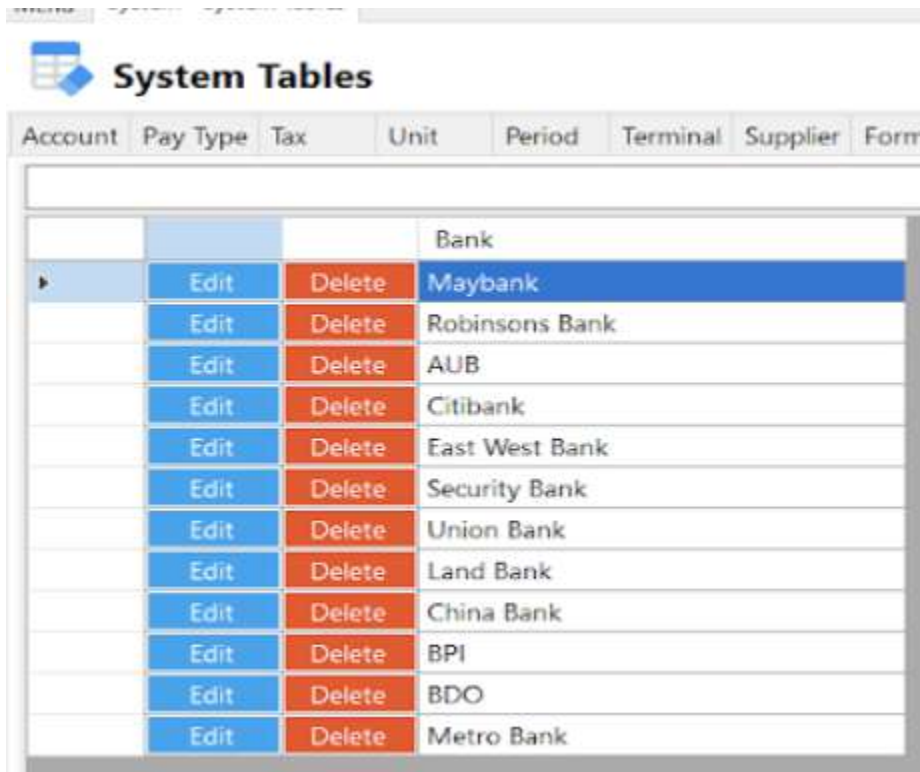
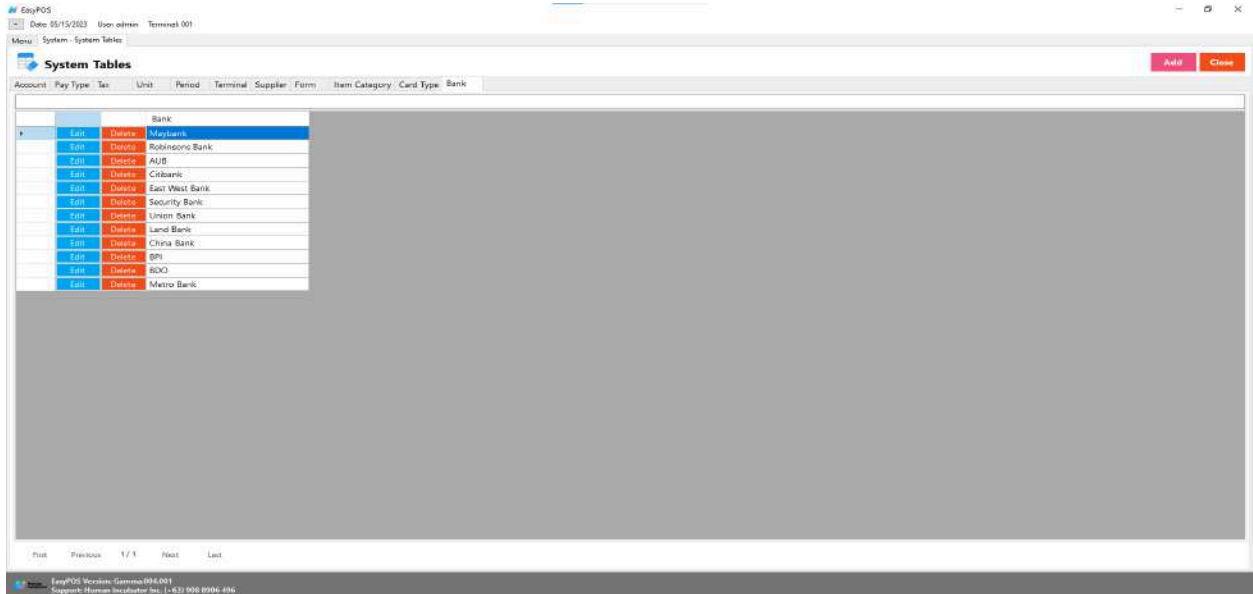




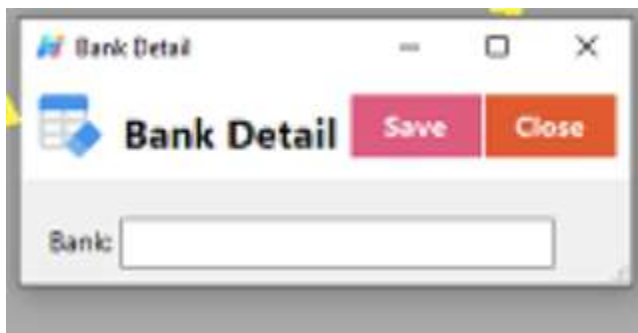
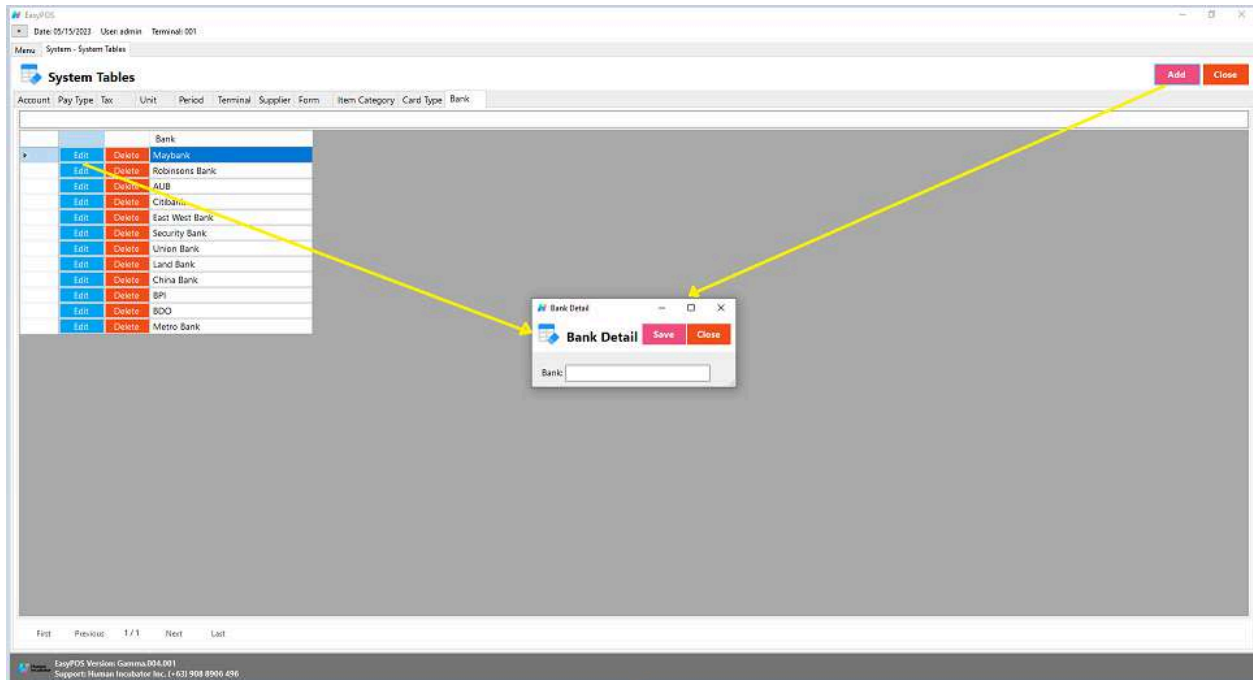
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Pay Type and Card Type
- Click the Save button to save card type details.

## Bank

- May refer to the financial institution that processes electronic payments made through the POS system. This is particularly relevant for credit card and debit card transactions.



- 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

- Many systems have audit trails or logs that record various activities, including user logins. These logs can be useful for tracking who accessed the system, what actions were performed, and when.
  - Click the CSV button to generate a csv file format of audit trails.
  - Close button will proceed to closing the system utilities module.

Date	User	Module	Action Taken	Old Value	New Value
05/15/2023 10:33:5...	Administrator	MktSupplier	AddSupplier		{\"id\":\"25,\"supplier\":\"NA\",\"address\":\"NA\",\"telephon...
05/15/2023 10:33:3...	Administrator	MktSupplier	DeleteSupplier	{\"id\":\"24,\"supplier\":\"NA\",\"address\":\"NA\",\"telephon...	
05/15/2023 10:33:2...	Administrator	MktSupplier	AddSupplier		{\"id\":\"24,\"supplier\":\"NA\",\"address\":\"NA\",\"telephon...

- **Date** - When the activity was done
- **User** - User who was log-in that day
- **Module** - What module that was access or edited
- **Action Taken** - actions were performed
- **Old Value** - Previous or initial value of a variable
- **New Value** - New value of a variable

## Barcode Printing

- Refers to the process of producing physical representations of barcodes on labels, tags, or other surfaces. Barcodes are machine-readable codes that consist of a series of parallel lines and spaces of varying widths. These codes are used to uniquely identify products, items, or entities and are widely employed in retail, logistics, manufacturing, healthcare, and various other industries.
- Barcode printing is where the user can print barcode of the items

Code	Description	Barcode	Unit	Category	Alias	Price	Icons
0000019255	PAPER PLATE 8X14 03 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X14 03 100X10	100.00	[Pick] [Print]
0000019254	PAPER PLATE 10X15 019 100X10 B	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10 B	115.00	[Pick] [Print]
0000019253	PAPER PLATE 12X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10	170.00	[Pick] [Print]
0000019252	PAPER PLATE 12X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10	155.00	[Pick] [Print]
0000019251	PAPER PLATE 10X15 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10	120.00	[Pick] [Print]
0000019250	PAPER PLATE 10X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X14 019 100X10	110.00	[Pick] [Print]
0000019249	PAPER PLATE 9X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 019 100X10	100.00	[Pick] [Print]
0000019248	PAPER PLATE 9X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X12 019 100X10	90.00	[Pick] [Print]
0000019247	PAPER PLATE 8X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X14 019 100X10	90.00	[Pick] [Print]
0000019246	PAPER PLATE 8X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X12 019 100X10	76.00	[Pick] [Print]
0000019245	PAPER PLATE 8X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X11 019 100X10	70.00	[Pick] [Print]
0000019244	PAPER PLATE 8X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X8 019 100X10	55.00	[Pick] [Print]
0000019243	PAPER PLATE 7X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X14 019 100X10	80.00	[Pick] [Print]
0000019241	PAPER PLATE 7X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X12 019 100X10	70.00	[Pick] [Print]
0000019240	PAPER PLATE 7X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X11 019 100X10	65.00	[Pick] [Print]
0000019239	PAPER PLATE 7X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X10 019 100X10	60.00	[Pick] [Print]
0000019238	PAPER PLATE 7X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X8 019 100X10	45.00	[Pick] [Print]
0000019237	PAPER PLATE 6X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X14 019 100X10	70.00	[Pick] [Print]
0000019236	PAPER PLATE 6X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X12 019 100X10	60.00	[Pick] [Print]
0000019235	PAPER PLATE 6X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X10 019 100X10	50.00	[Pick] [Print]
0000019234	PAPER PLATE 6X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X8 019 100X10	45.00	[Pick] [Print]
0000019233	PAPER PLATE 6X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X8 019 100X10	40.00	[Pick] [Print]
0000019232	PAPER PLATE 6X7 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X7 019 100X10	25.00	[Pick] [Print]
0000019230	PAPER PLATE 5X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X14 019 100X10	60.00	[Pick] [Print]
0000019229	PAPER PLATE 5X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X12 019 100X10	50.00	[Pick] [Print]
0000019228	PAPER PLATE 5X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X10 019 100X10	40.00	[Pick] [Print]
0000019227	PAPER PLATE 5X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X8 019 100X10	40.00	[Pick] [Print]
0000019226	PAPER PLATE 5X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X8 019 100X10	35.00	[Pick] [Print]

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

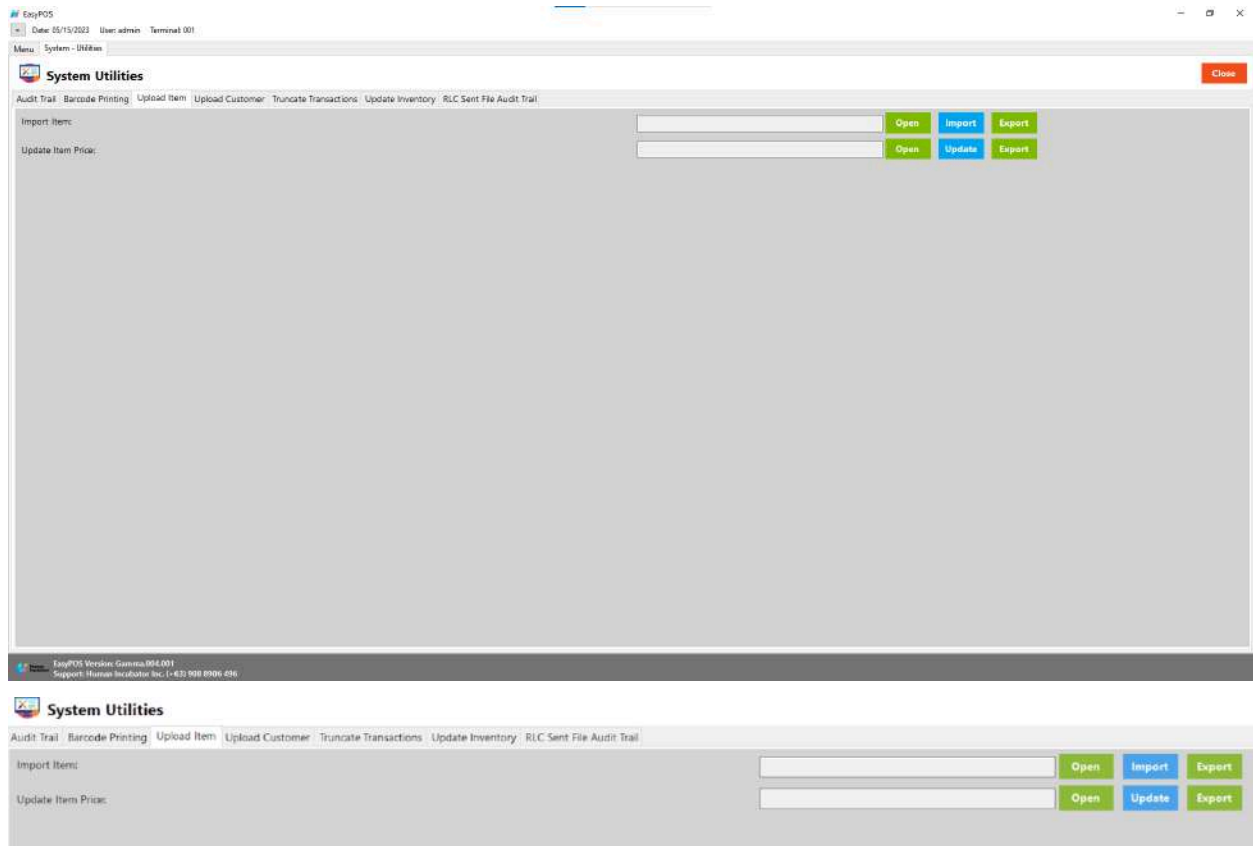
The screenshot shows the 'System Utilities' window in EasyPOS. The main window displays a table of products with the following columns: Code, Description, Barcode, Unit, Category, Alias, Price, I, and L. A 'Barcode Printing' dialog box is open, showing a 'Quantity' field and 'Print' and 'Close' buttons. A red arrow points from the 'Barcode' column of a product row to the 'Barcode Printing' dialog box.

Code	Description	Barcode	Unit	Category	Alias	Price	I	L
0000019255	NA	NA	Unit	NA	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019254	PAPER PLATE 9x14 02 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 9x14 02 100x10	100.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019253	PAPER PLATE 10x15 019 100x10 R	NA	Pack(s)	CONTAINER	PAPER PLATE 10x15 019 100x10 R	115.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019252	PAPER PLATE 12x18 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 12x18 019 100x10	170.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019251	PAPER PLATE 12x16 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 12x16 019 100x10	155.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019250	PAPER PLATE 10x15 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 10x15 019 100x10	120.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019249	PAPER PLATE 10x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 10x14 019 100x10	110.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019248	PAPER PLATE 9x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 9x14 019 100x10	100.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019247	PAPER PLATE 9x12 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 9x12 019 100x10	90.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019246	PAPER PLATE 8x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 8x14 019 100x10	90.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019245	PAPER PLATE 8x12 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 8x12 019 100x10	76.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019244	PAPER PLATE 8x11 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 8x11 019 100x10	70.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019243	PAPER PLATE 8x10 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 8x10 019 100x10	65.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019242	PAPER PLATE 8x8 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 8x8 019 100x10	55.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019241	PAPER PLATE 7x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 7x14 019 100x10	80.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019240	PAPER PLATE 7x12 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 7x12 019 100x10	70.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019239	PAPER PLATE 7x11 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 7x11 019 100x10	65.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019238	PAPER PLATE 7x10 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 7x10 019 100x10	60.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019237	PAPER PLATE 7x8 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 7x8 019 100x10	45.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019236	PAPER PLATE 6x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 6x14 019 100x10	70.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019235	PAPER PLATE 6x12 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 6x12 019 100x10	60.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019234	PAPER PLATE 6x10 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 6x10 019 100x10	50.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019233	PAPER PLATE 6x8 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 6x8 019 100x10	45.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019232	PAPER PLATE 6x8 019 100x1	NA	Pack(s)	CONTAINER	PAPER PLATE 6x8 019 100x1	40.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019231	PAPER PLATE 6x7 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 6x7 019 100x10	35.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019230	PAPER PLATE 5x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 5x14 019 100x10	60.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019229	PAPER PLATE 5x12 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 5x12 019 100x10	50.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019228	PAPER PLATE 5x10 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 5x10 019 100x10	40.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019227	PAPER PLATE 5x9 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 5x9 019 100x10	40.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019226	PAPER PLATE 5x8 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 5x8 019 100x10	35.00	<input type="checkbox"/>	<input type="checkbox"/>

- **Code** - A unique identifier, assigned to each finished/manufactured product which is ready, to be marketed or for sale
- **Description** - It provides information and details of your product
- **Barcode** - A machine-readable representation of numerals and characters
- **Unit** - Refer to the definition or explanation of a particular unit of measurement, including its dimensions and significance.
- **Category** - meant to classify and describe the different types of products
- **Alias** - Additional name or description of you product
- **Price** - the amount of money required to purchase a product that a person sometimes uses.
- **I (inventoriable or non-inventoriable)** - if the items being sold is inventoriable (with check) or non-inventoriable (without check)
- **L (Lock or Unlock)** Locking an items means that particular part of your items can't be edited while it is locked. You can easily unlock items that you need to edit and lock them back up when you're done. Lock (with check) and unlock (without check)

## Upload Item

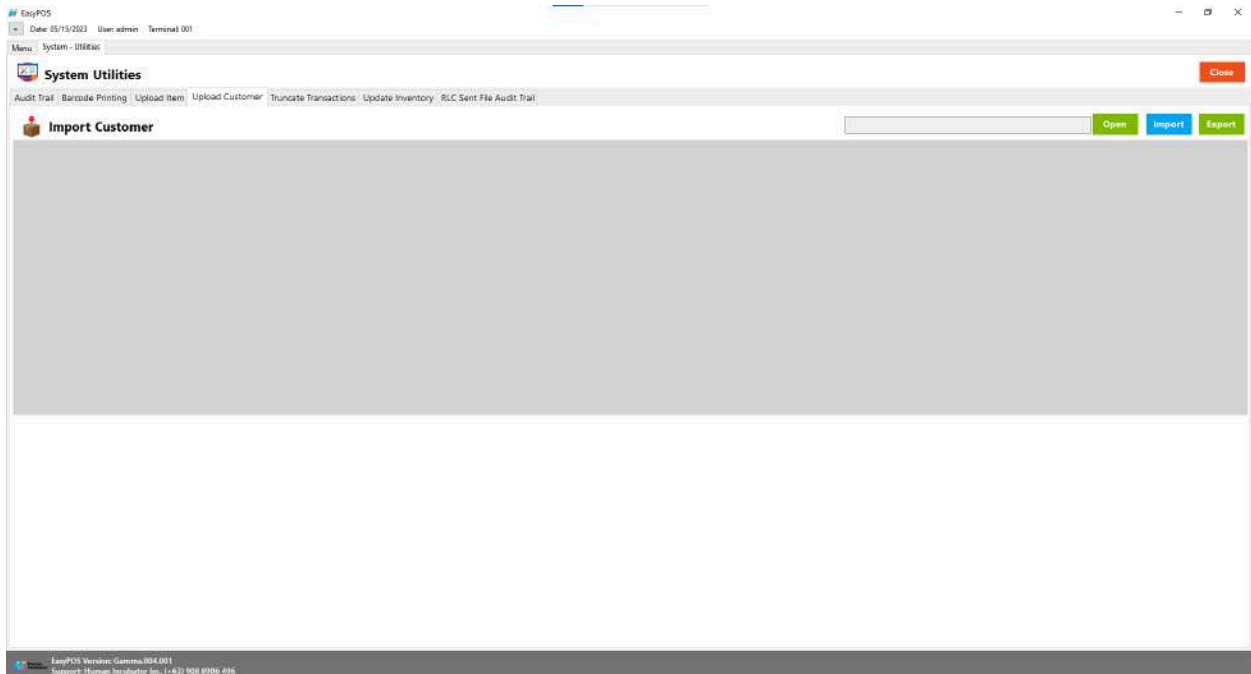
- It is another way to upload items and update item prices.



- **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.



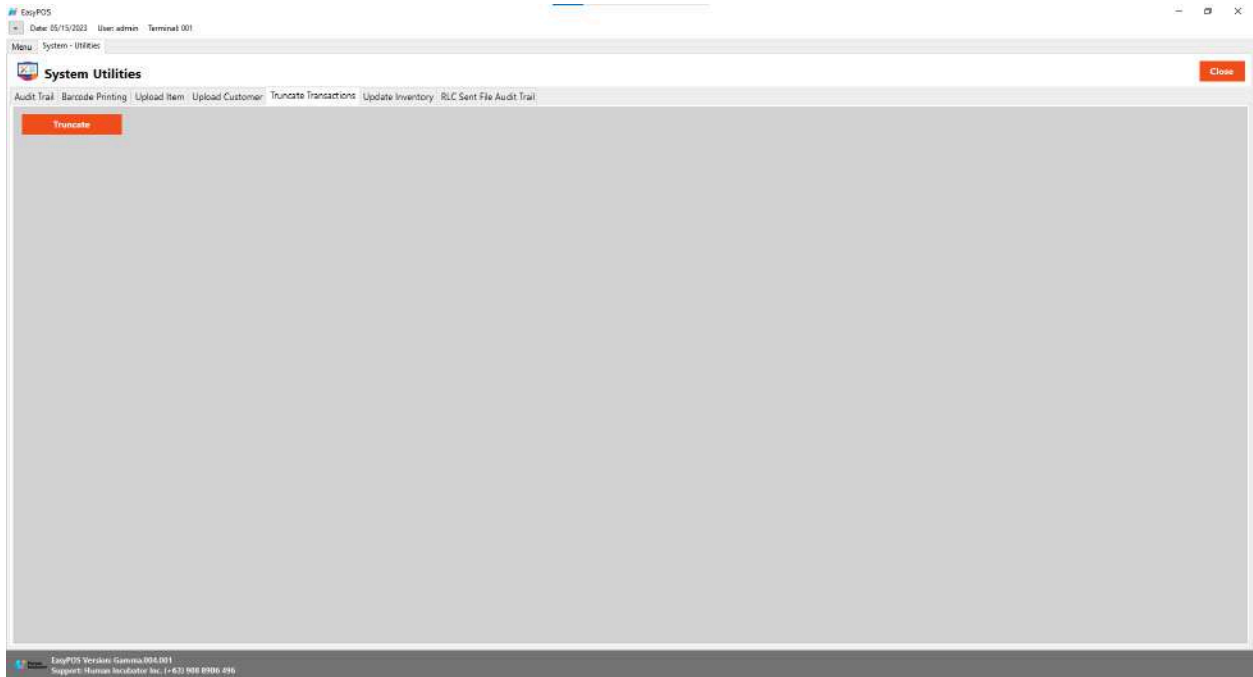
- Click Export button to generate csv file format
- Click Open button to select the file after inputting necessary information of the customers
- Click Import button to import the file

## Truncate Transaction

- The term "truncate" typically refers to a command that removes all the rows from a table, effectively resetting the table to an empty state. The action is often known as "truncating a table." It is important to note that the "truncate" operation is different from the "delete" operation in a database.
- Deleting all transactions including stock in, stock out, cash in/out, etc.



- Click the Truncate button to delete all transactions.



# XI: Settings

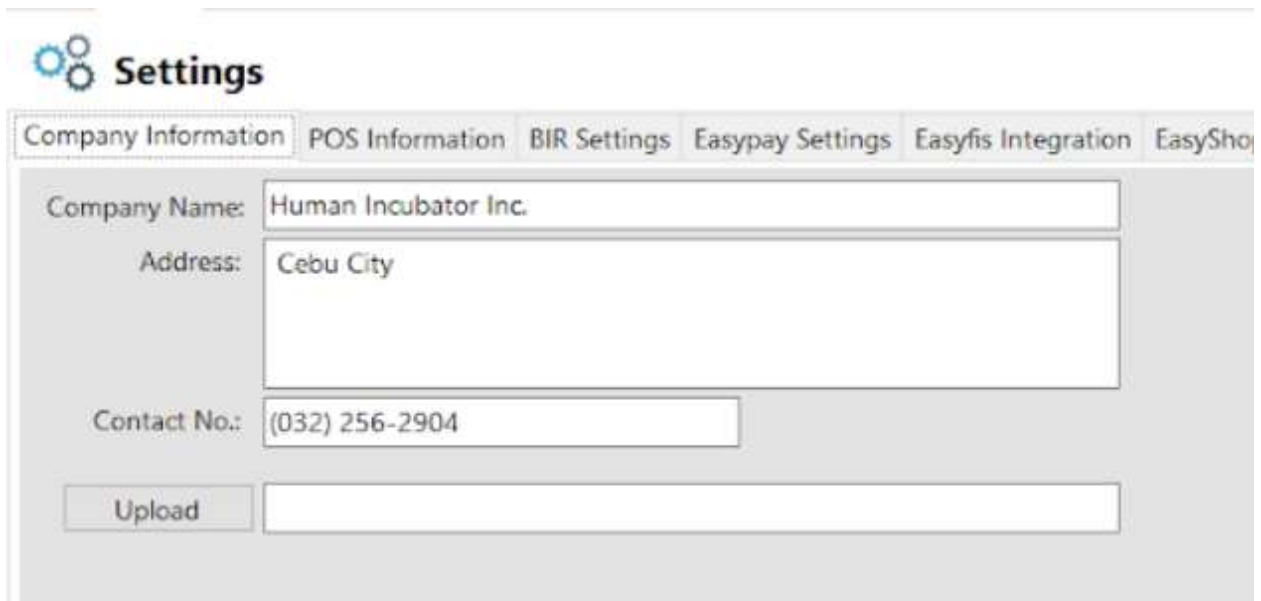
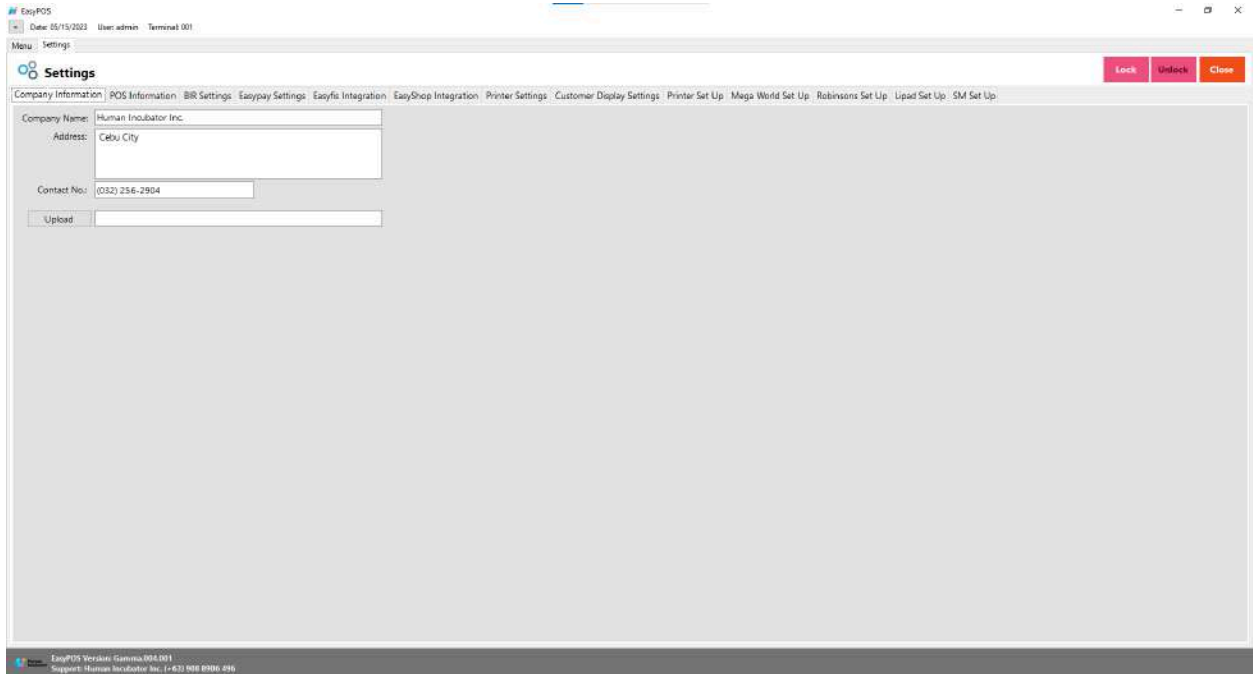
## Settings

### 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



- 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

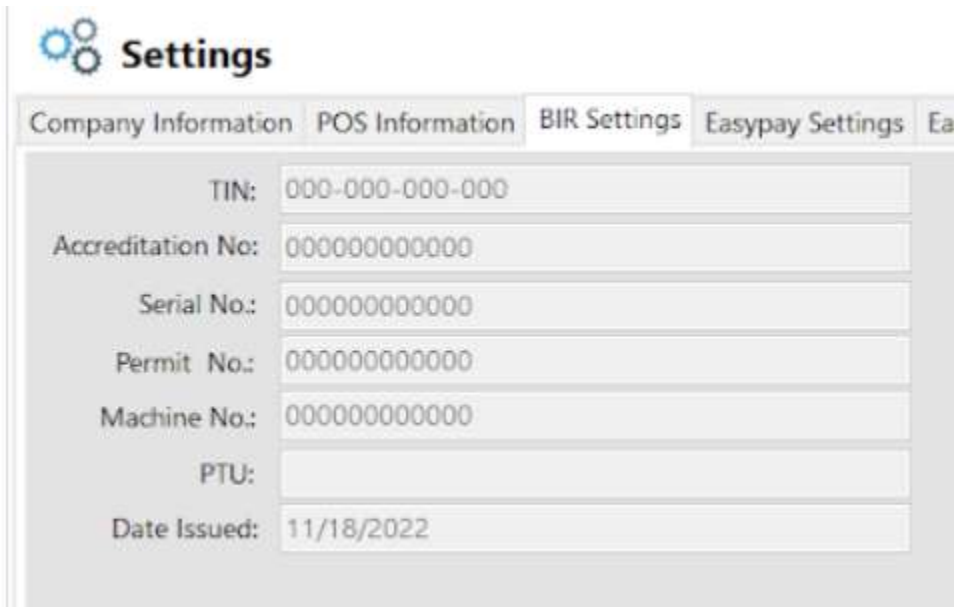
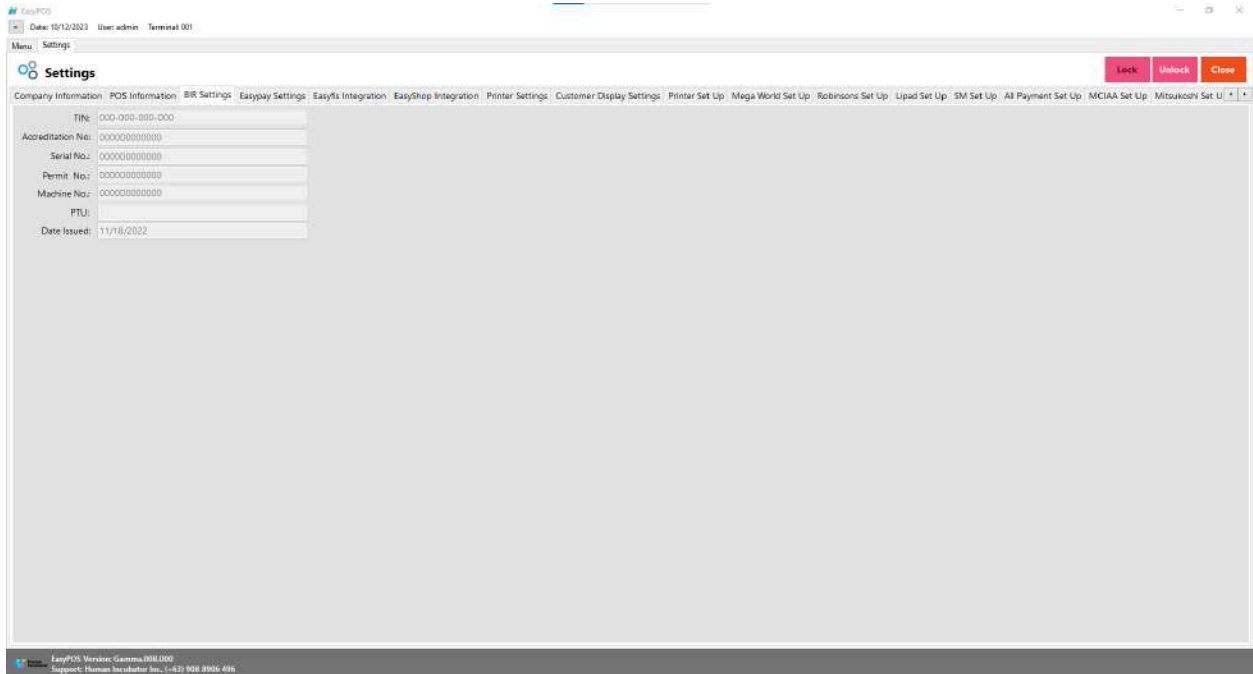
- It is where the user can set the information and set up their POS.
  - Fill up the necessary information like:
    - Base Currency, Tenant Of, etc
  - **Tender Print**
    - Allow the user to enable or disable the print receipt
  - **Barcode Quantity Always One**
    - When this feature is enabled, 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**

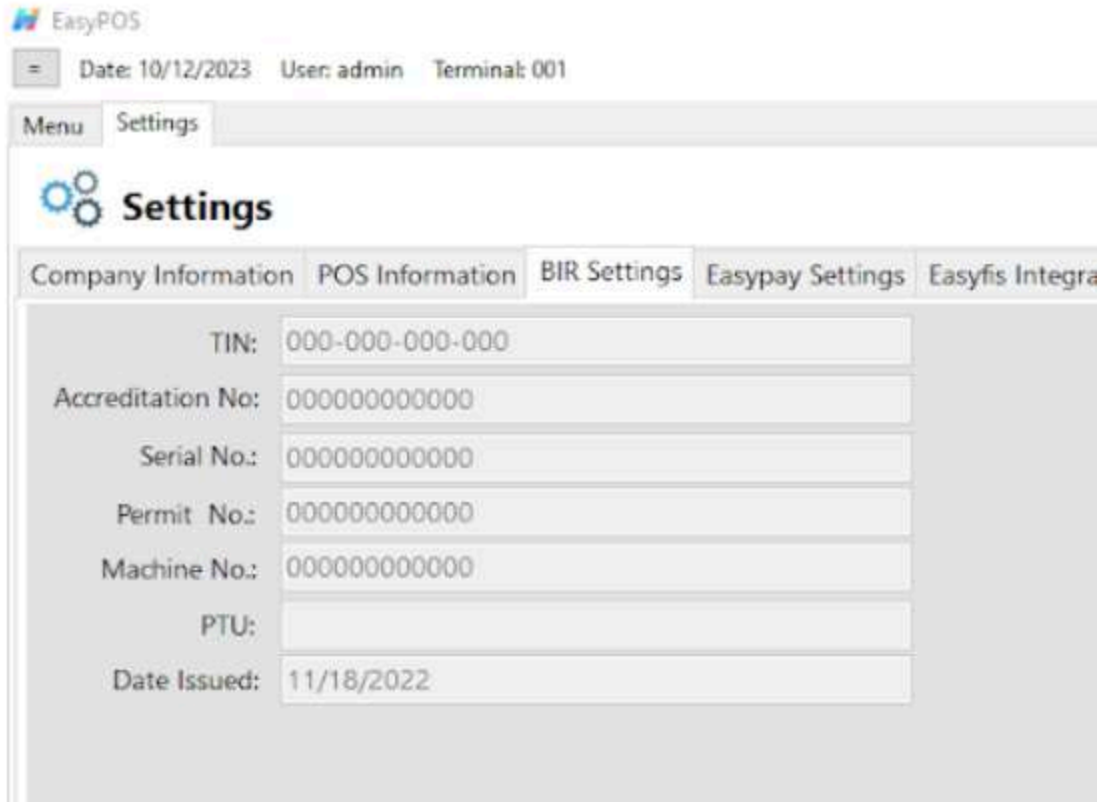
- The barcode of the items will be hidden in the item list.
- **Hide Item List Item Code**
  - The item code of the items will be hidden in the item list.
- **Auto Sales Upon Locking**
  - When it is enabled, it will automatically create new sales upon locking the transaction.
- **Show Customer Information 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.





📁 BIR permit sampe.jpg

## Easypay Settings

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



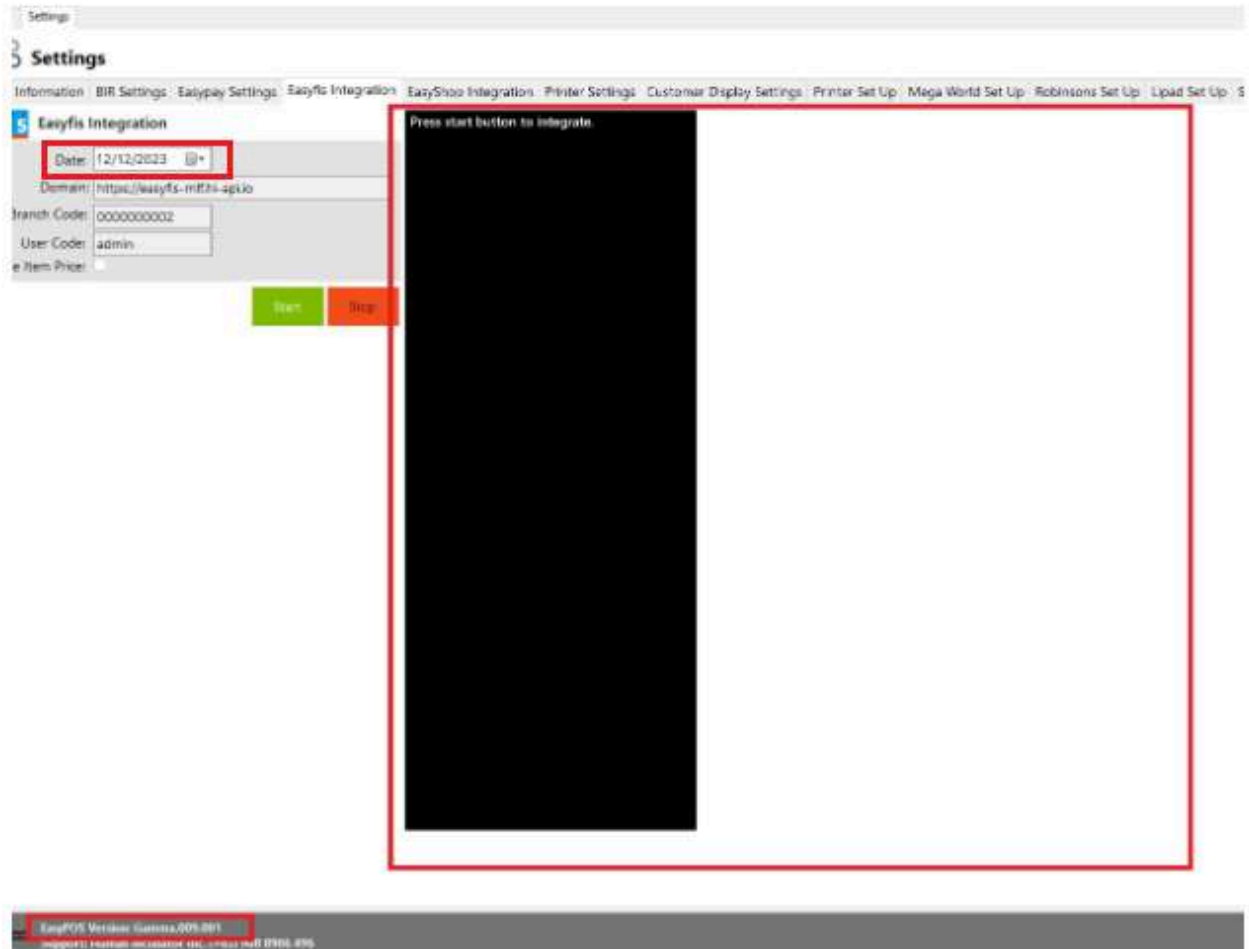


## Settings

Easypay URL:	<input type="text" value="http://localhost:2650"/>
Easypay Username:	<input type="text" value="sonnets_lear"/>
Easypay Password:	<input type="password" value="*****"/>
Easypay Mother Card No.:	<input type="text" value="0000000001"/>

### EasyFS Integration

- This is for EasyFS integration where it is a connection and integration between the EasyFS and EasyPOS product.
- We cannot connect more than two EasyPOS with EasyFS.
- 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



**Note:** For integration of masterlists like *Items*, *Customers* and *Suppliers*, you need to set the correct date of when it was added/updated in the EasyFS system before switching the integration on.

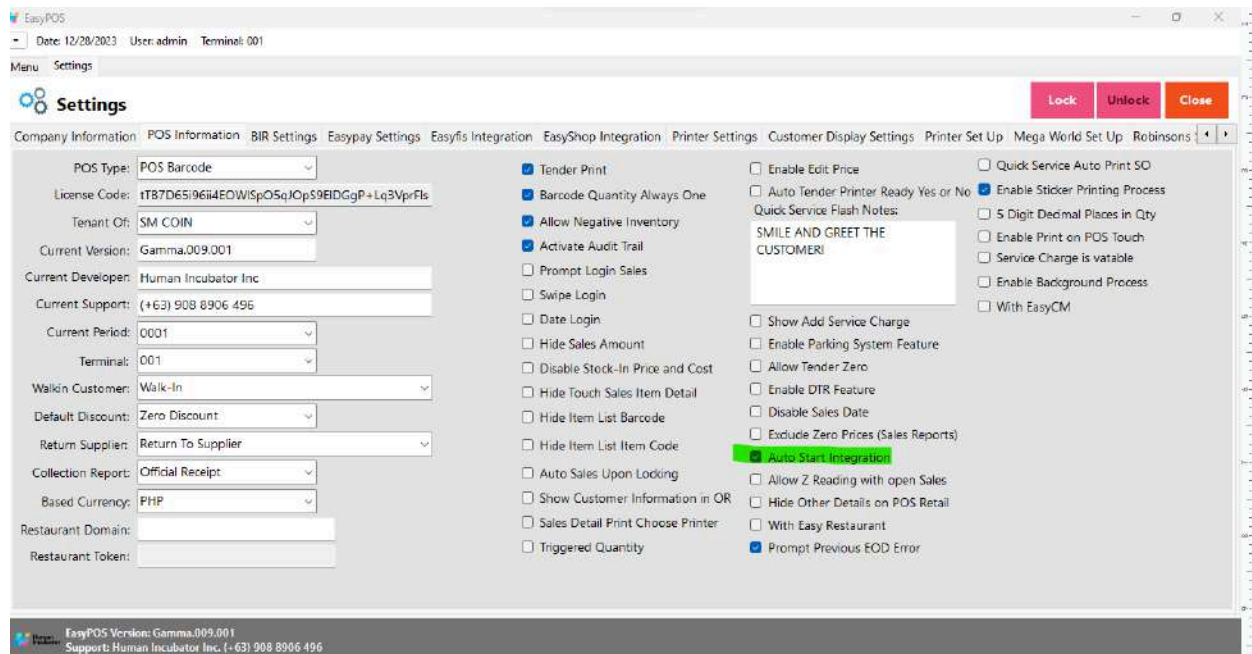
Updating the **BARCODE** and **UNIT** in the easyFS system will cause duplication of items in EasyPOS which will cause a discrepancy of inventories between two systems. To avoid this kind of issue(s), you should add a new entry for the updated **barcode(s)** and **unit(s)**.

And as for the stock in, stockout and stock transfer transactions, you need to set the date of the integrator in EasyPOS to the date that was set in every **“IN Date”** for stock in, **“OT Date”** for Stockout and **“ST Date”** for stock transfer transactions.

## Automatic Integration

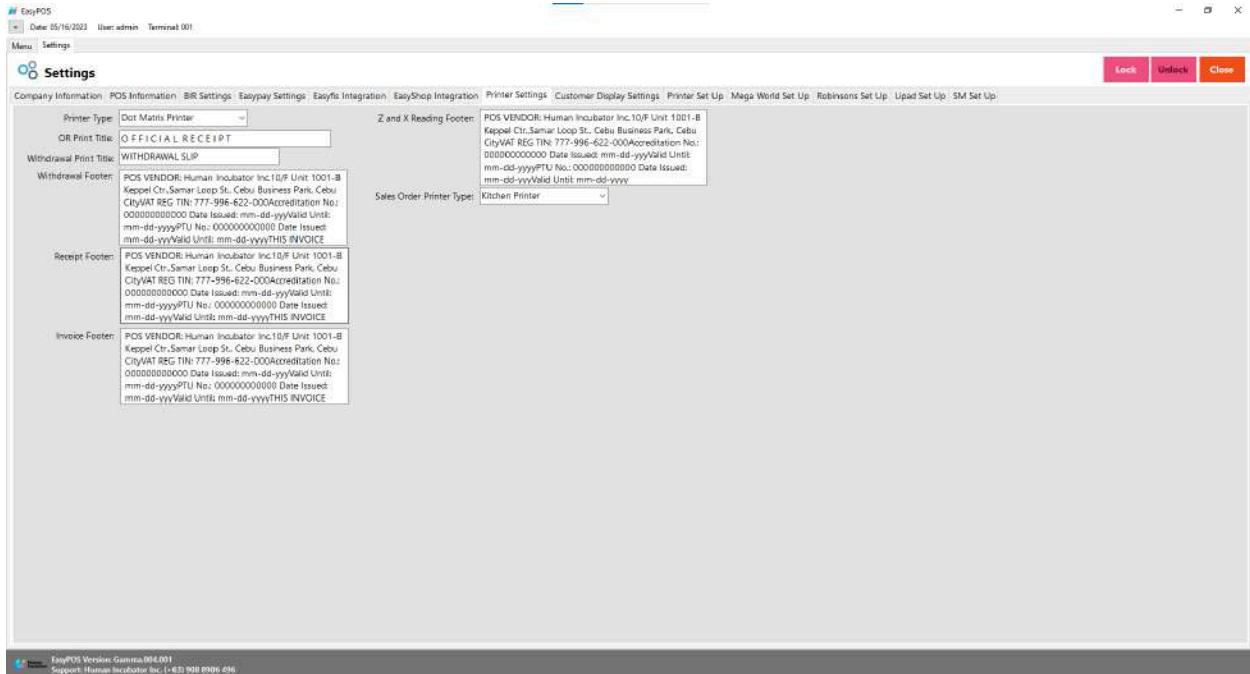
If you want to Automatically start the integration go to

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.

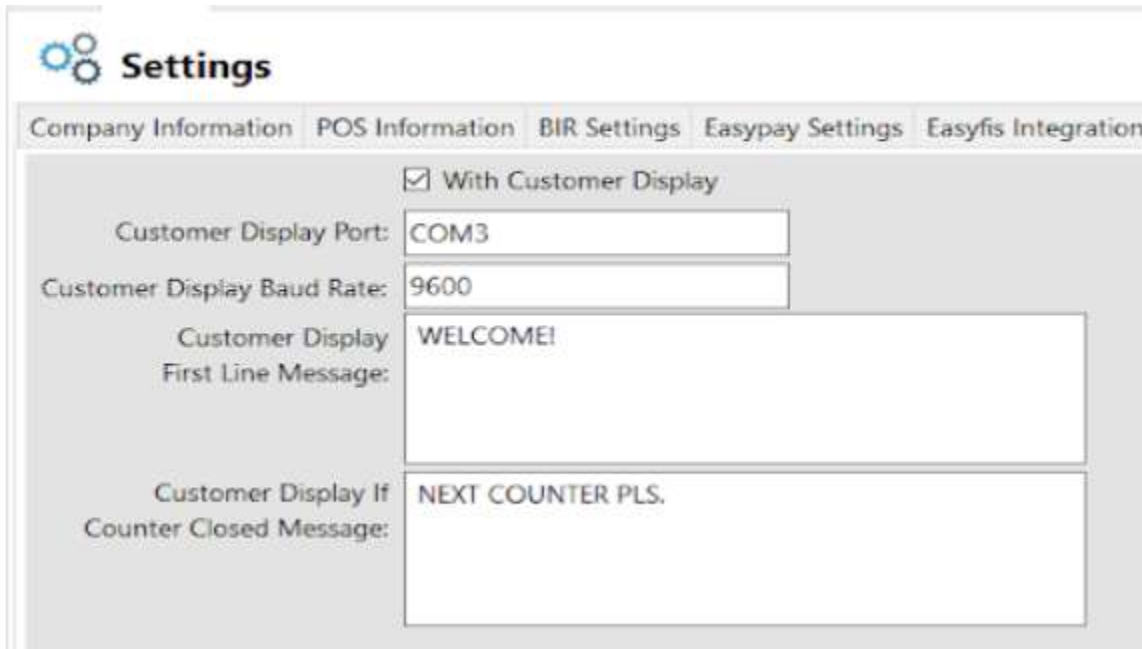
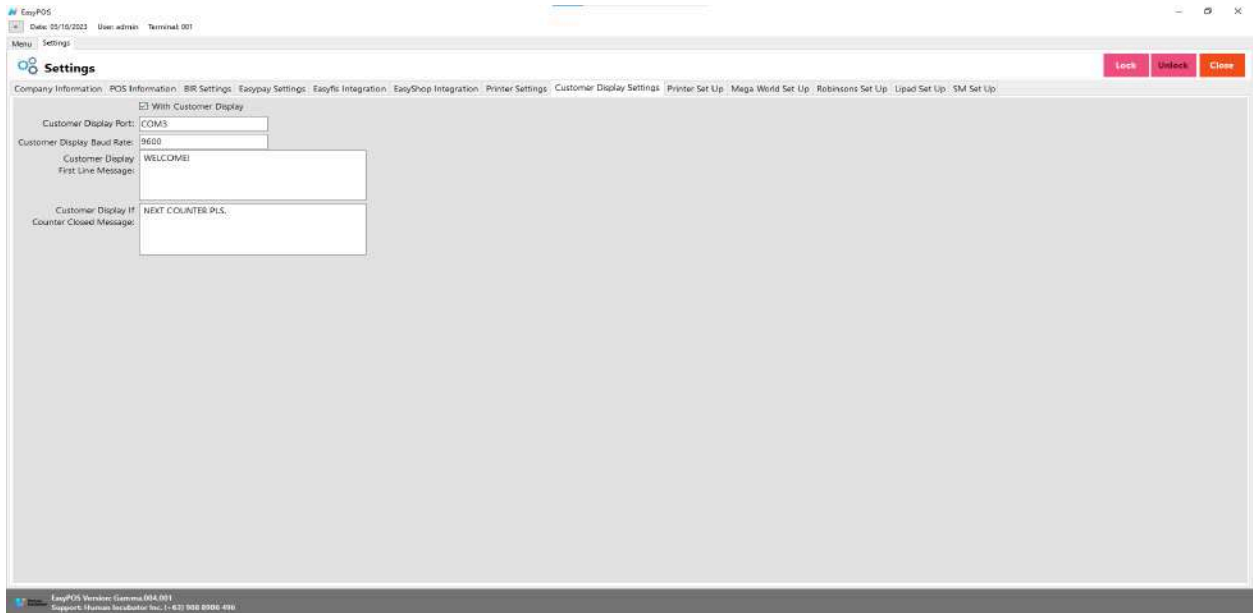


- Bill out footer should be the invoice footer.

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

### **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.

EasyPOS  
Date: 02/14/2023 User: admin Terminal: 001

Menu / Settings

Settings

Company Information POS 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 SM Set Up

	Kitchen	Printer Name	Alias	Default Width	Default Height	
Edit	Kitchen 1	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 2	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 3	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 4	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 5	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 6	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 7	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 8	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 9	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 10	Microsoft XPS Document Writer	NA	38500	38500	Pool

Print Previous 1 / 1 Next List

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Settings

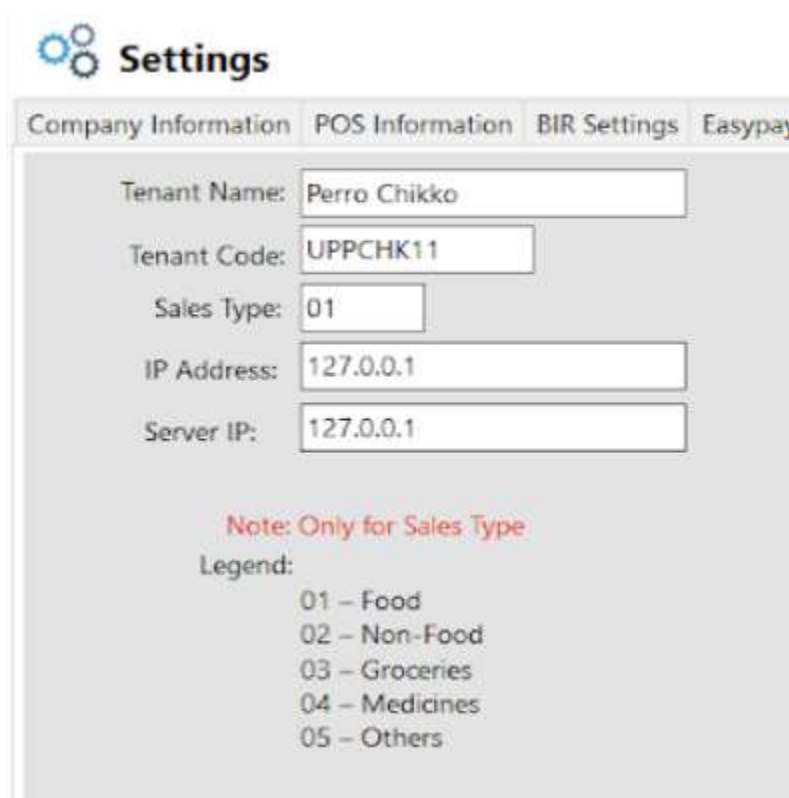
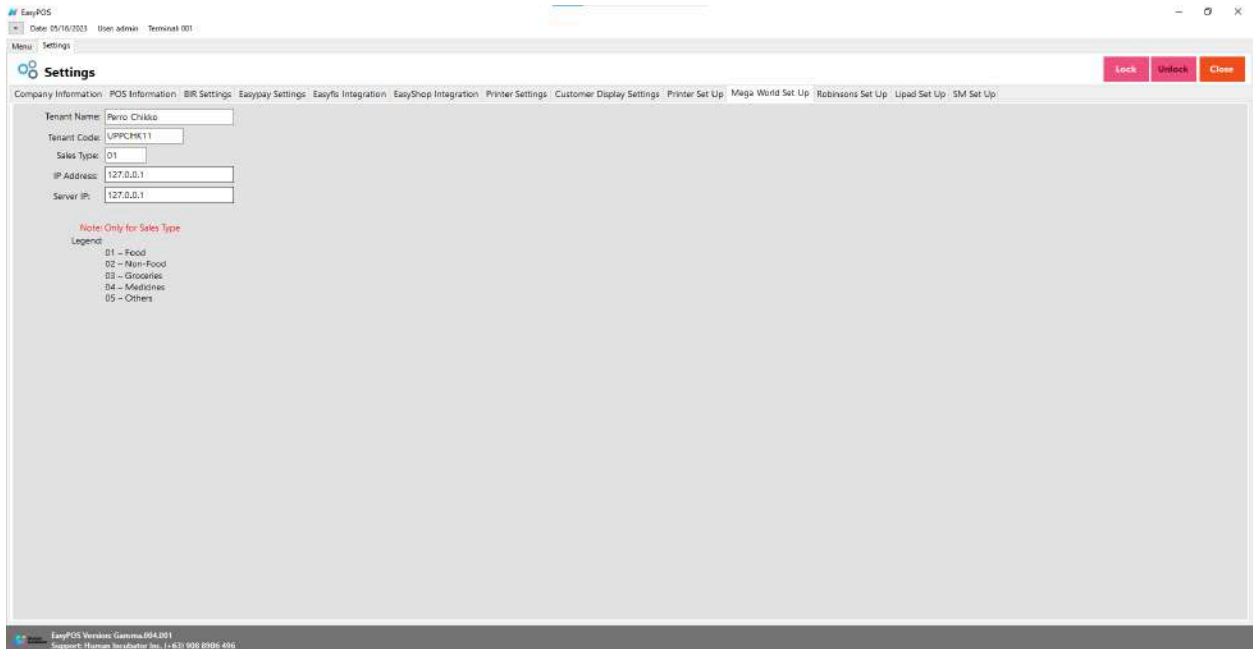
Company Information POS Information BIR Settings EasyPay Settings EasyfIs Integration EasyShop Integration Printer Settings Customer Display Settings Printer Set Up Meg

	Kitchen	Printer Name	Alias	Default Width	Default Height	
Edit	Kitchen 1	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 2	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 3	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 4	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 5	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 6	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 7	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 8	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 9	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 10	Microsoft XPS Document Writer	NA	38500	38500	Pool

## Mega World Setup

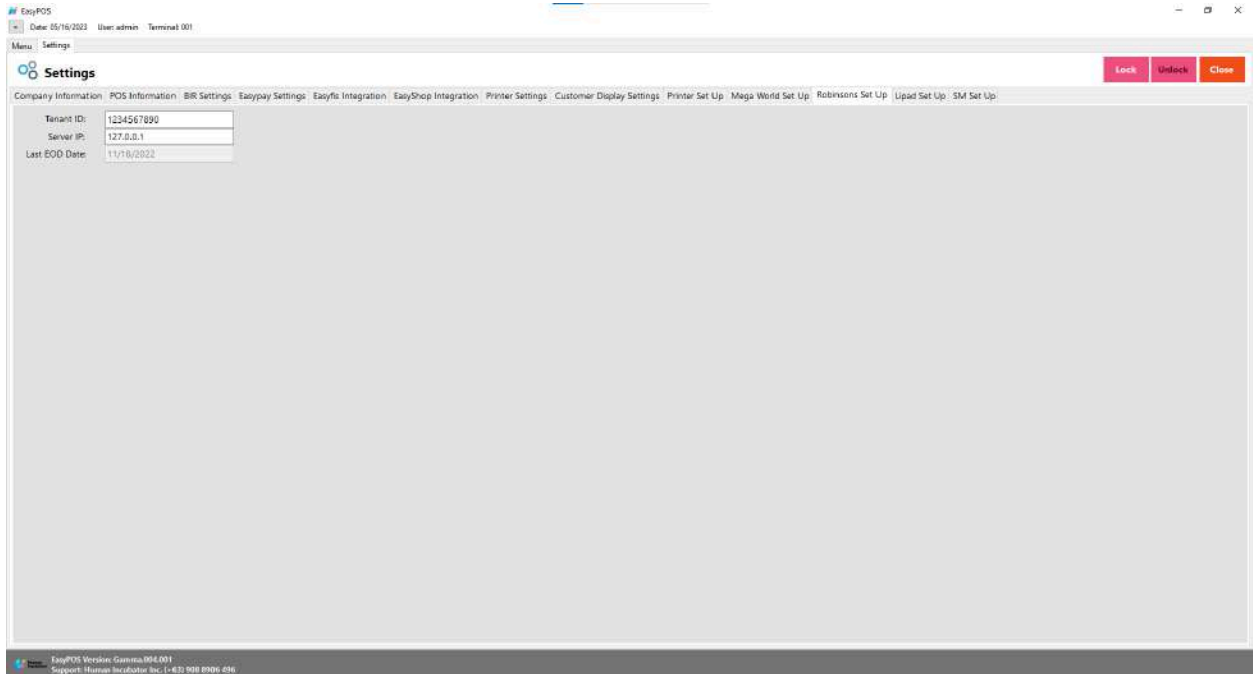
- This is where to set up for the mega world integration.





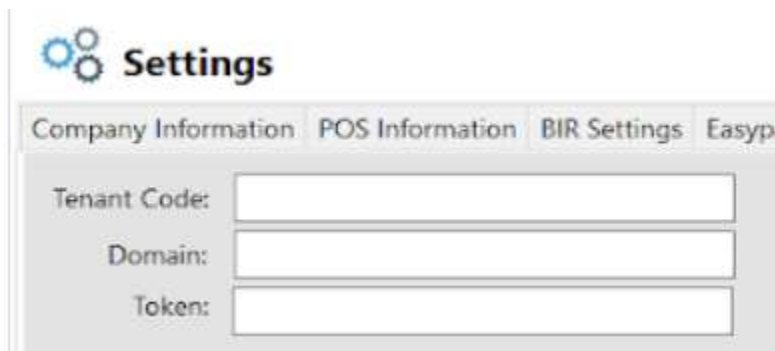
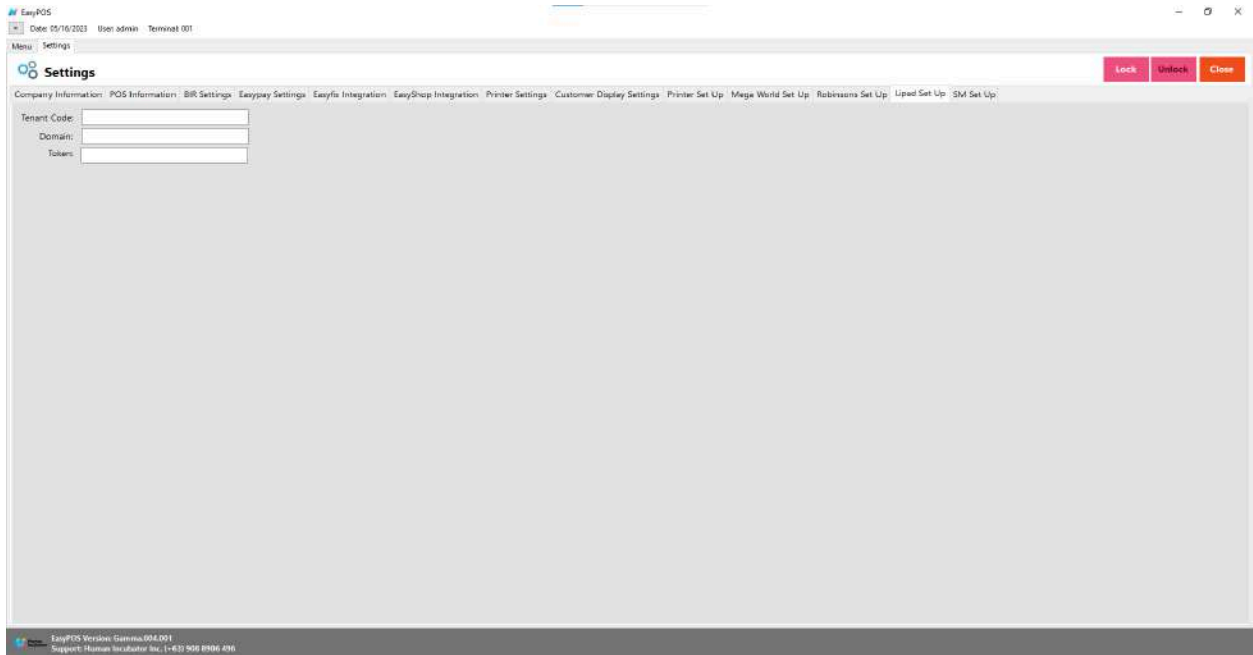
## Robinson Setup

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



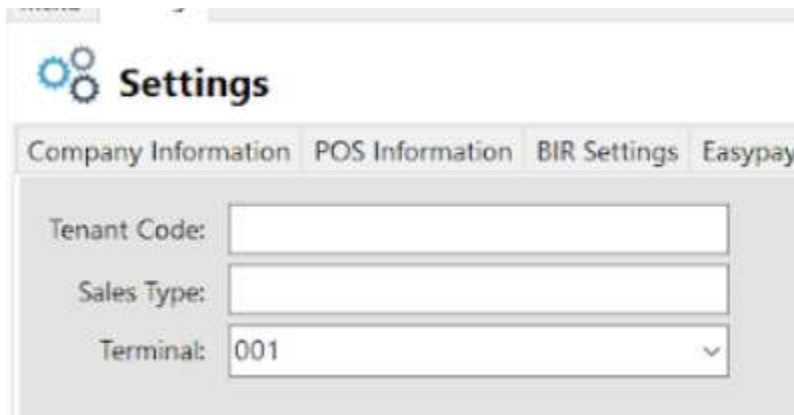
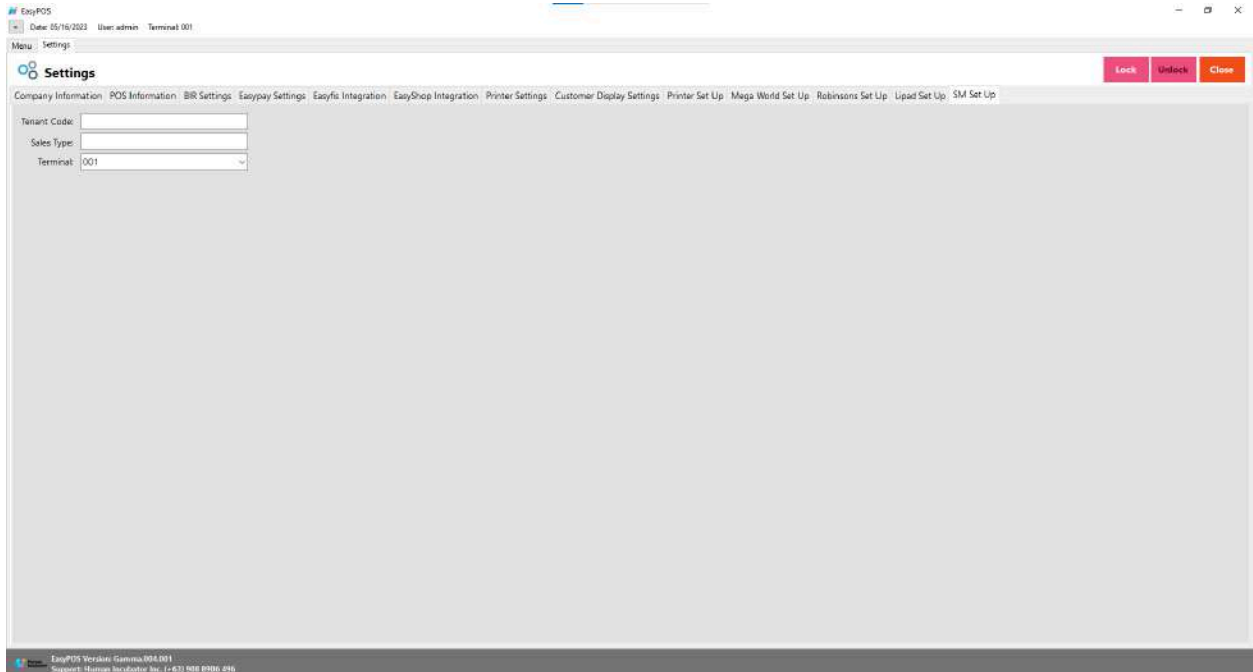
## Lipad Setup

- This is where to set up the Lipad integration.



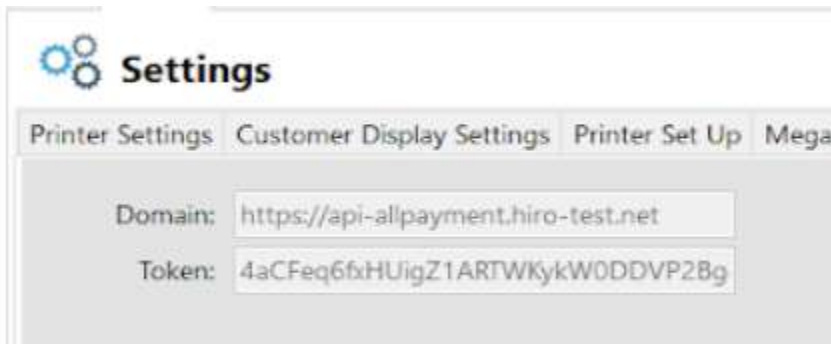
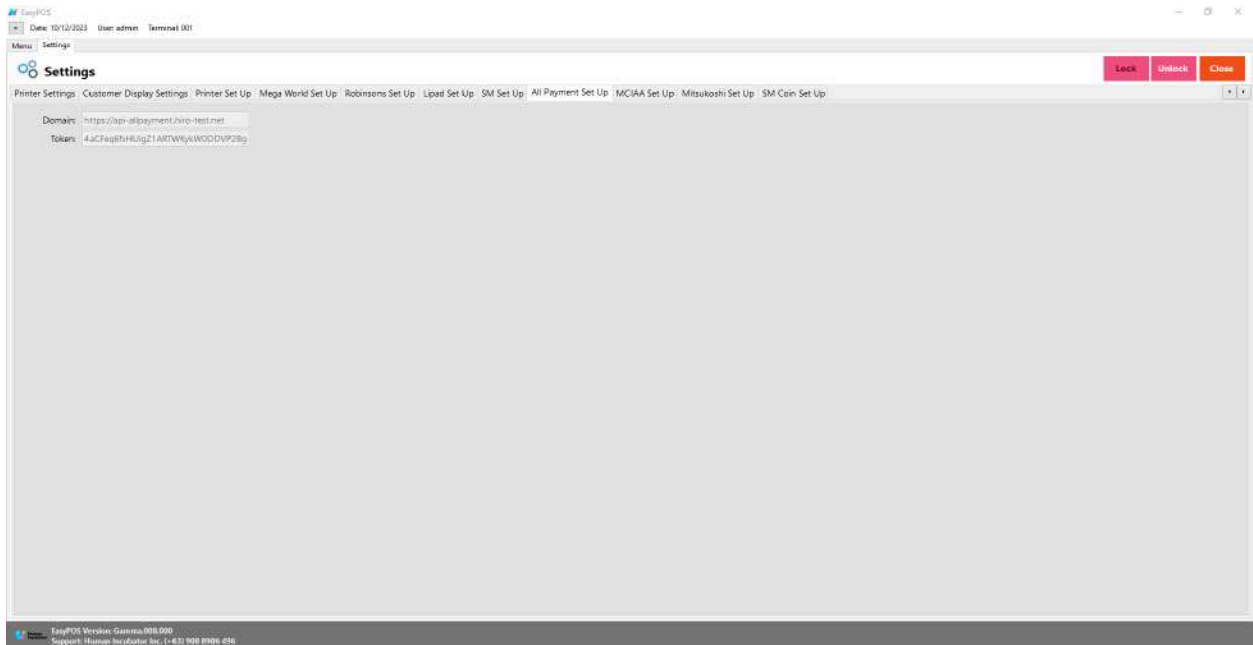
## SM Setup

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



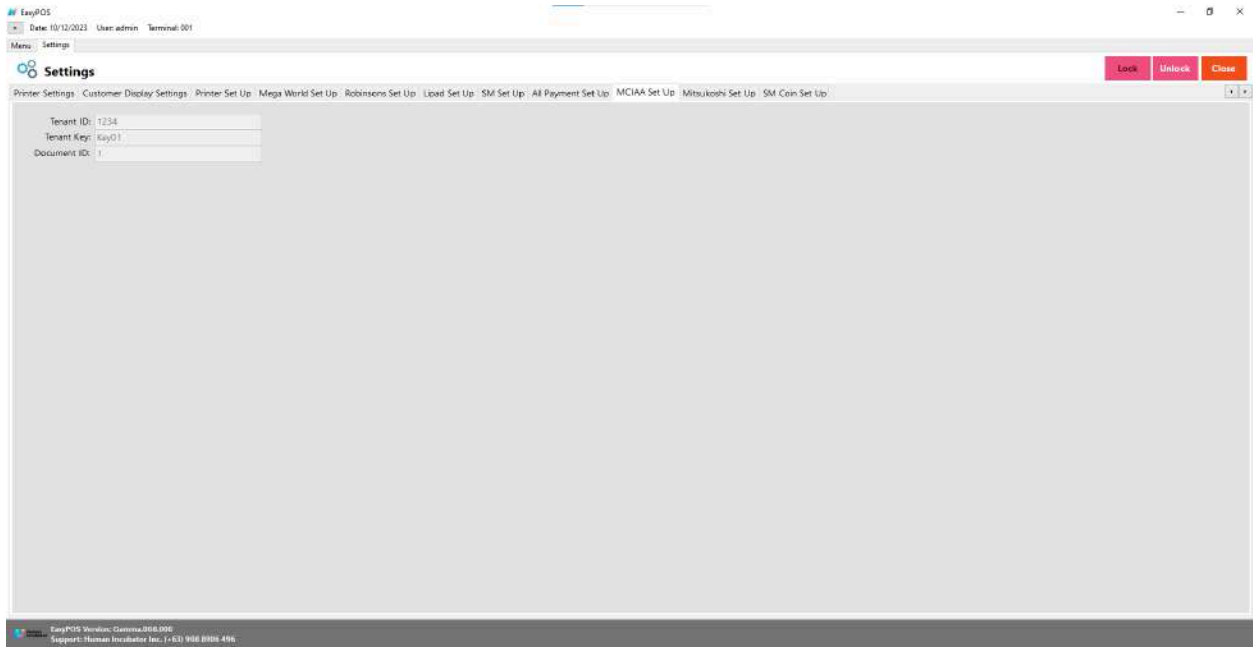
## All Payment Set Up

- 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

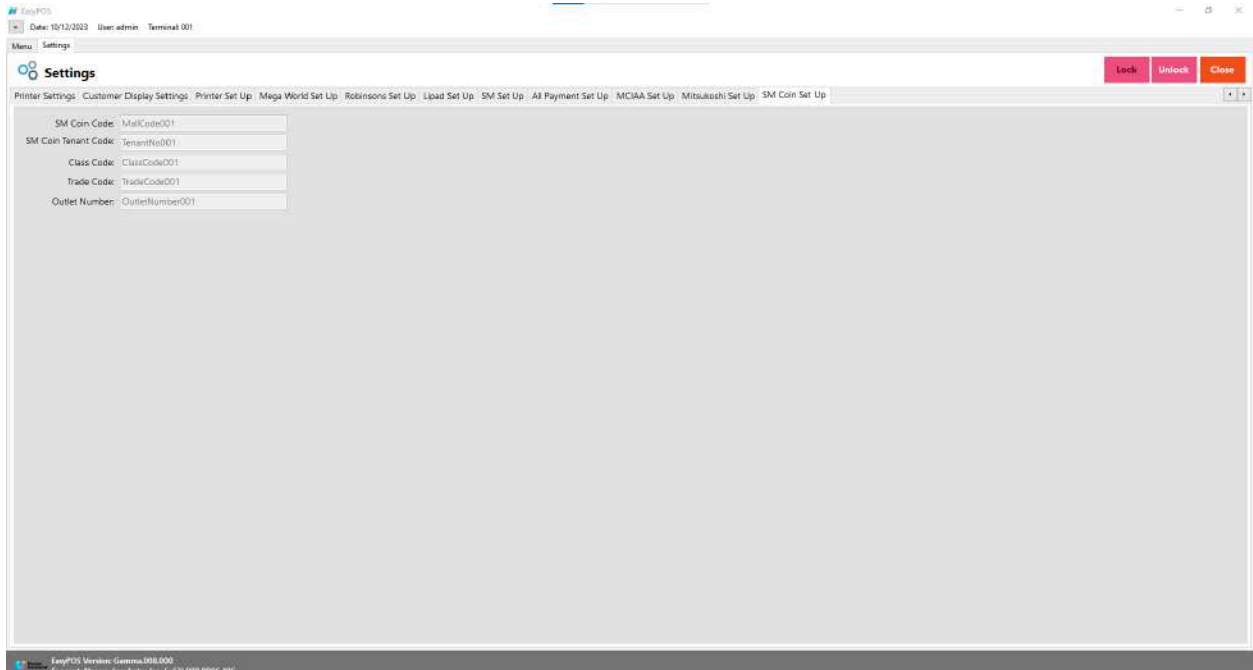
- Where the user can setup the mitsukoshi integration, Add ApiKey and SecretKey

## Settings

POS Information	BIR Settings	Easy pay Settings	Easyfis Integration	E
Tenant Name:	<input type="text" value="Mitsukoshi001"/>			
Contract No.:	<input type="text" value="BP07-2000000000103"/>			
Generate Key:	<input type="text" value="69PPFTTBNX3NGTIF9EHK7KSN44AFI7"/>			
Company Name Cot:	<input type="text" value="BP07"/>			
POS No.:	<input type="text" value="1S1Ac7JP0S0004D24000349"/>			
API Endpoint:	<input type="text"/>			
API KEY:	<input type="text"/>			
SERET KEY:	<input type="text"/>			

### SM Coin Set Up

- Where the user can setup the SM coin integration



## XII: Restaurant

### Table Group

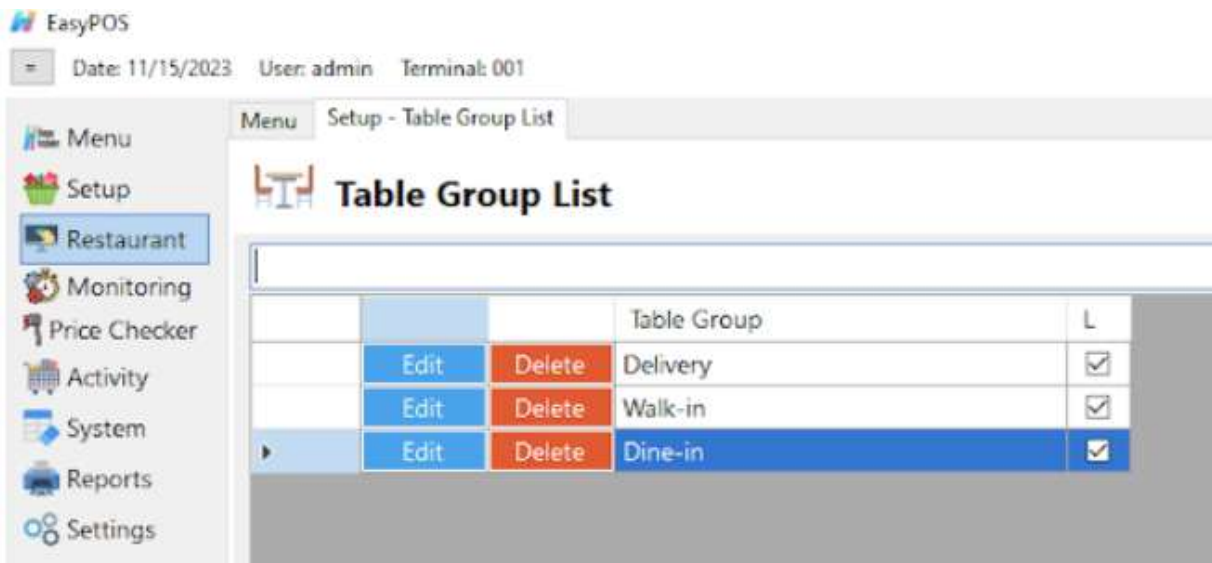
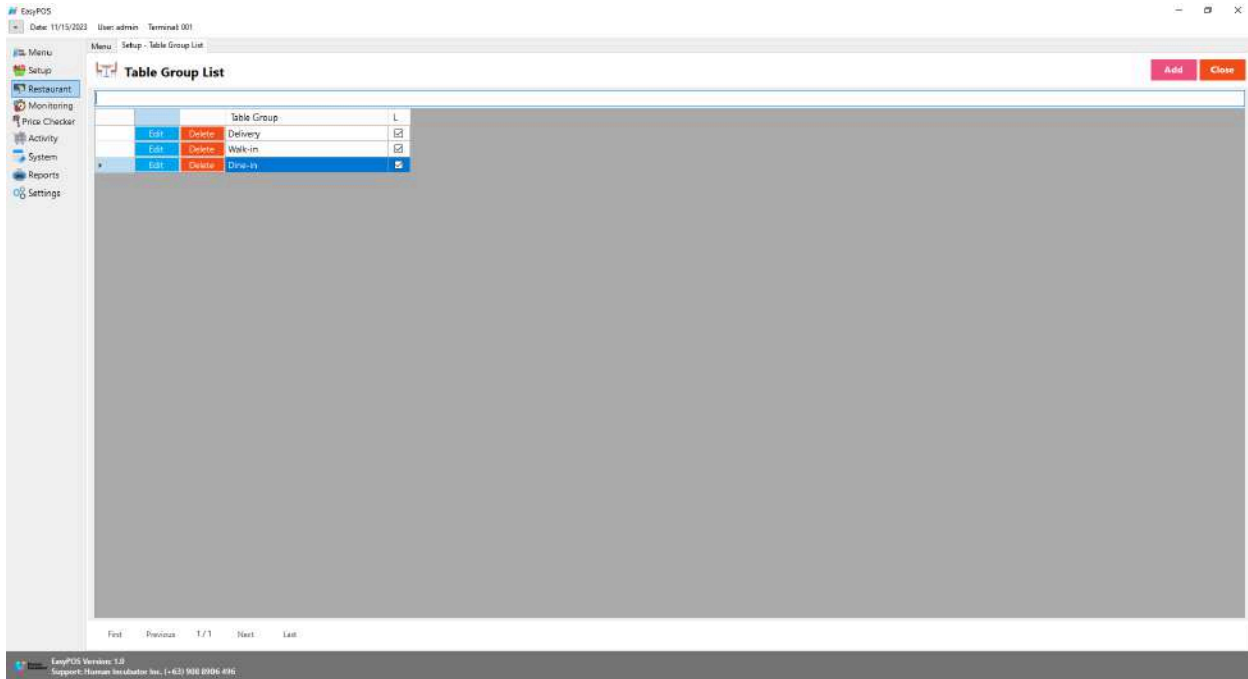
#### Overview

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



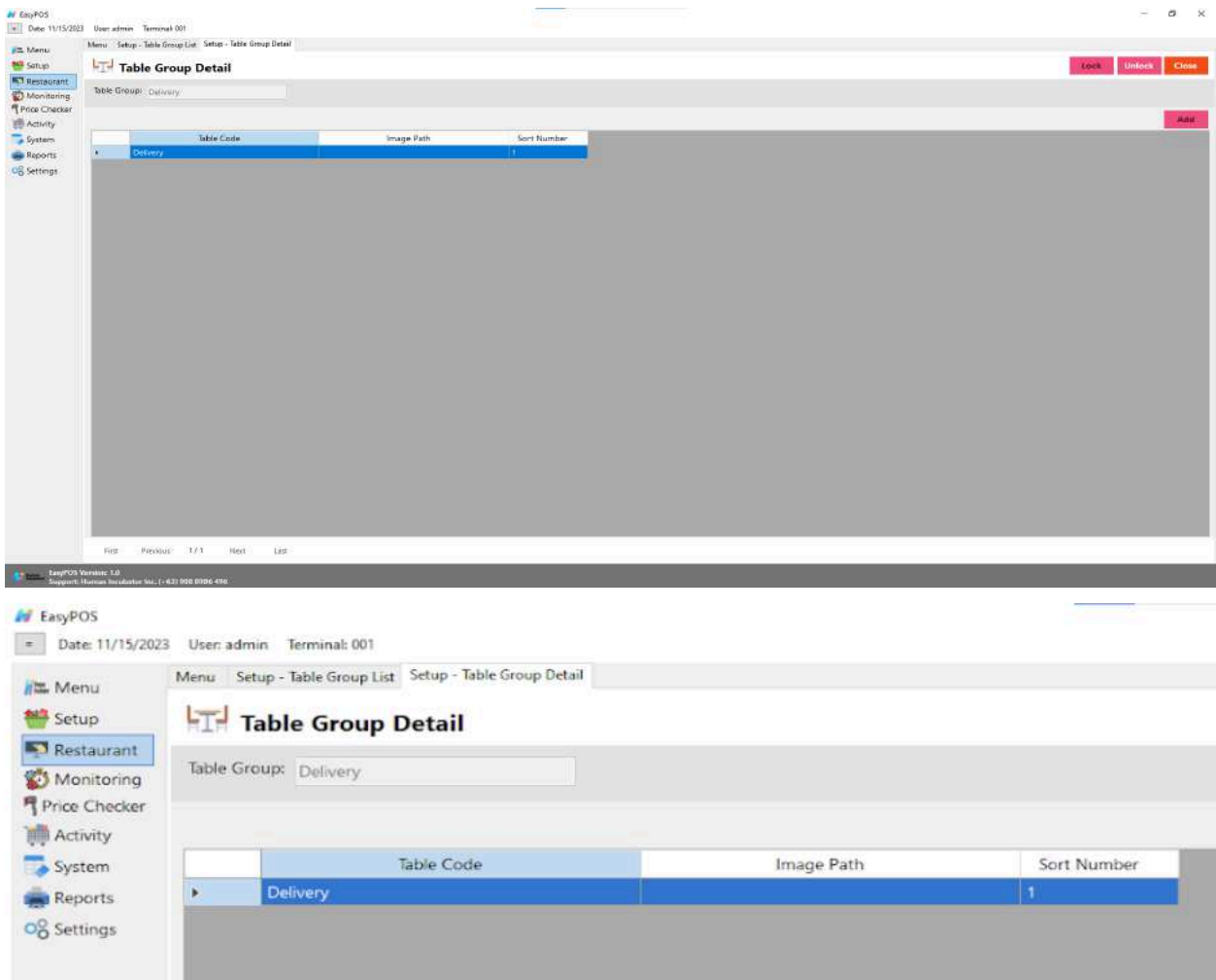
## Table Group List

- 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.



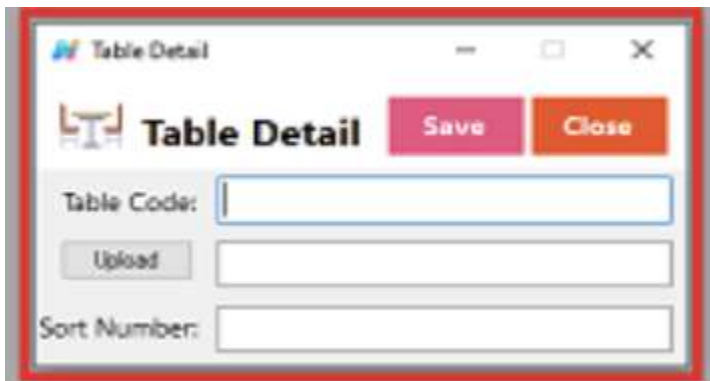
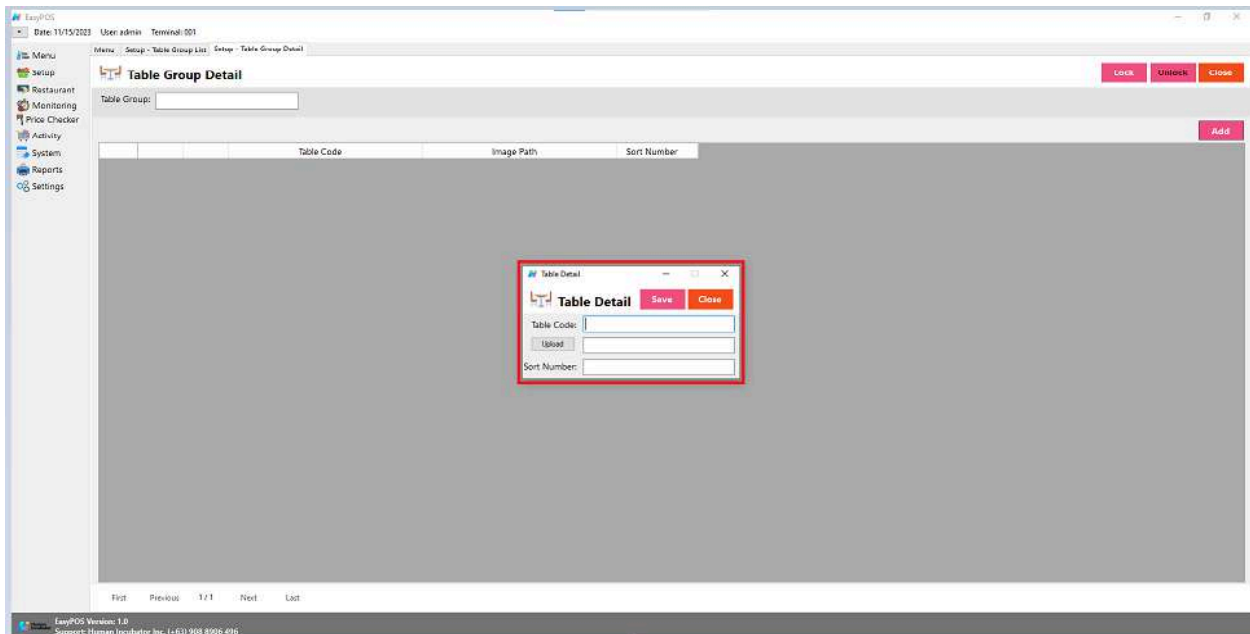
## Table Group Details

- Typically refer to functionalities and features related to managing orders within a restaurant environment and allow restaurant staff to assign orders to specific group like Delivery, Dine-In or Walk-in.



