

GreatPOS User Manual Admin Side
(Grocery Type)



Contents

Login.....	6
STOCK	8
Product Categories	8
Adding of categories	8
Deleting of Categories.....	10
PRODUCT AND RECIPE.....	12
Adding of Product.....	12
Editing Product	14
Deleting Product	16
Product Delivery Maintenance	17
Load Data	17
Adding Delivery	19
Printing Deliveries	21
Product Transfer in Entry	25
Enter Transfers.....	25
Load Past Transfer In	27
Printing Transfer Ins	28
Product Transfer out Entry	32
Enter Transfers.....	32
Load Past Transfer Out	34
Printing Transfer Out	35
Product Stock Entry	39
Update Inventory	39
Entering of Stock	40
Printing Stock Entry.....	41
Supplier Maintenance	45
Adding Supplier.....	45
Set Up Products to Supplier.....	47
Supplier Purchase Order.....	50
Purchase Order Entry	50
Product Delivery Entry.....	53
Product List Report.....	55
Printing Product List	56
Daily Product Inventory Report.....	61

Printing	62
Supplier Payable Report	66
Printing	67
SALES	71
Daily Sales Summary Report	71
Printing	72
Daily Sales Report Per Supplier	76
Printing	77
Transaction Count Report	81
Printing	82
Sales Per Product Report	86
Printing	87
Profit Report	91
Printing	92
Remittance Entry	96
Printing	97
Tax Category Entry	100
Delete Tax Category	102
Sales Breakdown Report	103
Printing	104
Sales by Supplier Report	108
Printing	109
Sales Summary Report	113
Printing	114
Charge Summary Report	118
Printing	119
Charge Detailed Report	123
Printing	124
Order Sales Inquiry Report	128
Printing	129
Sales Inquiry Report	133
Printing	134
BIR Sales Summary Report	138
Printing	139
Purchase Order Remittance Report	143

Printing.....	144
FUNCTION.....	148
Payment Type.....	148
Edit Payment Type.....	150
Delete Payment Type	151
Shifting Schedule.....	153
Edit Shifting.....	154
Delete Shift.....	155
Transaction Type	157
Edit Transaction Type	159
Delete Transaction Type	161
Add Information	162
Edit Information.....	164
Delete Transaction Type	166
Operations	167
Employee Type Maintenance	167
Edit Employee Type.....	169
Delete Employee Type	171
Employee Maintenance.....	172
Edit Employee	174
Delete Employee.....	176
Account Setup.....	177
Setup Biometrics.....	179
Store Maintenance	181
Edit Store.....	183
Delete Store	185
Customer Maintenance.....	186
Edit Customer	188
Delete Customer	190
Expense Type Maintenance.....	191
Edit Expense Type	193
Delete Expense Type.....	195
Expense Entry Screen	196
Expense Entering	197
Delete Expense Entered.....	199

Expense Printing	200
Supplier Payments	203
Bad Orders Entry	204
Load Bad Orders	206
Bad Order Printing	207
Purchase Order	210
Area Maintenance	211
Edit Area	213
Delete Area	215
Attendance Report	216
Attendance Report Printing	217
Settings	220
Backup	222
Restore	223

