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EasyPOS User Manual

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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

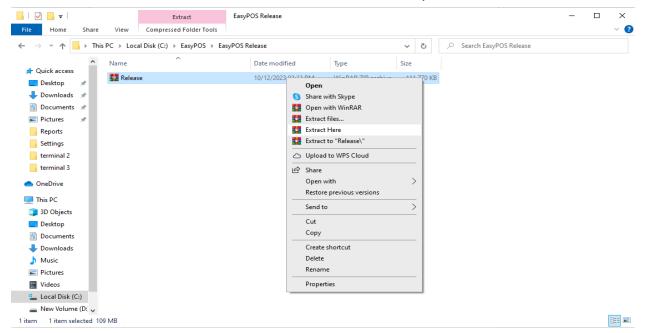
- Create an "EasyPOS" folder
- Create an "EasyPOS Backup" folder

• Create an "EasyPOS Release" folder

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- ⊇ - =	EasyPOS							-	×
File Home	Share	e View							~ 🕐
$\leftarrow \rightarrow ~ \star ~ \uparrow$	🔒 > Th	his PC → Local Disk (C:) → EasyP	os >		~	Ō			
	^	Name	Date modified	Туре	Size				
A Quick acces		EasyPOS	10/16/2023 03:01 PM	File folder					
	*	EasyPOS Backup	10/16/2023 03:01 PM	File folder					
Download		EasyPOS Release	10/16/2023 03:02 PM	File folder					
🔮 Document	ts 🖈								
Pictures	*								
Reports									
Settings									

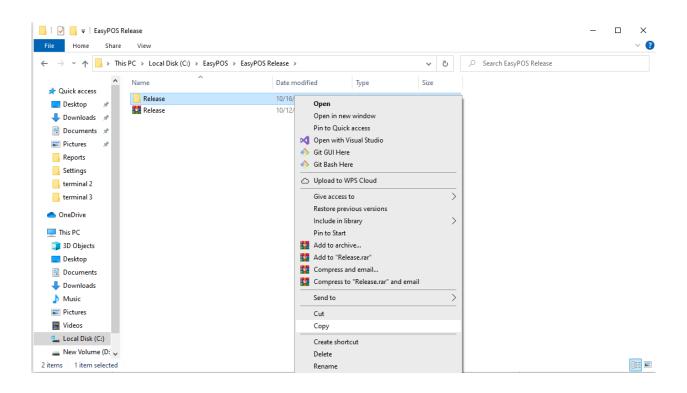
Extraction of the compressed EasyPOS Release File

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



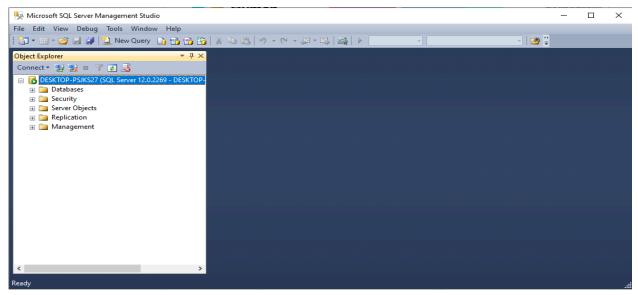
Pasting the file to the appropriate folder

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



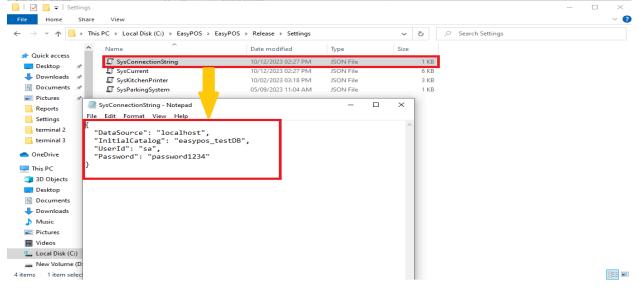
Install SQL Server

- Download the SQL server.
- Click the link to download and install the SQL server: <u>https://www.microsoft.com/en-us/download/details.aspx?id=101</u> 064
- 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)"

	Manage	Release					- 0	\times
File Home Share	View Application Tools							\sim (
← → × 📙 > Thi	is PC → Local Disk (C:) → EasyPO	S > EasyPOS > Release		~	5	, Search Release		
^	Name	Date modif	ied Type	Siz	e			
📌 Quick access	AForge.Video.DirectShow	07/18/2013	07:20 AM XML Do	ument	191 KB			
📃 Desktop 🛛 🖈	AForge.Video.dll	07/18/2013	07:20 AM Applicat	ion exten	21 KB			
👆 Downloads 🖈	AForge.Video	07/18/2013	07:20 AM XML Do	ument	53 KB			
🖶 Documents 🖈	AForge	07/18/2013	07:15 AM XML Do	ument	77 KB			
Pictures 🖈	BouncyCastle.Crypto.dll	12/09/2020	02:05 AM Applicat	ion exten	2,548 KB			
Reports	CsvHelper.dll	05/27/2021	02:34 AM Applicat	ion exten	169 KB			
Settings	CsvHelper	05/27/2021	02:34 AM XML Do	ument	369 KB			
	EasyPOS	10/12/2023	02:28 PM Applicat	ion Manif	2 KB			
terminal 2	Httl: EasyPOS	10/12/2023	02:28 PM Applicat	ion	99,495 KB			
terminal 3	EasyPOS.exe	Open			4 KB			
OneDrive	EasyPOS.exe.manifest	💎 Run as	administrator		51 KB			
_	EasyPOS.pdb	Share v	vith Skype		578 KB			
This PC	FluentFTP.dll	Trouble	shoot compatibility		834 KB			
3D Objects	FluentFTP	Pinto	Start		882 KB			
Desktop	itextsharp.dll	~			560 KB			
Documents	🕋 itextsharp		to WPS Cloud		042 KB			
Downloads	Newtonsoft.Json.dll	🖻 Share			686 KB			
Music	Newtonsoft.Json	Add to	archive		694 KB			
Pictures	OpenCvSharp.Blob.dll	Add to	"EasyPOS.rar"		33 KB			
	OpenCvSharp.CPlusPlus.dll		ess and email		92 KB			
Videos	OpenCvSharp.DebuggerVisu	alizers ill 🚺 Compr	ess to "EasyPOS.rar" and	email	16 KB			
🏪 Local Disk (C:)	OpenCvSharp.dll	Pintot	askbar		461 KB			
👝 New Volume (D: 🧹	OpenCvSharp.Extensions.dll	Restore	previous versions		20 KB			
9 items 1 item selected	97.1 MB	Send to	,		> 👩 ві	uetooth device		
		Cut				ompressed (zipped) folder		
						esktop (create shortcut)		
		Сору				ocuments		
		Create	shortcut			ix recipient		
		Delete				lail recipient		
		Renam	e		🕓 Vi	•		

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

OK Close Serial Number: F82EB202 License Code: 1001
F82EB202
License Code:

III: Login Page

Login Page

Overview

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

M Login – X Clogin Close	
System Date O Login Date Login Date:	
Username: // Password: // Privacy Policy	
EaryPOS Version: Gamma 009,000 Support: Human Incubator Inc. (+63) 908 8906 496	

• 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.

EasyPOS	User: admin Terminal: 001				-	ø ×
Menu Settings						
° Settings					Lock Unlock	Close
Company Information	POS Information BIR Settings Easypay Settings Easyfis Integration	on EasyShop Integration Printer Settings	Customer Display Settings Printer Set	Up Mega World Set Up Robinsons Set Up Lipad Set Up SM Set Up		
Company Information POS Type: License Code: Tenant Of: Current Version: Current Developer: Current Period: Terminae: Walkin Customer: Default Discount:	POS Bareode VisUUD 73:SABUF + VICE VICE VICE VICE VICE VICE VICE VICE	EuryShop Integration Printer Setting Ender Print: Enderde Quantity Always One Allow Regarker Inventory Allow Regarker Inventory Allow Regarker Inventory Diale Login Diale Login Diale Login Diale Stock-In Price and Cost Helds State Stock-In Price and Cost Helds State Stock-In Price and Cost Helds Teudy States Helds Teudy State Helds Teudy State Helds Teudy States Helds Teudy States Helds Teudy States Helds Teudy States Helds Teudy State Helds Helds Teudy State Helds Helds	Customer Dupley Setting: Primer Set Charlon Tower Primer Ready Yes or No Cald Service Train Notes Cald Service Train Notes CustoMer Primer Ready Yes or No CustoMer Show Add Service Charlon Enable Primer System Feature Diable Sale Date Enable Primer Notes Diable Sale Date Enable Primer Solver Diable Sale Date Enable Primer Solver Diable Sale Date Enable Charlon Solver Diable Sale Date Enable Primer Solver Diable Sale Date Head Charlon Solver Diable Sale Date Head Charlon Solver Primer Diable Sale Date Primer Diable Sale Date Date Date Date Date Date Date Dat	Cuick Service Auto Print SO		
Support Hum	Non Gamma, 994, 991 am Brocheter Inc. (+ 63) 908 8996 496					

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

M Login – – ×	
System Date Login Date Expy POS Visername or password is incorrect. OK Privacy Policy	
EaryPOS Version: Gamma.009.000 Support: Human Incubator Inc. (+63) 908 8906 496	

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.



Item	POS - F2	Sales Report	POS Report
% Discounting	Cash In/Out	Remittance Report	O Settings
Customer	Stock In	inventory Report	Utilities
User	Stock Out	Stock Count	System Tables



- Item → where to set up items to be used for sales transactions.
 Users can add, edit, and delete.
- **POS** \rightarrow where the users can do sales transactions.
- **Sales Report** \rightarrow 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** \rightarrow 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** \rightarrow where to set up the physical number of stock.
- Inventory Report → where users can see different inventory reports. Also, it allows users to keep track of the movement of the items.
- Utilities → where users can use the EasyPOS utilities such as barcode printing, truncate transactions, etc.
- System Tables → where users can set up other useful modules for EasyPOS such as Pay Types, Accounts, Units, Supplier, Forms, Card Type, etc.

V: Set Up

Item Setup

Overview

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

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

Item List

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

		Item Code	Barcode	Item Description	Unit	Category	Default Supplier	Price	Qty. I L		
Edit	Delete	000000060	HR10202	3 hours	Pc(s)		Return from Supplier		0.00 2 2		
Edit	Delete	000000024	000000024	Chicken Cubes		RAW MATS	Return from Supplier) -0.13 I		
Edit	Delete	000000026	000000026	Egg	Pc(s)	RAW MATS	Return from Supplier	0.00) -1.00 🗹 🗹		
Edit	Delete	000000058	ABX123	Extra Adult	Pc(s)	NA	Return from Supplier	150.00	0.00 🗹 🗹		
Edit	Delete	000000025	000000025	Fish Sauce - Patis	Tabl	RAW MATS	Return from Supplier	0.00	0.00 🗹 🗹		
Edit	Delete	000000022	000000022	Garlic	Tabl	RAW MATS	Return from Supplier	0.00	-1.00 🗹 🗹		
Edit	Delete	0000000012	000000012	Gawlo Chicken	Serv	Food	Return from Supplier	50.00	0.00		
Edit	Delete	000000013	000000013	Gawlo Chicken w/ egg	Serv	Food	Return from Supplier	35.00	0.00		
Edit	Delete	000000005	000000005	Gawlo Chimba	Serv	Food	Return from Supplier	70.00	0.00		
Edit	Delete	000000018	000000018	Gawlo Classic Beef Pares	Serv	Food	Return from Supplier	135.00	0.00		
Edit	Delete	000000015	000000015	Gawlo Orange Chicken	Serv	Food	Return from Supplier	95.00	0.00		
Edit	Delete	000000014	000000014	Gawlo Plain w/ tokwat baboy	Serv	Food	Return from Supplier		0.00 🗹 🗹		
Edit	Delete	000000002	000000002	Gawlo Special	Serv	Food	Return from Supplier		0.00		
Edit	Delete	000000016	000000016	Gawlo Style Fried Chicken	Serv	Food	Return from Supplier		0.00		
Edit	Delete	000000011	000000011	Gawlo w/ egg	Serv	Food	Return from Supplier	50.00	0.00		
Edit	Delete	000000010	000000010	Gawlof	Serv	Food	Return from Supplier	40.00	0.00 🗆 🗹		
Edit	Delete	000000006	000000006	Gawnabot	Serv	Food	Return from Supplier	60.00	0.00		

Item Detail

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

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

🚏 Item Detai	i						Lock Unlock
neral Information It	em Price List Item Component List	Item Package List It	em Add-ons Item	n Modifier			
Item Code:	000001005	Generic Name:	NAPOLI PIZZA (10	D INCHES		Note: Please avoid fro	m using special characters in Barcode (SKU) and Item
Barcode (SKU):	2000001038	Sales VAT:	VAT None			Description	in using special characters in barcode (sko) and item
Item Description:	10" NAPOLI - ALL MEAT (Dine-in)	Remarks:				* tilde ~ * at sign @ * dollar sign \$ * pound sign #	* exclamation point ! * percent % * caret ^ * underscore _
Alias:	10" NAPOLI - ALL MEAT (D	Package:				* ampersand \$ * asterisk *	* vertical bar * backslash /
Category:	Service Charge	 Expiry Date: 	11/20/2023			* braces {} * brackets []	* colon : * double guotation mark ""
Unit:	Serving(s)	Lot Number:				* comma ,	* less than <
Default Supplier:	Return from Supplier	Conversion Value:			0.00	* equal sign = * hyphen -	* greater than > * question mark ?
Cost:	0.00	Child Item:				* parenthesis () * period .	* semicolon ; * single quotation mark '
Mark Up (%):	0.00	Monitored:				* plus sign +	* slash /
Price:	450.00	Upload Image					
tock Level Quantity:	0.00	Sticker Printed:					
On-Hand Quantity:	0.00	Status:	Active				
Inventory:			/ cerve				

item detail is unlock

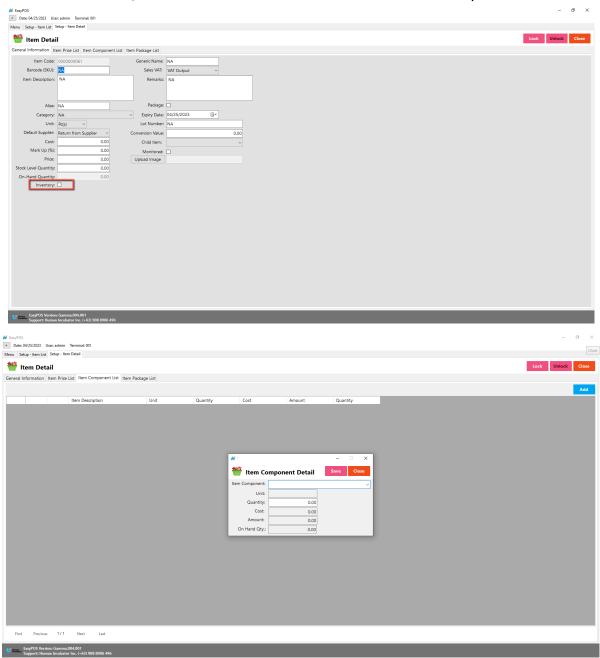
Item List Price

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

🖬 EasyPOS		– a ×
 Date: 04/25/2023 User: admin Terminal: 001 		
Menu Setup - Item List Setup - Item Detail		
🏙 Item Detail		Lock Unlock Close
General Information Item Price List Item Component List Item Package List		
		Add
Price Description	Price Trigger Qty.	
Edit Delete SRP	Price Trigger Qty. 200.00 0.00	
Cont Delete Sko	2000 000	
	M Item Price Detail - X	
	tem Price Detail Save Close	
	Price Description:	
	Price: 0.00	
	Trigger Quantity: 0.00	
First Previous 1/1 Next Last		
EasyPOS Version: Gamma.004.001		

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).

EasyPOS) ×
Date: 04/25/2023 Use	er: admin Terminal: 001					
lenu Setup - Item List						
👑 Item Detai	il				Lock Unlock	Close
	tem Price List Item Componer	t List Item Package List				
	000000061	Generic Name:	NA	1		
Barcode (SKU):	NA		VAT Output			
Item Description:	NA	Remarks:	NA			
Alias:	NA	Package:				
Category:		 Expiry Date: 				
Unit:		Lot Number:				
	Return from Supplier V	Conversion Value:		0.00		
Cost:		Child Item:		~		
Mark Up (%): Price:		Monitored:				
Stock Level Quantity:		Upload Image				
On-Hand Quantity:						
Inventory:						
EasyPOS Version	n: Gamma.004.001					
EasyPOS Version Support: Human	n: Gamma.004.001 ni Incubator Inc. (+63) 908 8906 44	6	_	_		
EasyPOS Version Support: Human	n: Gamma.004.001 In Incubator Inc. (+63) 908 8906 49	6	_	_		
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EasyPOS Version Support: Human EasyPOS Dete: 04/25/2023 U Menu Setup - Rem List		6			o	×
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Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail	6 nt List / Herm Package List				×
Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail	6 nt List. Rem Package List				
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Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity		tem Package Detail	
Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P.	tem Package Detail	
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Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P. Qu	tem Package Detail Sev Con	
Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P. Qu	tem Package Detail Ser Cross	
Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P. Qu	tem Package Detail Ser Cross	
Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P. Qu	tem Package Detail Ser Cross	
Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P. Qu	tem Package Detail Ser Cross	
Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P. Qu	tem Package Detail Ser Cross	
Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P. Qu	tem Package Detail Ser Cross	
Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P. Qu	tem Package Detail Ser Cross	
Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P. Qu	tem Package Detail Ser Cross	
Date: 04/25/2023 U Menu Setup - Item List item Deta	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P. Qu	tem Package Detail Ser Cross	
Ore 462/2020 U	Setup - Item Detail ail Item Price List Item Compone		Quantity	item P. Qu	tem Package Detail Ser Cross	

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

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

EasyPOS Version: Gamma.004.001

📕 EavyPOS

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

👑 Item Detail

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

	Item Description	Unit	Quantity	Cost	Amount	On-Hand Quantity
÷	BIG STRAWS	Po(s)	1.000	0.78	0.78	992.000
	PLASTIC CUP-L	Po(s)	1.000	3.54	3.54	998.000
	CHOCO POWDER (PER 10 GRAMS)	Gram(s)	0.500	0.48	0.24	983.000
	TC-BUCKET	Gram(s)	10.000	0.22	2.20	960.000
	CREAMER (PER 5 GRAM(S))	Gram(s)	18.000	0.20	3.60	773.000
	BLACK TEA (PER 50ML)	Gram(s)	300.000	0.02	6.00	-50.000
	SEALING FILM (3900PCS)	Po(s)	1.000	0.39	0.39	992.000
	ICE	Gram(s)	300.000	0.01	3.00	-800.000
	SALT	Gram(s)	0.700	0.05	0.04	997.600
	FRESH MILK ANCHOR (1 LITER)	Gram(s)	9.500	0.10	0.95	967.000
	ANCHOR WHIPPING CREAM	Gram(s)	77.000	0.40	30.80	730.000
	CAKE POWDER	Gram(s)	19.000	0.54	10.26	934.000
	CRUSHED COOKIES (OREO)	Gram(s)	15.000	0.27	4.05	985.000
	FRUCTOSE SYRUP (25.000G)	Gram(s)	10.000	0.07	0.70	855.000
	CHOCO POWDER (PER 10 GRAMS)	Gram(s)	15.000	0.48	7.20	983.000

👑 Item Detail

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

Item Code:	000000223	Generic Name:	NA		Nata Disas wijd foar wijs an ijd skarster is Rounds (CMD) and Jaco	
Barcode (SKU):	10223	Sales VAT:	VAT Output		Note: Please avoid from using special characters in Barcode (SKU) and Item Description	
Item Description:	CHEESECAKE OREO CHEESCA	AKE Remarks:			* tilde ~ * exclamation point ! * at sign ⊕ * percent % * dollar sign \$ * caret ^ * pound sign ₹ * underscore _	
Alias:	OREO CHEESCAKE LARGE	Package:			* ampersand \$ * vertical bar * asterisk * * backslash /	
Category:	Service Charge	 Expiry Date: 	11/14/2023		* braces {} * colon : * brackets [] * double guotation mark ***	
Unit:	Serving(s) V	Lot Number:			* comma , * less than <	
Default Supplier:	Return from Supplier	Conversion Value:		0.00	destor make	
Cost:	7.55	Child Item:			* parenthesis () * semicolon ; * period . * single quotation mark '	
Mark Up (%):	0.00	Monitored:			* plus sign + * slash /	
Price:	145.00	Upload Image				
Stock Level Quantity:	0.00	Sticker Printed:				
On-Hand Quantity:	0.00					
Inventory:						

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

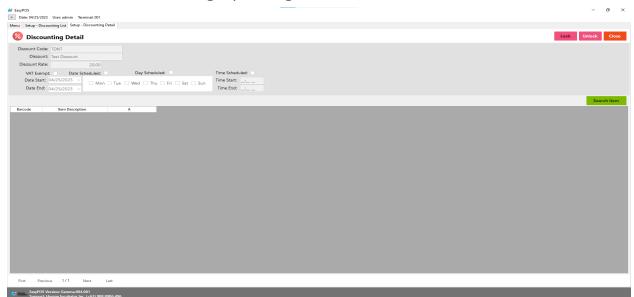
- Shows the list of all added items.
- Delete button will proceed to deleting unlocked discount record detail.
- Edit button will proceed to updating discount detail.
- Add button will proceed to adding a new discount.
- Close button will proceed to closing the discount list page.

🗾 EasyF								٥	×
		User: admin	Setup - Discounting List	•					
		nting List					Add	Clo	se
			Discount Code	Discount	Rate	L			
Þ	Edit	Delete	DPDISC	Diplomat Discount	0.00				
	Edit	Delete	5%DISC	5% Senior Citizen Discount	5.00	\checkmark			
	Edit	Delete	PWDISC	PWD	20.00	\checkmark			
	Edit	Delete	SCDISC	Senior Citizen Discount	20.00	\square			
	Edit	Delete	VRDISC	Variable Discount	0.00	\checkmark			
	Edit	Delete	ZRDISC	Zero Discount	0.00	\checkmark			
First			Next Last						
🧦 these	EasyPOS V	ersion: Gamma. Juman Incubate	.009.001 or Inc. (+63) 908 8906 ·	496					

Discounting Detail

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

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



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

Customer Setup

Overview

• Customers are used in making sales transactions.

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

Customer List

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

	er List					
	Code	Customer	Contact No.	Address	Available Rewards L	
Edit	Delete 101	ian	NA	cebu	0.00	
Edit	Delete 0000000001	Walk- In	NA	Walk- In	0.00	

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

<>,.

?ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖרÙÚÛÜÝÞß

- 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.

	r List Setup - Customer De									
Customer	Detail									Lock Unlock
omer Information	Customer Biometric									
Customer Code:			With Reward:		Email Address:		Note: Please avoid from	n using special characters in C	Customer Code and Customer	
Customer:			Reward Number:		Birthday:	Tuesday , October 24, 2023 ~	* at sign @ * dollar sign S	1 hyphen -	* Latin Symbols: À Á Á Á Á Á Á Æ È 🔺	
Address:			Reward Conversion:	0.0	0 Age:	0	* pound sign # * ampersand S	* parenthesis () * period .	ÉÉÉI(11000 000000	
			Available Reward:	0.0	Gender:	Male 🗸	* asterisk * * blank	* plus sign + * semicolon ;	* times × * slashed zero Ø	
Contact Person:			Business Style:		-		* braces () * brackets []	* single quotation mark ' * slash /	* ypsilon Ý * thom Þ	
Contact Number:			business style:	L	_		* comma , * equal sign =	* vertical bar * backslash \ * colon :	* Eszett ß	
Credit Limit:		0.00					* tilde ~ * exclamation point	* double quostation mark *		
	15 Days	~					* percent % * caret ^	* greater than > * question mark ?		
TIN:		_					* underscore _	* Eth Đ		
		Order Taker	Amount L T	C Remarks						
		Urder isker	Annount (C)	C Remarks						

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.

er Lis	:						Add
		Username	Fullname	Designation	L		
Edit	Delete		Administrator	NA			
Edit	Delete		Jigger Escala	Cashier			
Edit	Delete		Dick Alambra	Cashier			
Edit	Delete		Mark Hamis	Cashier			
Edit	Delete		Kint Ian Dela Cerna	Manager			
Edit	Delete		Jayr Mabatid	Manager			
Edit	Delete	tene	Cristene Villar	Manager			
Edit	Delete		NA	NA			
	Delete	NA	NA	NA			

User Detail

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

M EasyPOS		- a ×
Date: 04/27/2023 User: admin Terminal: 001		
Menu Setup - User List Setup - User Detail		
🔍 User Detail		Lock Unlock Close
Fullname: NA User Card Number	er. NA	
Username: NA Designation	n: NA	
Password: ••		
		Copy Add
		Сору Айй
Form Delete	Add Lock Unlock Print Preview Edit Tender Discount View Split Cancel Return	
	M Copy User Rights — 🗆 🗙	
	Copy User Rights Save Close	
	Copy User Right From: Udmin	
First Previous 1/1 Next Last		
EasyPOS Version: Gamma.004.001		

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

EasyPOS Date: 04/27/20																			a ×
Menu Setup - Use		Detail															Lock L	Inlock	Close
Fullname: MA			User Card Numb																
Username: NA			Designatio	on: NA															
Password: ••																			
																		Сору	Add
		Form	Delete	Add	Lock	Unlock	Print	Preview	Edit Ter	nder	Discount	View	Split	Cancel	Return				
							💕 User	r Form Detail		-	- ×								
								Llean Farm	Detail	Save	Close								
								User Form	Detail	Sure									
							Form:	Can Delete	🗌 Can D		~								
								Can Delete	Can D Can V										
								Can Lock	Can Sp										
								Can Unlock											
								Can Print	🗆 Can Re	eturn									
								Can Preview	N										
								Can Edit											
								Can Tender											
	vious 171	Next Last																	
EasyPOS	5 Version: Gamma.0	04.001																	(

- 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.