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

- Click the **Add** button in the table group detail



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

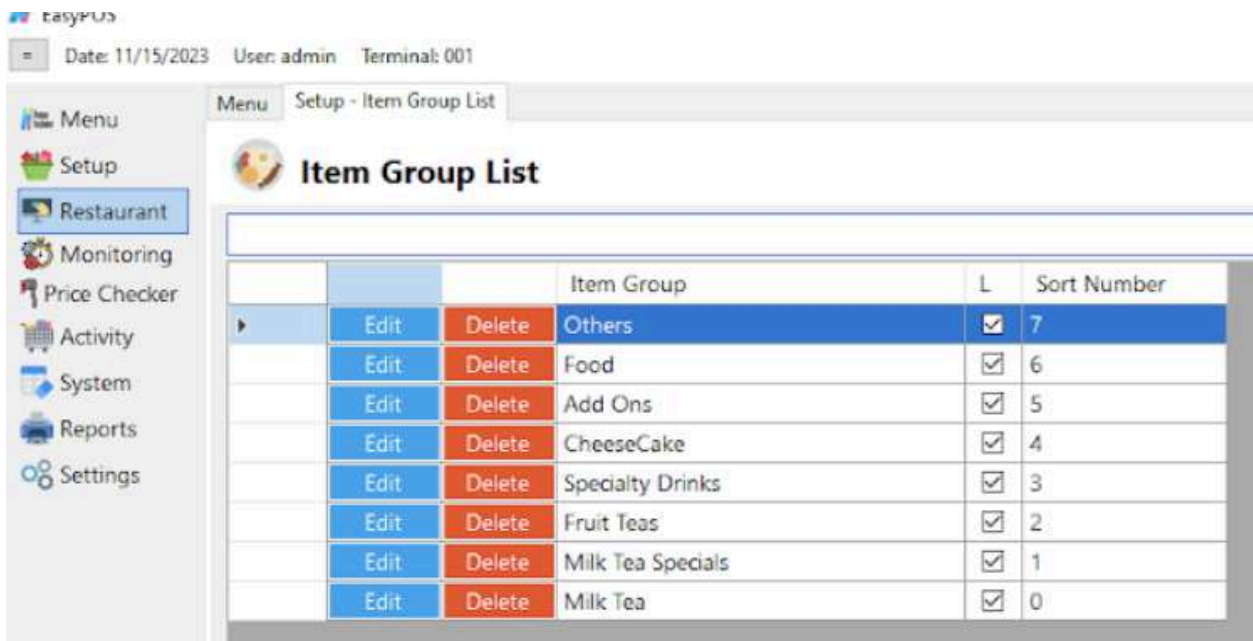
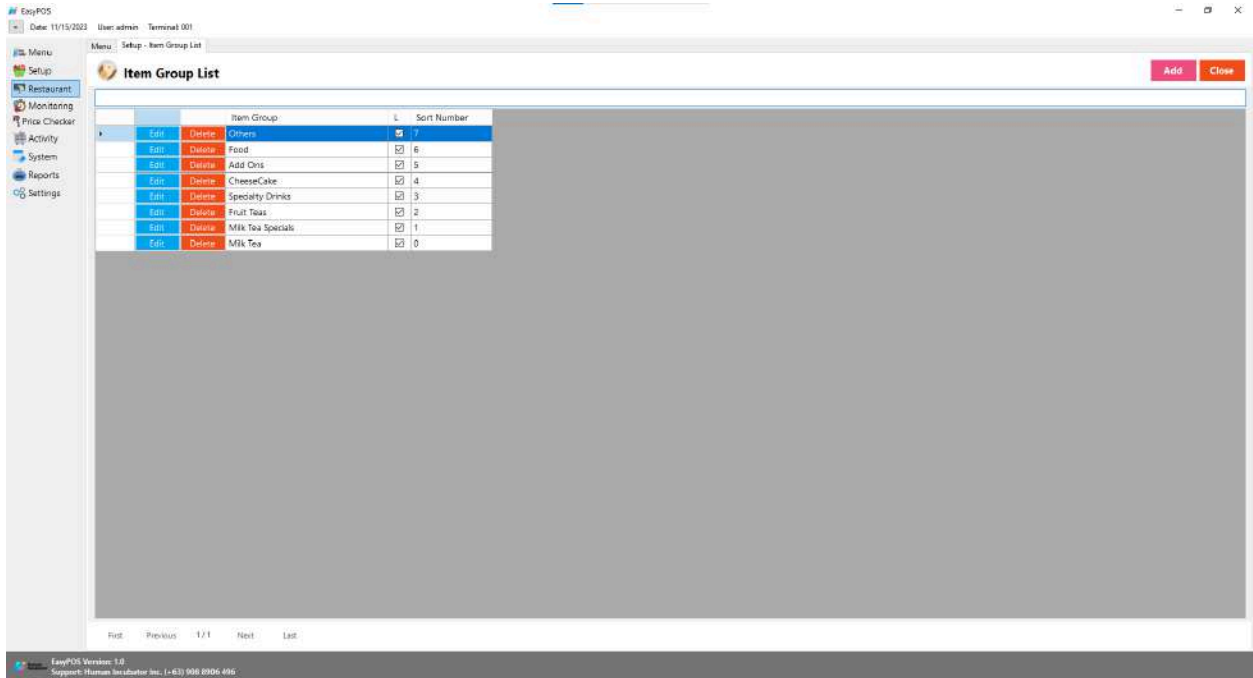
## Item Group

### Overview

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

## Item Group List

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



## Item Group Details

EasyPOS  
Date: 11/15/2023 User: admin Terminal: 001

Menu Setup - Item Group List Setup - Item Group Detail

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

Lock Unlock Close

Search Item

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 TTEOKKOKKI	<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

First Previous 1 / 1 Next Last

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## Item Group Detail

Item Group:

Image Path:

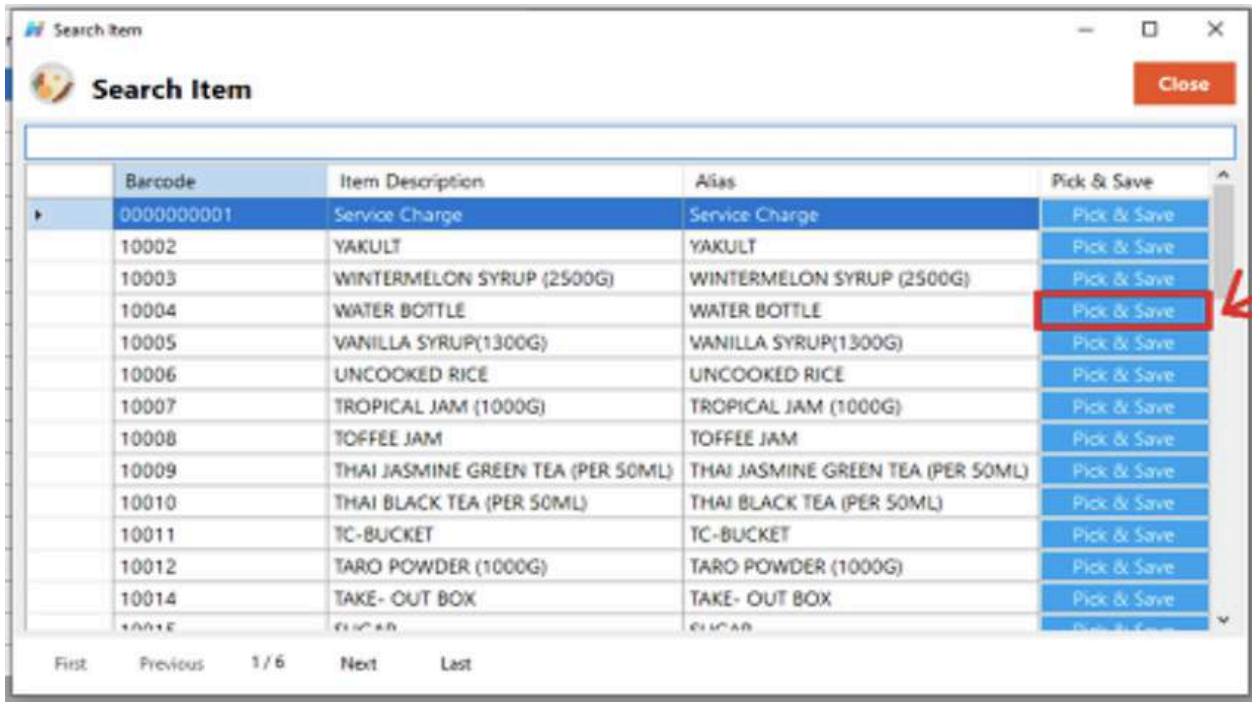
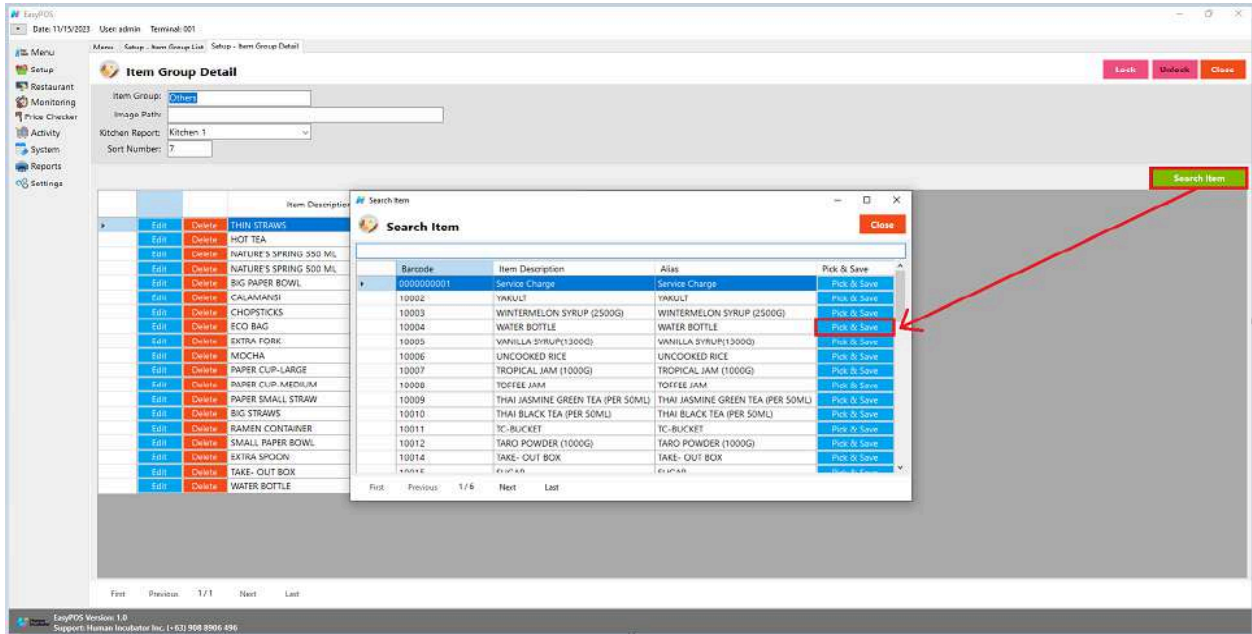
Kitchen Report:

Sort Number:

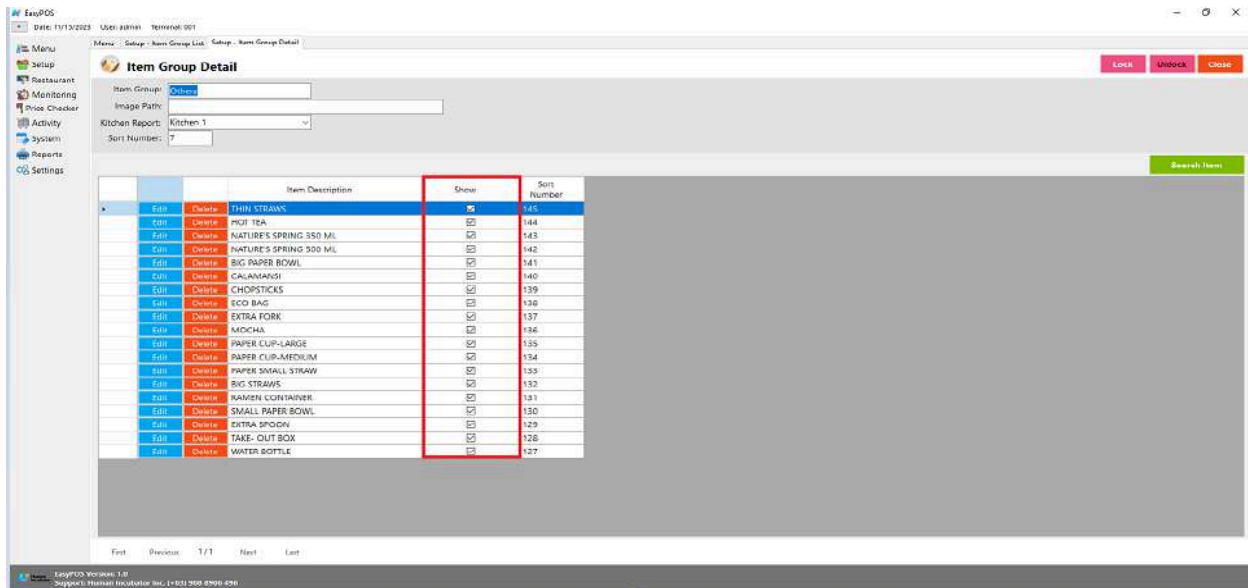
	Item Description	Show	Sort Number
▶	FOOD SOUR CREAM FRENCH FRIES	<input checked="" type="checkbox"/>	126
	FOOD MILD RAMEN WITH CHEESE	<input checked="" type="checkbox"/>	125
	FOOD HOT RAMEN WITH CHEESE	<input checked="" type="checkbox"/>	124
	FOOD EXTRA CHEESE	<input checked="" type="checkbox"/>	123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





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

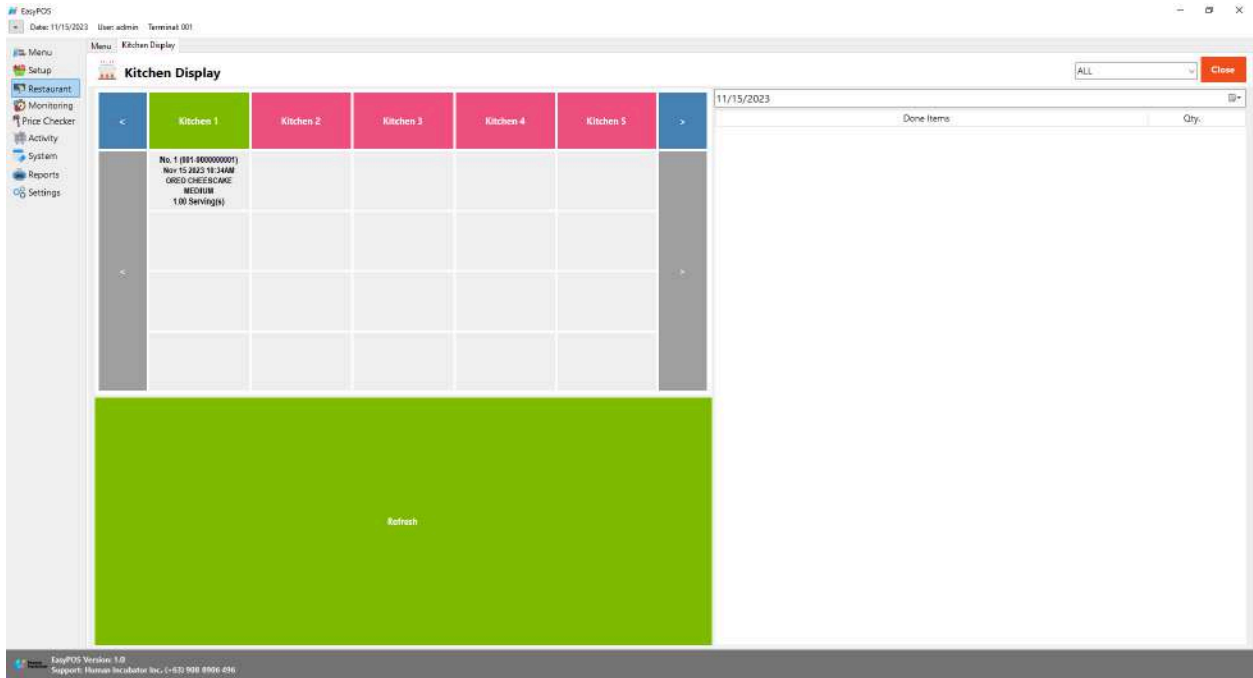


			Item Description	Show	Sort Number
	Edit	Delete	THIN STRAWS	<input checked="" type="checkbox"/>	145
	Edit	Delete	HOT TEA	<input checked="" type="checkbox"/>	144
	Edit	Delete	NATURE'S SPRING 350 ML	<input checked="" type="checkbox"/>	143
	Edit	Delete	NATURE'S SPRING 500 ML	<input checked="" type="checkbox"/>	142
	Edit	Delete	BIG PAPER BOWL	<input checked="" type="checkbox"/>	141
	Edit	Delete	CALAMANSI	<input checked="" type="checkbox"/>	140
	Edit	Delete	CHOPSTICKS	<input checked="" type="checkbox"/>	139
	Edit	Delete	ECO BAG	<input checked="" type="checkbox"/>	138
	Edit	Delete	EXTRA FORK	<input checked="" type="checkbox"/>	137
	Edit	Delete	MOCHA	<input checked="" type="checkbox"/>	136
	Edit	Delete	PAPER CUP-LARGE	<input checked="" type="checkbox"/>	135
	Edit	Delete	PAPER CUP-MEDIUM	<input checked="" type="checkbox"/>	134
	Edit	Delete	PAPER SMALL STRAW	<input checked="" type="checkbox"/>	133
	Edit	Delete	BIG STRAWS	<input checked="" type="checkbox"/>	132
	Edit	Delete	RAMEN CONTAINER	<input checked="" type="checkbox"/>	131
	Edit	Delete	SMALL PAPER BOWL	<input checked="" type="checkbox"/>	130
	Edit	Delete	EXTRA SPOON	<input checked="" type="checkbox"/>	129
	Edit	Delete	TAKE- OUT BOX	<input checked="" type="checkbox"/>	128
	Edit	Delete	WATER BOTTLE	<input checked="" type="checkbox"/>	127

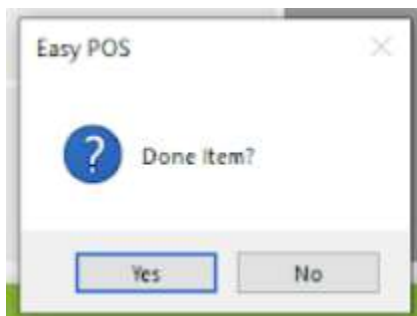
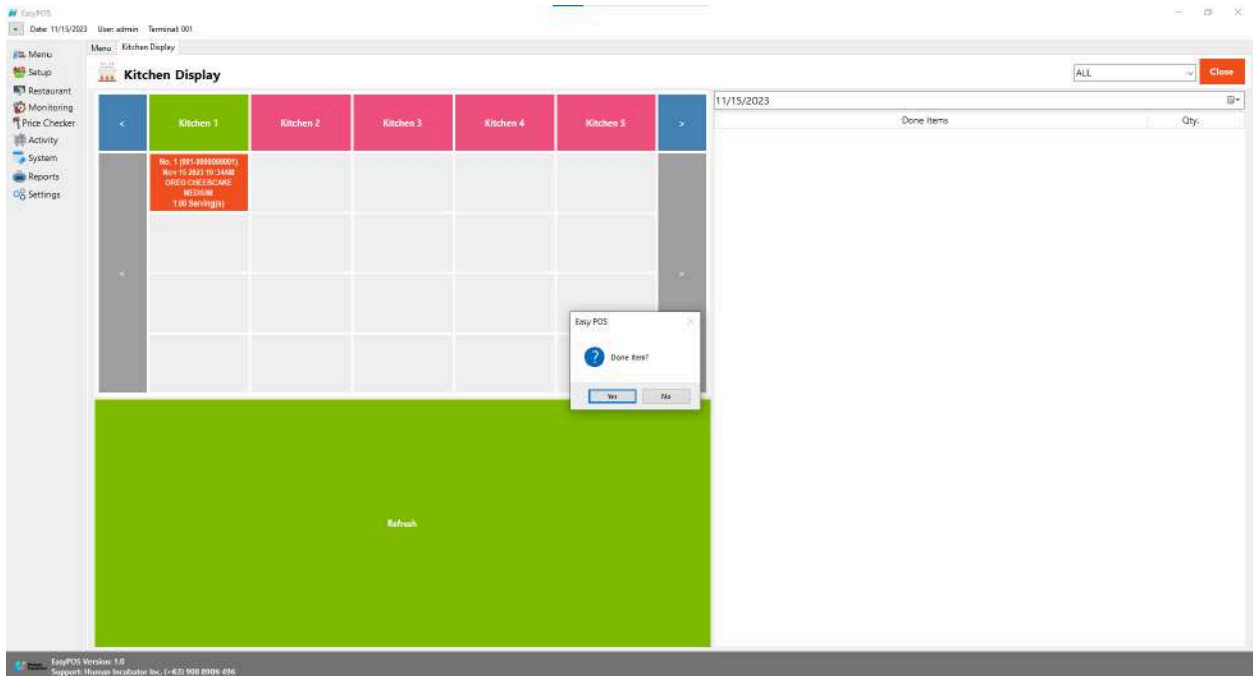
- Click the **Lock** button to save the item group detail
- **Close** button to exit item group detail page.

## Kitchen Display

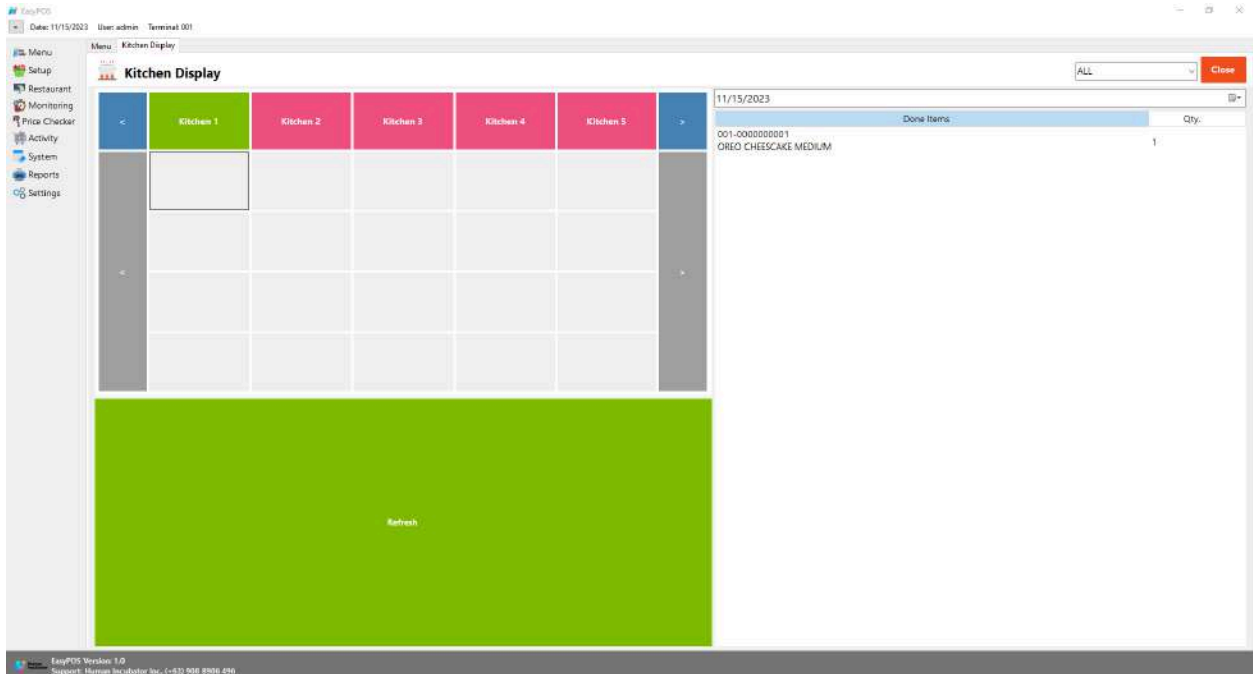
- It is where the user can monitor the orders for preparation.



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

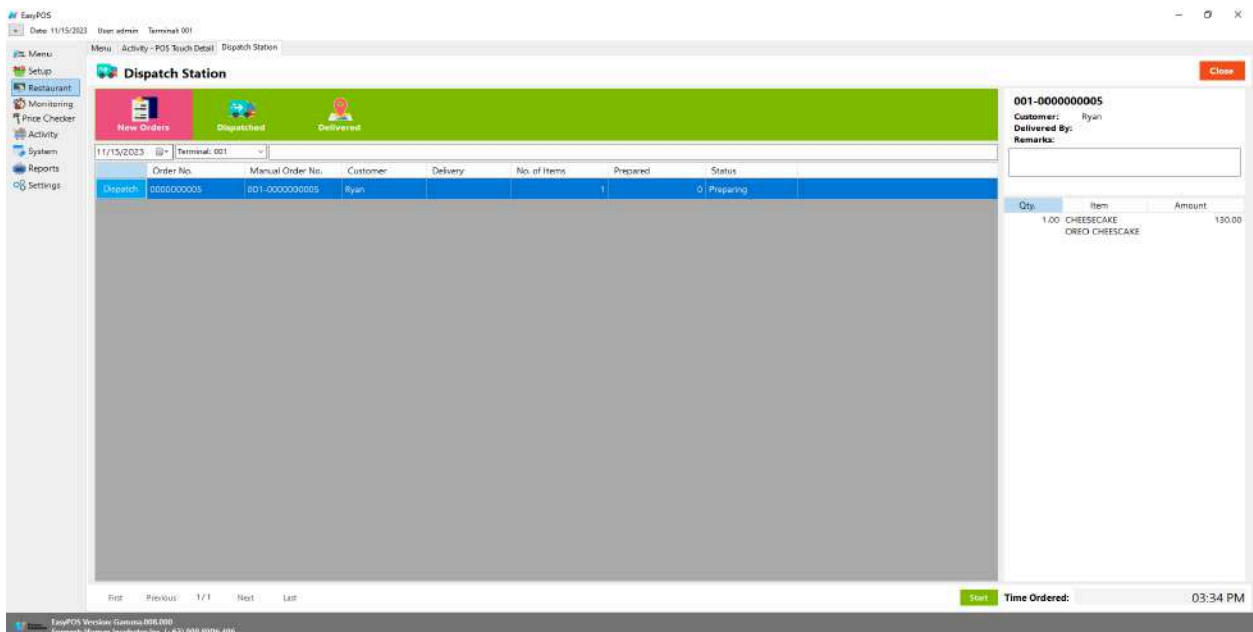


- The item will displayed in the Done Item List in the right side corner

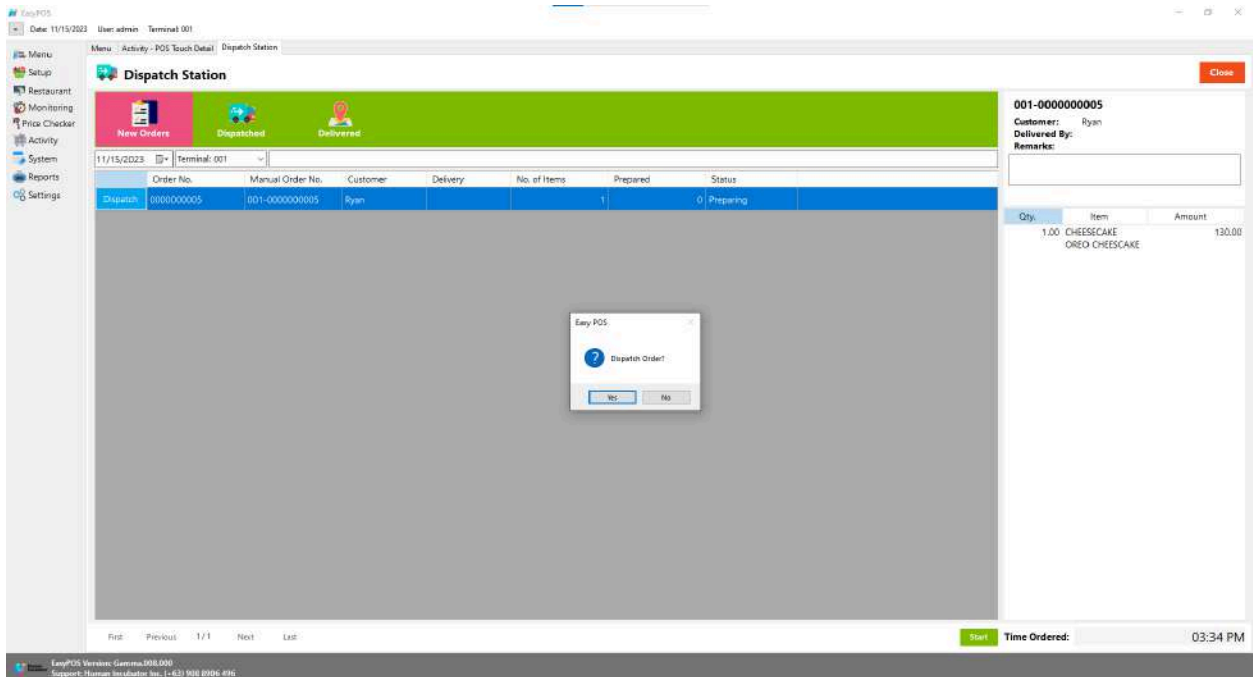


## Dispatch Station

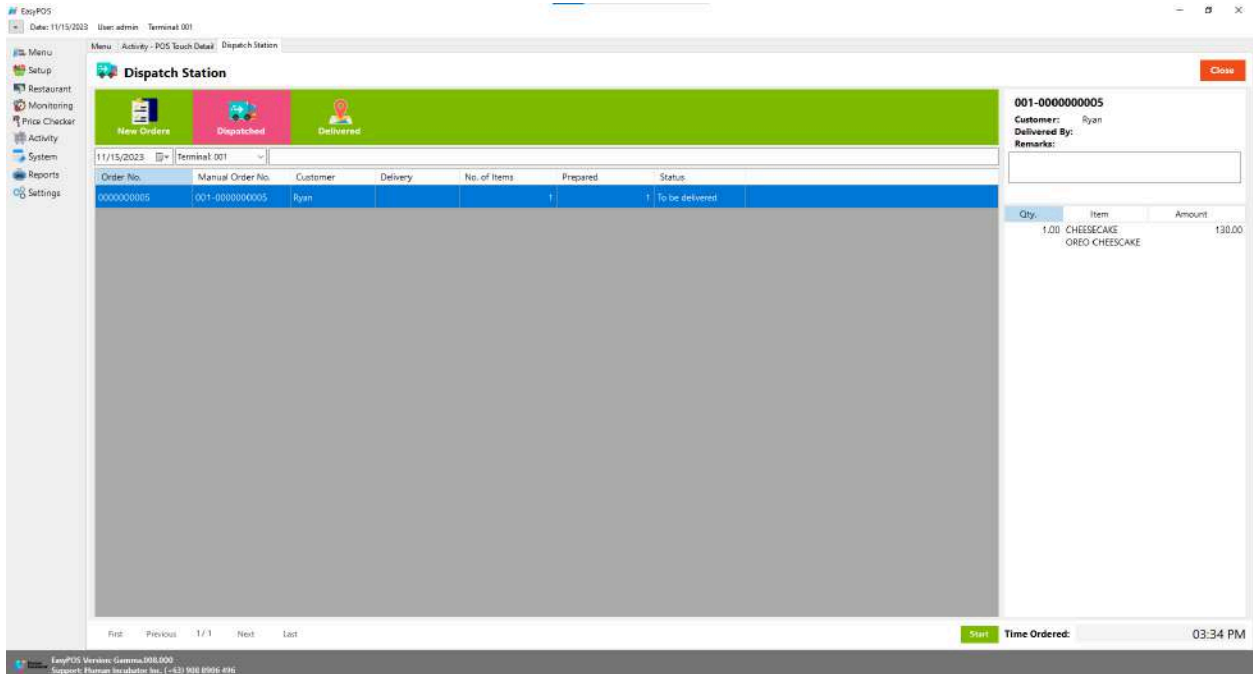
- It is where the user can monitor the delivery orders



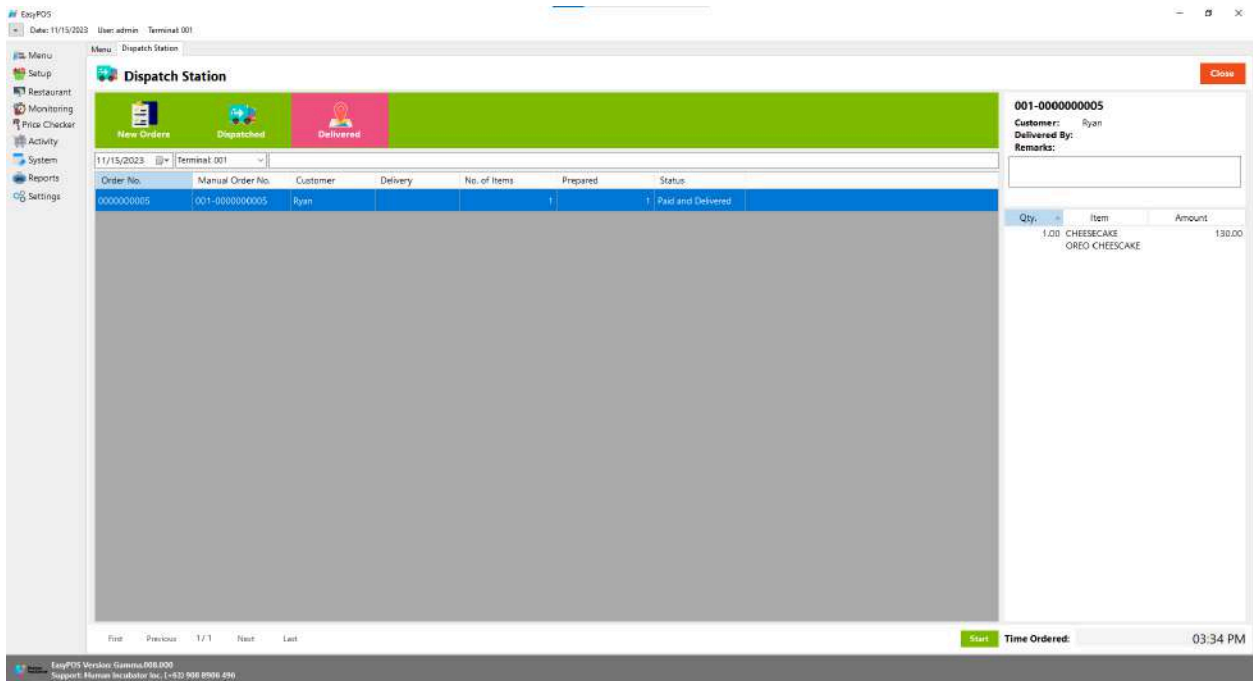
- Click the Dispatch button if the order is already done for preparation in the kitchen display module
- A prompt message will be displayed.



- 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”.



- 

## POS Touch Sales - Tender

- A "**tender button**" in the context of a Point of Sale (POS) system typically refers to a button or option on the POS interface that is used to finalize a transaction and tender the payment. It is the button that the cashier or user presses when the customer is ready to pay for their purchases.
- 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.



EasyPOS  
Date: 05/05/2023 User: Admin Terminal: 001

Menu Activity - POS Touch Detail

Download Currency Print Lock Unlock Return Discount **Tender** Override Close

Order No.: 0000000021 Order Date: 05/05/2023 Code: 0000000001 Customer: Walk-In Currency: PHP Exchange Rate: 1

**₱40.00**

Item	Qty	Unit	Price	Disc	Amount
Garof	1.00	Surveys		0.00	40.00

Change Table

Tender

Order No.: 0000000021 Order Date: 05/05/2023 Code: 0000000001 Customer: Walk-In Currency: PHP Exchange Rate: 1

**₱40.00**

PayType	Amount
Vouchers	0.00
BDO	0.00
Online Deals	0.00
Other Credit Card Payment	0.00
Cash	40.00
Credit Card	0.00
VISA	0.00

Tender Amount: 40.00  
PHP Change: 0.00  
Change: 0.00

Last Change: 0.00

EasyPOS Version: Gemini 801.001  
Support: Human Resource Inc. (+63) 900 8906 696

Tender

**Tender**

F2 - Sales **F3 - Tender** Esc - Close

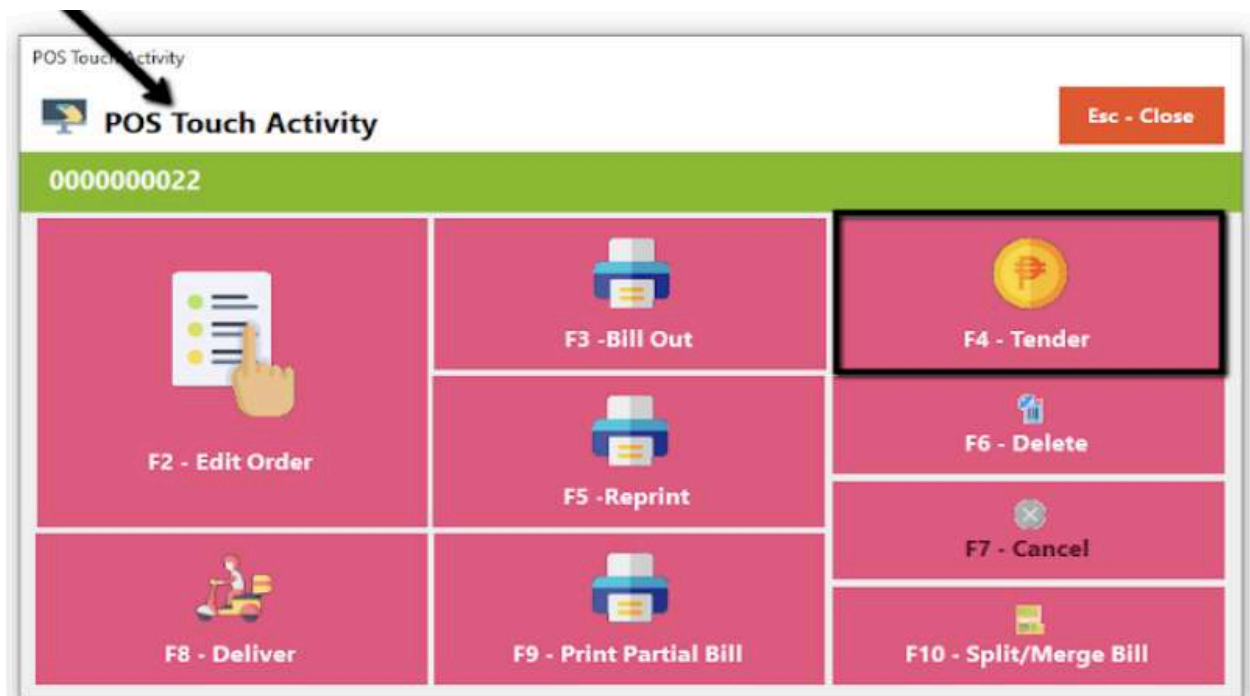
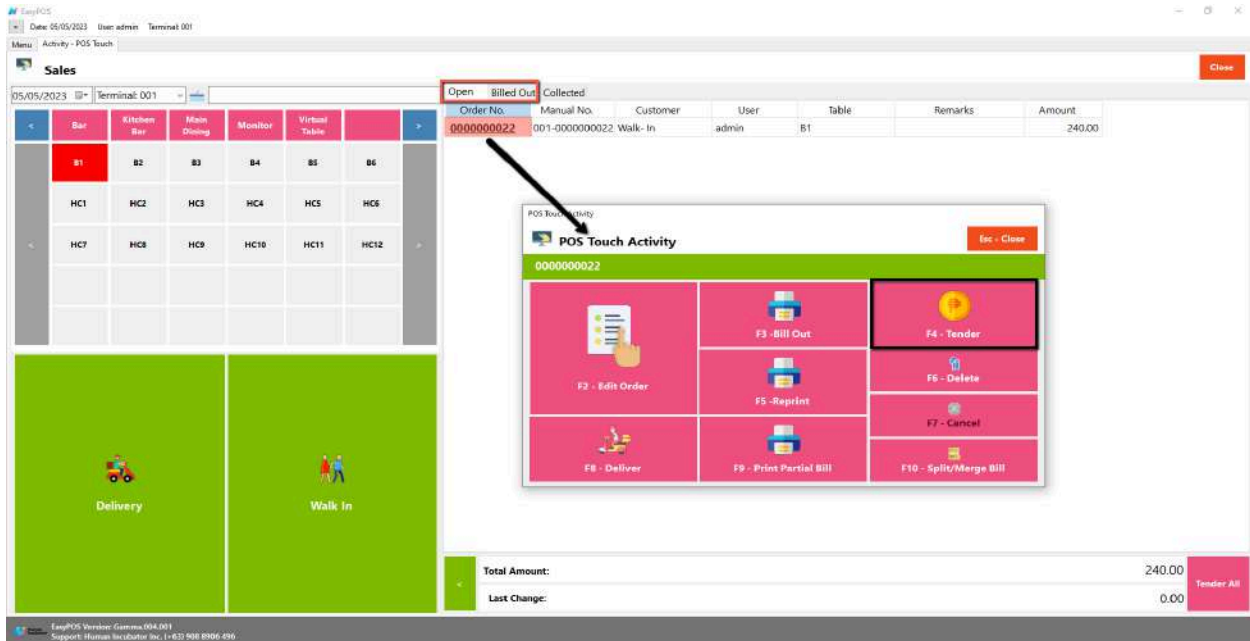
Order No.: 0000000021 Order Date: 05/05/2023 Code: 0000000001 Customer: Walk-In Currency: PHP Exchange Rate: 1

**₱40.00**

PayType	Amount
Vouchers	0.00
BDO	0.00
Online Deals	0.00
Other Credit Card Payment	0.00
Cash	40.00
Credit Card	0.00
VISA	0.00

Tender Amount: 40.00  
PHP Change: 0.00  
Change: 0.00

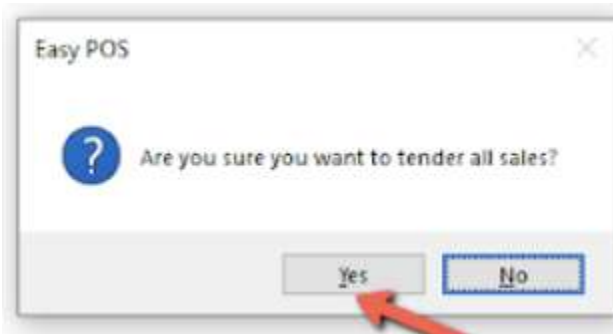
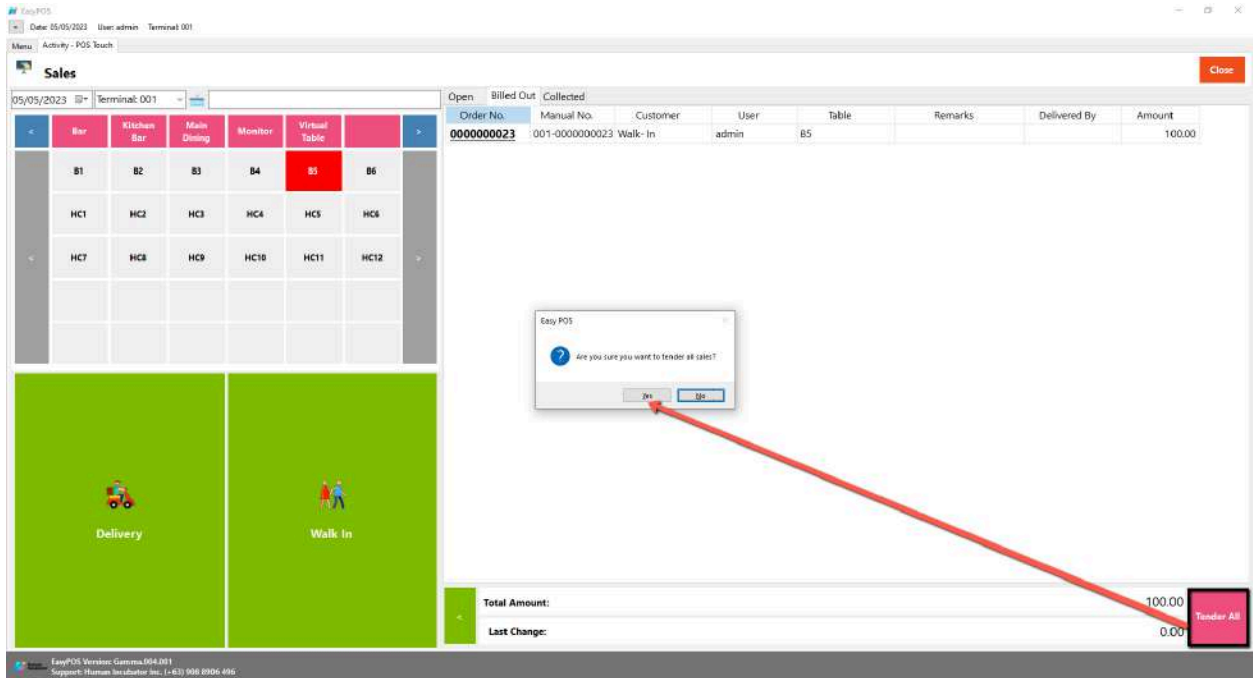
- Via Open and Billed Out tab
  - From the Open or Billed Out tab, select a sales order number that you want to tender.
  - A POS Touch window will display, then select Tender or simply press F4.



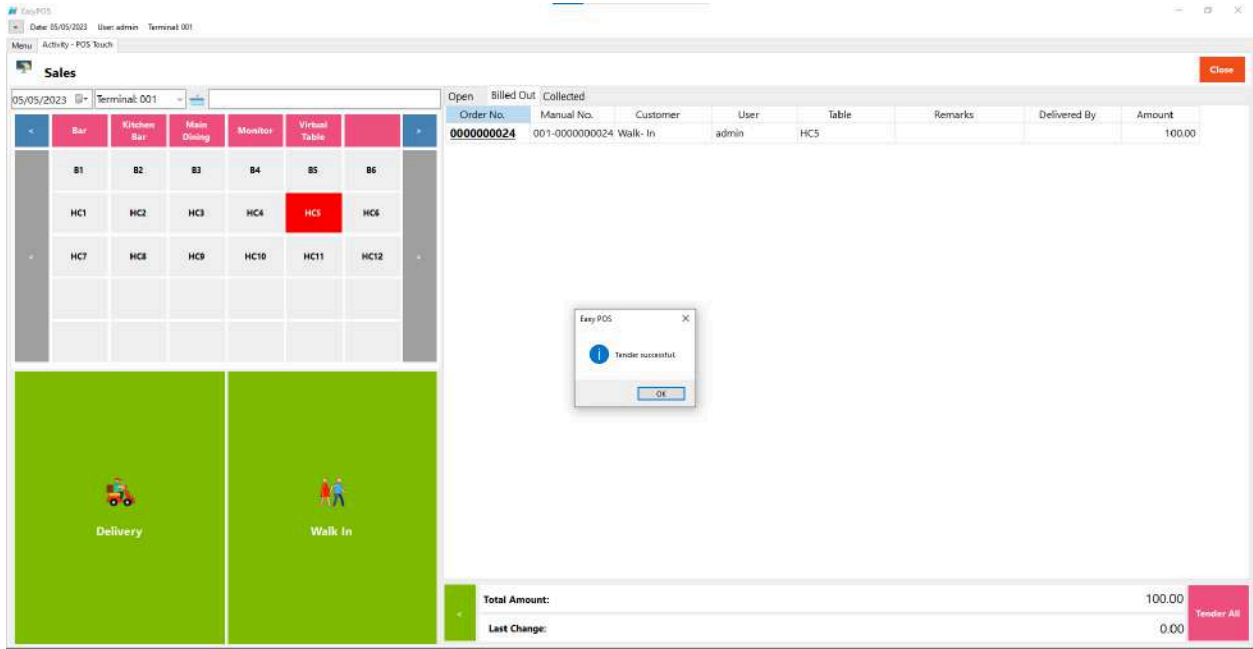
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales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

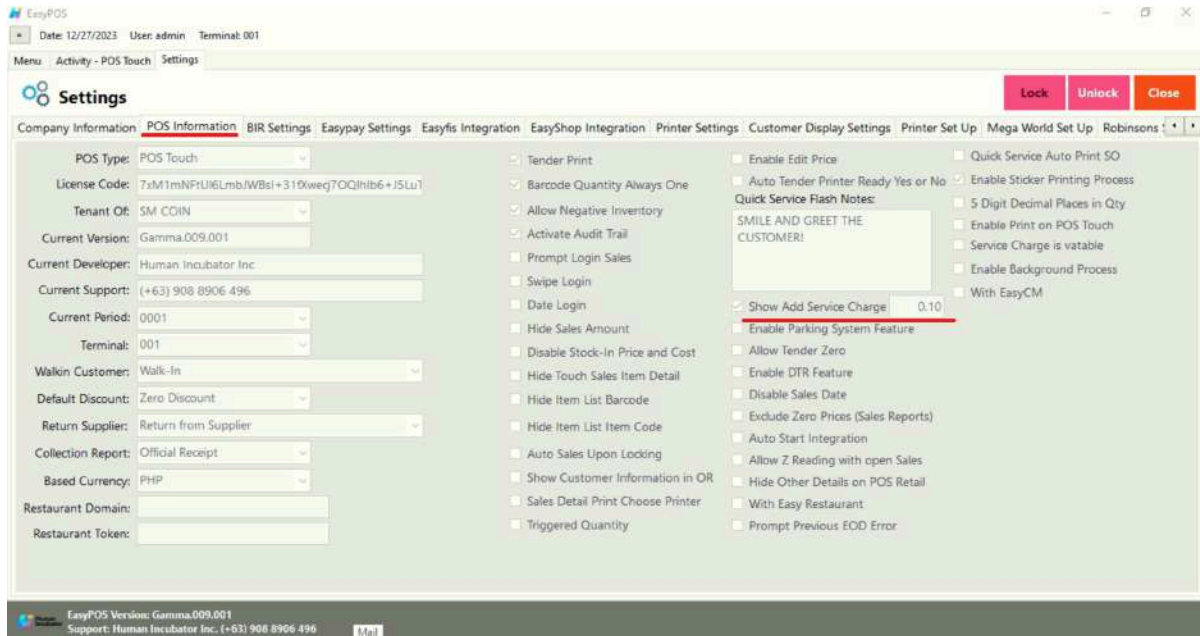


- A tender successful message will display then all the Sales Order from the tab will be moved to the Collected tab.

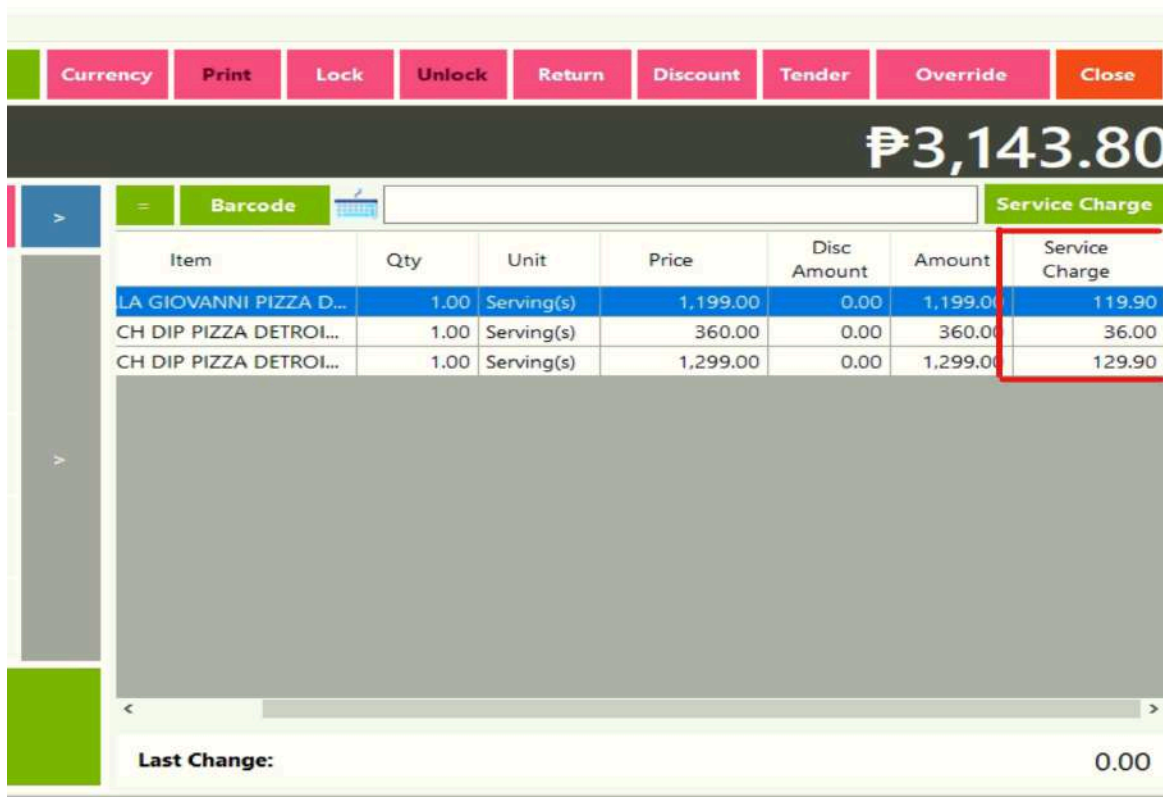


## POS Touch Sales - Service Charge

- 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

The screenshot shows the EasyPOS interface. At the top, there's a 'Sales Detail' window with a total amount of P100.00. A 'Tender' window is overlaid, showing a 'Gift Certificate' payment of 100.00. The background shows a grid of items (Item A, B, C, D) and a 'Change Table' button.

LESS: VAT	0.00
LESS: Discount	0.00
<b>Total Amount Due</b>	<b>100.00</b>
Total No. of Items	1.00
GR Certificate	100.00
Change	0.00
<b>VAT ANALYSIS</b>	
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:	
<b>Bill-Out: 001</b>	
Other Information:	
Gift Certificate Gift Certificate Payment Monday, December 11, 2023	
POS Vendor: Easy Cloud Systems Inc.	
Address: 15th 157th Pinar Sales Bldg B	

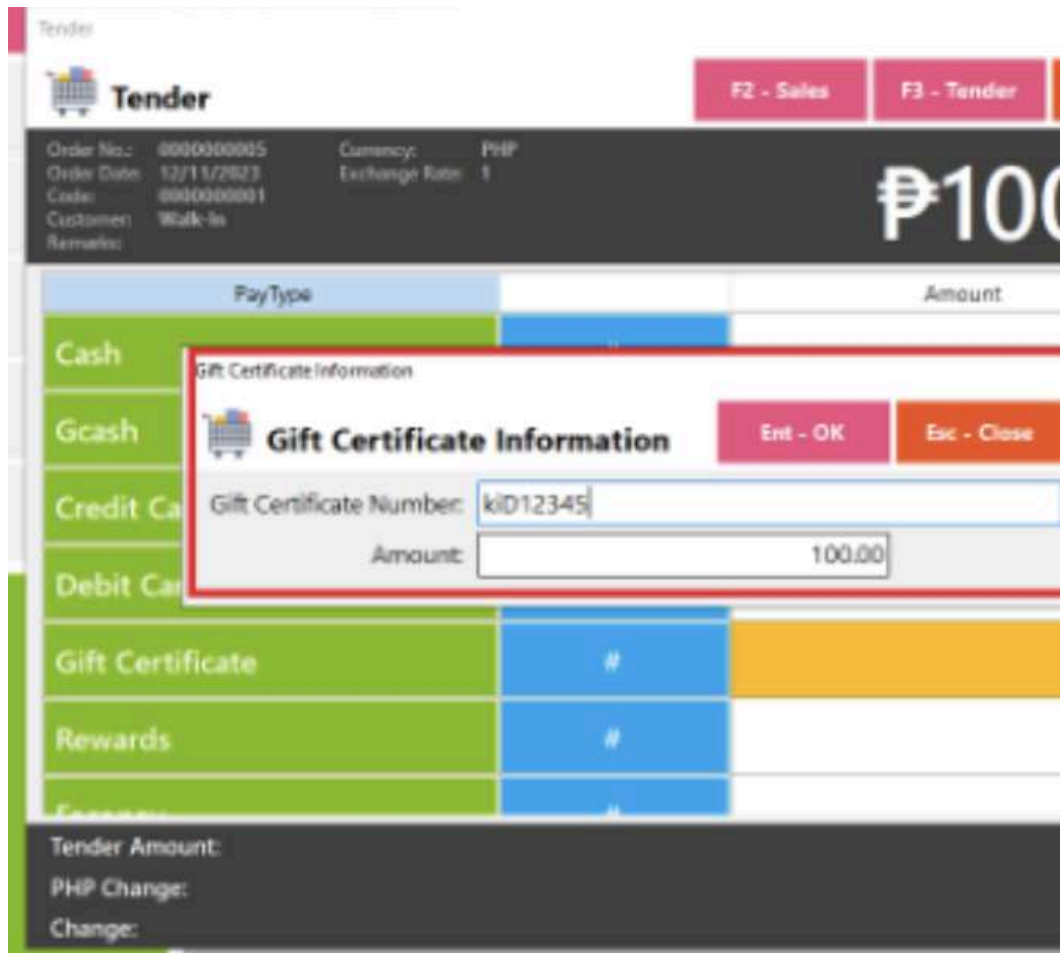
The screenshot shows an Excel report titled 'CSV Excel Report'. The table has the following columns: Terminal, Collection Date, Collection Number, Customer Code, Sales Number, Pay Type, Amount, Check Number, Check Date, Check Bank, and Other Information. A row is highlighted with a red border.

Terminal	Collection Date	Collection Number	Customer Code	Sales Number	Pay Type	Amount	Check Number	Check Date	Check Bank	Other Information	Credit Card Bank	Credit Card
1	12/11/2023	0	1 Walk-In	0	Gift Certificate	100.00	NA	NA	NA	Gift Certificate Payment Monday, December 11, 2023	NA	NA

The screenshot shows an 'EasyPOS Collection Detail Report'. The table has the following columns: Terminal, Collection Date, Collection No., Customer, Sales No., Pay Type, Amount, Excess, Check No., Check Date, Check Bank, and Other Information. A row is highlighted with a red border.

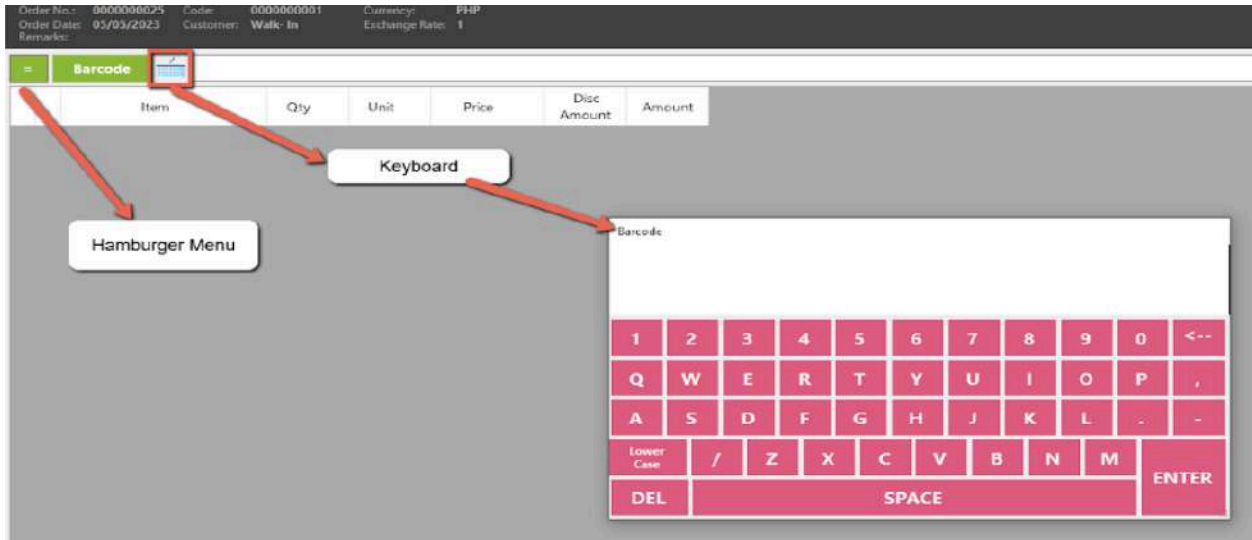
Terminal	Collection Date	Collection No.	Customer	Sales No.	Pay Type	Amount	Excess	Check No.	Check Date	Check Bank	Other Information
001	12/11/2023	0000000005	Walk-In	0000000005	Gift Certificate	100.00	0.00	NA	NA	NA	GR Certificate Payment Monday, December 11, 2023





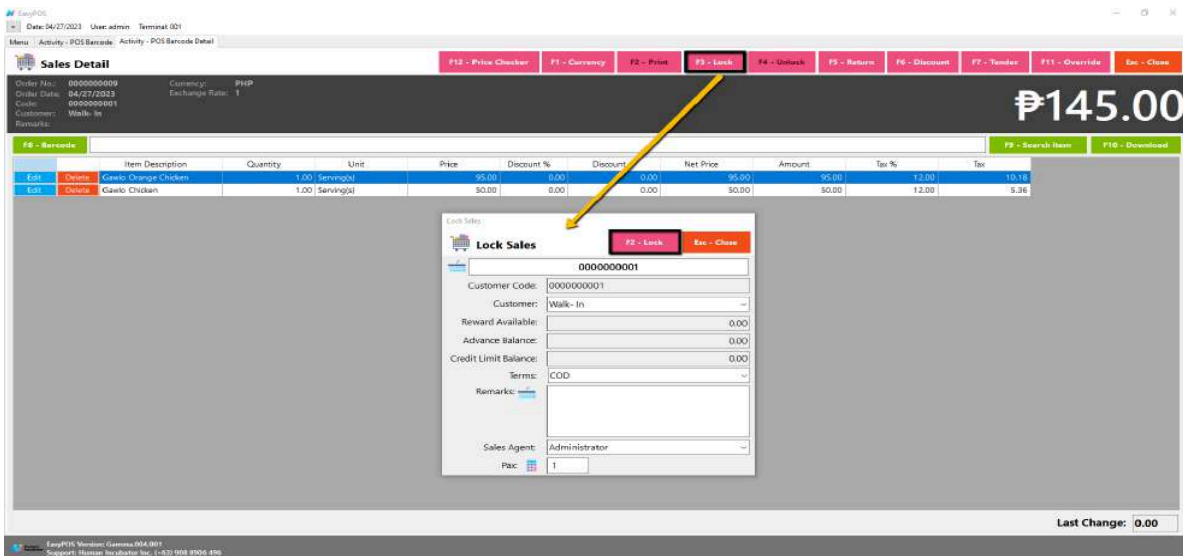
## Barcode Touch - Relevant Buttons

- **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.



Lock Sales

 **Lock Sales**

**F2 - Lock** **Esc - Close**

 0000000001

Customer Code: 0000000001


Customer: Walk- In

Reward Available: 0.00


Advance Balance: 0.00

Credit Limit Balance: 0.00

Terms: COD

Remarks: 

Sales Agent: Administrator

Pax:  1

- **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.

EasyPOS  
 Date: 04/27/2023 User: admin Terminal: M1  
 Menu - Activity - POS Receipts Activity - POS Receipts Detail

**Sales Detail** F12 - Price Checker F1 - Currency F2 - Print F3 - Lock F4 - Unlock F5 - Return F9 - Discount F7 - Tender F11 - Override Esc - Close

Order No.: 0000000009 Currency: PHP  
 Order Date: 04/27/2023 Exchange Rate: 1  
 Code: 0000000001  
 Customer: Wells Inc  
 Remarks:

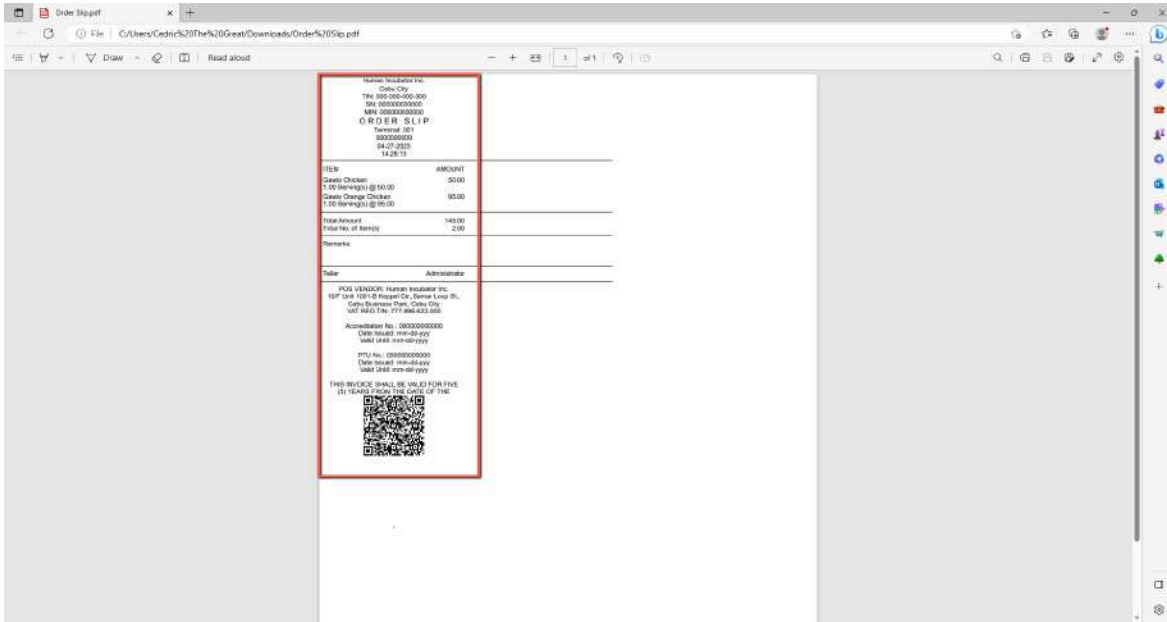
**₱145.00**

F3 - Receipts F9 - Search Item F10 - Download

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Glaze Cheese Chicken	1.00	Serving	50.00	0.00	0.00	50.00	50.00	12.00	6.00
Glaze Chicken	1.00	Serving	50.00	0.00	0.00	50.00	50.00	12.00	6.00

Last Change: 0.00

EasyPOS Version: Gamma.044.001  
 Support: Human Incentive Inc. (+63) 908 8906 496



Human Incubator Inc.  
Cebu City  
TIN: 000-000-000-000  
SN: 000000000000  
MIN: 000000000000

**ORDER SLIP**  
Terminal: 001  
0000000009  
04-27-2023  
14:28:13

ITEM	AMOUNT
Gawlo Chicken 1.00 Serving(s) @ 50.00	50.00
Gawlo Orange Chicken 1.00 Serving(s) @ 95.00	95.00
<b>Total Amount</b>	<b>145.00</b>
<b>Total No. of Item(s)</b>	<b>2.00</b>

Remarks:


Teller \_\_\_\_\_ Administrator \_\_\_\_\_

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

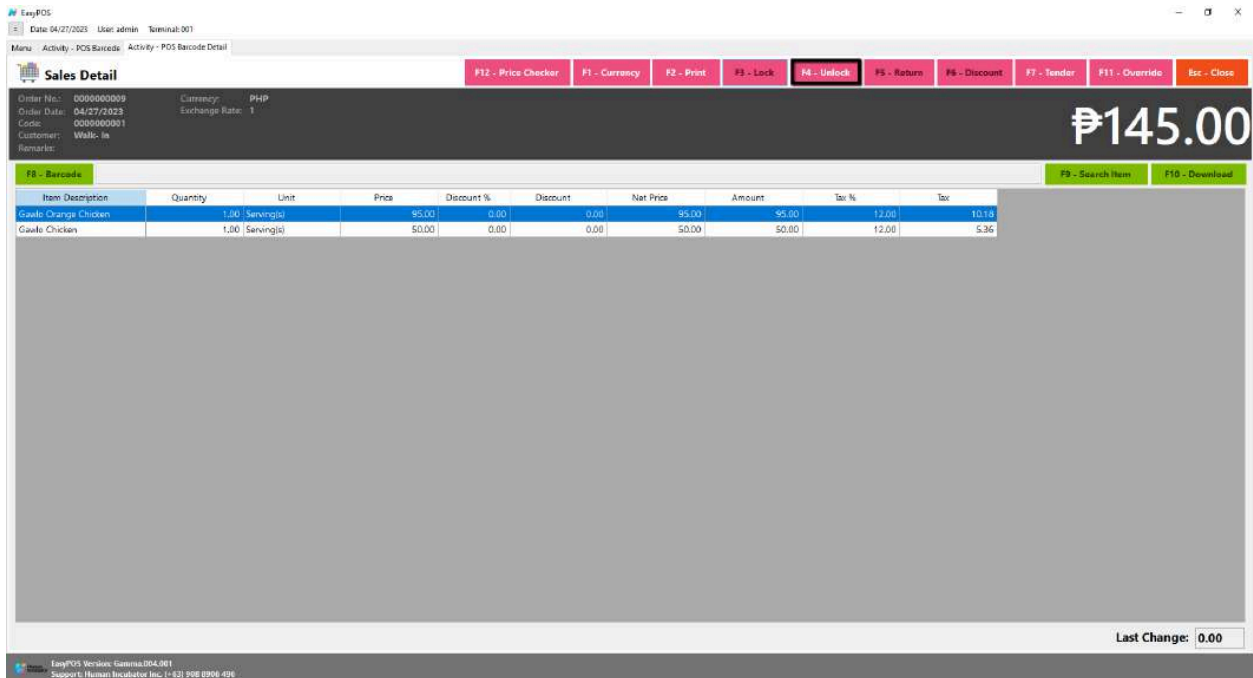
Accreditation No.: 000000000000  
Date Issued: mm-dd-yyy  
Valid Until: mm-dd-yyyy

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

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



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



- **Return**

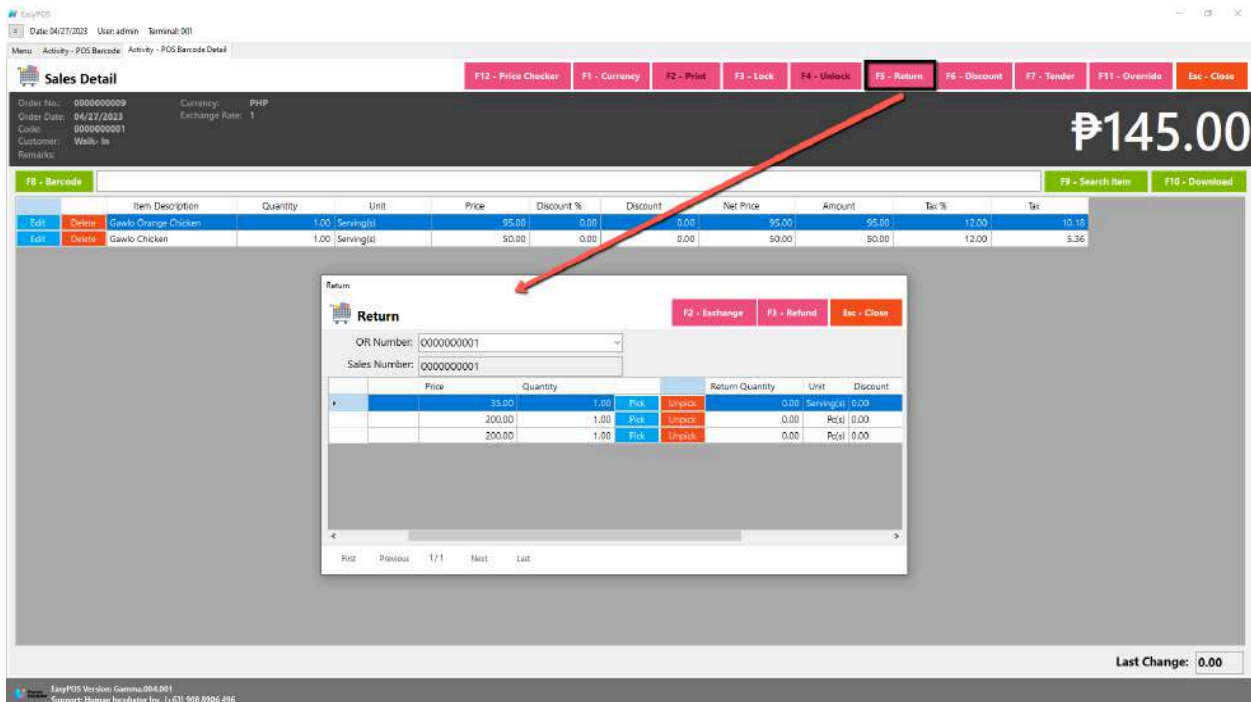
refers to the process of accepting back a product from a customer and refunding the purchase amount. Returns are a common aspect of retail and can occur for various reasons, such as a defective product, customer dissatisfaction, or an accidental purchase.

- 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. A "return exchange" refers to the process where a customer returns a purchased item with the intention of exchanging it for another product. This scenario typically occurs when a customer is dissatisfied with the

initially purchased item but wishes to choose an alternative product rather than receiving a refund.

- Click the **Refund** button, if you want to return a money to a customer. A refund specifically refers to the act of returning the monetary value of a purchase to the customer. Refunds are commonly associated with returns, but they can also occur for other reasons, such as price adjustments, promotional discounts, or resolving billing errors. The refund process involves reversing the financial transaction, which may include voiding or crediting the initial payment.
- What if the exchanged item is cheaper than the original one?
  - Some store have policies that state they do not refund the price difference if the exchanged item is cheaper.

*Note: Customers are made aware of this policy during the return process*



- **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.

EqgPOS  
Date: 04/27/2023 User: admin Terminal: 001

Menu: Activity - POS Barcode Activity - POS Barcode Detail

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

Order No.: 0000000009 Currency: PHP  
Order Date: 04/27/2023 Exchange Rate: 1  
Code: 0000000001  
Customer: Waldo In  
Remarks:

**₱205.00**

Barcode	Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
F10 - Delete	Casho Chinita	1.00	Servings	70.00	0.00	0.00	70.00	70.00	12.00	7.50
F10 - Delete	Casho Classic Beef Pares	1.00	Servings	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 (%):

Discount Amount:

SC/PWD ID:

SC/PWD Name:

SC/PWD Age:

Pax:

Discounted Pax:

Last Change: 0.00

EqgPOS Version: Gamma.004.001  
Support: Human Incubator Inc. | +63 908 8906 496

Discount

**% Discount** F2 - OK Esc - Cancel

Item:

Total Amount:

Discount:

Rate (%):

Discount Amount:

SC/PWD ID:

SC/PWD Name:

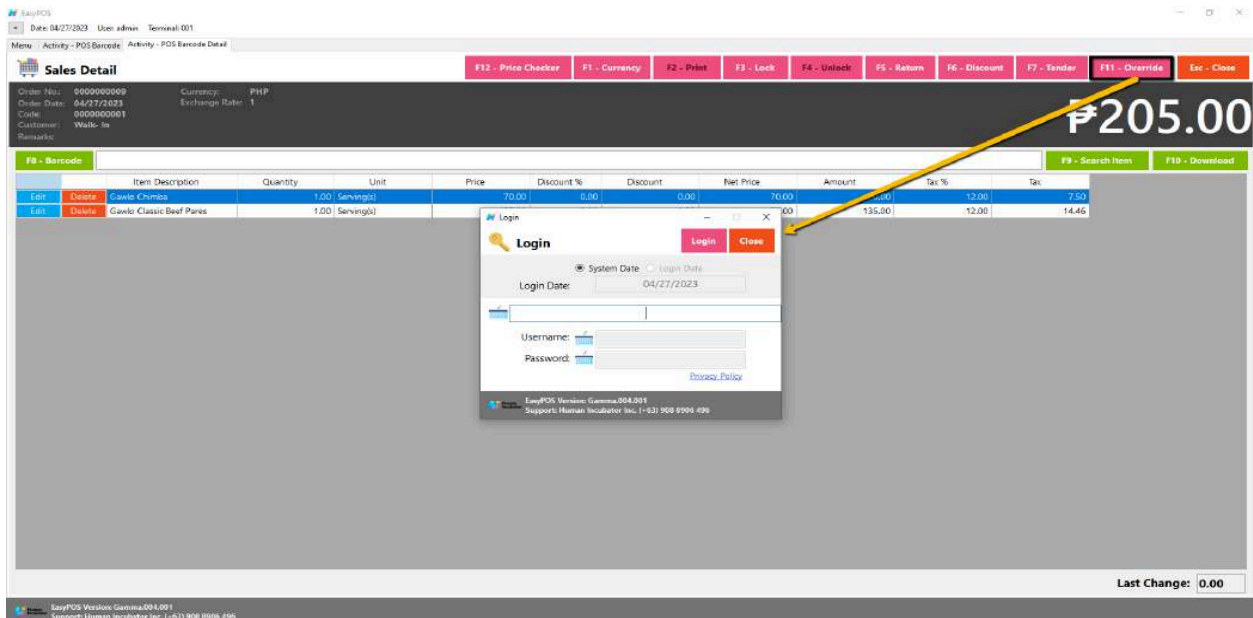
SC/PWD Age:

Pax:

Discounted Pax:

- **Override**

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

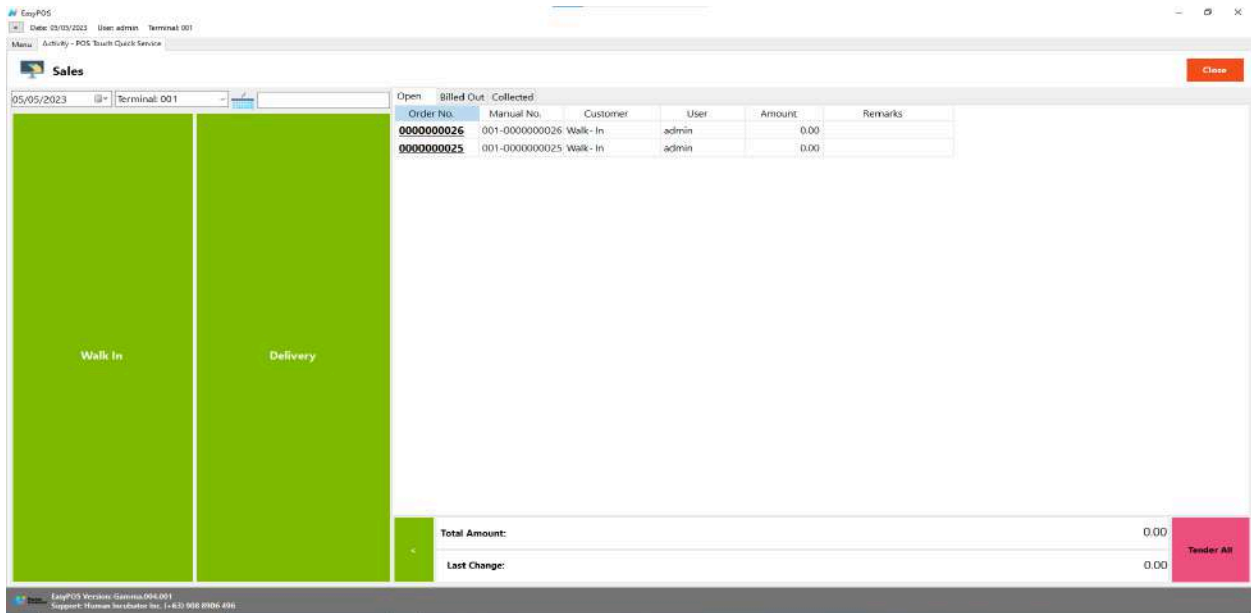


## Activity - POS Quick Service

### Overview

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

## User Interface



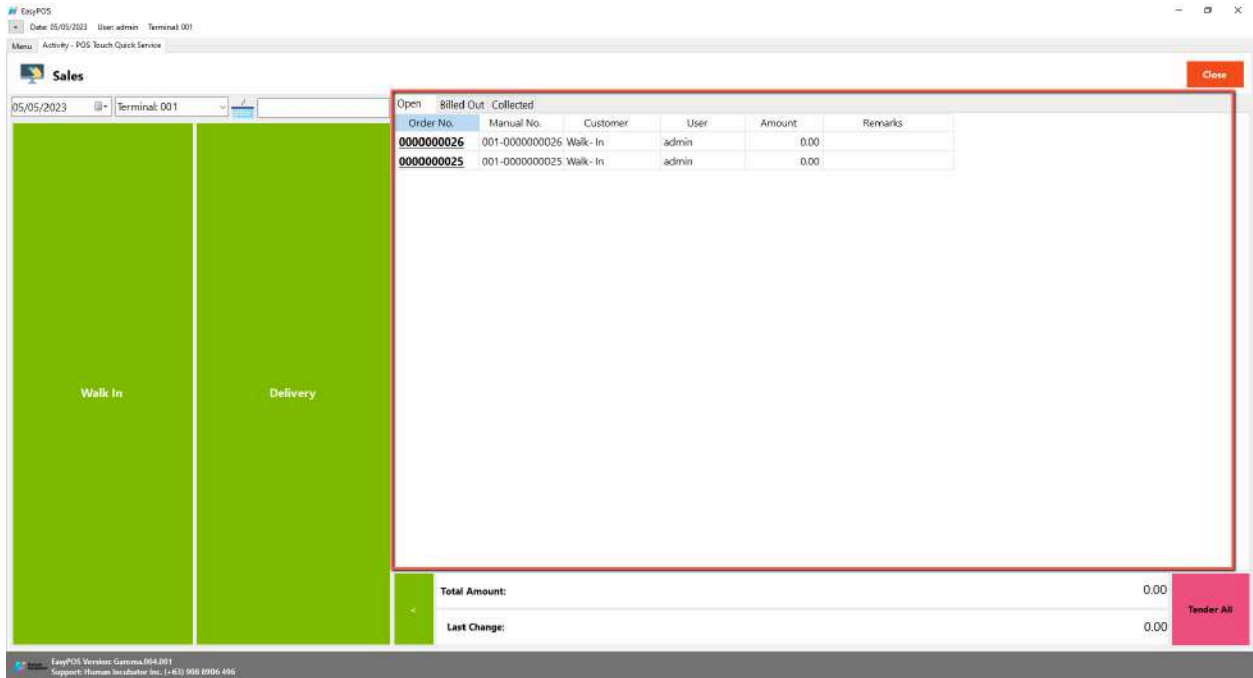
Open	Billed Out	Collected	Order No.	Manual No.	Customer	User	Amount	Remarks
			000000026	001-000000026	Walk-In	admin	0.00	
			000000025	001-000000025	Walk-In	admin	0.00	

### POS Quick Service Definition of Buttons

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

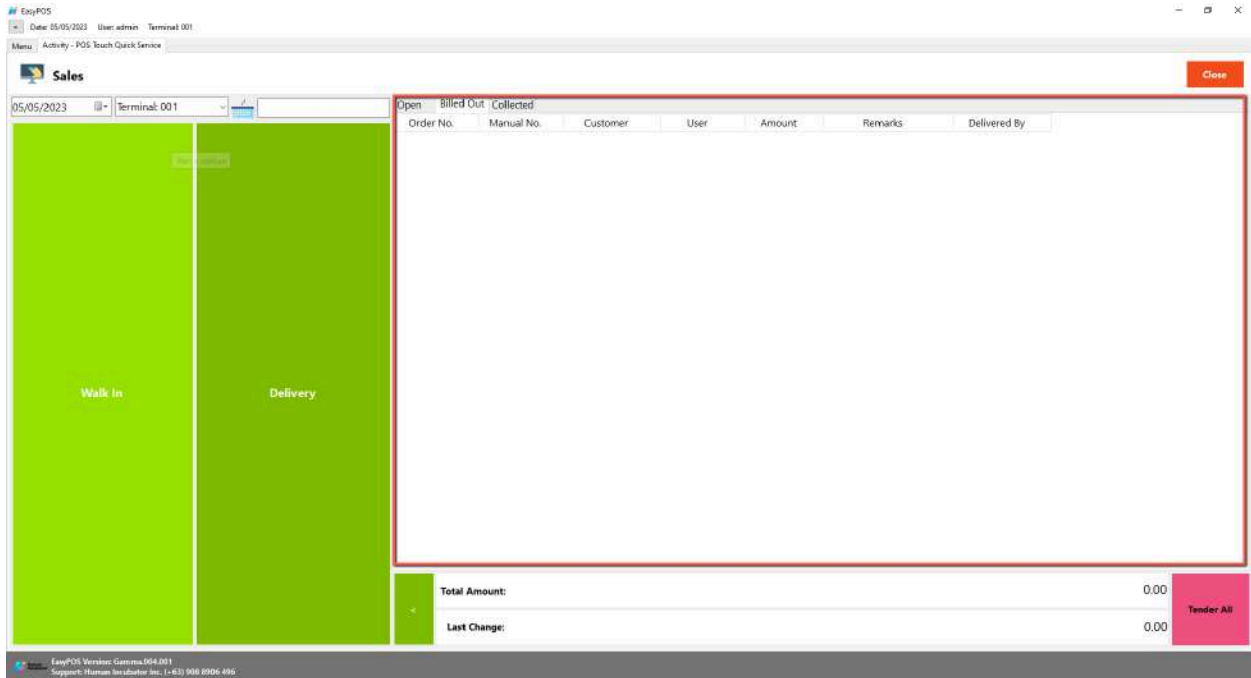
### POS Quick Service Sales List

- 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.

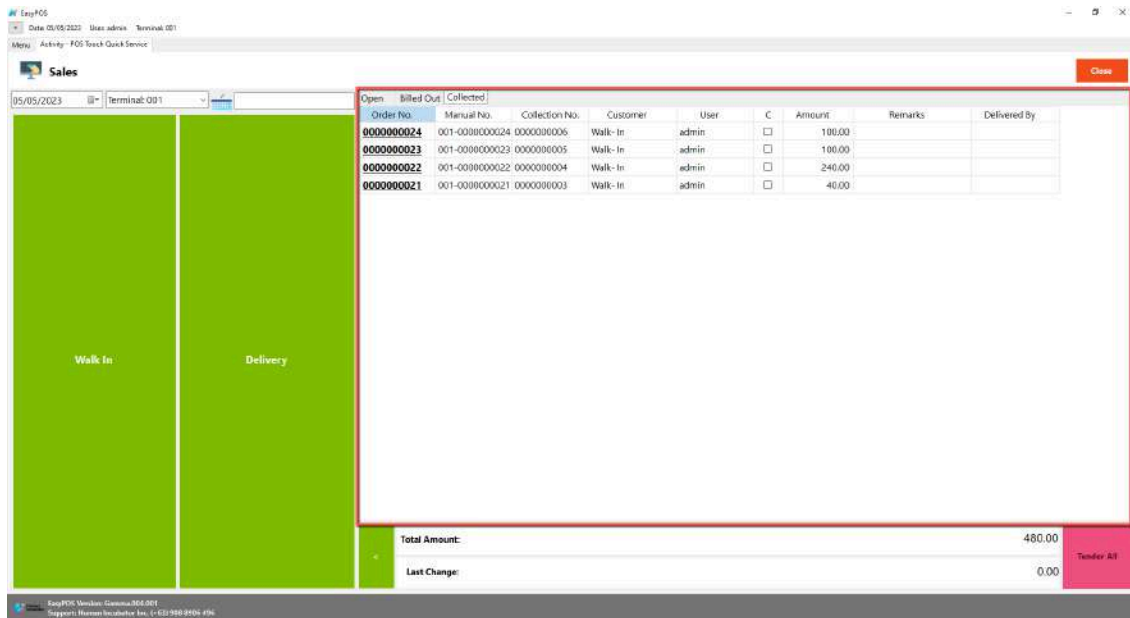


Open	Billed Out	Collected	Order No.	Manual No.	Customer	User	Amount	Remarks
			<b>000000026</b>	001-000000026	Walk - In	admin	0.00	
			<b>000000025</b>	001-000000025	Walk - In	admin	0.00	

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



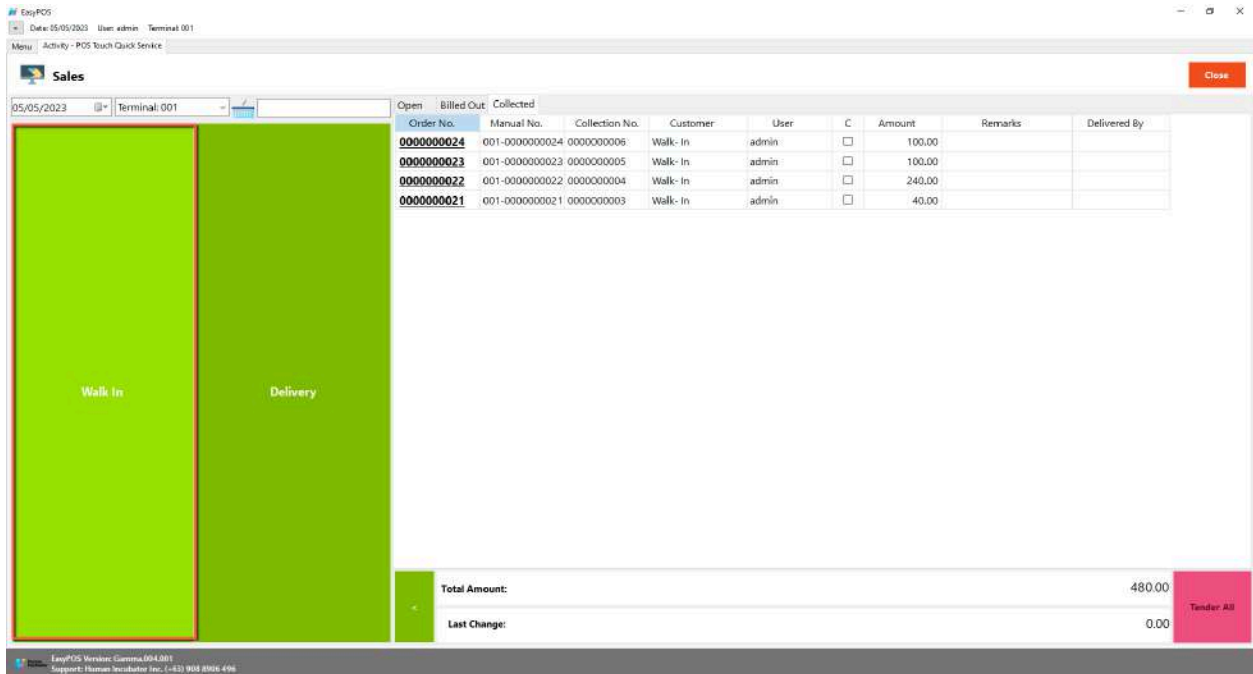
- Collected → display list of sales that are already tendered.



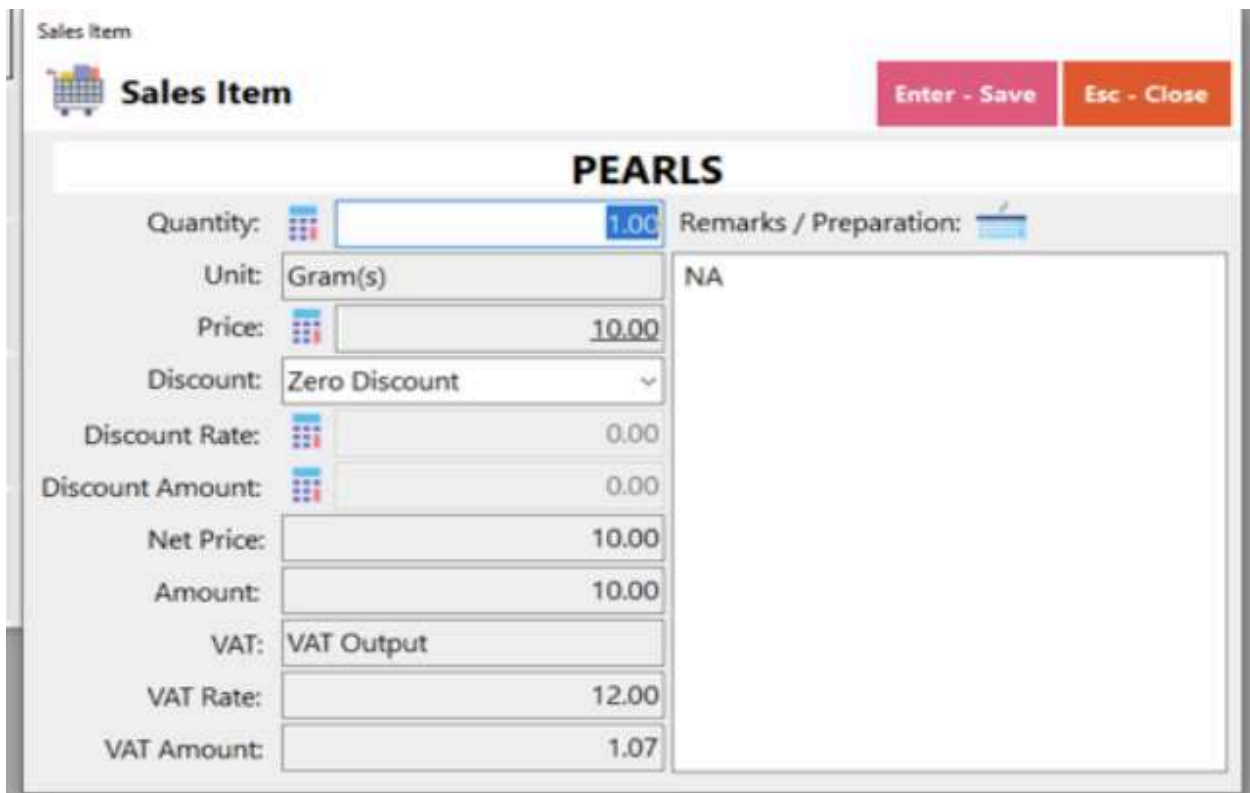
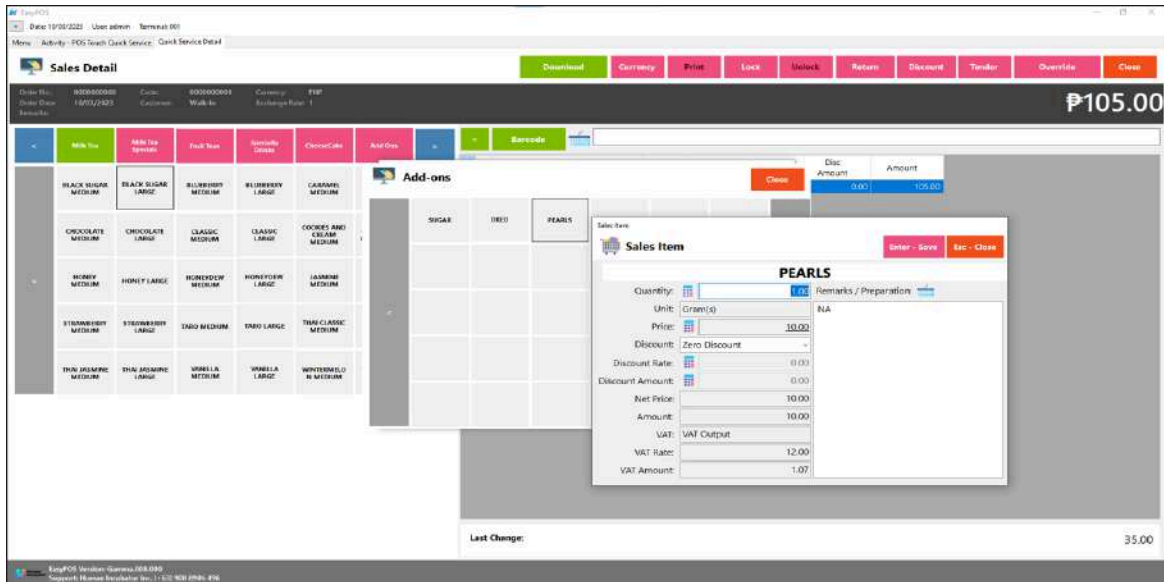
Order No.	Manual No.	Collection No.	Customer	User	C	Amount	Remarks	Delivered By
000000024	001-000000024	000000006	Walk-In	admin	<input type="checkbox"/>	100.00		
000000023	001-000000023	000000005	Walk-In	admin	<input type="checkbox"/>	100.00		
000000022	001-000000022	000000004	Walk-In	admin	<input type="checkbox"/>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

## POS Touch Sales Detail

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

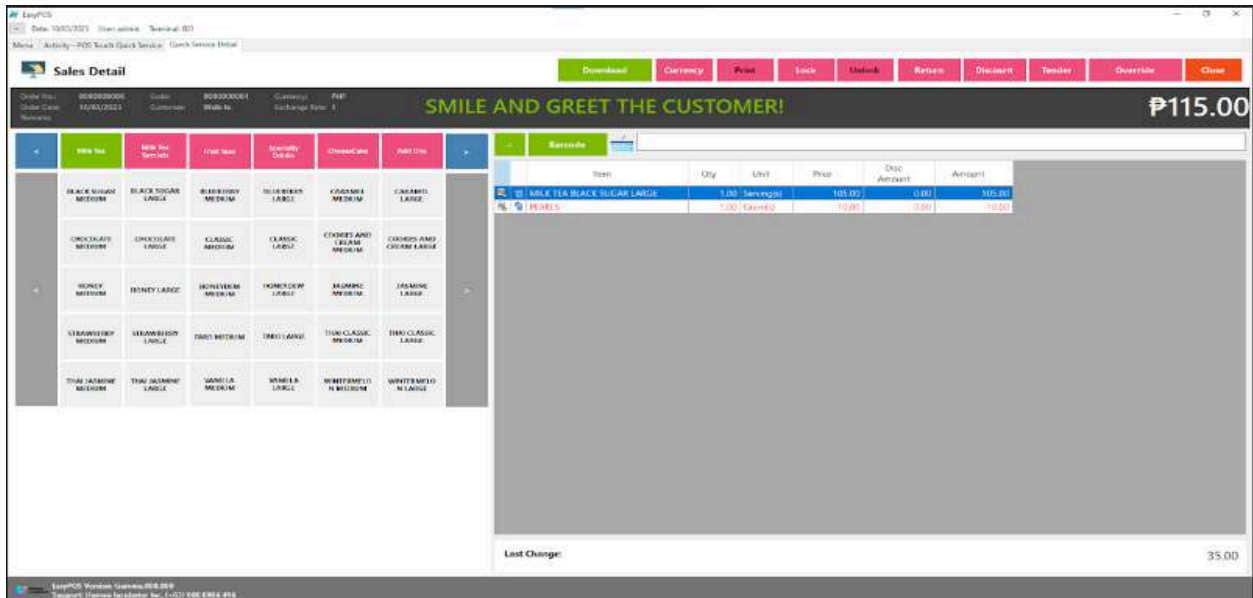


- You will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount.
- If the Item has Item Add-ons, a form will pop-up for the item add-ons



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

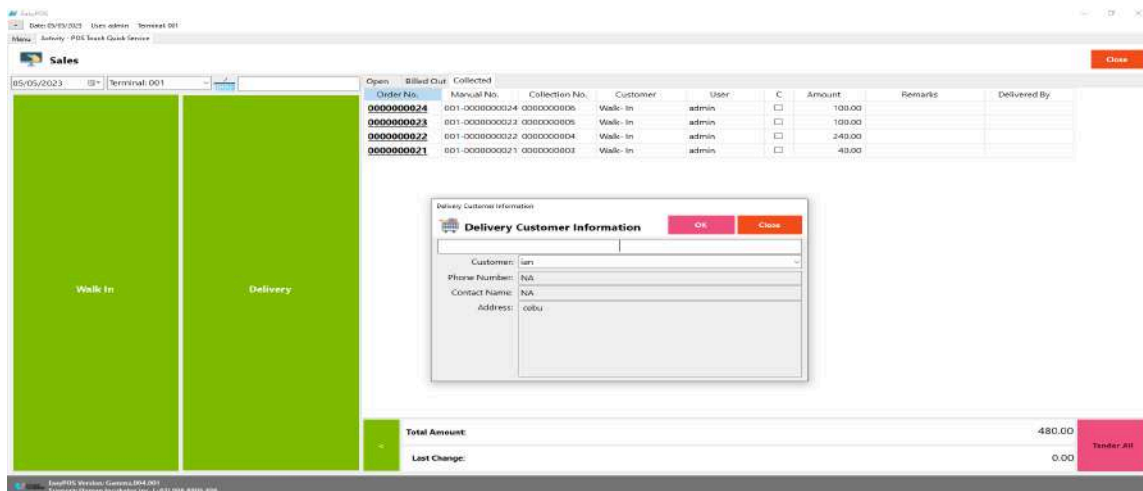




Item	Qty	Unit	Price	Disc Amount	Amount
MILK TEA BLACK SUGAR LARGE	1.00	Serving(s)	105.00	0.00	105.00
PEARLS	1.00	Gram(s)	10.00	0.00	10.00

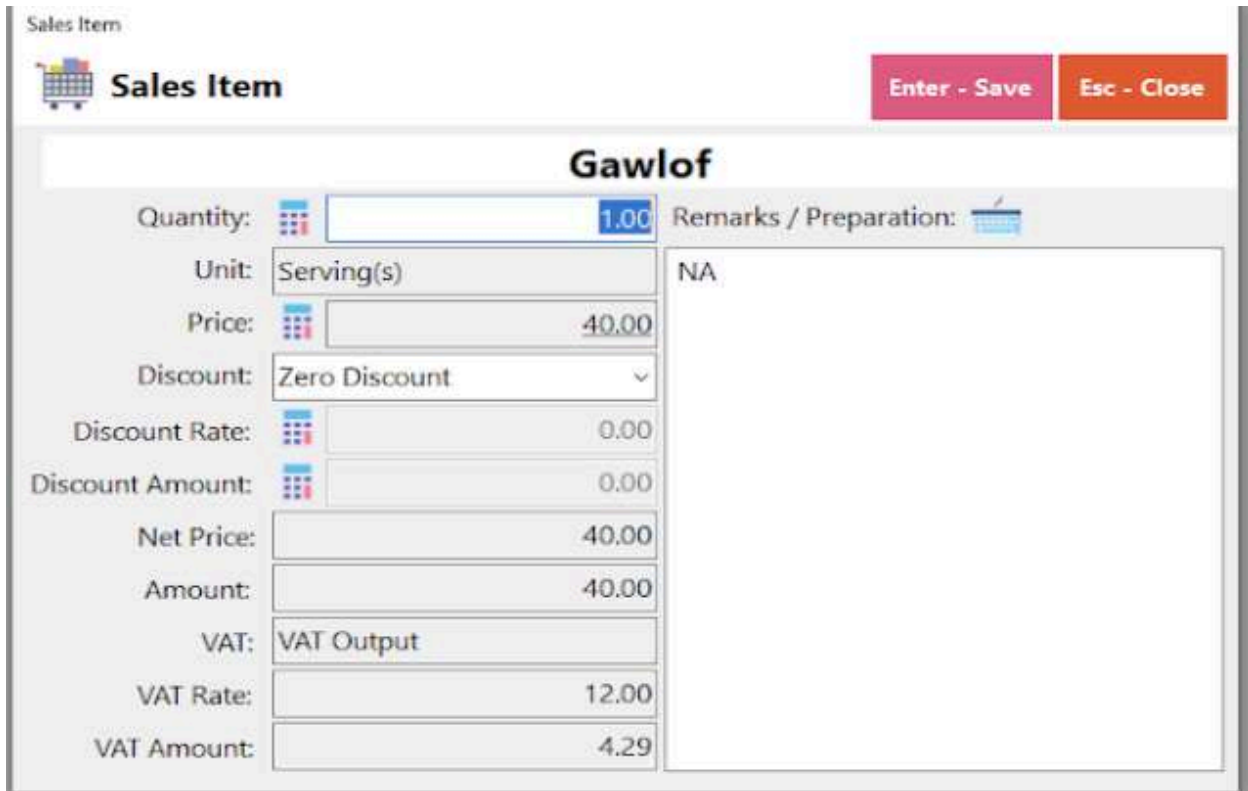
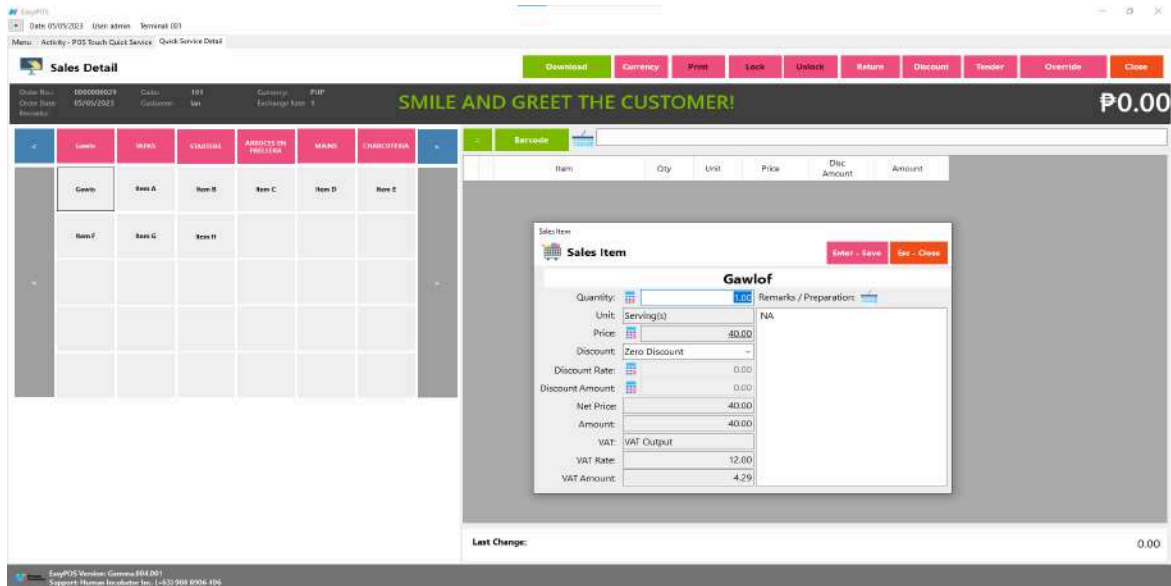
b. Delivery button

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



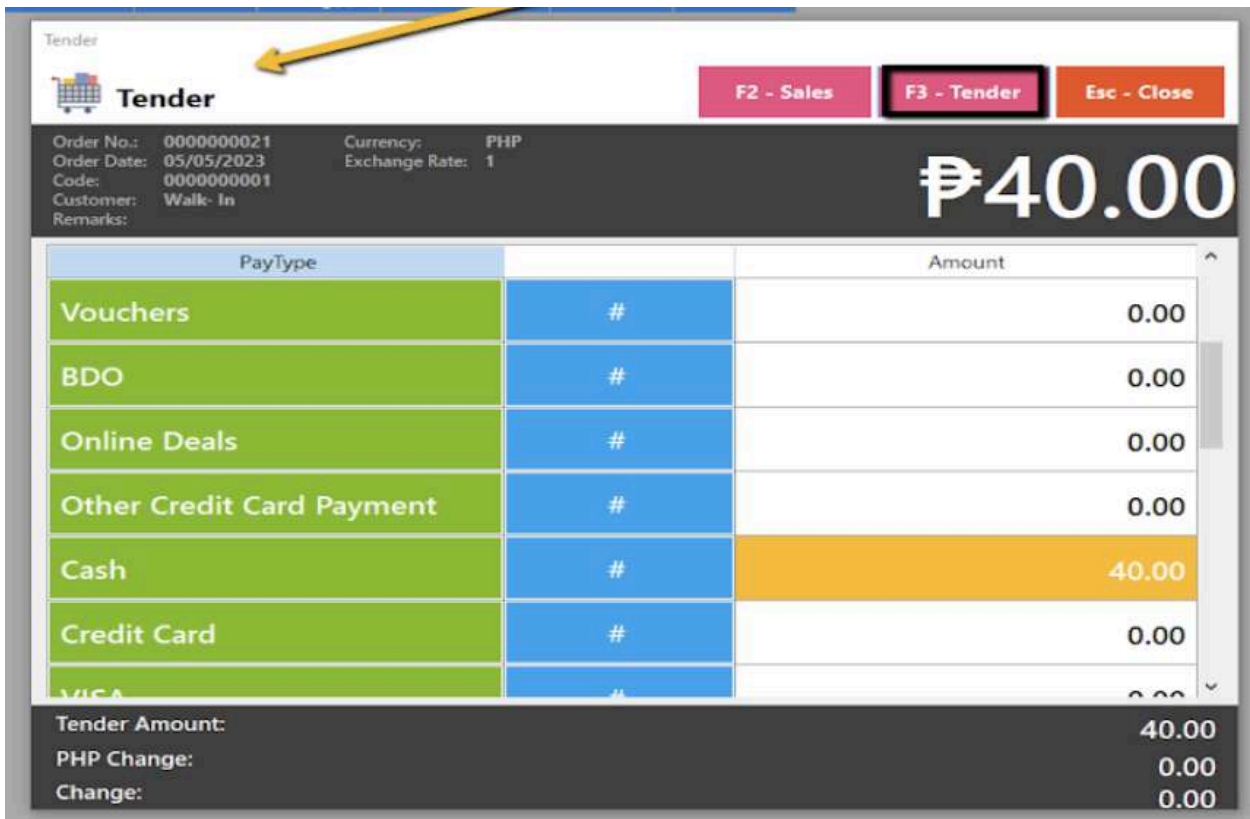
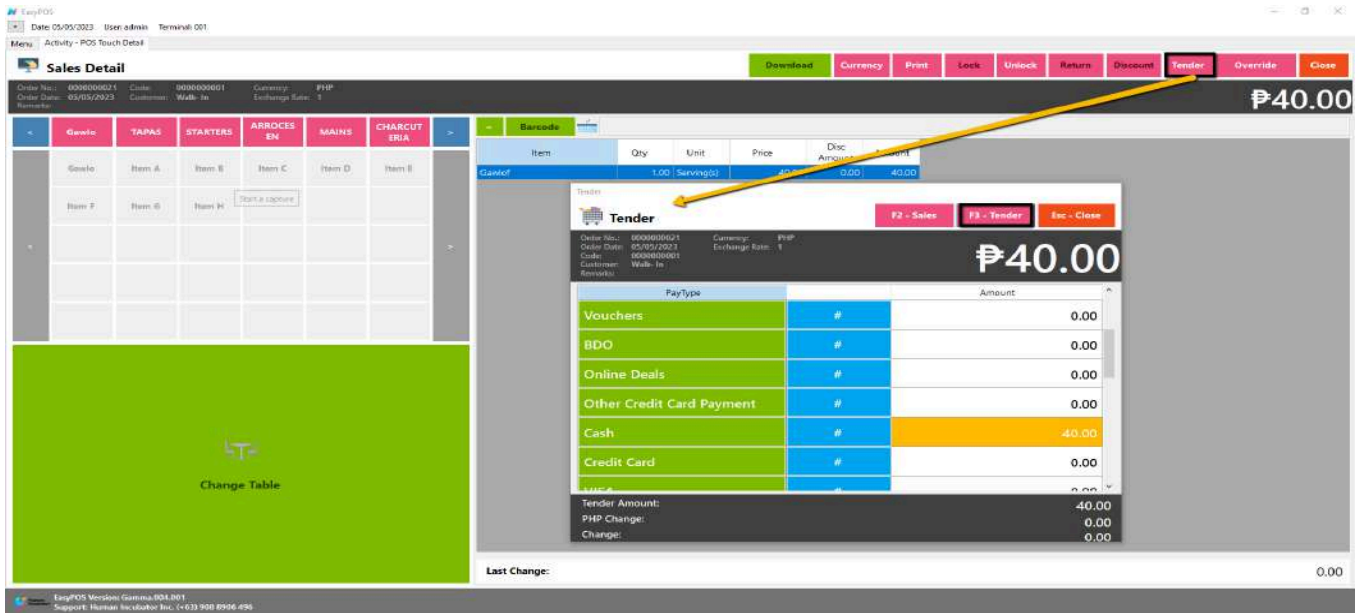
- The same process with the Dine In table, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the

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.