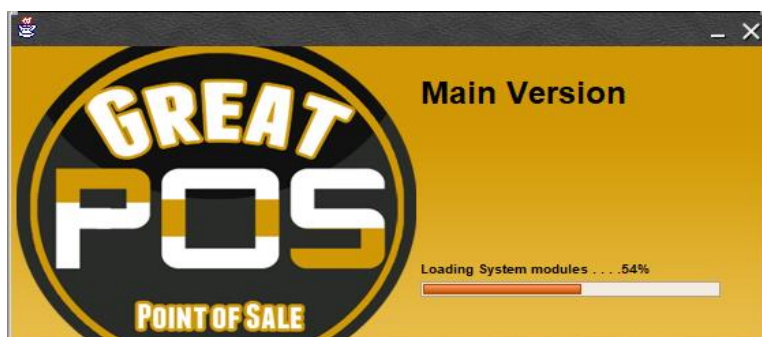
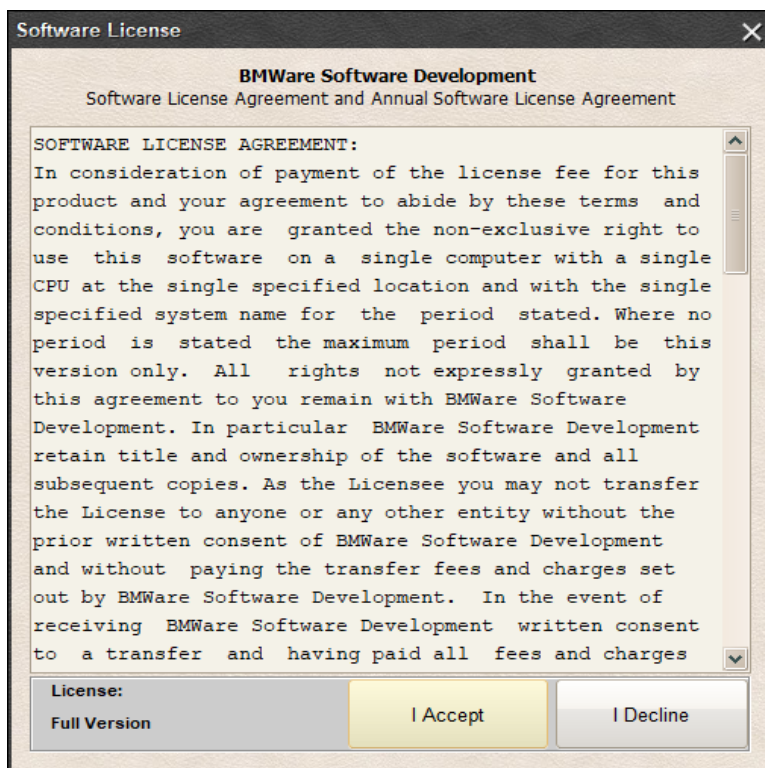
Login

How to Login to GreatPOS System Cashier Side?

