HUMEDIT PHILIPPINES · CLOUD POINT OF SALE

EasyPOS User Manual

The complete operating guide to EasyPOS — set-up, sales activity, cash in/out, inventory, reports, system tables, settings and restaurant mode.

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VERSION

Gamma.009.006 Rev.2

RELEASE

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What's new in Gamma.009.006 Rev.2 (19 October 2026)

- Checked against the running EasyPOS section by section (all chapters, 2.1 to 12.5). Wording, button names, columns and rules now describe what the screens really do.
- 2.1 Getting Started: a pre-login checklist and a pointer to the next chapters. 3.1 Login: who can sign in, card-number login, Date Login.
- 5 Set Up: Item, Discounting, Customer, User (table of rights) and Currency setup rewritten; special-character rules and field limits corrected.
- 6 Activity: Barcode, Touch and Quick Service sales — Tender, Tender All, Return, Cancel, Discount, Override, Delivery and Exchange Rate corrected; Official Receipt and Order slip / Kitchen print-out explained.
- 7-8 Cash In/Out and Inventory: Stock In, Stock Out and Stock Count (Lock, Unlock, Print, Post, Export/Import as Excel).
- 9 Reports: all report sections corrected (button names, date selection, columns, PDF/CSV); Sending of Sales Set-up moved to 9.3 POS Report; Attendance (DTR) set-up added.
- 10-11 System and Settings: System Tables, Utilities and Settings rewritten; screens that no longer exist (Easypay, Lipad) removed.
- 12 Restaurant: Table Group, Item Group, Kitchen Display, Dispatch Station, Exchange Rate and Official Receipt corrected.
- Boxes marked "Note: ... known issue, being fixed" mark behaviour that is being corrected in the software; they will be removed after the fix is released.

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CHAPTER 1

Introduction

Overview 82

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 over- all 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 82

- **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 83

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.

CHAPTER 2

II: Getting Started

Introduction 83

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

Before you log in, make sure the following are ready. The installation itself is done by your EasyPOS provider or support team, not from the screens described in this manual.

- EasyPOS is installed on the computer (see Hardware Specifications in Chapter 1).
- The EasyPOS database connection is set up.
- At least one user account exists for the first login (a user can be added later in the User menu).
- Initial options are set in **Settings** (for example, whether to log in using the System Date or the Login Date).

Next chapter: log in on the Login Page (Chapter III), then use the System Menu (Chapter IV) to open each function.

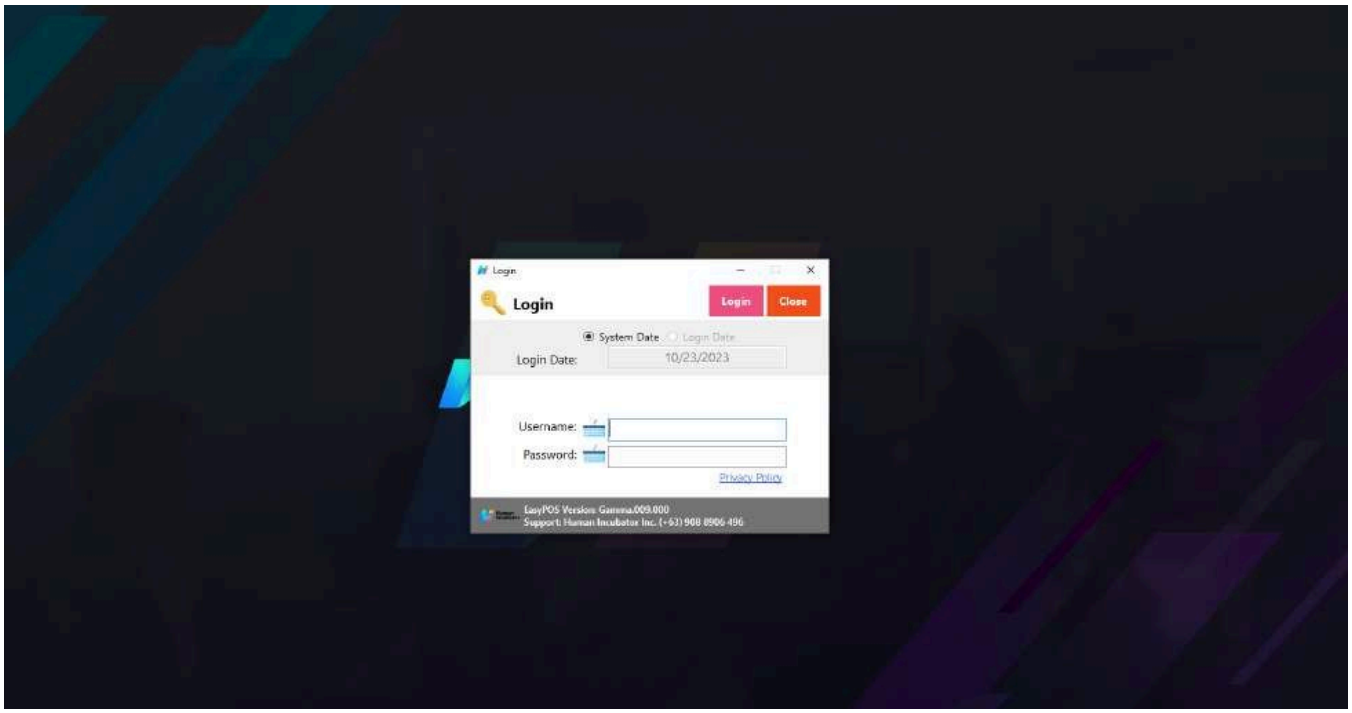
CHAPTER 3

III: Login Page

Login Page 83

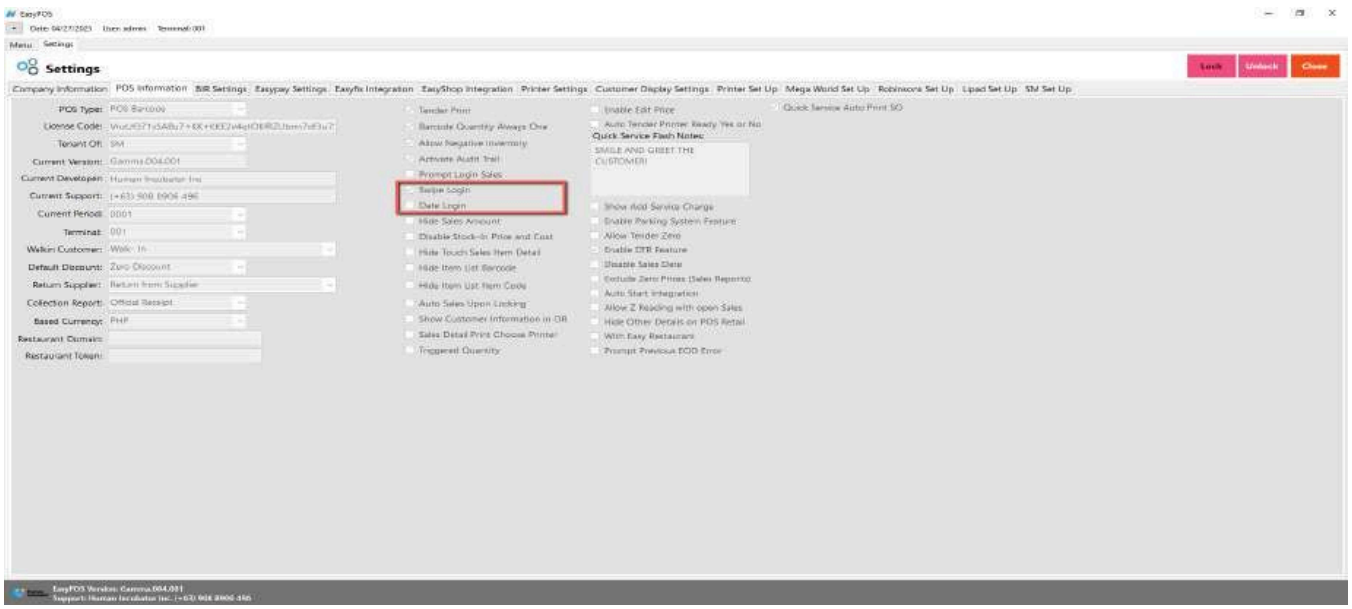
Overview 83

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



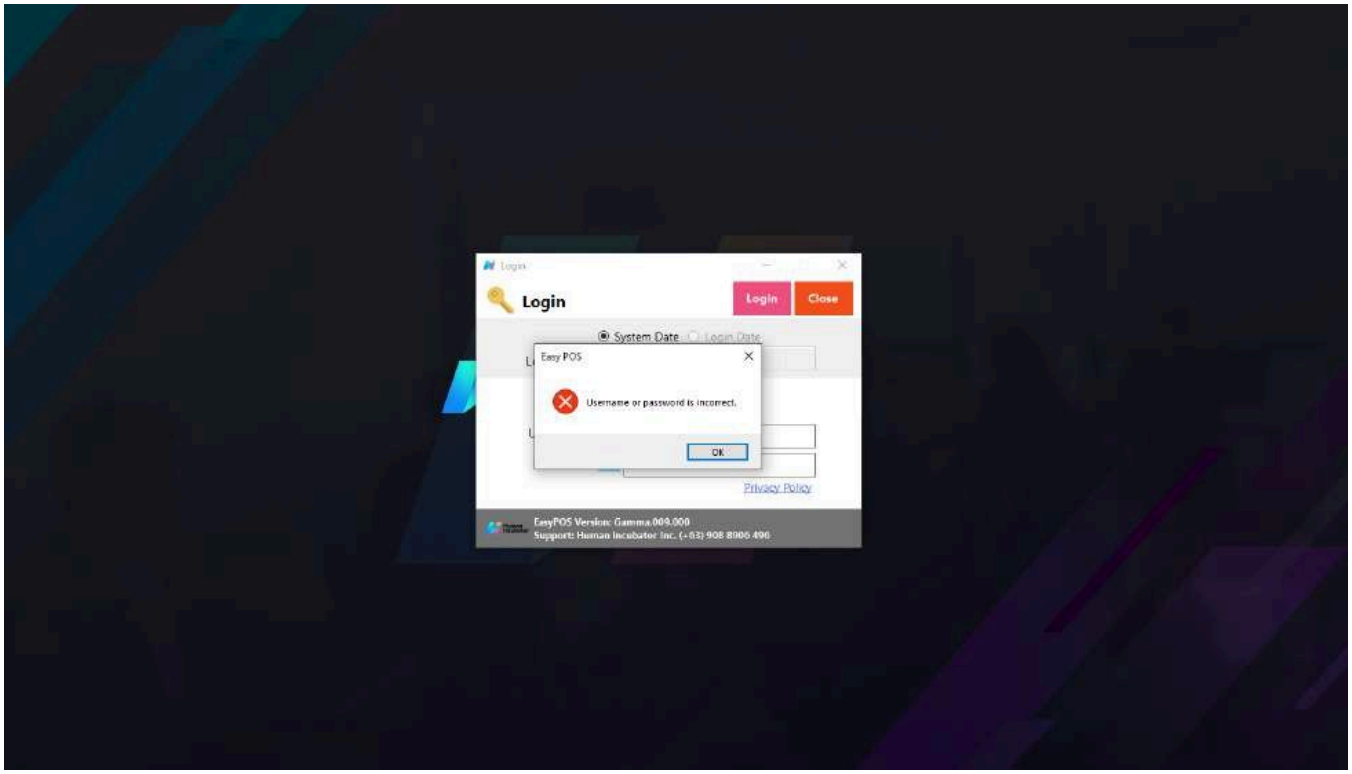
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- Login using card number (Swipe login). When Swipe login is on, the card number field is shown and the ID and password fields are disabled.
    - Register the card number in the user setup and lock the user. The default card number "NA" cannot be used to log in.
- Users can also use the System Date or the Login Date. Configuration can be found on the EasyPOS settings page (**Date Login**). When Date Login is on, only the Login Date can be selected; when it is off, only the System Date is used. Enter dates as **mm/dd/yyyy**.



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- Validation triggered on EasyPOS Login will protect the system from possible unauthorized accounts, so make sure to enter valid credentials. If the credentials are not valid, the message "Username or password is incorrect." is shown.



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- At the bottom of the Login Page you can also see:
    - **EasyPOS Version** - the version of EasyPOS installed.
    - **Support** - contact details for EasyPOS support.
    - **Privacy Policy** - a link to the privacy policy.

- **On-screen keyboard icon** - opens the on-screen keyboard.

> **Note:** In some cases a user who is not locked, or the default card number "NA", may still be accepted at login (known issue, being fixed). Always lock users and register real card numbers.

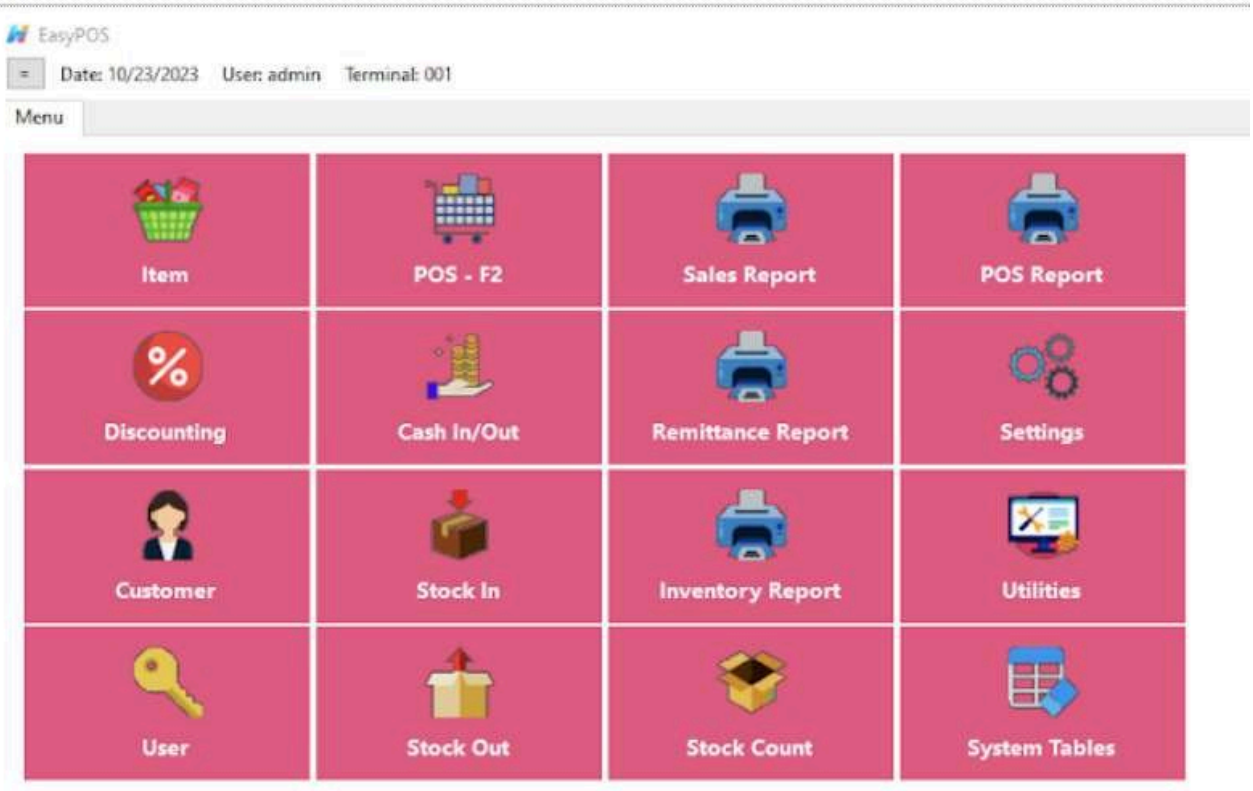
CHAPTER 4

IV: System Menu Page

System Menu Board 85

Overview 85

- Once login is successful, the user will be redirected to this page.
- **Menu** - shows all features that users can use in the system. Buttons for features the user has no rights to are disabled.



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> **Note:** If the company logo file set in Settings is missing or damaged, the Menu may not open (known issue, being fixed). Make sure the logo file is valid.

Definition of Terms 86

- **Item** → where to set up items to be used for sales transactions. Users can add, edit, and delete.
- **User** → where to set up users and their access rights.

- **POS - F2** → where the users can do sales transactions. It can also be opened with the F2 key. The screen that opens depends on the POS type set in Settings (POS Touch, POS Barcode or POS Quick Service). The POS cannot be opened until the previous day's End of Day (EOD) is done (Settings: Prompt Previous EOD).
- **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, company logo (**Company Logo**), 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. **(This module is disabled for client that has integration or EasyFS. View the inventory in EasyFS.)**
- **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.

CHAPTER 5

V: Set Up

Item Setup 88

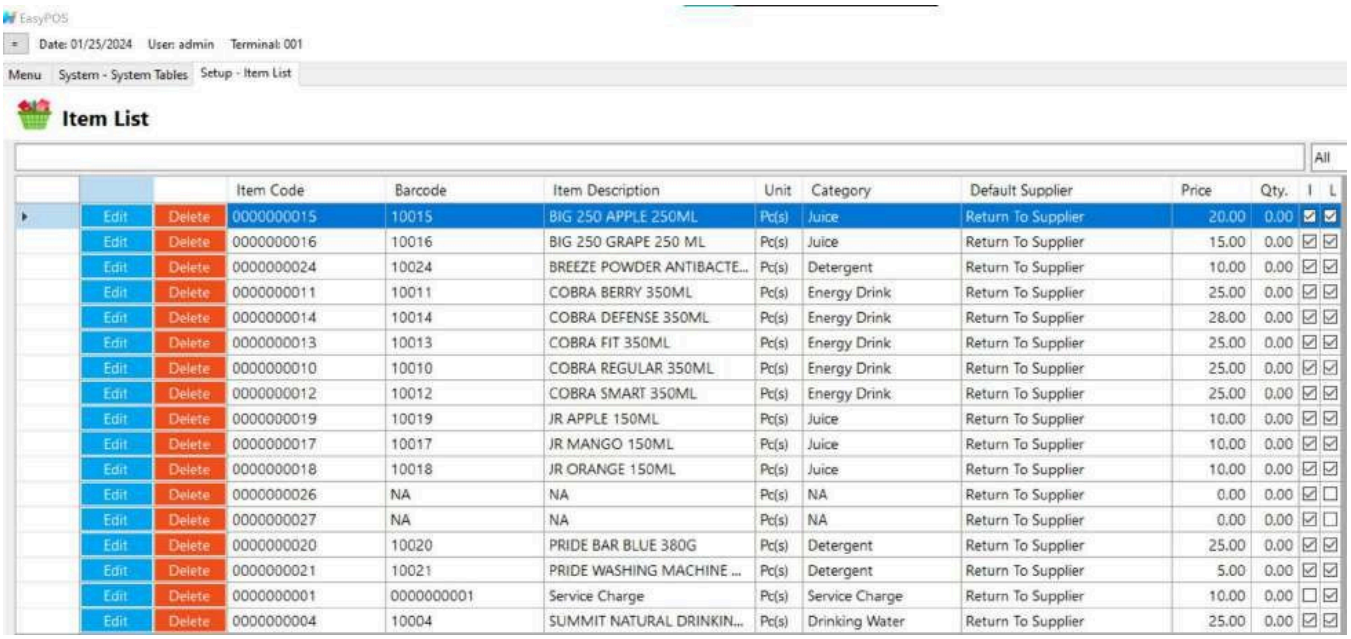
Overview 88

- 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 88

- Shows the list of all added items (15 items per page).
- Use the filters to show All, Locked or Unlocked items, and Inventory items.
- The search box looks for the text in Code, Barcode, Description, Category, Alias, Unit and Supplier.
- Delete button will proceed to deleting unlocked item record detail. An item that is already used in other records cannot be deleted.
- 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	☑	☑
Edit	Delete	0000000016	10016	BIG 250 GRAPE 250 ML	Pc(s)	Juice	Return To Supplier	15.00	0.00	☑	☑
Edit	Delete	0000000024	10024	BREEZE POWDER ANTIBACTE...	Pc(s)	Detergent	Return To Supplier	10.00	0.00	☑	☑
Edit	Delete	0000000011	10011	COBRA BERRY 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	☑	☑
Edit	Delete	0000000014	10014	COBRA DEFENSE 350ML	Pc(s)	Energy Drink	Return To Supplier	28.00	0.00	☑	☑
Edit	Delete	0000000013	10013	COBRA FIT 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	☑	☑
Edit	Delete	0000000010	10010	COBRA REGULAR 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	☑	☑
Edit	Delete	0000000012	10012	COBRA SMART 350ML	Pc(s)	Energy Drink	Return To Supplier	25.00	0.00	☑	☑
Edit	Delete	0000000019	10019	JR APPLE 150ML	Pc(s)	Juice	Return To Supplier	10.00	0.00	☑	☑
Edit	Delete	0000000017	10017	JR MANGO 150ML	Pc(s)	Juice	Return To Supplier	10.00	0.00	☑	☑
Edit	Delete	0000000018	10018	JR ORANGE 150ML	Pc(s)	Juice	Return To Supplier	10.00	0.00	☑	☑
Edit	Delete	0000000026	NA	NA	Pc(s)	NA	Return To Supplier	0.00	0.00	☑	☐
Edit	Delete	0000000027	NA	NA	Pc(s)	NA	Return To Supplier	0.00	0.00	☑	☐
Edit	Delete	0000000020	10020	PRIDE BAR BLUE 380G	Pc(s)	Detergent	Return To Supplier	25.00	0.00	☑	☑
Edit	Delete	0000000021	10021	PRIDE WASHING MACHINE ...	Pc(s)	Detergent	Return To Supplier	5.00	0.00	☑	☑
Edit	Delete	0000000001	0000000001	Service Charge	Pc(s)	Service Charge	Return To Supplier	10.00	0.00	☐	☑
Edit	Delete	0000000004	10004	SUMMIT NATURAL DRINKIN...	Pc(s)	Drinking Water	Return To Supplier	25.00	0.00	☑	☑

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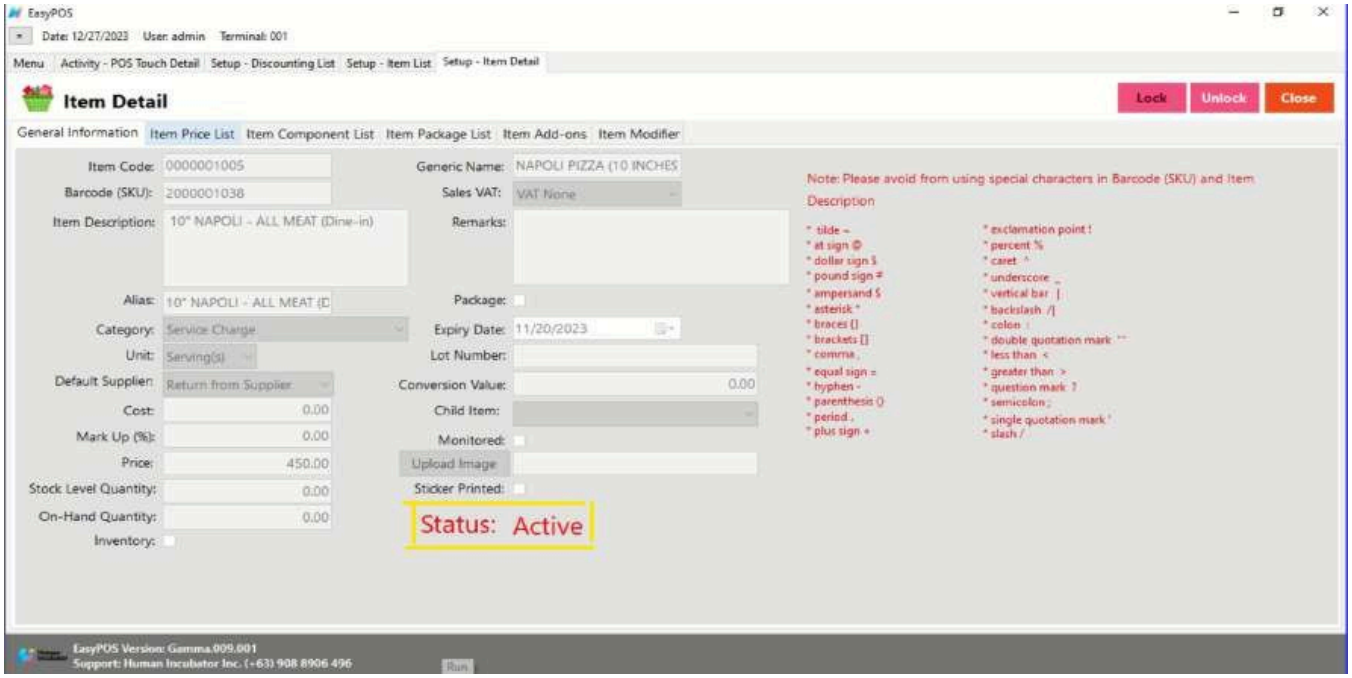
- **Item Code** - generally refers to a unique identifier or code assigned to a specific item or product within a system, database, or inventory management system. Item codes are used to uniquely distinguish and identify individual items in a standardized and efficient manner.

- **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.
- **Cost** - the cost of the 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 90

- **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. The cost is computed from the component costs at the time the components were added.
    - **It has a maximum limit with 255 characters on the screen 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: ~ ` ! @ # $ % ^ & * ( ) - _ + = { } [ ] | \ / : ; " ' < > , .?**
    - **The characters tilde (~) and comma (,) cannot be entered in the item fields; they are removed automatically.**
    - **The Barcode "NA" cannot be used when locking an item. Enter a real barcode before you lock.**

    - **Default value: NA and 0.00**
- Some fields are optional like Stock Level Quantity, Package, Monitored.
- 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. This checkbox is shown only when sticker printing is enabled in the settings (Quick Service setup only).
- Add Status "Active" if the item detail is lock and "Inactive" if the

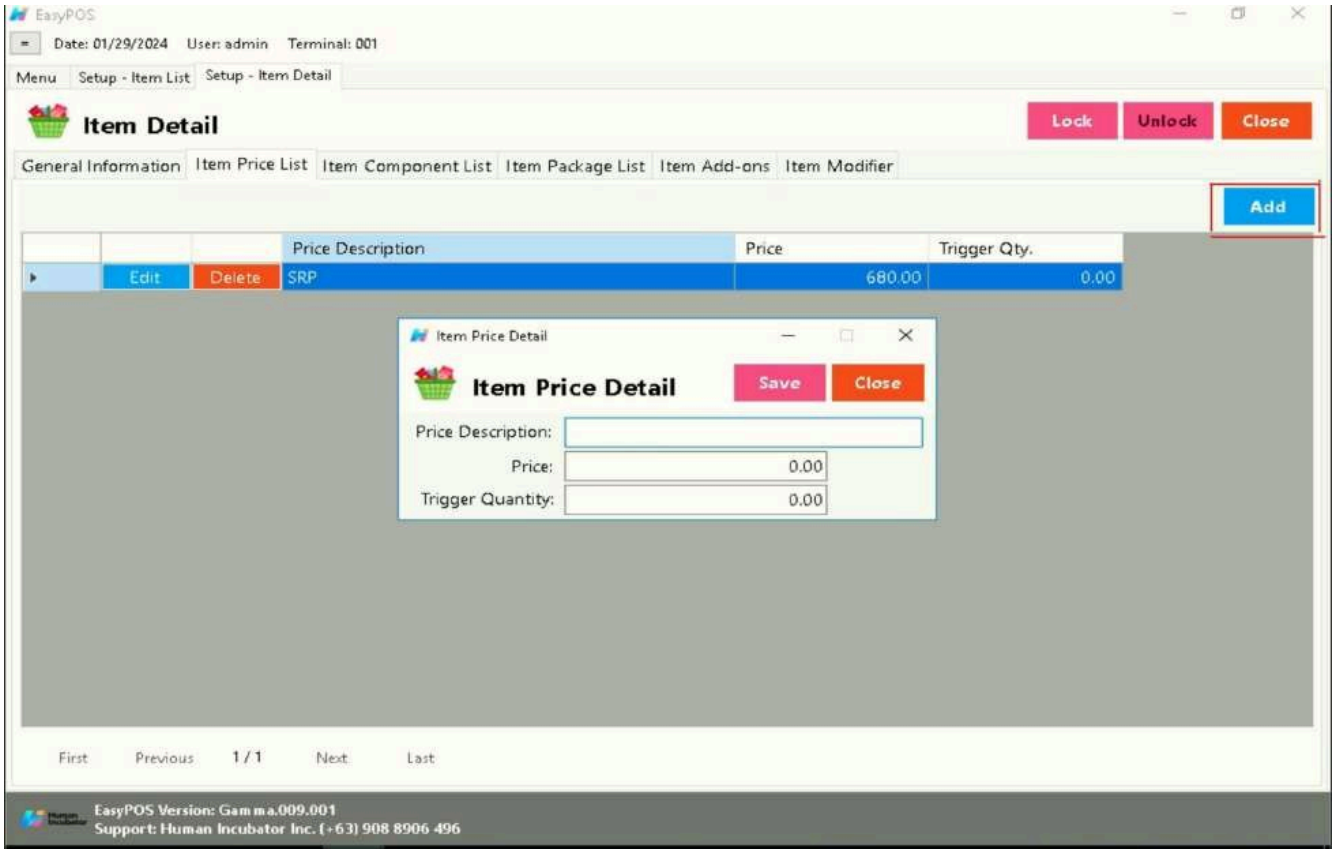


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item detail is unlock

Item List Price 91

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



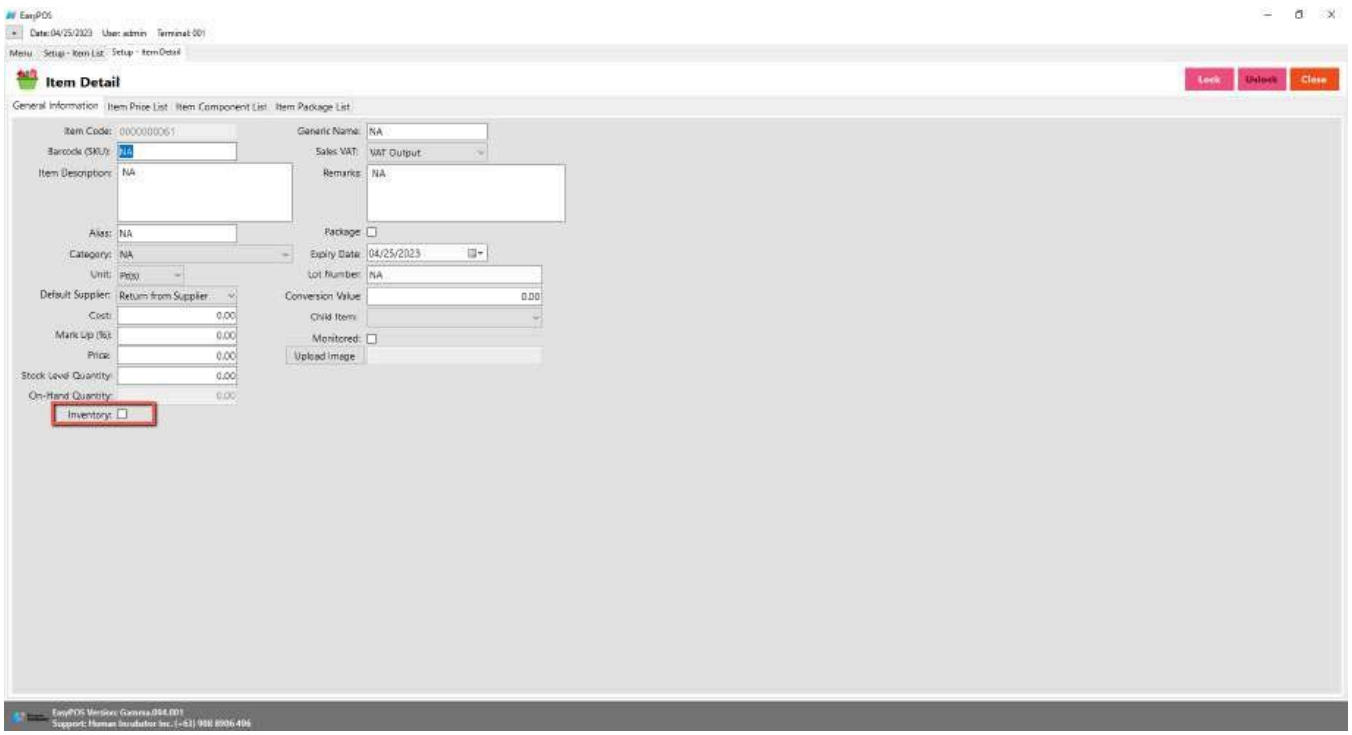
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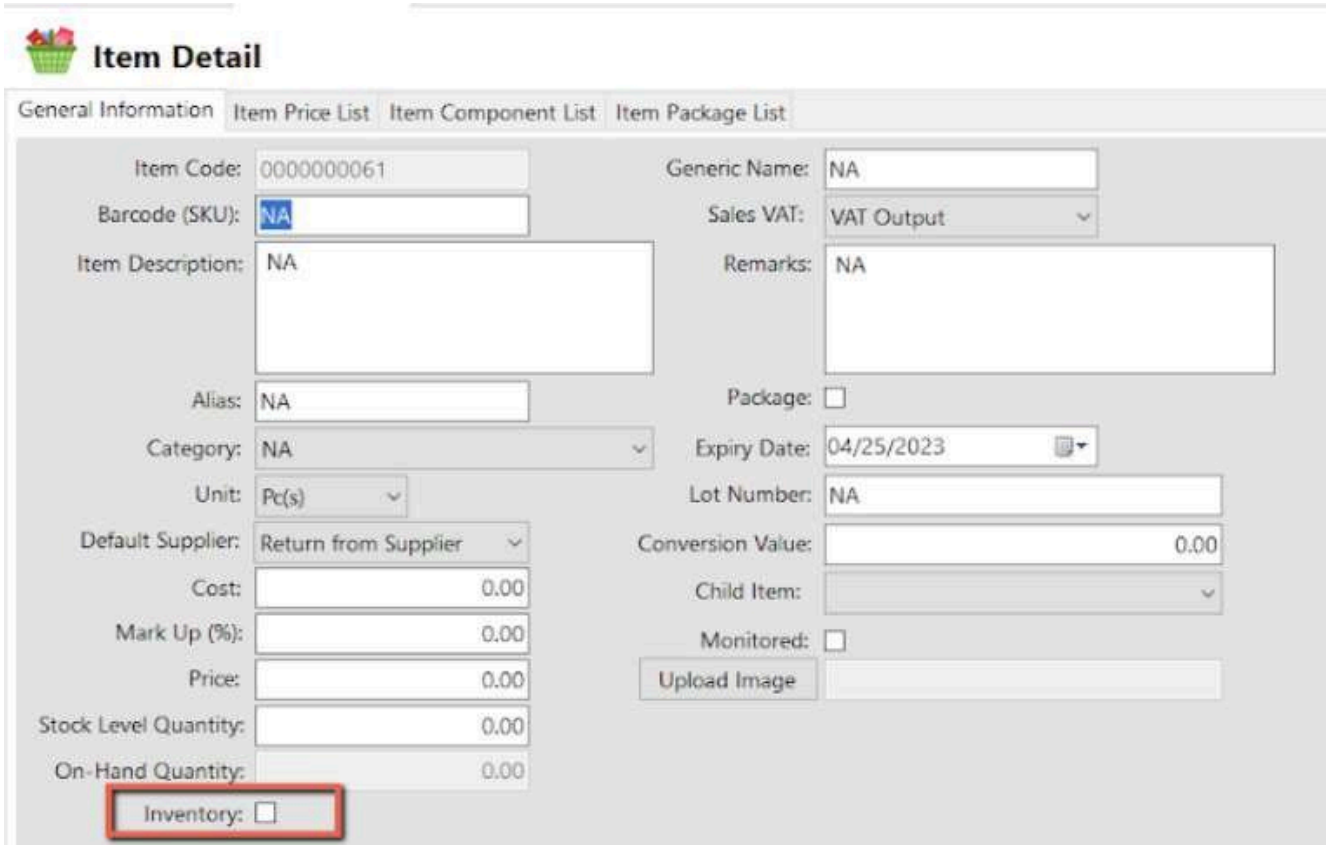
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Item Component List 92

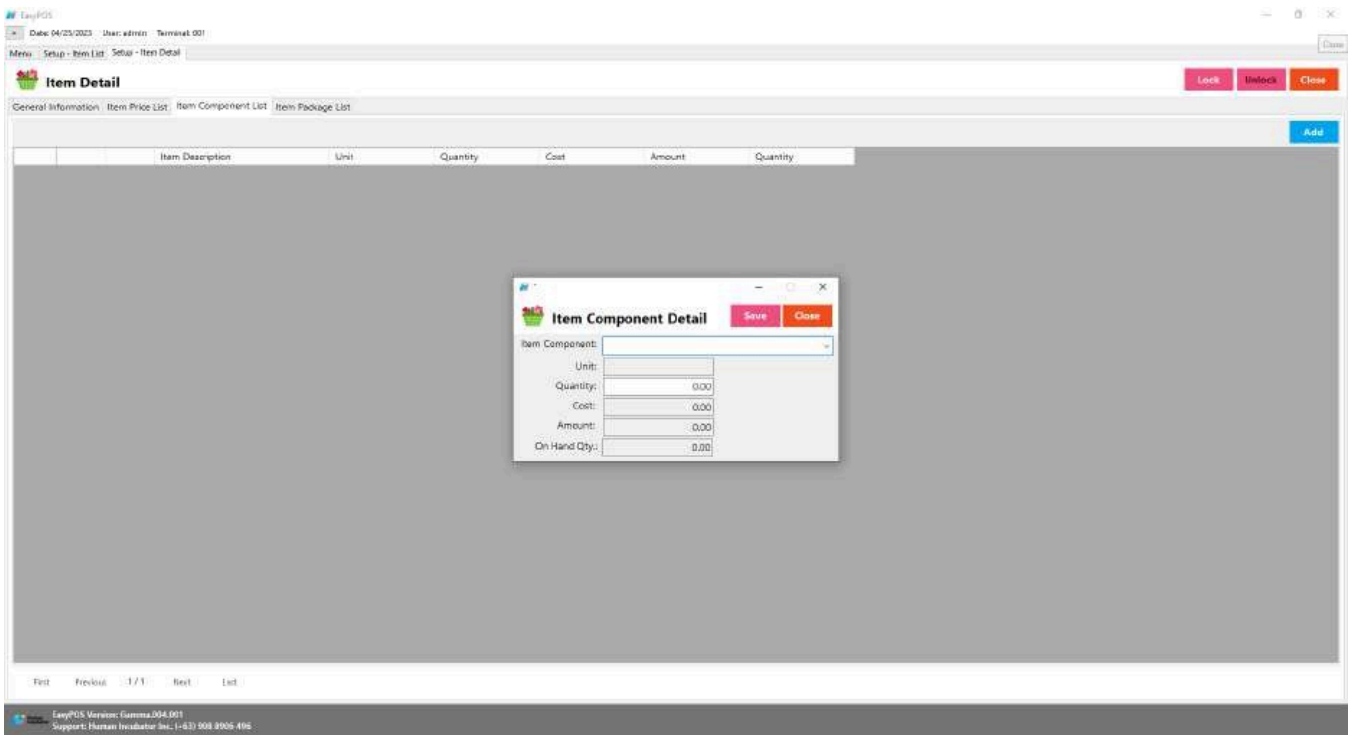
- The Item Component List tab is used to add the raw materials that were used to produce the finished products/goods. This is only applicable if the item created is a finished good/product. Make sure to set the Inventory checkbox to False before setting an item component(s).
    - Just click the **ADD**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



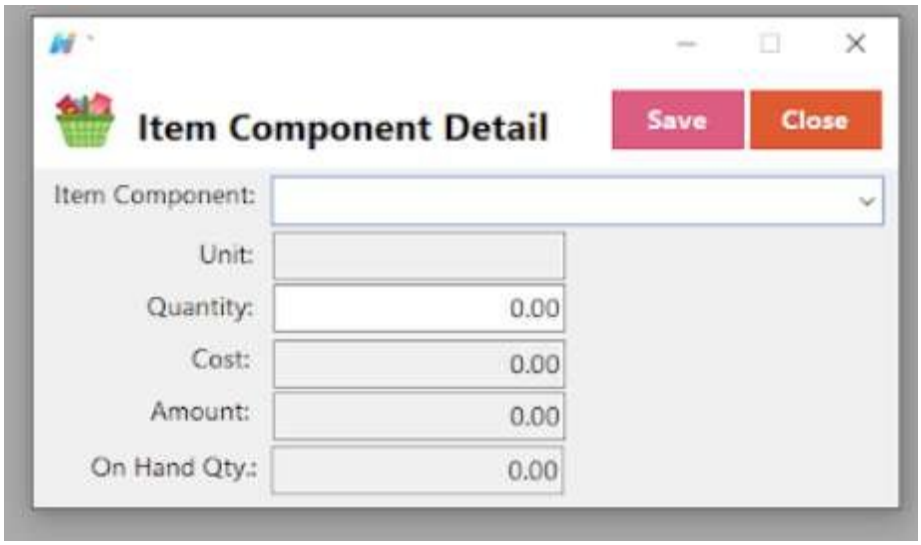
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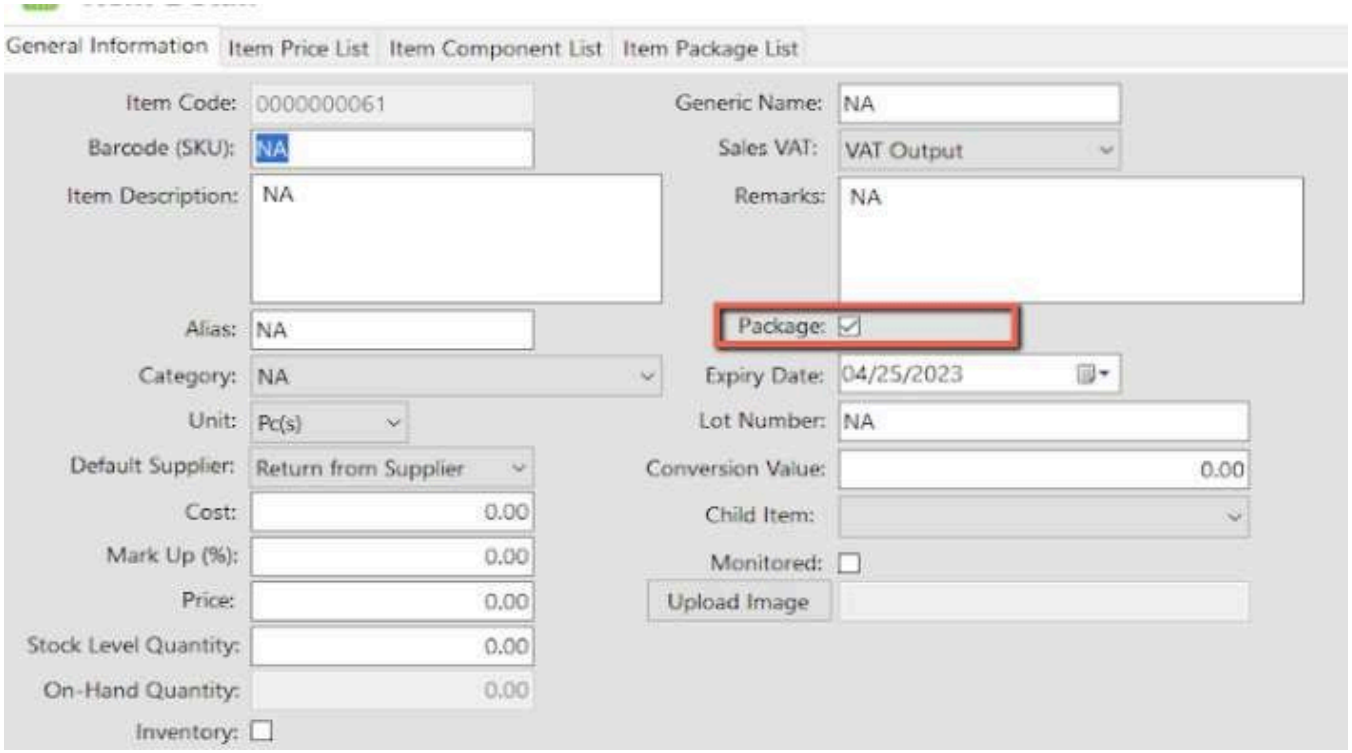


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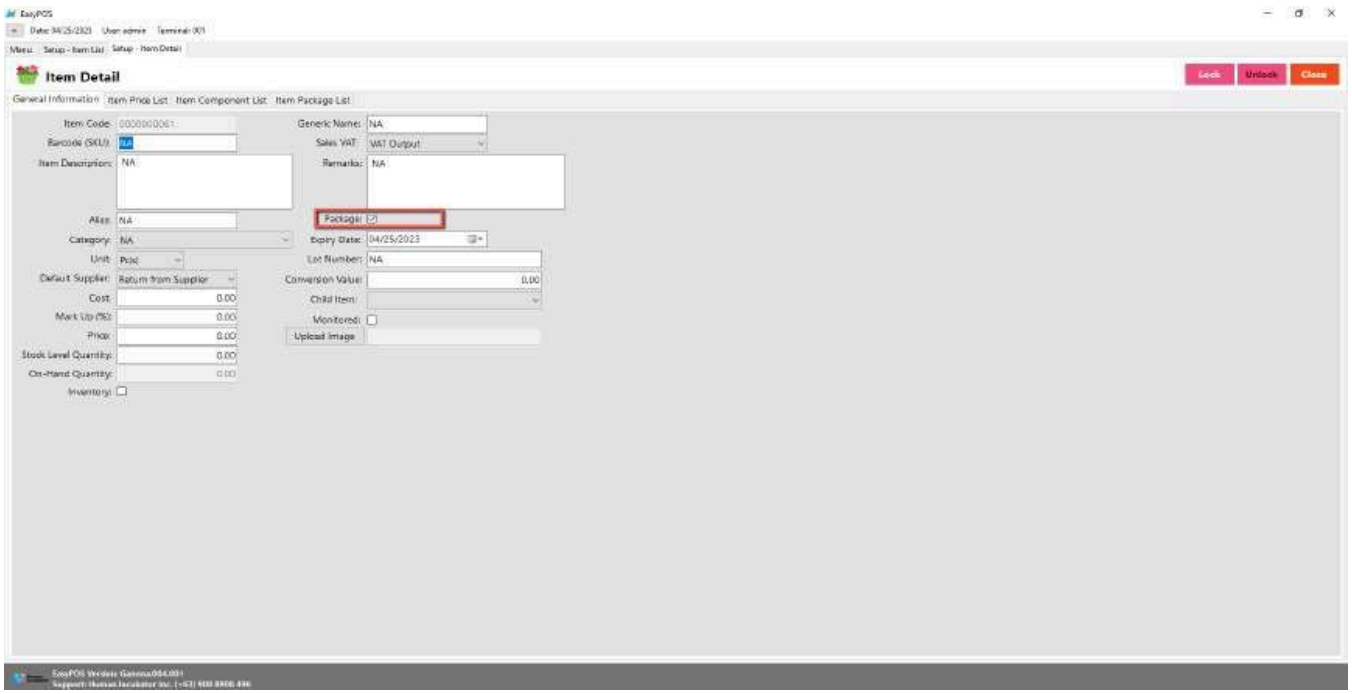
> **Note:** The same component can currently be added more than once, and an empty entry may cause an error (known issue, being fixed). Add each component only once.

Item Package List 94

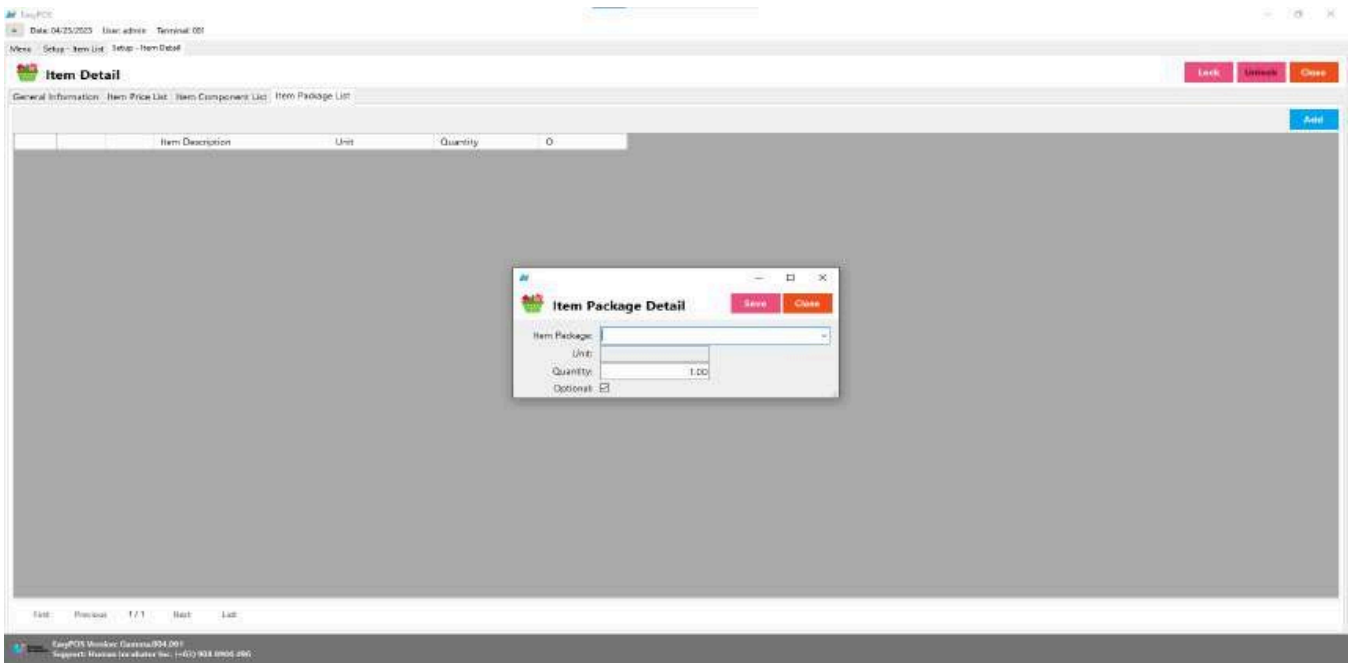
- The Item Package List Tab is only used when the created item is a package. Meaning to say, this is the list of items that is included on the created package. Make sure to set the Packaged checkbox to True before setting an item component(s).
    - Just click the **ADD** button to add item package details.



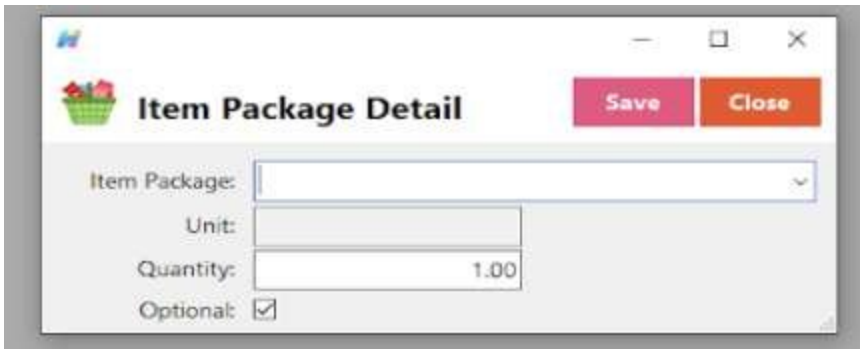
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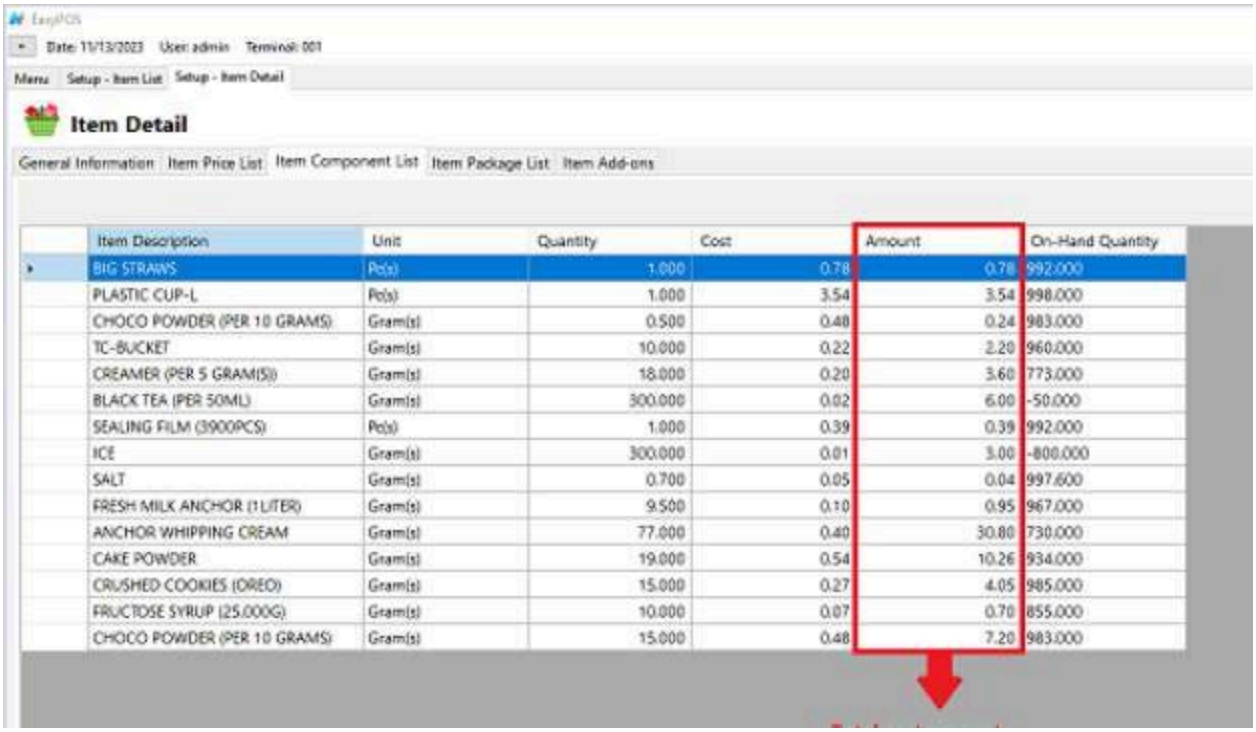


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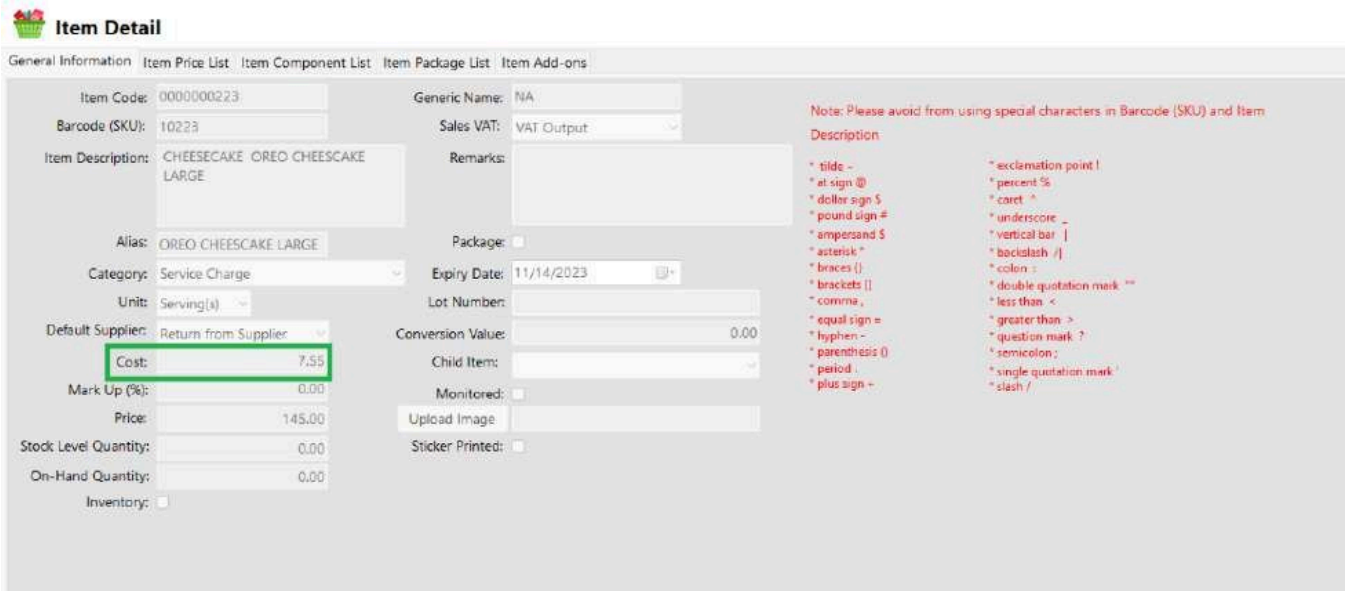
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- The total cost of the item component will automatically reflect the cost of the general information item detail.



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

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> **Note:** Do not enter a negative price in the Item List Price, and do not add a package that contains itself (for example, package A containing B and B containing A). These are not blocked yet (known issue, being fixed).

Save/Lock 96

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

Discounting Setup 97

Overview 97

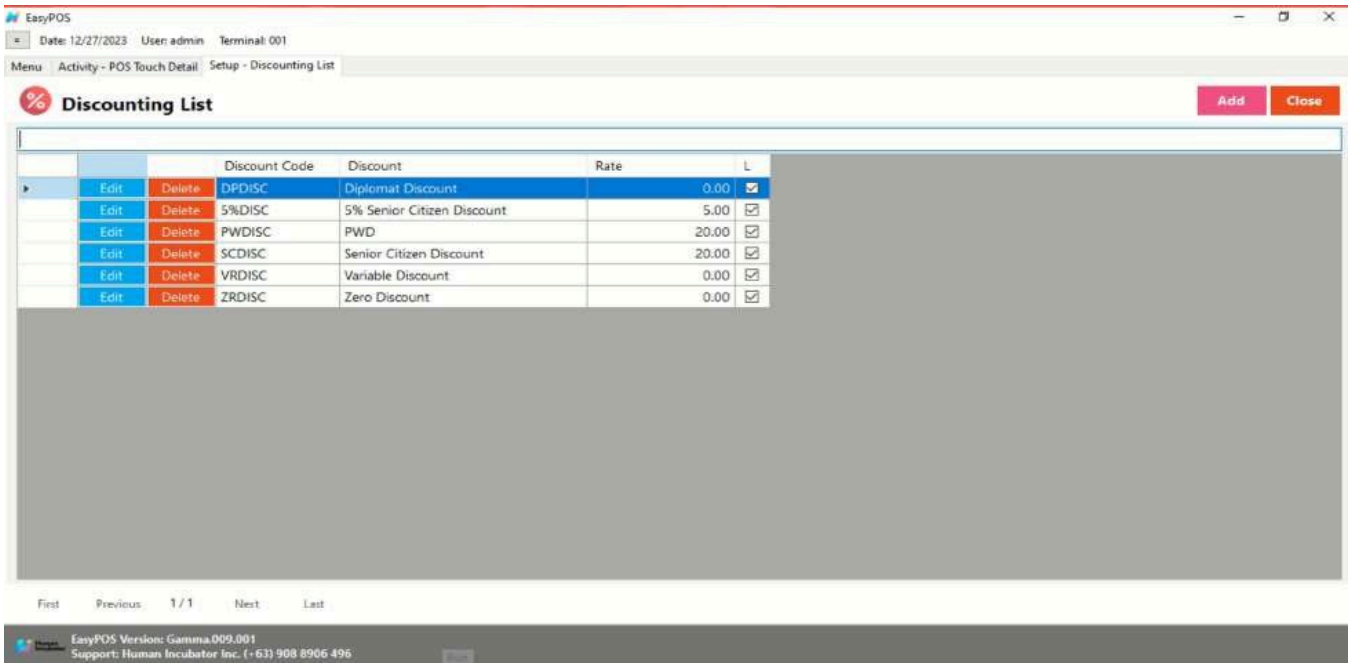
- Discounting is where to set up preferred discounts to give during the sales transactions with customers.

Discounting List 97

- Shows the list of all added items.
- Delete button will proceed to deleting unlocked discount record detail. The default discounts (Zero Discount, Variable, Senior Citizen, 5% Senior Citizen, PWD, Solo Parent, Diplomat and National Athlete) cannot be deleted.
- Edit button will proceed to updating discount detail.
- Add button will create a new, empty discount and open the discount detail.
- Close button will proceed to closing the discount list page.

Column	Description
Code	The unique code of the discount.
Discount	The name of the discount.
Rate	The discount rate, in percent.
Lock	Shows whether the discount is locked. A locked discount cannot be changed unless it is unlocked.

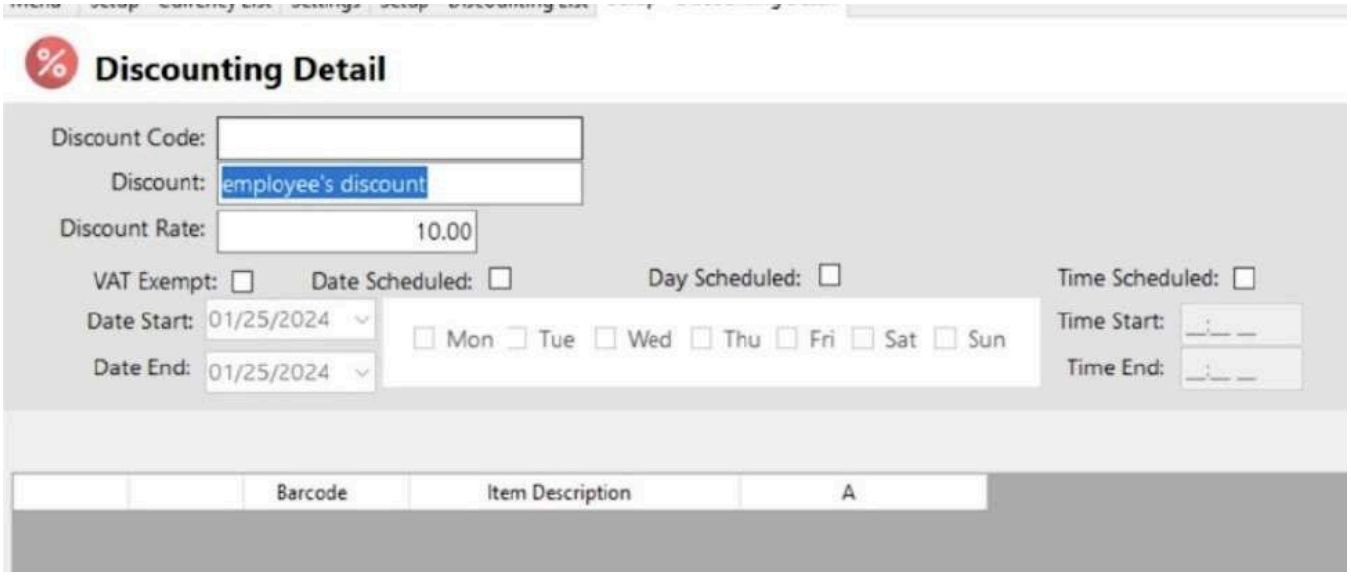
- The list shows 50 discounts per page, newest first. Each row has its own **Edit** and **Delete** buttons.



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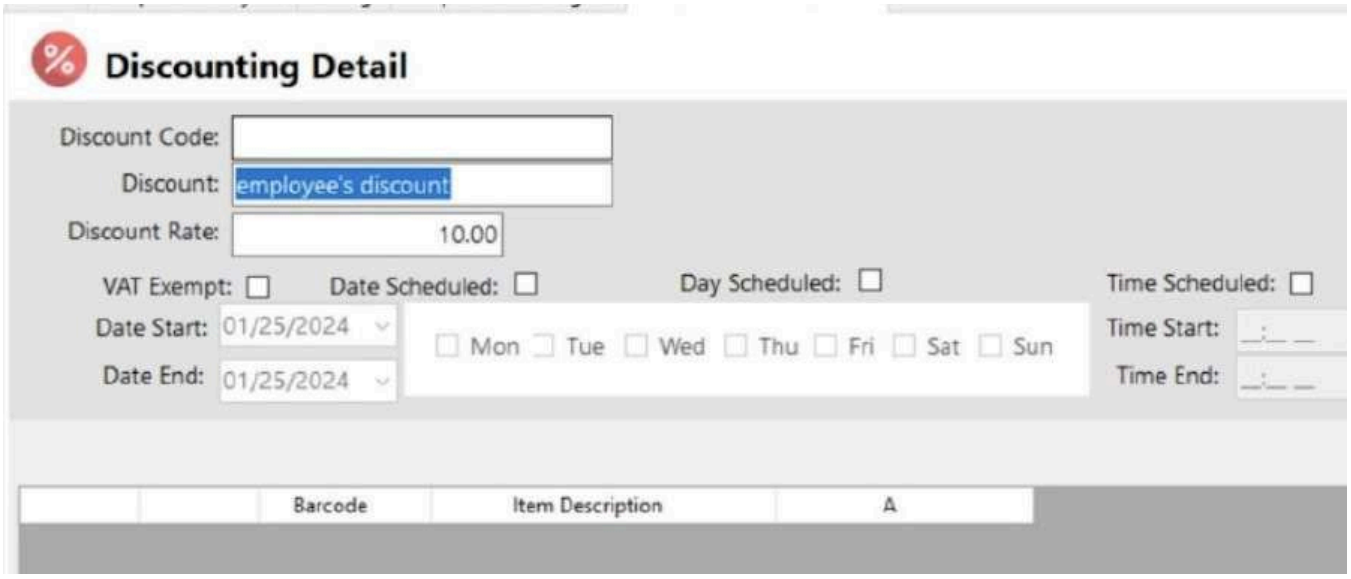
Discounting Detail 98

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



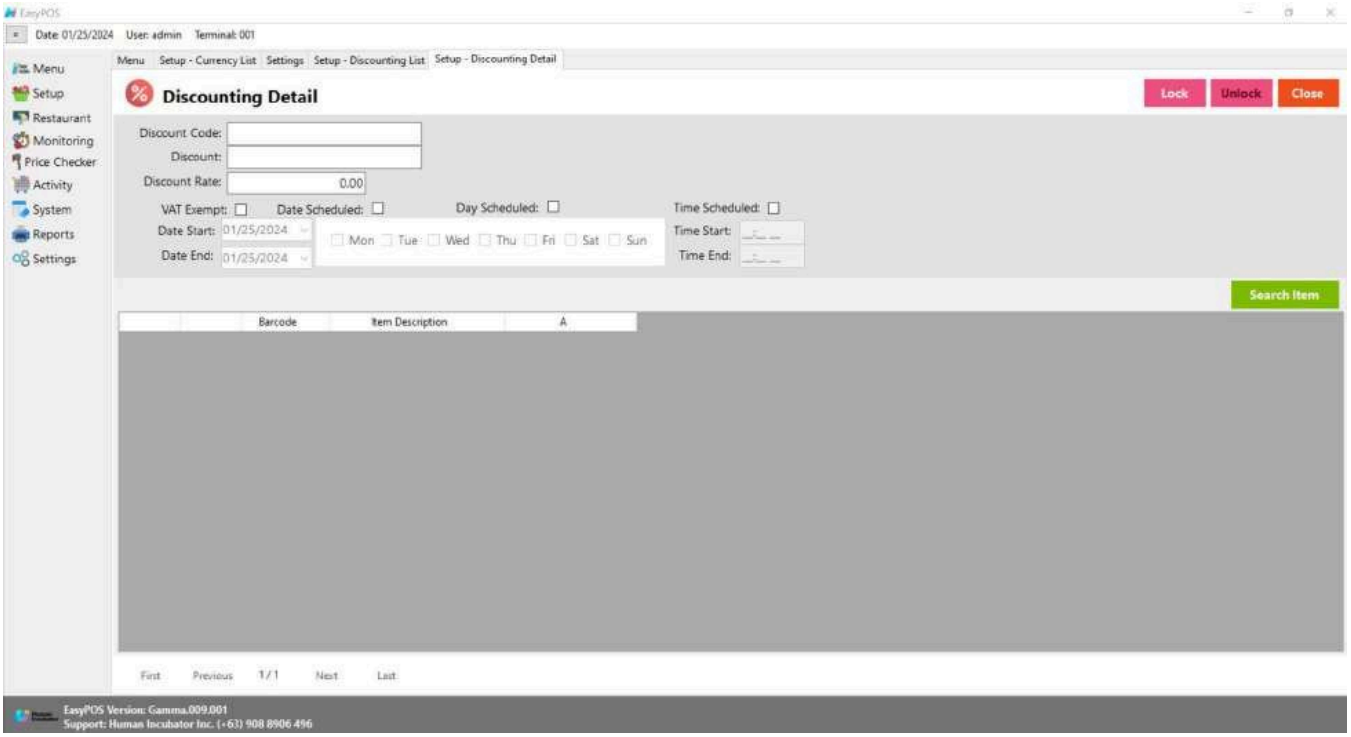
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- **Discount Code** - type the code (required). The characters ~ and , cannot be used.
- **Discount** - type the name of the discount (required).
- **Discount Rate** - type the rate as a percentage from 0 to 100.
- **VAT Exempt** - set whether the discount is VAT exempt.
- **Date, Day and Time** - optional schedule of when the discount applies.
- **Search Item / Auto Discount** - select the items the discount applies to. When Auto Discount is set for an item, the discount is applied automatically to that item on the dates, days and times specified. An automatic discount without a schedule is always active. Automatic discounts are not applied in POS Barcode.



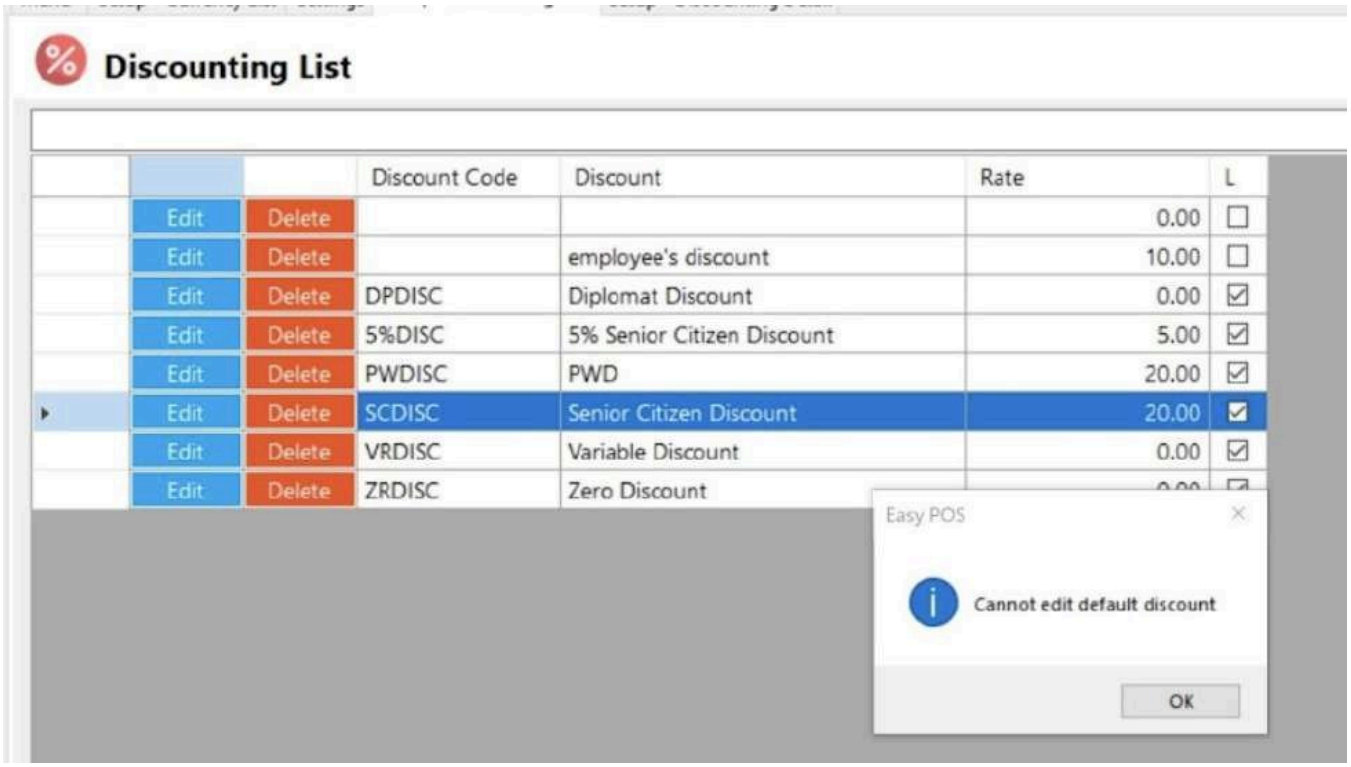
Original manual, page 99

- Click the **Lock** button to save and lock the discount detail. There is no separate Save button.
- Click the Unlock button to unlock the discounting detail and enable editing/updating discount details, lock to save.



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Note: Default discount is not editable: Zero Discount, Variable, Senior Citizen, PWD, 5%Senior Citizen and Solo Parent. Diplomat and National Athlete discounts are shown in the list, but they cannot be edited or deleted either (the message "Cannot edit/delete default discount" is shown).



Customer Setup 100

Overview 100

- Customers are used in making sales transactions.
- **Walk-In** (Code 0000000001) is the default customer. It cannot be unlocked or deleted.

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.

- While the integration is on, the **Add** and **Delete** buttons cannot be used. Make changes to customers in EasyFS as well; do not unlock customers in EasyPOS.

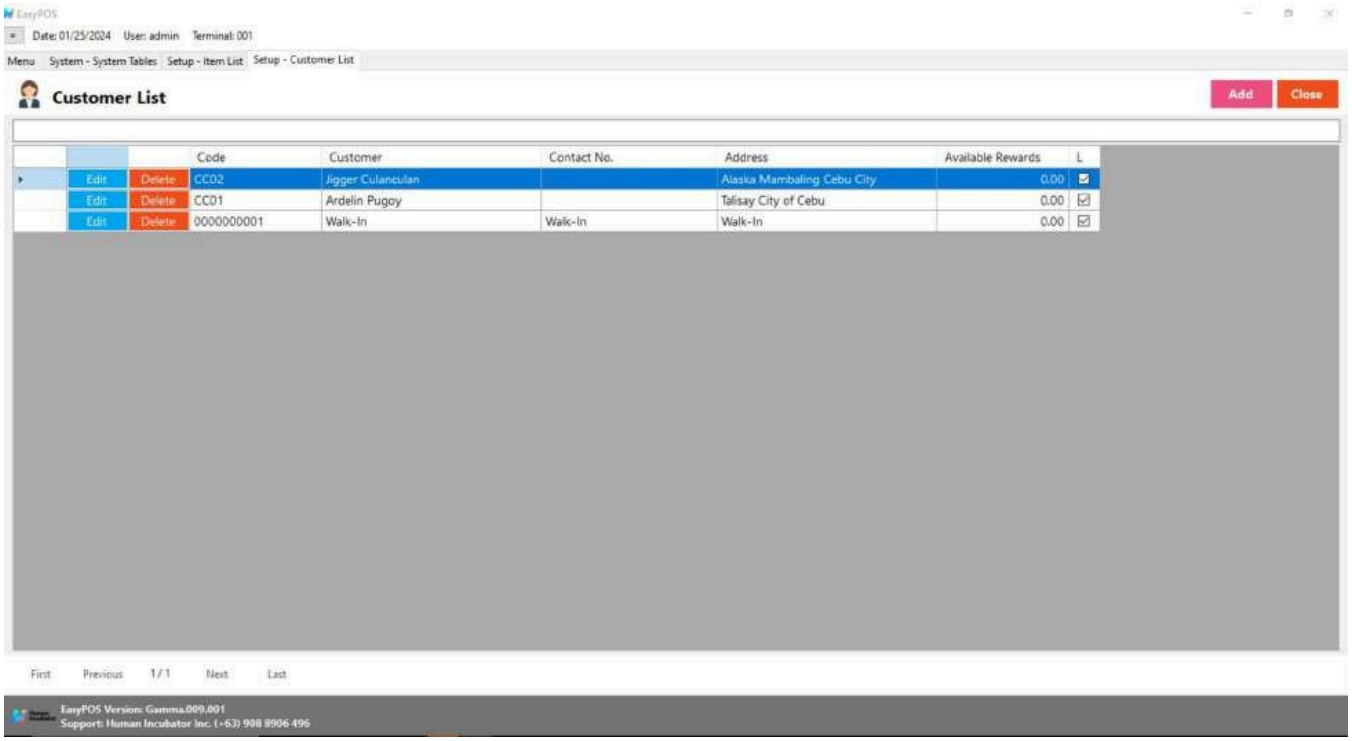
> **Note:** At present EasyPOS still lets you unlock a customer while the integration is on. Do not do this: the next synchronization can create the same customer twice (known issue, being fixed).

Customer List 100

- Shows the list of added customers in two tabs: **Visible** and **Invisible**. A customer that is locked with the **Invisible** box checked in the customer detail appears in the Invisible tab and does not appear in the customer selection when making a sale.

> **Note:** At present the search box in the Invisible tab does not work correctly (known issue, being fixed).

- The list shows 50 customers per page. The columns are **Code**, **Customer**, **Contact No**, **Address**, **Available Rewards** and **L** (see Customer Detail).
- To search, type in the search box and press **Enter**. It looks for part of the Customer, Code, Contact No or Address.
- Delete button will proceed to deleting unlocked customer record details. A confirmation **Delete Customer?** appears first. A locked customer cannot be deleted, and neither can a customer that already has sales or collections ("Customer has existing transactions").
- The Edit button will open the customer details. If the customer is locked, all fields are disabled: click **Unlock**, make the changes, then click **Lock** to save.
- Add button will proceed to adding a new customer. A new row is created as soon as you click Add. If you do not use it, delete it with the Delete button.
- Close button will proceed to closing the customer list page.



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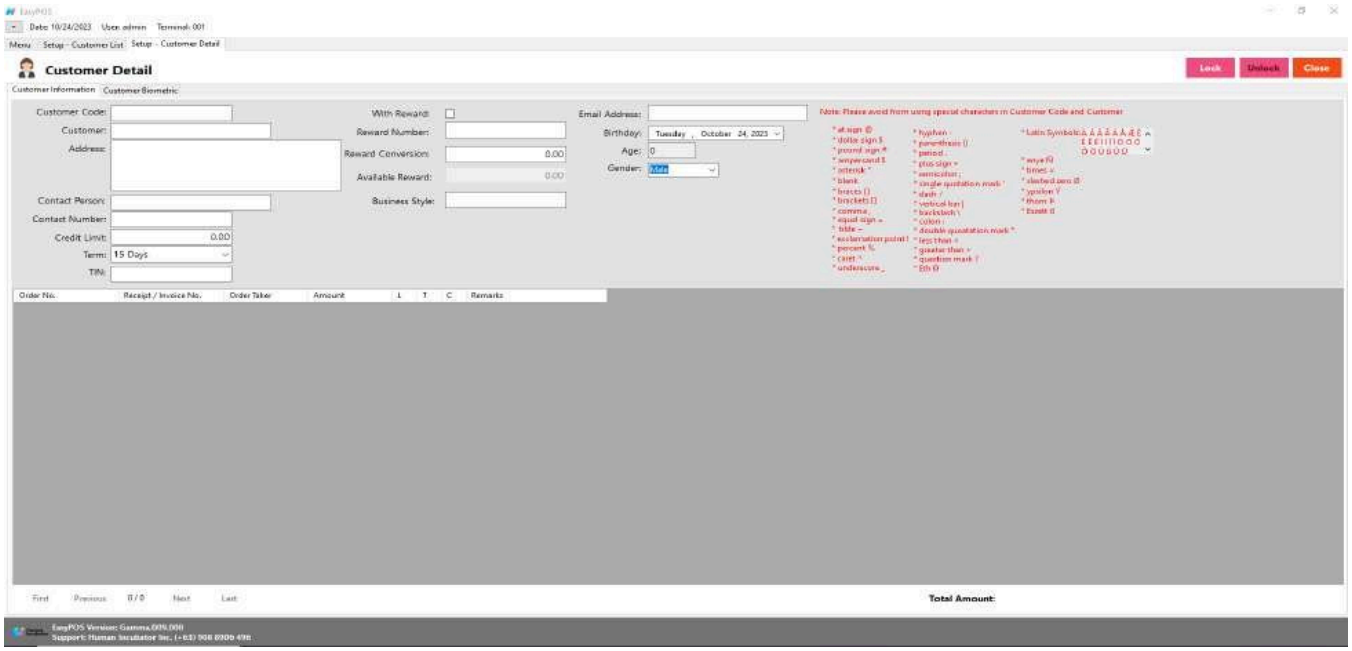
Customer Detail 101

- **Assumption**: **Add** button is already clicked on the upper right corner in the customer list.
- Fill up the required information:
    - **Customer Code** and **Customer**. These cannot be blank or “NA” / “N/A”.
    - **Term** is chosen from the list (the first term in the list is the default).
- Other information that can be filled up: Address, Contact Person, Contact Number, Credit Limit. These can be left blank and the customer can still be locked.

> **Note:** At present the length of the entries is not limited on screen and a blank Credit Limit causes an error. Keep Customer Code, Customer, Contact Person and Contact Number within 50 characters, the Address and Email Address within 255 characters, and always enter a Credit Limit (use 0.00) (known issue, being fixed).

- **Do not use a comma (,) or a tilde (~) in the customer fields. These two characters cannot be typed or pasted; they are removed automatically. Other symbols, such as @ or -, can be saved as they are.**
- When a new customer is added, the text fields are blank, the amounts are 0.00, Term is the first term in the list, Birthday is today and Age is 0. “NA” cannot be used for Customer Code or Customer.
- Other optional information:
    - Email Address, Birthday, Age (calculated automatically from the Birthday), Gender (Male or Female)
    - TIN, Business Style, With Reward, Reward Number, Reward Conversion, Available Reward, Default Price and Invisible
- The detail screen also shows the sales history of the customer (with the total amount) and has a camera for the photos of a child and a parent or guardian.

- There is no Save button. Click **Lock** to save and lock the customer detail at the same time. The same Customer Code or Customer name as another locked customer cannot be registered ("Customer Code already exist." / "Customer already exist.").
- Click the **Unlock** button to unlock the customer detail and enable editing/updating customer details, then click 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)



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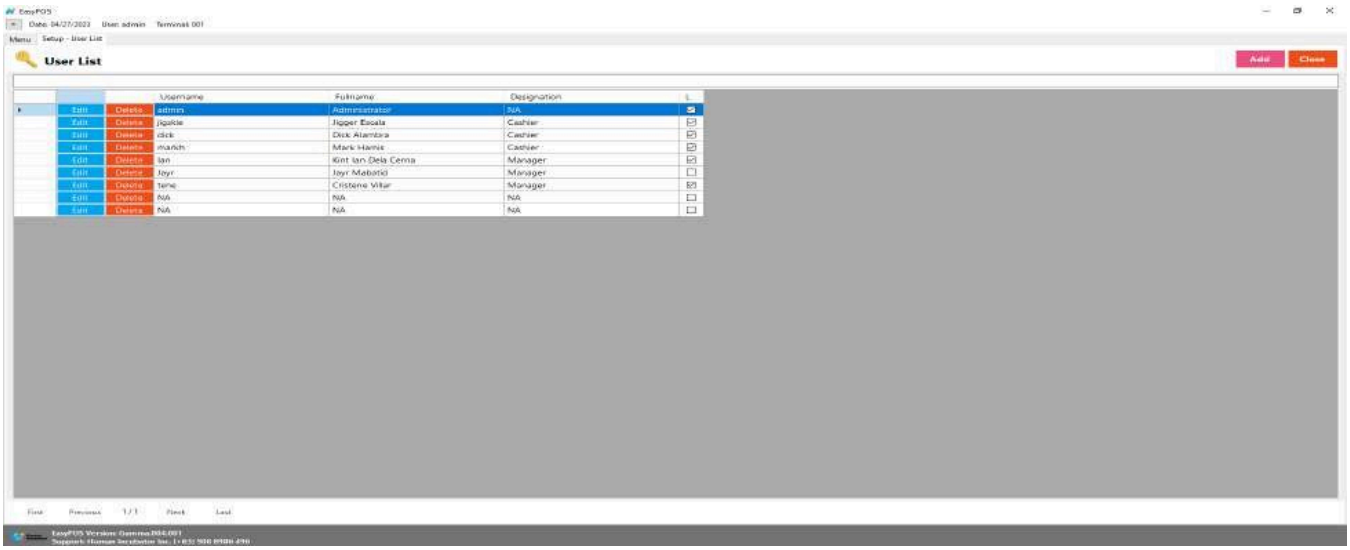
User Setup 103

Overview 103

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

User List 103

- Shows the list of all added system users.
- To search, type in the search box and press **Enter**.
- Delete button will proceed to deleting unlocked user record details. Only a user that has been unlocked can be deleted.
- 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.



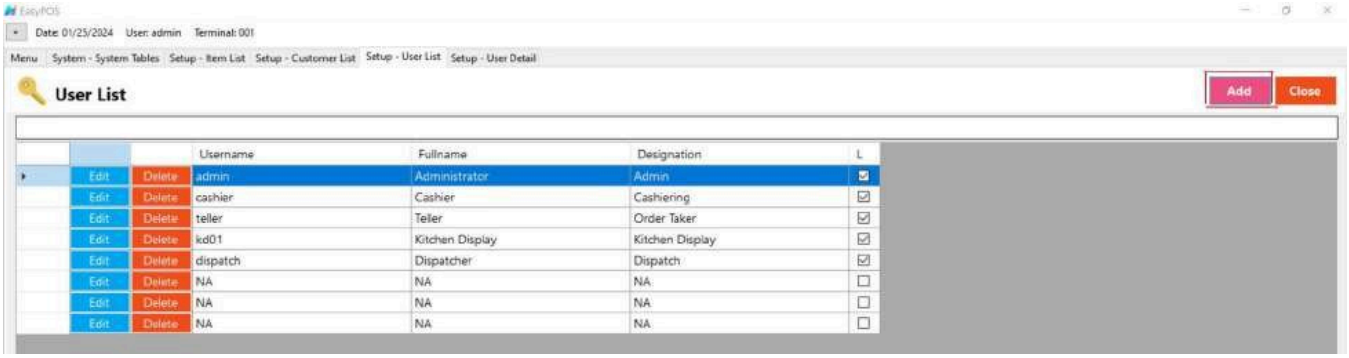
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User Detail 104

"**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.

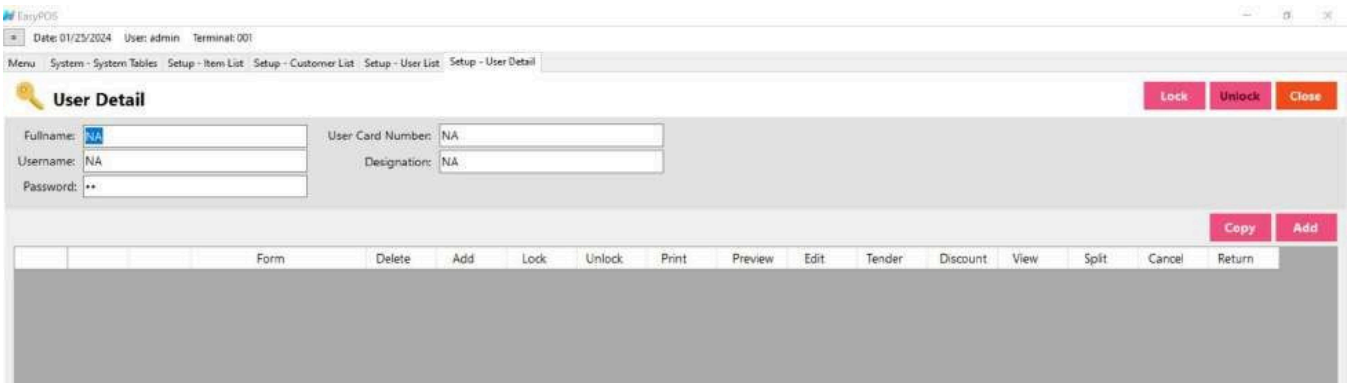
- **Assumption**: **Add** button is already clicked on the upper right corner in the user list.



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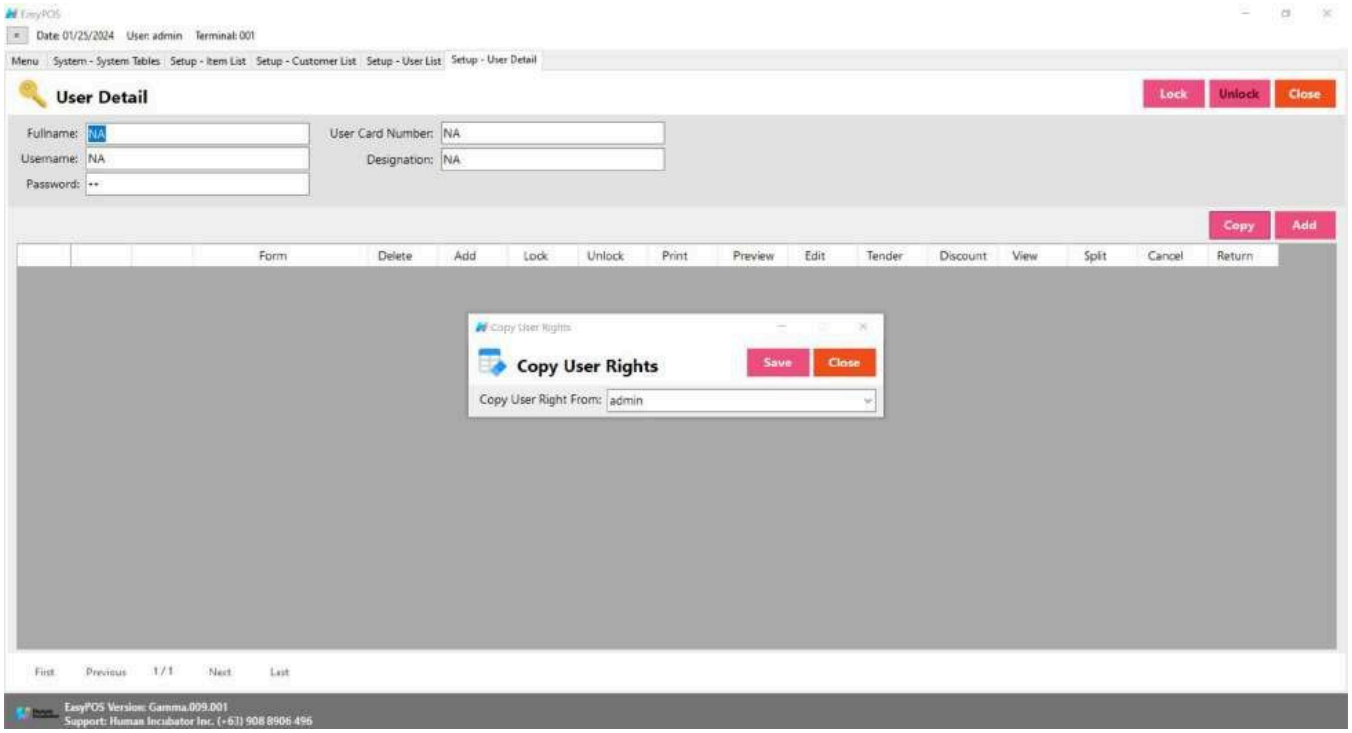
- Fill up all the necessary information like:
    - Full Name, Username, Password
- Other optional information:
    - User Card Number, Designation

> **Note:** At present the User Card Number must also be filled up before the user can be locked (known issue, being fixed). Clicking Add creates a row with the name “NA” before the user is locked; fill it up and lock it, or delete it.



Original manual, page 105

- 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**. Only locked users can be chosen as the source. The current rights of the user being edited are replaced by the copied rights.



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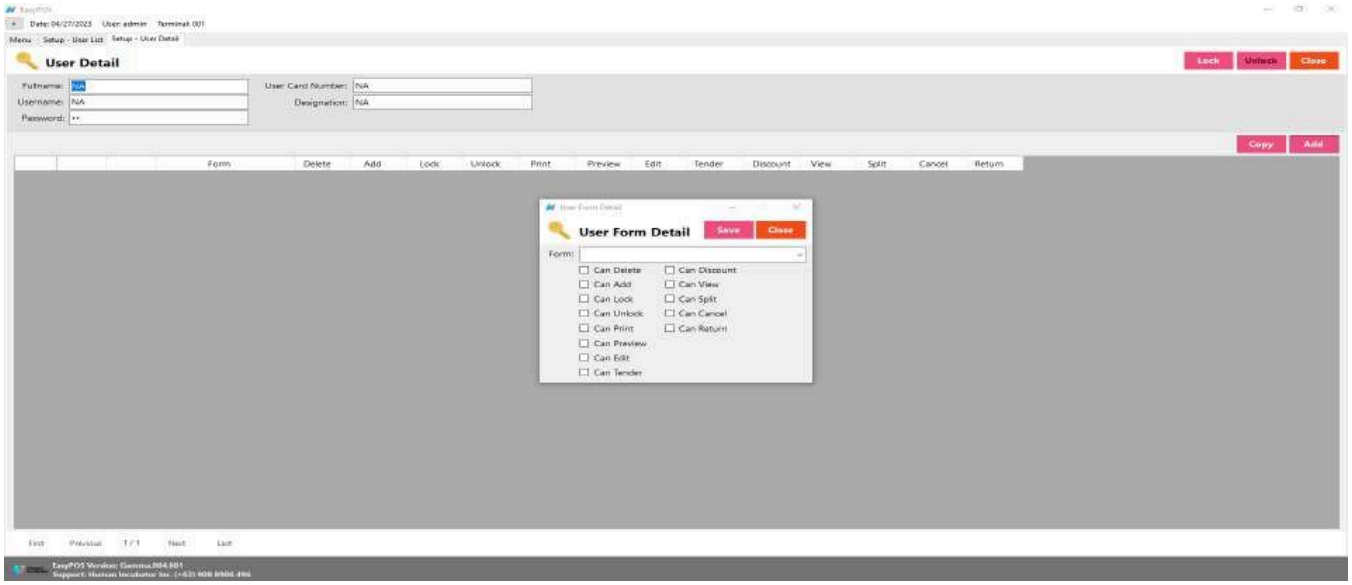


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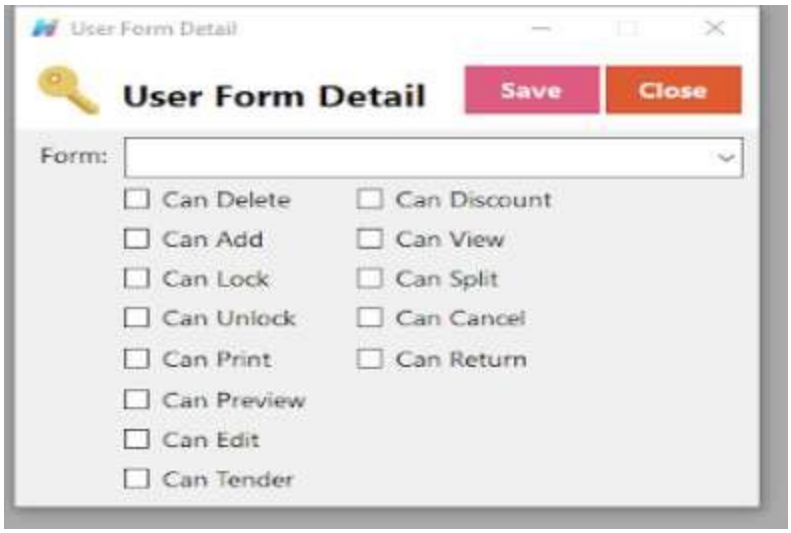
- The **Add** button will proceed to customizing the user rights. For each form, tick the rights the user may use:

Right	Meaning
Can Add	Add new records in the form
Can Edit	Update existing records
Can Delete	Delete records
Can Lock	Lock (save) records
Can Unlock	Unlock records for editing
Can Print	Print documents or reports
Can Preview	Preview before printing
Can Tender	Settle (tender) a sale
Can Discount	Give discounts
Can View	Open the form

Can Split	Split a bill or order
Can Cancel	Cancel a transaction
Can Return	Return items



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- Click Save and lock buttons to save and lock the user detail. Once locked, no field can be edited, including the password.
- Click the Unlock button to unlock the user detail and enable editing/updating user details, lock to save.

> **Note:** At present the system does not check for a duplicate Username when locking, so use a Username that no other user has (known issue, being fixed). Copy User Rights and adding rights may also replace existing rights or register the same form twice; check the rights list after using them (known issue, being fixed).

Currency Setup 107

Overview 107

- It is where the user can set up currencies.

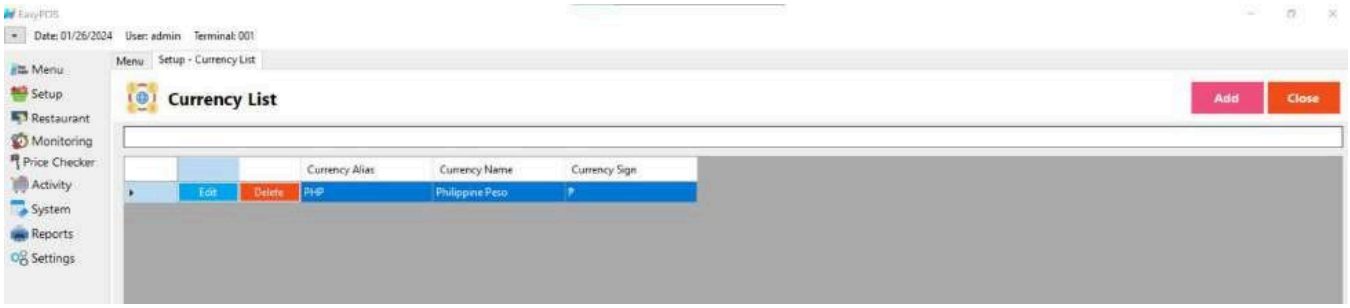
Currency List 107

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. The columns are **Id**, **Currency Alias**, **Currency Name** and **Currency Sign**, newest first, 50 per page.
- The search box looks for the Currency Alias only.
- **Delete** button will proceed to deleting the currency after a confirmation ("Delete Currency?"). A currency that is used in an exchange rate cannot be deleted.

  > **Note:** Do not delete the base currency. At present the system still allows it (known issue, being fixed).

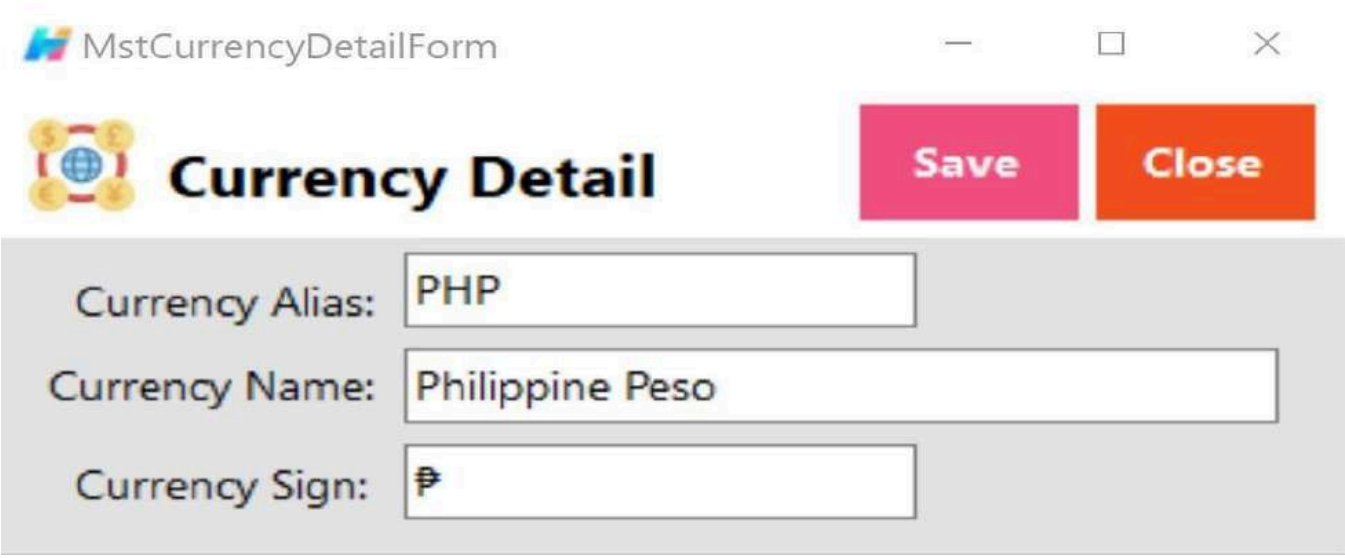
- The **Edit** button will proceed to updating currency details.
- **Add** button will proceed to adding a new currency.
- **Close** button will proceed to closing the currency list page.



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Currency Detail 108

- 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.

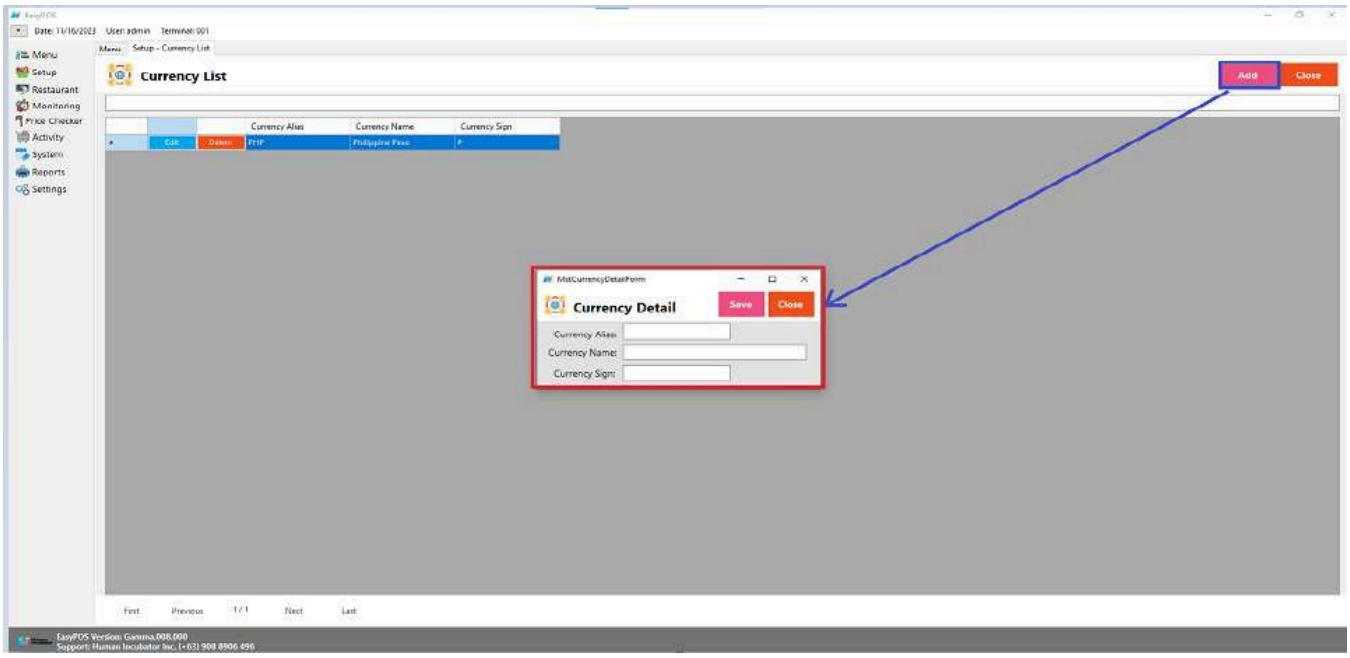


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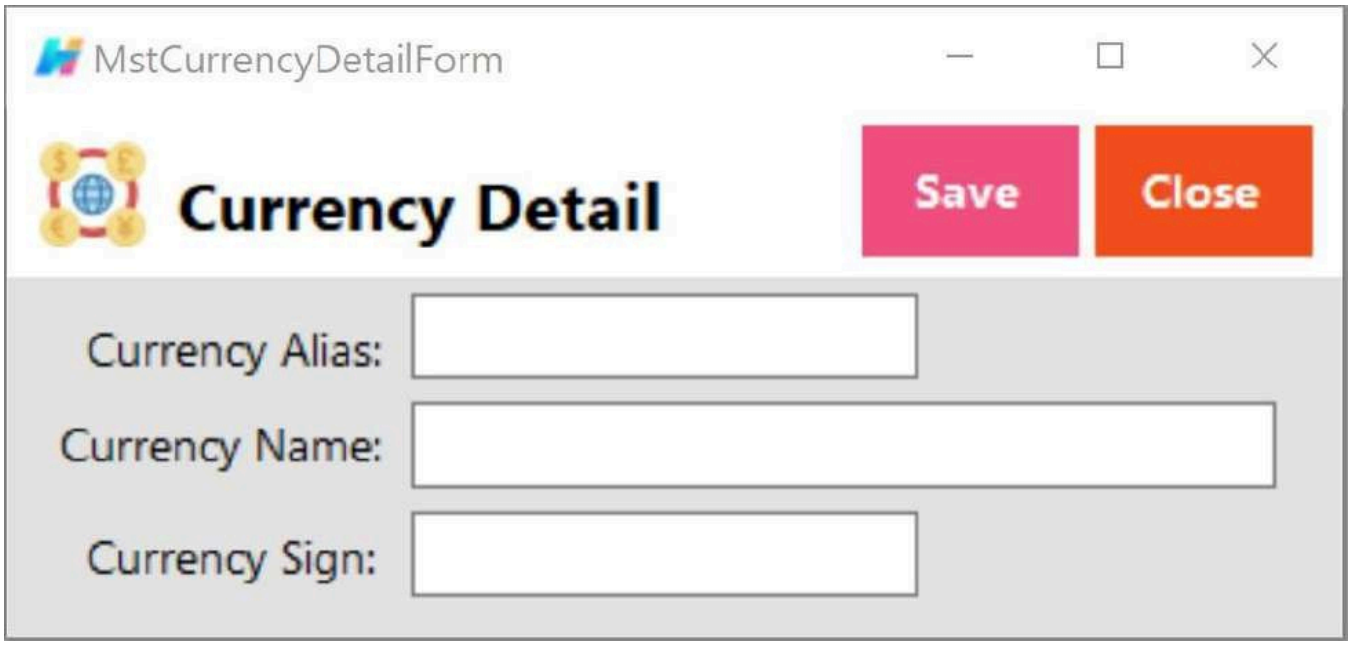
- **Assumption**: **Add** button is already clicked on the upper right corner in the Currency list.
- Fill up all the necessary information like:
    - Currency Alias (up to 50 characters), Currency Name (up to 255 characters) and Currency Sign (up to 50 characters), in this order on the screen. Make sure that the currency sign for Philippine Peso must
    - be the Peso sign "₱" and not the letter "P". If the sign is not on the keyboard, copy it and paste it into the Currency Sign field.

> **Note:** At present the system does not check the entries: it accepts blank or duplicate entries. Fill in all three fields and do not repeat an existing currency (known issue, being fixed).

- Click the **Save** button to add currency



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CHAPTER 6

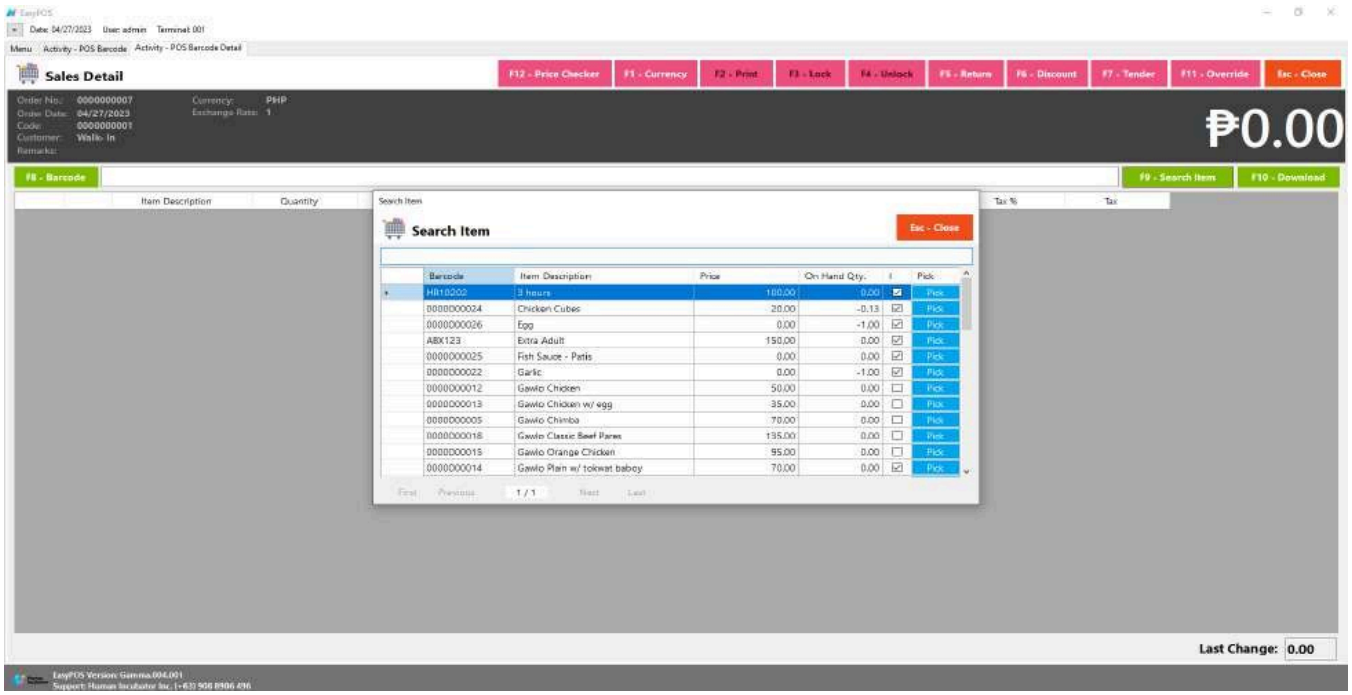
VI: Activity

Activity - POS Barcode 111

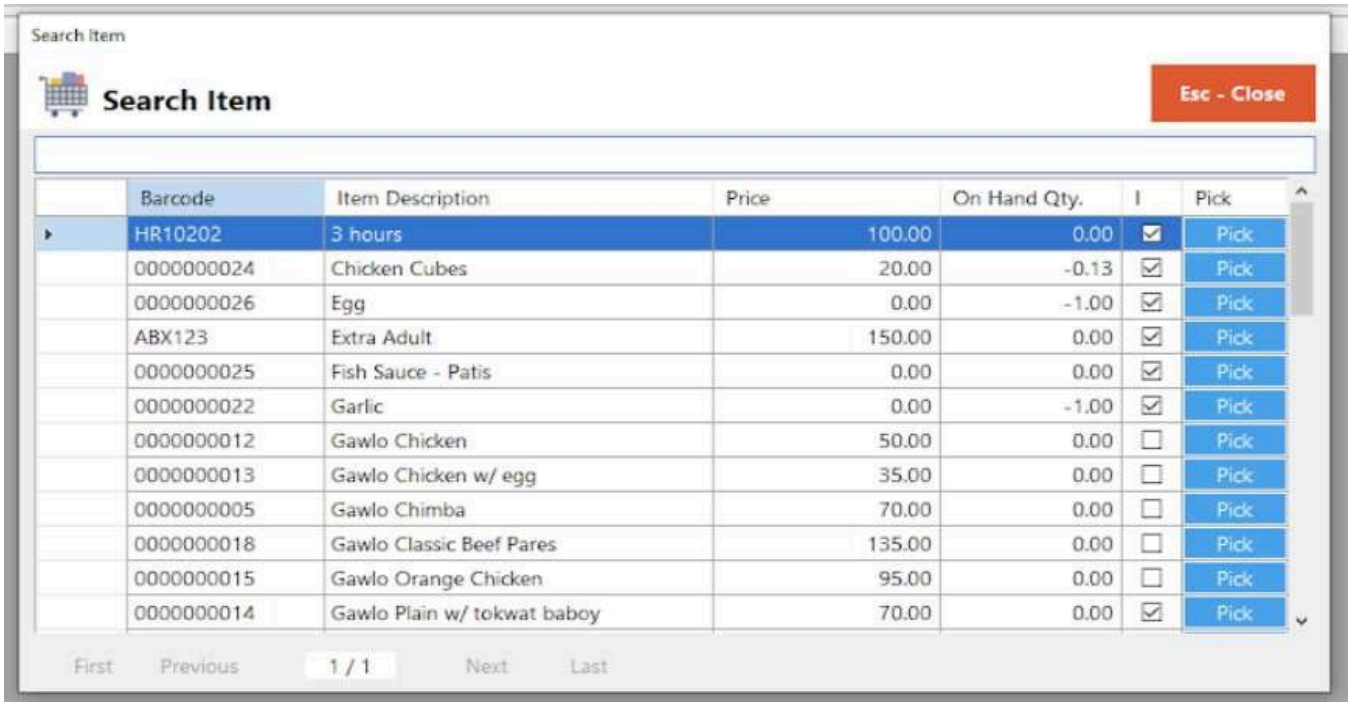
Overview 111

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

User Interface 112



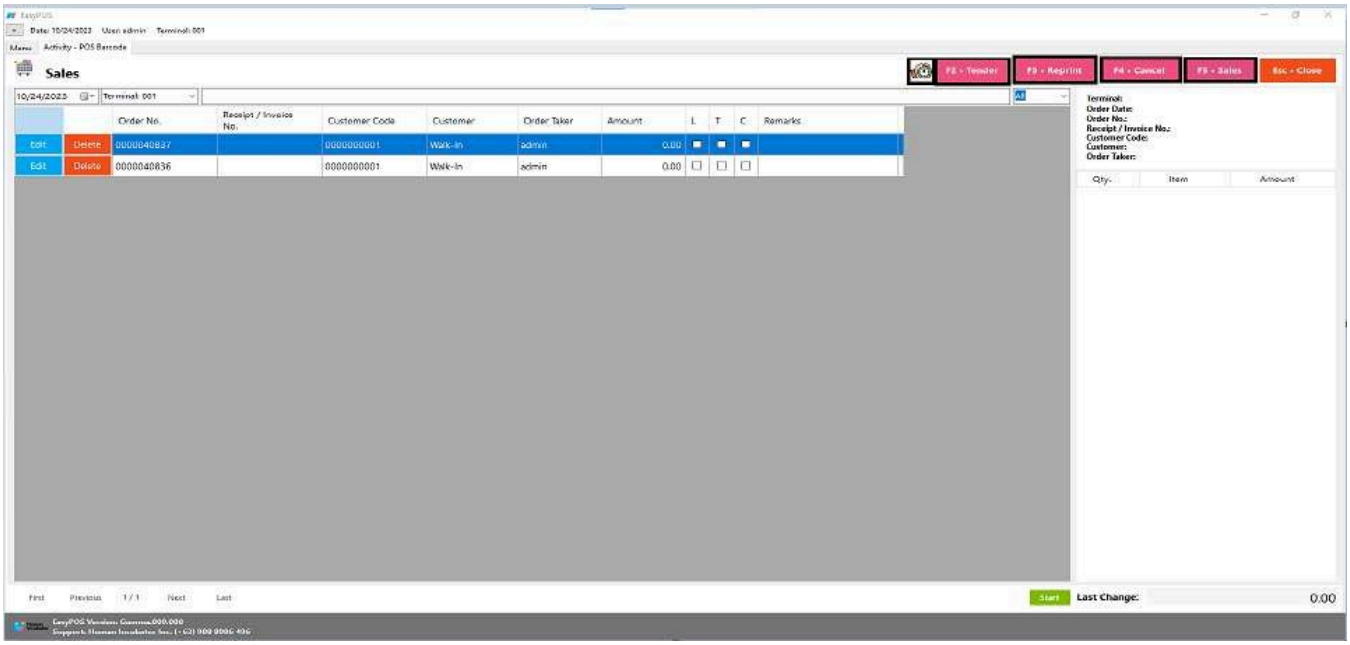
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Barcode Sales List 112

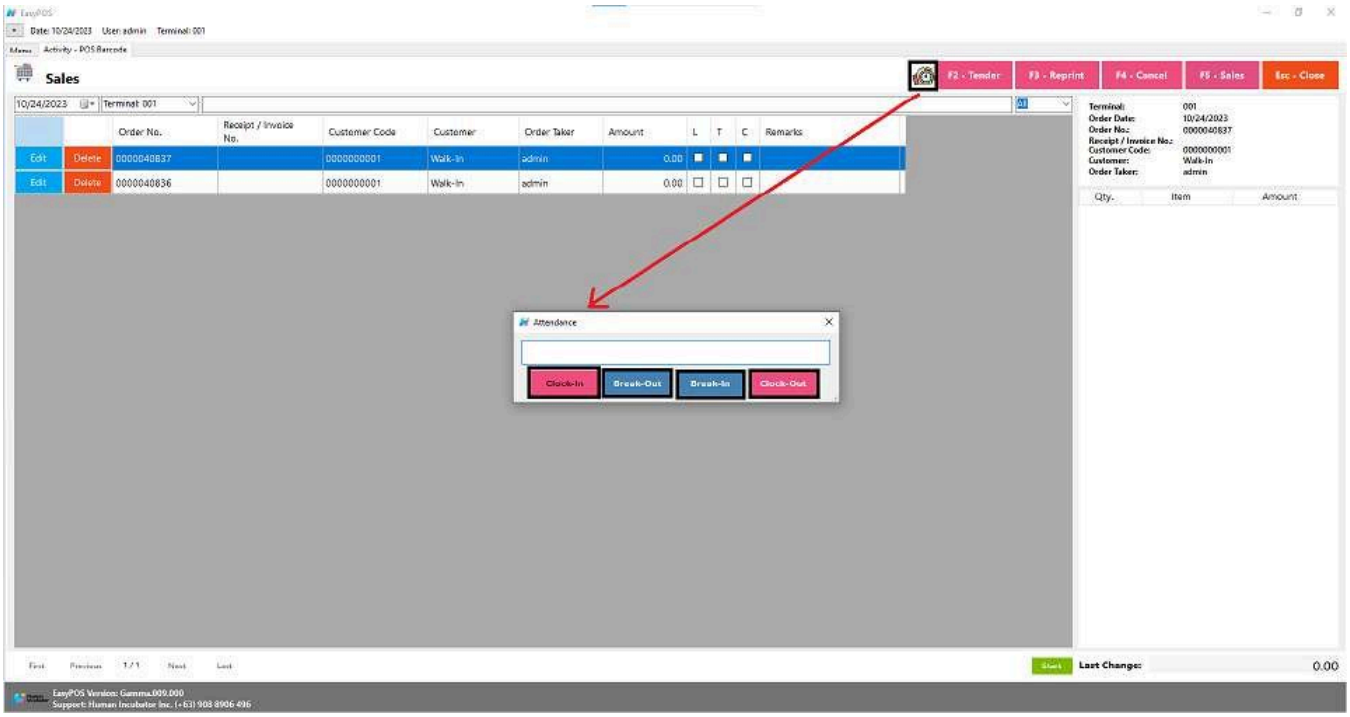
- Shows the list of all barcode sales transaction lists.
- The **Tender** button will proceed to tender sales that are not yet tendered. Only the sales of your own terminal are listed for tendering. Tendering a sale with a zero amount requires the **Allow Tender Zero** setting; a negative amount cannot be tendered.
- The **Reprint** button will proceed to reprint the Official Receipt(OR) for tendered sales. A canceled sale cannot be reprinted.
- The **Cancel** button will proceed to cancel the tender item. It will print a canceled receipt. Only tendered sales can be canceled. Enter the reason for the cancellation in **Remarks**.
- The **Sales** button will proceed to adding line items. If the **Prompt Login Sales** setting is ON, the login form appears first; log in to continue. Each click creates a new empty sale. If you do not use it, remove it with the **Delete** button.
- The **Edit** button will proceed to editing sales. Sales that are already tendered or that belong to another terminal cannot be edited.
- The **Clock** icon will proceed to the Attendance feature. The icon is shown only when the **Enable DTR Feature** setting is ON.
- The **Delete** button will proceed to deleting sales. Make sure that the sale(s) is unlocked. Locked or tendered sales and sales of another terminal cannot be deleted. Close the sales detail tab first if it is open.



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Attendance Feature 113

- Make sure the **Enable DTR Feature** setting is ON, then click the **Clock** icon to proceed in the attendance form
- First select the button you need: **Clock-in**, **Break-out**, **Break-in** or **Clock-out** (**Clock-in** is selected by default)
- Input the user card number, then press **Enter**
- 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



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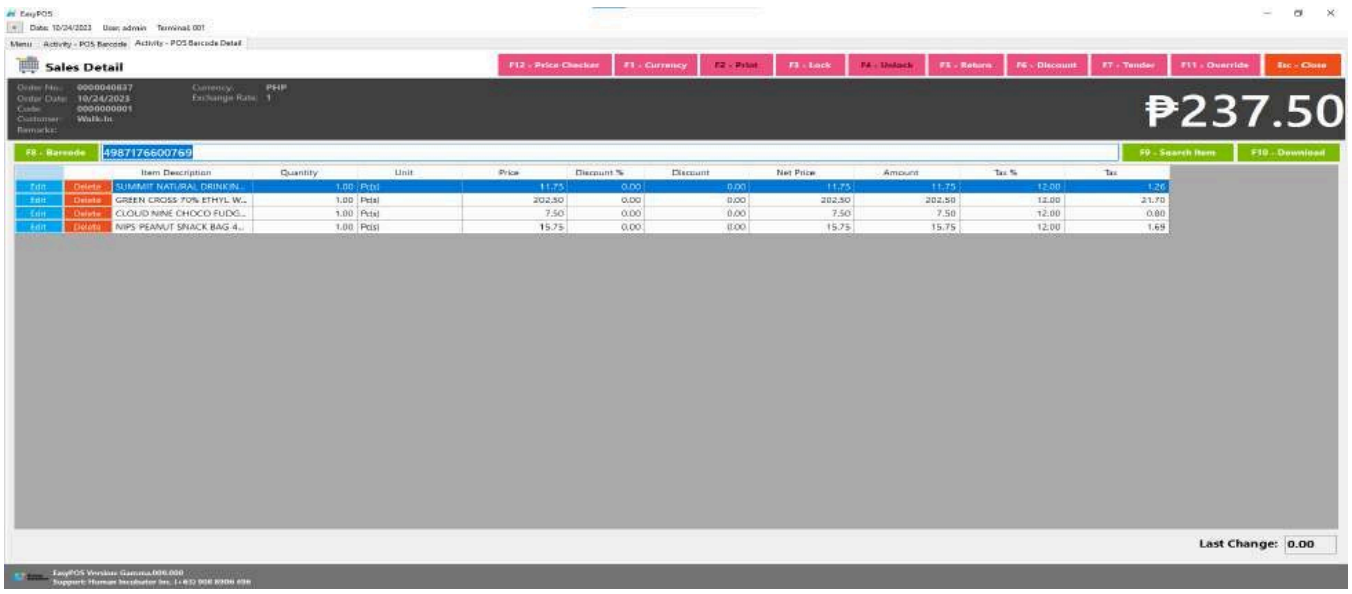
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Barcode Sales Detail 114

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

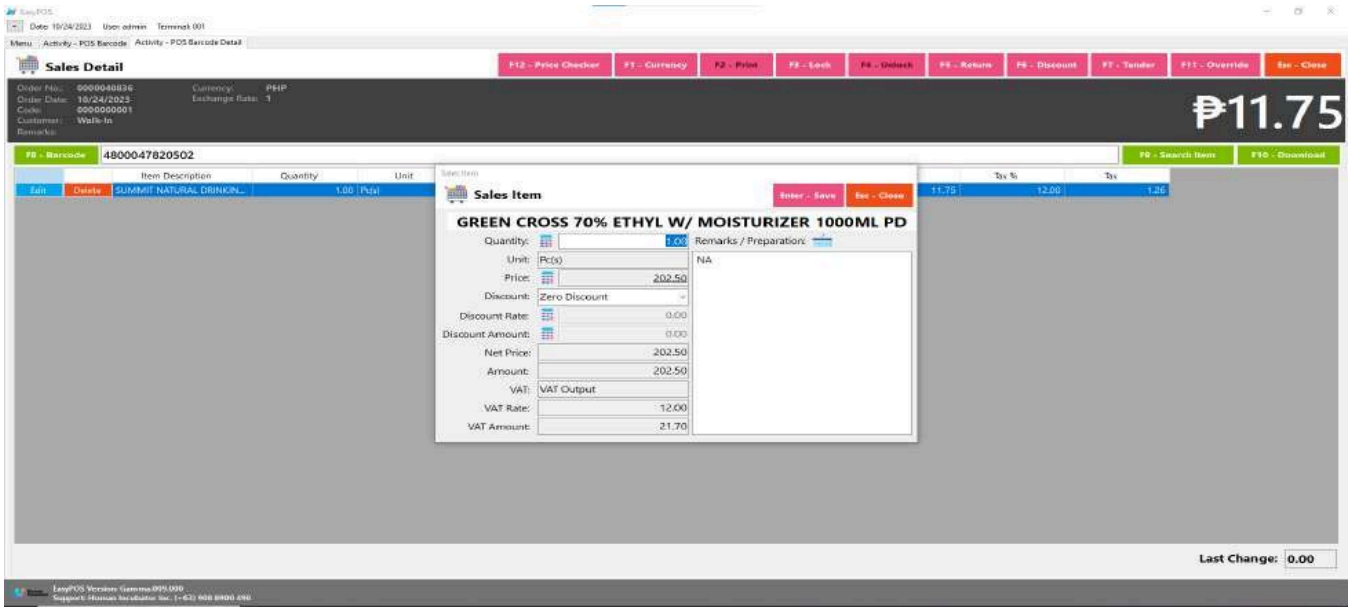
  a. By scanning the item barcode. Scan the item barcode

  If the Barcode Quantity Always One feature is enable or check in the settings, it automatically add sales line item with a quantity of one. The **Barcode Quantity Always One** feature is found in the **Settings**.

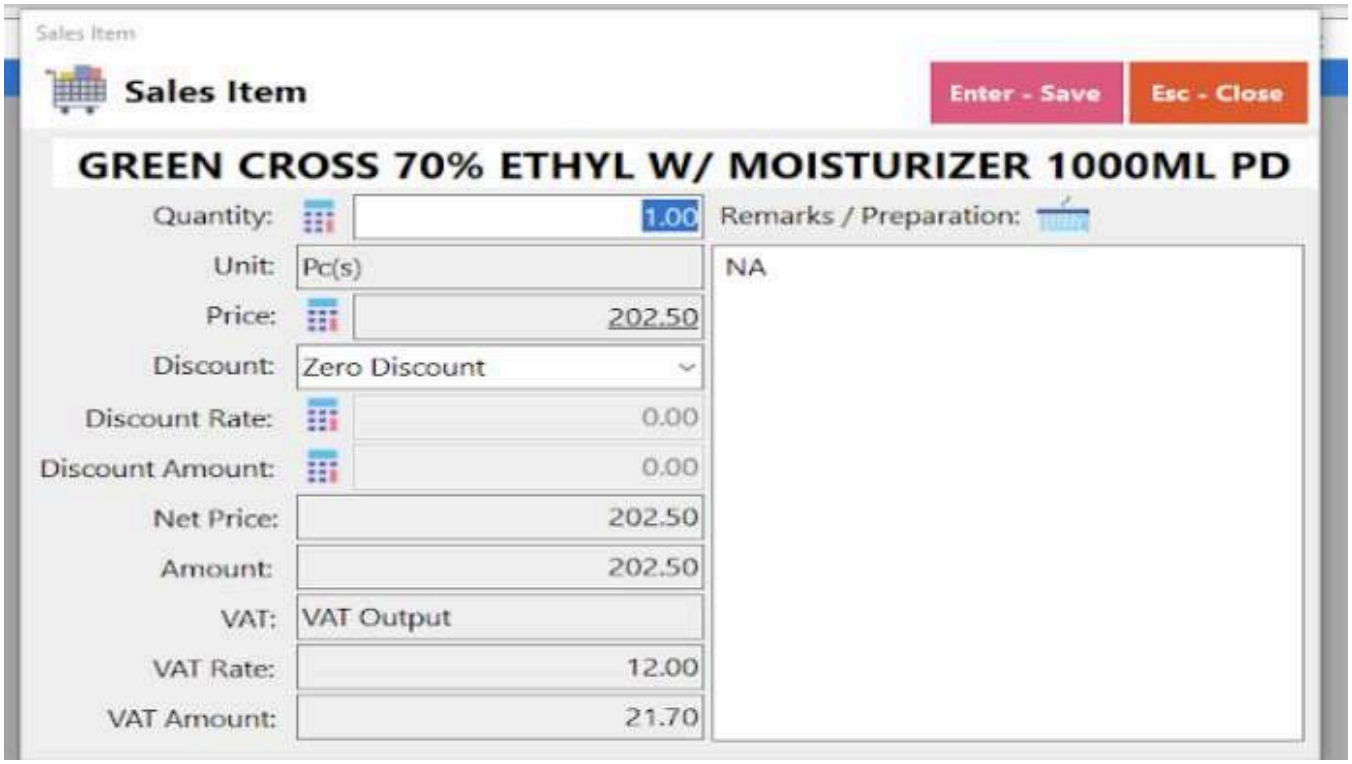


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- If it is unchecked, the sales item form will appear to allow you to edit the quantity.



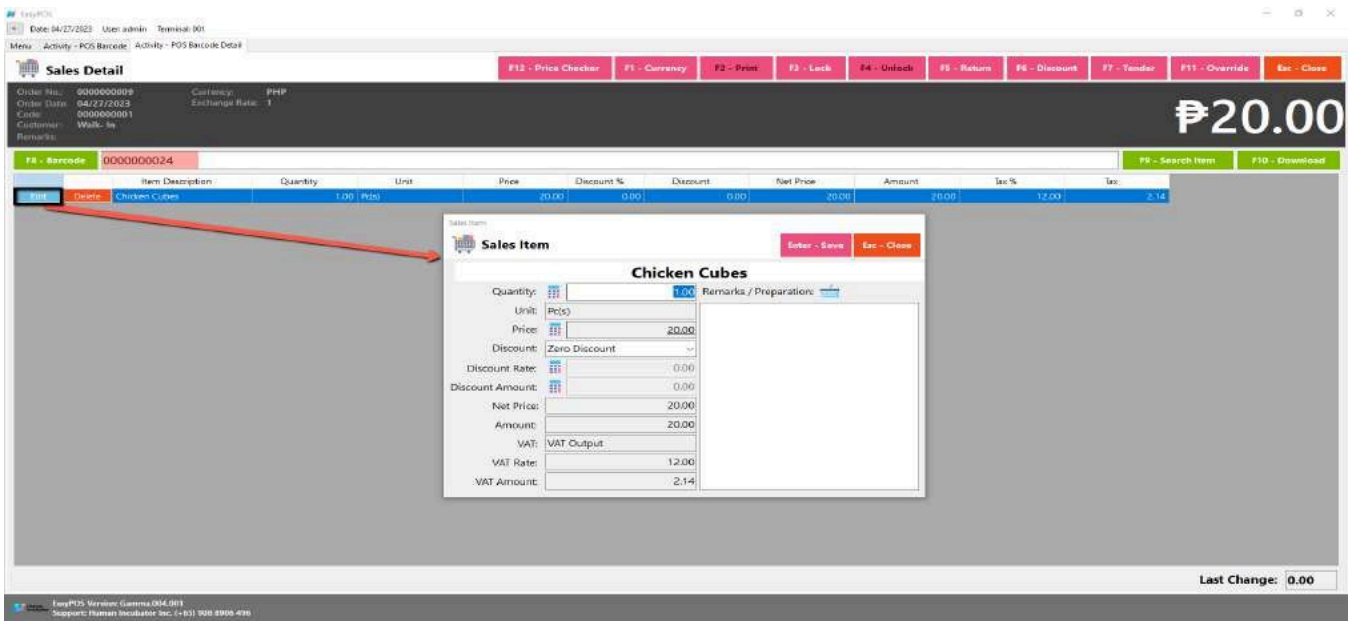
Original manual, page 116



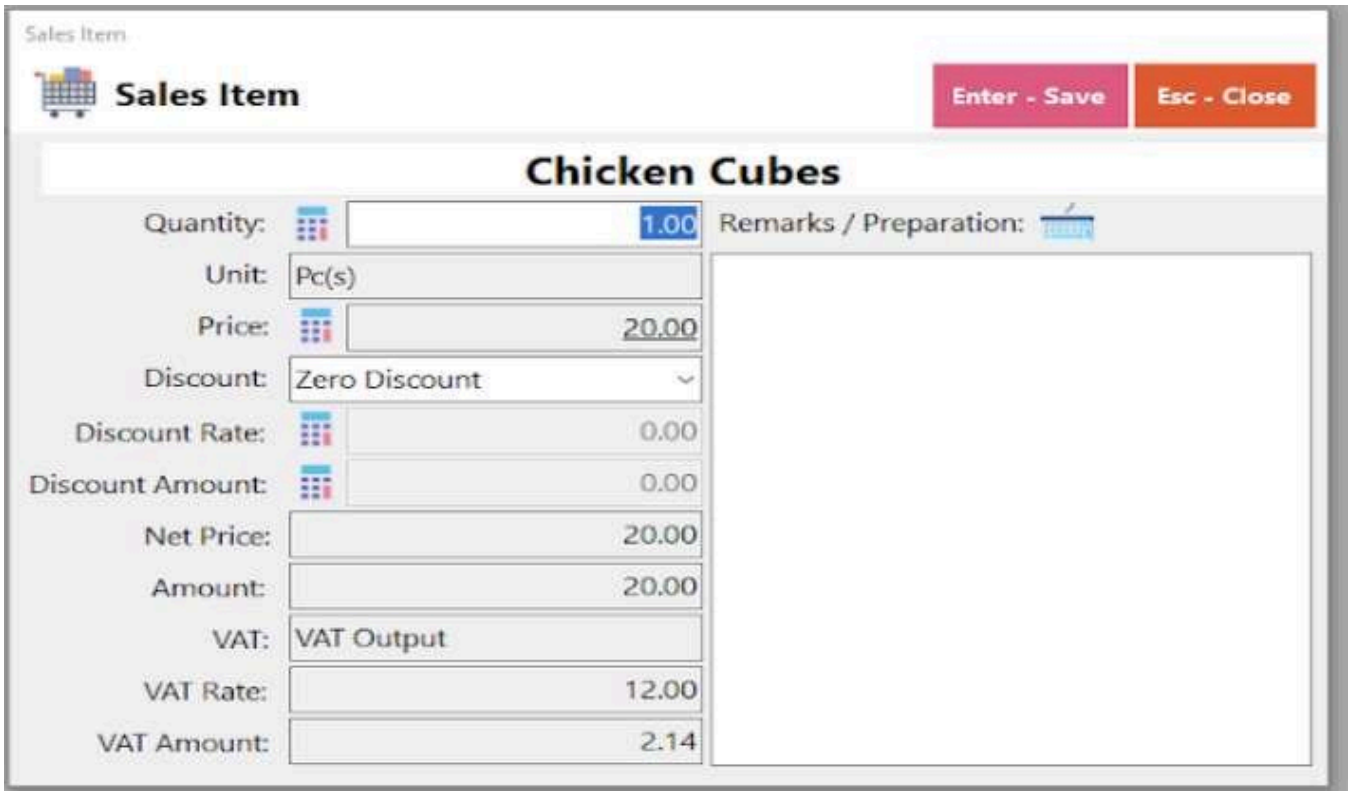
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a. By inputting the barcode. Fill out the empty field with the correct item barcode then hit **Enter** from your

- keyboard. Matched item(s) will automatically be added to the sales line item.
    - After the item is successfully added to the sales line item, click the **Edit** button beside the item to edit the line item detail.
- Provide the required information for line item detail such as:
    - Quantity
    - Discount
    - Price (can be changed only when the **Enable Edit Price** setting is ON)
    - Remarks
- The line item detail also shows the VAT of the item.
- The **Edit** and **Delete** buttons of a line item are shown only while the sales is unlocked and you have the permission. Click the **Delete** button beside the item to remove that line item.
- 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.



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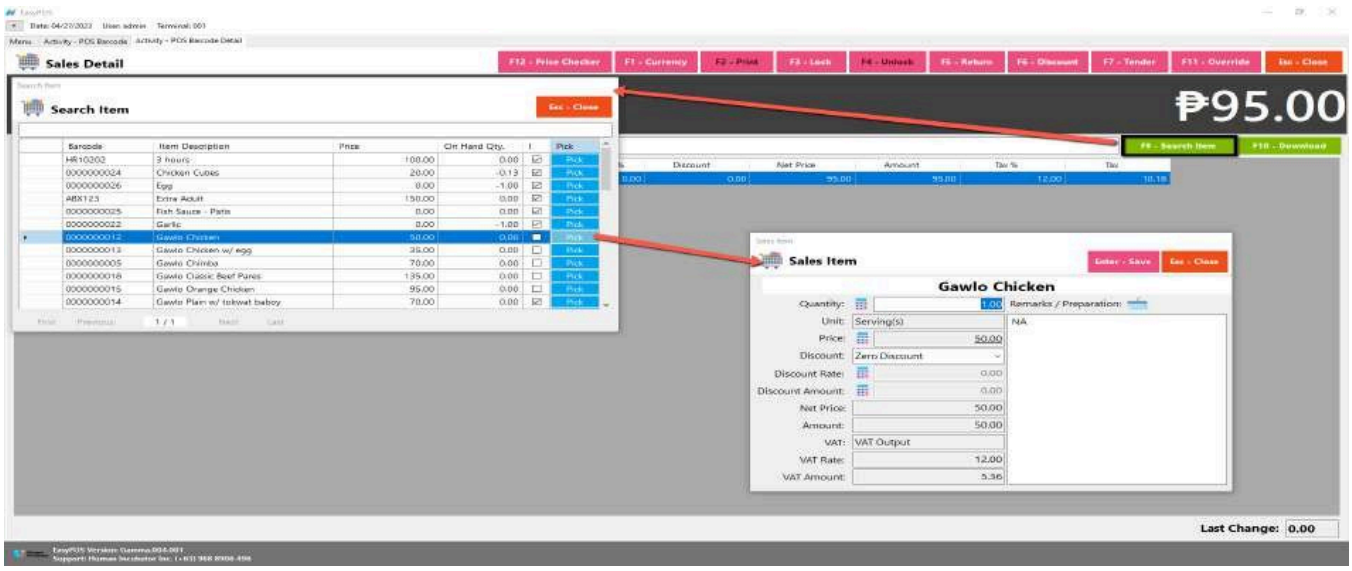


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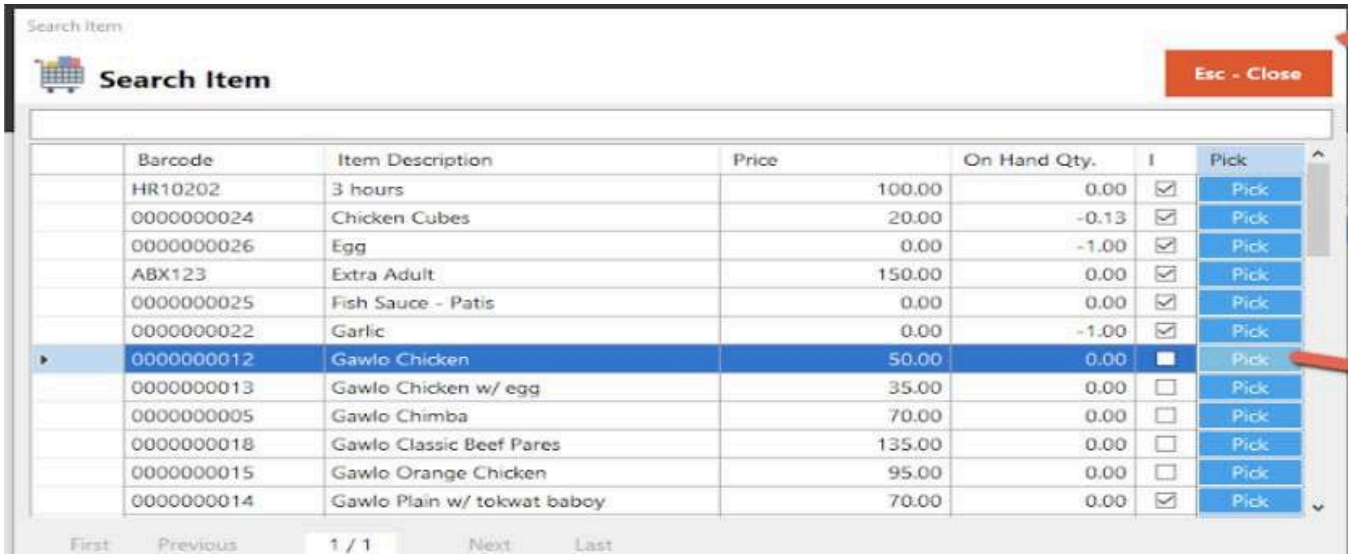
a. By the Search Item button, when clicked, a list of items is displayed. To add the item to the current sales,

- click the **Pick** button. Only approved (locked) items are listed.
    - 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.



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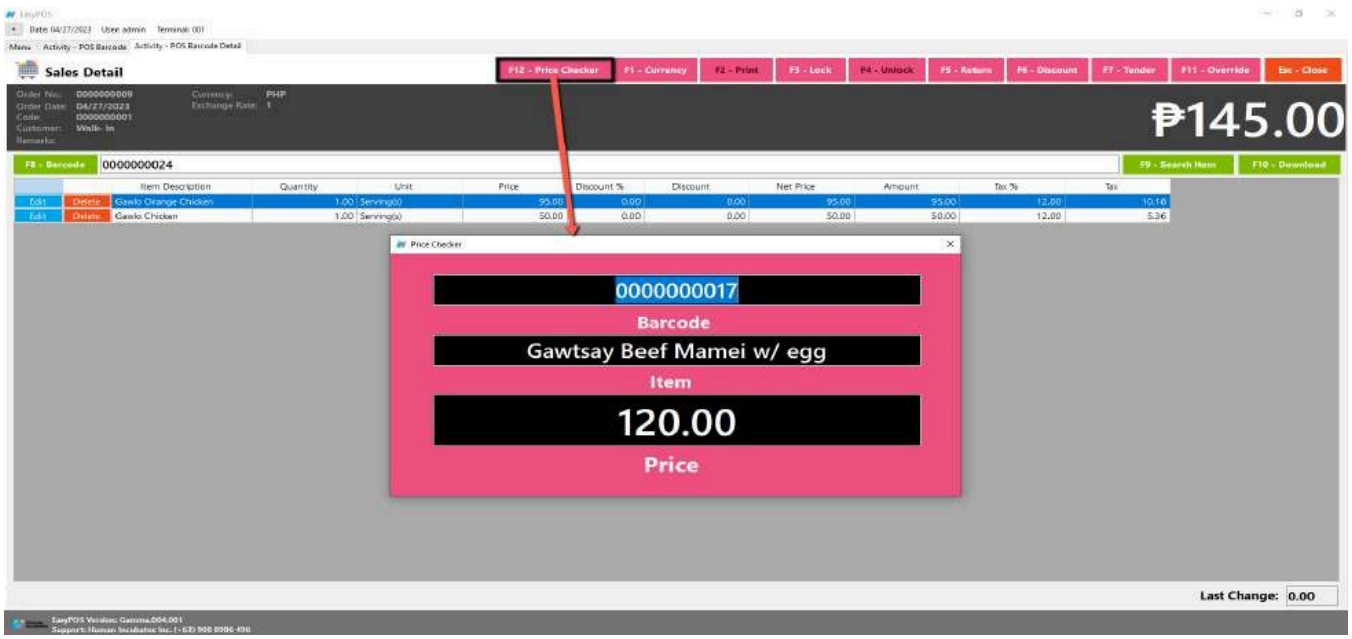
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Barcode Sales Detail - Relevant Buttons 121

- **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.



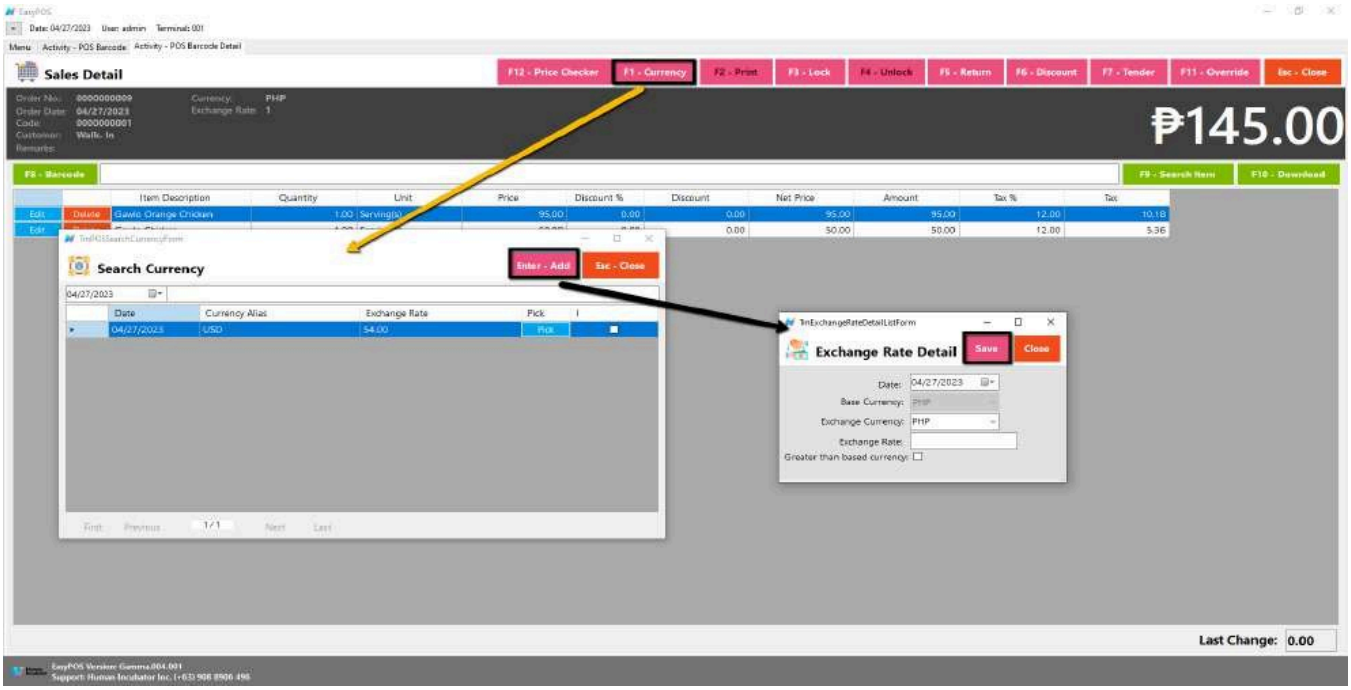
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- **Currency**
    - Click the Currency button when you want to have the transaction with different currency.
    - Once clicked, a Currency form will appear.
    - Select a currency where you want to use by clicking the **Pick** button. The currency is applied right away and the form closes.
    - If NO currency is displayed or the currency you want to select is not available,

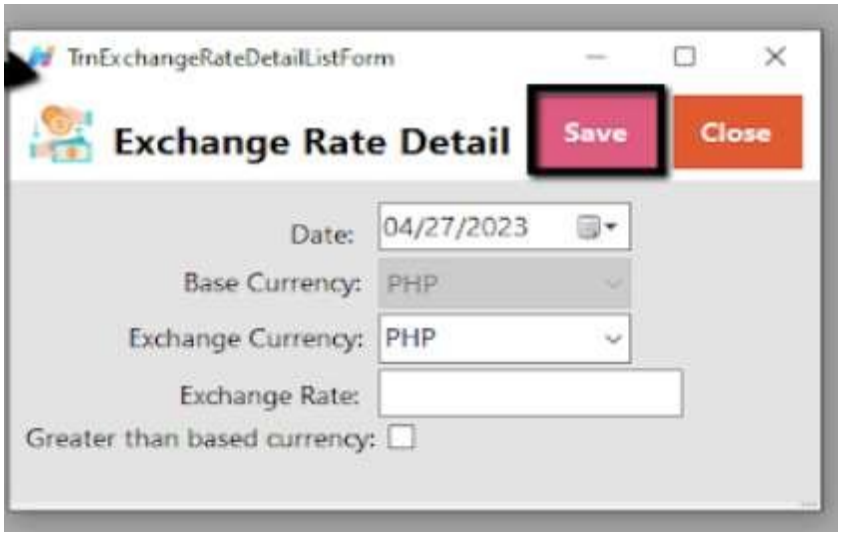
      Click the **Add** button. The **Exchange Rate** screen will open.

      Add the new currency and its exchange rate there, then close the screen.

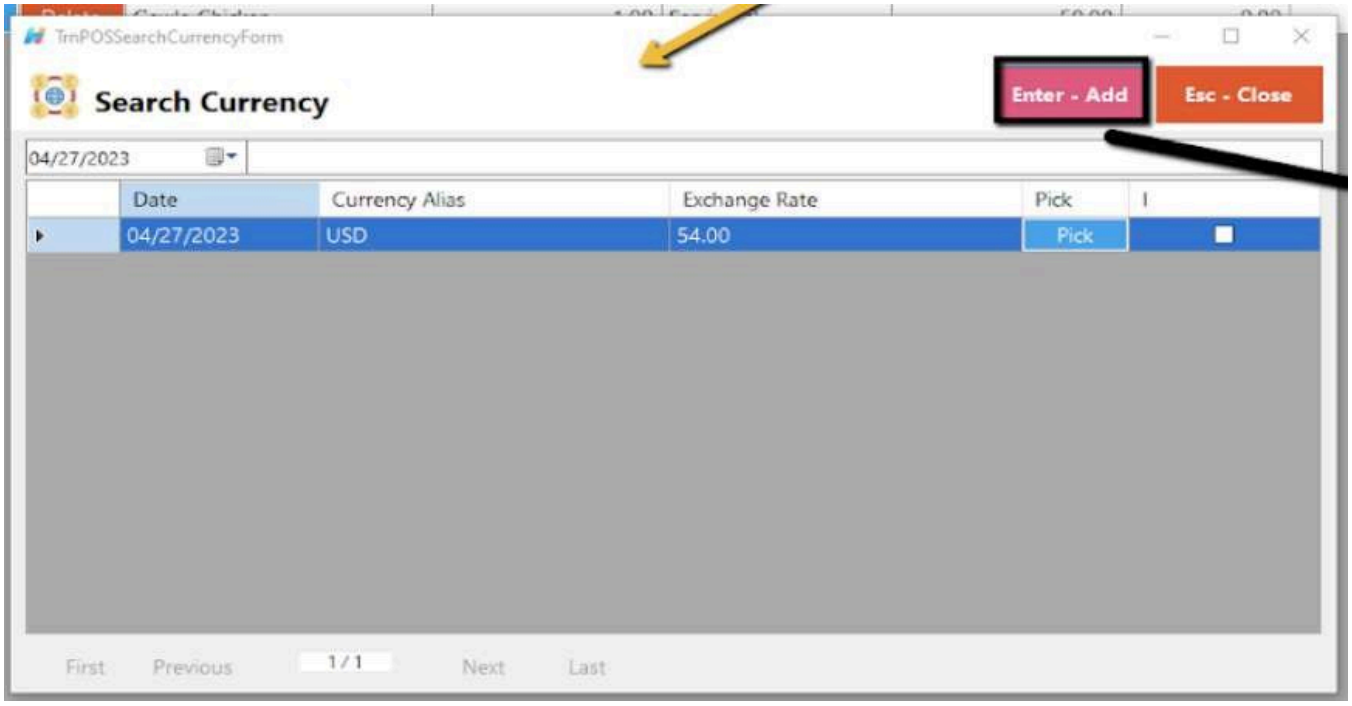
      Select the newly added currency by clicking the **Pick** button.



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- **Lock**
  - Click the Lock button to save the sales information.
  - Provide the necessary information then click the Lock button to finish locking the sales information. The Lock form asks for:

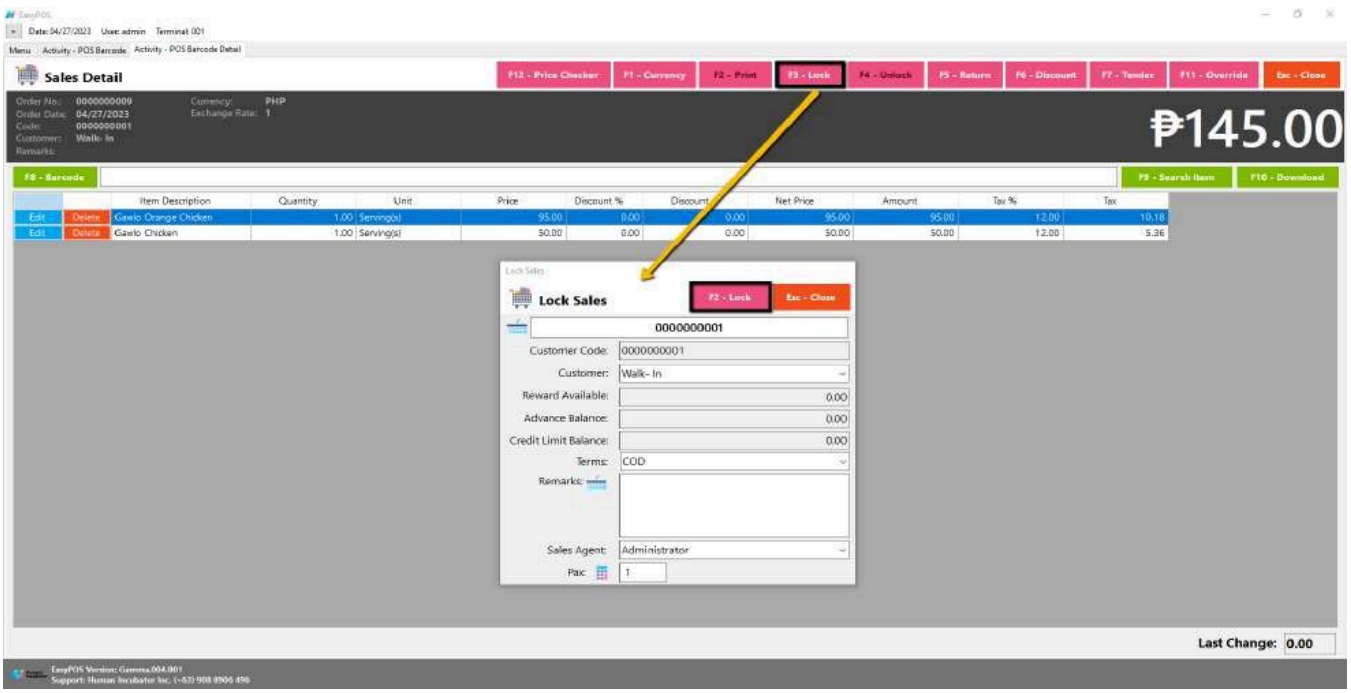
    Customer

    Terms

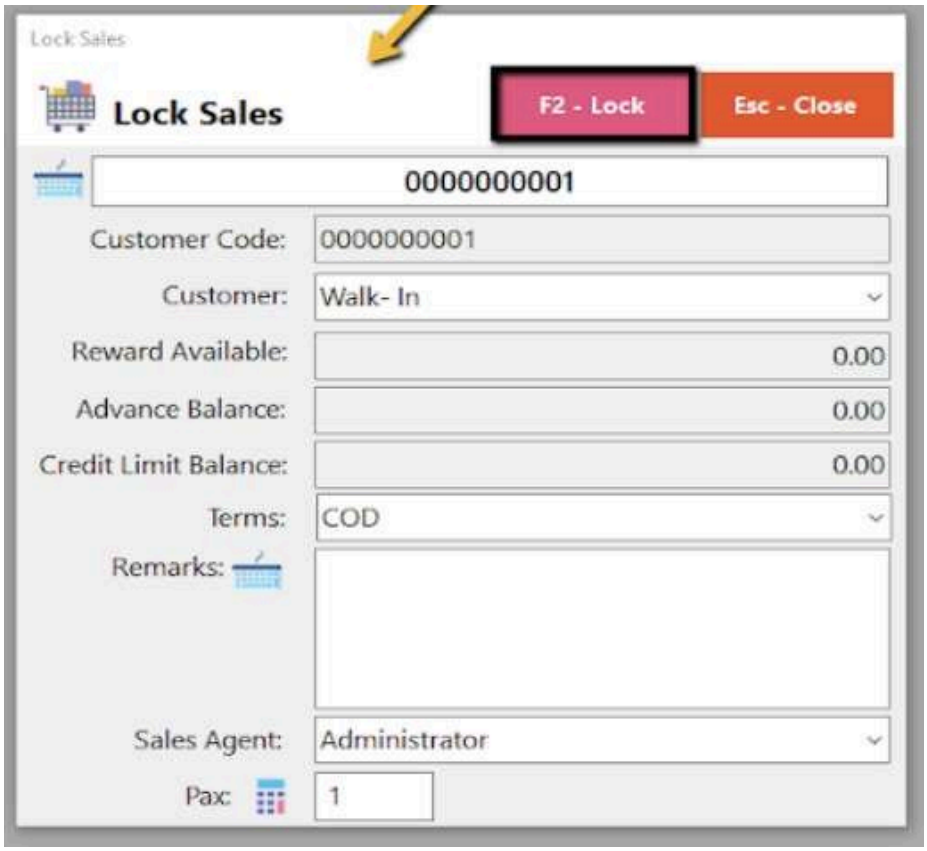
    Remarks

    Sales Agent

    Pax
  - The system checks the customer credit and the stock before locking.
  - After locking, the system asks "Printer Ready?" and then prints automatically.



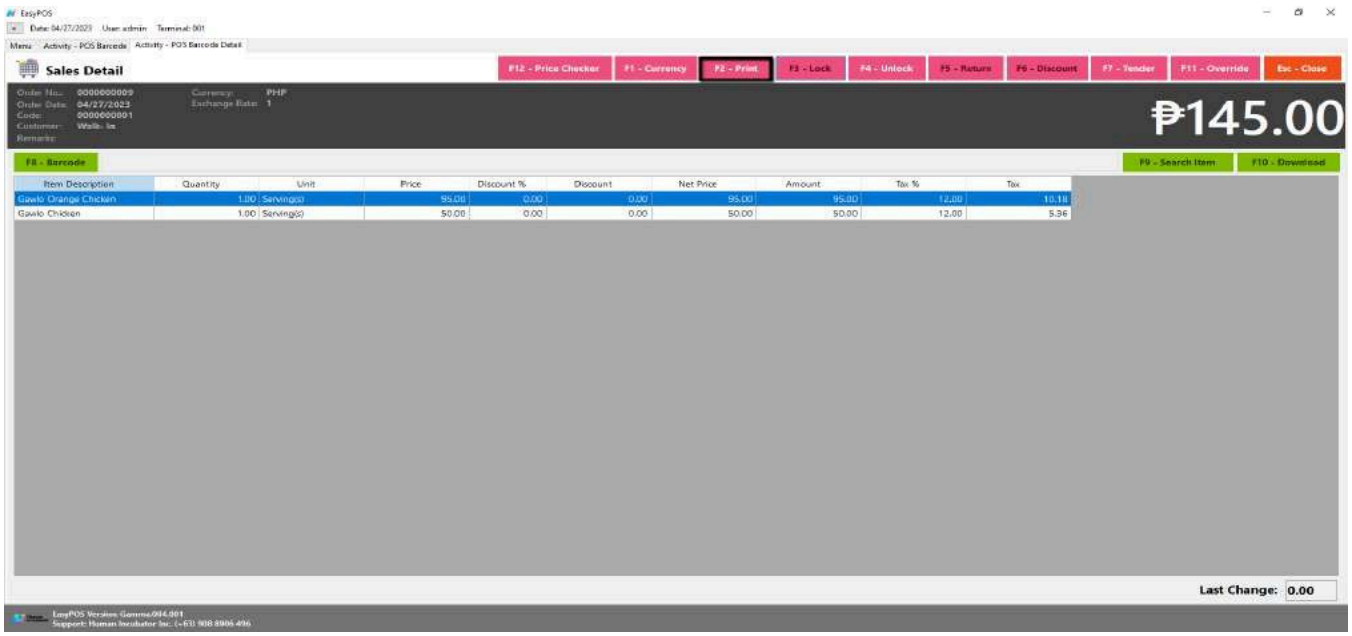
Original manual, page 125



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- **Print**
- Click the Print button to print the Order Slip. The Order Slip is sent directly to the printer. If the printer type is set to **Letter Printer**, a Sales Invoice PDF file is opened instead.
- Take note, Print will only be enabled once the Sales detail is already locked.

- When a PDF file is opened (Letter Printer), make sure to save it to a folder where you can easily locate it.



