

Table of Contents

POS WEB	1
POS WEB ITEMS TAB	4
PROMO ITEMS	6
GENERAL STOCKS INVENTORY	9
ADJUSTMENT MODULE	10
ADJUSTMENT TYPE.....	13
STOCK TRANSFER	14
PULLOUT ENTRY	23
ACCOUNTS PAYABLE	24
MAINTENANCE TAB.....	27
POS WEB EMPLOYEE LISTING.....	28
POS WEB ATTENDANCE	29
POS WEB PAYROLL	32

POS WEB

- **POS WEB** is a browser application linked to the **POS database**. The user may manage the **POS** using their mobile phones, laptops, and tablets using **POS WEB** within the same network. Start using **POS WEB** by opening the **POSWEB LOGO** to activate the server.

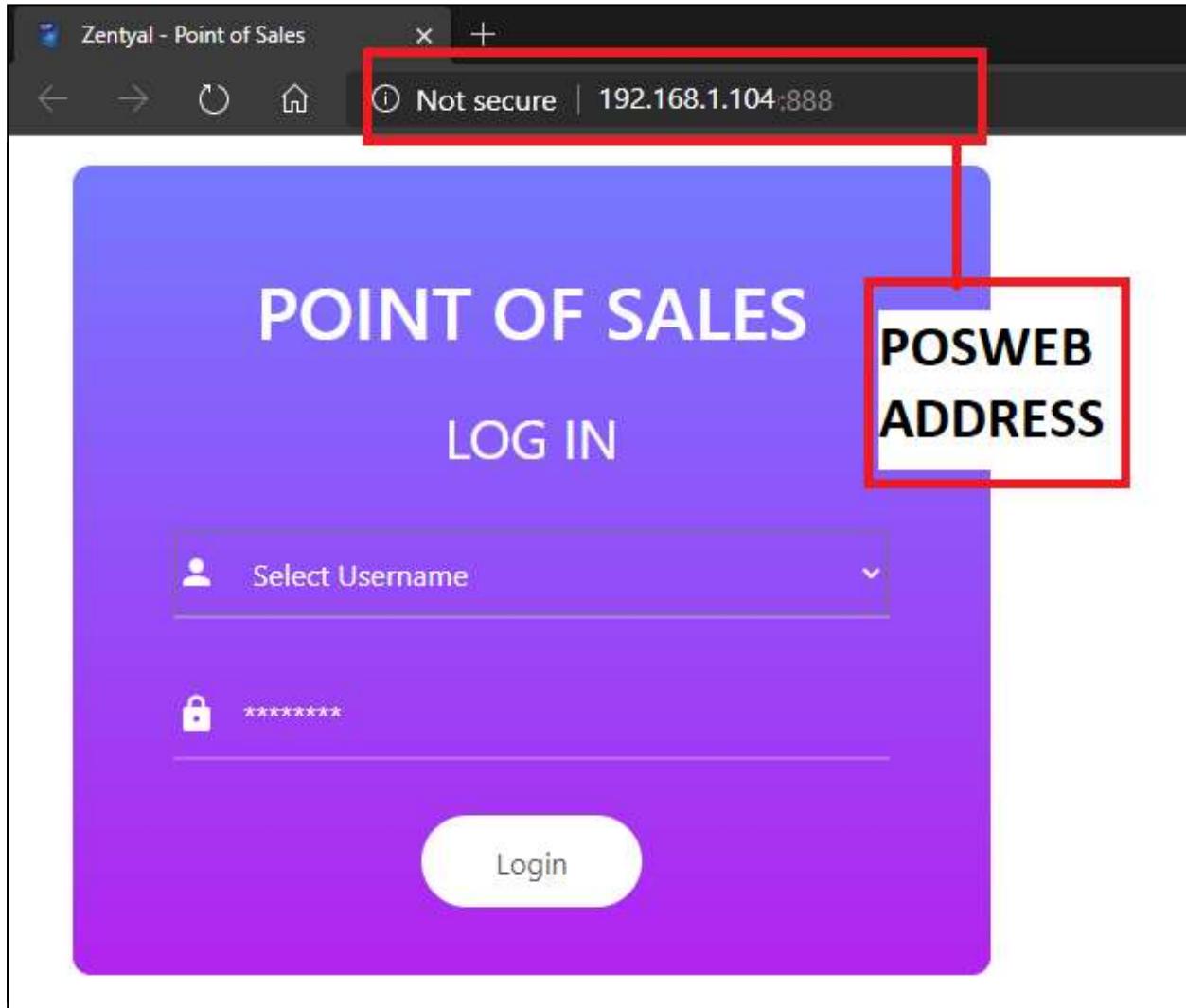


- Once **POS WEB** is opened, check the **IP ADDRESS** displayed in the first line of the program. This will serve as the **POS WEB address**.



POINT OF SALES USER MANUAL

- Open a browser in your device and input the **POS WEB Address** in the URL, then press enter.
If the connection is properly established, the address will show the POS WEB's log in page.



- Select **user account** (preferably ADMIN account), then input **account password** (same with the account password in the POS), and click **LOG IN button** to proceed.

POINT OF SALES USER MANUAL

- **POS WEB HOME PAGE** shows the **DASHBOARD** and **Sales Report Chart** for easy monitoring of the POS sales and inventory.

The screenshot displays the POS Web Home Page. On the left is a dark sidebar menu with options like Home, Price Checker, Items (Items Listing, Fast and Slow Moving Items), Transactions, Reports (Sales Report, Graph Report), Maintenance, and Expenses. The main area has a header 'Dashboard' and a 'PREVIOUS SALES' section. The 'PREVIOUS SALES' section contains a bar chart titled 'Previous Sales' with a legend 'NET AMOUNT'. The chart shows three bars for dates 2020-08-17, 2020-08-18, and 2020-08-19. Below the chart is a table titled 'List of Previous Sales' with columns 'TRANSACTION DATE' and 'NET AMOUNT'.

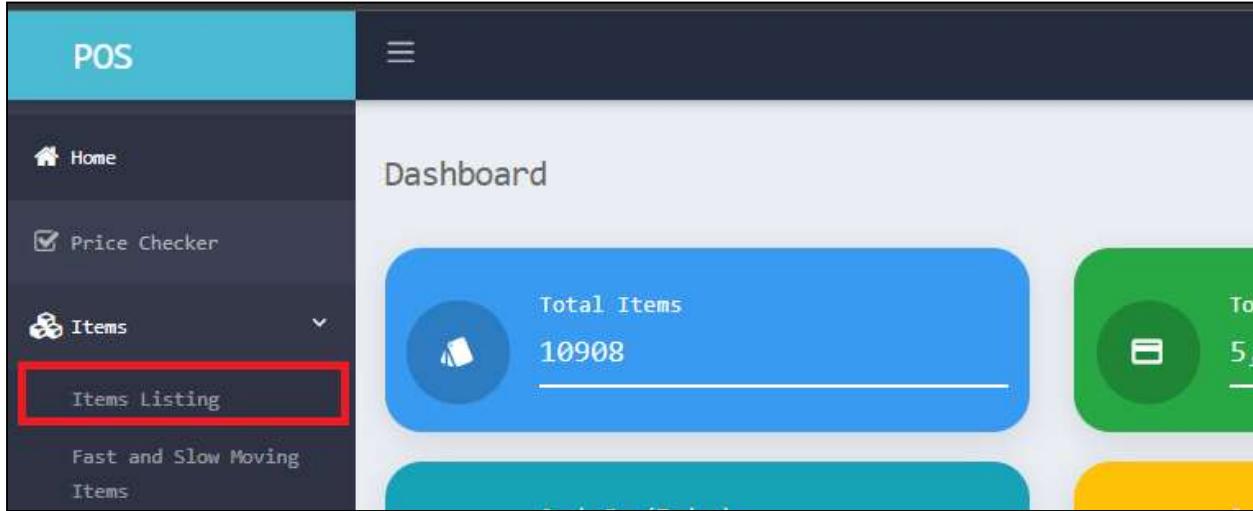
TRANSACTION DATE	NET AMOUNT
08/19/2020	5,420.00
08/18/2020	6,775.00
08/17/2020	4,065.00

- **POS DASHBOARD** shows the daily data of the POS.

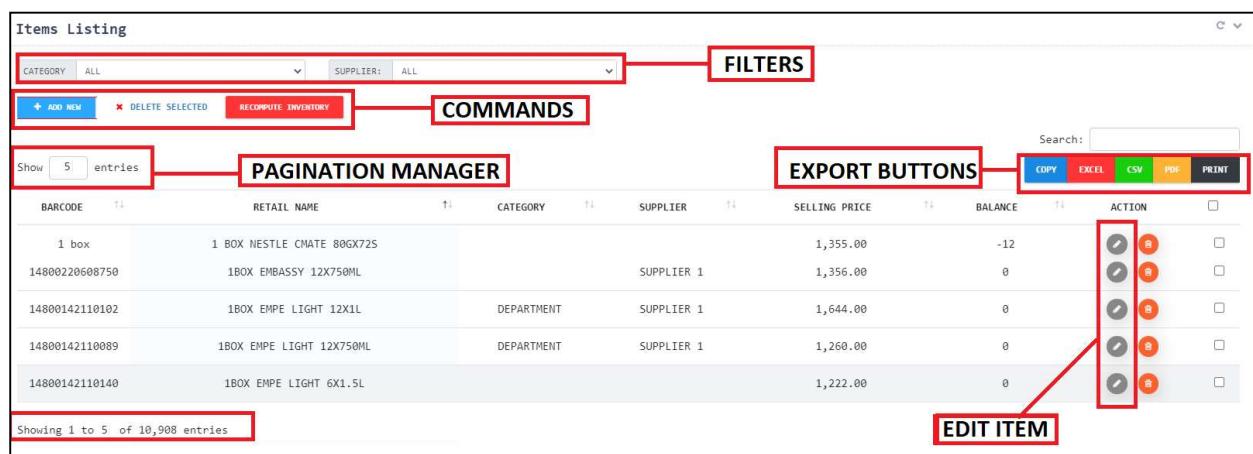
The screenshot shows the POS Dashboard. It features a top row of six colored boxes: blue (Total Items: 10908), green (Total Sales (Today): 5,420.00), purple (Total Transaction (Today): 1), orange (Deliveries (Today): 0.00), teal (Cash-In (Today): 0.00), and red (Users: 2). Below this is a 'PREVIOUS SALES' section which is currently empty.

