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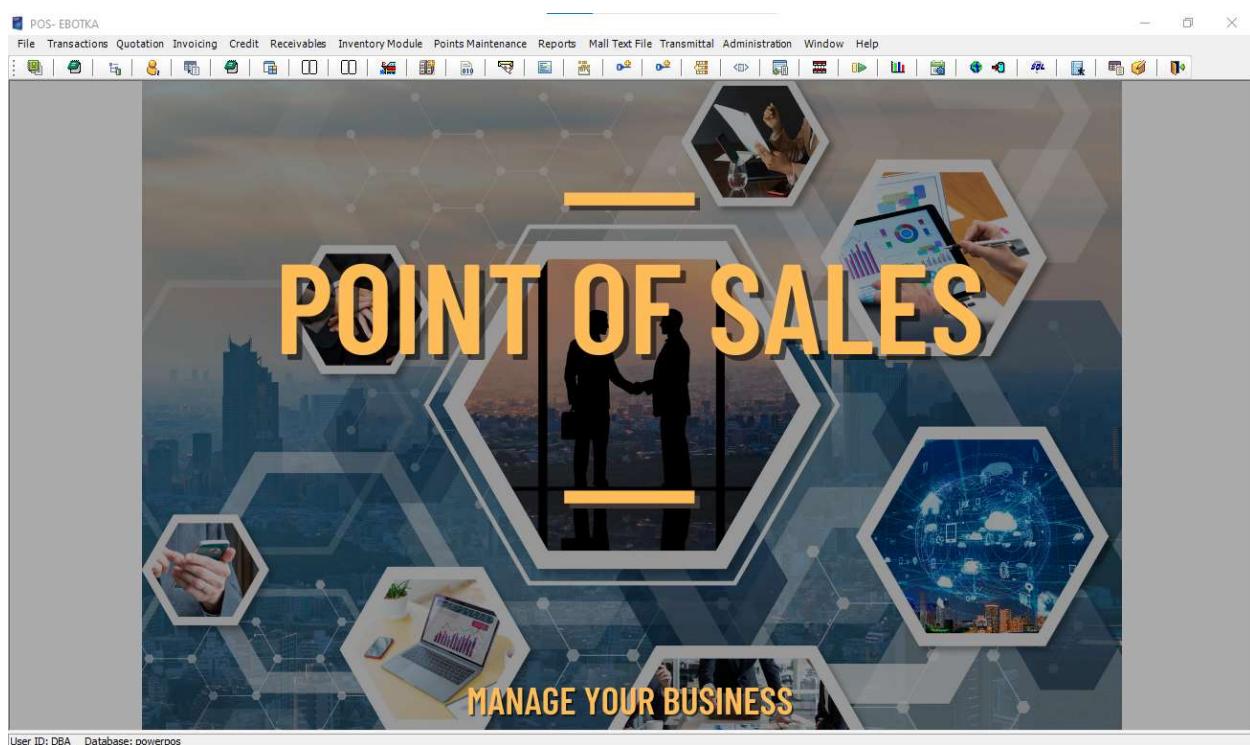
USER LOG IN GUIDE

- Upon launching the software, select the **Username** for log-in and input the password (*if any*), then click **OK** to enter the **POS Console**.

A. ADMINISTRATOR LOG-IN



- **ADMIN Console** is where you manage the POS settings and generate your reports. ***This can only be accessed by logging in an administrator account.***



POINT OF SALES USER MANUAL

B. CASHIER LOG-IN



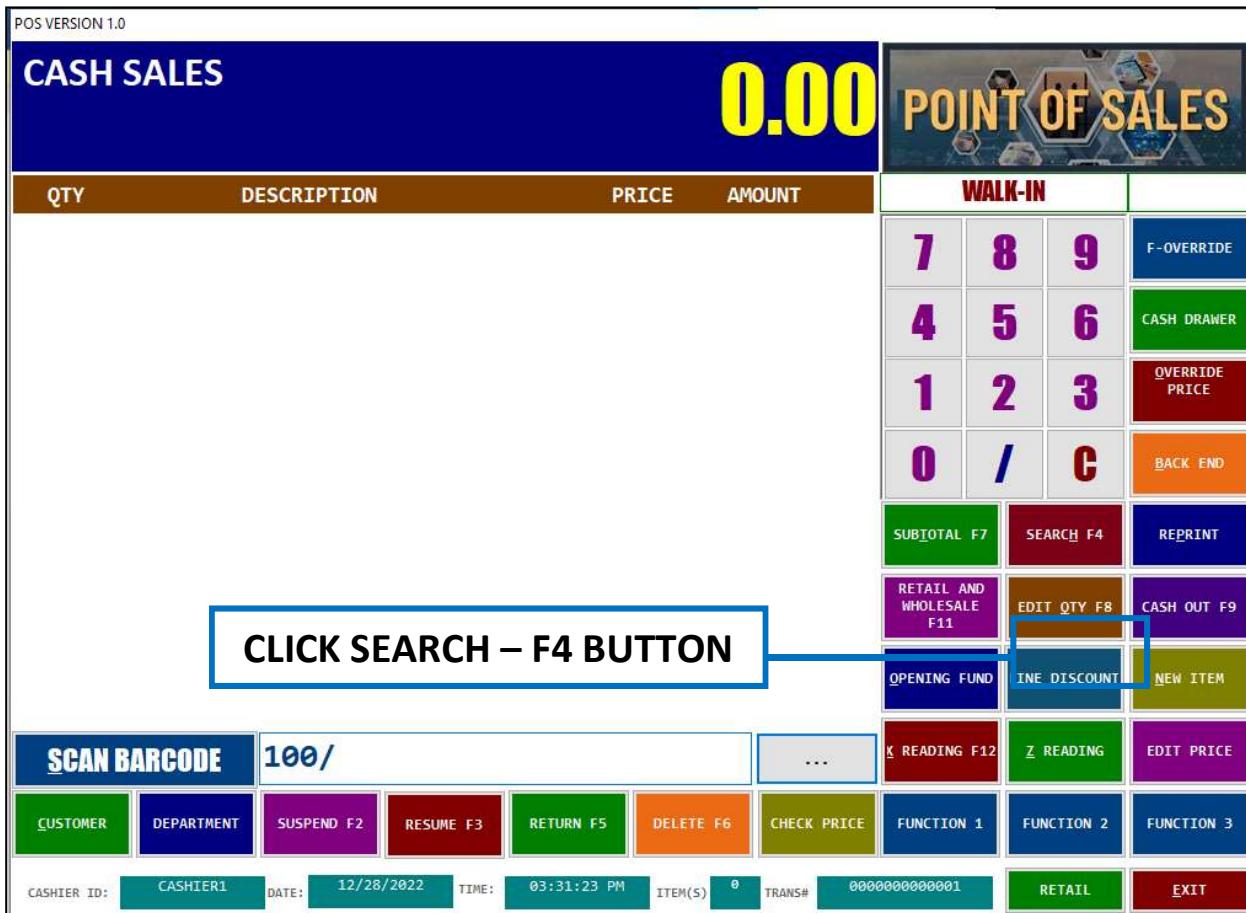
- The **CASHIER Console** is where the everyday transactions are done. ***Both administrator and cashier accounts can access this console.***



SAMPLE POS TRANSACTION

SELECTING AN ITEM

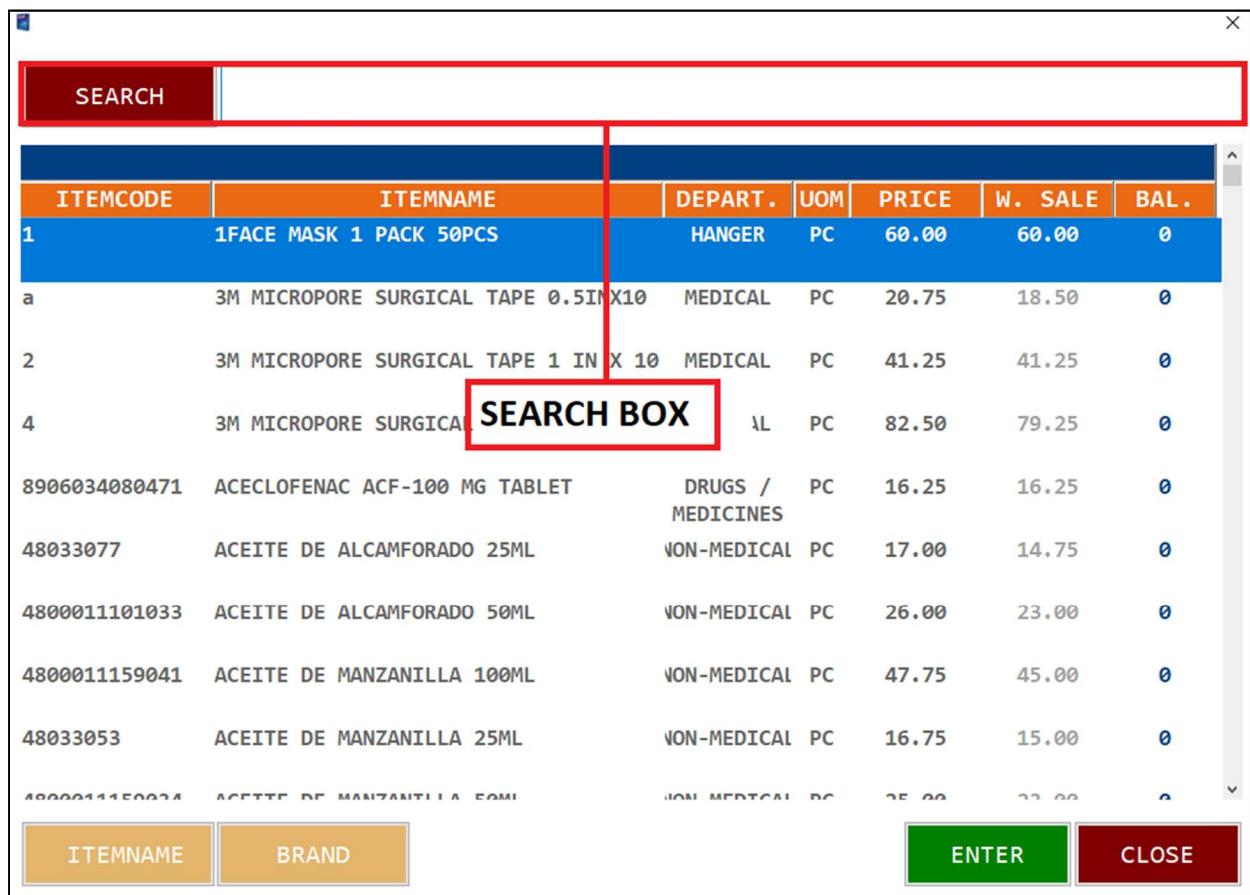
- In the **POS CASHIER CONSOLE**, input the **QTY** of the item to transact as shown in the image.



- Press **F4** in the keyboard or Click the **SEARCH-F4** button. (*OR scan the item barcode in the search box.*)
- Press **ENTER** in the keyboard to show **all items** or search the **ITEMNAME** in the **SEARCH BOX**.
- Selected item will be highlighted with blue, use **Arrow keys** in keyboard to select an item then press **ENTER** in the keyboard to insert the item into the POS Console.

POINT OF SALES USER MANUAL

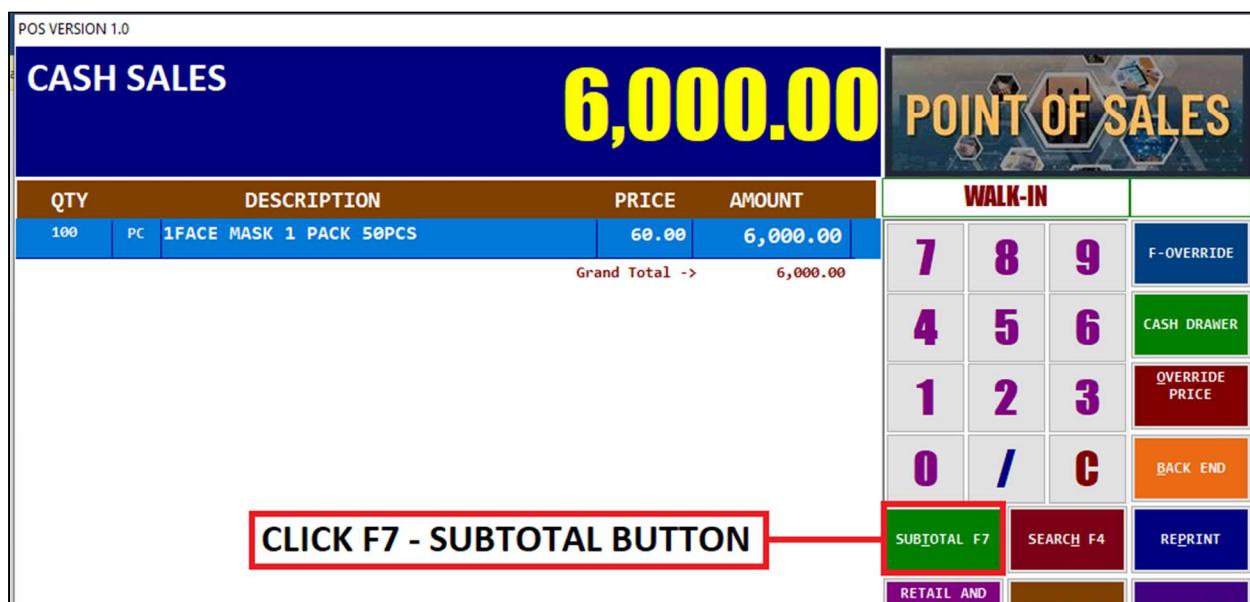
- After pressing **ENTER BUTTON**, the selected item should appear in the **POS Console**.



(Note: Repeat the process until all items to transact have been selected.)

PAYMENT

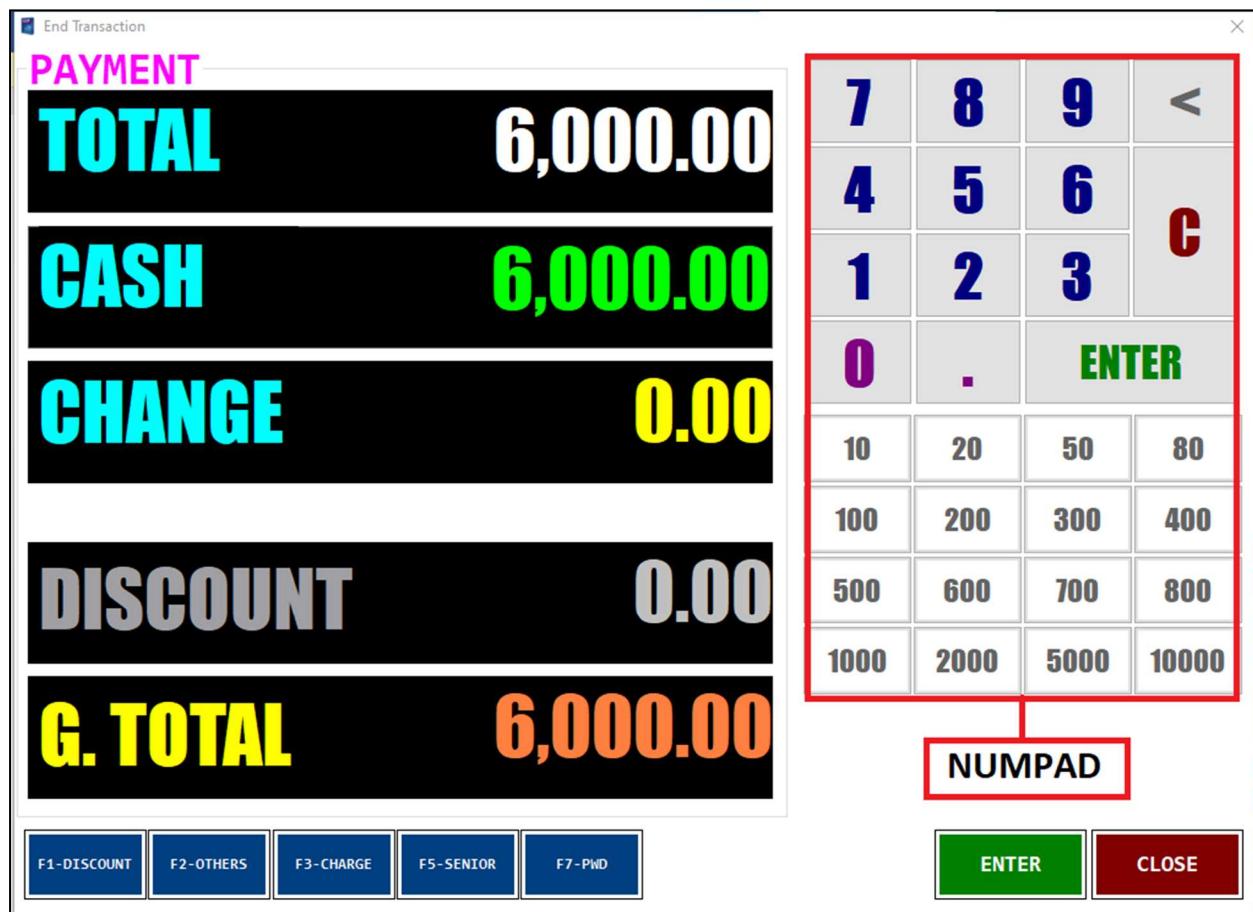
- To settle the transaction, press **F7** on the keyboard or **SUBTOTAL-F7** in the main interface for the subtotal.



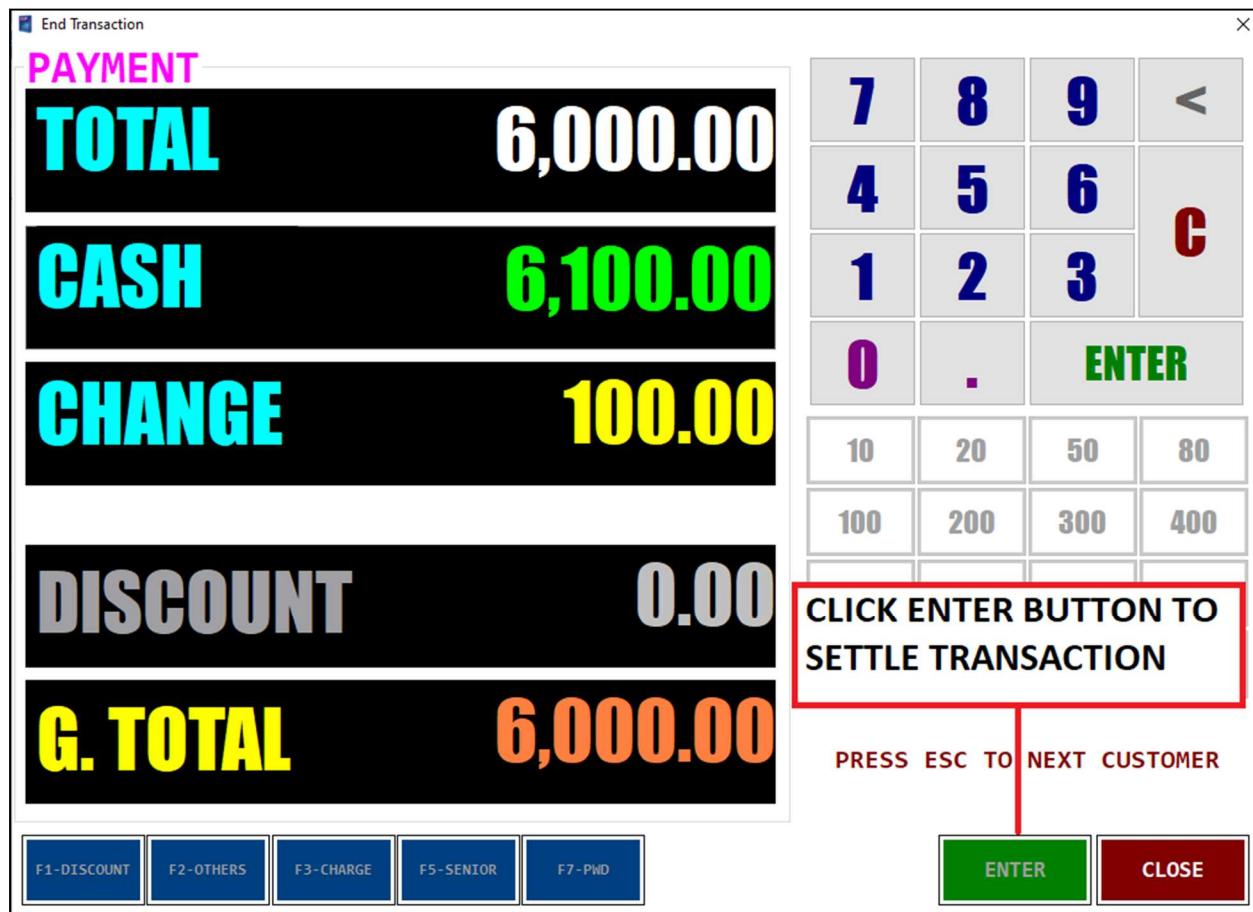
POINT OF SALES USER MANUAL

The **Payment Window** will now appear.

- Input the **cash amount given by the customer**, then press **ENTER** in the keyboard or click the **ENTER button** in the screen or select the amount from the **NUMPAD** to print receipt.



- Press **ESC** in the keyboard or click the **CLOSE** button on the screen to finish the transaction.



POINT OF SALES USER MANUAL

SAMPLE RECEIPT

EBOTKA
OPT BY: POINT OF SALES
BARANGAY ADDRESS
CITY ADDRESS
VAT REG TIN: 000-000-000-0000
MIN : 0000-00000-0000
SERIAL NO : 000-000-0000-0000-0000

SALES INVOICE
S.I#:000000000001 # CASH ##TID: T01
Date: 12/28/2022 17:23:20
Client:WALK-IN Cashier CASHIER1

Item / Barcode	Qty	Amount
1FACE MASK 1 PACK 50PCS		
100.00	QTY: 100 x 60.00	6,000.00
	Item(s)	-----
	TOTAL AMOUNT:	6,000.00
	TENDER AMOUNT:	6,100.00
	CHANGE AMOUNT:	100.00
VATABLE SALES:		5,357.14
VAT AMOUNT:		642.86
VAT EXEMPT SALES:		.00
ZERO RATED SALES:		.00

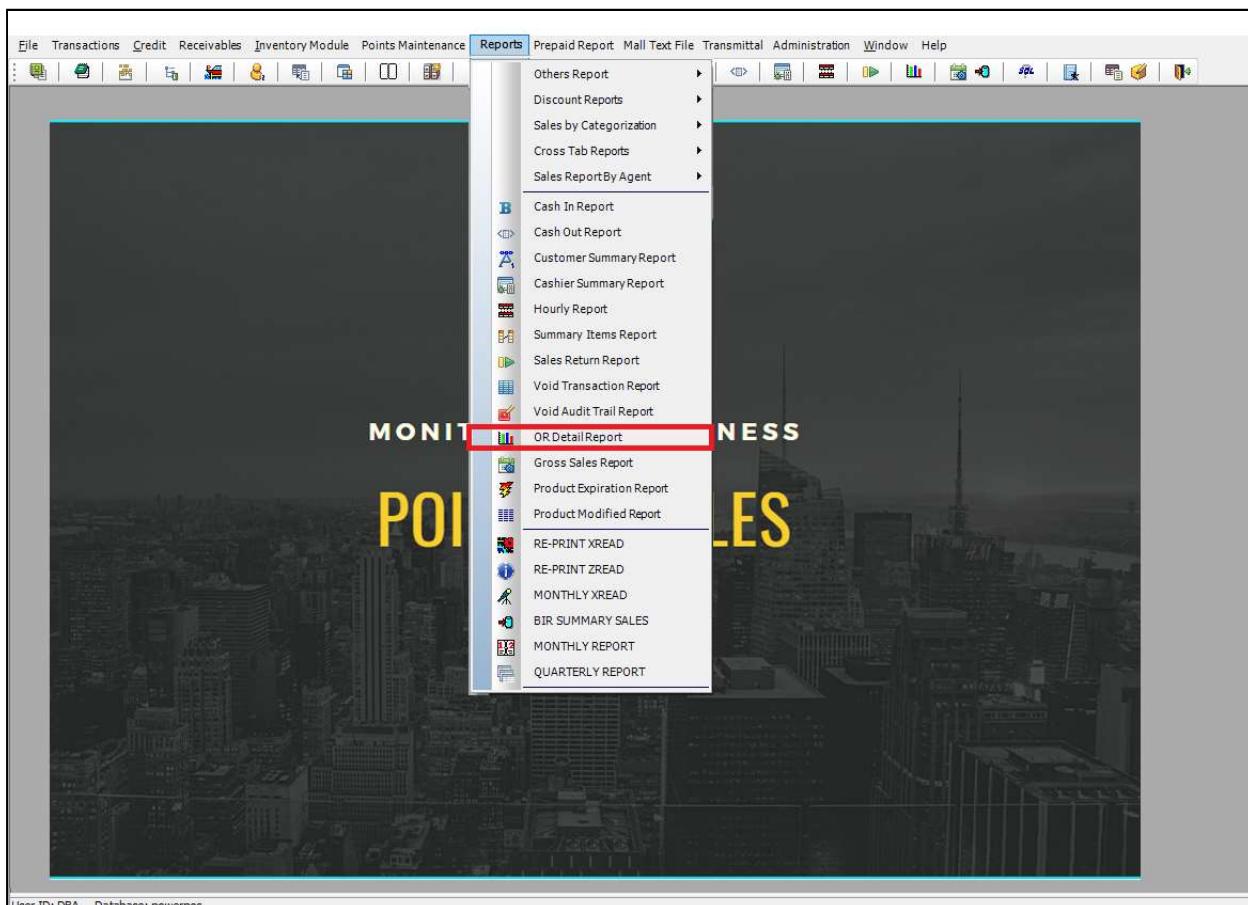
NAME: _____
ADDRESS: _____
TIN : _____
BUSINESS TYPE: _____
POS PROVIDER: POS ENTERPRISES
BRGY. VALENCIA AURORA BLVD QC.
NON-VAT REG TIN: 000-000-000-0000
ACCRED: 00000000000000000000
DATE ISSUED: SEPT 28, 2022
VALID UNTIL: SEPT 27, 2027
PTU: FP000000-000-0000000-00000

GENERATE REPORTS & EXPORT

- The **Reports Tab** can only be accessed by logging in an administrator account. This is where you can generate and export sales reports.

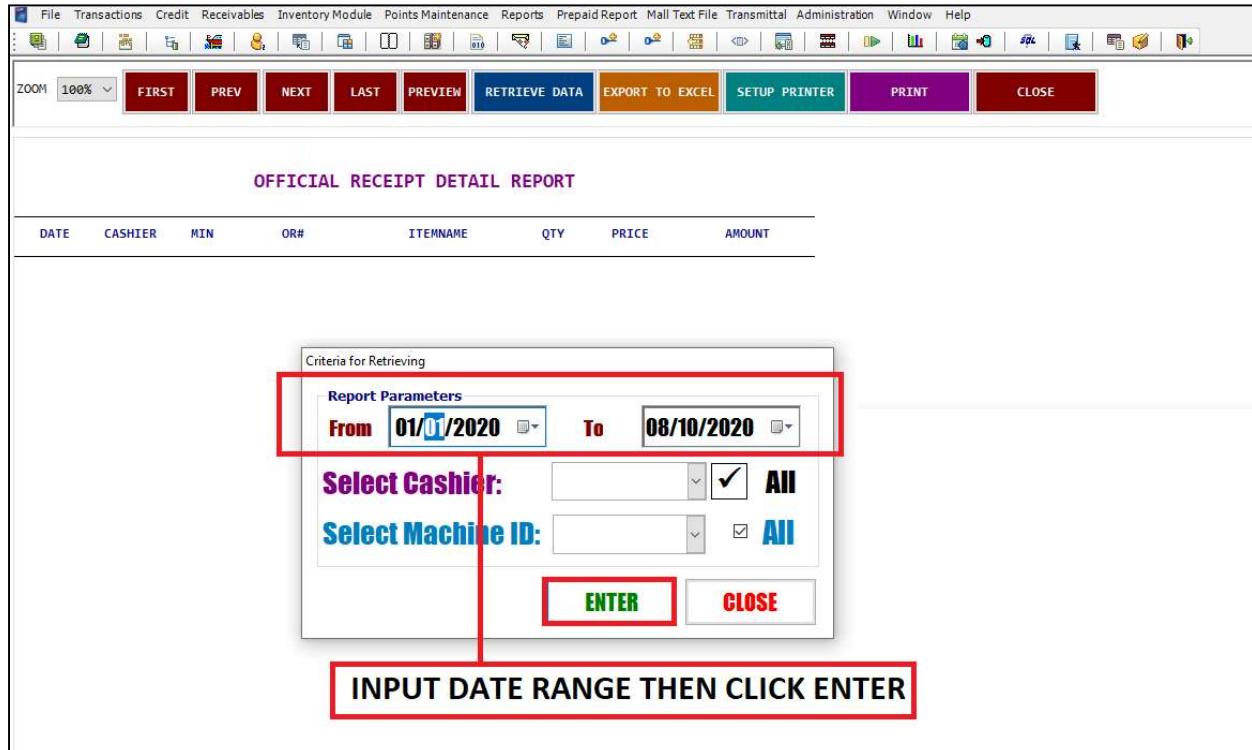


- To generate a sample report, click **REPORTS tab** then select **OR DETAIL REPORT**.



POINT OF SALES USER MANUAL

- Select the date range then click **ENTER BUTTON** to proceed.



- Once the report is generated, click **EXPORT TO EXCEL BUTTON** then save your excel file.

**CLICK EXPORT TO EXCEL
AND SAVE THE FILE**

DATE	CASHIER	MIN	OR#	ITEMNAME	QTY	PRICE	AMOUNT
01/01/2020	005	001	000000637501	PURIFIED WATER 20 LITERS	1		
01/01/2020	005	001	000000637502	FORTUNE LIGHTS RIM	1	876.00	876.00
01/01/2020	005	001	000000637502	MARVELS GREEN	5	68.50	342.50
01/01/2020	005	001	000000637502	FORTUNE GREEN FTB	5	88.50	442.50
01/01/2020	005	001	000000637503	RH 500ML CS	2	460.00	920.00
01/01/2020	005	001	000000637503	RC MEGA PCS	6	18.50	111.00
01/01/2020	005	001	000000637503	JUICY LEMON MEGA PCS	6	18.50	111.00
01/01/2020	005	001	000000637503	JUICY LEMON SODA 80Z CS	1	144.00	144.00
01/01/2020	005	001	000000637503	PEPSI/M.DEW8 8Z	12	6.75	81.00
01/01/2020	005	001	000000637503	FORTUNE LIGHT TRIBAL	5	88.50	442.50
01/01/2020	005	001	000000637503	FORTUNE GREEN FTB	3	88.50	265.50
01/01/2020	005	001	000000637503	GIN 350ML	6	46.00	276.00
01/01/2020	005	001	000000637503	MIRINDA / 7-UP 80Z	12	7.00	84.00
01/01/2020	005	001	000000637504	PURIFIED WATER 20 LITERS	2	19.00	38.00
01/01/2020	005	001	000000637505	JACKPOT	1	68.00	68.00
01/01/2020	005	001	000000637505	FORTUNE GREEN FTB	4	88.50	354.00
01/01/2020	005	001	000000637506	CUBE ICE	5	13.00	65.00
01/01/2020	005	001	000000637507	ABSOLUTE 1000ML	1	23.00	23.00
01/01/2020	005	001	000000637507	DM TIDBITS PINEAPPLE 115G	1	13.50	13.50
01/01/2020	005	001	000000637507	DM TIDBITS PINEAPPLE 115G	1	13.50	13.50
01/01/2020	005	001	000000637507	PURIFIED WATER 4-6 LITERS	1	6.00	6.00
01/01/2020	005	001	000000637508	FRUITSODA ORANGE 1.5	3	48.00	144.00
01/01/2020	005	001	000000637508	PAMPANGAS BEST BRAVO 1KL	2	150.00	300.00
01/01/2020	005	001	000000637508	TIDE POWDER 74G	2	54.00	108.00
01/01/2020	005	001	000000637508	AXION D.LIQUID LEMON 250	1	57.00	57.00
01/01/2020	005	001	000000637508	SAFEGUARD FLORL PINK	5	18.50	92.50
01/01/2020	005	001	000000637508	SMILE XL 32PADS	1	314.00	314.00
01/01/2020	005	001	000000637509	SPRINGMAID TOOTBRUSH R	1	15.00	15.00
01/01/2020	005	001	000000637509	SPRINGMAID TOOTBRUSH R	1	15.00	15.00

(Note: This process can also be done to generate and export other reports.)

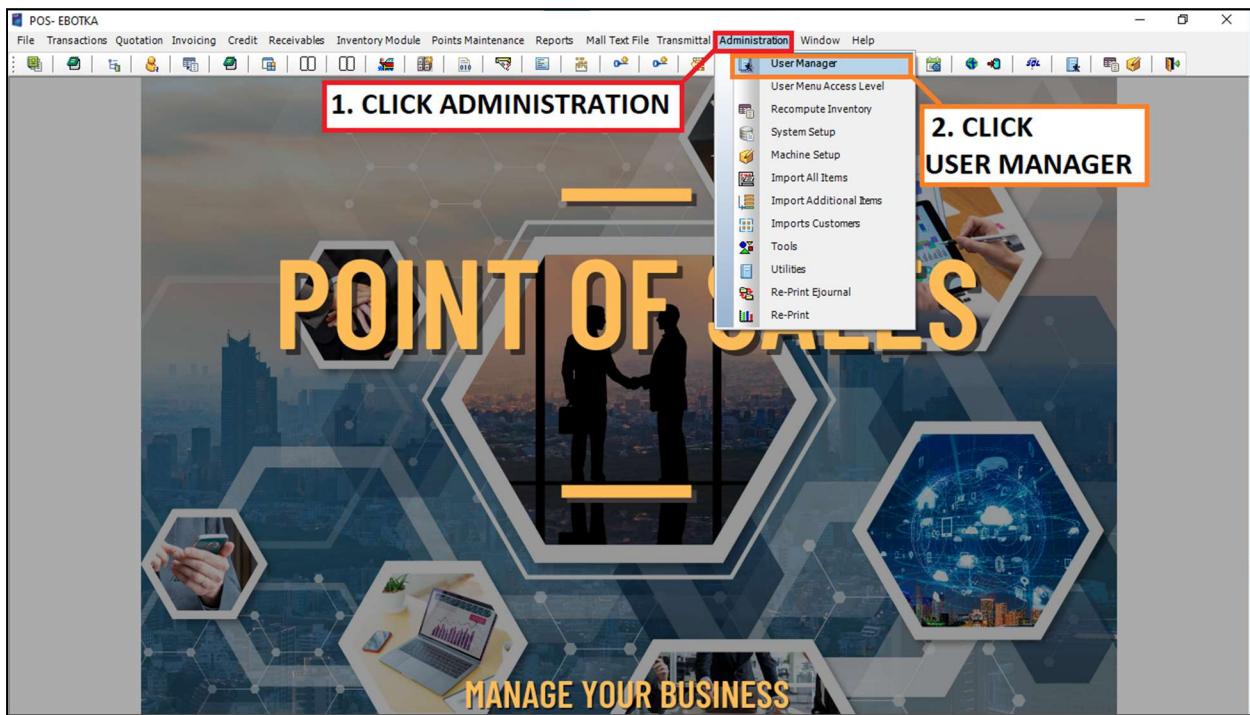
POINT OF SALES USER MANUAL

SAMPLE EXCEL FILE REPORT

	A	B	C	D	E	F	G	H	I
1	POINT OF SALES SYSTEM								
2	OFFICIAL RECEIPT DETAIL REPORT								
3	From: 01/01/2020 to 08/10/2020								
4									
5	DATE	CASHIER	MIN	OR#	ITEMNAME	QTY	PRICE	AMOUNT	
6	01/01/2020	005	001	000000637501	PURIFIED WATER 20 LITERS	1	19.00	19.00	
7	01/01/2020	005	001	000000637502	FORTUNE LIGHTS RIM	1	876.00	876.00	
8	01/01/2020	005	001	000000637502	MARVELS GREEN	5	68.50	342.50	
9	01/01/2020	005	001	000000637502	FORTUNE GREEN FTB	5	88.50	442.50	
10	01/01/2020	005	001	000000637503	RH 500ML CS	2	460.00	920.00	
11	01/01/2020	005	001	000000637503	RC MEGA PCS	6	18.50	111.00	
12	01/01/2020	005	001	000000637503	JUICY LEMON MEGA PCS	6	18.50	111.00	
13	01/01/2020	005	001	000000637503	JUICY LEMON SODA 80Z CS	1	144.00	144.00	
14	01/01/2020	005	001	000000637503	PEPSI/M.DEW8 0Z	12	6.75	81.00	
15	01/01/2020	005	001	000000637503	FORTUNE LIGHT TRIBAL	5	88.50	442.50	
16	01/01/2020	005	001	000000637503	FORTUNE GREEN FTB	3	88.50	265.50	
17	01/01/2020	005	001	000000637503	GIN 350ML	6	46.00	276.00	
18	01/01/2020	005	001	000000637503	MIRINDA / 7-UP 80Z	12	7.00	84.00	
19	01/01/2020	005	001	000000637504	PURIFIED WATER 20 LITERS	2	19.00	38.00	
20	01/01/2020	005	001	000000637505	JACKPOT	1	68.00	68.00	
21	01/01/2020	005	001	000000637505	FORTUNE GREEN FTB	4	88.50	354.00	
22	01/01/2020	005	001	000000637506	CUBE ICE	5	13.00	65.00	
23	01/01/2020	005	001	000000637507	ABSOLUTE 1000ML	1	23.00	23.00	
24	01/01/2020	005	001	000000637507	DM TIDBITS PINEAPPLE	1	13.50	13.50	
25	01/01/2020	005	001	000000637507	DM TIDBITS PINEAPPLE	1	13.50	13.50	
26	01/01/2020	005	001	000000637507	PURIFIED WATER 4-6	1	6.00	6.00	
27	01/01/2020	005	001	000000637508	FRUITSSODA ORANGE 1.5	3	48.00	144.00	
28	01/01/2020	005	001	000000637508	PAMPANGAS BEST BRAVO 1KL	2	150.00	300.00	
29	01/01/2020	005	001	000000637508	TIDE POWDER 74G	2	54.00	108.00	
30	01/01/2020	005	001	000000637508	AXION D.LIQUID LEMON	1	57.00	57.00	
31	01/01/2020	005	001	000000637508	SAFEGUARD FLORL PINK	5	18.50	92.50	
32	01/01/2020	005	001	000000637508	SMILE XL 32PADS	1	314.00	314.00	
33	01/01/2020	005	001	000000637509	SPRINGMAID TOOTBRUSH R	1	15.00	15.00	
34	01/01/2020	005	001	000000637509	SPRINGMAID TOOTBRUSH R	1	15.00	15.00	
35	01/01/2020	005	001	000000637510	RC MEGA PCS	1	22.00	22.00	
36	01/01/2020	005	001	000000637511	ABSOLUTE 6000ML	1	78.00	78.00	
37	01/01/2020	005	001	000000637512	PURIFIED WATER 6 LITERS	1	40.00	40.00	
38	01/01/2020	005	001	000000637513	GREAT TASTE ORIGINAL 3N1	1	8.50	8.50	
39	01/01/2020	005	001	000000637514	EGG	10	7.00	70.00	
40	01/01/2020	005	001	000000637514	PASALUBONG SANDWICH	1	45.00	45.00	
41	01/01/2020	005	001	000000637514	JUICY LEMON 1.5	1	48.00	48.00	

CREATE USER ACCOUNTS

- To create new user accounts, click the **ADMINISTRATION TAB** then select **USER MANAGER**.



USER MANAGER is where the Administrator manages the data of all user accounts. Click **ADD** button to create new user.

The screenshot shows the "User Profile" dialog box. At the top left, there is a "User ID" field containing "DBA" and a "SELECT" button. Below this is a "User Information" section with fields for First Name ("POS"), Middle Name ("D"), Last Name ("POS"), and Access Type (radio buttons for Admin, Supervisor, Cashier, Counter). To the right, there are fields for Discount SC (.00), Expiry (00/00/0000), Discount PWD (.00), Discount Type (Grocery), Cashier PIN, Admin PIN (*****), and Qty Limiter. Below these are buttons for Save, Clear Password, Delete User, Change, and Close. A large red box highlights the "Add User" button. The dialog box is divided into several sections: "POS Console Security" (checkboxes for Void, Anti Date, Returns, Item Discount, Customer, Back End, Suspend, ZREAD, Department, Invalid Trans, Re-Print, Wholesale/Retail, Infinite Returns, Closing / Shift End, Senior, Change Price, New Item Entry, Edit Qty, Override, PWD, Payment Entry, Salesman Required, Cash Drawer, F2 Physical Count, Tender Discount), "Price Level" (checkboxes for Retail, Wholesale, Price 3, Price 4), "Tendering" (checkboxes for Card, Voucher, GC, Check), "Cancel/Void Transaction" (checkboxes for Void, Cancel, Cash Out Delete, Cash In Delete), "Delivery Entry" (checkboxes for Delivery Entry, Delivery Entry Edit), and "Back End - Pos Console" (checkboxes for User Manager, Delivery Entry, Pullout Entry, Inventory Report, Department Maintenance, Supplier Maintenance, Invalid Transaction, System Setup).