M EasyPOS							-
- Date: 11/16/2023							
na Menu		p - Currency Lis					
👑 Setup	<u>)</u>	urrency l	ist				Add Close
Restaurant	_						
Price Checker							
Activity				incy Alias	Currency Name	Currency Sign	
System	•	Edit	Delete PHP		Philippine Peso	P	
Reports							
Settings							
06 Settings							
	First	Previous	1/1	Next	Last		
E806 \			_				

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

 Date: 11/16/2023 							
TE Menu		p - Currency List					
Setup	(@) C	urrency L	ist				Add Core
Restaurant							
Price Checker			Curren	cy Alias	Currency Name	Currency Sign	
it Activity	•	Edit	Delete PHP	.,	Philippine Peso	7	
System							
Reports							
06 Settings							
							MatCurrecyDetaiForm – 🗆 X
							🔯 Currency Detail Save Close
							Currency Alas:
							Currency Sign:
	First	Previous	1/1	Next	Let		
EasyPOS V	reision: Gamm	2008.000	a anne 10e				

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VI: Activity

Activity - POS Barcode

Overview

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

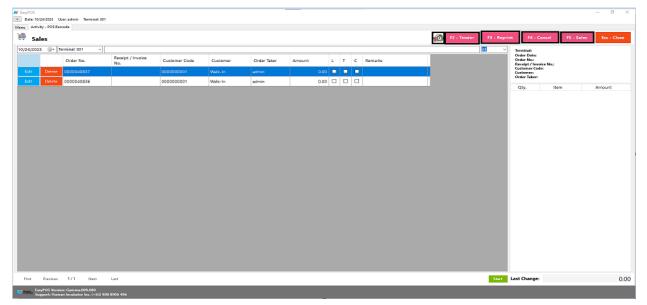
User Interface

o.: 0000000007 ate: 04/27/2023 0000000001 er: Walk- In	Currency: Exchange Rate													
s.	Exchange have	s 1											₽().(
arcode			_										earch Item	F10 - Dow
1	em Description	Quantity	Search It	em.							Tax %	Tax		
				Search Item						Esc - Close				
				Barcode	Item Description		Price	On Hand	Qty. I	Pick ^				
				HR10202	3 hours			0.00	0.00 Z	FICK				
				0000000024	Chicken Cubes			0.00	-0.13					
				0000000026	Egg			0.00	-1.00 🗹					
				ABX123	Extra Adult		15	0.00	0.00					
				000000025	Fish Sauce - Patis			0.00	0.00					
				0000000022	Garlic			0.00	-1.00 🗹	Pick				
				000000012	Gawlo Chicken		5	0.00	0.00	Pick				
				000000013	Gawlo Chicken w/ egg		3	5.00	0.00					
				000000005	Gawlo Chimba		7	0.00	0.00					
				000000018	Gawlo Classic Beef Pares	5		5.00	0.00					
				000000015	Gawlo Orange Chicken			5.00	0.00					
				000000014	Gawlo Plain w/ tokwat ba	aboy	7	0.00	0.00	Pick 🗸				
			Firs	st Previous	1/1 Next									
				_						_				

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

Activity - POSE	User admin Terminal: 001 Barcode												
									12 - Tender	F3 - Reprin	t F4 - Cancel	FS - Sales	Esc - Clos
Sales	1												ESC - CIUS
/24/2023 🗐 🛪	Terminat 001 ✓ Order No.	Receipt / Invoice	Customer Code	Customer	Order Taker	Amount	L T	C Remarks		<u> </u>	Terminal: Order Date: Order No.:	001 10/24/2023 0000040837	
dit Delete		No.	000000001	Walk-In	admin		0.00				Receipt / Invoice No. Customer Code: Customer:	0000000001 Walk-In	
dit Delete	0000040836		000000001	Walk-In	admin		0.00 🗆 🗆				Order Taker:	admin	
											Qty.	Item	Amount
					Clock-in	Break-Ou	Break-In	Gock-Out					

Barcode Sales Detail

Barcada Quantity Always One

- 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

	ser: admin Terminal: 001											
ctivity - POS Bar	code Activity - POS Barcode Detail											
Sales Deta	ail			F12 - Price C	hecker F1 - Cur	rency F2 - Print	F3 - Lock	F4 - Unlock F5 - Retu	rn F6 - Discount	F7 - Tender	F11 - Override	e Esc -
lo.: 000004 late: 10/24/3 000000 er: Walk-Ir s:	2023 Exchange Rate: 00001	РНР : 1								ŧ	•23 [°]	7.5
arcode 4	987176600769									F9 - S	earch Item	F10 - Dow
	Item Description	Quantity	Unit	Price	Discount %	Discount	Net Price	Amount	Tax %	Tax		
Delete	SUMMIT NATURAL DRINKIN		00 Pc(s)	11.75		0.00	11.75	11.75	12.00	1.26		
Delete Delete	GREEN CROSS 70% ETHYL W CLOUD NINE CHOCO FUDG		00 Pc(s) 00 Pc(s)	202.50		0.00	202.50	202.50	12.00	21.70		
	NIPS PEANUT SNACK BAG 4		00 Pc(s)	15.75		0.00	15.75	15.75	12.00	1.69		

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

Barcode Quantity Alw	ays On	e									
EasyPOS Date: 10/24/2023 User: admin Terminak 001											- a ×
enu Activity - POS Barcode Activity - POS Barcode Detail											
🚎 Sales Detail	F12 - I	Price Checker	F1 - Currency	F2 - Print	F3 - Lock	F4 - Unlock	F5 - Return	F6 - Discount	F7 - Tender	F11 - Override	Esc - Close
Crifer No.: 0000040816 Currency: PHP Order Date: 10/24/2023 Exchange Rate: 1 Code: 000000001 Customer: Walk-in Remarke:										₽1	1.75
F8 - Barcode 4800047820502									F9 - S	earch Item	F10 - Download
Rein Description Galantity Onit	ales Item			_				x %	Tax		
Edit Delete SUMMIT NATURAL DRINKIN 1.00 Pc(s)	📫 Sales Iten	1			inter - Save	Esc - Close	11.75	12.00	1.26		
	GREEN CR	OSS 70% E	THYL W/	MOISTURI	ZER 1000	ML PD					
	Quantity:		1.00	Remarks / Prepara	ition: 📺						
	Unit			NA							
	Price:		202.50								
		Zero Discount	~								
	Discount Rate:		0.00								
	iscount Amount: Net Price:		202.50								
	Amount		202.50								
		VAT Output									
	VAT Rate:		12.00								
	VAT Amount:		21.70								
		_			_						
										Last Cha	nge: 0.00

- b. By inputting the barcode. Fill out the empty field with the correct item barcode then hit Enter from your keyboard.
 Matched item(s) will automatically be added to the sales line item.
 - After the item is successfully added to the sales line item, click the **Edit** button beside the item to edit the line item detail.
 - Provide the required information for line item detail such as:
 - Quantity
 - Discount
 - Save button will proceed to saving the line item.
 - Close button will proceed to closing the line item detail.
 - Users can add more items by repeating the same process via barcode.

📕 EasyPOS													- a ×
Date: 04/27/2023 User: admin Terminal: 001													
Menu Activity - POS Barcode Activity - POS Barcode Detail													
📫 Sales Detail			F12 - P	rice Checker	F1 - Currency	F2 - Print	F3 - Lock	F4 - Unlock	F5 - Return	F6 - Discount	F7 - Tender	F11 - Override	Esc - Close
Order No.: 000000009 Currency: Order Date: 04/27/2023 Exchange Rate Code: 000000001 Customer: Walk- In Remarks: Valk- In	PHP xe: 1											₽2	0.00
F8 - Barcode 000000024											F9 - Se	arch Item	F10 - Download
Item Description	Quantity	Unit	Price	Discount	t % Discoi	int	Net Price	Amount	Ta	x %	Tax		
Edit Delete Chicken Cubes	1.0	00 Pc(s)	1	20.00	0.00	0.00	20.0	0	20.00	12.00	2.14		
			Sales Item										
			🚎 Sales Iter	n			Enter - Save	Esc - Close					
		-			Chicken	Cubes							
			Quantity:		1.00	Remarks / Pre	paration:						
			Unit:	Pc(s)									
			Price:		20.00								
			Discount:	Zero Discoun	nt ~								
			Discount Rate:		0.00								
			Discount Amount:		0.00								
			Net Price:		20.00								
			Amount		20.00								
				VAT Output									
			VAT Rate:		12.00								
			VAT Amount:		2.14								
			WAT ATHOUTIC		2.14								
												Last Cha	inge: 0.00
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (-63) 908 8906 496													

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.

	il		F12	- Price	Checker	F1 - Curr	ency	F2 - Print	F3 - Lock	F4 - Unlock	F5 - Return	F6 - Discount	F7 - Tender	F11 - Oven	ide Es
earch Ite	m			Esc	- Close									₽9	95.
Barcode	Item Description	Price	On Hand Qty.	I Pi	ck ^								F9 - S	iearch Item	F10 - D
HR10202	3 hours	100.00	0.00		Pick									_	
00000000	24 Chicken Cubes	20.00	-0.13		Pick	80	Discount		Net Price	Amount		xx %	Tax		
00000000	Egg	0.00	-1.00		Pick	0.00		0.00	95.0	0	95.00	12.00	10.18		
ABX123	Extra Adult	150.00	0.00		Pick										
00000000	5 Fish Sauce - Patis	0.00	0.00		Pick										
00000000	22 Garlic	0.00	-1.00		Pick										
00000000	12 Gawlo Chicken	50.00	0.00		Pick 🛑			Sale	s Item						
00000000	13 Gawlo Chicken w/ egg	35.00	0.00		Pick		_	-							
00000000		70.00	0.00		Pick				🏮 Sales Ite	m			Enter - Save	Esc - Close	
00000000		135.00			Pick										
00000000		95.00	0.00		Pick						Gawlo C				
00000000	4 Gawlo Plain w/ tokwat baboy	70.00	0.00		Pick 🗸				Quantity:	- -	1.00	Remarks / Prepa	ration: 📩		
Previous	1/1 Next Last								Unit:	Serving(s)		NA			
-				-	-				Price:		50.00				
										Zero Discount					
									Discount Rate:		0.00				
									count Amount:		0.00				
								Dis	Net Price:		50.00				
										·	50.00				
									Amount		50.00				
										VAT Output					
									VAT Rate:		12.00				
									VAT Amount:		5.36				

Barcode Sales Detail - Relevant Buttons

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

Date: 04/27/2023 User: admin Terminal: 001												
Menu Activity - POS Barcode Activity - POS Barcode Detail												
🚎 Sales Detail			F12 - Price O	Checker F1 - Currency	F2 - Print	F3 - Lock	F4 - Unlock	F5 - Return	F6 - Discount	F7 - Tender	F11 - Override	Esc - Close
Order No.: 000000009 Currency: Order Date: 04/27/2023 Exchange R Cade: 000000001 Customer: Walk- In Remarks:	PHP ate: 1									ŧ	€14	5.00
F8 - Barcode 000000024										F9 - S	arch Item F	10 - Download
Item Description	Quantity	Unit	Price	Discount % Disc		Net Price	Amount		x %	Тах		
Edit Delete Gawlo Orange Chicken Edit Delete Gawlo Chicken		1.00 Serving(s) 1.00 Serving(s)	95.00 50.00	0.00	0.00	95.00 50.00		95.00 50.00	12.00	10.18 5.36		
Cawlo Chicken		1.00 Serving(s)	50.00	J 0.00	0.00	30.00		50.00	12.00	5.56		
		📁 Price Checker						×				
				000000	0017							
				000000	0017							
				Barco	de							
			Gau	vtsay Beef N	amoi w							
			Gav	visay beer iv	annerw	/ egg						
				Item								
				120.	00							
				120.	00							
				Price	•							
											Last Chan	ge: 0.00
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 4	96											

• 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.

M EasyPOS				– a ×
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 Currancy: PHP Order Date: 02/27/2023 Exchange Rate: 1 Code: 000000001 Exchange Rate: 1 Code: 000000001 Exchange Rate: 1 Remarks: Walk- In Remarks: 1				₽ 145.00
F8 - Barcode				F9 - Search Item F10 - Download
Ben Description Quantity Unit State Carlow Chicken 100 Server(3) Ben Description Carlow Chicken 100 Server(3) Ben Description Carlow Chicken 100 Server(3) March Chicken March Chicken 100 Server(3) March Chicken </th <th>Price Discont % Discont 9500 0000 FAAL AAAL Fick I Pick I</th> <th>0.00 9500 0.00 50.00 W TetechangeflateOtt</th> <th>Pate Detail Save Close Date: 04/27/2023 Pate: 0</th> <th>Tor 10.16 5.36</th>	Price Discont % Discont 9500 0000 FAAL AAAL Fick I Pick I	0.00 9500 0.00 50.00 W TetechangeflateOtt	Pate Detail Save Close Date: 04/27/2023 Pate: 0	Tor 10.16 5.36
Earg/POS Version: Gamma.004.001				Last Change: 0.00
Support: Human Incubator Inc. (+63) 908 8906 496				

- 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.

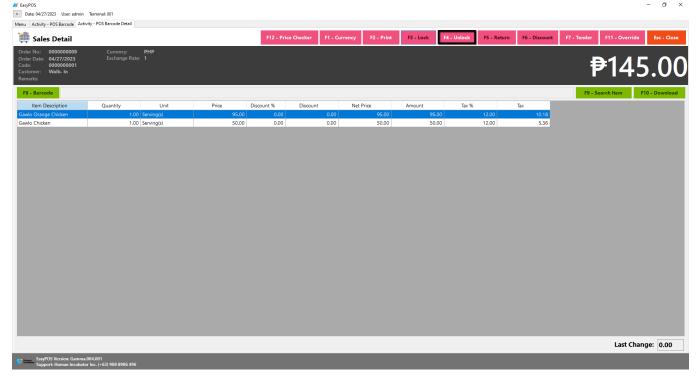
les Deta										
	ail			F12 - Price Checker	F1 - Currency F2 - Pr	nt F3 - Lock	F4 - Unlock F5 - Retu	irn F6 - Discount	F7 - Tender F	11 - Override Esc
: 000000 e: 04/27/2	023 Exchange Rat	PHP e: 1							A	1 4 5 4
000000 : Walk- Ir									ヤ	145.0
rcode					/	/			F9 - Searc	h Item F10 - Do
	Item Description	Quantity	Unit	Price Discount		Net Price	Amount	Tax %	Tax	
Delete Delete	Gawlo Orange Chicken Gawlo Chicken		.00 Serving(s) .00 Serving(s)	95.00	0.00 0.00		95.00 50.00	12.00 12.00	10.18 5.36	
				Customer Code: Customer: Reward Available: Advance Balance:		 0.00 0.00				
				Credit Limit Balance: Terms:	COD	0.00				
				Remarks:						
				Remarks: 📥 Sales Agent: Paxc 🛐	Administrator	~				

- 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.

Activity - POS Barcode Activ												
Sales Detail			F12 - Price Checker	F1 - Currency	F2 - Print	F3 - Lock	F4 - Unlock	F5 - Return	F6 - Discount	F7 - Tender	F11 - Override	Esc - Clo
er No.: 000000009 er Date: 04/27/2023 e: 0000000001 xomer: Walk- In arks:	Currency: PHP Exchange Rate: 1									ŧ	€145	5.0
- Barcode										F9 - S	earch Item F10	0 - Downlo
Item Description	Quantity Unit		Discount % Discount		Price	Amount	Tax %		Tax			1
lo Orange Chicken lo Chicken	1.00 Serving(s) 1.00 Serving(s)	95.00 50.00	0.00	0.00	95.00 50.00	95.0		12.00	10.18 5.36			
											Last Chang	

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□	Q 🖻 🛯 😰 Z 🎕 🔒 🔍
Hear Robation Re- mark 001004 (2004) Hours Robation Re- mark 011004 (2004) Heart 011004 (2004)	

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



- Return
 - \circ $\;$ 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.

/POS								- 0
ate: 04/27/2023 User: admin Terminal: 001 Activity - POS Barcode Activity - POS Barcode Detail								
Sales Detail		F12 - Price Checker	F1 - Currency	F2 - Print F3 - Lo	ock F4 - Unlock	F5 - Return	F6 - Discount	F7 - Tender F11 - Override Esc - 0
er No.: 000000009 Currency: er Date: 04/27/2023 Exchange R: e: 0000000001 tomer: Walk- In aarks:	PHP late: 1							₱145.0
- Barcode								F9 - Search Item F10 - Down
Item Description	Quantity Unit	Price Discour	it % Discount	Net Price	Amount	Tax	%	Tax
dit Delete Gawlo Orange Chicken	1.00 Serving(s)	95.00	0.00	0.00		95.00	12.00	10.18
dit Delete Gawlo Chicken	1.00 Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.36
	Return							
	📑 Return			F2 - Exchange	F3 - Refund Esc -	Close		
		000000001	~					
	Sales Number:	000000001						
		Price Quantity		Return Quar		scount		
	•	35.00		Unpick Unpick	0.00 Serving(s) 0.0 0.00 Pc(s) 0.0			
		200.00	1.00 Pick	Unpick	0.00 Po(s) 0.0			
	<					>		
	First Previous	1/1 Next Last						
								Last Change: 0.0
						_	_	
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 45	96							

• Discount

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

📕 EasyPOS										- a ×
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 - Overn	ide Esc - Close
Order No.: 000000009 Currency: Order Date: 04/27/2023 Exchange Rat Code: 0000000001 Customer: Valk- In Remarks: Remarks:	PHP te: 1								₱20	5.00
F8 - Barcode									F9 - Search Item	F10 - Download
Item Description	Quantity Unit	Price Discou	int % Discou	unt	Net Price	Amount	Tax %		Tax	
Edit Delete Gawlo Chimba	1.00 Serving(s)	70.00	0.00	0.00	70.00			12.00	7.50	
Edit Delete Gawlo Classic Beef Pares	1.00 Serving(s)	135.00	0.00	0.00	135.00	135	i.00	12.00	14.46	
		Concent Context Con	6 Discount	22-0K E 205.00 5.00 10.25	x - Cancel					
									Last C	hange: 0.00
EasyPOS Version: Gamma.004.001										

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

M EasyPOS						- 0 ×
Date: 04/27/2023 User: admin Terminal: 001						
Menu Activity - POS Barcode Activity - POS Barcode Detail						
🚎 Sales Detail	F12 - Price Checker F1 - Current	y F2 - Print F3	8 - Lock F4 - Unlock	F5 - Return F6 - Discount	F7 - Tender F11 - Over	ride Esc - Close
Order Na: 0000000009 Currency: PHP Order Date: 04/72/023 Exchange Rate: 1 Code: 000000001 Customer: Walk- In Remarke:					₽20)5.00
F8 - Barcode					F9 - Search Item	F10 - Download
Item Description Quantity Unit	Price Discount % D	scount Net P	Price Amount	Tax %	Тах	
Edit Delete Gawlo Chimba 1.00 Serving(s)	70.00 0.00	0.00	70.00	0.00 12.00	7.50	
Edt Deete Gawlo Classic Beer Pares 1.00 Serving(s)	V topin	Login Date 04/27/2023		35.00 12.00	1446	
					Last	Change: 0.00
LanyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 496						

Barcode Sales Detail - Tender

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

STenderBarcodeForm	PHP	+			₽ 145.
Tender	F1 - Exact Amount	F2 - Sales F3 - Tender Esc - Close			
No.: 0000000009 Currency: PHP Date: 04/27/2023 Exchange Rate: 1 : 0000000001 imer: Walk- In irks:		₱145.00	0.00 93.00		F9 - Search Item F10 - Do Tax 10.18
Pay Type		Amount	0.00 0.00 50.00 Click this to finish		12.00 5.36
CASH	F4	0.00	transaction		
CHECK	F5	0.00			
CREDITCARD 🗕		0.00	redit Card Information	d Information	K Esc - Close
GIFTCERTIFICATE	F7	0.00	Verification Code:		
EXCHANGE	F8	0.00	Reference No.: Credit Card Holder:		
er Amount: Change:		0.00 0.00	Credit Card No.: Credit Card Type:	JCB	
nge:	_	0.00	Credit Card Bank:		
			Credit Card Expiry: Amount:	1	45.00
Change:	-	0.00	Credit Card Type: Credit Card Bank: Credit Card Expiry:		45.00

Activity - POS Touch

Overview

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

	; 10/25/2023 Usi ctivity - POS Touc		nal: 001												-	5 ×
-	Sales														Ó	Close
10/25/2	023 💵 Te	rminal: 001	~ 🖮						out Collected							
<	Dine-in						•	Order No. 000000005	Manual No. 001-000000000	Customer Walk-In	User admin	Table Walk-in	Remarks	Amount 0.00		
	01	02	03	04	05	06										
	07	08	09	10	11	12										
	13	14	15	16	17	18	>									
	19	20	21	22	23	24										
	25	26	27	28	29	30										
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		Ĵ۵			ŔŔ											
	De	elivery			Walk I											
								Total Am							0.00	Tender All
								Last Cha	ange:						0.00	

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 \rightarrow navigating the table groups to left and right.
- **Clock** icon \rightarrow 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.

Bar B1	minal: 001 Kitchen Bar	Main Dining	1					Out Collected						
		Dining				4	Order No.	Manual No.	Customer	User	Table	Remarks	Amount	
B1			Monitor	Virtual Table		>	000000008	001-000000008	Walk- In	admin			0.00	
B1							<u>000000007</u>	001-000000007	Walk- In	admin			0.00	
	82	B3	B4	B5	B6									
HC1	HC2	HC3	HC4	HCS	HC6									
				nes										
HC7	HC8	нся	HC10	HC11	HC12									
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	<u>i</u> k			14										
	÷.			٨Ŕ										
	j ivery			Ř Walk										

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

	04/27/2023 Use		nal: 001												- ø ×
	Activity - POS Touc	h													
P	Sales														Close
04/27/2	2023 💷 Ter	minal: 001	~ 📥 🗌					Open Billed 0							
<	Bar	Kitchen	Main	Monitor	Virtual		>	Order No.	Manual No.	Customer	User	Table	Remarks	Delivered By	Amount
<	Der	Bar	Dining	monitor	Table		<u> </u>	000000009	001-000000009	Walk- In	admin				205.00
	B1	B2	B3	B4	B5	B6									
	HC1	HC2	HC3	HC4	HCS	HC6									
<	HC7	HC8	HC9	HC10	HC11	HC12	>								
		Ĵ.			, ki										
	1	0'0			<u>π</u> η	ί.									
	De	livery			Walk										
								Total An	nount:						205.00 Tender All
								Last Ch	ange:						0.00
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 $\circ~$ Collected \rightarrow display list of sales that are already tendered.

	tivity - POS Tou	h														
	ales							-	. Cillionid							C
7/20	023 ⊡ * Te	rminal: 001	× 📥 🗌					Open Billed Order No.	Manual No.	Collection No.	Customer	User	Table	с	Remarks	Delivered By
		Kitchen Bar	Main Dining	Monitor	Virtual Table		>		001-0000000011		Walk- In	admin	B1		Tremunes.	Delivered by
	81	B2	B3	B4	B5	B6										
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		ġ,			ķ											
		elivery			Walk	In										
								<								
								Total An	nount:							120.00
								<								Tende

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.

Activity - POS T	Touch														Clo
/2023 💷	Terminal: 0	01 ~						Open Bill	d Out Collected						_
72025 @*		_	_				-	Order No.	Manual N		r User	Table	Remarks	Amount	
	Kitche Bar		ain	Monitor	Virtual Table		>	00000001	4 001-00000	00014 Walk- In	admin	Walk-in		100.00	
								00000001	3 001-00000	00013 Walk- In	admin	Walk-in		40.00	
81	B2		33	B 4	85	B6		10000000	B 001-00000	00008 Walk- In	admin			0.00	
								00000000000	001-00000	00007 Walk- In	admin			0.00	
нс7						HC6			Table g	oups					
	нсв	н	0	нс10	нст	HC12			Table g	es for					

 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.

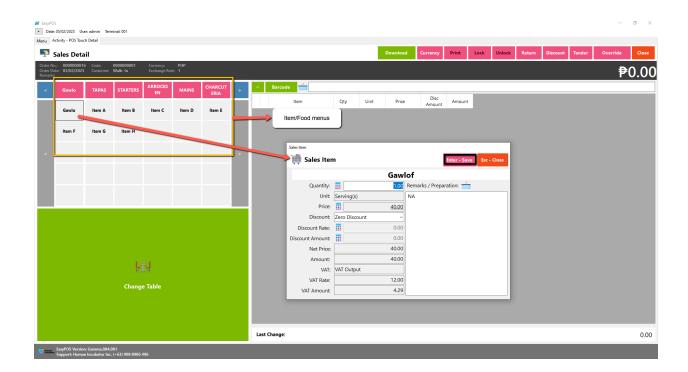
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Chance Wake 1 Gewie TAPAS Status Chance Gewie TAPAS Status Chance Hen F Hen B Hen F <th></th> <th>Download</th> <th>Currency</th> <th>Print</th> <th>Lock</th> <th>Unlock</th> <th>Return</th> <th>Discount</th> <th>Tender</th> <th>Override</th> <th>Close</th>													Download	Currency	Print	Lock	Unlock	Return	Discount	Tender	Override	Close
c Gavid TAPS STAFTERS N MAINS ERDA 2 Item Qry Unit Price Amount Gavid Item A Item D Item E Item (Item/Food menus) Sate Name	Order Date	: 000000001 e: 05/02/2023	6 Code: Customer:		Currency: Exchange Rat	PHP æ: 1		_													₽	0.00
Gavio Hem A Hem B Hem D Hem E Hem D Hem E Hem F Hem G Hem D Hem E Hem/Food menus Sales Hem Sales Hem Sales Hem	<	Gawlo	TAPAS	STARTERS		MAINS		> =	Barcode							_						
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Chance Table Gawlof Quantity: Image: Comparison of the compar									Sales	ltem												
Quantity: Remarks / Preparation: Unit: Serving(s) Unit: Serving(s) Discourt Zero Discourt Discourt Amount: 0.00 Discourt Amount: 0.00 Discourt Amount: 0.00 VAT Rate: 12.00	< 1			-						Sales Iter	n				Enter - Sa	ive Esc	- Close					
Image: Change Table													Gawlo	of								
Price 40.00 Discount 2ero Discount Discount Reter 0.00 Discount Amount 40.00 Amount 40.00 VAT Rate 12.00										Quantity:			1.00 R	emarks / Prep	aration: 📹	/						
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8 ExpPOS Viroles Camas 094.001 September 1 Aman Tochate Inc. 6 159 08 986 495	N 1000.	EasyPOS Version	n: Gamma.004.0	001	406																	

- 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.

