CODEARSON

DELTA POS
TRAINING MANUAL
VERSION: 1.0

What is Delta POS?

Delta POS is a smart computer system designed to help shops and stores manage their daily tasks easily. It works like a digital helper that takes care of billing, inventory (stock), customer details, and sales reports. It's made for all kinds of businesses from small shops to big stores and can grow with the business. Delta POS makes it easy to sell products, track stock, handle payments, and understand how well the business is doing through simple reports.

For example:

- When a customer buys something, the system helps the shopkeeper create a bill quickly.
- It tracks what's in stock so the shop doesn't run out of popular items.
- It also has special tools for managers and Admins to check sales, manage staff, and make smarter decisions.

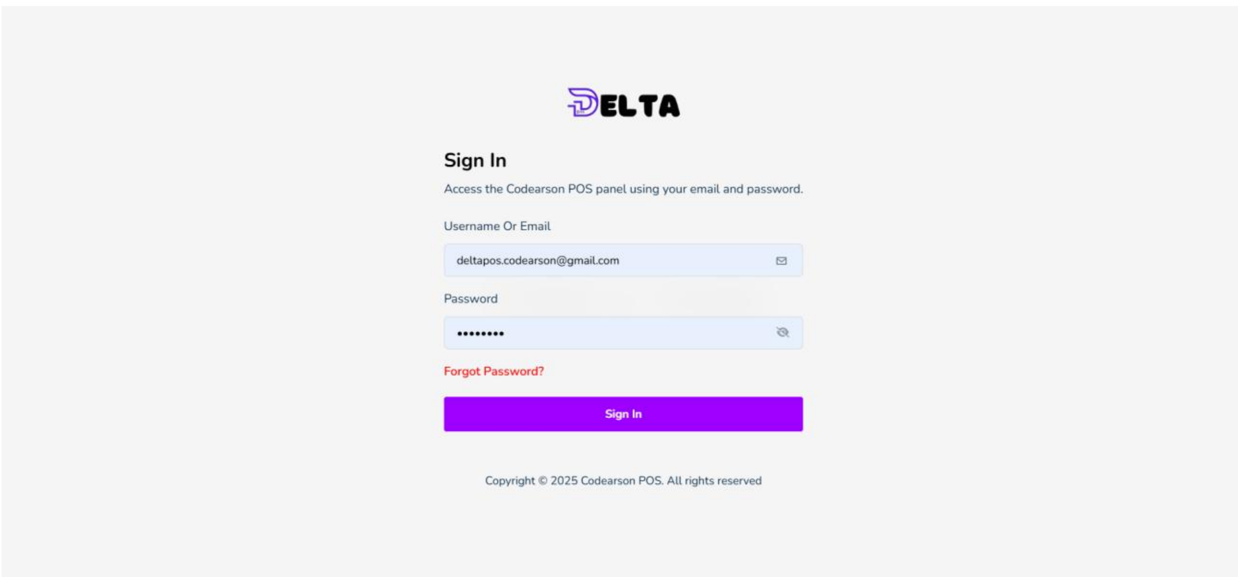
In short, Delta POS is like a one-stop-shop software that handles everything from ringing up sales to managing the back-office work.

Basic Functionalities of Delta POS

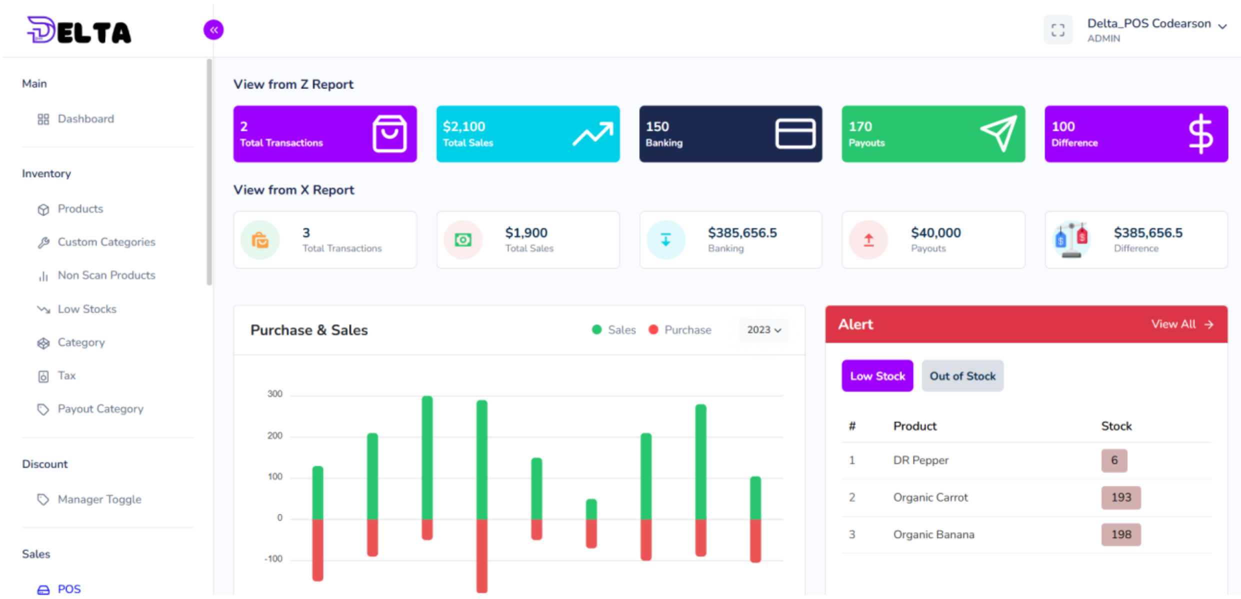
1. Billing: Helps create bills for customers when they buy products.
2. Payment Options: Accepts cash, cards payments.
3. Inventory Tracking: Keeps track of stock levels and alerts when items are low.
4. Customer Management: Saves customer details and tracks their purchases.
5. Sales Reports: Shows how much money was made, which products sold the most, and other important numbers.
6. Staff Management: Tracks employee shifts, performance, and login details.
7. Discounts and Offers: Allows adding discounts or showing special deals to customers.

The Login screen is the first screen the users will see when the system is not in use. To access other functionalities within the system, users must first log in according to their assigned role. This ensures that only authorized individuals can access specific features based on their permissions.

Additionally, the login screen includes a Forgot Password option, allowing users to reset their password if they forget it. Once logged in, if it is admin they will be directed to dashboard and normal users are directed to the POS interface, where they can perform various tasks such as scanning items, processing payments, and managing transactions. The dashboard and available functionalities differ based on the user's role, ensuring that each user has access to the tools relevant to their responsibilities.



After login you will see the Dashboard screen and other tabs on the left screen. User will go through each as per her/his requirements.



After logging in, users will see a dashboard that gives them a clear picture of how their business is doing. It shows important information about sales, inventory, and finances, all in one place. At the top, there are two reports: the Z Report and the X Report. These reports show key numbers like how many transactions were made, total sales, banking activities, payouts, and any differences between expected and actual numbers. This helps users compare and understand their financial performance.

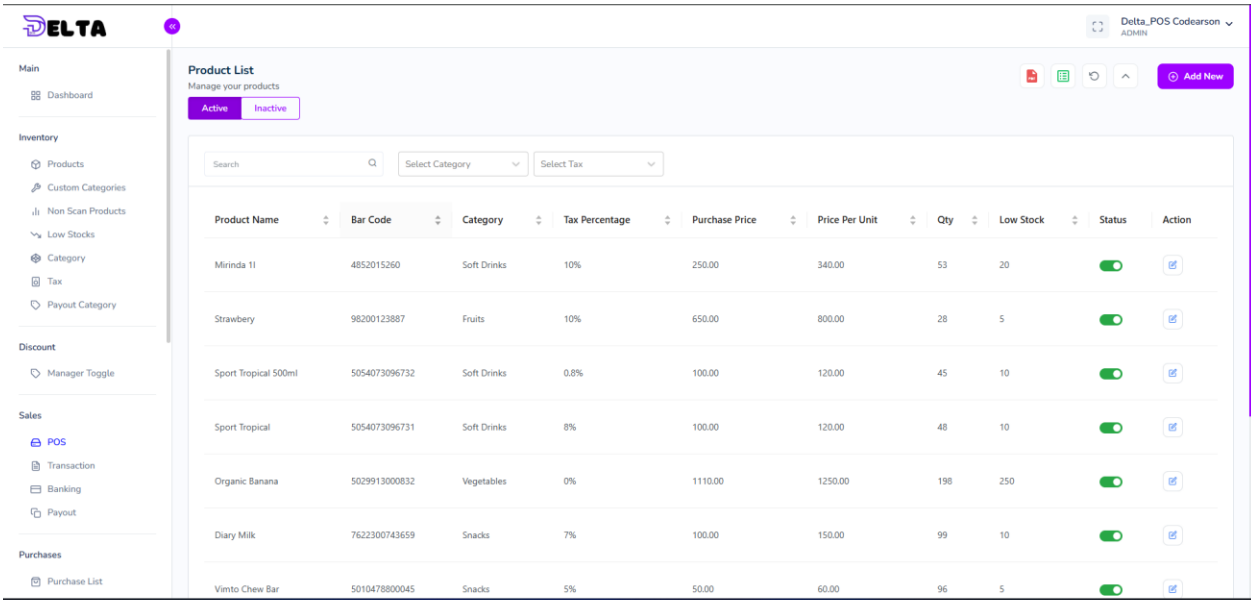
There's also a bar chart that lists the Top 10 Products sold. It shows which products are selling the most. Users can see which items are popular and plan their inventory or promotions accordingly. They can also filter the chart by time periods, like yearly, to track sales trends over time. The dashboard also has a Stock Alerts section, which warns users about products that are running low or are out of stock. By clicking "View All," users can see a full list of alerts and restock items that are running low.

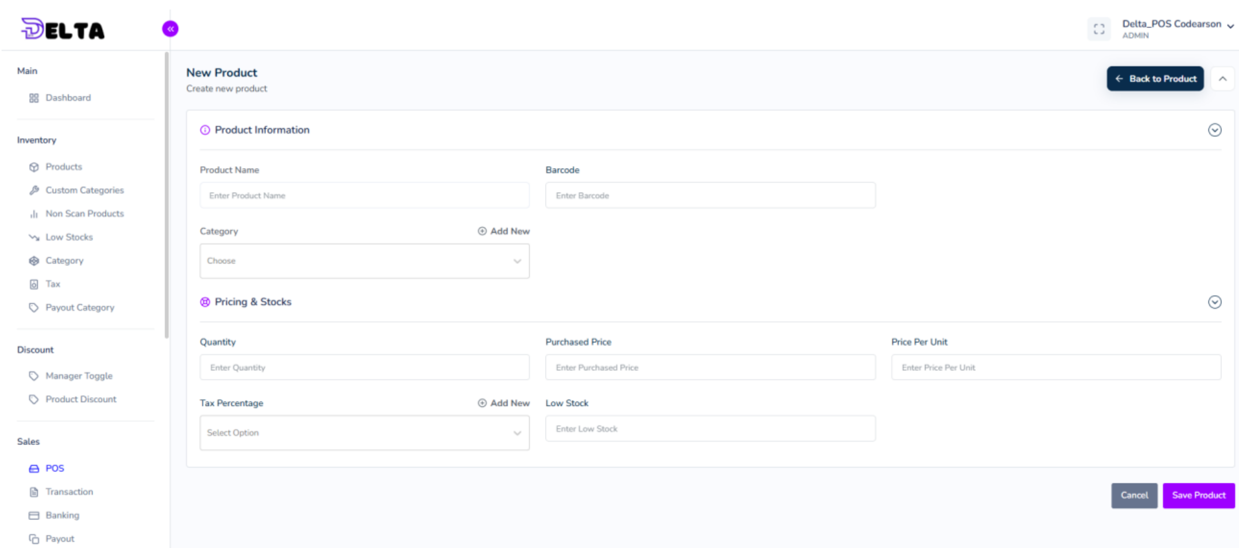
On the left side, there's a menu that lets users easily move between different parts of the system. They can manage inventory, set discounts, handle sales, and access the Point of Sale (POS) system for processing transactions.

At the top right, the user's name and role (ADMIN) are displayed, so they know who is logged in and what level of access they have.

In short, after logging in, users will see a simple but powerful dashboard that helps them keep track of sales, monitor inventory, and manage finances. This makes it easier to make smart decisions and keep the business running smoothly.

Product List Page





After viewing the dashboard, users will see the Product List page, which helps them manage all the products in their inventory. This page provides a centralized view of important product details such as names, categories, prices, and stock levels.

Key Features:

1. Tabs for Active and Inactive Products:

- **At the top of the page, there are two tabs: Active and Inactive.**
- **By default, the Active tab is selected, showing only the products currently available for sale.**
- **Users can switch to the Inactive tab to view products that are no longer in use.**

2. Search Bar:

- **A search bar is available at the top, allowing users to quickly find specific products by typing their names or barcodes.**
- **This feature is particularly useful for locating products within a large inventory.**

3. Filter Options:

- **Users can filter the list further using dropdown menus:**
  1. **Category: Filter products by type (e.g., Soft Drinks, Fruits, Vegetables).**
  2. **Tax Percentage: Show products with specific tax rates.**

4. Main Table:

- **The main part of the page is a table that displays detailed information about each product:**

  1. Product Name: The name of the product (Mirind).

  2. Bar Code: A unique identifier for each product.

  3. Category: The type of product (Soft Drinks).

  4. Tax Percentage: The applicable tax rate for each product.

5. Purchase Price: The cost price of the product.

6. Price Per Unit: The selling price of the product.

7. Quantity (Qty): The current stock level of the product.

8. Low Stock: The threshold at which the product is considered low on stock.

9. Status: Indicates whether the product is active (shown by a green toggle) or inactive.

10. Action: Buttons to edit or update the product's details.

5. Add New Product:

- **Users can click the "Add New" button at the top right to create a new product.**

The New Product form requires users to enter details such as:

1. **Product Name**
2. **Barcode**
3. **Category**
4. **Pricing & Stocks (Quantity, Purchased Price, Price Per Unit)**
5. **Tax Percentage**
6. **Low Stock Threshold**

After filling out the form, users can save the new product by clicking "Save Product."

6. Edit Existing Products:

- **To edit a product, users can click the "Edit icon" button in the Action column for the respective product.**
- **This will take them to the Edit Product page, where they can modify any of the product details.**

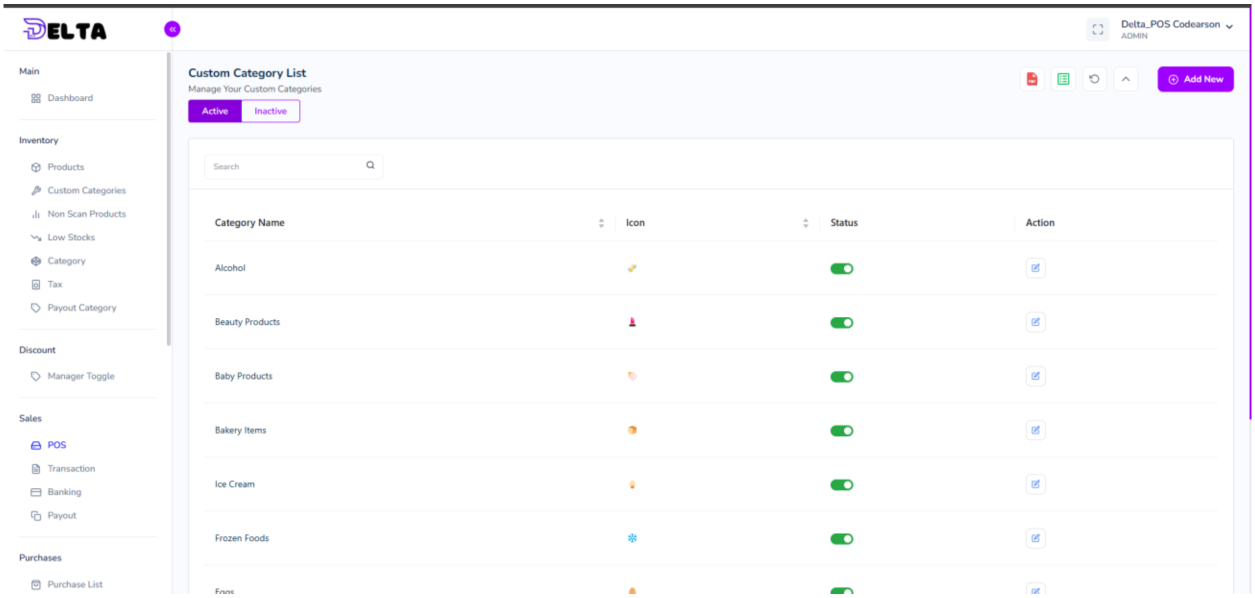
7. Toggle Product Status:

