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# EasyPOS User Manual

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**Last Updated By: Ardelin Calunsag**

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# Introduction

## Overview

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

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

## Hardware Specifications

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

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

## Who Should Use This Manual

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

# II: Getting Started

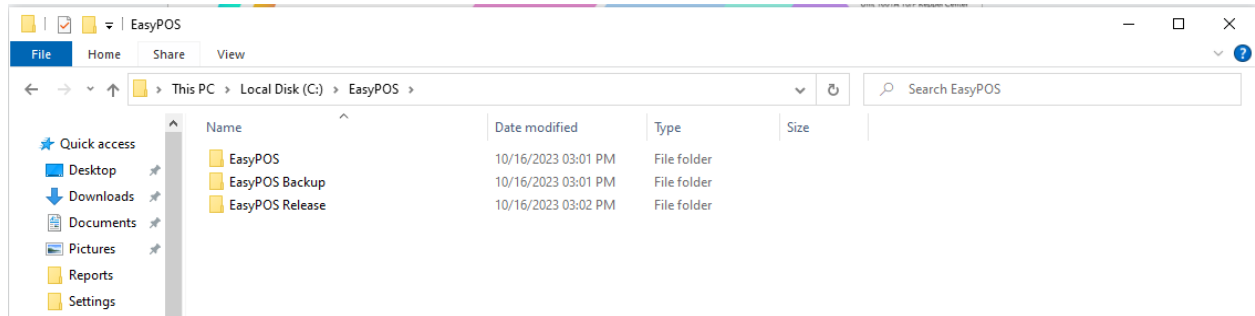
## Introduction

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

## Installation of EasyPOS

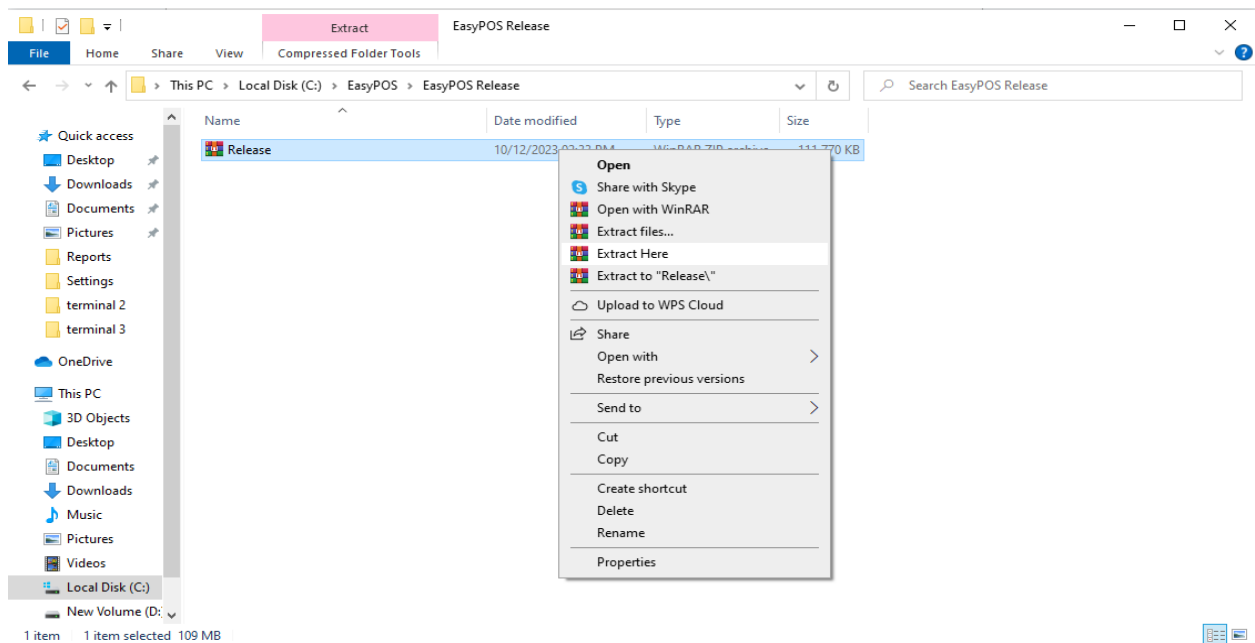
### Keeping file organized

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



### Extraction of the compressed EasyPOS Release File

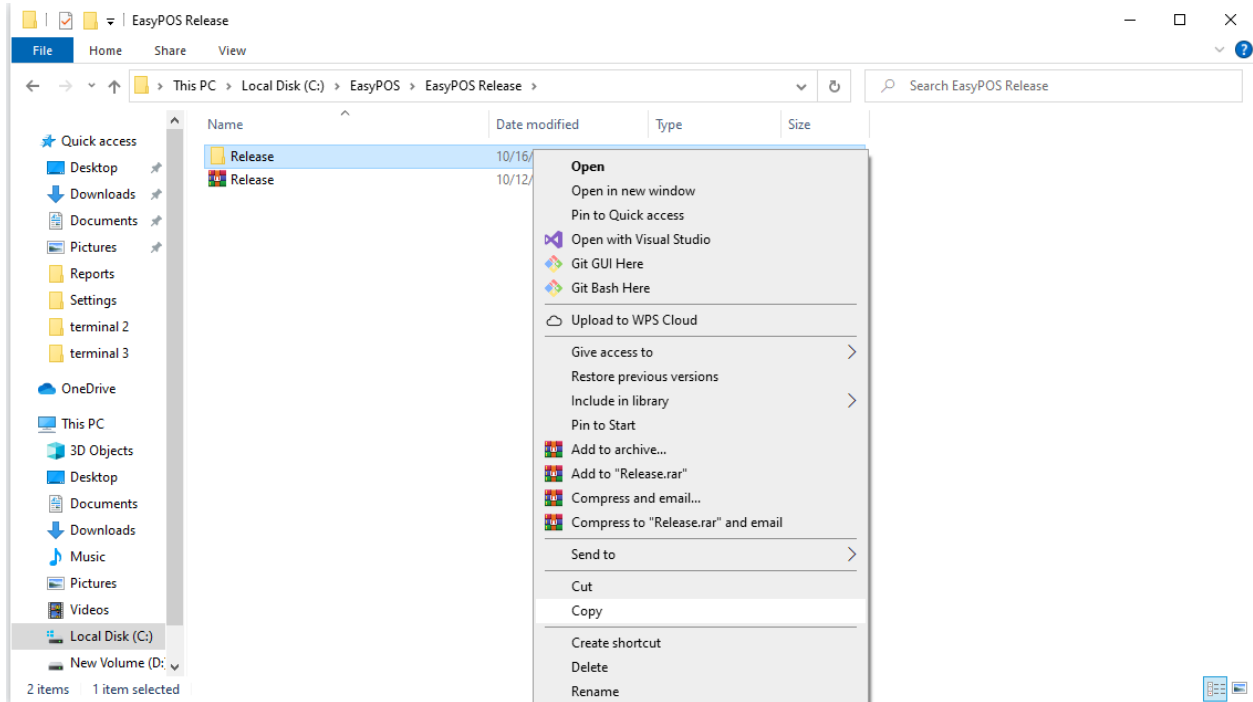
- Go to EasyPOS Release and right click on it
- Select “Extract Here” to extract the compressed file



### Pasting the file to the appropriate folder

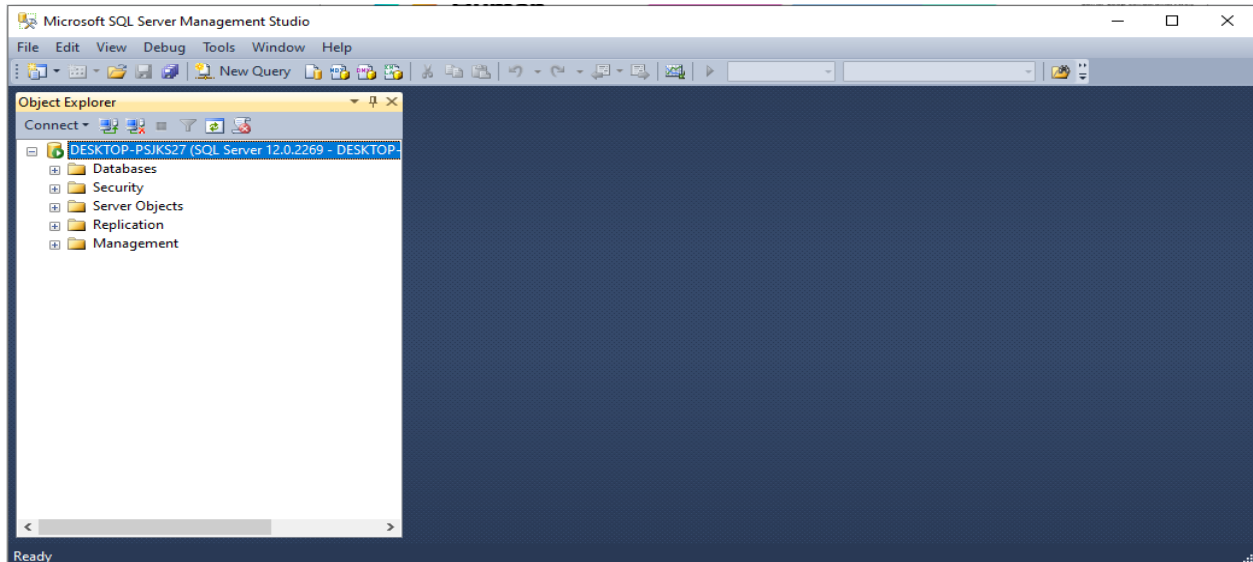
- Right click on the “Release” and select “cut or copy”
- Then paste it in the “EasyPOS” folder





## Install SQL Server

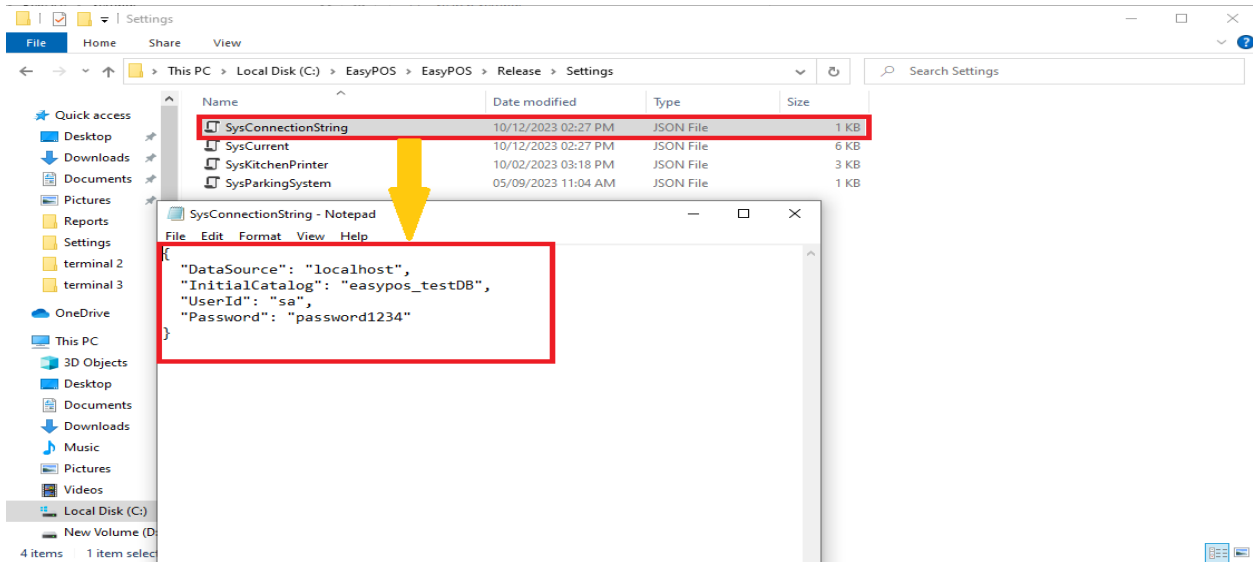
- Download the SQL server.
- Click the link to download and install the SQL server:  
<https://www.microsoft.com/en-us/download/details.aspx?id=101064>
- Restore a clean database in SQL server



## Setup database for storing data

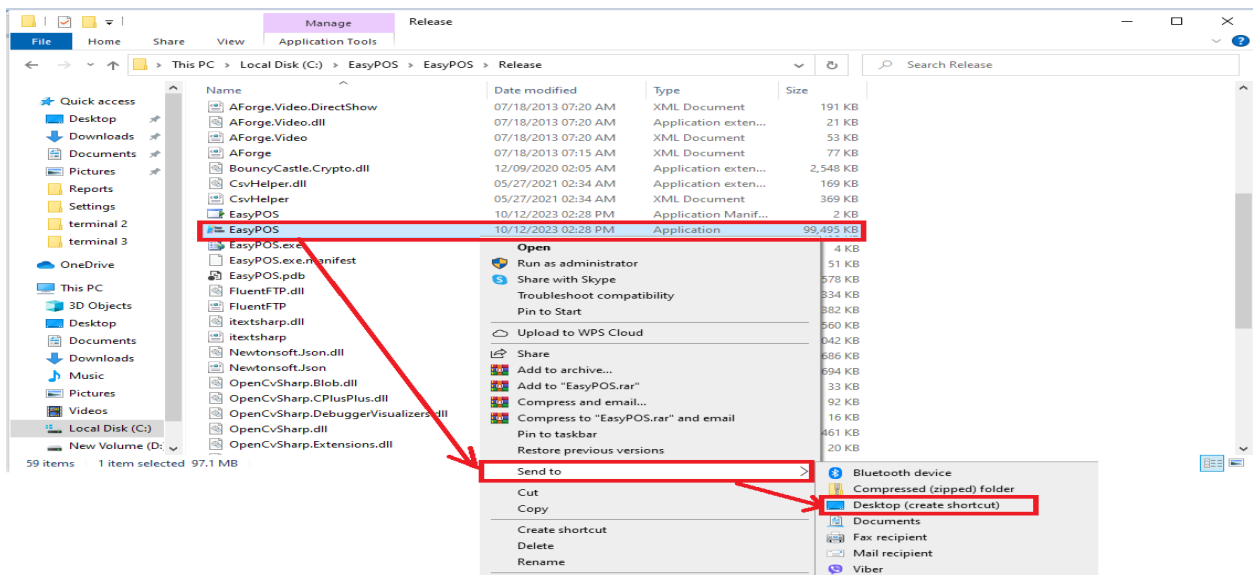
- Go to “EasyPOS” folder
- Open the release file and select “Settings” folder
- Select SysConnectionString and open with notepad

- Setup the database name in SysConnectionString



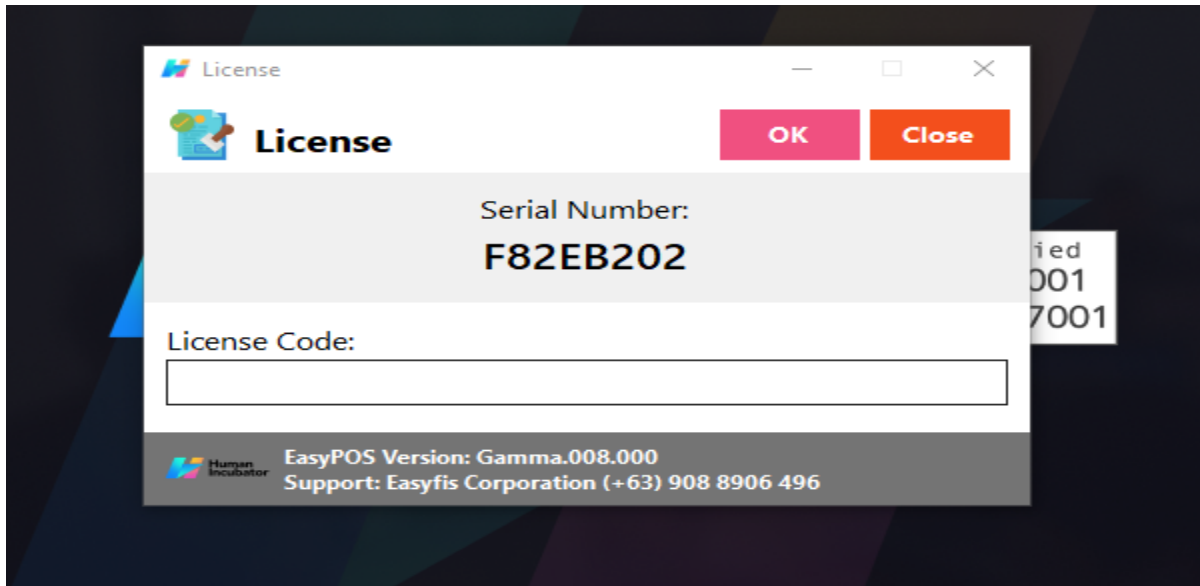
### Creating an EasyPOS shortcut app on the desktop

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



### Opening the EasyPOS application

- Go to your desktop and open EasyPOS
- It will ask for a license the first time opening the EasyPOS application on the computer
- Copy the serial number and forward it to the designated personnel for the creation of the license

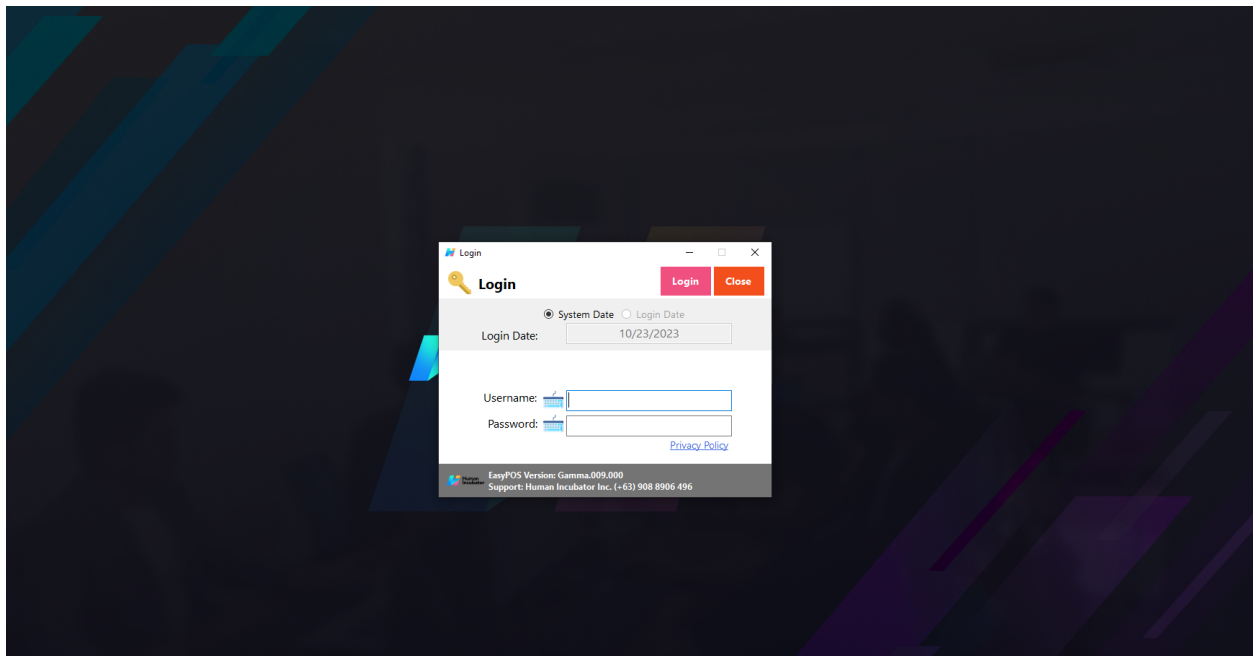


## III: Login Page

### Login Page

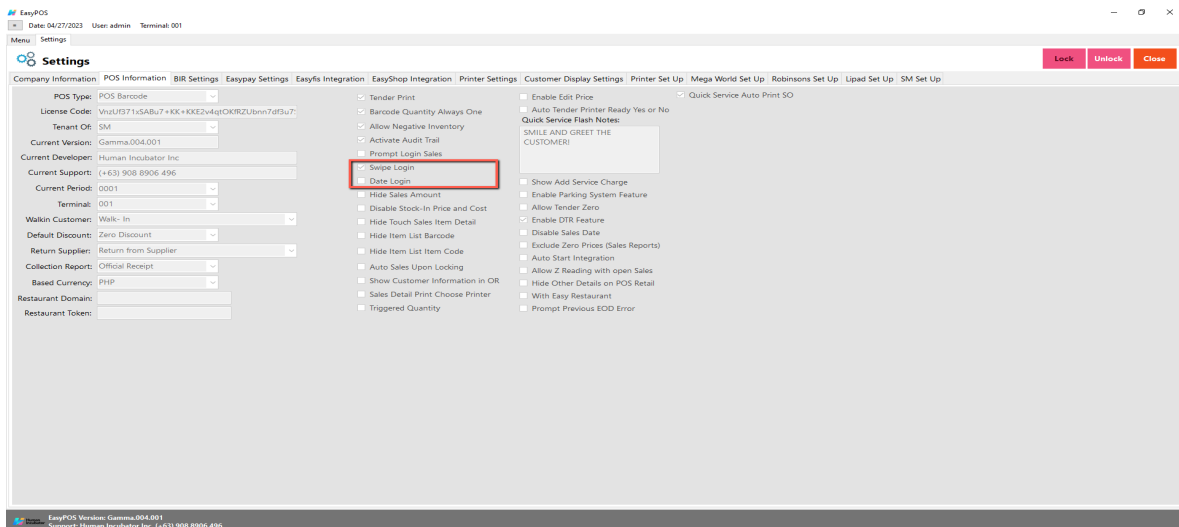
#### Overview

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

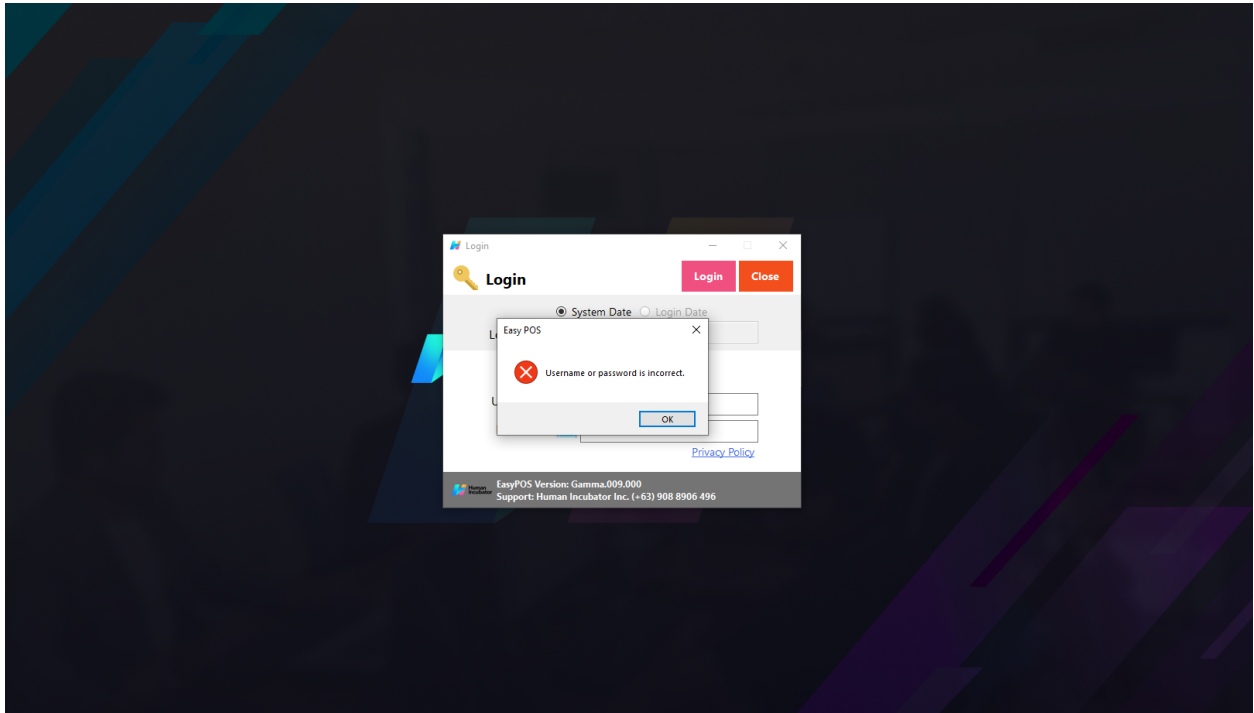


- Login using card number and user code

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



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

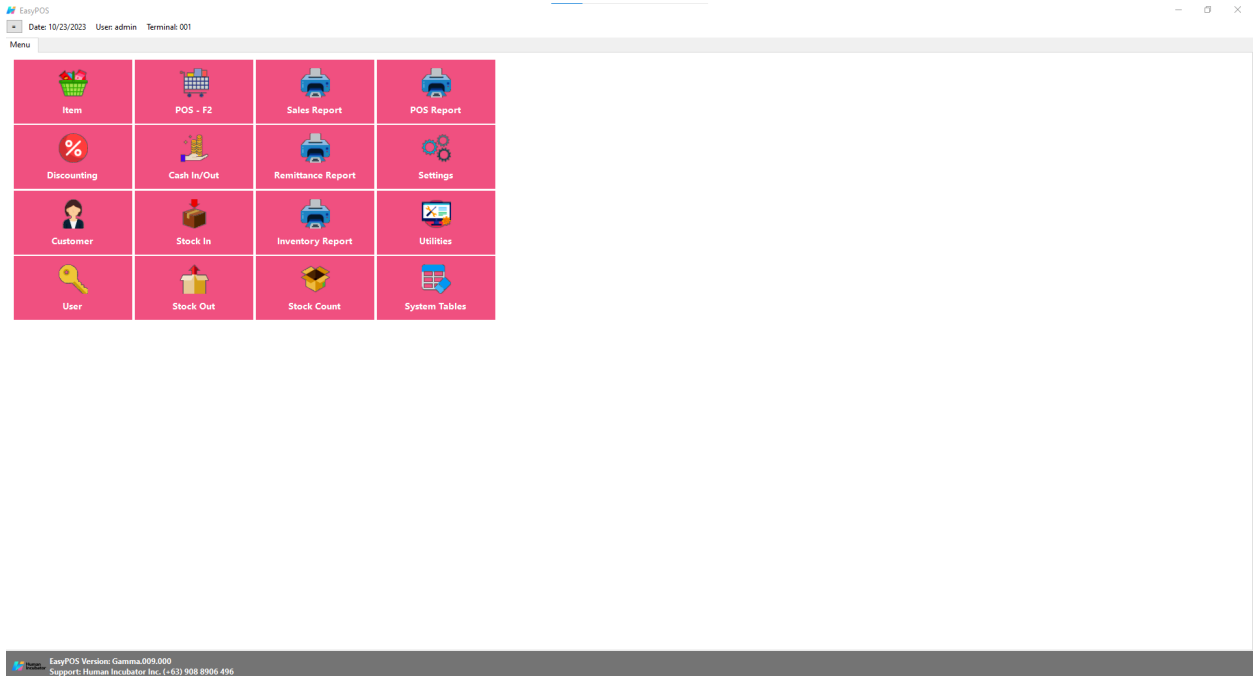


## IV: System Menu Page

### System Menu Board

#### Overview

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



## Definition of Terms

- **Item** → where to set up items to be used for sales transactions. Users can add, edit, and delete.
- **POS** → where the users can do sales transactions.
- **Sales Report** → where users can see the sales reports.
- **POS Report** → where users can see the final sales report within the day. Also, this is where users can generate reports that are needed for BIR such as Z-Reading.
- **Discounting** → where to set up preferred discounts to give during the sales transactions with customers.
- **Cash In/out** → allows to keep track of incoming and outgoing payments.
- **Remittance Report** → where users can see the reports for Cash/In Out so with the Remittance report.
- **Settings** → where users can manage the functions of EasyPOS such as enabling/disabling the EasyPOS features, Easy series integrations, printer setup, etc.
- **Customer** → where to set up customers to be used during sales transactions.
- **Stock In** → where to set up items that are onhand or available.
- **Stock Out** → where to set up items that are not available in stock. Example, damaged items.

- **Stock Count** → where to set up the physical number of stock.
- **Inventory Report** → where users can see different inventory reports. Also, it allows users to keep track of the movement of the items.
- **Utilities** → where users can use the EasyPOS utilities such as barcode printing, truncate transactions, etc.
- **System Tables** → where users can set up other useful modules for EasyPOS such as Pay Types, Accounts, Units, Supplier, Forms, Card Type, etc.

# V: Set Up

## Item Setup

### Overview

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

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

### Item List

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

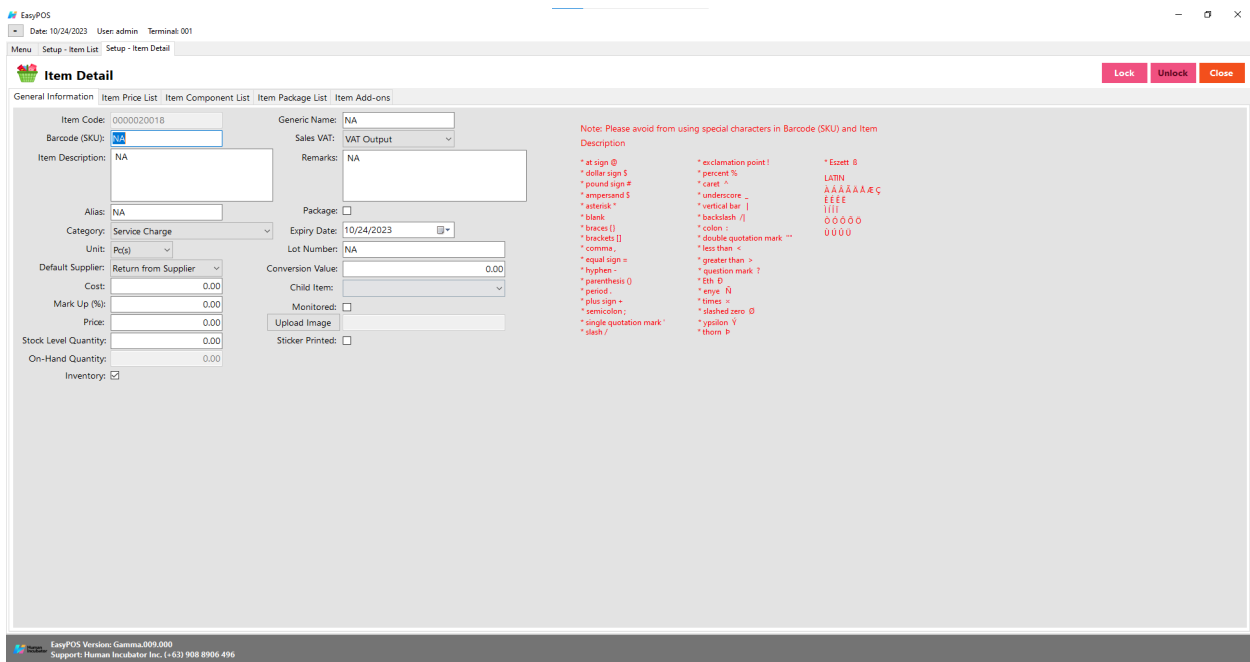
		Item Code	Barcode	Item Description	Unit	Category	Default Supplier	Price	Qty.		
	Edit	Delete	0000000000	HR10205	3 Hours	PSJ	NA	Return from Supplier	100.00	0.00	5
	Edit	Delete	0000000024	0000000024	Chicken Cubes	PSJ	RAW MATS	Return from Supplier	20.00	-0.13	5
	Edit	Delete	0000000026	0000000026	Egg	PSJ	RAW MATS	Return from Supplier	0.00	-1.00	5
	Edit	Delete	0000000058	ABX123	Extra Adult	PSJ	NA	Return from Supplier	150.00	0.00	5
	Edit	Delete	0000000025	0000000025	Fish Sauce - Patis	Tabl.	RAW MATS	Return from Supplier	0.00	0.00	5
	Edit	Delete	0000000022	0000000022	Garlic	Tabl.	RAW MATS	Return from Supplier	0.00	-1.00	5
	Edit	Delete	0000000012	0000000012	Gawlo Chicken	Serv.	Food	Return from Supplier	50.00	0.00	5
	Edit	Delete	0000000013	0000000013	Gawlo Chicken w/ egg	Serv.	Food	Return from Supplier	35.00	0.00	5
	Edit	Delete	0000000005	0000000005	Gawlo Chimba	Serv.	Food	Return from Supplier	70.00	0.00	5
	Edit	Delete	0000000018	0000000018	Gawlo Classic Beef Pares	Serv.	Food	Return from Supplier	135.00	0.00	5
	Edit	Delete	0000000015	0000000015	Gawlo Orange Chicken	Serv.	Food	Return from Supplier	95.00	0.00	5
	Edit	Delete	0000000014	0000000014	Gawlo Plain w/ toikwat baboy	Serv.	Food	Return from Supplier	70.00	0.00	5
	Edit	Delete	0000000002	0000000002	Gawlo Special	Serv.	Food	Return from Supplier	70.00	0.00	5
	Edit	Delete	0000000016	0000000016	Gawlo Style Fried Chicken	Serv.	Food	Return from Supplier	85.00	0.00	5
	Edit	Delete	0000000011	0000000011	Gawlo w/ egg	Serv.	Food	Return from Supplier	50.00	0.00	5
	Edit	Delete	0000000010	0000000010	Gawlof	Serv.	Food	Return from Supplier	40.00	0.00	5
	Edit	Delete	0000000006	0000000006	Gawwabot	Serv.	Food	Return from Supplier	60.00	0.00	5

### Item Detail

- **Assumption:** Add button is already clicked on the upper right corner in the item list.
- Fill up all the necessary information like
  - Bar Code, Description, Alias, Cost, Price

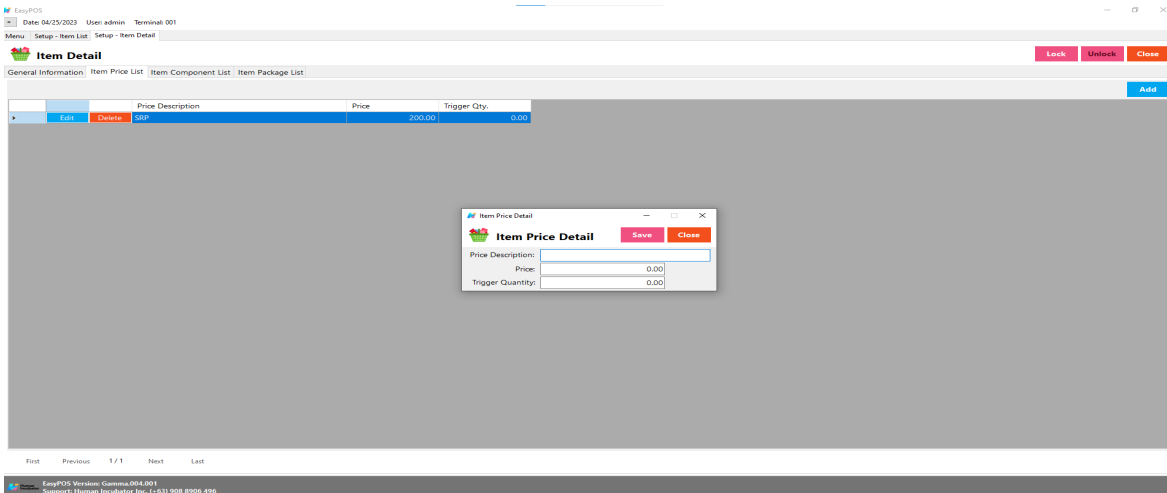


- If the Item has item components, the total cost of the item component will automatically display in the cost of the item general information tab.
- *It has a maximum limit with 255 characters in Item code, Barcode, Item Description, Alias and Category*
- *Avoid using special characters in All fields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



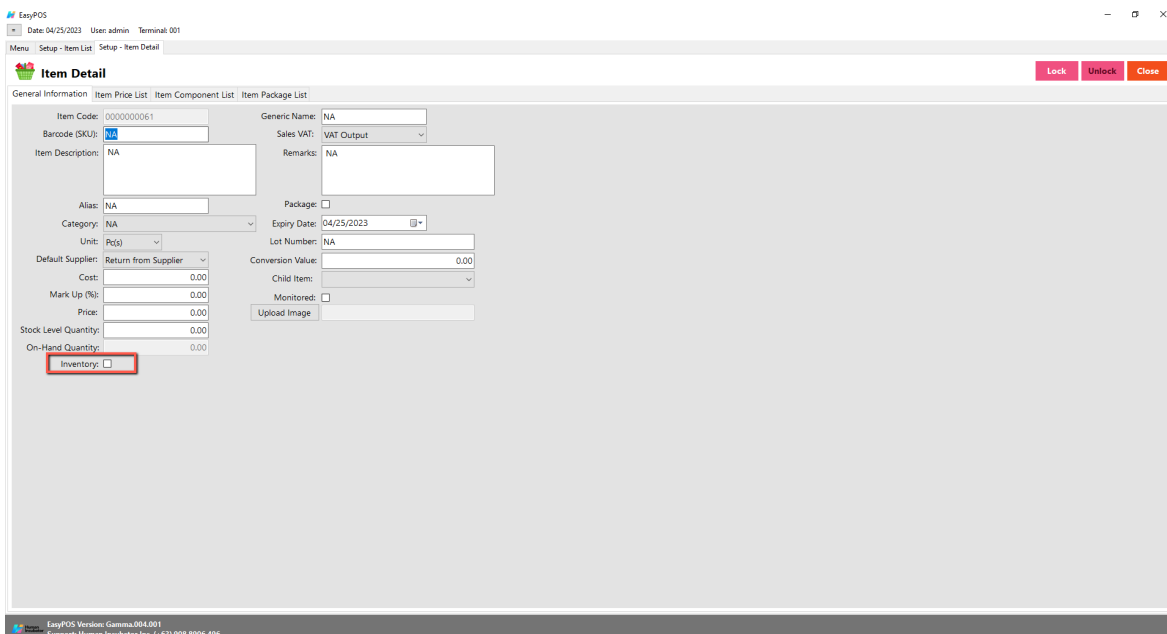
## Item List Price

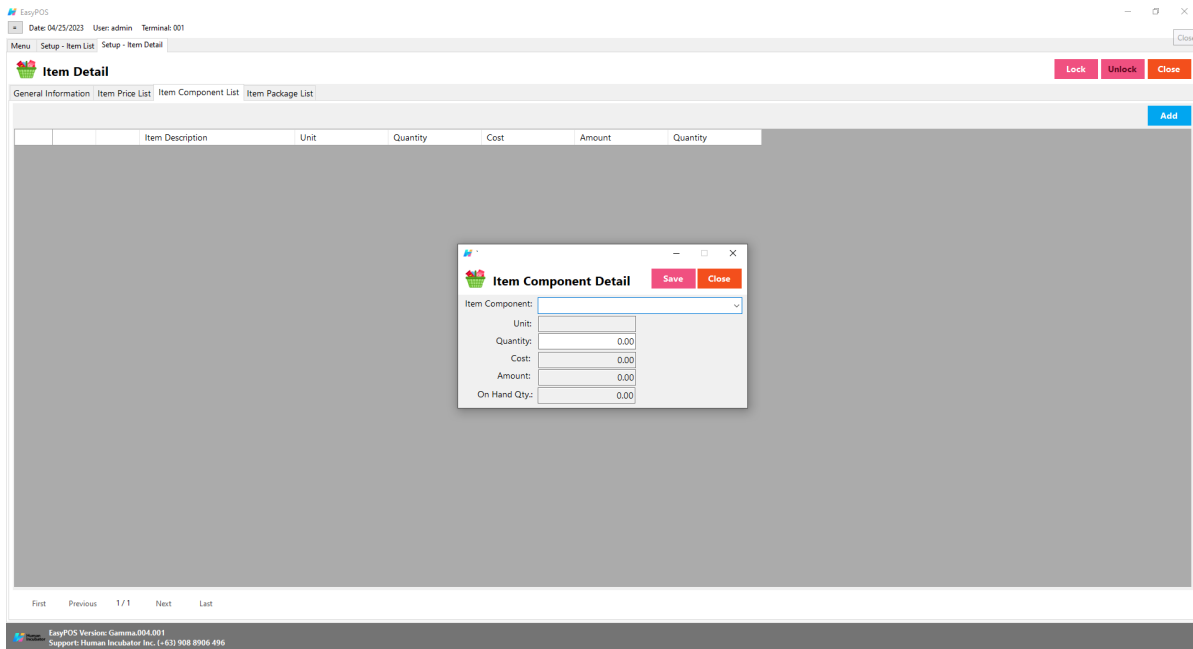
- The item price list tab is used when items have multiple prices.
  - Just click the **ADD** button to add item price details.



## Item Component List

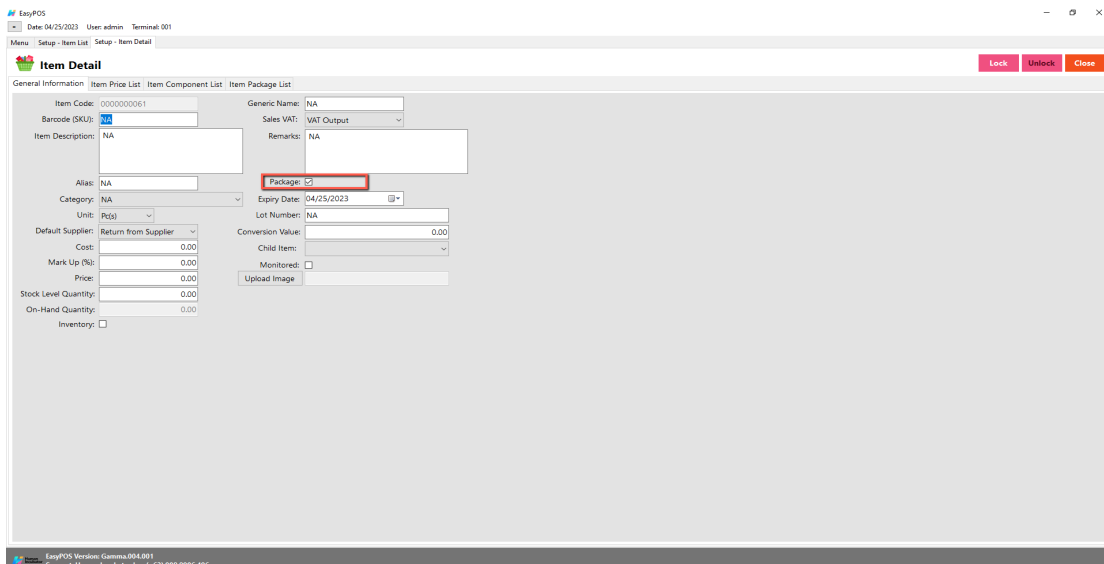
- The Item Component List tab is used to add the raw materials that were used to produce the finished products/goods. This is only applicable if the item created is a finished good/product. Make sure to set the Inventory checkbox to False before setting an item component(s).
  - Just click the **ADD**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

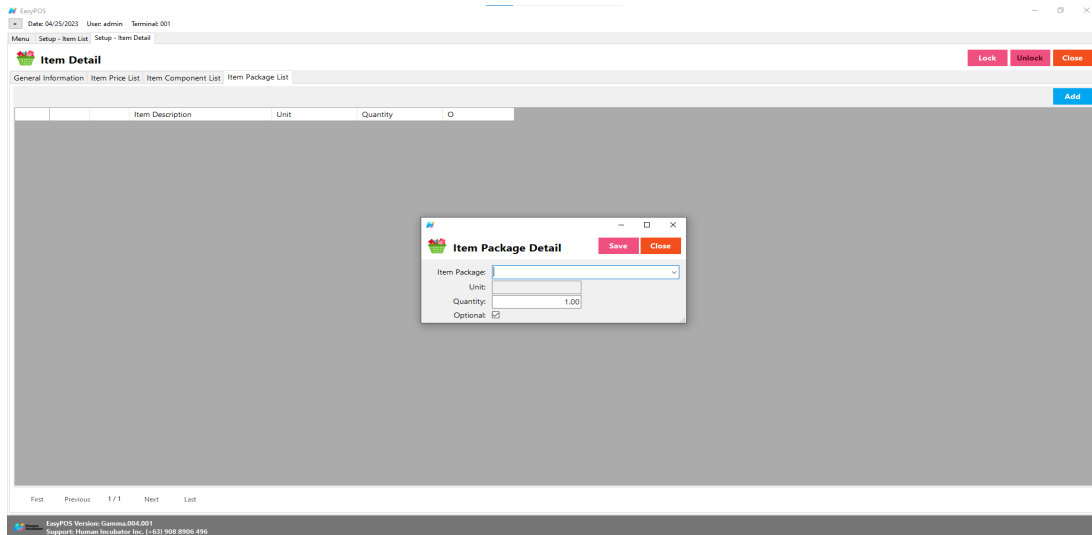




## Item Package List

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





## Save/Lock

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

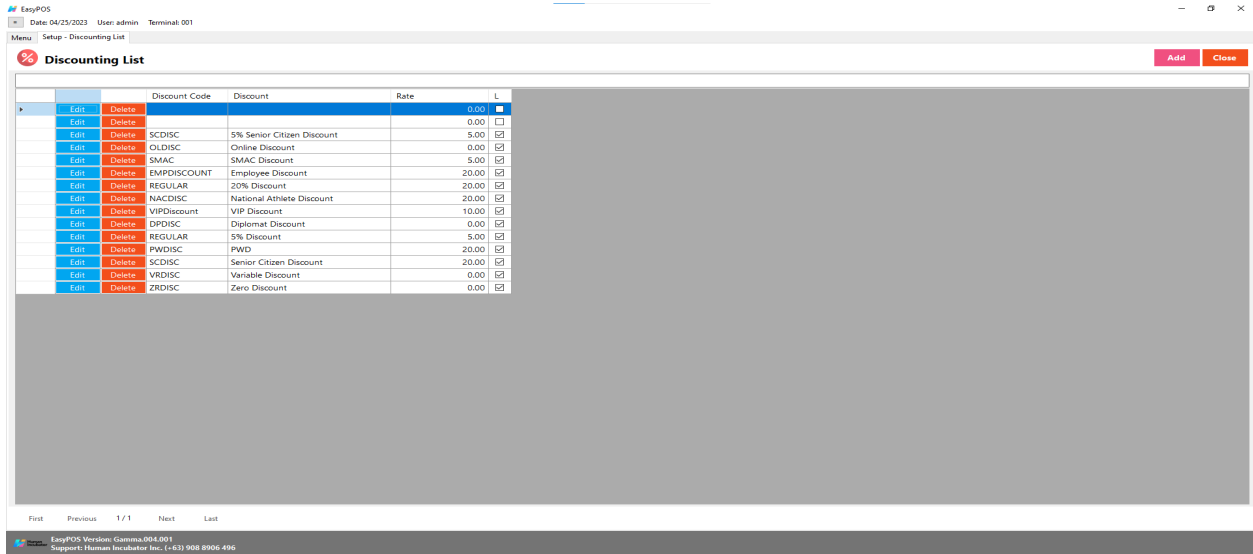
## Discounting Setup

### Overview

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

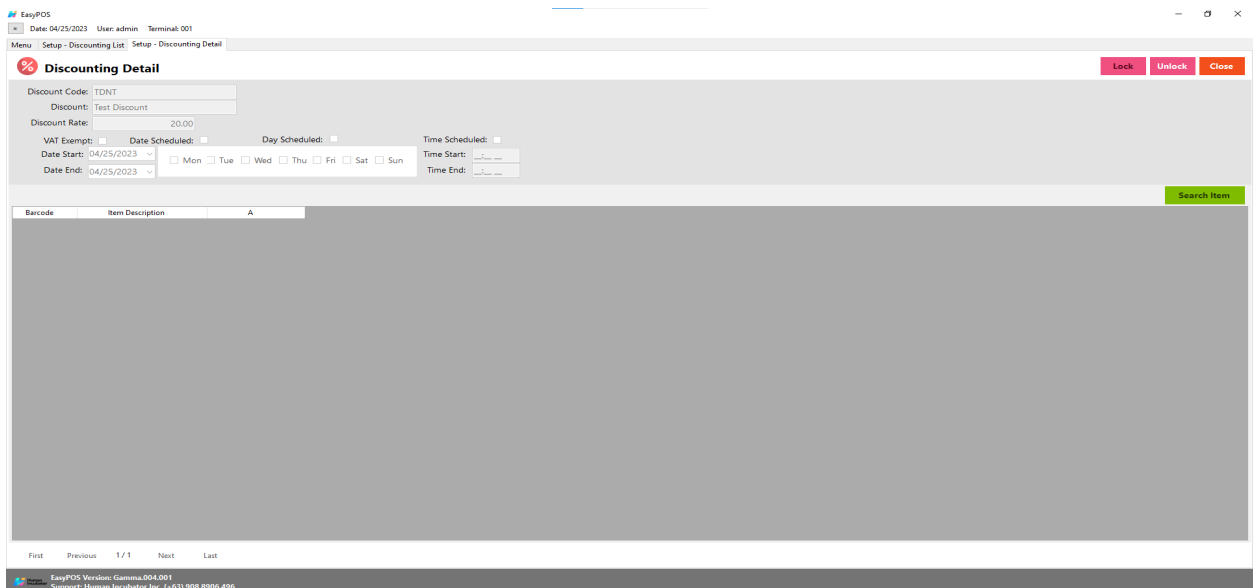
### Discounting List

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



## Discounting Detail

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



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

## Customer Setup

### Overview

- Customers are used in making sales transactions.

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

### Customer List

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

	Code	Customer	Contact No.	Address	Available Rewards	L
Edit Delete	101	ian	NA	cebu	0.00	5
Edit Delete	000000001	Walk-In	NA	Walk-In	0.00	5

### Customer Detail

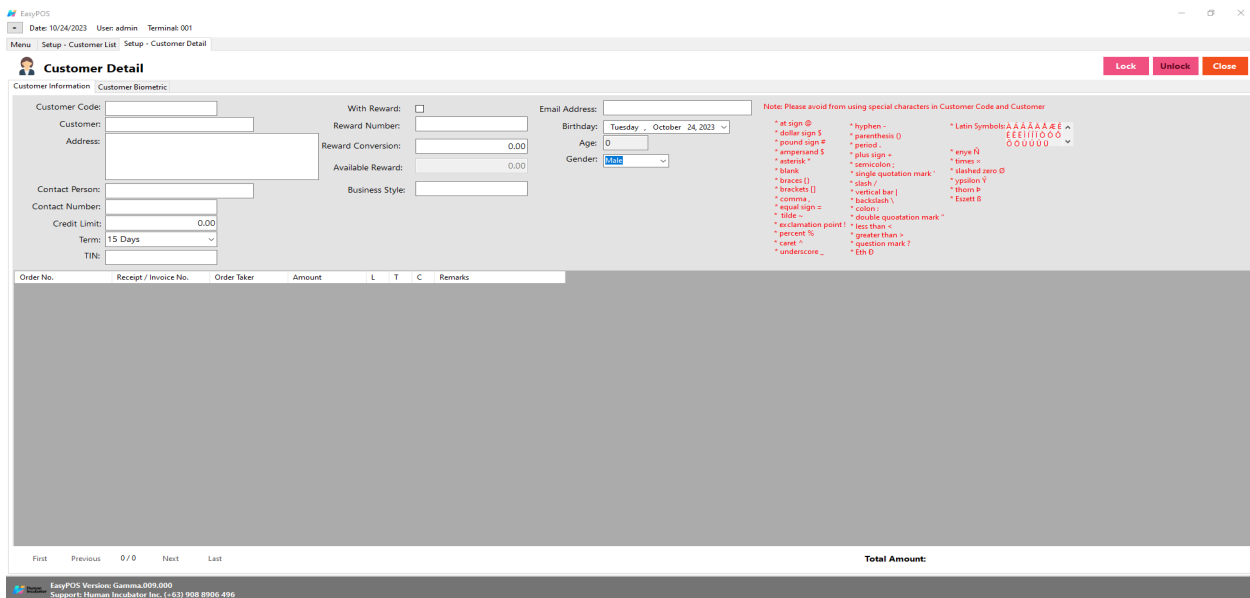
- **Assumption: Add** button is already clicked on the upper right corner in the customer list.
- Fill up all the necessary information like:
  - Customer Code, Customer, Address, Contact Person, Contact Number, Credit Limit, Term
  - *It has a maximum limit with 50 characters for Customer Code, Customer, Contact Person, and Contact number and 255 characters for the Address*
  - *Avoid using special characters except ampersand (&) and percent (%) in All Fields of Customer Detail like: at sign (@), dollar sign (\$), pound sign (#), asterisk (\*), blank ( ), braces { }, brackets [ ], comma (,), equal sign*

(=), hyphen (-), parenthesis ( ), period (.), plus sign (+), semicolon (;), single quotation mark ('), slash (/) and etc.

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

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

- If some fields have special characters, a prompt message will appear when locking or saving the data.
- Default value: NA and 0.00
- Other optional information:
  - Email Address, Birthday, Age, Gender
- Click Save and lock buttons to save and lock the customer detail.
- Click the Unlock button to unlock the customer detail and enable editing/updating customer details, lock to save.



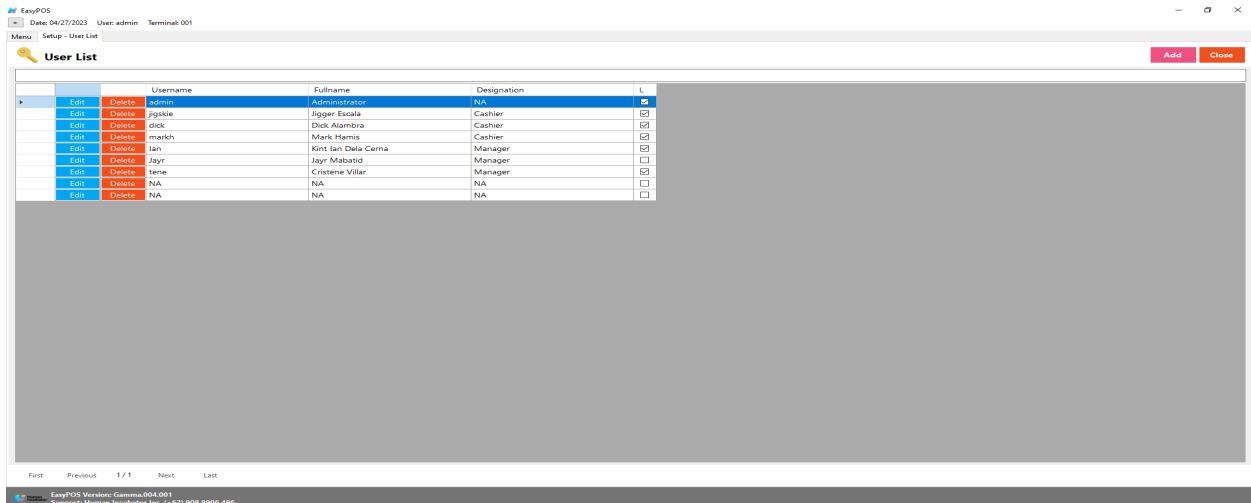
## User Setup

### Overview

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

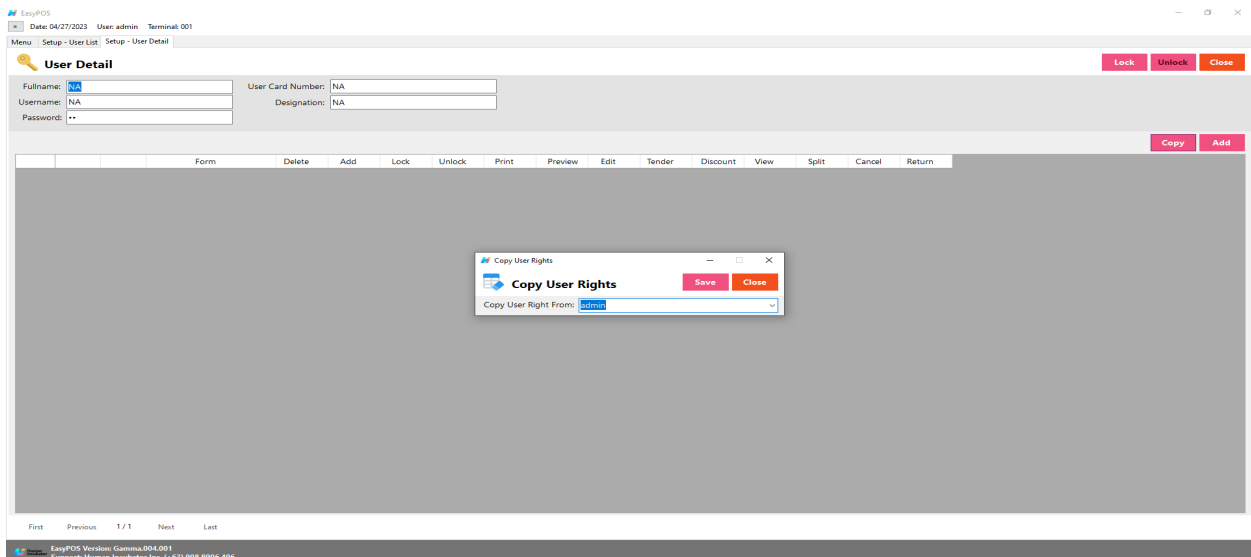
### User List

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



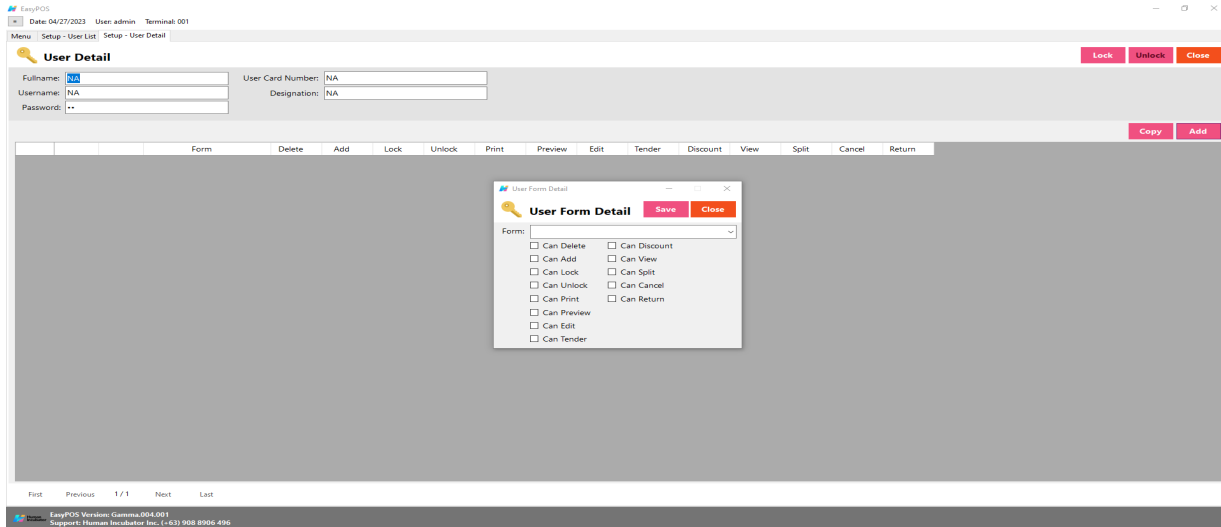
## User Detail

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



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





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

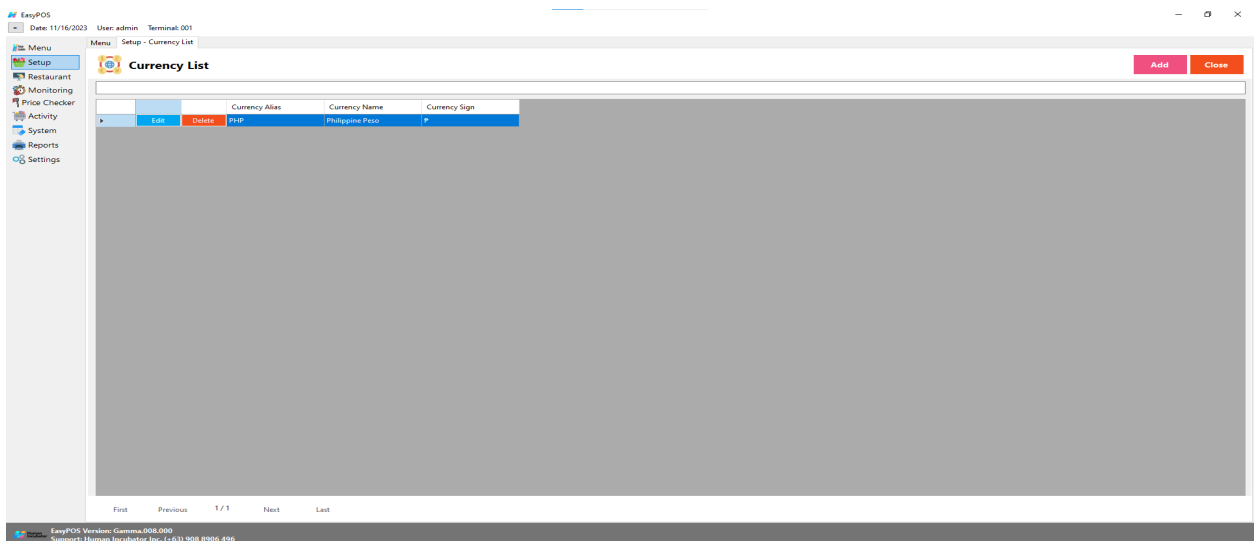
## Currency Setup

### Overview

- It is where the user can set up currencies.

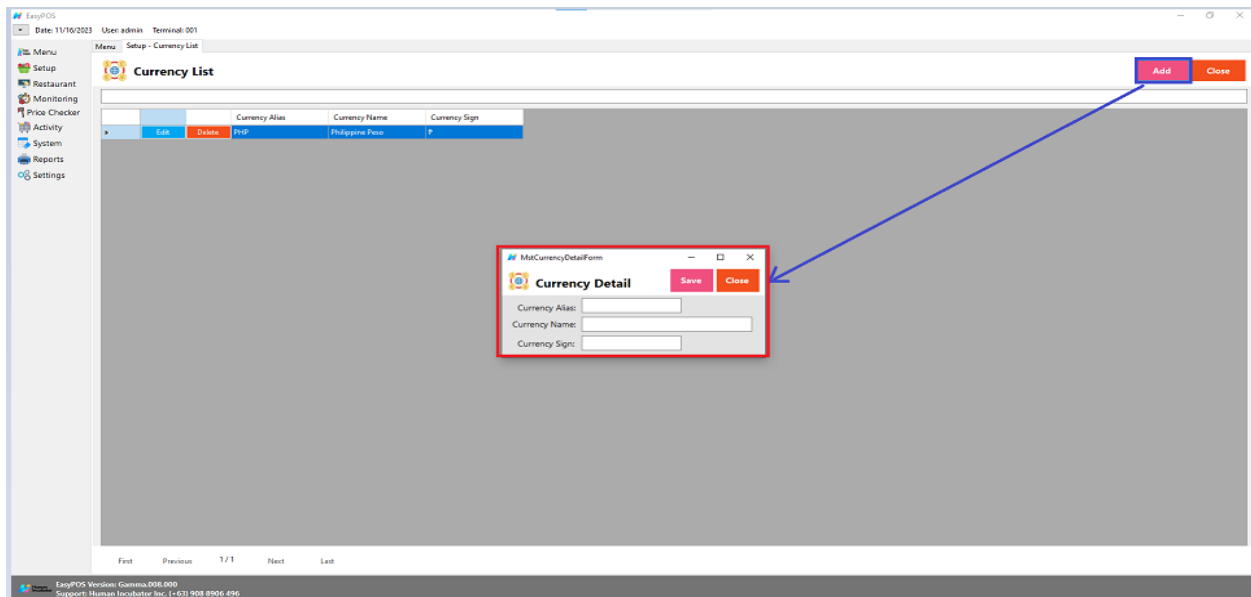
### Currency List

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



## Currency Detail

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



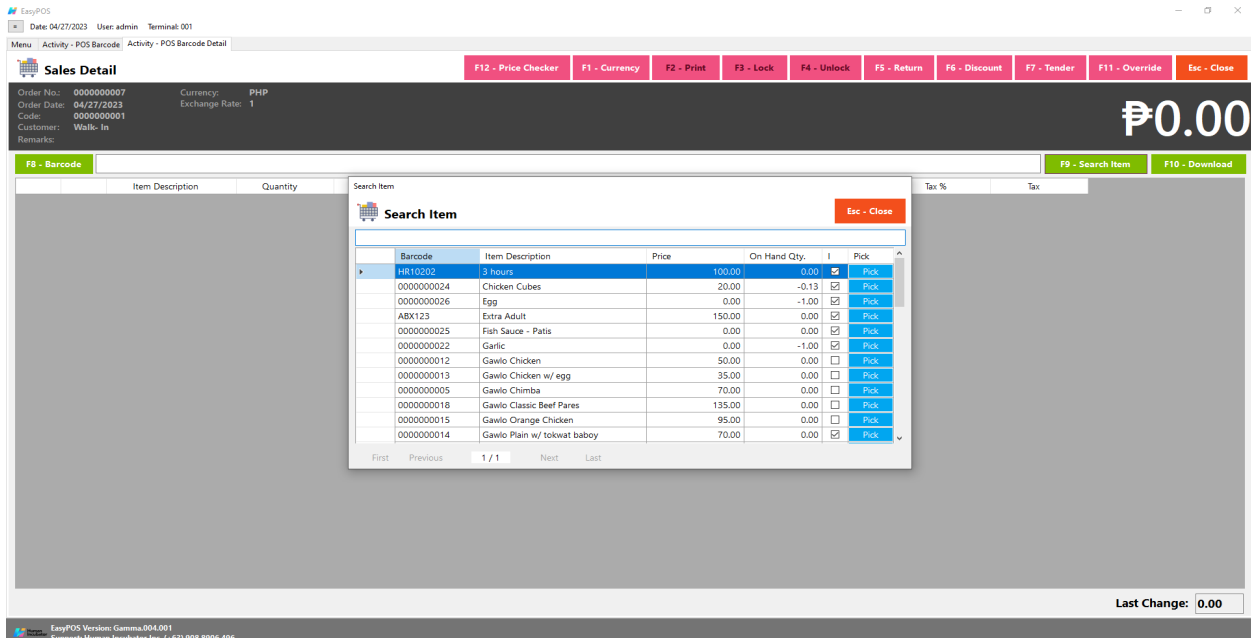
# VI: Activity

## Activity - POS Barcode

### Overview

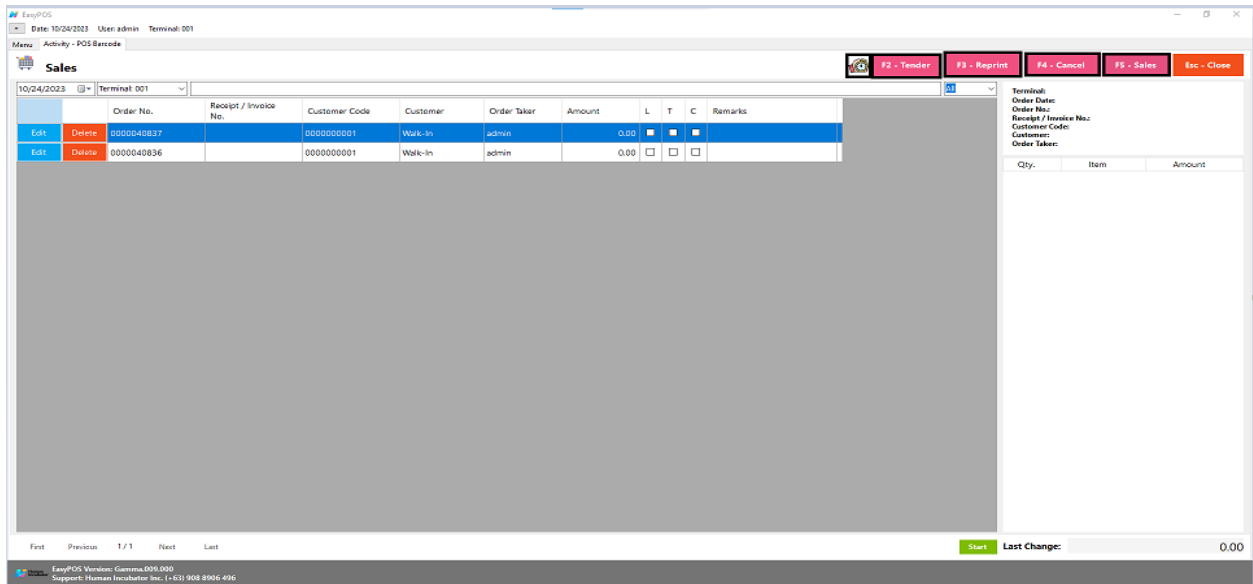
- POS Barcode is used mostly in the groceries and convenience stores.

