



YaPOS

User Guide

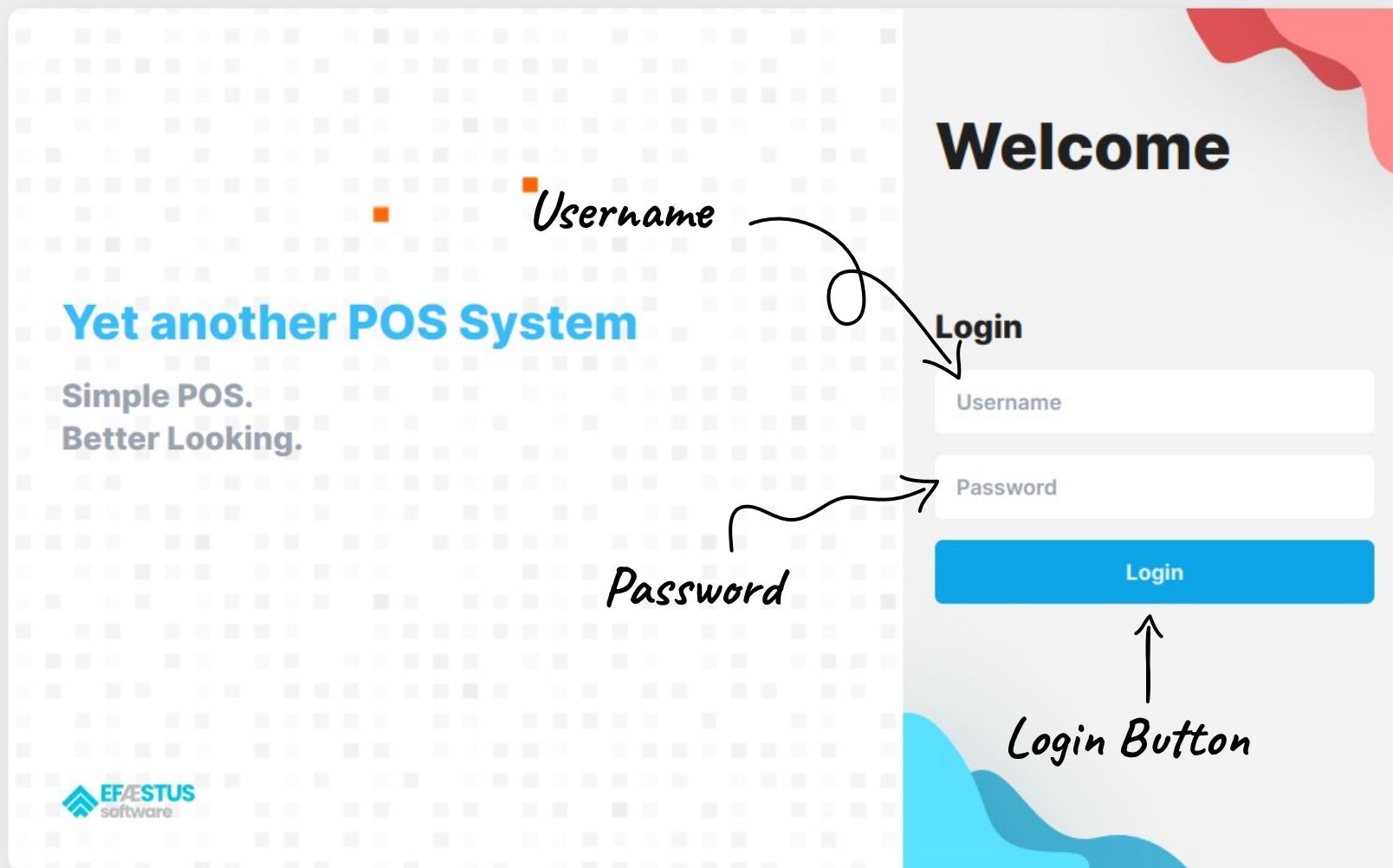
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Login

Enter the Username & Password in the input fields
then press Login button to Login



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Home

The Home page shows the summary of sales, your top products & low stock products.

YaPOS

Home Sales Inventory Receive Adjustments Suppliers Customers Reports

HOME

Performance

It shows you the Total Sales for the current day.

Sales for the Month

₱31,836.86

It shows you the Total Sales for the current month.

Sales for the Day

₱8,800.00

Low Stock Products

26 TUE 05:56 PM

| Items | Remaining |
|------------------------------|-----------|
| L Blue Sofa S-992392 | 0 Pcs |
| Round table TB-993333 | 1 Pcs |
| Black Long Sofa S-9291123 | 1 Pcs |
| Sky Sofa S-22231 | 1 Pcs |

It shows you all Items with 2 or less remaining pieces.

Statistics

Sales for this Month

This graph shows you the performance of sales each day of the current month.

Top Products

| Items | Total Sales |
|-----------------------------------------|-------------|
| Blue Sofa with wooden Feet S-9393873 | 2 Sold |
| Small Dining Chair CH-3122343 | 1 Sold |
| White Chair CH-900331 | 1 Sold |
| Round table TB-993333 | 1 Sold |
| Office Table TB-3993123 | 1 Sold |
| Alaxan PK-33234 | 1 Sold |
| L Blue Sofa S-992392 | 1 Sold |
| Keychron Mechanical Keyboard Dualtone | 1 Sold |

It shows you the top 10 best performing products of the current month.

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Sales

This Sales page is the place where you do transactions.

The screenshot shows the YaPOS Sales interface. On the left, a sidebar displays a list of items added to the invoice:

| Item | Quantity | Unit Price | Total |
|----------------------------|----------|------------|----------------|
| Blue Sofa with wooden Feet | 1 | ₱3,900.00 | ₱3,900.00/item |
| Sky Sofa | 1 | ₱5,000.00 | ₱5,000.00/item |
| Small Dining Chair | 1 | ₱500.00 | ₱500.00/item |
| Round table | 2 | ₱1,800.00 | ₱900.00/item |

Below this, there are sections for adding a customer, discounts, and payment. Handwritten annotations include:

- Add Customer**: Points to the "Add Customer +"
- Order Items**: Points to the list of items in the sidebar.
- Add Discount**: Points to the discount input field.
- Toggle Senior Citizen / PWD Status**: Points to the "Senior Citizen/PWD Status" toggle switch.
- Payment**: Points to the "Payment" button.