POS WEB ITEMS TAB

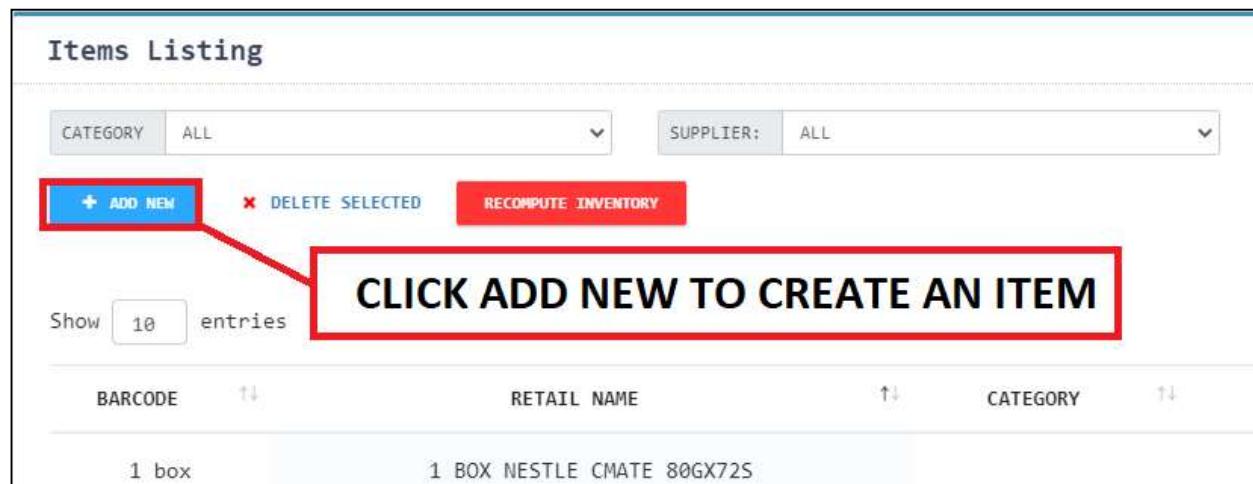
- Manage your items in the **POS WEB** by clicking **ITEMS TAB** then **ITEMS LISTING**.



- The **POS WEB Items Listing** has multiple buttons that can allows the user to check item inventory, filter search query, batch delete items, create or edit items, and export the current data shown in the current pagination tab.



- To create a new item using the **POS WEB**, click **ADD NEW** button.



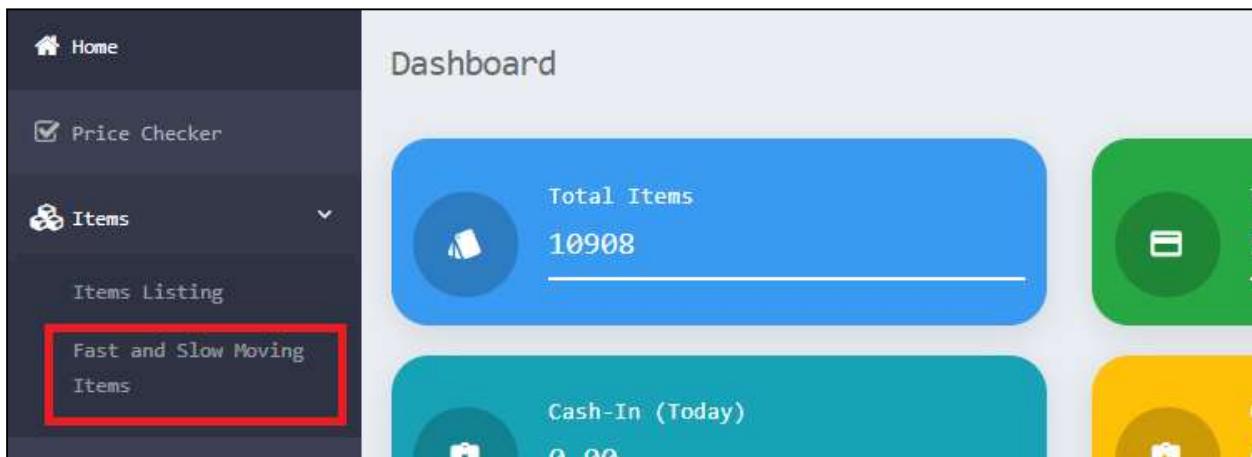
POINT OF SALES USER MANUAL

- Input the necessary details of the item, and then click the **ADD ITEM button** to save.

Master File

ITEM CODE	* Required Fields
<input type="checkbox"/> Scale <input checked="" type="checkbox"/> Senior <input checked="" type="checkbox"/> Vatable	
* BARCODE: 123565767	RE SCAN
* RETAIL NAME: POS WEB ITEM	
CATEGORY: DEPARTMENT	ITEM NAME
SUPPLIER: SUPPLIER	
USE MED: USE MED	
Retail	ITEM RETAIL PRICE DETAILS
* Unit Cost: 10	
Mark Up %: 100.00	
* Selling Price: 20	
Whole Sale	
* Unit Cost: 10	
Mark Up %: 0.00	
* Selling Price: 0.00	
SAVE ITEM	
ITEM WHOLESALE PRICE DETAILS	

- The **FAST AND SLOW MOVING ITEMS** is a report that shows the most and least sold items.



FAST AND SLOW MOVING ITEMS REPORT SAMPLE

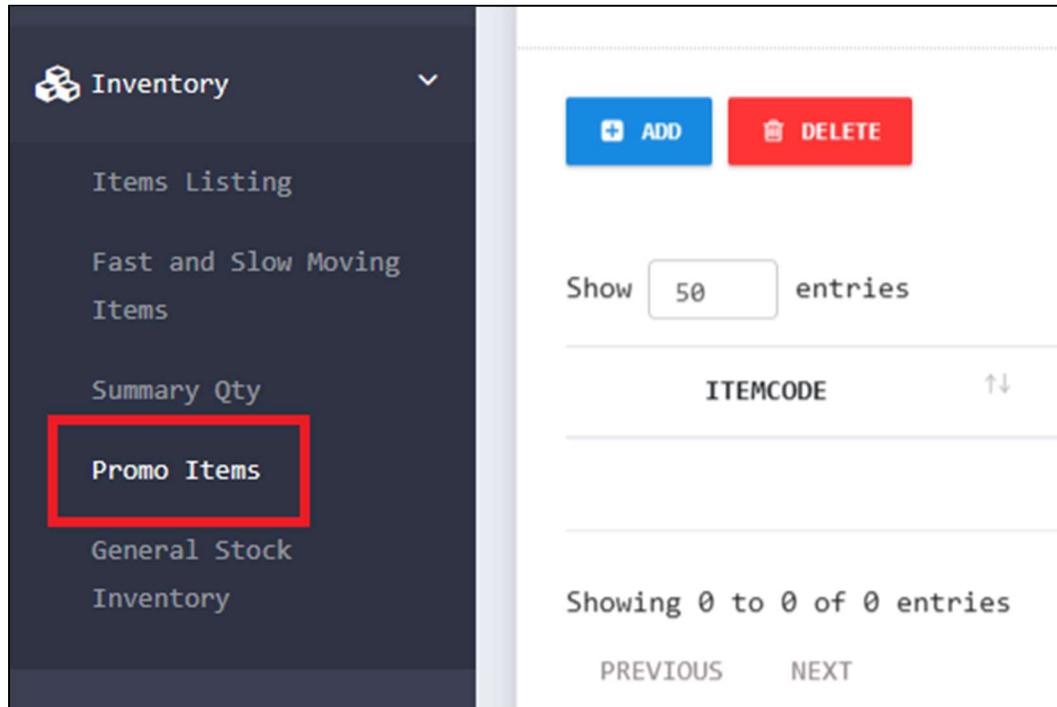
Fast and Slow Moving Items			
From	To		
08/01/2020	08/31/2020	APPLY	
Show 10 entries		COPY	EXCEL
		CSV	PDF
		PRINT	
BARCODE	RETAIL NAME	AVERAGE	
14806500670073	1 BUNDLE KOMEYA 3Q BIHON 12X454G	5	
1 box	1 BOX NESTLE CMATE 80GX72S	4.25	
14800016021169	1BOX	1	

Showing 1 to 3 of 3 entries

PREVIOUS **1** NEXT

PROMO ITEMS

- Allows the user to set Scheduled Discounts for each item.



- Click Add to create new promo.

This screenshot shows the 'Promo Items' list page. At the top, there are 'ADD' and 'DELETE' buttons. A search bar is on the right. Below, a table header includes columns for ITEMCODE, PROMO NAME, START, END, TYPE, VALUE, STATUS, and ACTION. The message 'No Records Found.' is displayed below the table.

POINT OF SALES USER MANUAL

- Click Search Button.

PROMO ENTRY

Itemcode:	
Promo Name:	
Promo Start:	01/09/2023 00:00
Promo End:	01/09/2023 00:00
Promo Type:	Percentage
Discount Value/Percentage:	

- Input Itemcode or Itemname in the search box then click the Search Trigger to search item.

Find Item

SEARCH TRIGGER

BARCODE	RETAIL NAME	PRICE	BALANCE
48033053	ACEITE DE MANZANILLA 25ML	100	98
4800011159034	ACEITE DE MANZANILLA 50ML	100	0

SEARCH BOX: INPUT ITEMCODE OR ITEMNAME HERE.

- Click item to select, then scroll the 2nd navigation bar to the bottom part of the screen to see the ENTER button and confirm the item selection.

