POINT OF SALE SYSTEM

User Manual

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Table of Contents

1   Login Page

- Enter User Name and Password

1.1.   Administration Login

1. Select

2. Click to Login as Admin

1.2. Cashier Login

1. Select
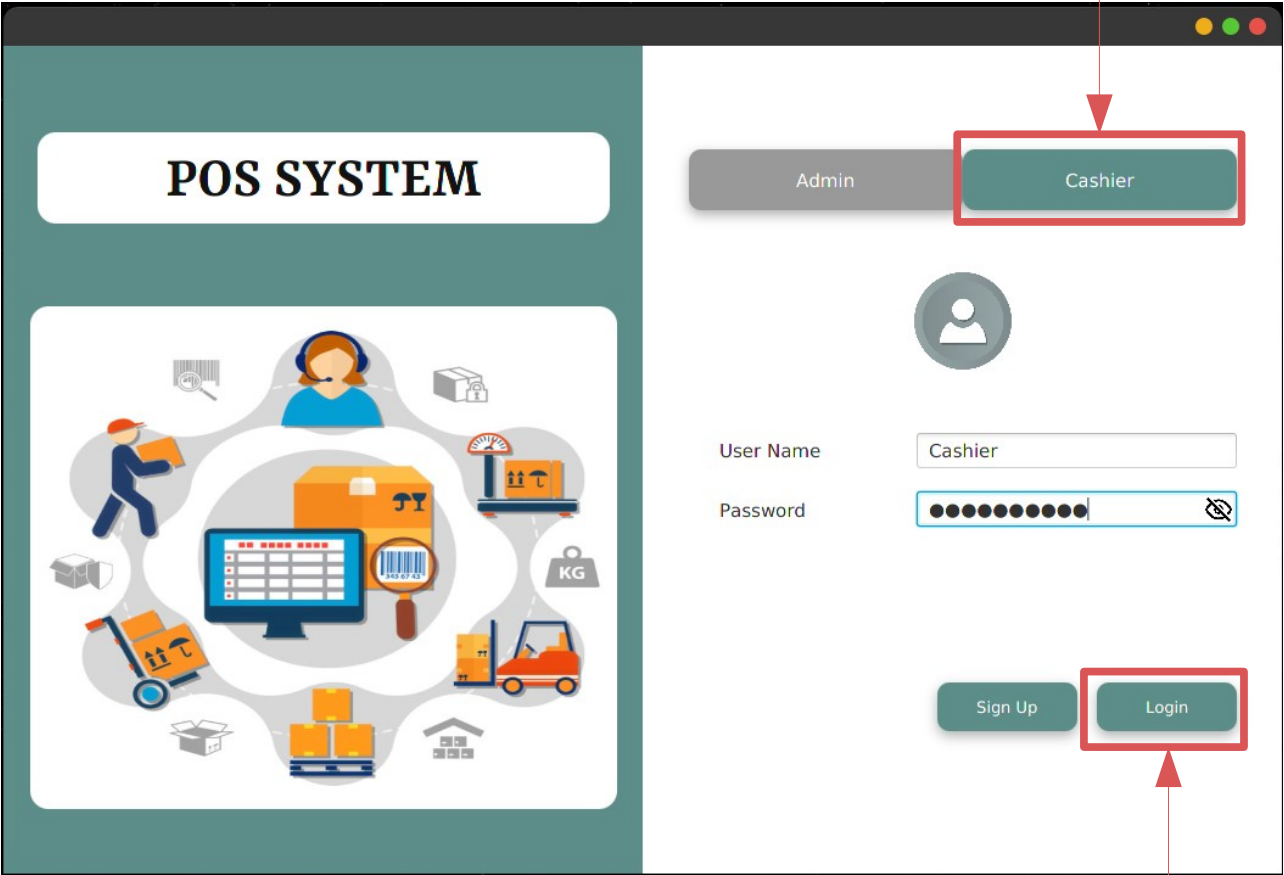
2. Click to Login as Cashier

2   Dashboard

2.1.   Dashboard for Administration

- Shows the Administrative Tasks

Register New Items,
Modify Item Details,
Remove Items

Daily/Monthly/Annual Reports,
Customer wise Income,
View Most Movable Item,
View Least Movable Item