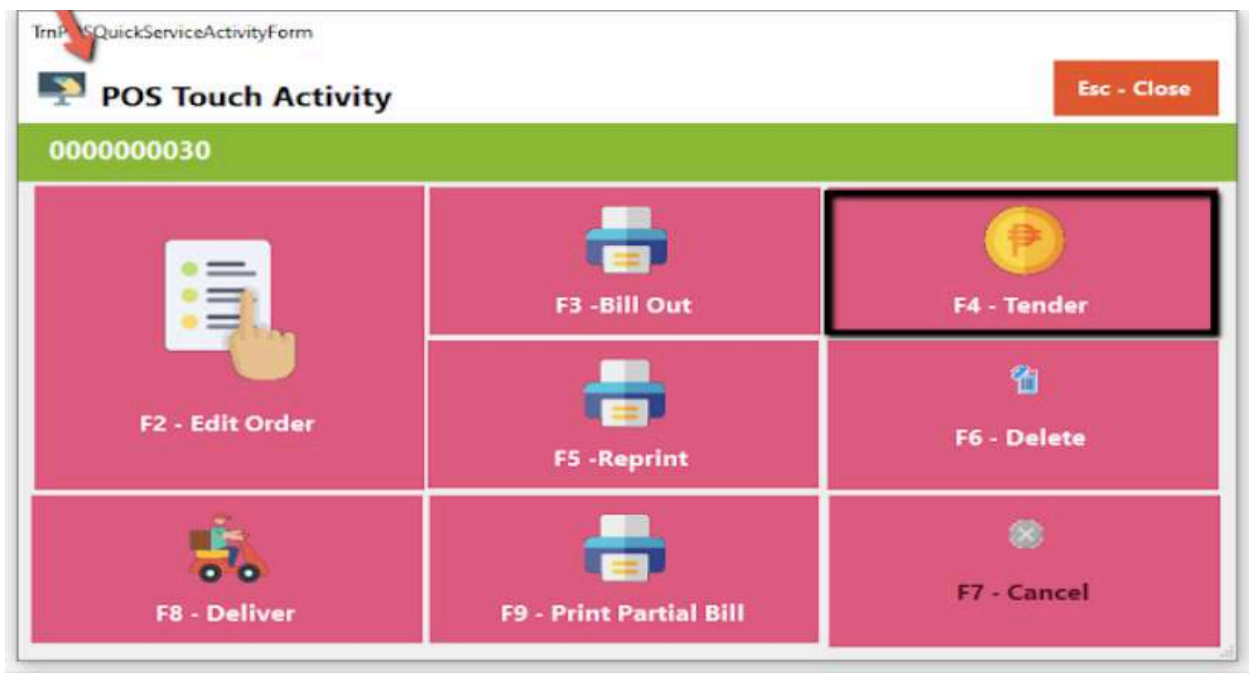
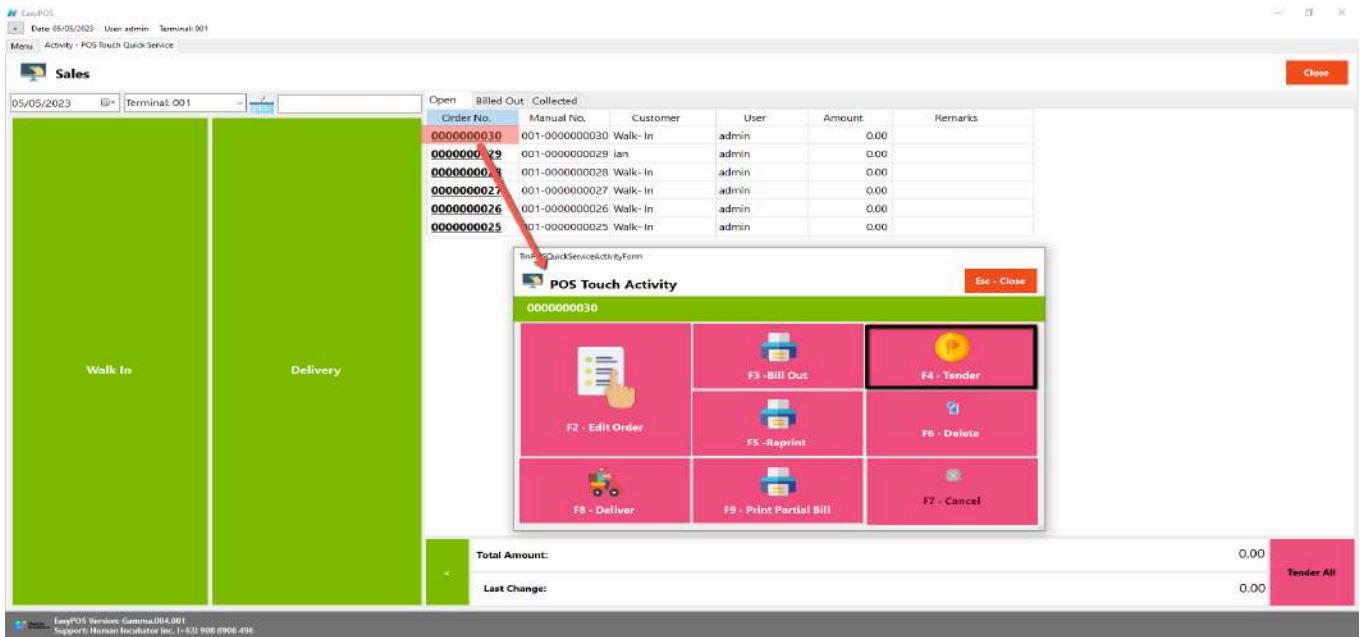
## POS Quick Service - Tender

- A "tender button" in the context of a Point of Sale (POS) system typically refers to a button or option on the POS interface that is used to finalize a transaction and tender the payment. It is the button that the cashier or user presses when the customer is ready to pay for their purchases.
- 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.

EasyPOS  
Date: 05/05/2023 User: admin Terminal: 001  
Activity - POS Touch Quick Service

**Sales** Close

05/05/2023 | Terminal: 001

Open Billed Out Collected

Order No.	Manual No.	Customer	User	Amount	Remarks	Delivered By
0000000030		Walk-In		40.00		

**Tender** F2 - Sales F3 - Tender Esc - Close

Order No.: 0000000030 Currency: PHP  
Order Date: 05/05/2023 Exchange Rate: 1  
Code:  
Customer: Walk-In  
Remarks:

**₱40.00**

PayType	#	Amount
DINERS	#	0.00
BDO Pay	#	0.00
GRABPAY	#	0.00
SMAC	#	0.00
Vouchers	#	0.00
BDO	#	0.00
Online Debit	#	0.00

Tender Amount: 0.00  
PHP Change: -40.00  
Change: -40.00

Walk In Delivery

**Total Amount:** 40.00 Tender All  
**Last Change:** 0.00

EasyPOS Version: Gemma.004.001  
Support: Nemas Incubator Inc. (+63) 908 8900 496

**Tender** F2 - Sales F3 - Tender Esc - Close

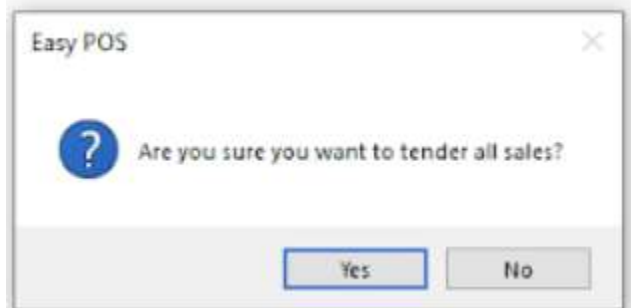
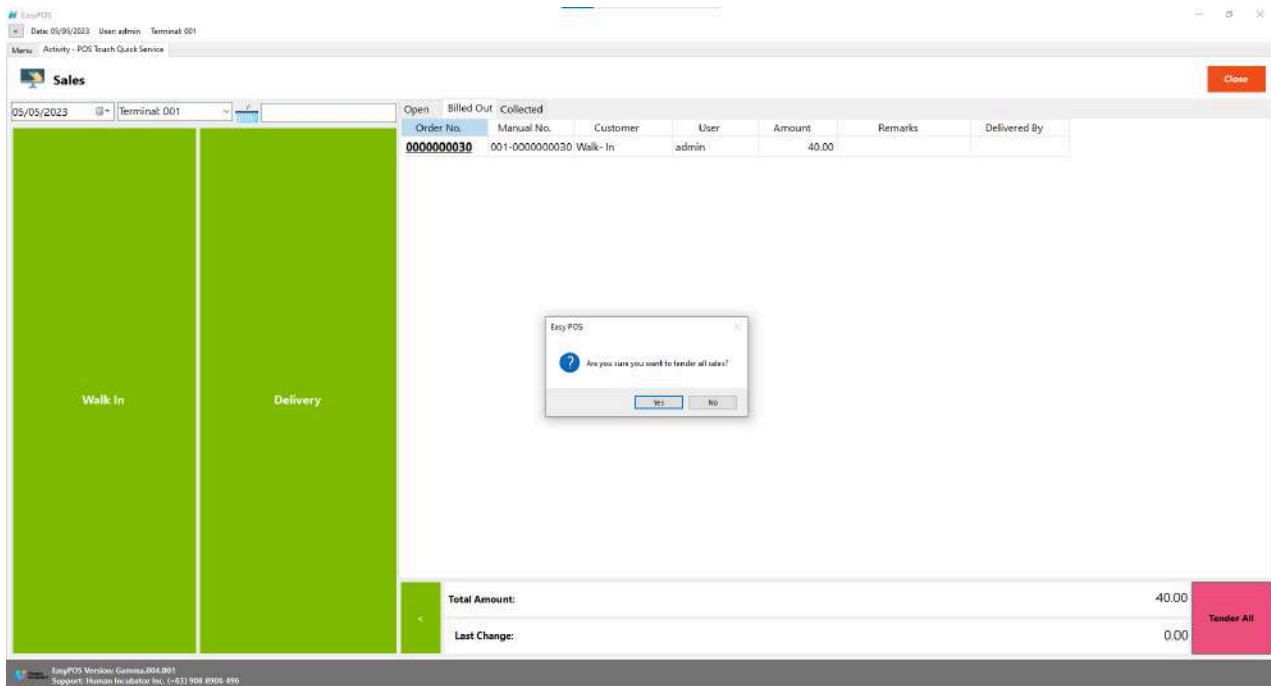
Order No.: 0000000030 Currency: PHP  
Order Date: 05/05/2023 Exchange Rate: 1  
Code:  
Customer: Walk-In  
Remarks:

**₱40.00**

PayType	#	Amount
DINERS	#	0.00
BDO Pay	#	0.00
GRABPAY	#	0.00
SMAC	#	0.00
Vouchers	#	0.00
BDO	#	0.00
Online Debit	#	0.00

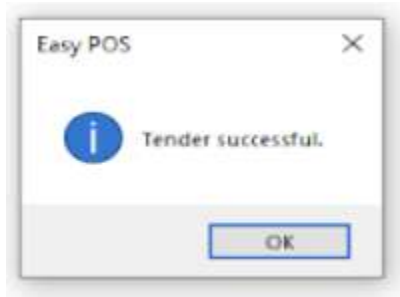
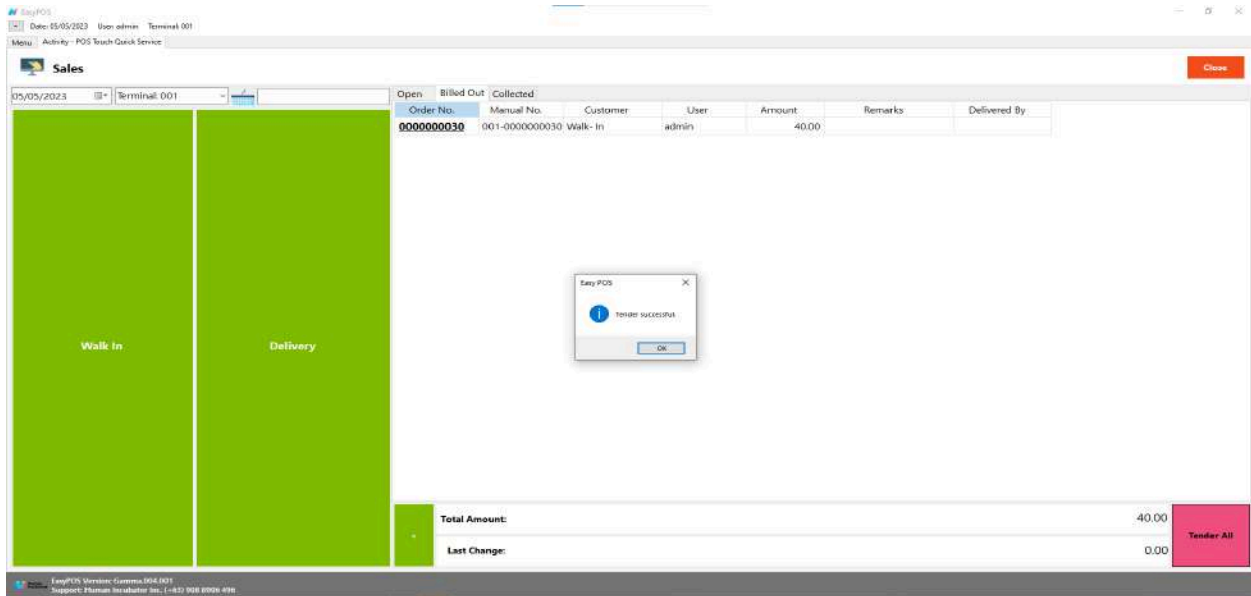
Tender Amount: 0.00  
PHP Change: -40.00  
Change: -40.00

- 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  
A "**cancelled sale**" refers to a transaction that was initiated but, for some reason, did not reach completion and was subsequently voided or canceled before finalization. This can happen for various reasons, and the POS system needs to be able to handle and record these events accurately.

Here are some common scenarios in which a sale might be canceled in a POS system:

→ **Customer Change of Mind:**

A customer may decide to cancel a purchase after items have been scanned but before the transaction is completed.

→ **Item Unavailability:**

If an item scanned during a transaction is found to be out of stock or unavailable, the sale may be canceled.

→ **Payment Issues:**

Problems with payment processing, such as declined credit cards or issues with the payment terminal, can lead to canceled sales.

→ **Pricing Errors:**

If there are pricing discrepancies or errors in the transaction, a sale may be canceled and corrected.

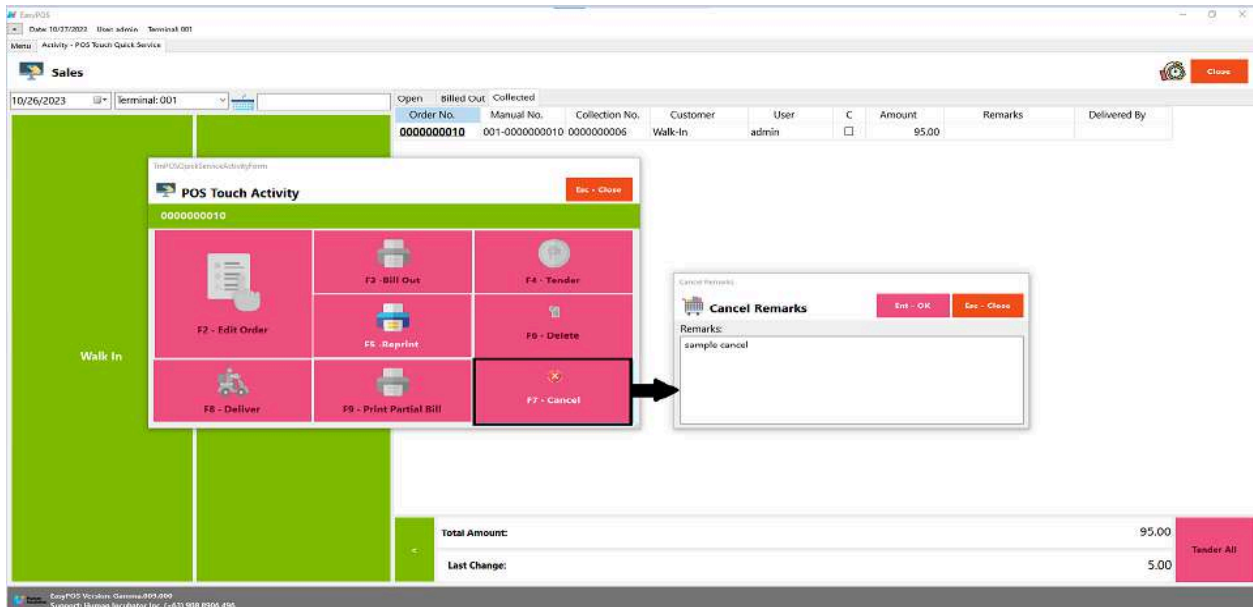
→ **Employee Errors:**

Mistakes made by the cashier or other staff during the transaction process may lead to a sale being canceled and reattempted.

- When a sale is canceled in a POS system, the system typically performs the following actions:

→ **Void Transaction:** The POS system voids the transaction, ensuring that it doesn't affect inventory levels or financial records.

- **Return of Items to Inventory:** If items were scanned or removed from inventory during the canceled sale, the POS system should return those items to stock.
  
- **Cancellation of Payment Authorization:** If payment was initiated but the sale was canceled, the POS system should cancel any authorization or hold on funds.
  
- **Recordkeeping:** The canceled sale is often recorded in the system for auditing purposes, maintaining a record of the attempted transaction and its cancellation.
  - 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  
MN: 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	<b>95.00</b>
Total No. of Item(s)	1.00
Cash	100.00
Change	<b>5.00</b>
<b>VAT ANALYSIS</b>	
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	

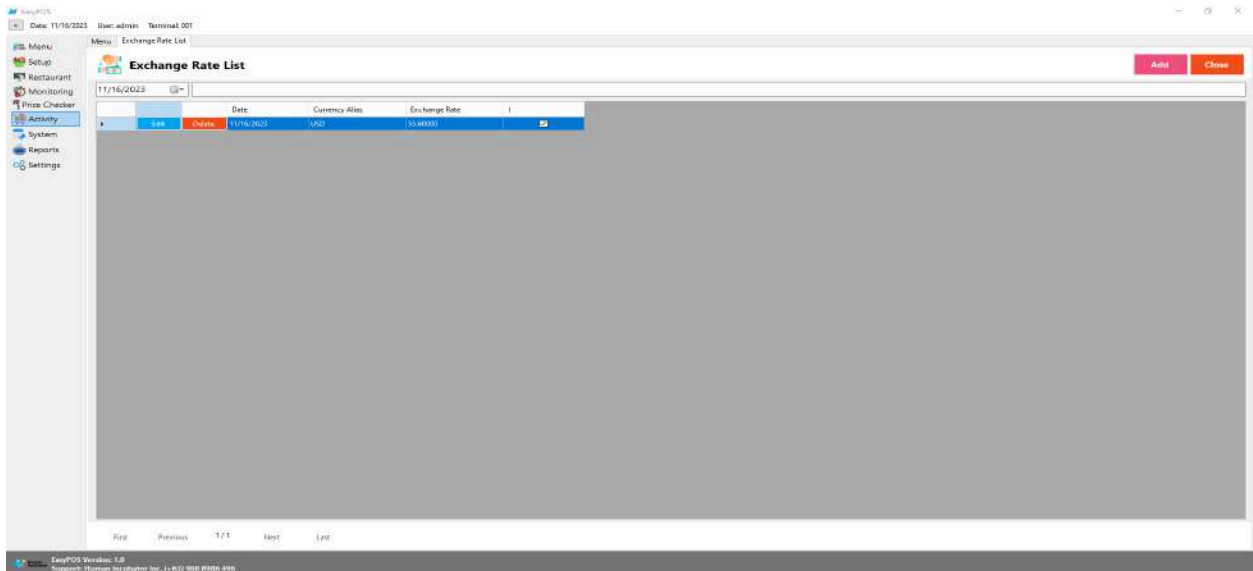
## Exchange Rate

### Overview

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

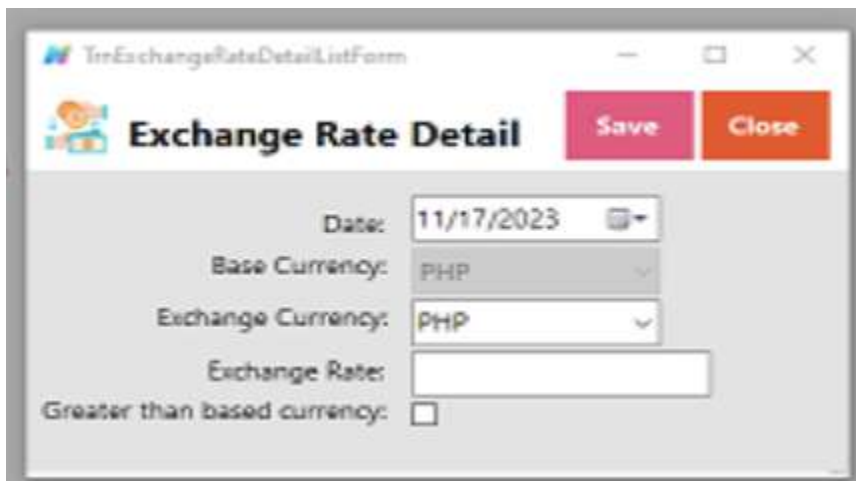
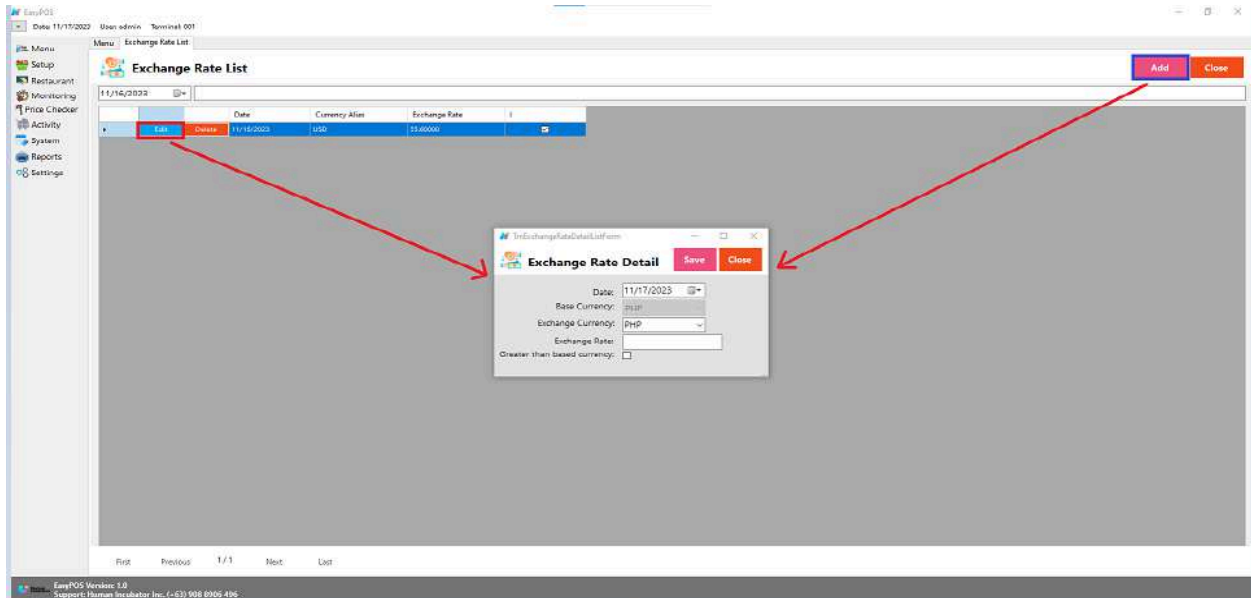
### Exchange Rate List

- 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.	SN: 000000000000 MIN: 000000000000 PTU. Date issued: 11/18/2022 <b>OFFICIAL RECEIPT</b> OR #: 0000000001 11-29-2023 16:01:04	<b>Dine-in</b>
Date issued: 11/18/2022 <b>BILL OUT</b> Bill #001-0000000001		
<b>Table No.:01</b>		
ITEM	AMOUNT	
MILK TEA CARAMEL MEDIUM 1.00 Serving(s) @ 95.00	95.00	
MILK TEA HONEYDEW LARGE 1.00 Serving(s) @ 105.00	105.00	
Sub-total Amount	200.00	
Service Charge	0.00	
LESS: VAT	0.00	
LESS: Discount	0.00	
Total Amount Due	200.00	
Total No. of Item(s)	2.00	
Cash	200.00	
Change	0.00	
VAT ANALYSIS		
VAT Sales	178.57	

## Takeout : Sales number

CASHIER ORDER SLIP		MIN: 0000000000		Walk-in	
OS#: 001-0000000002		PTU:			
2023-11-29 04:01:29 PM		Date Issued: 11/18/2022			
		<b>OFFICIAL RECEIPT</b>			
		OR #: 0000000002			
		11-29-2023			
		16:01:50			
<b>Order Type: Walk-in</b>		ITEM		AMOUNT	
ITEM	QUANTITY	CHEESECAKE OREO		130.00	
CHEESECAKE OREO CHE	1.00	CHEESECAKE MEDIUM		1.00 Serving(s) @ 130.00	
CHEESECAKE TARO CHE	1.00	CHEESECAKE TARO		145.00	
		CHEESECAKE LARGE		1.00 Serving(s) @ 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:		_____	
		Address:		_____	
		TIN:		_____	
		Business Style:		_____	
		Remarks:		_____	
		OS#: 001-0000000002		_____	
		Other Information:		_____	
		Cash		_____	
		POS Vendor: Easy Cloud Systems Inc.		_____	
		Address: Unit 1023 City Soho Bldg. B.		_____	
		Business St. Quezon City, Philippines		_____	

## 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	<b>135.00</b>
Total No. of Item(s)	1.00

Cash	135.00
Change	<b>0.00</b>

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-yyy  
 Valid Until: mm-dd-yyyy

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

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

## 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
Teller	Administrator

#### KITCHEN 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
Teller	Administrator

# VII: Cash In/Out

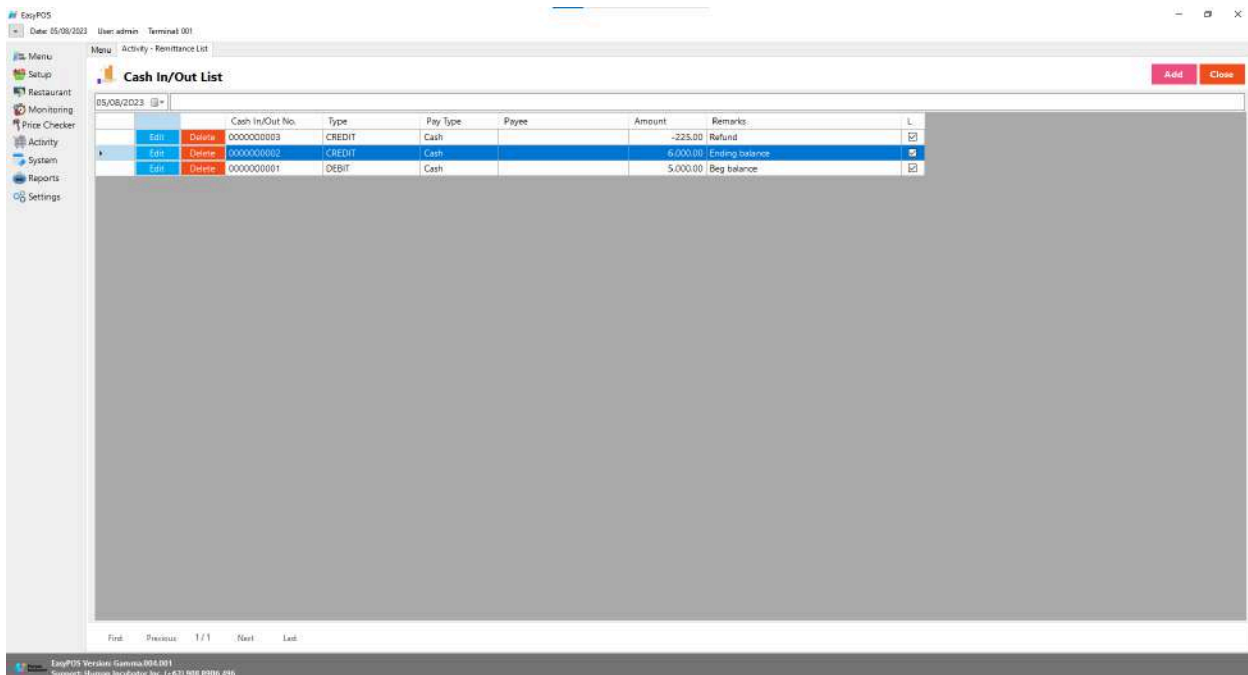
## Cash In/Out Page

### 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.



## Cash In/Out Detail

EasyPOS  
Date: 05/08/2023 User: admin Terminal: 001  
Menu Activity - Remittance List Activity - Remittance Detail

### Cash In/Out Detail

Cash In/Out Number: 0000000001  
Terminal: 001  
Cash In/Out Date: 05/08/2023  
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:

0	x P 1,000	0	x P 5
0	x P 500	0	x P 1
0	x P 200	0	x C 25
0	x P 100	0	x C 10
0	x P 50	0	x C 5
0	x P 20	0	x C 1
0	x P 10		

- **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

(This module is for Paid User Only)

## Stock In

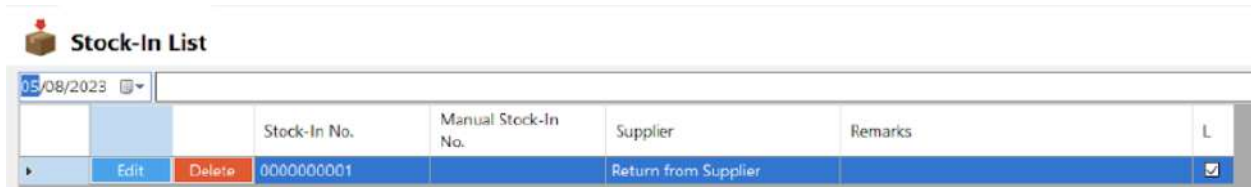
### Overview

- 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.



Stock-In List					
05/08/2023					
	Stock-In No.	Manual Stock-In No.	Supplier	Remarks	L
▶	000000001		Return from Supplier		<input checked="" type="checkbox"/>

## Stock In Detail

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

**Stock-In Detail** Lock Unlock Print Close

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

Barcode	Item Description	Unit	Quantity	Cost	Amount	Epiry	Lot No.	Price
---------	------------------	------	----------	------	--------	-------	---------	-------

Import Export Export All Items Search Item

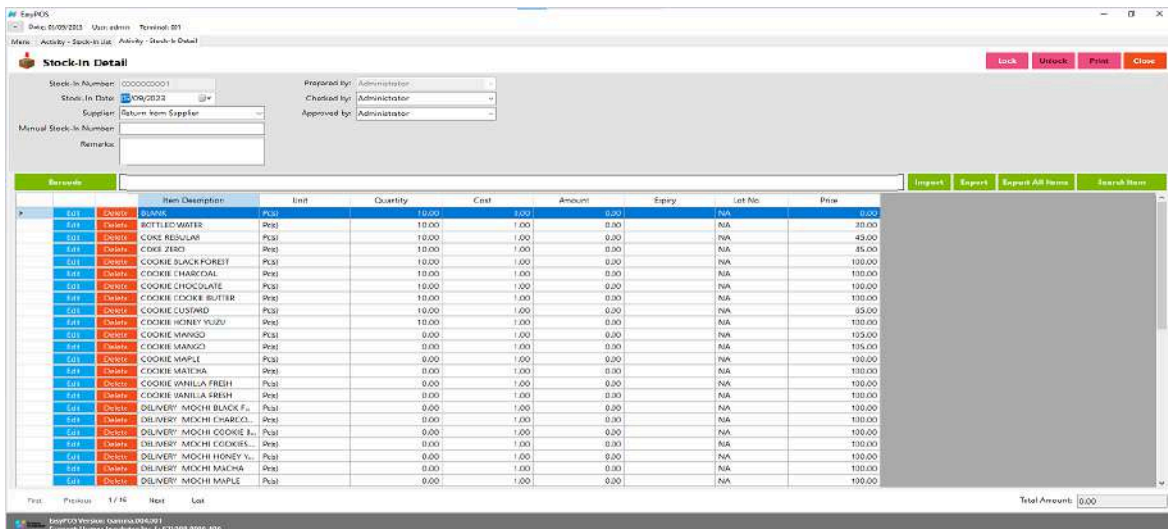
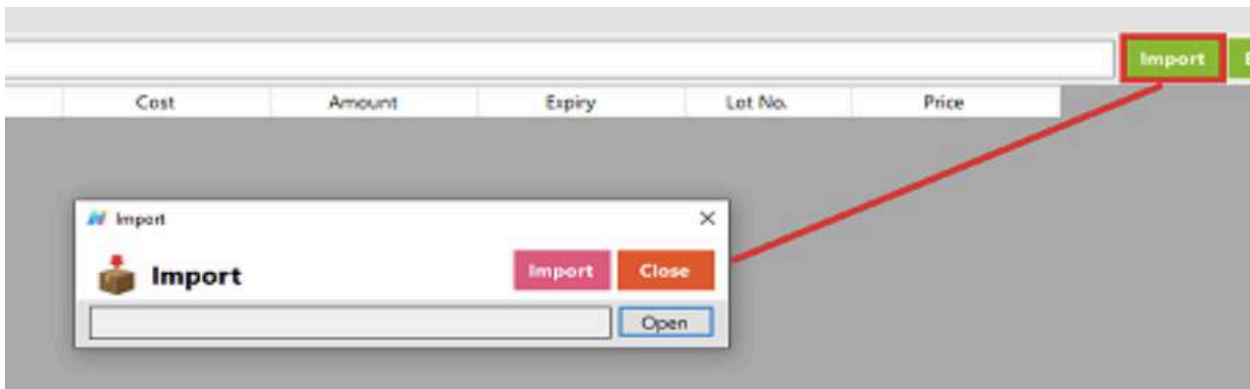
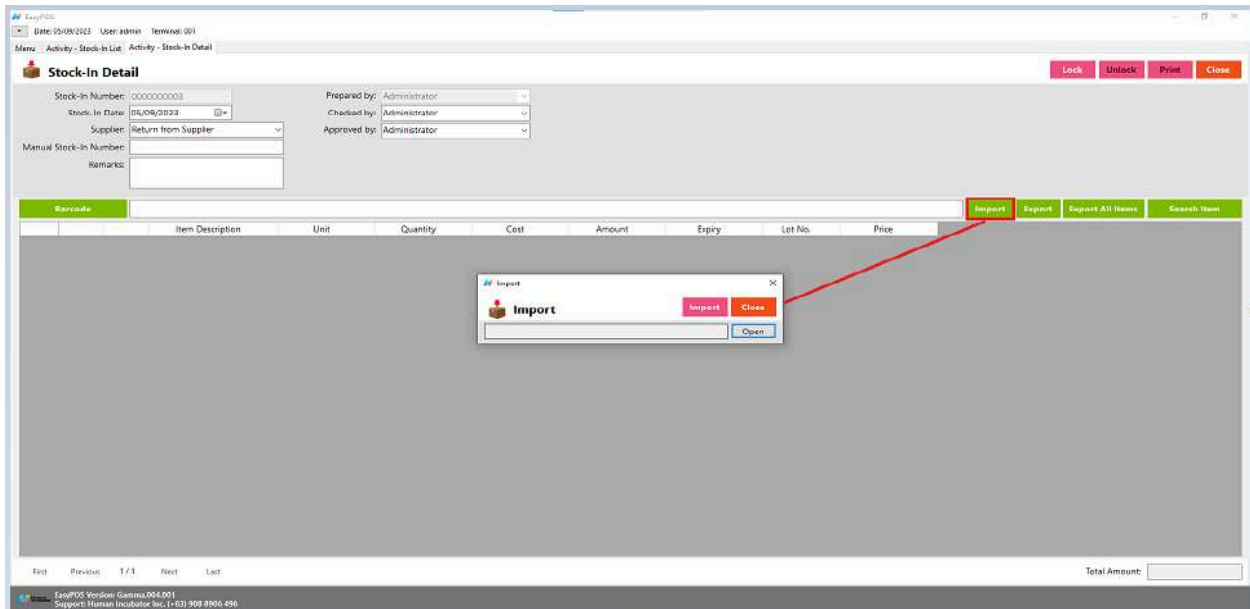
First Previous 7/7 Next Last Total Amount:

EasyPOS Version: Gemma.004.001  
Support: Hamao Brudatter Inc. (+62) 900 8906 496

**Stock-In Detail**

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

- **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

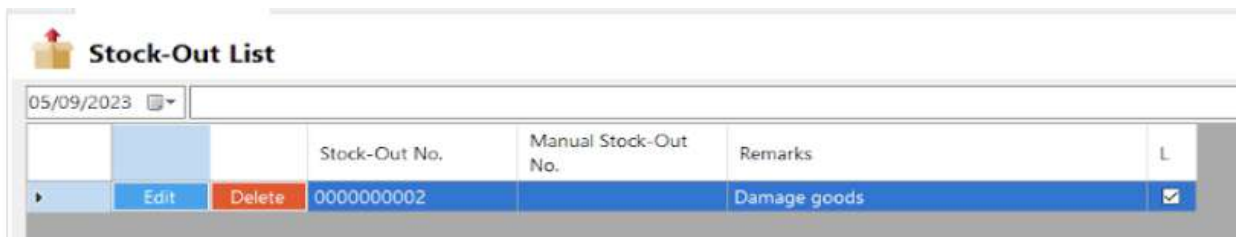
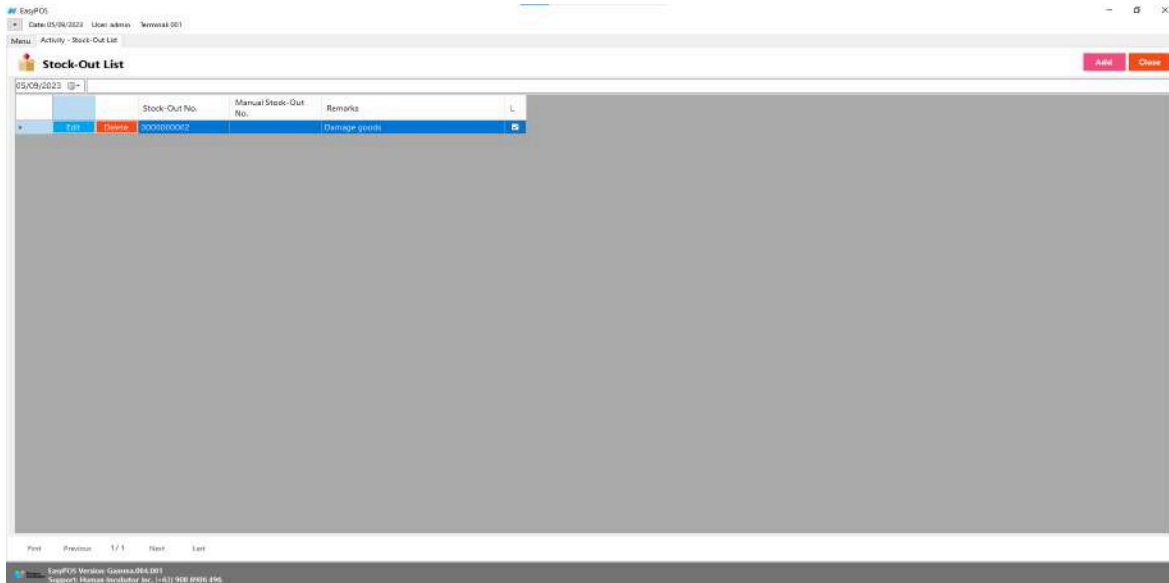
## Overview

- 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** Print Update Print Close

Stock-Out Number: 0000000002  
Stock-Out Date: 05/09/2023  
Account: Cash on Hand  
Manual Stock-Out Number:  
Remarks: Damage goods

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

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

Import Export Search Item

Total Amount:

EasyPOS Version: Gemini 004.001  
Copyright: Gemini Inc. All Rights Reserved. (L141) 300 0000 000

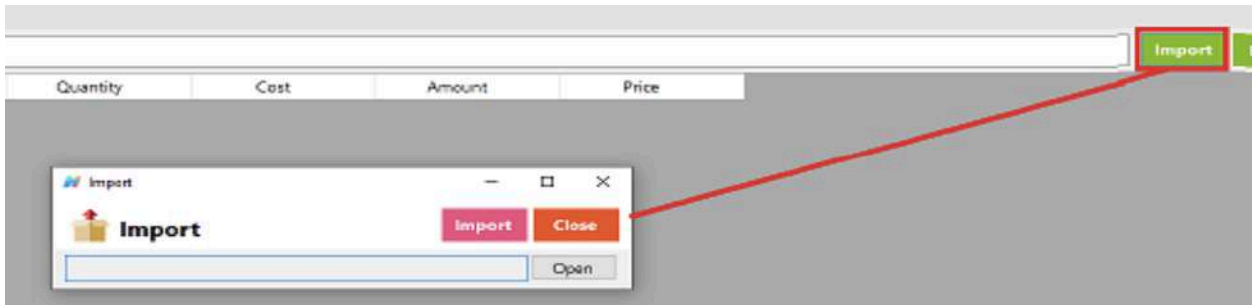
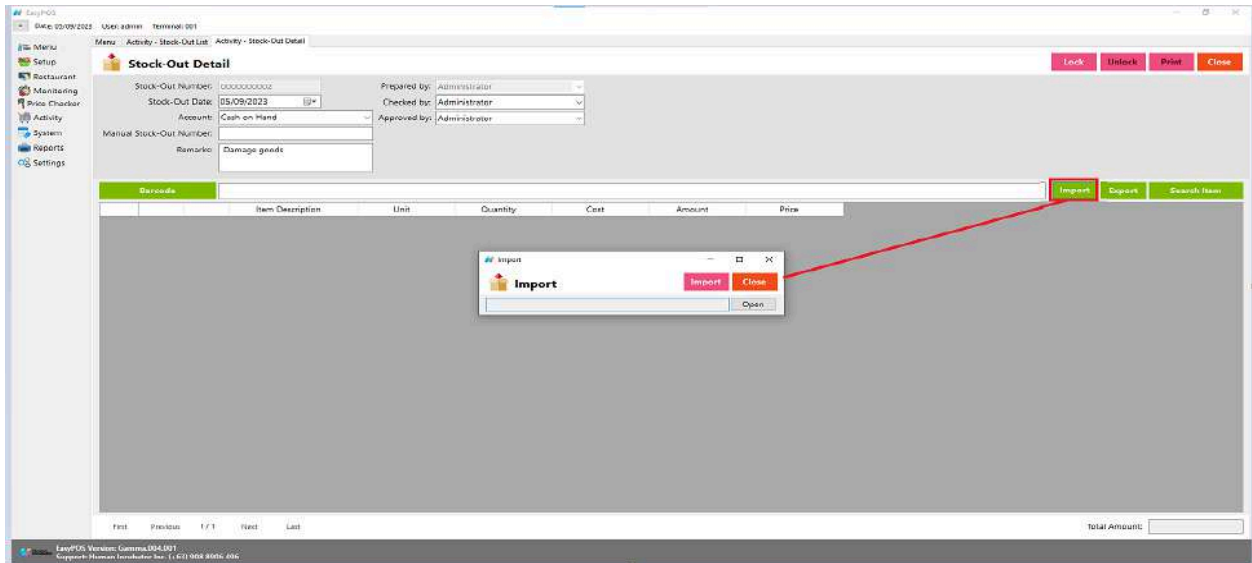
Menu Activity - Stock-Out List Activity - Stock-Out Detail

**Stock-Out Detail**

Stock-Out Number: 0000000002  
Stock-Out Date: 05/09/2023  
Account: Cash on Hand  
Manual Stock-Out Number:  
Remarks: Damage goods

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

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



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

## Stock Count

### Overview

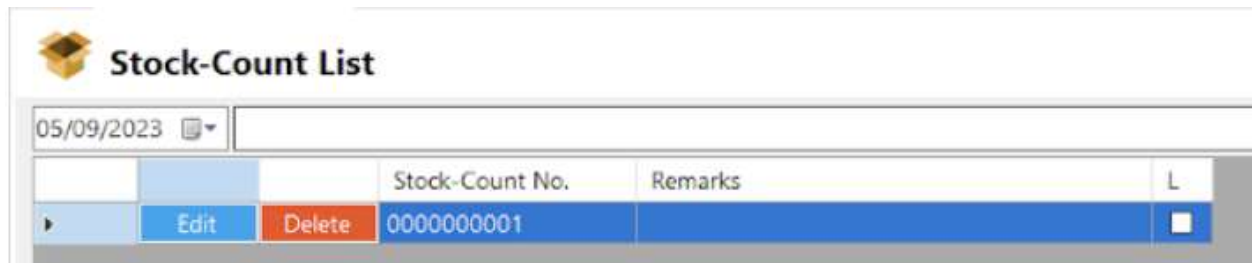
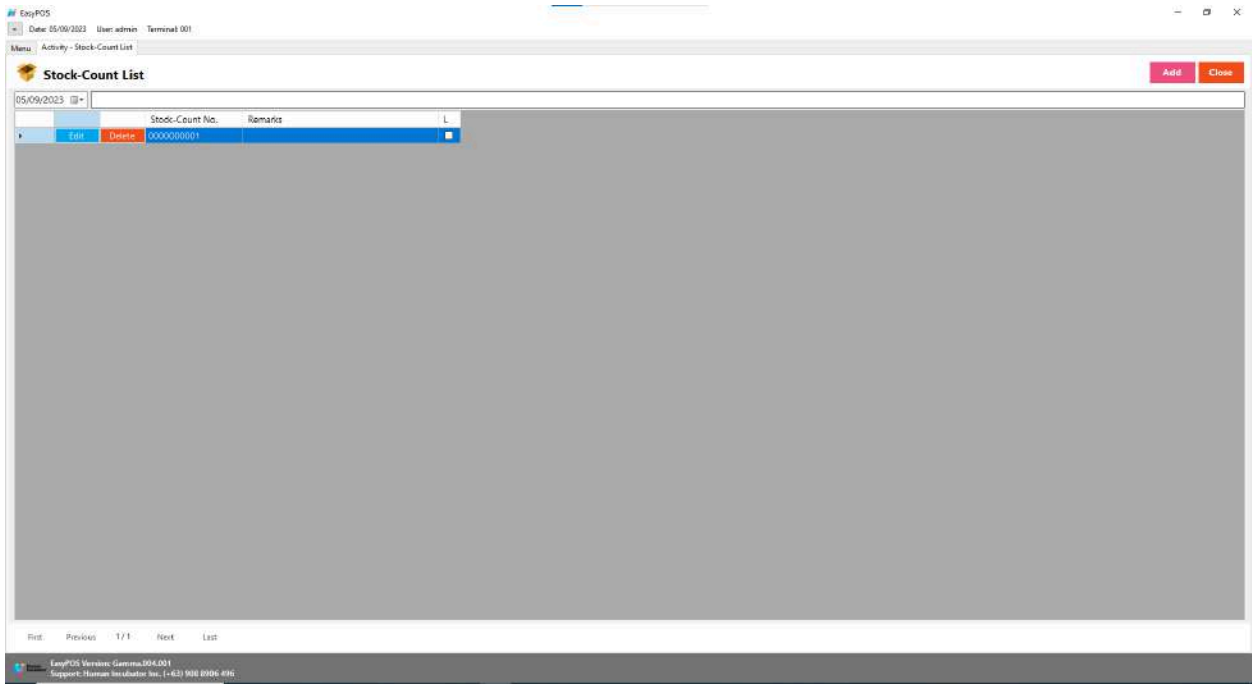
- Stock count is checking the quantity of the stock item. It can identify if there are discrepancies between physical and system inventory.

*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: 05/09/2023  
Remarks:

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

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

Import Export Search Item

Total Amount:

Stock-Count Number: 000000001  
Stock-Count Date: 05/09/2023  
Remarks:

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

- **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 Import Export Search Item

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 Sisig	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
Cookies	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

First Previous 1 / 1 Next Last Total Amount: 182.00

EasyPOS Version: Gamma.001.001  
 Support: Human Resource Inc. (+63) 980 8906 490

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 Sisig	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
Cookies	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

- 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

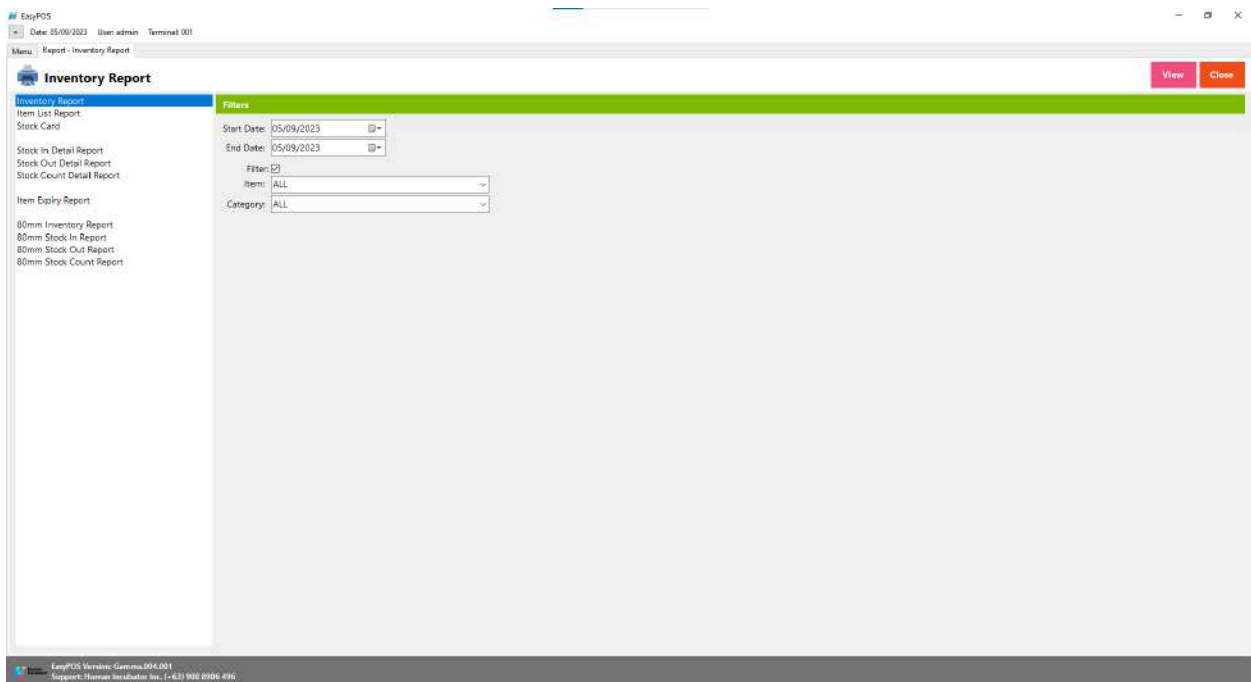
## Inventory Report

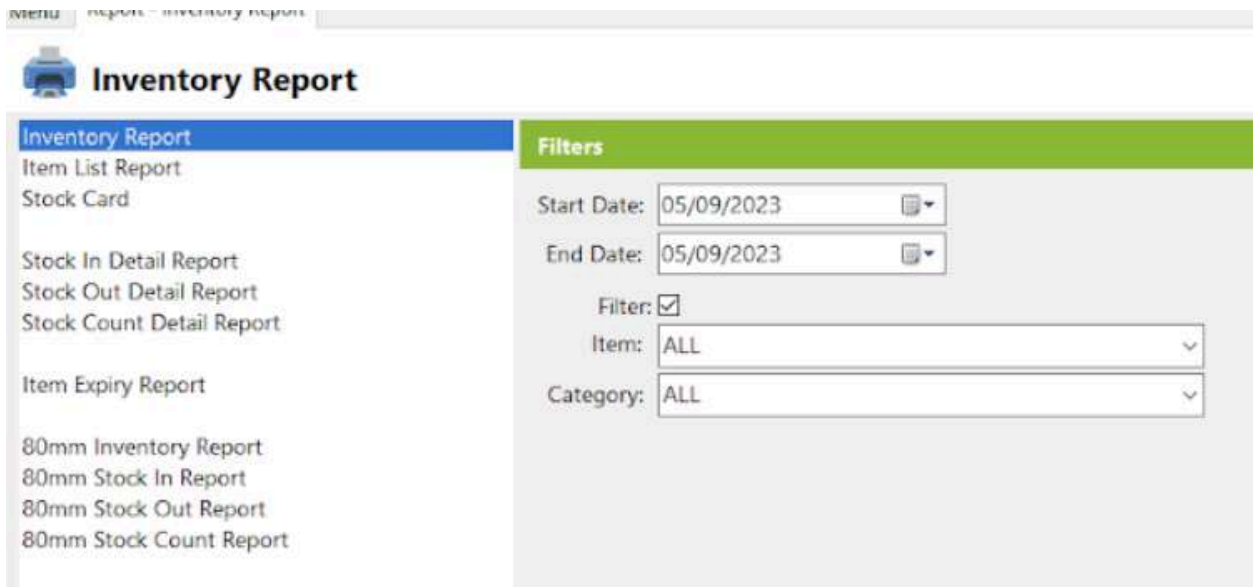
### Overview

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

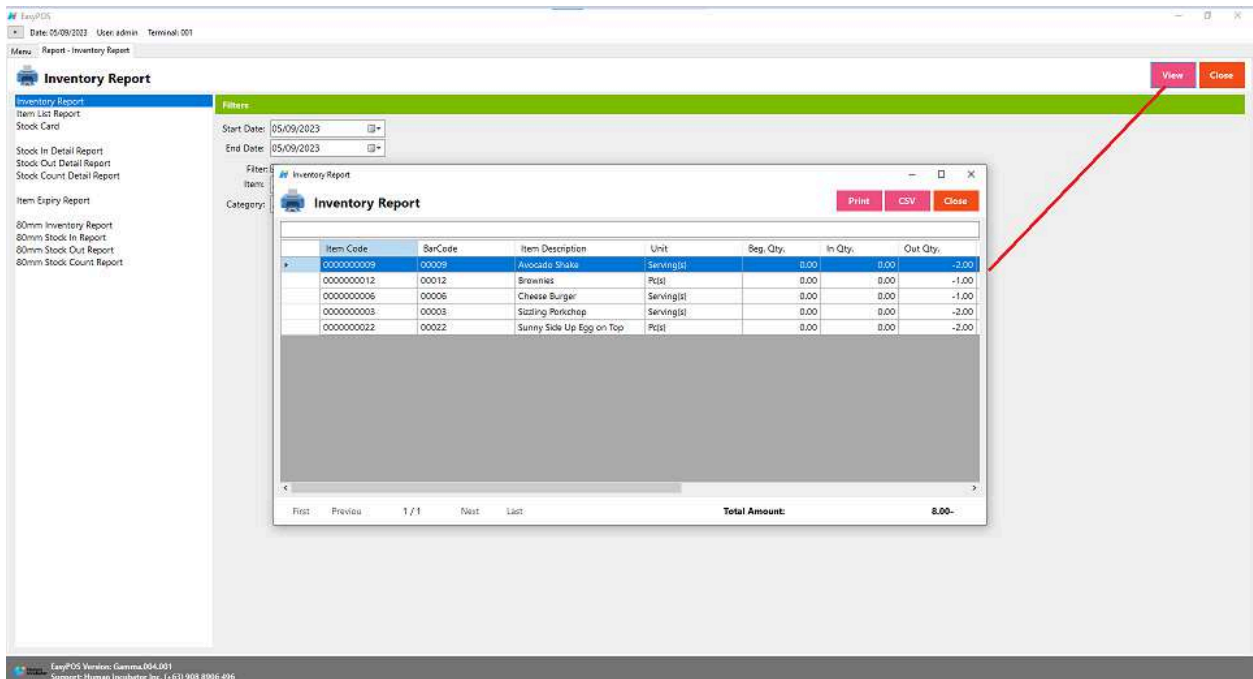
### Inventory Report

- Is a document or summary that provides detailed information about the current state of a business's inventory.





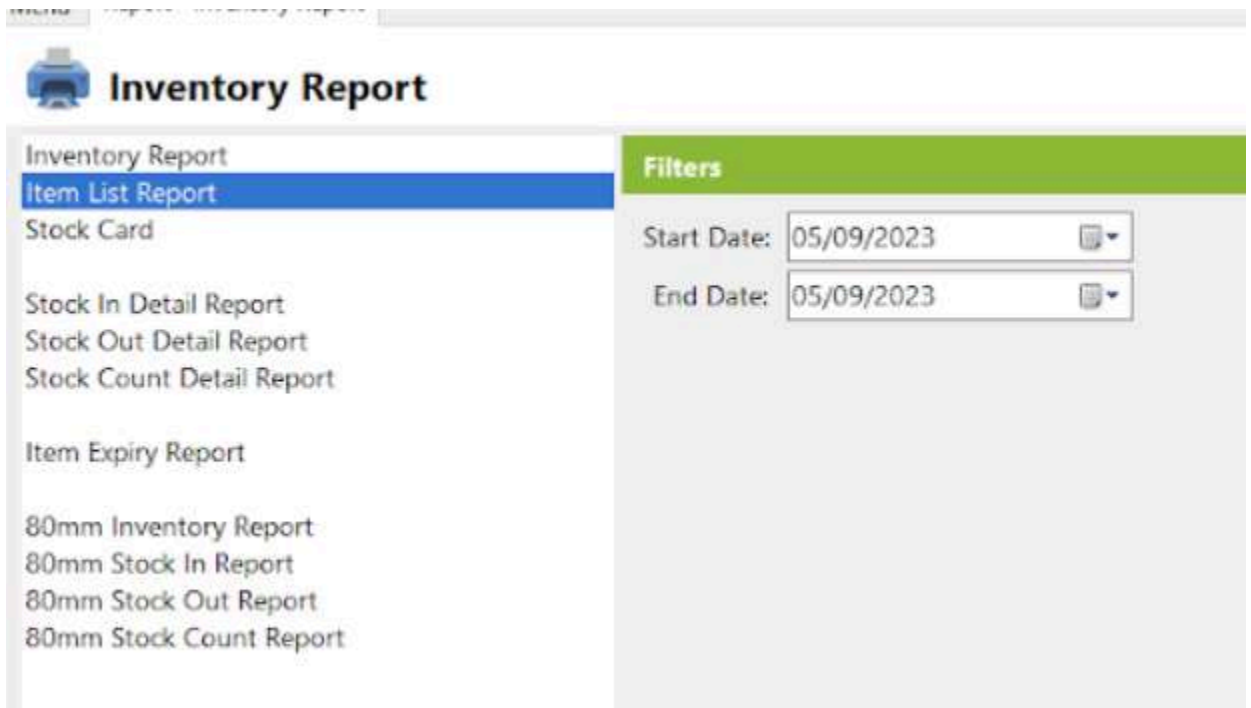
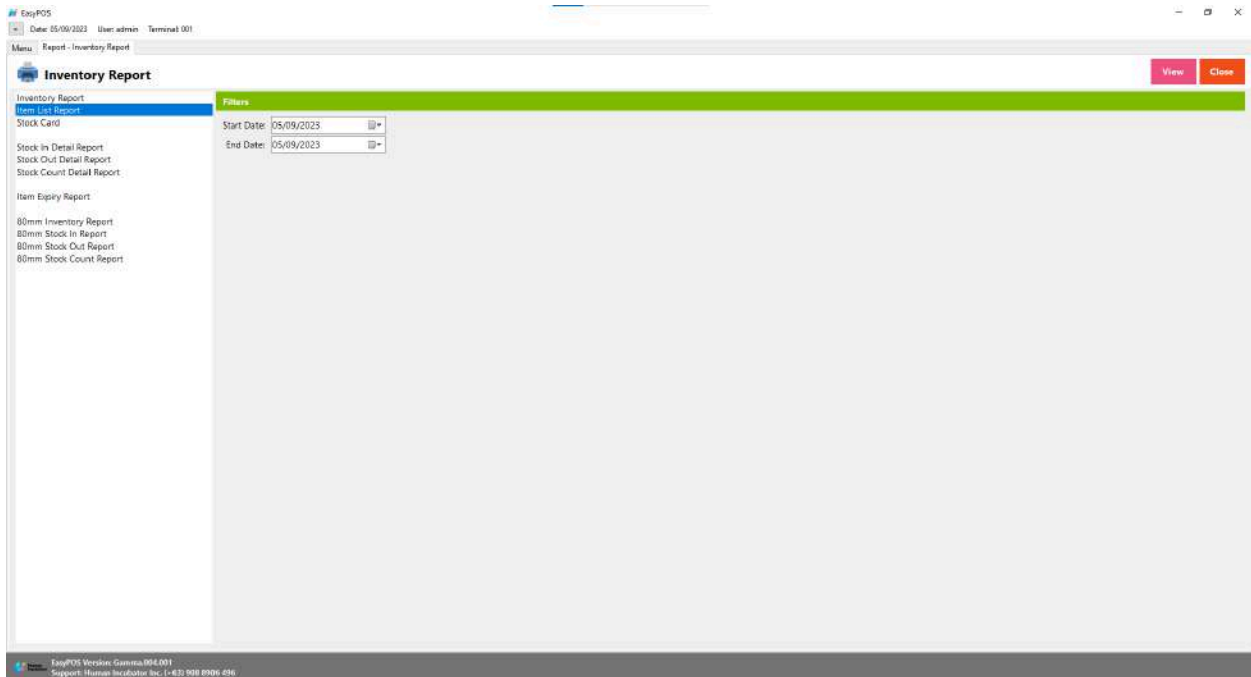
- It can select the start date and end date.
- Check the filter checkbox to display the Item and Category field.
- Click the **view** button to view the report.



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

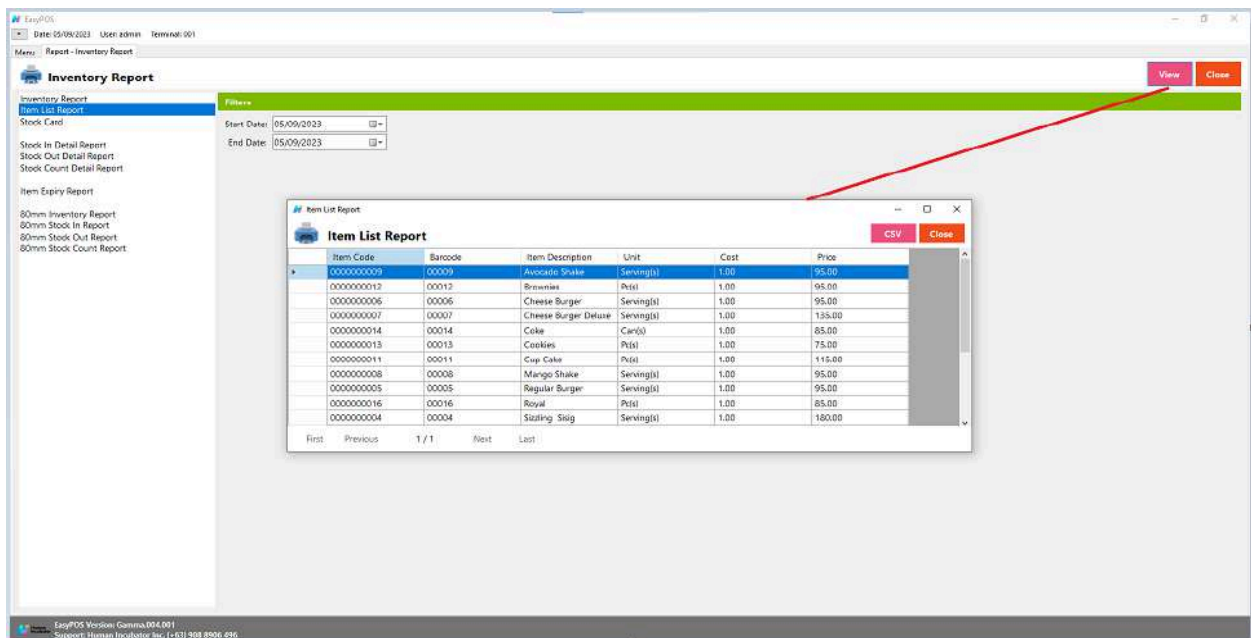
## Item List Report

- A document or summary that provides detailed information about the items or products in a business's inventory.





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

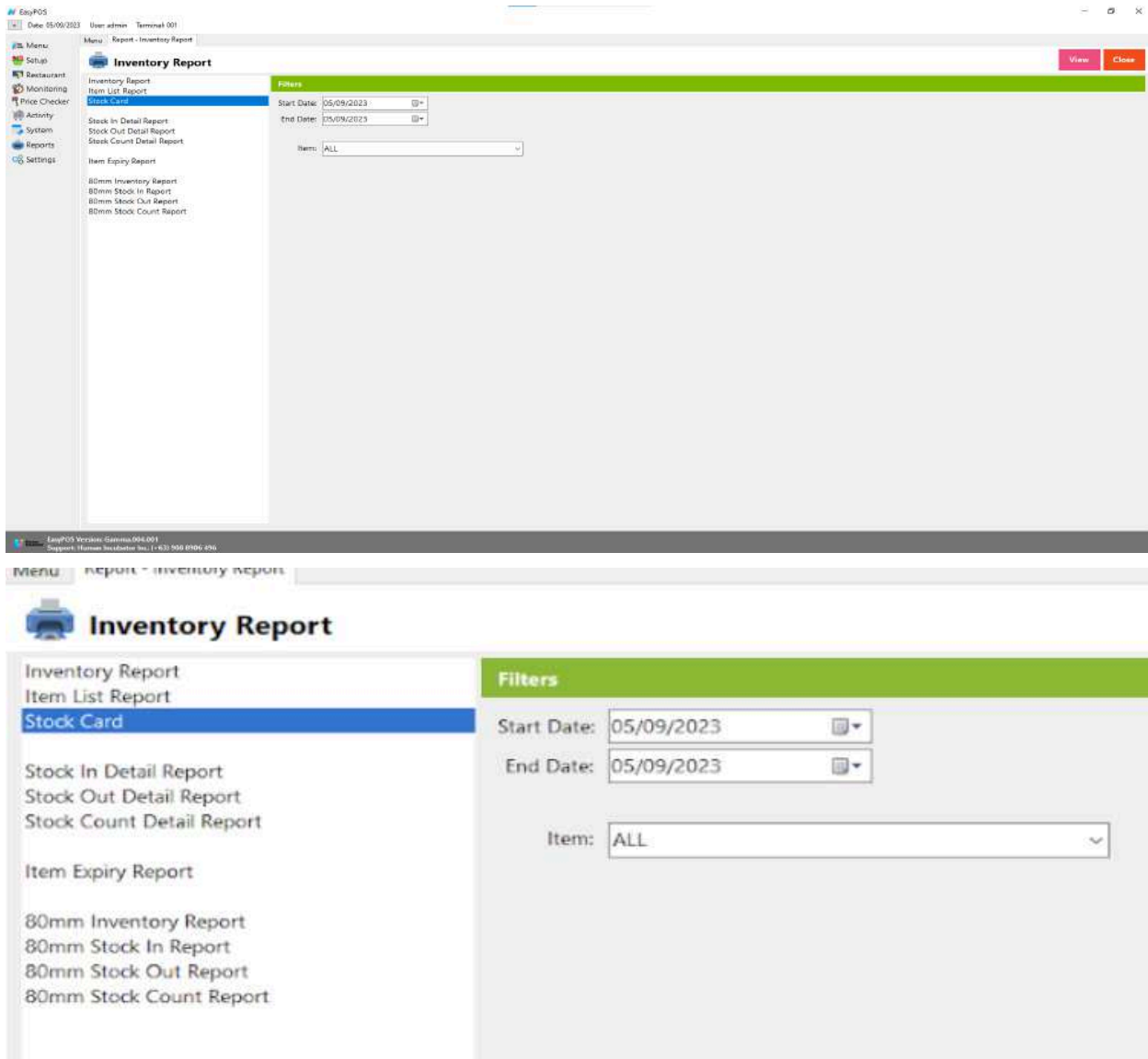


- The report can be generated as CSV file format.

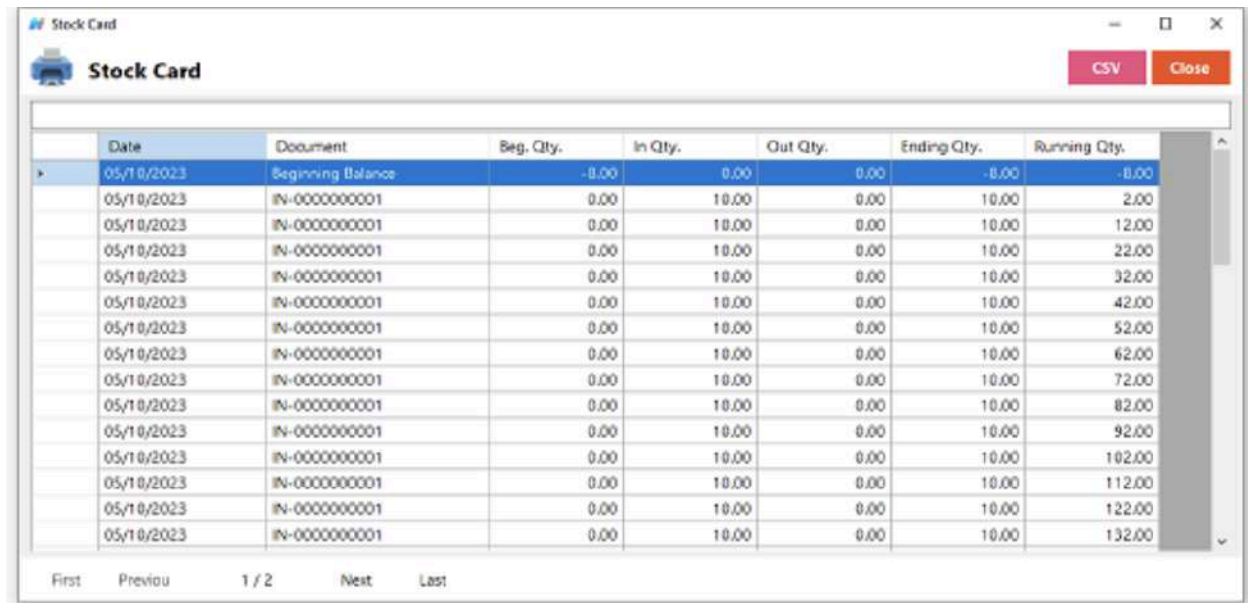
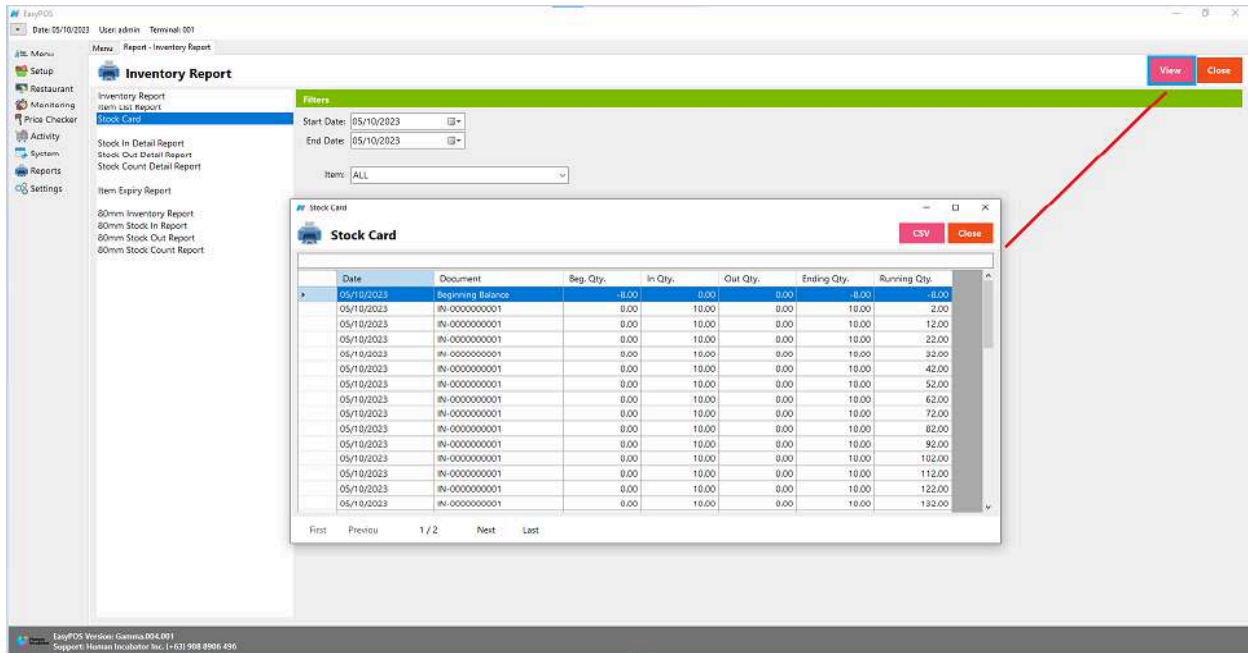
## Stock Card

- Is a manual or electronic record used to track the movement of inventory items in and out of a warehouse or storage location. It provides a detailed and chronological history of each item, allowing businesses to monitor stock levels, transactions, and

changes over time. Stock cards are often employed as part of a manual or computerized inventory management system.



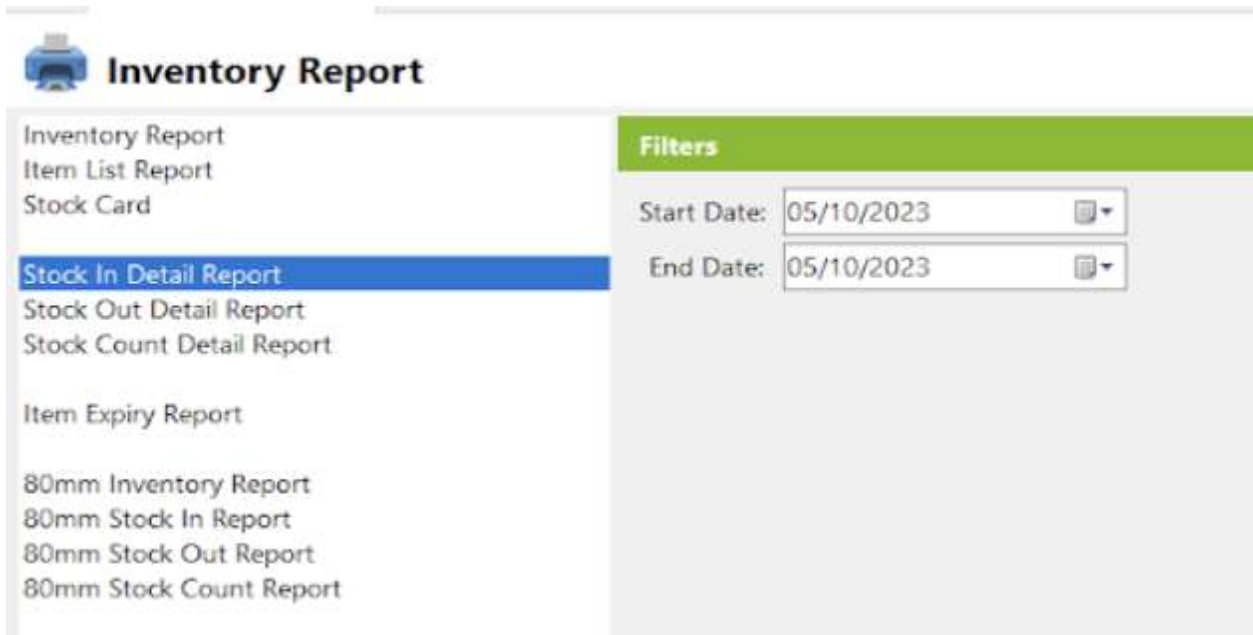
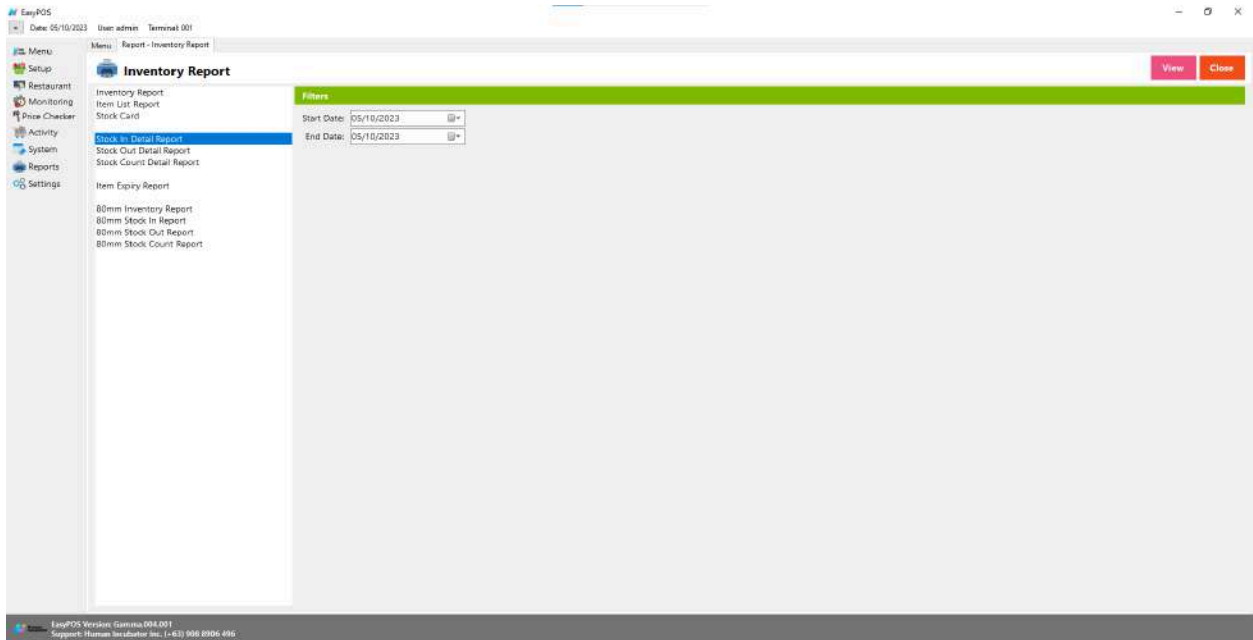
- Select start date and end date
- It can filtered by Item
- Click **View** button to view the report



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

## Stock In Detail Report

- Is a document or summary that provides comprehensive information about the items or products that have been received or added to a business's inventory during a specific period.



- 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 In Detail Report

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

First Previous 1 / 1 Next Last **Total Amount: 0.00**

EasyPOS Date: 05/10/2023 User: admin Terminal: 001

Menu Report - Inventory Report

Inventory Report

Filters

Start Date: 05/10/2023

End Date: 05/10/2023

View Close

Stock In Detail Report

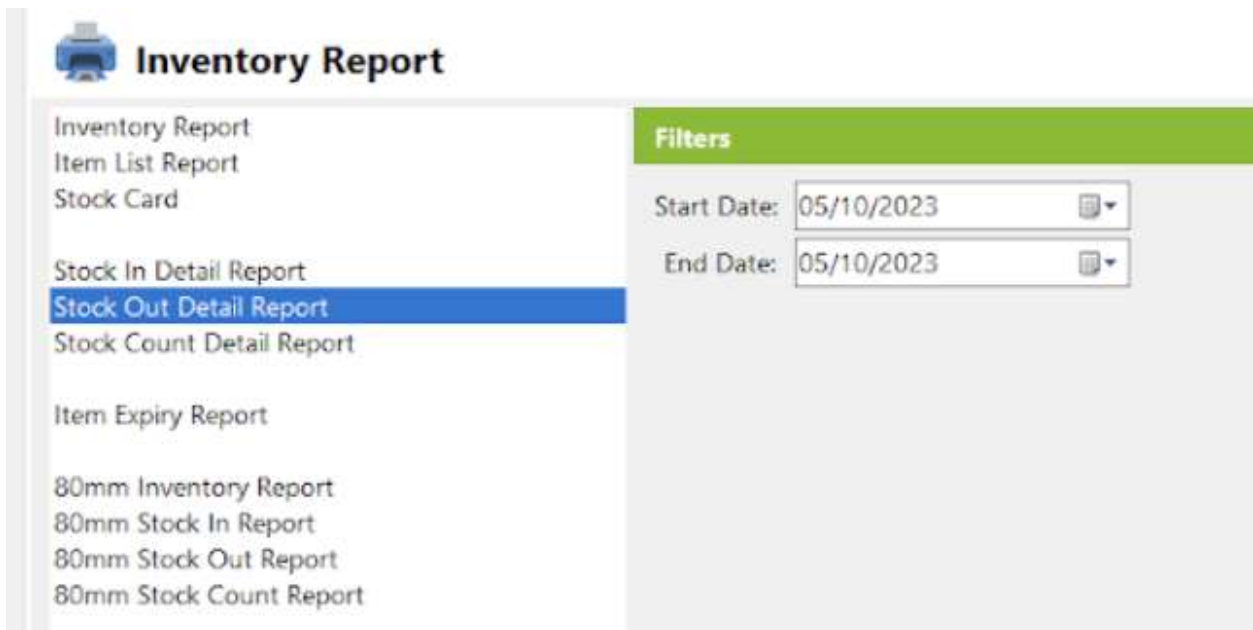
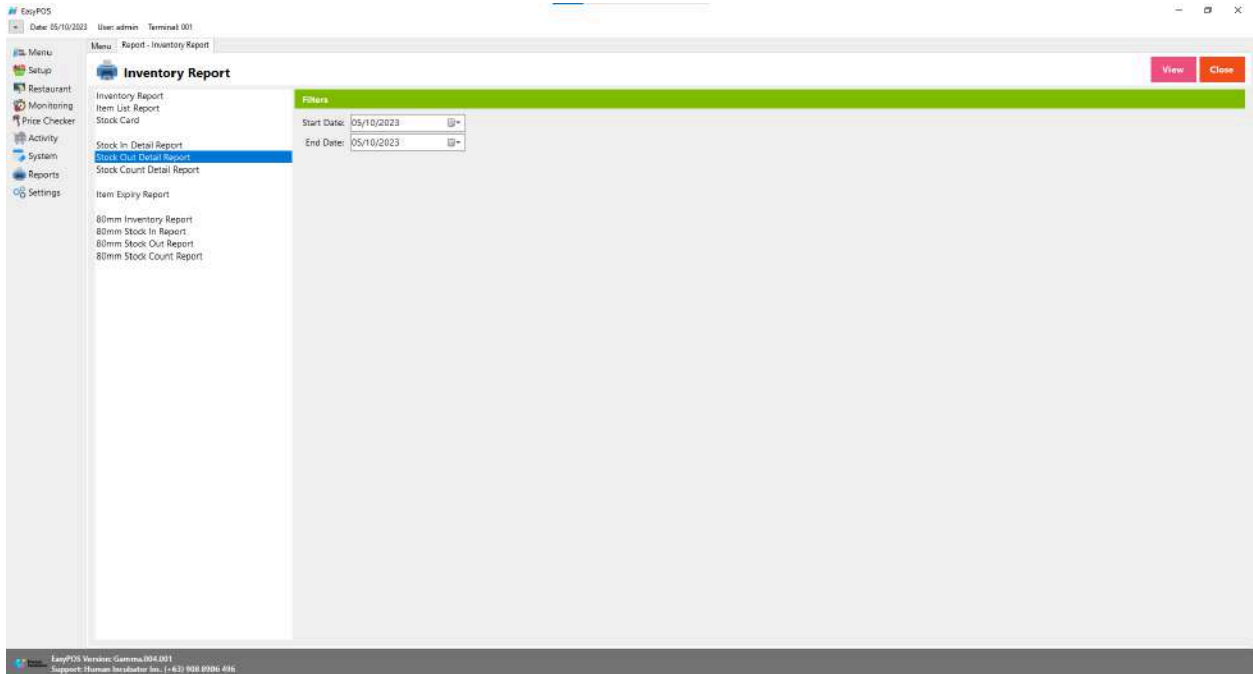
Item Code	Barcode	Stock In Date	Stock In No.	Manual Stock In No.	Remarks	Return	Item Description
000000009	00009	05/10/2023	000000001			<input checked="" type="checkbox"/>	Avocado Sh...
000000012	00012	05/10/2023	000000001			<input type="checkbox"/>	Brownies
000000006	00006	05/10/2023	000000001			<input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

First Previous 1 / 1 Next Last **Total Amount: 0.00**

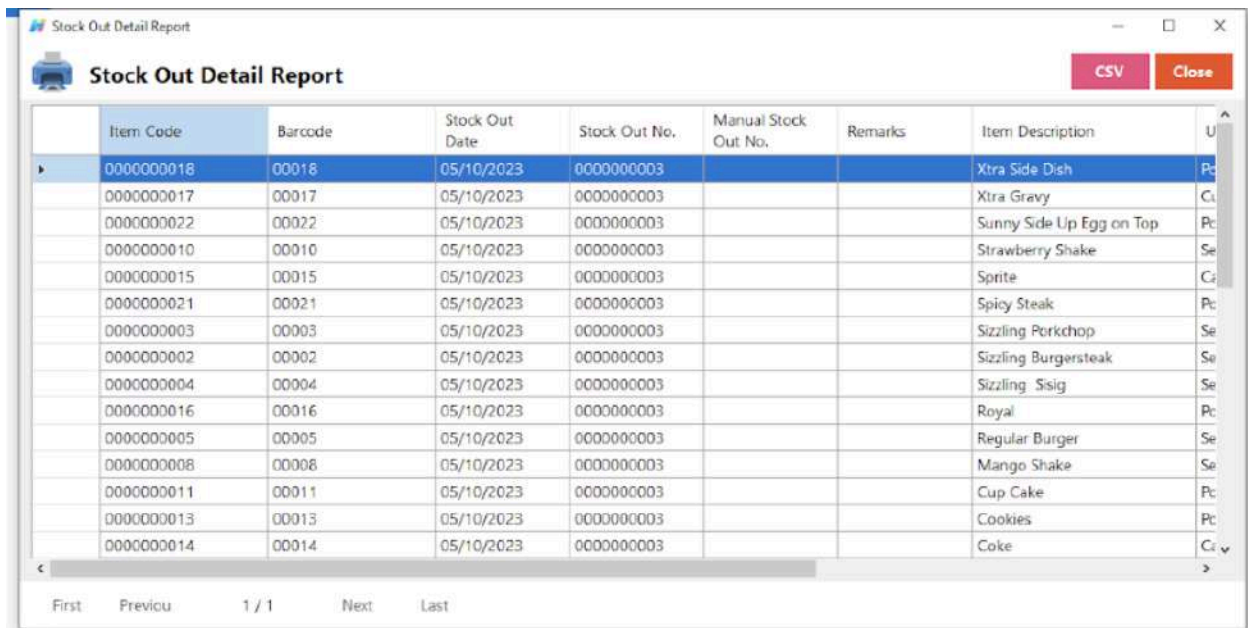
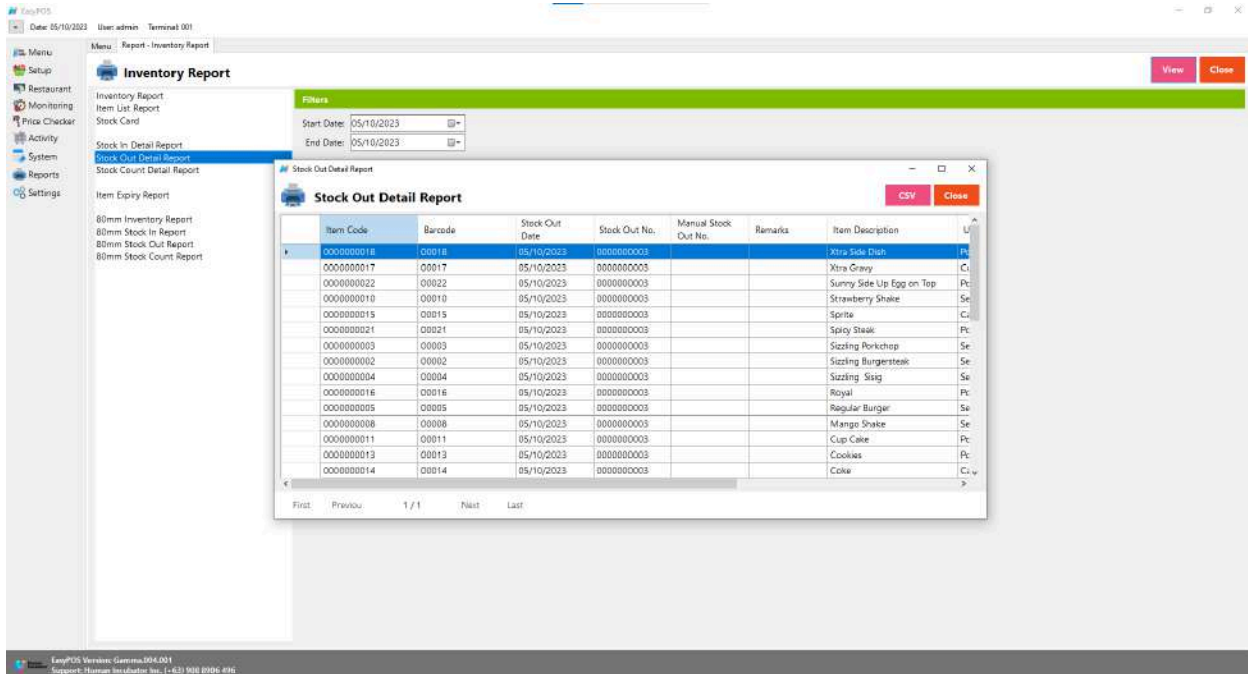
EasyPOS Version: Gamma.004.001  
Support: Human Incubator Inc. (+63) 918 8106 496

## Stock Out Detail Report

- Is a document or summary that provides detailed information about the items or products that have been depleted or sold from a business's inventory during a specific period.



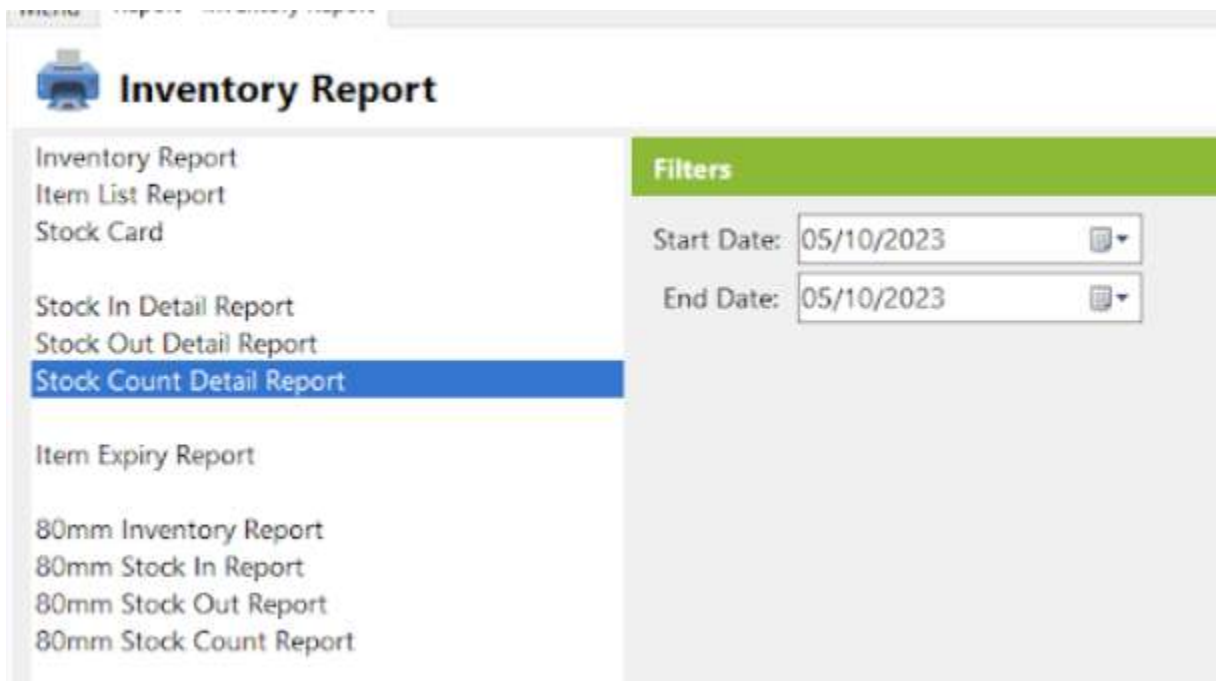
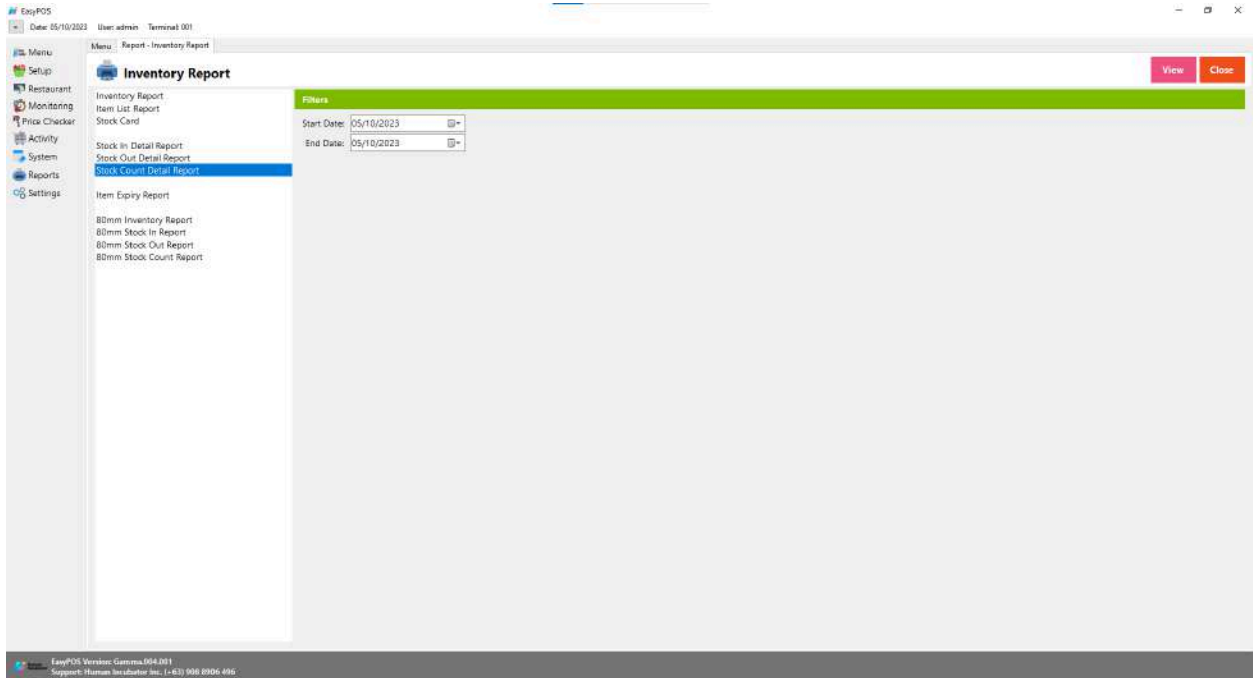
- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



## Stock Count Detail Report

- A "stock count details report" typically refers to a document or summary that provides detailed information about the inventory or stock levels of a business or organization.





- 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.