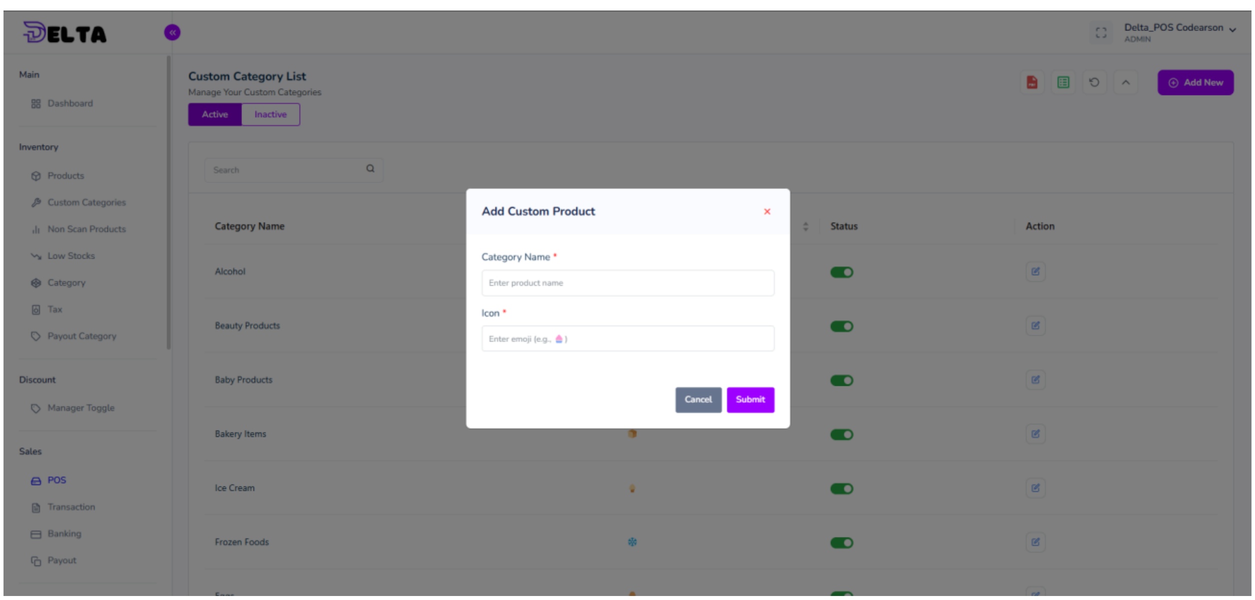
- **Users can easily activate or deactivate a product by toggling the Status switch in the Status column.**

8. Export Options:

- **The top-right corner includes icons for exporting the product list to formats like PDF and Excel, allowing users to download and analyze data offline.**

CUSTOM CATEGORIES





Users will see the Custom Category List page when they click on the Custom Categories tab. This page allows them to manage and organize their custom categories efficiently, ensuring that products are grouped logically and inventory management remains streamlined.

Key Features:

1. Tabs for Active and Inactive Categories:

- **At the top of the page, there are two tabs: Active and Inactive.**
- **By default, the Active tab is selected, showing all active categories currently in use.**
- **If users want to view categories that are no longer active, they can switch to the Inactive tab.**

2. Search Bar:

- **A search bar is available at the top, allowing users to quickly find specific categories by typing their names.**
- **This feature is particularly useful for large inventories with many categories.**

3. Main Table:

- **The main part of the page is a table that displays detailed information about each category**
  1. **Category Name: The name of the category (e.g., Alcohol, Beauty Products, Baby Products).**
  2. **Icon: A small icon representing each category, making it visually easier to identify them.**
  3. **Status: Indicates whether the category is active (shown by a green toggle) or inactive.**
  4. **Action: Buttons to edit or update the category’s details.**

4. Add New Category:

- **Users can click the "Add New" button at the top right to create a new category.**
- **The Add Custom Product form requires users to enter:**
    - **Category Name: The name of the new category.**
    - **Icon: An emoji or symbol to represent the category visually.**
- **After filling out the form, users can save the new category by clicking "Submit."**

5. Edit Existing Categories:

- **To edit a category, users can click the "Edit" button in the Action column for the respective category.**
- **This will open a modal or form where users can modify the category name, icon, or status.**

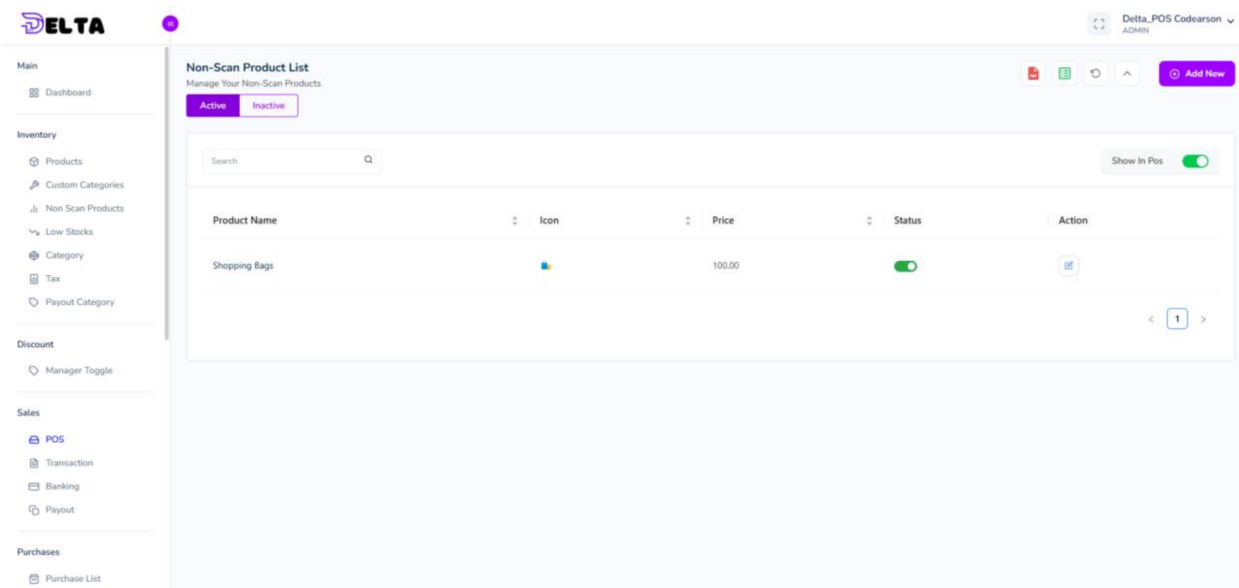
3. Toggle Category Status:

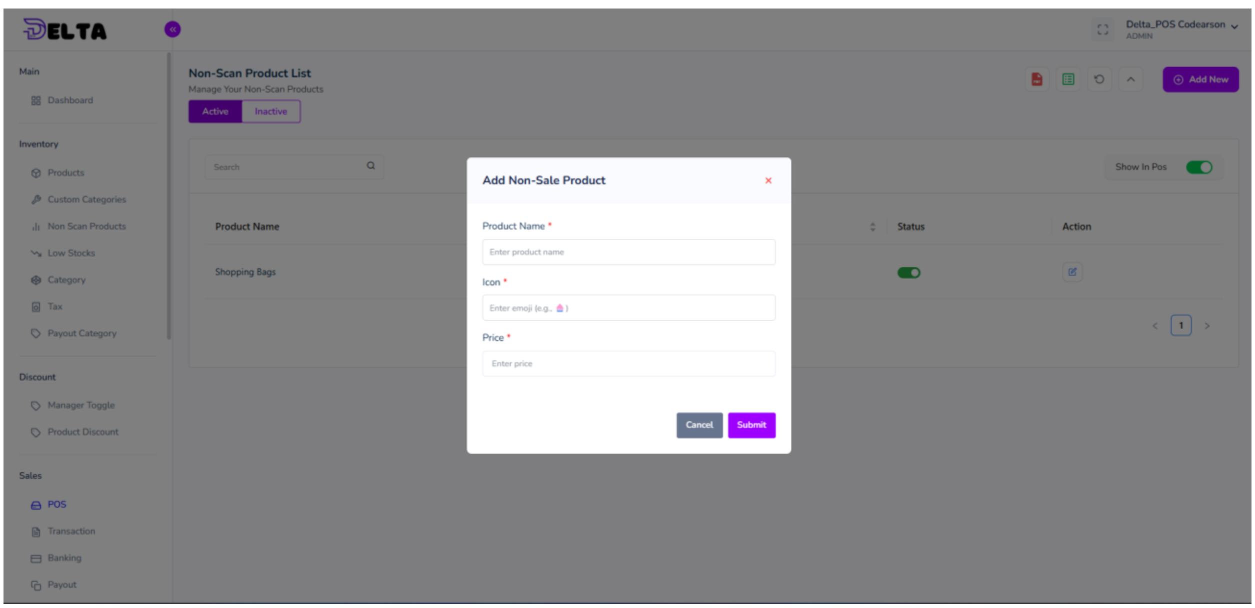
- **Users can easily activate or deactivate a category by toggling the Status switch in the Status column.**

4. Export Options:

- **The top-right corner includes icons for exporting the category list to formats like PDF and Excel, allowing users to download and analyze data offline.**

Non-Scan Product List





After selecting the Non-Scan Products tab, users will see the Non-Scan Product List page. This section is designed to help users manage products that do not have barcodes, ensuring they can keep track of non-scan items efficiently.

Key Features:

1. Tabs for Active and Inactive Products:

- **At the top of the page, there are two tabs: Active and Inactive.**
- **By default, the Active tab is selected, showing all active non-scan products currently available for use.**
- **If users want to view products that are no longer active, they can switch to the Inactive tab.**

2. Search Bar:

- **A search bar is available at the top, allowing users to quickly find specific non-scan products by typing their names.**
- **This feature is particularly useful for locating products within a large inventory.**

3. Main Table:

- **The main part of the page is a table that displays detailed information about each non-scan product:**
    1. **Product Name: The name of the product (e.g., Shopping Bags).**
    2. **Icon: A small icon representing each product, making it visually easier to identify them.**
    3. **Price: The selling price of the product.**
    4. **Status: Indicates whether the product is active (shown by a green toggle) or inactive.**
    5. **Action: Buttons to edit or update the product's details.**

4. Add New Non-Scan Product:

- **Users can click the "Add New" button at the top right to create a new non-scan product.**
- **The Add Non-Sale Product form requires users to enter:**
  - **Product Name: The name of the new product.**
  - **Icon: An emoji or symbol to represent the product visually.**
  - **Price: The selling price of the product.**
- **After filling out the form, users can save the new product by clicking "Submit."**

5. Edit Existing Non-Scan Products:

- **To edit a non-scan product, users can click the "Edit" button in the Action column for the respective product.**
- **This will open a modal or form where users can modify the product name, icon, price, or status.**

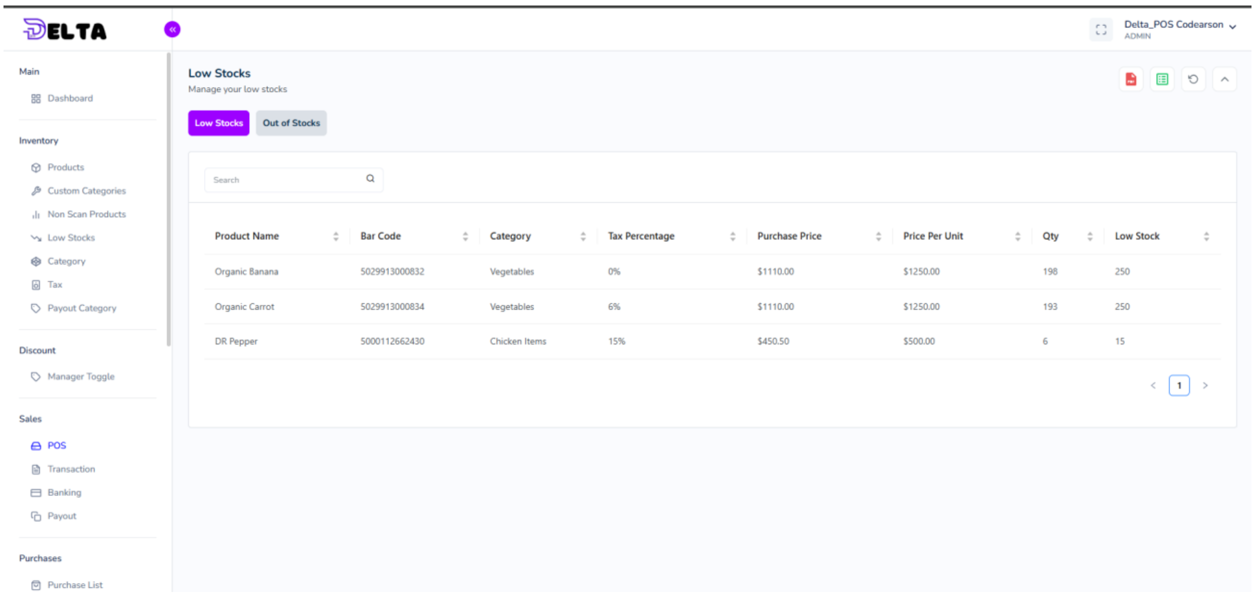
3. Toggle "Show in POS":

- **On the right side of the page, there's a toggle labeled "Show in POS."**
- **This feature allows users to decide whether to display these non-scan products in the Point of Sale (POS) system.**
- **Enabling this toggle ensures that only relevant products appear during transactions, streamlining the checkout process.**

4. Export Options:

- **The top-right corner includes icons for exporting the non-scan product list to formats like PDF and Excel, allowing users to download and analyze data offline.**

LOW STOCKS



At the top of the page, users will see two tabs: Low Stocks and Out of Stocks, which allow them to filter and view specific categories of products based on their stock levels.

Key Features:

1. Tabs for Low Stocks and Out of Stocks:

- **By default, the Low Stocks tab is selected, showing all products that are currently below their designated low-stock threshold.**
- **If users want to view products that are completely out of stock, they can switch to the Out of Stocks tab.**

2. Search Bar:

- **A search bar is available at the top, allowing users to quickly find specific products by typing their names or barcodes.**
- **This feature is particularly useful for locating products within a large inventory.**

3. Main Table:

- **The main part of the page is a table that provides detailed information about each product:**

1. Product Name: The name of the product (e.g., Organic Banana, Organic Carrot, DR Pepper).

2. Bar Code: A unique identifier for each product.

3. Category: The category the product belongs to (e.g., Vegetables, Chicken Items).

4. Tax Percentage: The applicable tax rate for each product.

5. Purchase Price: The cost price of the product.

6. Price Per Unit: The selling price of the product.

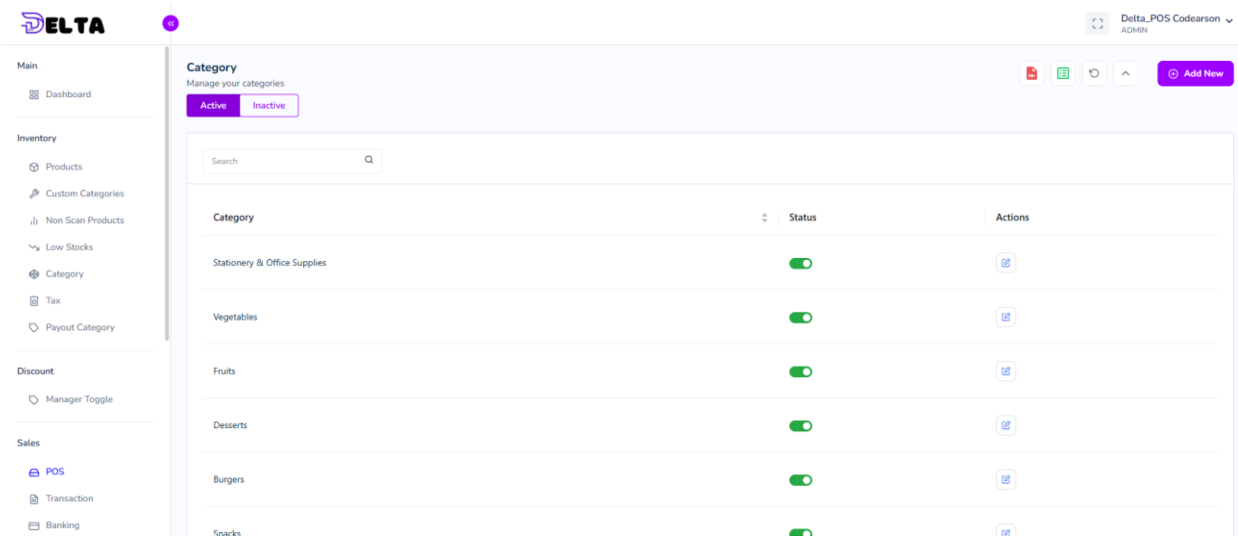
7. Qty: The current quantity in stock.