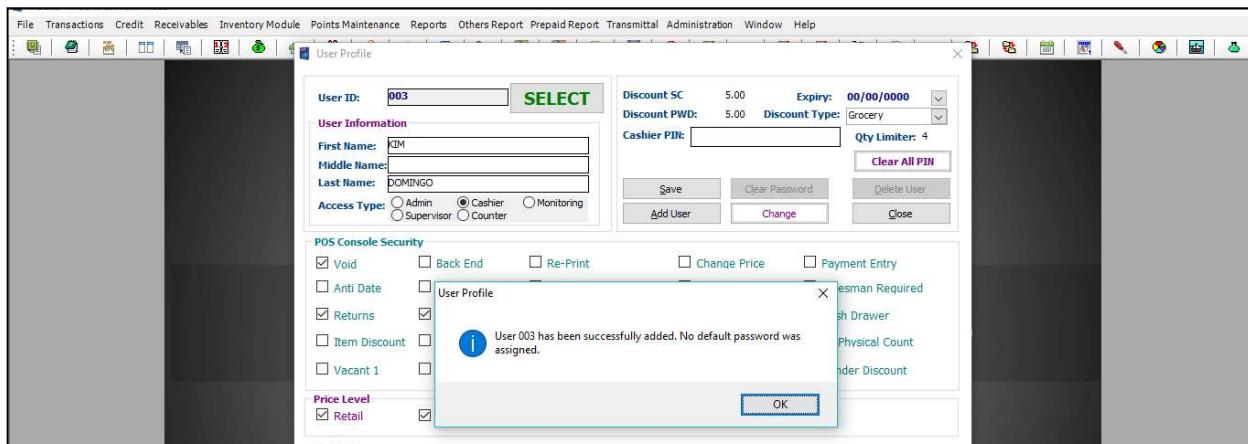
POINT OF SALES USER MANUAL

- Fill out the necessary data and setup the **POS SECURITY CONSOLE** then click **SAVE BUTTON**.
- The **Cashier and Admin Pin** refers to the security pin used to access restricted functions in the **CASHIER CONSOLE**.
- The **Access Type** refers to the category of the user account.
- The **POS Console Security** sets which functions will require PIN before it can be used. If the checkbox is checked, the user will be required to input the PIN before they can continue. The setup of the **POS Console Security** can differ on each user account.

The screenshot shows the 'User Profile' window with several sections highlighted by red boxes:

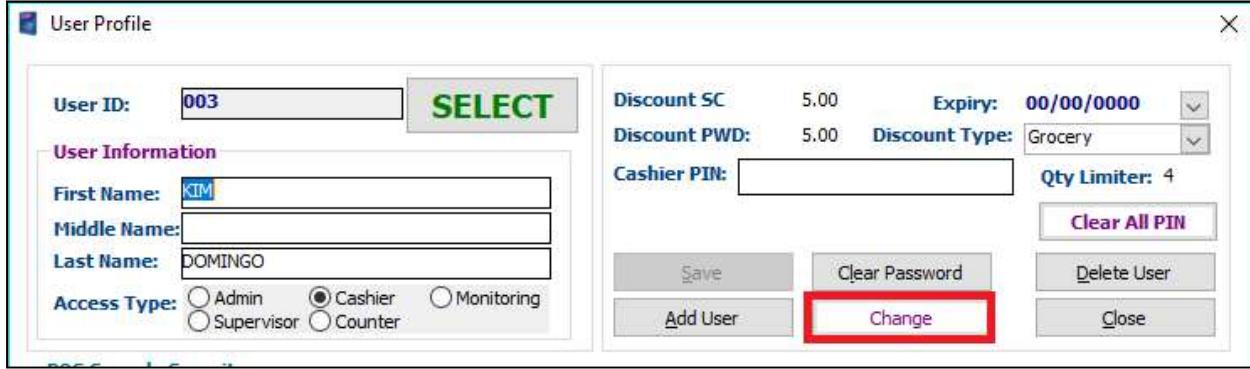
- User Information:** Fields for First Name (POS), Middle Name (D), Last Name (POS), and Access Type (Admin selected). The 'Admin' radio button is highlighted.
- POS Console Security:** A large section containing various checkboxes for transaction types like Void, Anti Date, Returns, etc., and system functions like Back End, Re-Print, Change Price, etc. This entire section is highlighted with a red border.
- Price Level:** Options for Retail, Wholesale, Price 3, and Price 4. 'Retail' is checked.
- Tendering:** Options for Card, PO Card, GC, and Voucher. 'Card' is checked.
- Cancel/Void Transaction:** Options for Void, Cancel, Cash Out Delete, and Cash In Delete. 'Void' is checked.
- Delivery Entry:** Options for Delivery Entry Edit. 'Delivery Entry Edit' is checked.
- Back End - Pos Console:** Options for User Manager, Pullout Entry, Department Maintenance, Invalid Transaction, Delivery Entry, Inventory Report, Supplier Maintenance, and System Setup. 'User Manager' and 'Delivery Entry' are checked.

- A message will prompt that the user account has been saved but there is no password assigned.

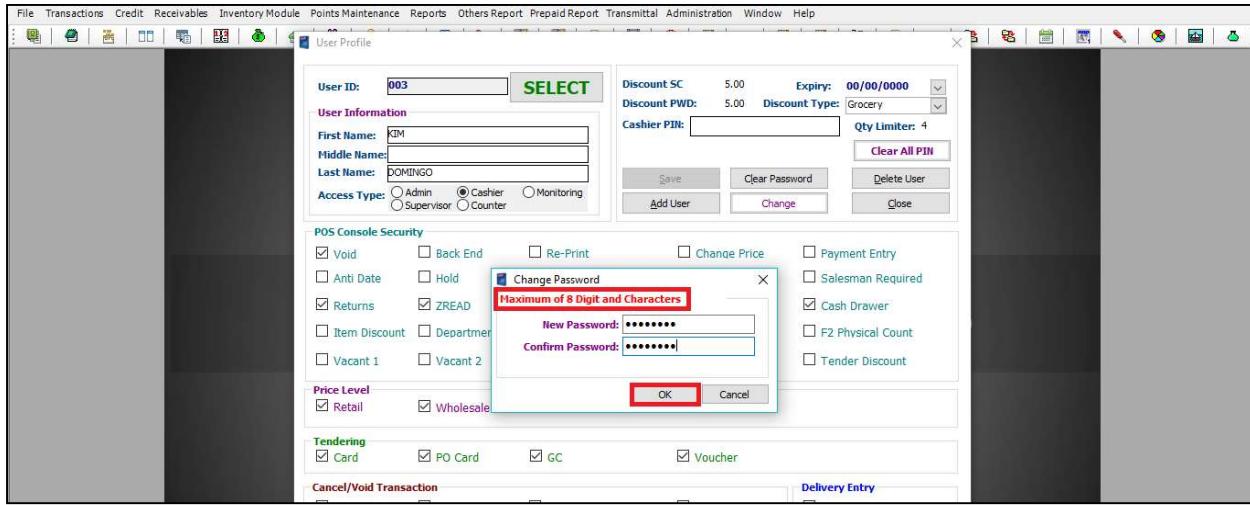


POINT OF SALES USER MANUAL

- Click **CHANGE** button to input the user account password.



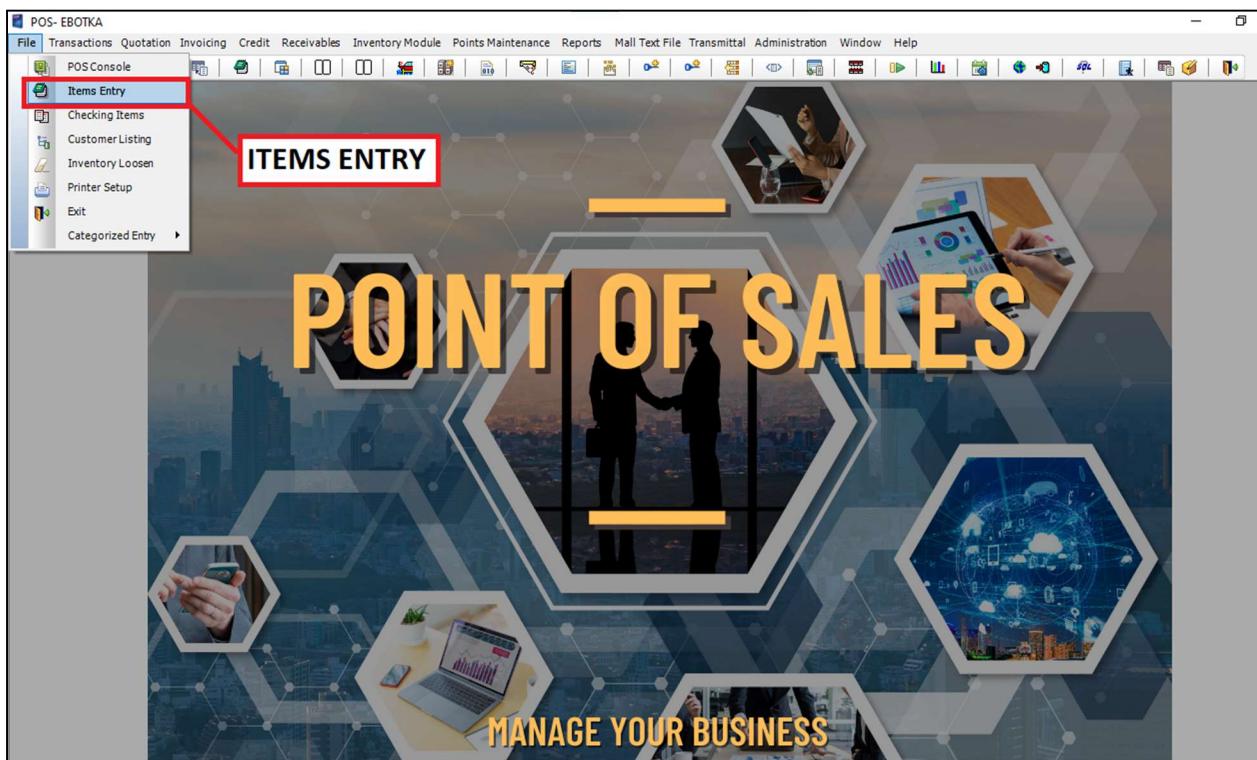
- The password can be alphanumeric and has a maximum of 8 characters only.



- Click **OK** to close the window and finish the newly created User Account.

CREATE NEW ITEM

- The **ITEMS ENTRY TAB** is where the administrator manages the registered items in the POS.



- Click **NEW** to add an item to the POS.

PRODUCT LISTING											
P	ITEM CODE	ITEM NAME	BALANCE	PER(BOX/CASE)	U. COST	RETAIL	U. WS	W. SALE	SALES	RETURN	DEL
<input checked="" type="checkbox"/>	1	1FACE MASK 1 PACK 50PCS	0	0						0	0 M
<input checked="" type="checkbox"/>	a	3M MICROPORE SURGICAL TAPE 0.5INX10 1PC	0	0	31.67	41.25	31.67	41.25	0	0	0 M
<input checked="" type="checkbox"/>	2	3M MICROPORE SURGICAL TAPE 1 IN X 10 YD 1PC	0	0	5.40	16.25	5.40	16.25	0	0	0 M
<input checked="" type="checkbox"/>	4	3M MICROPORE SURGICAL TAPE 2INX10	0	0	63.34	82.50	63.34	79.25	0	0	0 M
<input checked="" type="checkbox"/>	8906034080471	ACECLOFENAC ACF-100 MG TABLET	0	0	12.64	17.00	12.64	14.75	0	0	0 M
<input checked="" type="checkbox"/>	48033077	ACEITE DE ALCAMFORADO 25ML	0	0	19.95	26.00	19.95	23.00	0	0	0 M
<input checked="" type="checkbox"/>	4800011101033	ACEITE DE ALCAMFORADO 50ML	0	0	36.58	47.75	36.58	45.00	0	0	0 M
<input checked="" type="checkbox"/>	4800011159041	ACEITE DE MANZANILLA 100ML	0	0	12.73	16.75	12.73	15.00	0	0	0 M
<input checked="" type="checkbox"/>	48033053	ACEITE DE MANZANILLA 25ML	0	0	19.29	25.00	19.29	23.00	0	0	0 M
<input checked="" type="checkbox"/>	4800011159034	ACEITE DE MANZANILLA 50ML	0	0							

POINT OF SALES USER MANUAL

- Input the **necessary data** of the item in the **MASTER FILE**, then click **SAVE**.

MASTER FILE / PRODUCT NAME																									
BAR CODE	123567890	<input type="checkbox"/> Scale	<input checked="" type="checkbox"/> Senior	<input checked="" type="checkbox"/> Vat	<input type="checkbox"/> Freebies	PC	<input type="button" value="▼"/>																		
RETAIL NAME	SAMPLE ITEM				DEPARTMENT	<input type="button" value="▼"/>																			
WS NAME	SAMPLE ITEM WHOLESALE				SUPPLIER	<input type="button" value="▼"/>																			
WSD NAME	SAMPLE ITEM				DIVISION	<input type="button" value="▼"/>																			
SP NAME	SAMPLE ITEM				BRAND	<input type="button" value="▼"/>																			
GENERIC NAME					SECTION	<input type="button" value="▼"/>																			
USE MED						<input type="button" value="▼"/>																			
RETAIL	WHOLE SALE	W. SALE DISCOUNT	SPECIAL PRICE																						
Unit Cost	100.00	Unit Cost	100.00	Unit Cost	100.00	Unit Cost	100.00																		
Markup %	200.00	Markup %	150.00	Markup %	.00	Markup %	.00																		
Selling Price	300.00	Selling Price	250.00	Selling Price	.00	Selling Price	.00																		
UOM 1	PC	UOM 2		UOM 3		UOM 4																			
Qty. P. Box		1.00	Del Qty:	.00	Del Cost:	.00																			
Inventory Information <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Physical Count:</td> <td><input type="text"/></td> <td>Adjustment:</td> <td><input type="text"/></td> <td>Sales:</td> <td><input style="width: 20px; text-align: right;" type="text"/>.00</td> </tr> <tr> <td>Beginning:</td> <td><input style="width: 20px; text-align: right;" type="text"/>.00</td> <td>Returns:</td> <td><input type="text"/></td> <td>Delivery:</td> <td><input type="text"/></td> </tr> <tr> <td>Min Stock:</td> <td><input style="width: 20px; text-align: right;" type="text"/>.00</td> <td>Pull out:</td> <td><input type="text"/></td> <td>Balance:</td> <td><input style="width: 20px; text-align: right;" type="text"/>.00</td> </tr> </table>								Physical Count:	<input type="text"/>	Adjustment:	<input type="text"/>	Sales:	<input style="width: 20px; text-align: right;" type="text"/> .00	Beginning:	<input style="width: 20px; text-align: right;" type="text"/> .00	Returns:	<input type="text"/>	Delivery:	<input type="text"/>	Min Stock:	<input style="width: 20px; text-align: right;" type="text"/> .00	Pull out:	<input type="text"/>	Balance:	<input style="width: 20px; text-align: right;" type="text"/> .00
Physical Count:	<input type="text"/>	Adjustment:	<input type="text"/>	Sales:	<input style="width: 20px; text-align: right;" type="text"/> .00																				
Beginning:	<input style="width: 20px; text-align: right;" type="text"/> .00	Returns:	<input type="text"/>	Delivery:	<input type="text"/>																				
Min Stock:	<input style="width: 20px; text-align: right;" type="text"/> .00	Pull out:	<input type="text"/>	Balance:	<input style="width: 20px; text-align: right;" type="text"/> .00																				
						PC(S)	.00																		
Created by:	DBA	Date Created:	08/11/2020 01:26 am																						
Last Modified by:		Date Modified:																							

Necessary data:

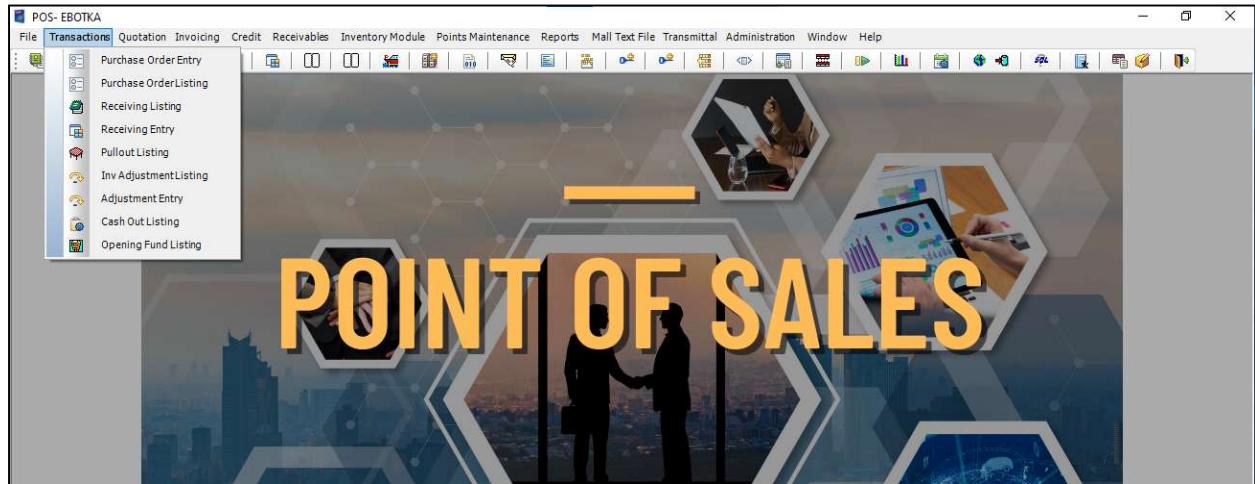
- **BARCODE** – refers to the unique item code of the item. Can be manually set if the item does not have its own item code.
- **RETAIL NAME, WS NAME, WSD NAME, and SP NAME** - the item name to be used for each item price respectively. **Note: These 4 names usually use the same name as the retail name.**
- **UNIT COST** – refers to the initial cost per item. **Note: The item can have 4 unit prices: RETAIL, WHOLESALE, WHOLE SALE W/ DISCOUNT, and SPECIAL PRICE.**
- **SELLING PRICE** – refers to the item's selling price. **Note: The item can have 4 selling prices: RETAIL, WHOLESALE, WHOLE SALE W/ DISCOUNT, and SPECIAL PRICE.**
- **MARK UP** - automatically computed when you input the **Unit Cost** and **Selling Price**.
- **SUPPLIER** – refers to the supplier of the item. **Note: Supplier will be used when managing inventory.**

Filters:

- The Department, Division, Brand, and Section – different filters that can be used for easier grouping of item during search.

RECEIVING ENTRY

- Click **TRANSACTIONS TAB** then proceed to **RECEIVING ENTRY**.



- RECEIVING ENTRY WINDOW** is where the administrator adds stocks to the items.

WS	PC	ITEMCODE	ITEM NAME	COST	S. PRICE	DISC	DISC AMT	TOTAL AMOUNT

POINT OF SALES USER MANUAL

- Select **Supplier** and input the quantity of the items to receive. Then click **SEARCH-F4 BUTTON** to manually select the item.

RECEIVING ENTRY

SUPPLIER:	SUPPLIER 1	SEARCH PO	P.O NO:	TOTAL 0.00
ADDRESS:			RR NO:	00001
TYPE:	PC		DATE:	08/11/2020
WS	PC	ITEMCODE	ITEM NAME	COST S. PRICE DISC DISC AMT TOTAL AMOUNT

SUPPLIER

SEARCH-F4 BUTTON FOR MANUAL SEARCH

ITEM QTY

SCAN BARCODE **100/**

**...
SAVE - F2** **SEARCH - F4** **DISCOUNT** **DELETE - F6** **SAVE & PRINT** **EDIT QTY - F8** **FUNCTION 1** **FUNCTION 2** **CLOSE**

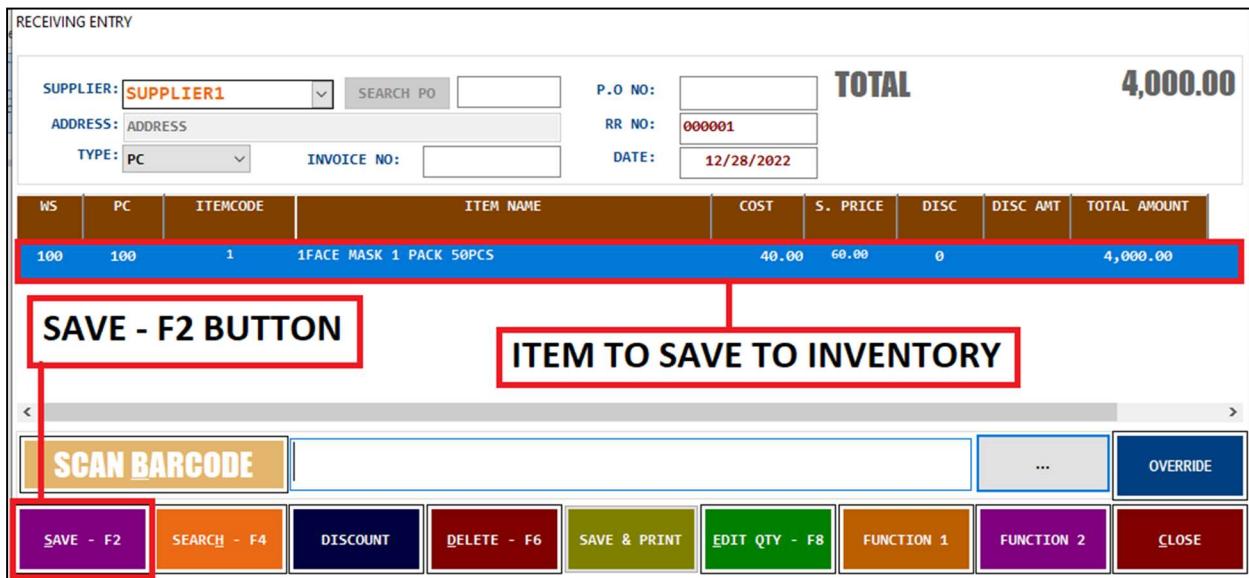
- Input the name of the item in the **SEARCH BOX** then press **ENTER button in the keyboard** to filter the items. Select the item then click **ENTER BUTTON** to proceed.

SEARCH	MASK										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">ITEMCODE</th> <th style="width: 40%;">ITEMNAME</th> <th style="width: 10%;">PRICE</th> <th style="width: 15%;">DEPARTMENT</th> <th style="width: 25%;">BALANCE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1FACE MASK 1 PACK 50PCS</td> <td>60.00</td> <td>HANGER</td> <td>0.00</td> </tr> </tbody> </table>		ITEMCODE	ITEMNAME	PRICE	DEPARTMENT	BALANCE	1	1FACE MASK 1 PACK 50PCS	60.00	HANGER	0.00
ITEMCODE	ITEMNAME	PRICE	DEPARTMENT	BALANCE							
1	1FACE MASK 1 PACK 50PCS	60.00	HANGER	0.00							
	SEARCH BOX ENTER CLOSE										

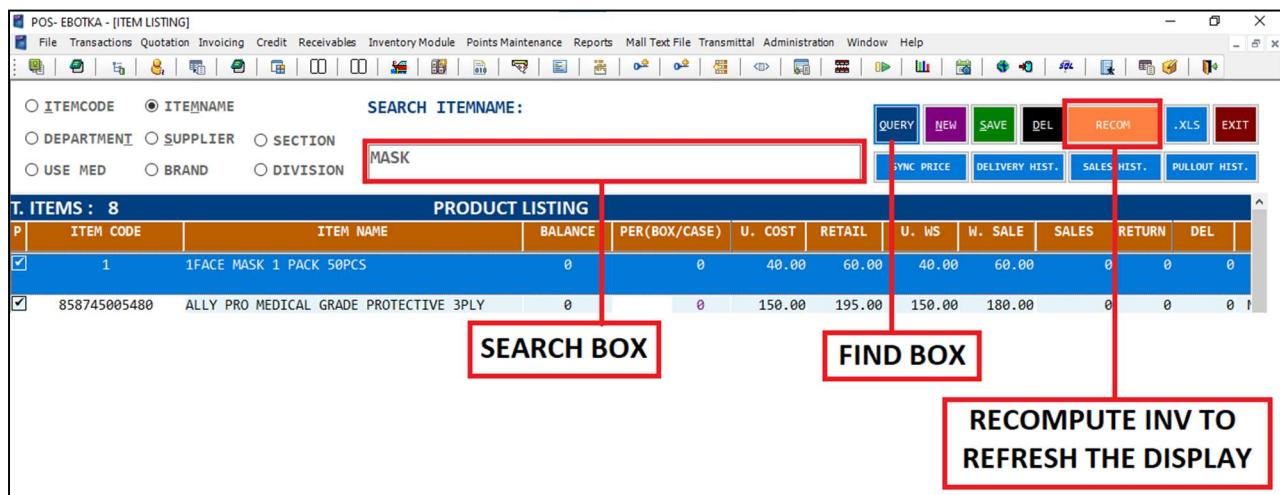
SELECTED ITEM

POINT OF SALES USER MANUAL

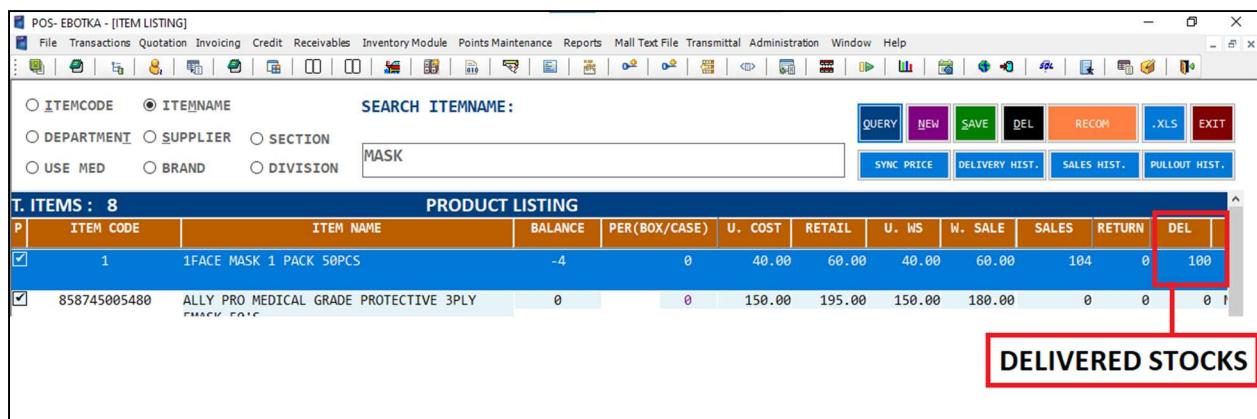
- Click **SAVE-F2** button to save the received items to the inventory.



- Close the **RECEIVING ENTRY WINDOW** then go to **FILE > ITEMS ENTRY**. Search for the item in the search box and click **RECOM INV BUTTON** to refresh the inventory display.

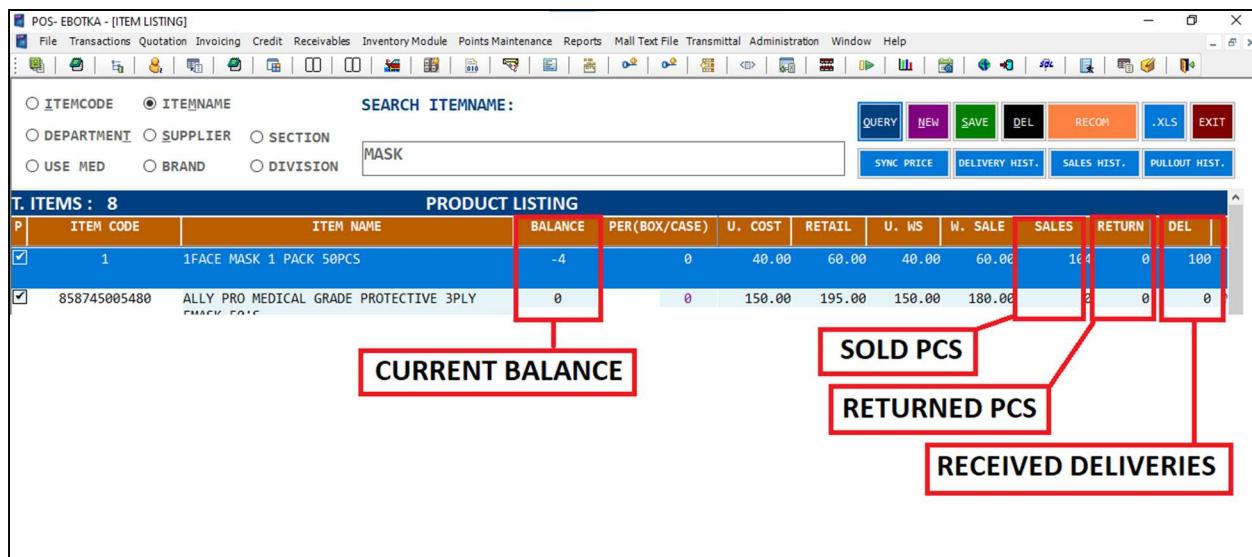


- The delivered stocks will be displayed in the **DEL** column.



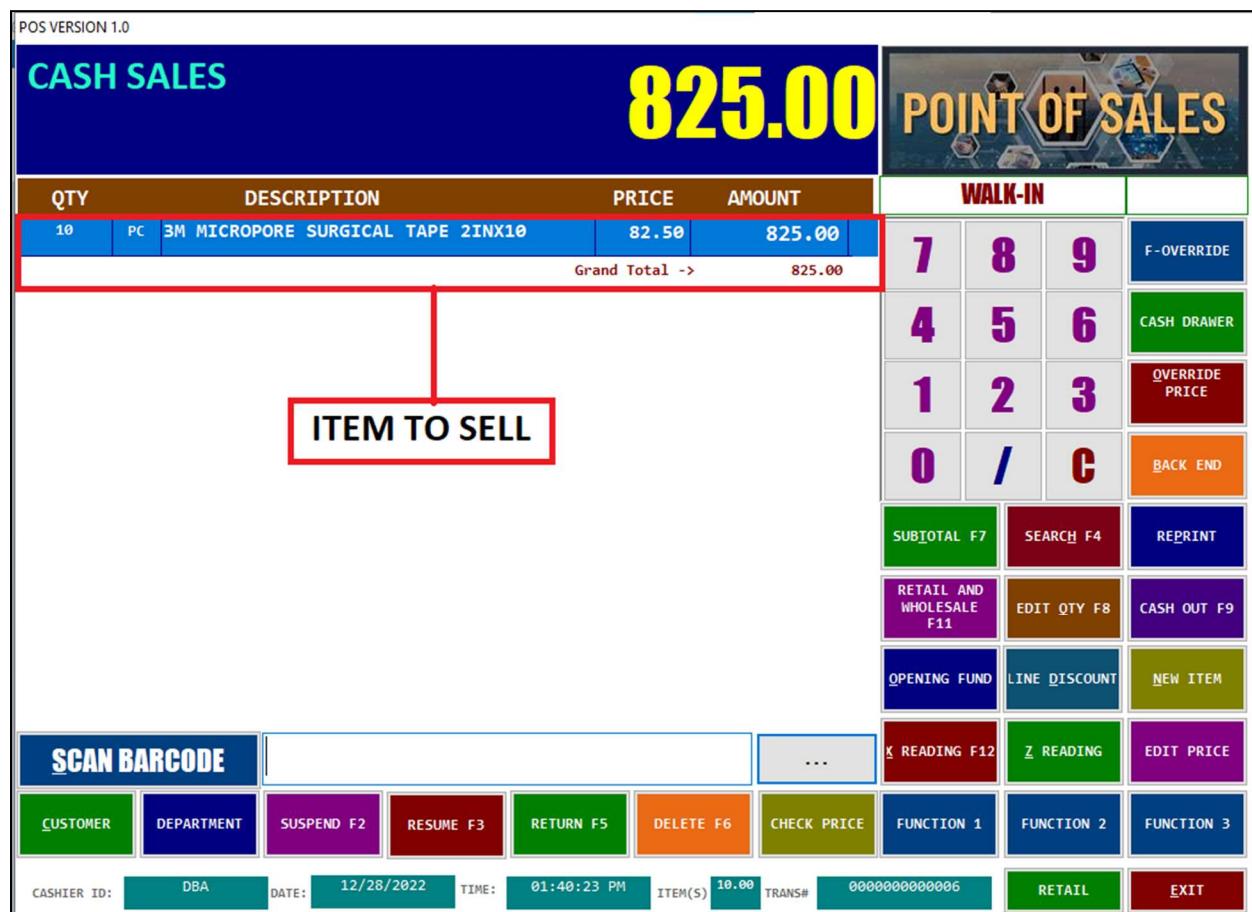
SALES AND RETURN

- ITEMS ENTRY WINDOW can also be used to monitor the sales and inventory of the items.



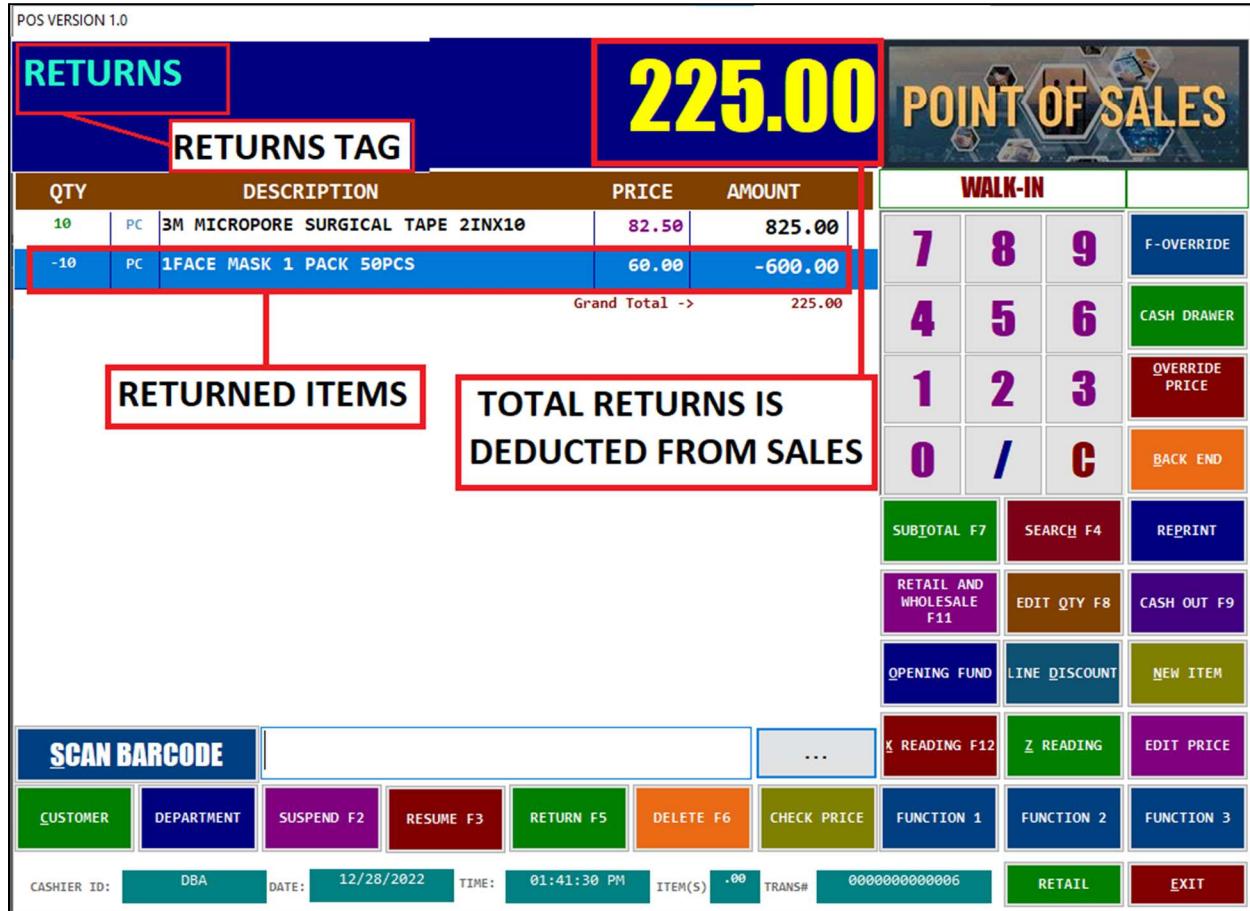
- SAMPLE TRANSACTION WITH RETURNED ITEMS.

Log in to the **CASHIER Console**, transact an item.

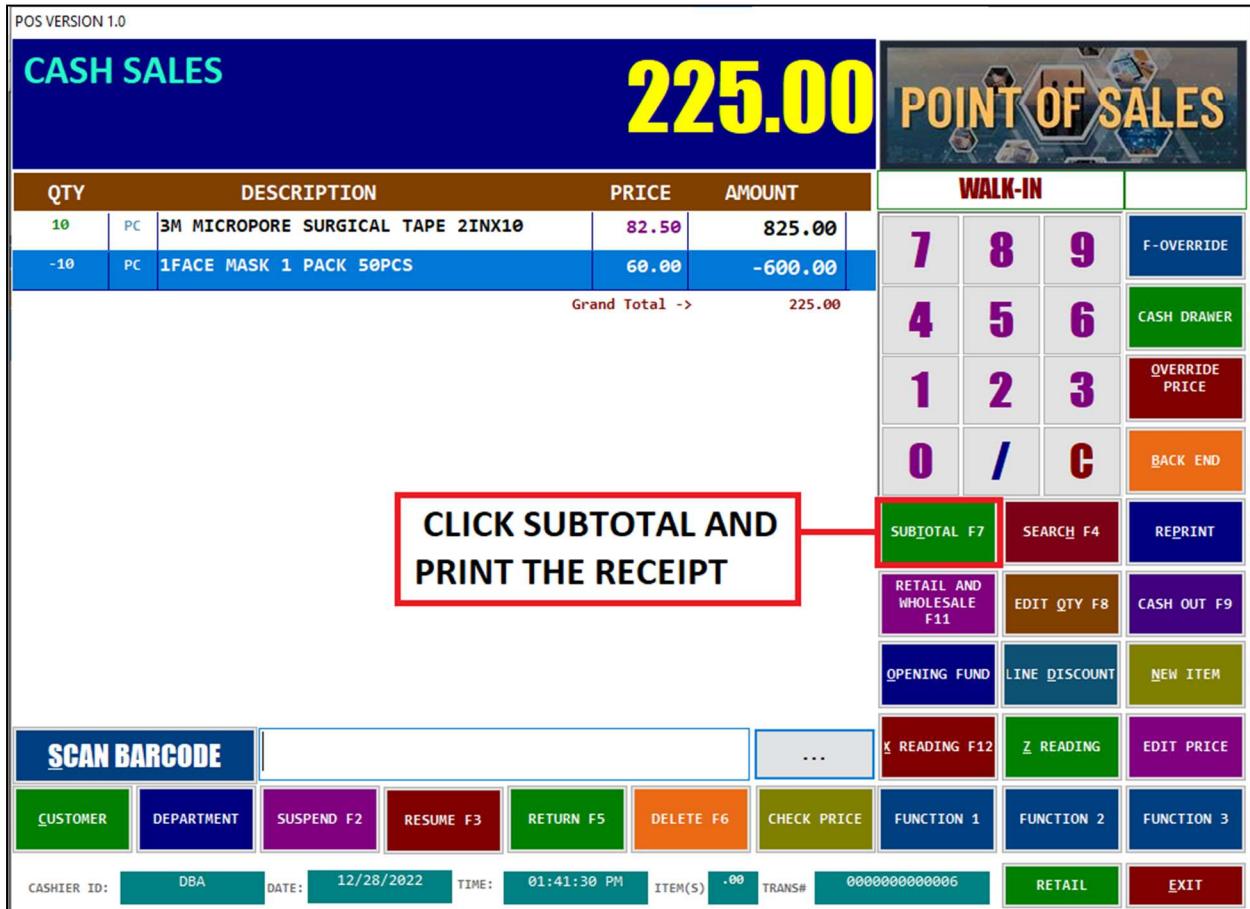


POINT OF SALES USER MANUAL

- Click **F5-RETURNS** button to switch **CASH SALES** tag to **RETURNS** tag. Next item will be registered as “Returned Item” to the Cashier console; hence its price will be deducted to the total amount of the bill.

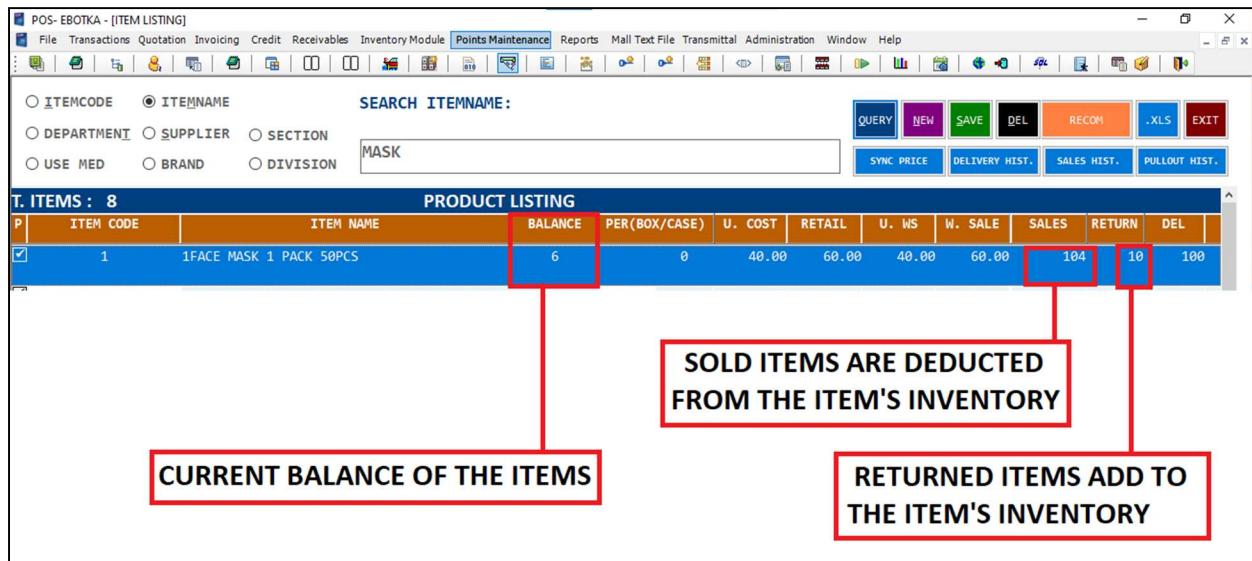


- CLICK **SUBTOTAL-F7** Button to settle the transaction and print the receipt.