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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 50.00
1.00 Serving(s) @ 50.00
Gawlo Orange Chicken 95.00
1.00 Serving(s) @ 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

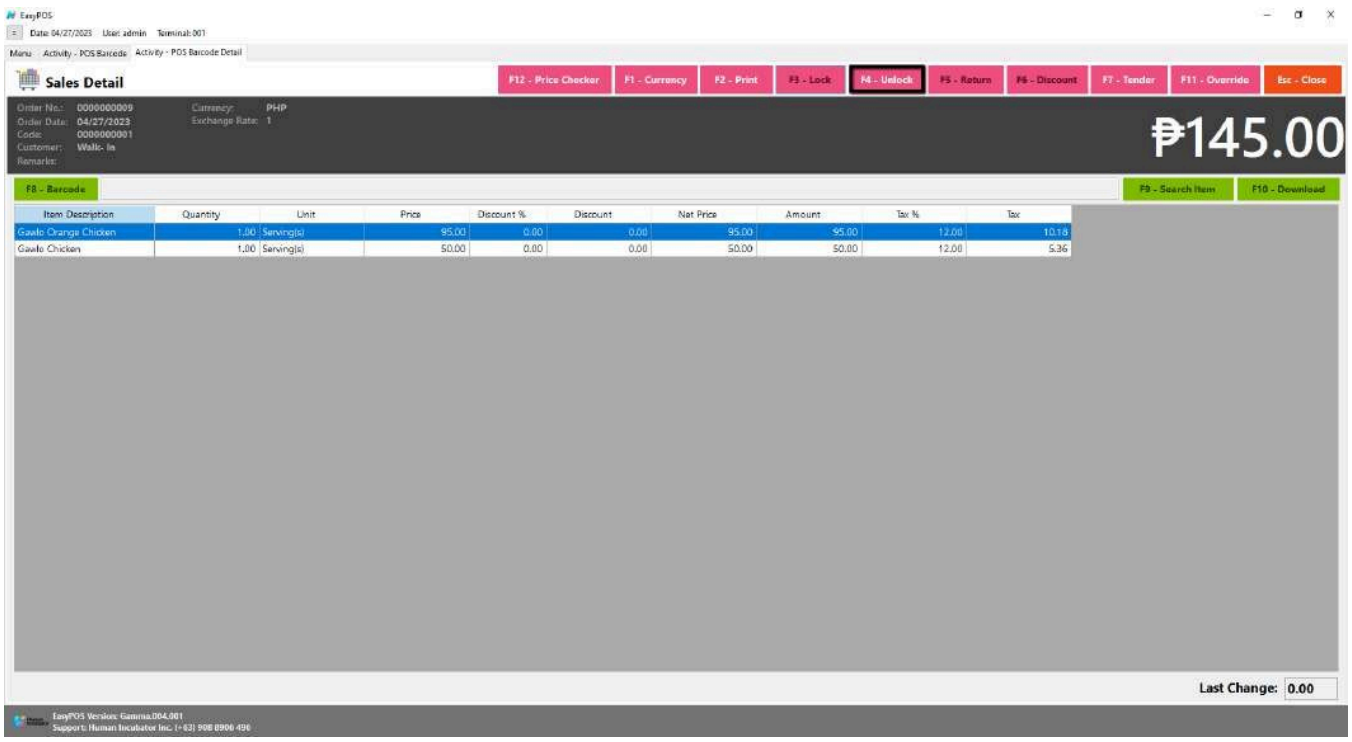
Accreditation No.: 000000000000
Date Issued: mm-dd-yyy
Valid Until: mm-dd-yyyy

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

Original manual, page 127

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

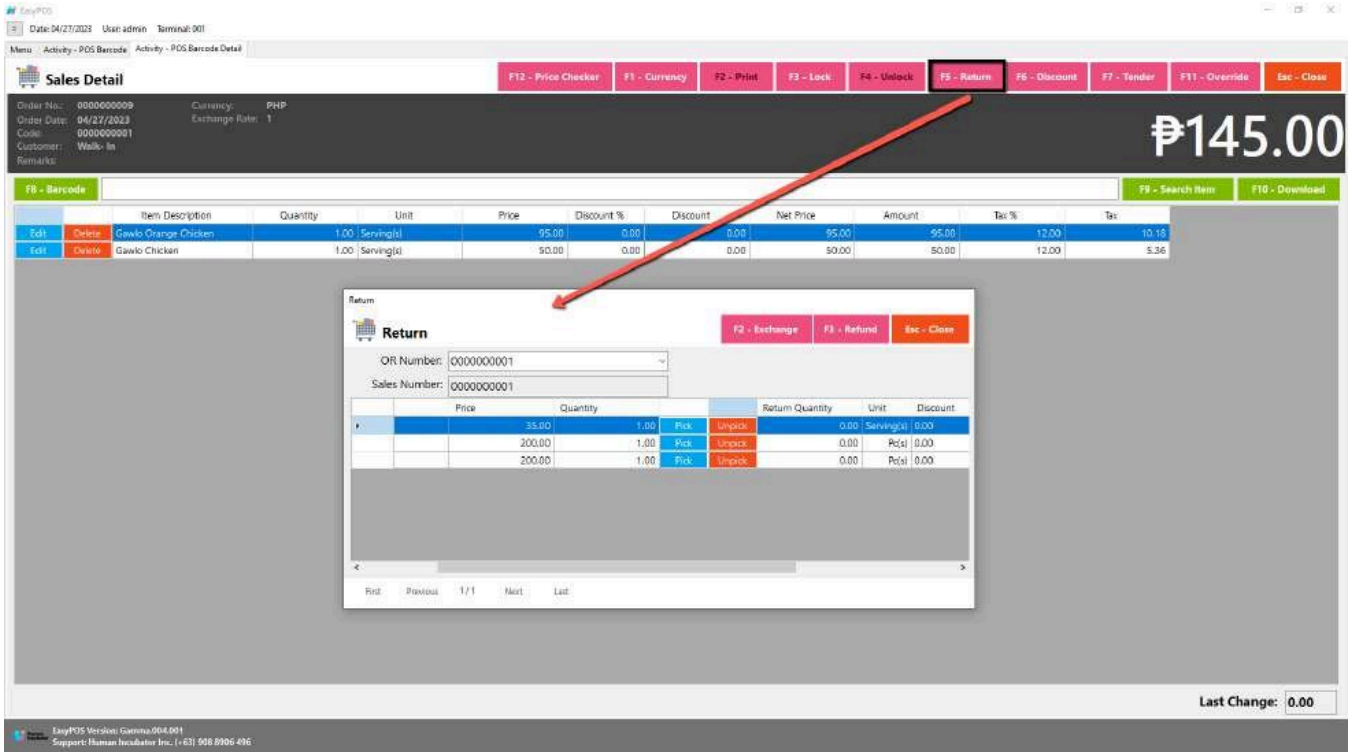


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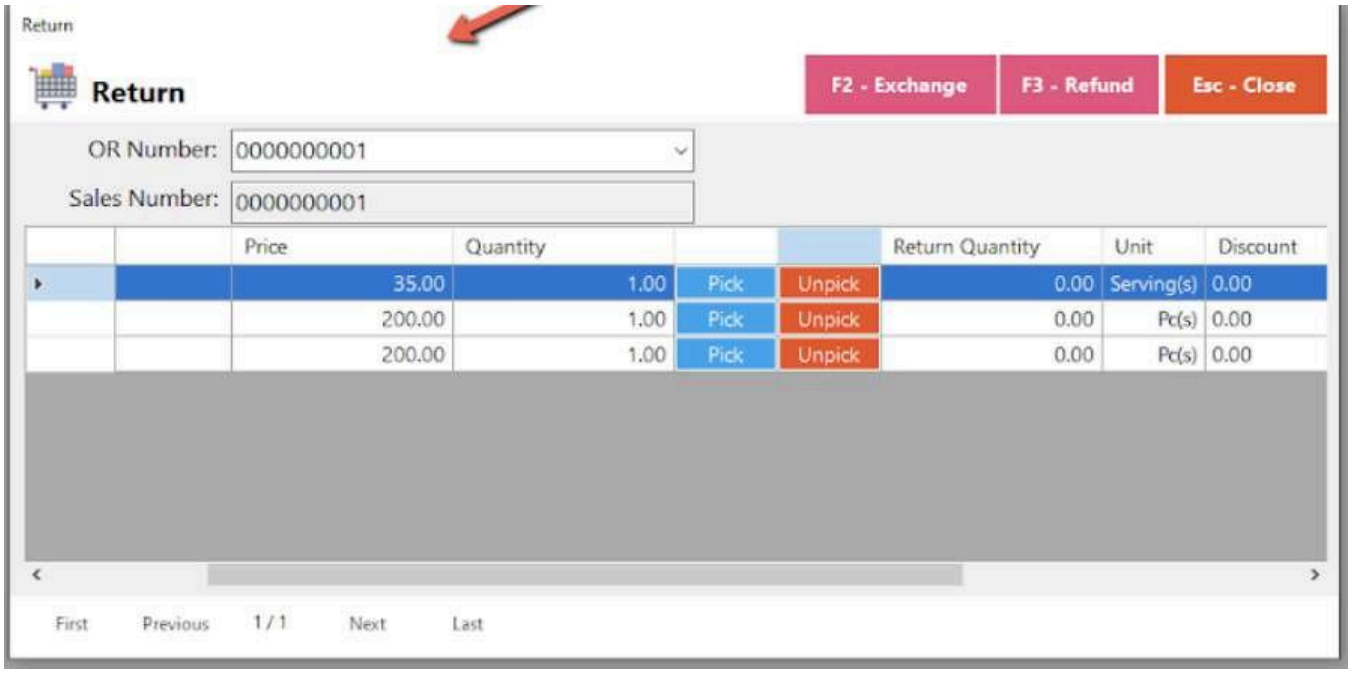
- The sales line items list has these columns. If the **Hide Sales Detail** setting is ON, the Unit, Discount %, Net Price, Tax % and Tax columns are not shown.
- **Item Description** - the description of the item.
- **Quantity** - the number of units of the item sold.
- **Unit** - the unit of measure of the item.
- **Price** - the selling price of one unit of the item.
- **Discount %** - the discount rate given to the item.
- **Discount** - the discount amount per unit of the item.
- **Net Price** - Price minus Discount.
- **Amount** - Net Price multiplied by Quantity.
- **Tax %** - the tax rate (VAT) of the item.
- **Tax** - the VAT included in the Amount: Amount divided by (1 + Tax %), multiplied by Tax %.
- **Return**
    - Click the Return button if the customer returned a product. Return can be used only while the sales is unlocked.
    - 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 **F2 - 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 **F3 - 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.*

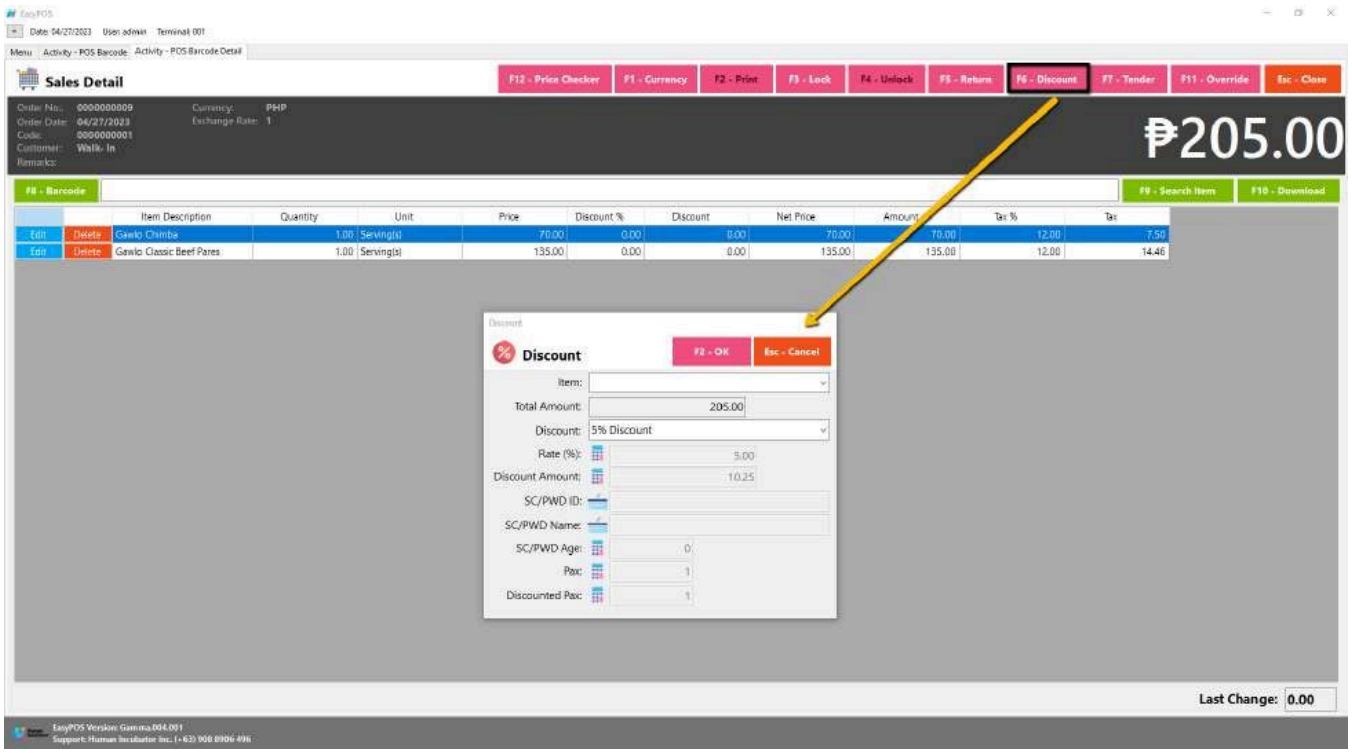


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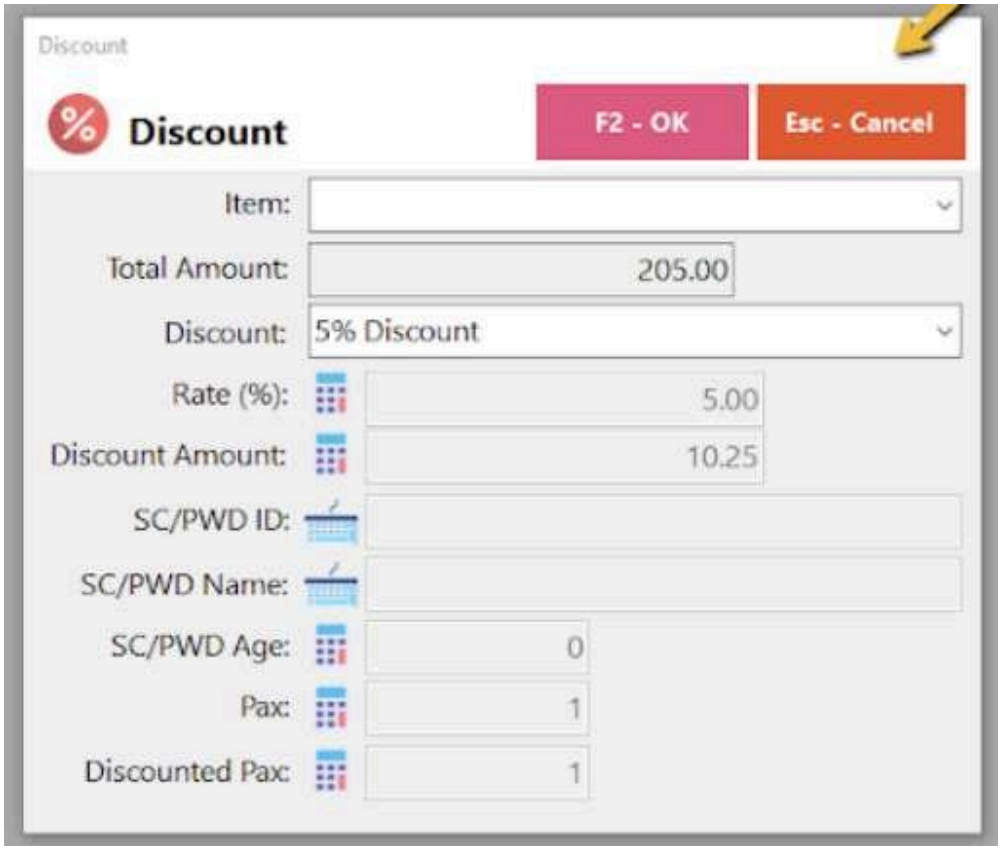


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- **Discount**
    - Click the Discount button if you want to set up a discount for the sales line items. You can also set the discount per line item. Select the whole sales or a single item to discount. Applying a discount again removes the discounts previously given to the lines.

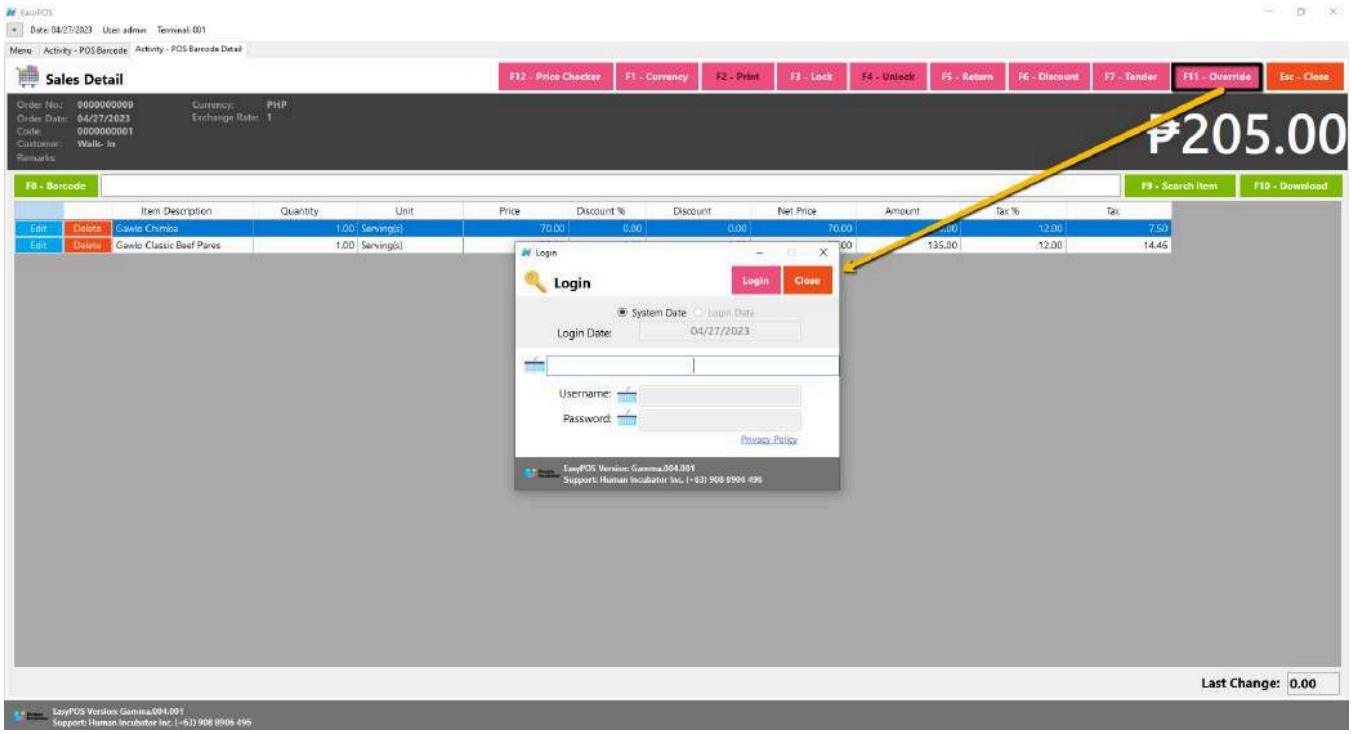


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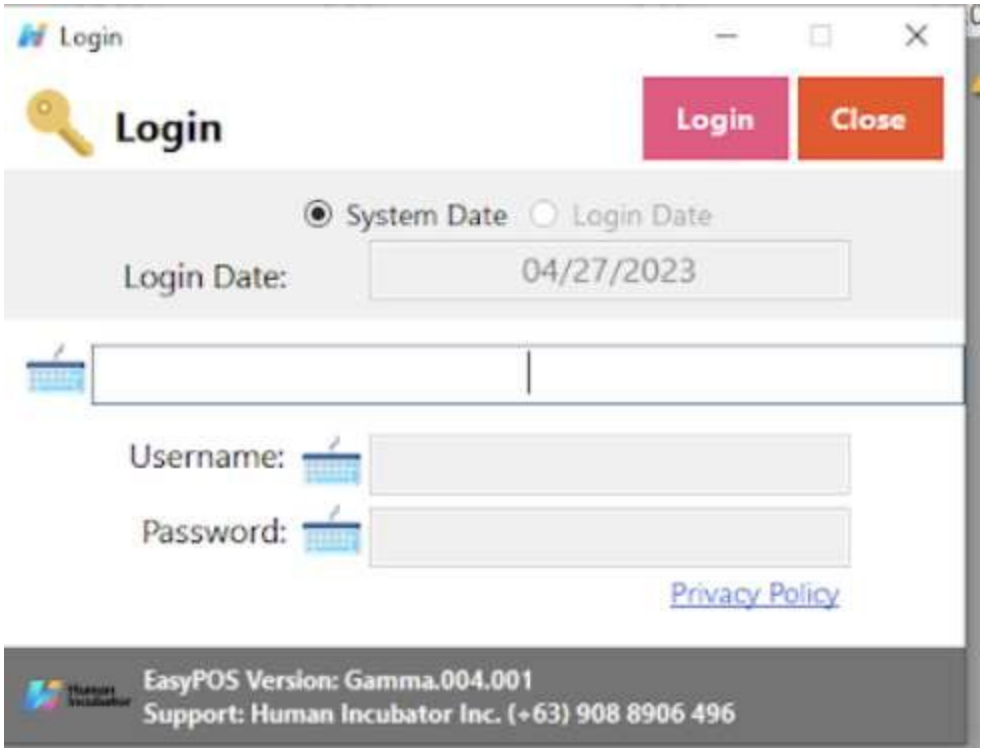


Original manual, page 132

- **Override**
- Click the Override button to temporarily allow an action you do not have the permission for. Log in with another user (for example, a supervisor); the action is then allowed under that user's permissions.



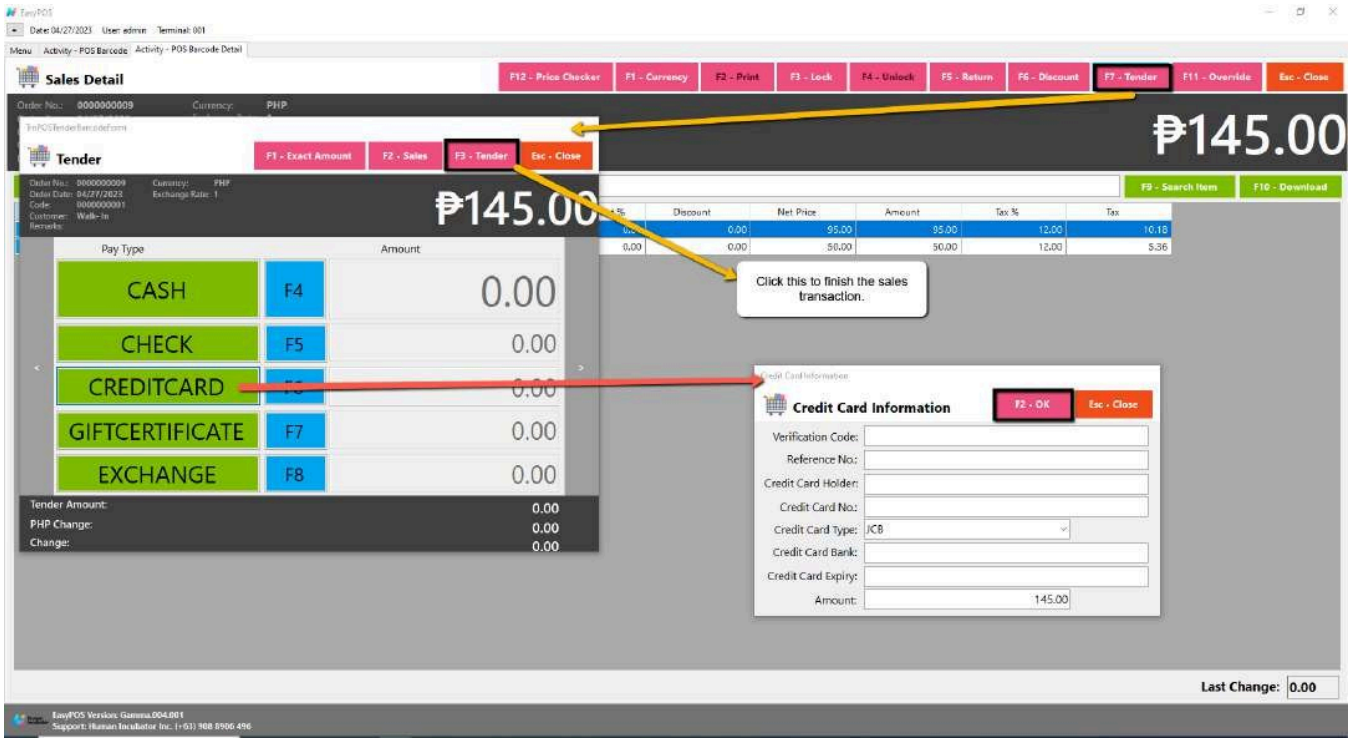
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Barcode Sales Detail - Tender 134

- 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. Other payment types require additional information, excluding the payment type **Cash.** Just click the **OK** button to save the additional information.
- To finish the sales transaction, just click the Tender button from the Tender form, the system will now print an Official Receipt, and recreate a new Sales detail.



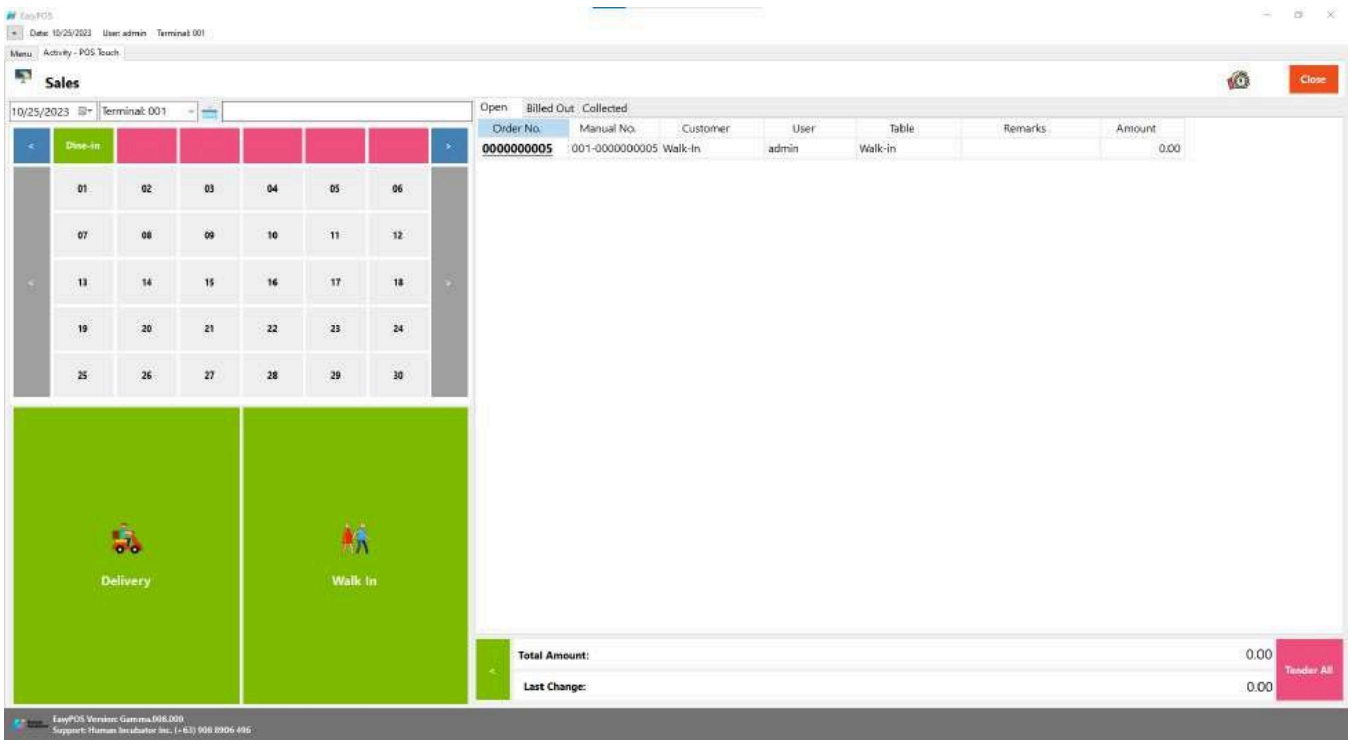
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Activity - POS Touch 135

Overview 135

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

User Interface 135



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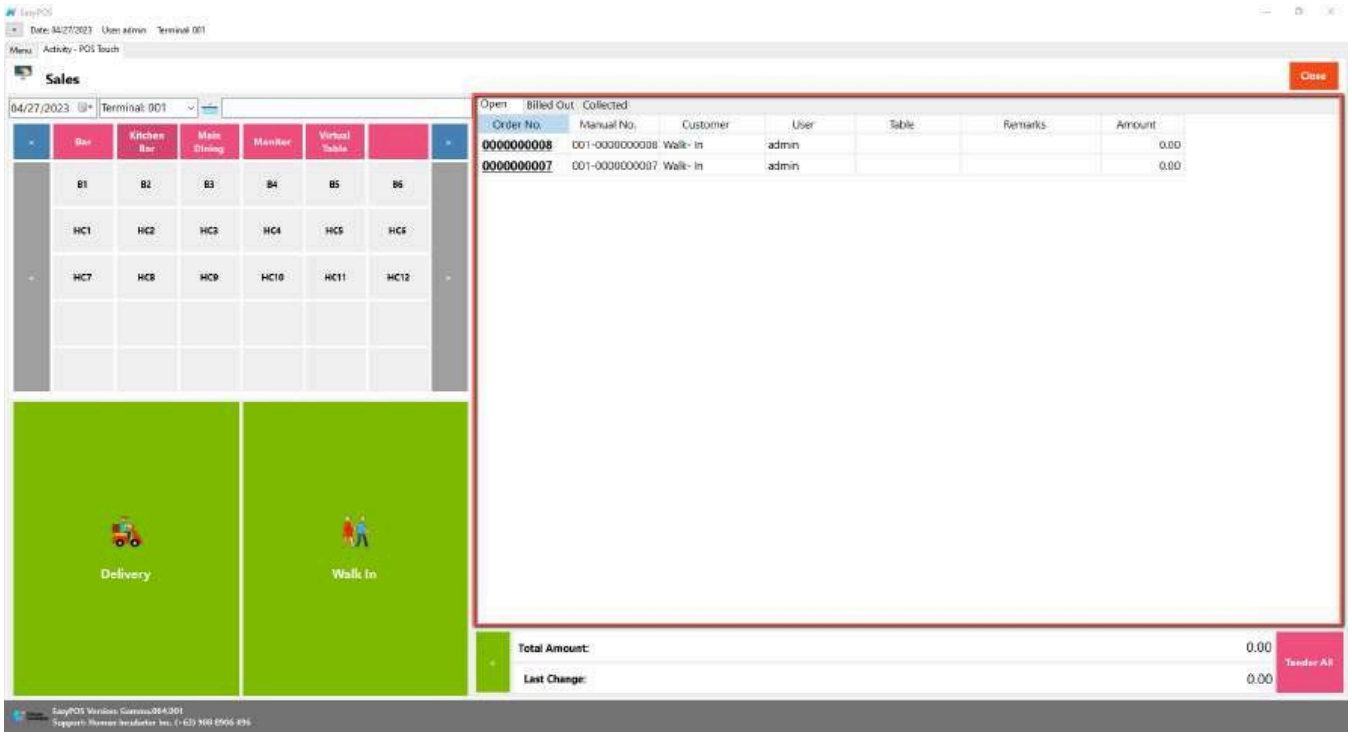
POS Touch Definition of Buttons 135

- **Pink** buttons (upper row) → represent the table groups (areas). When pressed, the tables of that group are shown. The selected table group turns **green**.
- **Gray** button → represents the tables in which the dine-in customer(s) will sit in. A **red** table has an order in progress (not yet tendered). Up to 30 tables are shown per page; use the gray < > buttons to go to the previous or next 30 tables.
- Two **Green** large buttons → represents if the transaction is for Walk-In customers (label **Walk In**) or for delivery (label **Delivery**).
- **Red** large button with “Tender All” label → tenders all the sales shown in the current tab in full, using **CASH**. It does not print an Official Receipt (use Reprint if one is needed), and sales with a zero amount are skipped.
- **Blue** button → navigating the table groups to left and right (6 table groups at a time).
- **Clock** icon → represents the attendance feature. It is shown only when the DTR feature is enabled in the settings.

POS Touch Sales List 136

- 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. To delete a sale, click its **Order No.** to open the small window, then click **F6 - Delete**. A sale that is already billed out or tendered cannot be deleted.

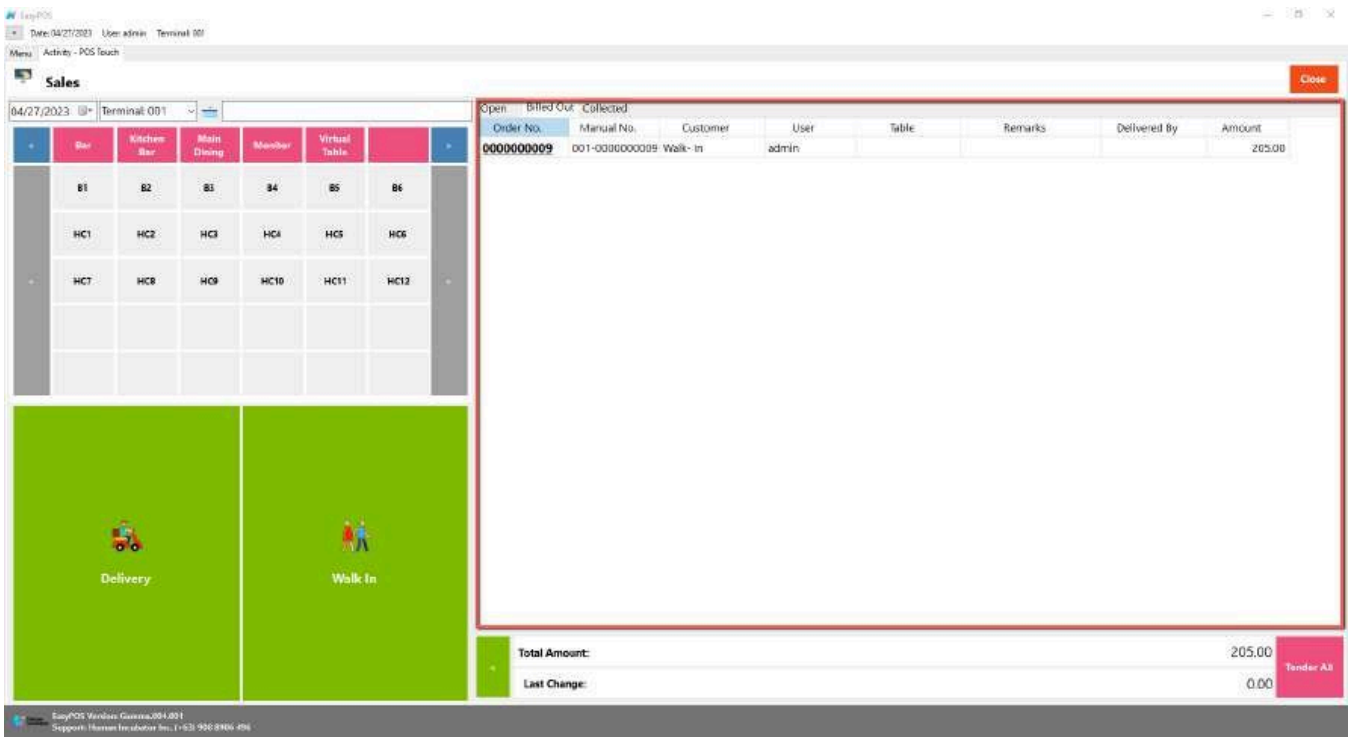
- Billed Out → display list of sales that are already locked but not yet collected. Click the **Order No.** to open the small window, then click **F3 - Bill Out** to print the Bill Out or **F9 - Print Partial Bill** to print a Partial Bill. It is printed to the printer right away.



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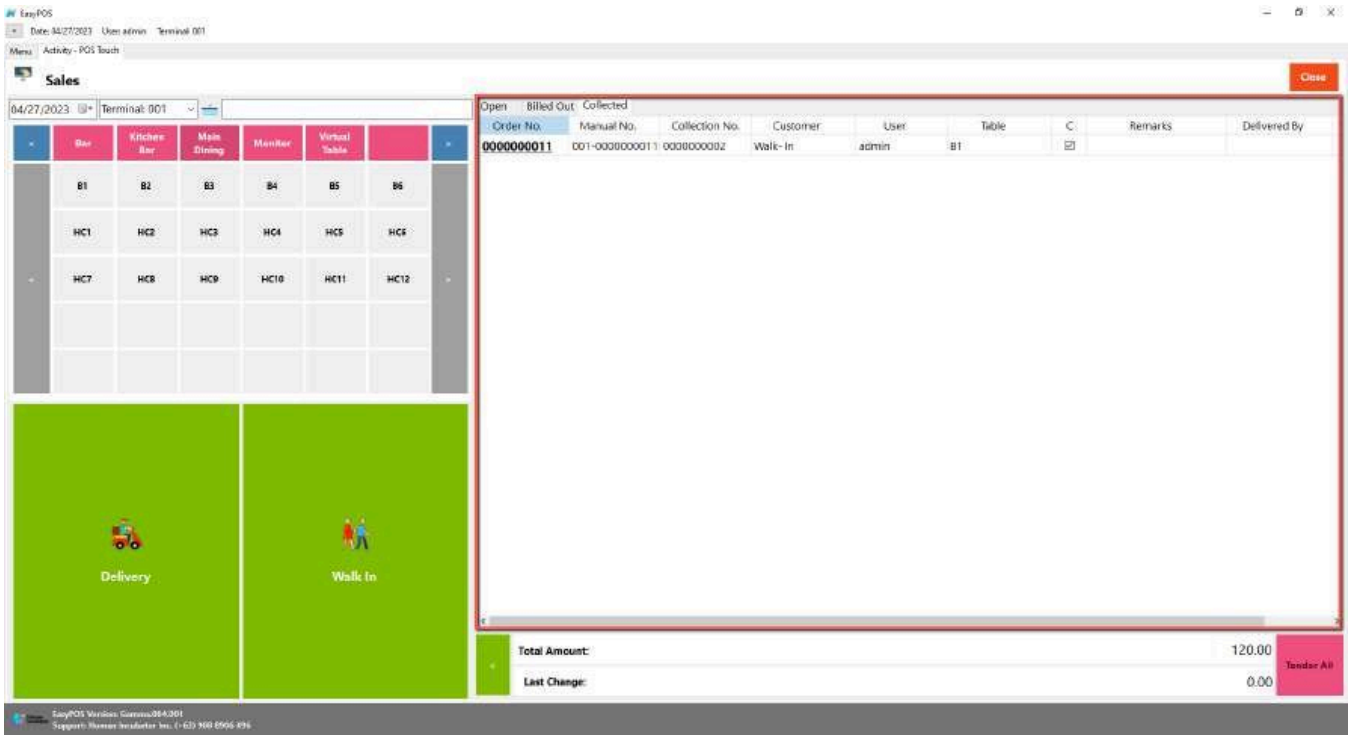


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- Collected → display list of sales that are already tendered. Cancelled sales are also shown in this list and included in the Total Amount.



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POS Touch Sales Detail 138

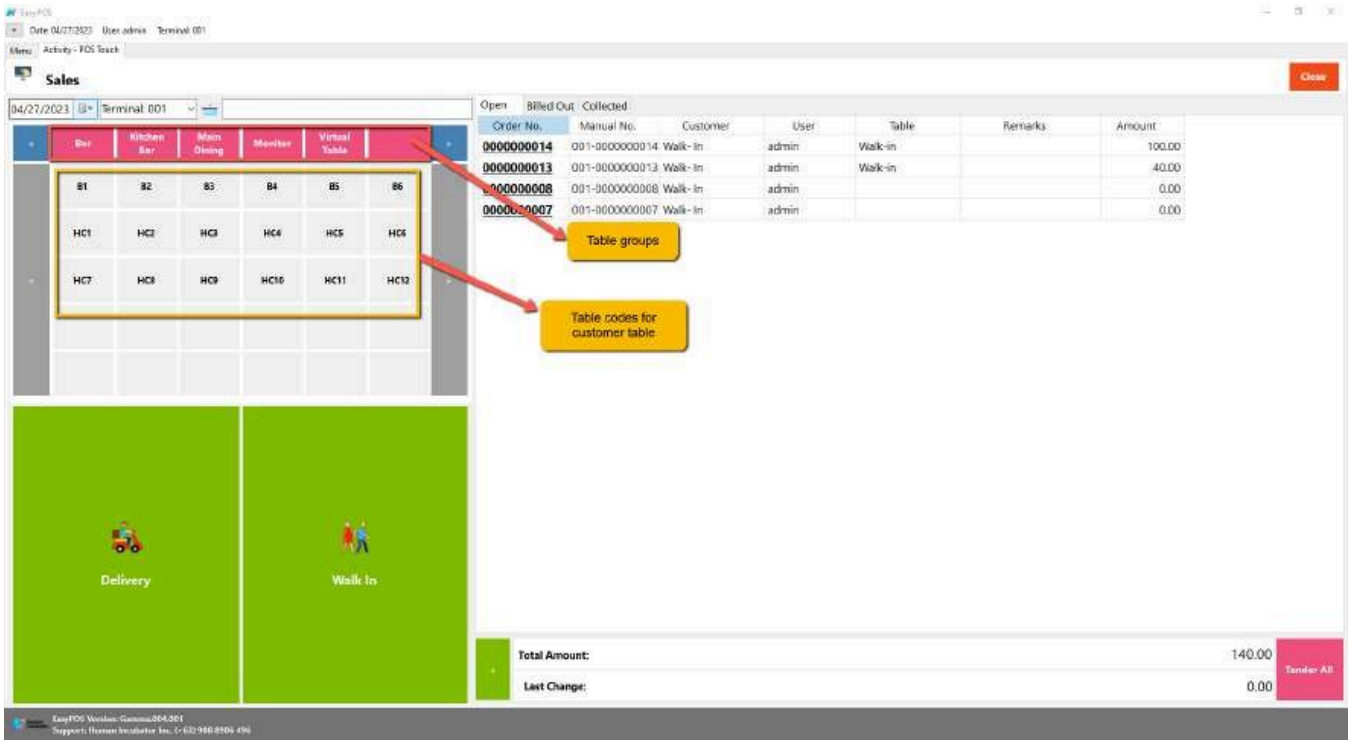
- There are 3 ways on how to navigate the sales detail:

  a. Via Dine In table

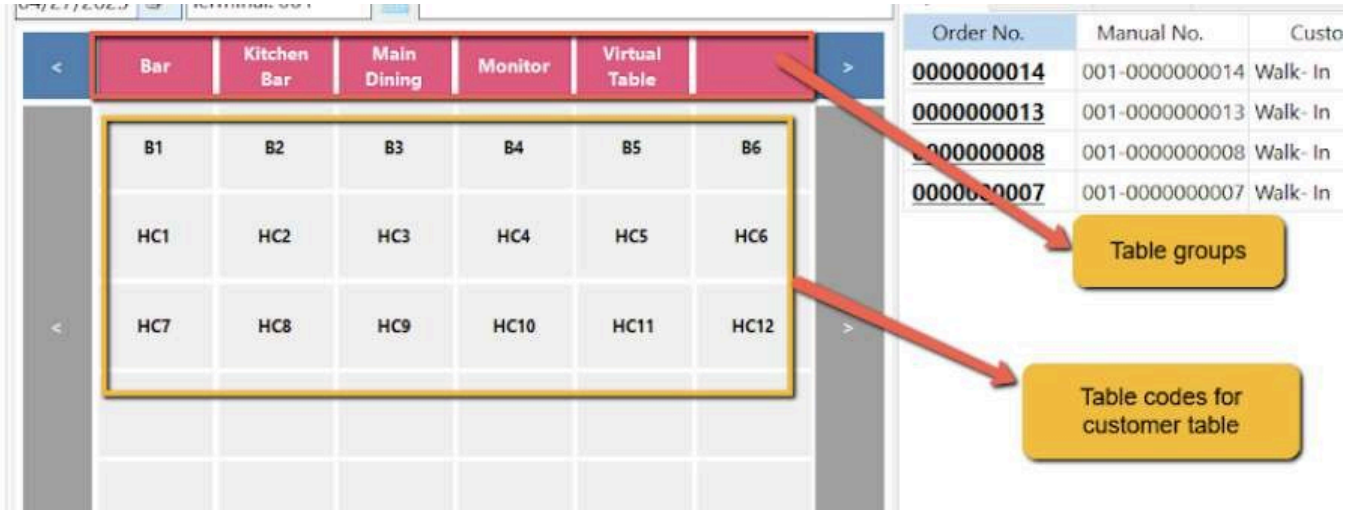
  Select a table group, under it, select a table code or number where the customer wants to sit in.

  If the table already has an order in progress (red table), a small window opens instead of the Sales Detail; click **F2 - Edit Order** to add items to that order. Depending on the settings, you may be asked to log in first.

  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

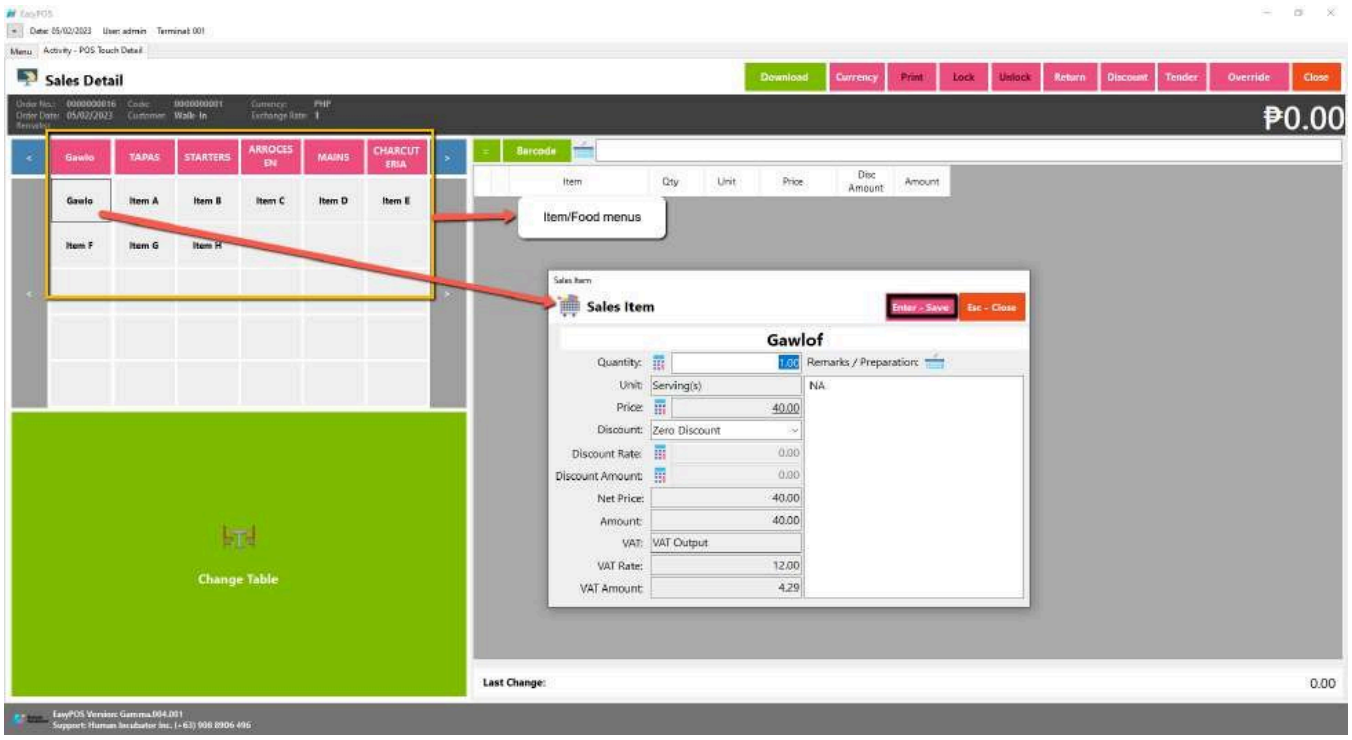


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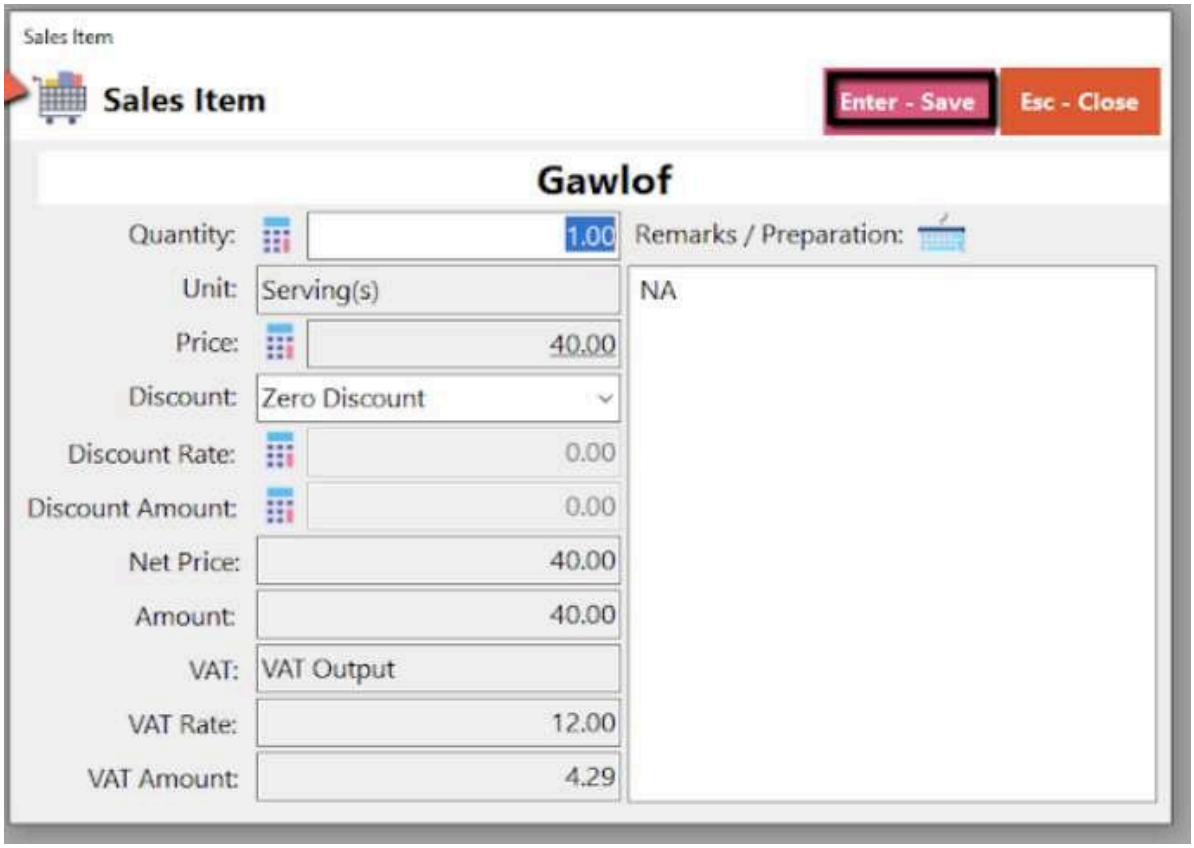
necessary information such as quantity and discount. To save, hit the Enter button from your keyboard or click the Save button. If **Hide Sales Item Detail** is turned ON in the settings, the popup does not appear and the item is added right away with a quantity of 1.



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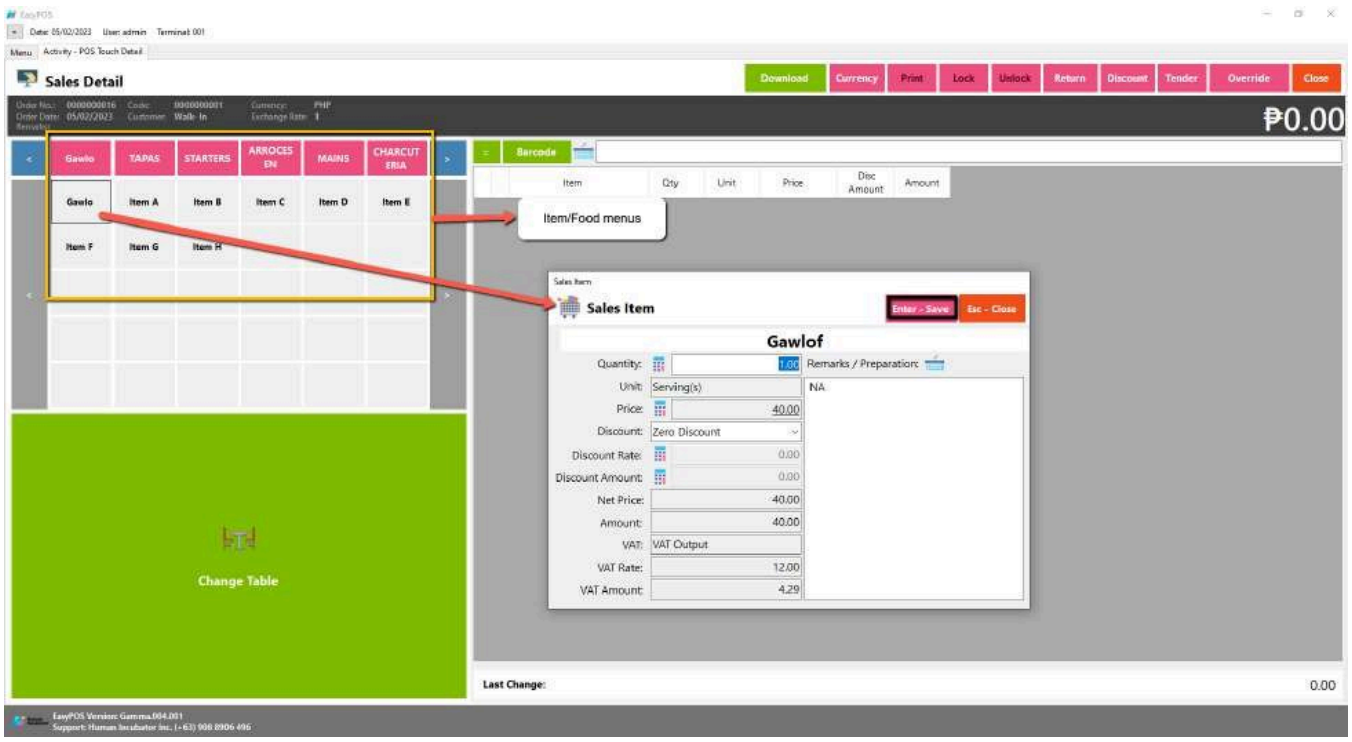
Original manual, page 139



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a. Walk-In button

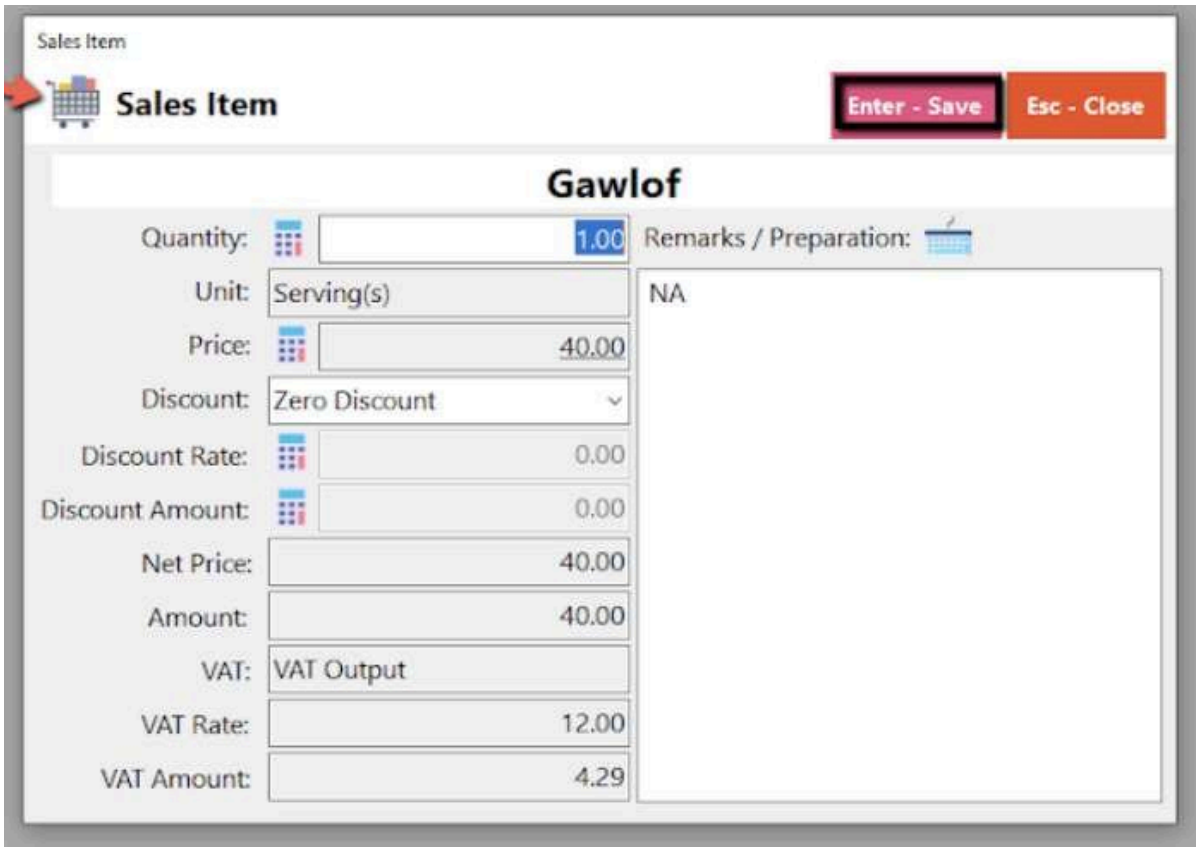
- Click the green button with the Walk In label.
- The same process with the Dine In table, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information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



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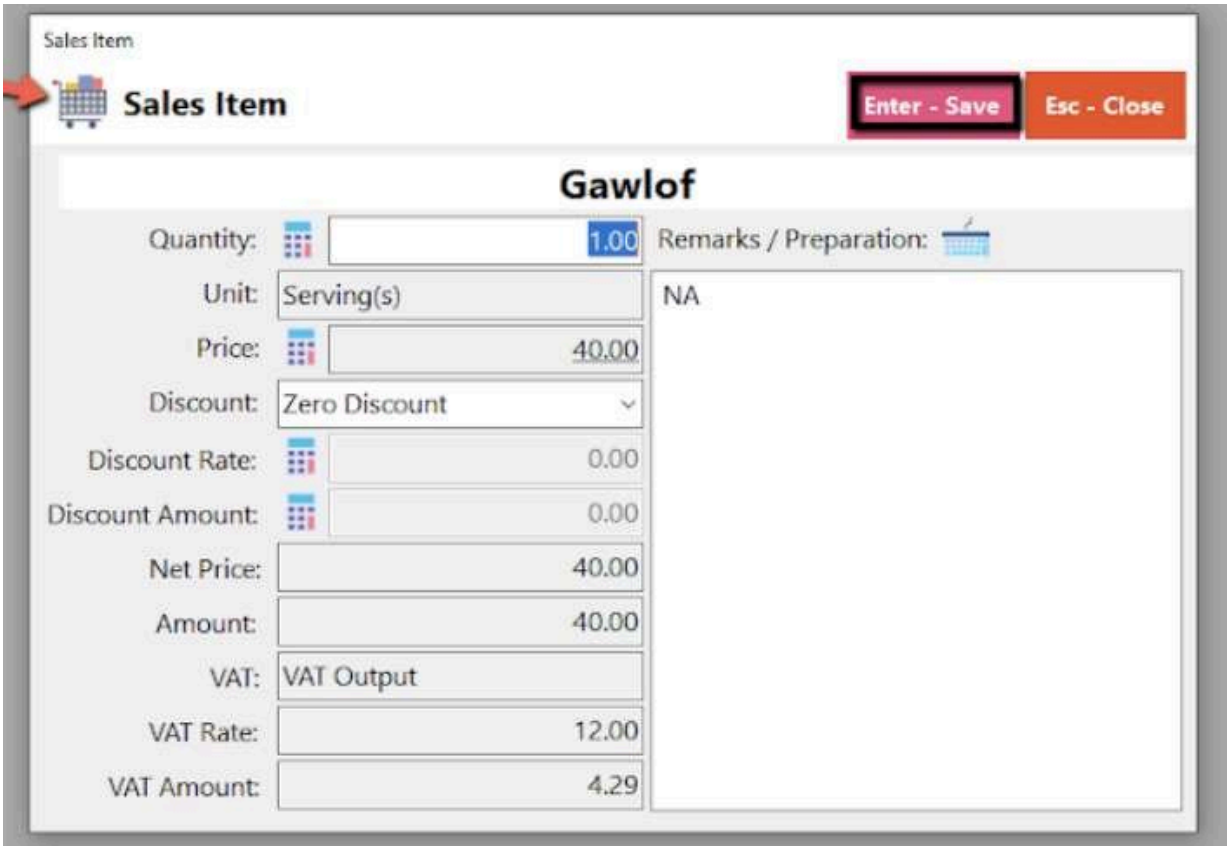
Original manual, page 141



Original manual, page 142

a. Delivery button

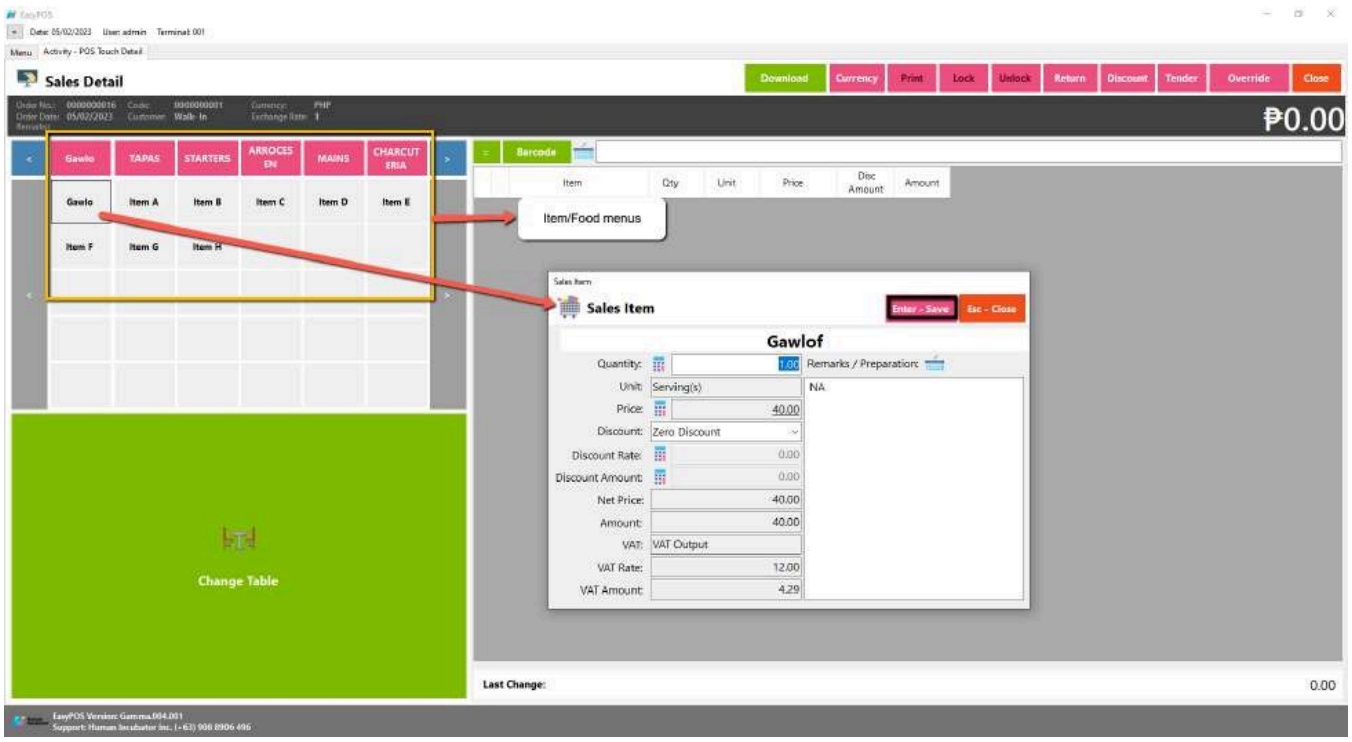
- Click the green button with the Delivery label.
- A Delivery Customer Information will popup. Select the customer (you can also type the customer code and press Enter), then click the Ok button. The phone number and address cannot be typed here; they come from the customer record in Customer Setup.
- 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.



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Applying Discount 144

- Click the “**Discount**” button on the Sales Detail Form (to the left of the Tender button).
- Leave the **Item** field blank to apply the discount to the whole sale. Select an **Item** to apply the discount to that line only.
- 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.

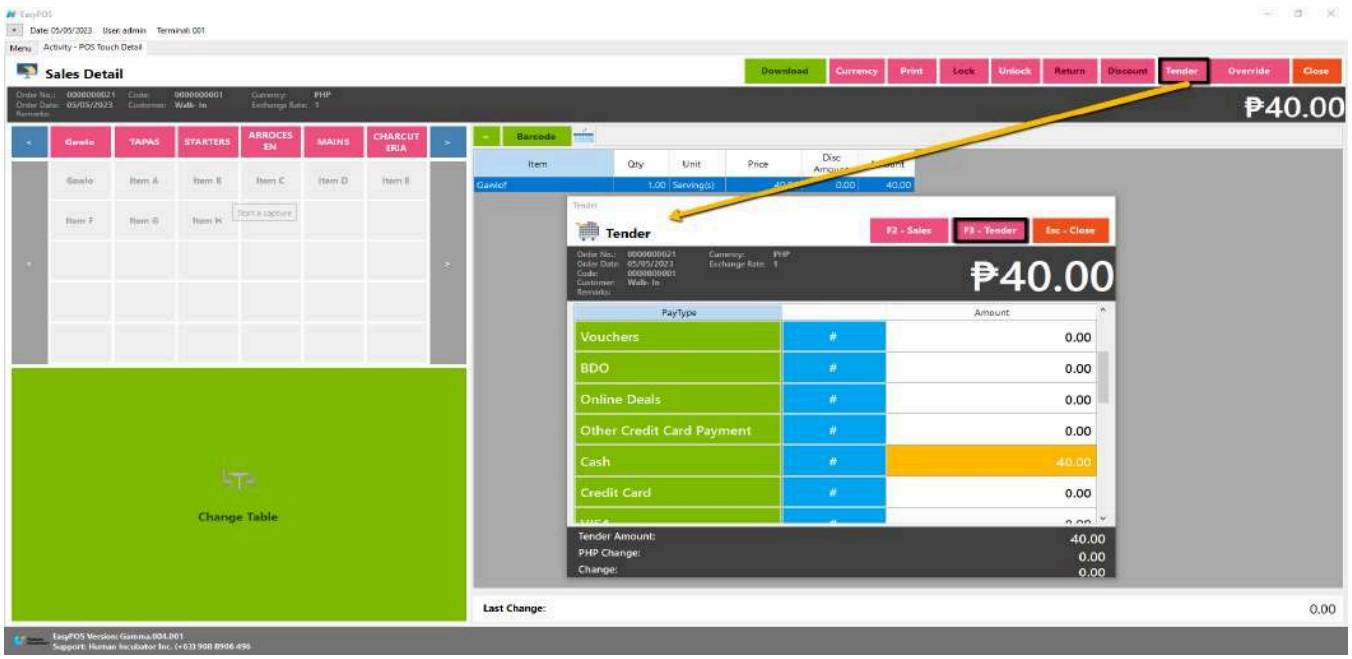
POS Touch Sales - Tender 145

- 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

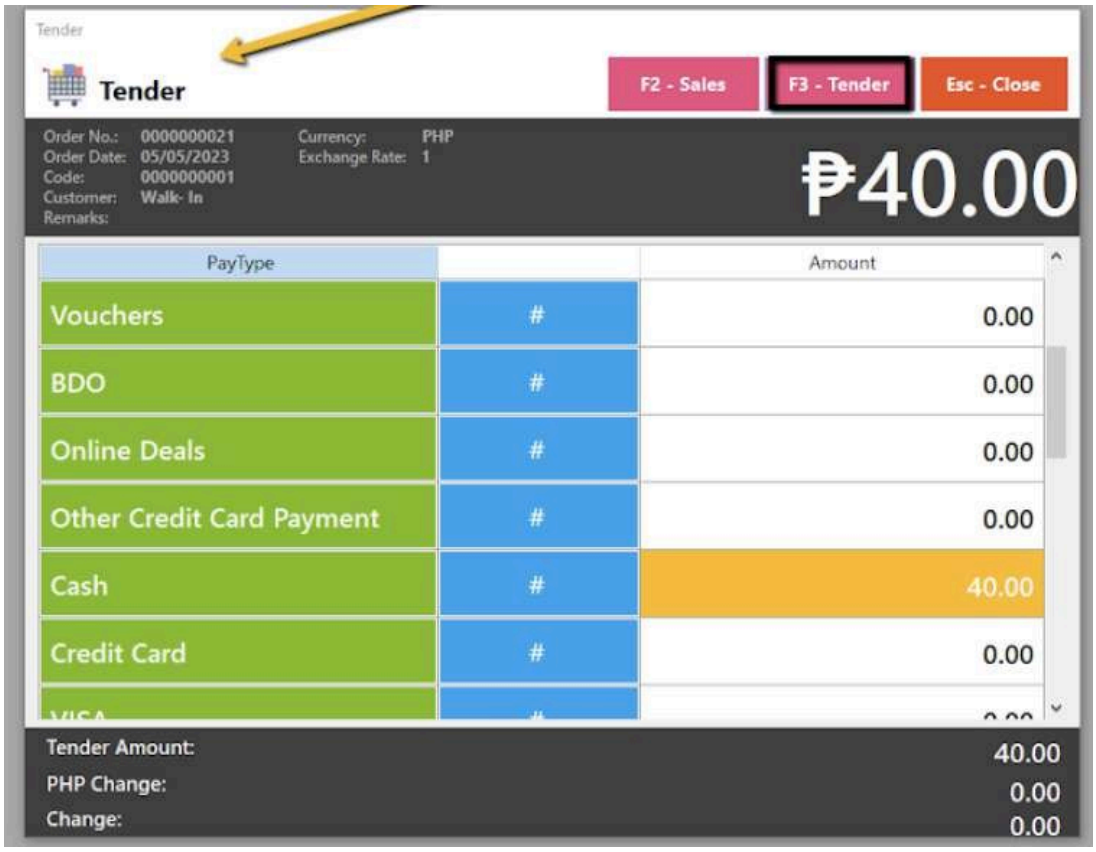
      Assuming that you are in the Sales Detail page, click the Tender button that can be seen on the Sales Detail form to tender transaction.

      When clicked, a tender form shows where it asks the buyer’s payment amount. The EasyPOS system accepts multiple payment types. Click the name of a payment type to open its additional information screen (not needed for **Cash**), enter the amount, then press Enter or click the **OK** button to save it.

      To finish the sales transaction, just click the Tender button from the Tender form, the sales detail will be moved to the Collected tab. Whether an Official Receipt is printed depends on the settings (Tender Print / Collection Report). If it was not printed, use Reprint.

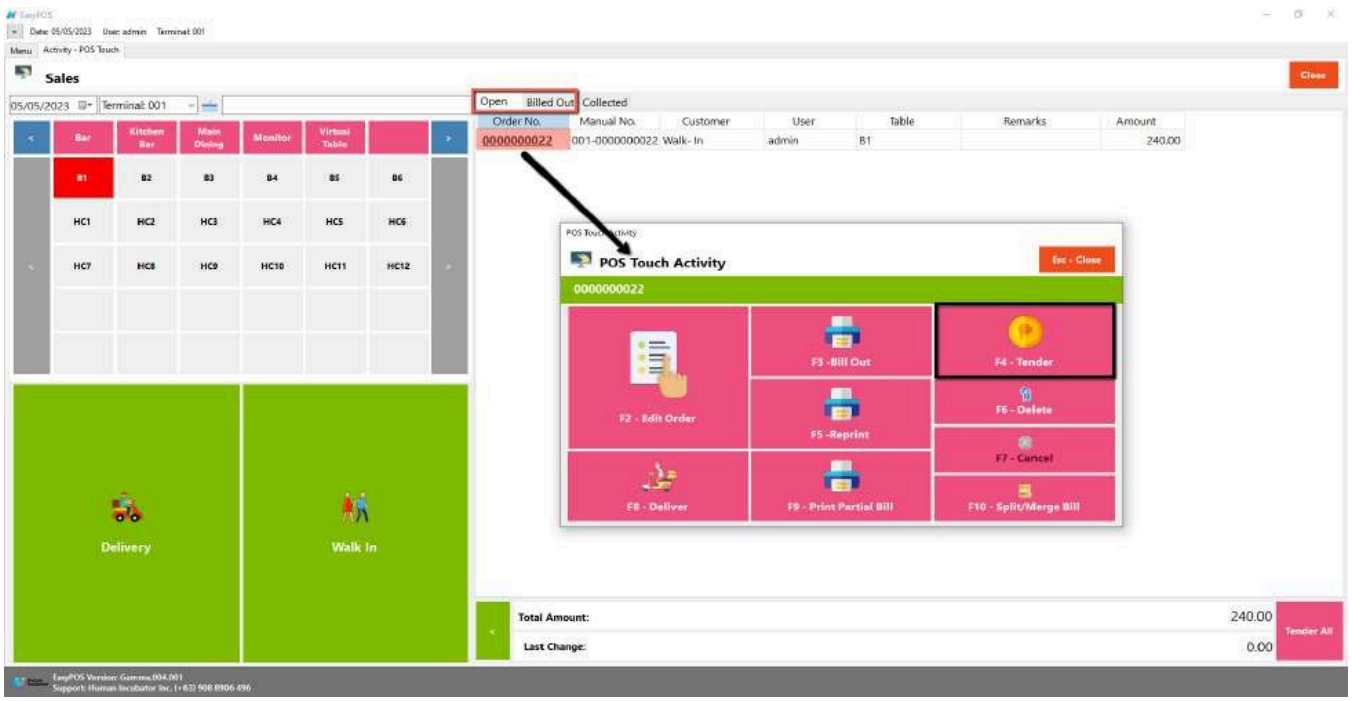


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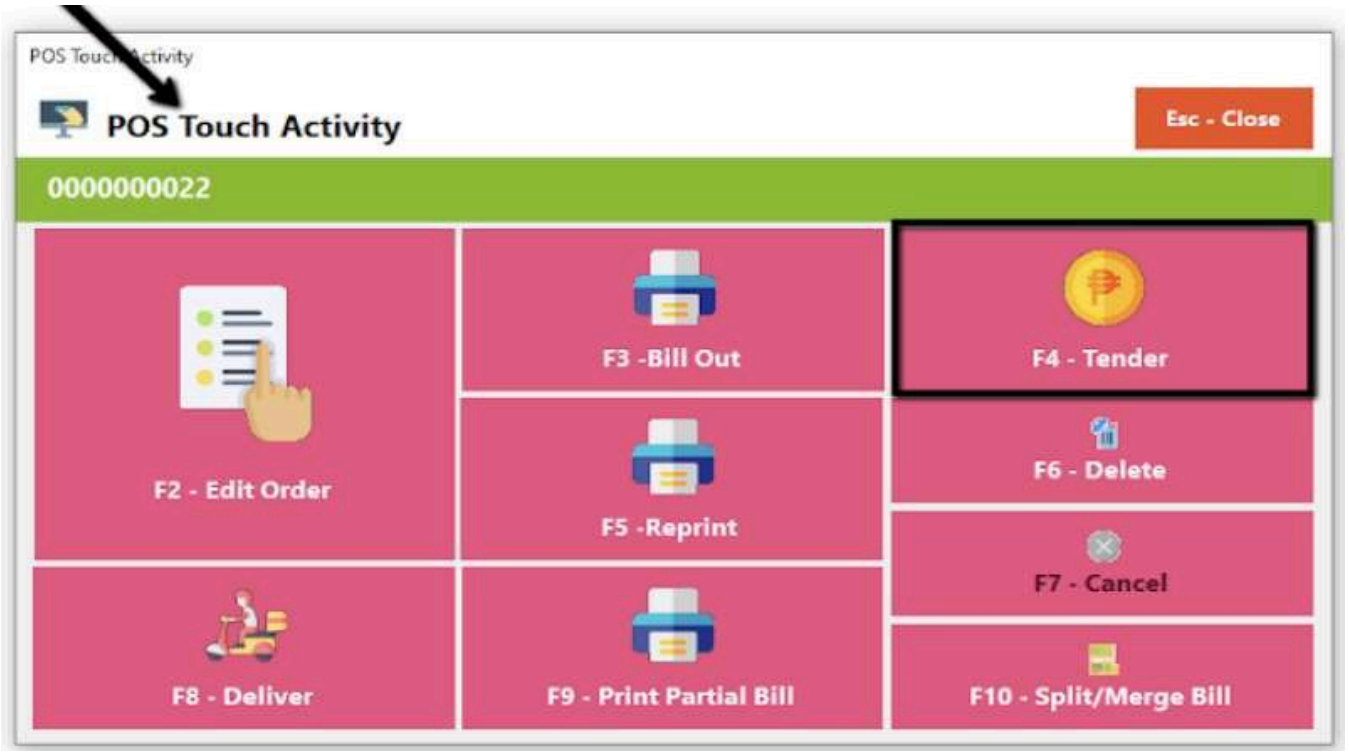


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- Via Open and Billed Out tab
    - From the Open or Billed Out tab, click the **Order No.** of the sales you want to tender (only sales made on this terminal are listed).
    - The POS Touch Activity window will display, then select **F4 - Tender**.



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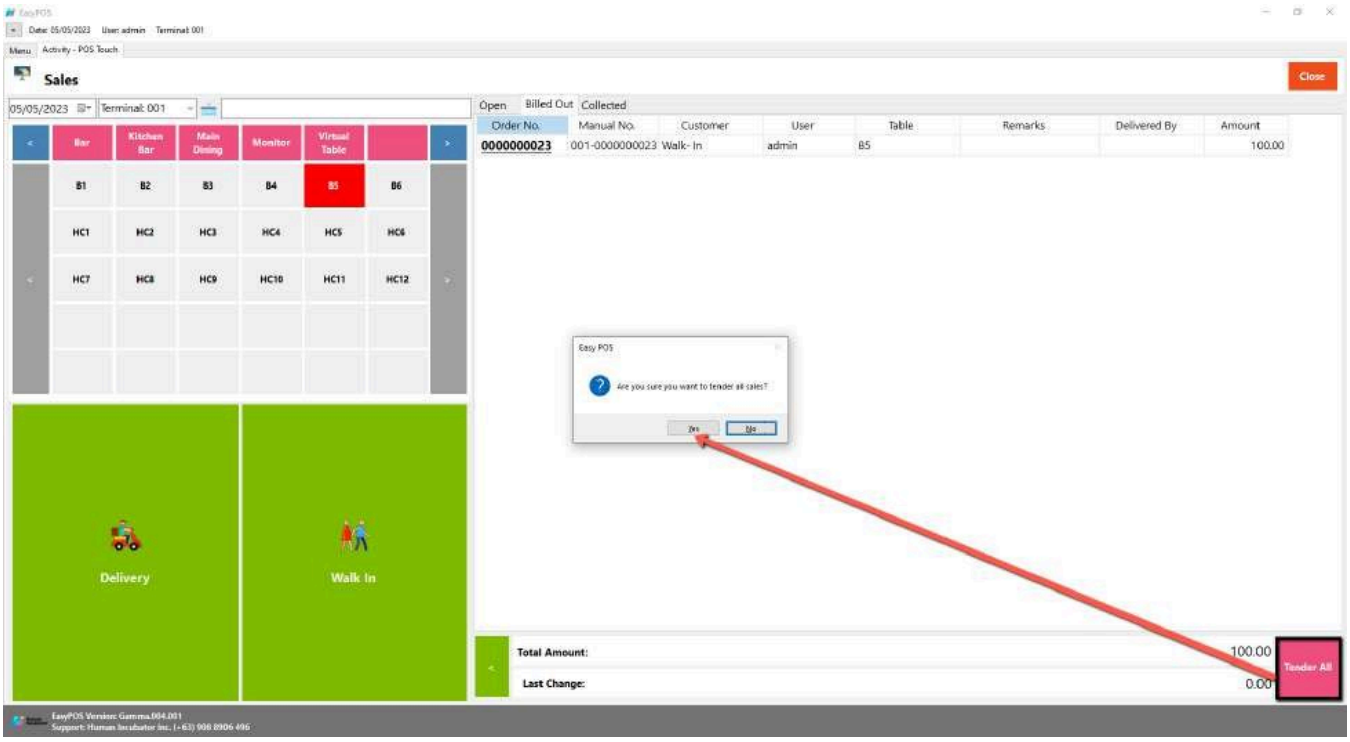
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- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Click the name of a payment type to open its additional information screen (not needed for **Cash**), enter the amount, then press Enter or click the **OK** button to save it.
- To finish the sales transaction, just click the Tender button from the Tender form, the sales detail will be moved to the Collected tab. Whether an Official Receipt is printed depends on the settings (Tender Print / Collection Report). If it was not printed, use Reprint.

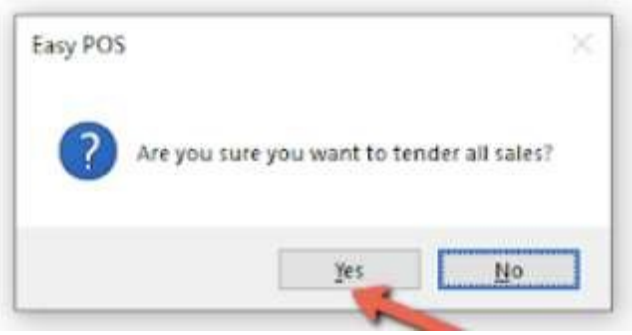


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- Via Tender All button
    - Go to the Open or Billed Out tab, then look for the Tender All red button. It tenders all sales shown in the current tab.
    - A confirmation message will popup, then click Yes.



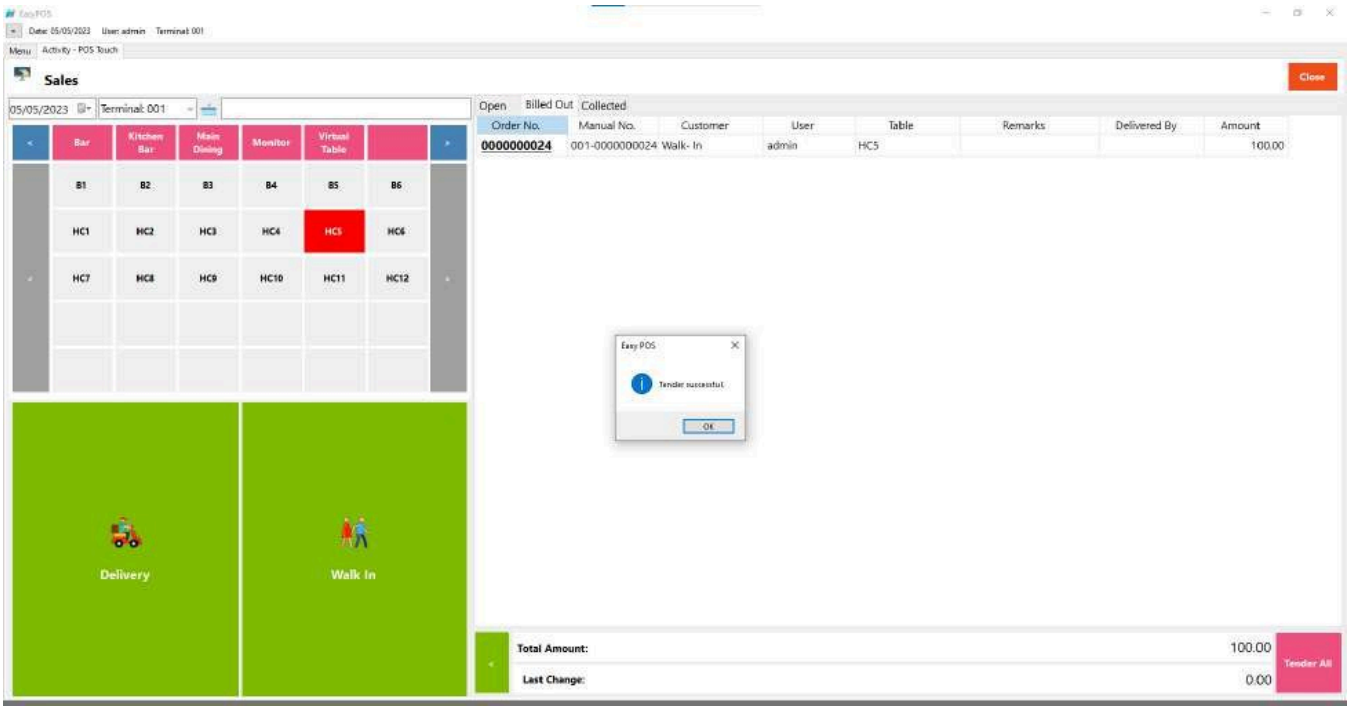
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- A tender successful message will display then all the Sales Order from the tab will be moved to the Collected tab. All sales are paid in full with CASH, no Official Receipt is printed (use Reprint if needed) and sales with a zero amount are skipped.

> **Note:** Tender All on the Billed Out tab currently ends with an error message and does not collect the service charge (known issue, being fixed). Use the Tender button on each sale instead.



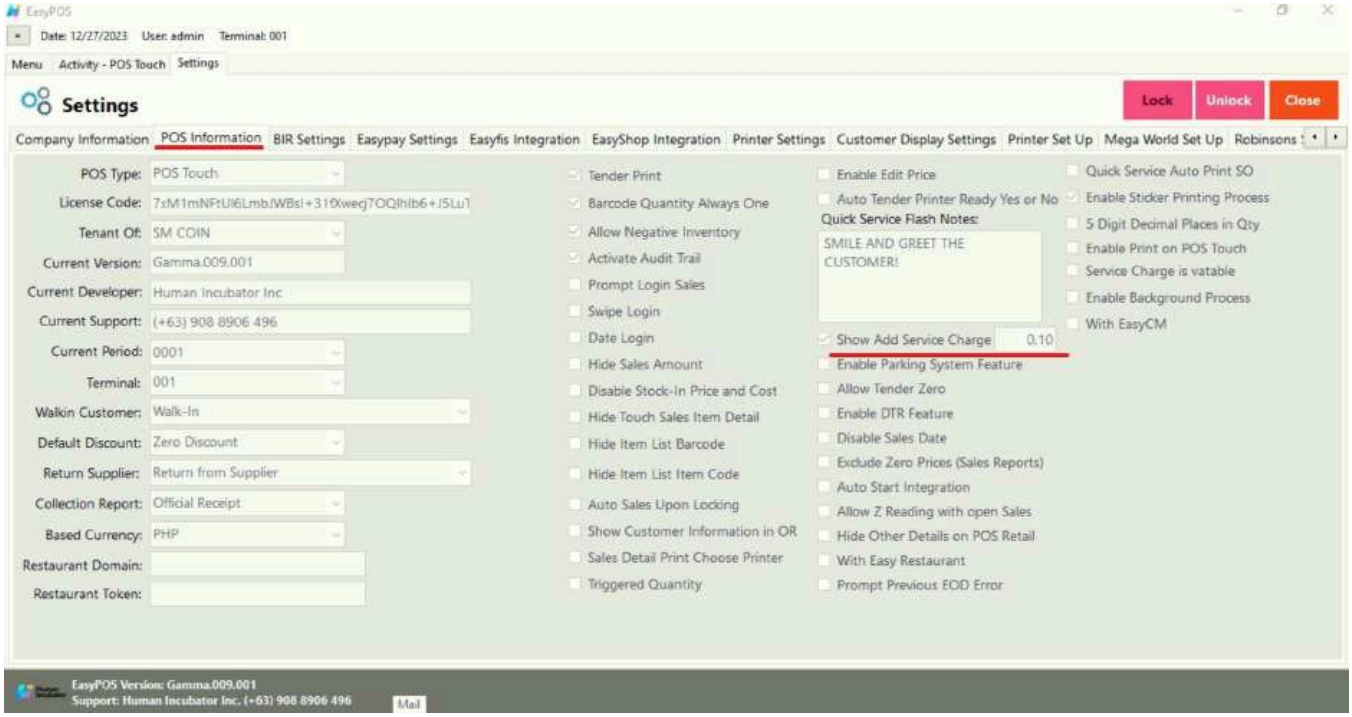
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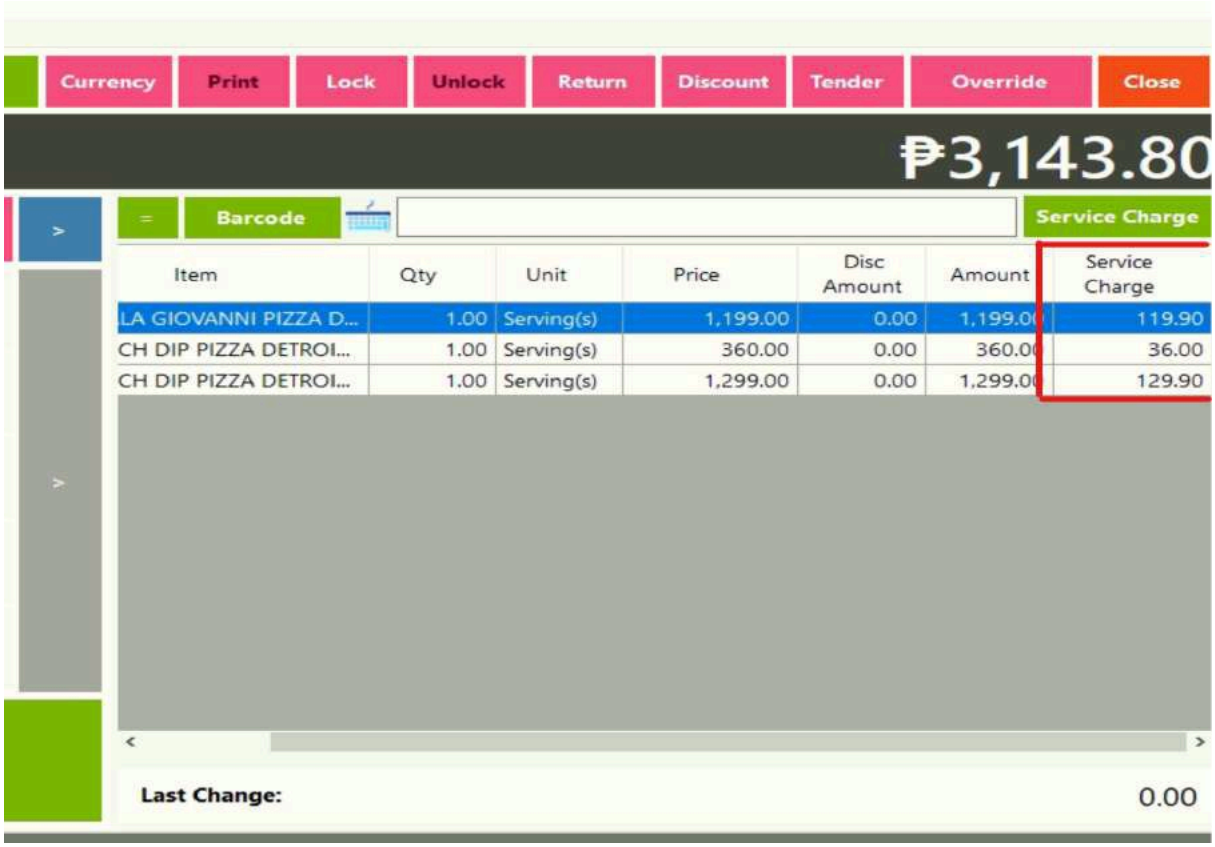
POS Touch Sales - Service Charge 150

- To Set service charge
    - Open System Settings > POS Information



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- Check **Show Add Service Charge**, then enter the service charge rate as a decimal (for example, 0.10 for 10%; it is not an amount).
- Go to POS -> must be on POS Touch Setup
- Make a transaction: add all the sales line items first, then click the **Service Charge** button. Select No to remove the service charge.
- Take a look on the Service Charge Column
- The amount should be aligned right, Standard format with 2 decimal places.

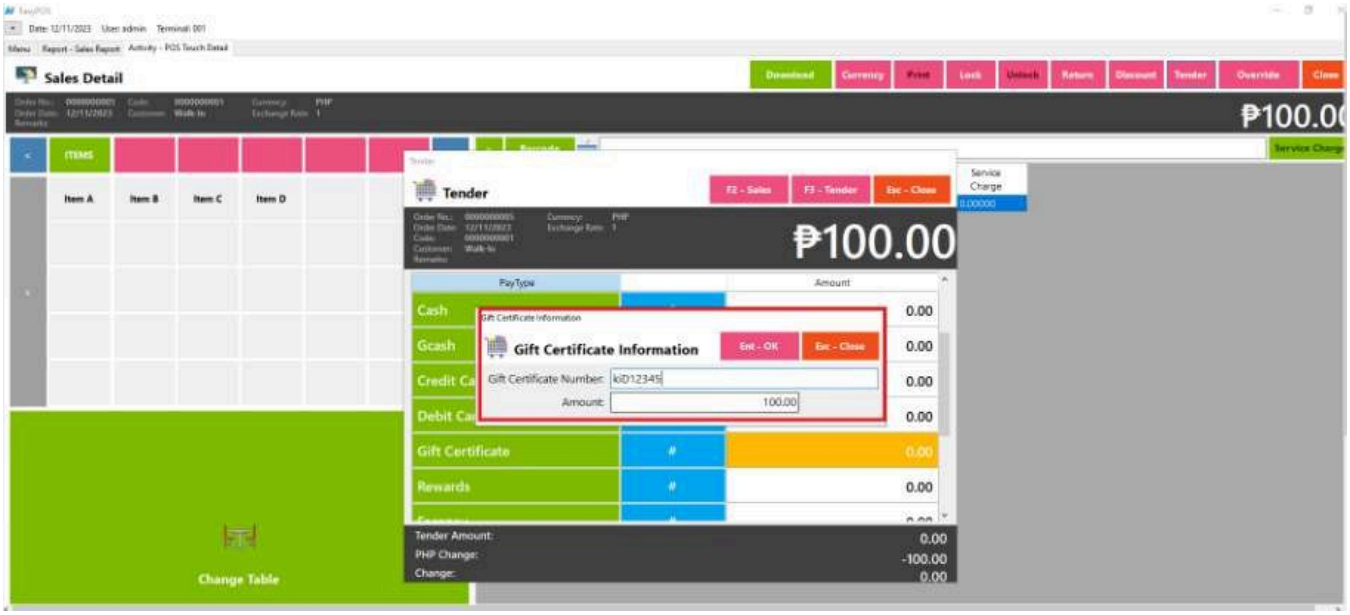


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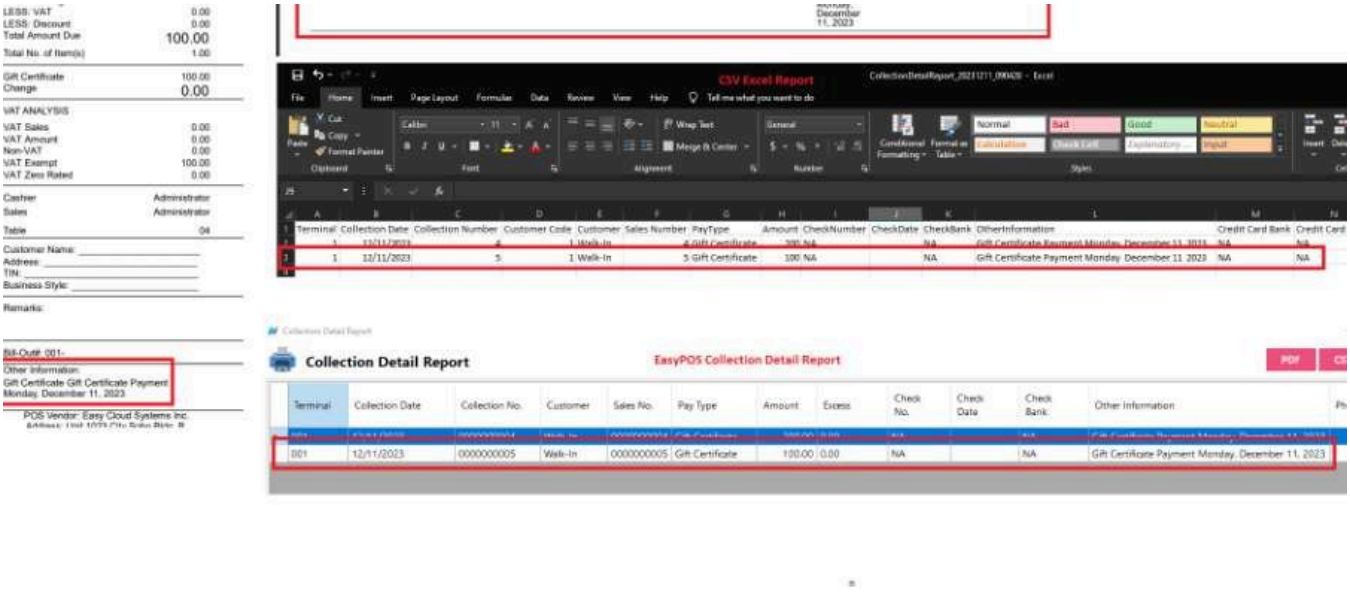
POS Touch Sales - Gift Certificates 152

- Gift Certificate
    - Punch In orders from the customer.
    - Settle the transaction via Gift Certificate
    - Input the Gift Certificate #. It is shown in the **Other Information** column of the Collection Detail report.
    - Print the Receipt
    - Check the official receipt & collection detail report (csv excel, PDF & User Interface Report)

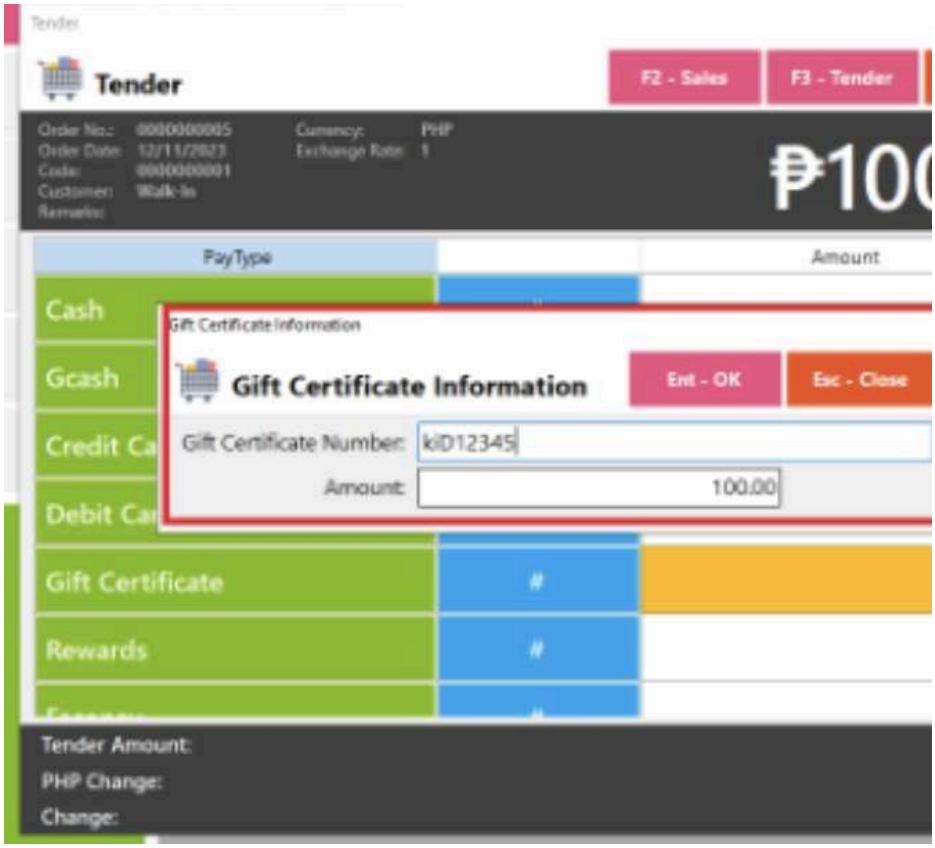
Screenshot



Original manual, page 153



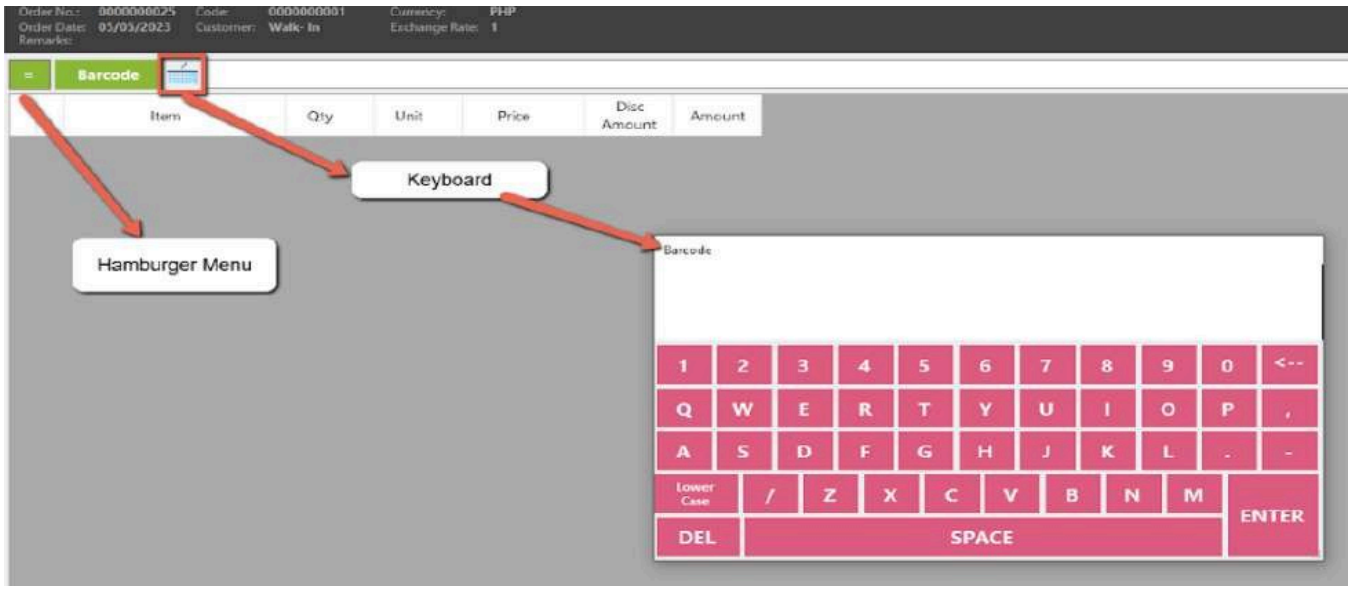
Original manual, page 153



Original manual, page 154

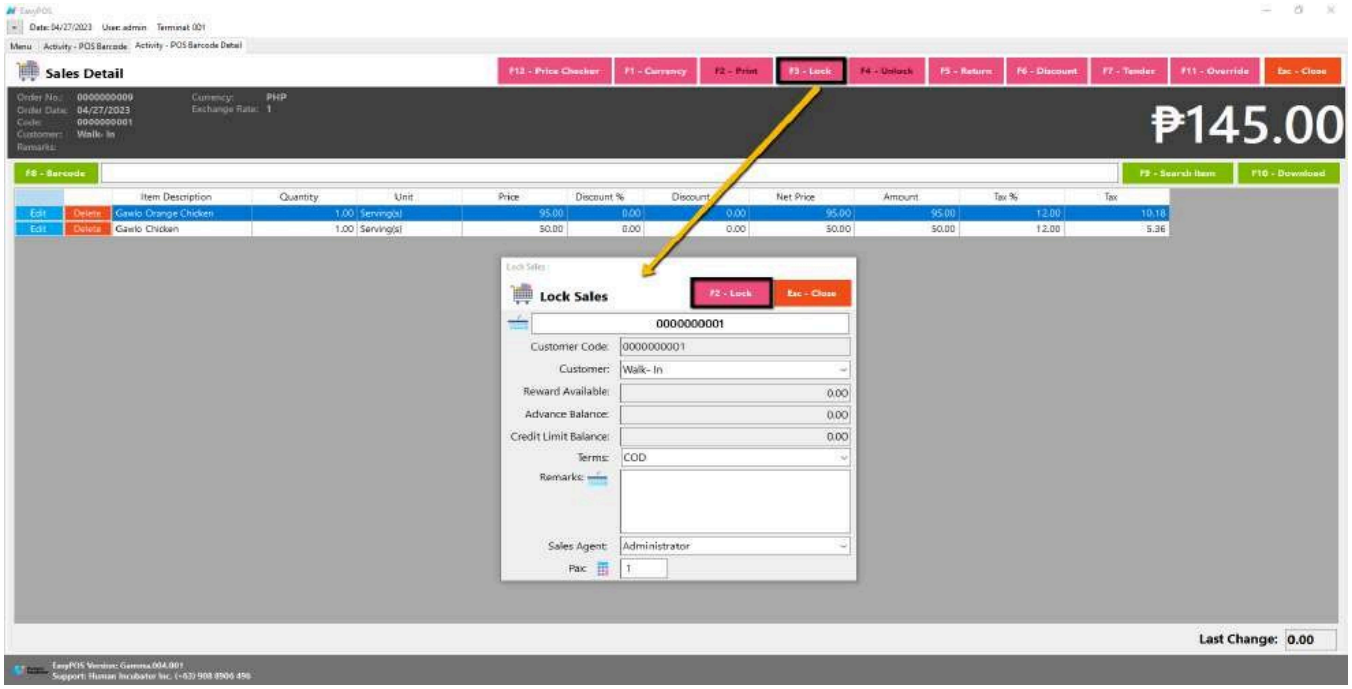
POS Touch - Relevant Buttons 154

- **POS Hamburger Menu and Keyboard**
  - Click the **=** (hamburger) button to hide the item menu on the left so that the sales line items are displayed wider. Click it again to show the menu. The small keyboard icon next to the barcode field opens the on-screen keyboard for inputting.

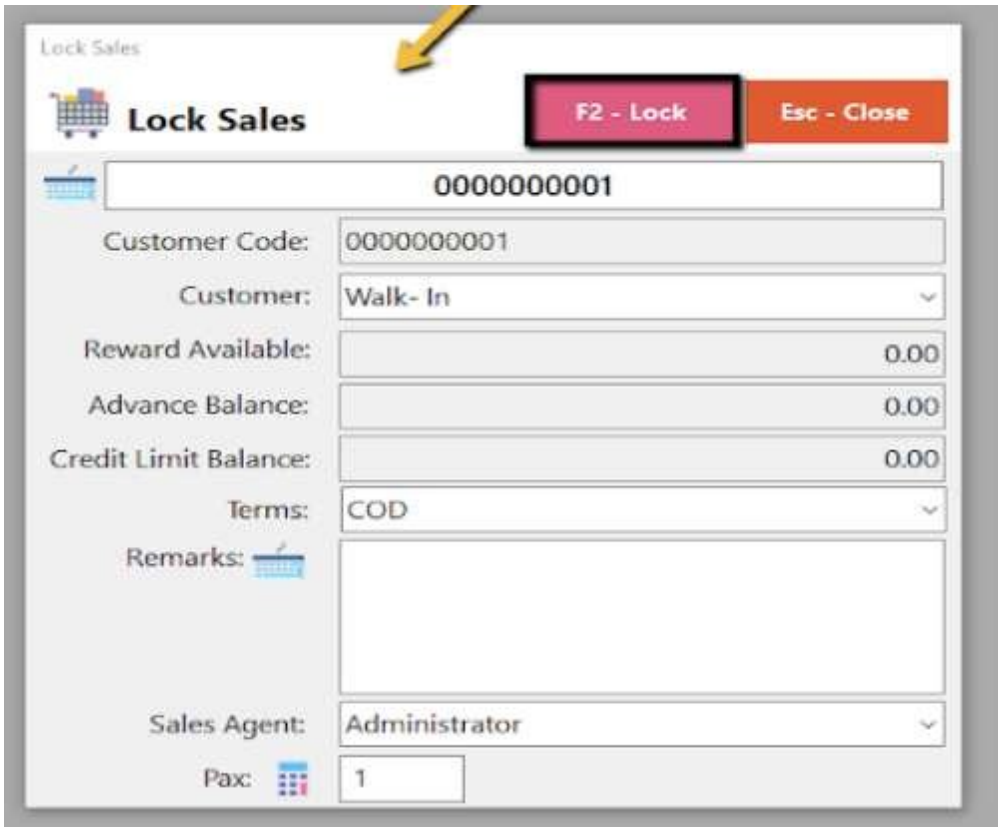


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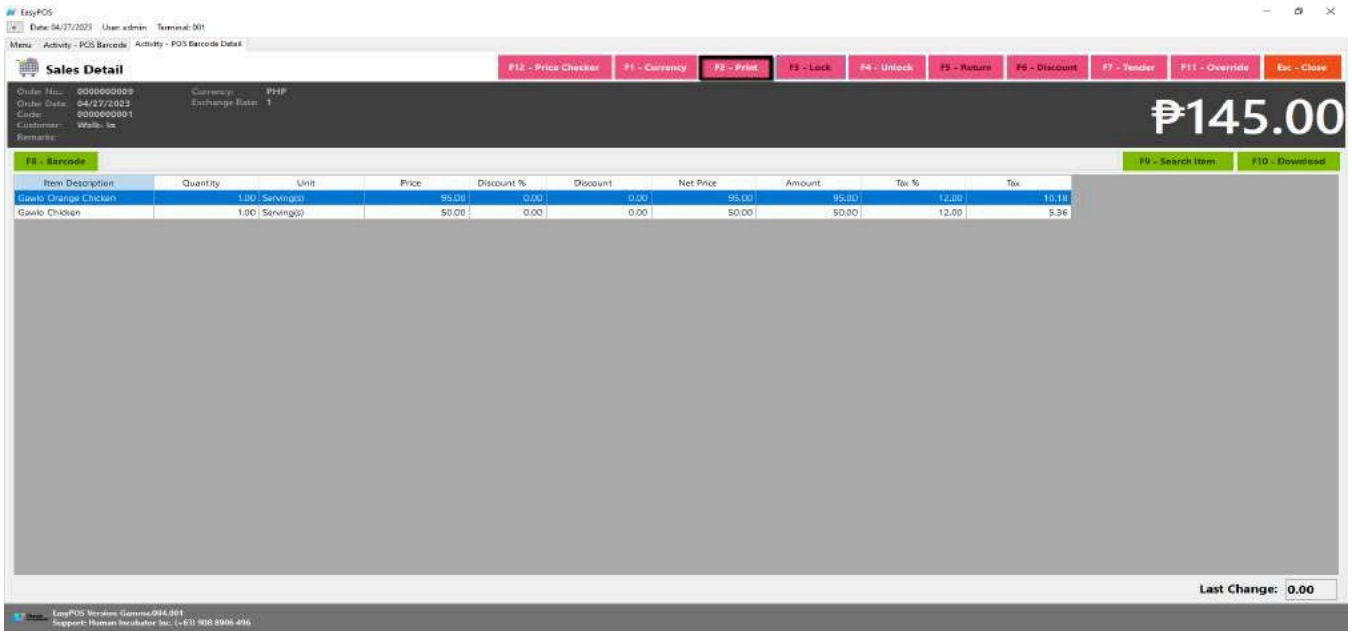
- **Lock**
    - Click the Lock button to save the sales information.
    - Provide the necessary information (Customer, Terms, Remarks, Sales Agent and Pax) then click **F2 - Lock** to finish locking the sales information.
    - A “is Printer Ready?” message will display. Click Yes to print the Order Slip.

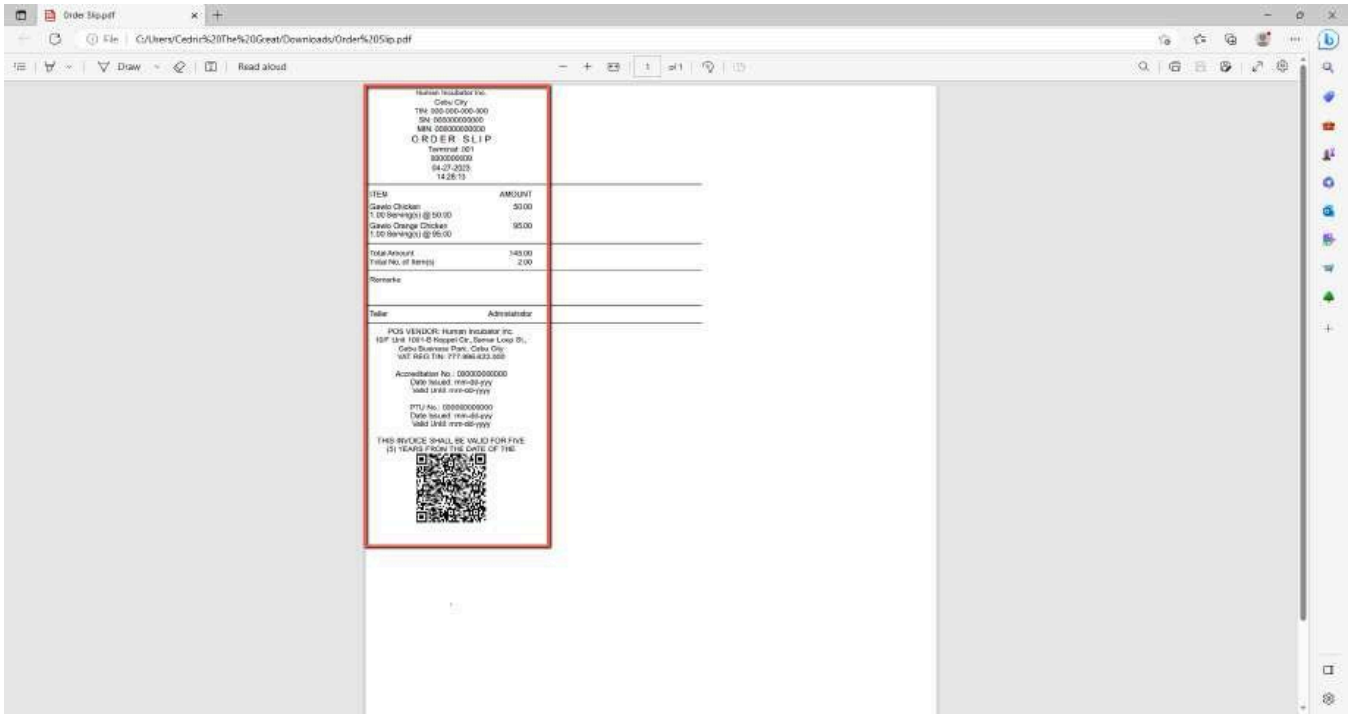


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- **Print**
    - Click the Print button, check the lines you want to print, then click Print. The Order Slip is sent directly to the default printer (or to the kitchen printer); no PDF file is created.
    - Take note, Print is enabled once the Sales detail is locked, or if **Enable Print** is turned ON in the settings, even when it is not locked.







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
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

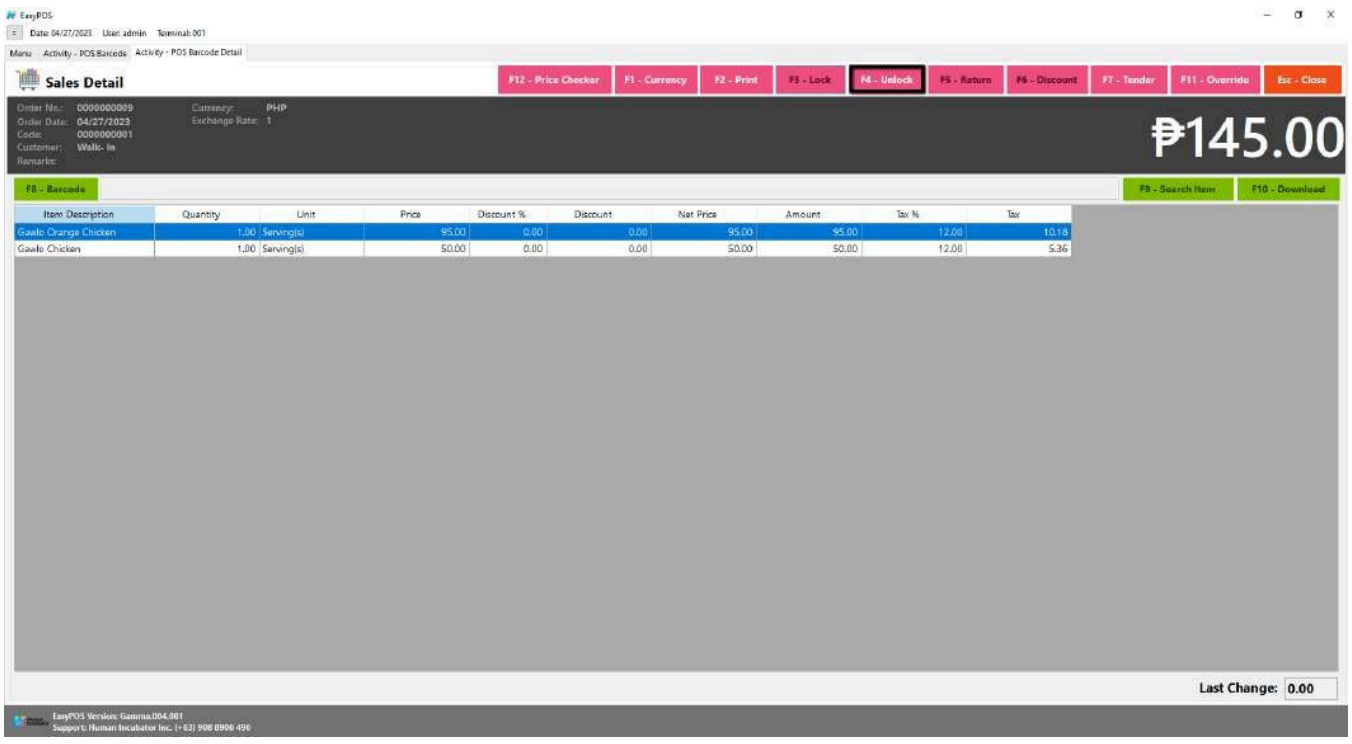
Accreditation No.: 000000000000
Date Issued: mm-dd-yyy
Valid Until: mm-dd-yyyy

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

Original manual, page 159

- **Unlock**
    - Click the Unlock button if you want to modify the sales detail or add sales line items. A sale that is already tendered or refunded cannot be unlocked.

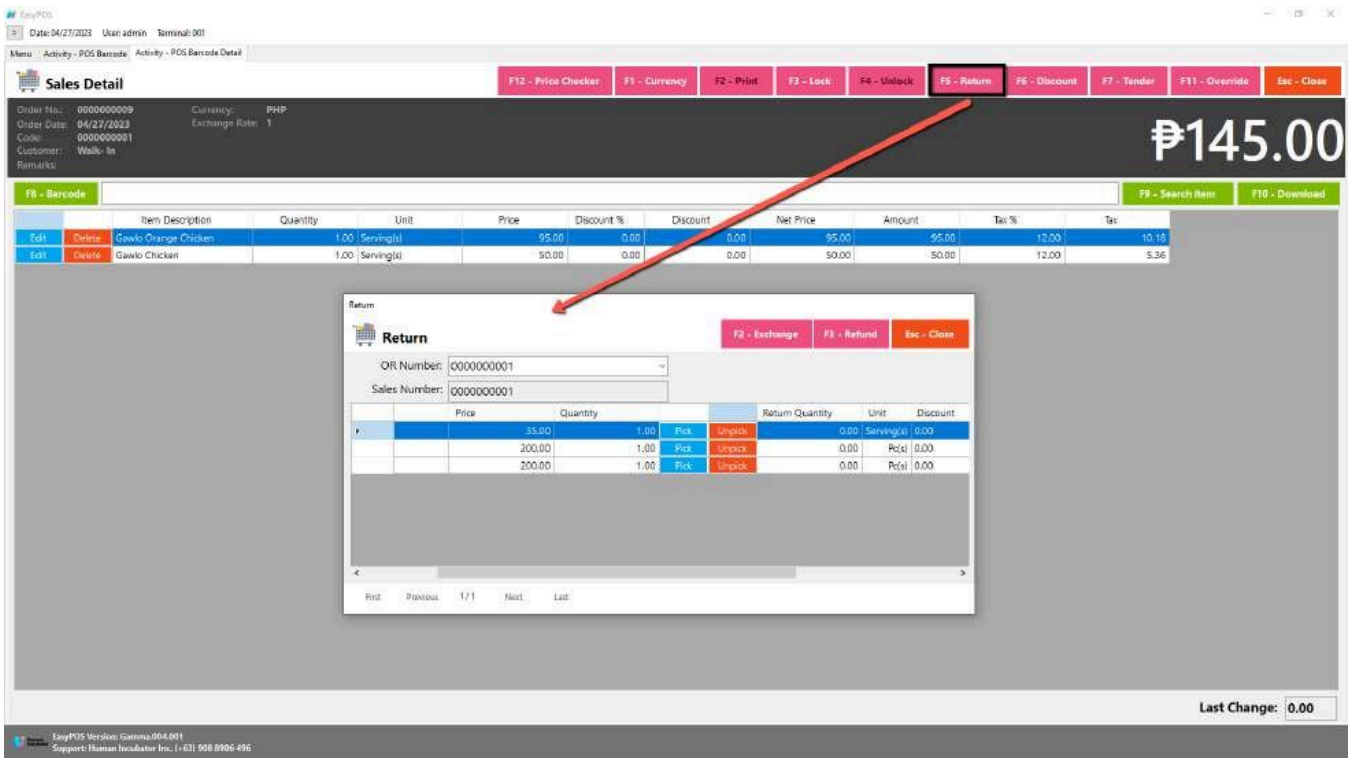


Original manual, page 160

- **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 (the 10-digit number without the terminal prefix, from this terminal) and press Enter, then the 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.*

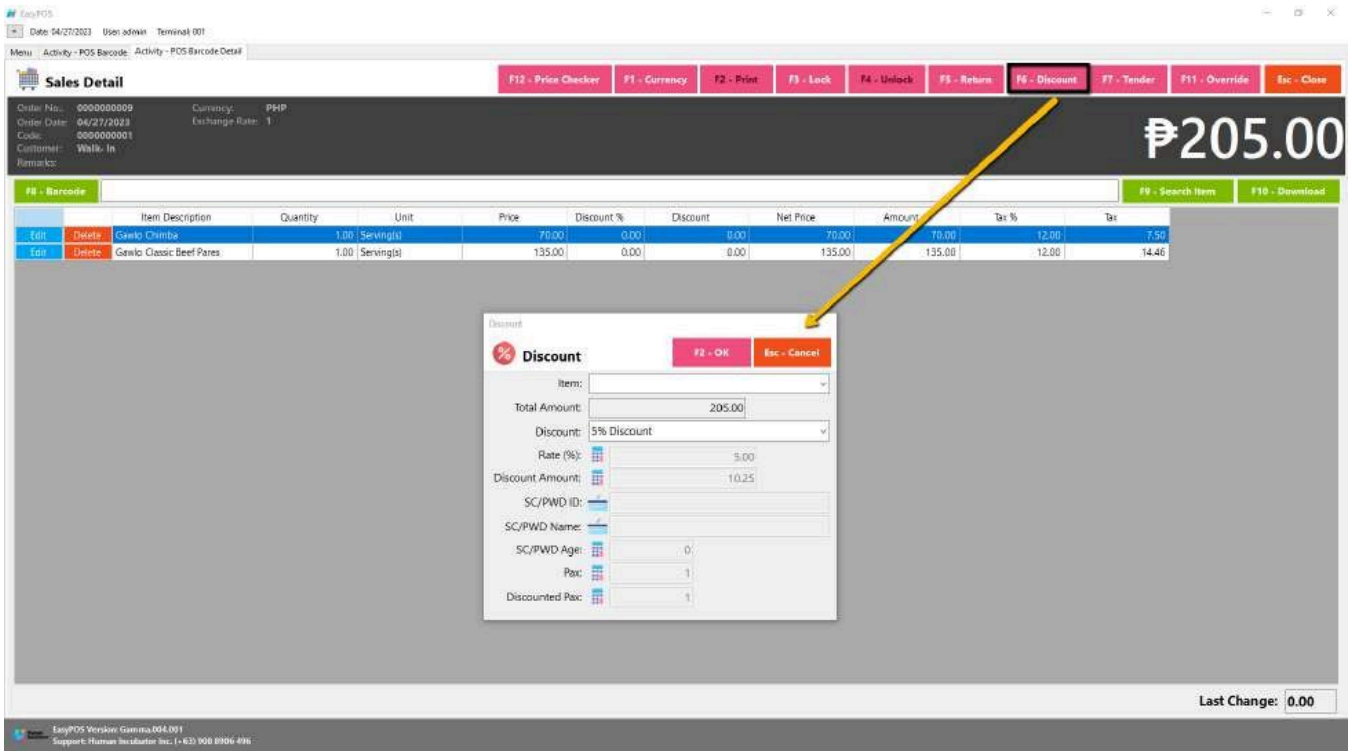
> **Note:** Exchange started from POS Touch currently may stop with an error and leave the return half-finished (known issue, being fixed).

- 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.* If the difference is negative, the sale cannot be tendered: add an item or use Refund instead. **Note: Customers are made aware of this policy during the return process**

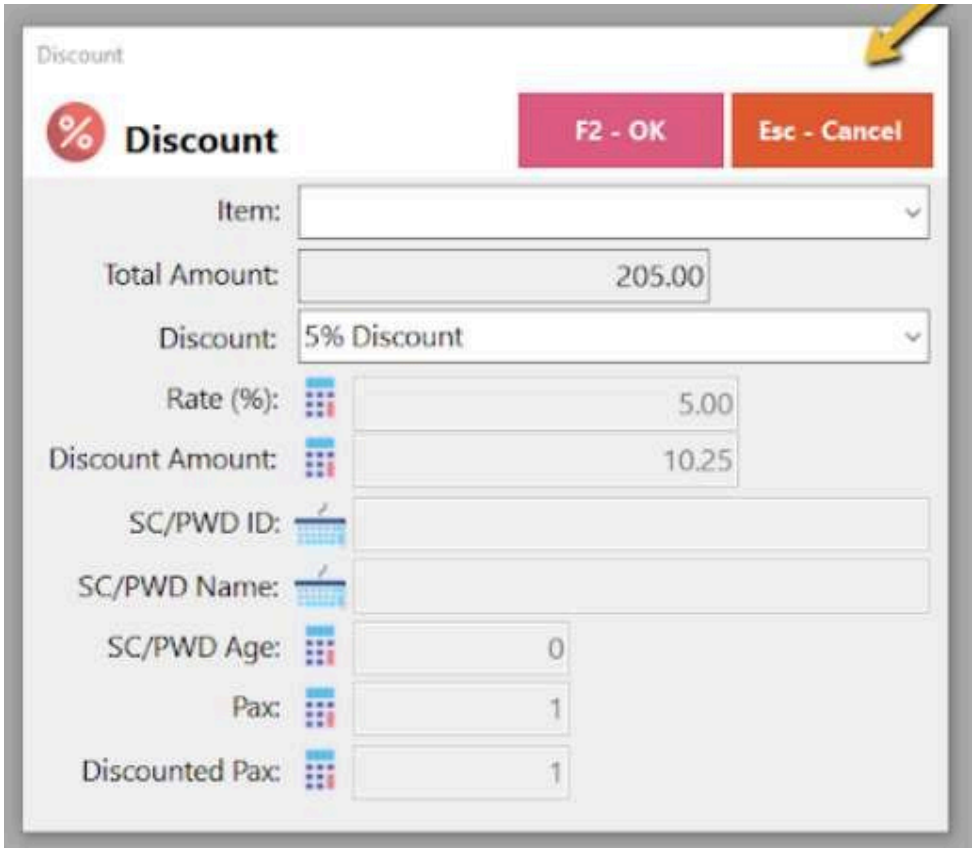


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- **Discount**
- Click the Discount button (to the left of the Tender button) if you want to set up a discount. Leave the Item field blank to discount the whole sale, or select an Item to discount only that line.

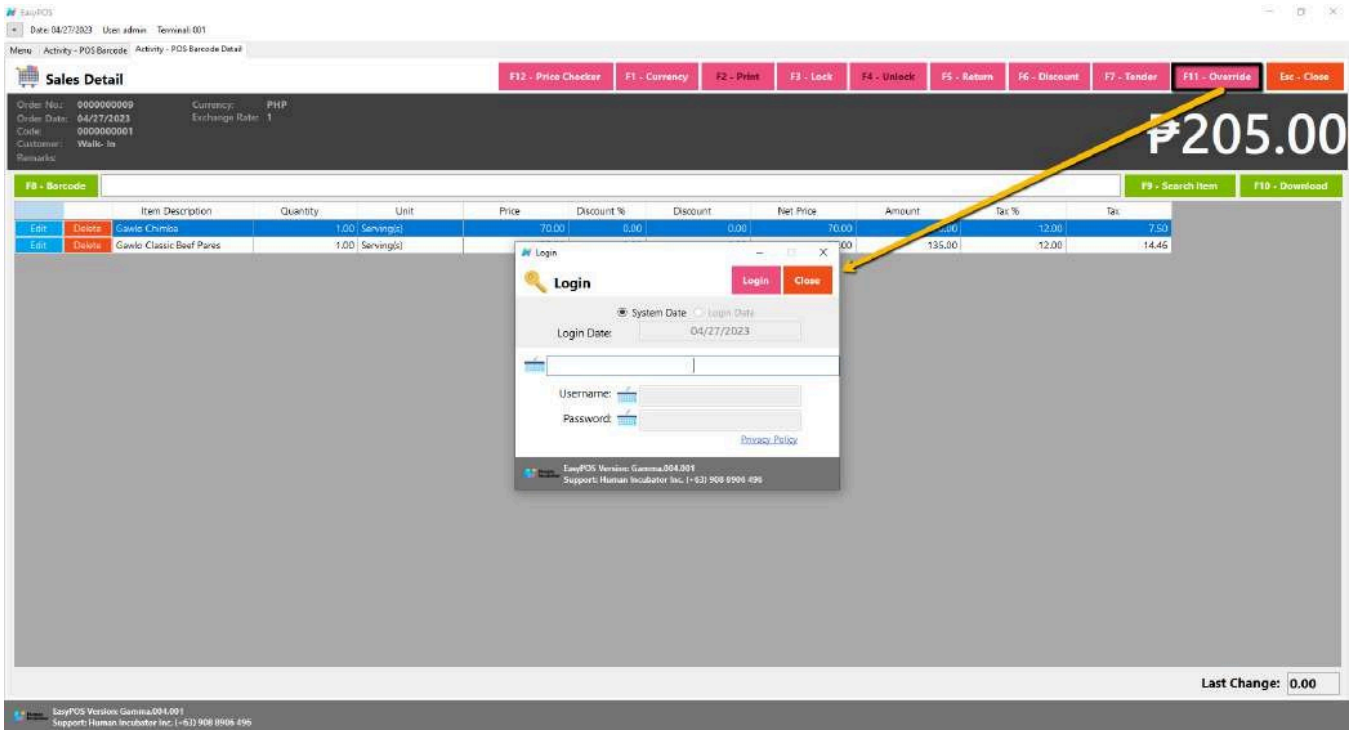


Original manual, page 163

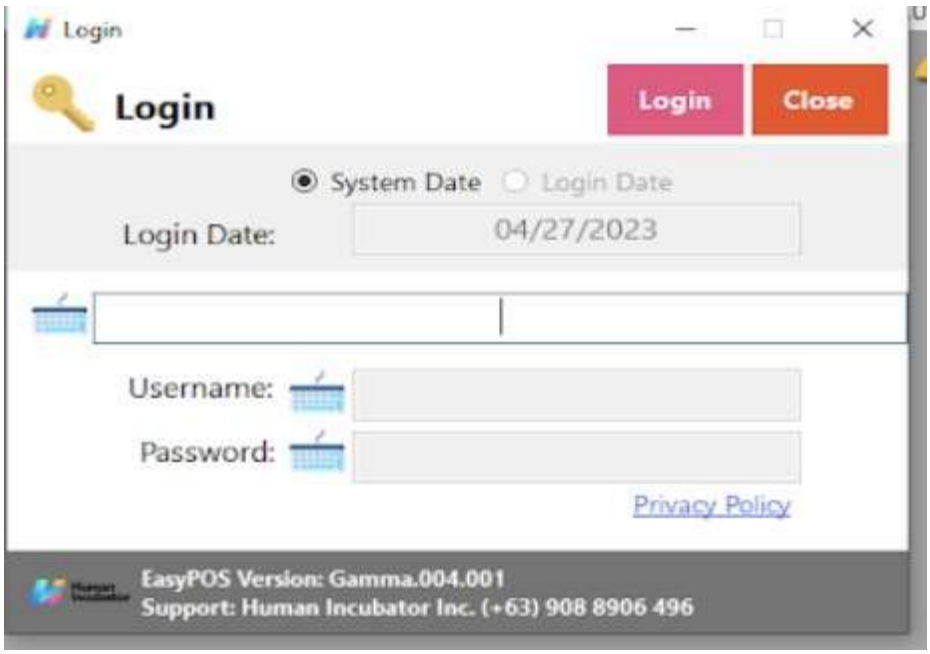


Original manual, page 163

- **Override**
- Click the Override button so that a supervisor can log in and perform an action the current user has no permission for (for example discount, Unlock or deleting a line). The supervisor's permission stays active until the screen is closed.
- To cancel a sale, open it from the Collected tab and click **F7 - Cancel**.



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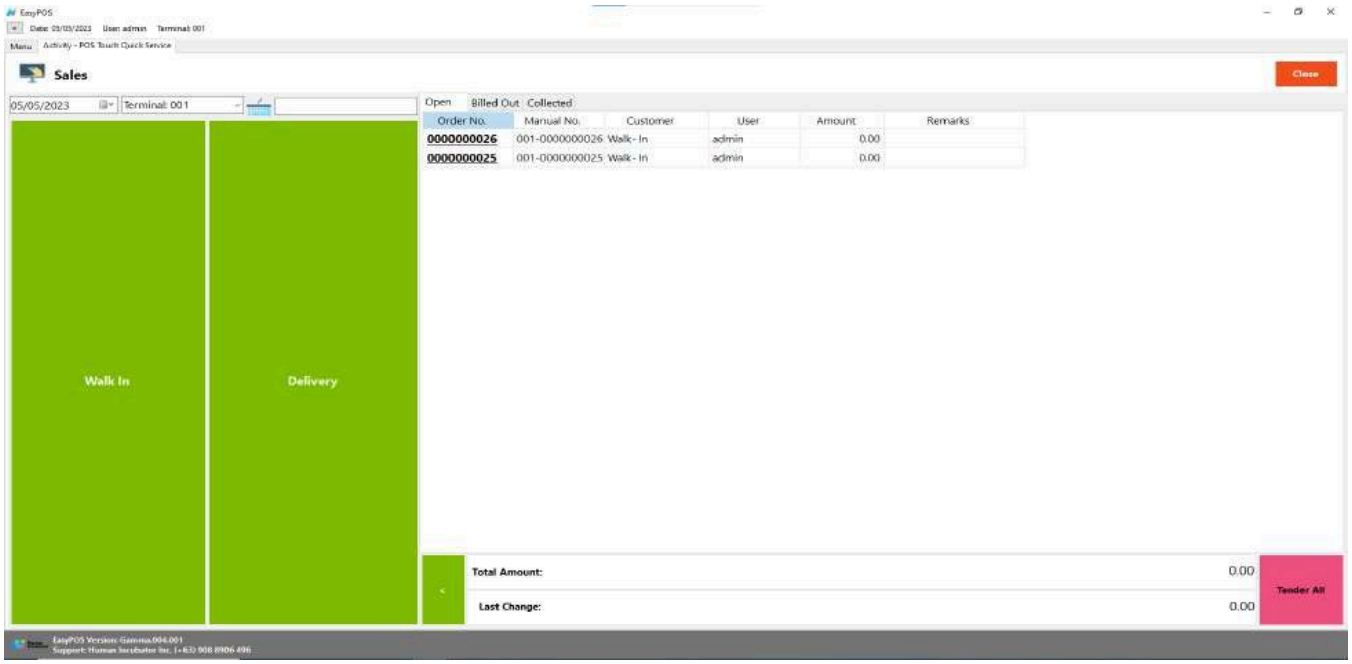
Original manual, page 164

Activity - POS Quick Service 164

Overview 164

- POS Quick Service is for stalls or shops that serve take-out and delivery orders (no table selection).

User Interface 165



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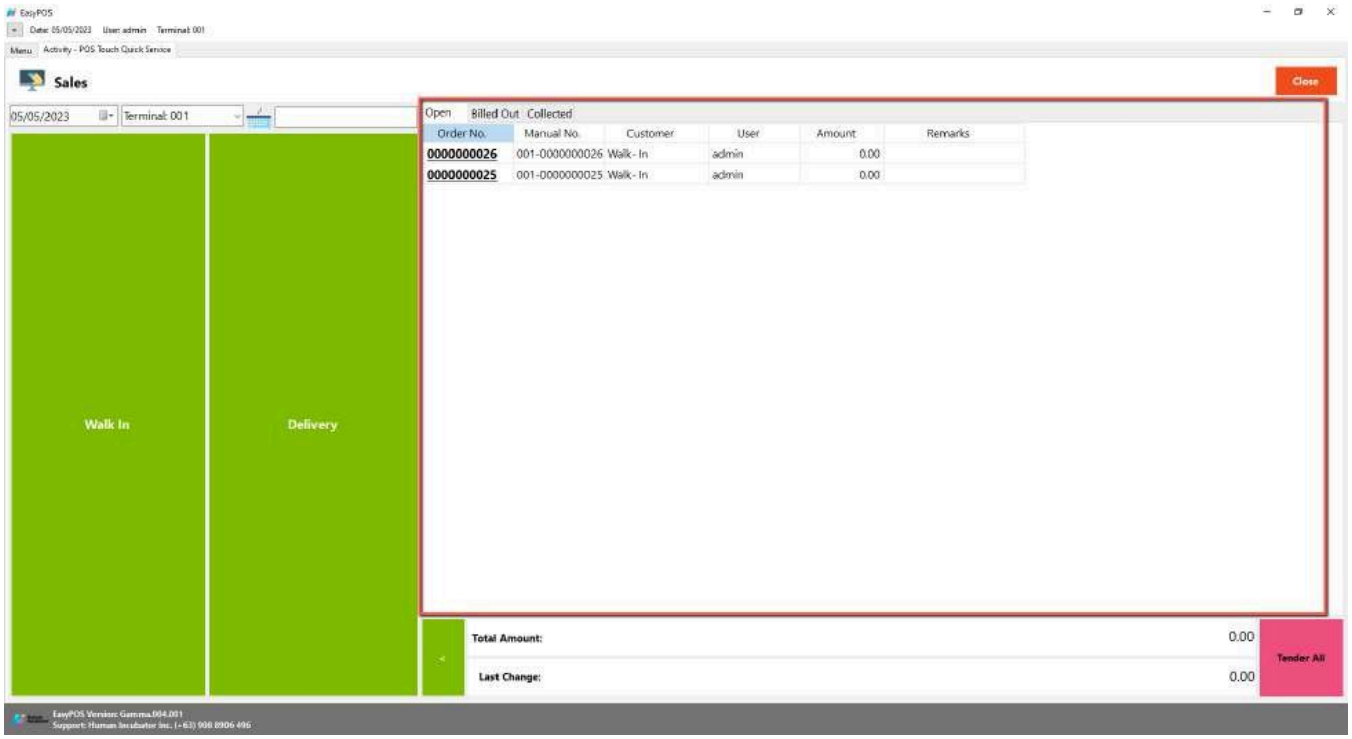
- The screen opens in a tab named **Activity - POS Touch Quick Service**. It has the following fields:
  - **Sales Date** → fixed to the login date set for the session.
  - **Terminal** → the terminal of the sales list. You can only work on orders when it is your own terminal.
  - **Search** → type here to find an order in the list.
  - **Walk In** and **Delivery** → green buttons to start a new sales order.
  - **Tender All** → red button to tender all orders in the current tab.
  - **Total Amount** and **Last Change** → show the total of the listed orders and the change of the last transaction.

POS Quick Service Definition of Buttons 165

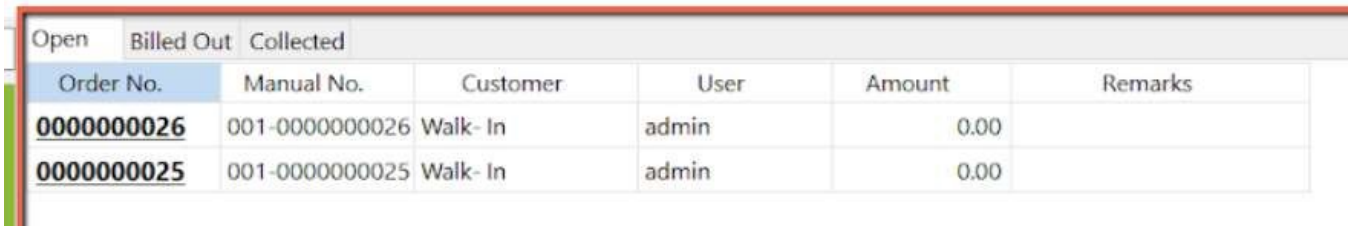
- Two **Green** large buttons → represents if the transaction is for **Walk In** customers or for **Delivery**.

POS Quick Service Sales List 165

- 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. To delete an order, click the Order No., then click **F6 - Delete** in the POS Touch Activity window (only for orders that are not yet locked).

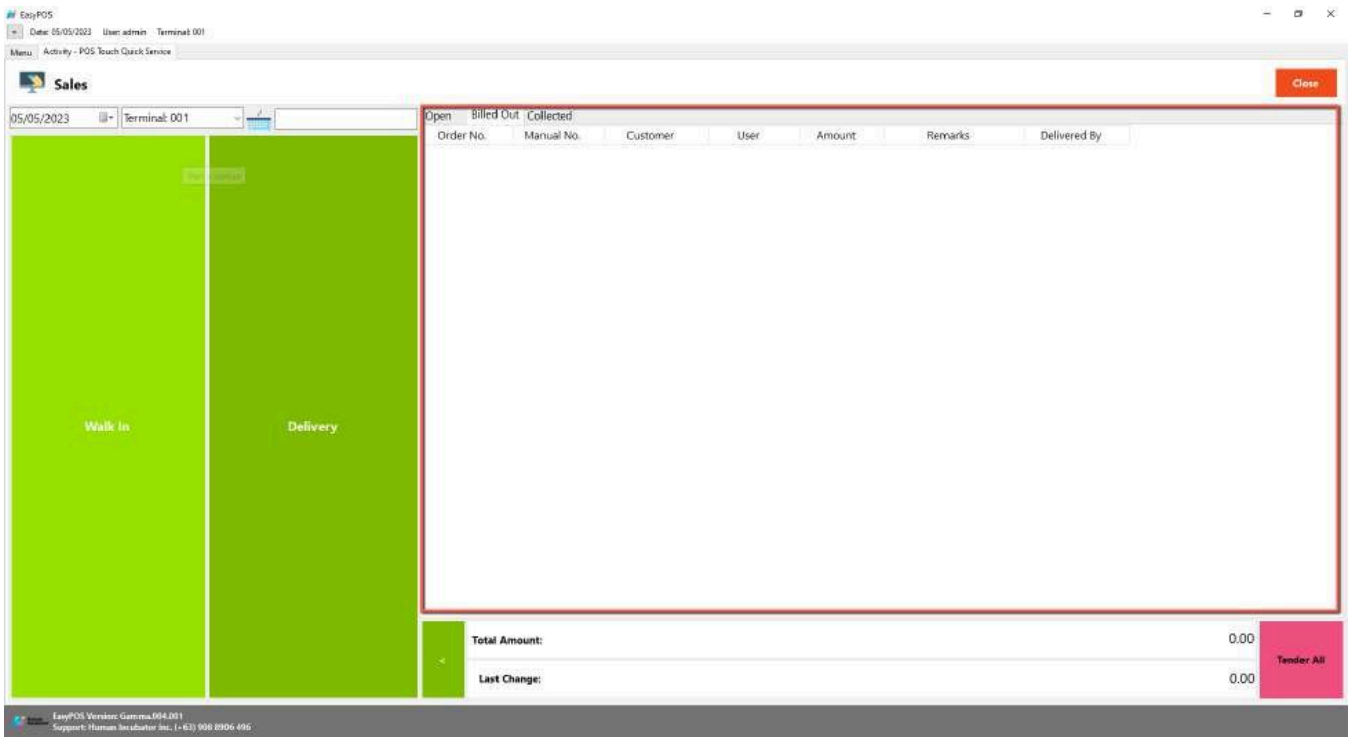


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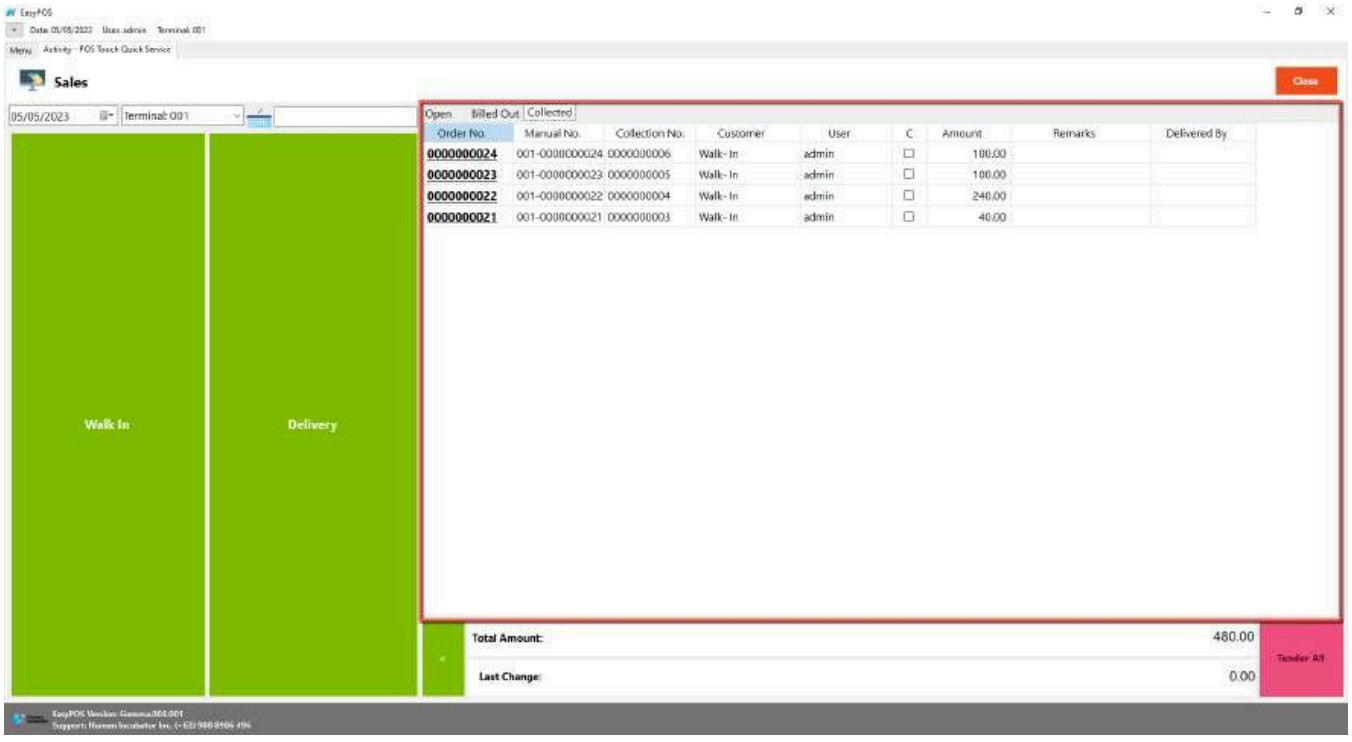
Original manual, page 166

- Billed Out → display list of sales that are already locked but not yet collected. Here, the user can print Bill Out or Partial Bill: click the Order No., then click **F3 - Bill Out** or **F9 - Print Partial Bill**.



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- Collected → display list of sales that are already tendered. Cancelled orders also stay here, with the **C** column checked.



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POS Quick Service Sales Detail 168

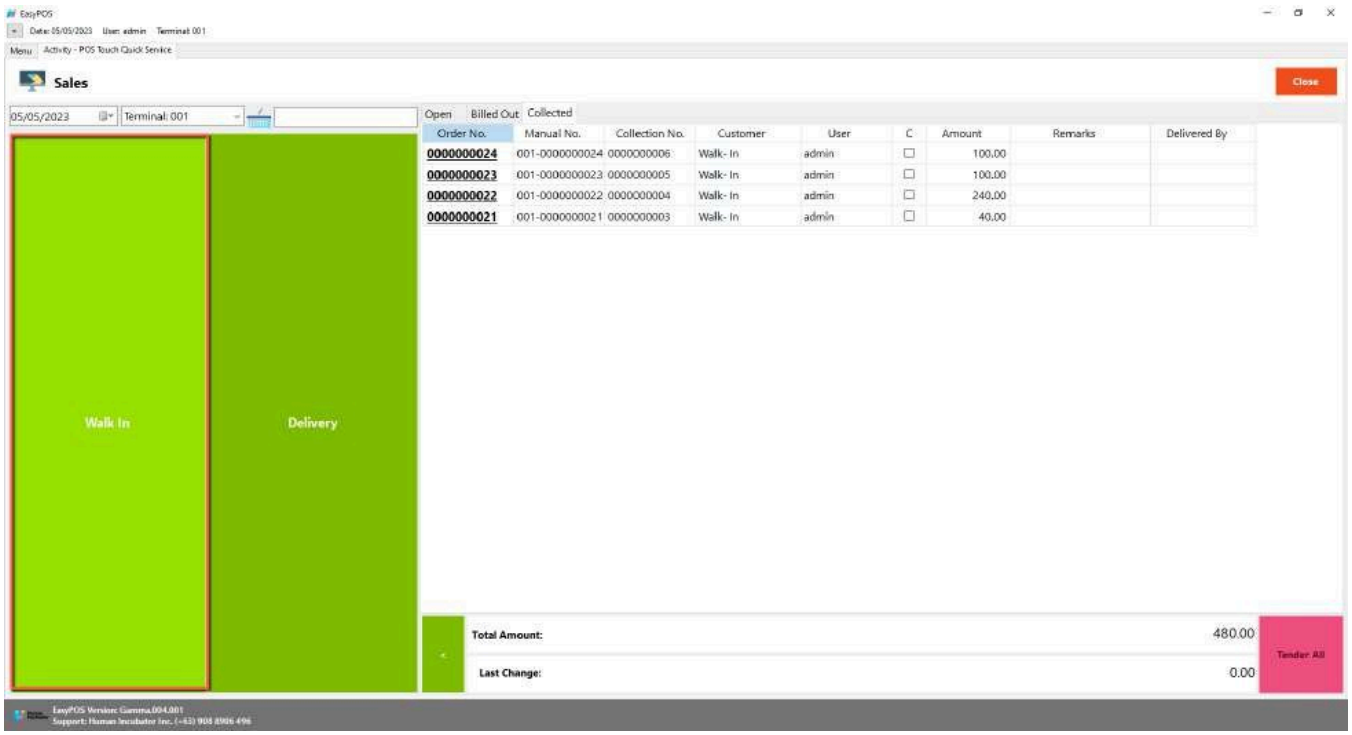
- There are 2 ways on how to navigate the sales detail:

  a. Walk-In button

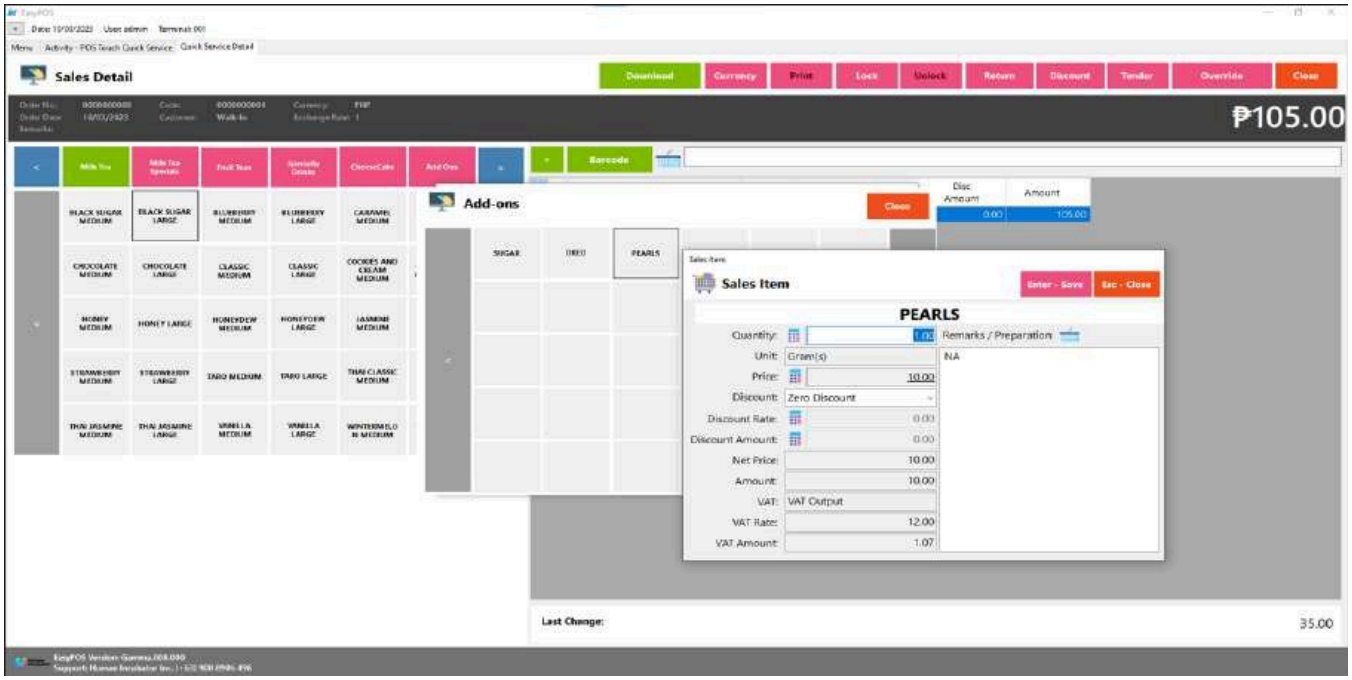
  Click the green button with the Walk In label. If the system asks you to log in first, enter your login details.

  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.

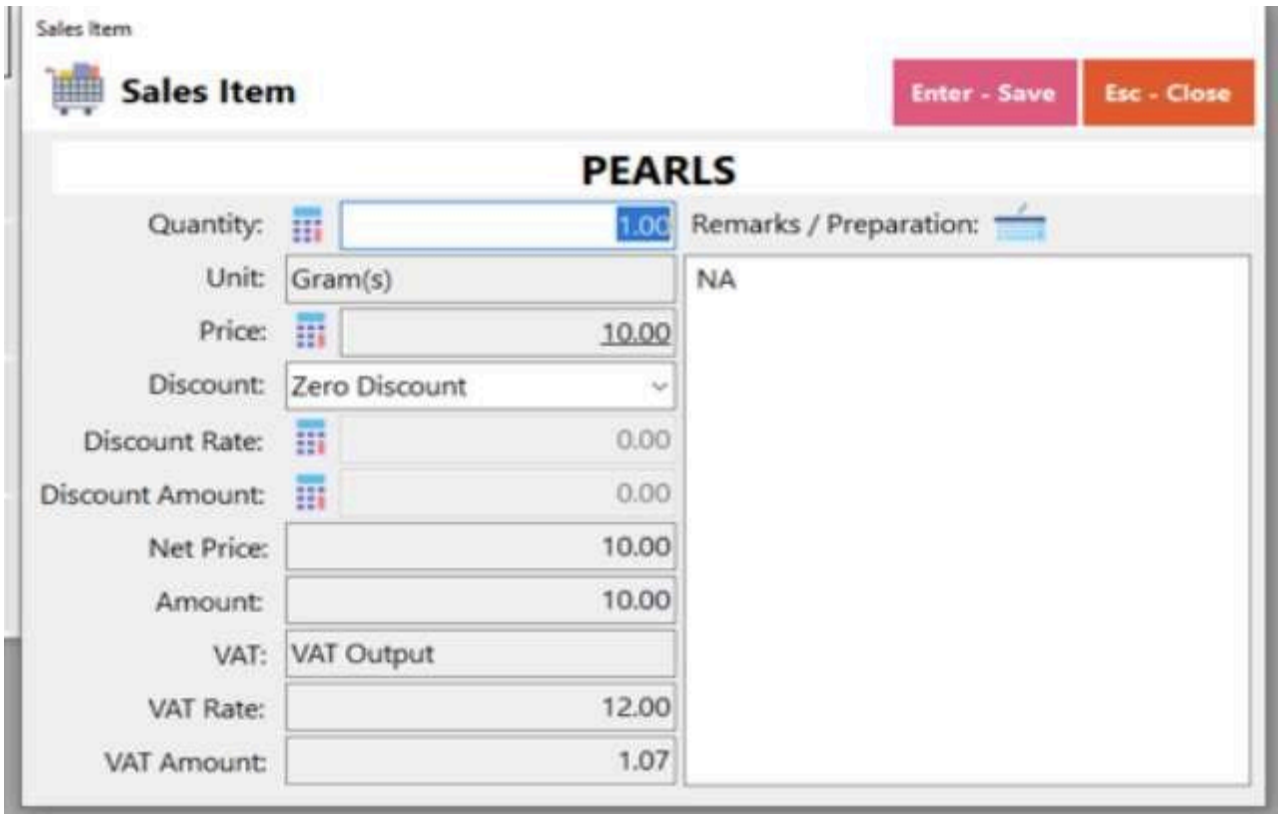
  If the Item has Item Add-ons, a form will pop-up for the item add-ons



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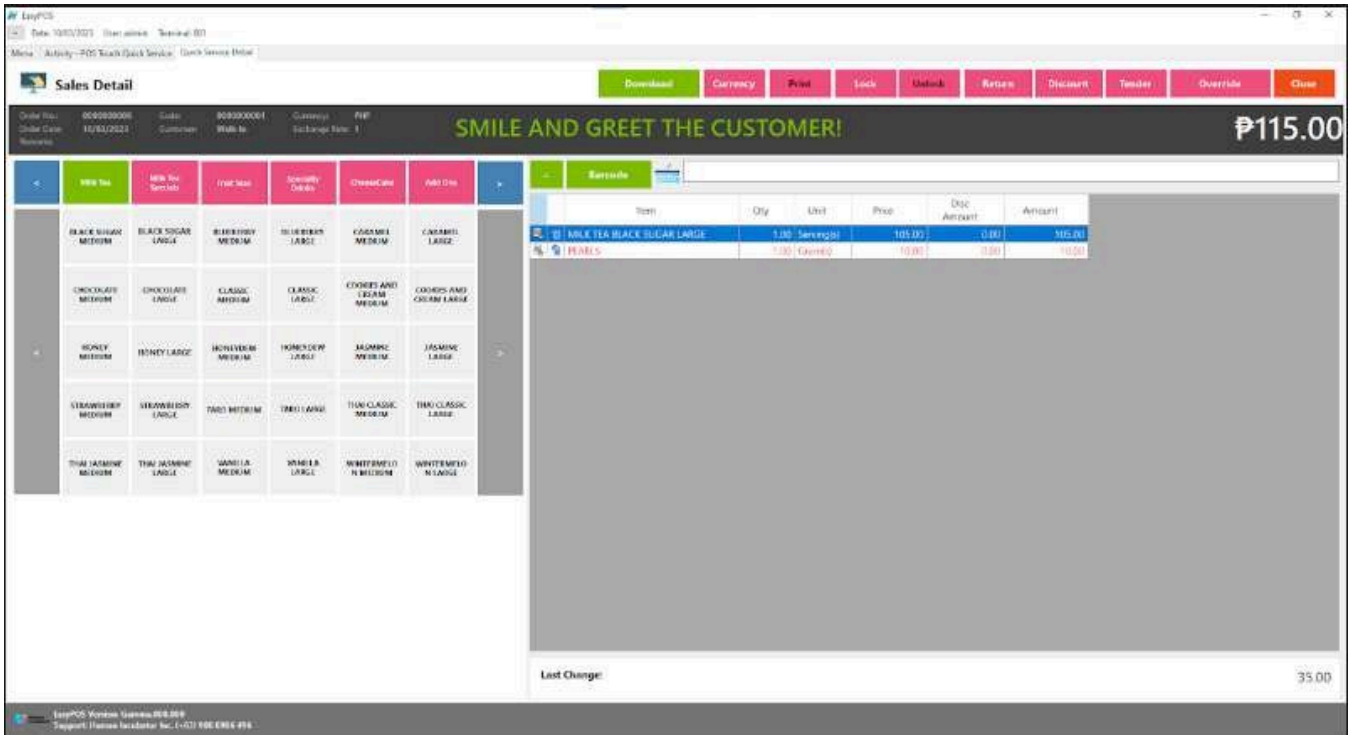


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- To save, hit the Enter button from your keyboard or click the **Enter - Save** button.



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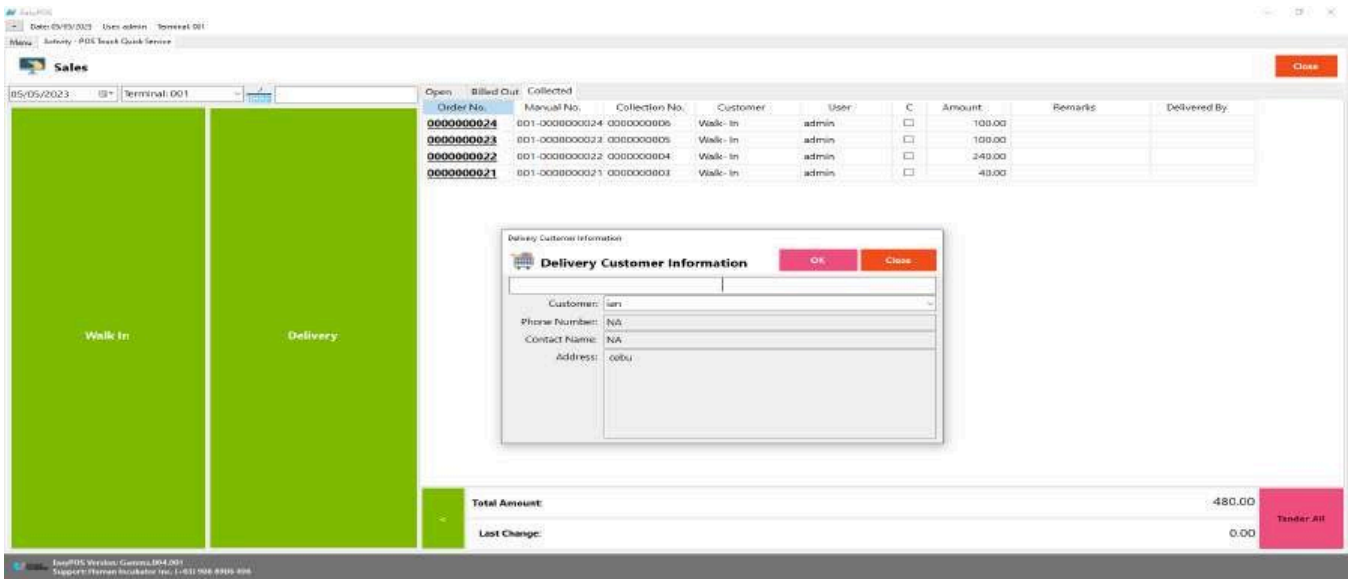
Original manual, page 170

b. Delivery button

- Click the green button with the Delivery label.
- A Delivery Customer Information will popup. Provide the necessary information (Customer, Code, Phone Number, Contact Name and Address) then click the Ok button.

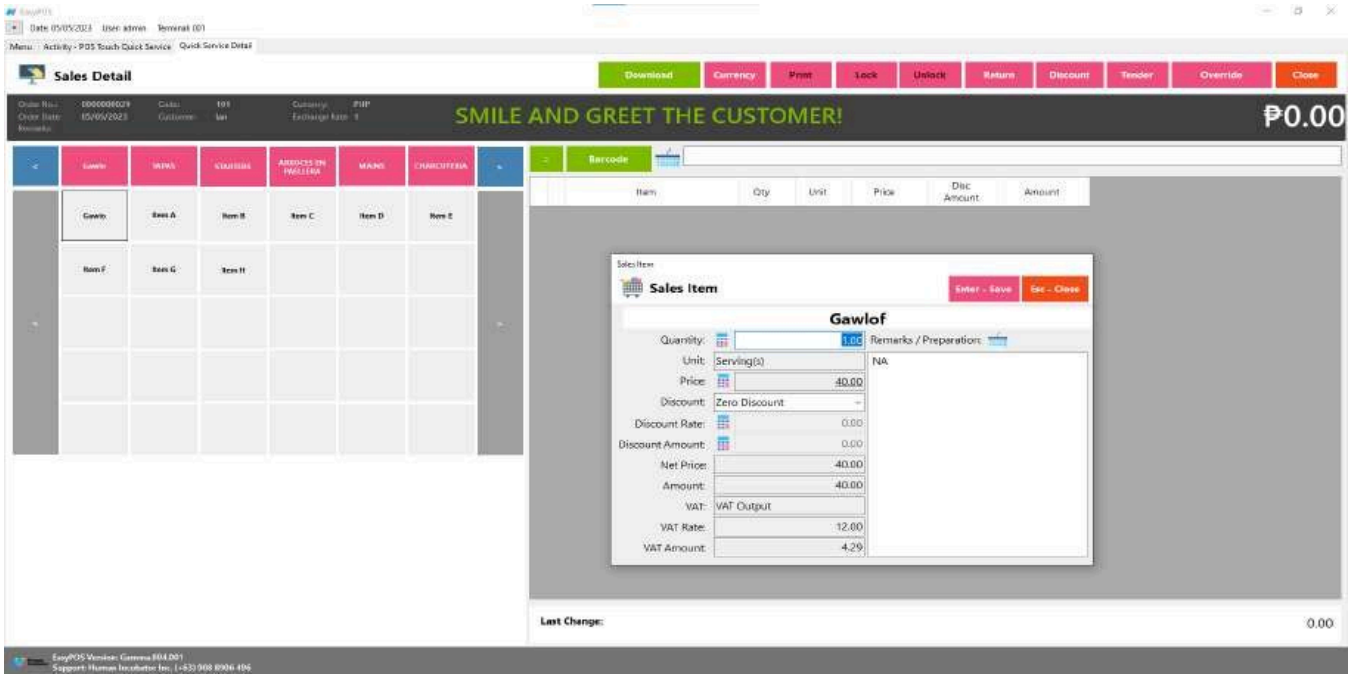
> **Note:** If there is already an unpaid Delivery order for the day, the system opens that order even if you choose a different customer, so a new Delivery order cannot be created (known issue, being fixed).

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

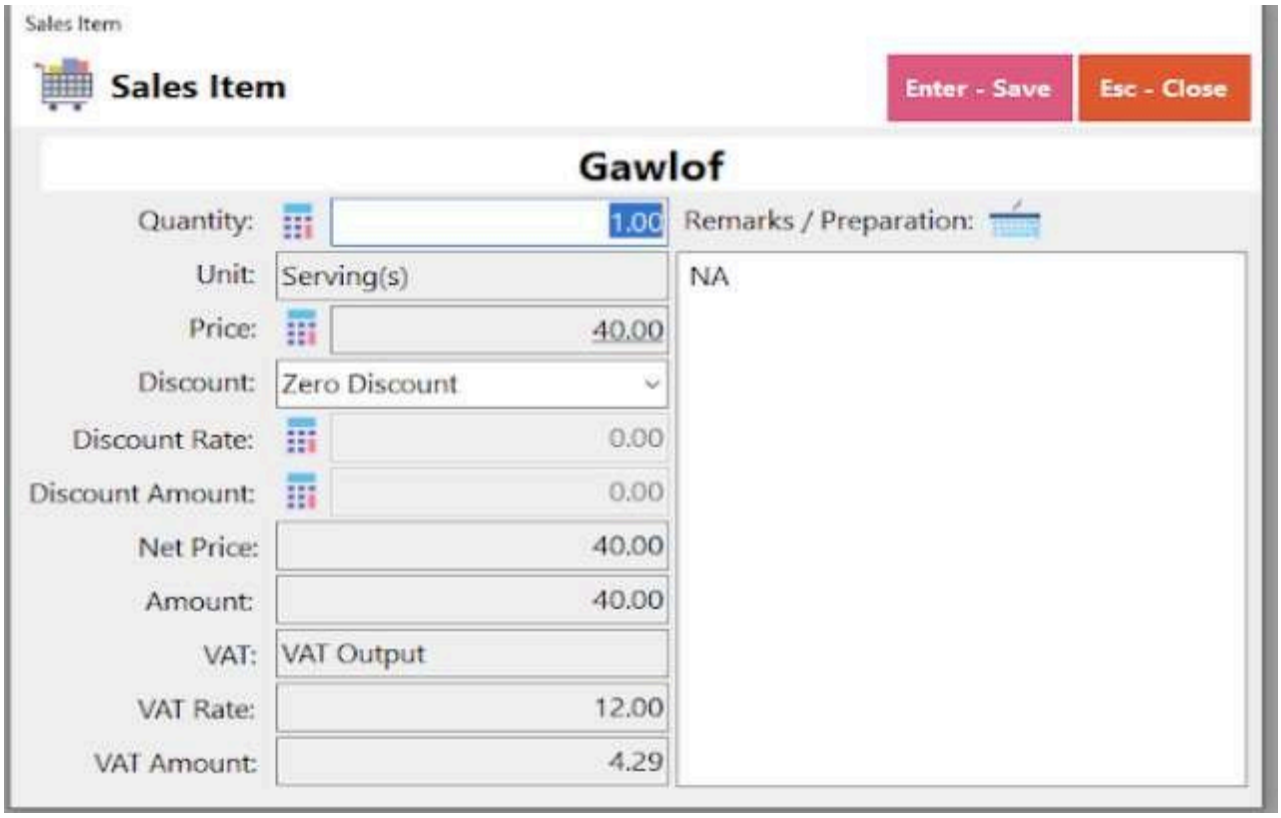


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sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount. To save, hit the Enter button from your keyboard or click the **Enter - Save** button.