Step1) Click the GreatPOS Logo Shortcut on Desktop

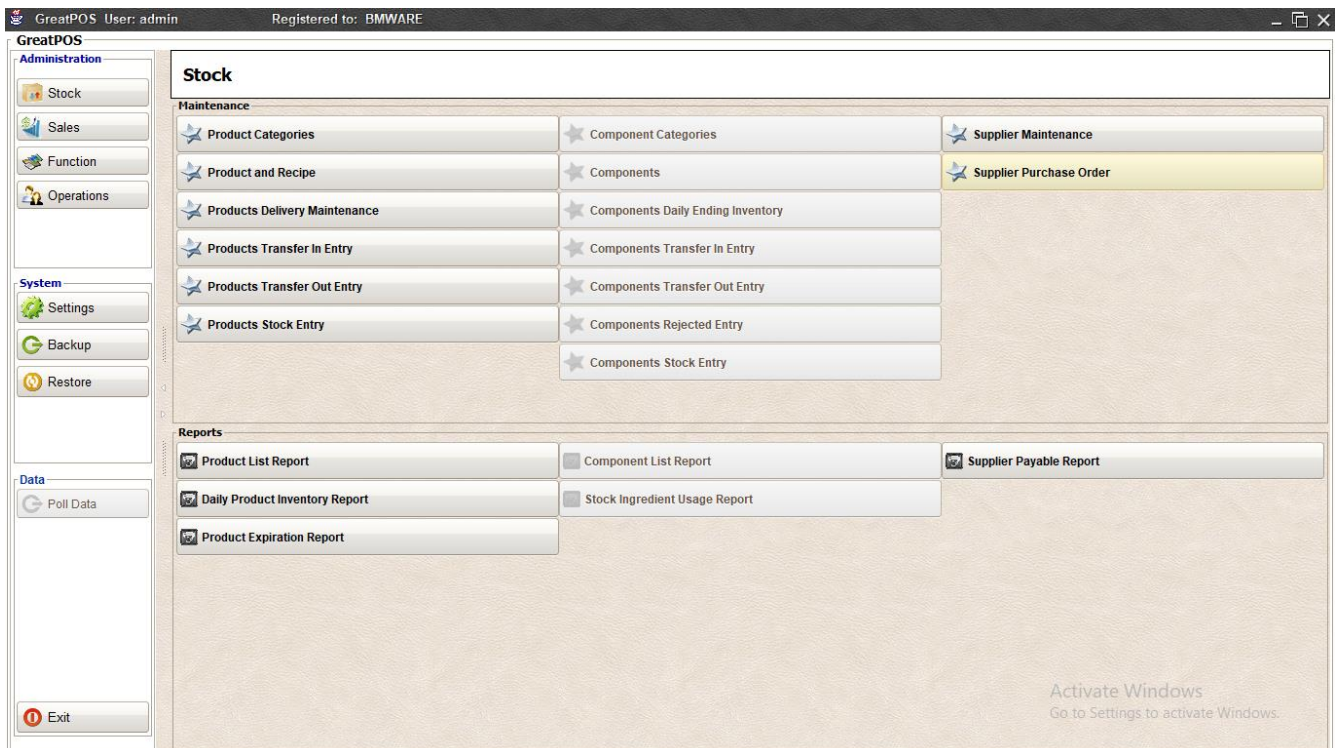
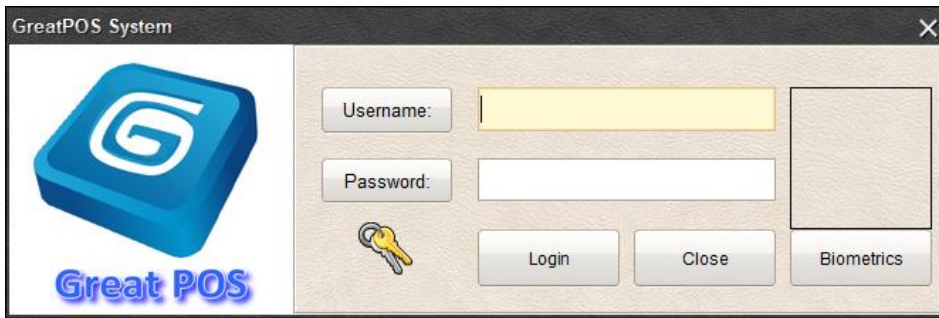