POINT OF SALES USER MANUAL

- Go back to **FILE > ITEMS ENTRY**. Search for the items in the search box and click **RECOM INV BUTTON** to refresh the inventory display.



SAMPLE RECEIPT WITH RETURNS

```

EBOTKA
OPT BY: POINT OF SALES
BARANGAY ADDRESS
CITY ADDRESS
VAT REG TIN: 000-000-000-00000
MIN : 0000-000000-00000
SERIAL NO : 000-000-0000-00000

SALES INVOICE
S.I#:000000000006 # CASH ##TID: T01
Date: 12/28/2022 13:41:55
Client:WALK-IN Cashier DBA
-----
Item / Barcode Qty Amount
-----
3M MICROPORE SURGICAL TAPE 2INX10
    QTY: 10 x 82.50 825.00V
1FACE MASK 1 PACK 50PCS
    QTY: -10 x 60.00 -600.00V
0.00 Item(s)
    TOTAL AMOUNT: 225.00
    TENDER AMOUNT: 300.00
    CHANGE AMOUNT: 75.00
-----
VATABLE SALES: 200.90
    VAT AMOUNT: 24.10
    VAT EXEMPT SALES: .00
    ZERO RATED SALES: .00
-----
NAME: _____
ADDRESS: _____
TIN :
BUSINESS TYPE: _____
    POS PROVIDER: POS ENTERPRISES
        BRGY. XXXXXXXXXXXXXXXXXX
    NON-VAT REG TIN: 000-000-000-00000
        ACCRED: 000000000000000000
        DATE ISSUED: SEPT 28, 2022
        VALID UNTIL: SEPT 27, 2027
    PTU: FP000000-000-00000000-00000
    THIS SERVES AS A SALES INVOICE

```

PULLOUT ENTRY

- Click **TRANSACTIONS TAB** then proceed to **PULLOUT ENTRY**.
- **PULLOUT ENTRY WINDOW** is where the administrator inputs the stocks that are returned to the suppliers, damaged, or used as consumables in the store.



- Select **Supplier** and input the quantity of the items to pullout. Then click **SEARCH-F4 BUTTON** to manually select the item.

The screenshot shows the 'PULLOUT ENTRY' window. Several fields and buttons are highlighted with red boxes:

- SUPPLIER**: A dropdown menu showing 'SUPPLIER1'.
- REASON FOR PULLING OUT THE ITEM**: A text input field.
- SEARCH BUTTON**: A green button labeled 'F4 - INSERT'.
- ITEM QTY**: An input field containing '2'.
- SCAN BARCODE**: A button labeled 'ITEM SCAN BARCODE'.
- F4 - INSERT**: A green button labeled 'F4 - INSERT'.
- TOTAL**: A display showing '0.00'.

POINT OF SALES USER MANUAL

- Input the name of the item in the **SEARCH BOX** then press **ENTER button in the keyboard** to filter the items. Select the item then click **ENTER BUTTON** to proceed.

The screenshot shows a software window titled "Find Item". At the top left is a "SEARCH" button and a large "SEARCH BOX" where the user can type item names. Below the search area is a table with columns: ITEMCODE, ITEMNAME, DEPART., SUPPLIER, PRICE, and BALANCE. The table contains several rows of product information. A red box highlights the "SEARCH BOX". Another red box highlights the "SELECTED ITEM" row, which corresponds to the item "1FACE MASK 1 PACK 50PCS". At the bottom right of the window are two buttons: a green "ENTER" button and a dark red "CLOSE" button.

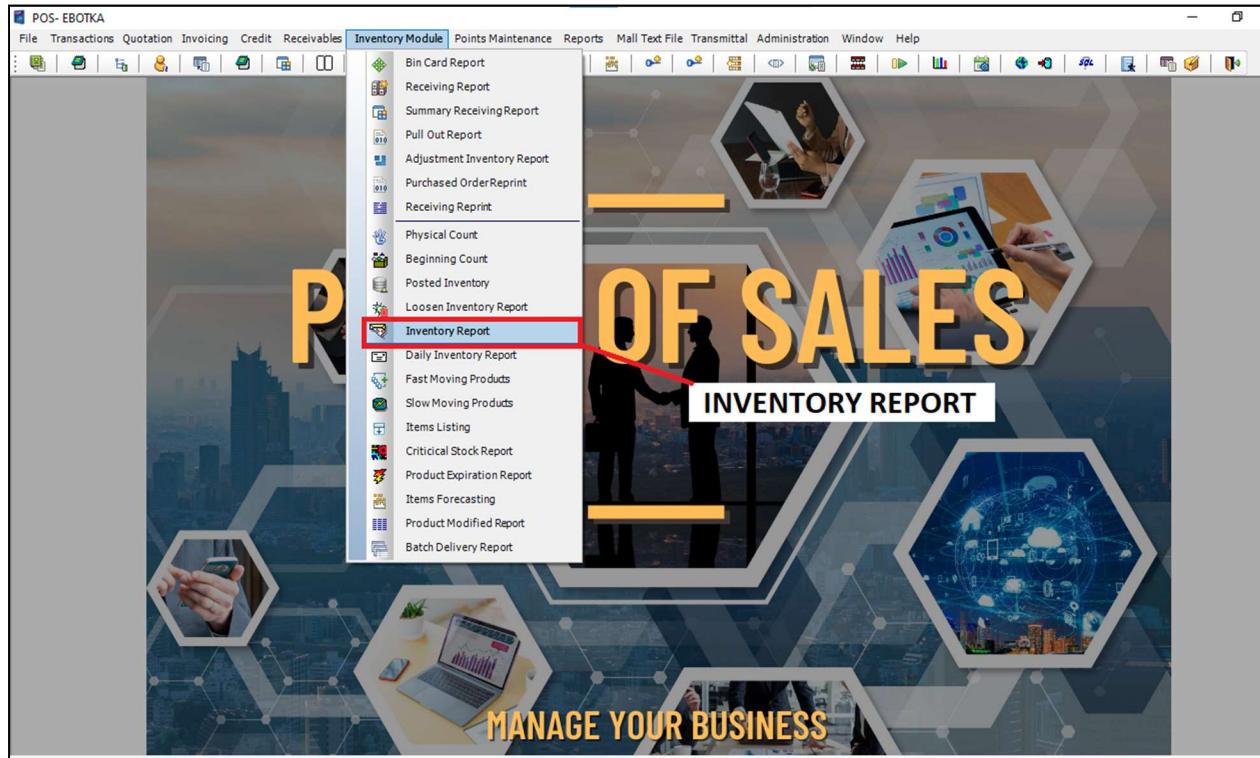
- Click **SAVE-F2** button to update the inventory.

The screenshot shows a software window titled "PULLOUT ENTRY". At the top, there are input fields for DATE (12/28/2022), SUPPLIER (SUPPLIER1), TRANS TYPE, REF NO (000001), and REMARKS. Below these is a table with columns: #, ITEMCODE, QTY, DESCRIPTION, DEPARTMENT, COST PRICE, and AMOUNT. One row is selected, showing item "1FACE MASK 1 PACK 50PCS" with a quantity of 2, department HANGER, cost price 40.00, and amount 80.00. A red box highlights this selected row. To the right, a red box encloses the text "DETAILS OF ITEM TO BE PULLED OUT.". At the bottom, there is a "SAVE - F2 BUTTON" with a red arrow pointing to it from the "DETAILS" box. Below the button is a table with columns: ITEM, SCAN BARCODE, ..., TOTAL (80.00). At the bottom are several function keys: F4 - INSERT, F6 - DELETE, F2-SAVE | PRINT (highlighted with a red box), F8 - OVERRIDE, F9 - NOTES, and CLOSE.

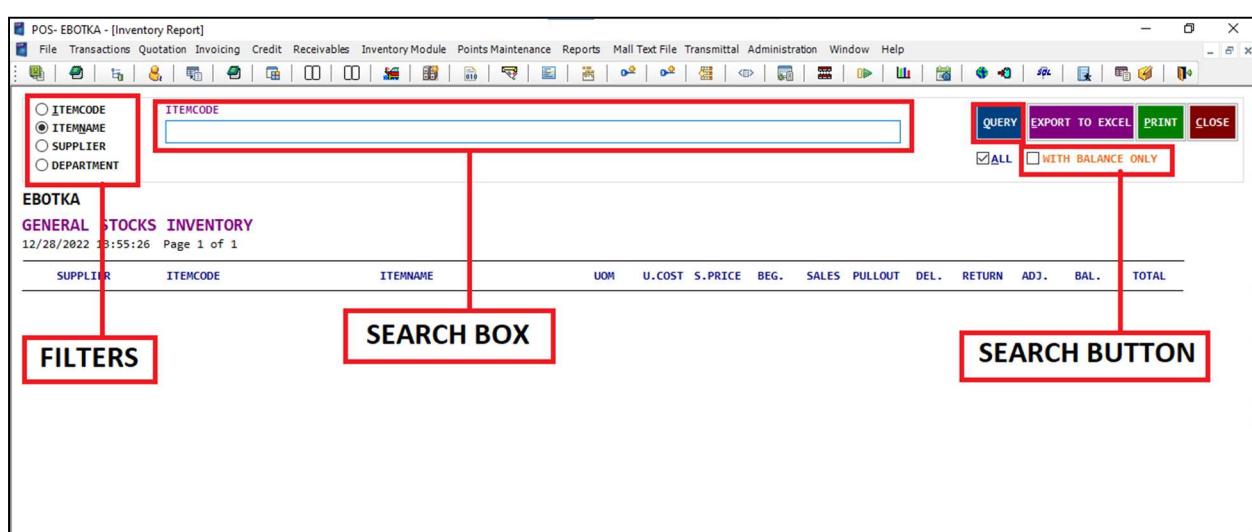
- Then you can check the **Inventory Report** to see your updated balance.

INVENTORY MODULE

- Click **INVENTORY MODULE** then proceed to **INVENTORY REPORT**.

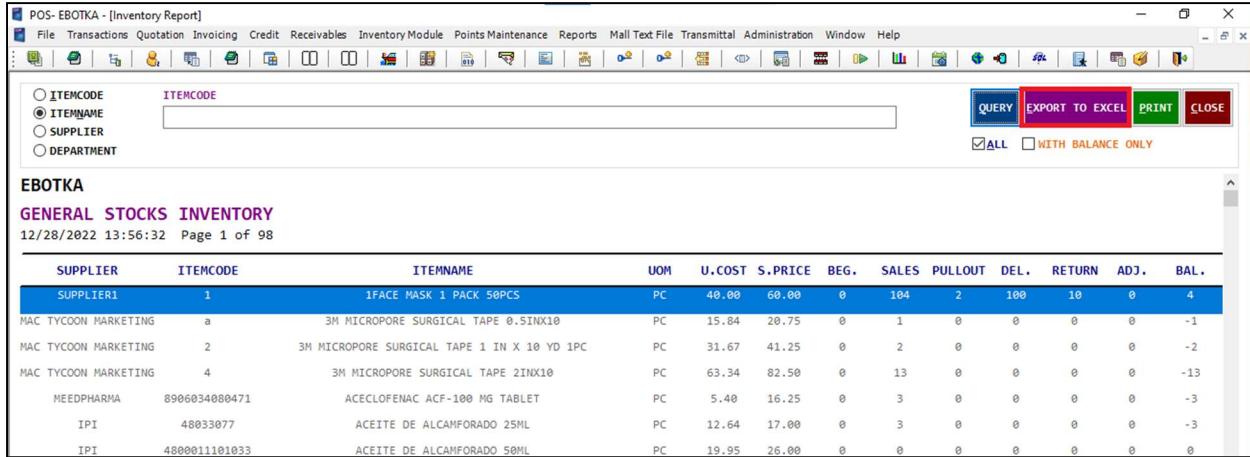


- INVENTORY REPORT** helps you monitor your current inventory of the items in the POS. This report can be exported to excel file. Click **Query** to generate the report based on the filter in the Search Box.
- If the “With Balance Only” tag is checked, the Report will only show items with balance greater than 0.
- If the “All” tag is checked, the Report will show all items regardless of the filters.



POINT OF SALES USER MANUAL

- Click **Export to Excel button** after generating the report then save as excel file.

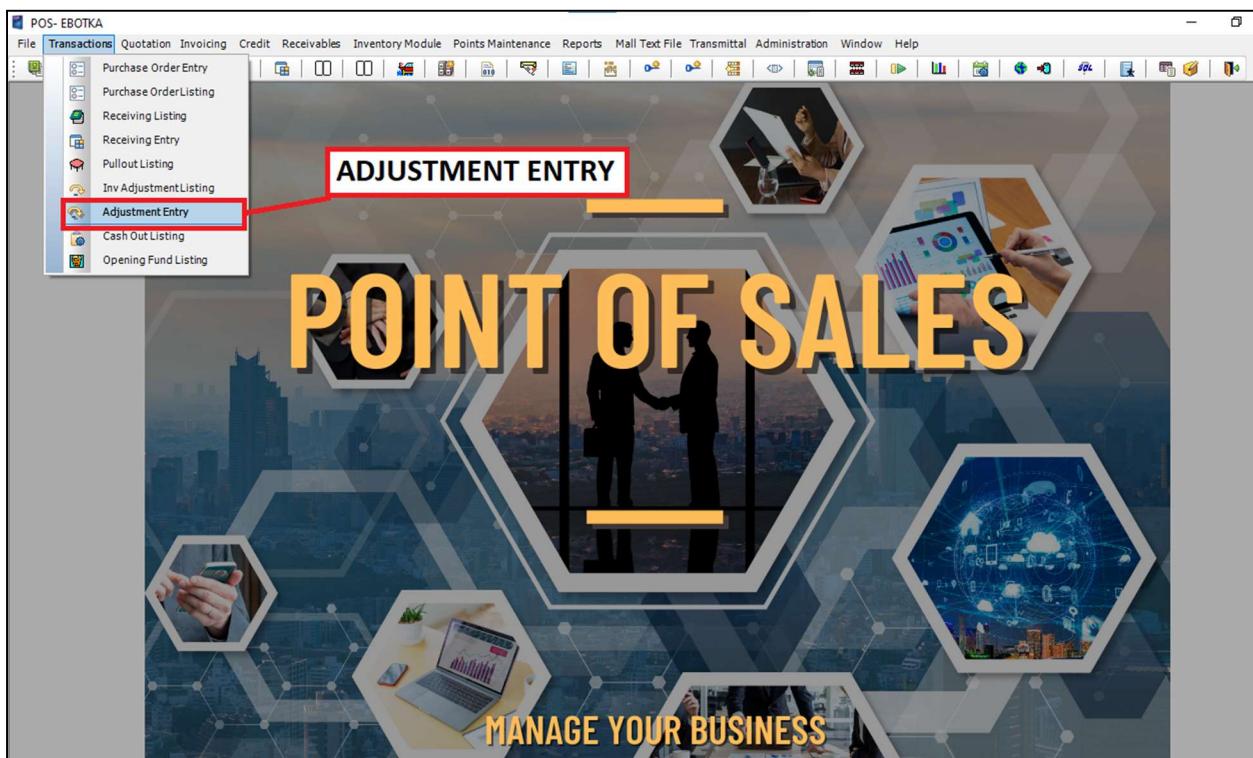


SAMPLE INVENTORY REPORT

A	B	C	D	E	F	G	H	I	J	K	L	M	N
EBOTKA													
GENERAL STOCKS INVENTORY													
12/28/2022 13:57:34 Page 1 of 98													
SUPPLIER	ITEMCODE	ITEMNAME	UOM	U.COST	S.PRICE	BEG.	SALES	PULLOUT	DEL.	RETURN	ADJ.	BAL.	TOTAL
SUPPLIER1	1	1FACE MASK 1 PACK 50PCS	PC	40.00	60.00	0	104	2	100	10	0	4	160.00
MAC TYCOON MARKETING	a	3M MICROPORE SURGICAL TAPE 0.5INX10	PC	15.84	20.75	0	1	0	0	0	0	-1	
MAC TYCOON MARKETING	2	3M MICROPORE SURGICAL TAPE 1 IN X 10 YD 1PC	PC	31.67	41.25	0	2	0	0	0	0	-2	
MAC TYCOON MARKETING	4	3M MICROPORE SURGICAL TAPE 2INX10	PC	63.34	82.50	0	13	0	0	0	0	-13	
MEEDPHARMA	8906034080471	ACECLOFENAC ACF-100 MG TABLET	PC	5.40	16.25	0	3	0	0	0	0	-3	
IPI	48033077	ACEITE DE ALCAMFORADO 25ML	PC	12.64	17.00	0	3	0	0	0	0	-3	
IPI	4800011101033	ACEITE DE ALCAMFORADO 50ML	PC	19.95	26.00	0	0	0	0	0	0	0.00	
MEEDPHARMA	8906034080471	ACECLOFENAC ACF-100 MG TABLET	PC	5.40	16.25	0	3	0	0	0	0	-3	-16.20
IPI	48033077	ACEITE DE ALCAMFORADO 25ML	PC	12.64	17.00	0	3	0	0	0	0	-3	-37.92
IPI	4800011101033	ACEITE DE ALCAMFORADO 50ML	PC	19.95	26.00	0	0	0	0	0	0	0.00	
IPI	4800011159041	ACEITE DE MANZANILLA 100ML	PC	36.58	47.75	0	0	0	0	0	0	0.00	
IPI	4800011159034	ACEITE DE MANZANILLA 25ML	PC	12.73	16.75	0	0	0	0	0	0	0.00	
IPI	4800011159034	ACEITE DE MANZANILLA 50ML	PC	19.29	25.00	0	0	0	0	0	0	0.00	
MEEDPHARMA	MUCOLYTIC	ACETYLCYSTEINE DIACYSTEINE 600MG POWDER SACHET	PC	8.80	26.50	0	0	0	0	0	0	0.00	
SKYMED PHARMA	8906005114907	ACETYLCYSTEINE FLUCYSTEINE 600MG	PC	8.80	26.50	0	1	0	0	0	0	-1	-8.80
NORVIC DRUGS CORPORATI	4800308731172	ACETYLCYSTEINE FLUIMUCIL 100MG SACHET	PC	11.08	13.50	0	1	0	0	0	0	-1	-11.08
DYNADRUG	4800308731165	ACETYLCYSTEINE FLUIMUCIL 100MG/5ML SYRUP 100ML	PC	251.50	309.75	0	0	0	0	0	0	0.00	
DYNADRUG	4800308731318	ACETYLCYSTEINE FLUIMUCIL 200MG GRANULES 1G	PC	14.63	18.50	0	0	0	0	0	0	0.00	
R8 DRUGS DISTRIBUTOR	4800308991491	ACETYLCYSTEINE FLUIMUCIL 600MG TABLET	PC	32.12	39.50	0	0	0	0	0	0	0.00	
MEEDPHARMA	8906005113474	ACETYLCYSTEINE MUCOLYTICS 200MG SACHET	PC	6.00	18.00	0	1	0	0	0	0	-1	-6.00
MEEDPHARMA	8901043001684	ACICLOVIR 50MG/G(5%W/W)CREAM	PC	125.00	375.00	0	0	0	0	0	0	0.00	
MEEDPHARMA	XYCLOVIRAX 400	ACICLOVIR XYCLOVIRAX 400MG TABLET	PC	5.20	15.75	0	0	0	0	0	0	0.00	
MEEDPHARMA	XYCLOVIRAX 800	ACICLOVIR XYCLOVIRAX FORTE 800MG 1'S	PC	13.50	40.50	0	0	0	0	0	0	0.00	

ADJUSTMENT ENTRY

- Click **TRANSACTIONS** then proceed to **ADJUSTMENT ENTRY**.



- **ADJUSTMENT ENTRY** allows the administrator to manually tally the records of the POS inventory to the actual physical inventory of the items. Click **ADD BUTTON** to start.

POINT OF SALES USER MANUAL

- Click **F4-SEARCH** button to select an item.

Inventory Adjustment Entry

ADJUSTMENT ENTRY

DATE:	12/28/2022
BARCODE:	
DESCRIPTION:	
ENDING BALANCE:	
ADJUSTMENT QTY (+-):	.00
NEW BALANCE:	
REMARKS:	

F4 - SEARCH
SAVE
CLOSE

Find Item

SEARCH **8 Record(s)**

ITEMCODE	ITEMNAME	DEPART.	BRAND	UOM	PRICE	BAL.
1	1FACE MASK 1 PACK 50PCS	HANGER	EPSON	PC	60.00	4.00
858745005480	ALLY PRO MEDICAL GRADE PROTECTIVE 3P NON-MEDICAL	NON-MEDICAL	00000	PC	195.00	.00
FACE MASK 5'S	FACE MASK 5PCS PER PACK	MEDICAL		PC	10.00	.00
4806530876353	INDOPLAS KN95 FACEMASK 1 PIECE	MEDICAL	20210102	PC	35.00	.00
4806526304242	PARTNERS 3PLY PROTECTIVE MASK 50'S	MEDICAL	JA201228U	PC	130.00	.00
NEBMASK A	PARTNERS NEBULIZER MASK W/ MOUNTHPIECE	MEDICAL	MD20709907	PC	120.00	.00
NEBMASK P	PARTNERS NEBULIZER MASK W/ MOUNTHPIECE	MEDICAL	181112	PC	120.00	.00
DR.CARE NEB	RX DR. CARE NEBULIZER MASK FOR ADULT	MEDICAL	180930	PC	160.00	.00

ENTER
CLOSE

- Search for the item then click **ENTER**.
- Input the Adjustment Value to the **ADJUSTMENT QTY** box, put a “-“ sign to indicate subtraction, otherwise just input the value directly. You can also input **REMARKS** for better

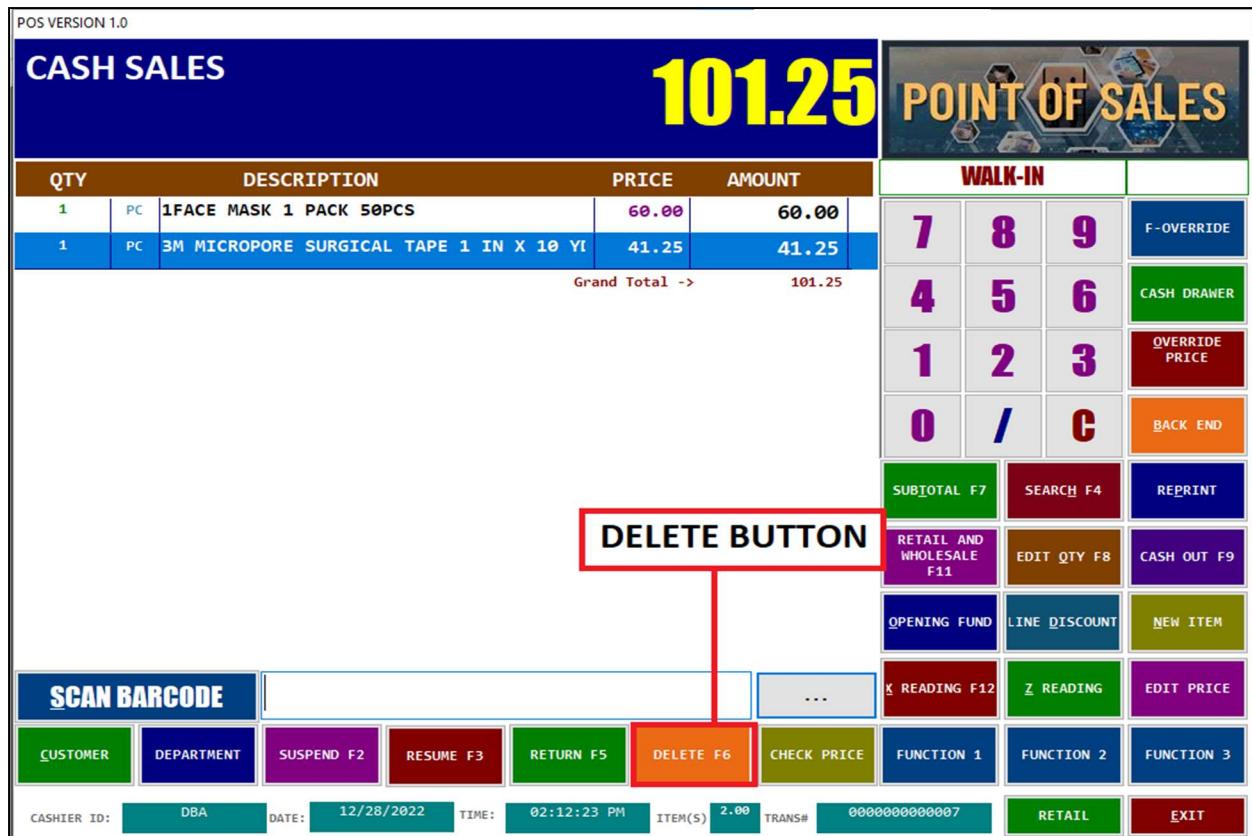
POINT OF SALES USER MANUAL

documentation of the adjustment performed to the inventory.

- Click **SAVE** button to update the inventory.

VOID ITEM

- Void an item in a transaction using the **DELETE F6** button.



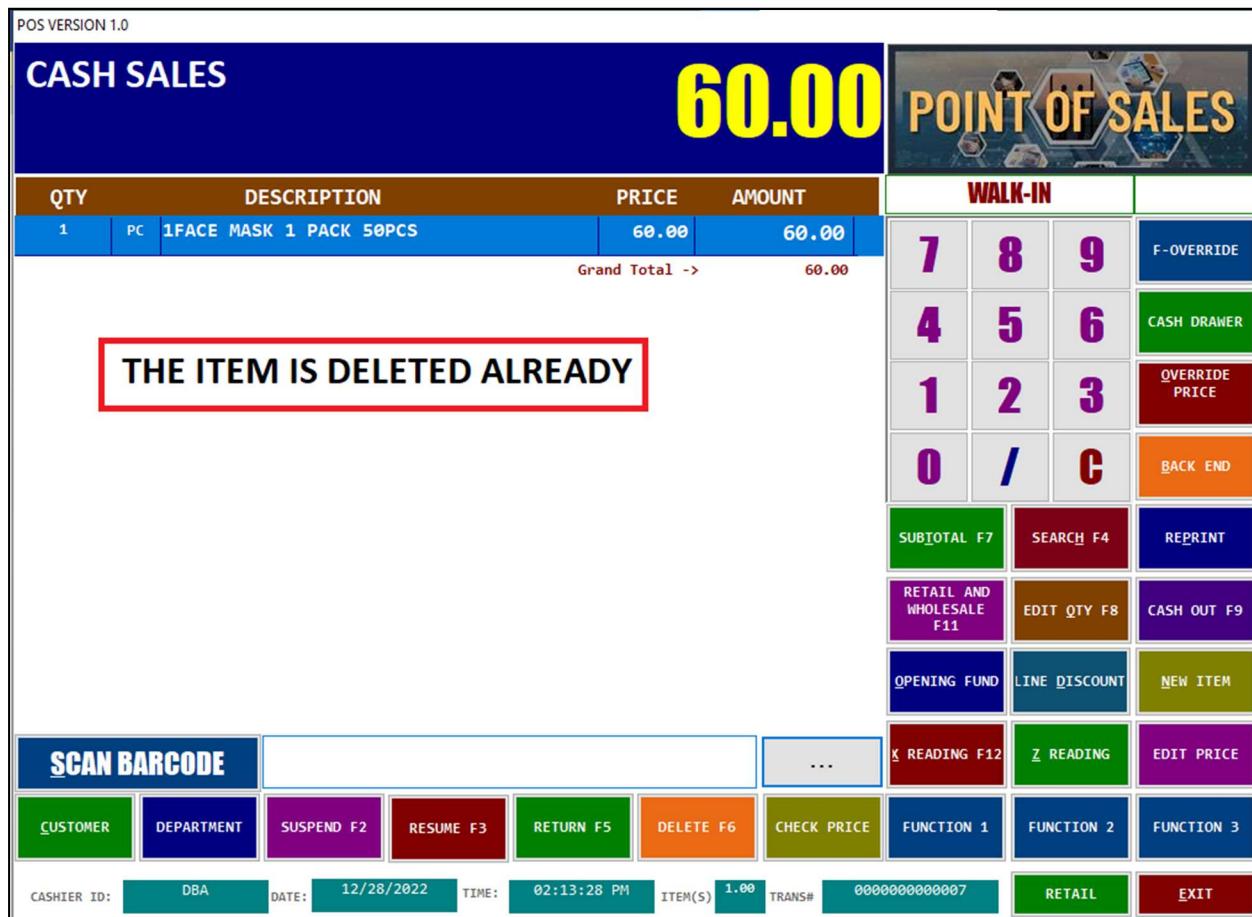
- Once you click the **DELETE** Button, the **DELETE TAG** will pop up under the **CASH SALES TAG**.



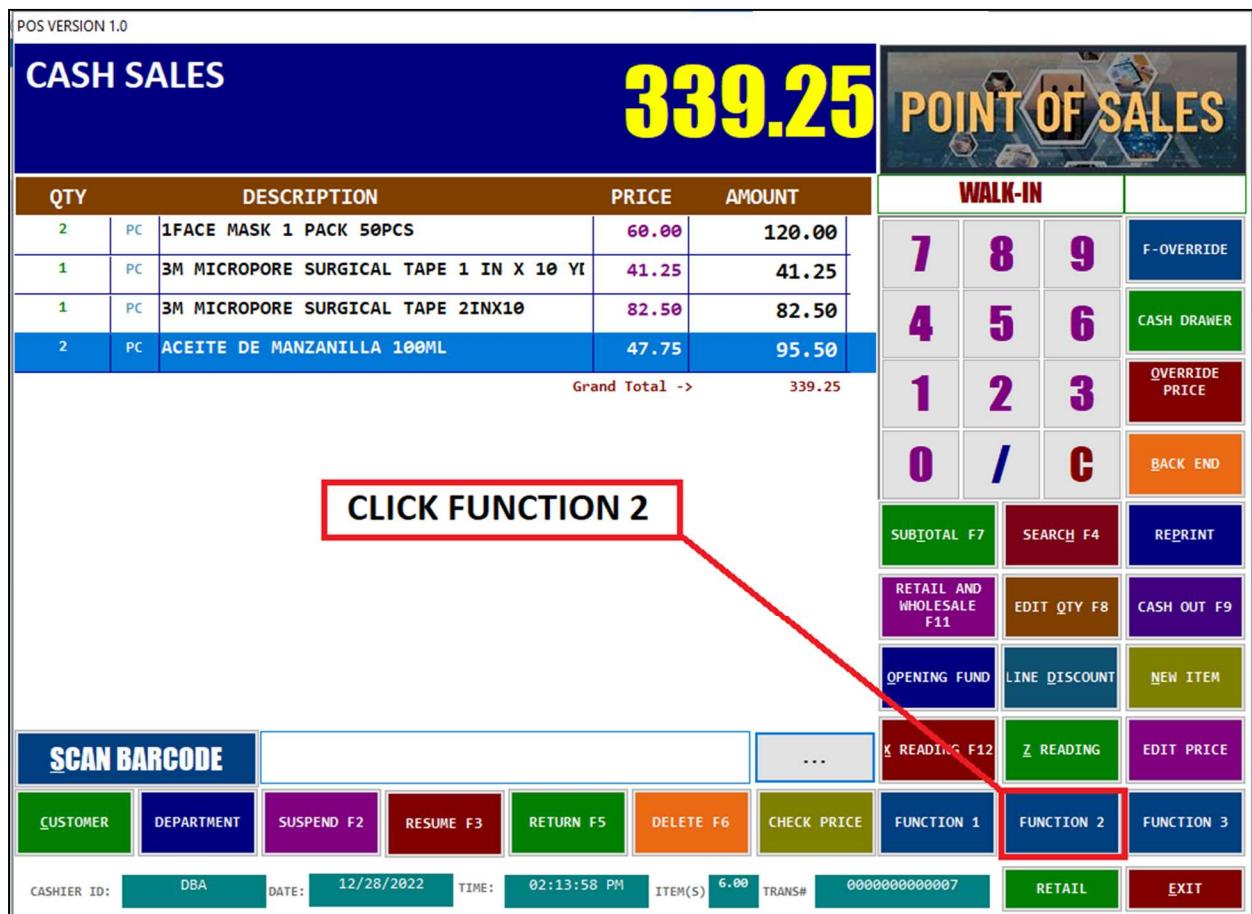
POINT OF SALES USER MANUAL

- You can then use the keyboard arrow keys to select an item, then press the keyboard **ENTER** button to delete the selected item.

- The selected item is already deleted.

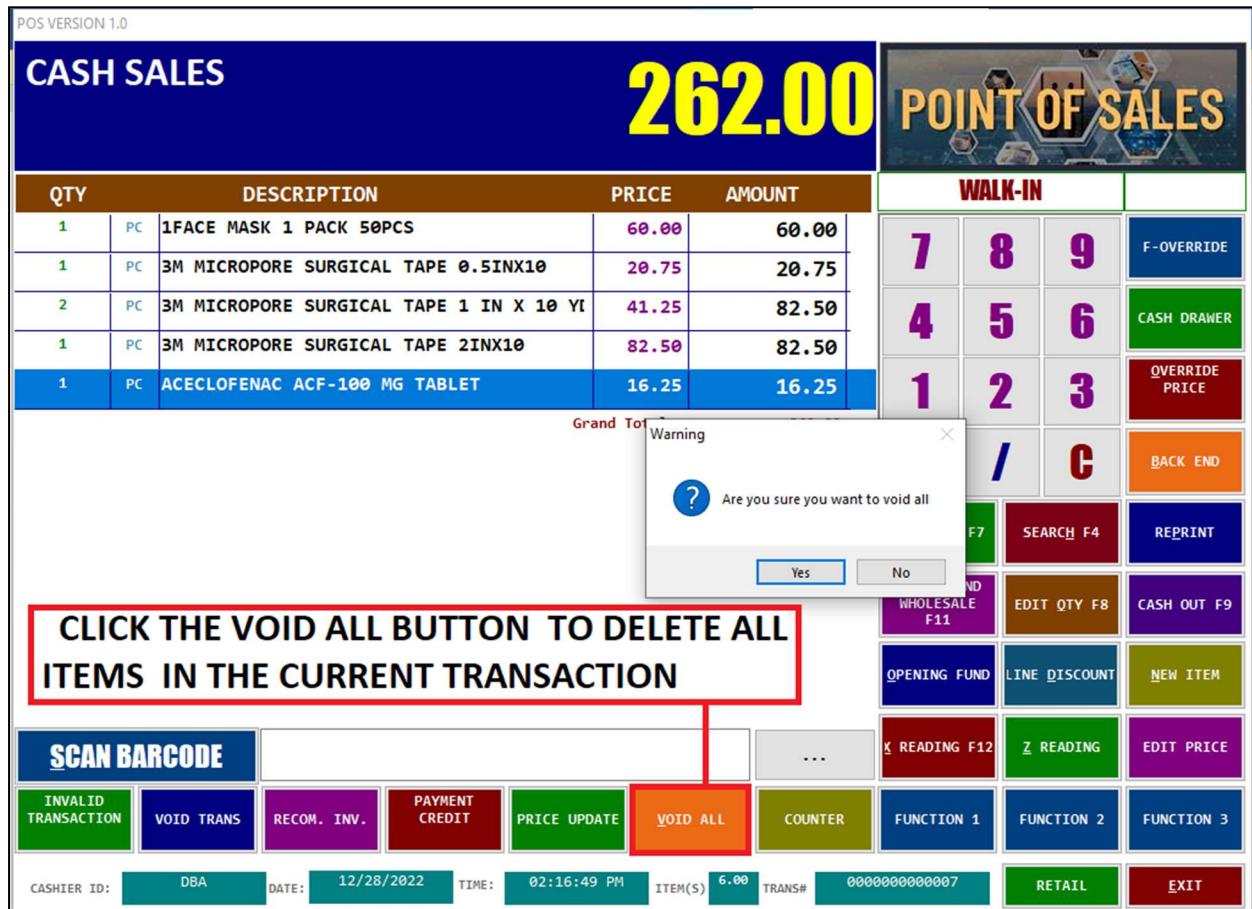


- To delete all items in the current transaction, click the **FUNCTION 2 Button**.



POINT OF SALES USER MANUAL

- Click the **VOID ALL button**, and then confirm the message box to delete all the items in the display.

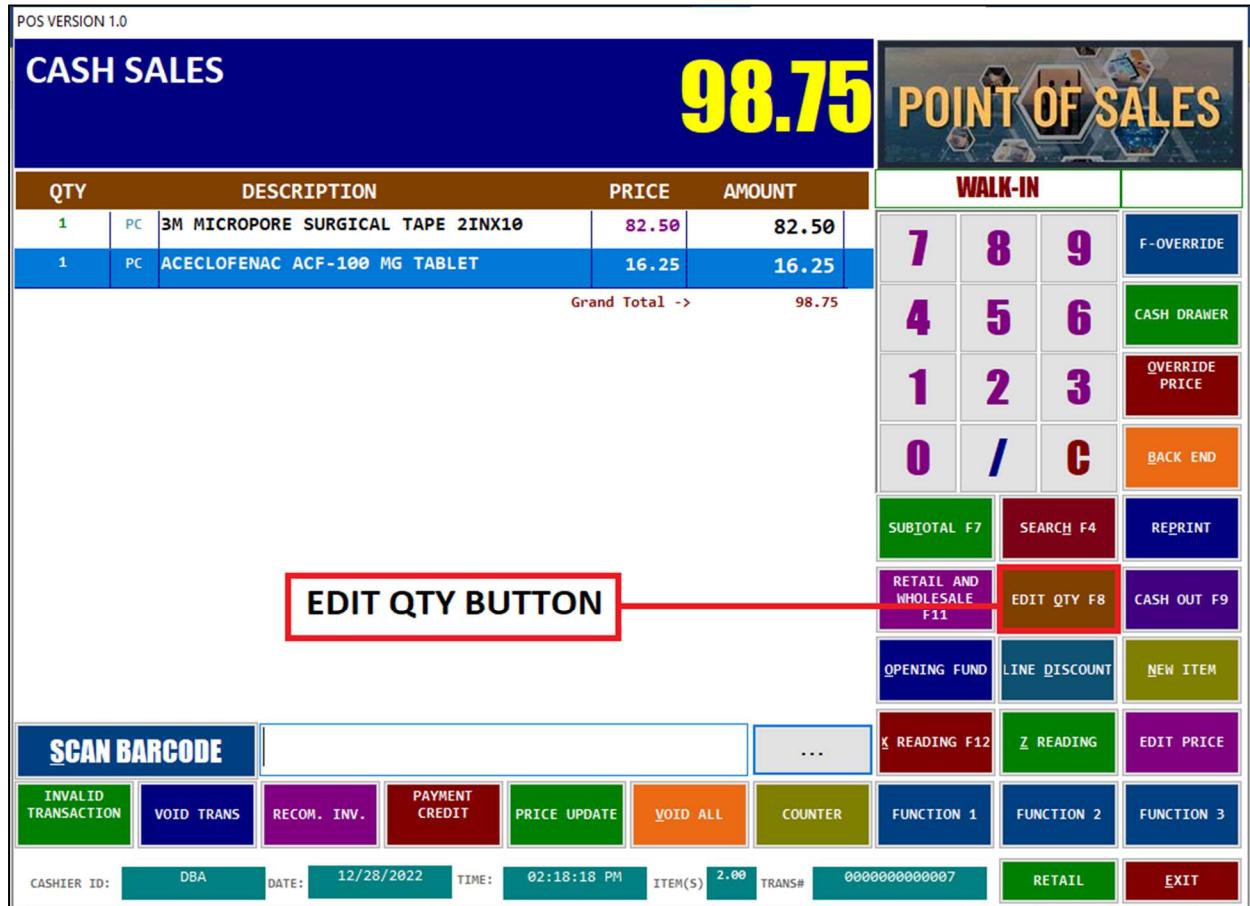


- The items are all deleted.