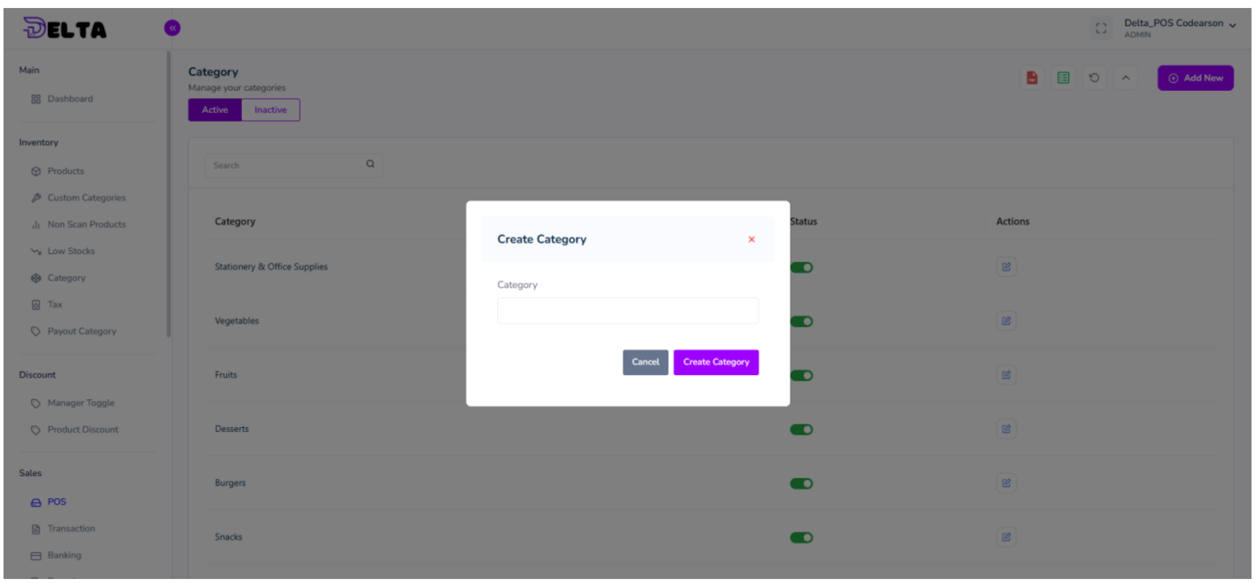
8. Low Stock: The threshold at which the product is considered low on stock.

4. Export Options:

- **The top-right corner may include icons for exporting the low-stock report to formats like PDF and Excel, allowing users to download and analyze data offline.**

CATEGORY





After clicking the Category tab, users will see the Category page, which allows them to manage and organize their product categories efficiently. This section ensures that products are grouped logically, making inventory management smooth and organized.

Key Features:

1. Tabs for Active and Inactive Categories:

- At the top of the page, there are two tabs: Active and Inactive.
- By default, the Active tab is selected, showing all active categories currently in use.
- If users want to view categories that are no longer active, they can switch to the Inactive tab.

2. Search Bar:

- A search bar is available at the top, allowing users to quickly find specific categories by typing their names.
- This feature is particularly useful for locating categories within a large inventory.

3. Main Table:

- The main part of the page is a table that displays detailed information about each category:
    1. Category: The name of the category (e.g., Stationery & Office Supplies, Vegetables, Fruits, Desserts, Burgers).
    2. Status: Indicates whether the category is active (shown by a green toggle) or inactive.
    3. Actions: Buttons to edit or update the category's details.

4. Add New Category:

- Users can click the "Add New" button at the top right to create a new category.
- The Create Category form requires users to enter:
    - Category Name: The name of the new category.
- After filling out the form, users can save the new category by clicking "Create Category."

2. Edit Existing Categories:

- To edit a category, users can click the "Edit" button in the Actions column for the respective category.
- This will open a modal or form where users can modify the category name or status.

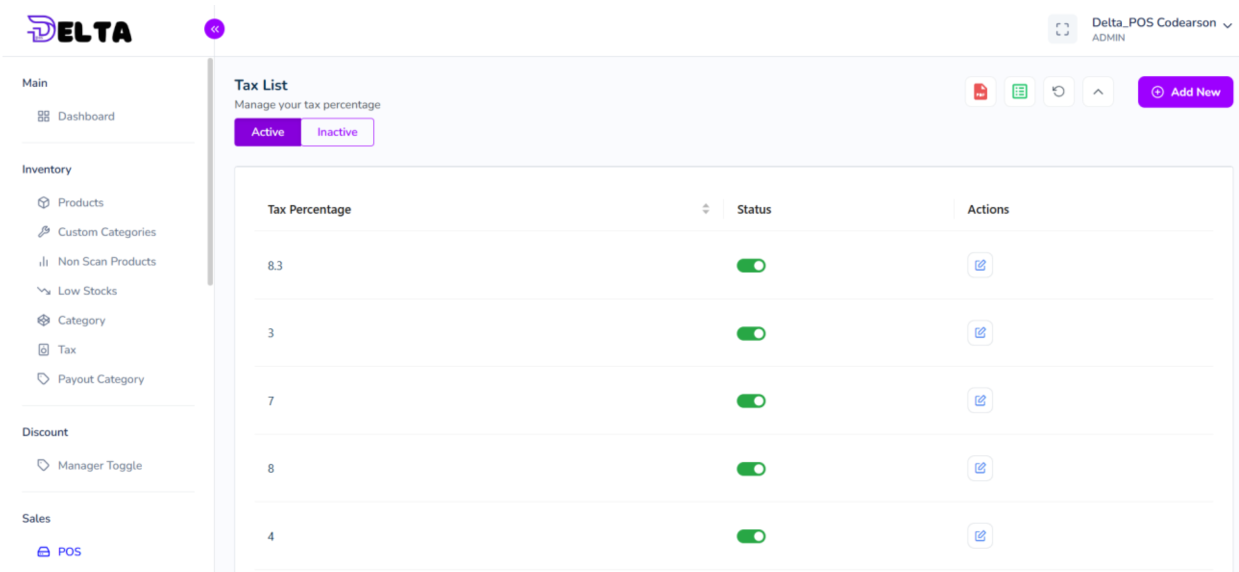
3. Toggle Category Status:

- Users can easily activate or deactivate a category by toggling the Status switch in the Status column.

4. Export Options:

- The top-right corner includes icons for exporting the category list to formats like PDF and Excel, allowing users to download and analyze data offline.

TAX LIST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Main
Dashboard
Inventory
Products
Custom Categories
Non Scan Products
Low Stocks
Category
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Payout Category
Discount
Manager Toggle
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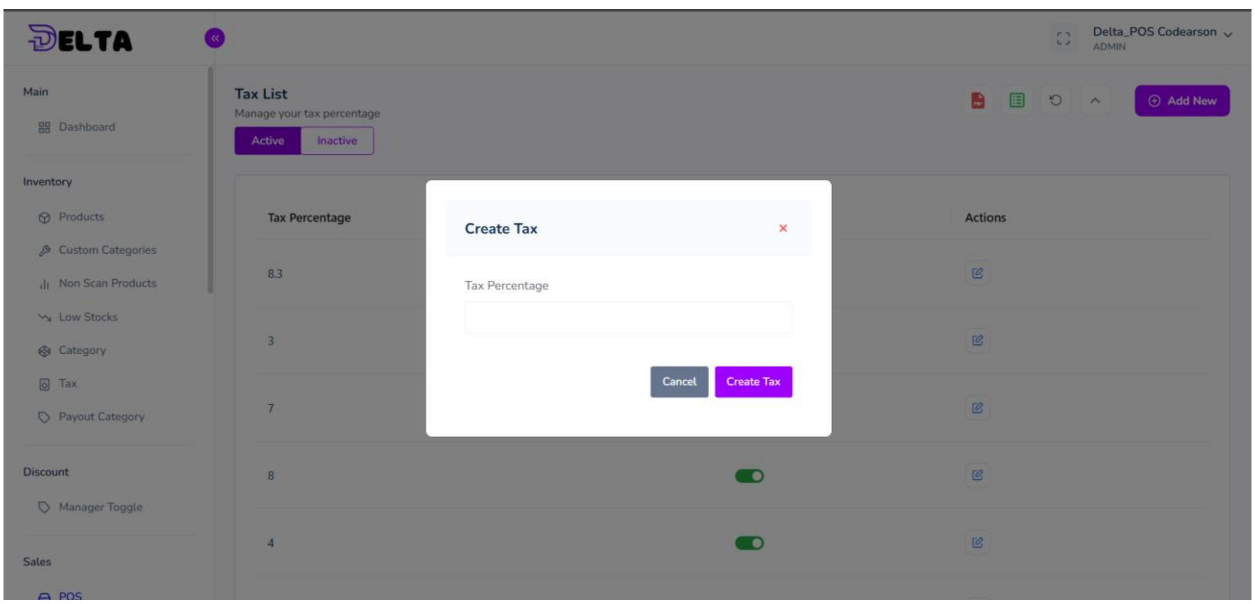

Create Tax
Tax Percentage
Cancel
Create Tax

At the top of the page, users will see two tabs: Active and Inactive, which allow them to filter and view only the tax percentages they need. By default, the Active tab is selected, showing all active tax percentages currently in use. If users want to see tax percentages that are no longer active, they can switch to the Inactive tab.

Key Features:

1. Tabs for Active and Inactive Tax Percentages:

- The Active tab displays all active tax percentages.
- The Inactive tab shows tax percentages that are no longer in use.

2. Search Bar:

- While not explicitly mentioned, if there's a search bar at the top, users can quickly find specific tax percentages by typing their names or values. This feature is particularly useful for locating tax rates within a large list.

3. Main Table:

- The main part of the page is a table that provides detailed information about each tax percentage:

  1. Tax Percentage: The specific tax rate (e.g., 8.3%, 3%).
  2. Status: Indicates whether the tax percentage is active (shown by a green toggle) or inactive.
  3. Actions: Buttons to edit or update the tax percentage's details.

4. Add New Tax Percentage:

  - Users can click the "Add New" button at the top right to create a new tax percentage.
  - The Create Tax form requires users to enter:

        - Tax Percentage: The specific tax rate.

    - After filling out the form, users can save the new tax percentage by clicking "Create Tax."

2. Edit Existing Tax Percentages:

- To edit a tax percentage, users can click the "Edit" button in the Actions column for the respective tax rate.
- This will open a modal or form where users can modify the tax percentage value or status.

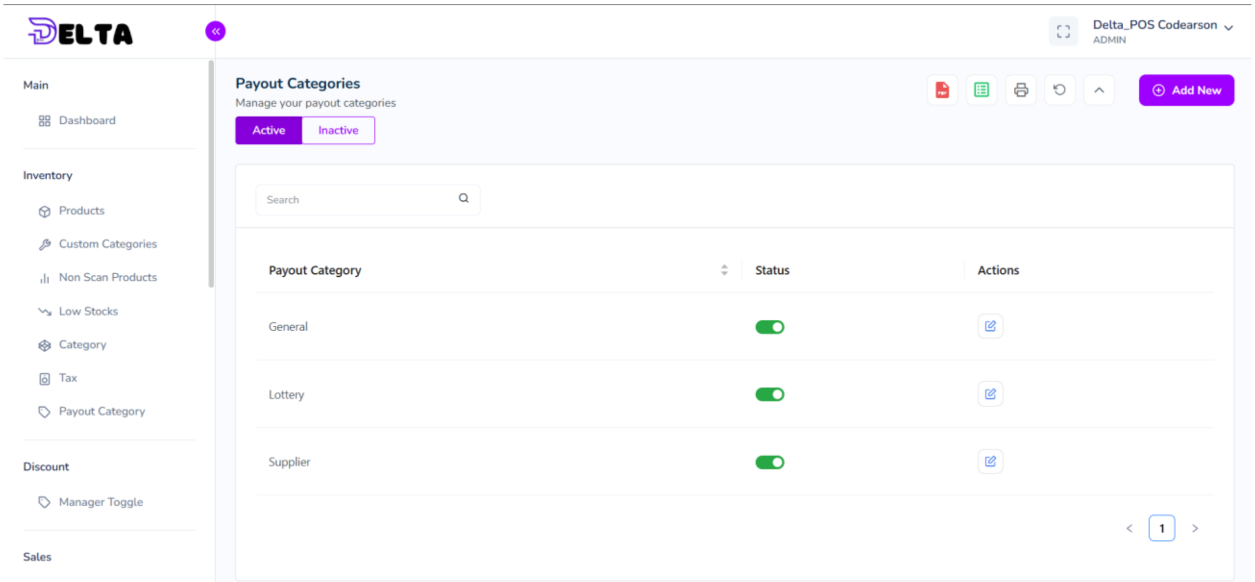
3. Toggle Tax Percentage Status:

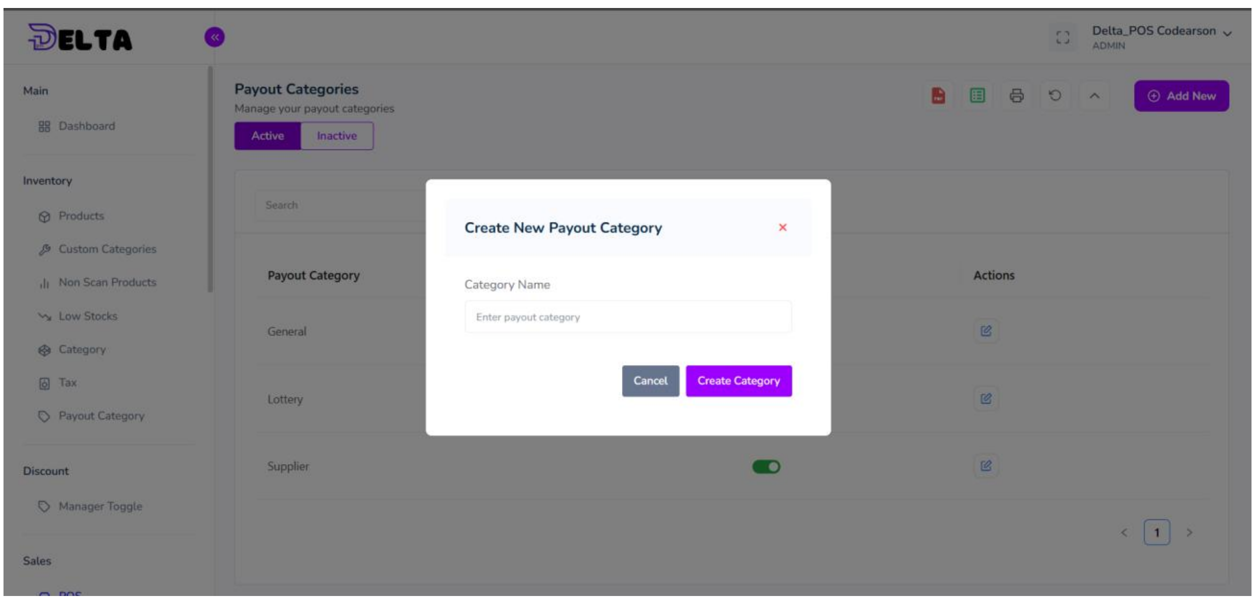
- Users can easily activate or deactivate a tax percentage by toggling the Status switch in the Status column.

4. Export Options:

- The top-right corner includes icons for exporting the tax list to formats like PDF and Excel, allowing users to download and analyze data offline.

Payout Categories





After clicking the Payout Category tab, users will see the Payout Categories page, which allows them to manage and organize different payout categories efficiently. This section ensures that payouts are categorized logically, making it easier to track and process payments accurately.

Key Features:

1. Tabs for Active and Inactive Payout Categories:

- At the top of the page, there are two tabs: Active and Inactive.
- By default, the Active tab is selected, showing all active payout categories currently in use.
- If users want to view categories that are no longer active, they can switch to the Inactive tab.

2. Search Bar:

- A search bar is available at the top, allowing users to quickly find specific payout categories by typing their names.
- This feature is particularly useful for locating categories within a large list.

3. Main Table:

- The main part of the page is a table that displays detailed information about each payout category:

  1. Payout Category: The name of the category (e.g., General, Lottery, Supplier).
  2. Status: Indicates whether the category is active (shown by a green toggle) or inactive.
  3. Actions: Buttons to edit or update the category's details.

4. Add New Payout Category:

  - Users can click the "Add New" button at the top right to create a new payout category.
  - The Create New Payout Category form requires users to enter:
    - Category Name: The name of the new payout category.
  - After filling out the form, users can save the new category by clicking "Create Category."