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POS Quick Service - Tender 172

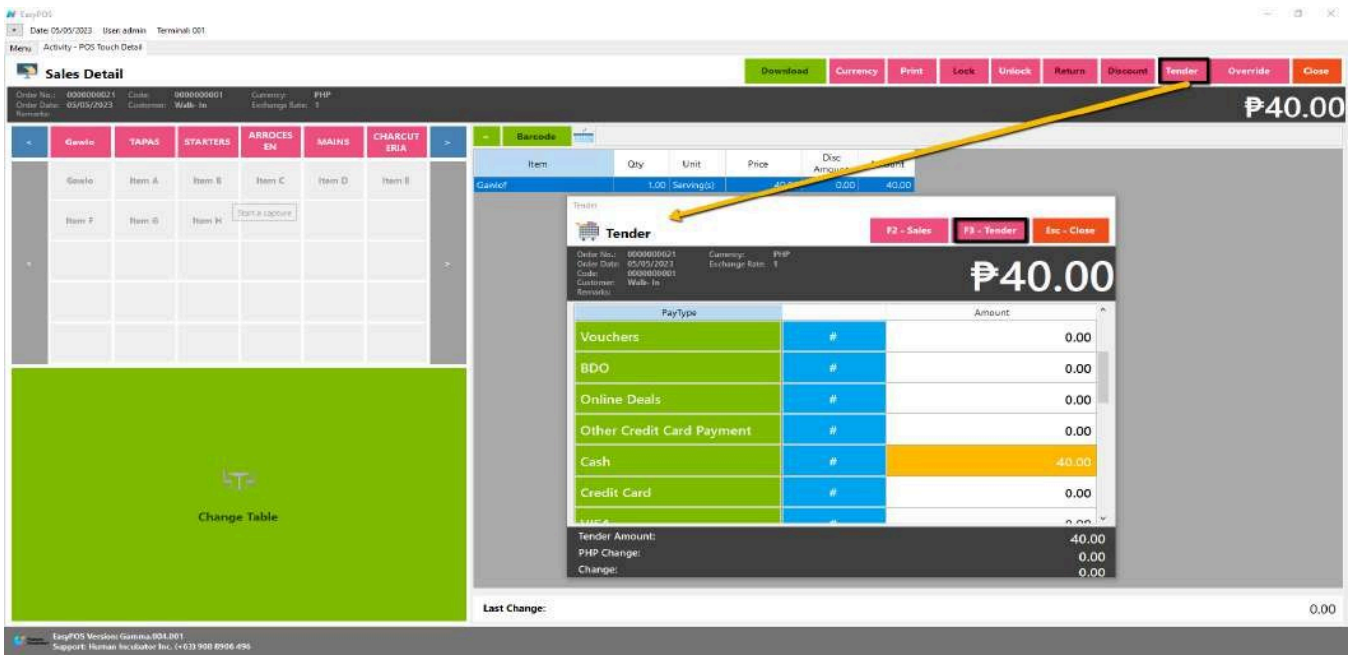
- A "tender button" in the context of a Point of Sale (POS) system typically refers to a button or option on the POS interface that is used to finalize a transaction and tender the payment. It is the button that the cashier or user presses when the customer is ready to pay for their purchases.
- There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

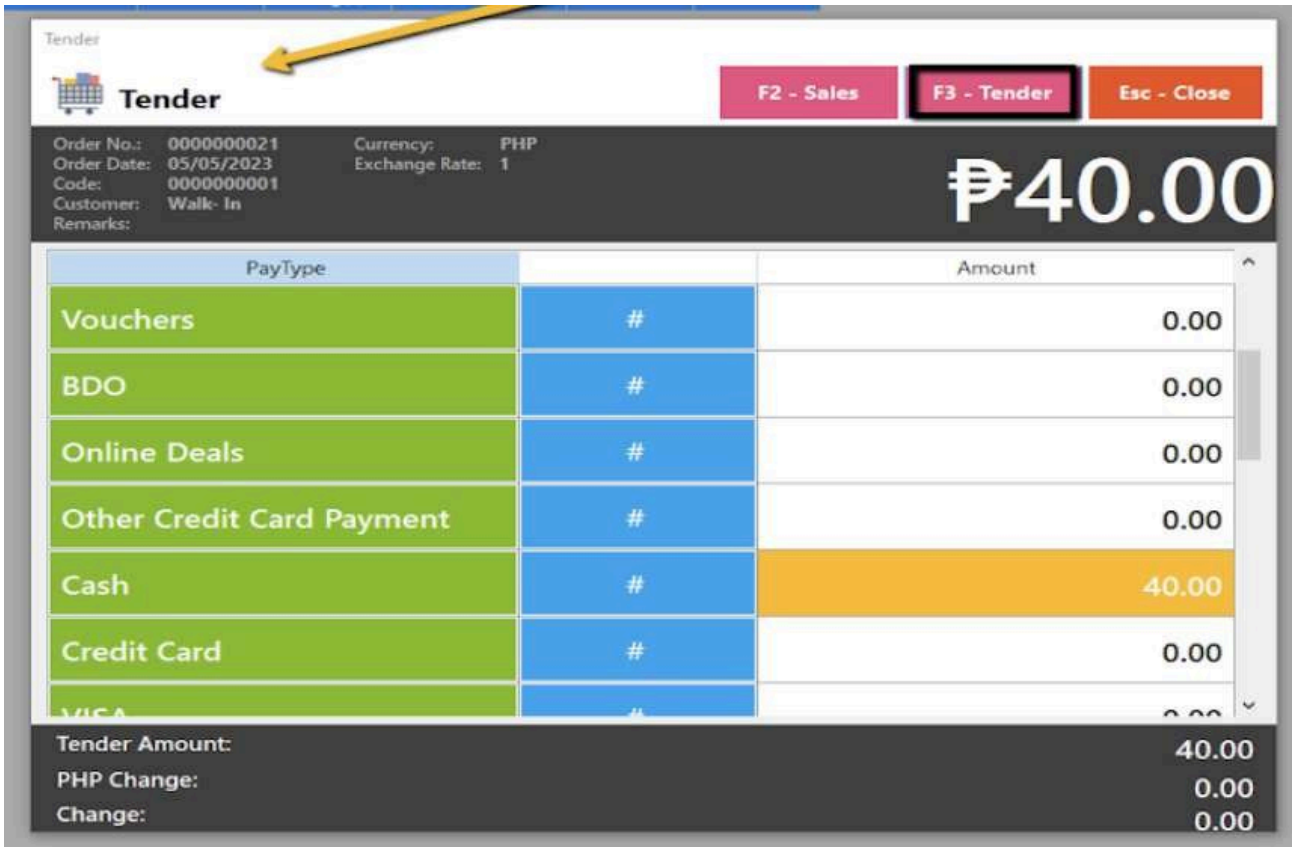
      When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash.** Just click the **OK** button to save the additional information.

      If a service charge is set up, the system first asks **Add Service Charge?**.

      To finish the sales transaction, just click **F3 - Tender** on the Tender form, the system will now print an Official Receipt, and the sales detail will be moved to the Collected tab.



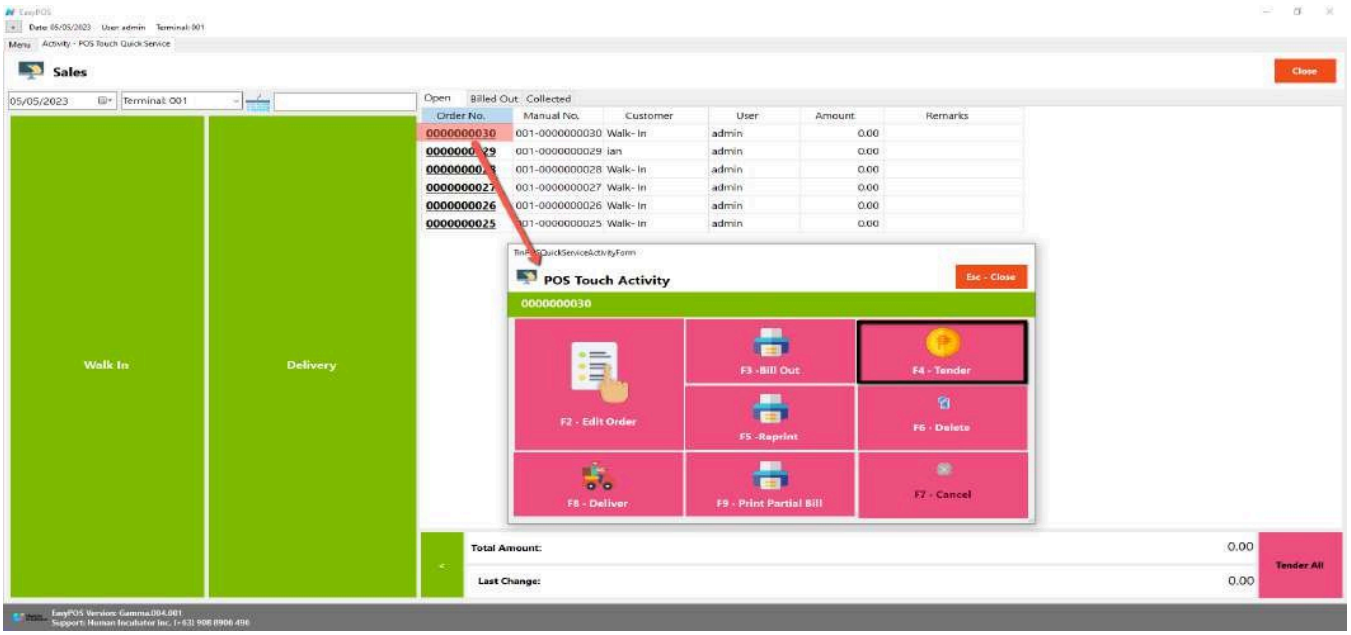
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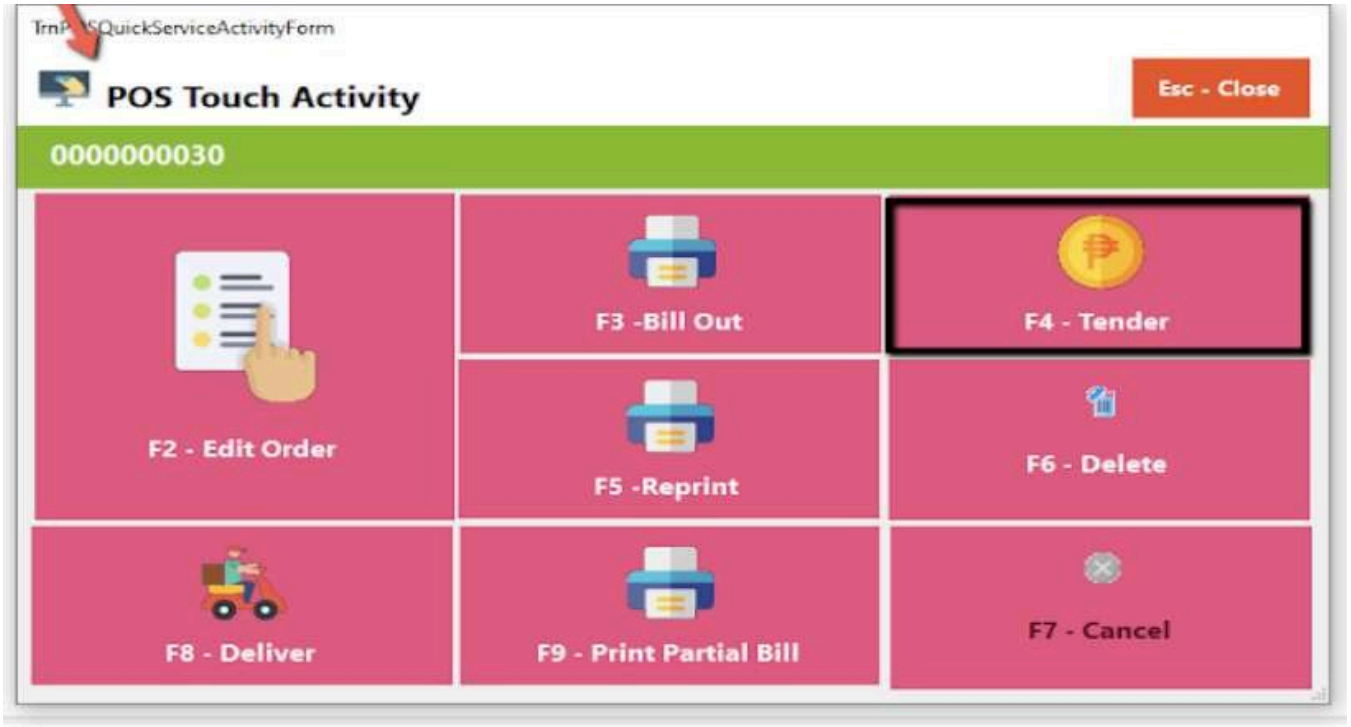
Original manual, page 173

- Via Open and Billed Out tab
    - From the Open or Billed Out tab, click the Order No. cell of the sales order that you want to tender (other cells do not open the window).
    - A POS Touch Activity window will display, then select Tender or simply press F4.

> **Note:** Tendering from this window does not add the service charge to the sale, although the list amount includes it (known issue, being fixed).

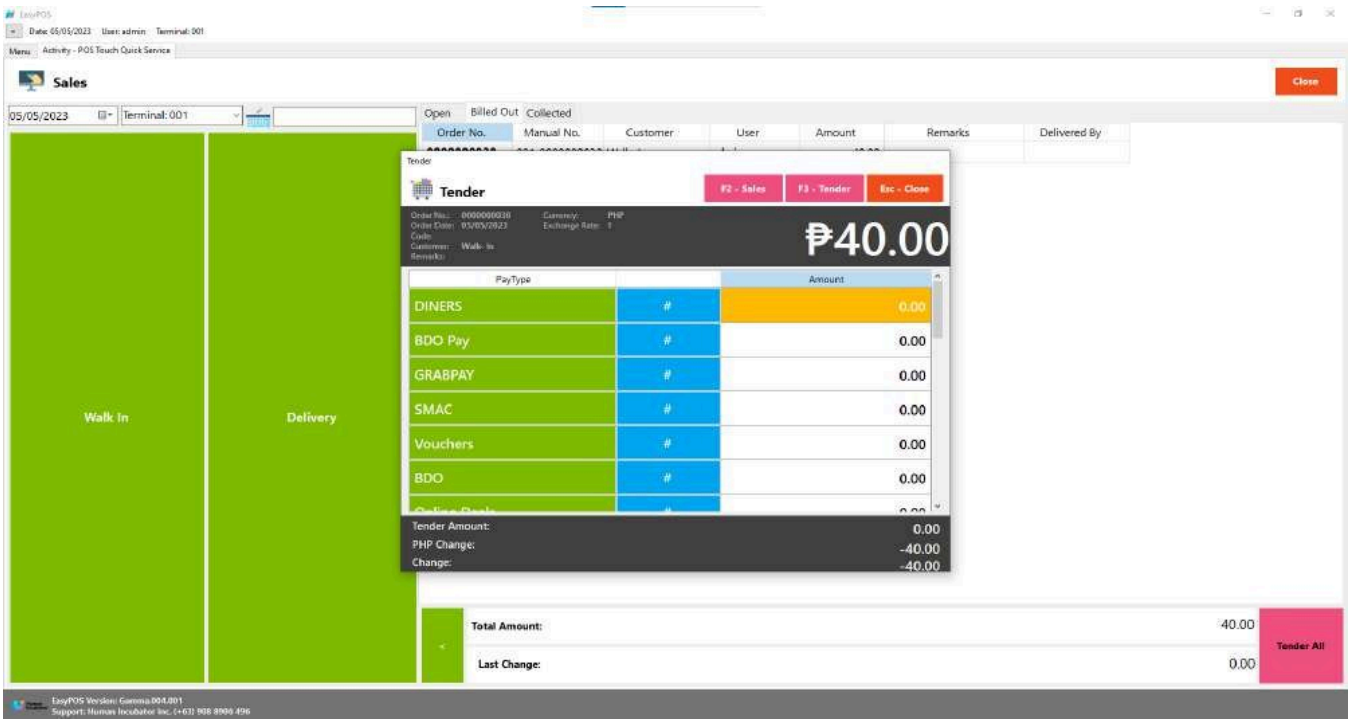


Original manual, page 174

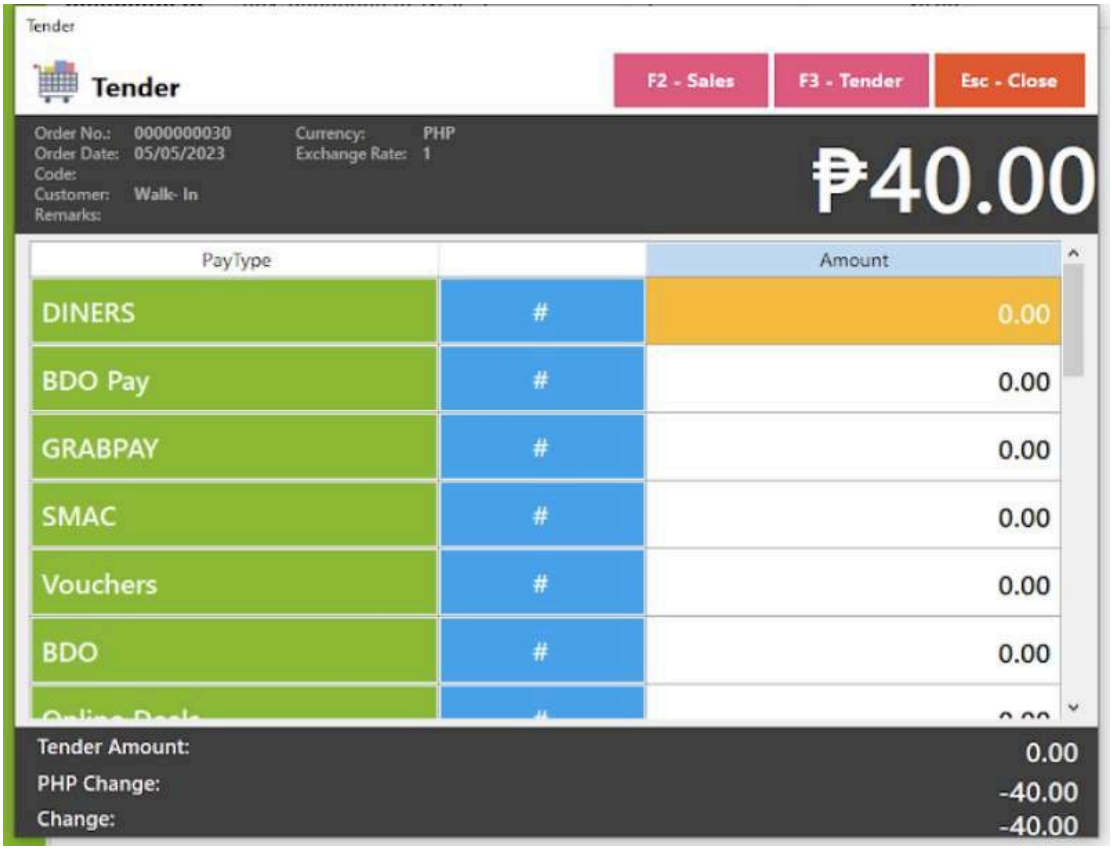


Original manual, page 174

- 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 **F3 - Tender** on the Tender form, the system will now print an Official Receipt, and the sales detail will be moved to the Collected tab.



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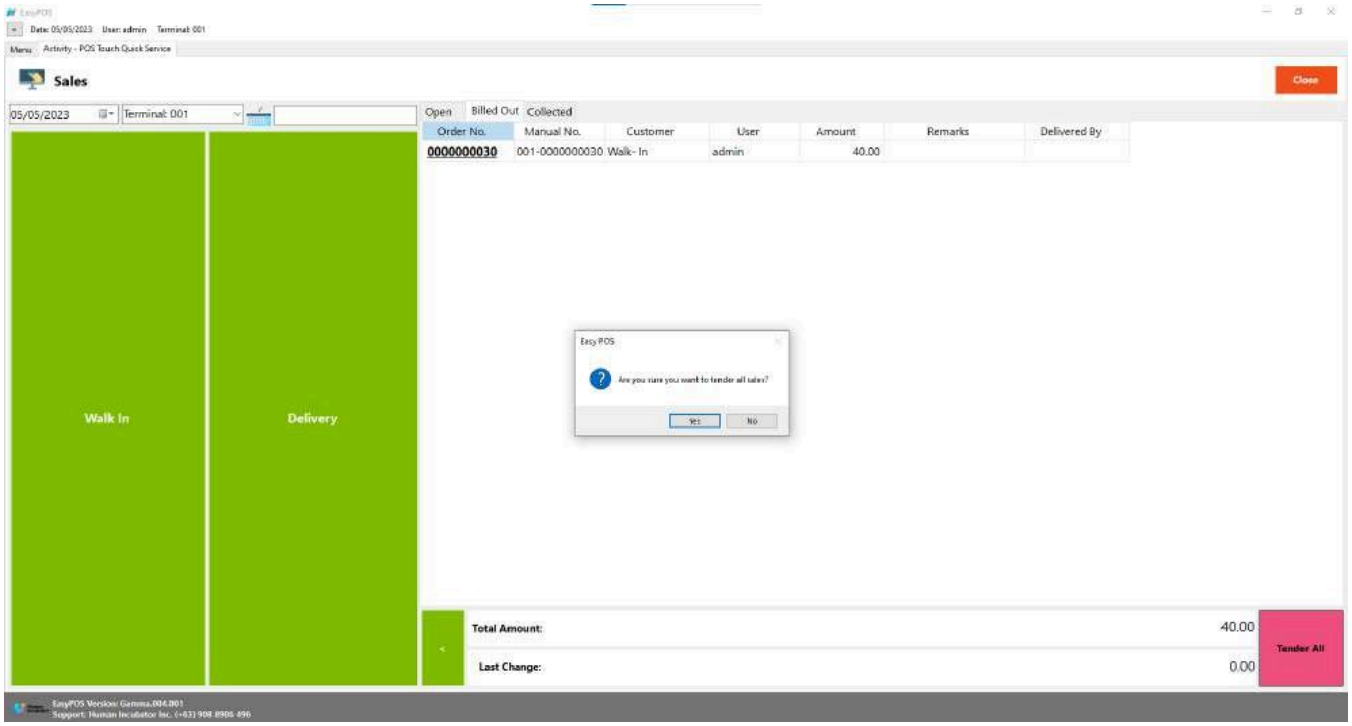


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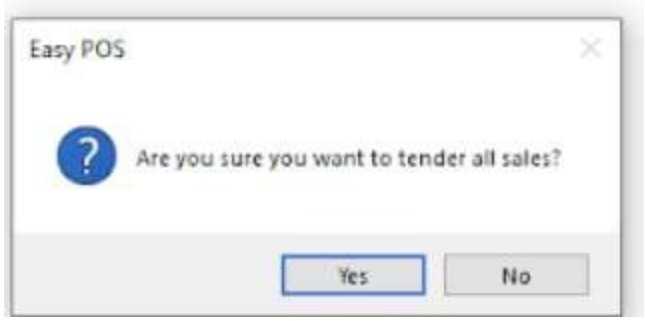
- Via Tender All button
- From the Open or Billed Out tab, look for the Tender All red button.
- A confirmation message will popup, then click Yes.

- All orders are tendered as Cash, no Official Receipt is printed, and zero-amount orders are skipped.

> **Note:** Tender All does not add the service charge to the sales. On the Billed Out tab, Tender All currently shows an error. If Tender All stops part-way (for example, not enough stock), only the orders processed before it stopped are tendered (known issues, being fixed).

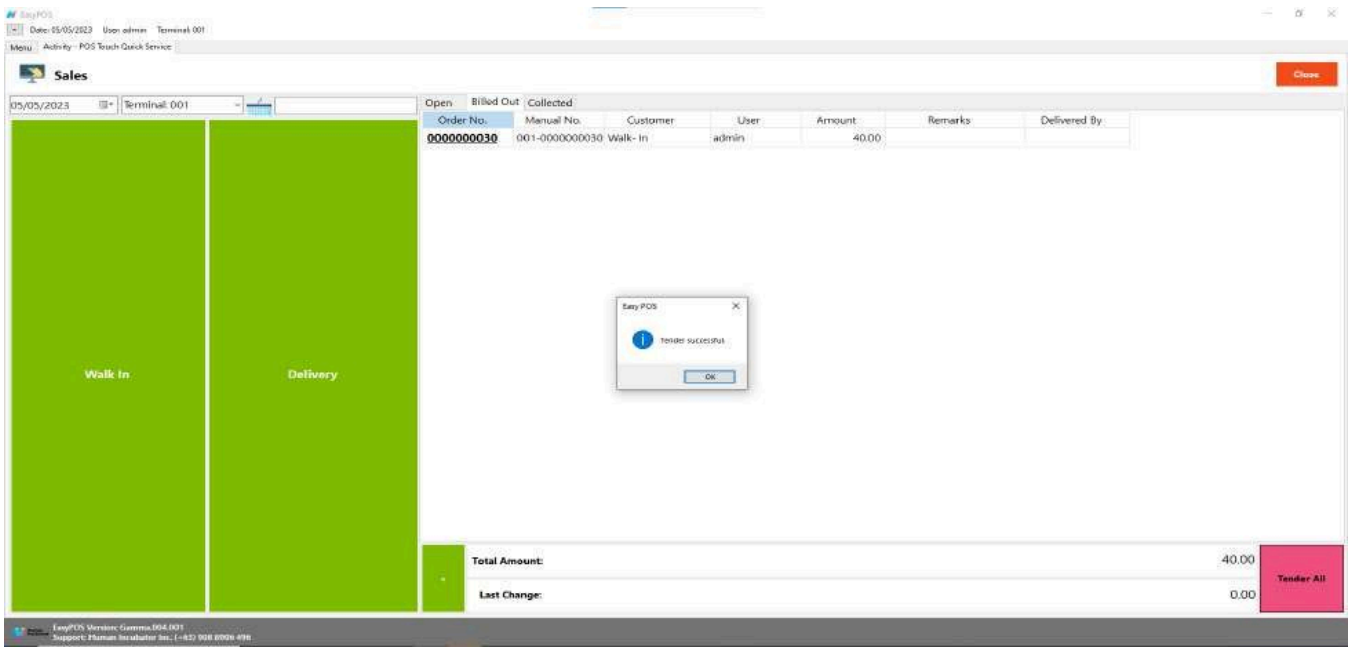


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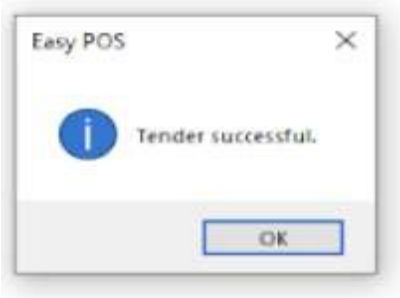


Original manual, page 177

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

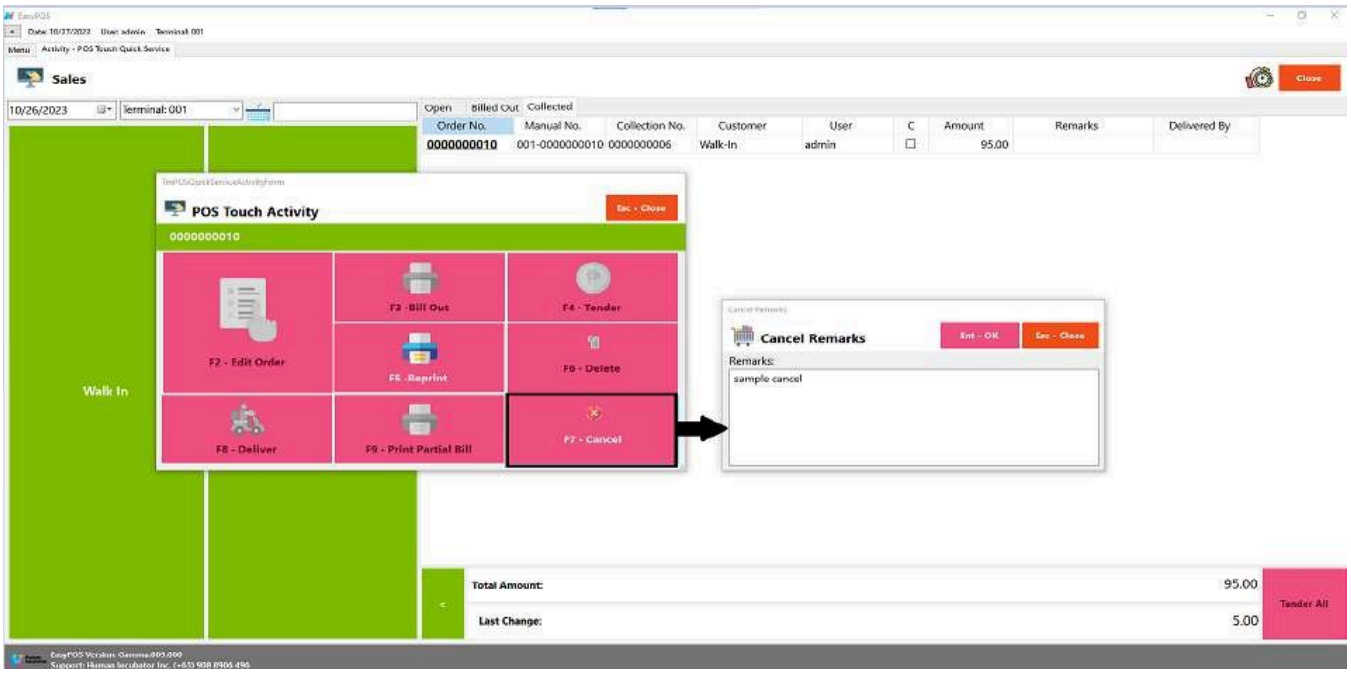


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- Cancel transaction: a cancelled sale is a transaction that was already collected and is voided afterwards.
- To cancel transaction, select the order number in the Collected tab. Only collections of the same day can be cancelled (earlier days show "Not allowed."), and your user needs the Cancel right.
- Click the **F7 - Cancel** button in the window and input the remarks on the popup cancel remarks form.



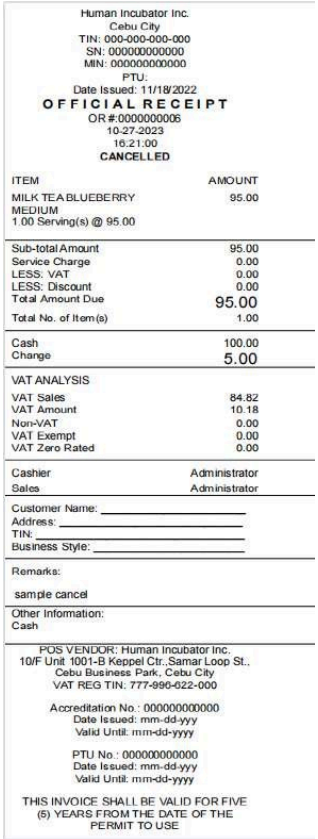
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- Click **Ent - OK**, then click Yes on the "Cancel Transaction?" confirmation to cancel the transaction
- It will automatically generate the cancel receipt

> **Note:** Cancelling a collected sale does not return the items to stock yet (known issue, being fixed).



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

OFFICIAL RECEIPT

OR #:0000000006
10-27-2023
16:21:00
CANCELLED

ITEM	AMOUNT
MILK TEA BLUEBERRY MEDIUM 1.00 Serving(s) @ 95.00	95.00
Sub-total Amount	95.00
Service Charge	0.00
LESS: VAT	0.00
LESS: Discount	0.00
Total Amount Due	95.00
Total No. of Item(s)	1.00
Cash	100.00
Change	5.00

VAT ANALYSIS

VAT Sales	84.82
VAT Amount	10.18
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00
Cashier	Administrator
Sales	Administrator

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

Remarks:
sample cancel

Other Information:
Cash

POS VENDOR: Human Incubator Inc.
10/F Unit 1001-B Keppel Ctr.,Samar Loop St.,
Cebu Business Park, Cebu City
VAT REG TIN: 777-990-622-000

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

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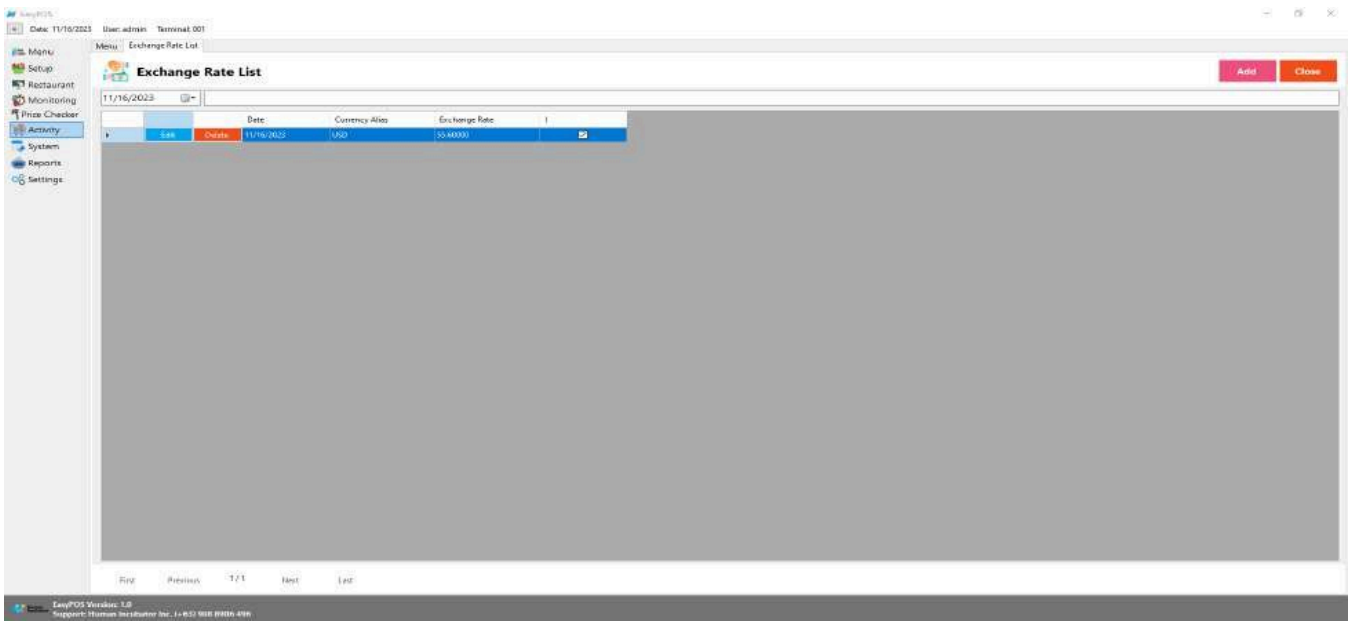
Exchange Rate 182

Overview 182

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

Exchange Rate List 182

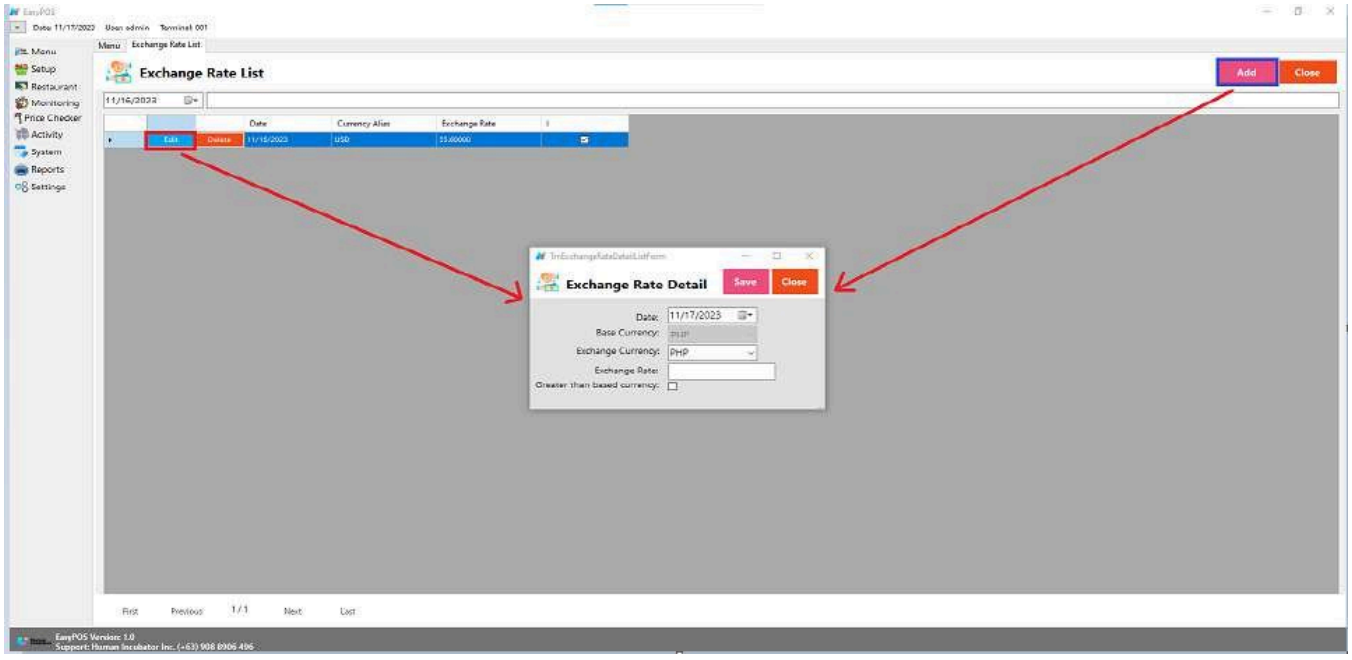
- Shows the list of added exchange rates for one date at a time. Use the date picker (today by default) to choose the date.
- The search box filters by base currency.
- The list shows 50 records per page.
- **Delete** button will proceed to deleting the selected exchange rate. Only a rate that is not yet used in a sale or collection can be deleted.
- **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.



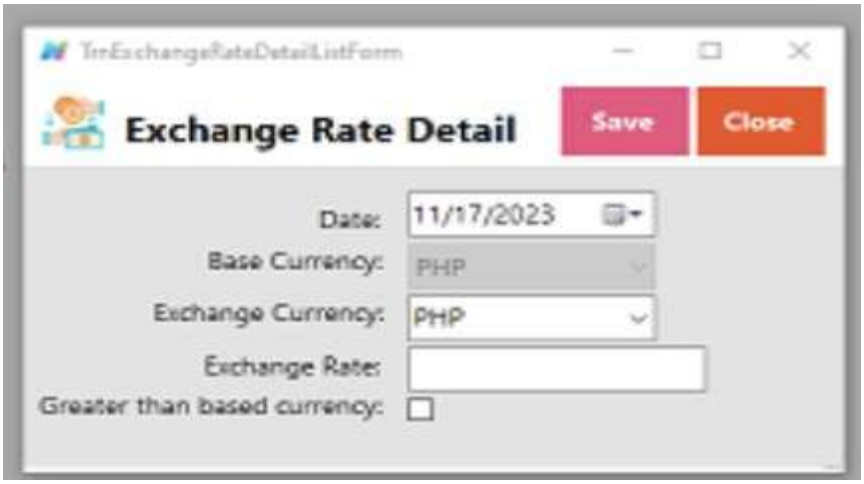
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Exchange Rate Detail 183

- **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. The Base Currency is filled in automatically from the settings and cannot be edited.
- Enter a rate greater than 0 and select an Exchange Currency that is different from the Base Currency.
- The checkbox is set automatically according to the Rate: it is checked when the Rate is less than 1, and unchecked otherwise.
- Click the Save button to successfully add the exchange rate.



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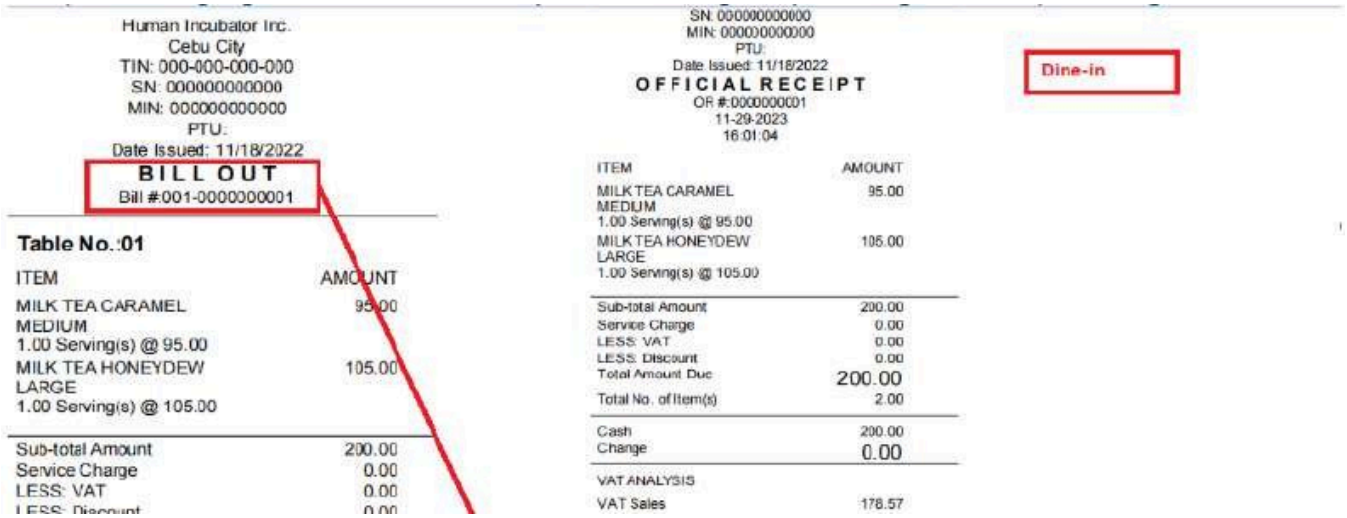
Official Receipt 184

Overview 184

- Reference for official receipt
- The Official Receipt is printed on 80mm receipt paper. After the MIN line, a **Terminal** line (for example, Terminal: 001) is printed; it is not shown in the sample. The **Date Issued** is the value set in Settings (Date Issued), not the printing date.
- The **Other Information** section prints the payment type, even for Cash (for example, Other Information: Cash).

Dine-in : Billout number 184

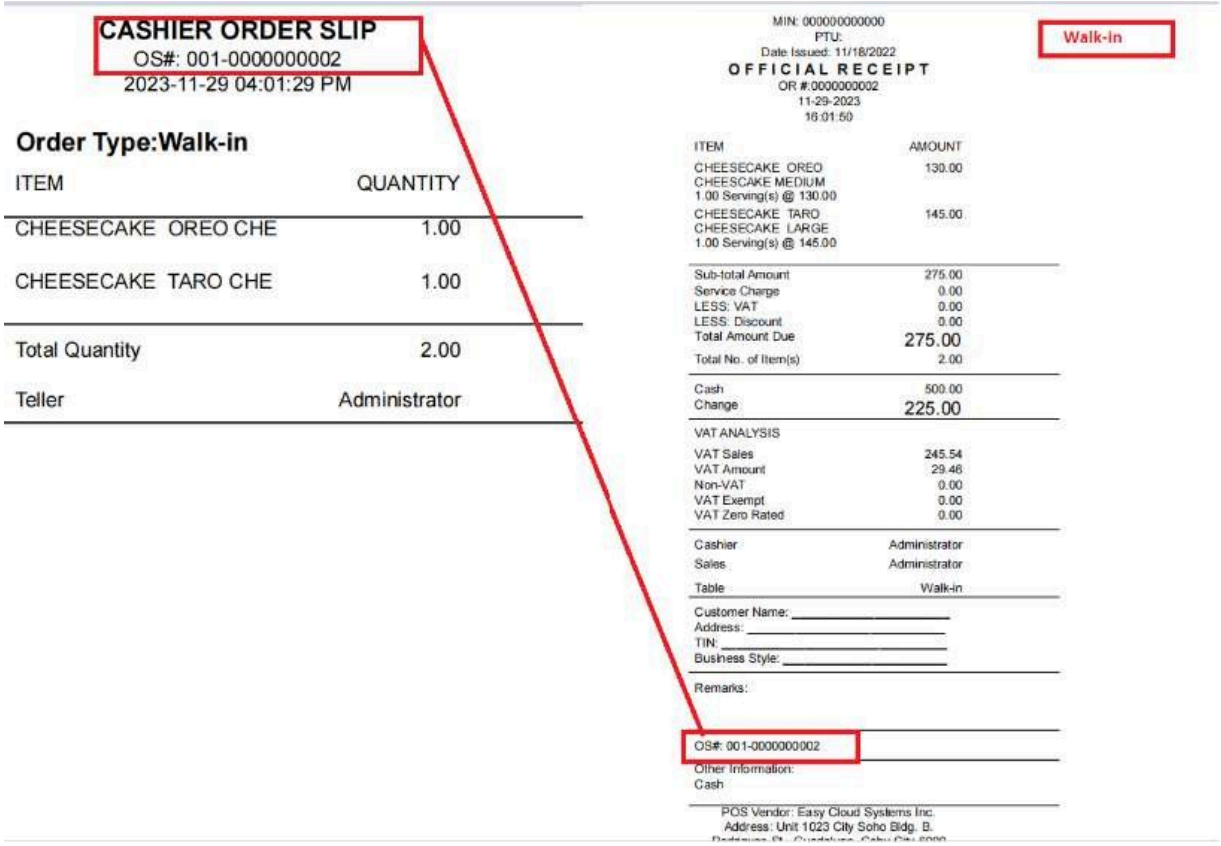
- For a sale that is not Walk-in, the bottom of the Official Receipt shows **Bill-Out#** (terminal-bill out number). The sale must be billed out first; if it is tendered without Bill Out, the number is blank.



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Takeout : Sales number 185

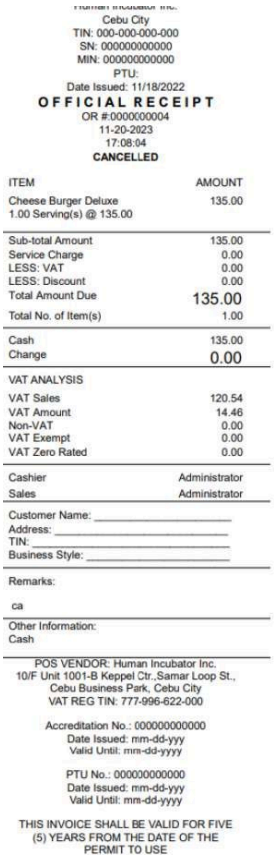
- When the table of the sale is **Walk-in**, the bottom of the Official Receipt shows **OS#** (terminal-sales number) instead. This is decided by the table name Walk-in, not by an order type.
- The OS# / Bill-Out# line is not printed on the Official Receipt of the Barcode Setup.



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Cancelled Transaction 185

- 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	135.00
Total No. of Item(s)	1.00
Cash	135.00
Change	0.00

VAT ANALYSIS

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

Cashier	Administrator
Sales	Administrator

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

Remarks:

ca

Other Information:
Cash

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

Accreditation No.: 000000000000
Date Issued: mm-dd-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

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Order slip / Kitchen print-out 187

Overview 187

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

Cashier Order Slip

- POS Touch: click **F2 - Lock** and click Yes on the “is Printer Ready?” message to print the Cashier Order Slip. You can also print it with the **Print** button in the Sales Detail.
- POS Quick Service: when **Auto Print SO** is ON, a different slip headed “O R D E R S L I P” is printed after Tender.

Kitchen Order Slip

- The Kitchen Order Slip has the same form as the Cashier Order Slip, headed KITCHEN ORDER SLIP. One slip is printed per kitchen, on the printer set for that kitchen.
- To use it, set **Sales Order Printer Type** to **Kitchen Printer** in Settings, set the **Default Kitchen** of each item, and set the printer of each kitchen in Kitchen Printer. In the Print screen, check the items to print.
- When the printer type is Kitchen Printer, Print does not print a Cashier copy; the Cashier Order Slip is printed only on Lock.

> **Note:** Items with no Default Kitchen are not printed on the Kitchen Order Slip.



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

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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

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CHAPTER 7

VII: Cash In/Out

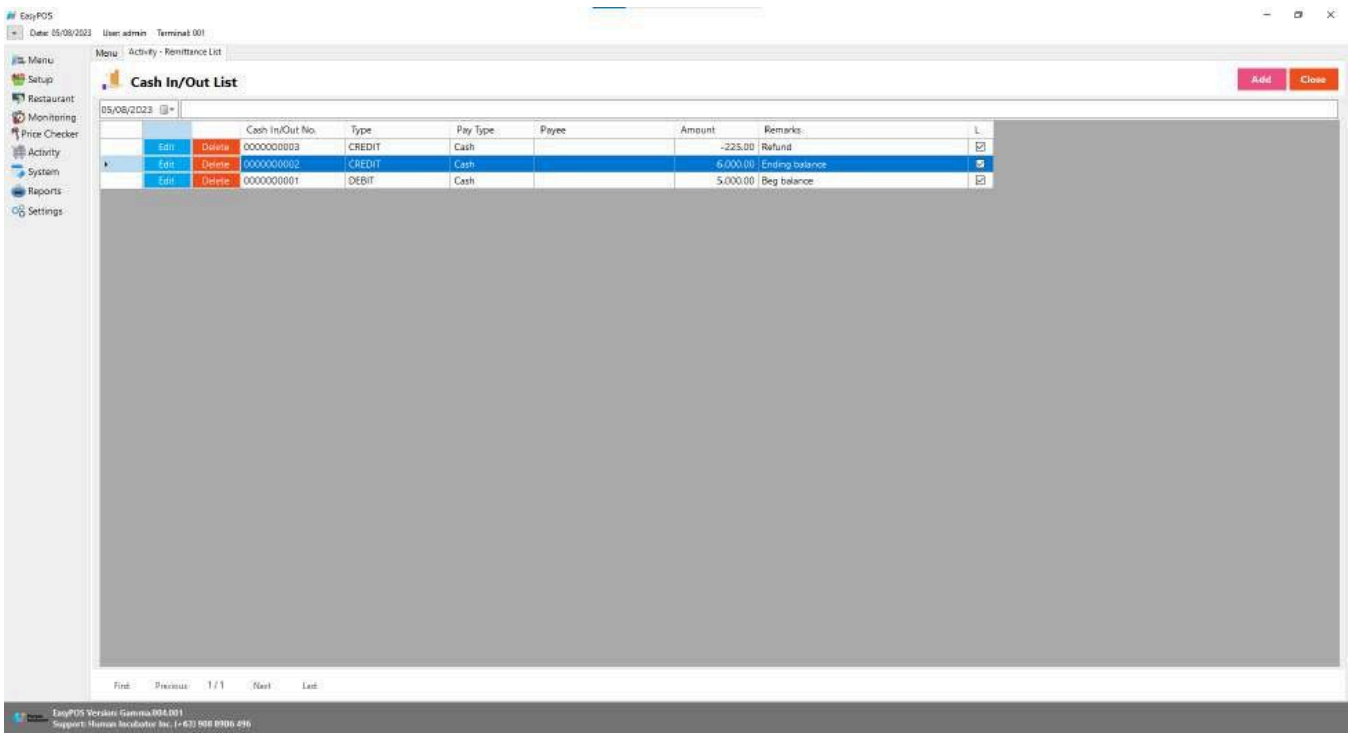
Cash In/OutPage 188

Overview 188

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

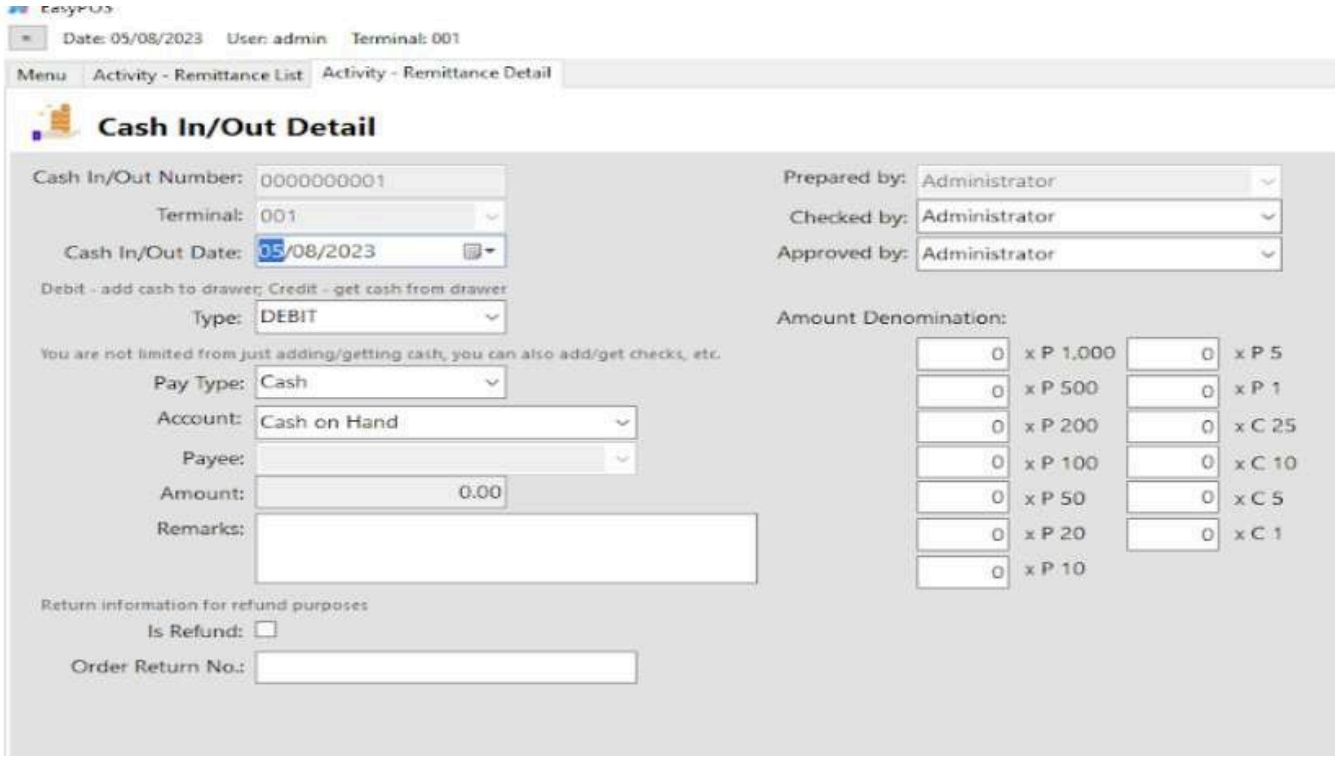
Cash In/Out Page 188

- Shows the list of added cash in and cash out of the terminal you are logged in to, for the selected date, newest first (50 records per page). Columns: No., Type, Pay Type, Payee, Amount, Remarks, L (locked).
- Use the search box above the list to filter by Cash In/Out No. (press Enter).
- Cash in/out records created automatically by a Return refund (Remarks "Refund", type Credit) are also shown in this list.
- It can also be filtered by date.
- **Add** button will proceed to adding a cash in/out transaction. A record with a number is created as soon as you press Add (today's login date, current user as creator), so it appears in the list even before it is locked.
- Delete button will proceed to deleting unlocked cash in/out record detail.
- Edit button will proceed to updating cash in/out detail. A locked record must be unlocked first before it can be changed.
- Close button will proceed to closing the cash in/out list page.



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Cash In/Out Detail 189



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- **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, Date, Pay Type, Amount, Remarks, Amount denomination, Account, Payee, Is Refund / Order Return No., Checked by, Approved by
    - Enter the number of pieces for each denomination (P1,000 down to C1) and the Amount is computed automatically. You can also type the Amount directly.
    - Payee can be entered only when the Account is "Customer Advances".
    - Cash In/Out No., Terminal and Prepared by are filled in by the system and cannot be changed.
- 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. The same explanation is also shown on the screen.
- Click the Lock button to save new Cash In/Out details. Once locked, the record can no longer be changed. To correct it, click the **Unlock** button, make the changes, then Lock again. If Is Refund is checked, the returned sale is marked as "Refund".

> **Note:** When you open an existing record from a previous day, the Date field may show today's date, and a date you change may not be saved when you Lock (known issue, being fixed).

- **Print** button can print cash in/out details when it’s already locked. It prints directly to the receipt printer (Dot Matrix, Thermal or 58mm) and no preview is shown on the screen.

CHAPTER 8

VIII: Inventory

(This module is for Paid User Only)

Stock In 190

Overview 190

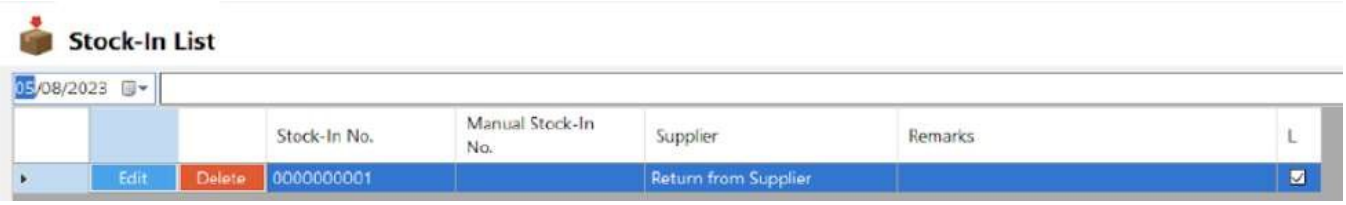
- Stock in is where to set up items that are onhand or available.

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

- While the integration is on, the **Stock In** button in the menu is gray and cannot be used.

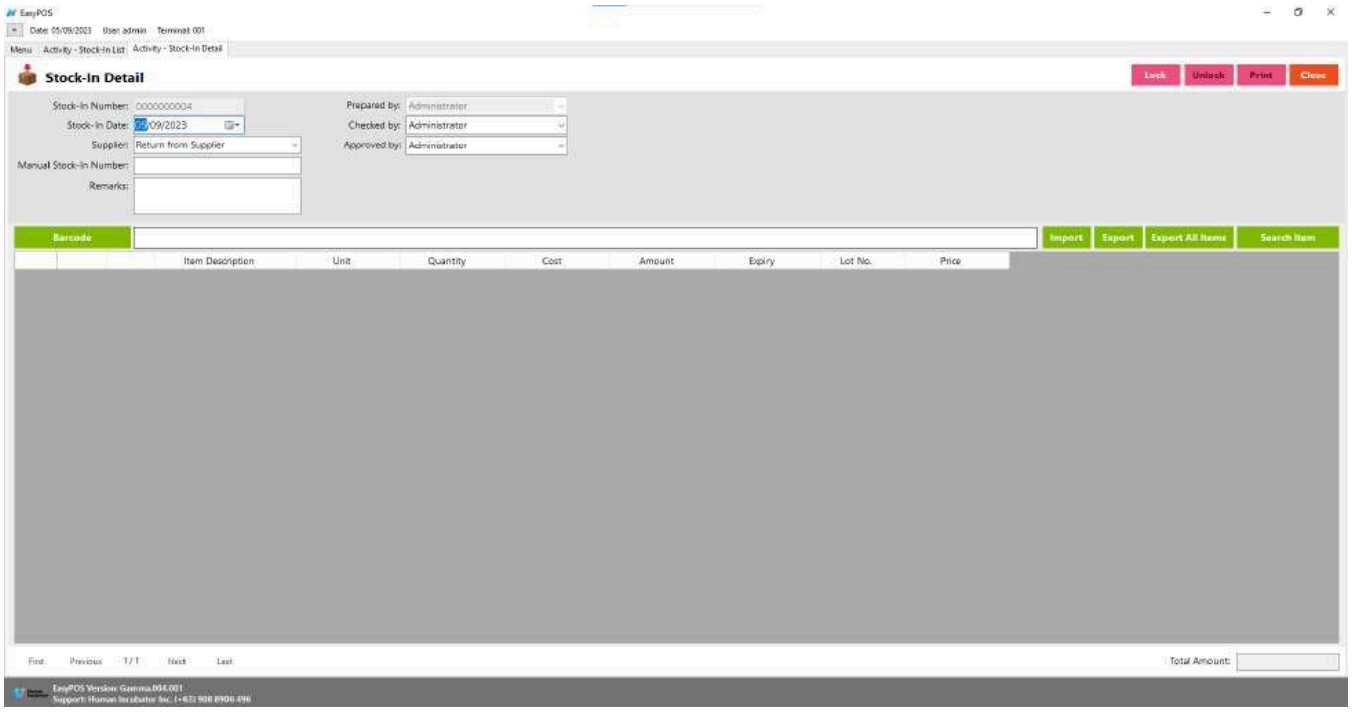
Stock In List 190

- Shows the list of added stock in items, 50 per page. The columns are **Stock-In No.**, **Manual Stock-In No.**, **Supplier**, **Remarks** and **L** (checked when the stock-in is locked).
- It can also be filtered by date, one day at a time. To find a stock-in by number, type the Stock-In No. or Manual No. in the search box and press **Enter**.
- Delete button will proceed to deleting unlocked stock in record detail. A locked stock-in ("Already locked.") cannot be deleted; unlock it first.
- Edit button will proceed to updating stock-in detail.
- Add button will create a new stock-in right away. The number is given automatically, the date is today (or the login date) and the supplier is the first supplier in the list. An empty stock-in stays in the list even if you close it; click Delete if it is not needed.
- Close button will proceed to closing the stock-in list page.

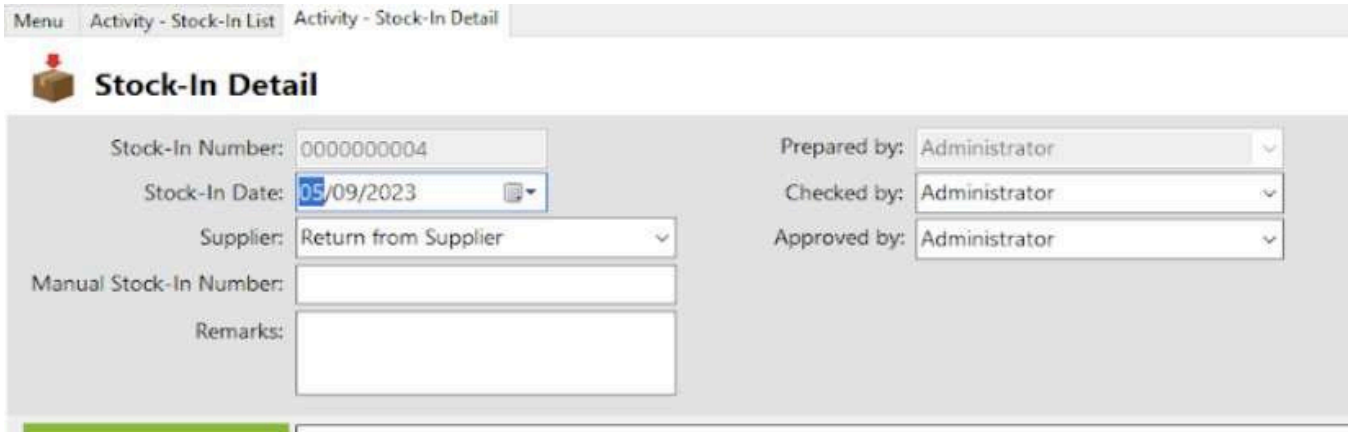


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Stock In Detail 191



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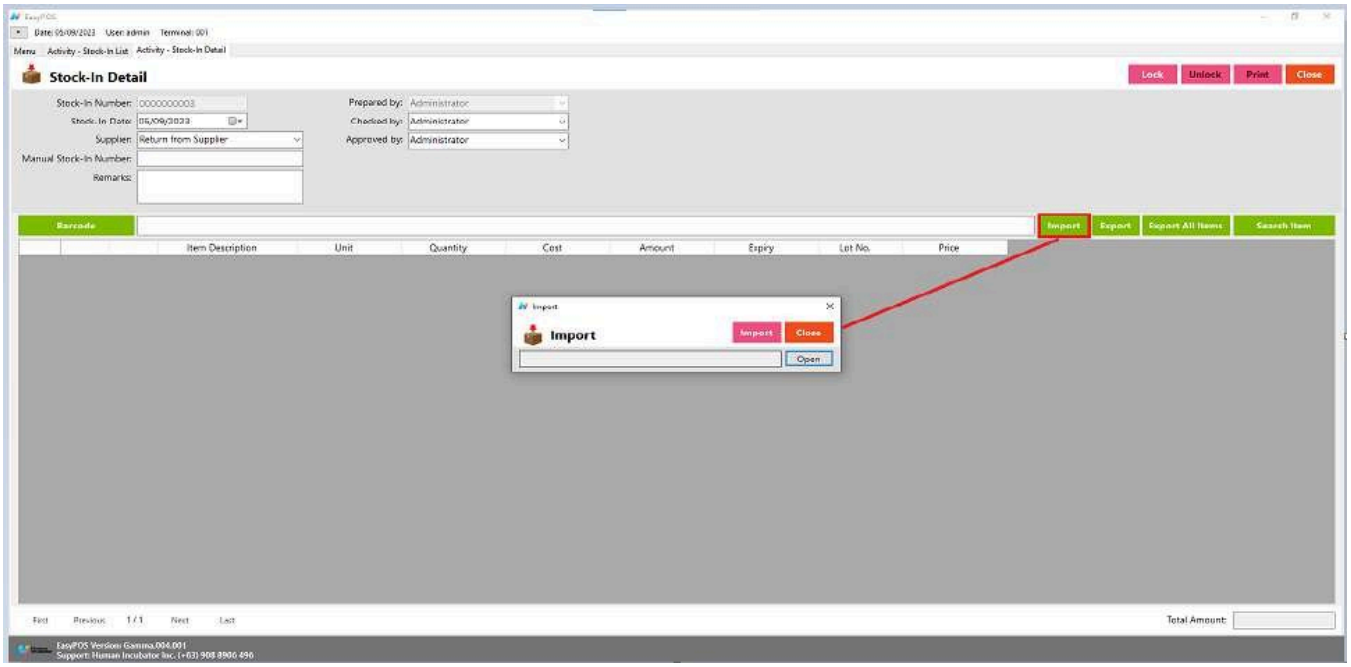
- **Assumption**: **Add** button is already clicked on the upper right corner in the stock-in list.
- It can add a stock-in line through the barcode or search item button. When the setting **Barcode Quantity Always One** is on, scanning a barcode adds the line right away with quantity 1; otherwise a small window asks for the quantity.

> **Note:** At present a line added by barcode has a cost of 0, and locking the stock-in then sets the item cost to 0. Check or edit the Cost of the line before locking (known issue, being fixed).

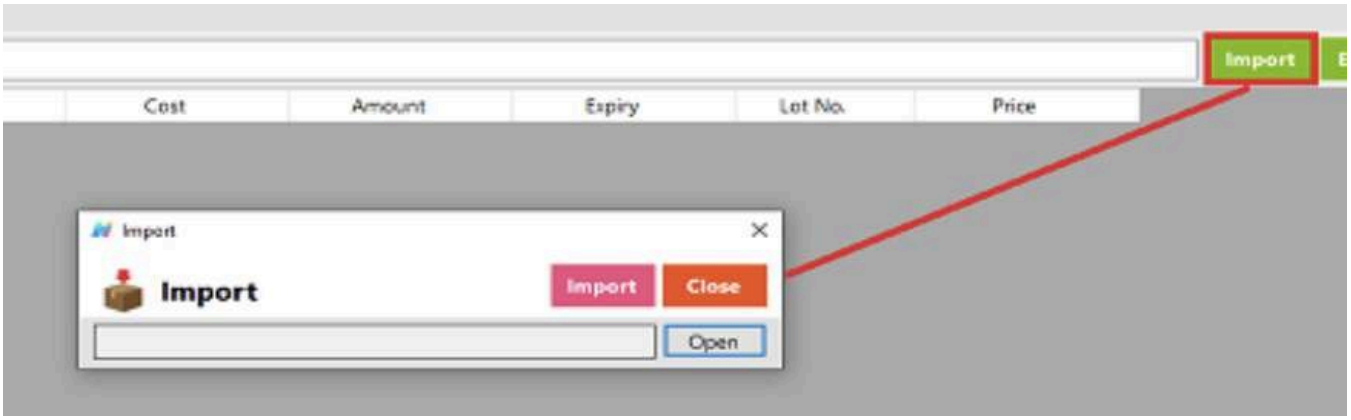
- To change or remove a line (before locking), use the Edit or Delete button of the line. The small window shows Quantity, Cost, Amount (calculated automatically), Price, Expiry Date and Lot No.
- Click **Export All Item** button to generate an Excel file (.xlsx) of all stock items, each with quantity 0. Keep only the rows where you entered a quantity, then import the file.

- Click **Export** button to generate an Excel file (.xlsx) of all the lines of this stock-in. It can only be used before the stock-in is locked.
- 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. Only .xlsx files with a sheet named **Items** and up to 500 rows can be imported. The barcodes must belong to registered stock items.

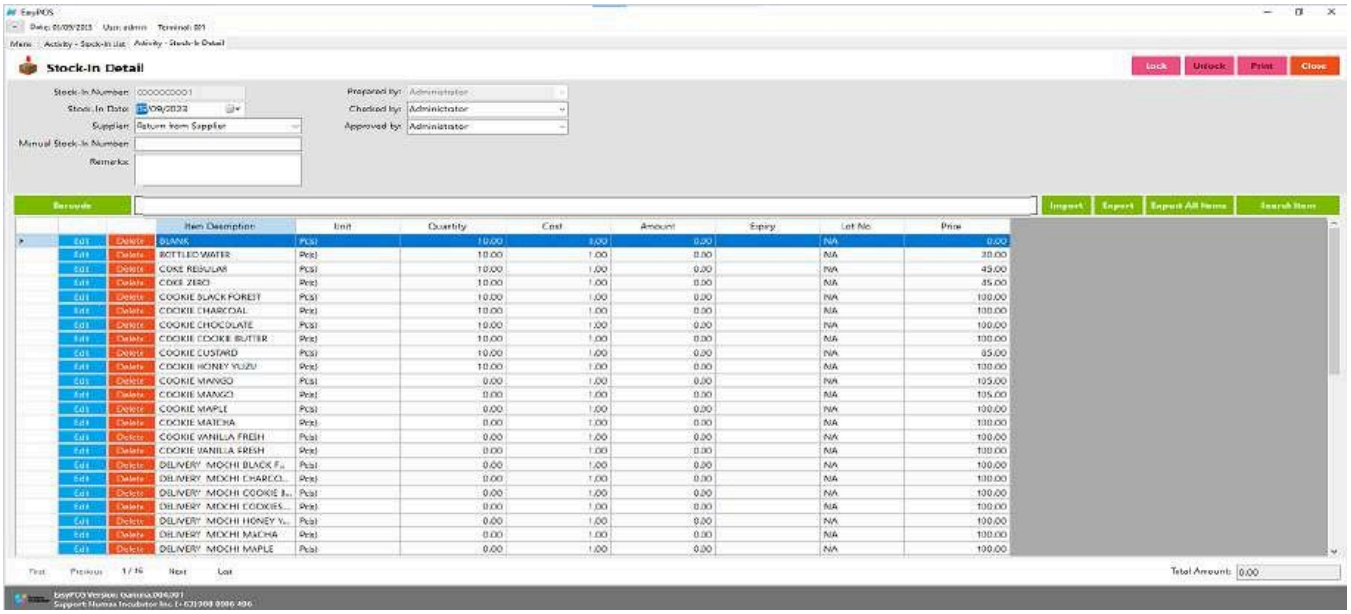
> **Note:** If a row in the middle of the file fails, the rows before it are still imported, and rows with quantity 0 or a negative quantity are accepted. Check the lines after importing (known issue, being fixed).



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- Click **Lock** to save the stock-in items. The quantities are added to the inventory. The Supplier, Checked by and Approved by must be locked users. Locking also updates the Cost, Price and default Supplier of each item with the values of the stock-in lines.
- Click **Unlock** to open a locked stock-in again; the quantities are taken out of the inventory again, and it is stopped if the inventory would become negative.

> **Note:** At present Unlock can make the inventory negative (known issue, being fixed).

- **Print** button can print stock-in items when it is already locked. A PDF opens.

Stock Out 193

Overview 193

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

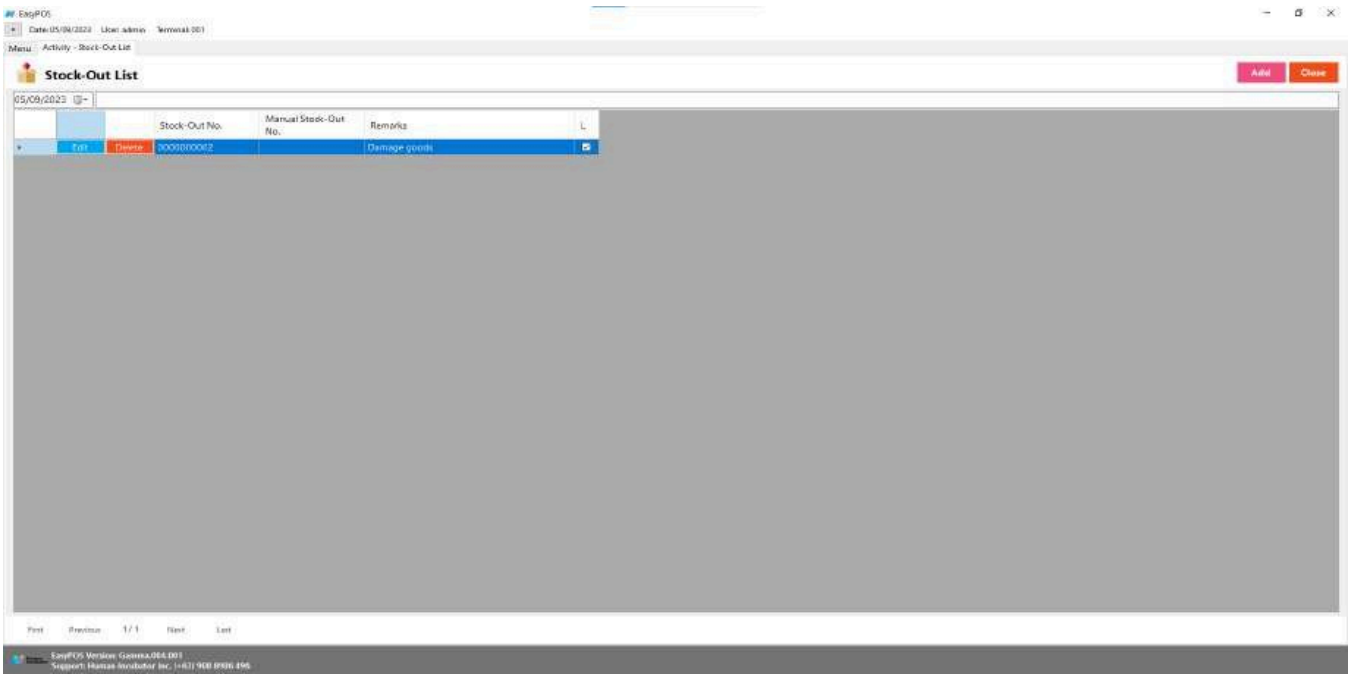
Take Note: If the EasyPOS has an EasyFS Integration, stock-out of items should be done in the EasyFS system.

- While the integration is on, the **Stock Out** button in the menu is gray and cannot be used. The Stock Out (OT) made in EasyFS is brought in by the synchronization already locked.

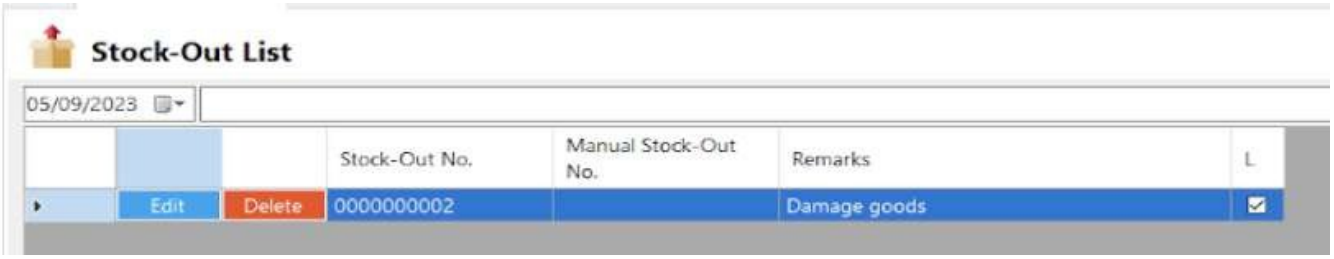
Stock Out List 193

- Shows the list of added stock out items, newest first, 50 per page.
- It can also be filtered by date, one day at a time. To find a stock-out by number, type the Stock-Out No. or Manual No. in the search box on the right of the date and press **Enter**.
- Delete button will proceed to deleting unlocked stock out record detail. A locked stock-out ("Already locked.") cannot be deleted; unlock it first. Its lines are deleted with it.

- Edit button will proceed to updating stock-out detail.
- Add button will create a new numbered stock-out right away (unlocked, dated today) and it appears in the list. Click Delete if it is not needed.
- Close button will proceed to closing the stock-out list page.

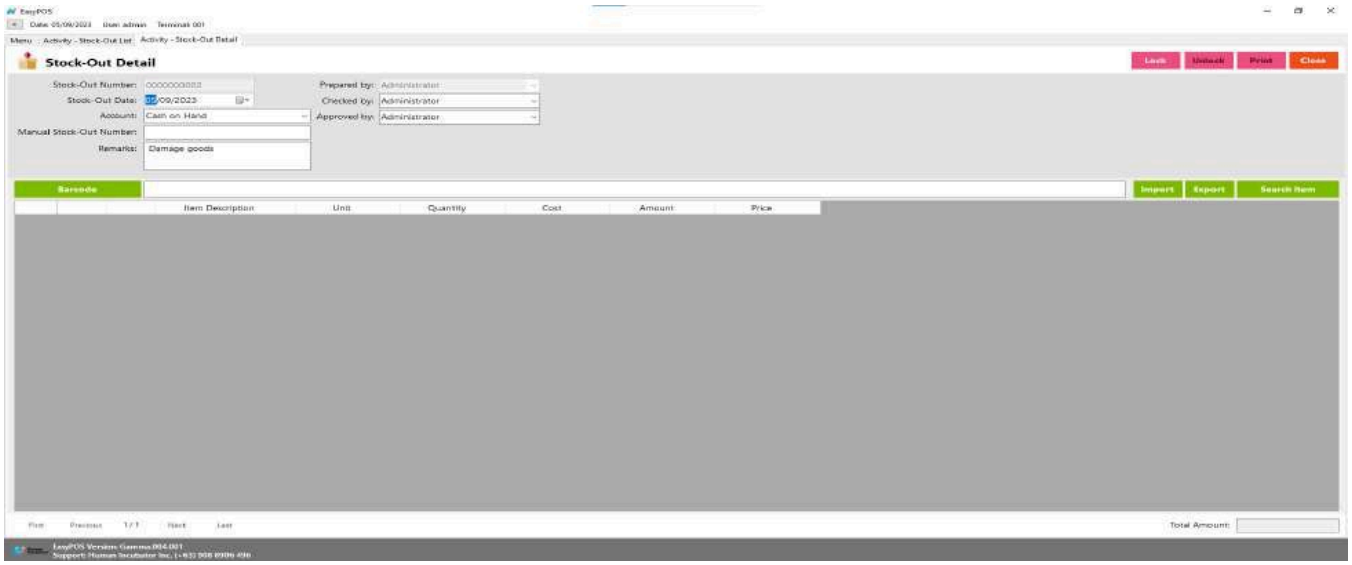


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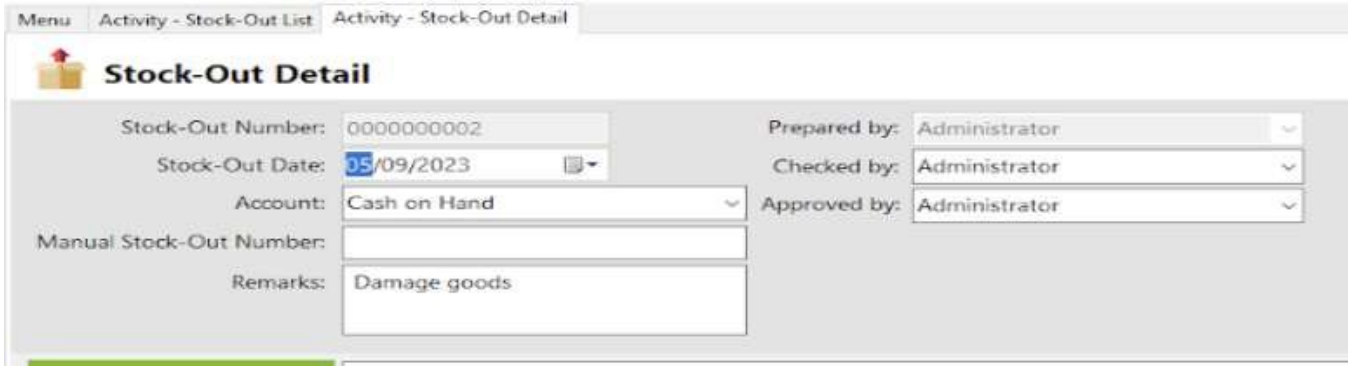


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Stock Out Detail 194



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- **Assumption**: **Add** button is already clicked on the upper right corner in the stock-out list.
- **Prepared by** cannot be changed; it is the logged-in user.

> **Note:** At present a change to the Stock-Out Date is not saved when you lock the stock-out (known issue, being fixed).

- It can add a stock-out line through the barcode or search item button. Type the barcode in the Barcode field and press **Enter**. Depending on the setting **Barcode Quantity Always One**, the line is added with quantity 1 right away, or a small window asks for the quantity.
- Quantity x Cost = Amount. Lines can be edited or deleted only before the stock-out is locked. The **Total Amount** is the sum of the line amounts.

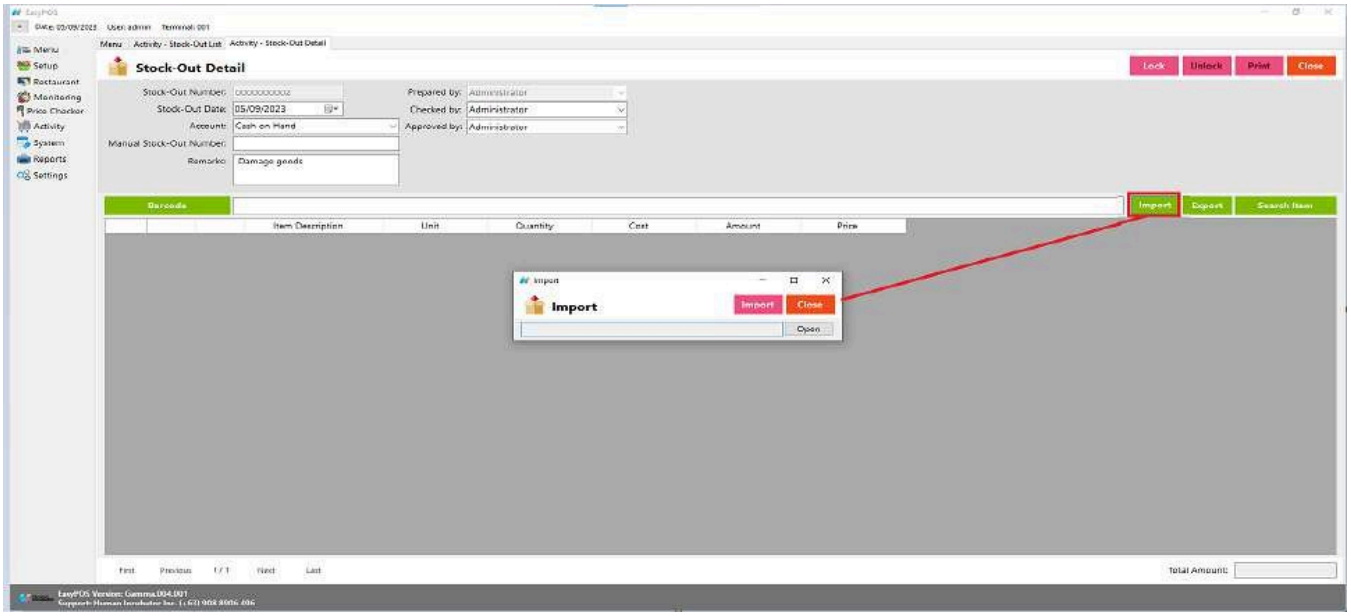
> **Note:** At present a line added by barcode with the quantity-always-one setting on has a cost and amount of 0, and quantity 0 or a negative quantity is accepted. Check the lines before locking (known issue, being fixed).

- Click **Export** button to generate an Excel file (.xlsx) of the lines of this stock-out, on a sheet named Items with the columns Barcode, Item Description, Unit, Quantity, Cost, Amount and Price. It can only be used

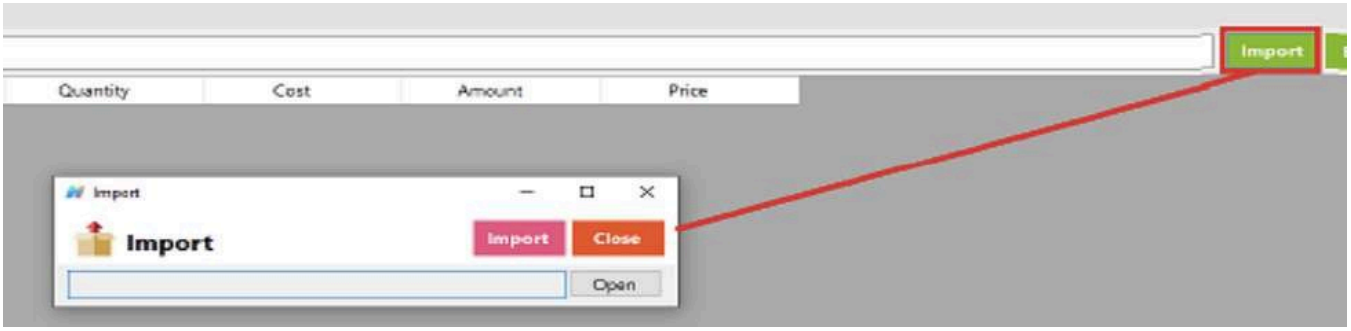
before the stock-out is locked.

- Click **Export All** button to generate an Excel file of all stock items with quantity 0, as a template for import. Keep only the rows where you entered a quantity, then import the file.
- 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. Use the Excel format made by Export, with up to 500 rows; items are found by barcode.

> **Note:** If a row in the middle of the file fails, the rows before it are still imported (known issue, being fixed).



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- Click **Lock** to save the stock-out items. The quantities are taken out of the inventory. If the stock is not enough, the message "Negative inventory item found." appears, unless the settings allow negative inventory.
- Click **Unlock** to open the stock-out again; the quantities go back to the inventory.
- **Print** button can print stock-out items when it is already locked. A PDF opens with the company name, number, date, remarks, lines, total and signature fields.

Stock Count 195

Overview 195

- Stock count is checking the quantity of the stock item. It can identify if there are discrepancies between physical and system inventory.
- **Variance** = inventory in the system minus the counted quantity (a positive value means a shortage).

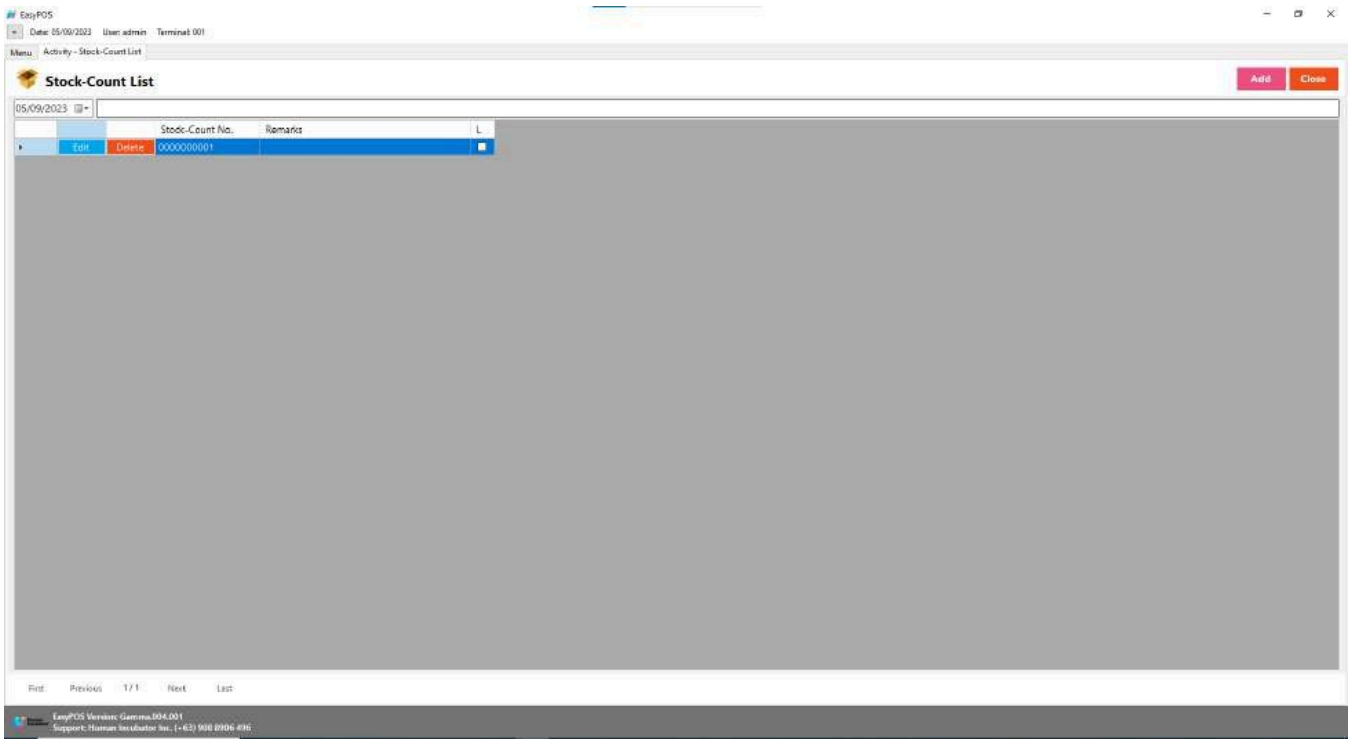
> **Note:** The variance is not saved. It is calculated each time from the current inventory, so after Post all variances show 0 (known issue, being fixed).

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

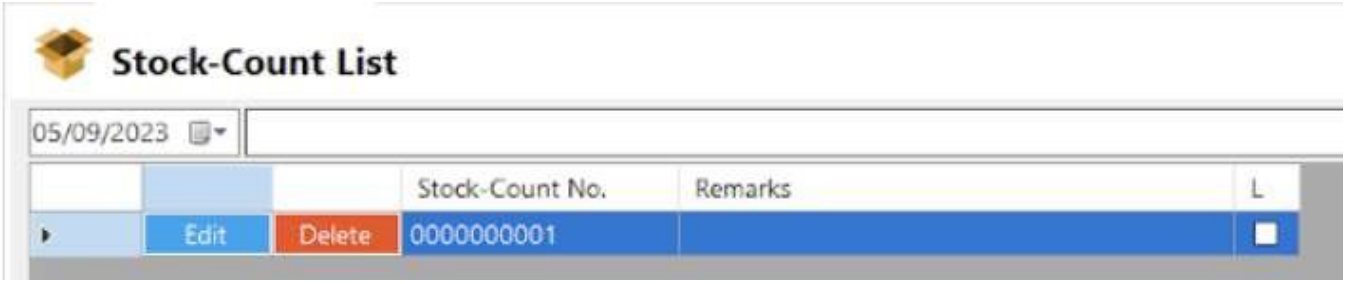
- While the integration is on, the **Stock Count** button in the menu is gray and cannot be used.

Stock Count List 195

- Shows the list of added stock count items.
- It can also be filtered by date, one day at a time. Type a number in the search box on the right of the date and press **Enter** to filter by number.
- Delete button will proceed to deleting unlocked stock count record detail. A locked stock count ("Already locked.") cannot be deleted; unlock it first.
- Edit button will proceed to updating stock count detail.
- Add button will create a new numbered stock count right away, dated today, and it appears in the list. Click Delete if it is not needed.
- Close button will proceed to closing the stock count list page.

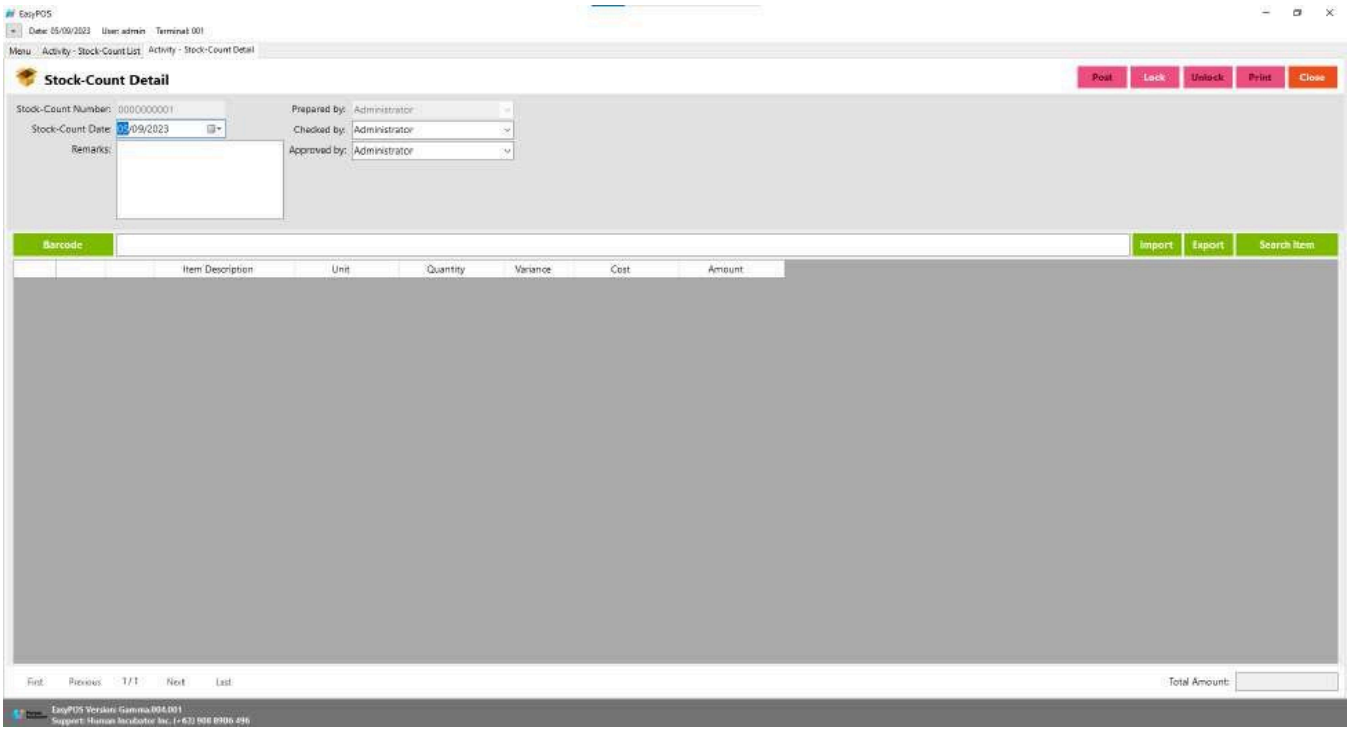


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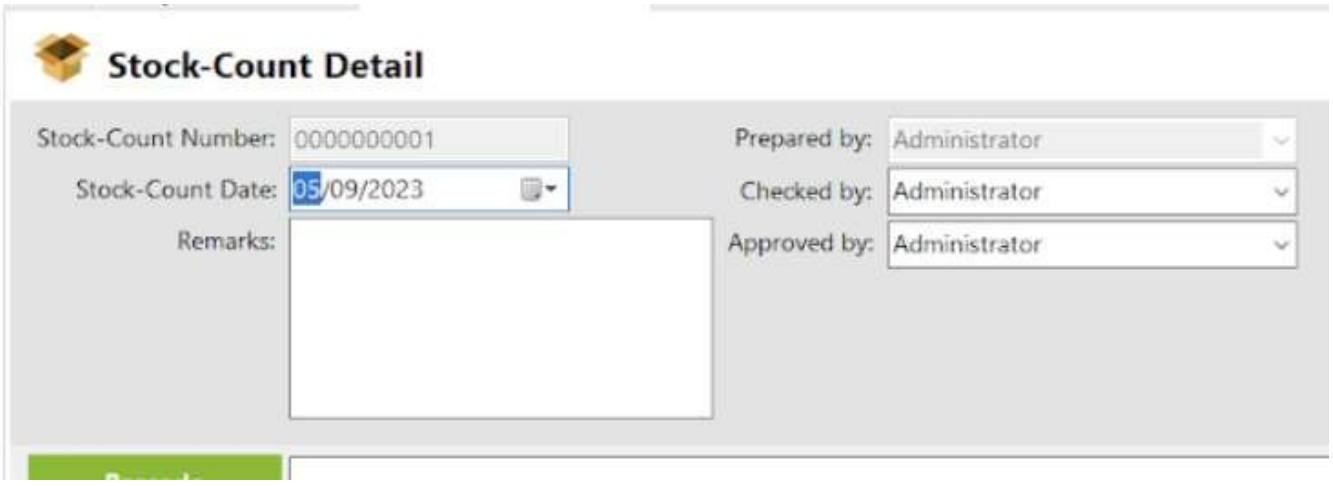


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Stock Count Detail 197



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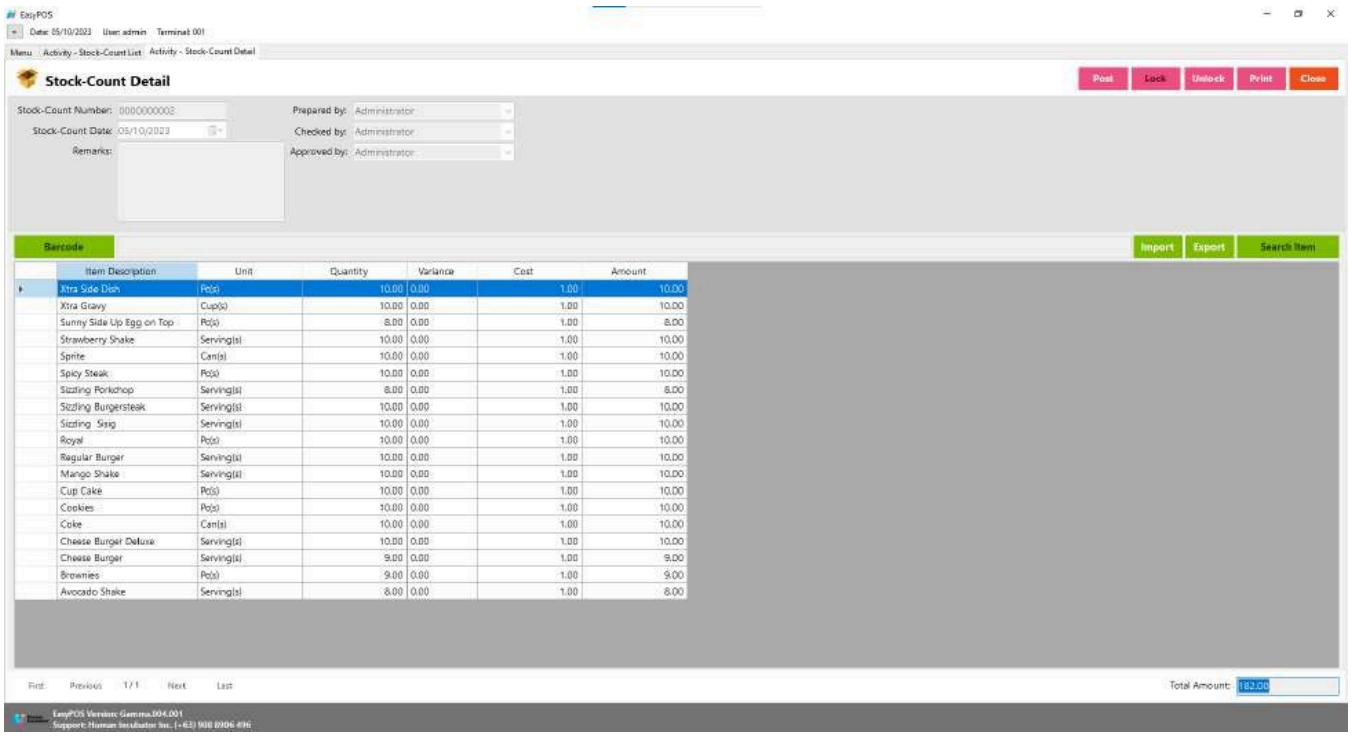
- **Assumption**: **Add** button is already clicked on the upper right corner in the Stock-Count list.
- **Prepared by** cannot be changed. **Checked by** and **Approved by** must be locked users, otherwise Lock stops with a "user not found" message. The date can be changed before locking and is saved when you lock.
- It can add a stock count line through the barcode or search item button. Type the barcode in the Barcode field and press **Enter**. Depending on the setting **Barcode Quantity Always One**, the line is added with quantity 1 right away, or a small window asks for the quantity. Quantity x Cost = Amount.
- Lines can be edited or deleted only before the stock count is locked. The **Total Amount** is the sum of the line amounts.

  > **Note:** At present, adding the same item again creates a separate line instead of adding to the existing line, and Post then takes out the item more than once. Count each item on one line only (known issue, being fixed).

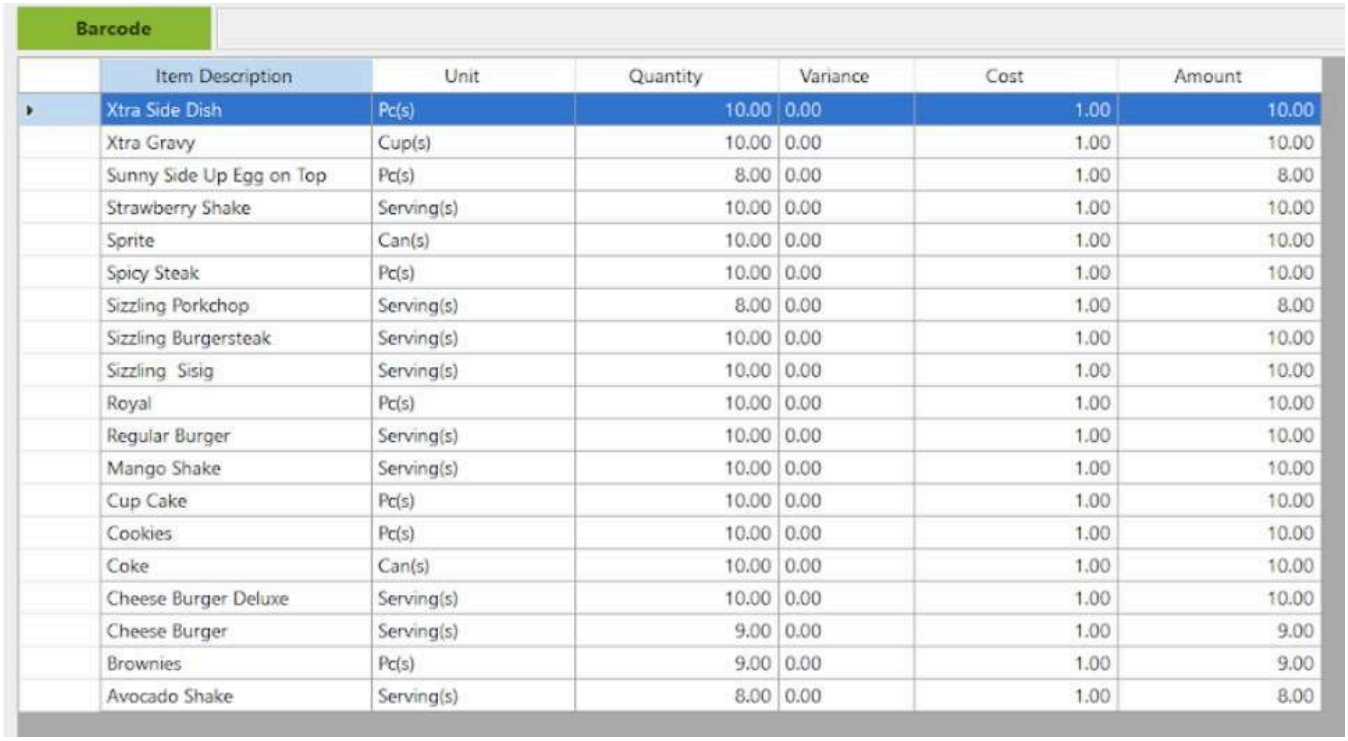
- Click **Export** button to generate an Excel file (.xlsx) of the lines of this stock count, on a sheet named Items with the columns Barcode, Item Description, Unit, Quantity, Variance, Cost and Amount. It can only be used before the stock count is locked.

  > **Note:** At present the Amount in the exported file is calculated wrongly (Quantity x Variance) (known issue, being fixed).

- Click **Export All** button to generate an Excel file of all stock items with the quantity set to the current inventory, as a template for import. Change the quantities to the counted quantities, then import the file.
- 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. Use the Excel format made by Export, with up to 500 rows; items are found by barcode.



Original manual, page 198



	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

Original manual, page 198

- Click **Lock** to save stock count items.
- Click **Unlock** to open a locked stock count again. A stock count that was already posted cannot be unlocked ("Stock Count was already posted").
- Click **Post** to create a Stock Out automatically (already locked) and open its tab. For each line the quantity is the inventory minus the counted quantity; if it is negative, the inventory increases. A posted stock count cannot be unlocked.
- **Print** button can print stock count items when it is already locked. A PDF opens with the lines (Quantity, Variance, Unit, Cost, Amount), total and signature fields.

CHAPTER 9

IX: Reports

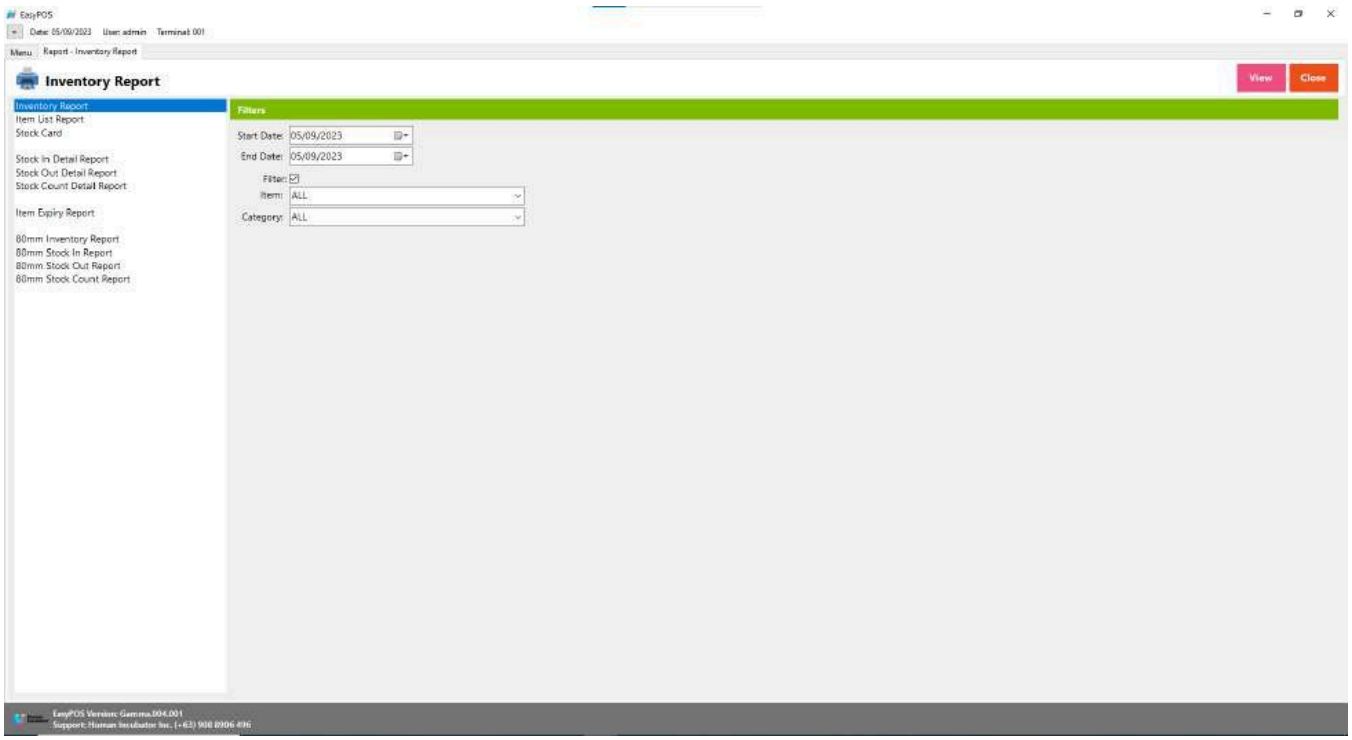
Inventory Report 199

Overview 199

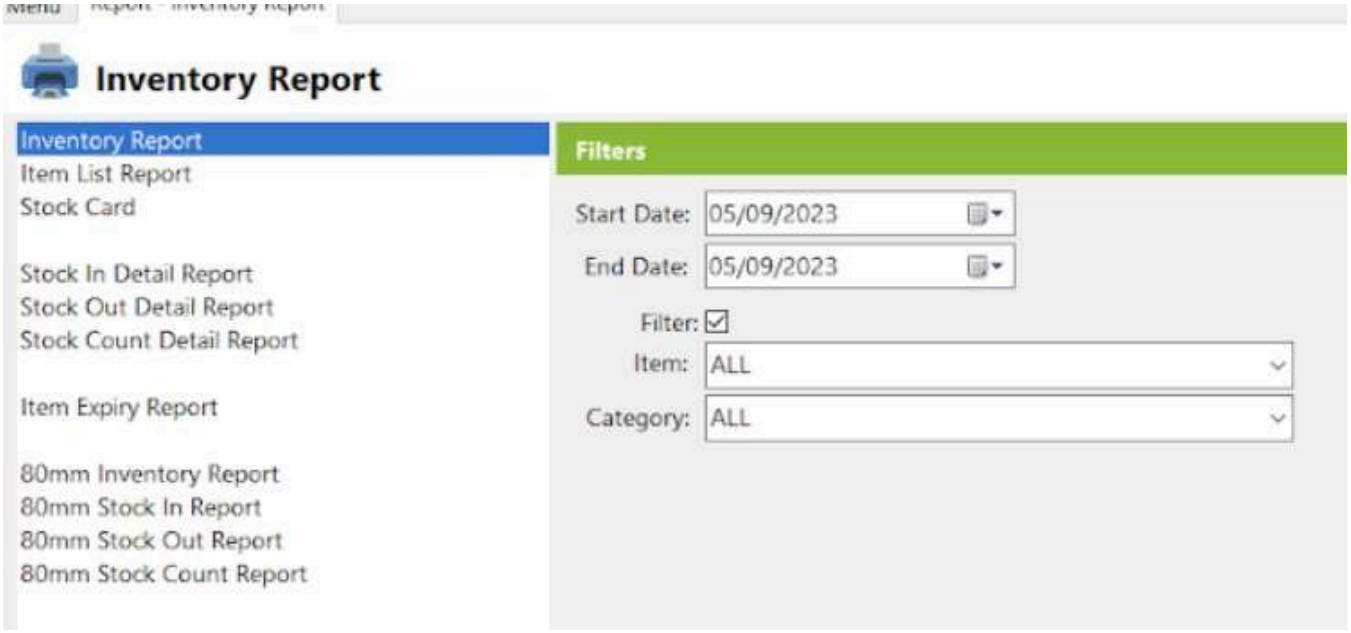
- In the Inventory Report, it can print different kinds of reports.

Inventory Report 199

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

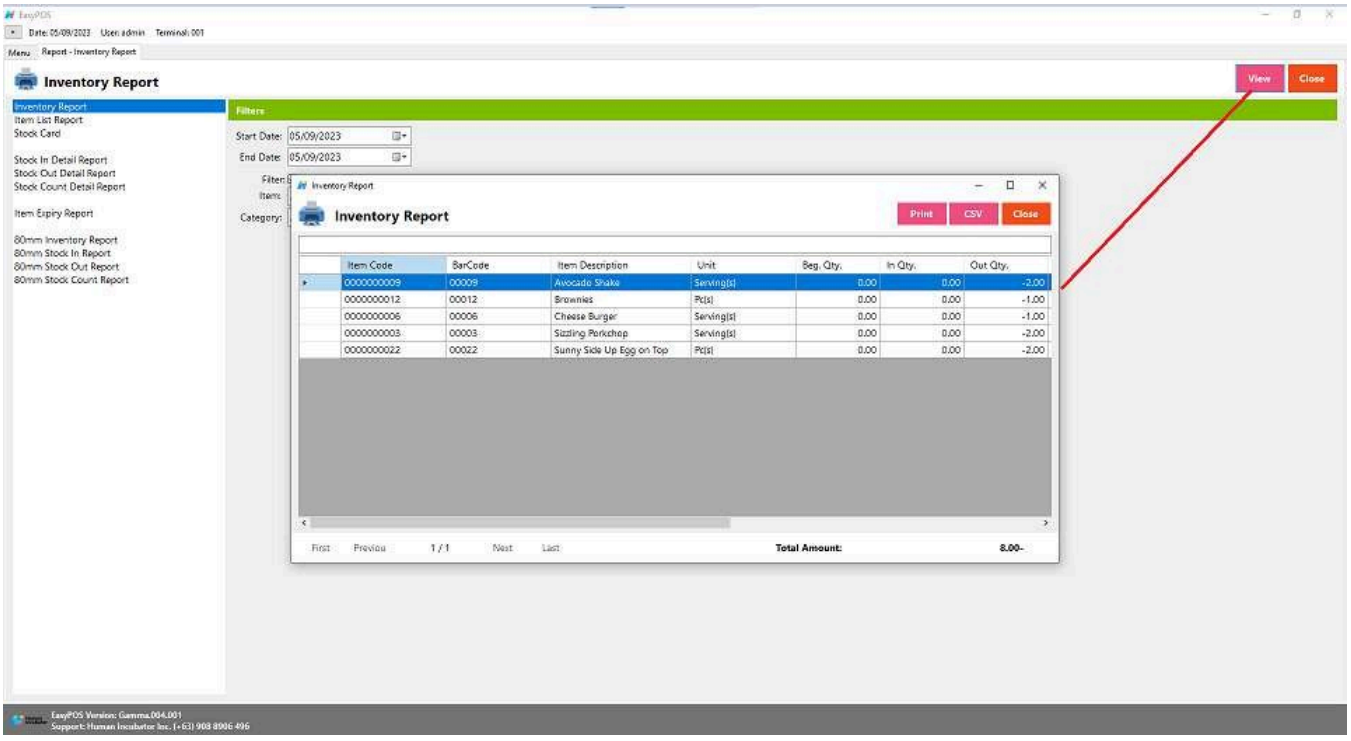


Original manual, page 199



Original manual, page 200

- It can select the start date and end date.
- Click the **view** button to open the result screen.
- On the result screen, check the **Filter** checkbox to display the Item and Category fields.
- The result screen shows 50 rows per page and has a search box, a **Total Amount** and a **Category** column.
- The result screen has **Print**, **CSV** and **Close** buttons.



Original manual, page 200

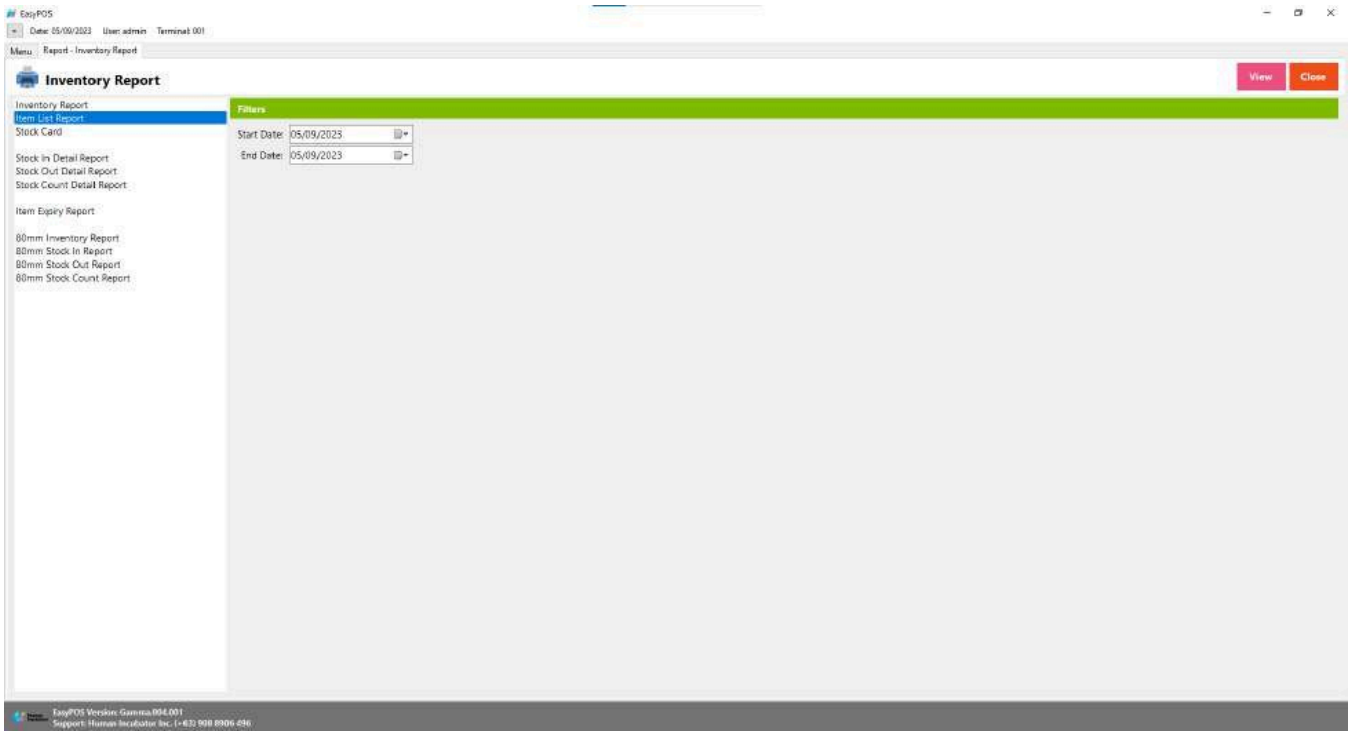
- The report can be printed as PDF form or CSV file format.
- **Print** saves the PDF to the Desktop and opens it automatically (no save dialog appears).

- **CSV** asks you to choose the folder where the file is saved.

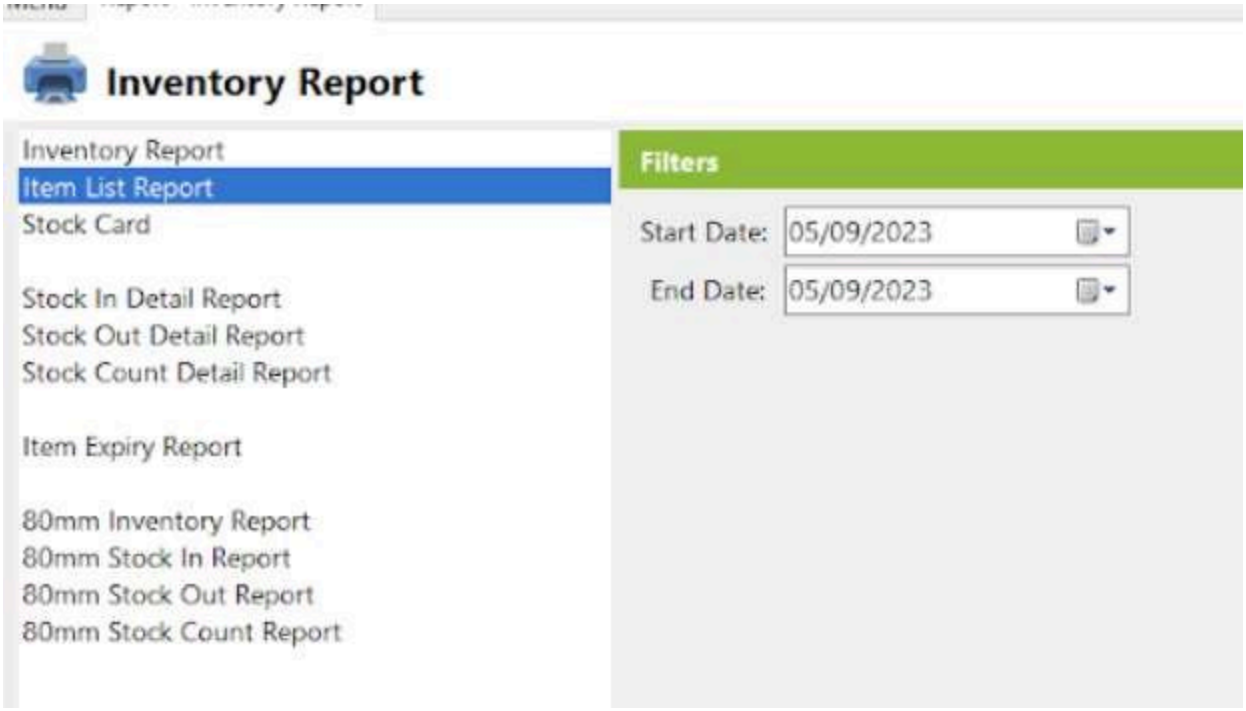
> **Note:** If the report has no rows, the PDF may not open correctly. The Variance column may not subtract the Out quantity, and the screen, PDF and CSV may not always apply the same filter. In the CSV file, commas are removed and some characters, such as Japanese item names, may not display correctly when opened in Excel. (known issue, being fixed)

Item List Report 201

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

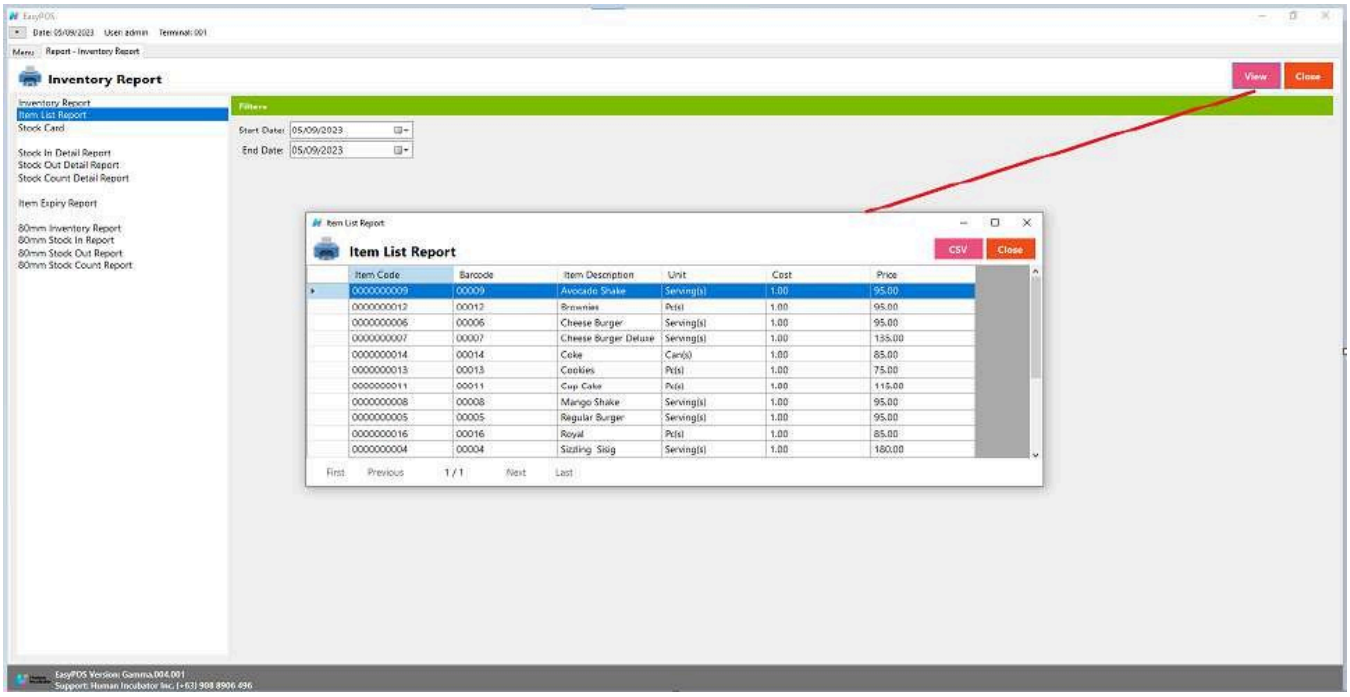


Original manual, page 201



Original manual, page 201

- The start date and end date are not used in this report. It always lists all items currently in the inventory.
- Click the **view** button to view the item report.



Original manual, page 202



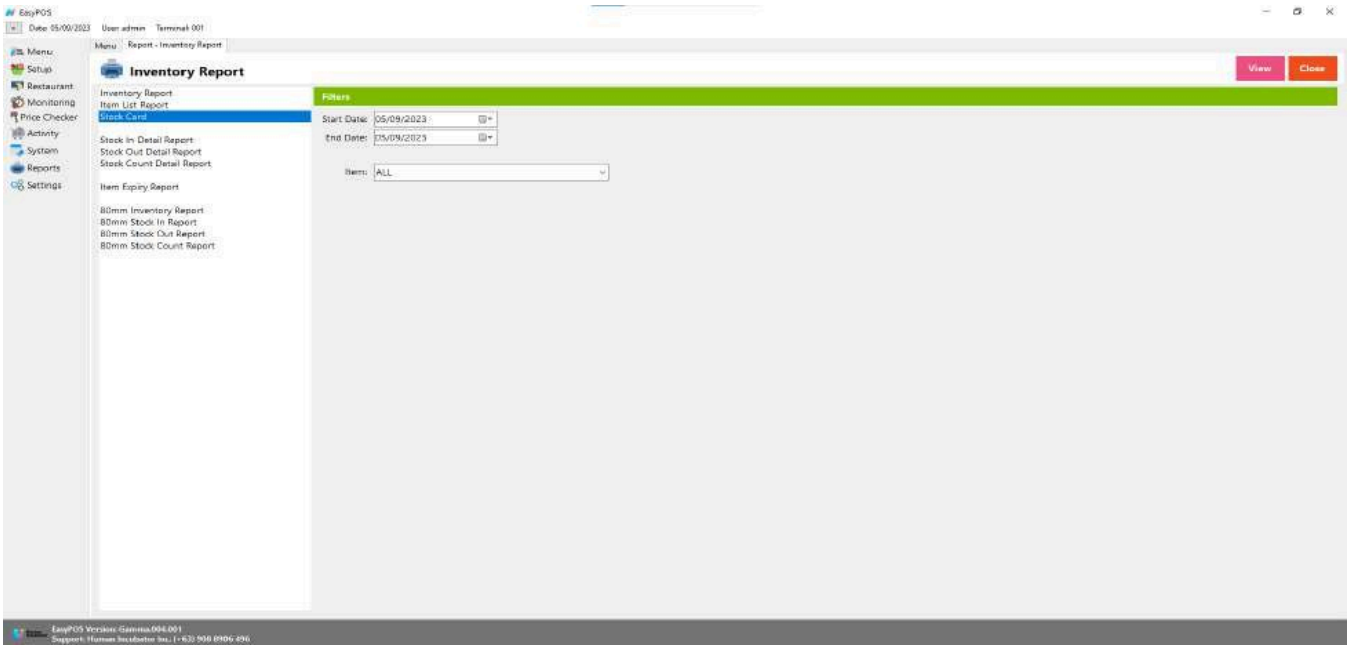
Original manual, page 202

- The report can be generated as CSV file format.

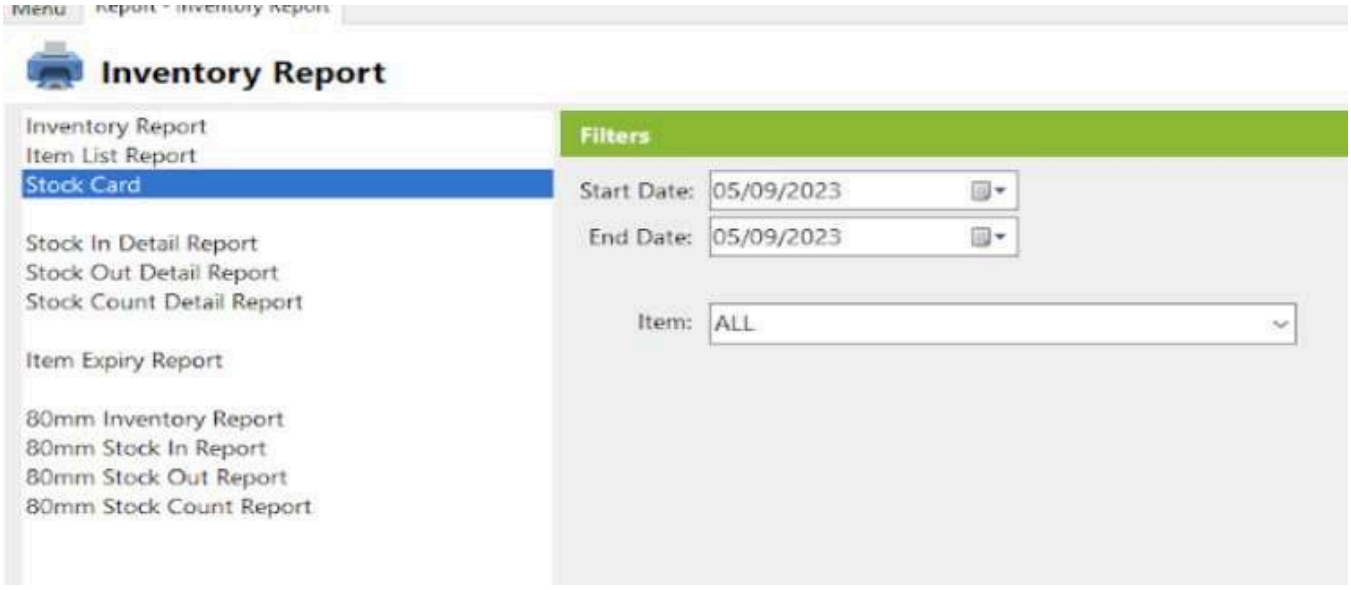
Stock Card 202

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.



Original manual, page 203

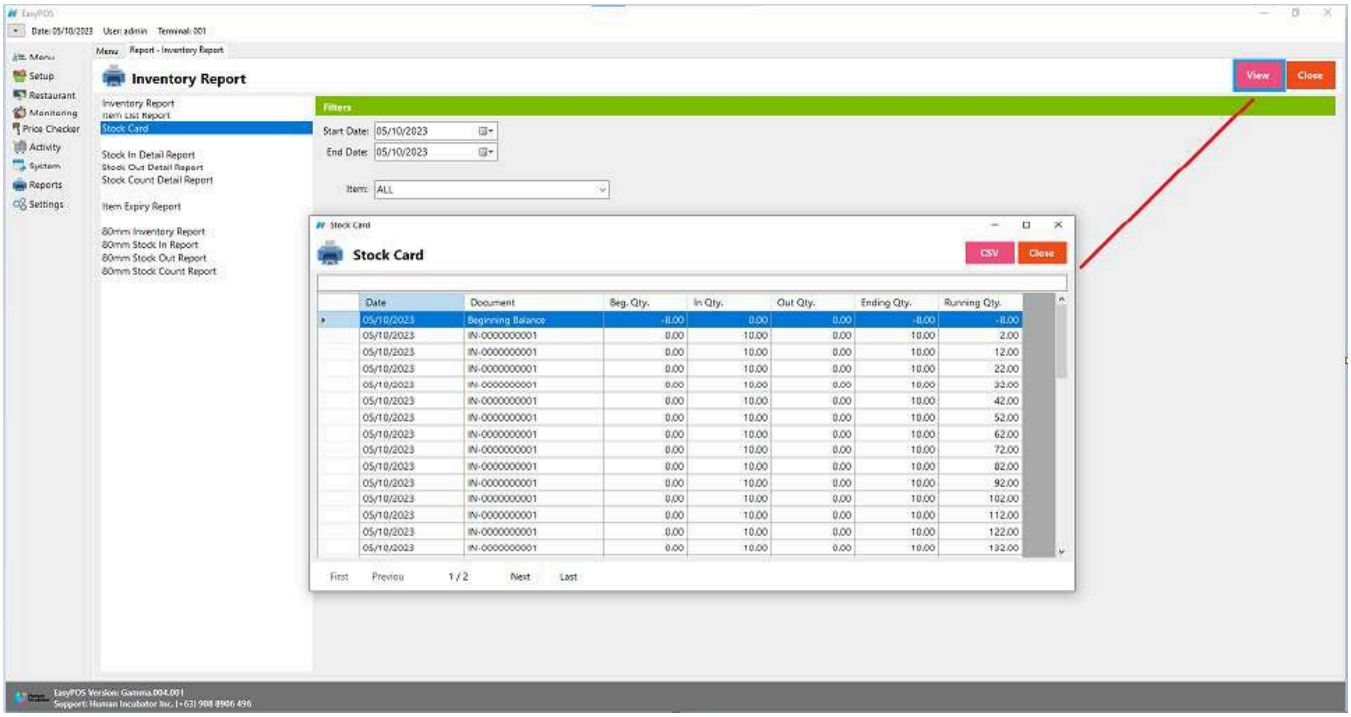


Original manual, page 203

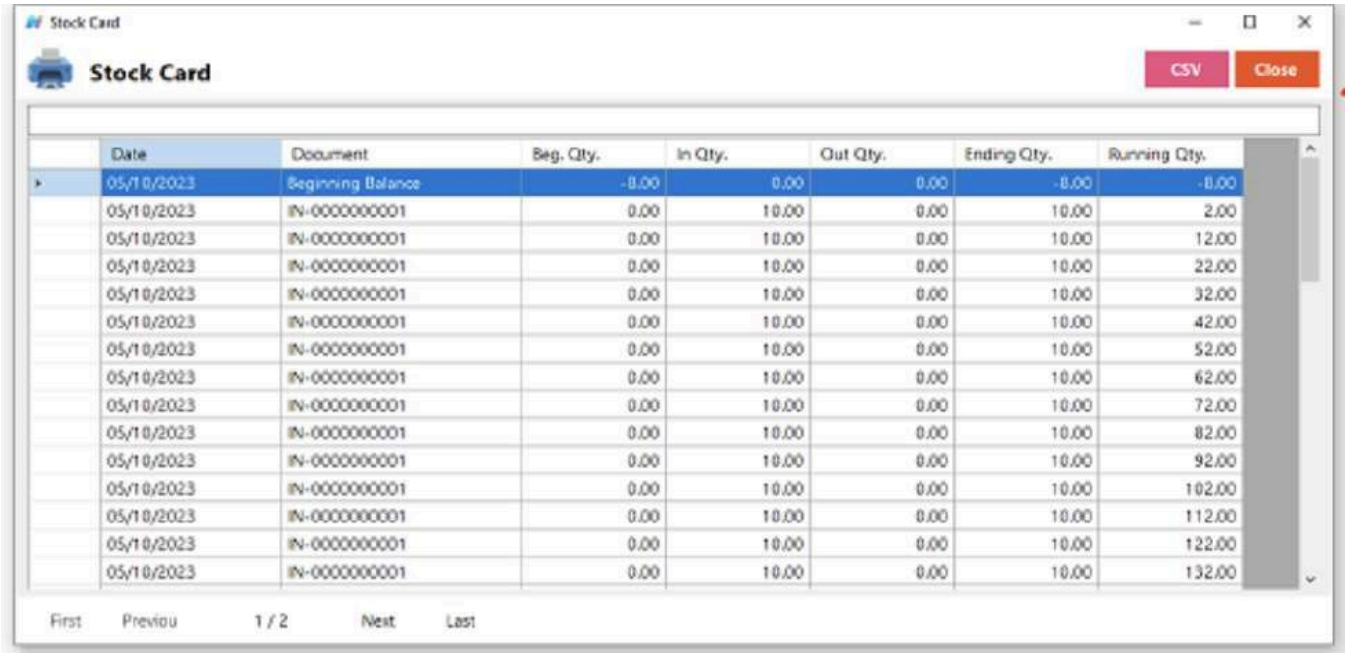
- Select start date and end date
- It can be filtered by Item. The Item list includes **ALL**.
- It can also be filtered by Document (a document filter box).

> **Note:** When the Document filter is used, the opening balance row may not be shown, and with Item set to ALL the opening balance of items with components may show 0. Stock counts are not included in the Stock Card (known issue, being fixed)

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



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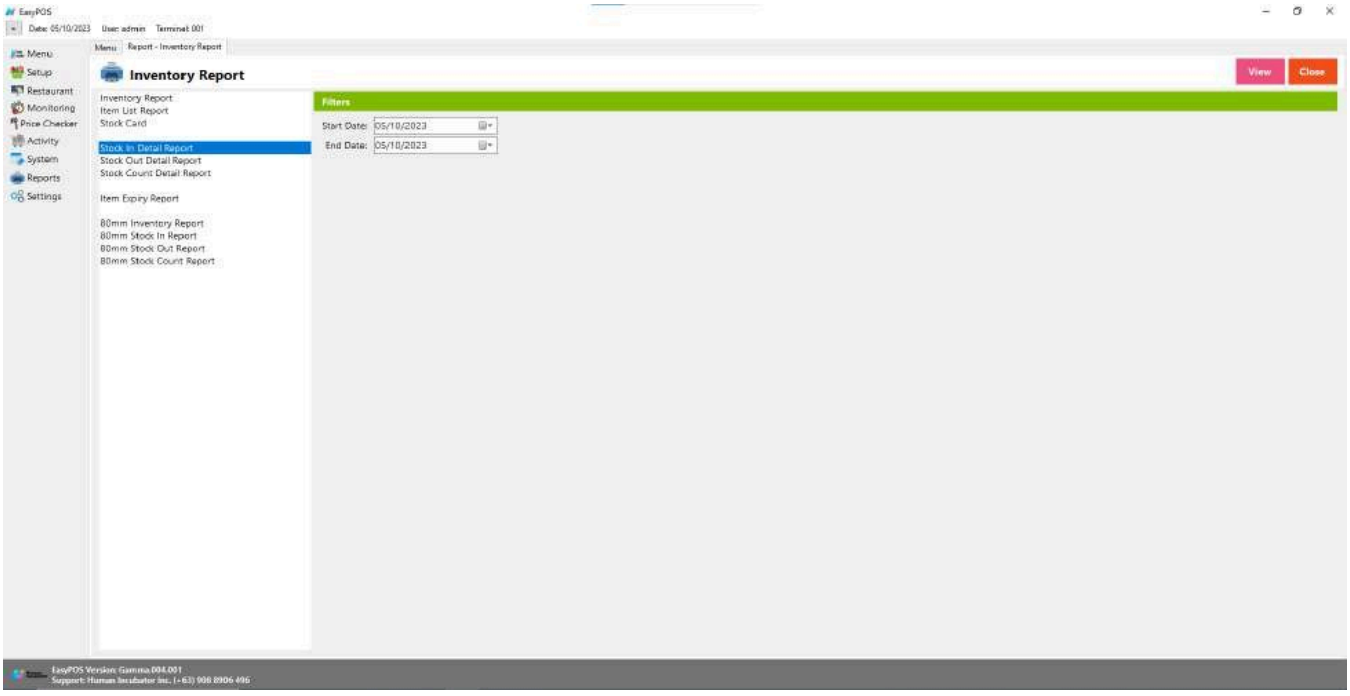


Original manual, page 204

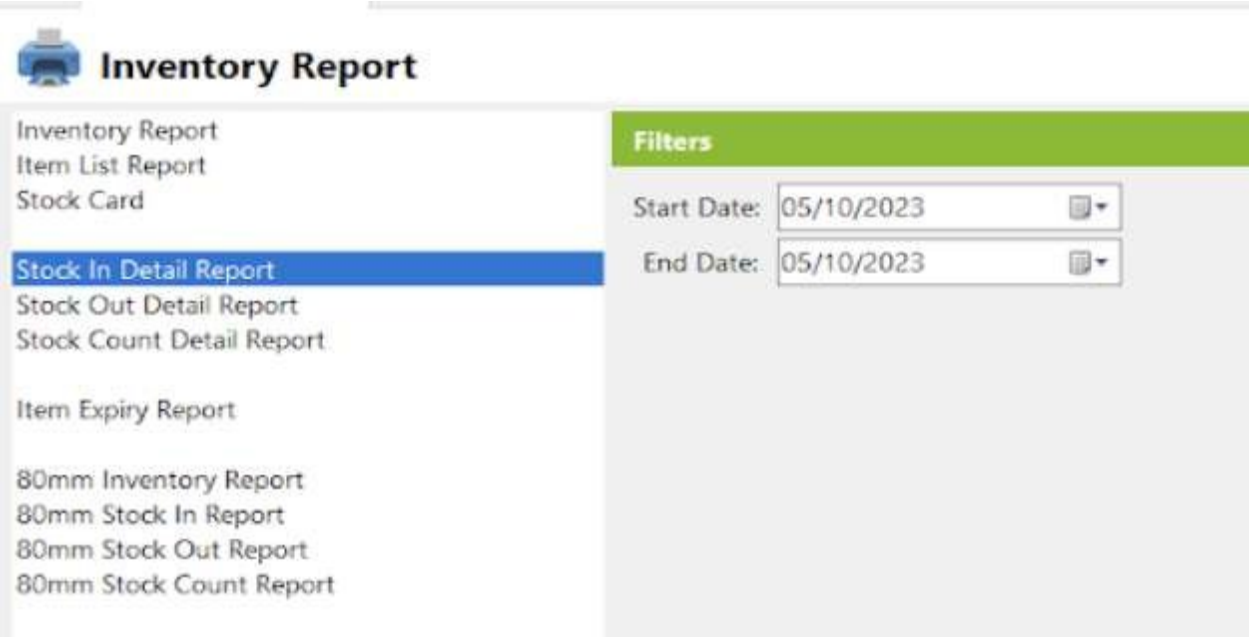
- Click **CSV** button to generate csv file format report

Stock In Detail Report 204

- 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.

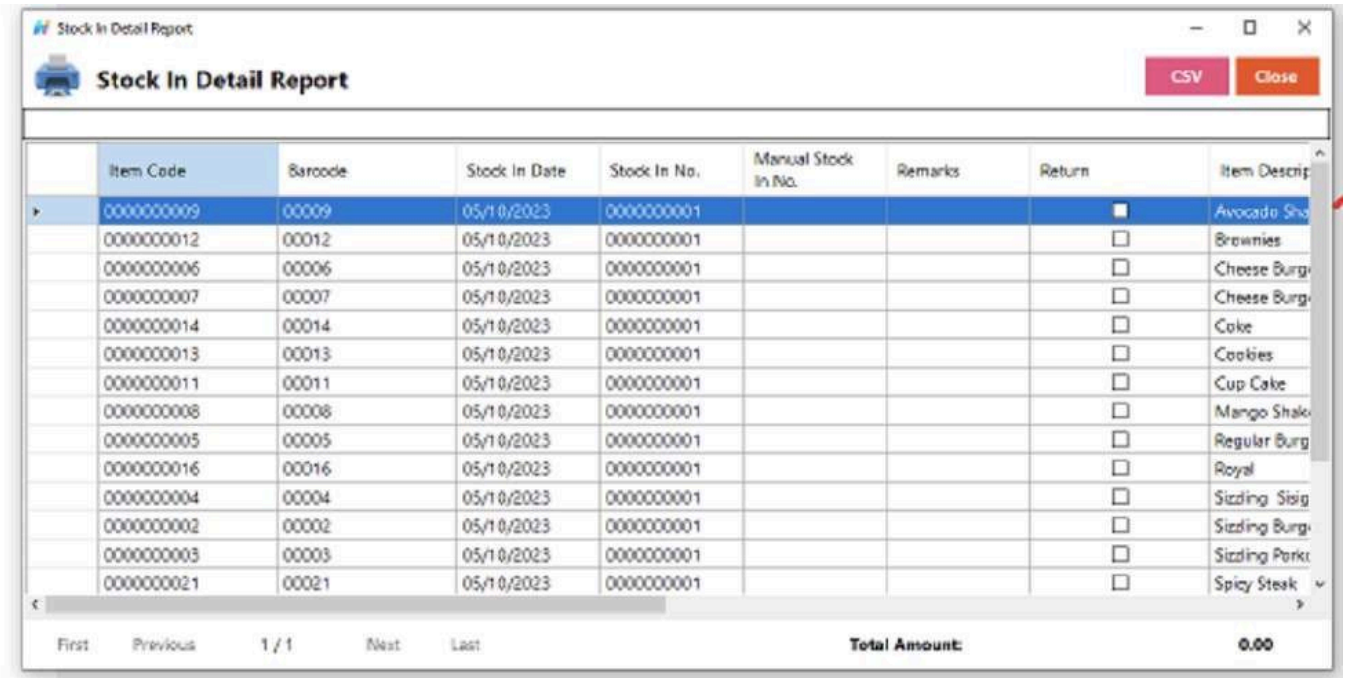


Original manual, page 205

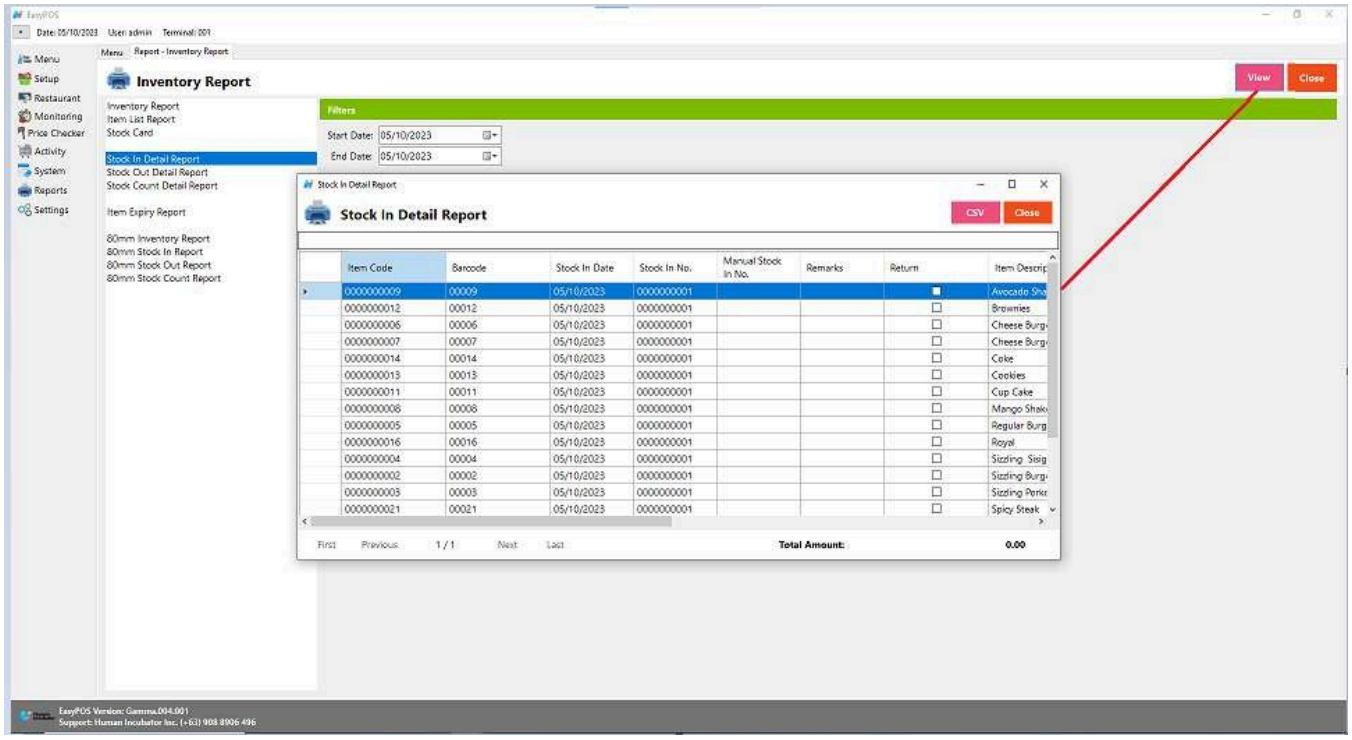


Original manual, page 205

- Select start date and end date.
- Only locked Stock In documents are included in the report.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



Original manual, page 206

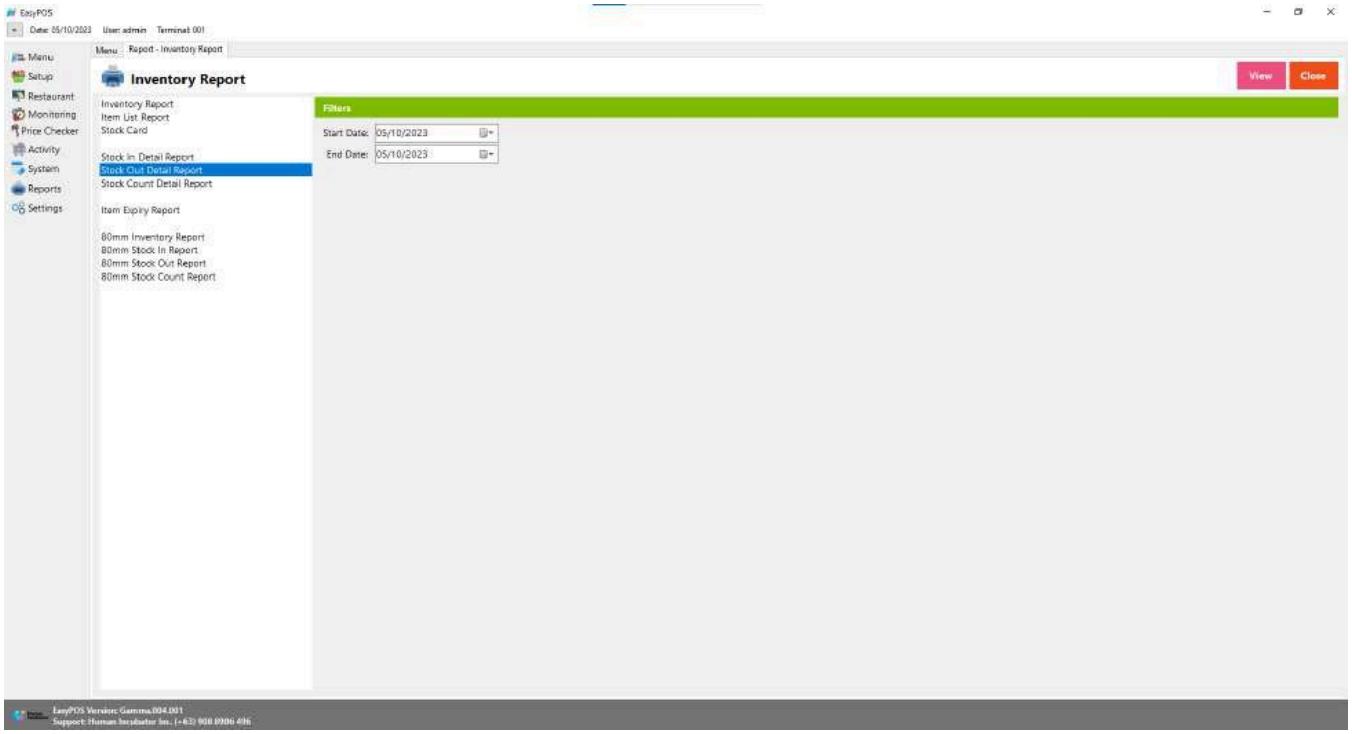


Original manual, page 206

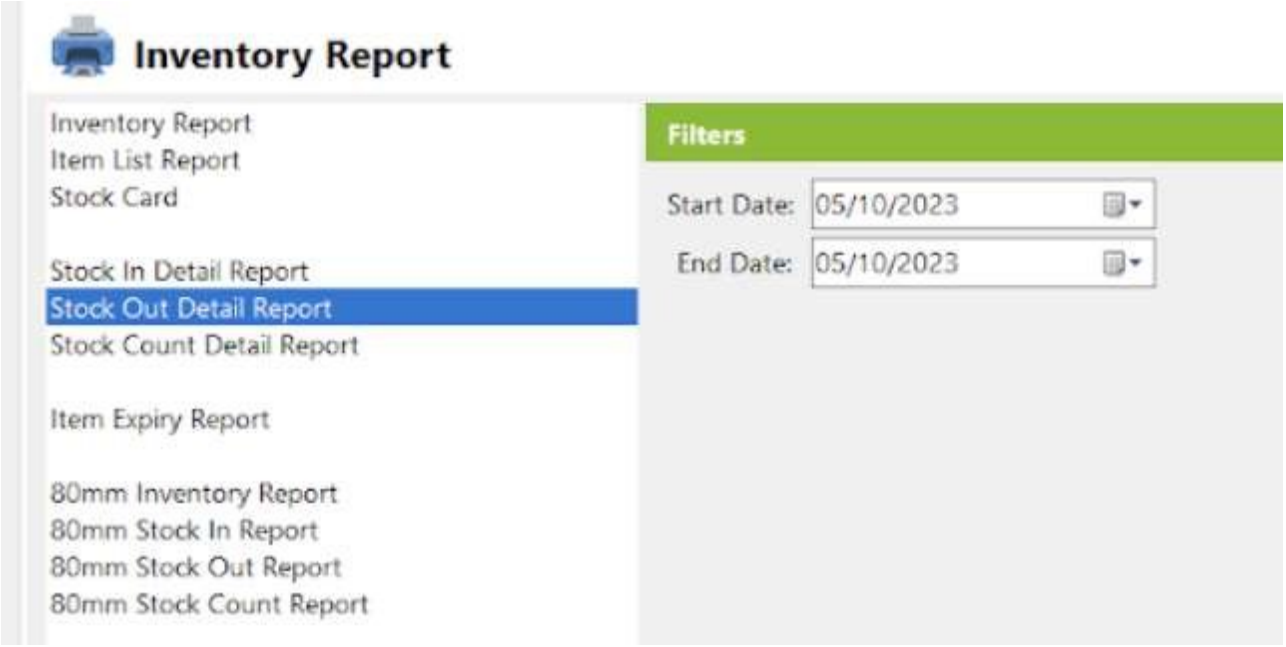
.

Stock Out Detail Report 206

- 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.

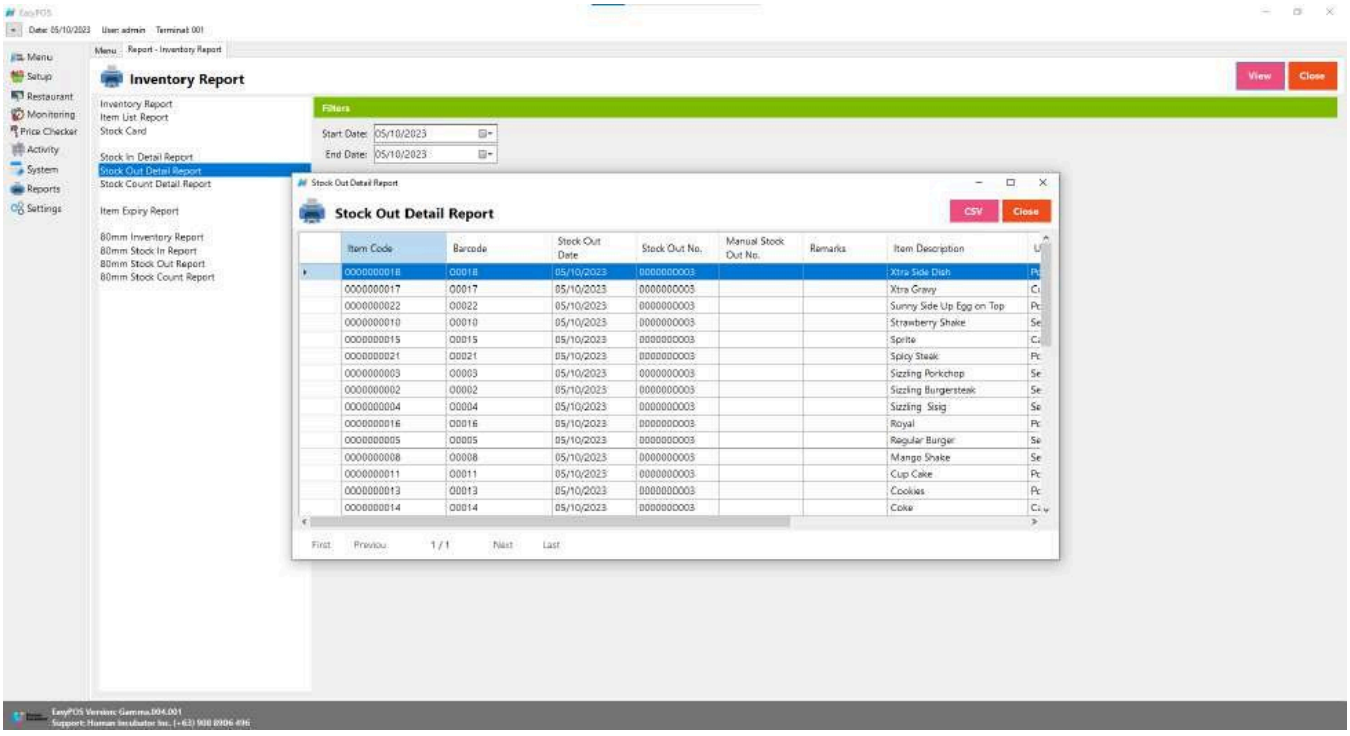


Original manual, page 207

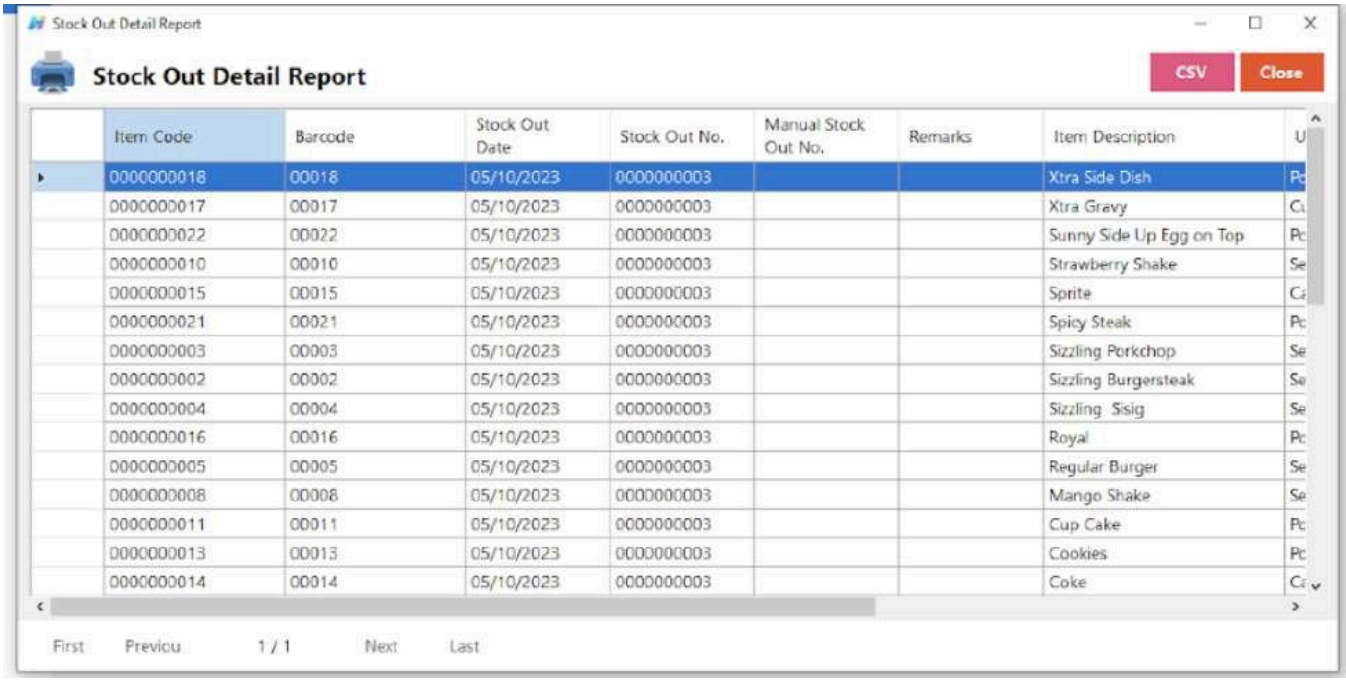


Original manual, page 207

- Select start date and end date.
- Only locked Stock Out documents are included in the report.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



Original manual, page 208

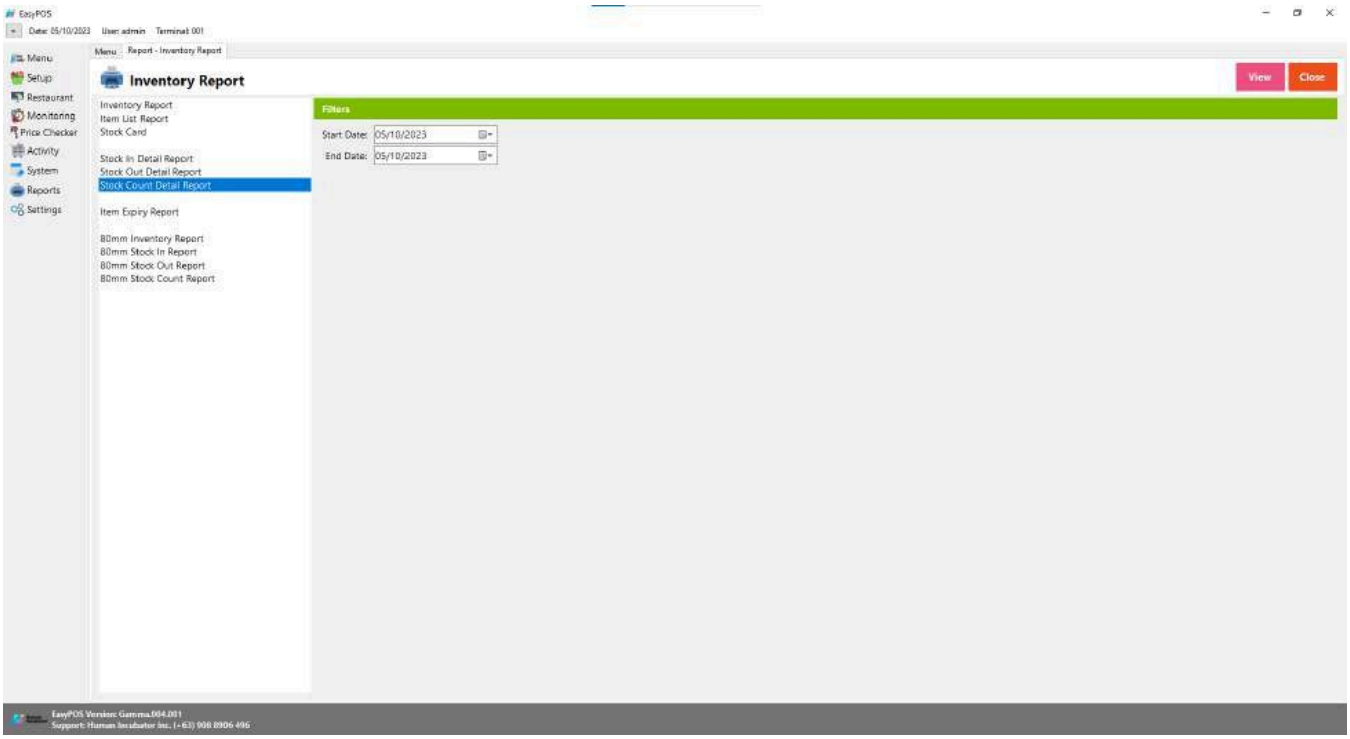


Original manual, page 208

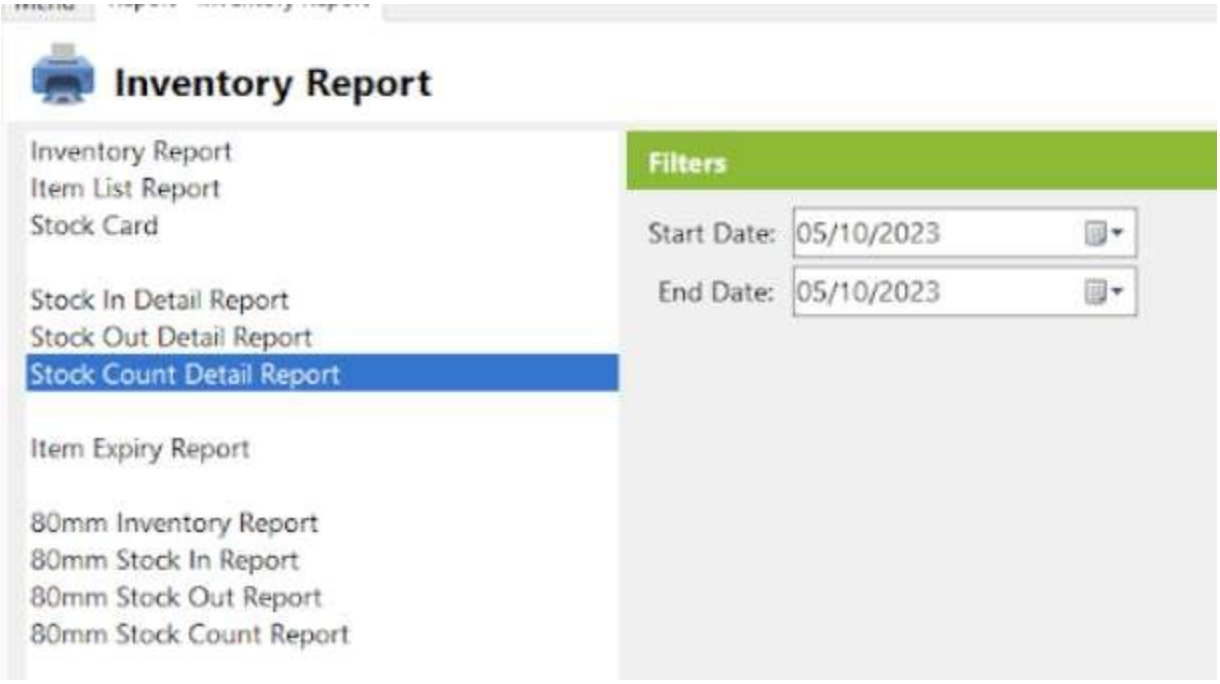
Stock Count Detail Report 208

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.



Original manual, page 209

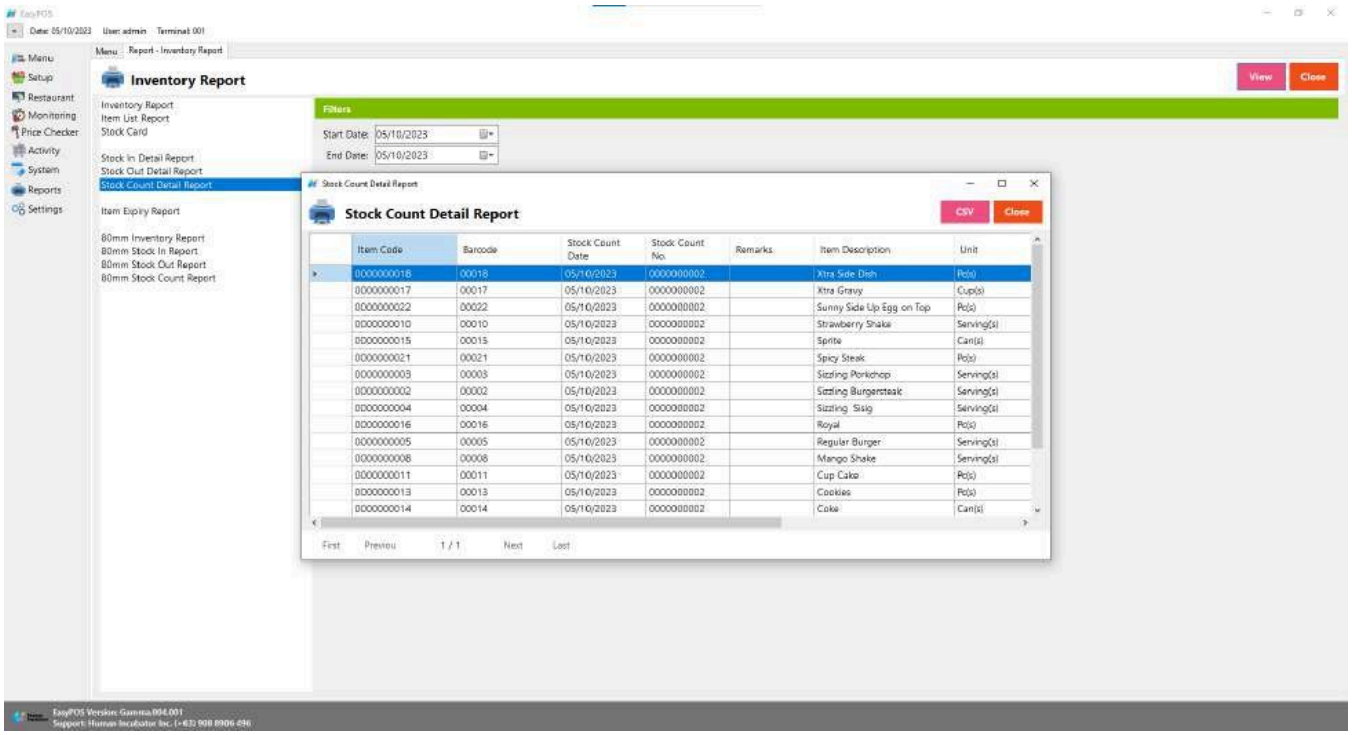


Original manual, page 209

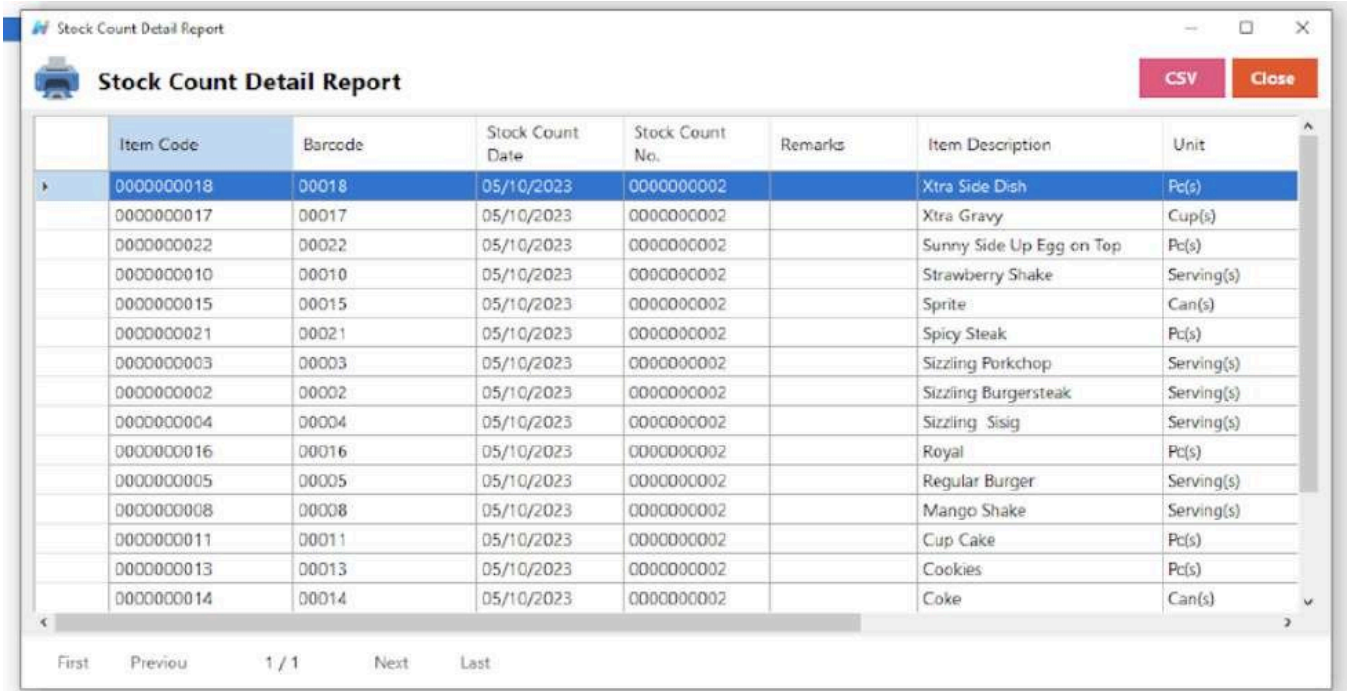
- Select start date and end date.
- **Variance** is the current on-hand quantity minus the counted quantity.