Image: Solution State Solution Stat	
	00
Order his: 0000000016 Code: 000000001 Currency PHP Order Date: 05/02/2023 Customer: Walk In Escharge Rate: 1	.00
C Gawlo TAPAS STARTERS ARROCCS NAINS CHARCUT > Barcode Barcode	
item Qty Unit Price Amount	
Gewle Item A Item B Item C Item D Item E Item/Food menus	
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Quantity: 🔢 🚺 Remarks / Preparation: 📩	
Unit: [serving(s) NA	
Price: III 40.00	
Discount Zero Discount -	
Discount Rate: 0.00 Discount Amount: 0.00	
Net Price 4000	
Amount 40.00	
VAT Rate: 12.00	
Change Table VAT Amount 429	
Last Change:	0.00

- 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.

	05/05/2023 Use		ninal: 001									- a ×
	activity - POS Touc								Do	ownload Currency	Print Lock Unlock Return Discount	Tender Override Close
Order No Order Da Remarks	o.: 000000021 ste: 05/05/2023 :	Code: Customer:	000000001 Walk- In	Currency: Exchange Rat	PHP te: 1							₱40.00
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	Gawlo	Item A	Item B	Item C	Item D	Item E		Item Gawlof	Qty Unit Price	40.00 0.00	40.00	
	Item F	ltem G	Item H	Start a capture					Tender Tender		F2 - Sales F3 - Tender Esc - Close	
<							>		Order No.: 000000021 Currency: Order Date: 05/05/2023 Exchange Rate: Code: 0000000001 Customer: Walk- In Remarks:	PHP 1	₱40.00	
									PayType		Amount	
									Vouchers	#	0.00	
									BDO	#	0.00	
									Online Deals	#	0.00	
									Other Credit Card Payment	#	0.00	
									Cash	#	40.00	
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Citata.	EasyPOS Version Support: Human	: Gamma.004.0 n Incubator Inc.	001 . (+63) 908 8906	496								

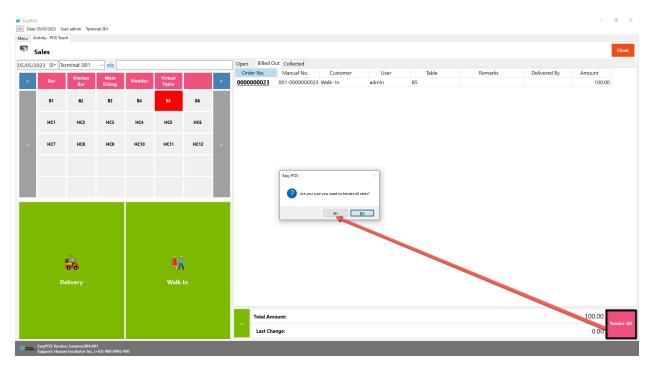
- Via Open and Billed Out tab
 - From the Open or Billed Out tab, select a sales order number that you want to tender.
 - A POS Touch window will display, then select Tender or simply press F4.

	5/05/2023 Us ivity - POS Tou	er: admin Term	inal: 001												- a ×
🍢 s	ales								_						Close
05/05/20	23 💵 Te	rminal: 001	~ <u></u>					Open Billed O							
<	Bar	Kitchen Bar	Main Dining	Monitor	Virtual Table		>	Order No. 000000022	Manual No. 001-0000000022	Customer 2 Walk- In	User admin	Table B1	Remarks	Amount 240.00	
	B1	B2	B 3	B4	B5	B6									
	HC1	HC2	нсз	HC4	HC5	нсе			POS Touch Activity						
<	HC7	HC8	нсэ	HC10	HC11	HC12	>		POS Touc	ch Activity			Esc - Close		
										1	F3 -Bill		F4 - Tender		
									F2 - Edi	it Order	F5 -Rep		ff - Delete		
		÷.			ķ				- F8 - D		F9 - Print P	-	F7 - Cancel		
		elivery			Walk I										
								<							240.00 0.00
7 tenn	asyPOS Version Support: Huma	n: Gamma.004.01 n Incubator Inc. 1	01 (+63) 908 8906 -	496											

- 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.

Sa	ales																	Clo
/20	23 💵 Te	rminal: 001	~ <u></u>				O	ben Billed	Out Collect									
	Bar	Kitchen Bar	Main Dining	Monitor	Virtual Table	6	> 0	Order No.	Manual 001-000	No. Cus 0000022 Walk- Ir	tomer	User admin	Ta B1	able	Remarks		Amount 240.00	
	B1	B2	B3	B4	B5	ве	Tender				F2 - Sales	F3 - Tend	ler Esc -	- Close				
I	HC1	HC2	НСЗ	HC4	HC5	нс	Order No.: 000000 Order Date: 05/05/2 Code: Customer: Walk- In	2023 Exc	chang, ter 1			₽ 24	40	00				
l	HC7	HC8	нся	HC10	HC11	нс	Remarks:	PayType				Amoun		Â		Esc - Close		
l							DINERS			#				0.00				
ľ							BDO Pay			#				0.00	~ 🥐			
							GRABPAY			#				0.00	F4 - Tende	HT		
							SMAC			#				0.00	省 F6 - Delet	e		
							Vouchers			#				0.00	8			
							BDO			#				0.00	F7 - Cance	el		
		÷.			k		Tender Amount:			щ				0.00	F10 - Split/Mer	ge Bill		
							PHP Change:							240.00				
	D	elivery			Walk	n	Change:						-	240.00				
								_										
								Total A	mount:									240.00 Tender

- 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.

		er: admin Termi	nal: 001											- 0
_	ales													Clos
5/05/20)23 □ • Te	rminal: 001	× 📥 🗌					Open Billed O						
<	Bar	Kitchen Bar	Main Dining	Monitor	Virtual Table		>	Order No. 000000024	Manual No. Customer 001-000000024 Walk- In	User admin	Table HC5	Remarks	Delivered By	Amount 100.00
	B1	B2	B3	B 4	B5	B6								
	HC1	HC2	НСЗ	HC4	HCS	нсе								
<	HC7	HC8	нсэ	HC10	HC11	HC12	>							
							l		Easy POS X					
									Tender successful.					
		÷.			ķ									
		elivery			⊼ ∦ Walk									
								Total Amo	ount:					100.00 Tender
								Last Cha	inge:					0.00

POS Touch Sales - Service Charge

• To Set service charge

• Open POS Information

Settings							Lock Unlock Clos
	POS Information BIR Settings	Easypay Settings	Easyfis Integration	EasyShop Integration Printer S	Settings Customer Display Sett	ings Printer Set	Jp Mega World Set Up Robinsons :
POS Type:	POS Touch 🗸			Tender Print	Enable Edit Price		Quick Service Auto Print SO
License Code:	7xM1mNFtUI6LmbJWBsI+31fX	wecj7OQlhlb6+J5Lu	1 🖂	Barcode Quantity Always One	Auto Tender Printer Re		Enable Sticker Printing Process
Tenant Of:	SM COIN			Allow Negative Inventory	Quick Service Flash Note	S:	5 Digit Decimal Places in Qty
Current Version:	Gamma.009.001			Activate Audit Trail	CUSTOMER!		Enable Print on POS Touch Service Charge is vatable
Current Developer:	Human Incubator Inc			Prompt Login Sales			Enable Background Process
Current Support:	(+63) 908 8906 496			Swipe Login			With EasyCM
Current Period:	0001			Date Login	Show Add Service Cha	3	
Terminal:	001			Hide Sales Amount	Enable Parking System	Feature	
Walkin Customer:				Disable Stock-In Price and Cost	Allow Tender Zero		
Default Discount:				Hide Touch Sales Item Detail	Disable Sales Date		
				Hide Item List Barcode	Exclude Zero Prices (Sa	ales Reports)	
	Return from Supplier			Hide Item List Item Code	Auto Start Integration		
Collection Report:	Official Receipt ~			Auto Sales Upon Locking	Allow Z Reading with o	open Sales	
Based Currency:	PHP ~			Show Customer Information in C	Hide Other Details on	POS Retail	
estaurant Domain:				Sales Detail Print Choose Printer	With Easy Restaurant		
Restaurant Token:				Triggered Quantity	Prompt Previous EOD	Error	

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

_											
	Curre	ency	Print	Lock	Unlock	e Return	n Di	iscount	Tender	Override	Close
									ł	₱3,1 [,]	43.80
>		=	Barcod	le 🦯							Service Charge
			ltem		Qty	Unit	Pri	ce	Disc Amount	Amount	Service Charge
		LA GI	OVANNI PIZ	ZA D	1.00	Serving(s)		1,199.00	0.00) 1,199.0(119.90
		CH DI	P PIZZA DE	TROI	1.00	Serving(s)		360.00	0.00	360.00	36.00
		CH DI	P PIZZA DE	TROI	1.00	Serving(s)		1,299.00	0.00	1,299.00	129.90
>											

POS Touch Sales - Gift Certificates

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

*y#05												- 0
Date: 12/11/2023 User adm a Raport - Salas Report Ad												
Sales Detail							Download	Currency	Print Lock	Unlock R	eturn Discount Tender	r Override (
ler No.: 0000000005 Co ler Date: 12/11/2023 Cu	de: 0000000001 stomer: Walk-In	Currency: PHP Exchange Rate: 1										B 100
ter Date: 12/11/2023 Cu narks:	stomen Walk-In	Exchange Rate: 1										₱100.
: ITIMS			Tender	- Rarro	de 🚽							Service 0
Item A Ite	em B Hem C	Item D	1	Tender		F	- Sales F3	- Tender Esc	Close Charg			
	in a man c	nem 0	Order 1 Order 1 Coder Custor Remail		Cumency: Pf Exchange Rate: 1	e ^p	₽	100.	00	, 		
				PayType				Amount	^			
			Cas	Gift Certificate Inf	ormation				0.00			
			Gca	sh 📜 Gift	Certificate	Information	Ent - OK	Esc - Close	0.00			
			Cre		ate Number: k				0.00			
				oit Car	Amount		100.00		0.00			
			Gift	Certificate		*			0.00			
			Rev			#			0.00			
	Ŀ	F	Tend	er Amount:					0.00			
			PHP	Change:					100.00			
	Chang	e Table	Chan	ge:	_	_	_	_	0.00			
VAT	0.00	11						December 11, 2023		1		
mount Due lo. of Hem(s)	100.00											
rificate	100.00	⊟ ち-∂					/ Excel Report	Collection	DetailReport_20231211	090428 - Decel		
VALYSIS		No. X co.	Imert Page Le	yout Formulas Data	Review Vi	ew Help © Tellma						
ailes mount AT	0.00 0.00	Pasta V Format	Calbo	• ▲ • □ • • ▲ • ▲ • ■ • •		参・ 君 Wrap Test 三 三 ■ Merge & Center	General ~ \$ ~ %	- 18 28 Candit	ional Formation	ulation (1)	Cood Explanatory	Input
empt mo Rated	100.00	Olaboard		Fent		Alignment	G Numb	er 5	ing+ Table+		Styles	
r	Administrator Administrator	- 61										
	04	1 Terminal Co	lection Date Collect	tion Number Customer	Code Customer	Sales Number PayType	Amount Chr	sckNumber CheckDo			ent Monday, December 11, 2023	Credit Card Bank Cred
ner Name:		3 1	12/11/2023	5	1 Walk-In	5 Gift Certif					ent Monday December 11 2023	
ss Style:												
ks:		🌌 Collection Detail Re	and a second									
# : 001-	_		ion Detail Re	port		EasyPOS Colle	tion Detail Re	port				PDF
nformation: rtificate Gift Certificate Pr	syment	- conect	in peran Ae									
a December 11 mone		Terminal	Collection Date	Collection No.	Customer S	ales No. Pay Type	Amount	Excess No	eck Check Date	Check Bank	Other Information	
y, December 11, 2023	ystems inc.											
ay, December 11, 2023 POS Vendor: Easy Cloud S Addusce: Unit 1073 City Se	lystems inc. In Rids R	-	12/11/2023	000000005	Walk-In 00	00000005 Gift Certificate	100.00	0.00 BIA	_	NA	Gift Certificate Payment M	1

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.

.

KarsyPOS Date: 05/05/2023 User admin Terminat: 001																				ø ×
Menu Activity - POS Touch Detail																				
Sales Detail										Downloa	ıd	Currency	Print	Lock	Unlock	Return	Discount	Tender	Override	Close
Order No.: 000000025 Code: 000000001 Currency: PHP Order Date: 05/05/2023 Customer: Walk-In Exchange Rate: 1 Remarks:																			₽	0.00
= Barcode		_																		
Item Qty Unit Price Disc Amour	Amou	nt																		
Keyboard																				
Hamburger Menu	Barcode																			
	1	2	3	4	5	6	7	8	9	0	<									
	Q	w	Е	R	т	Y	U	1	0	Р										
	A	s	D	F	G	н	J	к	L		-									
	Lower Case	1	z	x	Т	· V			1	1										
	DEL				-	SPACE					NTER									
Last Change:																				0.00
		_			_						_									0.00
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 496																				

• Lock

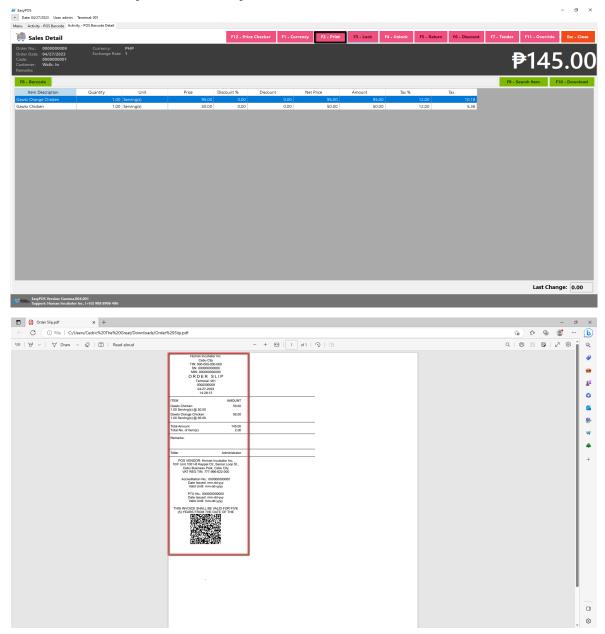
M EasyPOS

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

	Sales Description Activity - POS Barcode Activity - POS Barcode Detail Sales Detail r No: 000000009 Currency: r DAte: 04/27/2023 Exchange Rail	PHP te: 1		F12 - Price Checker	F1 - Currency	F2 - Print	F3 - Lock	F4 - Unlock	F5 - Return	F6 - Discount	F7 - Tender	F11 - Overrid	
Deep: Gendo Company Chustom 100 (servergit) 9500 000 000 9500 9500 1200 1010 0 Deep: Gando Chustom 1.00 (servergit) 50:00 0.00 0:00 50:00 12:00 5:36	omer: Walk- In arks:					_/							
	dit Delete Gawlo Orange Chicken		1.00 Serving(s)	25:00 Solo Let Sales ↓ Customer Code: Customer Reward Available: Advance Balance: Credit Limit Balance: Credit Limit Balance: Remarks: ↓ Sales Agent:	000 0.00 00000000000000000000000000000	0.00 0.00 F2 - Lock	95.00 50.00 Esc - Close 0.00 0.00 0.00 0.00		95.00	12.00	10.18		

- Print
 - Click the Print button to download the Order Slip in PDF file, then print.
 - Take note, Print will only be enabled once the Sales detail is already locked.

• Make sure to save the generated pdf file to a folder where you can easily locate it.



• Unlock

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

Activity - POS Barcode Activit	ty - POS Barcode Detail										
Sales Detail			F12 - Pric	e Checker F1 - Curre	ncy F2 - Print	F3 - Lock	F4 - Unlock	F5 - Return	F6 - Discount	F7 - Tender F11 - Ov	erride Esc - Clos
ier No.: 0000000009 ier Date: 04/27/2023 ie: 0000000001 tomer: Walk- In narks:	Currency: PHP Exchange Rate: 1									₽14	45.0
B - Barcode										F9 - Search Item	F10 - Downloa
Item Description	Quantity Unit		Discount %	Discount	Net Price	Amount	Tax %		Tax		
vlo Orange Chicken vlo Chicken	1.00 Serving(s) 1.00 Serving(s)	95.00	0.00	0.00	95.00 50.00		.00	12.00 12.00	10.18 5.36		

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

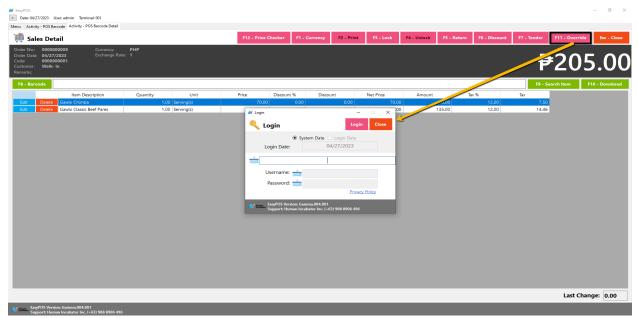
🖬 EasyPOS									- 0 ×
Date: 04/27/2023 User: admin Terminal: 001 Menu Activity - POS Barcode Activity - POS Barcode Detail									
📕 Sales Detail		F12 - Price Checker	F1 - Currency	F2 - Print	F3 - Lock	F4 - Unlock F5 - R	eturn F6 - Discount	F7 - Tender F11 - Over	ide Esc - Close
Order No.: 0000000009 Currency: PHP Order Date: 04/27/2023 Exchange Rate: 1 Code: 00000000001 Customer: Walk- In Remarks:							,	₱14	5.00
F8 - Barcode								F9 - Search Item	F10 - Download
Item Description Quantit		Price Discou	int % Disco	unt	Net Price	Amount	Tax %	Tax	
Edit Delete Gawlo Orange Chicken	1.00 Serving(s)	95.00	0.00	0.00	95.00	95.00	12.00	10.18	
Edit Delete Gawlo Chicken	1.00 Serving(s)	50.00	0.00	0.00	50.00	50.00	12.00	5.36	
	-								
	Return								
	📫 Return			F2 - Exe	change F3 - Re	fund Esc - Close			
		: 0000000001	~						
		000000001							
		Price Quantity		F	Return Quantity	Unit Discount			
	>	35.00	1.00 Pick	Unpick		Serving(s) 0.00			
		200.00	1.00 Pick	Unpick	0.00				
		200.00	1.00 Pick	Unpick	0.00	0 Pc(s) 0.00			
	<				_	,			
		1/1 Next Last							
								Last (Change: 0.00
EasyPOS Version: Gamma.004.001									

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

EasyPOS Date: 04/27/2023 User: admin Terminal: 001		- a ×
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: 0000000000 Currency: PHP Order Date 040000001 Exchange Rate: 1 Code: 0000000001 Currency: Rete: 1 Code: 0000000001 Currency: Rete: 1 Remarks: Walls- In Remarks: Remarks: 1		₱205.00
F8 - Barcode		F9 - Search Item F10 - Download
Item Description Quantity Unit	Price Discount % Discount Net Price Amount Tax %	Tax
Edit Delete Gawlo Chimba 1.00 Serving(s) Edit Delete Gawlo Classic Beef Pares 1.00 Serving(s)	70.00 0.00 0.00 70.00 70.00 12.00 135.00 0.00 0.00 135.00 135.00 12.00	7.50 14.46
	Discourt I - 2 - 0K fer - Cancel Item:	
		Last Change: 0.00
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 496		

• Override

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



Activity - POS Quick Service

Overview

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

User Interface

	User: admin Terminal: 001 S Touch Quick Service								
Sales									
5/2023	Terminal: 001	~		Out Collected					
			Order No.	Manual No.	Customer	User	Amount	Remarks	
			000000026	001-000000026		admin	0.00		
			000000025	001-000000025	Walk- In	admin	0.00		
M	Valk In	Delivery							
									0.00
			Total A	mount:					0.00 Ter
			Last C						0.00

POS Quick Service Definition of Buttons

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

POS Quick Service Sales List

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

	13 User: admin Terminal: 001								-	٥
Menu Activity - Pl	OS Touch Quick Service									
										Close
05/05/2023	Terminal: 001	~ <u>/</u>		Out Collected						
			Order No.	Manual No.	Customer	User	Amount	Remarks		
			000000026	001-000000026		admin	0.00			
			000000025	001-000000025	i Walk- In	admin	0.00			
	Walk In	Delivery								
									0.00	
				Amount:					0.00	
			<	<i>c</i> .						Tender A
			Last	Change:					0.00	
	Version: Gamma.004.001								_	_

 $\circ~$ Billed Out \rightarrow display list of sales that are already locked but not yet collected. Here, the user can print Bill Out or Partial Bill.

FasyPOS			- 0 ×
Date: 05/05/2023 User: admin Terminal: 001			
Menu Activity - POS Touch Quick Service			
Nales			Close
05/05/2023 💷 Terminal: 001		Open Billed Out Collected	
22		Order No. Manual No. Customer User Amount Remarks Delivered By	
Walk In	Delivery		
			_
			0.00
		< Last Change:	Tender All 0.00
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 90	8 8906 496		

 $\circ~$ Collected \rightarrow display list of sales that are already tendered.

Activity - POS Touch Quick Service										
Sales										Clos
6/2023 💷 Terminal: 001	~ <u>/</u>		Out Collected	1						
		Order No.	Manual No. Collection No.	Customer	User	C	Amount	Remarks	Delivered By	
		000000024	001-000000024 000000006	Walk- In	admin		100.00			
		000000023	001-000000023 000000005	Walk- In	admin		100.00			
		000000022	001-000000022 000000004	Walk- In	admin		240.00			
		000000021	001-000000021 000000003	Walk- In	admin		40.00			
Walk in	Delivery									
Walk in	Delivery	Total A	mount						480.00	Tender

POS Touch Sales Detail

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

Activity - POS Touch Quick Service											
Sales											Clos
/2023 🔍 Terminal: 001	× <u>-</u>		t Collected								
		Order No.	Manual No.	Collection No.	Customer	User	С	Amount	Remarks	Delivered By	
			001-000000024		Walk- In	admin		100.00			
			001-000000023		Walk- In Walk- In	admin admin		100.00			
			001-000000022		Walk- In Walk- In			240.00			
		000000021	001-000000021	000000003	Walk- In	admin		40.00			
Walk In	Delivery										
Walk In	Delivery										
Walk in	Delivery										
Walk In	Delivery	Total An	rount:							480.00	Tender

 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

S	ales Detai	I							Download	Currency	Print	Lock	Unlock	Return	Discount	Tender	Override	Close
	0000000008 10/03/2023		0000000001 Walk-In	Currency: Exchange R													₽1	105.0
	Milk Tea	Milk Tea Specials	Fruit Teas	Specialty Drinks	CheeseCake	Add Ons	->	-	Barcode				D	sc.	_			
	BLACK SUGAR MEDIUM	BLACK SUGAR LARGE	BLUEBERRY MEDIUM	BLUEBERRY LARGE	CARAMEL	P /	Add-ons			1		Clo	Ame		mount 105.00			
l	CHOCOLATE	CHOCOLATE	CLASSIC MEDIUM	CLASSIC LARGE	COOKIES AND CREAM MEDIUM	4	SUGAR	OREO	PEARLS	Sales Item	m				inter - Save	Esc - Close		
	HONEY MEDIUM	HONEY LARGE	HONEYDEW	HONEYDEW	JASMINE MEDIUM					Quantity	: <u>II</u> [arks / Prepara	ition:			
l	STRAWBERRY MEDIUM	STRAWBERRY LARGE	TARO MEDIUM	TARO LARGE	THAI CLASSIC MEDIUM	<				Price	Gram(s)	count	10.00 ~					
	THAI JASMINE MEDIUM	THAI JASMINE LARGE	VANILLA MEDIUM	VANILLA LARGE	WINTERMELO N MEDIUM					Discount Rate			0.00					
										Net Price Amount		out	10.00					
										VAT Rate VAT Amount	•		12.00 1.07					
								Last Chang	ge:									35

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

		Inia Territal D						-	σ×
	ales Detai	aick Service Coald	Convert Local					Download Currency Print Lock Unlack Return Discount Tender Override	Close
Order No. Order Date: Remarks:	0000000000 10/03/2023		000000001 Wali-in	Currencys Eschange F		SI	MILE	LE AND GREET THE CUSTOMER! P11	15.0
*	MER Tea	Mills Tro Speciels	Fruit Teas	Specially Datata	OvenCale	Add Ons	*	A Barcole 2	
	MEDIUM	BLACK SUGAR LARGE	MEDUM	LARGE	CARAMIN MEDUM	CARADELL LARGE		Rem Oty Unit Price Ansunt Ansunt C, IC MER TER BLACK-SUGAR LANDE 100 Serving(s) 100 S0 000 100 S0 % I PARES 1.00 Serving(s) 100 0 0.00 100 0 100 0	
	CHOCOLATE MEDIUM	CHOCOLARE LARGE	CLARGE NECTURE	CLASSIC LARGE	COORES AND CREAM MEDIUM	COORES AND CREAM LARSE			
•	MONEY	HONEY LARGE	MONEYDOW MEDIUM	HOMENDEW	MEDEIM	JASMINE LANSE	•		
	STRAWSERRY	STRAWBORN LARGE	TARO MEDIU M	TANKO LANNGE	THUR CLASSIC MEDILIM	THAU CLASSIC LANSE			
	THA IASMINE MIDRIM	THAI JASMINE LANGE	MEDIUM	WMULA LARGE	NINTERMELO N MEDRUM	WINTERMELO N LADGE			
								Last Change	35.0
- Est	ePOS Version: Gr	mma.008.009	_						

- 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.