BARCODE	RETAIL NAME	PRICE	BALANCE
48033053	ACEITE DE MANZANILLA 25ML	100	98
4800308991491	ACETYLCYSTEINE FLUIMUCIL 600MG TABLET	100	0
4806523243681	ADVAN ICE BAG SIZE 6	100	0
4806523243698	ADVAN ICE BAG SIZE 9	100	0
4800153300677	ADVIL 200MG SOFTGEL CAPSULE	100	0
4800153979231	ADVIL SUSPENSION FOR KIDS 60ML	100	0

ENTER BUTTON

USE THIS NAVIGATION BAR TO QUICKLY NAVIGATE TO THE "ENTER" BUTTON.

- You will notice that the selected itemcode will be displayed.

Follow these steps to continue:

- 1. Input Item Promo Name.
- 2. Set Promo Duration.
- 3. Set Promo Type (whether the discount will be by percentage or peso) .
- 4. Input the discount value/percentage.
- 5. Click Save button to record the promo details.

PROMO ENTRY

SELECTED ITEMCODE
Itemcode: 48033053

INPUT PROMO NAME
Promo Name: SAMPLE PROMO

SET PROMO DURATION
Promo Start: 01/09/2023 00:00
Promo End: 01/13/2023 13:40

SET PROMO TYPE
Promo Type: Percentage
Percentage
Peso

INPUT PROMO AMOUNT
Discount Value/Percentage: 10

SAVE BUTTON
SEARCH SAVE CLOSE

- Once saved, the Promo will be displayed in the list.
- Status column displays which promos are active or inactive.

Promo Items

PROMO LIST

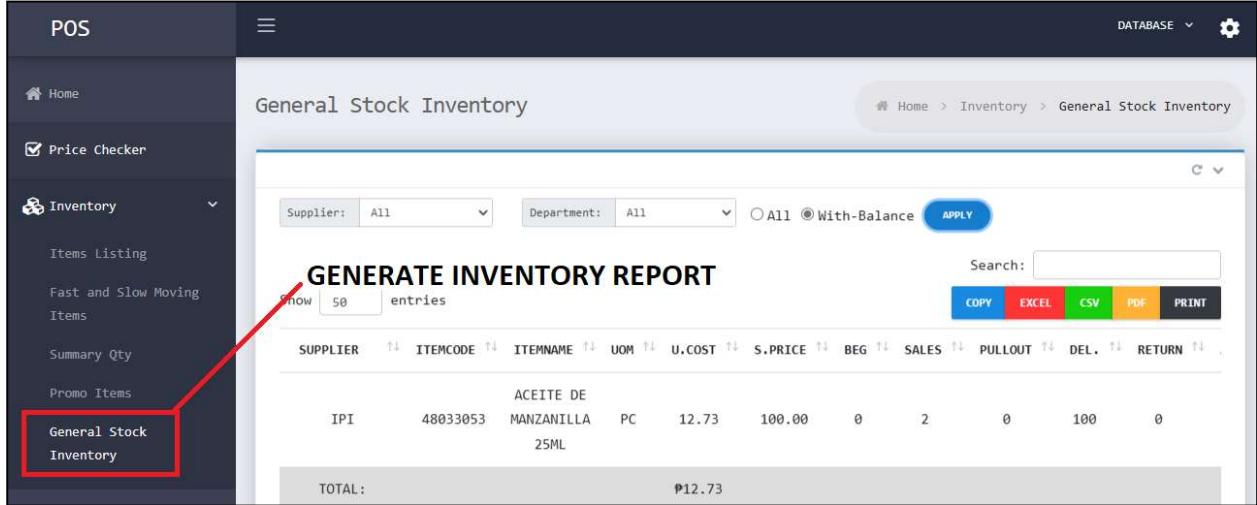
ITEMCODE	PROMO NAME	START	END	TYPE	VALUE	STATUS	ACTION
48033053	SAMPLE PROMO	2023-01-09 00:00	2023-01-13 13:40	PERCENTAGE	10	ACTIVE	

Showing 1 to 1 of 1 entries

Note: The Promo will automatically take effect based on the schedule of the promo duration.

GENERAL STOCKS INVENTORY

- Allows the user to generate an inventory report that can be extracted into CSV or Printed as PDF.

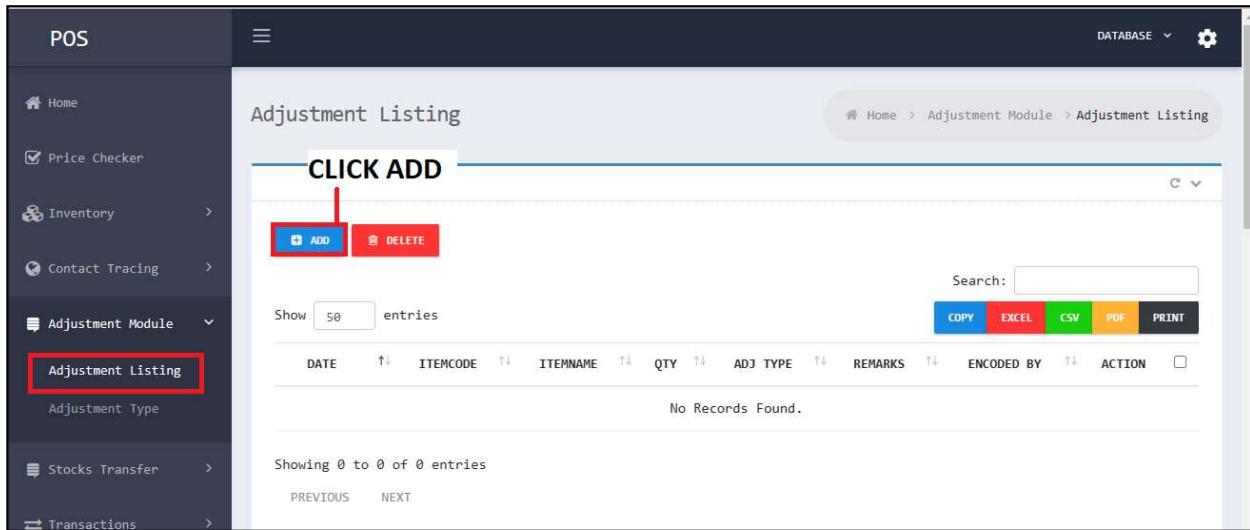


The screenshot shows the POS application interface. On the left, a sidebar menu includes options like Home, Price Checker, Inventory (with sub-options: Items Listing, Fast and Slow Moving Items, Summary Qty, Promo Items), and General Stock Inventory, which is highlighted with a red box. The main content area is titled "General Stock Inventory" and displays a report titled "GENERATE INVENTORY REPORT". The report table has columns: SUPPLIER, ITEMCODE, ITEMNAME, UOM, U.COST, S.PRICE, BEG, SALES, PULLOUT, DEL., and RETURN. One row is shown for "ACEITE DE MANZANILLA 25ML" with details: IPI, 48033053, MANZANILLA, PC, 12.73, 100.00, 0, 2, 0, 100, 0. A total row at the bottom shows "TOTAL: ₱12.73". At the top of the report area, there are filters for Supplier (All), Department (All), and a radio button for "With-Balance" (selected). Below the filters are buttons for COPY, EXCEL, CSV, PDF, and PRINT.

SUPPLIER	ITEMCODE	ITEMNAME	UOM	U.COST	S.PRICE	BEG	SALES	PULLOUT	DEL.	RETURN
IPI	48033053	ACEITE DE MANZANILLA 25ML	PC	12.73	100.00	0	2	0	100	0
TOTAL: ₱12.73										

ADJUSTMENT MODULE

- Allows the user to adjust the quantity of an item in the inventory.
- To start, click **ADD** button to create a new entry.



- Click **SEARCH** button.
- Input **Itemcode** or **Itemname** in the search box then click the Search Trigger to search item.

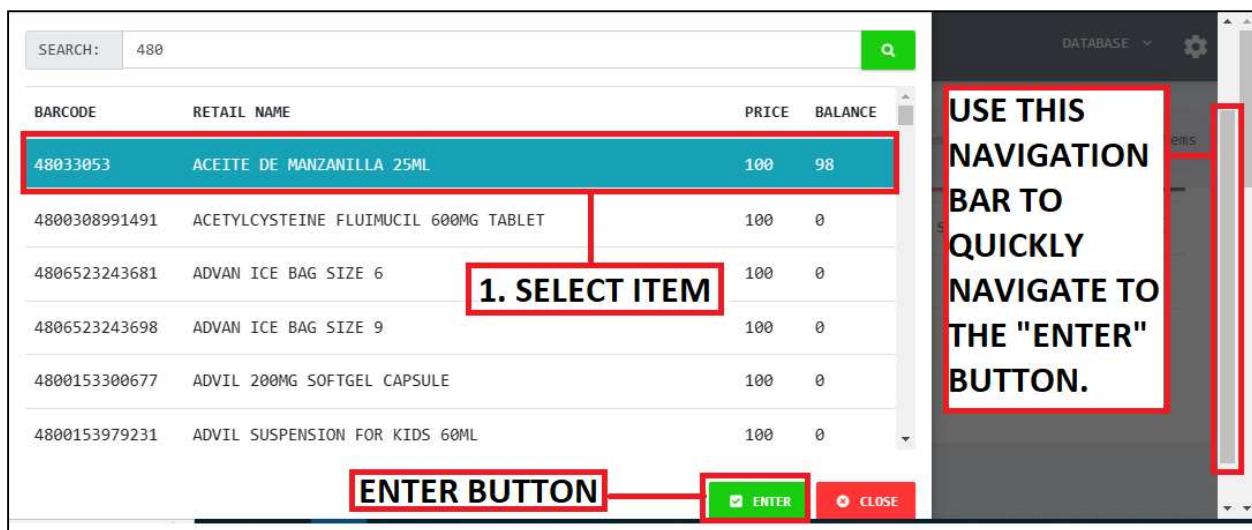
BARCODE	RETAIL NAME	PRICE	BALANCE
48033053	ACEITE DE MANZANILLA 25ML	100	98
4800011159034	ACEITE DE MANZANILLA 50ML	100	0

SEARCH BOX: INPUT ITEMCODE OR ITEMNAME HERE.