On the right, a main content area displays a grid of products under the heading "ALL". Handwritten annotations include:

- Menu Item**: Points to the "ALL" category header.
- Category Select**: Points to the dropdown menu above the search bar.
- Search Field**: Points to the search bar.

| Product | Code | Price |
|--------------------------|------------|-----------|
| Advil LIQUI-GELS | PK-0001 | ₱10.00 |
| Alaxan | PK-33234 | ₱9.00 |
| Apple Magic Keyboard | KB-9991923 | ₱2,999.00 |
| Biogesic | PK-03033 | ₱6.00 |
| Black Dining Chair | CH-993993 | ₱900.00 |
| Black Long Sofa | S-9291123 | ₱4,300.00 |
| Black Office Chair | CH-000101 | ₱2,400.00 |
| Blue Sofa with wooden... | S-9393873 | ₱3,900.00 |
| Dolfenal | PK-123123 | ₱10.00 |
| Gaming Chair | CH-4441294 | ₱3,300.00 |

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Sales

1. Click the *Menu Item* to add it to the orders.

2. You could edit the quantity by clicking the *Order Item* in the order.

Otherwise, you could click the same *Menu Item* to increment the quantity

3. Right Click the *Order Item* to deduct a quantity

4. Click *Add Customer* to add a customer.

Temporary customers are not saved. To save a customer, go to customers page and add one there.

Added Customers will appear in the existing customers.

5. Click *Add Discount* to add a discount

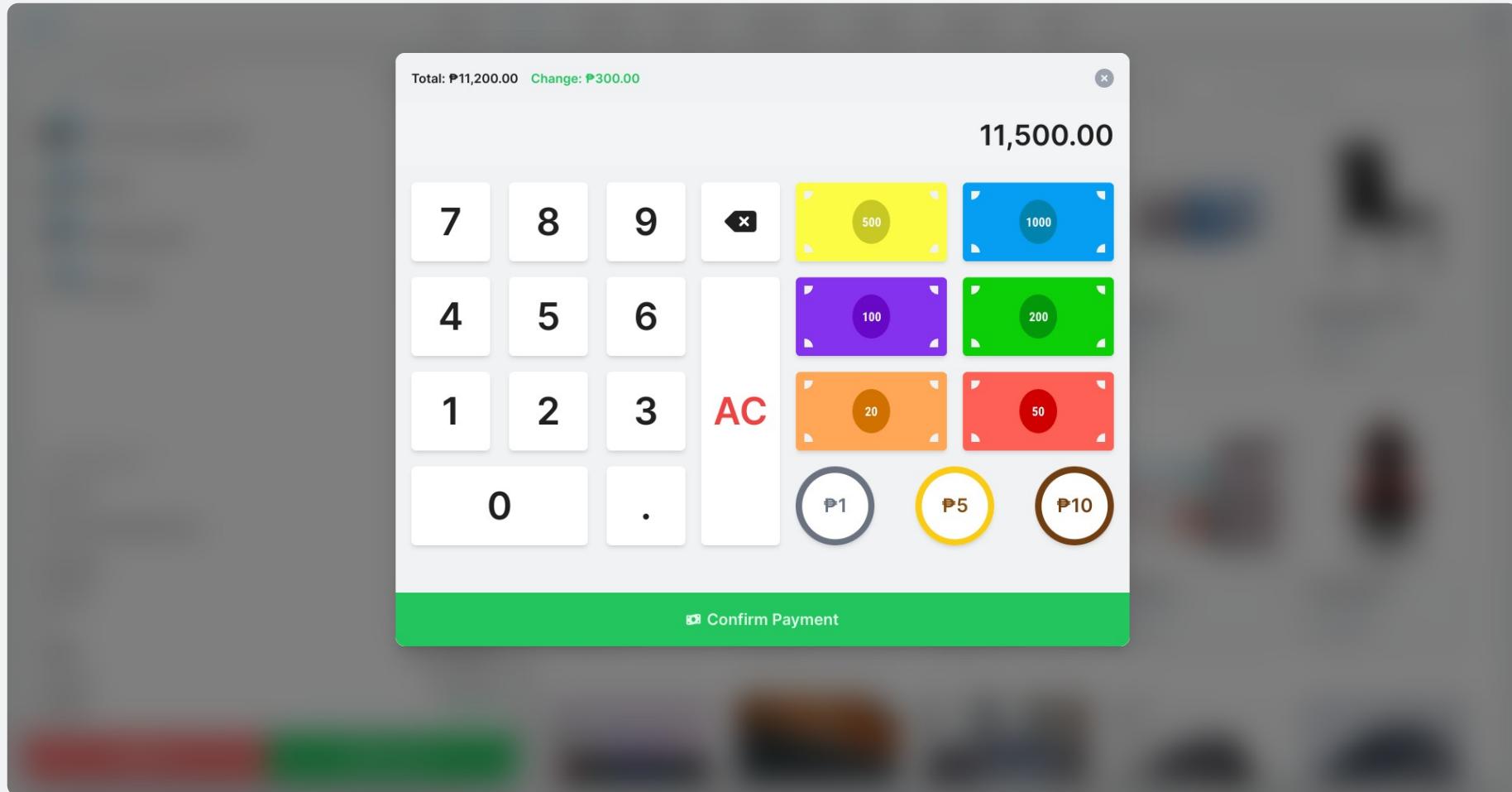
6. Toggling *Toggle Senior Citizen/PWD Status* will compute the necessary deductions & discounts for the sales.

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Sales

To add payment, click the **Payment** button & type the payment given or click the bills.

Click **Confirm Payment** when finished.

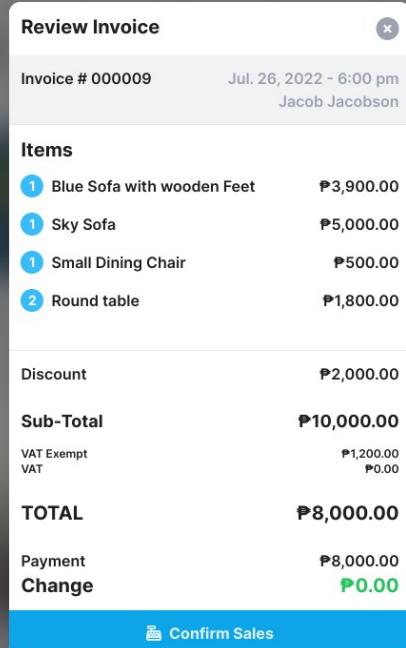


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Sales

If everything is set, click *Sell* to bring up a review of the transaction.