5. Edit Existing Payout Categories:

- To edit a payout category, users can click the "Edit" button in the Actions column for the respective category.
- This will open a modal or form where users can modify the category name or status.

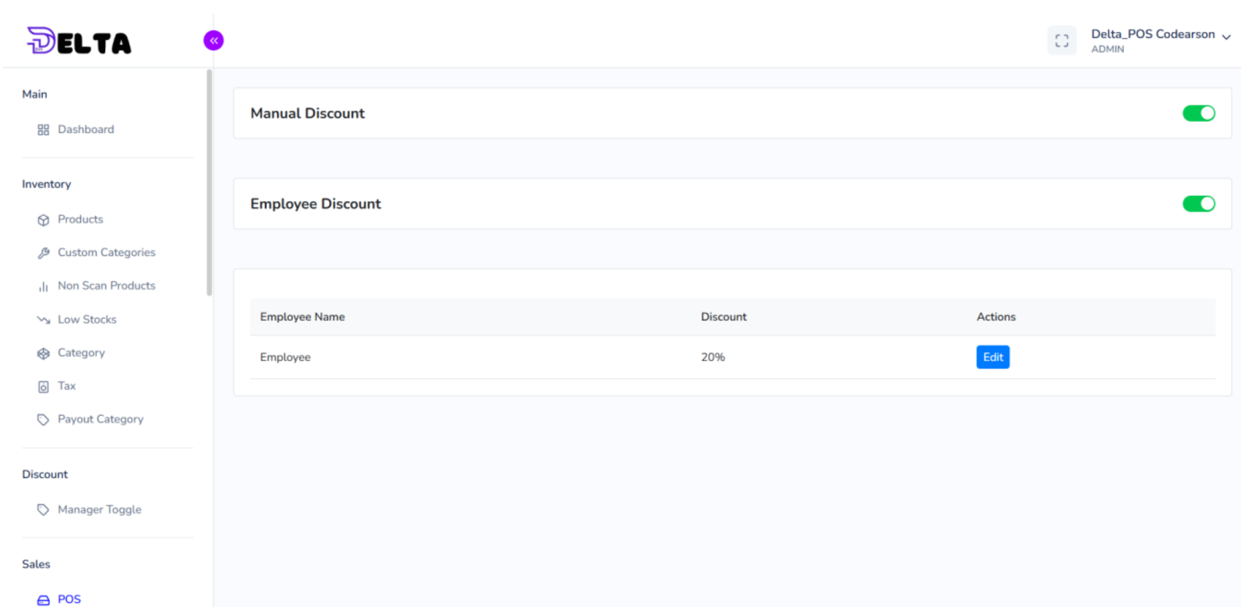
6. Toggle Payout Category Status:

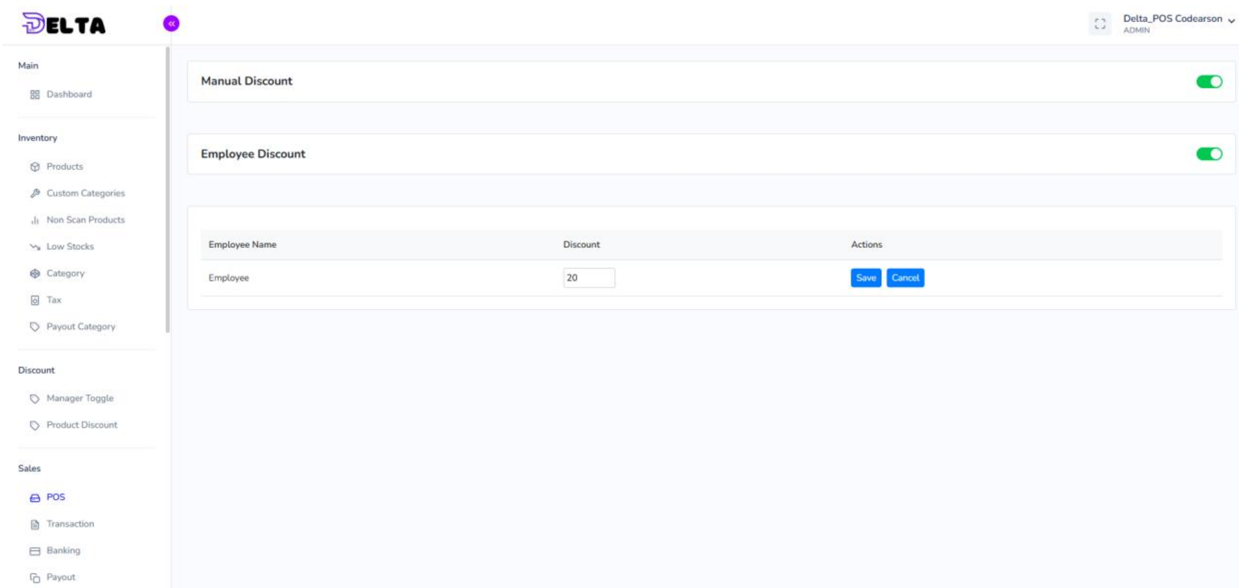
- Users can easily activate or deactivate a payout category by toggling the Status switch in the Status column.

7. Export Options:

- The top-right corner includes icons for exporting the payout category list to formats like PDF and Excel, allowing users to download and analyze data offline.

Discount-MANAGER TOGGLE





After clicking the Discount tab, users will see the Discount page, which allows them to manage and configure different types of discounts. This page is designed to help businesses apply discounts efficiently during sales transactions, ensuring flexibility and accuracy at the Point of Sale (POS) interface.

Key Features:

1. Manual Discount Section:

- One of the main features on this page is the Manual Discount section.
- Users can enable or disable the manual discount feature using a toggle switch located on the right side of the section.
- When enabled, this feature allows cashiers or employees to manually apply discounts during transactions at the POS. This is particularly useful for offering ad-hoc discounts based on customer requests, special promotions, or other unique situations.
- The ability to toggle this feature on or off gives users control over when manual discounts can be applied, ensuring that discounting is done only when necessary.

2. Employee Discount Section:

- Another key functionality is the Employee Discount section.
- In this section, users can see the name of the employee who is eligible for a discount, listed as "Employee," along with the predefined discount percentage they will receive.
- There is a toggle switch that indicates whether the employee discount is active. When enabled, employees can avail of their discount at the POS interface, making it easy for staff members to receive benefits during purchases.
- This not only promotes employee satisfaction but also encourages loyalty.

3. Edit Employee Discount:

- Users can edit the employee discount percentage by clicking the Edit button next to the employee’s name.
- This opens a form where users can modify the discount percentage and save the changes.
- For example, if the current discount is set to 20%, users can adjust it to a different percentage as needed.

4. Toggle Switches for Control:

- Both the Manual Discount and Employee Discount sections include toggle switches to enable or disable these features. This provides users with fine-grained control over how discounts are applied during transa

5. Saving Changes:

- After editing the employee discount percentage, users must click the Save button to apply the changes. If they decide not to save, they can click Cancel to discard any modifications.

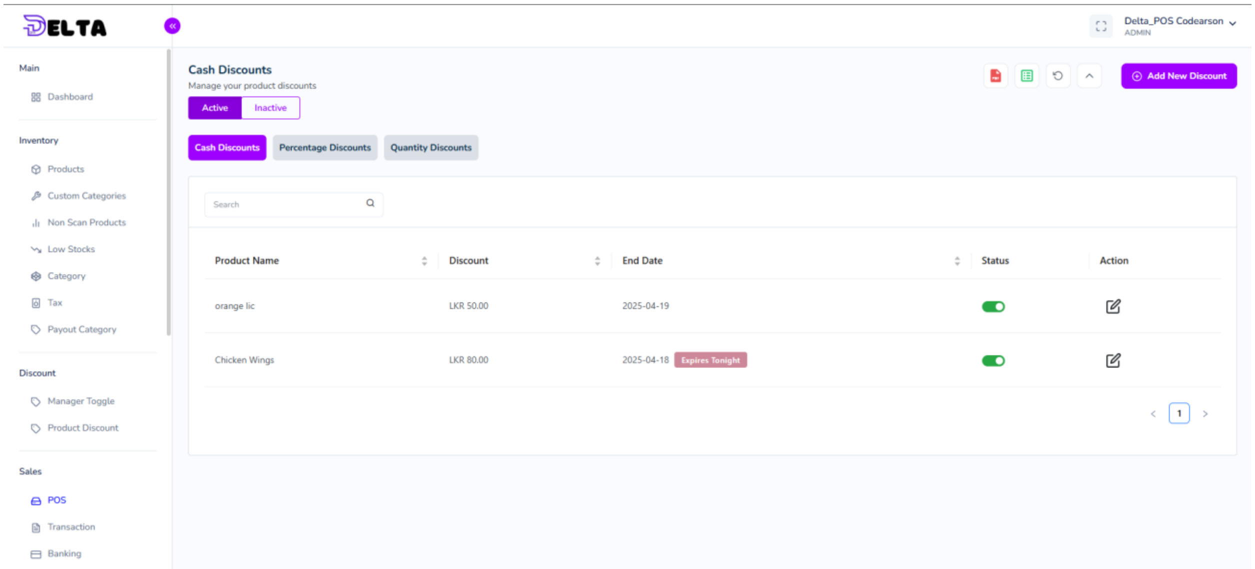
2. Real-Time Updates:

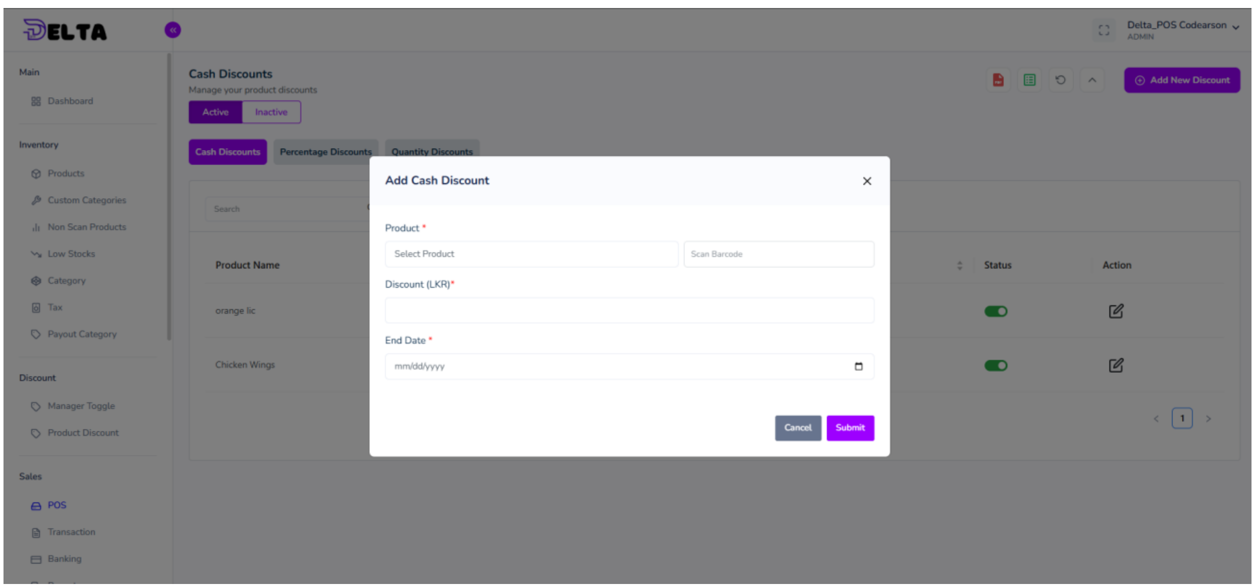
- Any changes made to the discount settings (e.g., enabling/disabling features or adjusting percentages) are reflected immediately in the POS interface, ensuring consistency across the system.

3. Security and Permissions:

- Mention that access to the Discount page depends on the user's role, ensuring that only authorized users can manage discount policies.

Product Discount





When selecting the Cash Discounts tab, users will see the Cash Discounts page. This page allows businesses to manage and configure cash discounts for specific products, ensuring that promotions are applied accurately during sales transactions. Cash discounts are particularly useful for offering fixed monetary reductions on selected items, making it easier to attract customers and boost sales.

Key Features:

1. Tabs for Different Discount Types:

- At the top of the page, there are three tabs: Cash Discounts, Percentage Discounts, and Quantity Discounts.
- By default, the Cash Discounts tab is selected, showing all active cash discounts currently in use.
- Users can switch to the Inactive tab to view cash discounts that are no longer active.

2. Search Bar:

- A search bar is available at the top, allowing users to quickly find specific products by typing their names or using a barcode scanner.
- This feature is particularly useful for locating products with active cash discounts within a large inventory.

3. Main Table:

- The main part of the page is a table that provides detailed information about each cash discount:

1. Product Name: The name of the product being discounted (e.g., orange lic, Chicken Wings).

2. Discount: The fixed amount of the cash discount (e.g., LKR 50.00, LKR 80.00).

3. End Date: The expiration date of the discount. If a discount is expiring soon, it is highlighted (e.g., "Expires Tonight").

4. Status: Indicates whether the discount is active (shown by a green toggle) or inactive.

5. Action: Buttons to edit or update the discount’s details.

4. Add New Cash Discount:

- Users can click the "Add New Discount" button at the top right to create a new cash discount.
- The Add Cash Discount form requires users to enter:
  - Product: Select the product to which the discount will apply.
  - Discount (LKR): Enter the fixed amount of the discount.
  - End Date: Specify the expiration date of the discount.
- After filling out the form, users can save the new cash discount by clicking "Submit."

5. Edit Existing Cash Discounts:

- To edit a cash discount, users can click the "Edit" button in the Action column for the respective product.
- This will open a modal where users can modify the discount amount, end date, or other details.

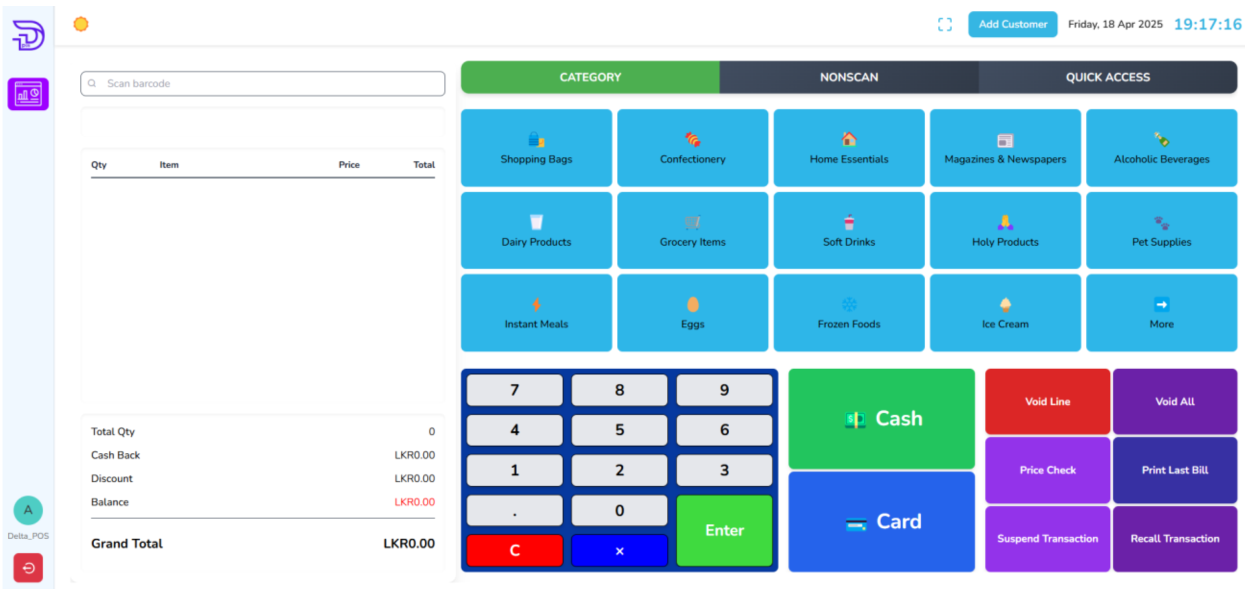
6. Toggle Discount Status:

- Users can easily activate or deactivate a cash discount by toggling the Status switch in the Status column.

7. Expiration Alerts:

- The system highlights discounts that are expiring soon (e.g., "Expires Tonight"), ensuring users are reminded to update or extend them as needed.

POS



The Point of Sale (POS) page is the primary interface for processing sales transactions. It is designed to be user-friendly and efficient, allowing cashiers to quickly scan items, apply discounts, process payments, and manage transactions seamlessly. Below is a detailed guide to all the functionalities available on the POS page.