### User Interface



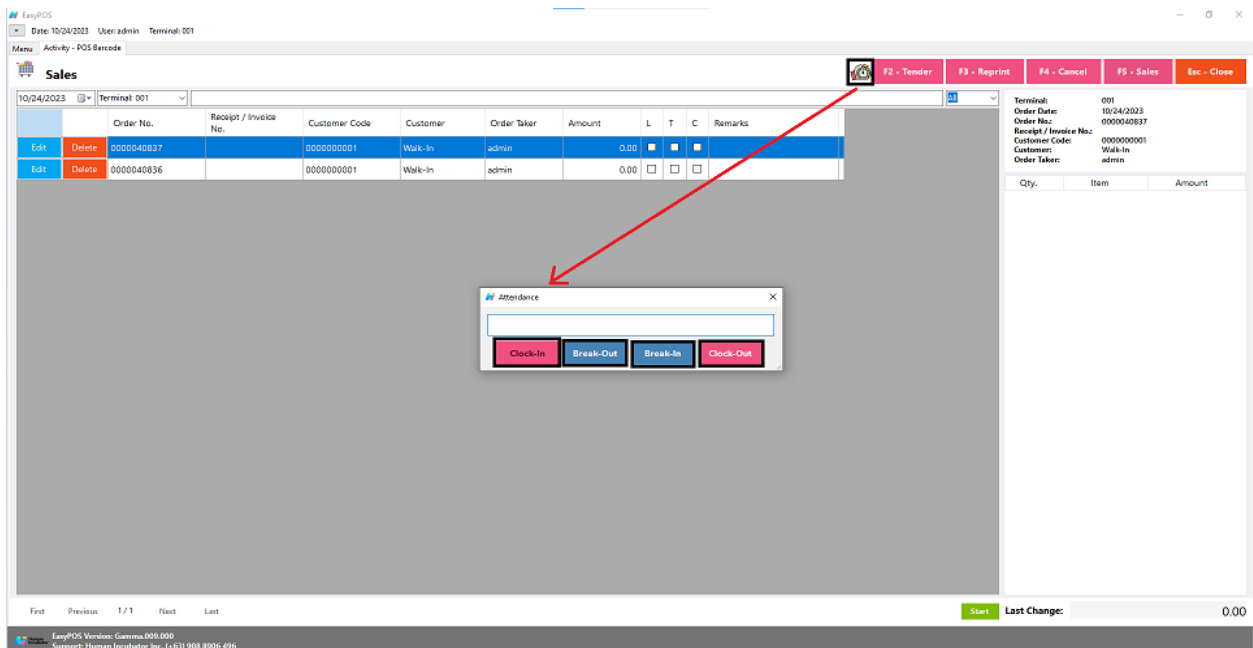
### Barcode Sales List

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



## Attendance Feature

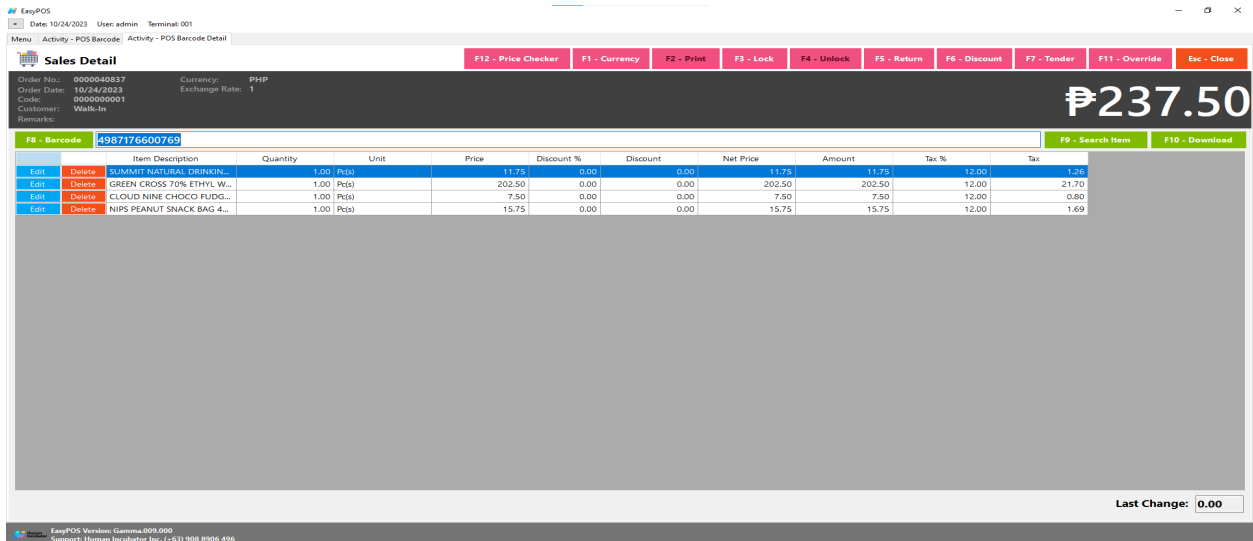
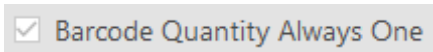
- Click the **Clock** icon to proceed in the attendance form
- Input the user card number
- The **Clock-in** button is for the start of shift
- The **Break-out** button is for the start of break
- The **Break-in** button is for the end of break
- The **Clock-out** button is for the end of shift



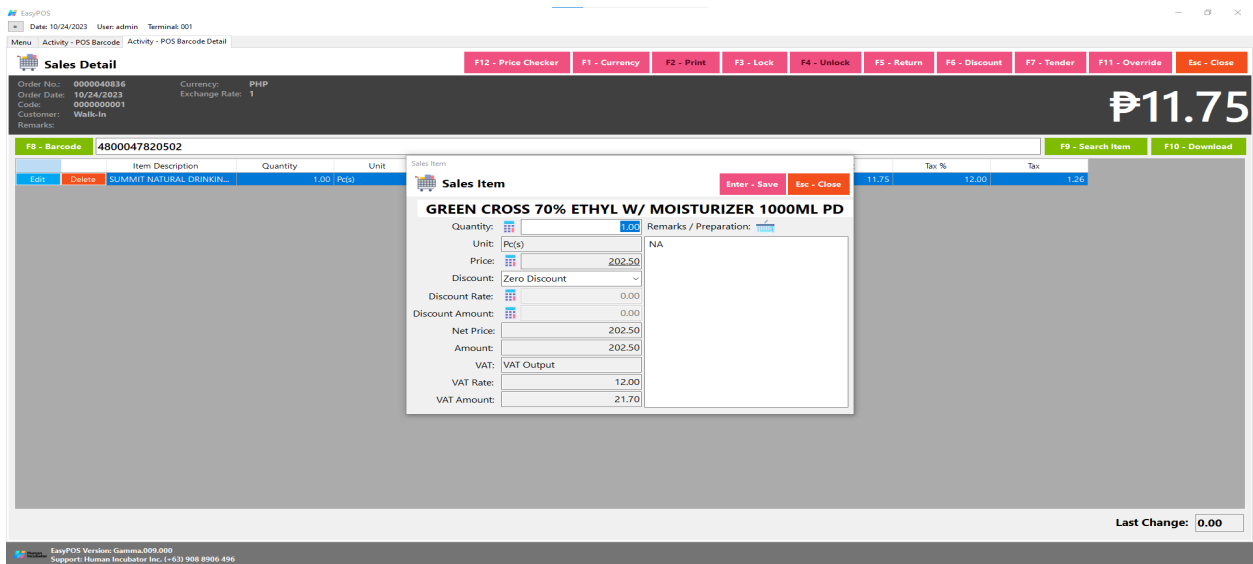
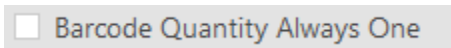
## Barcode Sales Detail

- There are three(3) ways on how to add sales line item(s),
  - a. By scanning the item barcode. Scan the item barcode

- If the Barcode Quantity Always One feature is enable or check in the settings, it automatically add sales line item

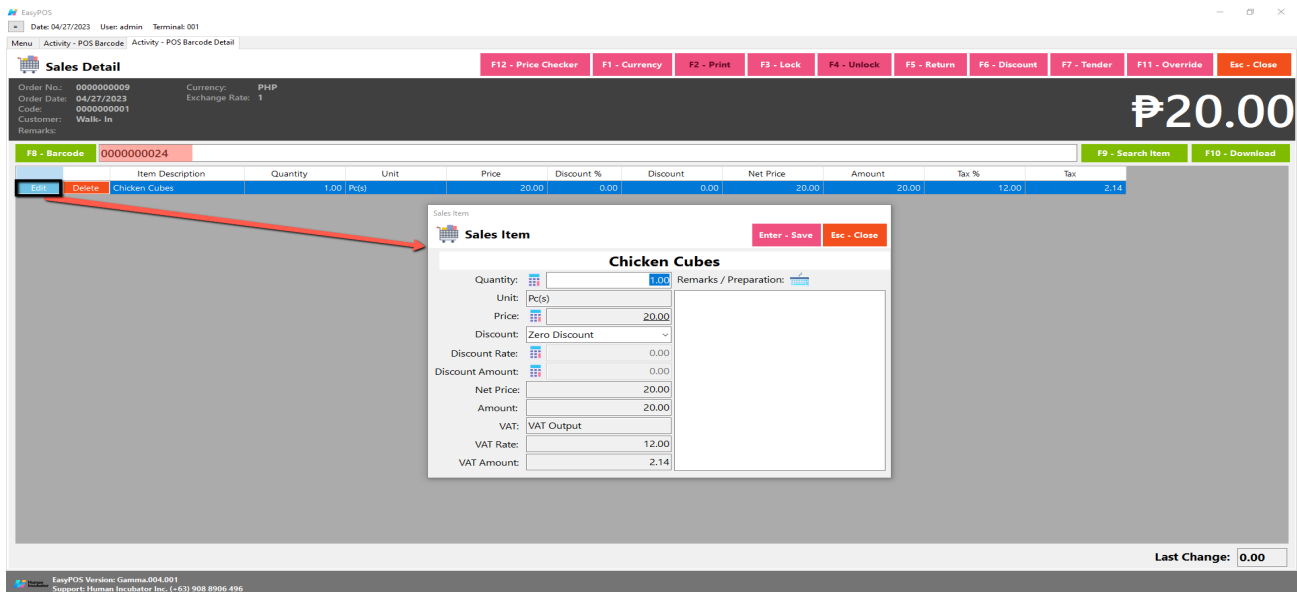


- If it is unchecked, the sales item form will appear to allow you to edit the quantity.

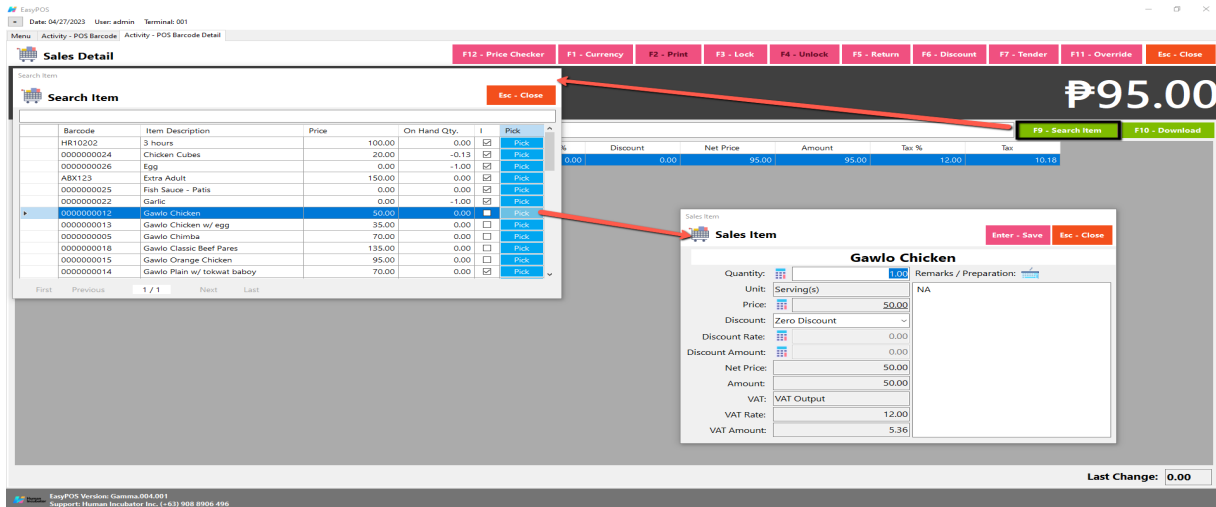


- By inputting the barcode. Fill out the empty field with the correct item barcode then hit **Enter** from your keyboard. Matched item(s) will automatically be added to the sales line item.
  - After the item is successfully added to the sales line item, click the **Edit** button beside the item to edit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

- Quantity
- Discount
- Save button will proceed to saving the line item.
- Close button will proceed to closing the line item detail.
- Users can add more items by repeating the same process via barcode.



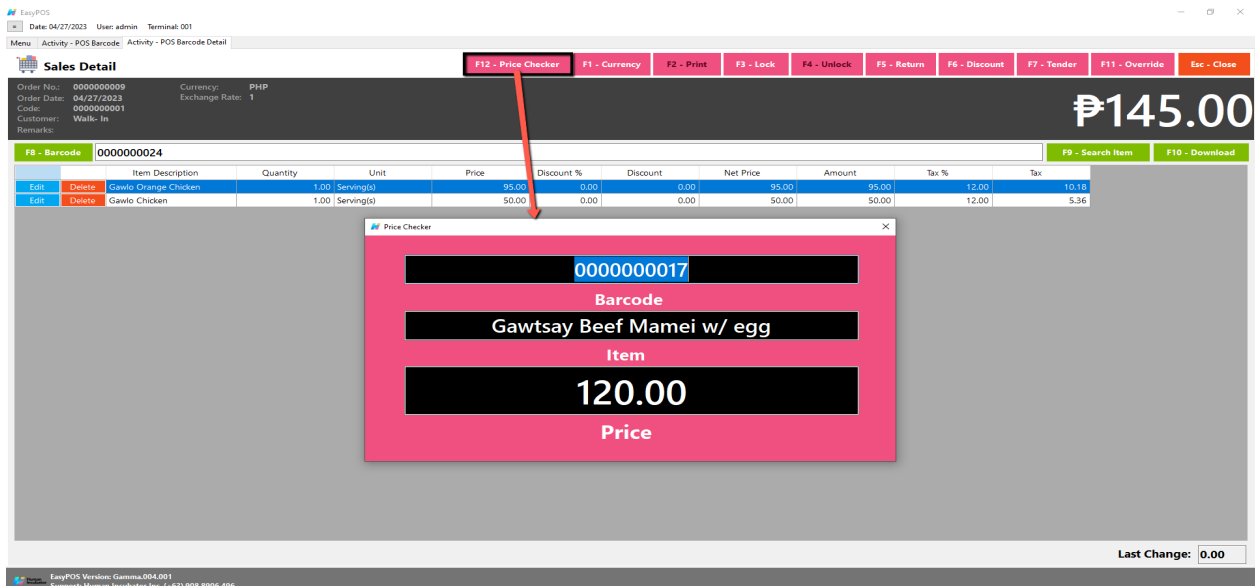
- c. By the Search Item button, when clicked, a list of items is displayed. To add the item to the current sales, click the **Pick** button.
  - When the **Pick** button is clicked, the Sales Line Item will automatically display.
  - Sales Line item shows the details of the selected item and the current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



## Barcode Sales Detail - Relevant Buttons

- **Price Checker**

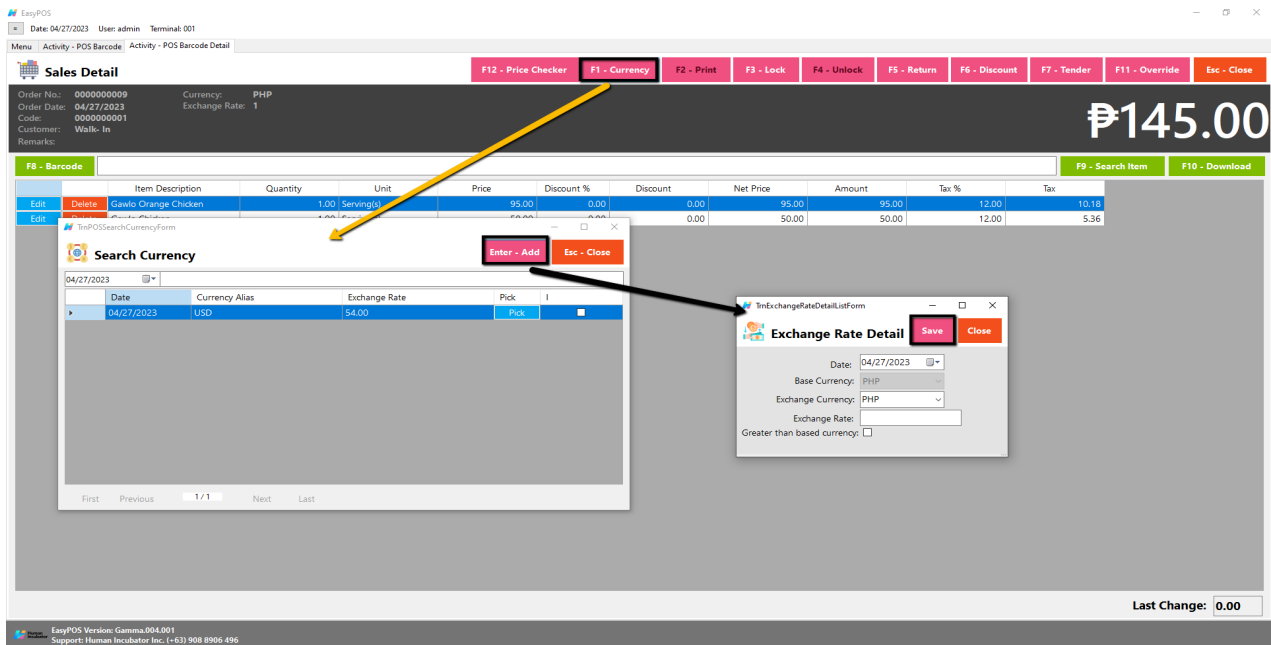
- Click the Price Checker button when you want to check the price for the item.
- Once clicked, a Price Checker form will appear.
- Provide the correct barcode, then hit Enter key from your keyboard. Another way is to scan the item's barcode then the item description with price will automatically display.



- **Currency**

- Click the Currency button when you want to have the transaction with different currency.
- Once clicked, a Currency form will appear.
- Select a currency where you want to use by clicking the **Pick** button.

- If NO currency is displayed or the currency you want to select is not available,
  - Click the **Add** button and provide the necessary informations such as:
    - Exchange Currency
    - Exchange Rate
  - Click the Save button then the form will automatically be closed.
  - Select the newly added currency by clicking the **Pick** button.



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

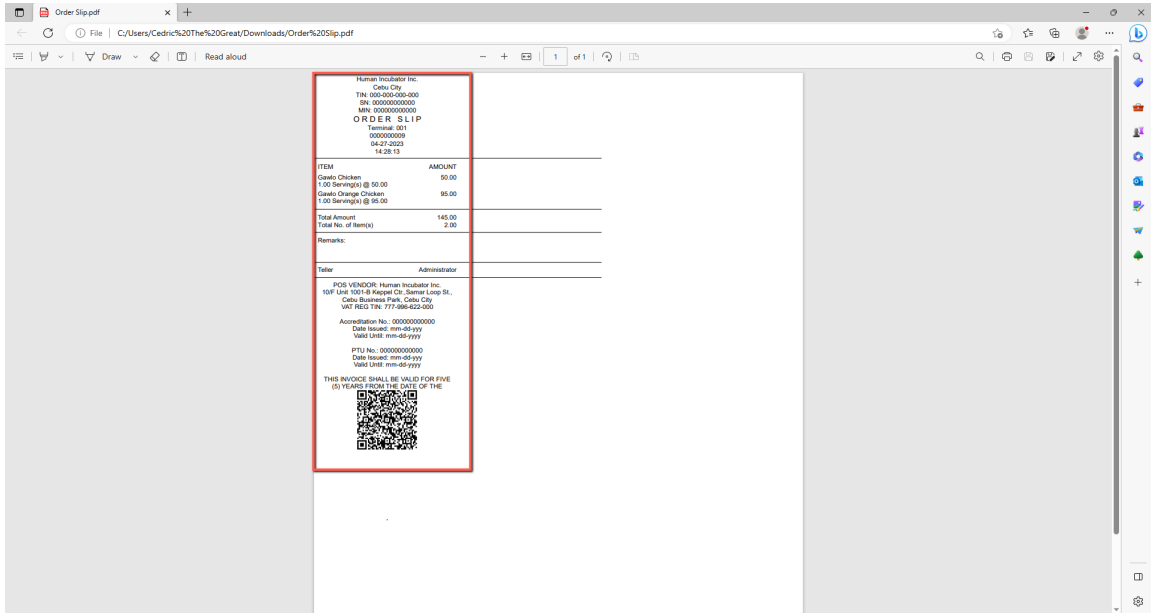


The screenshot shows the EasyPOS interface with the 'Sales Detail' screen. The top menu bar includes buttons for F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. The main display shows order details for Order No. 000000009, Order Date 04/27/2023, and a total amount of ₱145.00. A table lists items: Gawlo Orange Chicken (1.00 Serving(s) at 95.00) and Gawlo Chicken (1.00 Serving(s) at 50.00). A 'Lock Sales' modal is open, showing fields for Customer Code (000000001), Customer (Walk-In), Reward Available (0.00), Advance Balance (0.00), Credit Limit Balance (0.00), Terms (COD), Remarks, and Sales Agent (Administrator). A yellow arrow points from the 'F3 - Lock' button in the top menu to the 'Lock Sales' modal.

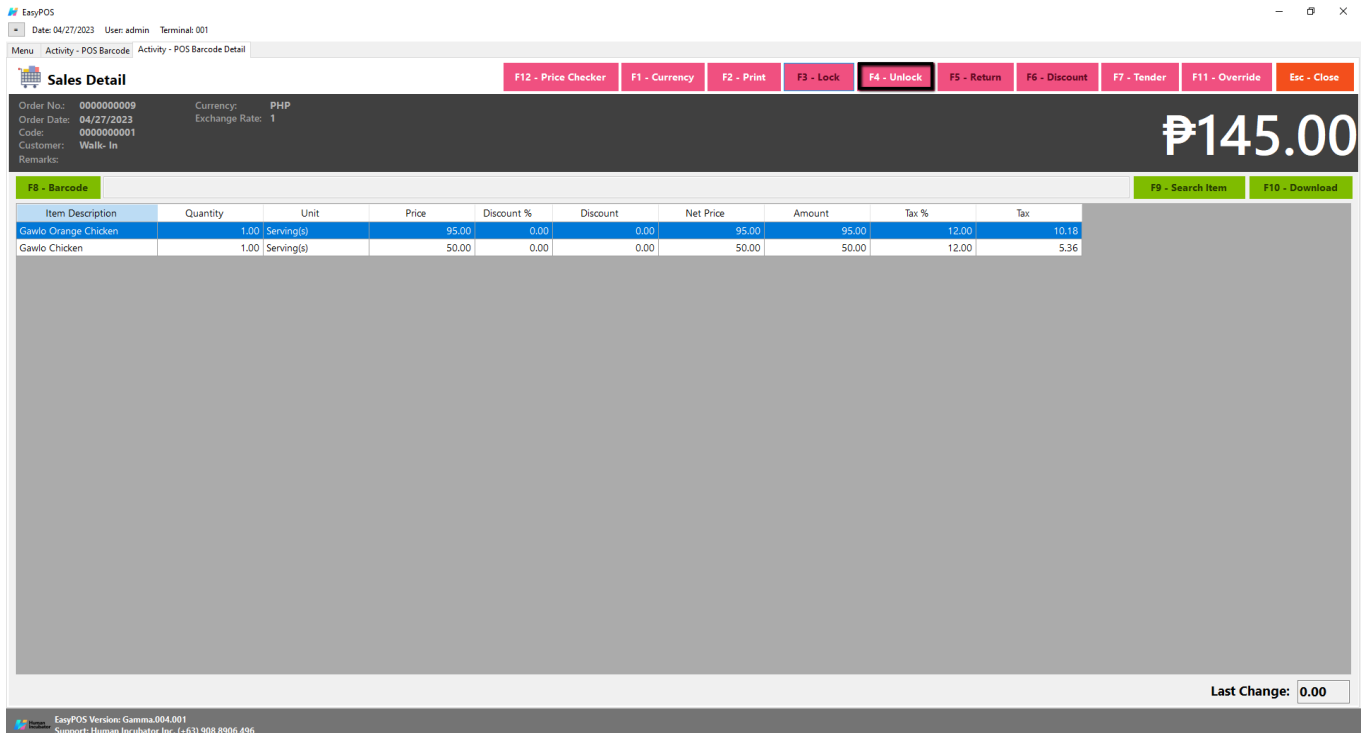
- **Print**

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

The screenshot shows the EasyPOS interface with the 'Sales Detail' screen. The top menu bar includes buttons for F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return, F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. The main display shows order details for Order No. 000000009, Order Date 04/27/2023, and a total amount of ₱145.00. A table lists items: Gawlo Orange Chicken (1.00 Serving(s) at 95.00) and Gawlo Chicken (1.00 Serving(s) at 50.00). The 'F2 - Print' button in the top menu is highlighted.



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



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

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

The screenshot shows the EasyPOS interface. At the top, there's a menu bar with buttons: F12 - Price Checker, F1 - Currency, F2 - Print, F3 - Lock, F4 - Unlock, F5 - Return (highlighted with a red arrow), F6 - Discount, F7 - Tender, F11 - Override, and Esc - Close. Below the menu, the 'Sales Detail' section shows order information: Order No. 000000009, Order Date: 04/27/2023, Code: 000000001, Customer: Walk-In, Remarks: Walk-In. The total amount is ₱145.00. Below this is a table of items:

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

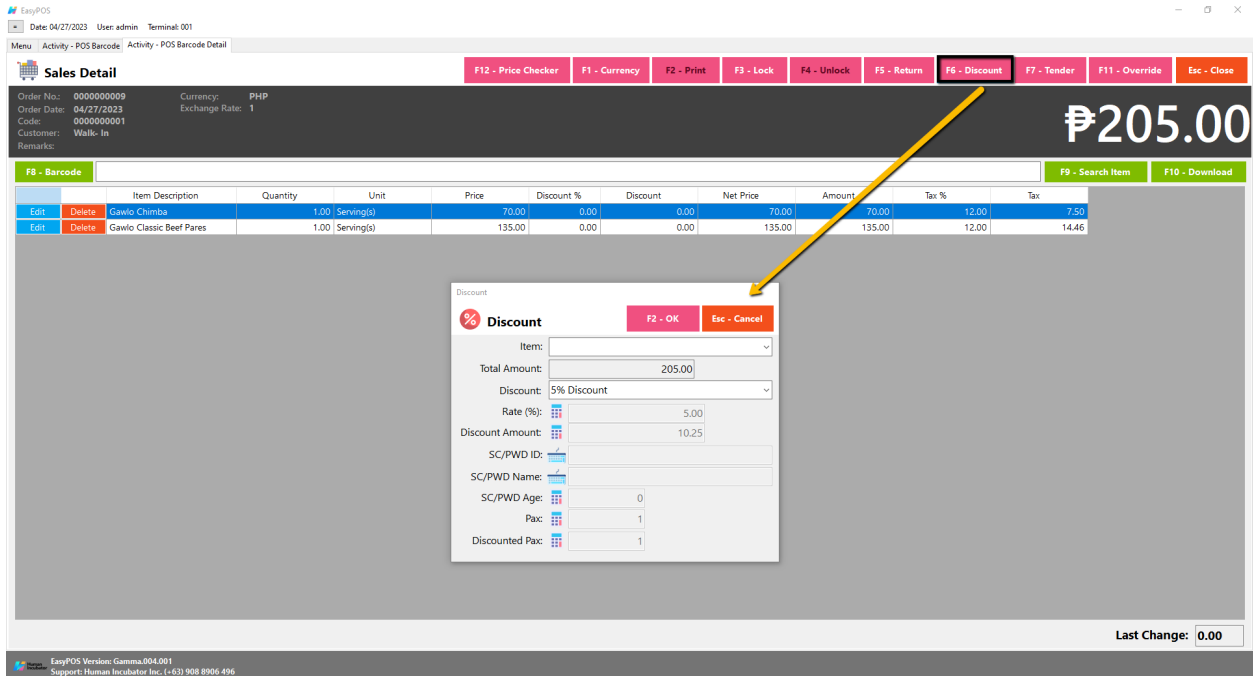
An 'F5 - Barcode' modal is open, titled 'Return'. It has buttons: F2 - Exchange, F3 - Refund, and Esc - Close. It contains input fields for OR Number (000000001) and Sales Number (000000001). Below these is a table:

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

At the bottom right of the main screen, it says 'Last Change: 0.00'. The footer contains: EasyPOS Version: Gamma.004.001, Support: Human Incubator Inc. (+63) 988 8906 496.

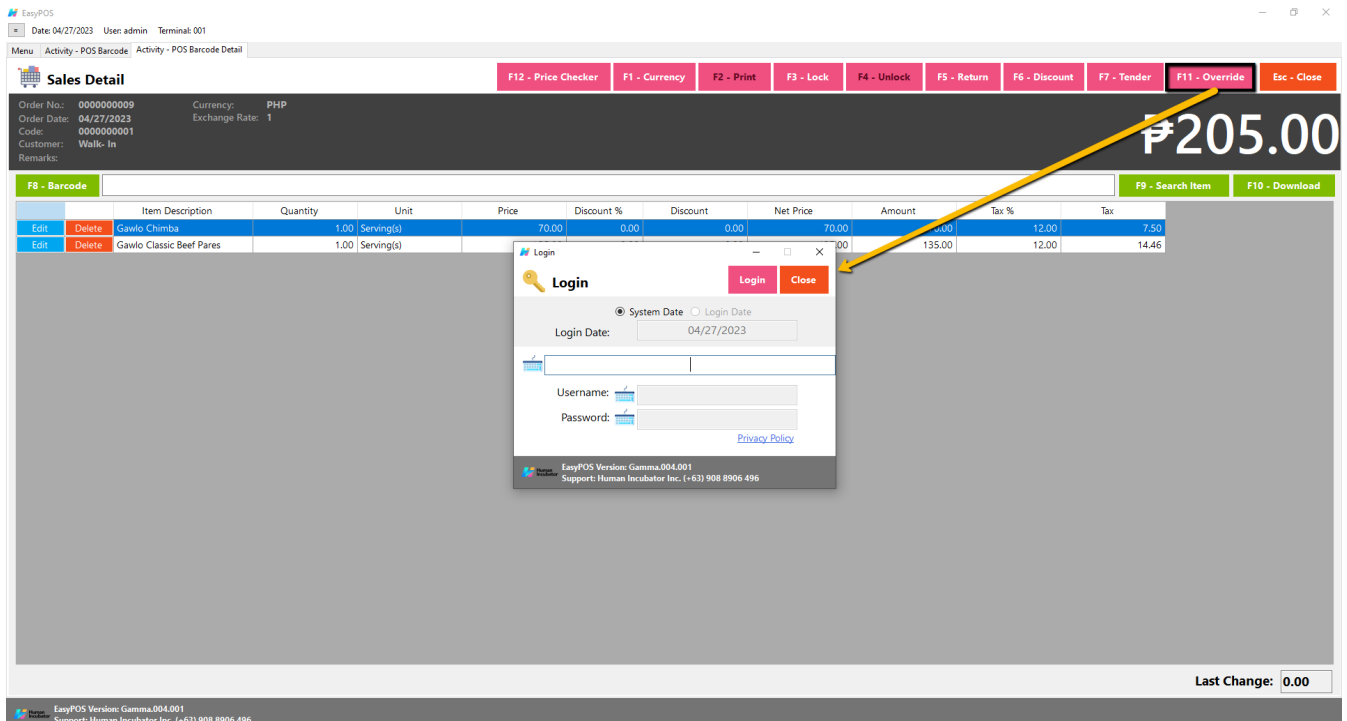
- **Discount**

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



- **Override**

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



### Barcode Sales Detail - Tender

- Click the Tender button that can be seen on the Sales Detail form to tender transaction.

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

The screenshot displays the EasyPOS interface during a sales transaction. The main window shows a 'Sales Detail' screen with a total amount of ₱145.00. A 'Tender' form is overlaid, allowing the user to select a payment type. The 'Tender' form includes a table of payment options:

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

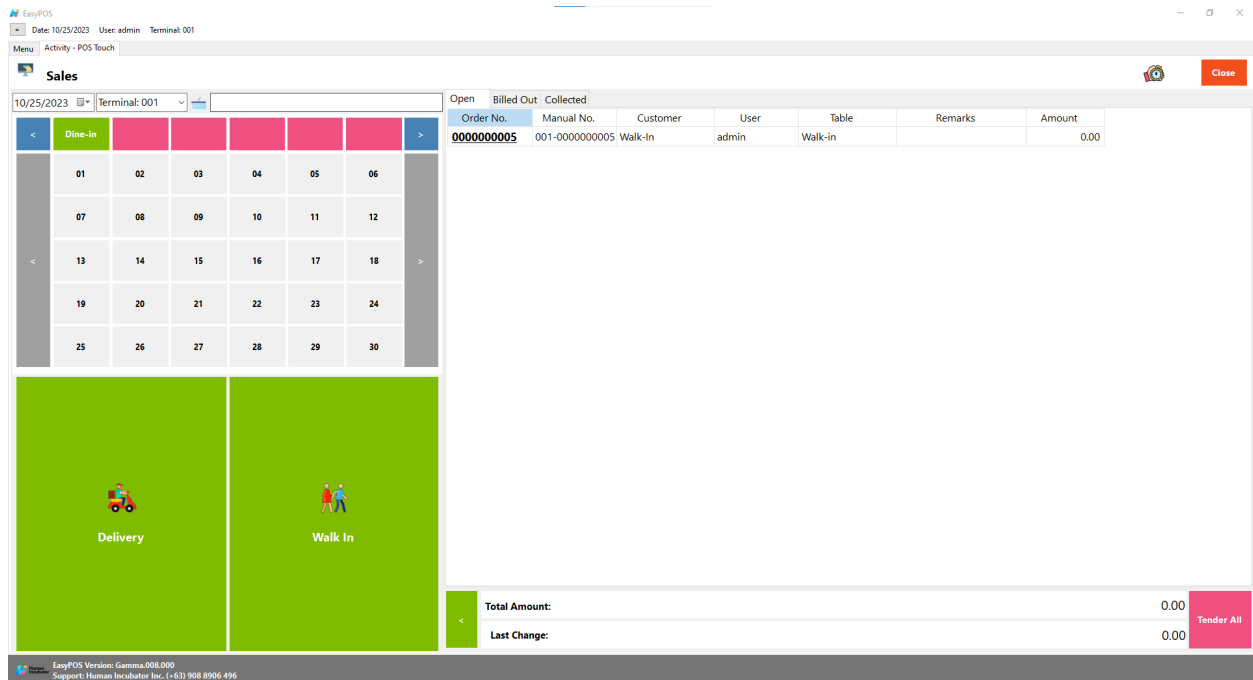
Below the table, the 'Tender Amount' is 0.00, and the 'PHP Change' and 'Change' are also 0.00. A 'Credit Card Information' dialog box is open, showing fields for Verification Code, Reference No., Credit Card Holder, Credit Card No., Credit Card Type (set to JCB), Credit Card Bank, Credit Card Expiry, and Amount (145.00). The dialog has 'F2 - OK' and 'Esc - Close' buttons. A callout box points to the 'F3 - Tender' button in the Tender form, stating 'Click this to finish the sales transaction.' The bottom right of the screen shows 'Last Change: 0.00'.

## Activity - POS Touch

### Overview

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

### User Interface



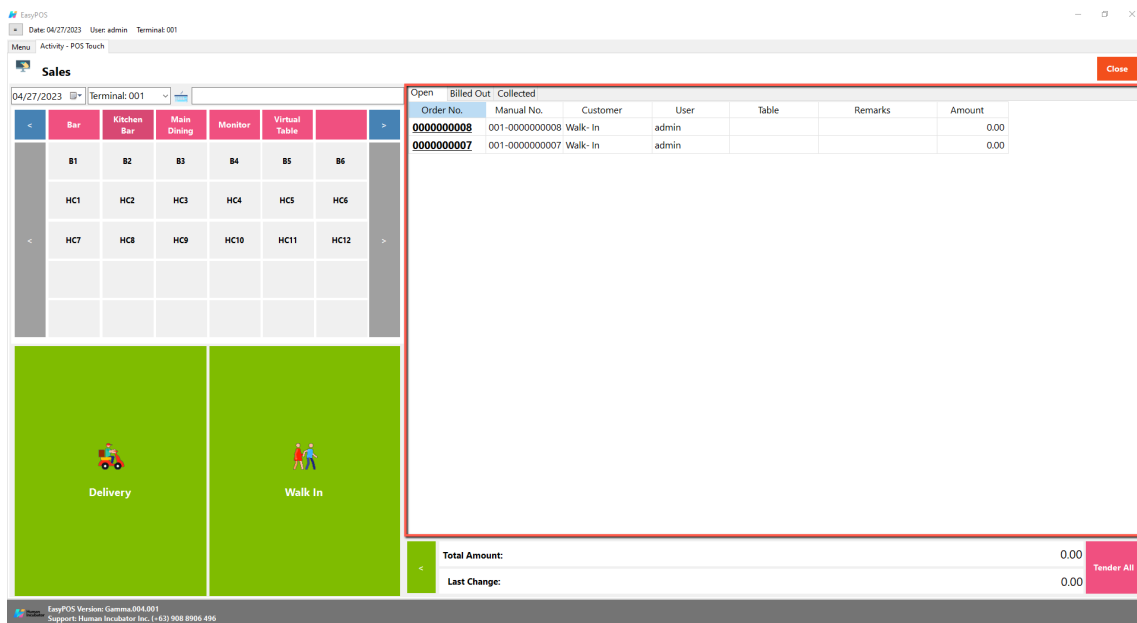
### POS Touch Definition of Buttons

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

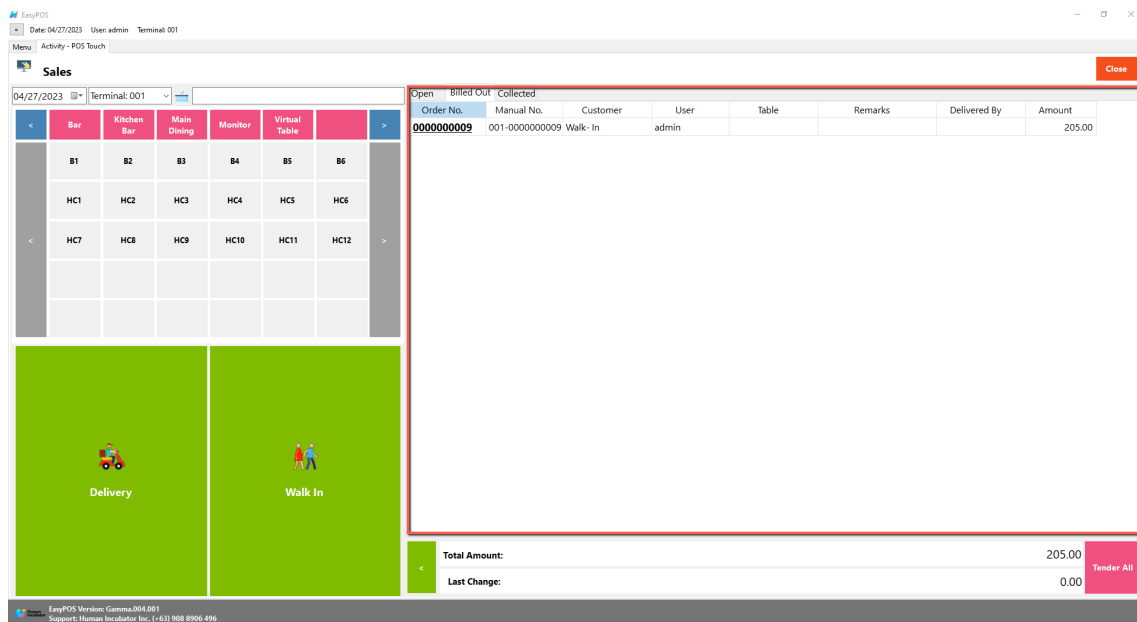
### POS Touch Sales List

- Sales list for POS Touch consists of three(3) tabs:

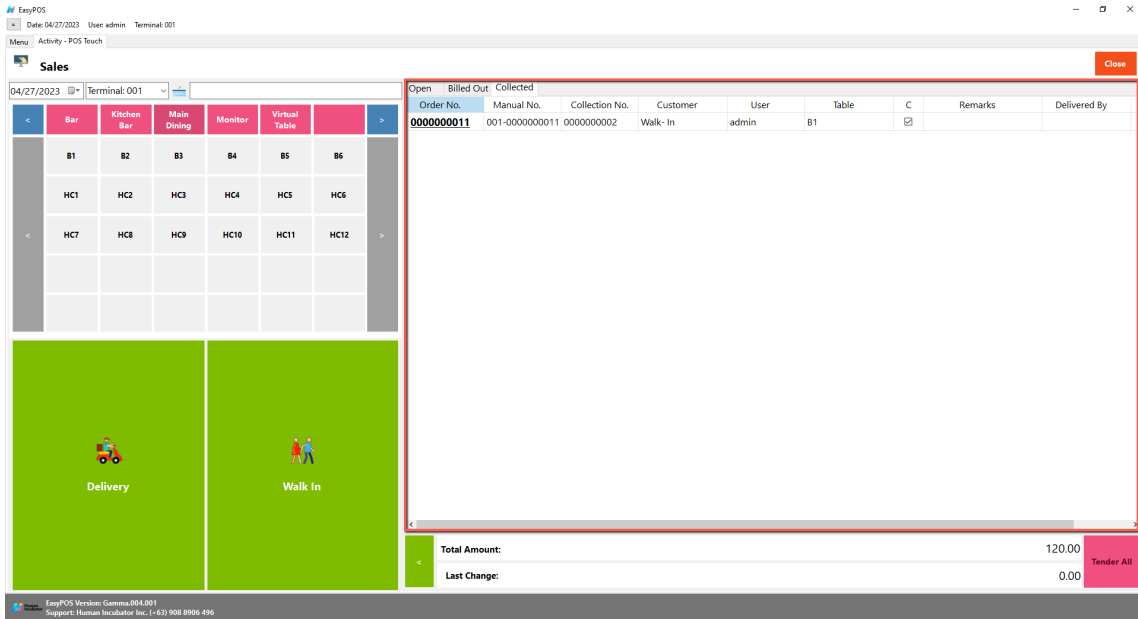
- Open → display list of Touch sales that are still open which means, not yet billed or collected. Also, system users can still delete the created sales detail here.



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

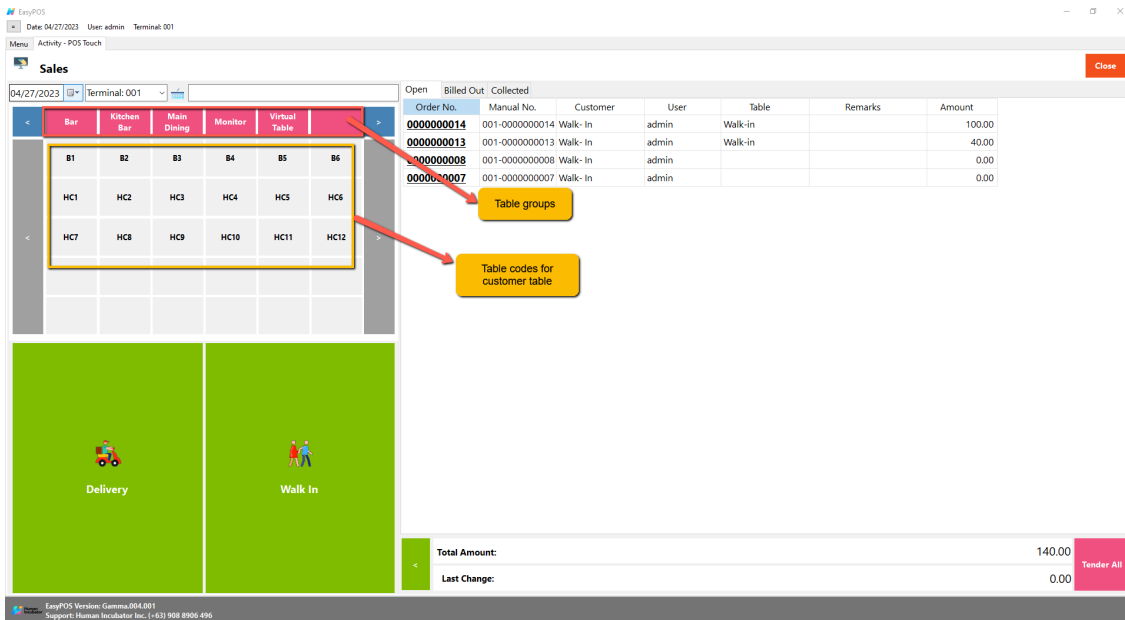


- Collected → display list of sales that are already tendered.



## POS Touch Sales Detail

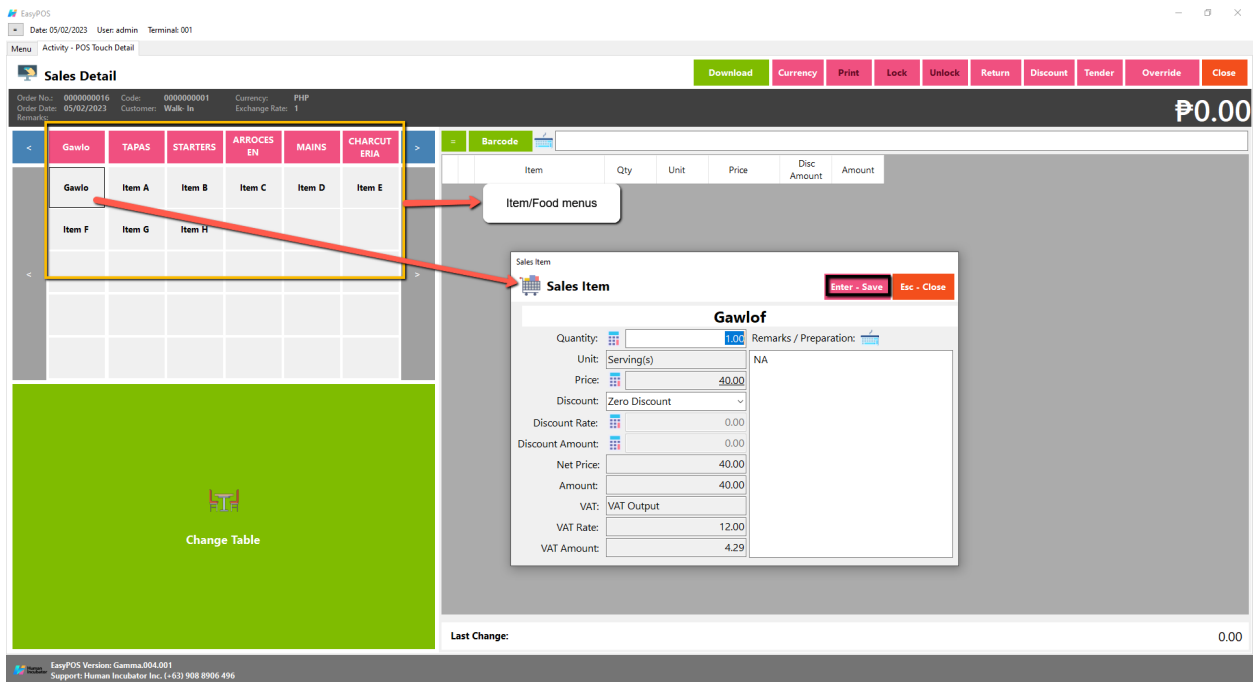
- There are 3 ways on how to navigate the sales detail:
  - a. Via Dine In table
    - Select a table group, under it, select a table code or number where the customer wants to sit in.



- After selecting, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity

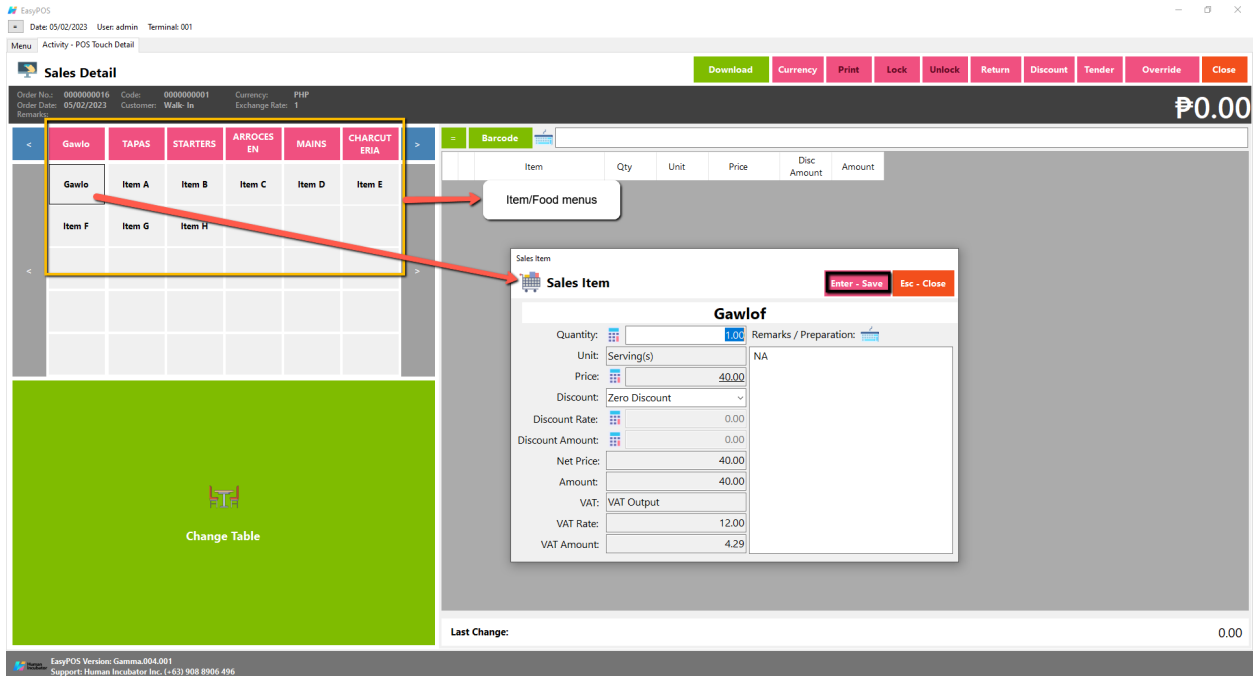


and discount. To save, hit the Enter button from your keyboard or click the Save button.



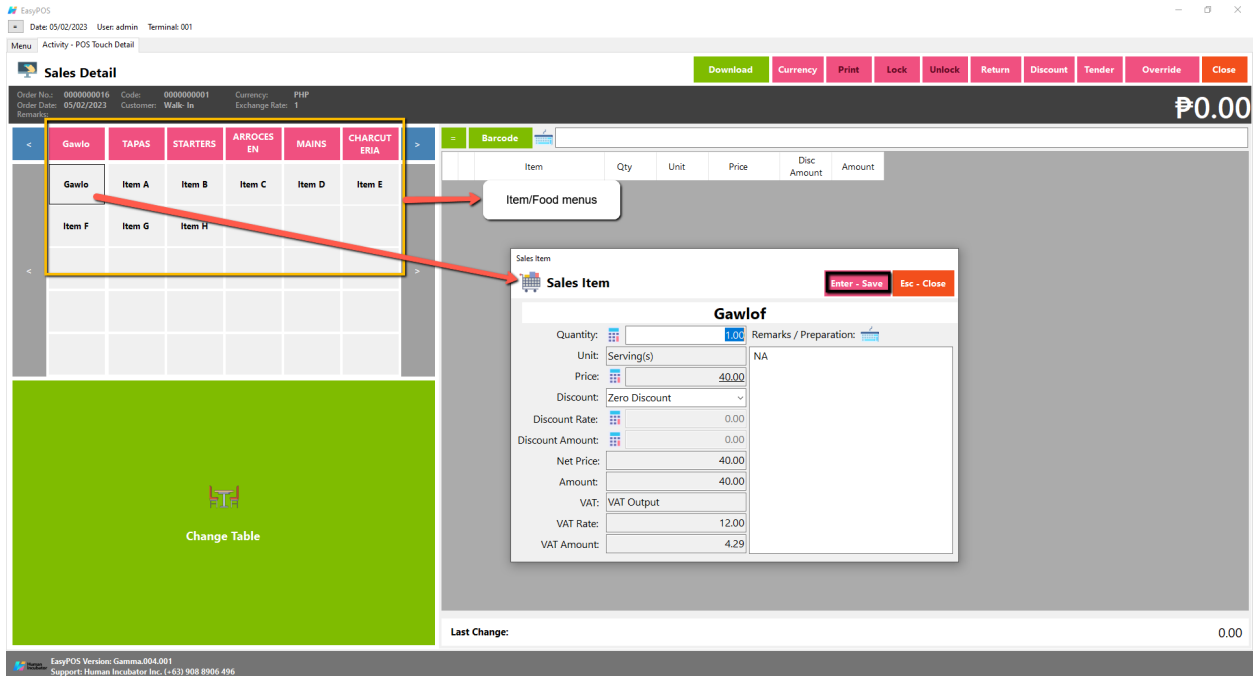
#### b. Walk-In button

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



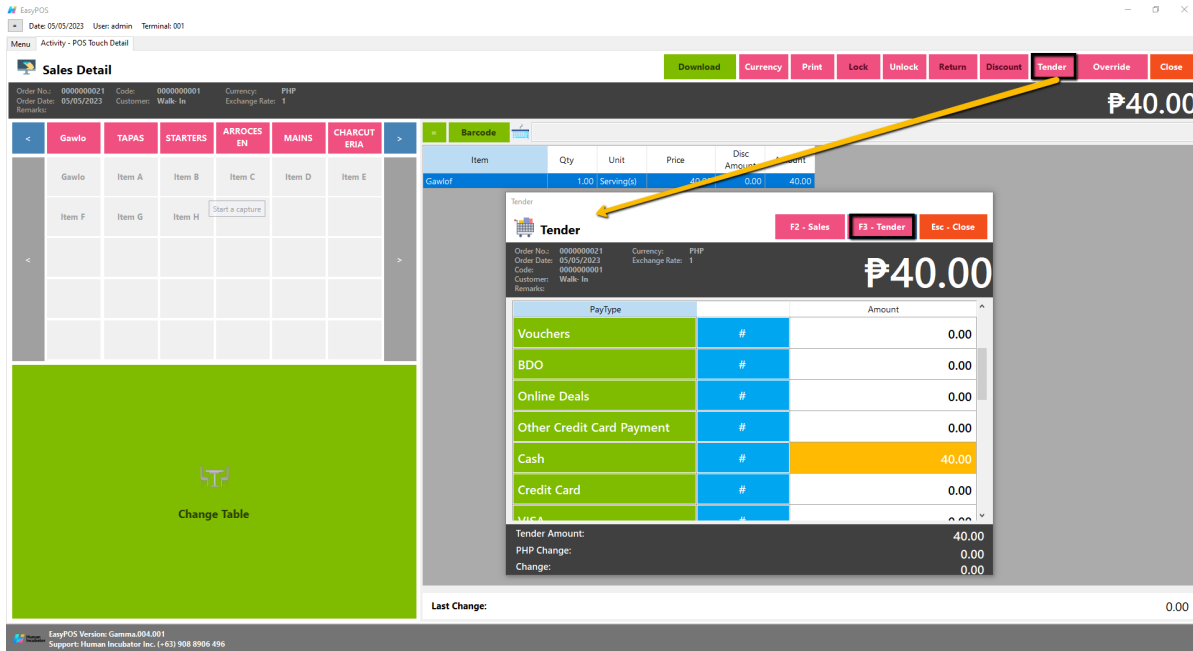
### c. Delivery button

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

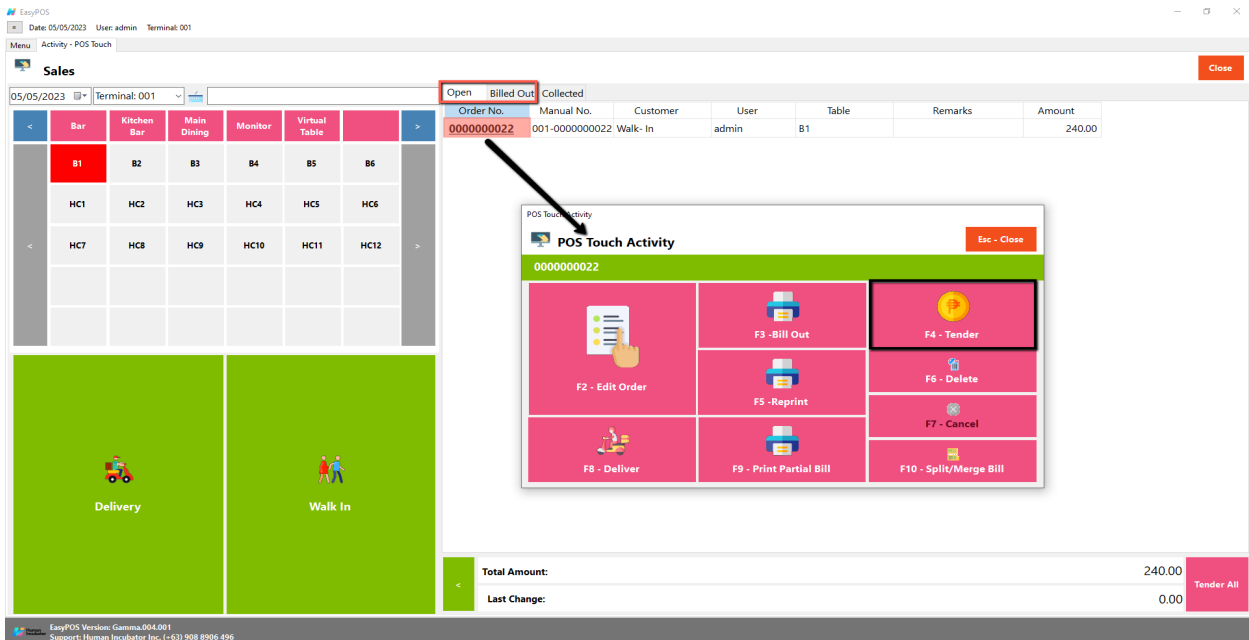


## POS Touch Sales - Tender

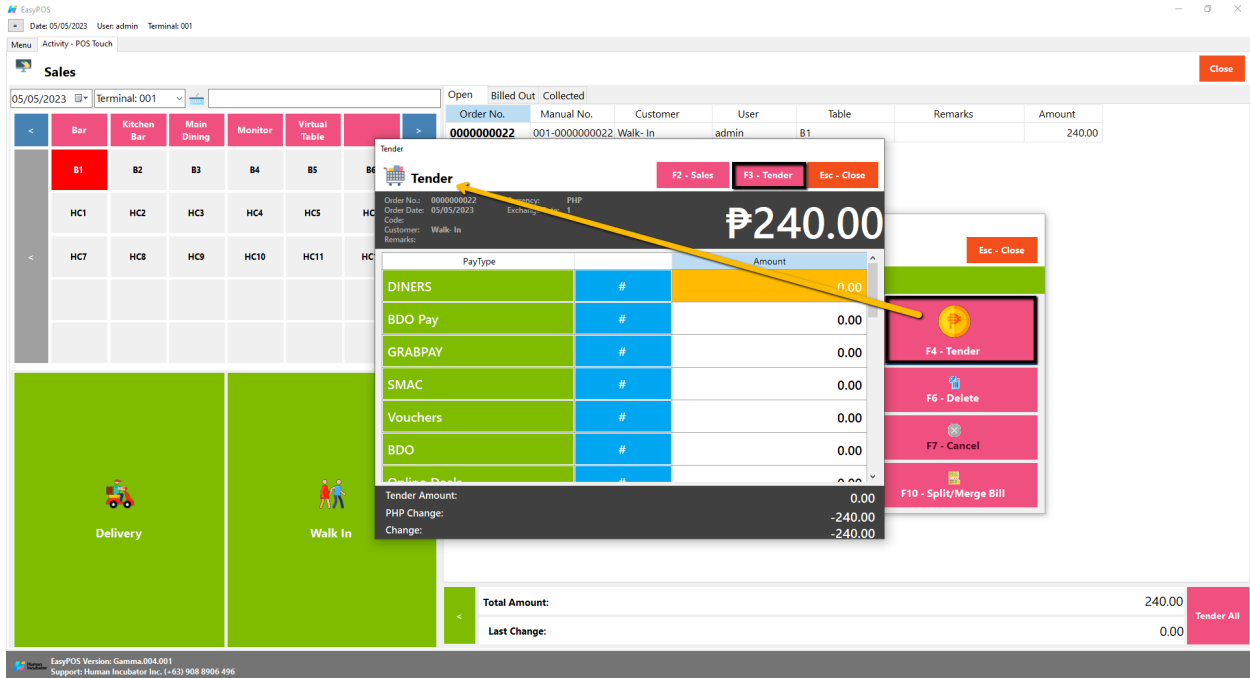
- There are 3 ways on how to tender sales:
  - Via Sales Detail page
    - Assuming that you are in the Sales Detail page, click the Tender button that can be seen on the Sales Detail form to tender transaction.
    - When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS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



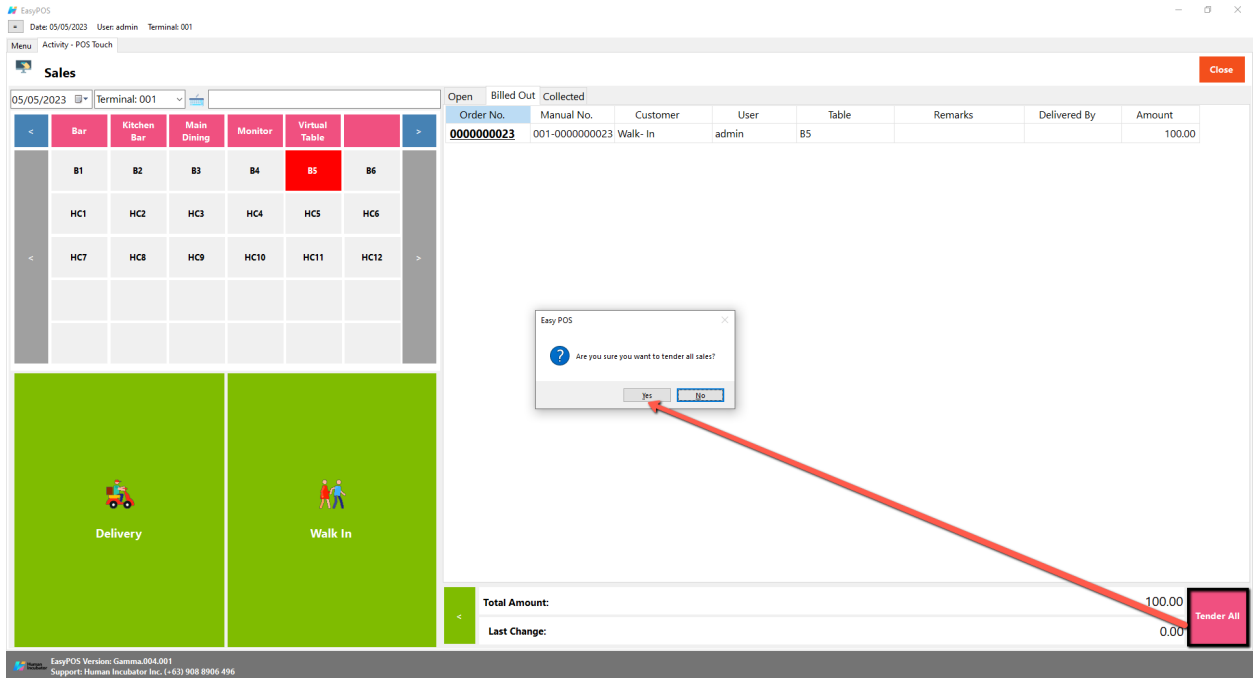
- Via Open and Billed Out tab
  - From the Open or Billed Out tab, select a sales order number that you want to tender.
  - A POS Touch window will display, then select Tender or simply press F4.