> **Note:** Stock Count documents that are not yet locked may also appear in this report (known issue, being fixed)

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



Original manual, page 210

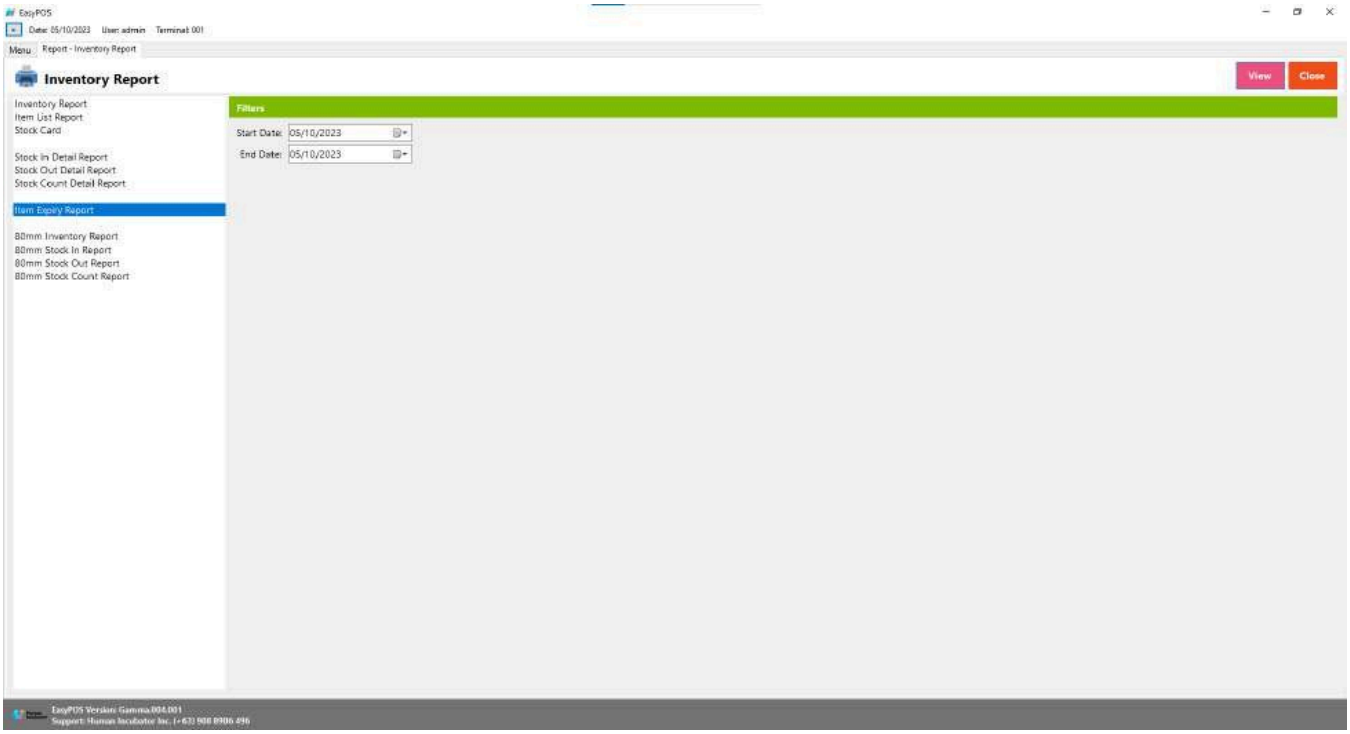


Original manual, page 210

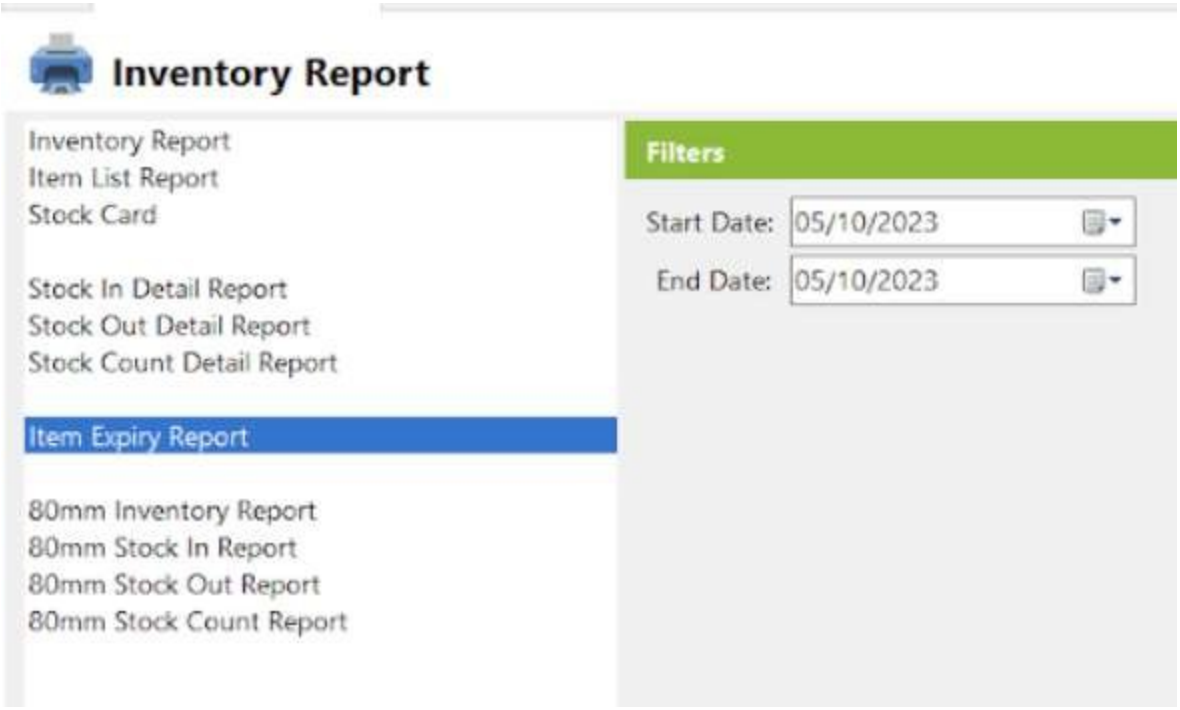
Item Expiry Report 211

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.



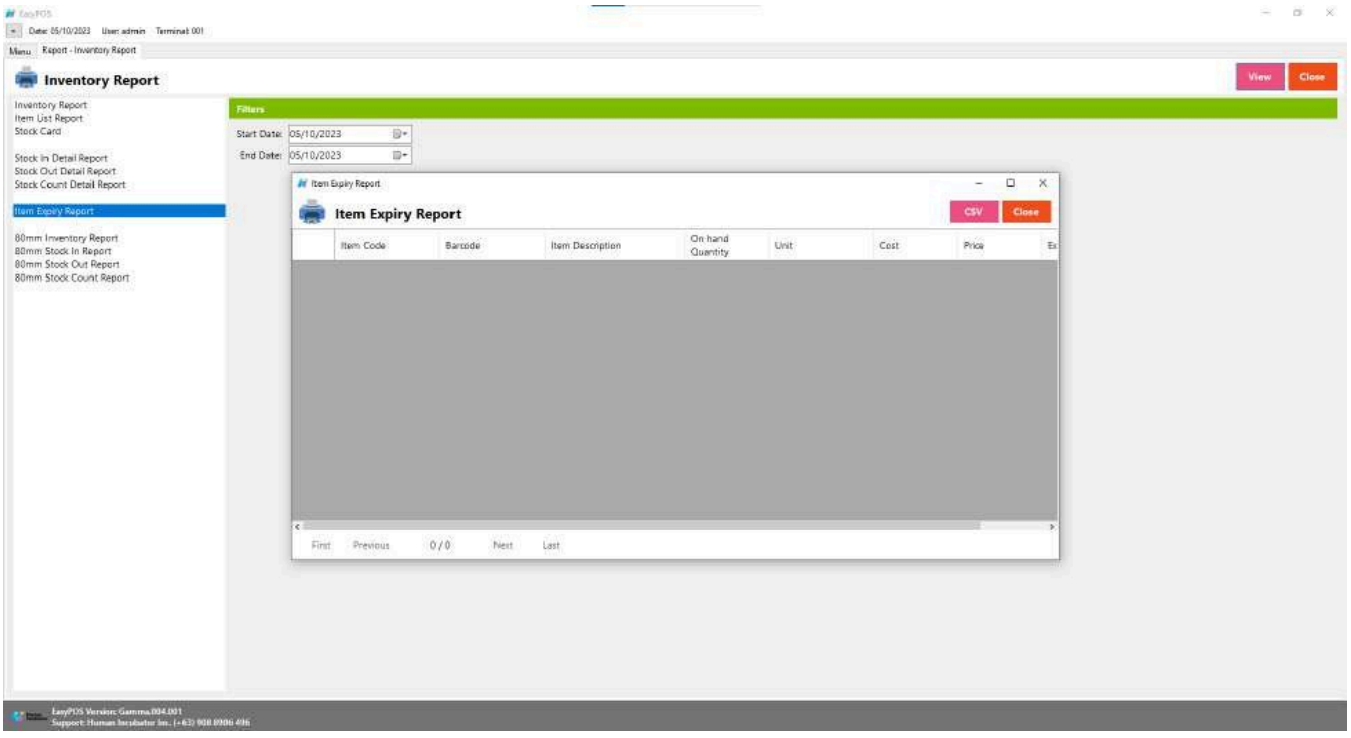
Original manual, page 211



Original manual, page 211

- Select the start date and end date. The dates are an expiry-date range: the report lists stock with an expiry date within this range.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report. This report has a CSV button but no Print button.

> **Note:** The quantity shown is the item's total on-hand quantity, not only the quantity of that stock-in line; stock-in documents that are not yet locked may also appear, and an error may occur when more than 50 rows are listed (known issue, being fixed)



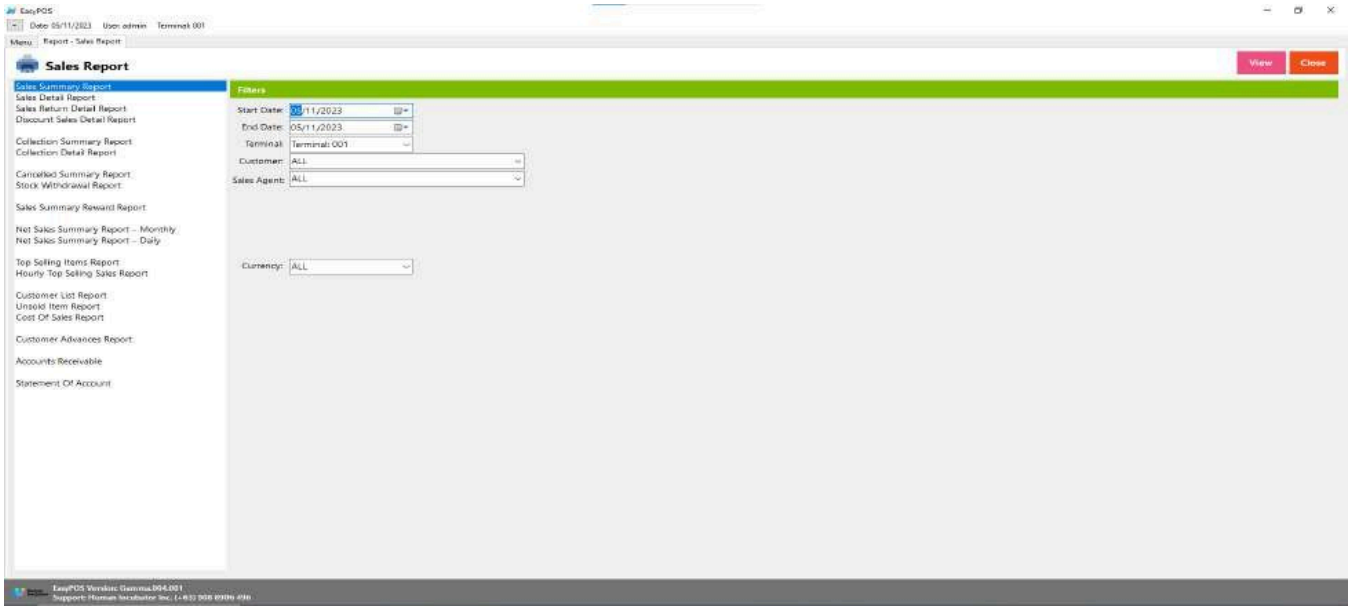
Sales Report 212

Overview 212

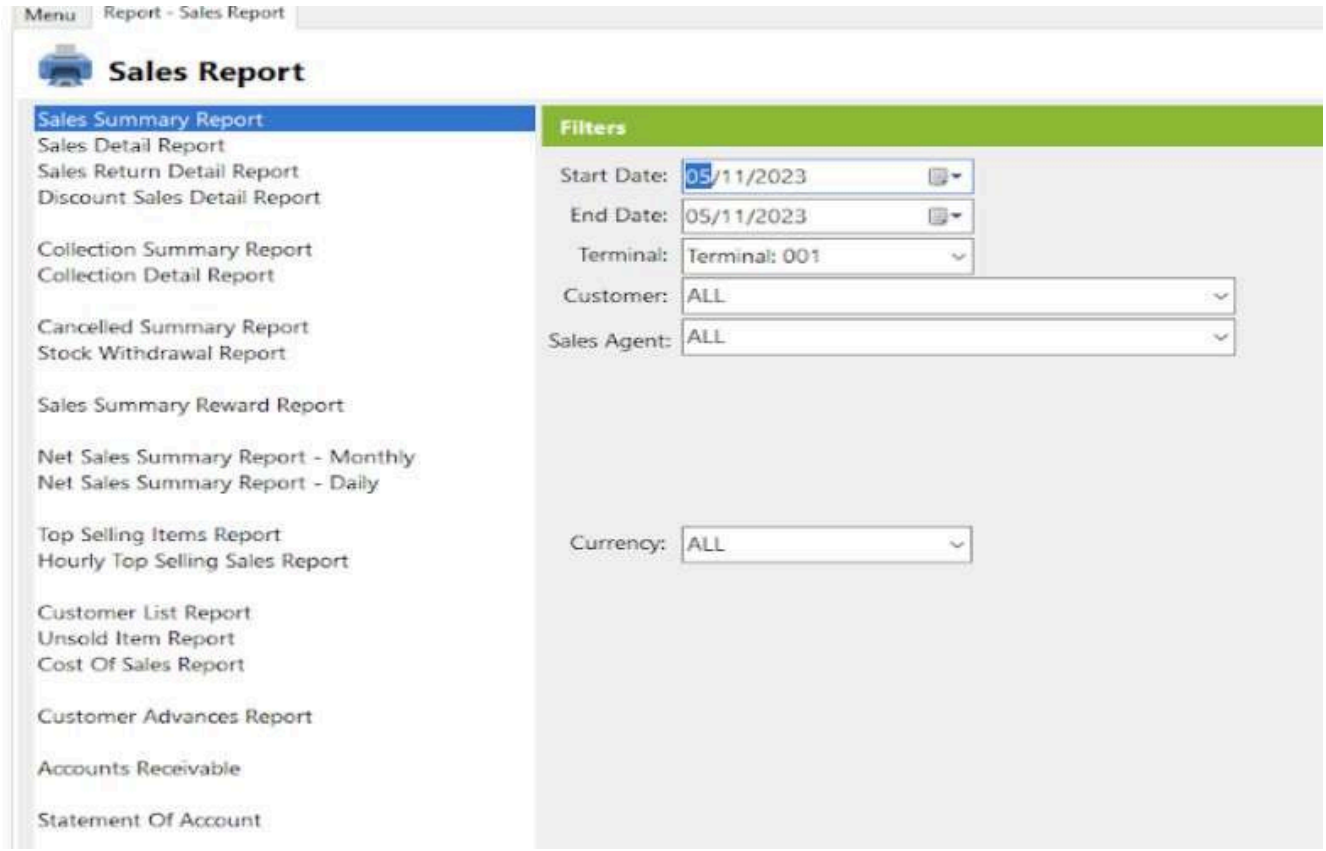
- Sales Report is where users can see the sales reports. A document or summary that provides an overview of a business's sales performance over a specific period.

Sales Summary Report 212

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

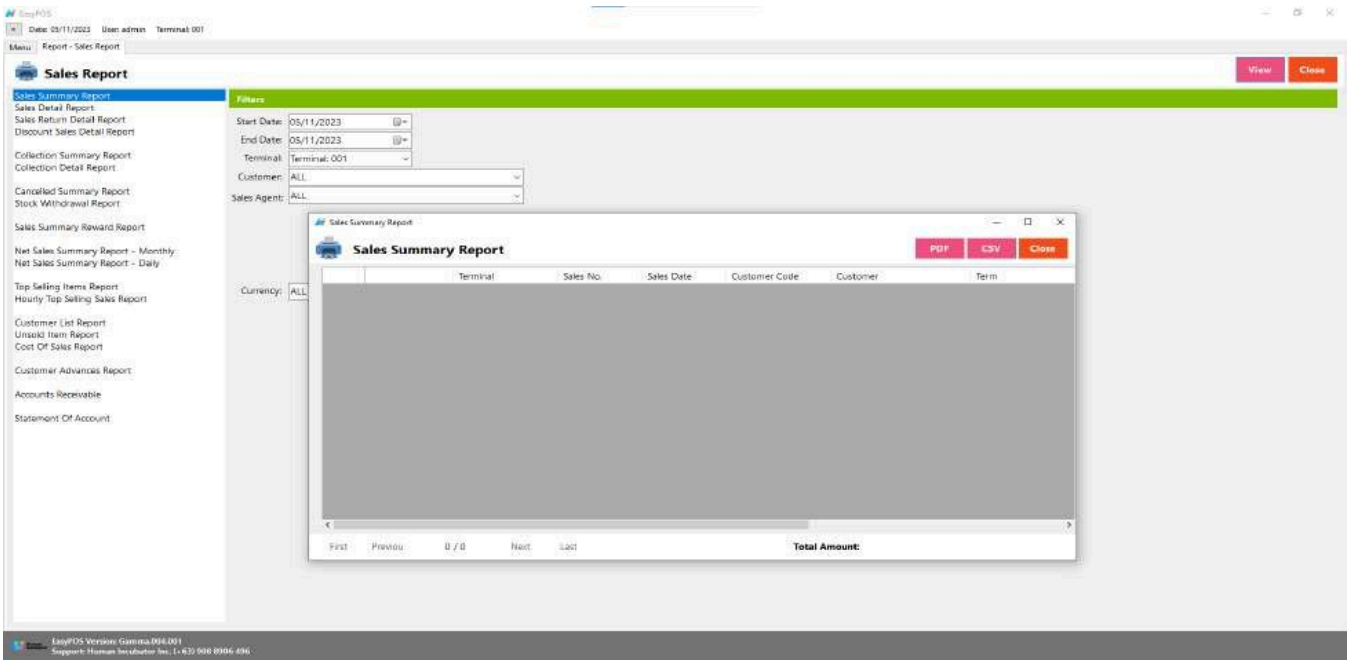


Original manual, page 213

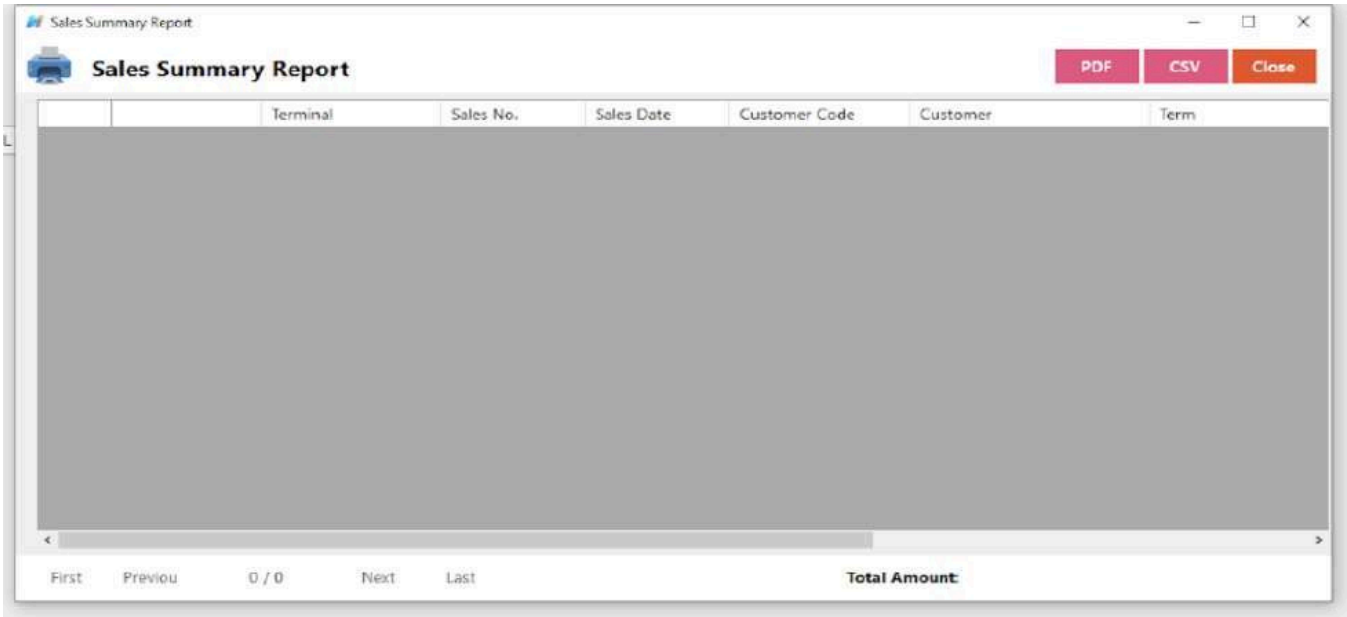


Original manual, page 213

- 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.



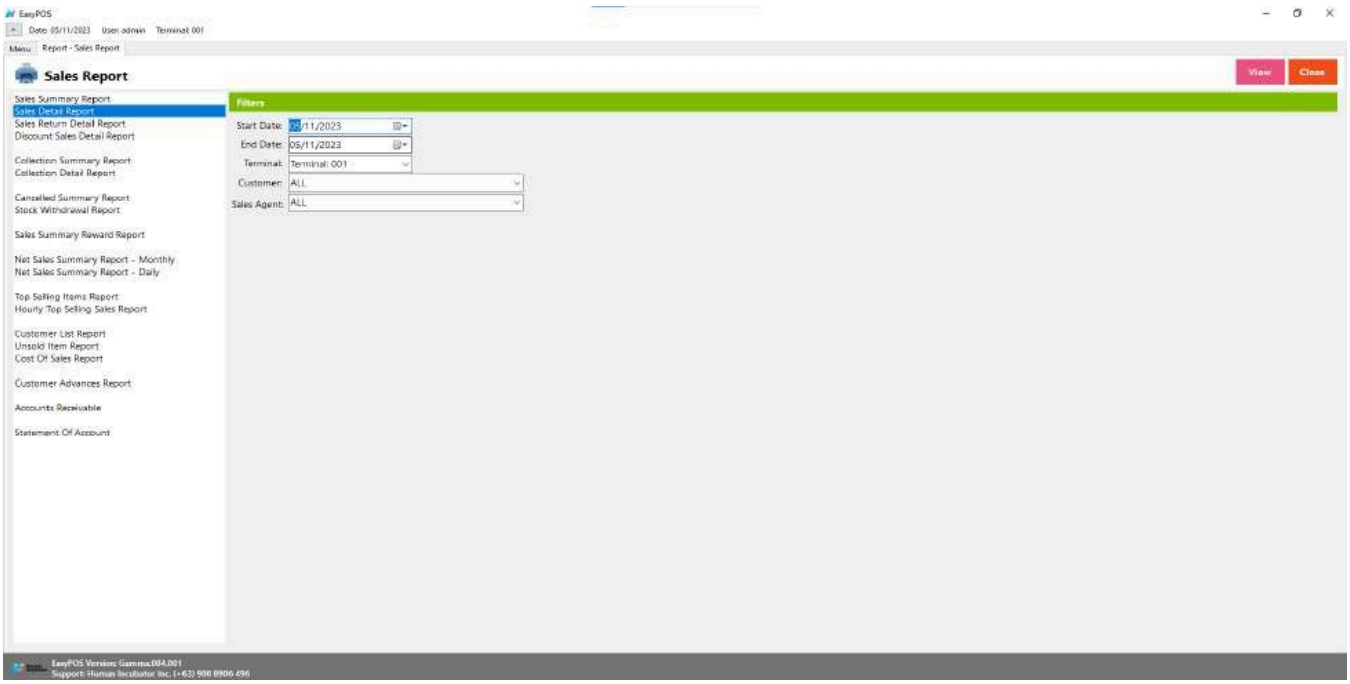
Original manual, page 214



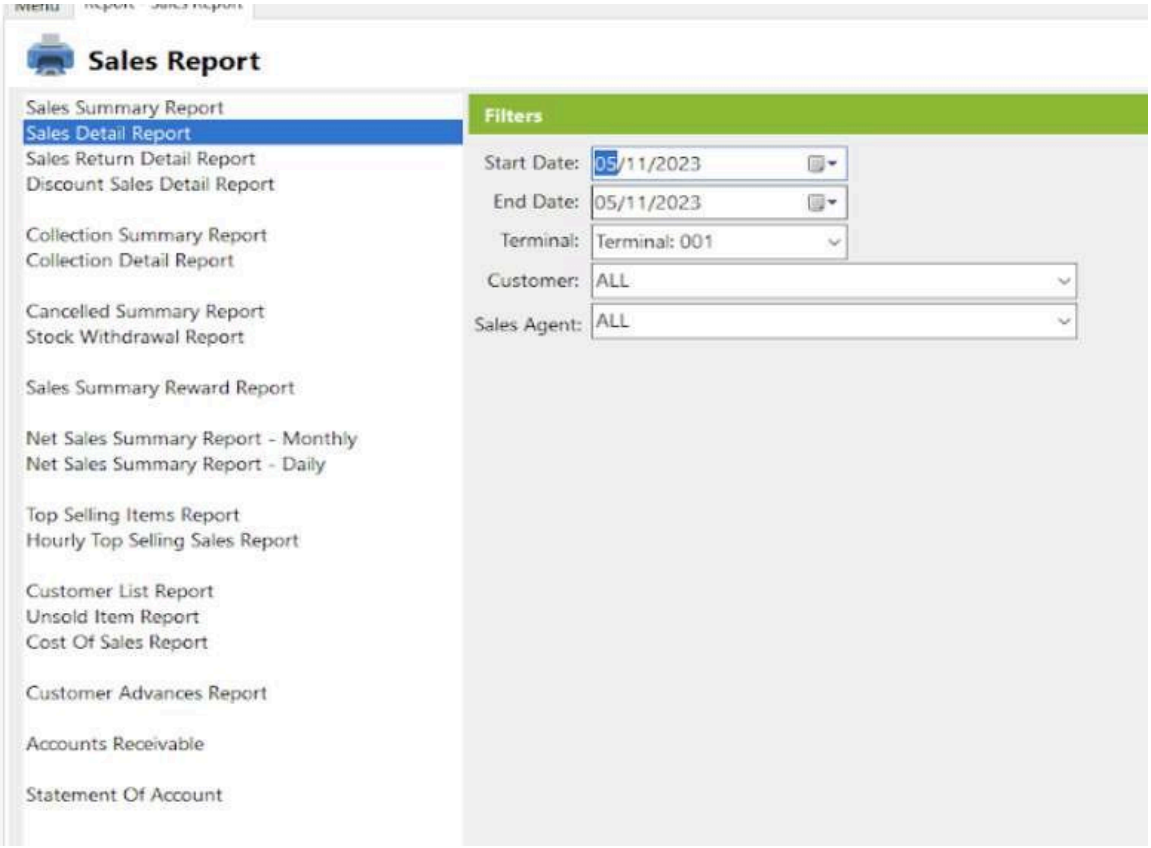
Original manual, page 214

Sales Detail Report 214

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

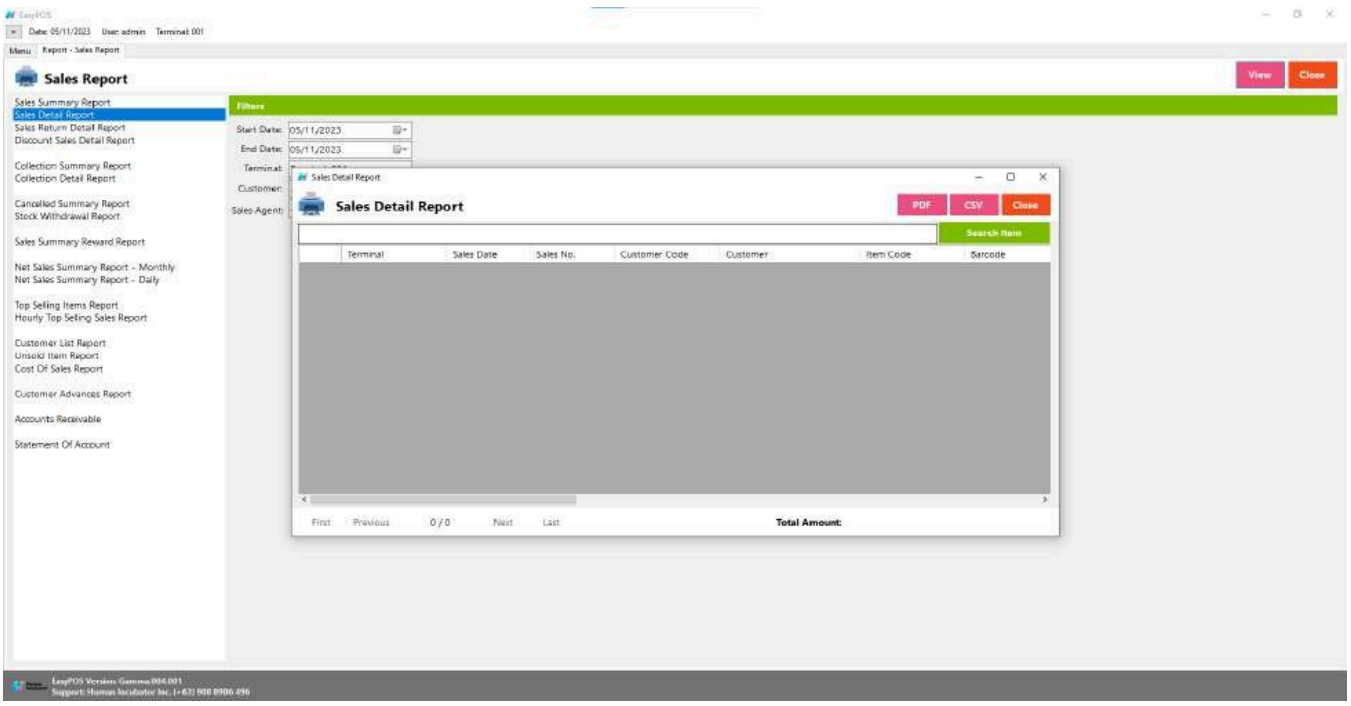


Original manual, page 215

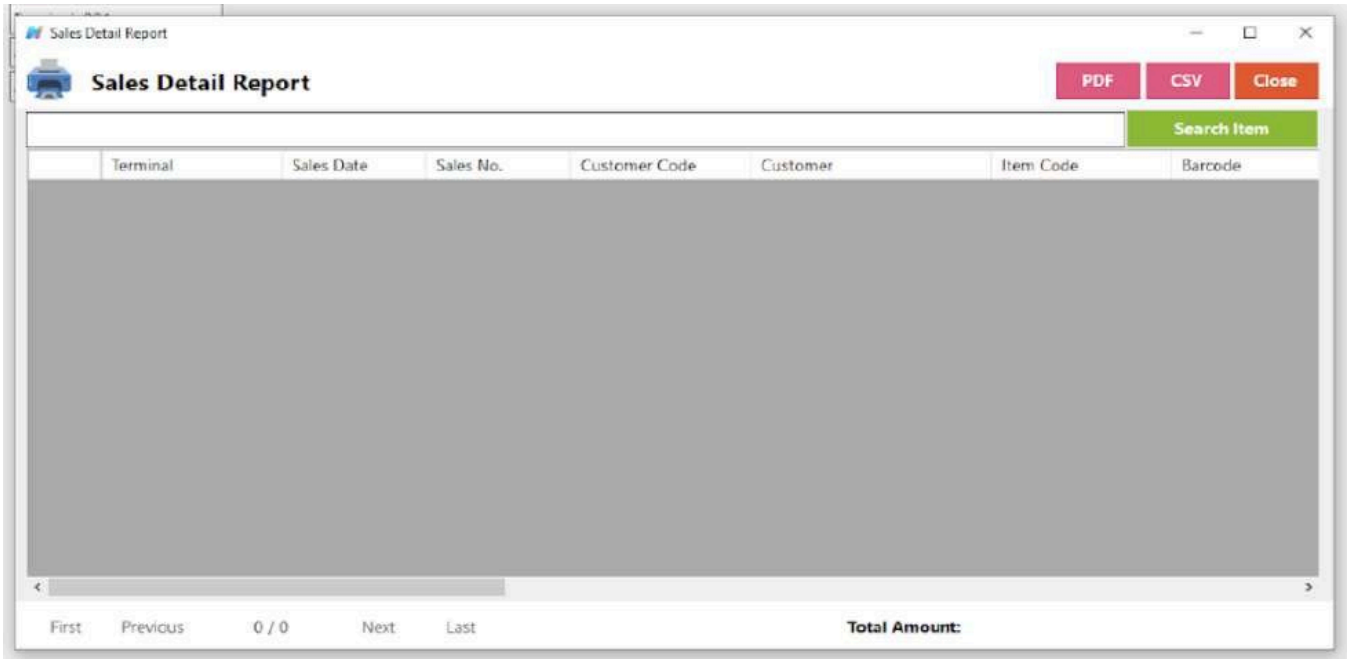


Original manual, page 215

- 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.



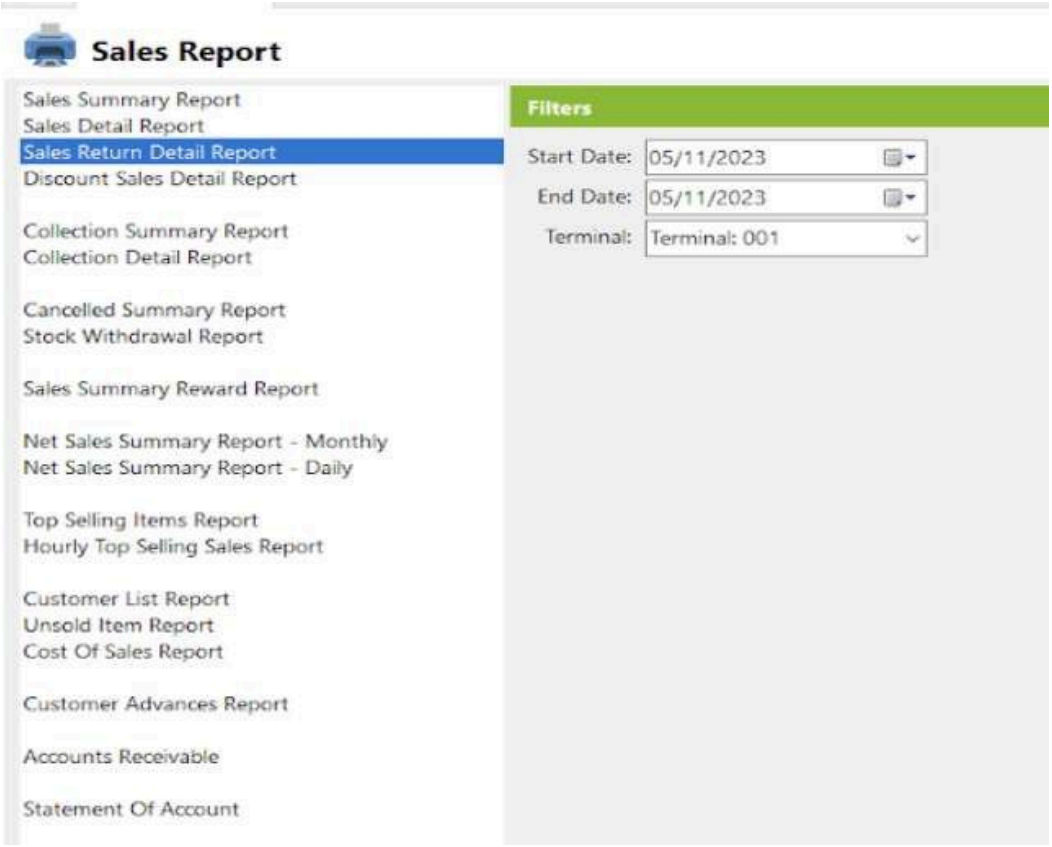
Original manual, page 216



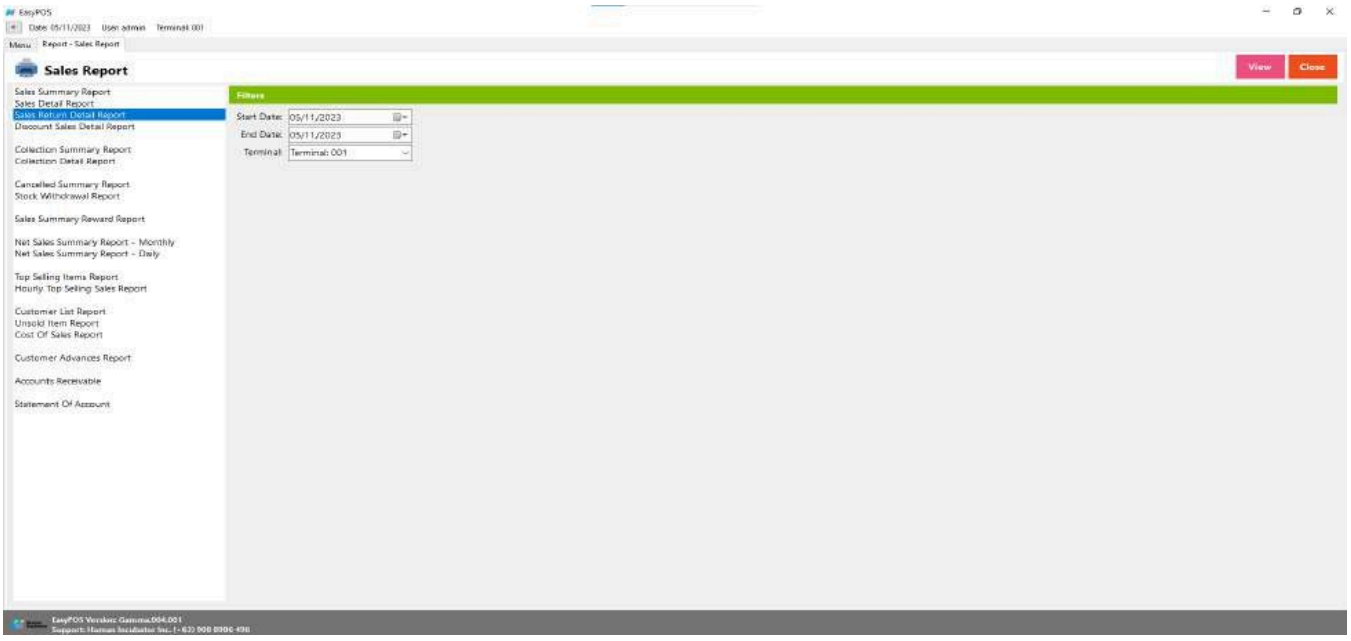
Original manual, page 216

Sales Return Detail Report 216

- 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.

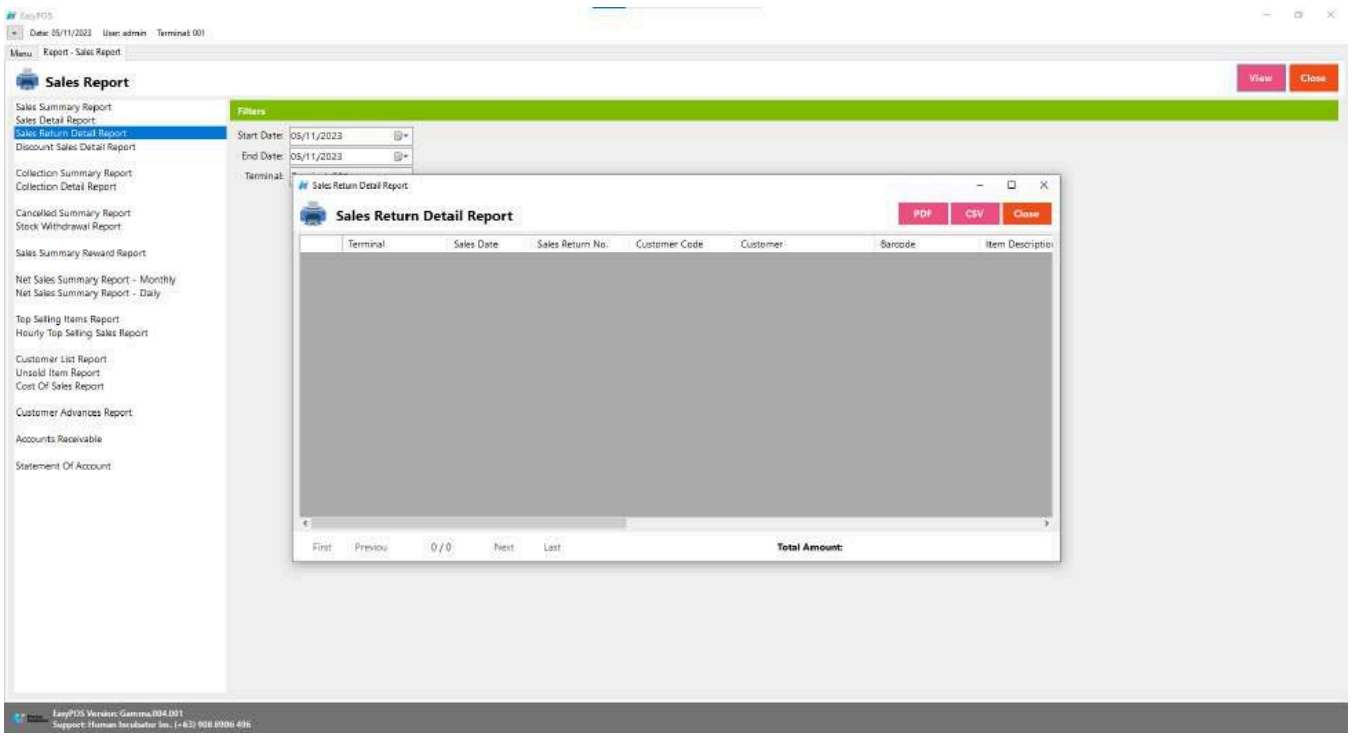


Original manual, page 217

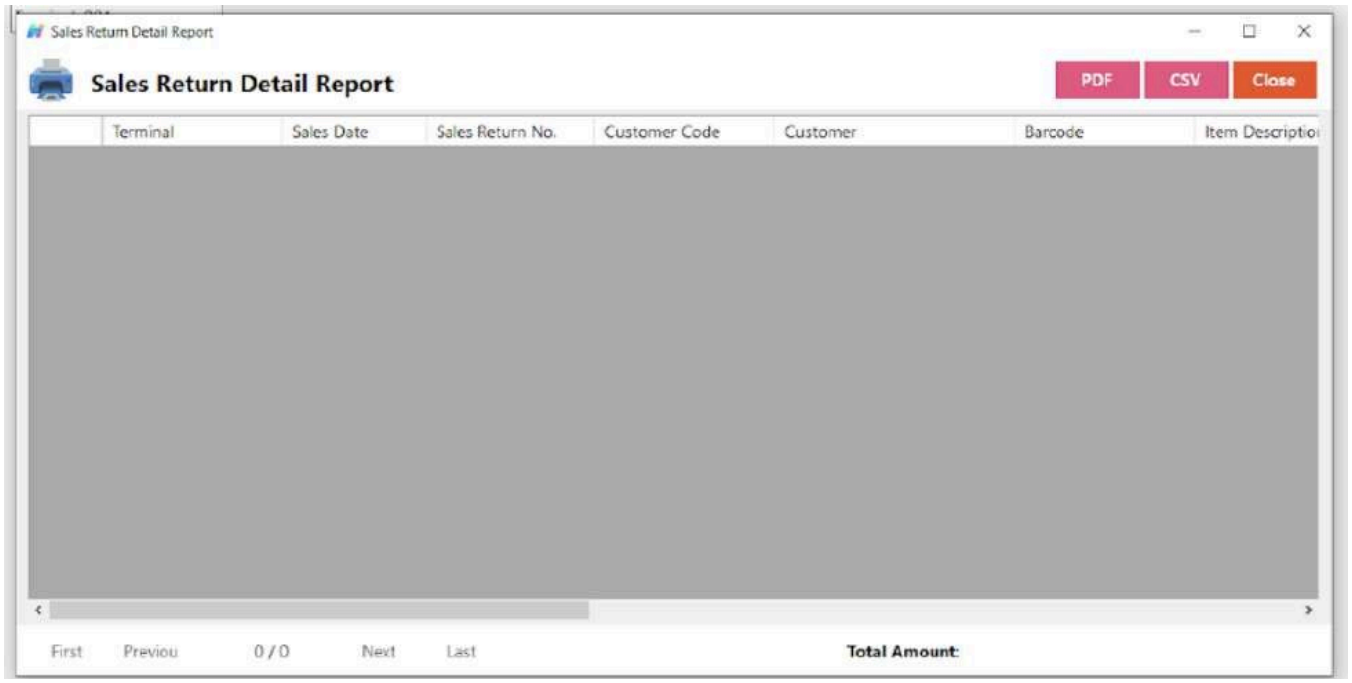


Original manual, page 217

- 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.



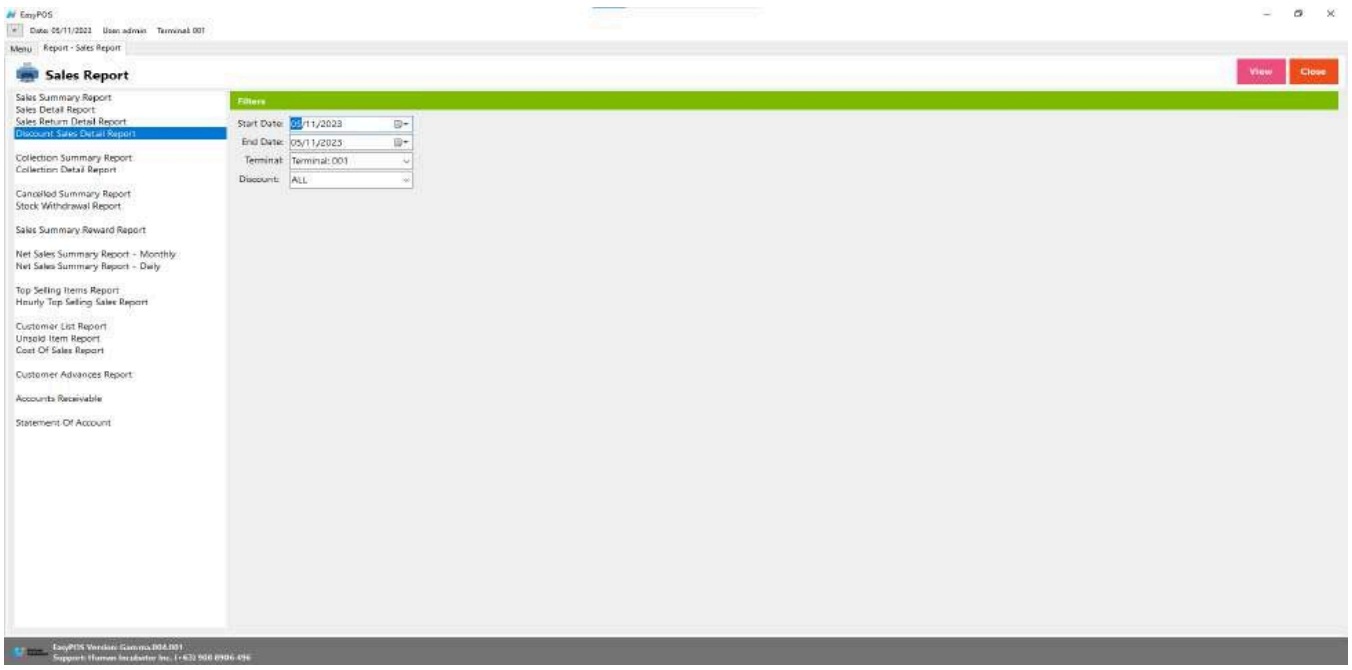
Original manual, page 218



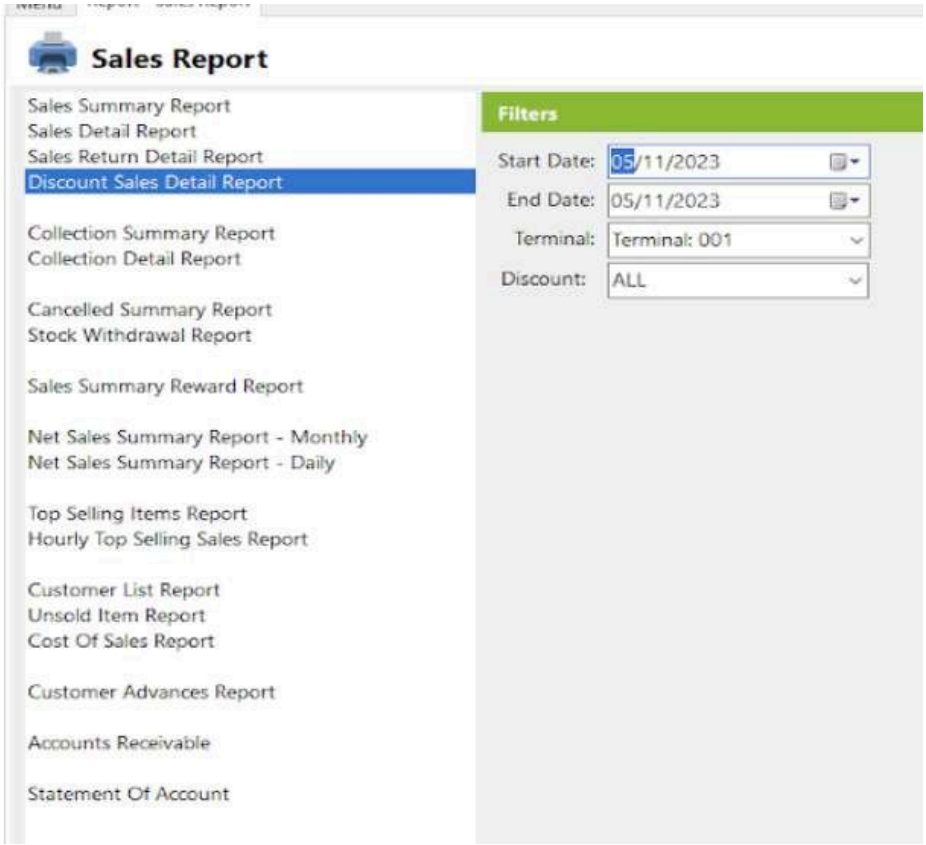
Original manual, page 218

Discount Sales Detail Report 219

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



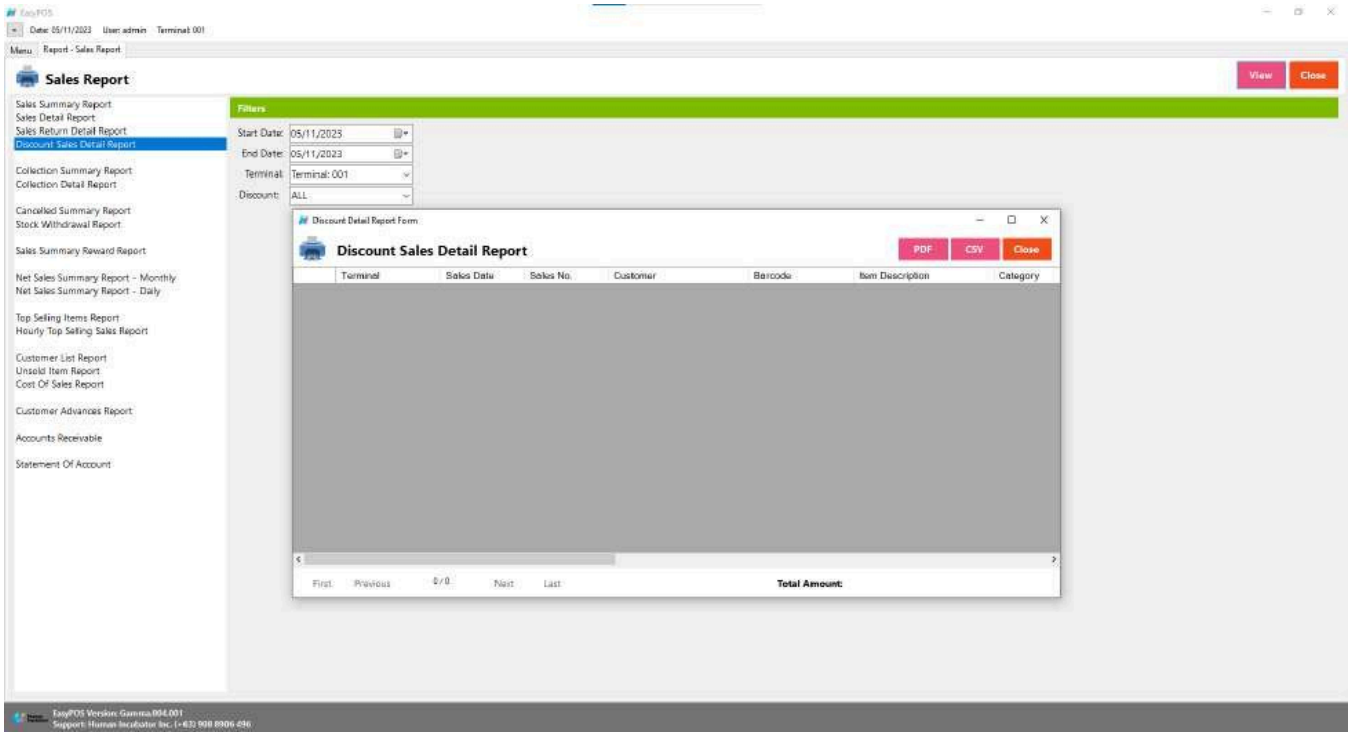
Original manual, page 219



Original manual, page 220

- 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.



Original manual, page 221

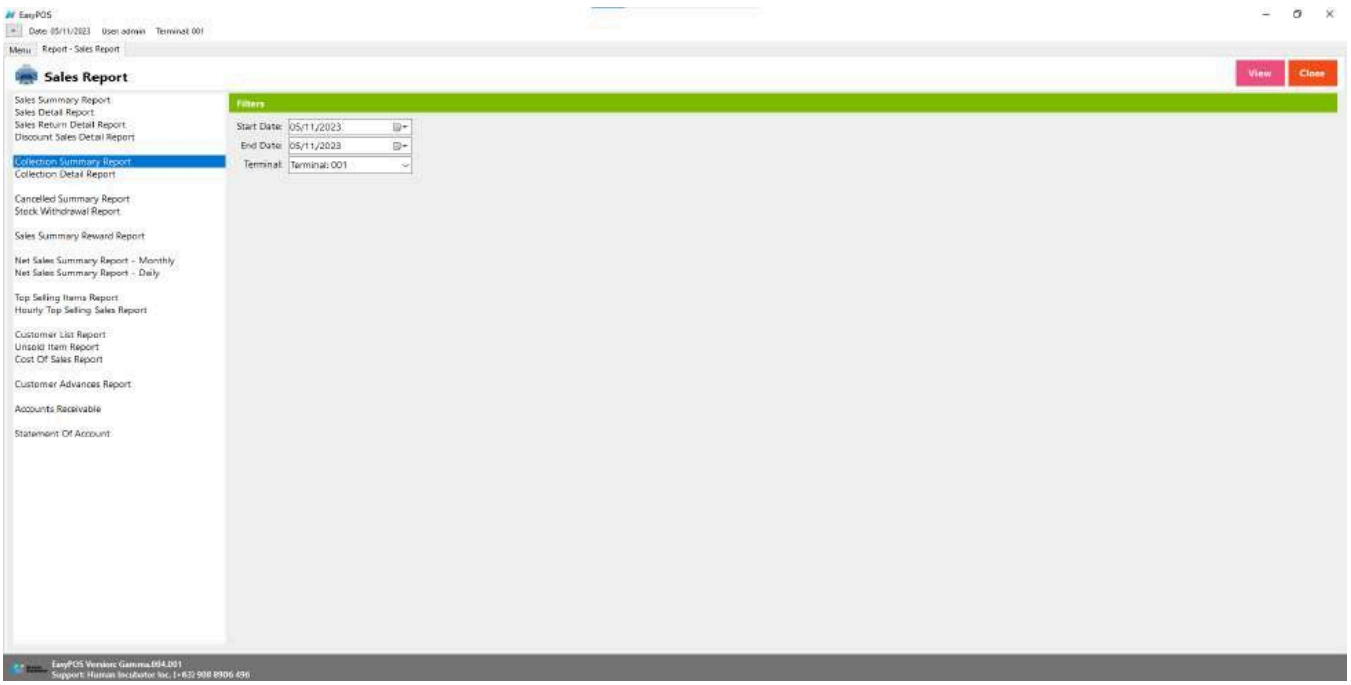


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Collection Summary Report 221

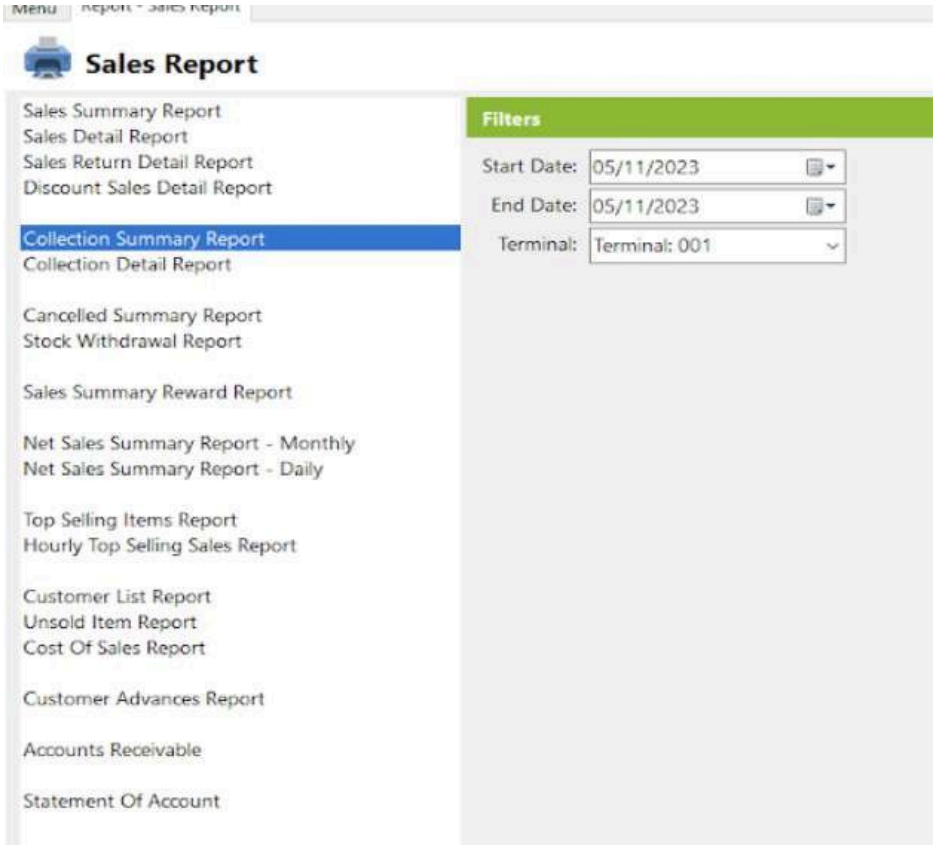
is a document or summary that provides an overview of the

- payments or collections received by a business or financial institution over a specific period.

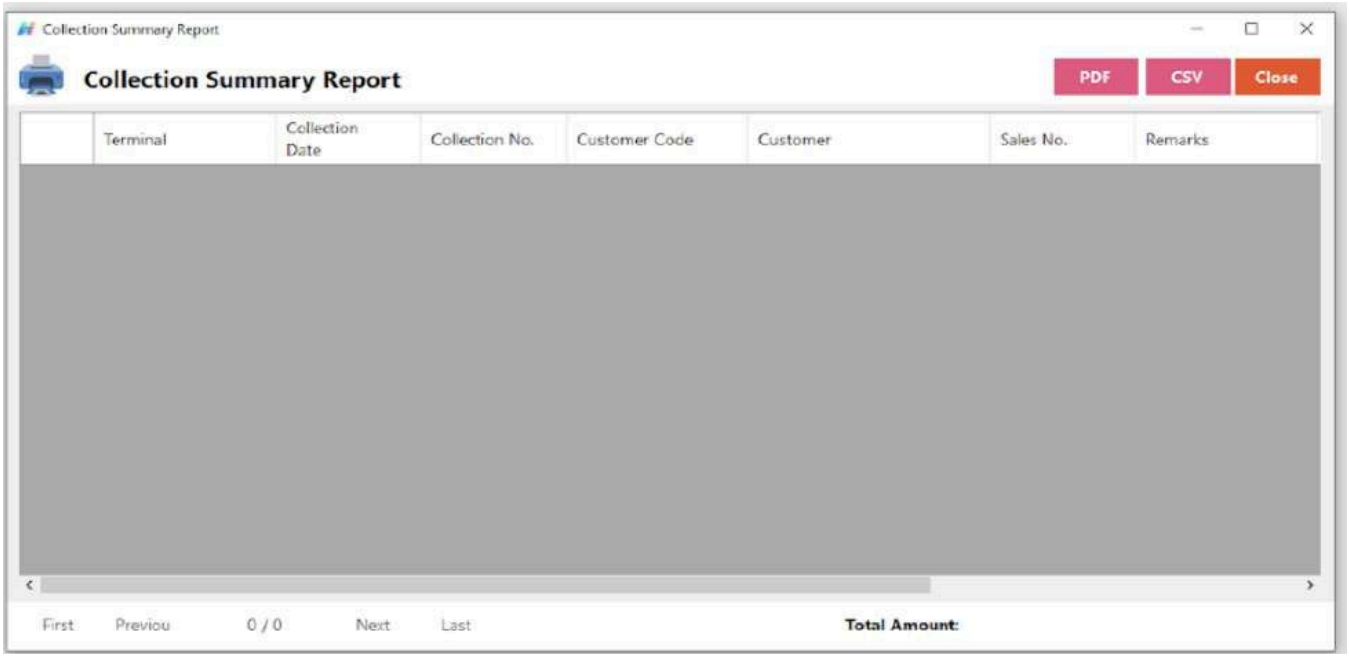


Original manual, page 222

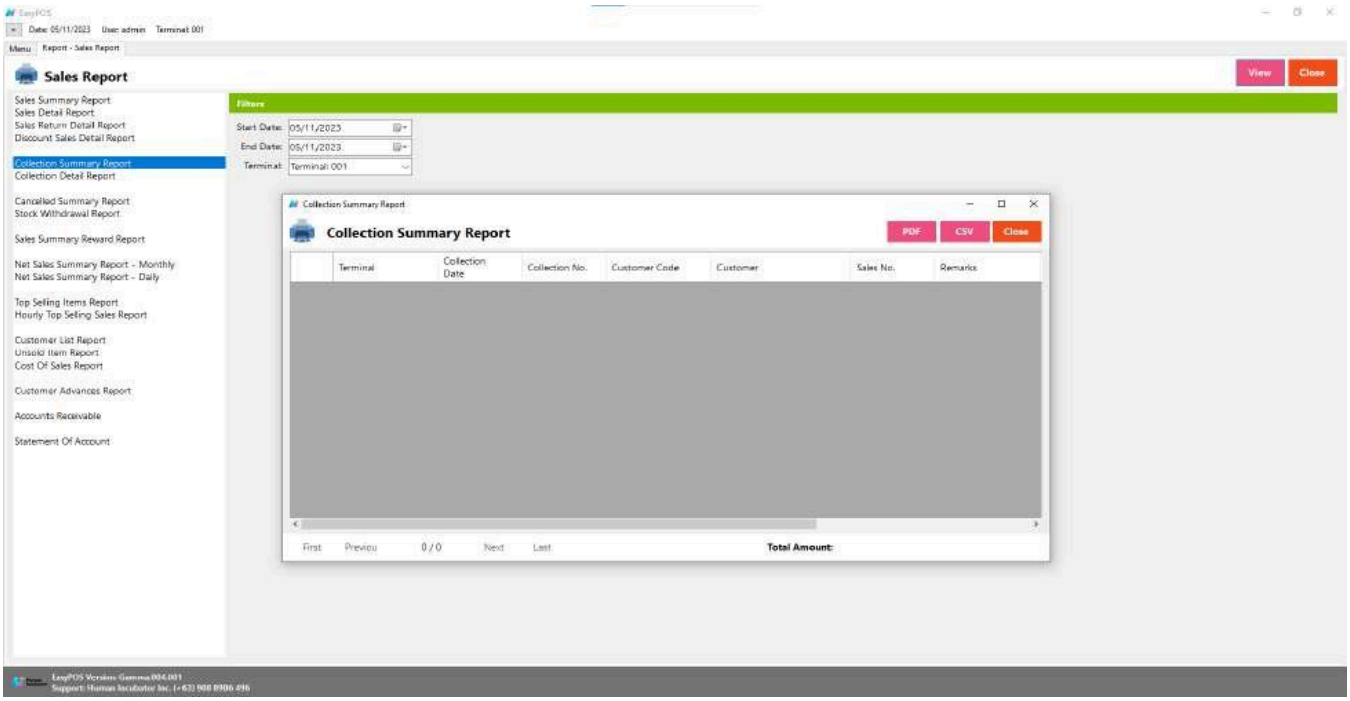
- Select start date and end date.
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



Original manual, page 222



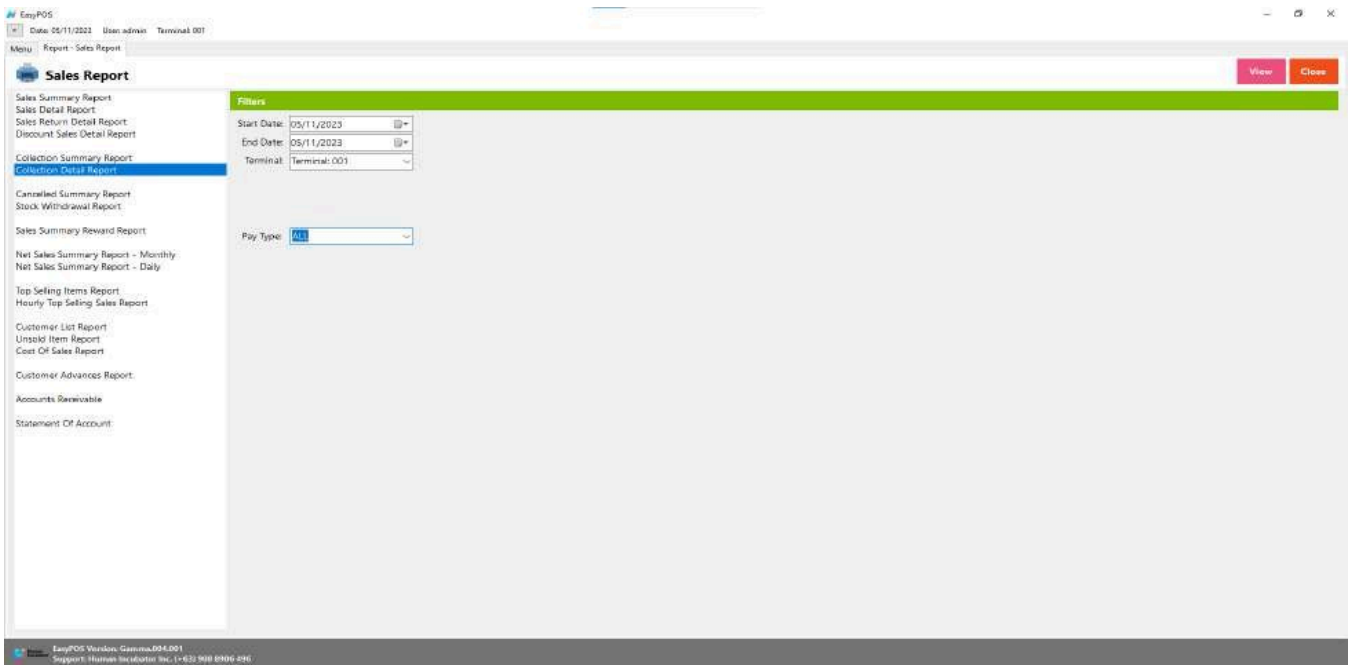
Original manual, page 223



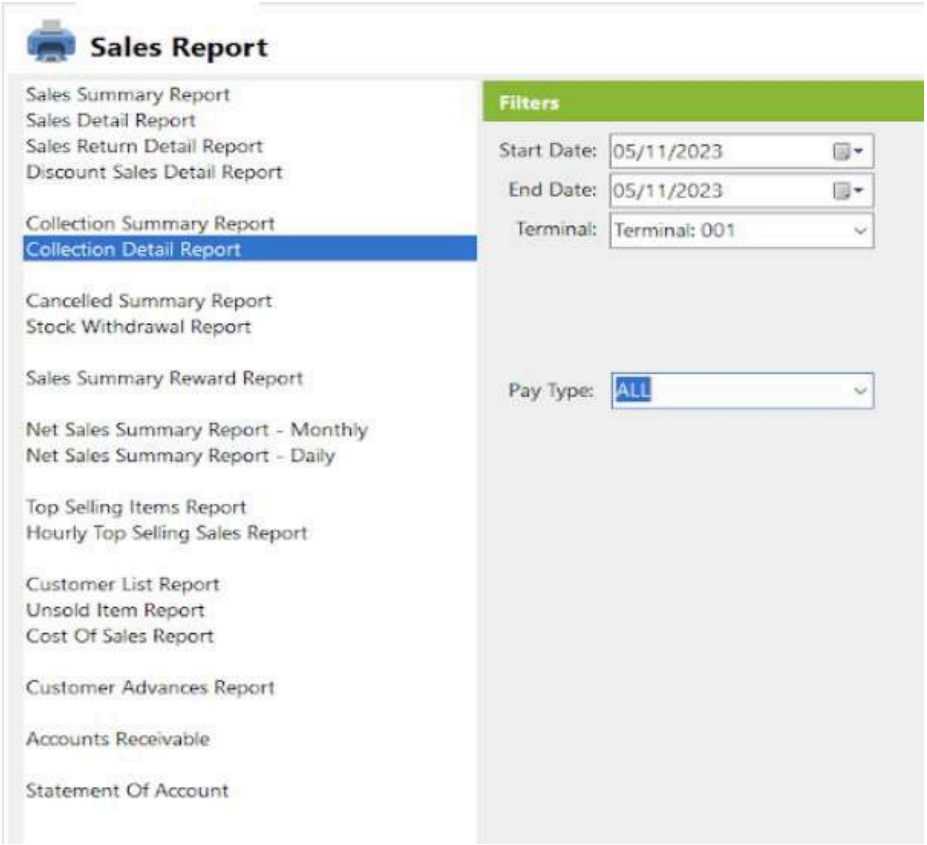
Original manual, page 223

Collection Detail Report 223

- 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.

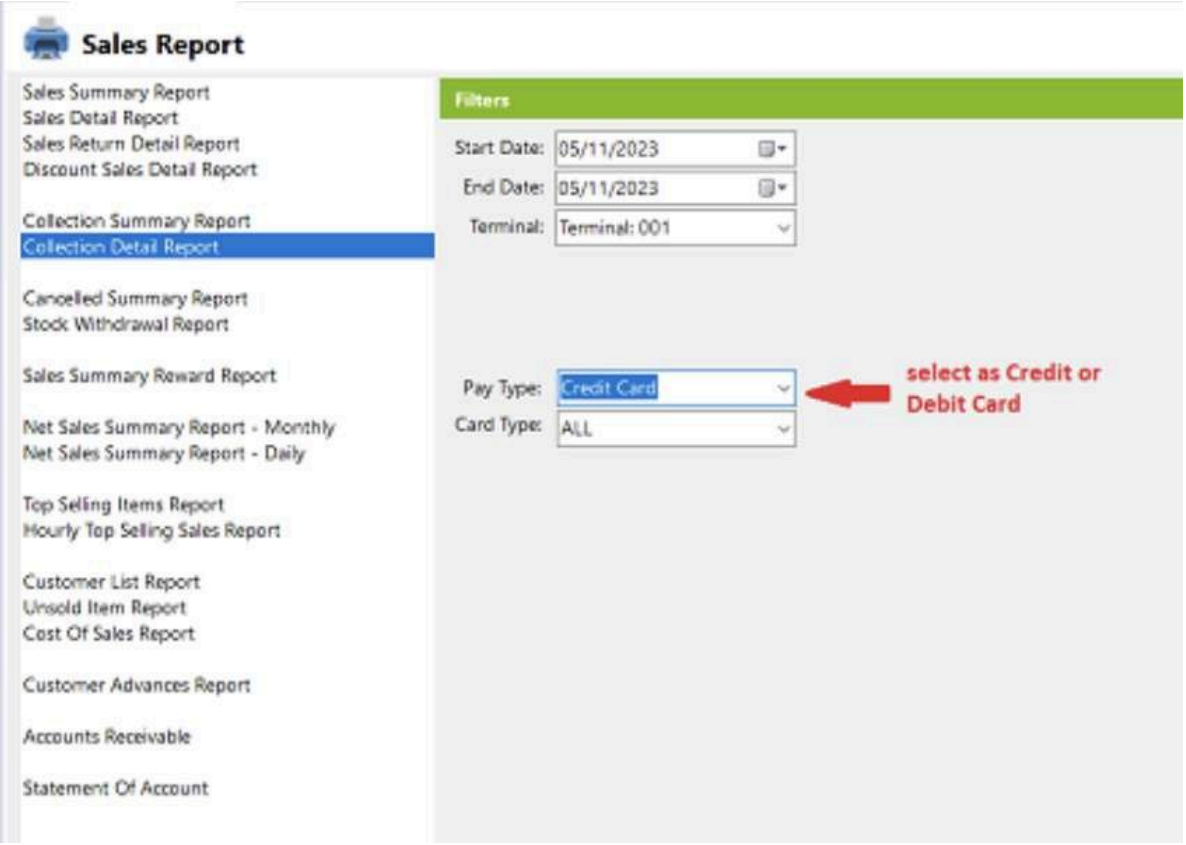


Original manual, page 225



Original manual, page 226

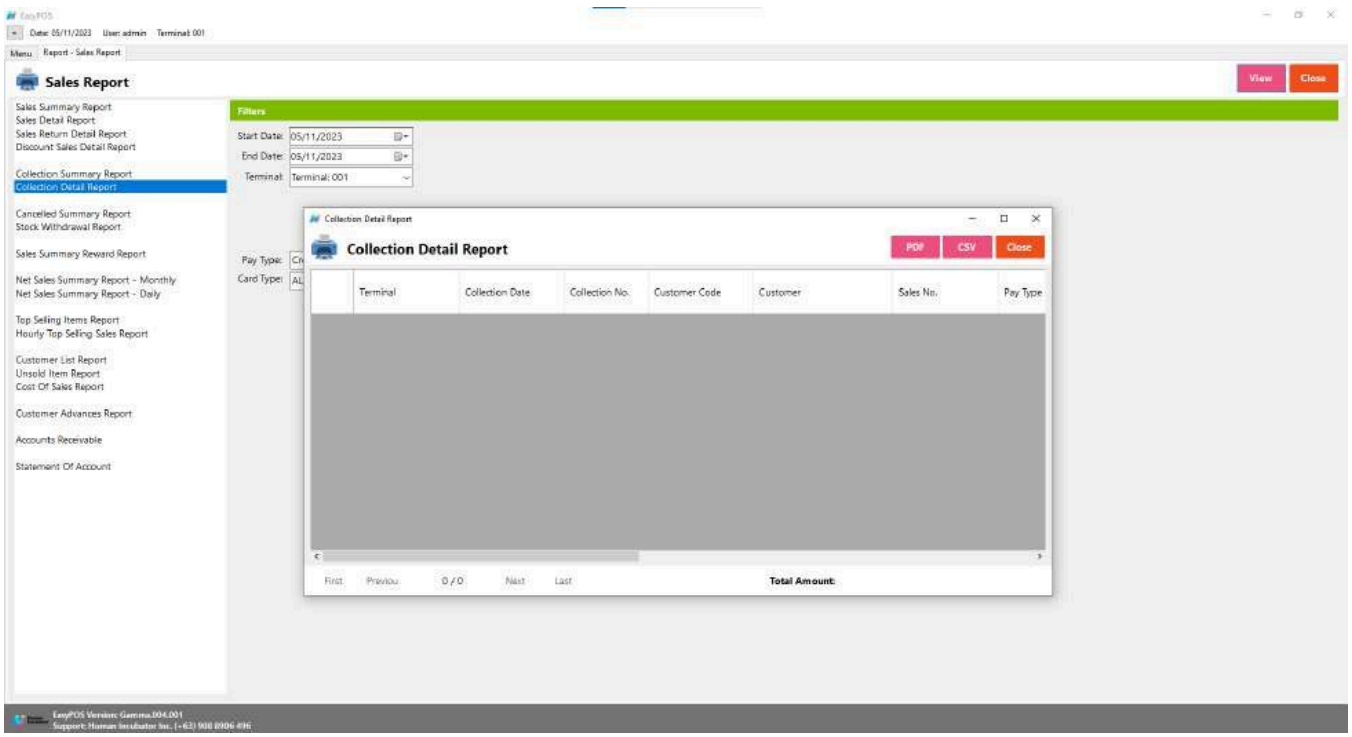
- Select start date and end date.
- It can also be filtered by Terminal and Pay Type. When the Pay Type filter is selected as Credit Card or Debit Card, the Card Type filter will display.
- Facepay payments are shown only when the Pay Type filter is set to **FACEPAY**.



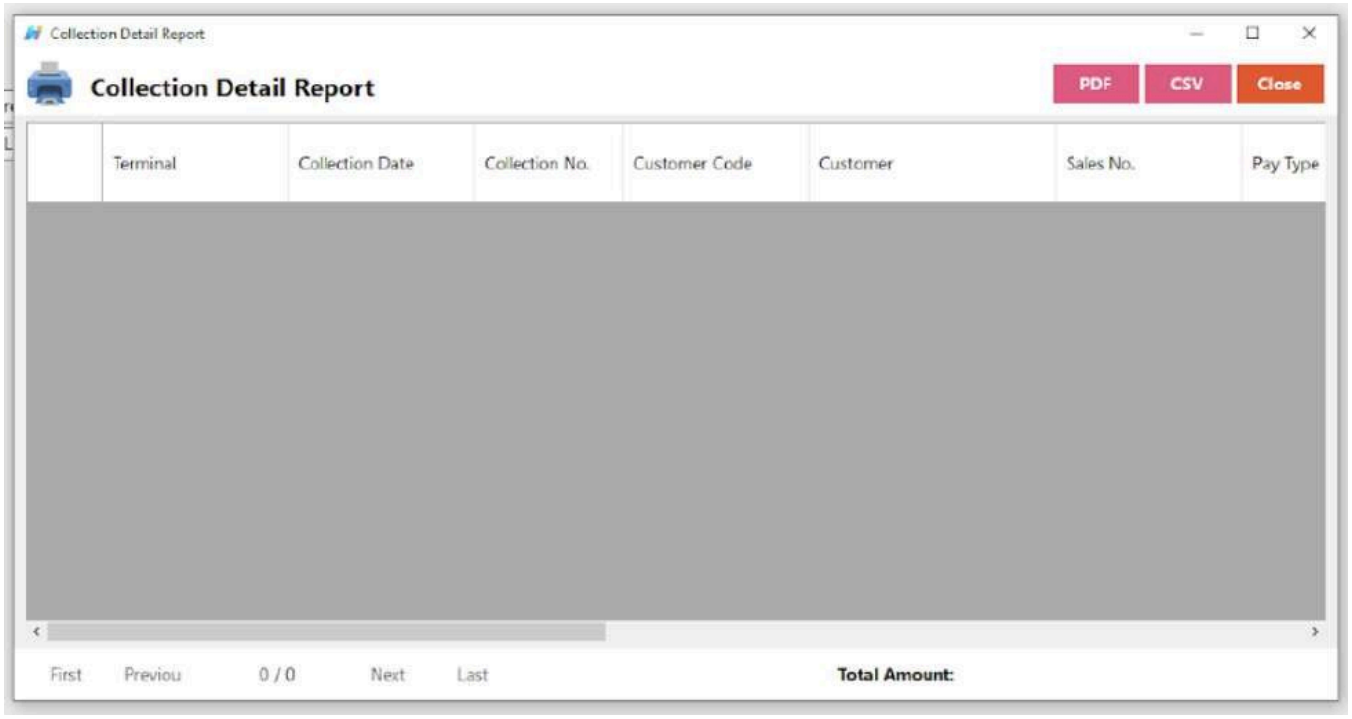
Original manual, page 227

- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report. The CSV file does not include the Excess amount or the total.

> **Note:** In the CSV file the column headings may be shifted from their data columns, and the PDF may fail when there is no FACEPAY pay type set up (known issue, being fixed)



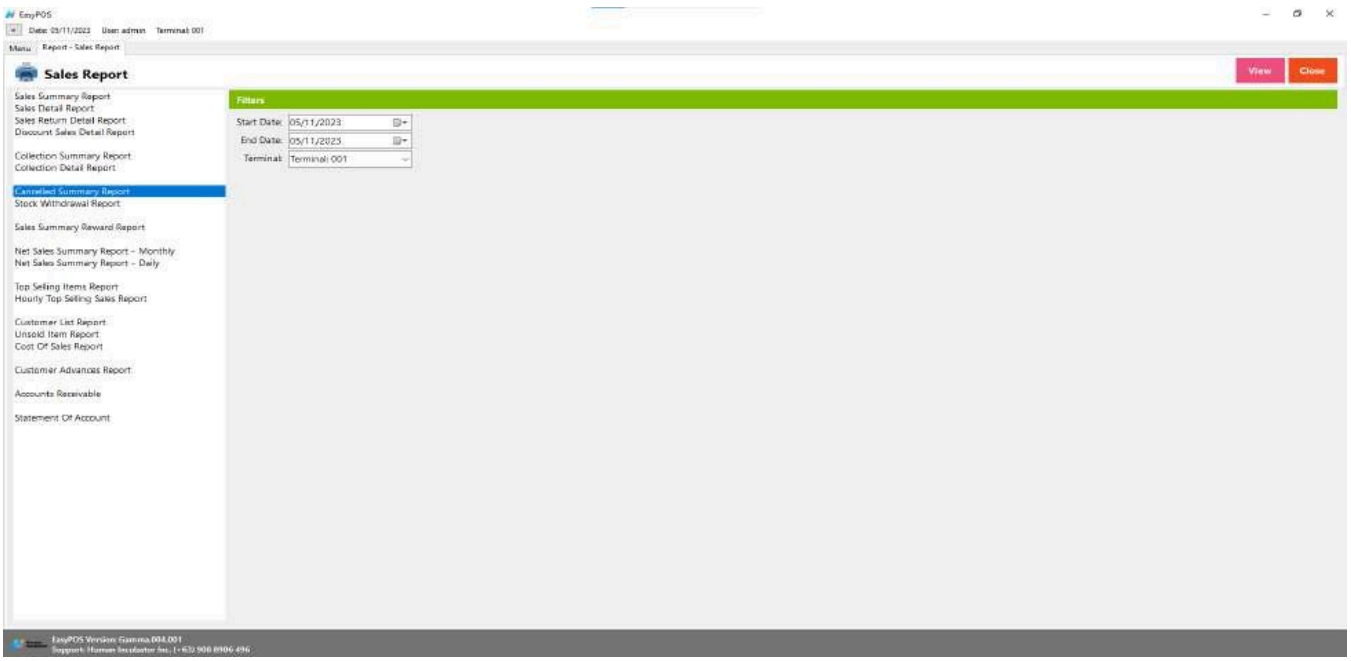
Original manual, page 228



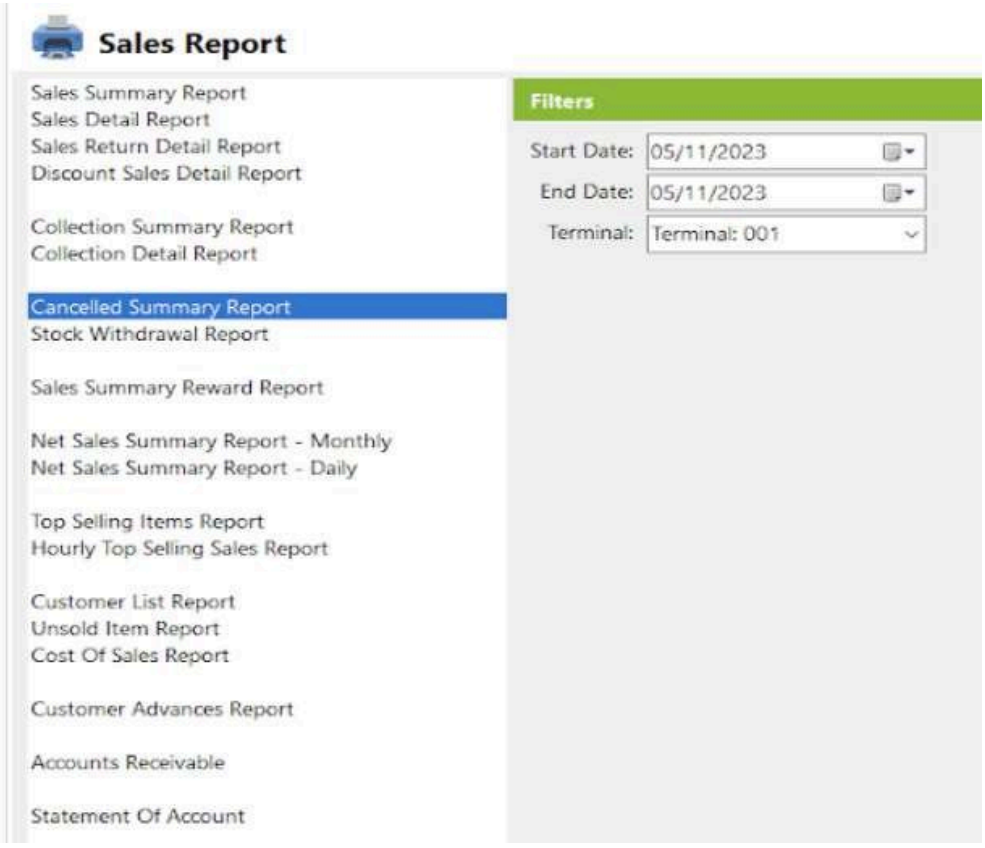
Original manual, page 228

Canceled Summary Report 228

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



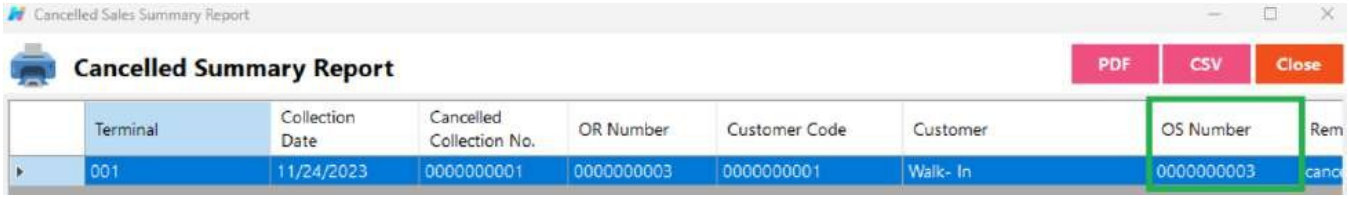
Original manual, page 229



Original manual, page 229

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

- Click the **CSV** button to generate a csv file format report.
- The sales document number column is shown as **Order Number**.
- The collection number is shown as the OR Number, using the prefix set in the Settings.
- The report also has the **Cancelled Collection No.** and **Discount Amount** columns.



Original manual, page 230

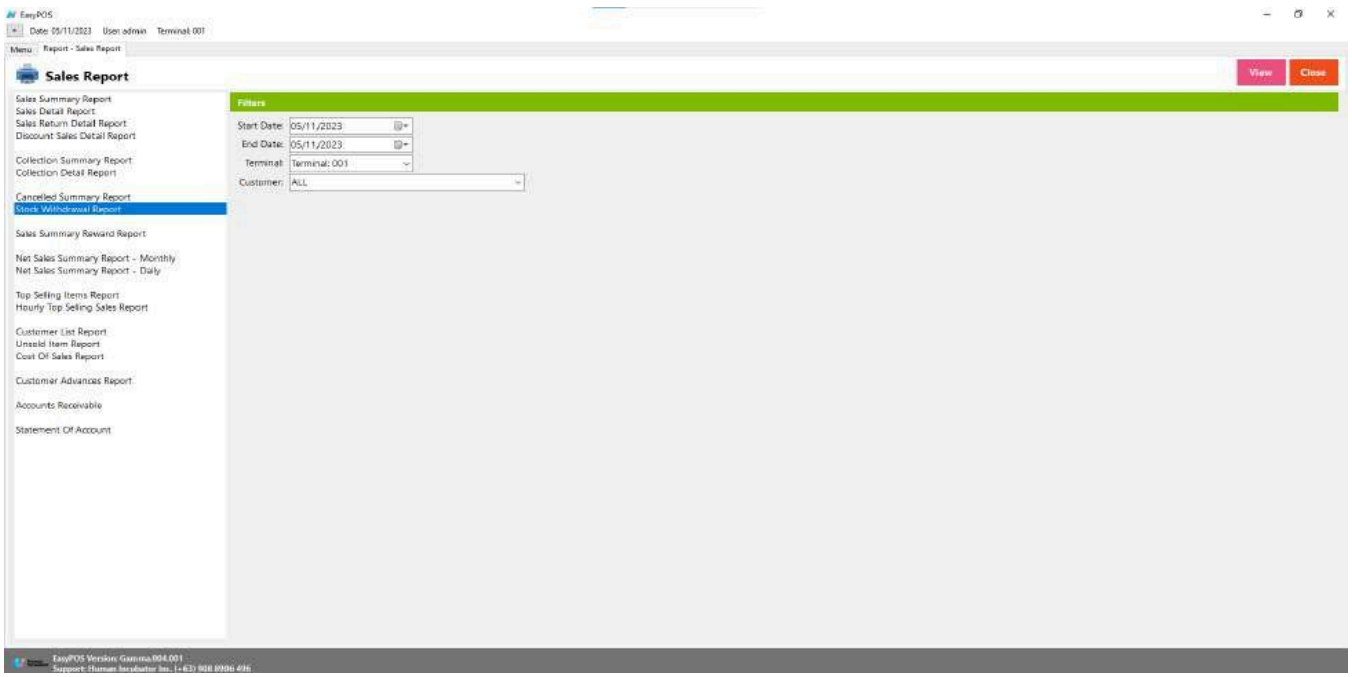


Original manual, page 230

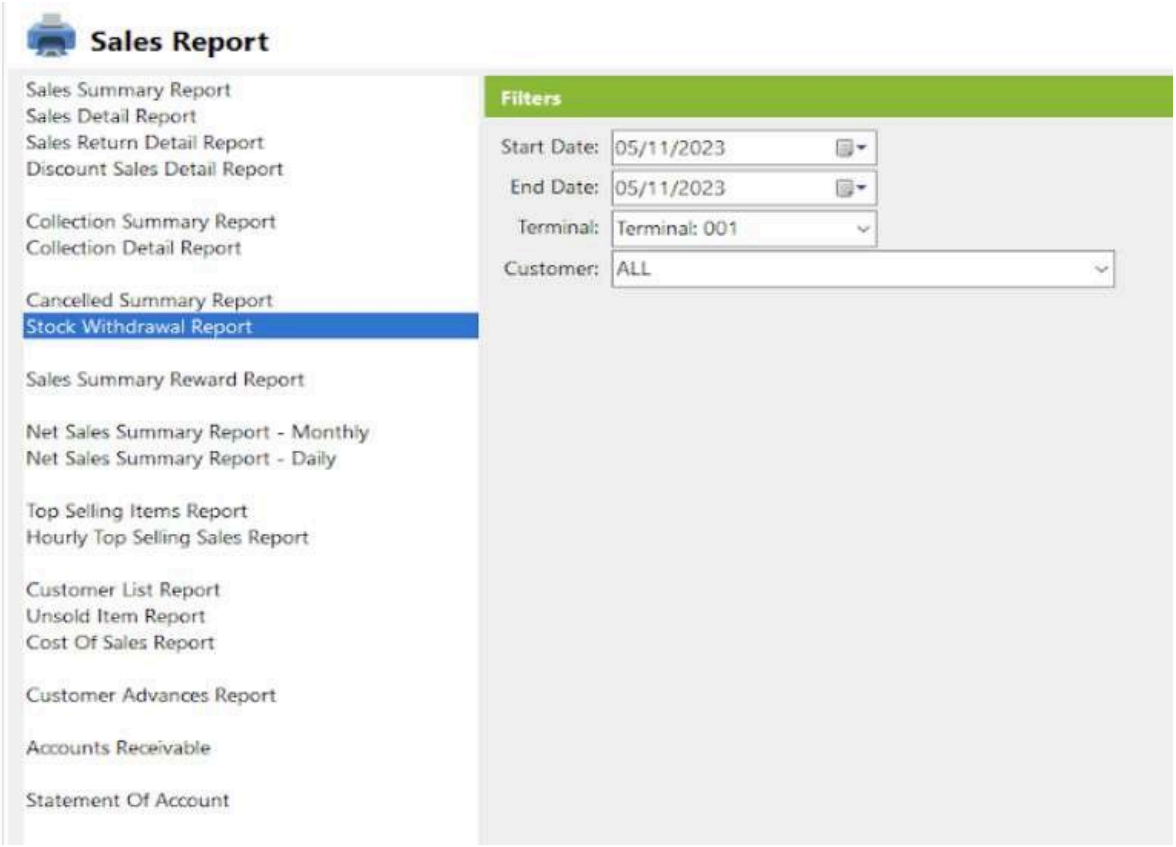
Stock Withdrawal Report 230

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.



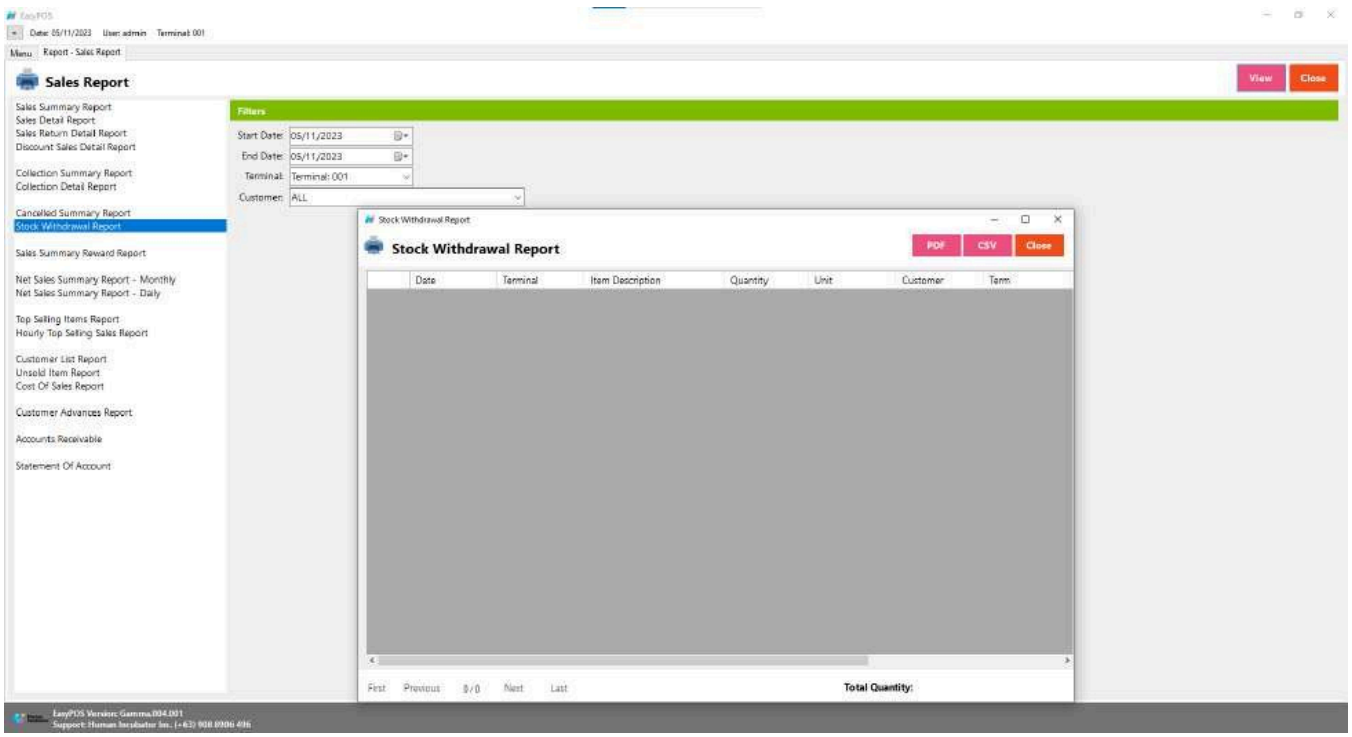
Original manual, page 231



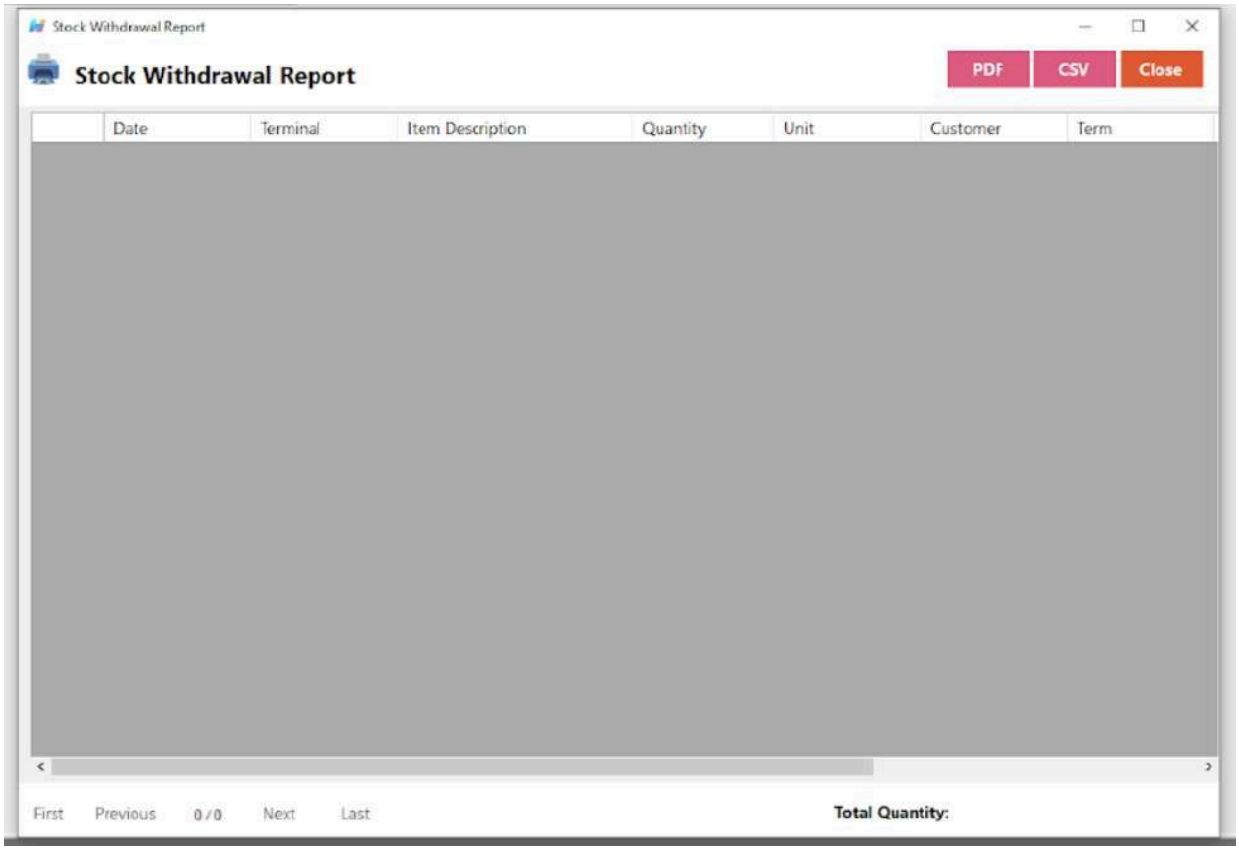
Original manual, page 231

- 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.

> **Note:** The View, PDF and CSV outputs of this report may currently show different data and different totals (known issue, being fixed)



Original manual, page 232

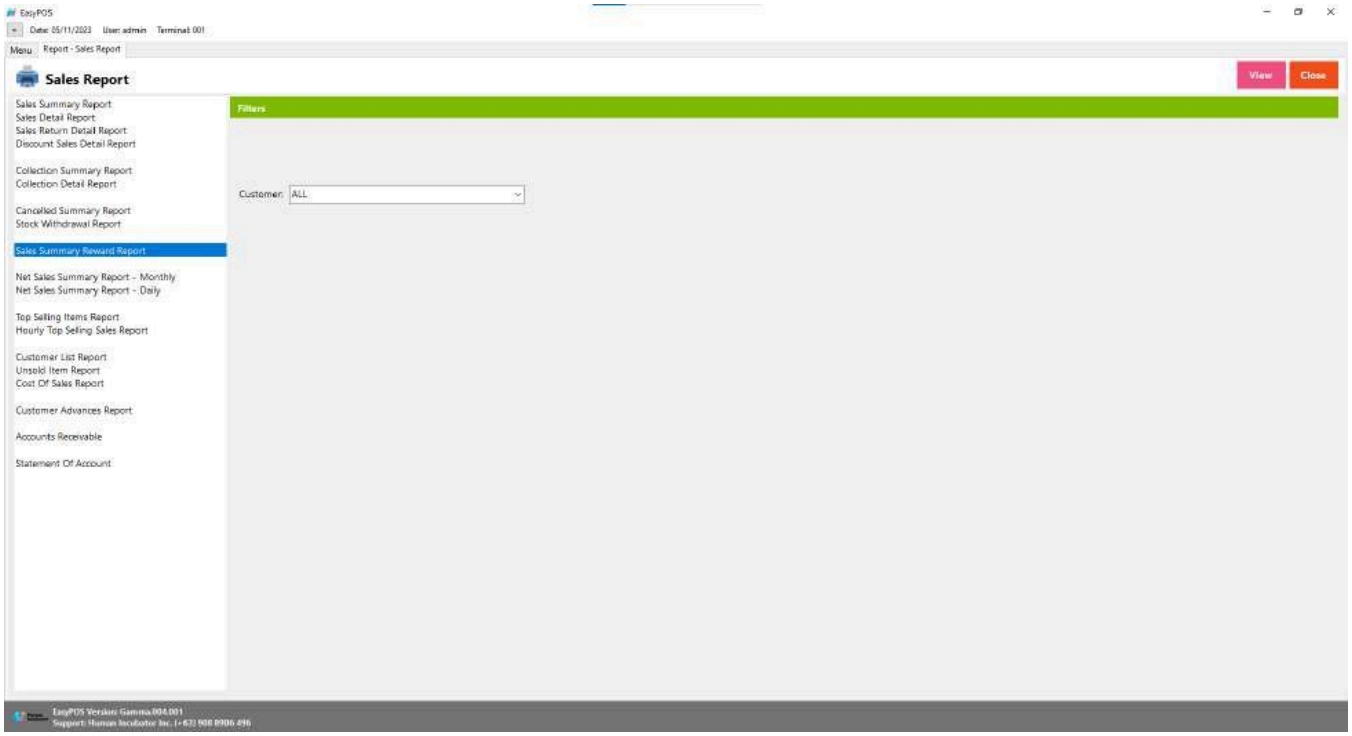


Original manual, page 232

Sales Summary Reward Report 233

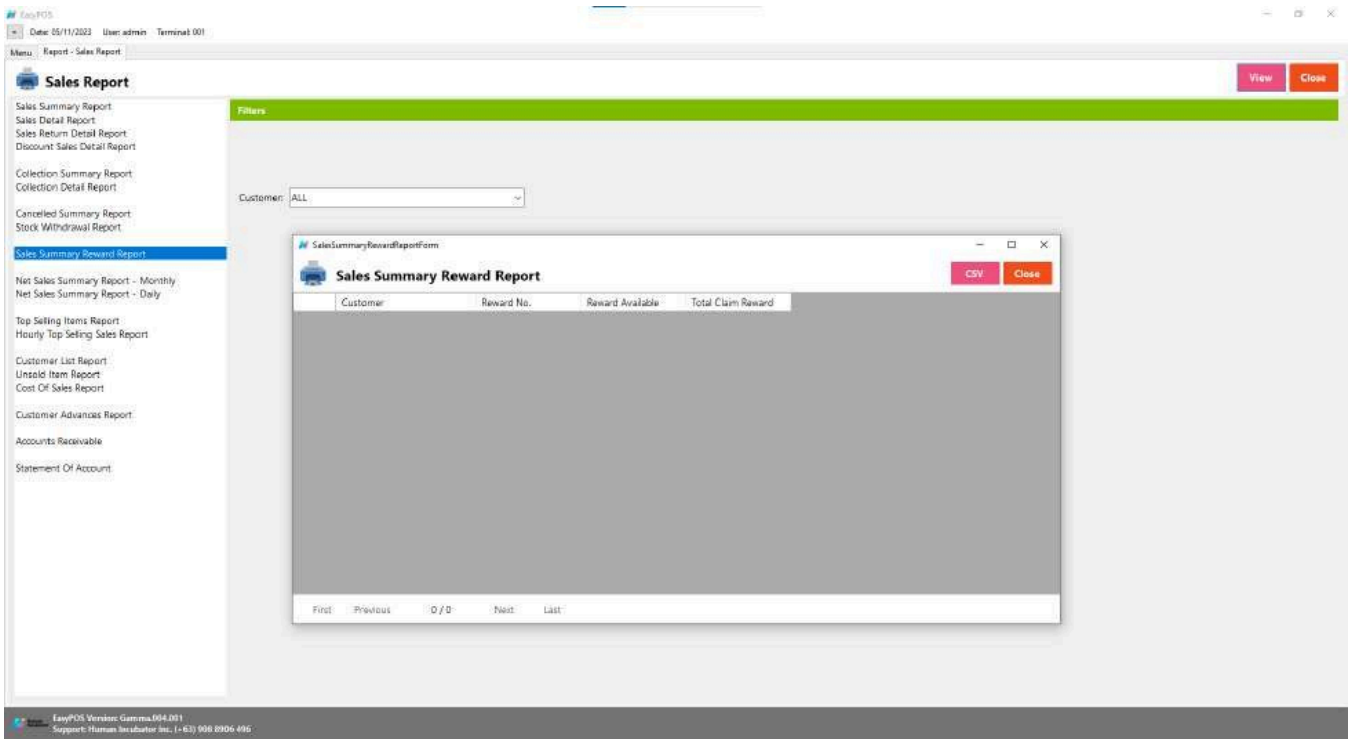
is a document or summary that provides an overview of sales

- transactions where rewards or incentives were applied or earned.



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



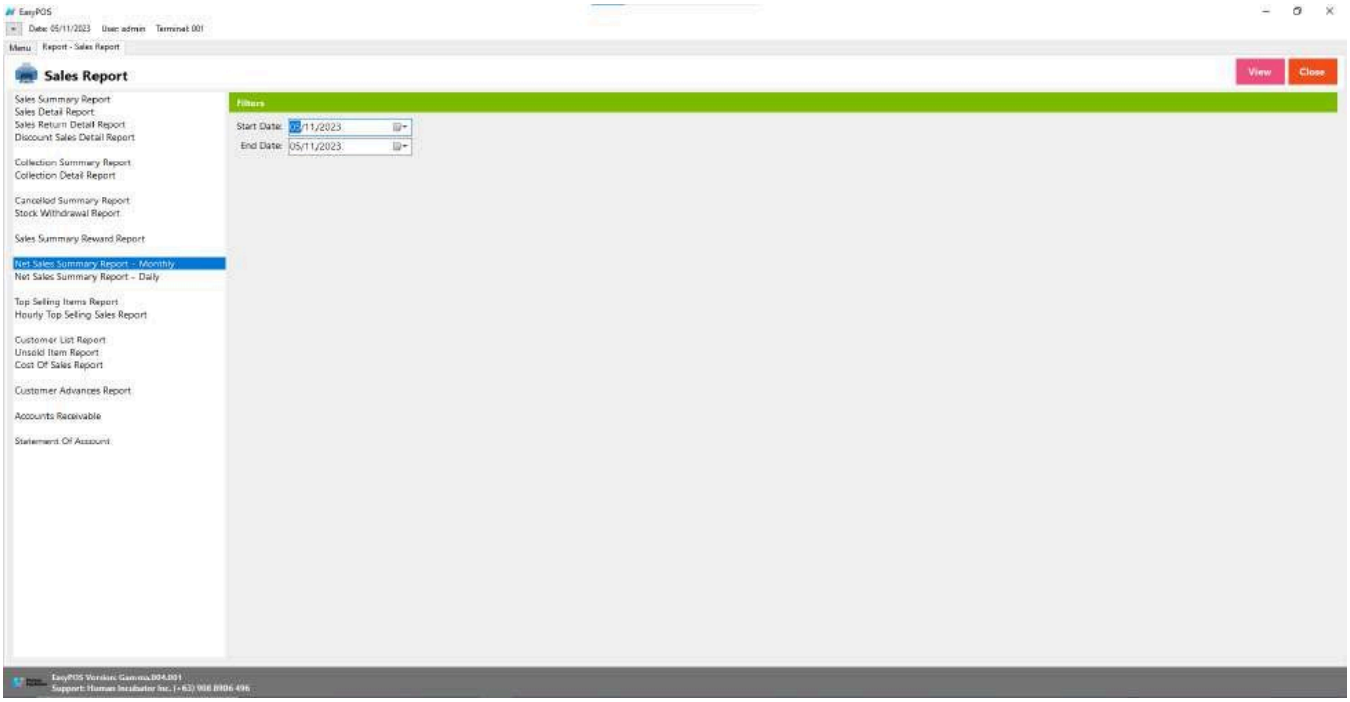
Original manual, page 234



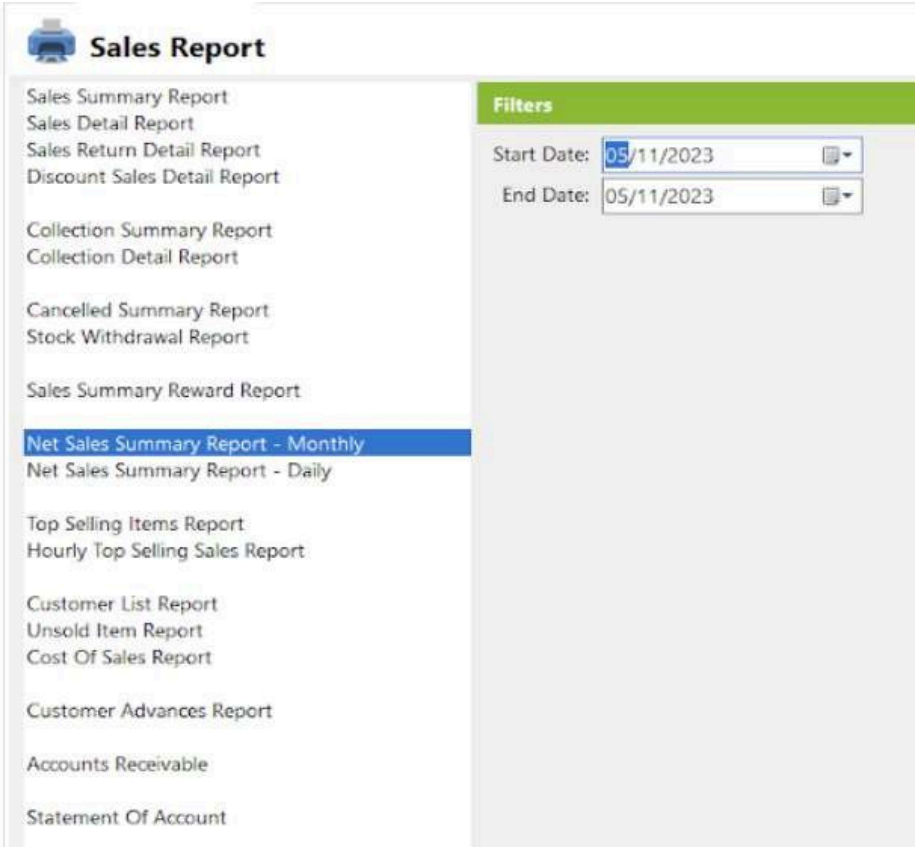
Original manual, page 234

Net Sales Summary Report - Monthly 234

- is a document or summary that provides a consolidated overview of a business's net sales performance on a monthly basis. Net sales are calculated as the amount of payments received plus the negative (return) sales amounts. Each row is one calendar month. Customer Count is the number of sales documents in the month.

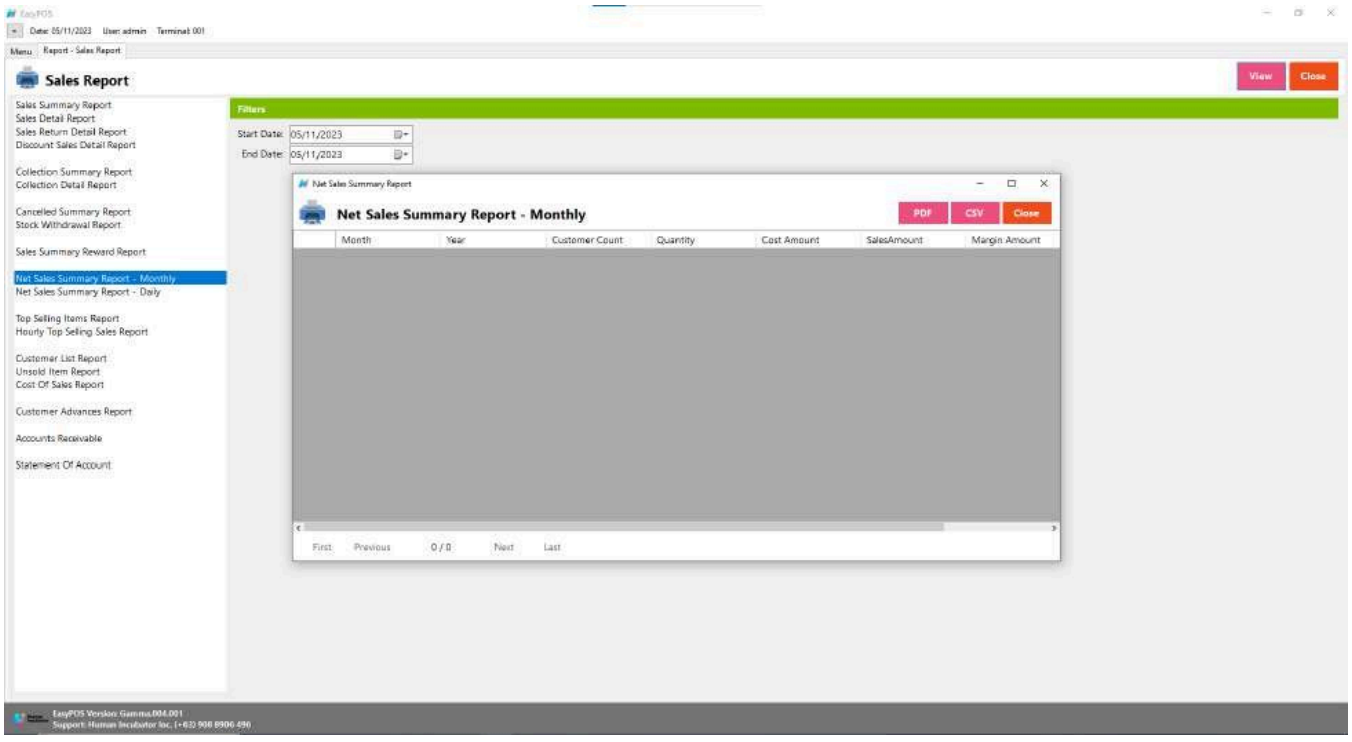


Original manual, page 235



Original manual, page 236

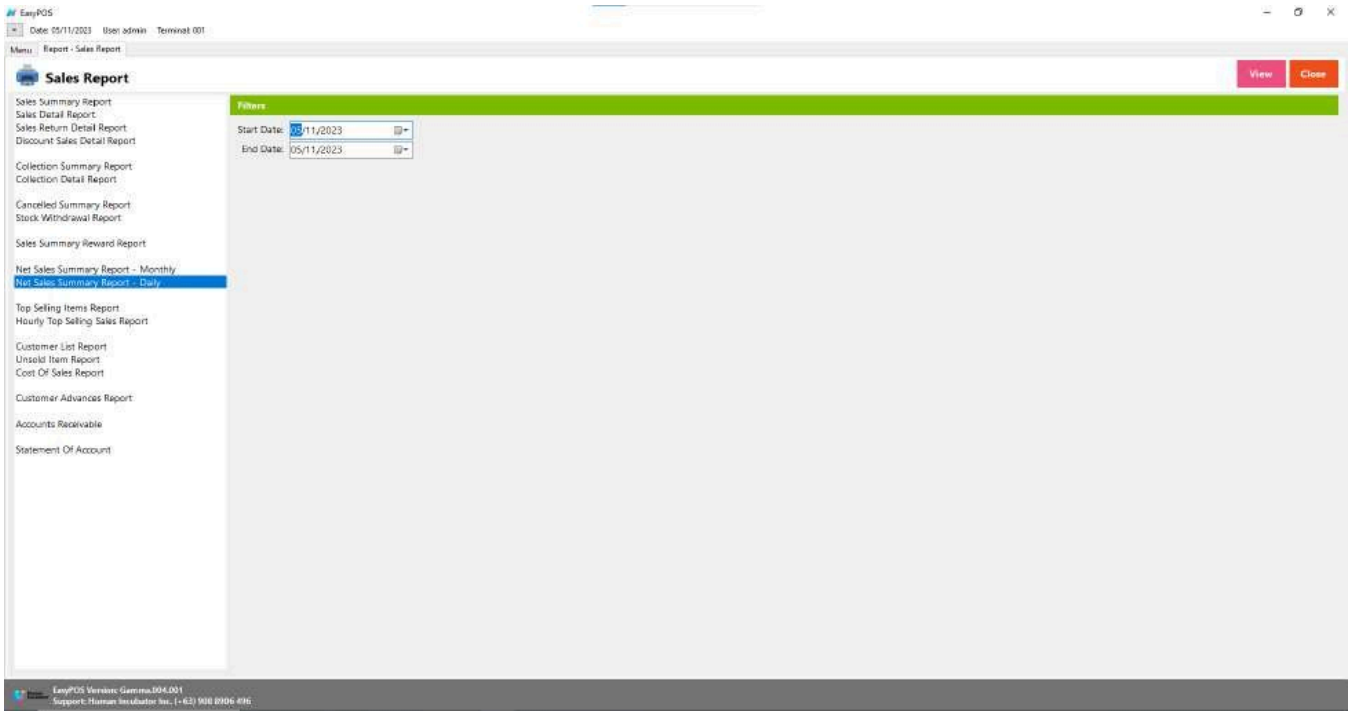
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



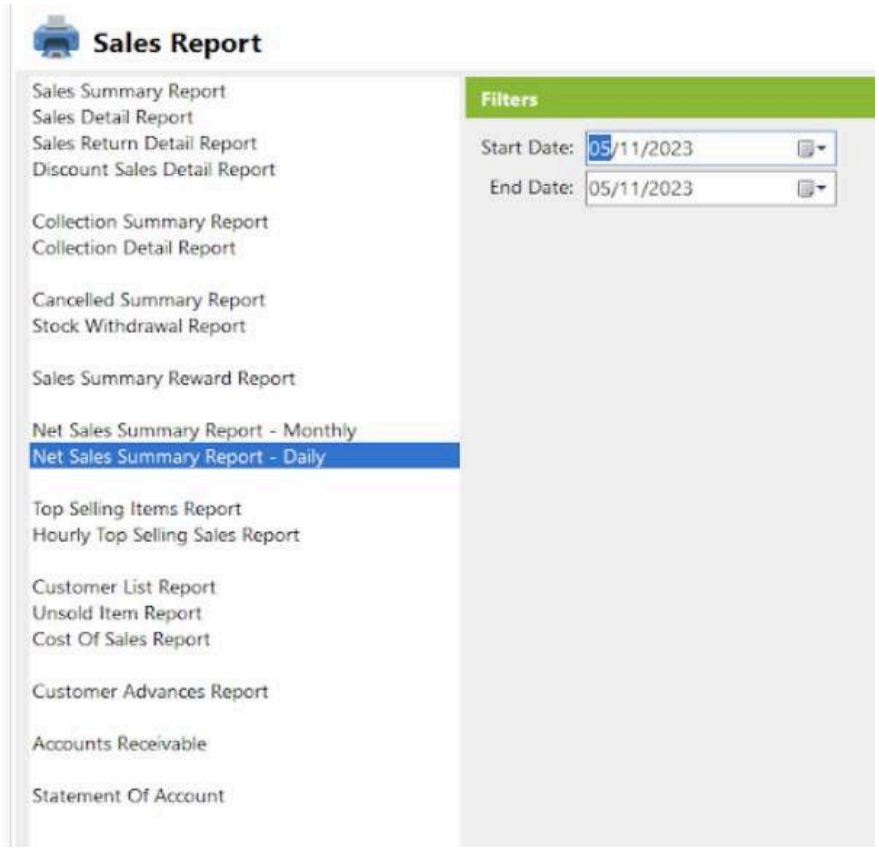
Net Sales Summary Report - Daily 237

is a document or summary that provides a detailed overview of a

- business's net sales performance on a daily basis. Net sales are calculated as the amount of payments received plus the negative (return) sales amounts. Customer Count is the number of sales documents for the day.

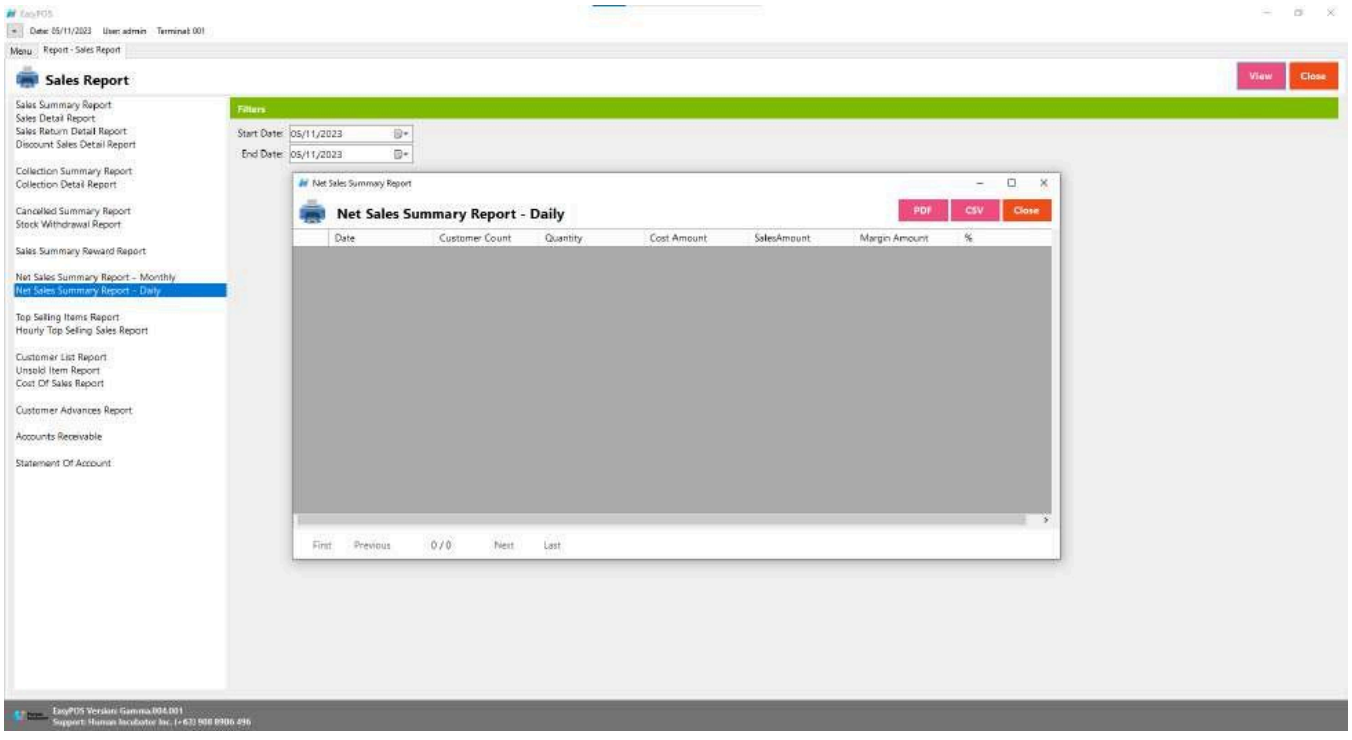


Original manual, page 238



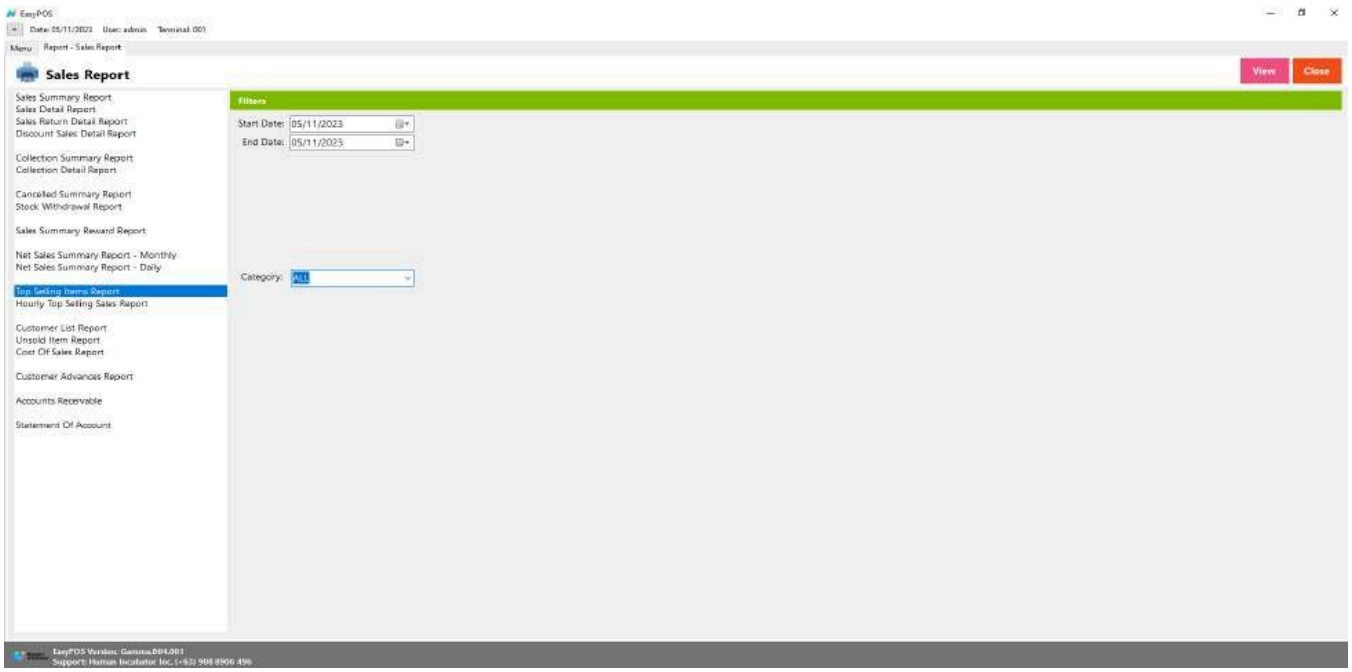
Original manual, page 239

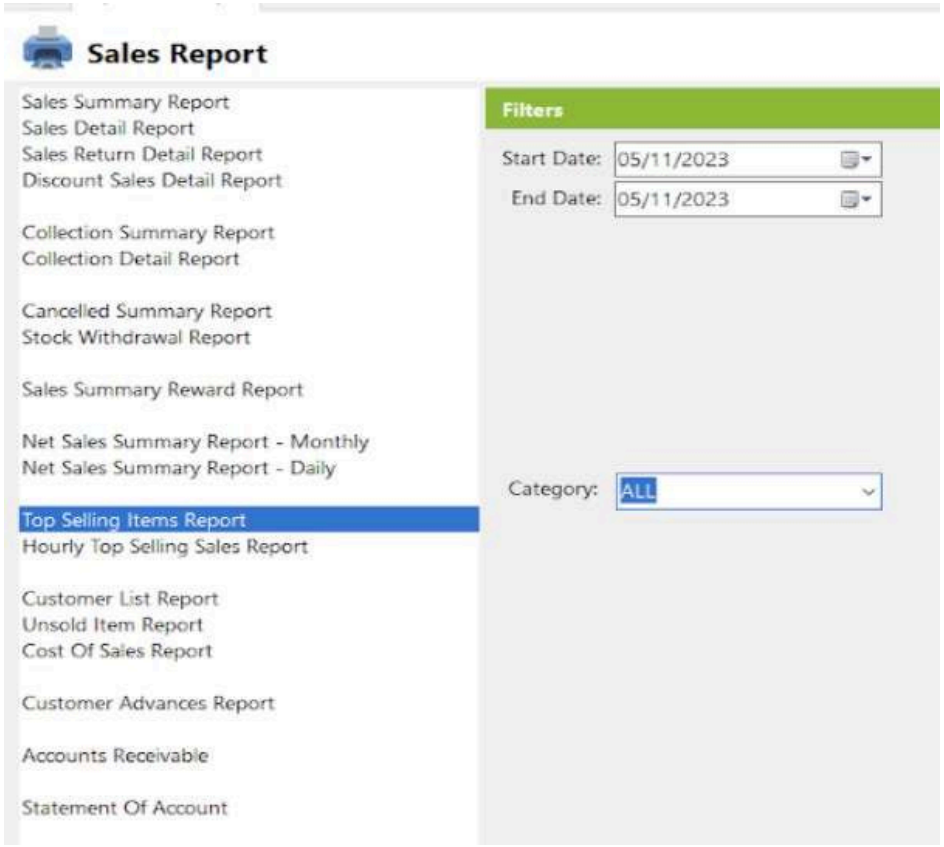
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



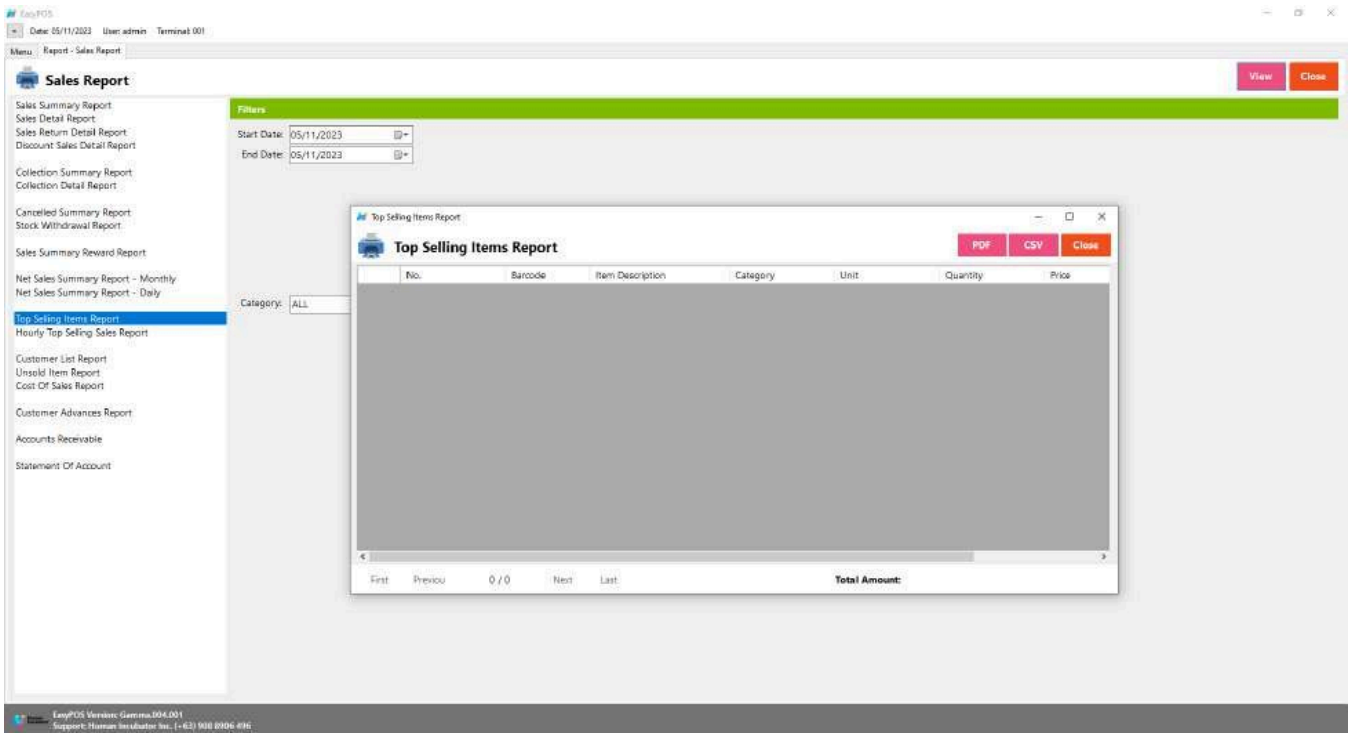
Top Selling Item Report 240

- 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.





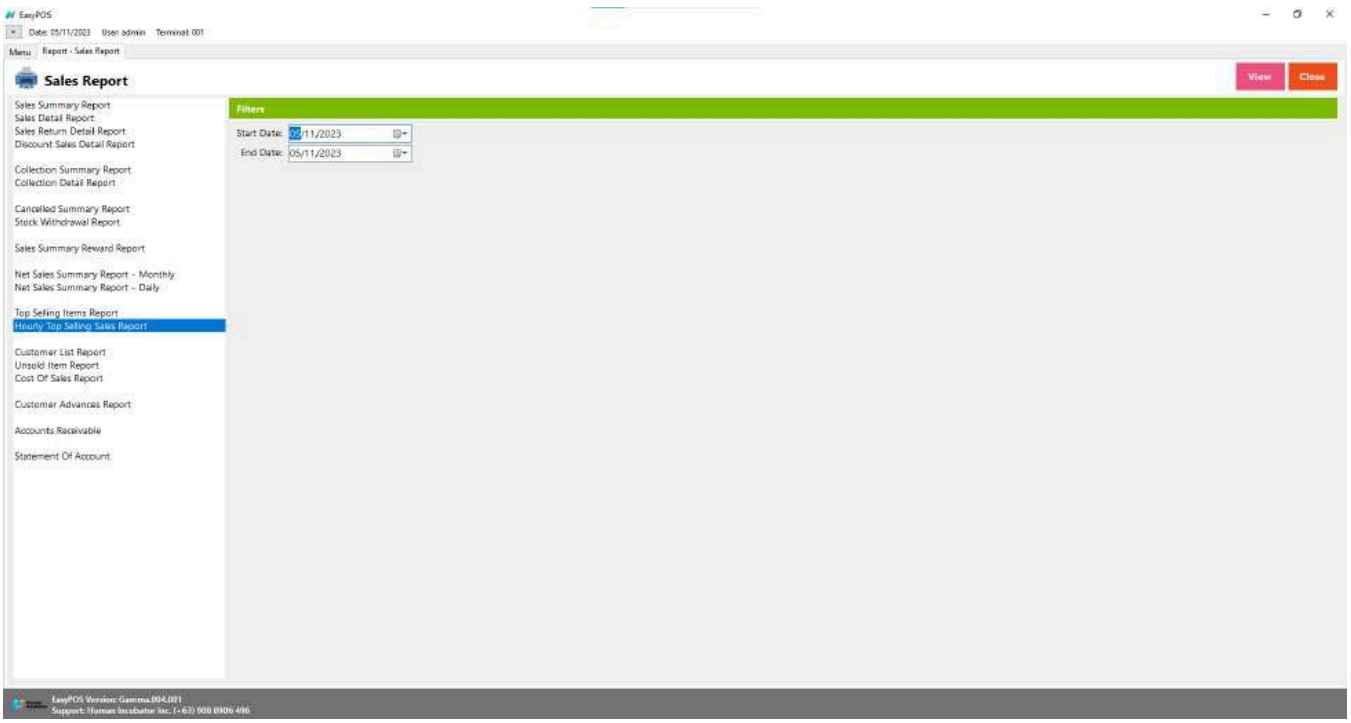
- Select start date and end date.
- It is filtered by Category
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



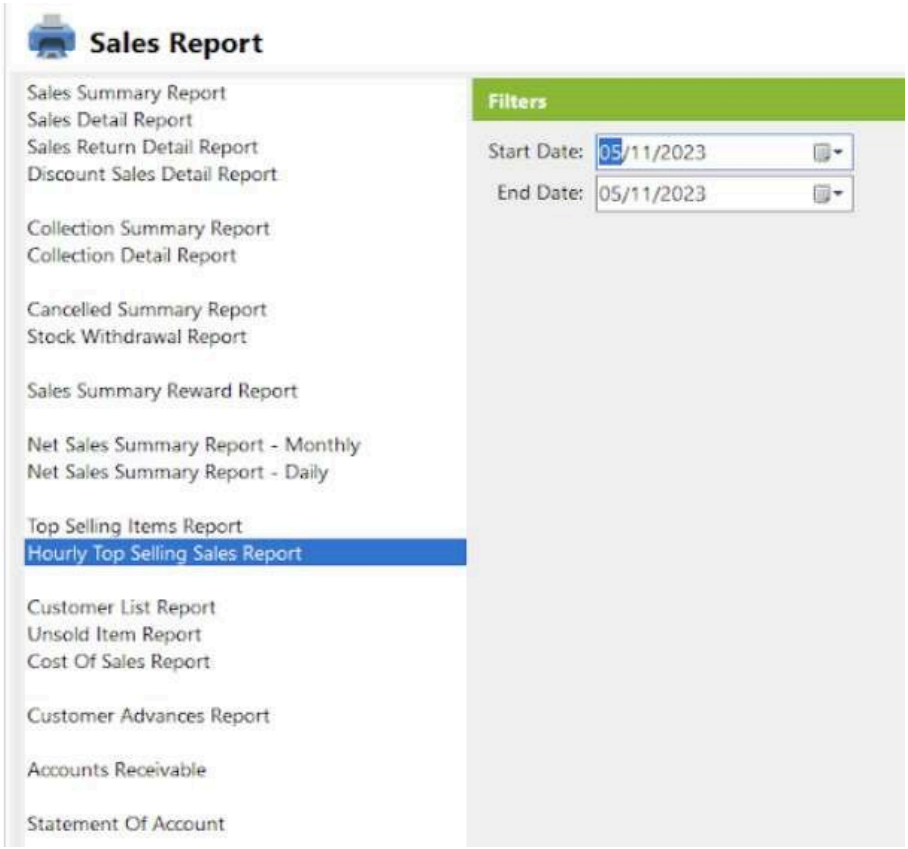
Original manual, page 243

Hourly Top Selling Sales Report 243

- 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.



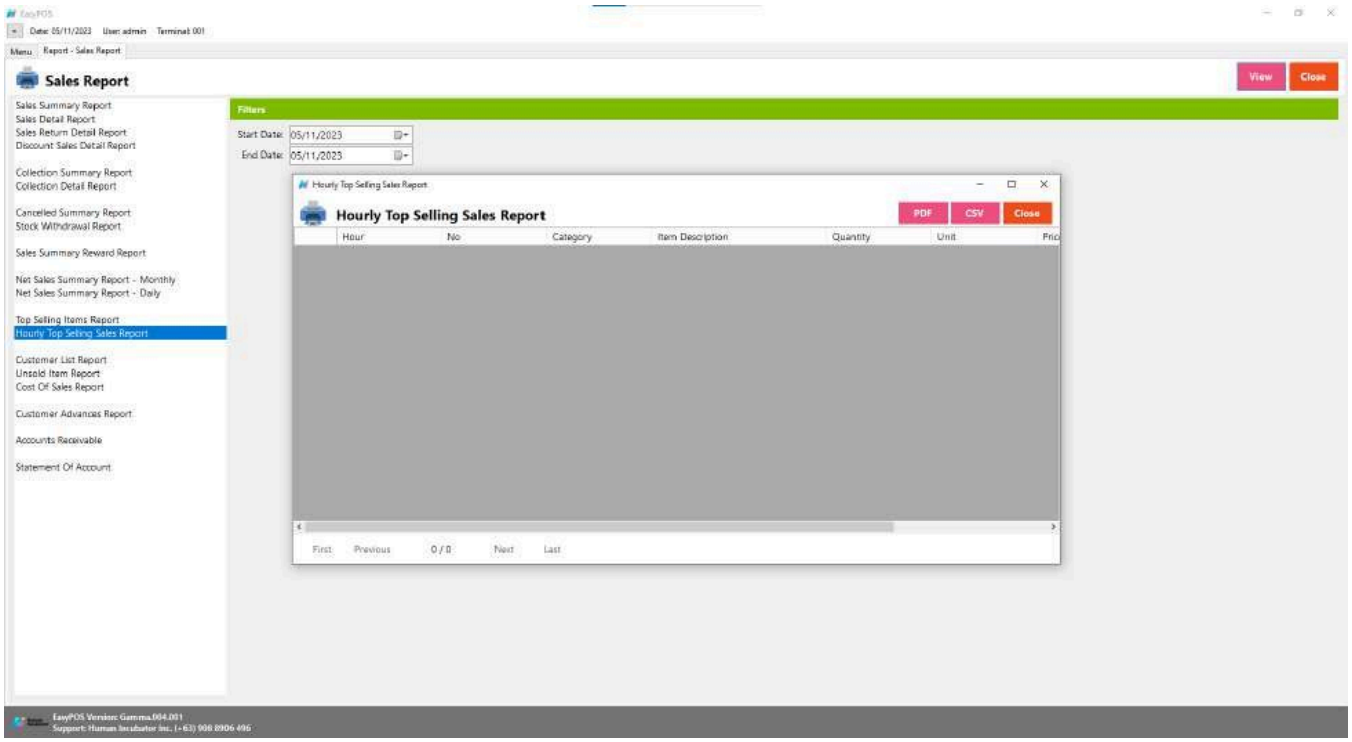
Original manual, page 244



Original manual, page 245

- 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.

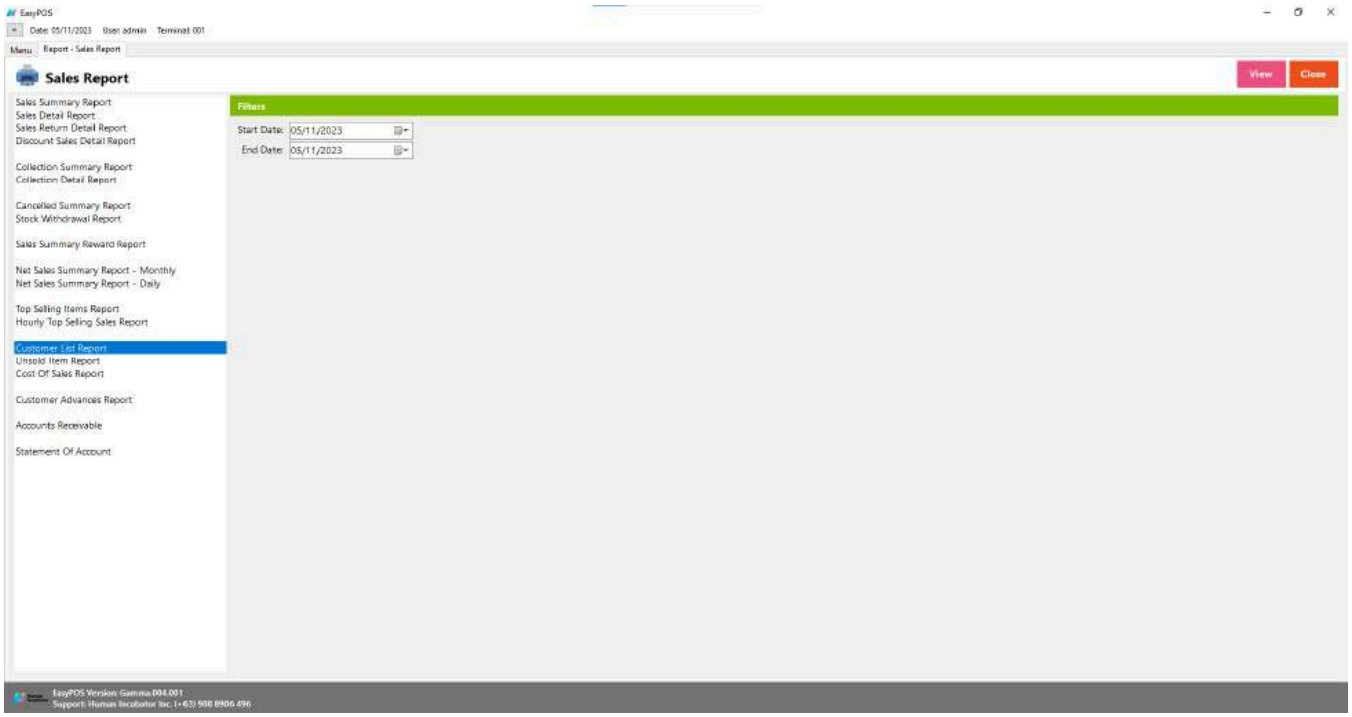


Original manual, page 246

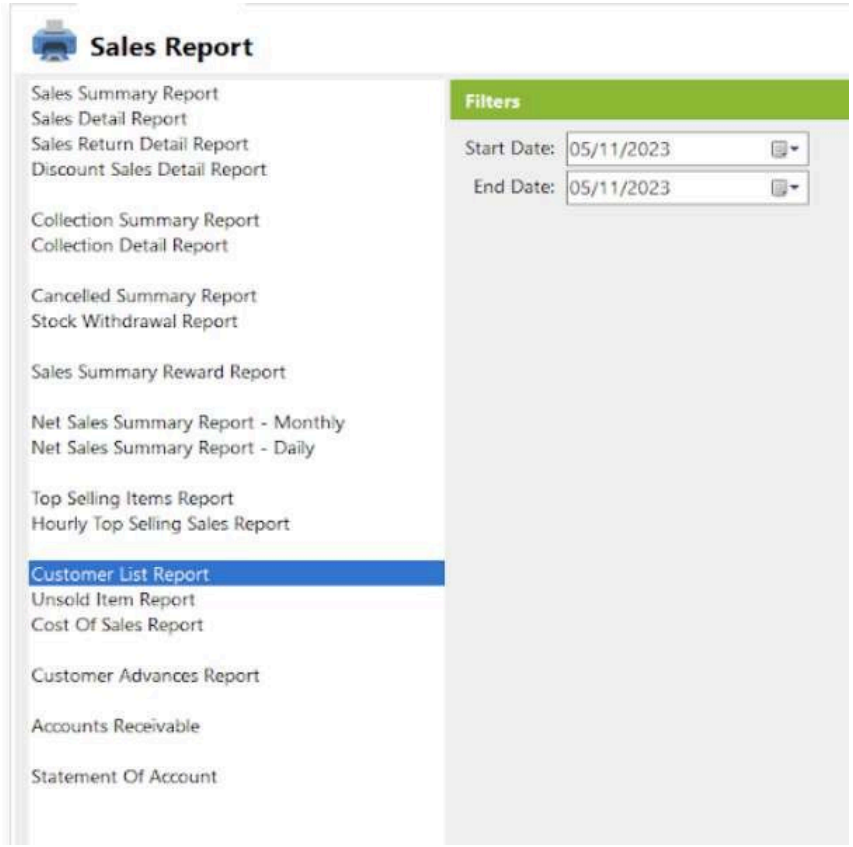
Customer List Report 246

is a document or summary that provides detailed information

- about the customers associated with a business.

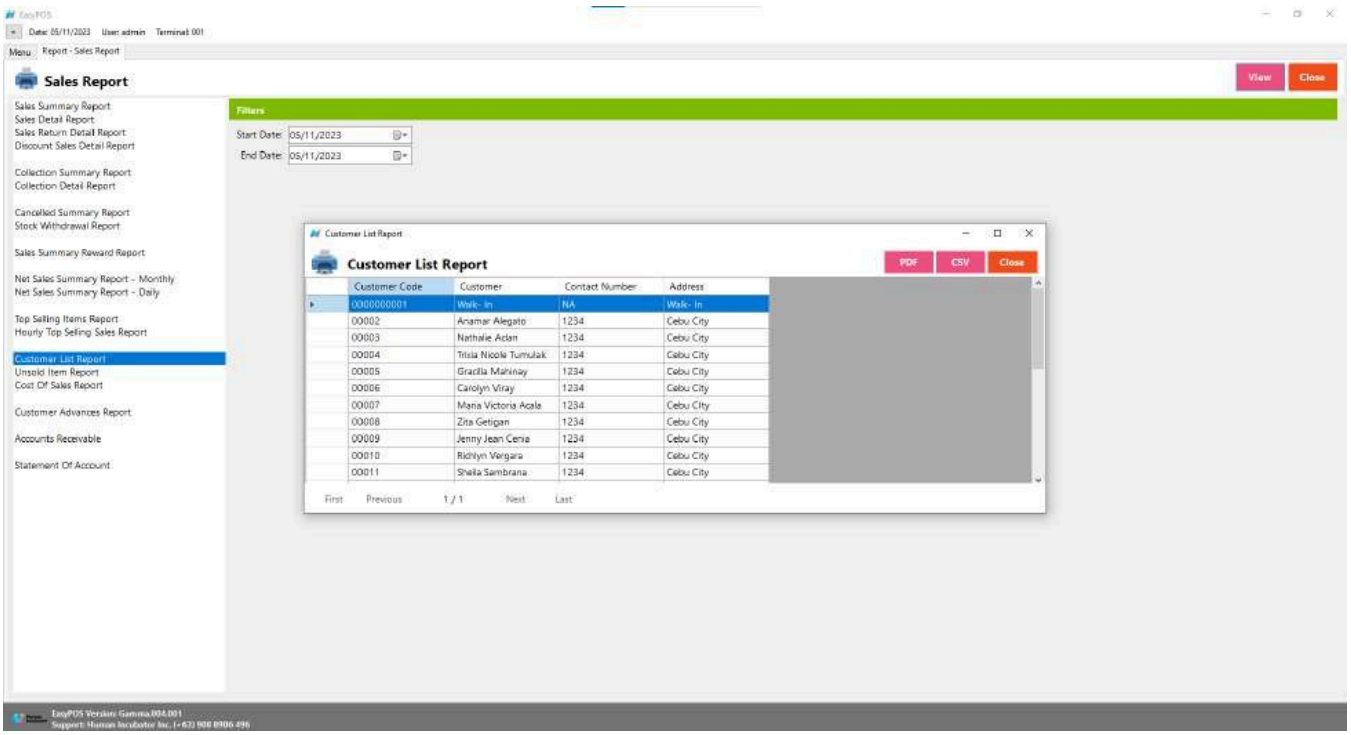


Original manual, page 247



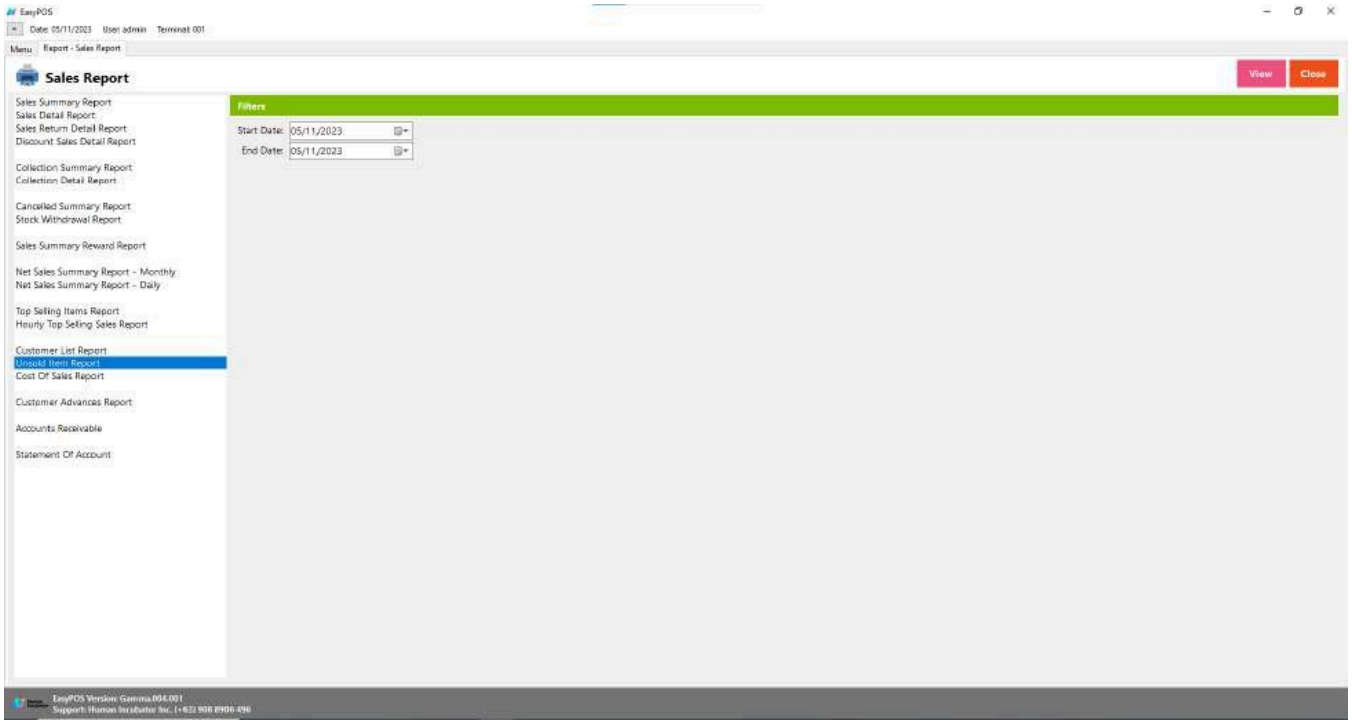
Original manual, page 248

- This report has no date range and no filter. It always lists all customers.
- 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.

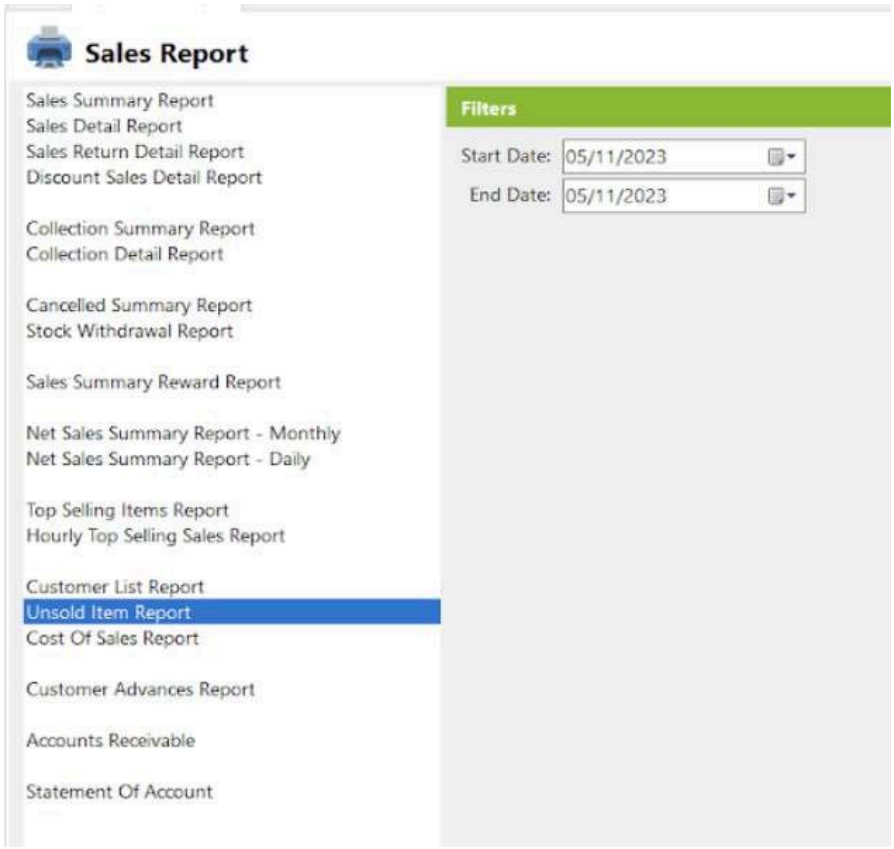


Unsold Item Report 249

- 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.

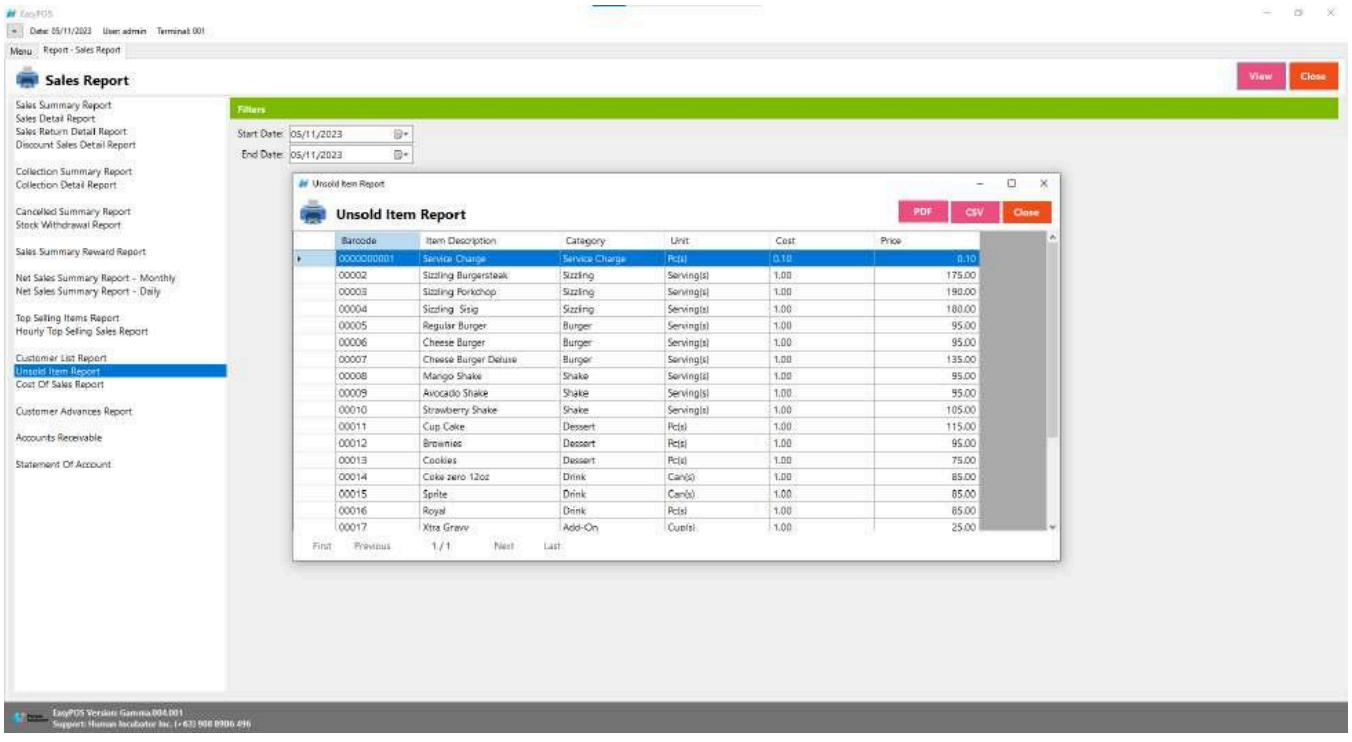


Original manual, page 250



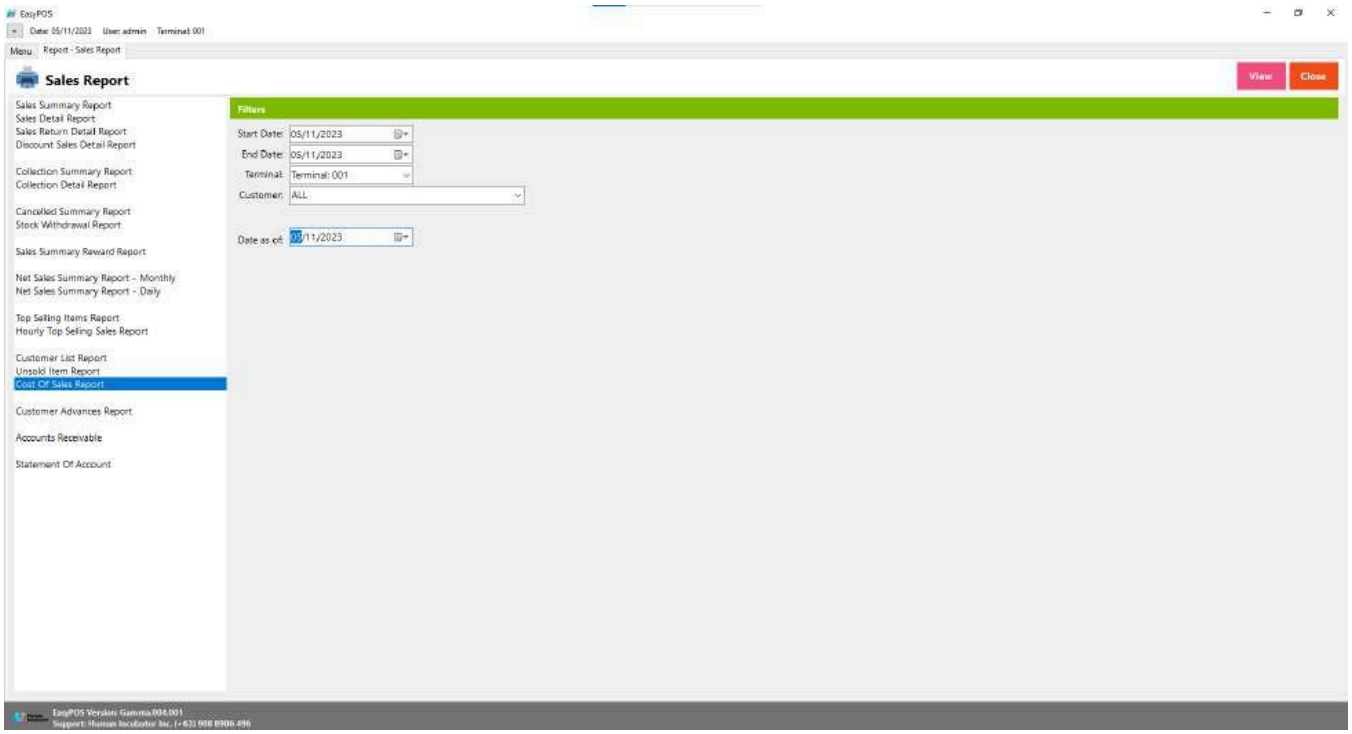
Original manual, page 251

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

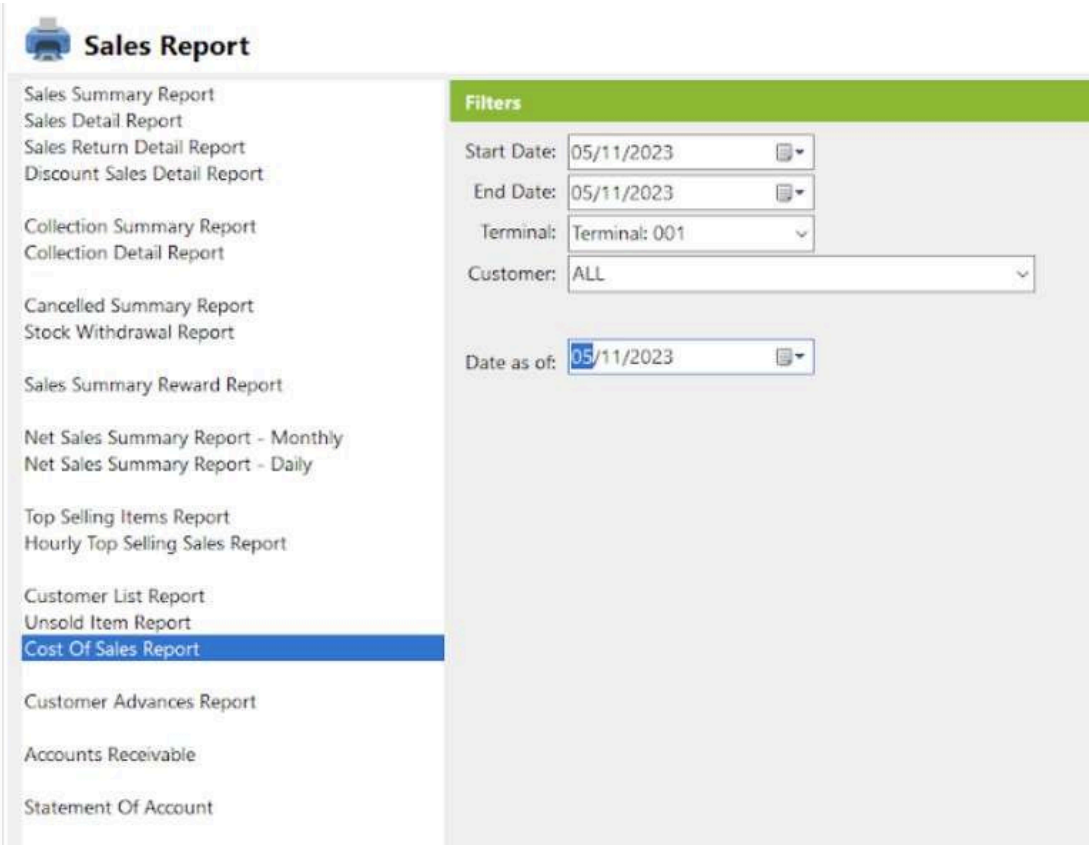


Cost of Sales Report 252

- 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.