EmpPOS  
Date: 05/10/2023 User: admin Terminal: 001

Menu 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: 05/10/2023  
End Date: 05/10/2023

Stock Count Detail Report CSV Close

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

EmpPOS Version: Gamma.904.001  
Support: Manila Incubator, Inc. | +63 998 8906 496

Stock Count Detail Report CSV Close

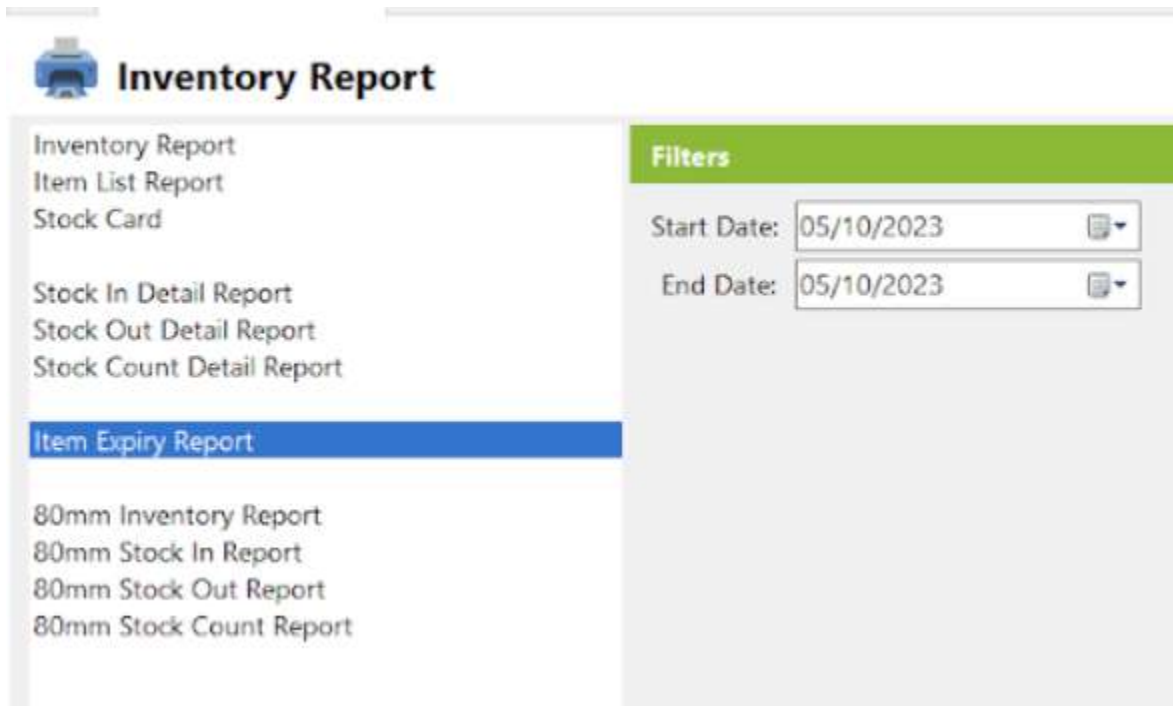
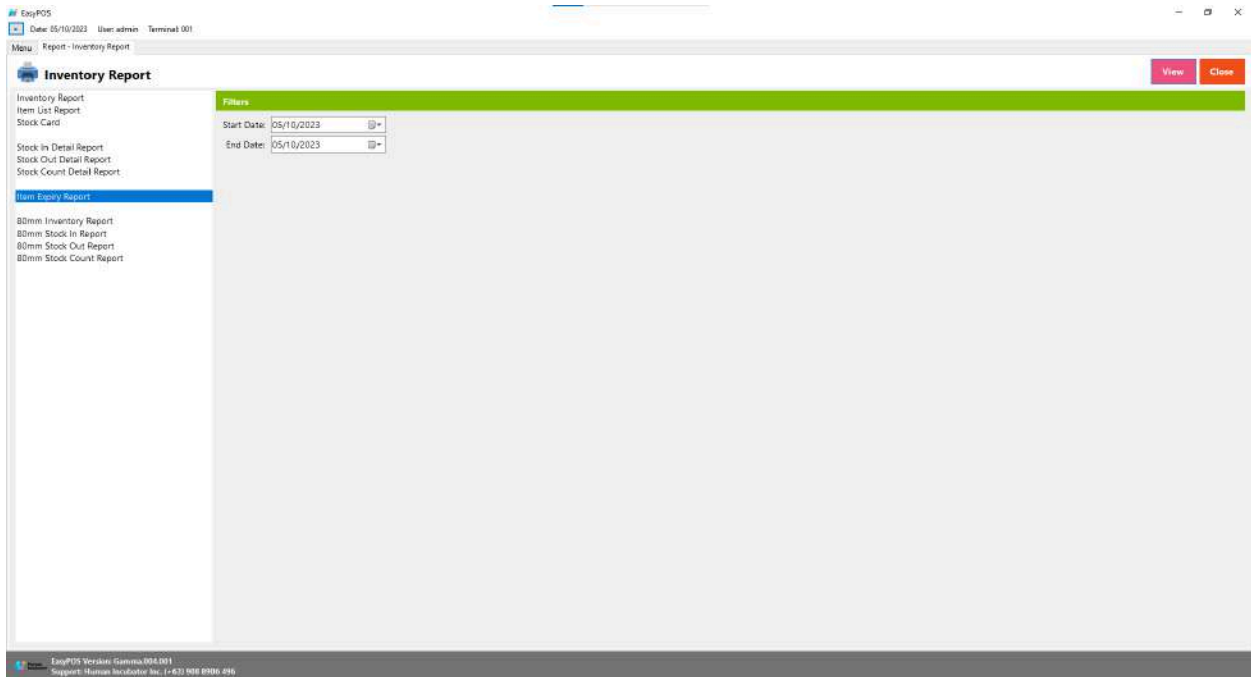
**Stock Count Detail Report**

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

First Previous 1 / 1 Next Last

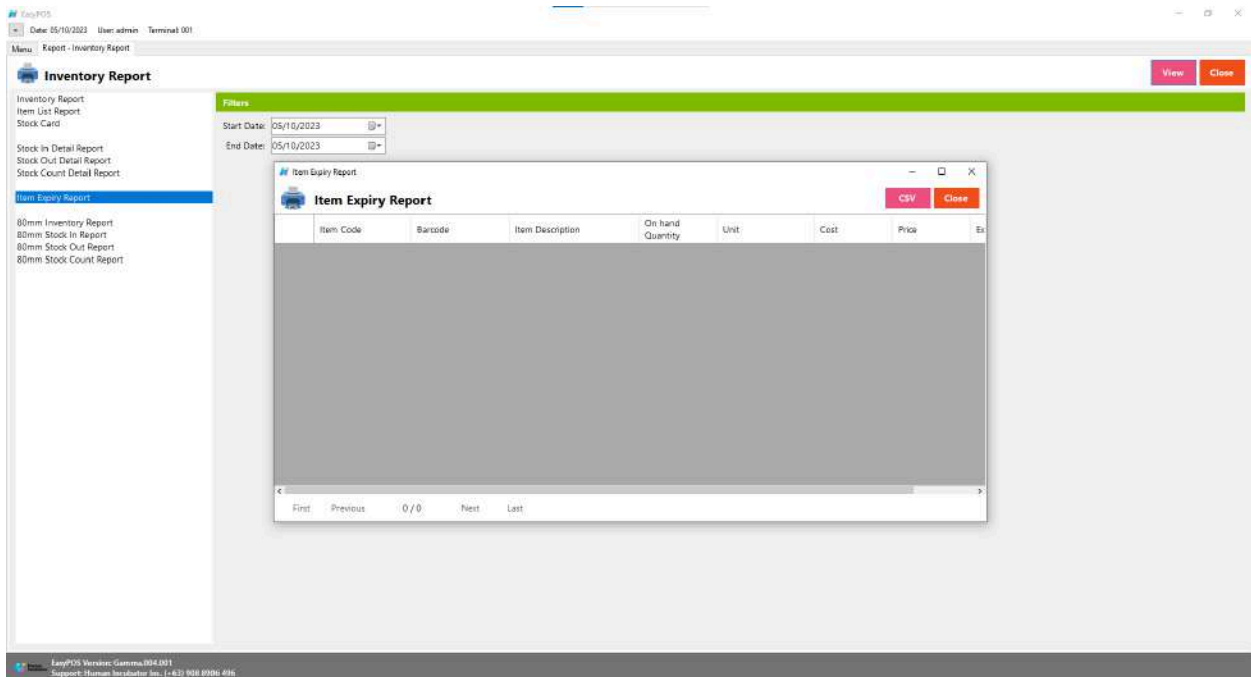
## Item Expiry Report

- Is a document or summary that provides detailed information about the items in a business's inventory that are approaching or have reached their expiration dates.



- 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.



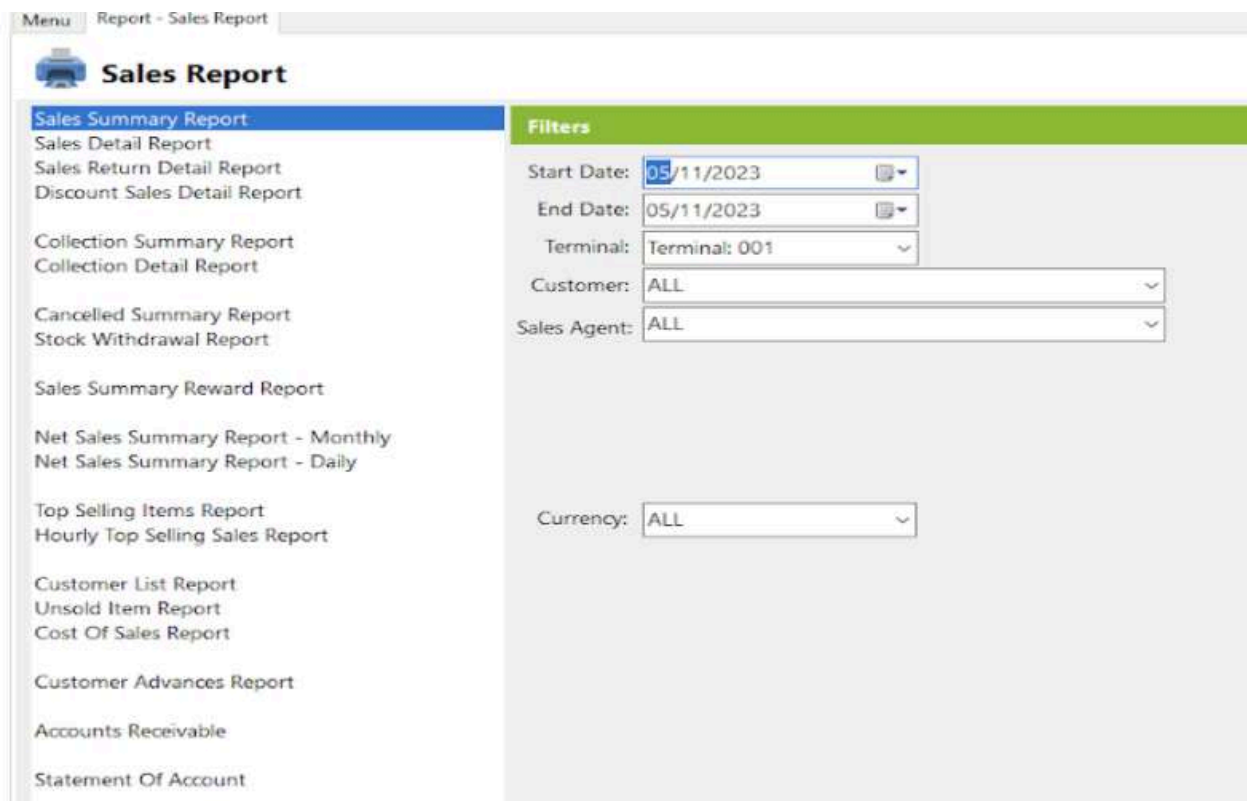
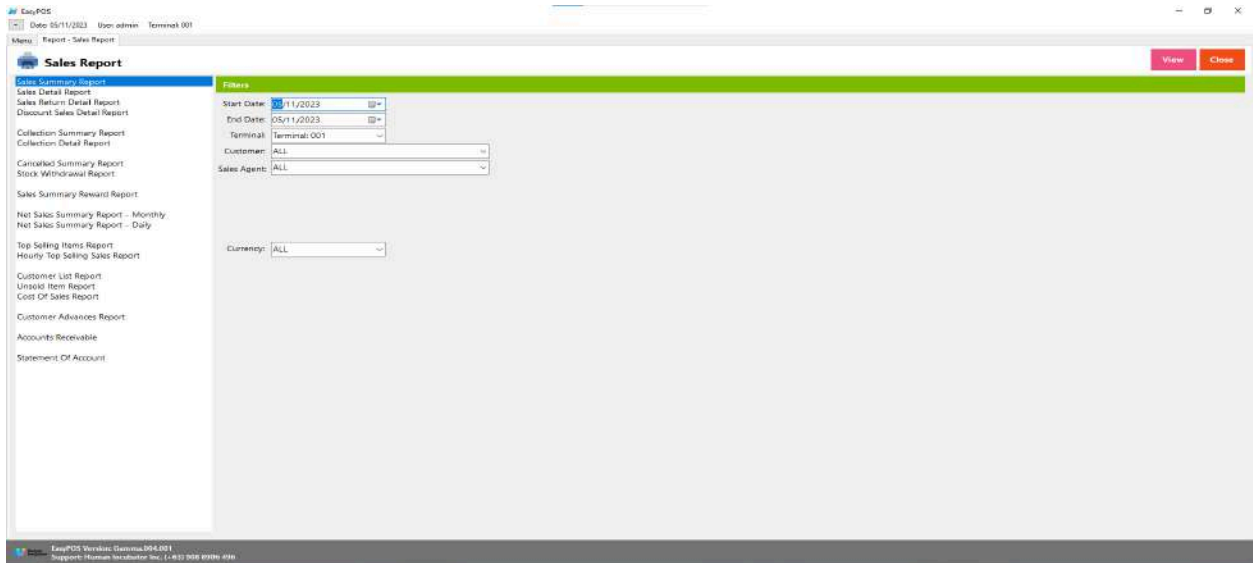
## Sales Report

### Overview

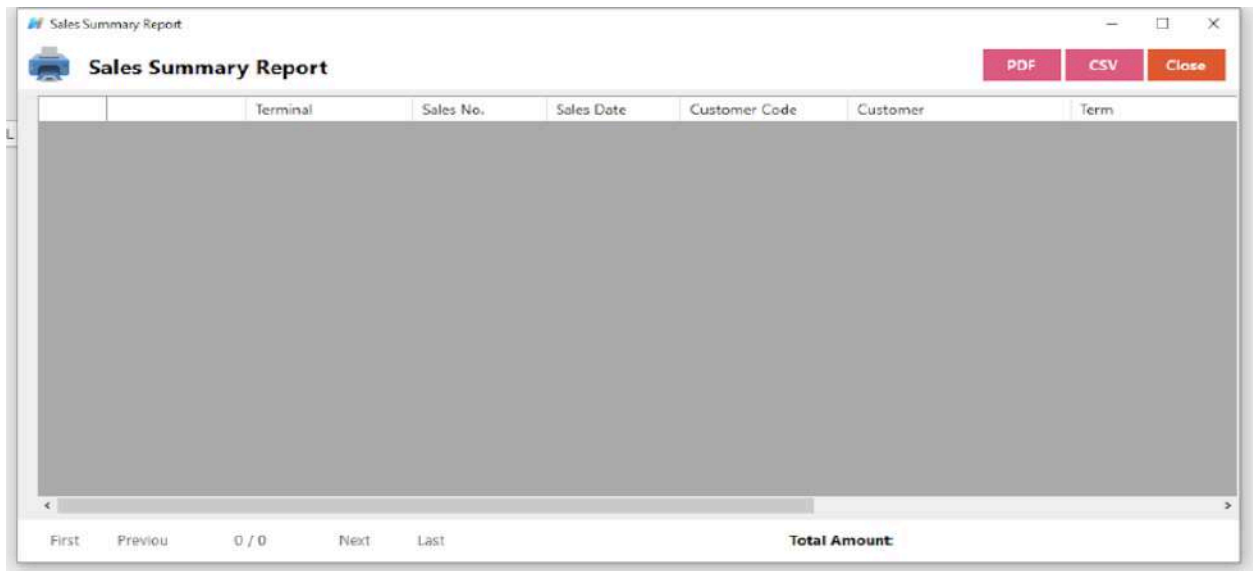
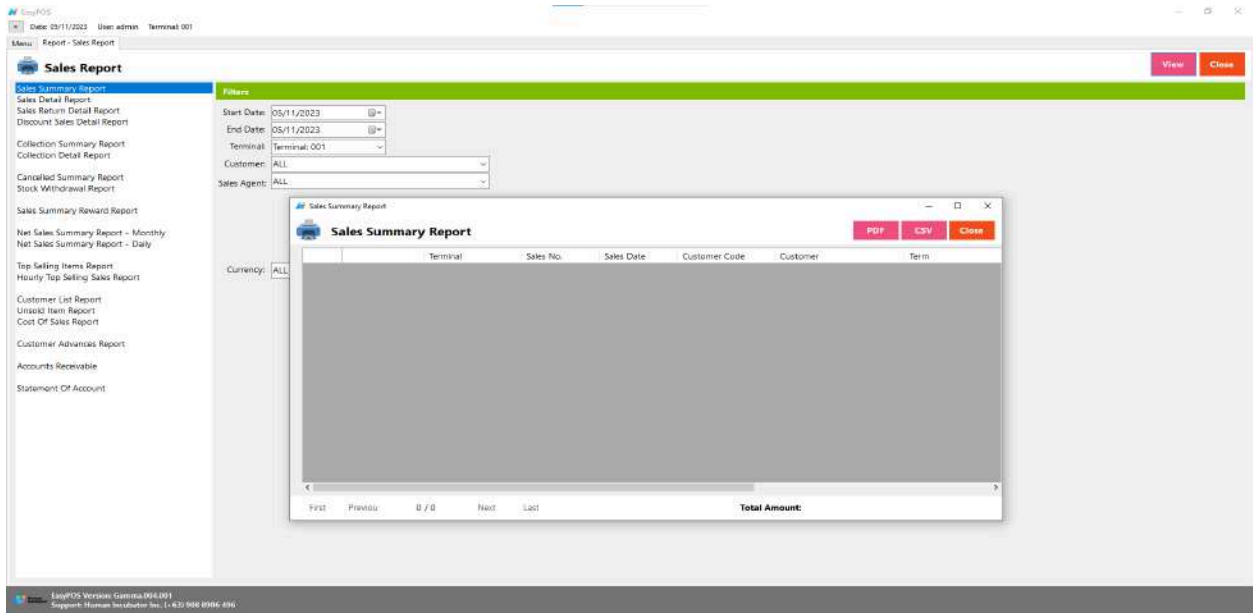
- Sales Report is where users can see the sales reports. A document or summary that provides an overview of a business's sales performance over a specific period.

### Sales Summary Report

- Is a condensed document or summary that provides a quick overview of a business's sales performance over a specific period.

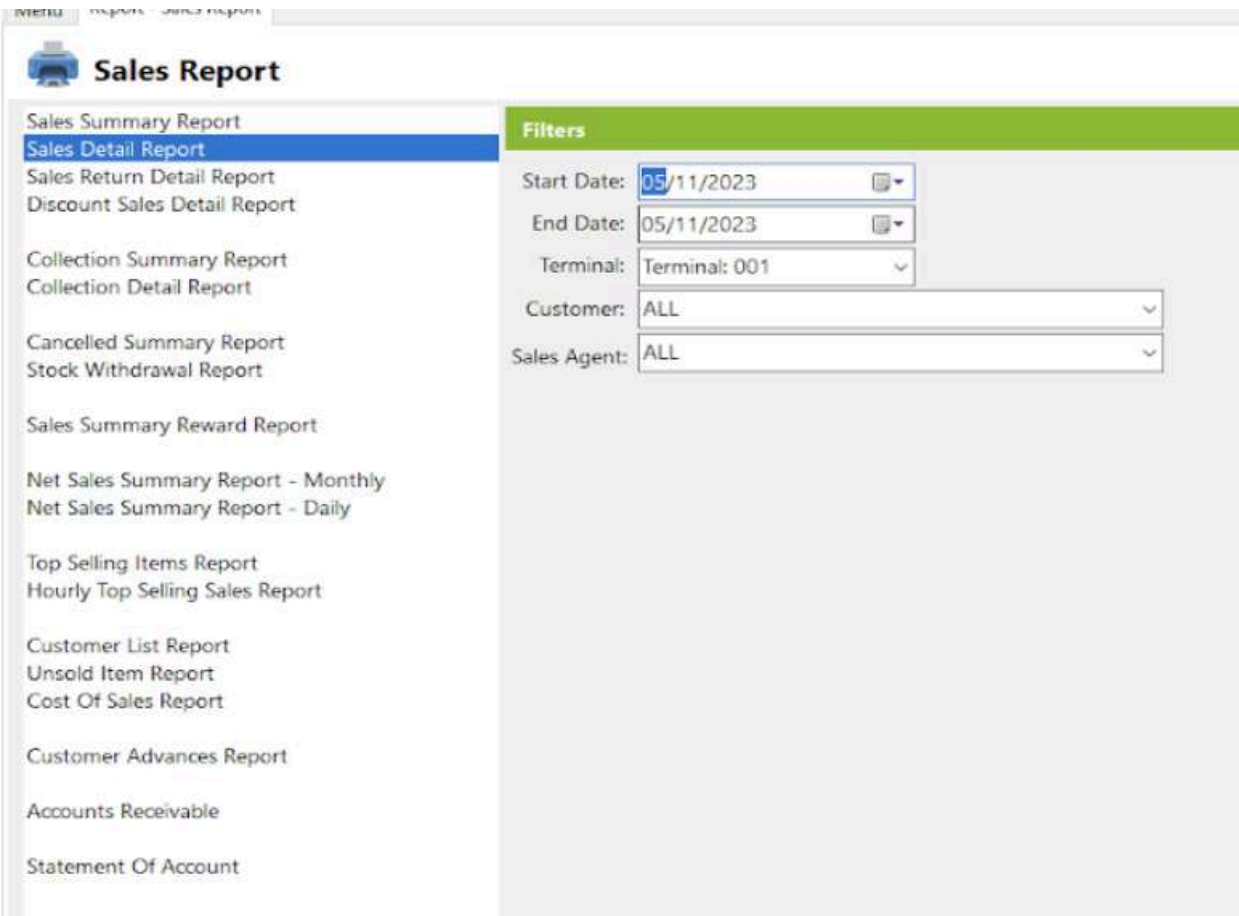
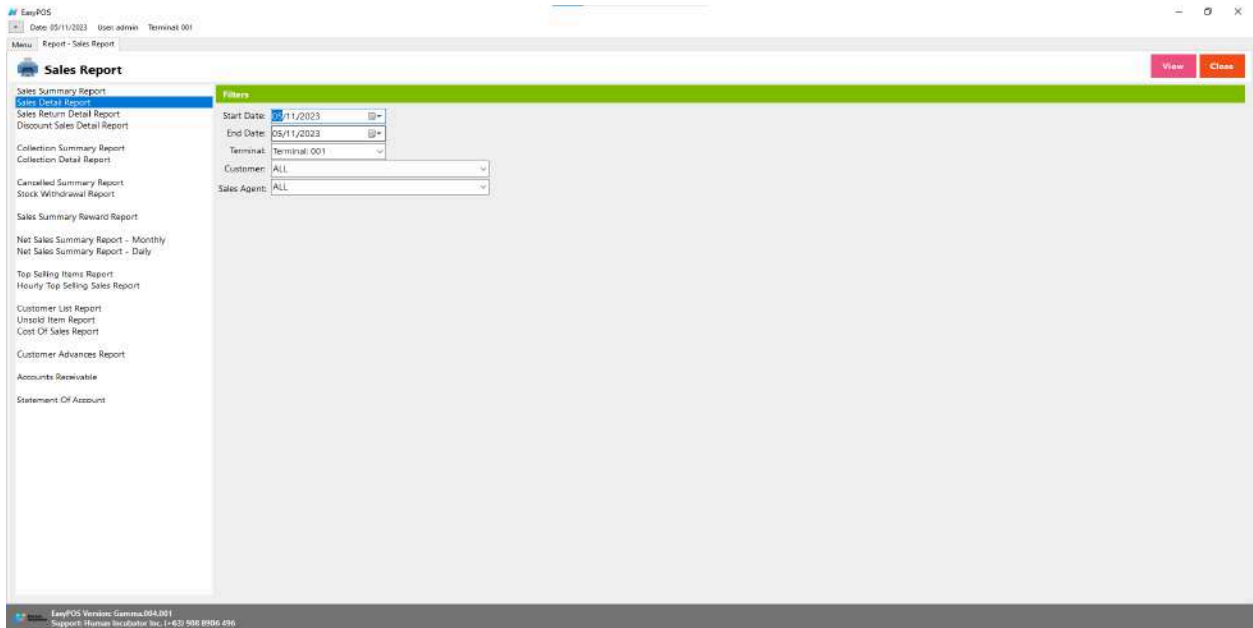


- Select start date and end date.
- It can also filtered by Terminal, Customer, Sales Agent and Currency
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



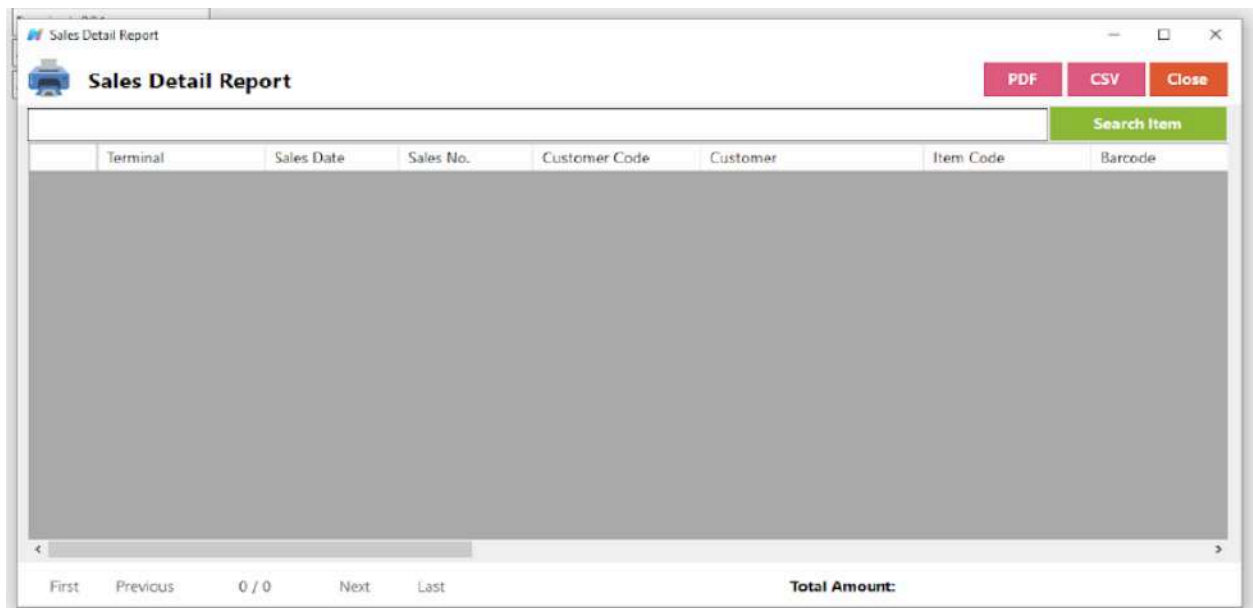
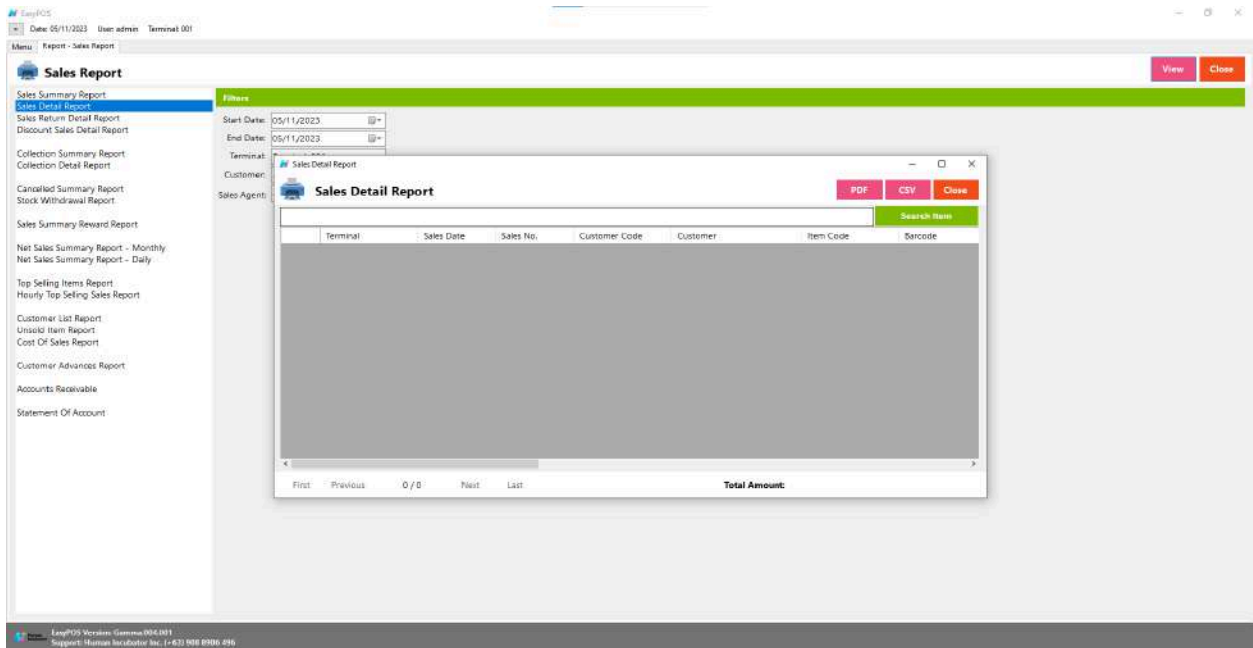
## Sales Detail Report

- Is a comprehensive document or summary that provides a detailed breakdown of a business's sales transactions over a specific period.



- 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

- Is a document or summary that provides a detailed breakdown of sales returns or merchandise that customers have returned to a business over a specific period.



# Sales Report

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

## Filters

Start Date:

End Date:

Terminal:

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

Menu: Report - Sales Report

**Sales Report** View Close

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

**Filters**

Start Date:

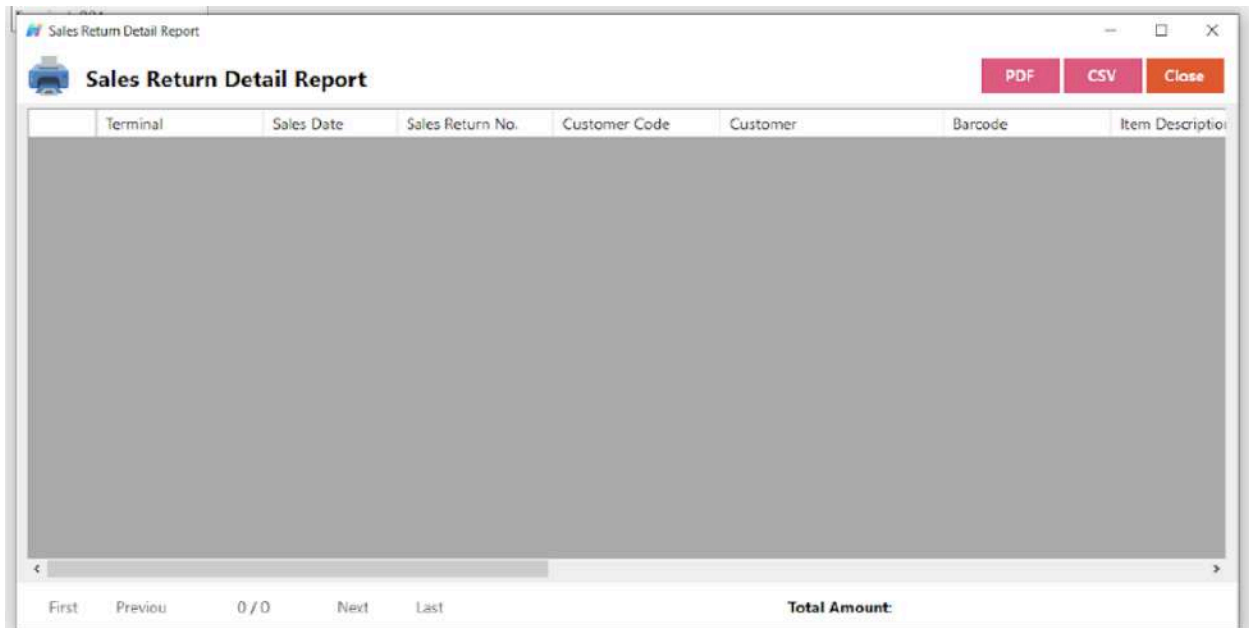
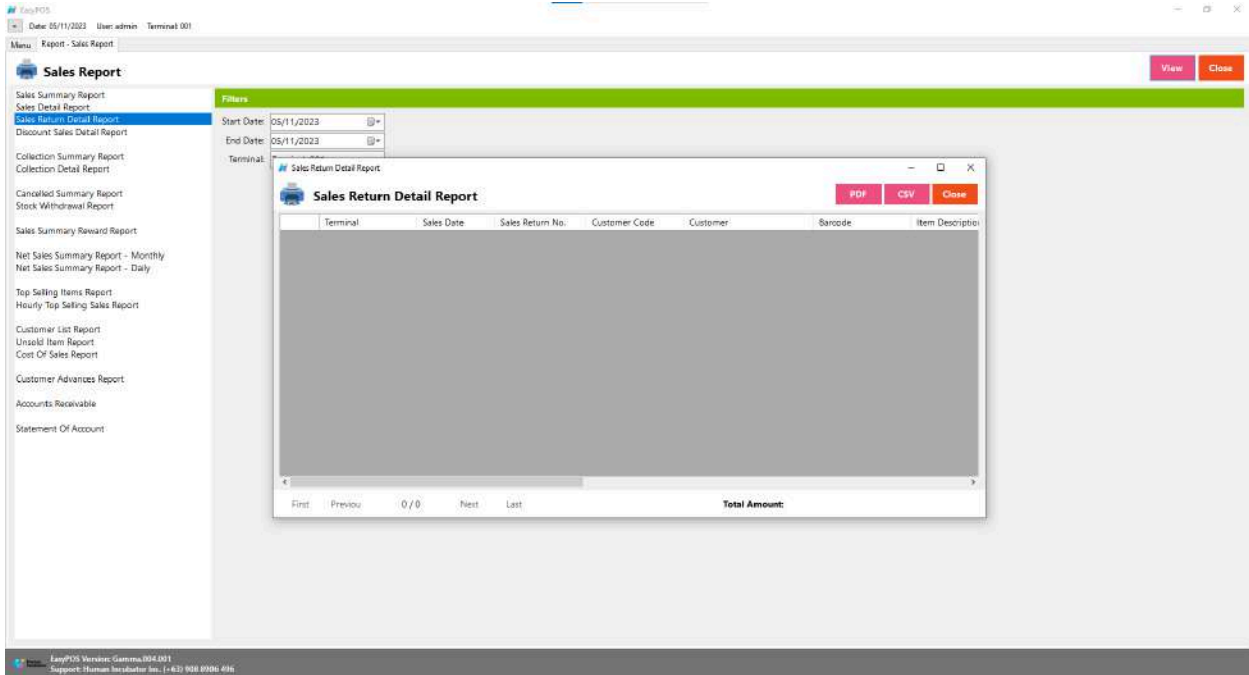
End Date:

Terminal:

EasyPOS Version: Gemini204.001  
Support: Manual | Contact: Tel: (+62) 900 8700 400

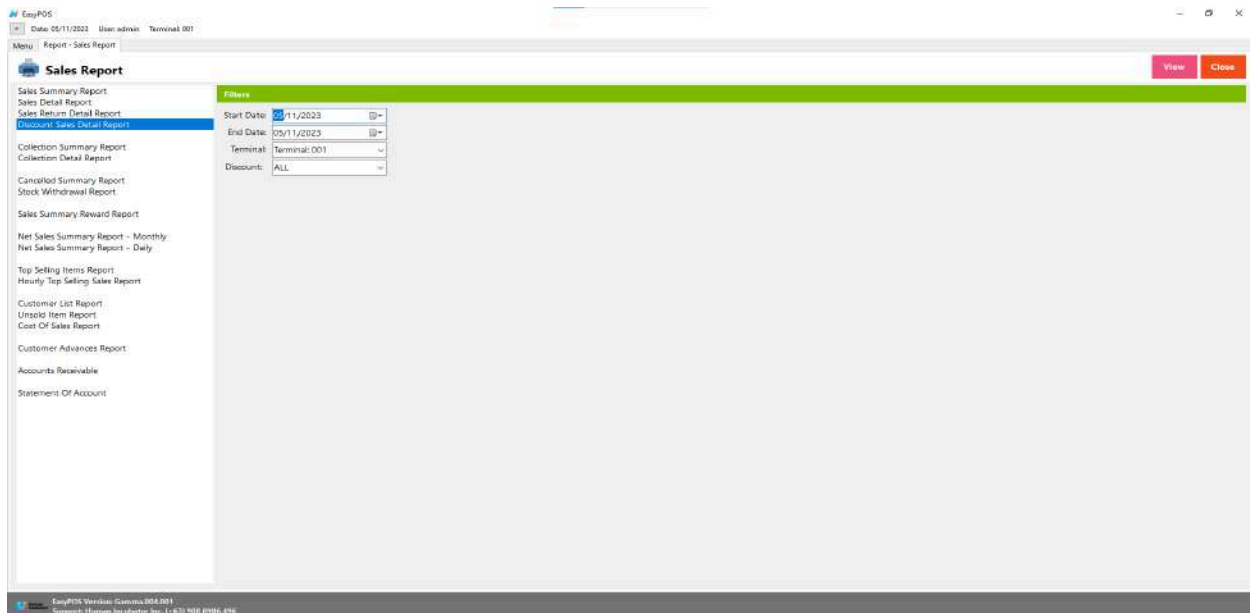


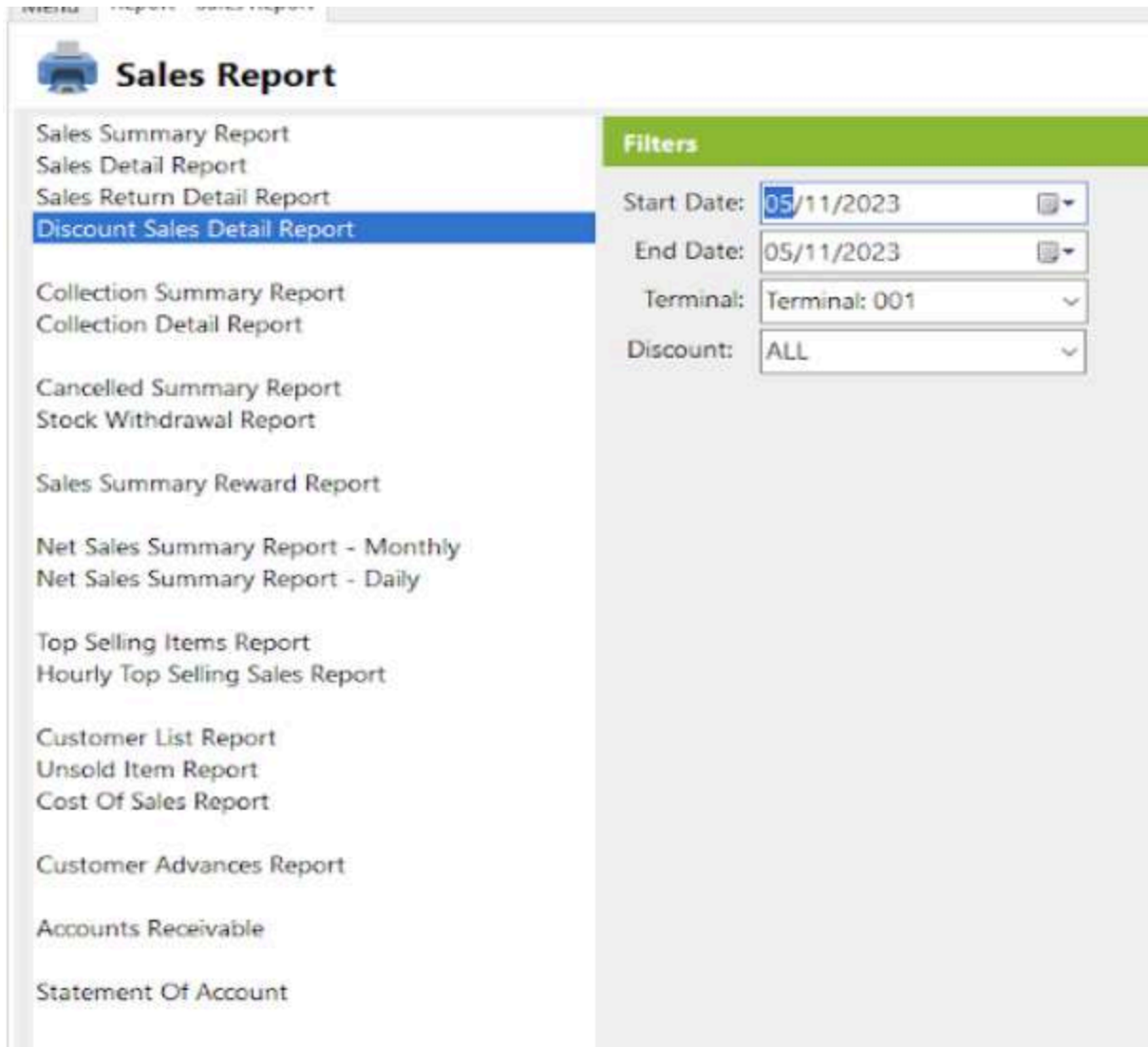
- Select start date and end date.
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



## Discount Sales Detail Report

- Is a document or summary that provides a detailed breakdown of sales transactions where discounts were applied.





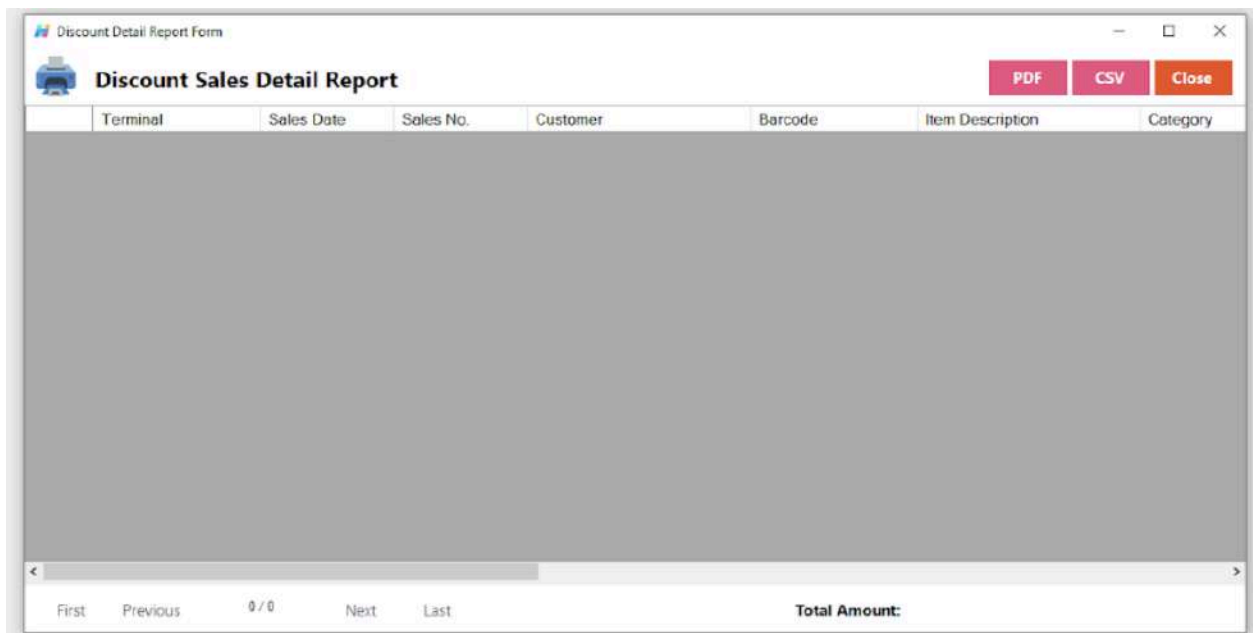
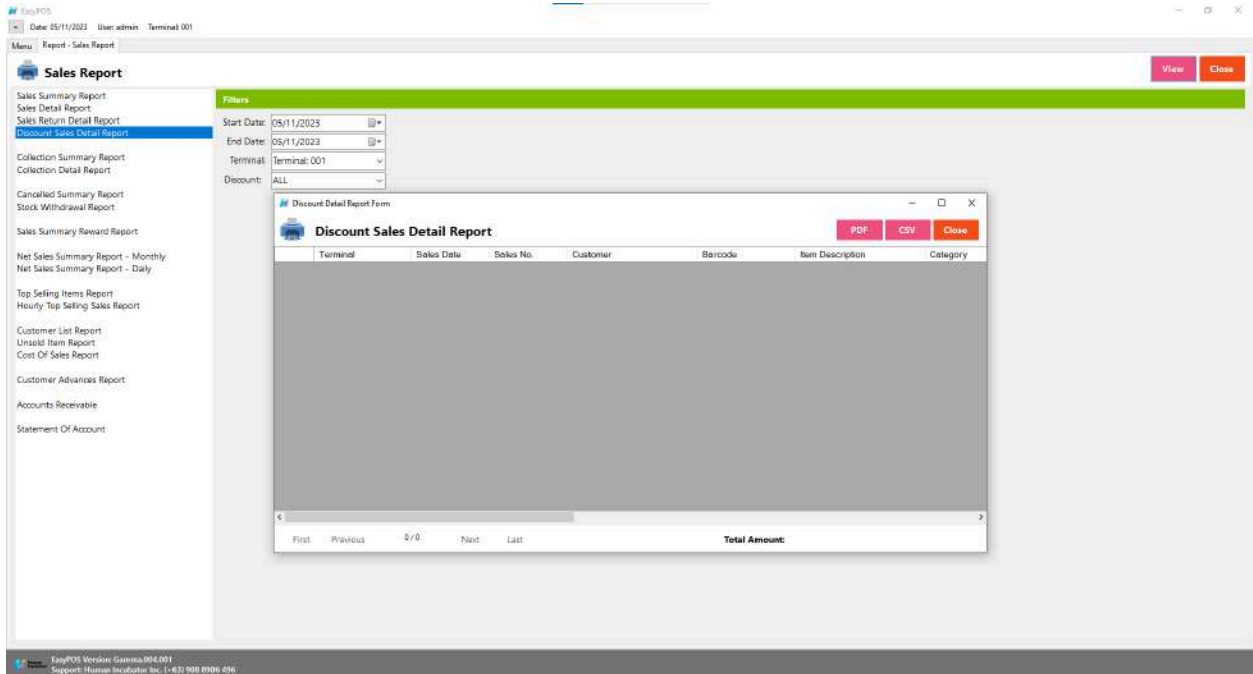
**Sales Report**

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

**Filters**

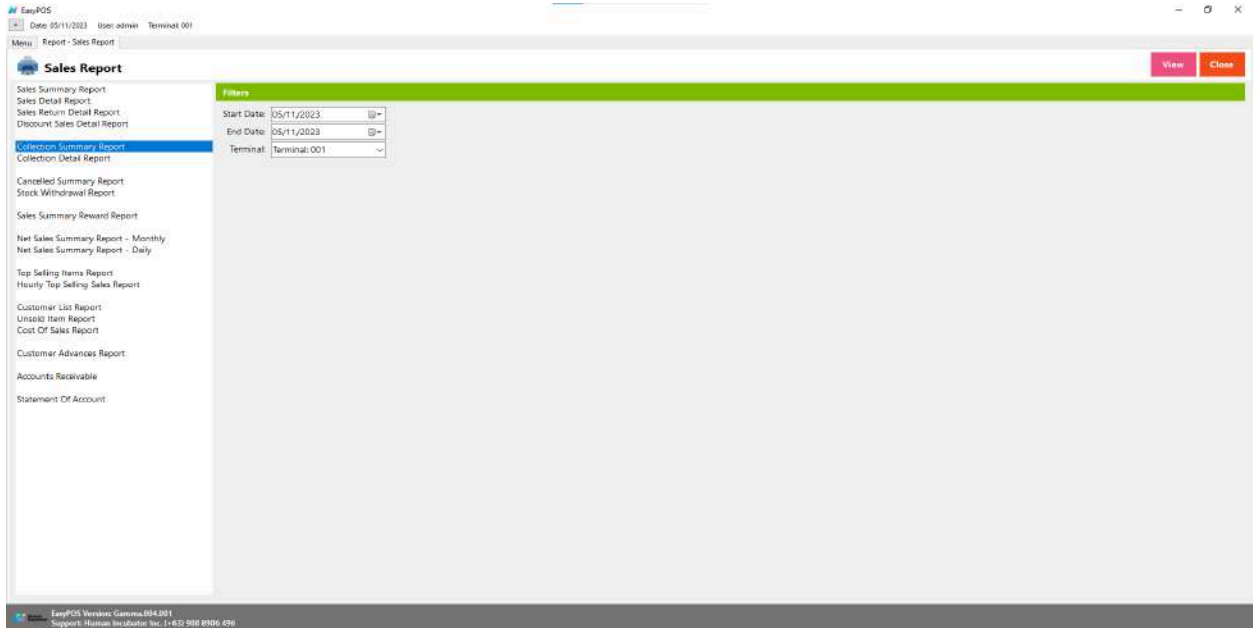
Start Date: 05/11/2023  
End Date: 05/11/2023  
Terminal: Terminal: 001  
Discount: ALL

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

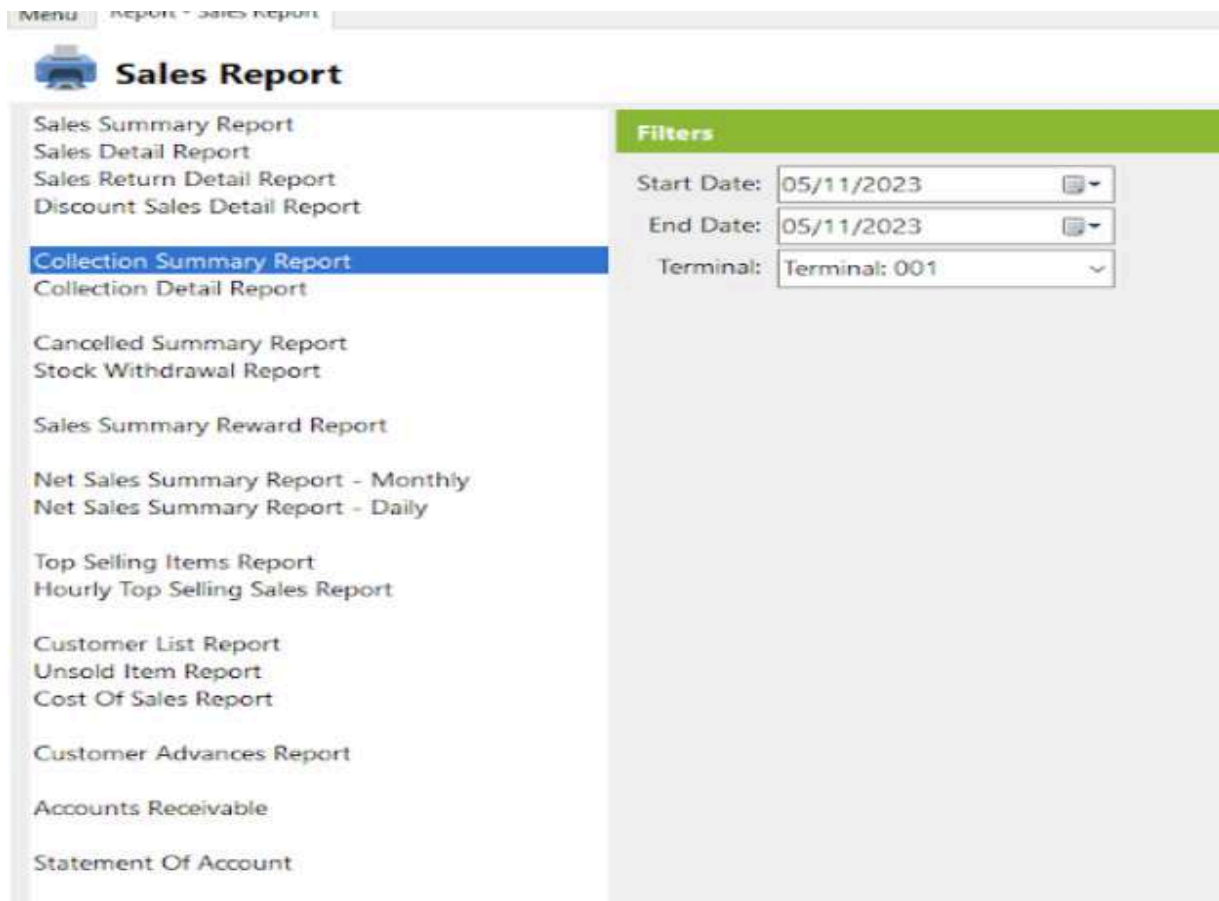


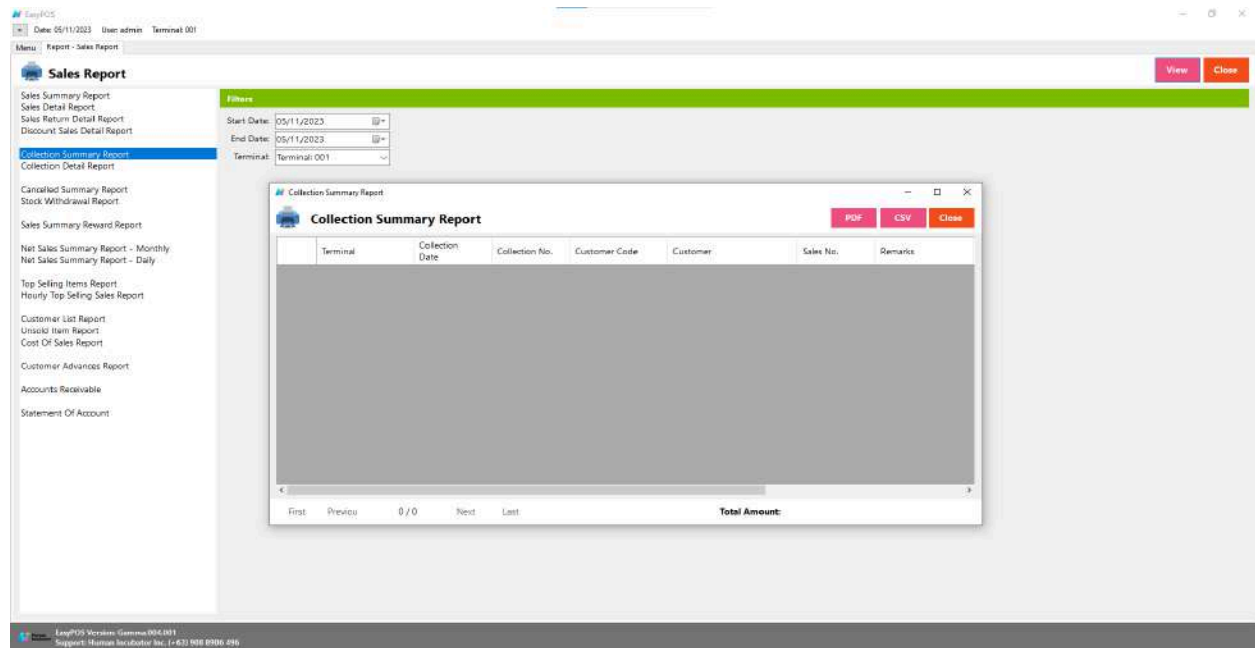
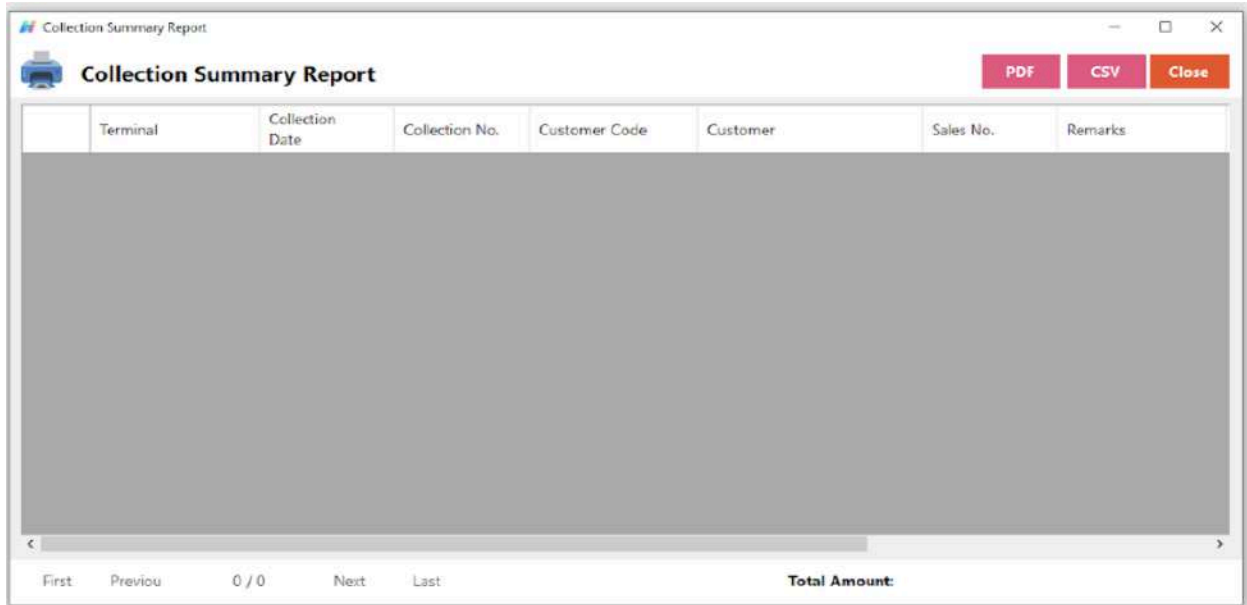
## Collection Summary Report

- is a document or summary that provides an overview of the payments or collections received by a business or financial institution over a specific period.



- 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.

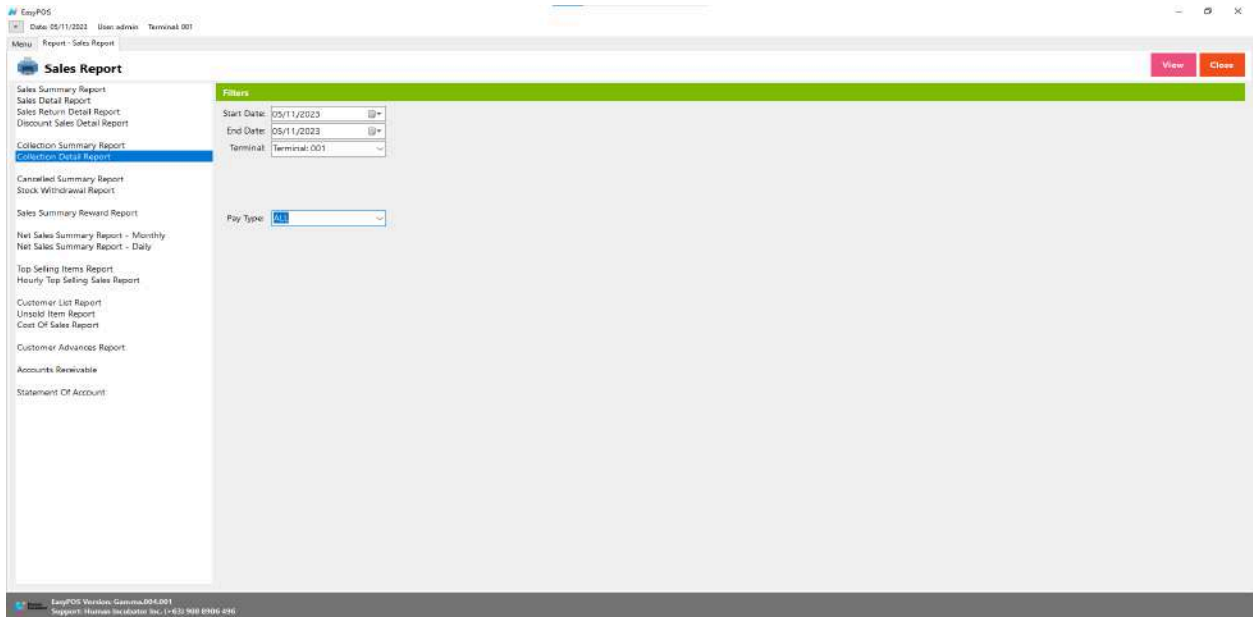





## Collection Detail Report

- Is a detailed document or summary that provides a comprehensive breakdown of individual payments or collections

received by a business or financial institution over a specific period.





 **Sales Report**

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report

Collection Summary Report  
**Collection Detail Report**

Cancelled Summary Report  
Stock Withdrawal Report

Sales Summary Reward Report

Net Sales Summary Report - Monthly  
Net Sales Summary Report - Daily

Top Selling Items Report  
Hourly Top Selling Sales Report

Customer List Report  
Unsold Item Report  
Cost Of Sales Report

Customer Advances Report

Accounts Receivable

Statement Of Account

**Filters**


Start Date: 05/11/2023

End Date: 05/11/2023

Terminal: Terminal: 001

Pay Type: ALL

- 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.

 **Sales Report**

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report

Collection Summary Report  
**Collection Detail Report**

Cancelled Summary Report  
Stock Withdrawal Report

Sales Summary Reward Report

Net Sales Summary Report - Monthly  
Net Sales Summary Report - Daily

Top Selling Items Report  
Hourly Top Selling Sales Report

Customer List Report  
Unsold Item Report  
Cost Of Sales Report

Customer Advances Report


Accounts Receivable

Statement Of Account

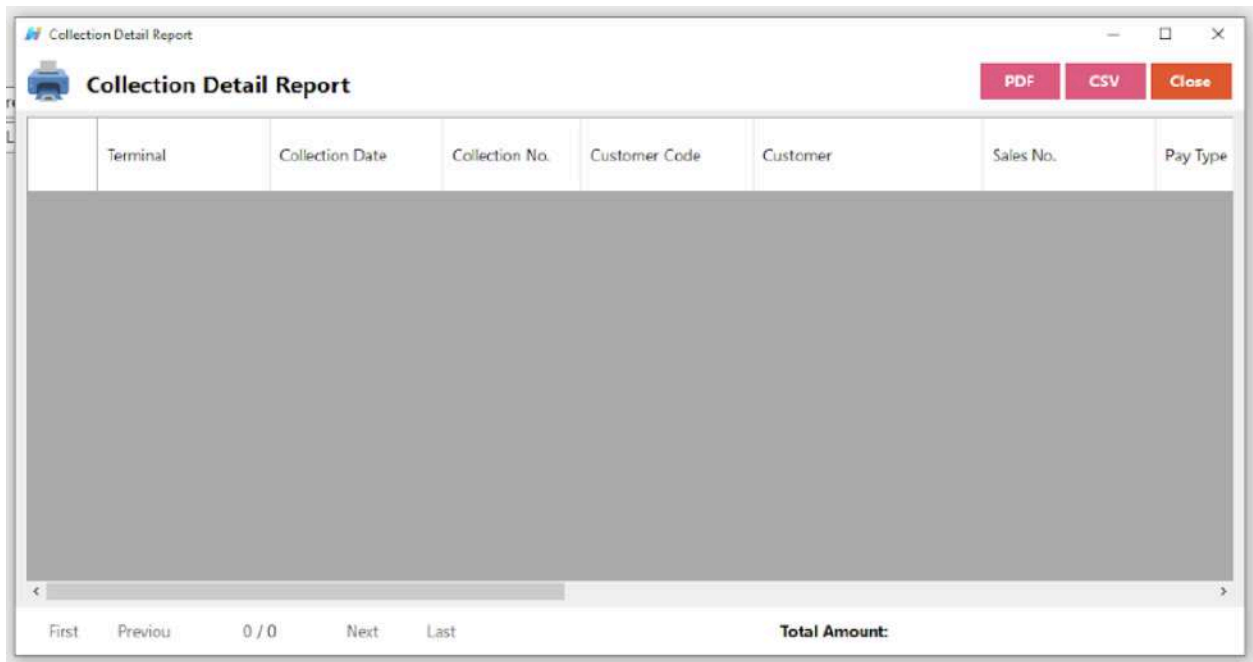
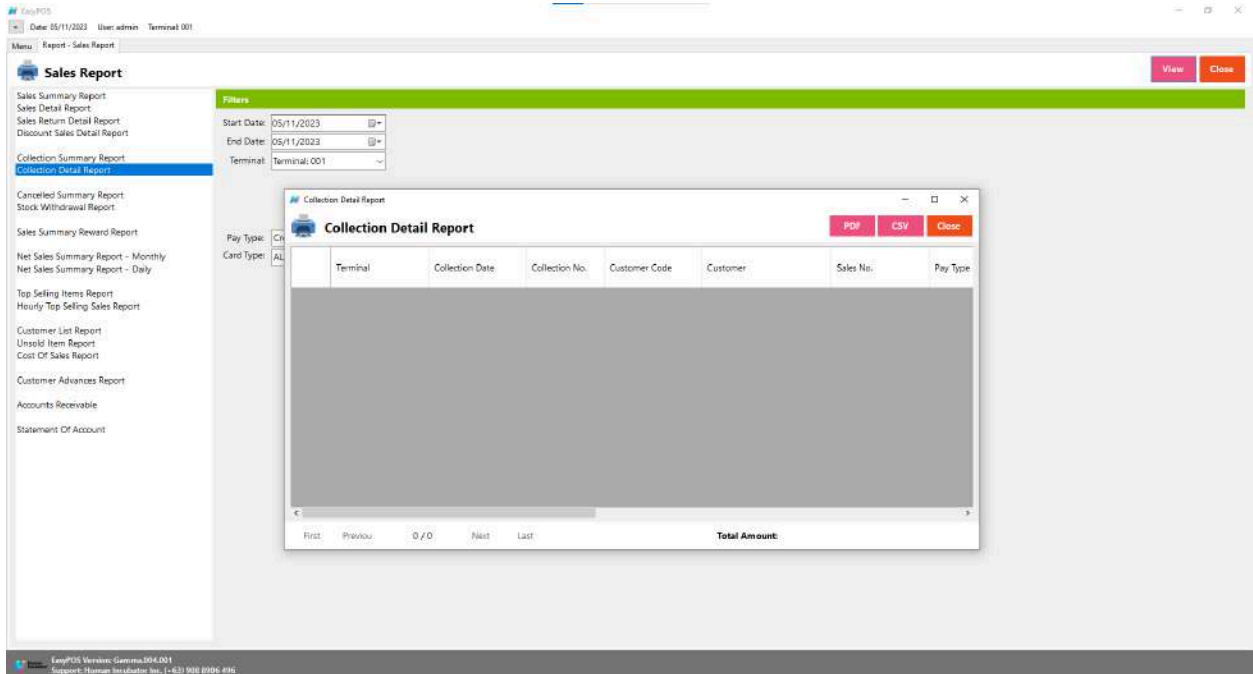
**Filters**

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

Pay Type: Credit Card  
Card Type: ALL

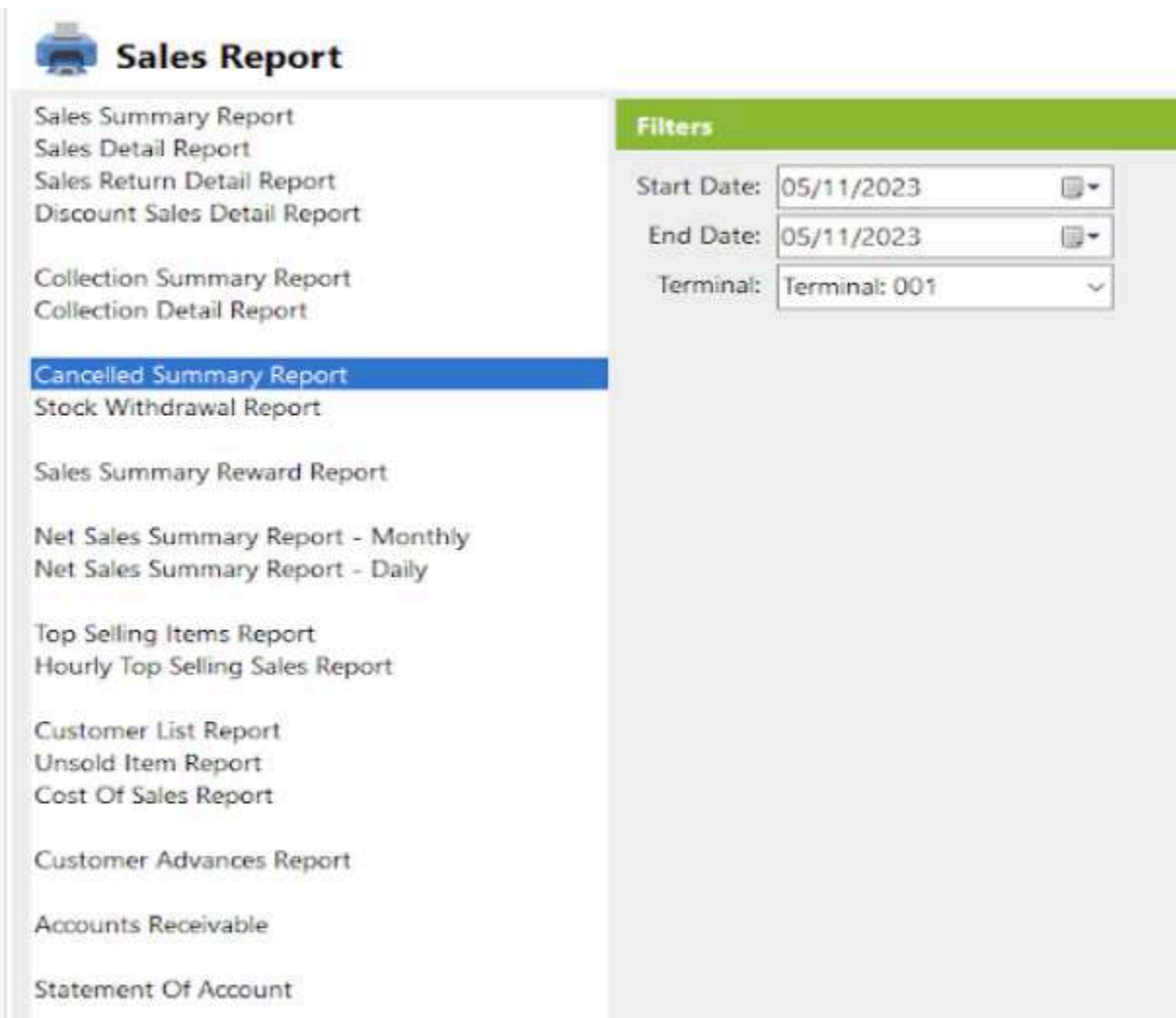
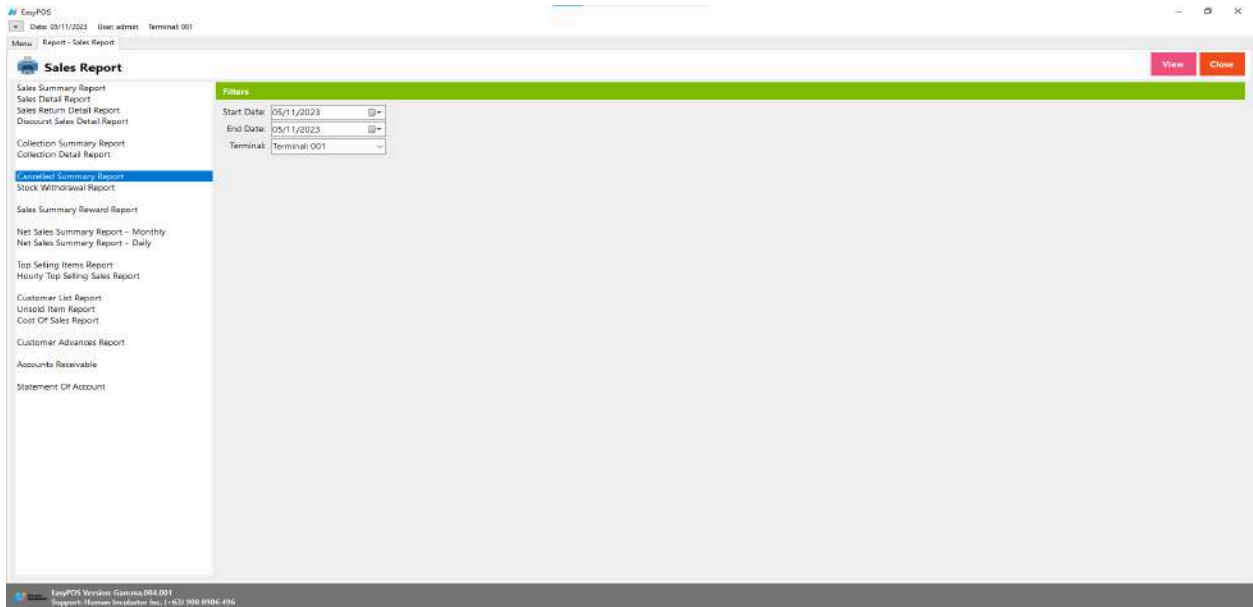
 **select as Credit or Debit Card**

- 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.



## Canceled Summary Report

- is a document or summary that provides an overview of canceled transactions or orders within a business over a specific period.



- 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	canc

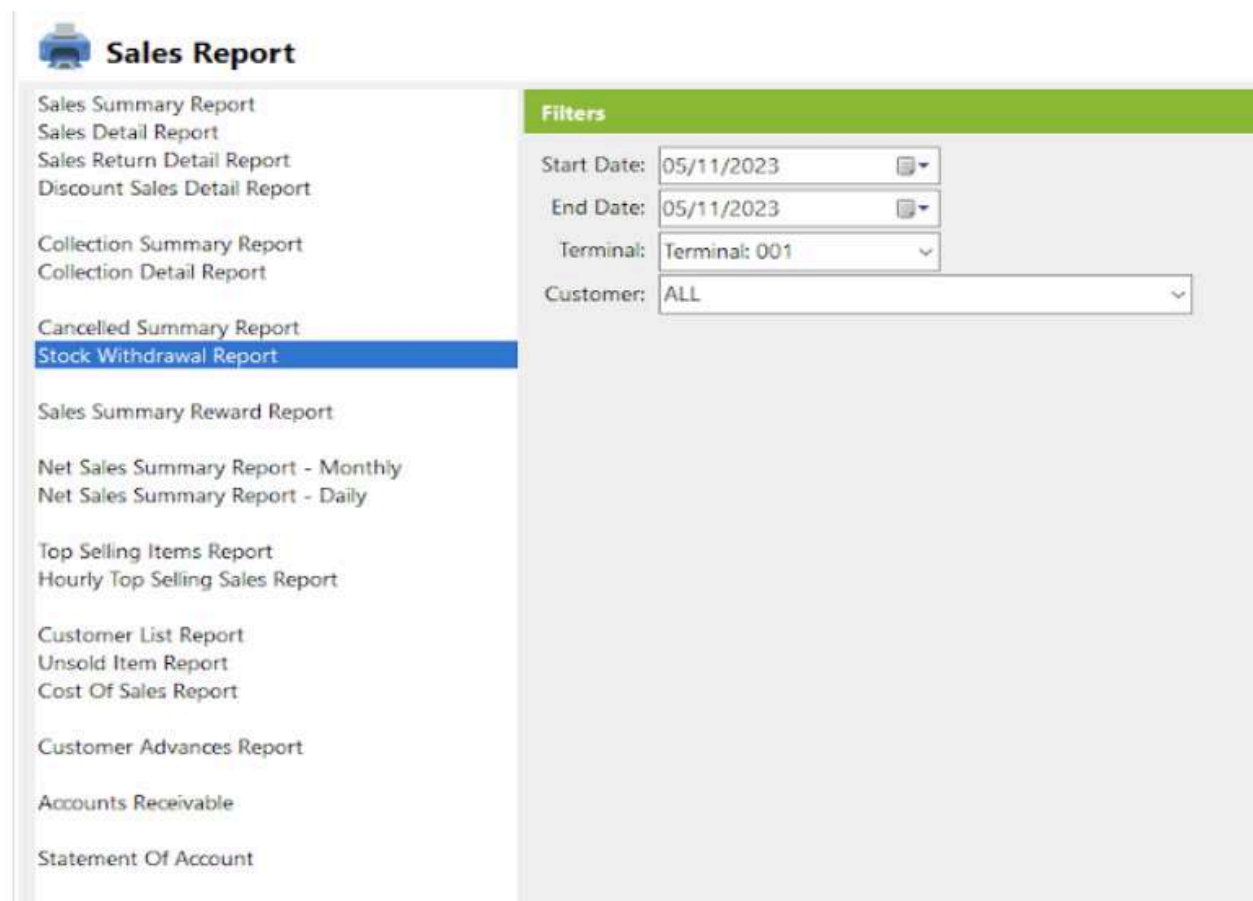
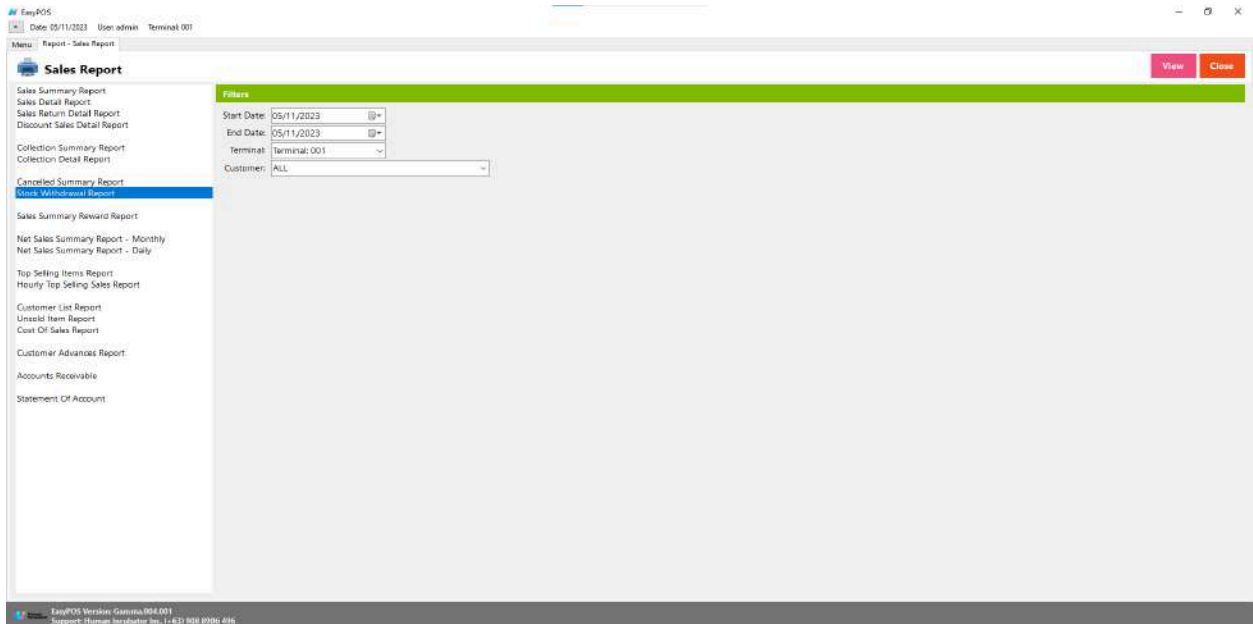
Cancelled Sales Summary Report

**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	canc

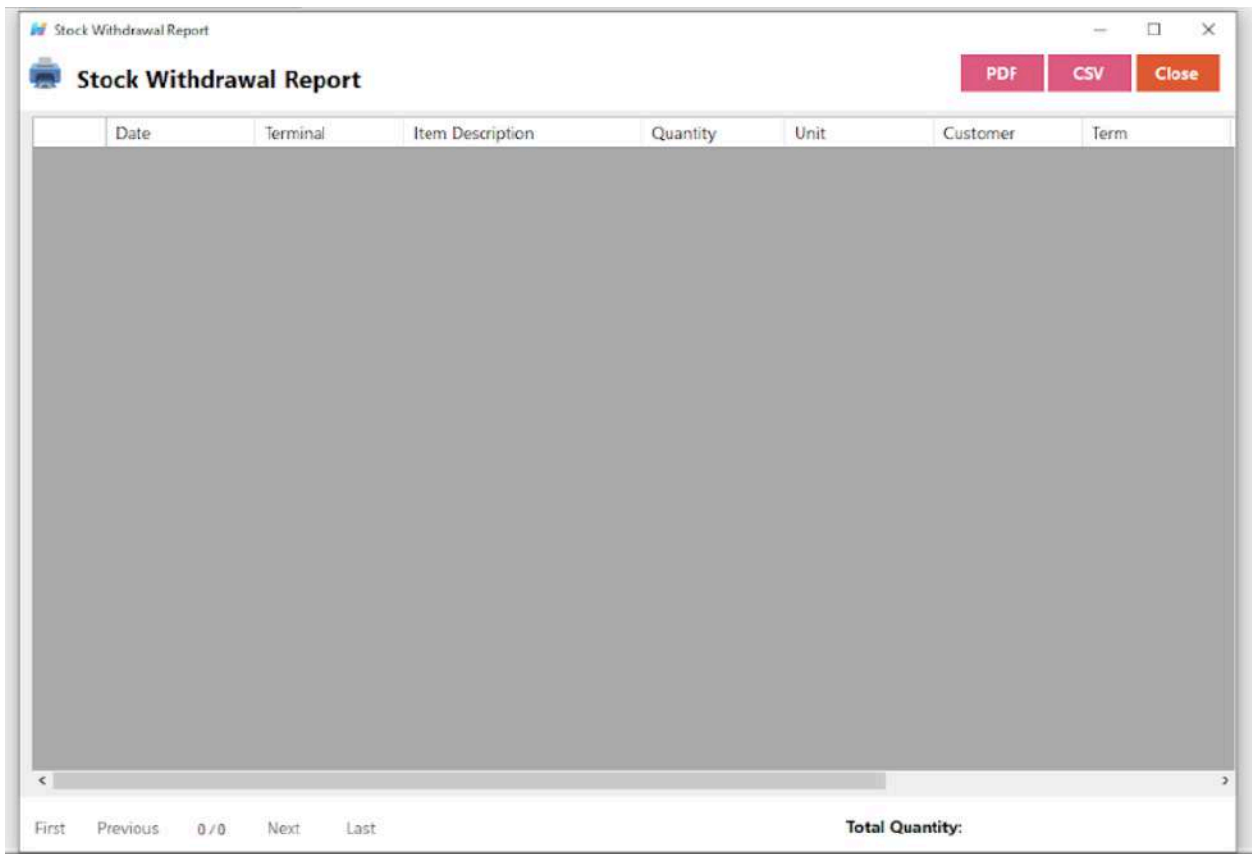
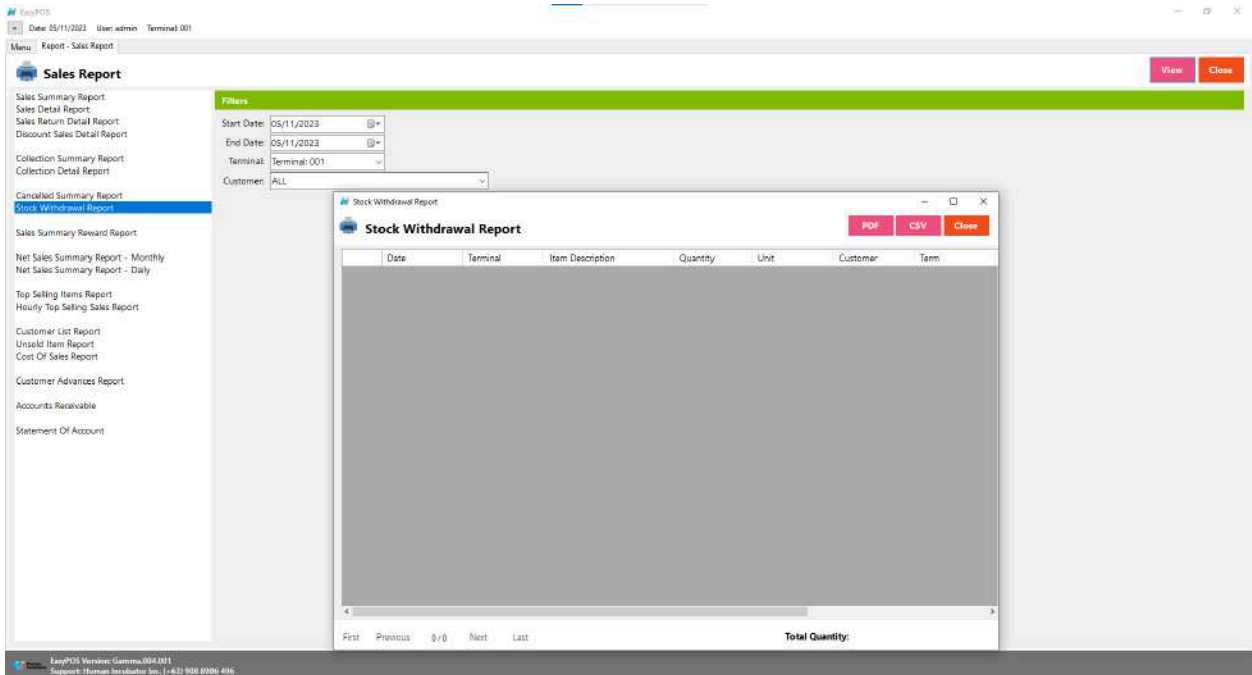
## Stock Withdrawal Report

- is a document or summary that provides detailed information about the withdrawal or removal of stock or inventory items from a business's warehouse or storage locations.



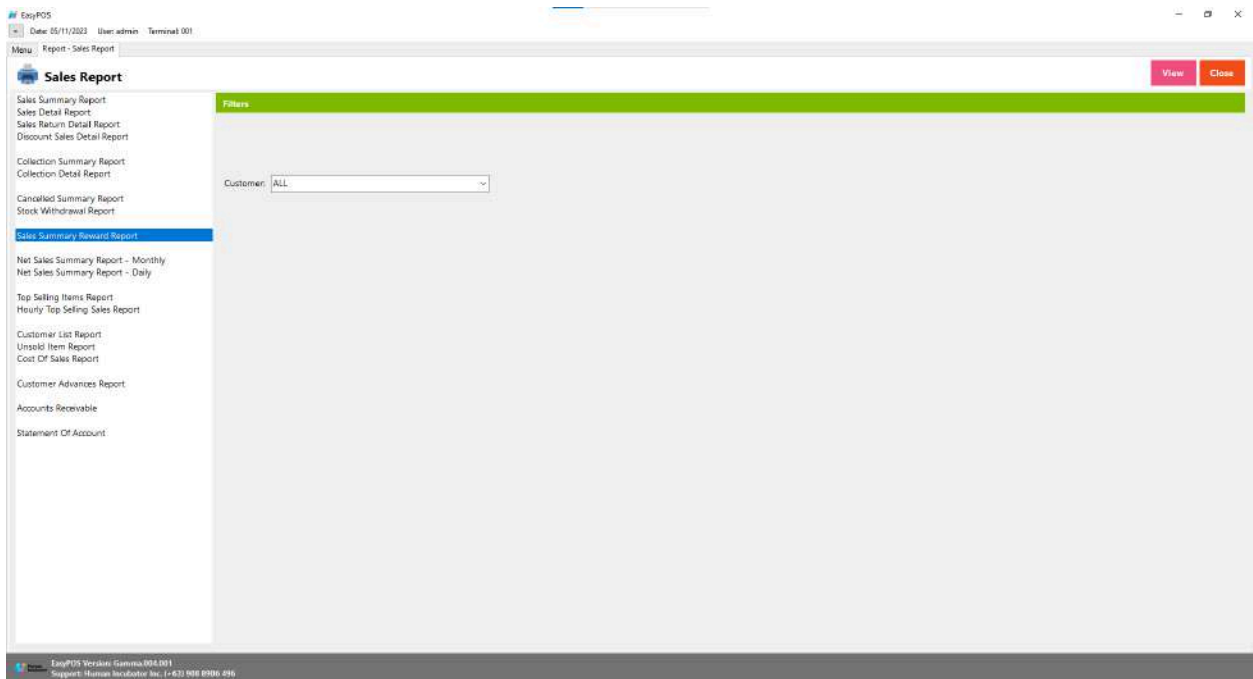
- Select start date and end date.
- It can also filtered by Terminal and Customer
- Click the **View** button to view the report

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



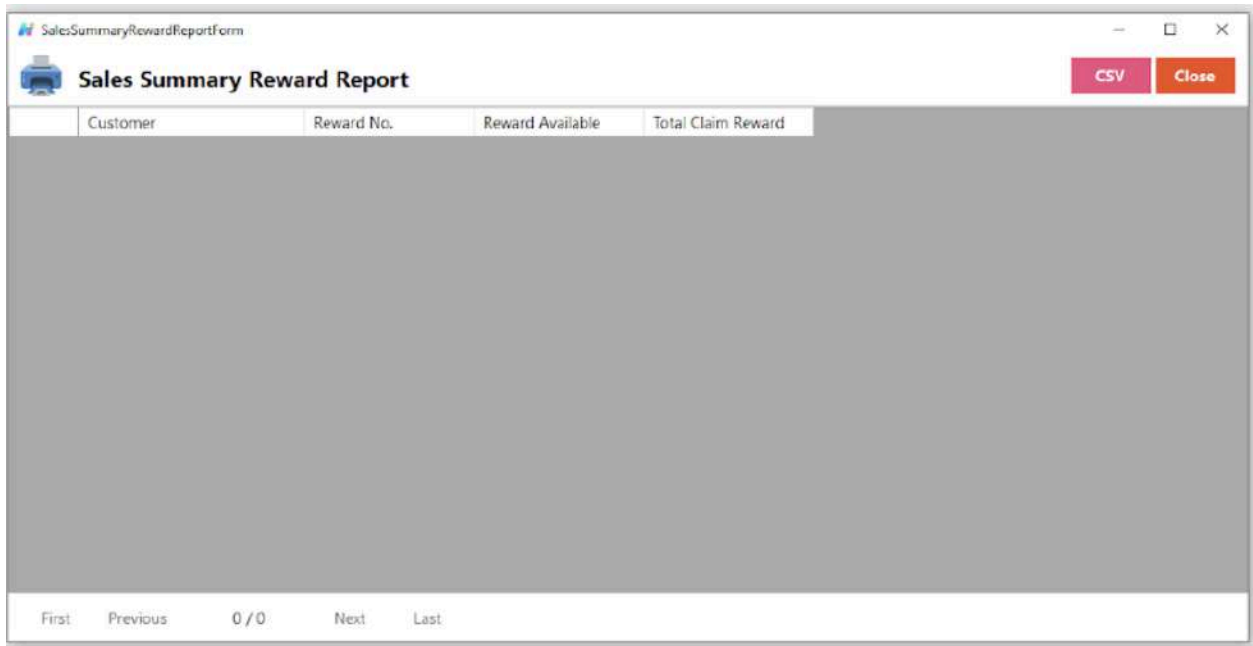
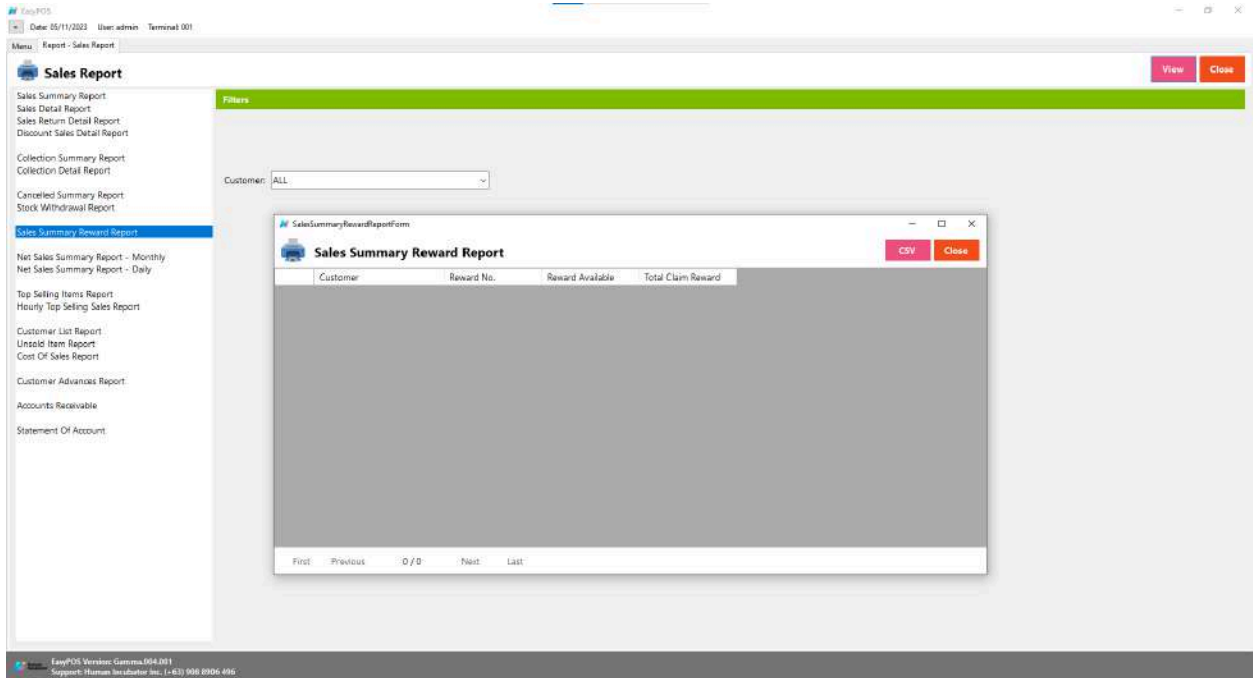
## Sales Summary Reward Report

- is a document or summary that provides an overview of sales transactions where rewards or incentives were applied or earned.



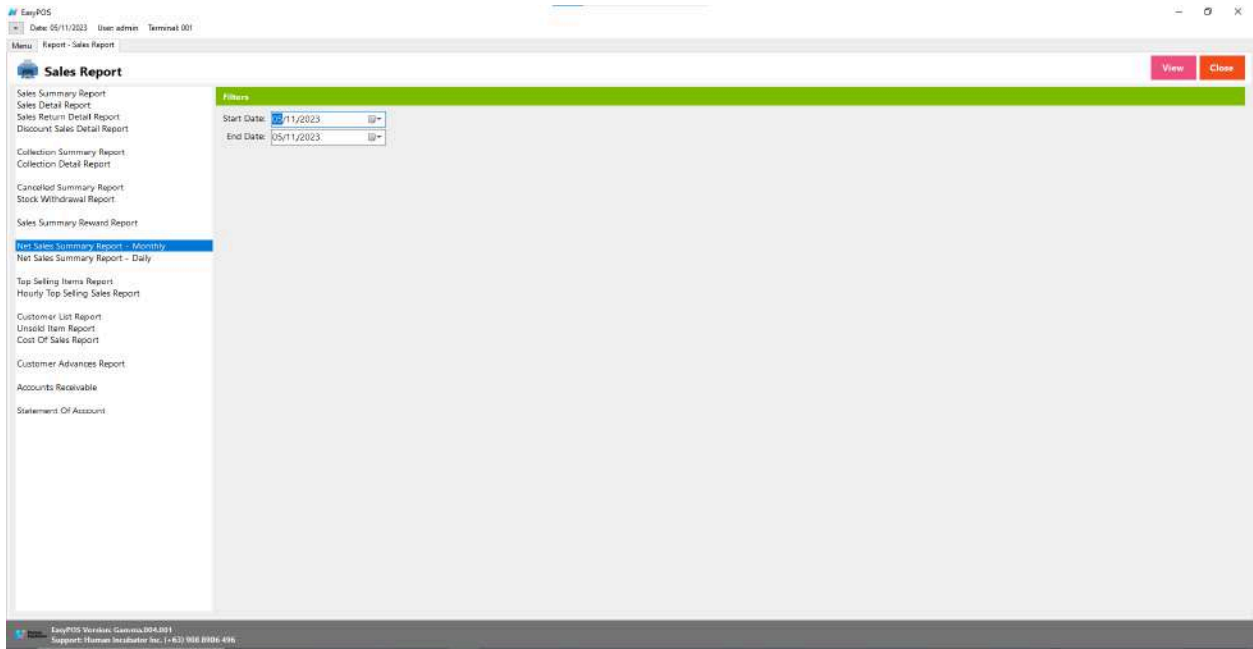
- Select a Customer
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.






## Net Sales Summary Report - Monthly

- is a document or summary that provides a consolidated overview of a business's net sales performance on a monthly basis. Net sales represent the total revenue generated from sales after deducting returns, allowances, and discounts.



 **Sales Report**

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report

Collection Summary Report  
Collection Detail Report

Cancelled Summary Report  
Stock Withdrawal Report

Sales Summary Reward Report

**Net Sales Summary Report - Monthly**  
Net Sales Summary Report - Daily

Top Selling Items Report  
Hourly Top Selling Sales Report


Customer List Report  
Unsold Item Report  
Cost Of Sales Report


Customer Advances Report

Accounts Receivable

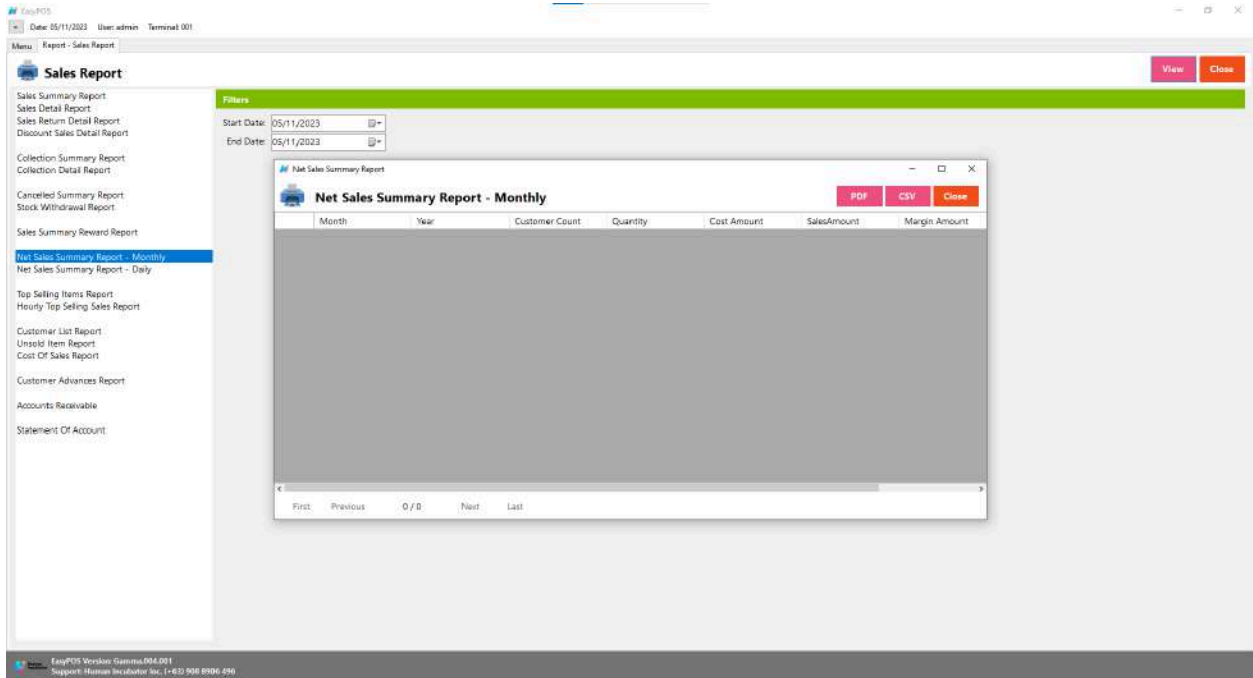
Statement Of Account

**Filters**

Start Date: 05/11/2023 

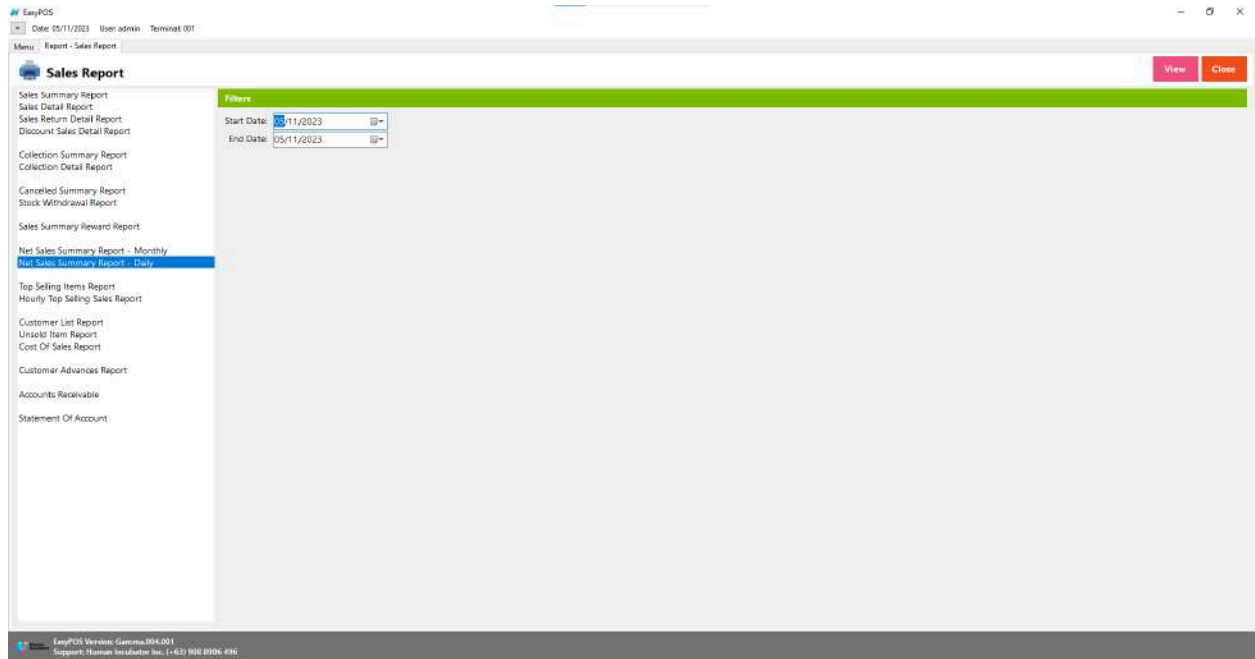
End Date: 05/11/2023 

- 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

- is a document or summary that provides a detailed overview of a business's net sales performance on a daily basis. Net sales represent the total revenue generated from sales after deducting returns, allowances, and discounts.