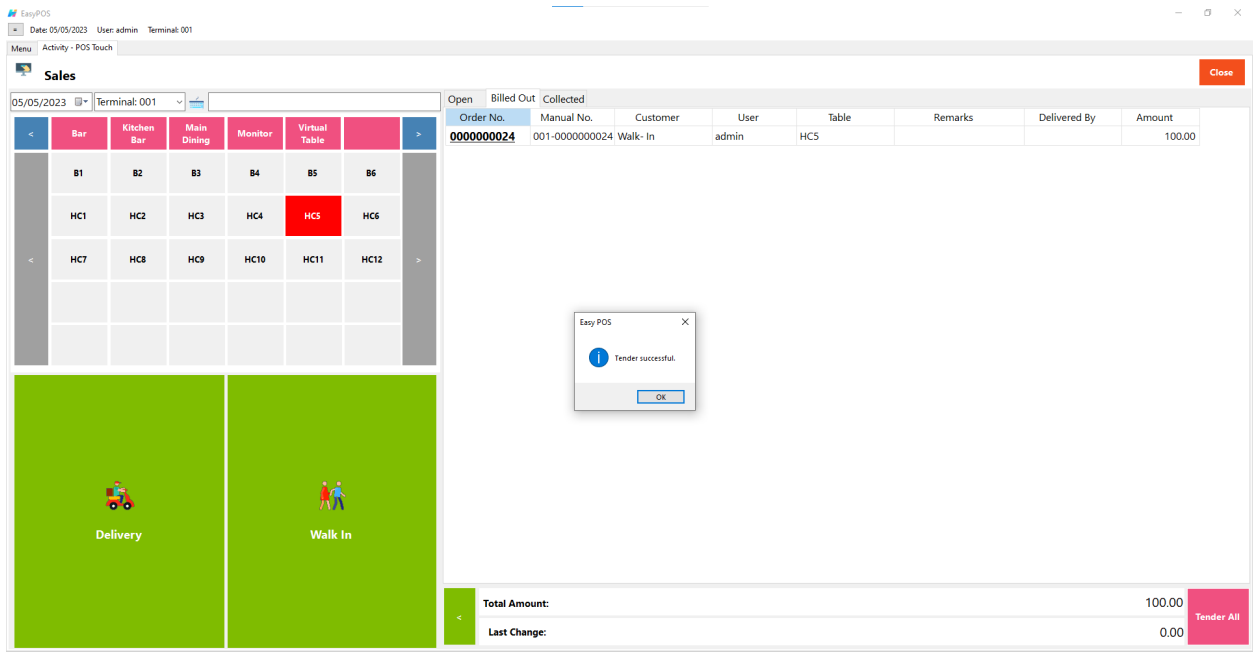
- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.
- To finish the sales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



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

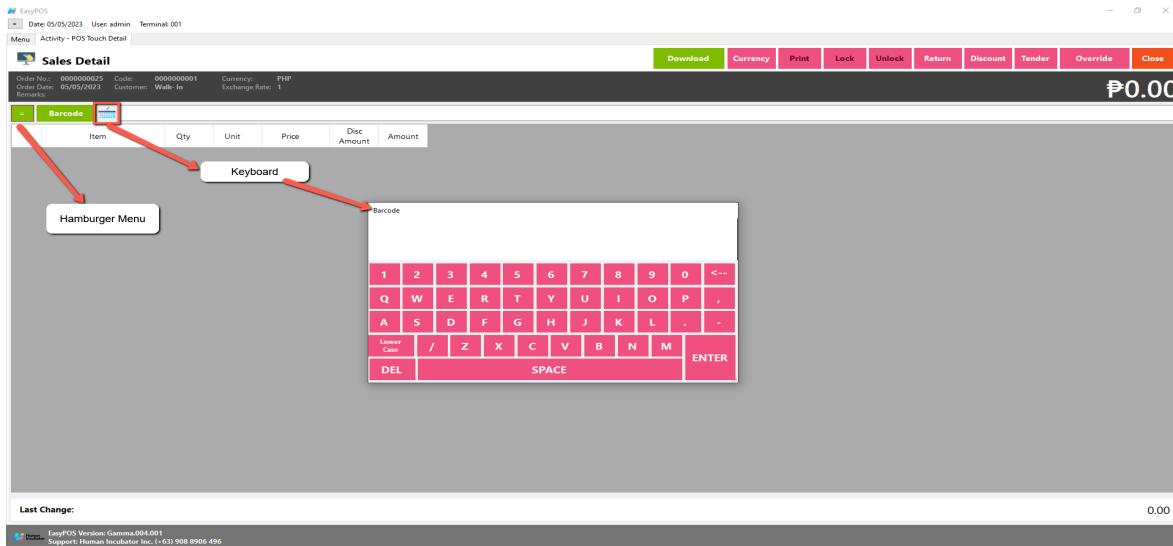


- A tender successful message will display then all the Sales Order from the tab will be moved to the Collected tab.



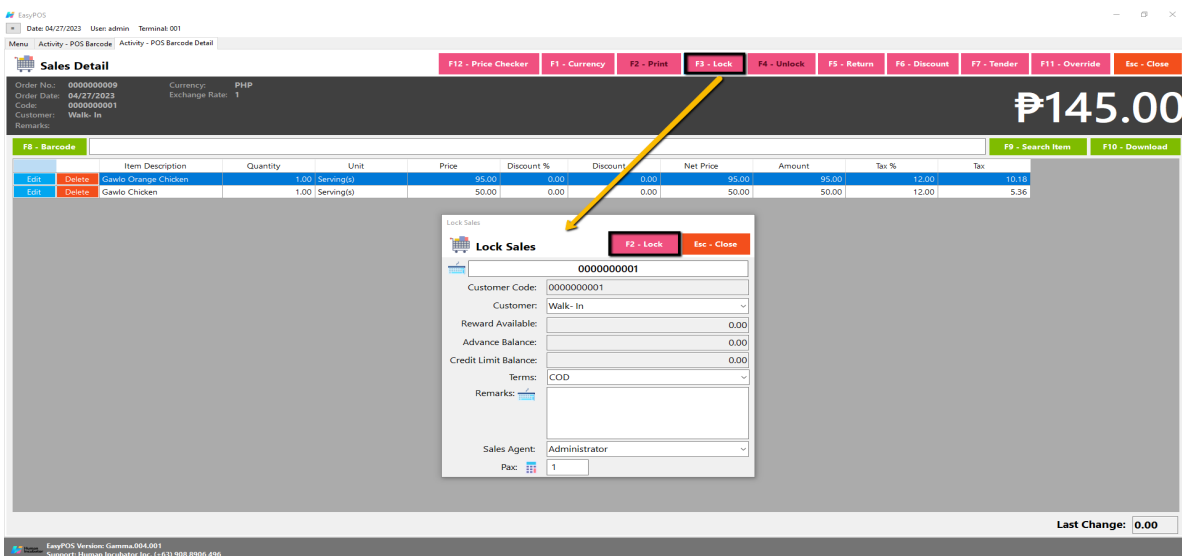
## Barcode Touch - Relevant Buttons

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



- **Lock**

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



- **Print**

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

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

Menu Activity - POS Barcode Activity - POS Barcode Detail

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

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

**₱145.00**

F8 - Barcode F9 - Search Item F10 - Download

Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax
Caesars Change Chicken	1.00	Serving(s)	95.00	0.00	0.00	95.00	95.00	12.00	10.14
Caesars Chicken	1.00	Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.34

Last Change: 0.00

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

Order Slip.pdf

File | C:/Users/Cedric/20The%20Great/Downloads/Order%20Slip.pdf

1 of 1

Human Incubator Inc.  
 Cebu City  
 TIN: 000-000-000-000  
 SN: 0000000000  
 S/N: 0000000000  
**ORDER SLIP**  
 Terminal: 001  
 0000000009  
 04-27-2023  
 14:28:13

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

Remarks:


Teller: Administrator

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

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

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

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



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



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

Menu Activity - POS Barcode Activity - POS Barcode Detail

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

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

**₱145.00**

F8 - Barcode F9 - Search Item F10 - Download

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

Last Change: 0.00

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

- **Return**

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

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

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

Return Dialog:

Price	Quantity	Return Quantity	Unit	Discount
35.00	1.00	0.00	Pick	0.00
200.00	1.00	0.00	Pick	0.00
200.00	1.00	0.00	Pick	0.00

Buttons: F2 - Exchange, F3 - Refund, Esc - Close

OR Number: 000000001  
 Sales Number: 000000001

Navigation: First, Previous, 1/1, Next, Last

Last Change: 0.00

- **Discount**

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

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

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

Discount Dialog:

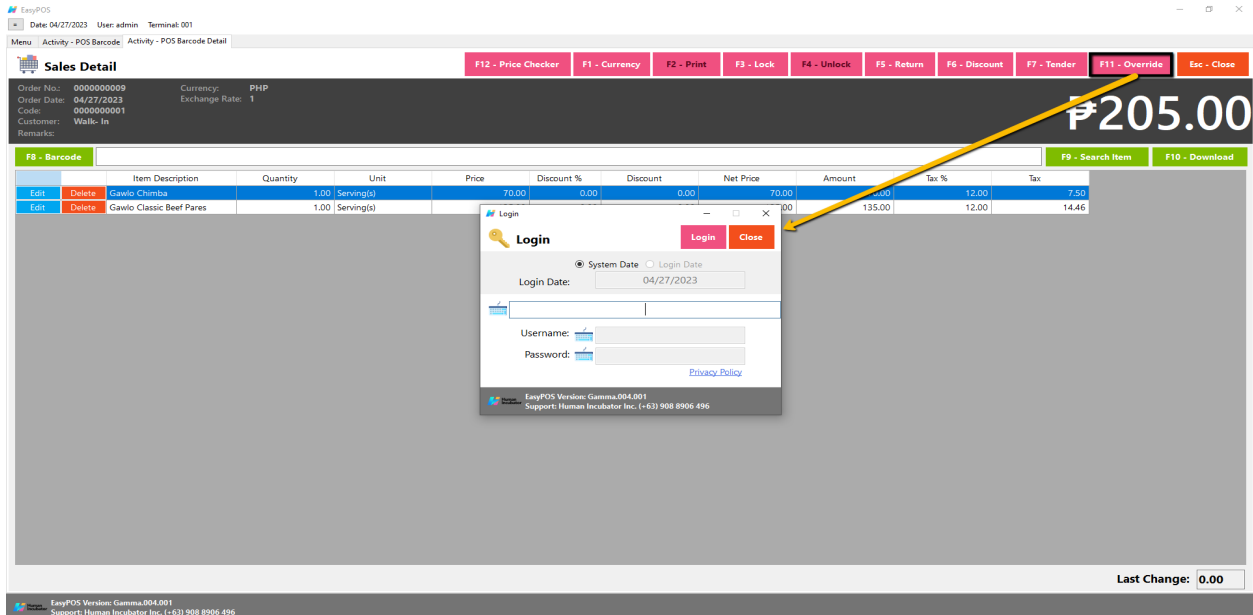
Item: [Dropdown]  
 Total Amount: 205.00  
 Discount: 5% Discount  
 Rate (%): 5.00  
 Discount Amount: 10.25  
 SC/PWD ID: [Field]  
 SC/PWD Name: [Field]  
 SC/PWD Age: 0  
 Pax: 1  
 Discounted Pax: 1

Buttons: F2 - OK, Esc - Cancel

Last Change: 0.00

- **Override**

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

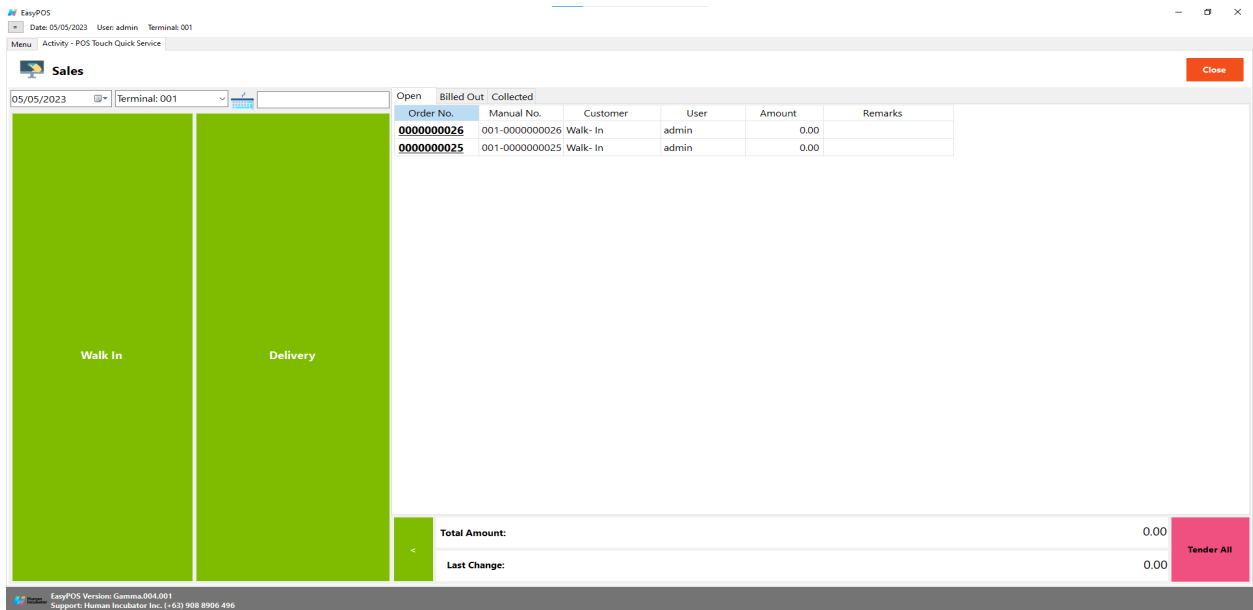


## Activity - POS Quick Service

### Overview

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

### User Interface

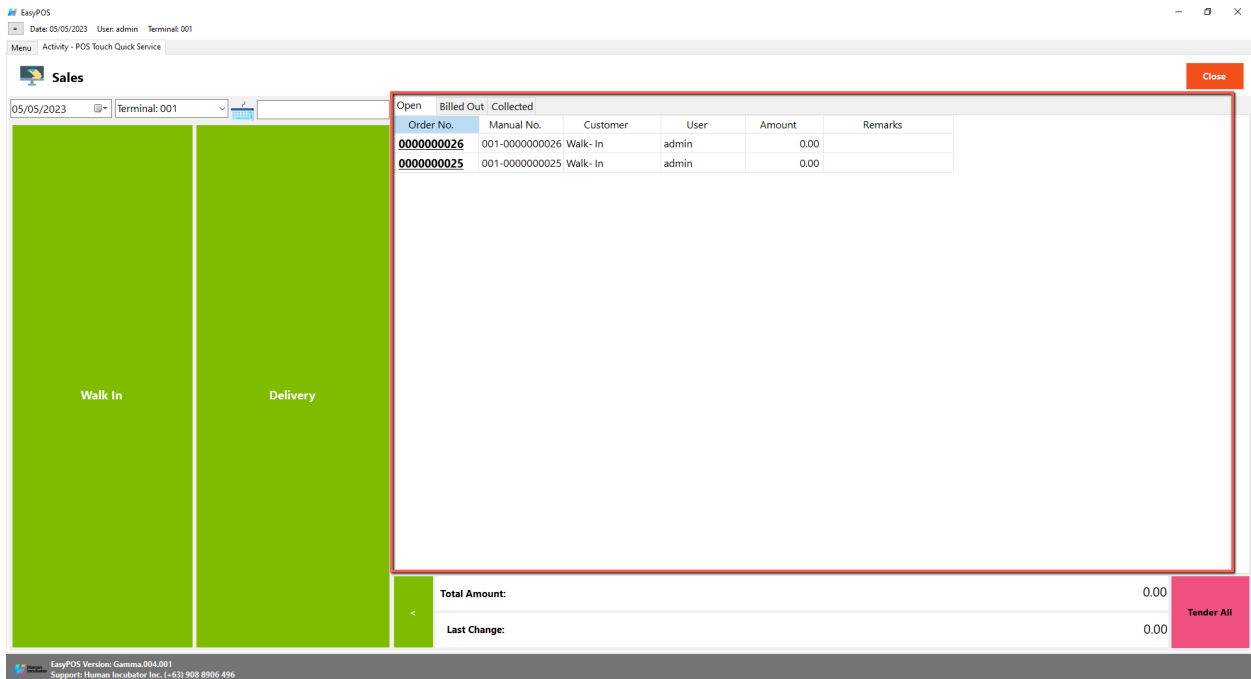


### POS Quick Service Definition of Buttons

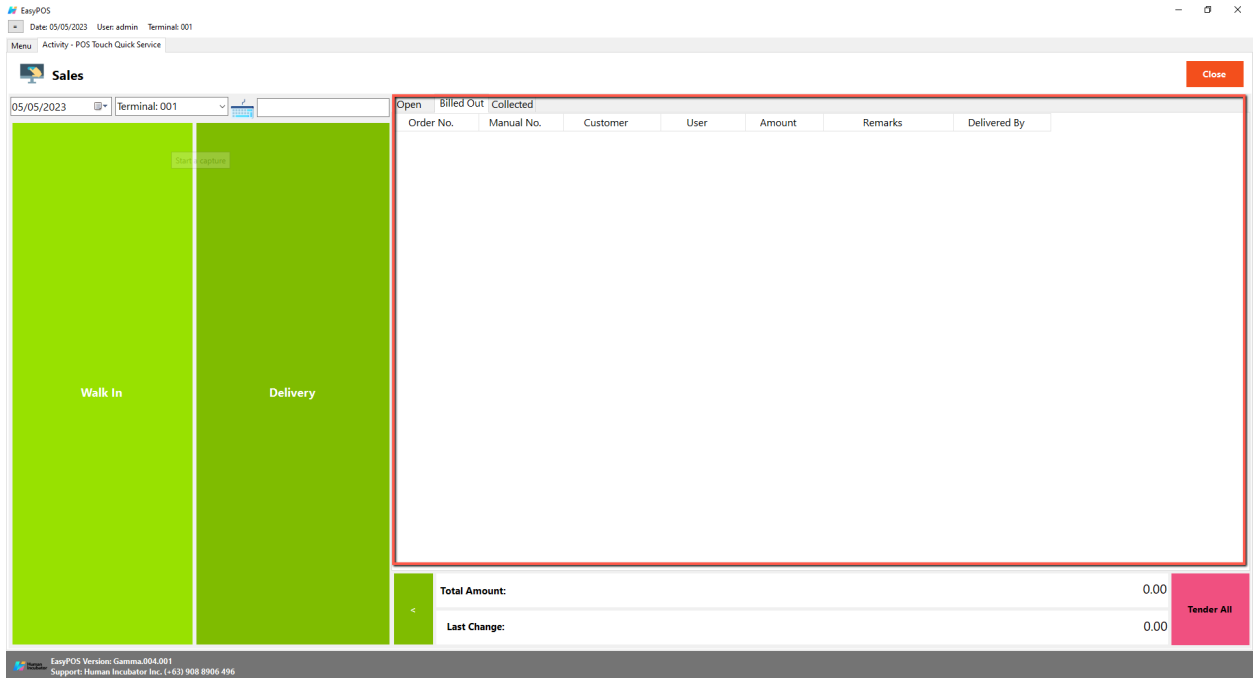
- Two **Green** large buttons → represents if the transaction is for Walk-In customers or for delivery.

## POS Quick Service Sales List

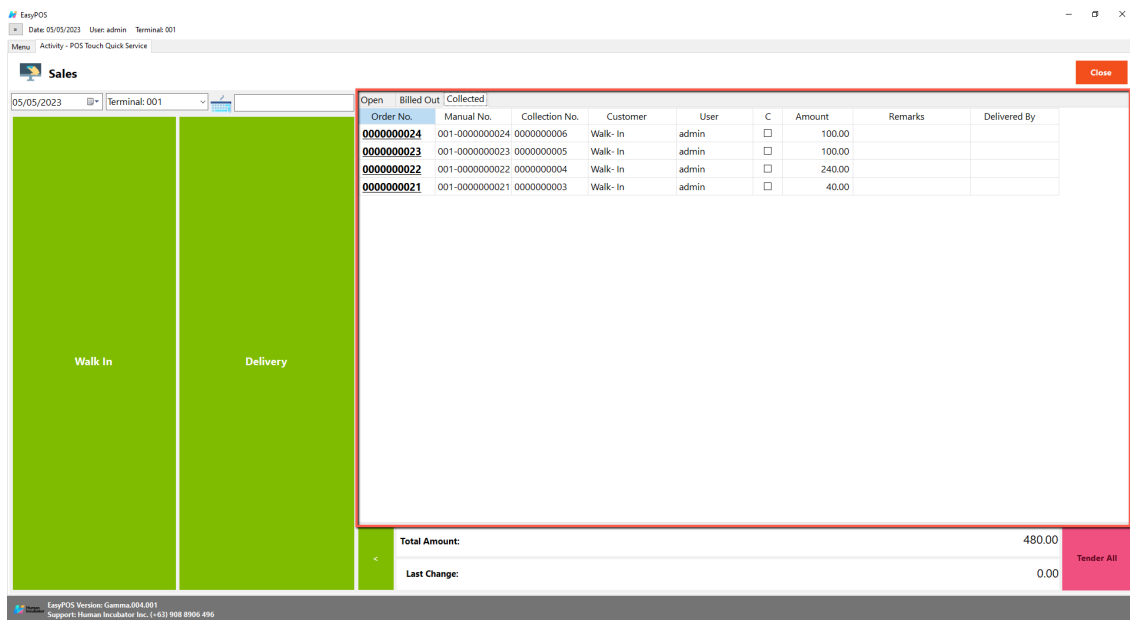
- Sales list for POS Quick Service consists of three(3) tabs:
  - Open → display list of Quick Service sales that are still open which means, not yet billed or collected. Also, system users can still delete the created sales detail here.



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

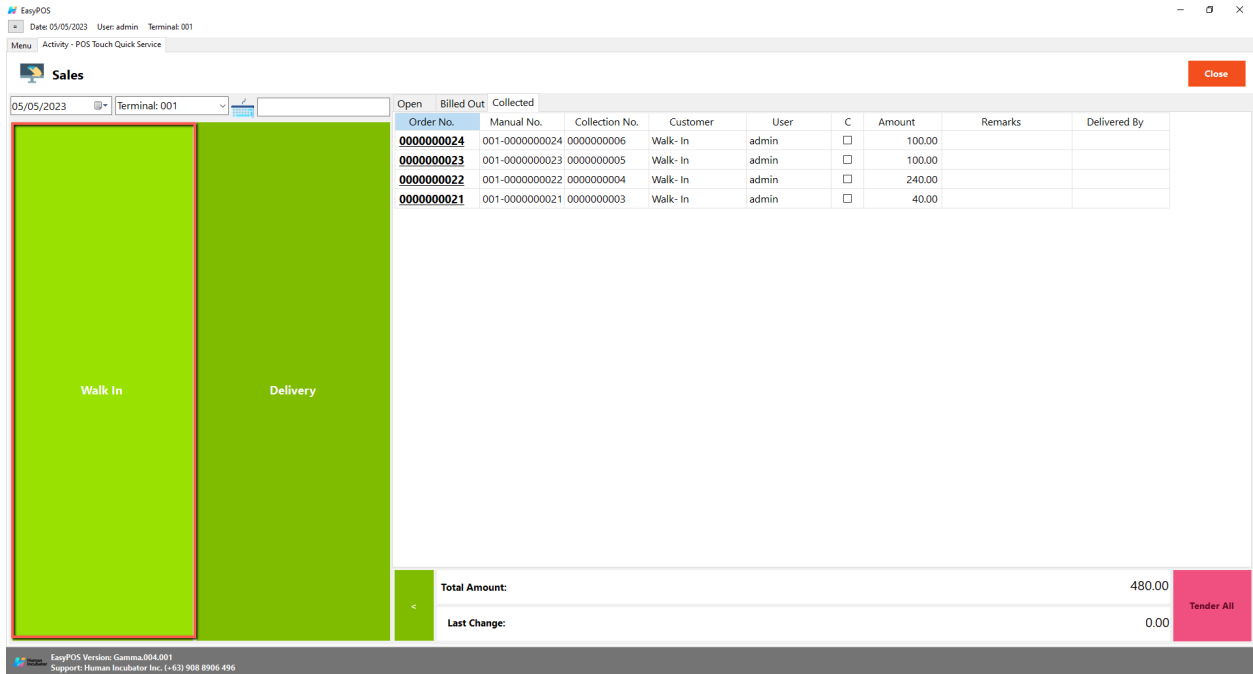


- Collected → display list of sales that are already tendered.

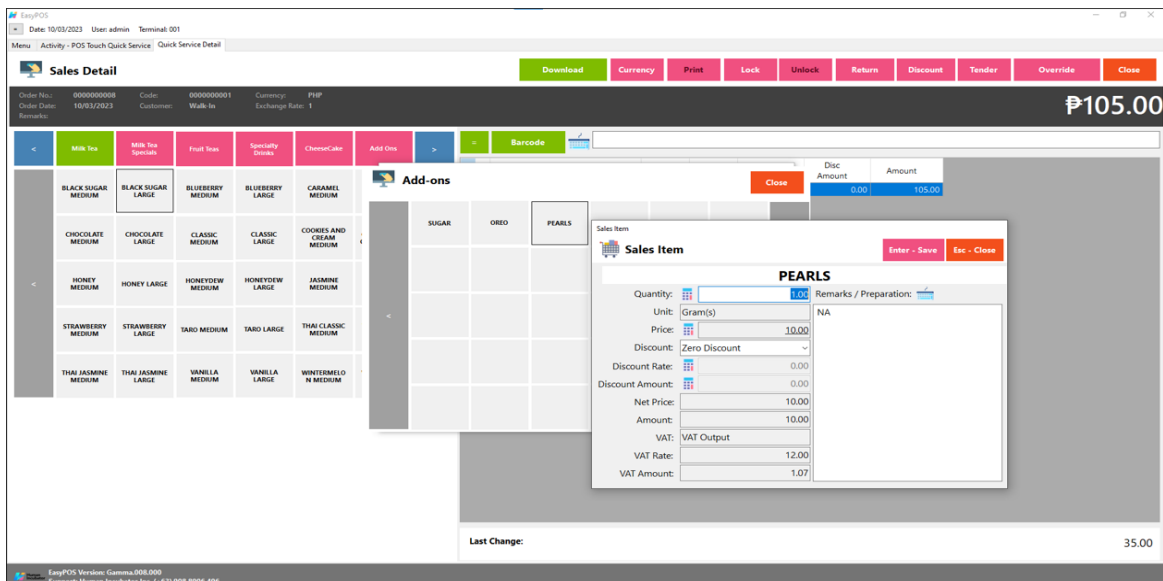


## POS Touch Sales Detail

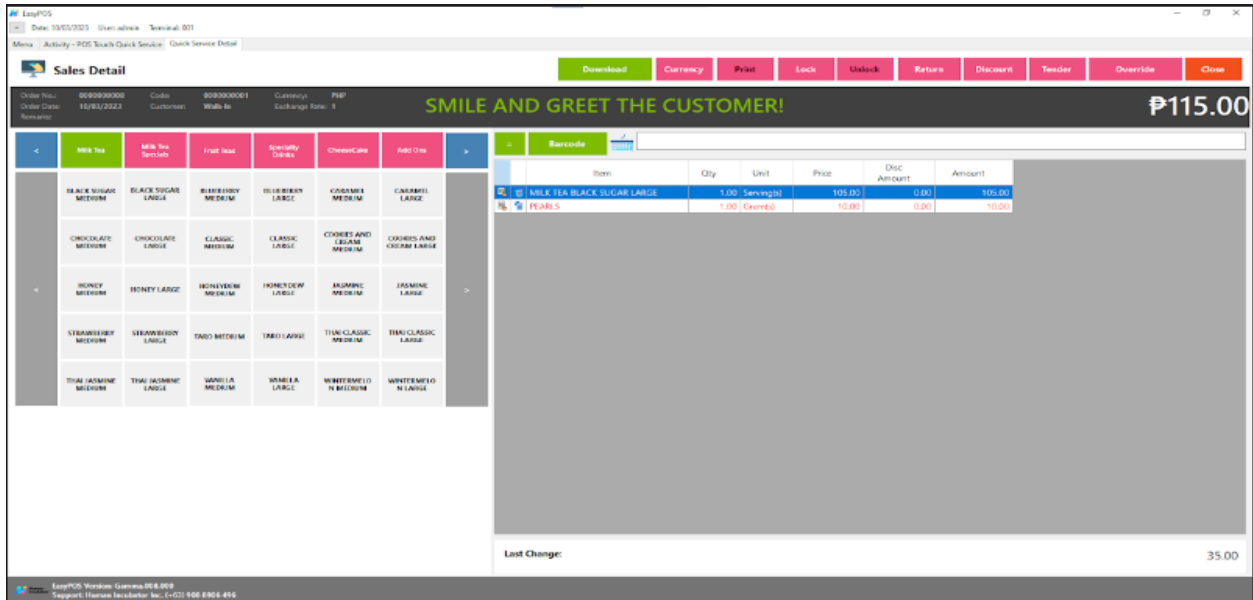
- There are 2 ways on how to navigate the sales detail:
  - Walk-In button
    - Click the green button with the Walk In label.



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

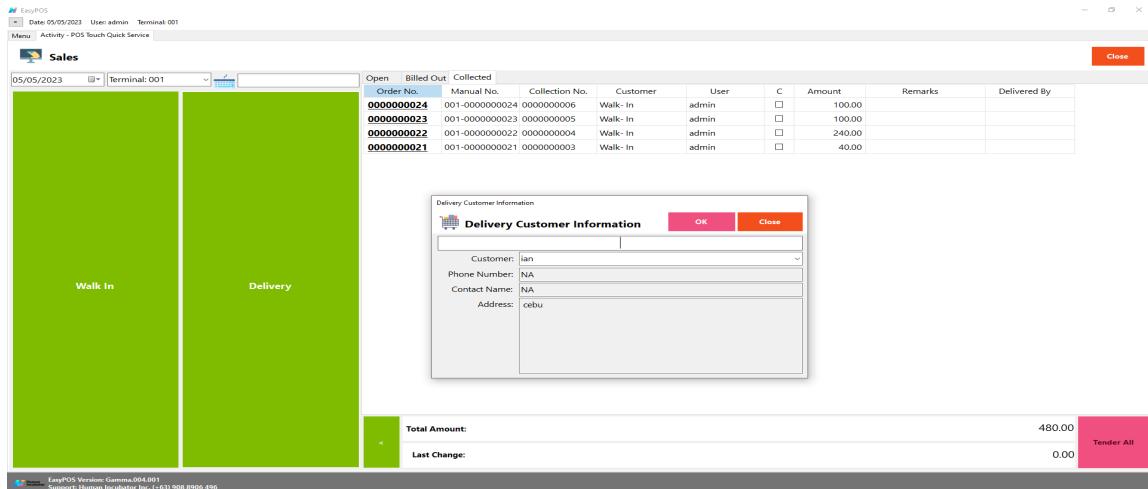


- To save, hit the Enter button from your keyboard or click the Save button.

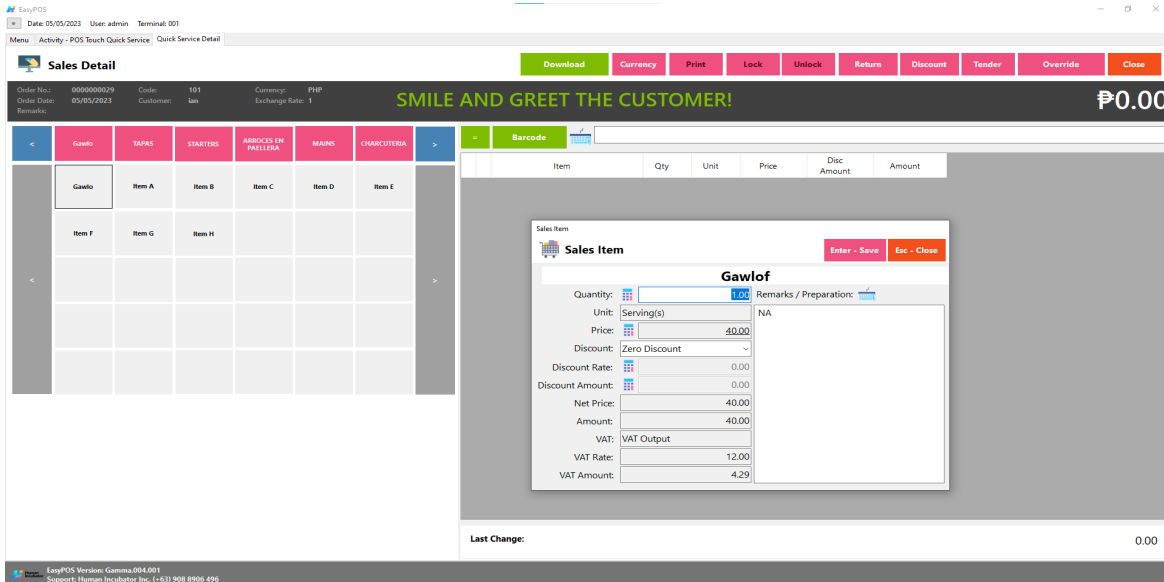


b. Delivery button

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



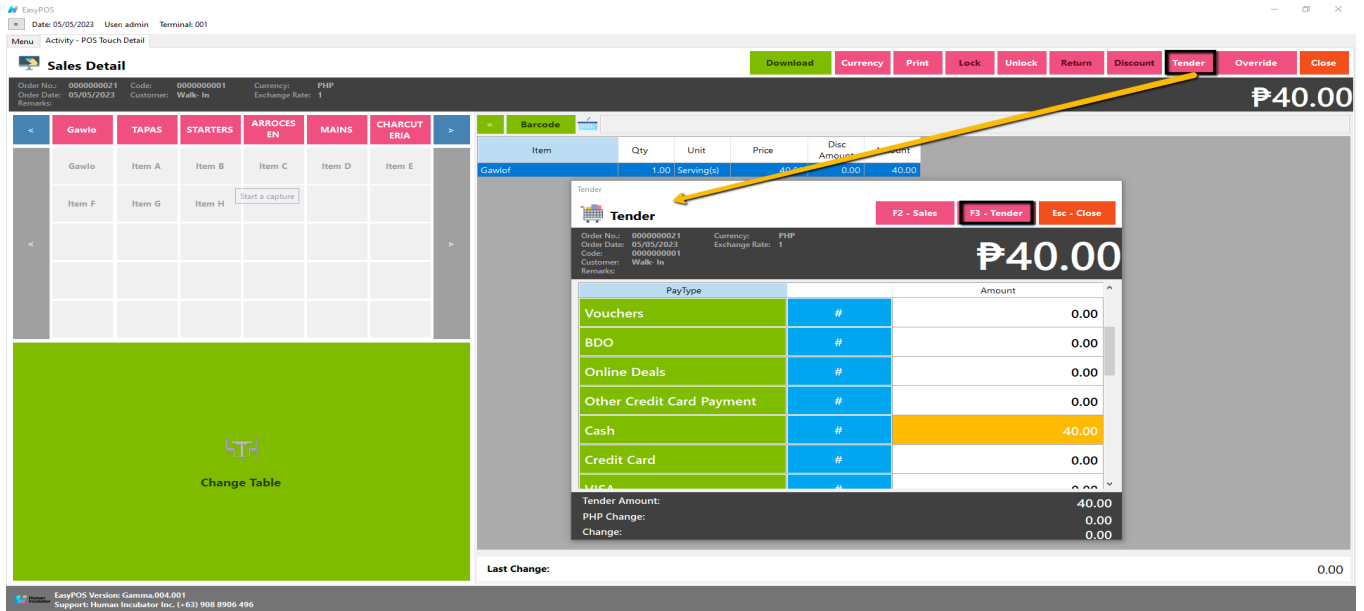
- The same process with the Dine In table, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount. To save, hit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



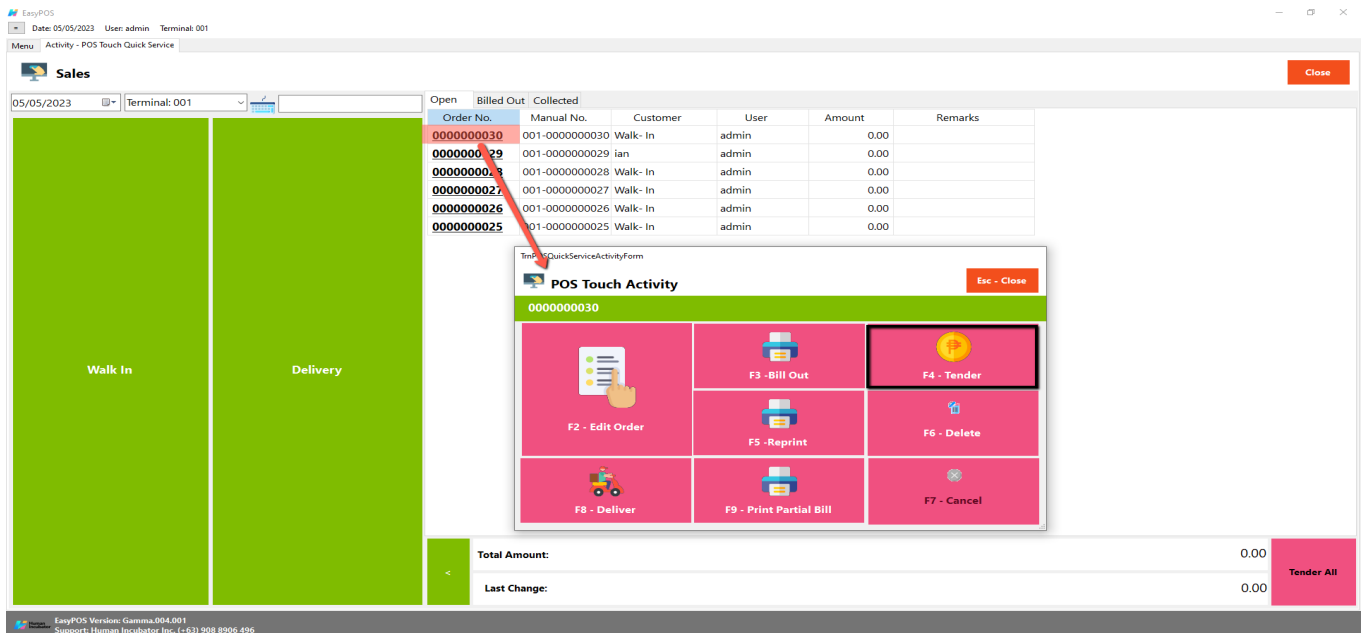
## POS Quick Service - Tender

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



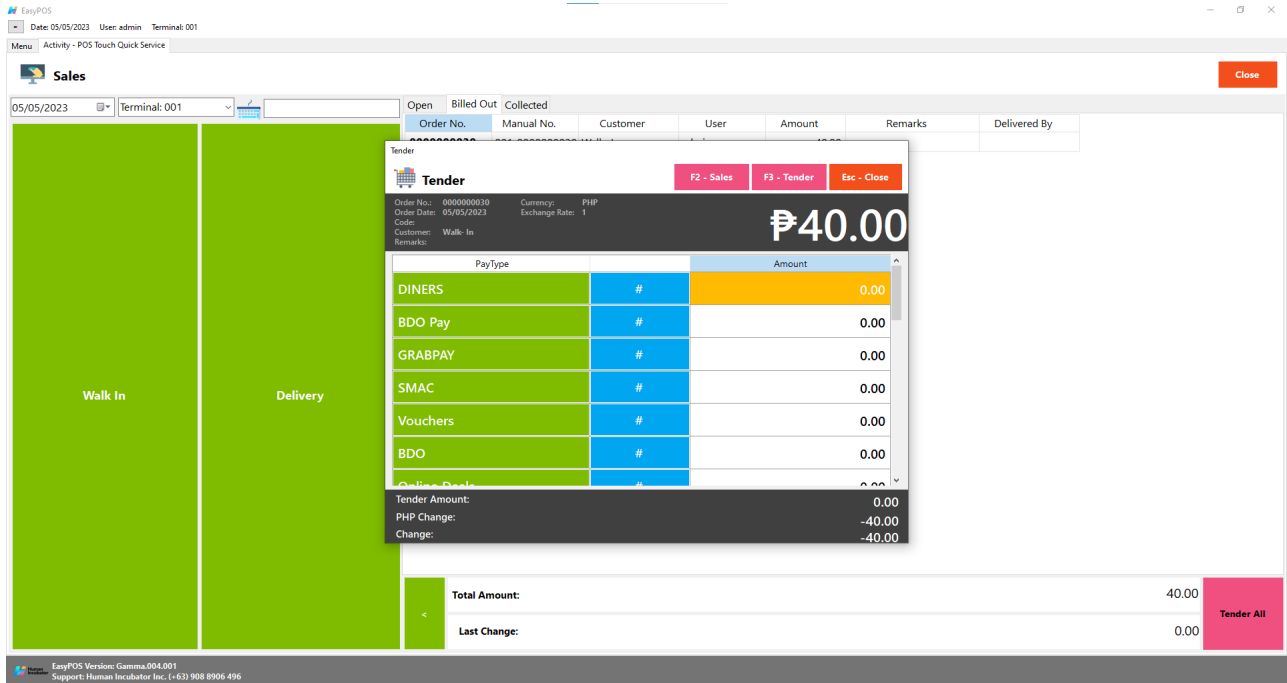


- Via Open and Billed Out tab
  - From the Open or Billed Out tab, select a sales order number that you want to tender.
  - A POS Touch window will display, then select Tender or simply press F4.

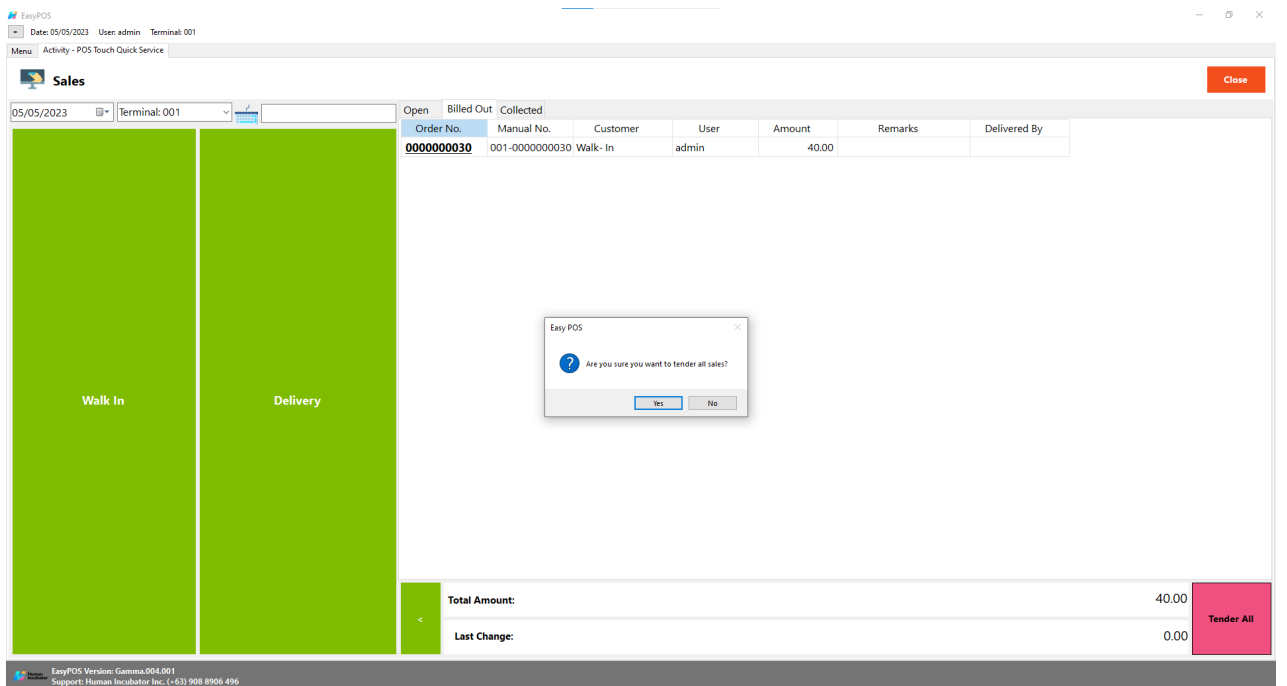


- When clicked, a tender form shows where it asks the buyer's payment amount. The EasyPOS system accepts multiple payment types. Other payment types require additional information, excluding the payment type **Cash**. Just click the **OK** button to save the additional information.

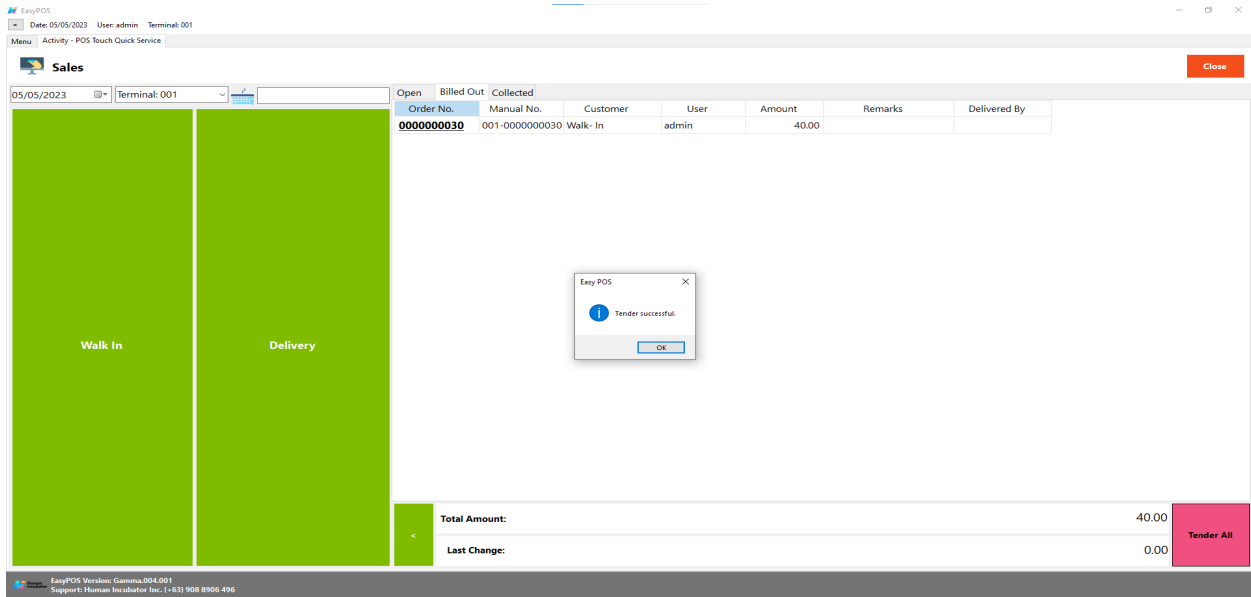
- To finish the sales transaction, just click the Tender button from the Tender form, the system will now print an Official Receipt, and the sales detail will be moved to the Collected tab.



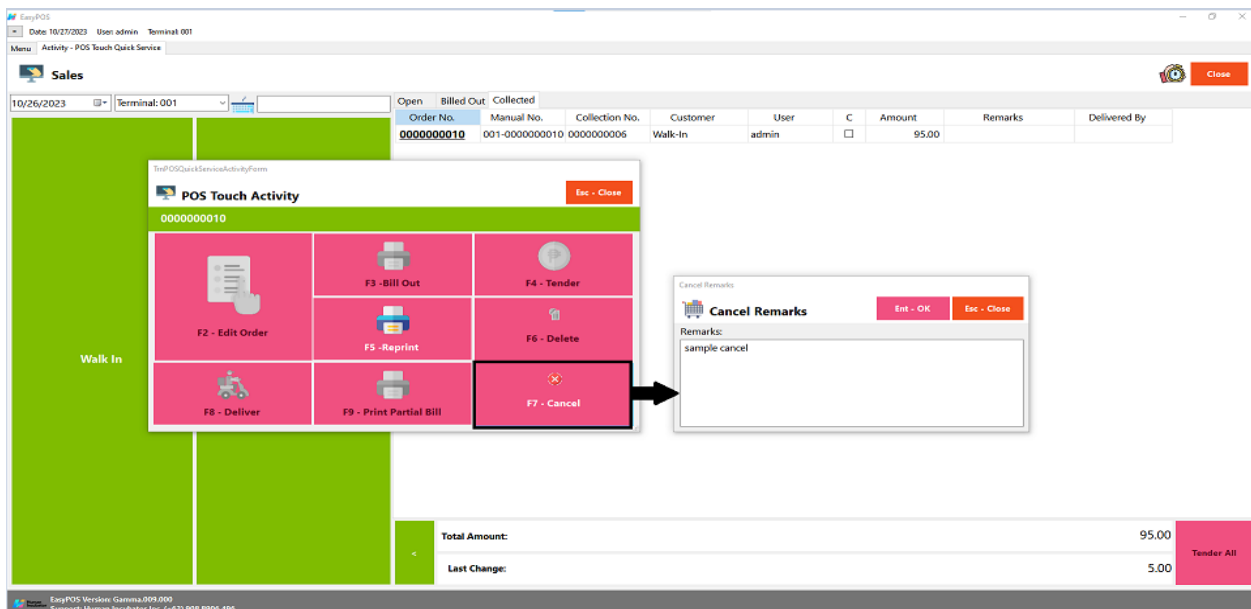
- Via Tender All button
  - From the Open or Billed Out tab, look for the Tender All red button.
  - A confirmation message will popup, then click Yes.



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



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



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

Human Incubator Inc. Cebu City TIN: 000-000-000-000 SN: 000000000000 MIN: 000000000000 PTU: Date Issued: 11/18/2022	
<b>OFFICIAL RECEIPT</b> OR #:0000000006 10-27-2023 16:21.00 <b>CANCELLED</b>	
ITEM	AMOUNT
MILK TEA BLUEBERRY MEDIUM 1.00 Serving(s) @ 95.00	95.00
Sub-total Amount	95.00
Service Charge	0.00
LESS: VAT	0.00
LESS: Discount	0.00
Total Amount Due	95.00
Total No. of Item(s)	1.00
Cash	100.00
Change	5.00
VAT ANALYSIS	
VAT Sales	84.82
VAT Amount	10.18
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00
Cashier	Administrator
Sales	Administrator
Customer Name: _____	
Address: _____	
TIN: _____	
Business Style: _____	
Remarks:	
sample cancel	
Other Information:	
Cash	
POS VENDOR: Human Incubator Inc. 10/F Unit 1001-B Keppel Ctr. Samar Loop St., Cebu Business Park, Cebu City VAT REG TIN: 777-996-622-000  Accreditation No.: 000000000000 Date Issued: mm-dd-yyyy Valid Until: mm-dd-yyyy  PTU No.: 000000000000 Date Issued: mm-dd-yyyy Valid Until: mm-dd-yyyy  THIS INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF THE PERMIT TO USE	

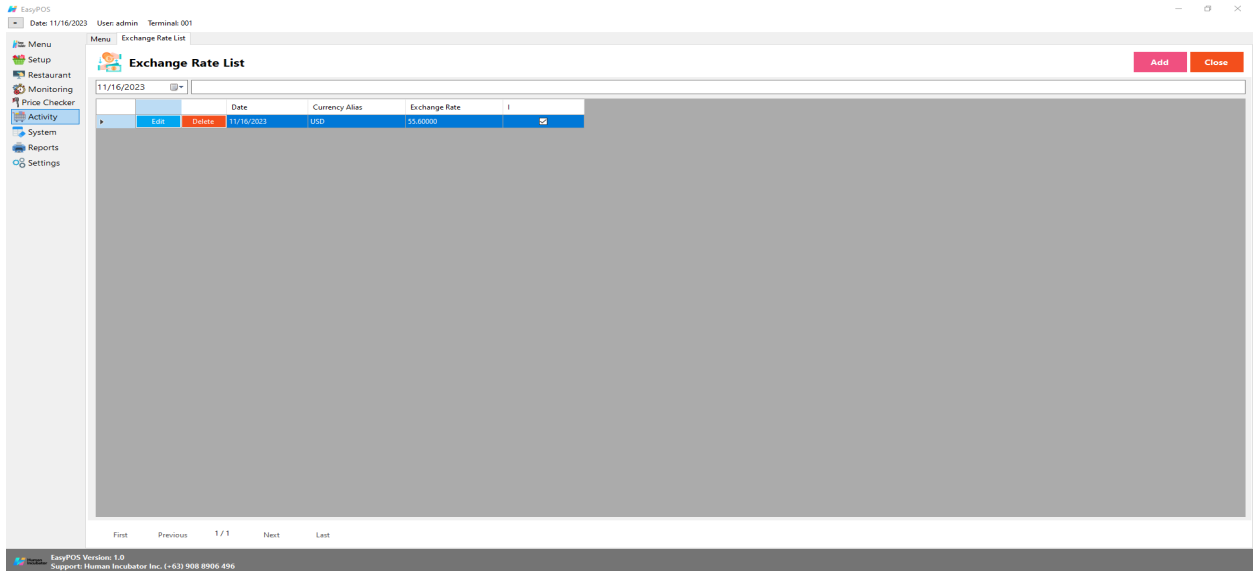
## Exchange Rate

### Overview

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

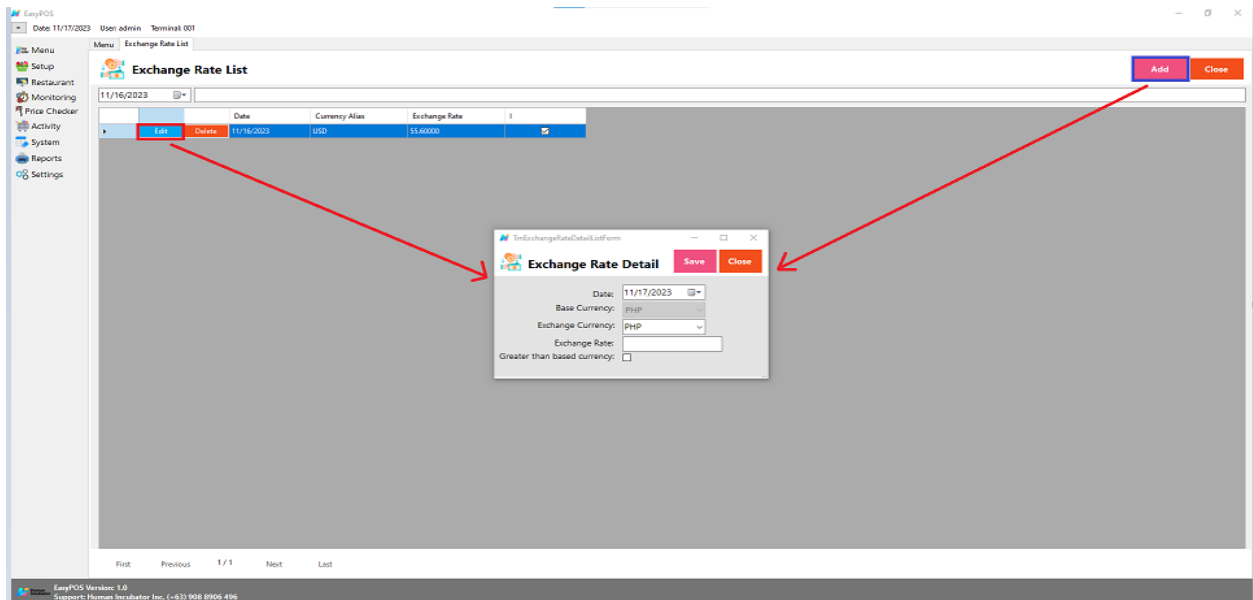
### Exchange Rate List

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



## Exchange Rate Detail

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



# VII: Cash In/Out

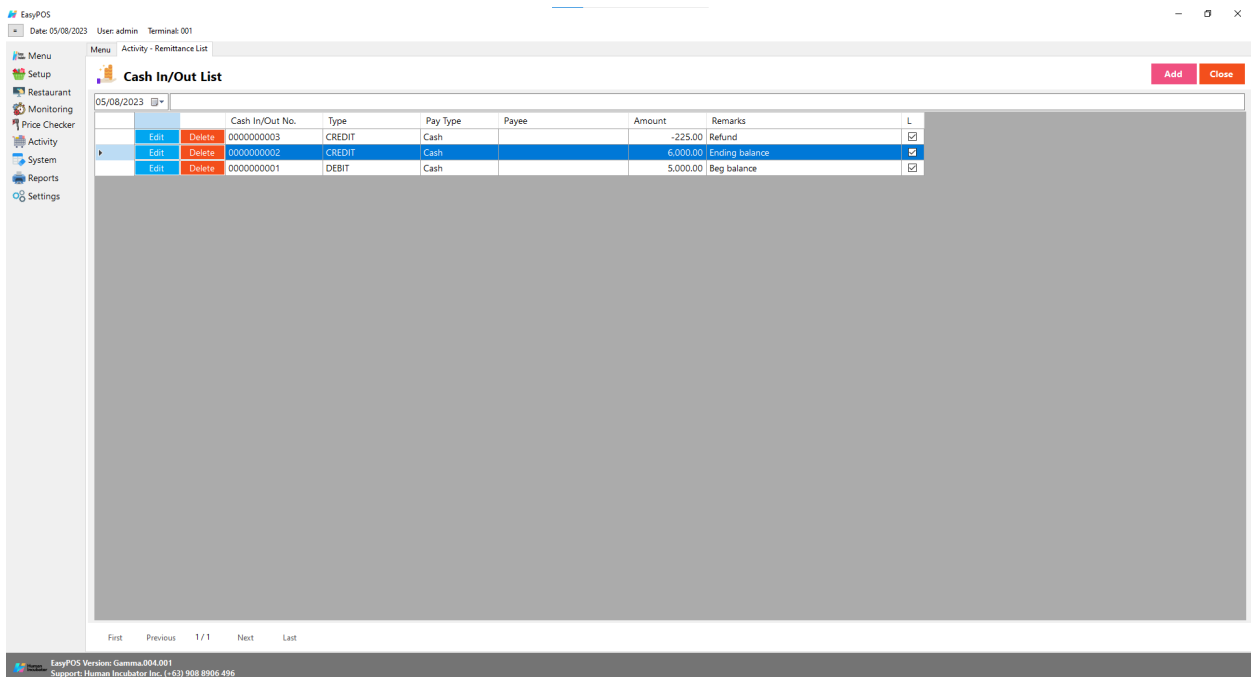
## Cash In/OutPage

### Overview

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

### Cash In/Out Page

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



## Cash In/Out Detail

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

### Cash In/Out Detail

Cash In/Out Number: 000000001  
Terminal: 001  
Cash In/Out Date: 08/2023  
Debit - add cash to drawer; Credit - get cash from drawer  
Type: DEBIT  
You are not limited from just adding/getting cash, you can also add/get checks, etc.

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

Pay Type: Cash  
Account: Cash on Hand  
Payee:   
Amount: 0.00  
Remarks:   
Return information for refund purposes:  
Is Refund:   
Order Return No:   
Amount Denomination:  
0 x P 1,000 0 x P 5  
0 x P 500 0 x P 1  
0 x P 200 0 x C 25  
0 x P 100 0 x C 10  
0 x P 50 0 x C 5  
0 x P 20 0 x C 1  
0 x P 10

Lock Unlock Print Close

EasyPOS Version: Gamma.004.001  
Copyright © Horizon Incorporated Inc. (416) 968-8906/496

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

# VIII: Inventory

## Stock In

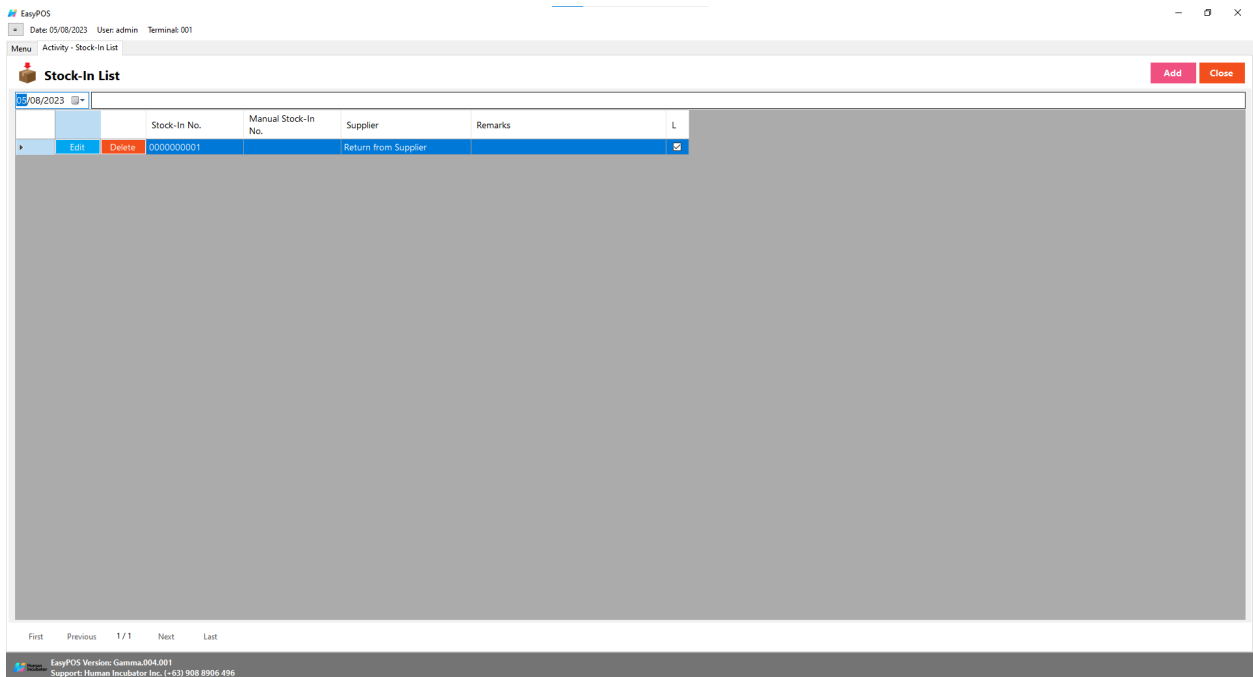
### Overview

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

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

### Stock In List

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





## Stock In Detail

Stock-In Detail

Stock-In Number: 0000000004  
Stock-In Date: 09/2023  
Supplier: Return from Supplier  
Manual Stock-In Number:  
Remarks:

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

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

Total Amount: \_\_\_\_\_

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

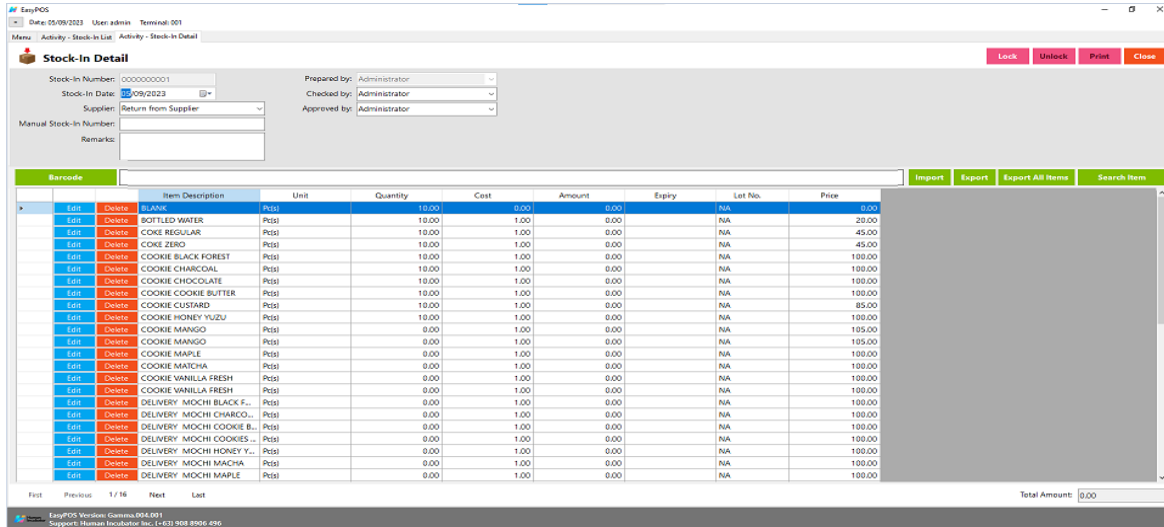
Stock-In Detail

Stock-In Number: 0000000003  
Stock-In Date: 05/09/2023  
Supplier: Return from Supplier  
Manual Stock-In Number:  
Remarks:

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

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

Total Amount: \_\_\_\_\_



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

## Stock Out

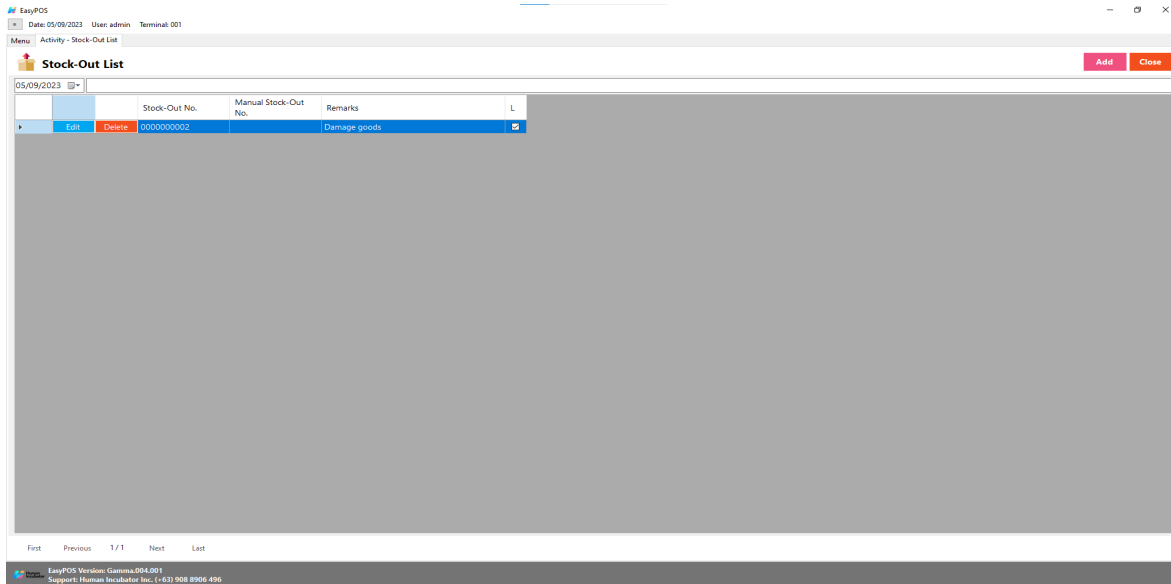
### Overview

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

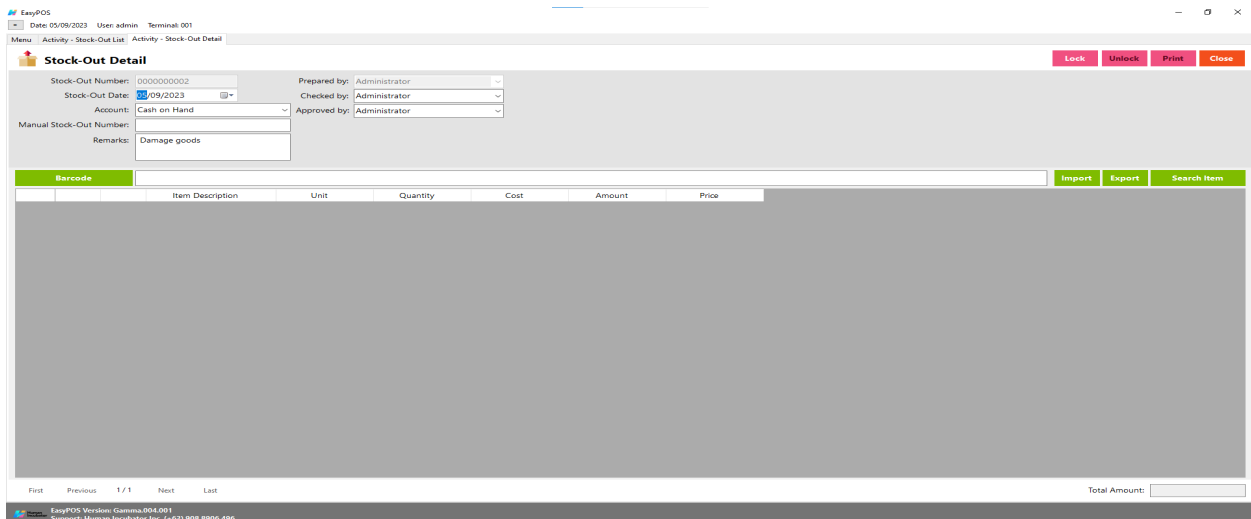
*Take Note: If the **EasyPOS** has an **EasyFIS Integration**, stock-out of items should be done in the **EasyFIS** system.*

### Stock Out List

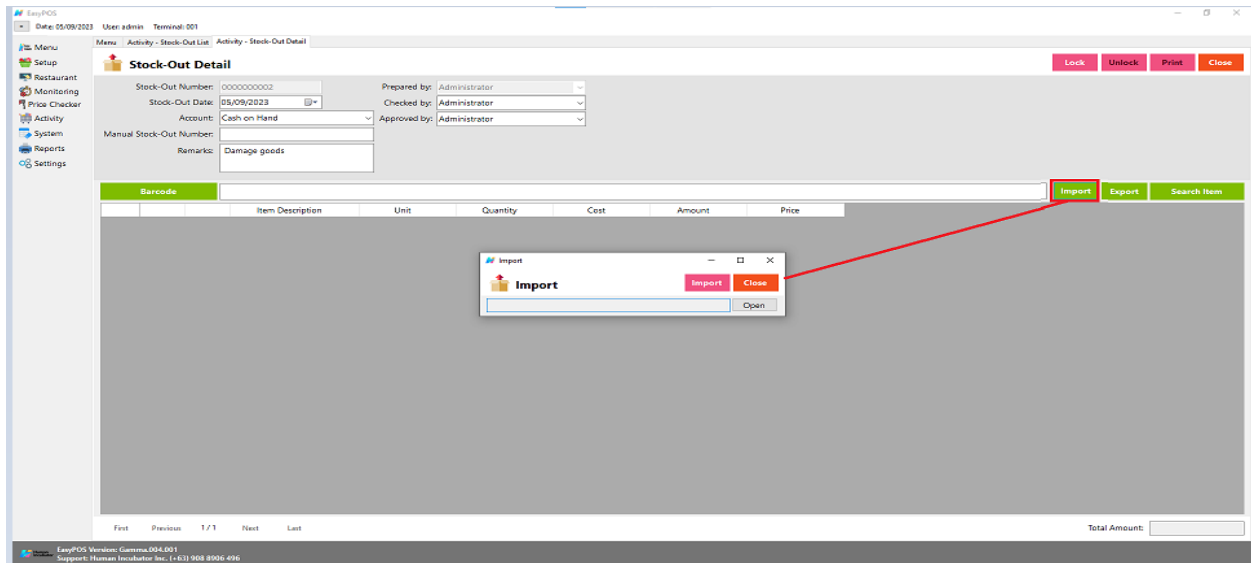
- Shows the list of added stock out items.
- It can also filtered by date
- Delete button will proceed to deleting unlocked stock out record detail.
- Edit button will proceed to updating stock-out detail.
- Close button will proceed to closing the stock-out list page.



