



I. Open ETP Store Replication

1. Connect to VPN Connection (**Mandatory**).
2. Open and login to ETP Replication before performing Begin of Day (BOD).
Automatic Replication already set by IT.
3. Minimize ETP Replication. **DO NOT** click Logout button.
Note: **Logout** the ETP Replication after performing End Of Day.

II. Perform Begin of Day (STORE OPERATION)

III. ETP POS Transaction (STORE FRONT)

A. Perform Billing Procedure

1. Login to ETP Store Front.
2. In **Cust. ID** field; Input type of customer or Customer Number
(Refer to Store Front User Guide for the procedure of different transaction type)
3. Select salesperson then proceed to scanning of item
4. In Item number fieldscan merchandise item to be purchase
5. Click END button (Payment mode window will appear)
6. Select customer mode of payment (refer to Store Front User Guide for different types of Mode of Payment)
7. Click Save to save transaction successfully.

Note: For other ETP Store Front function, refer to Store Front User Guide

- a. Exception Entry
- b. Not Enough Stock
- c. Price override
- d. Manual Discount (Line and Header Discount)
- e. Hold Transaction
- f. Unhold Transaction
- g. Cancel Transaction
- h. Sales Return
- i. Bill Cancellation
- j. Customer Lookup
- k. Item Inquiry

B. Perform Closing of ETP Store Front Transaction

1. Quick view of data in KPI tab
2. Print X-Out (Terminal Read), under cash management
3. Perform lift and drop – Lift the initial cash flow inputted.
4. Perform Shift End

IV. Perform Transaction in Stock Management (STORE OPERATION)

This module helps the user in managing Stocks for the store.

Receiving of Stocks

- Receive Order –use in receiving stock from any store or warehouse except from warehouse 110
- Stock Receipt (MR) –use in receiving stocks which can be from return by owner, audit count adjustment (+), store reported reversal or returned barrowed merchandise.
- Purchase Order Receiving- use in receiving deliveries from DII (110)

Issuance of Stocks

- Dispatch Order – this module enables to send items from the store to another store or warehouse.
- Stock Issue (MI) - use in issuing any item from the store as pull out by owners, audit count adjustment (-), store reported losses, barrowed merchandise and representation.

V. Perform Exception Entry Resolution

Exception Entry Resolution is for resolving items without stock that was transacted in Store Front.



✓ Resolution of Exception Entries is required to be done and completed before performing Day End. Store Head should be responsible to ensure this is strictly observed.

V. Perform End of Day (STORE OPERATION)

1. Perform DAY END - This menu provides a tool to tally collections at the counter for different users for different shifts.
2. Perform END OF DAY -End of Day (EOD) is to be performed after all the transactions for the day are over and after Shift-end and Day-End for all the counters / users are performed.
3. Print BIR Z-read



✓ Make sure all Store Front and Store Operation- Stock management transactions are done for the day before performing End of Day. **Once End-of-day was performed, Store Front and Stock Management will not be available until Begin-of-Day on the next day.**

V. Generate and Save Stock Inventory Reports in ETP REPORTER