Description:*	
Current Balance:	
Adjustment Qty(+/-):*	
New Balance:	
Remarks:	
Serial No:	
IMEI No:	
CLICK SEARCH	
<input type="button" value="SEARCH"/> <input checked="" type="button" value="SAVE"/> <input type="button" value="CLOSE"/>	

POINT OF SALES USER MANUAL

- Click item to select, then scroll the 2nd navigation bar to the bottom part of the screen to see the ENTER button and confirm the item selection.



POINT OF SALES USER MANUAL

- Input additional data in the module. Boxes marked with asterisk (*) are required to have value.
- Click **SAVE** button to record the data.

ADJUSTMENT ENTRY

Trans No:	1
Date:*	01/14/2023
Adjustment Type:*	DELIVERY
Supplier:*	PC EXPRESS
Transfer To:*	002
Barcode:*	6
Description:*	ACEITE DE ALCAMFORADO 25ML
Current Balance:	0
Adjustment Qty(+):*	1000
New Balance:	1000
Remarks:	SAMPLE REMARKS
Serial No:	123456ZZXFZCV
IMEI No:	134XXFTB

REASON OF ADJUSTMENT

ITEM SUPPLIER

SELECTED ITEM FROM SEARCH

ADJUSTMENT QTY, OPERATION (+-) DEPENDS ON THE SET ADJUSTMENT TYPE

SAVE BUTTON

- This is what the record should look like in the list after clicking the **SAVE** button.

Adjustment Listing

Adjustment Listing								
		Adjustment Module > Adjustment Listing						
		Home > Adjustment Module > Adjustment Listing						
+ ADD	- DELETE	Search:	C	COPY	EXCEL	CSV	PDF	PRINT
Show	50	entries						
DATE	ITEMCODE	ITEMNAME	QTY	ADJ TYPE	REMARKS	ENCODED BY	ACTION	
2023-01-14	6	ACEITE DE ALCAMFORADO 25ML	1000	DELIVERY	SAMPLE REMARKS	DBA		

Showing 1 to 1 of 1 entries

PREVIOUS **1** NEXT

ADJUSTMENT LIST

ADJUSTMENT TYPE

- Allows the user to add more **Adjustment Types** that can be used in the **ADJUSTMENT MODULE**.

The screenshot shows a table titled "ADJUSTMENT TYPES" with columns: ID, NAME, and TYPE. The entries are:

ID	NAME	TYPE	ACTION
44	TRANSFER	(-) NEGATIVE	
43	PULL OUT	(-) NEGATIVE	
42	RETURN	(+) POSITIVE	
41	DELIVERY	(+) POSITIVE	

At the top left, there is a red box labeled "CLICK TO ADD NEW ITEM" pointing to a blue "+ ADD NEW" button. At the top right, there is a red box labeled "ADJUSTMENT TYPES". On the far right, there are buttons for COPY, EXCEL, CSV, PDF, and PRINT.

- Input the data in the module. Boxes marked with asterisk (*) are required to have value.

The screenshot shows the "Add Adjustment Type" dialog box. It has fields for "Name" (marked with *) and "TYPE" (marked with *). The "Name" field contains "NEW ADJUSTMENT TYPE NAME". The "TYPE" dropdown menu shows "(+)" ADD QTY, "(+)" ADD QTY, and "(-)" LESS QTY, with "(+)" ADD QTY highlighted. At the bottom are buttons for "+ ADD ADJUSTMENT TYPE" and "CANCEL". To the right, a red box labeled "OPERATION TO BE USED FOR THE NEW ADJUSTMENT TYPE" points to the selected item in the dropdown. At the bottom, a red box labeled "CLICK TO SAVE NEW ADJUSTMENT TYPE" points to the "+ ADD ADJUSTMENT TYPE" button.

STOCK TRANSFER

- Allows the user to transfer inventory between locations within the business.
- To start, set the **TRANSFER TYPE** and the **LOCATION** of the transaction.

POS

Stocks Transfer Entry

Ref NO: 000002 Date: 01/14/2023 Type: Trans 1 Location: SELLING AREA

Barcode: 5/ GO

TOTAL: 0.00

CLICK TO SEARCH ITEM USING BARCODE

TRANSFER TYPE

TRANSFER LOCATION

CLICK TO SEARCH ITEM USING ITEMNAME

SEARCH ITEM FIND TRANSACTION SAVE

ITEM NAME	CATEGORY	UNIT COST	TOTAL	ENCODER

- We have 2 ways to select an item. First is by searching by item name.
- Set the Quantity that you would like to input in the **Search box**, then click “**SEARCH ITEM**” button.

Stocks Transfer Entry

SEARCH ITEM BY ITEMNAME

Ref NO: 000002 Date: 01/14/2023 Type: Trans 1 Location: SELLING AREA

Barcode: 5/ GO

TOTAL: 0.00

1. SET QUANTITY

2. CLICK TO SEARCH ITEM NAME

SEARCH ITEM **FIND TRANSACTION** **SAVE**

QTY	BARCODE	RETAIL NAME	CATEGORY	UNIT COST	TOTAL	ENCODER
5	48033053	ACEITE DE MANZANILLA 25ML	NON-MEDICAL	12.73	63.65	DBA

POINT OF SALES USER MANUAL

- Input Itemcode or Itemname in the search box then click the **Search Trigger** to search item.

SEARCH BOX: INPUT ITEMCODE OR ITEMNAME HERE.

- Click item to select, then scroll the 2nd navigation bar to the bottom part of the screen to see the ENTER button and confirm the item selection.

- The item is now selected.

POINT OF SALES USER MANUAL

- Second way is by scanning the item's barcode.
 - 1. Set the Quantity that you would like to input in the **Search box**.
 - 2. Scan the barcode of the item OR manually input it.
 - Note: If you manually input the barcode, you will need to click "**GO**" to select the item.

Stocks Transfer Entry

SEARCH ITEM VIA BARCODE

Ref NO:	000002	Date:	01/14/2023	Type:	Trans 1	Location:	SELLING AREA
BARCODE:	5/48033053		GO	CLICK GO TO CONFIRM			
TOTAL:	0		QUANTITY / ITEM CODE				
SEARCH ITEM		FIND TRANSACTION		SAVE			

QTY BARCODE RETAIL NAME CATEGORY UNIT COST TOTAL ENCODER

- The item is now selected.

Stocks Transfer Entry

SEARCH ITEM VIA BARCODE

Ref NO:	000002	Date:	01/14/2023	Type:	Trans 1	Location:	SELLING AREA
BARCODE:	5/48033053		GO	ITEM SELECTED WITH QUANTITY			
TOTAL:	63.65						
SEARCH ITEM		FIND TRANSACTION		SAVE			

QTY BARCODE RETAIL NAME CATEGORY UNIT COST TOTAL ENCODER

5	48033053	ACEITE DE MANZANILLA 25ML	NON-MEDICAL	12.73	63.65	DBA
---	----------	---------------------------	-------------	-------	-------	-----

POINT OF SALES USER MANUAL

- To edit quantity or delete an item, simply click the item on the list.

Stocks Transfer Entry

Ref NO: 000004 Date: 01/14/2023 Type: Trans 1 Location: SELLING AREA

BARCODE: GO

TOTAL: 63.65

CLICK ITEM TO EDIT QTY OR DELETE

QTY	BARCODE	RETAIL NAME	CATEGORY	UNIT COST	TOTAL	ENCODER
5	48033053	ACEITE DE MANZANILLA 25ML	NON-MEDICAL	12.73	63.65	DBA

- Buttons for EDIT or DELETE will show after the selected item is clicked.



- Click **SAVE** button once the transaction is complete.

Stocks Transfer Entry

Ref NO: 000003 Date: 01/14/2023 Type: Trans 1 Location: SELLING AREA

BARCODE: GO

TOTAL: 63.65

CLICK SAVE BUTTON

SAVE

QTY	BARCODE	RETAIL NAME	CATEGORY	UNIT COST	TOTAL	ENCODER
5	48033053	ACEITE DE MANZANILLA 25ML	NON-MEDICAL	12.73	63.65	DBA

POINT OF SALES USER MANUAL

- Stocks Transfer List shows the recorded stock transfer transactions.

The screenshot shows the POS application interface. On the left, there is a sidebar with various menu items: Home, Price Checker, Inventory, Contact Tracing, Adjustment Module, Stocks Transfer (which is expanded), Entry, List (highlighted with a red box), Types, and Location. The main area is titled "Stocks Transfer List". It features two dropdown filters for "DEPARTMENT" (set to ALL) and "SUPPLIER" (set to ALL). Below the filters are several buttons: COPY (blue), EXCEL (red), CSV (green), PDF (orange), and PRINT (black). A table displays stock transfer records. The first record is for item code 48033053, named "ACEITE DE MANZANILLA 25ML", from department NON-MEDICAL, supplier ABC MARKETING, warehouse 110.00, selling area -12.00, and warehouses 1 through 6 at 0.00. The second record is for item code 5, named "ACECLOFENAC ACF-100 MG TABLET", from department DRUGS / MEDICINES, supplier DCFE MARKETING CORP, warehouse 2.00, selling area -1.00, and warehouses 1 through 6 at 0.00.