Click *Confirm Sales* to end the transaction.



Inventory Products

The Inventory Page shows you all the items in your inventory. You could add, modify, and delete items here.

Add New Item

The screenshot shows the YaPOS inventory interface. At the top, there's a navigation bar with links: Home, Sales, **Inventory**, Receive, Adjustments, Suppliers, Customers, and Reports. Below the navigation is a sub-menu with 'Products' and 'List'. The main area is titled 'INVENTORY' and contains two sections: 'Categories' and 'Products'.

Categories: A sidebar listing categories: All, Chairs, Keyboards, Mice, Painkillers, Sofa, and Tables. There's also a link '+ Add new category'.

Products: The main content area is titled 'ALL' and features a large button '+ Add new item'. Below it are several product cards arranged in a grid. Each card includes an image, the product name, and a brief description.

| Product | Description | Price |
|--------------------------|----------------------------------------------------------------------------|-----------|
| Advil LIQUI-GELS | Solubilized Ibuprofen Capsules, 200 mg Pain Reliever/Fever Reducer (NSAID) | ₱10.00 |
| Alaxan | IBUPROFEN+PARACETAMOL ALAXAN® FR 200 mg / 325 mg Capsule | ₱9.00 |
| Apple Magic Keyboard | Apple Magic Keyboard KB-9991923 | ₱2,999.00 |
| Biogesic | Paracetamol Biostic | ₱6.00 |
| Black Dining Chair | Black Dining Chair CH-993993 | ₱900.00 |
| Black Long Sofa | Black Long Sofa S-9291123 | ₱4,300.00 |
| Black Office Chair | Black Office Chair CH-000101 | ₱2,400.00 |
| Blue Sofa with wooden... | Blue Sofa with wooden... S-9393873 | ₱3,900.00 |
| Dolfenal | Mefenamic Acid Dolfenal | ₱10.00 |

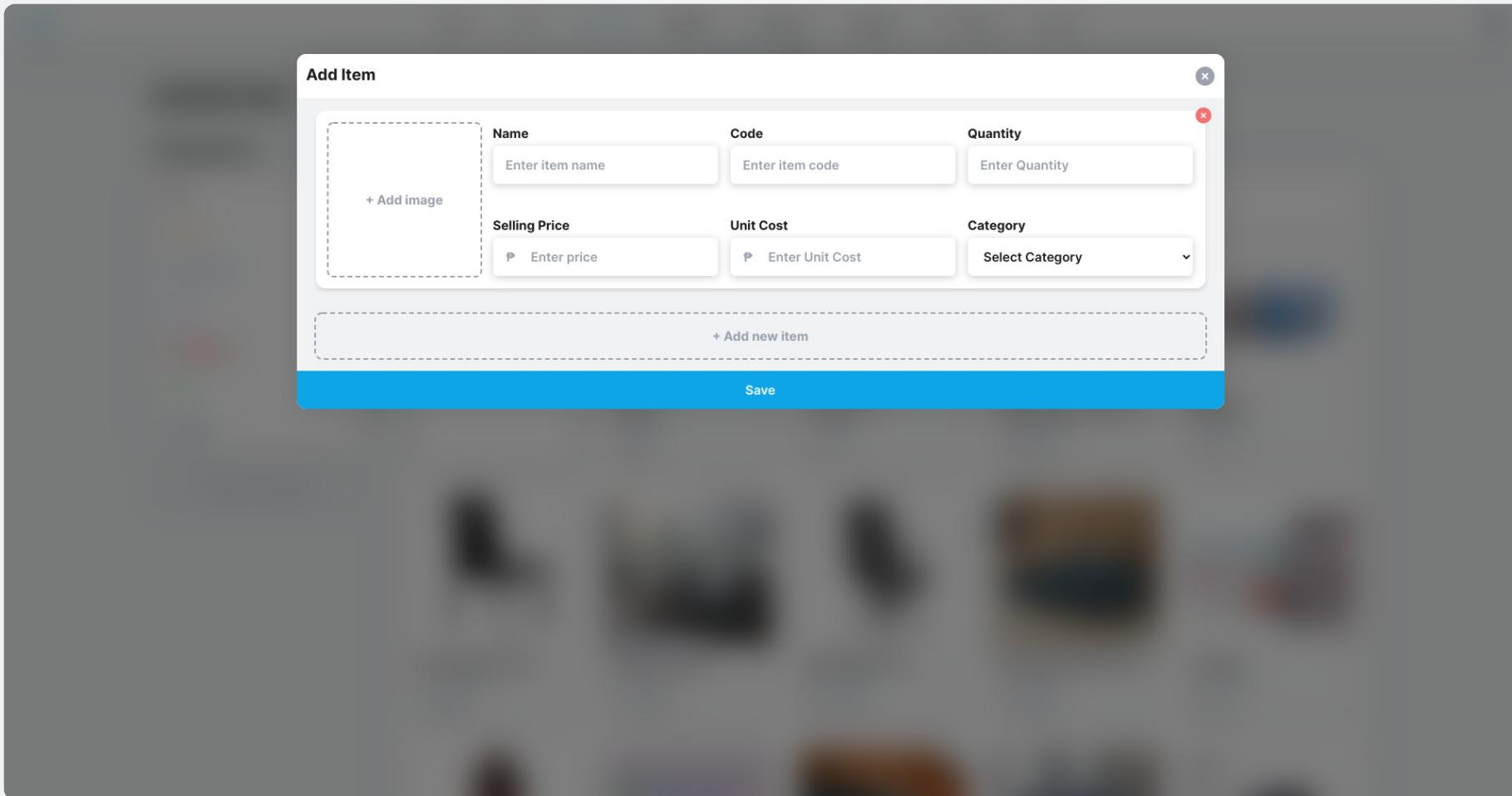
Add New Category

Inventory Products

Click **+ Add New Item** to add an item.