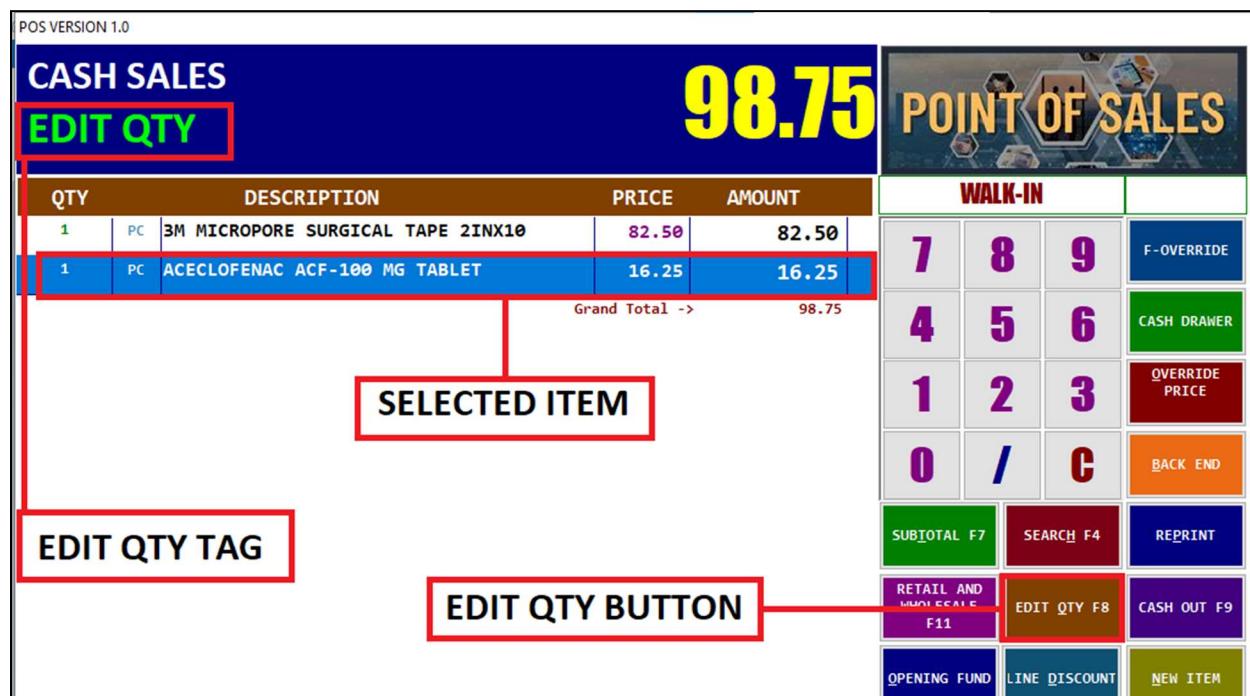


EDIT QUANTITY

- Edit the quantity of an item in a transaction using the **EDIT QTY F8** button.

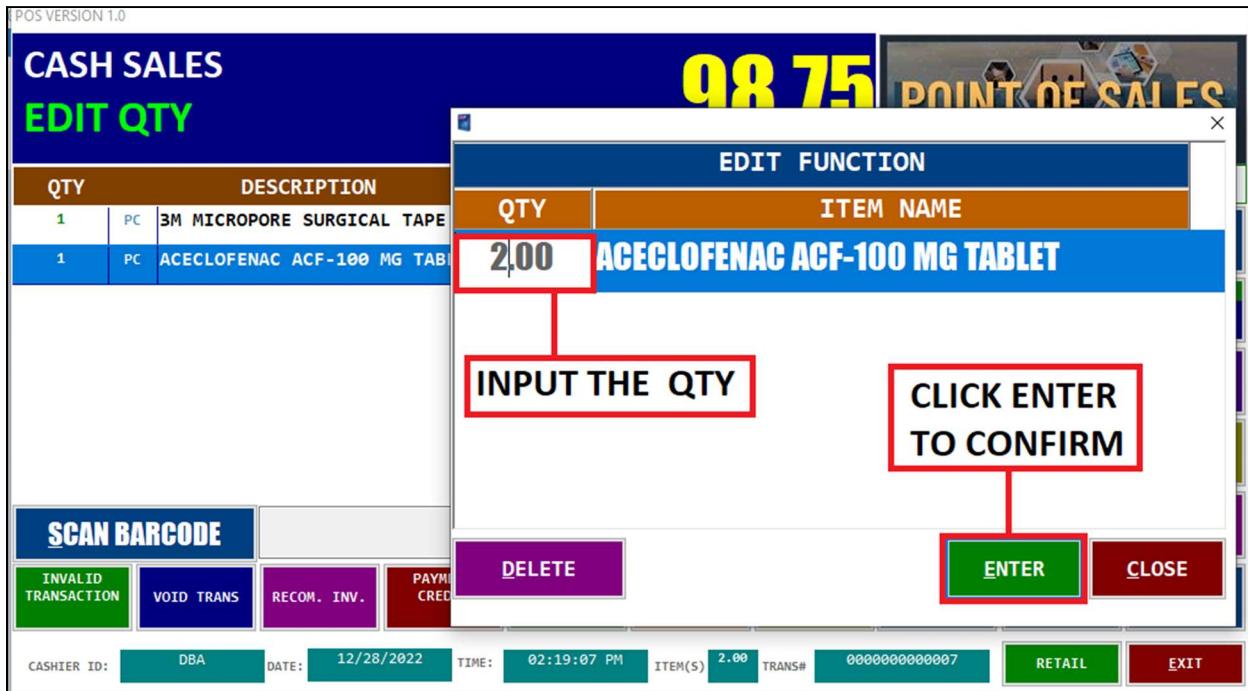


- Once you click the **EDIT QTY button**, the **EDIT QTY** tag will pop up under the **CASH SALES TAG**. You can then use the keyboard arrow keys to select an item, then press the keyboard **ENTER button**.

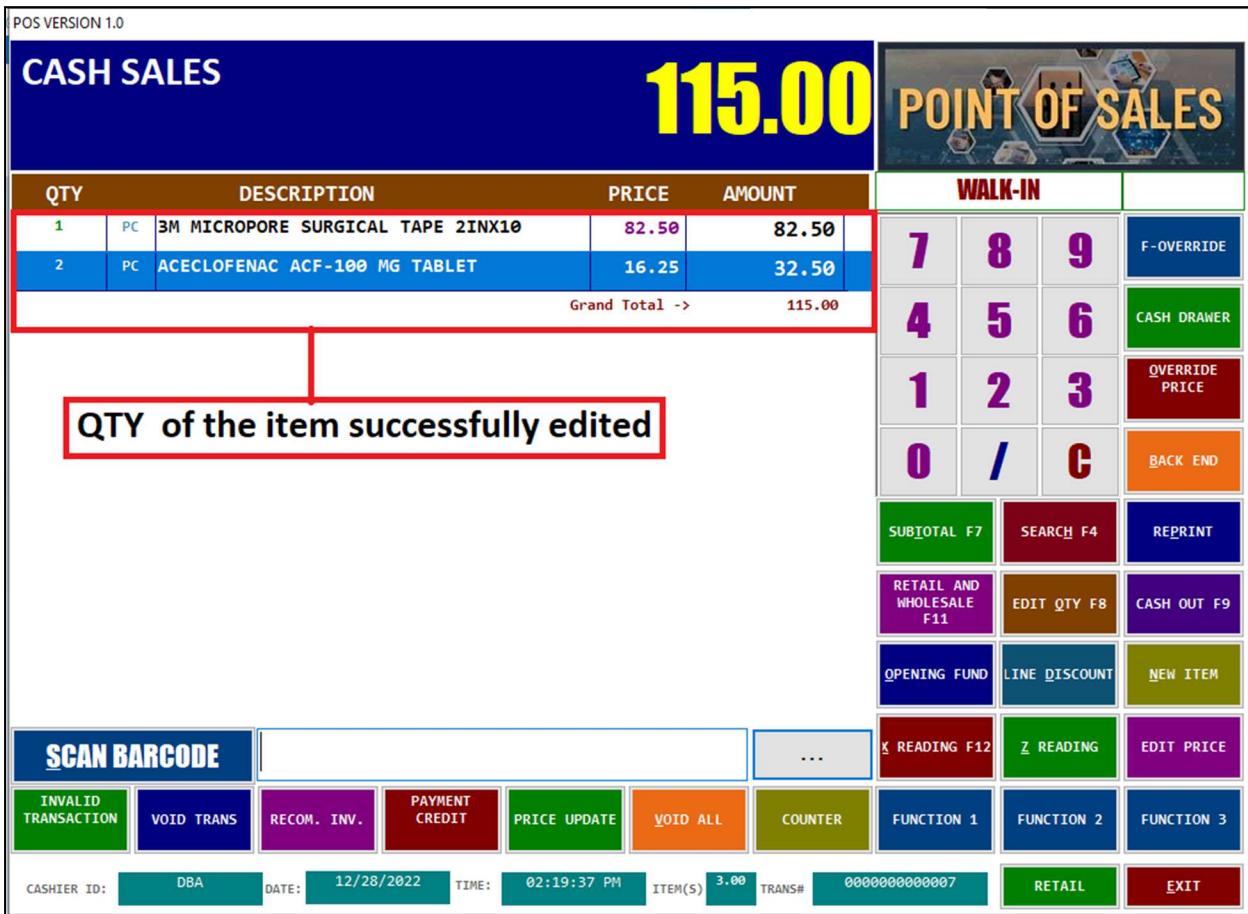


POINT OF SALES USER MANUAL

- Input the correct quantity for the item then click **ENTER button** to finish.



- The Qty of the item to be sold is successfully edited.



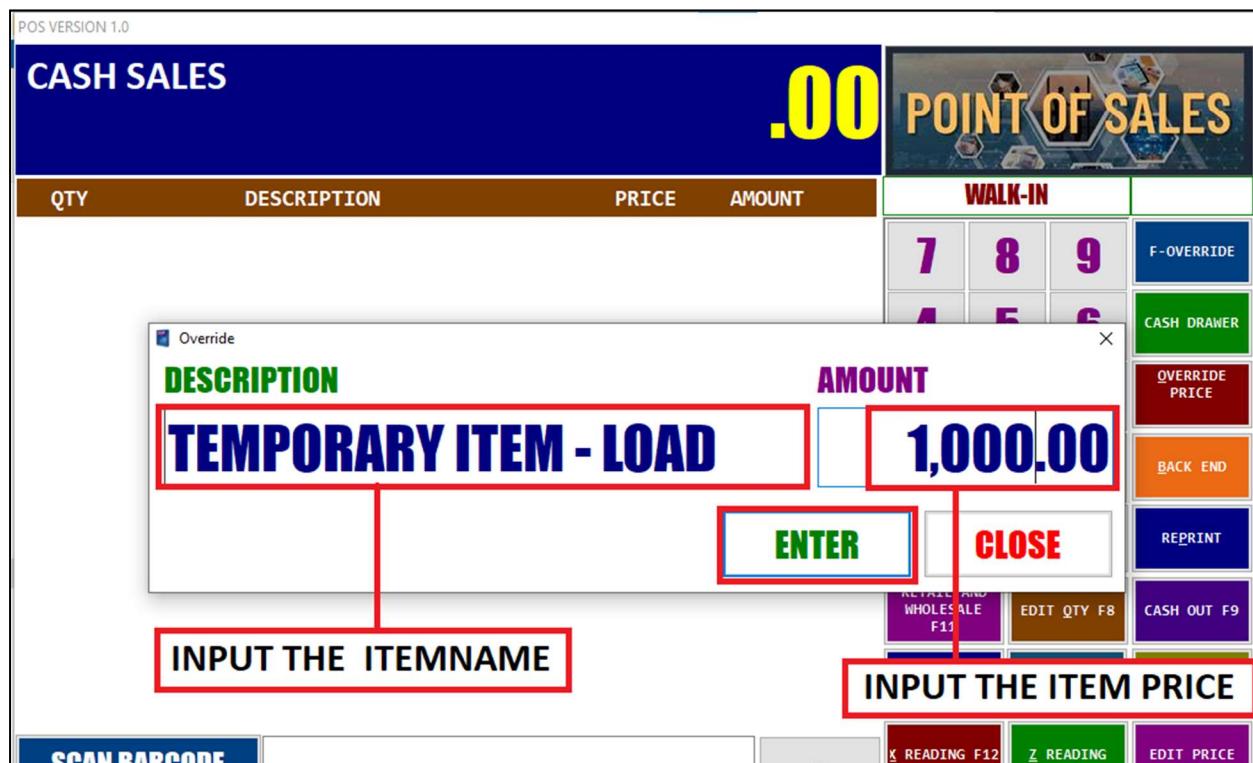
FULL OVERRIDE

& OVERRIDE PRICE

- Sell an item that is not registered in the POS using **FULL OVERRIDE**.

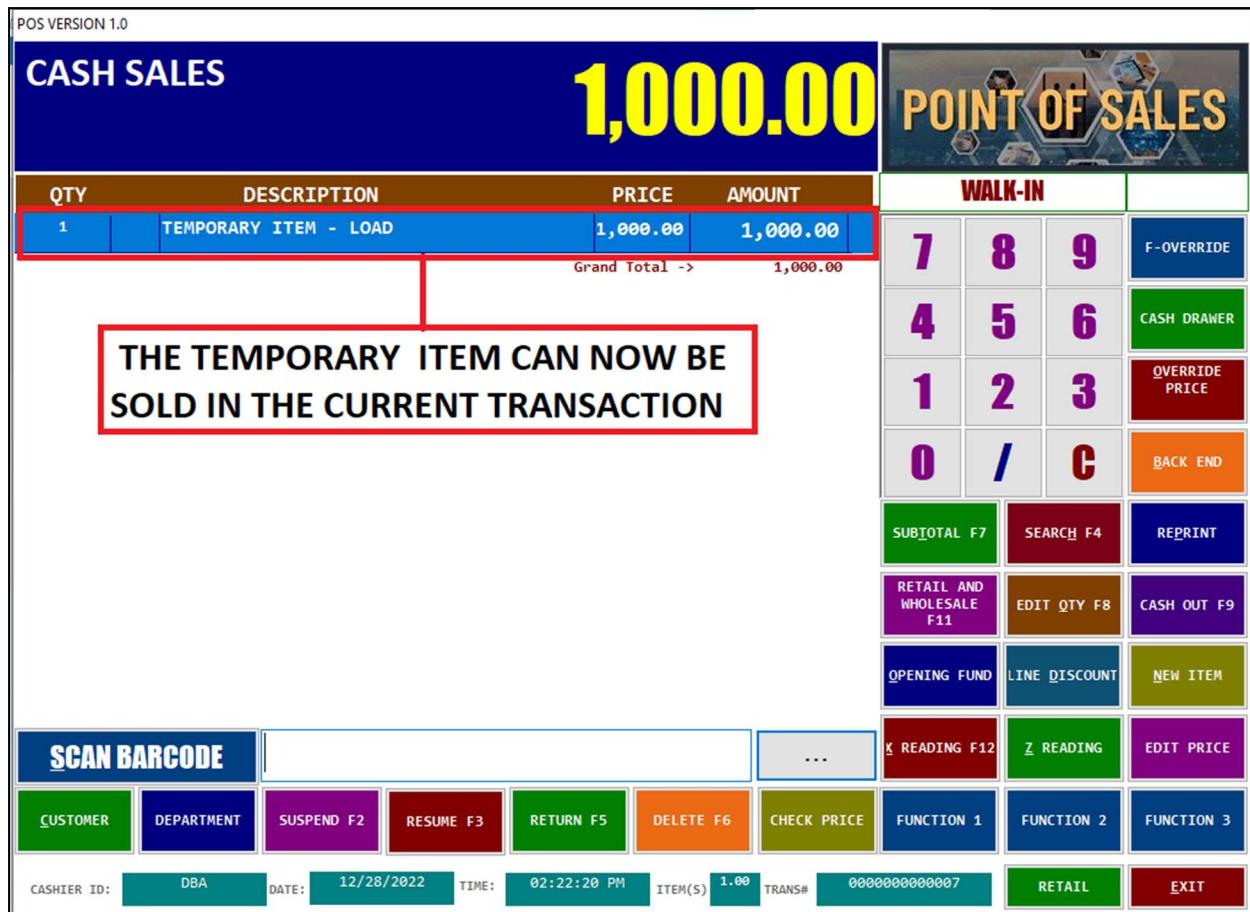


- Once you click the **F-OVERRIDE BUTTON**, input the **ITEMNAME** and **ITEMPRICE** in its respective boxes. Afterwards, click **ENTER button** to confirm.

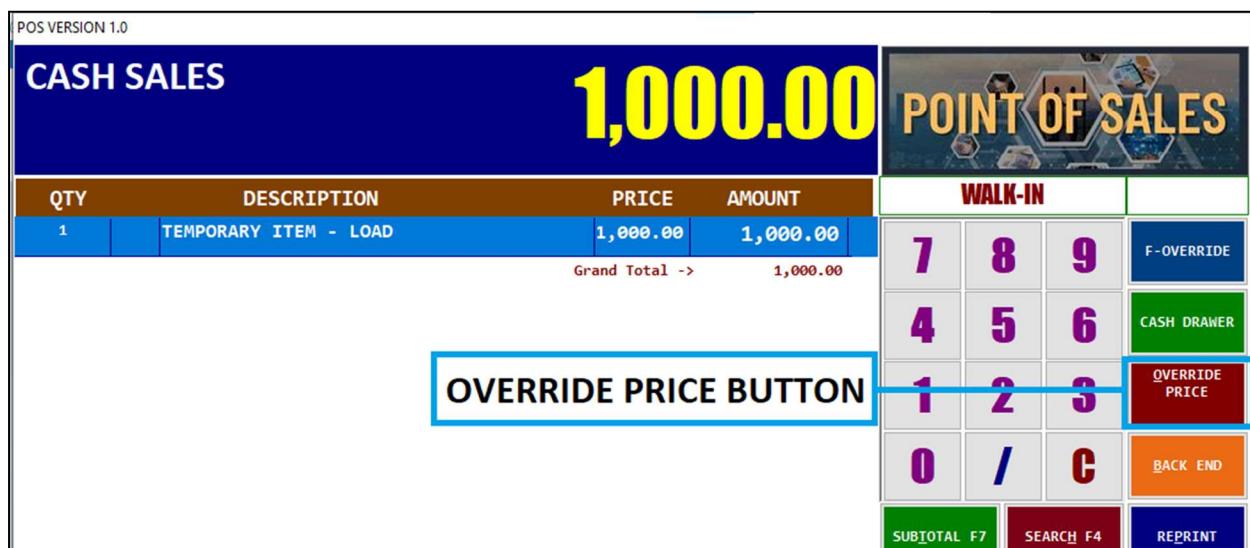


POINT OF SALES USER MANUAL

- The temporary item can now be sold in the current transaction.

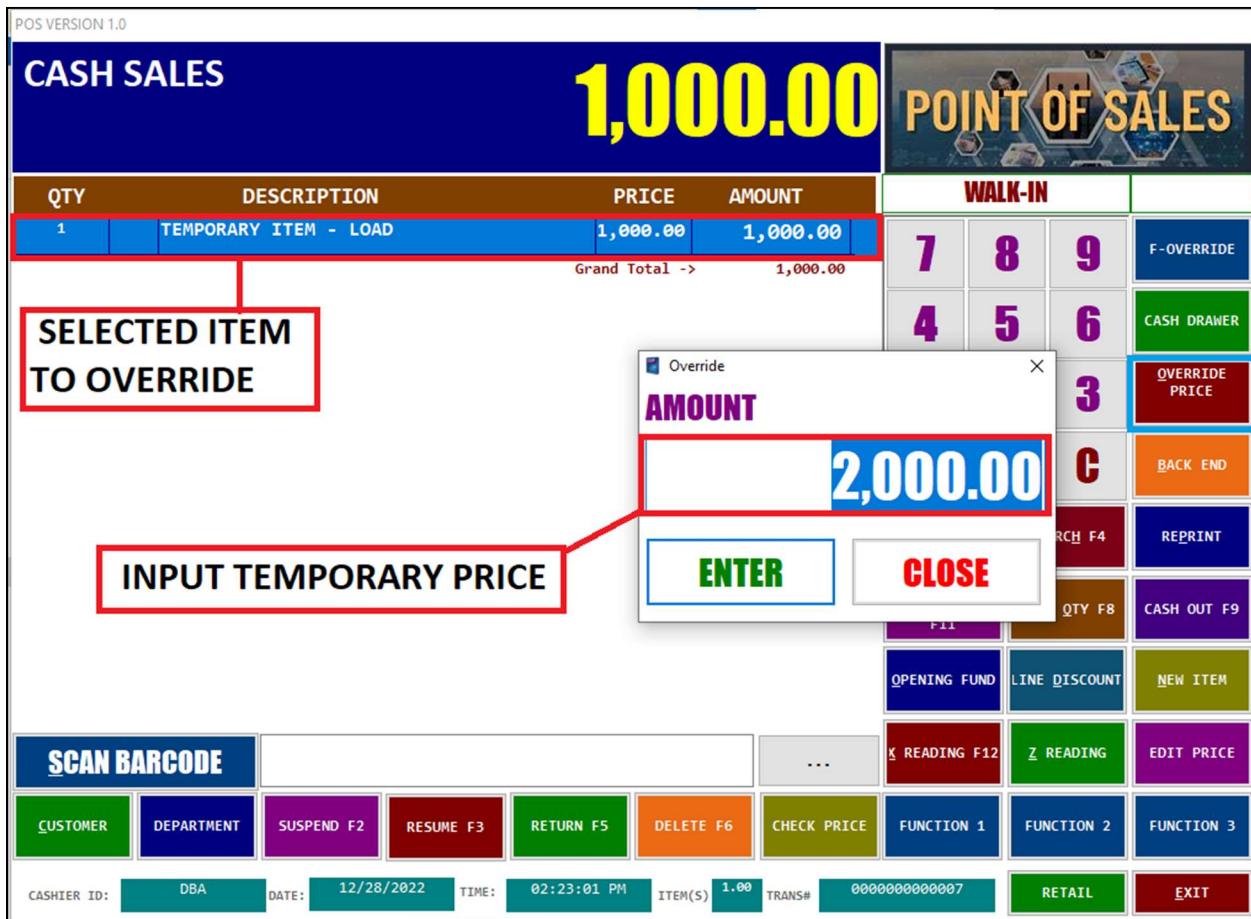


- Temporarily change the selling price of an item using **OVERRIDE PRICE**.
- Select the item to override then click the **OVERRIDE PRICE** button.

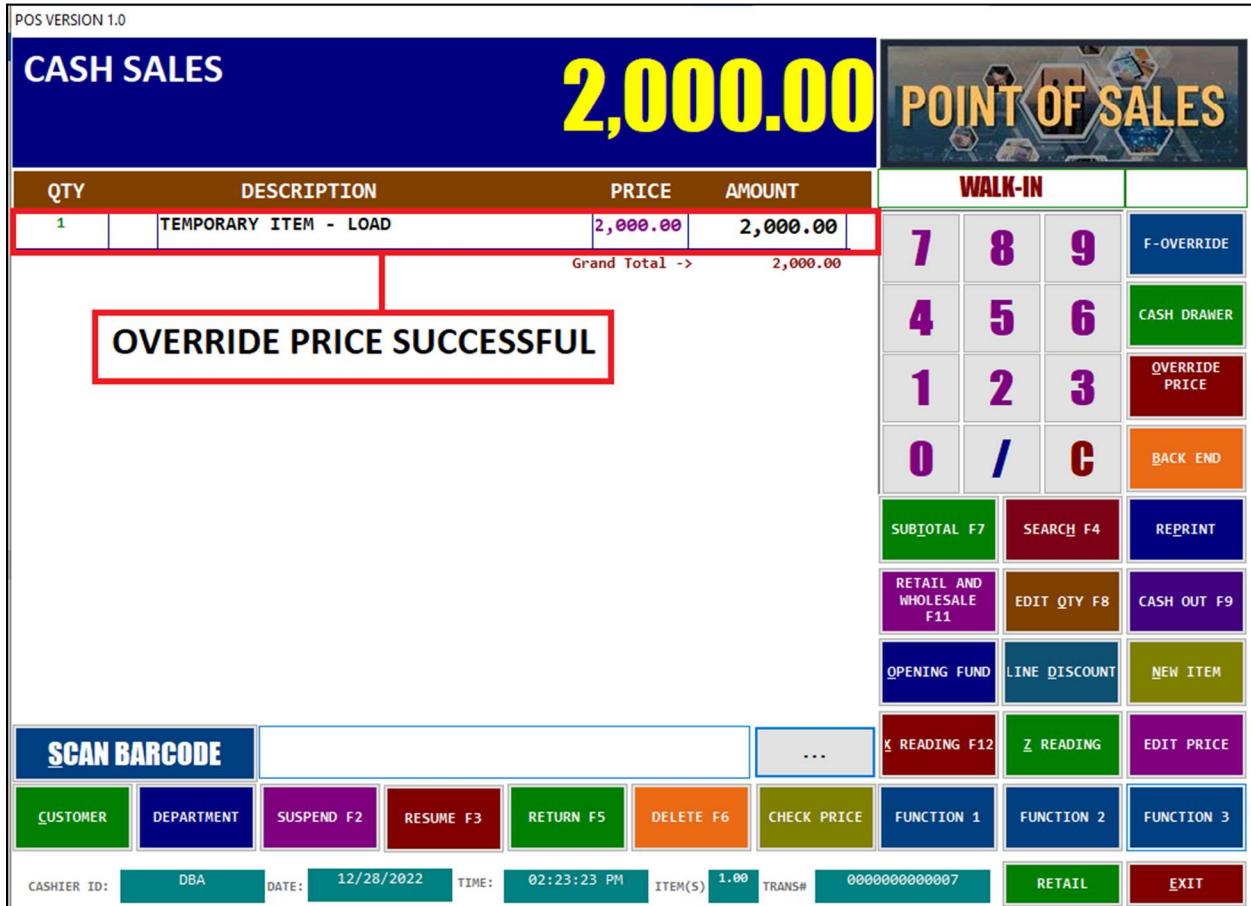


POINT OF SALES USER MANUAL

- Input the temporary price of the item then click **ENTER** button.

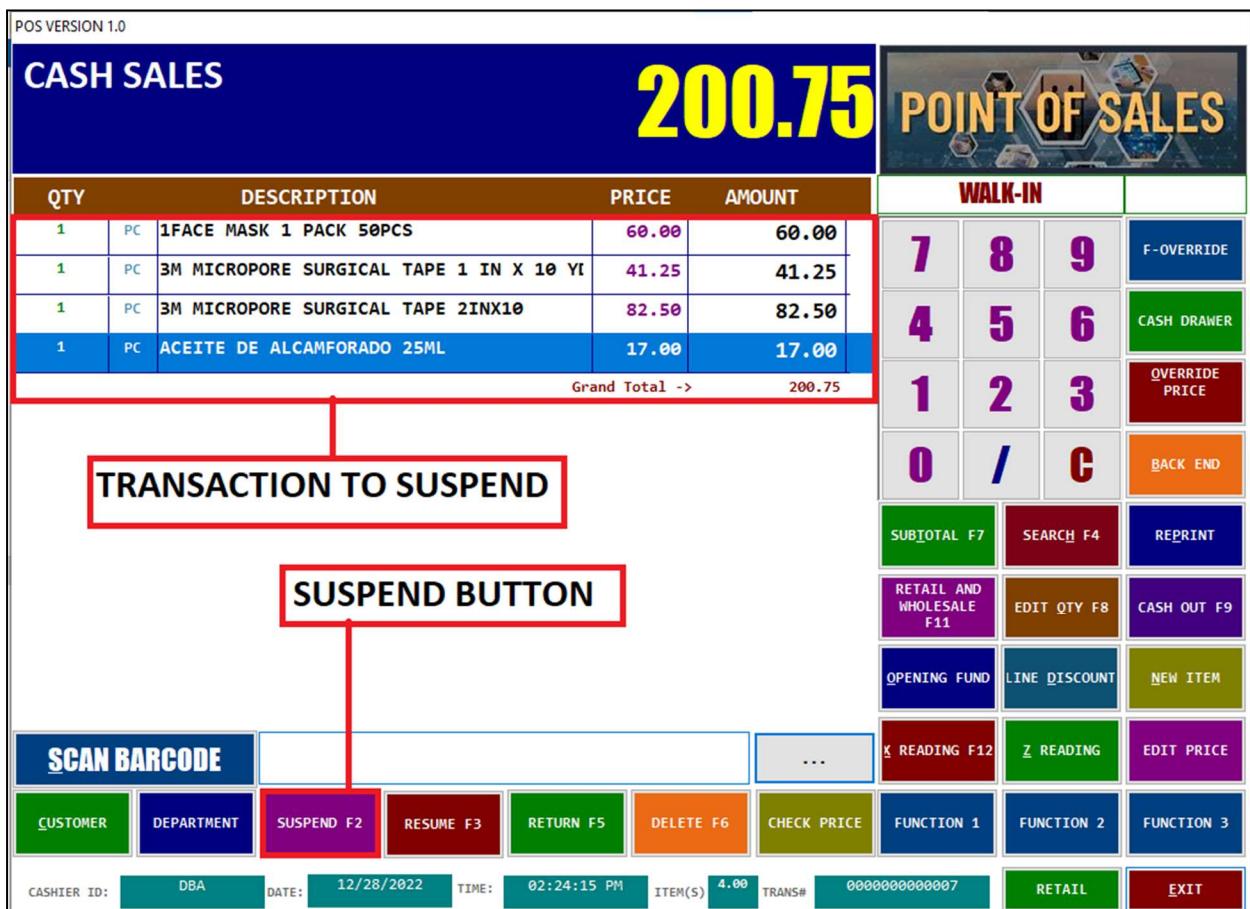


- The item price is temporarily changed.

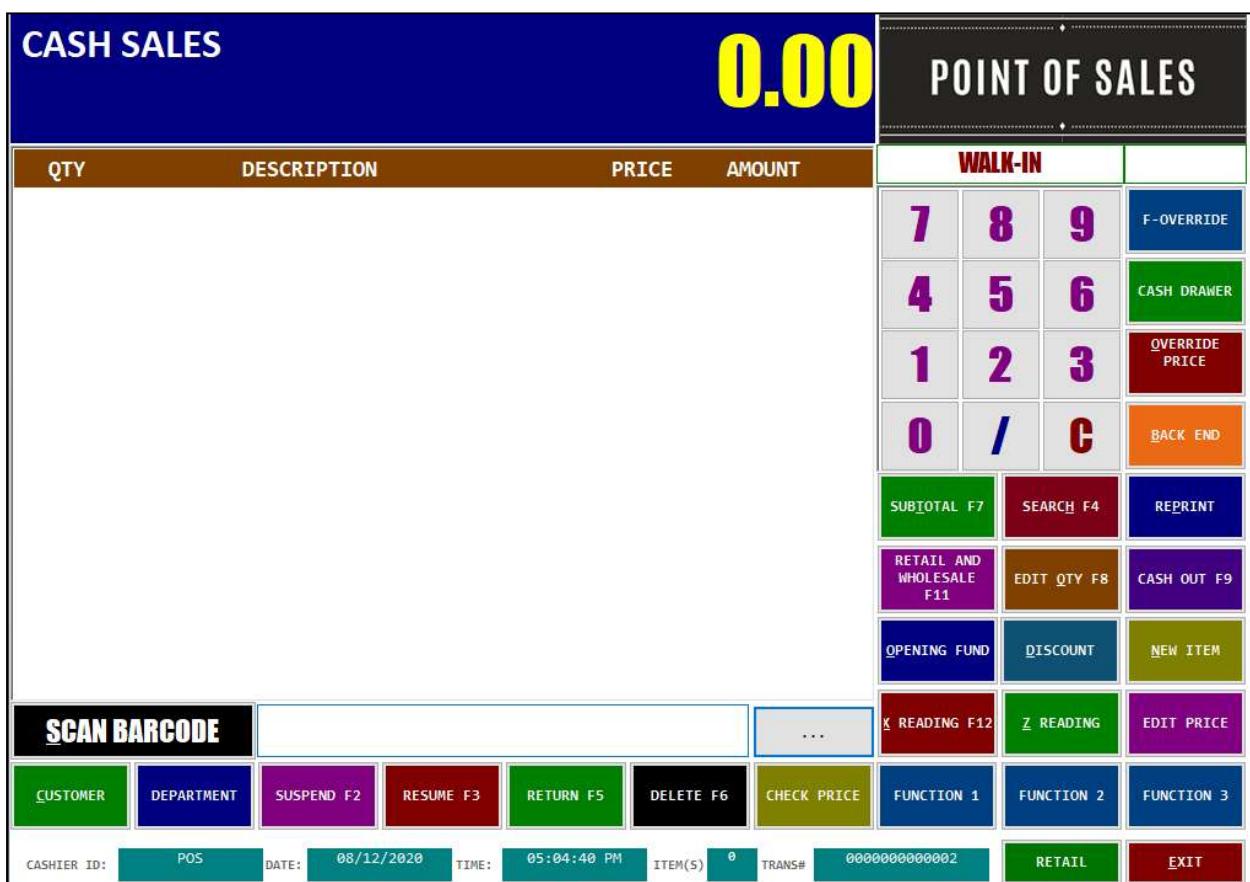


SUSPEND & RESUME

- Suspend a transaction using **SUSPEND** button.

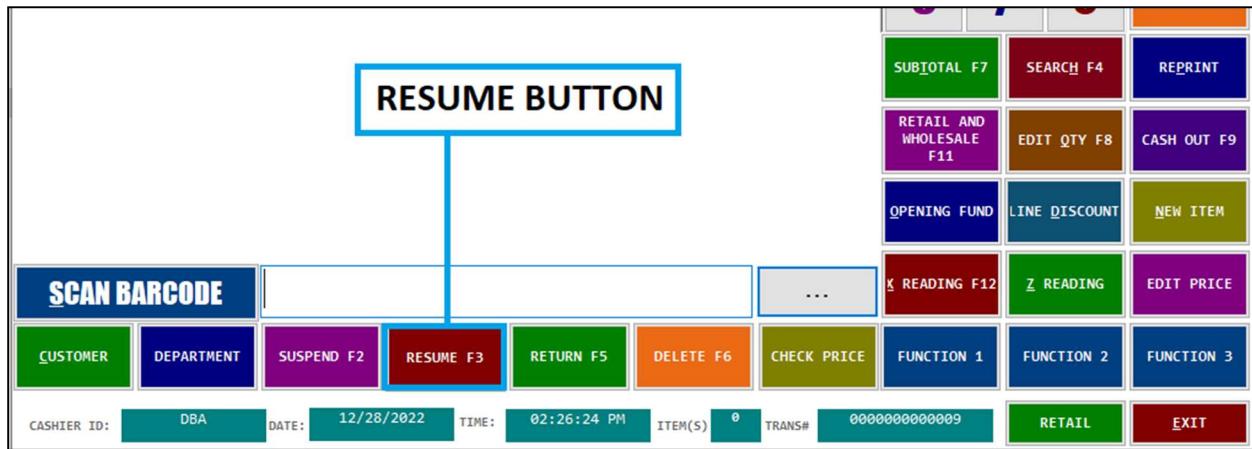


- Click **SUSPEND F2** button to pause your current transaction and proceed to catering the transactions of the next customer in line. This feature can be used to avoid long queues in the line when customers have trouble in settling their payments.

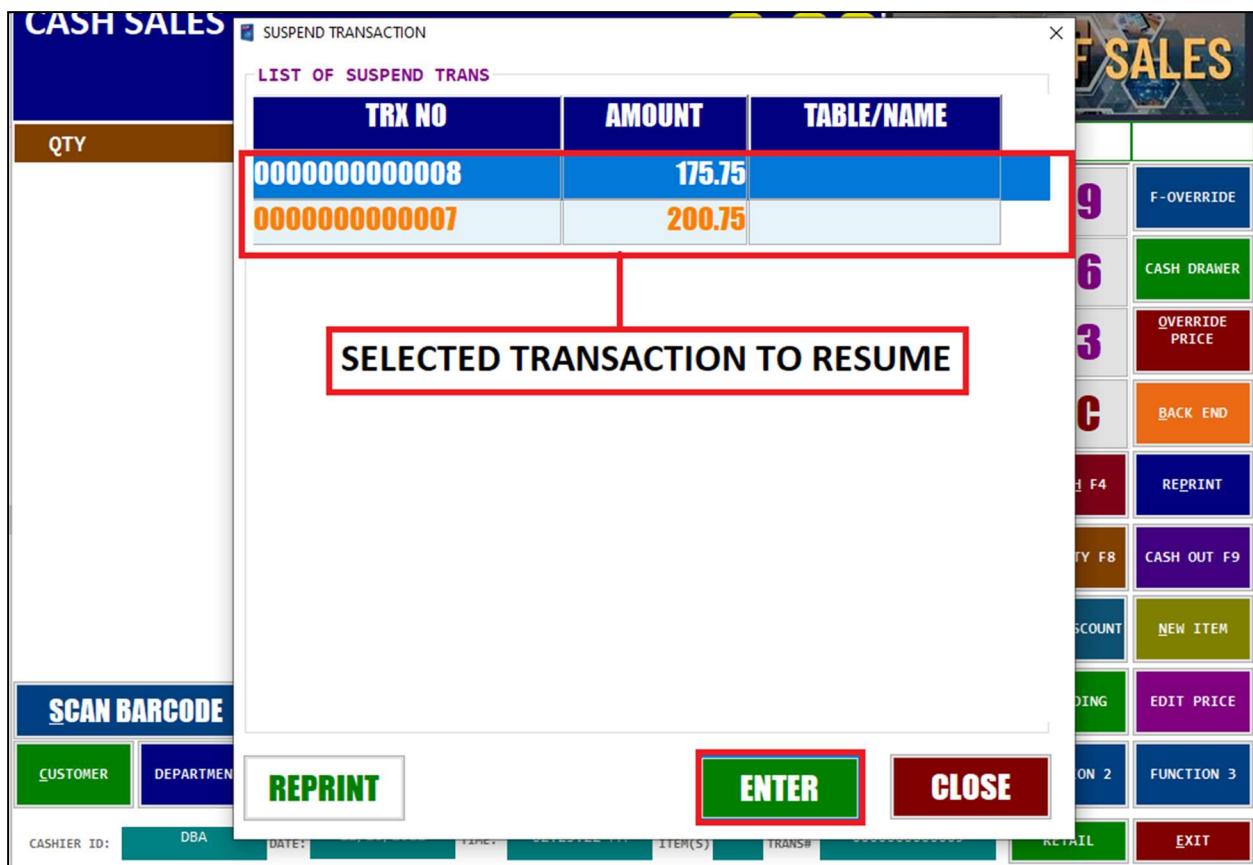


POINT OF SALES USER MANUAL

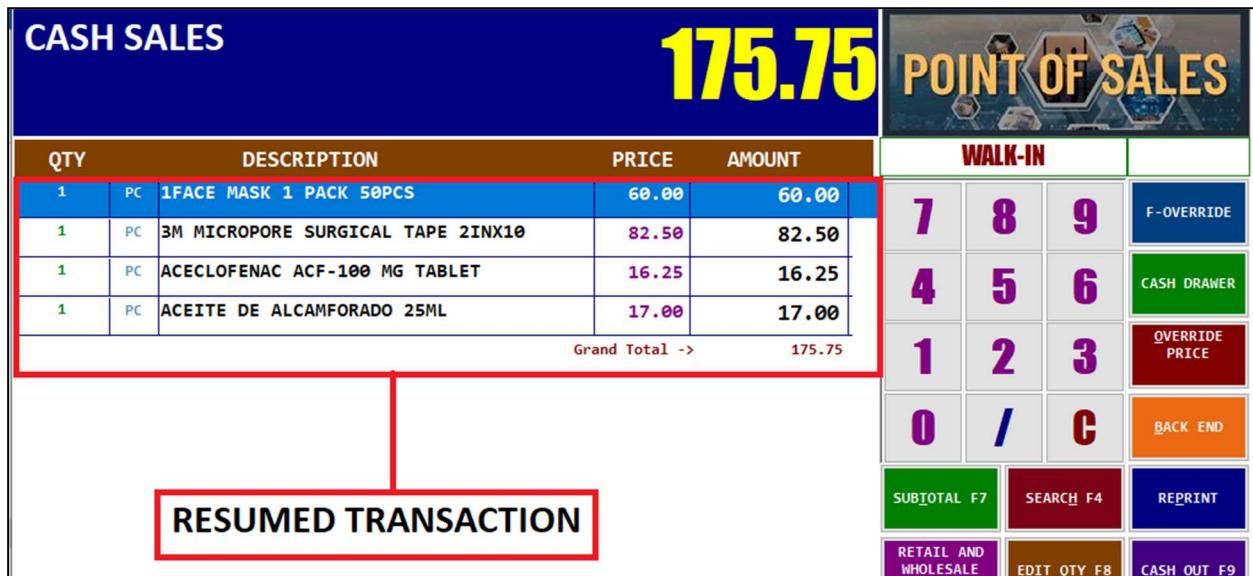
- To resume the suspended transaction, click **RESUME** button.



- Select the transaction you want to resume then click **ENTER** button.