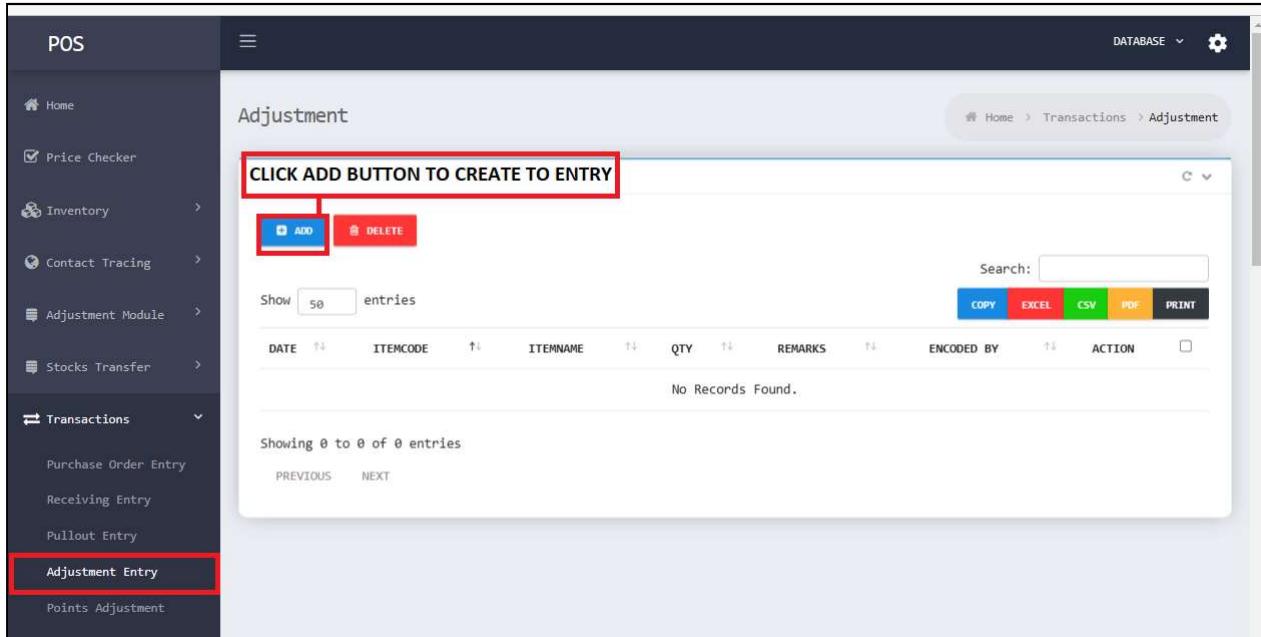
ITEMCODE	ITEMNAME	DEPARTMENT	SUPPLIER	WAREHOUSE	SELLING AREA	WAREHOUSE1	WAREHOUSE2	MANILA	DAVAO	CEBU	LAOG
48033053	ACEITE DE MANZANILLA 25ML	NON-MEDICAL	ABC MARKETING	110.00	-12.00	0.00	0.00	0.00	0.00	0.00	0.00
5	ACECLOFENAC ACF-100 MG TABLET	DRUGS / MEDICINES	DCFE MARKETING CORP	2.00	-1.00	0.00	0.00	0.00	0.00	0.00	0.00

- Types and Location Options allow the user to manage the list of Types and Locations that will show in the dropdown lists.

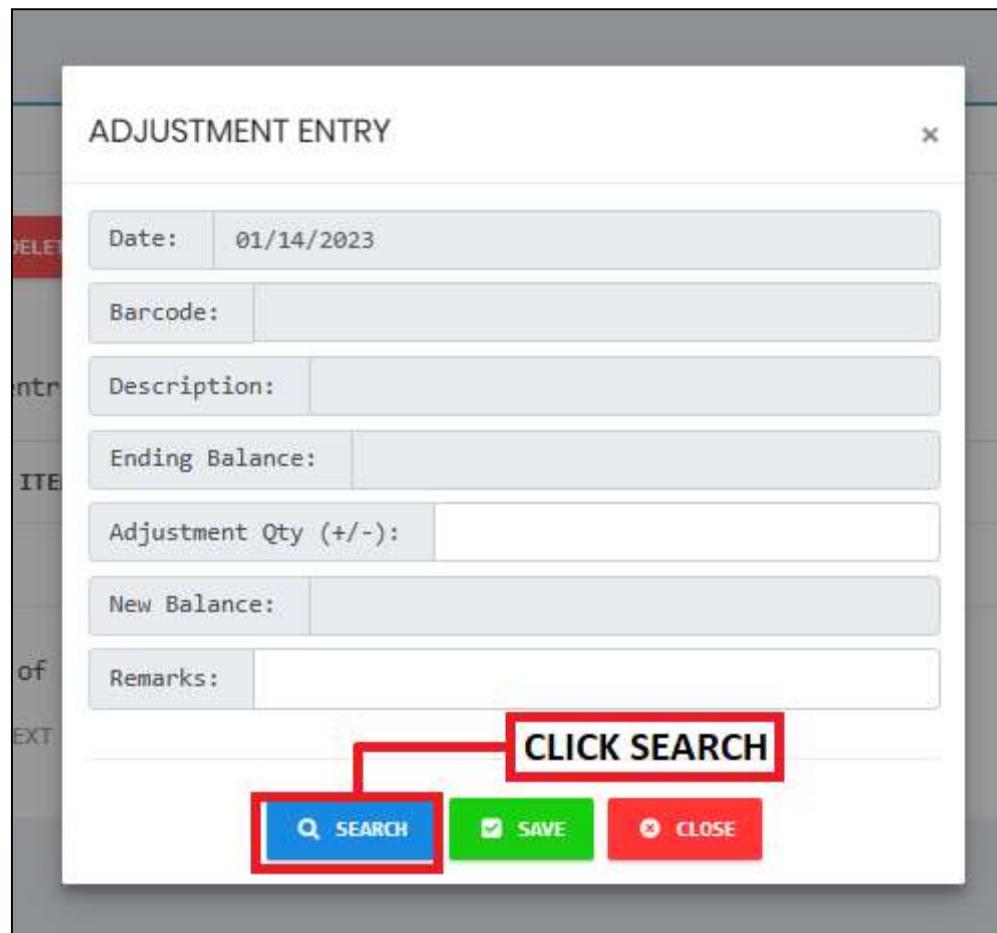
The screenshot shows the "Stocks Transfer" entry screen. On the left, there are three buttons: "Entry", "List", and "Types" (highlighted with a red box). A red box also surrounds the "Location" button. To the right, a large red-bordered callout box contains the text: "OPTIONS TO ADD STOCKS TRANSFER TYPES AND LOCATIONS."

ADJUSTMENT ENTRY

- Allows the user to adjust the quantity of an item in the inventory.
- To start, click **ADD** button to create a new entry.



- Click Search.



POINT OF SALES USER MANUAL

- Input Itemcode or Itemname in the search box then click the Search Trigger to search item.

SEARCH BOX: INPUT ITEMCODE OR ITEMNAME HERE.

- Click item to select, then scroll the 2nd navigation bar to the bottom part of the screen to see the ENTER button and confirm the item selection.

- Input the Quantity that you need for the **ADJUSTMENT**, then click **SAVE**.

RECEIVING ENTRY

- Input the item deliveries using POS WEB in the **RECEIVING ENTRY TAB**.
- Select the corresponding supplier for the transaction.
- Click **SEARCH ITEM** to select the item to receive.

Receiving Entry

ID	Description	Quantity	Price
14800142110089	1BOX EMPE LIGHT 12X50ML	1,200	DEPARTMENT
14800142110140	1BOX EMPE LIGHT 6X1.5L	1,222	

ENTER

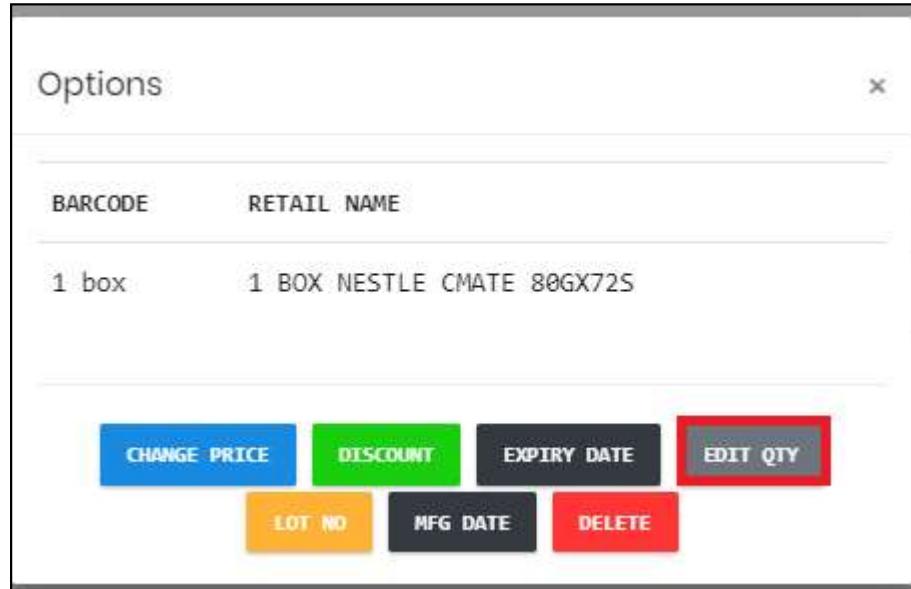
- Use the **SEARCH BAR** to easily find the item then click **ENTER BUTTON** to proceed.
- Click the item and to set its details.

WS	PC	BARCODE	RETAIL NAME	COST	MARKUP	PRICE	DISCOUNT	AMOUNT
1	1	1 box	1 BOX NESTLE C MATE 80GX725	1,303.2	3.97	1,355	0	1,303.2

ENTER

POINT OF SALES USER MANUAL

- Click **EDIT QTY**



- Input the quantity to receive then click **OK button**.



- Repeat the process with the other items or click **SAVE button** to finish the transaction.