Step2) Click I Accept Agreement



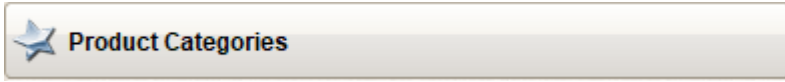
Step3) Enter Admin Credentials

Step4) Click Login Button



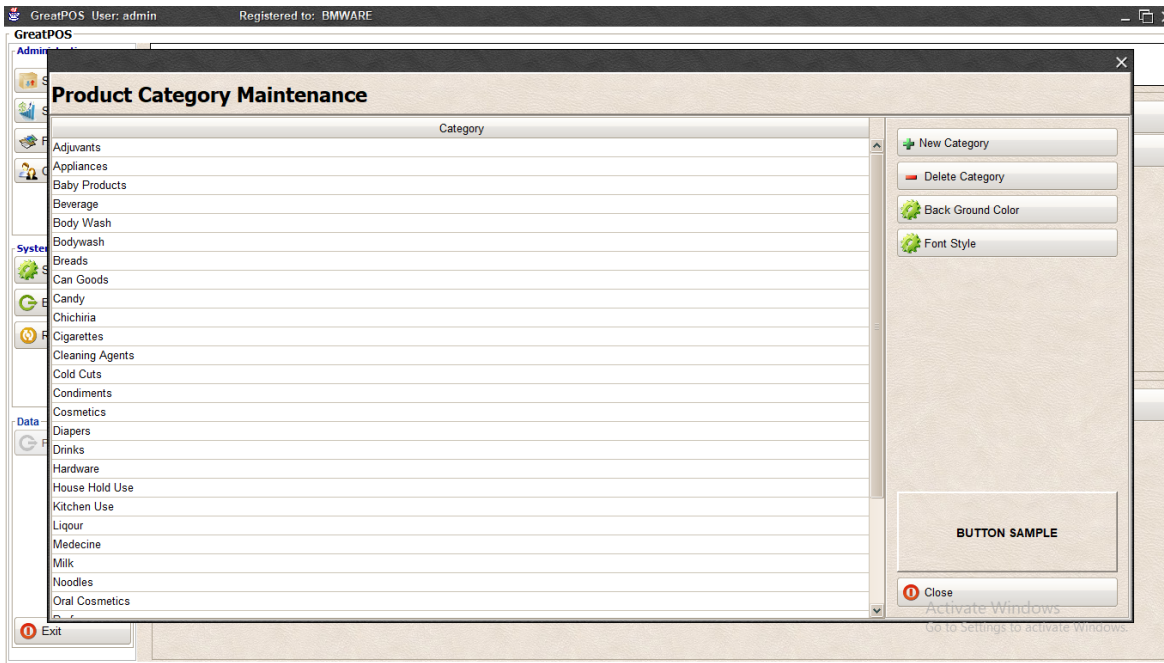
STOCK

Product Categories



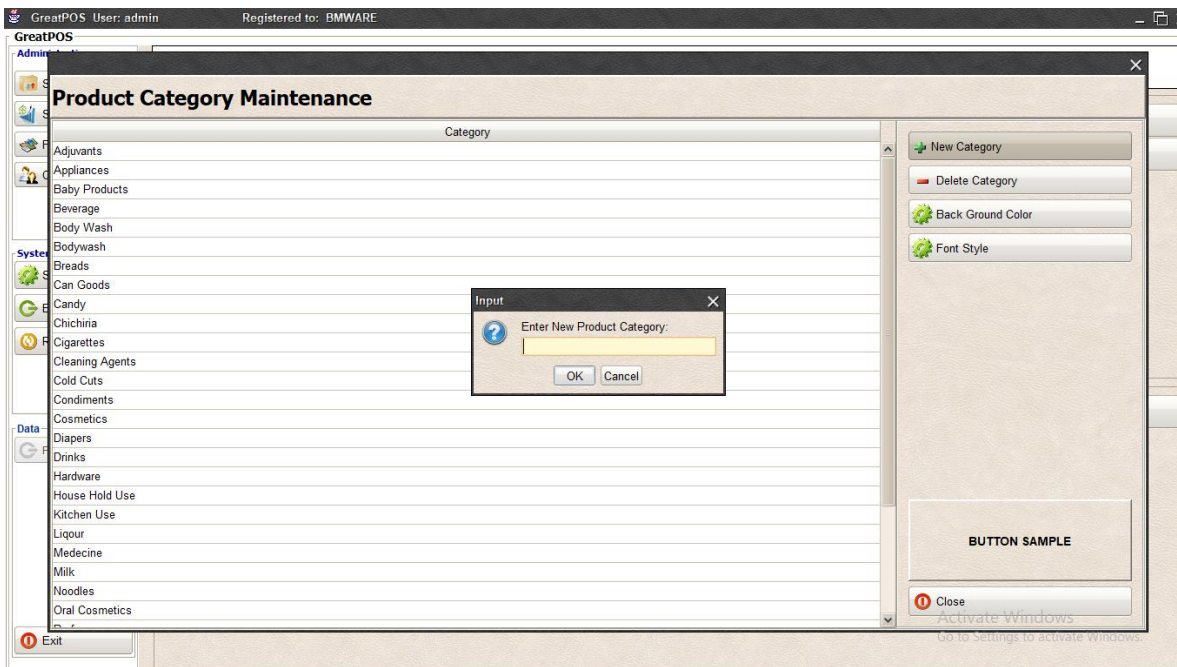
Use to add new Product Categories to show in the Cashier Side

How to use Product Category Maintenance?