## Sales Report

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report

Collection Summary Report  
Collection Detail Report

Cancelled Summary Report  
Stock Withdrawal Report

Sales Summary Reward Report

Net Sales Summary Report - Monthly

Net Sales Summary Report - Daily

Top Selling Items Report  
Hourly Top Selling Sales Report

Customer List Report  
Unsold Item Report  
Cost Of Sales Report

Customer Advances Report

Accounts Receivable

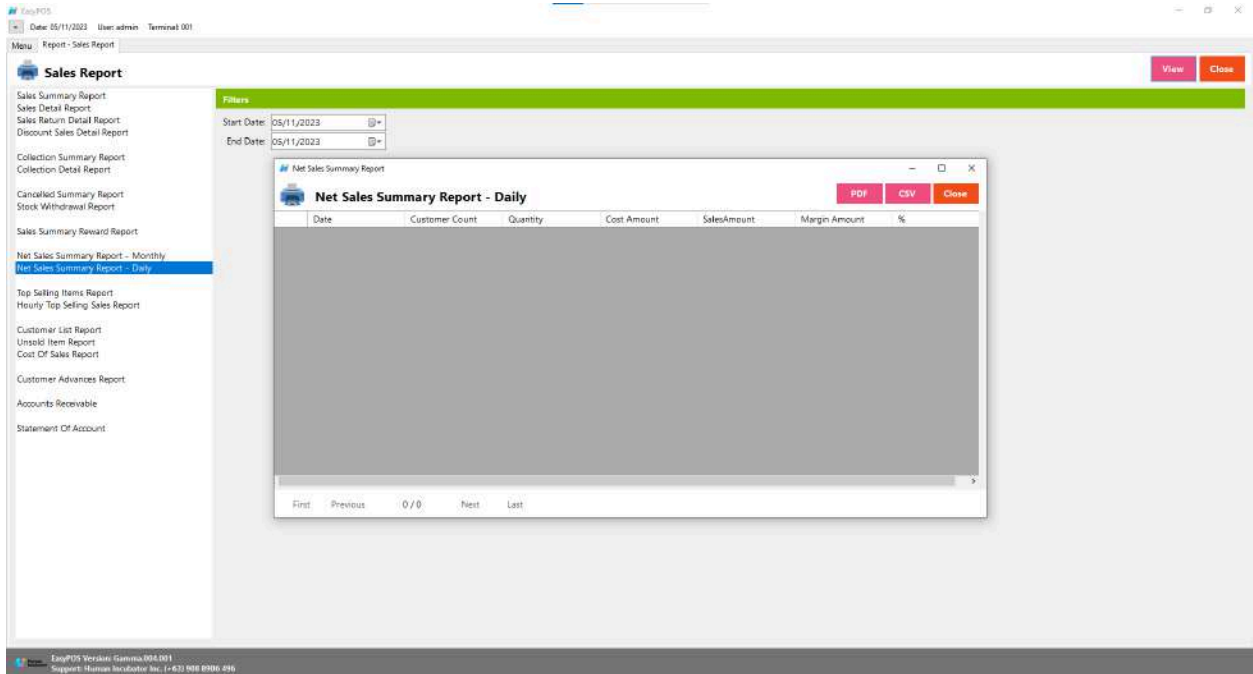
Statement Of Account

### Filters

Start Date: 05/11/2023

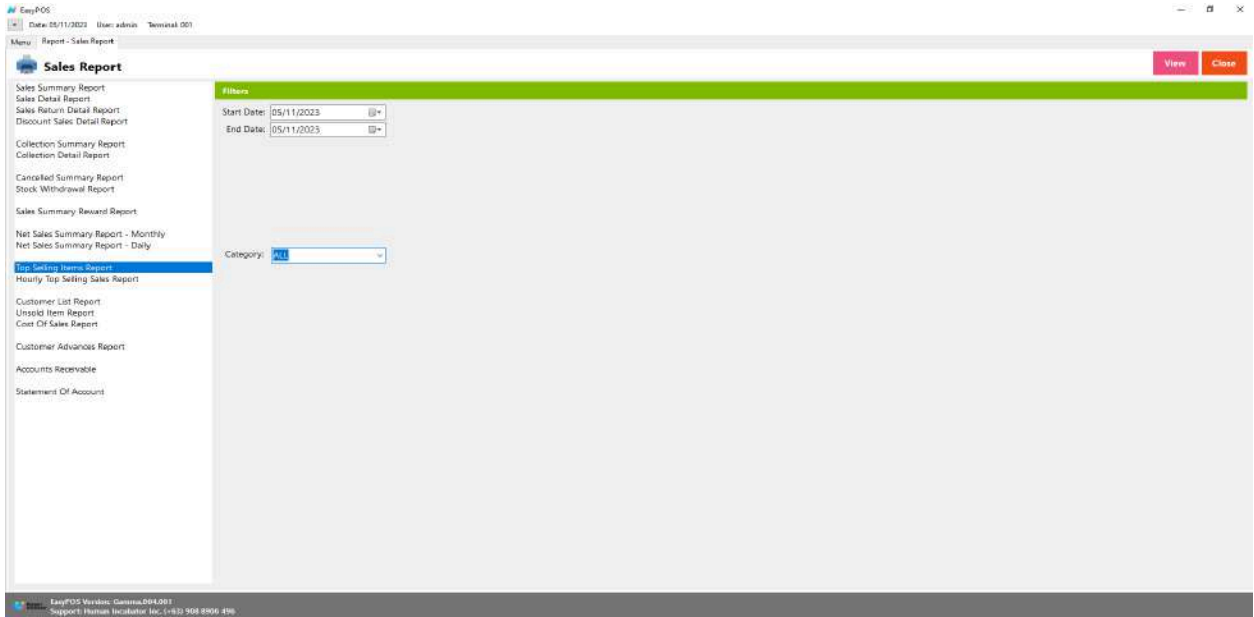
End Date: 05/11/2023

- 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

- is a document or summary that provides information about the best-performing or most popular items in a business's inventory based on sales volume or revenue over a specific period.







## Sales Report

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

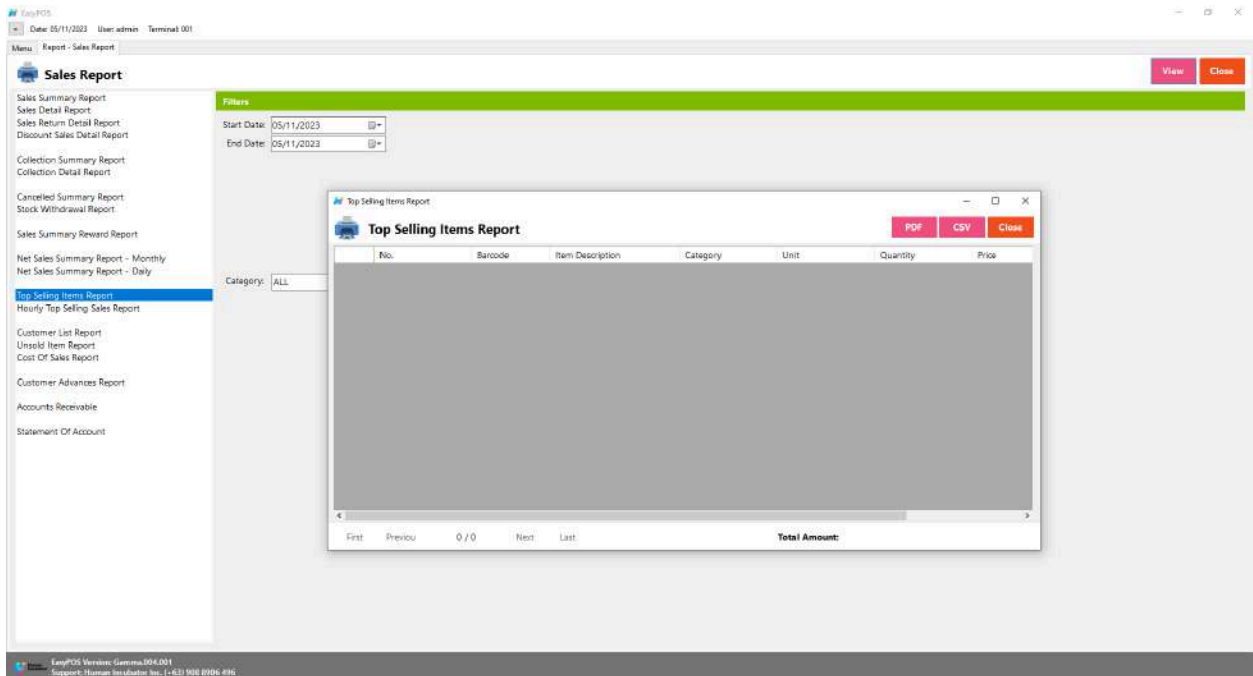
### Filters

Start Date: 05/11/2023

End Date: 05/11/2023

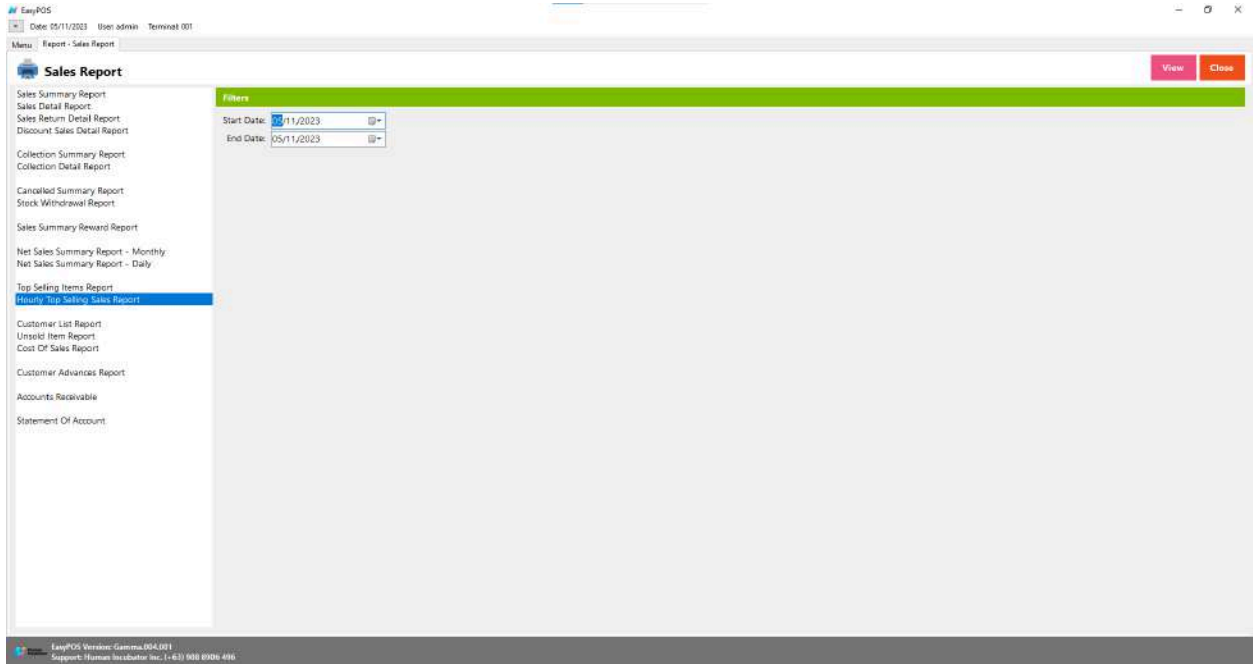
Category: ALL

- 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

- is a document or summary that provides detailed information about the best-performing or most popular items in a business's inventory based on sales volume or revenue, broken down by each hour of the day.







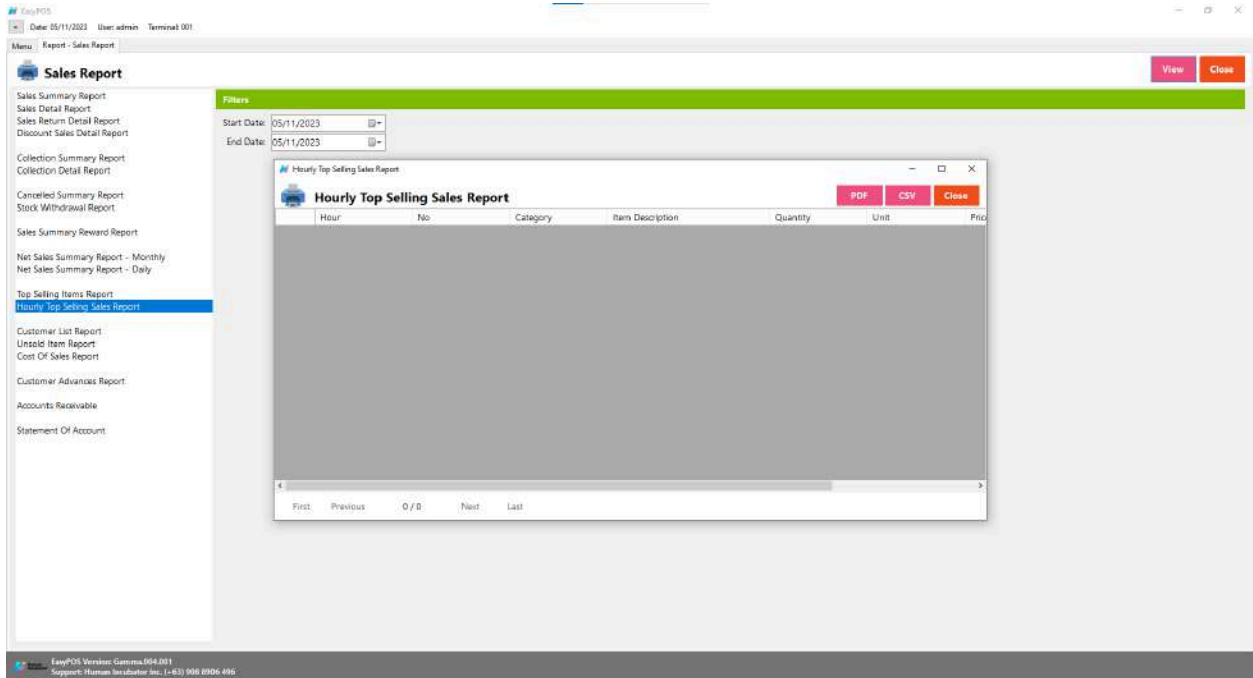
## Sales Report

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

### Filters

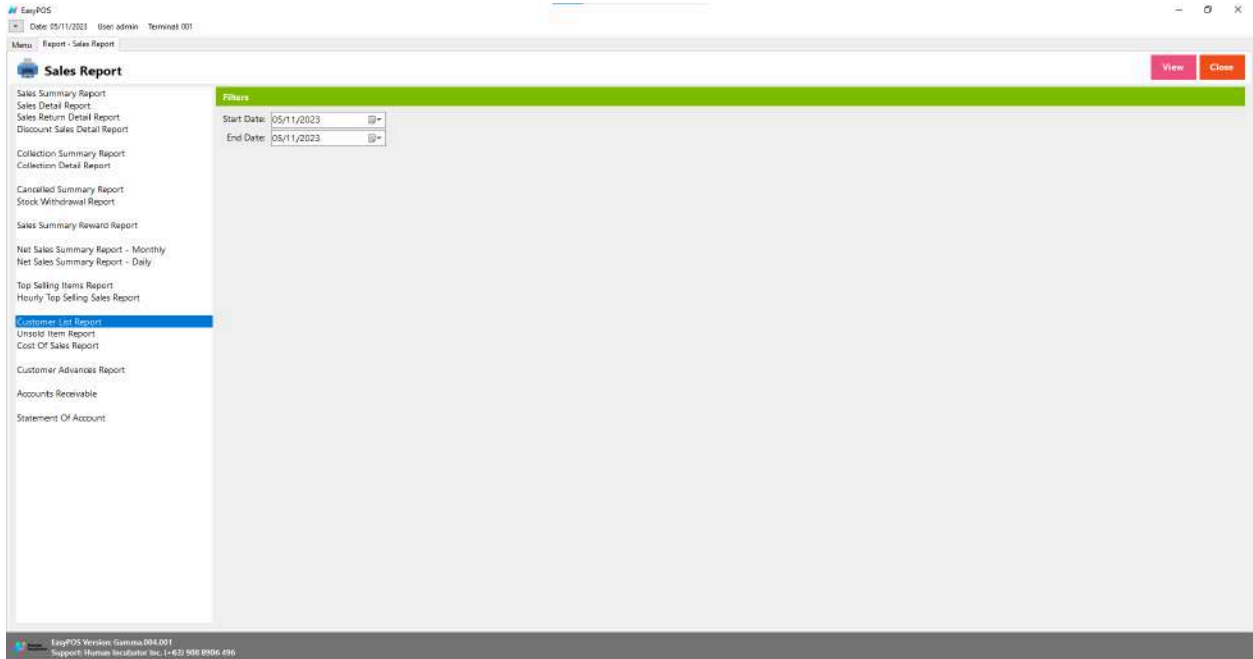
Start Date:    
End Date:  

- 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

- is a document or summary that provides detailed information about the customers associated with a business.



**Sales Report**

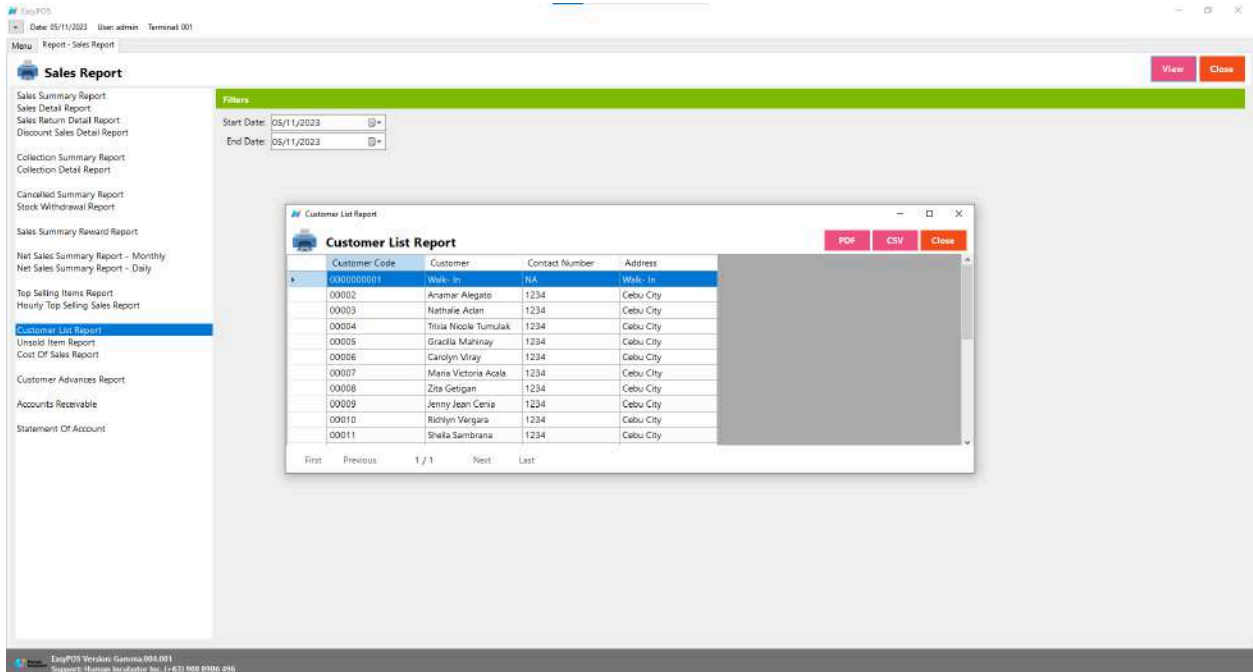
- Sales Summary Report
- Sales Detail Report
- Sales Return Detail Report
- Discount Sales Detail Report
  
- Collection Summary Report
- Collection Detail Report
  
- Cancelled Summary Report
- Stock Withdrawal Report
  
- Sales Summary Reward Report
  
- Net Sales Summary Report - Monthly
- Net Sales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

**Filters**

Start Date: 05/11/2023

End Date: 05/11/2023

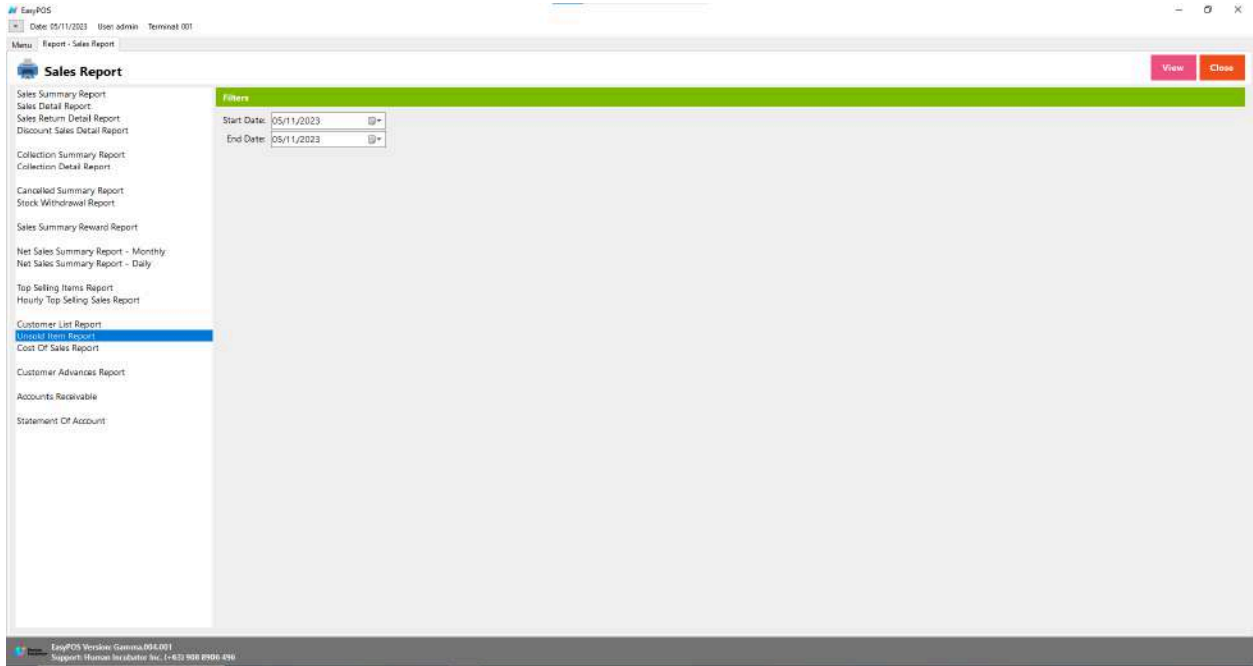
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.




## Unsold Item Report

- is a document or summary that provides detailed information about items in a business's inventory that have not been sold over a specific period.





 **Sales Report**

Sales Summary Report  
Sales Detail Report  
Sales Return Detail Report  
Discount Sales Detail Report

Collection Summary Report  
Collection Detail Report

Cancelled Summary Report  
Stock Withdrawal Report

Sales Summary Reward Report

Net Sales Summary Report - Monthly  
Net Sales Summary Report - Daily

Top Selling Items Report  
Hourly Top Selling Sales Report

Customer List Report  
**Unsold Item Report**


Cost Of Sales Report


Customer Advances Report

Accounts Receivable

Statement Of Account

**Filters**

Start Date: 05/11/2023 

End Date: 05/11/2023 

- 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.

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

Menu | Report - Sales Report View Close

**Sales Report**

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

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

Unsold Item Report PDF CSV Close

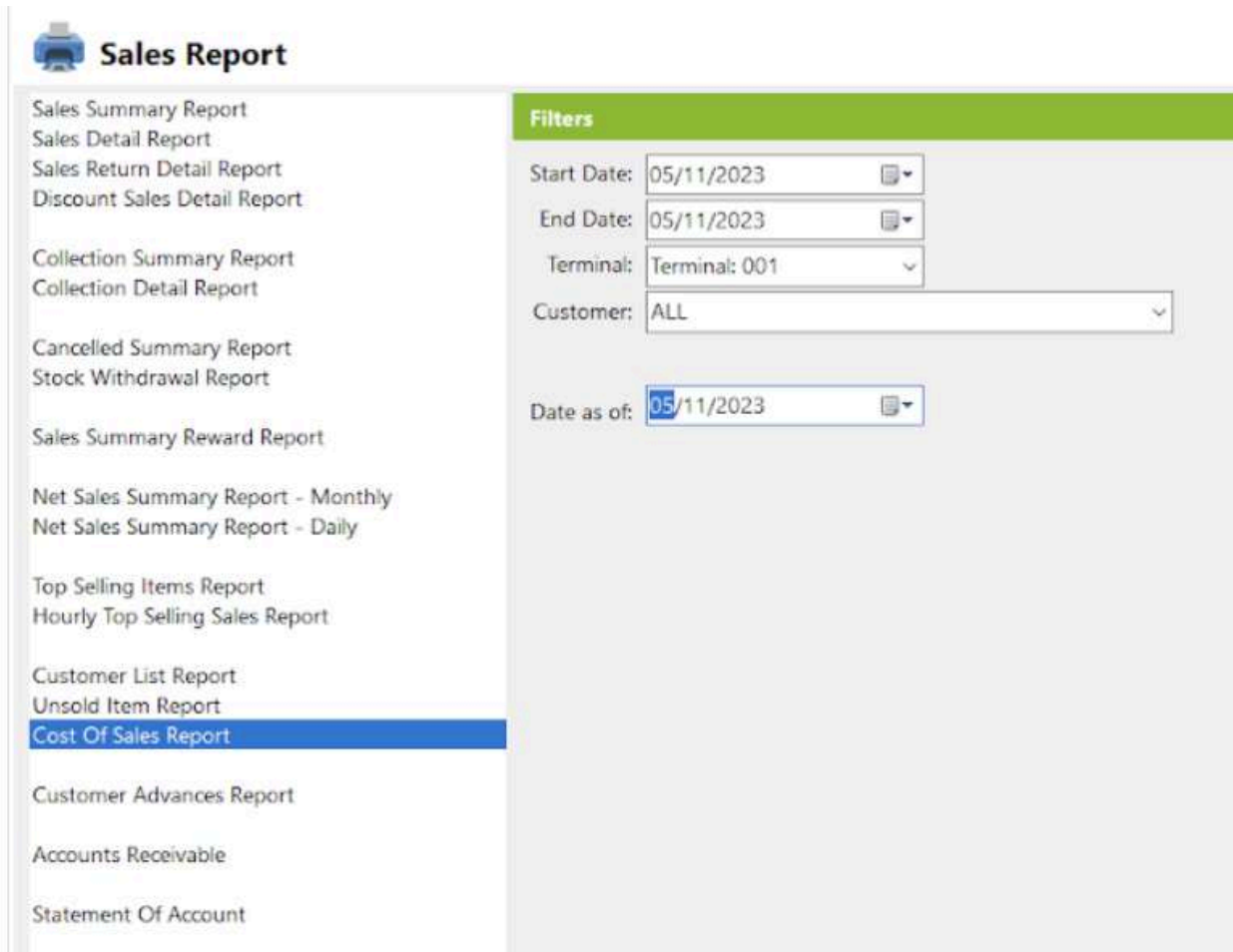
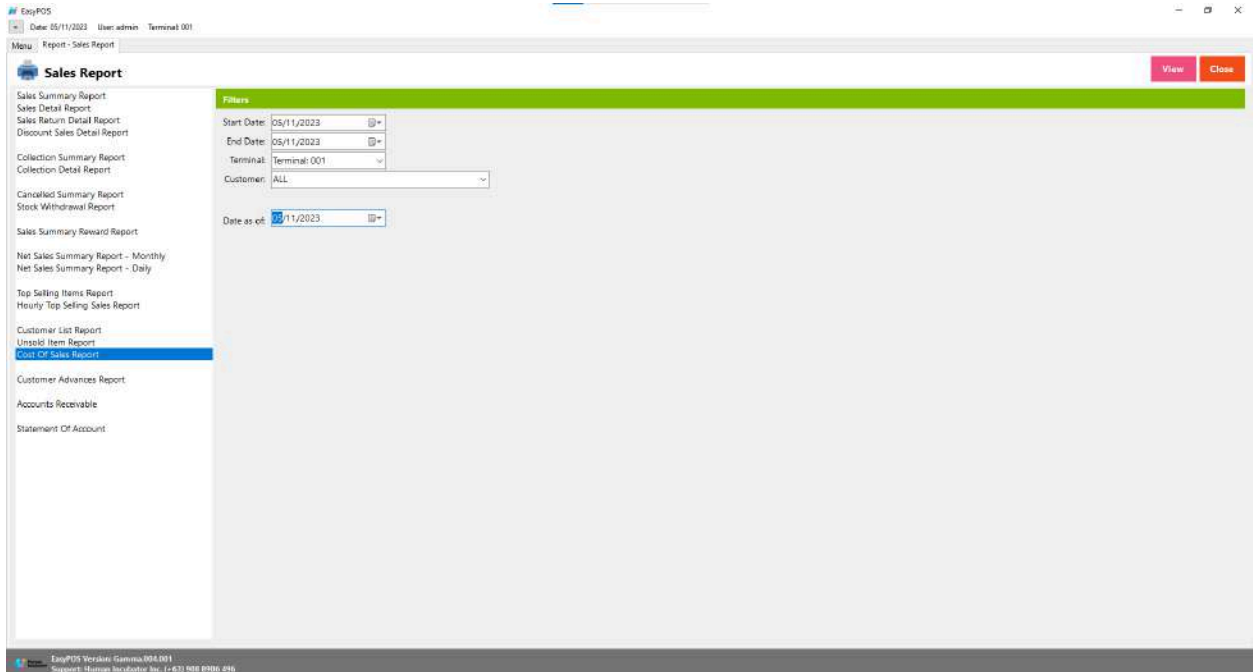
Barcode	Item Description	Category	Unit	Cost	Price
000020001	Service Charge	Service Charge	Pct%	0.10	0.10
00002	Sizzling Burgersteak	Sizzling	Serving(s)	1.00	179.00
00003	Sizzling Porkchop	Sizzling	Serving(s)	1.00	190.00
00004	Sizzling Sirig	Sizzling	Serving(s)	1.00	160.00
00005	Regular Burger	Burger	Serving(s)	1.00	95.00
00006	Cheese Burger	Burger	Serving(s)	1.00	95.00
00007	Cheese Burger Deluxe	Burger	Serving(s)	1.00	135.00
00008	Mango Shake	Shake	Serving(s)	1.00	95.00
00009	Avocado Shake	Shake	Serving(s)	1.00	95.00
00010	Strawberry Shake	Shake	Serving(s)	1.00	105.00
00011	Cup Cake	Dessert	Pct%	1.00	115.00
00012	Brownies	Dessert	Pct%	1.00	95.00
00013	Cookies	Dessert	Pct%	1.00	75.00
00014	Coke zero 12oz	Drink	Can(s)	1.00	85.00
00015	Sprite	Drink	Can(s)	1.00	85.00
00016	Royal	Drink	Pct%	1.00	85.00
00017	Xtra Gravy	Add-On	Cust%	1.00	25.00

First Previous 1 / 1 Next Last

ExpPOS Versión: Gamma 903.001  
Support: Manual Instalador Inc. | +632 990 8900 496

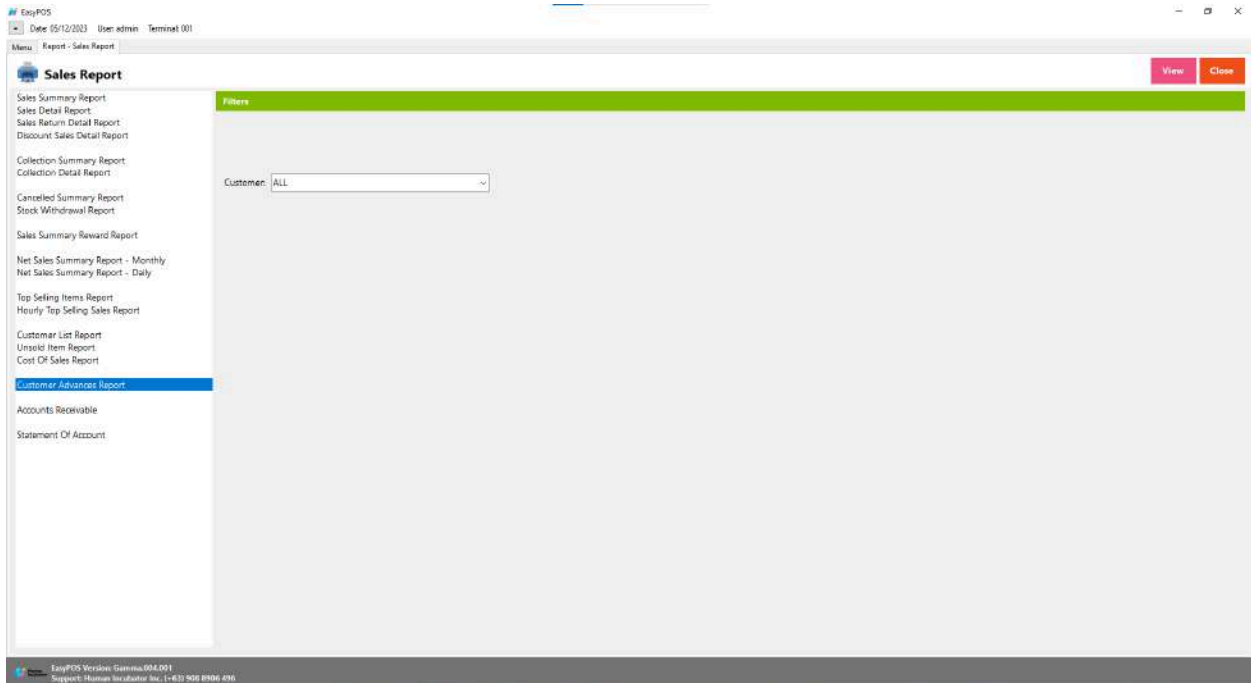
## Cost of Sales Report

- is a document or summary that provides detailed information about the costs associated with the products or services that a business sold during a specific period.

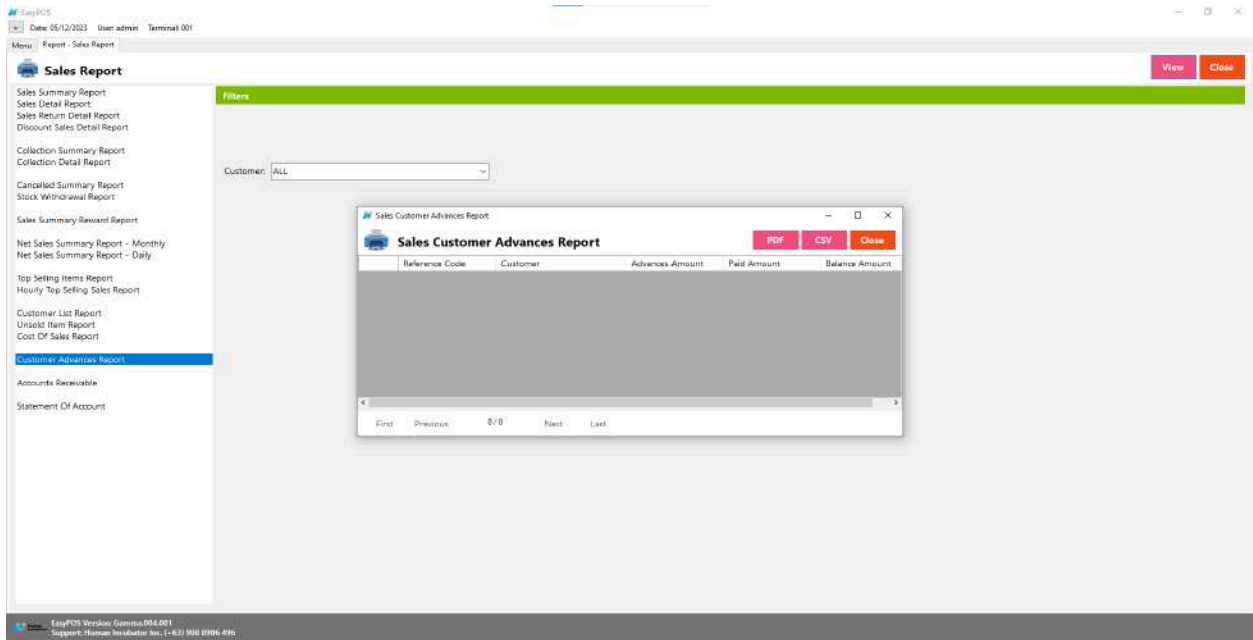


## Customer Advances Report

- is a document or summary that provides detailed information about the advances or prepayments received from customers.

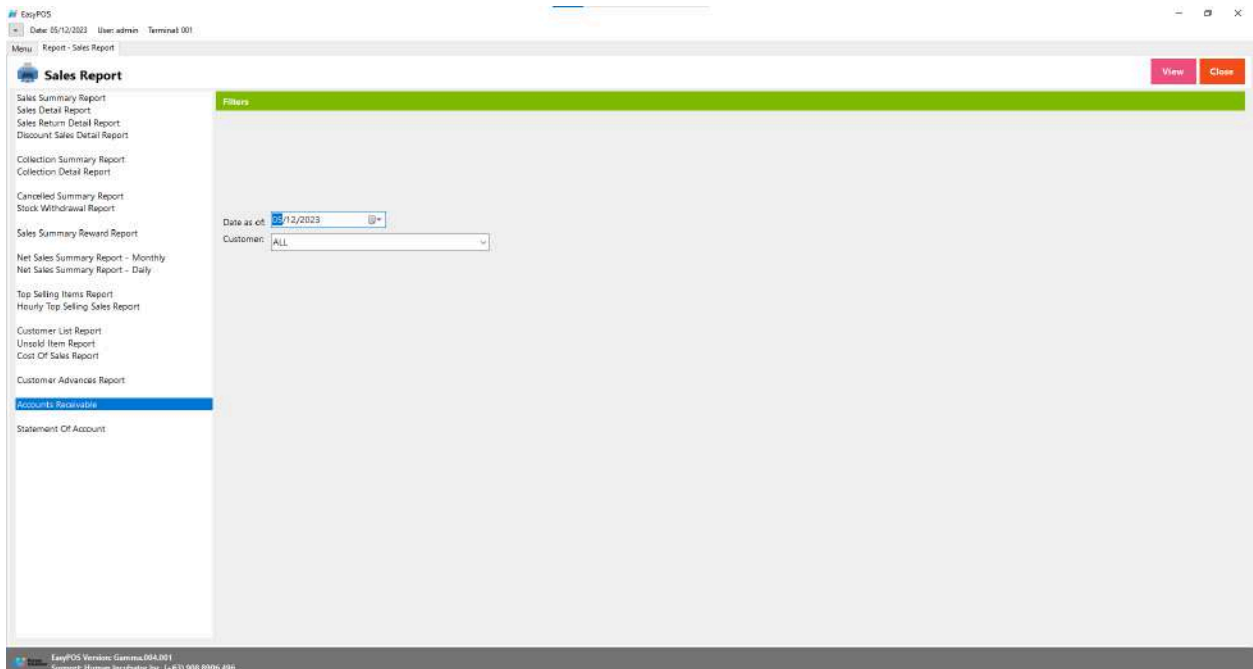


- It is filtered by Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



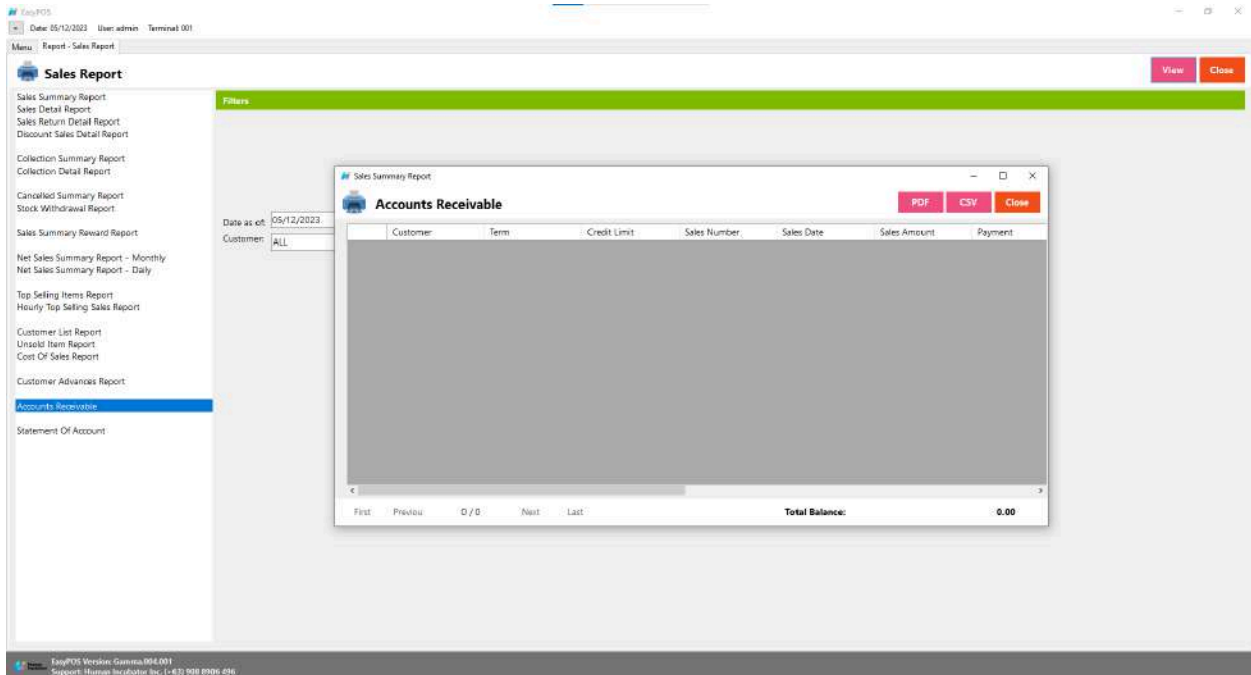
## Accounts Receivable

- is a financial term that refers to the amount of money owed to a business by its customers for goods or services that have been delivered or provided but not yet paid for.



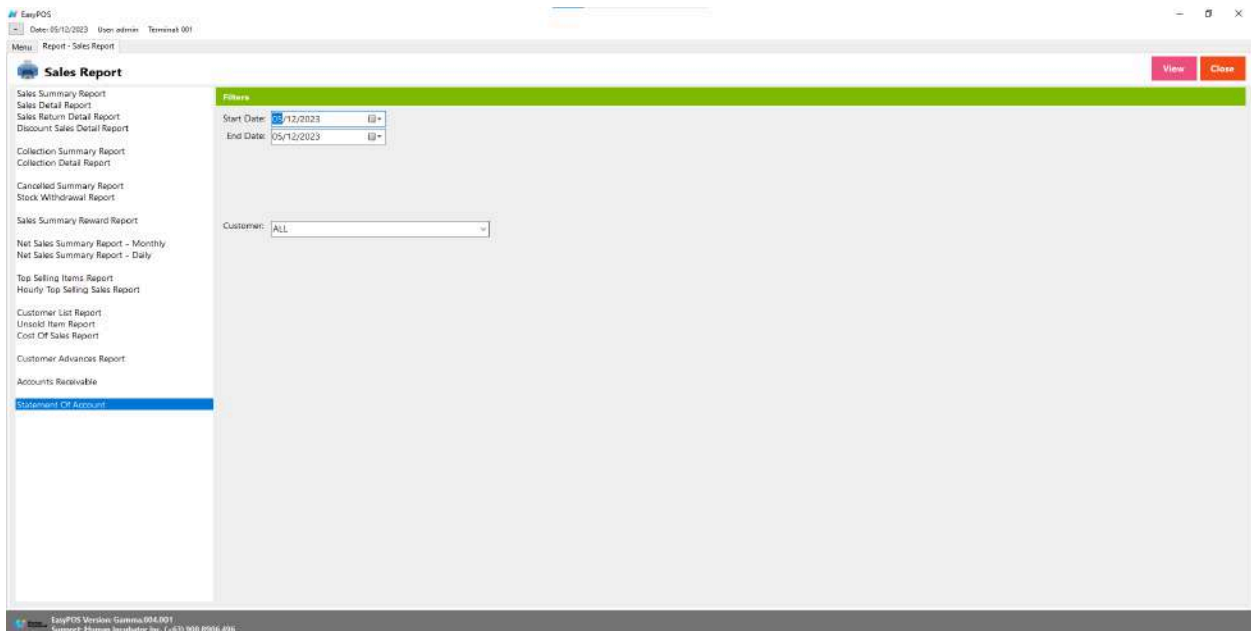
- Select Date as of and Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report

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



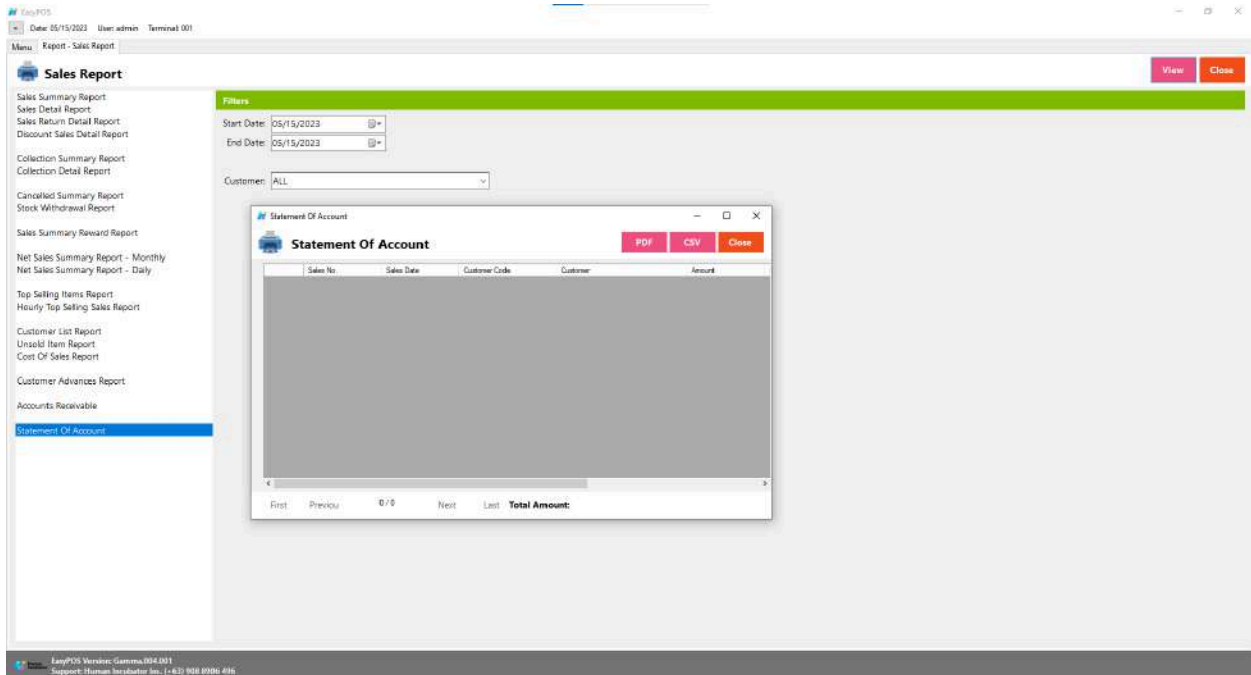
## Statement of Account

- is a financial document that provides a summary of transactions between a business and a specific customer over a particular period.



- 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

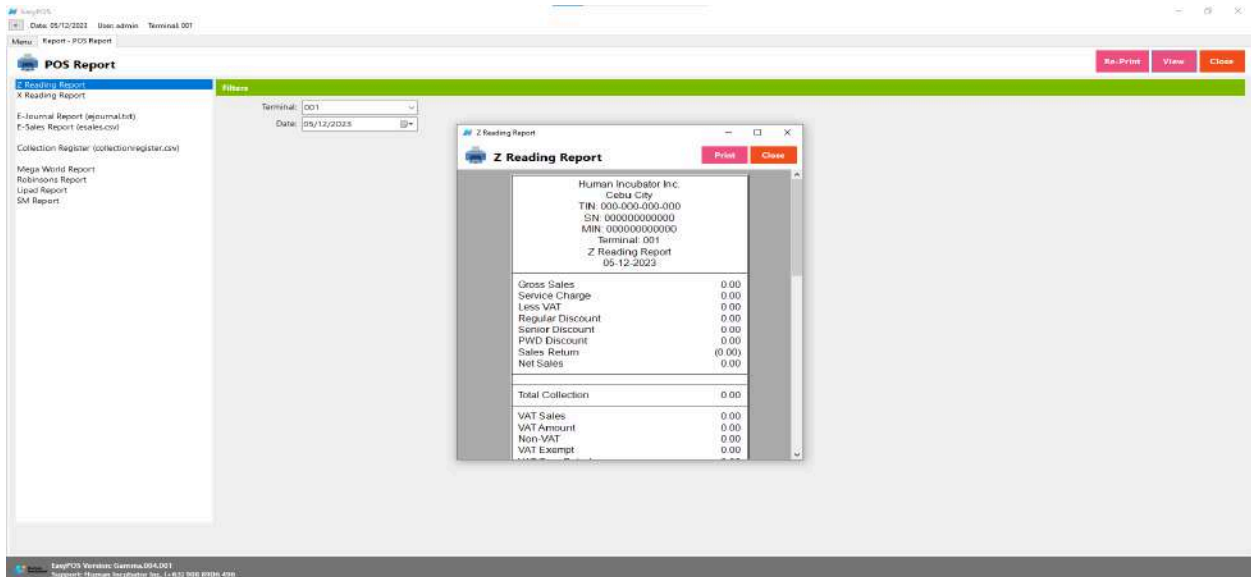
- **POS Report** is where users can see the final sales report within the day. Also, this is where users can generate reports that are needed for BIR such as Z-Reading.

### Z Reading Report

- is a financial report generated by point-of-sale (POS) systems, particularly in the context of retail businesses. The "Z" in Z Reading stands for "Zero," indicating that the report is typically printed or generated at the end of a specific business day or shift to reset the transaction counters to zero for the next period.

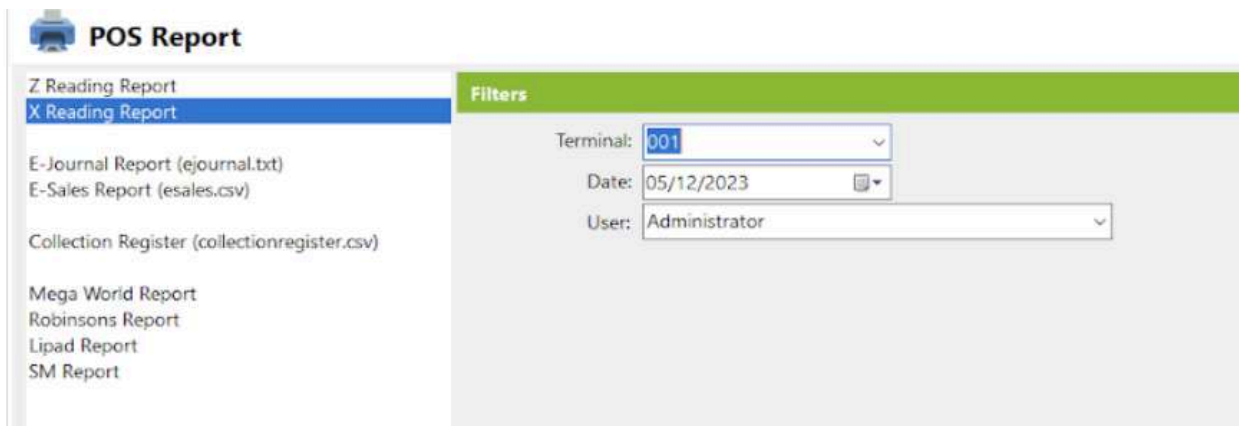
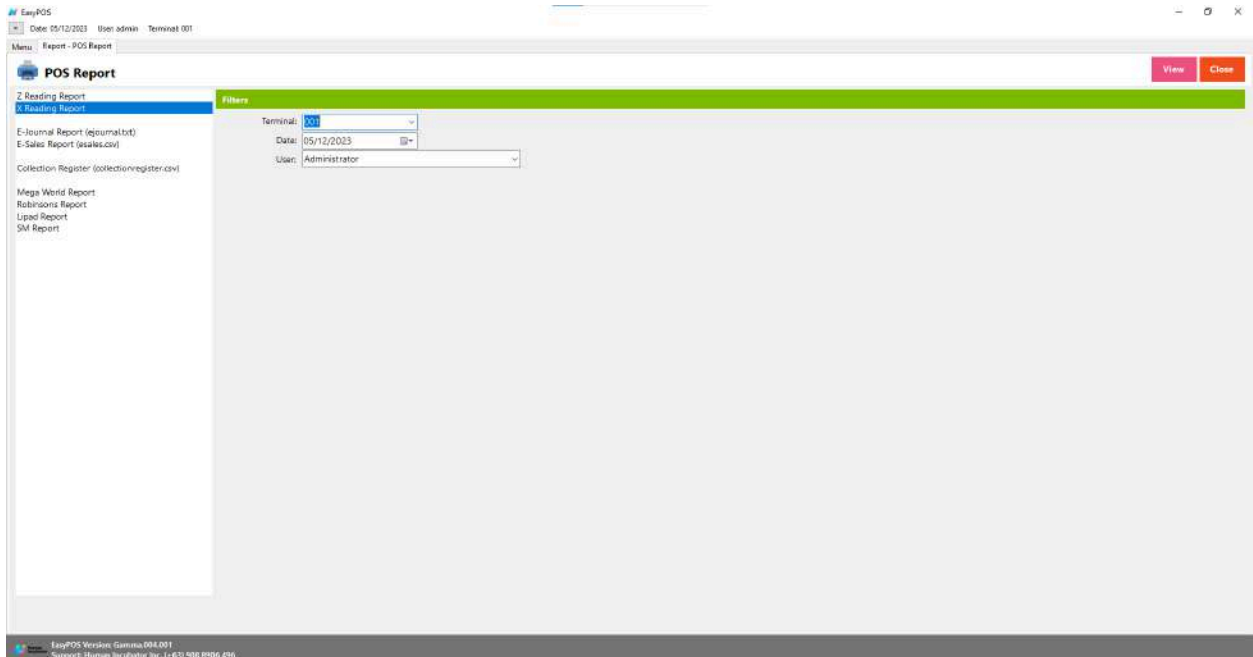






## X Reading Report

- is a financial report generated by point-of-sale (POS) systems, similar to the Z Reading Report. The "X" in X Reading signifies that the report is taken without resetting the transaction counters or cash register totals. Unlike the Z Reading, which is typically performed at the end of a business day or shift to reset counters and finalize transactions, the X Reading allows operators or managers to view and print a snapshot of sales and transaction data without closing the current business day.



- 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

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

Menu Report - POS Report View Close

**POS Report**

7. Reading Report  
**X Reading Report**  
 E-Journal Report (ejournal.txt)  
 E-Sales Report (esales.csv)  
 Collection Register (collectionregister.csv)  
 Mega World Report  
 Robinsons Report  
 Lipai Report  
 SM Report

Filters  
 Terminal: 001  
 Date: 05/12/2023  
 User: Administrator

X Reading Report Print Close

Human Incubator Inc.  
 Cebu City  
 X Reading Report  
 05-12-2023  
 admin

Gross Sales	0.00
Service Charge	0.00
Less VAT	0.00
Regular Discount	0.00
Senior Discount	0.00
PWD Discount	0.00
Sales Return	(0.00)
Net Sales	0.00
<hr/>	
Total Collection	0.00
<hr/>	
VAT Sales	0.00
VAT Amount	0.00
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00
<hr/>	
Counter ID Start	0000000000
Counter ID End	0000000000

ExpPOS Versión: Gamma 005.001  
 Support: Human Incubator Inc. | +63 908 8906 696

Human Incubator Inc. Cebu City X Reading Report 05-12-2023 admin	
Gross Sales	0.00
Service Charge	0.00
Less VAT	0.00
Regular Discount	0.00
Senior Discount	0.00
PWD Discount	0.00
Sales Return	(0.00)
Net Sales	0.00
Total Collection	0.00
VAT Sales	0.00
VAT Amount	0.00
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00
Counter ID Start	0000000000
Counter ID End	0000000000

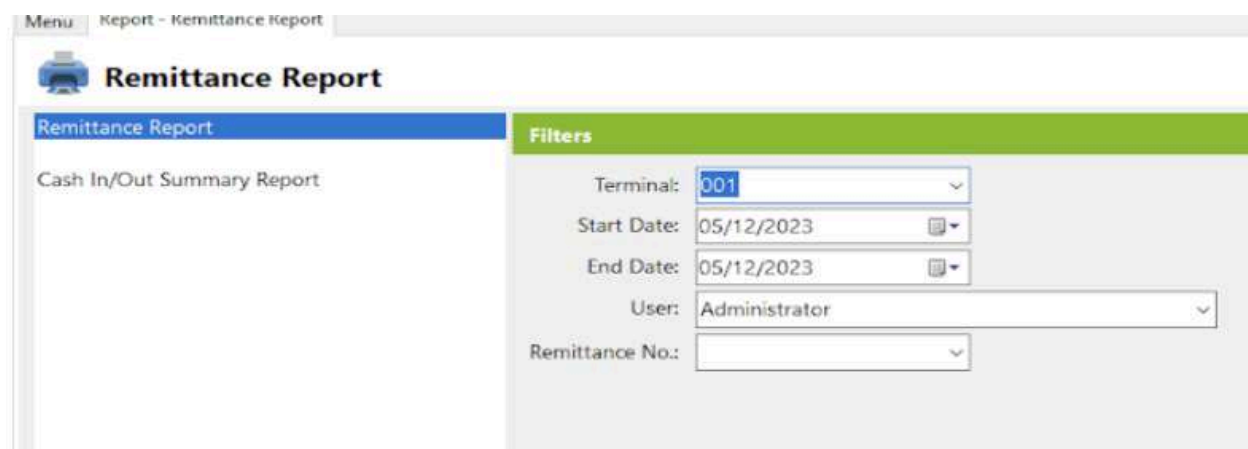
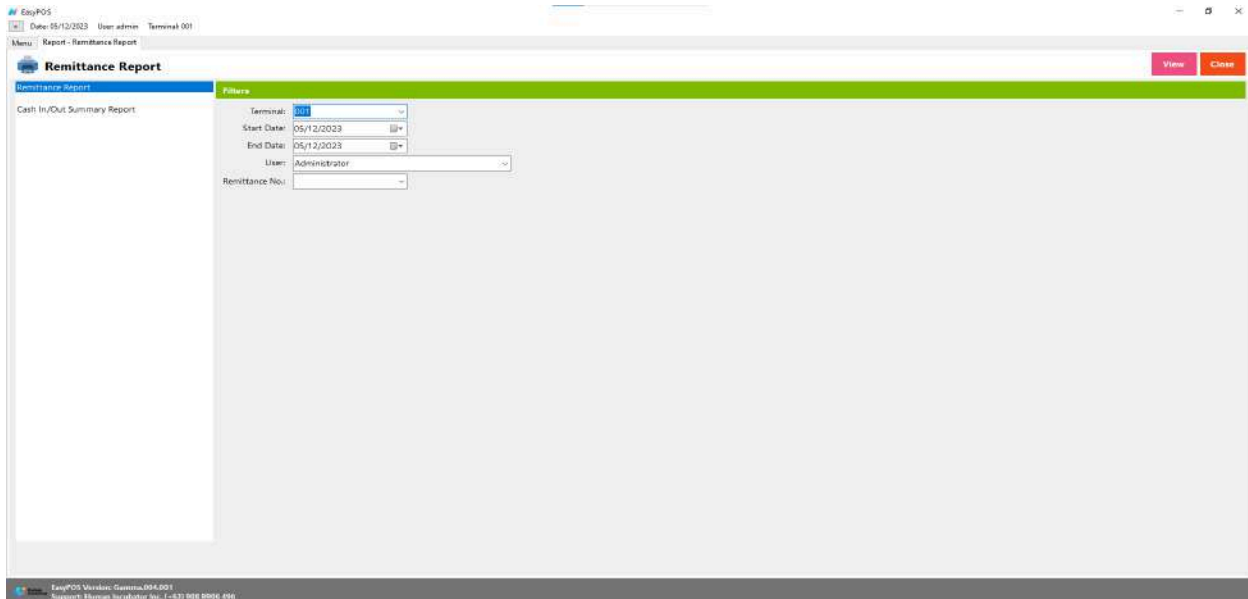
## Remittance Report

### Overview

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

## Remittance Report

- is a document that provides detailed information about payments received by a business or organization.



- 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

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

**Remittance Report** [View] [Close]

Remittance Report  
Cash In/Out Summary Report

Filters

Terminal: 001  
Start Date: 05/12/2023  
End Date: 05/12/2023  
User: Administrator  
Remittance No: 0000000001 - Refund

Remittance Report [Print] [Close]

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

Collection	
Pay Type	Received Amount
Cash	760.00
<b>Total Collection</b>	<b>760.00</b>

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

Cash In/Out Number: 0000000001  
Cash In/Out Date: 05/12/2023  
Cash In/Out Type: CREDIT  
Pay Type: Cash

**Amount Denomination**

EmpPOS Version: Gamma.994.001  
Support: Human Incubator Inc. | (+63) 910 8900 410

Remittance Report [Print] [Close]

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

Collection	
Pay Type	Received Amount
Cash	760.00
<b>Total Collection</b>	<b>760.00</b>

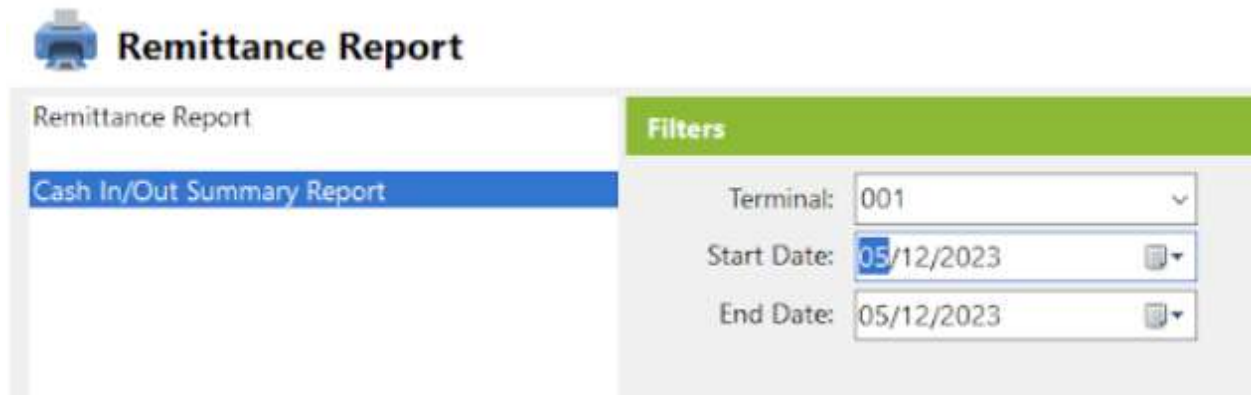
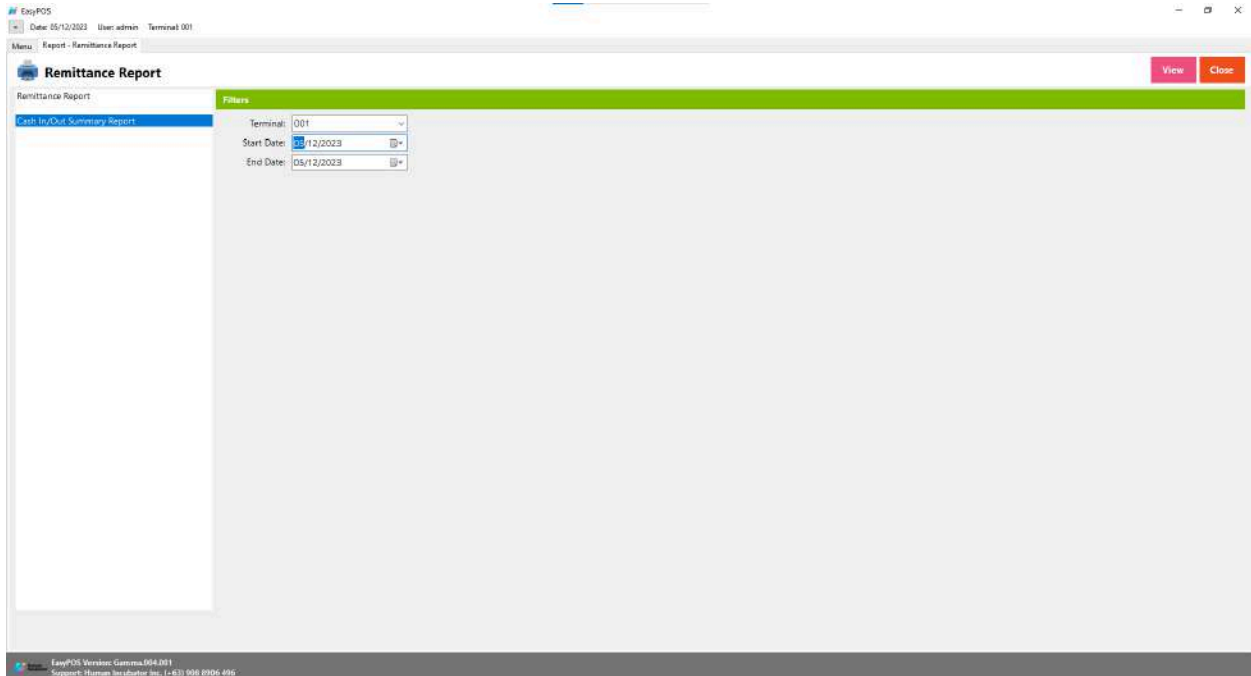
Cash In/Out	
Pay Type	Amount
Cash In	0.00
Cash Out	0.00

Cash In/Out Number: 0000000001  
Cash In/Out Date: 05/12/2023  
Cash In/Out Type: CREDIT  
Pay Type: Cash

**Amount Denomination**

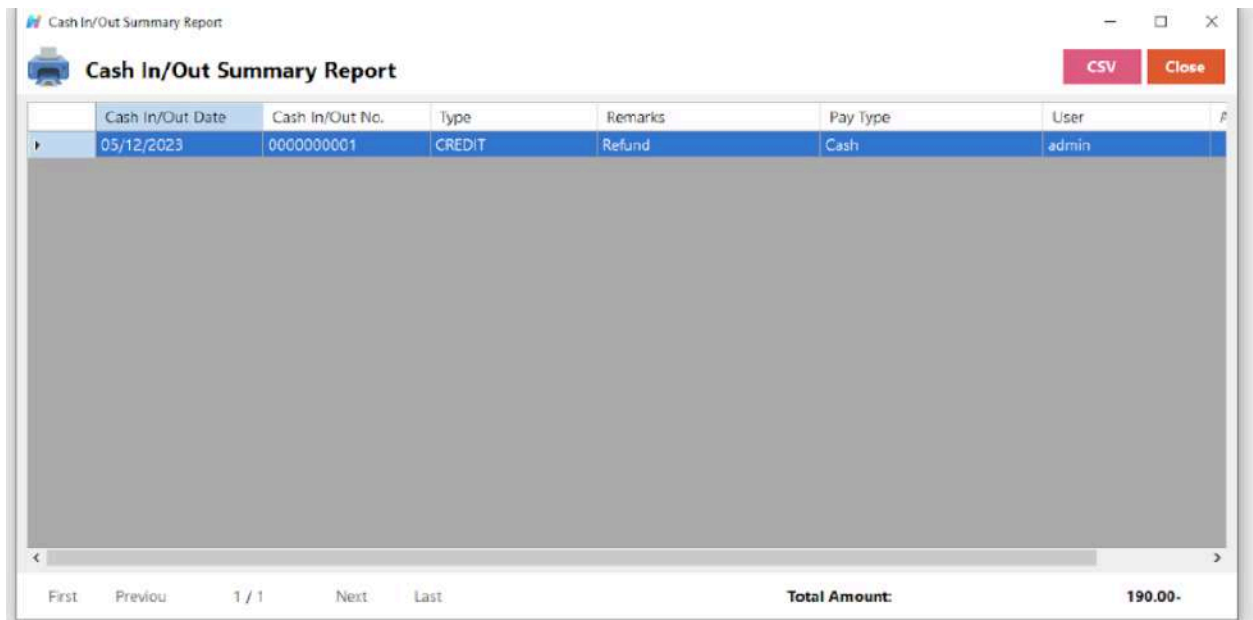
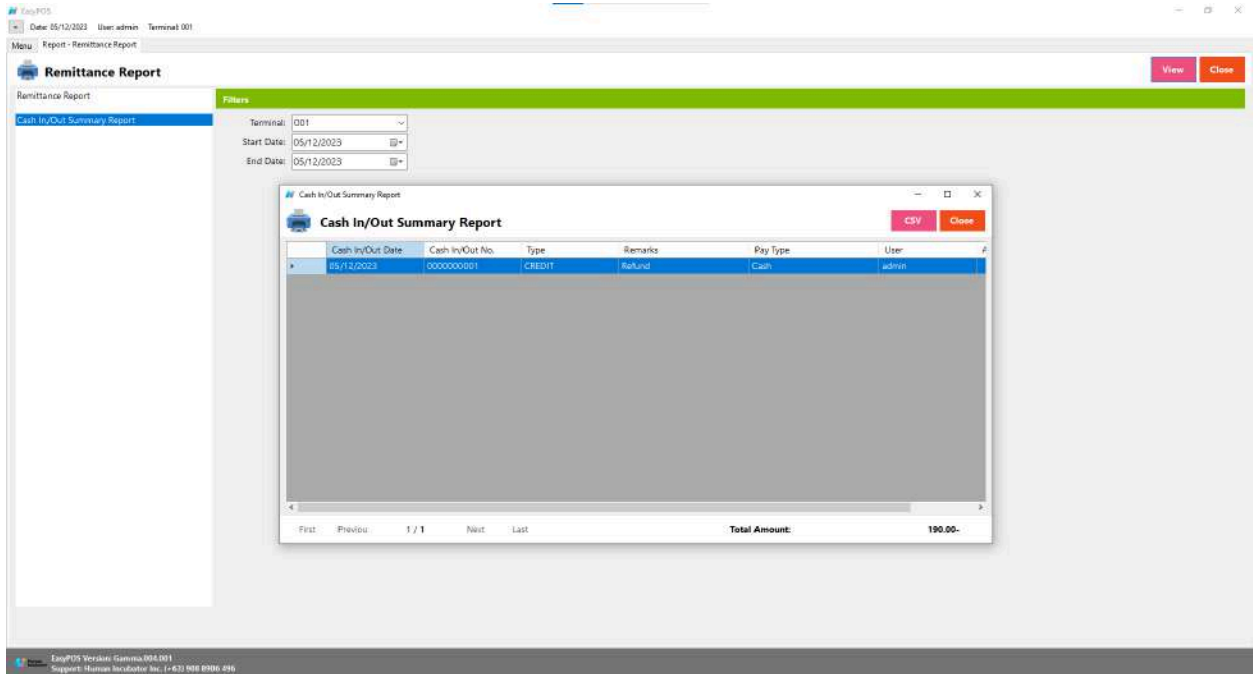
## Cash In/Out Summary Report

- is a financial document that provides a summarized overview of the cash transactions within a specified period, typically at the end of a business day or a specific shift.



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





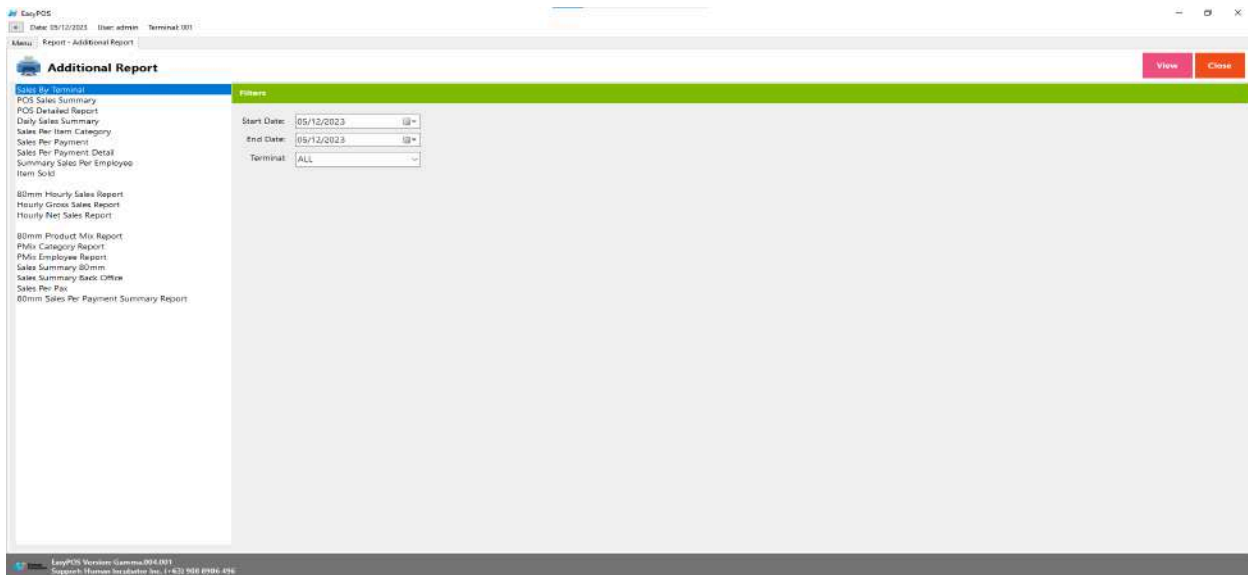
## Additional Report

### Overview

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

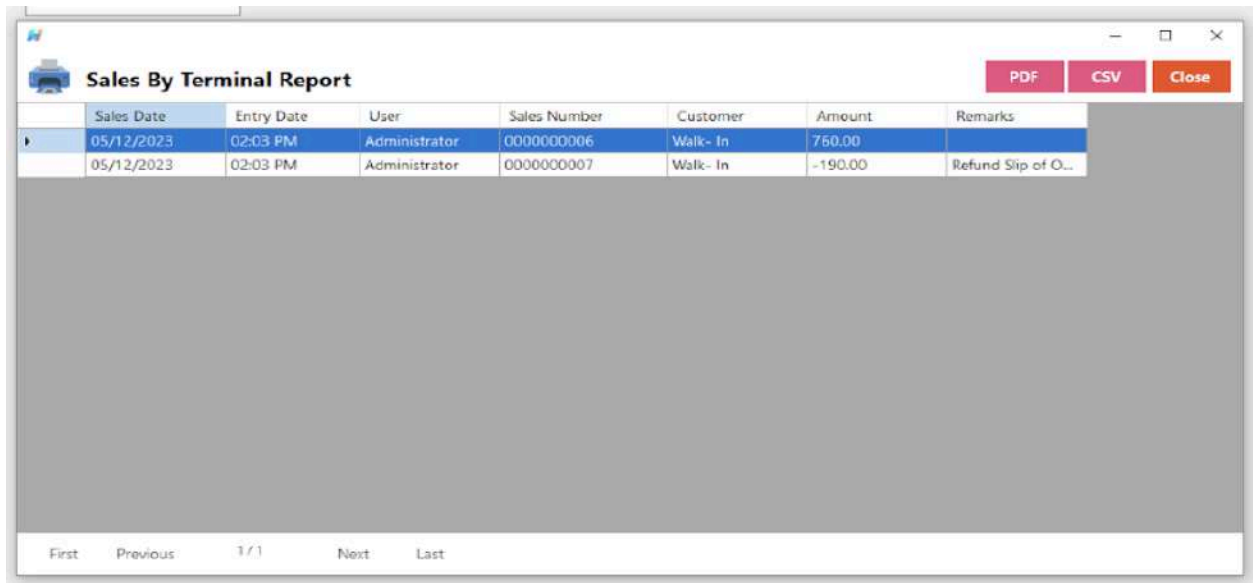
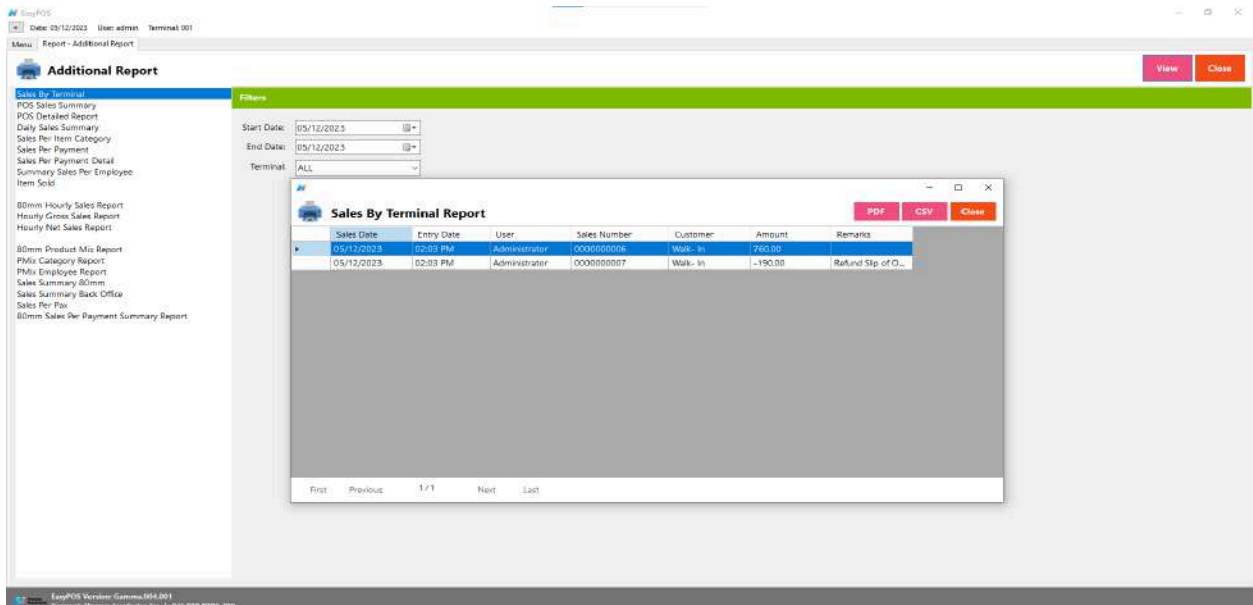
## Sales By Terminal

- refers to a report that provides a breakdown of sales transactions based on the terminals or point-of-sale (POS) devices used in a business.



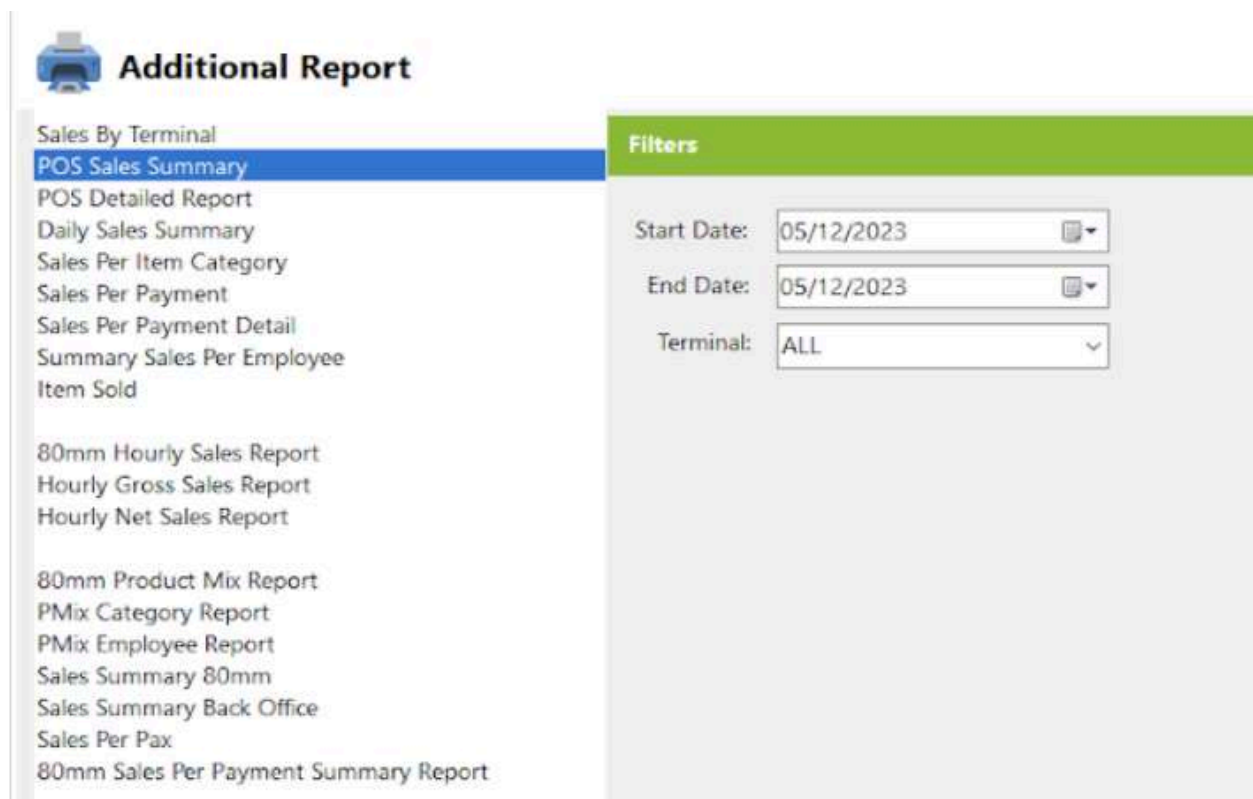
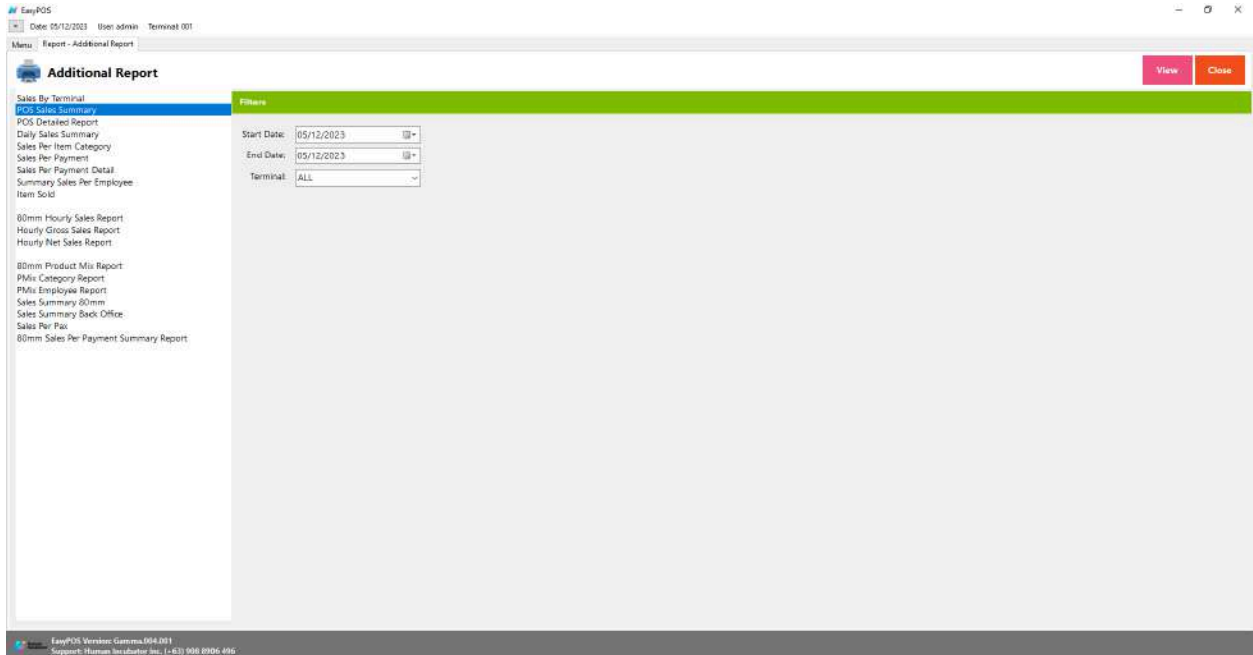
- Select Terminal, Start Date and End Date.
- Click the **View** button to view the report

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

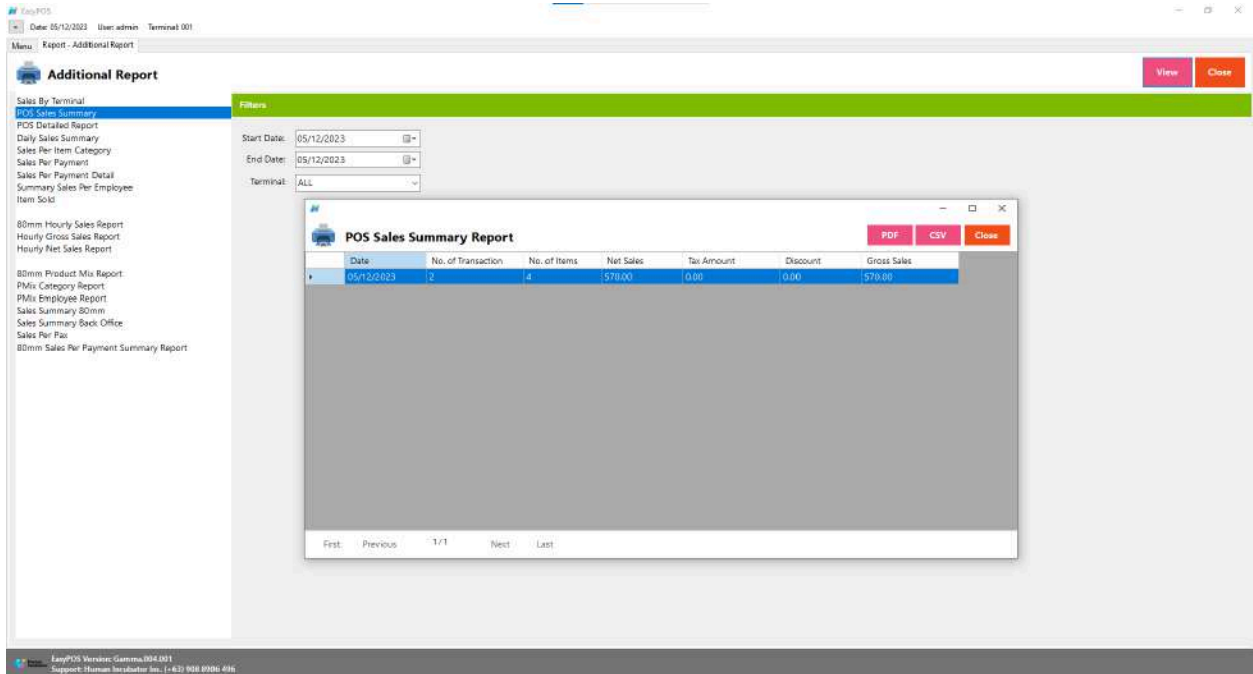


## POS Sales Summary

- is a report generated by a Point of Sale (POS) system that provides a consolidated overview of sales transactions processed through the POS terminals during a specific period.

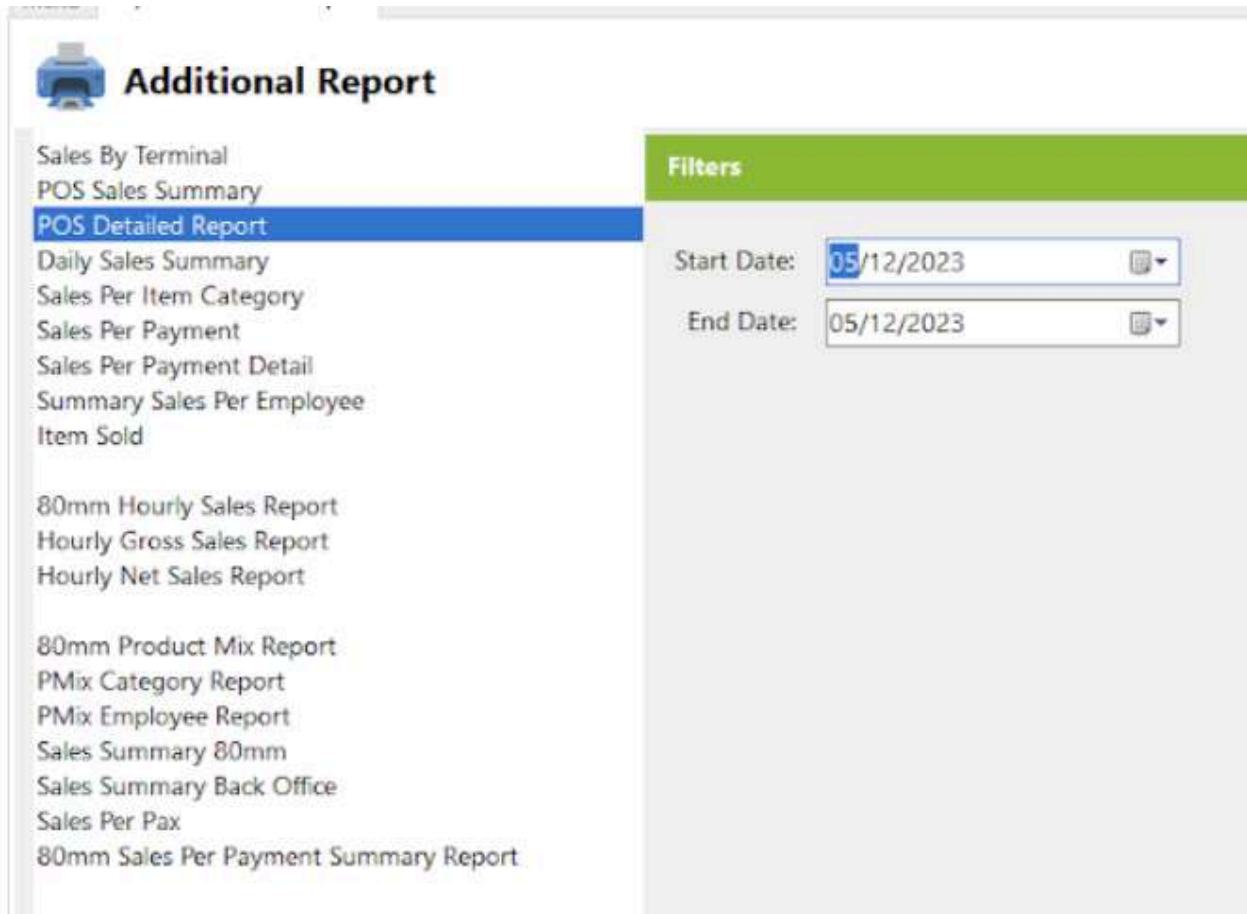
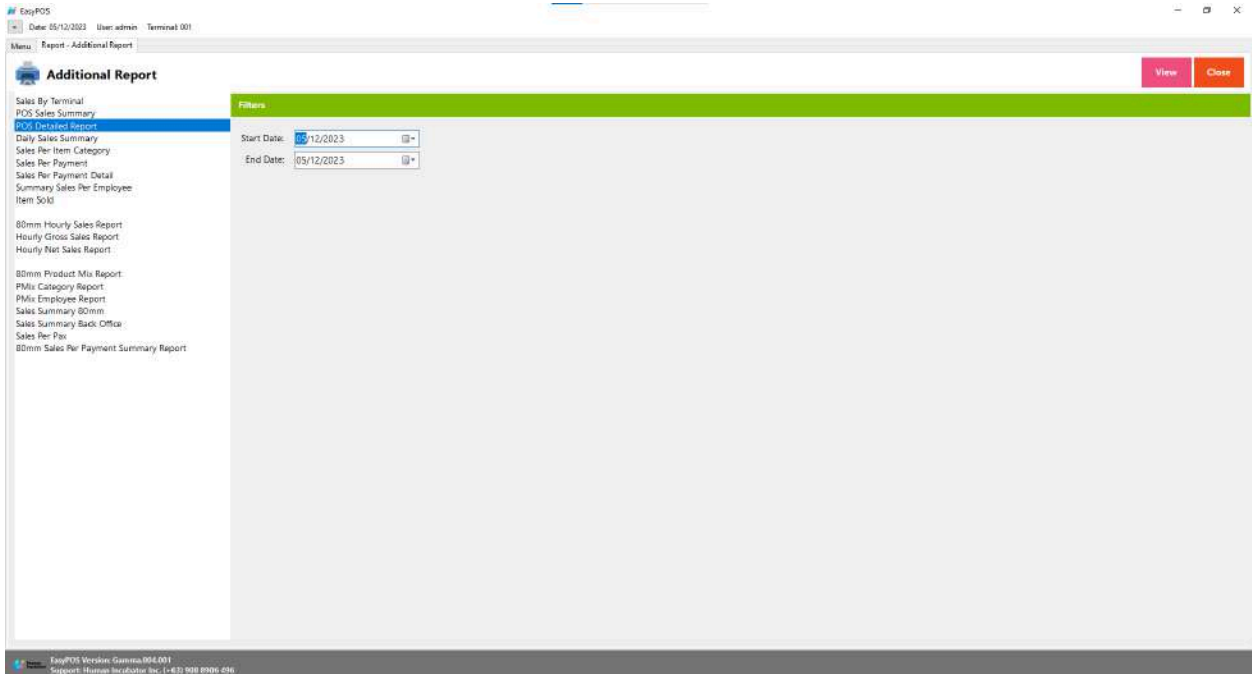


- Select Terminal, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to print csv file format report

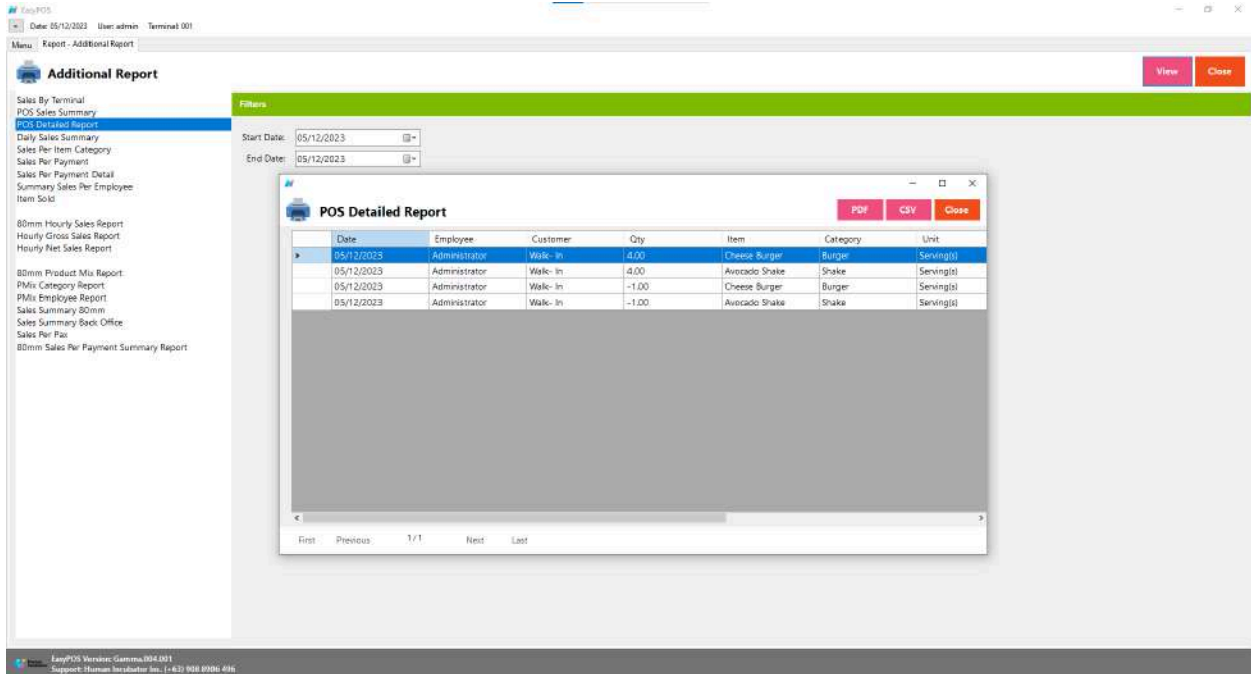


## POS Detailed Report

- is a comprehensive document generated by a Point of Sale (POS) system that provides an in-depth breakdown of various aspects of sales transactions processed through the POS terminals during a specific period.

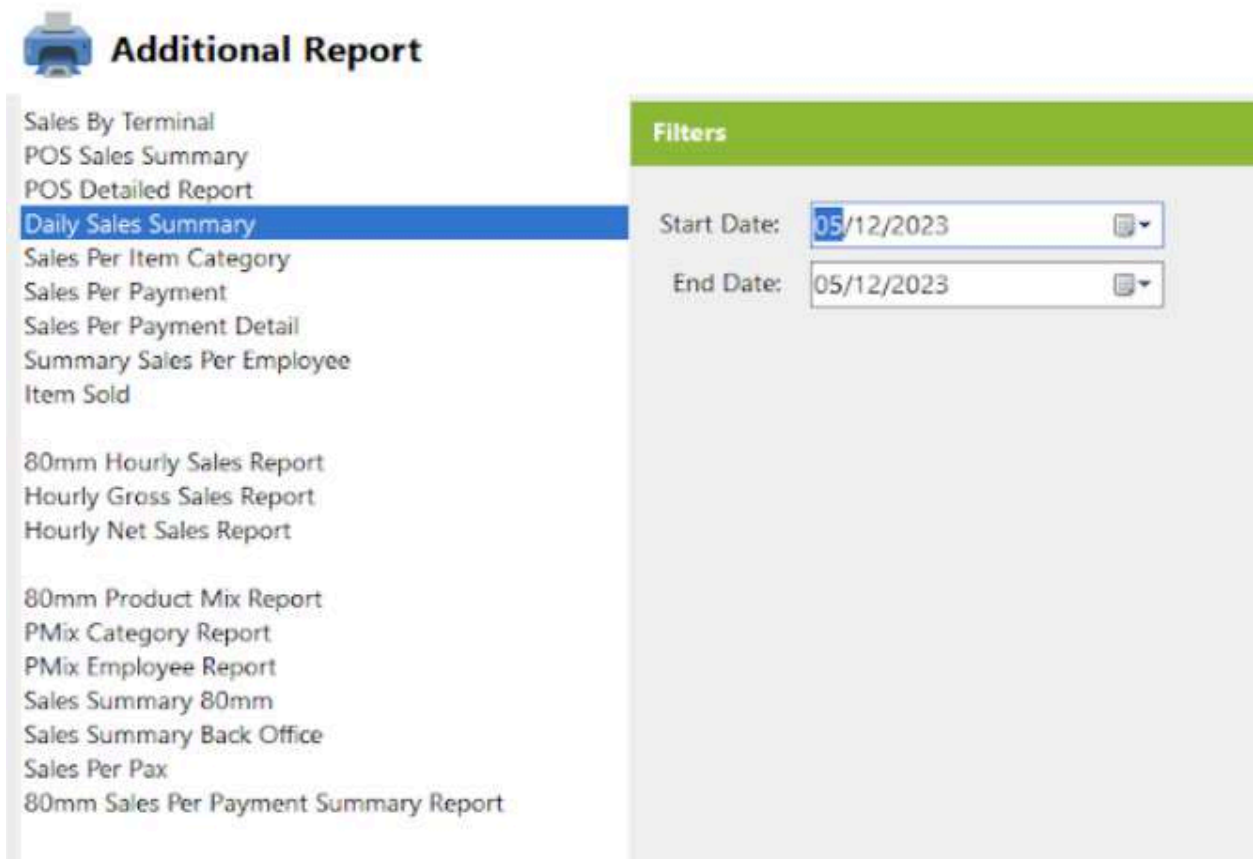
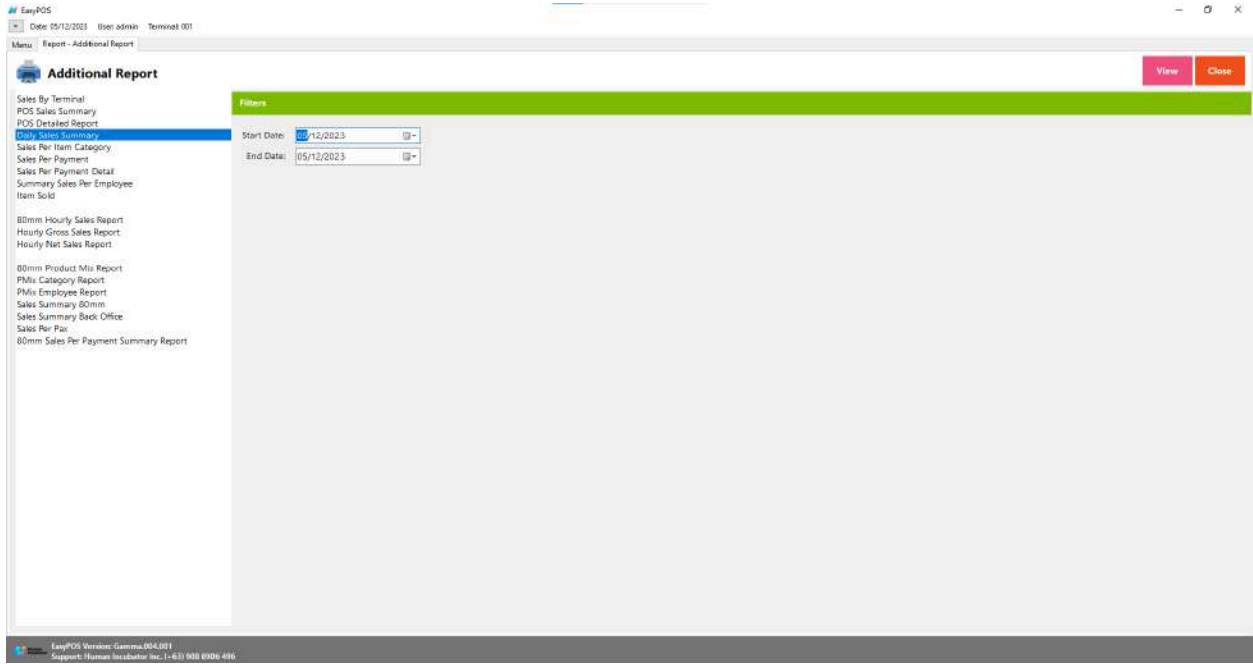


- Select Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to print csv file format report



## Daily Sales Summary

- is a concise report that provides a snapshot of a business's sales activities for a specific day.