Manage Items

System Reports

Customers

Items

Orders

Order Details

View Customer Details

View Item Details

View Orders Placed

View Orders Details
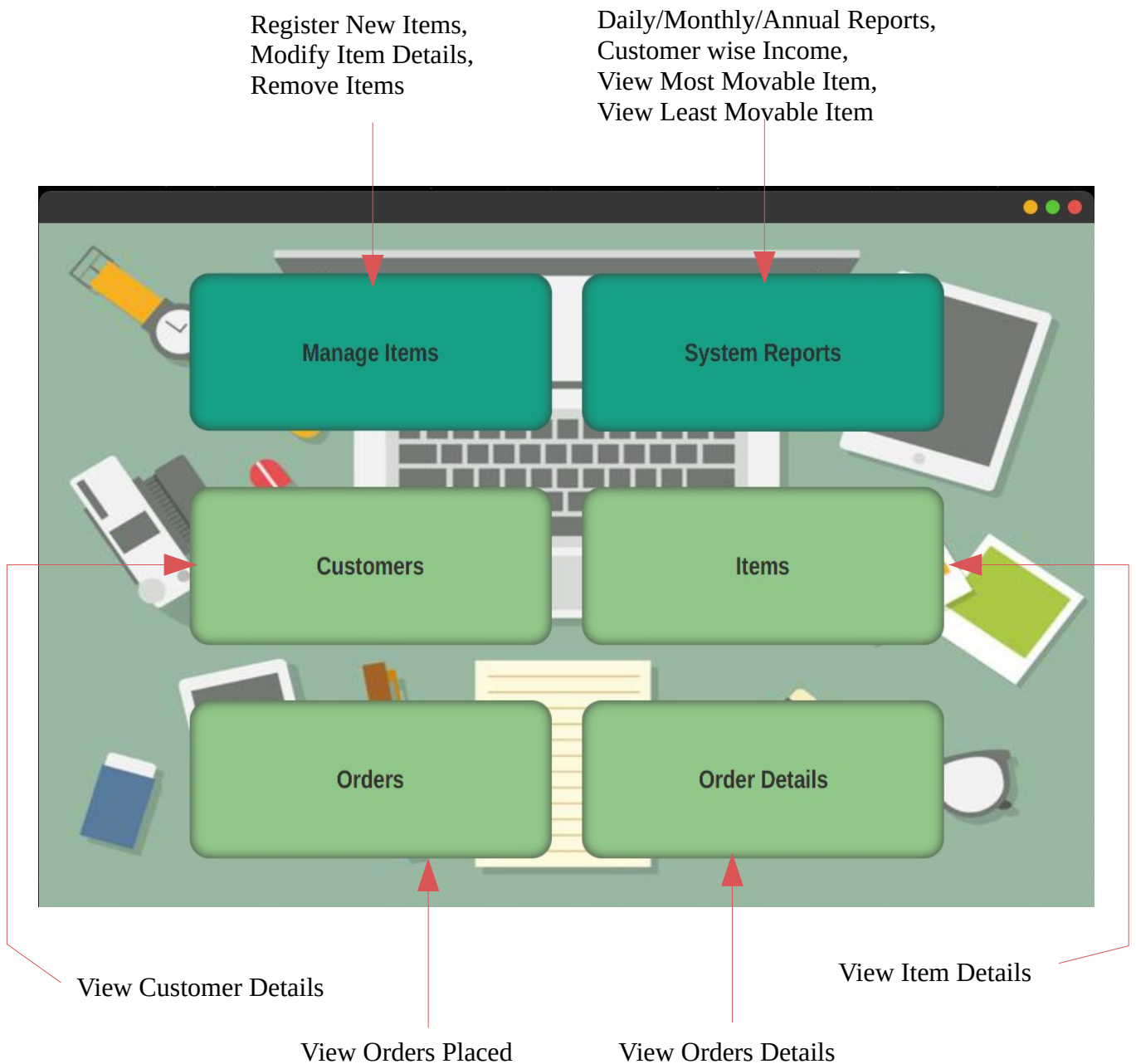
2.2. Dashboard for Users/Cashiers