EasyPOS Date: 05/05/2023 User: admin Terminal: 001											- 0
mu Activity - POS Touch Quick Service											
🍋 Sales											Close
05/2023 💷 Terminal: 001	×	Open Billed (Out Collected								_
03/2023		Order No.	Manual No.	Collection No.	Customer	User	с	Amount	Remarks	Delivered By	
		000000024	001-000000024	000000006	Walk- In	admin		100.00			
		000000023	001-000000023	0000000005	Walk- In	admin		100.00			
		000000022	001-0000000022	0000000004	Walk- In	admin		240.00			
		000000021	001-0000000021	000000003	Walk- In	admin		40.00			
Walk In	Delivery		Customer: Phone Number: Contact Name: Address:	NA NA							
		Total A	mount:							480.00	Tender A
			Ihange:							0.00	
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 90	8 8906 496										

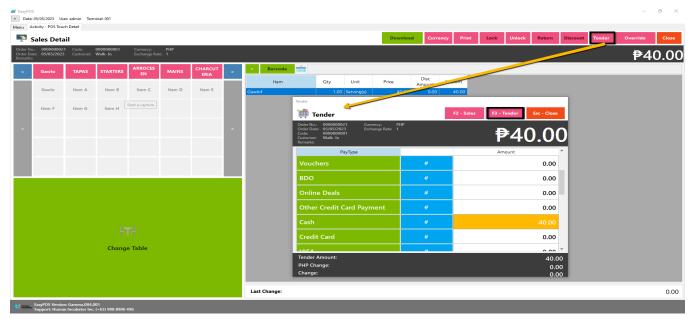
The same process with the Dine In table, you will be redirected to the Sales Detail. To add a Sales line item, select an item from the food menus beside the sales line item list. Then, a popup Sales Item will appear. Provide all the necessary information such as quantity and discount. To save, hit the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

		Imin Terminal: 00						_										- a ×
	ity - POS Touch Qu ales Detail	iick Service Quick	k Service Detail						Download	Currency	Print	Lock	Unloc	k Retu	irn Discount	Tender	Override	Close
Order No.: Order Date: Remarks:	0000000029 05/05/2023		101 ian	Currency: Exchange Ri	PHP ste: 1	SI	MILE	AND GI	REET THE	CUST	OMEF	R!						₽0.00
<	Gawto	TAPAS	STARTURS	ARROCES EN PAELLERA	MAINS	CHARCUTERIA	*	- Bare	ode					Disc				
	Gawlo	Item A	item B	Hem C	Item D	Item E			Item	Qty	Unit	Pr	rice	Amount	Amount			
	item F	Item G	Item H						Sales Item	n				Enter - Sav	/e Esc - Close			
<							>		Quantity:				emarks / Prep	paration:	a .			
									Price:	Serving(s)	unt	40.00 ×	A					
									Discount Rate: Discount Amount:			0.00						
									Net Price: Amount: VAT:	VAT Output		40.00 40.00						
									VAT Rate: VAT Amount:			12.00 4.29						
6	syPOS Version: Ga	004 001						Last Change:										0.00

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.

	User: admin Terminal: 001 Touch Quick Service								- 0
									Clos
05/2023	Terminal: 001	~ /	Open Billed C	Out Collected					
			Order No.	Manual No.	Customer	User	Amount	Remarks	
			000000030	001-000000030	Walk- In	admin	0.00		
			0000000 59	001-000000029	ian	admin	0.00		
			000000028	001-000000028	Walk- In	admin	0.00		
			000000027	001-0000000027	Walk- In	admin	0.00		
			000000026	001-0000000026	Walk- In	admin	0.00		
			000000025	01-000000025	Walk- In	admin	0.00		
				POS Touc 0000000030	h Activity			Esc - Close	
Wa	alk In	Delivery				F3 -Bill Ou	it	F4 - Tender	
				F2 - Edit	Order	- 🖶		省 F6 - Delete	
						F5 -Reprin	t		
				- 6 4				8	
					>				
				F8 - Del	iver	F9 - Print Partia	al Bill	F7 - Cancel	
			Total A	mount:					0.00
			<	Change:					0.00
EasyPOS Ven Support: Hui	rsion: Gamma.004.001 Iman Incubator Inc. (+63) 90	8 8906 496							

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

 EasyPOS Date: 05/05/2023 User: admin Terminal: 001 		_					- ø ×
Menu Activity - POS Touch Quick Service							
Sales							Close
05/05/2023 🛛 🖉 Terminal: 001	~ <u>/</u>	Open Billed Out Collected					
		Order No. Manual No.	Customer	User Amount	Remarks	Delivered By	
		Tender					
		🚎 Tender		F2 - Sales F3 - Tender	Esc - Close		
		Order No.: 000000030 Currency: Order Date: 05/05/2023 Exchange Rate:	PHP				
		Code: 05/05/2023 Exchange Nate: Code: Customer: Walk- In Remarks:		₱4	0.00		
		PayType		Amount	^		
		DINERS	#		0.00		
		BDO Pay	#		0.00		
		GRABPAY	#		0.00		
Walk In	Delivery	SMAC	#		0.00		
		Vouchers	#		0.00		
		BDO	#		0.00		
		Online Deale	μ.		0.00 Y		
		Tender Amount:			0.00		
		PHP Change:			-40.00		
		Change:			-40.00		
		Total Amount:					40.00
		< Last Change:					0.00
EasyPOS Version: Gamma.004.001							

- $\circ~$ 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.

🙀 EasyPOS		- 0 ×
- Date: 05/05/2023 User: admin Terminal: 001		
Menu Activity - POS Touch Quick Service		
Sales		Close
05/05/2023 🖉 Terminal: 001 🗸	Open Billed Out Collected	
	Order No. Manual No. Customer User Amount Remarks Delivered By	
	000000030 001-000000030 Walk- In admin 40.00	
Walk In Delivery	Eary POS Pre you surveyou want to tender all assis? Image: Total Amount:	40.00 0.00
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (a.63) 908 8906 496		

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

EasyPOS Date: 05/05/2023 User: admin Terminak 001		-						- 🖱 ×
Menu Activity - POS Touch Quick Service								
Sales								Close
05/05/2023 💷 Terminal: 001 V	Open Billeo	d Out Collected						
	Order No.	Manual No.	Customer	User	Amount	Remarks	Delivered By	
	000000030	001-000000030	Walk- In	admin	40.00			
Walk in Delivery		I Amount:	Earry POS	X estful.				40.00
	Tota	I Amount:						40.00 Tender All
		st Change:						0.00
Support: Human Incubator Inc. (+63) 908 8906 496								

- 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.

Mereir Antholy - POS Texach Quint Service Sales CO	
Sales (O	
	Close
10/26/2023 🐨 Terminal: 001 🗸 👉 Open Billed Out Collected	
Order No. Manual No. Collection No. Customer User C Amount Remarks Delivered By	
0000000010 001-0000000006 Walk-In admin 🗆 95.00	
TmPOSQuickServiseAttivityForm	
POS Touch Activity	
000000010	
F3-Bill Out F4 - Tender Image: Carcel Remarks Ent - OK Ent - OK<	
Walk In Main Main Main Main Main Main Main	
F8 - Deliver F9 - Print Partial Bill	
Total Amount: 95.00	
Last Change: 5.00	ender All

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

Human Incubal Cebu City TIN: 000-000-0 SN: 0000000 MIN: 0000000 PTU: Date Issued: 111 OFFICIAL R OR #.000000 10-27-202 16:21:00	00-000 00000 00000 18/2022 ECEIPT 0006 3	
CANCELLI		
ITEM	AMOUNT	
MILK TEA BLUEBERRY	95.00	
MEDIUM 1.00 Serving(s) @ 95.00	55.00	
Sub-total Amount	95.00	
Service Charge	0.00	
LESS: VAT LESS: Discount	0.00	
Total Amount Due	0.00 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 VAT Zero Rated	0.00	
VAT 200 Kaleu	0.00	
Cashier	Administrator	
Sales	Administrator	
Customer Name:		
Address:		
TIN:		
Business Style:		
Remarks:		
sample cancel		
Other Information:		
Cash		
POS VENDOR: Humar 10/F Unit 1001-B Keppel C Cebu Business Park VAT REG TIN: 777-8	tr.,Samar Loop St., c, Cebu City	
	000000000	
Accreditation No.: 00 Date Issued: mm- Valid Until: mm-		
Date Issued: mm	dd-yyyy 0000000 n-dd-yyy	

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.

ing tker	11/16/2023						
		•					
				Currency Alias	Exchange Rate	1	
	Edit	Delete 1	1/16/2023	USD	55.60000		

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.

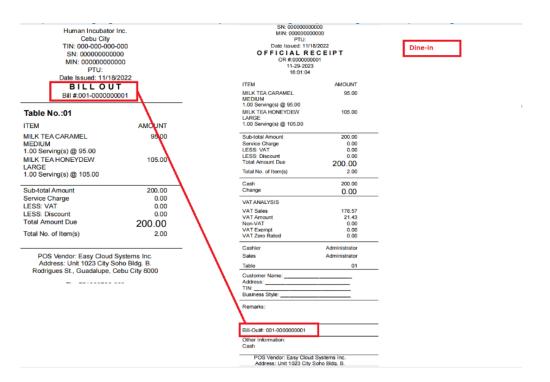
Important Control (Control (Contro) (Control (Contro) (Contro) (Contro) (Contr	Menu Excha	nge Rate List change Ra	Date List	Currency Alles	Estange fate 15/000	Rate Detail Second			Add Coor
EmpPOS	First Version: 1.0	Previous r Inc. (+63) 908 8	1/1 N	lext Last					
Support:	Human Incubate	r Inc. (+63) 908 8	8906 496						

Official Receipt

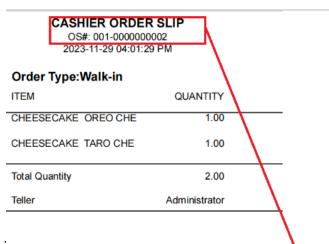
Overview

• Reference for official receipt

Dine-in : Billout number



Takeout : Sales number



MIN: 00000000	0000	
PTU: Date Issued: 11/18		Walk-in
OFFICIAL RE OR #:0000000		
11-29-2023		
16:01:50		
10101100		
TEM	AMOUNT	
CHEESECAKE OREO	130.00	
CHEESCAKE MEDIUM		
1.00 Serving(s) @ 130.00 CHEESECAKE TARO	145.00	
CHEESECAKE LARGE	145.00	
1.00 Serving(s) @ 145.00		
Sub-total Amount	275.00	
Service Charge	0.00	
LESS: VAT	0.00	
LESS: Discount Total Amount Due	0.00	
	275.00	
Total No. of Item(s)	2.00	
Cash	500.00	
Change	225.00	
VAT ANALYSIS		
/AT Sales	245.54	
VAT Amount	29.46	
Non-VAT	0.00	
VAT Exempt	0.00	
VAT Zero Rated	0.00	
Cashier	Administrator	
Sales	Administrator	
Table	Walk-in	

Cancelled Transaction

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

Cebu City TIN: 000-000-000 SN: 0000000000 PTU: Date Issued: 11/18/2022 OFFICIAL RECEIPT OR #:000000004 11-20-2023 17:08:04

CANCELLED	
ITEM	AMOUNT
Cheese Burger Deluxe 1.00 Serving(s) @ 135.00	135.00
Sub-total Amount	135.00
Service Charge	0.00
LESS: VAT	0.00
LESS: Discount	0.00
Total Amount Due	135.00
Total No. of Item(s)	1.00
Cash	135.00
Change	0.00
VAT ANALYSIS	
VAT Sales	120.54
VAT Amount	14.46
Non-VAT	0.00
VAT Exempt	0.00
VAT Zero Rated	0.00
Cashier	Administrator
Sales	Administrator
Customer Name: Address: TIN: Business Style:	
Remarks:	
са	
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.: 00000000000 Date Issued: mm-dd-yyy Valid Until: mm-dd-yyyy

> > PTU No.: 00000000000 Date Issued: mm-dd-yyy Valid Until: mm-dd-yyyy

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

Order slip / Kitchen print-out

Overview

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

CASHIER ORDER SLIP

OS#: 001-000000001 2023-11-22 04:59:56 PM

Table No.:CT01

	ITEM	QUANTITY	
73	Regular Burger	1.00	_
	Total Quantity	1.00	
	Teller	Administrator	

VII: Cash In/Out

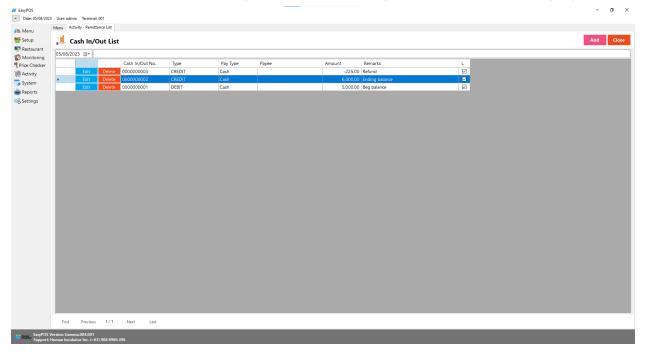
Cash In/OutPage

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: 05/08/2023 User: admin Terminal: 001			-	a ×
Menu Activity - Remittance List Activity - Remittance Detail				
📜 Cash In/Out Detail		Lock Unlock	Print	Close
Cash In/Out Detail Cash In/Out Muster Out and out of the set of	Propared by: Administrator Checked by: Administrator Approved by: Administrator Amount Denomination: 0 × P 1.000 0 × P 5 0 × P 500 0 × C 25 0 × P 100 0 × C 10 0 × P 100 0 × C 10 0 × P 10 0 × C 10 0 × P 10 0 × C 10 0 × P 20 0 × C 1		PIN	
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 496				

- **Assumption**: **Add** button is already clicked on the upper right corner in the cash in/out list.
- Fill up all the necessary information like:
 - Type, Remarks, Amount denomination, Account, Checked by, Approved by
- For **Type**; We have Debit and Credit, debit is use for adding cash to the drawer and credit is to get cash from the drawer.
 Although, it is good that it is already indicated in our system.
- Click the Lock button to save new Cash In/Out details.
- **Print** button can print cash in/out details when it's already locked.

VIII: Inventory

Stock In

Overview

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

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

Stock In List

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

 EasyPOS Date: 05/08/200 	23 User: admin	Terminal: 001					-	σ ×
Menu Activity - St								
💧 Stock-	In List						Add	Close
05/08/2023	•							
		Stock-In No.	Manual Stock-In No.	Supplier	Remarks	L		
► Edi	t Delete	0000000001		Return from Supplier		3		
	vious 1/1							
EasyPOS	Version: Gamma	004.001						

Stock In Detail

🖊 EasyPOS		- o ×
Date: 05/09/2023 User: admin Terminal: 001		
Menu Activity - Stock-In List Activity - Stock-In Detail		
🤹 Stock-In Detail		Lock Unlock Print Close
Stock-In Number 000000004 Prepared by: Administrator Stock-In Date: 100/07/023 • Checked by: Administrator Supplier: Return from Supplier ~ Approved by: Administrator	 ▼ ▼ 	
Manual Stock-In Number; Remarks:		
Barcode	Imp	ort Export Export All Items Search Item
Item Description Unit Quantity	Cost Amount Expiry Lot No. Price	
First Previous 1/1 Next Last		Total Amount:
EasyPOS Version: Gamma.004.001 Support: Human Jacubator Jac. (+63) 908 8906 496		

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

tock-In Detai	il									Lock Unloci	k Print
Stock-In Number:	000000003	Prepa	red by: Administrator	~							
Stock-In Date:		Ched	ed by: Administrator	~							
	Return from Supplier		ved by: Administrator	~							
Stock-In Number:		_									
Remarks		_									
											_
Barcode									Import Expo	rt Export All Item	is Sea
	Item Description	Unit	Quantity	Cost	Amount	Expiry L	ot No. Pri	ice 🧹	_		
							· /				
				M Import		×					
				🧯 Import	t	Import Close					
						Open					
Previous 1/1											
										Total Amour	nt:
										Total Amour	nt
						_				Total Amour	nt
	1 Next Last nma.004.001 bator Inc. (+63) 908 8906 496									Total Amour	nt:
					-						
EasyPOS Version: Gam Support: Human Incub	nma.004.001 bator Inc. (+63) 908 8906 496				-						nt
EasyPOS Version: Gam Support: Human Incub 5/09/2023 User admin	nma.004.001 bator linc. (+ 63) 908 8906 496 Terminal: 001			_	-						
Easy#005 Version: Gam Support: Human Incub 5/09/2023 User admin ivity - Stock-In Liat Addiv	nma.004.001 bator linc. (+ 63) 908 8906 496 Terminal: 001									- a	×
Easy#005 Version: Gam Support: Human Incub 5/09/2023 User admin ivity - Stock-In Liat Addiv	nma.004.001 bator linc. (+ 63) 908 8906 496 Terminal: 001								Lock U		×
EasyPOS Version: Gom Support: Human Incub 1/09/2023 Usen admin why - Steck-In List Activ cock-In Detail took-In Number: 000	nm. 694.601 bottor Inc. (+63) 908.8906.496 Ternival: 691 vity - Steek-In Detail		: Administrator						Lock Ur	- a	×
EasyPOS Version: Gom Support: Human Incub Sr09/2023 User: admin hity - Steck-In List. Activ tock-In Detail Rock-In Number: 000 Stock-In Date:	nns. 094.001 botter Inc. (+63) 908 8906 496 Terriviali 901 wity - Steck-In Datail	Checked by	Administrator						Lock Ur	- a	×
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EasyPOS Version: Gom Support: Human Incut 5/09/2023 Usen admin helty - Steck-In List Arti- tock-In Detail Stock-In Date: 50 Suppler: Ret:	nns. 094.001 botter Inc. (+63) 908 8906 496 Terriviali 901 wity - Steck-In Datail	Checked by	Administrator	- - -					Lock U	- a	×
EasyNDS Version Gam Support: Hannan Incol 200/2223 Usen admin wity - Struck-in List Activ kock-In Number: Stock-in Number: Stock-in Number: Stock-in Number:	nns. 094.001 botter Inc. (+63) 908 8906 496 Terriviali 901 wity - Steck-In Datail	Checked by	Administrator						Lock U	- a	×
EasyROS Version Gam Support Human Incol 209/2023 Usen admin wity - Steek-in List Activ ock-In Number: Stock-in Number: Suppler: Ret tock-in Number:	nns. 094.001 botter Inc. (+63) 908 8906 496 Terriviali 901 wity - Steck-In Datail	Checked by	Administrator					ingent 1		- a	J X
Eary205 Version Gom Support Human Incol (29/2023 Usen admin aly Steek-in List Activ ock-In Number: Stock-in Date: Suppler: Ret Suppler: Ret	HILL (0.6.201) Tetre Hill, 1-6.11 903 8906 696 Tetrenal 901 vity - Steek-In Dutat 00000001 0002023 Tetre from Suppler	Checked by Approved by	Administrator			n: Int Me	Dia	Imperi I	Lock Ur	- a	J X
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Eng/IOS Version Com Support Human Incot 199/2023 Usen admin rity - Steek-In List Activ ock-In Number: Stock-In Date: Suppire: Ret ock-In Number:	Inc. 00-L01 Inter Ref. L + 61 908 8906 490 Terminel 60 why - Rech to Detail 0002022 • Rem Detailption 0002023 • Rem Detailption 0002023 • CORE Info/LAR CORE Info/LAR CORE INFO/LAR CORE INFO/LAR	Checked by Approved by Unit Pc(s) Pc(s) Pc(s) Pc(s)	Administrator Administrator Countity 10,00 10,00 10,00 10,00 10,00 10,00 10,00 10,00 10,00 10,00 10,00	0.00 1.00 1.00 1.00 1.00 1.00 1.00	0.00 0.00 0.00 0.00 0.00 0.00	NA NA NA NA NA NA	0.00 20.00 45.00 100.00 100.00 100.00			- a	J X
Eng/IOS Version Com Support Human Incot 199/2023 Usen admin rity - Steek-In List Activ ock-In Number: Stock-In Date: Suppire: Ret ock-In Number:	Inc., 062.001 Incore files, 1-6.01 908 8906 690 Terrenal: 091 Incore files, 1-6.01 908 8906 690 Incore files, 1-6.01 908 8906 690 Incore files, 1-6.01 908 Incore files, 1-	Checked by Approved by Unit Picis Picis Picis Picis Picis Picis Picis Picis Picis Picis Picis Picis	Administrator Administrator 10,00 10,00 10,00 10,00 10,00 10,00 10,00 10,00 10,00 10,00 10,00 10,00	0.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	NA	0.00 20.00 45.00 100.00 100.00 100.00 100.00 100.00	Topor (- a	J X
Eng/IOS Version Com Support Human Incot 199/2023 Usen admin rity - Steek-In List Activ ock-In Number: Stock-In Date: Suppire: Ret ock-In Number:	Inc. 00-L01 Inc. 1-0.1 908 8904 490 Terminel 60 why - Reck-In Detail 00002023 •• Rem Detailption 000223 •• Rem Detailption 0002000 CODE Info/LAR CODE INFO/LAR	Checked by Approved by Priss Priss Priss Priss Priss Priss Priss Priss Priss Priss Priss	Administrator Administrator Quantity 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00	0.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	NA	0.00 20.00 45.00 100.00 100.00 100.00 100.00 00.00 85.00			- a	J X
Eng/IOS Version Com Support Human Incot 199/2023 Usen admin rity - Steek-In List Activ ock-In Number: Stock-In Date: Suppire: Ret ock-In Number:		Checked by Approved by Unit Facto Pa	Administrator Administrator 1000 1000 1000 1000 1000 1000 1000 10	0.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	NA	0.00 20.00 45.00 100.00 100.00 100.00 100.00 85.00 100.00	Tupot (- a	J X
Esg#OS Version Com Support: Hansa Incol 99/2023 User admin ay- Steek-in Liat Activ ock-In Number: Stock-In Date: Suppire: Ret ock-in Number:	Inc., 06.401 Incore fine, 1 - 6.01 903 800 6 90 Incore fine, 1 - 6.01 903 800 80 Incore fine, 1 - 6.01 903 80 Incore fine, 1 - 6.01 903 800 80 Incore fine, 1 - 6.01 903 800 80 Incore	Chasted by Approved by Unit Unit Unit Unit Petol Petol Petol Petol Petol Petol Petol Petol Petol Petol Petol Petol	Administrator Administrator 000000000000000000000000000000000000	0.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	000 0.00 0.00 0.00 0.00 0.00 0.00 0.00	NA	20,00 20,00 45,00 100,00 100,00 100,00 100,00 100,00 100,00 100,00 105,00	. Inger 1		- a	J X
Esg#OS Version Com Support: Hansa Incol 99/2023 User admin ay- Steek-in Liat Activ ock-In Number: Stock-In Date: Suppire: Ret ock-in Number:	INC. 004.001 Inter Bin., 1-6.01 908 8908 690 Inter Bin., 1-6.01 908 8908 690 Inter Bin., 1-6.01 908 8908 690 Inter Biom Suppler	Chasted by Approved by Unit Price Pr	Administrator Administrator Countity 1000 1000 1000 1000 1000 1000 1000 10	0.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	000 000 000 000 000 000 000 000 000 00	NA	0.00 20.00 45.00 100.00 100.00 100.00 100.00 100.00 105.00 105.00 105.00			- a	J X
Eng/IOS Version Com Support Human Incot 199/2023 Usen admin rity - Steek-In List Activ ock-In Number: Stock-In Date: Suppire: Ret ock-In Number:	INC. 00-L01 Terroral 801 Terroral 801 Ter	Chasted by Approved by Page Page Page Page Page Page Page Page	Administrator Administrator 1000 1000 1000 1000 1000 1000 1000 10	0.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00	000 0.00 0.00 0.00 0.00 0.00 0.00 0.00	NA	000 28.00 45.00 190.00 190.00 190.00 190.00 195.00 195.00 195.00 195.00 190.00	inger (- a	J X
Eary205 Version Gom Support Human Incol (29/2023 Usen admin aly Steek-in List Activ ock-In Number: Stock-in Date: Suppler: Ret Suppler: Ret		Checked by Approved by Unit Unit Unit Unit Price Prico	Administrator Administrator Countity 1000 1000 1000 1000 1000 1000 1000 10	0.00 1	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	V/A N/A	900 20,00 45,00 100,00 100,00 100,00 100,00 100,00 105,00 105,00 100,00 100,00 100,00	ingen d		- a	J X
Eary205 Version Gom Support Human Incol (29/2023 Usen admin aly Steek-in List Activ ock-In Number: Stock-in Date: Suppler: Ret Suppler: Ret	INC.002.001 Inter Bin., 1-6.01 908 8906 490 Inter Bin., 1-6.01 908 8906 490 Inter Bin., 1-6.01 908 8906 490 Inter Book to Datal Inter Book to Data	Chasted by Approved by Proj Proj Proj Proj Proj Proj Proj Proj	Administrator Administrator Countity 10,00 10,00 10,00 10,00 10,00 10,00 10,00 10,00 10,00 0,00 0,00 0,00 0,00 0,00 0,00	0 000 1.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0		000 20.00 45.00 100.00 100.00 100.00 100.00 105.00 105.00 105.00 100.00 100.00 100.00 100.00	. Input (- a	J X
Eary205 Version Gom Support Human Incol (29/2023 Usen admin aly Steek-in List Activ ock-In Number: Stock-in Date: Suppler: Ret Suppler: Ret	INC. 002.001 Inter Binc, Ir 6:01 900 8508 450 Inter B	Checked by Approved by Polo Polo Polo Polo Polo Polo Polo Pol	Administrater Administrater Administrater 1000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 10000 0000 0000 0000 0000 0000 0000 0000 0000	0.00 1.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	9/A NA	0 000 2000 45.00 100.00 100.00 100.00 100.00 100.00 105.00 105.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00	ingent (- a	J X
EasyROS Version Gam Support Human Incol 209/2023 Usen admin wity - Steek-in List Activ ock-In Number: Stock-in Number: Suppler: Ret tock-in Number:		Checked by Approved by Unit Petition Pe	Administrator Administrator Countity 1000 1000 1000 1000 1000 1000 1000 10	100 100 100 100 100 100 100 100 100 100	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	V/A N/A	0 000 2000 4500 100000 100000 100000 10000 10000 10000 10000 10000 10000 10000 1	Truck (- a	J X
Lag/PDS Version Gam Supports Haman Incol 100/2023 Usen admin holty - Steek-in List Activ kock-In Number: Stock-In Date: Suppler: Ret Nock-In Rumber;	INC. 002.001 Inter Binc, Ir (2) 903 903 903 903 903 Inter Binc, Ir (2) 903 903 903 903 Inter Binc, Ir (2) 903 903 903 Inter Binc Detail Inter Binch Detail Inter Binc Suppler Inter Binc	Checked by Approved by Unit 0433 P403 P403 P403 P403 P403 P403 P403	Administrater Administrater Administrater 1000 1000 1000 1000 1000 1000 1000 10	000 1.00 1.00 1.00 1.00 1.00 1.00 1.00		NA	1000 2006 4500 10000 10000 10000 10000 10000 10500 10500 10000 10000 10000 10000 10000 10000 10000 10000 10000			- a	J X
Lag/PDS Version Gam Supports Haman Incol 100/2023 Usen admin holty - Steek-in List Activ kock-In Number: Stock-In Date: Suppler: Ret Nock-In Rumber;		Checked by Approved by Unit Petol	Administrator Administrator Countity 1000 1000 1000 1000 1000 1000 1000 10	100 1.00 1.00 1.00 1.00 1.00 1.00 1.00	200 2	V/A N/A	0 000 2000 4500 100000 100000 100000 10000 10000 10000 10000 10000 10000 10000 1			- a	J X
LangtOC Version Cam Support Hannah Indi Support Hannah Indi Suppor	INC. 004.001 Inter Bin., 1-6.01 908 8908 690 Inter Bin., 1-6.01 908 8908 690 Inter Bin., 1-6.01 908 8908 690 Inter Bins Description Inter Bins Suppler Inter Bins Sup	Checked by Approved by Unit Petol	Administrator Administrator Countity 1000 1000 1000 1000 1000 1000 1000 10	000 100 100 100 100 100 100 100 100 100		V/A N/A N/A	000 0005 0			- a	J X