Original manual, page 253

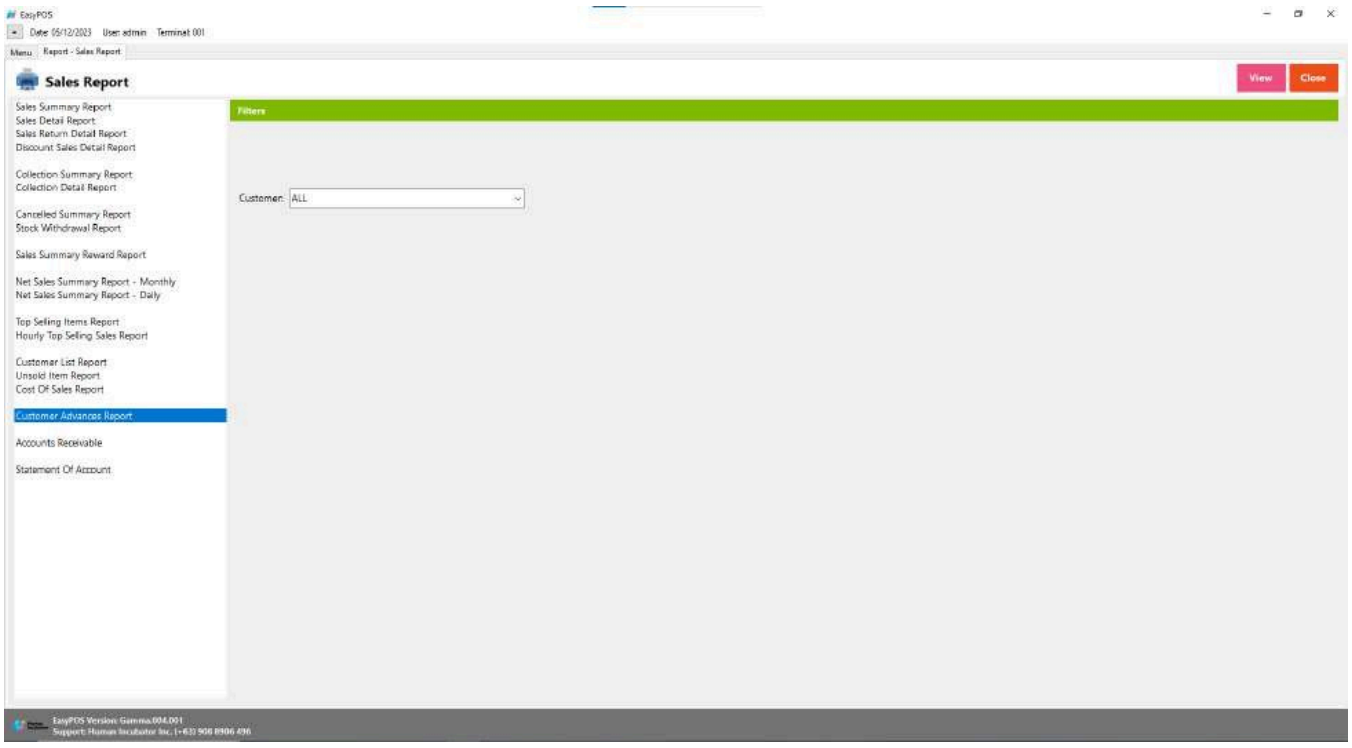


Original manual, page 253

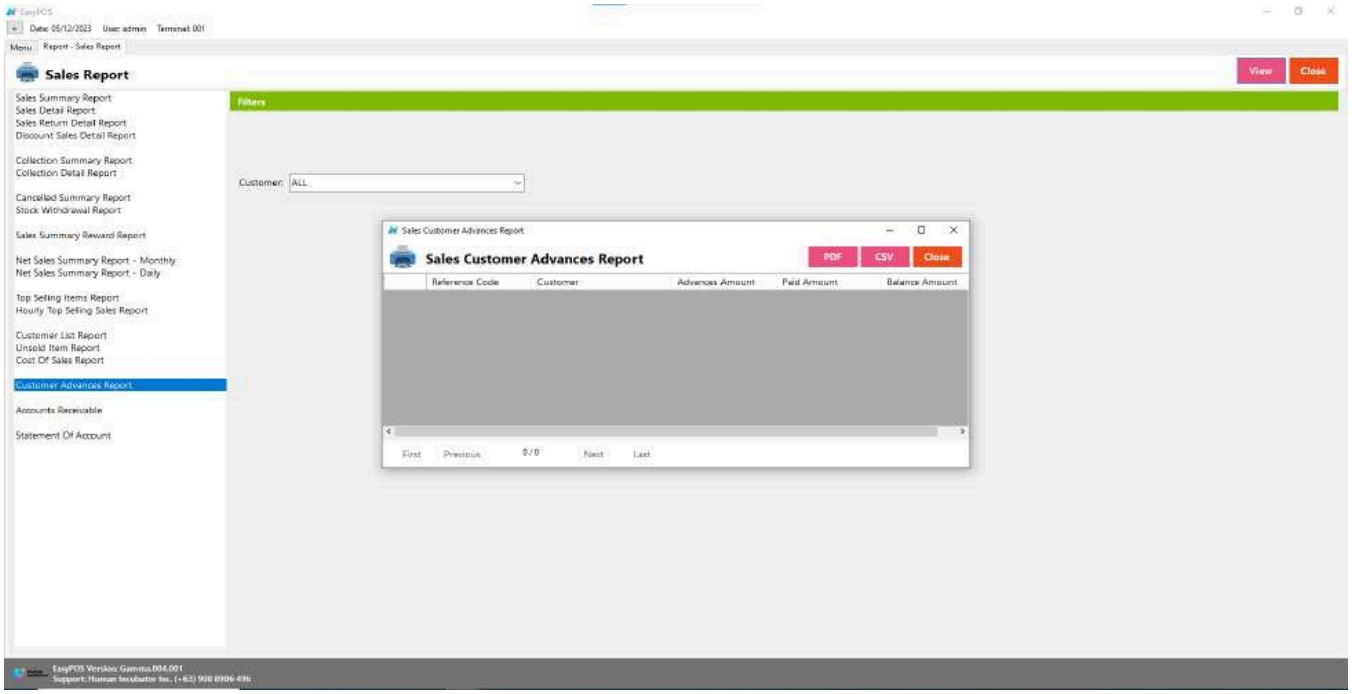
Customer Advances Report 254

is a document or summary that provides detailed information

- about the advances or prepayments received from customers.

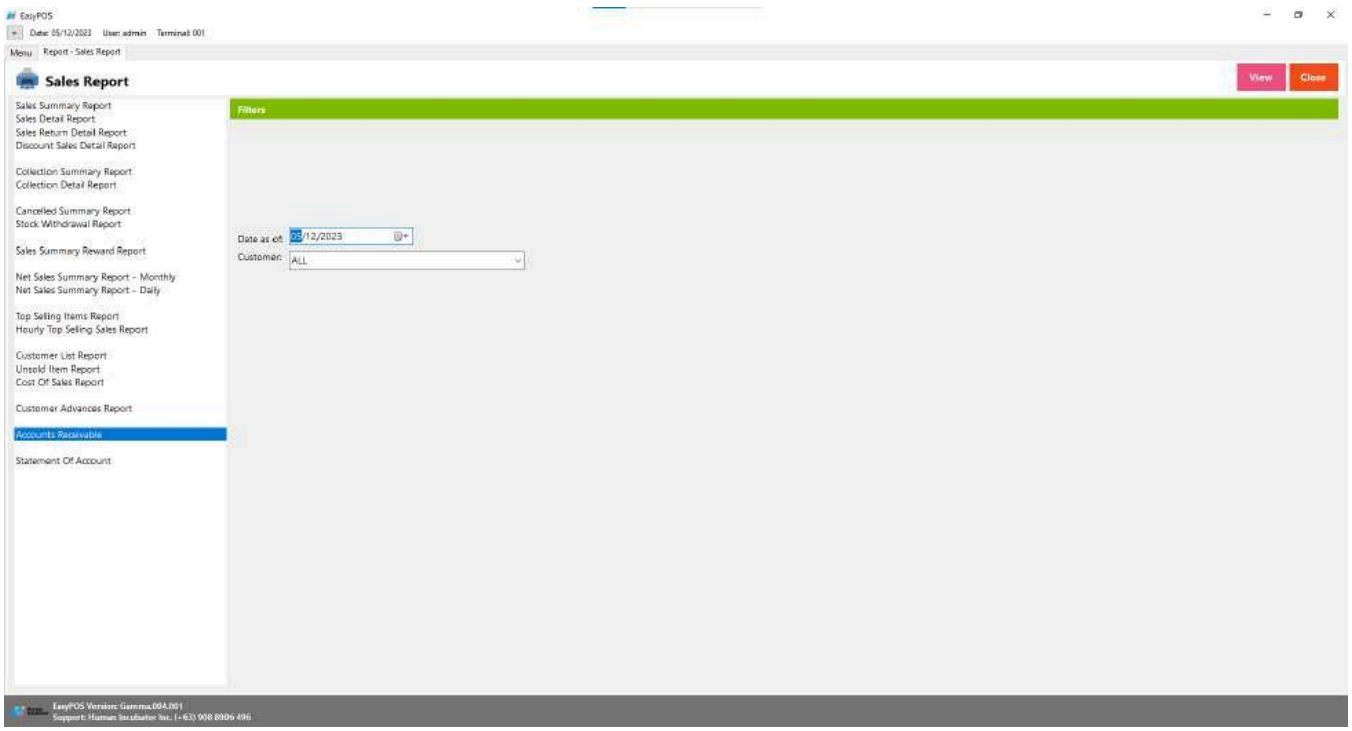


- It is filtered by Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



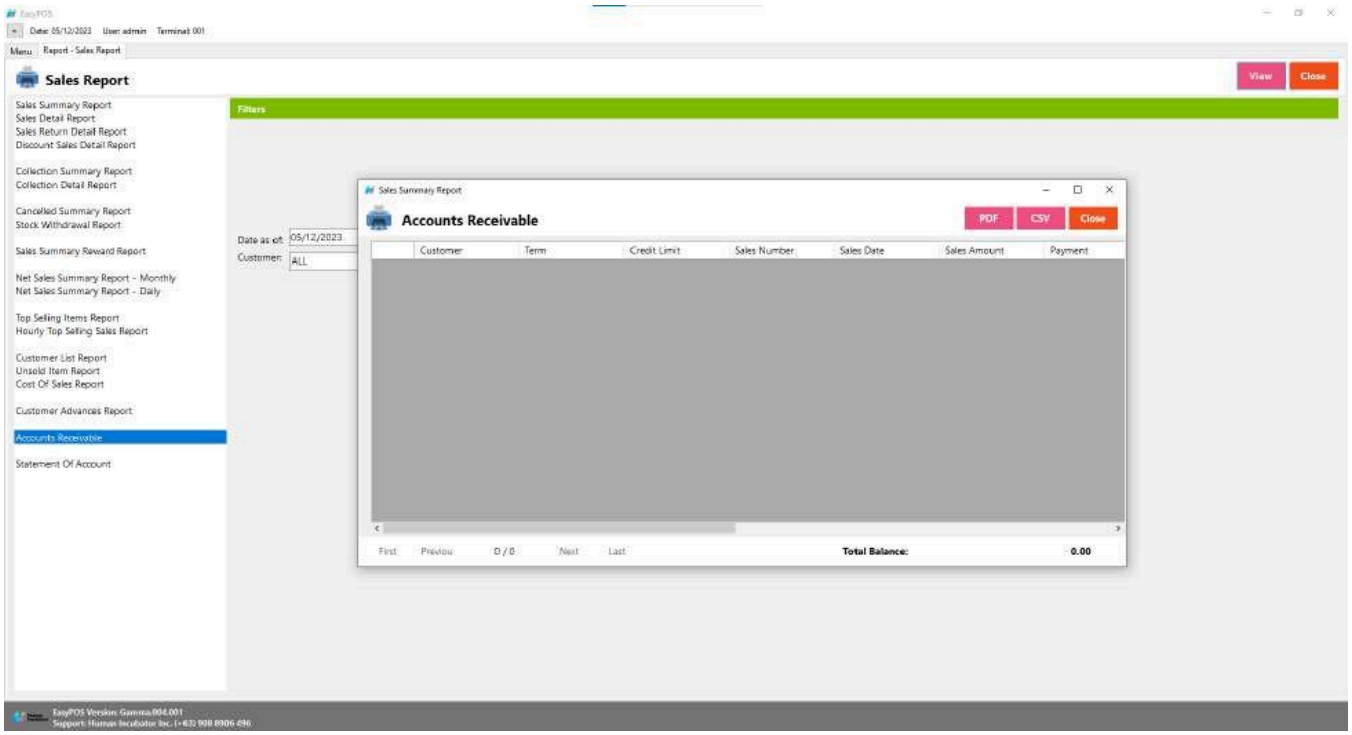
Accounts Receivable 255

- 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.



Original manual, page 255

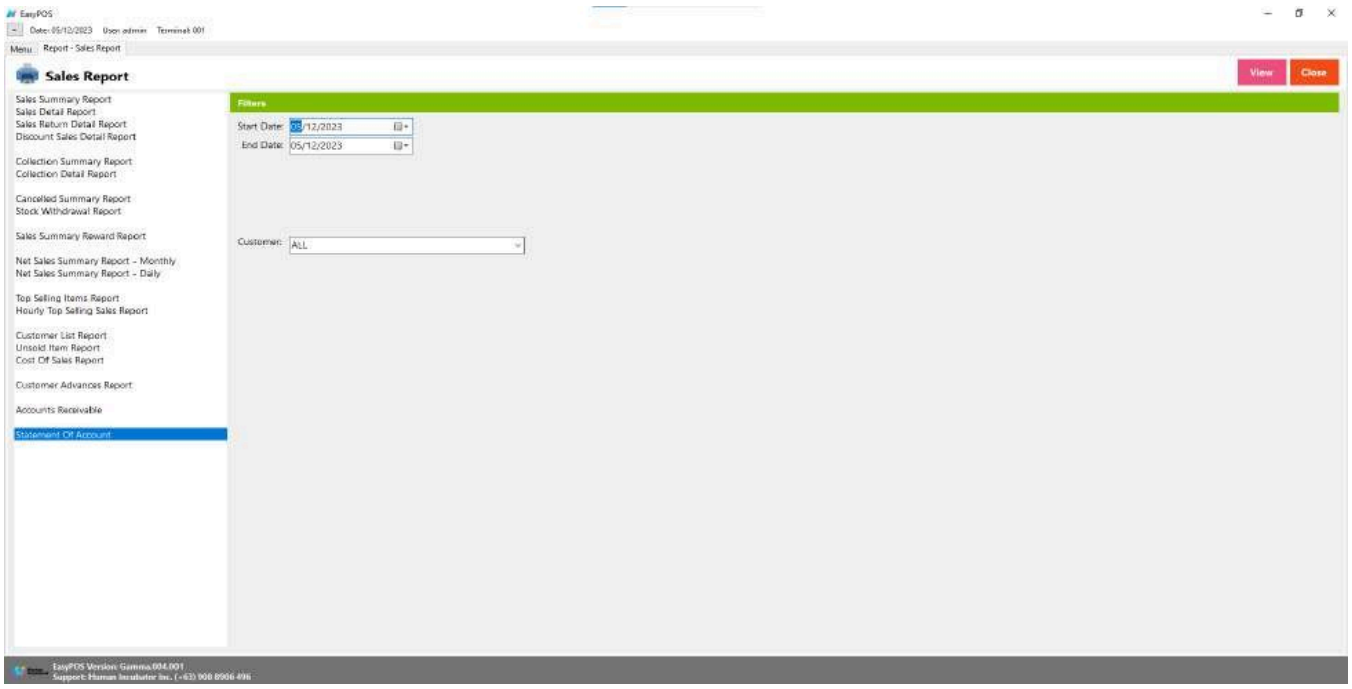
- Select Date as of and Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



Original manual, page 256

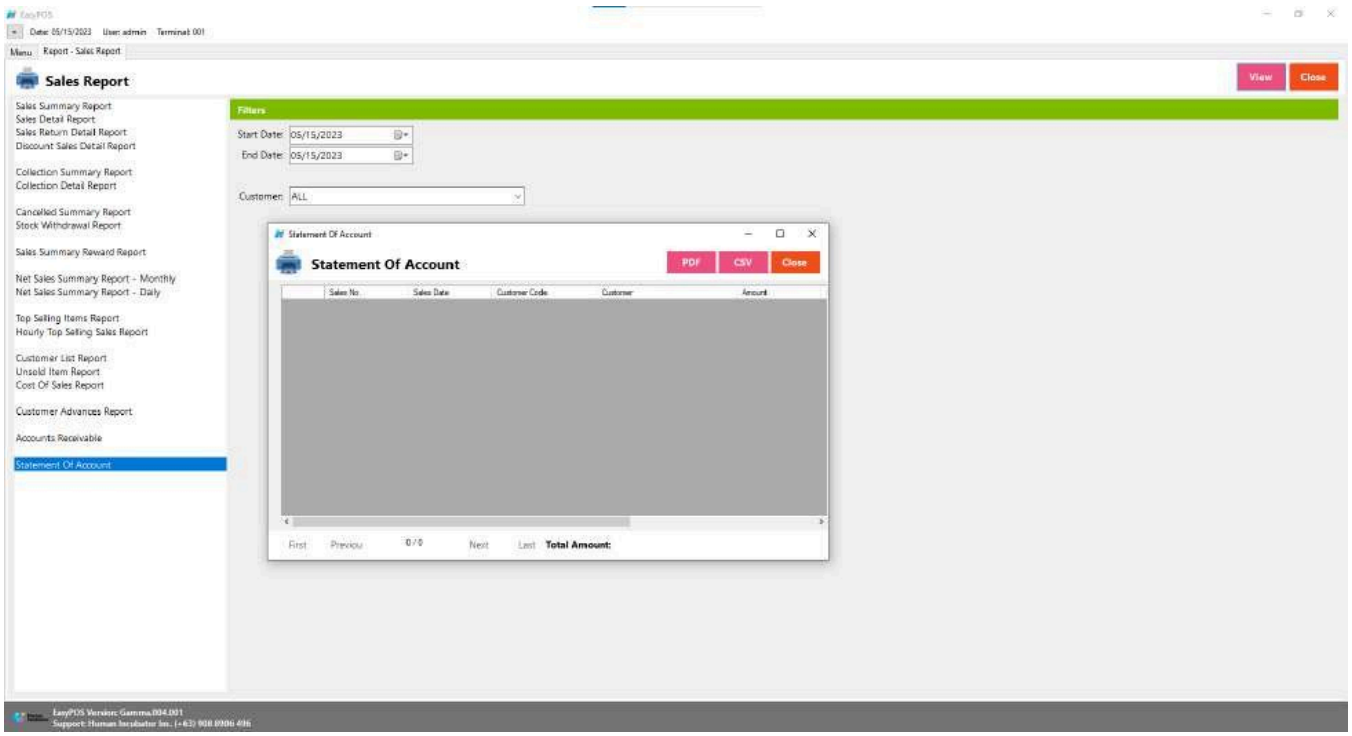
Statement of Account 256

- is a list of the sales transactions between a business and a specific customer over a particular period. It does not show a running balance.



Original manual, page 256

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



Original manual, page 257

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

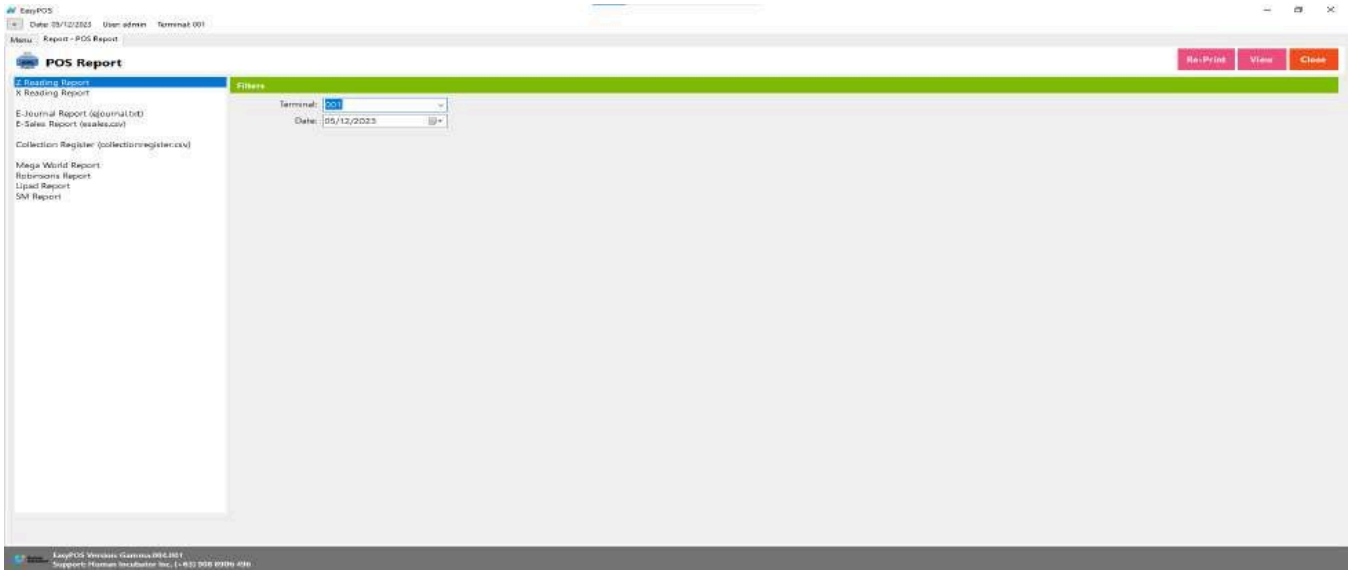
POS Report 257

Overview 257

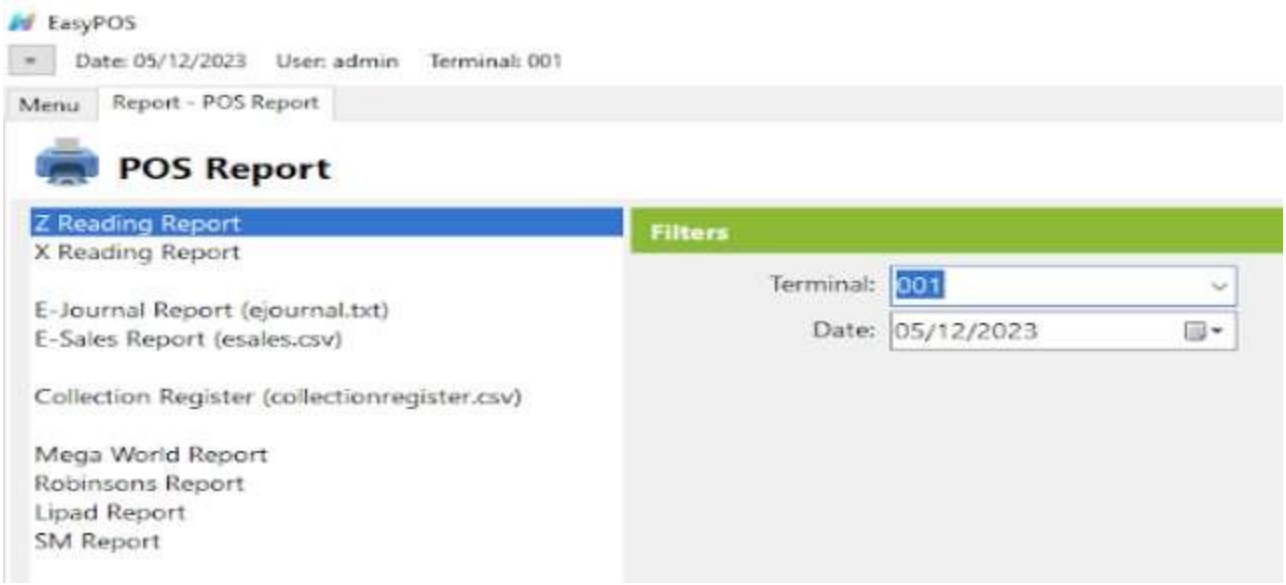
- **POS Report** is where users can see the final sales report within the day. Also, this is where users can generate reports that are needed for BIR such as Z-Reading.

Z Reading Report 257

- 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. Each Z Reading carries a running Z-Reading Counter number (a count that continues from day to day; it is not reset to zero).



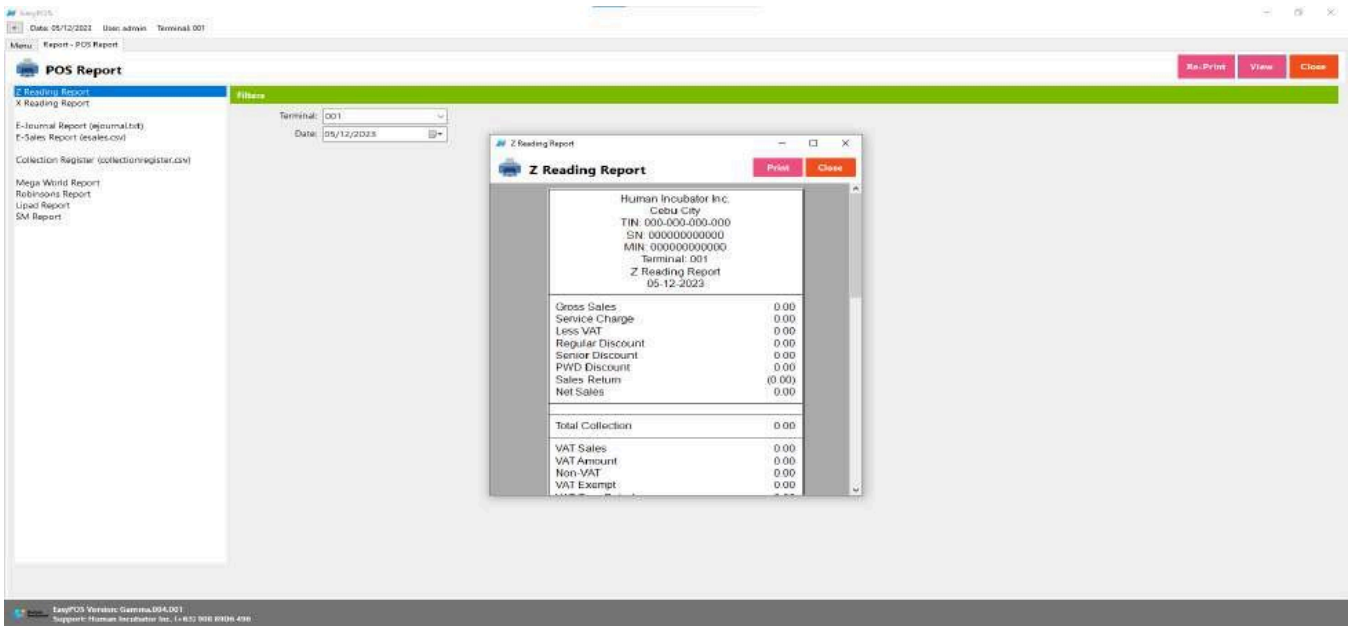
Original manual, page 258



Original manual, page 258

- Select terminal and date.
- Click the **Re-Print** button to automatically print the end of day report. It is available only for a day that already has an End of Day, and the printout is marked "REPRINTED".
- Click the **View** button to view the report
- Click the **Print** button to print the report on the printer that is set up. The print is recorded as the End of Day (EOD). Printing is not possible while any transaction of the day is still unsettled (open).

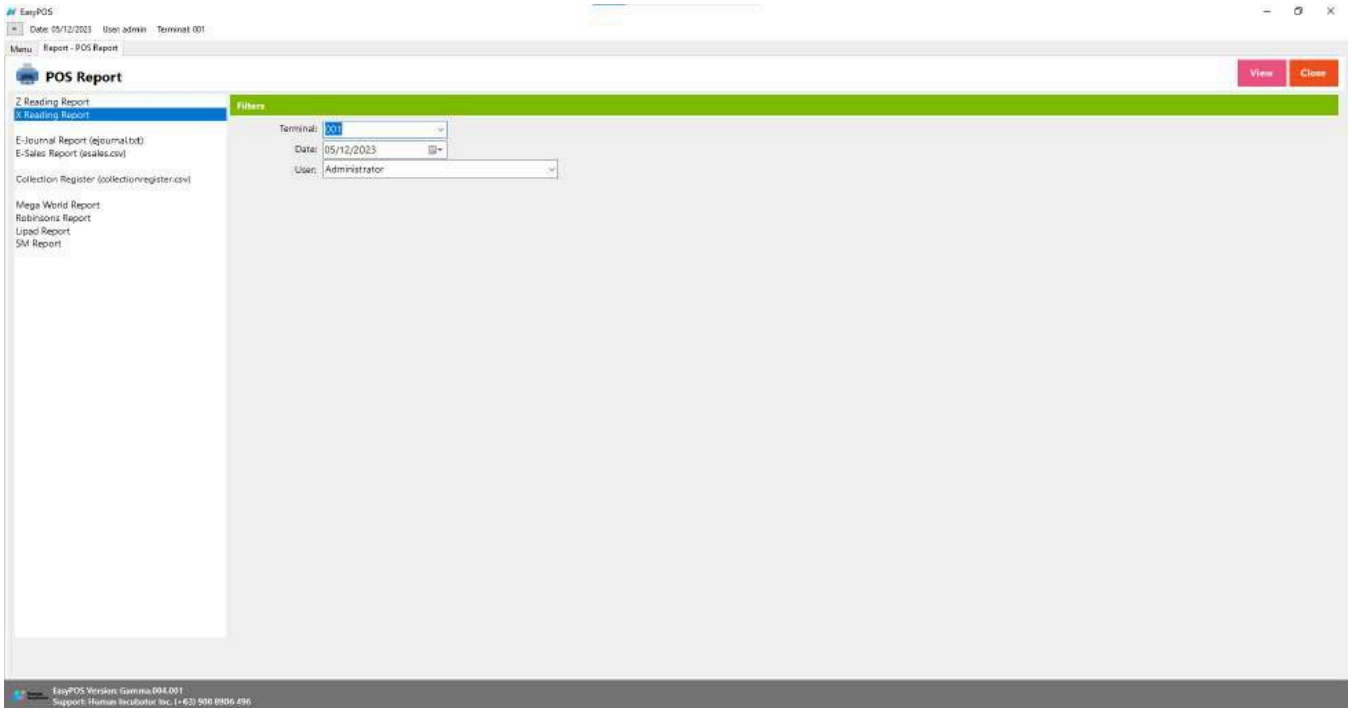
> **Note:** The Print and Re-Print buttons can currently be clicked even if the user has no printing right, and the View button may change the stored sales totals and show a Z-Reading Counter that is not in sequence (known issue, being fixed). The application does not create PDF or CSV files for this report; to get a PDF, choose a PDF printer (such as Microsoft Print to PDF) when printing.



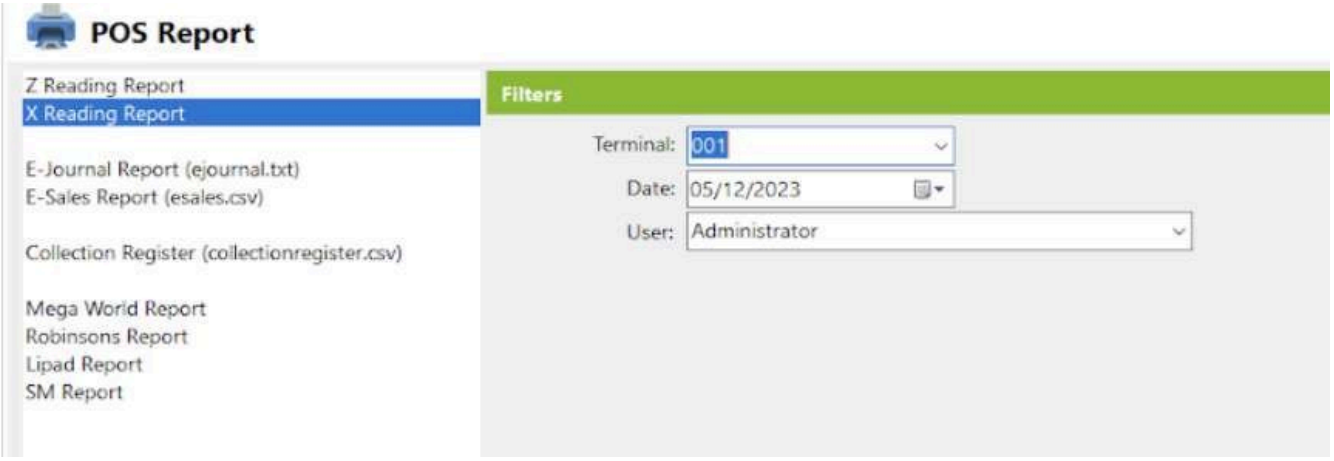
Original manual, page 259

X Reading Report 259

- 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 closing the day and without recording an End of Day. Unlike the Z Reading, which is typically performed at the end of a business day or shift to 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.

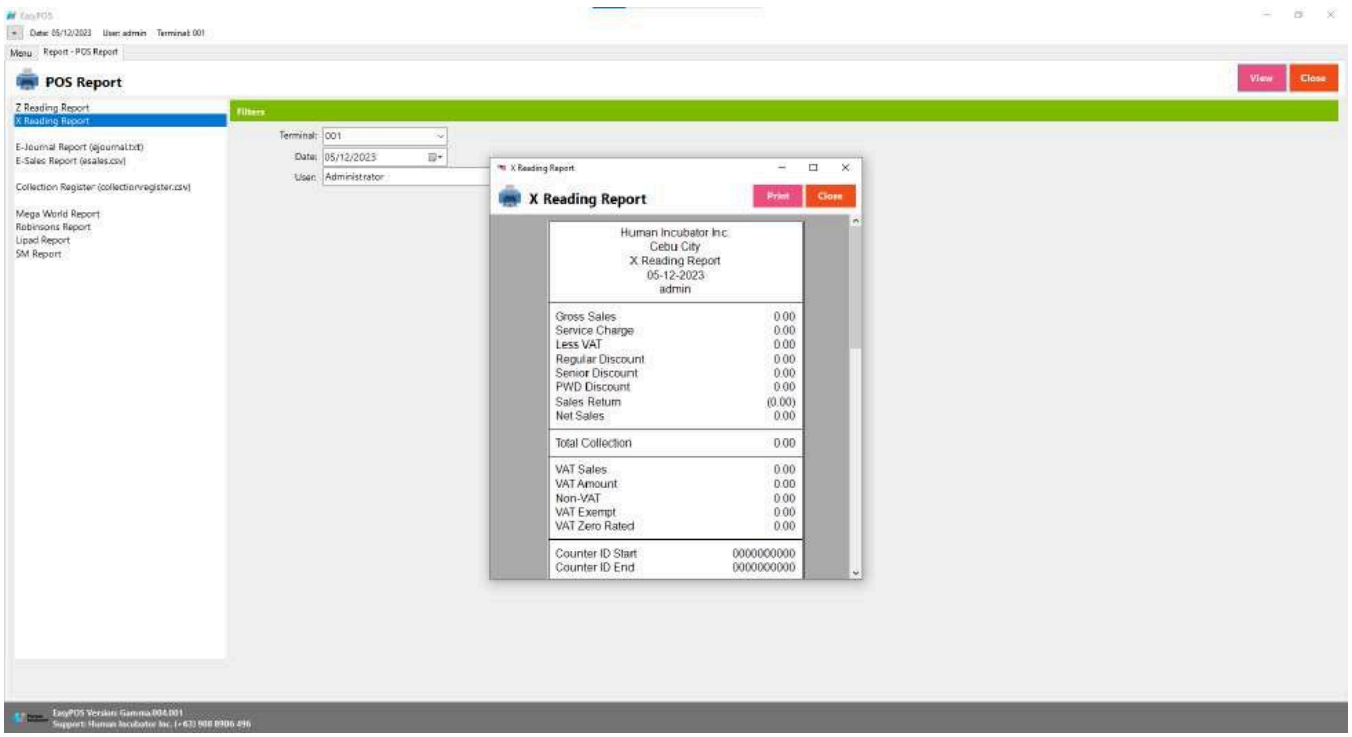


Original manual, page 260

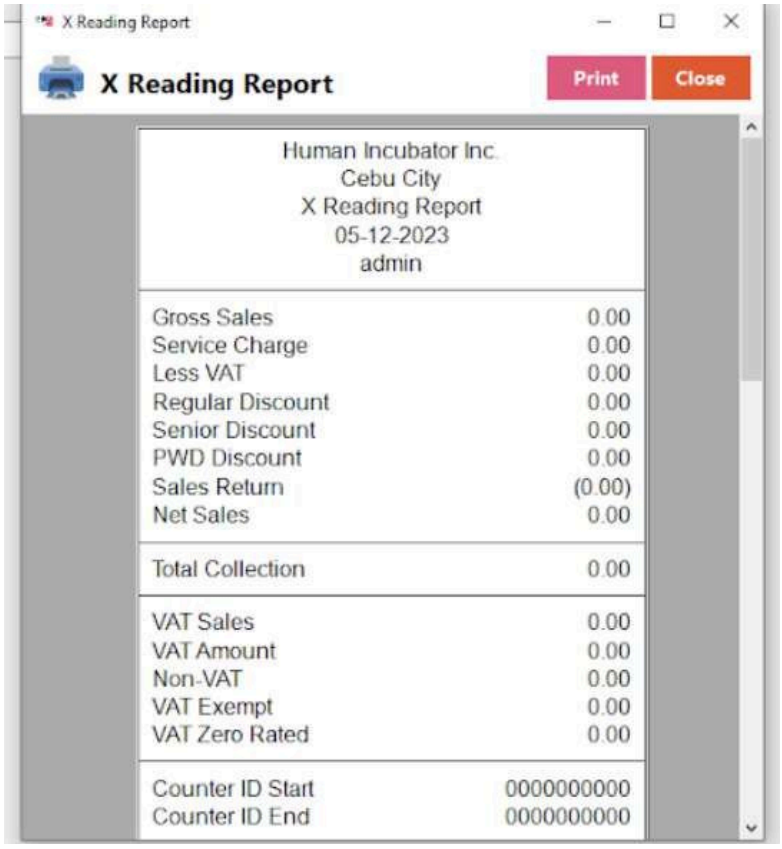


Original manual, page 260

- Select the terminal and the date (one day).
- It can also be filtered by User (All, or a specific cashier).
- Click the **View** button to view the report
- Click the **Print** button to print the report on the printer that is set up. The print is not recorded as an End of Day. X Reading can be viewed and printed for any date.

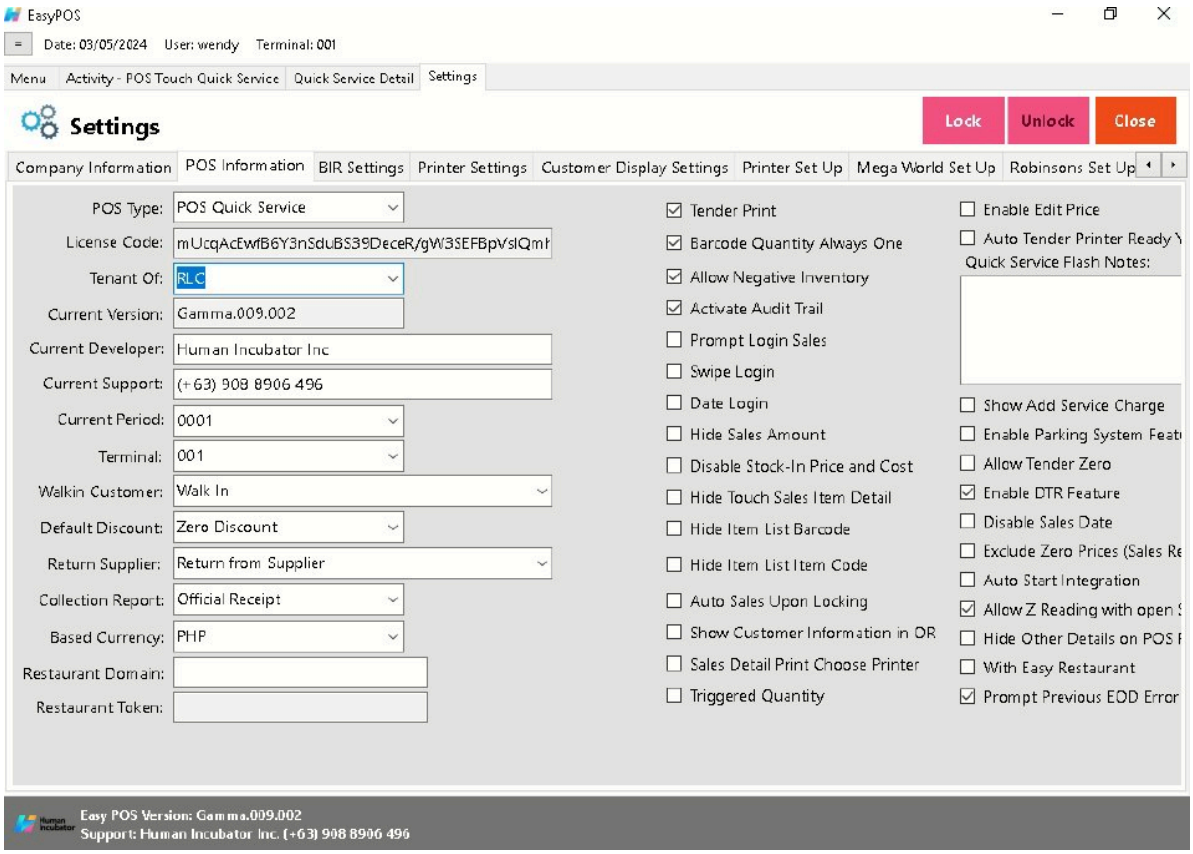


Original manual, page 261



Original manual, page 262

Sending of Sales Set-up 512



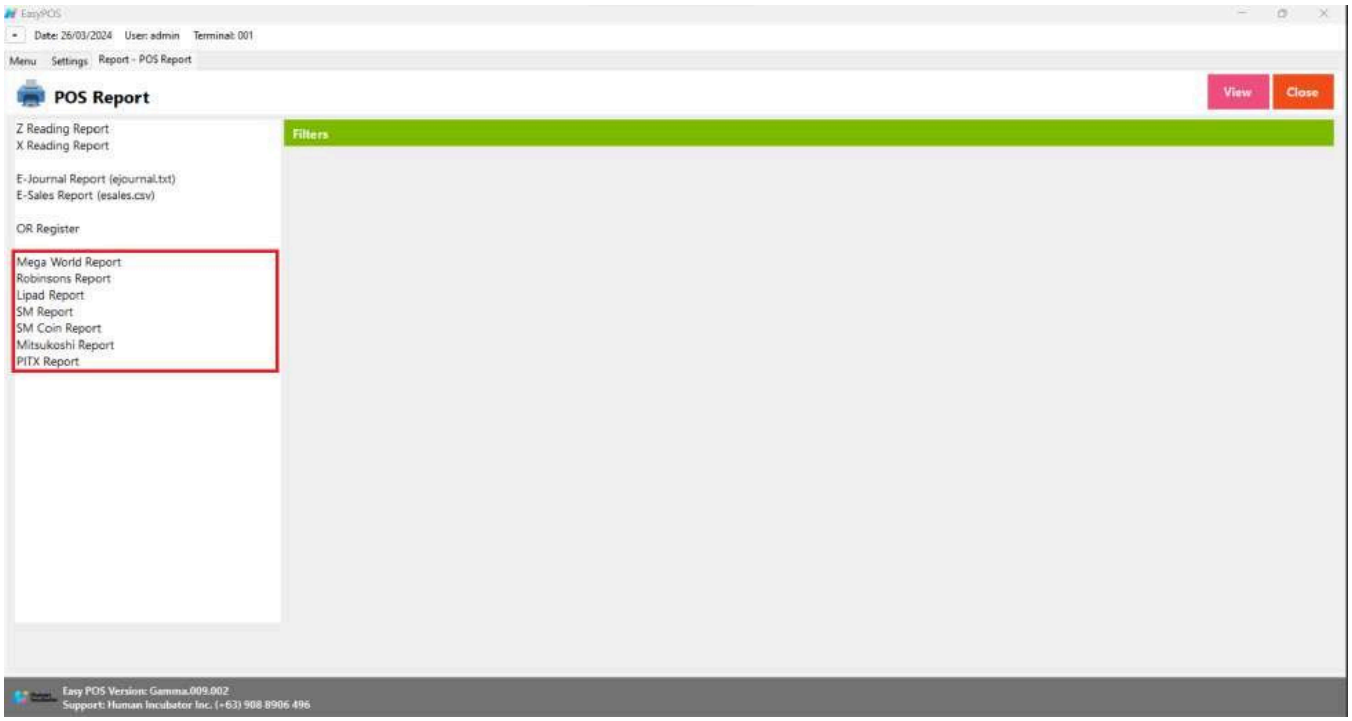
Original manual, page 512

POS Setting: To configure POS settings, including 'Tenant Of':

1. Unlock and Access the POS Information.

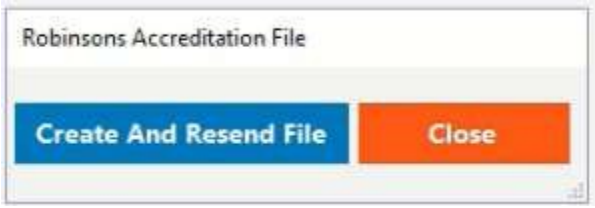
2. Select the assigned Entity or business (e.g., Mall Admin) under the 'Tenant Of' section.

3. Lock the settings to apply the changes.



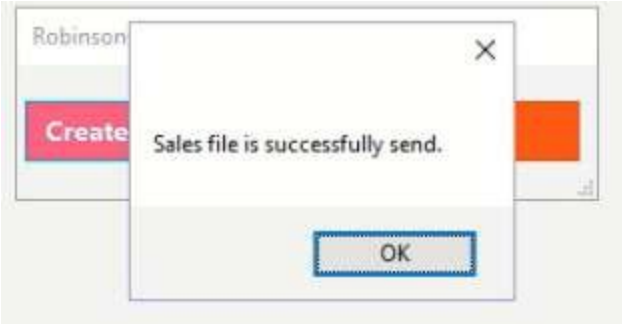
Original manual, page 513

- Under the POS Report, there are the following BIR-accredited partners for each Tenant or Mall Admin:
    - Mega World Report
    - Robinson Report
    - Lipad Report
    - SM Report
    - SM Coin Report
    - Mitsukoshi Report
    - PITX Report



Original manual, page 513

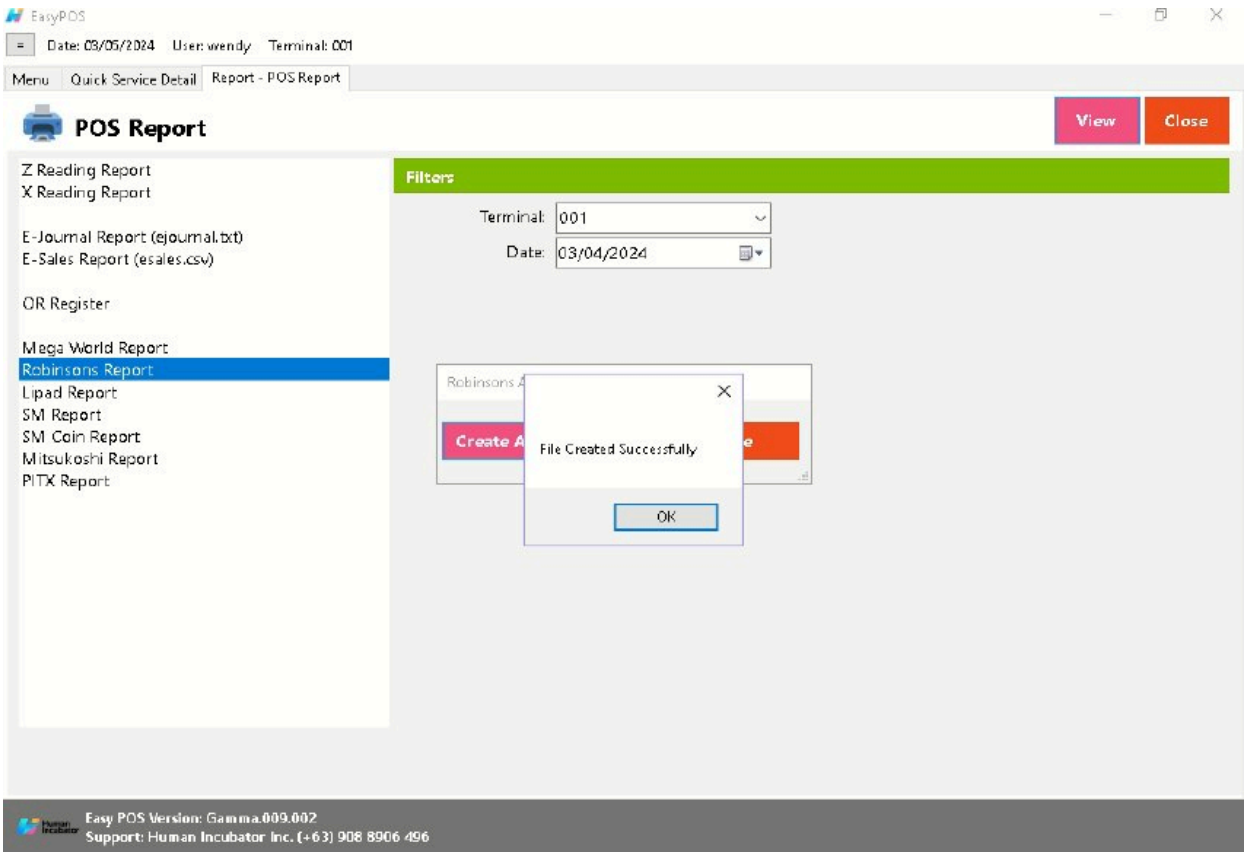
After clicking the 'View' button, a form will pop up. Click the 'Create And Resend File' button to send the sales report.



Original manual, page 513

A confirmation message will pop up indicating that the sales file has been successfully sent.

- After every Z-reading or **End Of Day,** the report will be automatically sent to the Mall Admin.



Original manual, page 514

Select the tenant, Terminal and Date, then click the **View** button. In the form that opens, click **Create And Resend File**.

Remittance Report 262

Overview 262

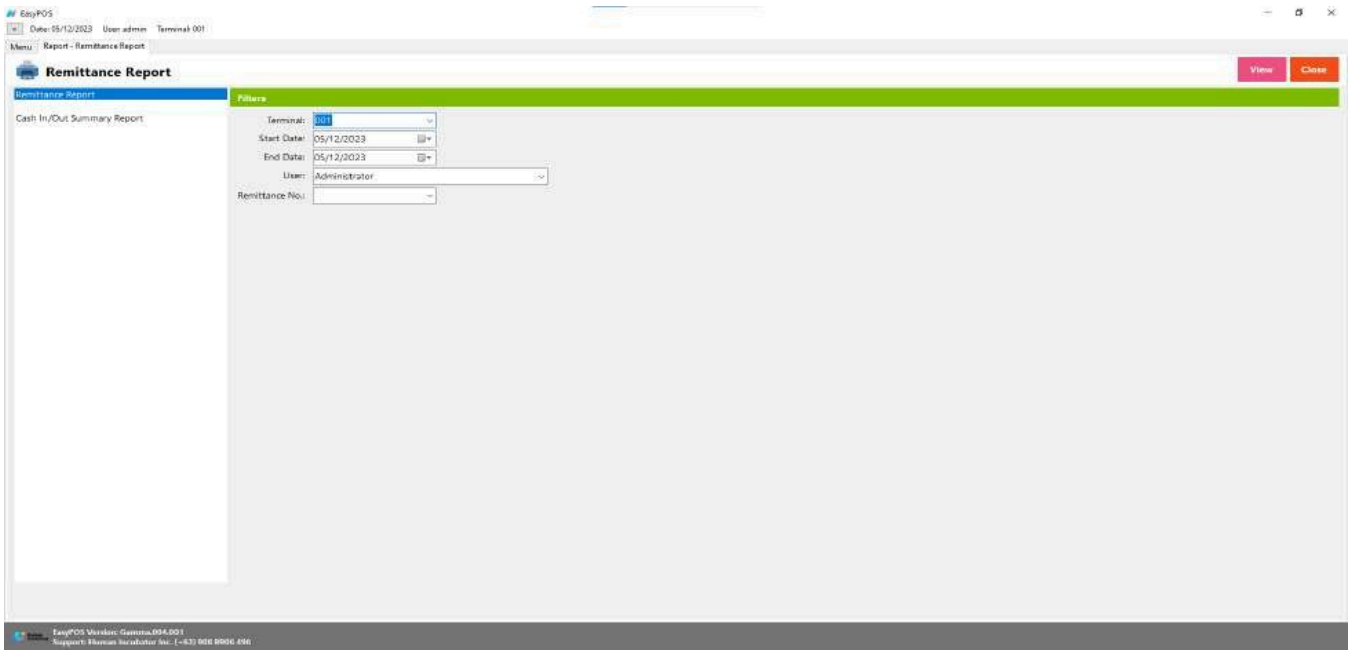
- **Remittance Report** is where users can see the reports for Cash/In Out with the Remittance report.

Remittance Report 263

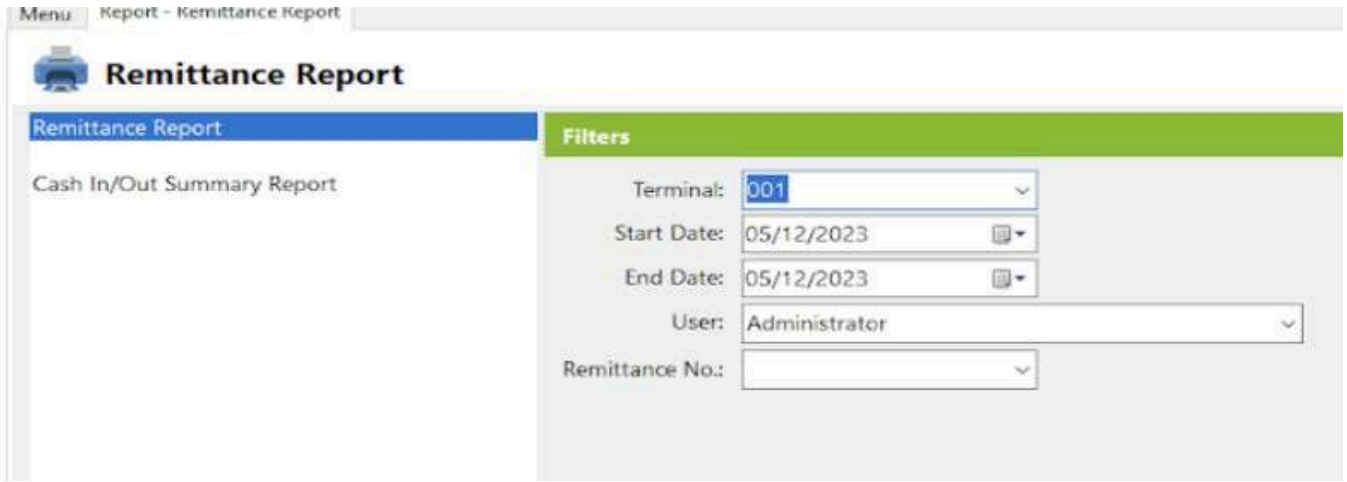
is a document that provides detailed information about

- payments received by a business or organization.
    - Select Terminal, start date, end date, User and Remittance No. Remittance No. is listed as "number - remarks" and only locked remittances can be selected.
    - Click the **View** button to view the report. Over/Short is computed as Remitted - (Cash Collected + Cash In - Cash Out). A row is not shown when its Over/Short is 0.
    - Click the **Print** button. The Windows print dialog opens; to save as a PDF file, select Microsoft Print to PDF. The report prints on one page and the screen closes after printing.

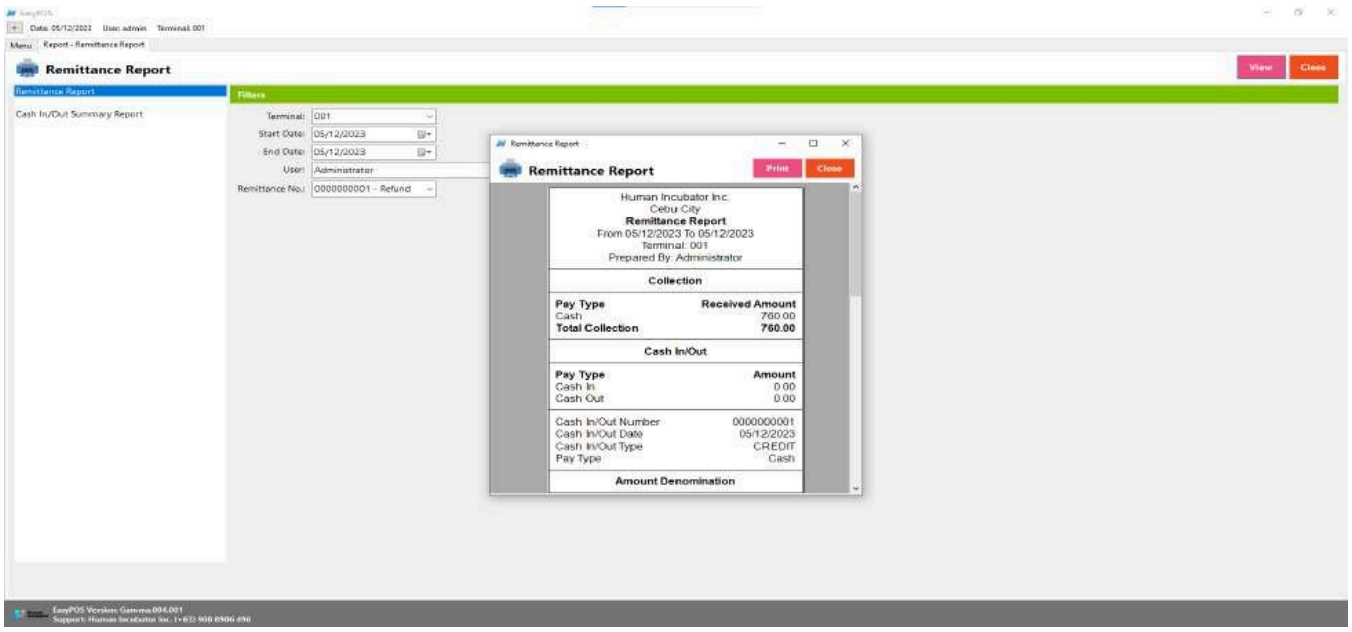
> **Note:** Remittance No. may also list DEBIT and Refund entries; selecting one gives a blank report. Over/Short may be wrong in some cases, for example when other pay types or refunds are included or when change is given (known issue, being fixed).



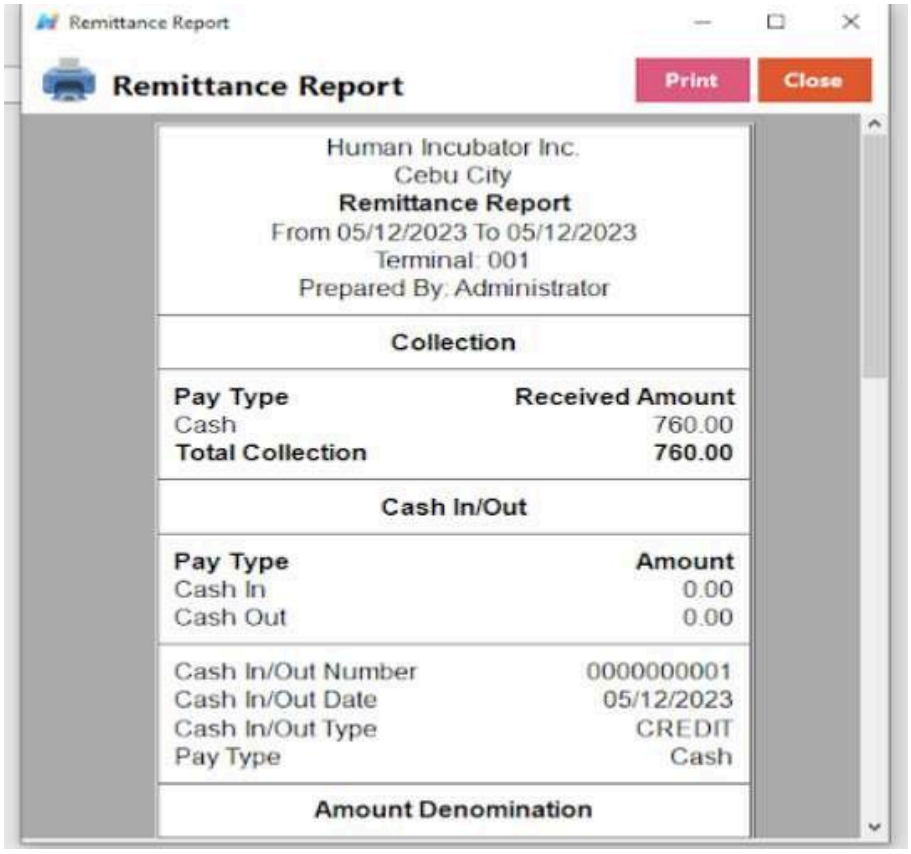
Original manual, page 263



Original manual, page 263



Original manual, page 264



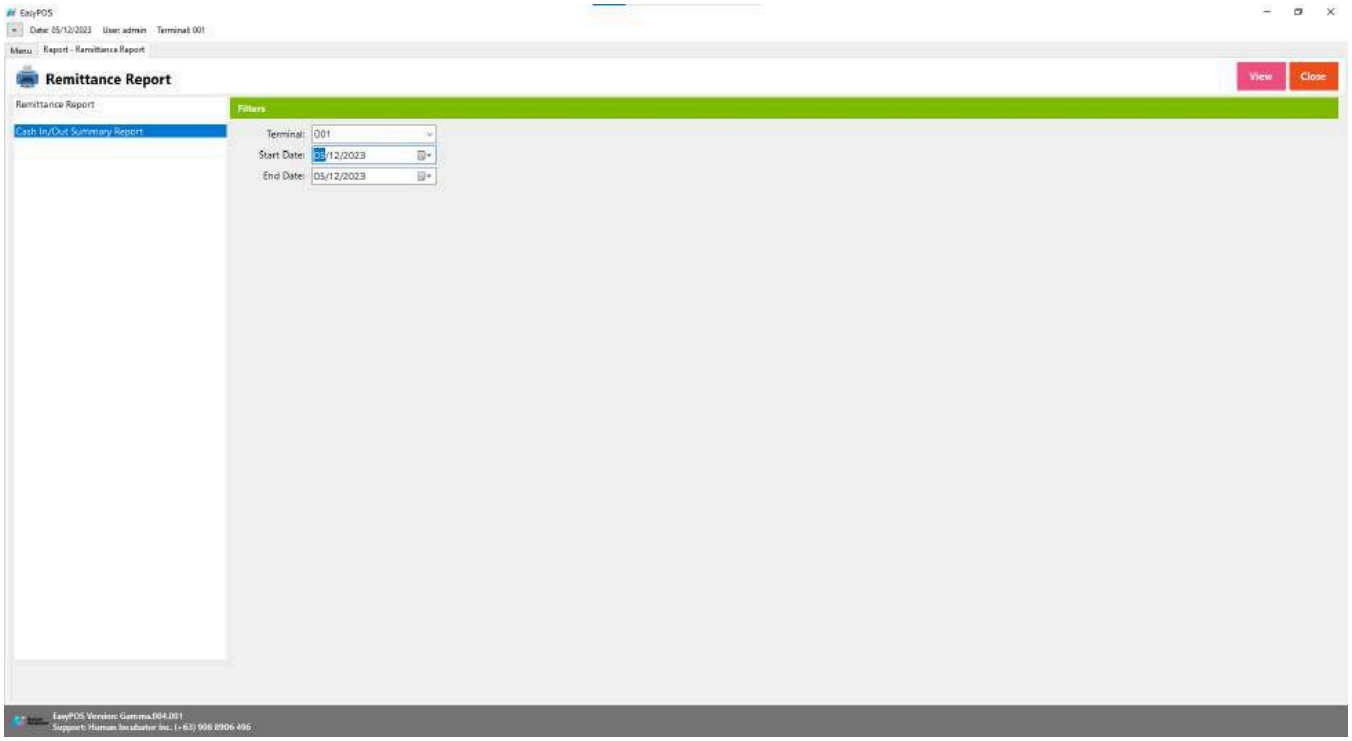
Original manual, page 264

Cash In/Out Summary Report 265

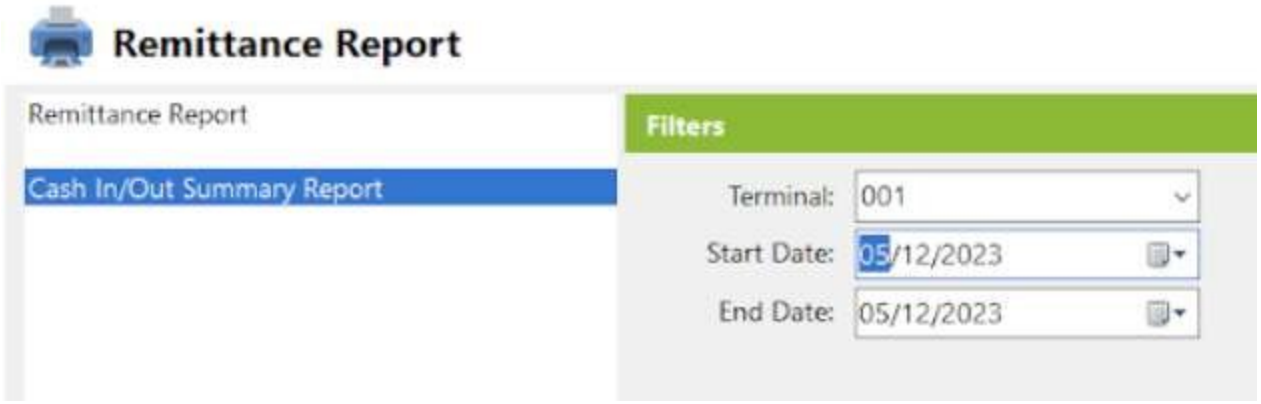
- is a financial document that provides a summarized overview of the cash transactions within a specified period, typically at the end of a business day or a specific shift.
    - Select Terminal, start date and end date.

- Click the **View** button to view the report. The list shows 50 records per page; use the page buttons to move between pages. Total Amount is a single figure that adds Cash In and Cash Out together.
- Click the **Generate CSV** button, then choose the folder where the CSV file is saved.

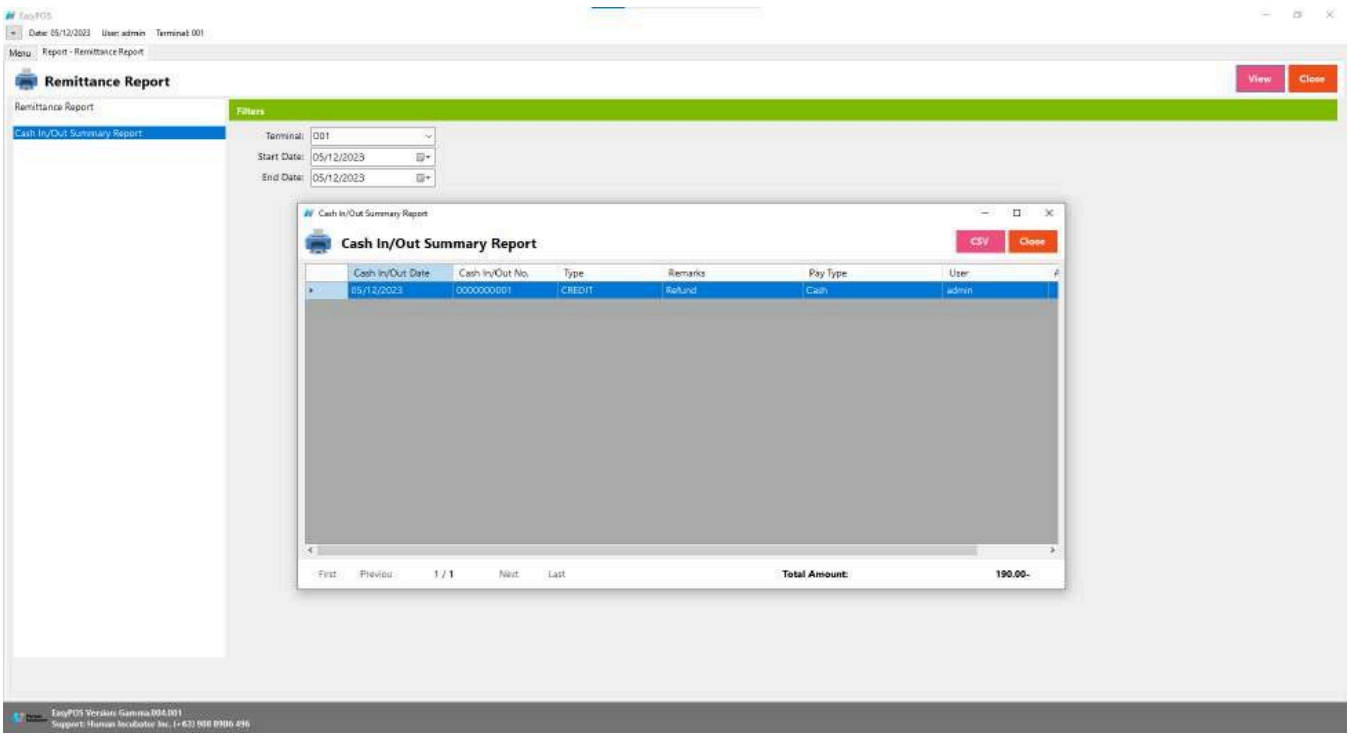
> **Note:** The CSV file may show garbled characters in Excel, has no Remarks column, and a file created in the same hour overwrites the earlier one (known issue, being fixed).



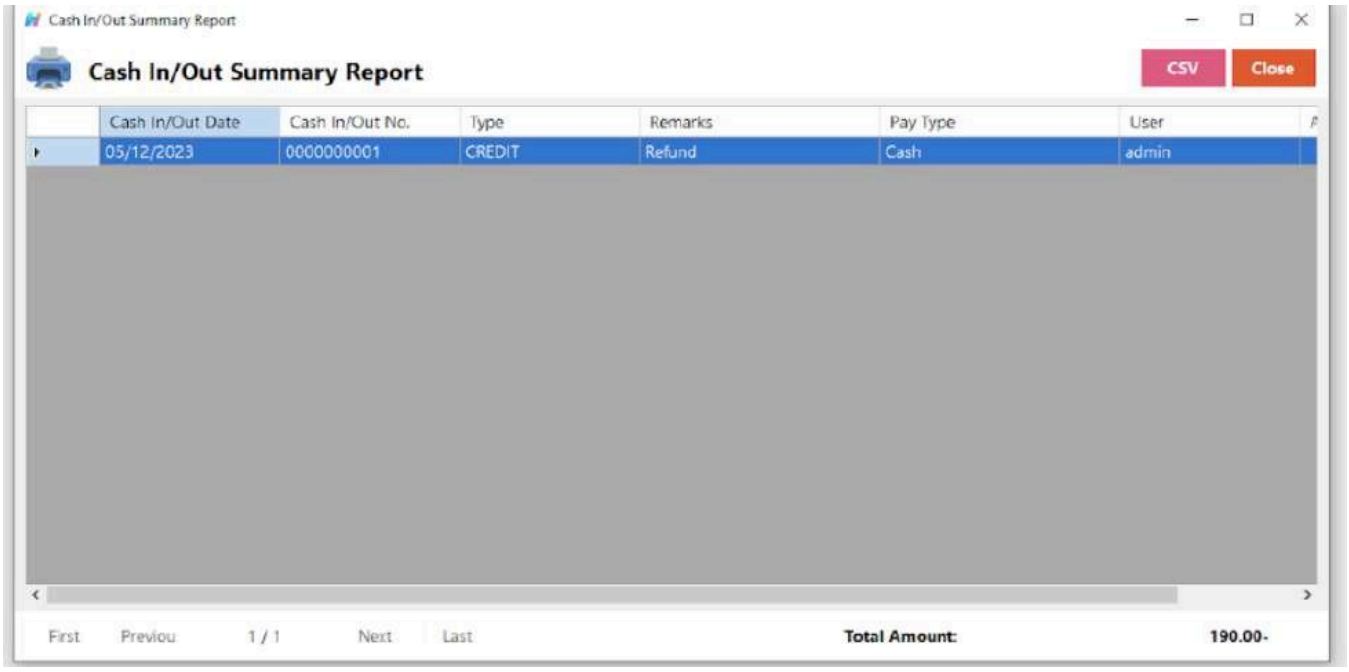
Original manual, page 265



Original manual, page 265



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Original manual, page 266

Additional Report 266

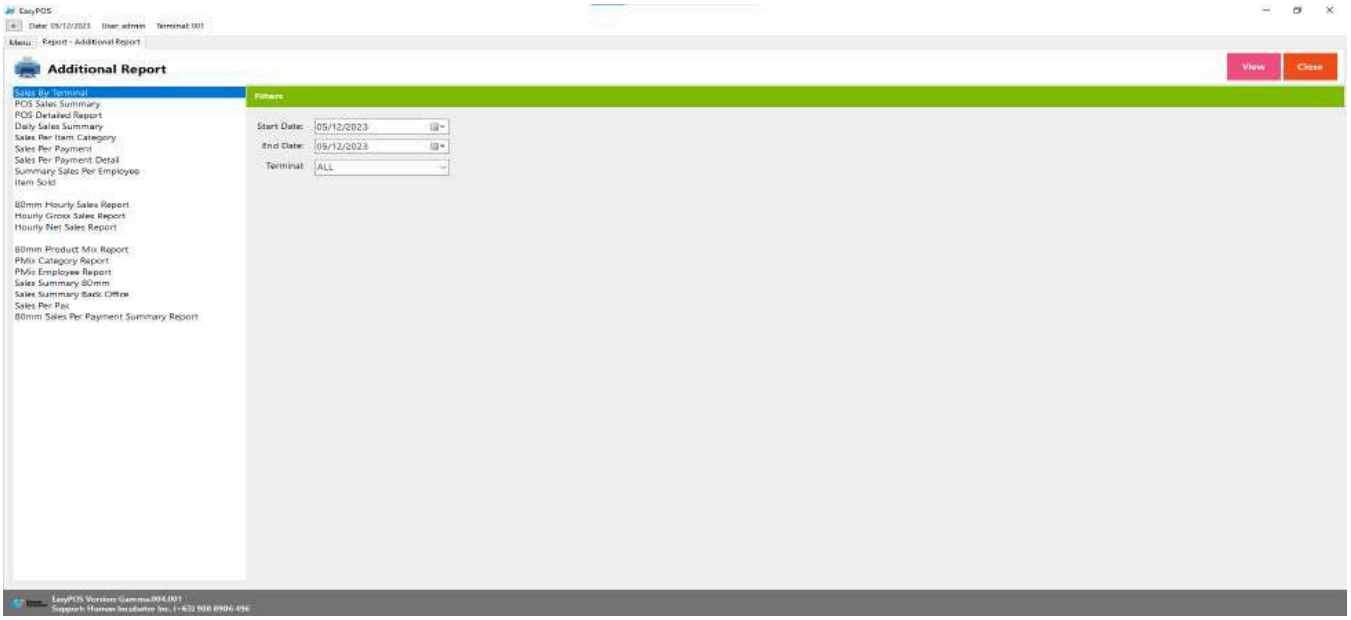
Overview 266

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

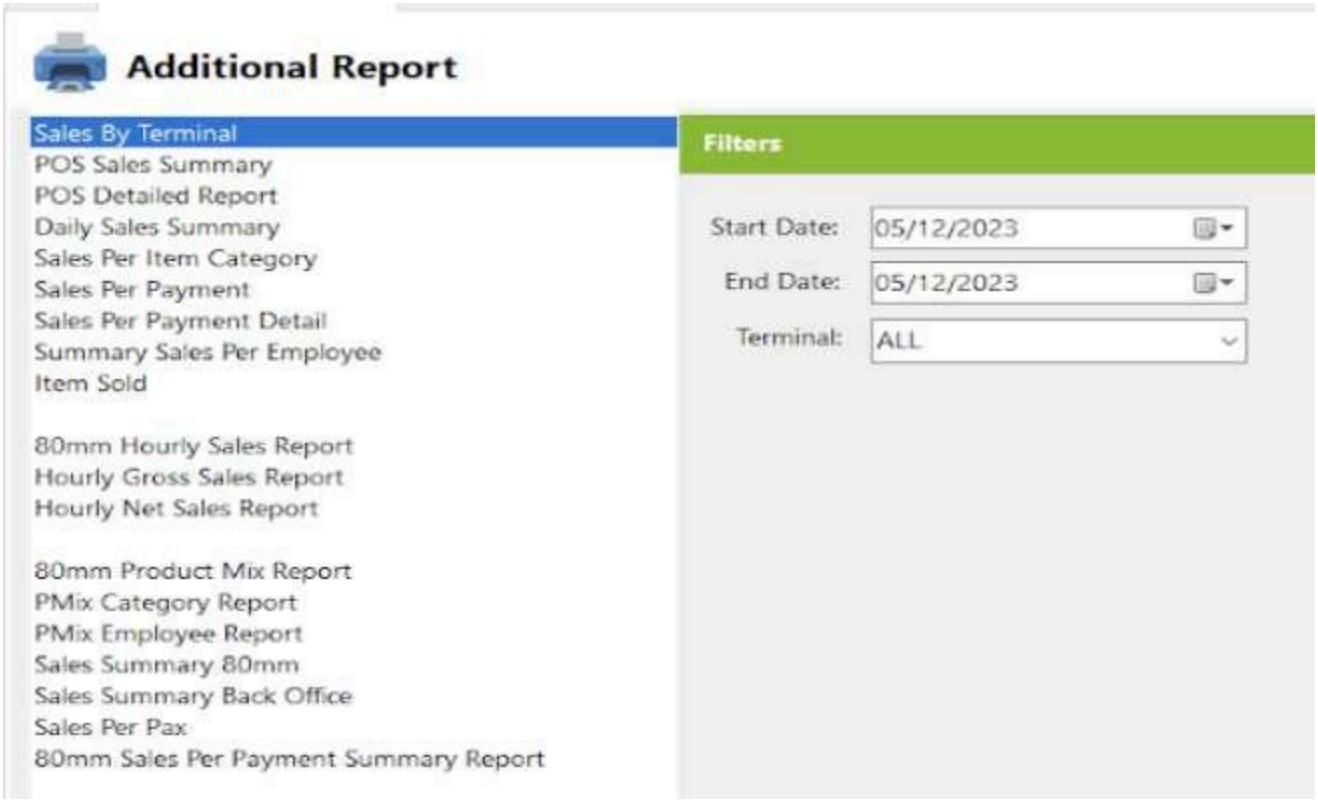
Sales By Terminal 267

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.



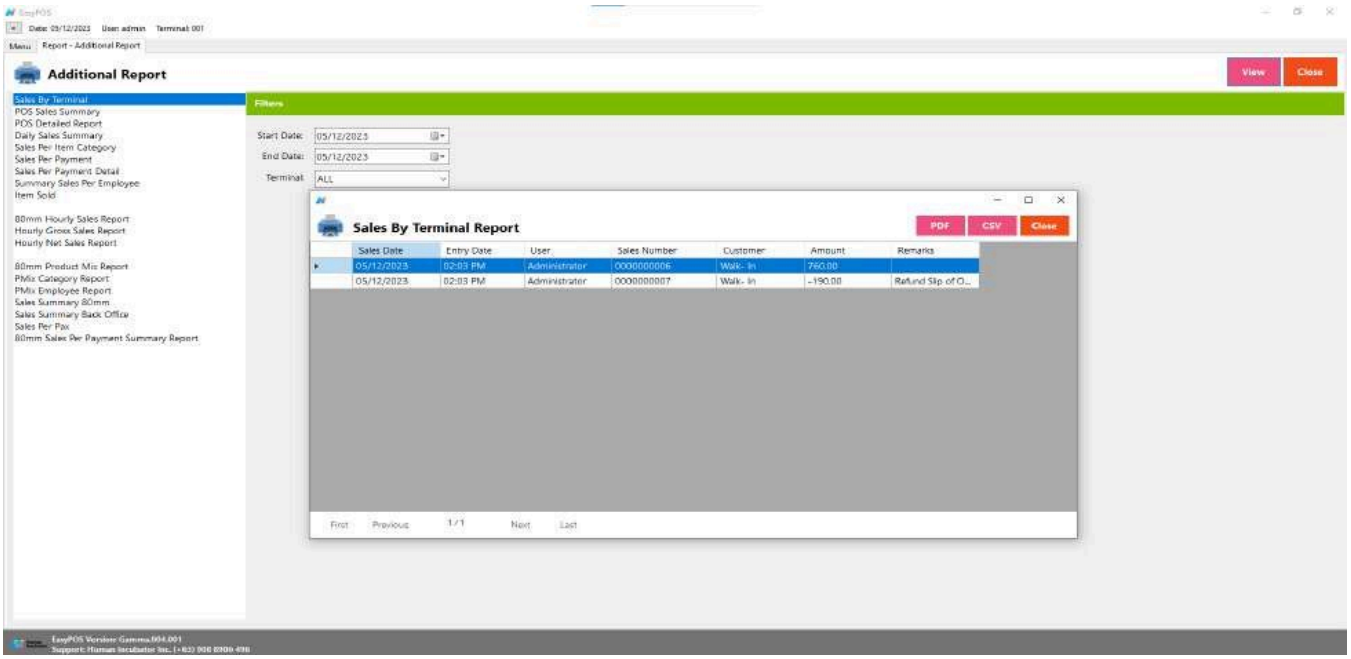
Original manual, page 267



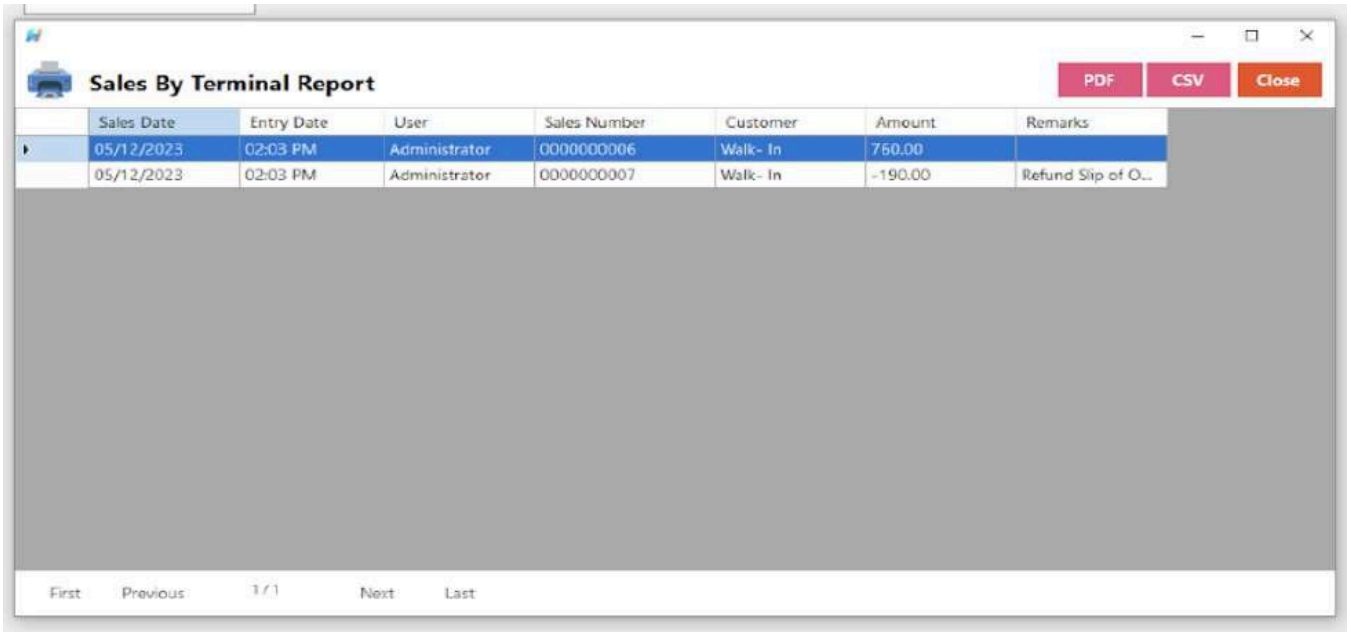
Original manual, page 267

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

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



Original manual, page 268

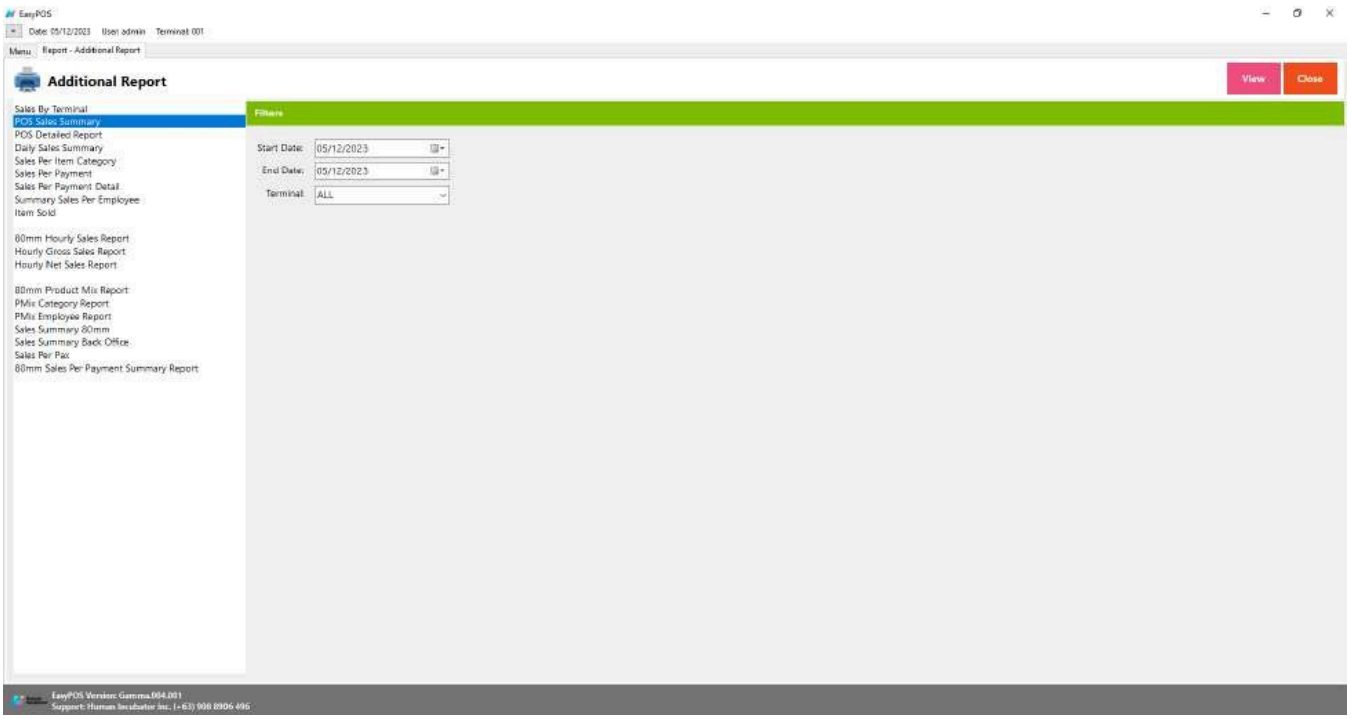


Original manual, page 268

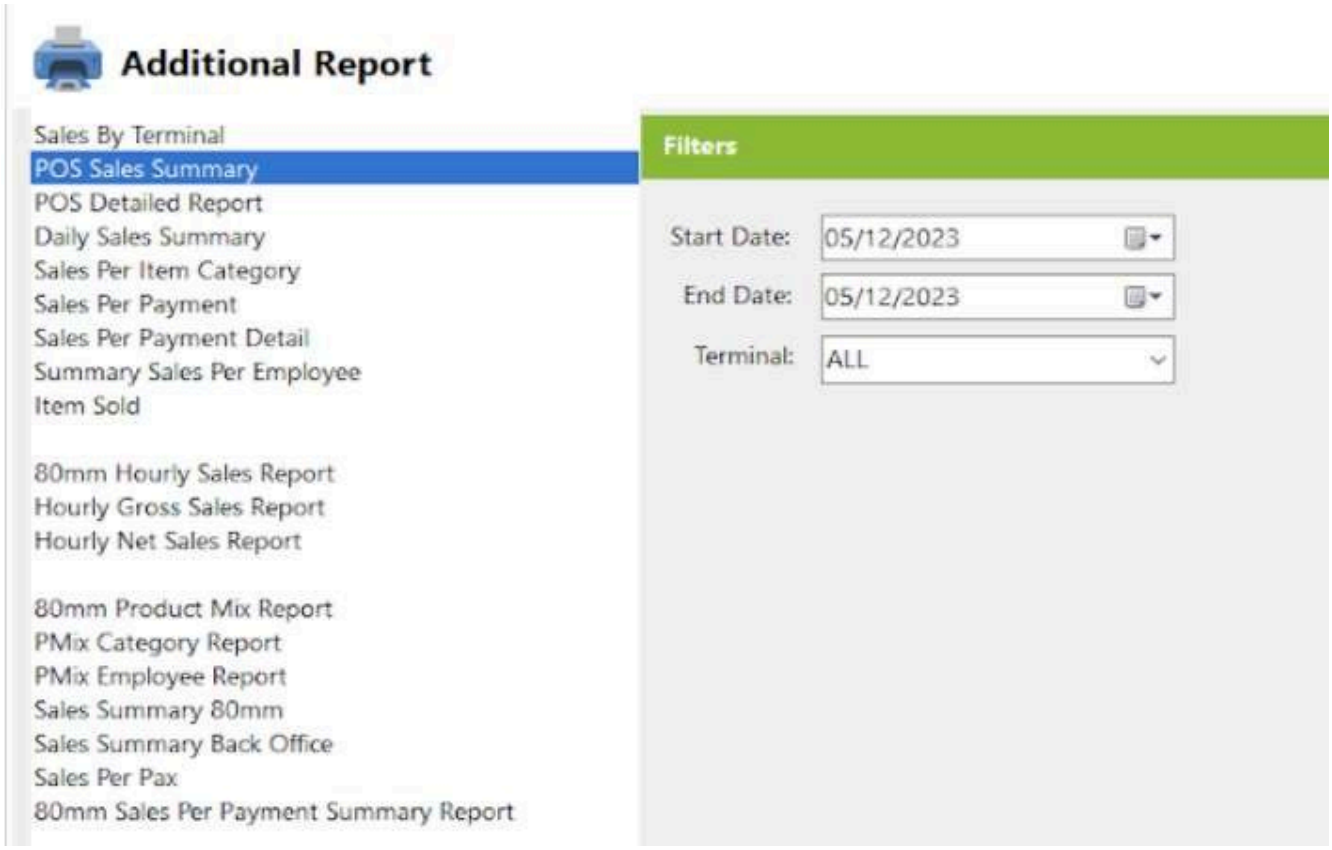
> **Note:** The CSV button may give an error in some cases, and the totals are shown only in the PDF report. (known issue, being fixed)

POS Sales Summary 268

- 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.



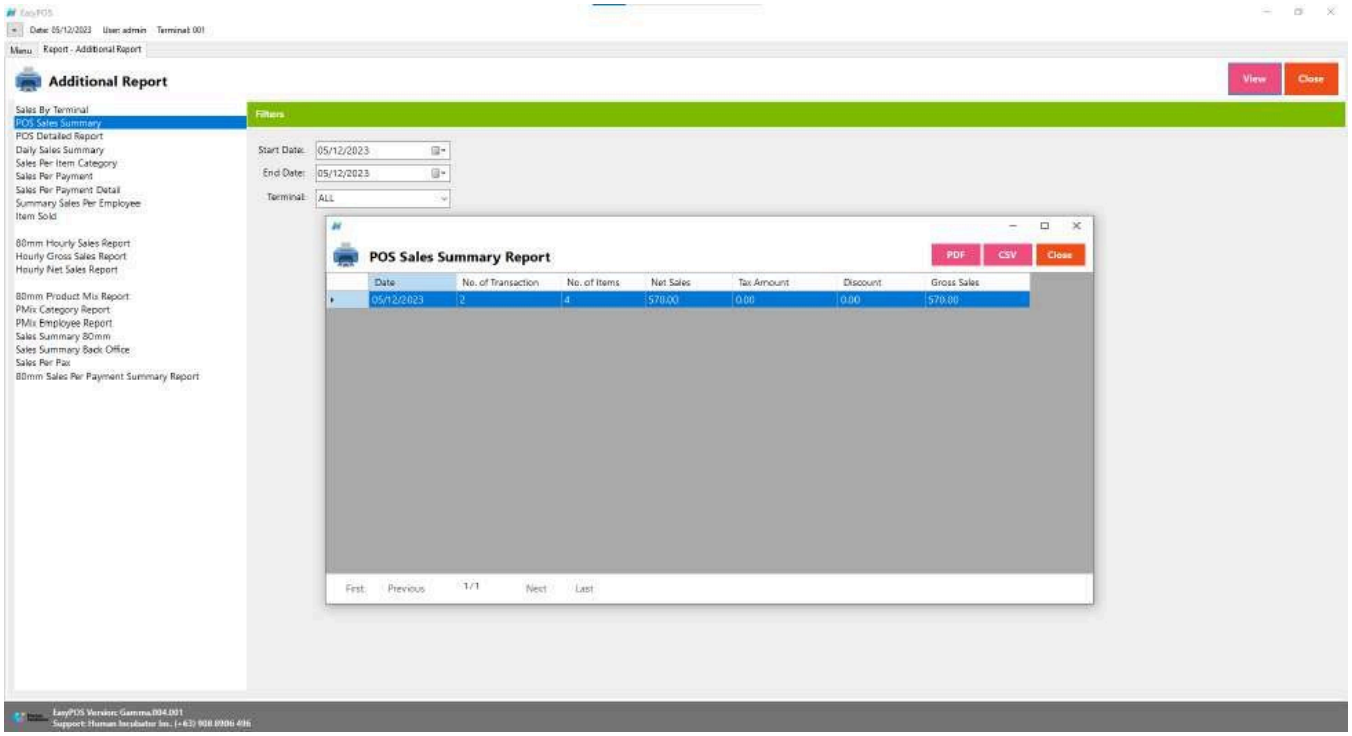
Original manual, page 269



Original manual, page 269

- 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

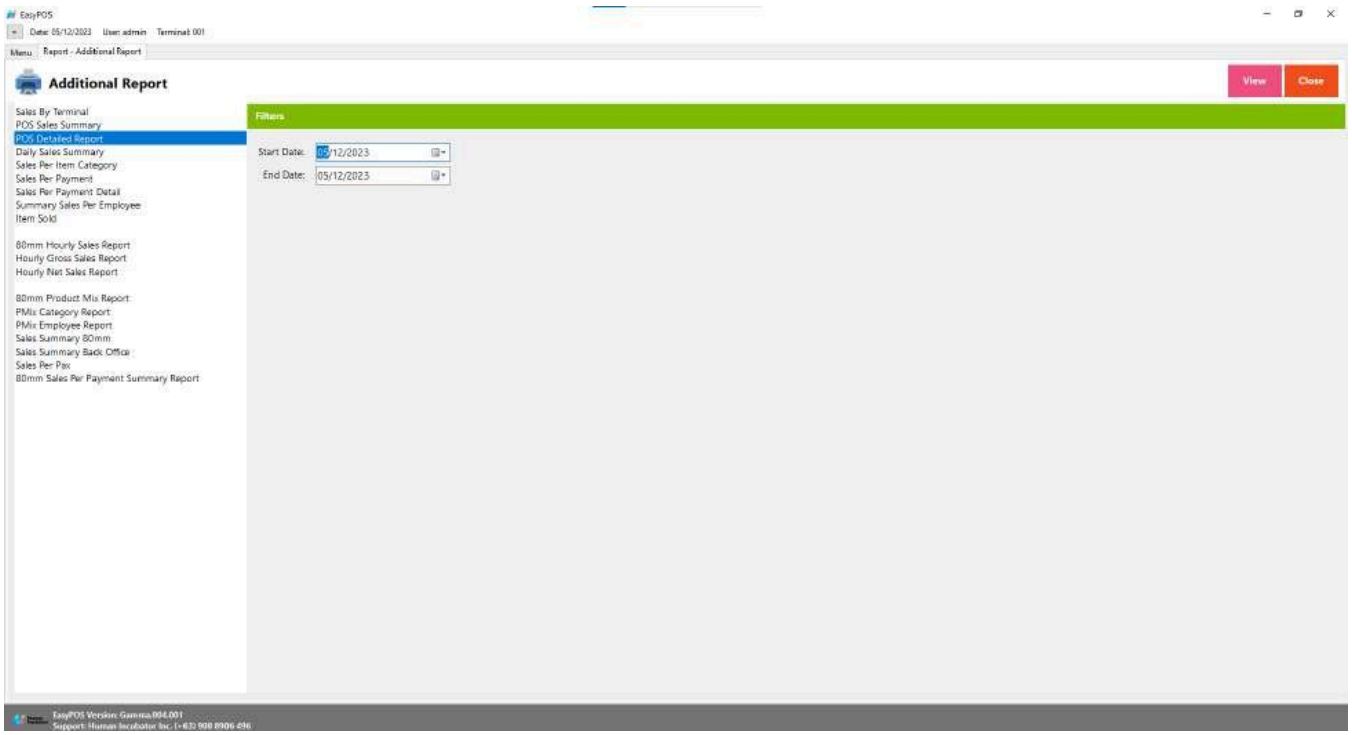


Original manual, page 270

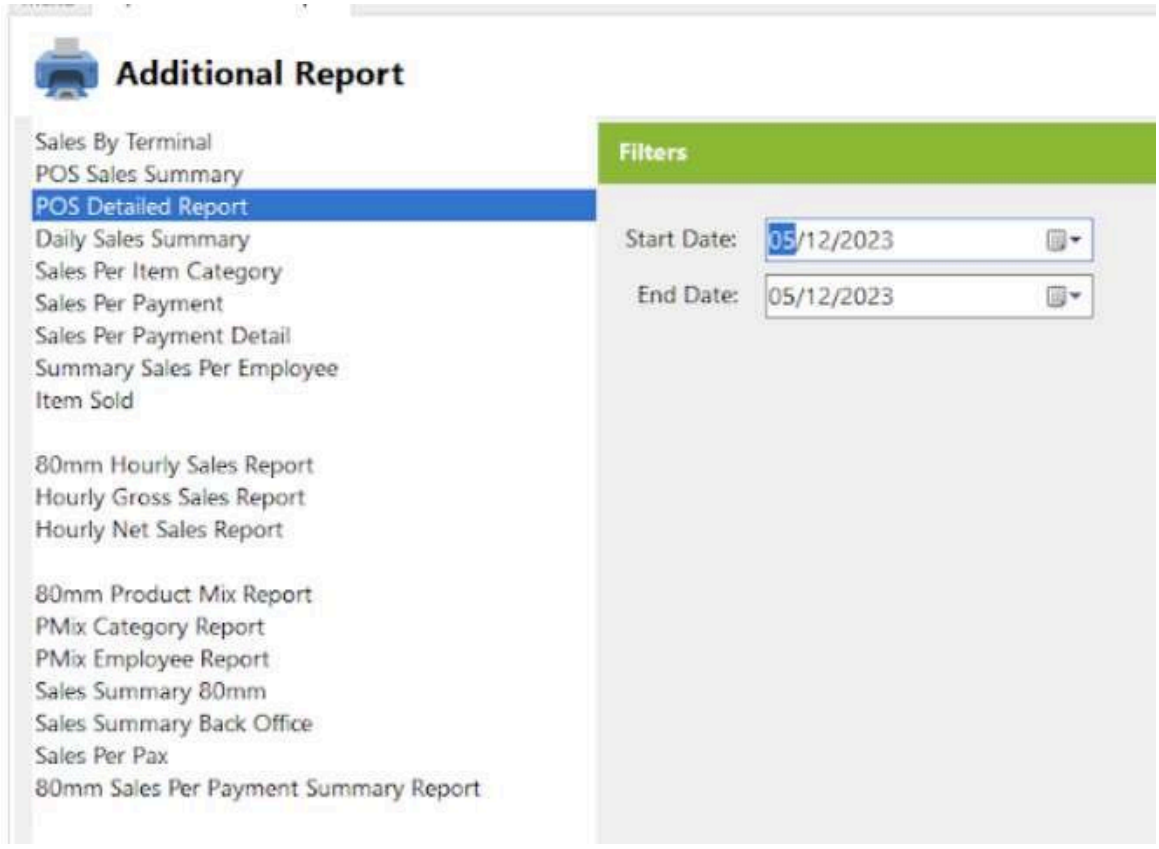
> **Note:** Gross, VAT and the count may include all terminals (known issue, being fixed)

POS Detailed Report 270

- 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.



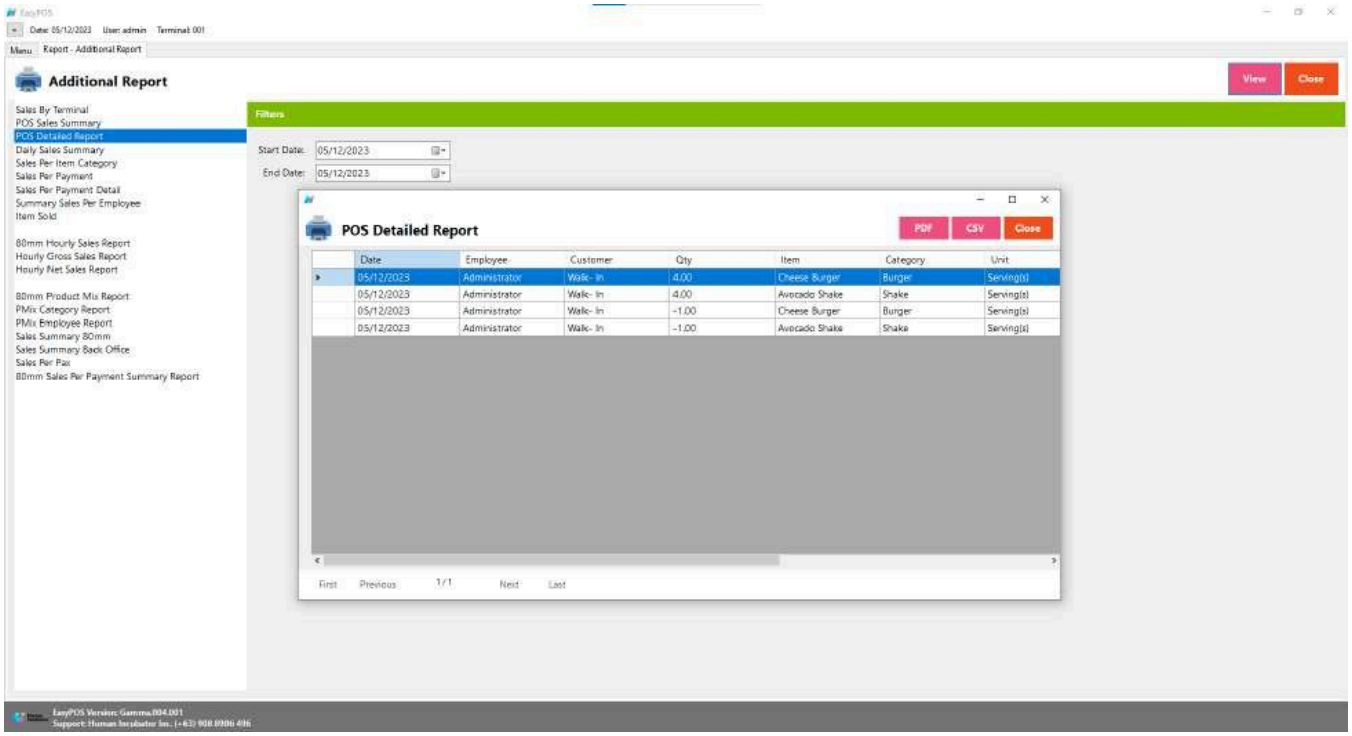
Original manual, page 271



Original manual, page 271

- 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



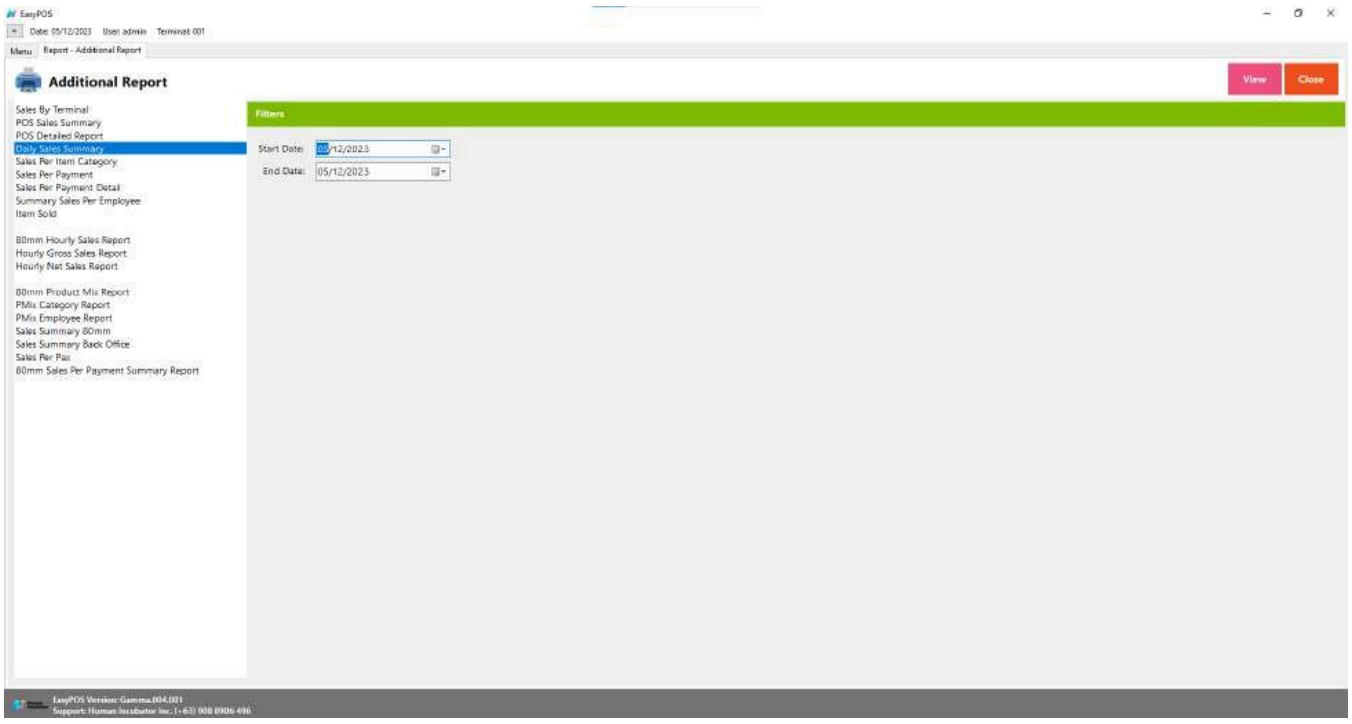
Original manual, page 272

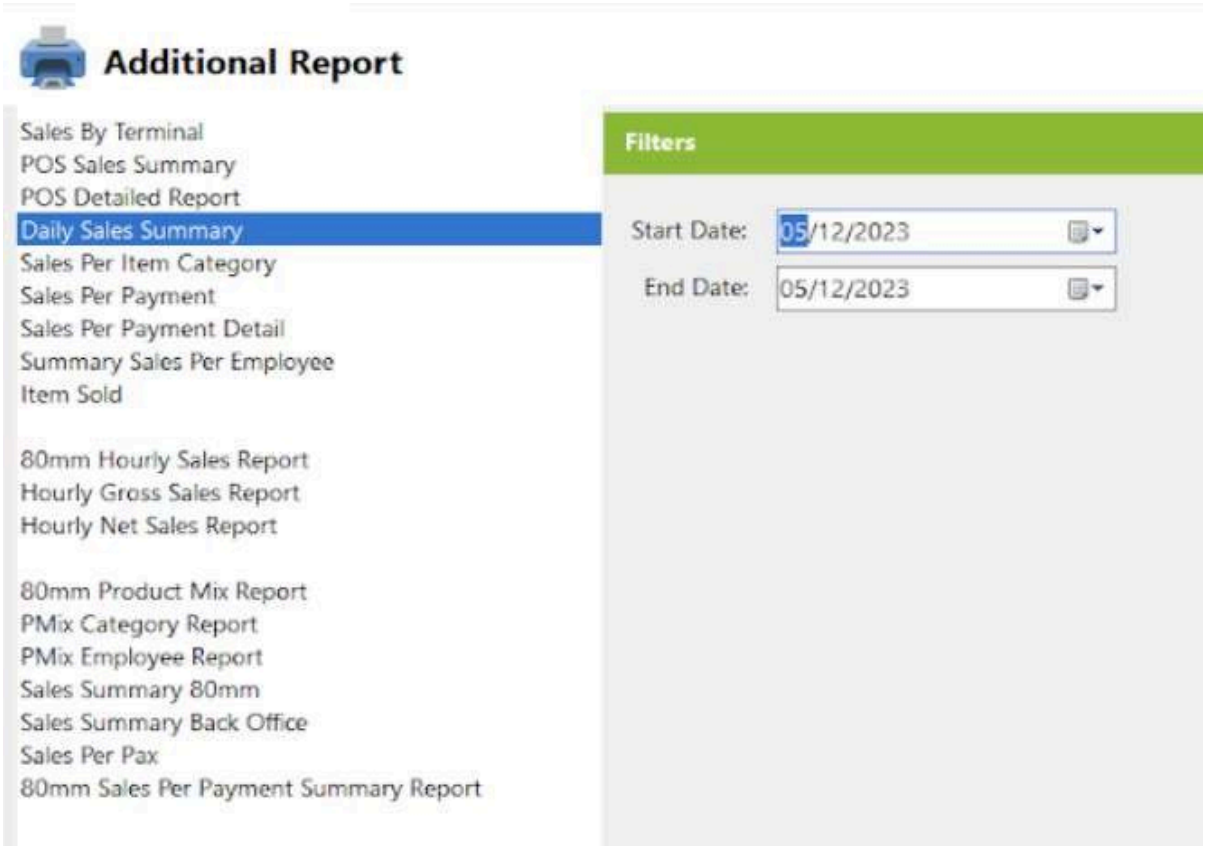
> **Note:** In the CSV file, columns may shift when a value contains a comma (known issue, being fixed)

Daily Sales Summary 272

is a concise report that provides a snapshot of a business's sales

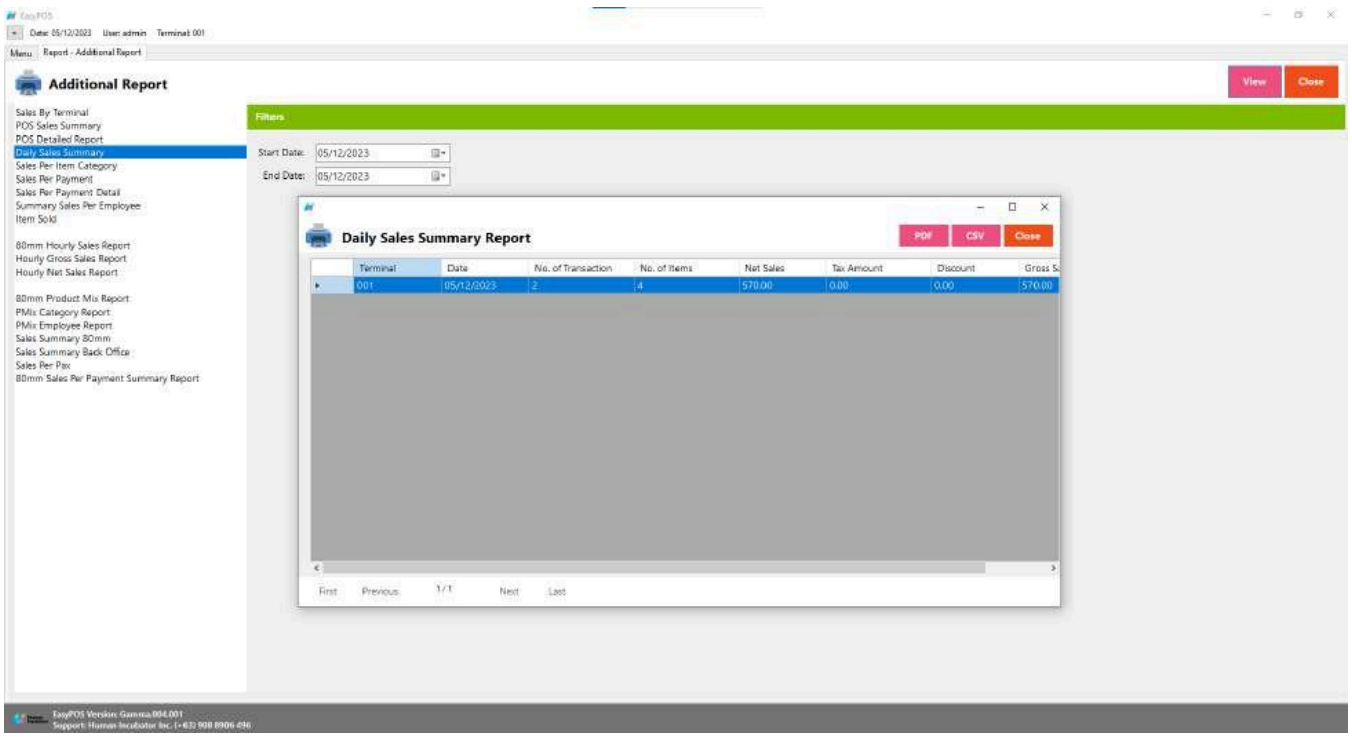
- activities for a specific day.





Original manual, page 273

- 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



Original manual, page 274



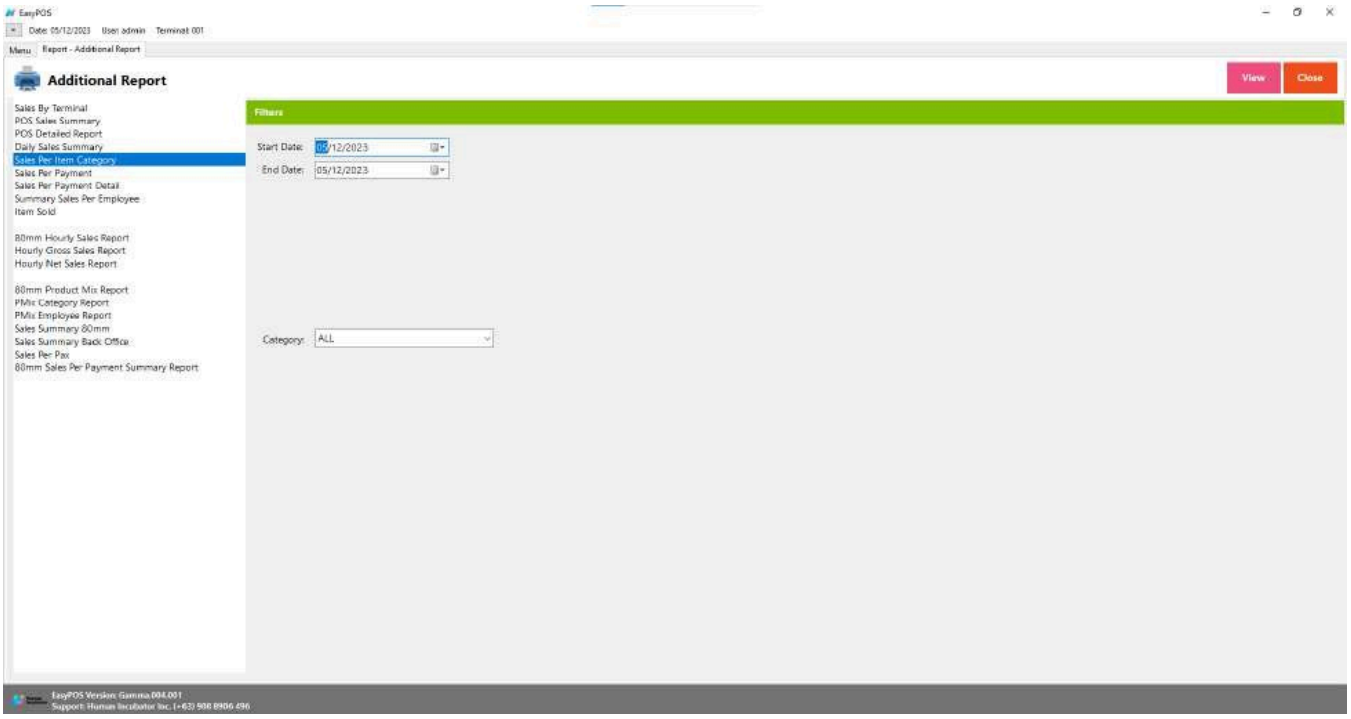
Original manual, page 274

> **Note:** The figures of all terminals may be repeated for each terminal (known issue, being fixed)

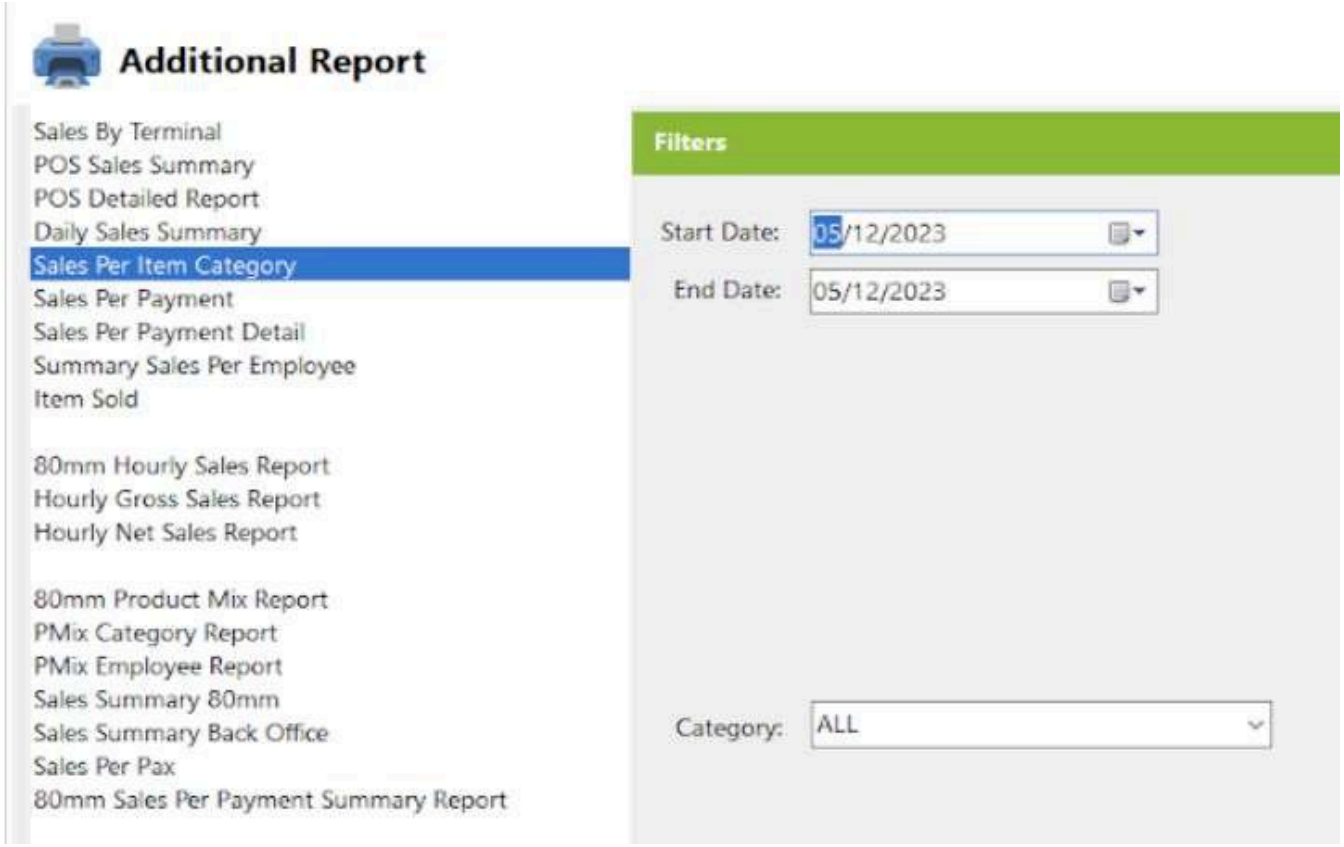
Sales Per Item Category 275

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.



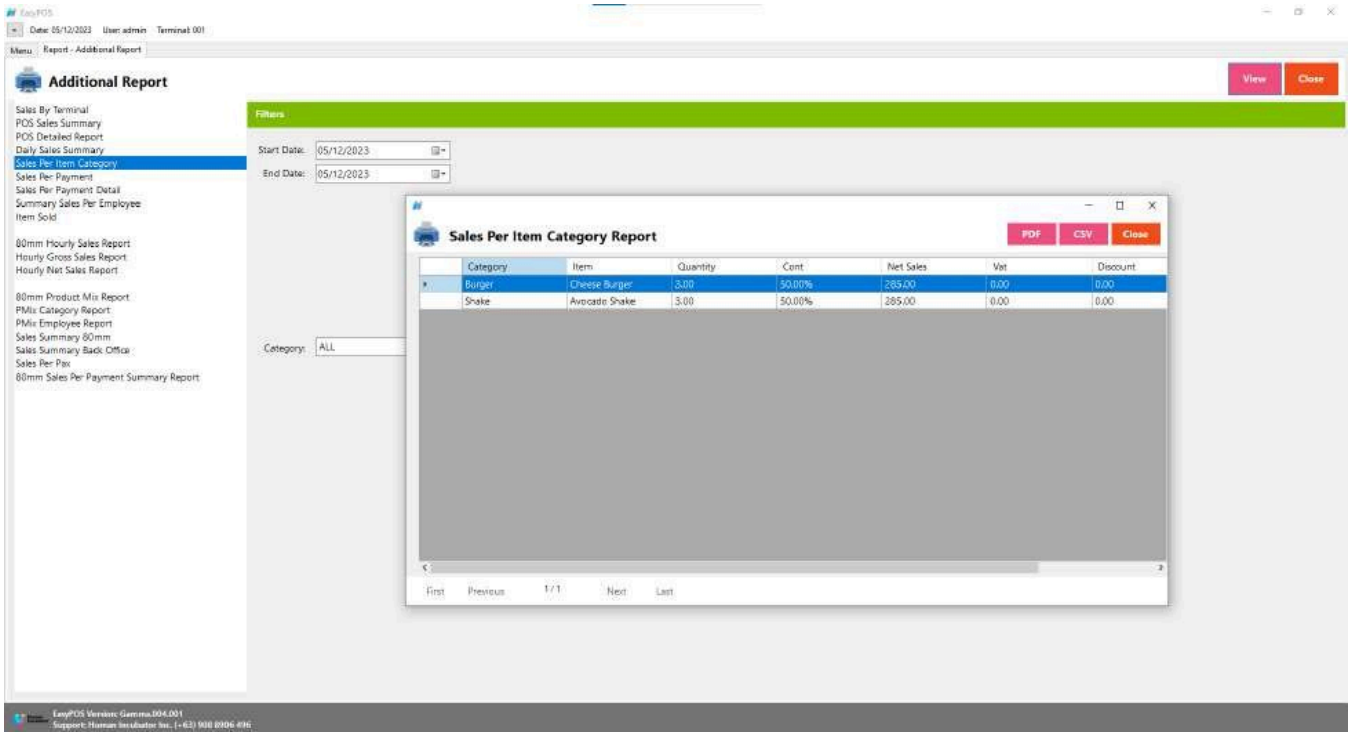
Original manual, page 275



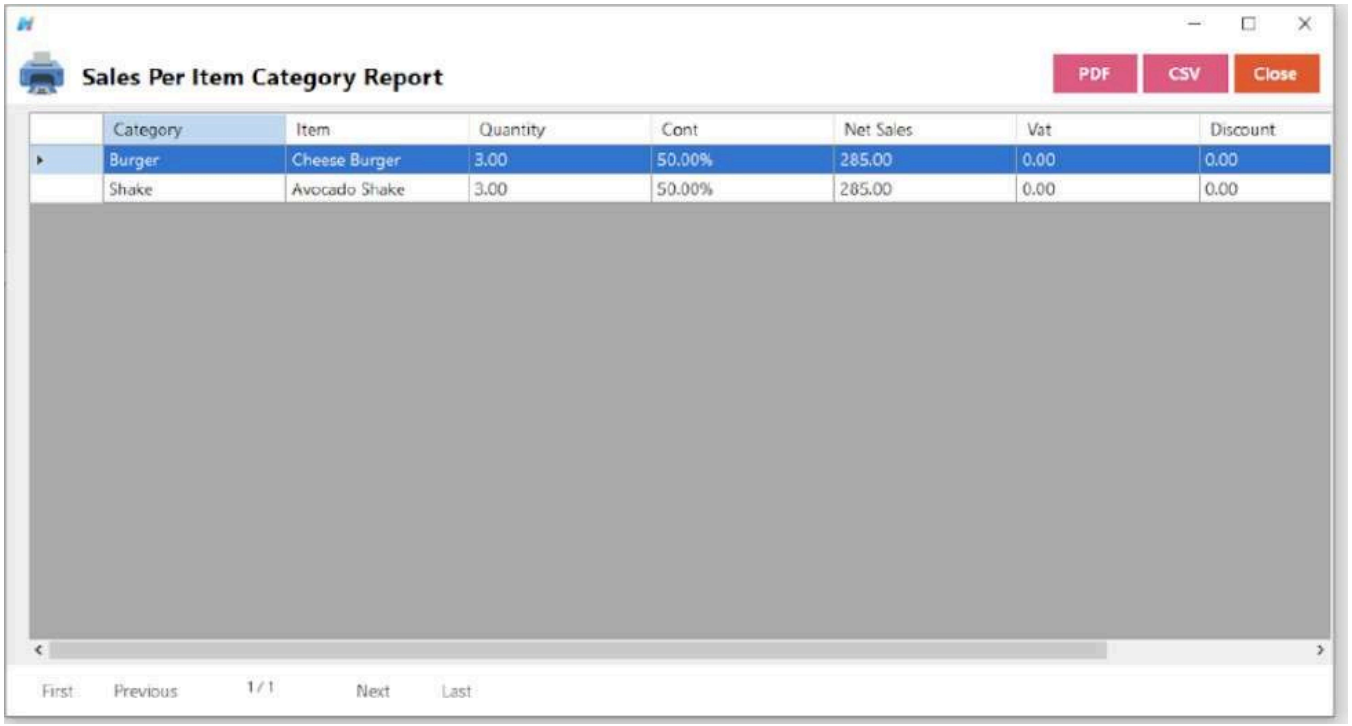
Original manual, page 275

- 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



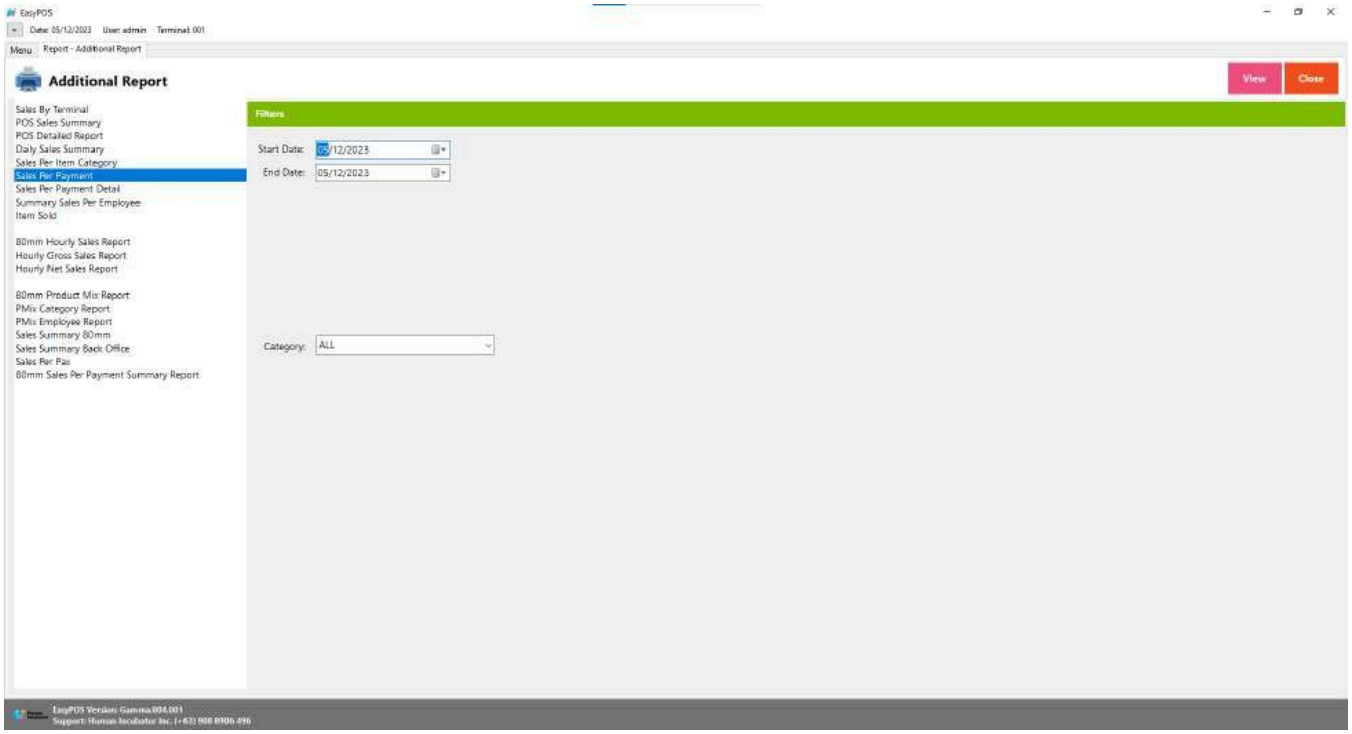
Original manual, page 276



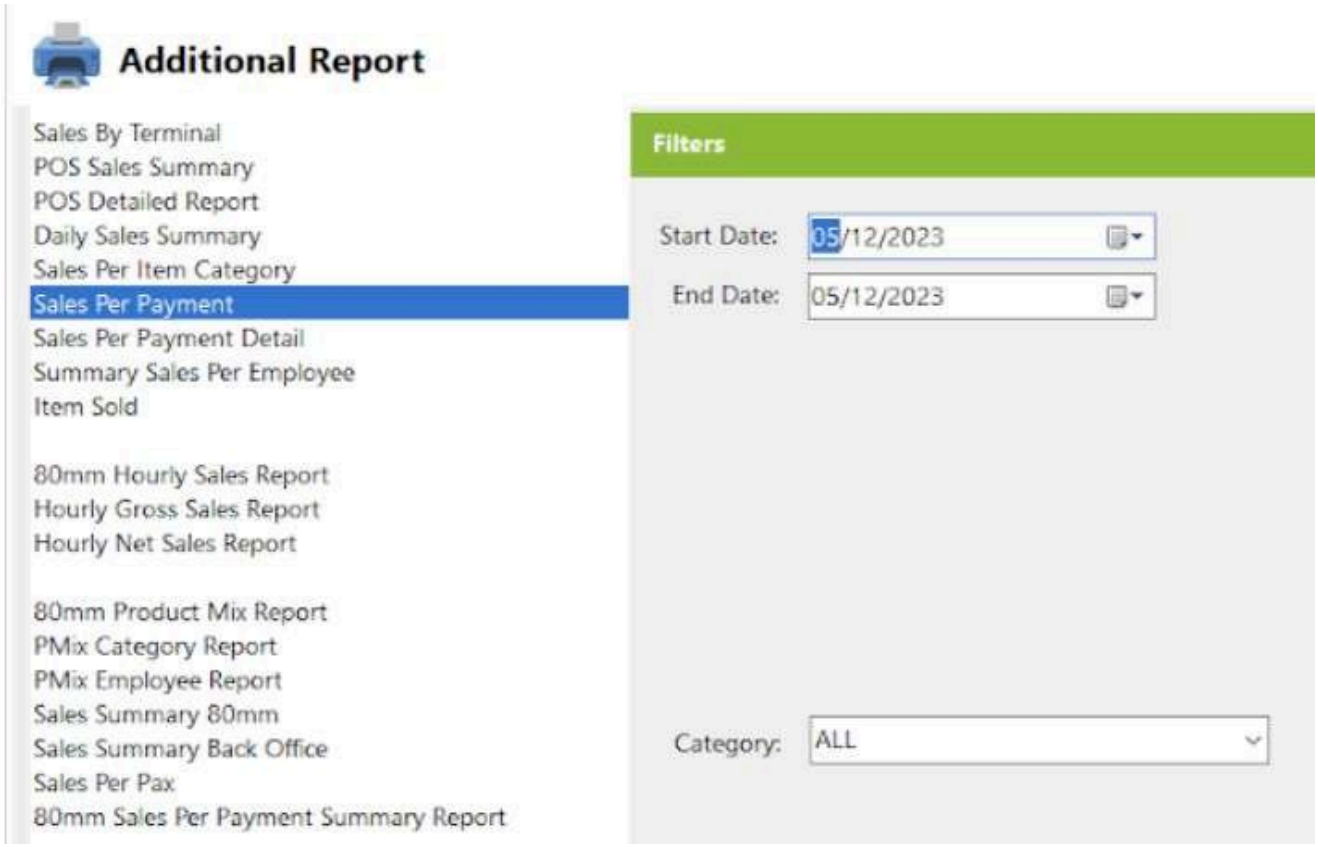
Original manual, page 276

Sales Per Payment 277

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

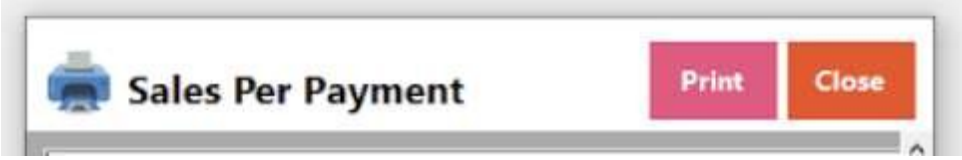


Original manual, page 278

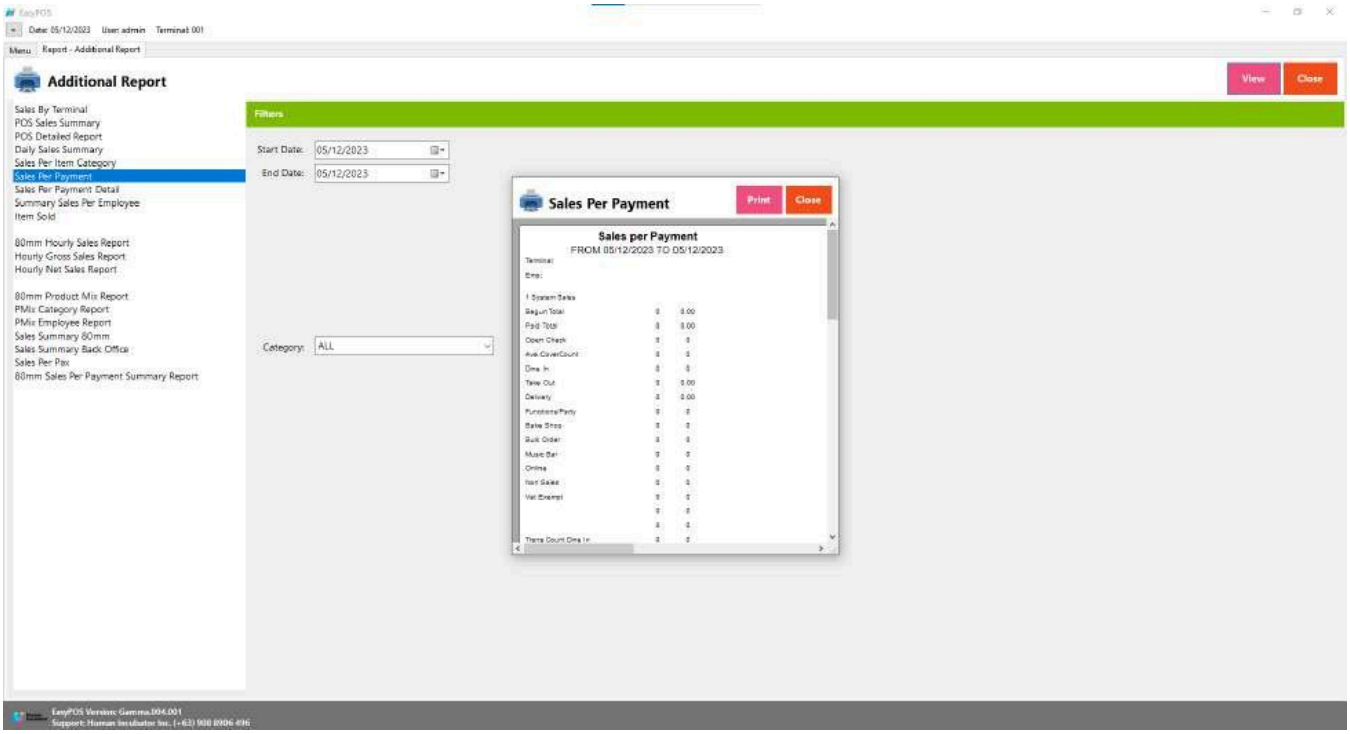


Original manual, page 278

- Select Start Date and End Date (Terminal and Cashier are not shown).
- Click the **View** button to view the report
- Click **Print** button to print the report (no PDF file is created)



Original manual, page 278

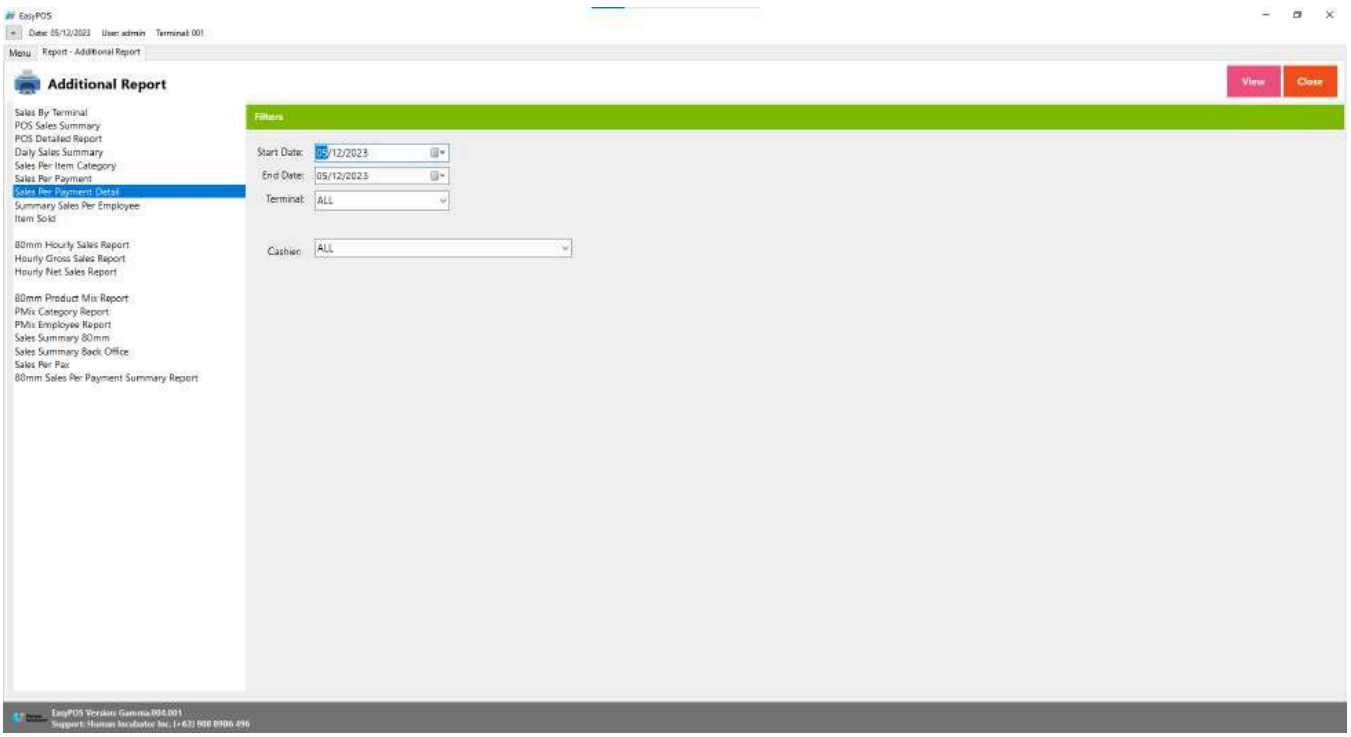


Original manual, page 279

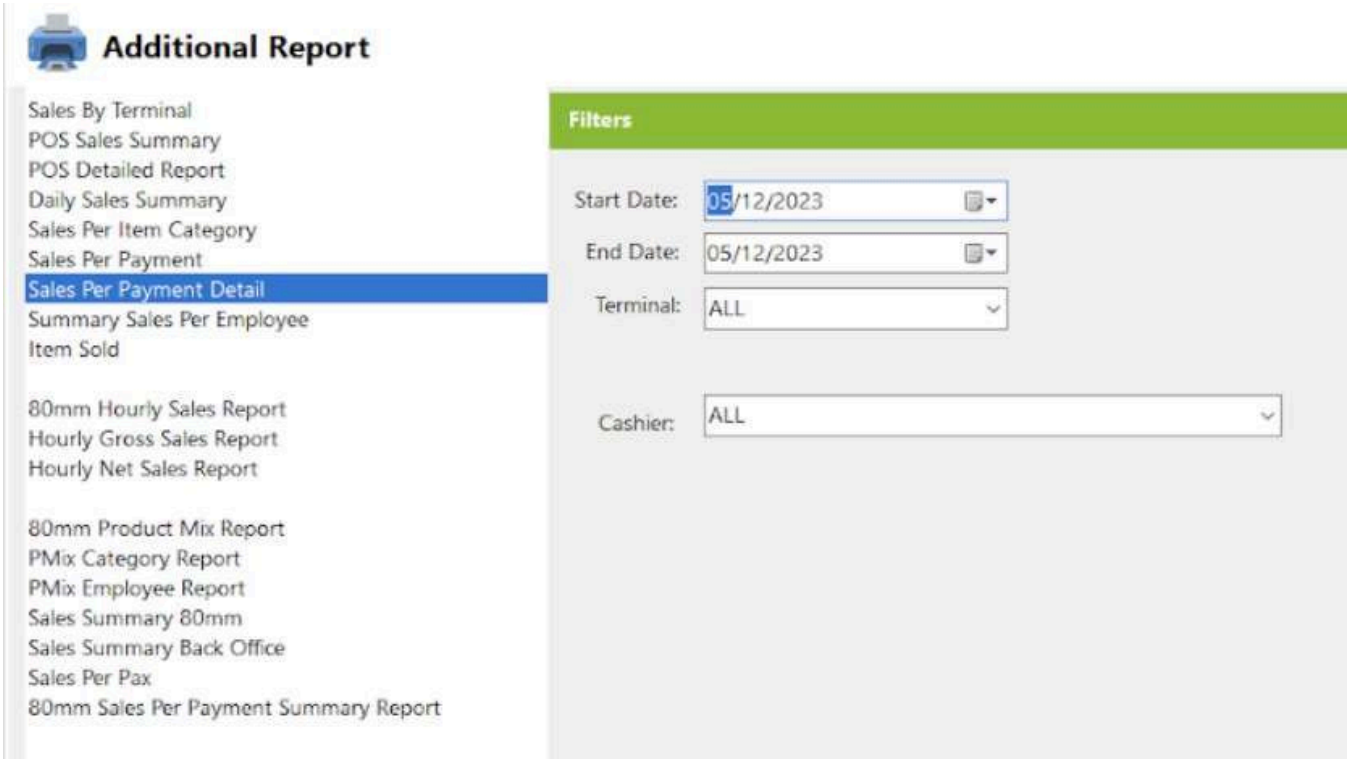
> **Note:** The amounts may show 0.00 and the count shows the number of different amounts, not the number of transactions (known issue, being fixed)

Sales Per Payment Detail 279

- 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.

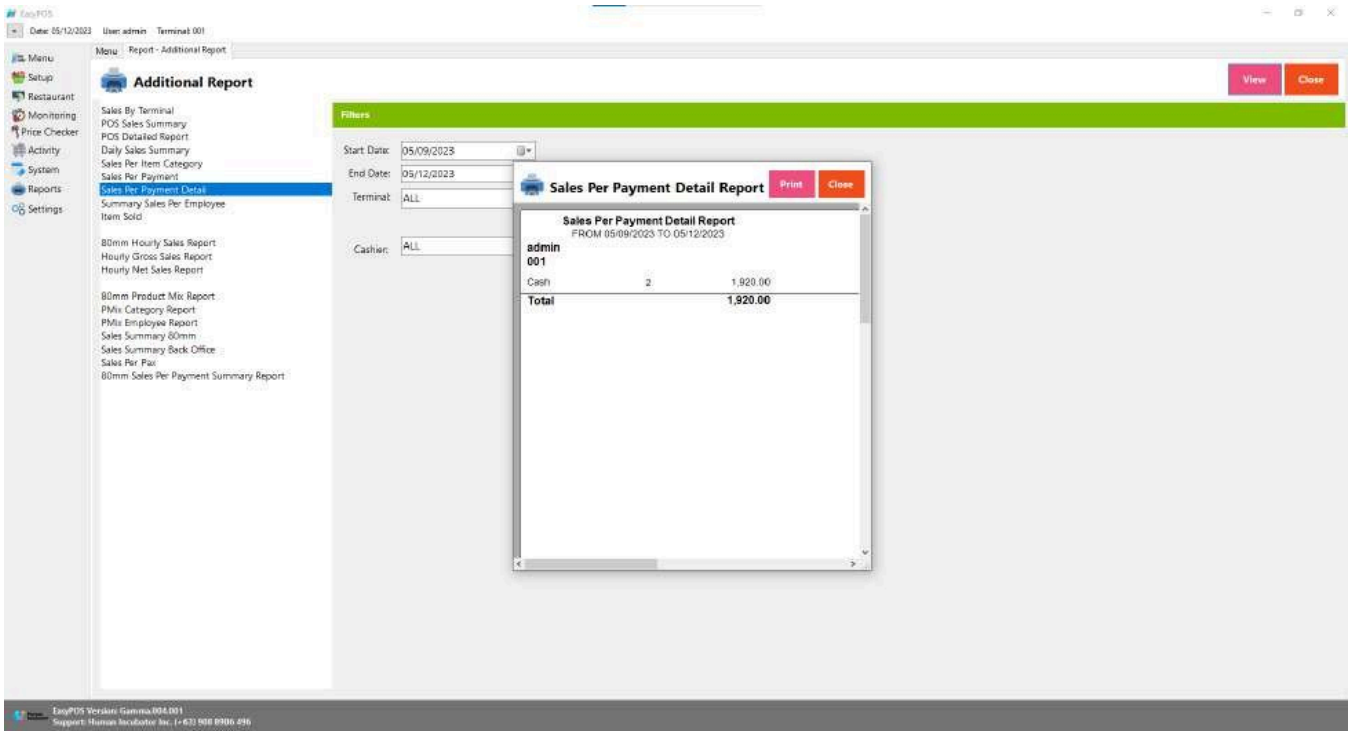


Original manual, page 280

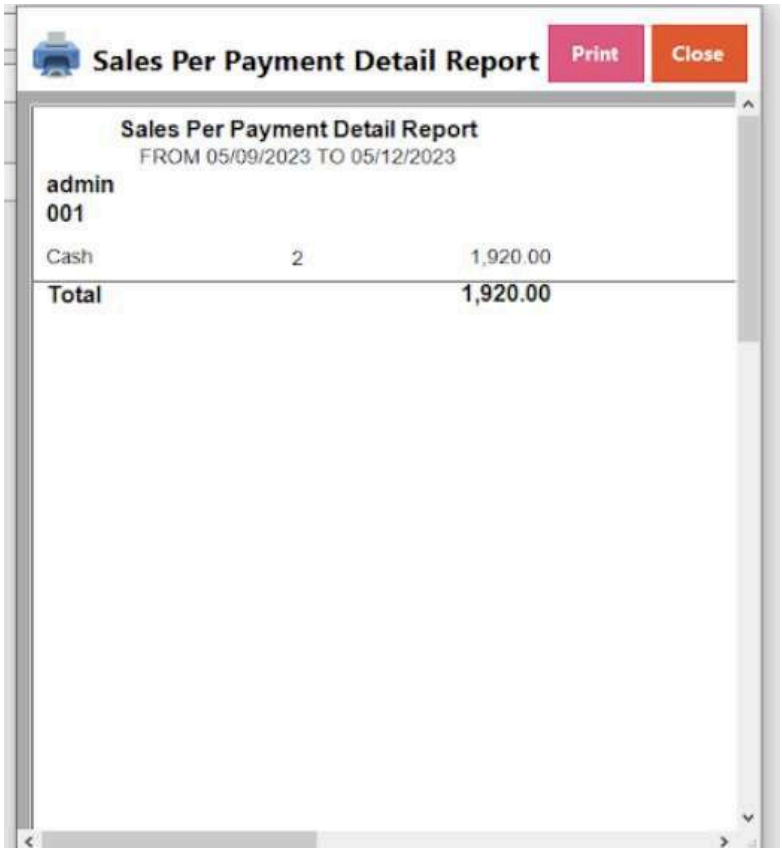


Original manual, page 280

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



Original manual, page 281

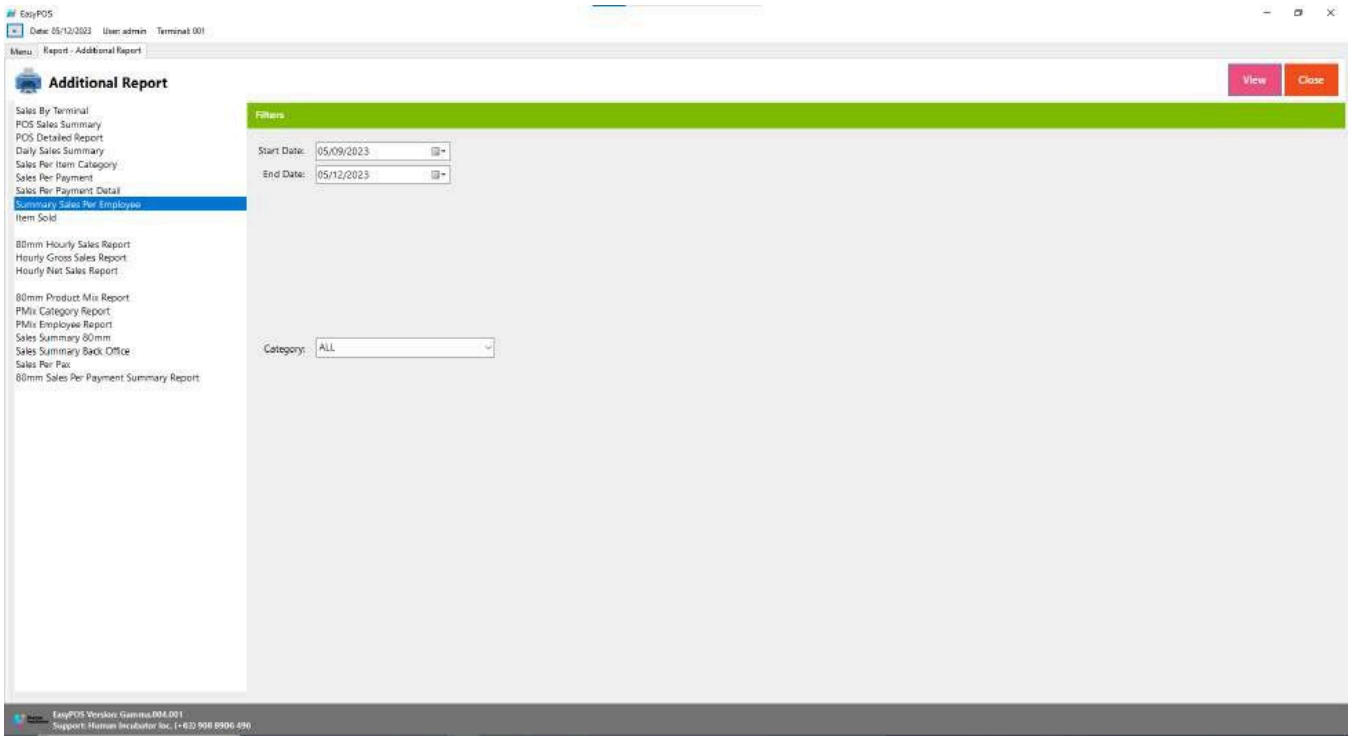


Original manual, page 282

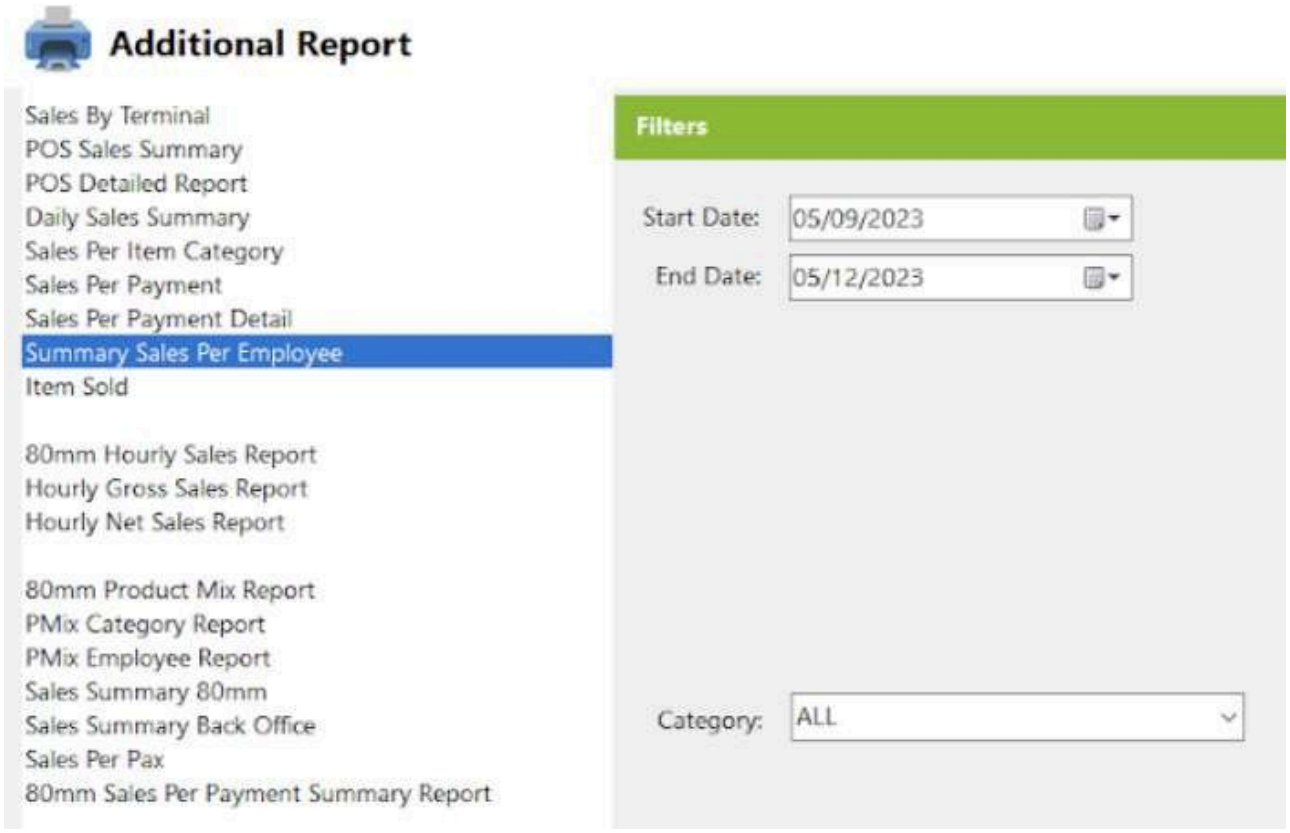
> **Note:** The count shows the number of payment types, and the totals may run across terminals (known issue, being fixed)

Summary Sales Per Employee 282

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

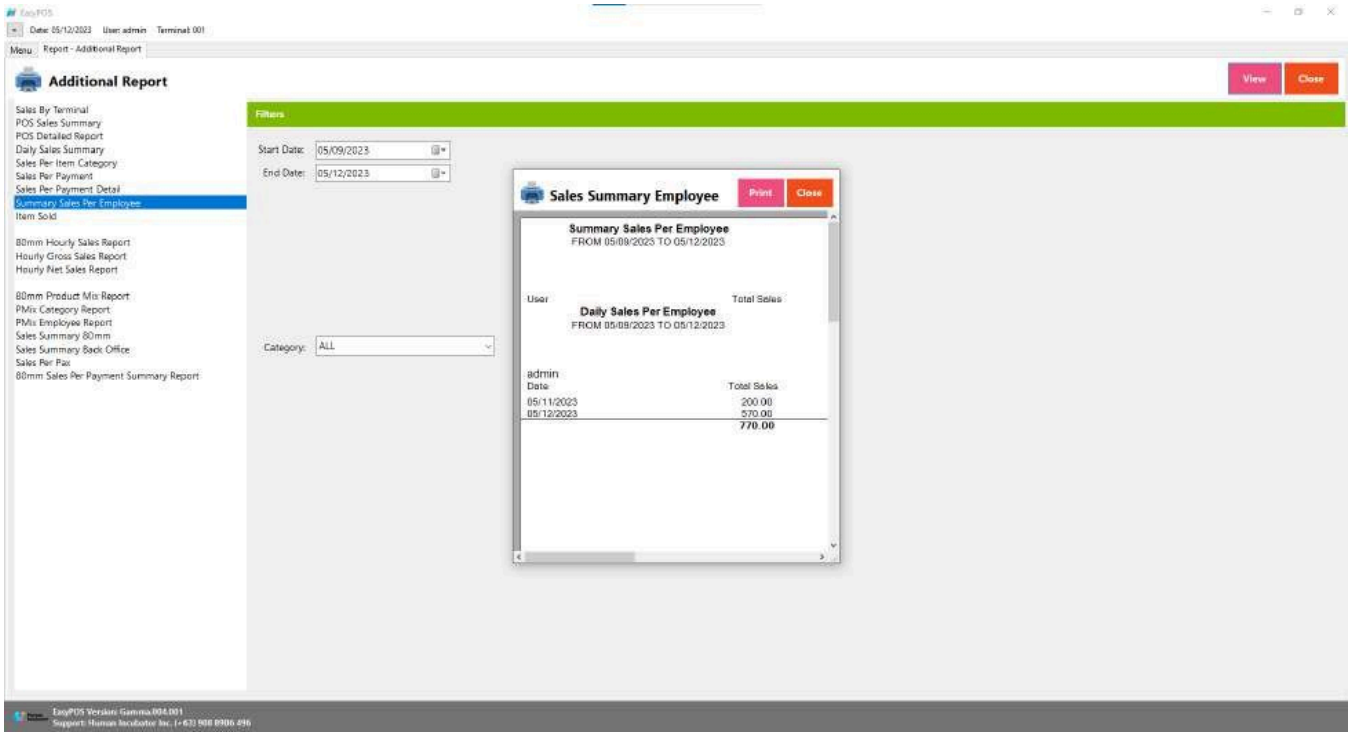


Original manual, page 283

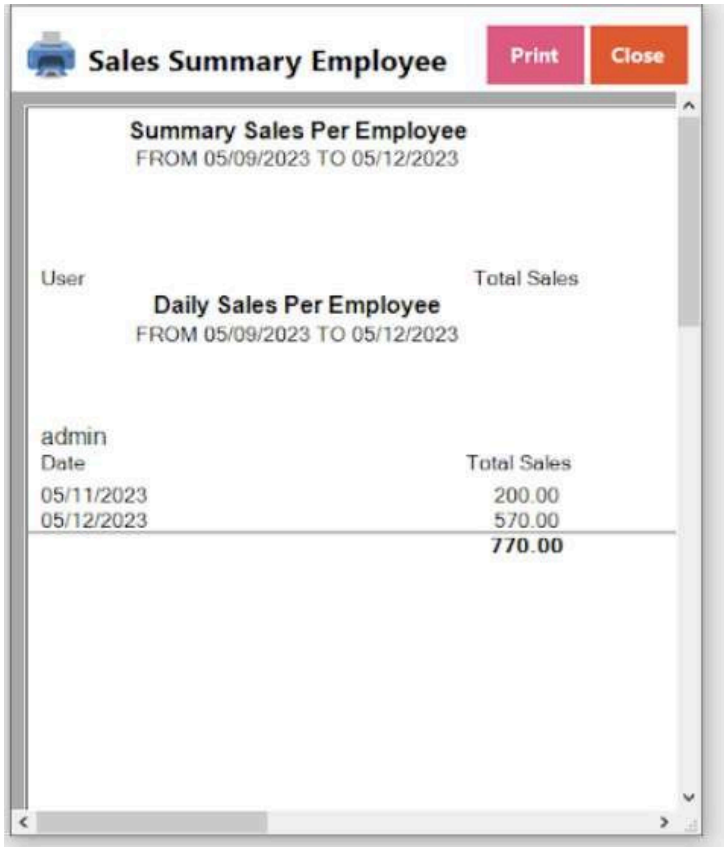


Original manual, page 283

- Select Start Date and End Date (there is no Category selection).
- Click the **View** button to view the report
- Click **Print** button to print the report (no PDF file is created)



Original manual, page 285

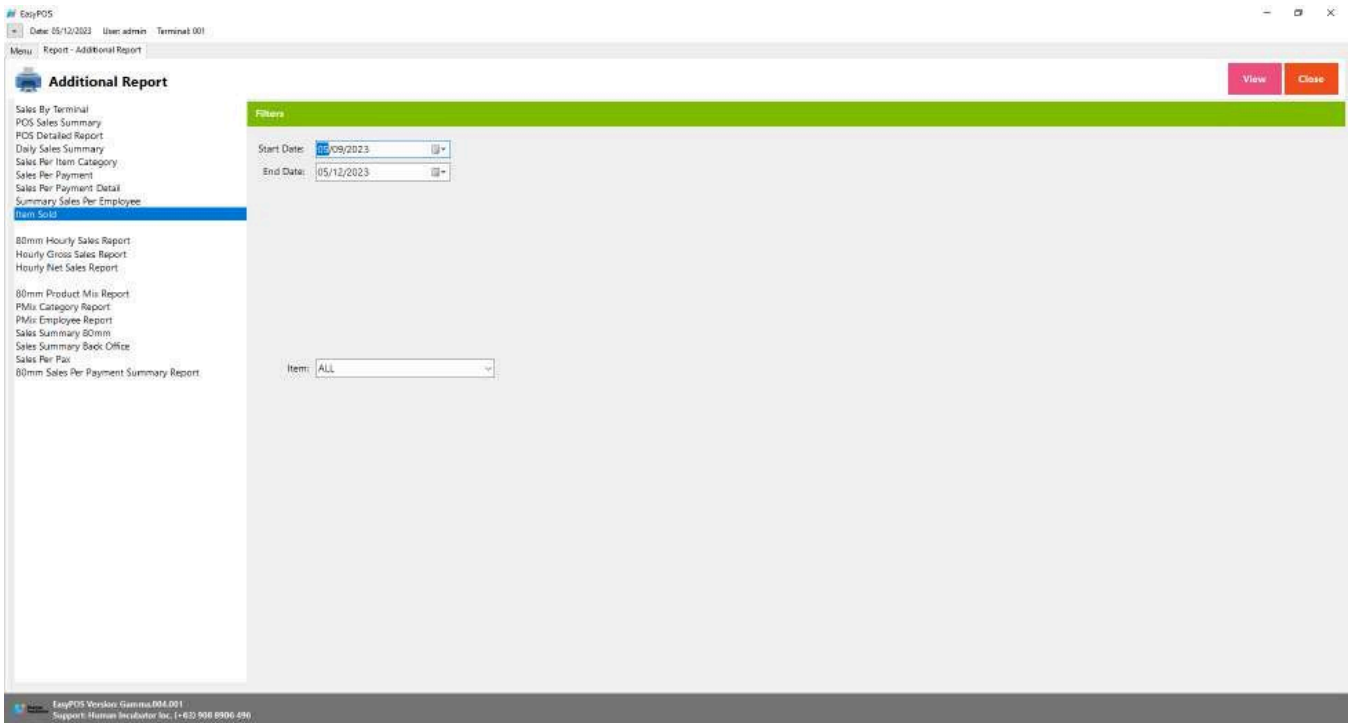


Original manual, page 286

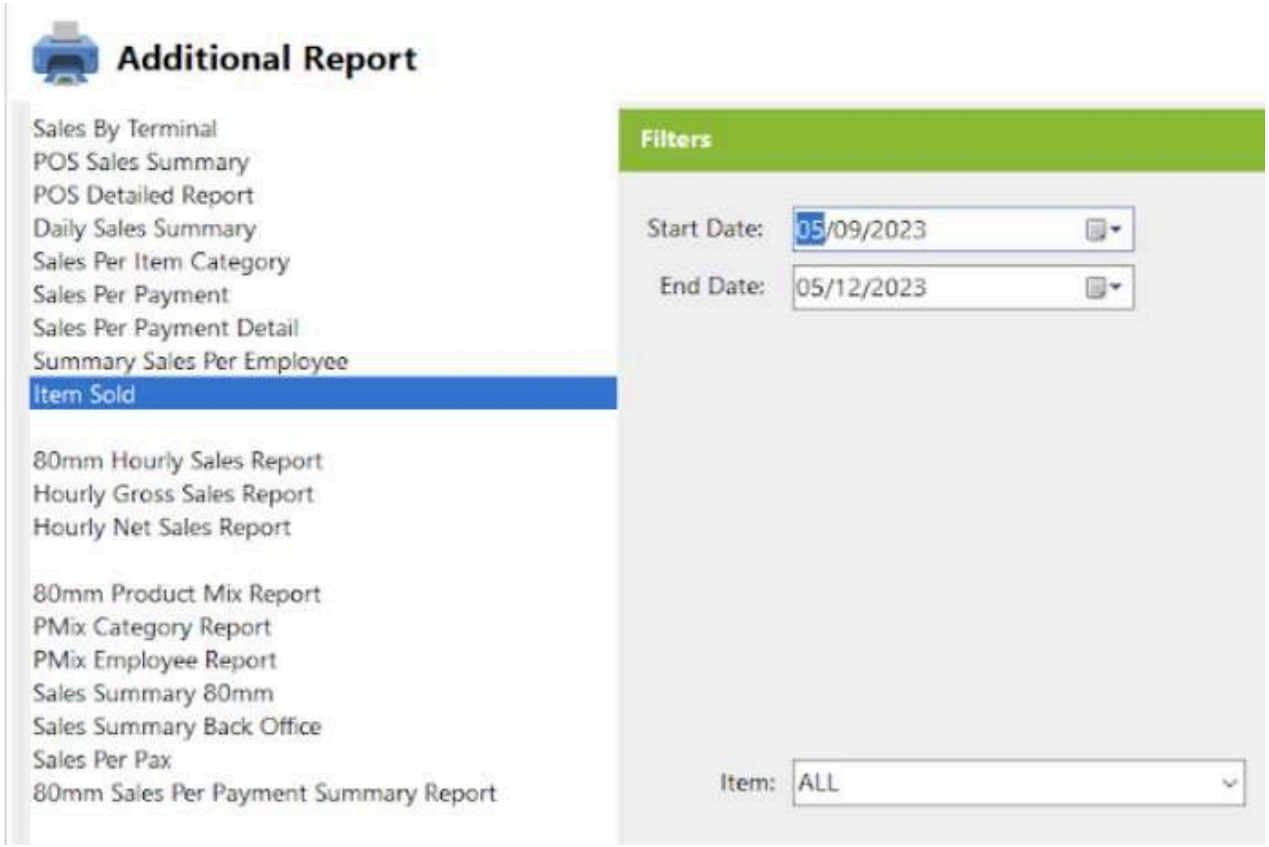
> **Note:** Cancelled transactions may be included in the totals (known issue, being fixed)

Item Sold 286

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

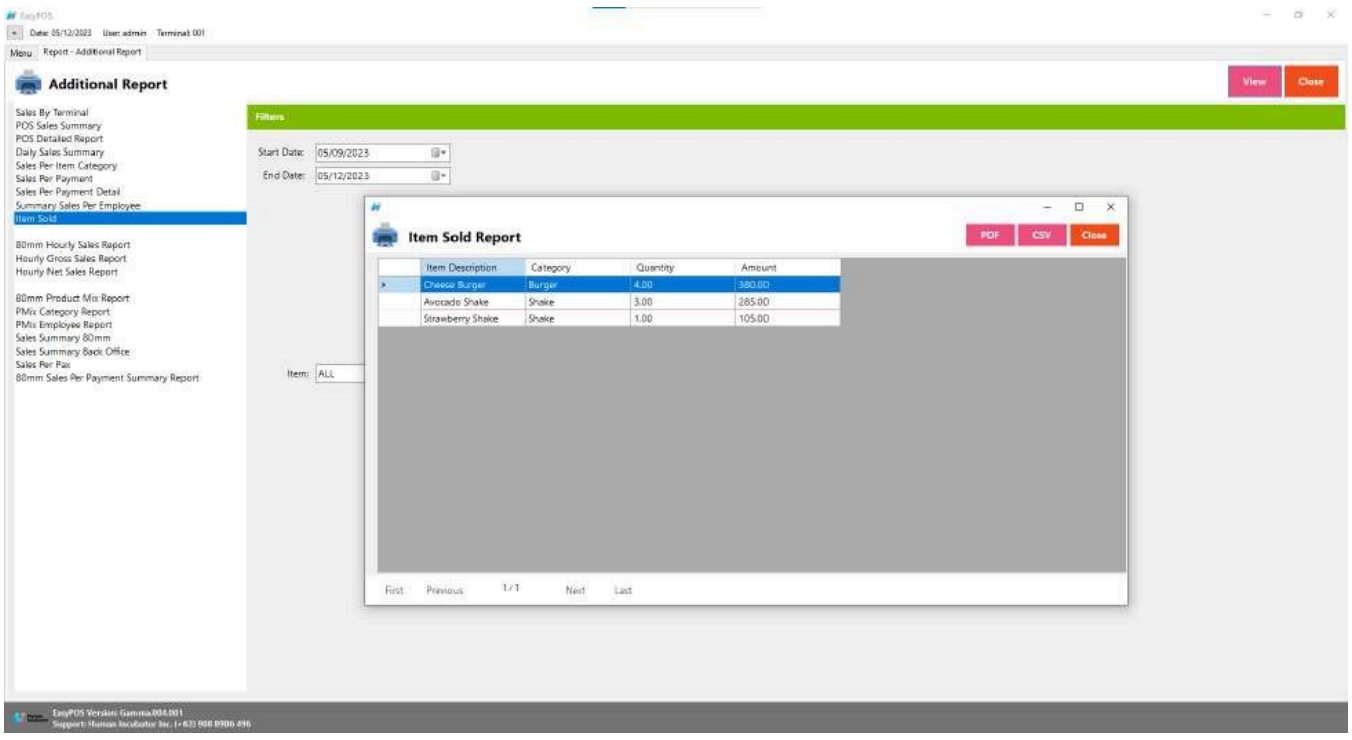


Original manual, page 287

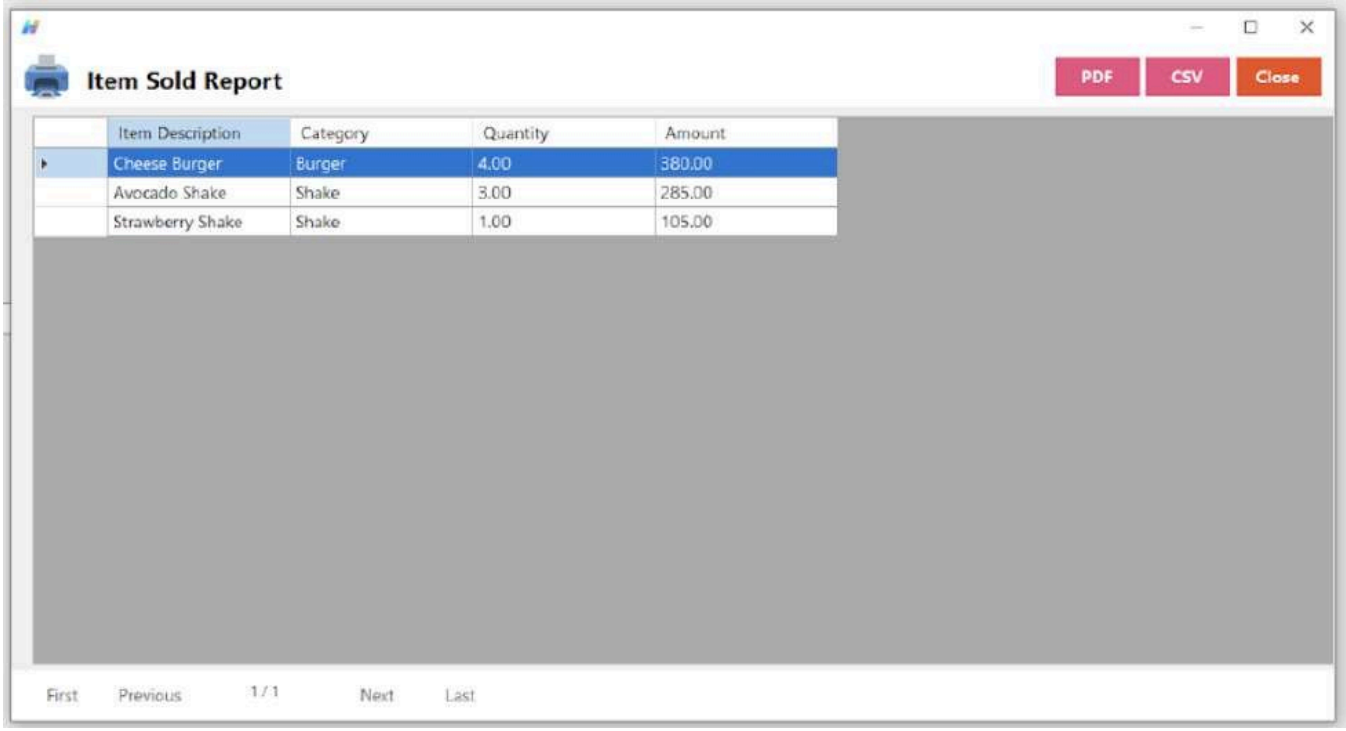


Original manual, page 287

- 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



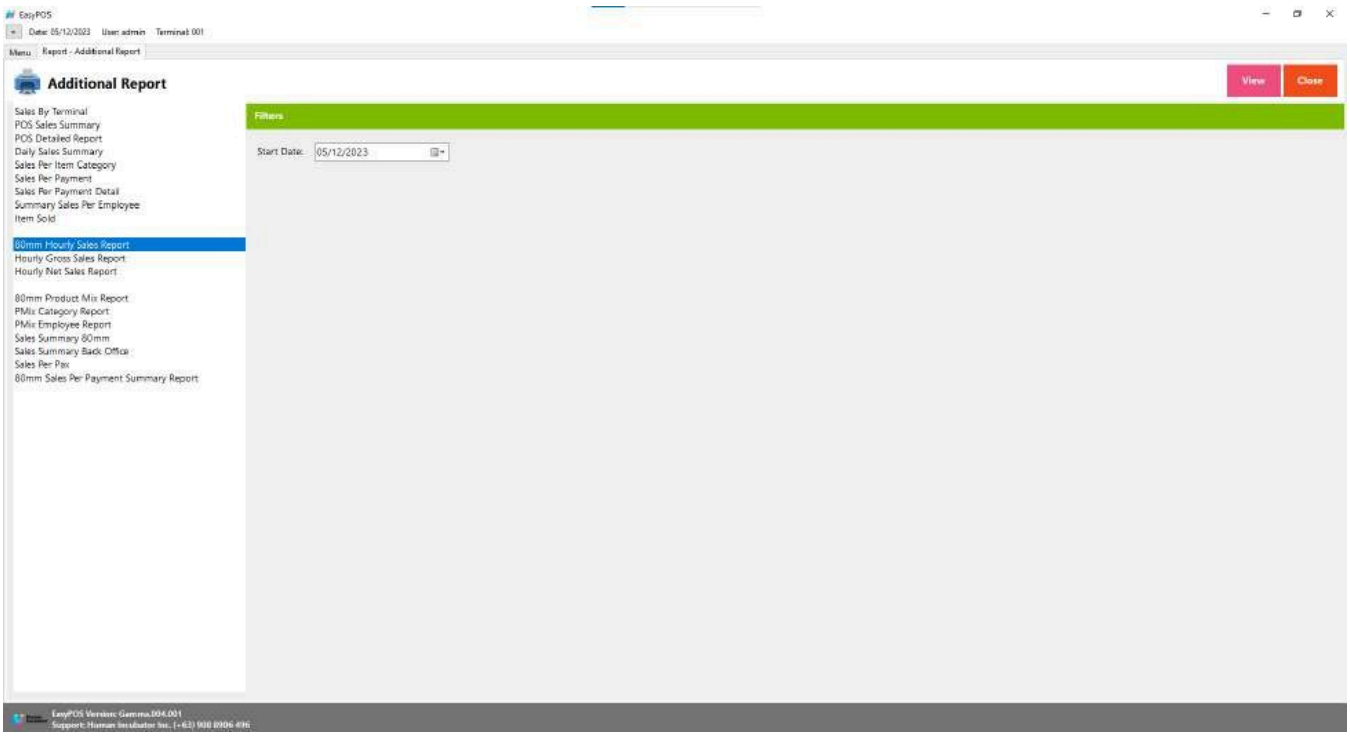
Original manual, page 288



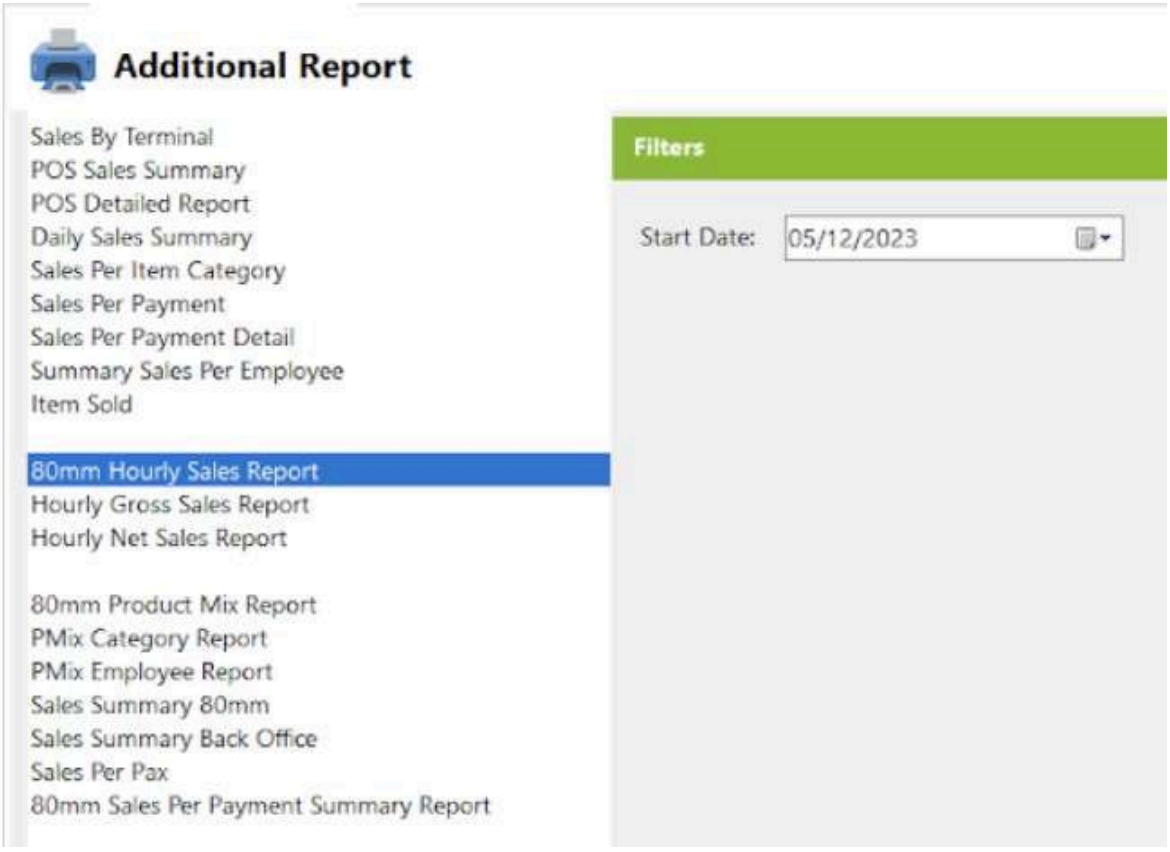
Original manual, page 288

80mm Hourly Sales Report 289

- 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.