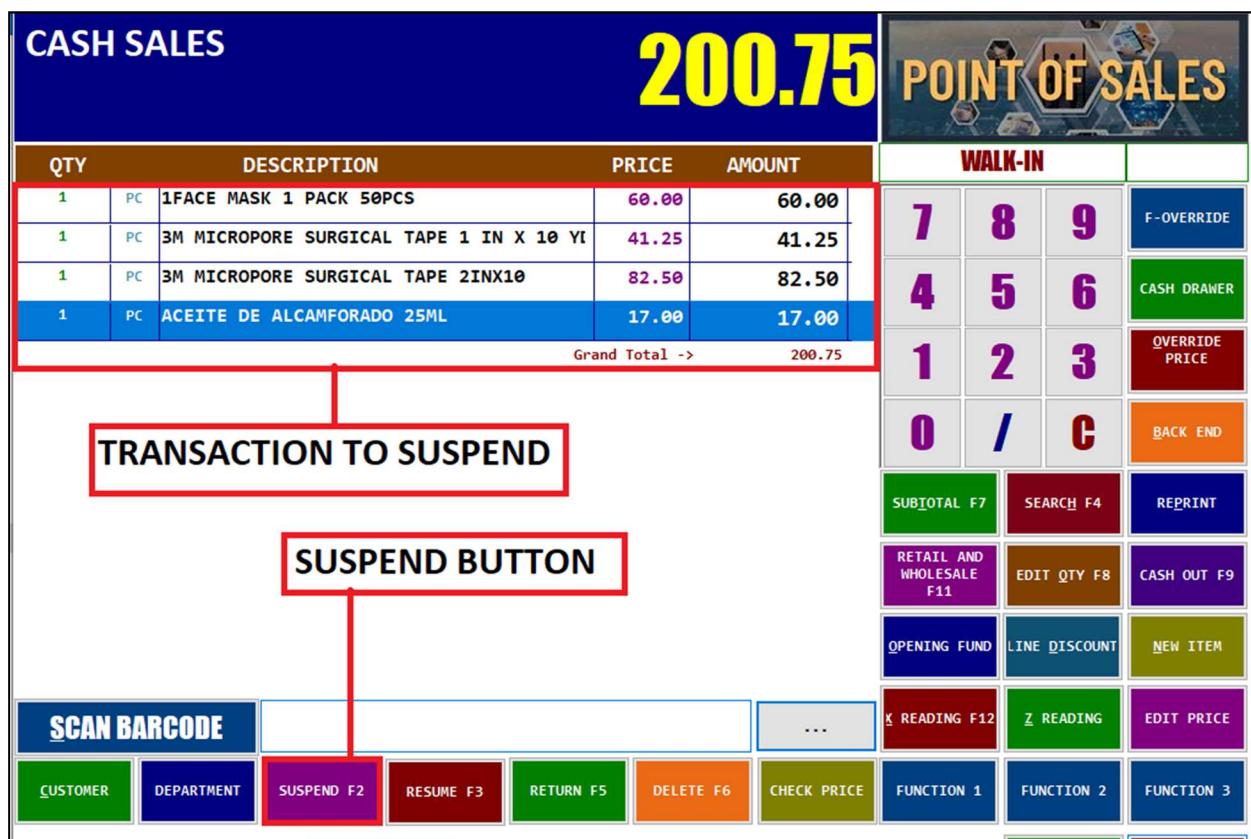


- Transaction is now ready to be continued.

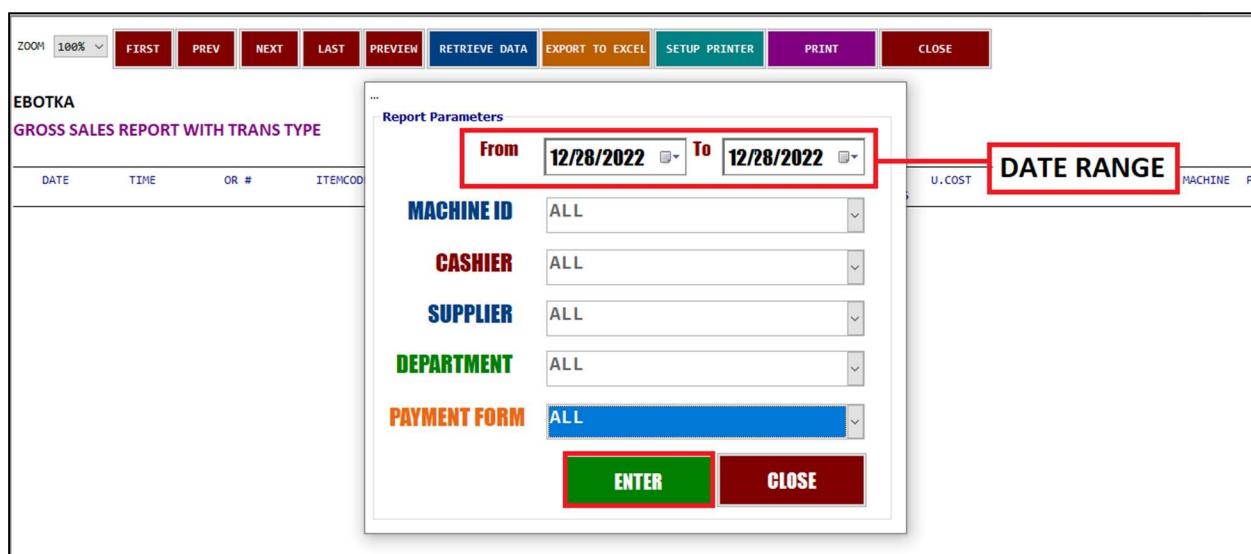


GROSS OTHER PAYMENT REPORT

- **GROSS OTHER PAYMENT REPORT** is a report mainly used to determine your total sales based on different **types of payment** (CASH, CARD, CHARGE, and others) and **transaction platforms** (GCASH, FOOD PANDA, PAYMAYA, and others).



- Click **REPORTS TAB**, and select **GROSS OTHER PAYMENT REPORT**.
- Input the **DATE RANGE** of the needed records. You may also adjust the other filters based on your needs. Afterwards, click the **ENTER BUTTON** to proceed.



POINT OF SALES USER MANUAL

- The Report will be shown like this.

EBOTKA																			
GROSS SALES REPORT WITH TRANS TYPE																			
From: 12/28/2022 to 12/28/2022																			
DATE	TIME	OR #	ITEMCODE	ITEM NAME	SUPPLIER	DEPARTMENT	QTY	BOX	PCS	U.COST	S. PRICE	T. PRICE	MACHINE	PAYMENT FORM	TRANS TYPE				
12/28/2022	12:06 PM	0000000000005	8906034088471	ACECLOFENAC ACF-100 MG TABLET	MEEDPHARMA	DRUGS / MEDICINES	1.00	1.00		5.48	16.25	16.25	001	CASH					
12/28/2022	01:39 PM	0000000000005	4	3M MICROPORE SURGICAL TAPE 2INX164AC	TYCOON MARKETINK	MEDICAL	10.00	10.00		63.34	82.50	825.00	001	CASH					
12/28/2022	01:41 PM	0000000000005	1	1FACE MASK 1 PACK 50PCS	SUPPLIER1	HANGER	-10.00	-10.00		40.00	60.00	60.00	-600.00	001	CASH				
12/28/2022	02:24 PM	0000000000008	1	1FACE MASK 1 PACK 50PCS	SUPPLIER1	HANGER	1.00	1.00		40.00	60.00	60.00	001	OTHERS	PAYMAYA				
12/28/2022	02:24 PM	0000000000008	2	3M MICROPORE SURGICAL TAPE 1 IN MAC TYCOON MARKETINK	TYCOON MARKETINK	MEDICAL	1.00	1.00		31.67	41.25	41.25	001	OTHERS	PAYMAYA				
12/28/2022	02:24 PM	0000000000008	4	3M MICROPORE SURGICAL TAPE 2INX164AC	TYCOON MARKETINK	MEDICAL	1.00	1.00		63.34	82.50	82.50	001	OTHERS	PAYMAYA				
12/28/2022	02:24 PM	0000000000008	48033077	ACEITE DE ALCAMFORADO 25ML	IPI	NON-MEDICAL	1.00	1.00		12.64	17.00	17.00	001	OTHERS	PAYMAYA				
12/28/2022	02:30 PM	0000000000007	1	1FACE MASK 1 PACK 50PCS	SUPPLIER1	HANGER	1.00	1.00		40.00	60.00	60.00	001	OTHERS	G-CASH				
12/28/2022	02:30 PM	0000000000007	2	3M MICROPORE SURGICAL TAPE 1 IN MAC TYCOON MARKETINK	TYCOON MARKETINK	MEDICAL	1.00	1.00		31.67	41.25	41.25	001	OTHERS	G-CASH				
12/28/2022	02:30 PM	0000000000007	48033077	ACEITE DE ALCAMFORADO 25ML	IPI	NON-MEDICAL	1.00	1.00		12.64	17.00	17.00	001	OTHERS	G-CASH				
12/28/2022	02:30 PM	0000000000002	2	3M MICROPORE SURGICAL TAPE 1 IN MAC TYCOON MARKETINK	TYCOON MARKETINK	MEDICAL	1.00	1.00		31.67	41.25	41.25	001	OTHERS	PAYMAYA				
12/28/2022	02:30 PM	48033053	ACEITE DE MANZANILLA 25ML	IPI	NON-MEDICAL	1.00	1.00		12.73	16.75	16.75	001	OTHERS	PAYMAYA					
12/28/2022	02:30 PM	8906034088471	ACECLOFENAC ACF-100 MG TABLET	MEEDPHARMA	DRUGS / MEDICINES	1.00	1.00		5.48	16.25	16.25	001	OTHERS	PAYMAYA					
12/28/2022	05:21 PM	0000000000001	1	1FACE MASK 1 PACK 50PCS	ETRO MANILA SUPPLIE	HANGER	100.00	100.00		40.00	60.00	6,000.00	001	CASH					
										130.00	TOTAL	1,426.75	7,449.25						

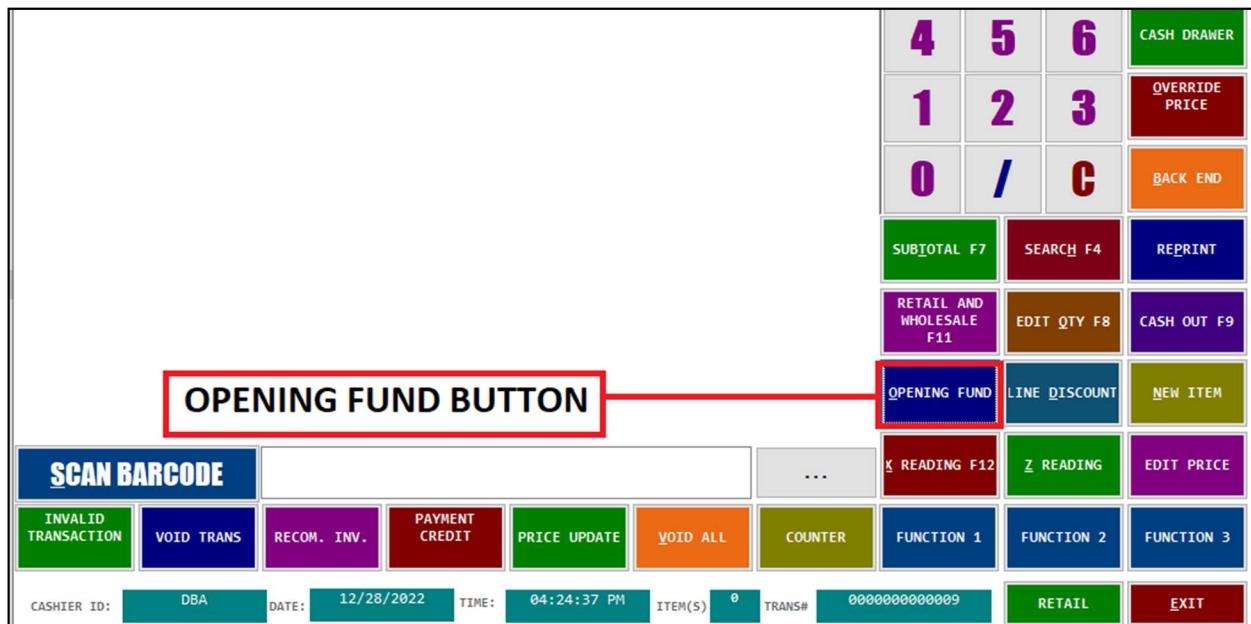
PAYMENT FORM AND TRANSACTION TYPE

SAMPLE REPORT WHEN EXPORTED TO EXCEL

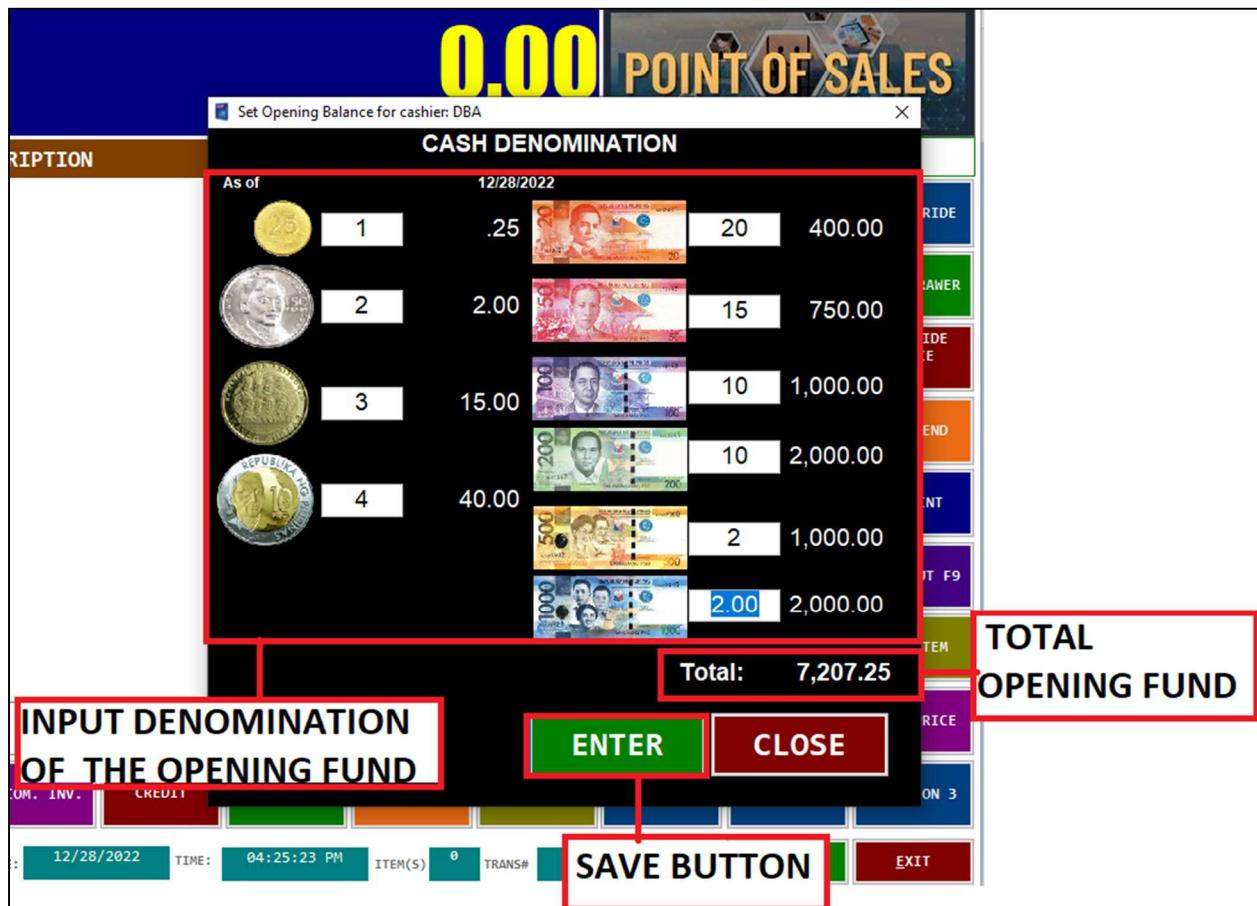
EBOTKA																		
GROSS SALES REPORT WITH TRANS TYPE																		
From: 12/28/2022 to 12/28/2022																		
DATE	TIME	OR #	ITEMCODE	ITEM NAME	SUPPLIER	DEPARTMENT	QTY	BOX	PCS	U.COST	S. PRICE	T. PRICE	MACHINE	PAYMENT FORM	TRANS TYPE			
12/28/2022	12:06 PM	0000000000002	1	1FACE MASK 1PACK 50PCS	METRO MANILA	HANGER	1.00	1.00		40.00	60.00	60.00	001	CASH				
12/28/2022	12:06 PM	0000000000002	2	3M MICROPORE SURGICAL	MAC TYCOON	MEDICAL	1.00	1.00		31.67	41.25	41.25	001	CASH				
12/28/2022	12:06 PM	0000000000002	3	3M MICROPORE SURGICAL	MAC TYCOON	MEDICAL	1.00	1.00		63.34	82.50	82.50	001	CASH				
12/28/2022	12:06 PM	0000000000002	48033077	ACEITE DE ALCAMFORADO	IPI	NON-MEDICAL	1.00	1.00		12.64	17.00	17.00	001	CASH				
12/28/2022	12:06 PM	0000000000003	1	1FACE MASK 1PACK 50PCS	METRO MANILA	HANGER	1.00	1.00		40.00	60.00	60.00	001	CASH				
12/28/2022	12:06 PM	0000000000003	2	3M MICROPORE SURGICAL	MAC TYCOON	MEDICAL	1.00	1.00		31.67	41.25	41.25	001	CASH				
12/28/2022	12:06 PM	0000000000003	a	3M MICROPORE SURGICAL	MAC TYCOON	MEDICAL	1.00	1.00		15.84	20.75	20.75	001	CASH				
12/28/2022	12:06 PM	0000000000003	48033077	ACEITE DE ALCAMFORADO	IPI	NON-MEDICAL	1.00	1.00		12.64	17.00	17.00	001	CASH				
12/28/2022	12:06 PM	0000000000004	1	1FACE MASK 1PACK 50PCS	METRO MANILA	HANGER	1.00	1.00		40.00	60.00	60.00	001	CASH				
12/28/2022	12:06 PM	0000000000004	8906034080471	ACECLOFENAC ACF-100 MG	MEEDPHARMA	DRUGS /	1.00	1.00		5.40	16.25	16.25	001	CASH				
12/28/2022	12:06 PM	0000000000004	480030873172	ACETYLCYSTEINE FLUMUCI	NORVIC DRUGS	DRUGS /	1.00	1.00		11.08	13.50	13.50	001	CASH				
12/28/2022	12:06 PM	0000000000004	8906005114907	ACETYLCYSTEINE	MEEDPHARMA	DRUGS /	1.00	1.00		6.00	18.00	18.00	001	CASH				
12/28/2022	12:06 PM	0000000000004	8906005114907	ACETYLCYSTEINE	SKYMED	DRUGS /	1.00	1.00		8.80	26.50	26.50	001	CASH				
12/28/2022	12:06 PM	0000000000004	48033077	3M MICROPORE SURGICAL	MAC TYCOON	MEDICAL	1.00	1.00		63.34	82.50	82.50	001	CASH				
12/28/2022	12:06 PM	0000000000005	1	1FACE MASK 1PACK 50PCS	METRO MANILA	HANGER	1.00	1.00		40.00	60.00	60.00	001	CASH				
12/28/2022	12:06 PM	0000000000005	2	3M MICROPORE SURGICAL	MAC TYCOON	MEDICAL	1.00	1.00		31.67	41.25	41.25	001	CASH				
12/28/2022	12:06 PM	0000000000005	48033077	ACECLOFENAC ACF-100 MG	MEEDPHARMA	DRUGS /	1.00	1.00		5.40	16.25	16.25	001	CASH				
12/28/2022	12:06 PM	0000000000005	48033077	ACECLOFENAC ACF-100 MG	MEEDPHARMA	DRUGS /	1.00	1.00		5.40	16.25	16.25	001	CASH				
12/28/2022	01:39 PM	0000000000006	3	3M MICROPORE SURGICAL	MAC TYCOON	MEDICAL	10.00	10.00		63.34	82.50	825.00	001	CASH				
12/28/2022	01:41 PM	0000000000006	1	1FACE MASK 1PACK 50PCS	SUPPLIER1	HANGER	-10.00	-10.00		40.00	60.00	-600.00	001	CASH				
12/28/2022	02:24 PM	0000000000008	1	1FACE MASK 1PACK 50PCS	SUPPLIER1	HANGER	1.00	1.00		40.00	60.00	60.00	001	OTHERS	PAYMAYA			
12/28/2022	02:24 PM	0000000000008	2	3M MICROPORE SURGICAL	MAC TYCOON	MEDICAL	1.00	1.00		31.67	41.25	41.25	001	OTHERS	PAYMAYA			
12/28/2022	02:24 PM	0000000000008	48033077	ACEITE DE ALCAMFORADO	IPI	NON-MEDICAL	1.00	1.00		12.64	17.00	17.00	001	OTHERS	PAYMAYA			
12/28/2022	02:30 PM	0000000000007	1	1FACE MASK 1PACK 50PCS	SUPPLIER1	HANGER	1.00	1.00		40.00	60.00	60.00	001	OTHERS	G-CASH			
12/28/2022	02:30 PM	0000000000007	2	3M MICROPORE SURGICAL	MAC TYCOON	MEDICAL	1.00	1.00		31.67	41.25	41.25	001	OTHERS	G-CASH			
12/28/2022	02:30 PM	0000000000007	48033077	ACEITE DE ALCAMFORADO	IPI	NON-MEDICAL	1.00	1.00		12.64	17.00	17.00	001	OTHERS	G-CASH			

OPENING FUND

- **OPENING FUND FUNCTION** can be used to record the cashier's initial petty cash.
- Click the **OPENING FUND BUTTON**.

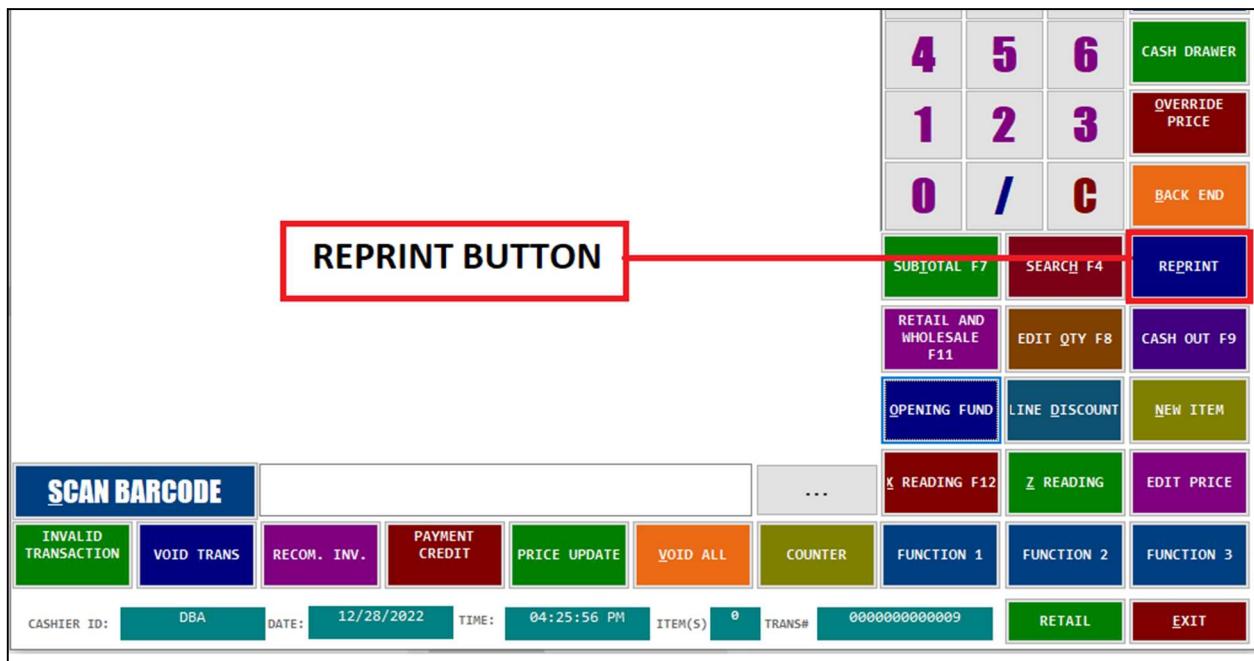


- Input the opening fund values based on its denomination then click SAVE to record the **OPENING FUND**.

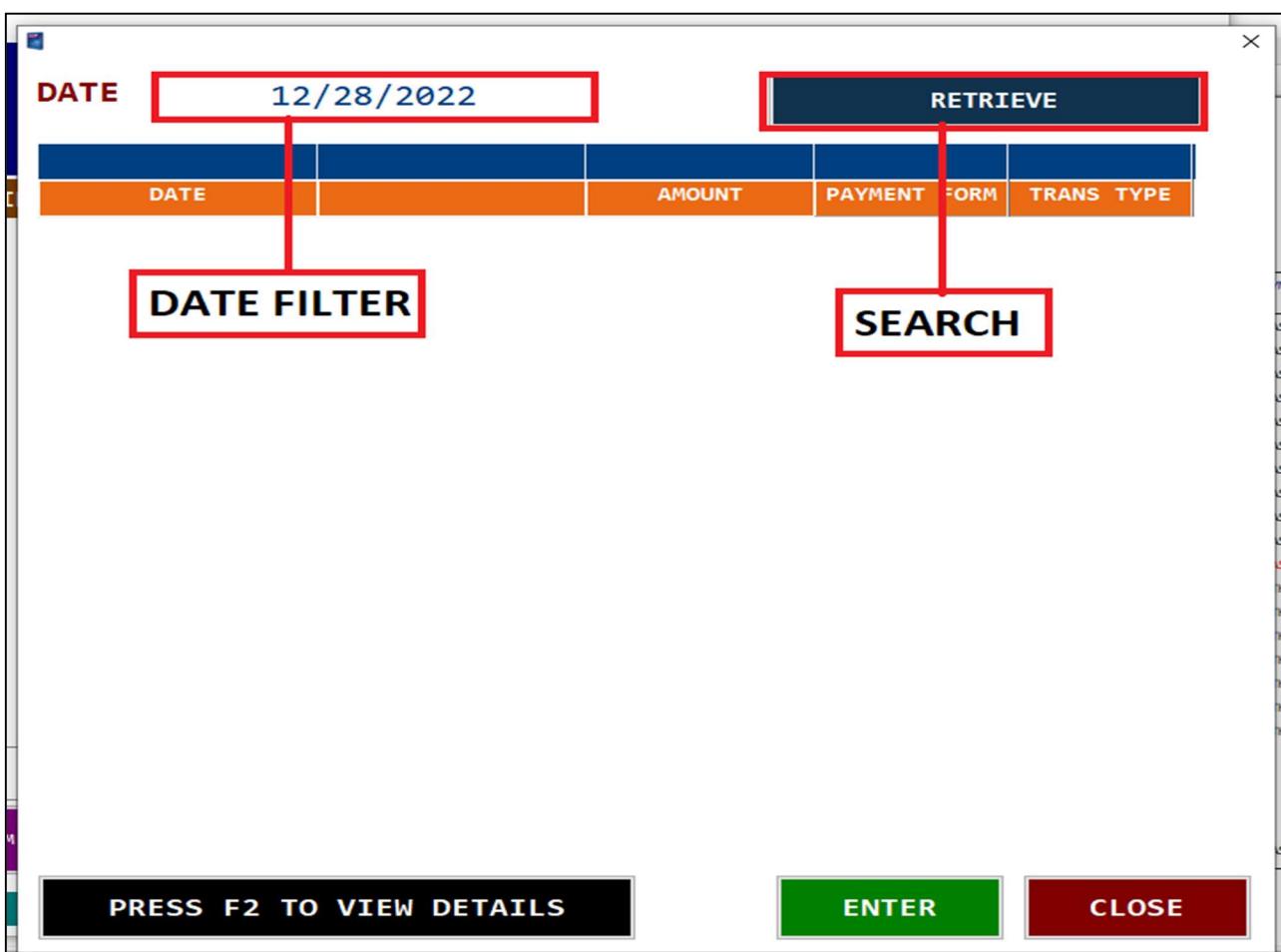


REPRINT

- REPRINT receipts using **REPRINT** function.
- Click the **REPRINT** Button.

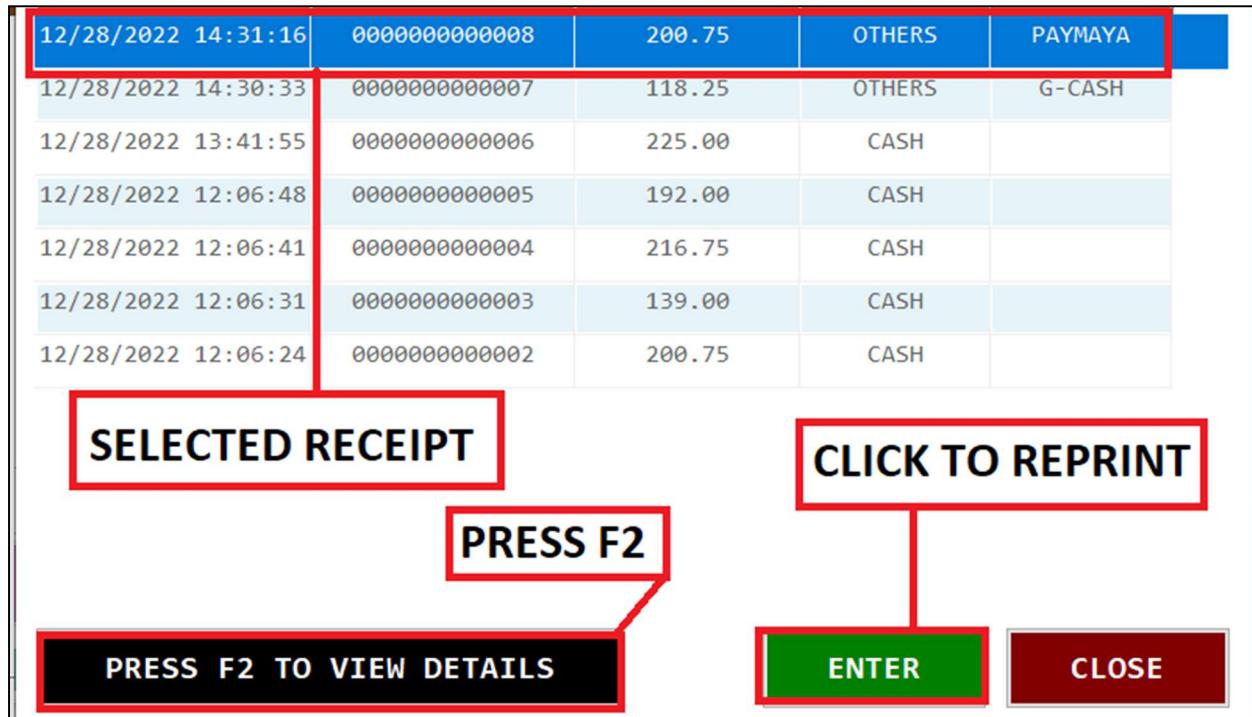


- Input the sales date of the receipt to reprint, then click search to proceed.



POINT OF SALES USER MANUAL

- Select a receipt by using the keyboard arrow keys. You may first check the details of the receipt by pressing the **keyboard F2 button**, or you may proceed to printing the receipt by clicking the **ENTER button**.



- Select a receipt by using the keyboard arrow keys. You may first check the details of the receipt by pressing the **keyboard F2 button**, or you may proceed to printing the receipt by clicking the **ENTER button**.

RECEIPT DETAILS PREVIEW SAMPLE

Preview Receipt				X
QTY	DESCRIPTION	PRICE	AMOUNT	
1	1FACE MASK 1 PACK 50PCS	60.00	60.00	
1	3M MICROPORE SURGICAL TAPE 1 IN X 10	41.25	41.25	
1	3M MICROPORE SURGICAL TAPE 2INX10	82.50	82.50	
1	ACEITE DE ALCAMFORADO 25ML	17.00	17.00	
				200.75
				CLOSE

POINT OF SALES USER MANUAL

RECEIPT REPRINT SAMPLE

***** DUPLICATE COPY *****
SALES INVOICE
S.I#:000000000008 # OTHERS ##TID: T01
Date: 12/28/2022 14:31:16
Client:WALK-IN # DATABASE

Item / Barcode Qty Amount

1FACE MASK 1 PACK 50PCS V
1.000 60.00
3M MICROPORE SURGICAL TAPE 1 IN X 10 V
1.000 41.25
3M MICROPORE SURGICAL TAPE 2INX10 V
1.000 82.50*
ACEITE DE ALCAMFORADO 25ML V
1.000 17.00
4.00 Item(s) -----
GROSS AMOUNT: 200.75
DISCOUNT: P #0 0
TOTAL AMOUNT: 200.75
TENDER AMOUNT: 100.00
CHANGE AMOUNT: 49.25

PAYMAYA AMOUNT: 150.00
CASH AMOUNT: 50.75

NAME: TESTING 2
REF NO: ET3RW3
CARD NO: XXXXXXXXXXXXXXXXX2354
OTHERS:

VATABLE SALES: 179.24
VAT AMOUNT: 21.51
NON-VAT SALES: .00
VAT EXEMPT SALES: .00
ZERO RATED SALES: .00

NAME: _____
ADDRESS: _____
TIN : _____
BUSINESS TYPE: _____
POS PROVIDER: POS ENTERPRISES
BRGY. XXXXXXXXXXXXXXXXXX
NON-VAT REG TIN: 000-000-000-0000
ACCRED: 0000000000000000
DATE ISSUED: SEPT 28, 2022
VALID UNTIL: SEPT 27, 2027
PTU: FP000000-000-0000000-0000
THIS SERVES AS A SALES INVOICE*

RETAIL AND WHOLESALE

- You can set 4 types of prices per item in the POS. **RETAIL, WHOLESALE, WHOLESALE WITH DISCOUNT, AND SPECIAL PRICE.**

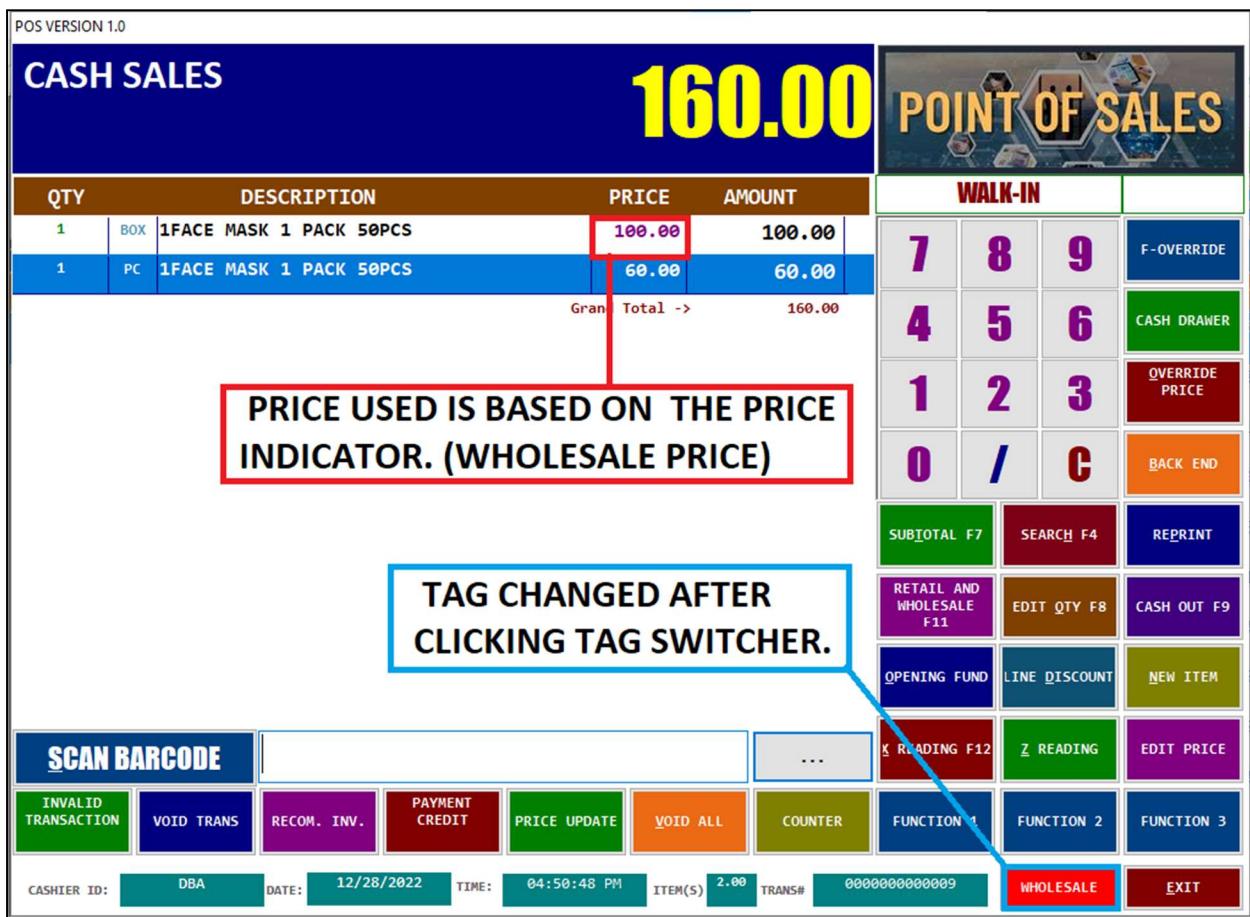
DEPARTMENT: HANGER	DIVISION: DIVISION 1		
BRAND: EPSON	SECTION: SECTION 1		
RETAIL PRICE	WHOLE SALE PRICE	WHOLE SALE DISC	SPECIAL PRICE
UNIT COST: 40.00	100.00	200.00	30.00
MARKUP: .00	5900.00	5900.00	5900.00
PRICE: 60.00	60.00	60.00	60.00
UOM: PC	BOX	DOZEN	1
MIN. STOCKS: 10	QTY PER BOX: 80		
DELIVERY			
DELIVERY BOX: 80	DATE CREATED: 04/18/2021	DATE MODIFIED: 05/27/2022	MODIFIED BY: DBA
4 TYPES OF PRICES			
		SAVE	CLOSE

- Click **RETAIL AND WHOLESALE – F11** to switch price.
- The price that will be used in transaction is based on the price indicator show below.

CASH SALES				POINT OF SALES			
60.00				POINT OF SALES			
QTY	DESCRIPTION	PRICE	AMOUNT	WALK-IN			
1	PC 1FACE MASK 1 PACK 50PCS	60.00	60.00	7	8	9	F-OVERRIDE
Grand Total -> 60.00				4	5	6	CASH DRAWER
				1	2	3	OVERRIDE PRICE
				0	/	C	BACK END
				SUBTOTAL F7	SEARCH F4	REPRINT	
				RETAIL AND WHOLESALE F11	EDIT QTY F8	CASH OUT F9	
				OPENING FUND	LINE DISCOUNT	NEW ITEM	
				X READ	PRICE INDICATOR		
SCAN BARCODE				...	FUNCTION 1	FUNCTION 2	FUNCTION 3
INVALID TRANSACTION	VOID TRANS	RECOM. INV.	PAYMENT CREDIT	PRICE UPDATE	VOID ALL	COUNTER	
CASHIER ID: DBA		DATE: 12/28/2022		TIME: 04:48:54 PM		ITEM(S) 1.00	TRANS# 000000000009
						RETAIL	EXIT

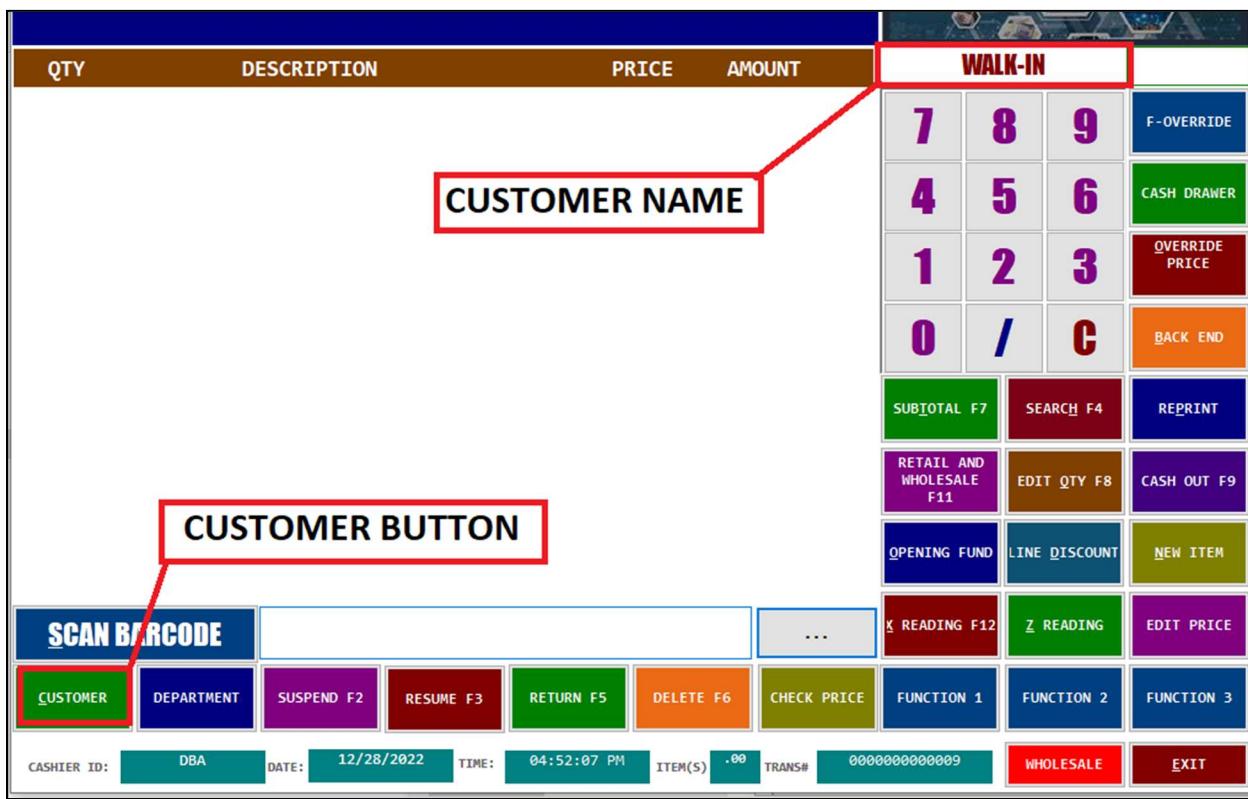
POINT OF SALES USER MANUAL

Repeatedly click the RETAIL AND WHOLESALE BUTTON F11 to switch between the 4 prices.