Receiving Entry

Receiving Entry

SUPPLIER:	SUPPLIER 1	Address:	RR NO:	00001
INVOICE NO::		UOM:	CASE	
TOTAL:	13,032			

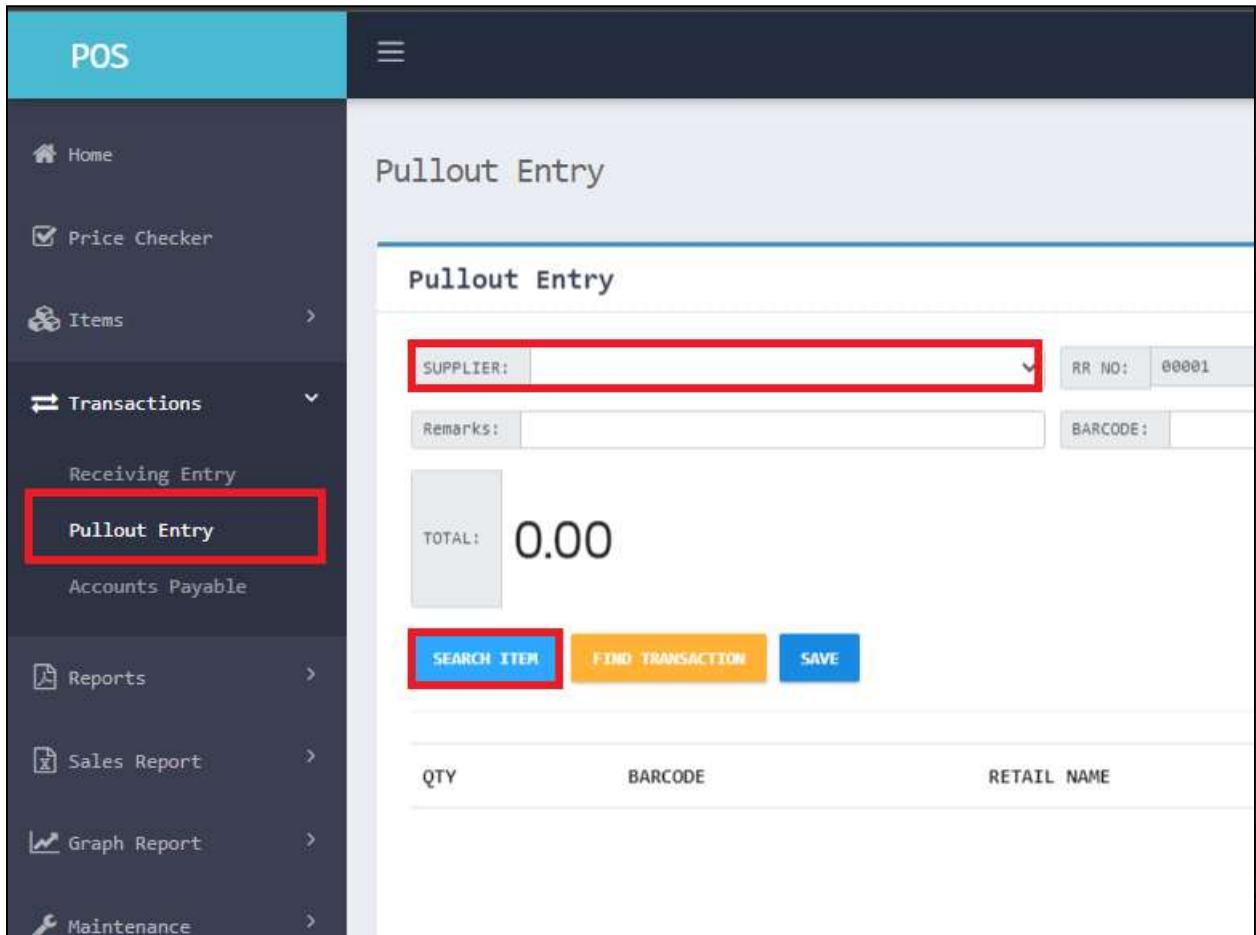
or click **SAVE** button to finish the transaction

WS	PC	BARCODE	RETAIL NAME	COST	MARKUP
10	10	1 box	1 BOX NESTLE CMATE 80GX72S	1,303.2	3.97

QTY now changed, repeat the process with the next items.

PULLOUT ENTRY

- Manage the pulled out items using POS WEB in the **PULLOUT ENTRY TAB**.
- Select the corresponding supplier for the transaction then click **SEARCH ITEM** to select the item to pull out.



- Use the **SEARCH BAR** to easily find the item then click **ENTER BUTTON** to proceed.

POINT OF SALES USER MANUAL

- Input **REMARKS** and select the reason of the transaction then click the item to set its details.

The screenshot shows the 'Pullout Entry' screen. At the top, there are fields for 'SUPPLIER:' (Supplier 1), 'RR NO.' (00001), 'Date' (08/20/2020), and 'Trans Type:' (DAMAGE). A red box highlights the 'Remarks:' field containing 'PULLOUT ITEMS'. Another red box highlights the 'Trans Type:' dropdown set to 'DAMAGE'. Below these, the 'TOTAL:' is shown as 1,303.2. At the bottom, there are buttons for 'SEARCH ITEM', 'FINISH TRANSACTION', and 'SAVE'. A table below lists one item: QTY (1), BARCODE (1 box), RETAIL NAME (1 BOX NESTLE CHATE 88GX725), CATEGORY, UNIT COST (1,303.2), TOTAL (1,303.2), and ENCODER (DBA).

- Click **EDIT QTY**



- Input the quantity to receive then click **OK button**.

The screenshot shows the 'Pullout Entry' screen again. The 'TOTAL:' is now 13,032. A red box highlights the 'SAVE' button. A callout bubble with a red border and white text says: 'REPEAT THE PROCESS FOR OTHER ITEMS TO PULLOUT OR CLICK SAVE TO FINISH THE TRANSACTION'. Another red box highlights the 'QTY' field in the table, which now shows '10'. A red box also highlights the 'UPDATED QTY' label at the bottom of the table. The table data includes: QTY (10), BARCODE (1 box), RETAIL NAME (1 BOX NESTLE CHATE 88GX725), CATEGORY, UNIT COST (1,303.2), TOTAL (13,032), and ENCODER (DBA).

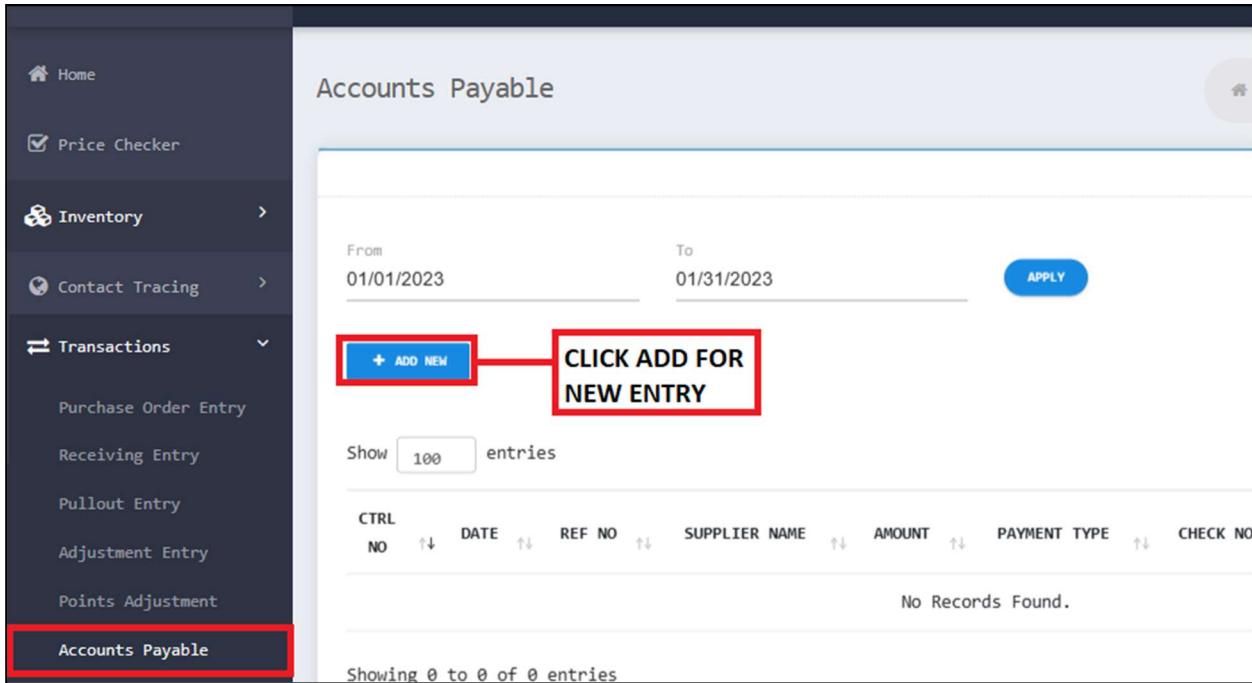
- Repeat the process with the other items or click **SAVE button** to finish the transaction.

ACCOUNTS PAYABLE

- Accounts Payable feature allows the users to determine which Received Transactions have already been paid.

POINT OF SALES USER MANUAL

- Click ADD NEW to create new entry.



- Once Supplier is selected, all Received Transactions under that supplier name will be displayed in the list.

The screenshot shows the 'Payment Entry' screen. At the top, it displays 'Ctrl No: 00001', 'Date: 01/14/2023', and 'Received From: ABC MARKETING'. A red box highlights the 'ABC MARKETING' field, connected by a red arrow to a box labeled '1. SELECT SUPPLIER' with a 'SELECT' button. Below this, it shows 'Payment Type: CASH' and 'Payment Amount: 1,273'. A red box highlights the 'CASH' dropdown, connected by a red arrow to a box labeled '2. SELECT PAYMENT TYPE'. Under 'Applied Transaction(s)', there is a table with columns: REF NO, DATE, and AMOUNT. A single transaction is listed: REF NO 000002, DATE 12/12/2022, and AMOUNT 1,273. A red box highlights this row, connected by a red arrow to a box labeled '3. SELECT TRANSACTIONS TO PAY'. In the bottom right corner, there are two buttons: a green 'ENTER' button with a checkmark and a red 'CLOSE' button with a cross. A red box highlights the 'ENTER' button, connected by a red arrow to a box labeled '4. CLICK ENTER TO CONFIRM PAYMENT'.