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

Stock Out

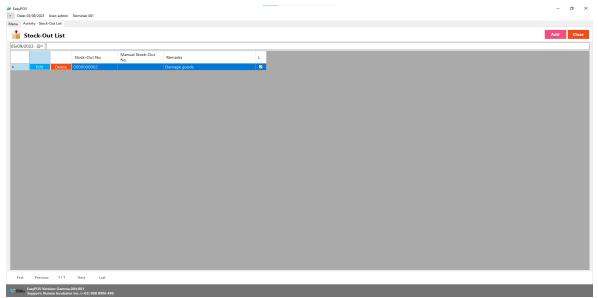
Overview

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

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

Stock Out List

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



Stock Out Detail

M EasyPOS				-			- o ×
Date: 05/09/2023 User: admi							
Menu Activity - Stock-Out List							
1 Stock-Out Det	ail						Lock Unlock Print Close
Stock-Out Number:		Prepared by: Adr		<u> </u>			
Stock-Out Date:	09/2023	Checked by: Adr		~			
Account: Manual Stock-Out Number:	Cash on Hand ~	Approved by: Adr	ninistrator				
	Damage goods						
Normal Res	buindge goods						
Barcode							 Import Export Search Item
	Item Description	Unit	Quantity	Cost	Amount	Price	
First Previous 1/1			_				 Total Amount:

- **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.

EarryPOS	User admin Terrivisi 001	– a ×
	Uder anim Terrinoli GOI Maria Astribity Steels Out Lia Astriby - Steels-Out Datail	
Setup	譮 Stock-Out Detail	Lock Unlock Print Close
Restaurant Monitoring Price Checker Activity System Reports Settings	Stock-Out Number: 000000000000000000000000000000000000	
	Barcode Barcode Intern Description Unit Quantity Cest Amount Price	Import Export Search Item
	M Import - Crose import Import Crose Cepan	
	First Persona 1/1 Next Last	Total Amount:

• Click **Lock** to save the stock-out items.

• **Print** button can print stock-out items when it is already locked.

Stock Count

Overview

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

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

Stock Count List

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

an EasyPOS	- 0 X
Dete: 05/09/2023 User: admin Terminat: 001	
Menu Activity - Stock-Count List	
_	Add Close
05/09/2023 🖫	
Stock-Count No. Remarks L	
Edit Detect 000000001	
First Previous 1/1 Next Last	
Param. Exp9/05 Version: Gamma.004.001 Support: Human Incubator Inc. (-63) 908 8906 496	

Stock Count Detail

EasyPOS Dete 05/09/2023 User: admin Terminak: 001 Menu Activity - Stock-Count List Activity - Stock-Count Detail								-	o ×
Stock-Count Detail						Post	Lock Unlock	Print	Close
Steck-Count Number: 000000001 Steck-Count Date: 10/09/2023	Prepared by: Administrat Checked by: Administrat Approved by: Administrat	or ~	-						
Barcode Item Description	Unit	Quantity	Variance	Cost	Amount		Import Export	Search	Item
First Previous 1/1 Next Last							Total Amount:		
EasyPOS Version: Gamma.004.001									

- **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.

k-Count Number: 00000				
	00002	Prepared by: Administrator		
Stock-Count Date: 05/10/	2023 🔲 🕶	Checked by: Administrator		
Remarks:		Approved by: Administrator		
Barcode				
Item Description		Quantity Variance	Cost	Amount
Xtra Side Dish	Pc(s)	10.00 0.00	1.00	10.00
Xtra Gravy	Cup(s)	10.00 0.00	1.00	10.00
Sunny Side Up Egg o		8.00 0.00	1.00	8.00
Strawberry Shake	Serving(s)	10.00 0.00	1.00	10.00
Sprite	Can(s)	10.00 0.00	1.00	10.00
Spicy Steak	Pc(s)	10.00 0.00	1.00	10.00
Sizzling Porkchop	Serving(s)	8.00 0.00	1.00	8.00
Sizzling Burgersteak	Serving(s)	10.00 0.00	1.00	10.00
Sizzling Sisig	Serving(s)	10.00 0.00	1.00	10.00
Royal	Pc(s)	10.00 0.00	1.00	10.00
Regular Burger	Serving(s)	10.00 0.00	1.00	10.00
Mango Shake	Serving(s)	10.00 0.00	1.00	10.00
Cup Cake	Pc(s)	10.00 0.00	1.00	10.00
Cookies	Pc(s)	10.00 0.00	1.00	10.00
Coke	Can(s)	10.00 0.00	1.00	10.00
Cheese Burger Delux		10.00 0.00	1.00	10.00
Cheese Burger	Serving(s)	9.00 0.00	1.00	9.00
	Pc(s)	9.00 0.00	1.00	9.00
Brownies		8.00 0.00	1.00	8.00

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

IX: Reports

Inventory Report

Overview

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

Inventory Report

😹 EasyPOS		-	σ×
Date: 05/09/2023 User: admin Terminal: 001			
Menu Report - Inventory Report			
嬦 Inventory Report		View	Close
Inventory Report	Filters		
Item List Report Stock Card		_	
	Start Date: 05/09/2023 📴		
Stock In Detail Report Stock Out Detail Report	End Date: 05/09/2023		
Stock Out Detail Report Stock Count Detail Report	Filter:		
	Item: ALL ~		
Item Expiry Report	Category: ALL		
80mm Inventory Report			
80mm Stock In Report 80mm Stock Out Report			
80mm Stock Count Report			
			_
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 890	16 496		

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

👼 Inventory Report										View Ci
Inventory Report										
tem List Report	Filters									
Stock Card	Start Date: 0	5/09/202	3 🖙							
Stock In Detail Report	End Date:	5/09/202	3 💷-							
Stock Out Detail Report		_								
took Count Detail Report	Filter: B	📕 Invento	ory Report					-	- 🗆 ×	
em Expiry Report	Category:	÷.	Inventory Rep	oort				Print CSV	Close	
Omm Inventory Report	-	-								
Omm Stock In Report										
Omm Stock Out Report			Item Code	BarCode	Item Description	Unit			ut Qty.	
Omm Stock Count Report		F	000000009	00009	Avocado Shake	Serving(s)	0.00		-2.00	
			000000012	00012	Brownies	Pc(s)	0.00	0.00	-1.00	
			000000006	00006	Cheese Burger	Serving[s]	0.00	0.00	-1.00	
			000000003	00003	Sizzling Porkchop	Serving[s]	0.00	0.00	-2.00	
			000000022	00022	Sunny Side Up Egg on Top	Pc(s)	0.00	0.00	-2.00	
		۲.							,	
		First	Previou	1/1 Next	Last		Total Amount:		8.00-	

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

Item List Report

 EasyPOS Date: 05/09/2023 User: admin Terminal: 001 		- a ×
Menu Report - Inventory Report		
💼 Inventory Report		View Close
Inventory Report	Filters	
Inventory Report Ideal Las Report Stock In Detail Report Stock Count Detail Report Stock Count Detail Report Item Entry Report Bomm Inventory Report Bomm Stock in Report Bomm Stock Un Report Bomm Stock Count Report	Start Date: 05/09/2023 End Date: 05/09/2023	
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	06.496	

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

Inventory Report	_								View
ventory Report m List Report	Filters								
ock Card	Start Date: 05	/09/2023							
ock In Detail Report ock Out Detail Report ock Count Detail Report	End Dates 05	/09/2023	 *						
em Expiry Report									
Omm Inventory Report		📕 ten	List Report					- 0 ×	
Omm Stock In Report Omm Stock Out Report Omm Stock Count Report		۲	ltem List Rep					CSV Close	
and a second second second			Item Code	Barcode	Item Description	Unit	Cost	Price	
		•	000000009	00009	Avocado Shake	Serving(s)	1.00	95.00	
			0000000012	00012	Brownies	Pc(s)	1.00	95.00	
			000000006	00006	Cheese Burger	Serving(s)	1.00	95.00	
			000000007	00007			1.00	135.00	
			000000014	00014	Coke	Can(s)	1.00	85.00	
			000000013	00013	Cookies	Pc(s)	1.00	75.00	
			0000000011	00011	Cup Cake	Pc(s)	1.00	115.00	
			0000000008	00008	Mango Shake	Serving(s)	1.00	95.00	
			0000000005	00005	Regular Burger	Serving(s)	1.00	95.00	
			000000016	00016	Royal	Pc(s)	1.00	85.00	
			0000000004	00004	Sizzling Sisig	Serving(s)	1.00	180.00	
		First	Previous	1/1 Nest	Last				

• The report can be generated as CSV file format.

Stock Card

 EasyPOS Date: 05/09/202 	3 User: admin Terminal: 001		-	a ×
Menu	Menu Report - Inventory Report			
😁 Setup	👼 Inventory Report		View	Close
Steetsurant Activity Steenson	Inventory Report Inem Las Report Sock for Detail Report Sock Curb Detail Report Stock Curb Detail Report Item Expiry Report Omm Inventory Report Bohm Stock In Report Bohm Stock Un Report Bohm Stock Count Report	Start Date: 05/07/023 U* Fed Date: 05/07/023 U* Terr: ALL *		
EasyPOS Support:	Version: Gamma.004.001 Human Incubator Inc. (+63) 908 8906 496			

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

Setup	👼 Inventory Report											View	<u>۲</u>
Restaurant Monitoring	Inventory Report Item List Report	Filters											
ce Checker	Stock Card	Start Dat	te: 05/10/2023										
tivity			te: 05/10/2023										
tem	Stock In Detail Report Stock Out Detail Report	cho Dat	105/10/2025	G.+									
orts	Stock Court Detail Report		_		_							/	
		Iter	m: ALL		~						/		
tings	Item Expiry Report												
	80mm Inventory Report	📕 Stock Ca	ard						- 0	×			
	80mm Stock In Report	-											
	80mm Stock Out Report	🦛 S	itock Card						CSV	Close	/		
	80mm Stock Count Report												
			1										
			Date	Document	Beg. Qty.	In Qty.	Out Qty.	Ending Qty.	Running Qty.				
			05/10/2023	Beginning Balance					-8.00				
		•											
			05/10/2023	IN-000000001	0.00				2.00				
			05/10/2023 05/10/2023	IN-000000001	0.00	10.00	0.00	10.00	12.00				
			05/10/2023 05/10/2023 05/10/2023	IN-000000001 IN-000000001	0.00	10.00	0.00	0 10.00 0 10.00	12.00				
			05/10/2023 05/10/2023 05/10/2023 05/10/2023	IN-000000001 IN-000000001 IN-000000001	0.00	10.00 10.00 10.00	0.0	0 10.00 0 10.00 0 10.00	12.00 22.00 32.00	ŀ			
			05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023	IN-0000000001 IN-0000000001 IN-0000000001 IN-0000000001	0.00 0.00 0.00	10.00 10.00 10.00 10.00	0.00 0.	0 10.00 0 10.00 0 10.00 0 10.00	12.00 22.00 32.00 42.00	ŀ			
			05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023	IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001	0.00 0.00 0.00 0.00 0.00	10.00 10.00 10.00 10.00 10.00	0.00 0.	0 10.00 0 10.00 0 10.00 0 10.00 0 10.00 0 10.00	12.00 22.00 32.00 42.00 52.00	ŀ			
			05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023	IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001	0.00 0.00 0.00 0.00 0.00	10.00 10.00 10.00 10.00 10.00 10.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0 10.00 0 10.00 0 10.00 0 10.00 0 10.00 0 10.00 0 10.00	12.00 22.00 32.00 42.00 52.00 62.00	ľ			
			05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023	IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001	0.00 0.00 0.00 0.00 0.00 0.00	10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	0 10.00 0 10.00 0 10.00 0 10.00 0 10.00 0 10.00 0 10.00	12.00 22.00 32.00 42.00 52.00 62.00 72.00	ľ			
			05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023	IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001	0.00 0.00 0.00 0.00 0.00 0.00 0.00	10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00	0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00	0 10.00 0 10.00 0 10.00 0 10.00 0 10.00 0 10.00 0 10.00 0 10.00	12.00 22.00 42.00 52.00 62.00 72.00 82.00	ľ			
			05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023	IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00	0 0.00 0 0.00	b 10.00 c 1	12.00 22.00 32.00 42.00 52.00 62.00 72.00 82.00 92.00	ľ			
			05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023	IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001 IN-000000001	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00	0 0.00 0 0.00	b 10.00 b 10.00 c 1	12.00 22.00 32.00 42.00 62.00 72.00 82.00 92.00 92.00 102.00	ľ			
			05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023 05/10/2023	N-000000001 N-000000001	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00 10.00		10.00 10.00	12.00 22.00 42.00 52.00 62.00 72.00 82.00 92.00 102.00 112.00	ľ			
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• Click **CSV** button to generate csv file format report

Stock In Detail Report

🗾 EasyPOS				σ×
	3 User: admin Terminal: 001		_	ы <u>,</u>
	Menu Report - Inventory Report			
👑 Setup	🚋 Inventory Report		View	Close
Restaurant	Venetory Report Item List Report Stock Card Stock Count Detail Report Stock Count Detail Report Stock Count Detail Report Bomn Investory Report 80mm Stock In Report 80mm Stock UN Report 80mm Stock Count Report 80mm Stock Count Report	Set Date: 05/10/2023 End Date: 05/10/2023		
EasyPOS V Support: I	/ersion: Gamma.004.001 Human Incubator Inc. (+63) 908 8906 496			

- 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.

Menu Setup Restaurant	👼 Inventory Report										View
Monitoring ice Checker Activity	Inventory Report Item List Report Stock Card	s	ilters Start Date: 05/10/20 End Date: 05/10/20								
System	Stock In Detail Report Stock Out Detail Report	_		25 0*							
Reports	Stock Count Detail Report	📕 Sto	ck in Detail Report							- 0 ×	
Settings	Item Expiry Report	-	Stock In Det	tail Report						CSV Close	
	80mm Inventory Report 80mm Stock In Report 80mm Stock Out Report 80mm Stock Count Report		Item Code	Barcode	Stock In Date	Stock In No.	Manual Stock In No.	Remarks	Return	Item Descrip	
		•	000000009	00009	05/10/2023	0000000001				Avocado Sha	
			000000012	00012	05/10/2023	000000001				Brownies	
			0000000006	00006	05/10/2023	0000000001				Cheese Burg	
			000000007	00007	05/10/2023	0000000001				Cheese Burg	
			0000000014	00014	05/10/2023	0000000001				Coke	
			000000013	00013	05/10/2023	0000000001				Cookies	
			0000000011	00011	05/10/2023	0000000001				Cup Cake	
			000000008	80000	05/10/2023	0000000001				Mango Shaki	
			0000000005	00005	05/10/2023	0000000001				Regular Burg	
			000000016	00016	05/10/2023	0000000001				Royal	
			0000000004	00004	05/10/2023	0000000001				Sizzling Sisig	
			000000002	00002	05/10/2023	0000000001				Sizzling Burg-	
			000000003	00003	05/10/2023	0000000001				Sizzling Porks	
		<	000000021	00021	05/10/2023	0000000001				Spicy Steak ~	
		Firs	t Previous					al Amount:		0.00	
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Stock Out Detail Report

			– ø ×
 EasyPOS Date: 05/10/2023 	User: admin Terminal: 001		- 5 ^
Menu M	tenu Report - Inventory Report		
👑 Setup	💼 Inventory Report		View Close
Restaurant Controlling Price Checker Controlling Price Checker Controlling Price Checker Controlling Price Checker Controlling Controllin	Inventory Report Inventory Report Inventory Report Stock Card Stock Card Stock Count Detail Report Stock Count Detail Report Stock Count Detail Report Borne Investory Report Borne Investory Report Borne Investory Report Borne Stock Count Report Borne Stock Count Report	Files Star Date: 0x10/2023 Date: 0x10/2023	View Close
EasyPOS Vers	sion: Gamma.004.001 man Incubator Inc. (+63) 908 8906 496		

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

	👼 Inventory Report										View
nt na	Inventory Report Item List Report		Filters								
er (Stock Card		Start Date: 05/10/202	3 🐨							
			End Date: 05/10/202								
	Stock In Detail Report Stock Out Detail Report		End Date: 03/10/202	- w							
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	80mm Inventory Report 80mm Stock In Report		Item Code	Barcode	Stock Out Date	Stock Out No.	Manual Stock Out No.	Remarks	Item Description	v	
	80mm Stock Out Report 80mm Stock Count Report	×.	000000018	00018	05/10/2023	000000003			Xtra Side Dish	Po	
			000000017	00017	05/10/2023	000000003			Xtra Gravy	Ci	
			000000022	00022	05/10/2023	000000003			Sunny Side Up Egg on Top	Pc	
			000000010	00010	05/10/2023	000000003			Strawberry Shake	Se	
			000000015	00015	05/10/2023	000000003			Sprite	Ci	
			000000021	00021	05/10/2023	000000003			Spicy Steak	Pc	
			000000003	00003	05/10/2023	000000003			Sizzling Porkchop	Se	
			000000002	00002	05/10/2023	000000003			Sizzling Burgersteak	Se	
			000000004	00004	05/10/2023	000000003			Sizzling Sisig	Se	
			000000016	00016	05/10/2023	000000003			Royal	Pc	
			000000005	00005	05/10/2023	000000003			Regular Burger	Se	
			8000000008	80000	05/10/2023	000000003			Mango Shake	Se	
			000000011	00011	05/10/2023	000000003			Cup Cake	Pc	
			000000013	00013	05/10/2023	000000003			Cookies	Pc	
		<	000000014	00014	05/10/2023	000000003			Coke	C: v	
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Stock Count Detail Report

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- 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.

rant	💼 Inventory Report									Viev
rant oring	Inventory Report Item List Report	Filt	ers							
ecker	Stock Card	Sta	rt Date: 05/10/2023							
			d Date: 05/10/2023							
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	Stock Count Detail Report	🗾 📈 Stoc	k Count Detail Report						- 🗆 🗙	
	Item Expiry Report		Stock Count E	Detail Report					CSV Close	
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	domini stock count Report		000000017	00017	05/10/2023	0000000002		Xtra Gravy	Cup(s)	
			000000022	00022	05/10/2023	000000002		Sunny Side Up Egg on Top	Pc(s)	
			000000010	00010	05/10/2023	0000000002		Strawberry Shake	Serving(s)	
			000000015	00015	05/10/2023	000000002		Sprite	Can(s)	
			000000021	00021	05/10/2023	000000002		Spicy Steak	Pc(s)	
			000000003	00003	05/10/2023	000000002		Sizzling Porkchop	Serving(s)	
			000000002	00002	05/10/2023	000000002		Sizzling Burgersteak	Serving(s)	
			000000004	00004	05/10/2023	000000002		Sizzling Sisig	Serving(s)	
			000000016	00016	05/10/2023	000000002		Royal	Pc(s)	
			000000005	00005	05/10/2023	000000002		Regular Burger	Serving(s)	
			000000008	80000	05/10/2023	000000002		Mango Shake	Serving(s)	
			000000011	00011	05/10/2023	000000002		Cup Cake	Pc(s)	
			000000013	00013	05/10/2023	000000002		Cookies	Pc(s)	
		<	000000014	00014	05/10/2023	000000002		Coke	Can(s) v	
		Firs	t Previou	1 / 1 Next	Last					

Item Expiry Report

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Dete: 05/10/2023 User: admin Terminal: 001	
Menu Report - Inventory Report	
👼 Inventory Report	View Close
Inwentory Report Filters Line List Report 5kock Card Start Date: 05/10/2023	
Stock ho brail Report End Date: 05/10/2023 Stock Cut-Detail Report Stock Count Detail Report	
Item Expiry Report	
80mm Investory Report 80mm Slock In Report 80mm Slock UR Report 80mm Slock Count Report	
Support: Human Bockater Inc. (+63) 908 8906 496	

- 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.

📕 EasyPOS										- 6	ı ×
= Date: 05/10/2023 User: admin Terminal: 001											
Menu Report - Inventory Report											
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Inventory Report Item List Report	Filters										
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Stock In Detail Report Stock Out Detail Report	End Date:	05/10/2023									
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80mm Inventory Report 80mm Stock In Report		Item Code	Barcode	Item Description	On hand Quantity	Unit	Cost	Price	Ex		
80mm Stock Out Report 80mm Stock Count Report											
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EasyPOS Version: Gamma.004.001	nc 10c										

Sales Report

Overview

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

Sales Summary Report

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Date: 05/11/2023 User: admin Terminal: 001			
Menu Report - Sales Report			
👼 Sales Report		View	Close
Sales Summary Report	Filters		
Sales Detail Report Sales Return Detail Report Discount Sales Detail Report	Start Date 00/11/2023 0* End Date 05/11/2023 0*		
Collection Summary Report Collection Detail Report	Terminal: 001 V Customer ALL V		
Cancelled Summary Report Stock Withdrawal Report	Sales Agent: ALL v		
Sales Summary Reward Report			
Net Sales Summary Report - Monthly Net Sales Summary Report - Daily			
Top Selling Items Report Hourly Top Selling Sales Report	Currenq: ALL v		
Customer List Report Unsold Item Report Cost Of Sales Report			
Customer Advances Report			
Accounts Receivable			
Statement Of Account			
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89			

- 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.

EasyPOS		- 0 X
Date: 05/11/2023 User: admin Terminal: 001		
Menu Report - Sales Report		
👼 Sales Report		View Close
Idails Sourceary Advants Idails Sourceary & Advants Sales Return Detail Report Discount Sales Detail Report Collection Detail Report Collection Detail Report Sock Windrawal Report Sales Summary Revard Report Her Sales Summary Revort - Monthly Net Sales Summary Report - Daily Trop Selling Items Report Hourly Top Selling Sales Report Customer List Report Durad Item Report	Files Start Date: 05/11/2023 End Date: 05/11/2023 Terminal: Terminal: Custome: AL Sales Agent: AL Curreng: AL Curreng: Terminal Sales No. Sales Date Cuttomer Terminal	
Cost Of Sales Report Customer Advances Report Accounts Receivable Statement Of Account		
	c First Previou 0/0 Next Last Total Amount :	
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	896 496	

Sales Detail Report

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Date: 05/11/2023 User: admin Terminal: 001			
Menu Report - Sales Report			
💼 Sales Report		View	Close
Sales Summary Report Sales Detail Report	Filters		
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Collection Summary Report Collection Detail Report	Terminak Terminak 001 v Customeri ALL v		
Cancelled Summary Report Stock Withdrawal Report	Sales Agent: ALL v		
Sales Summary Reward Report			
Net Sales Summary Report - Monthly Net Sales Summary Report - Daily			
Top Selling Items Report Hourly Top Selling Sales Report			
Customer List Report Unsold Item Report Cost Of Sales Report			
Customer Advances Report			
Accounts Receivable Statement Of Account			
Statement Of Account			
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	906-096		

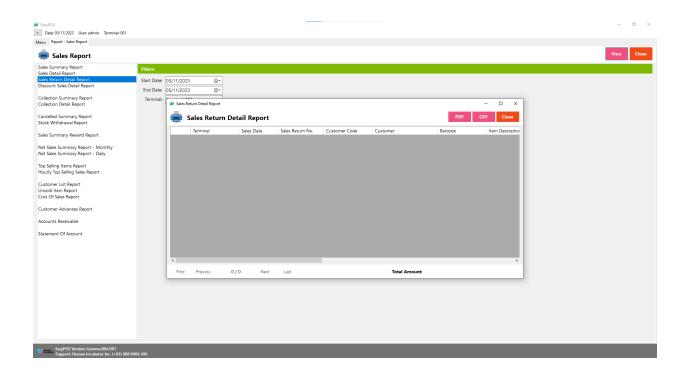
- Select start date and end date.
- It can also filtered by Terminal, Customer, Sales Agent
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.