## Stock Out Detail



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



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

## Stock Count

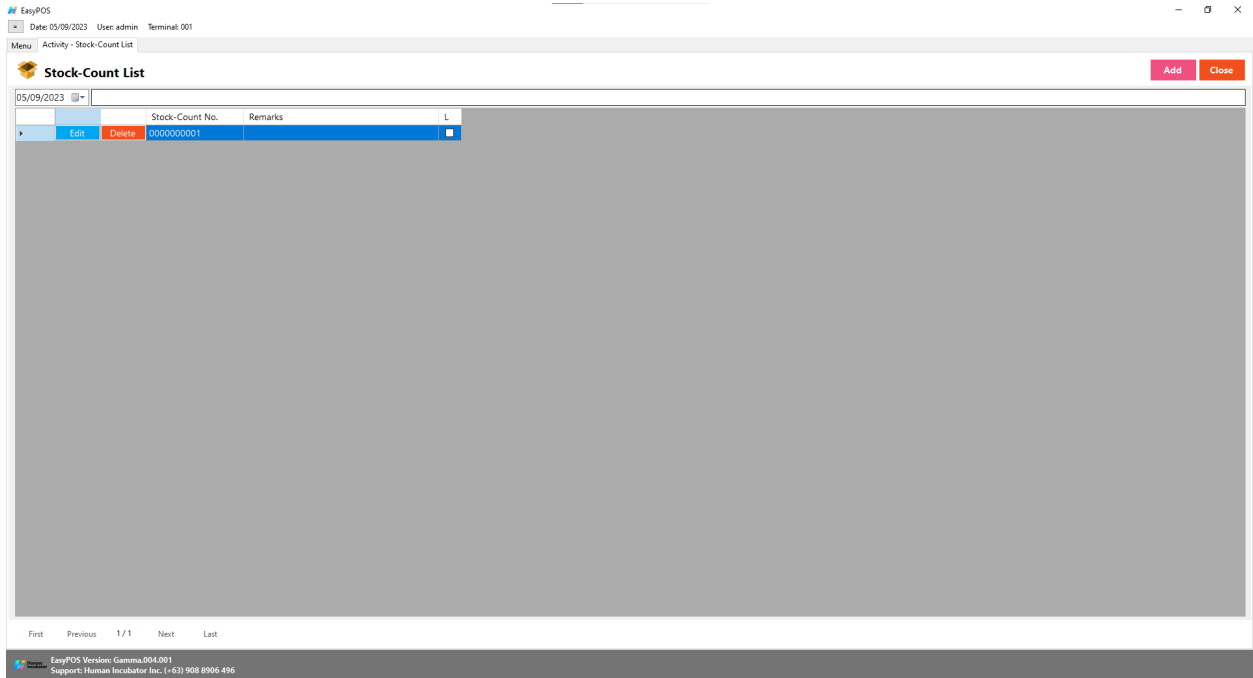
### Overview

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

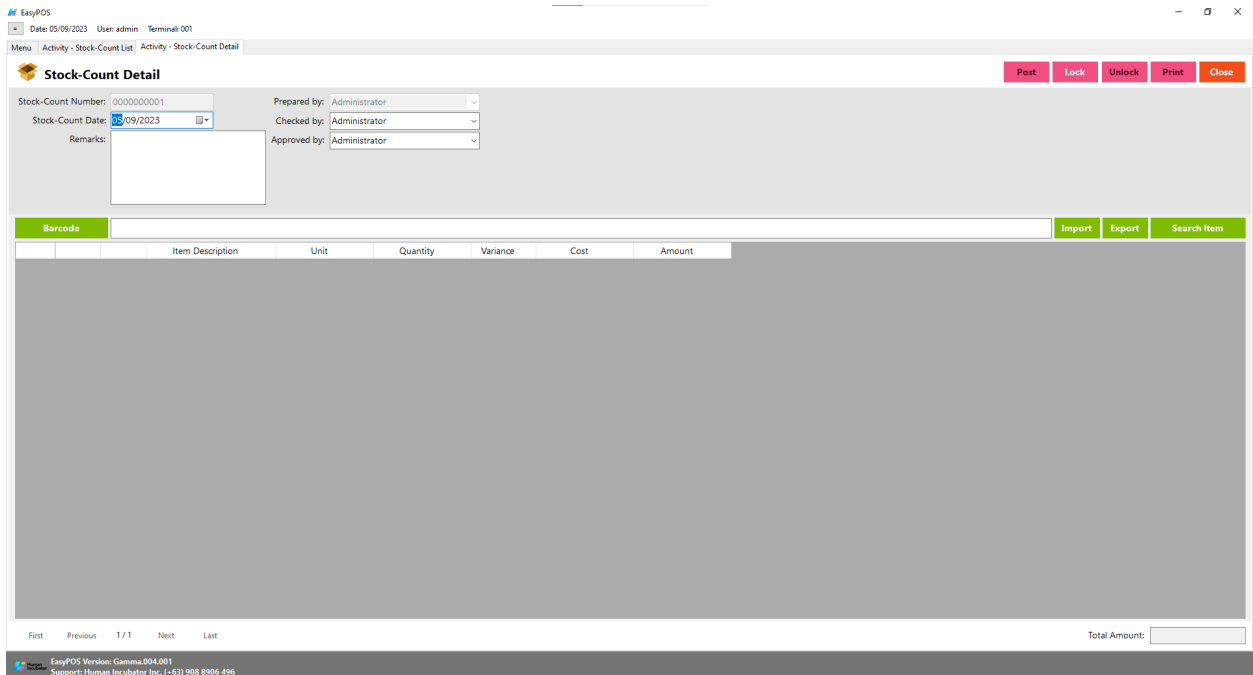
*Take Note: If the **EasyPOS** has an **EasyFIS Integration**, stock count of items should be done in the EasyFIS system.*

### Stock Count List

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



## Stock Count Detail



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

- When clicking the **Import** button, the import form will pop-up. Press open to select file to import. After selecting the file, click the import button in the form to import the file.

**Stock-Count Detail**

Stock-Count Number: 0000000002  
 Stock-Count Date: 05/10/2023  
 Prepared by: Administrator  
 Checked by: Administrator  
 Approved by: Administrator

Item Description	Unit	Quantity	Variance	Cost	Amount
Xtra Side Dish	Pcs(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	Pcs(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	Pcs(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	Pcs(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	Pcs(s)	10.00	0.00	1.00	10.00
Cookies	Pcs(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	Pcs(s)	9.00	0.00	1.00	9.00
Avocado Shake	Serving(s)	8.00	0.00	1.00	8.00

Total Amount: 182.00

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

# IX: Reports

## Inventory Report

### Overview

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

### Inventory Report

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

Menu Report - Inventory Report

### Inventory Report

View Close

**Inventory Report**

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

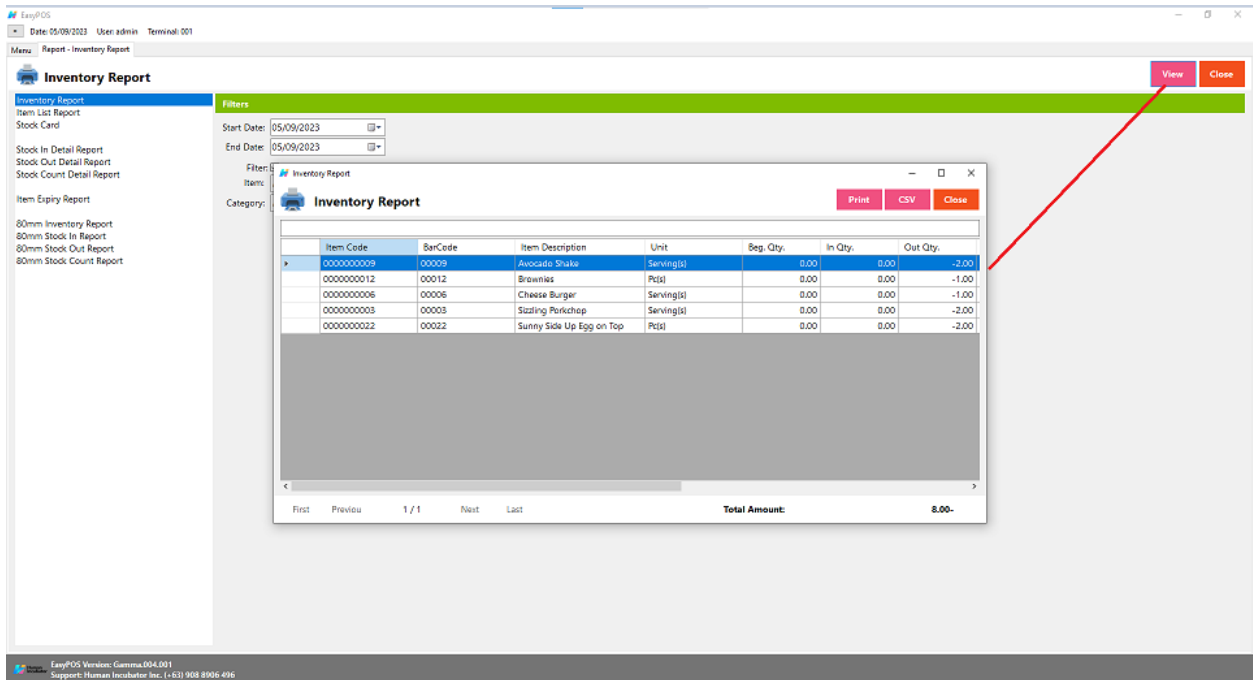
**Filters**

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

Filter:   
Item: ALL  
Category: ALL

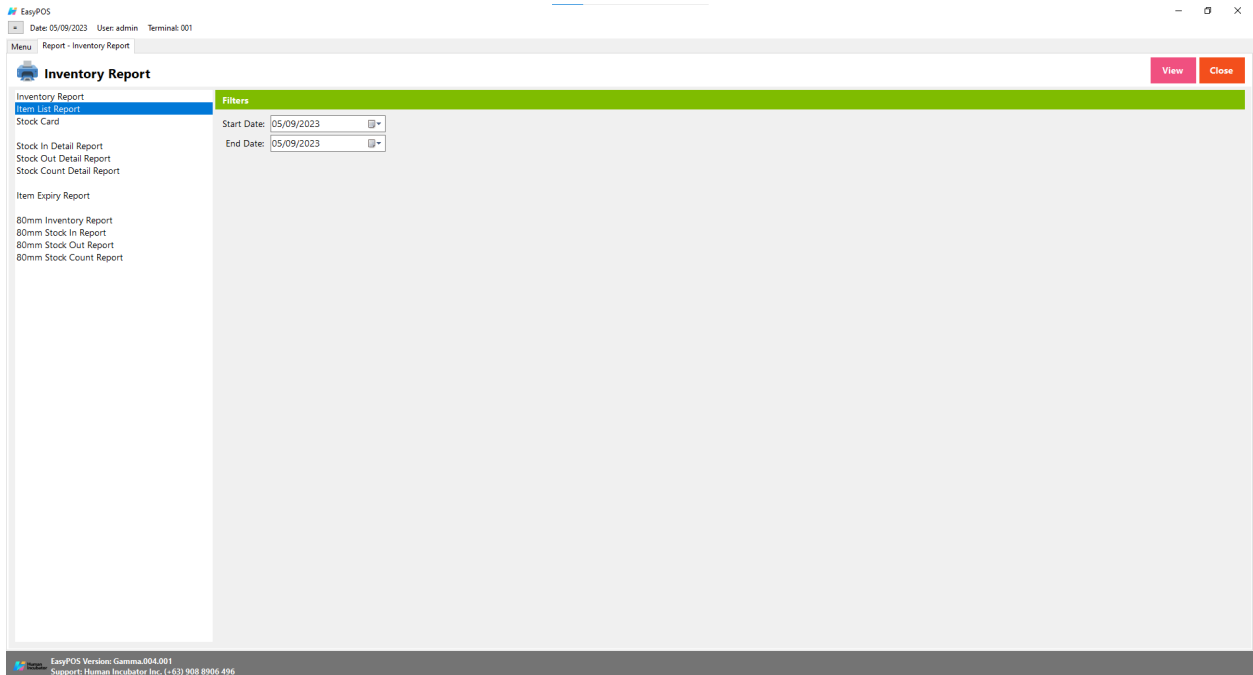
EasyPOS Version: Gamma.004.001  
Support: Human Incubator Inc. (+63) 908 8906 496

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



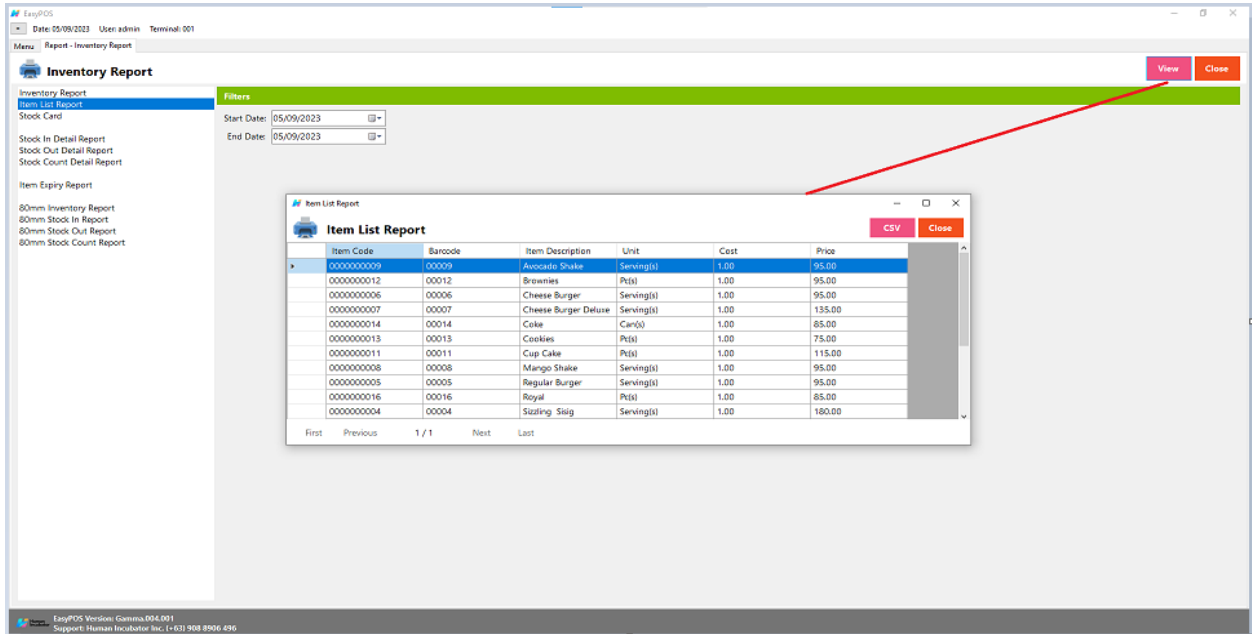
- The report can be printed as PDF form or CSV file format.

## Item List Report



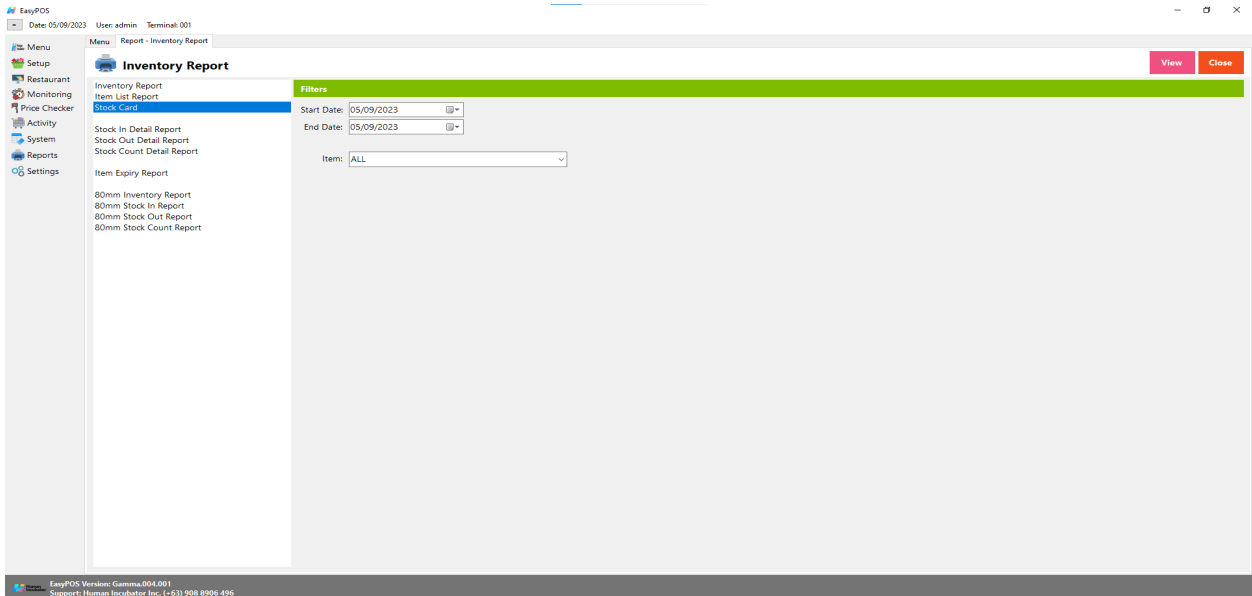
- It can select the start date and end date.
- Click the **view** button to view the item report.



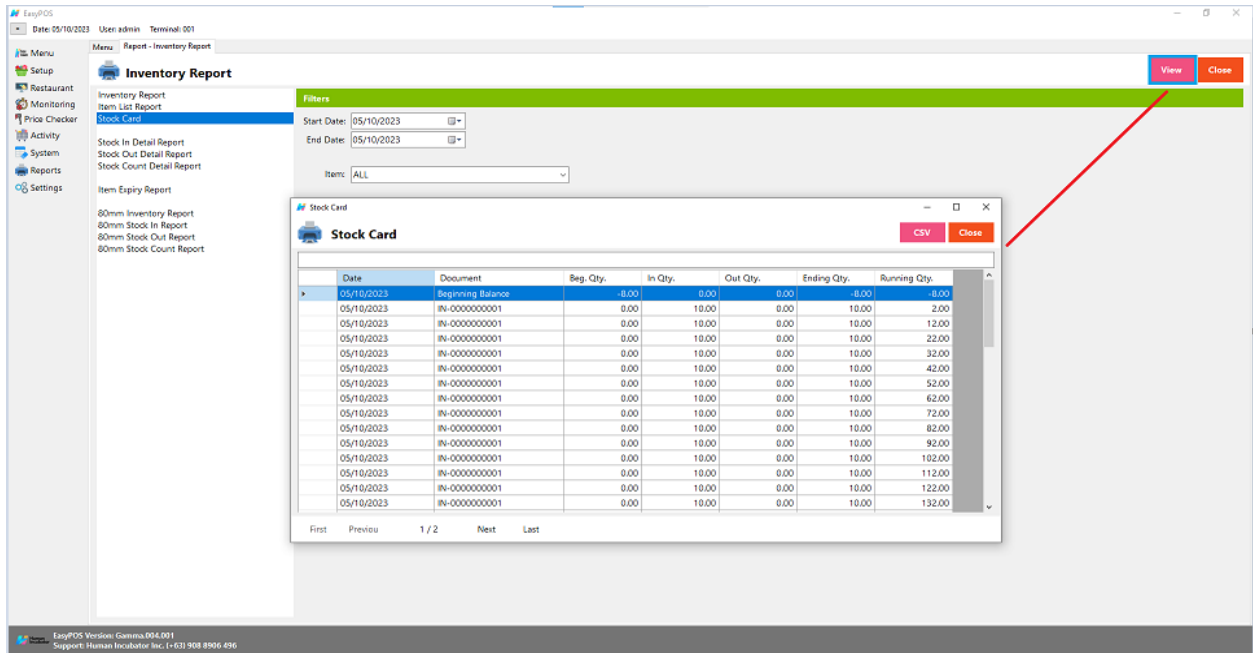


- The report can be generated as CSV file format.

## Stock Card

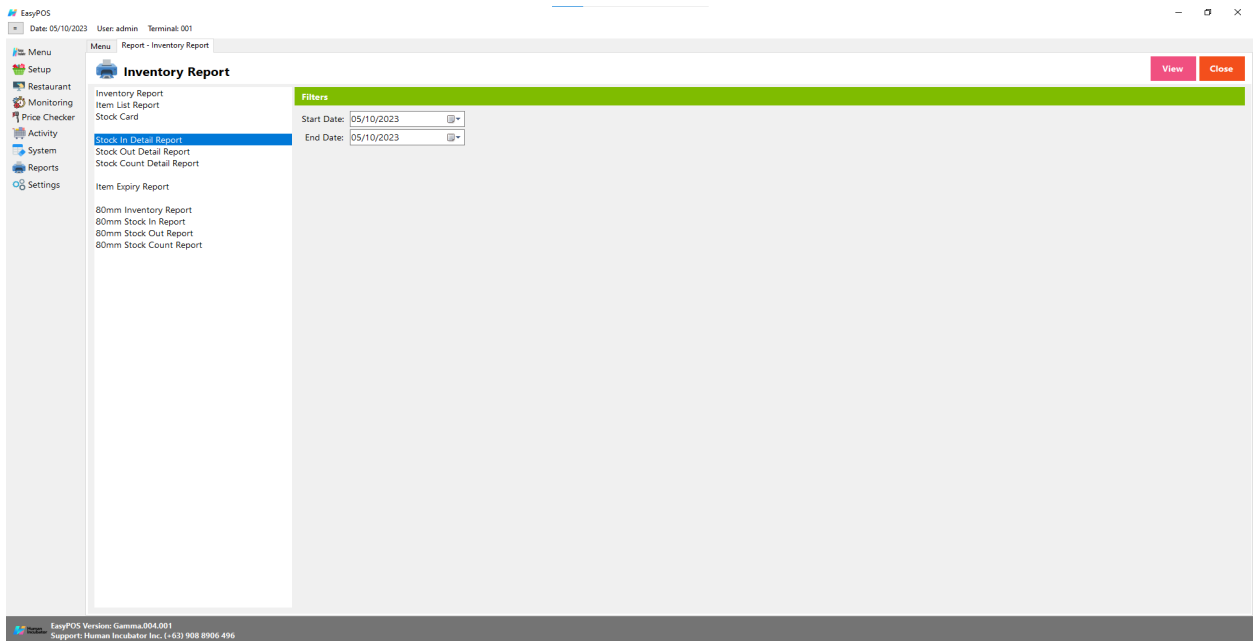


- Select start date and end date
- It can filtered by Item
- Click **View** button to view the report



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

## Stock In Detail Report



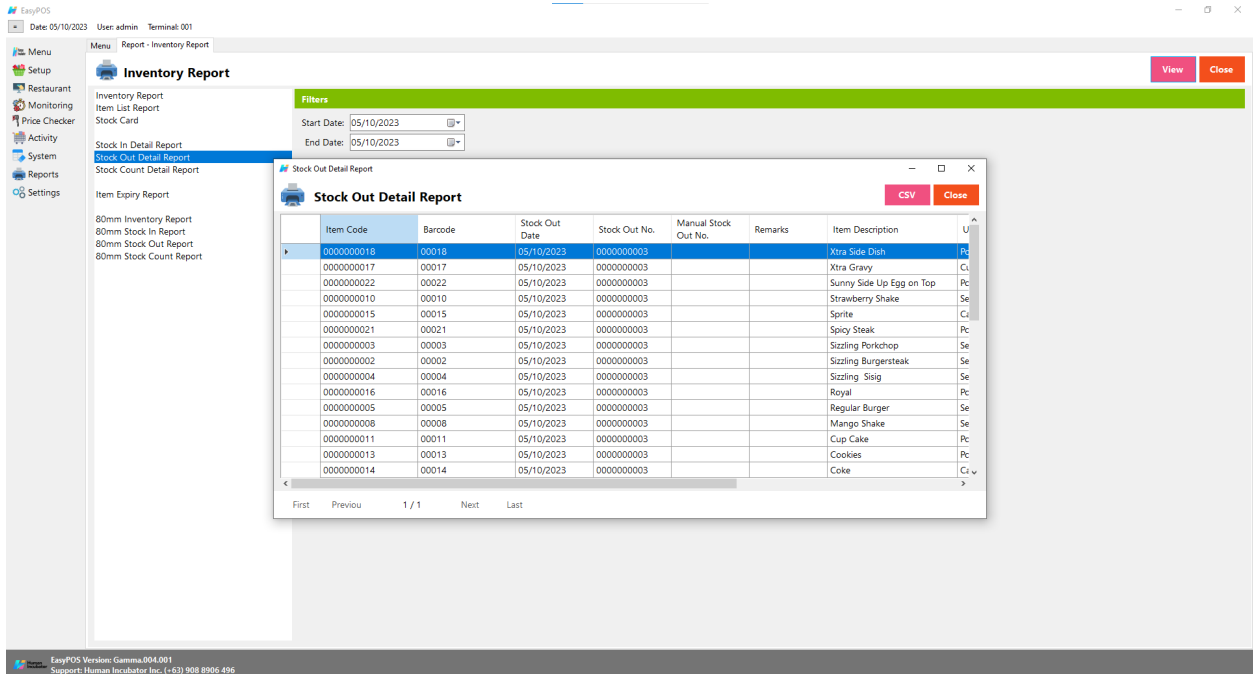
- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.

The screenshot shows the EasyPOS interface. The main window is titled 'Inventory Report' and has a 'View' button in the top right corner. A modal window titled 'Stock In Detail Report' is open, displaying a table of stock items. The table has the following columns: Item Code, Barcode, Stock In Date, Stock In No., Manual Stock In No., Remarks, Return, and Item Description. The first row is highlighted in blue and contains the following data: Item Code: 000000009, Barcode: 00009, Stock In Date: 05/10/2023, Stock In No.: 000000001, Manual Stock In No.: (empty), Remarks: (empty), Return: , Item Description: Avocado Sh... Below the table, there are navigation buttons: First, Previous, 1 / 1, Next, Last, and a Total Amount of 0.00.

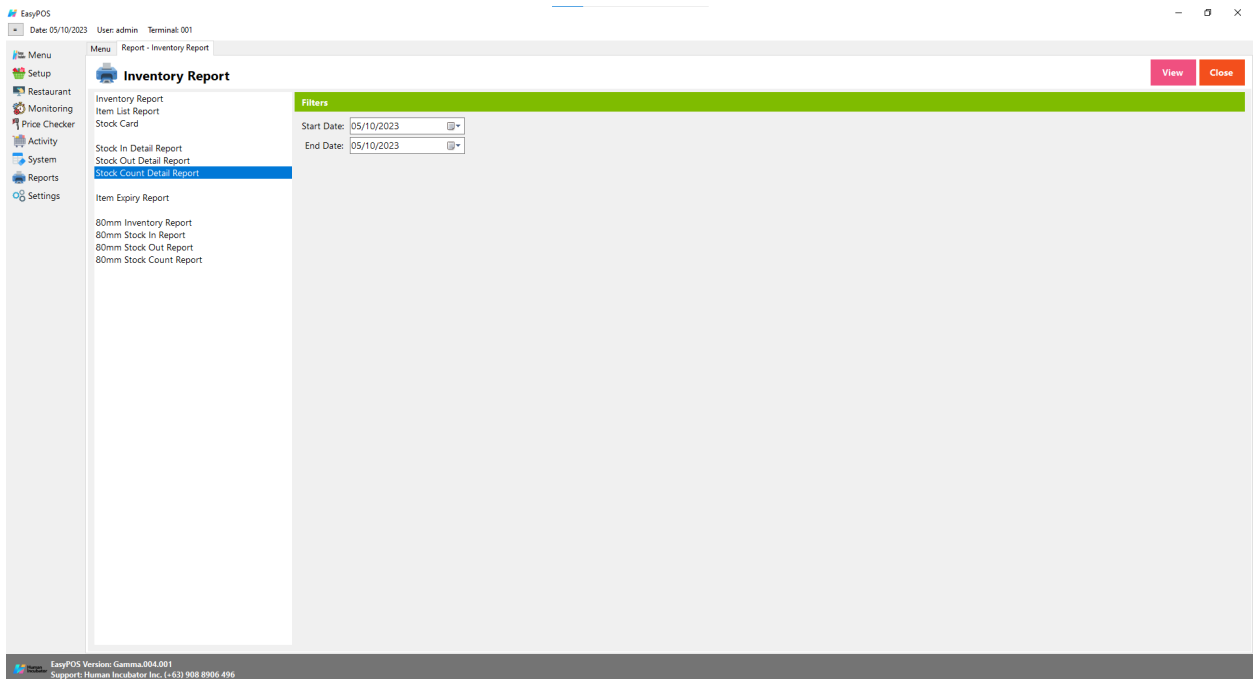
## Stock Out Detail Report

The screenshot shows the EasyPOS interface. The main window is titled 'Inventory Report' and has a 'View' button in the top right corner. The left sidebar is open, and the 'Stock Out Detail Report' option is selected. The main area of the window is currently empty, indicating that the report data has not yet been displayed.

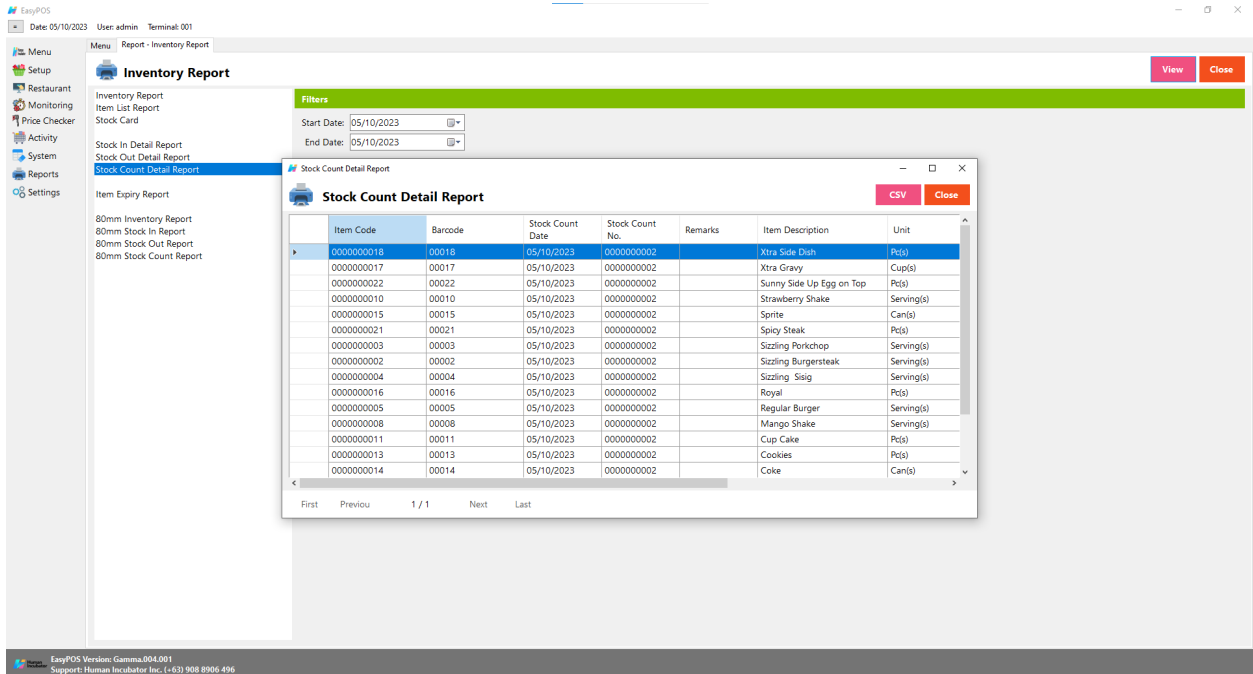
- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



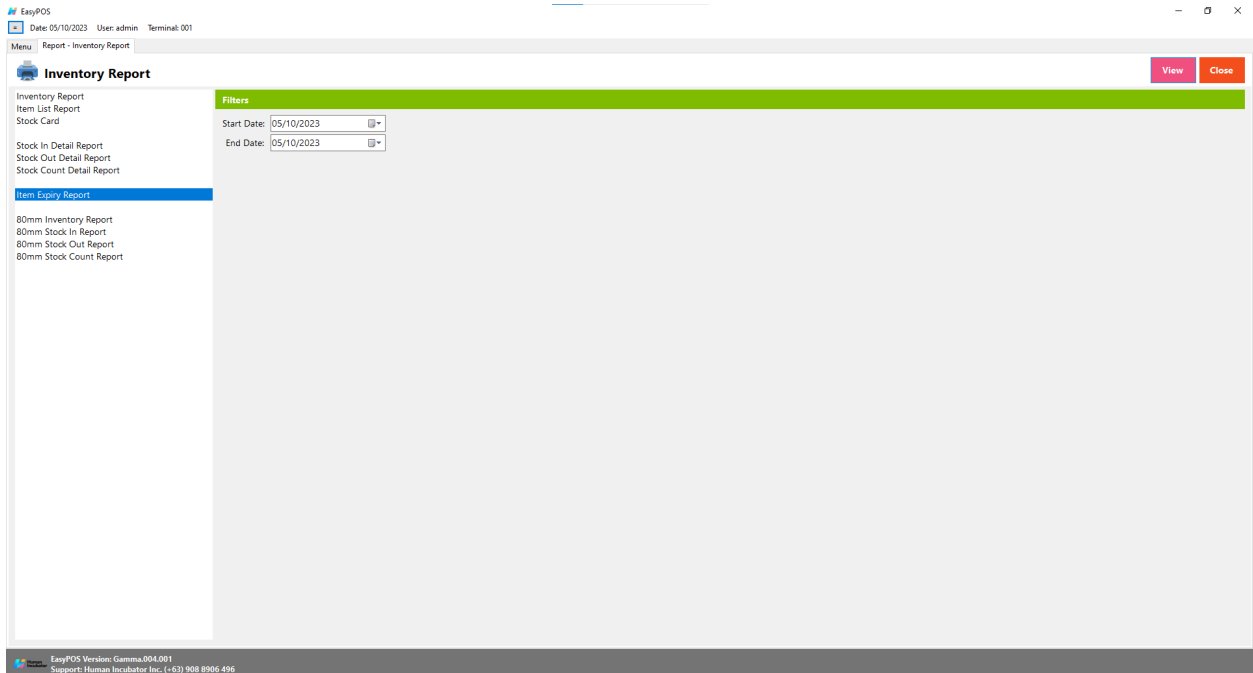
## Stock Count Detail Report



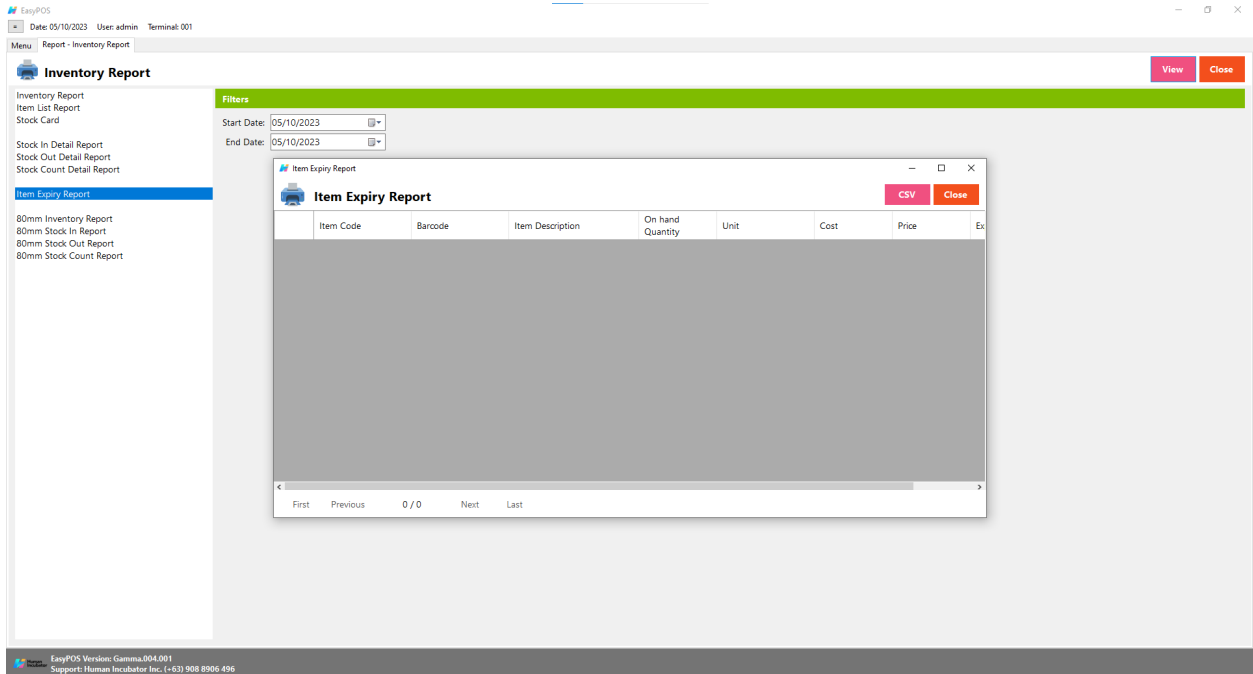
- Select start date and end date.
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



## Item Expiry Report



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

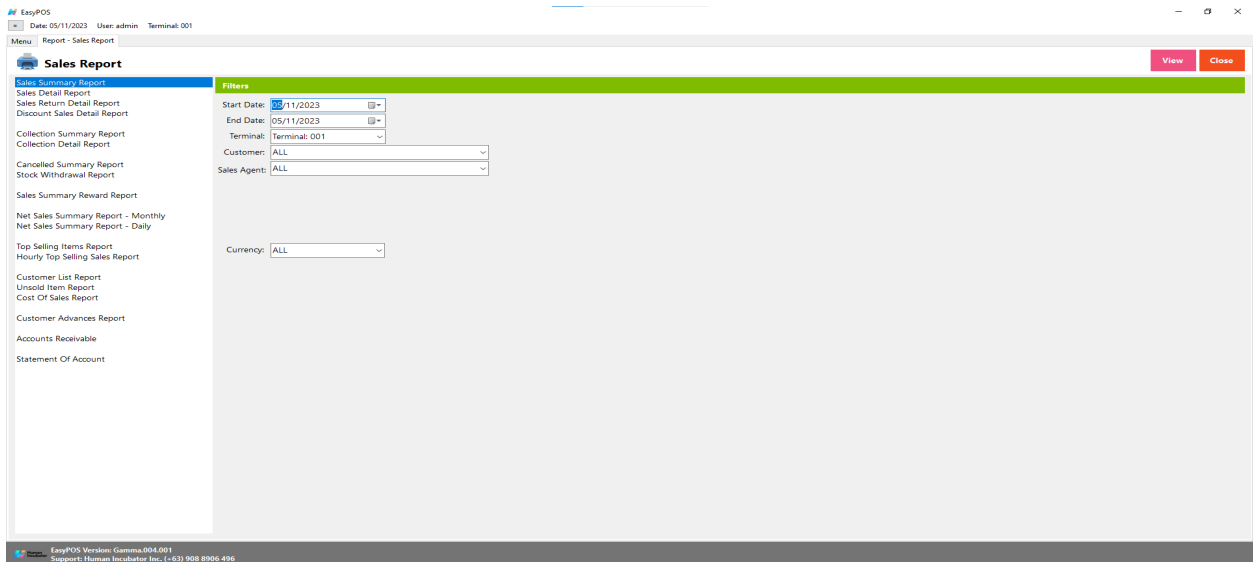


## Sales Report

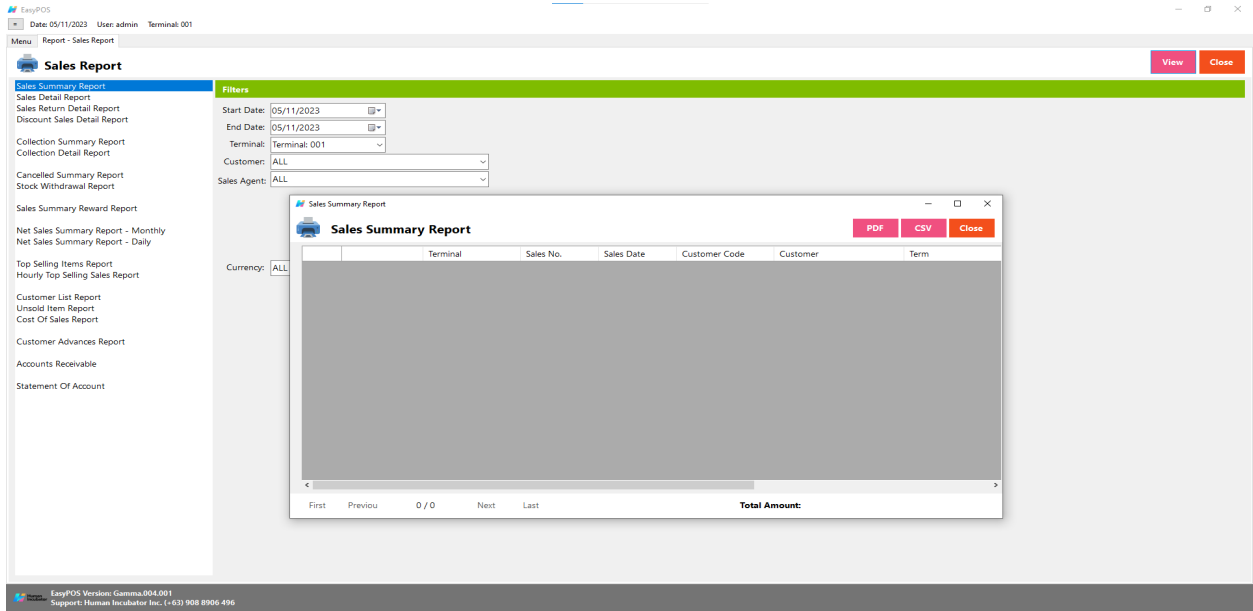
### Overview

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

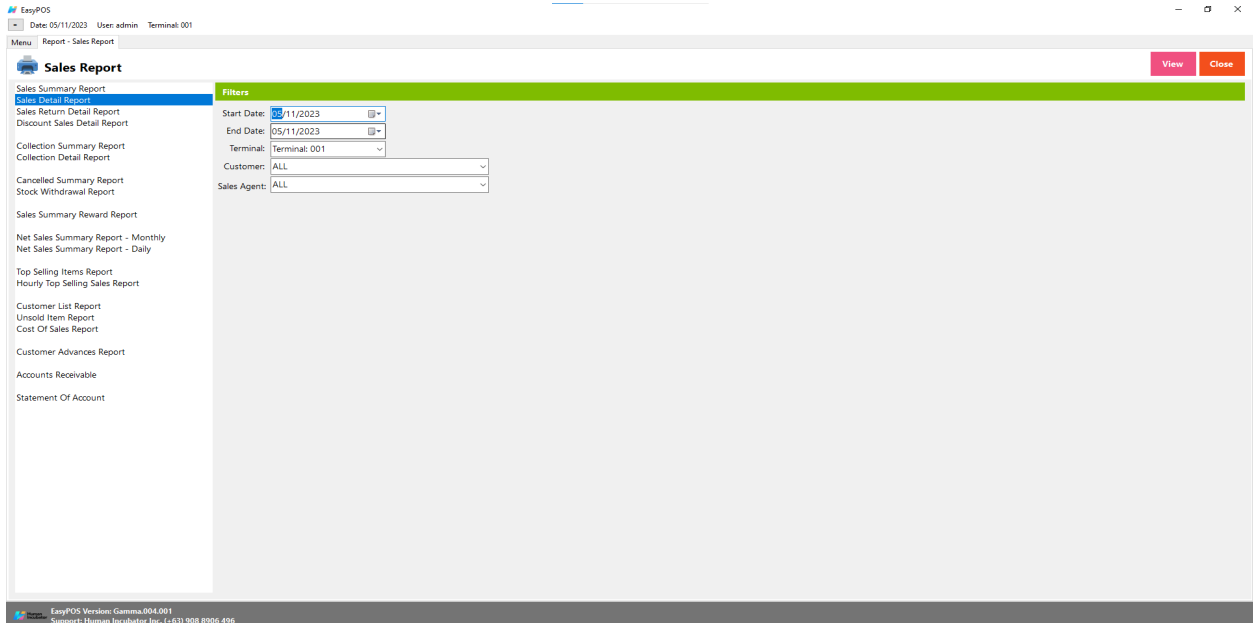
### Sales Summary Report



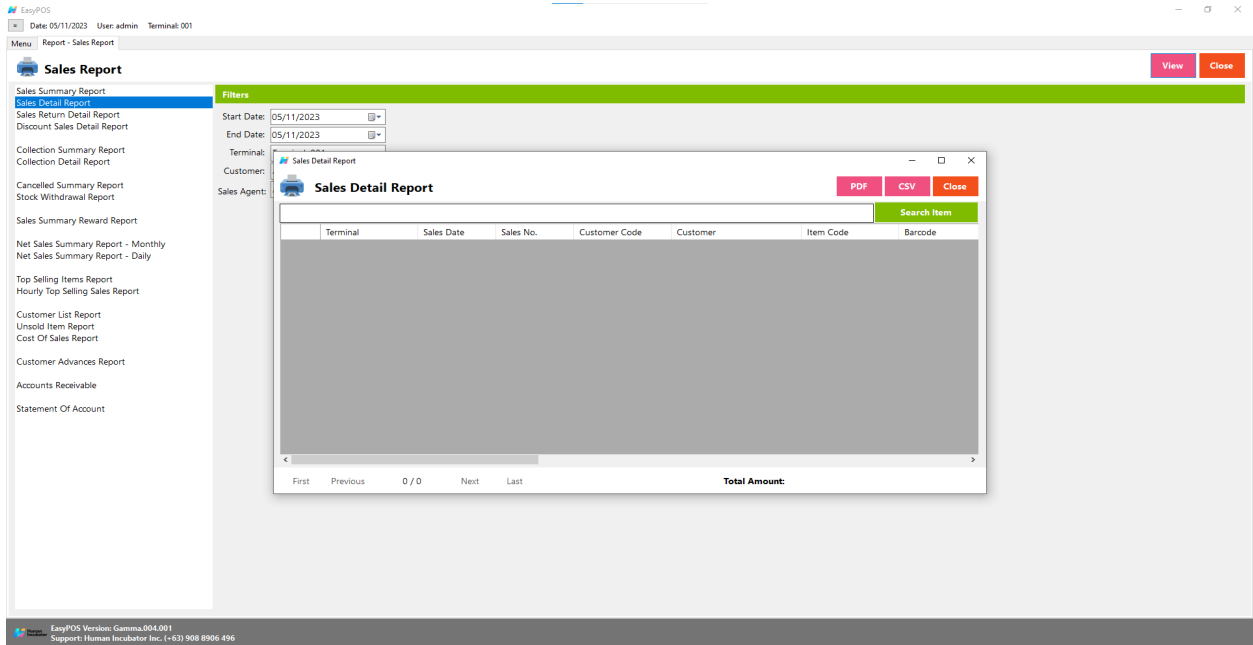
- Select start date and end date.
- It can also filtered by Terminal, Customer, Sales Agent and Currency
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



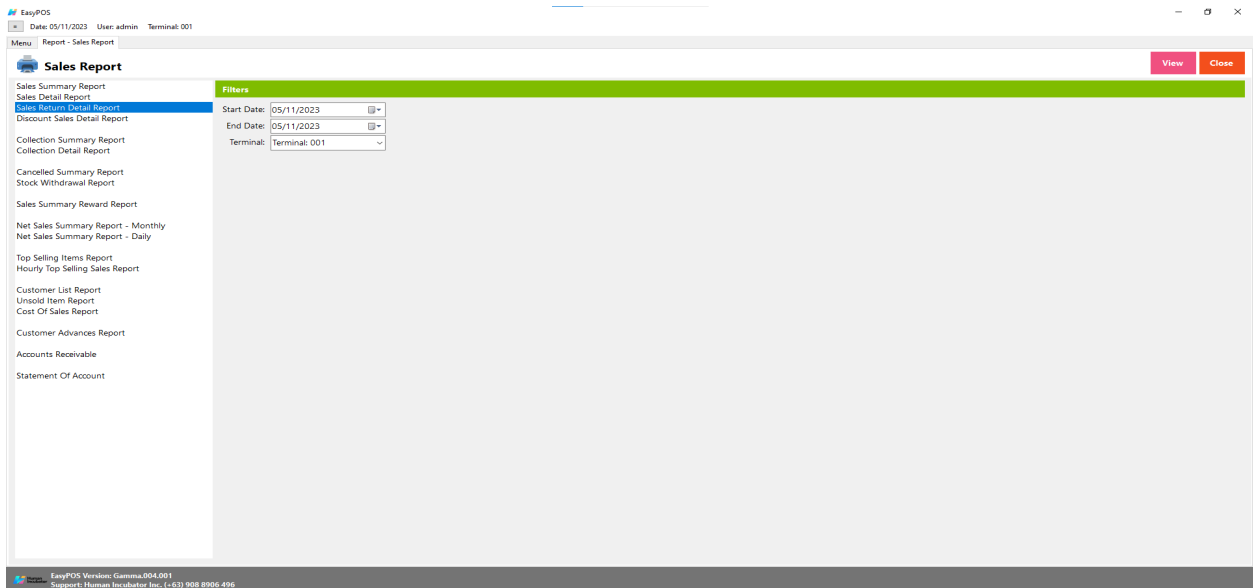
## Sales Detail Report



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

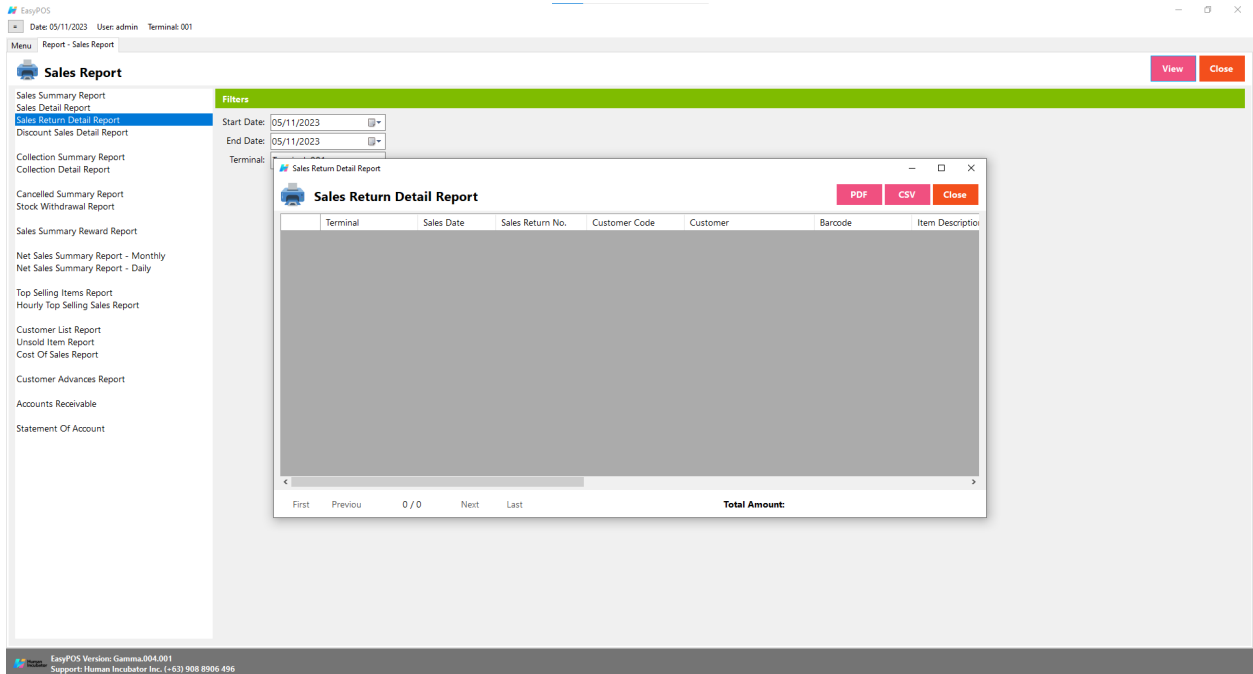


## Sales Return Detail Report

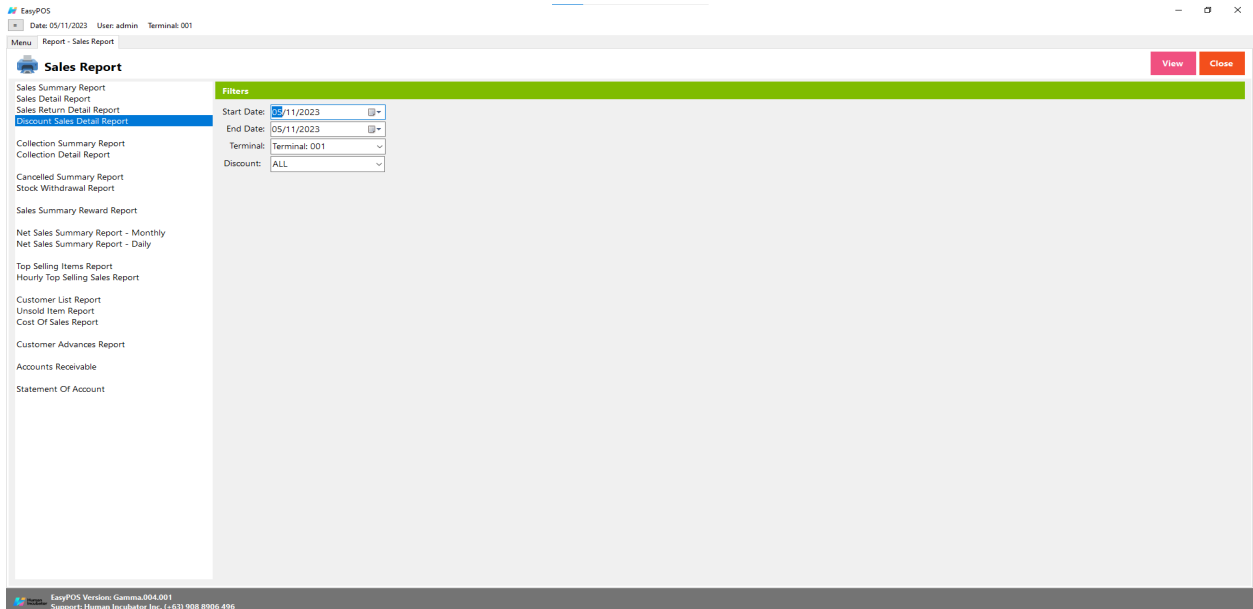


- Select start date and end date.
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.