POS WEB REPORTS

- POS WEB also offers inventory and sales reports that can be exported to excel or printed to PDF. Click the corresponding button in the **Export Tab** to save the report.



SAMPLE RECEIVING ENTRY REPORT

	A	B	C	D	E	F
1	STORE NAME					
2	SALES DATE	RETAIL NAME	QUANTITY	SELLING PRICE	TOTAL AMOUNT	
3	08/17/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
4	08/17/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
5	08/17/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
6	08/18/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
7	08/18/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
8	08/18/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
9	08/18/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
10	08/18/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
11	08/19/2020	1 BOX NESTLE CMATE 80GX72S	4	1,355.00	5,420.00	
12	08/20/2020	1 BUNDLE KOMEYA 3Q BIHON 12X454G	1	354.00	354.00	

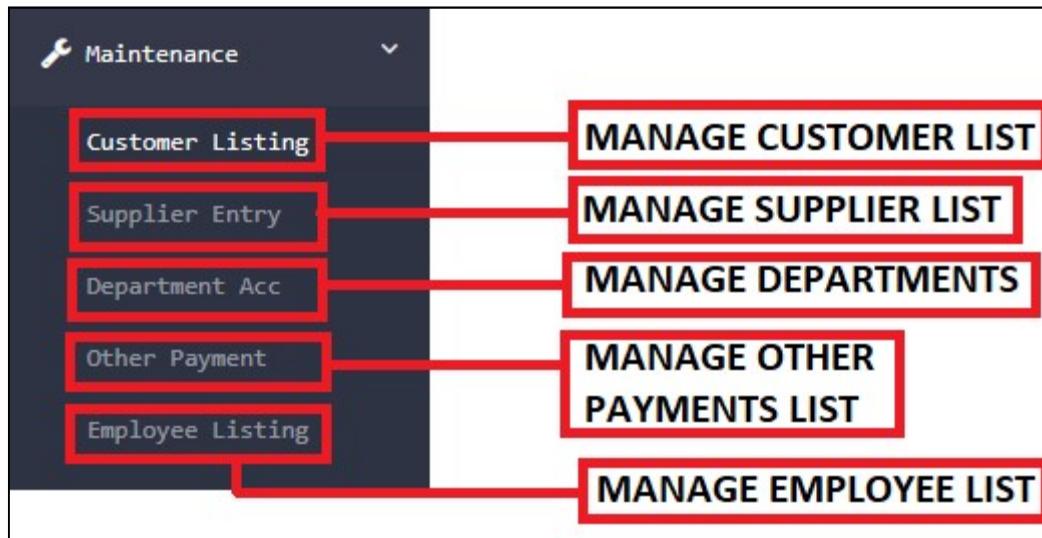
SAMPLE GROSS SALES REPORT exported as EXCEL FILE

SAMPLE GROSS SALES REPORT exported as PDF FILE

Zentyal - Point of Sales					
SALES DATE	RETAIL NAME	QUANTITY	SELLING PRICE	TOTAL AMOUNT	
08/17/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
08/17/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
08/17/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
08/18/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
08/18/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
08/18/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
08/18/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
08/18/2020	1 BOX NESTLE CMATE 80GX72S	1	1,355.00	1,355.00	
08/19/2020	1 BOX NESTLE CMATE 80GX72S	4	1,355.00	5,420.00	
08/20/2020	1 BUNDLE KOMEYA 3Q BIHON 12X454G	1	354.00	354.00	

MAINTENANCE TAB

- Maintenance Tab allows the users to manage the lists of the dropdown boxes in the forms.
- Customer Listing – create, delete, or edit customer details in the POS.
- Department Acc – create, delete, or edit department list of the **ITEMS** or **EMPLOYEES** in the POS.
- Other Payment – create, delete, or edit Other Payments list in the POS.
- Employee Listing – create, delete, or edit **EMPLOYEE** details in the POS.



POS WEB EMPLOYEE LISTING

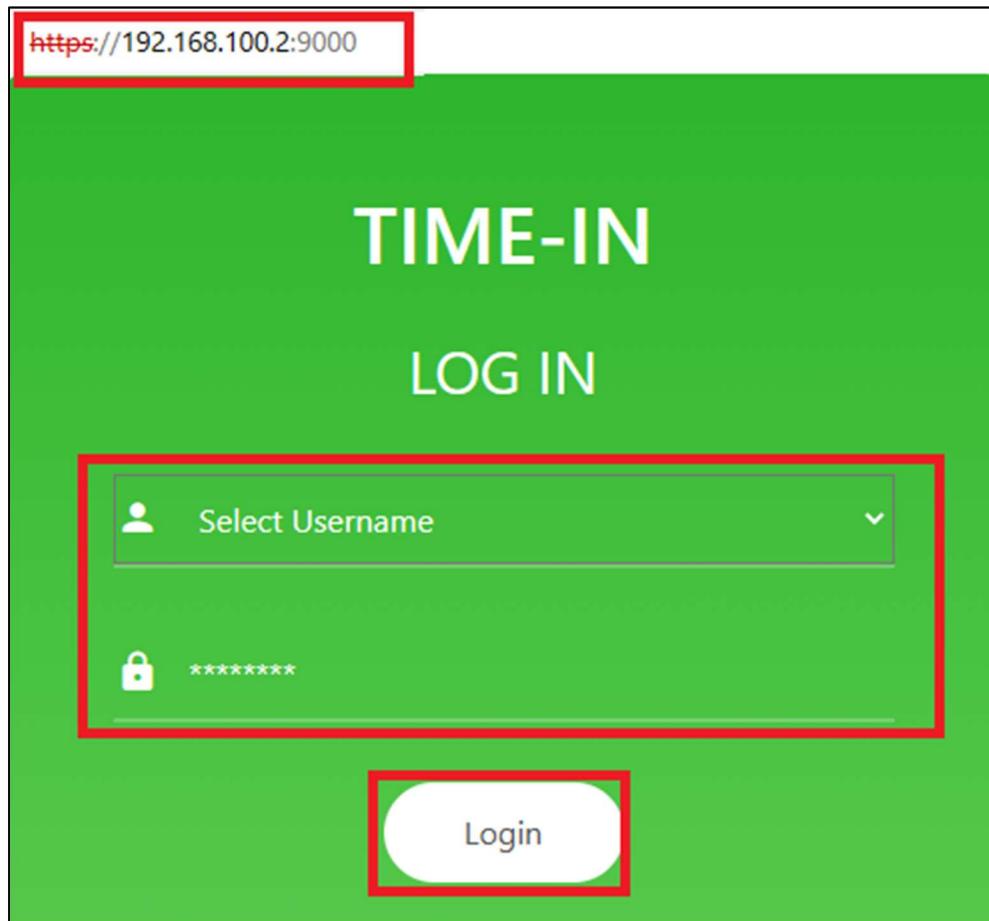
- Users may also input the list of their employees in the **POS WEB**. Select **Maintenance TAB** then click **EMPLOYEE LISTING**.
- To add employee records, click **ADD NEW BUTTON**.

- Input the employee details in the given boxes then click **ADD EMPLOYEE BUTTON** to save.

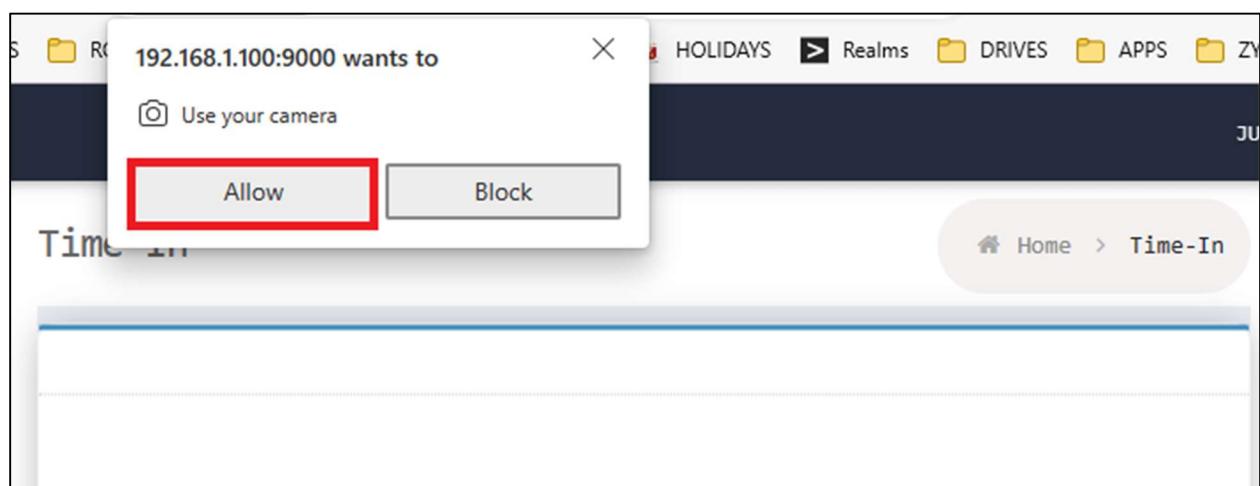
- Once saved, the employee data can be edited or deleted using the buttons displayed after the Employee record.

POS WEB ATTENDANCE

- The **POS WEB** also offers an **ATTENDANCE MONITORING feature** that can be utilized by the employee's mobile phones or computers. Simply connect to the **Company's Wifi** and access the POSWEB in the browser of your device. (**Make sure to change the port number into 9000**)
- To make an entry, log in to the site using your credentials.