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= Date: 05/11/2023 User: admin Terminal: 001									
Menu Report - Sales Report									
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Sales Summary Report	Filters								
	Filters Start Date: End Date Terminal: Sales Agent:	• •	Sales No.	Customer Code	Customer	POF Item Code	- CSV Core Search Item Barcode		
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	106 496								Ē

Sales Return Detail Report

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Date: 05/11/2023 User: admin Terminal: 001			
Menu Report - Sales Report			
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Sales Return Detail Report	Start Date: 05/11/2023		
Discount Sales Detail Report	End Date 05/11/2023		
Collection Summary Report	Terminal: Terminal: 001 v		
Collection Detail Report			
Cancelled Summary Report Stock Withdrawal Report			
Sales Summary Reward Report			
Net Sales Summary Report - Monthly Net Sales Summary Report - Daily			
Top Selling Items Report Hourly Top Selling Sales Report			
Customer List Report Unsold Item Report Cost Of Sales Report			
Customer Advances Report			
Accounts Receivable			
Statement Of Account			
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	- 106.496		

- 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

M EasyPOS		-	a ×
Date: 05/11/2023 User: admin Terminal: 001			
Menu Report - Sales Report			
💼 Sales Report		View	Close
Sales Summary Report Sales Detail Report Sales Detail Report Sales Return Detail Report Collection Sumary Report Collection Sumary Report Sales Summary Report Sales Summary Revard Report Net Sales Summary Report - Monthly Net Sales Summary Report - Monthly Top Selling Items Report Hourly Top Selling Sales Report Customer List Report Unsoid Item Report Unsoid Item Report Customer List Report Customer List Report Customer List Report Sales Report Sales Report	Surt Date: 05/11/2023 Perminal: 000000000000000000000000000000000000		
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8	N04 496		

- 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.

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= Date: 05/11/2023 User: admin Terminal: 001									
Menu Report - Sales Report									
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EasyPOS Version: Gamma.004.001									

Collection Summary Report

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Date: 05/11/2023 User: admin Terminal: 001		
Menu Report - Sales Report		
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Cancelled Summary Report Stock Withdrawal Report		
Sales Summary Reward Report		
Net Sales Summary Report - Monthly Net Sales Summary Report - Daily		
Top Selling Items Report Hourly Top Selling Sales Report		
Customer List Report Unsold Item Report Cost Of Sales Report		
Customer Advances Report		
Accounts Receivable		
Statement Of Account		
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	94 A	

- 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.

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Date: 05/11/2023 User: admin Terminal: 001									
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Customer Advances Report									
Accounts Receivable									
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	906 496								

Collection Detail Report

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Sales Summary Report Sales Detail Report Sales Return Detail Report Discount Sales Detail Report Collection Summary Report	Filter# Start Dia 60/11/2023 End Date: 05/11/2023 Terminal: Terminal: Terminal: Terminal:		
Collection Detail Report Cancelled Summary Report Stock Withdrawal Report			
Sales Summary Reward Report Net Sales Summary Report - Monthly Net Sales Summary Report - Daily	Pay Type: 🚾 🗸		
Top Selling Items Report Hourly Top Selling Sales Report			
Customer List Report Unsold Item Report Cost Of Sales Report			
Customer Advances Report			
Accounts Receivable			
Statement Of Account			
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89			

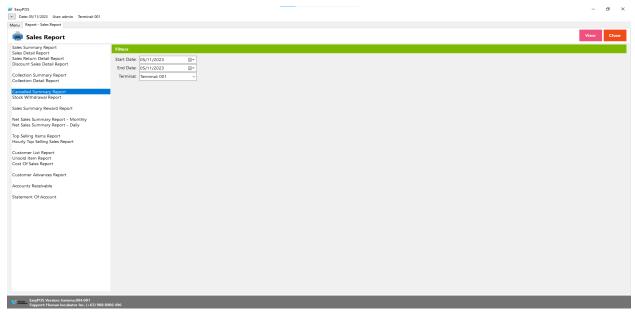
- Select start date and end date.
- It can also be filtered by Terminal and Pay Type. When the Pay Type filter is selected as Credit Card or Debit Card, the Card Type filter will display.

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Date: 05/11/2023 User: admin Terminal: 001		0
Menu Report - Sales Report		
👼 Sales Report		View Close
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	06.436	

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

EasyPOS Date: 05/11/2023 User: admin Terminal: 001										_	
Menu Report - Sales Report											
💼 Sales Report										View	Close
Sales Summary Report Sales Detail Report Sales Return Detail Report Discount Sales Detail Report Collection Summary Report Collection Detail Report	Filters Start Date: 05, End Date: 05, Terminal: Ter	/11/2023	* * *								
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Customer List Report Unsold Item Report Cost Of Sales Report											
Customer Advances Report											
Accounts Receivable											
Statement Of Account											
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	06 496										

Canceled Summary Report



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

Can	celled Sales Summary Re	port						-	
	Cancelled Su	mmary Report					PDF	CSV	Close
	Terminal	Collection Date	Cancelled Collection No.	OR Number	Customer Code	Customer		OS Number	r Rer
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			000000001	000000000	00000001	WVdik- III			
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/ Ca	ncelled Sales Summary R	eport ummary Report				VVdik- III	PDF	-	_ ×
i Car	ncelled Sales Summary R	eport		OR Number	Customer Code	Customer	PDF	-	_ ×

Stock Withdrawal Report

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Date: 05/11/2023 User: admin Terminal: 001		
Menu Report - Sales Report		
🚋 Sales Report		View Close
Sales Summary Report Sales Denil Report Discount Sales Detail Report Collection Detail Report Collection Detail Report Collection Detail Report Collection Detail Report Collection Detail Report Control Sales Report Net Sales Summary Report - Daily Top Selling Items Report Hourly Top Selling Items Report Coutomer List Report Unsuid Item Report Coutomer List Report Coutomer List Report Coutomer Advances Report Accounts Receivable Statement Of Account	Feteral Start Date (5/11/023) End Date (5/11/023) Terminal (Terminal Data) Cuttemet ALL	
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8	9906.496	

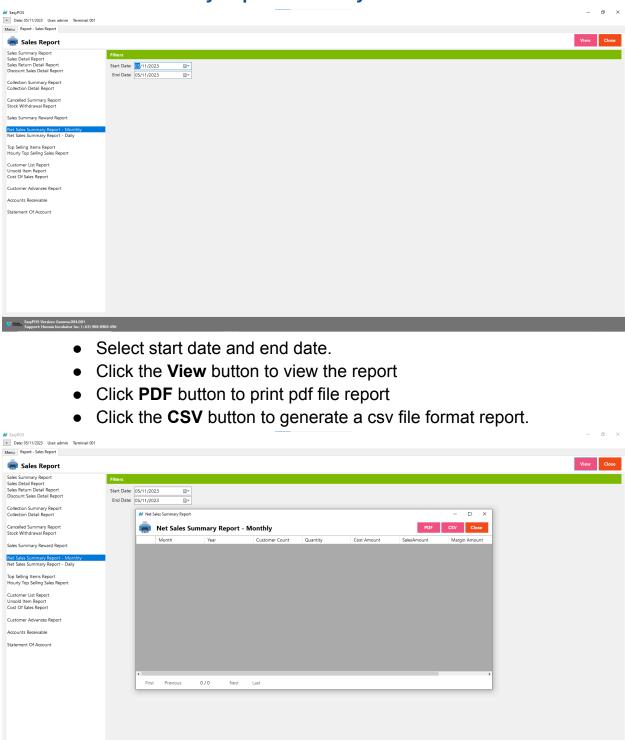
- Select start date and end date.
- It can also filtered by Terminal and Customer
- Click the **View** button to view the report
- Click **PDF** button to print pdf file report
- Click the **CSV** button to generate a csv file format report.

Date: 05/11/2023 User: admin Terminal: 001										
Menu Report - Sales Report										
💼 Sales Report										View Close
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Sales Return Detail Report	Start Date: 05/11/2023									
Discount Sales Detail Report	End Date: 05/11/2023									
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Net Sales Summary Report - Monthly Net Sales Summary Report - Daily			Date	Terminal	Item Description	Quantity	Unit	Customer	Term	
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Customer List Report										
Unsold Item Report Cost Of Sales Report										
Customer Advances Report										
Accounts Receivable										
Statement Of Account										
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	06 496									

Sales Summary Reward Report

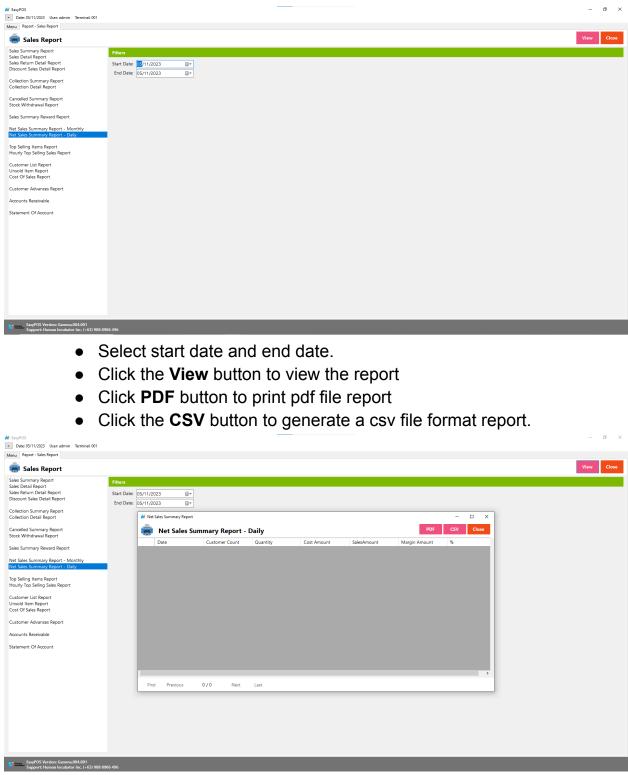
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Top Selling Items Report Hourly Top Selling Sales Report		
Customer List Report		
Unsold Item Report Cost Of Sales Report		
Customer Advances Report		
Accounts Receivable Statement Of Account		
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 90		
•	Select a Customer	
•	Click the View button to view the report	
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•	Click the CSV button to generate a csv file format report.	
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Net Sales Summary Report - Monthly



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

Net Sales Summary Report - Daily



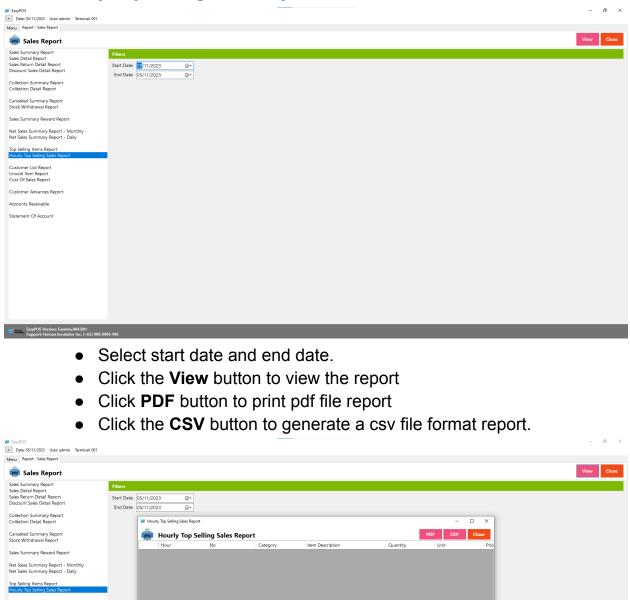
Top Selling Item Report

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Customer Advances Report		
Accounts Receivable		
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	06-496	

- 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.

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Hourly Top Selling Sales Report



Stock Withdrawal Report		-	-			•					
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Customer List Report

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Unsold Item Report

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

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

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		00011	Cup Cake	Dessert	Pc(s)	1.00	115.00		
ccounts Receivable		00012	Brownies	Dessert	Pc(s)	1.00	95.00		
tatement Of Account		00013	Cookies	Dessert	Pc(s)	1.00	75.00		
		00014	Coke zero 12oz	Drink	Can(s)	1.00	85.00		
		00015	Sprite	Drink	Can(s)	1.00	85.00		
		00016	Royal	Drink	Pc(s)	1.00	85.00		
		00017	Xtra Gravv	Add-On	Cup(s)	1.00	25.00	~	

Cost of Sales Report

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Customer List Report Unsold Item Report Cost Of Sales Report			
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	0.000		

Customer Advances Report

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	96 496		

- 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.

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 890	6.495

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- Click **PDF** button to print pdf file report
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Statement of Account

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	06496		

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

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Faster EasyPOS Version: Gamma.004.001		

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

POS Report

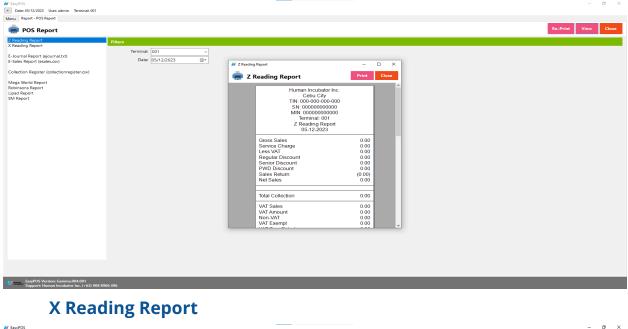
Overview

• **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

₹ EasyPOS		- a ×
Date: 05/12/2023 User: admin Terminal: 001		
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8	906.496	

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



Date: 05/12/2023 User: admin Terminal: 001		
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E-Journal Report (ejournal.txt) E-Sales Report (esales.csv) Collection Register (collectionregister.csv)	Terminat: [05] Date: [05/12/2023]]] → User: [Administrator	
Mega World Report Robinsons Report		
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 89	88906.496	

- Select start date and end date.
- It can also be filtered by User
- Click the View button to view the report
- Click **Print** button to print pdf file report
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Menu Report - POS Report			
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		Non-VAT 0.00 VAT Exempt 0.00 VAT Zero Rated 0.00	
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8	906 496		

Remittance Report

Overview

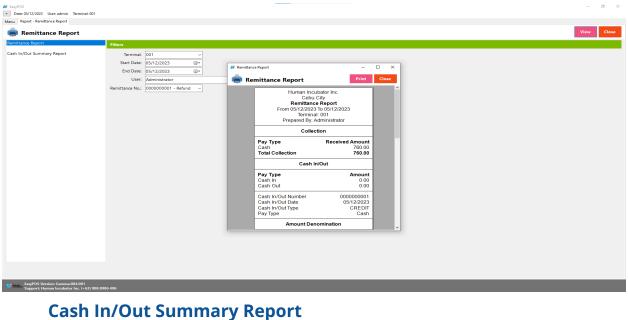
• **Remittance Report** is where users can see the reports for Cash/In Out with the Remittance report.

Remittance Report

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Date: 05/12/2023 User: admin Terminal: 001			
Menu Report - Remittance Report			
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Remittance Report	Filters		
Remittance Report Cash In/Out Summary Report	Filtera Terminals 00 Start Date 05/12/2023 User 05/12/2023 User Administrator Remittance Ro: ✓		
ary005 Version: Camma.004.001 Sapport: Human Incidator Inc. (+3) 198 89	8496		

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

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



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

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

Overview

• Additional Report is the newly added reports.

Sales By Terminal

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Item Sold			
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Sales Per Pax			
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 4			

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

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POS Sales Summary

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 49		

- 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

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

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 4			

- 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

Sales Per Item Category

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 49			
Support: Human Incubator Inc. (+63) 908 8906 49	36		

- 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

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

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Support: Human Incubator Inc. (+63) 908 8906 4	196		

Sales Per Payment Detail

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Date: 05/12/2023 User: admin Terminal: 001			
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 49			

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

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Summary Sales Per Employee

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Date: 05/12/2023 User: admin Terminal: 001		
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Sales By Terminal POS Sales Summary POS Detailed Report Daily Sales Summary Sales Rer Ten Category Sales Rer Payment Sales Rer Payment Data Bornen Hourly Sales Report Hourly Gross Sales Report Hourly Gross Sales Report Main Category Teport PMin: Category Teport PMin: Category Teport Sales Jummary Born Sales Summary Born Sales Per Payment Summary Report	Start Date: 05/09/0023 0* End Date: 05/12/2023 0*	
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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 49	6	

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

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 4	496	

Item Sold

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- 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

80mm Hourly Sales Report

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 49	6		

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

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Hourly Gross Sales Report

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 49			

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

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 49	6		

- 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

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80mm Product Mix Report

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 49			

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

PMix Category Report

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ExyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 49	6		

- 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

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

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- Select Start Date, End Date, Terminal.
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- 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

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80mm Sales Per Payment Summary Report

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

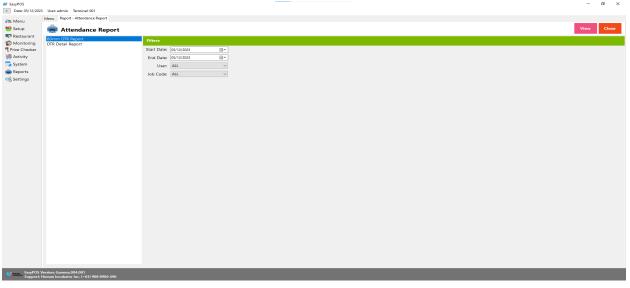
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Attendance Report

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

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DTR Detail Report

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

- 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

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EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8	3906 496														

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

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Edit Dele	e 5101	Returns	EXPENSES	
	e 1300	Accounts Receivable - Others	ASSET	
Edit Dele	e 2100	Accounts Payable	LIABILITY	
	e 2400	Local Tax Payable	LIABILITY	
Edit Dele	e 5100	Cost of Sales	EXPENSES	
Edit Dele	e 4100	Sales	SALES	
Edit Dele	2300	VAT Payable - Input	LIABILITY	
Edit Dele	e 2200	VAT Payable - Output	LIABILITY	
Edit Dele	e 1400	Inventory	ASSET	
Edit Dele	e 1200	Accounts Receivable - Sales	ASSET	
Edit Dele	e 1100	Cash on Hand	ASSET	

- 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.

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- **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.

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ay Type	Tax Unit Period Ten	minal Supplier Form Item 0	Category Card Type Bank	
	Code	Pay Type	Account	
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	Delete EXCHANGE	Exchange	Accounts Receivable - Others	
	Delete REWARDS	Rewards	Accounts Receivable - Others	
	Delete GCASH	GCASH	Accounts Receivable - Others	
	Delete OTHERS	Others	Accounts Receivable - Others	
Edit Edit	Delete FACEPAY Delete DEBITCARD	Facepay Debit Card	Accounts Receivable - Others Accounts Receivable - Others	

• 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.

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- **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.

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- 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.

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• **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.

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- 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.

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Edit Celere Patipi	
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tin Dete Hundredy	
Life Delete Pt	
fdit Dekte Drum(s)	
Edit Delete Dozen	
Edit Delete Cubic	
Edin Delete Bundle(s)	
Edit Dekte Bots	
Edit Delete Both	
First Previous 1/1 Next Last	

- **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.

# EasyPOS	— d ×
Date 03/15/2003 User admin Terminal 001	
Menu System - System Tables	
System Tables	Add Close
Account Pay Type Tax Unit Period Terminal Supplier Form Item Category Card Type Bank	
Period	
Edn Oxeda 0002 Edn Oxeda Cool	
tee Delete 0001	
# Prind Deal - X	
😨 Period Detail Save Goss	
Period	
First Previous 1/1 Next Last	
Jacobis Darge OS Version: Gamma 04.401	

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

Terminal

₩ ExispPOS	 - a ×
Date: 05/15/2023 User: admin Terminal: 001	
Menu System - System Tables	
🔜 System Tables	Add Close
Account Pay Type Tax Unit Period Terminal Supplier Form Item Category Card Type Bank	
Terminal	
Edit Delete 010	
Edit Delete 009	
Edit Delete 008	
Edit Delete 007	
Edit Delete 006	
Edit Delete 005	
Edit Delete 004	
Edit Delete 003	
Edit Delete 002	
Edit Delete 001	
First Previous 1/1 Next Last	
Support: Human Incubator Inc. (+63) 908 8906 496	

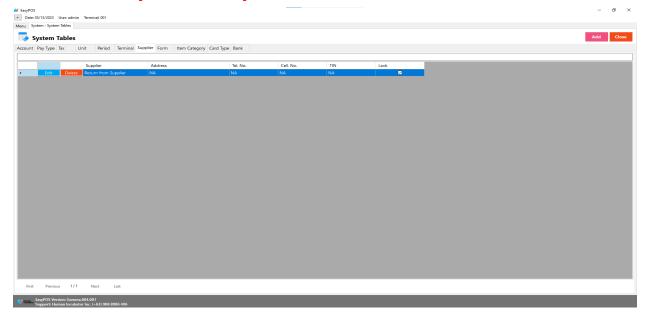
- Shows the list of all added terminals.
- Delete button will proceed to deleting terminal details.
- Edit button will proceed to updating terminal details.
- Close button will proceed to closing the system table module.

# Engl05	σ×
	D ^
Date 0/15/2023 User Idmin Terminal 001	
Menza System Tablea	
System Tables	Close
Account Pay Type Tax Unit Period Terminal Supplier Form Item Category Card Type Bank	
Image: Section 2000 Image: Section 2000 Image: Section 2000 Image: Section 2000	
First Pervisus 1/1 Nect Last	
Support: Human Incubator Inc. (+EI) 103 8066 496	

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

Supplier

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



- Shows the list of all added suppliers.
- Delete button will proceed to deleting supplier details.
- Edit button will proceed to updating supplier details.

• Close button will proceed to closing the system table module.

📕 EasyPOS													– 0 ×
 Date: 10/ 	10/2023 User admin	Terminal: 001											
Menu Syste	m - System Tables												
📑 Sy:	stem Tables												Add Close
Account P	ay Type Tax U	Unit Period Terminal Sup	plier Form Item Category C	and Type	Bank								
		Supplier	Address		Tel. No.	Cell No.	TIN		Lock				
	Edit Delete	Return from Supplier	NA		NA.	NA	NA						
		Food and Beverages Inc.	Bidg. 1158 Palm Street, Subic Ba	ay	NA	995987566	NA.		Ø				
		Fair Ground Inc.	3F #50 2nd Ave., SMREC industr			9176220542	NA.		Ø				
			N/A, Tagaytay City Metro Manila		NA	NA	NA		Ø				
	Edit Delete	Future Fresh	📕 Supplier	Detail						– – ×	/		
			Su	upplie	r Detail				Lock	Unlock Close	2		
			Sup	pier: 🚺	A		Note	e Please avoid from	using special characte	rs in Supplier			
				dress: N			_	*at sign ©					
								* dollar sign 5 * pound sign #					
								* ampenand S					
				_			_	" asterisk " " blank					
			Telephone	No: N	A			* braces ()					
			Celphone	No.: N	A			* brackets [] * comma,					
			Fax	x Noz N	A			* equal sign =					
			т	Terms 15	5 Days	~		* hyphen - * parenthesis ()					
				TIN: N	A			* period . * plus sign +					
			Acco	ount: W	AT Payable - Outpu	t ~		"semicolon;					
					,			* single quotatio * slash /	n mark'				
				_									
First	Previous 1/1	Next Last											
Contact La	wPOS Version: Gamma	a.008.000											

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

>,.