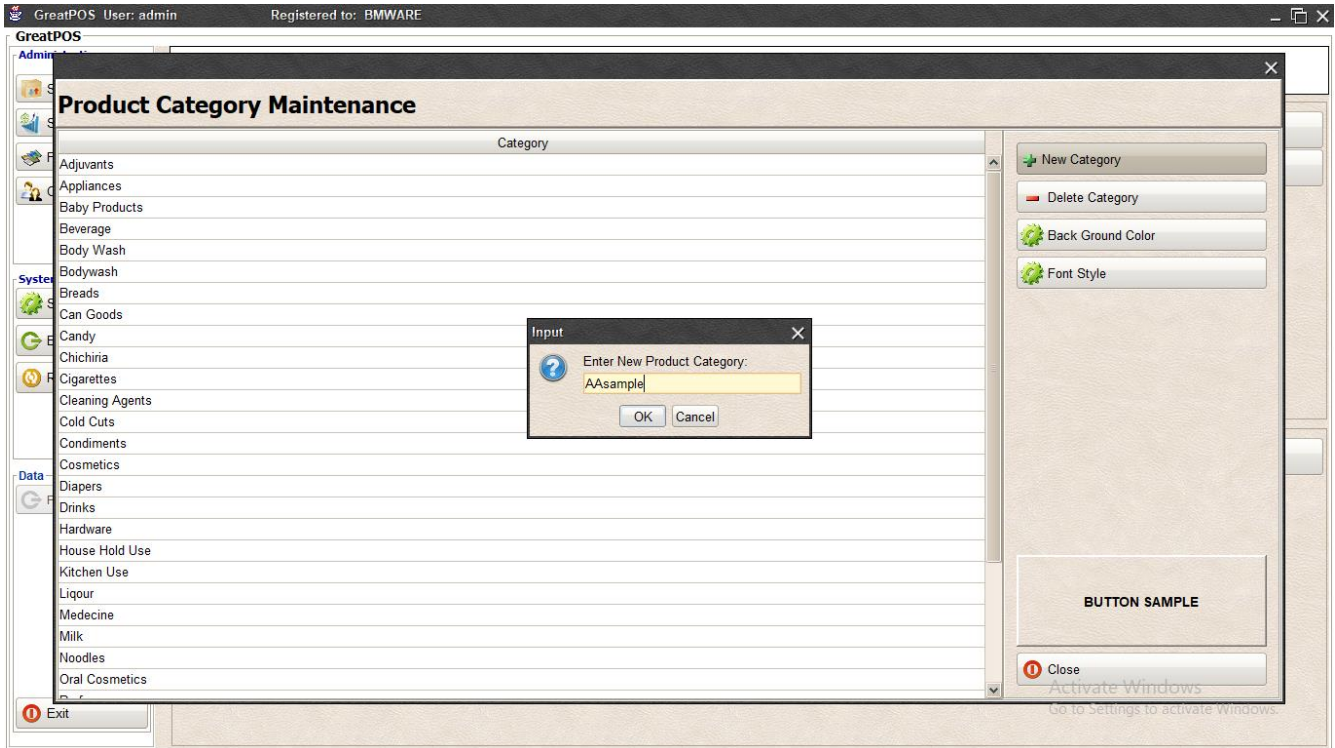


Adding of categories

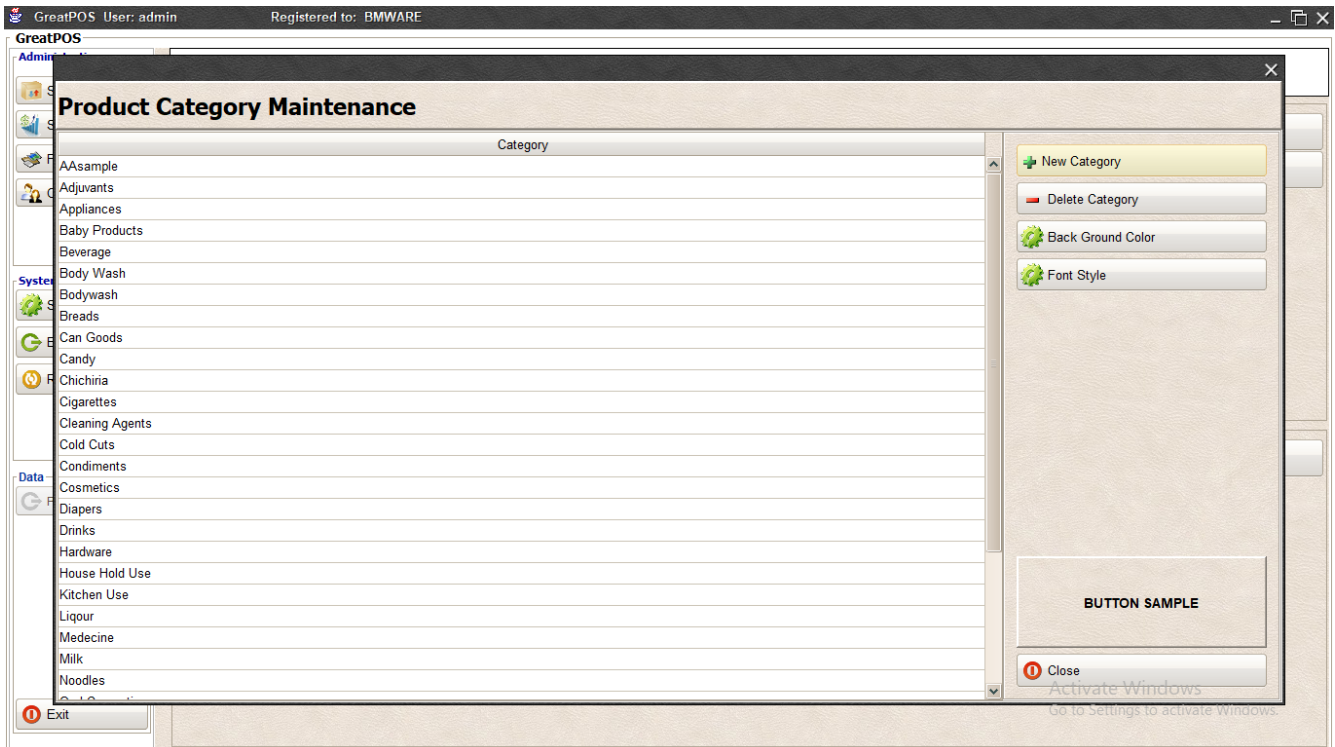
Step1) Click New Category button