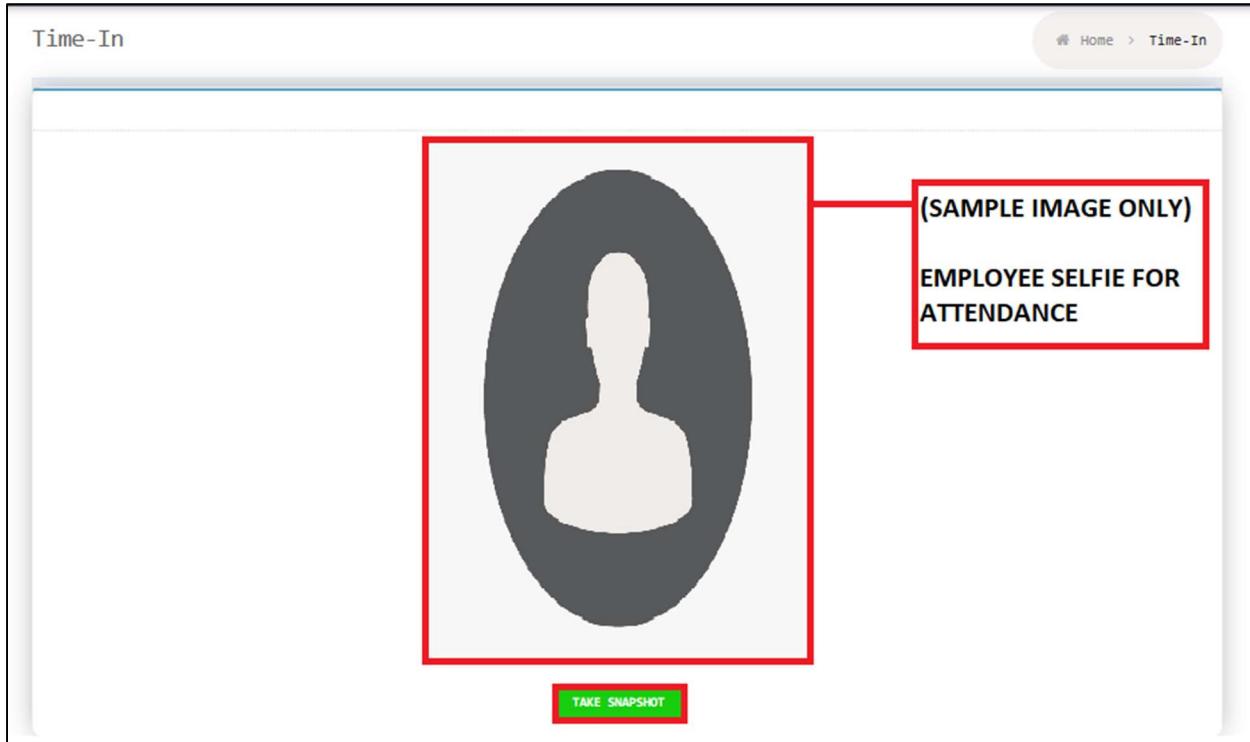


- If this pop up shows, click "Allow".

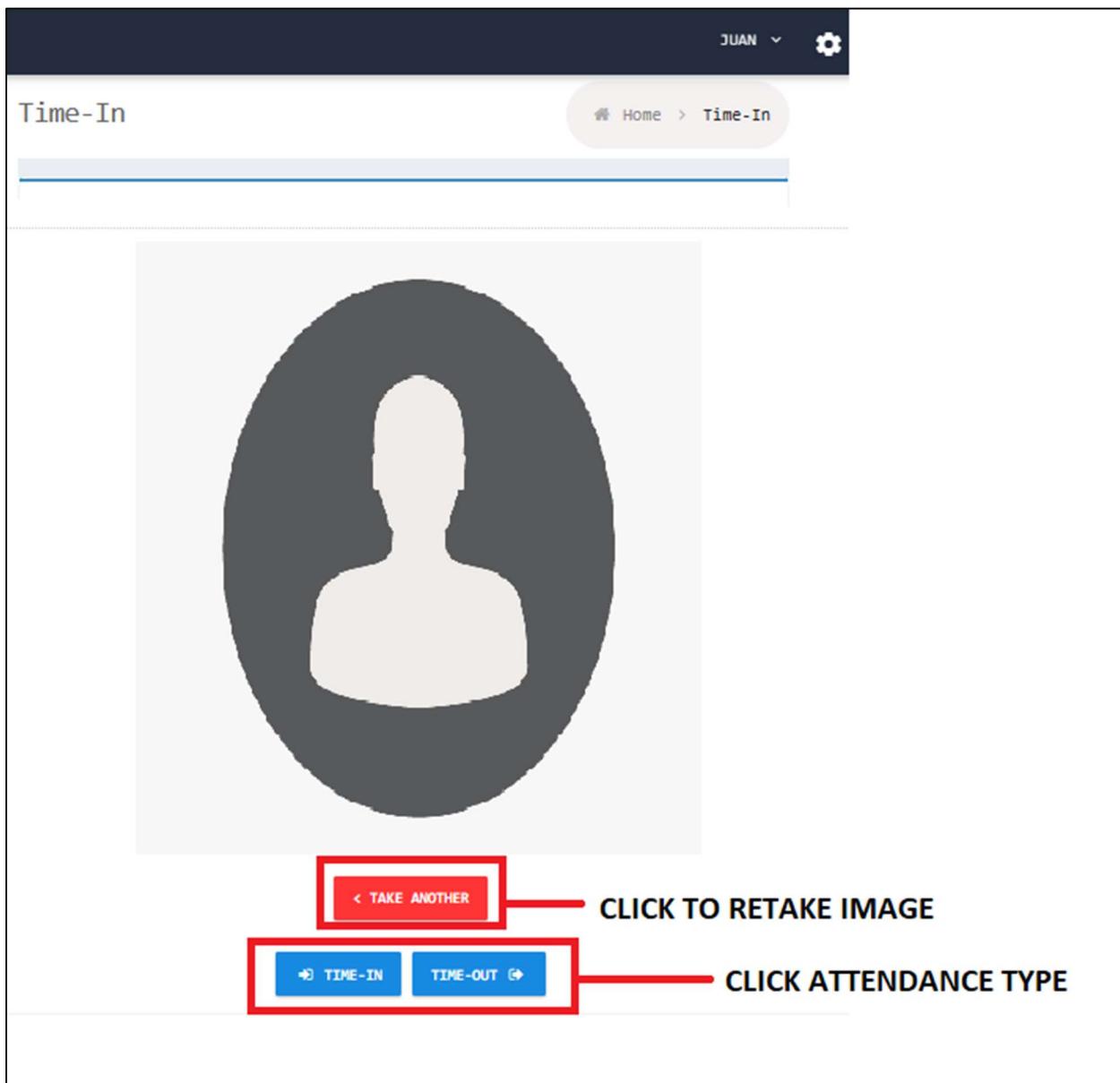


POINT OF SALES USER MANUAL

- Afterwards, take a selfie by clicking “TAKE SNAPSHOT” as a proof of attendance.



- Select the Attendance Type, then close the site.



POINT OF SALES USER MANUAL

- To check attendance, go to the POSWEB, click EXPENSES then select **Employee Attendance**.
- You need to click “Apply” for the filters to take effect.

DATE	USERNAME	FULL NAME	TIME IN	TIME OUT	HOURS RENDERED	UNDERTIME/OVERTIME	STATUS	ACTION
2023-01-18	JUAN	JUAN D DELA CRUZ	6:00AM	3:30PM	8:00	0:00	PRESENT	
2023-01-18	LEE	LEE C CHUA	N/A	N/A	N/A	N/A	ABSENT	
2023-01-18	ROMEL	ROMEL Z VALDEZ	5:14PM	6:14PM	0:00	8:00	UNDERTIME	
2023-01-18	MITCH	MITCH M CASTRO	4:57PM	N/A	0:00	0:00	ABSENT	

- If necessary, Owners or Supervisors can modify the Time In and Time Out entries of the employees.

January 18th 2023								
2023-01-18	JUAN	JUAN D DELA CRUZ	6:00AM	3:30PM			PRESENT	
2023-01-18	LEE	LEE C CHUA	N/A	N/A	N/A	N/A	ABSENT	

- Make the necessary adjustments then click “Update Attendance” to save.

Edit Attendance

* Time-In
06:00

* Time-Out
15:30

POS WEB PAYROLL

- The **POS WEB** also offers a **PAYROLL SYSTEM** that can be used to create and print basic employee payroll that is designed to fit in the receipt printer. Simply click **EXPENSES TAB** then **PAYROLL LISTING**.
- Click **ADD NEW button** to create a payroll.

The screenshot shows the POS Web interface with a sidebar on the left and a main content area on the right.

Left Sidebar:

- Home
- Price Checker
- Items >
- Transactions >
- Reports >
- Sales Report >
- Graph Report >
- Maintenance >
- Expenses > **Payroll Listing** (highlighted with a red box)

Main Content Area - Payroll Listing:

Payroll Listing

Payroll Listing

From: 08/01/2020 To: 08/31/2020

Action Buttons:

- + ADD NEW
- X DELETE SELECTED
- PRINT SELECTED

Show: 10 entries

DATE	EMPLOYEE	PER HOUR	NO OF HOURS	OT HOURS	TOT HOU

Showing 0 to 0 of 0 entries

PREVIOUS NEXT

POINT OF SALES USER MANUAL

- Input the payroll required details in the given boxes then click **ADD PAYROLL** to save.

INPUT OTHER INCOME DETAILS TO DISPLAY IN THE PAYROLL

INPUT DEDUCTION DETAILS TO DISPLAY IN THE PAYROLL

INPUT TOTAL DEDUCTIONS

INPUT OTHER INCOME AMOUNT

- Once the payroll is done, click the **PRINTER logo** beside the payroll record to print the document or tick the **check box** at the right most corner of each record and click **PRINT SELECTED button**.

BATCH COMMANDS

CLICK TO PRINT

POINT OF SALES USER MANUAL

- Select the receipt printer size then click **PRINT button** to print the selected payroll records.