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

The screenshot shows the 'Additional Report' interface in EasyPOS. The left sidebar lists various reports, with 'Daily Sales Summary' highlighted. The main area has a 'Filters' section with 'Start Date' and 'End Date' both set to 05/12/2023. A preview window titled 'Daily Sales Summary Report' is displayed, showing a table with the following data:

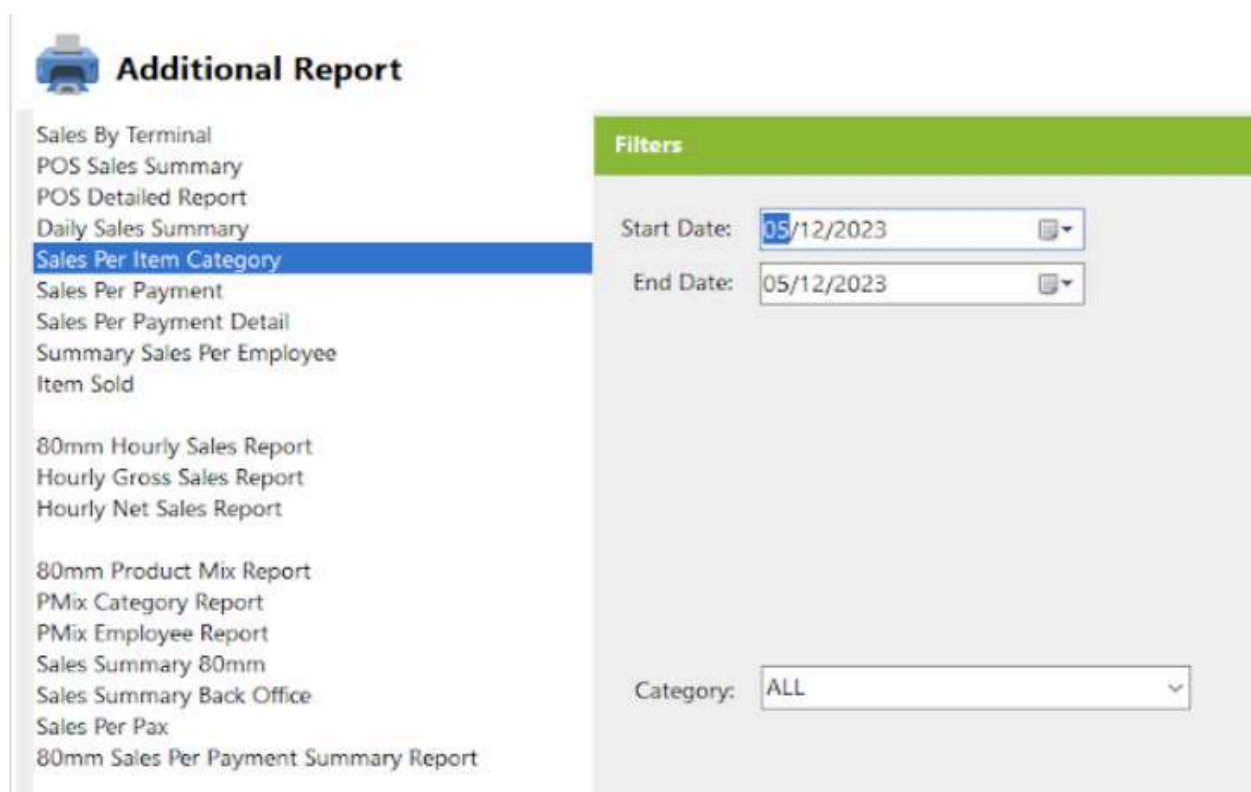
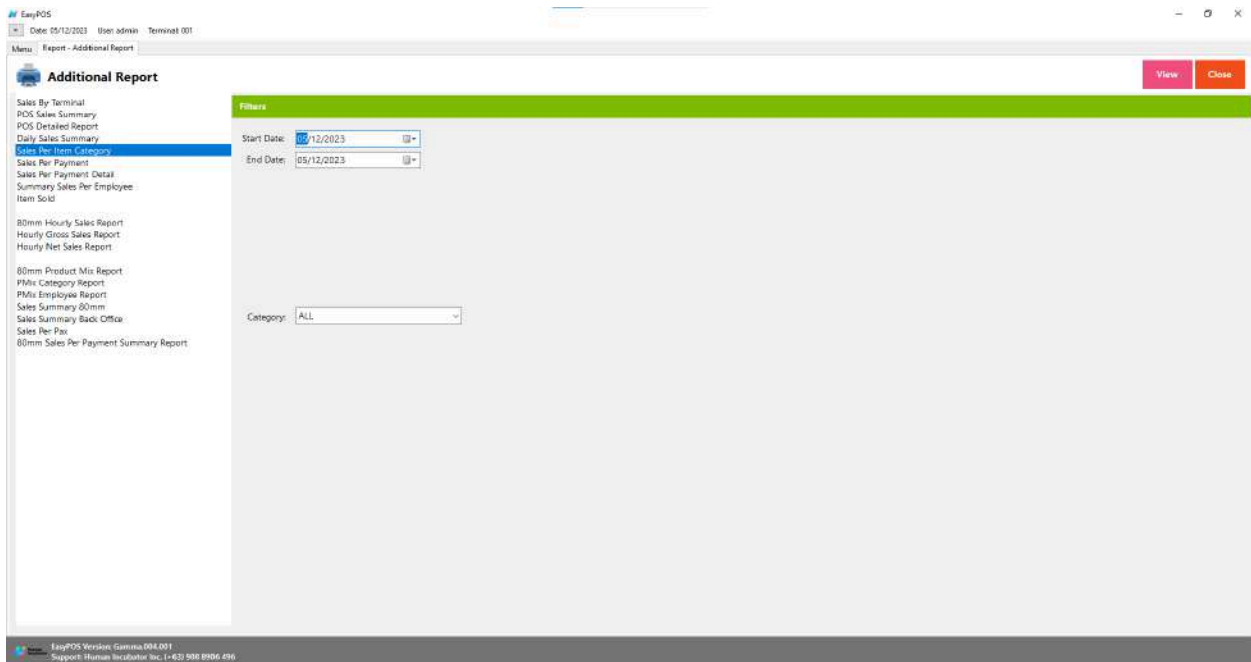
Terminal	Date	No. of Transaction	No. of Items	Net Sales	Tax Amount	Discount	Gross Sales
001	05/12/2023	2	4	570.00	0.00	0.00	570.00

The screenshot shows the 'Daily Sales Summary Report' window. The report title is 'Daily Sales Summary Report'. The table displays the following data:

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

## Sales Per Item Category

- is a report that breaks down a business's sales performance based on different categories or departments to provide insights into which product categories are driving revenue.

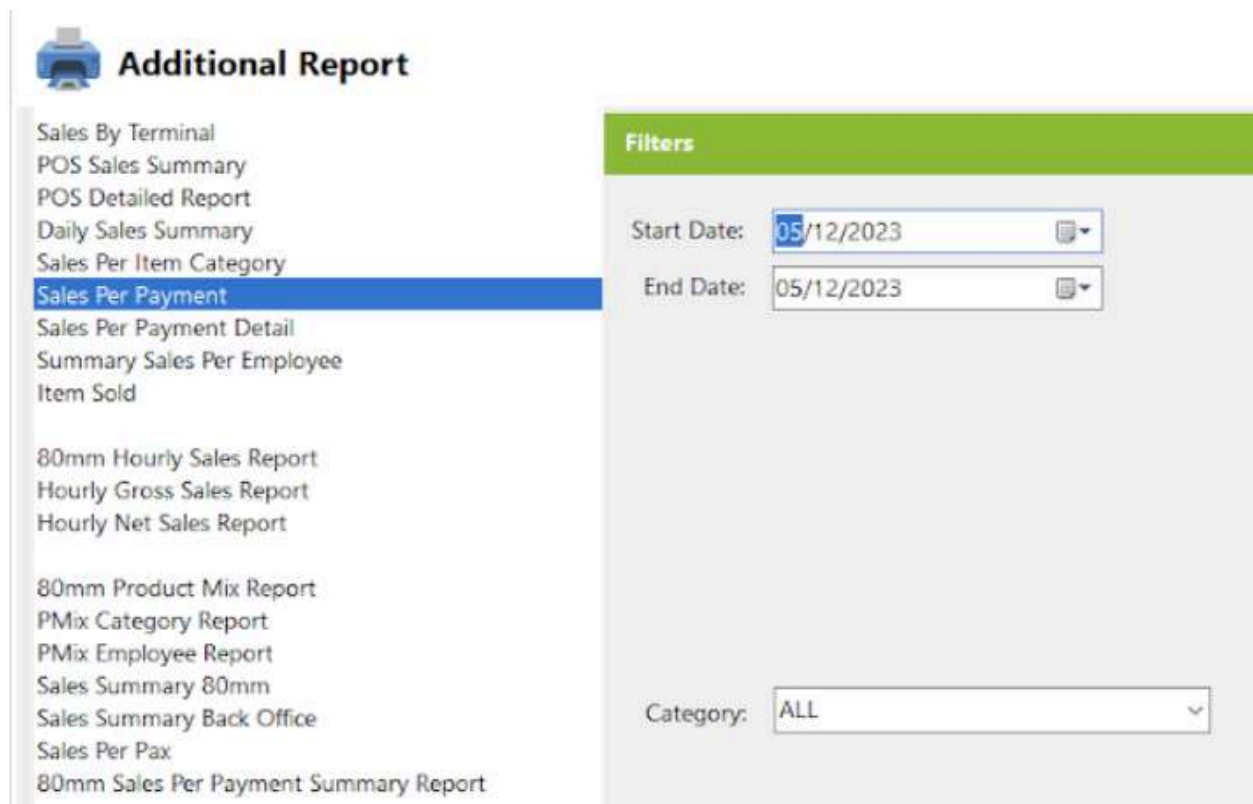
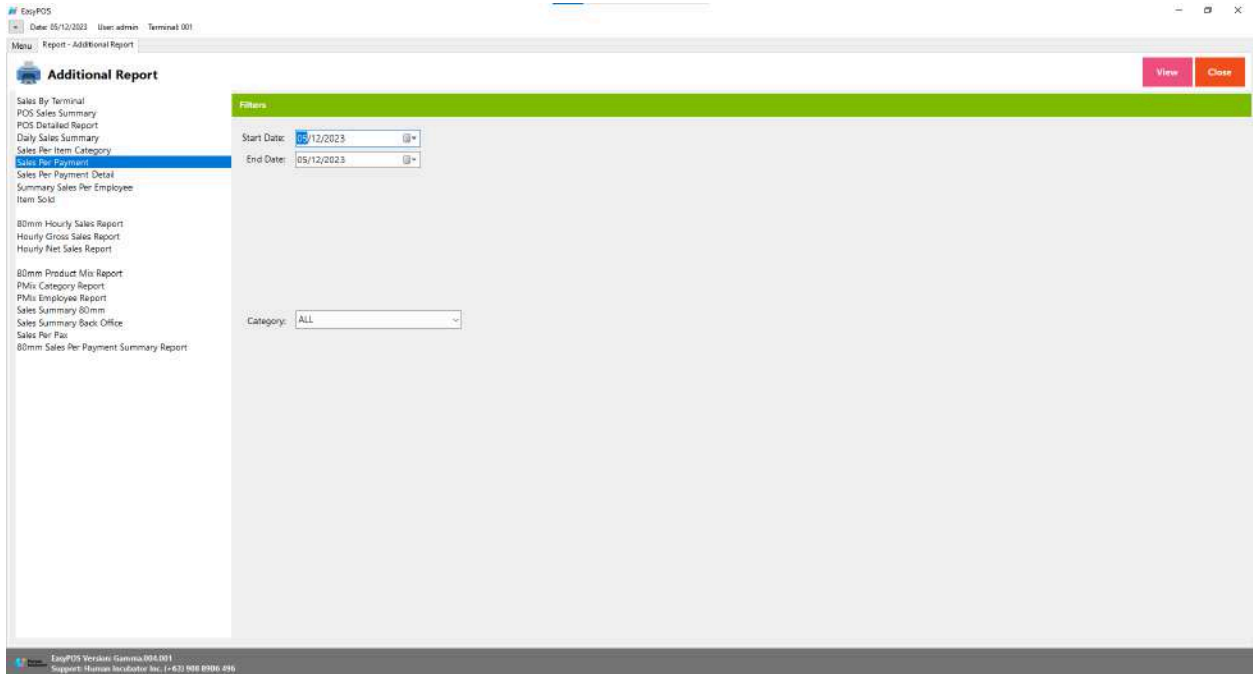


- Select Category, Start Date and End Date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click **CSV** button to print csv file format report

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

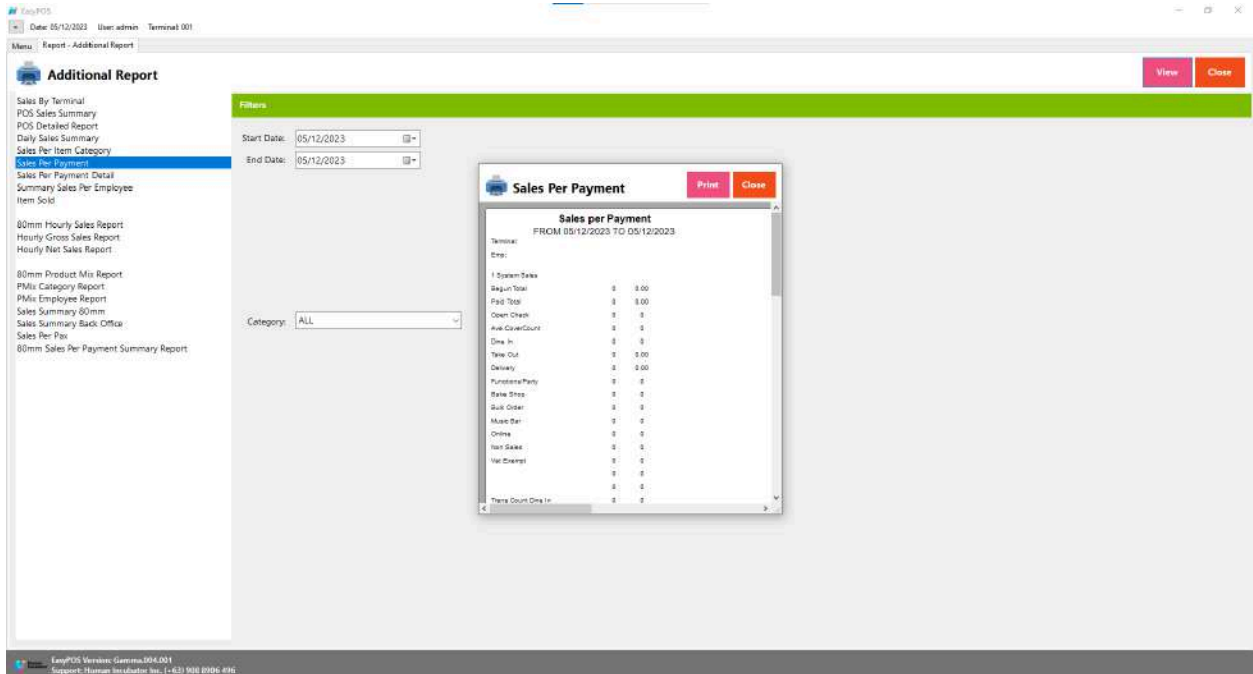
## **Sales Per Payment**

- is a report that provides a breakdown of a business's sales performance based on different payment methods used by customers.



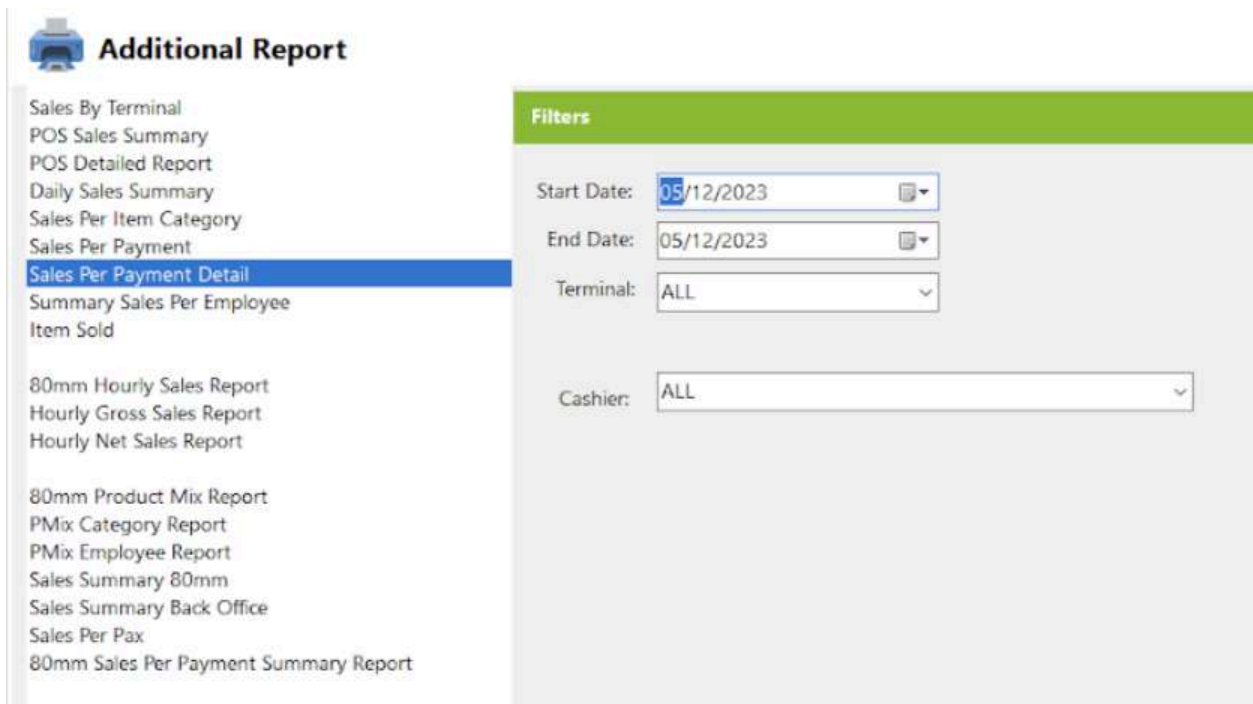
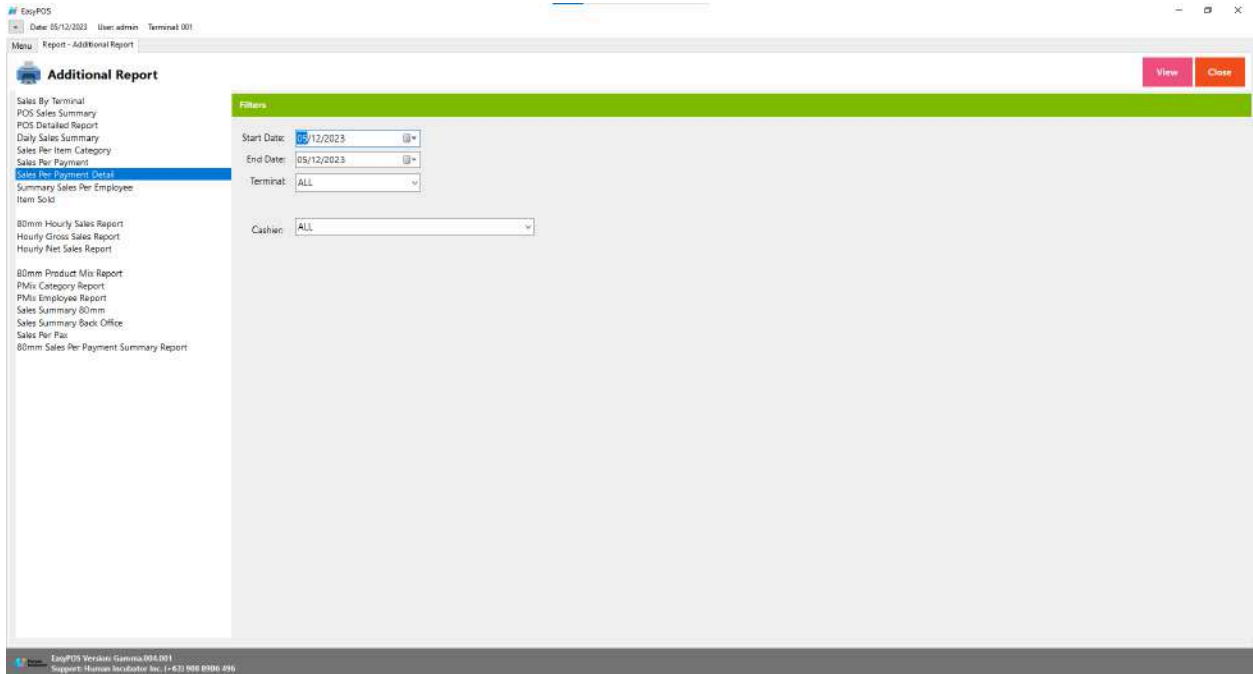
- Select Category, Start Date and End Date.
- Click the **View** button to view the report
- Click **Print** button to print pdf file report





## Sales Per Payment Detail

- A "Sales Per Payment Detail" report provides a more granular breakdown of a business's sales performance, specifically focusing on individual transactions and detailing the specific payment methods used for each transaction.



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

ExpPOS - Additional Report

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

Menu: Report - Additional Report

Additional Report

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

Filters

Start Date: 05/09/2023

End Date: 05/12/2023

Terminal: ALL

Cashier: ALL

**Sales Per Payment Detail Report** Print Close

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

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

ExpPOS Versi 10 Gamma 001.001  
Support: Hamaus Incubator Inc. | +62 998 8900 696



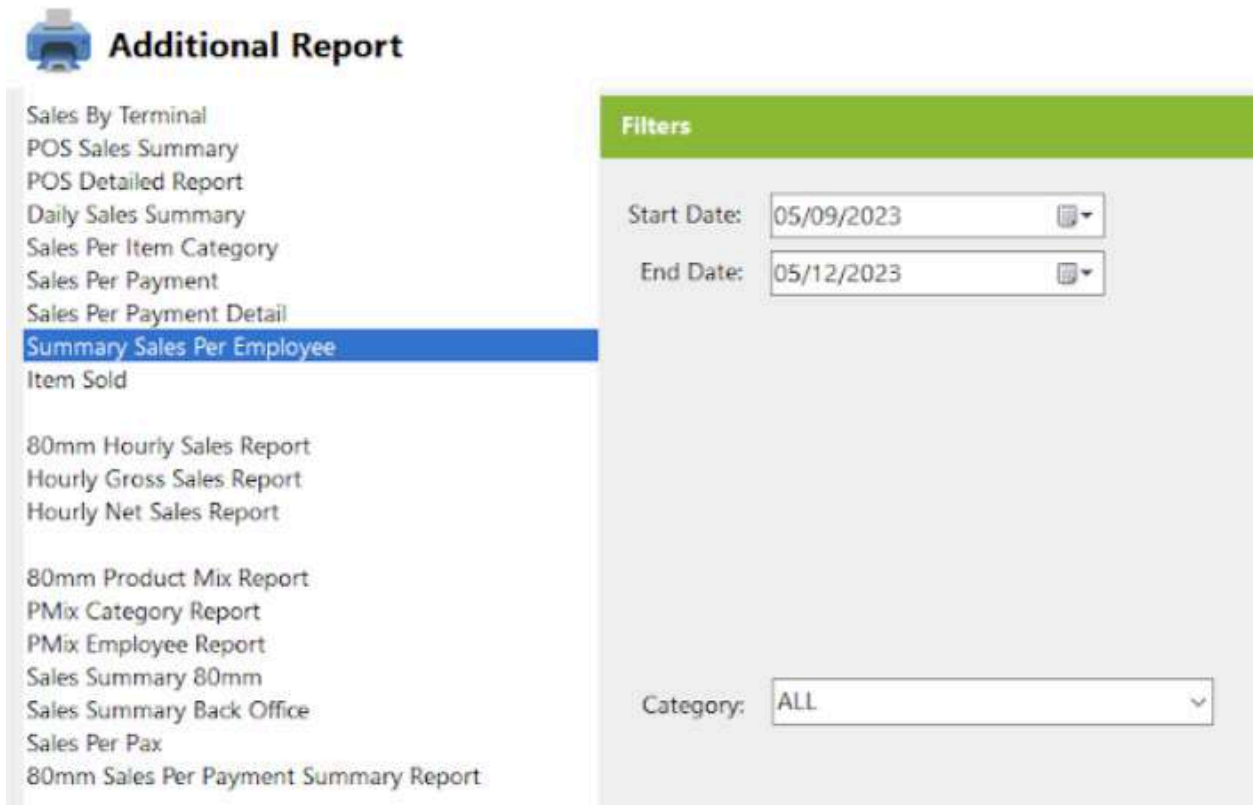
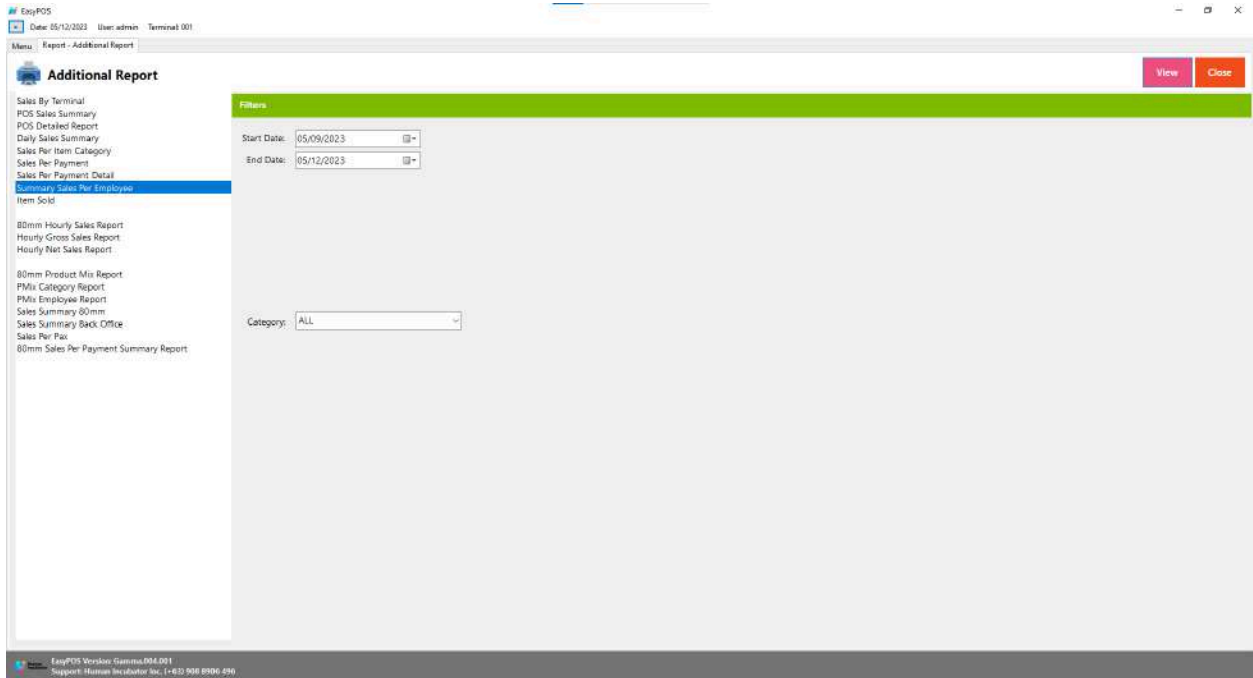
**Sales Per Payment Detail Report**  
FROM 05/09/2023 TO 05/12/2023

admin  
001

Cash	2	1,920.00
<b>Total</b>		<b>1,920.00</b>

### Summary Sales Per Employee

- A "Summary Sales Per Employee" report provides an overview of the sales performance of individual employees within a specific period.



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



ExpPOS  
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  
**Sales Summary For Employee**  
 Item Sold

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

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

Filters

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

Category: ALL

**Sales Summary Employee** Print Close

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

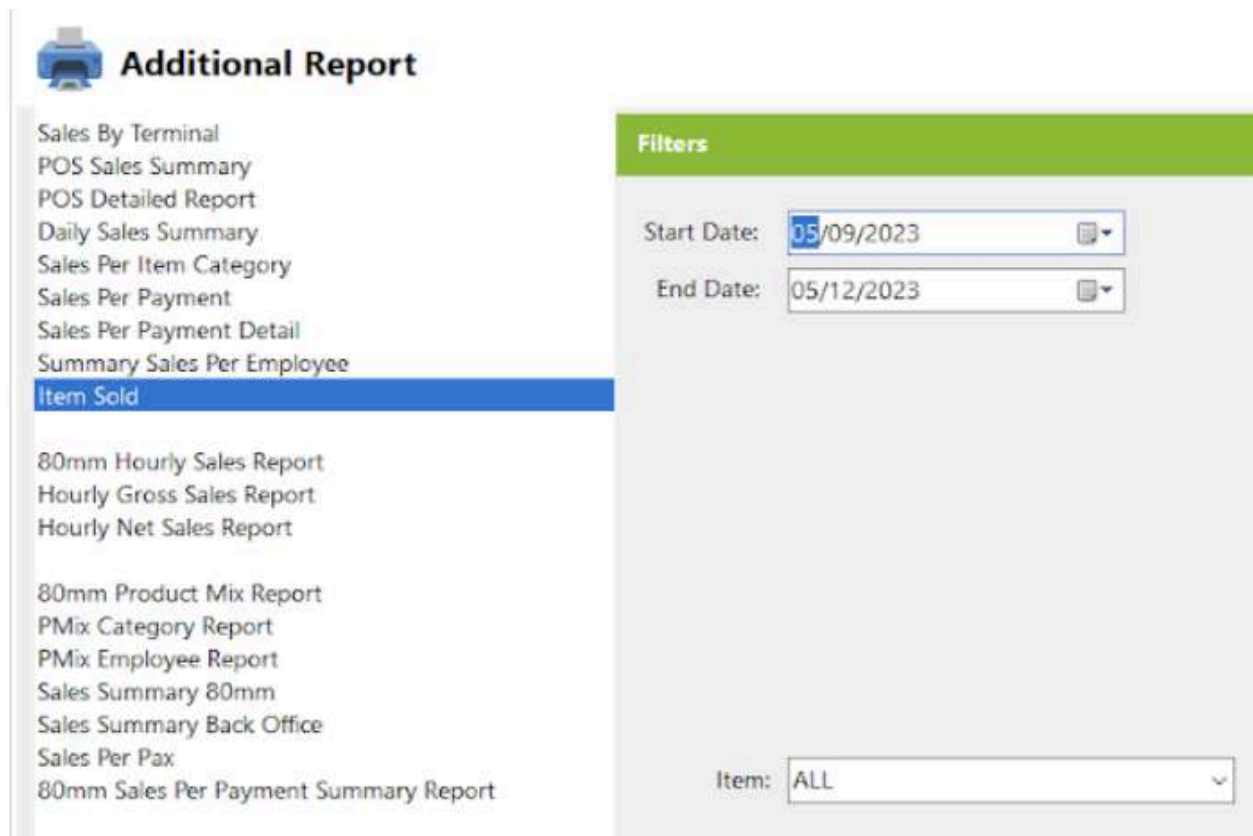
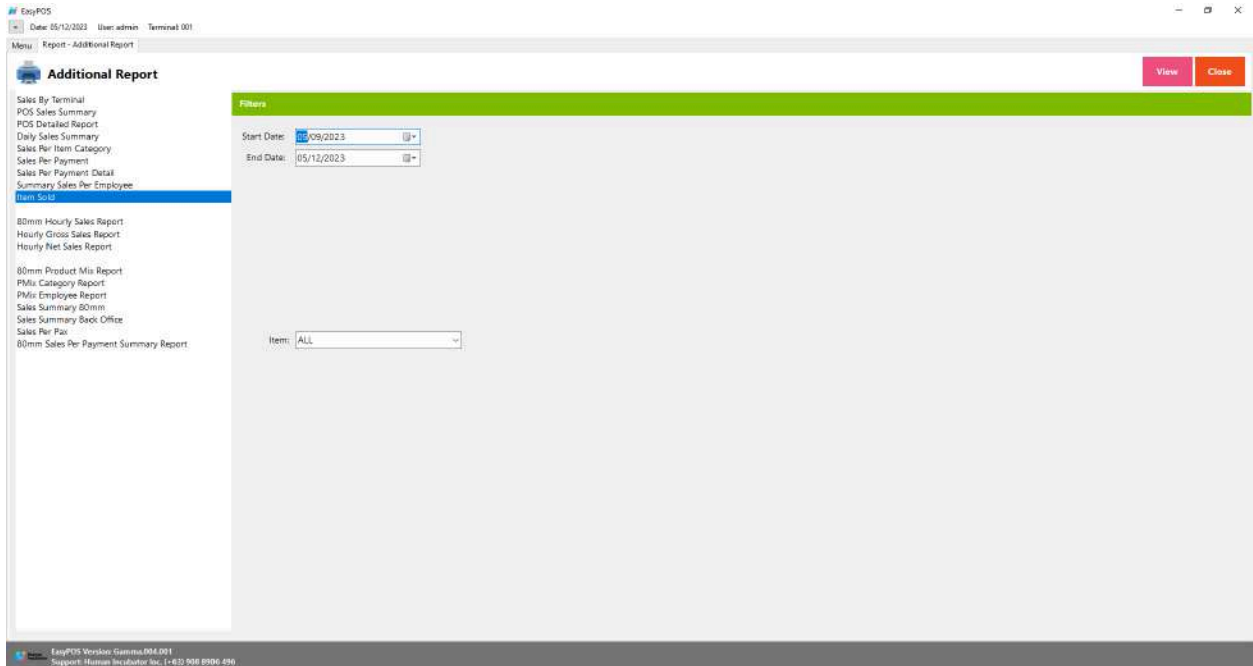
User	Total Sales
<b>Daily Sales Per Employee</b> FROM 05/09/2023 TO 05/12/2023	
admin	
Date	Total Sales
05/11/2023	200.00
05/12/2023	570.00
	<b>770.00</b>

ExpPOS Versi 1.0 Gamma 001.001  
 Support: Hamaus Incubator Inc. | +62 998 8900 696

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

### Item Sold

- refers to a specific product or item that has been successfully purchased by a customer in a retail or business transaction.



- 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

The screenshot shows the main POS interface with a sidebar menu on the left containing various report options. A pop-up window titled 'Item Sold Report' is displayed in the center, showing a table of sales data for the period 05/09/2023 to 05/12/2023. The table lists items such as Cheese Burger, Avocado Shake, and Strawberry Shake with their respective quantities and amounts. Buttons for PDF, CSV, and Close are visible in the top right of the pop-up window.

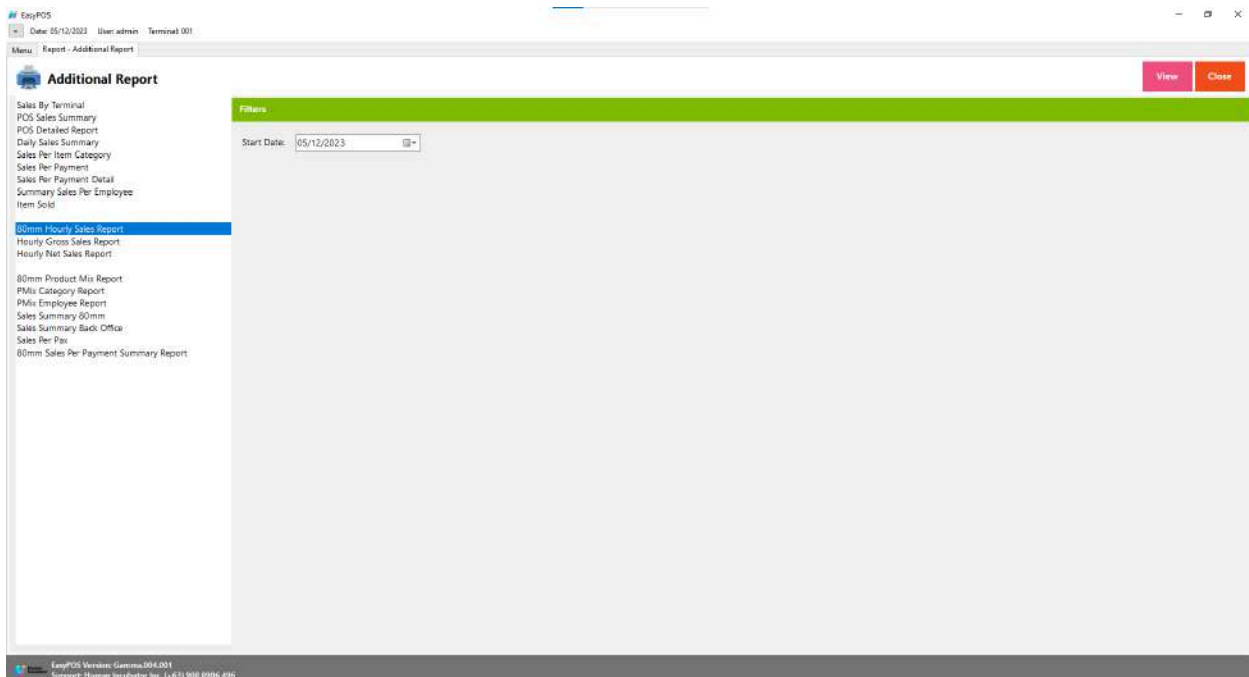
Item Description	Category	Quantity	Amount
Cheese Burger	Burger	4.00	380.00
Avocado Shake	Shake	3.00	285.00
Strawberry Shake	Shake	1.00	105.00

This is a close-up view of the 'Item Sold Report' window. It displays the same table of sales data as the previous screenshot. The 'CSV' button is highlighted, indicating the user's action to generate a CSV report. The window also includes navigation buttons (First, Previous, Next, Last) and a page indicator (1/1).

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

## 80mm Hourly Sales Report

- The term "80mm Hourly Sales Report" seems to refer to a specific type of sales report generated by a point-of-sale (POS) system or receipt printer that produces receipts or reports on 80mm wide paper. The "80mm" likely refers to the width of the paper roll commonly used in receipt printers.





**Additional Report**

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

**Filters**

Start Date: 05/12/2023

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

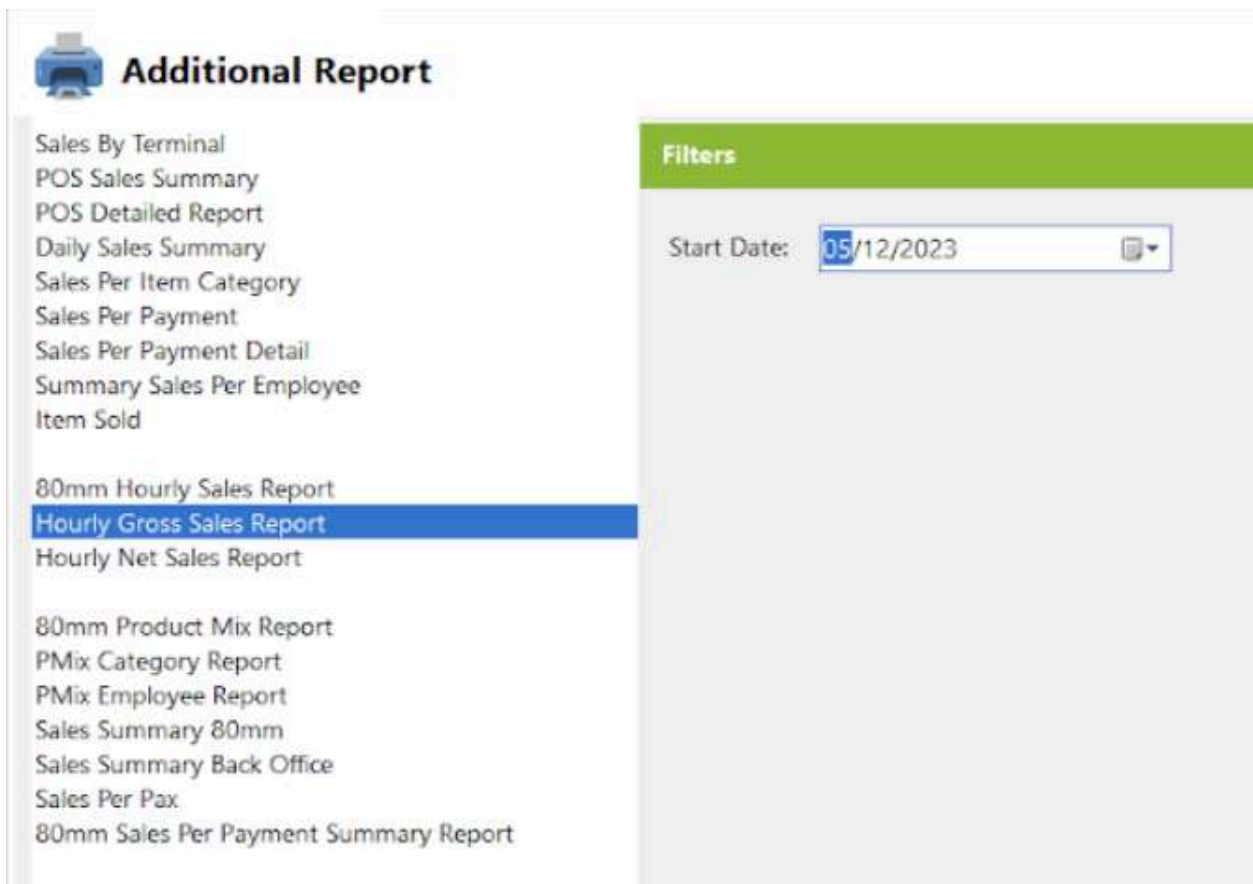
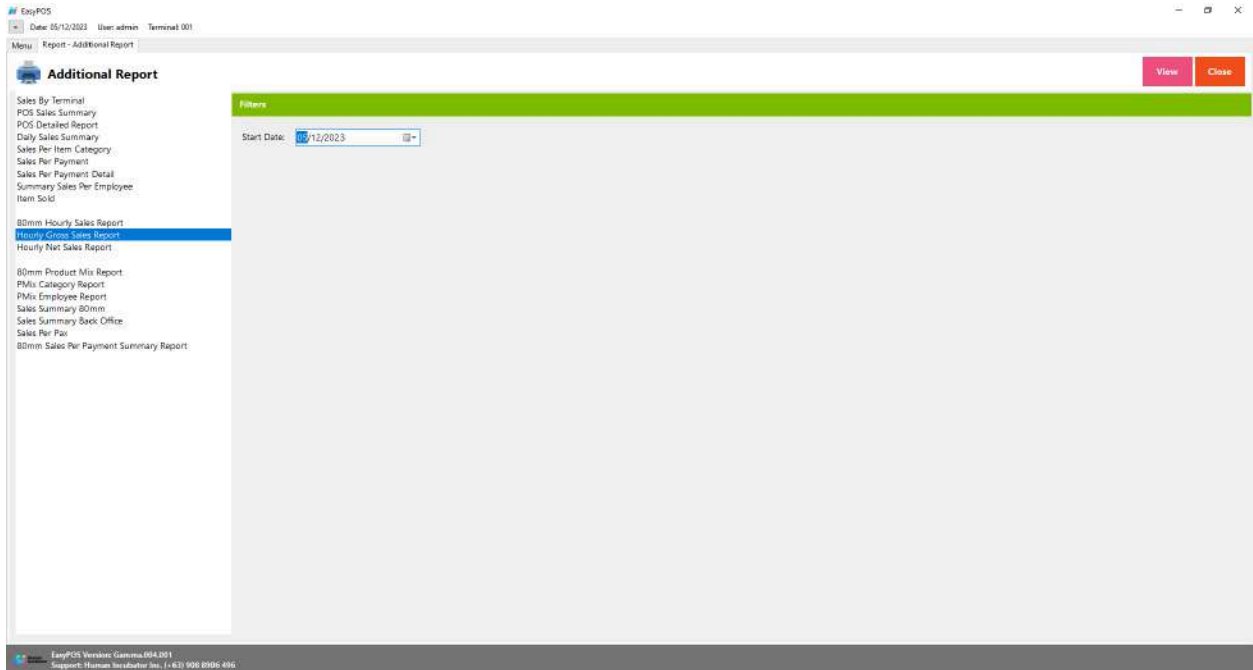
**Hourly Sales Report**

Time	Checks	Gross Sales	Net Sales
2:00 PM	1	760.00	760.00
			<b>760.00</b>

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

### Hourly Gross Sales Report

- provides a detailed breakdown of gross sales on an hourly basis, typically within a specific business day.



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

Additional Report

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

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

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

Filters

Start Date: 05/12/2023

Hourly Gross Sales Report

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

PDF CSV Close

First Previous 1/1 Next Last

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

Hourly Gross Sales Report

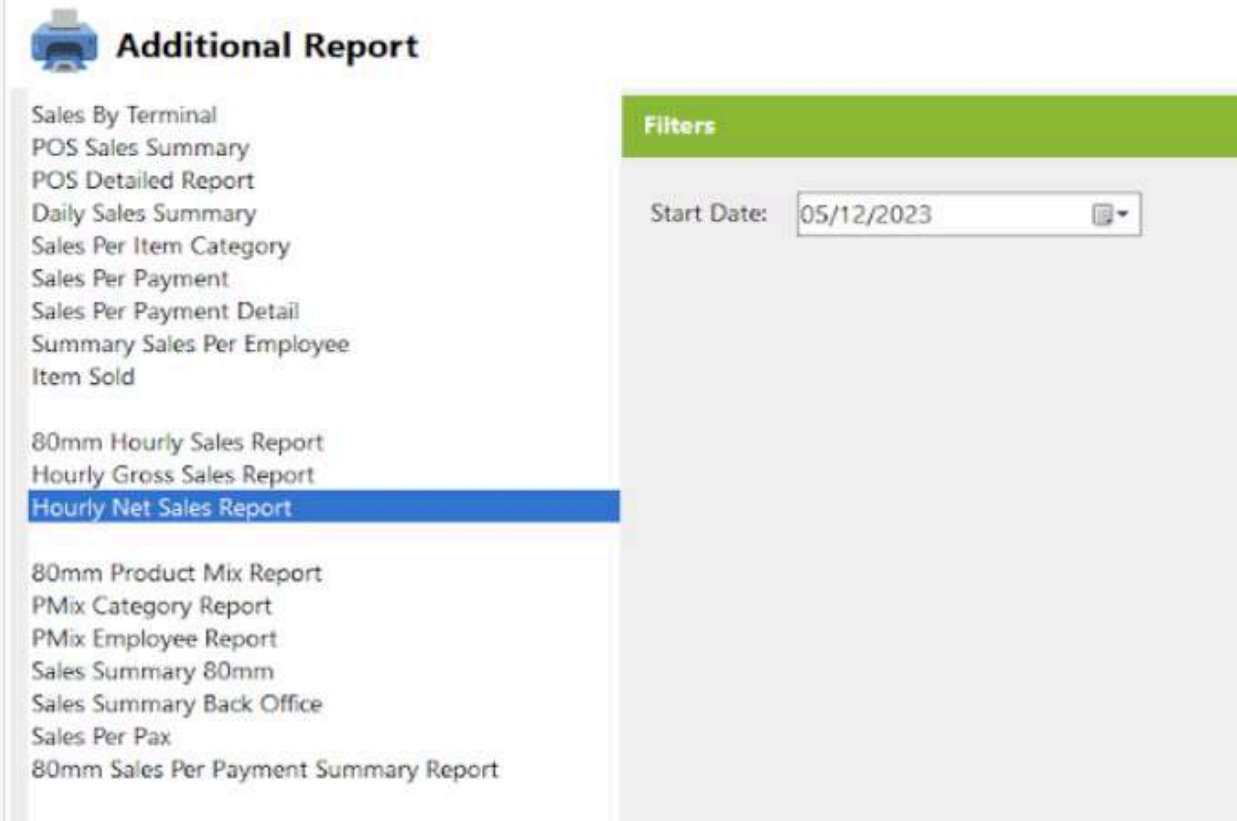
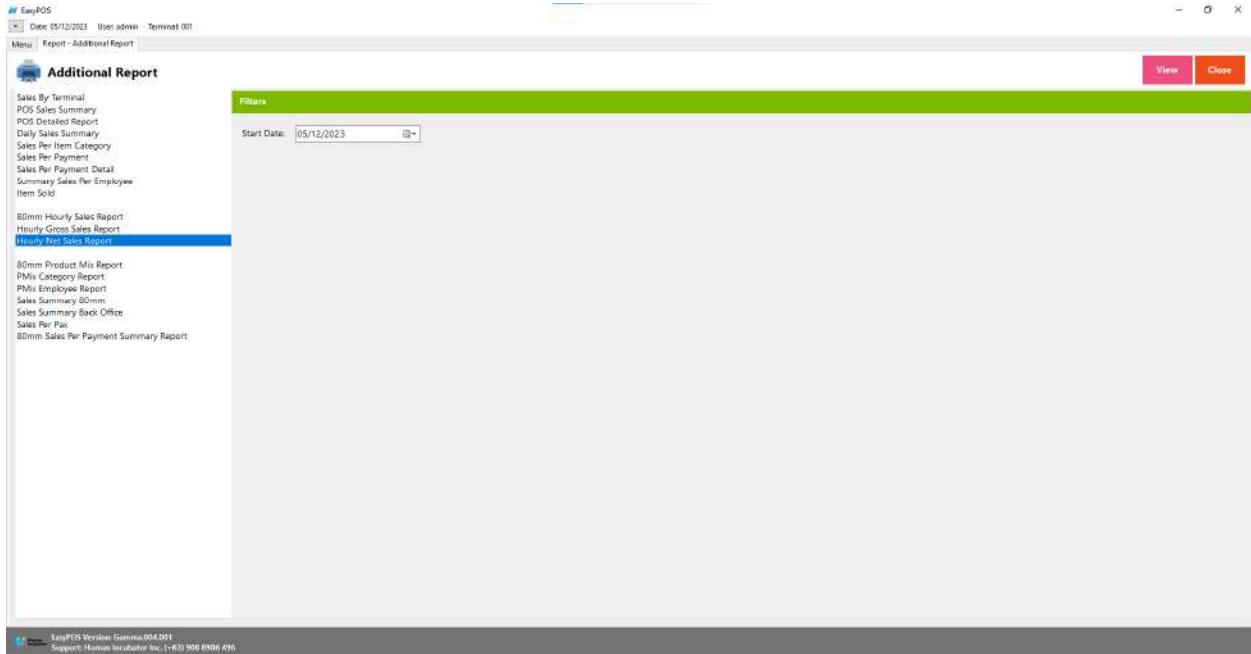
PDF CSV Close

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

## Hourly Net Sales Report

- provides a detailed breakdown of net sales on an hourly basis, typically within a specific business day.



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

Additional Report

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

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

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

Filters

Start Date: 05/12/2023

Hourly Net Sales Report

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

PDF CSV Close

First Previous 1/1 Next Last

EasyPOS Version: Commerce 994.001  
Support: Human Inc/Support Inc. (423) 980 8906 490

Hourly Net Sales Report

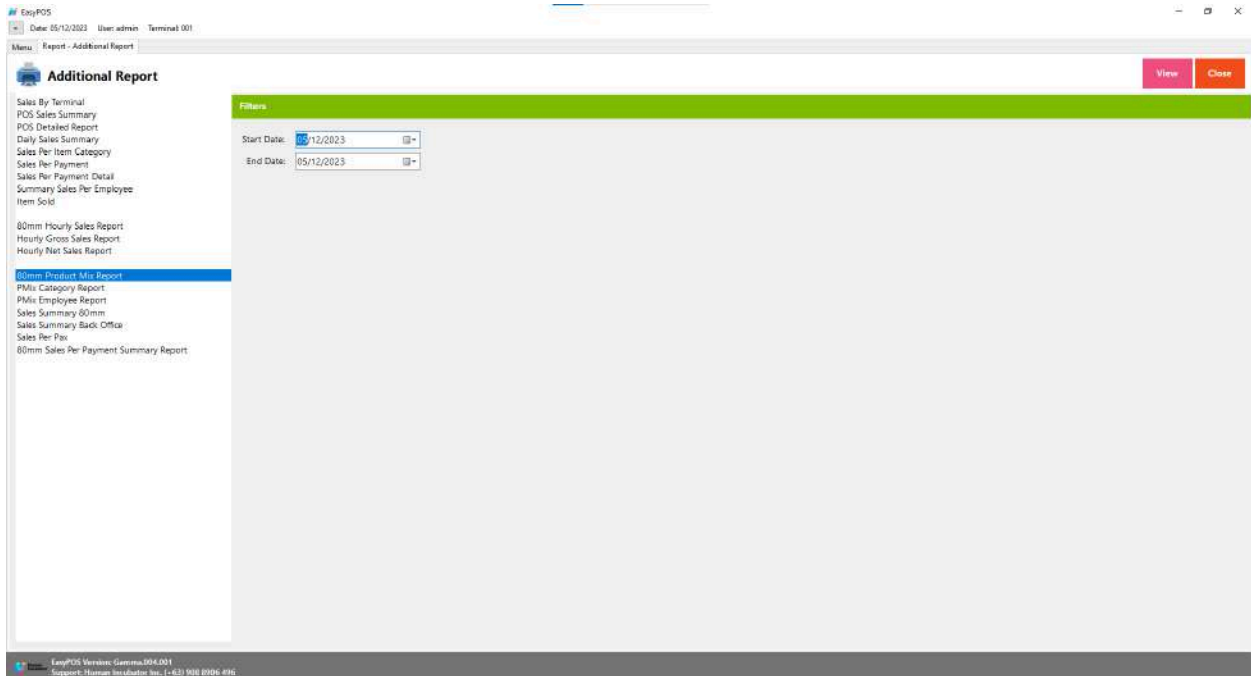
PDF CSV Close

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

## 80mm Product Mix Report

- An "80mm Product Mix Report" likely refers to a specific type of report generated by a point-of-sale (POS) system or business intelligence tool that provides a breakdown of product sales and their composition on an 80mm wide paper roll.



**Additional Report**

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

**Filters**

Start Date: 05/12/2023

End Date: 05/12/2023

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

**Additional Report**

**Product Mix Report**

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

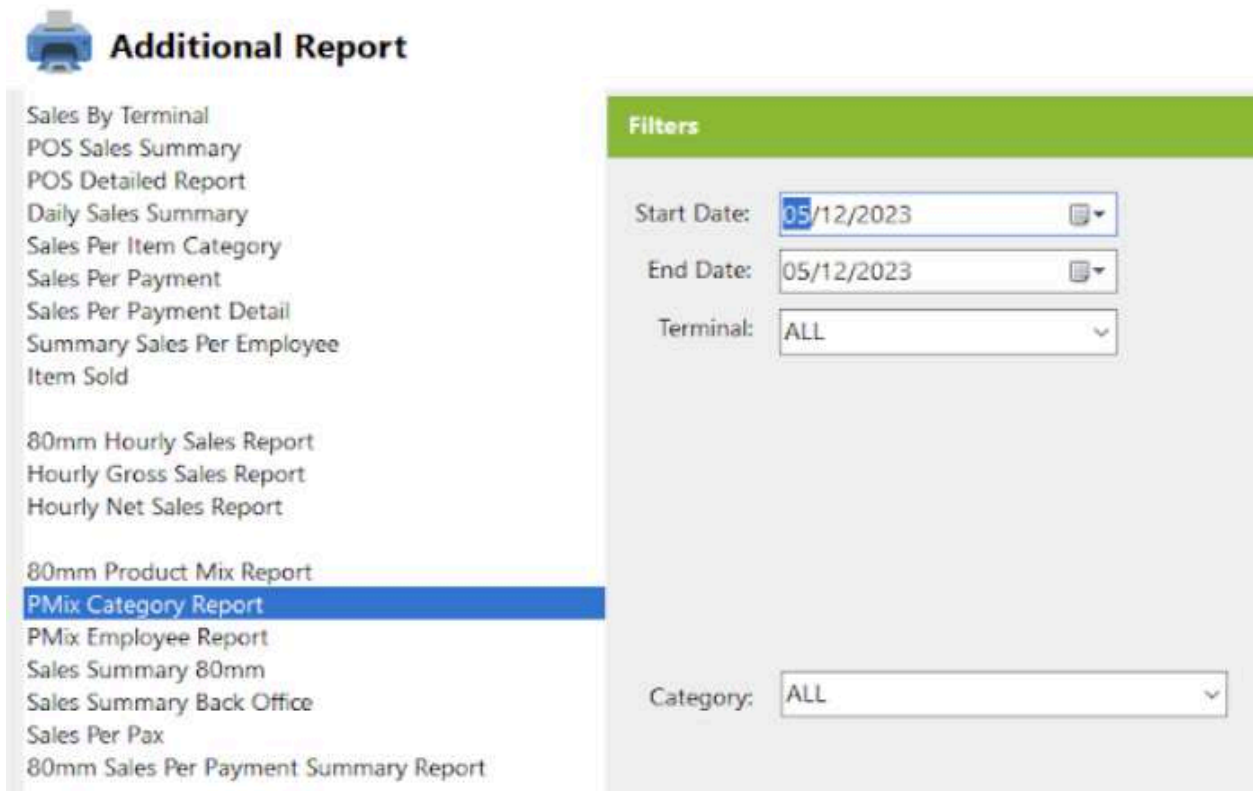
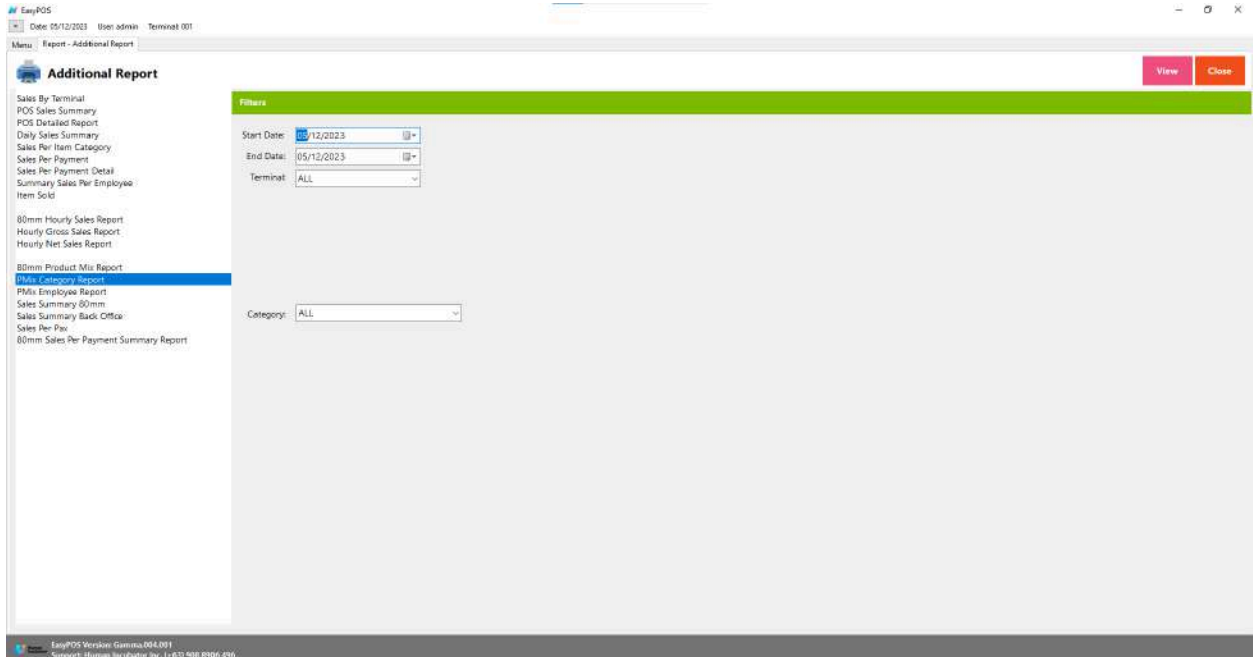
Item	Quantity	Total	Percent
Cheese	3.00	285.00	50.00%
Burger	3.00	285.00	50.00%
Avocado Shake			
<b>Total</b>	<b>6.00</b>	<b>670.00</b>	<b>100.00%</b>



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

### PMix Category Report

- A "PMix Category Report" could refer to a report that provides information about the mix or composition of sales within different categories of products or services. The "PMix" part may stand for "Product Mix," indicating that the report focuses on the assortment of products within specific categories.



- 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: Hattian Incubator Inc. | +63 908 8906 496

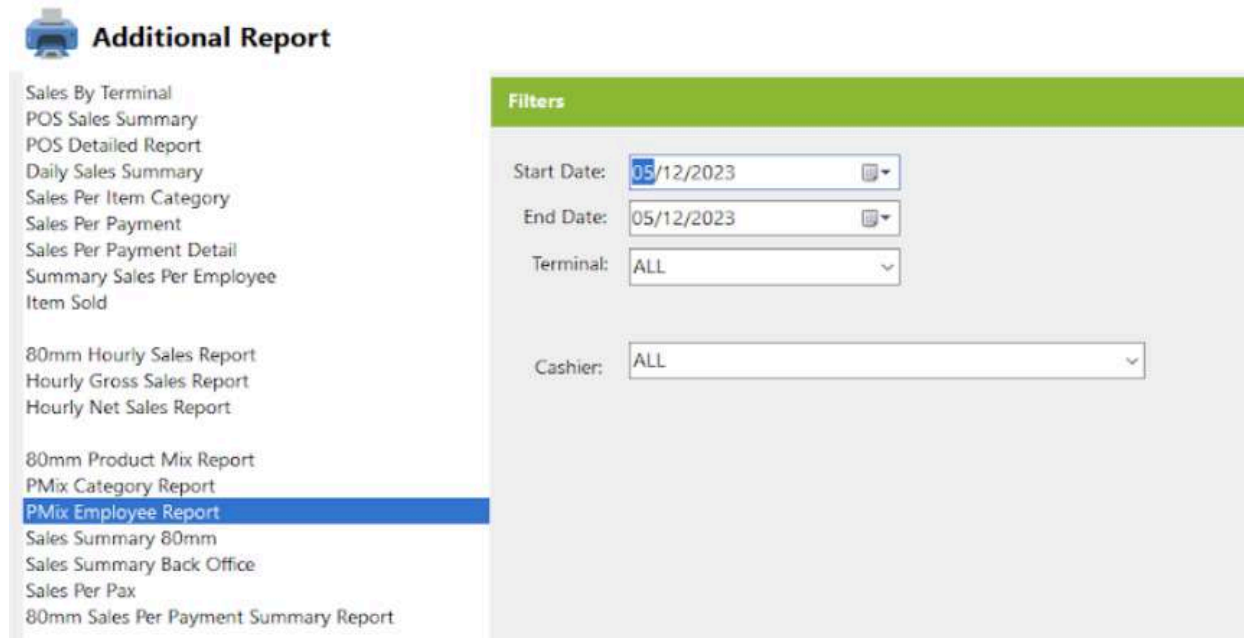
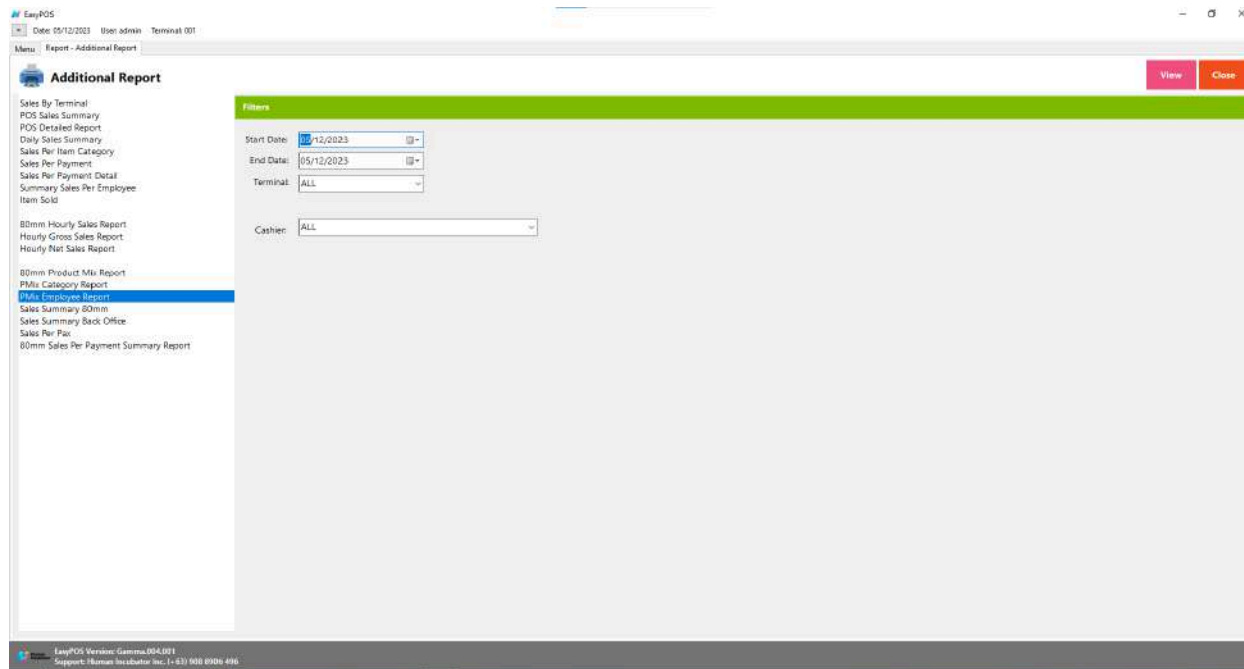
**PMix Category Report** PDF CSV Close

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

## PMix Employee Report

- A "PMix Employee Report" likely refers to a report that provides information about the mix or composition of sales or performance metrics associated with individual employees.



- 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

The screenshot shows the 'Additional Report' window in EmpPOS. On the left is a menu of report types. The main area shows filters for Start Date (05/12/2023), End Date (05/12/2023), Terminal (ALL), and Cashier (ALL). A 'PMix Employee Report' dialog box is open, displaying a table with the following data:

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

Buttons for PDF, CSV, and Close are visible in the top right of the dialog box.

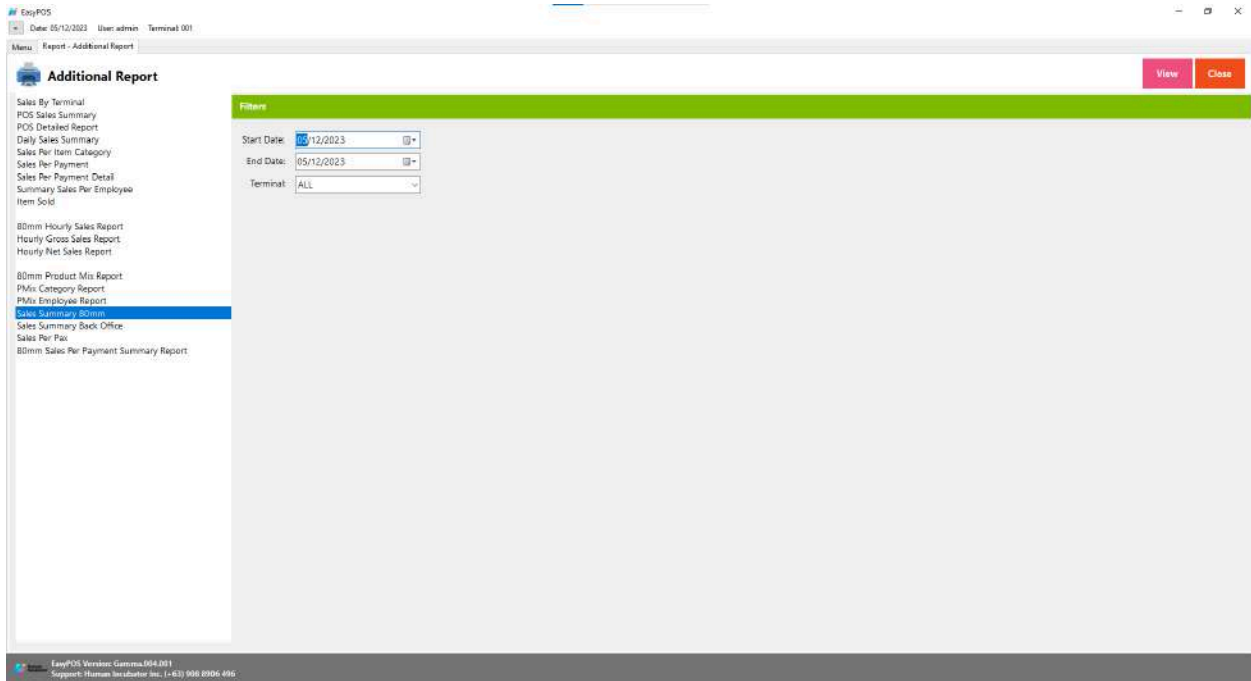
This is a close-up view of the 'PMix Employee Report' dialog box. The table data is as follows:

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

The 'CSV' button is highlighted in red, indicating it is the intended action for generating a CSV report.

## Sales Summary 80mm

- likely refers to a concise report summarizing sales information designed to be printed on 80mm wide paper, commonly used in receipt printers.





## Additional Report

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

### Filters

Start Date:

End Date:

Terminal:

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

The screenshot shows the EasyPOS software interface. On the left is the 'Additional Report' menu with 'Sales Summary 80mm' selected. In the center is the 'Filters' section with the same date and terminal settings. On the right, a 'Sales Summary Report' window is open, displaying a summary table for the period 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



## Sales Summary Report

[Print](#)[Close](#)

### Sales Summary Report

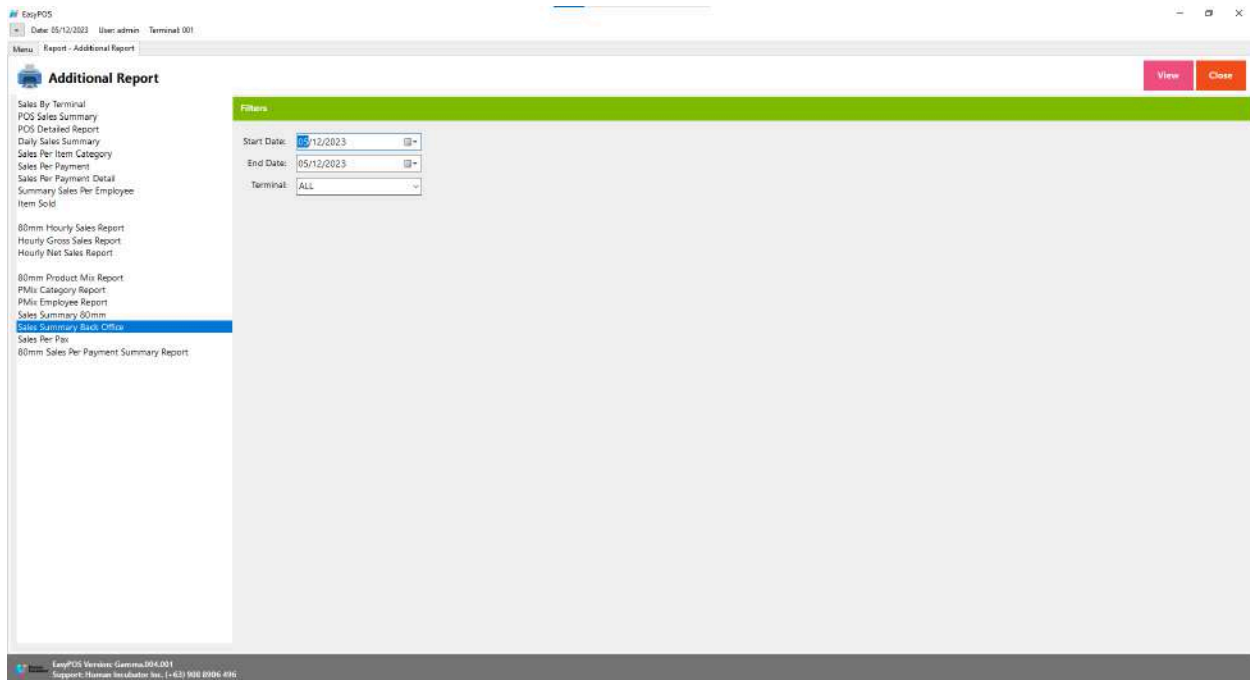
FROM 05/12/2023 TO 05/12/2023

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



## Sales Summary Back Office

- refers to a more detailed and comprehensive sales summary report that is generated and viewed in the back-office or administrative area of a business. The term "back office" often refers to the administrative and support functions of a business that are not directly involved in customer interactions.





## Additional Report

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

### Filters

Start Date:

End Date:

Terminal:

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

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

---

**Non-Reset Totals**

Closing Reading	770.00
Opening Reading	770.00
<b>Gross</b>	570.00
<b>Net Sales</b>	570.00
<b>Void</b>	

---

**RESERVATION CANCELLATION**

Add-on	0.00
Buyside	0.00
Desktop	0.00
Drink	0.00
Item Modifier	0.00
Service Charge	0.00
Shake	0.00
Sizzling	0.00
<b>TOTAL</b>	0.00

---

**Discount**

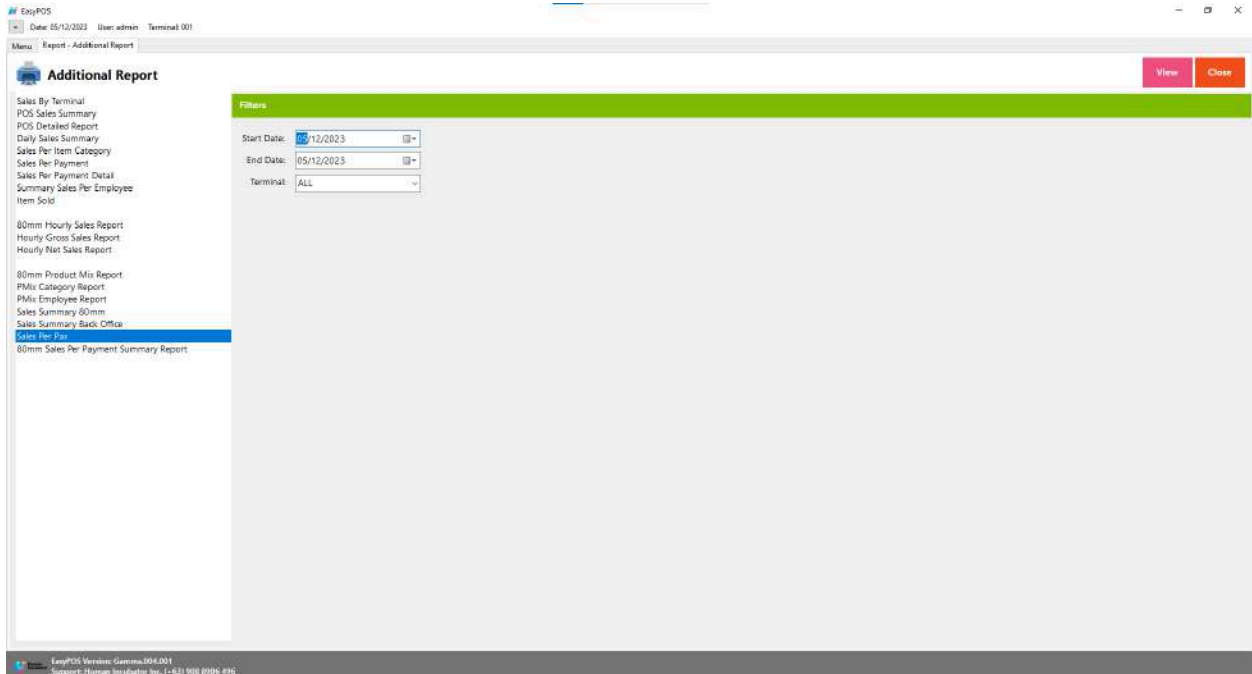
	Qty	Amount
Bero Discount	0	0.00
Variable Discount	0	0.00
Senior Citizen Discount	0	0.00
PND	0	0.00
55 Discount	0	0.00

---

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

## Sales Per Pax

- refers to the average sales value per customer or per guest in a business. The term "Pax" is derived from the Latin word "passenger" and is commonly used in the hospitality and restaurant industries to denote an individual customer or guest.





## Additional Report

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

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

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

**Sales Per Pax**

80mm Sales Per Payment Summary Report

### Filters

Start Date: 05/12/2023

End Date: 05/12/2023

Terminal: ALL

- 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

ExpPOS  
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

ExpPOS Versión: Gamma.904.001  
 Support: Manual Inicializador Inc. (+82) 908 8100 496

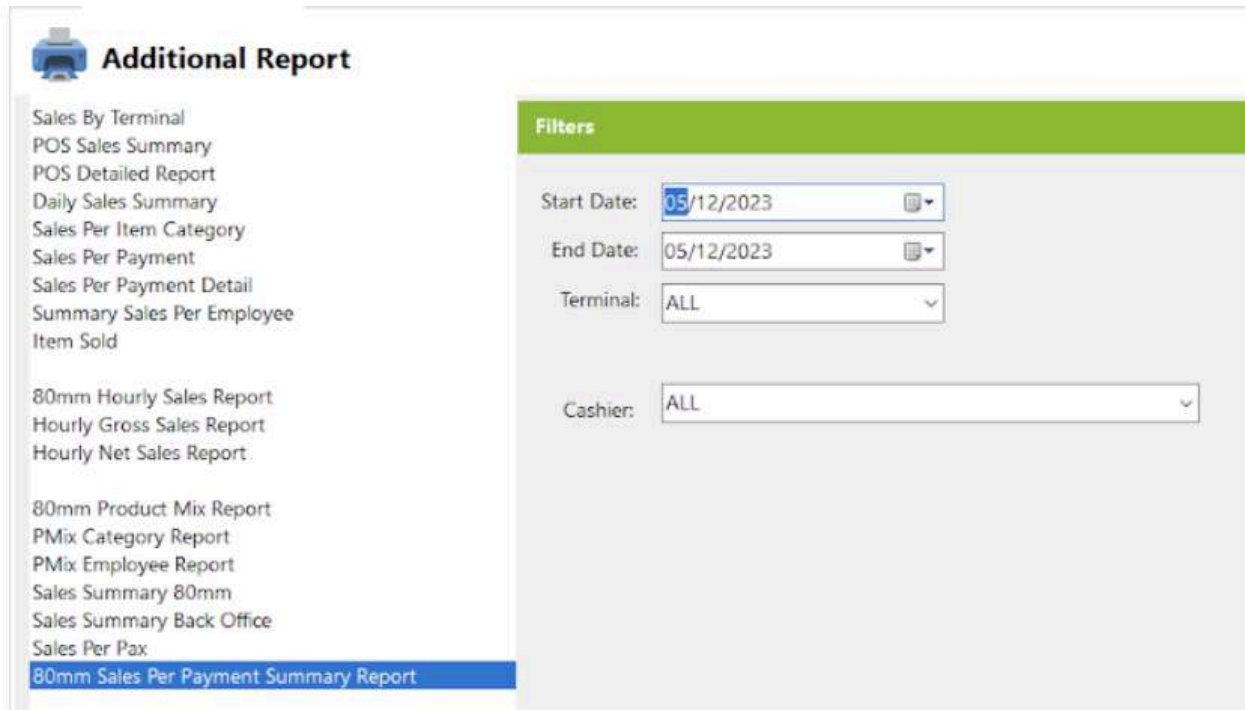
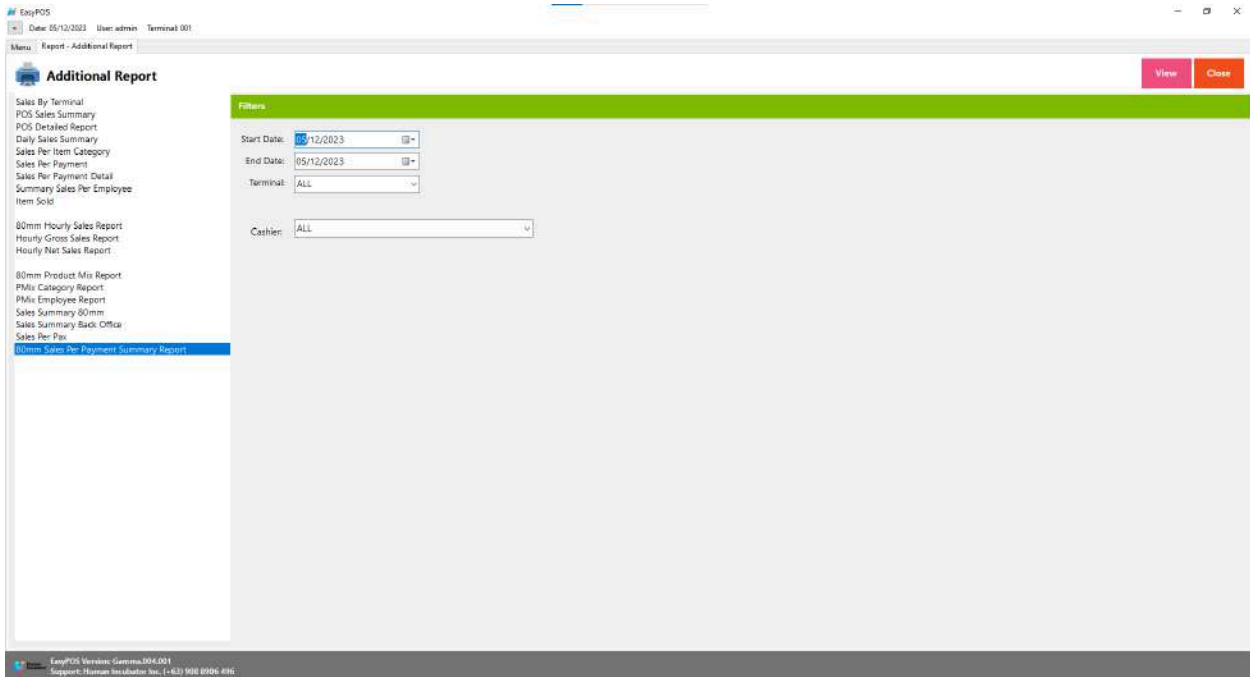
**Sales Per Pax Report** PDF CSV Close

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

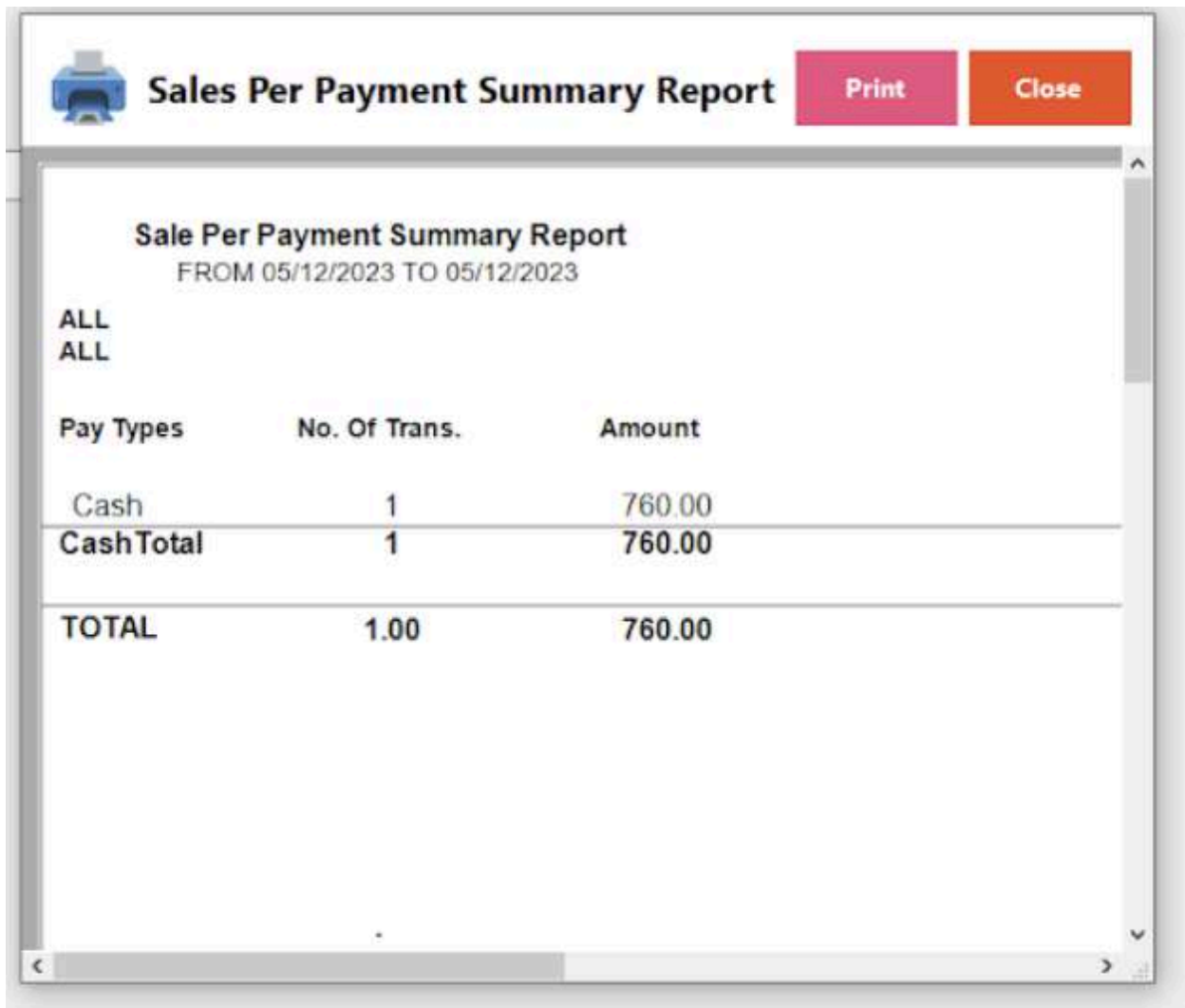
First Previous 1/1 Next Last

## 80mm Sales Per Payment Summary Report

- refers to the average sales value per customer or per guest in a business. The term "Pax" is derived from the Latin word "passenger" and is commonly used in the hospitality and restaurant industries to denote an individual customer or guest.







The image shows a software window titled "Sales Per Payment Summary Report". At the top left is a printer icon. To its right is the title "Sales Per Payment Summary Report". Further right are two buttons: "Print" (pink) and "Close" (orange). The main content area displays the report title "Sale Per Payment Summary Report" and the date range "FROM 05/12/2023 TO 05/12/2023". Below this, the text "ALL" appears twice. A table follows with three columns: "Pay Types", "No. Of Trans.", and "Amount". The table contains three rows: "Cash" (1 transaction, 760.00 amount), "Cash Total" (1 transaction, 760.00 amount), and "TOTAL" (1.00 transactions, 760.00 amount). The window has a scroll bar on the right and a horizontal scroll bar at the bottom.

Pay Types	No. Of Trans.	Amount
Cash	1	760.00
<b>Cash Total</b>	<b>1</b>	<b>760.00</b>
<b>TOTAL</b>	<b>1.00</b>	<b>760.00</b>

## Attendance Report

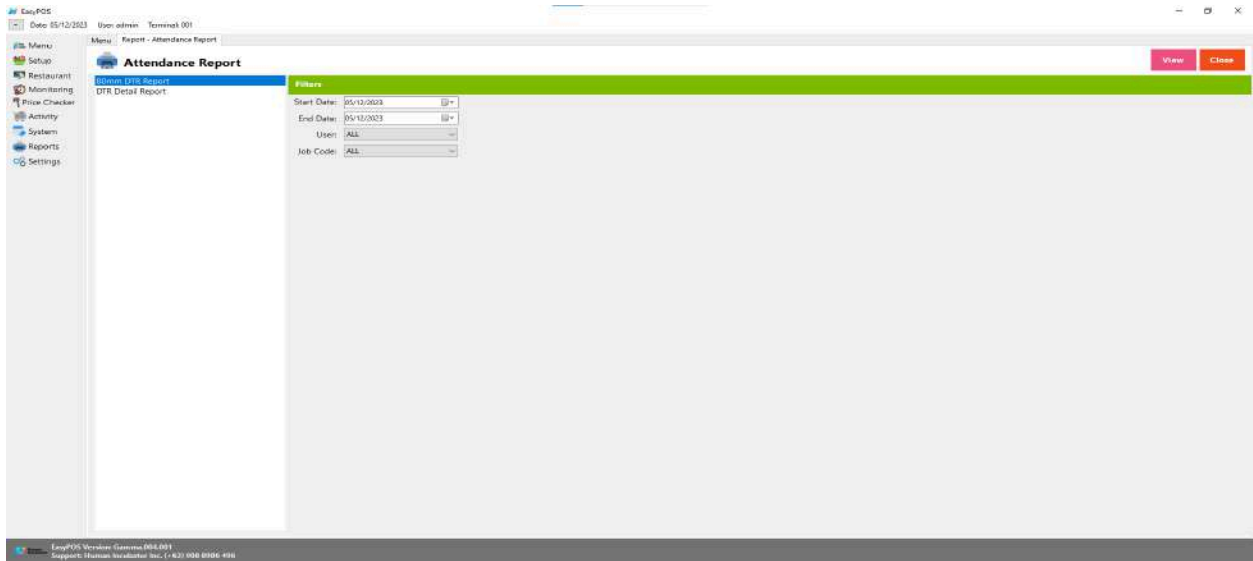
### Overview

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

### 80mm DTR Report

- Refers to the employees' daily attendance and working hours and their composition on an 80mm wide paper roll.





- 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

EasyPOS

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

Menu | Report - Attendance Report View Close

**Attendance Report**

Screen: DTR Report  
DTR Detail Report

**Filters**

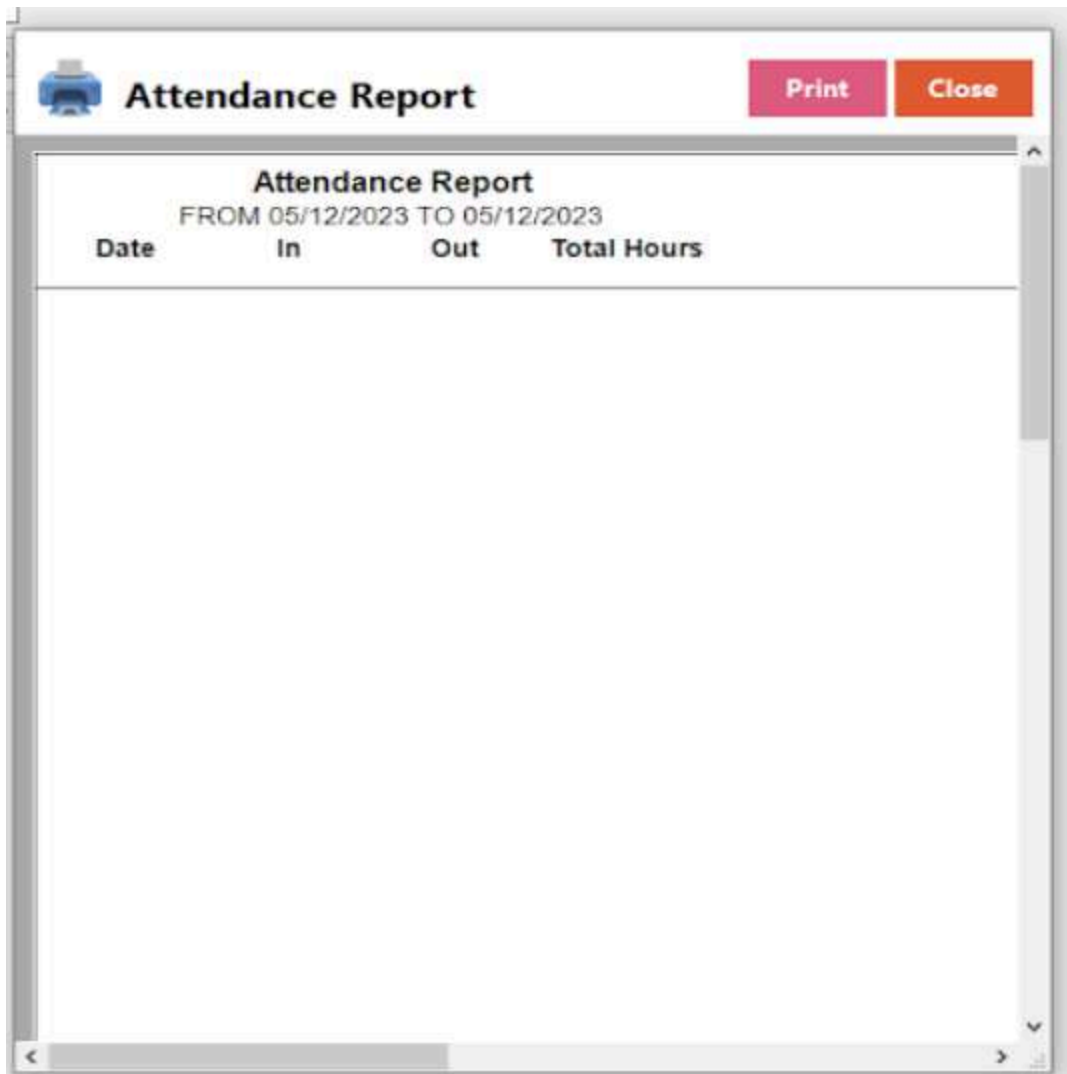
Start Date: 05/12/2023  
End Date: 05/12/2023  
User: ALL  
Job Code: ALL Print Close

**Attendance Report** Print Close

Attendance Report  
FROM: 05/12/2023 TO: 05/12/2023

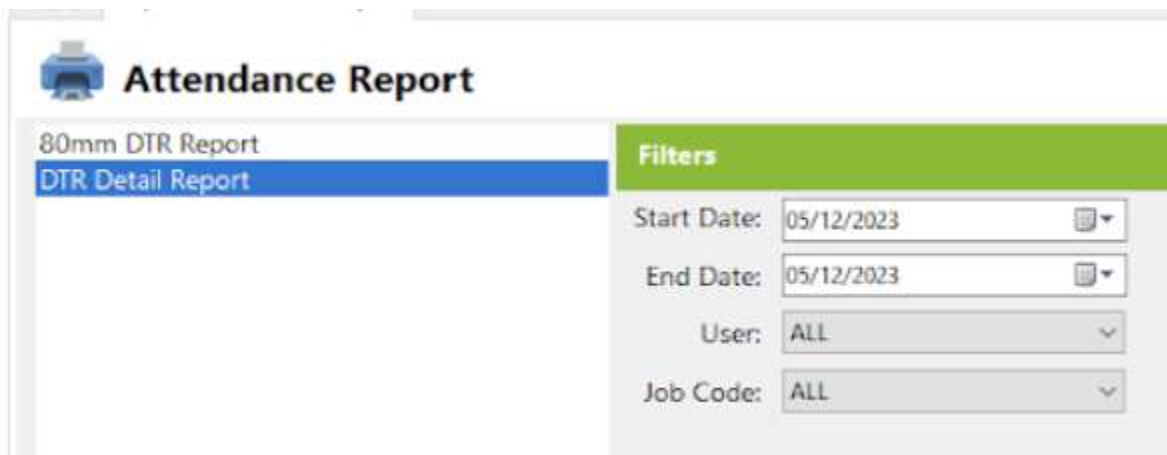
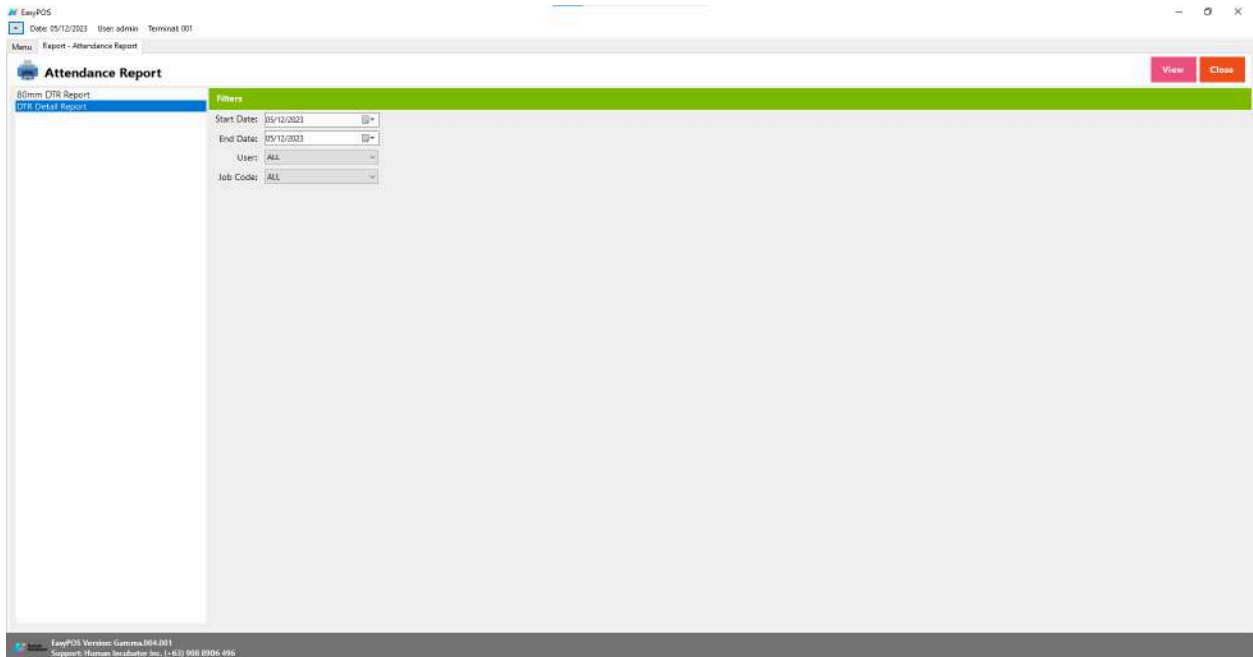
Date	In	Out	Total Hours
------	----	-----	-------------

EasyPOS Version: Gemma-D04.001  
Support: Bantuan Teknis/Baru No. 1-431-930 (Pagi, Sore)

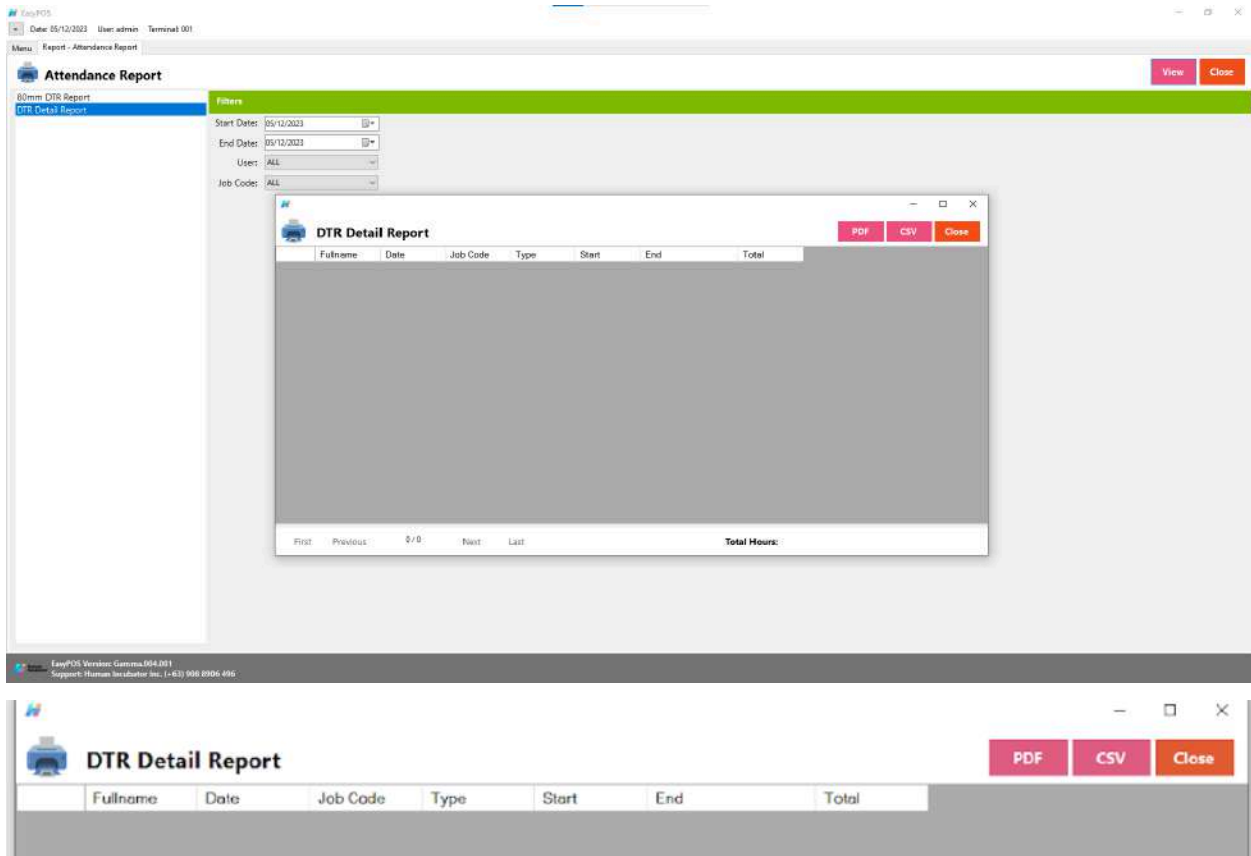


### **DTR Detail Report**

- refers to a report providing a detailed breakdown of information related to a Daily Time Record (DTR).