- Shows the User/Cashier Tasks

Add New Customer,
Place Customer Orders,
Make Payment

Modify Order Details,
Remove Orders

Place Customer Order

Manage Orders

Customers

Items

Orders

Order Details

View Customer Details

View Item Details

View Orders Placed

View Orders Details
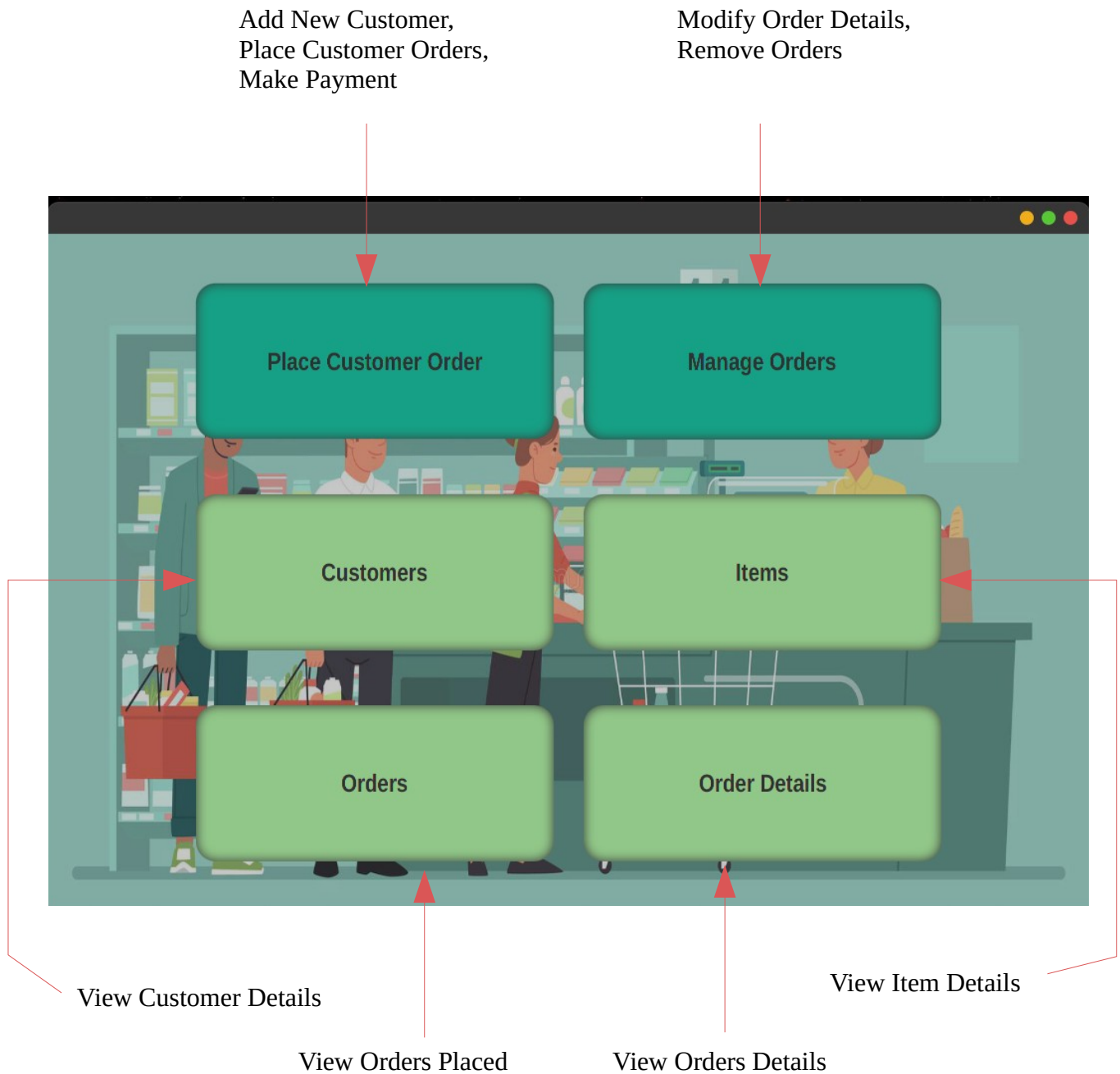
3   Administrative Tasks