?ÀÁÂÃÄÅÆÇÈÉÊËÌÍÎÏÐÑÒÓÔÕÖרÙÚÛÜÝÞß

- 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

s	ystem 1	Tables			Add
t	Pay Type	Tax U	Init Period Terminal Supplier Form Item Cate	gory Card Type Bank	
			1		
			Form	FormDescription	
	Edit	Delete	RepRestaurantSalesPerPaymentSummaryReport	Print - Restaurant Sales Per Payment Summary Report	
	Edit		RepSalesPerPax80mm	Print - Sales Per Pax 80mm Report	
	Edit		RepRestaurantSalesPerPaxReport	Print - Sales Per Pax	
	Edit		SysPriceChecker	System - Price Checker	
	Edit		TrnExchangeRateDetail	Activity - Exchange Rate Detail	
	Edit		TrnExchangeRate	Activity - Exchange Rate	
	Edit		MstCurrencyDetail	Setup - Currency Detail	
	Edit		MstCurrency	Setup - Currency	
	Edit		Sales Dine In New Order - Override	Sales Dine In New Order - Override	
	Edit		Settings - Printer Setup	Settings - Printer Setup	
	Edit		Settings - Customer Display Settings	Settings - Customer Display Settings	
	Edit		Settings - Printer Settings	Settings - Printer Settings	
	Edit		Settings - BIR Settings	Settings - BIR Settings	
	Edit		Settings - POS Information	Settings - POS Information	
	Edit		Settings - Company Information	Settings - Company Information	
	Edit		Settings	Settings	
	Edit		Sales Detail Tender - Reward	Sales Detail Tender - Reward	
	Edit		Sales Detail Tender - Gift Certificate	Sales Detail Tender - Gift Certificate	
	Edit		Sales Detail Tender - Gcash	Sales Detail Tender - Gcash	
	Edit		Sales Detail Tender - Credit Card	Sales Detail Tender - Credit Card	
	Edit		Sales Detail Tender - Check	Sales Detail Tender - Check	
	Edit		Sales Detail Tender - Cash	Sales Detail Tender - Cash	
	Edit		Sales Dine In New Order - Repeat	Sales Dine In New Order - Repeat	
	Edit		Sales Dine In New Order - Modify	Sales Dine In New Order - Modify	
	Edit		Sales Dine In New Order - Delete	Sales Dine In New Order - Delete	
	Edit		Sales Dine In New Order - Discount	Sales Dine In New Order - Discount	
	Edit		Sales Dine In New Order - Change Table	Sales Dine In New Order - Change Table	
	Edit		Sales Dine In New Order - Merge	Sales Dine In New Order - Merge	
	Edit	Delete	Sales Dine In New Order - Split	Sales Dine In New Order - Split	
	Edit	Delete	Sales Dine In Detail - Modifiers	Sales Dine In Detail - Modifiers	

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

	m - Syster	Tables			Add
			Unit Period Terminal Supplier Form Item Cate	conv Card Type Bank	
			Form	FormDescription	
	Edit	Delete	RepRestaurantSalesPerPaymentSummaryReport	Print - Restaurant Sales Per Payment Summary Report	
F	Edit	Delete	RepSalesPerPax80mm	Print - Sales Per Pax 80mm Report	
Γ	Edit	Delete	RepRestaurantSalesPerPaxReport	Print - Sales Per Pax	
Γ	Edit	Delete	SysPriceChecker	System - Price Checker	
	Edit	Delete	TrnExchangeRateDetail	Activity - Exchange Rate Detail	
	Edit	Delete		Activity - Exchange Rate	
	Edit	Delete	MstCurrencyDetail	Setup - Currency Detail	
	Edit	Delete	MstCurrency	Setup - Currency	
Γ	Edit	Delete	Sales Dine In New Order - Override	Sales Dine In New Order - Override	
Γ	Edit	Delete	Settings - Printer Setup	Settings - Printer Set	
Γ	Edit	Delete	Settings - Customer Display Settings	Settings- Customer M SysFormDetailForm	- • ×
Γ	Edit	Delete	Settings - Printer Settings	Settings - Printerer Form Detail	Save Close
Γ	Edit	Delete	Settings - BIR Settings	Settings - BIR Settin	
Г	Edit	Delete	Settings - POS Information	Settings - POS Infor Form:	
Γ	Edit	Delete	Settings - Company Information	Settings - Company Description:	
Γ	Edit	Delete	Settings	Settings	
Γ	Edit	Delete	Sales Detail Tender - Reward	Sales Detail Tender - Reward	
	Edit	Delete	Sales Detail Tender - Gift Certificate	Sales Detail Tender - Gift Certificate	
	Edit	Delete	Sales Detail Tender - Gcash	Sales Detail Tender - Gcash	
	Edit	Delete	Sales Detail Tender - Credit Card	Sales Detail Tender - Credit Card	
	Edit	Delete	Sales Detail Tender - Check	Sales Detail Tender - Check	
	Edit	Delete	Sales Detail Tender - Cash	Sales Detail Tender - Cash	
	Edit	Delete	Sales Dine In New Order - Repeat	Sales Dine In New Order - Repeat	
	Edit	Delete	Sales Dine In New Order - Modify	Sales Dine In New Order - Modify	
	Edit	Delete	Sales Dine In New Order - Delete	Sales Dine In New Order - Delete	
	Edit	Delete	Sales Dine In New Order - Discount	Sales Dine In New Order - Discount	
	Edit	Delete	Sales Dine In New Order - Change Table	Sales Dine In New Order - Change Table	
	Edit	Delete	Sales Dine In New Order - Merge	Sales Dine In New Order - Merge	
	Edit	Delete	Sales Dine In New Order - Split	Sales Dine In New Order - Split	
	Edit	Delete	Sales Dine In Detail - Modifiers	Sales Dine In Detail - Modifiers	
1			Next Last		

- **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.

M EngPOS	– 0 ×
Date 0/15/203 User Idmin Terminal 001	
Menza System-System Tables	
💀 System Tables	dd Close
Account Pay Type Tax Unit Period Terminal Supplier Form Item Category Card Type Bank	
Category	
Edit Detete Rem Modifier	
Gran Comercial Add-On	
Eas Over Desert	
for Delet Shake	
Erif Deete Raw Material	
Edit Detete Burger	
Edit Deale Sizzing	
M SystemCategoyOttaForm — O X	
📑 Item Category Detail 🛛 Sove Close	
Category:	
First Previous 1/1 Next Last	
2 👷 🙀 Eng/05 Weeks: Camaz.03.001 Segret: Them Technication: (c.1):0310306.095	

- **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

Bar	EasyPOS Date (M/15/2023 Liter admin Terminal: 001	- 0 2
Per Prod Per Prod	Date 05/15/2023 Liken admin Terminal: 001	
Per Prod Per Prod		
System Curd Page <		
Wert Pay Tay Tu Unt Pay Tay Tu Unt Pay Tay Tu Unt Pay Tay Tu		
Wert Pay Tay Tu Unt Pay Tay Tu Unt Pay Tay Tu Unt Pay Tay Tu	🔊 System Tables	Add Close
end Pay/ppe Cerd Type end Outer DestICADD VARA end Outer DestICADD MARTER end Outer DestICADD VARA end Outer DestICADD MARTER end Outer CESTICADD AMERCAL EXPRESS end DestICADD MARTER DestICADD		
Fat Othe Centrol National 62 Othe Centrol Vica 62 Othe Centrol Vica 63 Othe Centrol Vica 64 Othe Centrol Avera 64 Othe Centrol Avera 64 Othe Centrol Avera 64 Othe Centrol Avera	coont ray the law four frequency address to the frequency and the	
Fat Othe Centrol National 62 Othe Centrol Vica 62 Othe Centrol Vica 63 Othe Centrol Vica 64 Othe Centrol Avera 64 Othe Centrol Avera 64 Othe Centrol Avera 64 Othe Centrol Avera		
Form 1/1 Non USA		
Eff Preval 1/1 Nat Lat		
Ref Peters 1/1 Net Lat		
ref Perior 1/1 Net Lat		
fat Peeton 1/1 Net Lat		
ref Previos 1/1 Net Lat		
Firt Previous 1/1 Net Lat		
First Previous 1/1 Nest Last		
	First Previous 1/1 Next Last	
EstyPOS Version: Gamma.004.001		
	EasyPOS Version: Gamma.004.001	

- 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.

EncyPOS Date: 05/15/2023 User: admin Terminal: 001		- 0 X
Menu System - System Tables System Tables		Add Close
Account Pay Type Tax Unit Period Term	minal Supplier Form Item Category Card Type Bank	
PayType Edit Octimonal Edit	Card Type PATROLA VISA MASTER VISA DONERS CLUB Zenergican Lordess Master VISA	M Crei type Detal • • × Card Type Detail • • • × Pay type: Statistical • • • • • • • • • • • • • • • • • • •
First Previous 1/1 Next Last		
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 49		

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

- Fill up all the necessary information like:
 - Pay Type and Card Type
- Click the Save button to save card type details.

Bank

EasyPOS				- 0
Date: 05/15/2023 User: admin	Terminal: 001			
enu System - System Tables				
🐼 System Tables				Add Close
count Pay Tuno Tax II	Jnit Period Terminal Supplier Form	Itom Category Card Tuno Bank		
count ray type lax of	int rendu terminal supplier rom	item category card type saint		
	Bank			
	Maybank			
	Robinsons Bank			
Edit Delete				
	Citibank			
	East West Bank			
	Security Bank			
	Union Bank			
	Land Bank			
	China Bank			
Edit Delete				
Edit Delete				
Edit Delete	Metro Bank			
First Previous 1/1	Next Last			

- 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.

₩ EasyPOS		- 0 X
Date: 05/15/2023 User: admin Terminal: 001		
Menu System - System Tables		
System Tables		Add Close
Account Pay Type Tax Unit Period Terminal Supplier For	m Item Category Card Type Back	
Account Pay type Tax Ont Period Terrinia adjuter Pon	i iteri calegory card igpe burk	
Bank		
Edit Delete Maybank		
Edit Delete Robinsons Bank		
Edit Delate AUB		
Edit Delete Citibarii		
Edit Delete East West Bank		
Edit Delete Security Bank		
Edit Delete Union Bank		
Edit Delete Land Bank		
Edit Delete China Bank		
Edit Delete 8PI	# Bank	eni – X
Edit Delete 8DO		
Edit Delete Metro Bank		ank Detail Save Close
	· · · · · · · · · · · · · · · · · · ·	
	Bank	
First Previous 1/1 Next Last		
First Previous 1/1 Next Last		
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. 1-6(2) 908 8916 496		

- **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.

/POS Date: 05/15/2023 U	Jser: admin Te	erminal: 001					- 8
System - Utilities							
System U	tilities						
Trail Barcode Pr	rinting Uplo	ad Item Upload Cus	tomer Truncate Transactions	Update Inventory RLC Ser	nt File Audit Trail		
ne: End 5/2023 ⊒▼ 05	Date: 5/15/2023	User: Administrator	~				
Date		User	Module	Action Taken	Old Value	New Value	
05/15/2023	3 10:38:5	Administrator	MstSupplier	AddSupplier		("Id":25,"Supplier":"NA","Address":"NA","Telephon	
05/15/2023	3 10:33:3	Administrator	MstSupplier	DeleteSupplier	("Id":24,"Supplier":"NA","Address":"NA","Telephon		
05/15/2023	3 10:33:2	Administrator	MstSupplier	AddSupplier		("Id":24."Supplier":"NA"."Address":"NA"."Telephon	
	1/1						
	on: Gamma.004	4.001 nc. (+63) 908 8906 496					

Barcode Printing

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

em -	Utilities									
ste	m U	tilities								
Ban	code Pr	rinting Upload Iter	n Upload Customer Truncate Transactions	Update Inventory BI	C Sent File Audit Tra	ii.				
_		Code	Description	Barcode	Unit	Category	Alias	Price 0.00	-	
		0000019255	200.0	2.22 P	Po(s)		1000	0.00		1
		0000019254	PAPER PLATE 9X14 02 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 02 100X10			
		0000019253	PAPER PLATE 10X15 019 100X10 R	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10 R	115.00		
		0000019252	PAPER PLATE 12X18 019 100X10 PAPER PLATE 12X16 019 100X10	NA	Pack(s) Pack(s)	CONTAINER	PAPER PLATE 12X18 019 100X10 PAPER PLATE 12X16 019 100X10	170.00		
		0000019251	PAPER PLATE 12X16 019 100X10 PAPER PLATE 10X15 019 100X10	NA	Pack(s) Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10 PAPER PLATE 10X15 019 100X10	120.00		
		0000019250	PAPER PLATE 10X15 019 100X10 PAPER PLATE 10X14 019 100X10	NA	Pack(s) Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10 PAPER PLATE 10X14 019 100X10	120.00		
		0000019249	PAPER PLATE 10X14 019 100X10 PAPER PLATE 9X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X14 019 100X10 PAPER PLATE 9X14 019 100X10	100.00		
		0000019248	PAPER PLATE 9X12 019 100X10	NA	Pack(s) Pack(s)	CONTAINER	PAPER PLATE 9X12 019 100X10 PAPER PLATE 9X12 019 100X10	90.00		
		0000019247	PAPER PLATE 8X12 019 100X10	NA	Pack(s)	CONTAINER		90.00		
		0000019246	PAPER PLATE 8X12 019 100X10	NA	Pack(s) Pack(s)	CONTAINER	PAPER PLATE 8X14 019 100X10 PAPER PLATE 8X12 019 100X10	76.00		
		0000019245		NA		CONTAINER		76.00		
		0000019244	PAPER PLATE 8X11 019 100X10 PAPER PLATE 8X10 019 100X10	NA	Pack(s) Pack(s)	CONTAINER	PAPER PLATE 8X11 019 100X10 PAPER PLATE 8X10 019 100X10	65.00		
		0000019243	PAPER PLATE 8X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 8X10 019 100X10 PAPER PLATE 8X8 019 100X10	55.00		
		0000019242		NA		CONTAINER		80.00		
			PAPER PLATE 7X14 019 100X10 PAPER PLATE 7X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X14 019 100X10 PAPER PLATE 7X12 019 100X10	70.00		
		0000019240	PAPER PLATE 7X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X12 019 100X10 PAPER PLATE 7X11 019 100X10			
					Pack(s)			65.00		
		0000019238	PAPER PLATE 7X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X10 019 100X10	60.00		
		0000019237	PAPER PLATE 7X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X8 019 100X10	45.00		
		0000019236	PAPER PLATE 6X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X14 019 100X10	70.00		
		0000019235	PAPER PLATE 6X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X12 019 100X10			
		0000019234	PAPER PLATE 6X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X10 019 100X10	50.00		
		0000019233	PAPER PLATE 6X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X9 019 100X10	45.00		
		0000019232	PAPER PLATE 6X8 019 100X1	NA	Pack(s)	CONTAINER	PAPER PLATE 6X8 019 100X1	40.00		
		0000019231	PAPER PLATE 6X7 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X7 019 100X10	35.00		
		0000019230	PAPER PLATE 5X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X14 019 100X10	60.00		
		0000019229	PAPER PLATE 5X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X12 019 100X10	50.00		
		0000019228	PAPER PLATE 5X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X10 019 100X10	40.00		
		0000019227	PAPER PLATE 5X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X9 019 100X10	40.00		
	lek	0000019226	PAPER PLATE 5X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X8 019 100X10	35.00	21	

- 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.

em U	Itilities								
srcode P	Printing Upload Item	Upload Customer Truncate Transactions	Update Inventory	RLC Sent File Audit Tra	1				
	Code	Description	Barcode	Unit	Category	Aias	Price	L	
Pick	0000019255	NA	NA	Pc(s)	NA	NA	0.00		
Pick	0000019255	PAPER PLATE 9X14 02 100X10	NA	Pc(s) Pack(s)	CONTAINER	PAPER PLATE 9X14 02 100X10	100.00		
PRK -	0000019253								
	0000019255	PAPER PLATE 10X15 019 100X10 R PAPER PLATE 12X18 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10			
				Pack(s)		PAPER PLATE 12X18 019 100X10			
	0000019251	PAPER PLATE 12X16 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 12X16 019 100X10			
	0000019250	PAPER PLATE 10X15 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 10X15 019 100X10			
	0000019249	PAPER PLATE 10X14 019 100X10 PAPER PLATE 9X14 019 100X10	NA	Pack(s)		PAPER PLATE 10X14 019 100X10	110.00		
	0000019248		NA	Pack(s)	CONTAINER	PAPER PLATE 9X14 019 100X10			
	0000019247	PAPER PLATE 9X12 019 100X10 PAPER PLATE 8X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 9X12 019 100X10 8X14 019 100X10	00.00 g		
	0000019246		NA	Pa 📈 Ba	code Printing				
	0000019245	PAPER PLATE 8X12 019 100X10	NA		_	8X12 019 100X10	76.00		
	0000019244	PAPER PLATE 8X11 019 100X10	NA	¥	Barcode Printing	rint Close 8X11 019 100X10	70.00 E		
	0000019243	PAPER PLATE 8X10 019 100X10	NA	py Quar	ain -	8x10 019 100x10			
	0000019242	PAPER PLATE 808 019 100X10	NA	Pa Quar	ary.	\$X8 019 100X10	55.00		
	0000019241	PAPER PLATE 7X14 019 100X10	NA			4 7X14 019 100X10	80.00		
	0000019240	PAPER PLATE 7X12 019 100X10	NA	Paloxysy	CONTRINCK	PAPER PERIE 7X12 019 100X10	70.00		
	0000019239	PAPER PLATE 7X11 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X11 019 100X10	65.00		
	0000019238	PAPER PLATE 7X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X10 019 100X10	60.00 E		
	0000019237	PAPER PLATE 7X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 7X8 019 100X10	45.00		
	0000019236	PAPER PLATE 6X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X14 019 100X10	70,00		
	0000019235	PAPER PLATE 6X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X12 019 100X10	60.00		
	0000019234	PAPER PLATE 6X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X10 019 100X10	50.00		
	0000019233	PAPER PLATE 6X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X9 019 100X10	45.00		
	0000019232	PAPER PLATE 6X8 019 100X1	NA	Pack(s)	CONTAINER	PAPER PLATE 6X8 019 100X1	40.00		
	0000019231	PAPER PLATE 6X7 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 6X7 019 100X10	35.00		
	0000019230	PAPER PLATE 5X14 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X14 019 100X10	60.00		
	0000019229	PAPER PLATE 5X12 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X12 019 100X10	50.00 F		
	0000019228	PAPER PLATE 5X10 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X10 019 100X10	40.00		
	0000019227	PAPER PLATE 5X9 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X9 019 100X10	40.00 E		
	0000019226	PAPER PLATE 5X8 019 100X10	NA	Pack(s)	CONTAINER	PAPER PLATE 5X8 019 100X10	35.00	2 0	

Upload Item

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

📕 EasyPOS			- a ×
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			
Import Item:	Ор	en Import Export	
Update Item Price:	Ор	en Update Export	
EasyPOS Version: Gamma.004.001 Support: Human Incubator Inc. (-63) 908 8906 496			

• 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.

🔰 EasyPOS		-	σ×
- 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			
💼 Import Customer	Open	Import	Export
EaryPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8906 496			

- 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.

Eav/POS	- o ×
Lapyruo Deate 05/15/2023 Usee admin Terminak 001	- 0 ^
nu System-Utilites	
💱 System Utilities	Close
udit Trail Barcode Printing Upload Lustomer Truncate Transactions Update Inventory RLC Sent File Audit Trail	
EaryPOS Version: Gamma.004.001 Support: Human Incubator Inc. (+63) 908 8006 496	

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

🔰 EasyPOS						-	۵ ×
 Date: 05/15/2023 	User: admin Terminal: 001						
Menu Settings							
OO Settings						Lock Unlock	Close
Company Information	POS Information BIR Settings Easypay Settings Easyfis Integratio	EasyShop Integration Printer Settings Cus	stomer Display Settings Printer Set Up N	lega World Set Up Robinsons Set Up Lipad Set	Up SM Set Up		
Company Name:	Human Incubator Inc.						
Address:	Cebu City						
Contact No.:	(032) 256-2904						
Upload							
opioad							
EasyPOS Ver Support: Hu	rsion: Gamma.004.001 man Incubator Inc. (+63) 908 8906 496						

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

POS Information

- It is where the user can set the information and set up their POS.
 - Fill up the necessary information like:
 - Base Currency, Tenant Of, etc
 - Tender Print
 - Allow the user to enable or disable the print receipt
 - Barcode Quantity Always One
 - When this feature is enabled, the user cannot edit the quantity of the item after scanning the barcode.
 - Allow Negative Inventory
 - The user is allowed to make a transaction when there is zero inventory of the item.
 - Activate Audit Trail
 - Activities and logs of the user will display in the Audit Trail in the Utilities module when it is enabled.
 - Prompt Login Sales
 - It can be used by the teller or order taker.
 - Swipe Login
 - Allow the user to login using a swipe card and a card number.
 - Date Login
 - Allow the user to set the date manually in login.
 - Hide Sales Amount
 - When it is enabled, the sales amount will be hidden in the POS barcode.
 - Disable Stock-in Price and Cost
 - When adding a stock-in, the price and cost of the item are disabled and not editable.
 - Hide Touch Sales Item Detail
 - It is use to hide sales item detail in POS Touch
 - Hide Item List Barcode
 - The barcode of the items will be hidden in the item list.
 - Hide Item List Item Code
 - The item code of the items will be hidden in the item list.

• Auto Sales Upon Locking

When it is enabled, it will automatically create new sales upon locking the transaction.

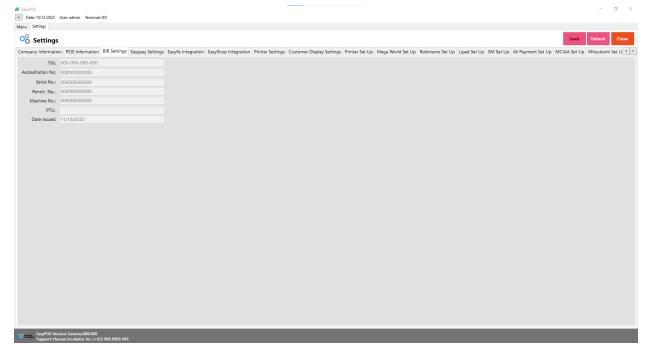
• Show Customer Information in OR

- The customer information will display in the OR when it is enabled.
- Enable Edit Price
 - The user is allowed to edit the price when creating a transaction
- Auto Tender Printer Ready Yes or No
 - Disable the prompt message for printer ready yes or no.
- Show Add Service Charge
 - Allow the user to add service charge in POS Touch and Quick service.
- Allow Tender Zero
 - Allow the user to tender zero transactions.
- Enable DTR Feature
 - It is used to monitor the attendance of the employees.
 The employees can clock in/out and break in/out.
- Disable Sales Date
 - Sales date is disable and the user is not allowed to select date in sales
- Exclude Zero Prices (Sales Report)
 - The item that has a zero(0) price is not included in the sales report
- Auto Start Integration
 - Automatically start the integration like EasyFS.
- Allow Z Reading with Open Sales
 - Allow the user to view or print z reading report with an open sales
- Hide Other Details on POS Retail
 - When this feature is enabled, it will only display the item description, quantity, price, discount and amount in sales detail.
- With Easy Restaurant
 - It is applicable for easy pos with easy restaurant setup
- Prompt Previous EOD Error
 - Enable the EOD feature

- It is a prompt message error for the previous EOD.
- Quick Service Auto Print SO
 - It can print order slips in the quick service when it is enabled.
- Enable Sticker Printing Process
 - Allow the user to print sticker
- 5 Digit Decimal Places in Qty
 - Allow the user to input 5 decimal places in quantity fields
- Enable Print on POS Touch
 - Enable the print button in POS touch sales detail
- Service Charge is vatable
 - Allow the user to add service charge for company's other income
- Enable Background Process
 - If it is check, it will skip the inventory process every transaction

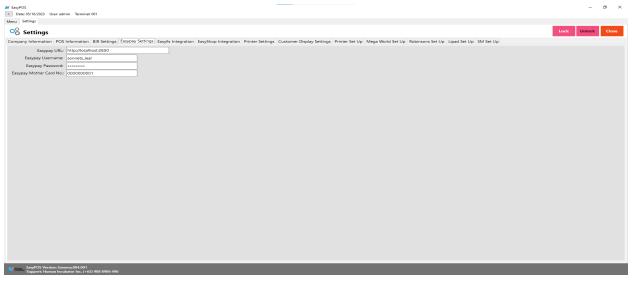
BIR Settings

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



Easypay Settings

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



EasyFS Integration

- This is for EasyFS integration where it is a connection and integration between the EasyFS and EasyPOS product.
- Set up the following in the database (use sql server):
 - Domain(ex: <u>https://easyfs-perrochikoph.hi-api.io</u>)
 - Branch Code(ex: 000000001)
 - User Code(ex: admin)
- Select date for integration
- Click Start button to start the integration
- Click Stop button to stop integration
- Don't shutdown the POS system with integration until synchronization is done

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

Automatic Integration

If you want to Automatically start the integration go to

- 1. Settings \rightarrow POS Information
- 2. Click on the Auto Start Integration Check Box

🦸 EasyPOS					- 0) × ,			
 Date: 12/28/2023 	Jser: admin Terminal: 001					-			
Menu Settings									
OO Settings					Lock Unlock	Close			
Company Information	POS Information BIR Settings	Easypay Settings Easyfis Integr	ration EasyShop Integration Printer Setti	ngs Customer Display Settings Printer	Set Up Mega World Set Up Robinsor	ns 🚹 🕨 🗌			
POS Type:	POS Barcode ~		Tender Print	Enable Edit Price	Quick Service Auto Print SO	- -			
License Code:	tTB7D65i96ii4EOWISpO5qJOpS9	EIDGgP+Lq3VprFls	Barcode Quantity Always One	Auto Tender Printer Ready Yes or No					
Tenant Of:	SM COIN ~		Allow Negative Inventory	Quick Service Flash Notes: SMILE AND GREET THE	5 Digit Decimal Places in Qty	3			
Current Version:	Gamma.009.001		Activate Audit Trail	CUSTOMER!	Enable Print on POS Touch Service Charge is vatable	4-			
Current Developer:	Human Incubator Inc		Prompt Login Sales		Enable Background Process	3			
Current Support:	(+63) 908 8906 496		Swipe Login		With EasyCM				
Current Period:			Date Login	Show Add Service Charge		- من -			
			Hide Sales Amount	Enable Parking System Feature		3			
Terminal:			Disable Stock-In Price and Cost	Allow Tender Zero					
Walkin Customer:		~	Hide Touch Sales Item Detail	Enable DTR Feature					
Default Discount:	Zero Discount 🗸		Hide Item List Barcode	Disable Sales Date		3			
Return Supplier:	Return To Supplier	~	Hide Item List Item Code	Exclude Zero Prices (Sales Reports) Auto Start Integration		1			
Collection Report:	Official Receipt ~		Auto Sales Upon Locking	Allow Z Reading with open Sales					
Based Currency:	PHP ~		Show Customer Information in OR	Hide Other Details on POS Retail					
Restaurant Domain:			Sales Detail Print Choose Printer	With Easy Restaurant		1			
Restaurant Token:			Triggered Quantity	Prompt Previous EOD Error					
		-							
						1			
F BOC 1/									
	ion: Gamma.009.001 1an Incubator Inc. (+63) 908 8906 496								

Printer Settings

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

Settings				
Settings				Lock Unlock Clos
pany Information PC	OS Information BIR Settings Easypay Settings Easyfis Integ	ration EasyShop Integration	Printer Settings Customer Display Settings Printer Set Up Mega World Set Up Robinsons Set Up Lipad Set	t Up SM Set Up
	Dot Matrix Printer v O F F I C I A L R E C E I P T WITHDRAWAL SLIP	Z and X Reading Footer:	POS VENDOR: Human Incubator Inc.10/F Unit 1001-8 Keppel Cr.Samar Loop St. Cebu Business Park Cebu CityVAI REG ITN: 2779-96-622-000-0xeerdiation No: 00000000000 Date Issued: mm-dd-yyyValid Unitik	
Withdrawal Footer:	POS VENDOR: Human Incubator Inc.10/F Unit 1001-8 Keppel Ctr.,Samar Loop St., Cebu Business Park, Cebu CtryVAT REG TIN: 77.996-62:-2000Accreditation No: 00000000000 Date Issued: mm-dd-yyyValid Untit mm-dd-yyyyPTU No: 0000000 Date Issued: mm-dd-yyValid Untit: mm-dd-yyyTHIS INVOICE	Sales Order Printer Type:	mm-dd-yyyValid Unit: mm-dd-yyyy Mitchen Printer v	
Receipt Footer:	POS VENDOR: Human Incubator Inc.10/F Unit 1001-B Keppel Ctr.,Samar Loop St. Cebu Business Park, Cebu CtryVAT REG TIN: 777-996-622-000Acceditation No: 00000000000 Date Issued: mm-dd-yyyyValid Untit mm-dd-yyyyValid Untit: mm-dd-yyyVHIIS INVOICE			
Invoice Footer:	POS VENDOR: Human Incubator Inc.10/F Unit 1001-B Keppel Ctr.,Samar Loop SL. Cebu Business Park, Cebu CtyWAT REG TIN: 777-996-622-000Acceditation No. 00000000000 Date Issued: mm-dd-yyyValid Untit mm-dd-yyyValid Unit: mm-dd-yyyVTHIS INVOICE			

• Bill out footer should be the invoice footer.