1. Overview of the POS Page

The POS page is divided into several sections, each serving a specific purpose:

- **Top Section:**
    - Search Bar: Located at the top left, this bar allows users to search for products by scanning barcodes or typing product names.
    - Add Customer Button: At the top right, there’s an "Add Customer" button, which enables users to add customer profiles for loyalty tracking or personalized discounts.

- Middle Section:
  - Transaction Details: Displays real-time transaction information, including:
    - Total Qty: The total number of items added to the sale.
    - Cash Back: The amount of cash change to be returned to the customer.
    - Discount: Any discount applied to the total bill.
    - Balance: The remaining amount due from the customer.
    - Grand Total: The final amount to be paid after all adjustments.
- Right Side:
  - Tabs: Three main tabs are available at the top-right section:
    - CATEGORY: Provides quick access to product categories
    - NONSCAN: Allows manual entry of non-scan products (items without barcodes).
    - QUICK ACCESS: Offers shortcuts to frequently used actions like reports, payouts, banking, and discounts.
- Bottom Section:
  - Numeric Keypad: A numeric keypad for manually entering quantities or customizing prices.
  - Payment Options: Buttons for selecting payment methods:
    - Cash: For processing cash payments.
    - Card: For credit/debit card transactions.

- Additional Features: Quick-access buttons for managing transactions, such as:
    - Void Line: Cancels a specific line item in the transaction.
    - Void All: Cancels the entire transaction.
    - Price Check: Verifies the price of an item without adding it to the sale.
    - Print Last Bill: Prints the receipt for the most recent transaction.
    - Suspend Transaction: Pauses the current transaction for later completion.
    - Recall Transaction: Reopens a suspended transaction.

Key Functionalities

A. Scanning and Adding Items

1. Barcode Scanner:

- Use the search bar at the top left to scan barcodes or enter product names.
- Once scanned, the product will automatically appear in the transaction details section with its name, quantity, price, and total.

2. Non-Scan Products:

- If a product does not have a barcode, users can manually add it by switching to the NONSCAN tab and selecting the appropriate category or entering details manually.

B. Managing Transactions

1. Transaction Details:

- The middle section shows real-time updates of the transaction, including:
    - Total Qty: Tracks the total number of items added.

- Cash Back: a transaction where a customer can withdraw cash while simultaneously making a purchase with a card.
- Discount: Displays any discounts applied to the transaction.
- Balance: Shows the remaining amount due from the customer.
- Grand Total: Reflects the final amount to be paid.

2. Numeric Keypad:

- Use the numeric keypad to manually enter quantities or adjust prices for items that require customization.

C. Payment Methods

1. Cash Payment:

- Click the Cash button to process cash payments. Enter the amount received from the customer, and the system will calculate the change due.

2. Card Payment:

- Click the Card button to process credit or debit card transactions. Follow the on-screen prompts to complete the payment.

D. Quick Access Features

1. Category Navigation:

- The CATEGORY tab provides quick access to product categories, making it easy to find and add items to the sale.
- Categories include Magazine,HolyProducts, and more.

2. Non-Scan Products:

- The NONSCAN tab allows users to manually add products without barcodes, ensuring flexibility for items like fresh produce or custom orders.

3. Quick Access Actions:

- The QUICK ACCESS tab includes shortcuts for common tasks:
    - X-Report, Z-Report: Generate sales reports.
    - Pay Out: Process payouts.
    - Banking: Manage banking activities.
    - Label Print: Print labels for products.
    - Manual Discount: Apply ad-hoc discounts.

E. Transaction Management

1. Void Line: Cancels a specific item from the current transaction.
2. Void All: Cancels the entire transaction.
3. Price Check: Verifies the price of an item without adding it to the sale.
4. Print Last Bill: Prints the receipt for the most recent transaction.
5. Suspend Transaction: Temporarily saves the transaction for later completion.
6. Recall Transaction: Retrieves a previously suspended transaction.

F. Additional Features

1. Employee Discount: Allows staff members to apply predefined discounts during purchases.

2. Add Customer: Enables users to create or select customer profiles for loyalty rewards or personalized discounts.

3. Step-by-Step Guide for a Typical Transaction

1. Start a New Transaction:

- Open the POS page and ensure the transaction details section is clear.

2. Add Items:

- Scan barcodes or manually add items using the search bar or NONSCAN tab.
- Adjust quantities or prices as needed using the numeric keypad.

3. Apply Discounts (Optional):

- Use the Employee Discount feature or manually apply discounts through the QUICK ACCESS tab.

4. Process Payment:

- Select the payment method (Cash or Card) and follow the prompts to complete the transaction.

5. Review and Confirm:

- Verify the transaction details, including the grand total and balance.
- Click the Enter button to confirm the transaction.

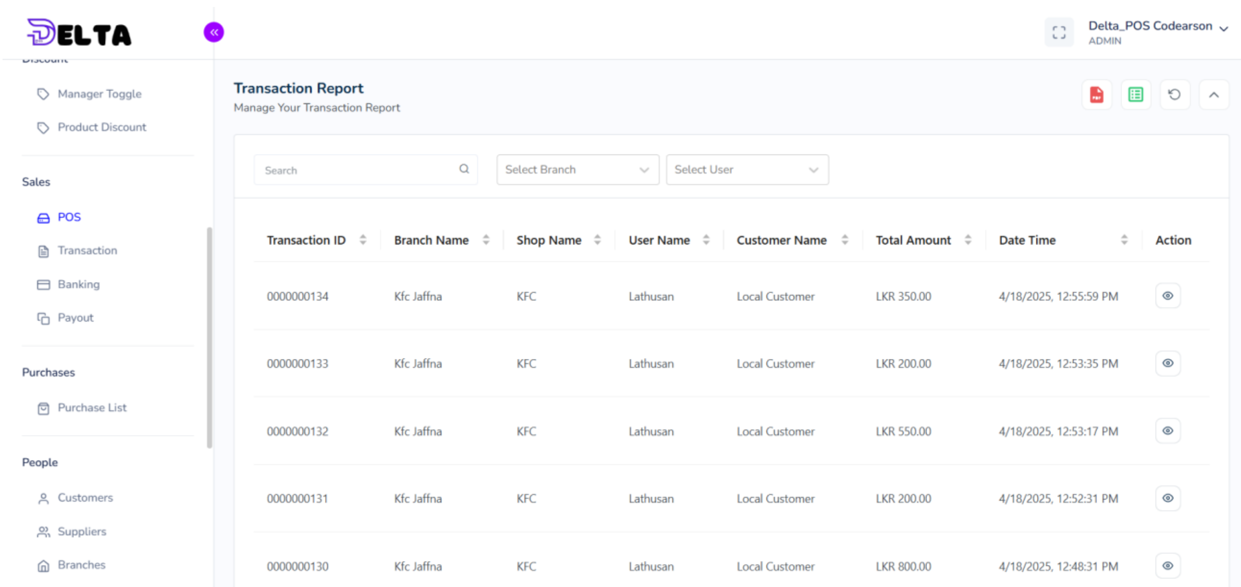
6. Print Receipt:

- After completing the transaction, click Print Last Bill to generate and print the receipt.

7. Manage Transactions:

- Use features like Void Line, Void All, Suspend Transaction, and Recall Transaction to handle errors or incomplete transactions.

Transaction Report



The Transaction Report page is part of the Sales module and is accessed via the sidebar menu under Transaction. It offers a clear and organized view of all completed transactions, enabling users to filter, search, and export data as needed.

Key Sections:

- Header Section:
  - Search Bar: Allows users to search for specific transactions using keywords or identifiers.

    - Filters: Dropdown menus for Select Branch and Select User, enabling users to narrow down the report based on branch location and user who processed the transaction.
- Main Table:
    - Displays detailed information about each transaction in a tabular format:
        - Transaction ID: Unique identifier for each transaction.
        - Branch Name: The name of the branch where the transaction occurred.
        - Shop Name: The name of the shop or store associated with the transaction.
        - User Name: The user who processed the transaction.
        - Customer Name: The name of the customer involved in the transaction.
        - Total Amount: The total amount transacted.
        - Date Time: The timestamp of when the transaction occurred.
        - Action: An icon (e.g., an eye icon) that allows users to view more details about a specific transaction.
- Export Options:
    - At the top-right corner, there are icons for exporting the transaction report to formats like PDF and Excel, allowing users to download and analyze data offline.

Key Functionalities

A. Search and Filtering

1. Search Bar:

- Use the search bar at the top to quickly find specific transactions by entering keywords such as the transaction ID, customer name, or other relevant details.

2. Branch Filter:

- Select a specific branch from the Select Branch dropdown to view transactions related to that location.

3. User Filter:

- Use the Select User dropdown to filter transactions based on the user who processed them. This is useful for tracking individual performance or identifying trends related to specific staff members.

B. Viewing Transaction Details

1. Action Icon:

Click the eye icon in the Action column to view detailed information about a specific transaction. This will open a modal or new page showing additional details such as:

- Itemized list of products purchased.
- Payment method used.
- Discounts applied.
- Any notes or comments associated with the transaction.

C. Exporting Reports

1. Export Options:

- Use the icons at the top-right corner to export the transaction report to formats like PDF or Excel. This feature is particularly useful for generating reports for financial analysis, audits, or sharing with stakeholders.

D. Sorting and Pagination

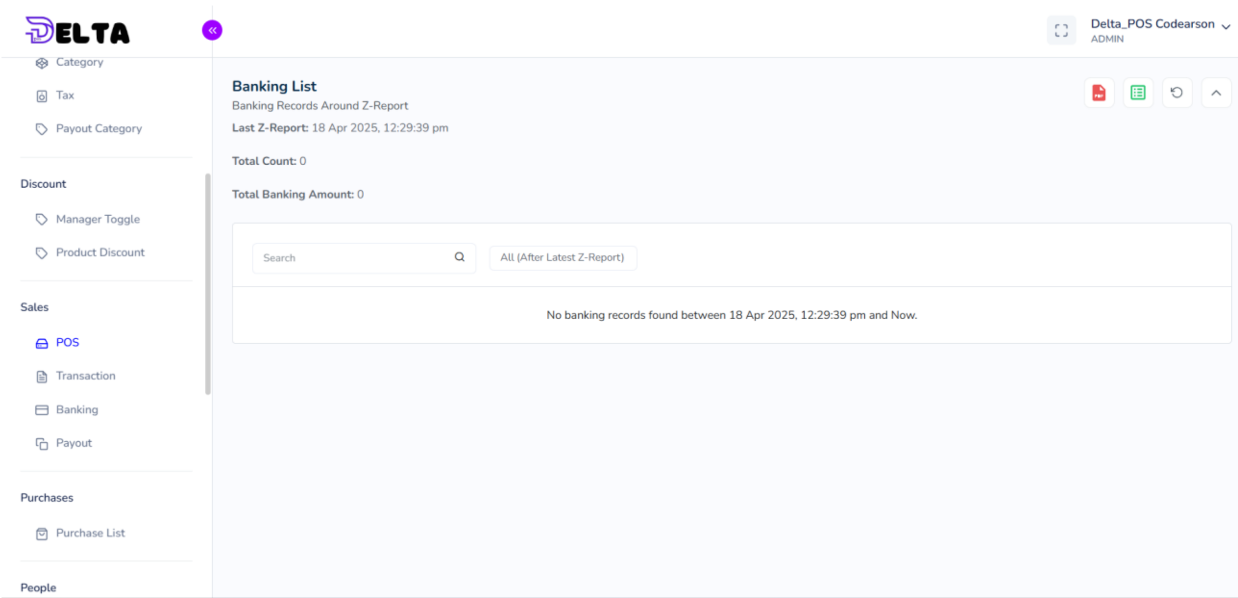
1. Sorting:

- Users can sort the table columns (e.g., Transaction ID, Total Amount, Date Time) by clicking on the column headers. This helps organize the data based on specific criteria.

2. Pagination:

- If there are many transactions, the system automatically paginates the results. Users can navigate through pages to view all entries.

BANKING



The Banking List page is part of the Sales module and can be accessed via the sidebar menu under Banking. It offers a concise summary of banking records, allowing users to track financial transactions efficiently.

Key Sections:

Header Section:

- Last Z-Report Date: Displays the timestamp of the most recent Z-Report
- Total Count: Shows the total number of banking records.
- Total Banking Amount: Displays the cumulative amount of all banking transactions.

Search Bar:

- A search bar at the top allows users to filter banking records by specific criteria, such as transaction details or dates.

Filter Options:

- A dropdown menu labeled All (After Latest Z-Report) enables users to view banking records based on specific timeframes.

Main Content Area:

- If there are no records, a message will display: "No banking records found between [start date] and Now."
- When records are available, they will be listed here with relevant details.

Export Options:

- At the top-right corner, there are icons for exporting the banking list to formats like PDF and Excel, allowing users to download and analyze data offline.

Key Functionalities

A. Viewing Banking Records

1. Last Z-Report Date:

- The system automatically tracks the timestamp of the most recent Z-Report, providing context for when the banking records were last updated.

2. Total Count and Total Banking Amount:

- These metrics give users an overview of the number of banking transactions and the total monetary value involved.

3. Search Bar:

- Use the search bar to filter banking records by entering keywords or identifiers. This helps locate specific transactions quickly.

4. Filter Options:

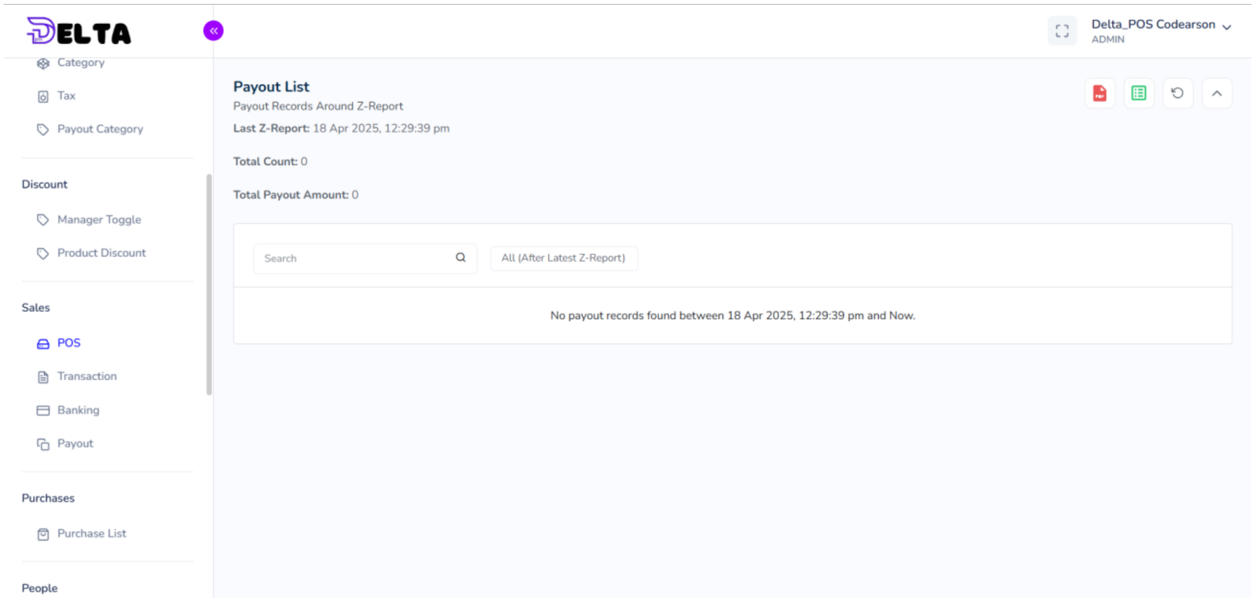
- The All (After Latest Z-Report) dropdown allows users to refine the list based on specific criteria, such as viewing records after the latest Z-Report or within a custom timeframe.

B. Exporting Reports

1. Export Options:

- Click the export icons at the top-right corner to save the banking list in formats like PDF or Excel. This feature is useful for generating reports for financial analysis, audits, or sharing with stakeholders.

PAYOUT



The Payout List page is part of the Sales module and can be accessed via the sidebar menu under Payout. It offers a concise summary of payout records, allowing users to track financial transactions efficiently.

Key Sections:

Header Section:

- Last Z-Report Date: Displays the timestamp of the most recent Z-Report (e.g., "18 Apr 2025, 12:29:39 pm").
- Total Count: Shows the total number of payout records.
- Total Payout Amount: Displays the cumulative amount of all payout transactions.

Search Bar:

- A search bar at the top allows users to filter payout records by specific criteria, such as transaction details or dates.

Filter Options:

- A dropdown menu labeled All (After Latest Z-Report) enables users to view payout records based on specific timeframes or conditions.

Main Content Area:

- If there are no records, a message will display: "No payout records found between [start date] and Now."
- When records are available, they will be listed here with relevant details.