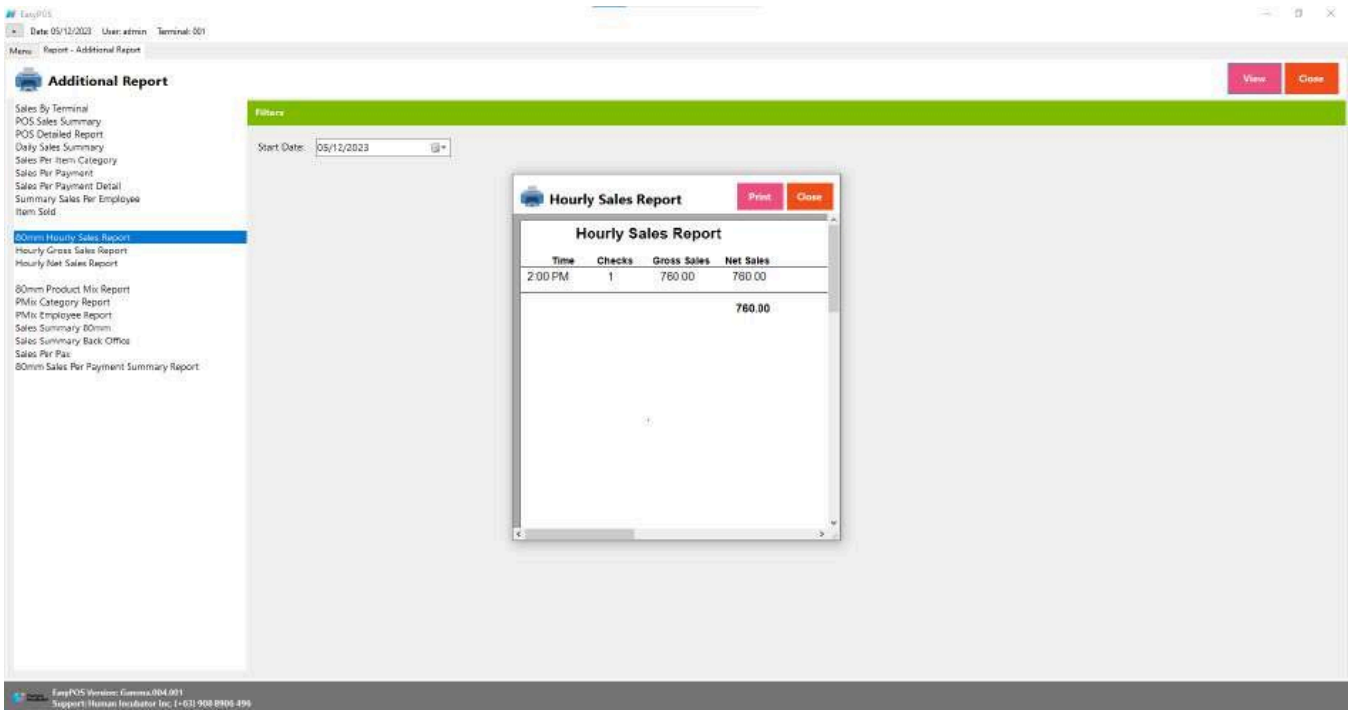


Original manual, page 289

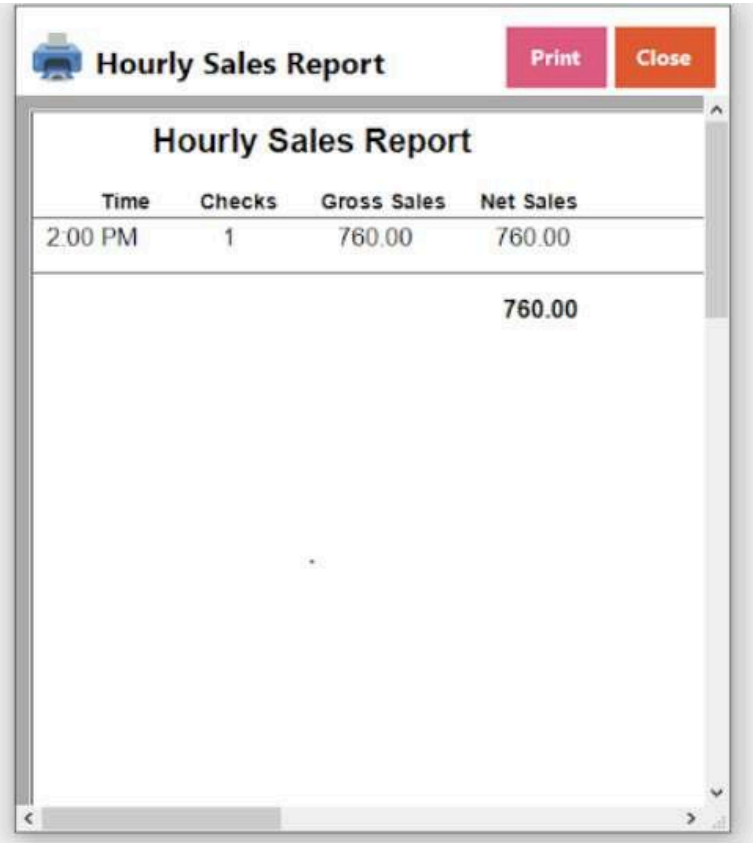


Original manual, page 290

- Select Start Date.
- Click the **View** button to view the report
- Click **Print** button to print the report (no PDF file is created)



Original manual, page 290

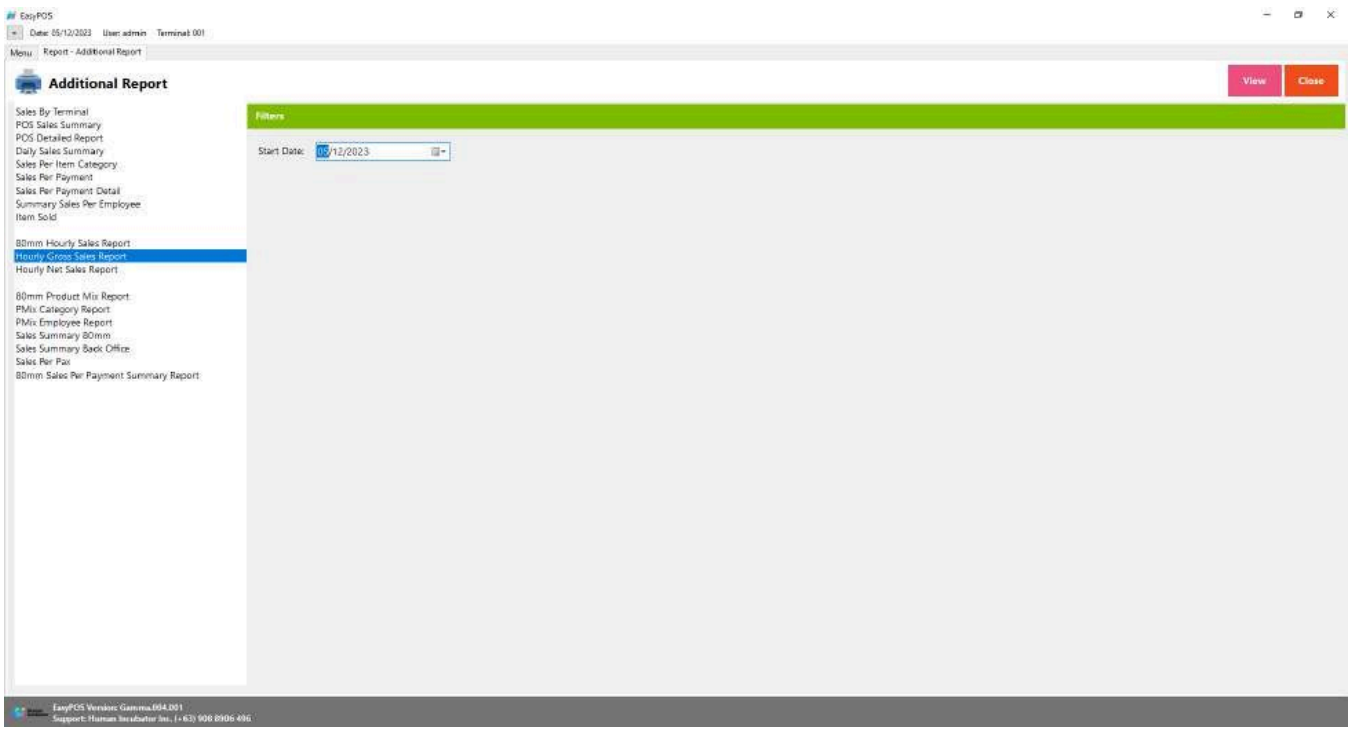


Original manual, page 291

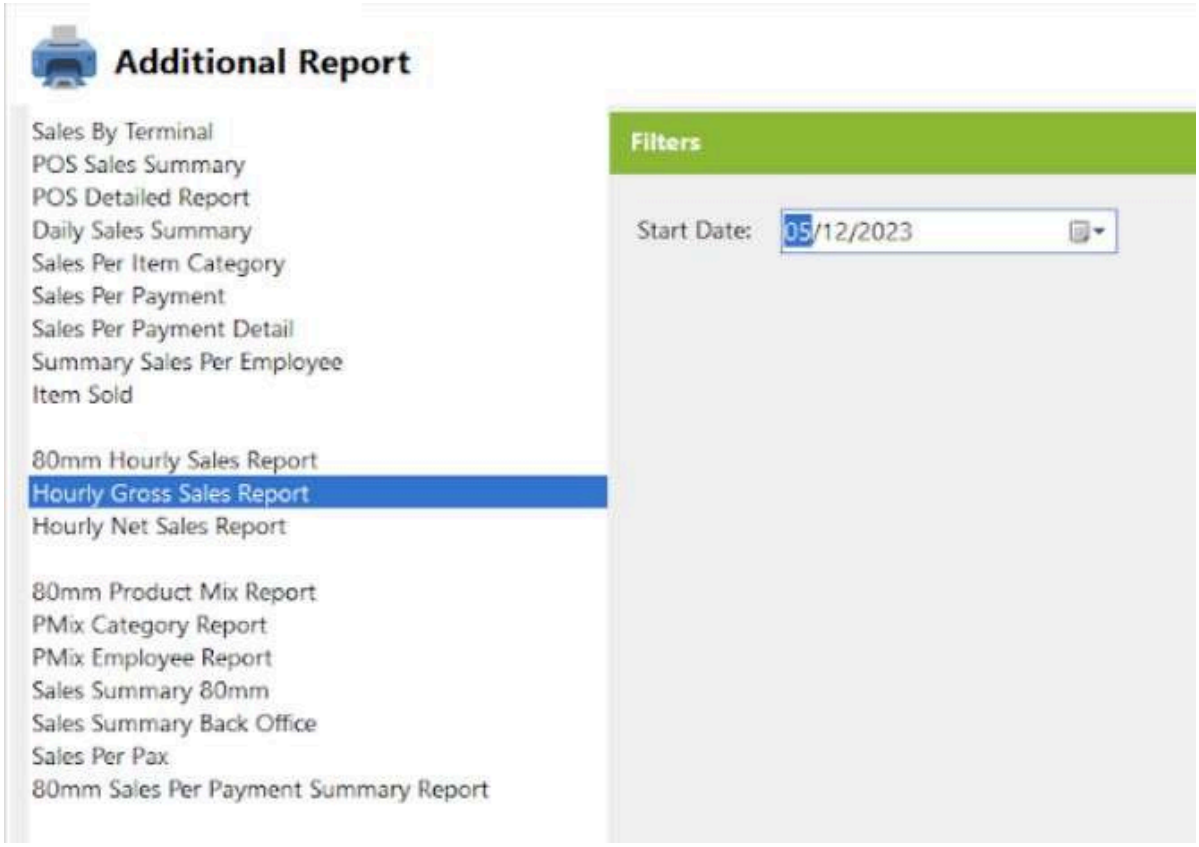
> **Note:** The report may give an error for a day without sales, and its Total may not match the rows (known issue, being fixed)

Hourly Gross Sales Report 291

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



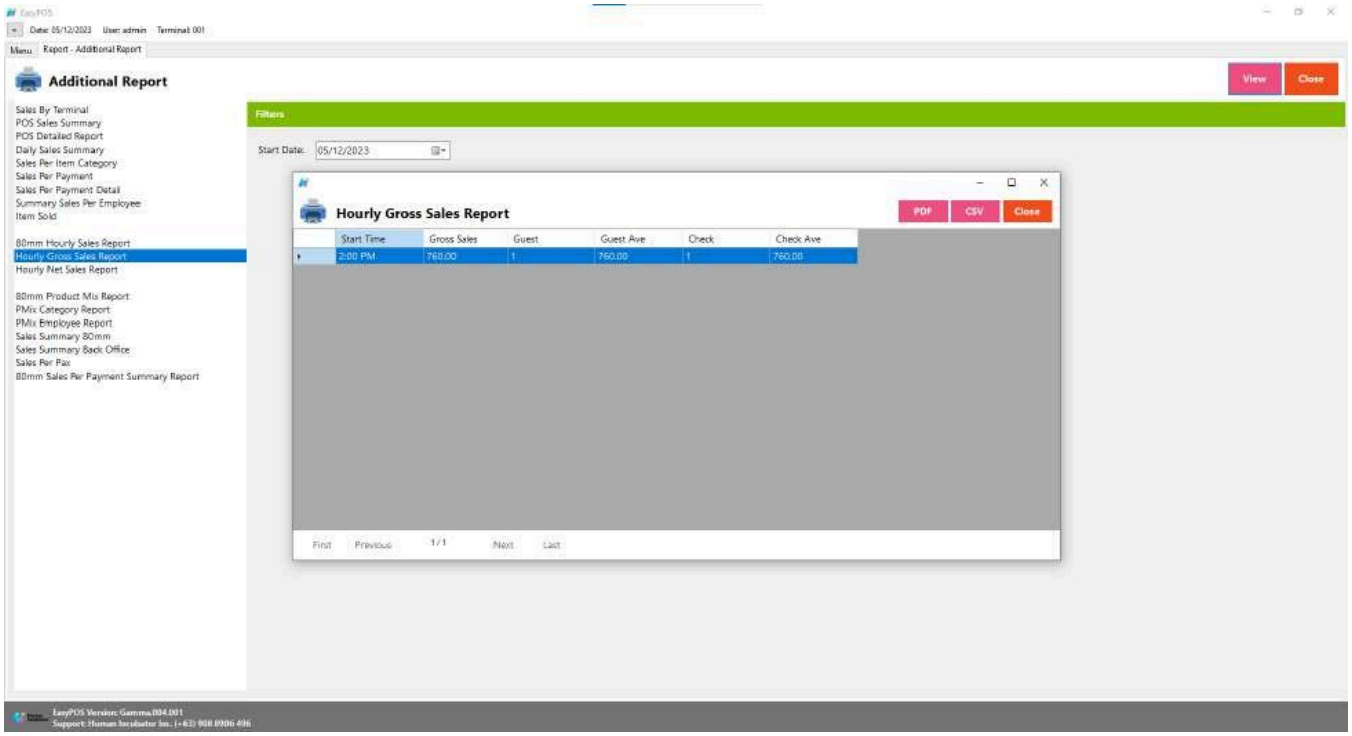
Original manual, page 292



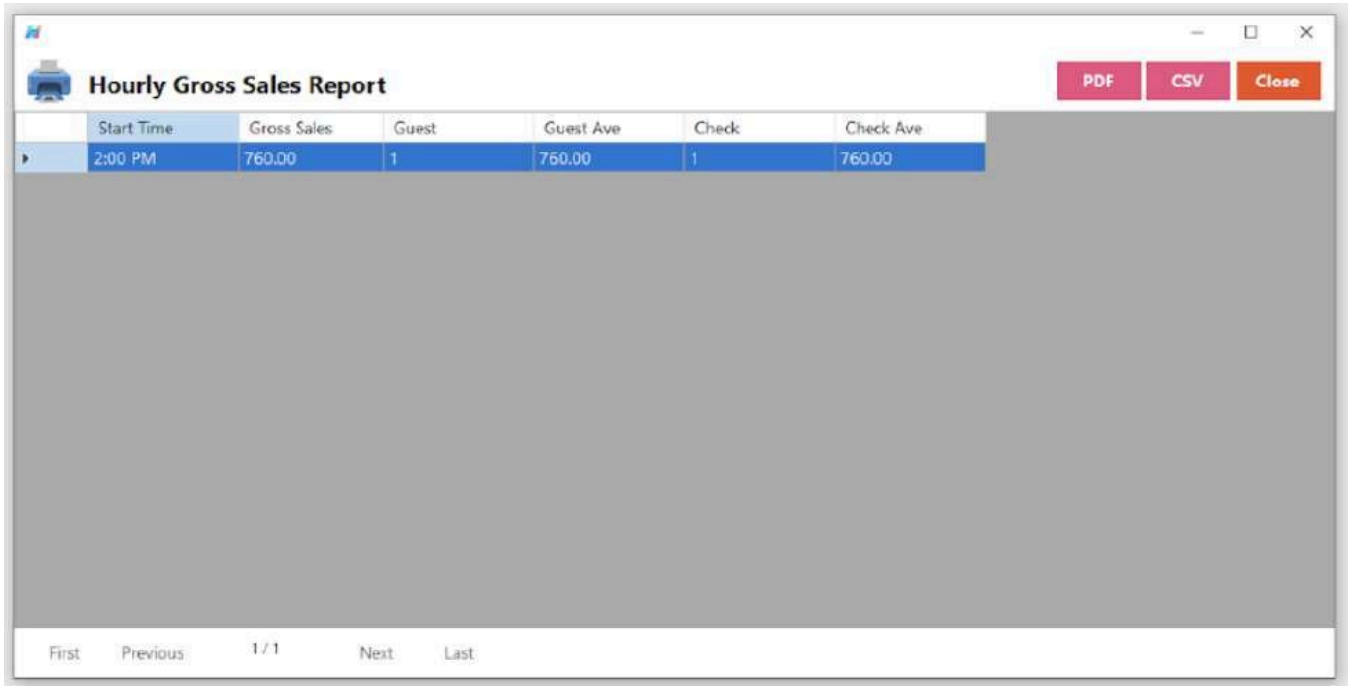
Original manual, page 292

- 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



Original manual, page 293

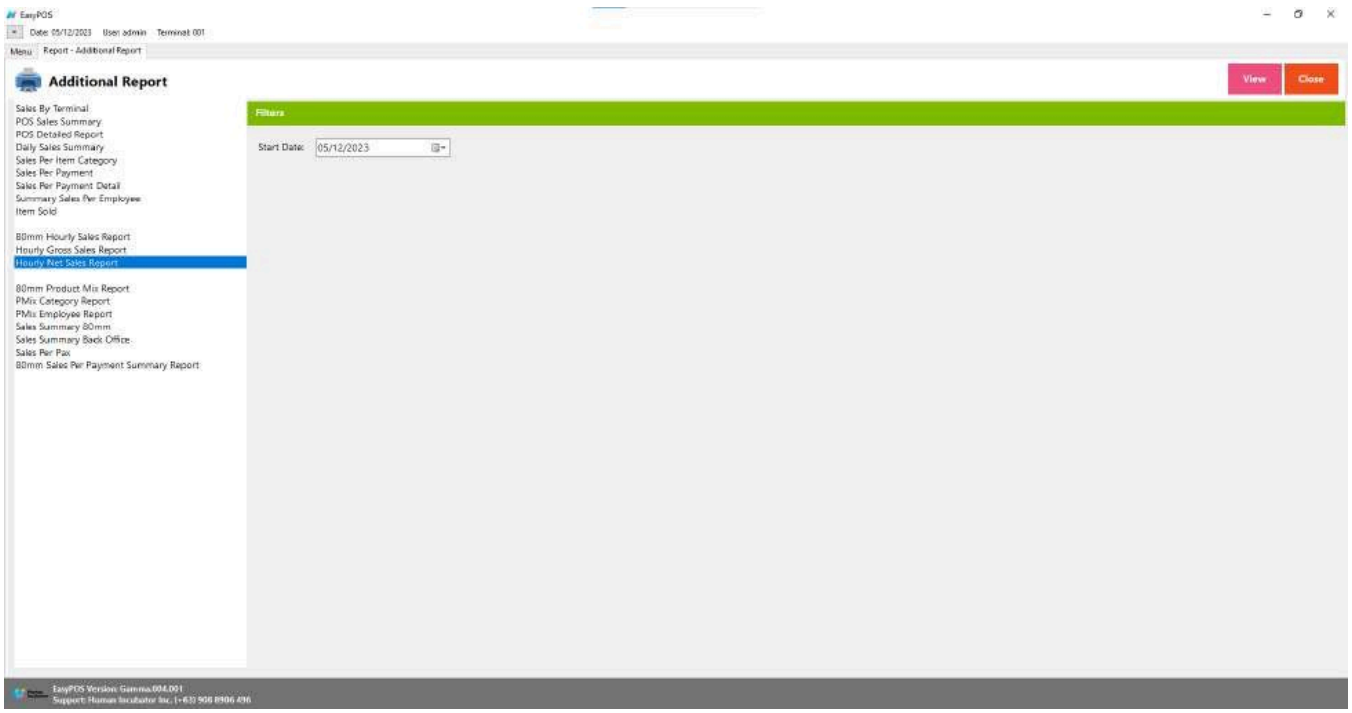


Original manual, page 293

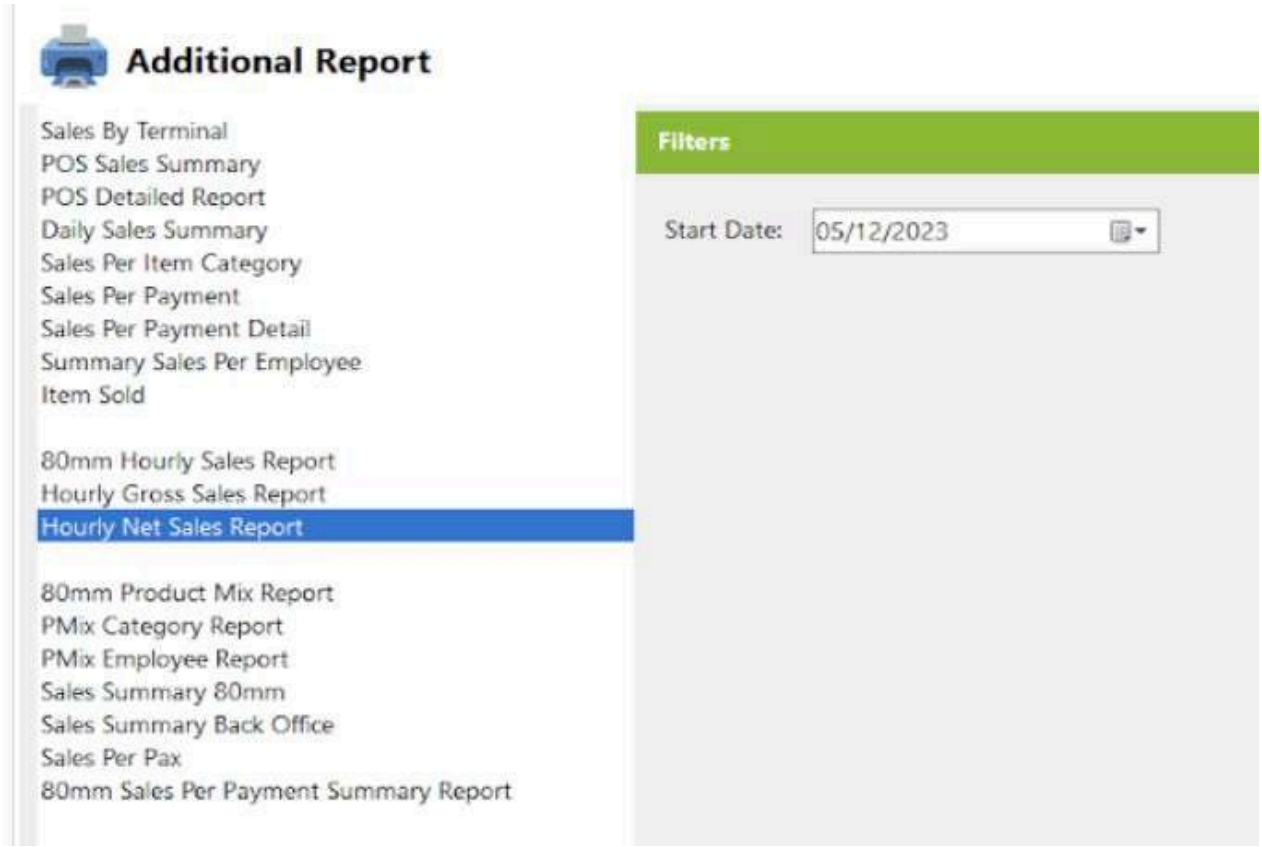
> **Note:** The report may give an error when Pax is empty or 0, and the Start Time shown is the last update time (known issue, being fixed)

Hourly Net Sales Report 294

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



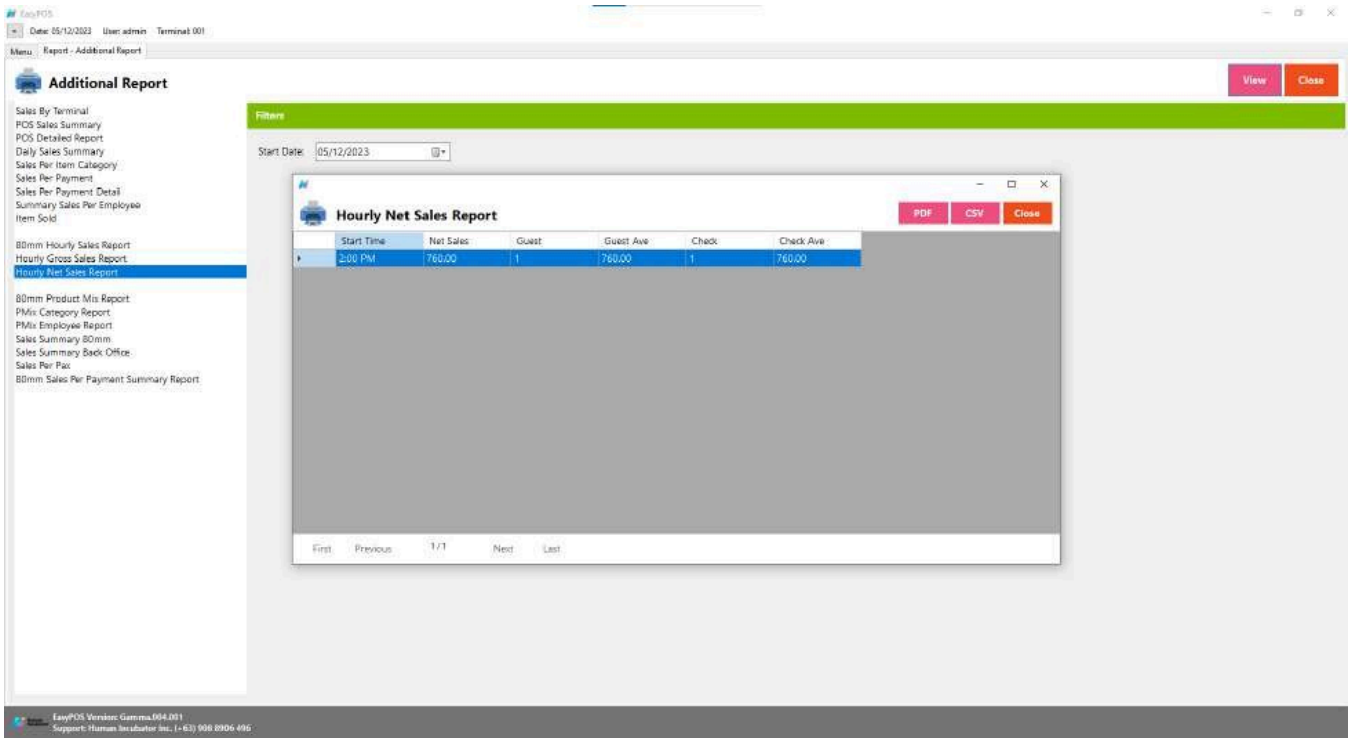
Original manual, page 294



Original manual, page 294

- 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



Original manual, page 295

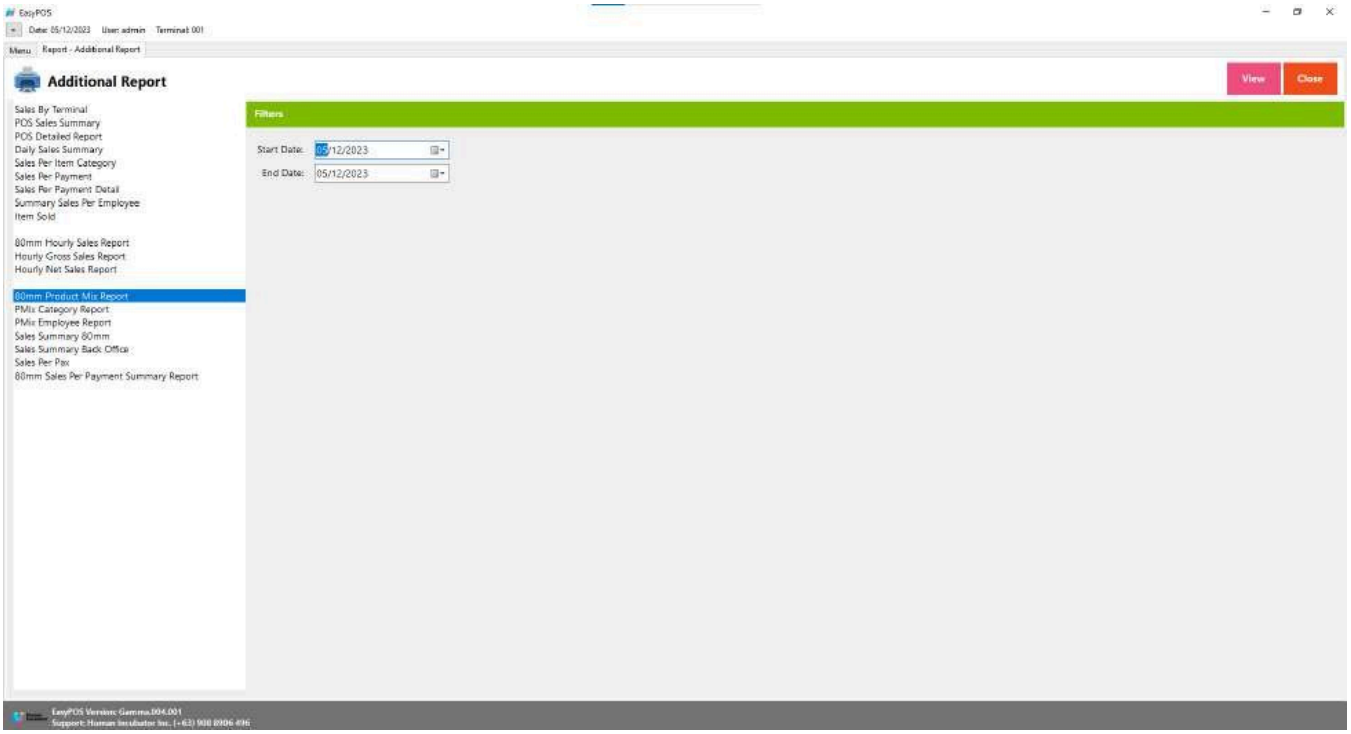


Original manual, page 295

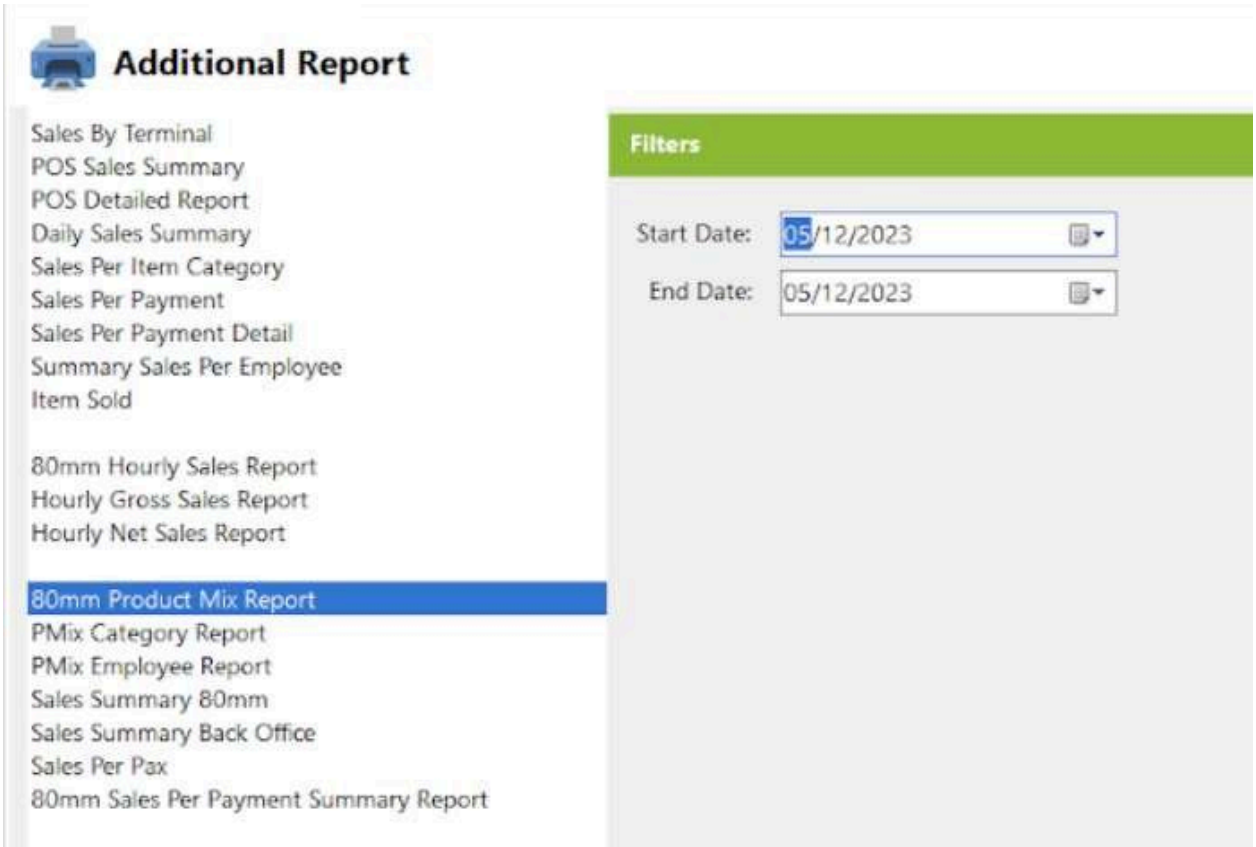
> **Note:** The report may give an error when Pax is empty or 0, and the Start Time shown is the last update time (known issue, being fixed)

80mm Product Mix Report 296

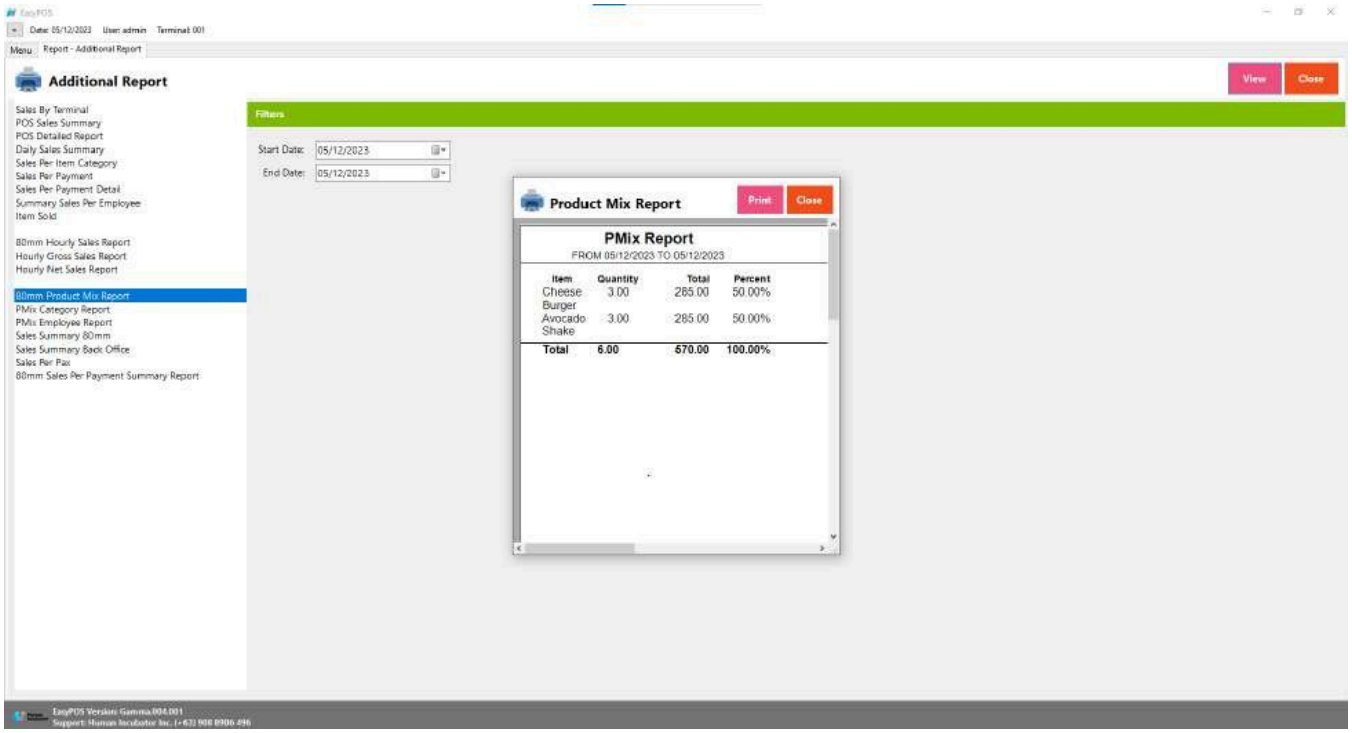
- An "80mm Product Mix Report" likely refers to a specific type of report generated by a point-of-sale (POS) system or business intelligence tool that provides a breakdown of product sales and their composition on an 80mm wide paper roll.



Original manual, page 296



- Select Start Date and End Date.
- Click the **View** button to view the report
- Click **Print** button to print the report (no PDF file is created)



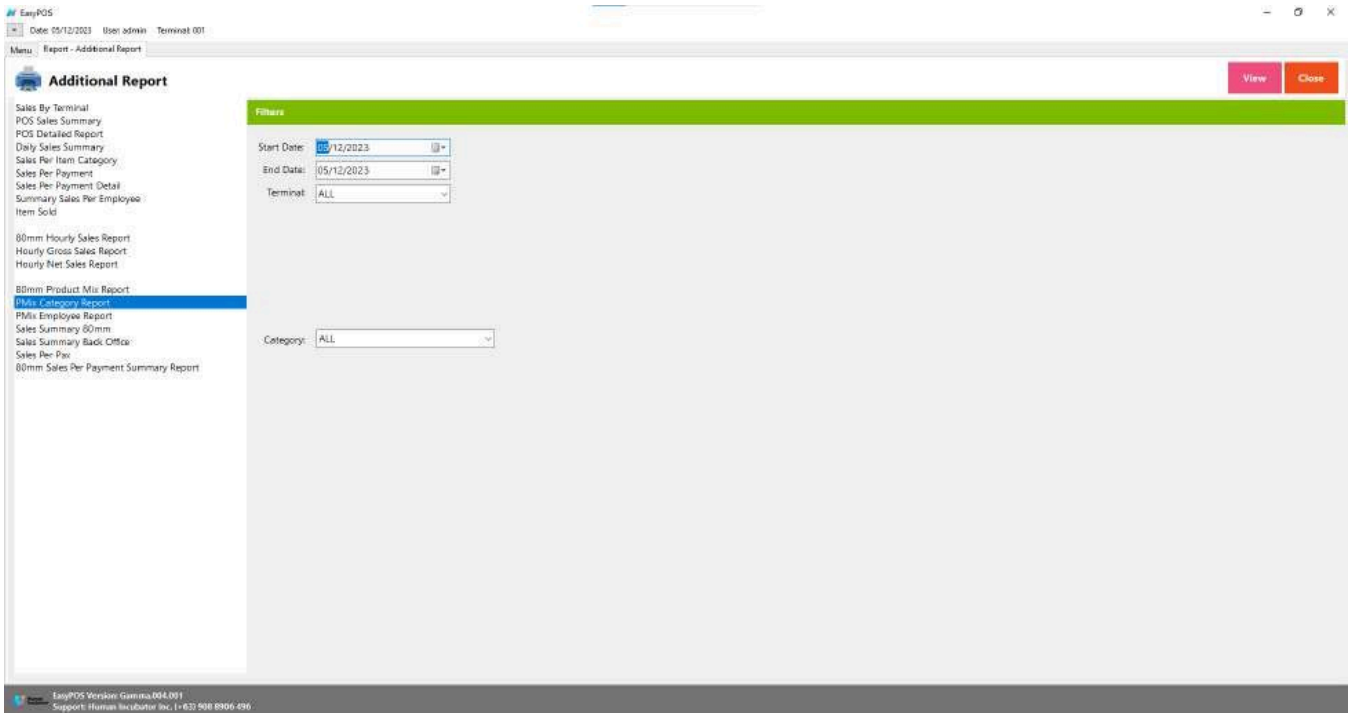
Original manual, page 297



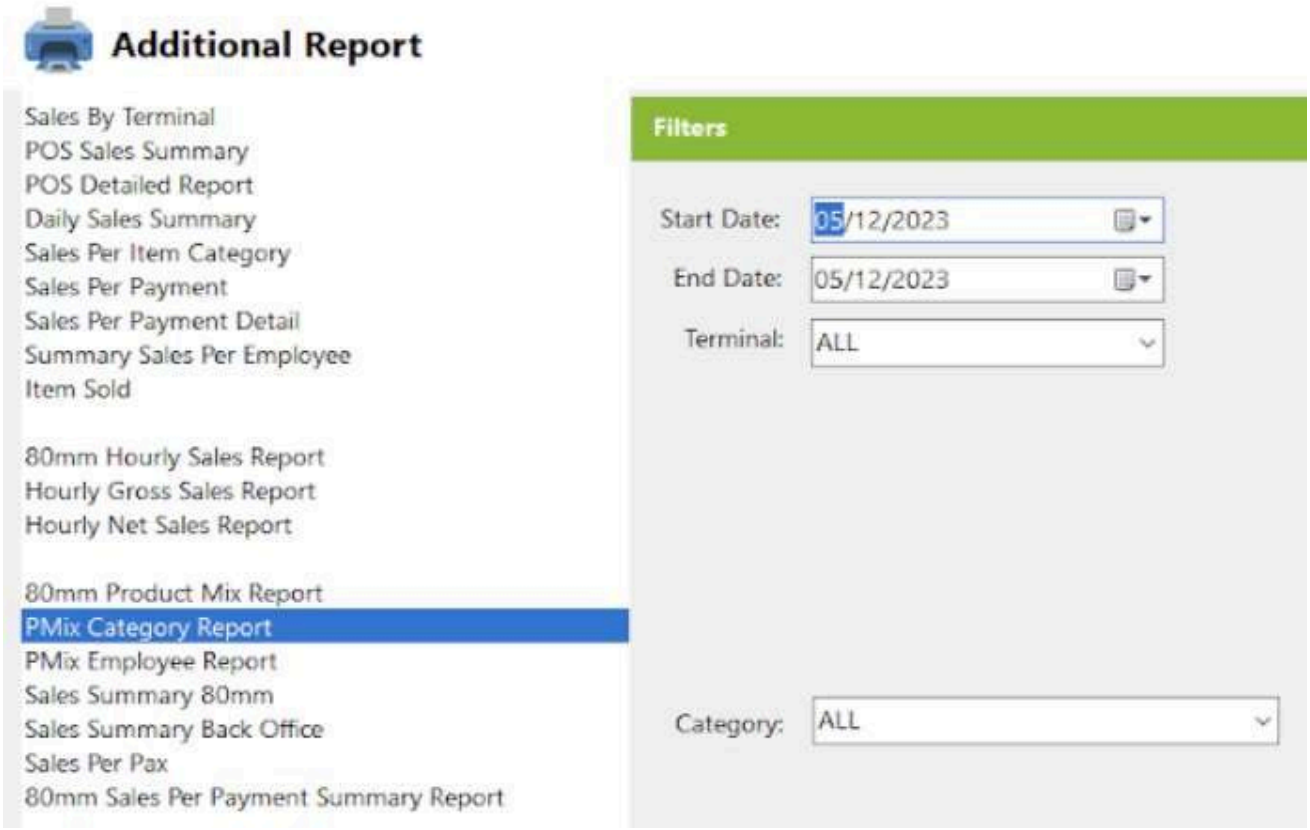
> **Note:** The End Date is not applied and percentages may exceed 100% (known issue, being fixed)

PMix Category Report 298

- 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.

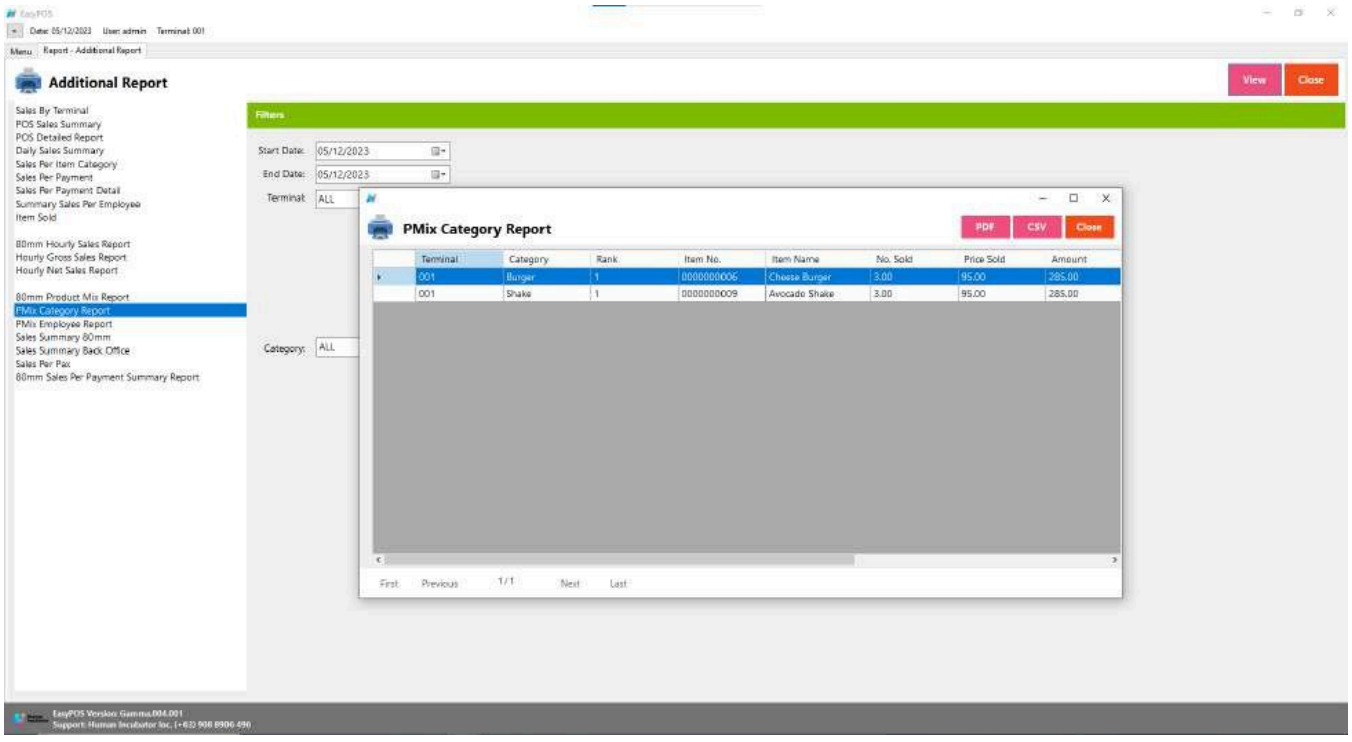


Original manual, page 299



Original manual, page 299

- 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



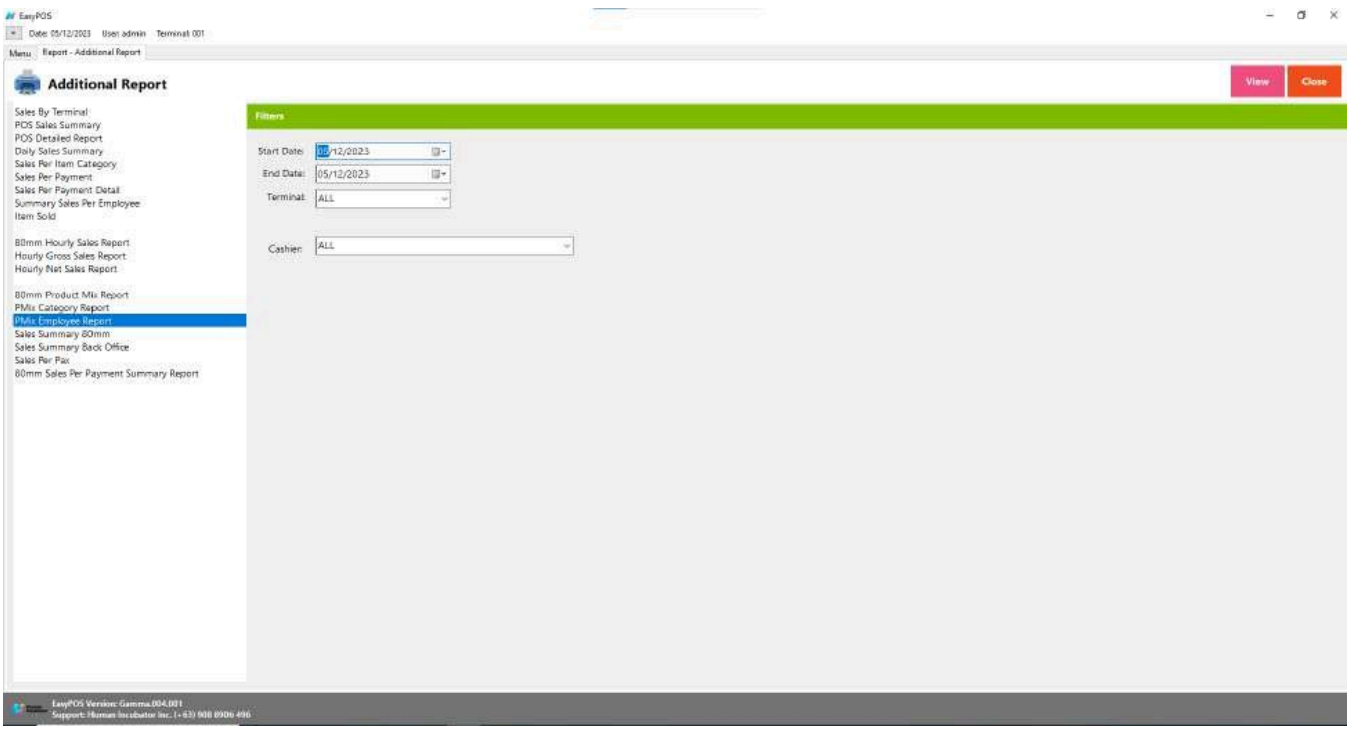


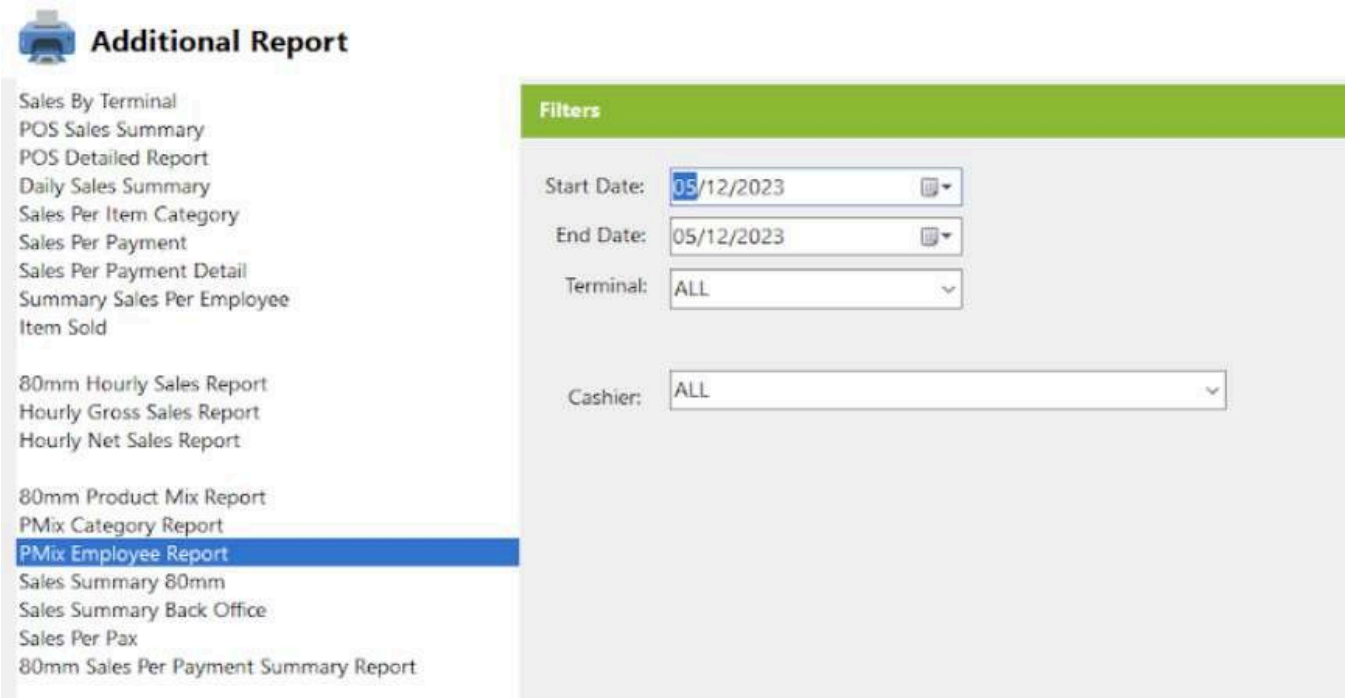
Original manual, page 300

> **Note:** Cost % and Sales % may be wrong and the rows are not sorted by rank (known issue, being fixed)

PMix Employee Report 301

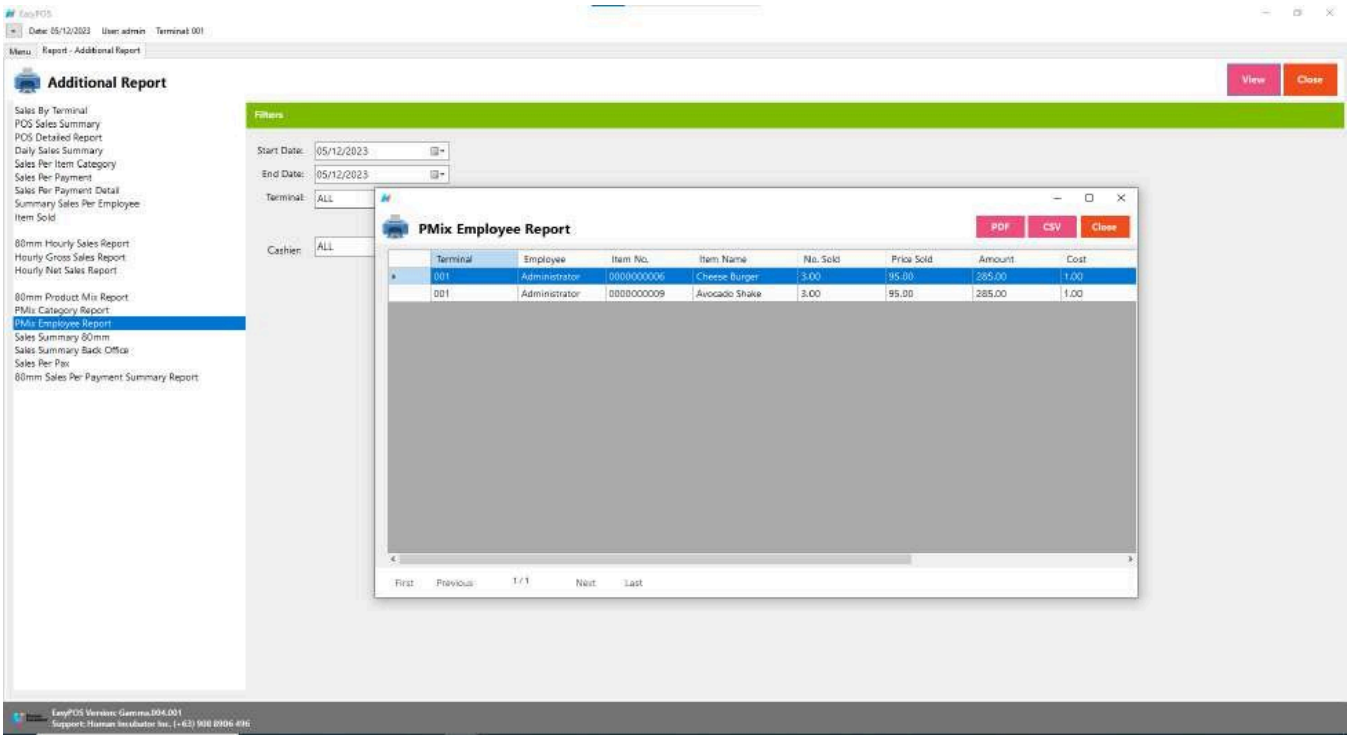
- A "PMix Employee Report" likely refers to a report that provides information about the mix or composition of sales or performance metrics associated with individual employees.



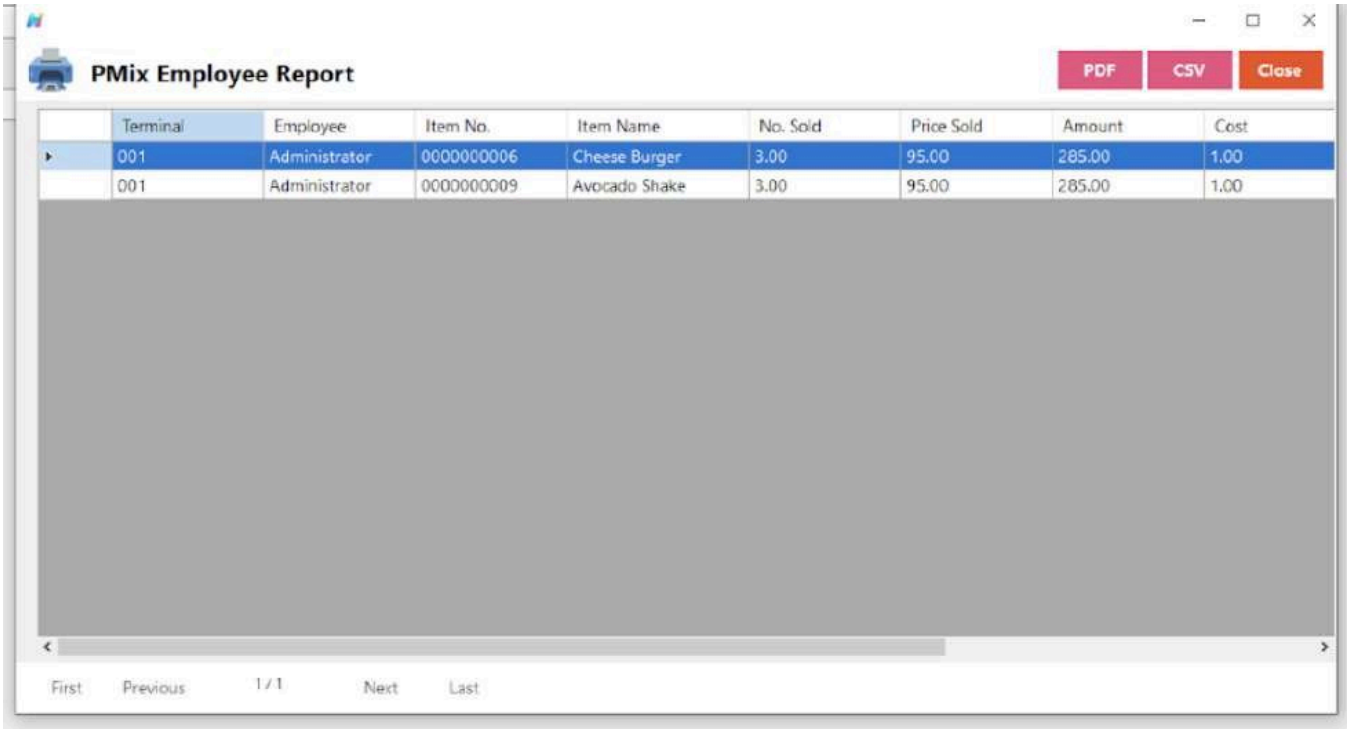


Original manual, page 301

- 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



Original manual, page 302

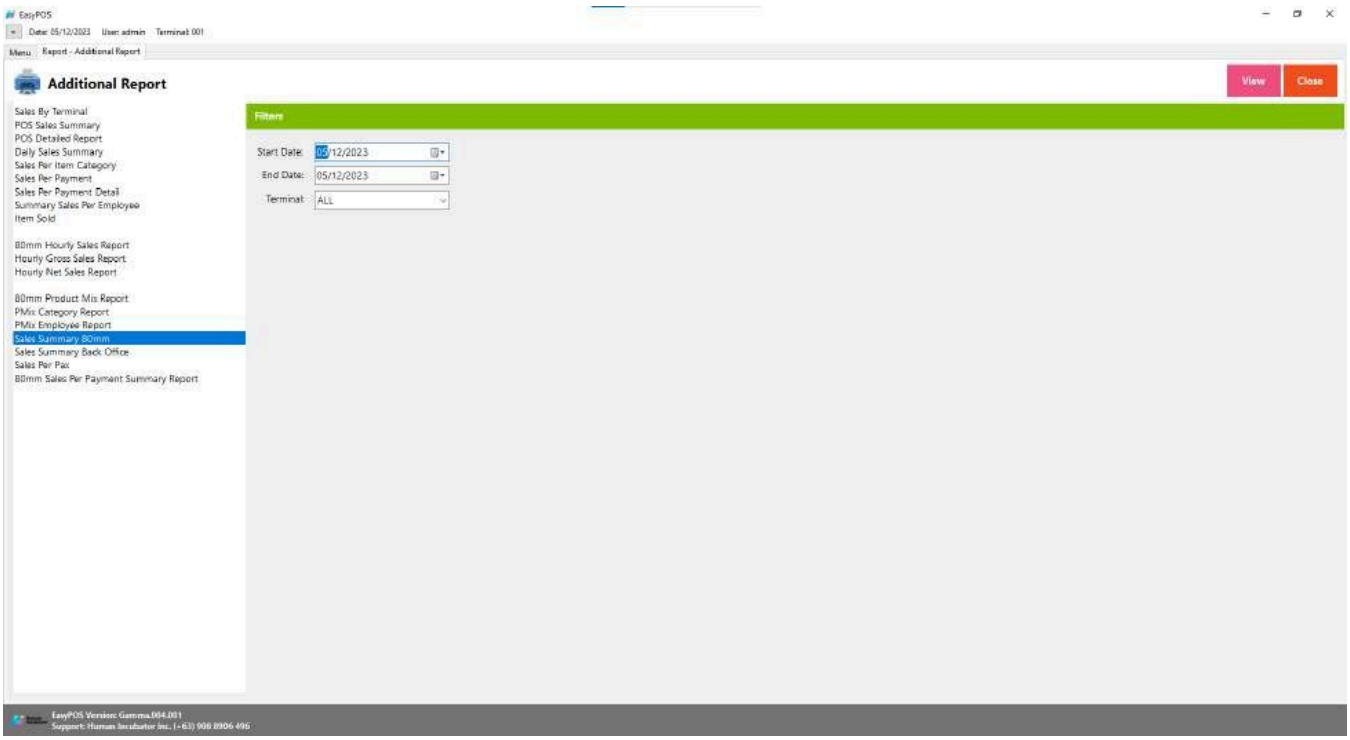


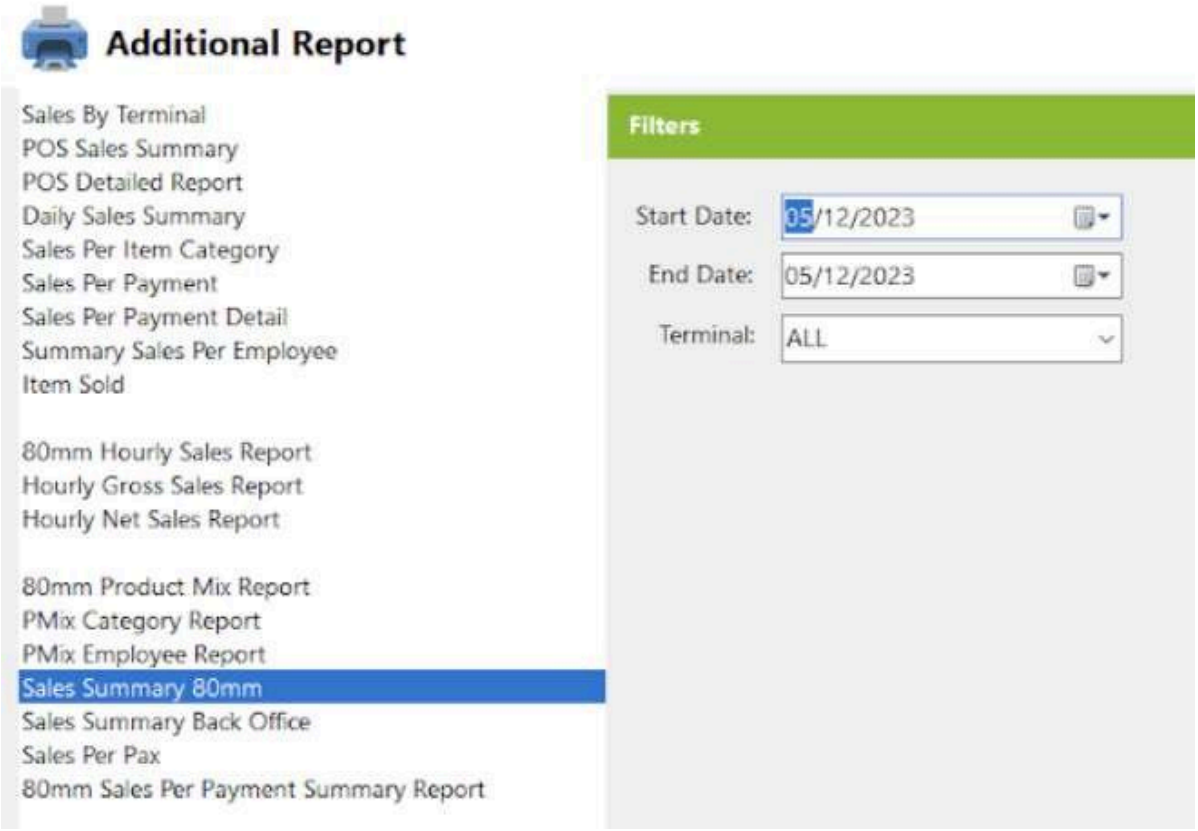
Original manual, page 302

> **Note:** Cost % and Sales % may be wrong, the rows are not sorted by rank, and the CSV heading says "Category" (known issue, being fixed)

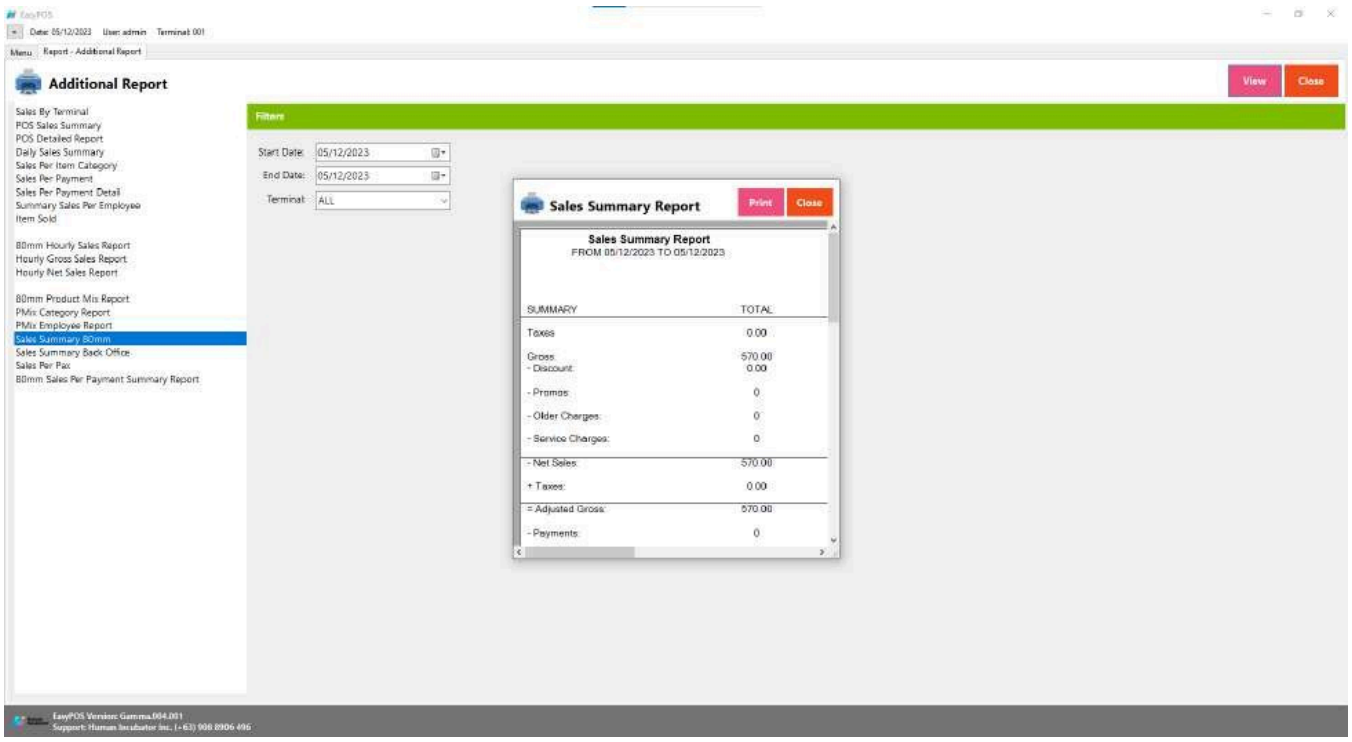
Sales Summary 80mm 303

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

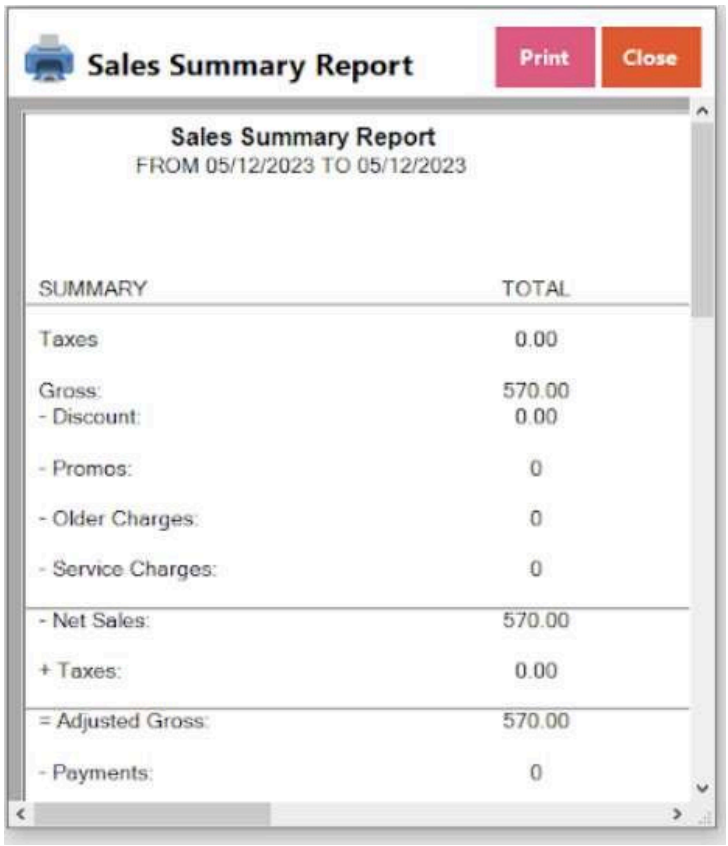




- Select Start Date and End Date.
- Click the **View** button to view the report
- Click **Print** button to print the report (no PDF file is created)



Original manual, page 304



Original manual, page 305

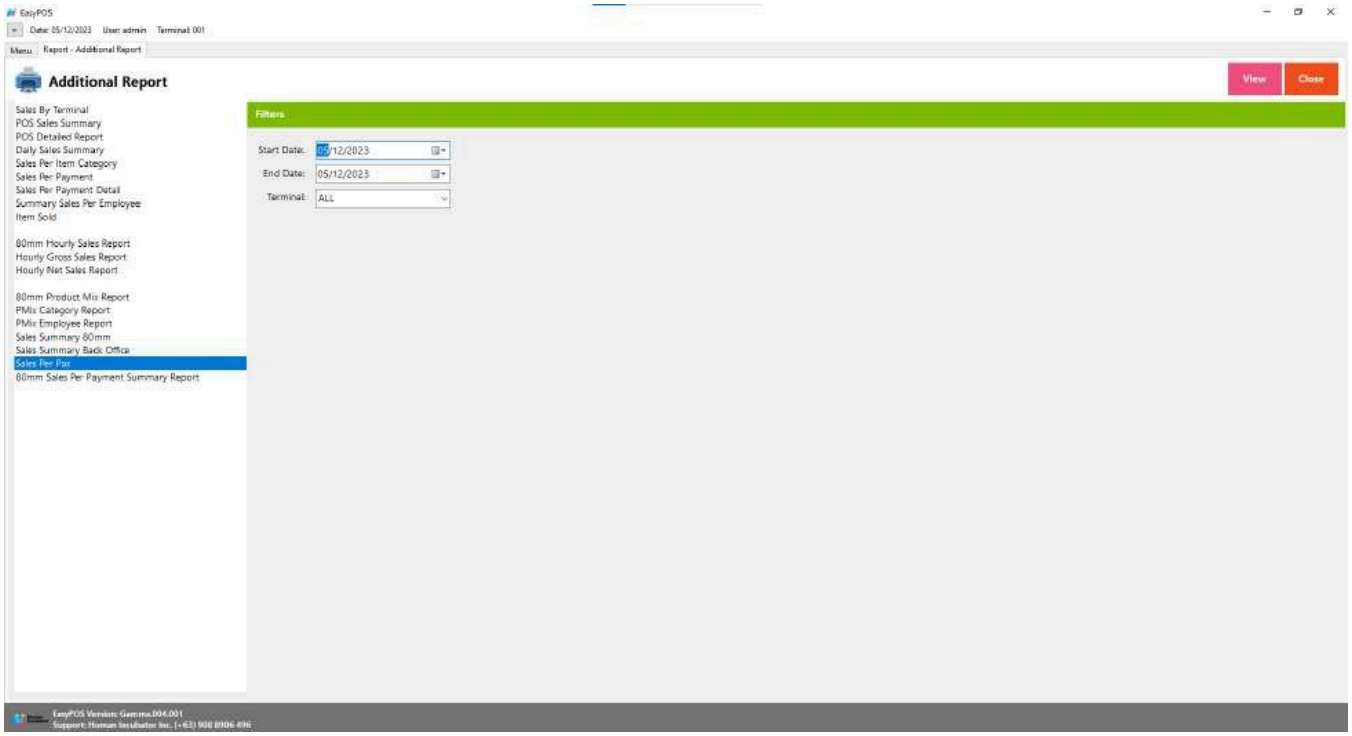
> **Note:** The Terminal selection does not filter this report yet (known issue, being fixed)

Sales Summary Back Office 306

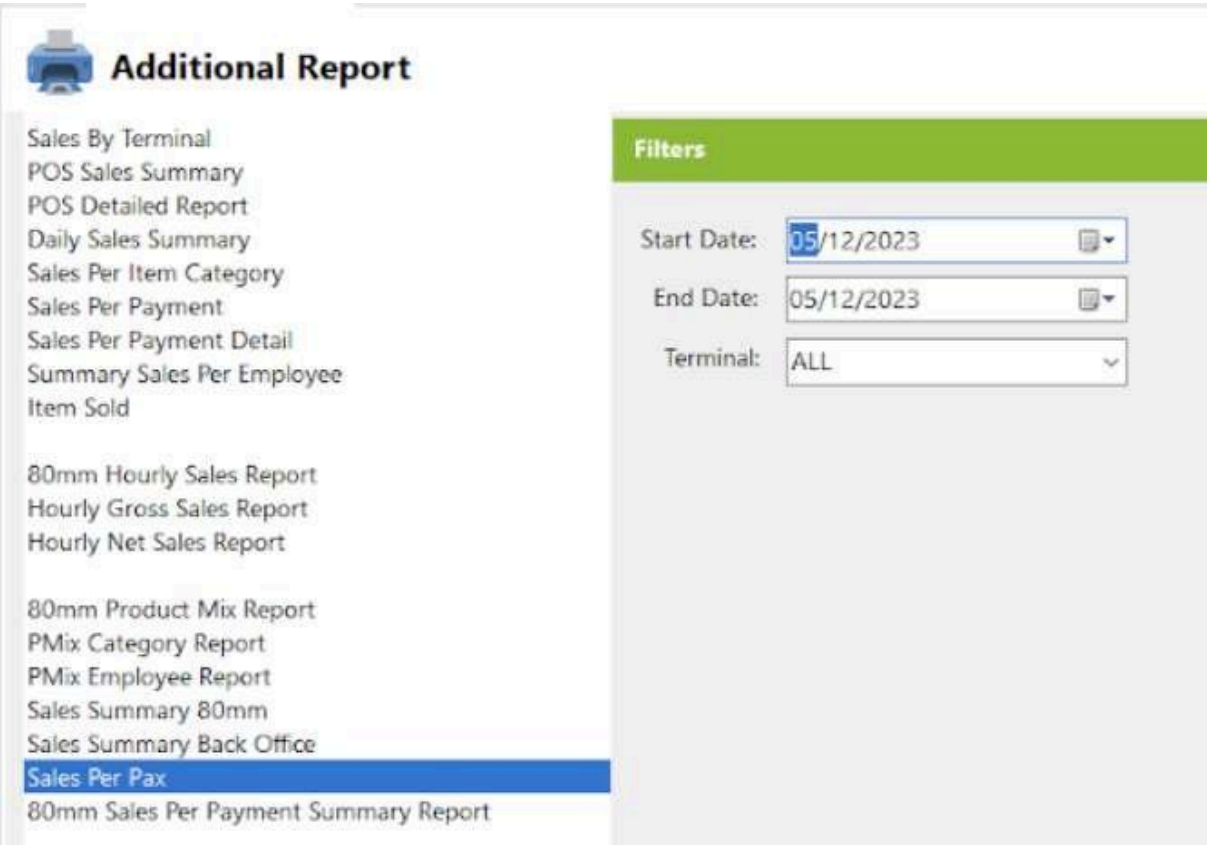
- This report is not available. It is not in the Additional Report menu, so please ignore the original manual pages 306 and 307.

Sales Per Pax 308

- 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.

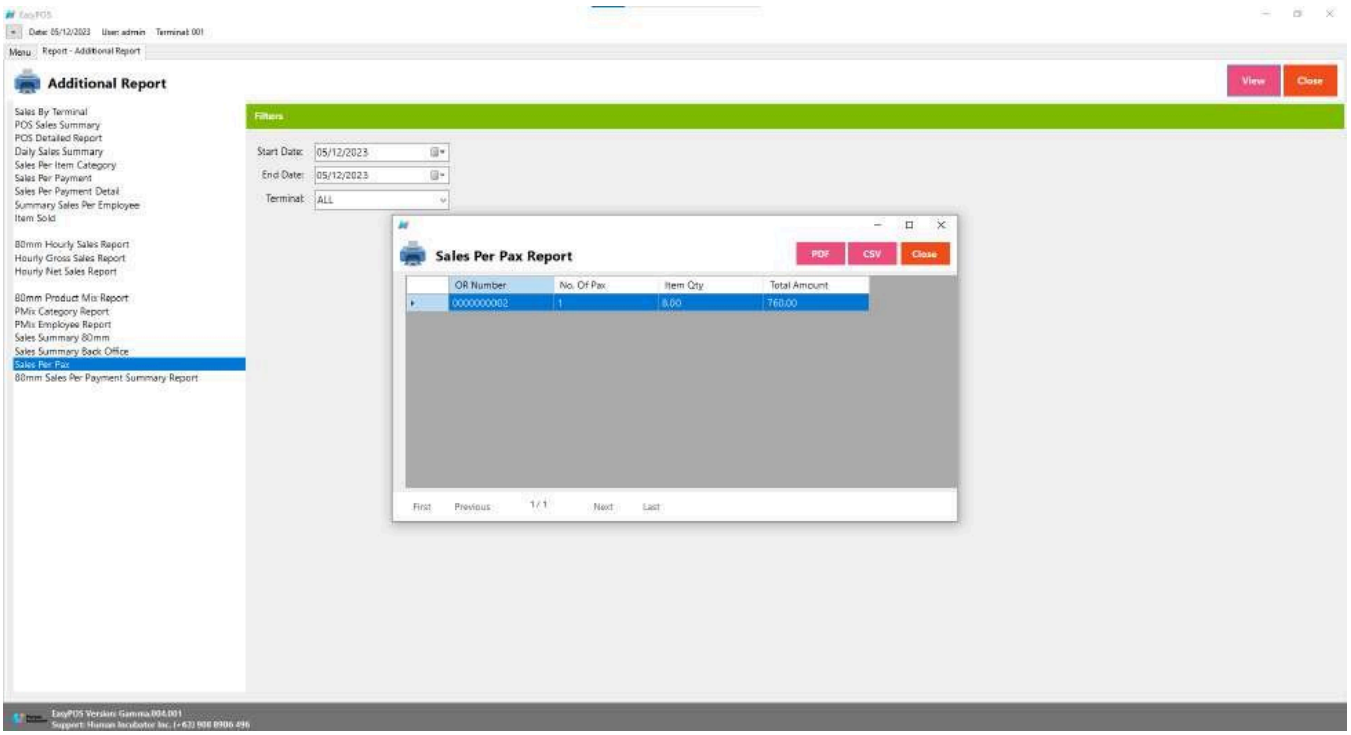


Original manual, page 308



Original manual, page 309

- 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



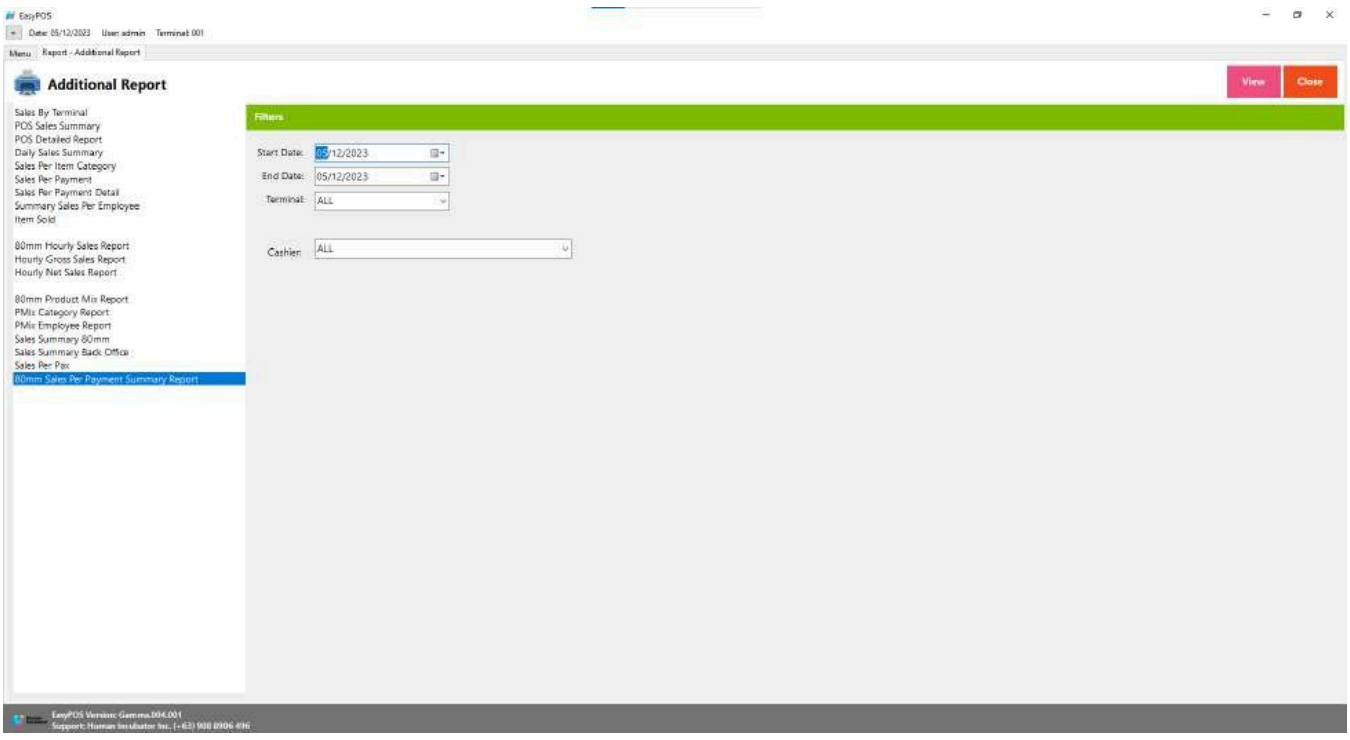


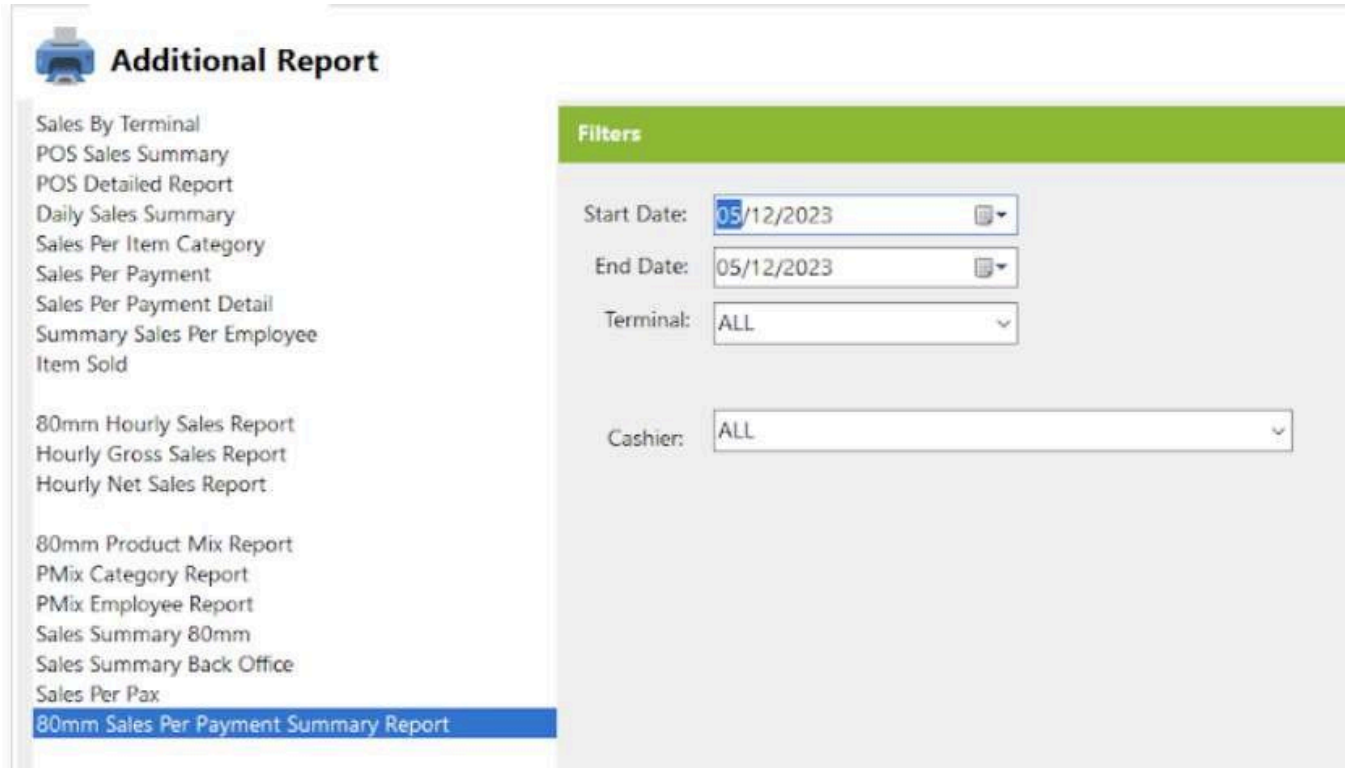
Original manual, page 310

> **Note:** The on-screen view and the PDF may use different conditions and totals, and the average per pax is not shown (known issue, being fixed)

80mm Sales Per Payment Summary Report 311

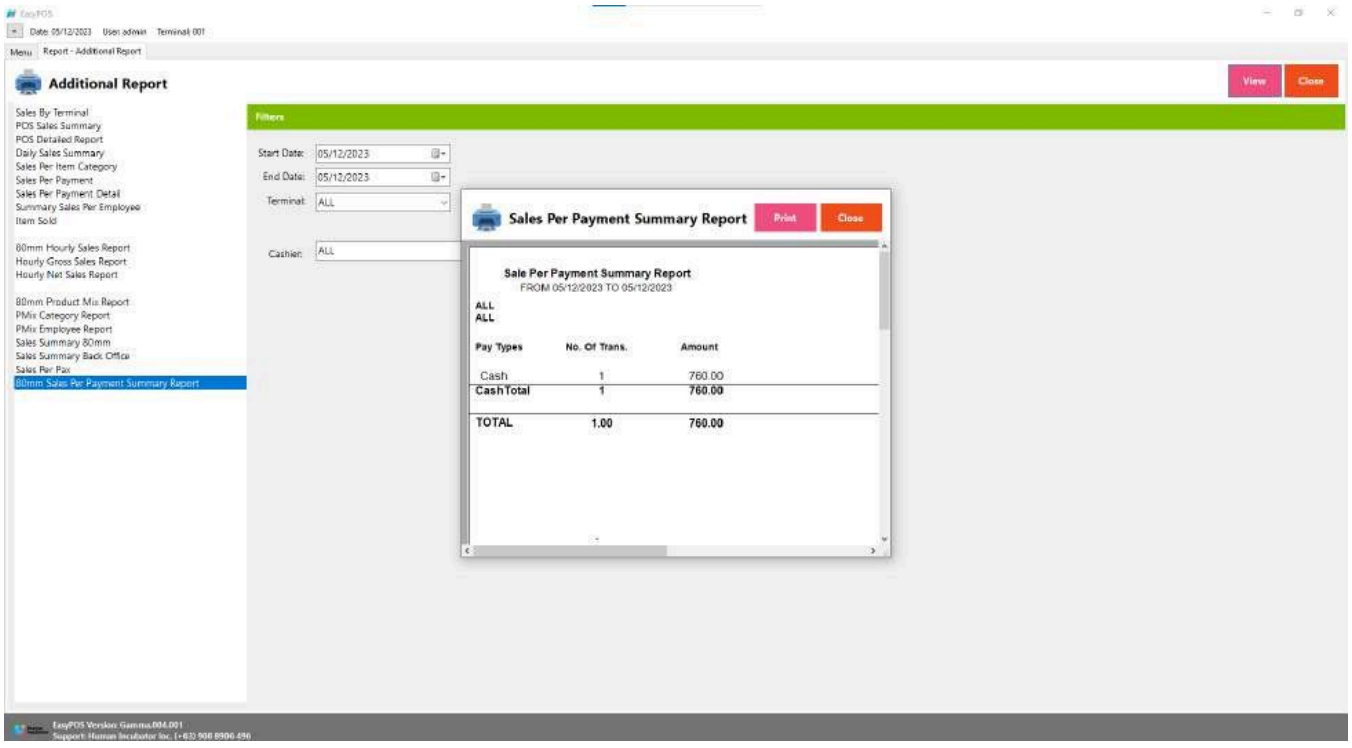
- shows the total of each payment type, summed up by terminal and cashier, on 80mm wide paper.



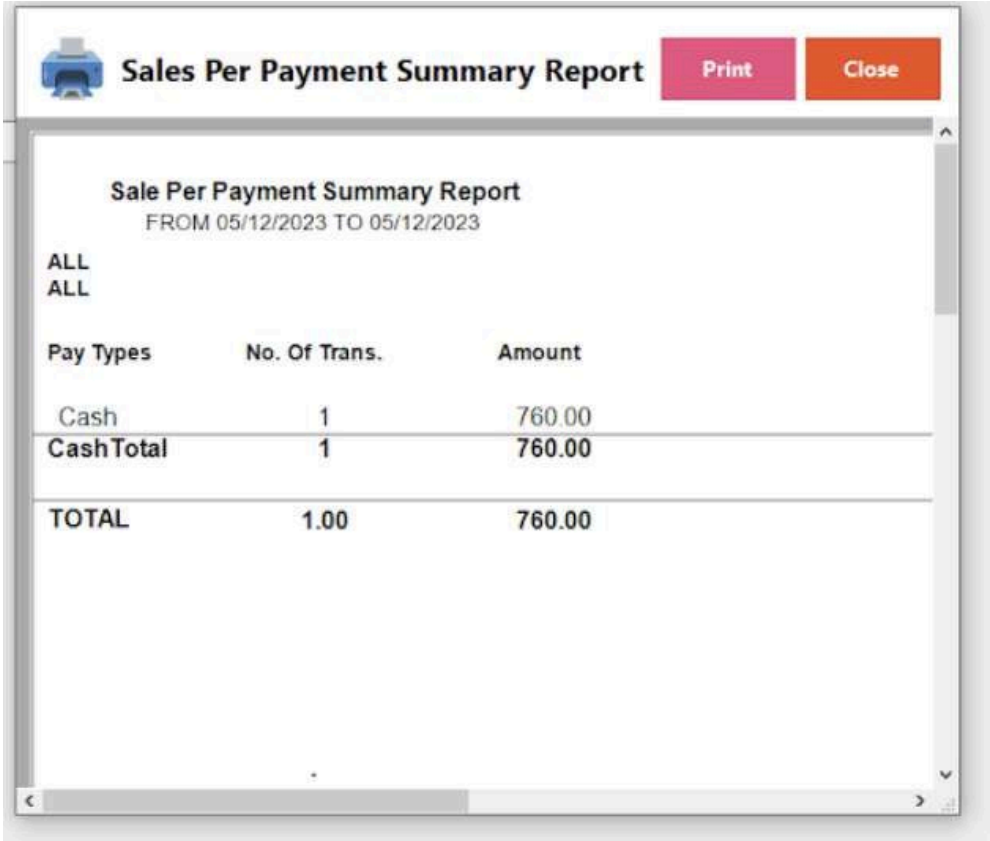


Original manual, page 311

- Select Start Date, End Date, Terminal and Cashier.
- Click the **View** button to view the report
- Click **Print** button to print the report (no PDF file is created)



Original manual, page 312



Original manual, page 313

> **Note:** Card types may be added together in one row (known issue, being fixed)

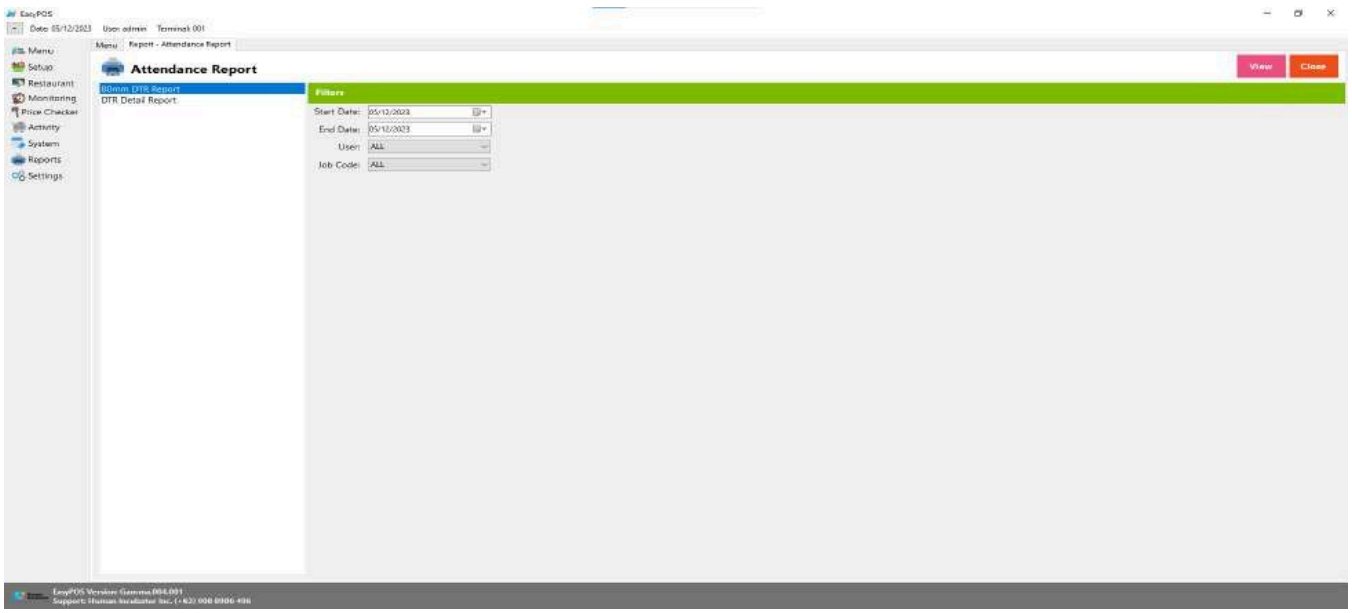
Attendance Report 313

Overview 313

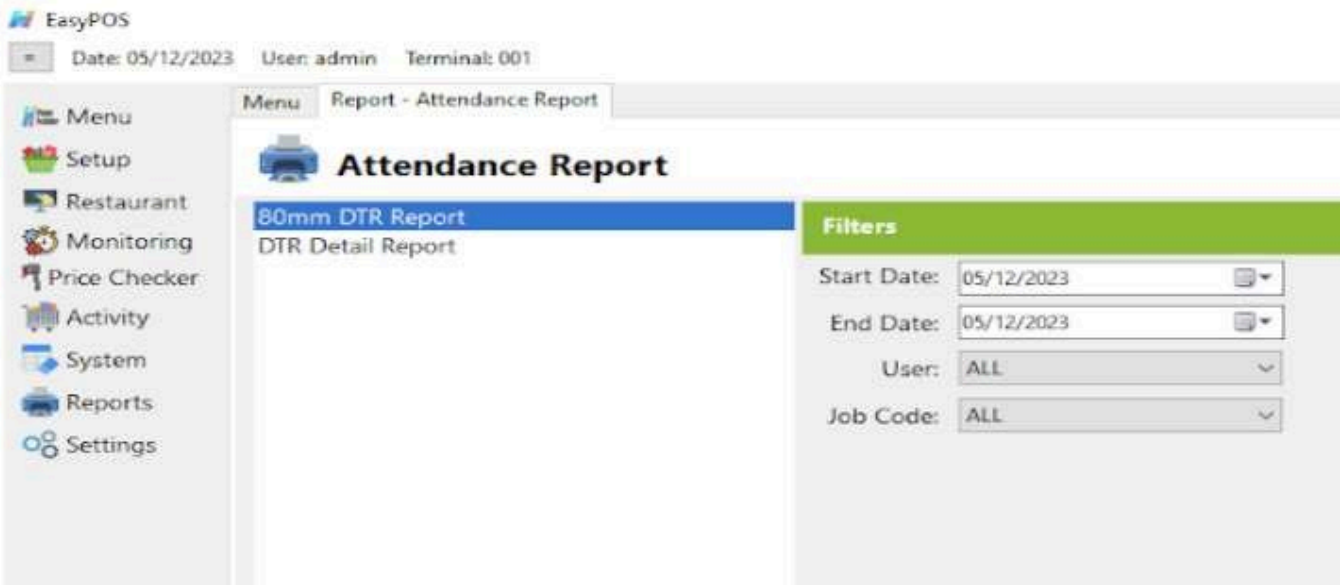
- **Attendance Report** is where the users can view the DTR report of every employee.
- Before using these reports, go to **Settings > POS Information** and enable **Enable DTR Feature**. Employees then record Clock-in, Break and Clock-out by clicking the clock icon on the POS screen.
- The user needs the following rights: **Attendance Report**, **80mm DTR** and **DTR Detail**. If a right is missing, the message "No rights!" appears.

80mm DTR Report 313

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

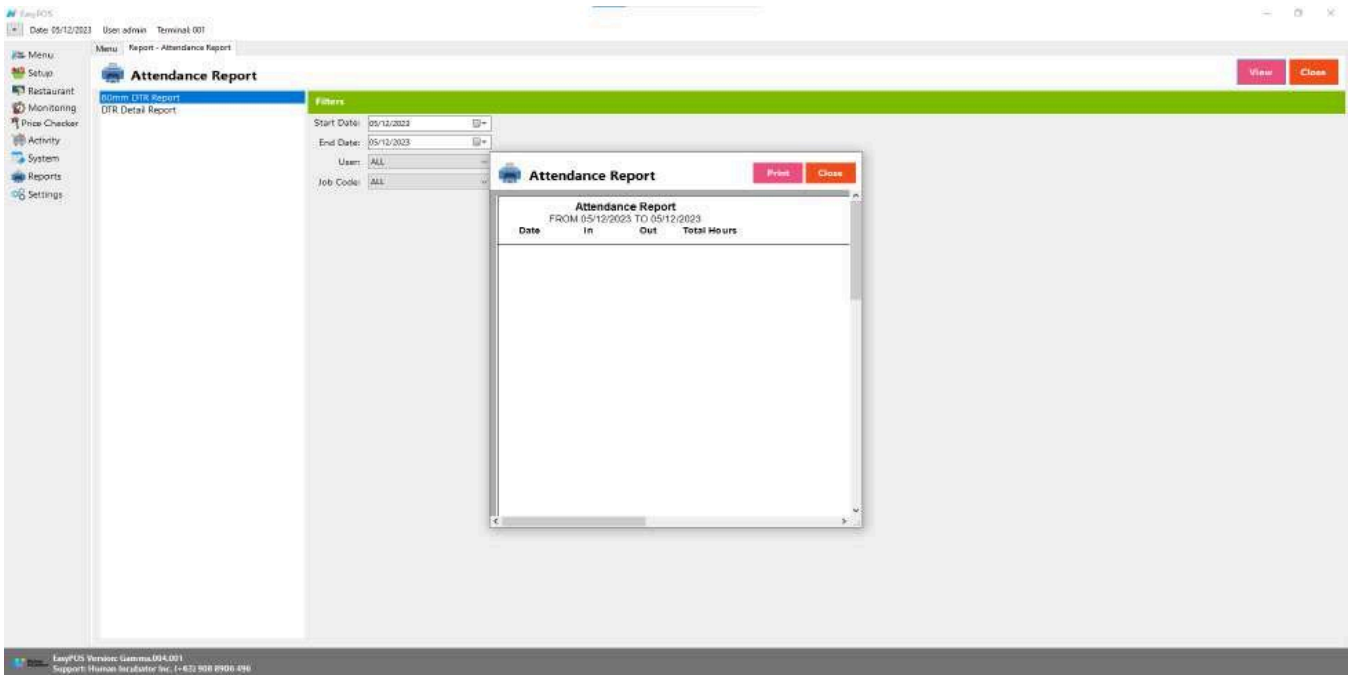


Original manual, page 314

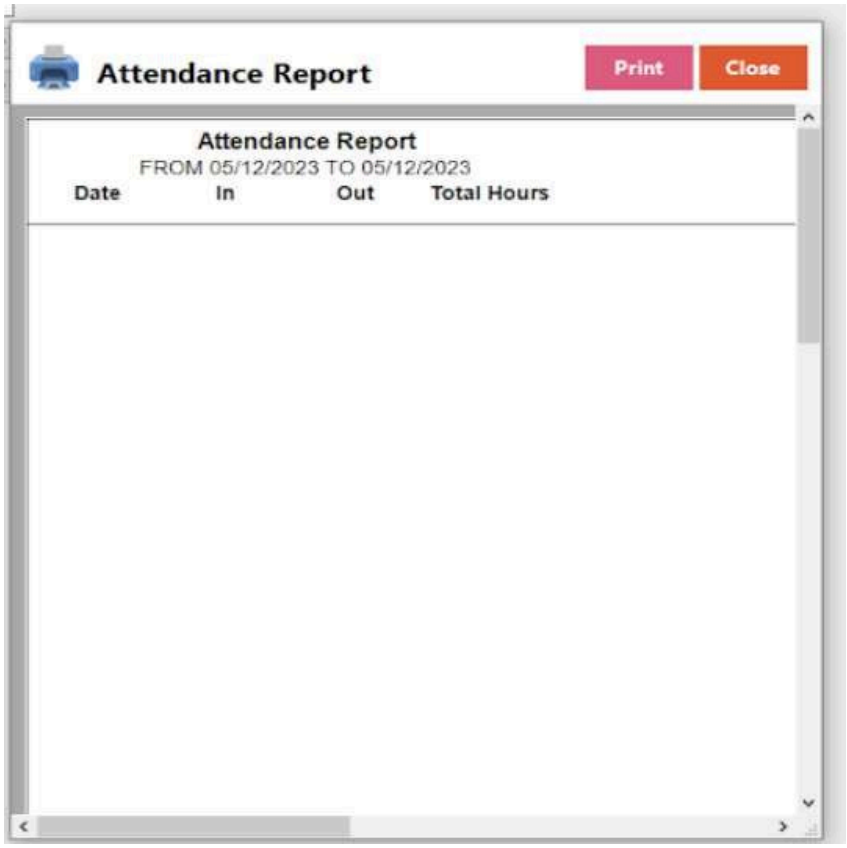


Original manual, page 314

- Select Start Date, End Date, User and Job Code. When a User is selected, the Job Code is filled in automatically. User and Job Code can only be selected from the list; they cannot be typed in.
- Click the **View** button to view the report
- Click the **Print** button in the preview to print the report on the 80mm receipt printer. No PDF file is created.



Original manual, page 315

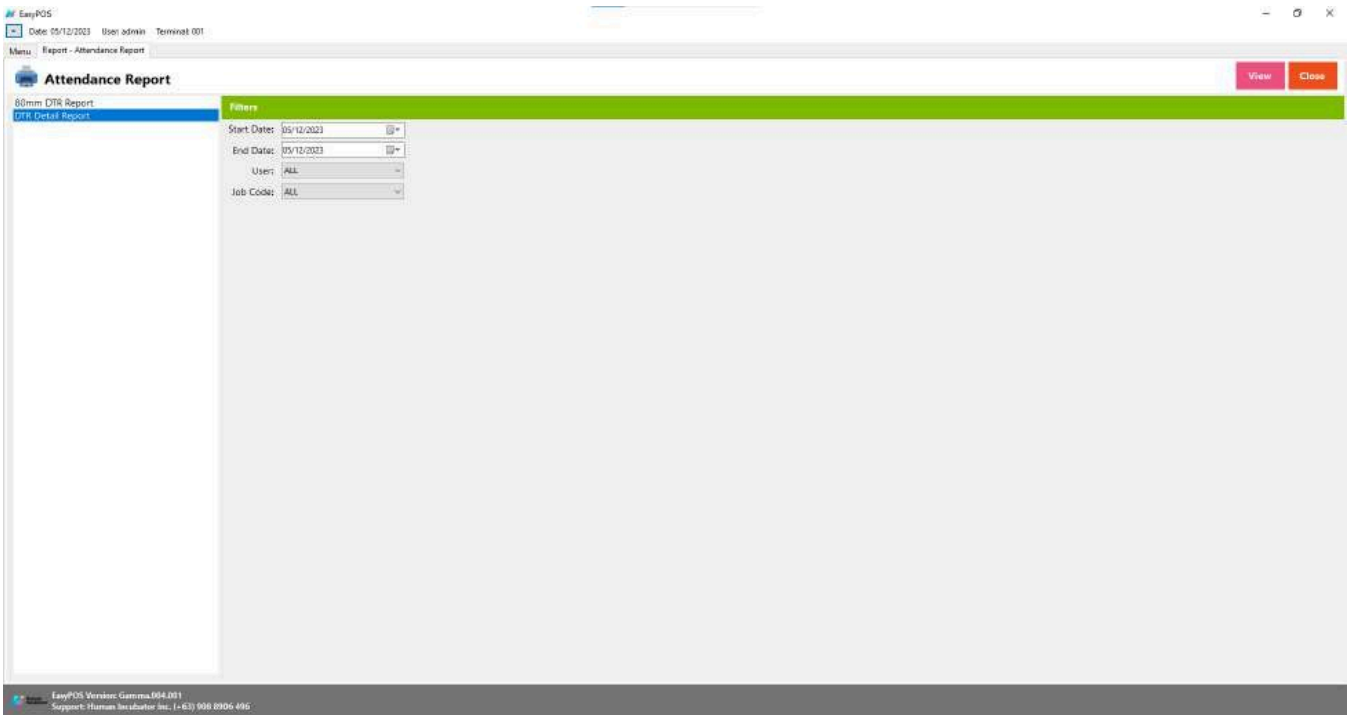


Original manual, page 316

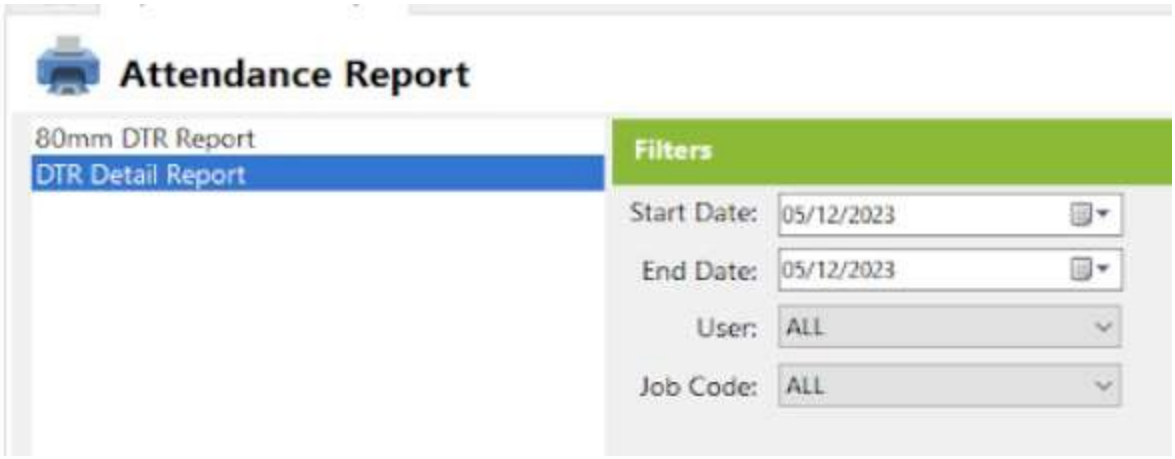
DTR Detail Report 316

refers to a report providing a detailed breakdown of information

- related to a Daily Time Record (DTR).



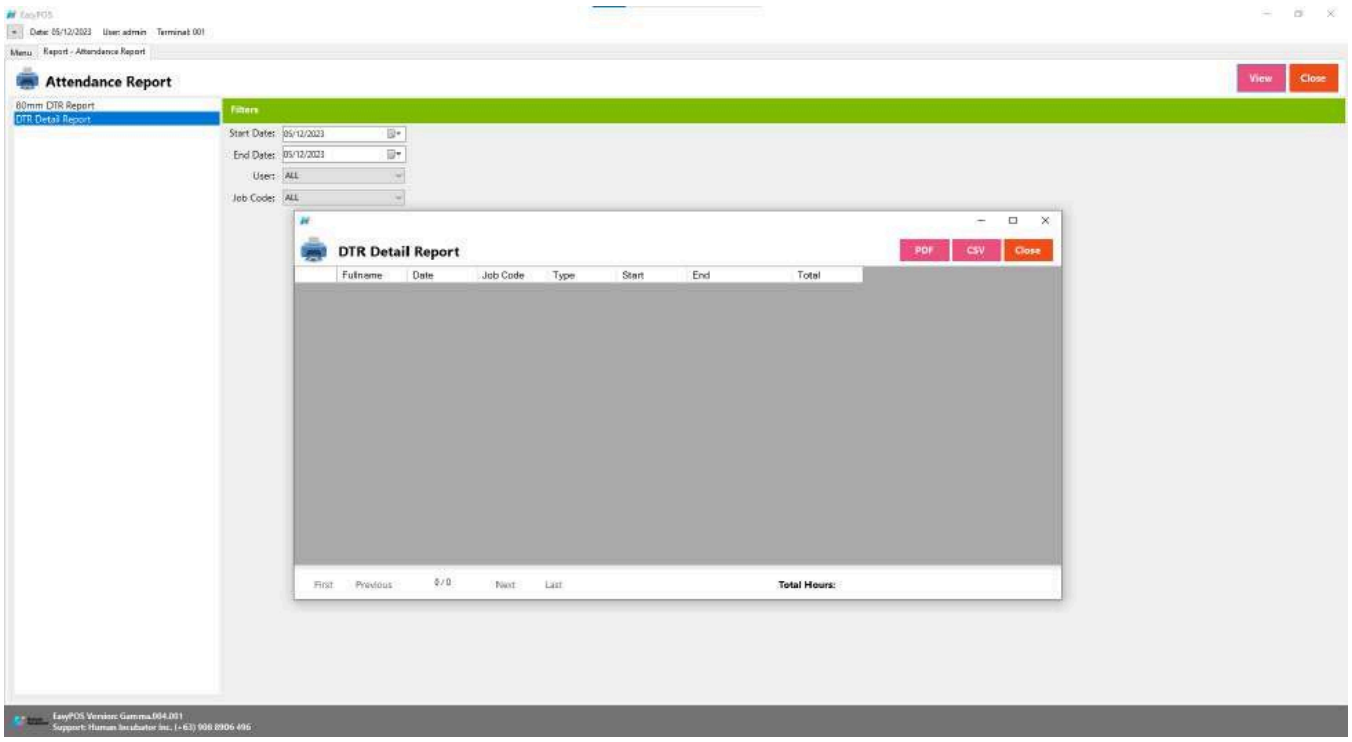
Original manual, page 317



Original manual, page 317

- Select Start Date, End Date, User and Job Code.
- Click the **View** button to view the report. The list shows the columns Fullname, Date, Job Code, Type (Punch or Break), Start, End and Total, 50 records per page (use First, Prev, Next and Last to change pages), and the total hours at the bottom.
- Click the **PDF** button to create the PDF report. The file is saved in the application folder as `DTR_Detail_Report<date and time>.pdf` and opens automatically.
- Click the **CSV** button, choose a folder, and the file `DTR_Detail_Report<date and time>.csv` is created. The message "Generate CSV Successful!" appears.

> **Note:** In the DTR reports, the totals can be wrong in some cases: a day without a break punch may show a total of 0, the 80mm report does not carry minutes over into hours, and the CSV file may show today's date and may not open correctly in Excel (known issue, being fixed). The DTR Detail report can also be slow when there are many records.



Original manual, page 318



Original manual, page 318

CHAPTER 10

X: System

System - System Tables 318

Overview 318

- **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.
- The tabs are: Account, Pay Type, Tax, Unit, Period, Terminal, Supplier (Visible and Invisible), Form, Item Category, Card Type, Bank and Void Reason (Void Reason is shown only for EasyRestaurant setups).
- The **Add** button is at the upper right corner. Each tab has a search box, **Edit** and **Delete** buttons, and page navigation.

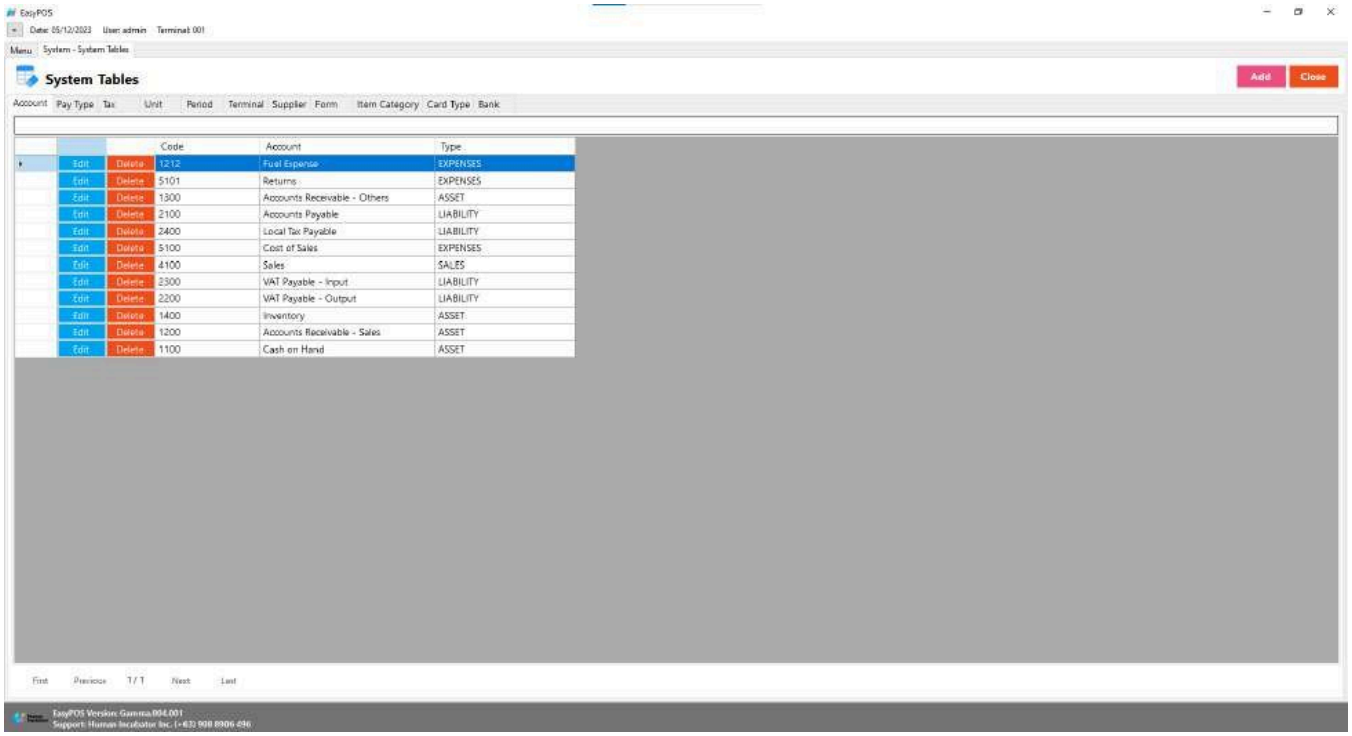
Accounts 318

- 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:

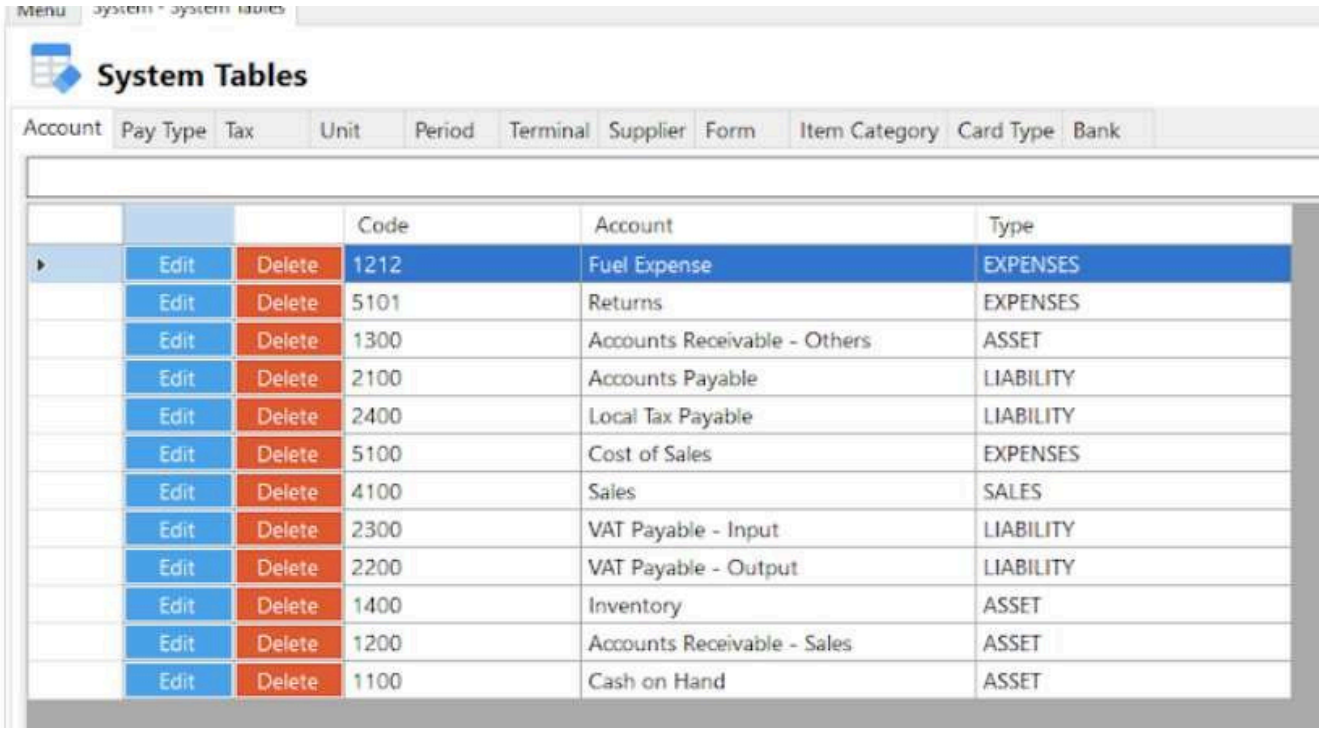
Sale Transaction:

- **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.



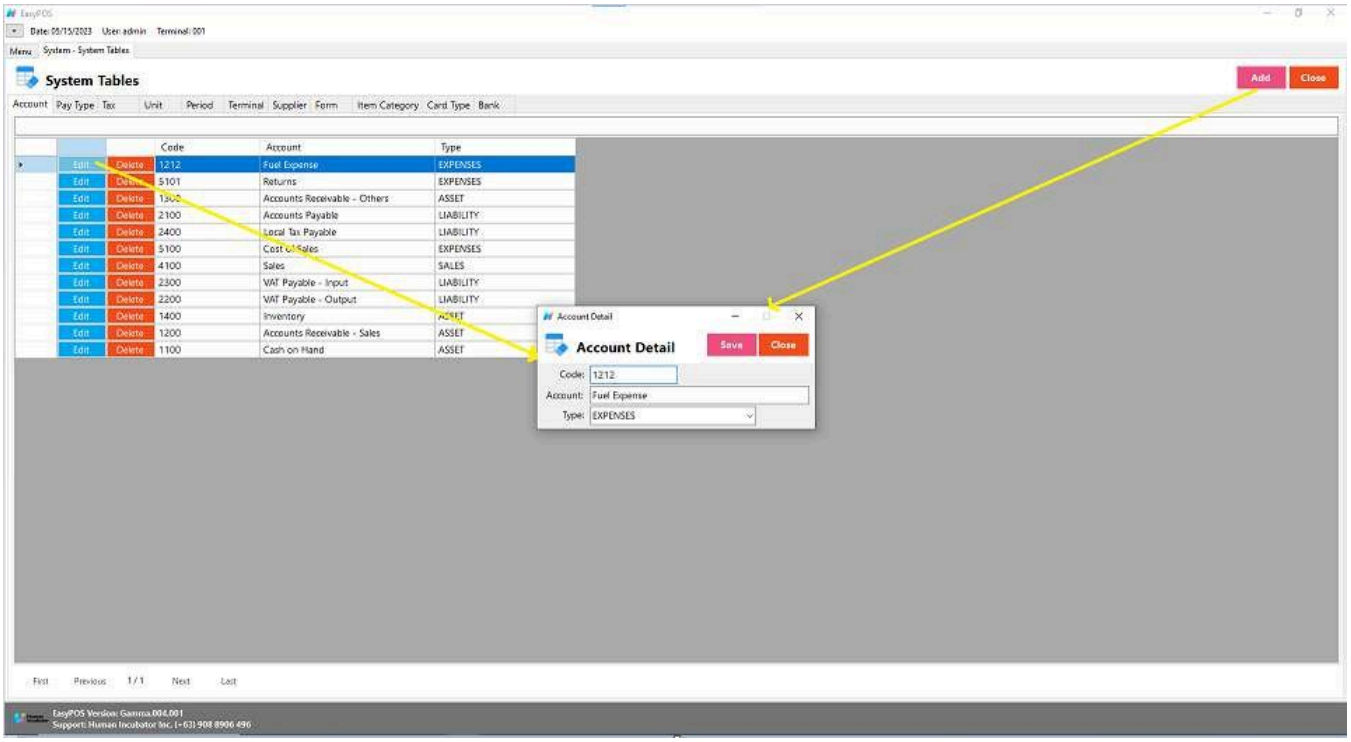
Original manual, page 321



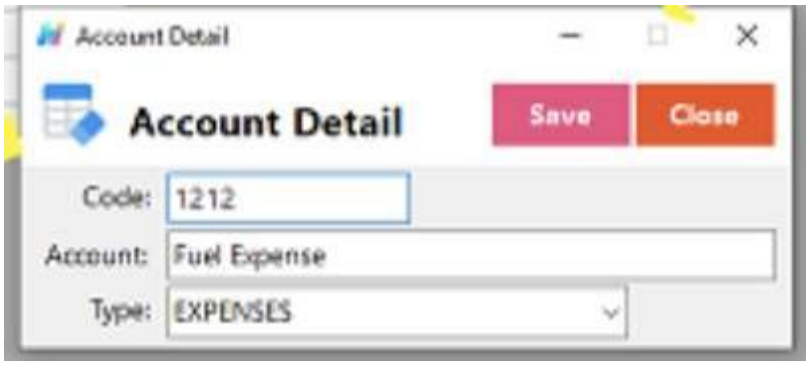
Original manual, page 321

- 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.



Original manual, page 322



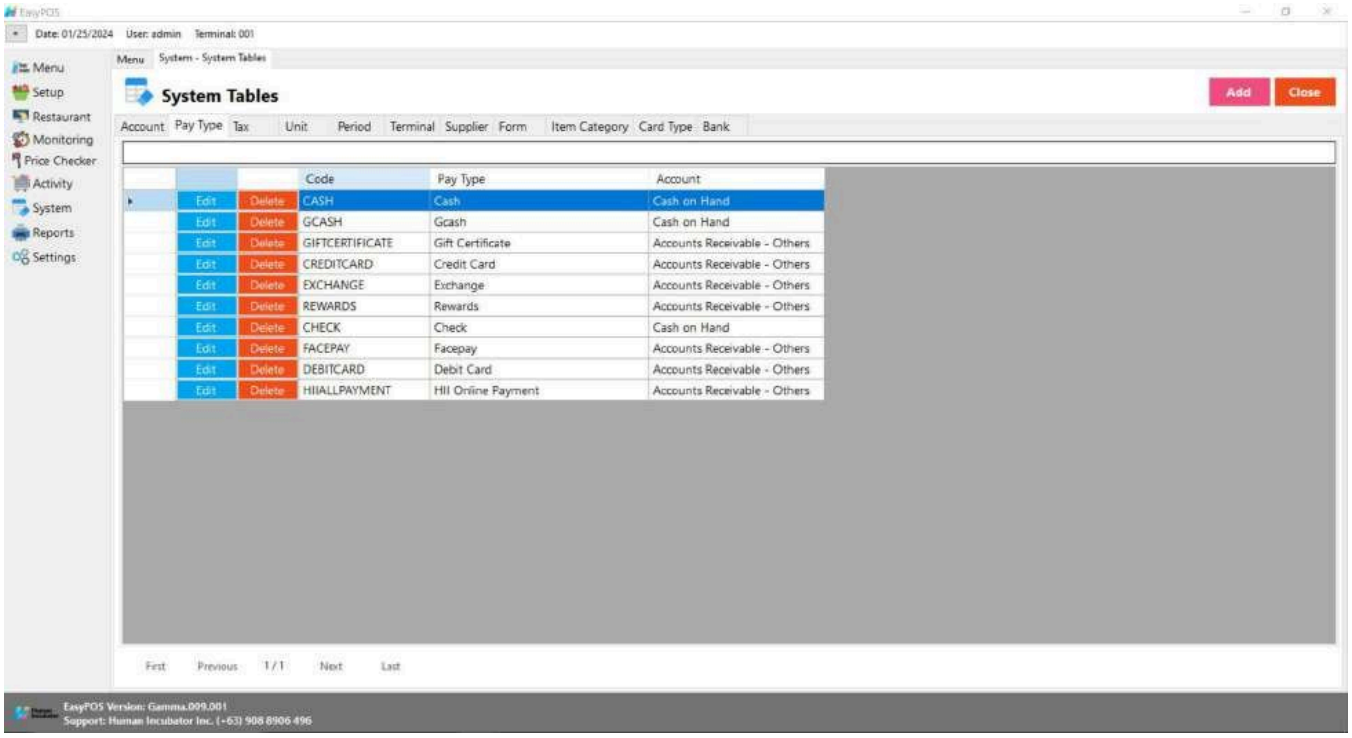
Original manual, page 322

- **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
- Type can be one of the following: ASSET, LIABILITY, SALES or EXPENSES.
- A newly added account is created in the Locked state.
- Click the Save button to save account details.

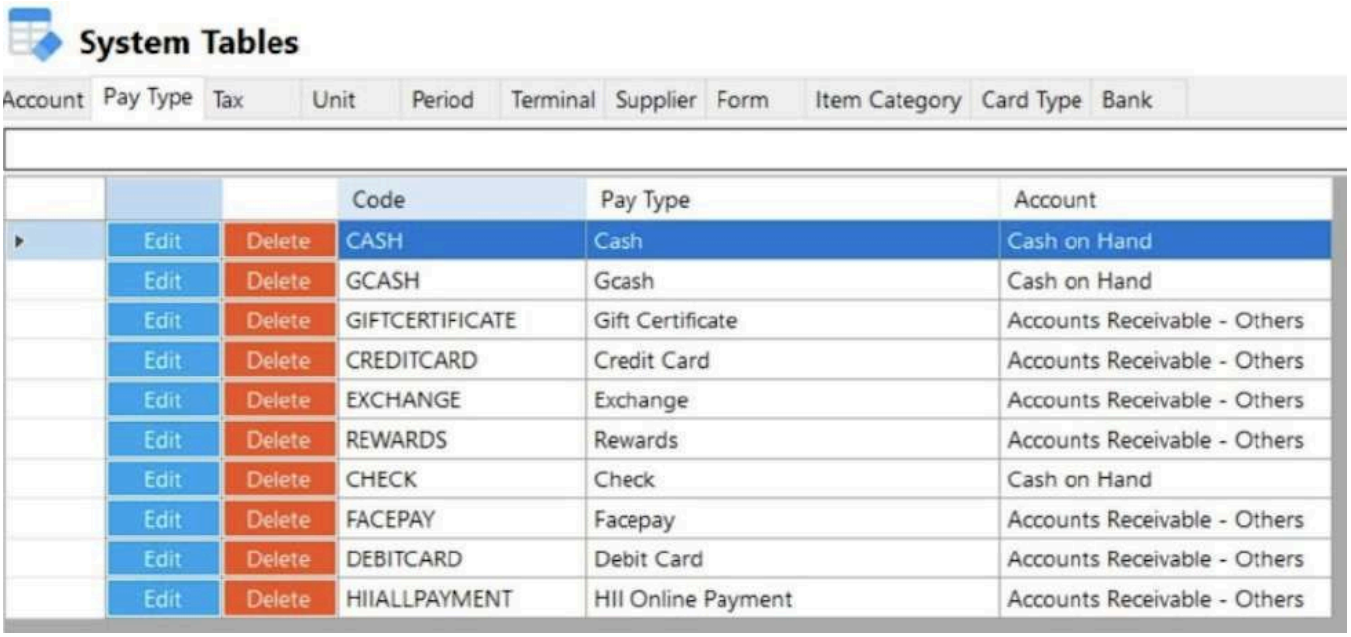
Pay Type 323

- "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.

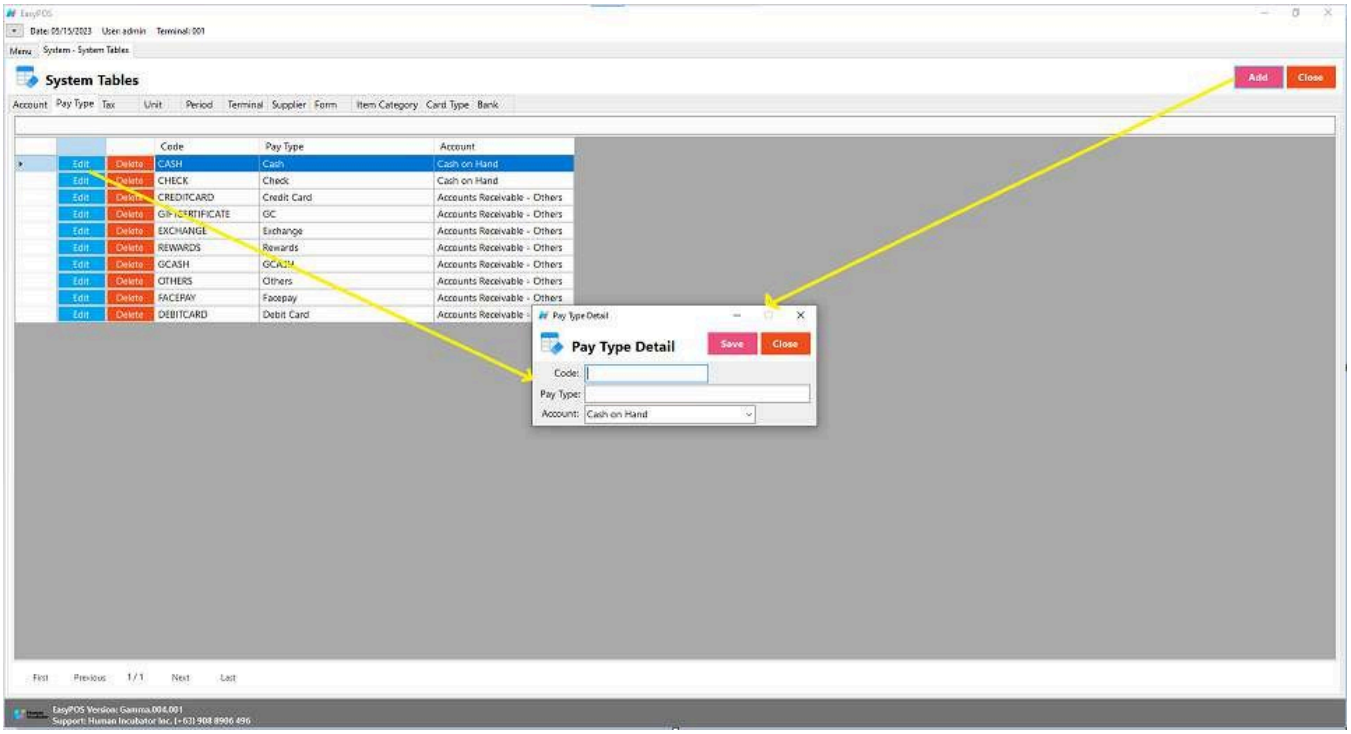


Original manual, page 324



Original manual, page 324

- 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.

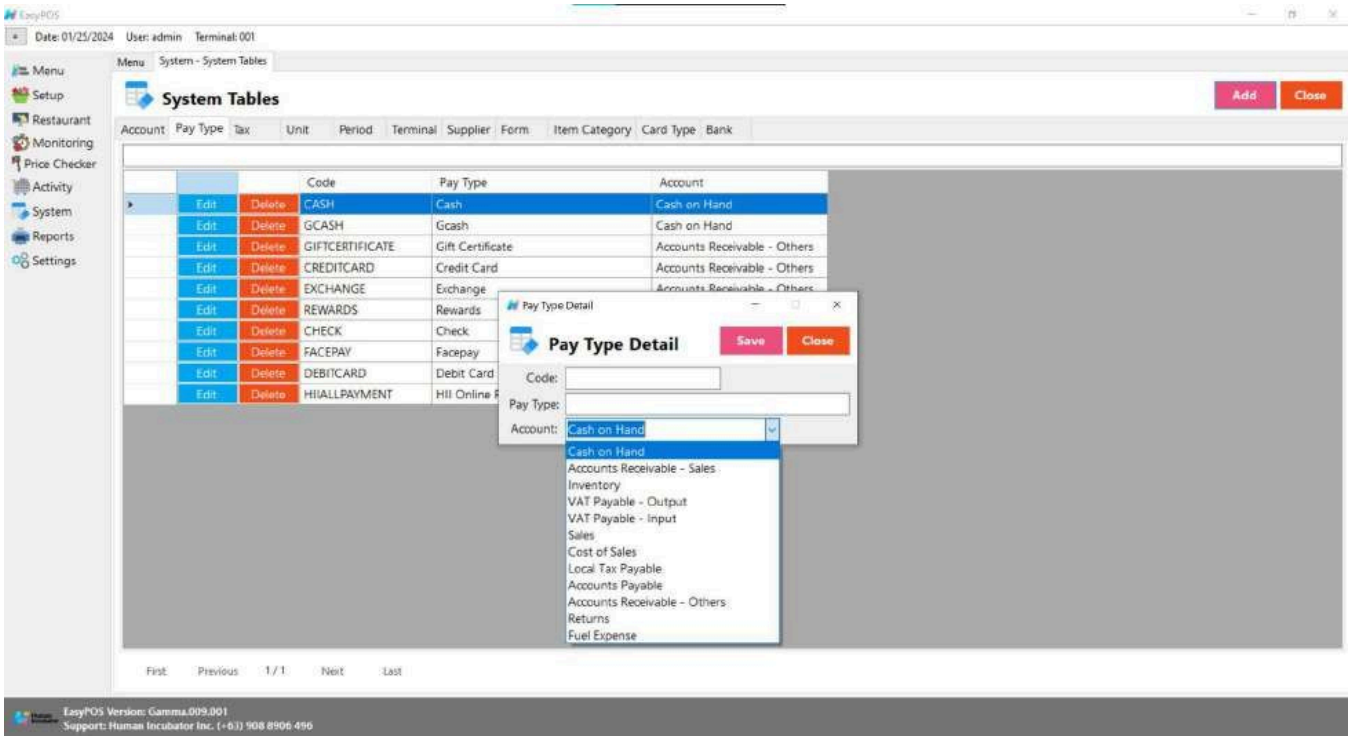


Original manual, page 325

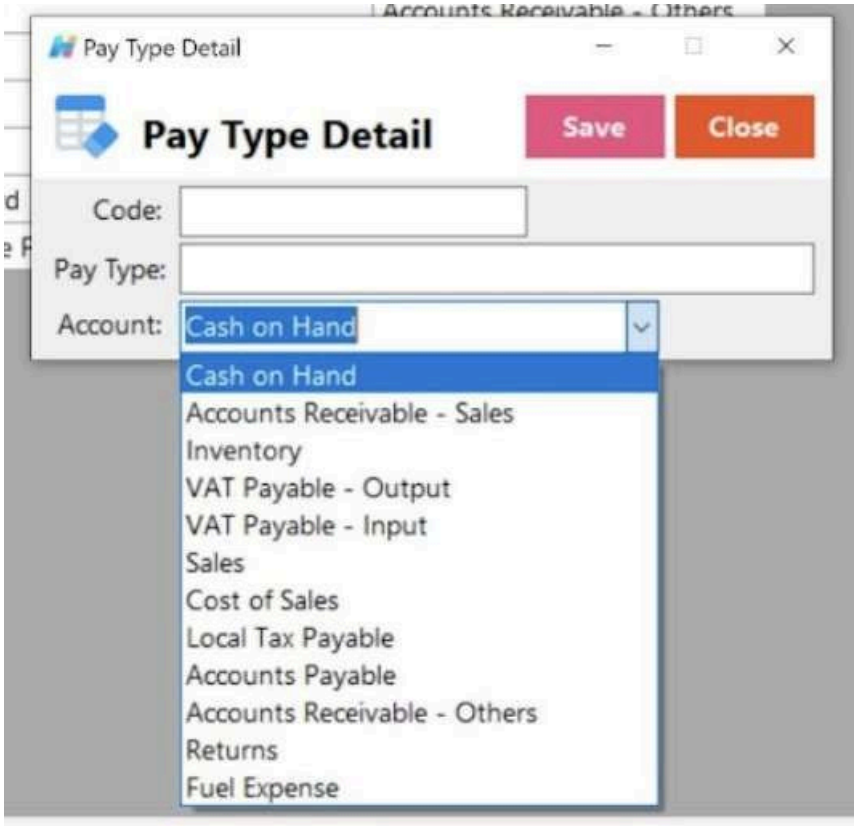


Original manual, page 325

- **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
- When editing a pay type, the Code cannot be changed.
- Click the Save button to save pay type details.



Original manual, page 326



Original manual, page 327

Tax 327

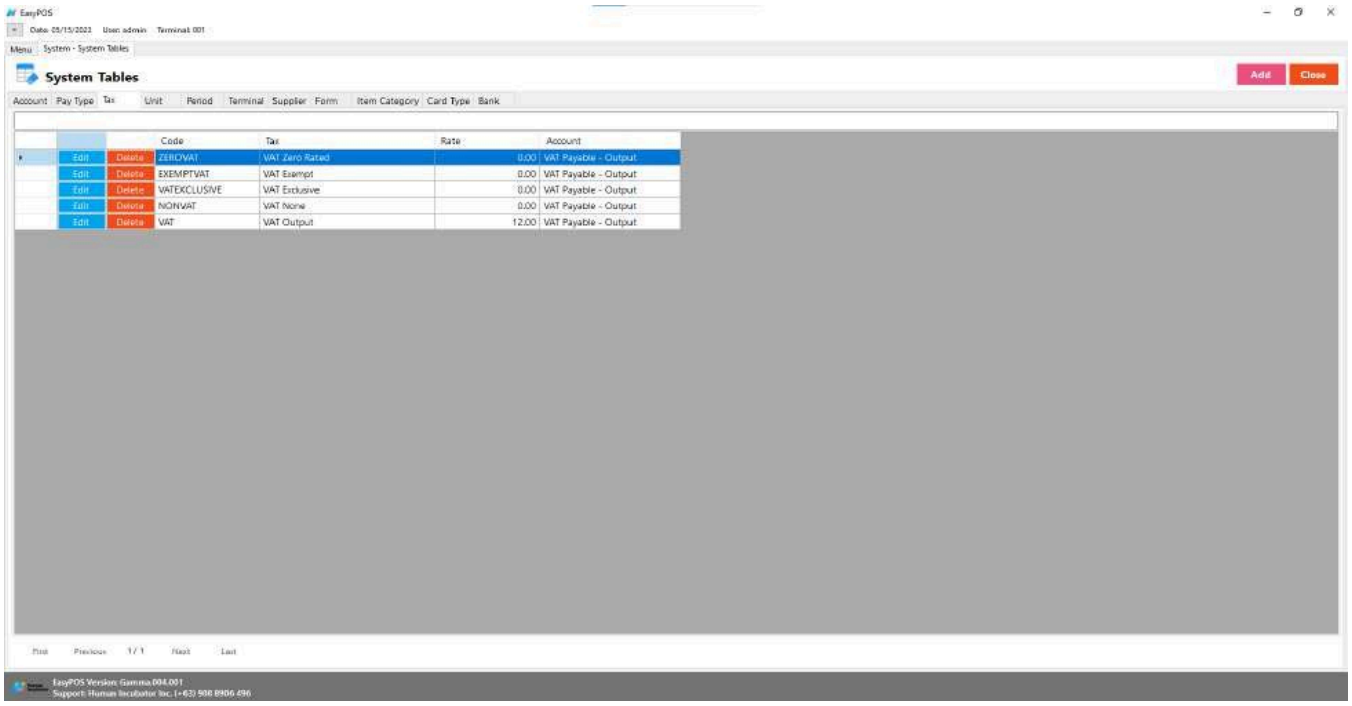
- In a Point of Sale (POS) system, handling taxes is a crucial aspect of transactions. Here's how taxes are typically managed in a POS system:
    - **Tax Configuration:** POS systems allow businesses to configure and set up different types of taxes applicable to their sales. This includes sales tax, 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.

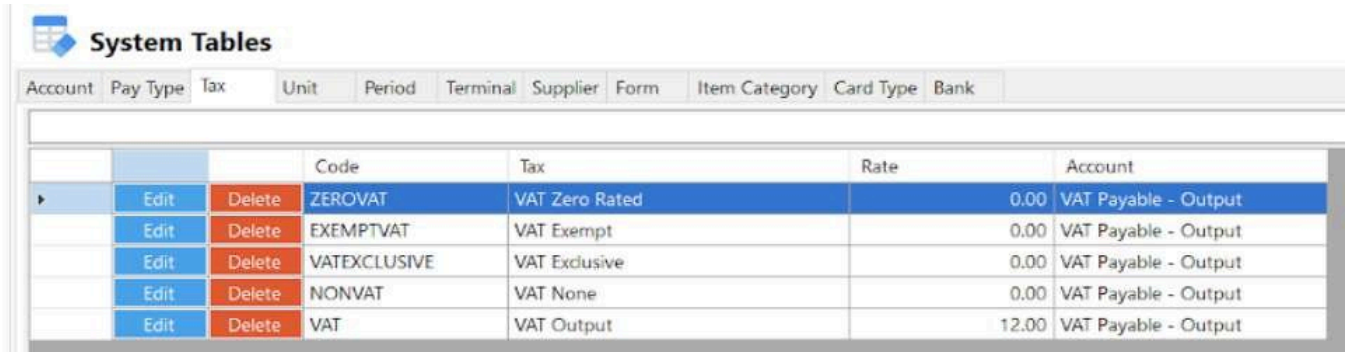
- **Tax-Inclusive or Tax-Exclusive Pricing:** POS systems often provide the flexibility to set whether prices displayed to customers include or exclude taxes. In some regions, the displayed price includes the applicable taxes, while in others, taxes are added at the checkout.
- **Multiple Tax Rates:** 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.

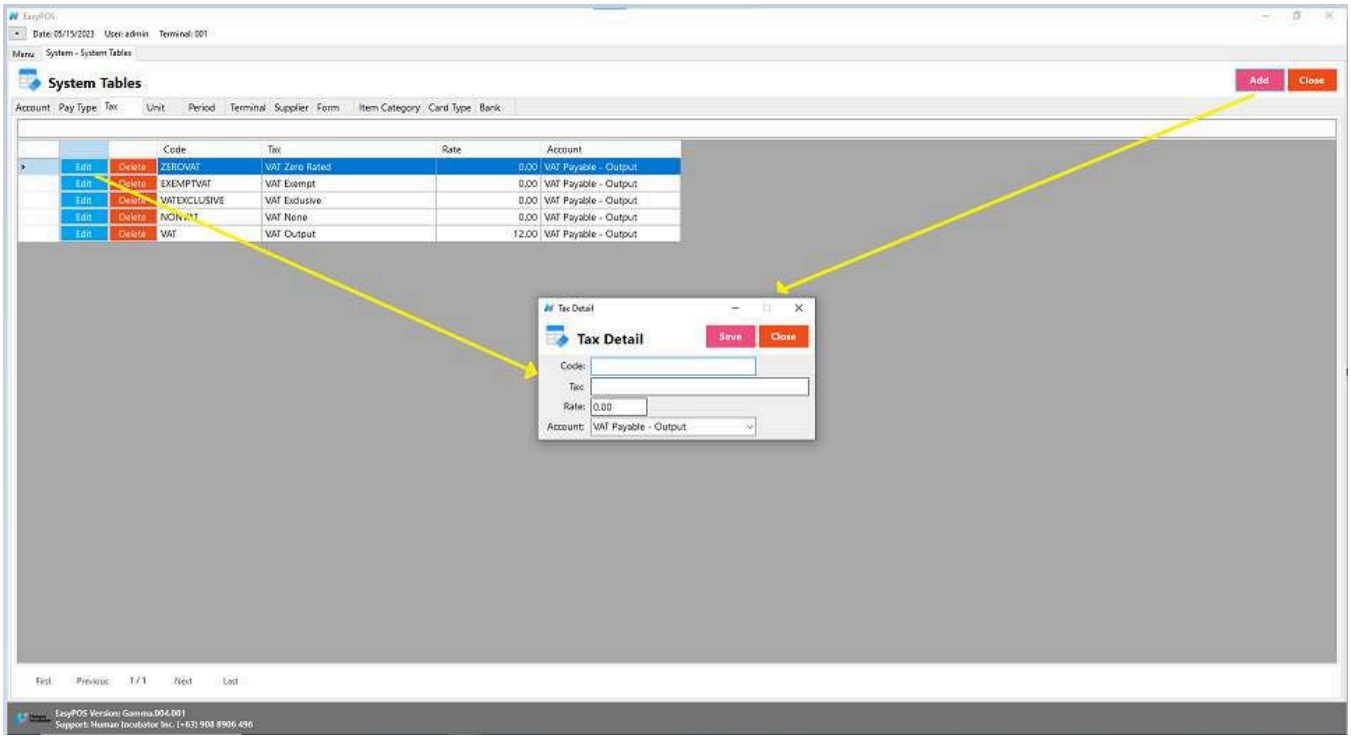


Original manual, page 329

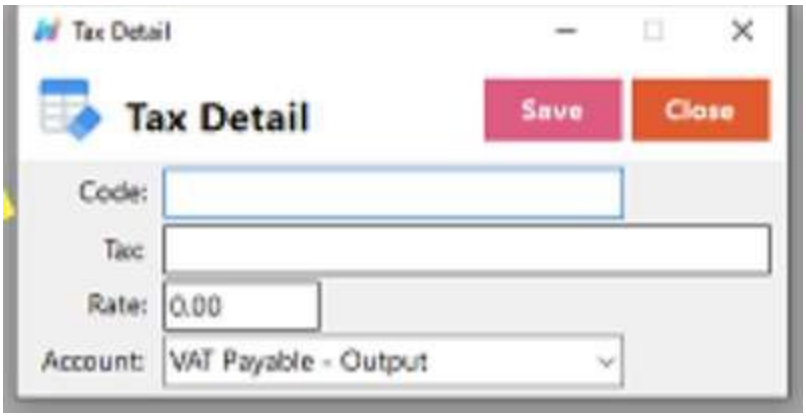


Original manual, page 329

- 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.



Original manual, page 330



Original manual, page 330

- **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
- Code is free text. Only accounts of the LIABILITY type can be selected as the Account.
- Make sure the Rate is filled in before saving.
- Click the Save button to save tax details.

Unit 330

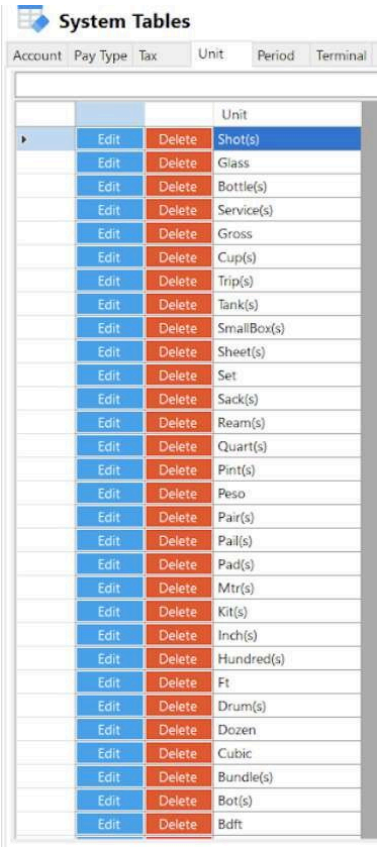
- the term "unit" typically refers to a standard measure used to quantify and sell products. The concept of a unit is crucial for inventory management and sales tracking. Here are a few key aspects of units in a POS system:

- **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.