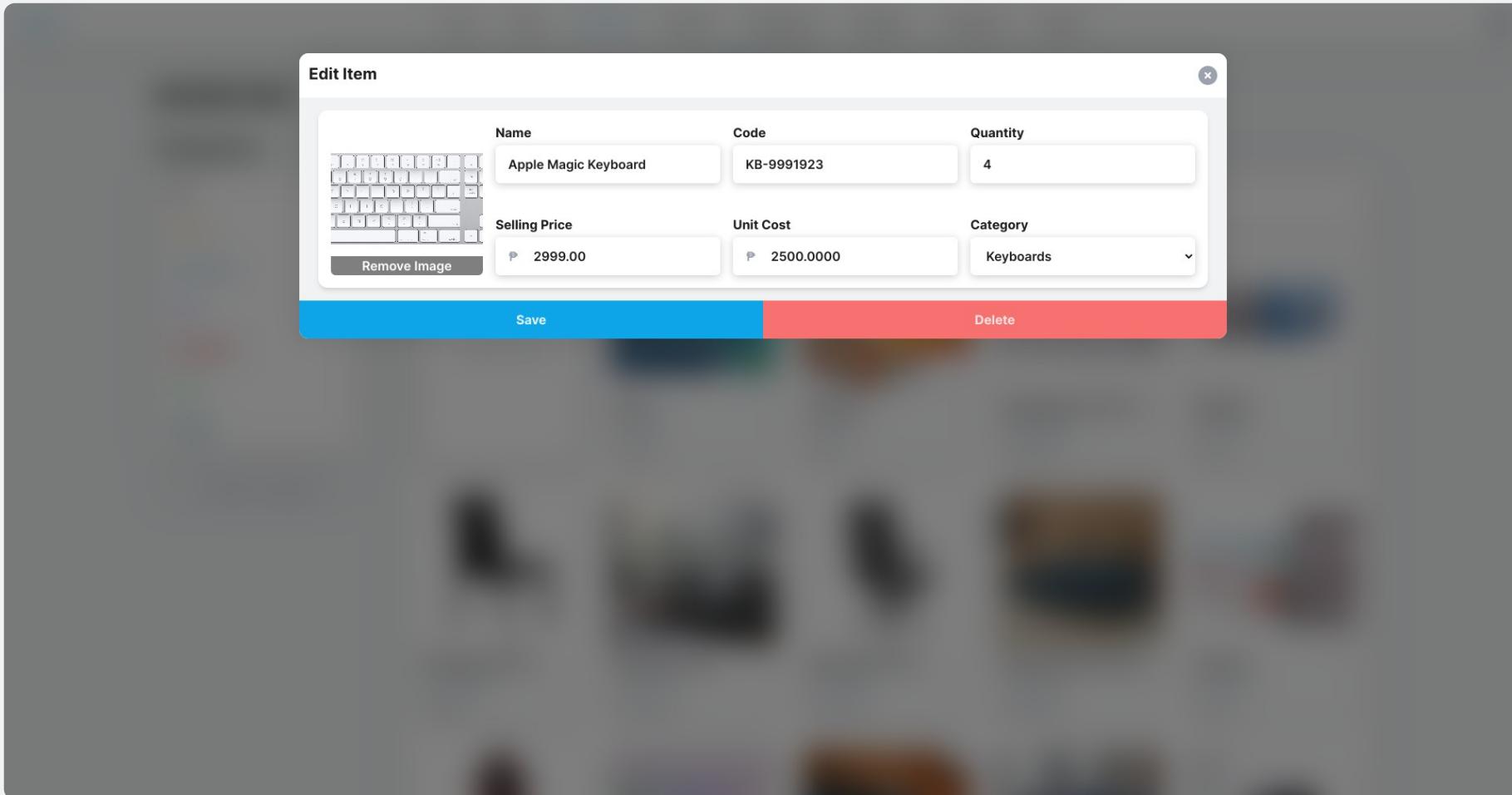
In the Add Item Window, you could set the image, name, code, quantity, selling price, unit cost & category.

Remember to always set a category when adding an item.



Inventory Products

Edit an item by clicking an item.



Receiving Report

The Receiving Report page allows you to record restocking of your inventory.

The screenshot shows the YaPOS Receiving Report page. At the top, there is a navigation bar with links for Home, Sales, Inventory, Receive (which is highlighted in blue), Adjustments, Suppliers, Customers, and Reports. Below the navigation bar, there are two buttons: 'Create' and 'List'. The main title 'RECEIVING REPORT' is displayed above a form titled 'Create a Receiving Report'. The report ID 'RR-2022-07-0002' is shown, along with the supplier 'Gerome's Furniture' and a plus sign icon for adding a supplier. The date 'JUL. 26, 2022' is also present. The main area contains a table with columns: Category, Item Code - Name, Remaining, Unit Cost, Quantity, and Total. There are five rows of data. Handwritten annotations include:

- Supplier Select**: Points to the 'Supplier' dropdown.
- Date Today**: Points to the date field.
- Item Line**: Points to the first row of the table.
- Add a Supplier**: Points to the plus sign icon.
- Add Line**: Points to the '+ Add line' button.
- Remove This Line**: Points to the 'x' icon in the last column of the fifth row.
- Remove Last Line**: Points to the '- Remove line' button.
- Total Cost**: Points to the 'Total Cost' section at the bottom right, which displays '₱39,128.00'.

At the bottom of the page is a large blue 'Save' button.

| Category | Item Code - Name | Remaining | Unit Cost | Quantity | Total |
|----------|-------------------------------------|-----------|------------|----------|-------------|
| All | PK-0001 - Advil | 19 | ₱ 8.00 | 16 | ₱ 128.00 |
| Mice | M-192383 - Logitech MX2 Mouse | 4 | ₱ 7,600.00 | 2 | ₱ 15,200.00 |
| All | S-9393873 - Blue Sofa with wooden F | 0 | ₱ 3,000.00 | 1 | ₱ 3,000.00 |
| Chairs | CH-3122343 - Small Dining Chair | 7 | ₱ 400.00 | 2 | ₱ 800.00 |
| Sofa | S-9291123 - Black Long Sofa | 1 | ₱ 4,000.00 | 5 | ₱ 20,000.00 |