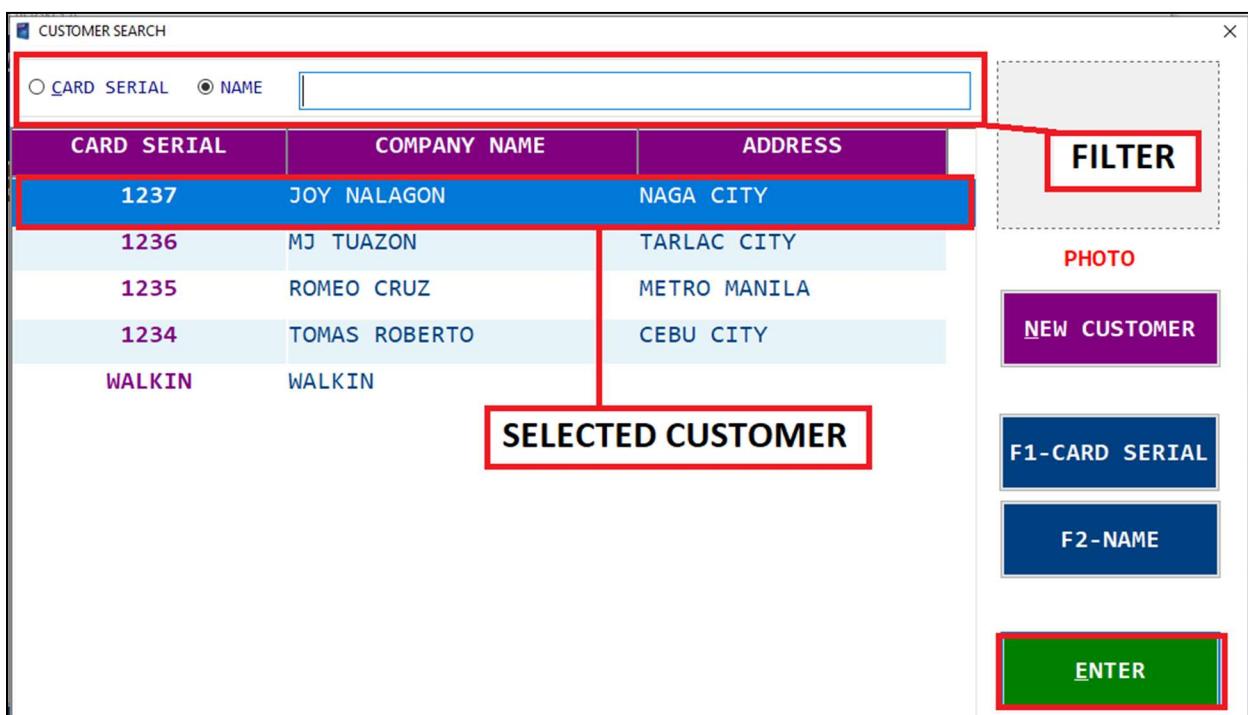


CUSTOMER LABEL

- You can indicate the name of the customer in a transaction.
- Click **CUSTOMER** button to start.



- Search for the customer using the filters, and then select the **CUSTOMER NAME**. Click **ENTER BUTTON** to proceed.



POINT OF SALES USER MANUAL

- Notice that the **customer's name** is displayed above the Numpad.



SAMPLE RECEIPT WITH CUSTOMER NAME

```

EBOTKA
OPT BY: POINT OF SALES
BARANGAY ADDRESS
CITY ADDRESS
VAT REG TIN: 000-000-000-0000
MIN : 0000-00000-0000
SERIAL NO : 000-000-0000-0000-0000

SALES INVOICE
S.I#:000000000009 # CASH ##TID: T01
Date: 12/28/2022 16:54:43 POINTS : 0
Client:MJ TUAZON Cashier DBA

Item / Barcode Qty Amount
-----
1FACE MASK 1 PACK 50PCS
QTY: 1 x 60.00 60.00V
3M MICROPORE SURGICAL TAPE 0.5INX10
QTY: 1 x 20.75 20.75V
ACECLOFENAC ACF-100 MG TABLET
QTY: 1 x 16.25 16.25V
3M MICROPORE SURGICAL TAPE 2INX10
QTY: 2 x 82.50 165.00V
5.00 Item(s)
TOTAL AMOUNT: 262.00
TENDER AMOUNT: 262.00
CHANGE AMOUNT: .00

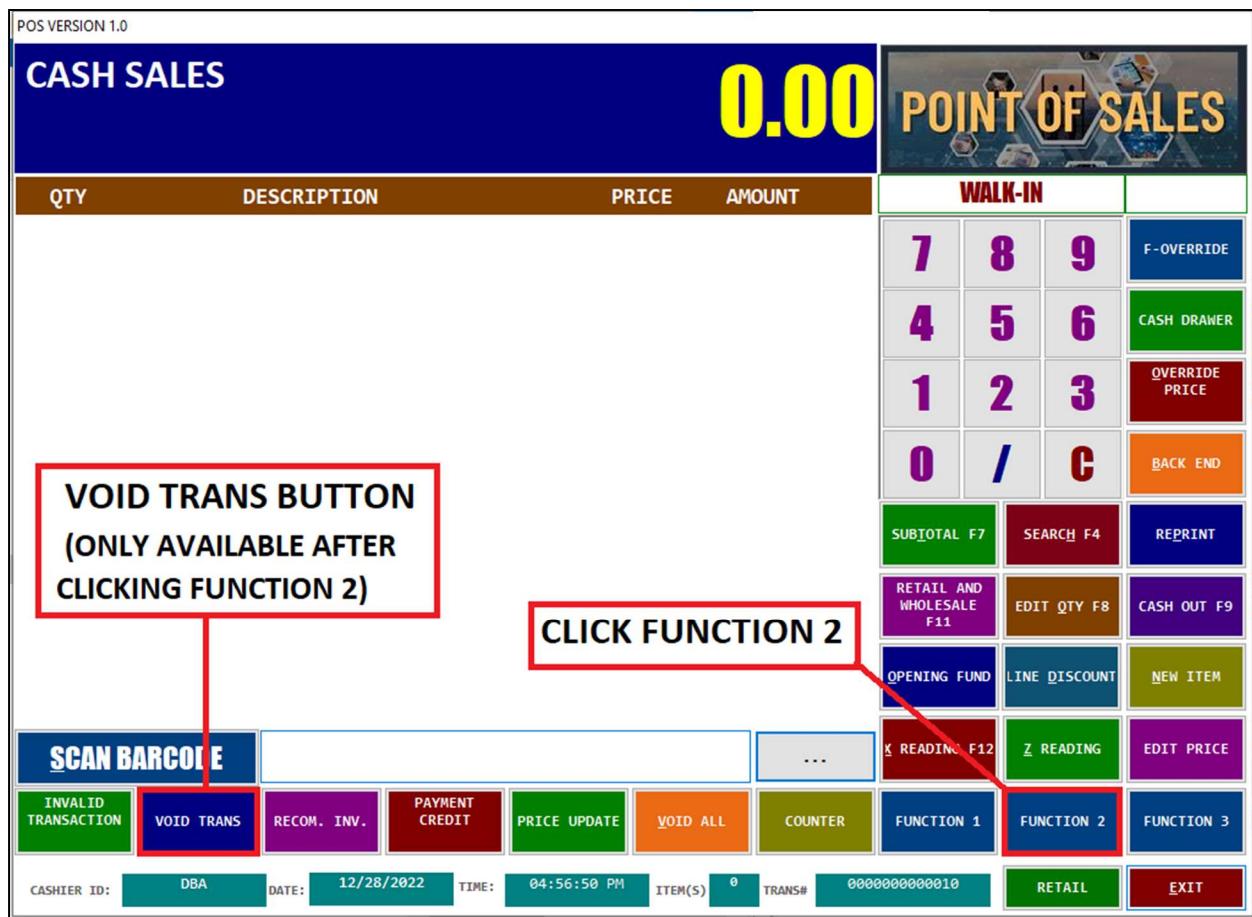
VATABLE SALES: 233.93
VAT AMOUNT: 28.07
VAT EXEMPT SALES: .00
ZERO RATED SALES: .00

NAME: MJ TUAZON
TARLAC CITY
TIN #: 123123456798
BUSINESS TYPE: _____
POS PROVIDER: POS ENTERPRISES
BRGY. XXXXXXXXXXXXXXXXXX
NON-VAT REG TIN: 000-000-000-0000
ACCRED: 0000000000000000
DATE ISSUED: SEPT 28, 2022
VALID UNTIL: SEPT 27, 2027
PTU: FP00000-000-0000000-0000
THIS SERVES AS A SALES INVOICE

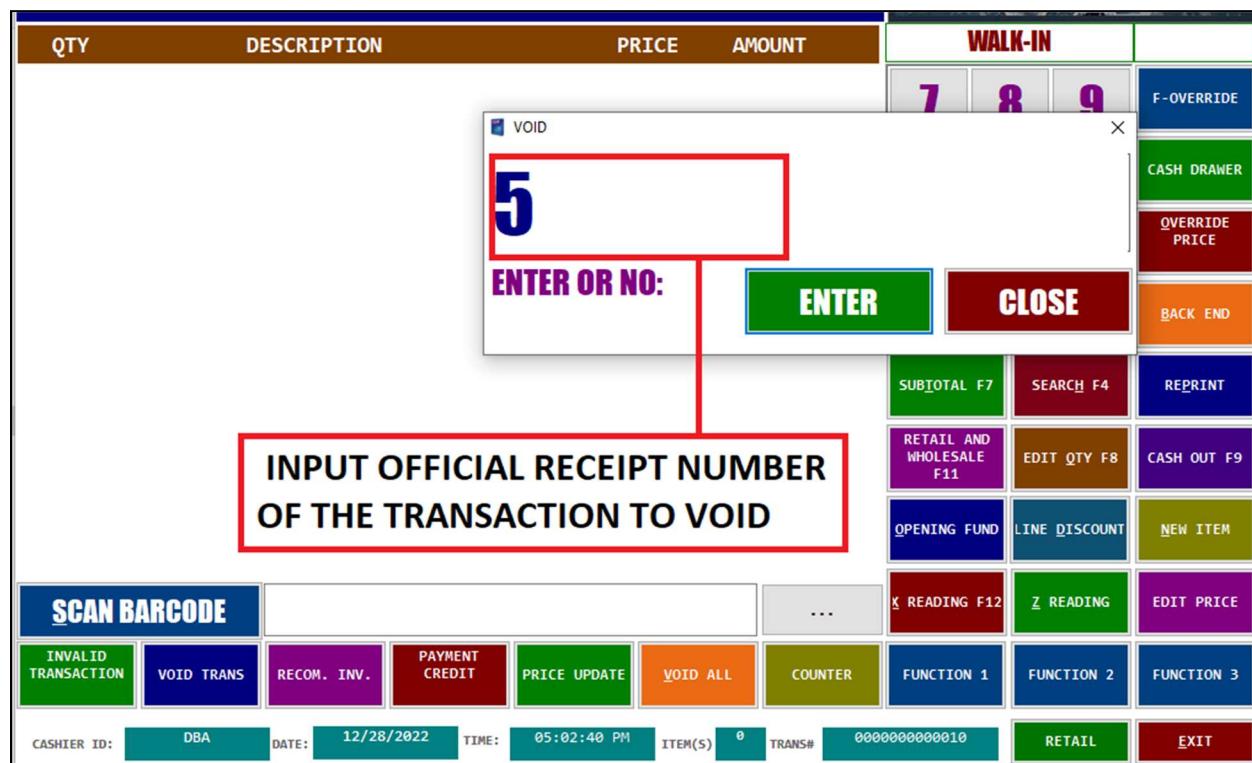
```

VOID TRANSACTION

- Cancel settled transactions using **VOID TRANS** function.
- Click the **FUNCTION 2 button**, followed by **VOID TRANS button** to start.

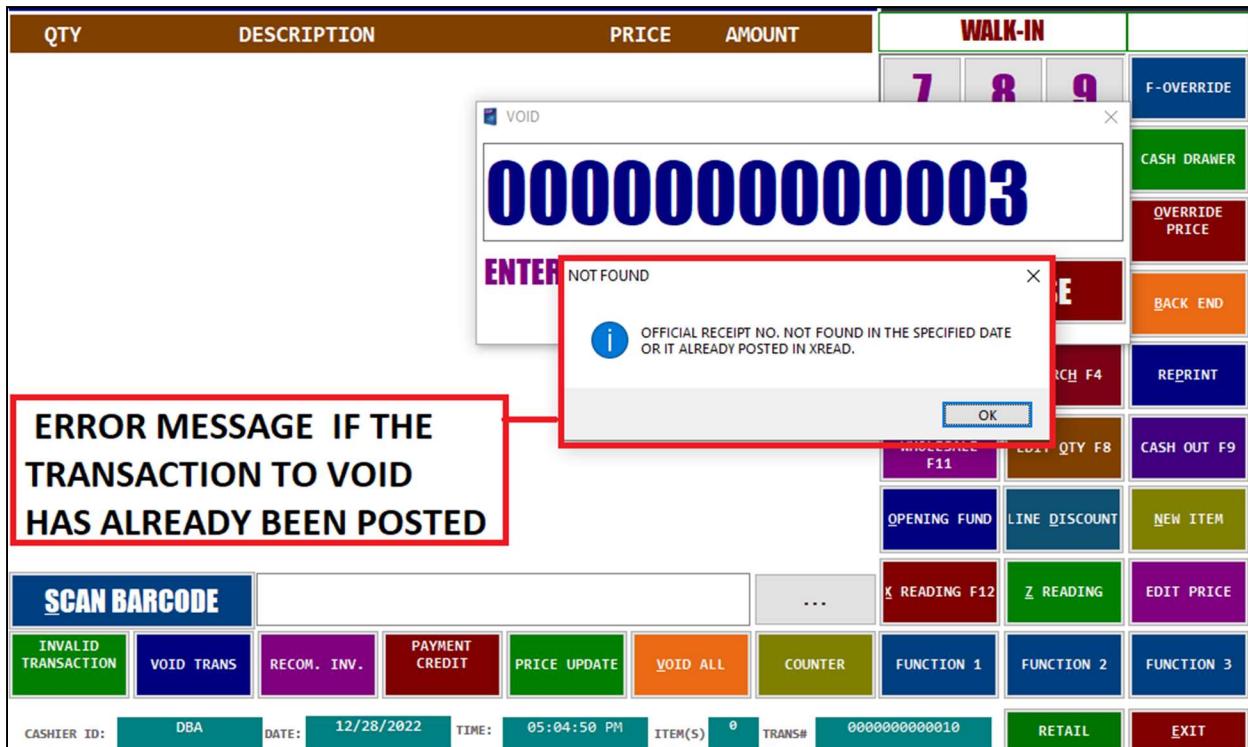


- Input the official receipt number of the transaction you want to void.



POINT OF SALES USER MANUAL

- Note: Make sure that the transaction is not yet posted; otherwise, you will receive this error message.



SAMPLE OF VOID TRANSACTION RECEIPT

```

EBOTKA
OPT BY: POINT OF SALES
BARANGAY ADDRESS
CITY ADDRESS
VAT REG TIN: 000-000-000-0000
MIN : 0000-00000-00000
SERIAL NO : 000-000-0000-00000
***** VOID *****
SALES INVOICE
S.I#:000000000005 # CASH ##TID: T01
Date: 12/28/2022 12:06:48
Client:WALK-IN Cashier DBA

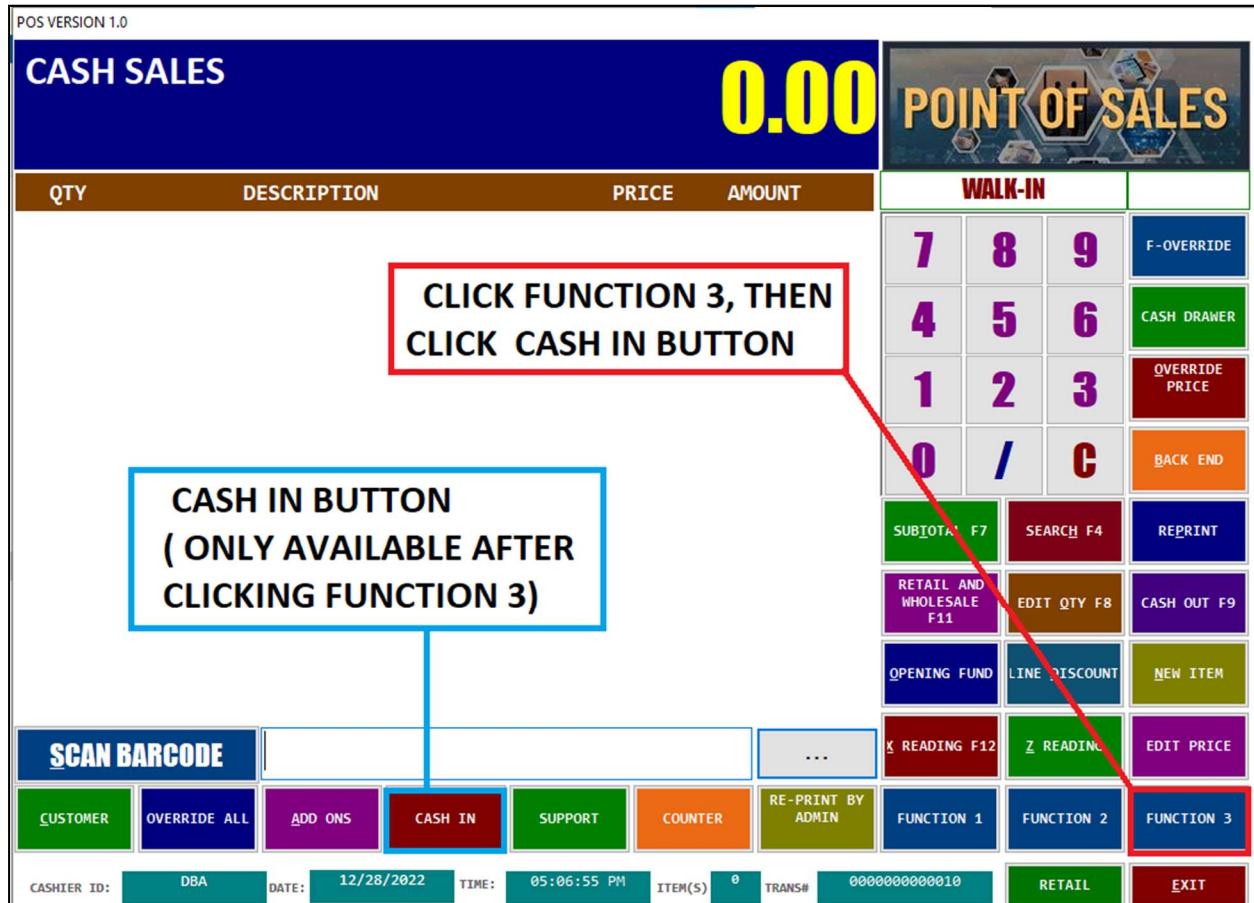
Item / Barcode Qty Amount
-----
1FACE MASK 1 PACK 50PCS
    QTY: -1 x -60.00  -60.00V
3M MICROPORE SURGICAL TAPE 2INX10
    QTY: -1 x -82.50  -82.50V
ACEITE DE ALCAMFORADO 25ML
    QTY: -1 x -17.00  -17.00V
ACECLOFENAC ACF-100 MG TABLET
    QTY: -2 x -16.25  -32.50V
-5.00 Item(s) -----
    TOTAL AMOUNT: .00
    TENDER AMOUNT: .00
    CHANGE AMOUNT: .00

    VATABLE SALES:      -171.43
    VAT AMOUNT:          -20.57
    VAT EXEMPT SALES:   .00
    ZERO RATED SALES:   .00

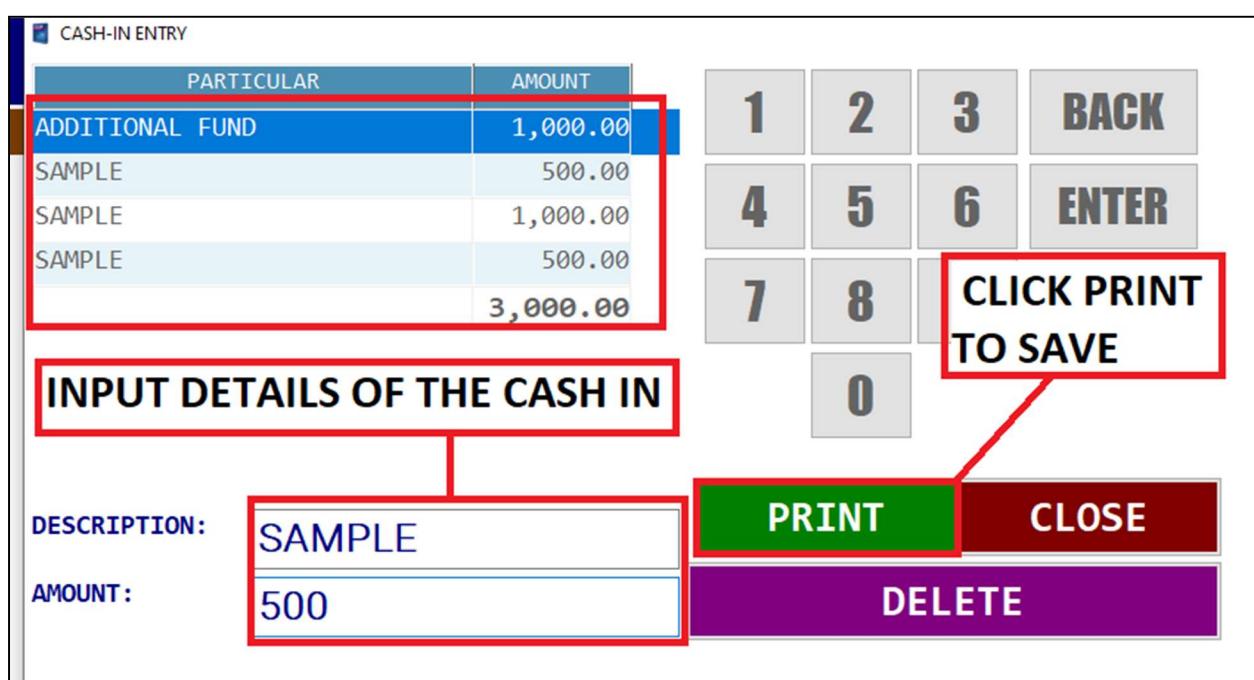
    NAME: _____
    ADDRESS: _____
    TIN : _____
    BUSINESS TYPE: _____
    POS PROVIDER: POS ENTERPRISES
    BRGY. XXXXXXXXXXXXXXXXX
    NON-VAT REG TIN: 000-000-000-0000
    ACCRED: 0000000000000000
    DATE ISSUED: SEPT 28, 2022
    VALID UNTIL: SEPT 27, 2027
    PTU: FP00000-000-0000000-00000
    THIS SERVES AS A SALES INVOICE
  
```

CASH IN AND CASH OUT

- Use **CASH IN FUNCTION** to record the additional entry of cash to the cash register that are not considered as sales.
- Click the **FUNCTION 3 BUTTON** then click **CASH IN BUTTON**.



- Input the details of the cash in entry, and then click **PRINT** to save.

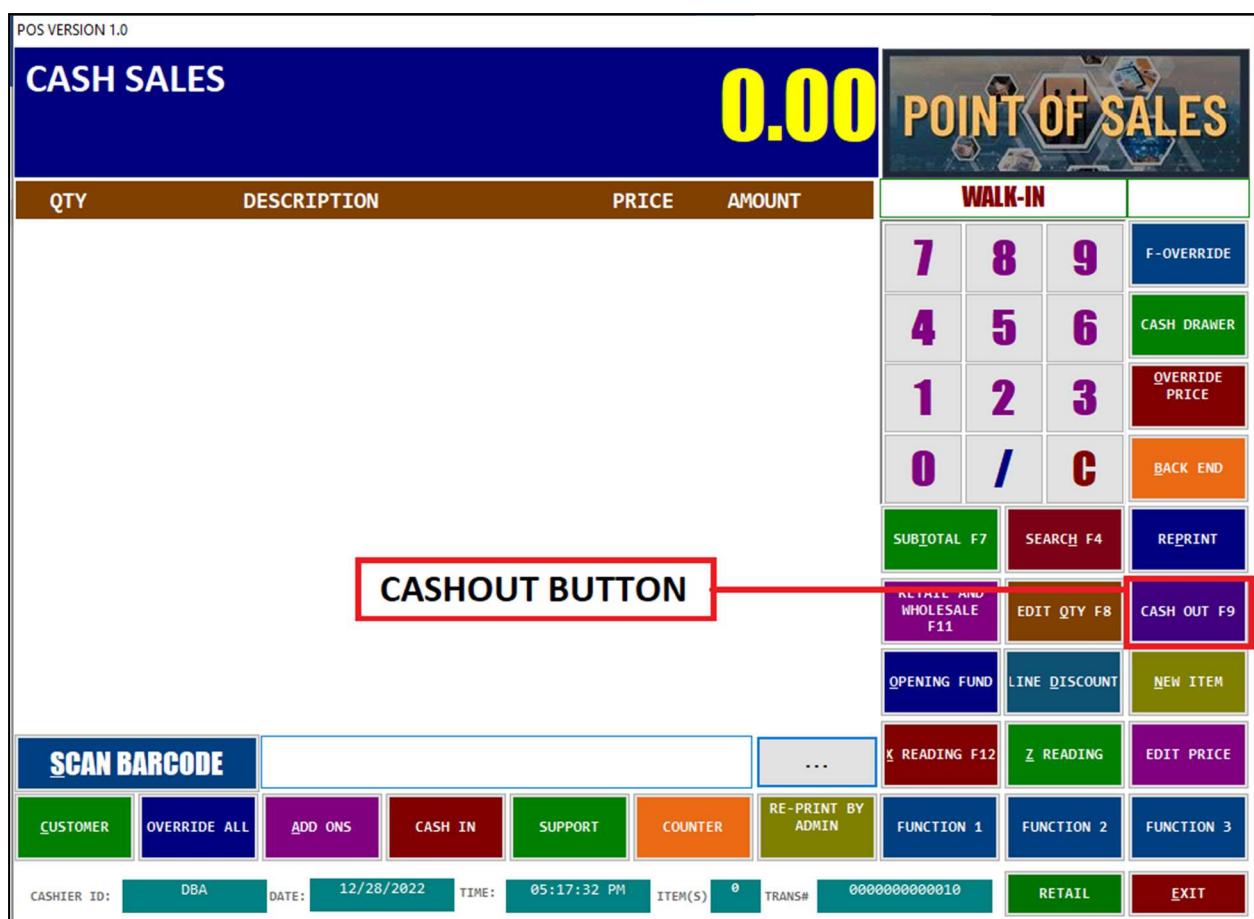


POINT OF SALES USER MANUAL

SAMPLE CASH IN PRINT

STORE NAME	
-- CASH IN --	
Cashier:	DBA
Date:	08/13/2020
Time:	08:00 pm
Particular:	SAMPLE
Amount:	500.00
RECEIVED BY: 	

- Use **CASH OUT FUNCTION** to record the expenses paid by the cash register.
- Click the **CASH OUT BUTTON** to start.



POINT OF SALES USER MANUAL

- Input the **CASH OUT** details, select the **assigned STAFF**, and then click **ADD** to print and save the cash out transaction.

Cash Out Entry

DESCRIPTION	AMOUNT	STAFF	REMARKS
WATERBILL	300.00 GMA		
WATERBILL	300.00 GMA		MONTHLY EXPENSES
	600.00		

SAMPLE CASHOUT
CLICK ADD TO SAVE PRINT

INPUT CASHOUT DETAILS
ASSIGNED STAFF

AMOUNT: .00
ADD
DELETE
CLOSE

DESCRIPTION:
STAFF: GMA

REMARKS: MONTHLY EXPENSES

SAMPLE CASH OUT PRINT

STORE NAME
-- CASH OUT --

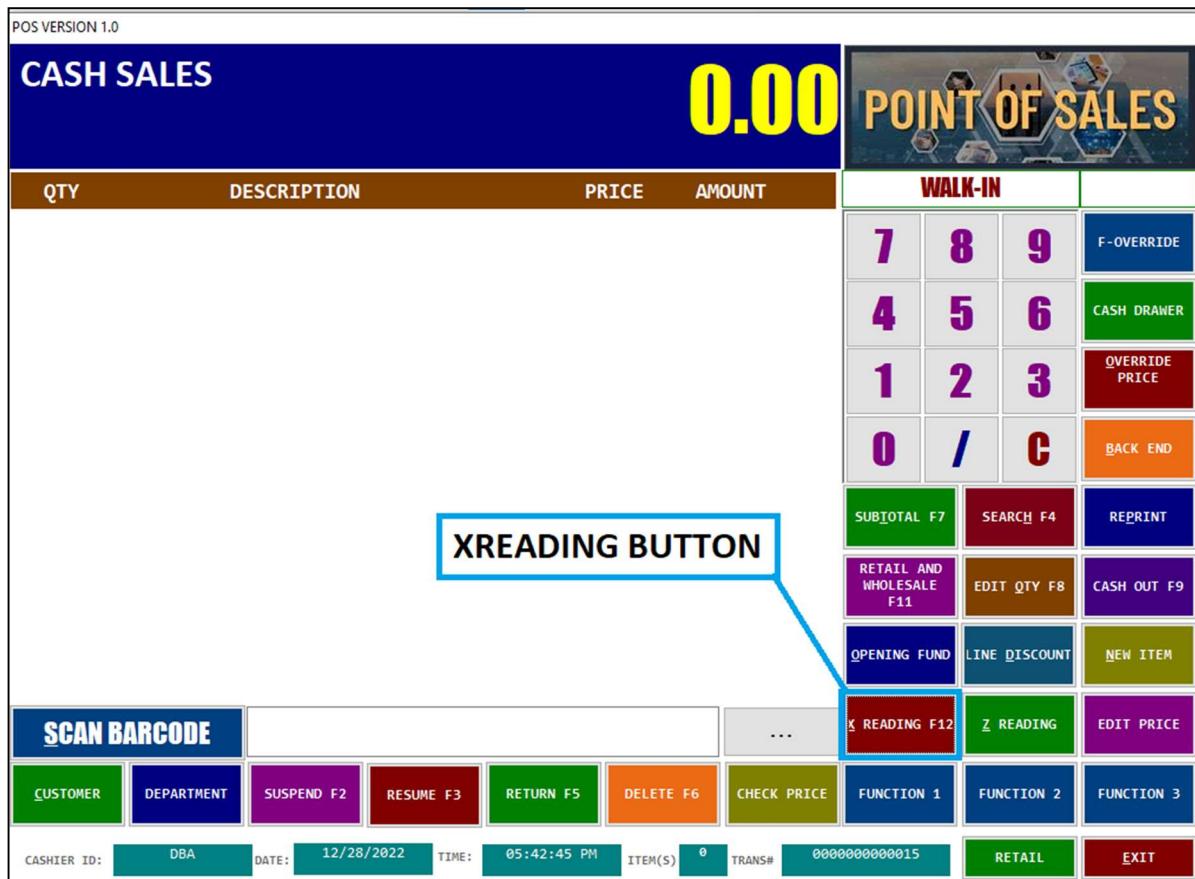
Cashier: DBA
 Date: 08/13/2020
 Time: 08:31 pm
 Description: WATER BILL
 Amount: 300.00

GMA

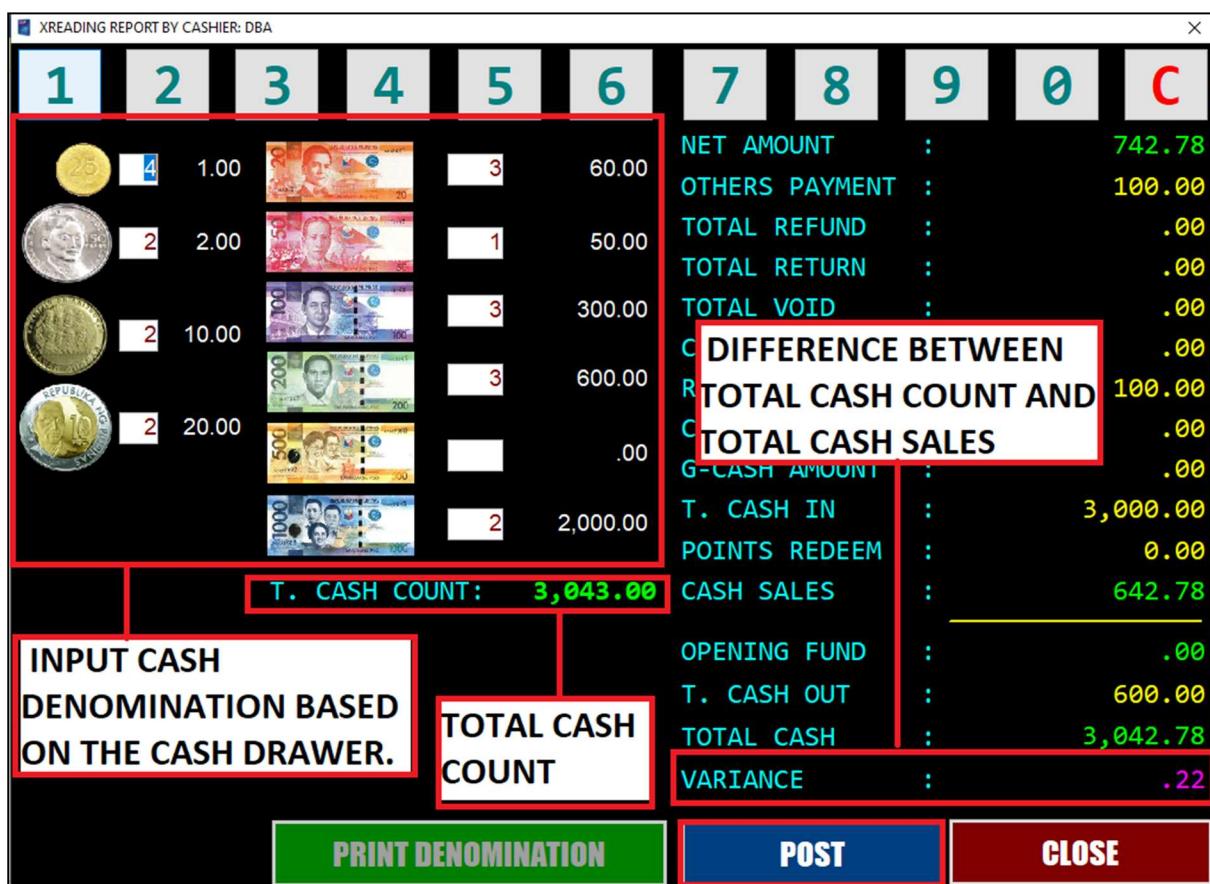
Received by:

XREADING

- Use **XREADING** to post and report the sales of every cashier shift or cut off.
- Click the **XREADING-F12 button** to start.



- Declare the denomination of the cash sales from the cash drawer, then click **POST** button to **POST** the sales and print the report.



POINT OF SALES USER MANUAL

- Once finished printing the XREAD report, click **PRINT DENOMINATION** to print your declared amount of sales. Then click **CLOSE button** and **QUIT** the POS application to end your current shift.

XREADING REPORT BY CASHIER: DBA

1	2	3	4	5	6	7	8	9	0	C
	1	.00		10	200.00	NET AMOUNT :	2,081.00			
	1	1.00		5	250.00	OTHERS PAYMENT :	.00			
	2	10.00		1	100.00	TOTAL REFUND :	.00			
	2	20.00		1	200.00	TOTAL RETURN :	.00			
				1	500.00	TOTAL VOID :	2,491.25			
				1	1,000.00	CHARGE AMOUNT :	.00			
						REG DISC AMOUNT :	.00			
						CARD AMOUNT :	.00			
						G-CASH AMOUNT :	.00			
						T. CASH IN :	500.00			
						POINTS REDEEM :	0.00			
						T. CASH COUNT:	2,281.00			
						CASH SALES :	2,081.00			
							<hr/>			
						OPENING FUND :	.00			
						T. CASH OUT :	300.00			
						TOTAL CASH :	2,281.00			
						VARIANCE :	.00			
PRINT DENOMINATION POST CLOSE										

AFTER CLICKING PRINTING THE REPORT, CLICK PRINT DENOMINATION.