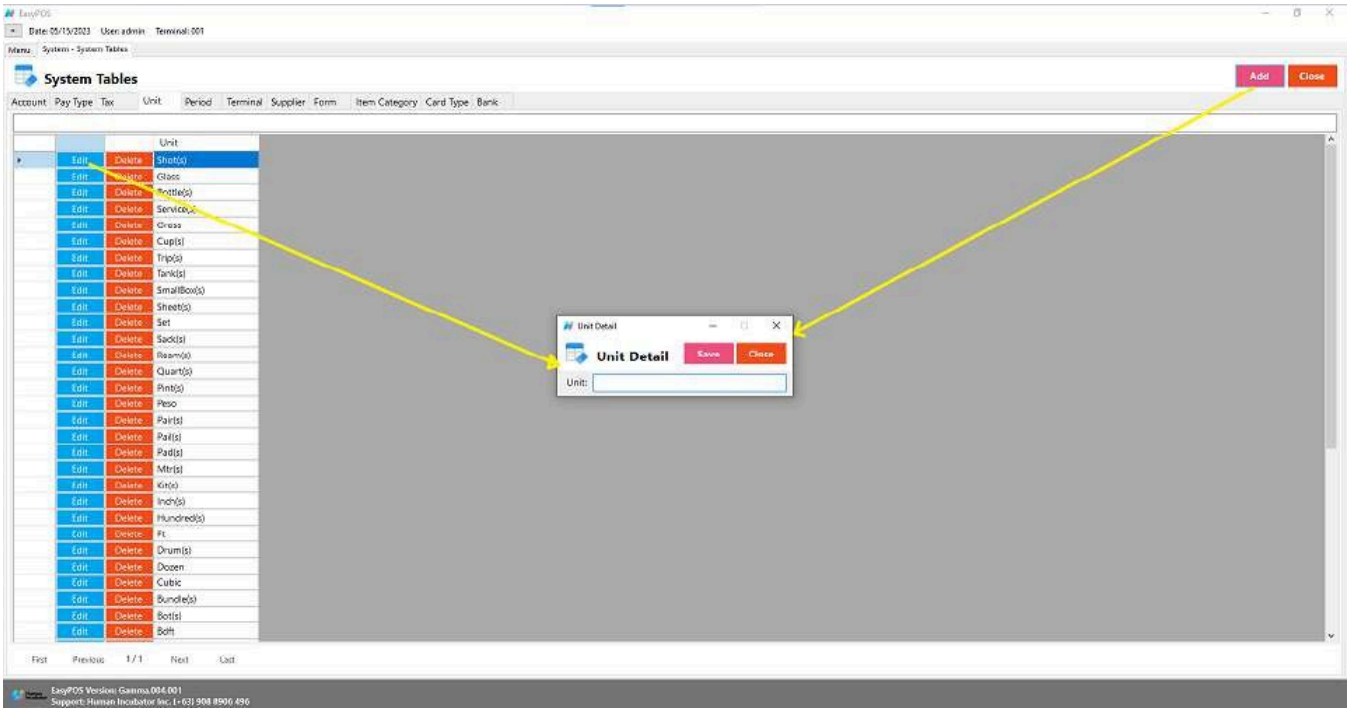


Original manual, page 333

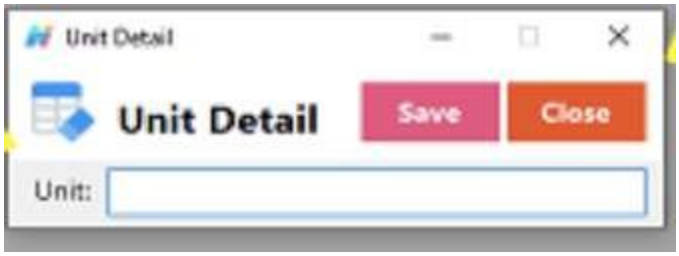


Original manual, page 334

- 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.



Original manual, page 335



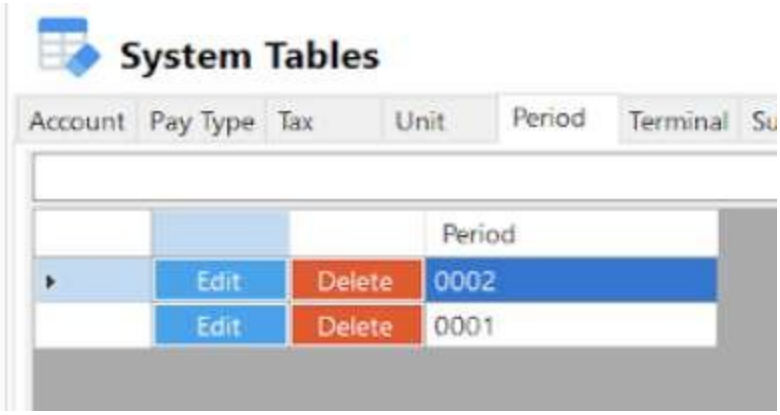
Original manual, page 335

- **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 336

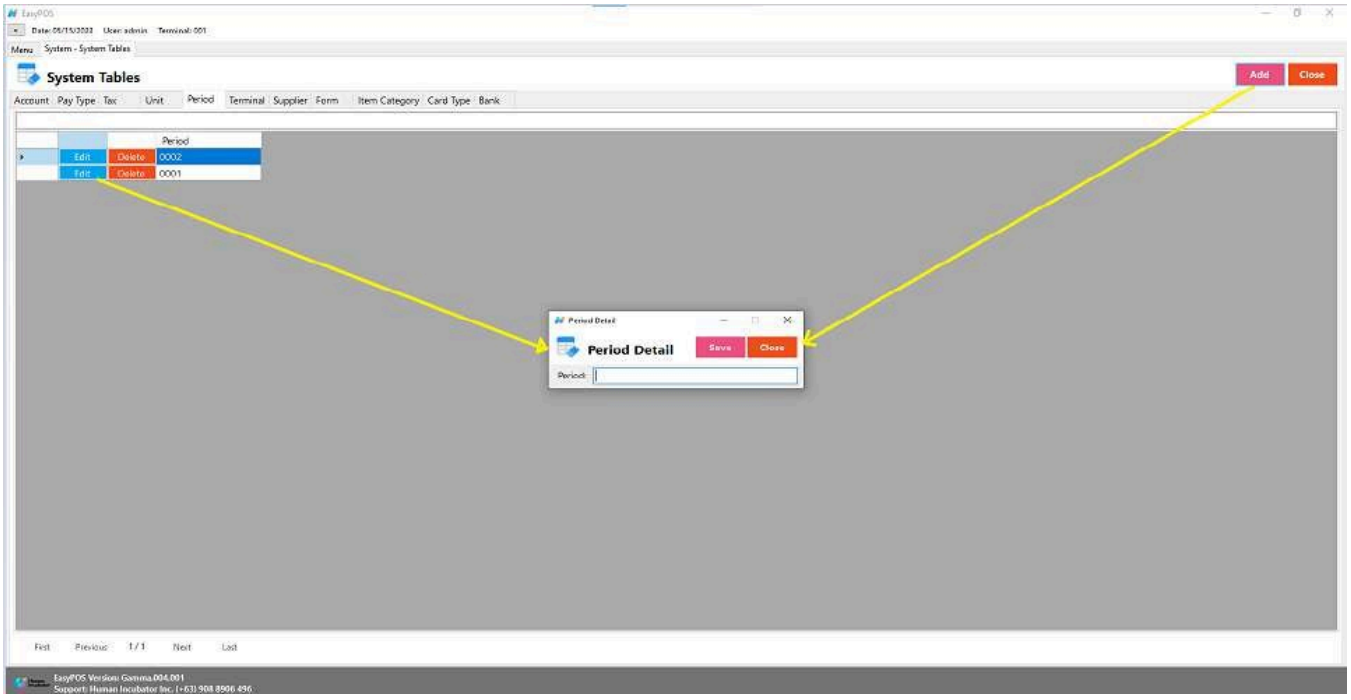


Original manual, page 336



Original manual, page 336

- 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.



Original manual, page 337



Original manual, page 337

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

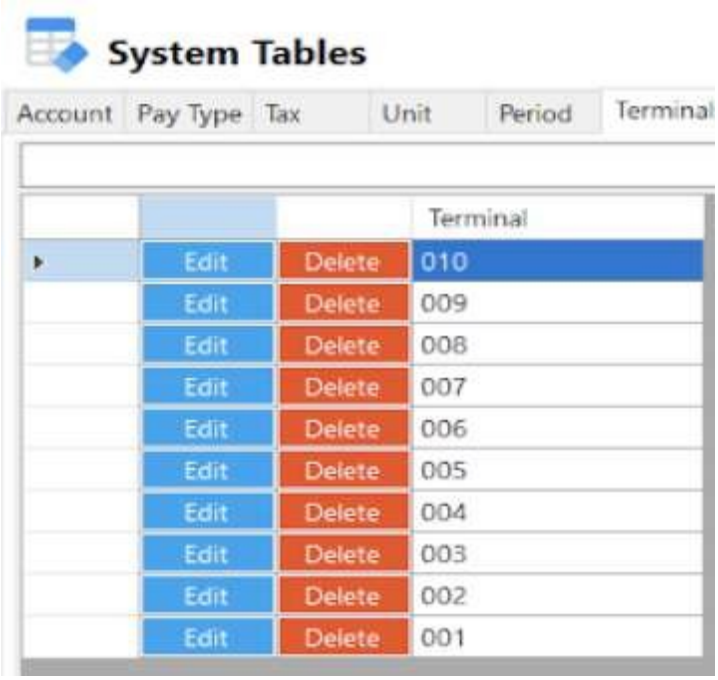
    - Unit
- Click the Save button to save period details.

Terminal 337

- 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.



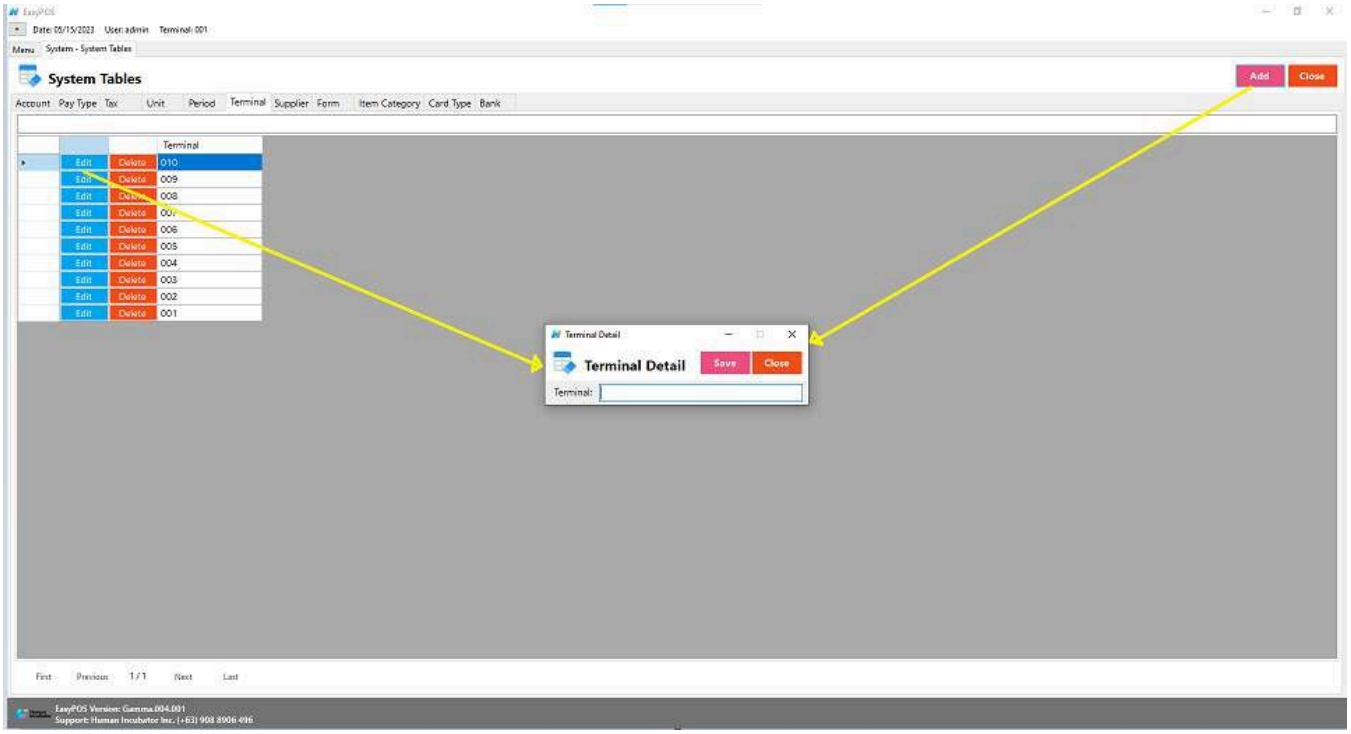
Original manual, page 338



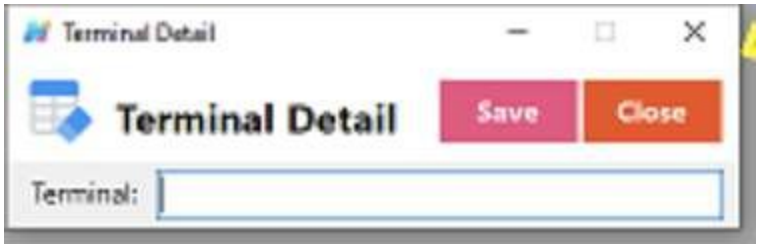
Original manual, page 338

- 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.



Original manual, page 339



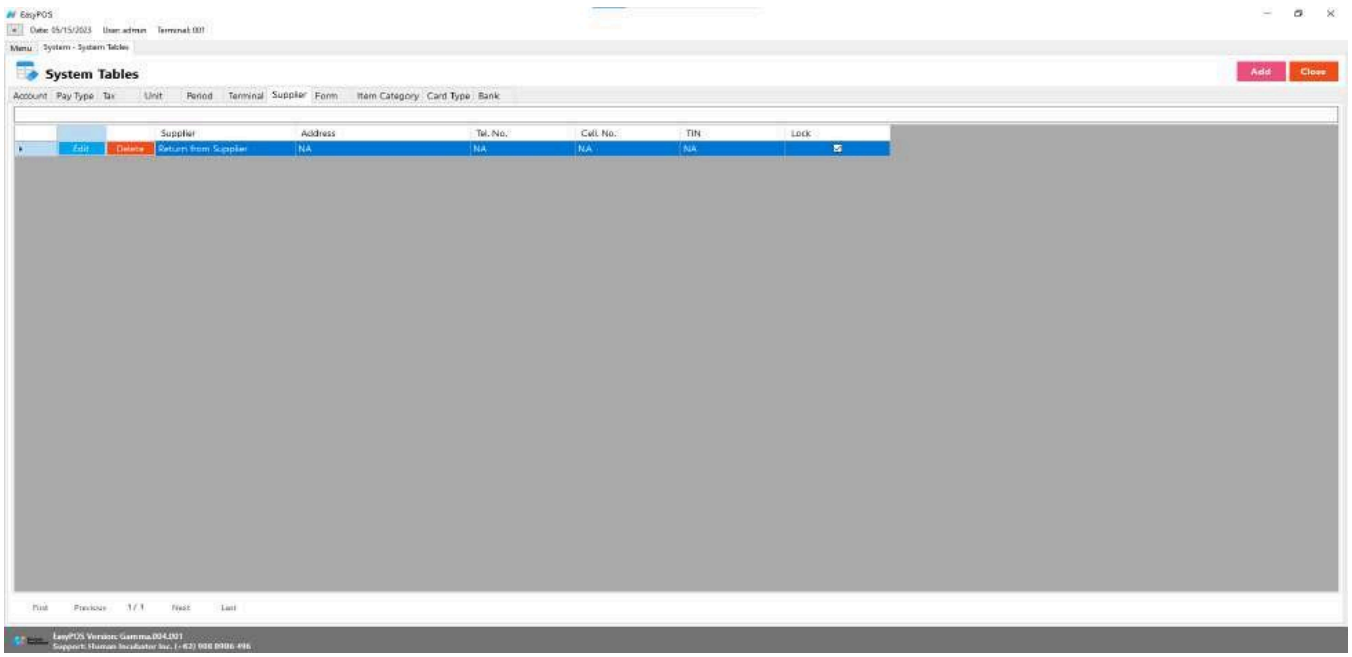
Original manual, page 339

- **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 339

- 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.

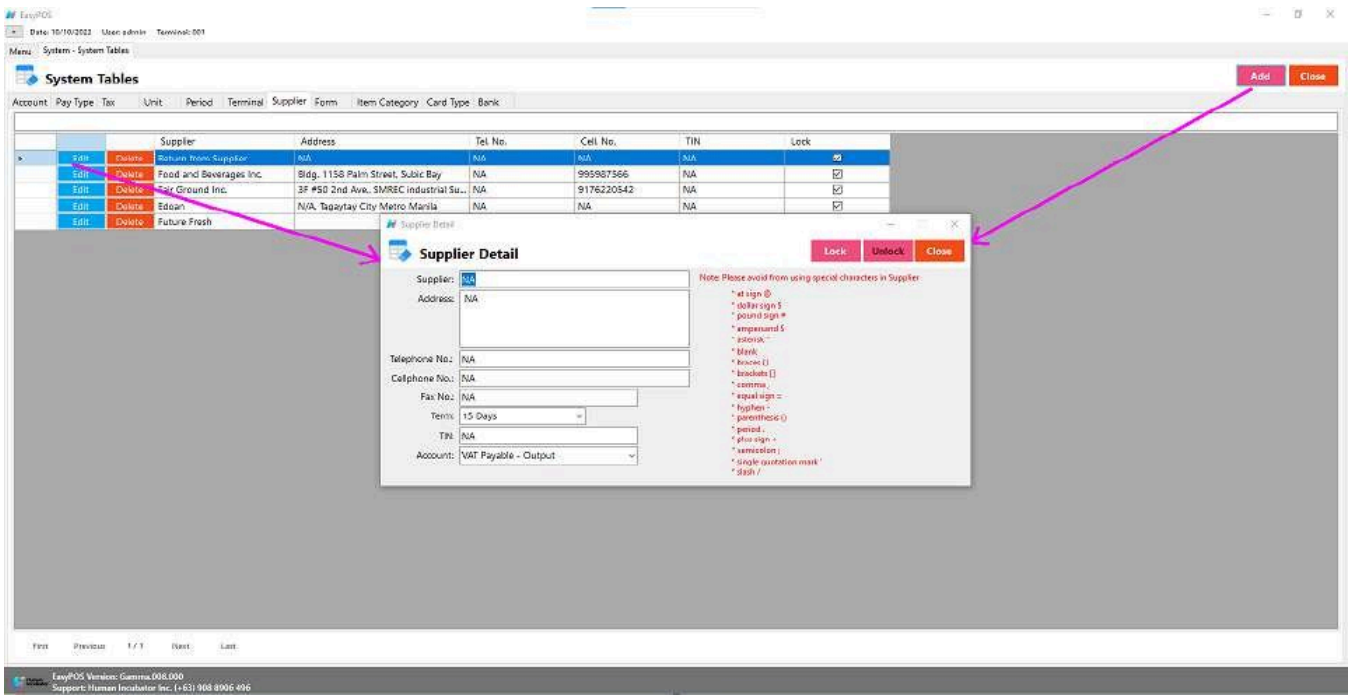


Original manual, page 340

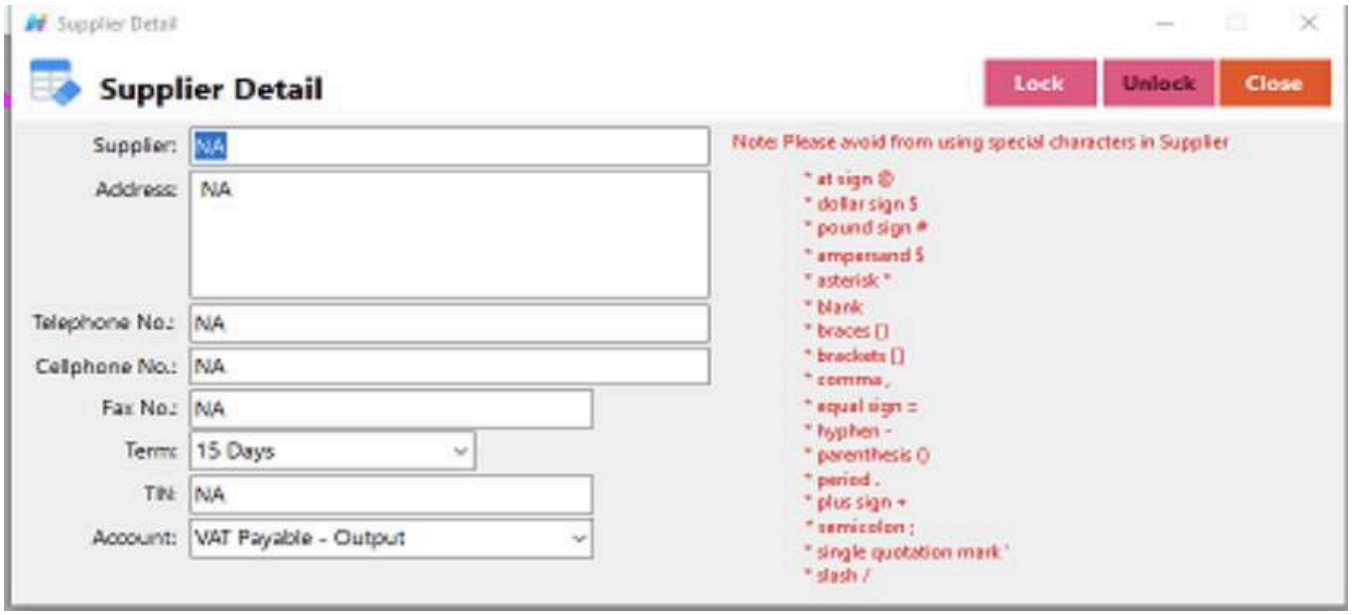


Original manual, page 340

- 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.



Original manual, page 341



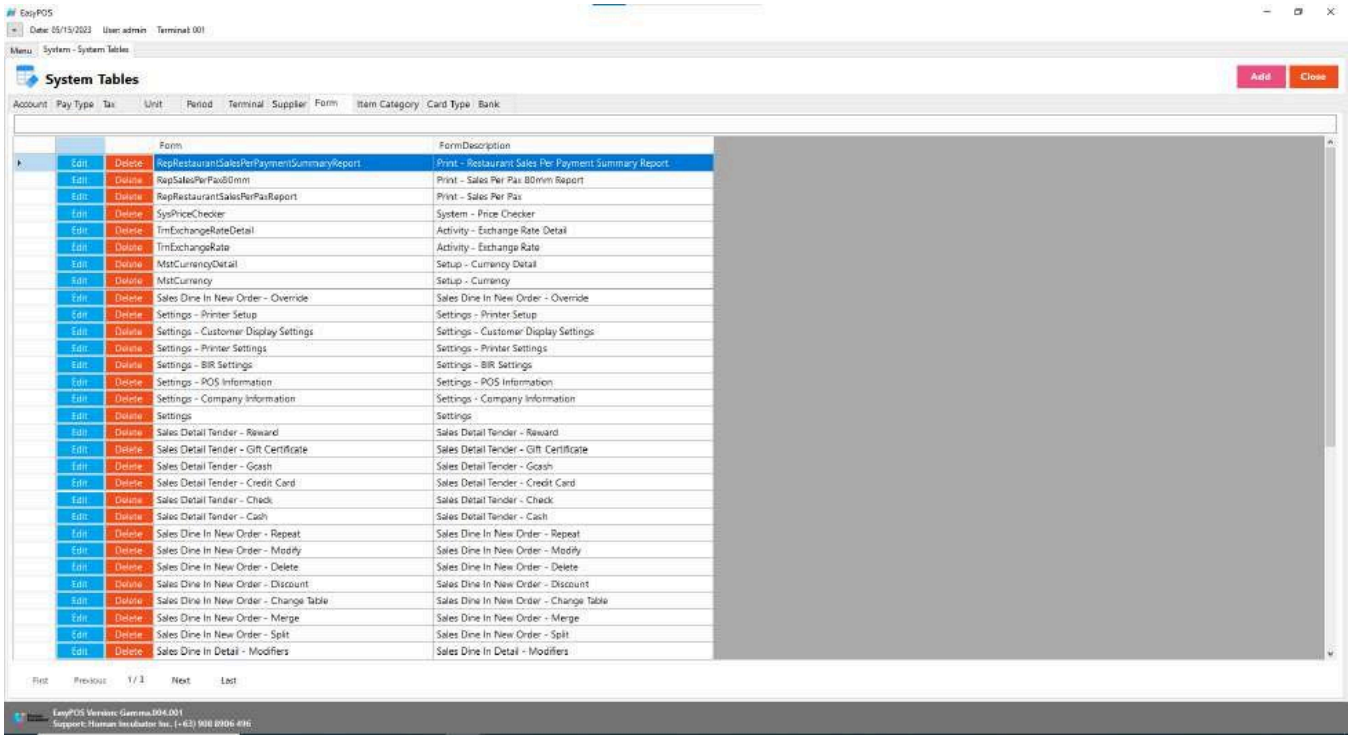
Original manual, page 341

- **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**
- **Do not use the tilde (~) or the comma (,) in the Supplier Details. If a field contains one of these characters, a prompt message will appear when locking the data.**
- There is no Save button for suppliers. Click the **Lock** button to save the supplier details (including the Account).

- The supplier list has two tabs, **Visible** and **Invisible**. Suppliers in the Invisible tab are the suppliers that are not shown (not visible) in the Visible list.

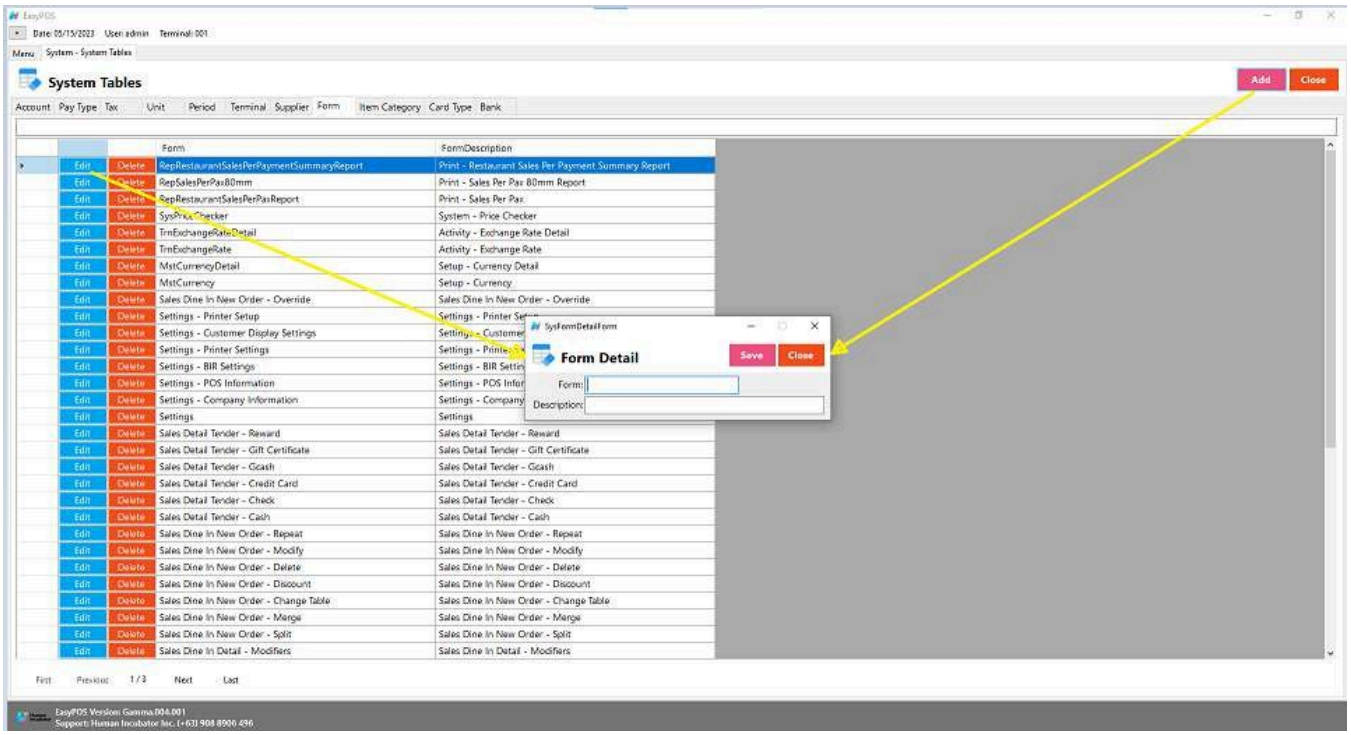
Form 342

- 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



Original manual, page 342

- 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.



Original manual, page 343

- **Assumption**: **Add** button is already clicked on the upper right



Original manual, page 343

corner in

the system tables.

- Fill up all the necessary information like:
    - Form and Description
- Click the Save button to save form details.

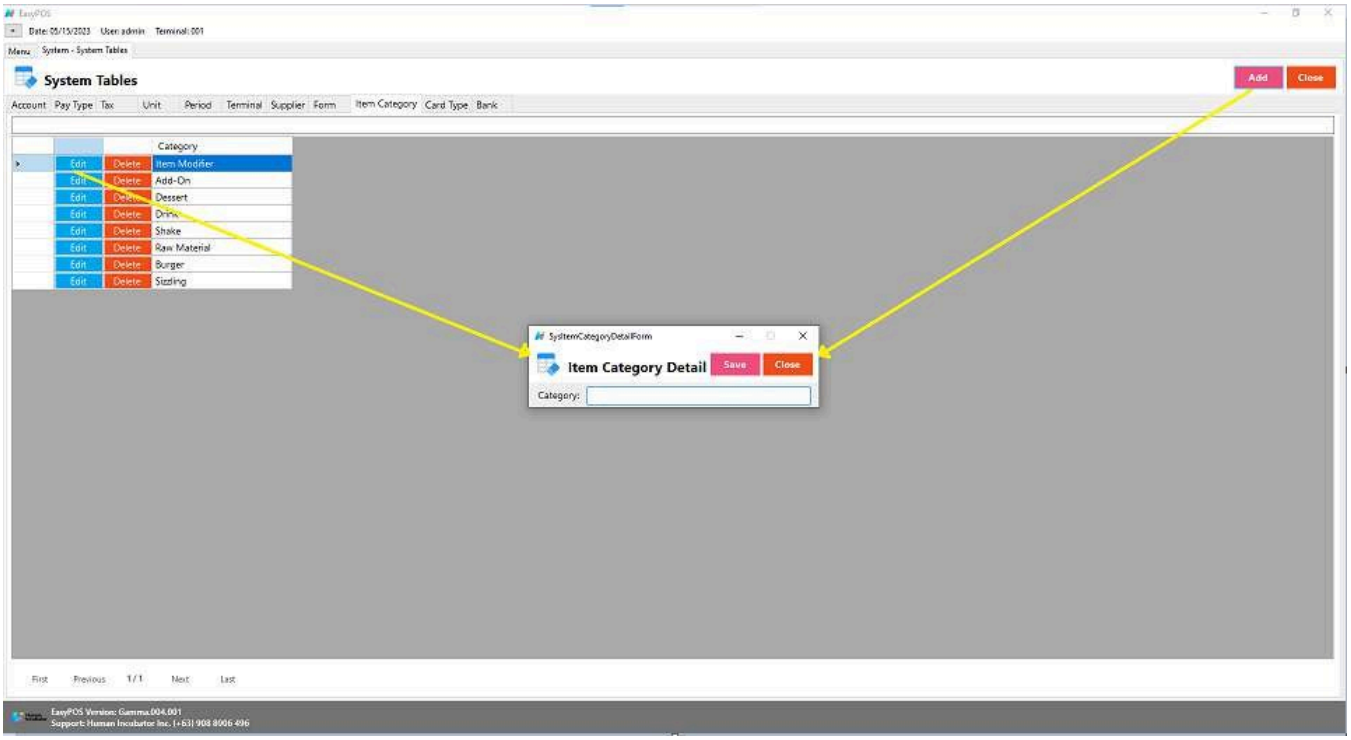
Item Category 343

- 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.



Original manual, page 344

- 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.



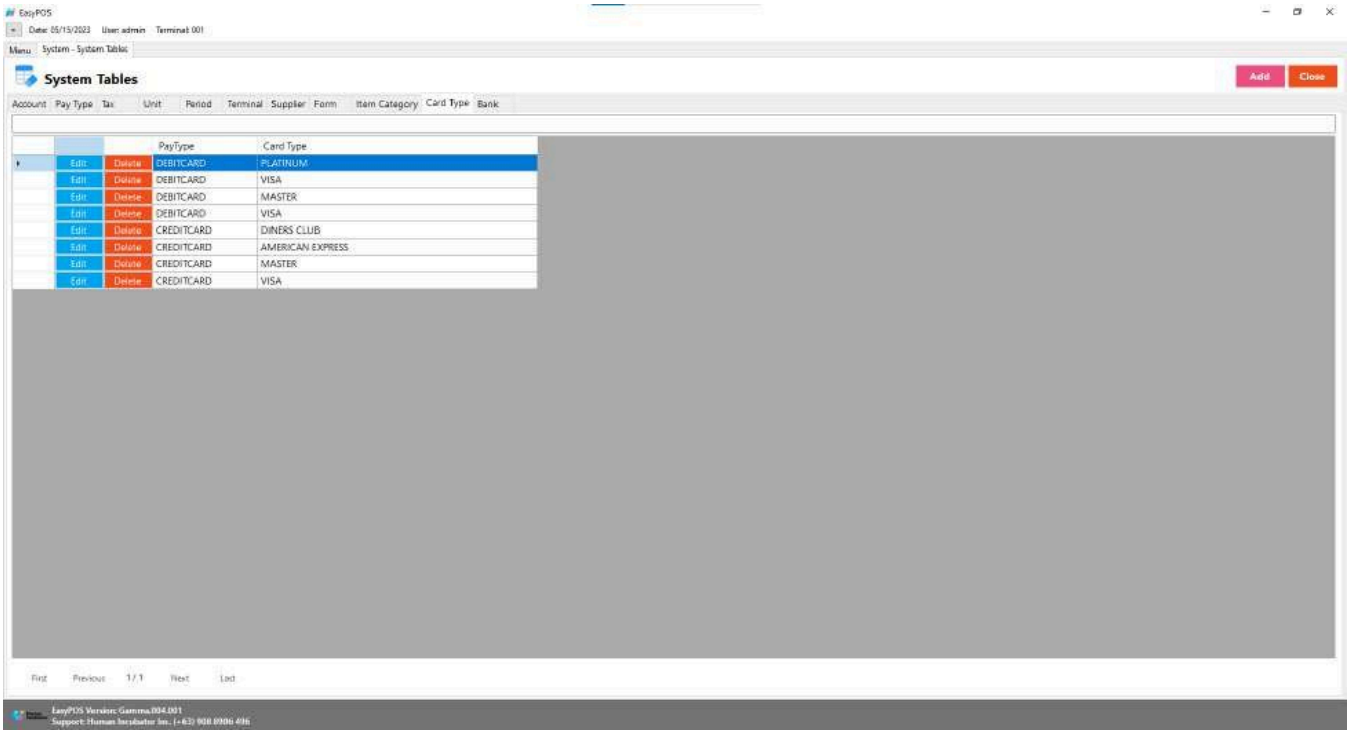
Original manual, page 345

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

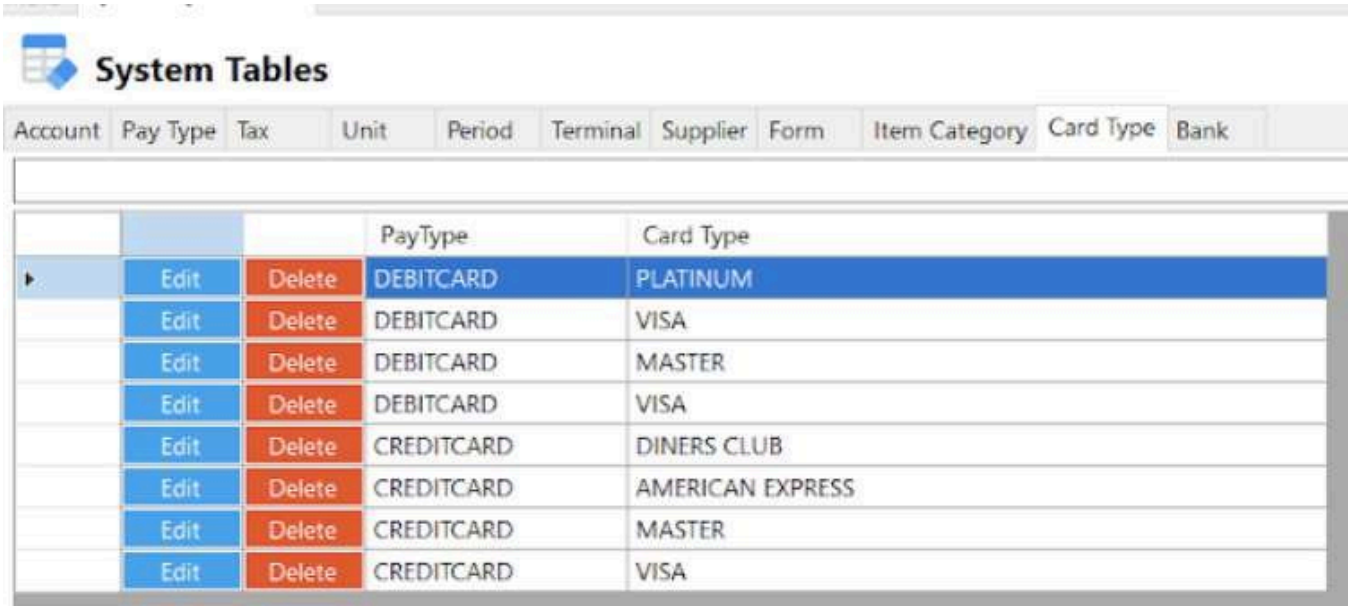
- Fill up all the necessary information like:
    - Category
- Click the Save button to save item category details.

Card Type 345

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



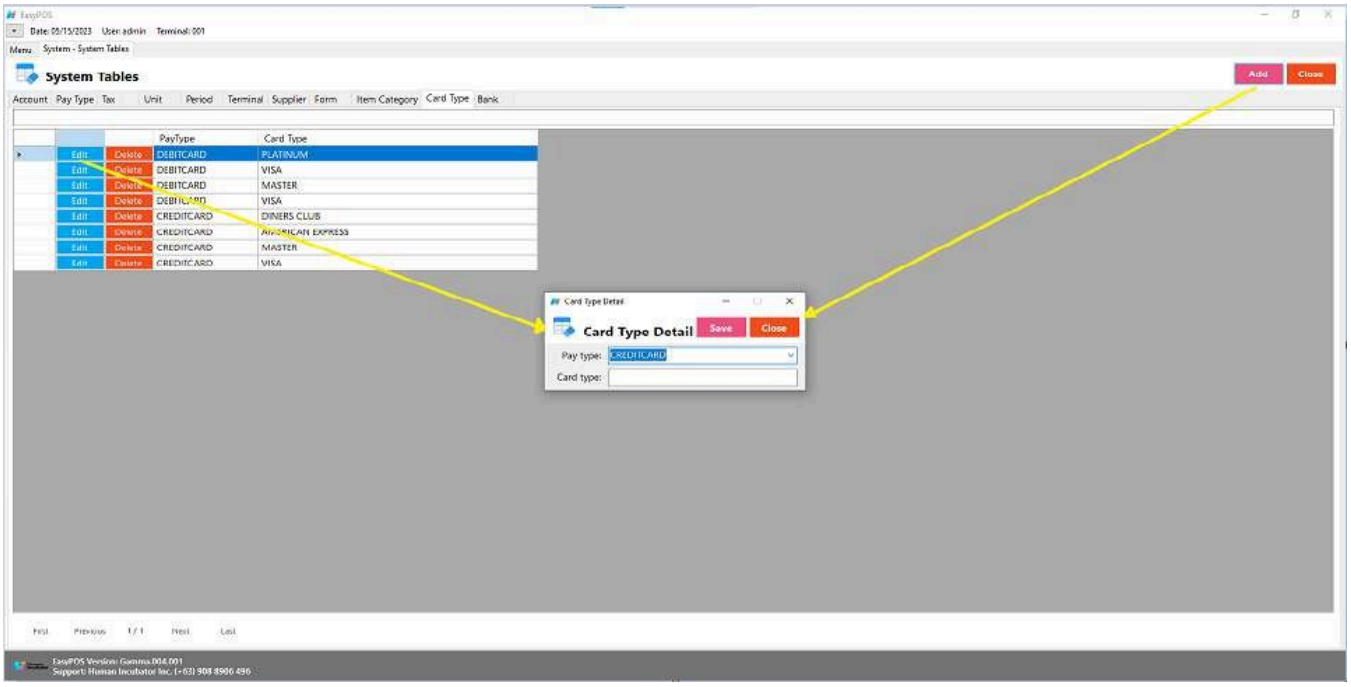
Original manual, page 346



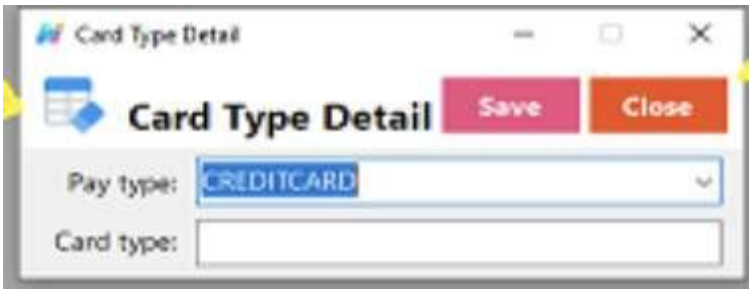
Original manual, page 346

- 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.



Original manual, page 347



Original manual, page 347

- **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
- Only pay types of the DEBITCARD type can be selected as the Pay Type.
- Click the Save button to save card type details.

Bank 347

- 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.

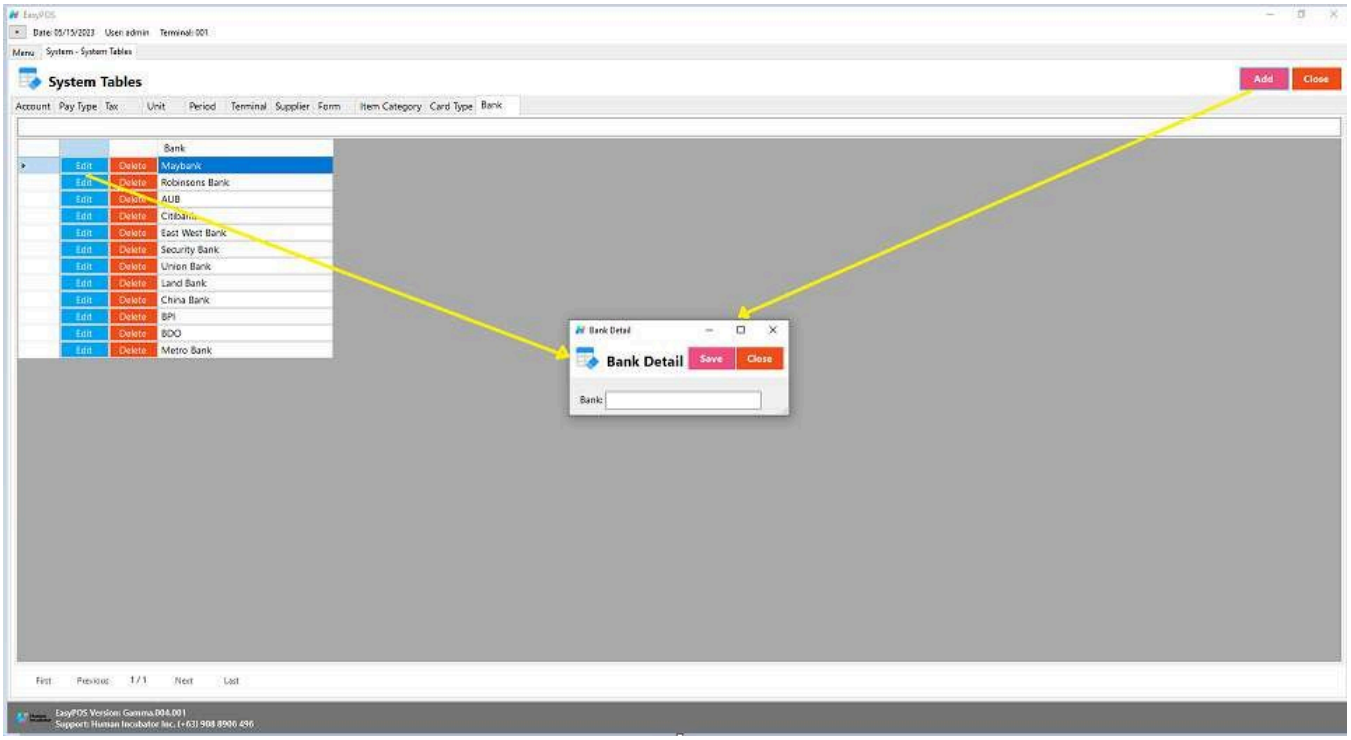


Original manual, page 348

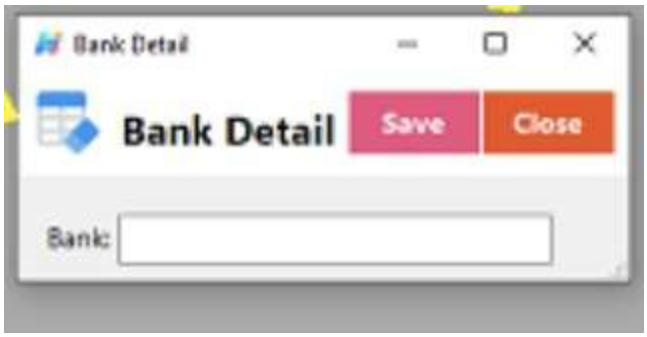


Original manual, page 348

- 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.



Original manual, page 349



Original manual, page 349

- **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.

Void Reason

- This tab is shown only when the system is set up for EasyRestaurant. It lists the reasons that can be selected when voiding.
- Shows the list of all added void reasons.
- Delete button will proceed to deleting void reason details.
- Edit button will proceed to updating void reason 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:
    - Void Reason
- Click the Save button to save void reason details.

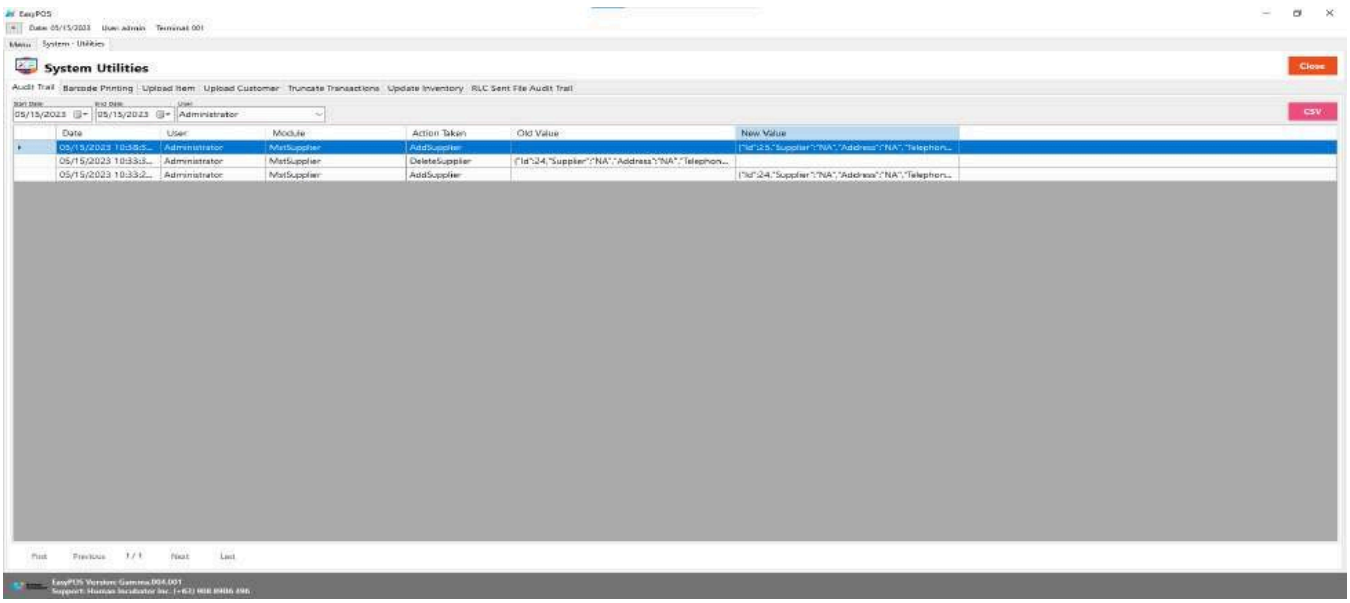
System - Utilities 350

Overview 350

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

Audit Trail 350

- 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.
    - Use the **User** and date range filters to narrow down the list. The User list shows one locked user at a time (there is no "All" option).
    - Click the CSV button to generate a csv file format of audit trails.
    - Click the PDF button to generate a PDF file of audit trails.
    - Close button will proceed to closing the system utilities module.
    - **Id -** Number of the audit trail record
    - **Date -** When the activity was done
    - **User Id -** Number of the user who did the activity
    - **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

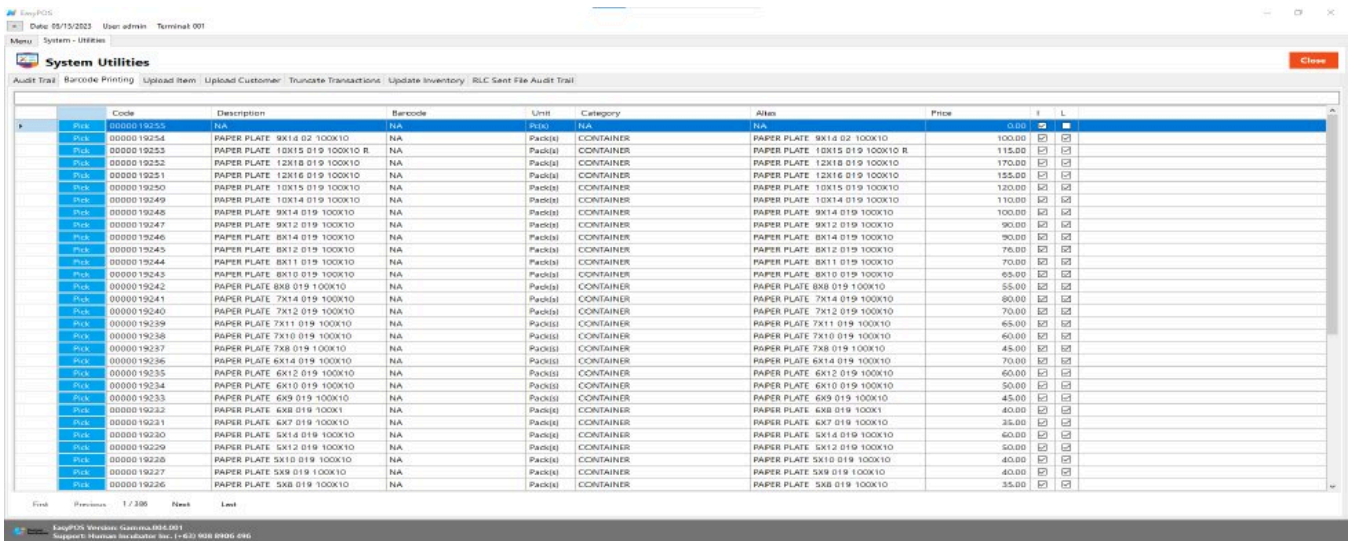


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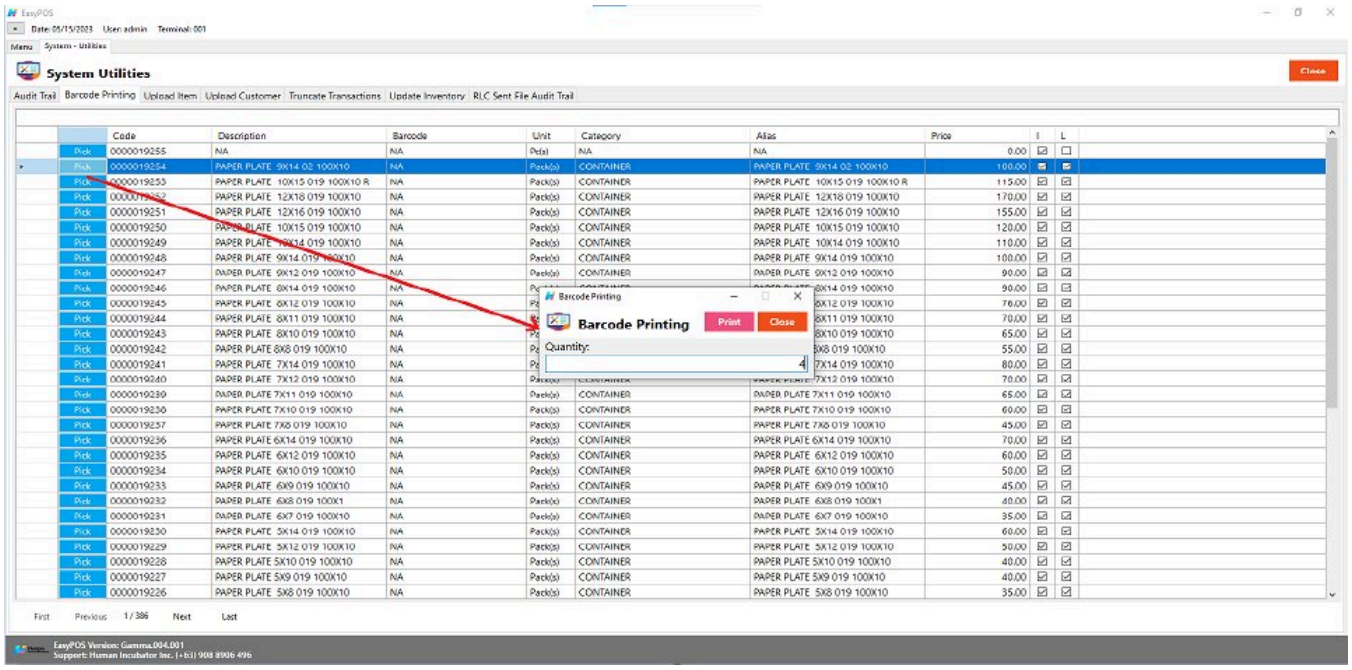
Barcode Printing 351

- 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
    - 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 labels are printed in 3 columns. Each label shows the company name, the item alias, the barcode and the price.

> **Note:** Enter a quantity of at least 1 and less than 1,000. Entering 1,000 or more causes an error (known issue, being fixed).



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- **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 353

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

      Click Export button to generate the Excel (xlsx) template

      Click Open button to select the file after inputting necessary information of the item. Barcode, Description, Alias, Category and Unit are required.

      Up to 500 rows can be imported at a time.

      Click Import button to import the file

      Rows that cannot be imported are returned in an error file named "Items with Issues".
    - **Update Item Price**

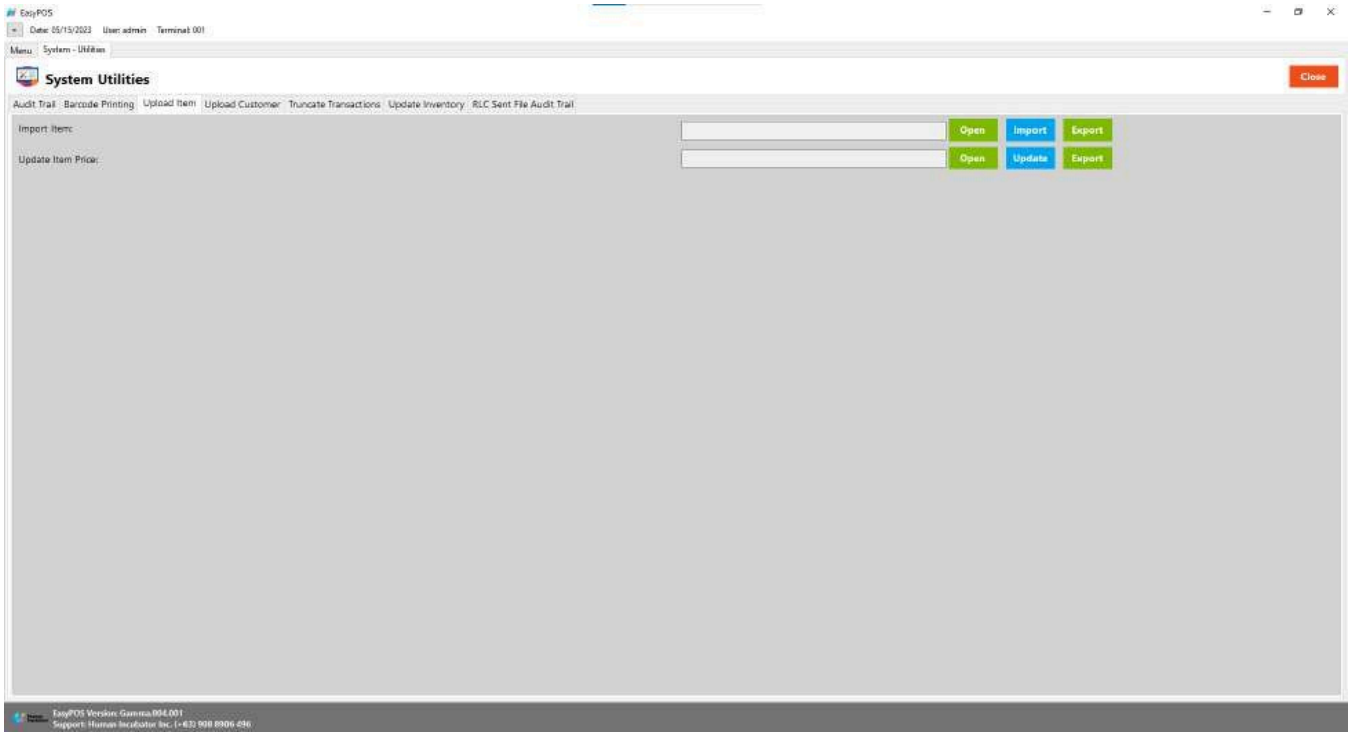
      Click Export button to generate csv file format

      Click Open button to select the file after inputting the updated price

      Click Update button to upload the file

      Only inventoriable items are listed. Only the Price is updated (the Cost is not changed).

      Be careful that the leading zeros of the barcodes are not removed when the file is edited.



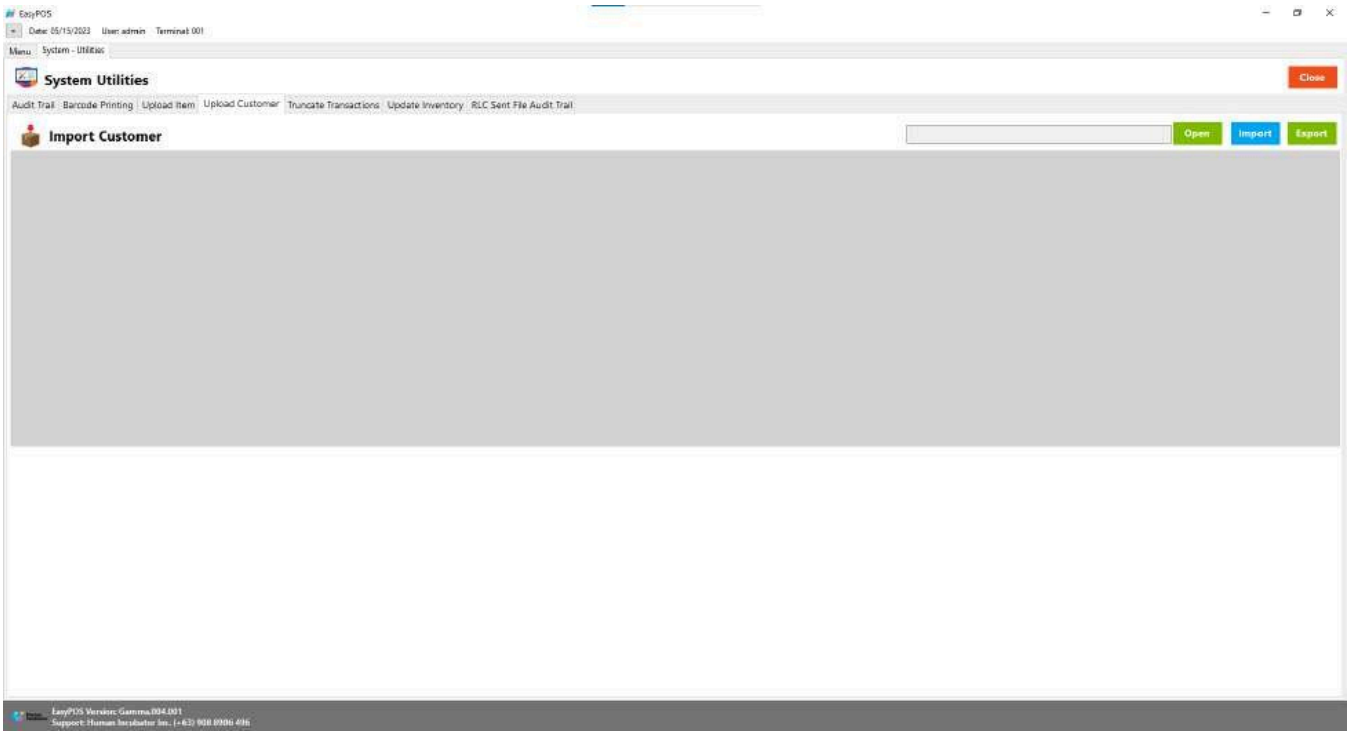
Original manual, page 353



Original manual, page 353

Upload Customer 353

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



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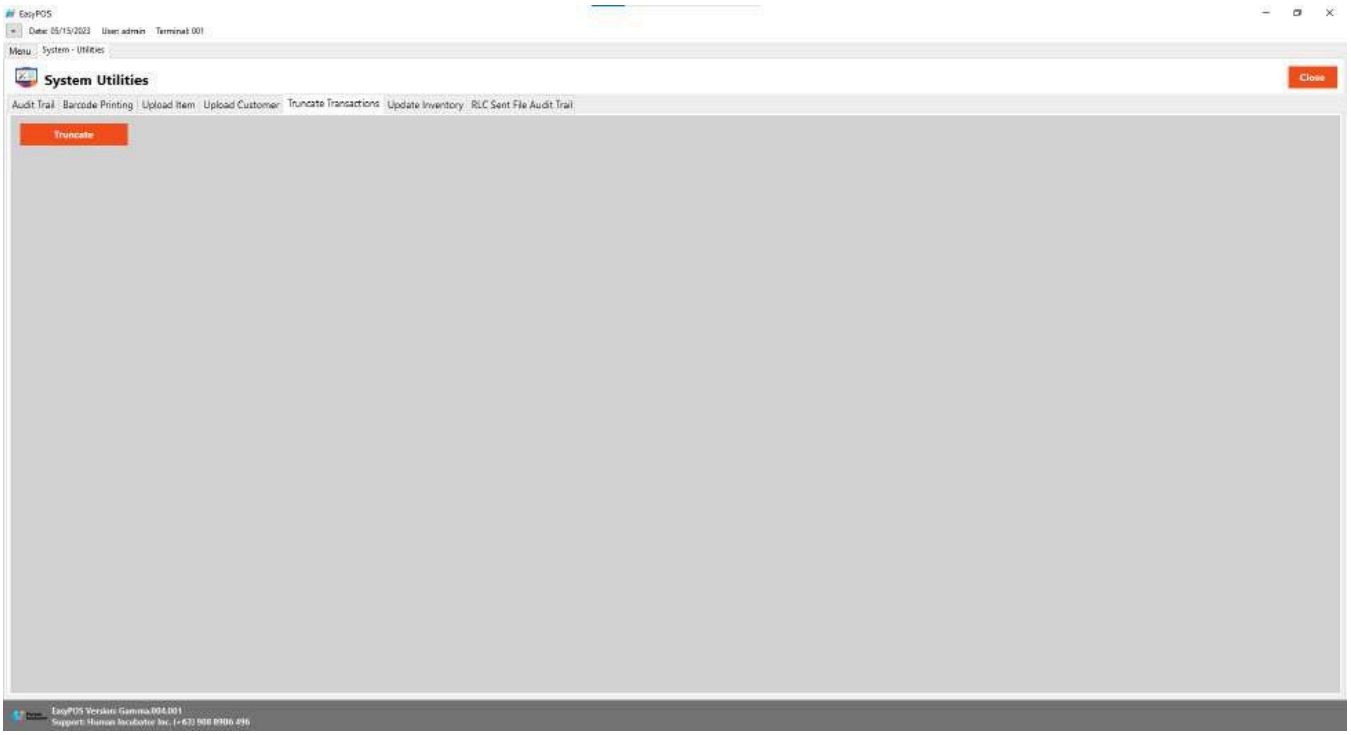
- Click Export button to generate the Excel (xlsx) template
- Click Open button to select the file after inputting necessary information of the customers. Fill in all the required fields.
- Up to 500 rows can be imported at a time.
- Click Import button to import the file
- Rows that cannot be imported are returned in an error file.

Truncate Transaction 354

- 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.

Take Note: Truncate cannot be undone. Besides the transactions, it also deletes the audit trail, the EOD records and the accumulated sales, and resets the on-hand quantities and the customer points to 0. This tab is shown to the super administrator only.

> **Note:** The system does not ask for confirmation before truncating (known issue, being fixed). Click Truncate only when you are sure.



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Update Inventory

- Recalculates the on-hand quantity of the selected item from its stock in, stock out and sales transactions (on-hand = stock in - stock out - sales).
- Select an item and click **Update Inventory**. The option **All** updates all items.

> **Note:** The result can be wrong when two transactions have the same quantity, and for items with more than one unit (known issue, being fixed). Check the result in the Inventory Report.

CHAPTER 11

XI: Settings

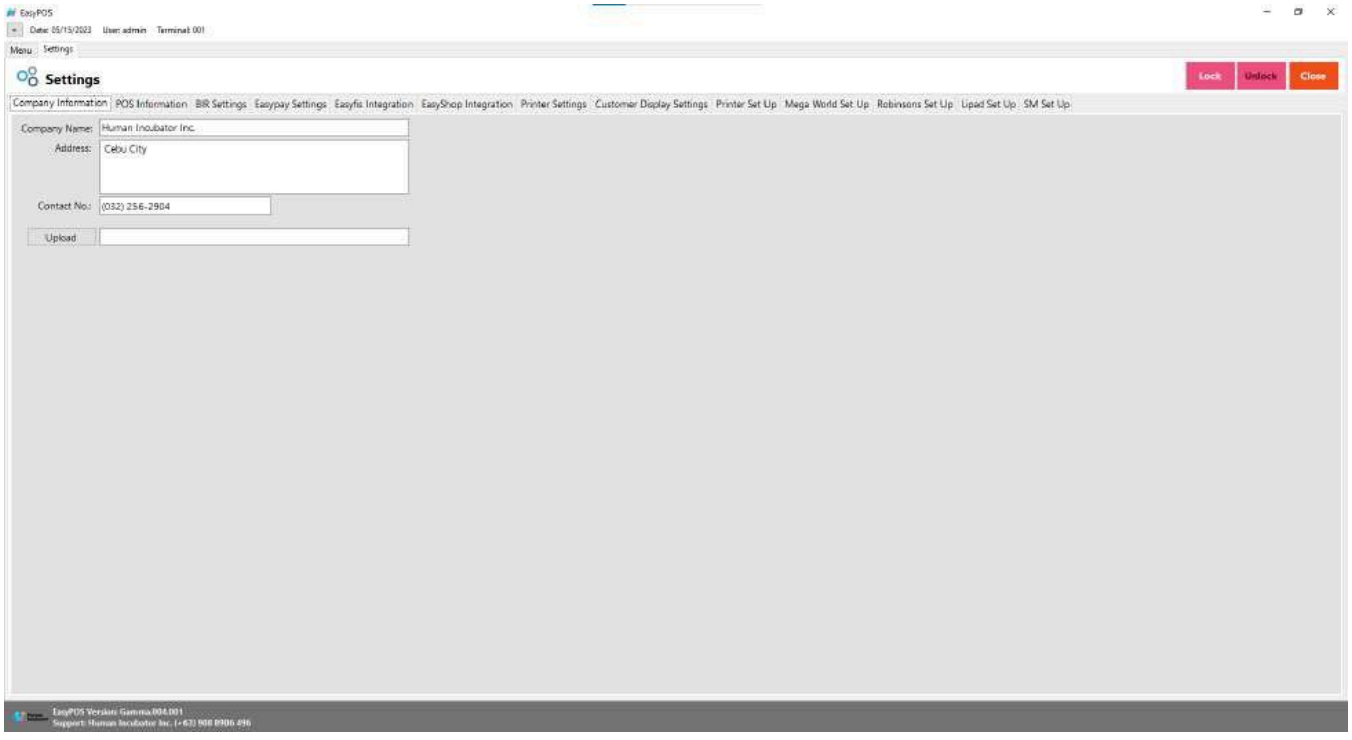
Settings 356

Overview 356

- **Settings** is where users can manage the functions of EasyPOS such as enabling/disabling the EasyPOS features, Easy series integrations, printer setup, etc.
- The settings are saved on each PC (in the file Settings/SysCurrent.json). Set up each PC separately and keep a backup of this file.

Company Information 356

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



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- Fill up the necessary information like:
    - Company name, Address, Contact number and upload image
- Click Lock to save the details.
- The uploaded image is saved as soon as it is selected, without clicking Lock.
- Click Unlock to edit the details
- Close button will proceed to closing the system table module.

POS Information 358

- 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 lock a sale even when the stock is not enough (the inventory becomes negative).
    - **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**

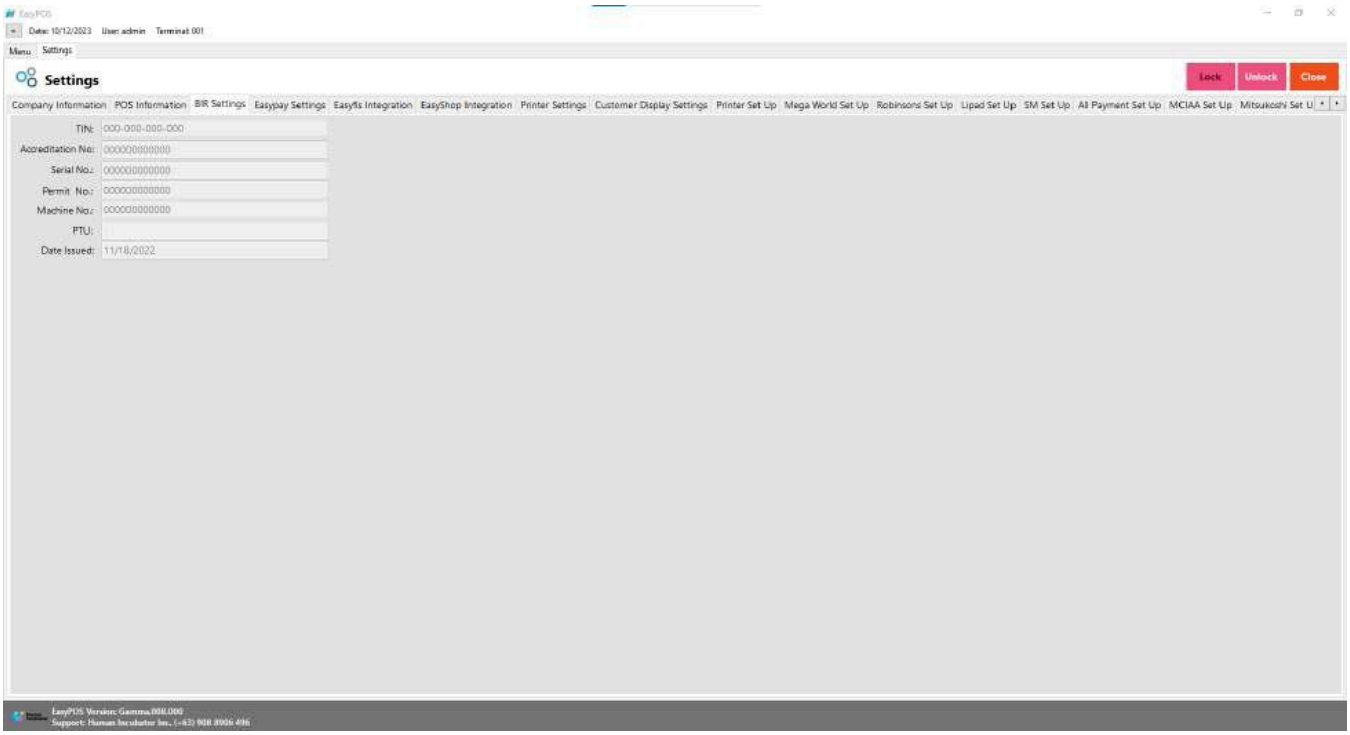
      It is use to hide sales item detail in POS Touch

    - **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.

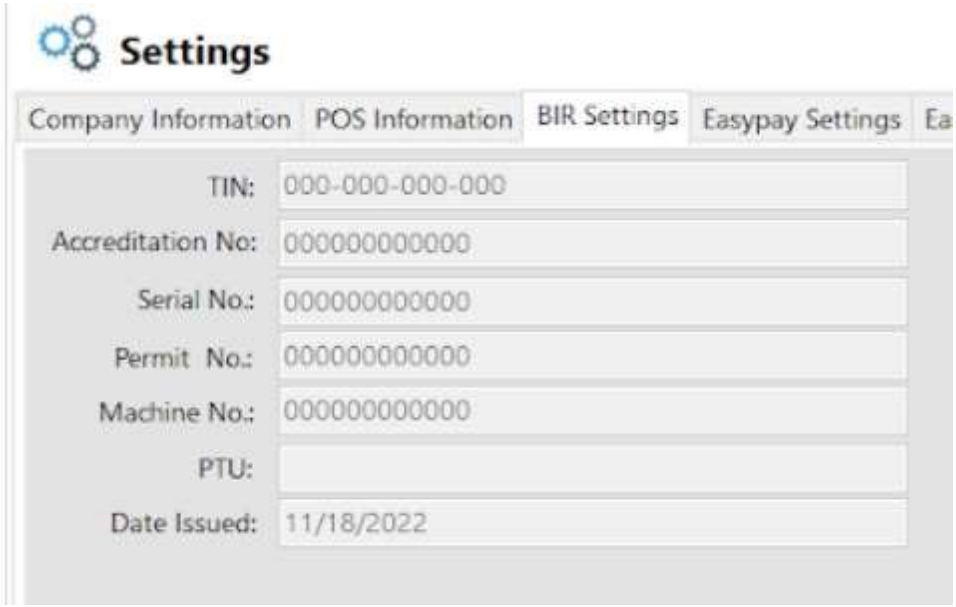
- **Allow Z Reading with Open Sales**
    - Allow the user to view or print z reading report with an open sales
- **Hide Other Details on POS Retail**
    - When this feature is enabled, it will only display the item description, quantity, price, discount and amount in sales detail.
- **With Easy Restaurant**
    - 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**
    - VAT is also applied to the service charge.
- **Enable Background Process**
    - When it is checked, locking a transaction does not update the inventory or check for negative stock right away; the inventory is updated in the background.
- Other settings in POS Information: With EasyHQ, With EasyCM, With EasyFS Integration, Enable Parking System, Operation Start Time and End Time, OR Prefix, Service Charge Rate, Choose Printer, Triggered Quantity, and Enable Second Monitor, Welcome Message and Promo Images. The Ayala Set Up tab is also available.

BIR Settings 360

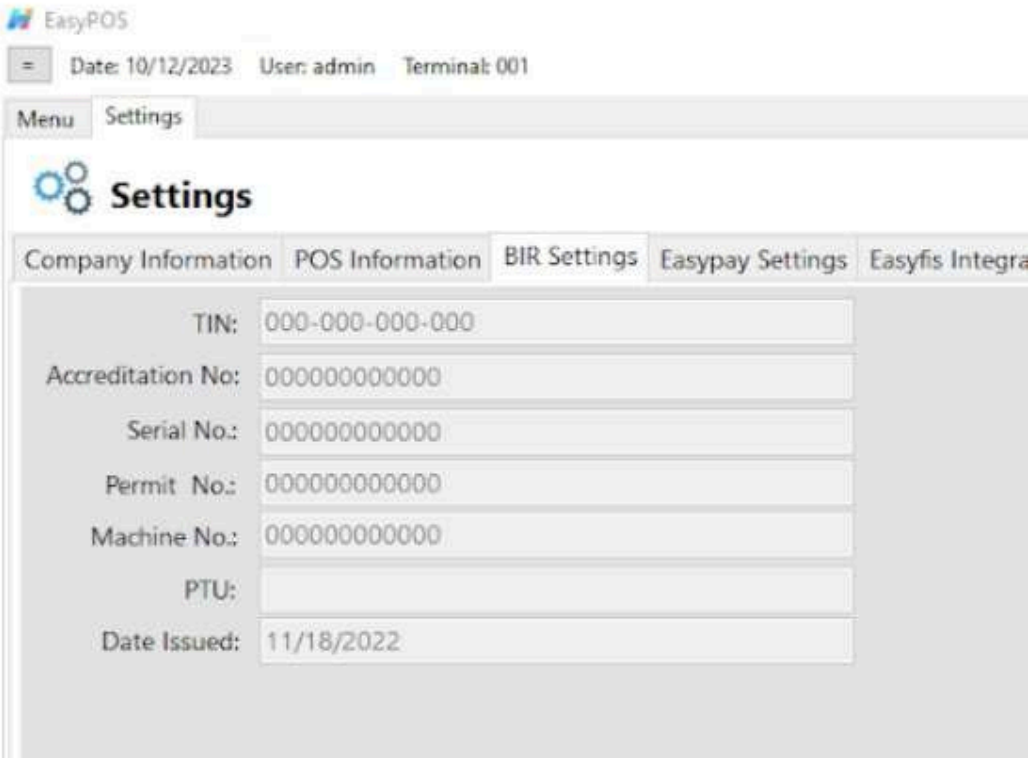
- It is where the user can set up their BIR credentials and receipt documentation.



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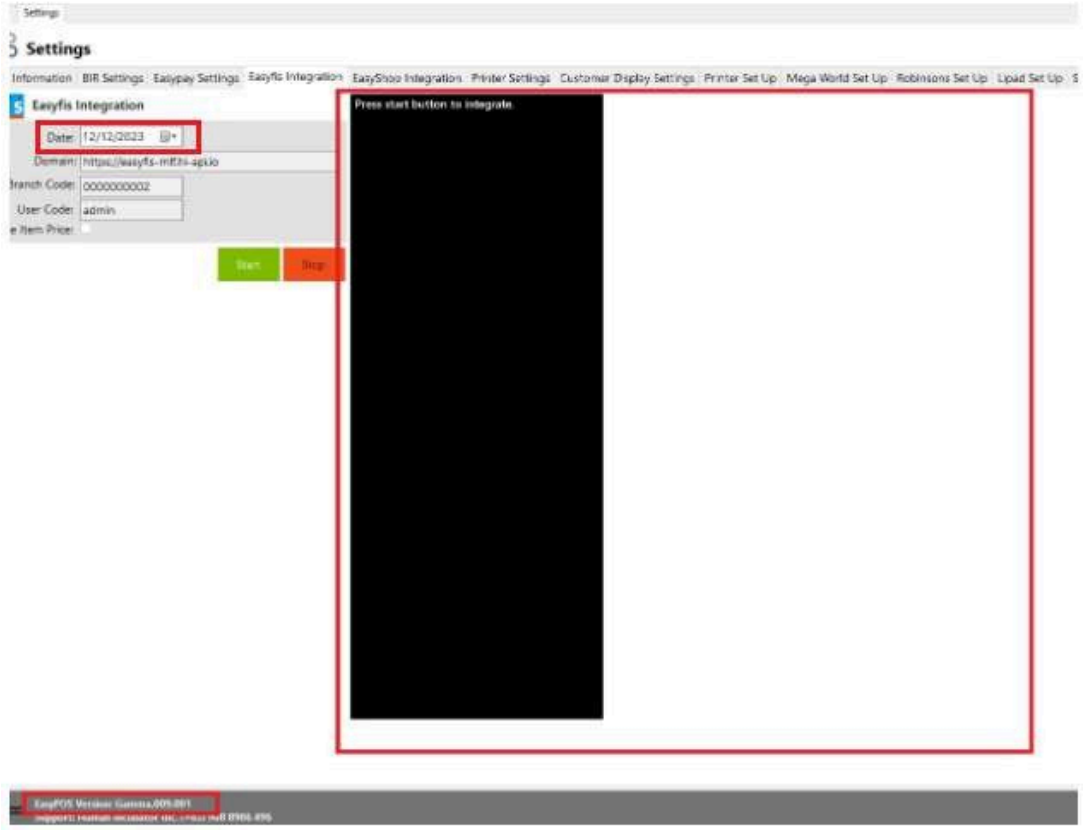


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BIR permit sampe.jpg

EasyFS Integration 363

- 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 fields of the EasyFS Integration tab in Settings:
    - 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
- The EasyFS Integration tab is shown only when **Show EasyFS Integration Tab** is enabled. Enable **Disable Stop Button in EasyFS Integration Tab** to disable the Stop button.



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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.**

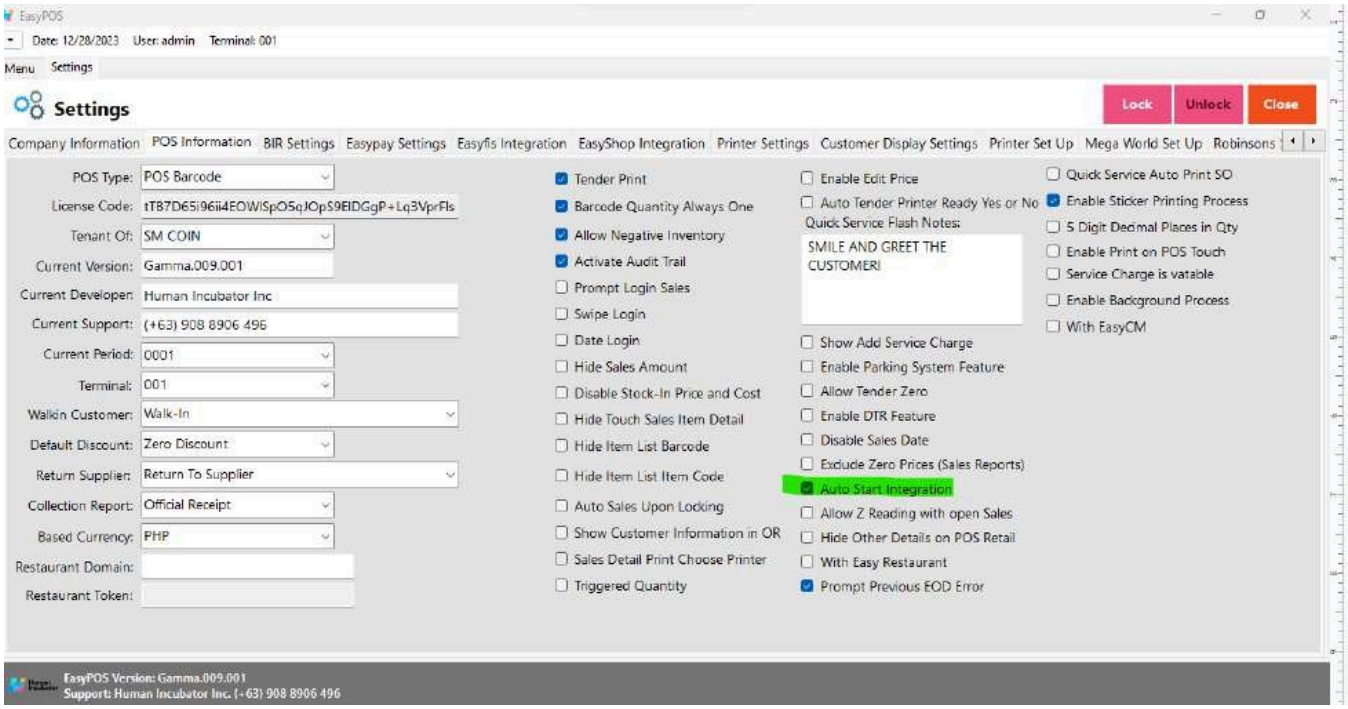
Updating the BARCODE **and** UNIT **in the easyFS system will cause duplication of items in EasyPOS which will cause a discrepancy of inventories between two systems. To avoid this kind of issue(s), you should add a new entry for the updated** barcode(s) **and** unit(s)**.**

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 365

If you want to Automatically start the integration go to

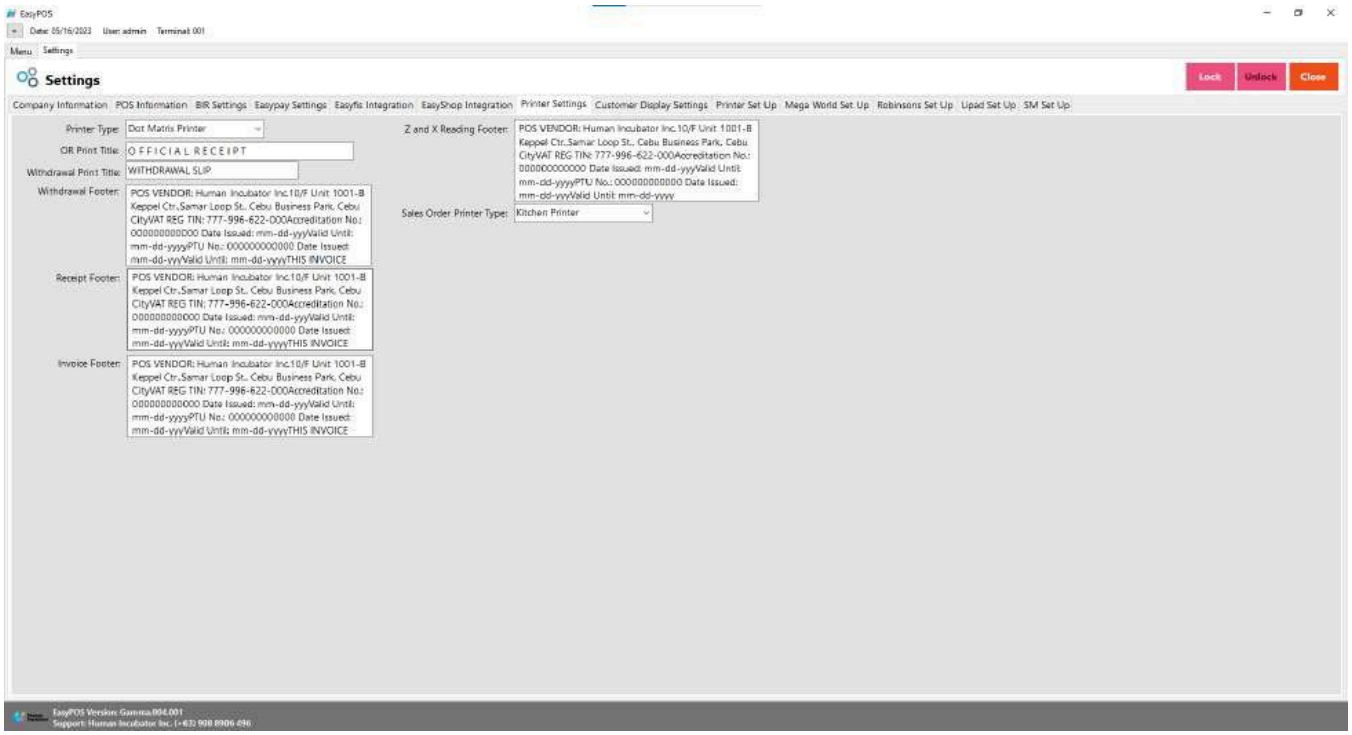
1. Settings → POS Information
2. Click on the Auto Start Integration Check Box



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Printer Settings 366

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



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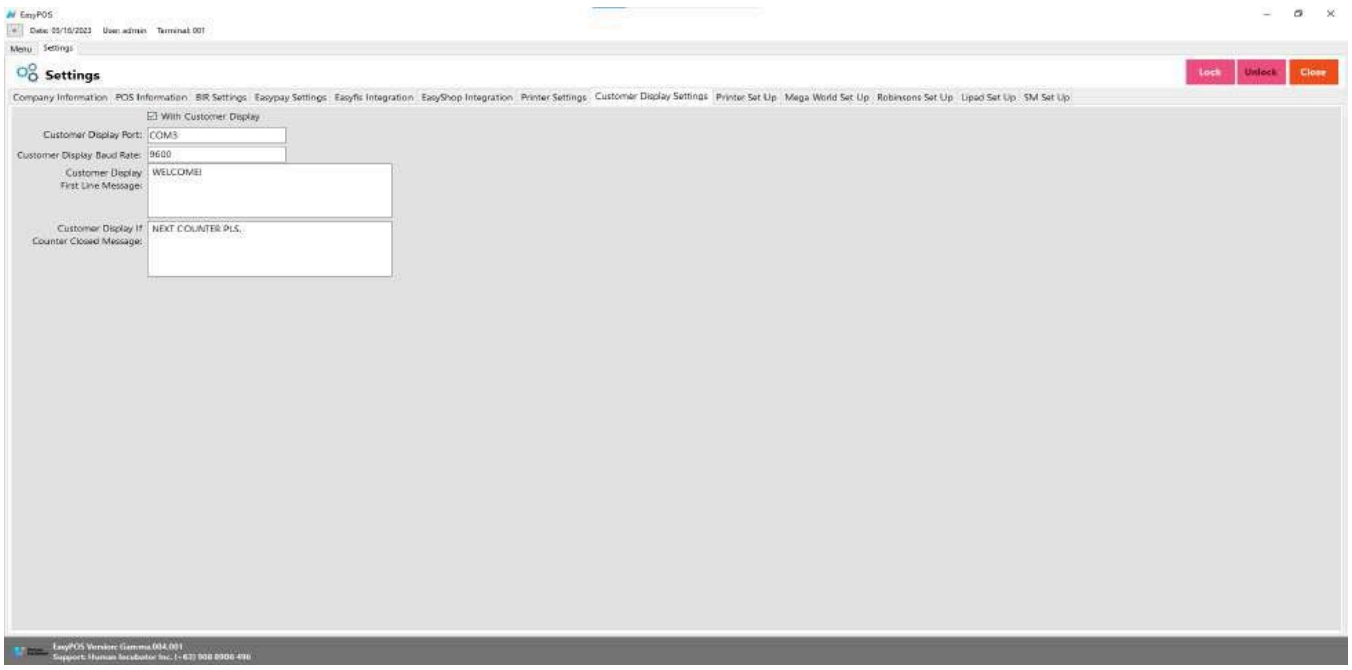
- Bill out footer should be the invoice footer.



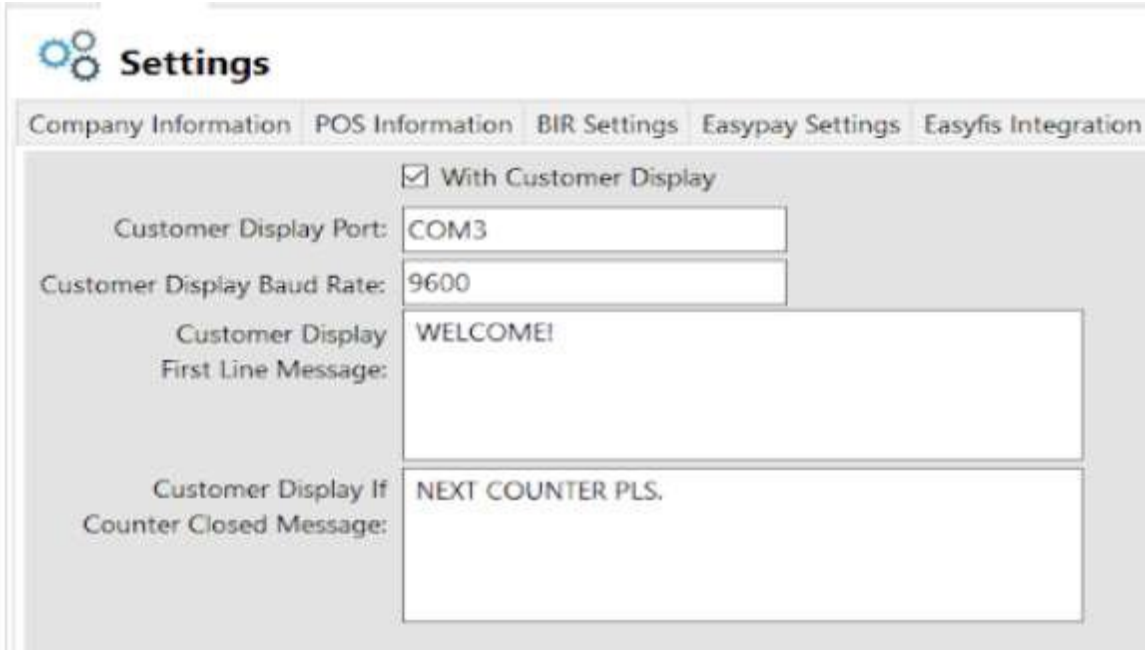
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Customer Display 368

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



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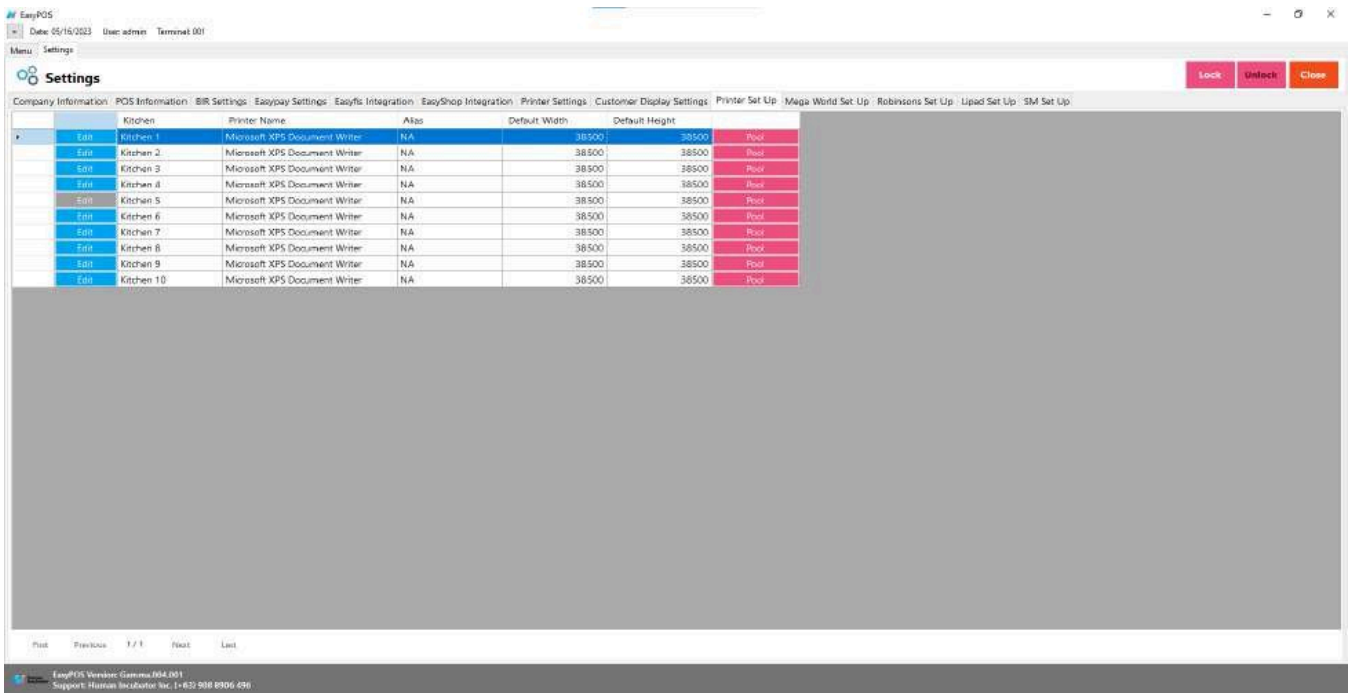


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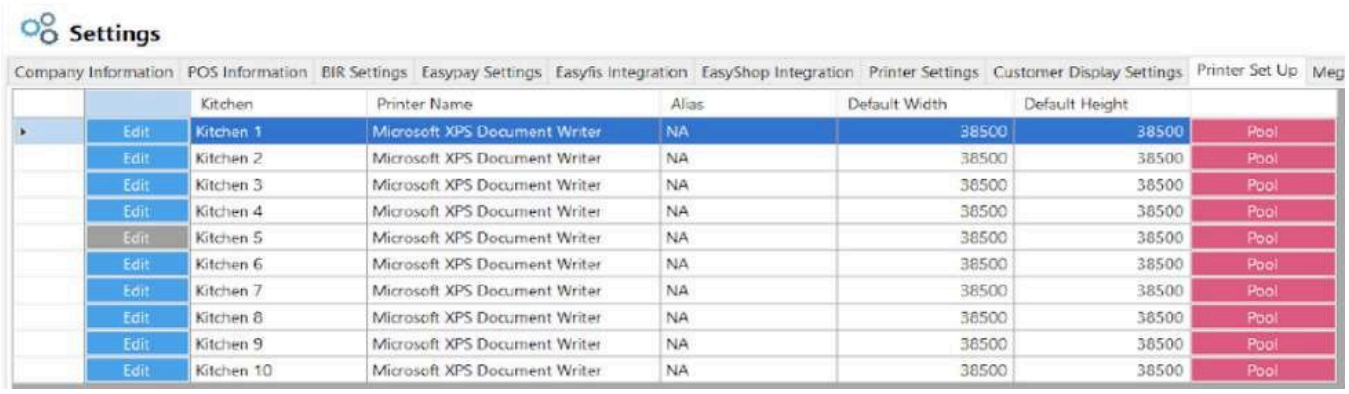
Printer Setup 369

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

> **Note:** Editing a Pool entry adds a new row instead of updating the existing one (known issue, being fixed). Check the pool list after editing.



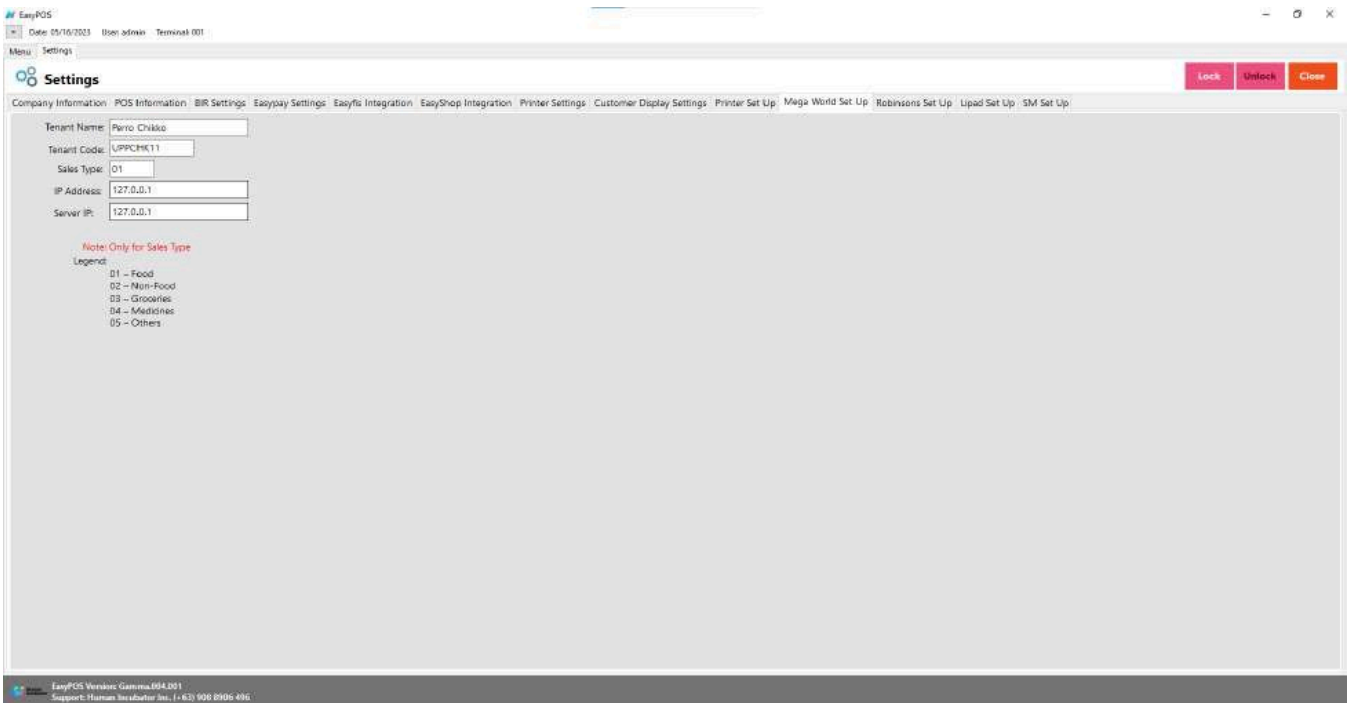
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Mega World Setup 370

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



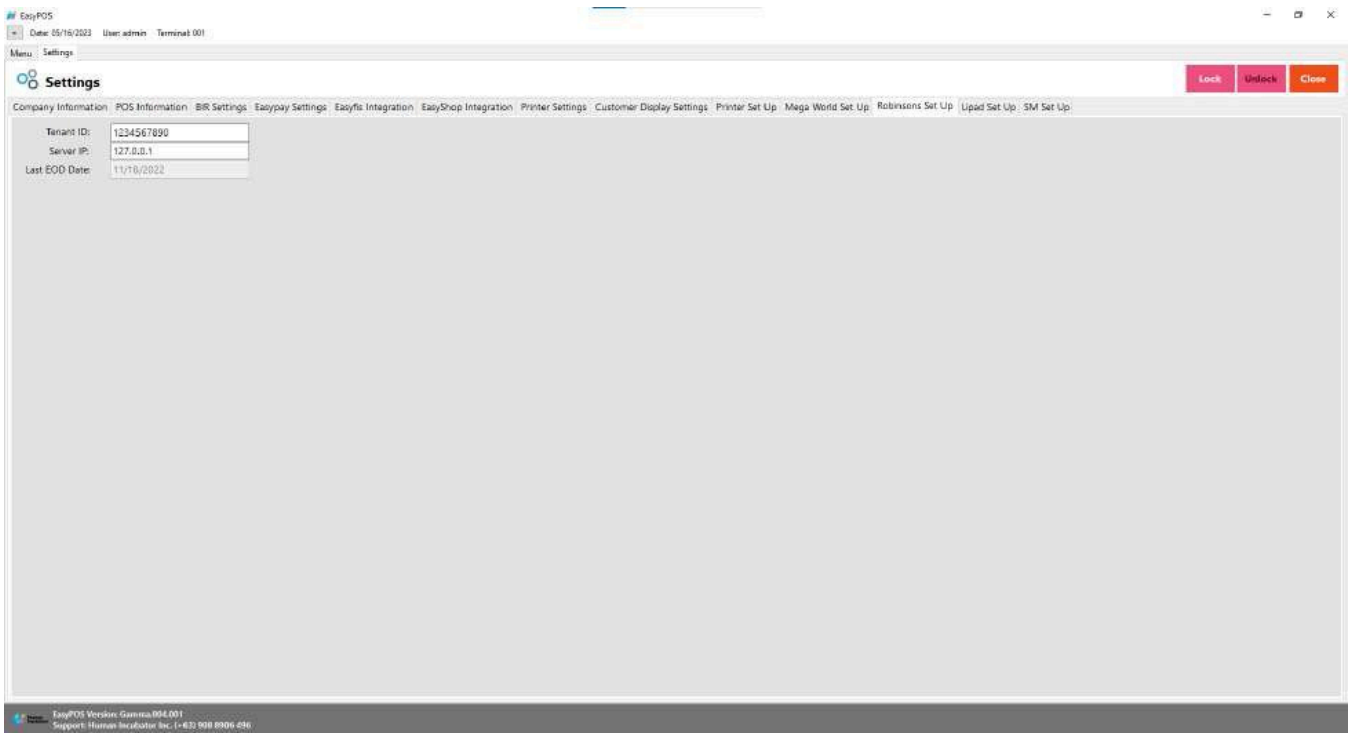
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Robinson Setup 371

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



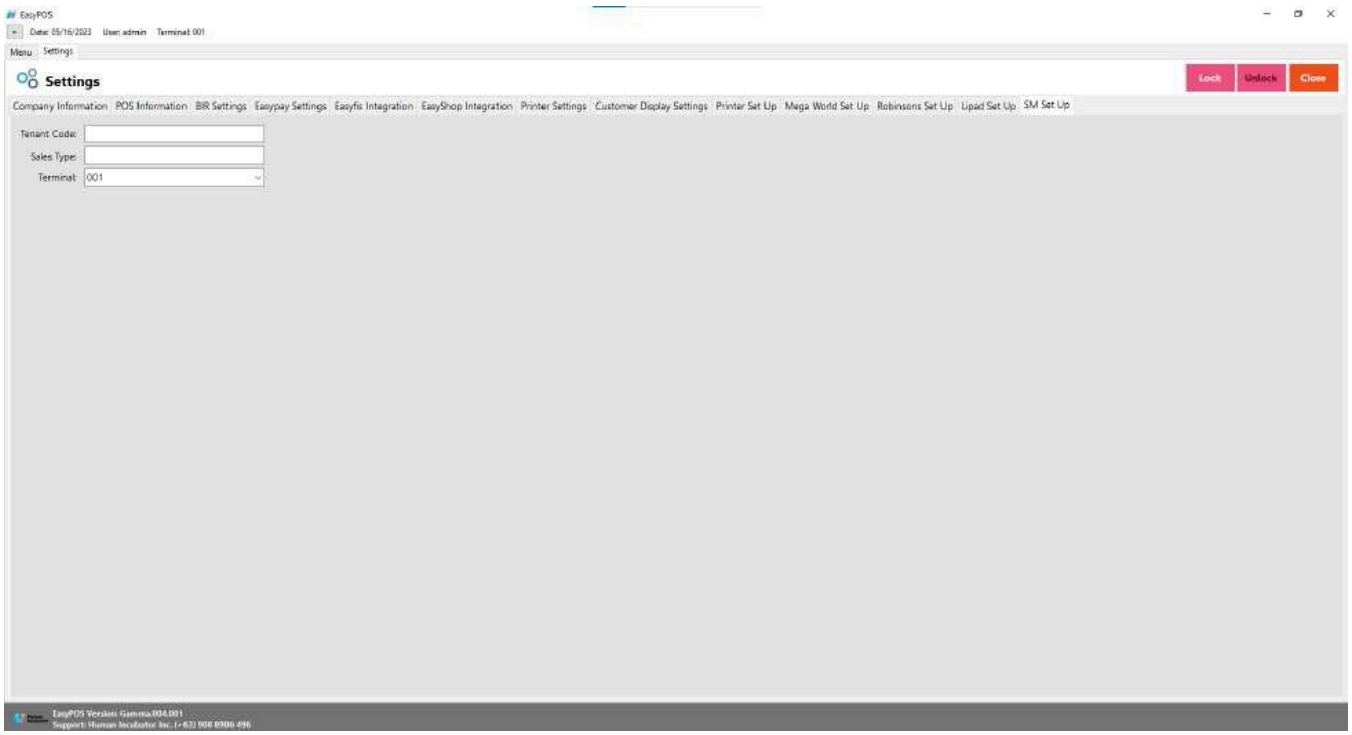
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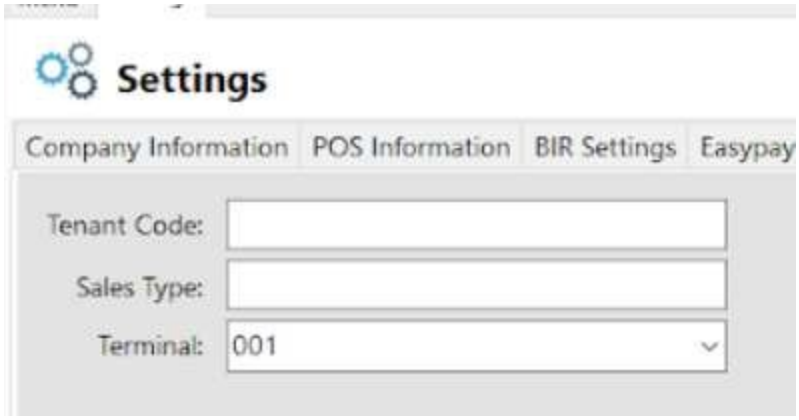
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SM Setup 373

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



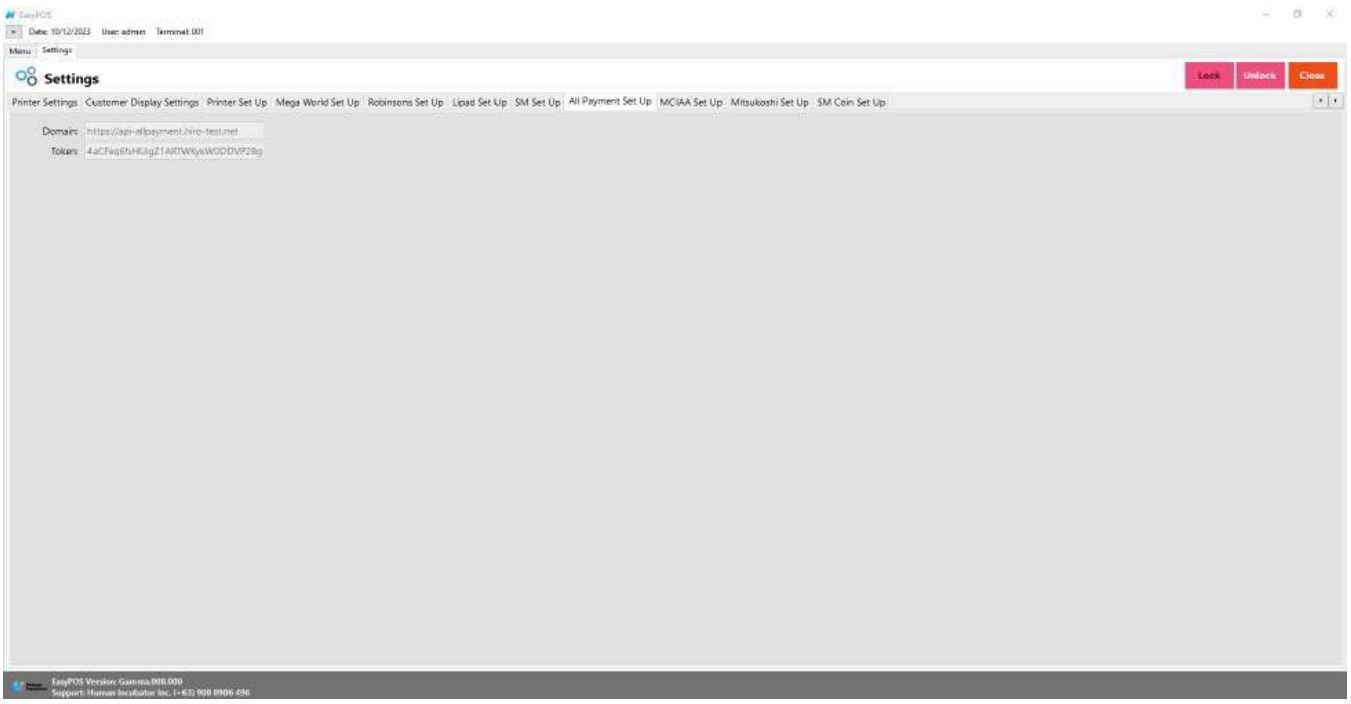
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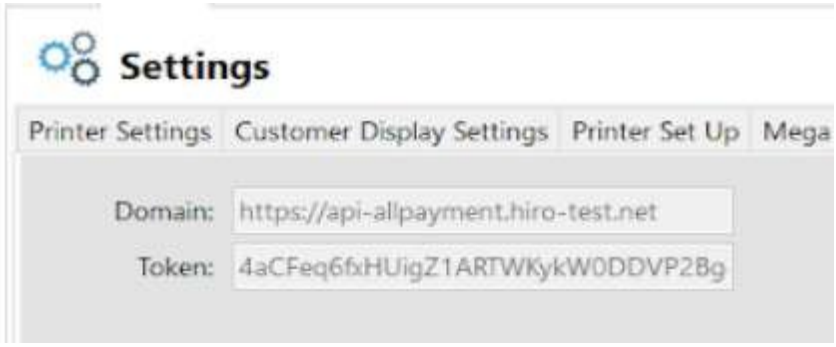
Original manual, page 374

All Payment Set Up 374

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



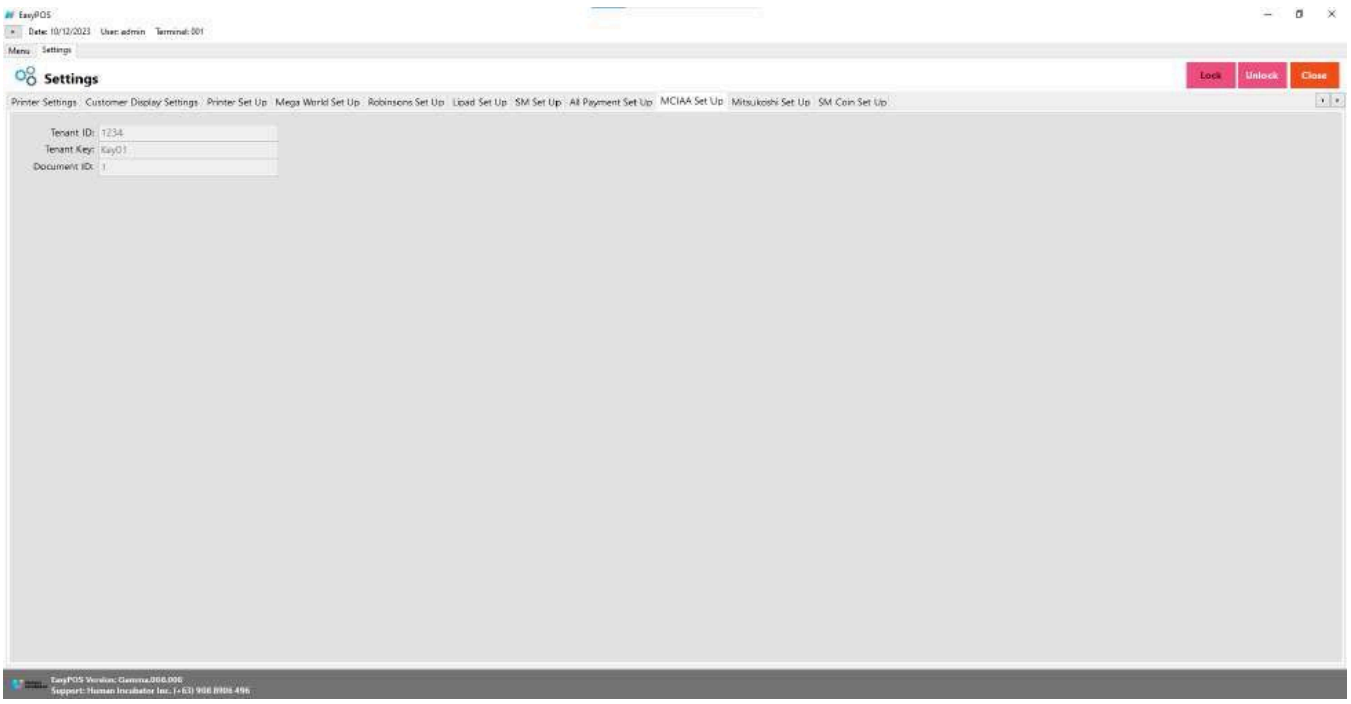
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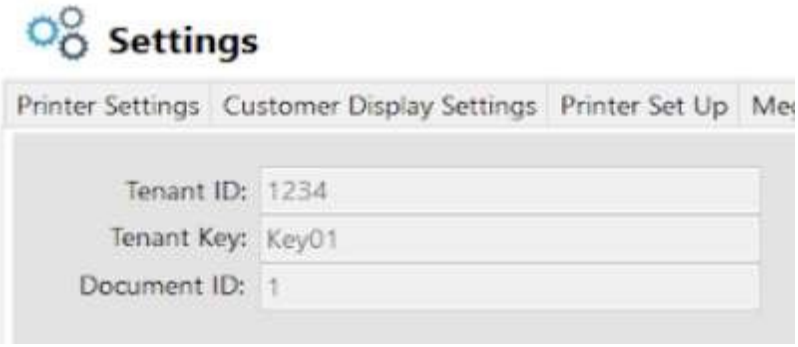
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MCIAA Set Up 375

- Where the user can setup MCIAA integration



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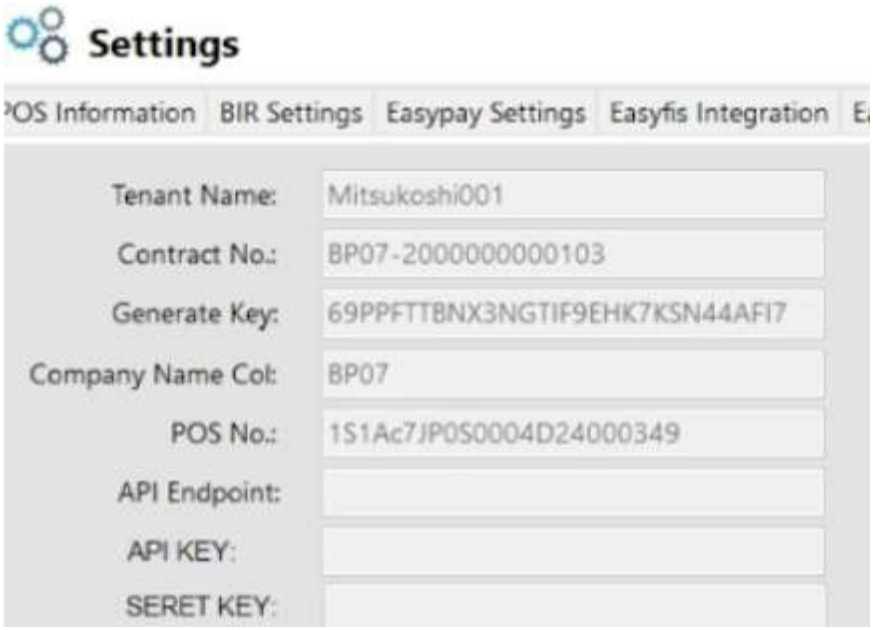


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Mitsukoshi Set Up 376

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

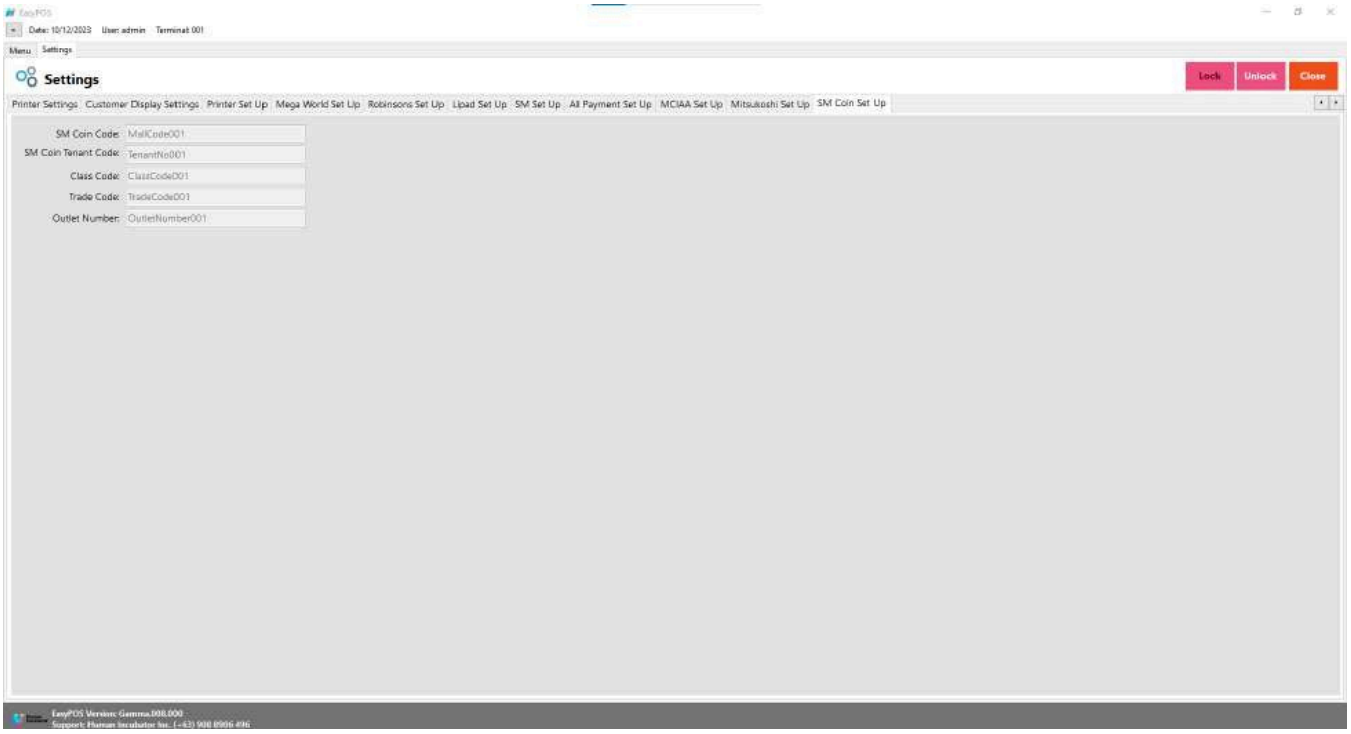
> **Note:** The ApiKey and SecretKey are cleared each time Lock is clicked, so enter them again (known issue, being fixed).



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SM Coin Set Up 377

- Where the user can setup the SM coin integration



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CHAPTER 12

XII: Restaurant

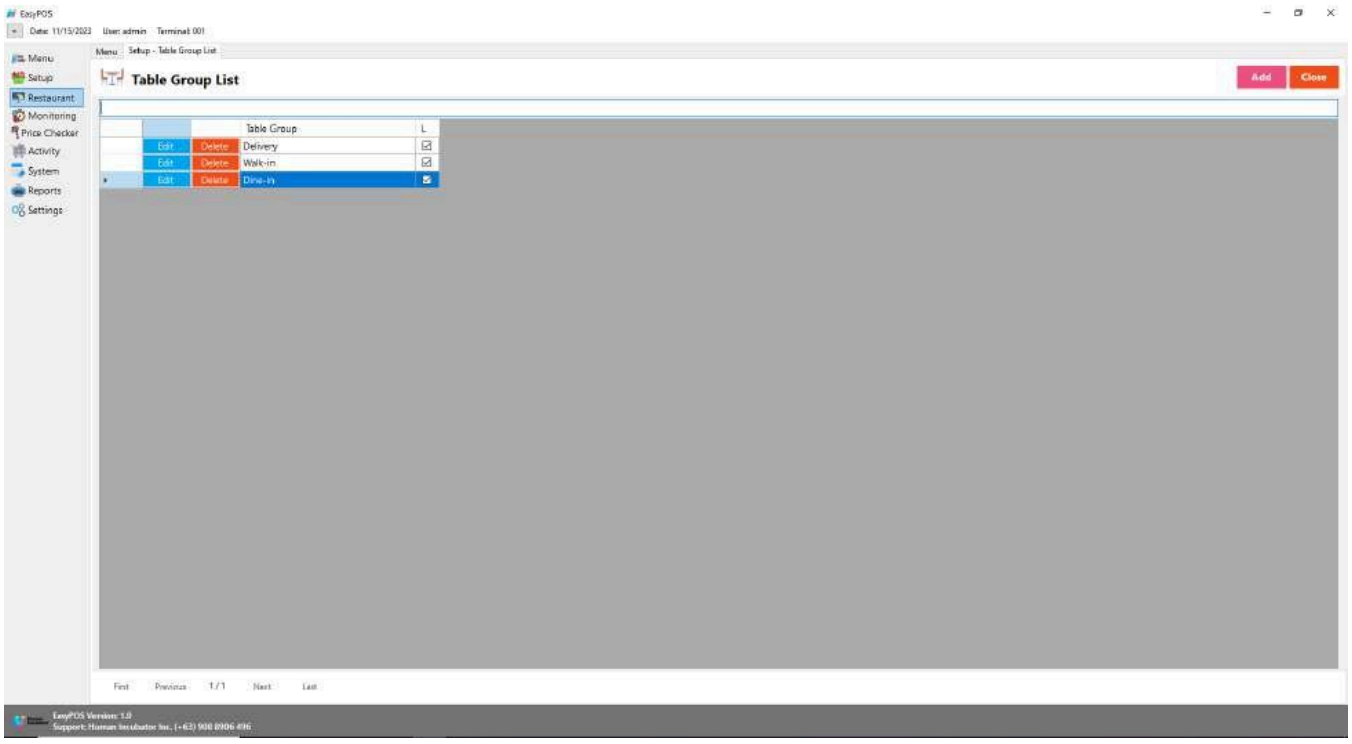
Table Group 378

Overview 378

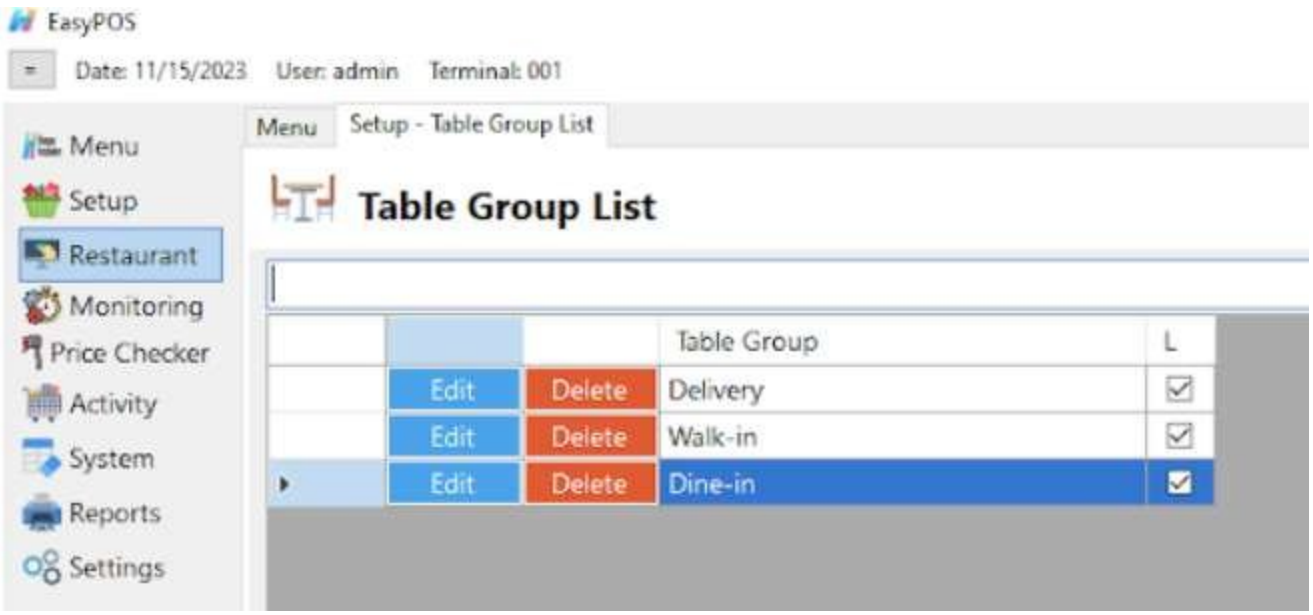
- It is where the user can set up the table group and add tables. It is applicable for restaurant set up.

Table Group List 379

- 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.



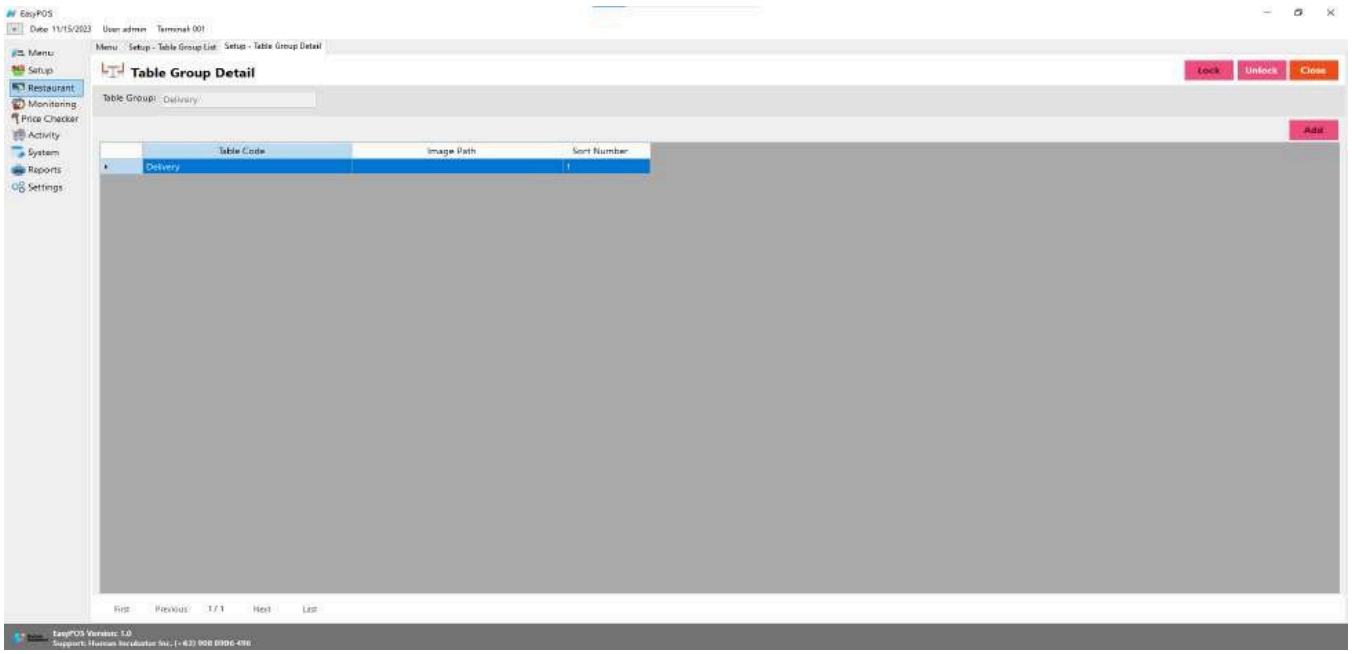
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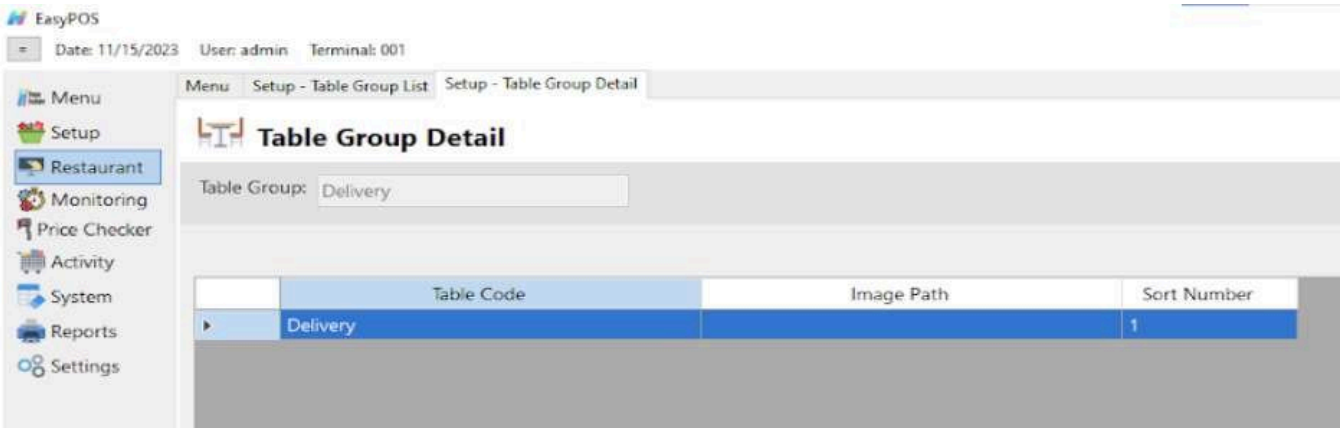
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Table Group Details 380

- 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.

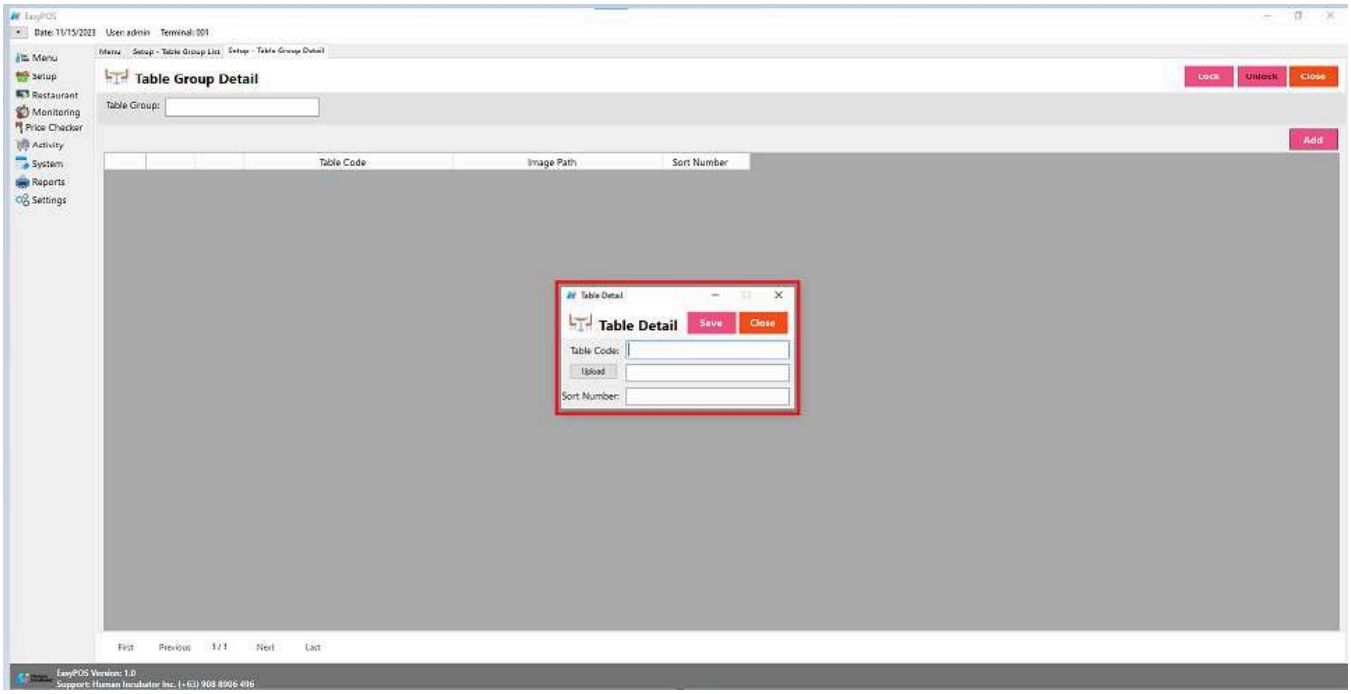


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- Click the **Add** button in the table group detail



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- Fill up the necessary fields in the table detail:
    - Table Code, Sort Number and Image (use the **Upload** button to pick the table image)

- Click **Save** button to add table in the table group detail.
- Click the **Lock** button to save the table group. Add all the tables first, then lock.

> **Note:** Do not leave Sort Number empty when saving a table. When you edit a table, check that its Image and Sort Number are still filled in. A table group must have a name before it is locked. (Known issue, being fixed.)

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

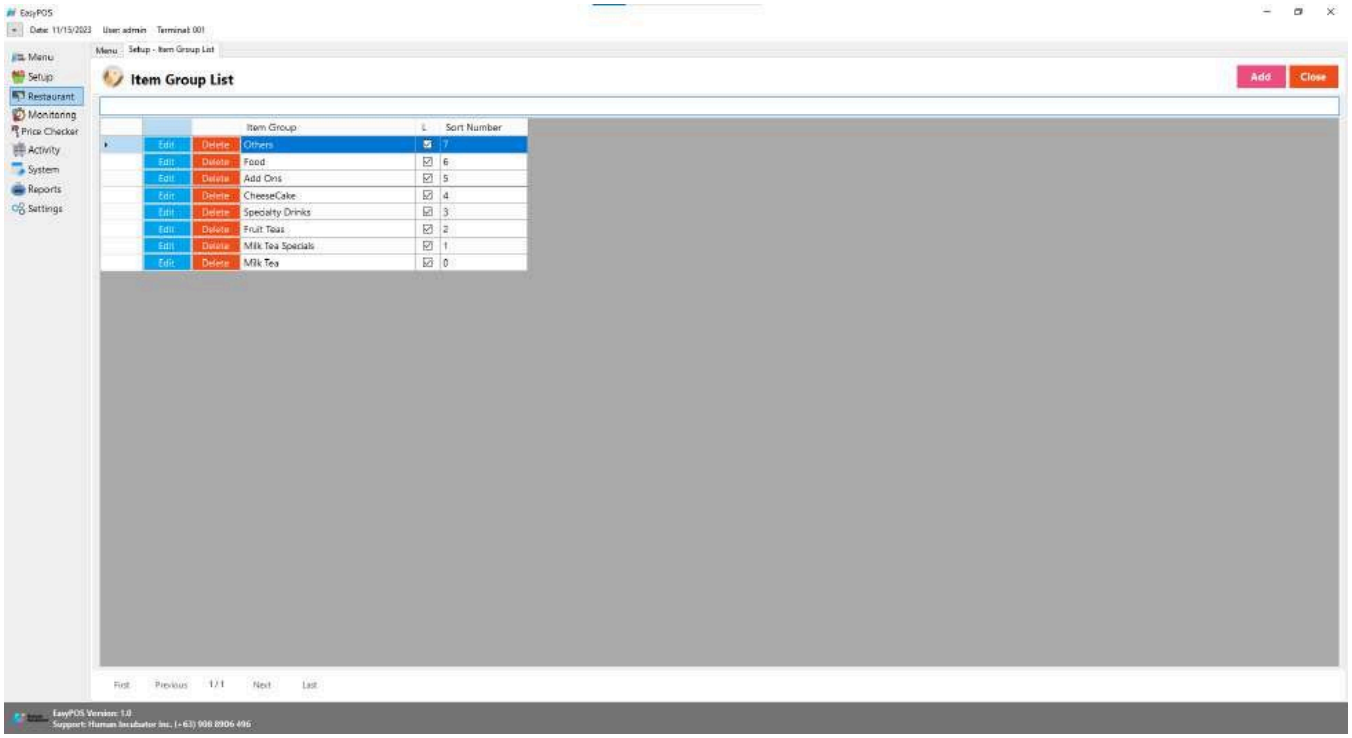
Item Group 381

Overview 381

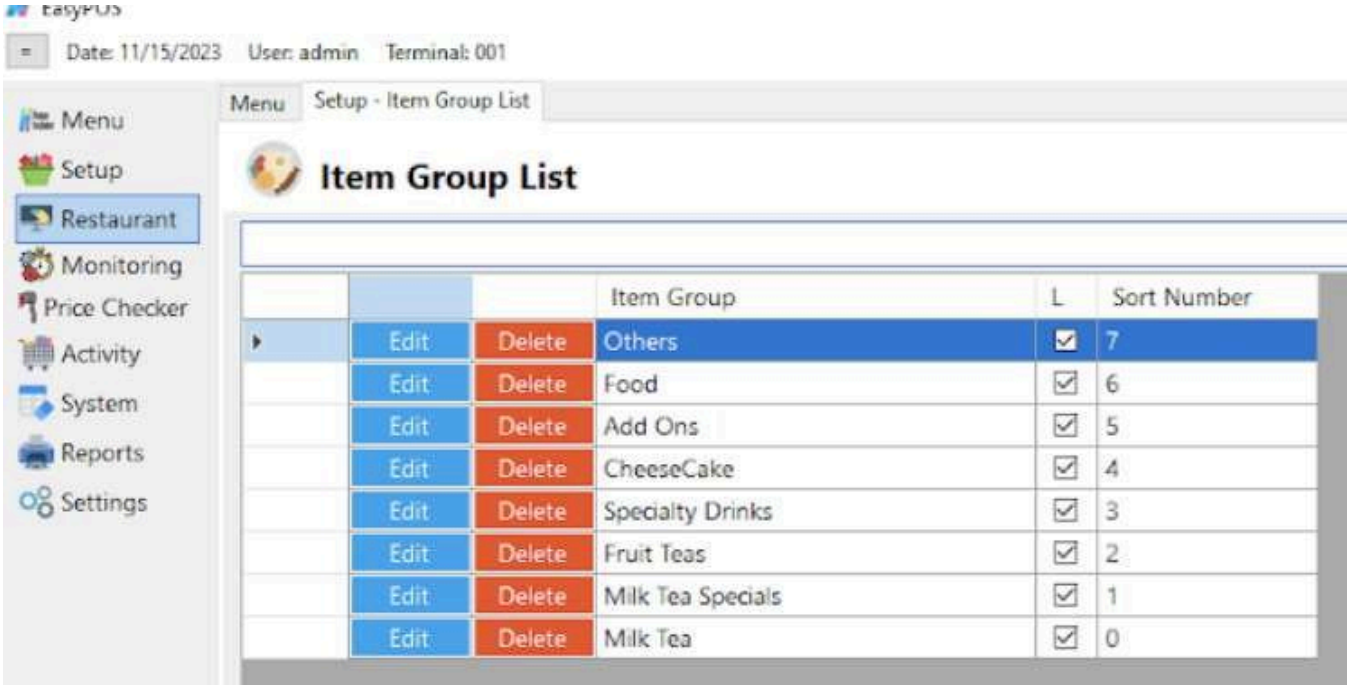
- It is where the user can set up the item group and assign items in the specific item group. It is applicable for restaurant set up.

Item Group List 382

- 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.

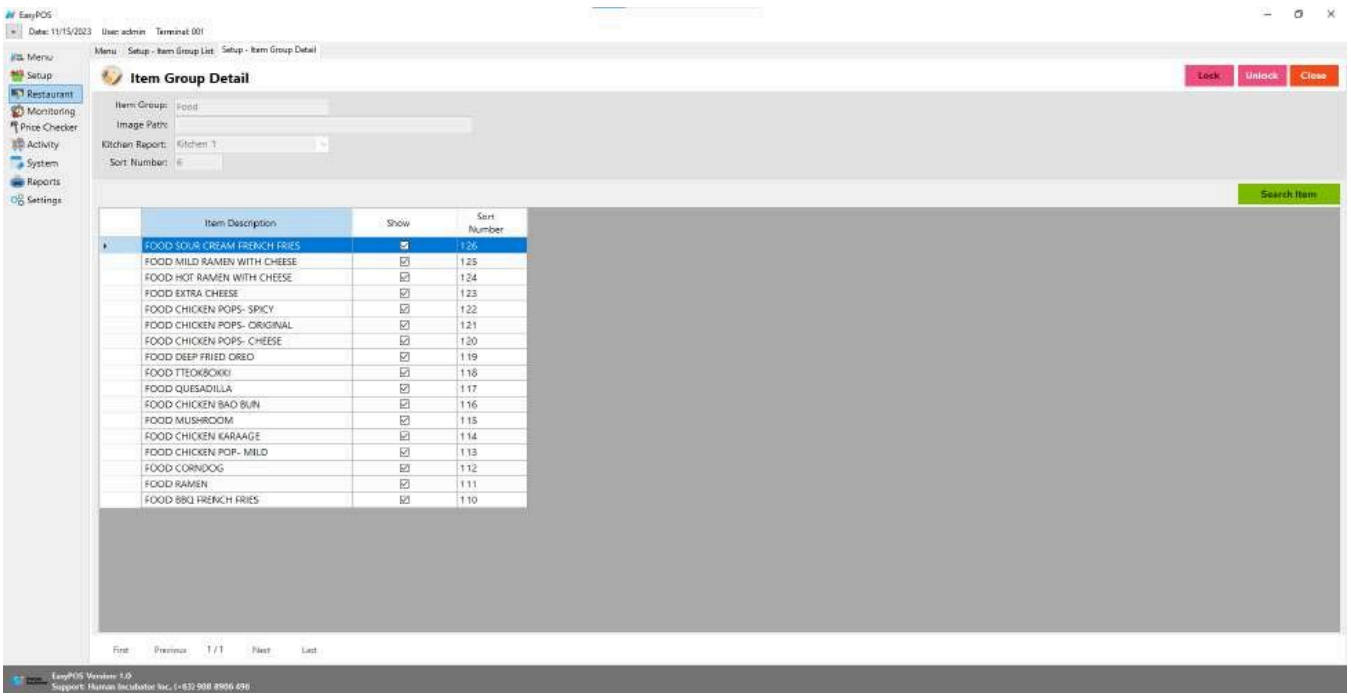


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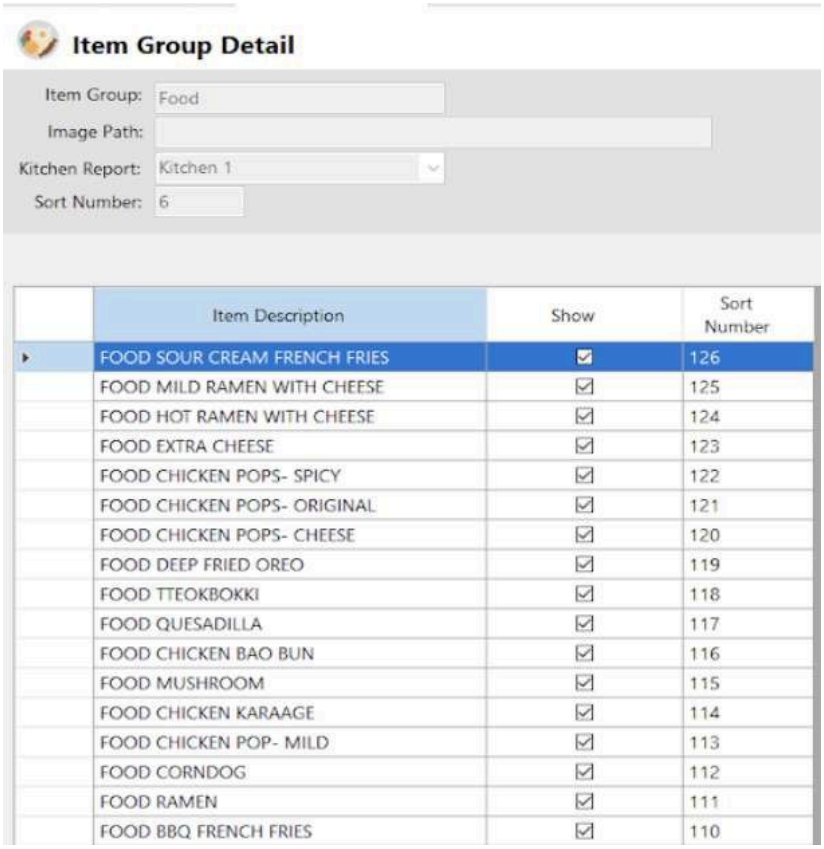


Original manual, page 383

Item Group Details 384

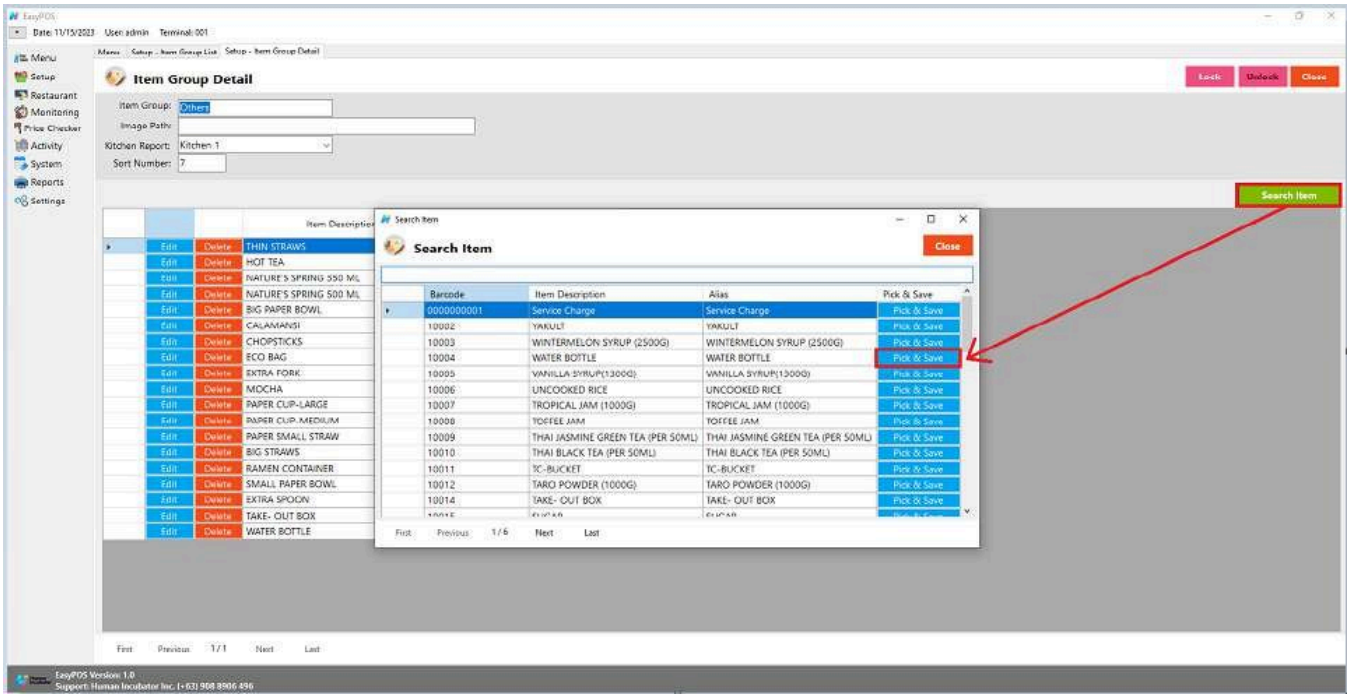


Original manual, page 385

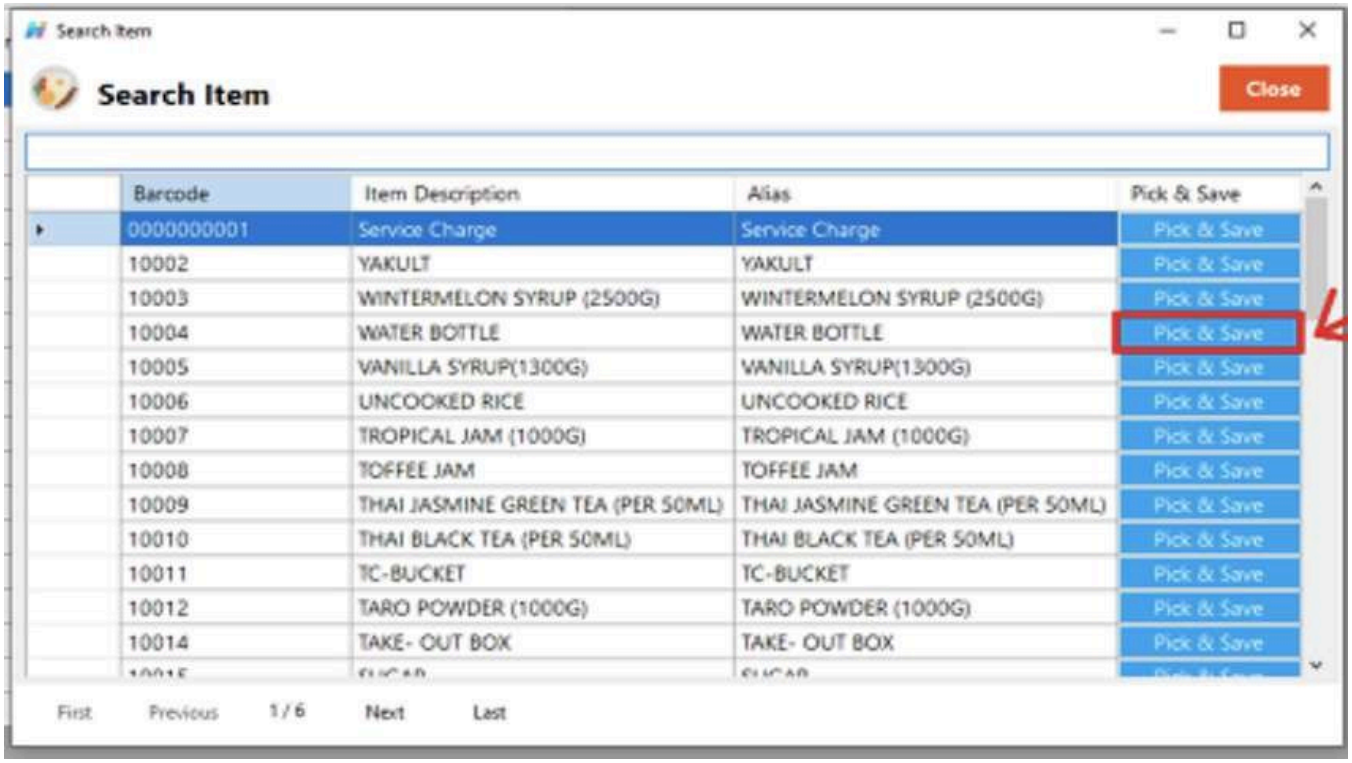


Original manual, page 386

- **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.
    - **Kitchen Report**: select Kitchen 1 to Kitchen 10. When you lock the item group, the Default Kitchen of every item in the group becomes this Kitchen Report.
    - **Image Path**: the picture shown for the item group in the sales screen. Use the Image Path field to pick the image file.
- Click the **Search** button to pick and save the item in the item group detail.

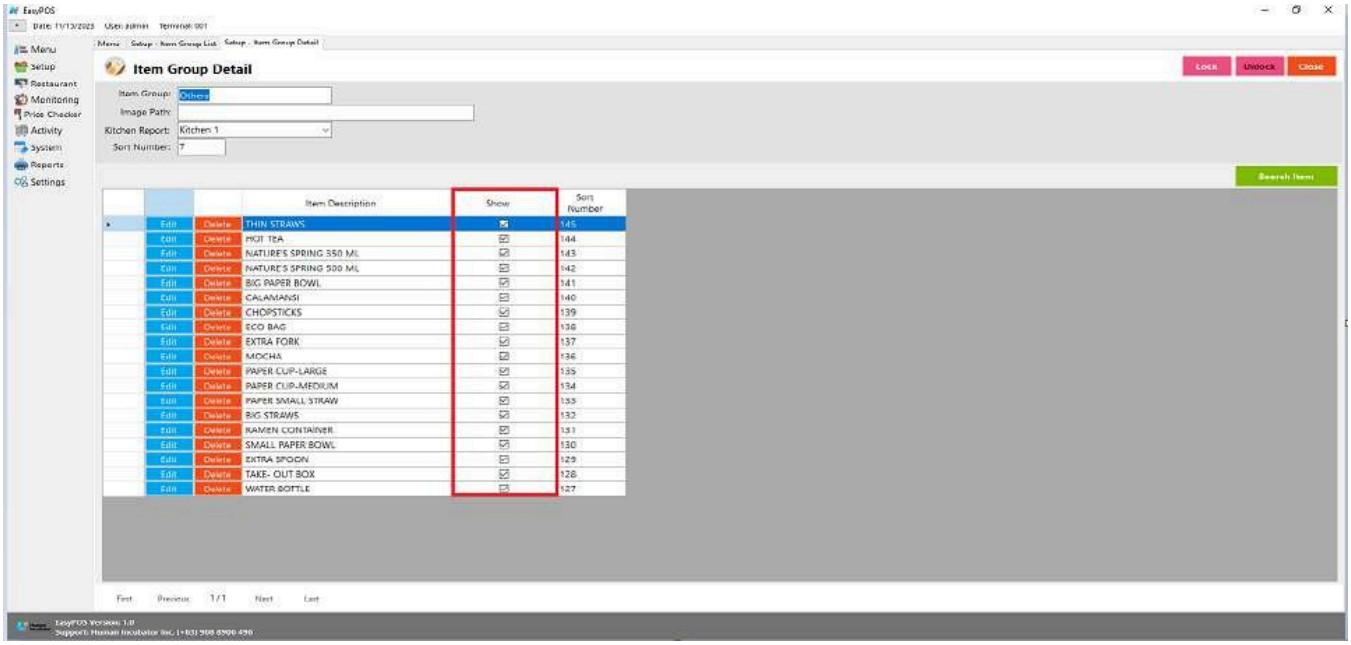


Original manual, page 387

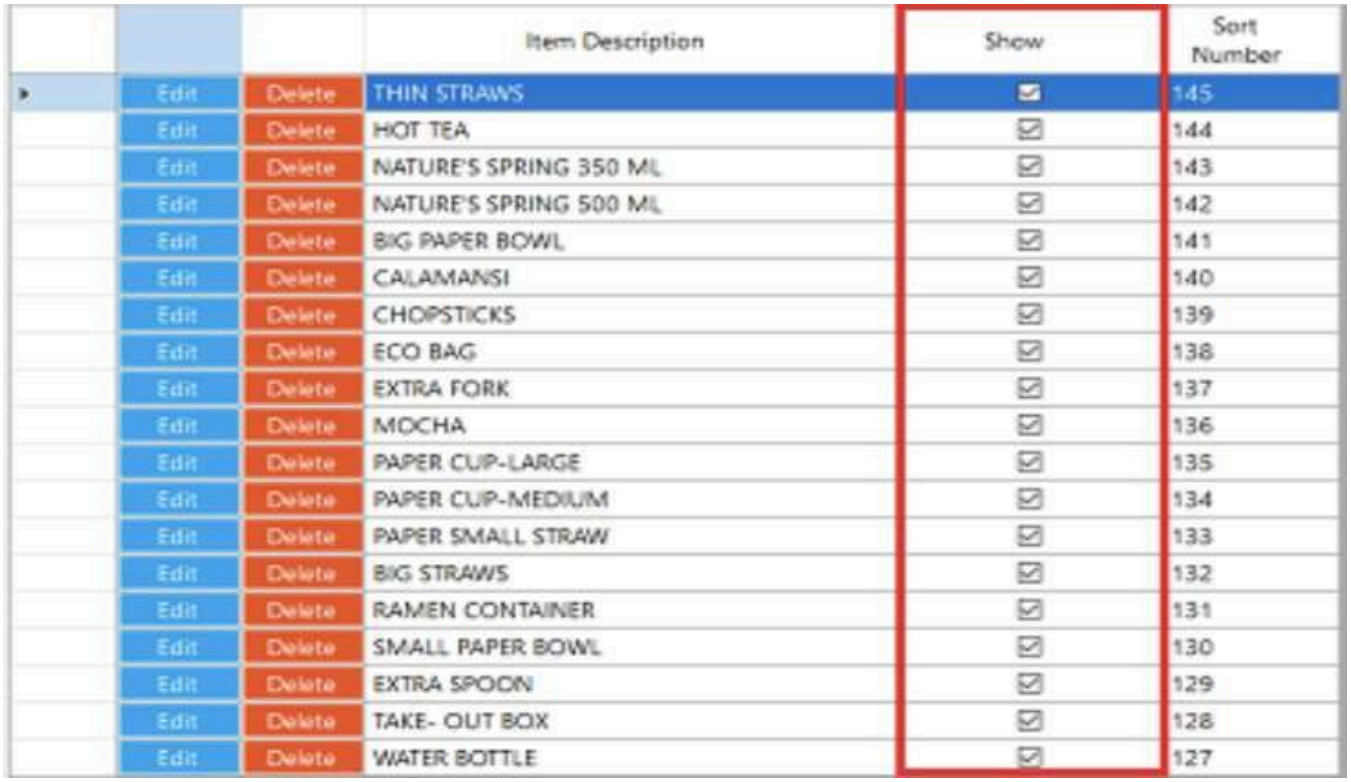


Original manual, page 387

- Check the **Show** column checkbox to display the items in the item group. The Show setting is saved when you click **Lock**.



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

Original manual, page 388

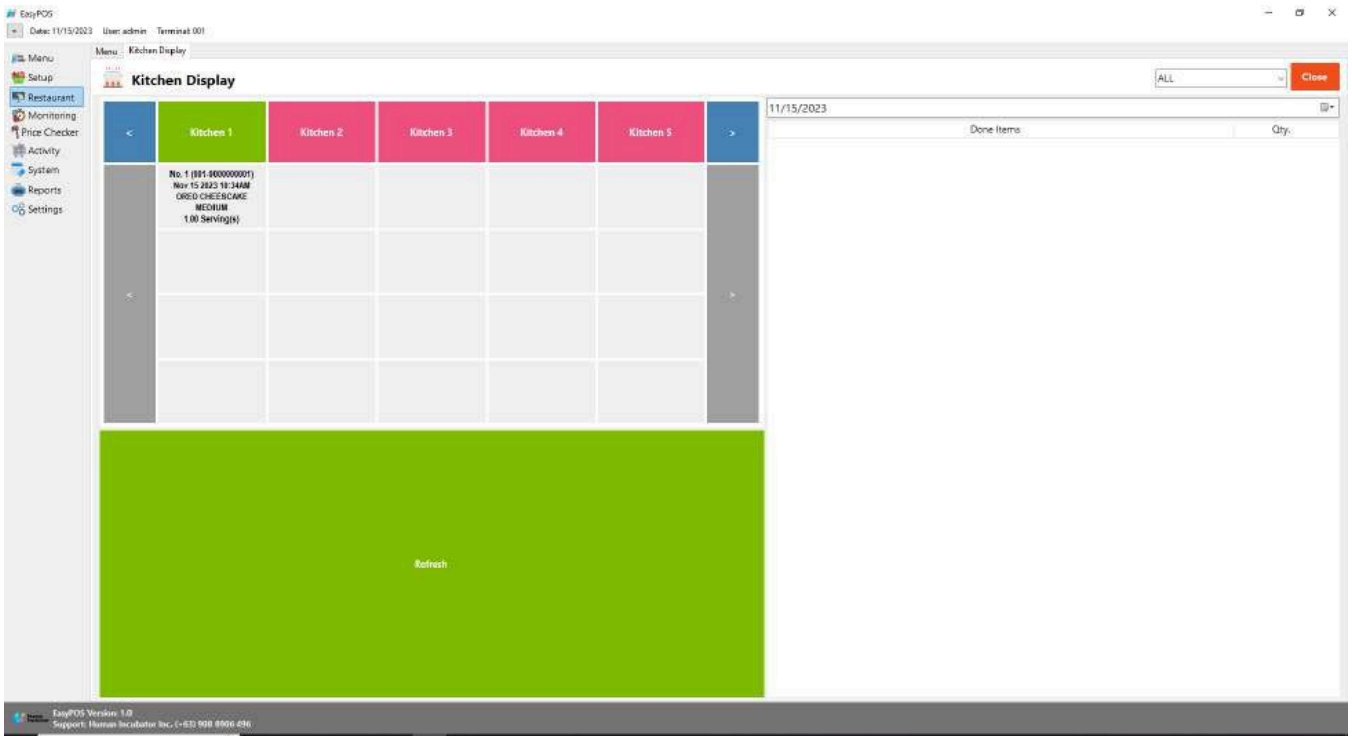
- Click the **Lock** button to save the item group detail. Locking can take a while if the group has many items; wait until it finishes.

  > **Note:** After you click **Unlock** on an item group, check the other item groups, because their kitchen settings may have been cleared. Also check that an item appears only once in the group, and that Show is applied to all the items, not only the items on the page you are viewing. (Known issue, being fixed.)

- **Close** button to exit item group detail page.

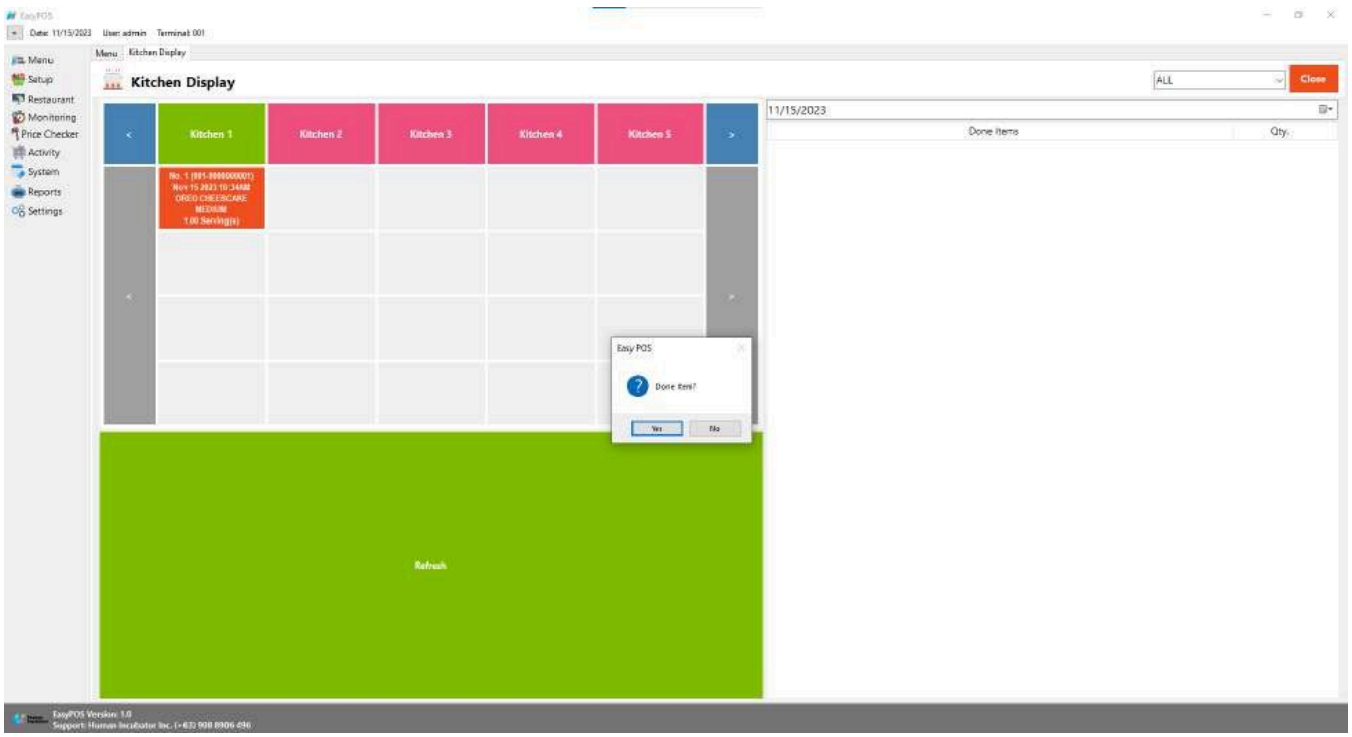
Kitchen Display 388

- It is where the user can monitor the orders for preparation.
    - Select the kitchen to monitor from the kitchen list: Kitchen 1 to Kitchen 10 and Sticker Printer.
    - Only orders that are already locked are displayed.
    - You can filter the orders by order number (SI Number) and by date.