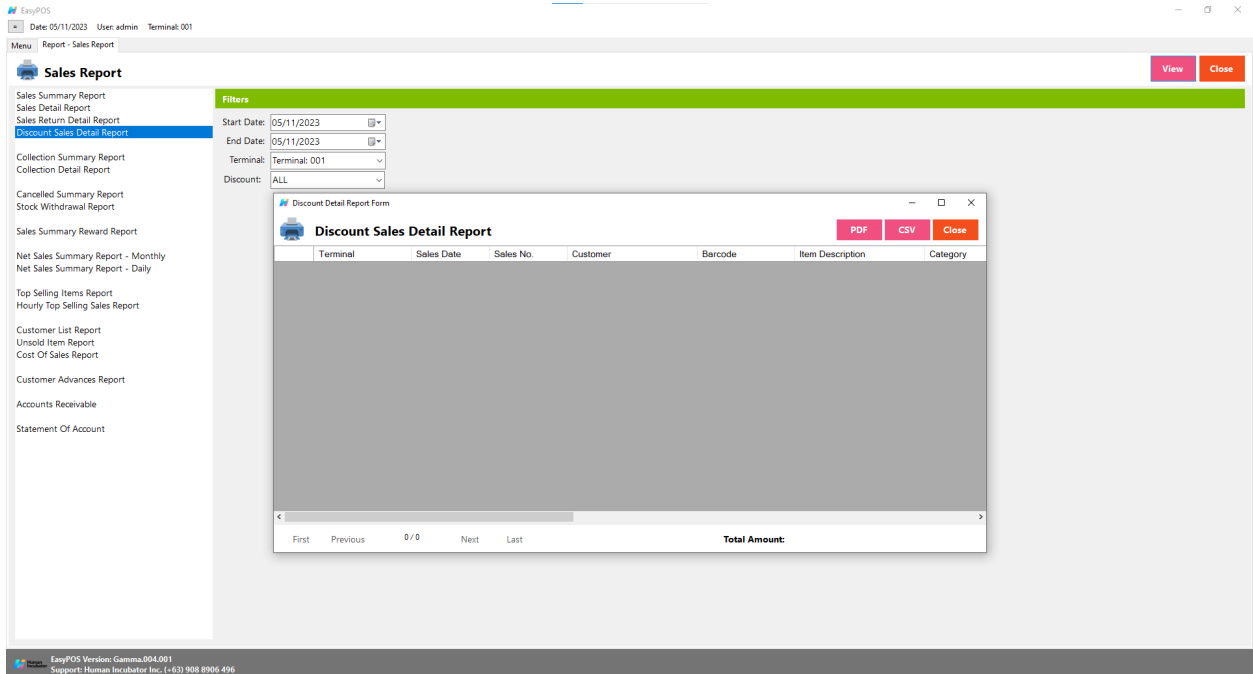




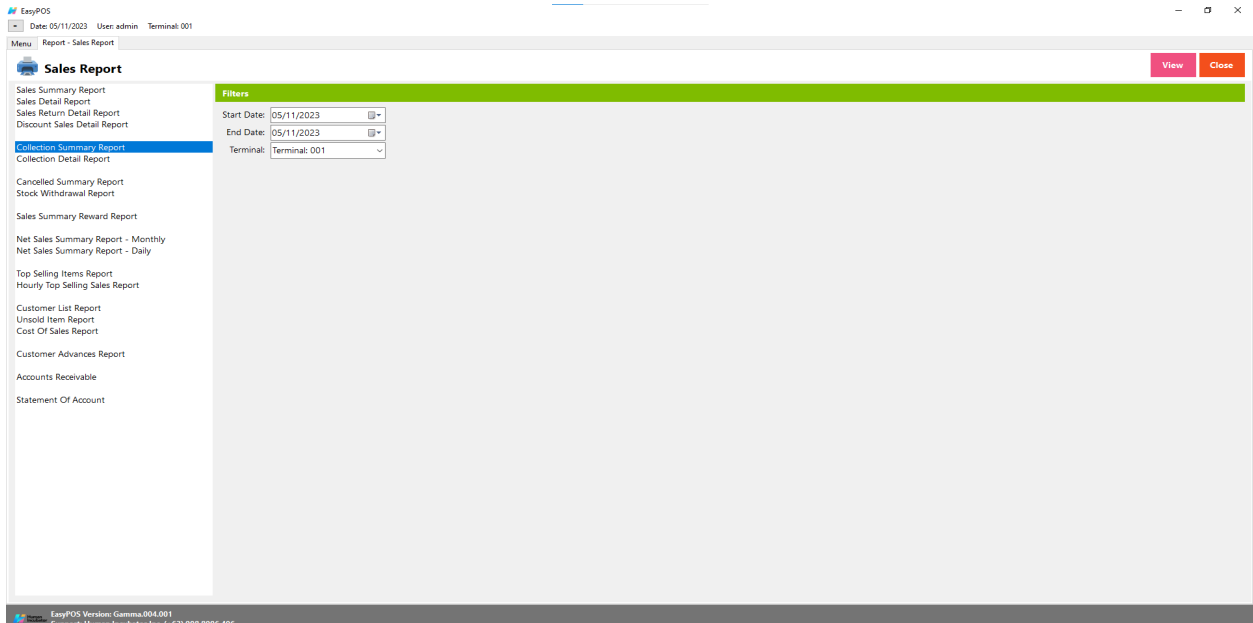
## Discount Sales Detail Report



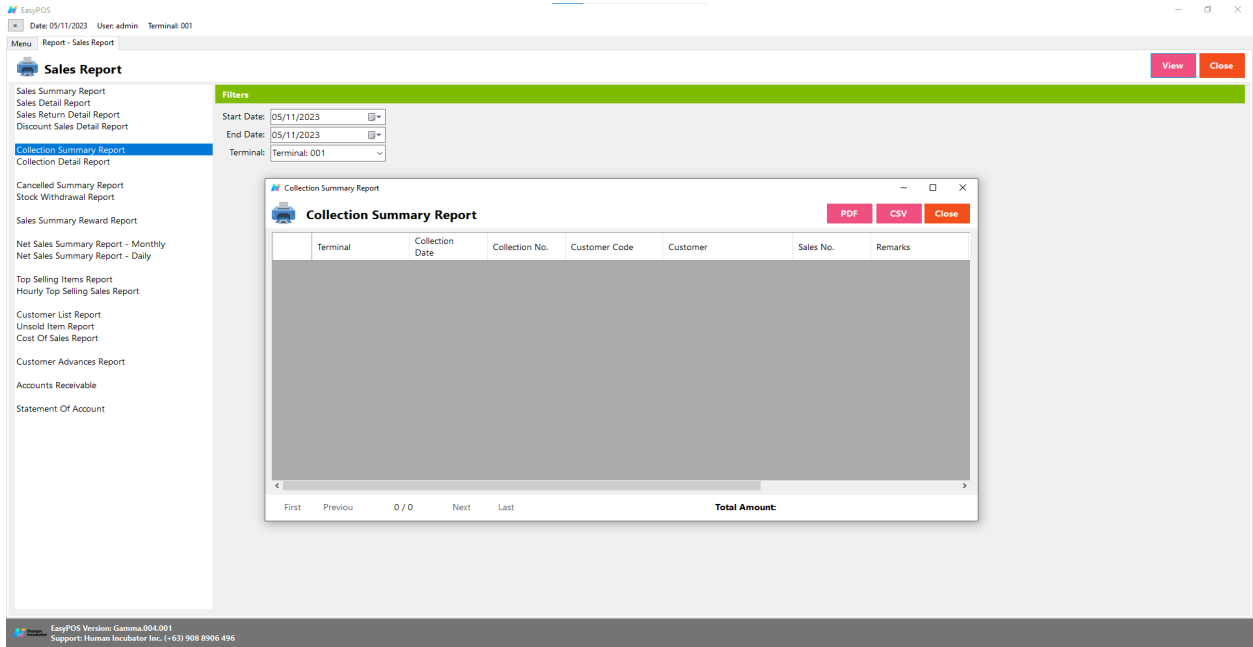
- Select start date and end date.
- It can also filtered by Terminal and Discount
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



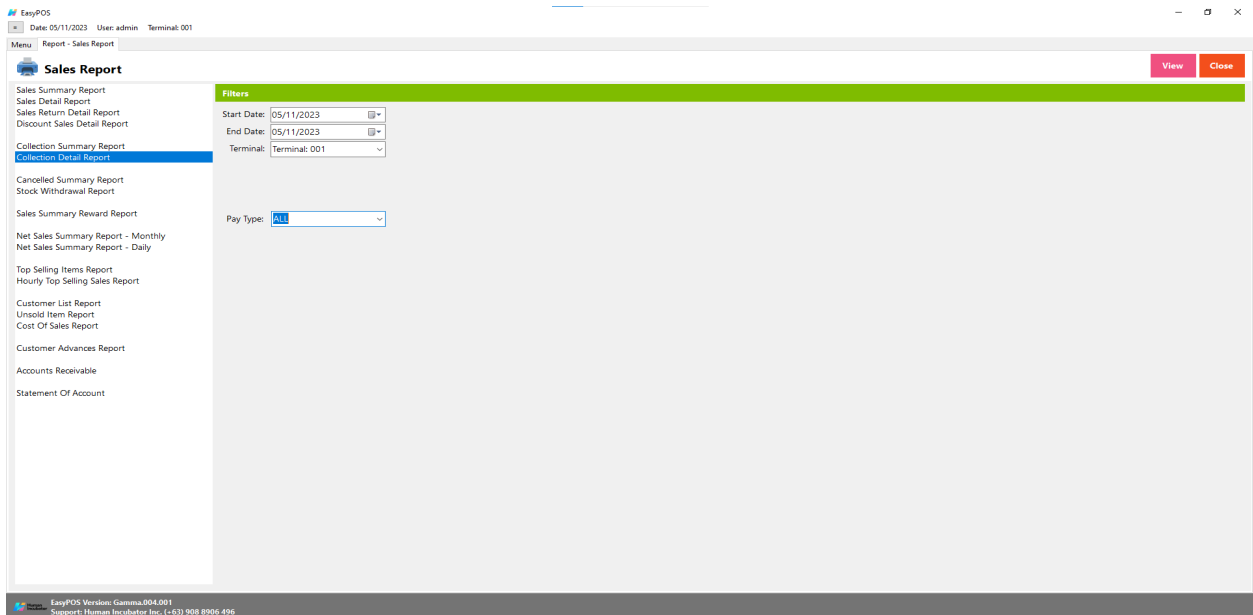
## Collection Summary Report



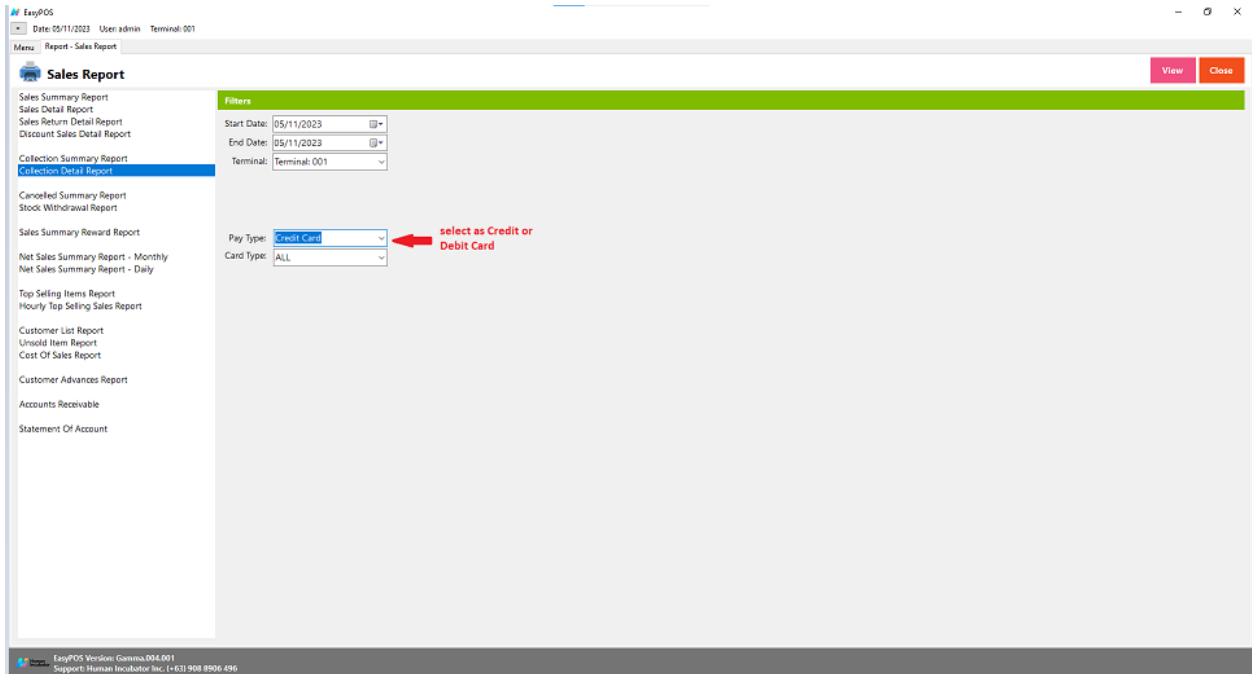
- Select start date and end date.
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



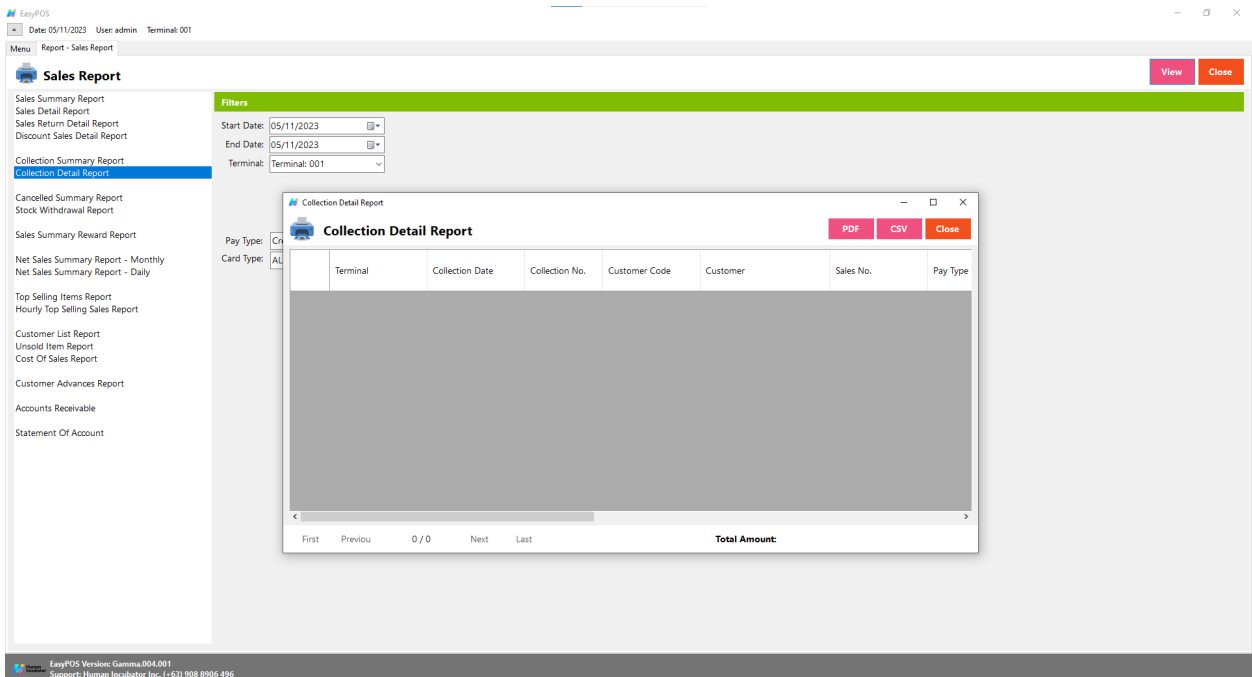
## Collection Detail Report



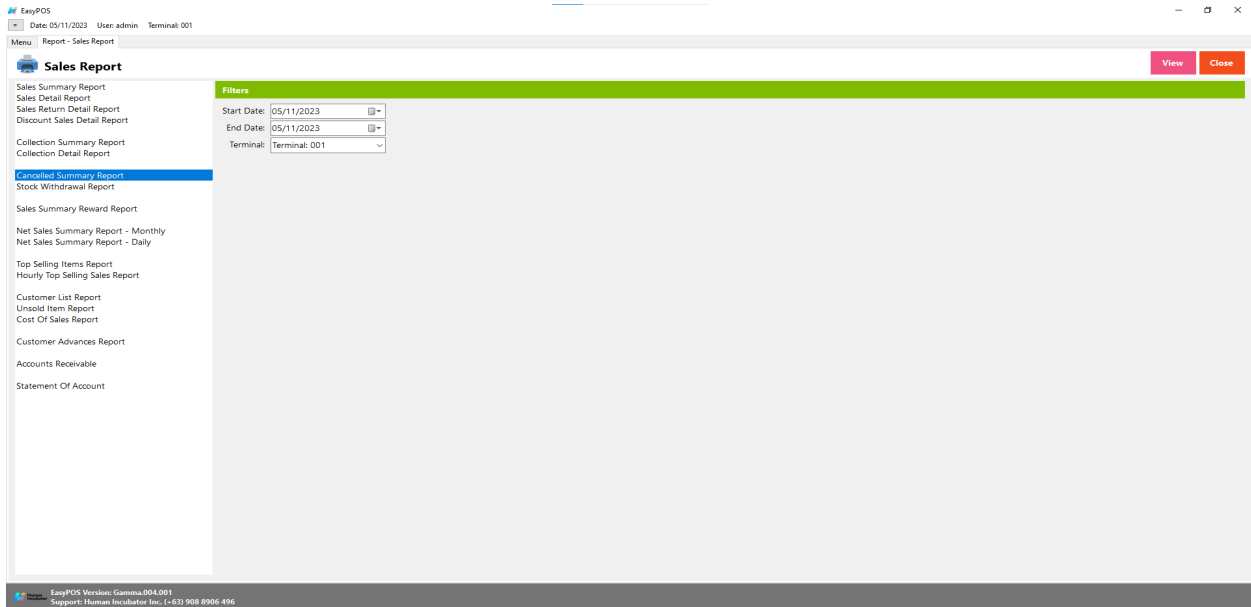
- Select start date and end date.
- It can also be filtered by Terminal and Pay Type. When the Pay Type filter is selected as Credit Card or Debit Card, the Card Type filter will display.



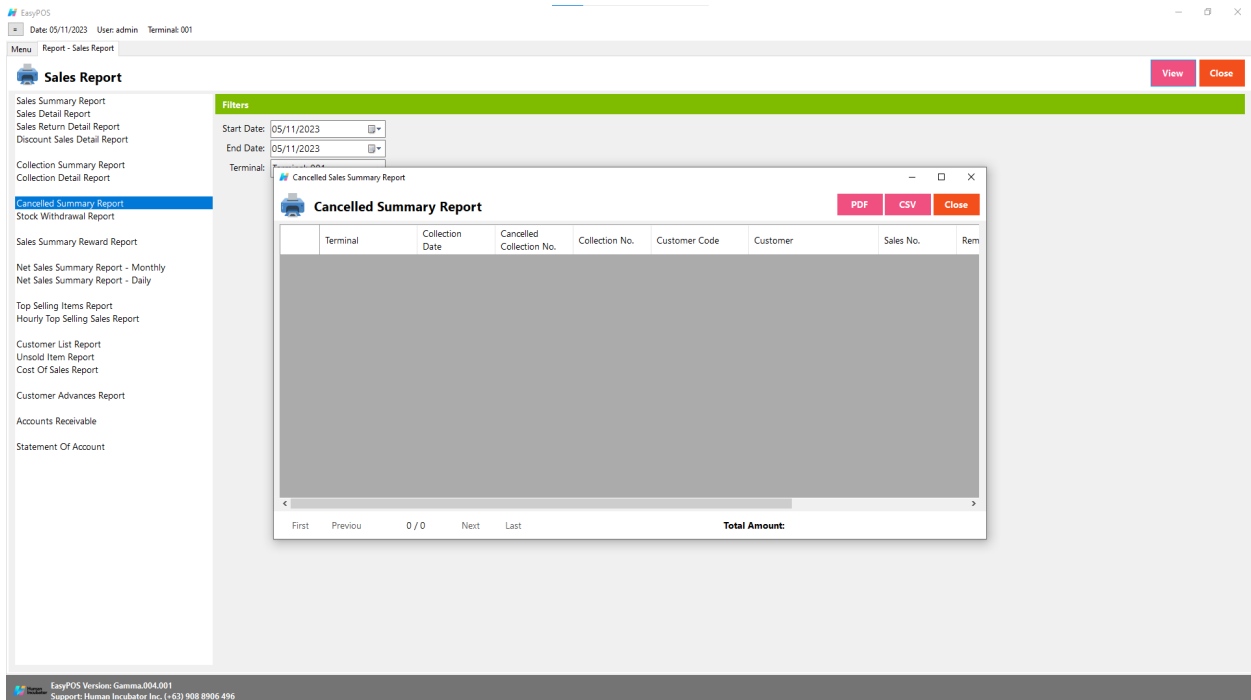
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



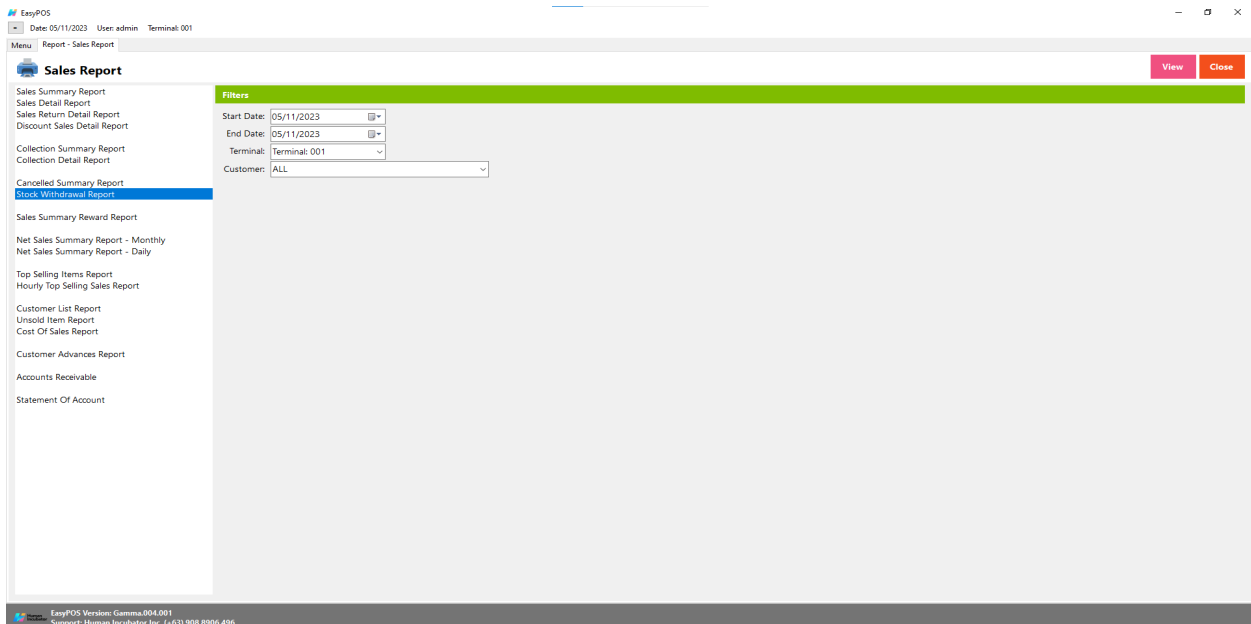
# Cancelled Summary Report



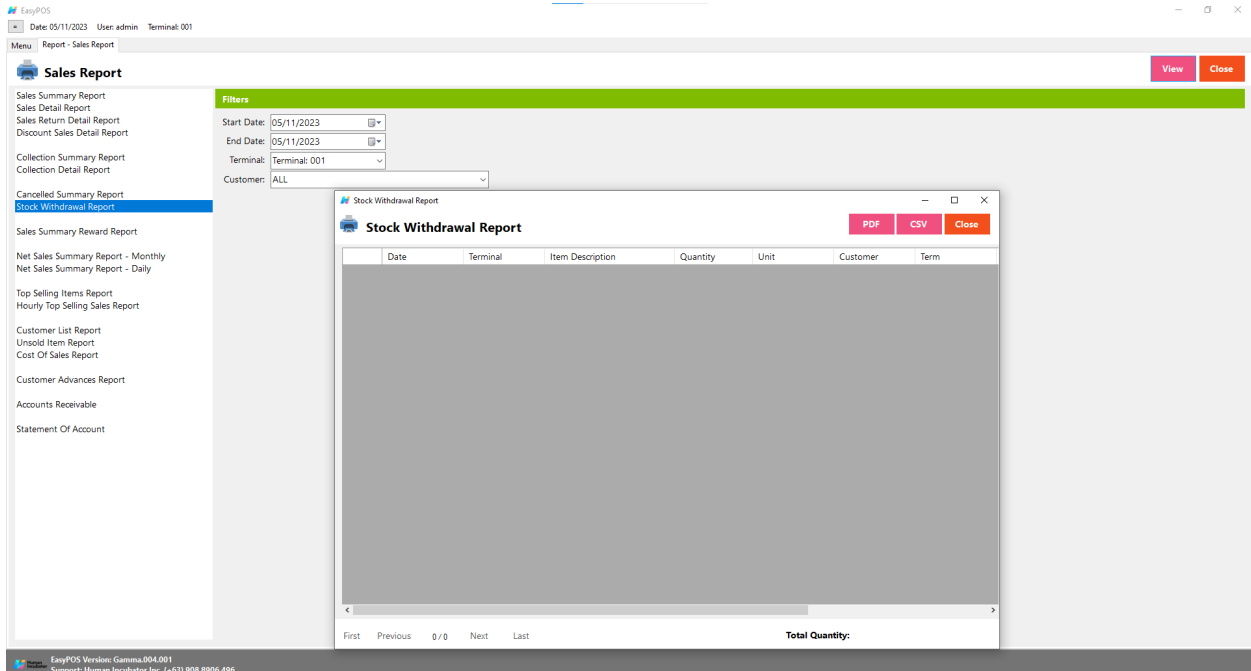
- Select start date and end date.
- It can also filtered by Terminal
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



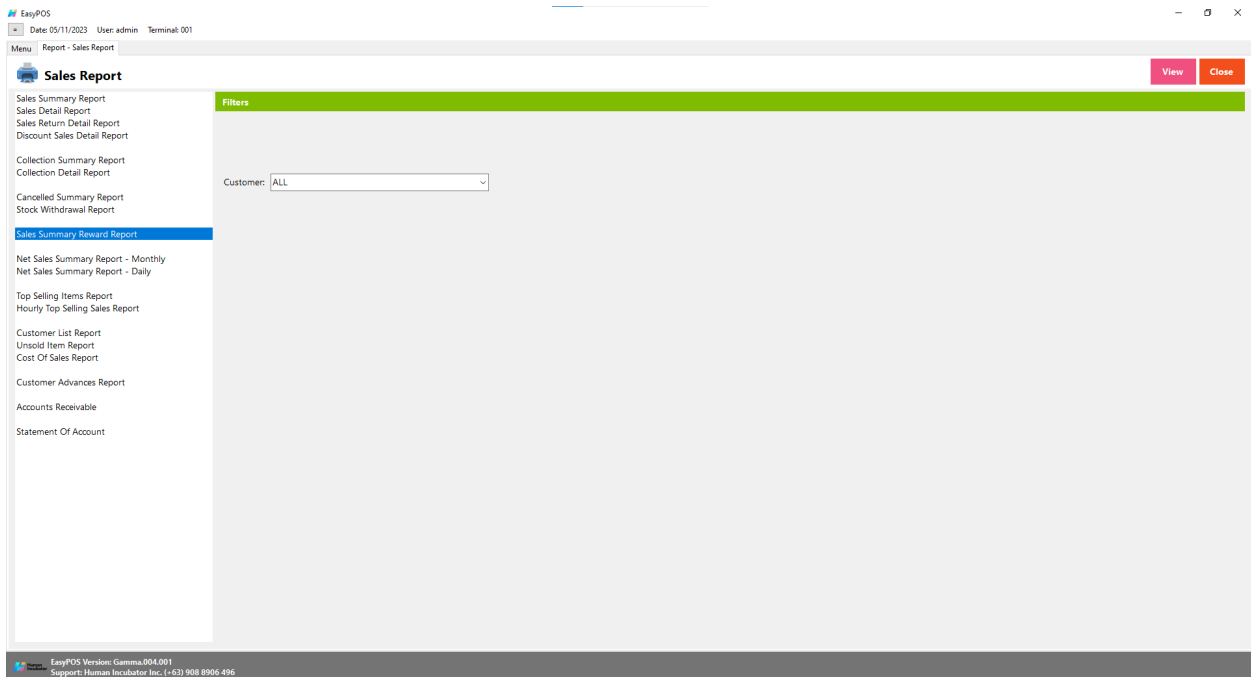
# Stock Withdrawal Report



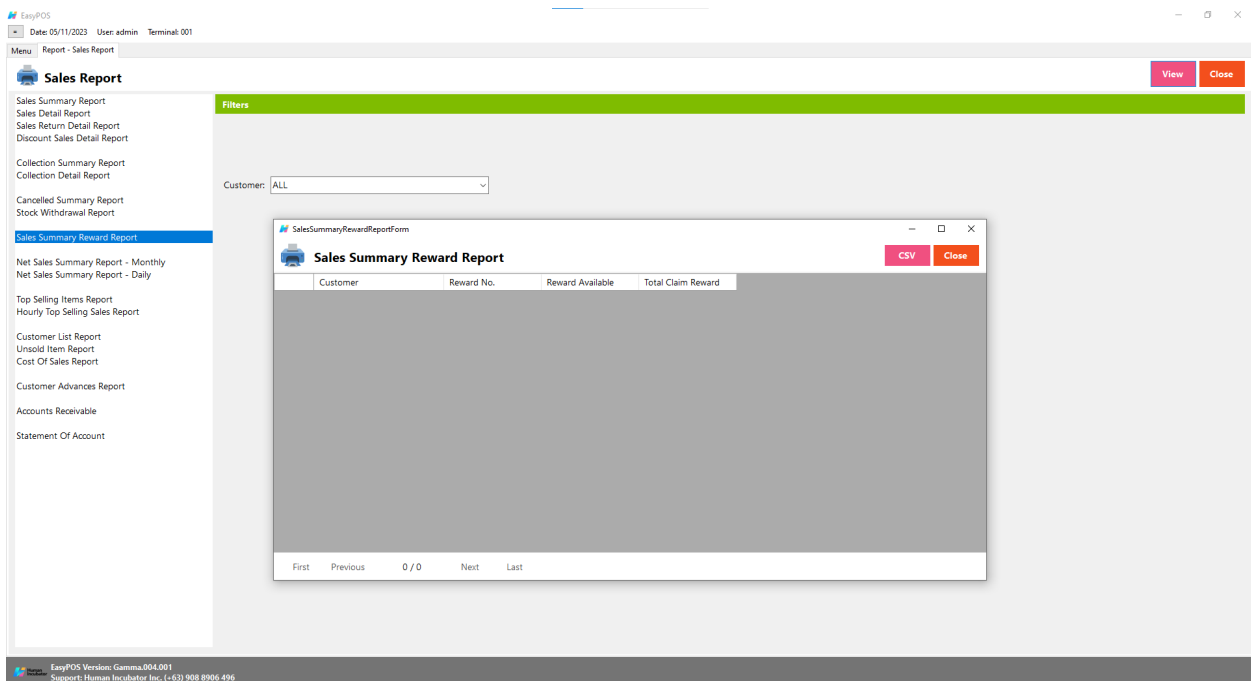
- Select start date and end date.
- It can also filtered by Terminal and Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



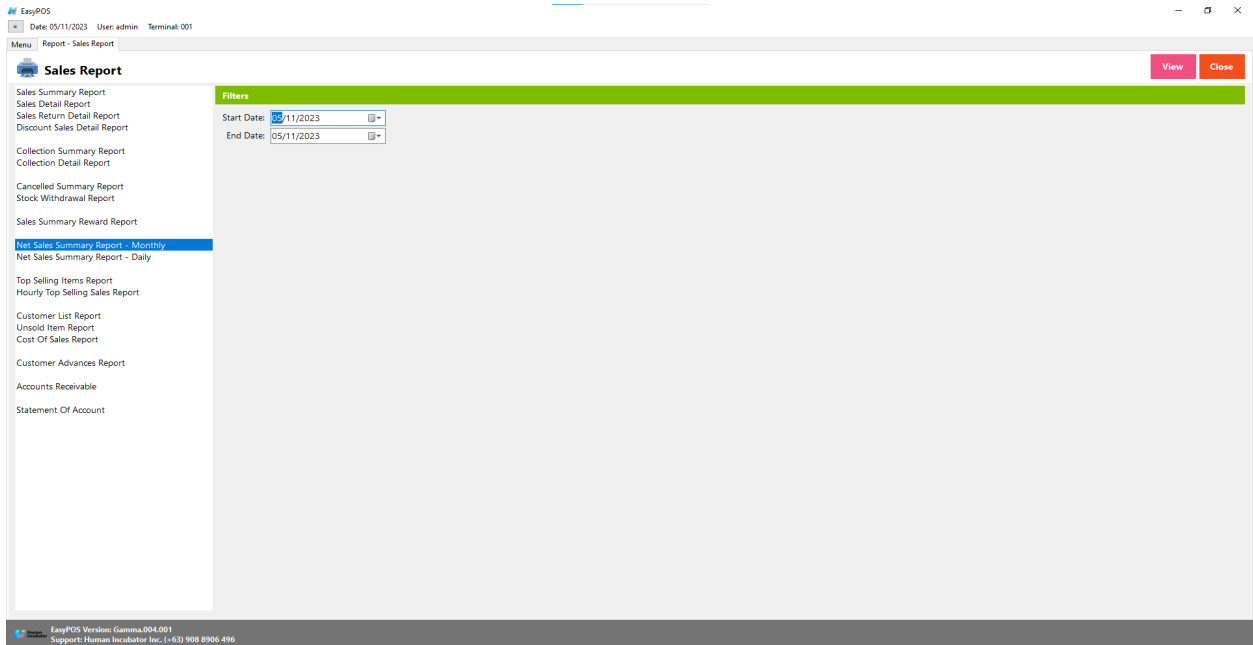
# Sales Summary Reward Report



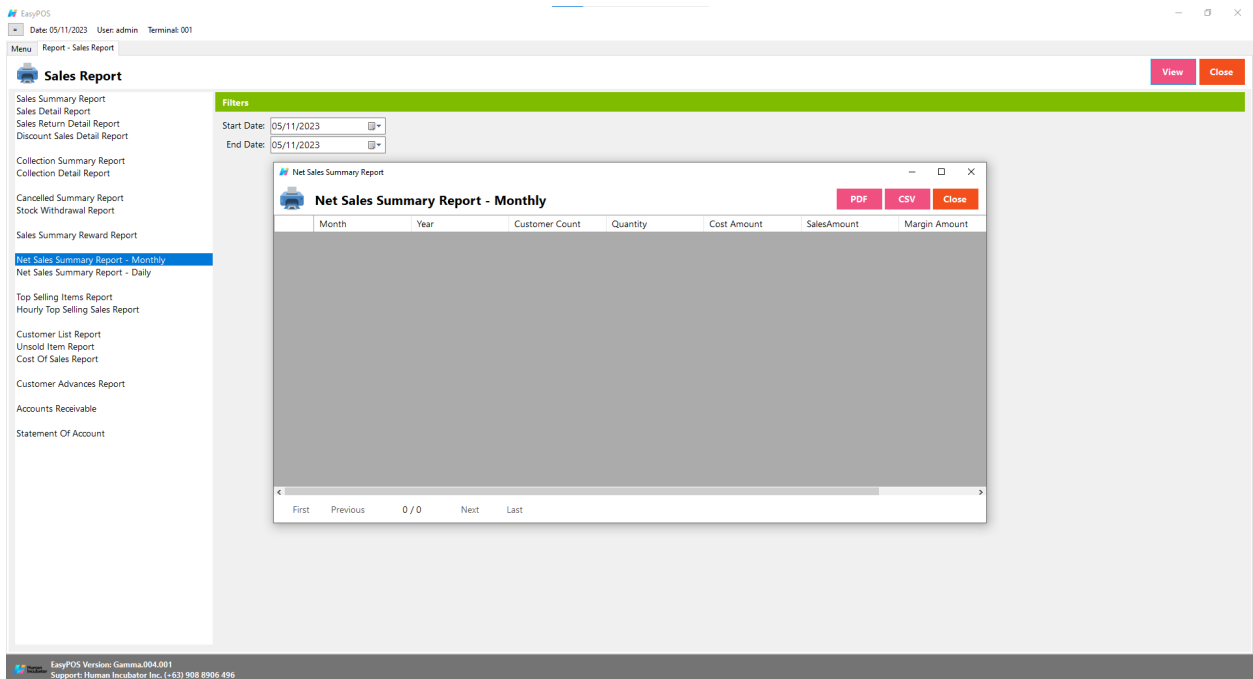
- Select a Customer
- Click the **View** button to view the report
- Click the **CSV** button to generate a csv file format report.



# Net Sales Summary Report - Monthly

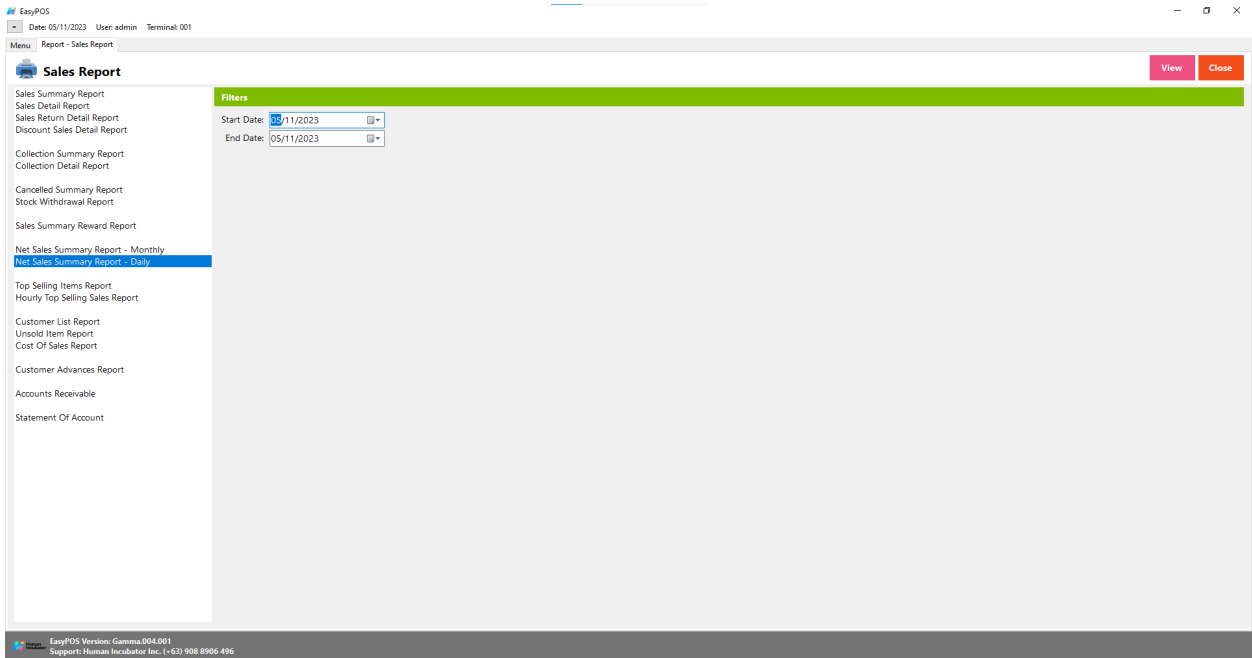


- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.

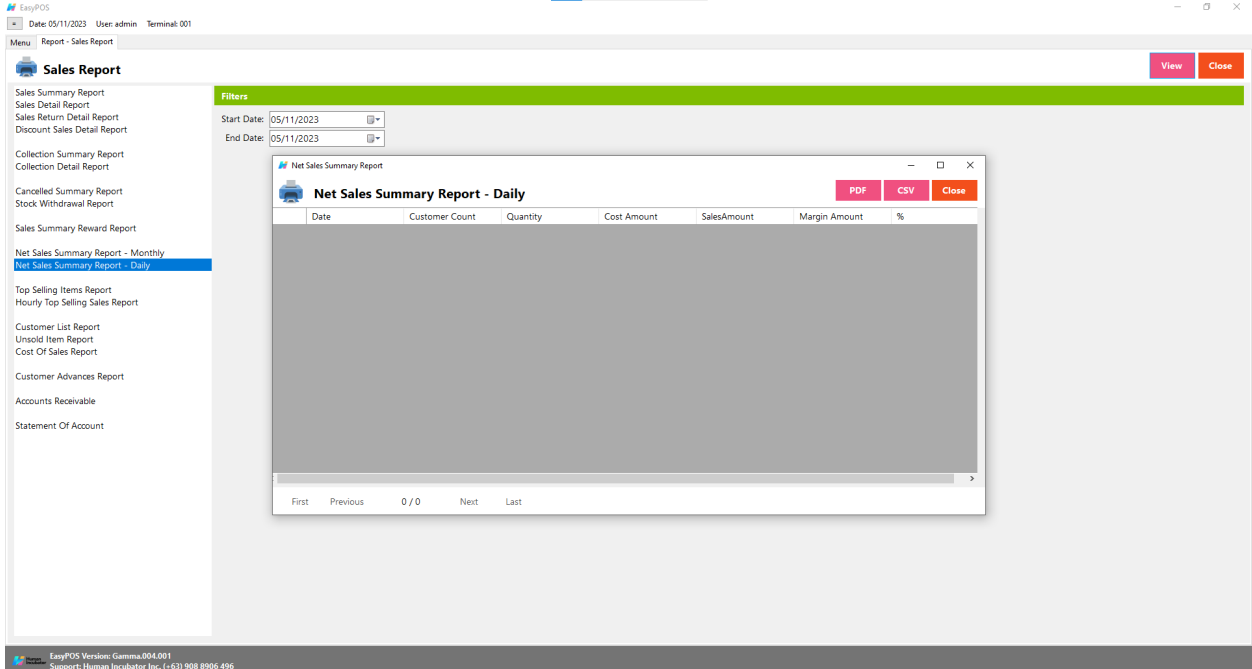




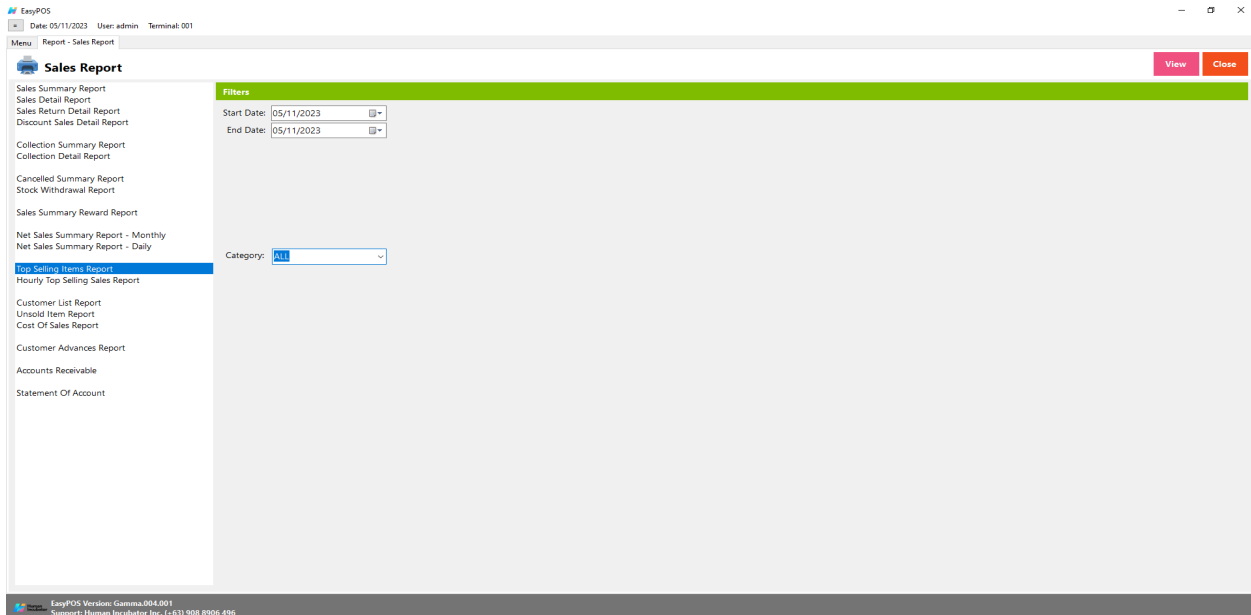
# Net Sales Summary Report - Daily



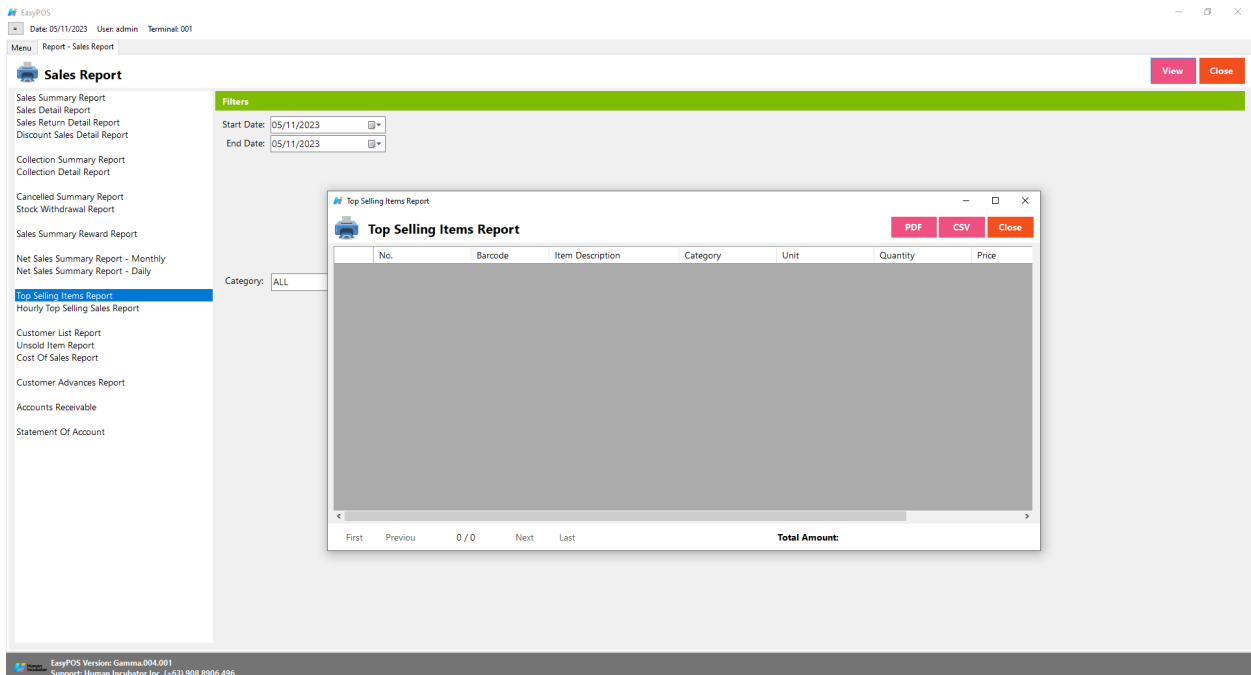
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



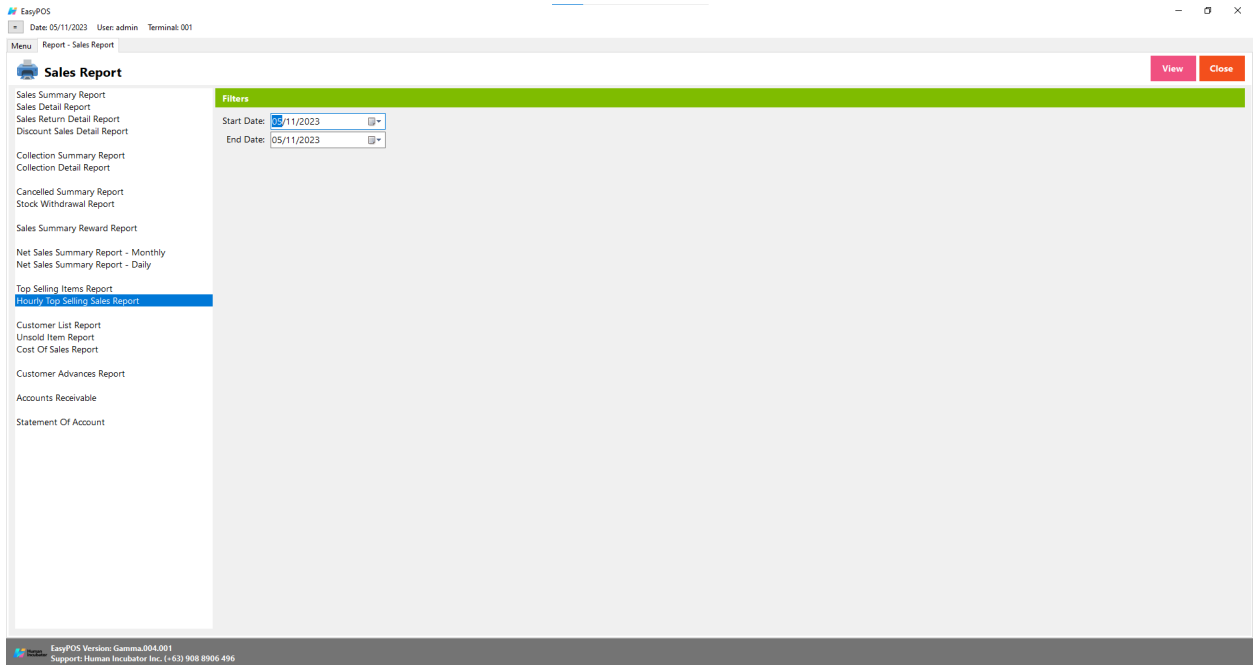
# Top Selling Item Report



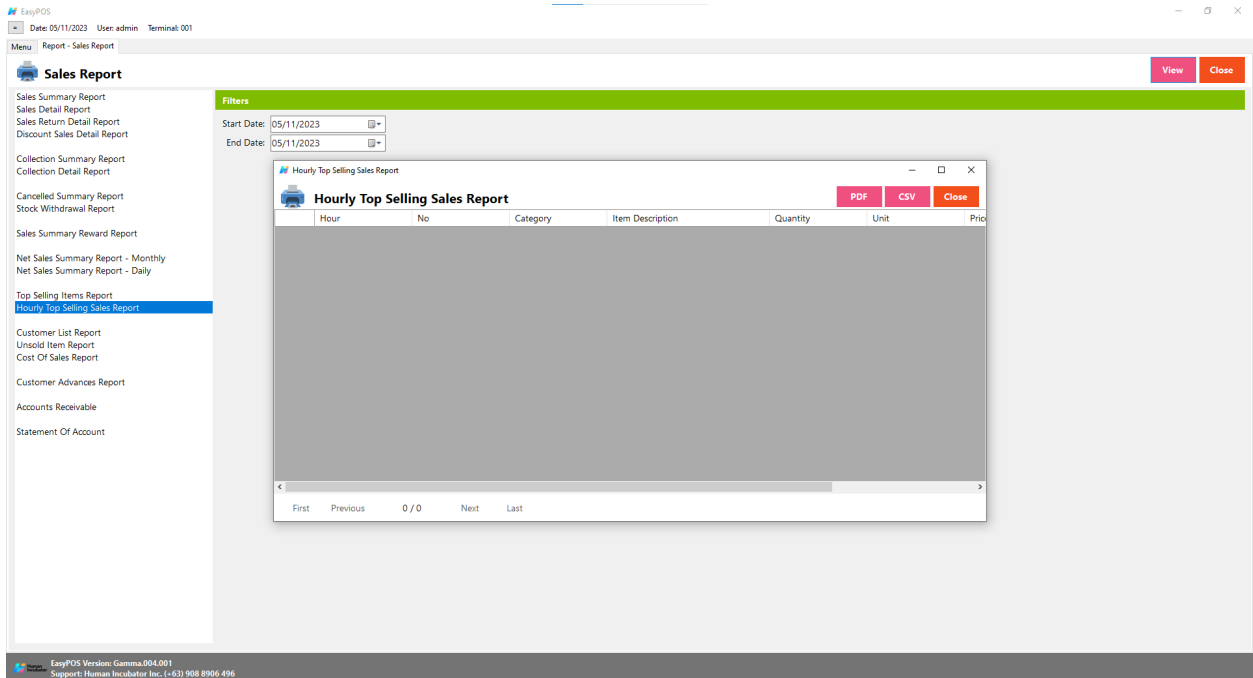
- Select start date and end date.
- It is filtered by Category
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



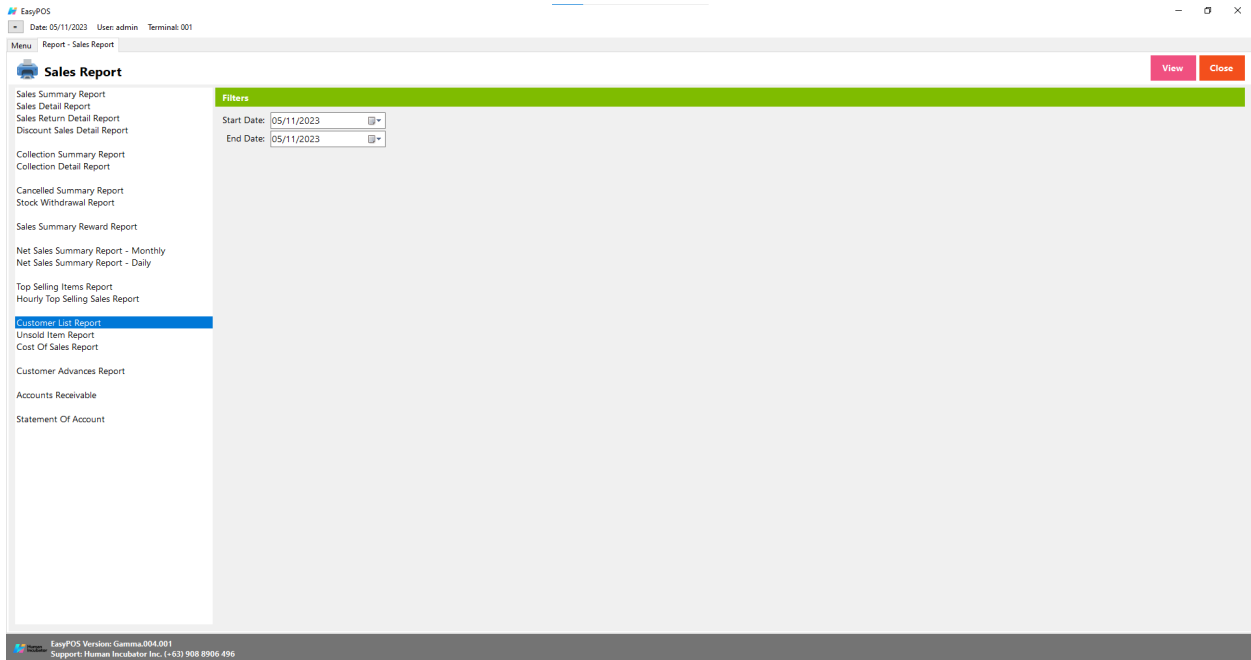
# Hourly Top Selling Sales Report



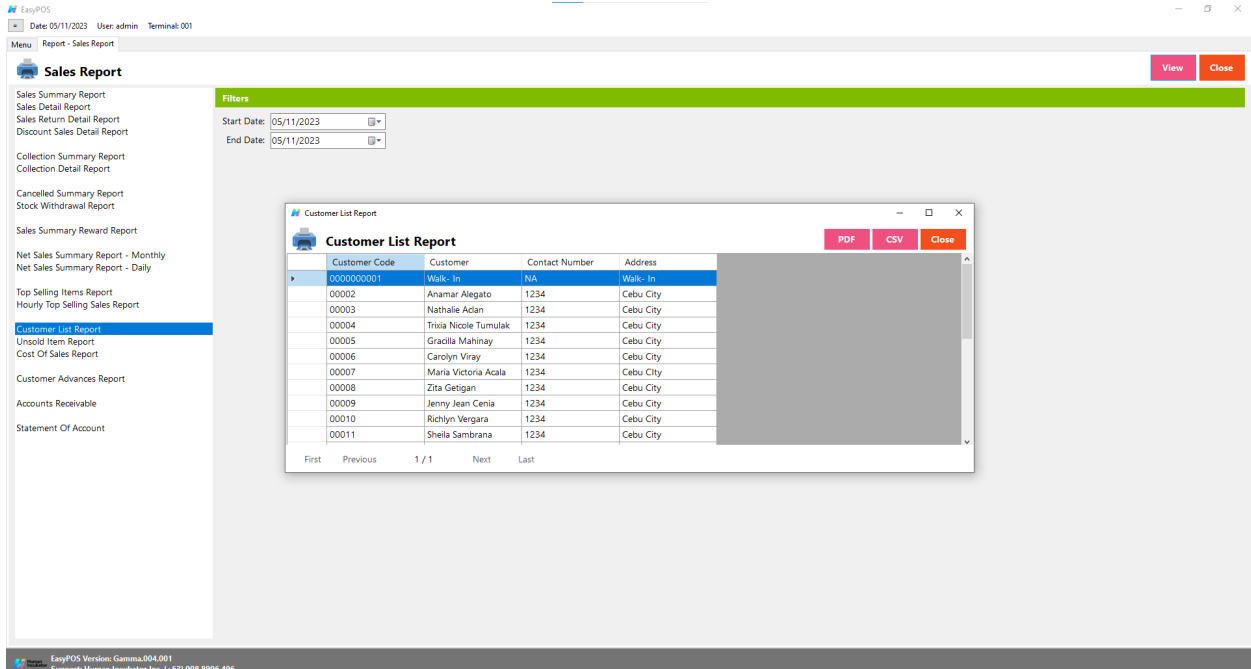
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



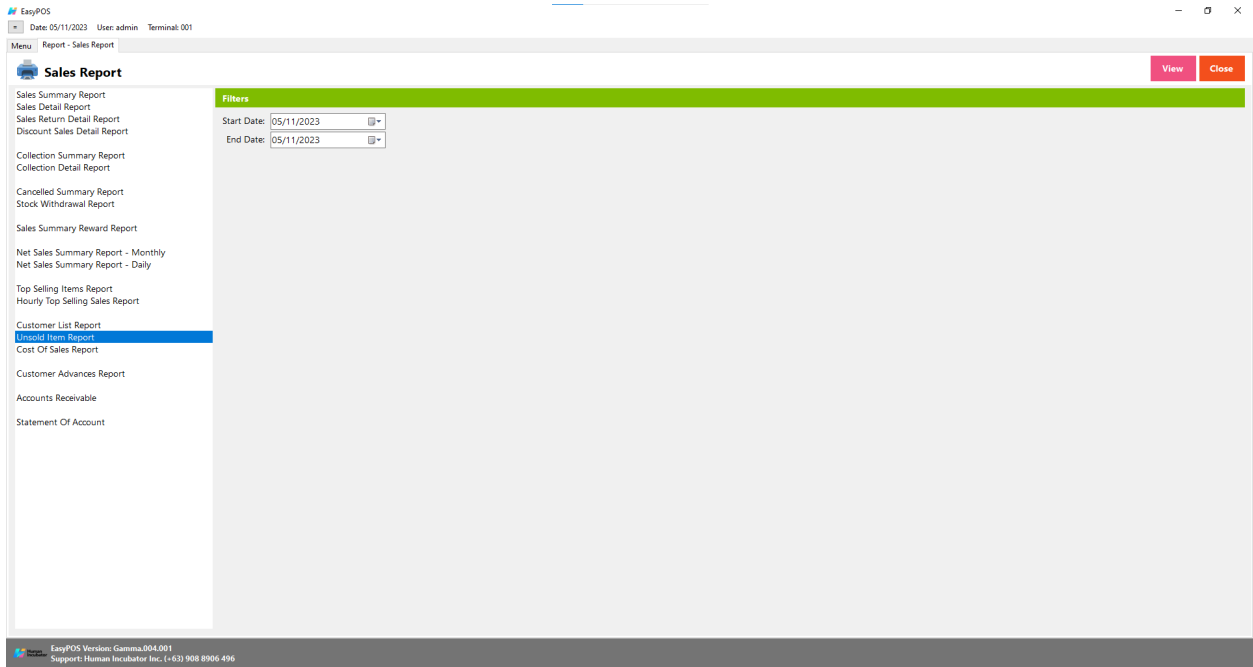
# Customer List Report



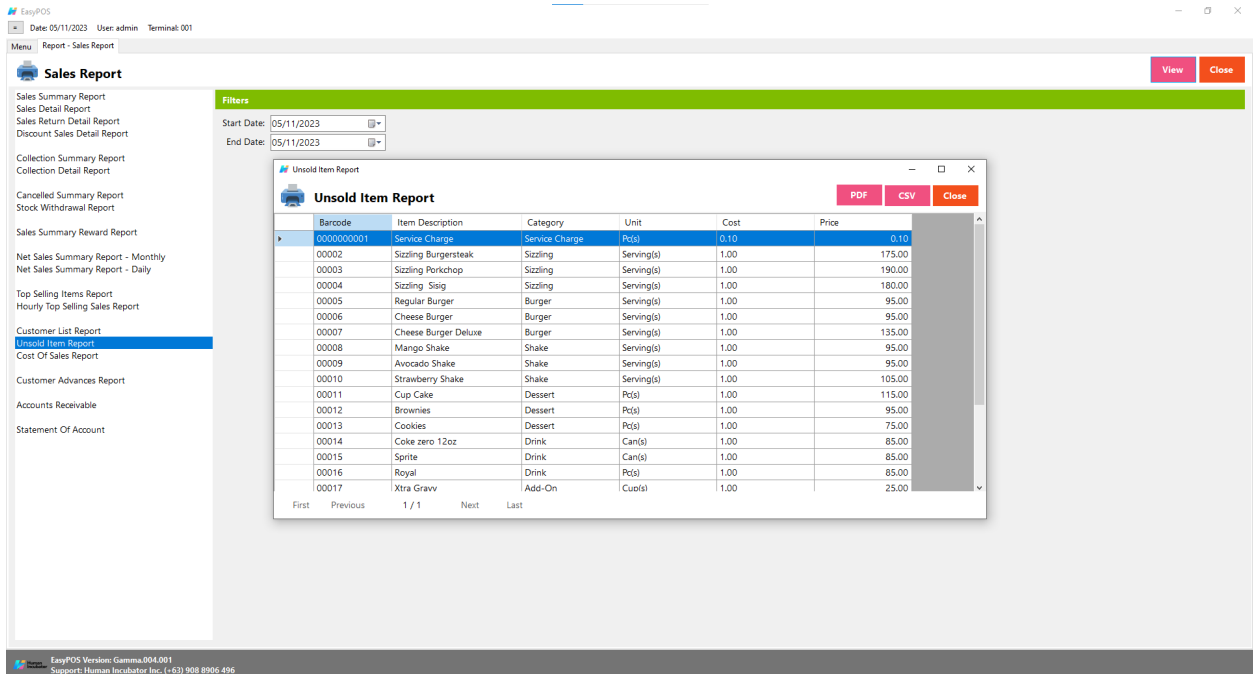
- Select start date and end date.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.



# Unsold Item Report



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



## Cost of Sales Report

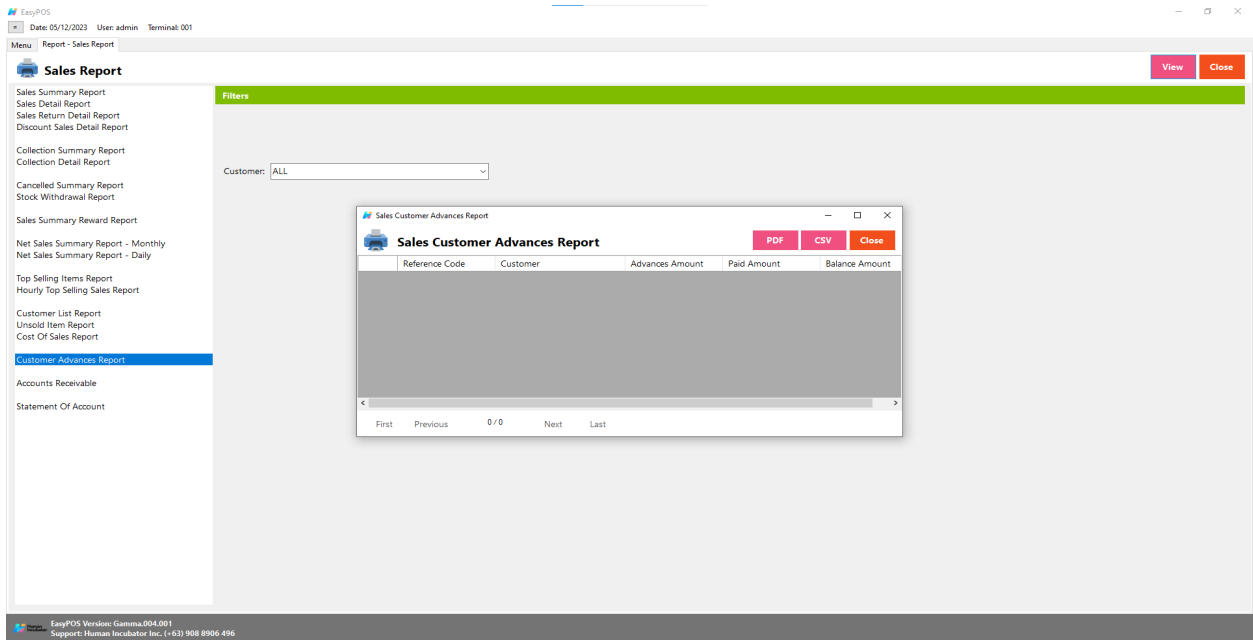
The screenshot shows the EasyPOS interface for the 'Cost of Sales Report'. The window title is 'EasyPOS' and the date is '05/11/2023'. The user is 'admin' on 'Terminal 001'. The 'Sales Report' menu is open, listing various reports. The 'Cost of Sales Report' is selected. The 'Filters' section includes: Start Date: 05/11/2023, End Date: 05/11/2023, Terminal: Terminal: 001, Customer: ALL, and Date as of: 05/11/2023. There are 'View' and 'Close' buttons in the top right corner. The footer shows 'EasyPOS Version: Gamma.004.001' and 'Support: Human Incubator Inc. (+63) 908 8906 496'.

## Customer Advances Report

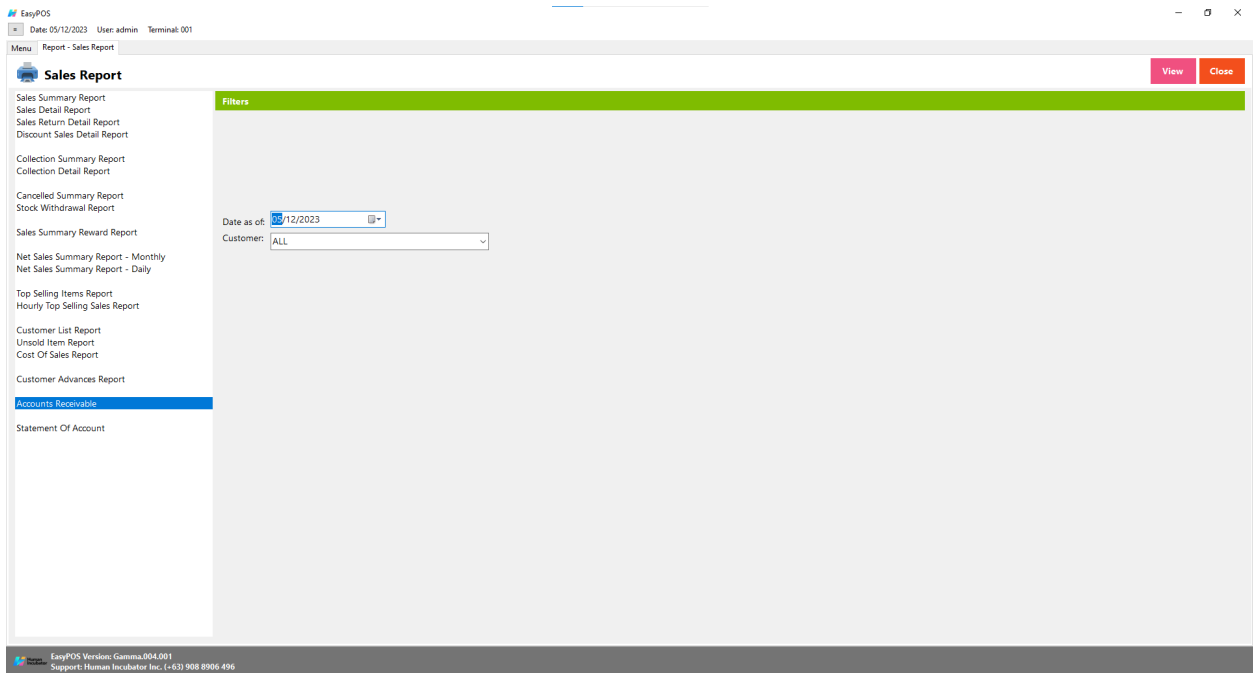
The screenshot shows the EasyPOS interface for the 'Customer Advances Report'. The window title is 'EasyPOS' and the date is '05/12/2023'. The user is 'admin' on 'Terminal 001'. The 'Sales Report' menu is open, listing various reports. The 'Customer Advances Report' is selected. The 'Filters' section includes: Customer: ALL. There are 'View' and 'Close' buttons in the top right corner. The footer shows 'EasyPOS Version: Gamma.004.001' and 'Support: Human Incubator Inc. (+63) 908 8906 496'.

- It is filtered by Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report

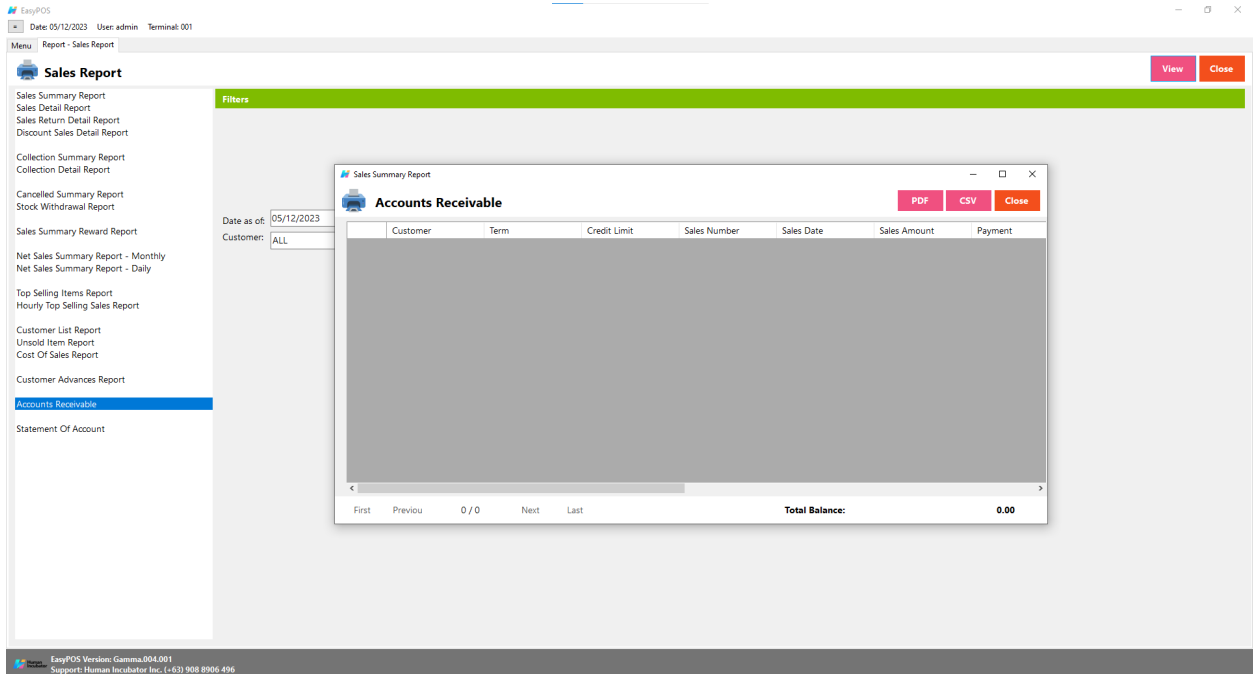
- Click the **CSV** button to generate a csv file format report.