Receiving Report

This Page shows you the history of all of your Receiving Reports

The screenshot displays the YaPOS software interface with a blue vertical sidebar on the left and a white main content area. At the top, there is a navigation bar with links: Home, Sales, Inventory, **Receive**, Adjustments, Suppliers, Customers, and Reports. The **Receive** link is highlighted in blue. Below the navigation bar, there are two buttons: **Create** and **List**. The main content area has a title **RECEIVING REPORT**. Below the title, there is a search bar with fields for **from** and **to** dates, and a **Search** button. A table lists receiving reports with columns: **Code**, **Date**, **Supplier**, and **Created By**. The table contains two rows of data.

| Code ↓↑ | Date ↓↑ | Supplier ↓↑ | Created By ↓↑ |
|-----------------|---------------|--------------------|---------------|
| RR-2022-07-0002 | Jul. 26, 2022 | Gerome's Furniture | Albert Sobreo |
| RR-2022-07-0001 | Jul. 26, 2022 | Gerome's Furniture | Albert Sobreo |

Receiving Report

Clicking from the list will show a detailed information of the selected receiving report.

| RR-2022-07-0002 | | | | | | |
|----------------------------|----------------------|-----------|------------|--|--|--|
| JUL. 26, 2022 | | | | | | |
| Supplier | Created By | | | | | |
| Gerome's Furniture | Albert Sobreo | | | | | |
| Total Amount | | | | | | |
| ₱39,128.00 | | | | | | |
| Items | | | | | | |
| Advil | 16 pcs | ₱8.00 | ₱128.00 | | | |
| PK-0001 | Qty | Unit Cost | Total | | | |
| Logitech MX2 Mouse | 2 pcs | ₱7,600.00 | ₱15,200.00 | | | |
| M-192383 | Qty | Unit Cost | Total | | | |
| Blue Sofa with wooden Feet | 1 pcs | ₱3,000.00 | ₱3,000.00 | | | |
| S-9393873 | Qty | Unit Cost | Total | | | |
| Small Dining Chair | 2 pcs | ₱400.00 | ₱800.00 | | | |
| CH-3122343 | Qty | Unit Cost | Total | | | |
| Black Long Sofa | 5 pcs | ₱4,000.00 | ₱20,000.00 | | | |
| S-9291123 | Qty | Unit Cost | Total | | | |

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Adjustments

The Adjustments Page allows you to deduct quantity of an item due to spoilage or others.

ADJUSTMENTS

Create an Adjustment
AD-2022-07-0002

| Category | Item Code - Name | Remaining | Unit Cost | Quantity | Lost |
|----------|----------------------|-----------|-----------|----------|--------|
| All | PK-33234 - Alaxan | 13 | ₱ 7.00 | 1 | ₱ 7.00 |
| All | PK-03033 - Biogesic | 30 | ₱ 3.00 | 1 | ₱ 3.00 |
| All | PK-123123 - Dolfenal | 10 | ₱ 9.00 | 1 | ₱ 9.00 |

Date Today: JUL. 26, 2022

+ Add line - Remove line

Type of Adjustment: Spoilage

Total Lost: ₱19.00

Save

Adjustments

This Page shows you the history of all of your Adjustments

The screenshot displays the YaPOS software interface, specifically the 'Adjustments' section. The top navigation bar includes links for Home, Sales, Inventory, Receive, Adjustments (which is the active tab), Suppliers, Customers, and Reports. On the far right of the top bar is a user profile icon.

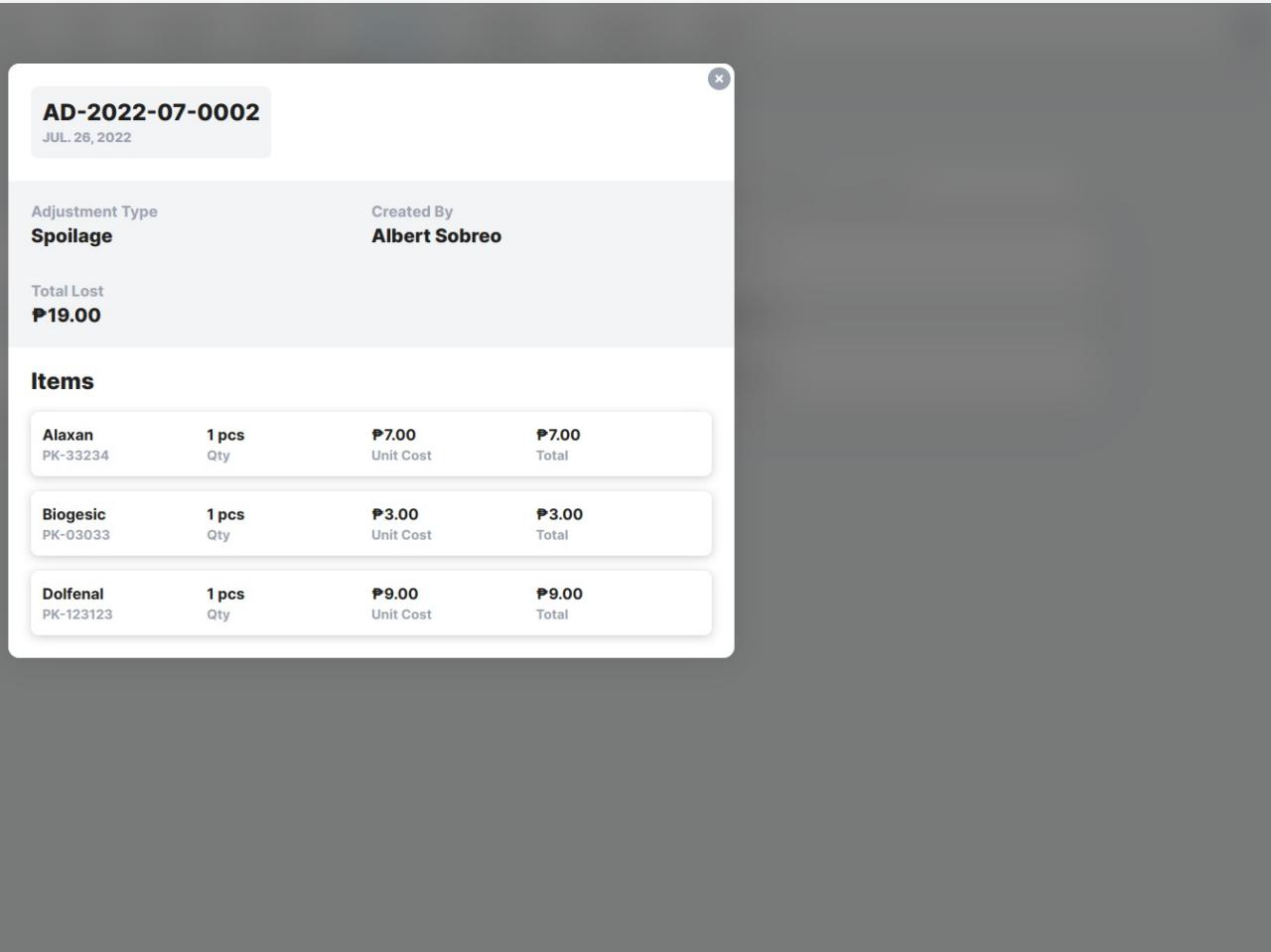
Below the navigation bar, there are two buttons: 'Create' and 'List'. The main title 'ADJUSTMENTS' is centered above a search bar. The search bar contains fields for 'from' and 'to' dates (both set to 'mm/dd/yyyy') and a 'Search' button.