Human Incubato	r Inc.		
Cebu City			
TIN: 000-000-00			
SN: 00000000			
MIN: 00000000 PTU:	0000		
Date Issued: 11/1	0/0000		
BILLOU			
Bill #:000000	001		
Table No.:05			
ITEM	AMOUNT		
MILK TEA CARAMEL LARGE	105.00		
Sub-total Amount	105.00		
Service Charge	0.00		
LESS: VAT	0.00		
LESS: Discount	0.00		
Total Amount Due	105.00		
Total No. of Item(s)	1.00		
POS VENDOR: Human	la contra da contra d		
10/F Unit 1001-B Keppel Ctr.			
Cebu Business Park,			
VAT REG TIN: 777-99			
Accreditation No.: 000			
Date Issued: mm-			
Valid Until: mm-d	d-yyyy		change to invoice footer
PTU No.: 000000		-	
Date Issued: mm-			
Valid Until: mm-d	d-уууу		
THIS INVOICE SHALL BE			
(5) YEARS FROM THE D	DATE OF THE		

Customer Display

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

		_	a x
M EasyPOS		-	0 .
Date: 05/16/2023 User: admin	n lermina: U01		
Menu Settings			
oo Settings	Lock	Unlock	Close
Company Information POS In	nformation BIR Settings Easypay Settings Easypay Settings Easyfis Integration EasyShop Integration Printer Settings Customer Display Settings Printer Set Up Mega World Set Up Robinsons Set Up Lipad Set Up SM Set Up		
	☑ With Customer Display		
Customer Display Port:	СОМЗ		
Customer Display Baud Rate:	9600		
Customer Display	WELCOME		
First Line Message:			
Customer Display If	NEXT COUNTER PLS.		
Counter Closed Message:			
EasyPOS Version: Gamm Support: Human Incuba	Nacional de la constance de la		
Support: Human Incuba	xtor mx. (*03) 506 8300 430		

Printer Setup

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

ings												Lock	Unlock
ormation	POS Information Kitchen	BIR Settings Easypay Settings Easyfis Int Printer Name	Alias	Integration Printer Settings Cu Default Width	stomer Display Settings P Default Height	ninter Set Up Meg	ga World Set Up	Robinsons Set U	p Lipad Set Up	SM Set Up	_	_	_
Edit	Kitchen 1	Microsoft XPS Document Writer	NA	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							
	Kitchen 10	Microsoft XPS Document Writer	NA	38500	38500	Pool							

Mega World Setup

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

			σ×
M EasyPOS		-	U X
	User admin Terminak 001		
Menu Settings			
oo Settings	5	Lock Unlock	Close
Company Information	on POS Information BIR Settings Easypay Settings Easyphis 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:	ve: Perro Chikko		
Tenant Code:	Jer UPPCHK11		
Sales Type:			
IP Address:	st 1270.0.1		
Server IP:	127.0.0.1		
Legend	te: Only for Sale Type nd 01 - Food 02 - Non-Food 03 - Note 04 - Netafores 05 - Others		
EasyPOS Versi	vršece Gamma 004.001 umani lincubstor linc. (+51) 908 8966 496		
Support: Hum	uman Incubator Inc. (+63) 908 8906 496		

Robinson Setup

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

FasyPOS								-	σ×
	User: admin Terminal: 001								
Menu Settings									
oo Settings							Lock	Unlock	Close
Company Information	n POS Information BIR Settings	Easypay Settings Easyfis Integration Easy	Shop Integration Printer Settings Cu	ustomer Display Settings Printer Set U	Jp Mega World Set Up Robinsons Se	et Up Lipad Set Up SM Set Up			
Tenant ID:	1234567890								
Server IP:	127.0.0.1								
Last EOD Date:	11/18/2022								
LasyPOS Versi Support: Hun	ion: Gamma.004.001 nan Incubator Inc. (+63) 908 8906 496								

Lipad Setup

• This is where to set up the Lipad integration.

# EasyPOS	-	o ×
Date: 05/16/2023 User: admin Terminal: 001		
Menu Settings		
°℃ Settings	Lock Unlock	Close
Company Information POS Information BIR Settings Easypay Settings Easysfie 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 Code		
Uonani. Tokan		
loken:		
	_	
2 Exp(705 Version Camana,004.061 Support Linuam Incluster (ar. (6.5) 088 805 696		

SM Setup

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

	-	σ×
K Exp905 Dete 0/16/2023 User: admin Terminak 001	-	U ^
Menu Settings		
OO Settings	Lock Unloci	k Close
Company Information POS Information BIR Settings Easypas Settings Easypis Integration EasyShop Integration Printer Settings Customer Display Settings Printer Set Up Mega World Set Up Robinsons Set Up Lipad Set Up SM 5	Set Up	
Tenant Code:		
Sales Type:		
Terminat 001 ~		
Support: Human Incubator Inc. (~63) 908 8966 496		

All Payment Set Up

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

Eusp ⁰ 05 ■ Dete: 10/12/2023 User: admin Terminak 001	- a ×
Were Victors Orecomme remnarcol	
© Settings	Lock Unlock Close
Printer Settings Customer Display Settings Printer Set Up Mega World Set Up Robinsons Set Up Lipad Set Up SM Set Up All Payment Set Up MCIAA Set Up Mitsukoshi Set Up SM Coin Set Up	• •
Support: Human Incubator Inc. (+63) 908 8906 496	

MCIAA Set Up

• Where the user can setup MCIAA integration

	ter 19/12/2023 User admin Terminak 001 Settings : Settings : Setting : Setting : Sett		1 0	
intermed	Sector Out Out<	🖌 EasyPOS		– a ×
C Setting Out Out </td <td>Setting Control Out <th< td=""><td>= Date: 10/12/2023 User: admin Terminal: 001</td><td></td><td></td></th<></td>	Setting Control Out Out <th< td=""><td>= Date: 10/12/2023 User: admin Terminal: 001</td><td></td><td></td></th<>	= Date: 10/12/2023 User: admin Terminal: 001		
Immer Settings Customer Dingsby Settings Printer Set Uip Maga World Set Uip Set Uip Set Uip Maga World Set Uip Set Uip Maga World Set Uip	merting: Culcomer Display Setting: Mage Month Set Up: age Month Set Up: Mage Month Mage Month Mage Month Mage Month Mage Month Mage Mo	Menu Settings		
Immer Settings Customer Dingsby Settings Printer Set Uip Maga World Set Uip Set Uip Set Uip Maga World Set Uip Set Uip Maga World Set Uip	merting: Culcomer Display Setting: Mage Month Set Up: age Month Set Up: Mage Month Mage Month Mage Month Mage Month Mage Month Mage Mo	<u>~</u>		Understein Charac
Teaut By: Exp01 Document ID: 1	Teant By: Koon Decement ID: 1	Settings		
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	Eur/05 Variaise Clamana 08.000 Saparte Human Reduktor Inc. (=10.000 Sec 106			
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	EmpTOS Versices Carma 208.000 Sagoret: Nume Includate Nuc.(=0.00			
	EmpTOS Variasis Camana 208.000 Sagorat Juman Hacalate Ru. (+0.3) 508 898 496			
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	EmpTOS Variasis Camana 308.000			
	EngPOS Variosis Gamma 088.00 Soport: Human Buckatate Re. (-63) 98 898 696			
	EmpTOS Versices Carma 308.000			
	EmpTOS Varioss Cannas 000.000 Support: Human Incluitor Inc. (-4.1) 000 80900.496			
	EmpPOS Version: Camma 008.009 Support: Human Incluitor Inc. (-4.1) 981 990.496			
EmPCV Versions Gamma 008.000	Eng/05 Variasis Gama 088.00 Sogorit Jumen Incluinta Inc. (-63) 908 896 496			
EmPOX Versions Gamma 005.000	EmpPOS Version: Gamma.008.000 Sagoret: Human Huckabeta Rac. (< 6.1) 306 8966 496			
EmPOX Versions Summa 008.000	EmpPOS Version: Camma 008.000 Support: Human Includator Inc. (-4.1) 008 1990.496			
EmPOX Versions Gamma 006.590	Eng/05 Varion: Canna (08.00) Support: Human Incluitor Inc. (-4.1) 08.090.496			
Em/05 Viries Gama 08.50	EmpPOS Version: Camma 008.009 Support: Human Incluitor Inc. (-43) 908 8900.496			
ExerVOS Varions Germa 2006.000	 EmpTOS Varsion: Cannas 608.000 Saport: Human Brokhtori Re. (-61) 988 990-496 			
Energy S Varies Germa 008.000	 EmpPOS Versions: Camma.008.009 Sapport: Human Incubator Inc. (-63) 908 496 			
ung Energios Varsion Germa 404.800	E Japp OS Varsion: Canma 608.000 Support: Human Incluitor Inc. (-61) 081 990-496			
ExePOS Varies Germa 208.000	 Emp/03 Version: Camma 008.009 Support: Human Incubator Inc. (+3) 908 8906 496 			
Enr/05 Virsion: Germa 008.000	E BayPOS Version: Camma 608.009 Support: Human Incubator Inc. (-61) 988 8906 496			
ExePTOS Virsion: German 4008.000	Eng/05 Version: Gamma.008.000 Suggent: Human Incubator Inc. (+3) 908 6906.496			
ExePOS Virolen Germa 208.000	Eng/03 Version: Camma.008.009 Sugnet: Human Incubator Inc. (+3) 308 8906.496			
ExePTOS Virsion: German 408.800	EngrPOS Varsion: Cannua 608.000 Support: Human Inclubator Inc. (-61) 908.0906.496			
EmPOX Version Gamma 005.000	Eng/OS Version: Gamma.008.000 Suggent Human Incubater Inc. (+G) 908.8906.496			
EmPTOS Version Gamma 008.000	Eng/05 Versios: Garma.088.000 Sagoret: Human Buckabate Ru. (+61) 306 8966 496			
	EayPOS Versione Gamma.008.000 Sognert: Human Incubater Inc. (+63) 908 8906 496			
EnyPOS Version Samma 088.000	Exp/OS Version: Gamma.008.000 Suggent Human Includator Inc. (+S) 908 8966 496			
EasyPOS Version: Gumma 008.000	ExryPOS Version: Gamma.008.000 Support: Human Incubator Inc. (+63) 908 8906 496			
	Support: Human Incubator Inc. (+63) 908 8906 496	EasyPOS Version: Gamma.008.000		

Mitsukoshi Set Up

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

lenu Settings				
OO Settings			Lock Unlock	Close
OS Information BIR Sett	tings Easypay Settings Easyfis Integration	EasyShop Integration Printer Settings Customer Display Settings Printer Set Up Mega World Set Up Robinsons Set Up Lipad Set Up SM Set Up All Payment Set Up MCIAA	itsukoshi Set Up SM Coin Set Up	• •
Tenant Name:	Mitsukoshi001			
Contract No.:	BP07-200000000103			
Generate Key:	69PPFTTBNX3NGTIF9EHK7KSN44AFI7			
Company Name Col:	BP07			
POS No.:	1S1Ac7JP0S0004D24000349			
API Endpoint:				
API KEY:				
SERET KEY:				

SM Coin Set Up

• Where the user can setup the SM coin integration

EasyPOS Date: 10/12/2023 User: 1				- 0
	admin Terminal: 001			
enu Settings				
Settings				Lock Unlock C
inter Settings Custome	er Display Settings Printer Set Up	fega World Set Up Robinsons Set Up Lipad Set Up SM Set Up All Payment Set Up N	ICIAA Set Up Mitsukoshi Set Up SM Coin Set Up	
SM Coin Code:	MallCode001			
SM Coin Tenant Code:	TenantNo001			
Class Code:	ClassCode001			
Trade Code:	TradeCode001			
Outlet Number:	OutletNumber001			
	sama 108.000 Isabata Ing. (-63) 908 9906 496			

XII: Restaurant

Table Group

Overview

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

Table Group List

• Shows the list of all added table groups.

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

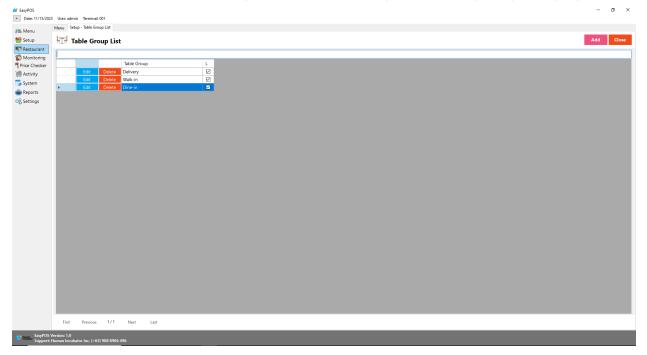


Table Group Details

🛃 EasyPOS								- 0	×
- Date: 11/15/202	3 Usen admi	in Terminal: 00	4						
Manu			List Setup - Table Gro	oup Detail					
Setup	hTH TA	able Grou	p Detail					Lock Unlock Clos	se
Restaurant	Table Gro	Delivery							
Price Checker								Add	
Activity			Table Code		Image Path	Sort Number		Add	a
isystem 🚔 Reports	•	Delivery	lable Code		Image Path	Sort Number			
Settings		benery							
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- **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

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- 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.

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- Date: 11/15/2023	User: adm	in Terminal:	001				
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OO Settings		Edit	Delete	Specialty Drinks	2 3		
		Edit		Fruit Teas	2		
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Item Group Details

icker Image	em Group Detail Group: Food e Path: Kitchen 1		
	umber: 6		
5	Item Description	Show	Sort Number
F.	FOOD SOUR CREAM FRENCH FRIES		126
	FOOD MILD RAMEN WITH CHEESE		125
	FOOD HOT RAMEN WITH CHEESE		124
	FOOD EXTRA CHEESE		123
	FOOD CHICKEN POPS- SPICY		122
	FOOD CHICKEN POPS- ORIGINAL		121
	FOOD CHICKEN POPS- CHEESE		120
	FOOD DEEP FRIED OREO		119
	FOOD TTEOKBOKKI		118
	FOOD QUESADILLA		117
	FOOD CHICKEN BAO BUN		116
	FOOD MUSHROOM		115
	FOOD CHICKEN KARAAGE		114
	FOOD CHICKEN POP- MILD		113
	FOOD CORNDOG		112
	FOOD RAMEN		111
	FOOD BBQ FRENCH FRIES		110

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

Rem Group: Check Image Path: Image Path: Image Path: Image Path: Sort Number: 7 Sort Number: 7 Image Path: Image Path: Image Path: Image Path: Sort Number: 7 Image Path: Image Path: Image Path: <th></th>	
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Sert Number: 7	
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Edit Device PAPER CUP-MEDIUM 10008 TOFFEE JAM TOFFEE JAM Pick & Save	
Edit Dolete PAPER SMALL STRAW 10009 THAI JASMINE GREEN TEA (PER SOML) THAI JASMINE GREEN TEA (PER SOML) Pick & Save	
Edit Double BIG STRAWS 10010 THAI BLACK TEA (PER 50ML) THAI BLACK TEA (PER 50ML) Pick & Save	
Edit Dwinte RAMEN CONTAINER 10011 TC-BUCKET TC-BUCKET Pick & Save	
Edit Dwiles SMALL PAPER BOWL 10012 TARO POWDER (1000G) TARO POWDER (1000G) Pick & Save	
Edit Dwinte EXTRA SPOON 10014 TAKE- OUT BOX TAKE- OUT BOX Pick & Save	
Los Owner Mate-CUT BOX Hones Receive Participation Y Los Davies Mate-State Field Field Field Y	
Edit Dolate WATER BOTTLE First Previous 1/6 Next Last	

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

Image Pa Stchen Repo Sort Numb	xt: Kitchen 1	~		
		Item Description	Show	Sort
				Number
	Edit Delete	THIN STRAWS		145
	Edit Delete			144
	Edit Delete			143
	Edit Delete			142
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		ECO BAG		138
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	Edit Delete			135
		PAPER COP-MEDIUM PAPER SMALL STRAW		134
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- 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.

🔄 👬 Ki	chen Display							ALL
t 9							11/15/2023	
ier <	Kitchen 1	Kitchen 2	Kitchen 3	Kitchen 4	Kitchen 5	>	Done Items	
	No. 1 (001-000000001) Nov 15 2023 10:34AM OREO CHEESCAKE MEDIUM 1.00 Serving(s)							
<						,		
			Refresh					
			Kerresh					

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

 Date: 11/15/2023 Menu 	Menu Kitcher	n Display								
👑 Setup 🔊 Restaurant	👬 Kito	chen Display							ALL	✓ Close
Monitoring Price Checker	<	Kitchen 1	Kitchen 2	Kitchen 3	Kitchen 4	Kitchen 5	>	11/15/2023 Done Items		Qty.
System		No 1 (910 1000000) No 1 32/0 3 100 100 No 1 32/0 3 100 No 1 32/0 3 100 No 1 32/0 3 No 1 32/0 100 No		Refresh		Eay POS Done Item? Ves	×			

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

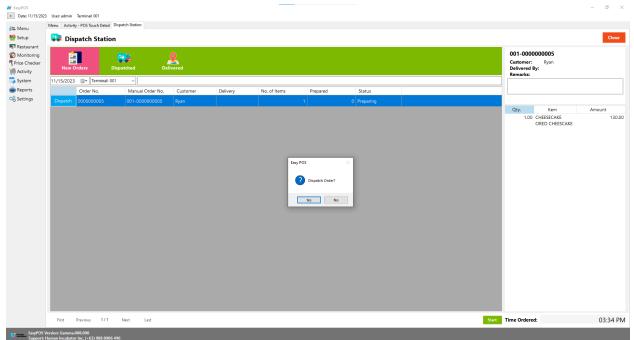
Menu Kitcher	hen Display							ALL	~ Clo
ant ring cker <	Kitchen 1	Kitchen 2	Kitchen 3	Kitchen 4	Kitchen 5	>	11/15/2023 Done Items		Qty.
×							001-000000001 OREO CHEESCAKE MEDIUM	,	
ſ						ľ			
			Refresh						

Dispatch Station

• It is where the user can monitor the delivery orders

Menu Activity - POS Touch Detail									_
💫 Dispatch Statior	1								Clos
New Orders	ispatched Del	Q livered					Custome	00000005 r: Ryan d By:	
11/15/2023 💷 🛛 Terminal: 00	1 ~						Remarks	•	
Order No.	Manual Order No.	Customer	Delivery	No. of Items	Prepared	Status			
Dispatch 0000000005	001-0000000005	Ryan			1	0 Preparing	Qty.	Item	Amount
							L	OREO CHEESCAKE	

• 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

Image: Construction Image: Construction Other		ouch Detail Dispatch Station									Close
Interminal: 001 V Interminal: 001 V Order No. Manual Order No. Customer Delivery No. of Items Prepared Status 0000000005 001-0000000005 kyan 1 1 To be delivered 4 1_00 CHESECARE V V V Amount			Delivered						Customer: Ryan Delivered By:		
000:00000000 001-0000000000 8 8yem 1 1 1 To be delivered	11/15/2023	Terminal: 001 v									
Qty. Item Amount 1.00 CHEESECAKE	Order No.	Manual Order No.	Customer	Delivery	No. of Items	Prepared	Status				
1.00 CHEESECAKE	000000005	001-0000000005	Ryan				1 To be delivered				
										EESCAKE	

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

	admin Terminal: 001									- 0 >
Aenu	Dispatch Station									
etup 😭	Dispatch St	ation							_	Close
Aonitoring ce Checker	New Orders	Dispatched	Delivered						001-000000005 Customer: Ryan Delivered By: Remarks:	
	15/2023 🗐 🛪 Term	ninal: 001 v								
	der No.	Manual Order No.	Customer	Delivery	No. of Items	Prepared	Status			
tings 000									Qty. 🔶 Item	Amount
									1.00 CHEESCARE OREO CHEESCARE	130.4
Fi	irst Previous	1/1 Next	Last					Start	Time Ordered:	03:34
EasyPOS Version: (Gamma.008.000 Incubator Inc. (+63) 90									

XIII: Error Code

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

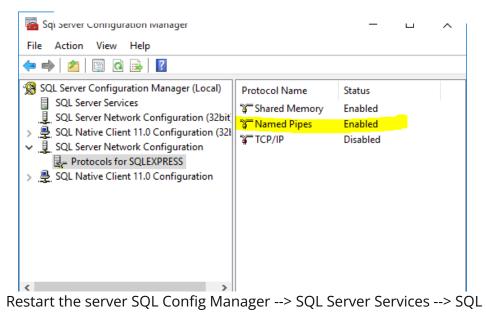
A network-related or instance-specific error occurred while establishing a connection to SQL Server. The server was not found or was not accessible. Verify that the instance name is correct and that SQL Server is configured to allow remote connections. (provider: Named Pipes Provider, **error: 40 - Could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

صفحه اصلی	×
8	Unhandled exception has occurred in your application. If you click Continue, the application will ignore this error and attempt to continue. If you click Quit, the application will close immediately.
	A network-related or instance-specific error occurred while establishing a connection to SQL Server. The server was not found or was not accessible. Verify that the instance name is correct and that SQL Server is configured to allow remote connections. (provider: Named Pipes Provider, error: 40 - Could not open a connection to SQL Server).
- Det	ails Continue Quit

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

Follow the steps:

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



Server

(SQLEXPRESS) --> Right-click --> Restart

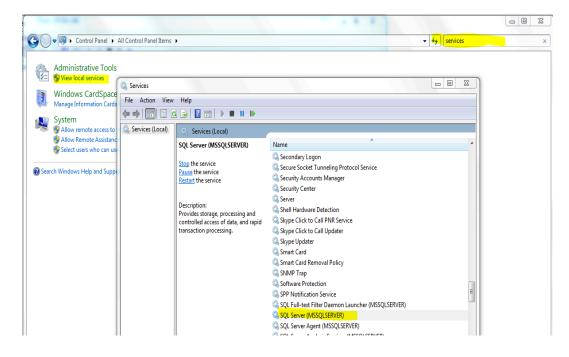
Use proper server and instance names (both are needed!) Typically this would be .\SQLEXPRESS, for example, see the screenshot from the QueryExpress connection dialog.

Connect	\times
SQL Server Oracle OLE-DB	
Server: NSQLEXPRESS	
Connect Using:	1
Windows Authentication	
C SQL Server Authentication	
Login name:	
Password:	
Low bandwidth Connect Cancel	

• Restart Services

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

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

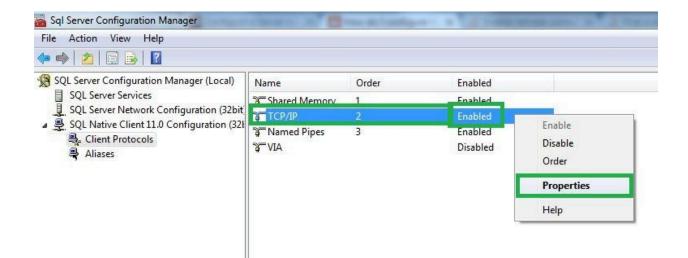


• Make sure that TCP/IP is enabled

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

Microsoft SQL Server	Management Studio
SQL Server 2014 Man	agement Studio
SQL Server 2014 Repo	orting Services Configuration Manager
SQL Server 2016 RC1	Database Engine Tuning Advisor
SQL Server 2016 RC1	Configuration Manager
Download Microsoft	SQL Server Compact
SQL Server 2014 Cont	
	Prome Location: mmc (C:\Windows)
SQL Server 2014 Data	and the second
The second s	Quality Server Installer
21	base Engine Tuning Advisor
SQL Server 2014 Depl	a provide the second
SQL Server 2014 Error	and Usage Reporting
SQL Server 2014 Exec	ute Package Utility
SQL Server 2014 Impo	ort and Export Data (32-bit)
SQL Server 2014 Impo	ort and Export Data (64-bit)
ee more results	
server	× Shut down +

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



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

1.1	col		
Ξ (General		
1	Default Port	1433	
E	nabled	Yes	
k	(eep Alive	30000	
k	(eep Alive Interval	1000	