3.1.   Manage Items

Back To Admin Dashboard

Select and search a Item to modify

List of Items currently available in the Stock

Clear Fields

Logout

Manage Items

Item Code ▼   Search

| Item Code | Description | Pack Size | Unit Price (Rs) |
| Qty On Hand | Discount per Item(% | | Clear |

Item Code	Description	Pack Size	Unit Price (Rs)	Qty On Hand	Discount (%)
I-001	Potatoes	5 Kg	130.0	64	10
I-002	Red Rice	10 Kg	75.0	134	15
I-003	Dhal	10 Kg	110.0	114	12
I-004	White Sugar	5 Kg	107.0	63	10
I-005	Wheat Flour	10 packets	86.0	35	8
I-006	Eggs	50 eggs	10.0	70	5
I-007	Yogurt	20 cups	25.0	57	5

Remove Item   Edit Item   Add New Item

Remove Item

Add New Item to the System

Edit Item
(save changes to the table)

- In order to edit or remove items, items can be search by the drop down list of Item Codes or by referring the table.

- Once an Item is searched/selected Item details are loaded to the fields and the "Remove Item" and "Edit Item" buttons will be enabled while "Add New Item" button will be disabled.

- "Remove Item" and "Edit Item" buttons will remain disabled until an Item is searched for /selected to modify.

Add New Customer

- Fill in the required details of the new Item to be added and click the "Add New Button".

Edit Item

- Edit the required Item details in the fields and click the "Edit Item" button to save modifications.

Remove Item

- Select an Item from the list and click "Remove Item" button.

3.2. System Reports

- View Daily, Monthly, Annual and Customer wise Income Reports.