The data table below the search bar has three columns: 'Code ↓↑', 'Date ↓↑', and 'Created By ↓↑'. It lists two entries:

| Code ↓↑ | Date ↓↑ | Created By ↓↑ |
|-----------------|---------------|---------------|
| AD-2022-07-0002 | Jul. 26, 2022 | Albert Sobreo |
| AD-2022-07-0001 | Jul. 26, 2022 | Albert Sobreo |

Adjustments

Clicking from the list will show a detailed information of the selected adjustment.



Suppliers

This Page shows all of your suppliers.

*note: All of this page's functionalities apply to Customers Page as well

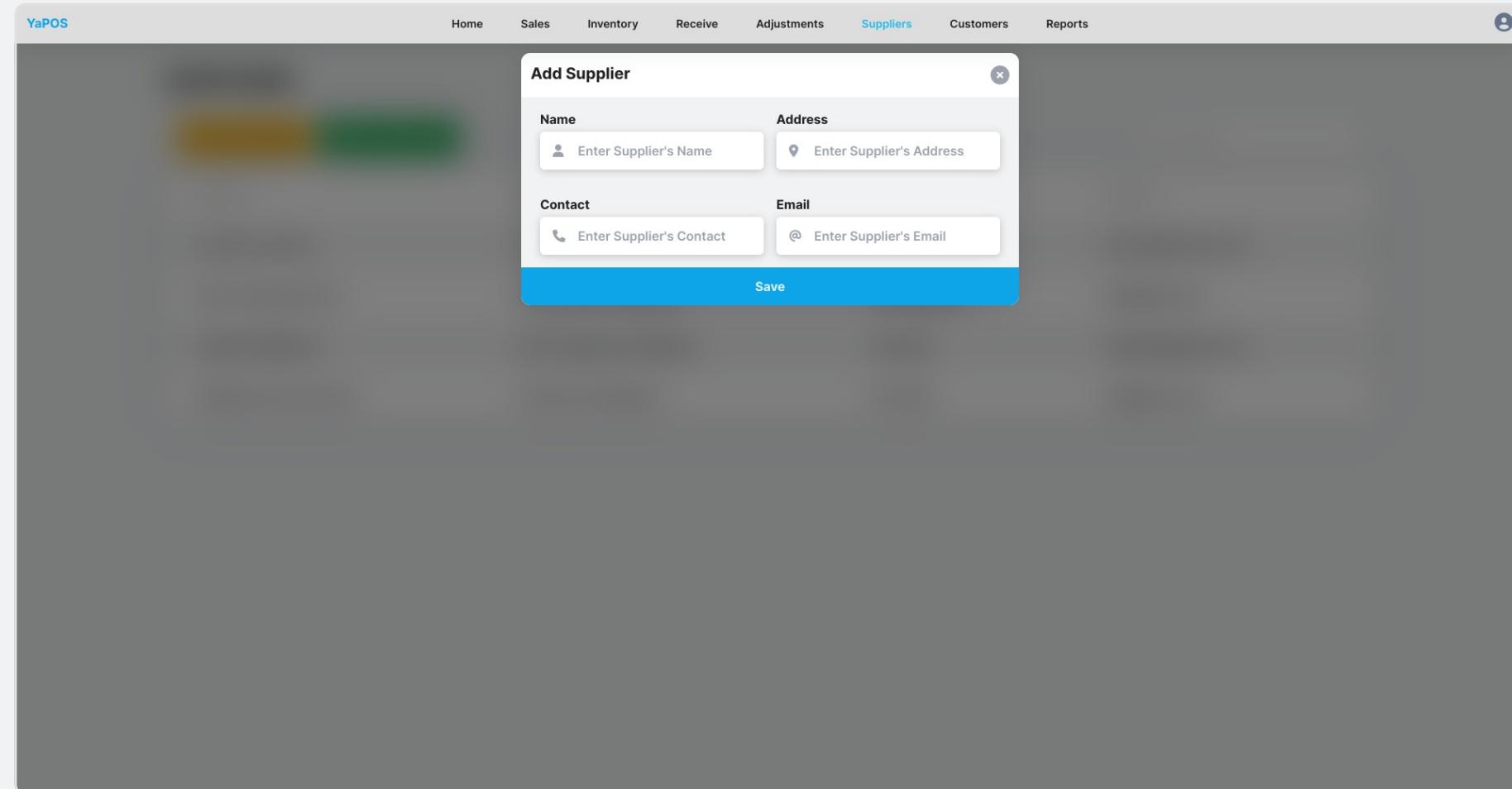
The screenshot displays the YaPOS software interface with a focus on the 'SUPPLIERS' section. At the top, there is a navigation bar with links for Home, Sales, Inventory, Receive, Adjustments, Suppliers (which is highlighted in blue), Customers, and Reports. Below the navigation bar, there are two buttons: 'Add New Supplier' (yellow) and 'Import Suppliers' (green). To the right of these buttons is a search bar with a magnifying glass icon and the placeholder text 'Search'. The main content area is titled 'SUPPLIERS' and contains a table with five rows of supplier information. The columns are labeled 'Name ↓', 'Address ↓', 'Contact ↓', and 'Email ↓'. The data in the table is as follows:

| Name ↓ | Address ↓ | Contact ↓ | Email ↓ |
|---------------------------|-------------------------------|---------------|----------------------|
| Gerome's Furniture | Olongapo City, Region III | "09991231484" | gerome@furniture.com |
| Kevin's Computer Parts | San Fernando, Pampanga | "09319385852" | kkv@gmail.com |
| Logitech Philippines | BGC, Taguig City, Philippines | 229-9291 | logitech@support.com |
| Philippine Pharmaceutical | Manila City, Philippines | 223-2991 | pph@gmail.com |

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Suppliers

To add a supplier, click the yellow button.