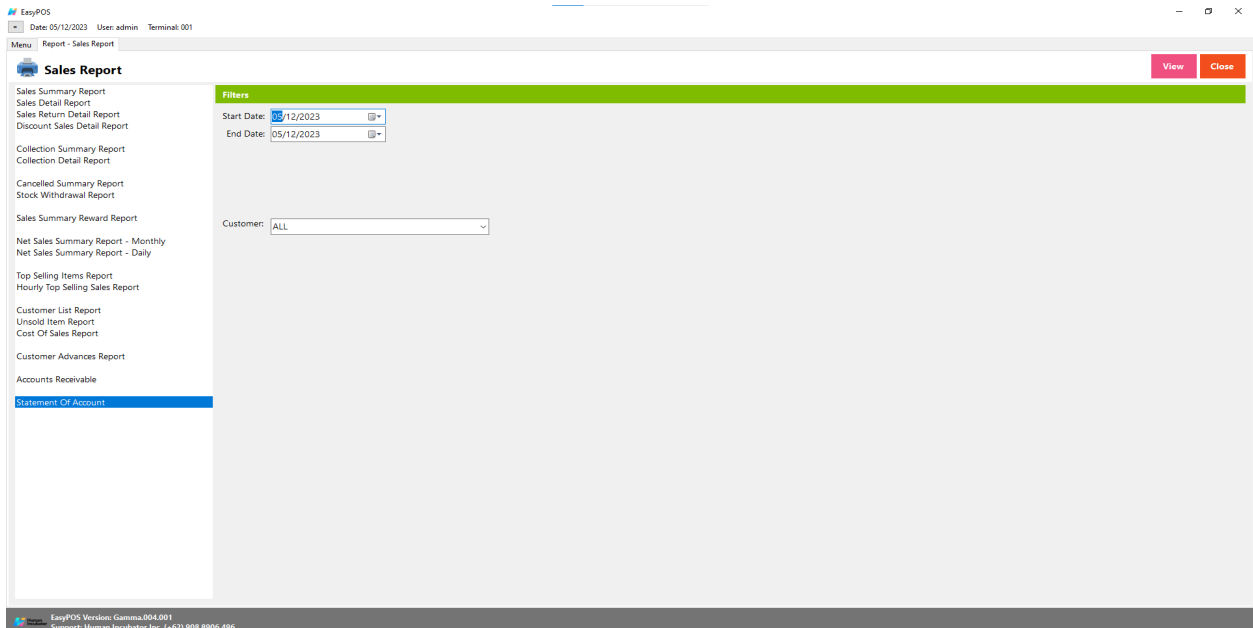
## Accounts Receivable



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

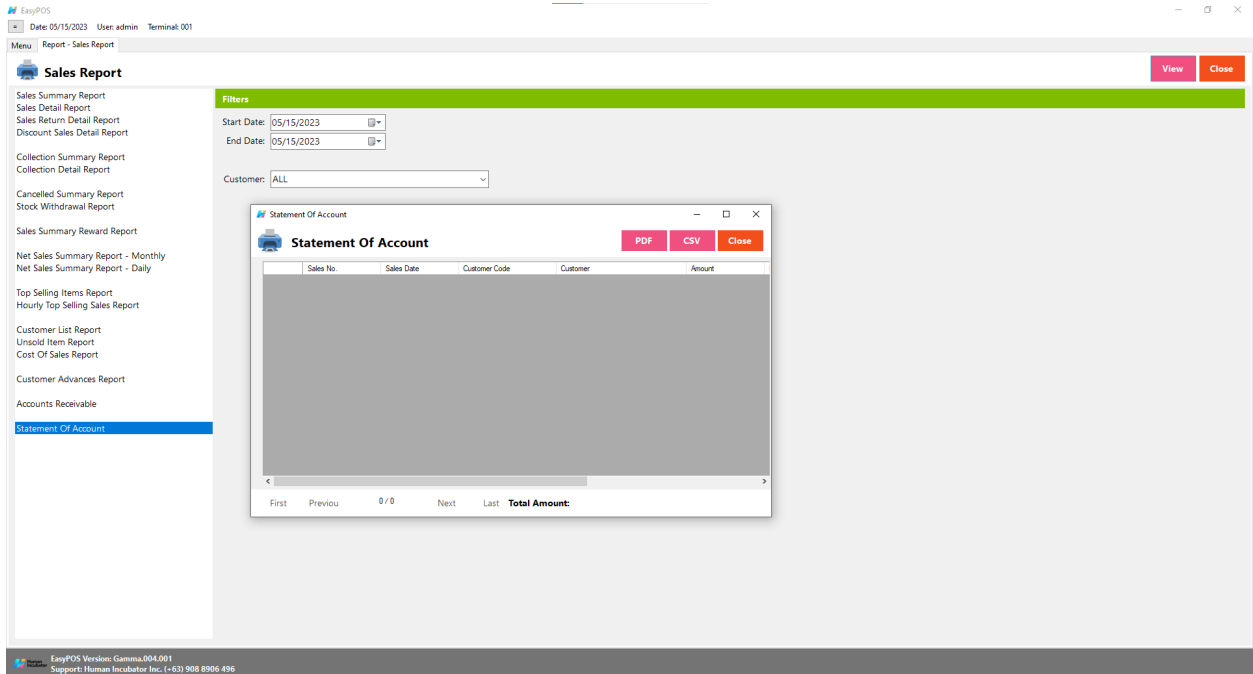


## Statement of Account



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





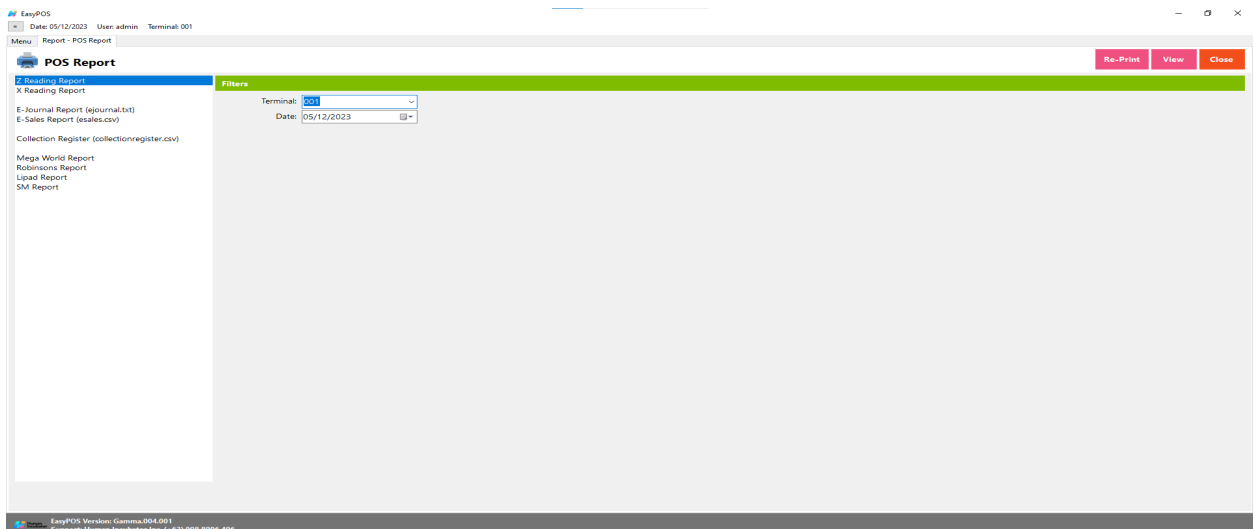
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.

## POS Report

### Overview

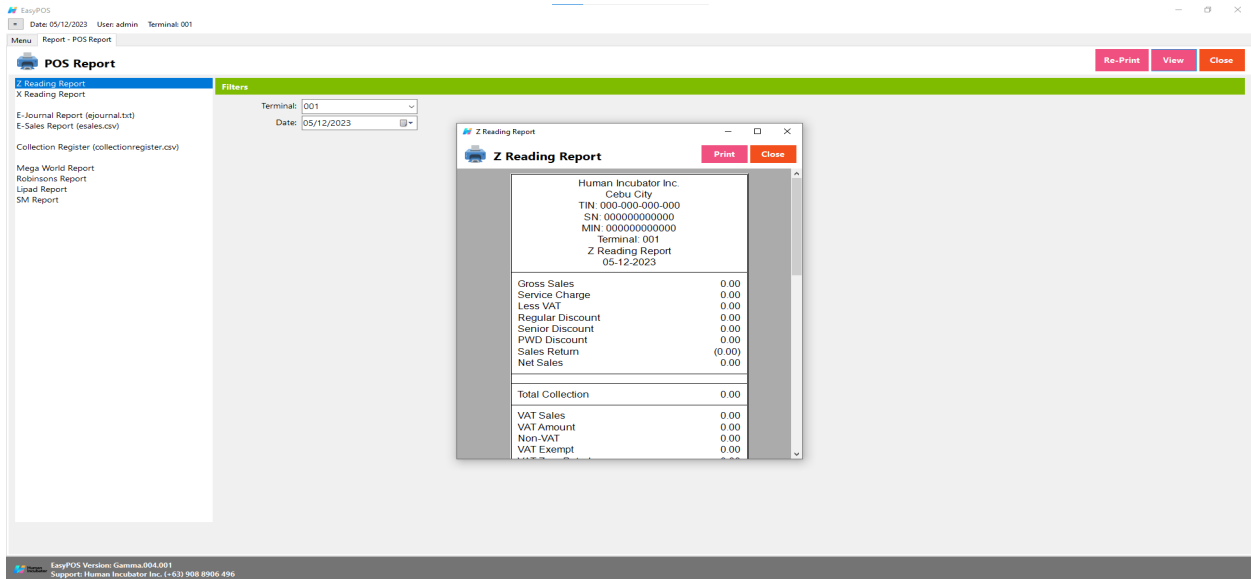
- **POS Report** is where users can see the final sales report within the day. Also, this is where users can generate reports that are needed for BIR such as Z-Reading.

### Z Reading Report

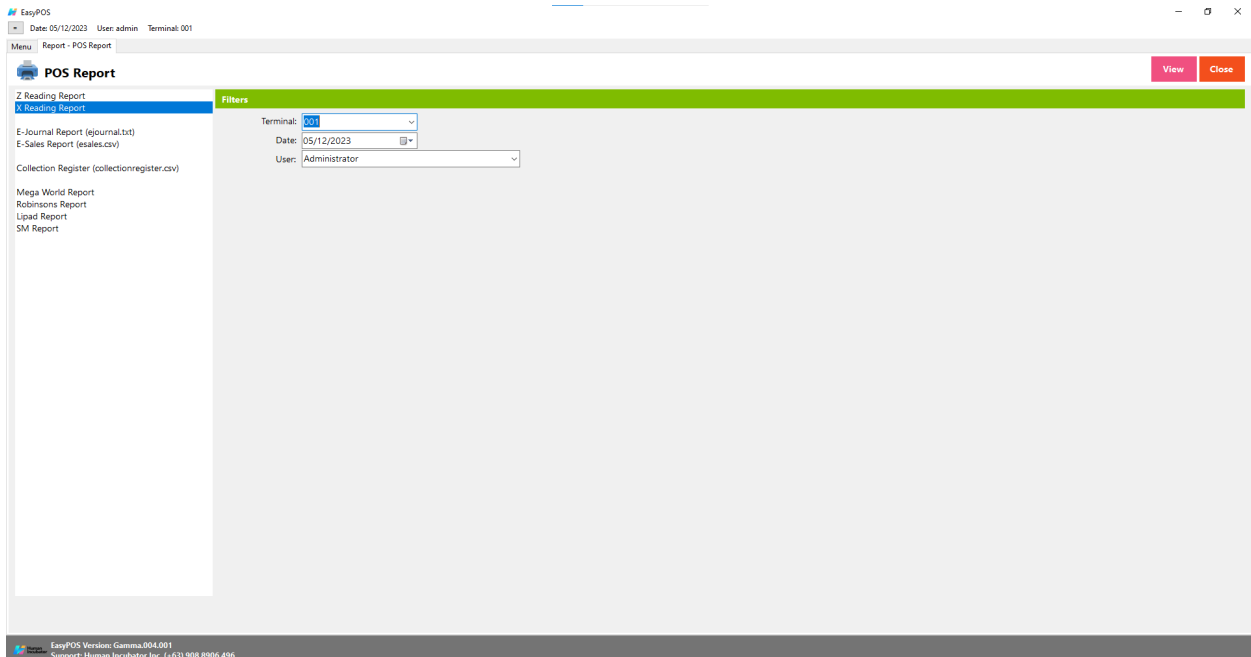


- Select terminal and date.
- Click the **Re-Print** button to automatically print the end of day report

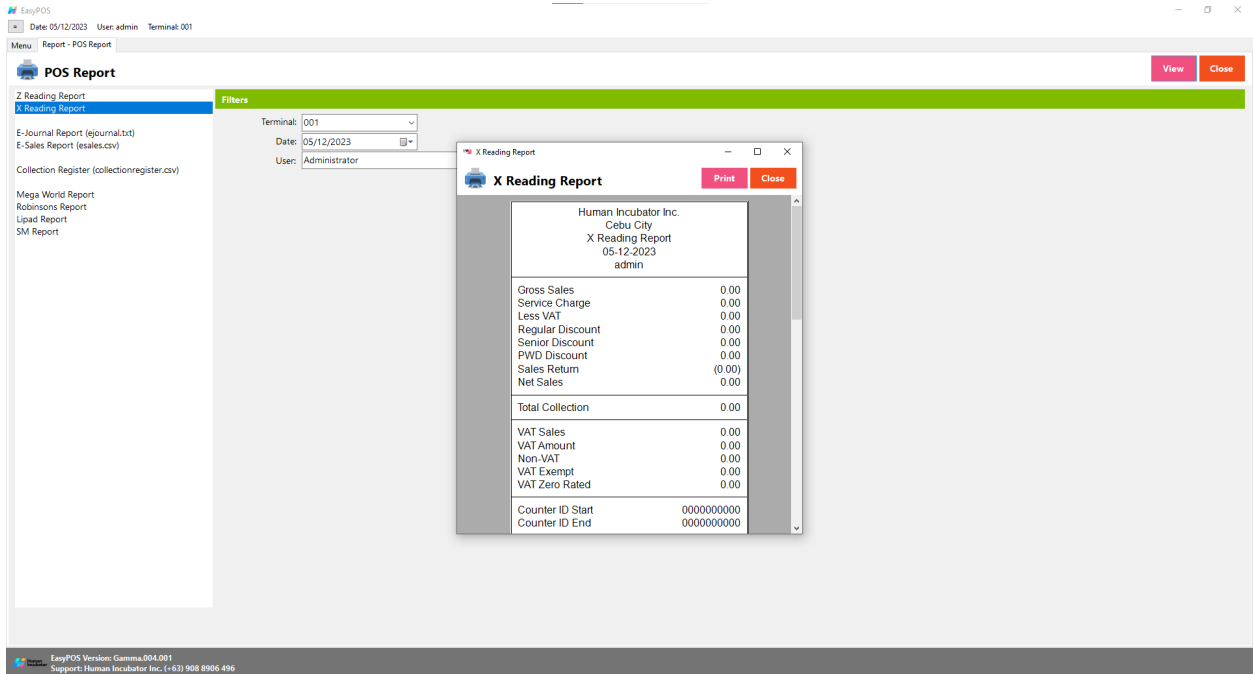
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report



## X Reading Report



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

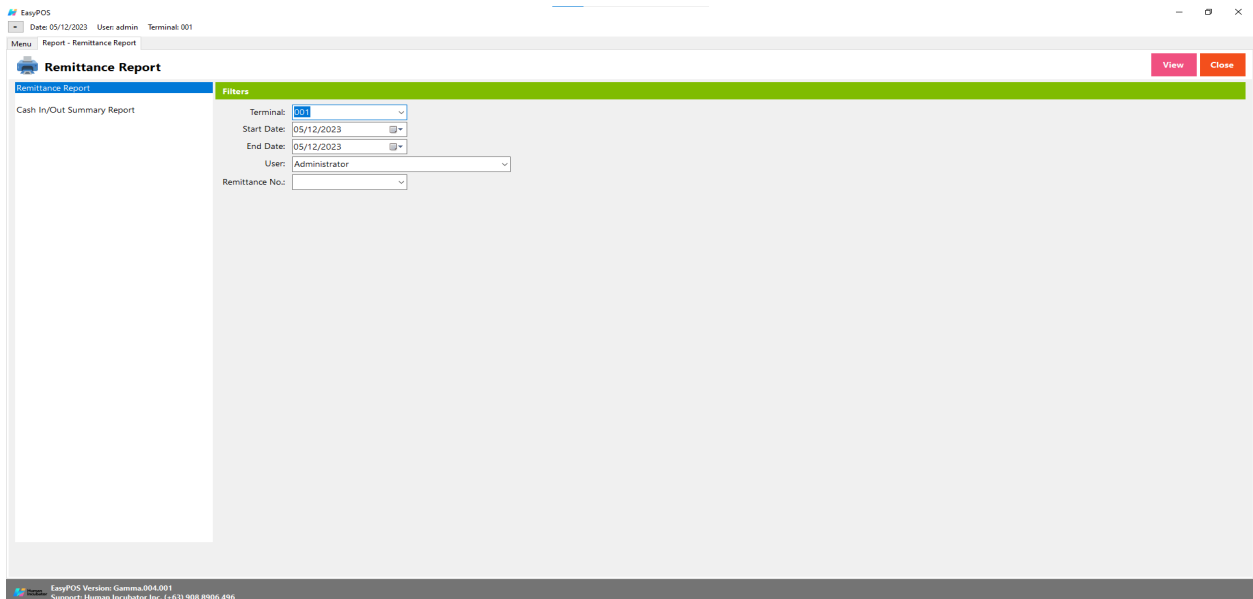


## Remittance Report

### Overview

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

### Remittance Report



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

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

Collection	
Pay Type	Received Amount
Cash	760.00
<b>Total Collection</b>	<b>760.00</b>

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

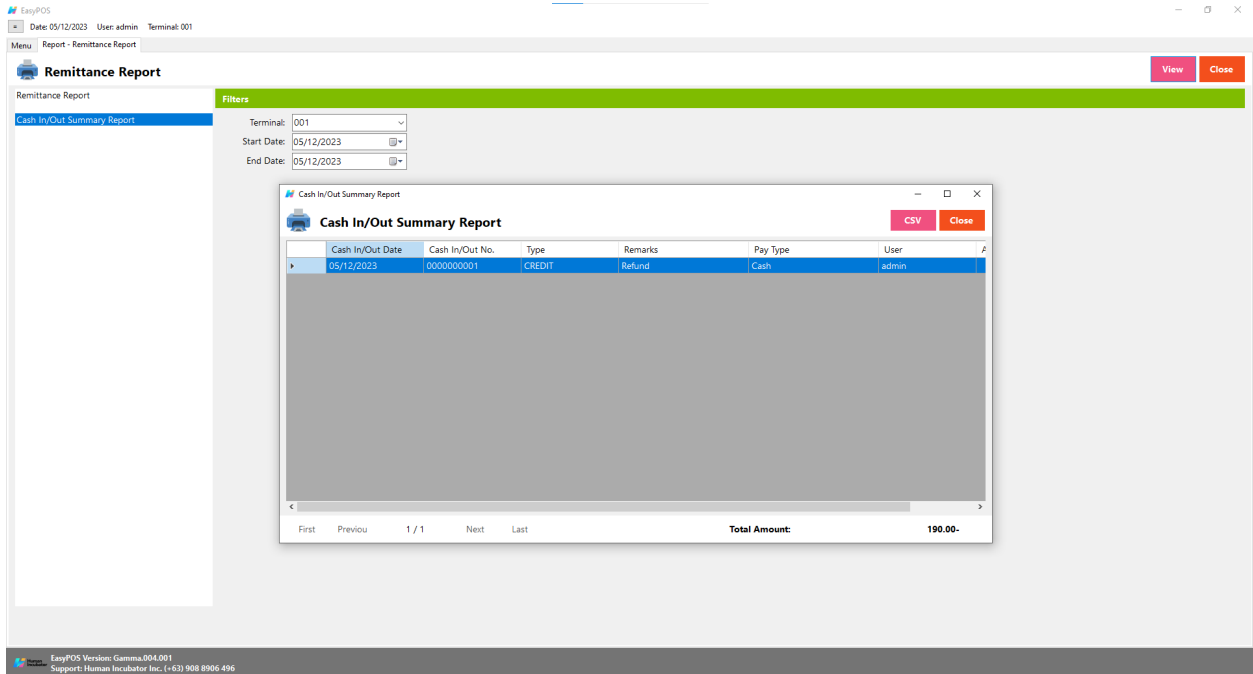
Cash In/Out Number	0000000001
Cash In/Out Date	05/12/2023
Cash In/Out Type	CREDIT
Pay Type	Cash

**Amount Denomination**

## Cash In/Out Summary Report

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

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

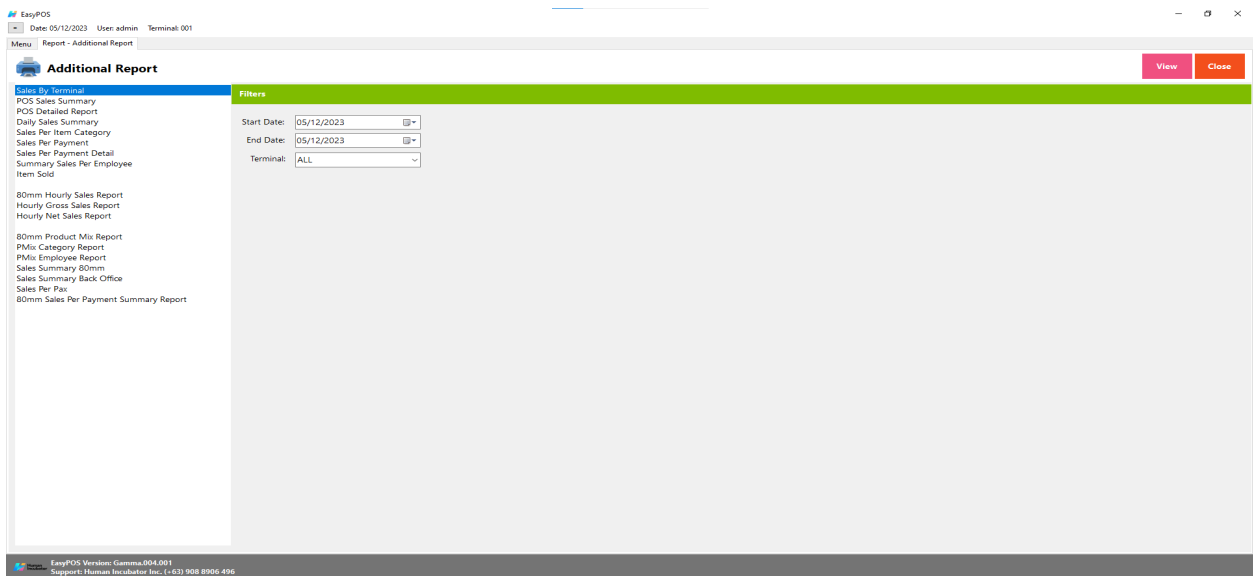


## Additional Report

### Overview

- Additional Report is the newly added reports.

### Sales By Terminal



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

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

Menu | Report - Additional Report

**Additional Report** View Close

Sales By Terminal

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

**Filters**

Start Date: 05/12/2023

End Date: 05/12/2023

Terminal: ALL

**Sales By Terminal Report** PDF CSV Close

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

First Previous 1/1 Next Last

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

## POS Sales Summary

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

Menu | Report - Additional Report

**Additional Report** View Close

Sales By Terminal

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

**Filters**

Start Date: 05/12/2023

End Date: 05/12/2023

Terminal: ALL

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

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

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

**Additional Report** View Close

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

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

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

**Filters**

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

**POS Sales Summary Report** PDF CSV Close

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

First Previous 1/1 Next Last

EasyPOS Version: Gamma.004.001  
 Support: Human Incubator Inc. (+83) 908 8906 496

## POS Detailed Report

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

**Additional Report** View Close

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

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

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

**Filters**

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

EasyPOS Version: Gamma.004.001  
 Support: Human Incubator Inc. (+83) 908 8906 496

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

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

Menu Report - Additional Report

**Additional Report** View Close

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

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

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

**Filters**

Start Date: 05/12/2023

End Date: 05/12/2023

**POS Detailed Report** PDF CSV Close

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

First Previous 1 / 1 Next Last

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

## Daily Sales Summary

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

Menu Report - Additional Report

**Additional Report** View Close

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

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

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

**Filters**

Start Date: 05/12/2023

End Date: 05/12/2023

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

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



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

Menu | Report - Additional Report

**Additional Report** View Close

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

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

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

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

**Daily Sales Summary Report** PDF CSV Close

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

First Previous 1/1 Next Last

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

## Sales Per Item Category

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

Menu | Report - Additional Report

**Additional Report** View Close

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

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

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

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

Category: ALL

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

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

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

**Additional Report** View Close

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

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

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

**Filters**

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

Category: ALL

**Sales Per Item Category Report** PDF CSV Close

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

First Previous 1/1 Next Last

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

## Sales Per Payment

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

**Additional Report** View Close

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

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

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

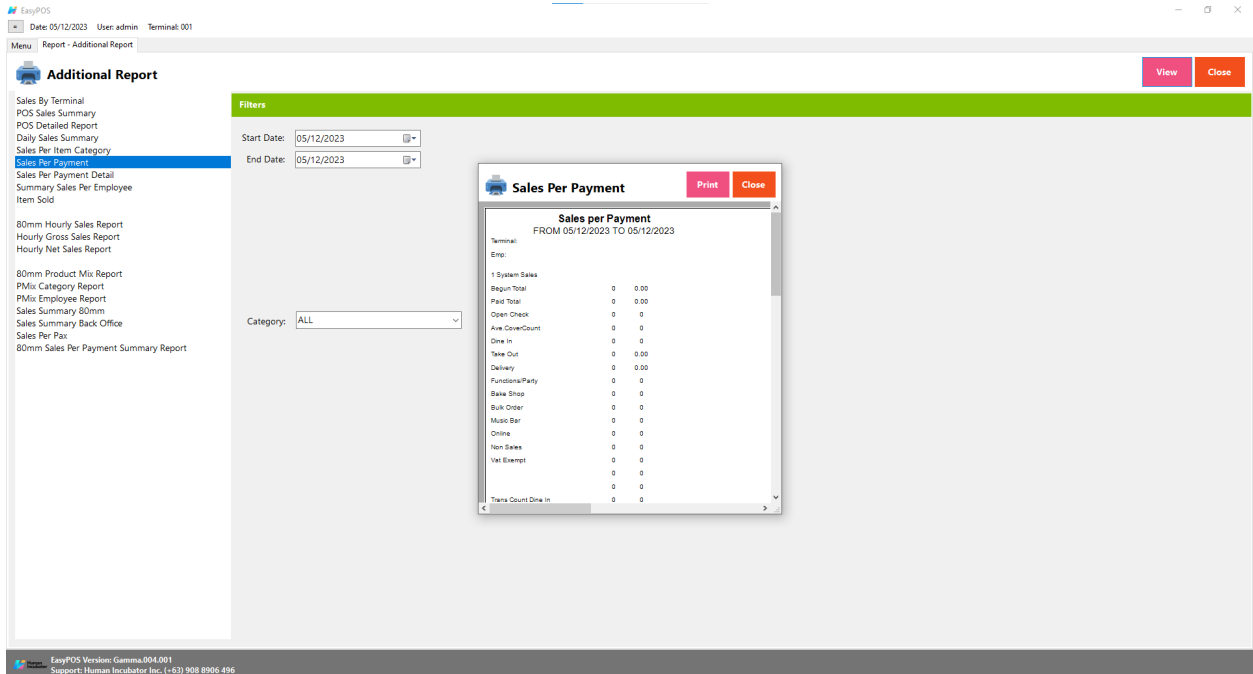
**Filters**

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

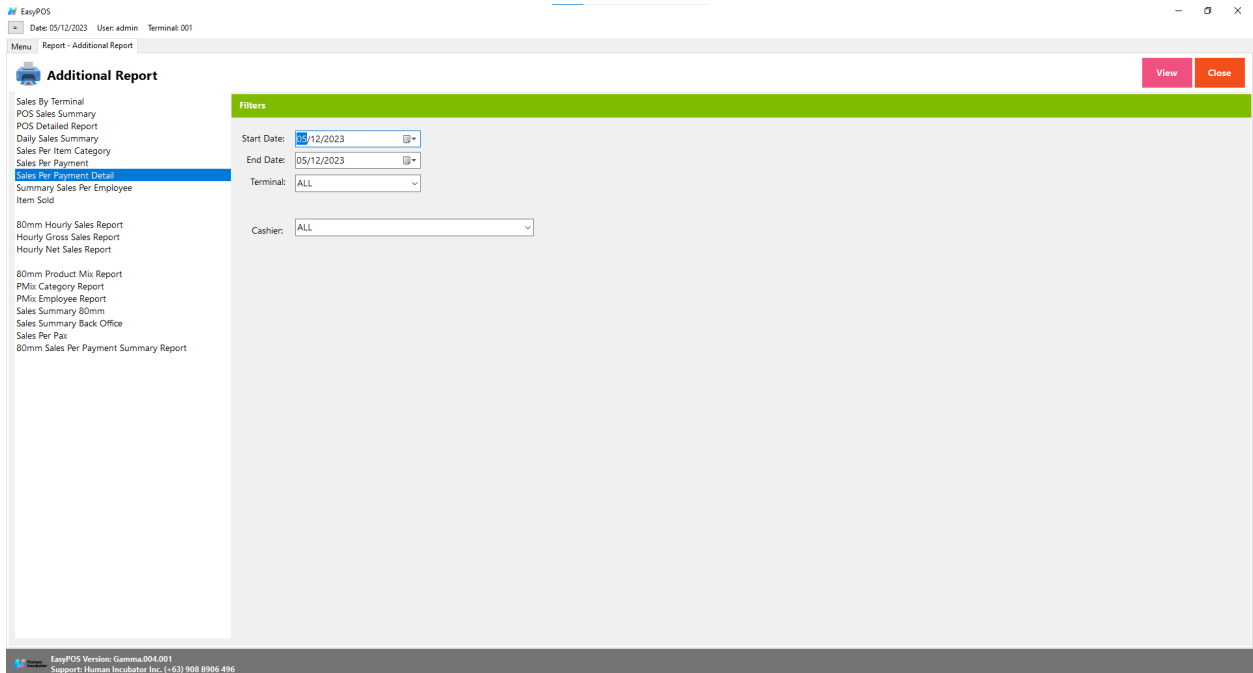
Category: ALL

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

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



## Sales Per Payment Detail



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

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

**Additional Report**

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

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

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

**Filters**

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

**Sales Per Payment Detail Report** Print Close

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

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

## Summary Sales Per Employee

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

**Additional Report**

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

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

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

**Filters**

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

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

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

**Additional Report** View Close

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

**Filters**

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

Category: ALL

**Sales Summary Employee** Print Close

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

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

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

## Item Sold

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

**Additional Report** View Close

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

**Filters**

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

Item: ALL

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

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

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

**Additional Report** View Close

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

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

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

**Filters**

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

**Item Sold Report** PDF CSV Close

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

Item: ALL

First Previous 1/1 Next Last

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

## 80mm Hourly Sales Report

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

**Additional Report** View Close

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

**80mm Hourly Sales Report**

Hourly Gross Sales Report  
Hourly Net Sales Report

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

**Filters**

Start Date: 05/12/2023

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

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

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

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

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

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

Filters  
Start Date: 05/12/2023

**Hourly Sales Report** [Print] [Close]

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

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

## Hourly Gross Sales Report

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

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

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

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

Filters  
Start Date: 05/12/2023

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

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

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

Menu Report - Additional Report

**Additional Report** View Close

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

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

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

Filters  
Start Date: 05/12/2023

**Hourly Gross Sales Report** PDF CSV Close

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

First Previous 1/1 Next Last

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

## Hourly Net Sales Report

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

Menu Report - Additional Report

**Additional Report** View Close

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

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

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

Filters  
Start Date: 05/12/2023

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

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



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

**Additional Report** View Close

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

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

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

Filters  
Start Date: 05/12/2023

**Hourly Net Sales Report** PDF CSV Close

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

First Previous 1/1 Next Last

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

## 80mm Product Mix Report

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

**Additional Report** View Close

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

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

**80mm Product Mix Report**

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

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

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

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

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

**Additional Report** View Close

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

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

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

**Filters**

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

**Product Mix Report** Print Close

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

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

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

## PMix Category Report

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

**Additional Report** View Close

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

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

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

**Filters**

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

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

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

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

**Additional Report** View Close

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

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

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

Filters

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

**PMix Category Report** PDF CSV Close

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

First Previous 1/1 Next Last

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

## PMix Employee Report

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

**Additional Report** View Close

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

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

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

Filters

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

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

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

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

**Additional Report** View Close

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

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

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

**Filters**

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

**PMix Employee Report** PDF CSV Close

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

First Previous 1/1 Next Last

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

## Sales Summary 80mm

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

**Additional Report** View Close

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

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

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

**Filters**

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

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

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

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

**Additional Report** View Close

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

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

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

**Filters**

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

**Sales Summary Report** Print Close

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

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

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

## Sales Summary Back Office

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

**Additional Report** View Close

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

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

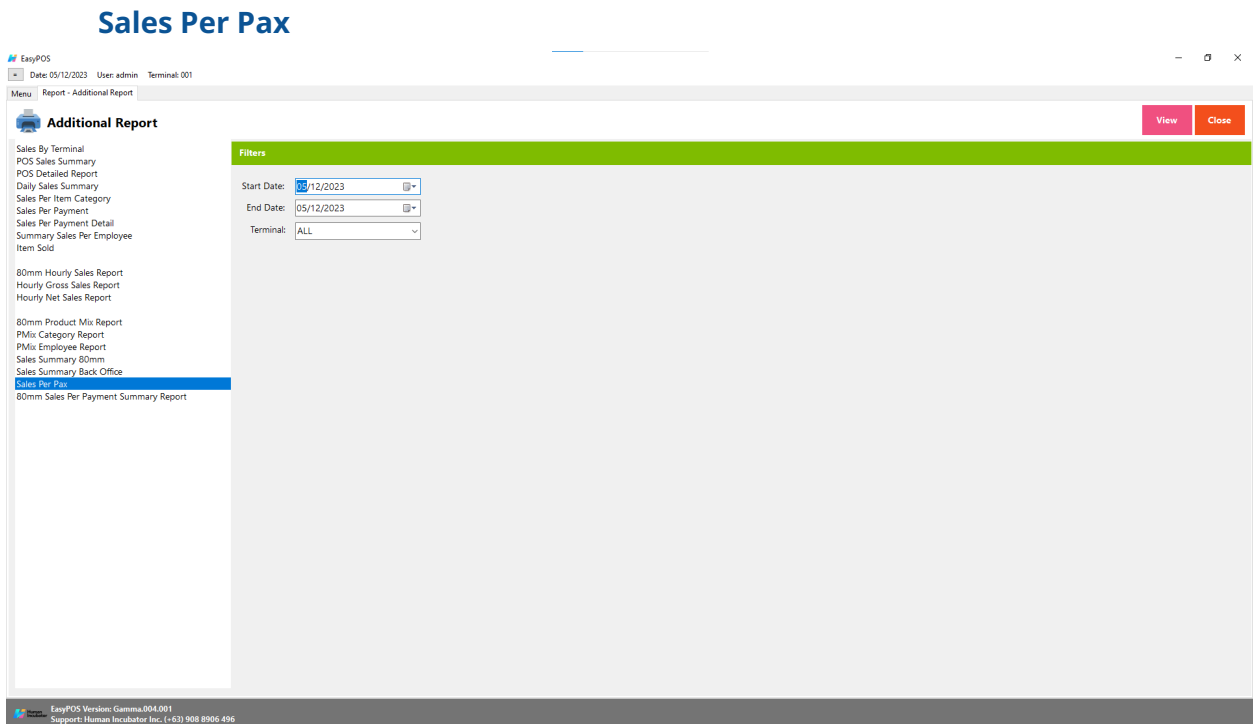
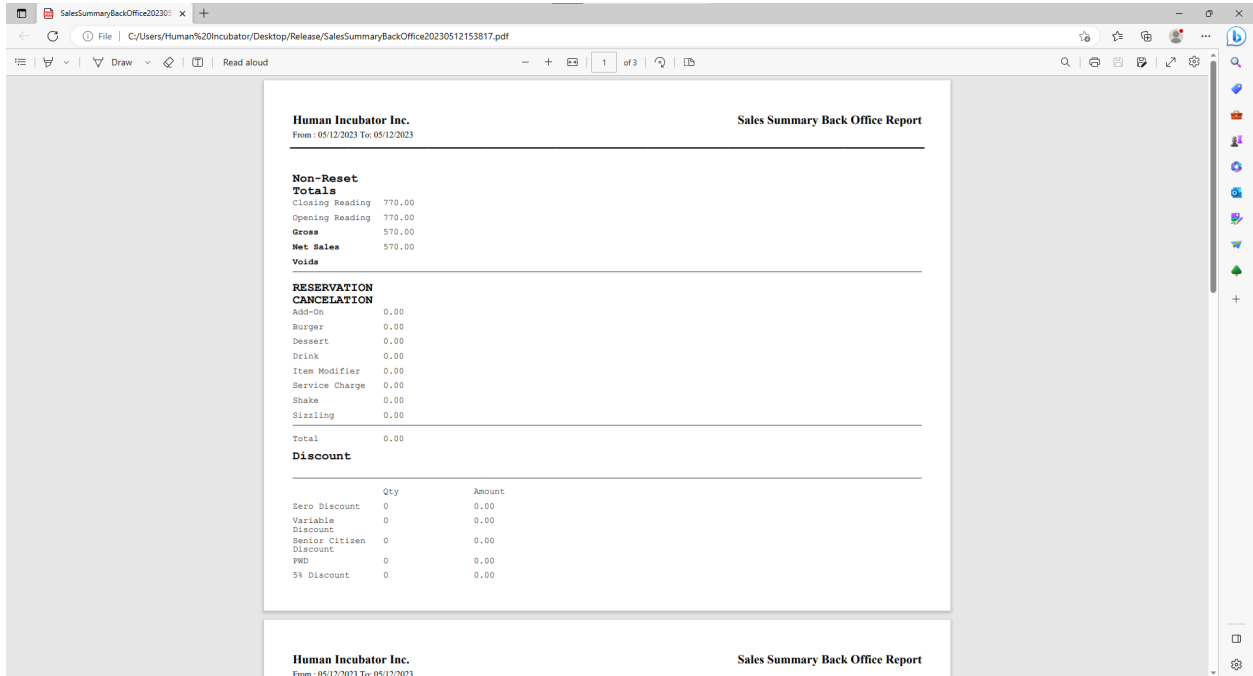
80mm Product Mix Report  
PMix Category Report  
PMix Employee Report  
Sales Summary 80mm  
**Sales Summary Back Office**  
Sales Per Pax  
80mm Sales Per Payment Summary Report

**Filters**

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

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

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



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

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

**Additional Report** View Close

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

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

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

**Filters**

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

**Sales Per Pax Report** PDF CSV Close

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

First Previous 1/1 Next Last

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

## 80mm Sales Per Payment Summary Report

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

**Additional Report** View Close

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

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

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

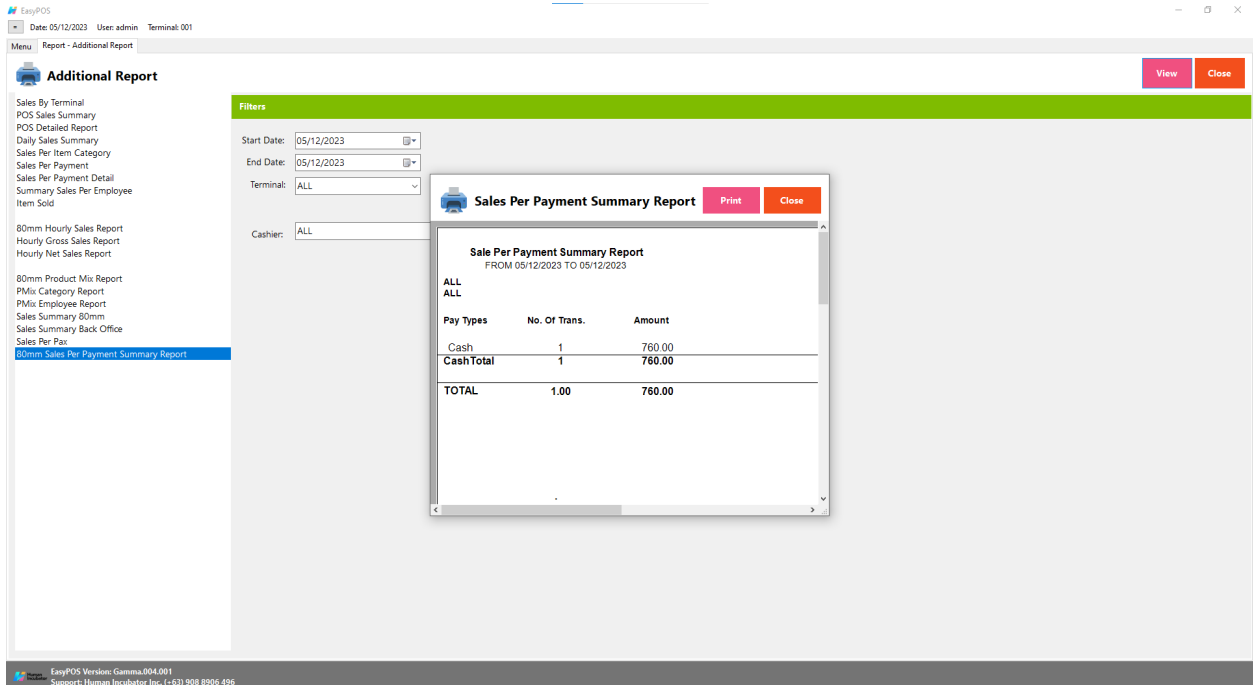
**Filters**

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

Cashier: ALL

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

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

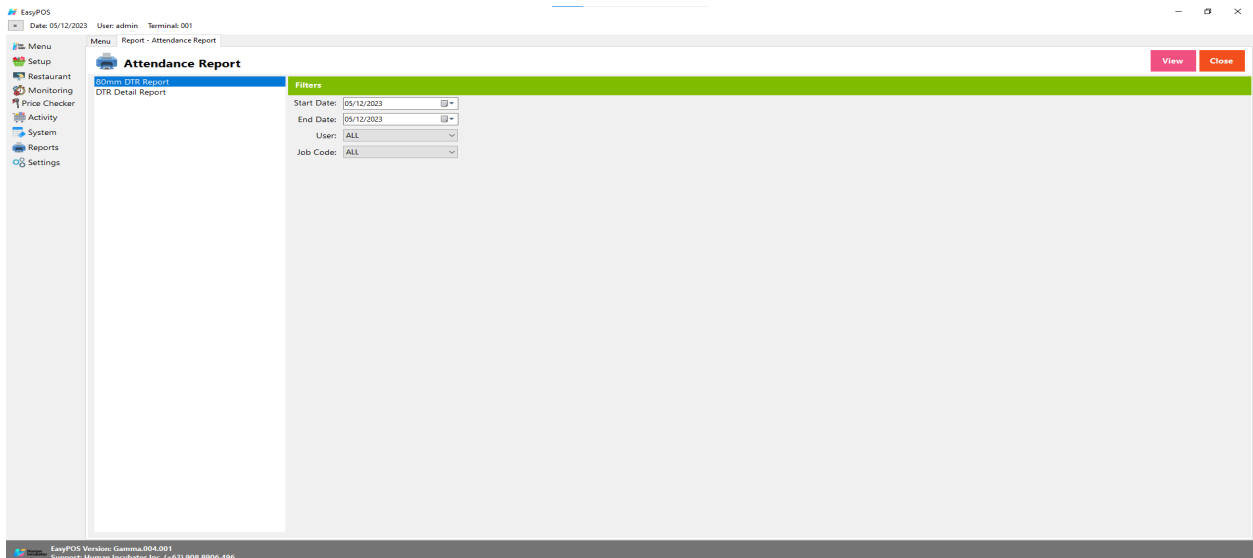


## Attendance Report

### Overview

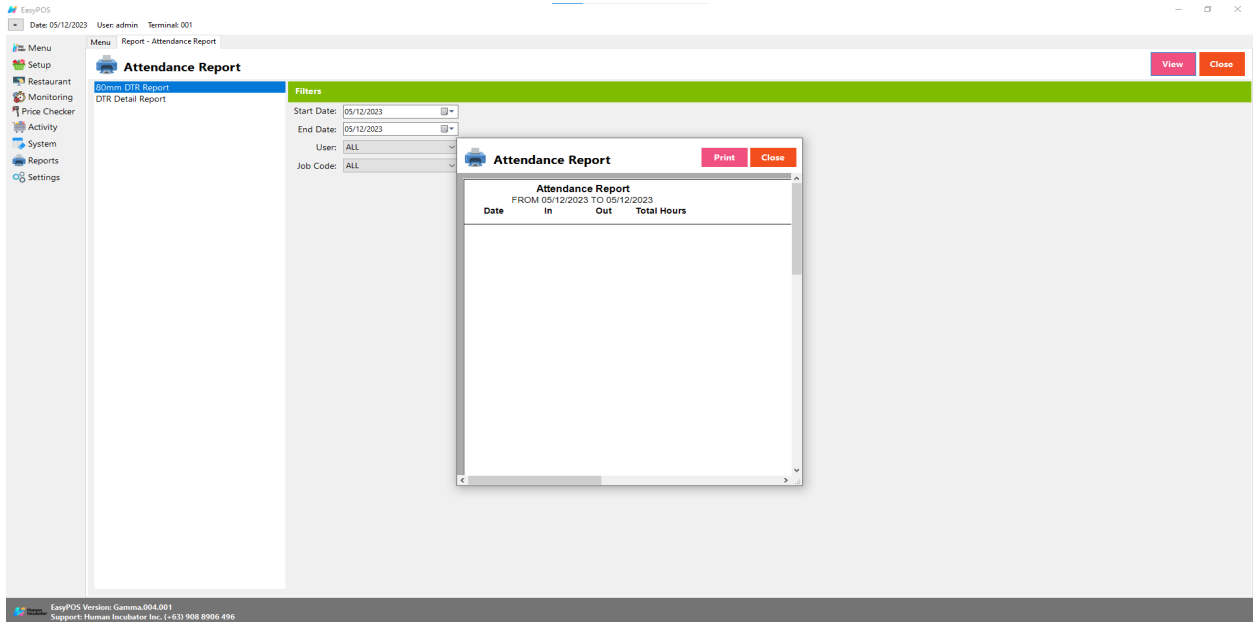
- **Attendance Report** is where the users can view the DTR report of every employee.

### 80mm DTR Report

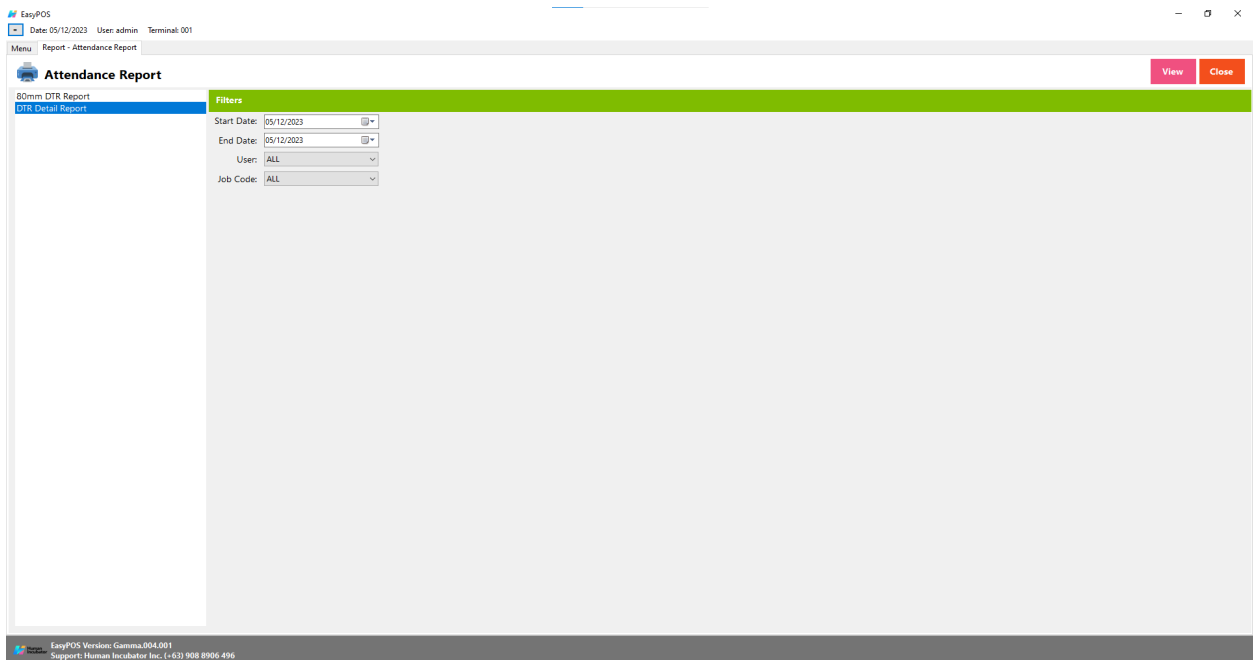


- Select Start Date, End Date, User and Job Code.
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report

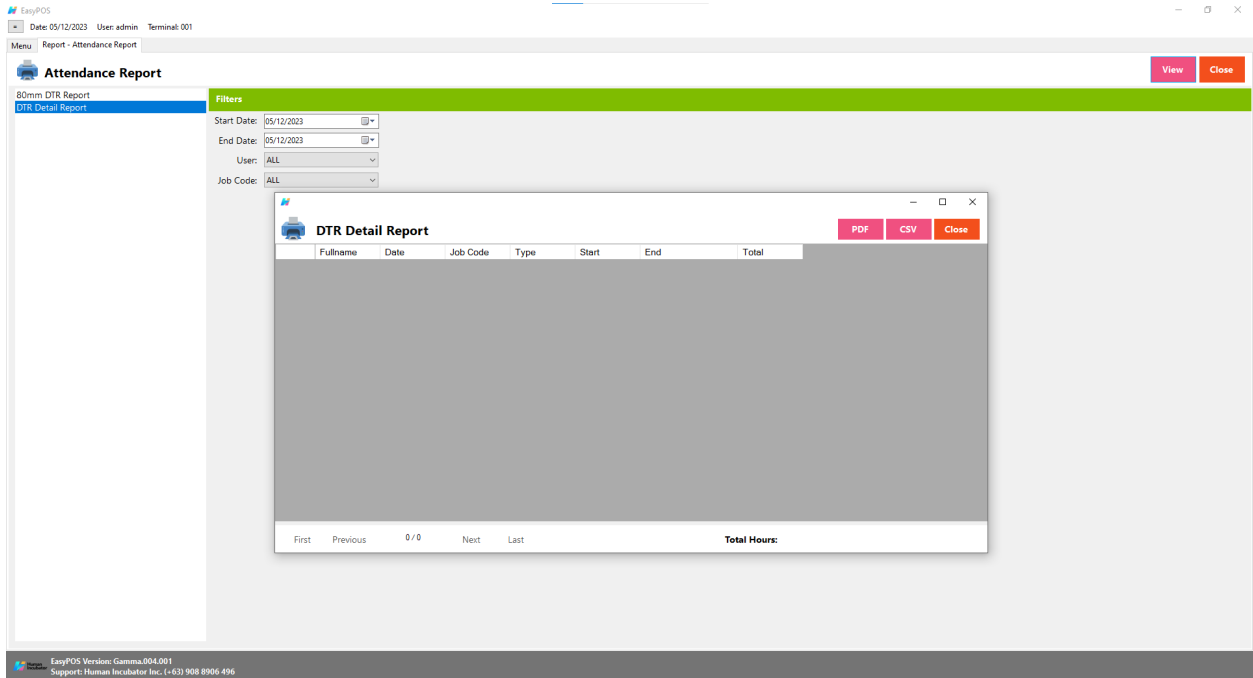




## DTR Detail Report



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



# X: System

## System - System Tables

### Overview

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

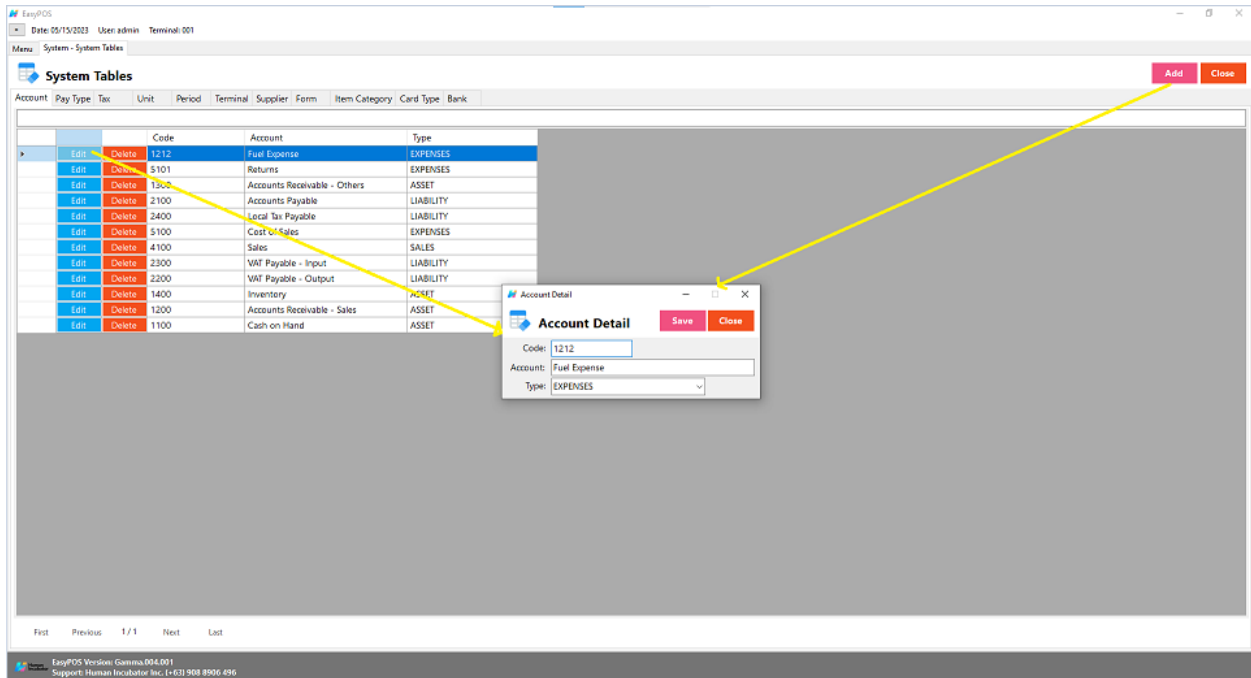
# Accounts

The screenshot shows the 'System Tables' window in EasyPOS. The window title is 'System Tables' and it has 'Add' and 'Close' buttons. The main area is a table with columns: Account, Pay Type, Tax, Unit, Period, Terminal, Supplier, Form, Item Category, Card Type, and Bank. The table contains 13 rows of account data. Each row has 'Edit' and 'Delete' buttons. The table data is as follows:

Account	Pay Type	Tax	Unit	Period	Terminal	Supplier	Form	Item Category	Card Type	Bank	Code	Account	Type
											1212	Fuel Expense	EXPENSES
											5101	Returns	EXPENSES
											1300	Accounts Receivable - Others	ASSET
											2100	Accounts Payable	LIABILITY
											2400	Local Tax Payable	LIABILITY
											5100	Cost of Sales	EXPENSES
											4100	Sales	SALES
											2300	VAT Payable - Input	LIABILITY
											2200	VAT Payable - Output	LIABILITY
											1400	Inventory	ASSET
											1200	Accounts Receivable - Sales	ASSET
											1100	Cash on Hand	ASSET

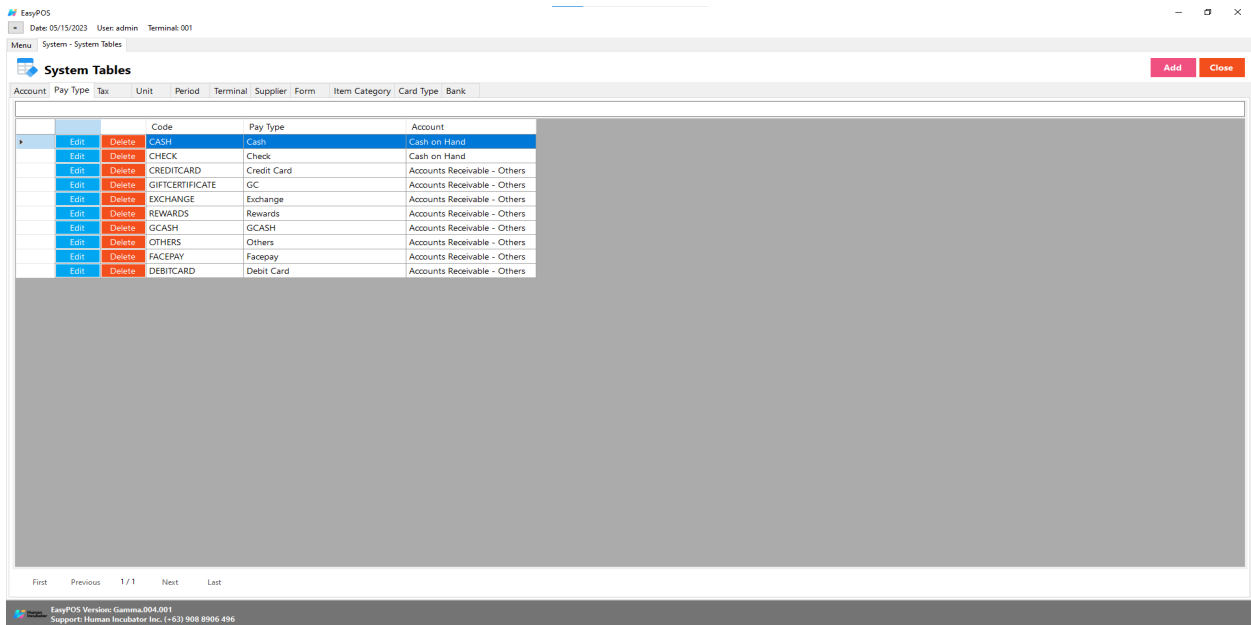
At the bottom of the table, there are navigation buttons: First, Previous, 1/1, Next, Last. At the very bottom of the window, there is a footer with the text: 'EasyPOS Version: Gamma.004.001 Support@Human Incubator Inc. (432) 908 8906 496'.

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



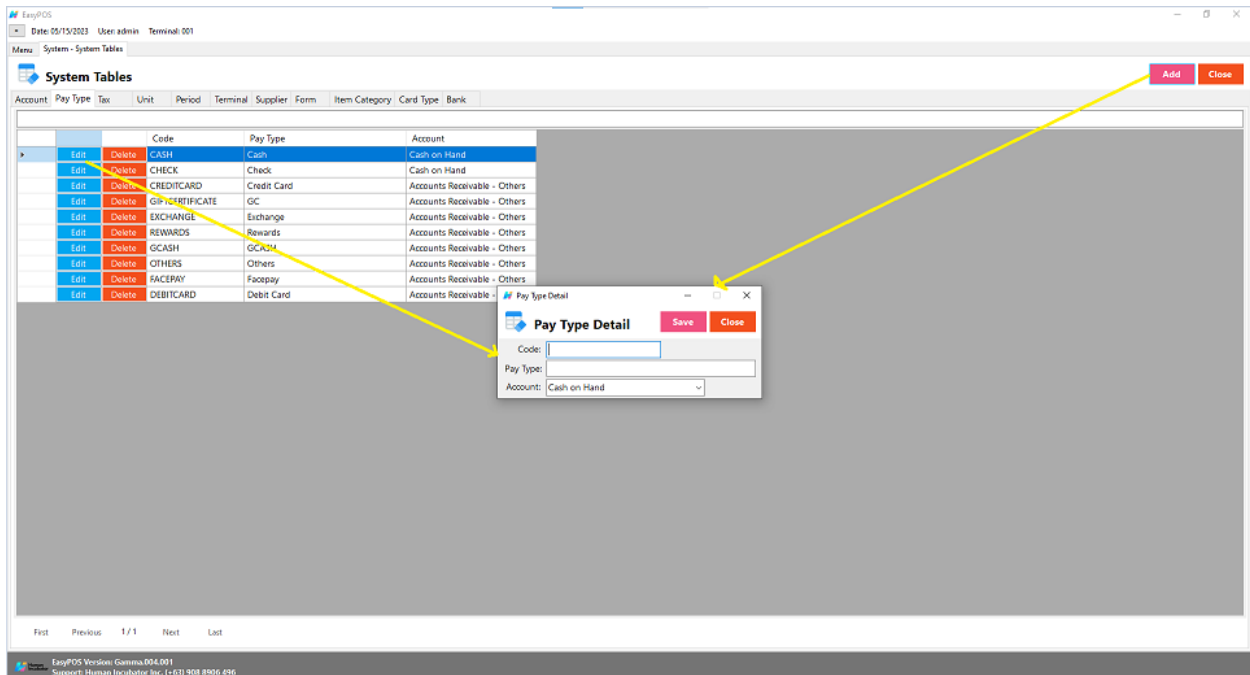
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Code, Account and Type
- Click the Save button to save account details.

## Pay Type



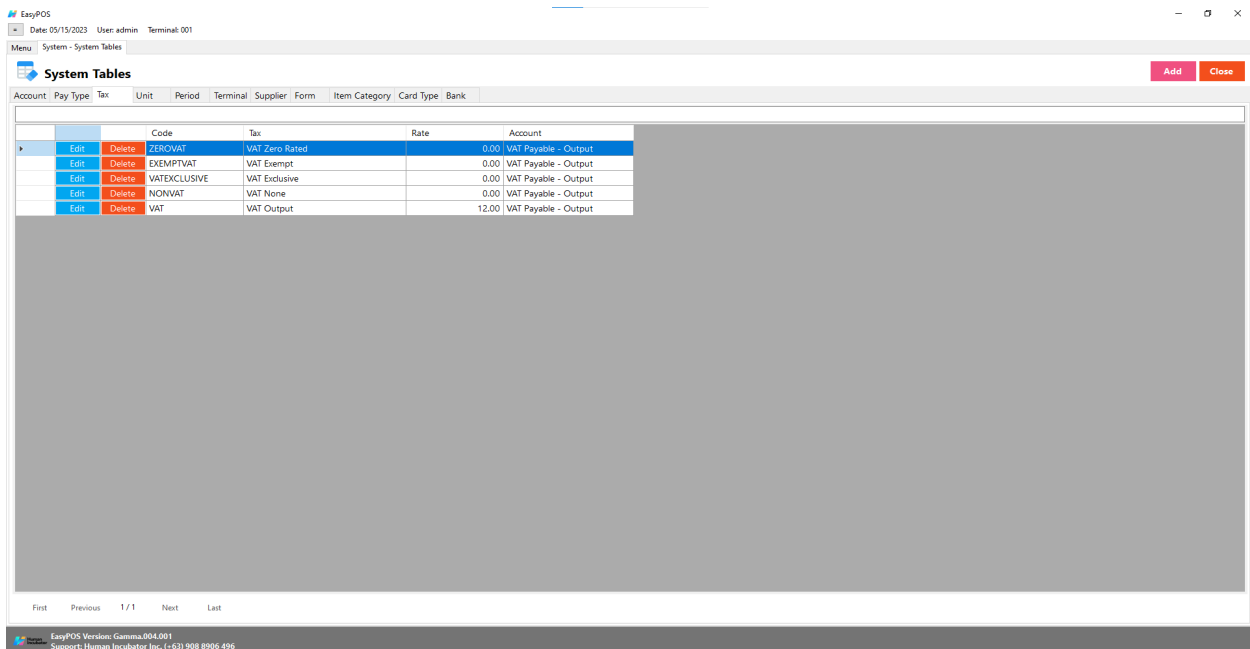
- Shows the list of all added pay types.
- Delete button will proceed to deleting pay type details.

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

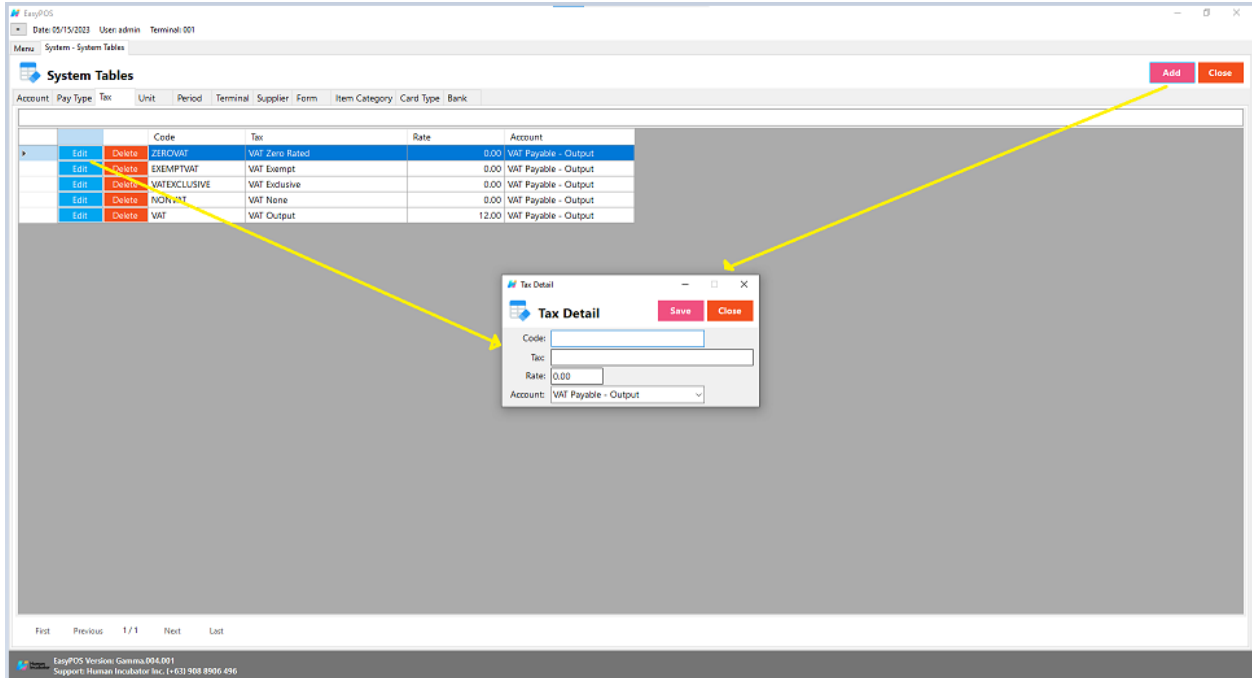


- **Assumption: Add** button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Code, Pay Type and Account
- Click the Save button to save pay type details.