Back To Admin Dashboard

Display the most movable Item   Display the least movable Item   Logout
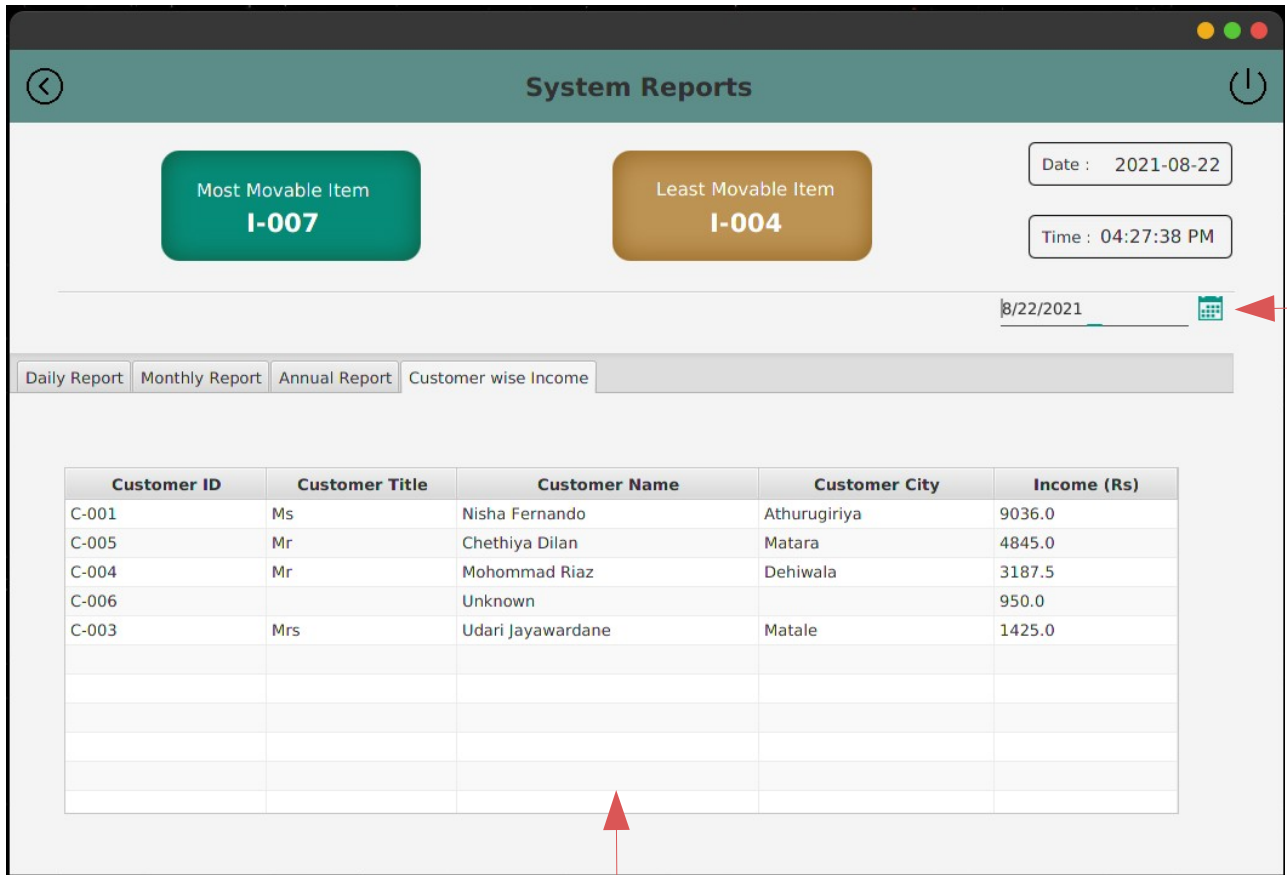

System Reports

Most Movable Item
I-007

Least Movable Item
I-004

Date :   2021-08-22

Time : 04:09:09 PM

8/21/2021

| Daily Report | Monthly Report | Annual Report | Customer wise Income |

Item Code	Description	Sales Quantity	Income (Rs)
I-001	Potatoes	5	2925.0
I-002	Red Rice	6	3825.0
I-003	Dhal	7	6776.0
I-004	White Sugar	3	1444.5
I-005	Wheat Flour	2	1582.4
I-006	Eggs	4	1900.0
I-007	Yogurt	2	950.0

Pick a date to view the corresponding
reports of the selected date

Daily Report for
21 st of August 2021

System Reports

	Most Movable Item **I-007**	Least Movable Item **I-004**	Date : 2021-08-22
			Time : 04:27:38 PM

8/22/2021 🔲 ← Selected Date

Daily Report | Monthly Report | Annual Report | Customer wise Income

Customer ID	Customer Title	Customer Name	Customer City	Income (Rs)
C-001	Ms	Nisha Fernando	Athurugiriya	9036.0
C-005	Mr	Chethiya Dilan	Matara	4845.0
C-004	Mr	Mohommad Riaz	Dehiwala	3187.5
C-006		Unknown		950.0
C-003	Mrs	Udari Jayawardane	Matale	1425.0

Customer wise Income Report
for 22 st of August 2021

4 Cashier/User Tasks

4.1. Place Customer Order

Back to Cashier Dashboard

Select an existing Customer to place the next Order

ID of the next Order to be placed

Add New Customer to place the next Order after filling the Customer Details

Logout

Select Items to Order by Item Code or Item Description

Add Selected Items to the List (Make sure to add the quantity requested)

Displays the List of Items to be Ordered

Place Customer Order

		Unit Price (Rs)		Discount per Unit(%)		Add To List

Item Code	Description	Pack Size	Unit Price (Rs)	Order QTY	Subtotal (Rs)	Discount (Rs)	Total (Rs)
I-005	Wheat Flour	10 packets	86.0	5	4300.0	344.0	3956.0
I-007	Yogurt	20 cups	25.0	3	1500.0	75.0	1425.0
I-001	Potatoes	5 Kg	130.0	3	1950.0	195.0	1755.0