POS VERSION 1.0

CASH SALES				0.00				POINT OF SALES			
QTY	DESCRIPTION	PRICE	AMOUNT	WALK-IN							
				7	8	9		F-OVERRIDE			
				4	5	6		CASH DRAWER			
				1	2	3		OVERRIDE PRICE			
				0	/	C		BACK END			
				SUBTOTAL F7	SEARCH F4	REPRINT					
				RETAIL AND WHOLESALE F11	EDIT QTY F8	CASH OUT F9					
				OPENING FUND	LINE DISCOUNT	NEW ITEM					
CLICK TO CLOSE APPLICATION											
SCAN BARCODE				...				X READING F12	Z READING	EDIT PRICE	
CUSTOMER	DEPARTMENT	SUSPEND F2	RESUME F3	RETURN F5	DELETE F6	CHECK PRICE	FUNCTION 1	FUNCTION 2	FUNCTION 3		
CASHIER ID: DBA DATE: 12/28/2022 TIME: 07:30:04 PM ITEM(S) 0 TRANS# 0000000000015				RETAIL EXIT							

POINT OF SALES USER MANUAL

SAMPLE XREAD REPORT

```

EBOTKA
OPT BY: POINT OF SALES
BARANGAY ADDRESS
CITY ADDRESS
VAT REG TIN: 000-000-000-0000
MIN : 0000-00000-0000
SERIAL NO : 000-000-0000-0000-0000
- XREAD REPORT -
Dec-28-2022      17:45:34
-----
TERMINAL ID:          T01
TERMINAL REPORT:      XREAD:
0000000002
-----
TRANSACTION COUNT:    5
BEGIN S.I#           000000000010
END S.I#             000000000014
-----
NET AMOUNT:           742.78
TOTAL REFUND:         0.00
TOTAL RETURNS:        0.00
TOTAL VOID:           0.00
TOTAL ITEMS:          17.00
REG DISCOUNT:         100.00
LINE REG DISC:        0.00
CHARGE AMOUNT:        0.00
VOUCHER AMOUNT:       0.00
C. CARD AMOUNT:       0.00
CHEQUE AMOUNT:        0.00
=====
PAYMAYA                100.00
=====
SERVICE CHARGE:
CASH OUT:              600.00
CASH IN:               3,000.00
POINTS REDEEMED:       0.00
CASH SALES:            642.78
=====
SC SALES:              0.00
SC VAT AMOUNT:         0.00
SC DISCOUNT:            9.26
PWD SALES:              0.00
PWD VAT AMOUNT:         0.00
PWD DISCOUNT:            7.96▲
=====
GROSS AMOUNT:           860.00
=====
BREAKDOWN
=====
TOTAL COUNT:            3,043.00
OPENING FUND:           7,207.25
CASH SALES:->          642.78
T. CASH OUT:             600.00
VARIANCE:                -7,207.03
=====
CASH OUT
=====
WATERBILL                 600.00
=====

DATABASE
Cashier Name
PRINTED: 12/28/2022 05:45 PM▲

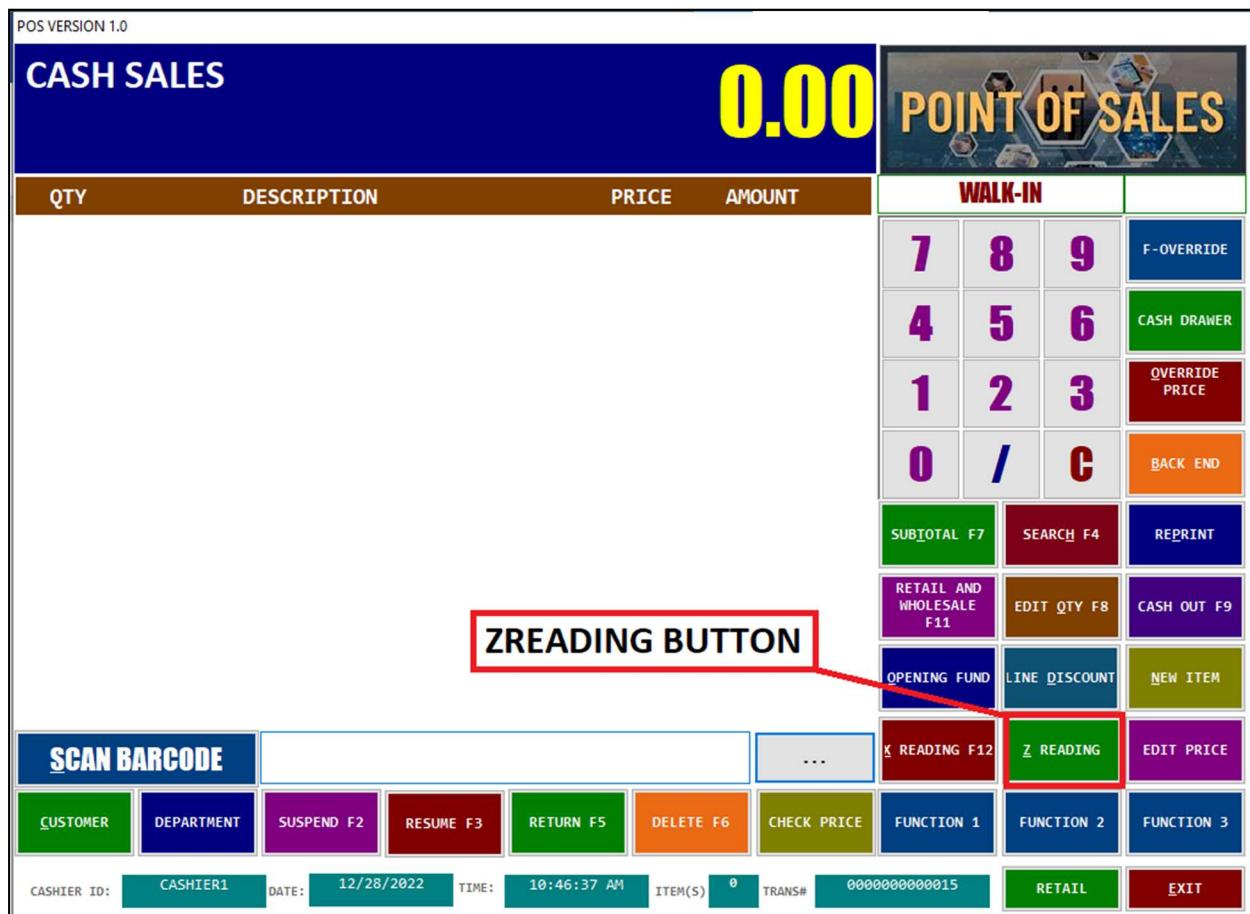
```

SAMPLE CASH DENOMINATION PRINT

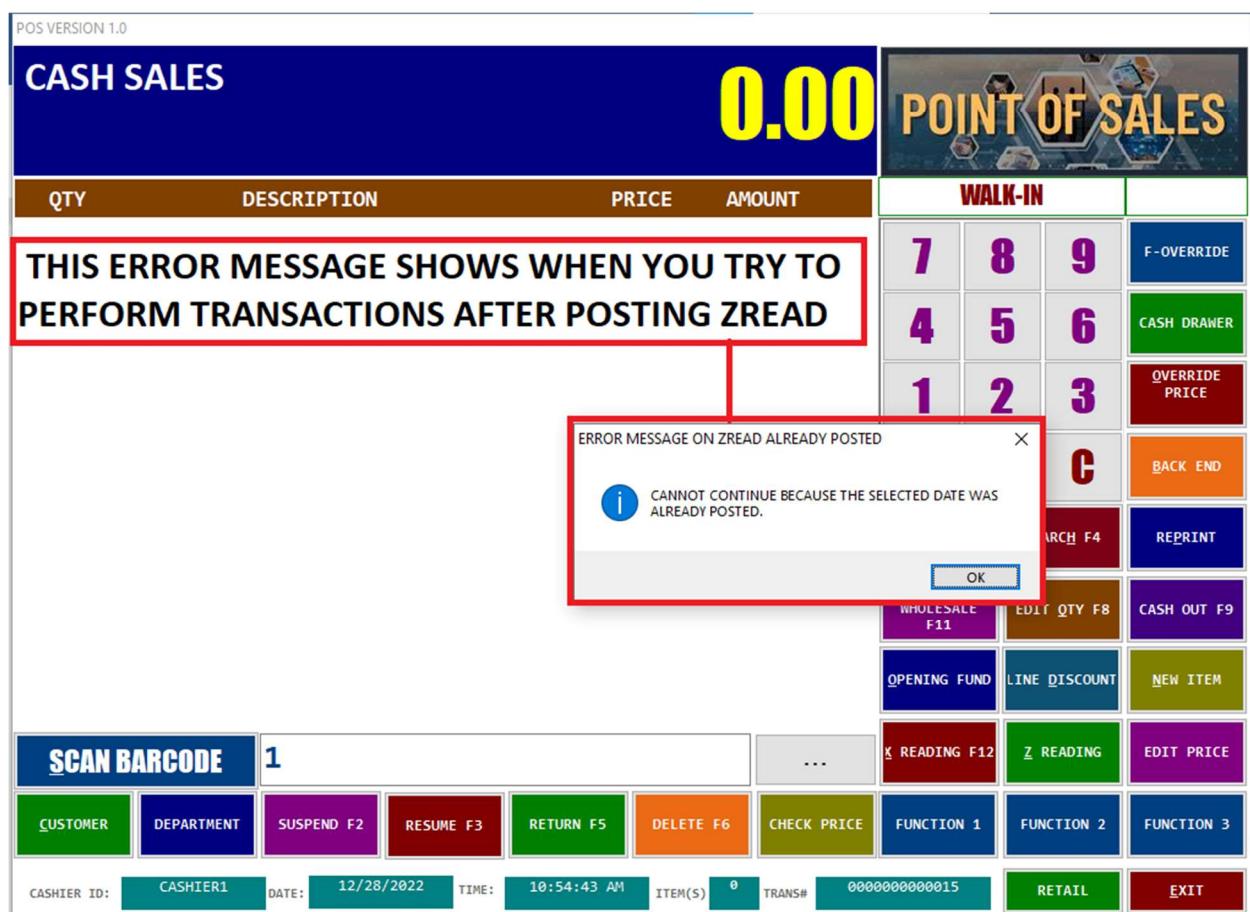
DENOMINATION		
Aug-13-2020 09:41 pm		
.25	X 0	0.00
1	X 1.00	1.00
5	X 2.00	10.00
10	X 2.00	20.00
20	X 10.00	200.00
50	X 5.00	250.00
100	X 1.00	100.00
200	X 1.00	200.00
500	X 1.00	500.00
1000	X 1.00	1,000.00
TOTAL COUNT :		2,281.00

ZREADING

- Use **ZREADING** to post and total all the XREAD reports within the day and close the current POS business date.



Once **ZREAD** is successfully performed, the POS will no longer accept any form of transaction within the day.



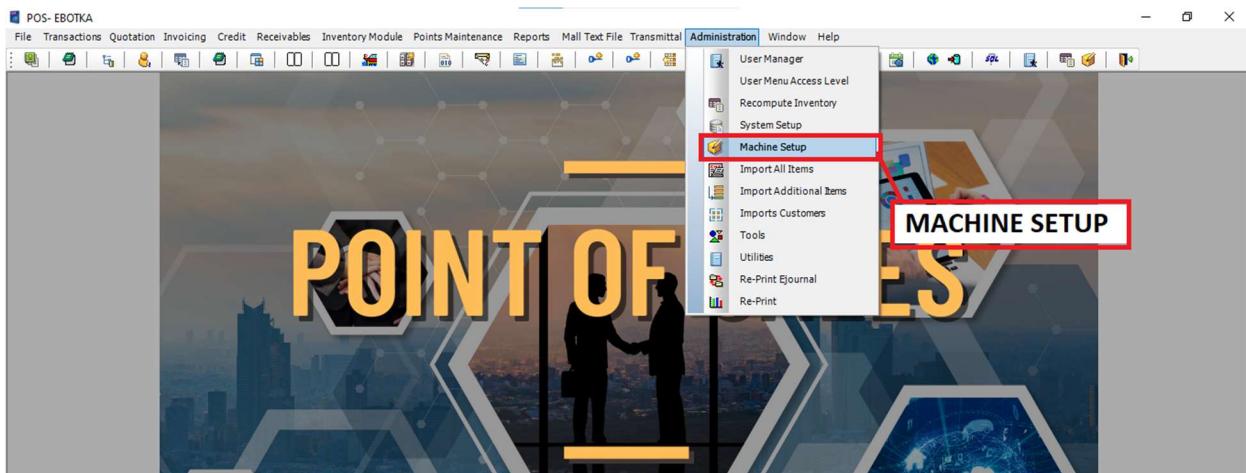
POINT OF SALES USER MANUAL

SAMPLE ZREAD REPORT

EBOTKA OPT BY: POINT OF SALES BARANGAY ADDRESS CITY ADDRESS VAT REG TIN: 000-000-000-00000 MIN : 0000-000000-00000 SERIAL NO : 000-000-0000-0000-00000 - ZREAD REPORT - Dec-28-2022
TERMINAL ID: T01 Z-COUNTER NO: ZREAD: 0000000001
RESET COUNTER: BEGIN BALANCE: 0.00 ENDING BALANCE: 8,105.28
TRANSACTION COUNT: 14 BEGIN S.1# 000000000001 END S.1# 000000000014
NET AMOUNT: 8,105.28 TOTAL REFUND: 0.00 TOTAL RETURNS: -225.00 TOTAL VOID: 192.00 TOTAL ITEMS: 148.00 REG DISCOUNT: 100.00 LINE REG DISC: 0.00 CHARGE AMOUNT: 0.00 VOUCHER AMOUNT: 0.00 C. CARD AMOUNT: 0.00 SERVICE CHARGE: 0.00 G-CASH: 118.25 OTHERS: 250.00 POINTS REDEEMED: 0.00 CASH SALES: 7,737.03
SC SALES: 0.00 SC VAT AMOUNT: 0.00 SC DISCOUNT: 9.26 PMO SALES: 0.00 PMO VAT AMOUNT: 0.00 PMO DISCOUNT: 7.96*
GROSS AMOUNT: 8,222.58
VATable Sales: 7,236.85 VAT AMOUNT: 868.42 Non-VAT Sales: 0.00 VAT Exempt Sales: 0.00 Zero-Rated Sales: 0.00
ACCUMULATED GRAND TOTAL 8,105.28
PRINTED: 12/28/2022 10:54 AM*

MACHINE SETUP

- Before you can make any transaction in the POS, you must first register your computer name in the **POS Machine Setup**.

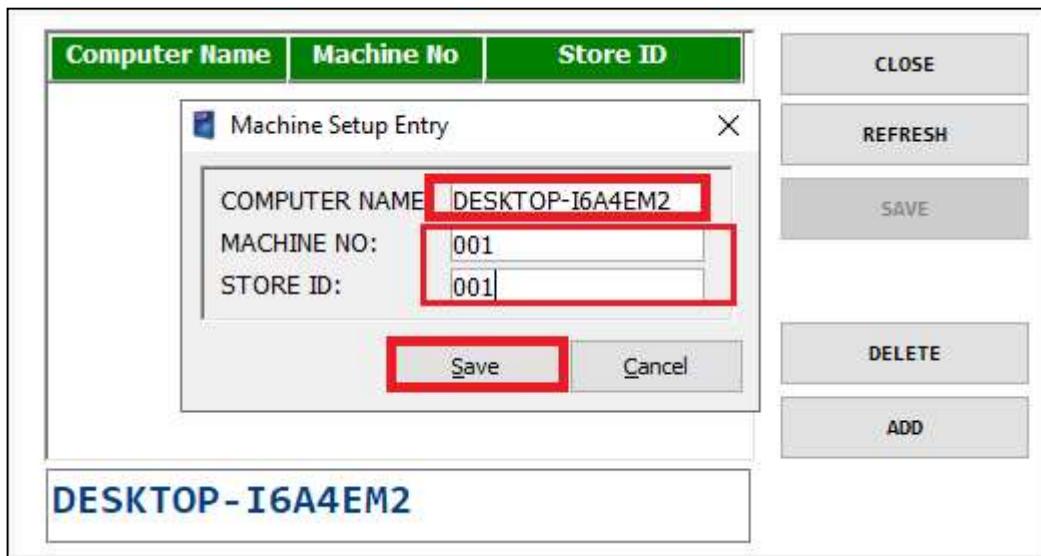


- Copy the **COMPUTER NAME**, and then click **ADD BUTTON**.

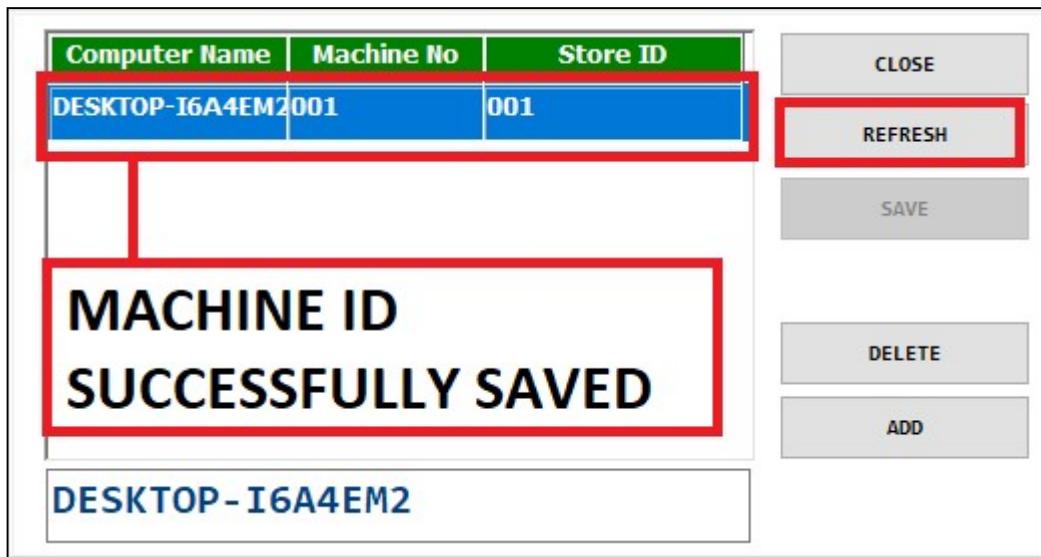
A screenshot of the "Machine Setup" dialog box. The dialog has three header tabs: "Computer Name", "Machine No", and "Store ID". The "Computer Name" tab is active. The "Computer Name" field contains "DESKTOP-I6A4EM2". The "Machine No" field is empty. The "Store ID" field is empty. On the right side of the dialog are five buttons: "CLOSE", "REFRESH", "SAVE", "DELETE", and "ADD". The "ADD" button is highlighted with a red box and connected by a red arrow to the "ADD BUTTON" label in the list above. Another red box highlights the "COMPUTER NAME" label.

POINT OF SALES USER MANUAL

- Paste the copied **COMPUTER NAME** to the **COMPUTER NAME** box then input the unique **MACHINE ID** and **STORE NAME** of the computer. Click **Save button** once finished.

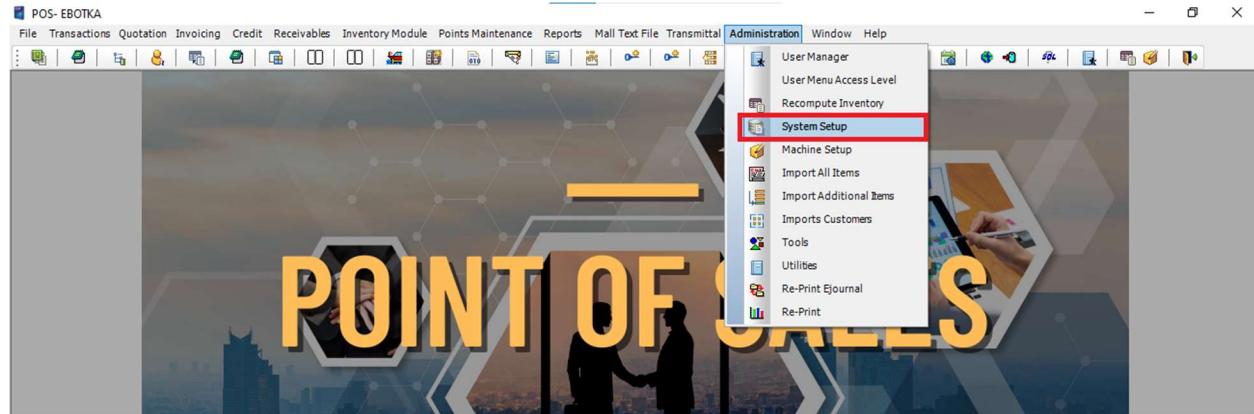


- Click **REFRESH BUTTON** to confirm that the computer machine id is successfully saved.



SYSTEM SETUP

- System Setup is where the administrator configures the settings of the POS.

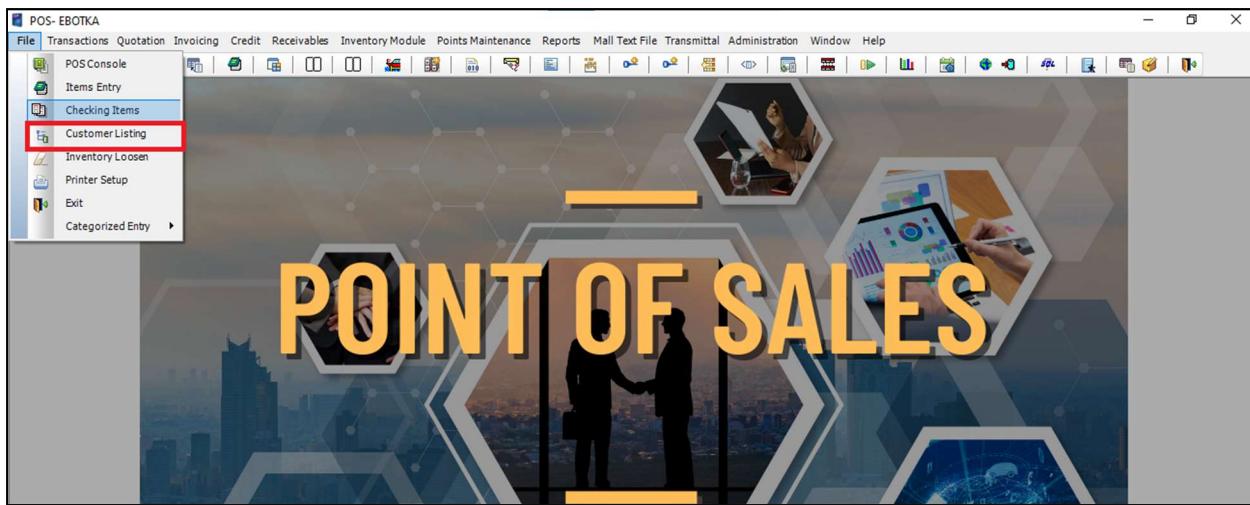


- BACKUP AND TAGGING** – sets whether a selected feature is enabled or disabled.
- OTHER CONFIGURATION** – Sets color theme for the **POS** console and computation settings.
- HEADER RECEIPT CONFIGURATION** - sets the HEADER for the receipt. Can only be edited once, needs to be reset by a **Technical Support staff** if the user wants to adjust the receipt header.
- Click **SAVE** button after each configuration.

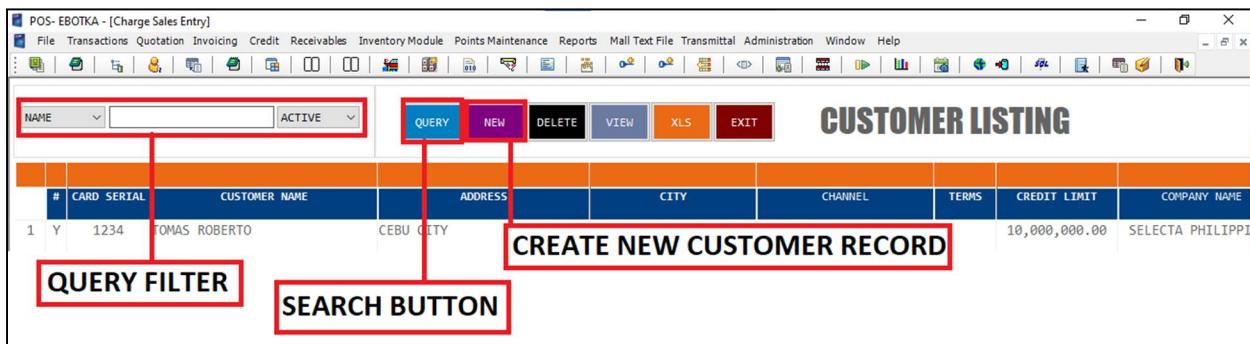
ACCESS PIN	FUNCTION
VOID	CASHIER
RETURN	CASHIER
RE-PRINT	CASHIER
Z-READ	CASHIER
DEPARTMENT	CASHIER
CHANGE PRICE	CASHIER
NEW ITEM ENTRY	CASHIER
EDIT QTY	CASHIER
OVERRIDE	CASHIER
F OVERRIDE	CASHIER
SENIOR	CASHIER
PND	CASHIER
CHARGE	CASHIER
REG DISCOUNT	CASHIER
CASH DRAWER	CASHIER
CASH OUT	CASHIER
CASH OUT DELETE	CASHIER
CASH IN	CASHIER
CASH IN DELETE	CASHIER
INVALID TRANS	CASHIER
ADD ONS	CASHIER
PAYMENT CREDIT	CASHIER

CUSTOMER LISTING

- Customer Listing allows the administrator to save and manage the data of their customers.



- Use the filters to quickly search for the customer name or click NEW to add a new customer.

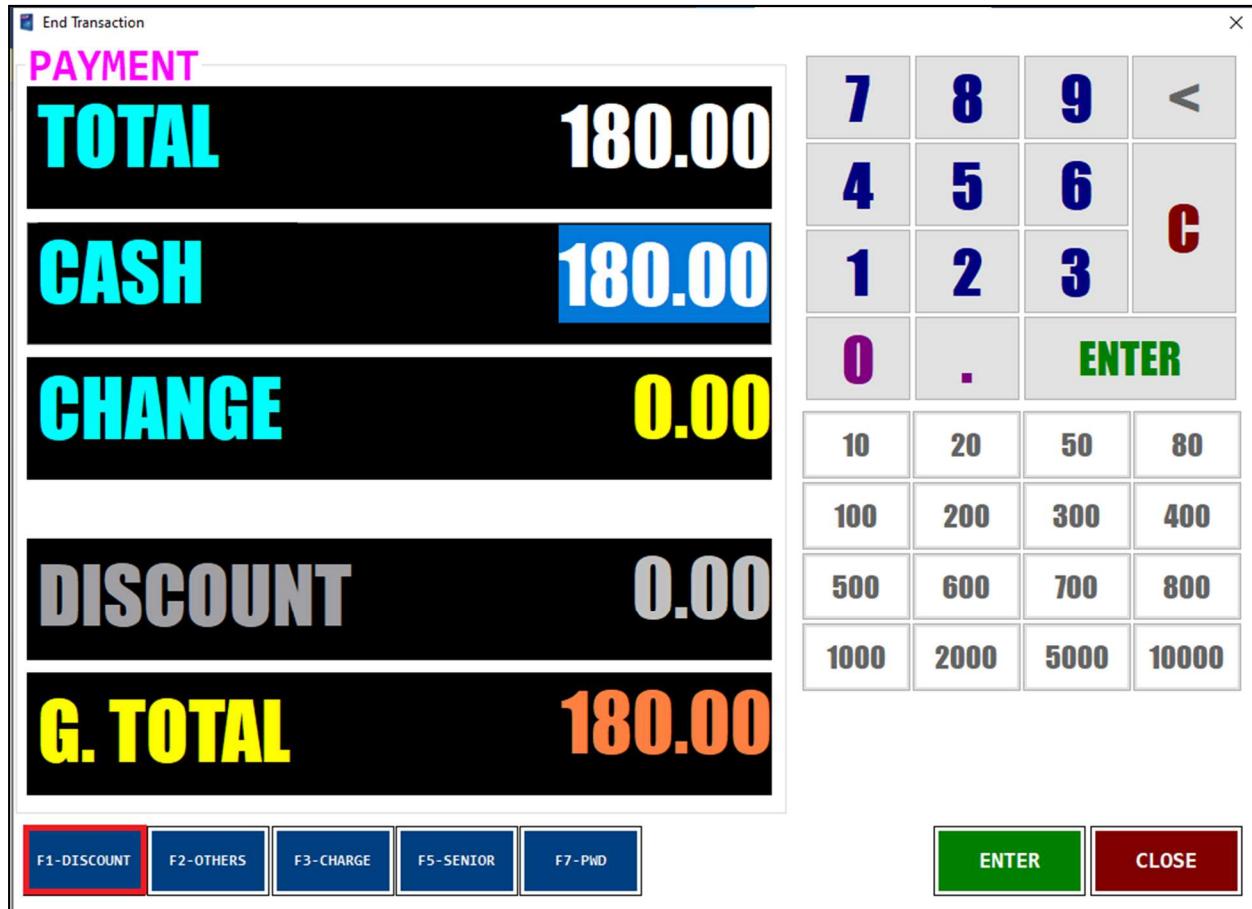


- Input the necessary details for the customer, then click ENTER to save.

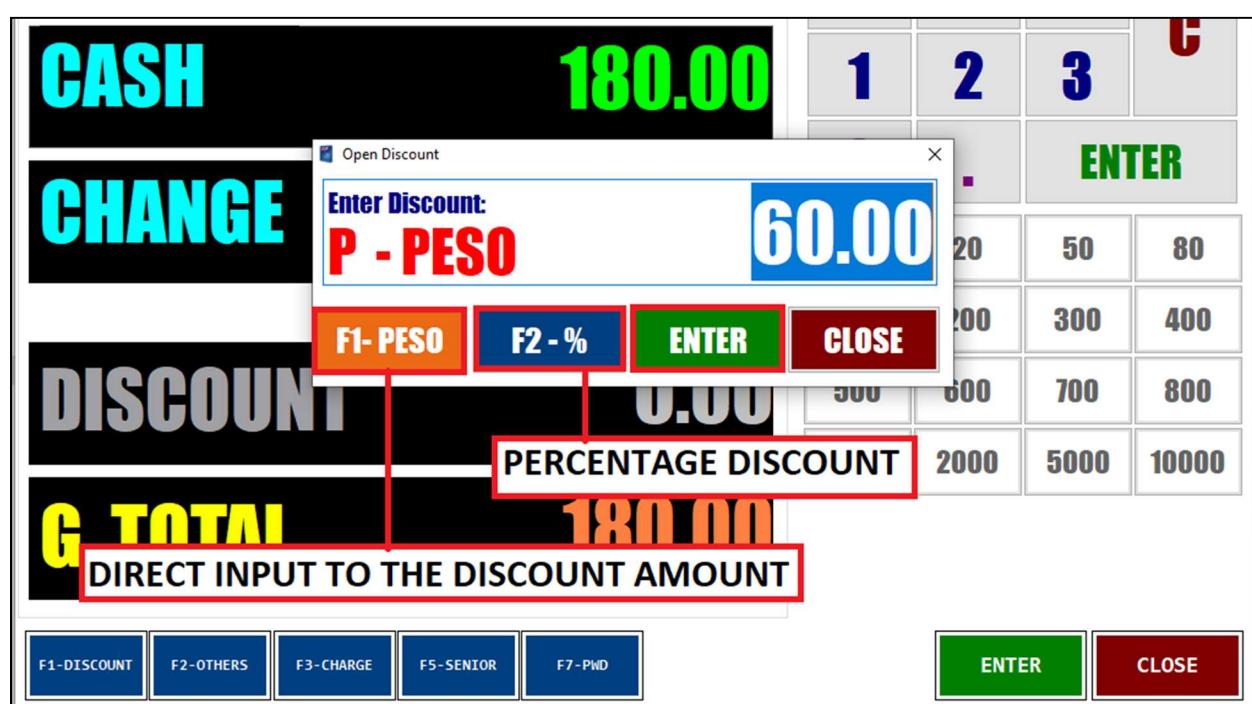
CUSTOME ENTRY	
CARD SERIAL: 1234567890 <input checked="" type="checkbox"/> ACTIVE POINTS1	
CUSTOMER NAME: JUAN DELA CRUZ	
ADDRESS: ADDRESS1	
CITY: CITY ADDRESS	
CHANNEL: CHANNEL/LANDMARK	
SET AS "ON": THE CUSTOMER EARNS REWARD POINTS	
TIN: TIN	GENDER: MALE
CONTACT NO: 09051234567	DATE OF BIRTH: 12/05/1990 AGE: 33
POINTS TAG:	CREDIT LIMIT: .00 TERMS:
PRICE TAG: RETAIL	
BEGINNING POINTS: 100.00	SALES AGENT: SALES AGENT 1 .00
DEFAULT PRICE TO USE WHEN THIS CUSTOMER MAKES A TRANSACTION	
<input type="button" value="ENTER"/> <input type="button" value="CLOSE"/>	
COMMISSION RATE	

DISCOUNT

- To apply regular discount for a transaction, click **F1-DISCOUNT** in the PAYMENT WINDOW.



- Click **F1-PESO** to directly input your desired discount amount then press the **ENTER** button.
- Click **F2-%** to input your desired discount percentage then press the **ENTER** button.



POINT OF SALES USER MANUAL

- The discount will be automatically deducted from the **G.TOTAL AMOUNT** press **ENTER BUTTON** to finish the transaction.



SAMPLE RECEIPT WITH DISCOUNT

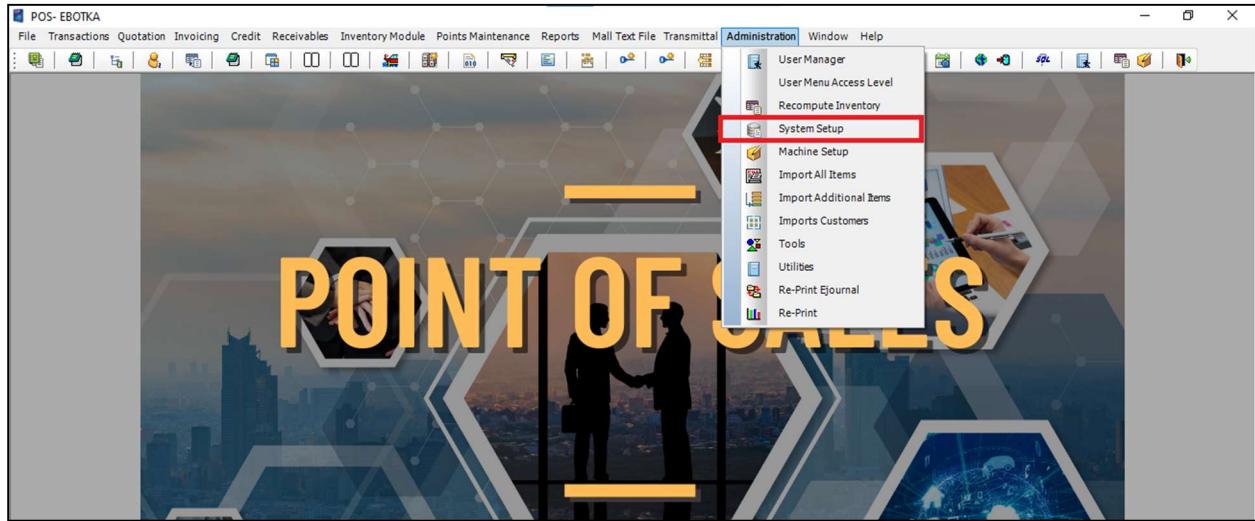
```

EBOTKA
OPT BY: POINT OF SALES
BARANGAY ADDRESS
CITY ADDRESS
VAT REG TIN: 000-000-000-00000
MIN : 0000-00000-00000
SERIAL NO : 000-000-0000-00000

SALES INVOICE
S.I#:000000000015 # CASH ##TID: T01
Date: 12/29/2022 13:27:27
Client:WALK-IN # CASHIER1
-----
Item / Barcode Qty Amount
-----
1FACE MASK 1 PACK 50PCS V
      3.000   60.00    180.00
3.00 Item(s) -----
      GROSS AMOUNT: 180.00
      DISCOUNT: P #60.00 60.00
      TOTAL AMOUNT: 120.00
      TENDER AMOUNT: 180.00
      CHANGE AMOUNT: 60.00
-----
      VATABLE SALES: 107.14
      VAT AMOUNT: 12.86
      NON-VAT SALES: .00
      VAT EXEMPT SALES: .00
      ZERO RATED SALES: .00
-----
      NAME: _____
      ADDRESS: _____
      TIN : _____
      BUSINESS TYPE: _____
      POS PROVIDER: POS ENTERPRISES
      BRGY. XXXXXXXXXXXXXXXXXX
      NON-VAT REG TIN: 000-000-000-00000
      ACCRED: 000000000000000000
      DATE ISSUED: SEPT 28, 2022
      VALID UNTIL: SEPT 27, 2027
      PTU: FP000000-000-00000000-00000
      THIS SERVES AS A SALES INVOICE**
```

POINTS SYSTEM

- Registered customers may earn **points** when they create transactions in the **POS**.
- Set the **Loyalty Amount** by clicking **Administration Tab** then proceeding to **SYSTEM SETUP**.

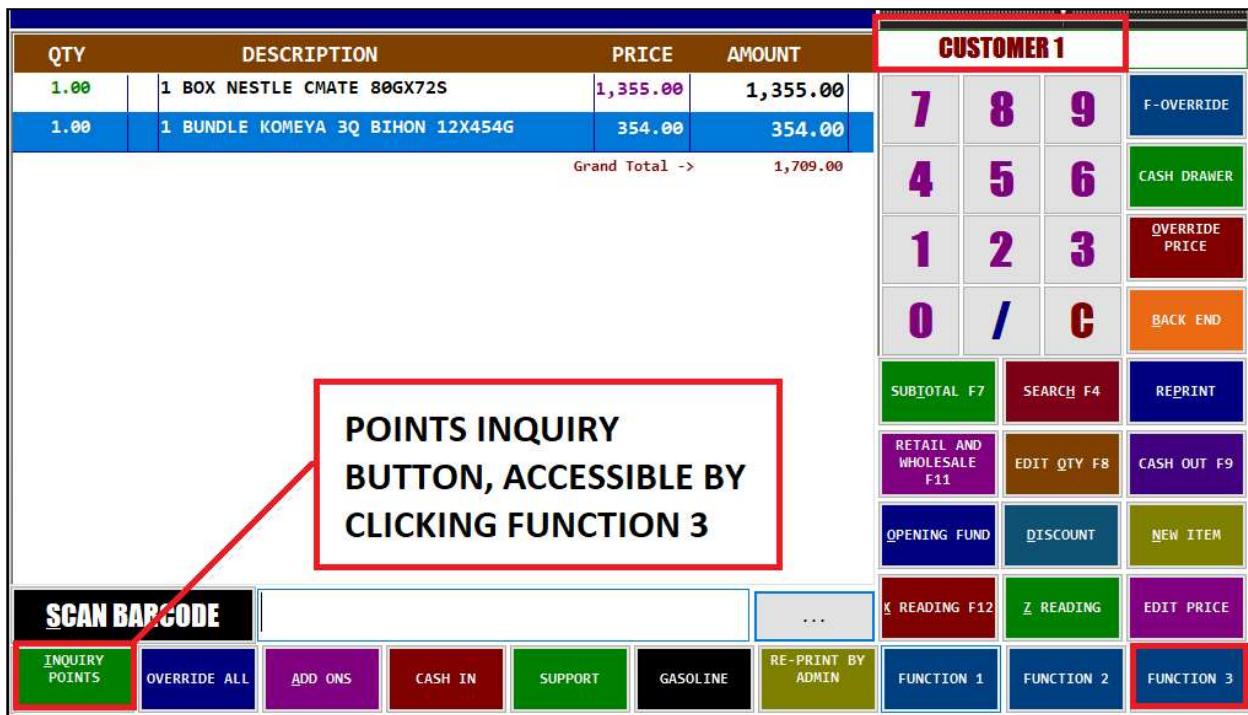


Points earned per transaction = Total Gross Amount / Loyalty Points.



POINT OF SALES USER MANUAL

- To check Customer's point balance, click FUNCTION 3 button then click INQUIRY POINTS.



- Select the CUSTOMER and then click ENTER button.

CUSTOMER SEARCH

CARD SERIAL NAME

CARD SERIAL	CUSTOMER NAME	ADDRESS
1	CUSTOMER	METRO MANILA
SAMPLECUST	CUSTOMER 1	A
2	POS	PHILIPPINES

SELECT THE CUSTOMER TO CHECK

PHOTO

NEW CUSTOMER

F1-CARD SERIAL

F2-NAME

ENTER

CLOSE

POINT OF SALES USER MANUAL

- Click **PRINT** to print customer record (if needed).

Customer Points Inquiry

NAME: CUSTOMER 1

DATE	REFERENCE NO	POINTS	BALANCE	MACHINE ID
Trxn: BEGINNING:		0.00	0.00	
08/17/2020	Trxn: 000000000002	8.55	8.55	001

CUSTOMER INQUIRY POINTS **PRINT** **CLOSE**

- Points will be earned each time a customer creates a transaction with the **POS**.

Customer Points Inquiry

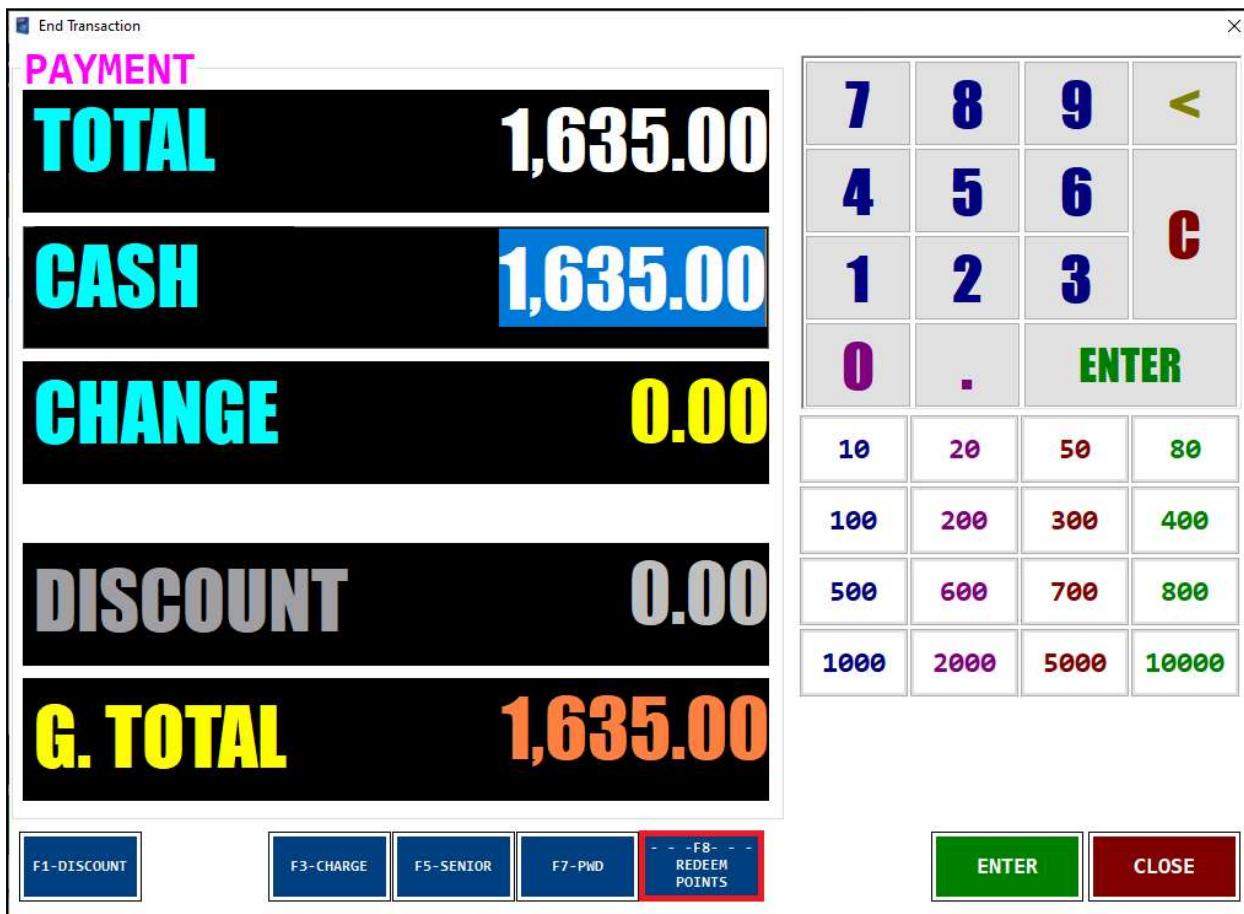
NAME: CUSTOMER 1

DATE	REFERENCE NO	POINTS	BALANCE	MACHINE ID
Trxn: BEGINNING:		0.00	0.00	
08/17/2020	Trxn: 000000000002	8.55	8.55	001
08/17/2020	Trxn: 000000000003	10.32	18.87	001

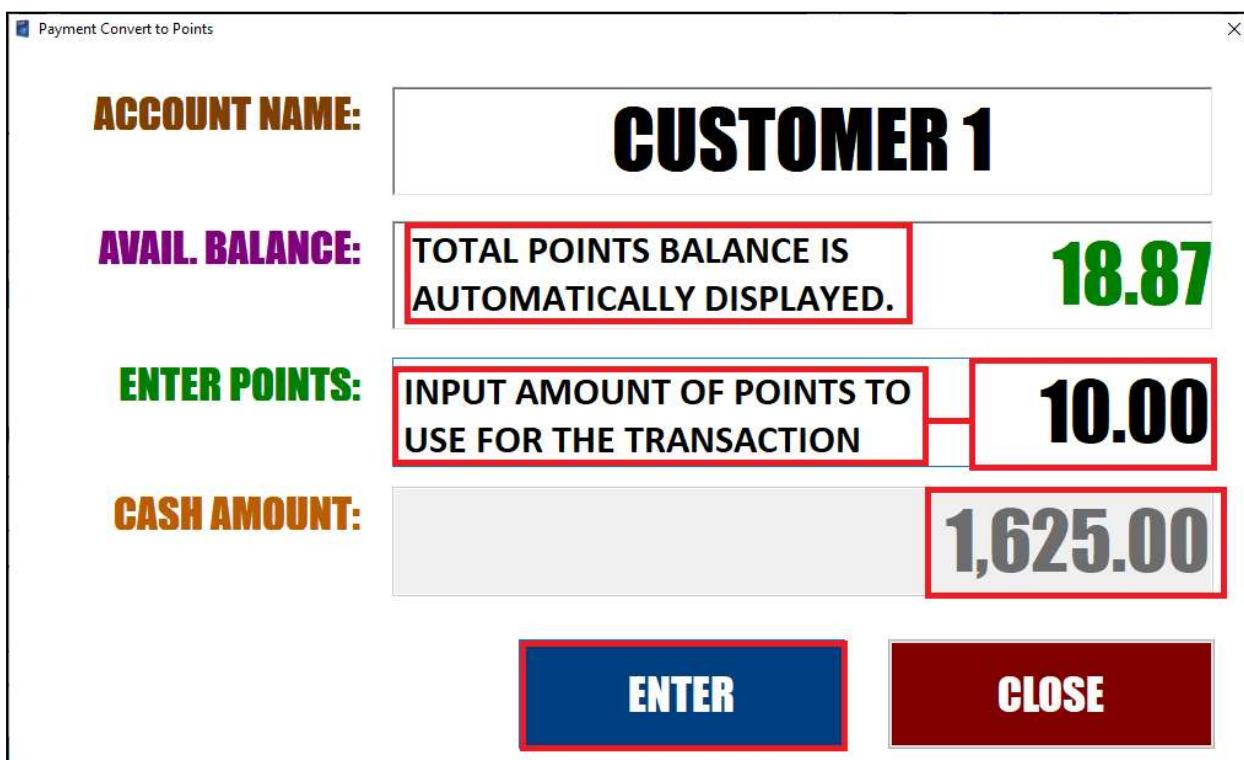
CUSTOMER INQUIRY POINTS **PRINT** **CLOSE**

POINTS REDEEM

- Customers can use their points to pay for their bill in the POS. In the **PAYMENT WINDOW**, click **REDEEM POINTS BUTTON**.