## Tax

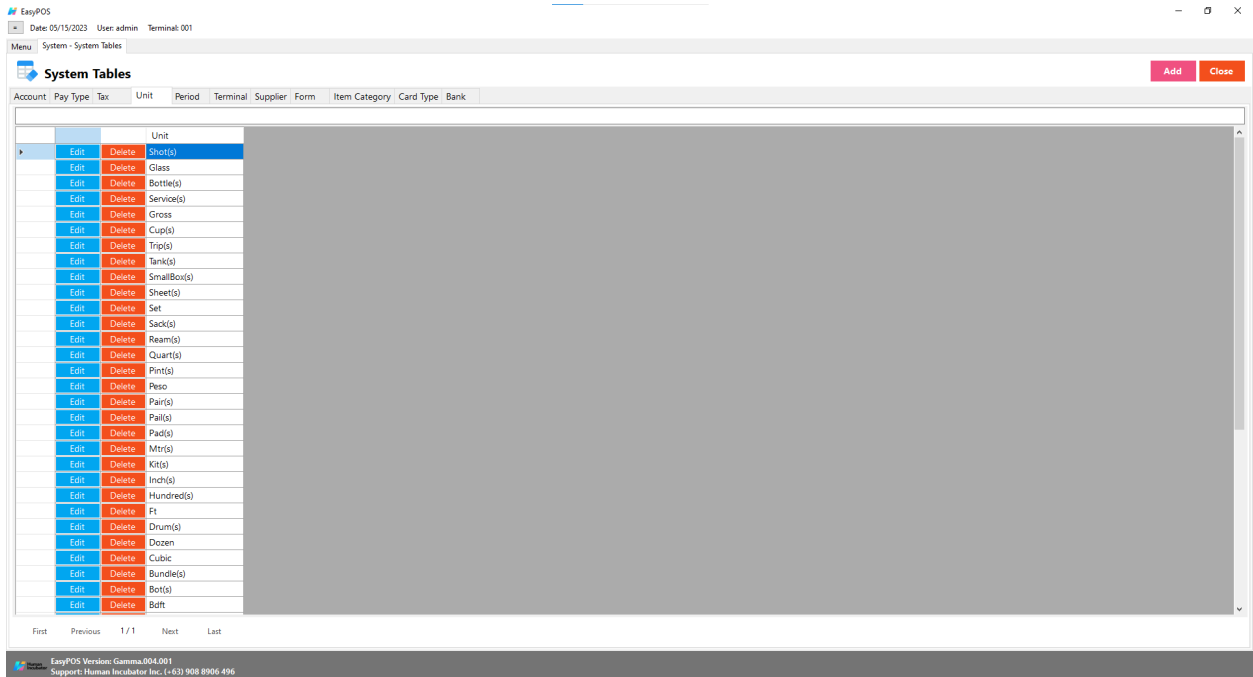


- Shows the list of all added taxes.
- Delete button will proceed to deleting tax details.
- Edit button will proceed to updating tax details.
- Close button will proceed to closing the system table module.

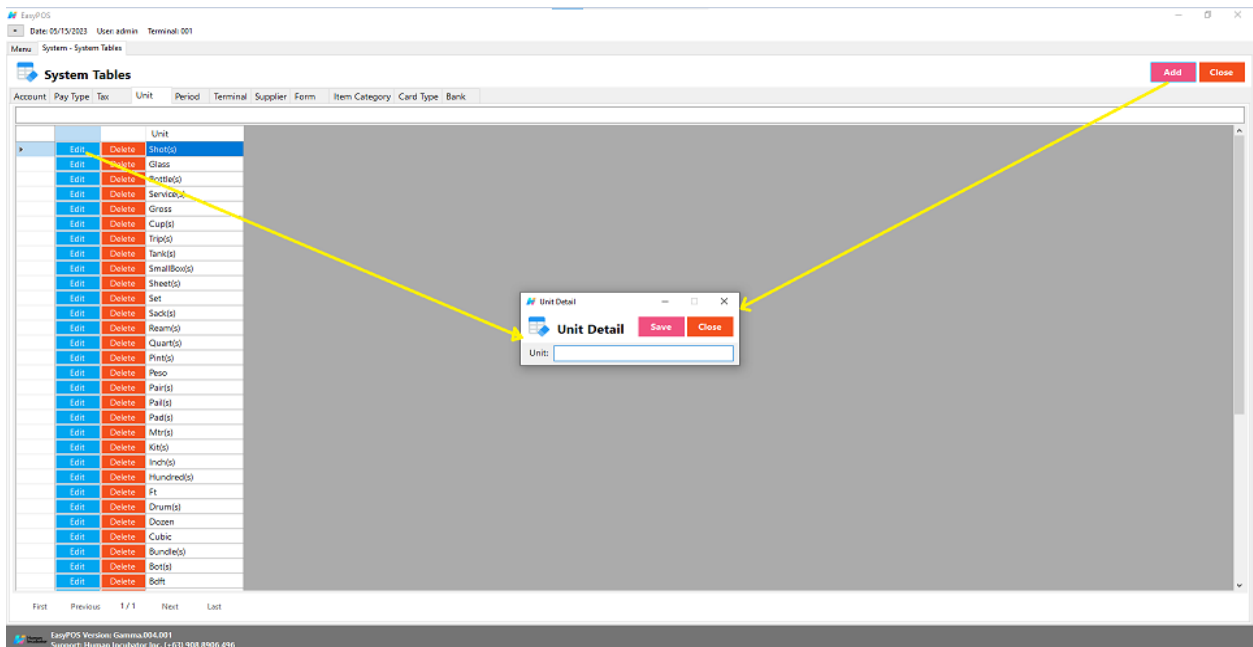


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Code, Tax, Rate and Account
- Click the Save button to save tax details.

# Unit



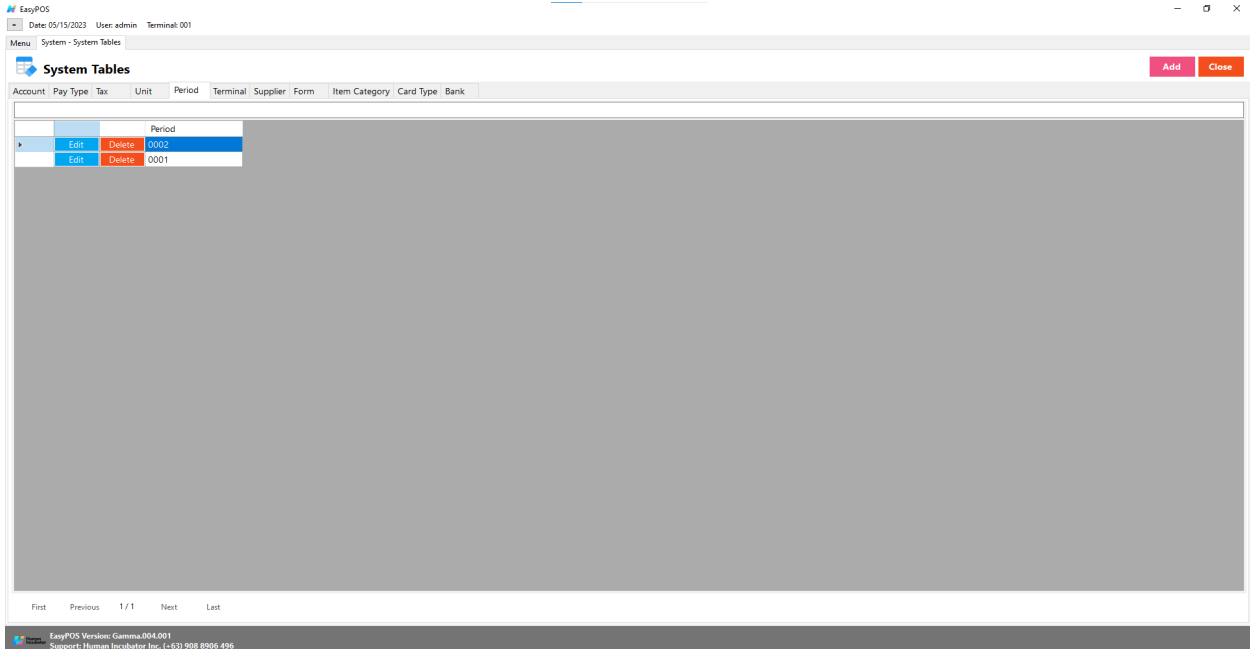
- Shows the list of all added units.
- Delete button will proceed to deleting unit details.
- Edit button will proceed to updating unit details.
- Close button will proceed to closing the system table module.



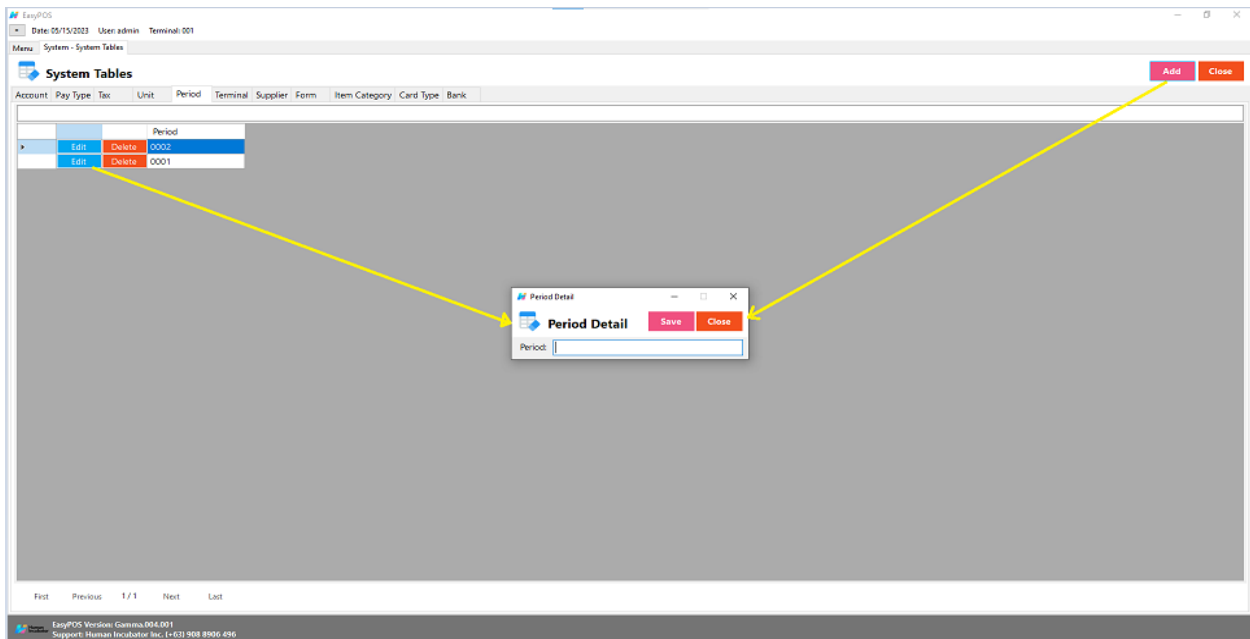
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:

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

## Period



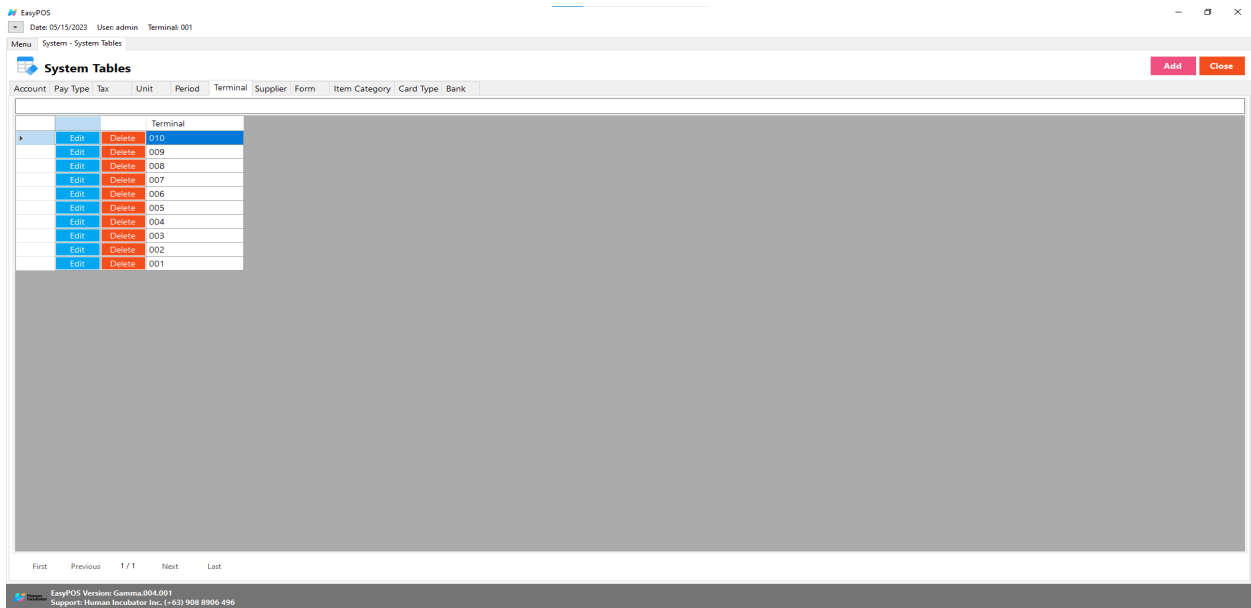
- Shows the list of all added periods.
- Delete button will proceed to deleting period details.
- Edit button will proceed to updating period details.
- Close button will proceed to closing the system table module.



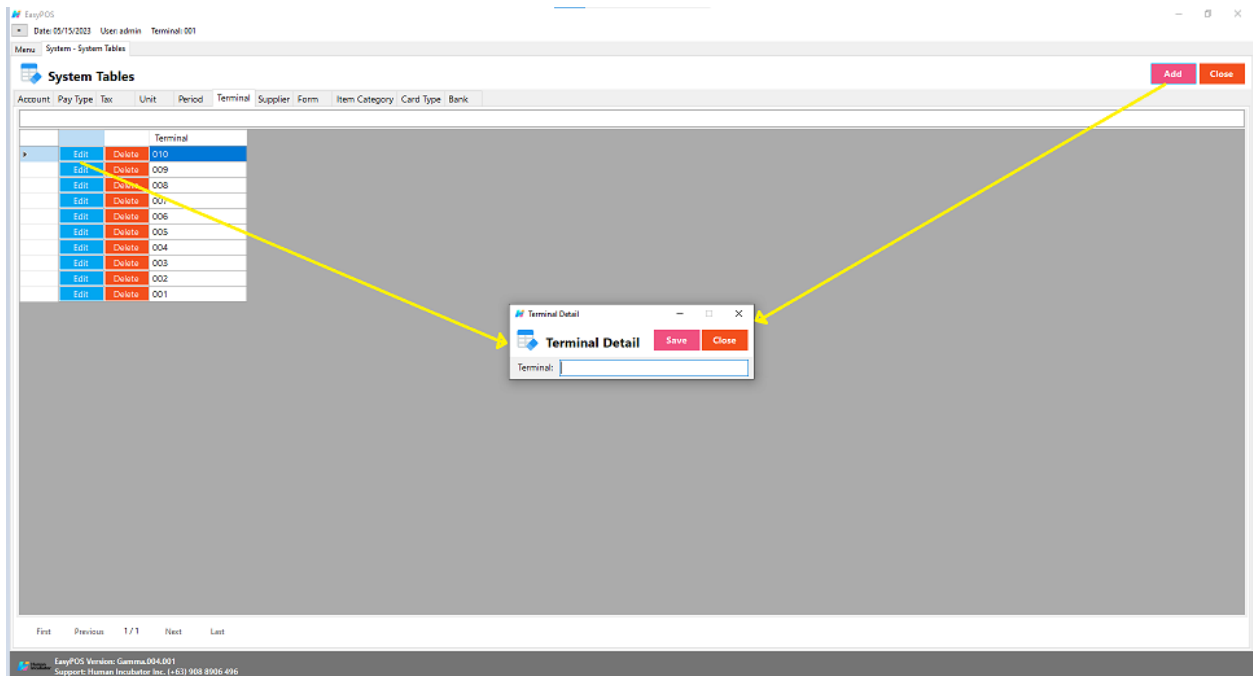


- **Assumption: Add** button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Unit
- Click the Save button to save unit details.

## Terminal



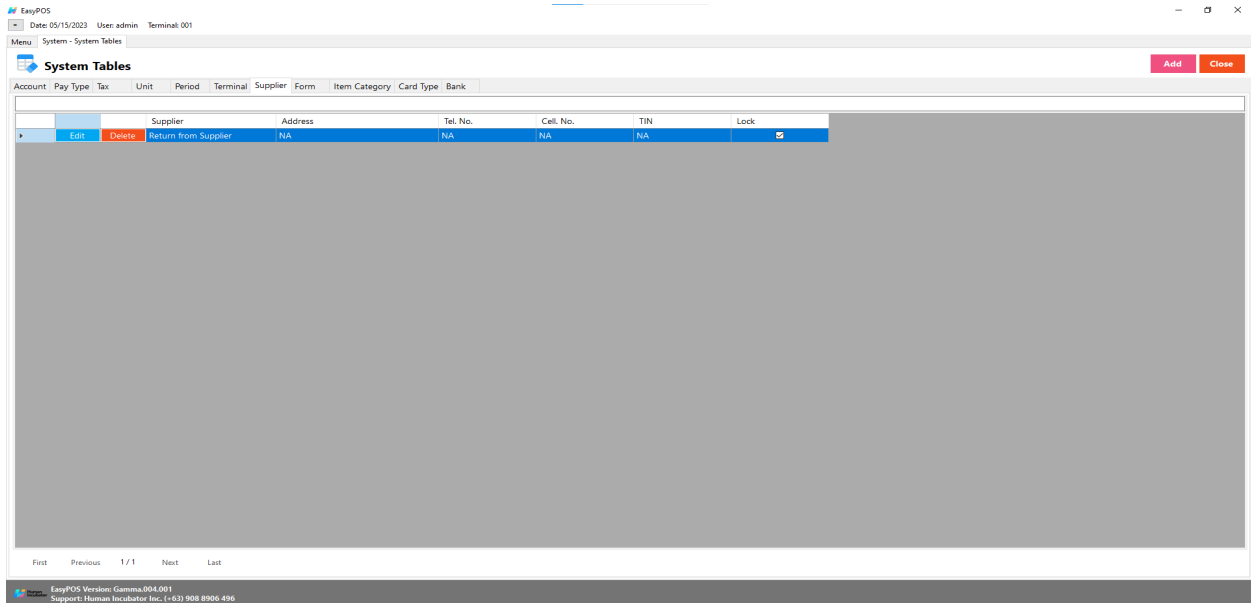
- Shows the list of all added terminals.
- Delete button will proceed to deleting terminal details.
- Edit button will proceed to updating terminal details.
- Close button will proceed to closing the system table module.



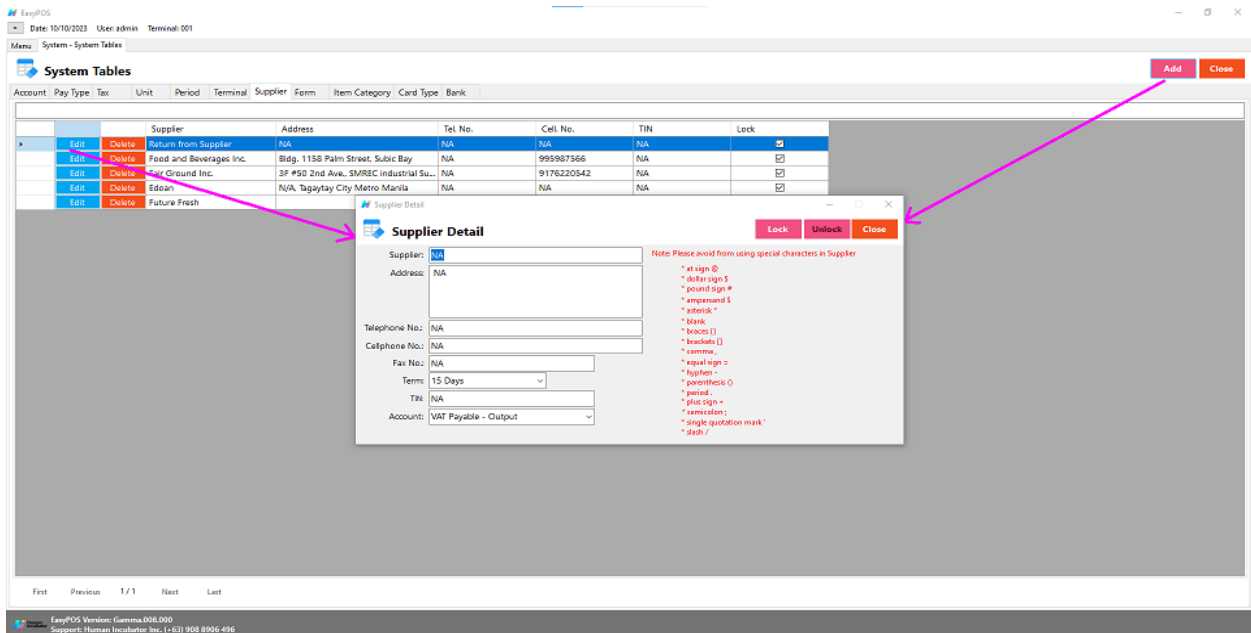
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Terminal
- Click the Save button to save terminal details.

## Supplier

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



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



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

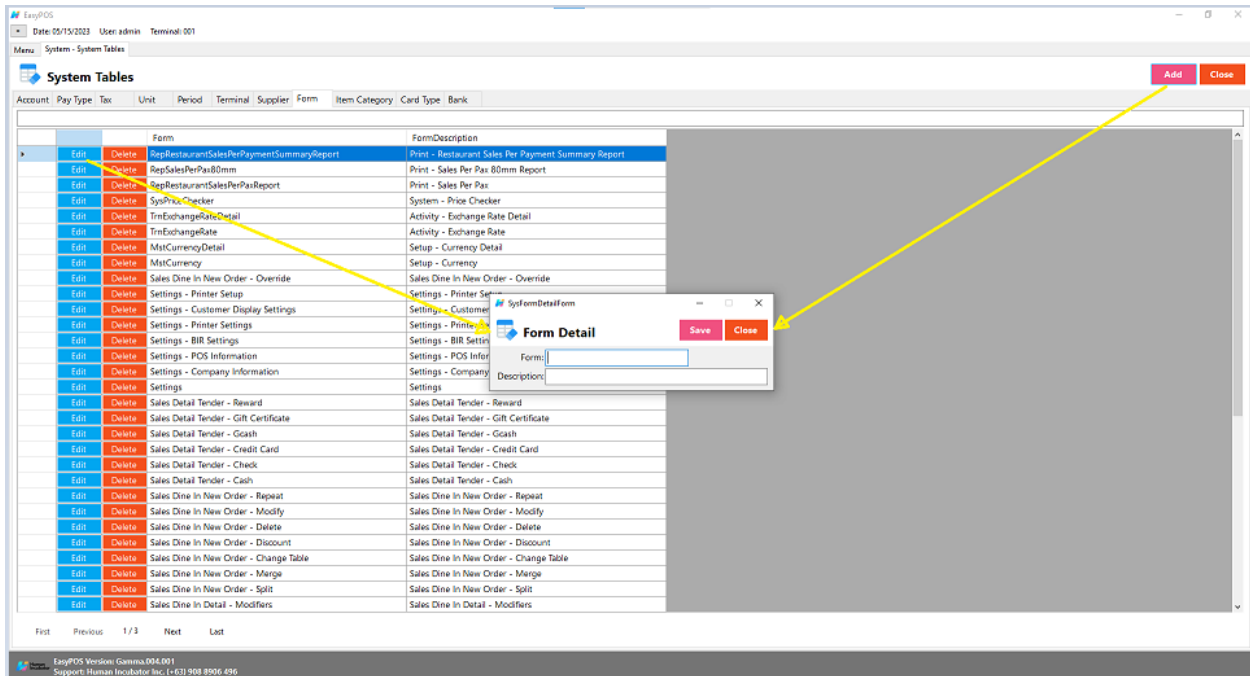
- It has a maximum limit with 100 characters for supplier and 255 for the Address
- Avoid using special characters except ampersand (&) and percent (%) in All Fields of the Supplier Details like: at sign (@), dollar sign (\$), pound sign (#), asterisk (\*), blank ( ), braces { }, brackets [ ], comma (,), equal sign (=), hyphen (-), parenthesis ( ), period (.), plus sign (+), semicolon (;), single quotation mark ('), slash (/) and etc.  
Special Characters: ~ ` ! @ # \$ ^ & \* ( ) - \_ + = { } [ ] | \ / : ; " ' < > , . ? À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ð Ñ Ò Ó Ô Õ Ö × Ø Ù Ú Û Ü Ý Þ ß
- If some fields have special characters, a prompt message will appear when locking or saving the data.
- Default value: NA and 0.00
- Click the Save button to save supplier details.

## Form

The screenshot shows the 'System Tables' window in EasyPOS. The window title is 'System Tables' and it has 'Add' and 'Close' buttons. The table below lists various forms with their descriptions and actions.

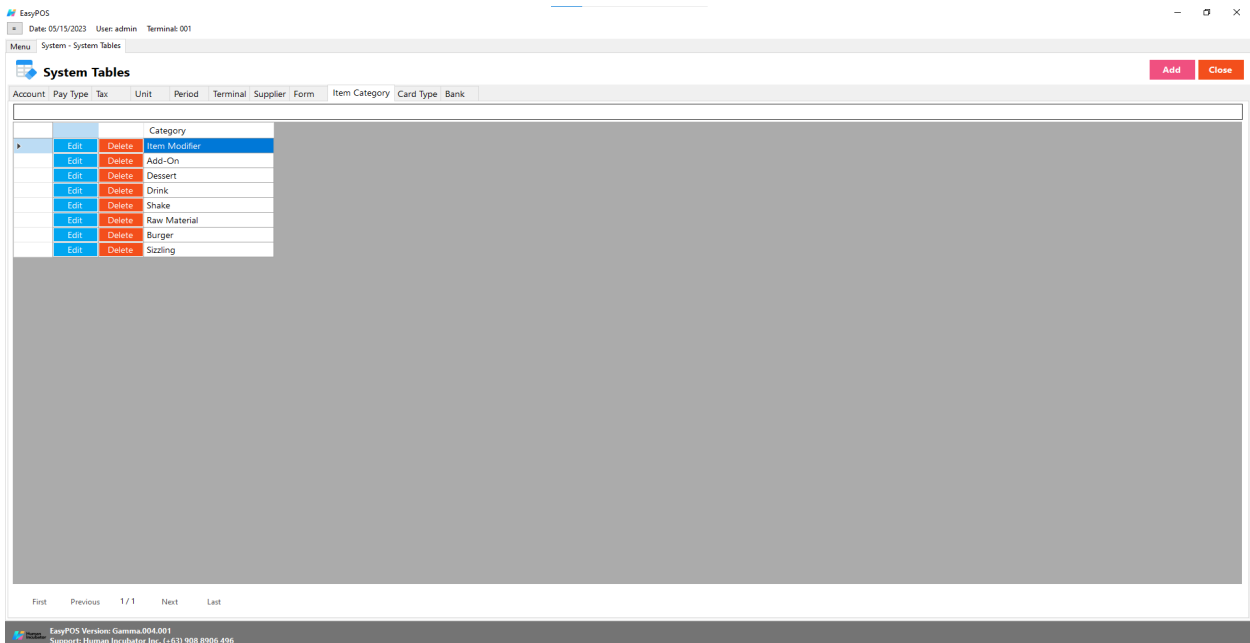
Form	FormDescription
RepRestaurantSalesPerPaymentSummaryReport	Print - Restaurant Sales Per Payment Summary Report
RepSalesPerPax80mm	Print - Sales Per Pax 80mm Report
RepRestaurantSalesPerPaxReport	Print - Sales Per Pax
SysPriceChecker	System - Price Checker
TrnExchangeRateDetail	Activity - Exchange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

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



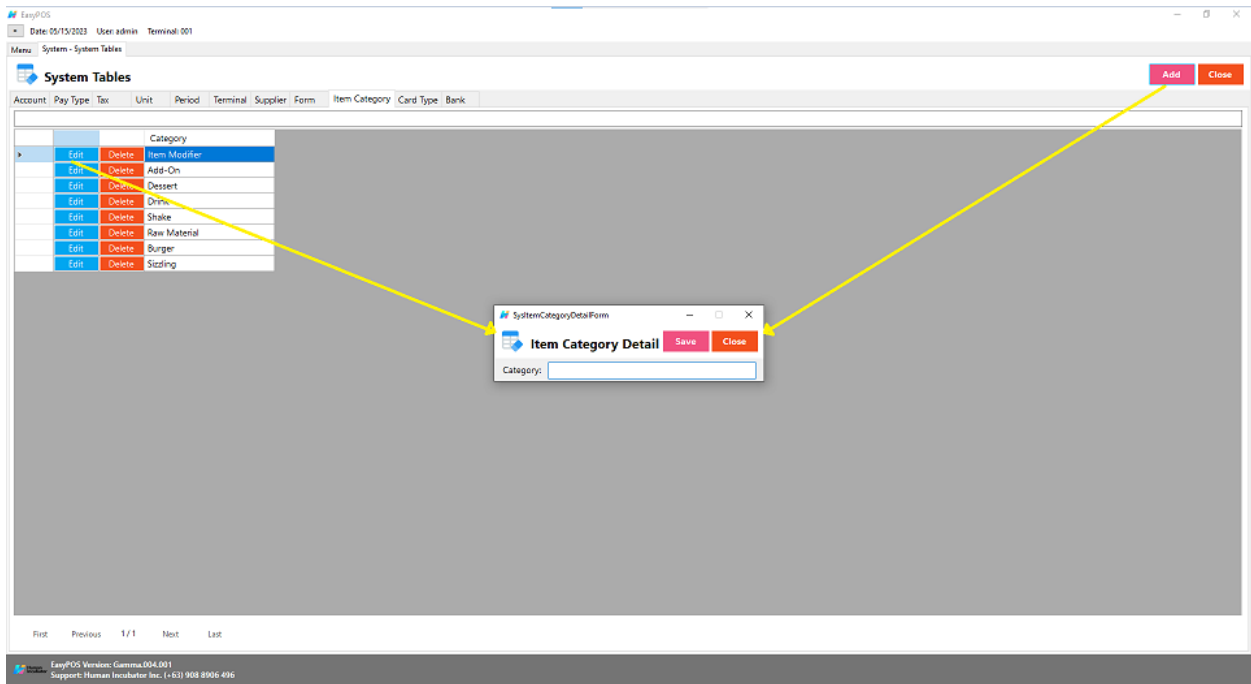
- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Form and Description
- Click the Save button to save form details.

## Item Category



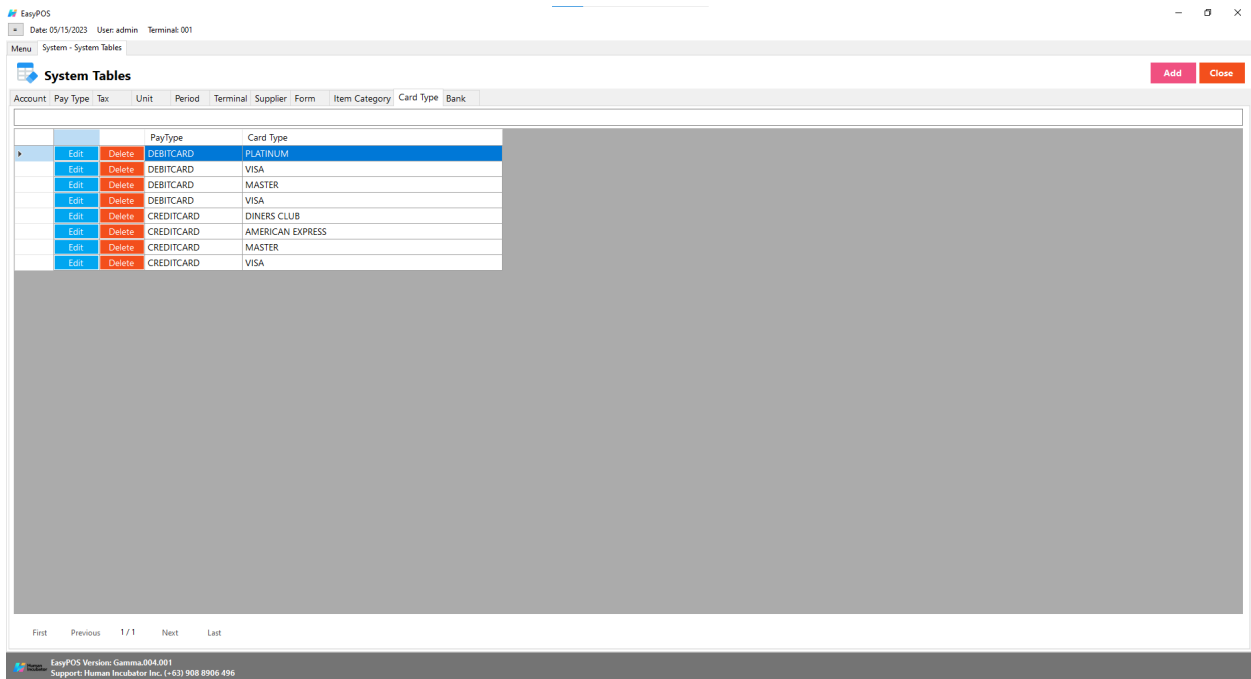
- Shows the list of all added Item Categories.
- Delete button will proceed to deleting item category details.

- Edit button will proceed to updating item category details.
- Close button will proceed to closing the system table module.

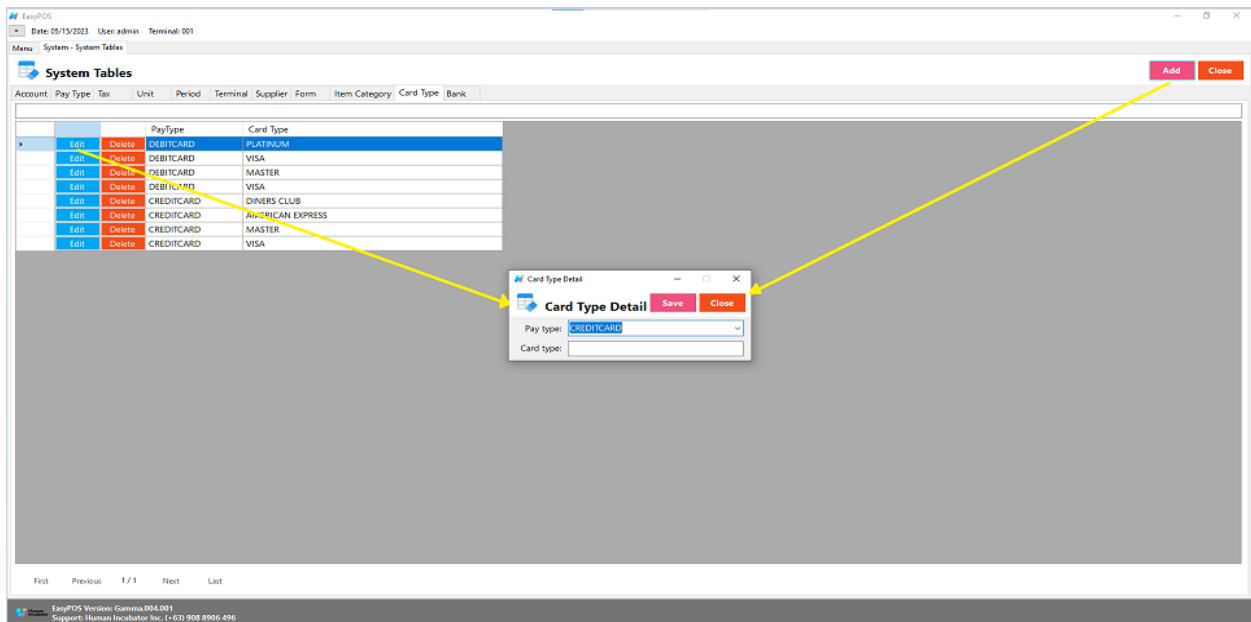


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Category
- Click the Save button to save item category details.

# Card Type

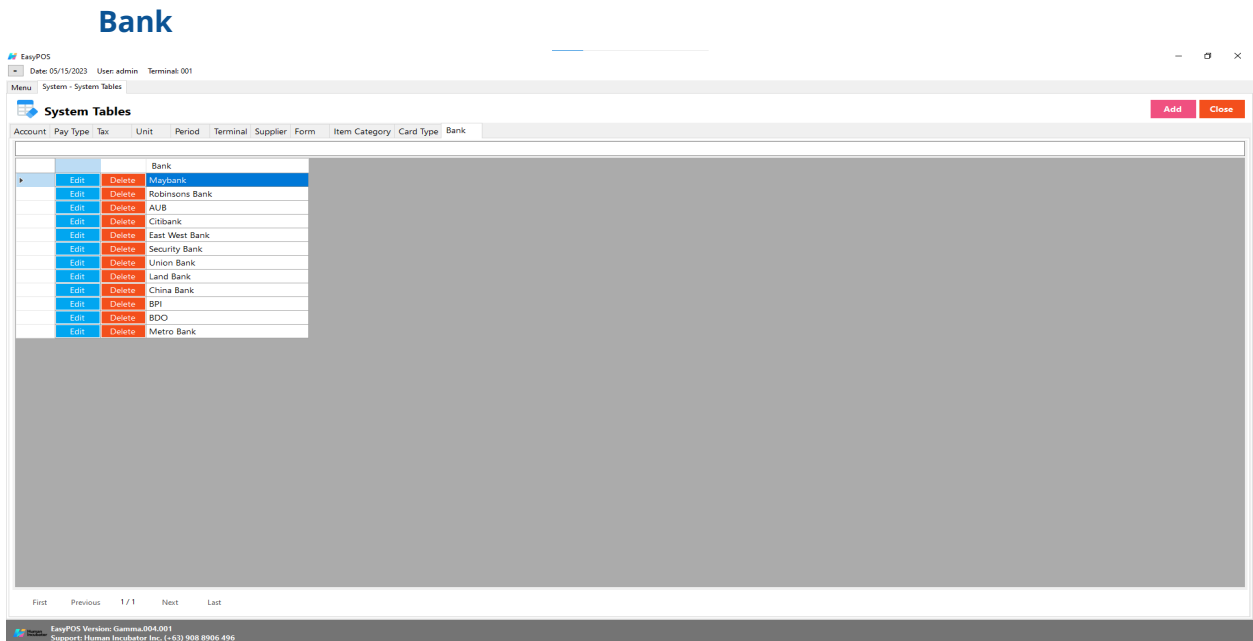


- Shows the list of all added card types.
- Delete button will proceed to deleting card type details.
- Edit button will proceed to updating card type details.
- Close button will proceed to closing the system table module.

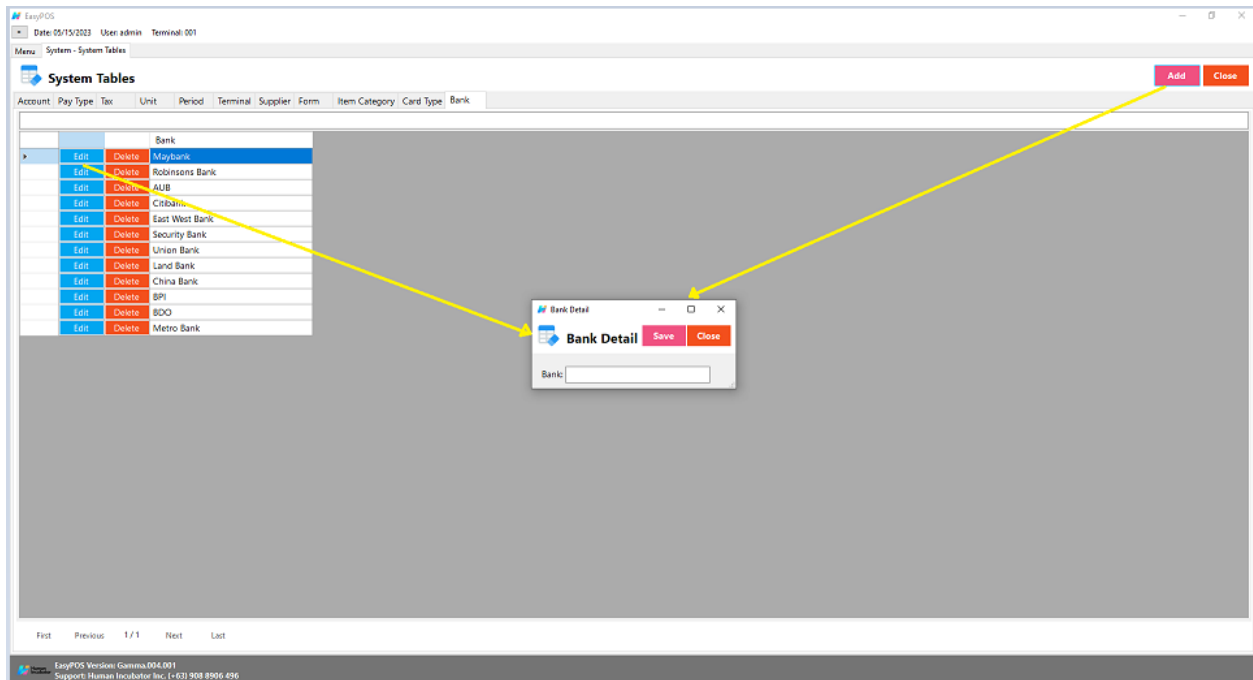


- **Assumption:** Add button is already clicked on the upper right corner in the system tables.
- Fill up all the necessary information like:
  - Pay Type and Card Type

- Click the Save button to save card type details.



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



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



- Bank
- Click the Save button to save bank details.

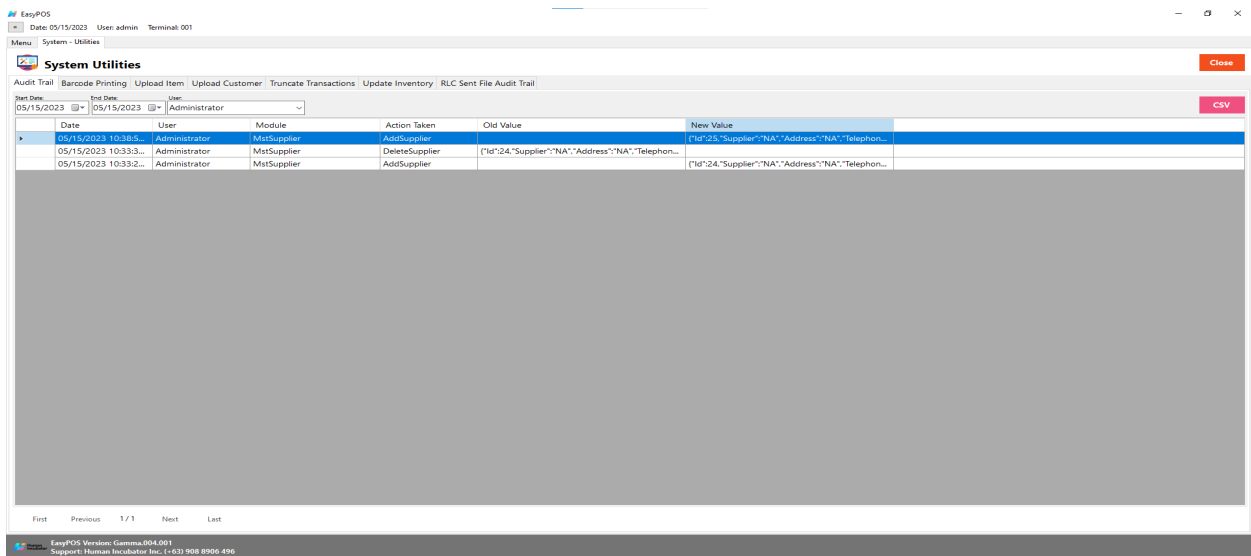
## System - Utilities

### Overview

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

### Audit Trail

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



### Barcode Printing

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

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

Menu System - Utilities

**System Utilities** Close

Audit Trail Barcode Printing Upload Item Upload Customer Truncate Transactions Update Inventory RLC Sent File Audit Trail

	Code	Description	Barcode	Unit	Category	Alias	Price	I	L
Pick	0000019255	NA	NA	Pack(s)	CONTAINER	NA	0.00	☑	☑
Pick	0000019254	PAPER PLATE 9X14 02 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 02 100X10	100.00	☑	☑
Pick	0000019253	PAPER PLATE 10X15 019 100X10 R	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10 R	115.00	☑	☑
Pick	0000019252	PAPER PLATE 12X18 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X18 019 100X10	170.00	☑	☑
Pick	0000019251	PAPER PLATE 12X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10	155.00	☑	☑
Pick	0000019250	PAPER PLATE 10X15 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10	120.00	☑	☑
Pick	0000019249	PAPER PLATE 10X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X14 019 100X10	110.00	☑	☑
Pick	0000019248	PAPER PLATE 9X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 019 100X10	100.00	☑	☑
Pick	0000019247	PAPER PLATE 9X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X12 019 100X10	90.00	☑	☑
Pick	0000019246	PAPER PLATE 8X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X14 019 100X10	90.00	☑	☑
Pick	0000019245	PAPER PLATE 8X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X12 019 100X10	76.00	☑	☑
Pick	0000019244	PAPER PLATE 8X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X11 019 100X10	70.00	☑	☑
Pick	0000019243	PAPER PLATE 8X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X10 019 100X10	65.00	☑	☑
Pick	0000019242	PAPER PLATE 8X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X8 019 100X10	55.00	☑	☑
Pick	0000019241	PAPER PLATE 7X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X14 019 100X10	80.00	☑	☑
Pick	0000019240	PAPER PLATE 7X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X12 019 100X10	70.00	☑	☑
Pick	0000019239	PAPER PLATE 7X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X11 019 100X10	65.00	☑	☑
Pick	0000019238	PAPER PLATE 7X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X10 019 100X10	60.00	☑	☑
Pick	0000019237	PAPER PLATE 7X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X8 019 100X10	45.00	☑	☑
Pick	0000019236	PAPER PLATE 6X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X14 019 100X10	70.00	☑	☑
Pick	0000019235	PAPER PLATE 6X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X12 019 100X10	60.00	☑	☑
Pick	0000019234	PAPER PLATE 6X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X10 019 100X10	50.00	☑	☑
Pick	0000019233	PAPER PLATE 6X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X9 019 100X10	45.00	☑	☑
Pick	0000019232	PAPER PLATE 6X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X8 019 100X10	40.00	☑	☑
Pick	0000019231	PAPER PLATE 6X7 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X7 019 100X10	35.00	☑	☑
Pick	0000019230	PAPER PLATE 5X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X14 019 100X10	60.00	☑	☑
Pick	0000019229	PAPER PLATE 5X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X12 019 100X10	50.00	☑	☑
Pick	0000019228	PAPER PLATE 5X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X10 019 100X10	40.00	☑	☑
Pick	0000019227	PAPER PLATE 5X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X9 019 100X10	40.00	☑	☑
Pick	0000019226	PAPER PLATE 5X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X8 019 100X10	35.00	☑	☑

First Previous 1/386 Next Last

EquipPOS Version: Gamma.004.001  
Support: Human Incubator Inc. (+631) 968 8906 496

- 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.

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

Menu System - Utilities

**System Utilities** Close

Audit Trail Barcode Printing Upload Item Upload Customer Truncate Transactions Update Inventory RLC Sent File Audit Trail

	Code	Description	Barcode	Unit	Category	Alias	Price	I	L
Pick	0000019255	NA	NA	Pack(s)	CONTAINER	NA	0.00	☑	☑
Pick	0000019254	PAPER PLATE 9X14 02 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 02 100X10	100.00	☑	☑
Pick	0000019253	PAPER PLATE 10X15 019 100X10 R	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10 R	115.00	☑	☑
Pick	0000019252	PAPER PLATE 12X18 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X18 019 100X10	170.00	☑	☑
Pick	0000019251	PAPER PLATE 12X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10	155.00	☑	☑
Pick	0000019250	PAPER PLATE 10X15 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10	120.00	☑	☑
Pick	0000019249	PAPER PLATE 10X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X14 019 100X10	110.00	☑	☑
Pick	0000019248	PAPER PLATE 9X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 019 100X10	100.00	☑	☑
Pick	0000019247	PAPER PLATE 9X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X12 019 100X10	90.00	☑	☑
Pick	0000019246	PAPER PLATE 8X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X14 019 100X10	90.00	☑	☑
Pick	0000019245	PAPER PLATE 8X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X12 019 100X10	76.00	☑	☑
Pick	0000019244	PAPER PLATE 8X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X11 019 100X10	70.00	☑	☑
Pick	0000019243	PAPER PLATE 8X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X10 019 100X10	65.00	☑	☑
Pick	0000019242	PAPER PLATE 8X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X8 019 100X10	55.00	☑	☑
Pick	0000019241	PAPER PLATE 7X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X14 019 100X10	80.00	☑	☑
Pick	0000019240	PAPER PLATE 7X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X12 019 100X10	70.00	☑	☑
Pick	0000019239	PAPER PLATE 7X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X11 019 100X10	65.00	☑	☑
Pick	0000019238	PAPER PLATE 7X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X10 019 100X10	60.00	☑	☑
Pick	0000019237	PAPER PLATE 7X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X8 019 100X10	45.00	☑	☑
Pick	0000019236	PAPER PLATE 6X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X14 019 100X10	70.00	☑	☑
Pick	0000019235	PAPER PLATE 6X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X12 019 100X10	60.00	☑	☑
Pick	0000019234	PAPER PLATE 6X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X10 019 100X10	50.00	☑	☑
Pick	0000019233	PAPER PLATE 6X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X9 019 100X10	45.00	☑	☑
Pick	0000019232	PAPER PLATE 6X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X8 019 100X10	40.00	☑	☑
Pick	0000019231	PAPER PLATE 6X7 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X7 019 100X10	35.00	☑	☑
Pick	0000019230	PAPER PLATE 5X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X14 019 100X10	60.00	☑	☑
Pick	0000019229	PAPER PLATE 5X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X12 019 100X10	50.00	☑	☑
Pick	0000019228	PAPER PLATE 5X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X10 019 100X10	40.00	☑	☑
Pick	0000019227	PAPER PLATE 5X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X9 019 100X10	40.00	☑	☑
Pick	0000019226	PAPER PLATE 5X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X8 019 100X10	35.00	☑	☑

First Previous 1/386 Next Last

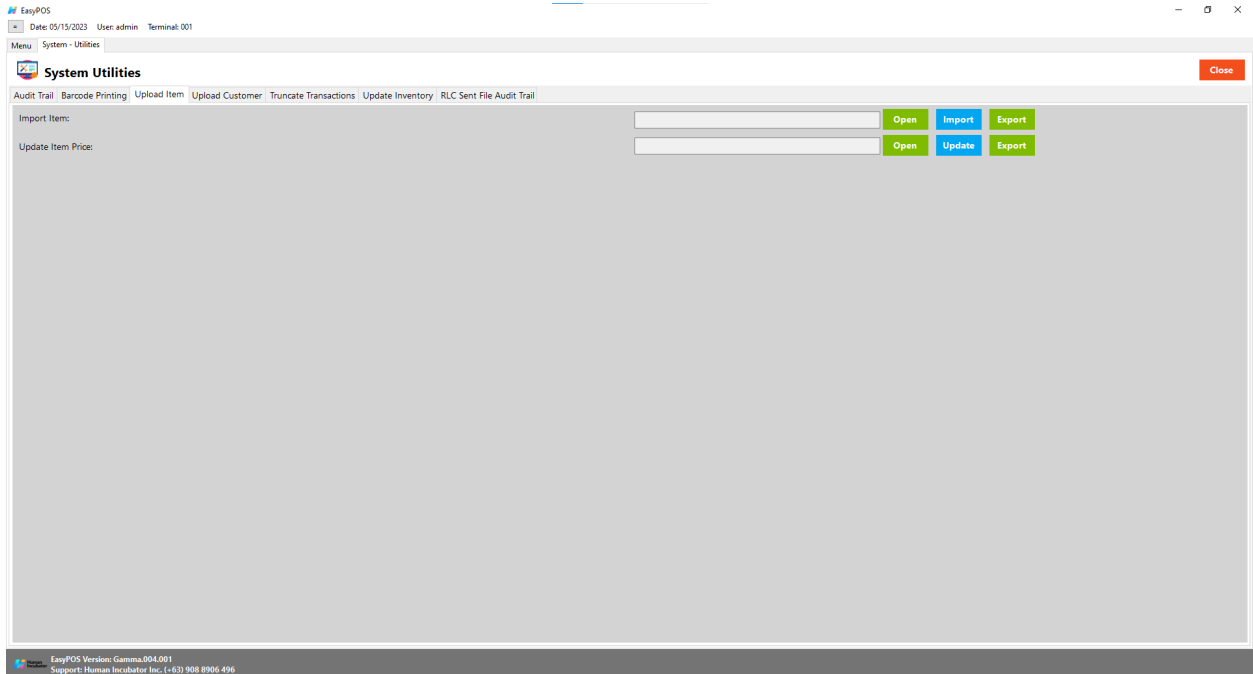
EquipPOS Version: Gamma.004.001  
Support: Human Incubator Inc. (+631) 968 8906 496

**Barcode Printing** Print Close

Quantity: 4

## Upload Item

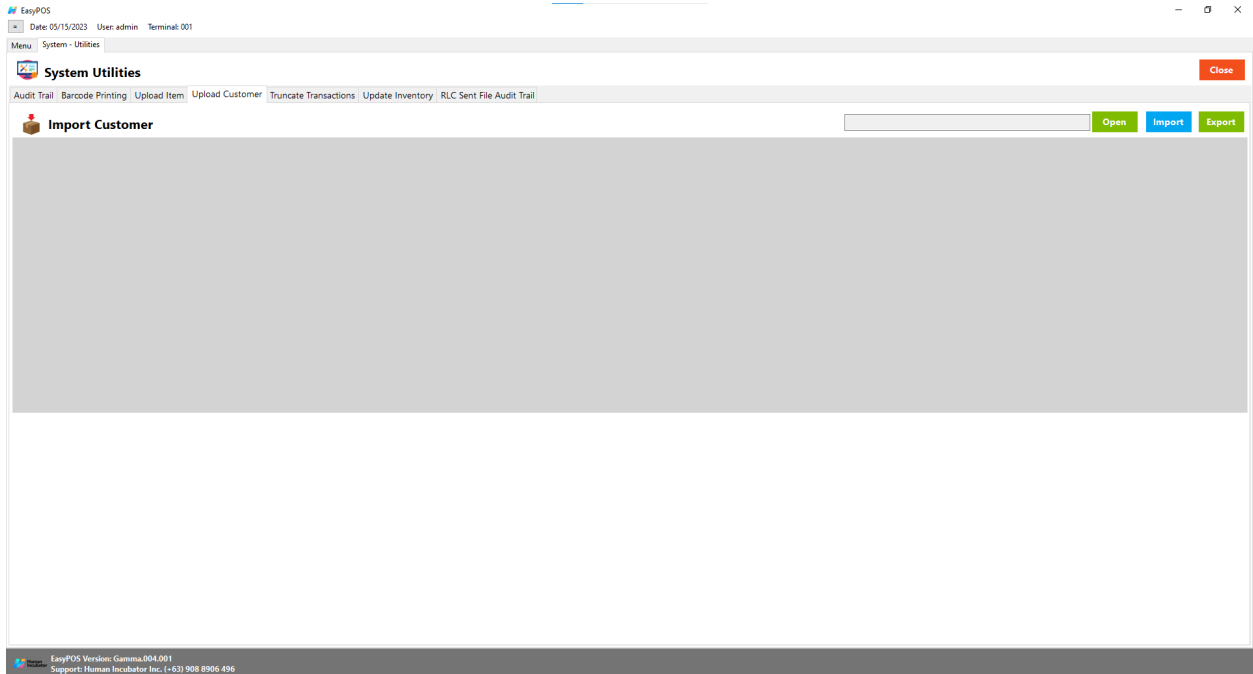
- It is another way to upload items and update item prices.



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

## Upload Customer

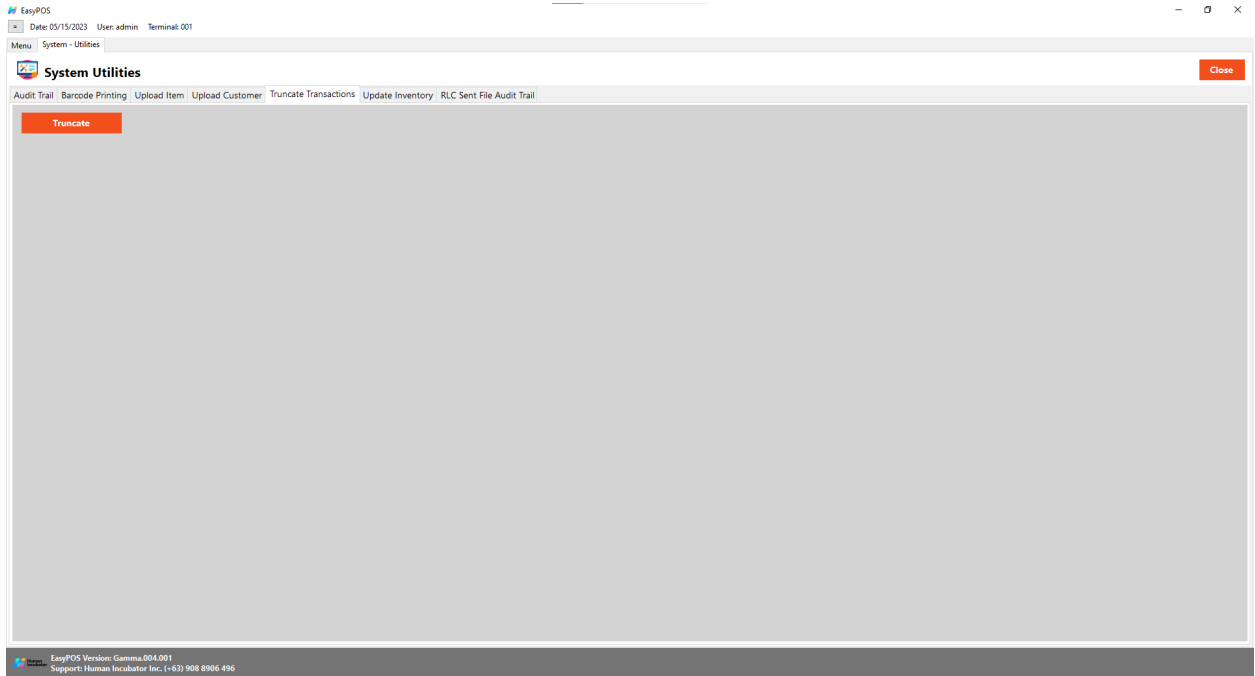
- It is another way to add a list of customers.



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

### Truncate Transaction

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



# XI: Settings

## Settings

### Overview

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

### Company Information

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

The screenshot shows the EasyPOS Settings application. The main window title is 'EasyPOS'. At the top, it displays 'Date: 05/15/2023 User: admin Terminal: 001'. Below this is a 'Menu' bar with 'Settings' selected. The 'Settings' panel is open, showing a 'Company Information' tab. The form contains the following fields: 'Company Name' with the value 'Human Incubator Inc.', 'Address' with 'Cebu City', 'Contact No.' with '(032) 256-2904', and an 'Upload' button. In the top right corner of the settings panel, there are three buttons: 'Lock' (pink), 'Unlock' (pink), and 'Close' (orange). The footer of the window shows 'EasyPOS Version: Gamma.004.001' and 'Support: Human Incubator Inc. (+63) 908 8906 496'.

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

### POS Information

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

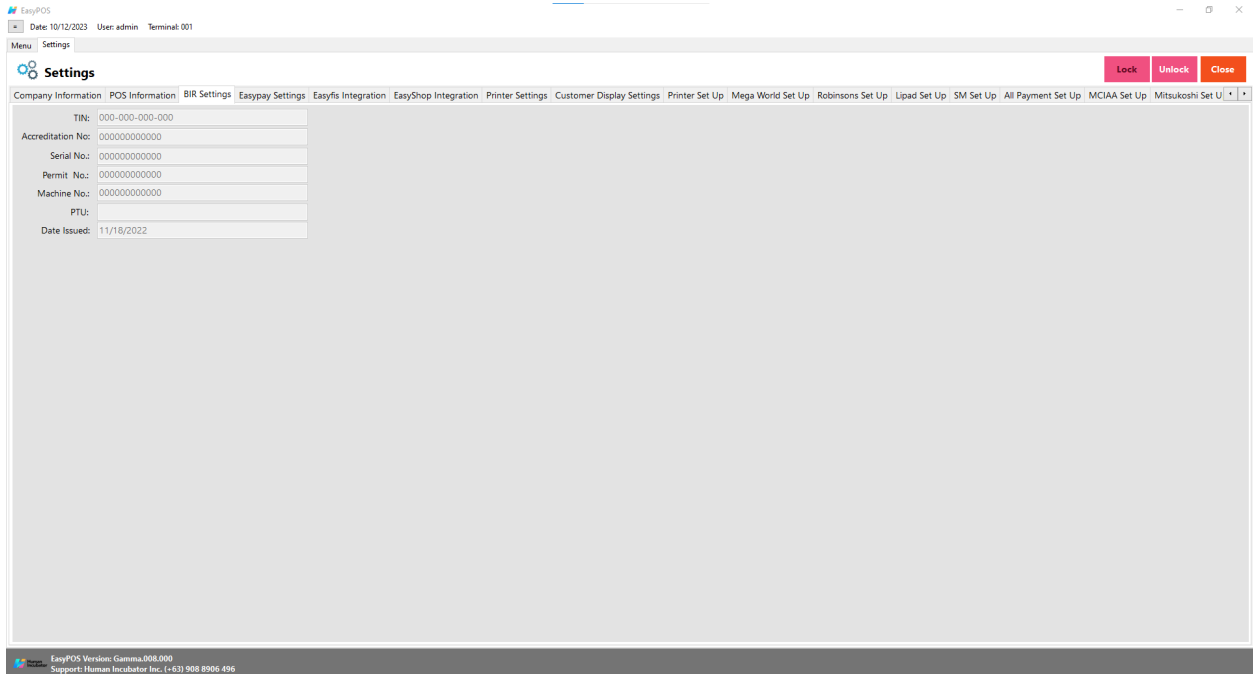
- Base Currency, Tenant Of, etc
- **Tender Print**
  - Allow the user to enable or disable the print receipt
- **Barcode Quantity Always One**
  - When this feature is enabled, the user cannot edit the quantity of the item after scanning the barcode.
- **Allow Negative Inventory**
  - The user is allowed to make a transaction when there is zero inventory of the item.
- **Activate Audit Trail**
  - Activities and logs of the user will display in the Audit Trail in the Utilities module when it is enabled.
- **Prompt Login Sales**
  - It can be used by the teller or order taker.
- **Swipe Login**
  - Allow the user to login using a swipe card and a card number.
- **Date Login**
  - Allow the user to set the date manually in login.
- **Hide Sales Amount**
  - When it is enabled, the sales amount will be hidden in the POS barcode.
- **Disable Stock-in Price and Cost**
  - When adding a stock-in, the price and cost of the item are disabled and not editable.
- **Hide Touch Sales Item Detail**
  - It is use to hide sales item detail in POS Touch
- **Hide Item List Barcode**
  - The barcode of the items will be hidden in the item list.
- **Hide Item List Item Code**
  - The item code of the items will be hidden in the item list.
- **Auto Sales Upon Locking**
  - When it is enabled, it will automatically create new sales upon locking the transaction.
- **Show Customer Information in OR**
  - The customer information will display in the OR when it is enabled.
- **Enable Edit Price**
  - The user is allowed to edit the price when creating a transaction
- **Auto Tender Printer Ready Yes or No**
  - Disable the prompt message for printer ready yes or no.
- **Show Add Service Charge**
  - Allow the user to add service charge in POS Touch and Quick service.
- **Allow Tender Zero**
  - Allow the user to tender zero transactions.