Order Subtotal	: Rs	7750.0	Amount Paid	: Rs	0.00	Payment Date	:	Date
Total Discount	: Rs	614.0	Balance	: Rs	0.00	Payment Time	:	Time
Order Cost	: Rs	7136.0						

Rs : 0.00   Pay Now

Cancel   Confirm Order

Total Cost of the Order to be placed

Make Payment

Cancel Order

Confirm and Place Order (enabled when items are added to the list)

Edit Order Quantity

- To Edit the "order QTY" of an Item added to the list :

  - right click the specific row of the Item in the list and choose "Edit Item"

  - once the Item details are loaded to the fields change the "order QTY" as required

  - add the Item to the list again

Remove Item from the List

- To Remove an Item from the list :

  - right click the selected row and choose "Remove Item"

Confirm Order

- In order to place the Order, make sure the Payment has been done.

- Order can be placed without adding details of a Customer (Unknown Customer).

4.2. Manage Customer Orders

ID of the Customer whose Orders are being modified/updated

Search for Orders made by a particular Customer

Enter Customer ID

List of Orders done by the given Customer

To get extra Items from the Stock

To send the Ordered Items back to stock

To move the Ordered Items to Trash(if any issue)

Update the Item
with modified
details to the list

Manage Customer Orders

| O-001 |
| O-002 |
| O-006 |
| O-008 |

Item Code :   I-005   Description :   Wheat Flour   Unit Price (Rs) :   86.0

Pack Size : 10 packets   Discount per Item(Rs) :   430.0   Qty On Hand :   35   Order QTY :   5   **Edit Order**

Transfer Order   :   ☐ From Stock   ☐ Back To Stock   ☐ To Trash

Remove Item

Item Code	Description	Pack Size	Unit Price (Rs)	Order Qty	Subtotal(Rs)	Discount(Rs)	Total(Rs)
I-001	Potatoes	5 Kg	130.0	4	2600.0	260.0	2340.0
I-005	Wheat Flour	10 packets	86.0	5	4300.0	430.0	3870.0
I-007	Yogurt	20 cups	25.0	3	1500.0	150.0	1350.0

Cancel   **Confirm Edits**

Remove the selected
Item from the Order

Manage Customer Orders

Transfer Order : ☐ From Stock ☐ Back To Stock ☐ To Trash

Remove Item

Item Code	Description	Pack Size	Unit Price (Rs)	Order Qty	Subtotal(Rs)	Discount(Rs)	Total(Rs)
I-001	Potatoes	5 Kg	130.0	4	2600.0	260.0	2340.0
I-005	Wheat Flour	10 packets	86.0	5	4300.0	430.0	3870.0
I-007	Yogurt	20 cups	25.0	3	1500.0	150.0	1350.0

O-001
O-002
O-006
O-008

Order Subtotal	: Rs	7750.0	Order New Cost	: Rs	7560.0	Modified Date	:	Date
Total Discount	: Rs	614.0	Refund	: Rs	0.00	Modified TIme	:	Time
Order Cost	: Rs	7136.0	Amount To Pay	: Rs	424.0			

Cancel

Confirm Edits

Item list of the
Order selected

Cancel Edits

Payment Info before
modifying the Order

Payment Info after
modifying the Order

Confirm Order
modification/Update
Order

In order to modify Ordered Items select an Item from the list and edit "Order QTY" as required.

From Stock

- If the "Order QTY" of the selected Item is to be increased, check "From Stock" in order to deduct the requested quantity from the stock.

Back To Stock

- If the "Order QTY" of the selected Item is to be reduced, check "Back To Stock" in order to add the returned quantity back to stock.

To Trash

- If Items are returned due to any issue(not in good condition), check "To Trash" in order to move the returned quantity to trash.

Once every modification of an Item, it will display the New Total Cost of the Order and the amount to be Refund by the Cashier or the Additional Cost to be payed for the Order by the Customer.