Export Options:

- At the top-right corner, there are icons for exporting the payout list to formats like PDF and Excel, allowing users to download and analyze data offline.

Key Functionalities

A. Viewing Payout Records

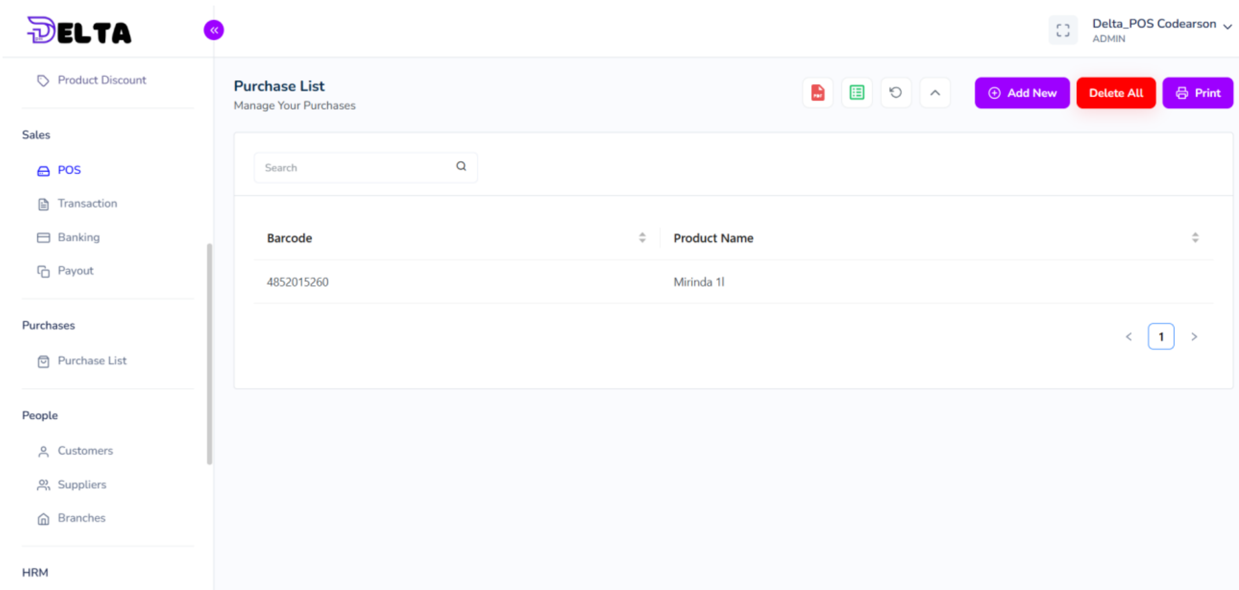
1. Last Z-Report Date:

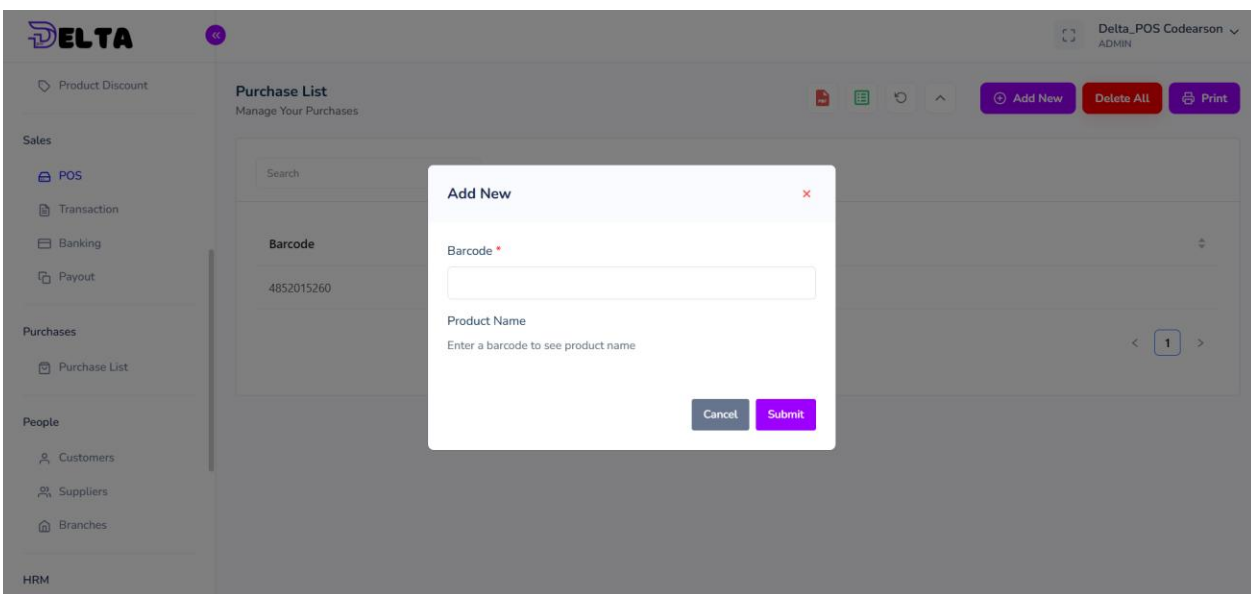
- The system automatically tracks the timestamp of the most recent Z-Report, providing context for when the payout records were last updated.

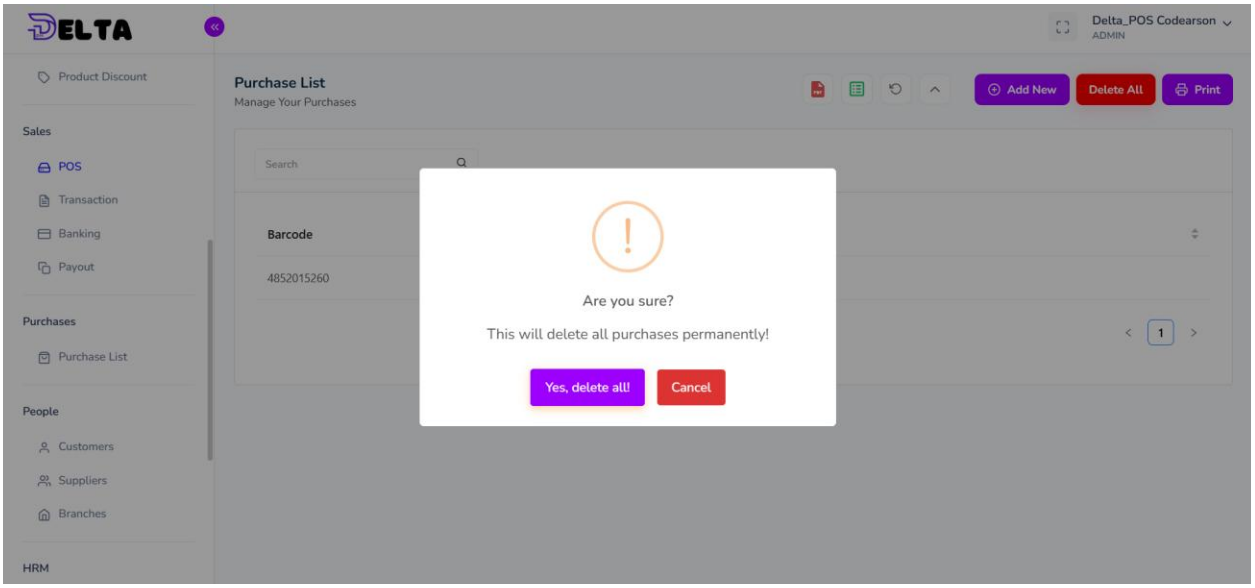
2. Total Count and Total Payout Amount:

- These metrics give users an overview of the number of payout transactions and the total monetary value involved.

PURCHASE LIST







The Purchase List page is part of the Purchases module and can be accessed via the sidebar menu under Purchase List. It offers a concise summary of all purchase records, enabling users to filter, search, and export data as needed.

Key Sections:

Header Section:

- Buttons:
    - Add New: Allows users to add new purchase records.
    - Delete All: Deletes all existing purchase records (with caution).
    - Print: Exports the purchase list in a printable format.
- Search Bar:

A search bar at the top allows users to quickly find specific purchase records by entering keywords or identifiers.

- Main Table:
    - Displays detailed information about each purchase:
        - Barcode: The unique barcode associated with the product.
        - Product Name: The name of the purchased product.
- Pagination controls are available at the bottom to navigate through multiple pages if there are many records.

Key Functionalities

A. Managing Purchase Records

1. Add New Purchase:

- Click the Add New button to create a new purchase record. This will open a form where users can enter details such as:

    1.Product Name

    2.Barcode

    3.Quantity

    4.Purchase Price

    5.Date of Purchase

    6.Supplier Information (if applicable)

2. Delete All Purchases:

- Use the Delete All button to remove all existing purchase records. Exercise caution when using this feature, as it permanently deletes all data.

3. Print Purchase List:

- Click the Print button to generate a printable version of the purchase list. This is useful for record-keeping and audits.

B. Searching and Filtering

1. Search Bar:

- Use the search bar to quickly locate specific purchase records by typing in keywords such as product names, barcodes, or other relevant details.

2. Sorting:

  - Users can sort the table columns (e.g., Barcode, Product Name) by clicking on the column headers. This helps organize the data based on specific criteria.

C. Pagination:

1. Navigating Pages:

- If there are multiple purchase records, the system automatically paginates the results. Use the pagination controls at the bottom to navigate through different pages.

3. Step-by-Step Guide for Managing Purchase Records

1. Access the Purchase List Page:

- Navigate to the Purchases module in the sidebar and click on Purchase List.

2. Add a New Purchase:

- Click the Add New button to open the purchase entry form.
- Fill in all required fields, such as product details, quantity, and purchase price.

- Save the record to add it to the purchase list.

3. Search for Specific Purchases:

- Use the search bar to find specific purchase records by entering keywords like product names or barcodes.

4. Edit Existing Purchases:

- Locate the purchase record you want to edit and use the appropriate action buttons (if available) to modify details such as quantity, price, or other fields.

5. Delete Purchases:

- To delete all purchases, click the Delete All button. Confirm the deletion if prompted.

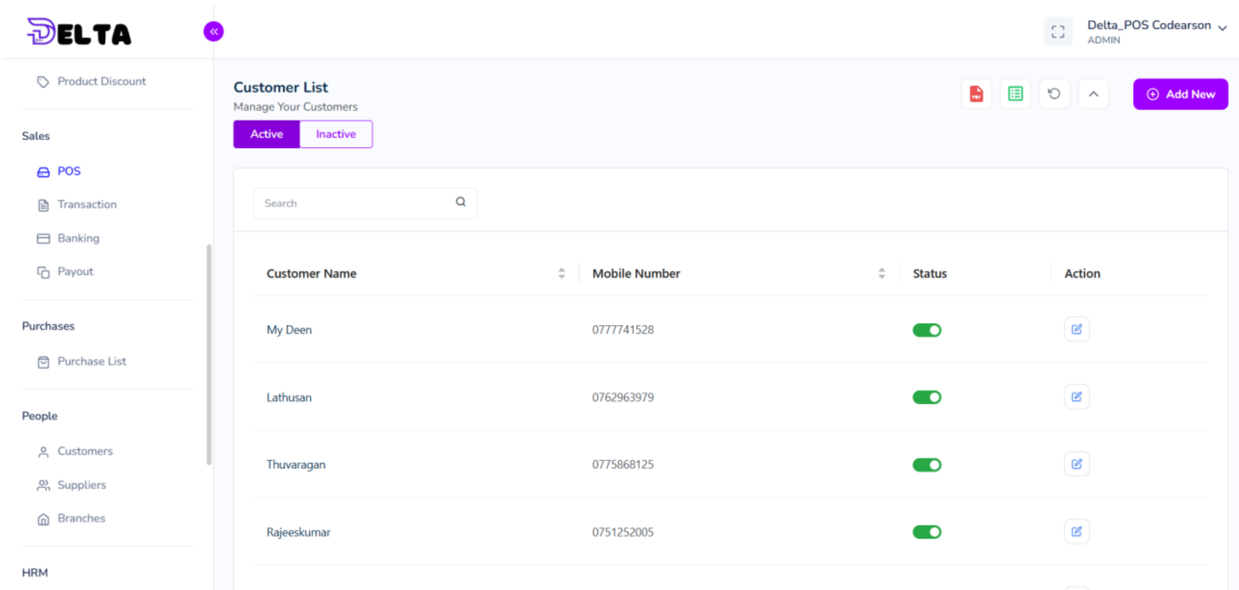
6. Export the Purchase List:

- Click the Print button to generate a printable version of the purchase list for record-keeping or reporting purposes.

7. Sort and Paginate:

- Sort the table columns to organize the data based on specific criteria.
- Use pagination controls to view additional pages if there are many records.

CUSTOMERS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People
Customers
Suppliers
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HRM
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Manage Your Customers
Add New
Active
Inactive
Search
Customer Name
Mobile Number
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Action
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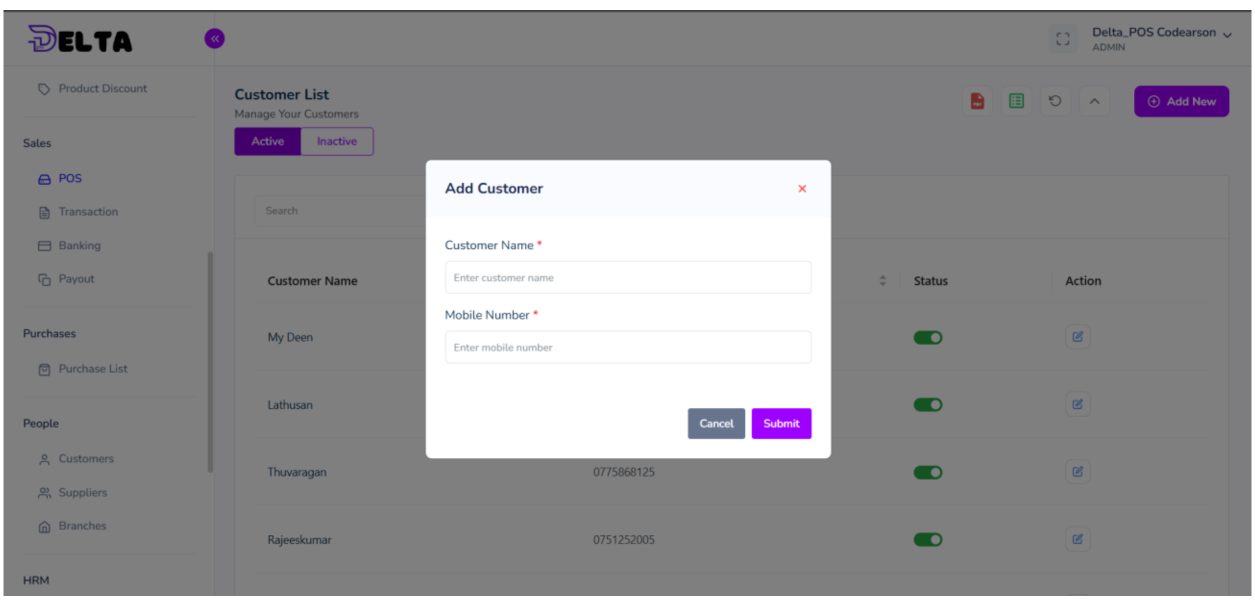
Lathusan
0762963979
Thuvaragan
0775868125
Rajeeskumar
0751252005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Sales
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Banking
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Purchases
Purchase List
People
Customers
Suppliers
Branches
HRM
Customer List
Manage Your Customers
Add New
Active
Inactive
Search
Customer Name
Status
Action
My Deen
Lathusan
Thuvaragan
0775868125
Rajeeskumar
0751252005
Add Customer
Customer Name *
Enter customer name
Mobile Number *
Enter mobile number
Cancel
Submit

The Customer List page is part of the People module and can be accessed via the sidebar menu under Customers. It provides a clear and organized view of all customer records, enabling users to filter, search, and manage customer data seamlessly.

Key Sections:

- Tabs for Active and Inactive Customers:
  - At the top of the page, there are two tabs: Active and Inactive.
  - By default, the Active tab is selected, showing all active customers currently in use.
  - If users want to see customers who are no longer active, they can switch to the Inactive tab.
- Search Bar:
    - A search bar is available at the top, allowing users to quickly find specific customers by typing their names or mobile numbers.
    - This feature is particularly useful for locating customers within a large database.
- Main Table:

The main part of the page is a table that displays detailed information about each customer:

1. Customer Name: The name of the customer (e.g., My Deen, Lathusan, Thuvaragan, Rajeeskumar).
2. Mobile Number: The contact number associated with the customer.
3. Status: Indicates whether the customer is active (shown by a green toggle) or inactive.
4. Action: Buttons to edit or update the customer’s details.