- 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

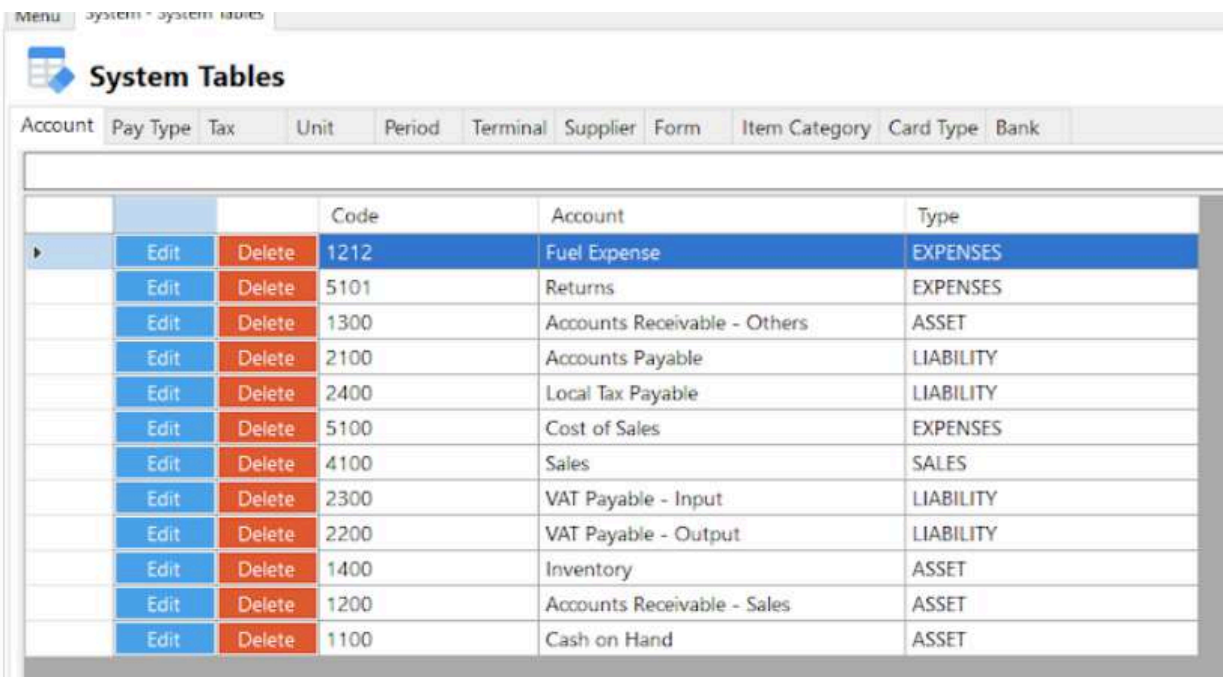
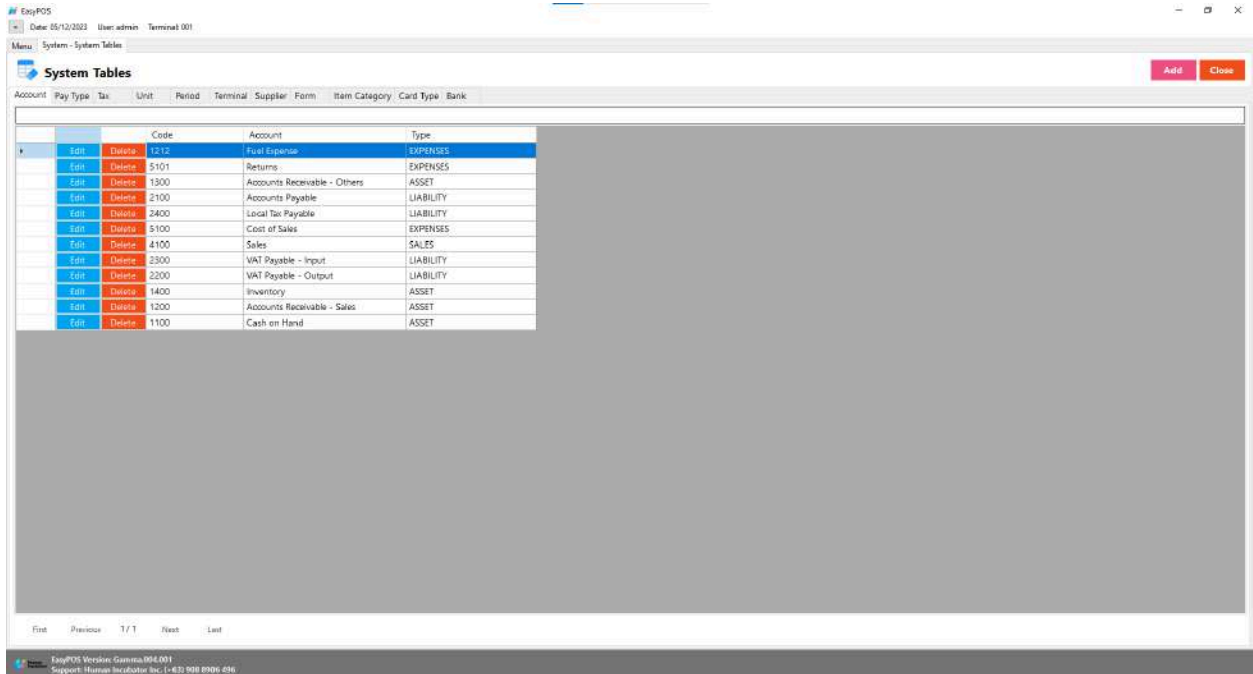
- In a Point of Sale (POS) system with accounting functionality, various accounts are used to track financial transactions. Here's a breakdown of how "**liability**," "**expenses**," "**asset**," and "**sales**" might be associated within a POS system:

- **Liability Account:**  
In a POS system, a liability account might be associated with transactions that involve owed amounts or obligations. For instance, if a customer makes a purchase on credit, the outstanding balance becomes a liability until it is paid. The system might track this liability until the customer settles the account.
- **Expenses Account:**  
Expenses accounts in a POS system track the costs incurred by the business. This includes operating expenses such as rent, utilities, and wages. In a retail context, expenses might also include transaction fees associated with payment processing.
- **Asset Account:**  
Asset accounts in a POS system represent resources owned by the business that have economic value. This can include inventory, equipment, or cash. When products are sold, the inventory decreases, and the system updates the asset account accordingly.
- **Sales Account:**  
The sales account in a POS system tracks the revenue generated from the sale of goods or services. Each sale contributes to this account, reflecting the total value of products sold. This is a key account for understanding the business's income.

- Here's a simplified example of how these accounts might be involved in a retail transaction within a POS system:

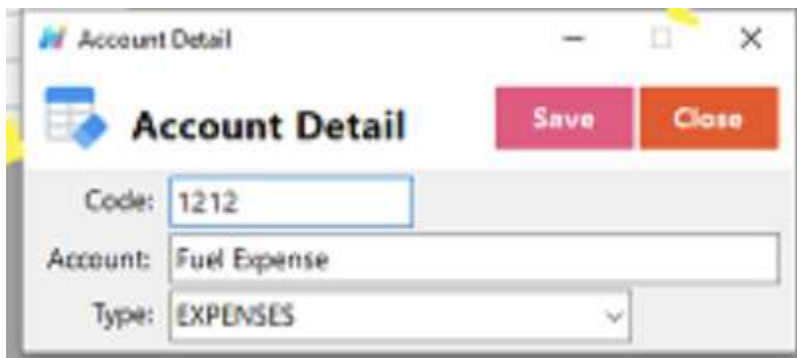
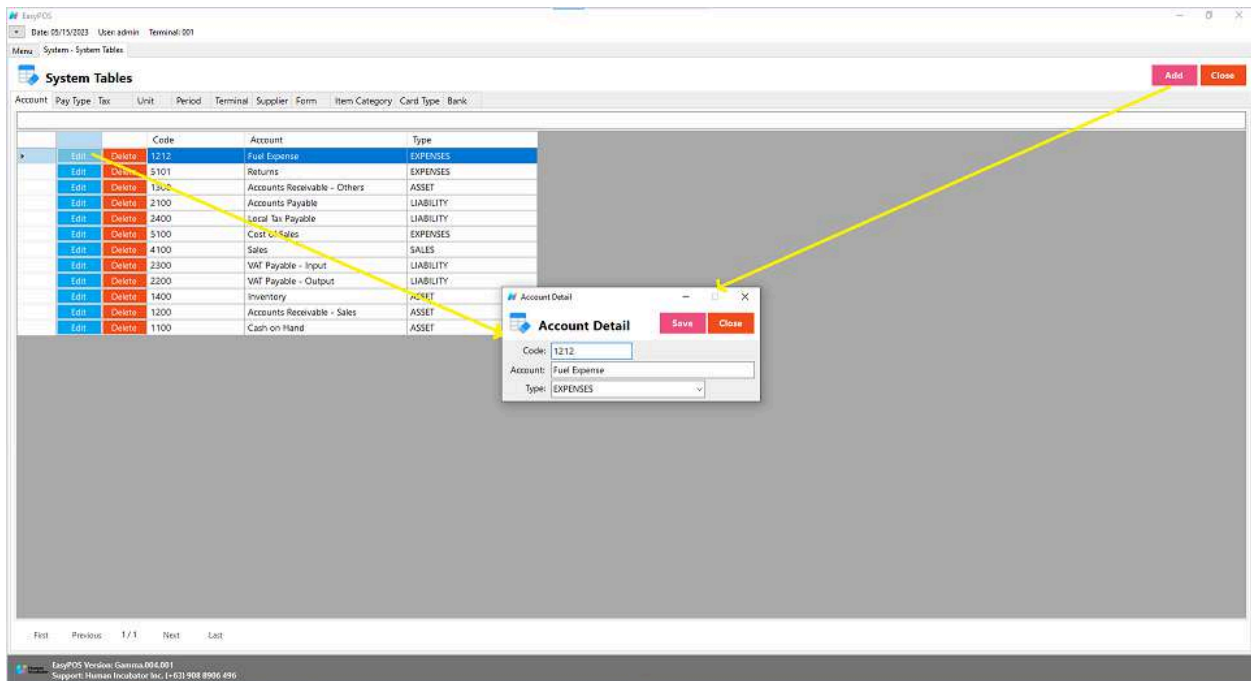
Sale Transaction:

- **Asset (Inventory):** The inventory decreases as products are sold.
- **Revenue (Sales):** The total value of the products sold contributes to the sales account.
- **Liability (Accounts Receivable):** If the sale is on credit, it creates a liability until the customer pays.
- **Expenses (Transaction Fees):** Any transaction fees associated with payment processing might be recorded as an expense.



- 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.

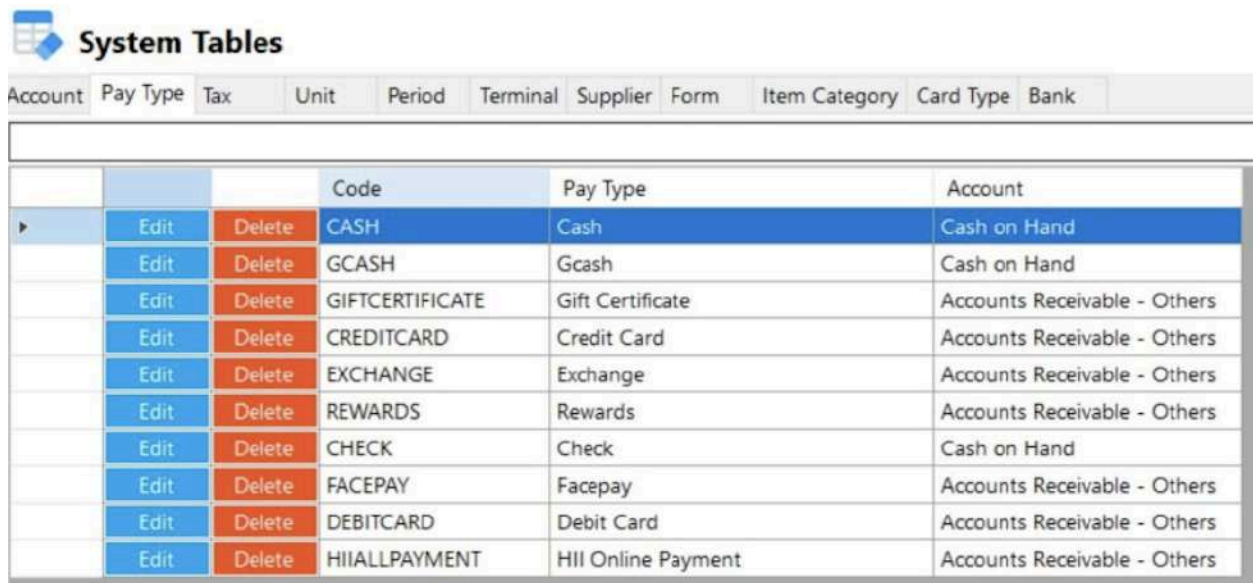
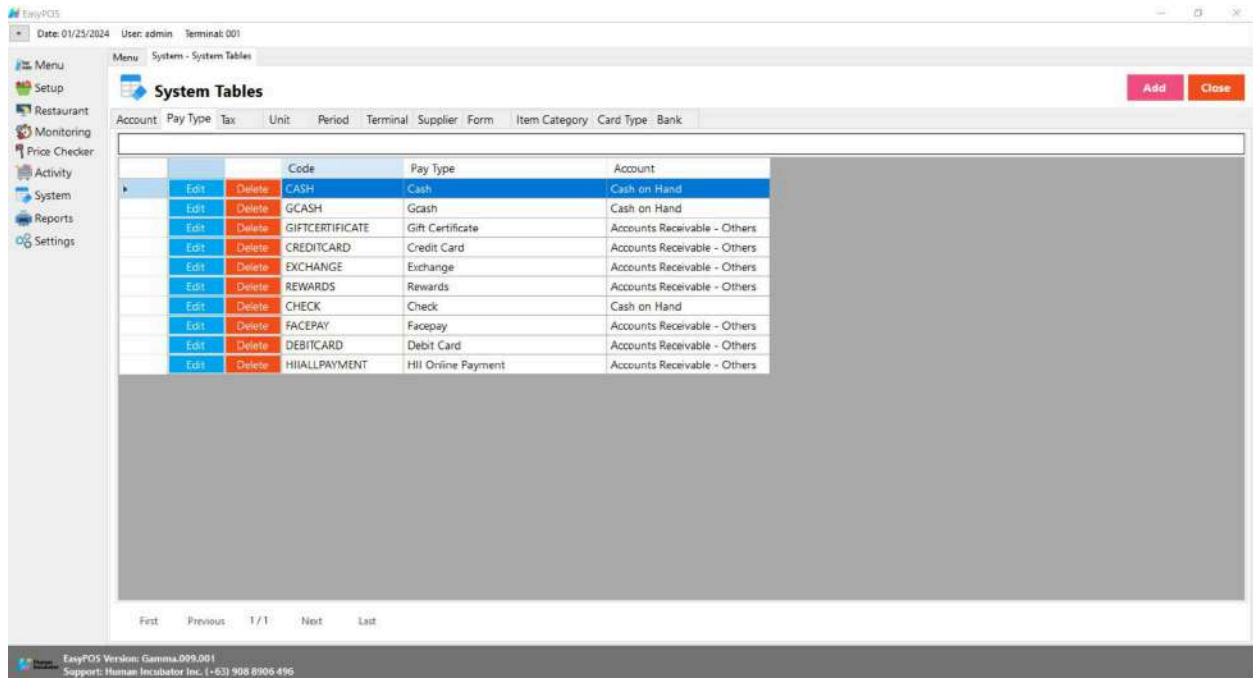




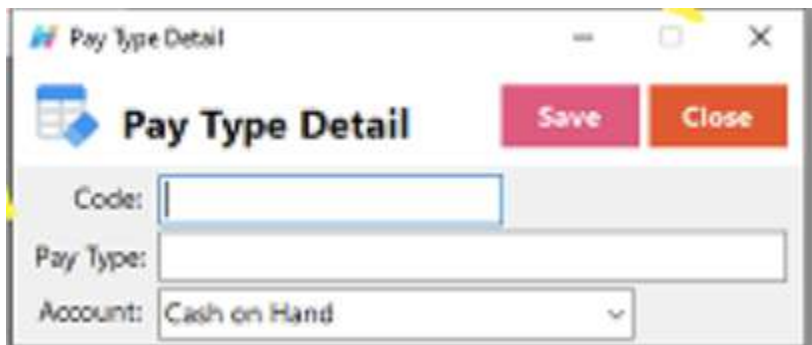
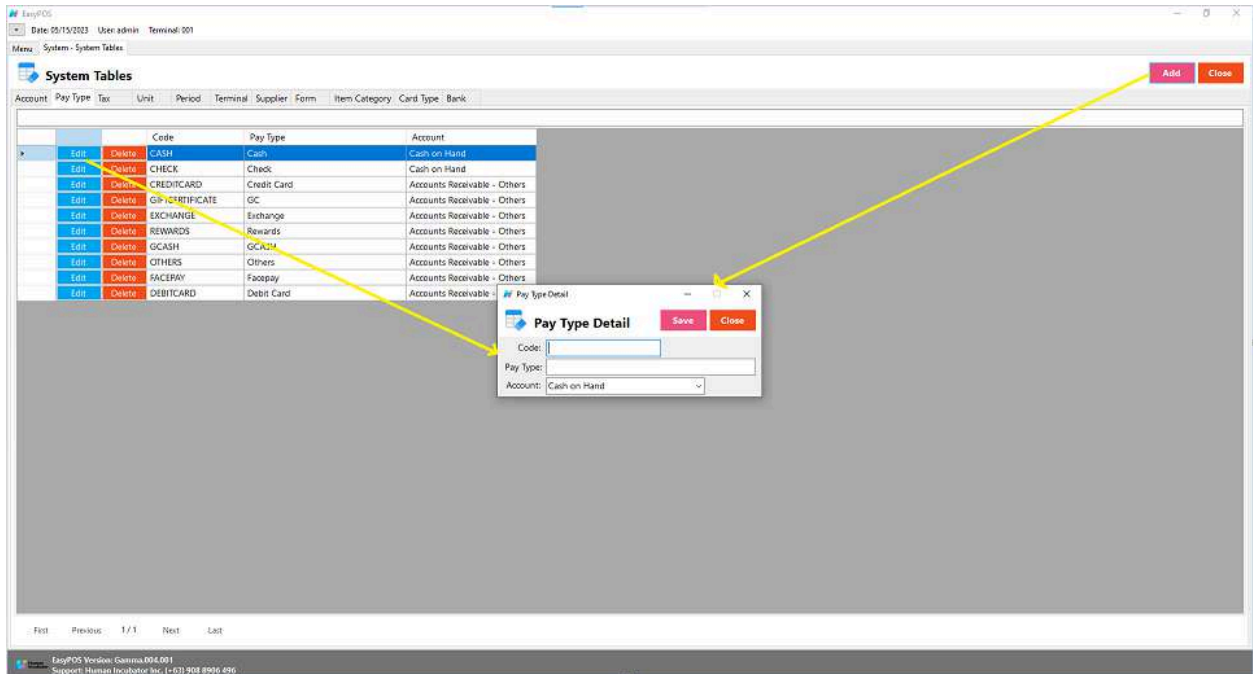
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Code, Account and Type
- Click the Save button to save account details.

## Pay Type

- "pay type" typically refers to the method or form of payment used by a customer to complete a transaction. When a customer makes a purchase at a retail store or any business that uses a POS system, they have various options for paying for the goods or services they are buying. The pay type is a categorization of these different payment methods. Common pay types in a POS system include:
  - **Cash:** The customer pays with physical currency, such as coins or banknotes.
  - **Credit Card:** The customer uses a credit card to make the payment.
  - **Debit Card:** The customer uses a debit card linked to their bank account for the transaction.
  - **Mobile Payment:** Payment is made using a mobile wallet or payment app on a smartphone or other mobile device.
  - **Gift Card:** The customer uses a prepaid gift card for all or part of the payment.
  - **Check:** Payment is made by writing a check, which is a paper document instructing the bank to transfer funds.
  - **Split Payment:** The customer divides the payment between multiple methods, such as using both cash and a credit card.
  - **Store Credit:** The customer uses credit that they have at the store, often issued as a result of a return or as part of a loyalty program.

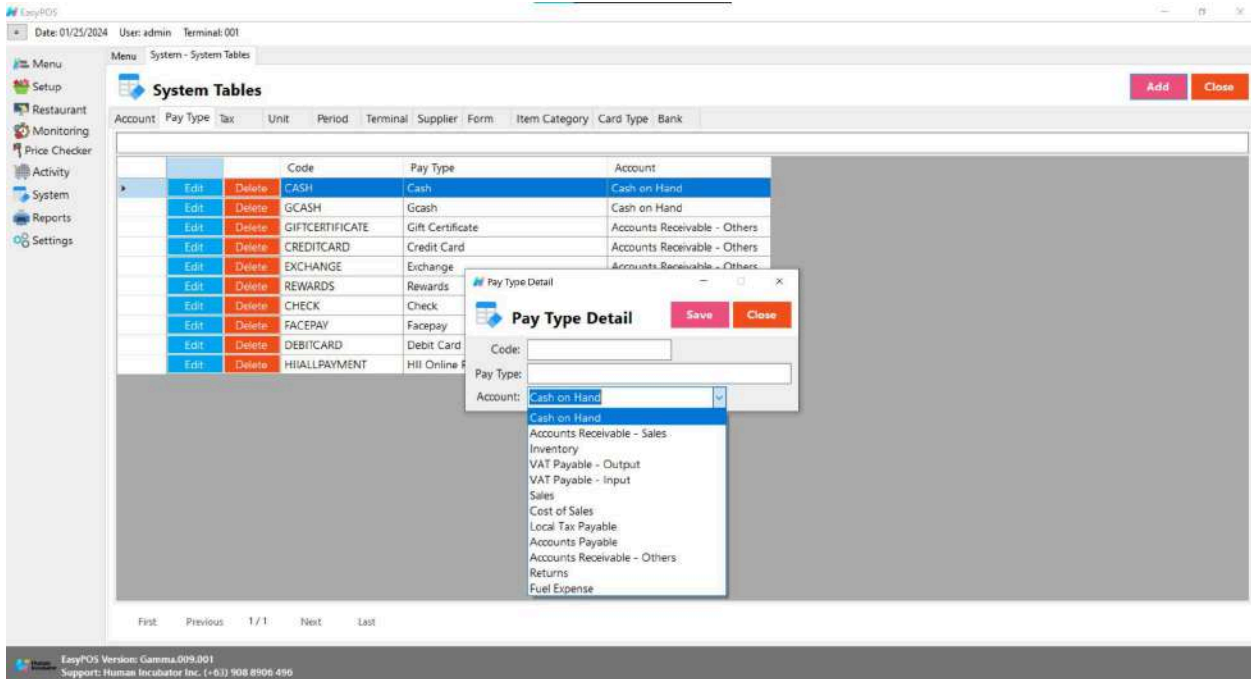


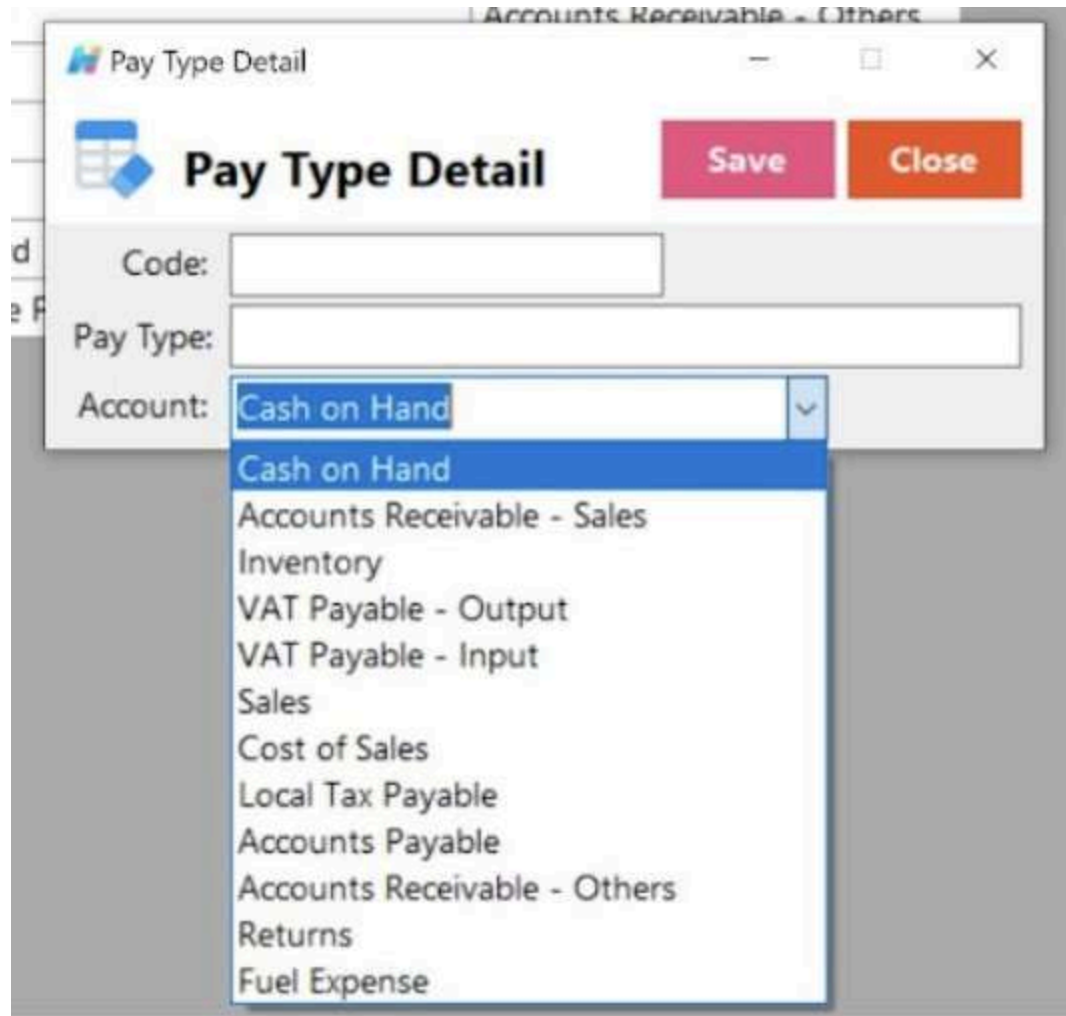
- Shows the list of all added pay types.
- Delete button will proceed to deleting pay type details.
- Edit button will proceed to updating pay type details.
- Close button will proceed to closing the system table module.



- **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.





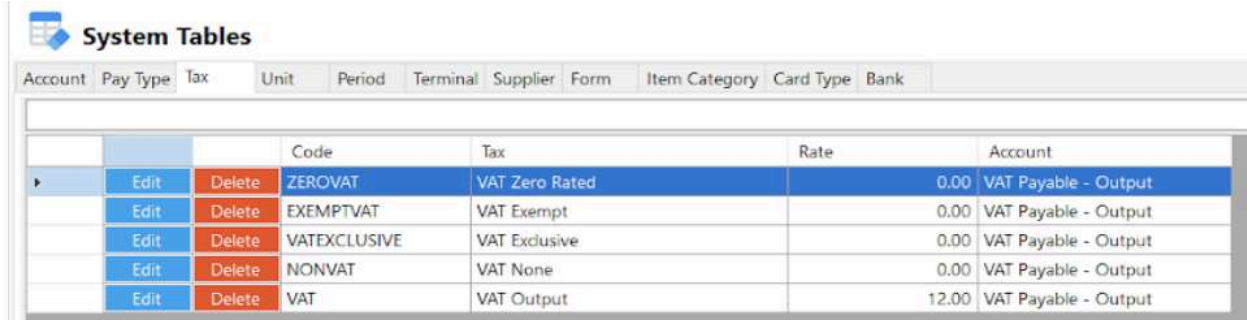
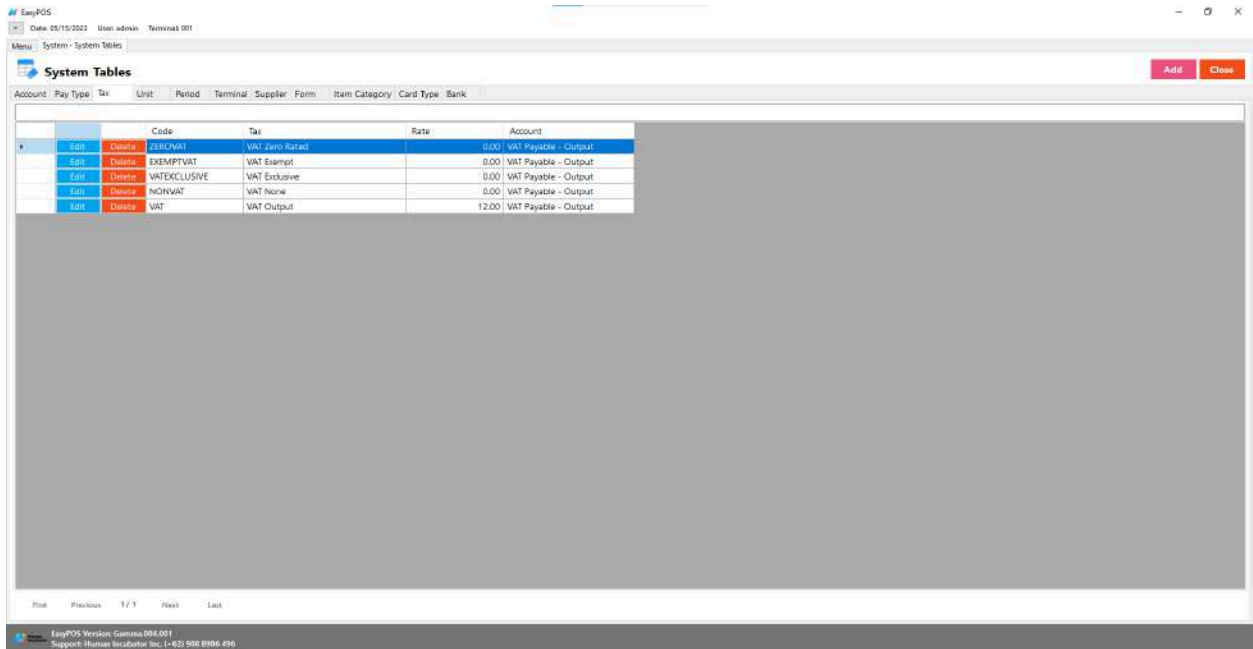
## Tax

- In a Point of Sale (POS) system, handling taxes is a crucial aspect of transactions. Here's how taxes are typically managed in a POS system:
  - **Tax Configuration:**

POS systems allow businesses to configure and set up different types of taxes applicable to their sales. This includes sales tax, value-added tax (VAT), or other regional taxes. Businesses need to specify the tax rates and rules that apply to their products or services.
  - **Automatic Tax Calculation:**

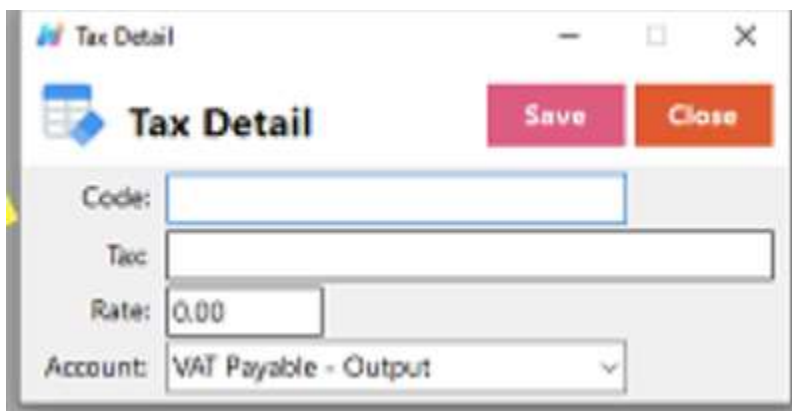
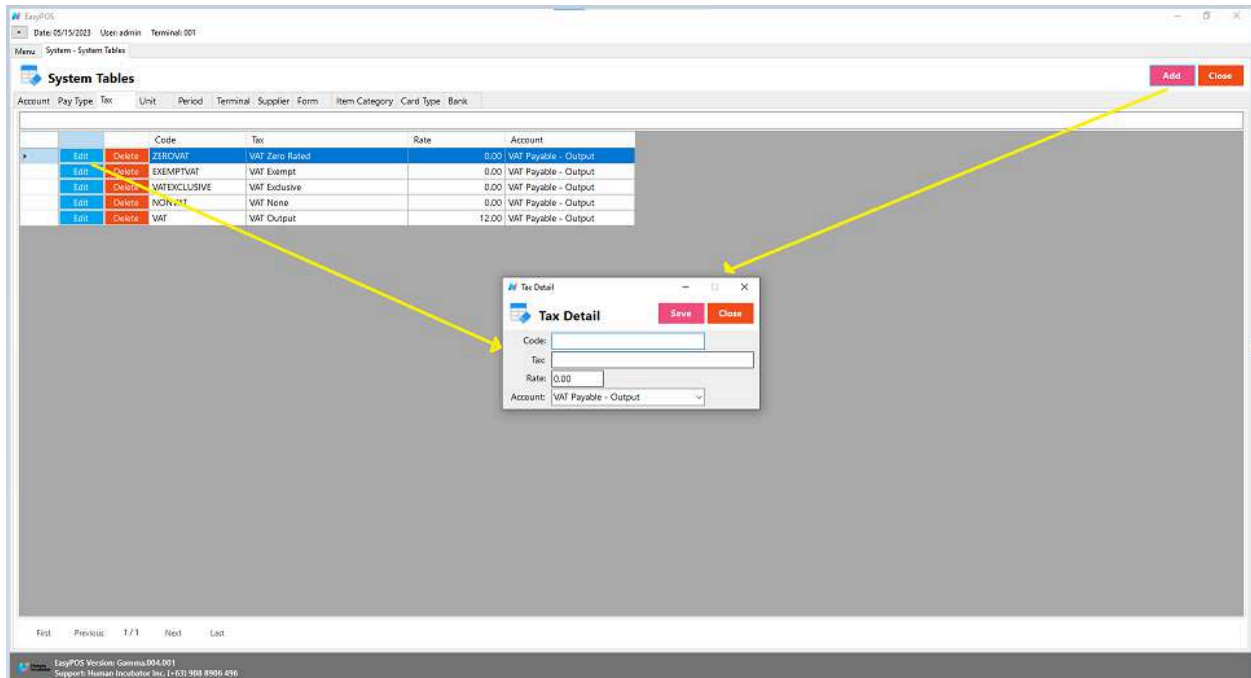
When a sale is processed in the POS system, the system automatically calculates the applicable taxes based on the configured rates. This ensures that the correct amount of tax is added to the total sale amount.

- **Tax-Inclusive or Tax-Exclusive Pricing:**  
POS systems often provide the flexibility to set whether prices displayed to customers include or exclude taxes. In some regions, the displayed price includes the applicable taxes, while in others, taxes are added at the checkout.
- **Multiple Tax Rates:**  
Businesses may need to deal with multiple tax rates, especially if they operate in regions with different tax jurisdictions. A POS system should be capable of handling various tax rates and applying them appropriately based on the location of the sale.
- **Tax Exemptions:**  
Some customers or types of transactions may be exempt from certain taxes. A POS system should allow for the application of exemptions when necessary, ensuring accurate and compliant tax calculations.
- **Reporting and Compliance:**  
A robust POS system includes reporting features that help businesses track and report on tax-related information. This is essential for financial reporting, filing taxes, and ensuring compliance with local tax regulations.
- **Integration with Accounting Software:**  
For seamless financial management, a POS system often integrates with accounting software. This integration ensures that tax information is accurately recorded in the business's financial records, streamlining the overall accounting process.



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





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

## Unit

- the term "unit" typically refers to a standard measure used to quantify and sell products. The concept of a unit is crucial for

inventory management and sales tracking. Here are a few key aspects of units in a POS system:

- **Product Quantity**

The unit represents the quantity in which a product is sold. For example, if a business sells beverages, the unit might be a bottle, can, or liter. If it's a retail store, the unit could be an individual item (e.g., a piece of clothing, an electronic device).

- **Pricing and Costing:**

Products are often priced and costed based on a per-unit basis. The POS system helps manage the pricing structure, allowing businesses to set prices for individual units or in bulk (e.g., per dozen).

- **Inventory Management:**

The unit is crucial for tracking and managing inventory levels. The POS system monitors the quantity of units sold and updates the inventory accordingly. This helps businesses avoid stockouts or overstock situations.

- **Sales Tracking:**

When a customer makes a purchase, the POS system records the number of units sold. This information is valuable for analyzing sales patterns, determining popular products, and understanding customer preferences.

- **Variety of Units:**

A flexible POS system allows businesses to handle a variety of units based on the nature of their products. For example, a grocery store might sell produce by weight (pound or kilogram), while a hardware store might sell items by quantity (each) or volume (gallon).

- **Unit Conversions:**

Some POS systems support unit conversions. For instance, if a product is typically sold in one unit but can also be sold in a different unit, the system can handle the conversion and update the inventory accordingly.

EqyPOS  
Date: 05/15/2023 User: admin Terminal: 001

Menu System - System Tables

### System Tables

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

Account	Pay Type	Tax	Unit	Period	Terminal	Supplier	Form	Item Category	Card Type	Bank
			Unit							
Eds	Delete		Shoe(s)							
Egs	Delete		Glass							
Ebs	Delete		Bottle(s)							
Eps	Delete		Service(s)							
Eqs	Delete		Gress							
Ers	Delete		Cup(s)							
Ets	Delete		Trip(s)							
Eus	Delete		Tank(s)							
Evs	Delete		SmallBox(s)							
Ews	Delete		Sheet(s)							
Eys	Delete		Set							
Ezs	Delete		Sack(s)							
Eas	Delete		Ream(s)							
Eas	Delete		Quart(s)							
Eas	Delete		Pint(s)							
Eas	Delete		Piso							
Eas	Delete		Pak(s)							
Eas	Delete		Pak(s)							
Eas	Delete		Pak(s)							
Eas	Delete		Mtr(s)							
Eas	Delete		Ktr(s)							
Eas	Delete		Inch(s)							
Eas	Delete		Hundred(s)							
Eas	Delete		Pt							
Eas	Delete		Drum(s)							
Eas	Delete		Dozen							
Eas	Delete		Cubic							
Eas	Delete		Bundle(s)							
Eas	Delete		Box(s)							
Eas	Delete		Both							

First Previous 1 / 1 Next Last

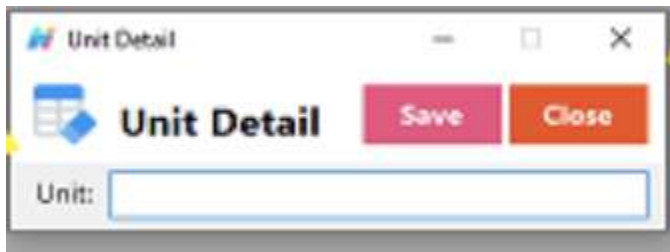
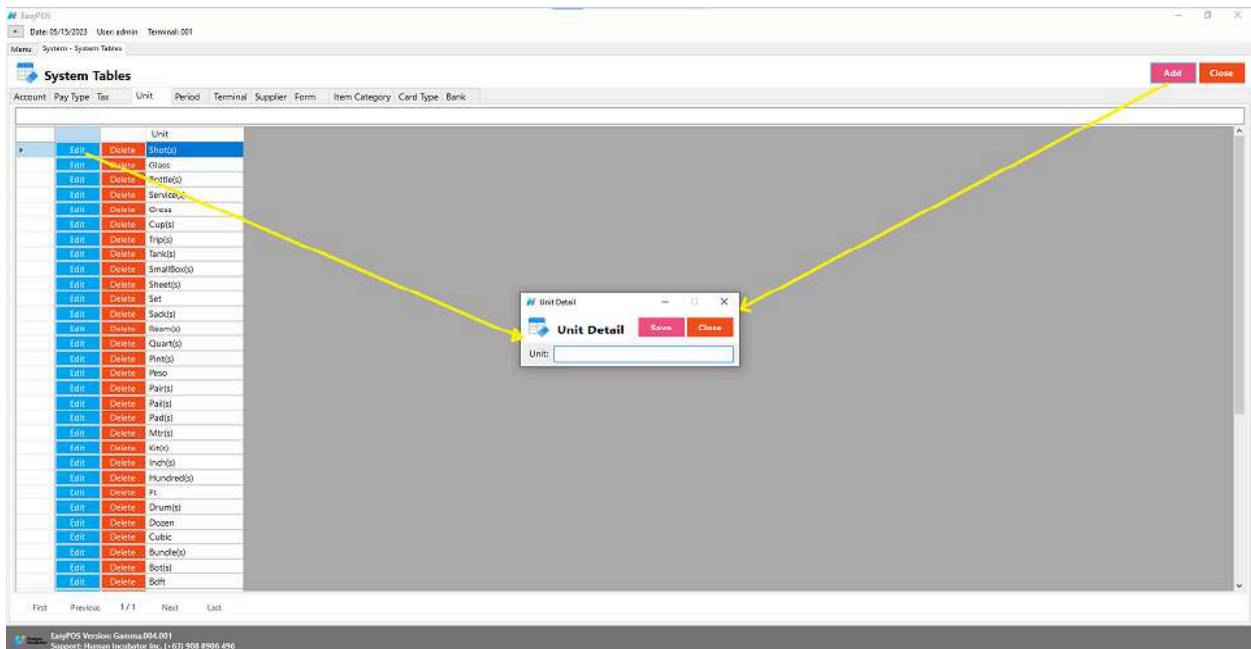
EqyPOS Version: Gamma.904.001  
Support: Haman Incubator Inc. (+82) 908 8906 406



## System Tables

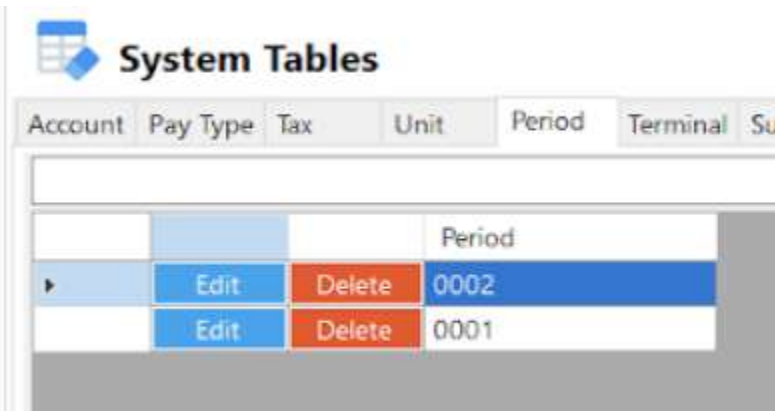
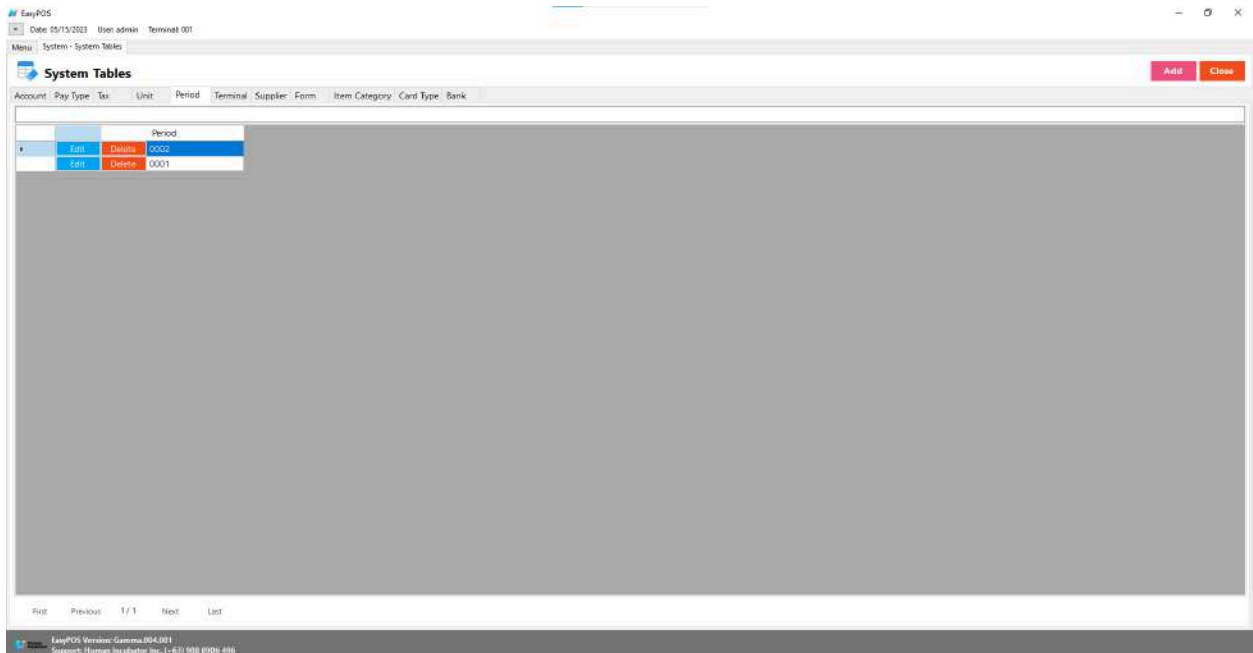
Account	Pay Type	Tax	Unit	Period	Terminal
			Unit		
▶	Edit	Delete	Shot(s)		
	Edit	Delete	Glass		
	Edit	Delete	Bottle(s)		
	Edit	Delete	Service(s)		
	Edit	Delete	Gross		
	Edit	Delete	Cup(s)		
	Edit	Delete	Trip(s)		
	Edit	Delete	Tank(s)		
	Edit	Delete	SmallBox(s)		
	Edit	Delete	Sheet(s)		
	Edit	Delete	Set		
	Edit	Delete	Sack(s)		
	Edit	Delete	Ream(s)		
	Edit	Delete	Quart(s)		
	Edit	Delete	Pint(s)		
	Edit	Delete	Peso		
	Edit	Delete	Pair(s)		
	Edit	Delete	Pail(s)		
	Edit	Delete	Pad(s)		
	Edit	Delete	Mtr(s)		
	Edit	Delete	Kit(s)		
	Edit	Delete	Inch(s)		
	Edit	Delete	Hundred(s)		
	Edit	Delete	Ft		
	Edit	Delete	Drum(s)		
	Edit	Delete	Dozen		
	Edit	Delete	Cubic		
	Edit	Delete	Bundle(s)		
	Edit	Delete	Bot(s)		
	Edit	Delete	Bdft		

- 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.

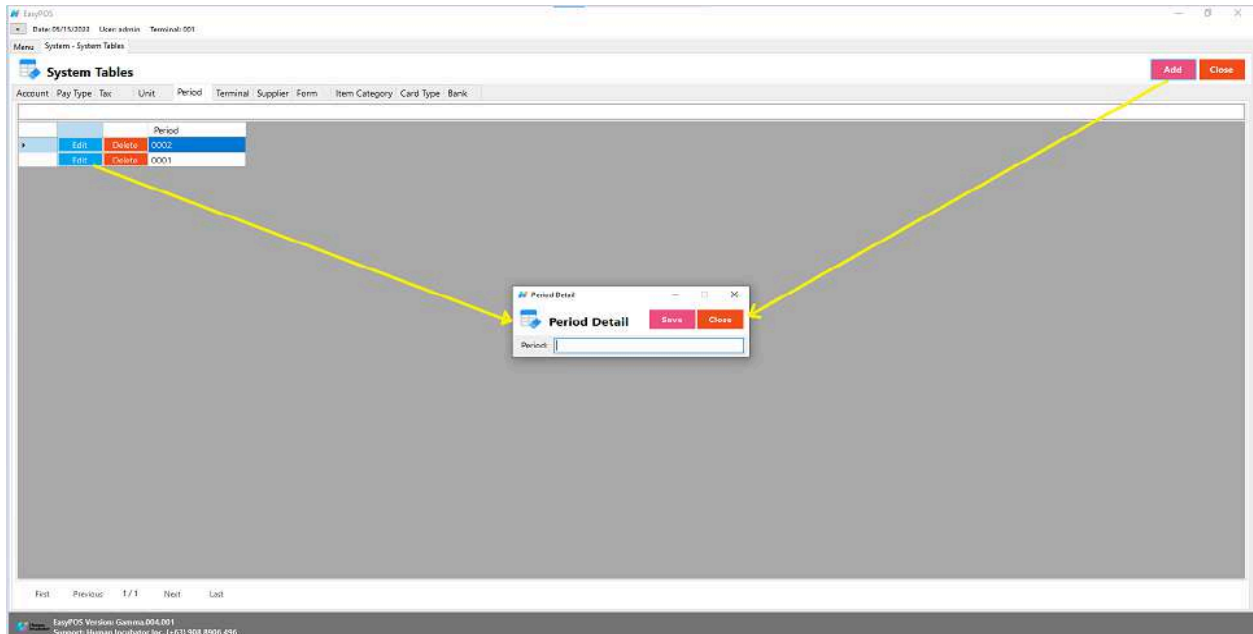


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Unit
- Click the Save button to save unit details.

# 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.

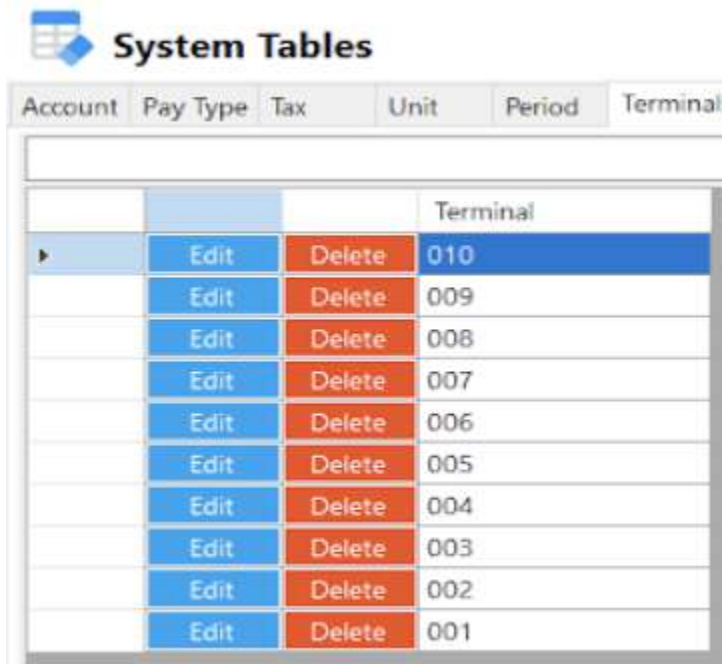


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Unit
- Click the Save button to save unit details.

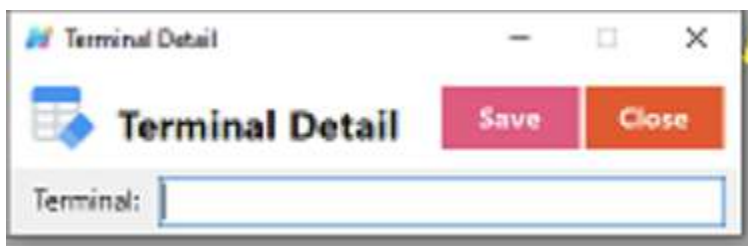
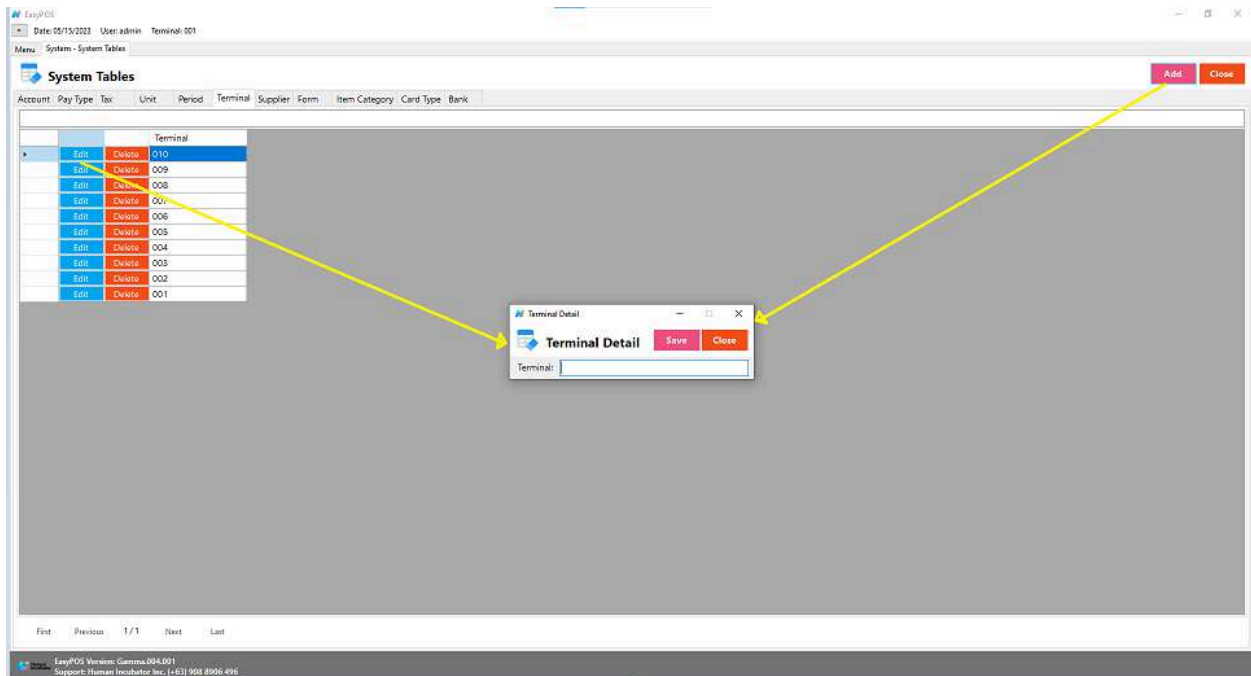
## Terminal

- In a Point of Sale (POS) system, the term "terminal" typically refers to the hardware or device used by businesses to process sales transactions. The POS terminal is a key component of the overall POS system, and it plays a central role in facilitating customer transactions.





- 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.

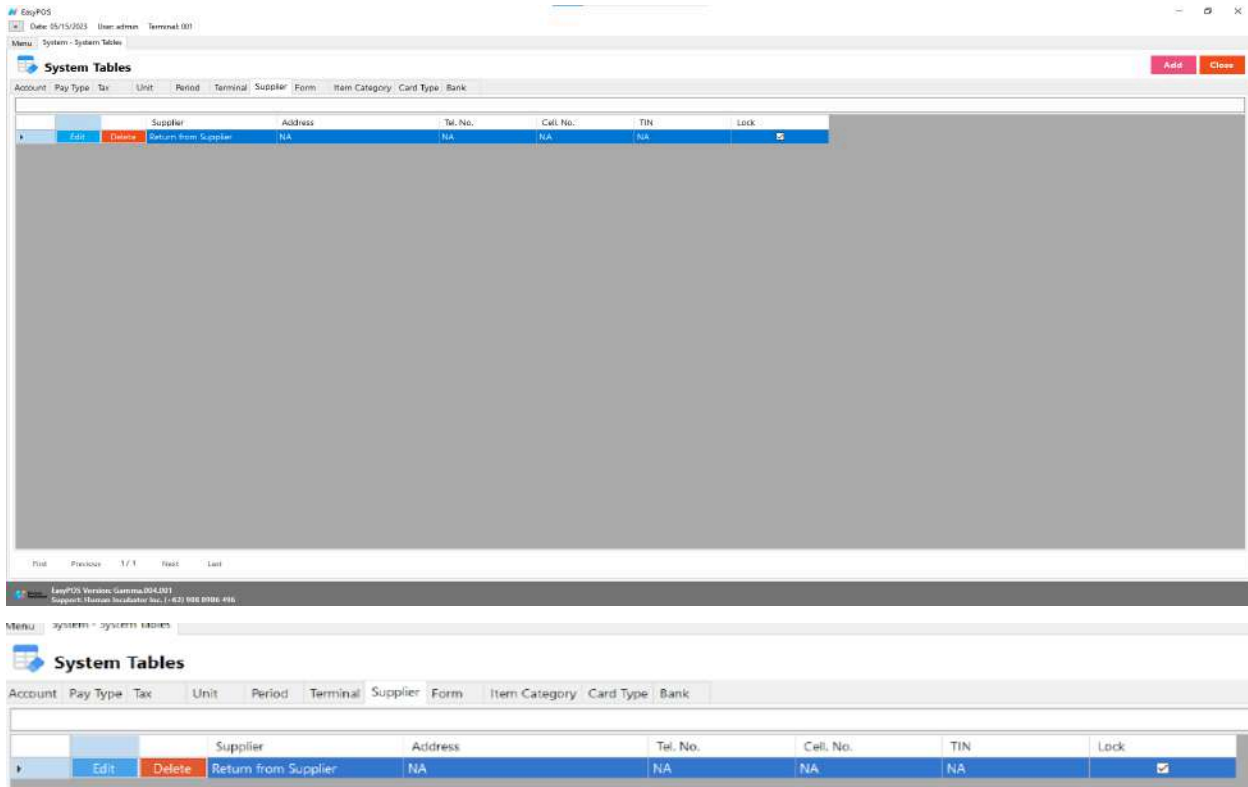


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Terminal
- Click the Save button to save terminal details.

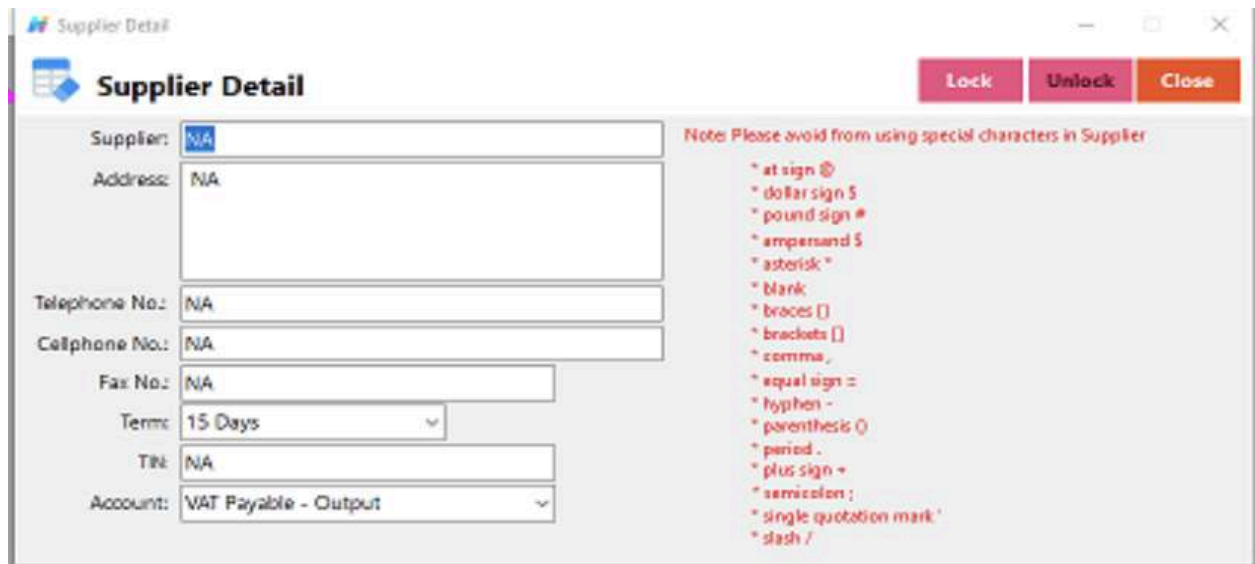
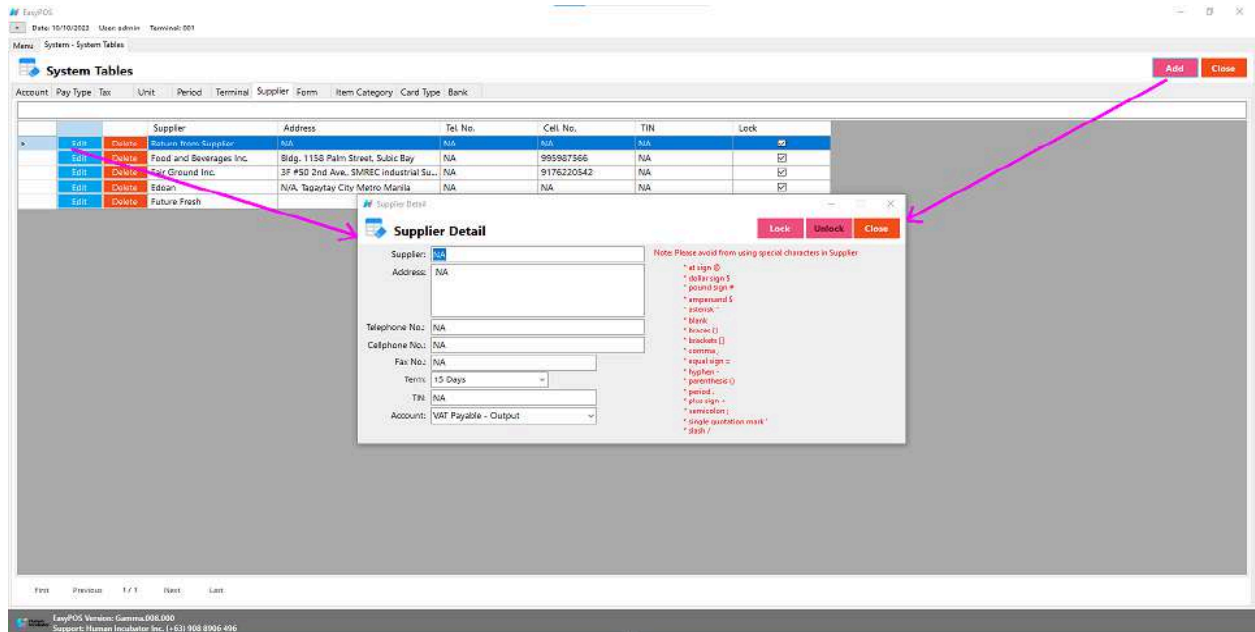
## Supplier

- Generally refers to the businesses or entities from which a retail business or establishment purchases its goods or products. The supplier information is an essential component of the POS system, and it helps businesses manage their inventory, track purchases, and maintain relationships with the entities that provide the products they sell.

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: ~ ` ! @ # \$ ^ & \* ( ) - \_ + = { } [ ] | \ / : ; " ' <

> , .

- 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.

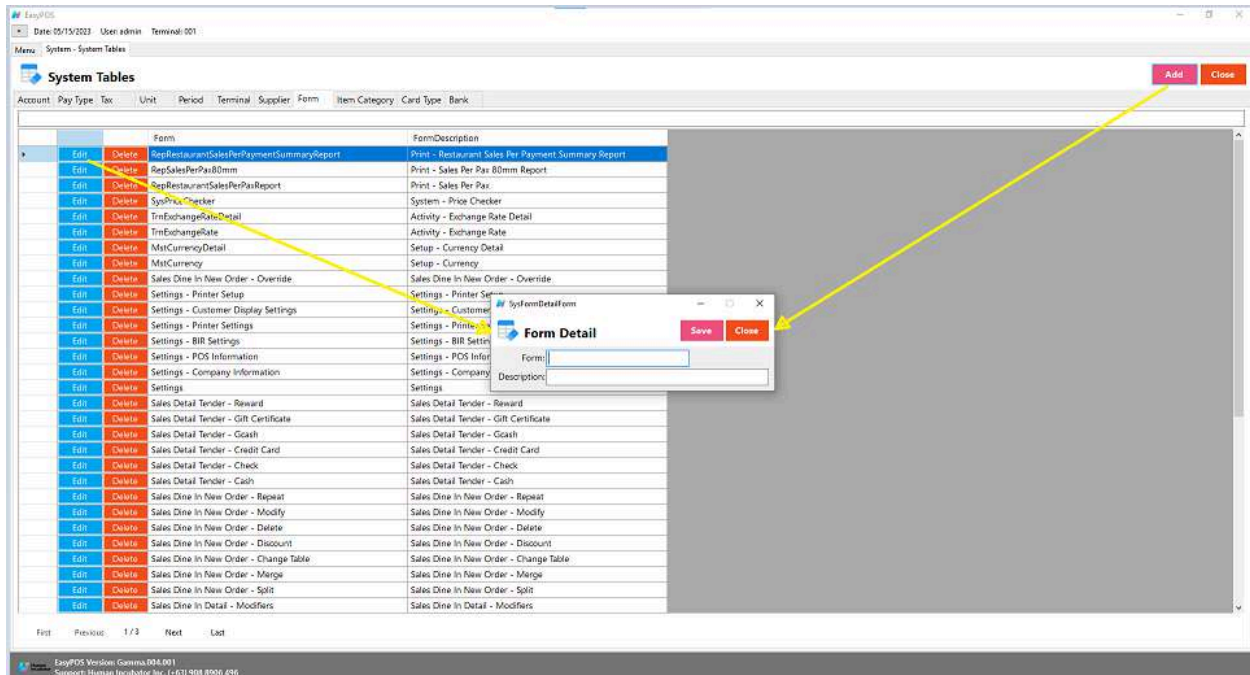
## Form

- are the list of function to be given to each user.
  - **Form** - Performs a specific task or set of tasks
  - **Form Description** - Description of the task

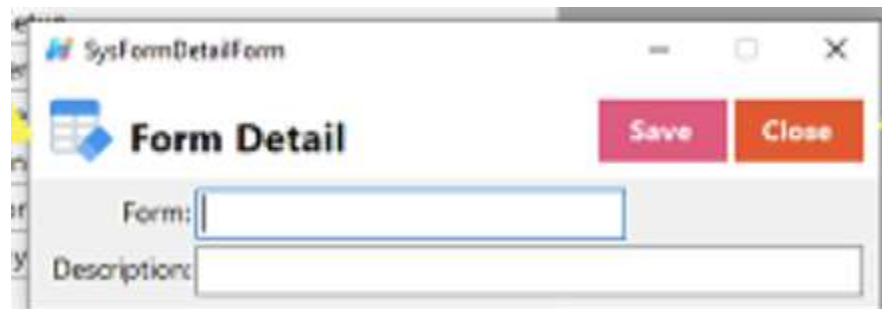
Form	FormDescription
RepRestaurantSalesPerPaymentSummaryReport	Print - Restaurant Sales Per Payment Summary Report
RepSalesPerPayB0mm	Print - Sales Per Pay B0mm Report
RepRestaurantSalesPerPayReport	Print - Sales Per Pay
SysPriceChecker	System - Price Checker
TimExchangeRateDetail	Activity - Exchange Rate Detail
TimExchangeRate	Activity - Exchange Rate
MstCurrencyDetail	Setup - Currency Detail
MstCurrency	Setup - Currency
SalesDineInNewOrder - Override	Sales Dine In New Order - Override
Settings - Printer Setup	Settings - Printer Setup
Settings - Customer Display Settings	Settings - Customer Display Settings
Settings - Printer Settings	Settings - Printer Settings
Settings - BIR Settings	Settings - BIR Settings
Settings - POS Information	Settings - POS Information
Settings - Company Information	Settings - Company Information
Settings	Settings
SalesDetailTender - Reward	Sales Detail Tender - Reward
SalesDetailTender - Gift Certificate	Sales Detail Tender - Gift Certificate
SalesDetailTender - Cash	Sales Detail Tender - Cash
SalesDetailTender - Credit Card	Sales Detail Tender - Credit Card
SalesDetailTender - Check	Sales Detail Tender - Check
SalesDetailTender - Cash	Sales Detail Tender - Cash
SalesDineInNewOrder - Repeat	Sales Dine In New Order - Repeat
SalesDineInNewOrder - Modify	Sales Dine In New Order - Modify
SalesDineInNewOrder - Delete	Sales Dine In New Order - Delete
SalesDineInNewOrder - Discount	Sales Dine In New Order - Discount
SalesDineInNewOrder - Change Table	Sales Dine In New Order - Change Table
SalesDineInNewOrder - Merge	Sales Dine In New Order - Merge
SalesDineInNewOrder - Split	Sales Dine In New Order - Split
SalesDineInDetail - Modifiers	Sales Dine In Detail - Modifiers

- 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.

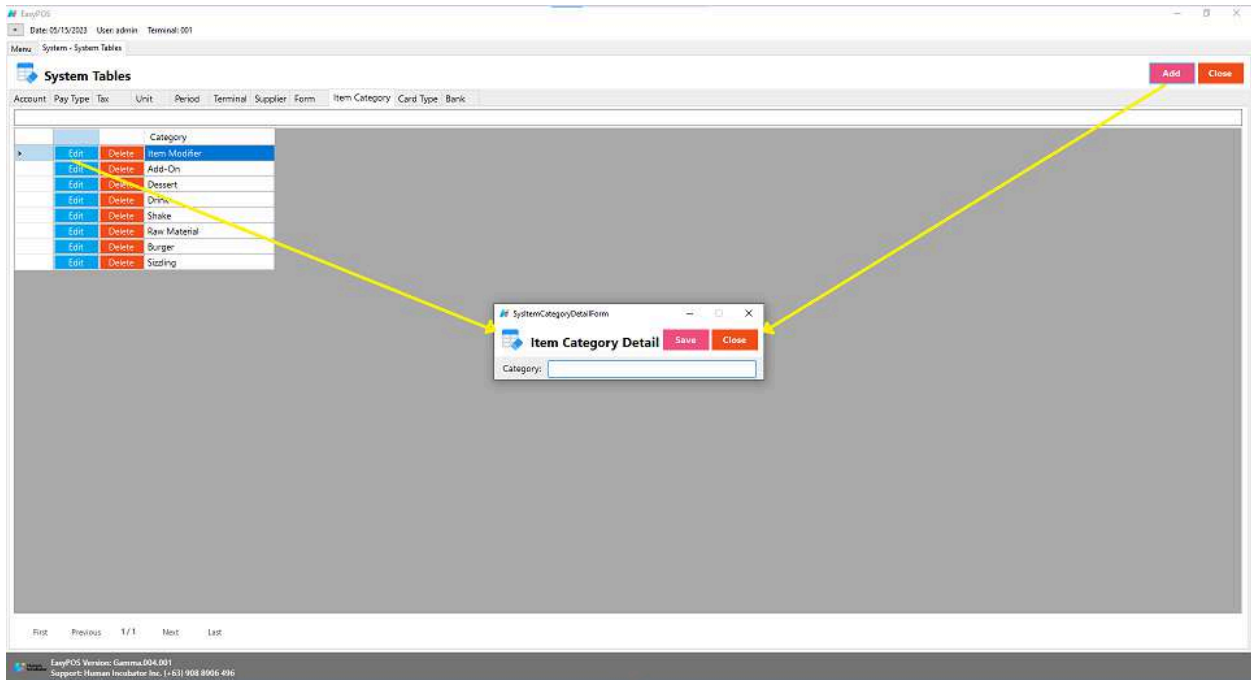
### Item Category

- In the context of a Point of Sale (POS) system or inventory management, an "item category" is a way of grouping or classifying products based on certain shared characteristics or

attributes. Organizing items into categories helps businesses manage their inventory more efficiently and aids in the sales process.



- 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.

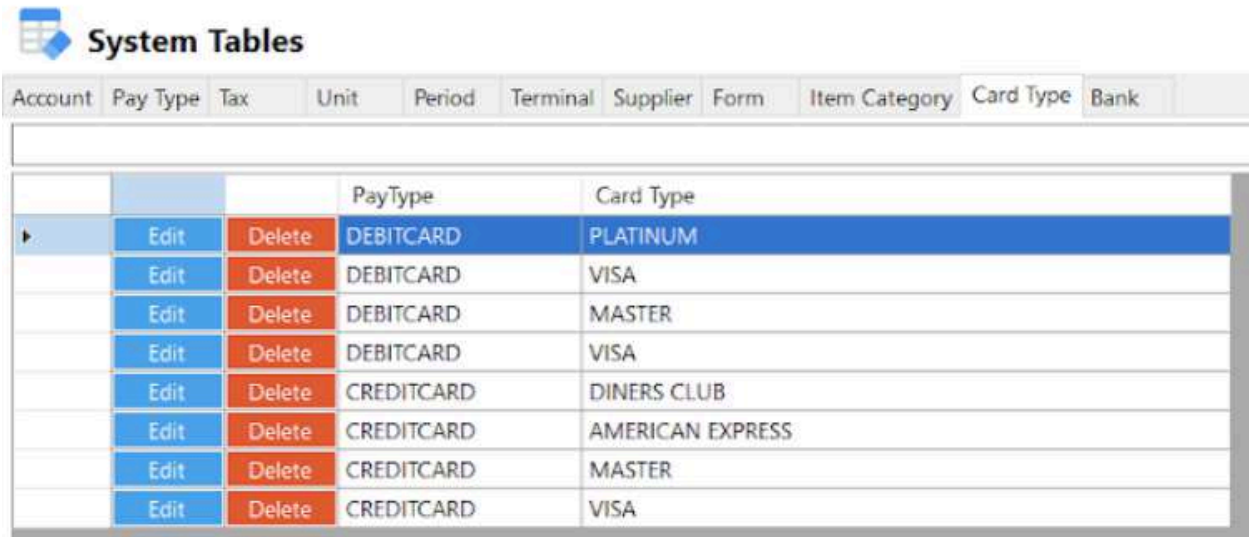
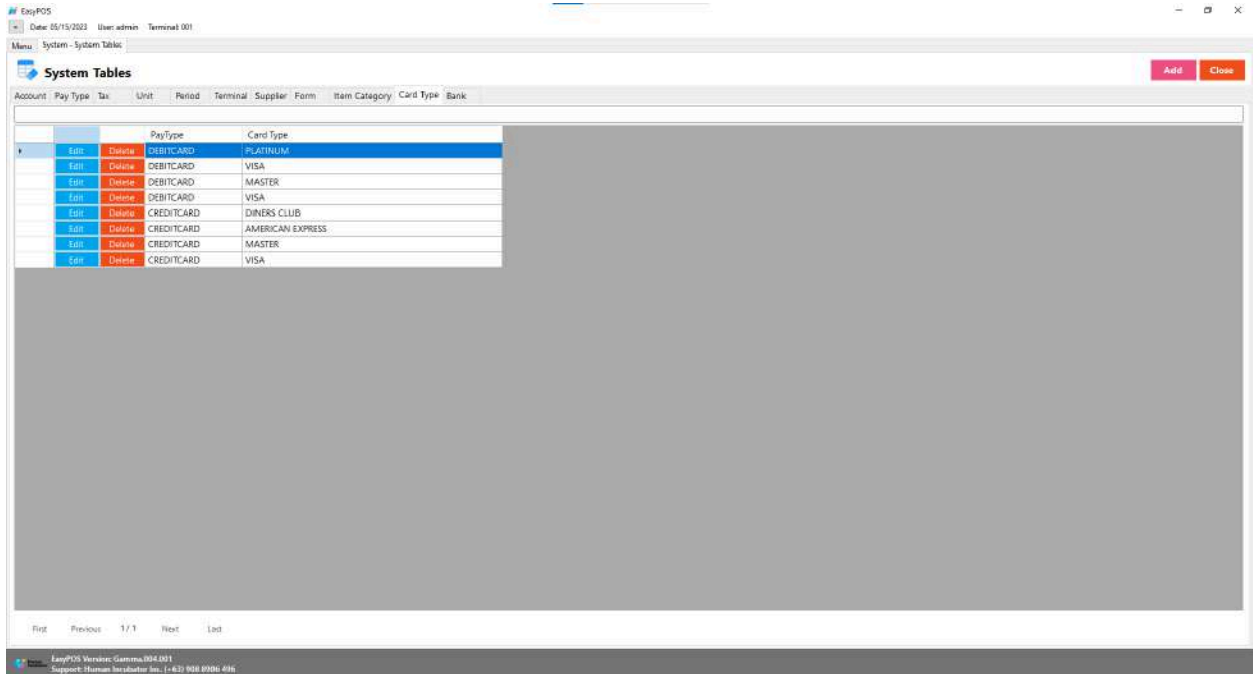


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Category
- Click the Save button to save item category details.

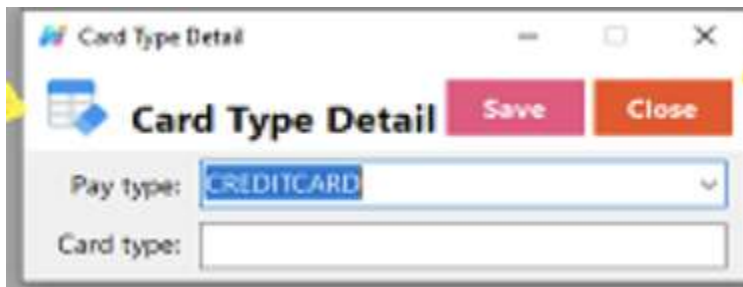
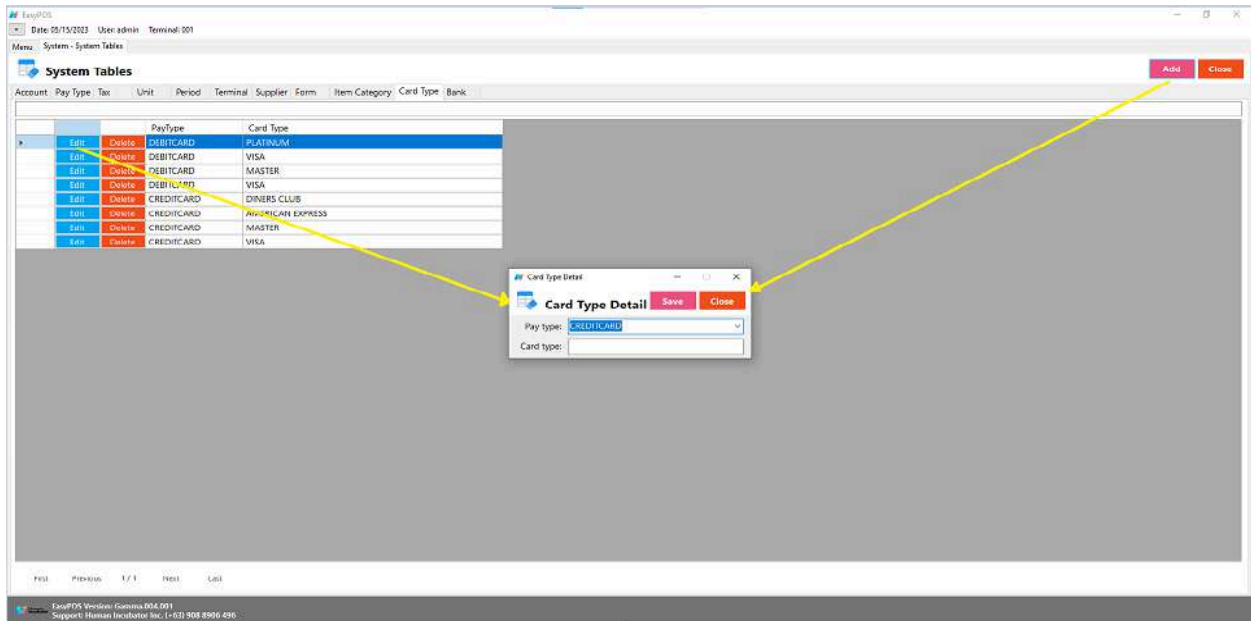
## Card Type

- "Card type" in the context of payments typically refers to the different types of payment cards that customers can use to make transactions.





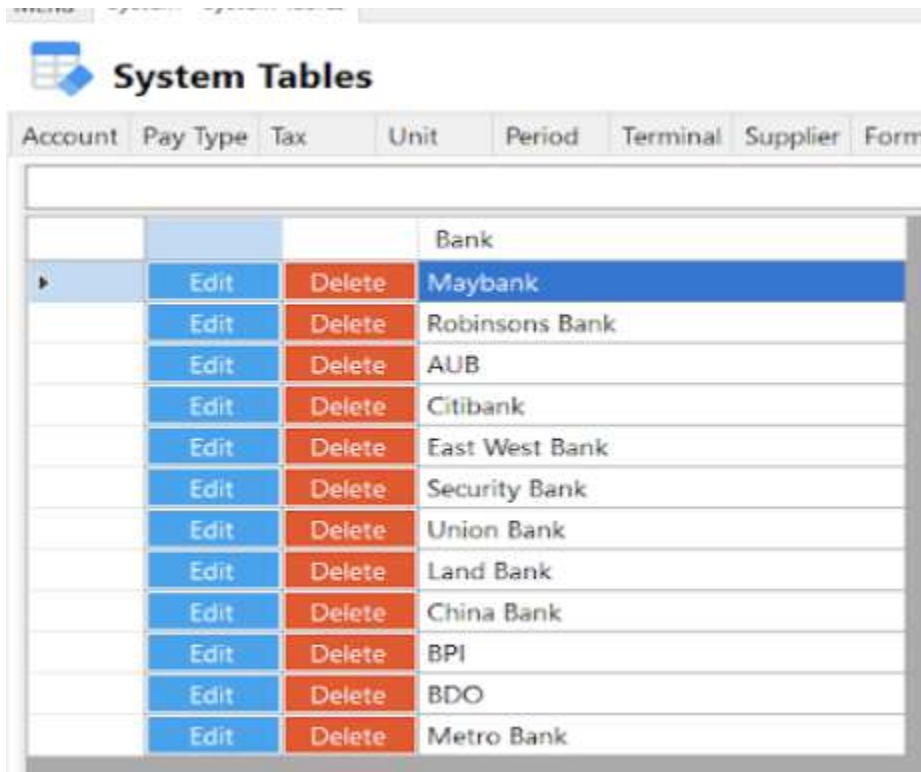
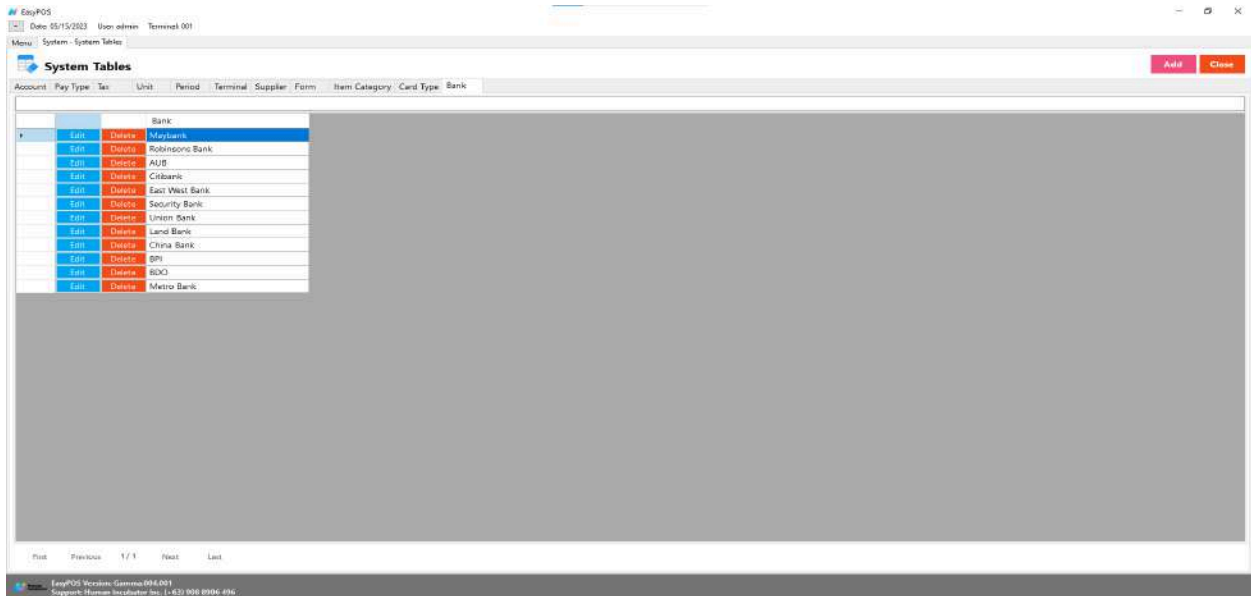
- Shows the list of all added card types.
- Delete button will proceed to deleting card type details.
- Edit button will proceed to updating card type details.
- Close button will proceed to closing the system table module.



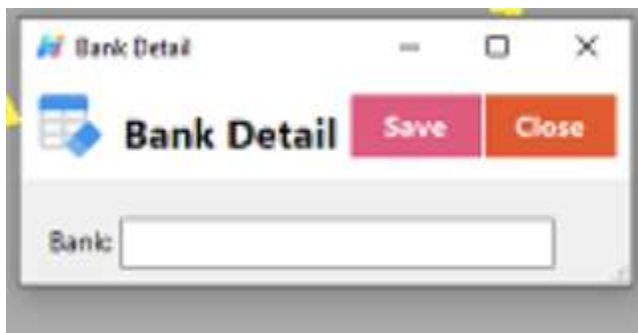
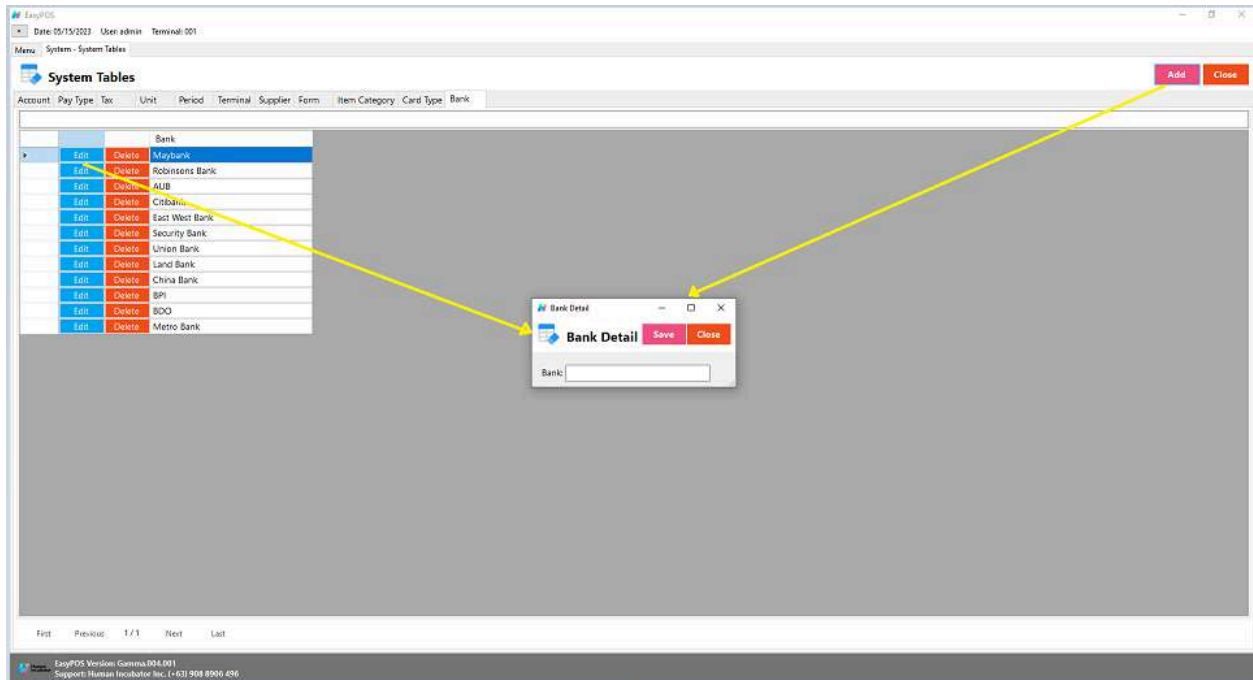
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Pay Type and Card Type
- Click the Save button to save card type details.

## Bank

- May refer to the financial institution that processes electronic payments made through the POS system. This is particularly relevant for credit card and debit card transactions.



- 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

- Many systems have audit trails or logs that record various activities, including user logins. These logs can be useful for tracking who accessed the system, what actions were performed, and when.
  - Click the CSV button to generate a csv file format of audit trails.
  - Close button will proceed to closing the system utilities module.

Date	User	Module	Action Taken	Old Value	New Value
05/15/2023 10:33:5...	Administrator	MiscSupplier	AddSupplier		{\"id\":\"25,\"supplier\":\"NA\",\"address\":\"NA\",\"telephon...
05/15/2023 10:33:3...	Administrator	MiscSupplier	DeleteSupplier	{\"id\":\"24,\"supplier\":\"NA\",\"address\":\"NA\",\"telephon...	
05/15/2023 10:33:2...	Administrator	MiscSupplier	AddSupplier		{\"id\":\"24,\"supplier\":\"NA\",\"address\":\"NA\",\"telephon...

- **Date** - When the activity was done
- **User** - User who was log-in that day
- **Module** - What module that was access or edited
- **Action Taken** - actions were performed
- **Old Value** - Previous or initial value of a variable
- **New Value** - New value of a variable

## Barcode Printing

- Refers to the process of producing physical representations of barcodes on labels, tags, or other surfaces. Barcodes are machine-readable codes that consist of a series of parallel lines and spaces of varying widths. These codes are used to uniquely identify products, items, or entities and are widely employed in retail, logistics, manufacturing, healthcare, and various other industries.
- Barcode printing is where the user can print barcode of the items

Code	Description	Barcode	Unit	Category	Alias	Price	P	L
0000019255	PAPER PLATE 8X14 03 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X14 03 100X10	100.00	[P]	[L]
0000019254	PAPER PLATE 8X14 02 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X14 02 100X10	100.00	[P]	[L]
0000019253	PAPER PLATE 10X15 019 100X10 B	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10 B	115.00	[P]	[L]
0000019252	PAPER PLATE 12X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10	170.00	[P]	[L]
0000019251	PAPER PLATE 12X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10	155.00	[P]	[L]
0000019250	PAPER PLATE 10X15 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10	120.00	[P]	[L]
0000019249	PAPER PLATE 10X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X14 019 100X10	110.00	[P]	[L]
0000019248	PAPER PLATE 9X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 019 100X10	100.00	[P]	[L]
0000019247	PAPER PLATE 9X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X12 019 100X10	90.00	[P]	[L]
0000019246	PAPER PLATE 8X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X14 019 100X10	90.00	[P]	[L]
0000019245	PAPER PLATE 8X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X12 019 100X10	76.00	[P]	[L]
0000019244	PAPER PLATE 8X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X11 019 100X10	70.00	[P]	[L]
0000019243	PAPER PLATE 8X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X10 019 100X10	69.00	[P]	[L]
0000019242	PAPER PLATE 8X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X8 019 100X10	55.00	[P]	[L]
0000019241	PAPER PLATE 7X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X14 019 100X10	80.00	[P]	[L]
0000019240	PAPER PLATE 7X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X12 019 100X10	70.00	[P]	[L]
0000019239	PAPER PLATE 7X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X11 019 100X10	65.00	[P]	[L]
0000019238	PAPER PLATE 7X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X10 019 100X10	60.00	[P]	[L]
0000019237	PAPER PLATE 7X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X8 019 100X10	45.00	[P]	[L]
0000019236	PAPER PLATE 6X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X14 019 100X10	70.00	[P]	[L]
0000019235	PAPER PLATE 6X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X12 019 100X10	60.00	[P]	[L]
0000019234	PAPER PLATE 6X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X10 019 100X10	50.00	[P]	[L]
0000019233	PAPER PLATE 6X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X8 019 100X10	45.00	[P]	[L]
0000019232	PAPER PLATE 6X8 019 100X1	NA	Pack(s)	CONTAINER	PAPER PLATE 6X8 019 100X1	40.00	[P]	[L]
0000019231	PAPER PLATE 6X7 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X7 019 100X10	25.00	[P]	[L]
0000019230	PAPER PLATE 5X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X14 019 100X10	60.00	[P]	[L]
0000019229	PAPER PLATE 5X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X12 019 100X10	50.00	[P]	[L]
0000019228	PAPER PLATE 5X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X10 019 100X10	40.00	[P]	[L]
0000019227	PAPER PLATE 5X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X8 019 100X10	40.00	[P]	[L]
0000019226	PAPER PLATE 5X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X8 019 100X10	35.00	[P]	[L]

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

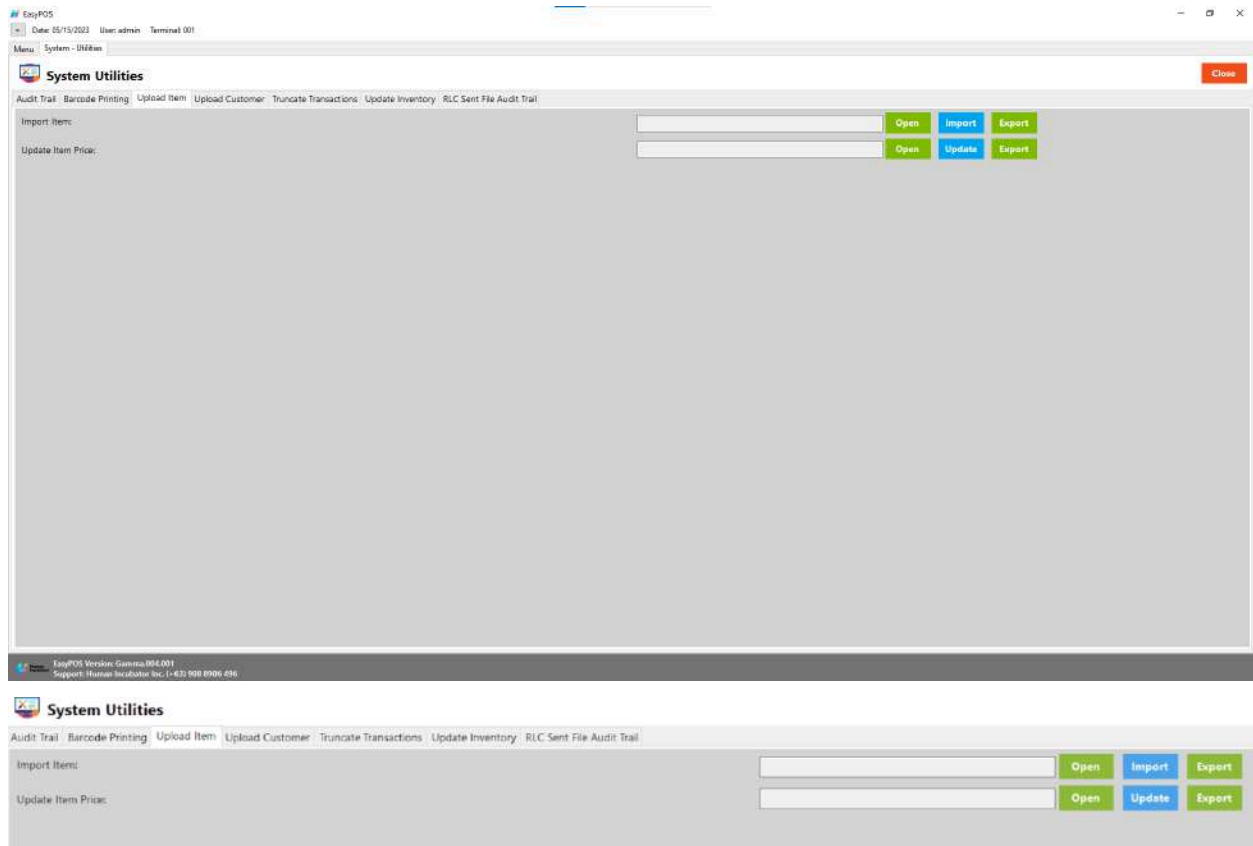
The screenshot shows the 'System Utilities' window in EasyPOS. The main table lists various products, including different types of paper plates. A 'Barcode Printing' dialog box is open, showing a 'Quantity' field and 'Print' and 'Close' buttons. A red arrow points from the 'Barcode' column of a product in the table to the dialog box.