Step2) Enter Category to be added

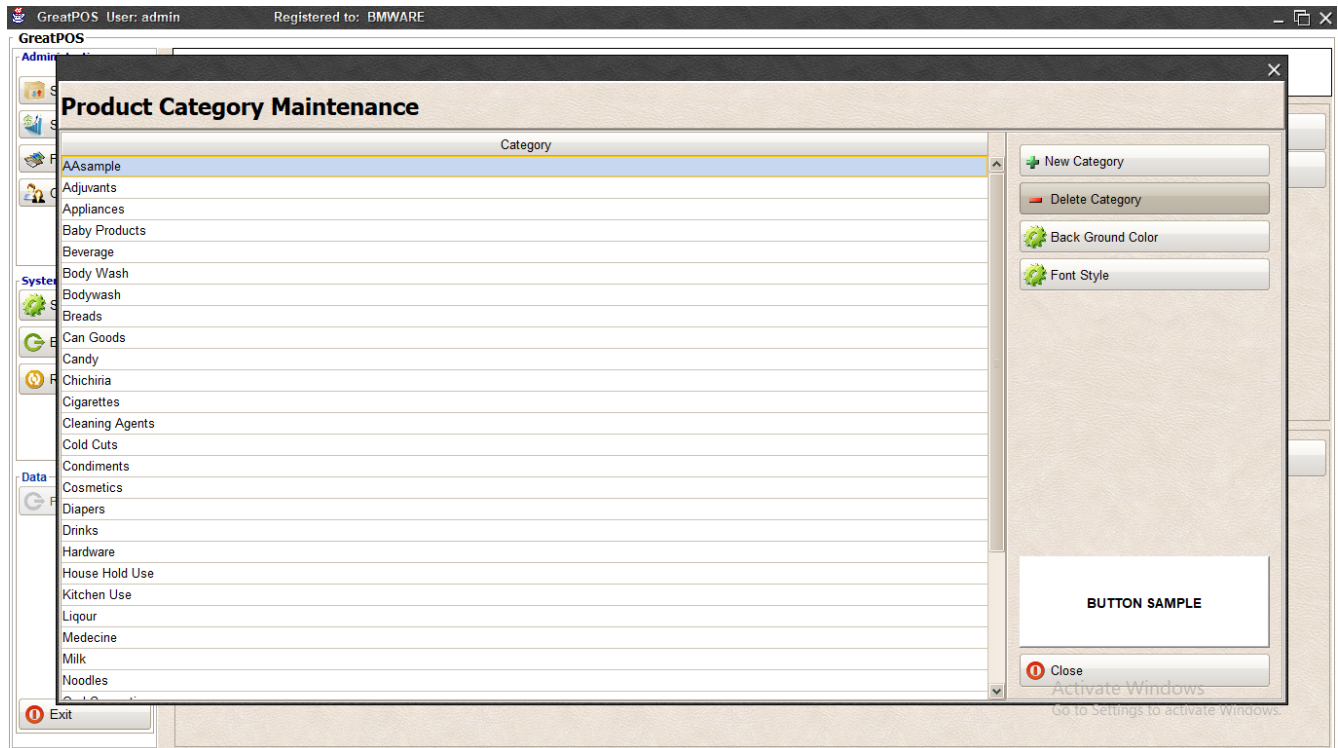


Step3) Click Ok

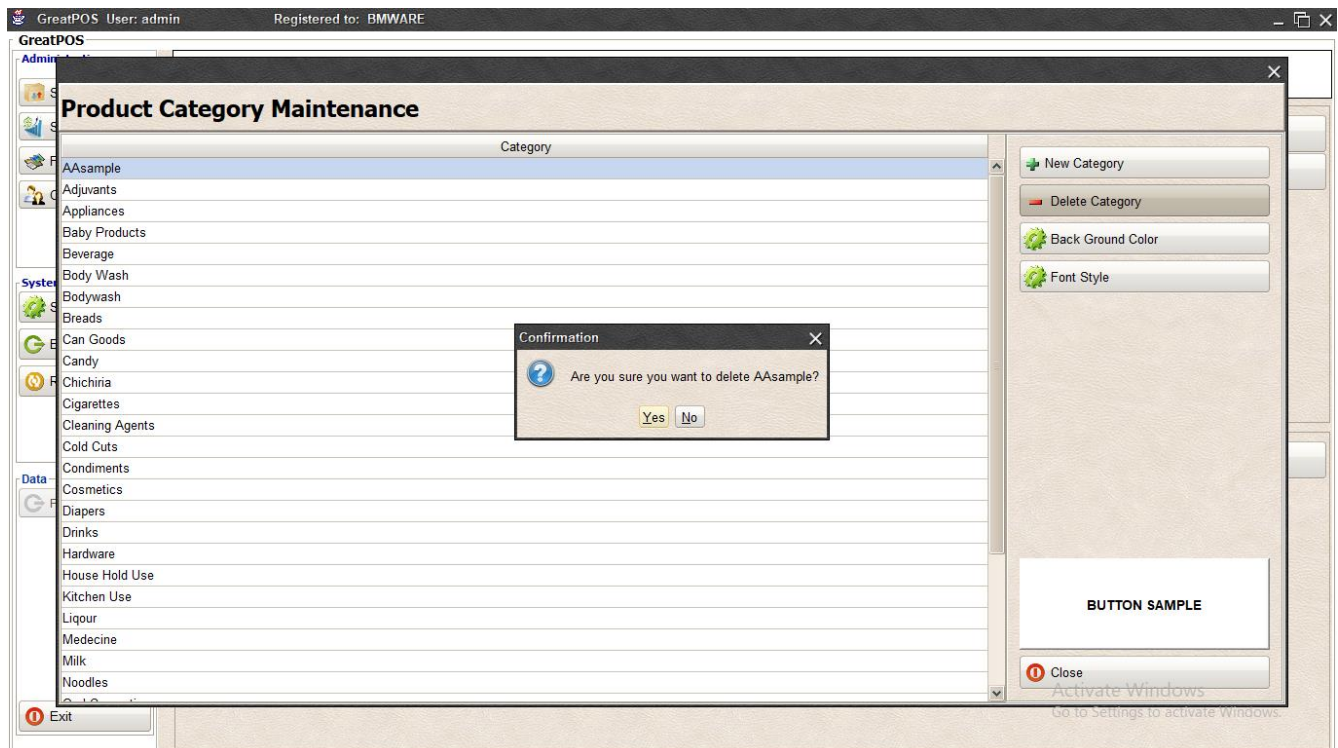