Additional Functionality:

1. Add New Customer:

- Users can click the "Add New" button at the top right to create a new customer record.
- The Add Customer form requires users to enter:
    - Customer Name: The full name of the new customer.
    - Mobile Number: The contact number of the customer.
- After filling out the form, users can save the new customer by clicking "Submit."

2. Edit Existing Customers:

- To edit a customer, users can click the "Edit" button in the Action column for the respective customer.
- This will open a modal or form where users can modify the customer’s name, mobile number, or status.

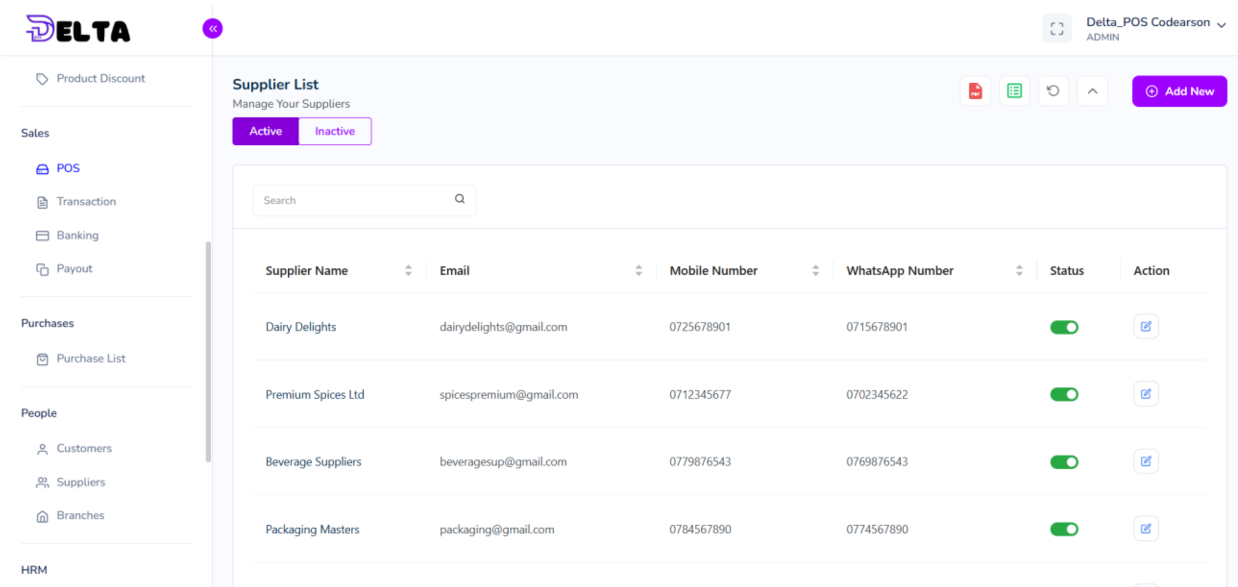
3. Toggle Customer Status:

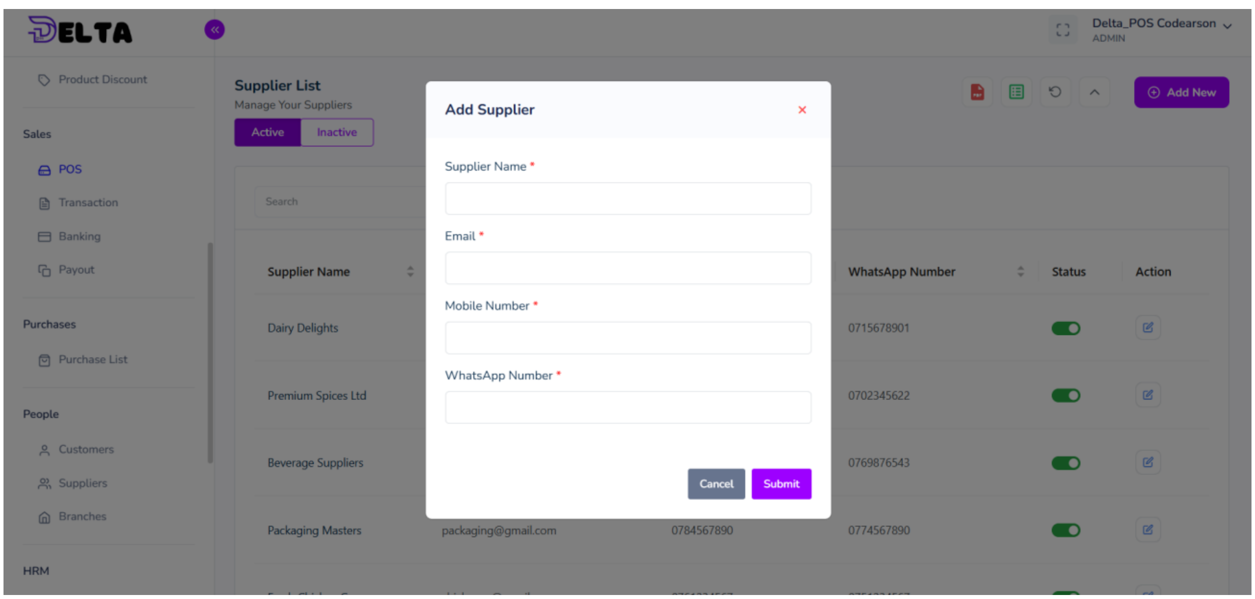
- Users can easily activate or deactivate a customer by toggling the Status switch in the Status column.

4. Export Options:

- The top-right corner includes icons for exporting the customer list to formats like PDF and Excel, allowing users to download and analyze data offline.

SUPPLIER LIST





The Supplier List page is part of the People module and can be accessed via the sidebar menu under Suppliers. It provides a clear and organized view of all supplier records, enabling users to filter, search, and manage supplier data seamlessly.

Key Sections:

Tabs for Active and Inactive Suppliers:

- At the top of the page, there are two tabs: Active and Inactive.
- By default, the Active tab is selected, showing all active suppliers currently in use.
- If users want to see suppliers who are no longer active, they can switch to the Inactive tab.

Search Bar:

- A search bar is available at the top, allowing users to quickly find specific suppliers by typing their names or contact details.
- This feature is particularly useful for locating suppliers within a large database.

Main Table:

The main part of the page is a table that displays detailed information about each supplier:

1. Supplier Name: The name of the supplier (e.g., Dairy Delights, Premium Spices Ltd, Beverage Suppliers, Packaging Masters).
2. Email: The email address associated with the supplier.
3. Mobile Number: The primary contact number for the supplier.
4. WhatsApp Number: An optional field for the supplier’s WhatsApp number.
5. Status: Indicates whether the supplier is active (shown by a green toggle) or inactive.
6. Action: Buttons to edit or update the supplier’s details.

Additional Functionality:

1. Add New Supplier:

- Users can click the "Add New" button at the top right to create a new supplier record.
- The Add Supplier form requires users to enter:
    - Supplier Name: The full name of the new supplier.
    - Email: The email address of the supplier.
    - Mobile Number: The primary contact number of the supplier.
    - WhatsApp Number: An optional field for the supplier's WhatsApp number.
- After filling out the form, users can save the new supplier by clicking "Submit."

2. Edit Existing Suppliers:

- To edit a supplier, users can click the "Edit" button in the Action column for the respective supplier.
- This will open a modal or form where users can modify the supplier's name, contact details, or status.

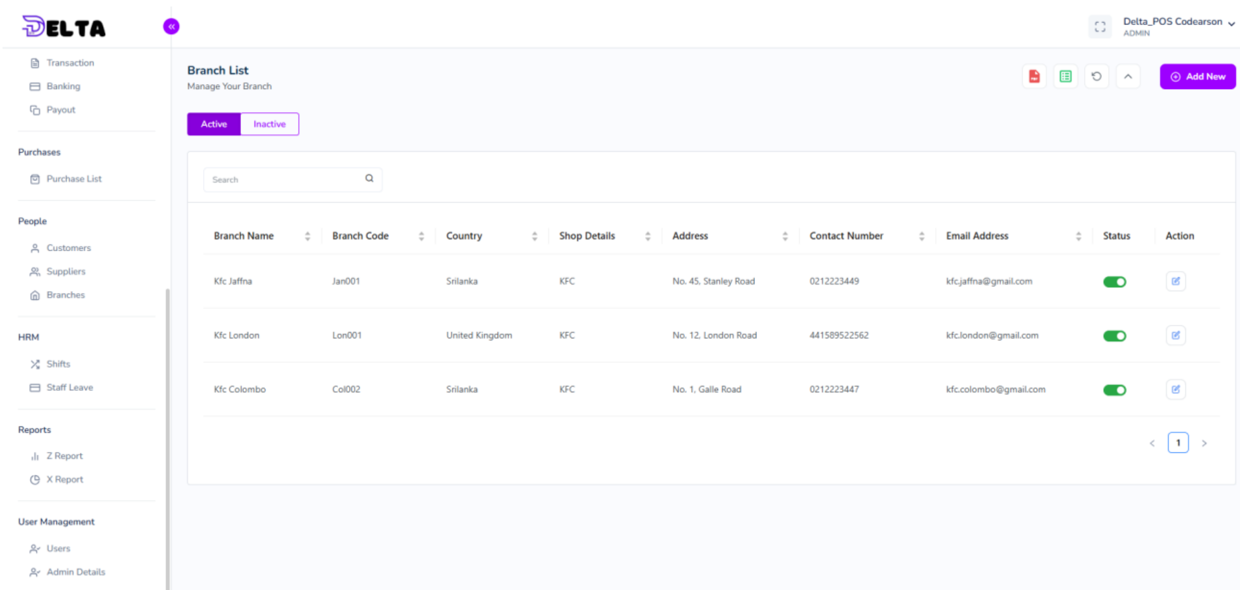
3. Toggle Supplier Status:

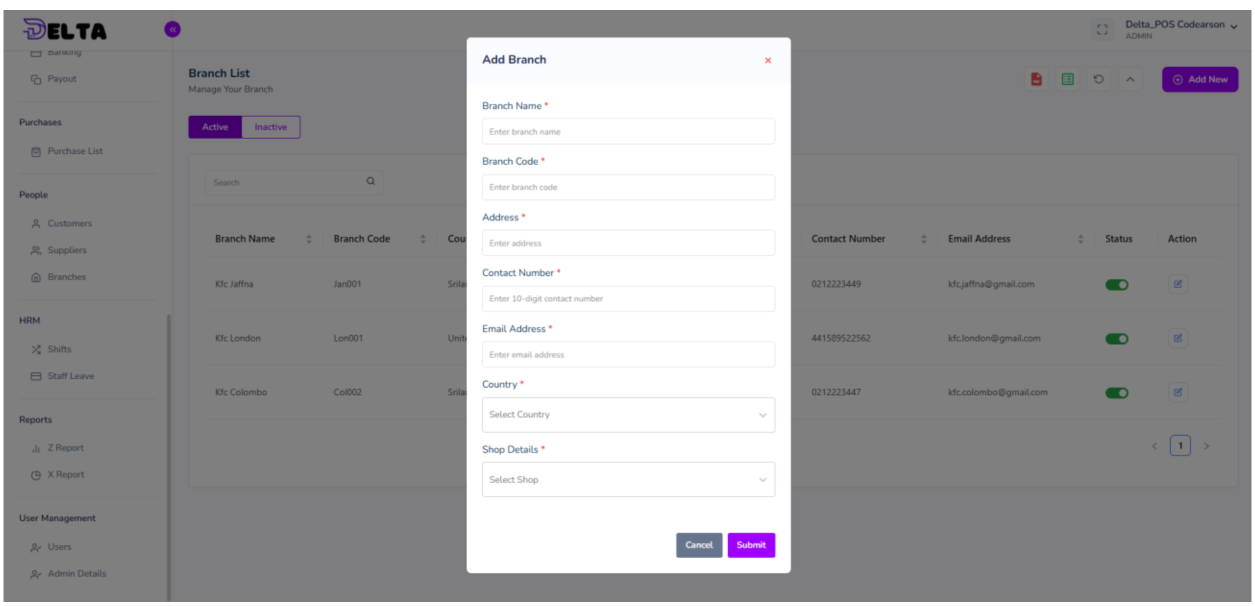
- Users can easily activate or deactivate a supplier by toggling the Status switch in the Status column.

4. Export Options:

- The top-right corner includes icons for exporting the supplier list to formats like PDF and Excel, allowing users to download and analyze data offline.

BRANCH LIST MANUAL





The Branch List page is part of the People module and can be accessed via the sidebar menu under Branches. It provides a clear and organized view of all branch records, enabling users to filter, search, and manage branch data seamlessly.

Key Sections:

Tabs for Active and Inactive Branches:

- **At the top of the page, there are two tabs: Active and Inactive.**
- **By default, the Active tab is selected, showing all active branches currently in use.**
- **If users want to see branches that are no longer active, they can switch to the Inactive tab.**

Search Bar:

- **A search bar is available at the top, allowing users to quickly find specific branches by typing their names or other details.**
- **This feature is particularly useful for locating branches within a large database.**

Main Table:

- **The main part of the page is a table that displays detailed information about each branch:**
  1. **Branch Name: The name of the branch (e.g., Kfc Jaffna, Kfc London, Kfc Colombo).**
  2. **Branch Code: A unique identifier for each branch.**
  3. **Country: The country where the branch is located.**
  4. **Shop Details: Additional information about the shop (e.g., KFC).**
  5. **Address: The physical address of the branch.**
  6. **Contact Number: The primary contact number for the branch.**
  7. **Email Address: The email address associated with the branch.**

8. **Status: Indicates whether the branch is active (shown by a green toggle) or inactive.**
9. **Action: Buttons to edit or update the branch's details.**

Additional Functionality:

1. Add New Branch:

- **Users can click the "Add New" button at the top right to create a new branch record.**
- **The Add Branch form requires users to enter:**
  - **Branch Name: The full name of the new branch.**
  - **Branch Code: A unique identifier for the branch.**
  - **Address: The physical address of the branch.**
  - **Contact Number: The primary contact number for the branch.**
  - **Email Address: The email address associated with the branch.**
  - **Country: The country where the branch is located.**
  - **Shop Details: Additional information about the shop (e.g., KFC).**

After filling out the form, users can save the new branch by clicking "Submit."