Code	Description	Barcode	Unit	Category	Alias	Price	I	L
0000019255	NA	NA	Unit	NA	NA	0.00	<input type="checkbox"/>	<input type="checkbox"/>
0000019254	PAPER PLATE 9x14 02 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 9x14 02 100x10	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019253	PAPER PLATE 10x15 019 100x10 R	NA	Pack(s)	CONTAINER	PAPER PLATE 10x15 019 100x10 R	115.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019252	PAPER PLATE 12x18 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 12x18 019 100x10	170.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019251	PAPER PLATE 12x16 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 12x16 019 100x10	155.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019250	PAPER PLATE 10x15 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 10x15 019 100x10	120.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019249	PAPER PLATE 10x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 10x14 019 100x10	110.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019248	PAPER PLATE 9x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 9x14 019 100x10	100.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019247	PAPER PLATE 9x12 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 9x12 019 100x10	90.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019246	PAPER PLATE 8x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 8x14 019 100x10	90.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019245	PAPER PLATE 8x12 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 8x12 019 100x10	76.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019244	PAPER PLATE 8x11 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 8x11 019 100x10	70.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019243	PAPER PLATE 8x10 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 8x10 019 100x10	65.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019242	PAPER PLATE 8x8 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 8x8 019 100x10	55.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019241	PAPER PLATE 7x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 7x14 019 100x10	80.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019240	PAPER PLATE 7x12 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 7x12 019 100x10	70.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019239	PAPER PLATE 7x11 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 7x11 019 100x10	65.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019238	PAPER PLATE 7x10 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 7x10 019 100x10	60.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019237	PAPER PLATE 7x8 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 7x8 019 100x10	45.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019236	PAPER PLATE 6x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 6x14 019 100x10	70.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019235	PAPER PLATE 6x12 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 6x12 019 100x10	60.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019234	PAPER PLATE 6x10 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 6x10 019 100x10	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019233	PAPER PLATE 6x8 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 6x8 019 100x10	45.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019232	PAPER PLATE 6x8 019 100x1	NA	Pack(s)	CONTAINER	PAPER PLATE 6x8 019 100x1	40.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019231	PAPER PLATE 6x7 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 6x7 019 100x10	35.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019230	PAPER PLATE 5x14 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 5x14 019 100x10	60.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019229	PAPER PLATE 5x12 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 5x12 019 100x10	50.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019228	PAPER PLATE 5x10 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 5x10 019 100x10	40.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019227	PAPER PLATE 5x9 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 5x9 019 100x10	40.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
0000019226	PAPER PLATE 5x8 019 100x10	NA	Pack(s)	CONTAINER	PAPER PLATE 5x8 019 100x10	35.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **Code** - A unique identifier, assigned to each finished/manufactured product which is ready, to be marketed or for sale
- **Description** - It provides information and details of your product
- **Barcode** - A machine-readable representation of numerals and characters
- **Unit** - Refer to the definition or explanation of a particular unit of measurement, including its dimensions and significance.
- **Category** - meant to classify and describe the different types of products
- **Alias** - Additional name or description of you product
- **Price** - the amount of money required to purchase a product that a person sometimes uses.
- **I (inventoriable or non-inventoriable)** - if the items being sold is inventoriable (with check) or non-inventoriable (without check)
- **L (Lock or Unlock)** Locking an items means that particular part of your items can't be edited while it is locked. You can easily unlock items that you need to edit and lock them back up when you're done. Lock (with check) and unlock (without check)

## Upload Item

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

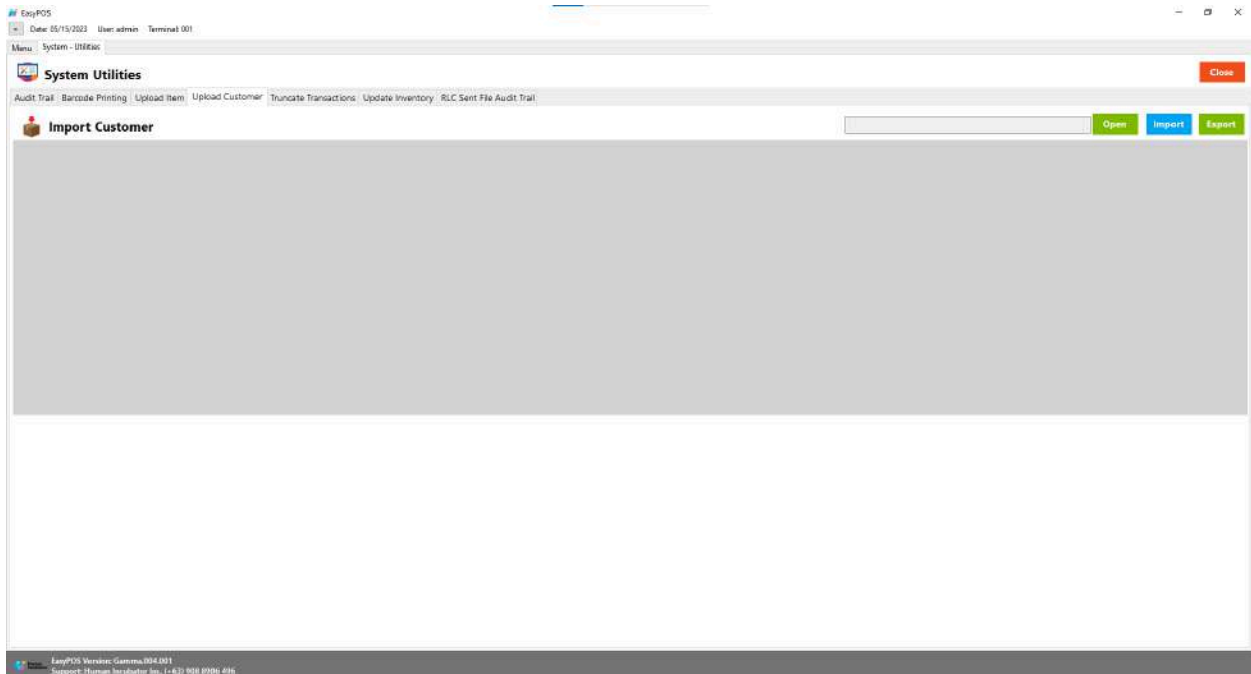


- **Import Item**
  - Click Export button to generate csv file format
  - Click Open button to select the file after inputting necessary information of the item
  - Click Import button to import the file
- **Update Item Price**
  - Click Export button to generate csv file format
  - Click Open button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



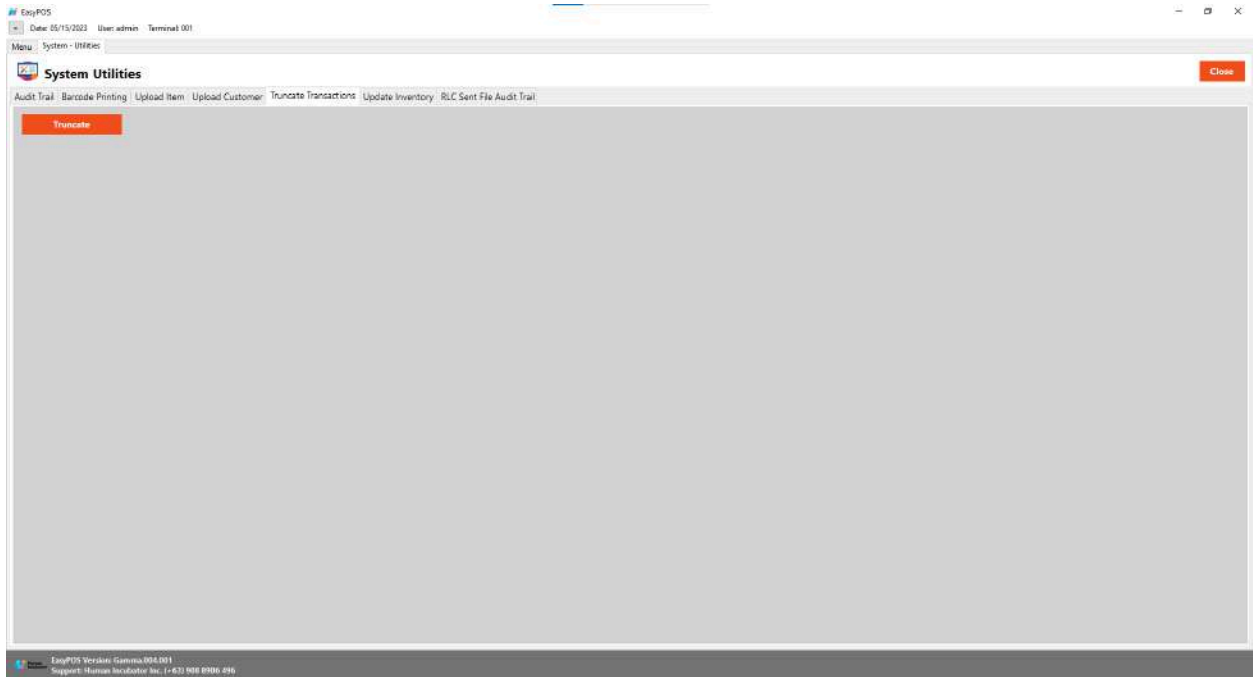


- Click Export button to generate csv file format
- Click Open button to select the file after inputting necessary information of the customers
- Click Import button to import the file

## Truncate Transaction

- The term "truncate" typically refers to a command that removes all the rows from a table, effectively resetting the table to an empty state. The action is often known as "truncating a table." It is important to note that the "truncate" operation is different from the "delete" operation in a database.
- Deleting all transactions including stock in, stock out, cash in/out, etc.

- Click the Truncate button to delete all transactions.



# XI: Settings

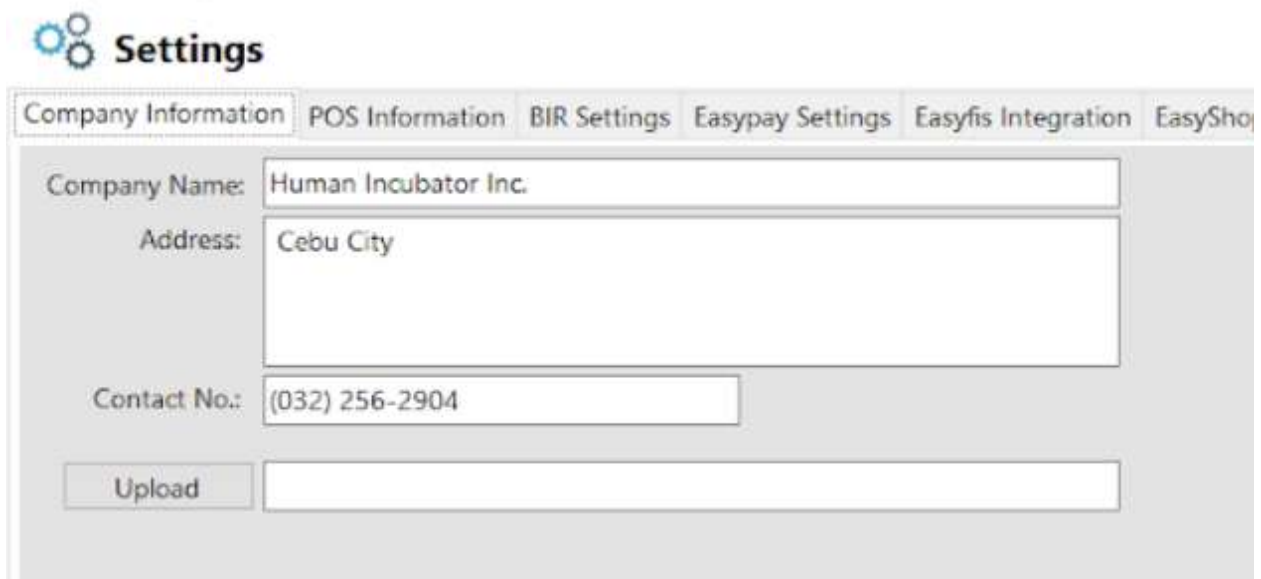
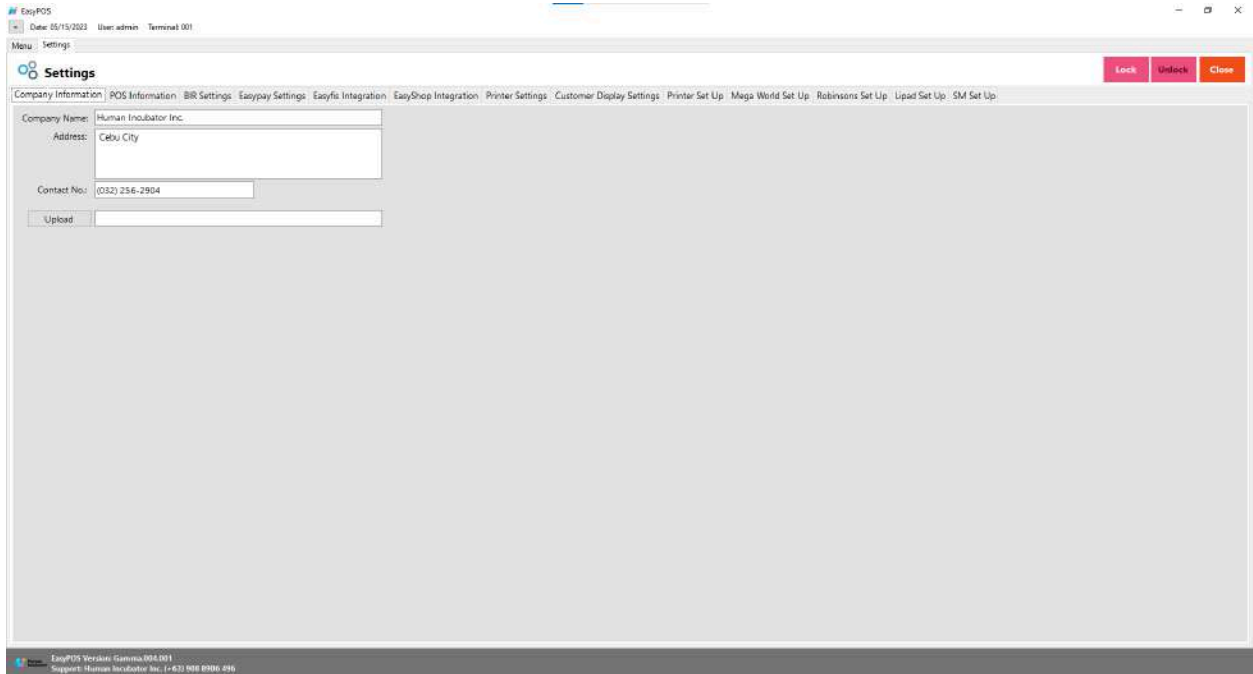
## Settings

### 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



- 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

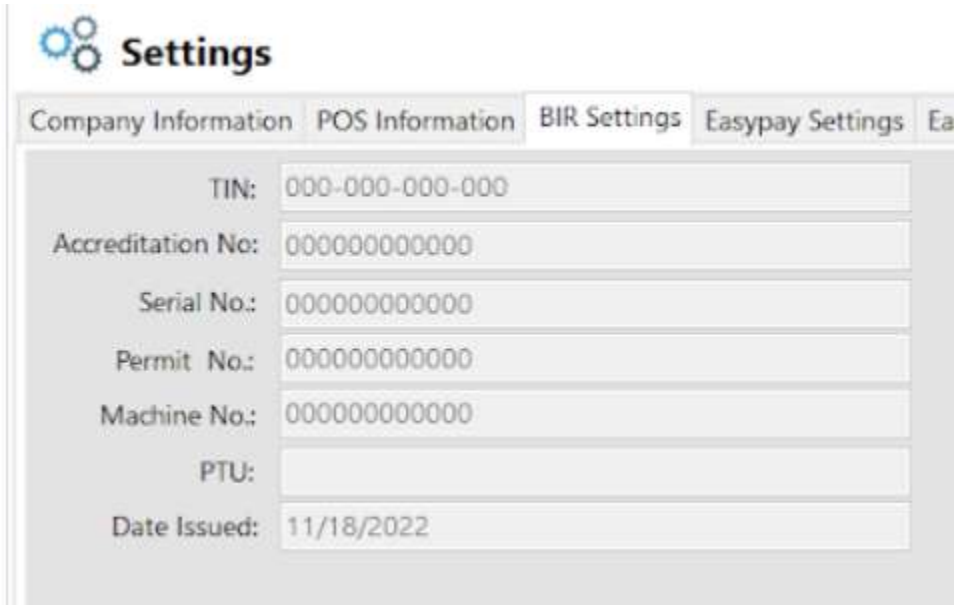
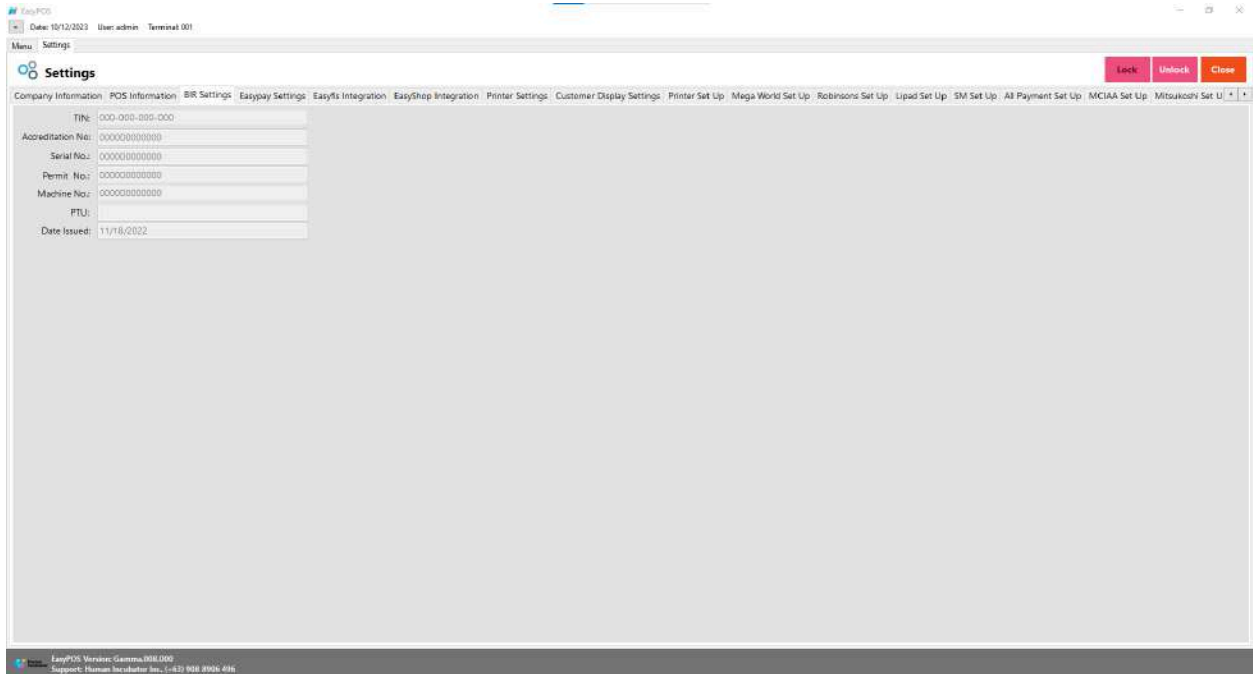
- It is where the user can set the information and set up their POS.
  - Fill up the necessary information like:
    - Base Currency, Tenant Of, etc
  - **Tender Print**
    - Allow the user to enable or disable the print receipt
  - **Barcode Quantity Always One**
    - When this feature is enabled, 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.





# DOCUMENTAL

EasyPOS

Date: 10/12/2023 User: admin Terminal: 001

Menu Settings

## Settings

Company Information POS Information **BIR Settings** Easypay Settings Easyfis Integra

TIN:	000-000-000-000
Accreditation No:	000000000000
Serial No.:	000000000000
Permit No.:	000000000000
Machine No.:	000000000000
PTU:	
Date Issued:	11/18/2022

📁 BIR permit sampe.jpg

## Easypay Settings

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

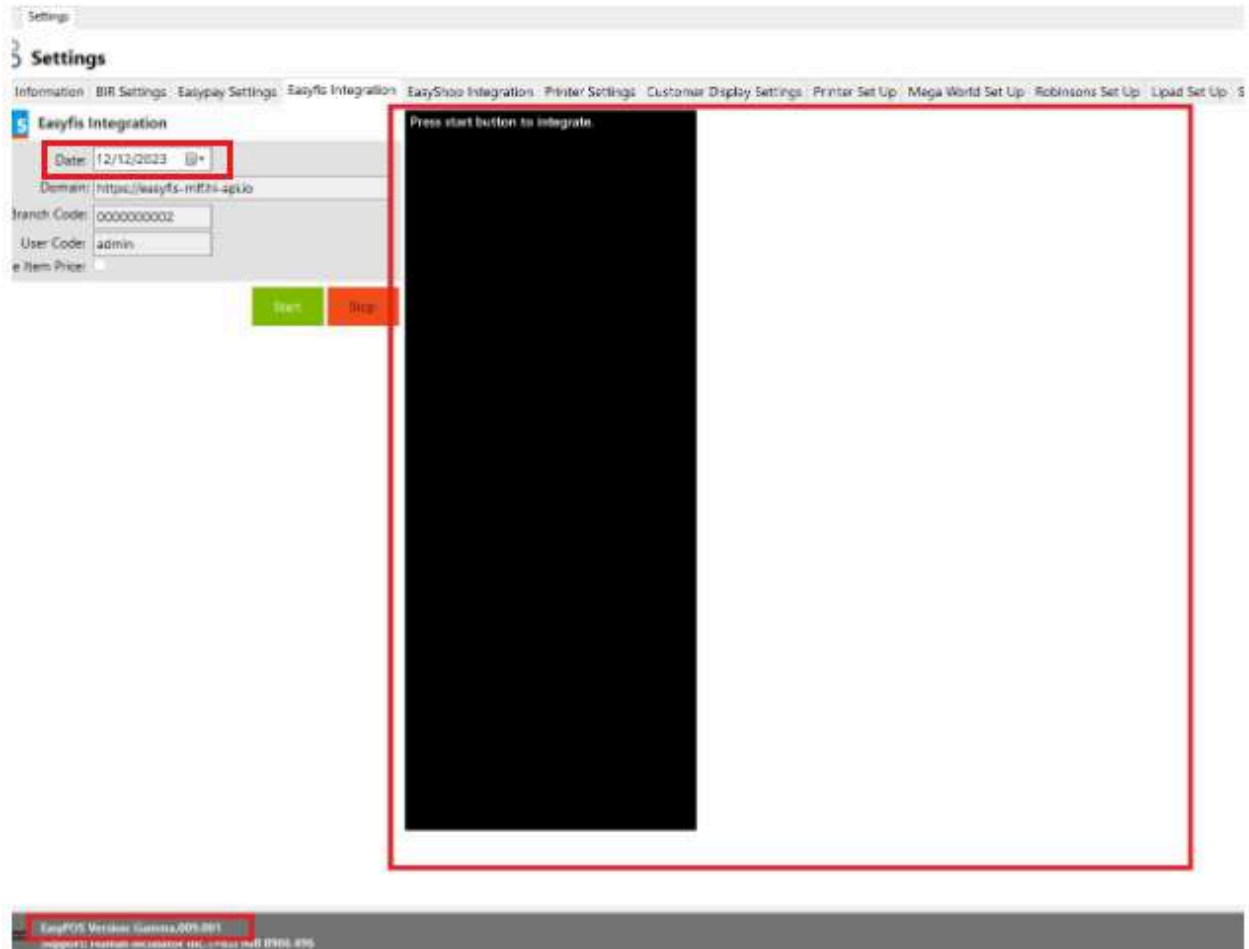


## Settings

Easypay URL:	<input type="text" value="http://localhost:2650"/>
Easypay Username:	<input type="text" value="sonnets_lear"/>
Easypay Password:	<input type="password" value="*****"/>
Easypay Mother Card No.:	<input type="text" value="0000000001"/>

### EasyFS Integration

- This is for EasyFS integration where it is a connection and integration between the EasyFS and EasyPOS product.
- We cannot connect more than two EasyPOS with EasyFS.
- 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



**Note:** For integration of masterlists like *Items*, *Customers* and *Suppliers*, you need to set the correct date of when it was added/updated in the EasyFS system before switching the integration on.

Updating the **BARCODE** and **UNIT** in the easyFS system will cause duplication of items in EasyPOS which will cause a discrepancy of inventories between two systems. To avoid this kind of issue(s), you should add a new entry for the updated **barcode(s)** and **unit(s)**.

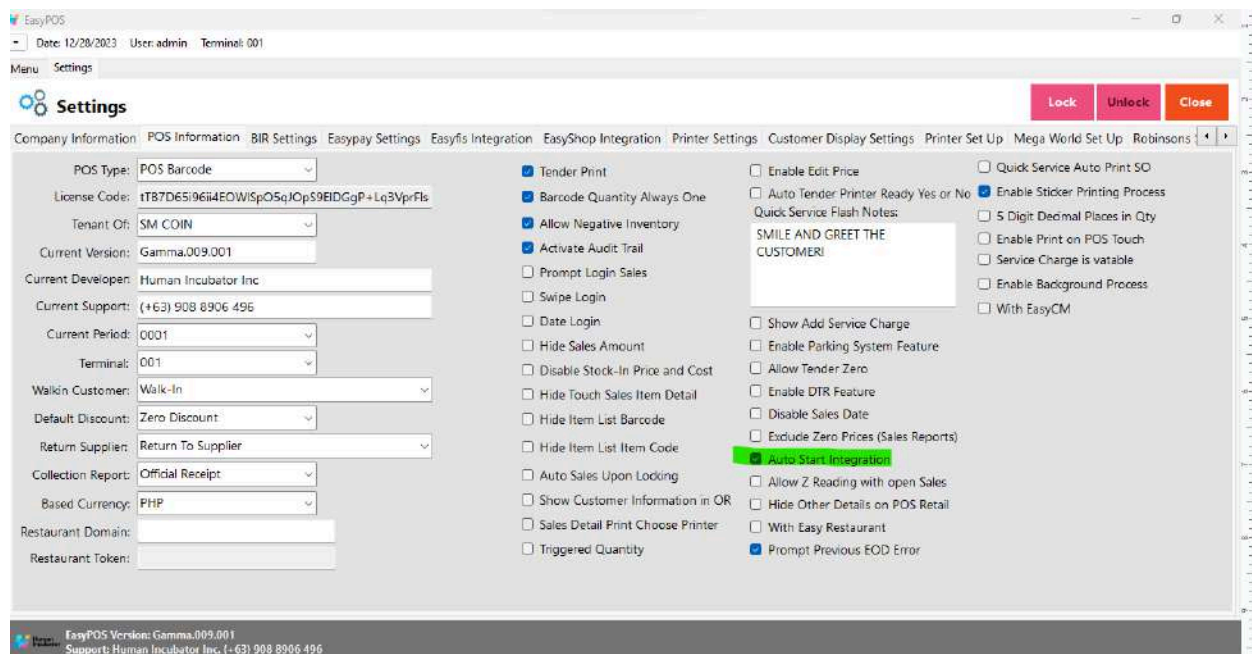
And as for the stock in, stockout and stock transfer transactions, you need to set the date of the integrator in EasyPOS to the date that was set in every **"IN Date"** for stock in, **"OT Date"** for Stockout and **"ST Date"** for stock transfer transactions.

## Automatic Integration

If you want to Automatically start the integration go to

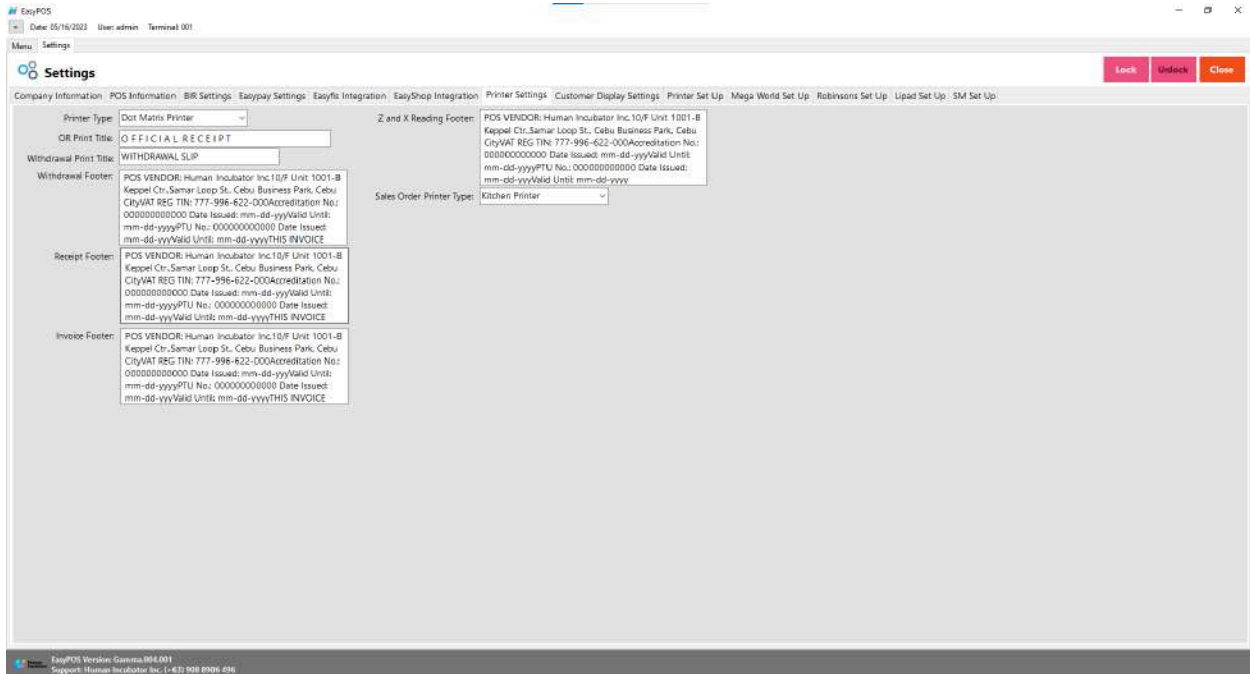
3. Settings → POS Information

4. 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.

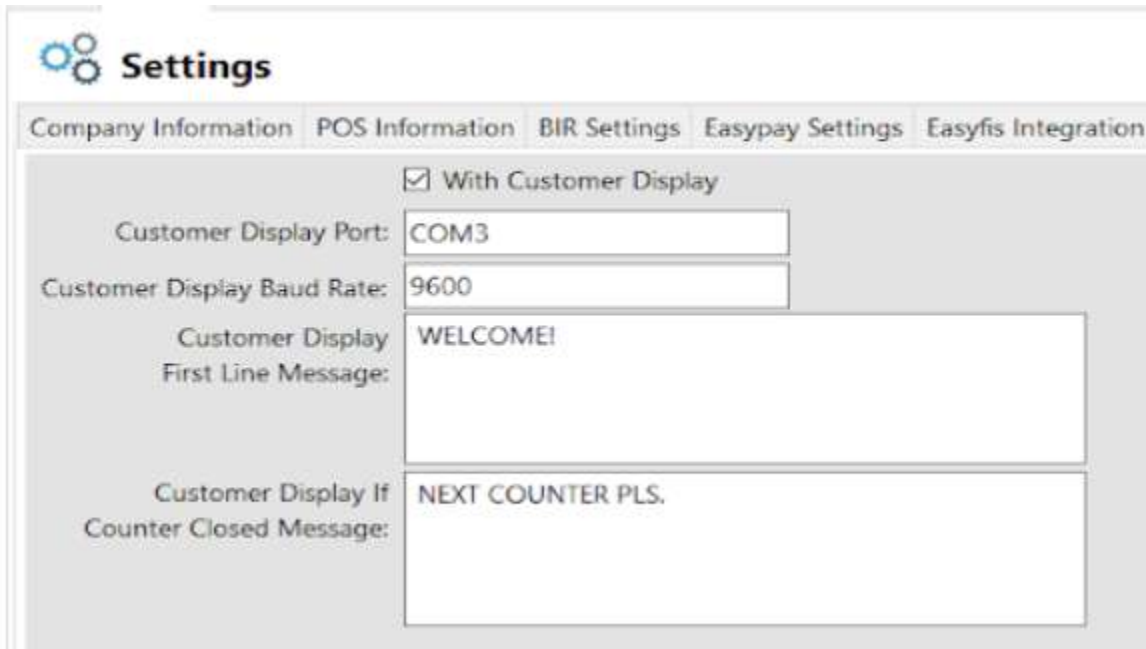
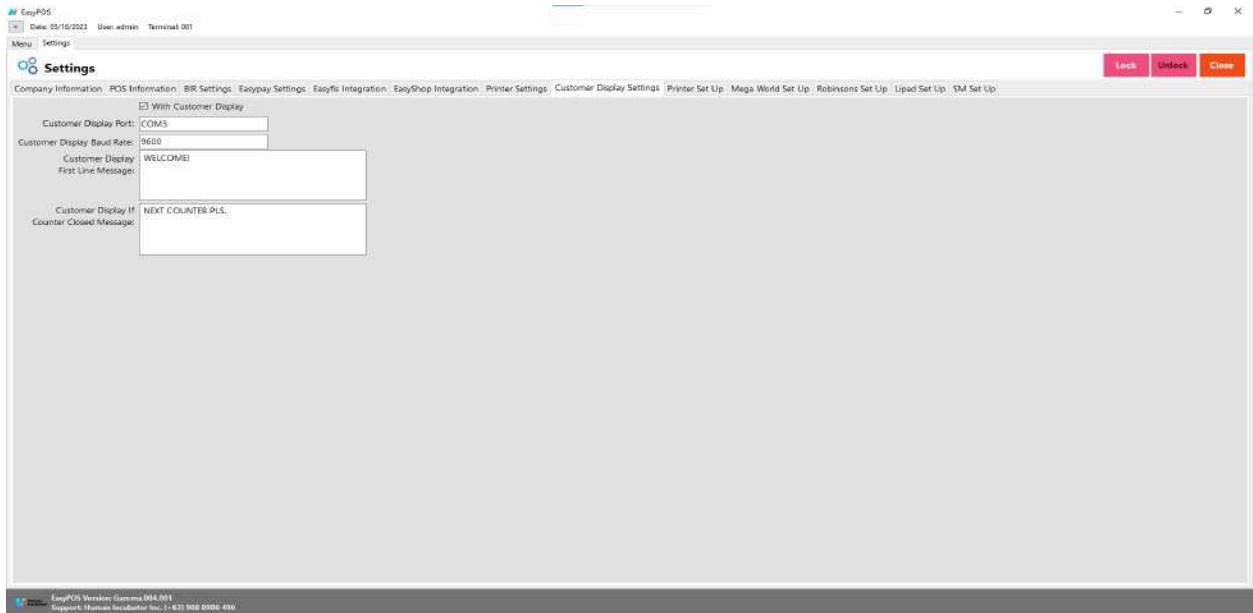


- Bill out footer should be the invoice footer.

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

### **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.



EasyPOS  
Date: 02/14/2023 User: admin Terminal: 001

Menu / Settings

Settings

Company Information POS 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 SM Set Up

	Kitchen	Printer Name	Alias	Default Width	Default Height	
Edit	Kitchen 1	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 2	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 3	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 4	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 5	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 6	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 7	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 8	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 9	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 10	Microsoft XPS Document Writer	NA	38500	38500	Pool

Print Previous 1 / 1 Next Last

EasyPOS Version: Gemini.004.001  
Support: Ramon Incubator Inc. | 4421 909 0306 499

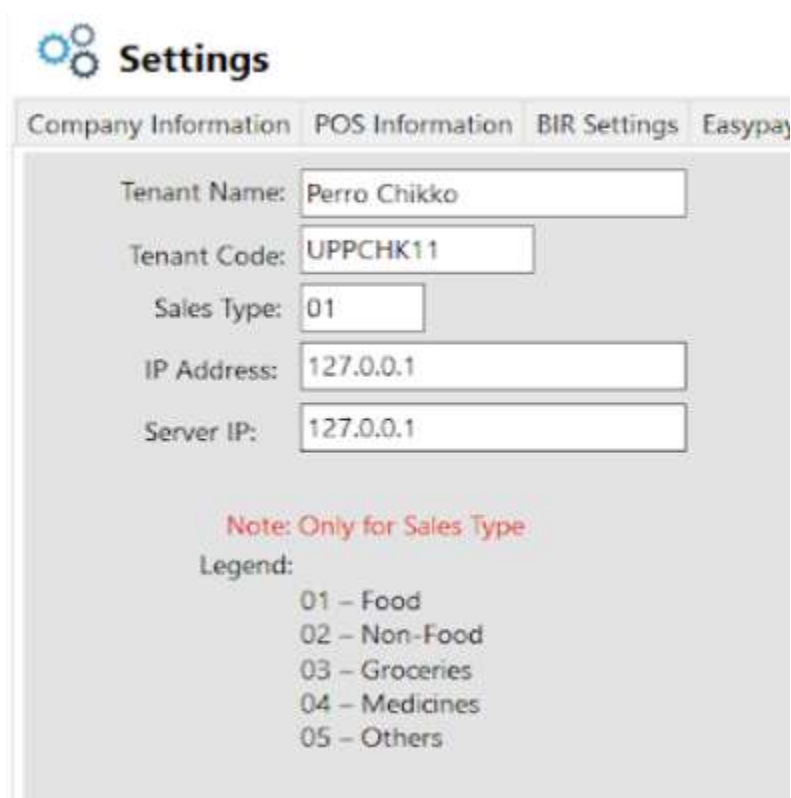
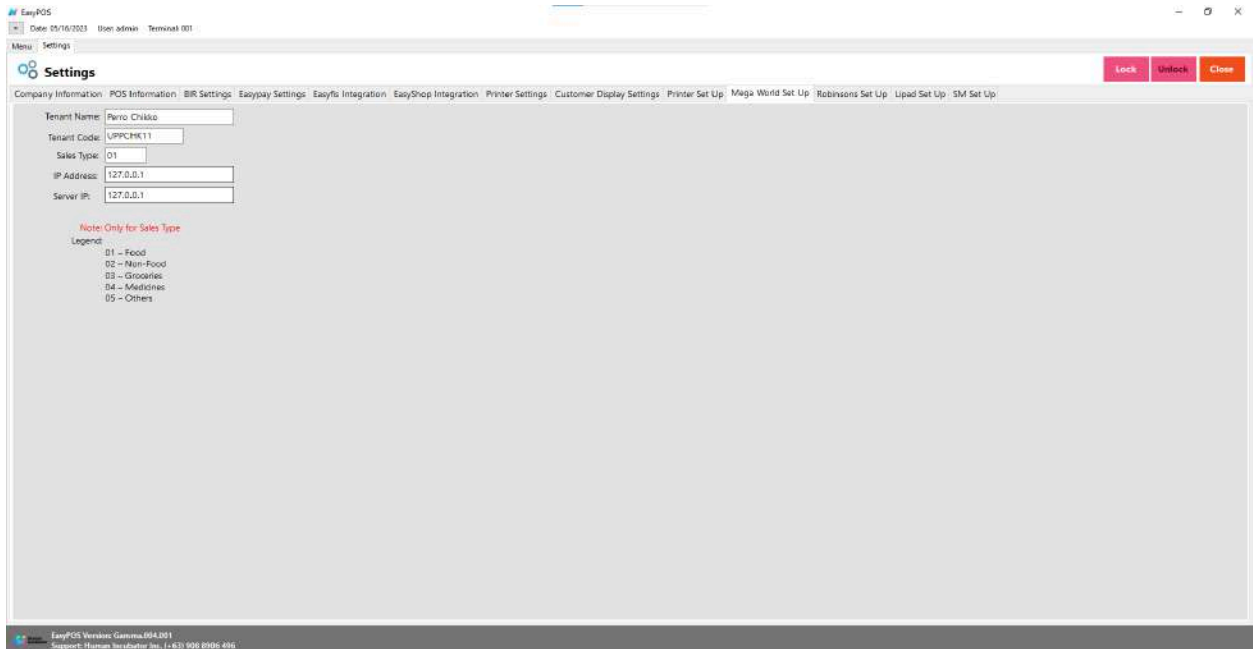
Settings

Company Information POS Information BIR Settings EasyPay Settings EasyfIs Integration EasyShop Integration Printer Settings Customer Display Settings Printer Set Up Meg

	Kitchen	Printer Name	Alias	Default Width	Default Height	
Edit	Kitchen 1	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 2	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 3	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 4	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 5	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 6	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 7	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 8	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 9	Microsoft XPS Document Writer	NA	38500	38500	Pool
Edit	Kitchen 10	Microsoft XPS Document Writer	NA	38500	38500	Pool

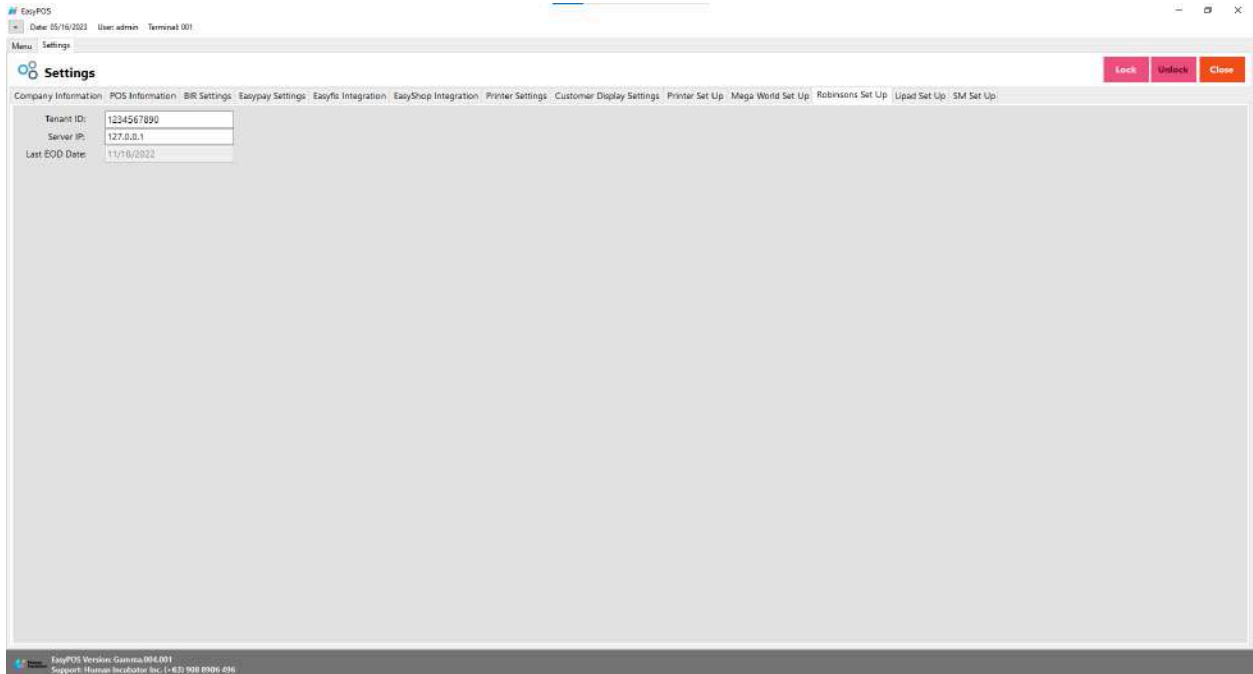
## Mega World Setup

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



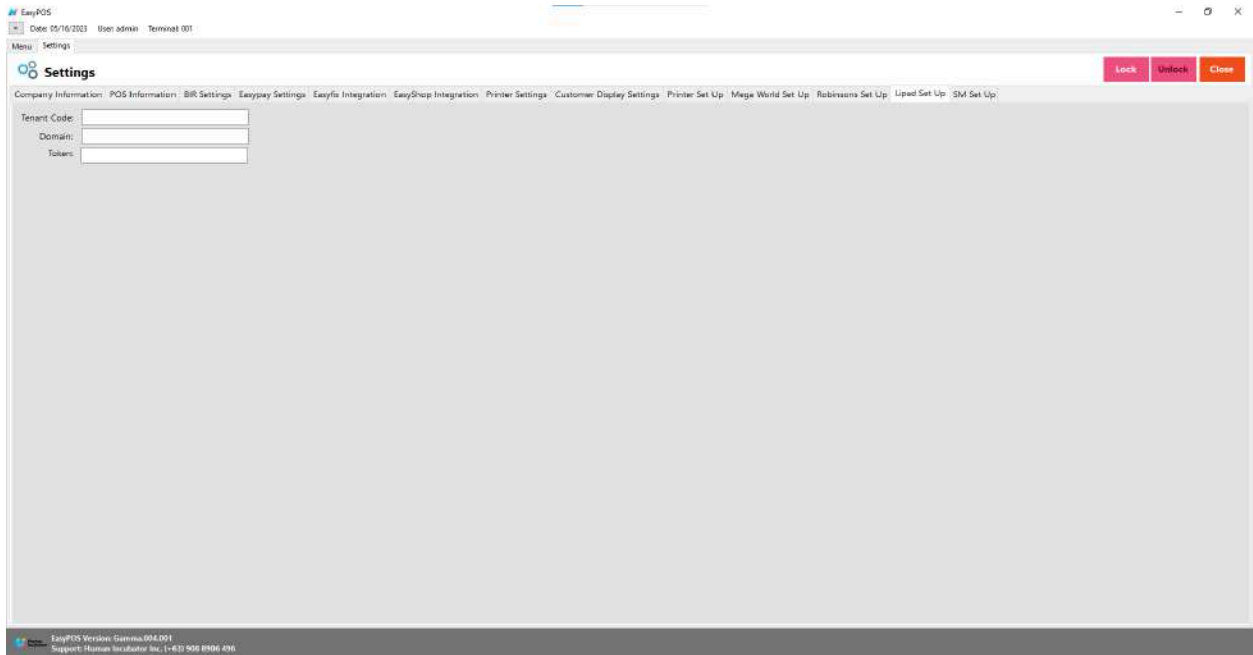
## Robinson Setup

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



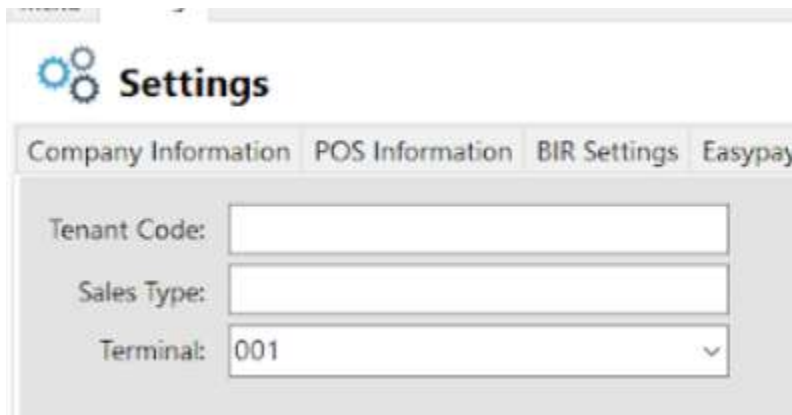
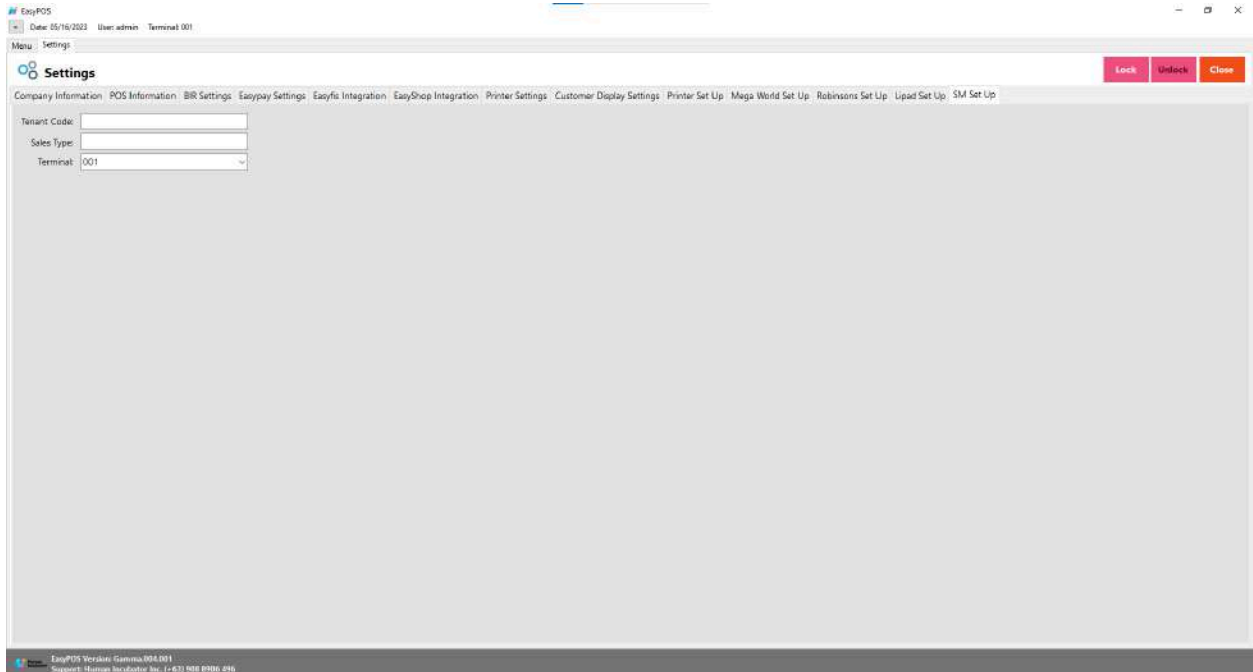
## Lipad Setup

- This is where to set up the Lipad integration.



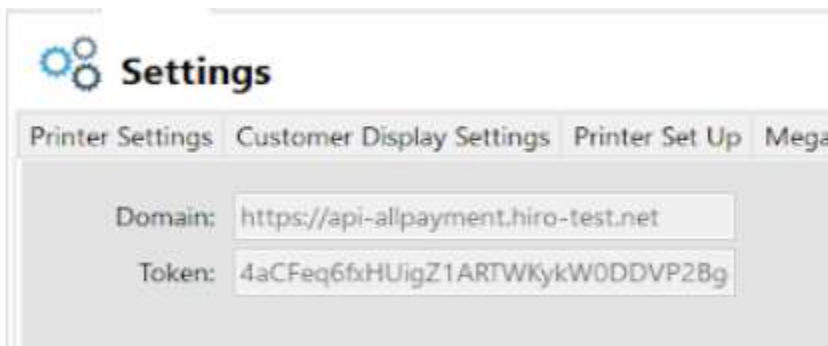
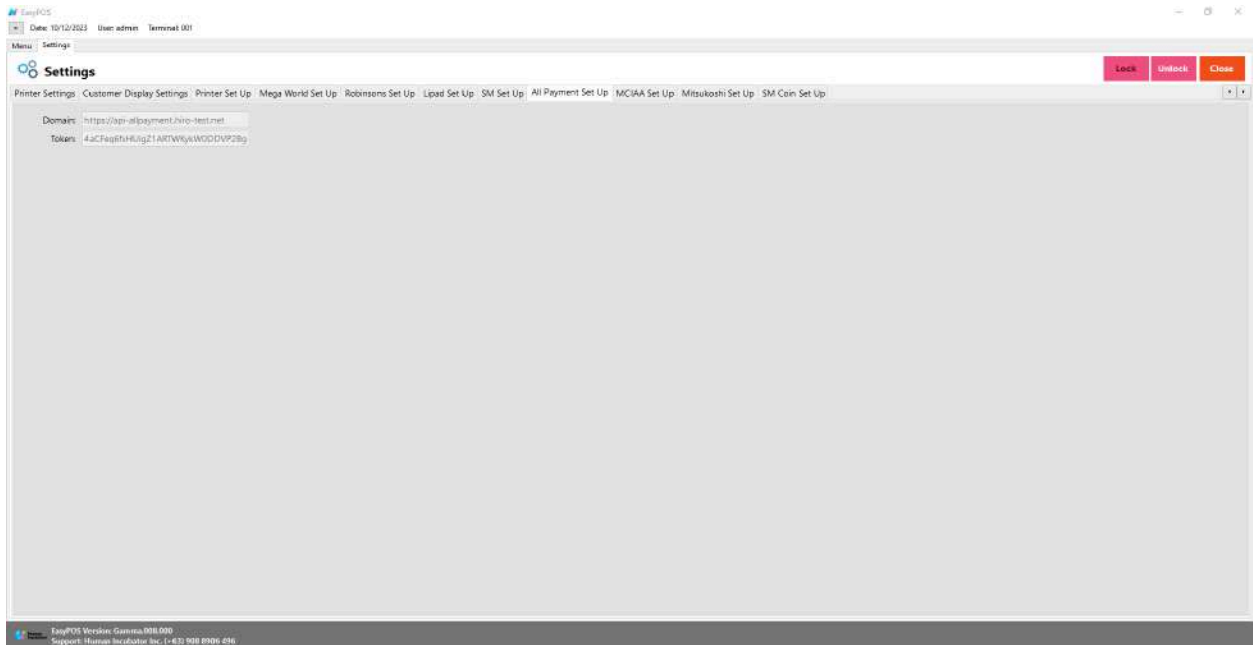
## SM Setup

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



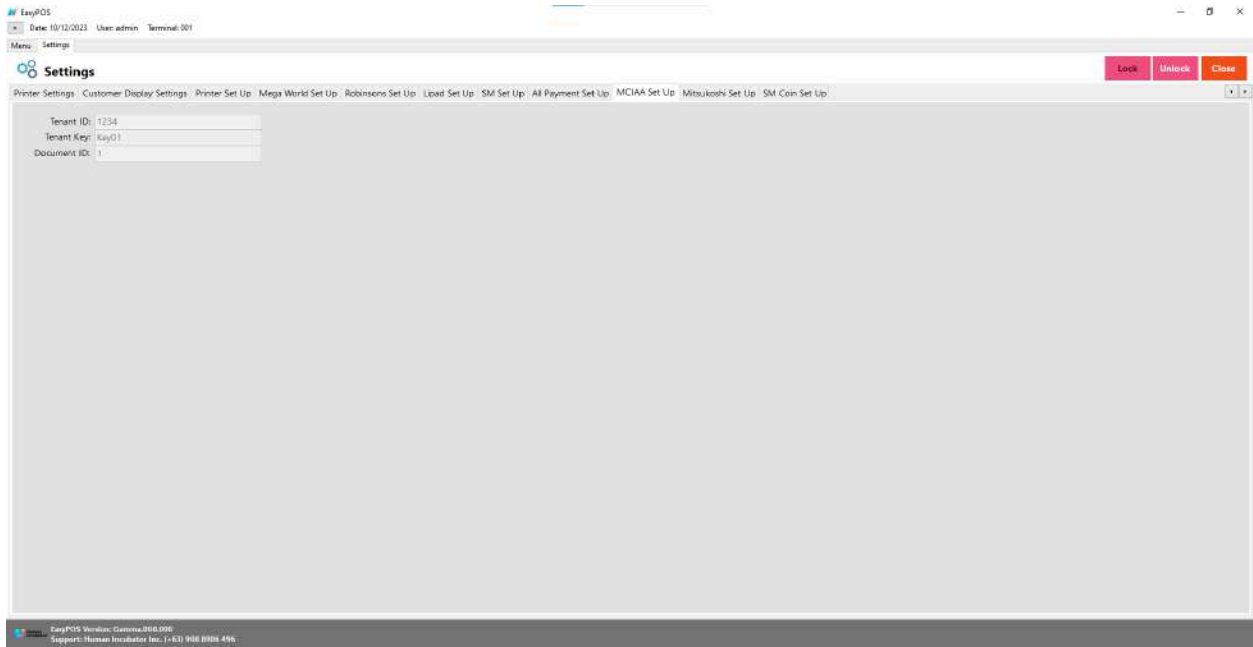
## All Payment Set Up

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



## MCIAA Set Up

- Where the user can setup MCIAA integration



## Mitsukoshi Set Up

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

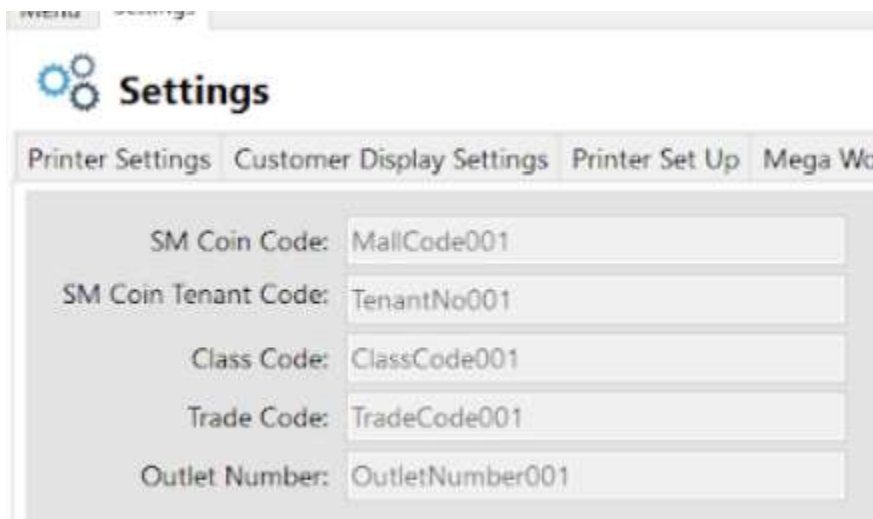
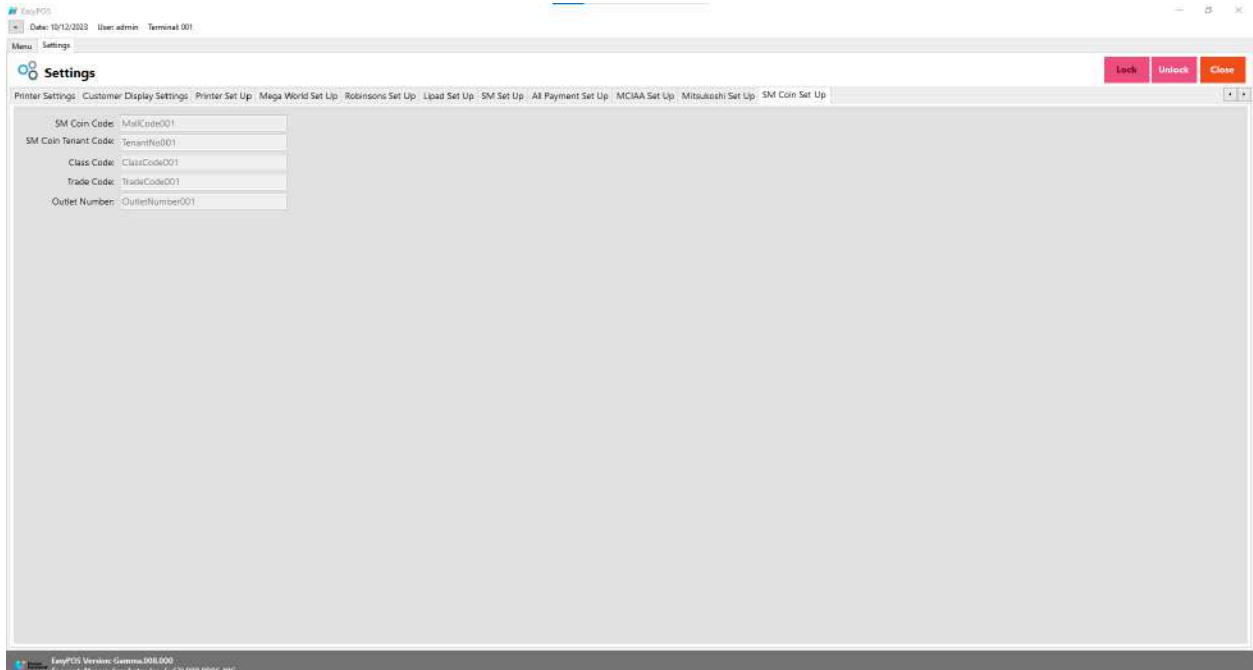
## Settings

POS Information	BIR Settings	Easyipay Settings	Easyfis Integration	E
Tenant Name:	<input type="text" value="Mitsukoshi001"/>			
Contract No.:	<input type="text" value="BP07-2000000000103"/>			
Generate Key:	<input type="text" value="69PPFTTBNX3NGTIF9EHK7KSN44AFI7"/>			
Company Name Col:	<input type="text" value="BP07"/>			
POS No.:	<input type="text" value="1S1Ac7JP0S0004D24000349"/>			
API Endpoint:	<input type="text"/>			
API KEY:	<input type="text"/>			
SERET KEY:	<input type="text"/>			

### SM Coin Set Up

- Where the user can setup the SM coin integration





## XII: Restaurant

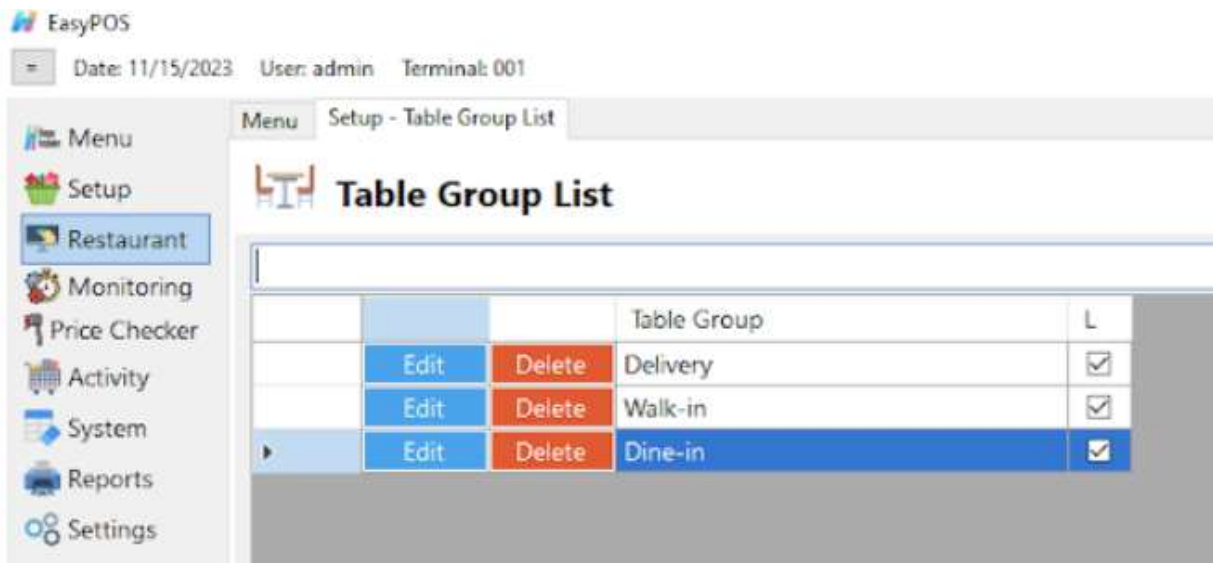
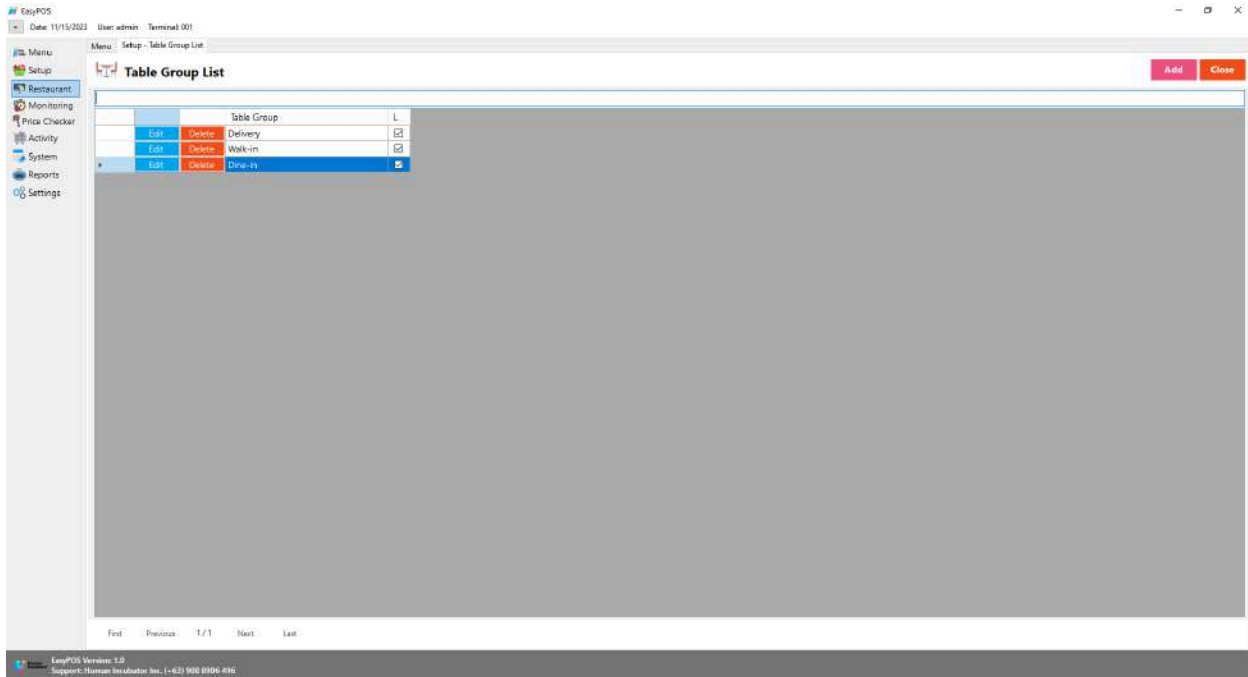
### Table Group

#### Overview

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

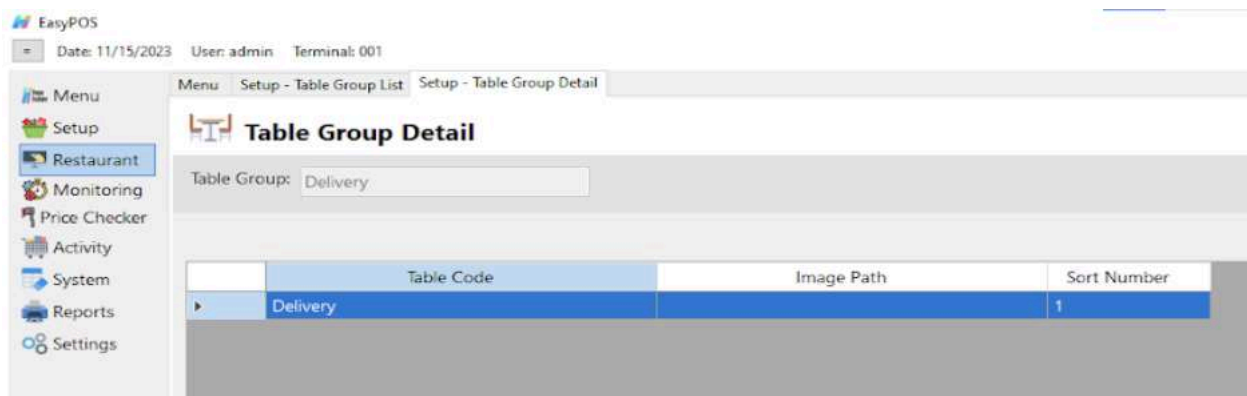
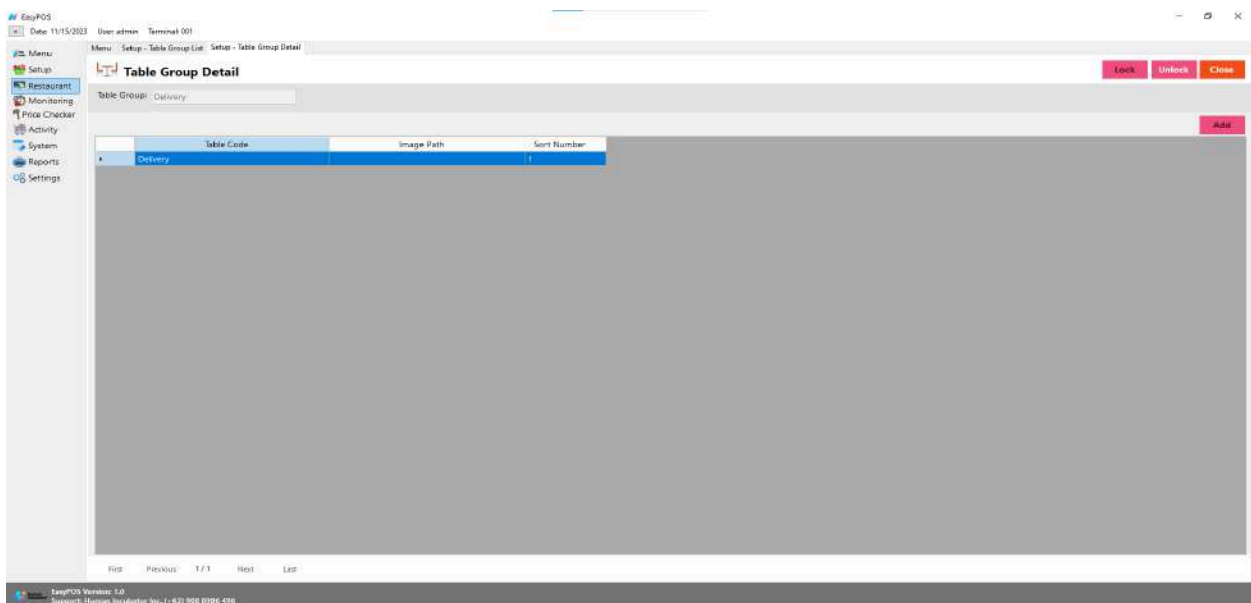
## Table Group List

- 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.



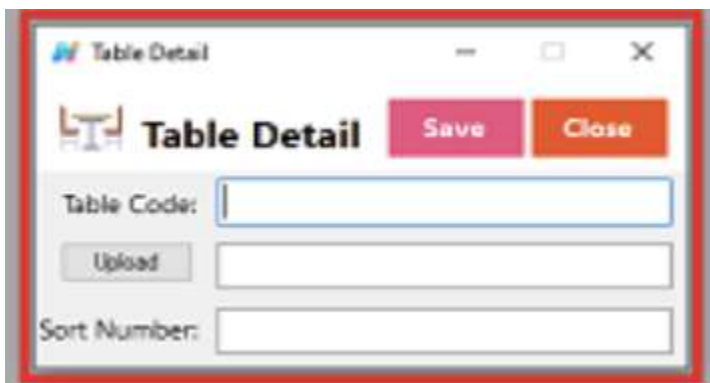
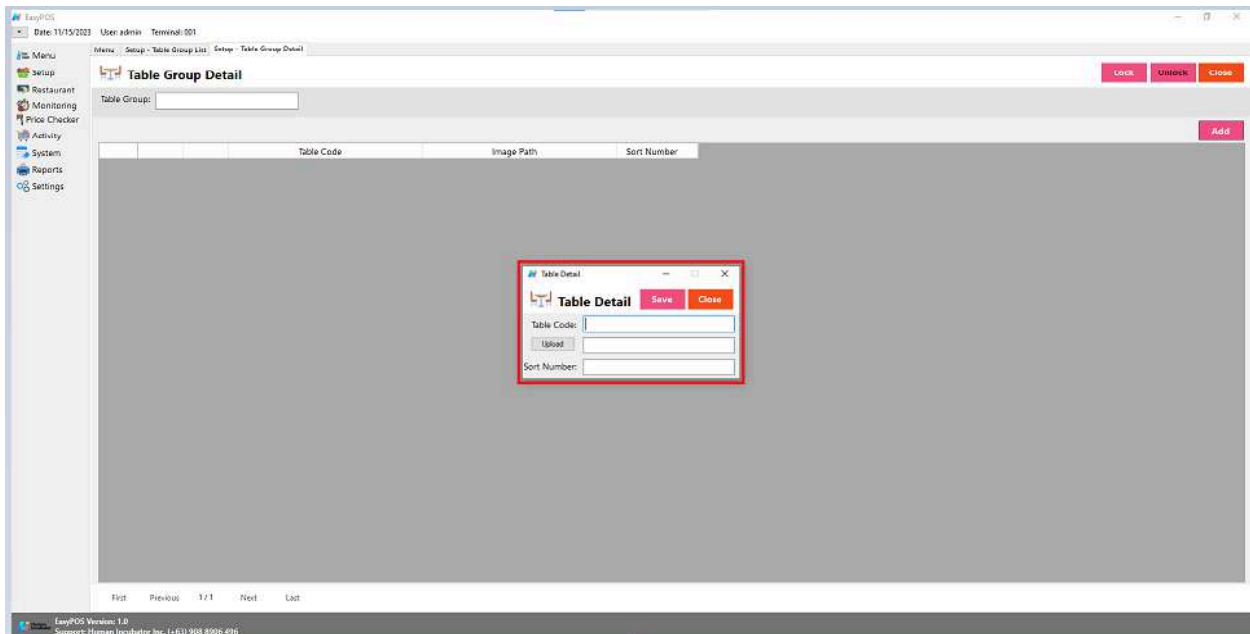
## Table Group Details

- Typically refer to functionalities and features related to managing orders within a restaurant environment and allow restaurant staff to assign orders to specific group like Delivery, Dine-In or Walk-in.



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

- Click the **Add** button in the table group detail



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

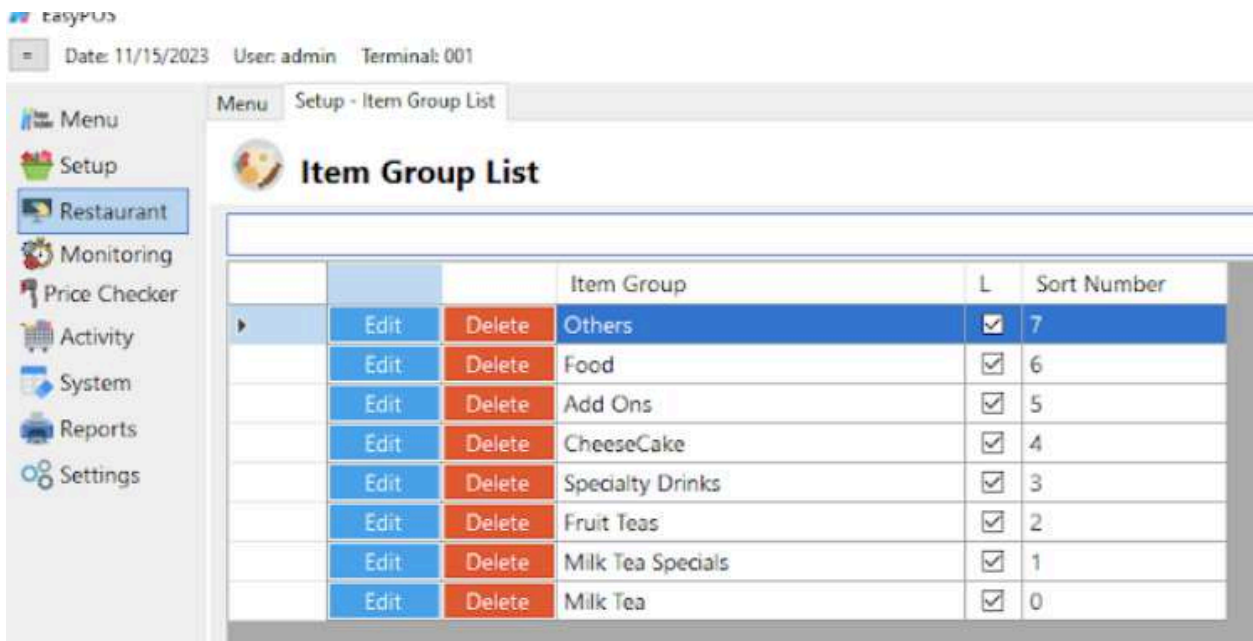
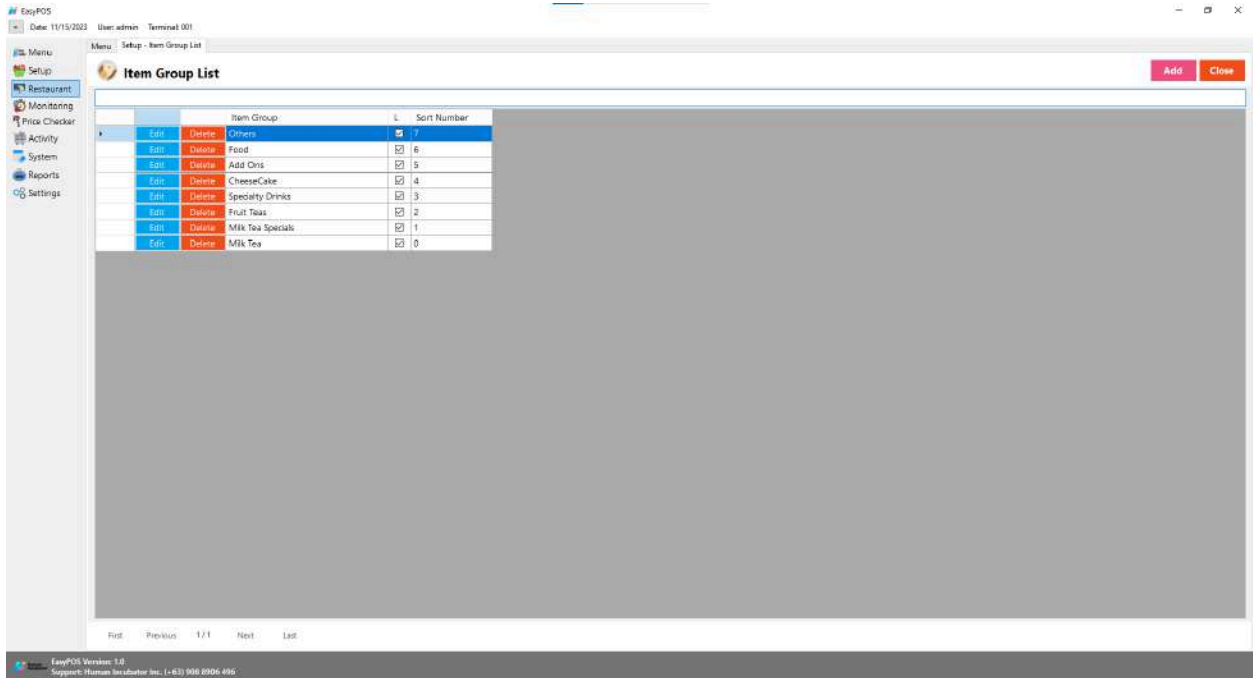
## Item Group

### Overview

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

## Item Group List

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



## Item Group Details

EasyPOS  
 Date: 11/15/2023 User: admin Terminal: 001  
 Menu Setup - Item Group List Setup - Item Group Detail

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

Lock Unlock Close

Search Item

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

First Previous 1 / 1 Next Last

EasyPOS Version: 1.0  
 Support: Ramon Incubator Inc. (+41) 910 8916 291





## Item Group Detail

Item Group:

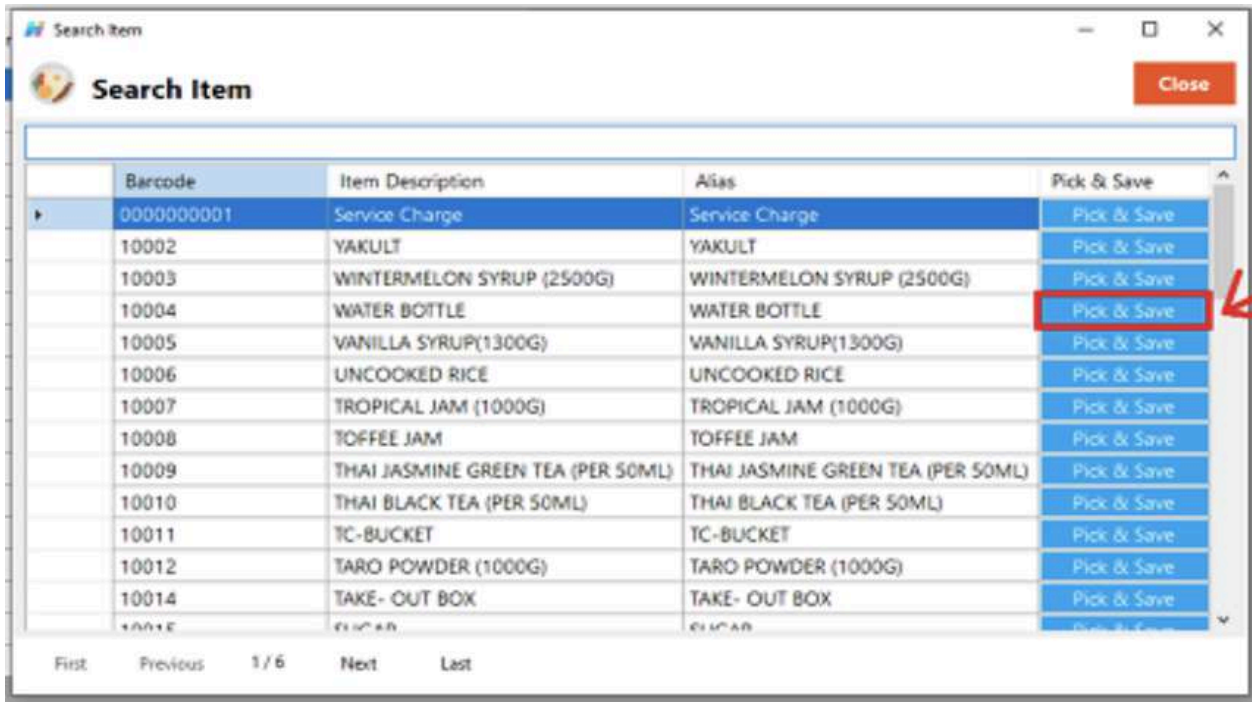
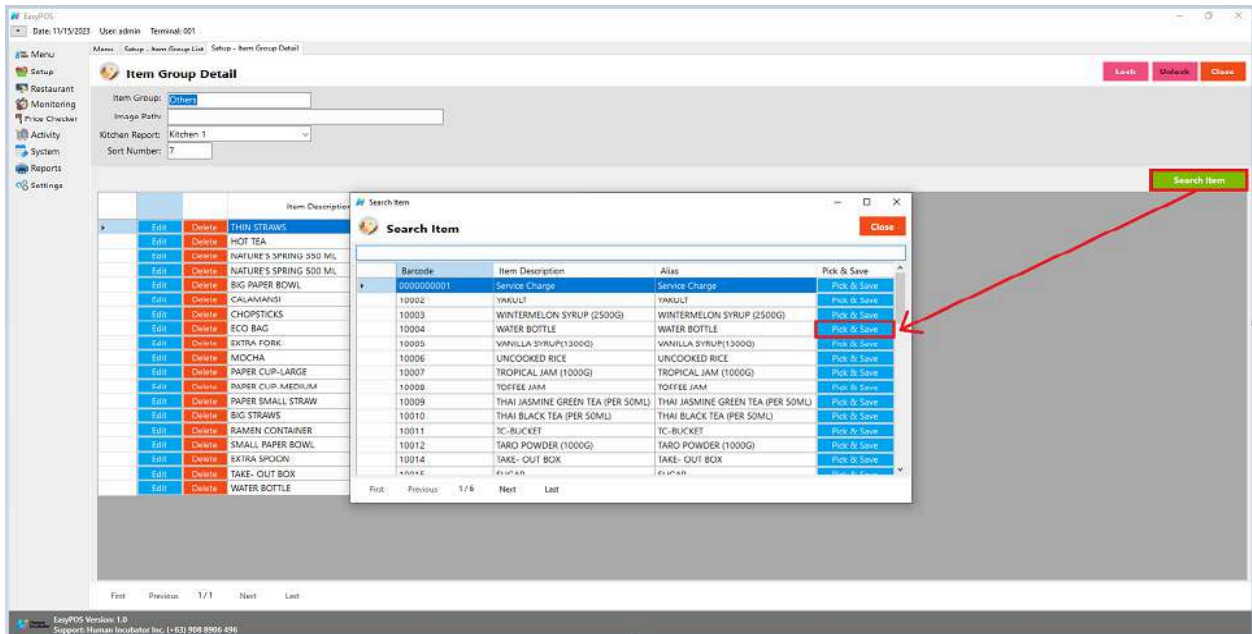
Image Path:

Kitchen Report:

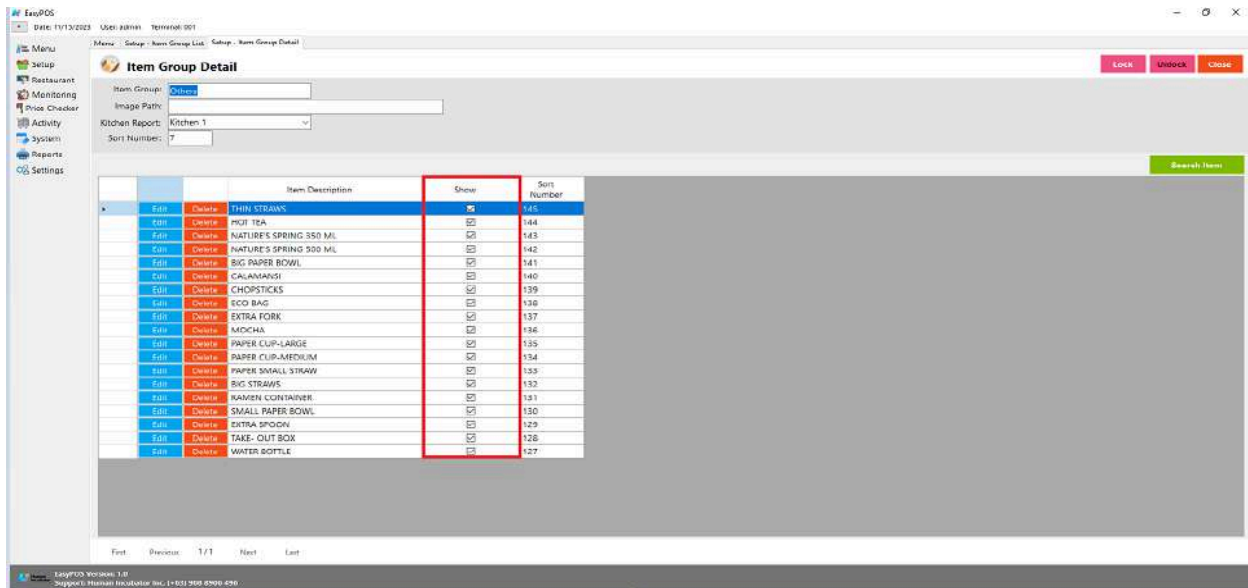
Sort Number:

	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.



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

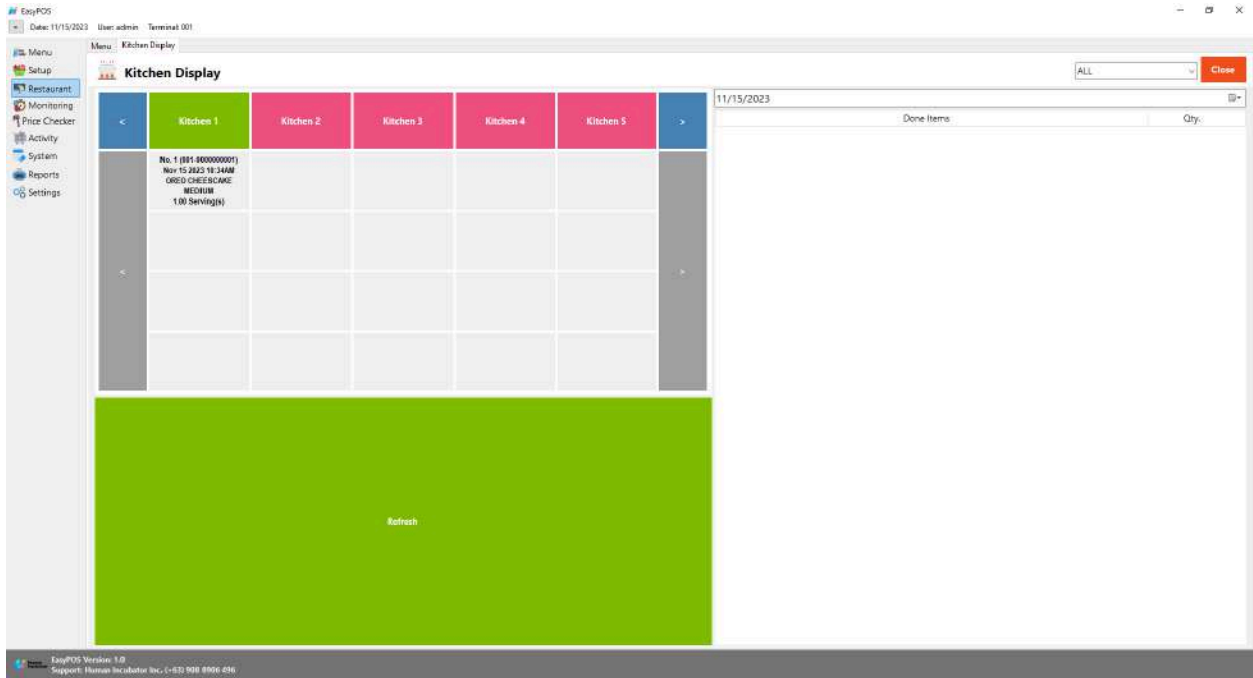


			Item Description	Show	Sort Number
	Edit	Delete	THIN STRAWS	<input checked="" type="checkbox"/>	145
	Edit	Delete	HOT TEA	<input checked="" type="checkbox"/>	144
	Edit	Delete	NATURE'S SPRING 350 ML	<input checked="" type="checkbox"/>	143
	Edit	Delete	NATURE'S SPRING 500 ML	<input checked="" type="checkbox"/>	142
	Edit	Delete	BIG PAPER BOWL	<input checked="" type="checkbox"/>	141
	Edit	Delete	CALAMANSI	<input checked="" type="checkbox"/>	140
	Edit	Delete	CHOPSTICKS	<input checked="" type="checkbox"/>	139
	Edit	Delete	ECO BAG	<input checked="" type="checkbox"/>	138
	Edit	Delete	EXTRA FORK	<input checked="" type="checkbox"/>	137
	Edit	Delete	MOCHA	<input checked="" type="checkbox"/>	136
	Edit	Delete	PAPER CUP-LARGE	<input checked="" type="checkbox"/>	135
	Edit	Delete	PAPER CUP-MEDIUM	<input checked="" type="checkbox"/>	134
	Edit	Delete	PAPER SMALL STRAW	<input checked="" type="checkbox"/>	133
	Edit	Delete	BIG STRAWS	<input checked="" type="checkbox"/>	132
	Edit	Delete	RAMEN CONTAINER	<input checked="" type="checkbox"/>	131
	Edit	Delete	SMALL PAPER BOWL	<input checked="" type="checkbox"/>	130
	Edit	Delete	EXTRA SPOON	<input checked="" type="checkbox"/>	129
	Edit	Delete	TAKE- OUT BOX	<input checked="" type="checkbox"/>	128
	Edit	Delete	WATER BOTTLE	<input checked="" type="checkbox"/>	127

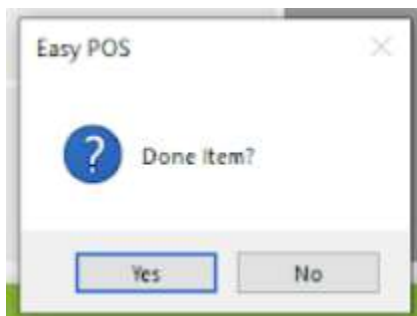
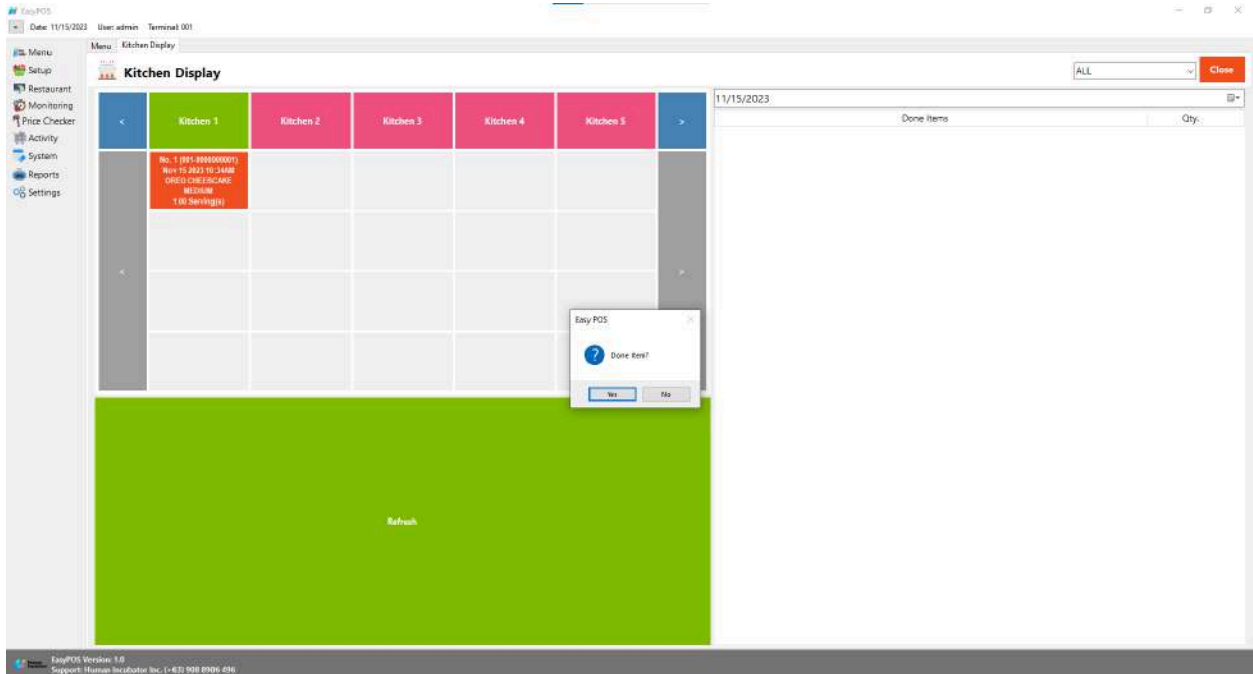
- Click the **Lock** button to save the item group detail
- **Close** button to exit item group detail page.

## Kitchen Display

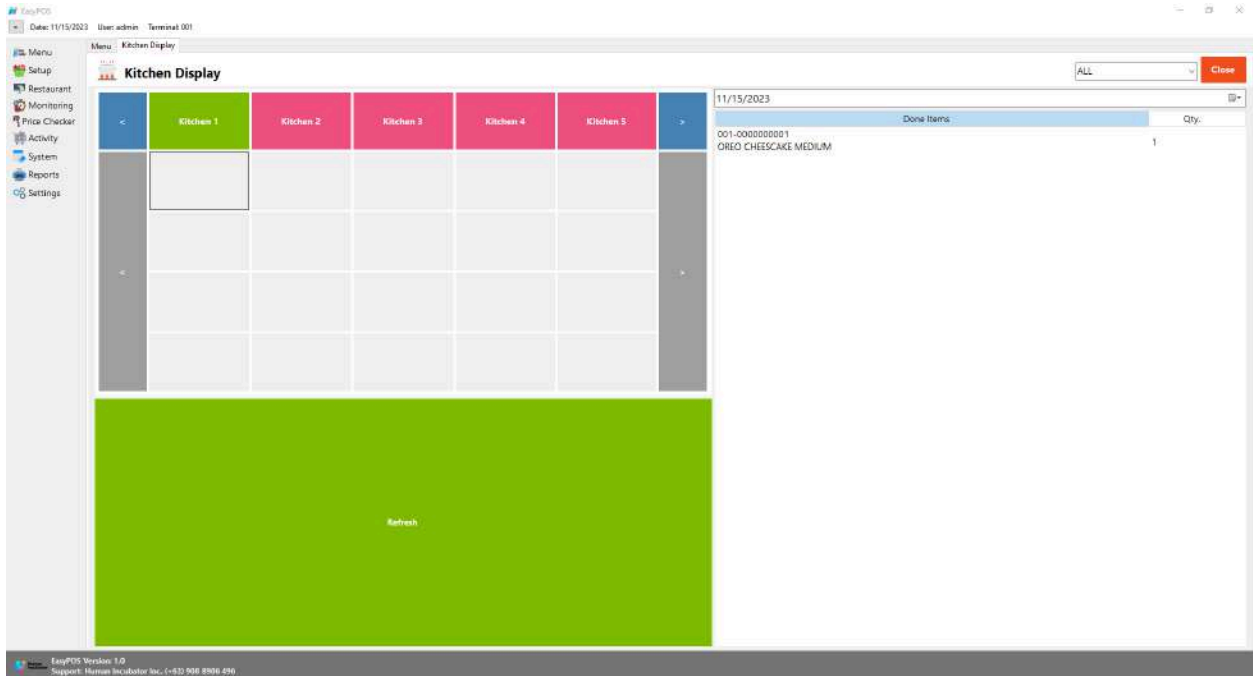
- It is where the user can monitor the orders for preparation.



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

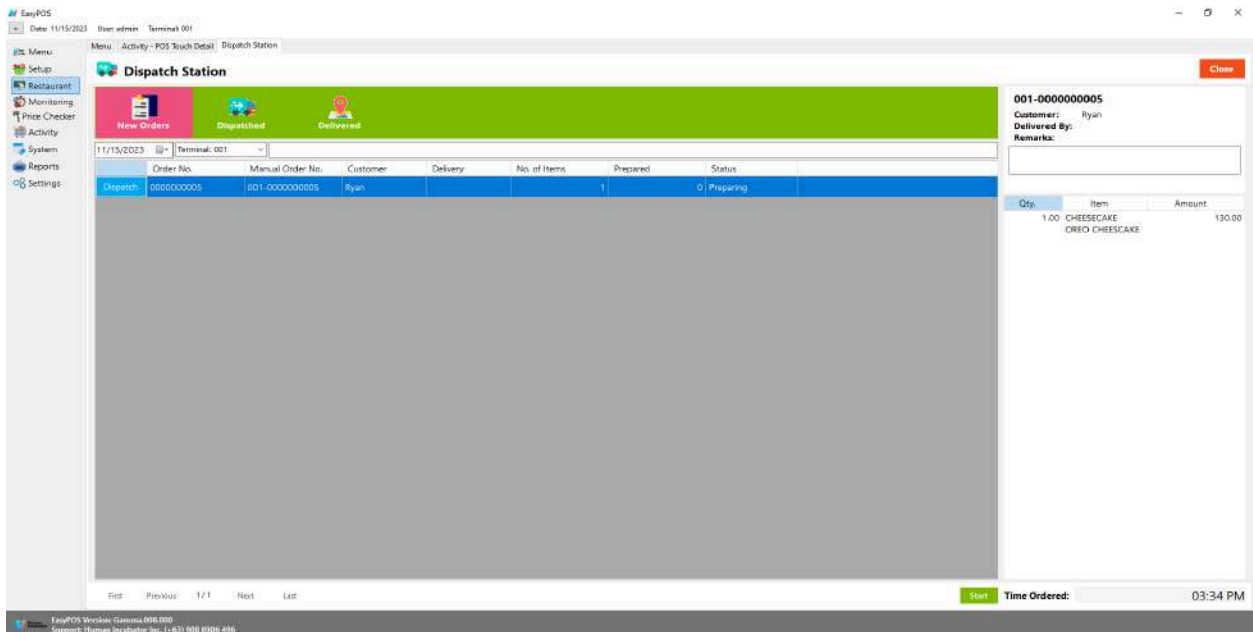


- The item will displayed in the Done Item List in the right side corner

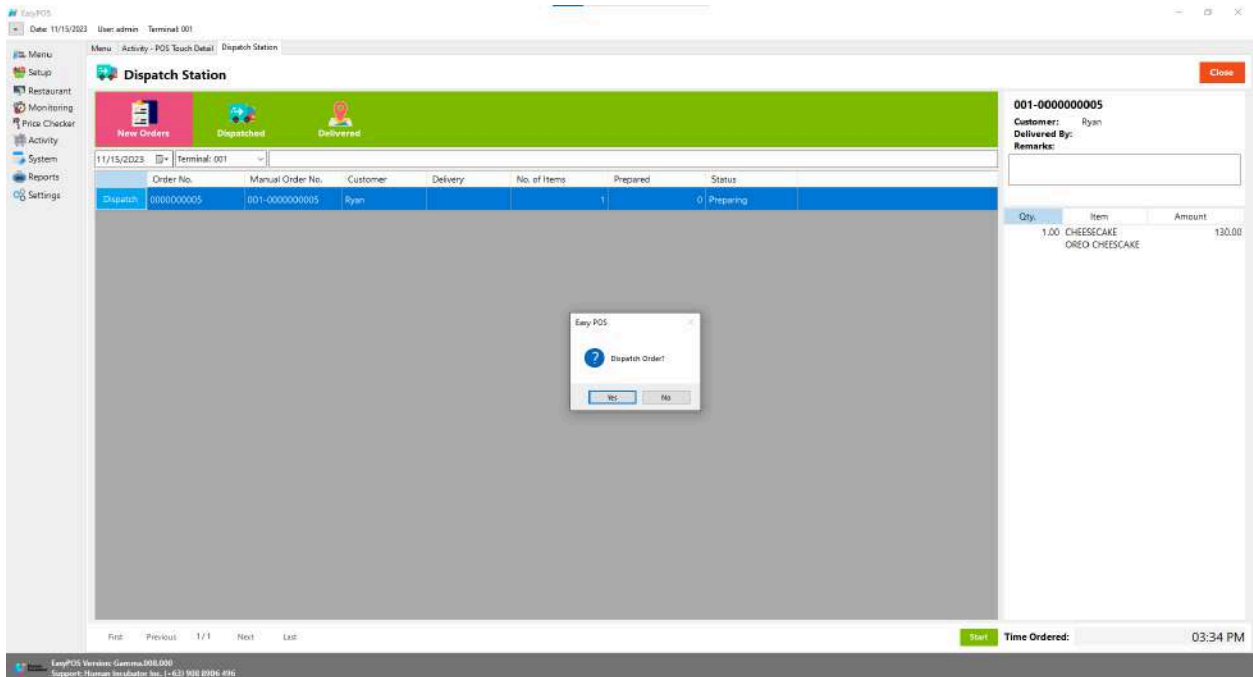


## Dispatch Station

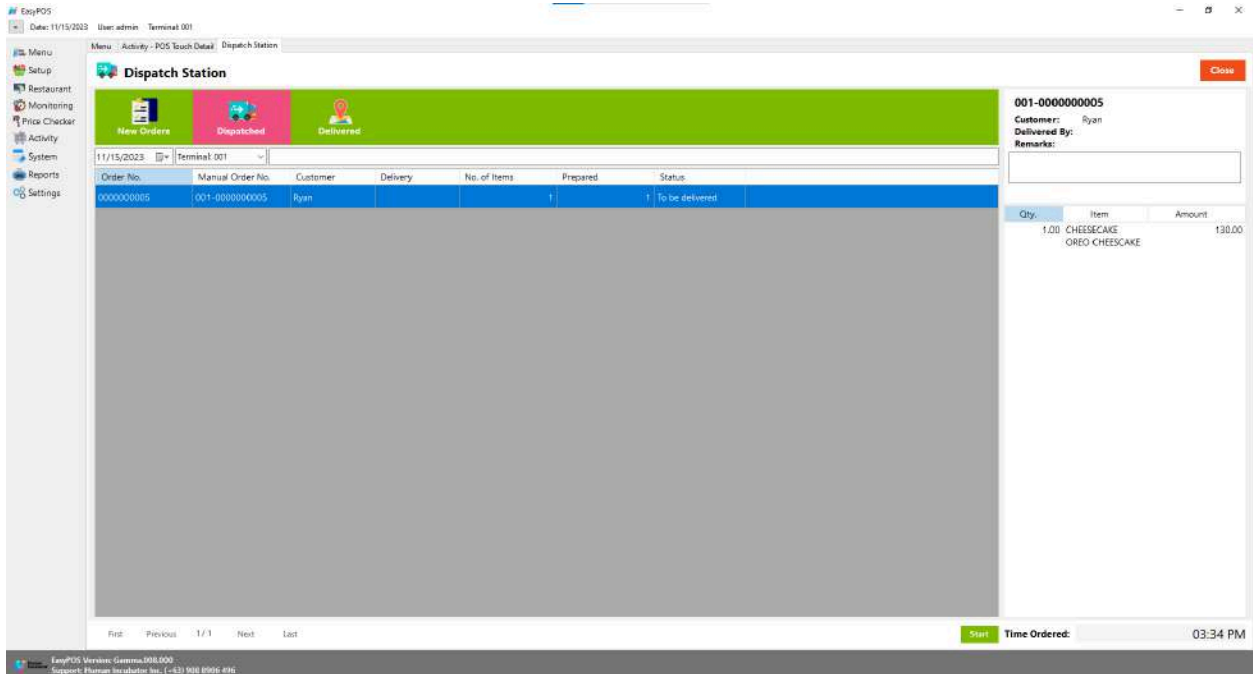
- It is where the user can monitor the delivery orders



- 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”.