Deleting of Categories

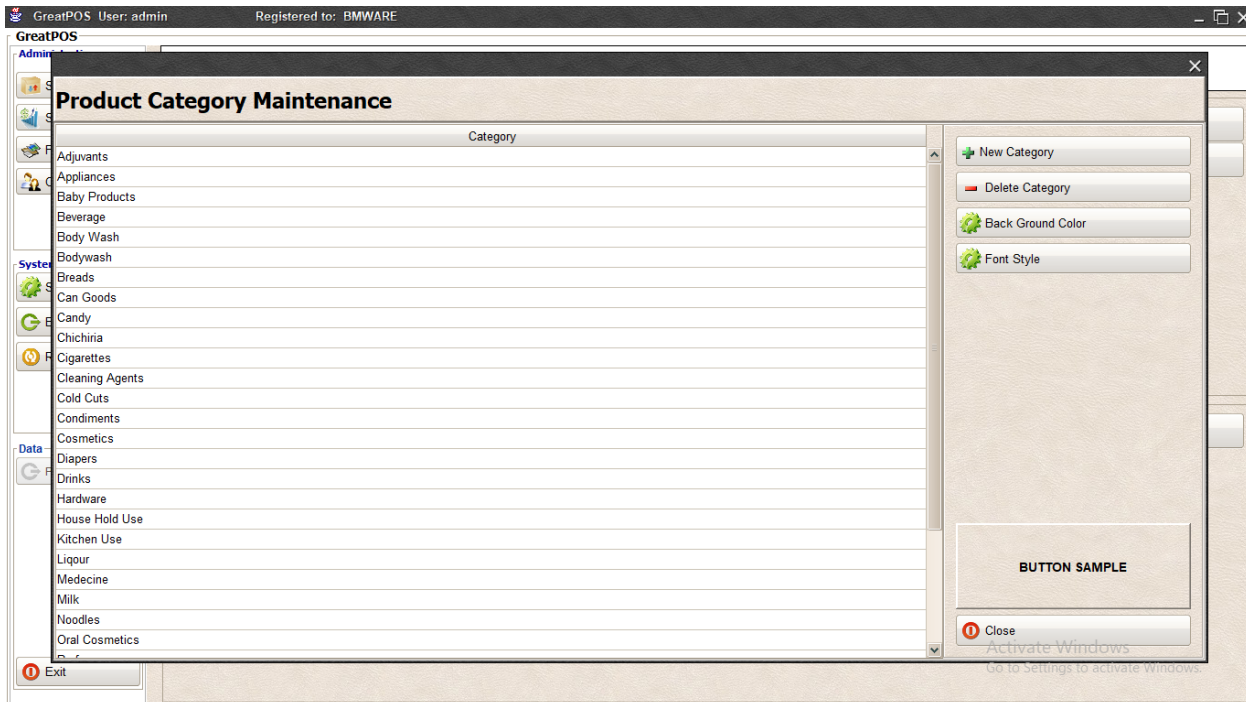
Step1) Select Category into the table



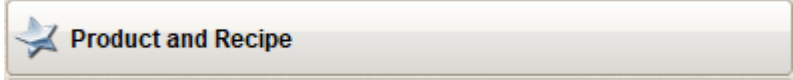