2. Edit Existing Branches:

- **To edit a branch, users can click the "Edit" button in the Action column for the respective branch.**
- **This will open a modal or form where users can modify the branch's details, such as name, address, contact information, or status.**

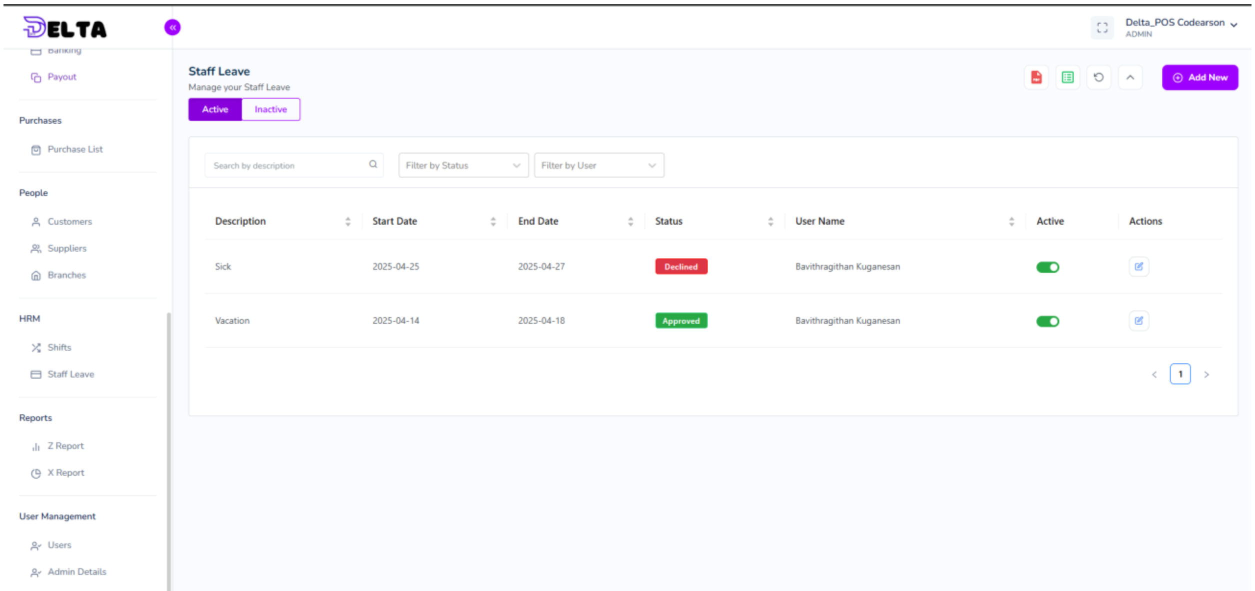
3. Toggle Branch Status:

- **Users can easily activate or deactivate a branch by toggling the Status switch in the Status column.**

4. Export Options:

- **The top-right corner includes icons for exporting the branch list to formats like PDF and Excel, allowing users to download and analyze data offline.**

STAFF LEAVE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Suppliers
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Staff Leave
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Admin Details
Staff Leave
Manage your Staff Leave
Active
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Add New
Search by description
Filter by Status
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Vacation
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Bavithragithan Kuganesan
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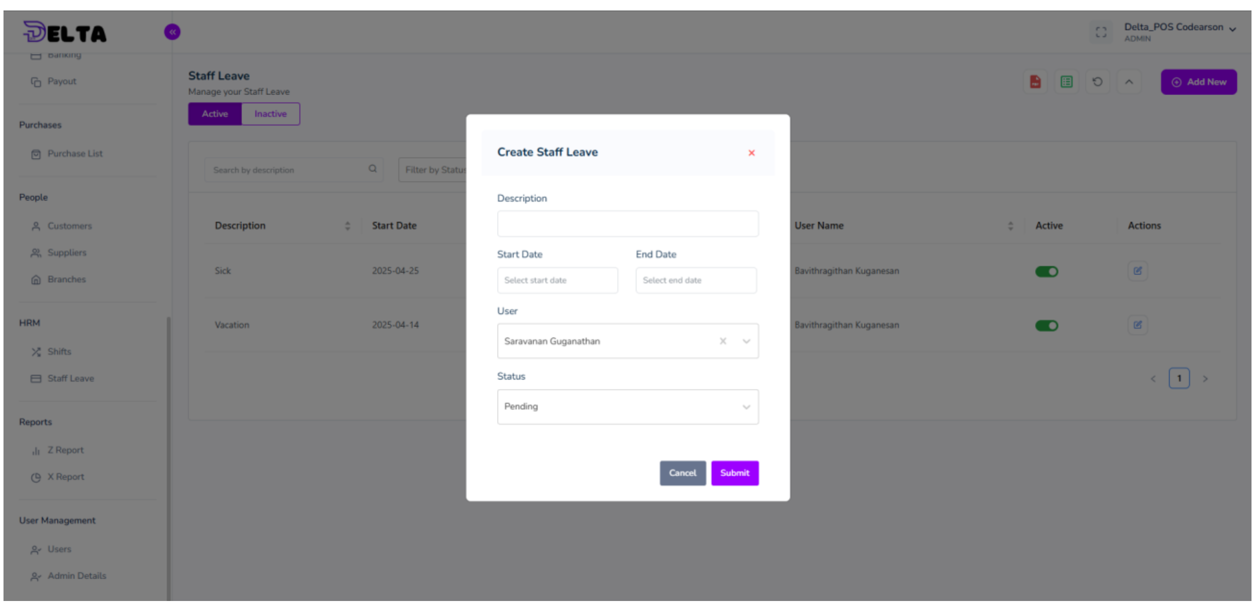

Create Staff Leave
Description
Start Date
End Date
Select start date
Select end date
User
Saravanan Guganathan
Status
Pending
Cancel
Submit

The Staff Leave page is part of the HRM module and can be accessed via the sidebar menu under Staff Leave. It provides a clear and organized view of all leave requests, enabling users to filter, search, and manage leave data seamlessly.

Key Sections:

Tabs for Active and Inactive Leave Requests:

- **At the top of the page, there are two tabs: Active and Inactive.**
- **By default, the Active tab is selected, showing all active leave requests currently in use.**
- **If users want to see leave requests that are no longer active, they can switch to the Inactive tab.**

Search Bar and Filters:

- **A search bar is available at the top, allowing users to quickly find specific leave requests by typing keywords or descriptions.**
- **There are also dropdown filters for:**
    - **Filter by Status: Allows users to filter leave requests based on their status (e.g., Pending, Approved, Declined).**
    - **Filter by User: Enables users to view leave requests for specific employees.**

Main Table:

- **The main part of the page is a table that displays detailed information about each leave request:**
  1. **Description: The reason for the leave (e.g., Sick, Vacation).**
  2. **Start Date: The date when the leave begins.**
  3. **End Date: The date when the leave ends.**
  4. **Status: Indicates the current status of the leave request (e.g., Pending, Approved, and Declined).**
  5. **User Name: The name of the employee requesting the leave.**
  6. **Active: Shows whether the leave request is active (indicated by a green toggle).**
  7. **Actions: Buttons to edit or update the leave request's details.**

Additional Functionality:

1. Add New Leave Request:

- **Users can click the "Add New" button at the top right to create a new leave request.**
- **The Create Staff Leave form requires users to enter:**
  - **Description: The reason for the leave (e.g., Sick, Vacation).**
  - **Start Date: The date when the leave begins.**
  - **End Date: The date when the leave ends.**
  - **User: The employee requesting the leave.**
  - **Status: The current status of the leave request (e.g., Pending, Approved, Declined).**

- **After filling out the form, users can save the new leave request by clicking "Submit."**

2. Edit Existing Leave Requests:

- **To edit a leave request, users can click the "Edit" button in the Actions column for the respective leave request.**
- **This will open a modal or form where users can modify the leave request’s details, such as description, dates, user, or status.**

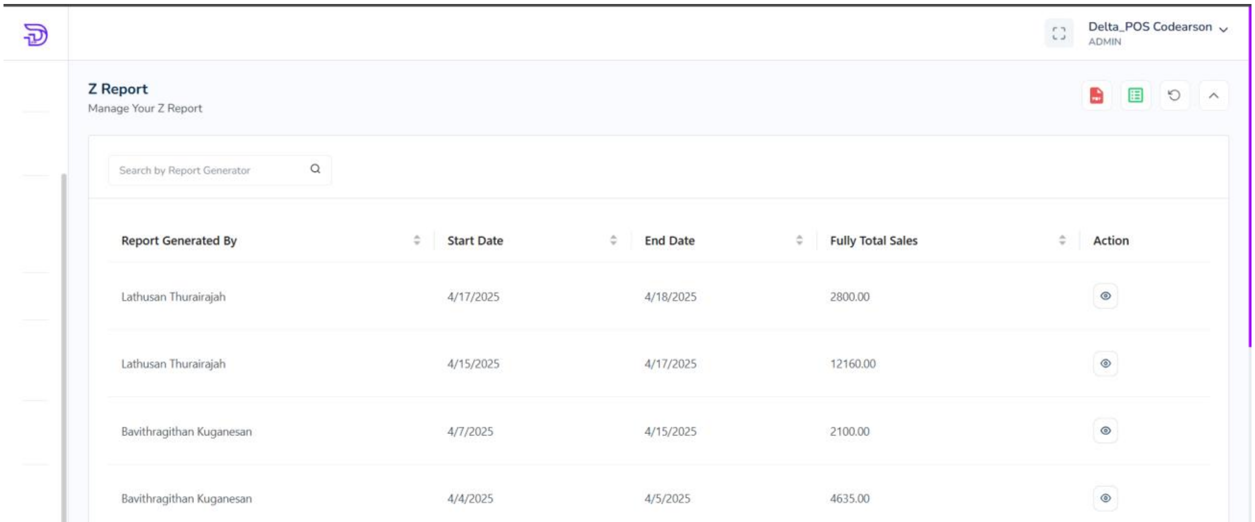
3. Toggle Leave Request Status:

- **Users can easily activate or deactivate a leave request by toggling the Active switch in the Active column.**

4. Export Options:

- **The top-right corner includes icons for exporting the leave list to formats like PDF and Excel, allowing users to download and analyze data offline.**

Z Report



The Z Report page is part of the Reports module and can be accessed via the sidebar menu under Z Report. It offers a concise summary of all generated Z Reports, enabling users to filter, search, and export data as needed.

Key Sections:

- **Header Section:**
  - **Title: "Z Report" with a subtitle "Manage Your Z Report."**
  - **Search Bar: Allows users to quickly find specific reports by typing keywords or identifiers.**
  - **Export Options: Icons at the top-right corner for exporting the report in formats like PDF and Excel, ensuring that data can be downloaded and analyzed offline.**

Main Table:

Displays detailed information about each Z Report:

1. **Report Generated By: The user who generated the report (e.g., Lathusan Thurairajah, Bavithragithan Kuganesan).**
2. **Start Date: The start date of the reporting period.**
3. **End Date: The end date of the reporting period.**
4. **Fully Total Sales: The total sales amount for the specified period.**
5. **Action: Buttons to view or download individual reports.**

Key Functionalities

A. Searching and Filtering Reports

1. Search Bar:

- **Use the search bar at the top to quickly locate specific Z Reports by entering keywords such as the user's name or dates.**

2. Sorting:

- **Users can sort the table columns (e.g., Report Generated By, Start Date, End Date, Fully Total Sales) by clicking on the column headers. This helps organize the data based on specific criteria.**

B. Viewing Individual Reports

1. Action Button:

- **Click the eye icon in the Action column to view detailed information about a specific Z Report. This will open a modal or new page showing comprehensive sales data for the selected period, including itemized transactions, totals, and other relevant metrics.**

C. Exporting Reports

1. Export Options:

- **Use the icons at the top-right corner to export the Z Report data to formats like PDF and Excel. This feature is particularly useful for generating reports for financial analysis, audits, or sharing with stakeholders.**

D. Managing Multiple Pages

1. Pagination:

- **If there are multiple Z Reports, the system automatically paginates the results. Use the pagination controls at the bottom to navigate through different pages.**

3. Step-by-Step Guide for Managing Z Reports

1. Access the Z Report Page:

- **Navigate to the Reports module in the sidebar and click on Z Report.**

2. Search for Specific Reports:

- **Use the search bar to quickly locate reports based on keywords such as the user's name, dates, or sales amounts.**

3. Sort Reports:

- **Click on column headers (e.g., Start Date, Fully Total Sales) to sort the reports in ascending or descending order.**

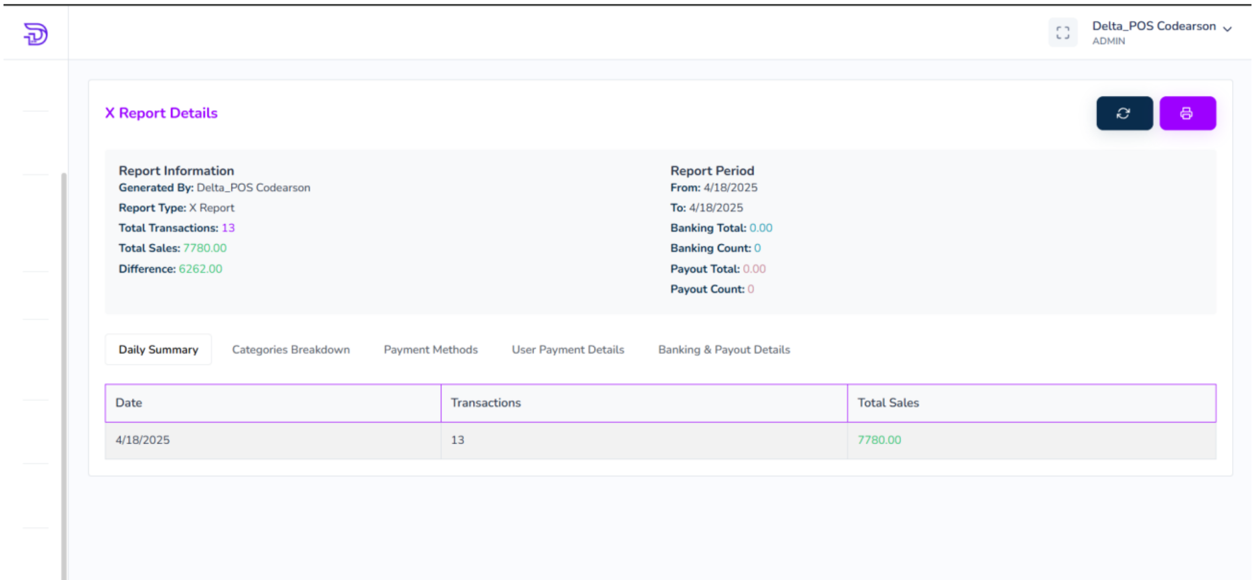
4. View Detailed Reports:

- **Click the eye icon in the Action column to open a detailed view of a specific Z Report. This provides insights into sales breakdowns, transaction details, and other relevant information.**

5. Export Reports:

- **Click the export icons at the top-right corner to save the Z Report in PDF or Excel format for offline analysis or sharing.**

X REPORT DETAILS



The X Report Details page is part of the Reports module and can be accessed via the sidebar menu under X Report. It offers a concise summary of key financial metrics and allows users to drill down into more detailed reports for deeper analysis.

Key Sections:

- **Report Information:**
    - **Displays metadata about the report:**
        - **Generated By: The user who generated the report (Delta_POS Codearson).**
        - **Report Type: Specifies that this is an X Report.**
        - **Total Sales: The total amount of sales recorded during the reporting period.**
        - **Difference: The discrepancy between expected and actual totals, if any.**

Report Period:

- **Indicates the start and end dates of the reporting period (e.g., From: 4/18/2025, To: 4/18/2025).**

Financial Summary:

Provides an overview of banking and payout details:

- **Banking Total: The total amount deposited or withdrawn from the bank account.**
- **Banking Count: The number of banking transactions.**
- **Payout Total: The total amount paid out during the reporting period.**
- **Payout Count: The number of payout transactions.**

Tabs for Detailed Reports:

- **At the top, there are several tabs that allow users to view different aspects of the report:**
  - **Daily Summary: Shows a summary of daily transactions and sales.**
  - **Categories Breakdown: Provides a breakdown of sales by product categories.**
  - **Payment Methods: Displays the distribution of payments by method (e.g., Cash, Card, etc.).**
  - **User Payment Details: Shows payment details by user.**
  - **Banking & Payout Details: Offers insights into banking and payout activities.**

Key Functionalities

A. Report Information

1. Generated By: Identifies the user who created the report.

2. Report Type: Confirms that this is an X Report.

3. Total Transactions: The total number of transactions recorded during the period.

4. Total Sales: The cumulative sales amount for the reporting period.

5. Difference: Highlights any discrepancies between expected and actual totals, which may require investigation.

B. Report Period

Specifies the exact timeframe covered by the report, allowing users to compare data across different periods.

C. Financial Summary

- **Banking Total and Banking Count: Tracks deposits and withdrawals from the bank account.**
- **Payout Total and Payout Count: Monitors payouts made during the reporting period.**

D. Detailed Reports

1. Daily Summary:

Provides a high-level overview of daily transactions and sales.

2. Categories Breakdown:

- **Shows how sales are distributed across different product categories.**

- **Helps identify top-selling categories and areas for improvement.**

3. Payment Methods:

- **Displays the distribution of payments by method (e.g., Cash, Card, etc.).**
- **Useful for understanding customer payment preferences.**

4. User Payment Details:

- **Provides payment details by user, helping to track individual performance and accountability.**

5. Banking & Payout Details:

- **Offers insights into banking and payout activities, ensuring transparency in financial transactions.**

E. Export Options:

- **While not explicitly shown in the image, most reporting pages include options to export the report in formats like PDF or Excel for offline analysis or sharing with stakeholders.**

3. Step-by-Step Guide for Analyzing the X Report

1. Access the X Report Details Page:

- **Navigate to the Reports module in the sidebar and click on X Report.**

2. Review Report Information:

- **Check the Report Information section to verify who generated the report, the report type, total transactions, total sales, and any differences.**

3. Examine the Report Period:

Confirm the start and end dates of the reporting period to ensure it aligns with the desired timeframe.

4. Analyze Financial Summary:

Review the Banking Total, Banking Count, Payout Total, and Payout Count to understand cash flow and payout activities.

5. Drill Down into Detailed Reports:

Click on the tabs at the top (e.g., Daily Summary, Categories Breakdown, Payment Methods) to explore more granular data.

6. Export the Report:

If needed, use the export options (not shown in the image but typically available) to save the report in PDF or Excel format for further analysis or sharing.

4. Best Practices and Tips

- **Regularly Generate Reports: Ensure that X Reports are generated daily or as frequently as needed to maintain up-to-date financial records.**
- **Monitor Differences: Pay close attention to the Difference field. Any discrepancies should be investigated promptly to ensure accuracy.**
- **Use Filters and Sorting: Leverage the detailed report tabs to filter and sort data based on specific criteria, such as date ranges or payment methods.**

- **Export Regularly: Save reports in PDF or Excel formats for record-keeping and financial analysis.**
- **Review Daily Summary: Start with the Daily Summary tab to get an overview before diving into more detailed reports.**