- **Enable DTR Feature**
  - It is used to monitor the attendance of the employees. The employees can clock in/out and break in/out.
- **Disable Sales Date**
  - Sales date is disable and the user is not allowed to select date in sales
- **Exclude Zero Prices (Sales Report)**
  - The item that has a zero(0) price is not included in the sales report
- **Auto Start Integration**
  - Automatically start the integration like easyfis.
- **Allow Z Reading with Open Sales**
  - Allow the user to view or print z reading report with an open sales
- **Hide Other Details on POS Retail**
  - When this feature is enabled, it will only display the item description, quantity, price, discount and amount in sales detail.
- **With Easy Restaurant**
  - It is applicable for easy pos with easy restaurant setup
- **Prompt Previous EOD Error**
  - Enable the EOD feature
  - It is a prompt message error for the previous EOD.
- **Quick Service Auto Print SO**
  - It can print order slips in the quick service when it is enabled.
- **Enable Sticker Printing Process**
  - Allow the user to print sticker
- **5 Digit Decimal Places in Qty**
  - Allow the user to input 5 decimal places in quantity fields
- **Enable Print on POS Touch**
  - Enable the print button in POS touch sales detail
- **Service Charge is vatable**
  - Allow the user to add service charge for company's other income
- **Enable Background Process**
  - If it is check, it will skip the inventory process every transaction

### **BIR Settings**

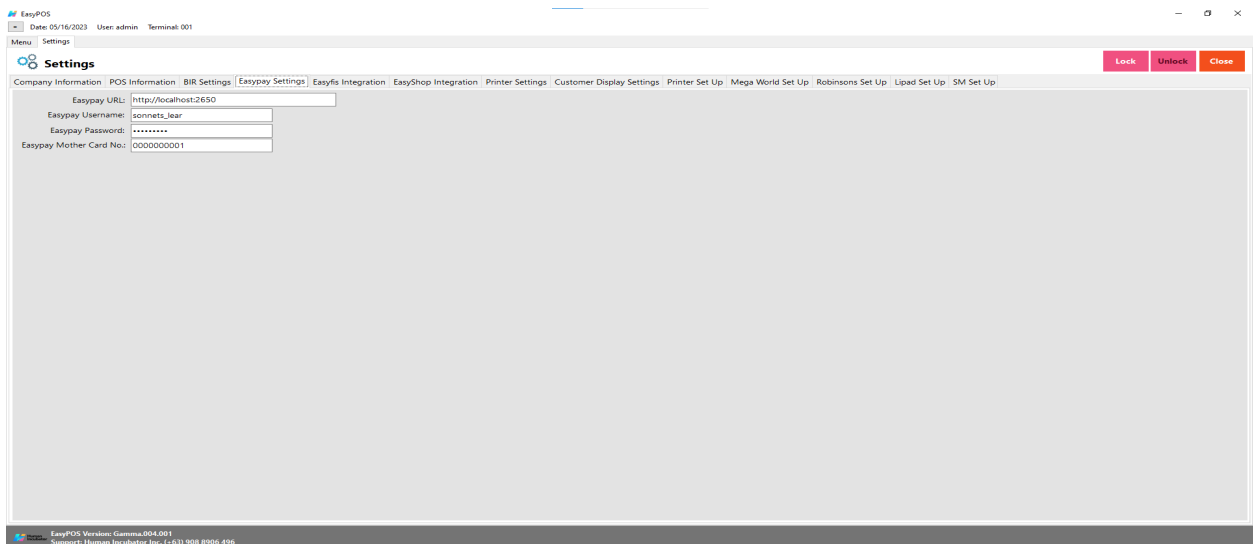
- It is where the user can set up their BIR credentials and receipt documentation.





## EasyPay Settings

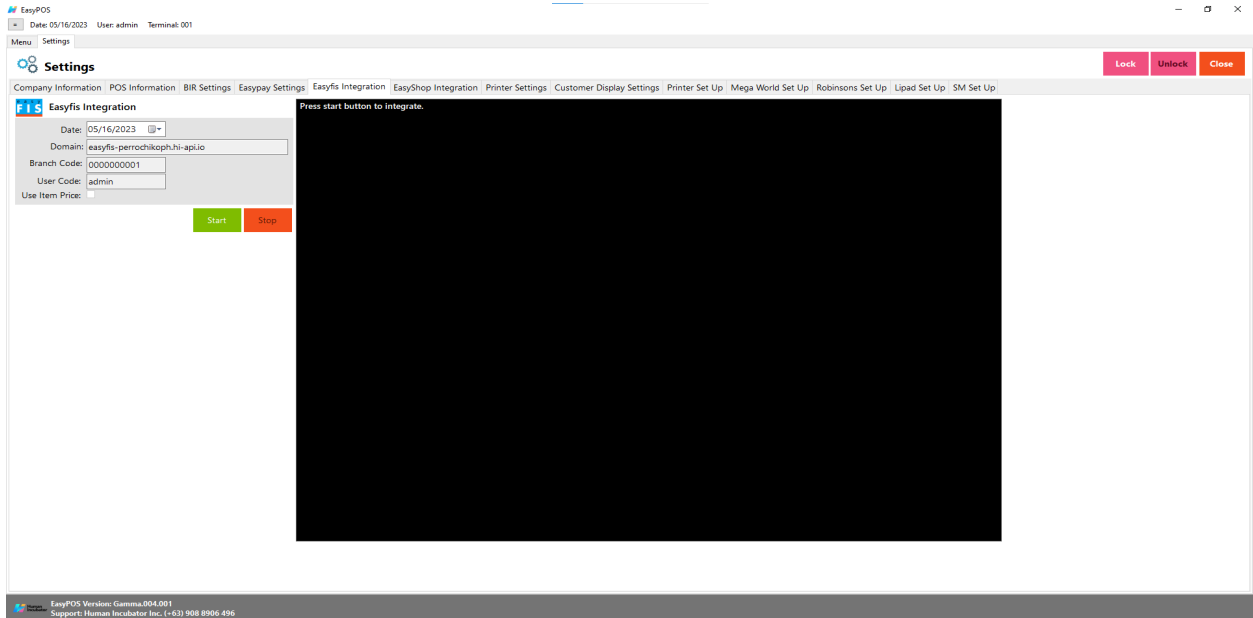
- This is for the easypay integration where the user will set up the URL, username, password and card no.



## Easyfis Integration

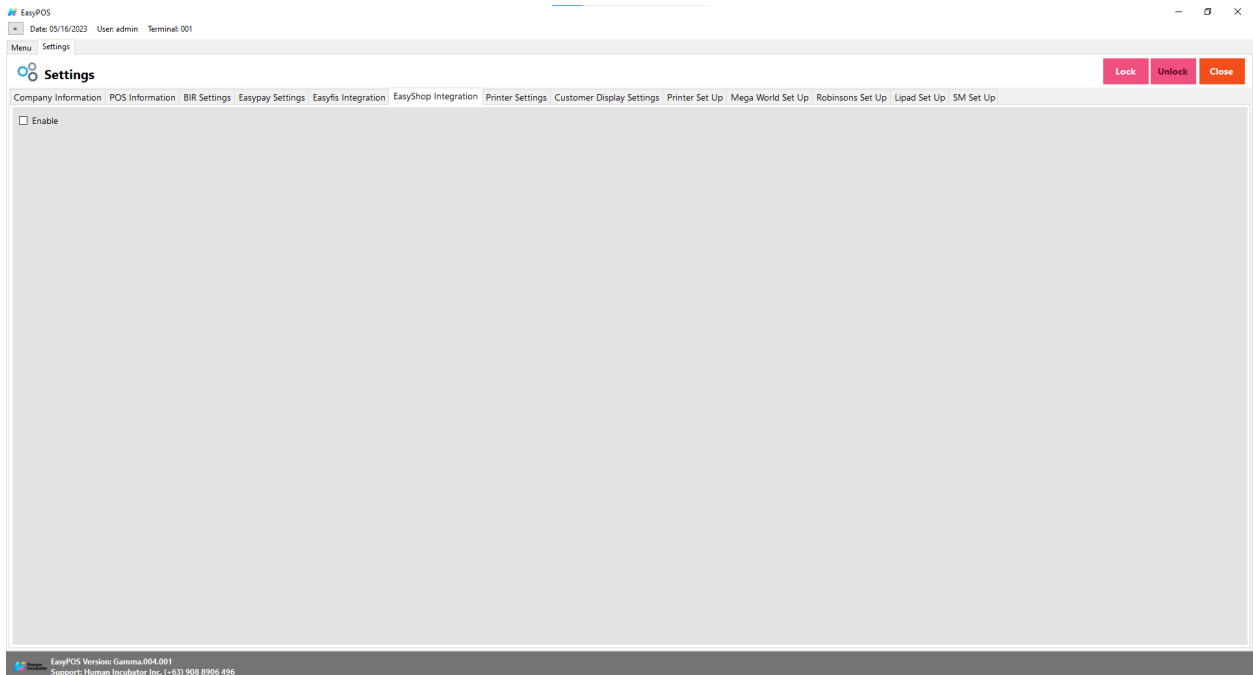
- This is for easyfis integration where it is a connection and integration between the easyfis and EasyPOS product.
- Set up the following in the database (use sql server):
  - Domain(ex: <https://easyfis-perrochikoph.hi-api.io> )
  - Branch Code(ex: 0000000001)
  - User Code(ex: admin)

- Select date for integration
- Click **Start** button to start the integration
- Click **Stop** button to stop integration



*Take note: Updating the barcode in easyfs system will cause duplication of items. Add a new entry for the updated barcodes.*

## EasyShop Integration



## Printer Settings

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

The screenshot shows the 'Printer Settings' window in the EasyPOS application. The window title is 'EasyPOS' and it includes a menu bar with 'Menu' and 'Settings'. The main content area is titled 'Settings' and contains several configuration fields:

- Printer Type:** Dot Matrix Printer
- OR Print Title:** OFFICIAL RECEIPT
- Withdrawal Print Title:** WITHDRAWAL SLIP
- Withdrawal Footer:** POS VENDOR: Human Incubator Inc.10/F Unit 1001-B Keppel Ctr.,Samar Loop St., Cebu Business Park, Cebu City/VAT REG TIN: 777-996-622-000/Accreditation No.: 000000000000 Date Issued: mm-dd-yyyy/Valid Until: mm-dd-yyyy/PTU No.: 000000000000 Date Issued: mm-dd-yyyy/Valid Until: mm-dd-yyyy/THIS INVOICE
- Receipt Footer:** POS VENDOR: Human Incubator Inc.10/F Unit 1001-B Keppel Ctr.,Samar Loop St., Cebu Business Park, Cebu City/VAT REG TIN: 777-996-622-000/Accreditation No.: 000000000000 Date Issued: mm-dd-yyyy/Valid Until: mm-dd-yyyy/PTU No.: 000000000000 Date Issued: mm-dd-yyyy/Valid Until: mm-dd-yyyy/THIS INVOICE
- Invoice Footer:** POS VENDOR: Human Incubator Inc.10/F Unit 1001-B Keppel Ctr.,Samar Loop St., Cebu Business Park, Cebu City/VAT REG TIN: 777-996-622-000/Accreditation No.: 000000000000 Date Issued: mm-dd-yyyy/Valid Until: mm-dd-yyyy/PTU No.: 000000000000 Date Issued: mm-dd-yyyy/Valid Until: mm-dd-yyyy/THIS INVOICE
- Z and X Reading Footer:** POS VENDOR: Human Incubator Inc.10/F Unit 1001-B Keppel Ctr.,Samar Loop St., Cebu Business Park, Cebu City/VAT REG TIN: 777-996-622-000/Accreditation No.: 000000000000 Date Issued: mm-dd-yyyy/Valid Until: mm-dd-yyyy/PTU No.: 000000000000 Date Issued: mm-dd-yyyy/Valid Until: mm-dd-yyyy
- Sales Order Printer Type:** Kitchen Printer

The bottom of the window shows the EasyPOS Version: Gamma.004.001 and Support: Human Incubator Inc. (+63) 908 8906 496.

## Customer Display

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

The screenshot shows the 'Customer Display Settings' window in the EasyPOS application. The window title is 'EasyPOS' and it includes a menu bar with 'Menu' and 'Settings'. The main content area is titled 'Settings' and contains several configuration fields:

- With Customer Display
- Customer Display Port:** COM3
- Customer Display Baud Rate:** 9600
- Customer Display First Line Message:** WELCOME!
- Customer Display If Counter Closed Message:** NEXT COUNTER PLS.

The bottom of the window shows the EasyPOS Version: Gamma.004.001 and Support: Human Incubator Inc. (+63) 908 8906 496.

## Printer Setup

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

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

Menu Settings

**Settings** Lock Unlock Close

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

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

First Previous 1/1 Next Last

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

## Mega World Setup

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

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

Menu Settings

**Settings** Lock Unlock Close

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

Tenant Name:

Tenant Code:

Sales Type:

IP Address:

Server IP:

**Note: Only for Sales Type**

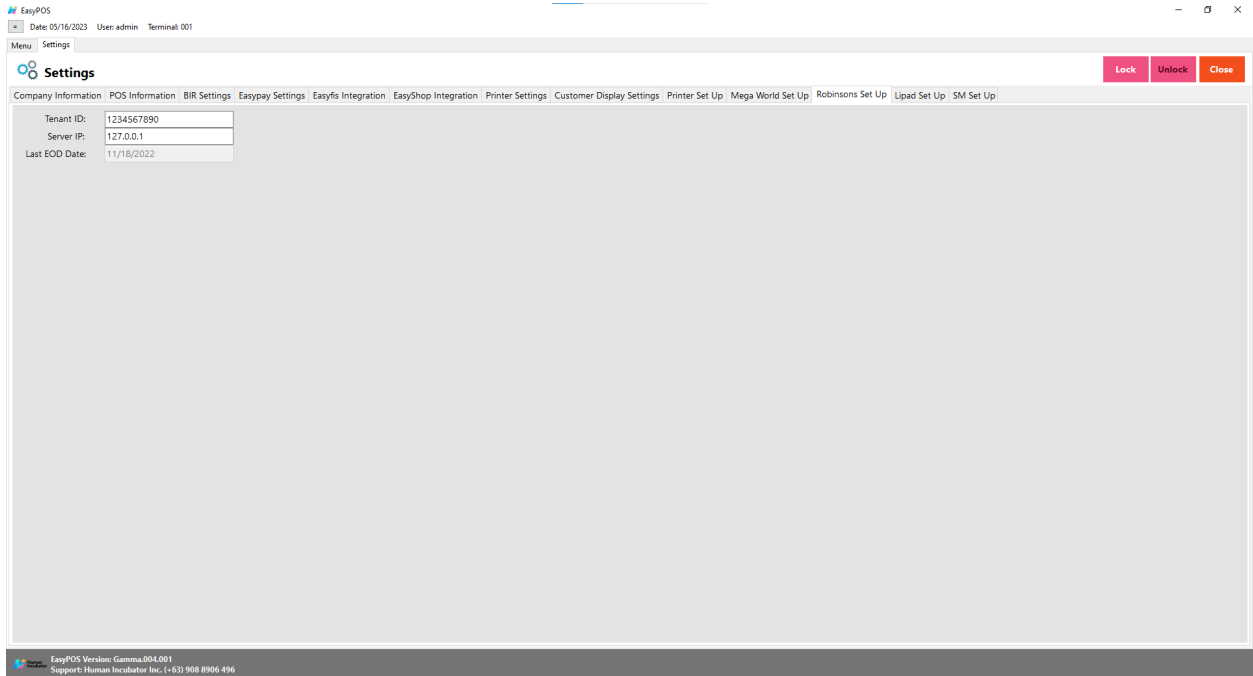
Legend:

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

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

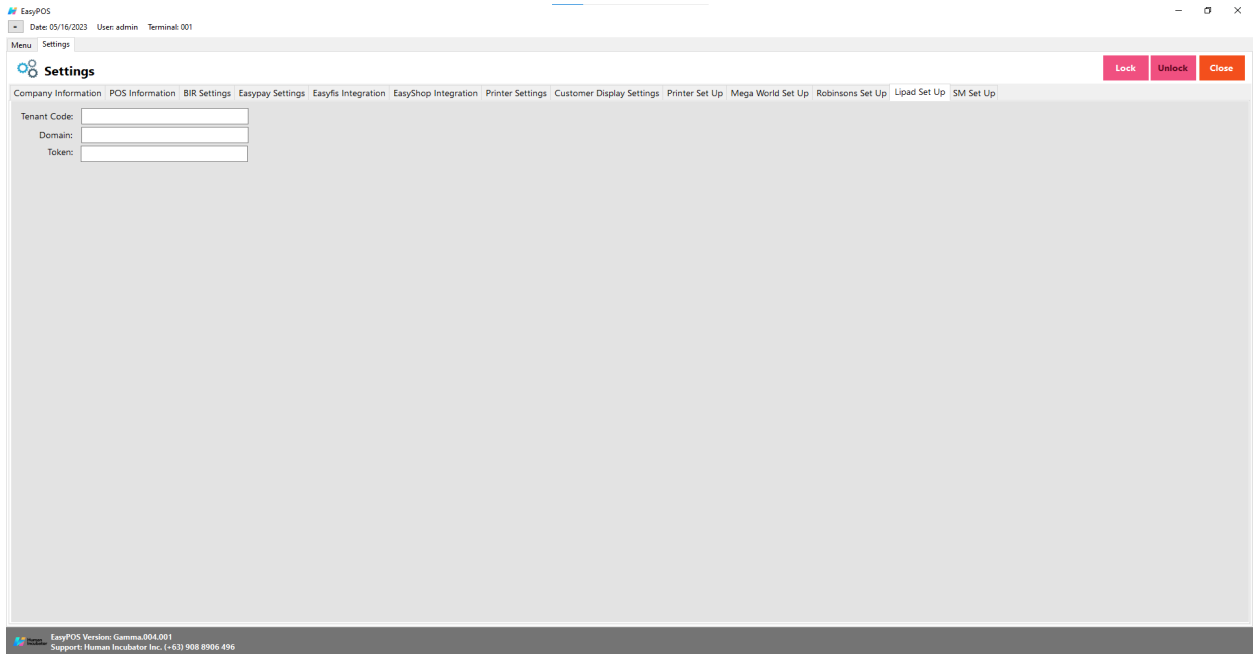
## Robinson Setup

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



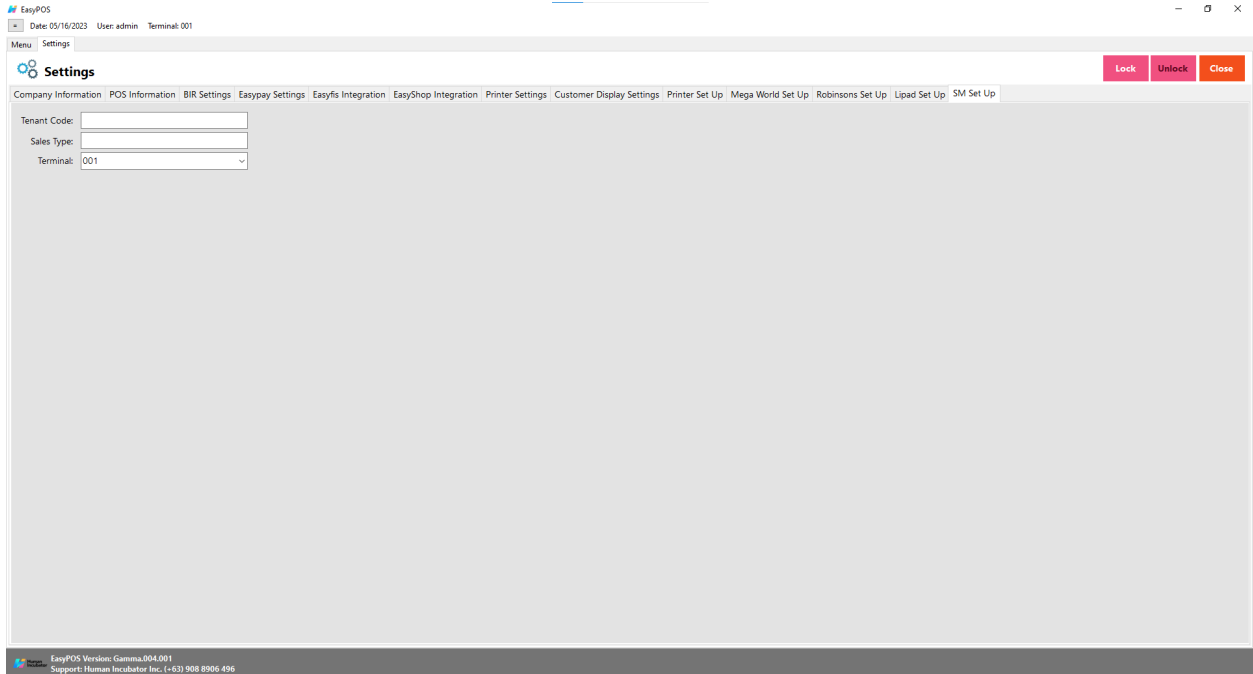
## Lipad Setup

- This is where to set up the Lipad integration.



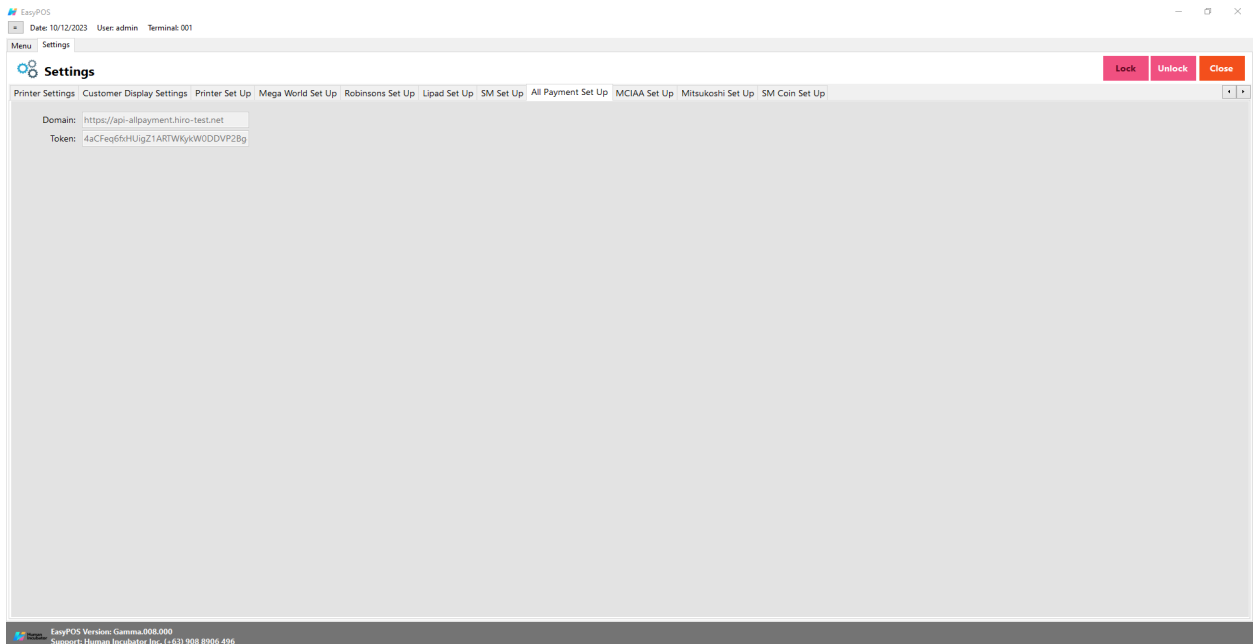
## SM Setup

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



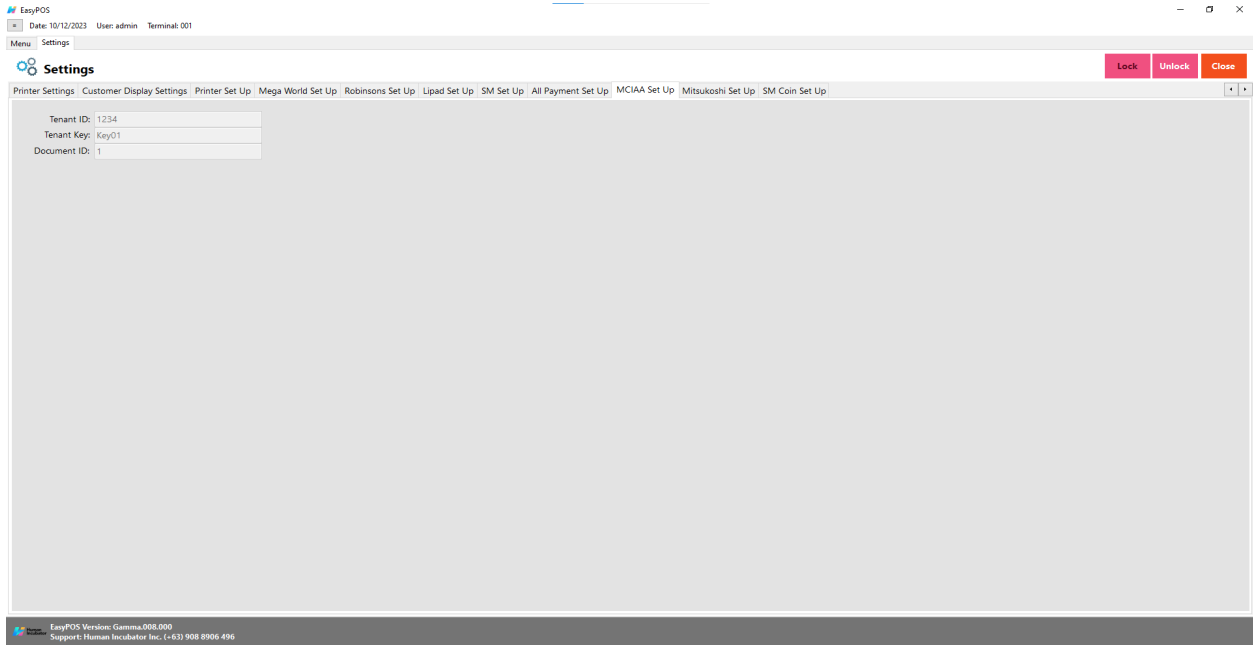
## All Payment Set Up

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



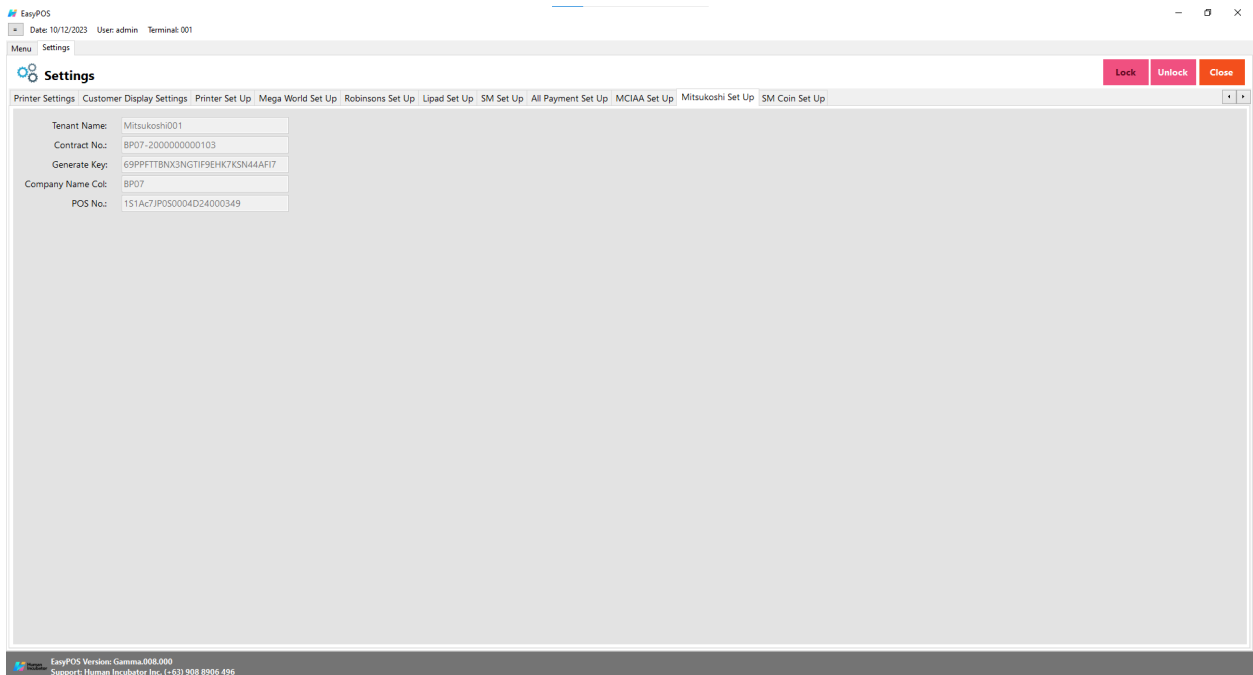
## MCIAA Set Up

- Where the user can setup MCIAA integration



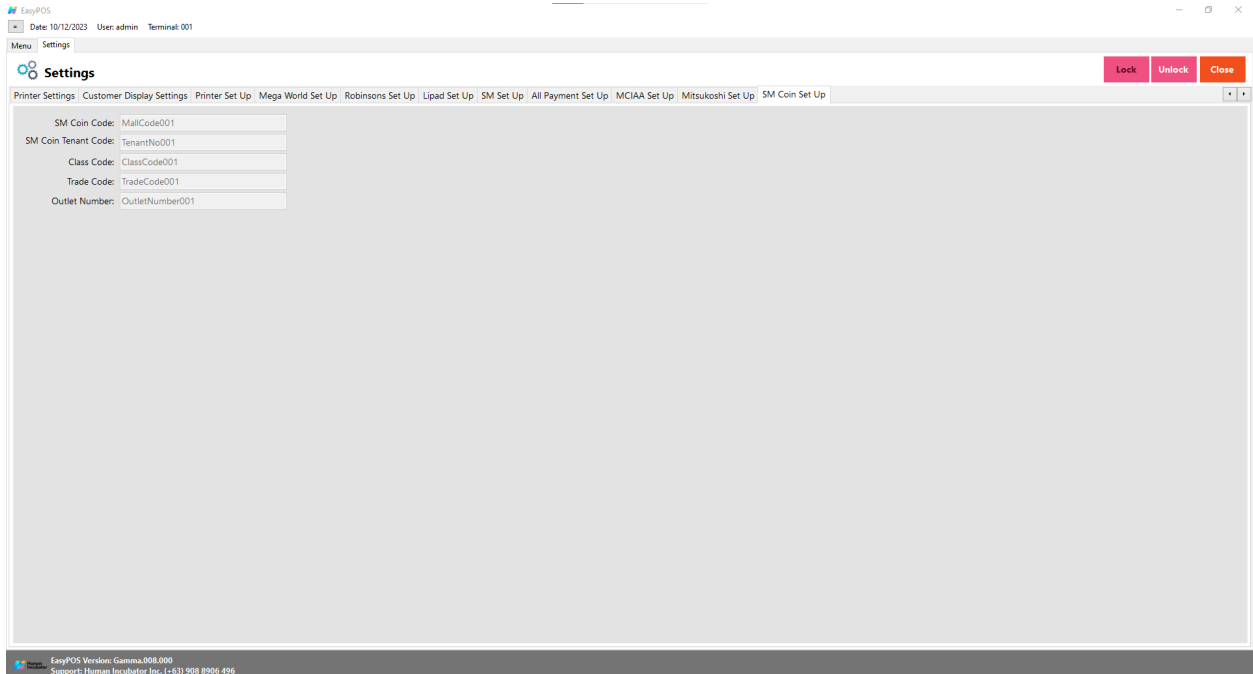
## Mitsukoshi Set Up

- Where the user can setup the mitsukoshi integration



## SM Coin Set Up

- Where the user can setup the SM coin integration



## XII: Restaurant

### Table Group

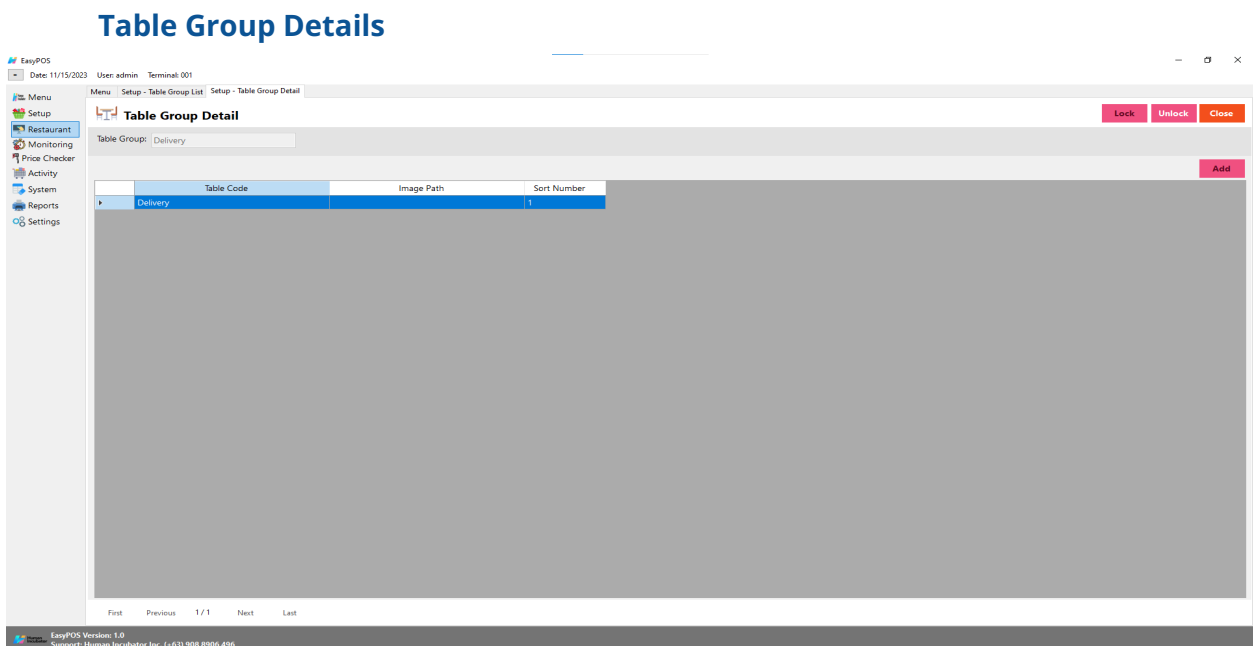
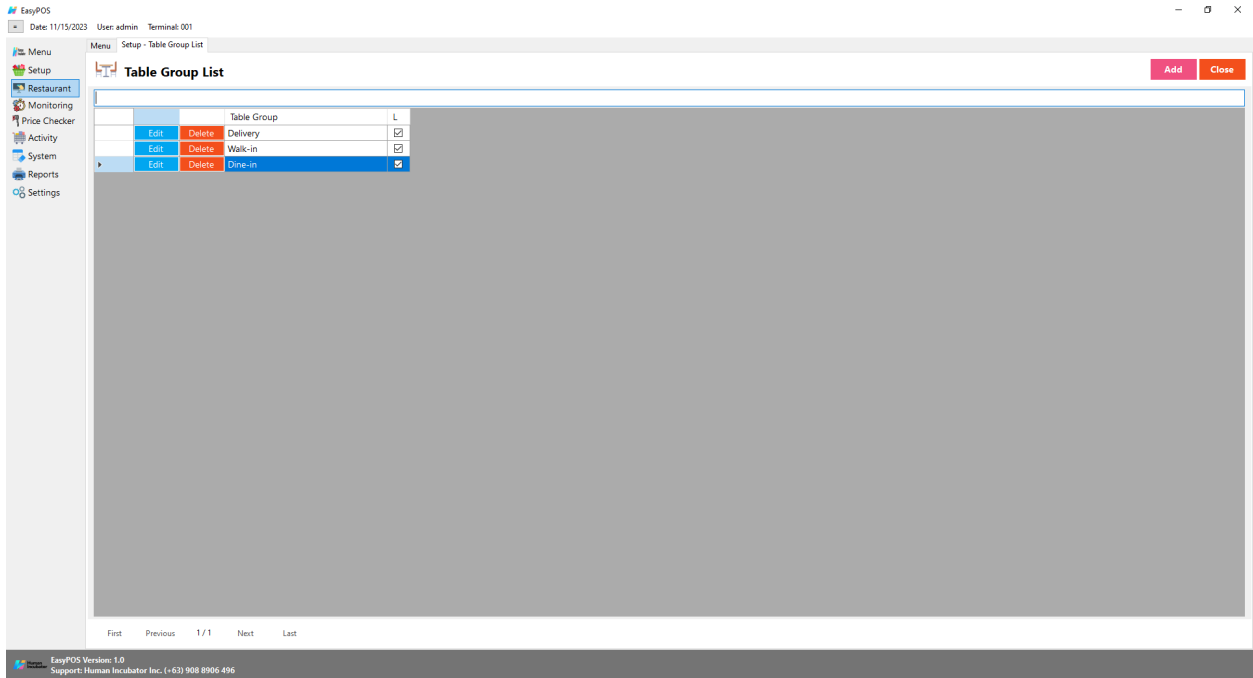
#### Overview

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

#### Table Group List

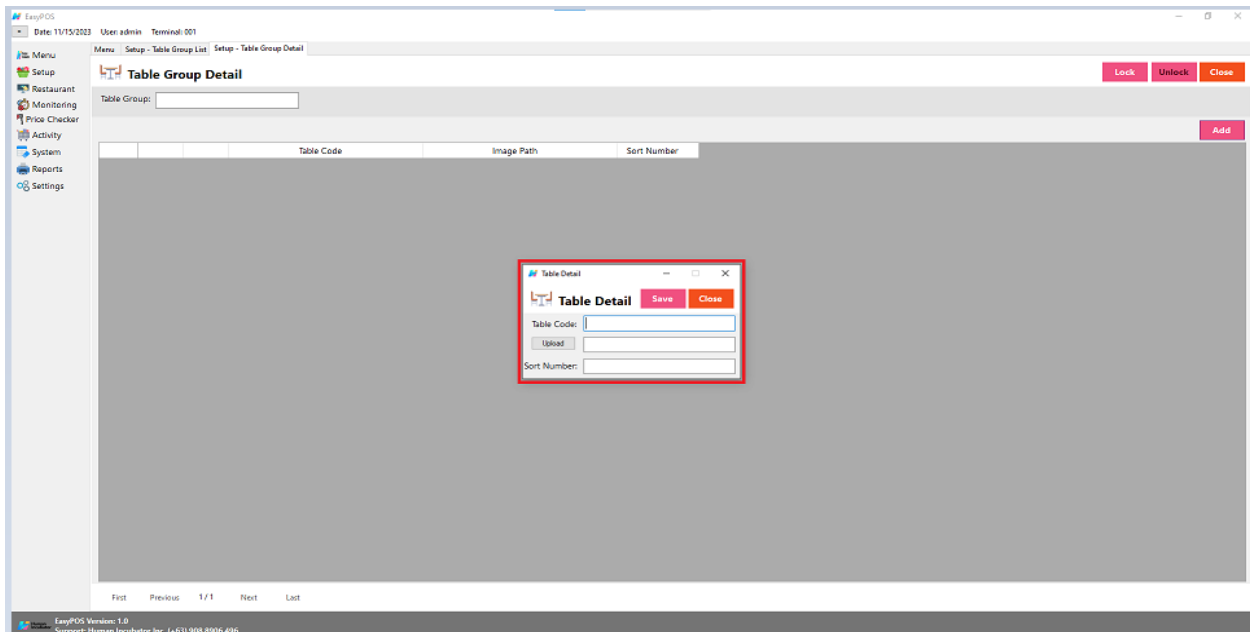
- Shows the list of all added table groups.
- Delete button will proceed to deleting unlocked table group details.
- The Edit button will proceed to updating table group details.
- Add button will proceed to adding a new table group.
- Close button will proceed to closing the table group list page.





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

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



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

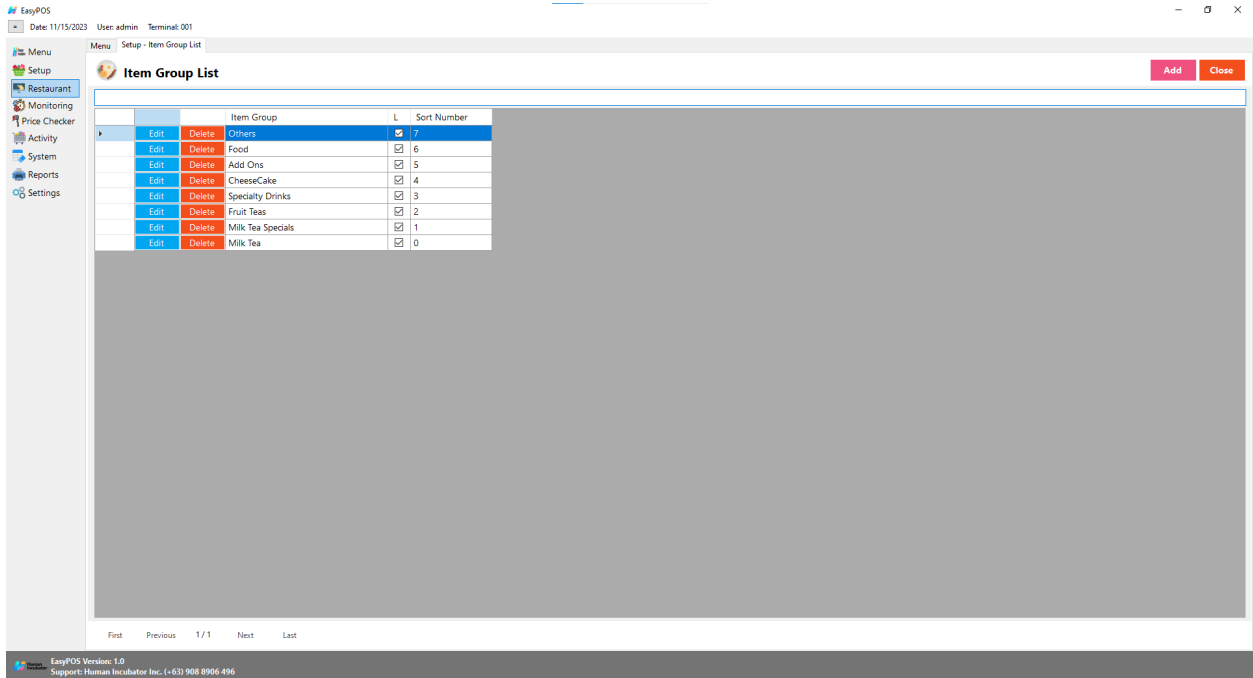
## Item Group

### Overview

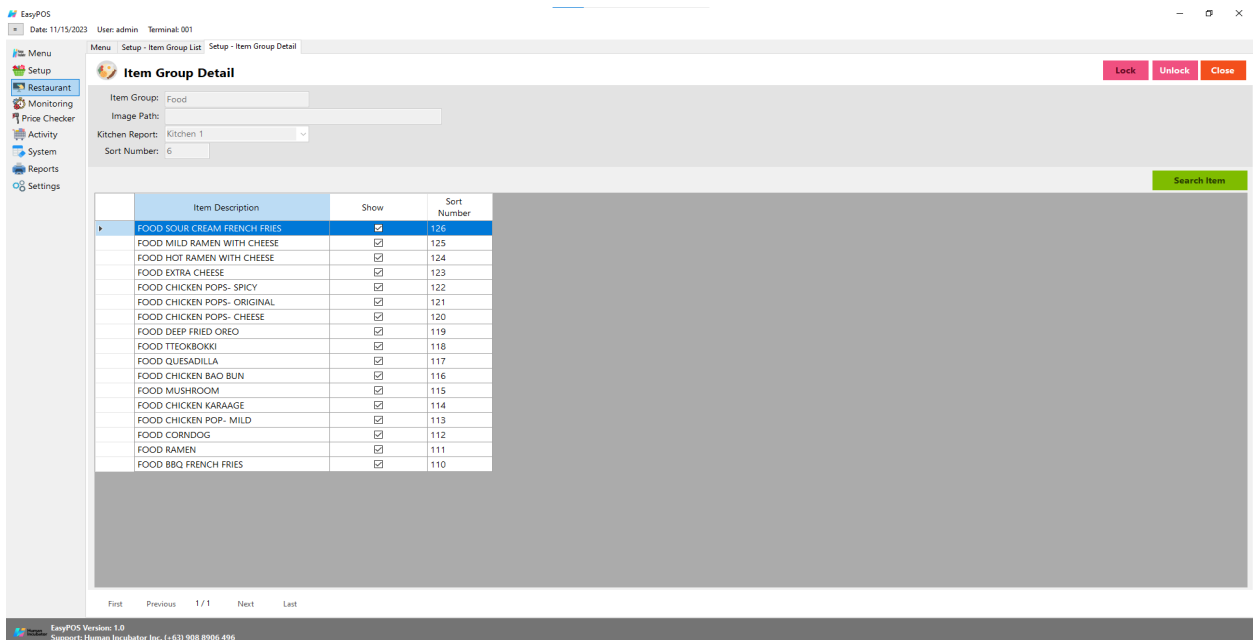
- It is where the user can set up the item group and assign items in the specific item group. It is applicable for restaurant set up.

### Item Group List

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

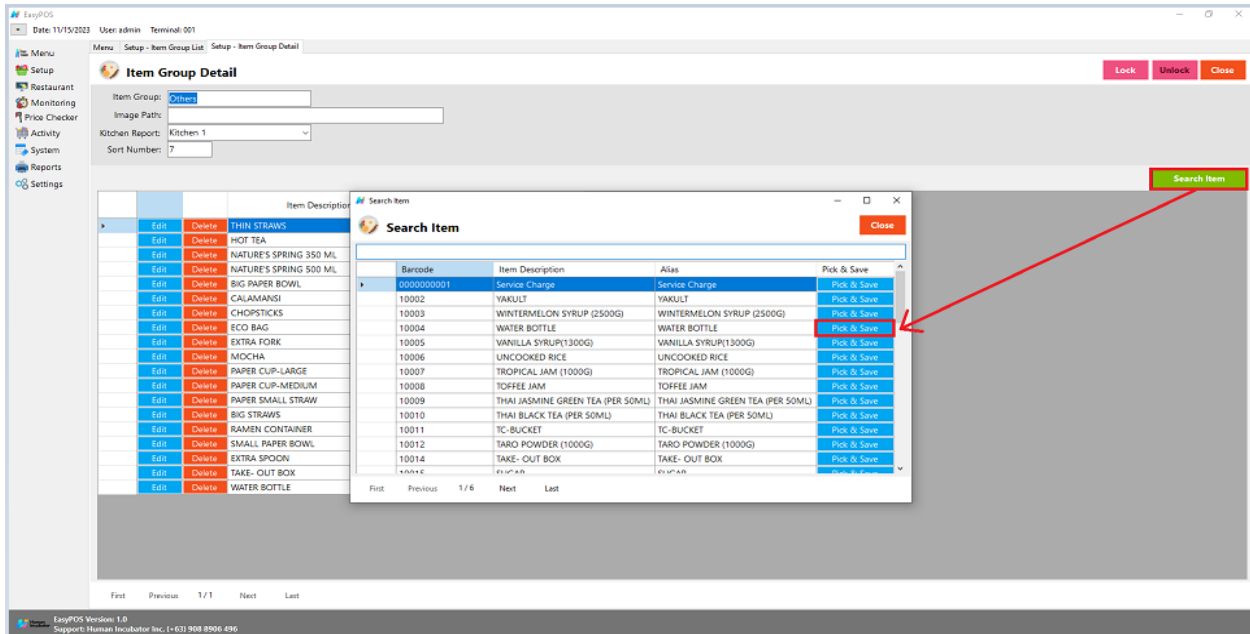


## Item Group Details

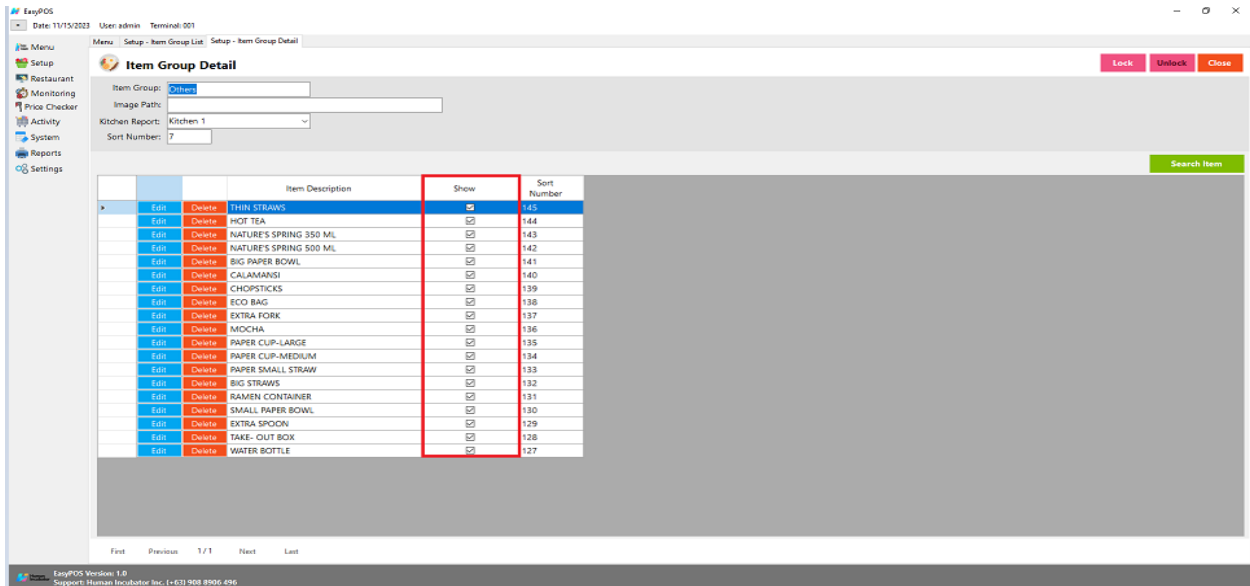


- **Assumption:** Add button is already clicked on the upper right corner in the item group list.
- Fill up the Item Group, Kitchen Report and Sort Number.

- Click the **Search** button to pick and save the item in the item group detail.



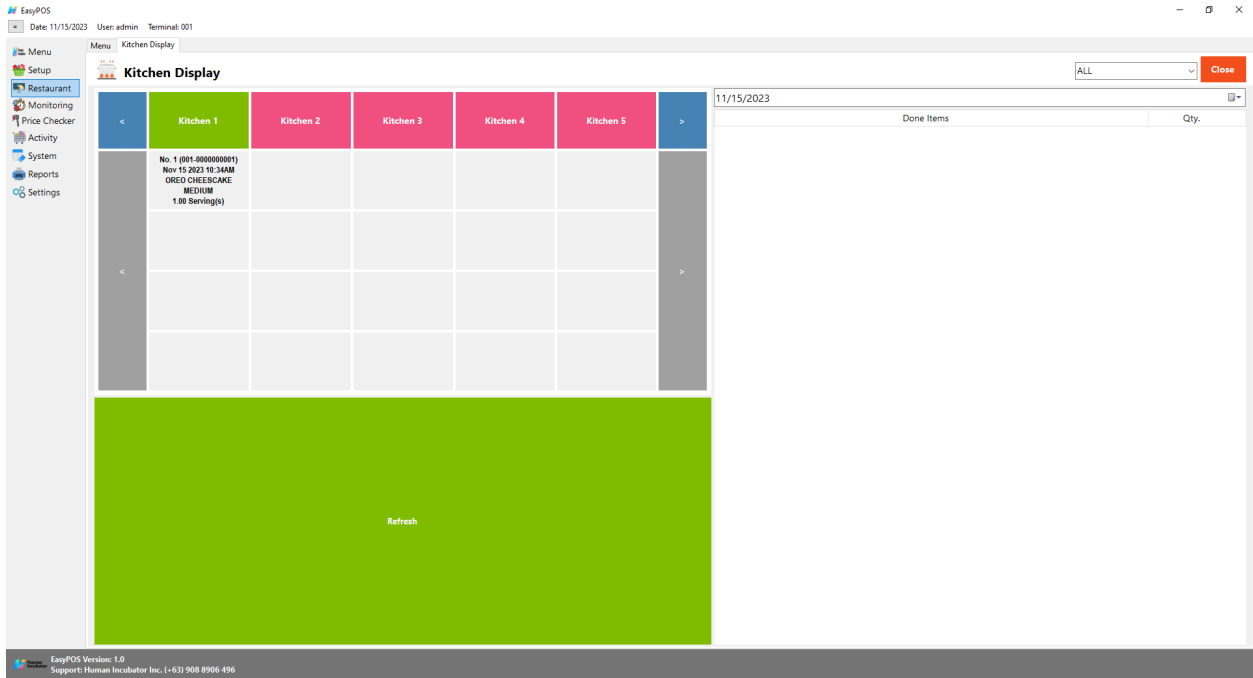
- Check the **Show** column checkbox to display the items in the item group.



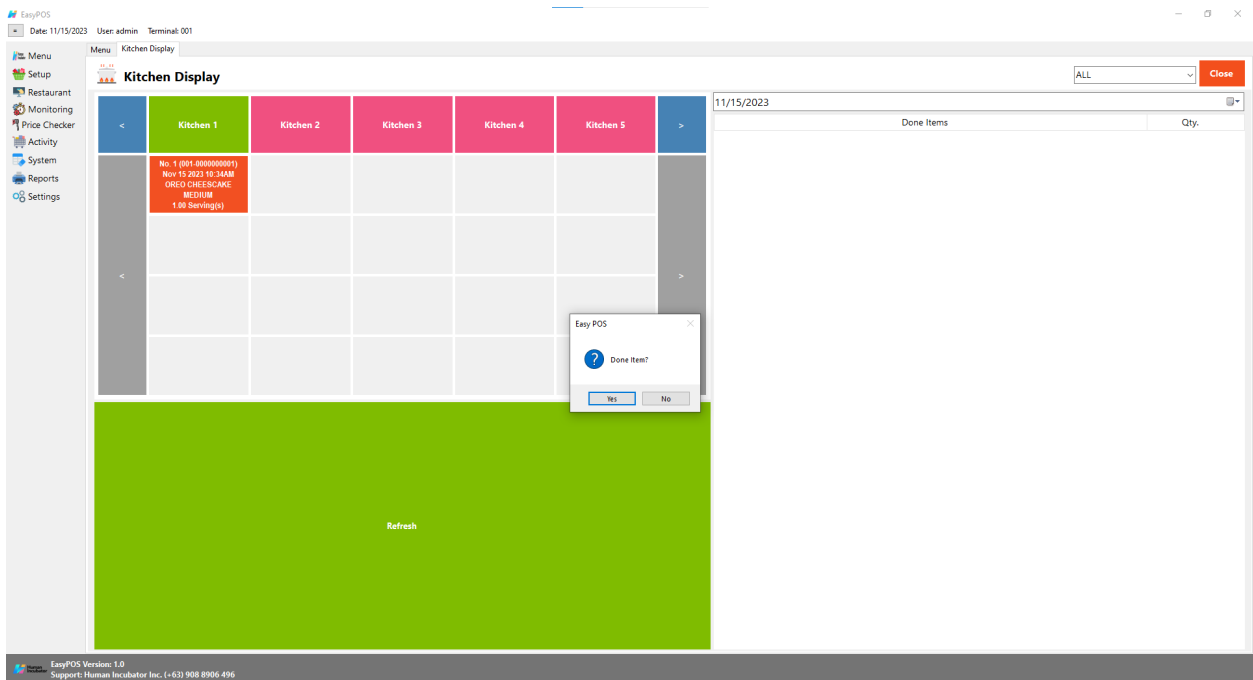
- Click the **Lock** button to save the item group detail
- Close** button to exit item group detail page.

## Kitchen Display

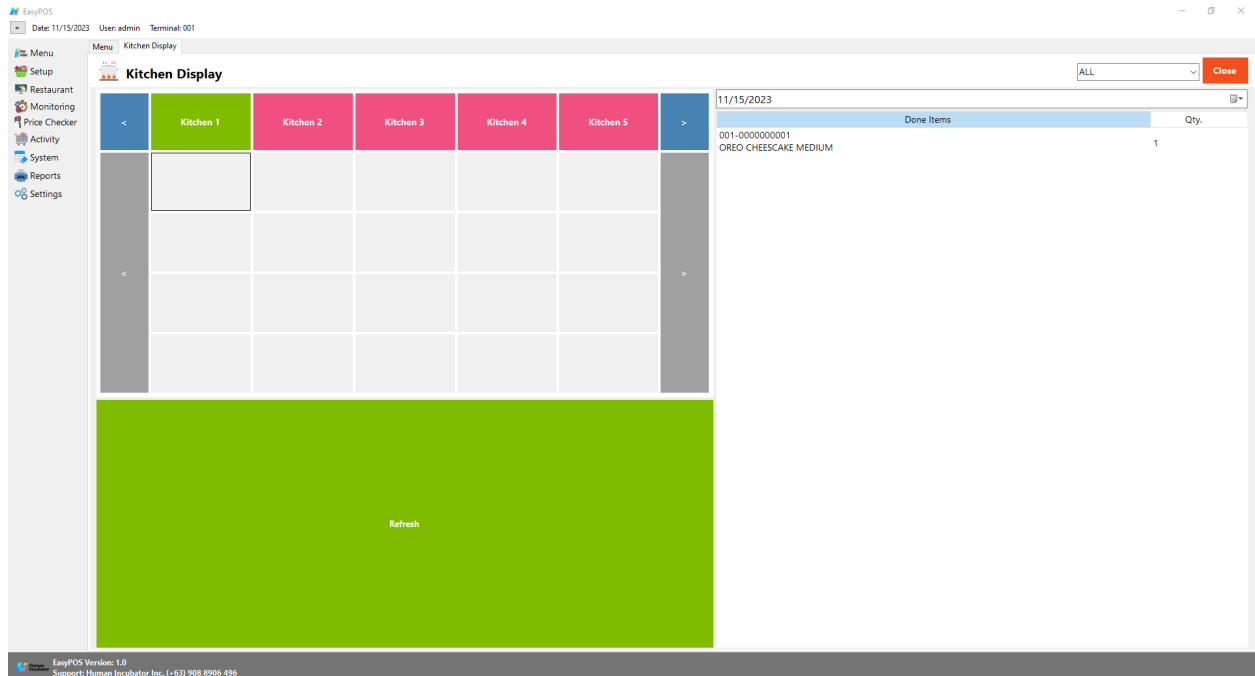
- It is where the user can monitor the orders for preparation.



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

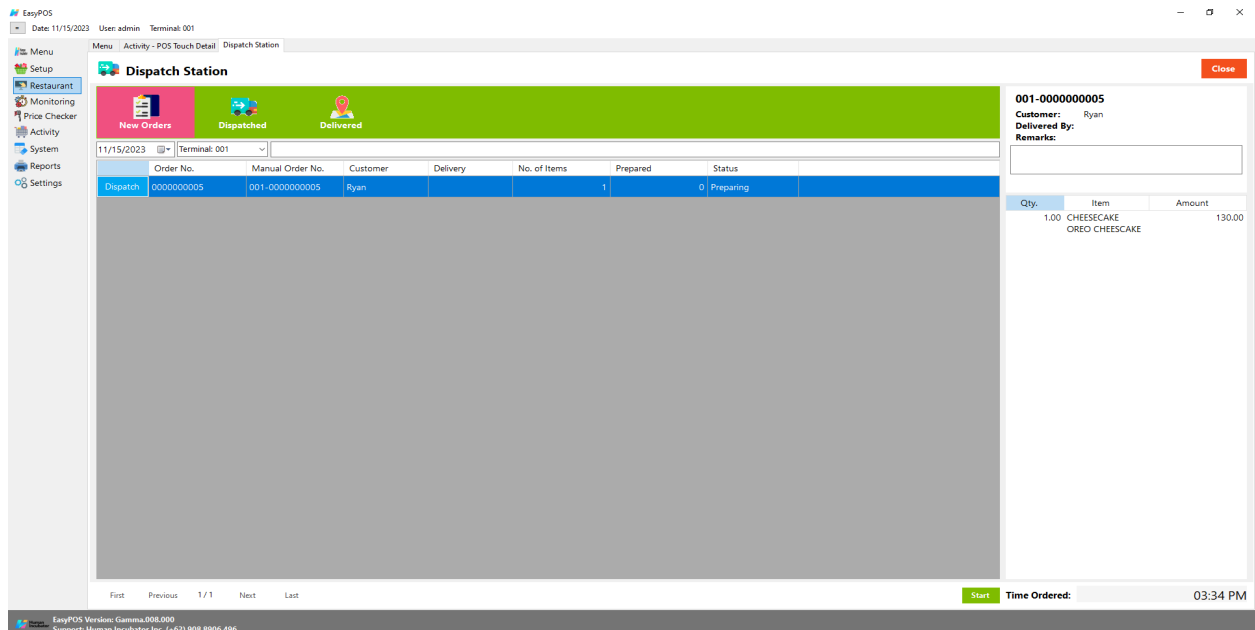


- The item will displayed in the Done Item List in the right side corner

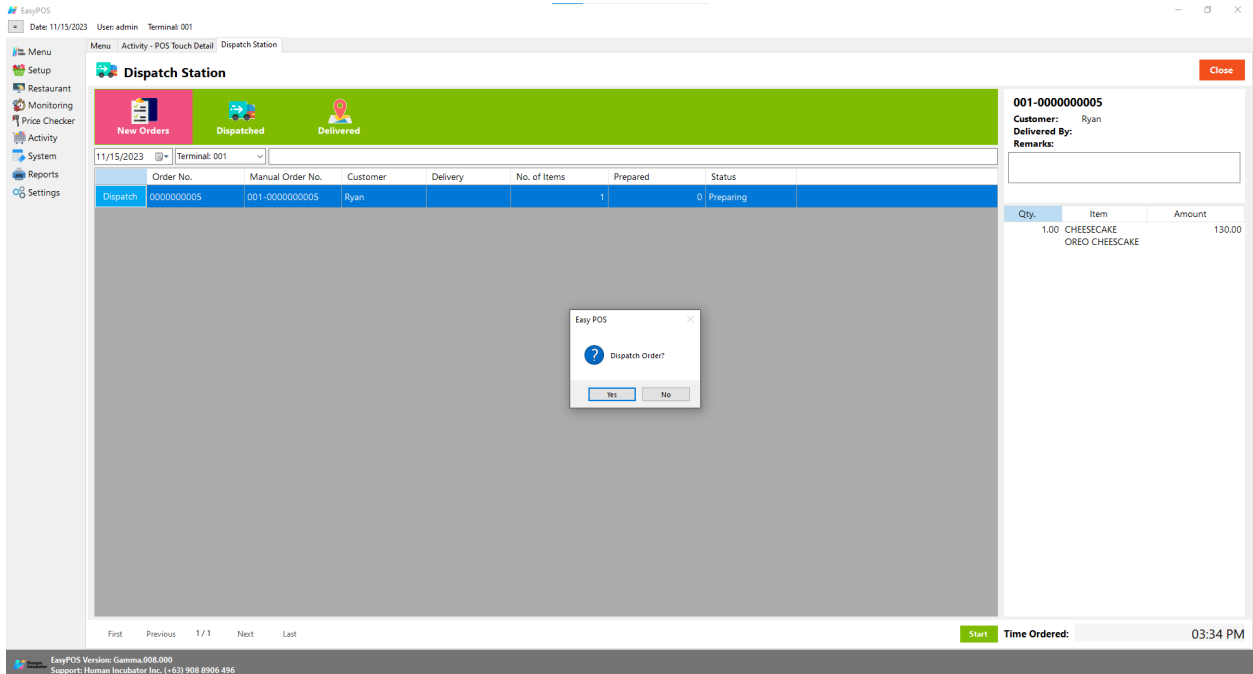


## Dispatch Station

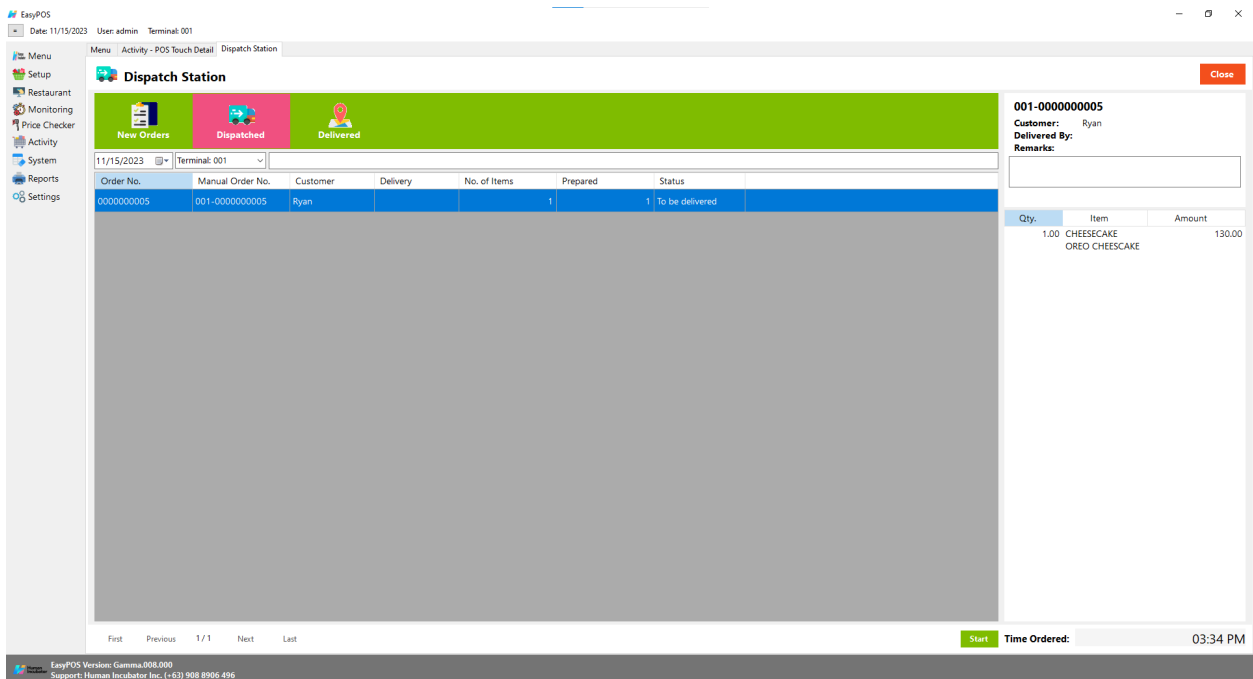
- It is where the user can monitor the delivery orders



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



- The ordered item will be transferred to the dispatch tab



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

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

Menu | Dispatch Station

### Dispatch Station

001-000000005  
Customer: Ryan  
Delivered By:  
Remarks:

11/15/2023 | Terminal: 001

Order No.	Manual Order No.	Customer	Delivery	No. of Items	Prepared	Status
000000005	001-000000005	Ryan		1	1	Paid and Delivered

Qty.	Item	Amount
1.00	CHEESECAKE	130.00
	OREO CHEESECAKE	

First Previous 1/1 Next Last

Start Time Ordered: 03:34 PM

EasyPOS Version: Gamma.008.000  
Support: Human Incubator Inc. (+63) 908 8906 496