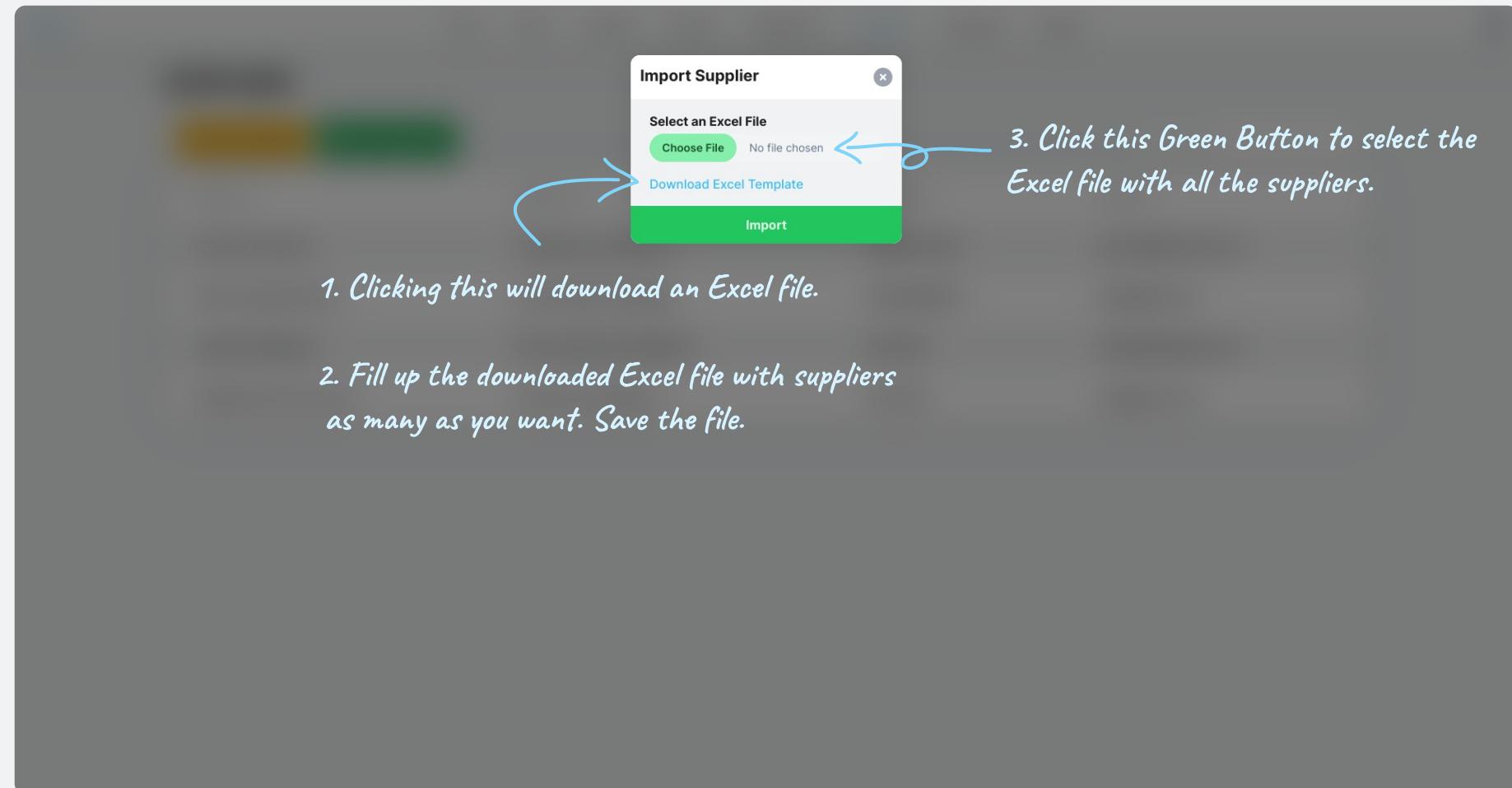


Suppliers

You could also import suppliers with an excel file.

Download the Excel Template, and add multiple suppliers in MS Excel or Google Sheets.

Save the excel file, press the green button and select the file with suppliers then click Import.



Reports: Sales Invoice

The Reports: Sales Invoice page shows all the sales invoice history.

You could void Sales Invoices on this page.

You could reprint Receipts when selecting an invoice.

The screenshot shows the YaPOS software interface for managing sales invoices. At the top, there's a navigation bar with links for Home, Sales, Inventory, Receive, Adjustments, Suppliers, Customers, and Reports. The Reports section is currently active, indicated by a blue background. Below the navigation is a search bar labeled "Sales Invoice" with fields for "from" and "to" dates and a "Search" button. The main content area displays a table titled "SALES INVOICE" with ten rows of invoice data. Each row contains the invoice code, date, customer name, created by user, and total amount. The rows alternate in color for readability. The first row (Invoice # 000009) is highlighted in light blue, while the fifth row (Invoice # 000006) is highlighted in pink.