- Input the amount of points to be used for the transaction, press **TAB button** in the keyboard to update the **CASH AMOUNT**, then click **ENTER button**.



POINT OF SALES USER MANUAL

SAMPLE RECEIPT WITH POINTS

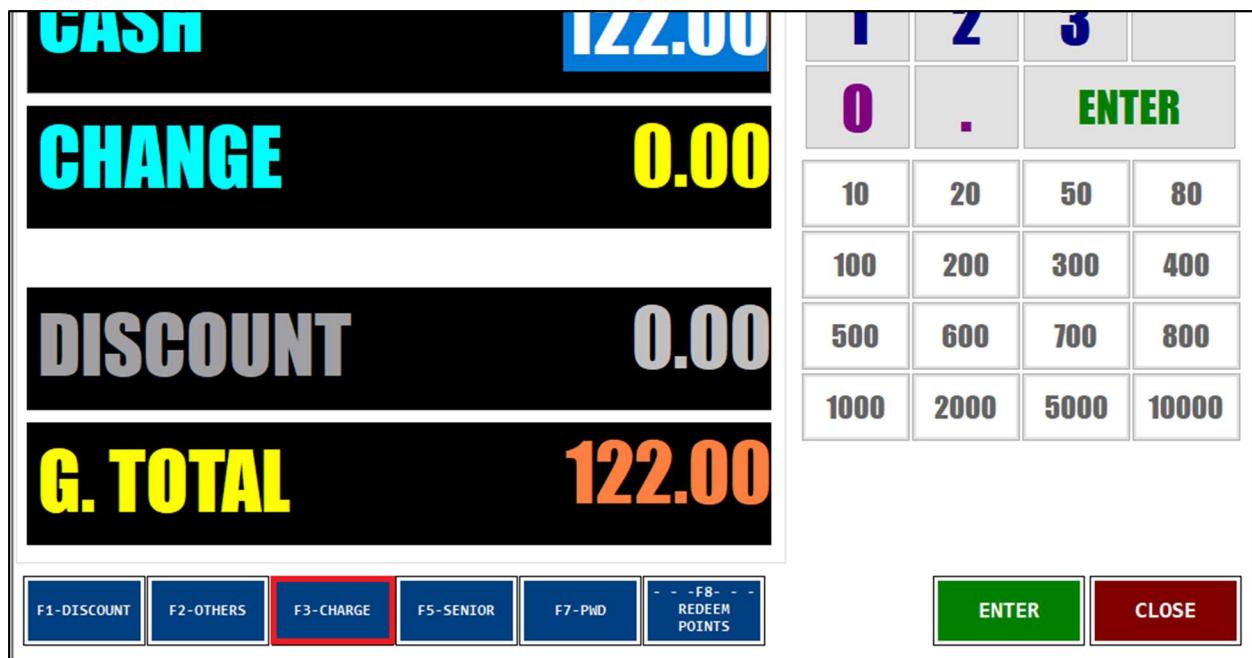
STORE NAME OPT BY: POINT OF SALES BARANGAY ADDRESS CITY ADDRESS VAT REG TIN: 000-000-000-0000 MIN : 0000-00000-0000 SERIAL NO : 000-000-0000-0000-0000																												
OFFICIAL RECEIPT O.R#: 000000000003 Cashier: CASHIER Date: 08/17/2020 10:19:42 AM TID: T02 Trans type: CASH Client: CUSTOMER 1 Points: 0.32 Available Points: 18.87																												
----- <table><thead><tr><th>Item</th><th>Qty</th><th>Amount</th></tr></thead><tbody><tr><td>1 BOX NESTLE CMATE 80GX72S</td><td>V</td><td></td></tr><tr><td>1.00</td><td>1,355.00</td><td></td></tr><tr><td>1 BUNDLE KOMEYA 3Q BIHON 12X454G</td><td>V</td><td></td></tr><tr><td>2.00 *354.00</td><td>708.00▲</td><td></td></tr><tr><td>3.00 Item(s)</td><td>-----</td><td></td></tr><tr><td>TOTAL AMOUNT:</td><td>2,063.00</td><td></td></tr><tr><td>TENDER AMOUNT:</td><td>2,063.00</td><td></td></tr><tr><td>CHANGE AMOUNT:</td><td>.00</td><td></td></tr></tbody></table> ----- <td>NAME: _____ ADDRESS: _____ TIN : _____ BUSINESS TYPE: _____</td>	Item	Qty	Amount	1 BOX NESTLE CMATE 80GX72S	V		1.00	1,355.00		1 BUNDLE KOMEYA 3Q BIHON 12X454G	V		2.00 *354.00	708.00▲		3.00 Item(s)	-----		TOTAL AMOUNT:	2,063.00		TENDER AMOUNT:	2,063.00		CHANGE AMOUNT:	.00		NAME: _____ ADDRESS: _____ TIN : _____ BUSINESS TYPE: _____
Item	Qty	Amount																										
1 BOX NESTLE CMATE 80GX72S	V																											
1.00	1,355.00																											
1 BUNDLE KOMEYA 3Q BIHON 12X454G	V																											
2.00 *354.00	708.00▲																											
3.00 Item(s)	-----																											
TOTAL AMOUNT:	2,063.00																											
TENDER AMOUNT:	2,063.00																											
CHANGE AMOUNT:	.00																											
THIS SERVES AS AN OFFICIAL RECEIPT▲																												

SAMPLE INQUIRY POINTS PRINT

CUSTOMER 1
Trxn: BEGINNING: 0.00
08/17/2020 Trxn: 000000000002 8.55
08/17/2020 Trxn: 000000000003 10.32
BALANCE: 18.87▲

CHARGE SALES (CASHIER)

- For stores that accept **CHARGE** transactions, click **CHARGE** button in the **PAYMENT WINDOW**.



- In the **CHARGE window**, select the **CUSTOMER NAME**, input **CHARGE AMOUNT** then **PRESS TAB** in the **keyboard** to automatically compute the needed **CASH amount**, and then input the **TENDER amount** from the customer. **Press TAB button again** to automatically compute the **CHANGE** then click **ENTER button** to finish the transaction.

CHARGE

TOMAS ROBERTO	
TOTAL 122.00	
SUB TOTAL	122.00
CHARGE AMOUNT	122.00
CASH AMOUNT	.00
TENDER AMOUNT	.00
CHANGE	.00

PLEASE USE TAB KEY

ENTER **CLOSE**

POINT OF SALES USER MANUAL

SAMPLE CHARGE TRANSACTION RECEIPT

EBOTKA OPT BY: POINT OF SALES BARANGAY ADDRESS CITY ADDRESS VAT REG TIN: 000-000-000-0000 MIN : 0000-00000-0000 SERIAL NO : 000-000-0000-0000-0000
SALES INVOICE
S.I#: 000000000016 Cashier: DBA
Date: 12/29/2022 01:31:58 PM
Trans type: CHARGE TID: T01
Client: TOMAS ROBERTO

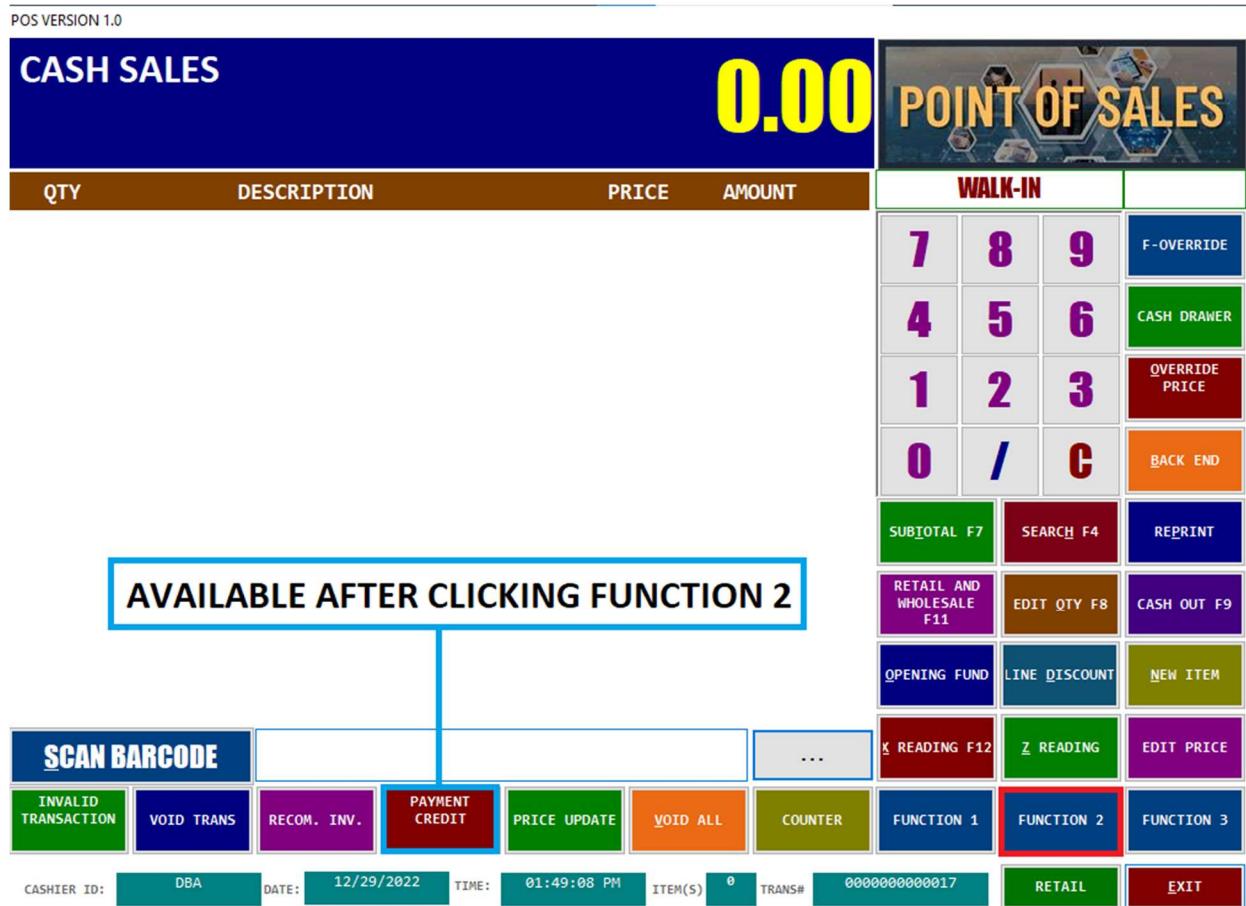
Item Qty Amount

1FACE MASK 1 PACK 50PCS 1.00 60.00
3M MICROPORE SURGICAL TAPE 0.5INX10 1.00 20.75
3M MICROPORE SURGICAL TAPE 1 IN X 10 YD 1.00 41.25
3.00 Item(s) -----
TOTAL AMOUNT: 122.00
CHARGE AMOUNT: 122.00
CASH AMOUNT: .00

TENDER AMOUNT: .00
CHANGE AMOUNT: .00▲

CHARGE PAYMENT CREDIT

- To settle the payments of the **CHARGE SALES**, click **FUNCTION 2** and **PAYMENT CREDIT**.



- In the **PAYMENT ENTRY WINDOW**, select the **CUSTOMER'S NAME**; input the **RECEIPT NUMBER**; select **PAYMENT TYPE**; and input the amount to pay for the transaction in the **PAYMENT AMOUNT**. Then click **ADD button** to select which **charge transaction** will the payment be deducted.

PAYMENT ENTRY

CTRL NO					
RECEIVED FROM:	TOMAS ROBERTO				...
Applied Invoice(s)					
#	DATE	AMOUNT	TOTAL PAYMENT	AMOUNT PAID	TOTAL BALANCE

CLICK ADD TO SELECT THE CHARGE SALES TO BE PAID

ADD	DELETE
------------	---------------

DATE: 12/29/2022

RECEIPT NO: 1

RECEIPT DATE: 12/29/2022

PAYMENT TYPE: CASH

AMOUNT: .00

REMARKS: PAYMENT

INPUT THE DETAILS FOR THE TRANSACTION

CLEAR ENTER CLOSE

POINT OF SALES USER MANUAL

- Search for the **INVOICE number** of the charge transaction, and then click the check box of the corresponding transaction to be paid. Click **OK button** to proceed.

INVOICE LIST

A	REF NO	DATE	MACHINE ID	SI DATE	TOTAL	PAYMENT	BALANCE
<input checked="" type="checkbox"/>	0000000000016	12/29/2022	001	0000000000016	122.00	0.00	122.00

SEARCH REF NO ENTER CLOSE

- Input the **customer payment amount** then press **TAB button** in the keyboard to update the **TOTAL BALANCE column**. Once done, click **ENTER button** to finish.

PAYMENT ENTRY

CTRL NO

RECEIVED FROM: TOMAS ROBERTO ...

Applied Invoice(s)

#	DATE	AMOUNT	TOTAL PAYMENT	AMOUNT PAID	TOTAL BALANCE
0000000000016	12/29/2022	122.00	0.00	122.00	0.00

122.00

ADD DELETE

DATE:

RECEIPT NO:

RECEIPT DATE:

PAYMENT TYPE:

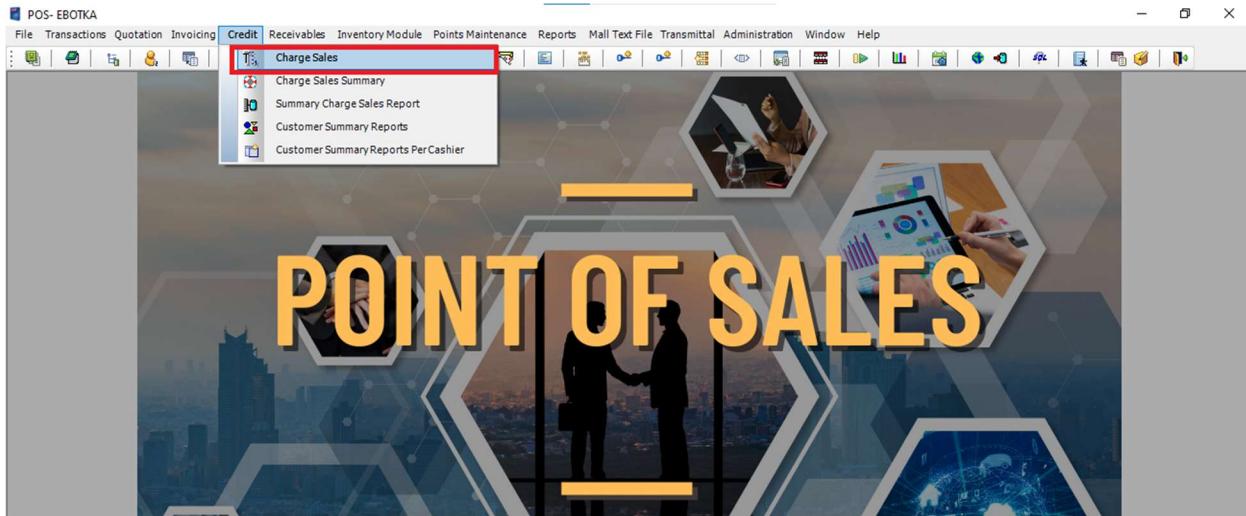
AMOUNT:

REMARKS: PAYMENT

CLEAR ENTER CLOSE

CHARGE SALES (ADMIN)

- To manage **CHARGE SALES** in the Administrator account, click **CREDIT TAB** and select **CHARGE SALES**.



- Click **QUERY button** to show all records; the **filters** can be used to exclude the unnecessary data that will be shown.
- Use **NEW button** to create new records
- Double click records to **update** and click **SAVE BUTTON** to save the adjustments performed.



POINT OF SALES USER MANUAL

CREATING NEW CHARGE SALES

- After clicking **NEW** button in the **CHARGE SALES WINDOW**, select **CUSTOMER** for the new transaction then **click F4-INSERT button** to select items.

The screenshot shows the 'CHARGE INPUT' window. At the top, there are fields for 'CUSTOMER' (set to 'JUAN DELA CRUZ'), 'DATE' (set to '12/29/2022'), 'SALES REP.', 'TOTAL' (showing '0.00'), and other transaction details like 'TERMS', 'PO #', 'PAYMENT', and 'INVOICE #'. Below this is a table header with columns: '#', 'ITEMCODE', 'QTY', 'UOM', 'DESCRIPTION', 'PRICE', 'DISC.', 'DISC. AMT', 'LOT NO', 'EXPIRY', and 'AMOUNT'. In the 'ITEM' section, there's a 'SCAN BARCODE' button and a text input field containing '3/'. Below the input field are several function keys: 'F4 - INSERT' (highlighted in red), 'F6 - DELETE', 'F2 - SAVE | PRINT', 'F8 - OVERRIDE', 'F9 - NOTES', and 'CLOSE'.

- After clicking **NEW** button in the **CHARGE SALES WINDOW**, select **CUSTOMER** for the new transaction then **click F4-INSERT button or scan the item's barcode** to insert items.

The screenshot shows the 'CHARGE INPUT' window. At the top, there are fields for 'CUSTOMER' (set to 'JUAN DELA CRUZ'), 'DATE' (set to '12/29/2022'), 'SALES REP.', 'TOTAL' (showing '0.00'), and other transaction details like 'TERMS', 'PO #', 'PAYMENT', and 'INVOICE #'. Below this is a table header with columns: '#', 'ITEMCODE', 'QTY', 'UOM', 'DESCRIPTION', 'PRICE', 'DISC.', 'DISC. AMT', 'LOT NO', 'EXPIRY', and 'AMOUNT'. In the 'ITEM' section, there's a 'SCAN BARCODE' button and a text input field containing '3/'. Below the input field are several function keys: 'F4 - INSERT' (highlighted in red), 'F6 - DELETE', 'F2 - SAVE | PRINT', 'F8 - OVERRIDE', 'F9 - NOTES', and 'CLOSE'.

POINT OF SALES USER MANUAL

- Input the item's price and discounts (optional), and expiry date (optional) then click **SAVE | PRINT BUTTON** to print and finish the transaction.

CHARGE INPUT

CUSTOMER:	JUAN DELA CRUZ	DATE:	12/29/2022	SALES REP:		TOTAL	262.50
ADDRESS:	ADDRESS1	TERMS:	0	PO #:			
CONTACT NO:	09051234567	PAYMENT:		INVOICE #:			

#	ITEMCODE	QTY	UOM	DESCRIPTION	PRICE	DISC.	DISC. AMT	LOT NO	EXPIRY	AMOUNT
1	1	3.00	PC	1FACE MASK 1 PACK 50PCS	60.00	.00		00/00/0000		180.00
2	4	1.00	PC	3M MICROPORE SURGICAL TAPE 2INX10	82.50	.00		00/00/0000		82.50
T.ITEM(S)				4					0.00	

ITEM
REMARKS

SCAN BARCODE
...

F4 - INSERT
F6 - DELETE
F2 - SAVE | PRINT
F8 - OVERRIDE
F9 - NOTES
CLOSE

CHARGE SALE RECEIPT SAMPLE

EBOTKA
 OPT BY: POINT OF SALES
 BARANGAY ADDRESS
 CITY ADDRESS

CHARGE INVOICE
NO: 000001

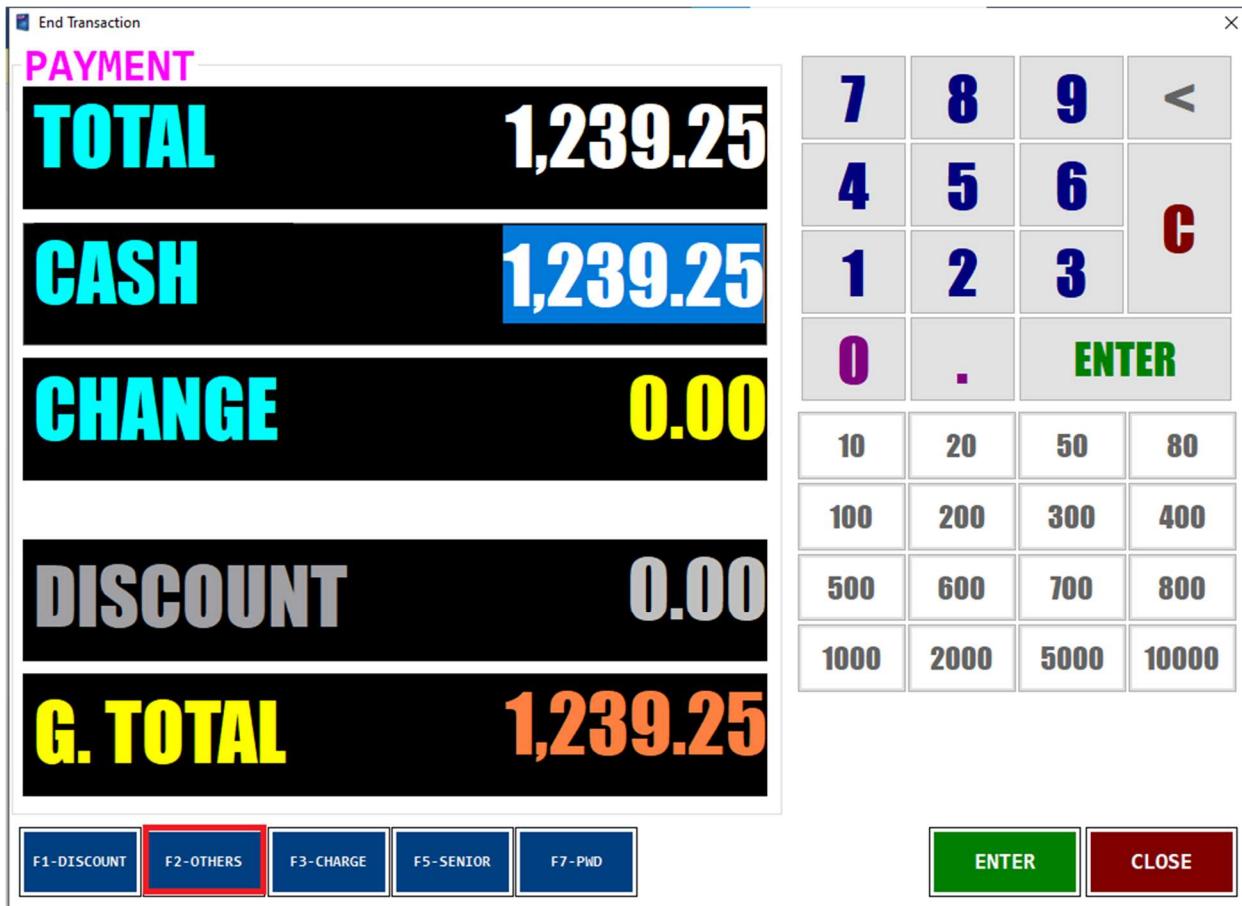
SOLD TO: JUAN DELA CRUZ	DATE: 12/29/2022				
ADDRESS: ADDRESS1	CASHIER: DBA				
TERMS: 0	SALES AGENT:				
ITEMCODE	QTY	UNIT	PRODUCT DESCRIPTION	UNIT PRICE	AMOUNT
1	3.00	PC	1FACE MASK 1 PACK 50PCS	60.00	180.00
4	1.00	PC	3M MICROPORE SURGICAL TAPE 2INX10	82.50	82.50

CHARGE FOOTER6
 4.00 Item(s) **TOTAL AMOUNT: 262.50**

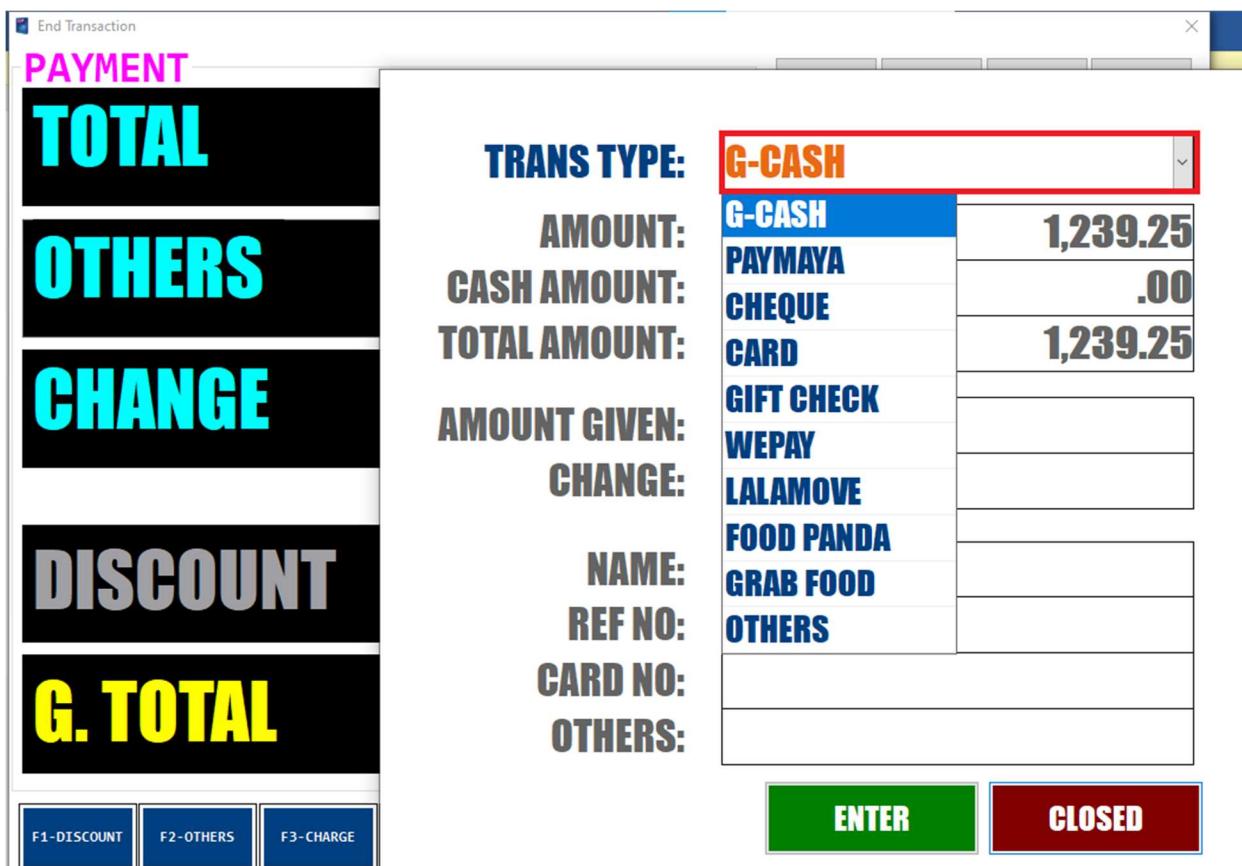
COMMENTS: 09051234567		
PREPARED BY:	CHECKED BY:	APPROVED BY:
TERMS AND CONDITION: CHARGE FOOTER1 CHARGE FOOTER2 CHARGE FOOTER3 CHARGE FOOTER4 CHARGE FOOTERS		RECEIVED BY: PRINTED NAME AND SIGN

OTHER TRANSACTIONS

- Use **F2-OTHERS** to settle payments that use **payments other than cash**.



- Click **TRANS TYPE:** to select which kind of payment will be used.



POINT OF SALES USER MANUAL

- Input value for **AMOUNT** then click **TAB button** in the keyboard. Afterwards, the value of **CASH AMOUNT** will be automatically computed based from the difference of **TOTAL AMOUNT** and inputted **AMOUNT**.
 - Input the customer's payment in the **AMOUNT GIVEN box** to automatically compute the **CHANGE amount (if any)**.
- 1. NAME:** – refers to the CUSTOMER's name.
- 2. REF NO: (optional)** – refers to the REFERENCE number of the transaction.
- 3. CARD NO:** – the CARD NUMBER or Account used in the transaction.
- (Note: Card No: can only be checked in the reports. Complete CARD NUMBER will not be shown in the receipt for confidentiality.)*
- 4. OTHERS** – refers to the **remarks** or **notes** about the transaction.

- Click **ENTER button** once finished inputting the required values.

The screenshot shows a POS transaction entry interface. On the left, there is a vertical menu with options like PAYMENT, TOTAL, OTHER, CHANGE, DISCOUNT, and G.T. At the bottom left is a blue button labeled 'F1-DISCOUNT'. The main area contains the following fields:

TRANS TYPE:	G-CASH
AMOUNT:	1,000.00
CASH AMOUNT:	239.25
TOTAL AMOUNT:	1,239.25
AMOUNT GIVEN:	300.00
CHANGE:	60.75
NAME:	RONALD TOLENTINO
REF NO:	235XXHGTR
CARD NO:	1244356
OTHERS:	REMARKS

At the bottom right are two large buttons: a green 'ENTER' button and a red 'CLOSED' button. To the right of the main area is a numeric keypad with digits 9, 6, 3, and 0, along with operators <, C, and ENTER. Below the keypad are additional numeric keys for 50, 300, 700, 5000, 80, 400, 800, and 10000.

POINT OF SALES USER MANUAL

SAMPLE RECEIPT

EBOTKA
OPT BY: POINT OF SALES
BARANGAY ADDRESS
CITY ADDRESS
VAT REG TIN: 000-000-000-00000
MIN : 0000-000000-00000
SERIAL NO : 000-000-0000-00000

SALES INVOICE
S.I#:000000000017 # OTHERS ##TID: T01
Date: 12/29/2022 14:22:35
Client:WALK-IN Cashier DBA

Item / Barcode	Qty	Amount
3M MICROPORE SURGICAL TAPE 2INX10	QTY: 1 x 82.50	82.50V
ACEITE DE MANZANILLA 25ML	QTY: 1 x 16.75	16.75V
1FACE MASK 1 PACK 50PCS	QTY: 19 x 60.00	1,140.00V*
21.00 Item(s)		-----
TOTAL AMOUNT:		1,239.25
TENDER AMOUNT:		300.00
CHANGE AMOUNT:		60.75
G-CASH AMOUNT:		1,000.00
CASH AMOUNT:		239.25

NAME: RONALD TOLENTINO
REF NO: 235XXHGTR
CARD NO: XXXXXXXXXXXXXXX4356
OTHERS:

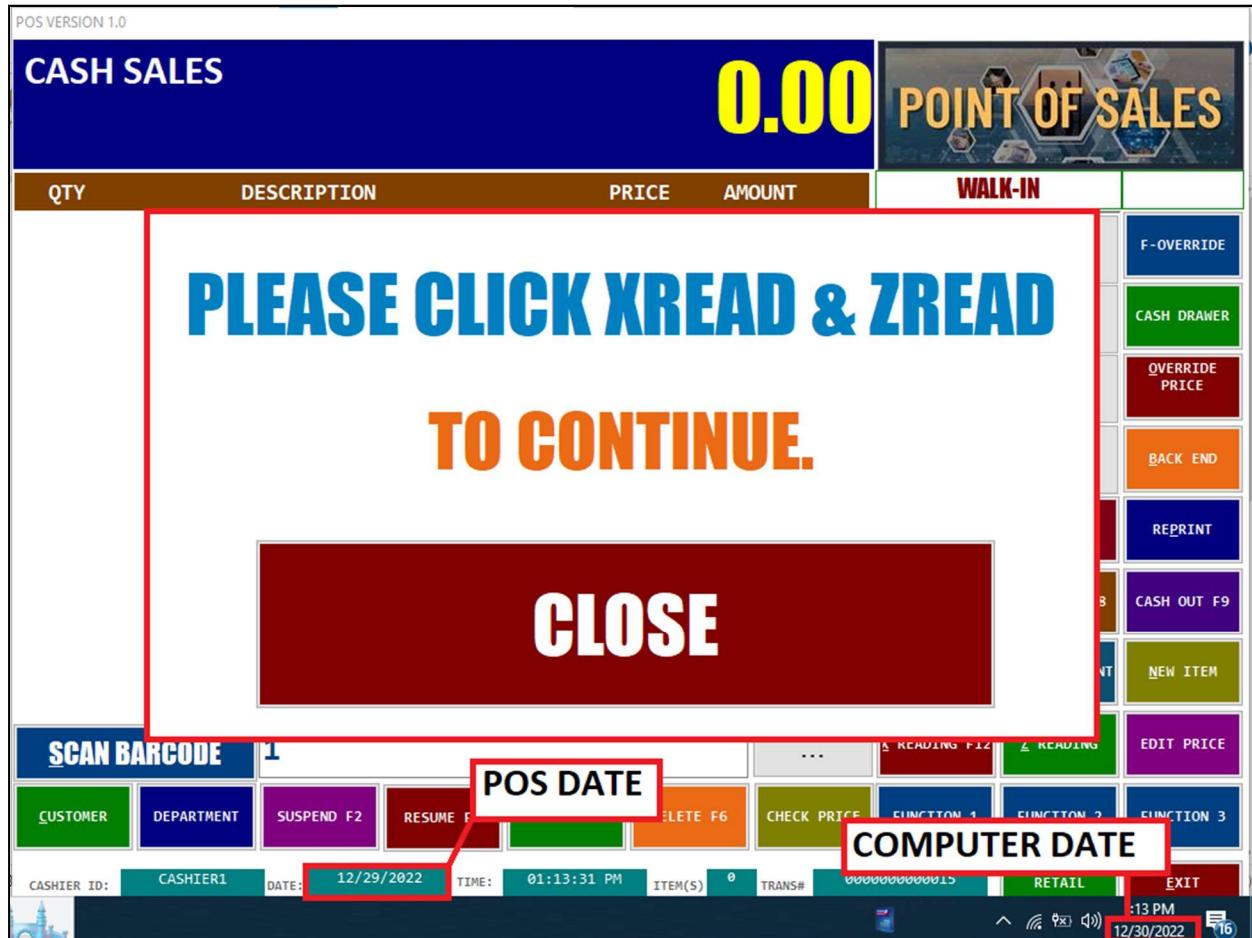
VATABLE SALES:	1,106.47
VAT AMOUNT:	132.78
VAT EXEMPT SALES:	.00
ZERO RATED SALES:	.00

NAME: _____
ADDRESS: _____
TIN : _____
BUSINESS TYPE: _____
POS PROVIDER: POS ENTERPRISES
BRGY. XXXXXXXXXXXXXXXXXXXX
NON-VAT REG TIN: 000-000-000-00000
ACCRED: 0000000000000000
DATE ISSUED: SEPT 28, 2022
VALID UNTIL: SEPT 27, 2027
PTU: FP000000-000-00000000-00000
THIS SERVES AS A SALES INVOICE.*

TROUBLESHOOTING

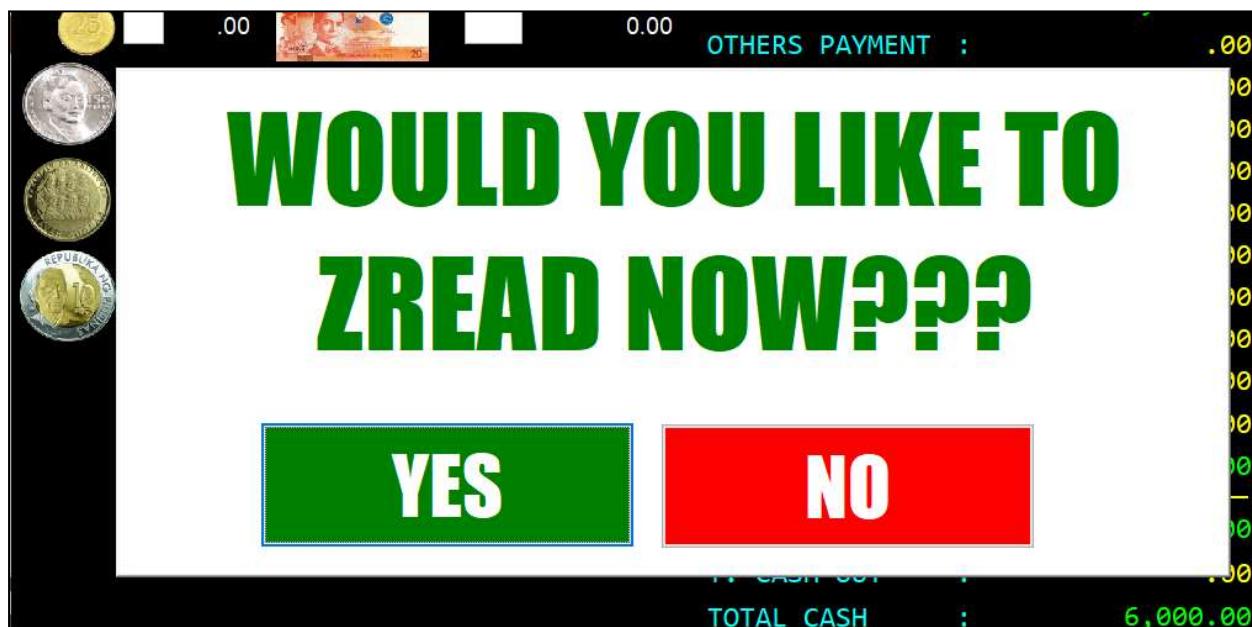
TRANSACTION ERROR

- This **error message** is caused by different **SALES DATE** and **COMPUTER DATE**. To update the **SALES DATE** to the current computer date, perform **XREAD** and **ZREAD** then re-log in your **POS** account.



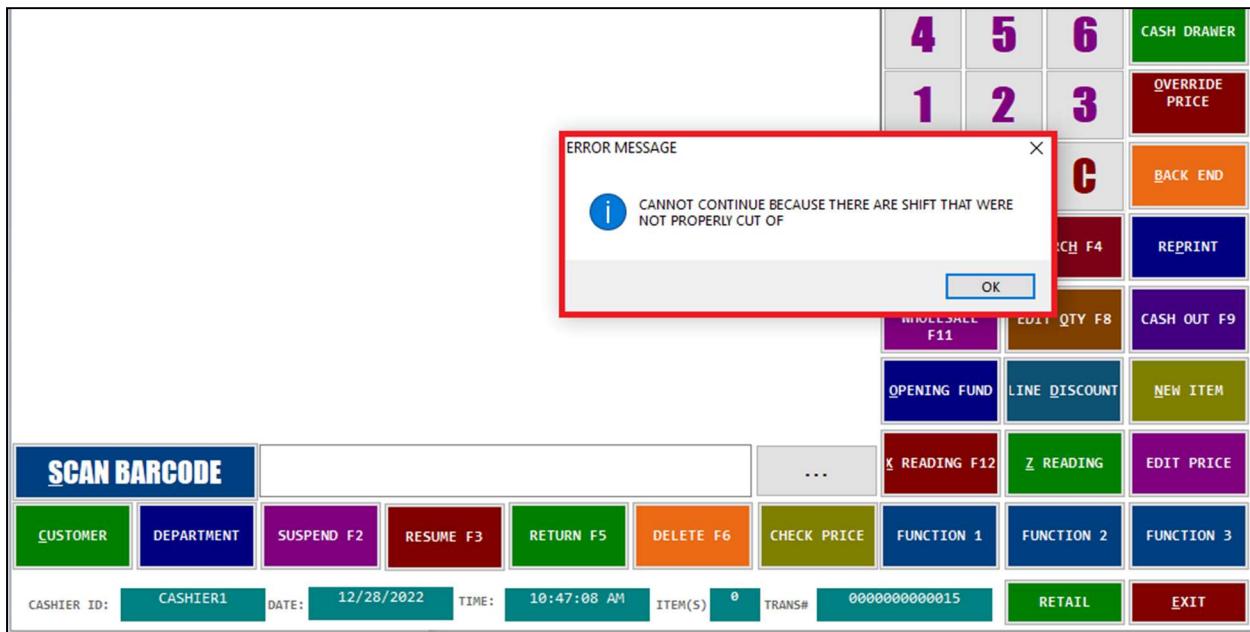
ZREAD ERROR

- This prompt message shows after every posting of **XREAD REPORT**, if the current business date is not yet finished and will still continue to conduct transactions within the day, click **NO**.



POINT OF SALES USER MANUAL

- If this error message prompts you when performing **ZREAD**, click **OK**.



- The **POS** will then display the list of the **USER ACCOUNTS** that needs to perform **XREADING**. Log in the accounts displayed in the list then post **XREADING**. Once all accounts have already been **XREAD**, perform **ZREAD** to close the sales date.