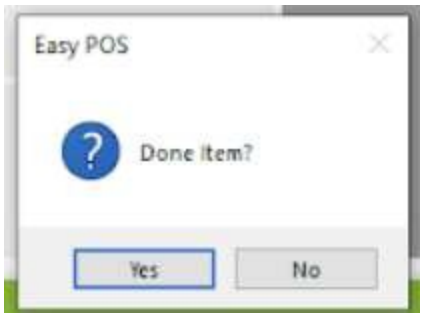


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- Click the item if the preparation is done.
- A prompt message will be displayed



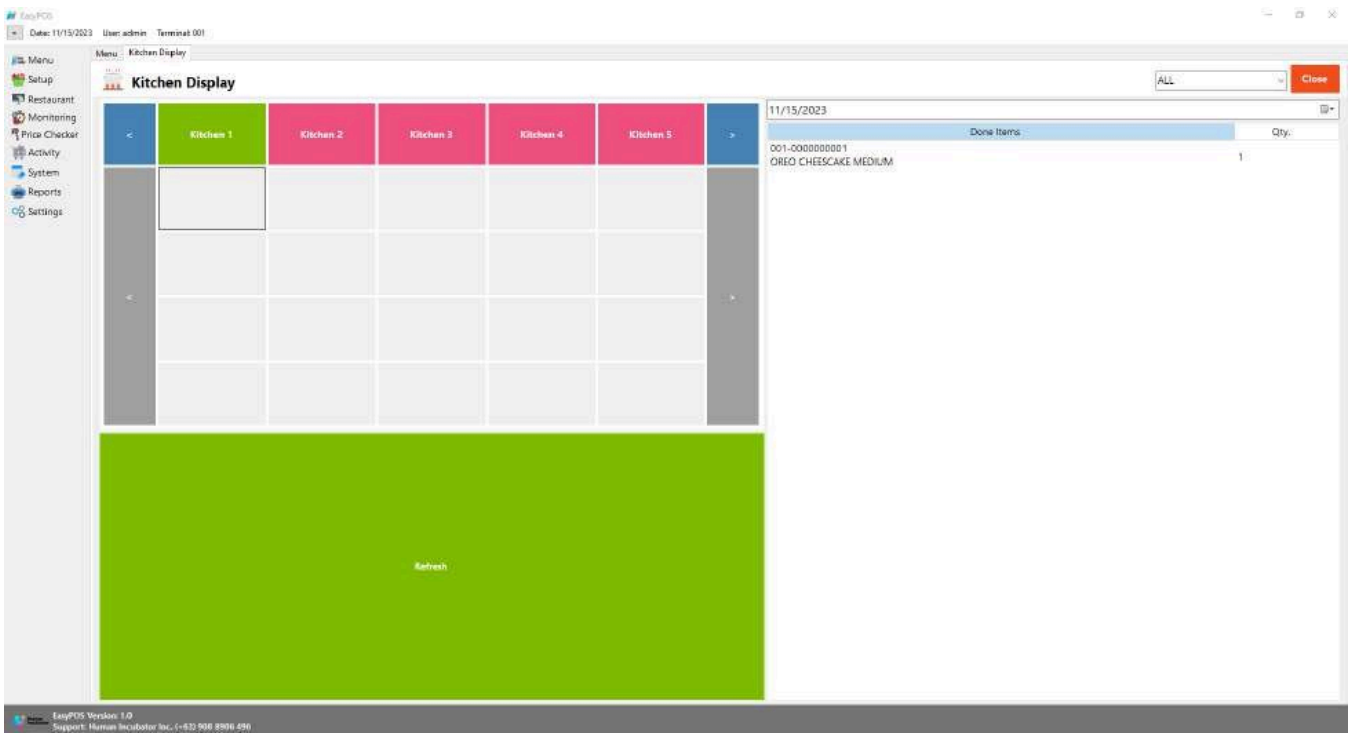
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- The item will displayed in the Done Item List in the right side corner

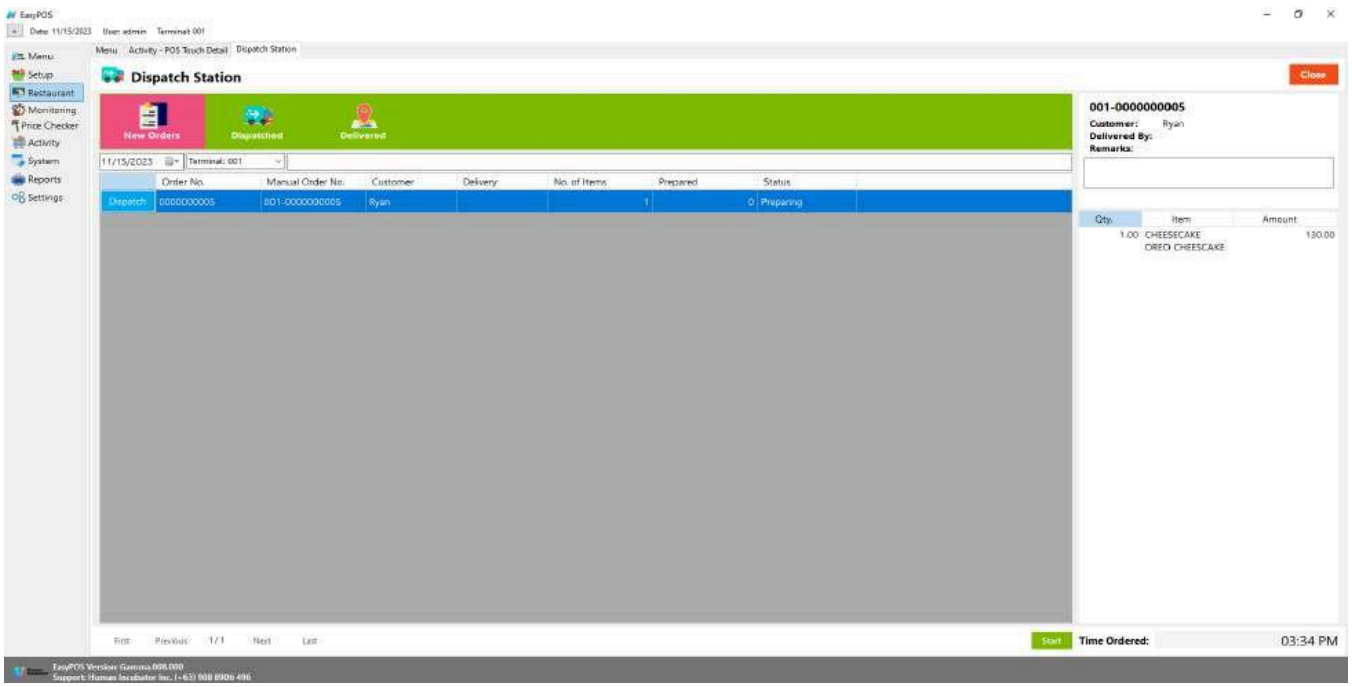
> **Note:** The screen may not show the latest orders right away, switching kitchens may show the wrong list, and clicking Done on an item may mark every row that has the same barcode as done. Refresh the screen and check the Done Item List. (Known issue, being fixed.)



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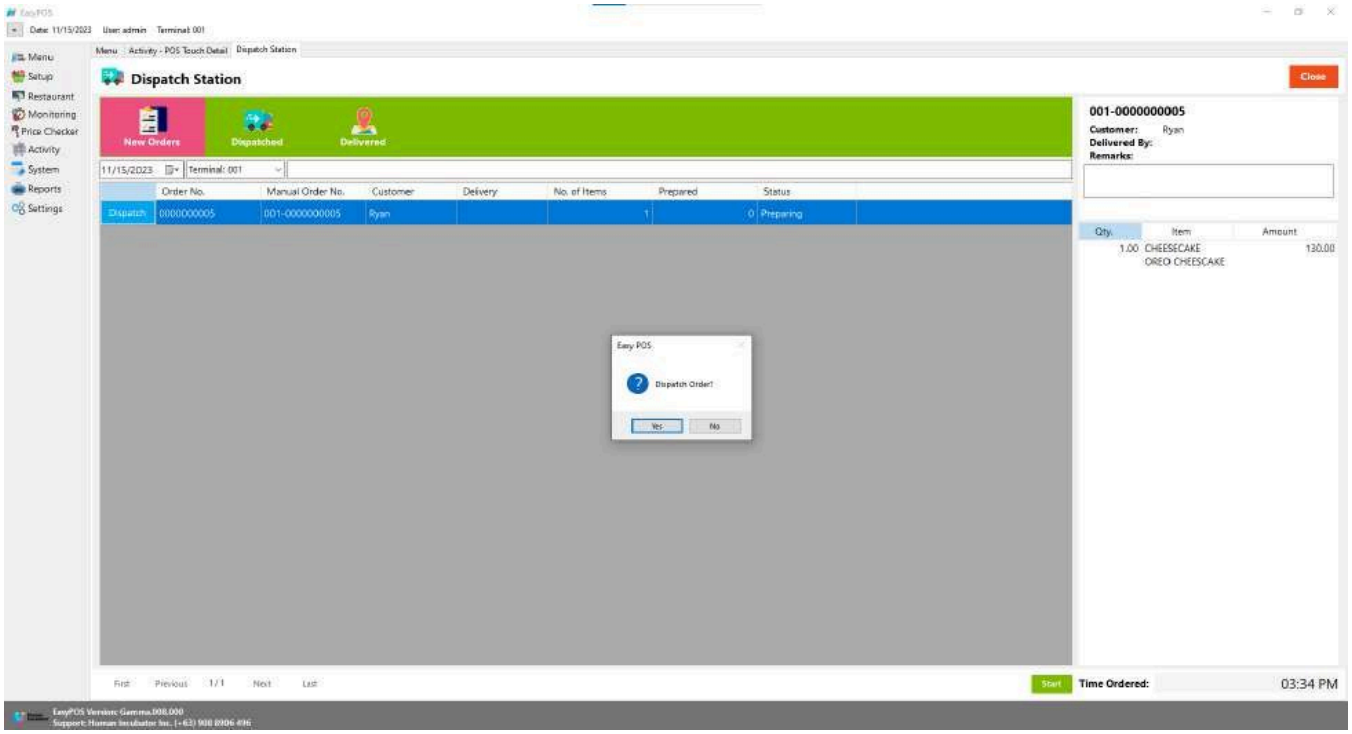
Dispatch Station 391

- It is where the user can monitor the delivery orders. The tabs are **New**, **Dispatched** and **Delivered**.



Original manual, page 391

- Click the Dispatch button if the order is already done for preparation in the kitchen display module. An order can be dispatched only when all of its items are Done.
- A prompt message will be displayed.

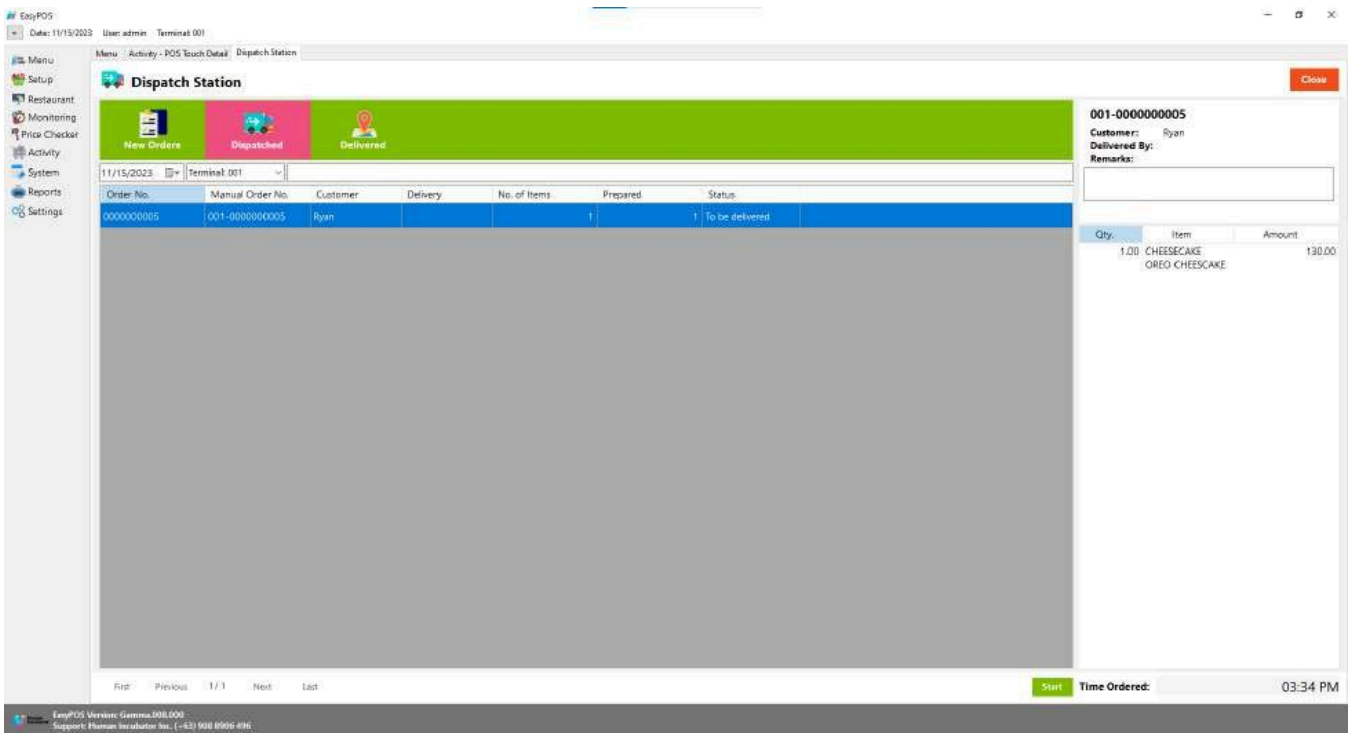


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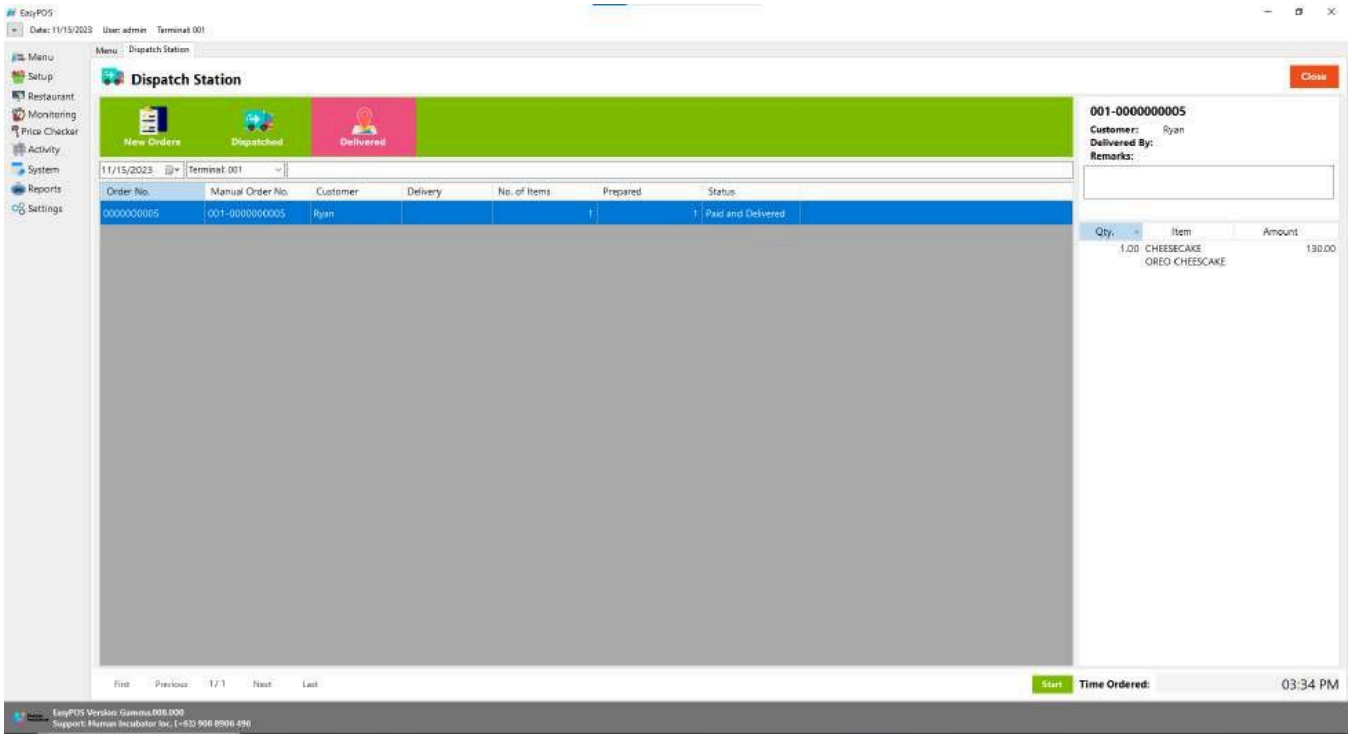
- The order status changes from New to Dispatched and the order is transferred to the Dispatched tab.



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

> **Note:** If an order contains an item that has no kitchen assigned, the order cannot be dispatched, so assign a Default Kitchen to every item. An error message may not be shown when a dispatch fails, so check that the order appears in the Dispatched tab. An order that was paid in advance may not be shown in the tabs. (Known issue, being fixed.)



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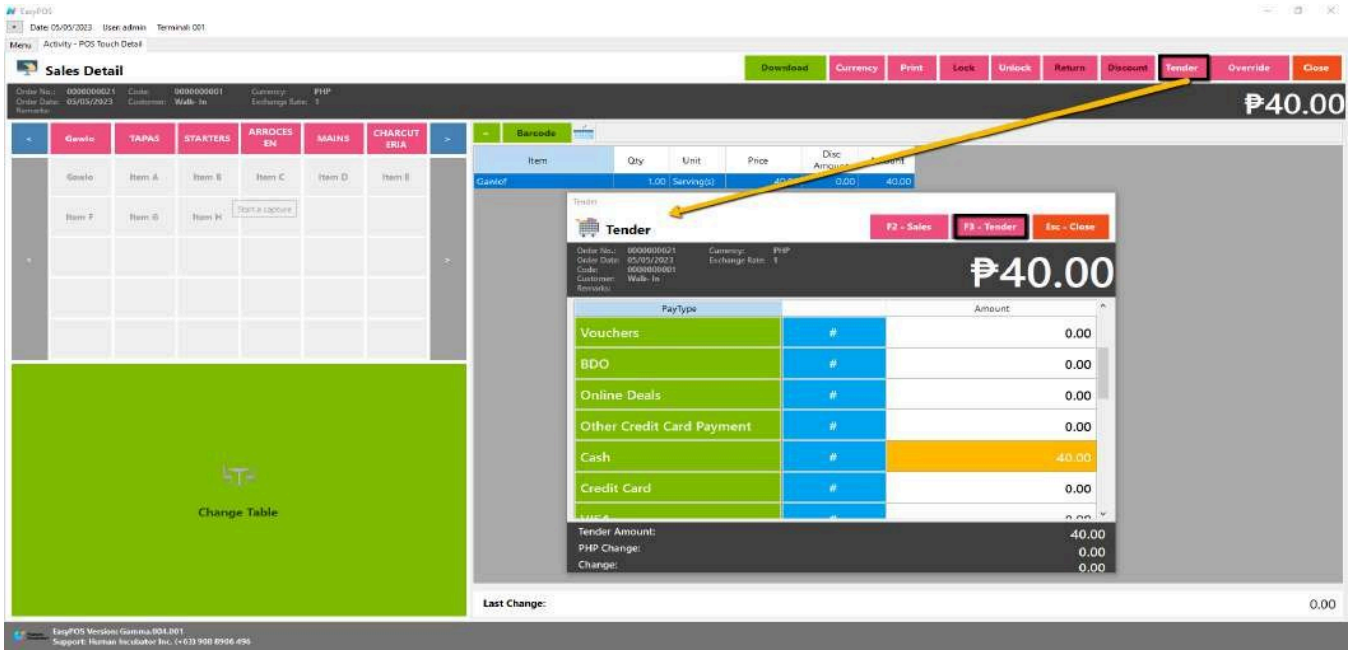
POS Touch Sales - Tender 394

- 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

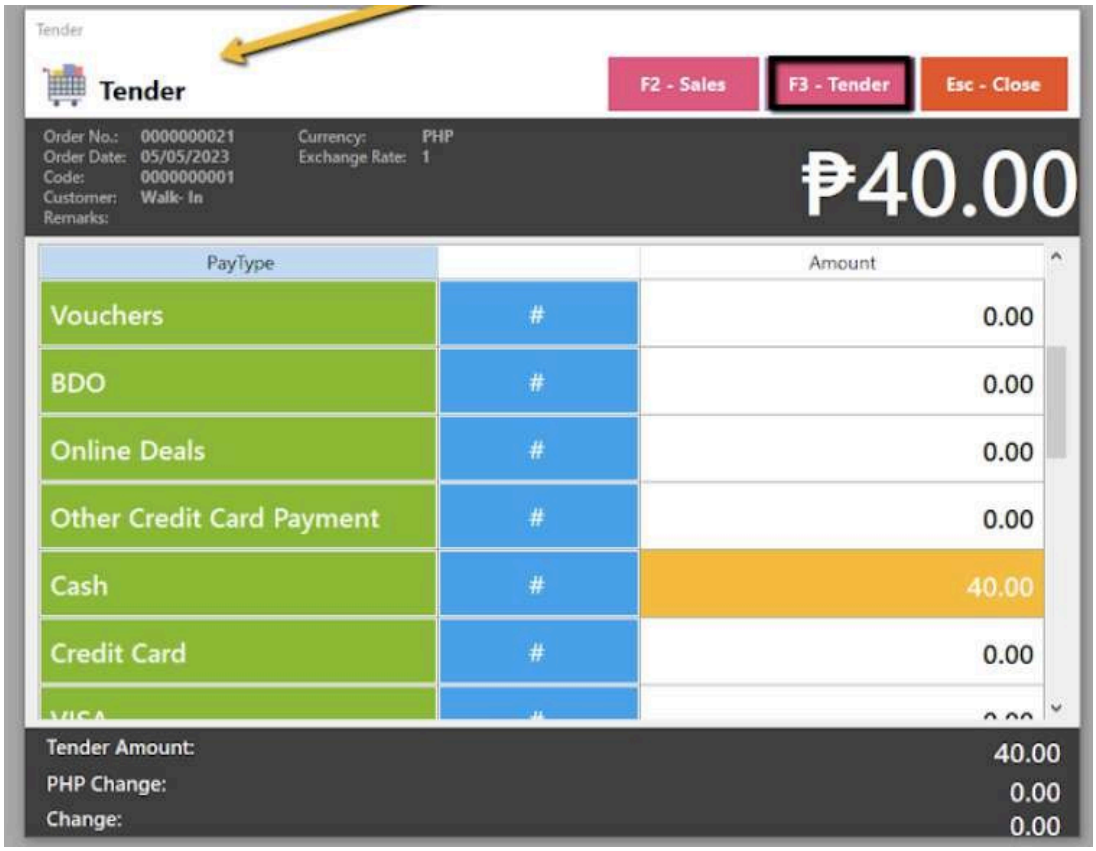
      Assuming that you are in the Sales Detail page, click the Tender button that can be seen on the Sales Detail form to tender transaction.

      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.

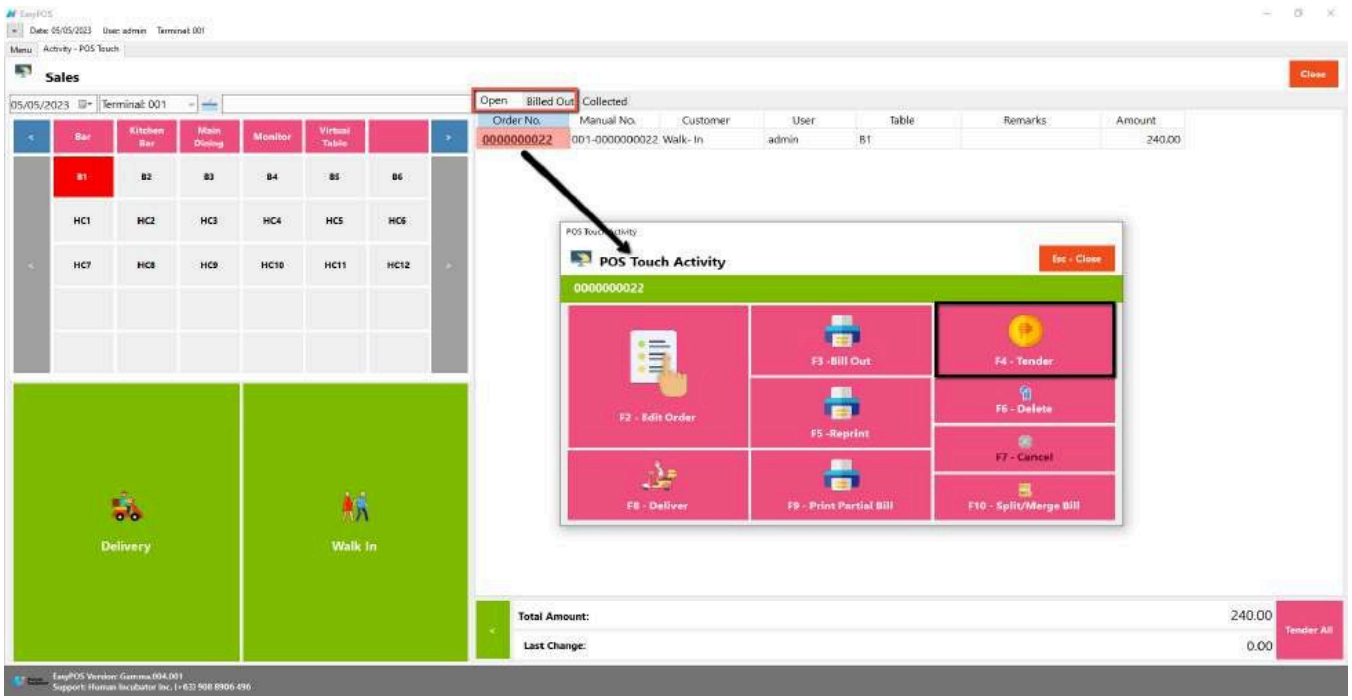


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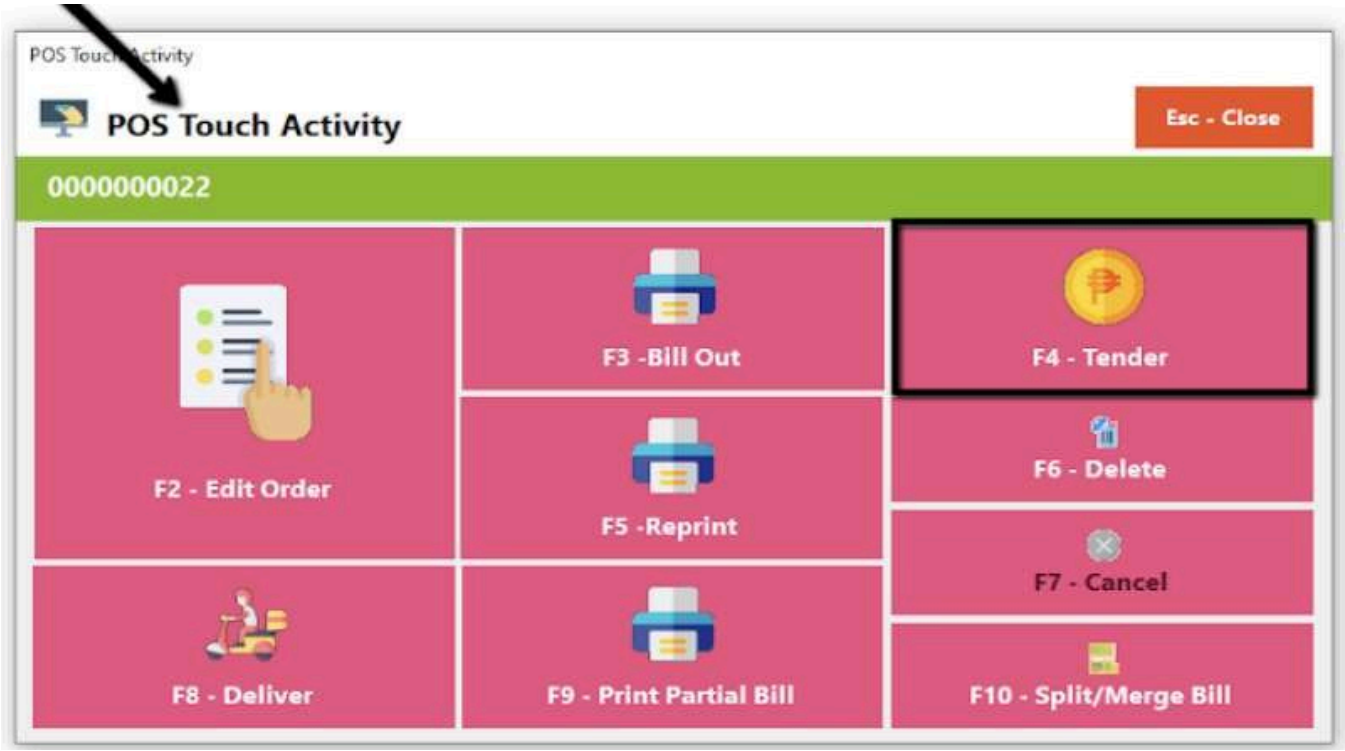


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- Via Open and Billed Out tab
    - From the Open or Billed Out tab, select a sales order number that you want to tender.
    - A POS Touch window will display, then select Tender or simply press F4.



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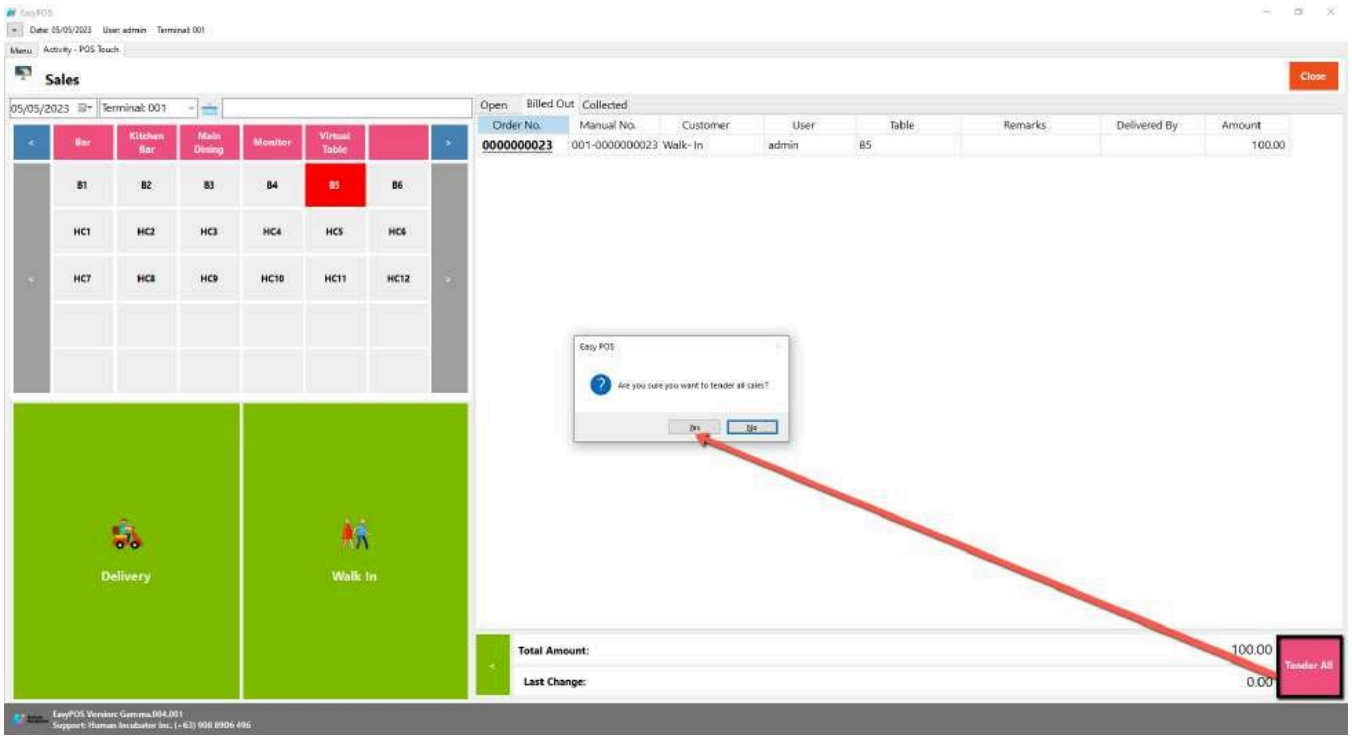
Original manual, page 396

- 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.

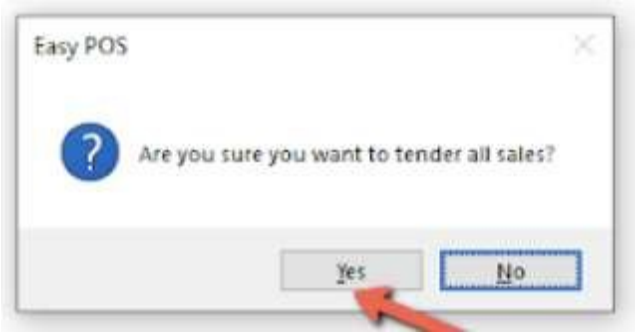


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- Via Tender All button
    - From the Open or Billed Out tab, look for the Tender All red button.
    - A confirmation message will popup, then click Yes.

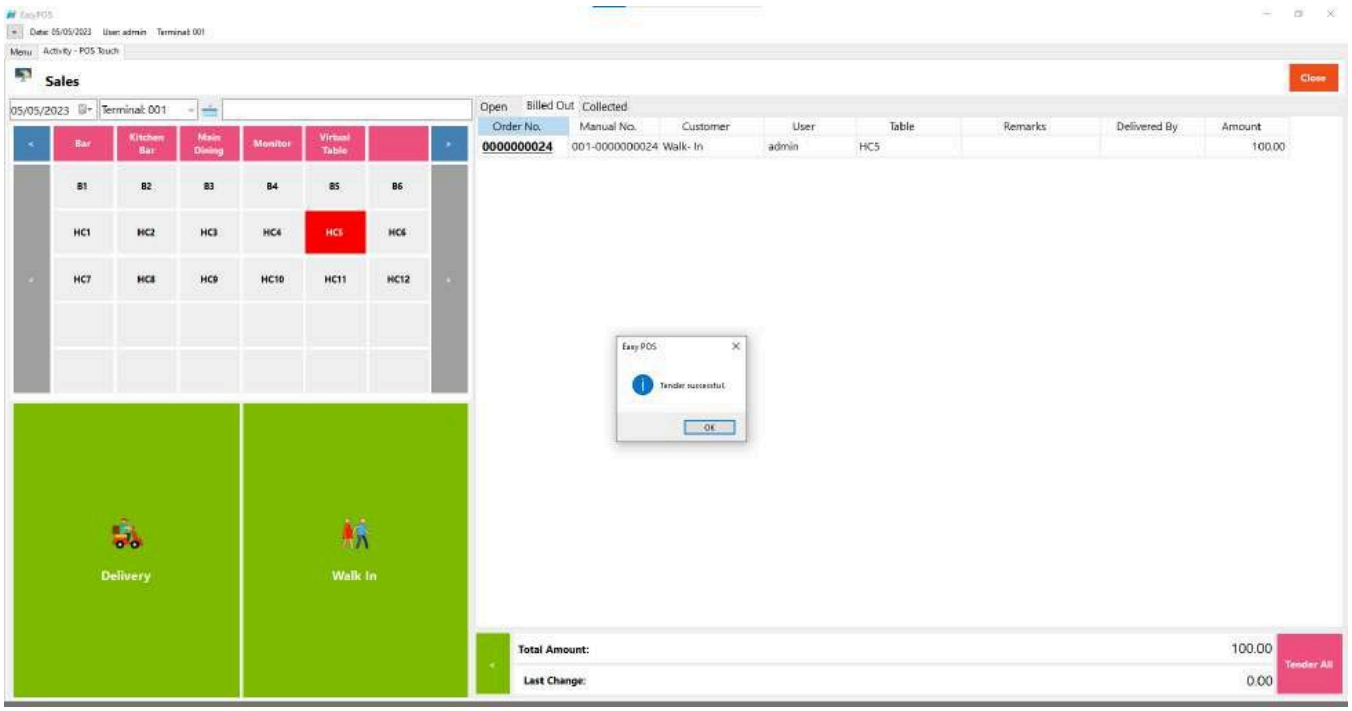


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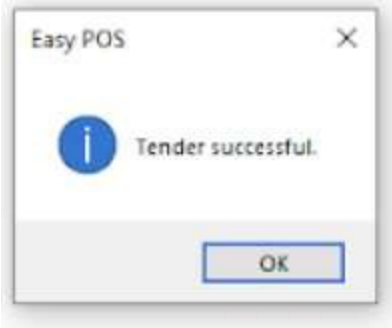


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- A tender successful message will display then all the Sales Order from the tab will be moved to the Collected tab.



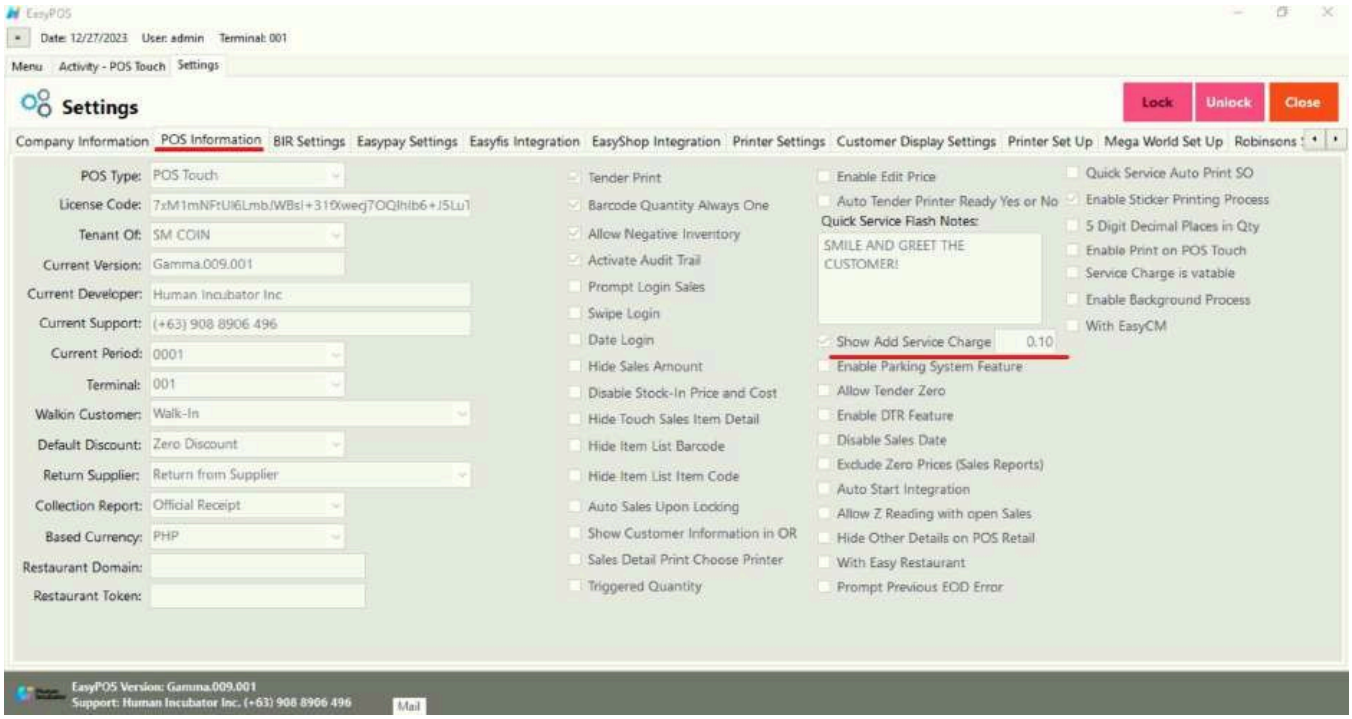
Original manual, page 399



Original manual, page 399

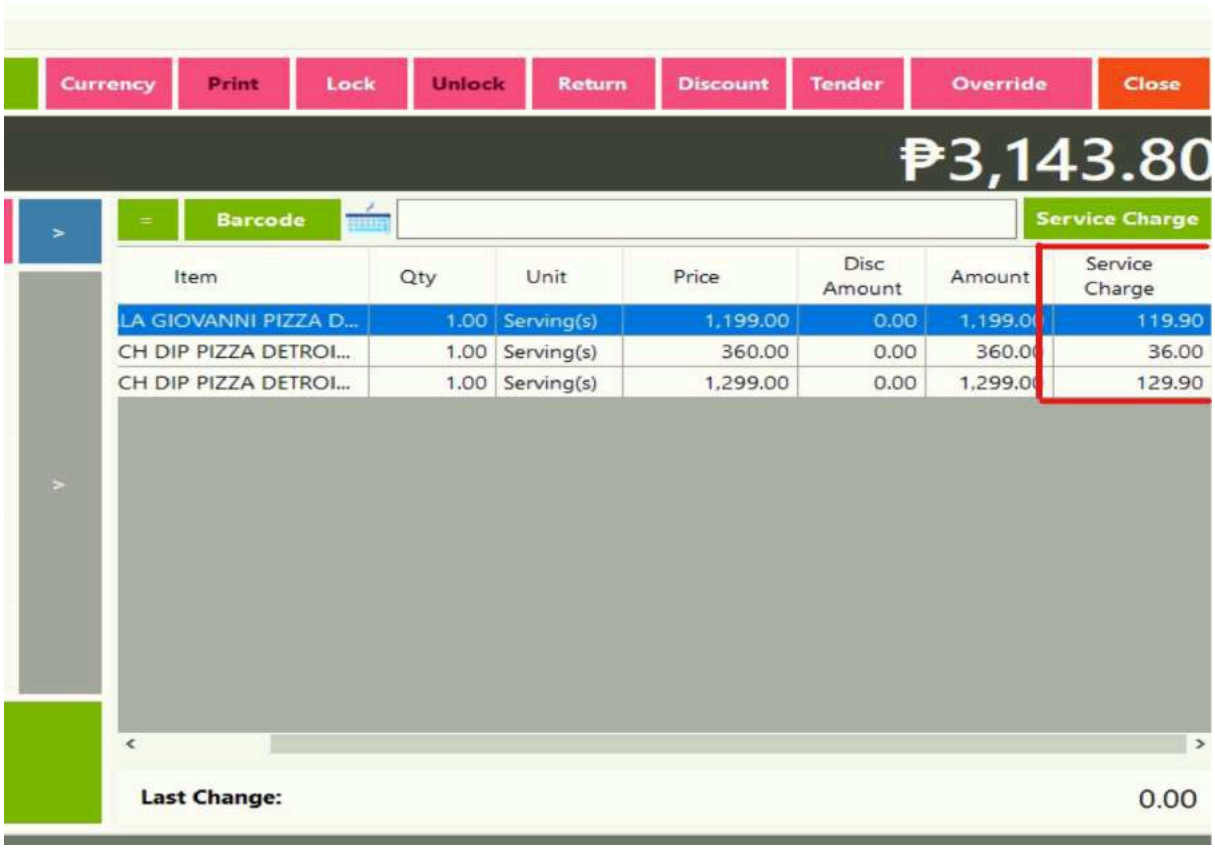
POS Touch Sales - Service Charge 399

- To Set service charge
    - Open **Settings**.



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- Check **Add Service Charge**, input the **Service Charge Rate**, then click **Save**. Do not leave the rate empty.
- 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.

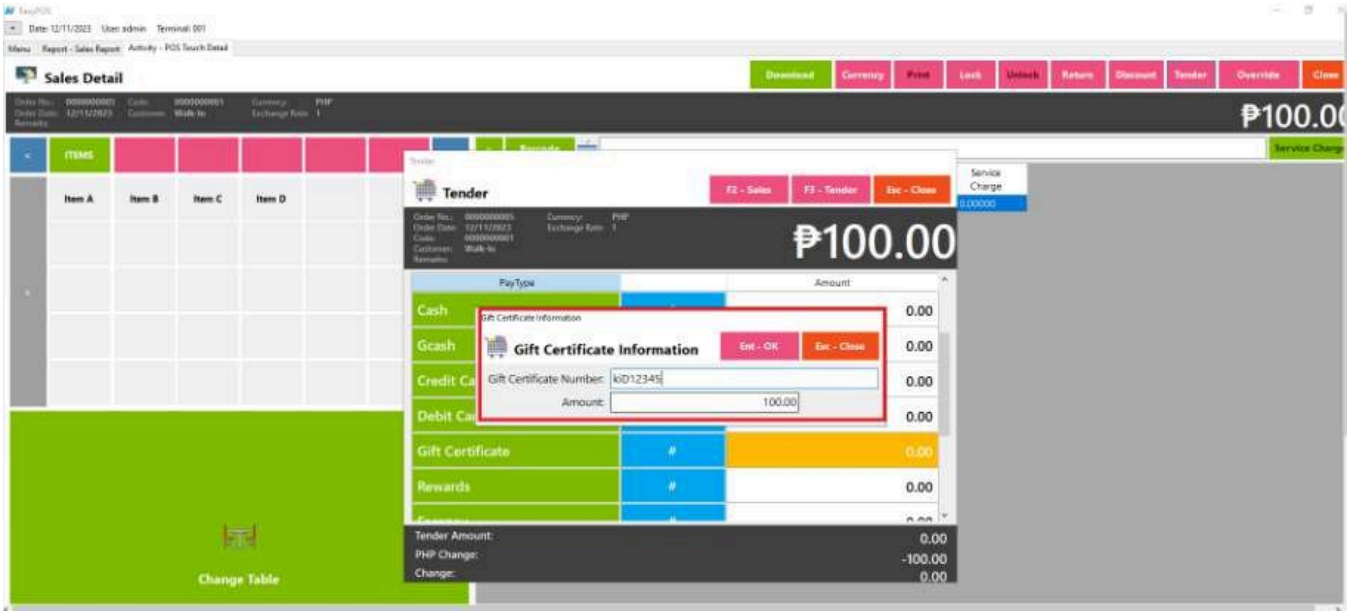


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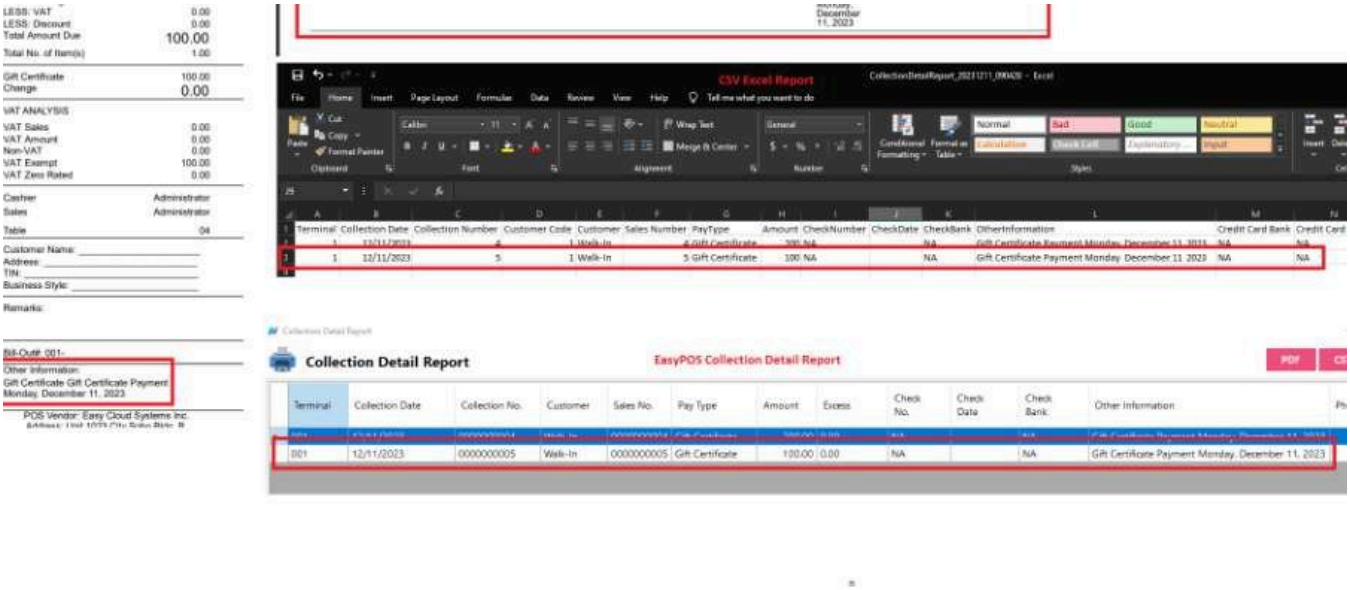
POS Touch Sales - Gift Certificates 401

- 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)

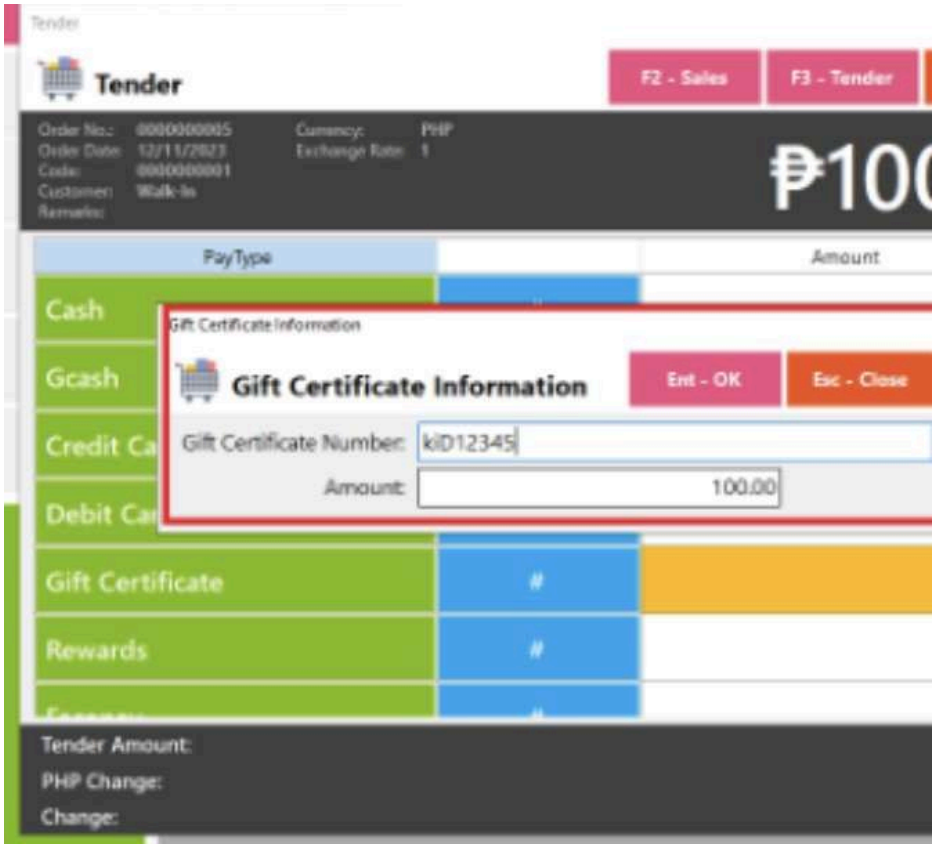
Screenshot



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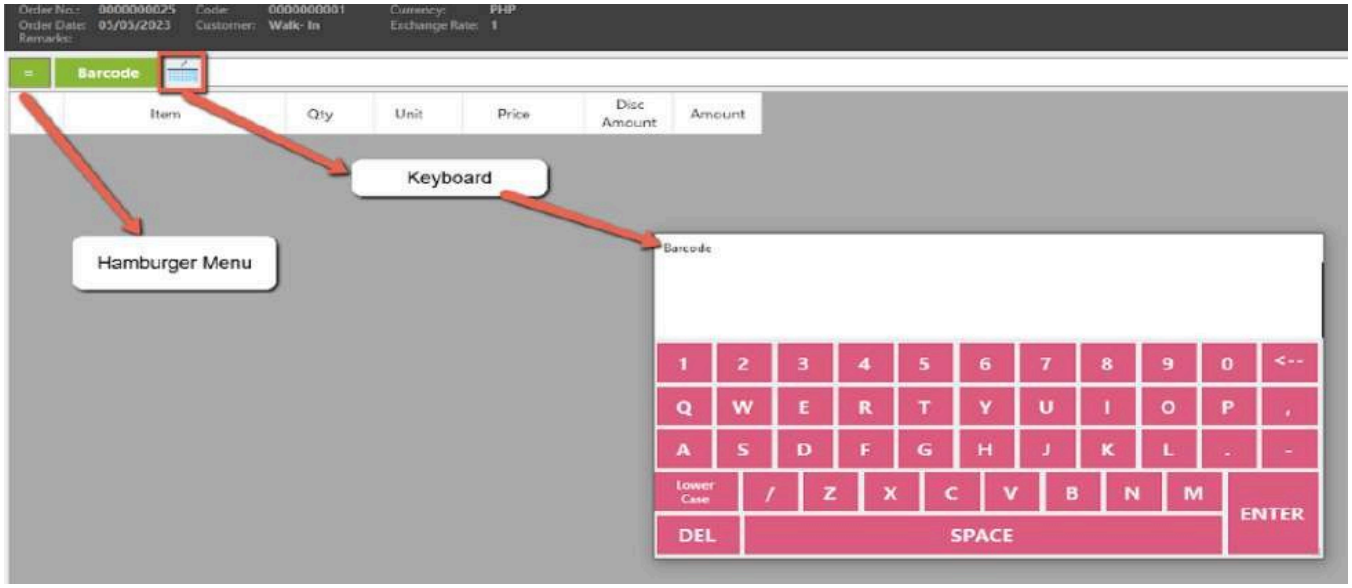
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Barcode Touch - Relevant Buttons 403

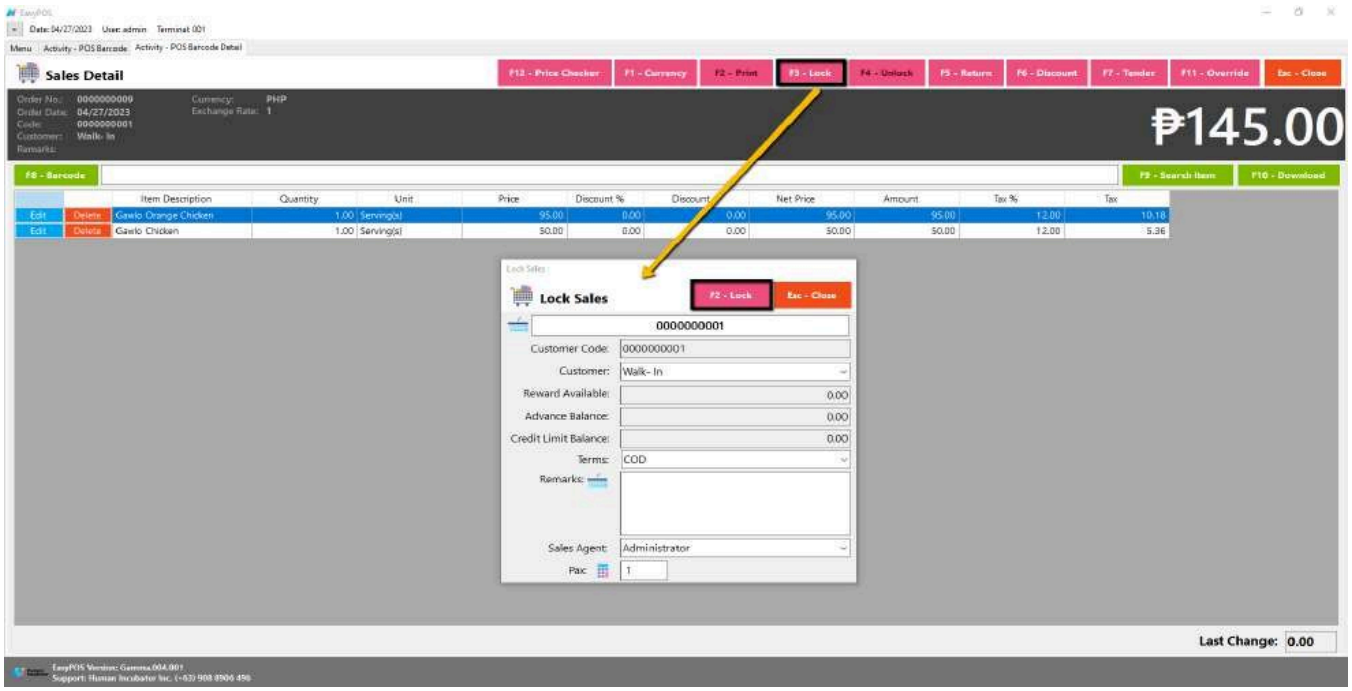
- **POS Hamburger Menu and Keyboard**
    - By clicking the hamburger menu or the small dotted line, it will maximize the space above and the barcode for the product. Last is the small icon of the keyboard for inputting.



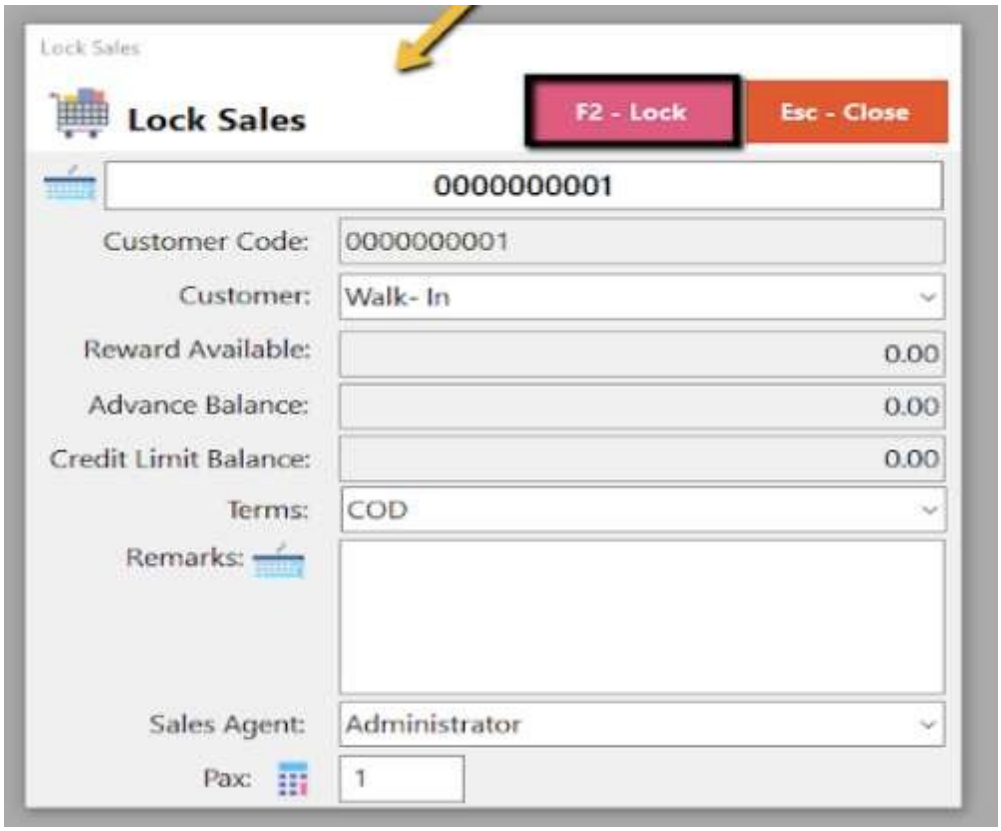
Original manual, page 404

- **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.



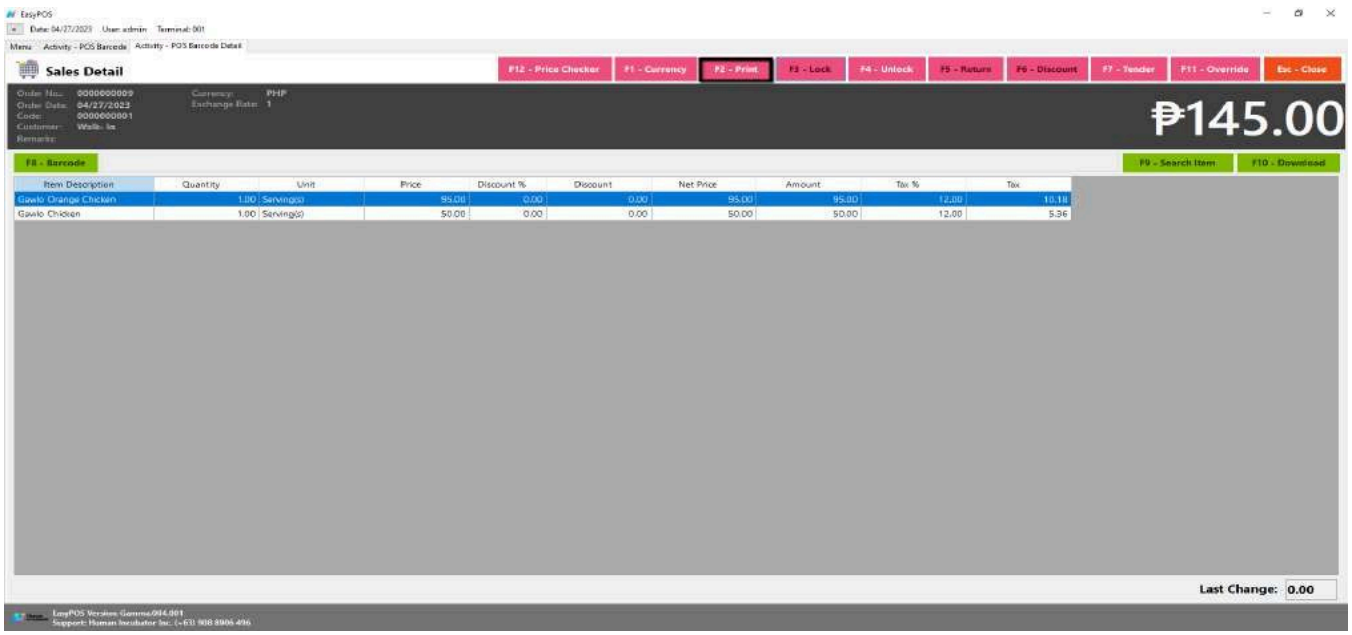
Original manual, page 404



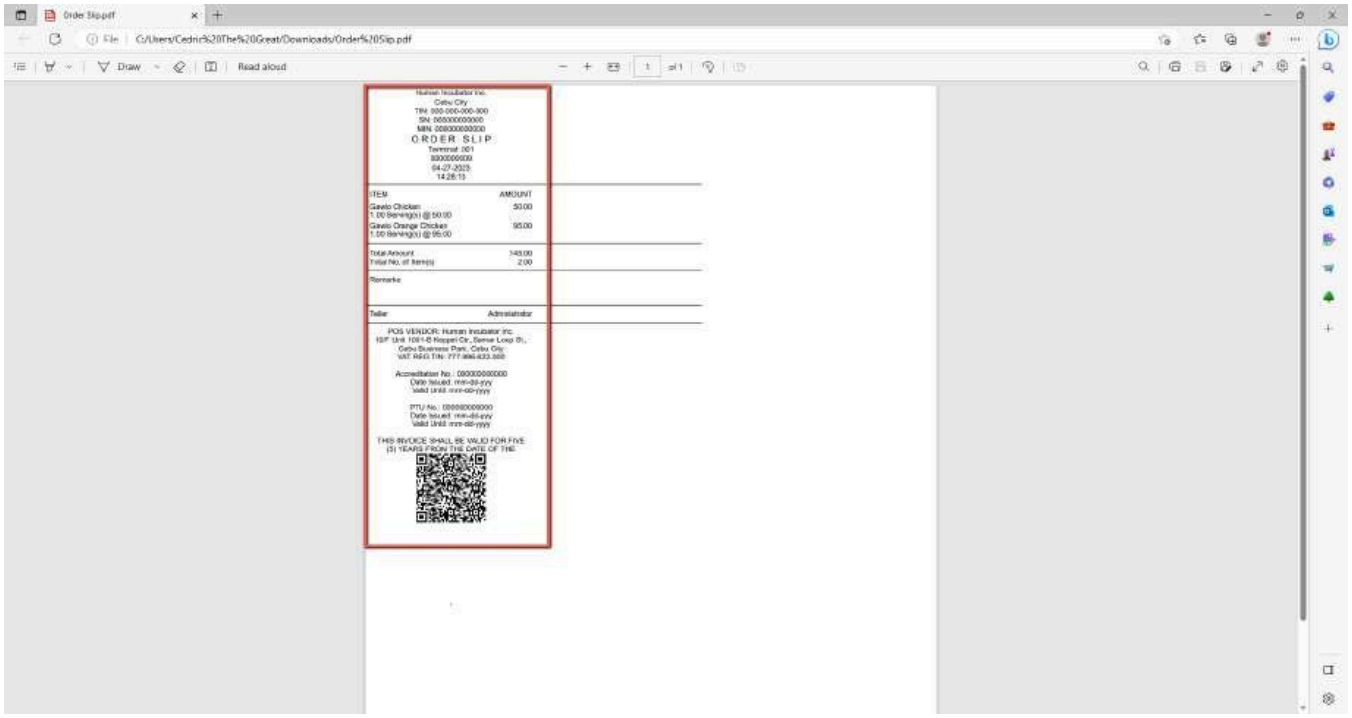
Original manual, page 405

- **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.



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Original manual, page 407



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
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

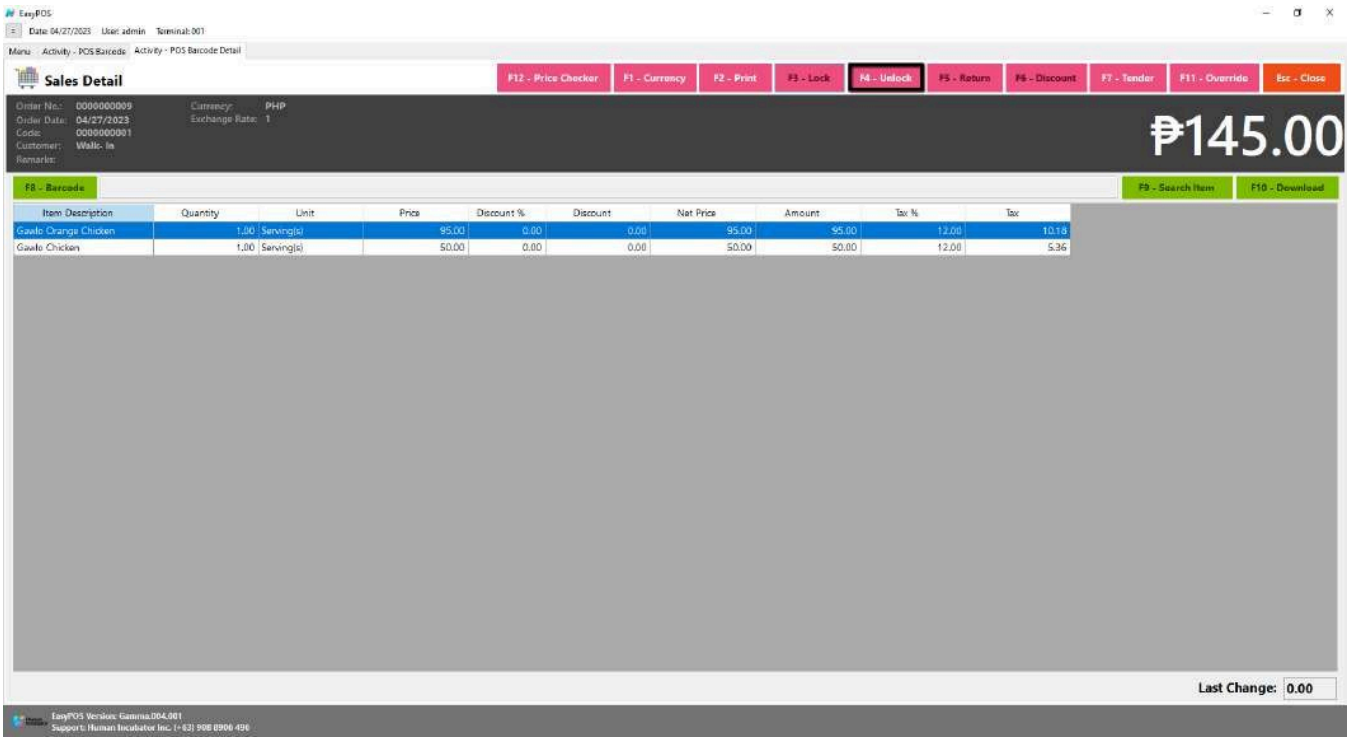
Accreditation No.: 000000000000
Date Issued: mm-dd-yyy
Valid Until: mm-dd-yyyy

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

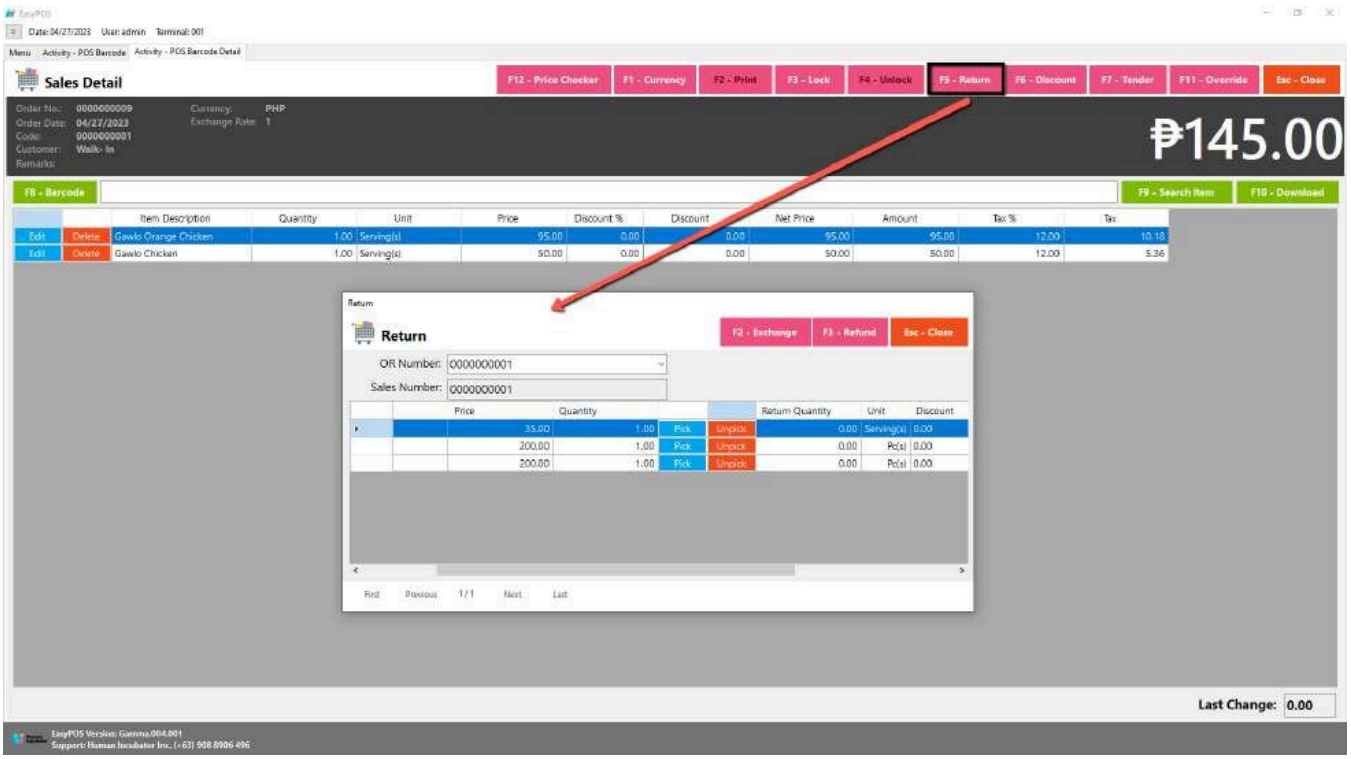
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- **Unlock**
    - Click the Unlock button if you want to modify the sales detail or add sales line items.



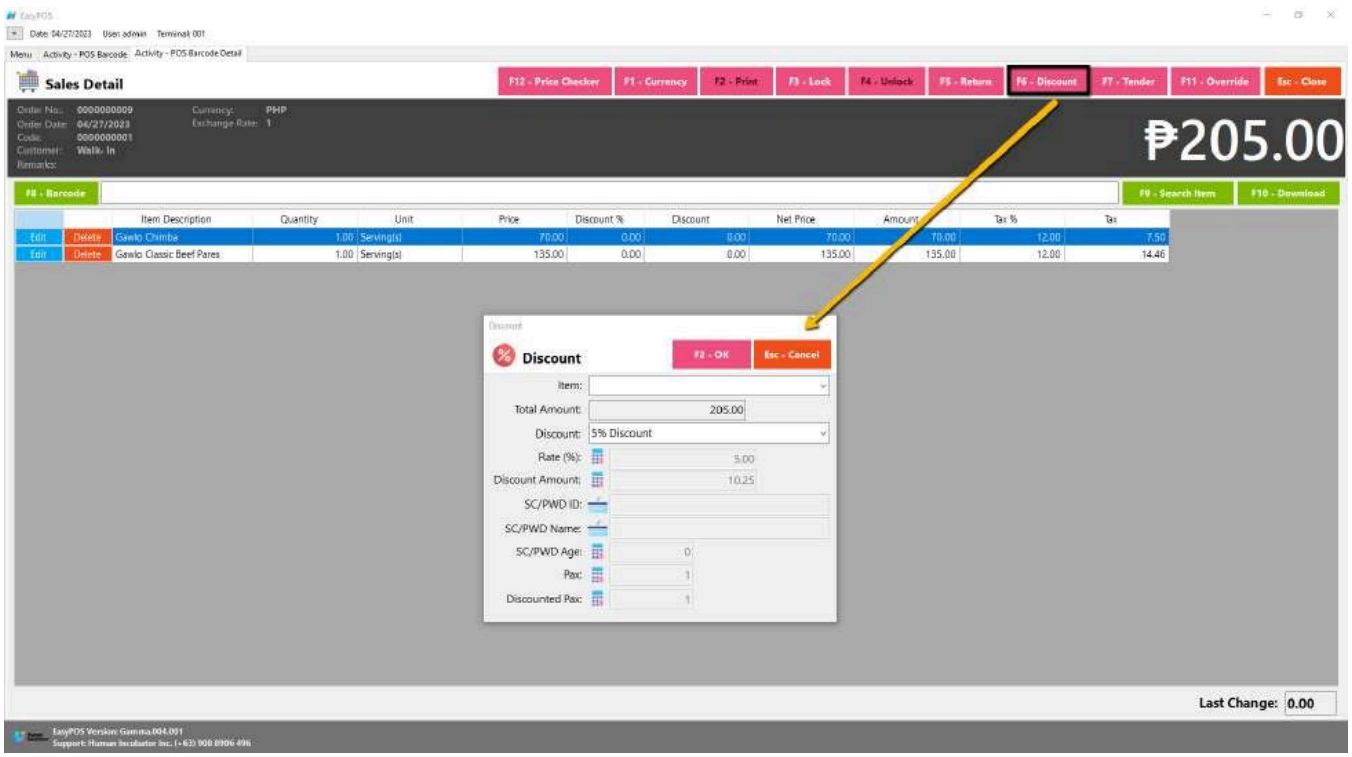
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- **Return** refers to the process of accepting back a product from a customer and refunding the purchase amount. Returns are a common aspect of retail and can occur for various reasons, such as a defective product, customer dissatisfaction, or an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

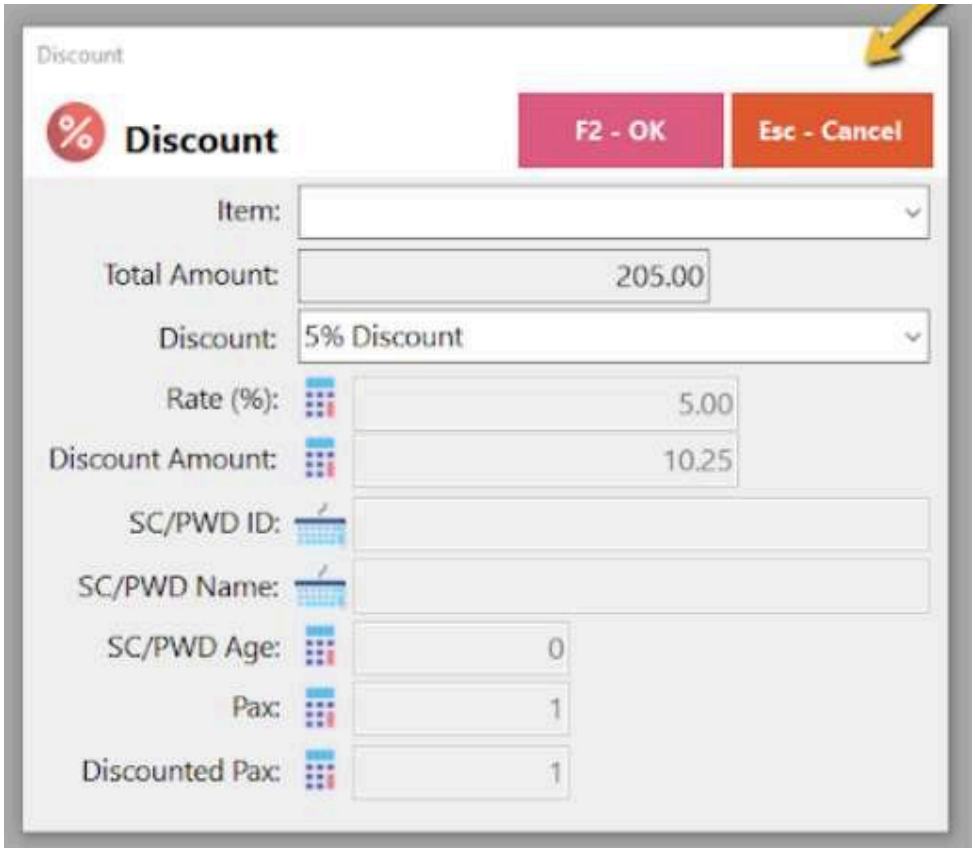


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- **Discount**
- Click the Discount button if you want to set up a discount for the sales line items. You can also set the discount per line item.

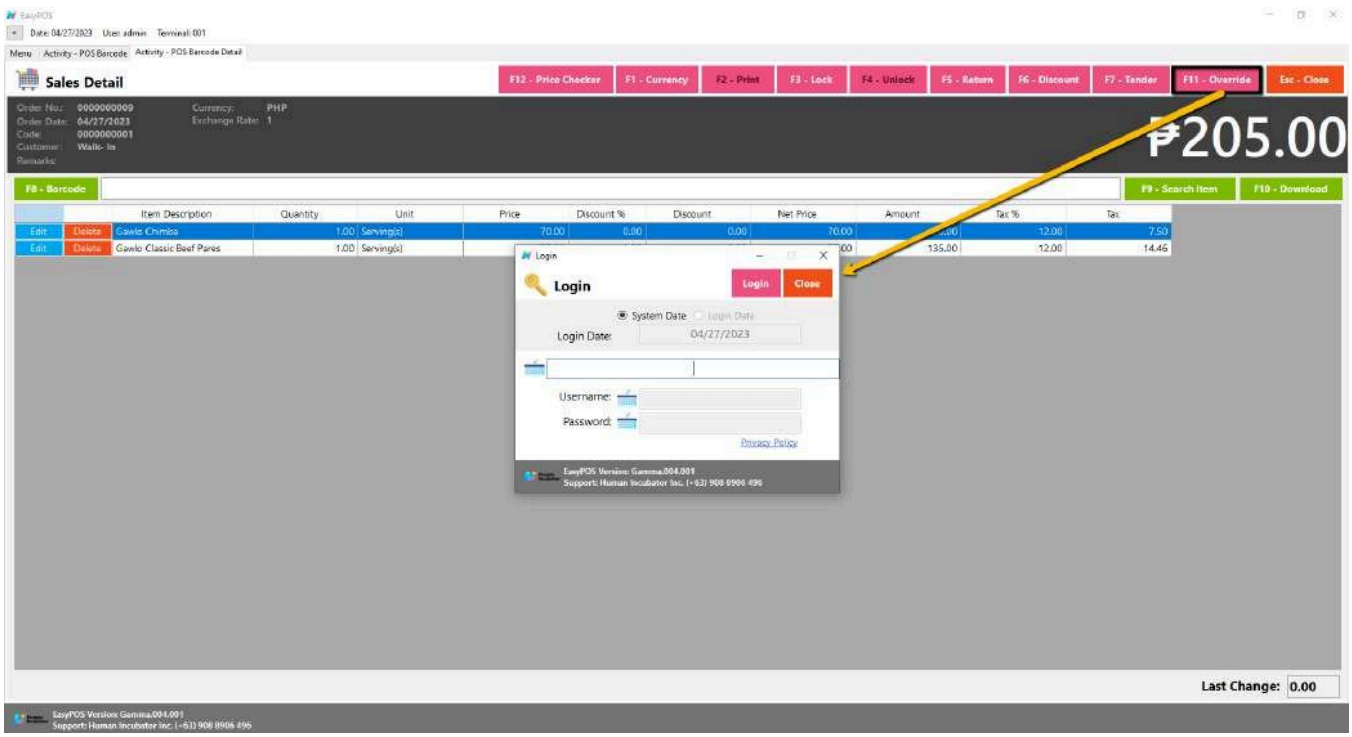


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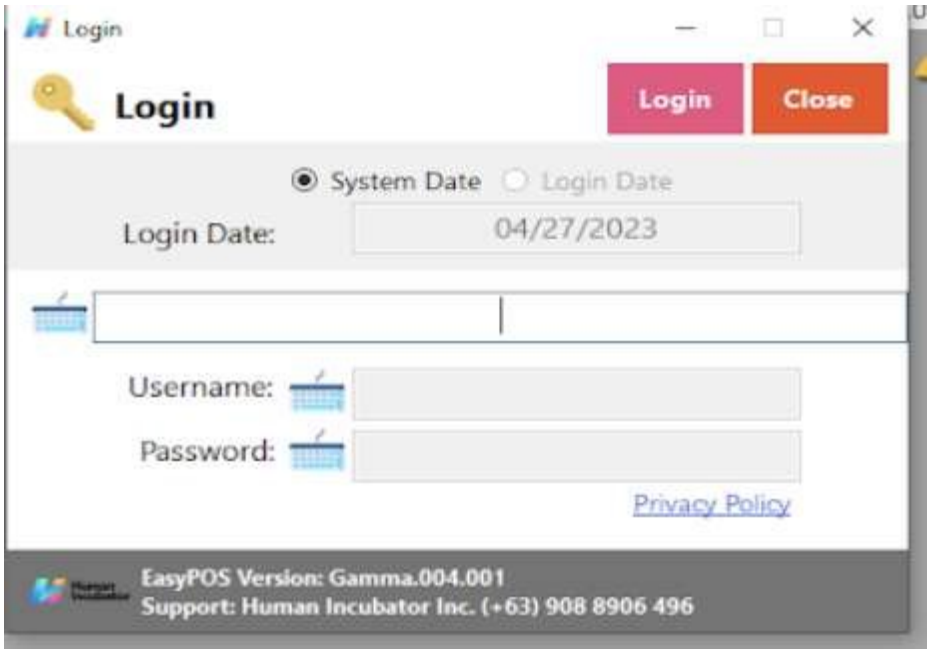


Original manual, page 412

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



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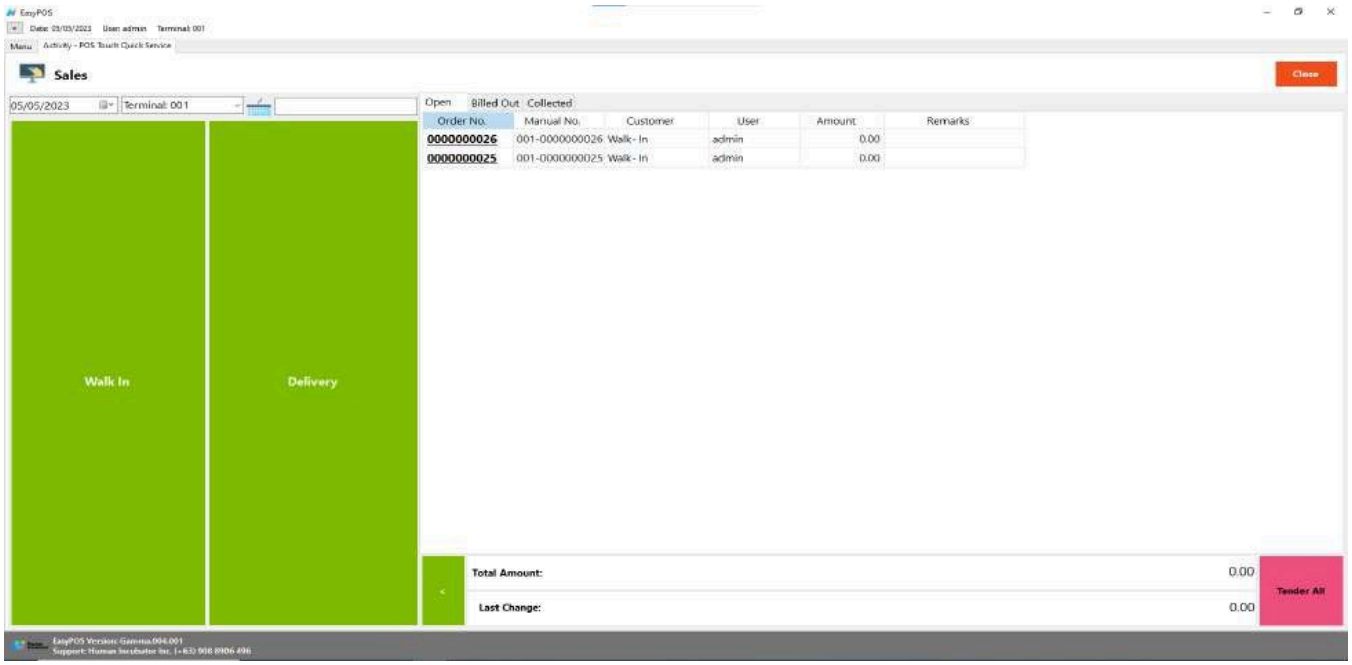
Original manual, page 413

Activity - POS Quick Service 413

Overview 413

- POS Quick Service is for stalls or shops that serve take-out and delivery orders (no table selection). For Dine In orders with tables, use POS Touch.

User Interface 414



Original manual, page 414



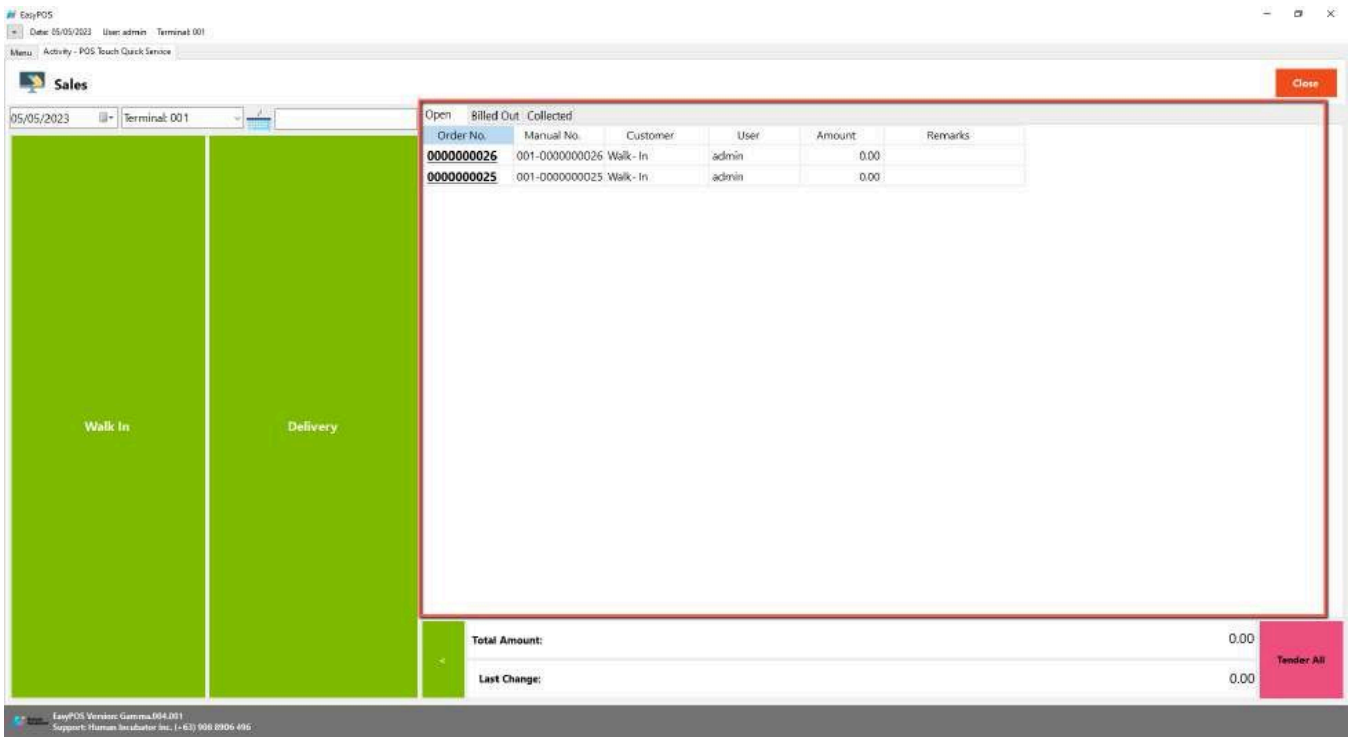
Original manual, page 414

POS Quick Service Definition of Buttons 414

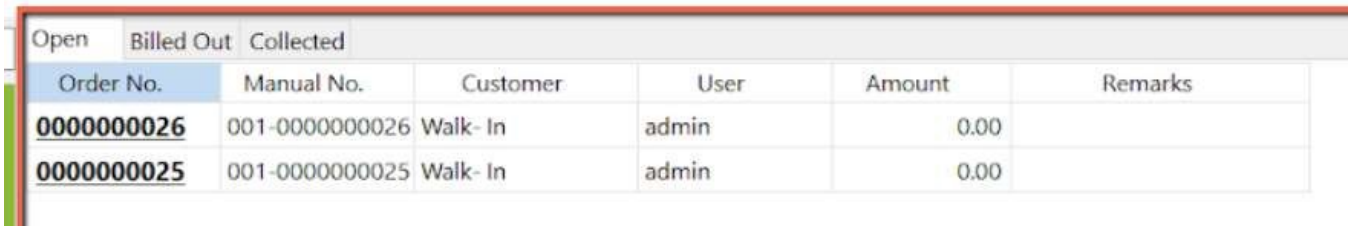
- Two **Green** large buttons → represents if the transaction is for Walk In customers or for delivery.

POS Quick Service Sales List 414

- 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. Click the Order No., then click **F6 - Delete** in the small window. Delete is available only before the sales is locked.

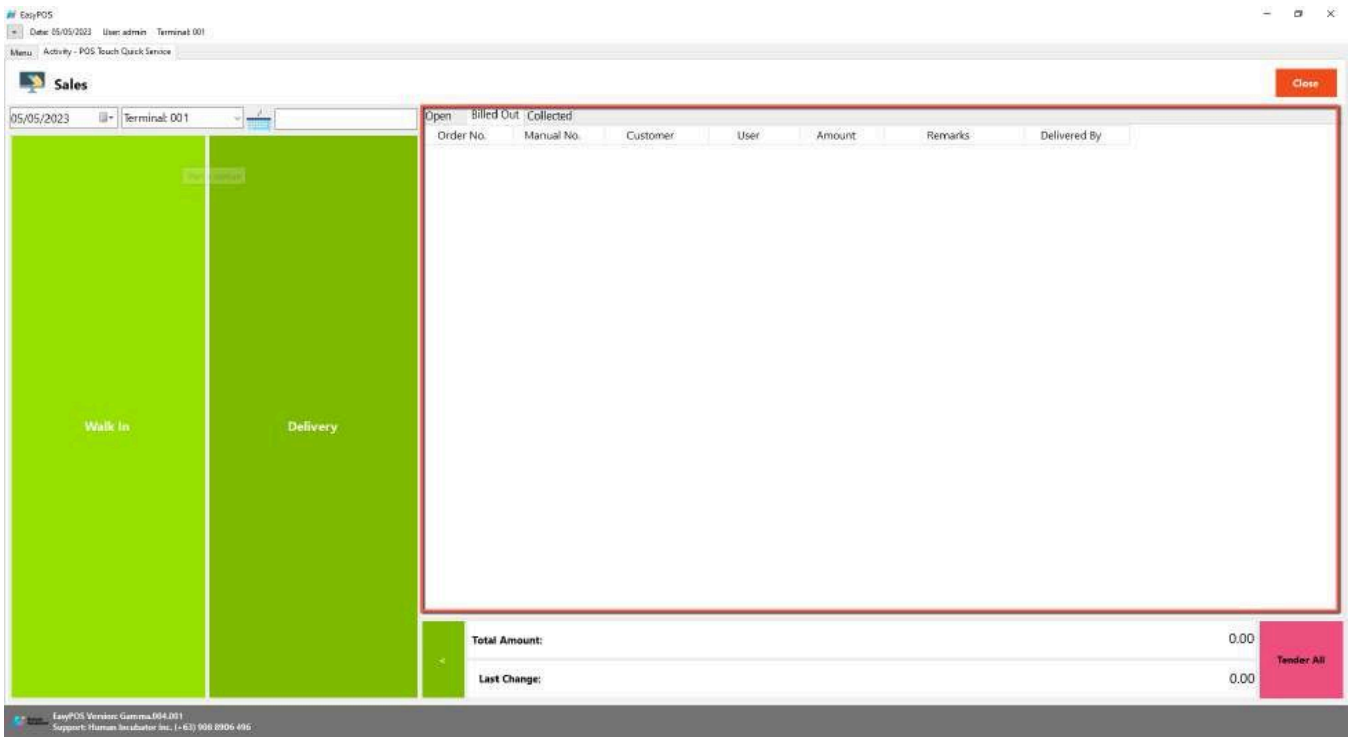


Original manual, page 415



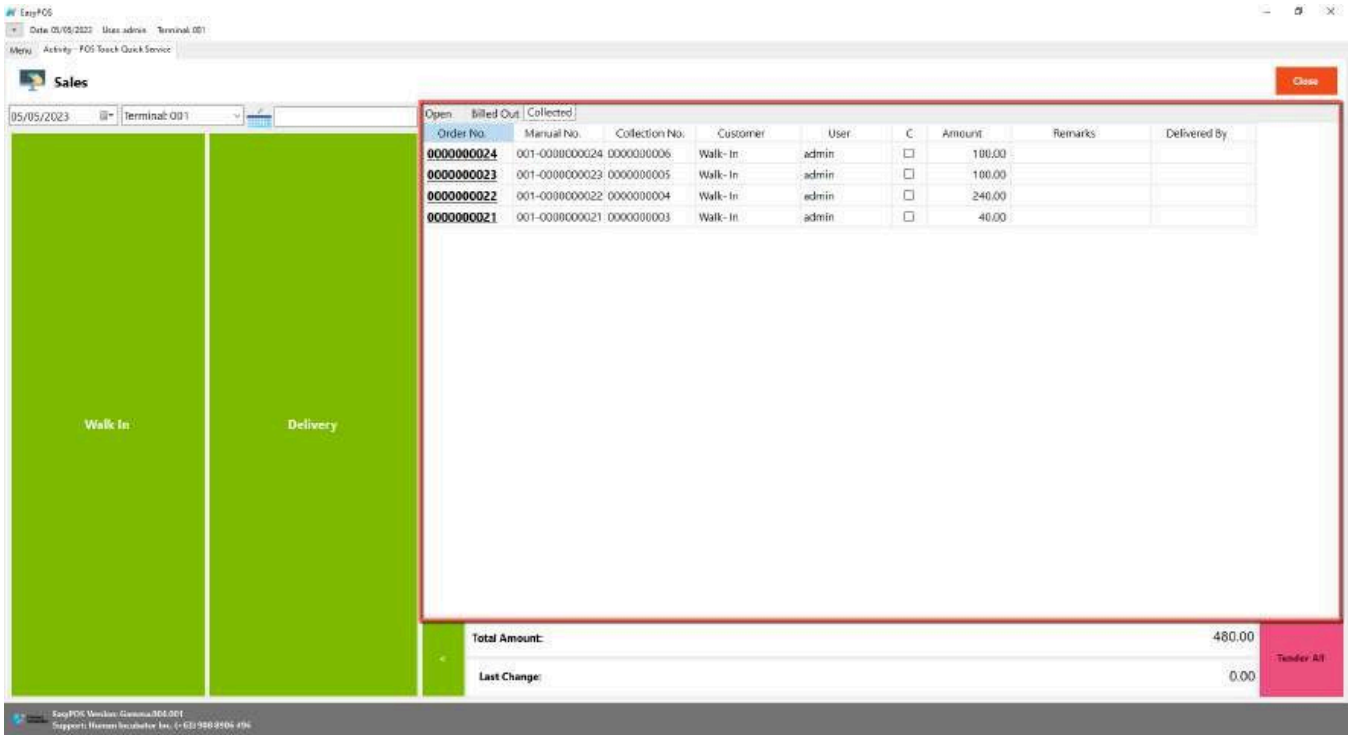
Original manual, page 415

- Billed Out → display list of sales that are already locked but not yet collected. Here, the user can print Bill Out or Partial Bill. Click the Order No., then click **F3 - Bill Out** or **F9 - Print Partial Bill**.



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- Collected → display list of sales that are already tendered. A cancelled transaction stays in this list with a check mark in the "C" column.



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POS Quick Service Sales Detail 417

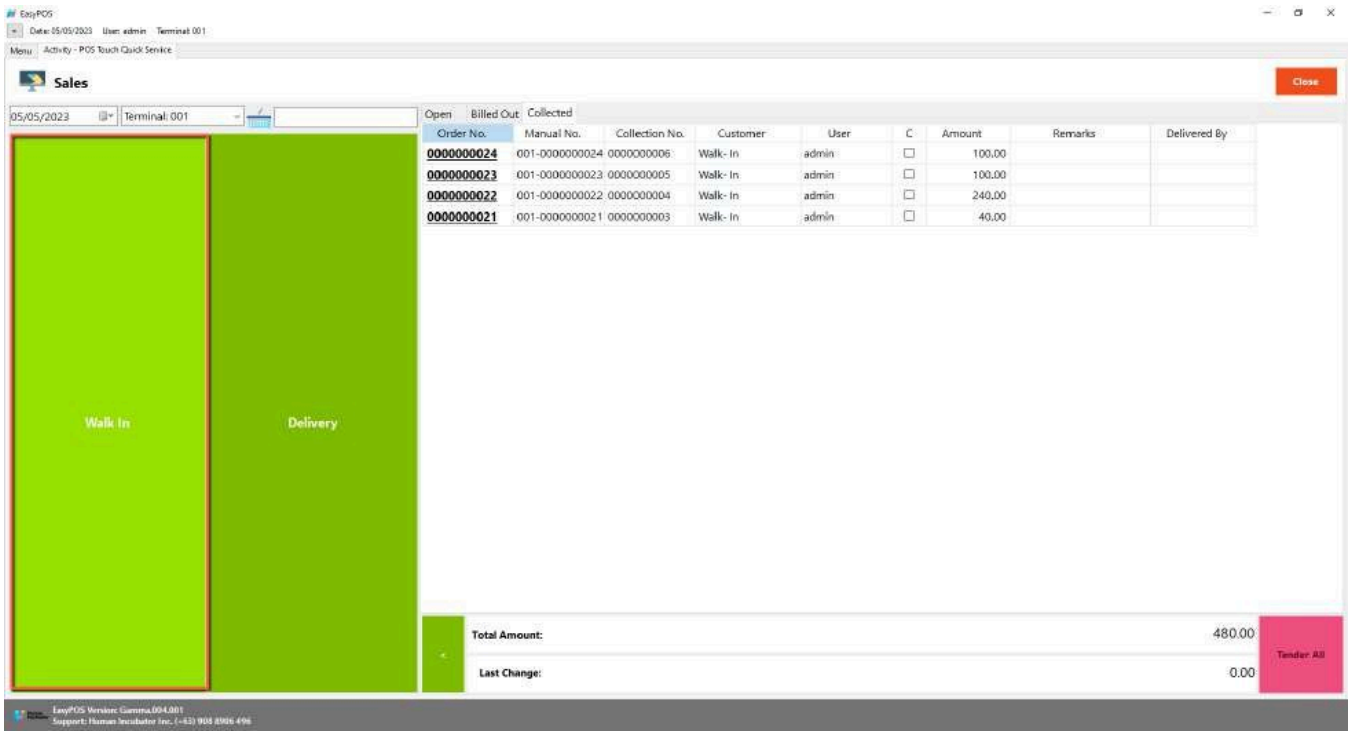
- There are 2 ways on how to navigate the sales detail:

  a. Walk-In button

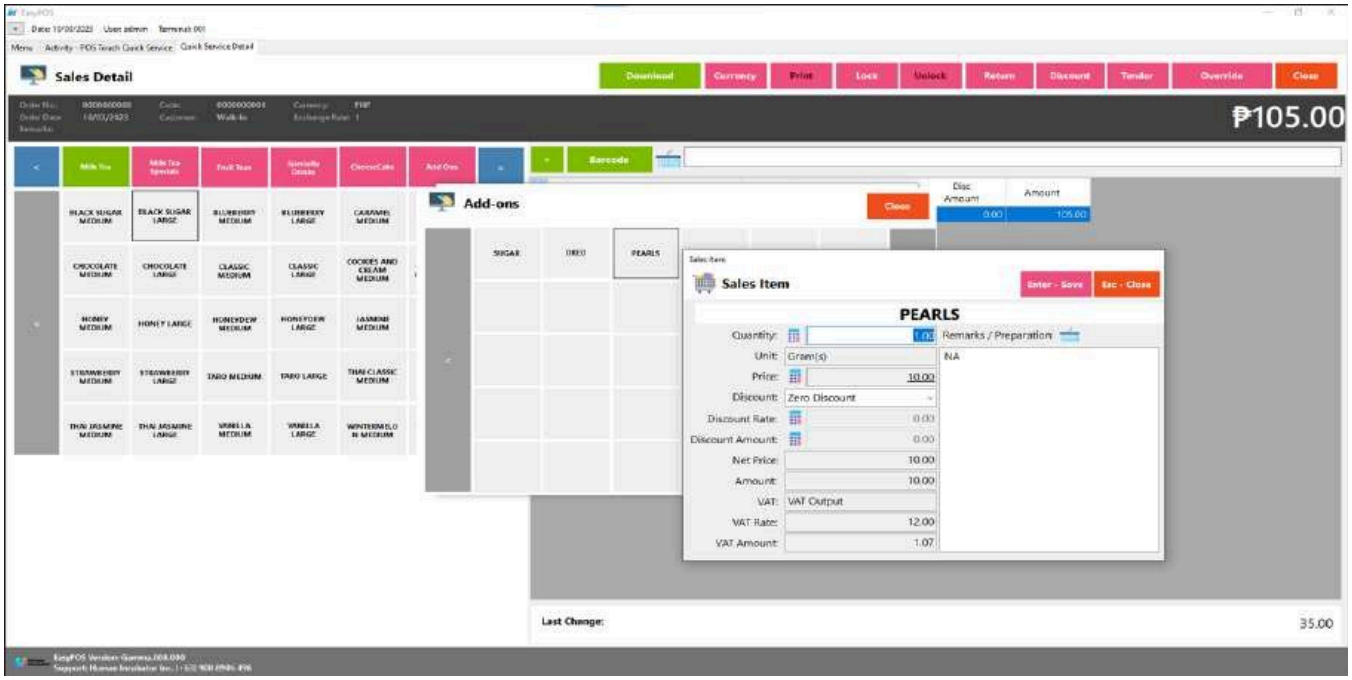
  Click the green button with the Walk In label.

  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.

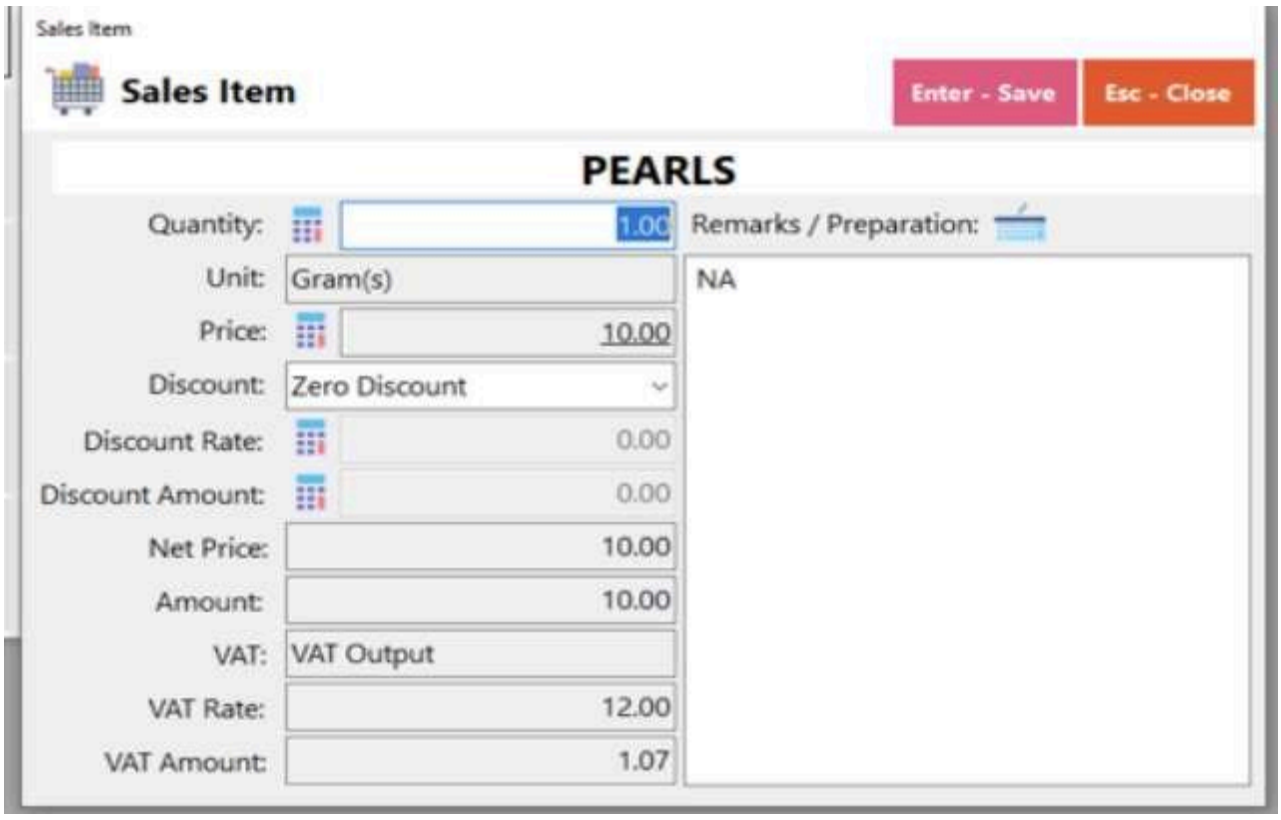
  If the Item has Item Add-ons, a form will pop-up for the item add-ons



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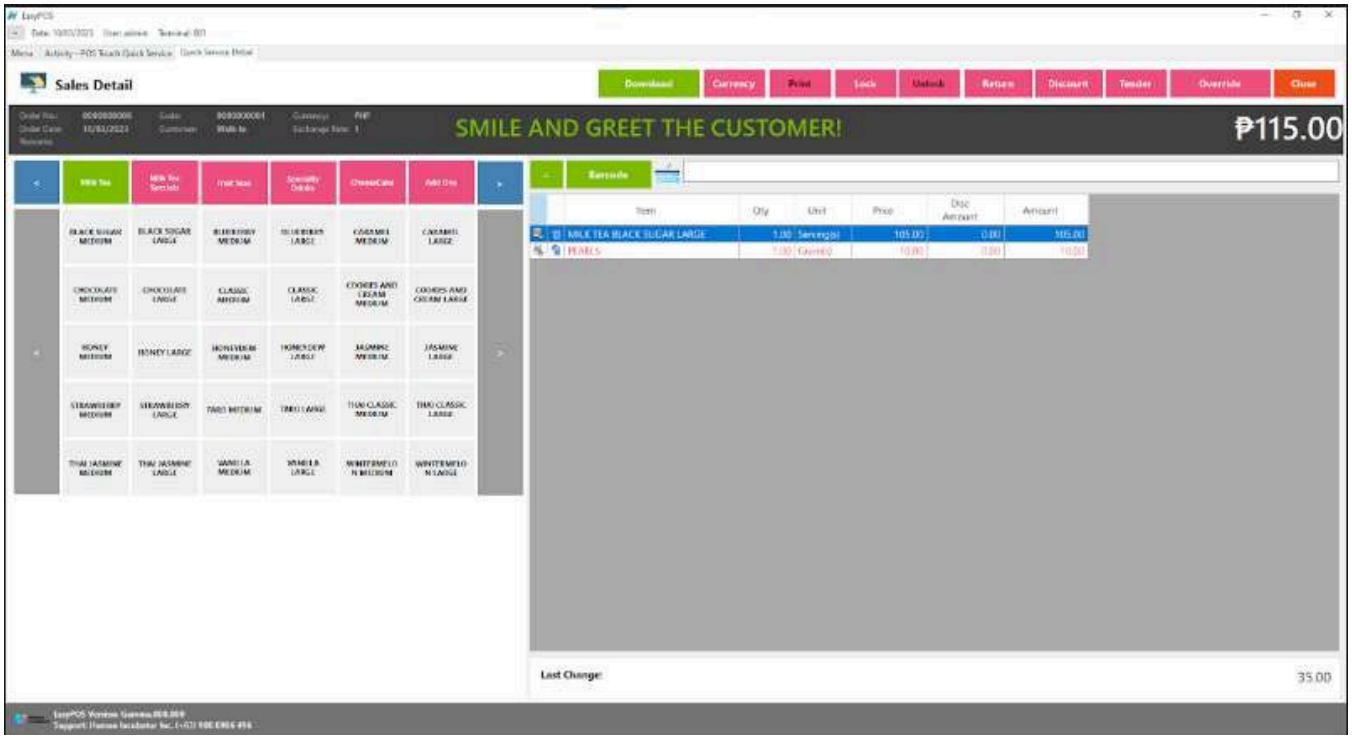


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- To save, hit the Enter button from your keyboard or click the **Enter - Save** button.



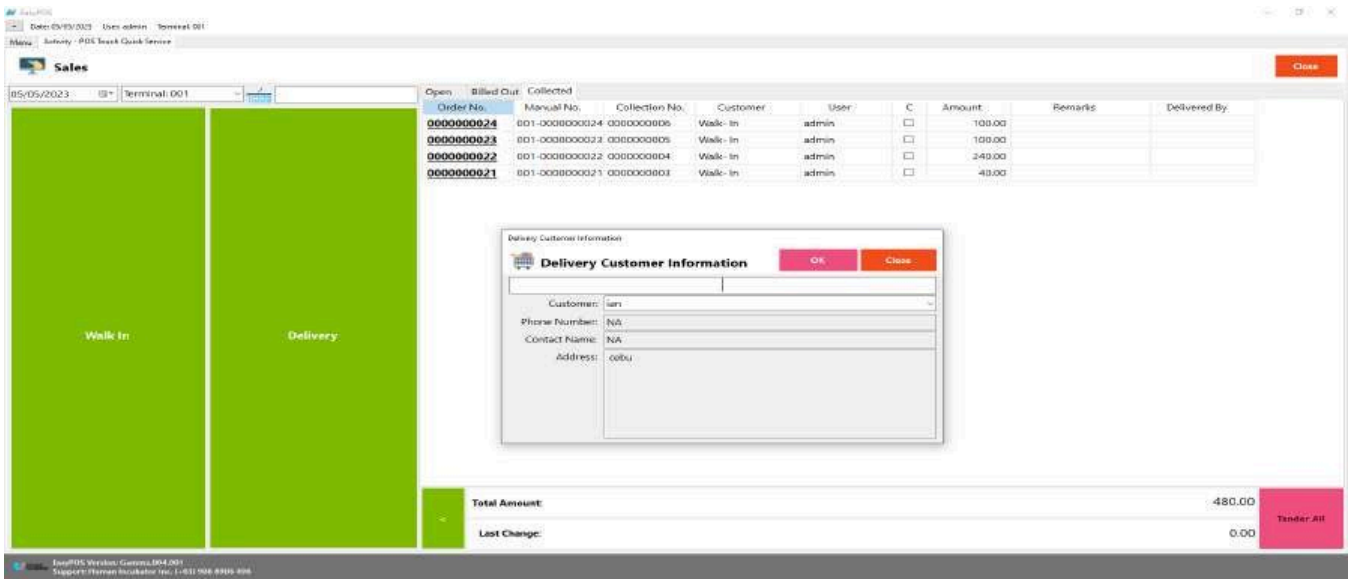
Original manual, page 419



Original manual, page 419

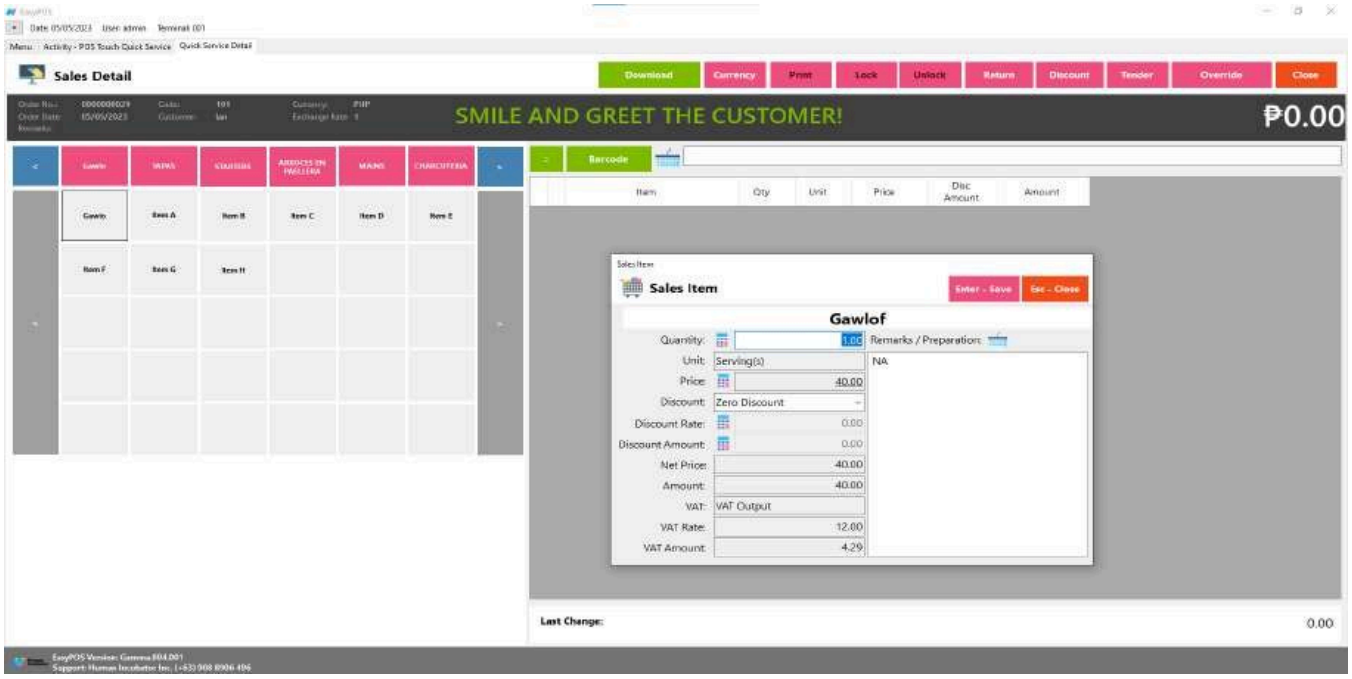
b. Delivery button

- Click the green button with the Delivery label.
- A Delivery Customer Information will popup, provide the necessary information then click the Ok button.
- You will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the

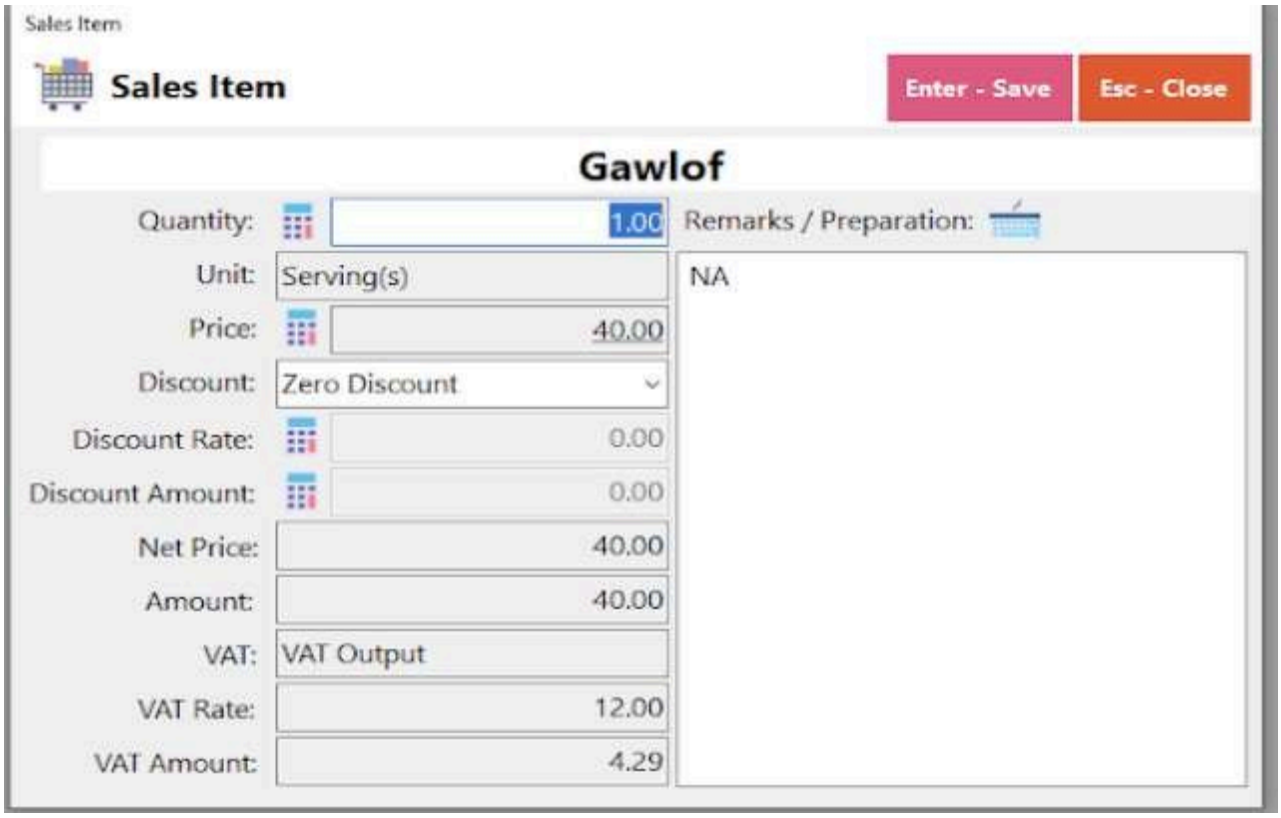


Original manual, page 419

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.



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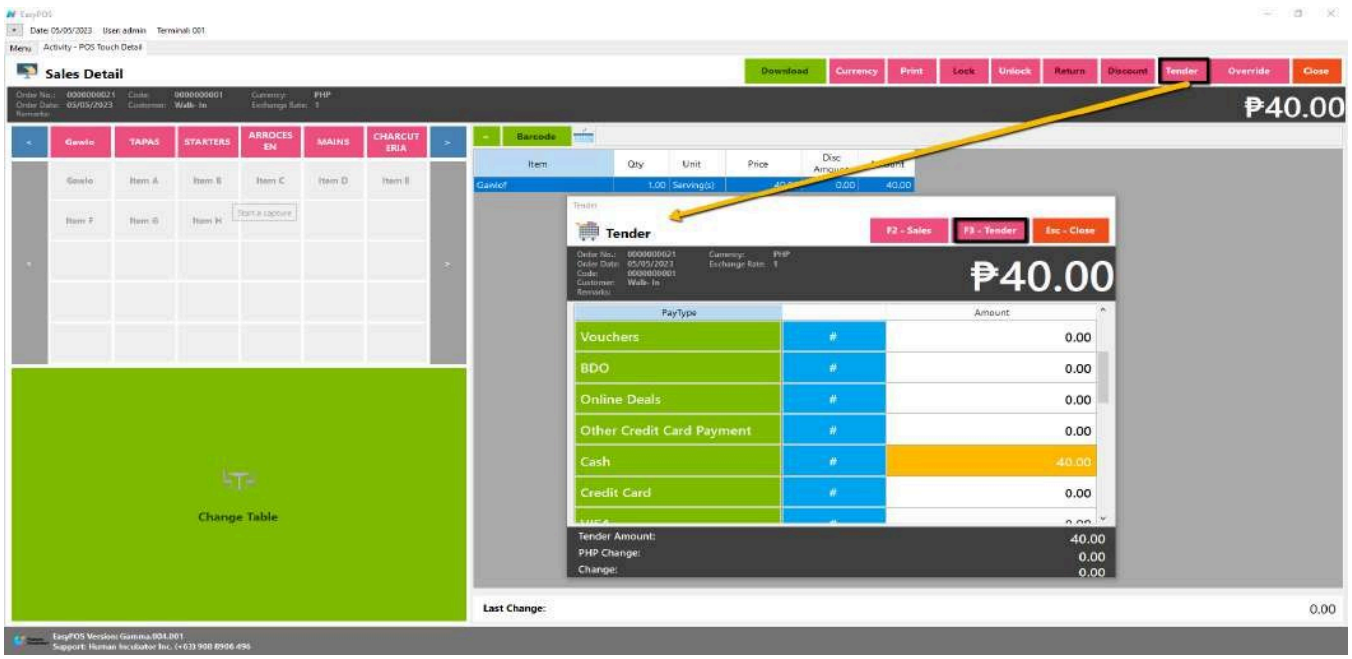
POS Quick Service - Tender 421

- 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

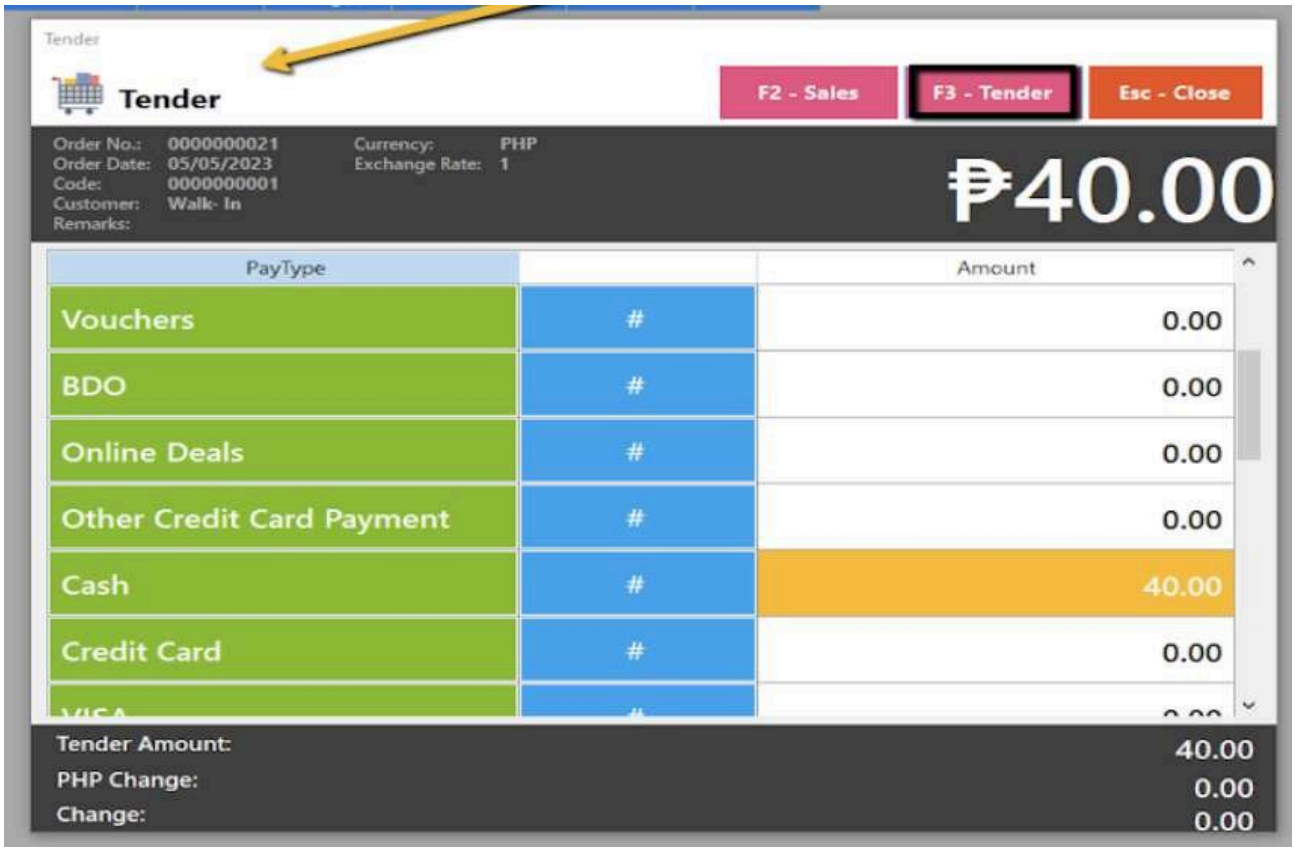
      Assuming that you are in the Sales Detail page, click **F3 - Tender** on the Sales Detail form to tender the transaction. If a service charge applies, the system may ask "Add Service Charge?"; answer the question to continue.

      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.

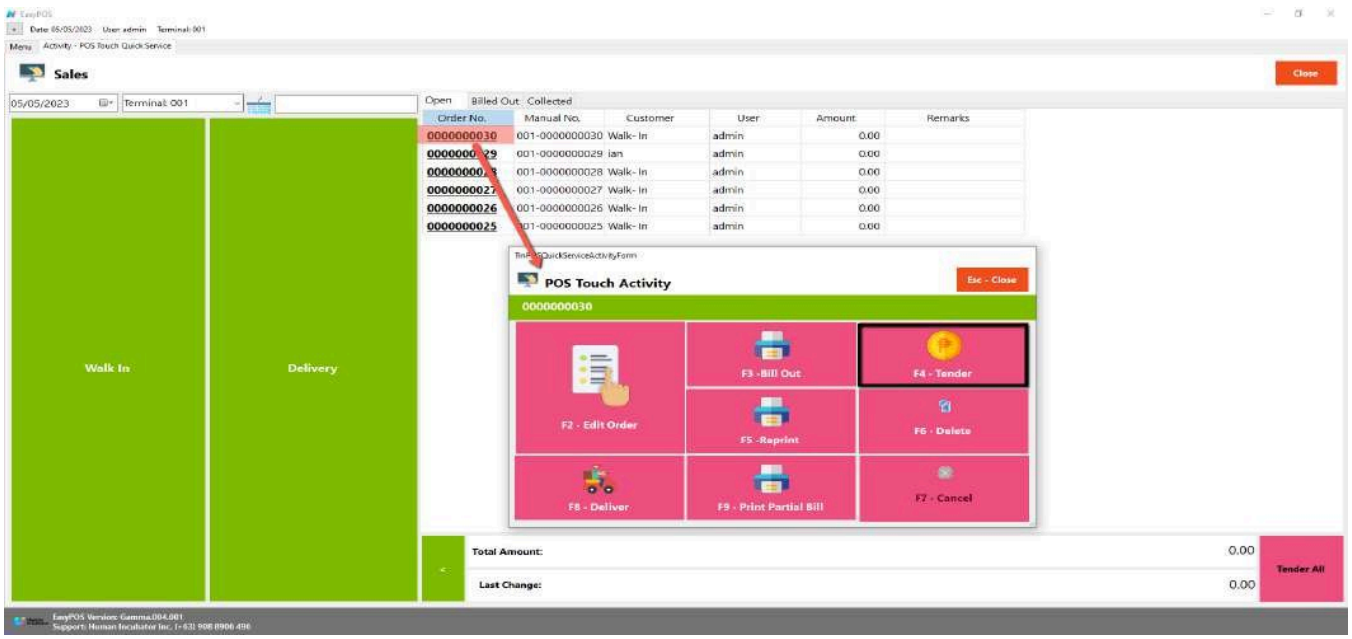


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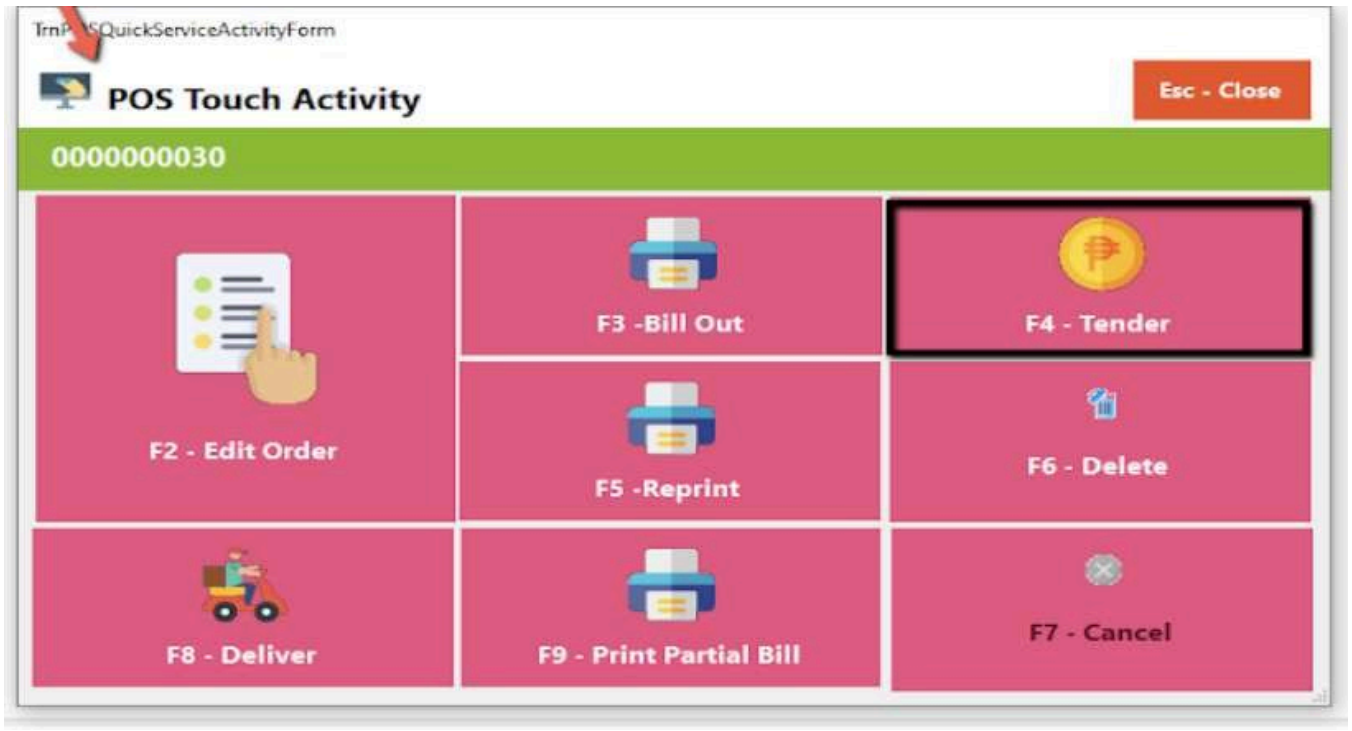


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- Via Open and Billed Out tab
    - From the Open or Billed Out tab, click the Order No. cell of the sales order that you want to tender.
- A POS Touch Activity window will display, then select Tender or simply press F4.

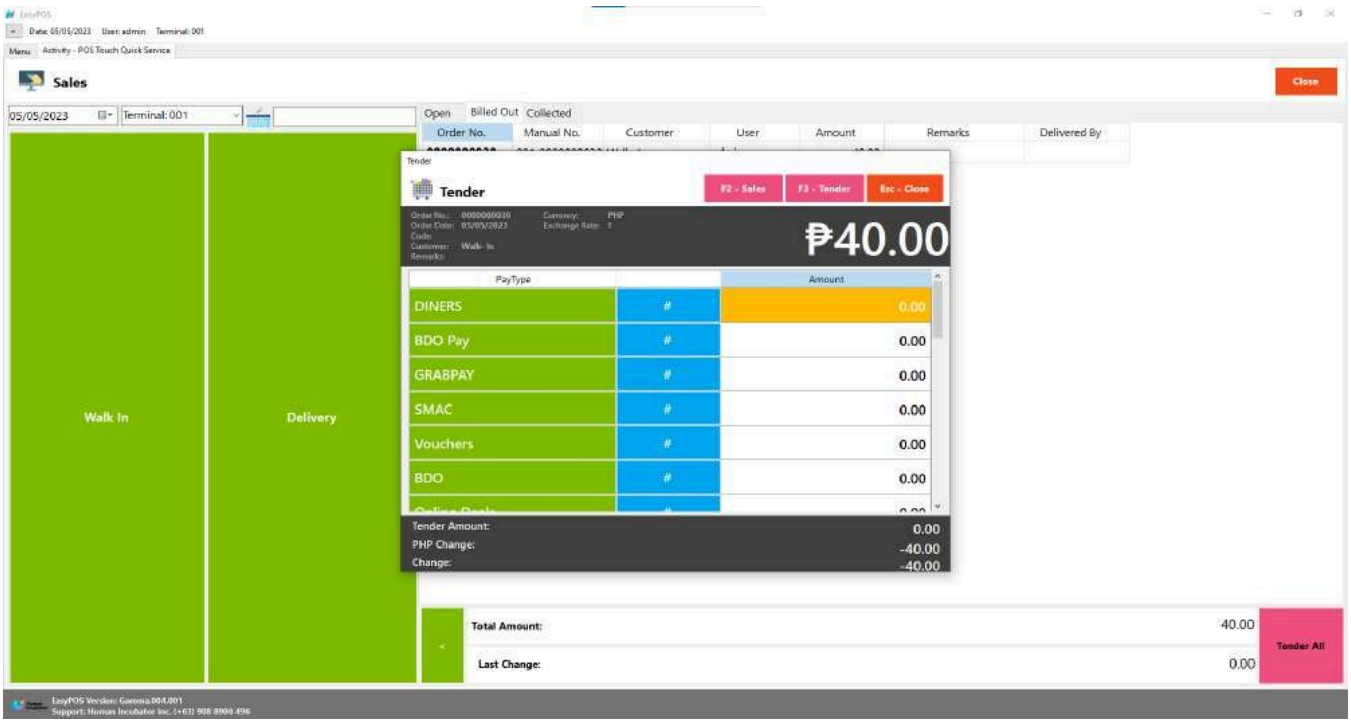


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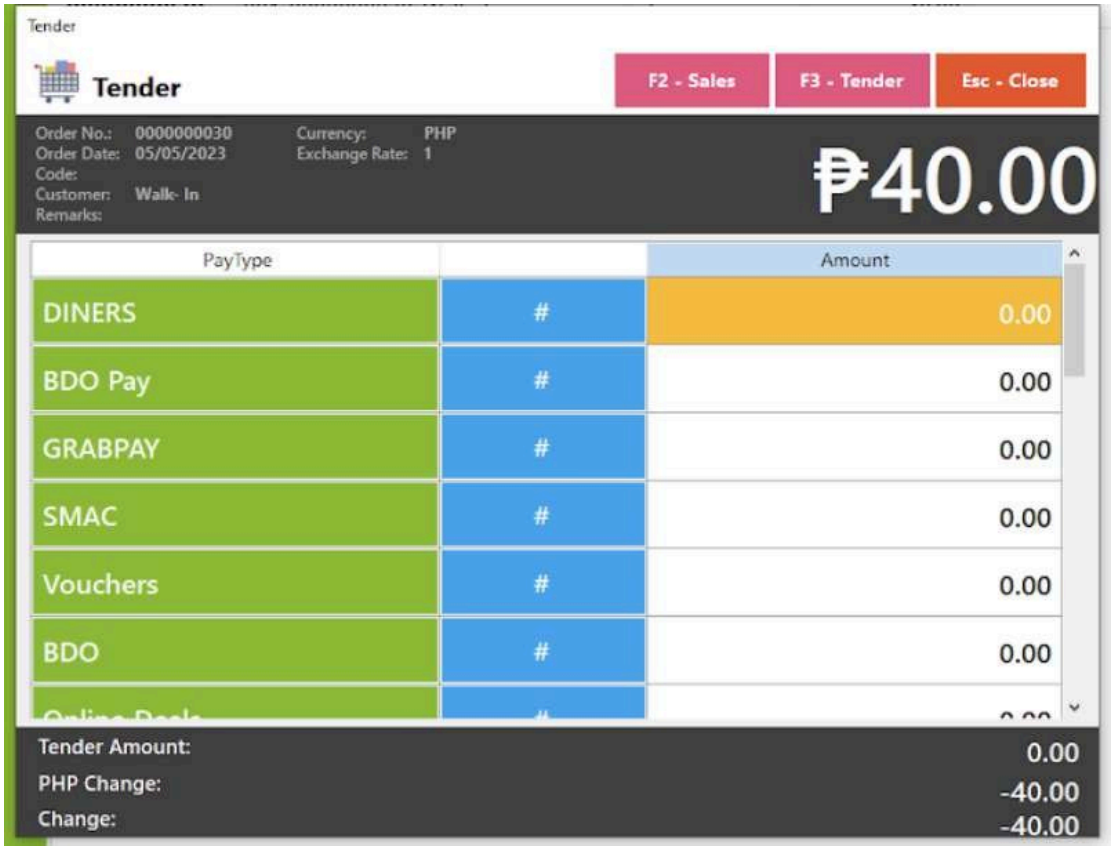


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- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash.** Just click the **OK** button to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



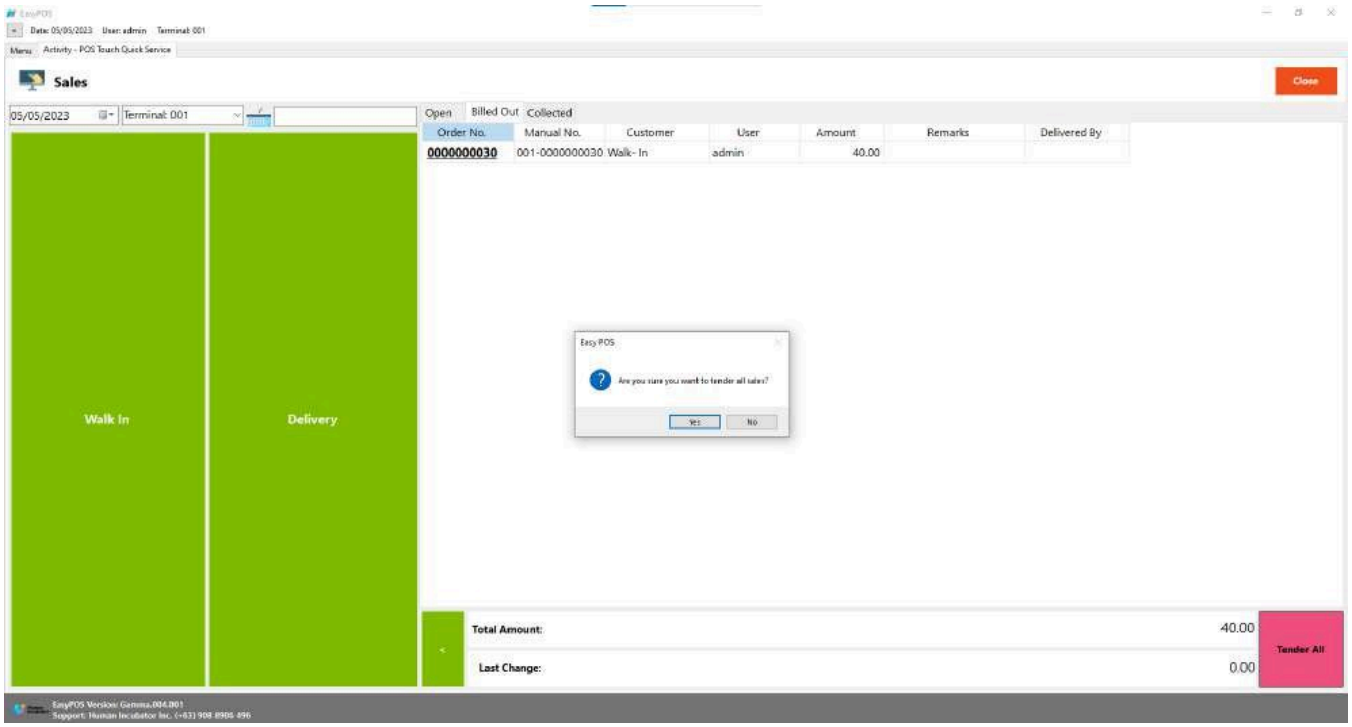
Original manual, page 425



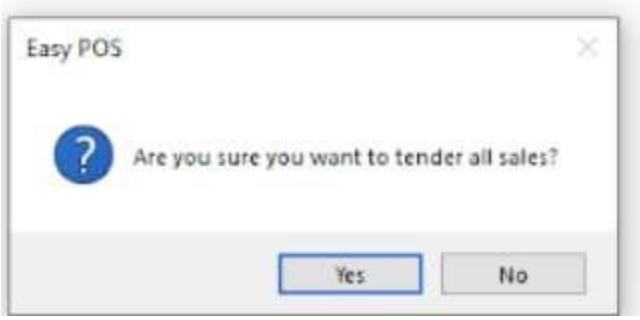
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- Via Tender All button
    - From the Open or Billed Out tab, look for the Tender All red button.
    - A confirmation message will popup, then click Yes.

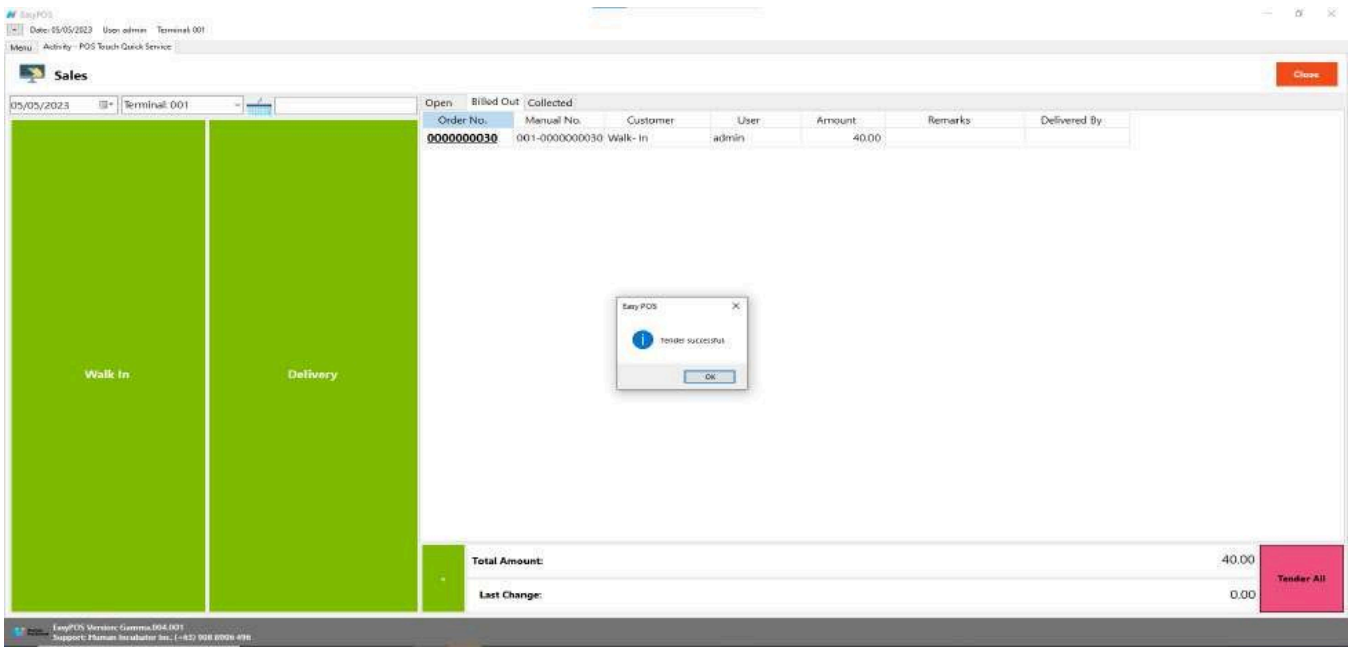
- A tender successful message will display then all the Sales Order from the tab will be moved to the Collected tab.
- Tender All settles all the orders in cash, does not print an Official Receipt, and skips orders with a zero amount.



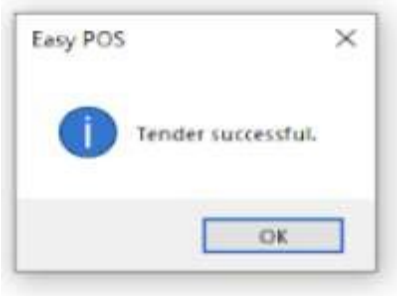
Original manual, page 426



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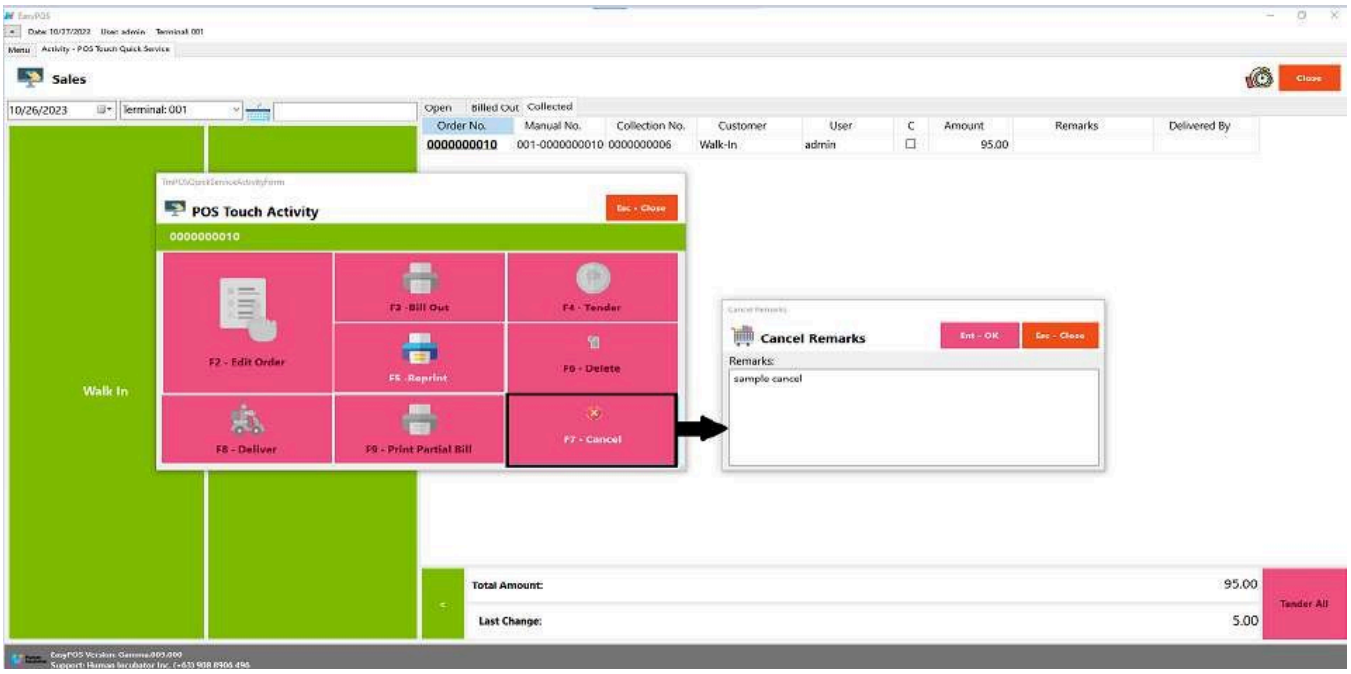


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- **Cancel transaction**: only collections made on the current day can be cancelled, and the user needs the Cancel permission.
- To cancel transaction, select order number in the Collected tab
- Click the cancel button and input the remarks on the popup cancel remarks form.



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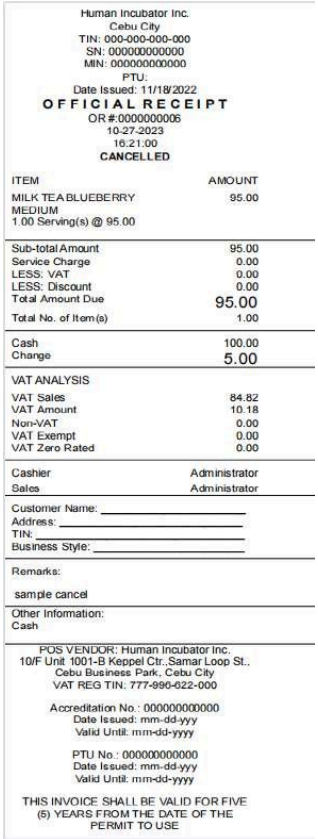


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- Click Ent - OK to cancel the transaction, then click Yes on the "Cancel Transaction?" confirmation.

  > **Note:** After a cancellation, the stock of the cancelled items may not be returned to inventory. Check the stock count. (Known issue, being fixed.)

- It will automatically generate the cancel receipt



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

OFFICIAL RECEIPT

OR #:0000000006
10-27-2023
16:21:00
CANCELLED

ITEM	AMOUNT
MILK TEA BLUEBERRY MEDIUM 1.00 Serving(s) @ 95.00	95.00
Sub-total Amount	95.00
Service Charge	0.00
LESS: VAT	0.00
LESS: Discount	0.00
Total Amount Due	95.00
Total No. of Item(s)	1.00
Cash	100.00
Change	5.00

VAT ANALYSIS

VAT Sales	84.82
VAT Amount	10.18
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00
Cashier	Administrator
Sales	Administrator

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

Remarks:
sample cancel

Other Information:
Cash

POS VENDOR: Human Incubator Inc.
10/F Unit 1001-B Keppel Ctr.,Samar Loop St.,
Cebu Business Park, Cebu City
VAT REG TIN: 777-990-622-000

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

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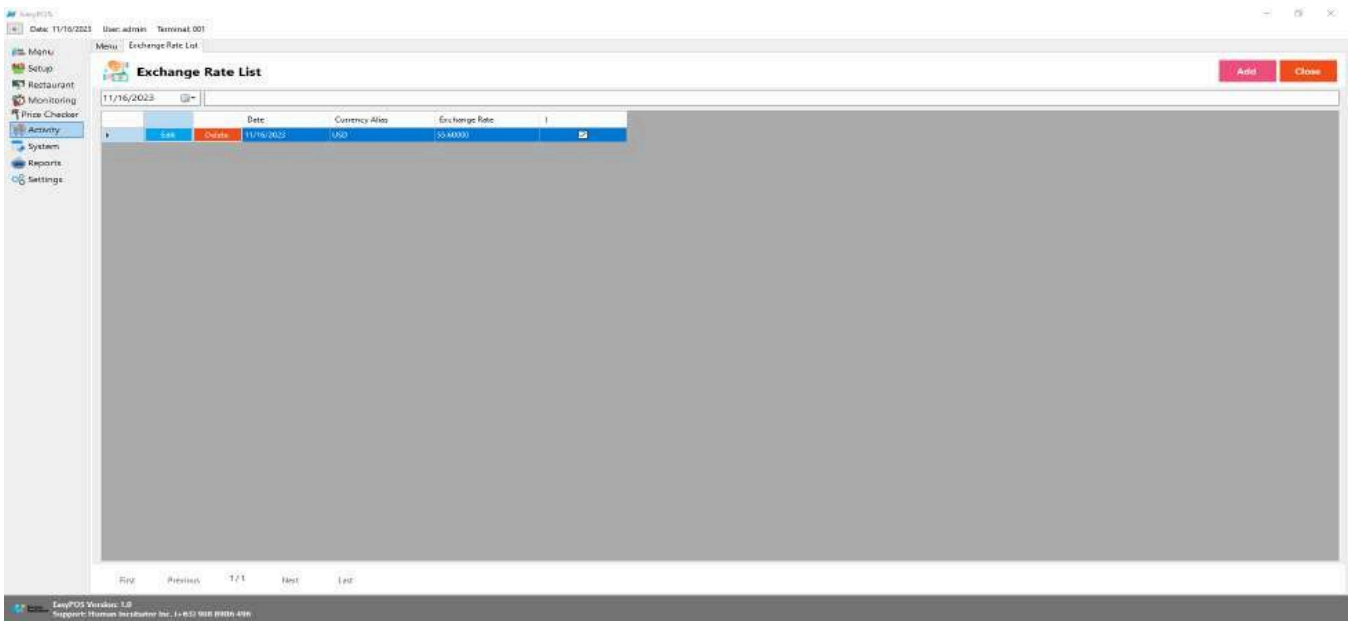
Exchange Rate 431

Overview 431

- It is where the user can add exchange rate for the specific currency. This is a screen of the easyPOS desktop application; the web-based EasyRestaurant does not have an Exchange Rate screen.

Exchange Rate List 431

- Shows the list of added exchange rates for one day only. Select the date with the date picker (the default is today). Use the search box to filter the list by the base currency.
- **Delete** button will proceed to deleting an exchange rate that is not yet used in sales. A confirmation message is shown before the record is deleted.
- **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.



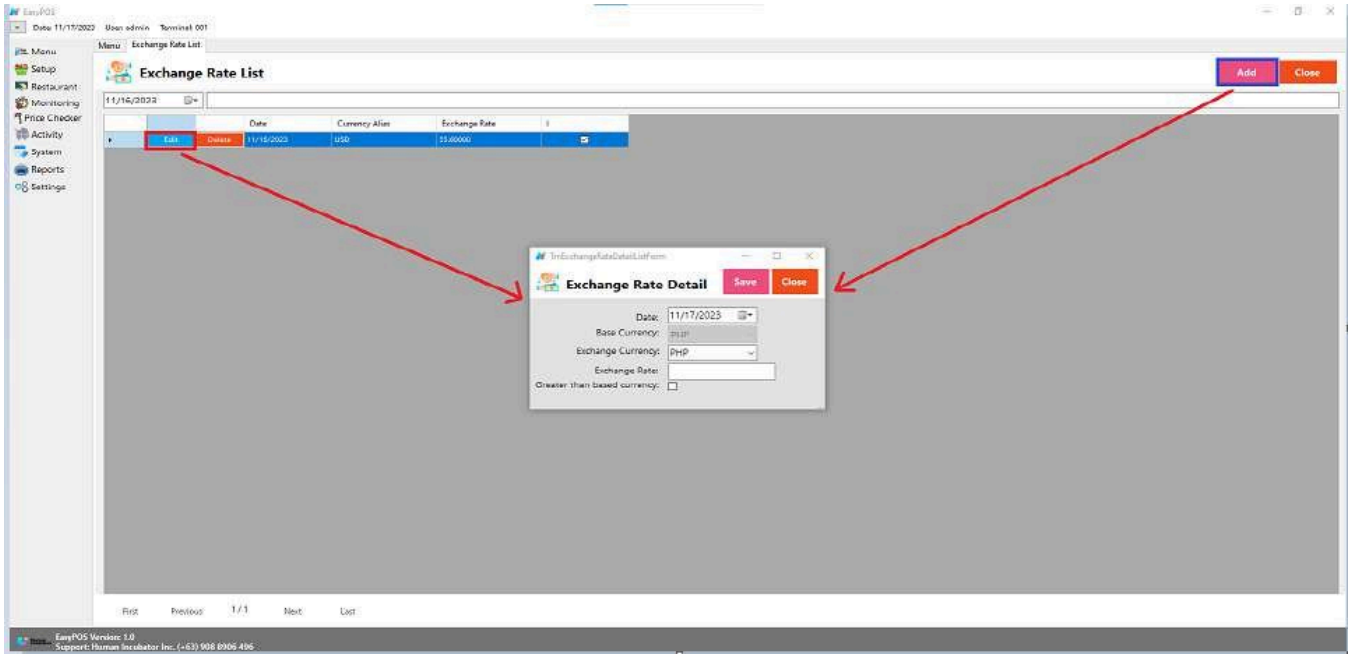
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Exchange Rate Detail 432

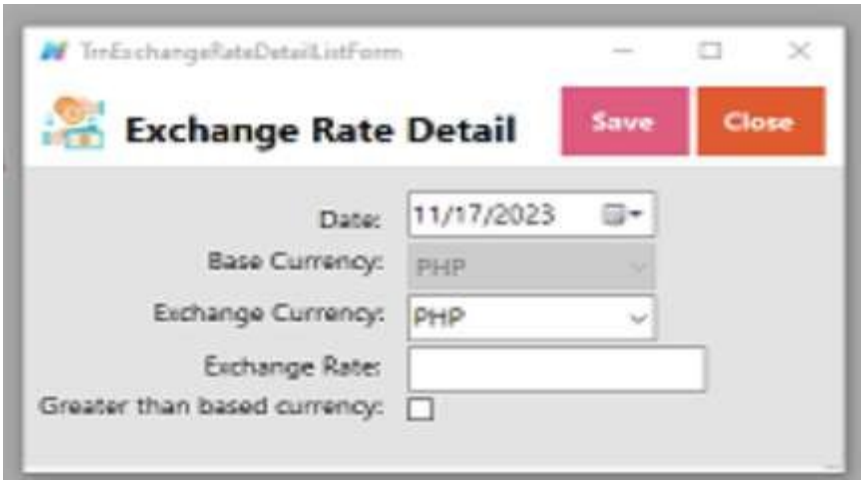
- **Assumption**: **Add** button is already clicked on the upper right corner in the Exchange Rate list.
- Fill up the Exchange rate and select Exchange Currency. The Base Currency is displayed on the screen and cannot be changed. The Exchange Rate must be a number greater than 0.
- The **Greater than based currency** checkbox is set automatically when you enter the rate: it is checked when the rate is less than 1 and unchecked otherwise.

> **Note:** Editing an old exchange rate may change its date to today, so check the date before saving. Do not save an empty rate, a rate of 0 or a duplicate rate. (Known issue, being fixed.)

- Click the Save button to successfully add the exchange rate.



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Official Receipt 433

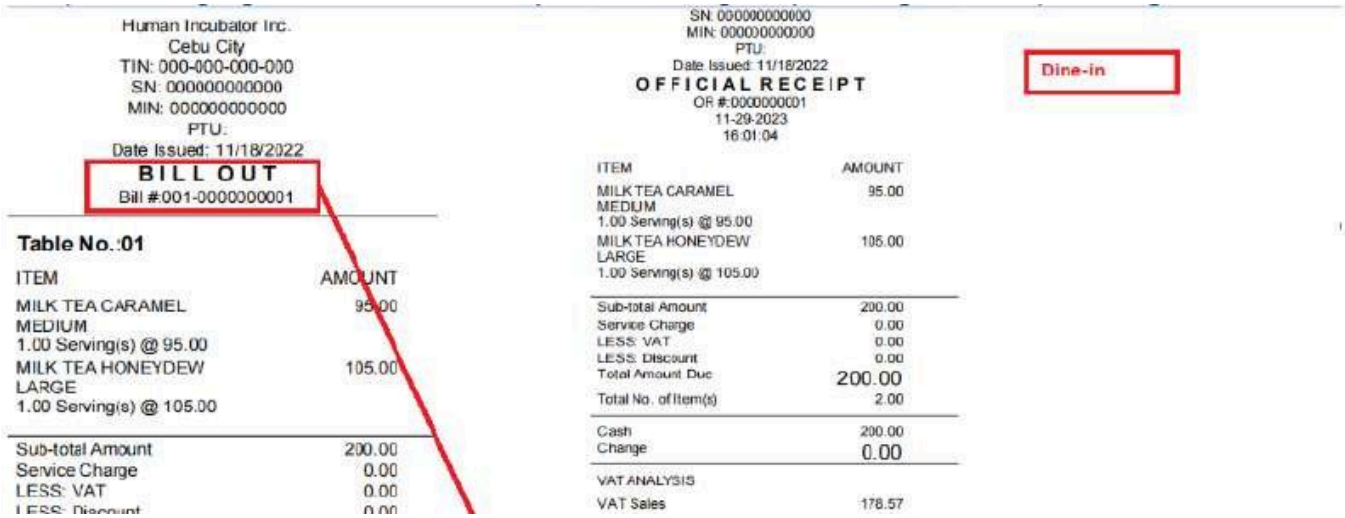
Overview 433

- Reference for official receipt.
- The Official Receipt (OR) is printed automatically after a sale is tendered. It can also be printed again with Reprint, and a cancelled document is printed when a transaction is cancelled.
- The OR shows: the company header (company name, address, TIN, SN, MIN, PTU, Date Issued), the OR number, date and time, the items, the sub-total, service charge, discount and VAT analysis, the payment, Cashier, Sales and Table, the remarks and the footer.
- The OR is printed directly to the printer (Dot Matrix, Thermal or regular printer). The width of the receipt depends on the printer type. A reprinted OR is marked **REPRINTED** and a cancelled OR is marked **CANCELLED**, with the date and time.
- The **Transaction #** on the receipt identifies the printed transaction.

> The sample images below are older than the current system. The current OR also prints a **Terminal** line (for example "Terminal: 001") below the Date Issued line.

Dine-in : Billout number 433

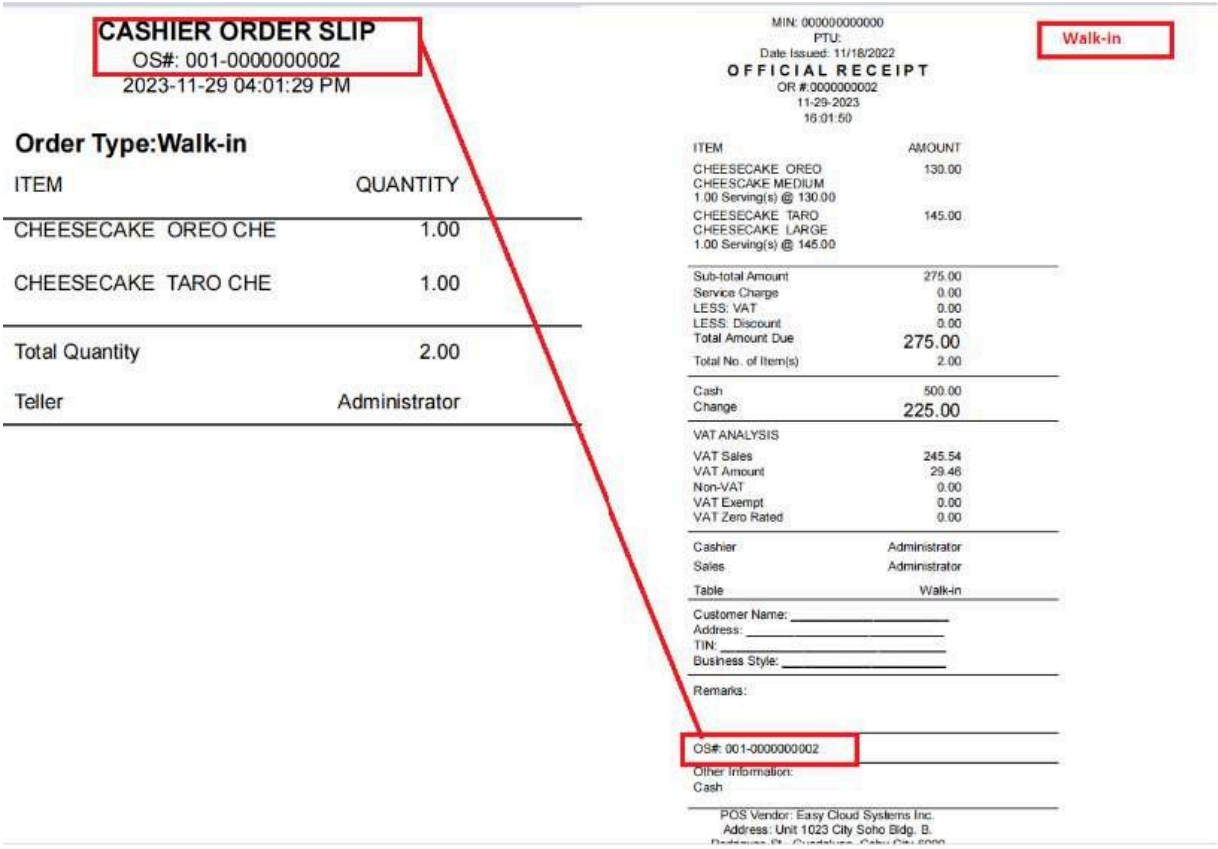
- The Bill-Out number is given when the Bill Out button is clicked. If the sale is tendered without a Bill Out, the Bill-Out number is empty on the Official Receipt.



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Takeout : Sales number 434

- The OS# (sales number) is printed on the OR for a Walk-in table. The CASHIER ORDER SLIP on the left of the sample is a separate document (see Order slip / Kitchen print-out); only the receipt on the right is the Official Receipt.



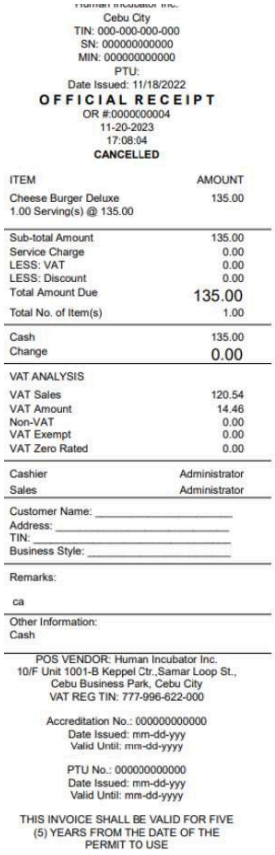
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Cancelled Transaction 434

- For Barcode Setup

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

> **Note:** The OR may fail to print if the card number is only 1 to 3 characters long, and the Transaction # may change each time the OR is reprinted. (Known issue, being fixed.)



Cebu City
TIN: 000-000-000-000
SN: 000000000000
MIN: 000000000000
PTU:
Date Issued: 11/18/2022

OFFICIAL RECEIPT
OR #:0000000004
11-20-2023
17:08:04
CANCELLED

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

VAT ANALYSIS

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

Cashier	Administrator
Sales	Administrator

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

Remarks:

ca

Other Information:
Cash

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

Accreditation No.: 000000000000
Date Issued: mm-dd-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

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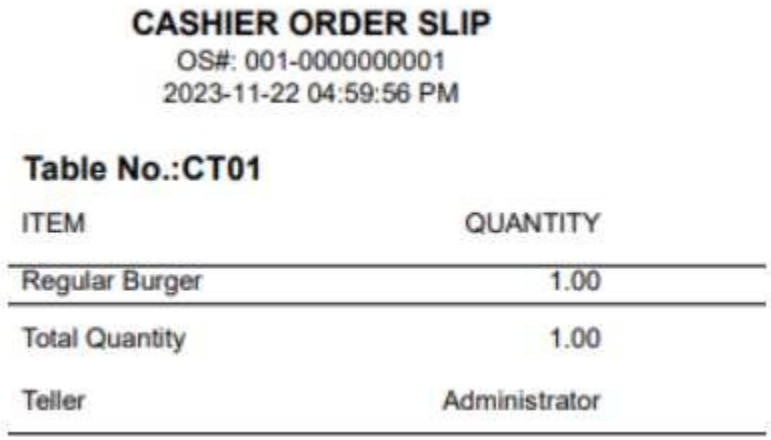
Order slip / Kitchen print-out 436

Overview 436

- Order Slip for cashier’s copy - same output of kitchen printout (touch and quick service setup)
- These slips are printed from the POS Touch and POS Quick Service screens (the Table No. is the POS Touch table).
- **Cashier Order Slip**: click **Lock** in the sales detail and click **Yes** to print it. You can also print it with the **Print** button in the sales detail. The slip shows CASHIER ORDER SLIP, the OS#, date and time, Table No., each ITEM and QUANTITY, Total Quantity and Teller.
- **Kitchen Order Slip**: has the same layout, with the heading KITCHEN ORDER SLIP. One slip is printed for each Default Kitchen of the items, on the printer set for that kitchen. To print it, set Sales Order Printer Type

to Kitchen Printer, set the Default Kitchen of the items and set the printer of each kitchen in the Kitchen Printer settings. See the Order slip section of the POS Barcode chapter for details.

> **Note:** The Kitchen Order Slip may print all the lines of the kitchen each time, even if only some items are selected. An item without a kitchen prints nothing, and clicking Print with every item unchecked prints a blank slip. (Known issue, being fixed.)



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

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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

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