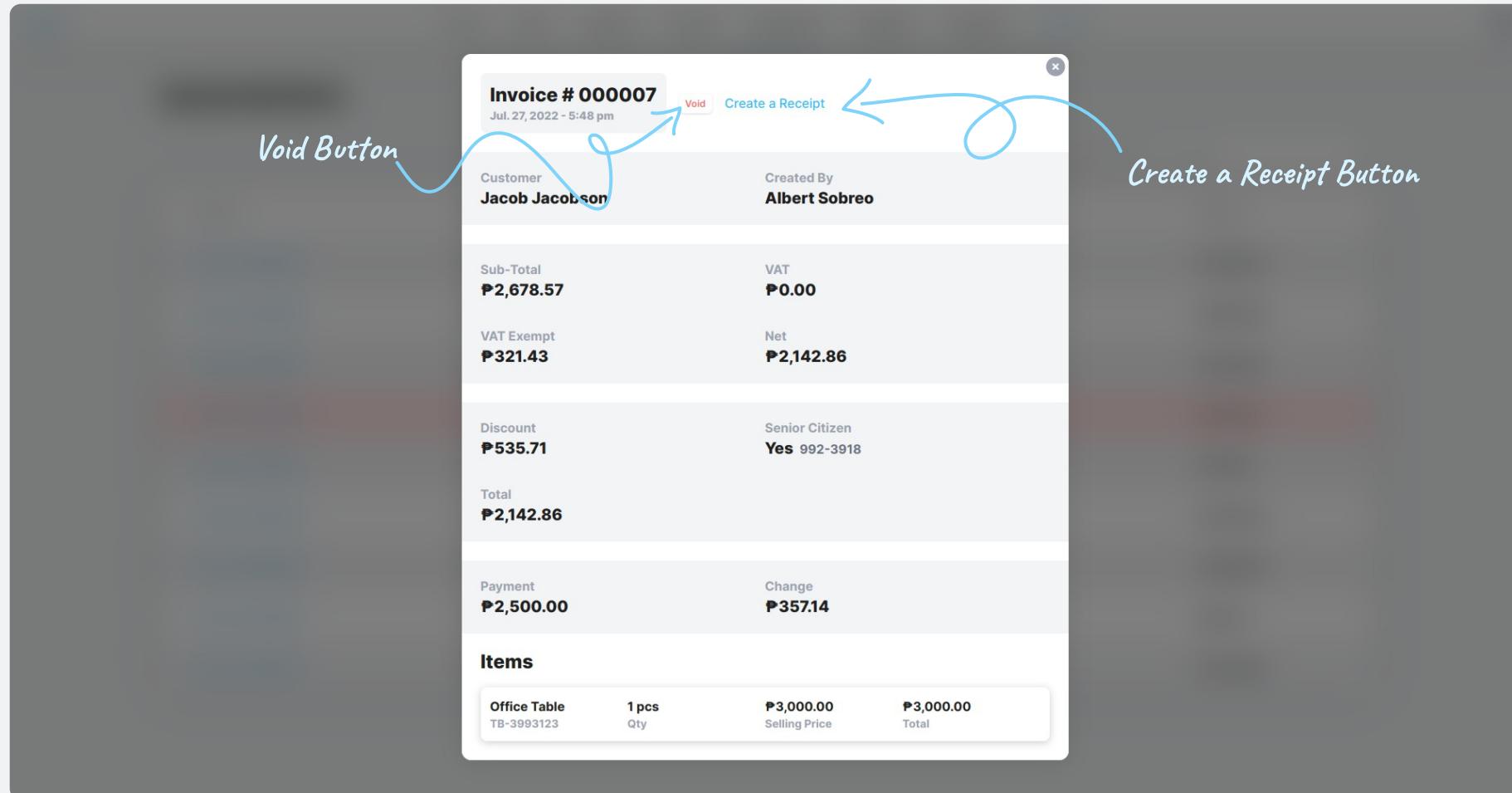
| Code ↓↑ | Date ↓↑ | Customer ↓↑ | Created By ↓↑ | Total ↓↑ |
|------------------|---------------|----------------|---------------|-----------|
| Invoice # 000009 | Jul. 26, 2022 | Jacob Jacobson | Albert Sobreo | ₱8,000.00 |
| Invoice # 000008 | Jul. 26, 2022 | Lito | Albert Sobreo | ₱8,800.00 |
| Invoice # 000007 | Jul. 27, 2022 | Jacob Jacobson | Albert Sobreo | ₱2,142.86 |
| Invoice # 000006 | Jul. 28, 2022 | | Albert Sobreo | ₱1,100.00 |
| Invoice # 000005 | Jul. 29, 2022 | | Albert Sobreo | ₱900.00 |
| Invoice # 000004 | Jul. 29, 2022 | Tom | Albert Sobreo | ₱6,455.00 |
| Invoice # 000003 | Jul. 30, 2022 | Lord Davis | Albert Sobreo | ₱3,900.00 |
| Invoice # 000002 | Jul. 30, 2022 | Bjorne | Albert Sobreo | ₱90.00 |
| Invoice # 000001 | Jul. 31, 2022 | Ragnar | Albert Sobreo | ₱8,449.00 |

Reports: Sales Invoice

Click an Invoice to show you more details.

Click the void button to void the invoice.

Click the Create a Receipt button to show and print a receipt for that invoice.



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User Settings

This page allows you to change your Name, Username, Email and Password

The screenshot shows the YaPOS software interface with a navigation bar at the top. The main content area is titled "USER SETTINGS" and displays personal information and email/password details.

Personal Information:

- Name: **Albert Sobreo**
- Username: **admin**

Email & Password:

- Email: **my@gmail.com**

Navigation links at the top include: Home, Sales, Inventory, Receive, Adjustments, Suppliers, Customers, Reports, User Settings (which is active), Business Settings, and Add Users.

Business Settings

This page allows you to change your Business Name, Contacts, Email, Website, Address and TIN.

The screenshot shows the YaPOS software interface with the title "Business Settings". The page displays the following business information:

| Business Information | |
|----------------------|---------------------------------------------|
| Business Name | Lito's Bakery |
| Contact / Tel. | 222-2222 |
| Email | lito@gmail.com |
| Website | www.lito.com |
| Address | #1250 National Highway, City of Manila, NCR |
| TIN | 444-444-444-0000 |

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Add User

Add new users using this page.

New users' username is the First name and Last Name combined without spaces.

Password is 1234

The screenshot shows the YaPOS software interface with a blue vertical sidebar on the left. At the top, there is a navigation bar with links: Home, Sales, Inventory (which is highlighted in blue), Receive, Adjustments, Suppliers, Customers, and Reports. On the far right of the top bar is a user profile icon. Below the navigation bar, there are three tabs: User Settings, Business Settings, and Add Users (which is also highlighted in blue). A large central modal window titled "ADD USERS" is open. It has a yellow "+" button in the top right corner. The modal is divided into two sections: "Users" and a list of existing users. The "Users" section contains a table with three rows:

| User | Username |
|--------------|------------|
| Admin User | admin |
| Basic User 2 | basicUser2 |
| Basic User 1 | basicUser1 |