Step2) Click Delete Category Button



Step3) Click Yes Button

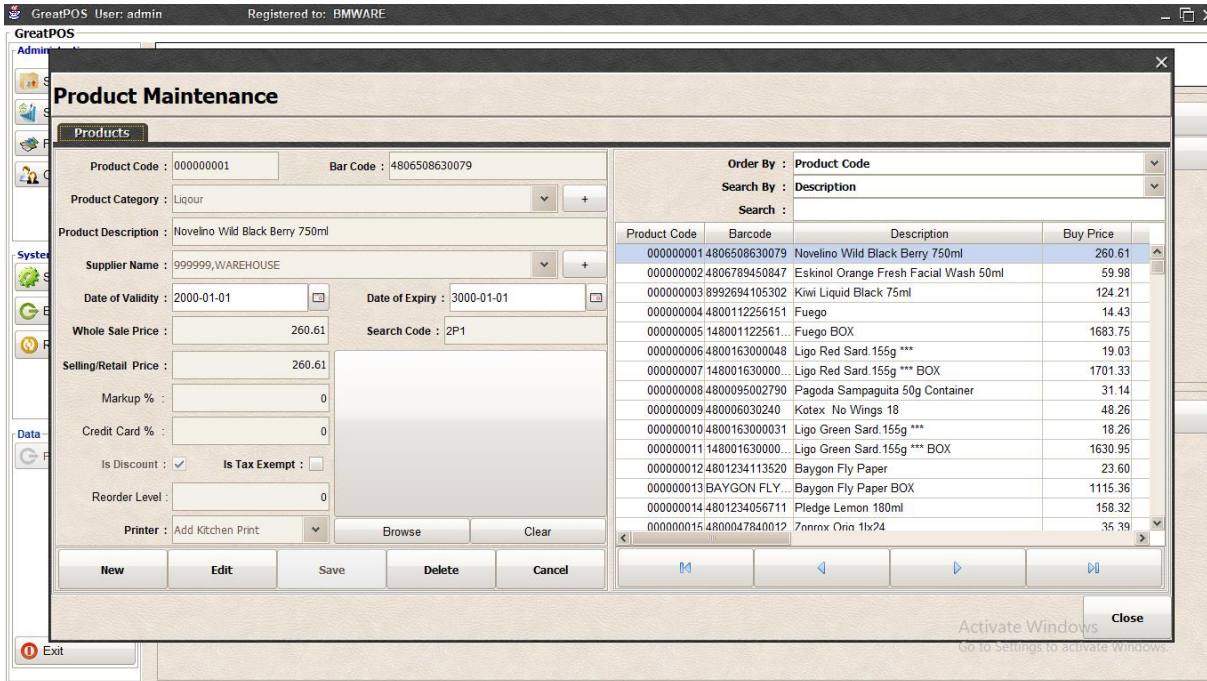


PRODUCT AND RECIPE



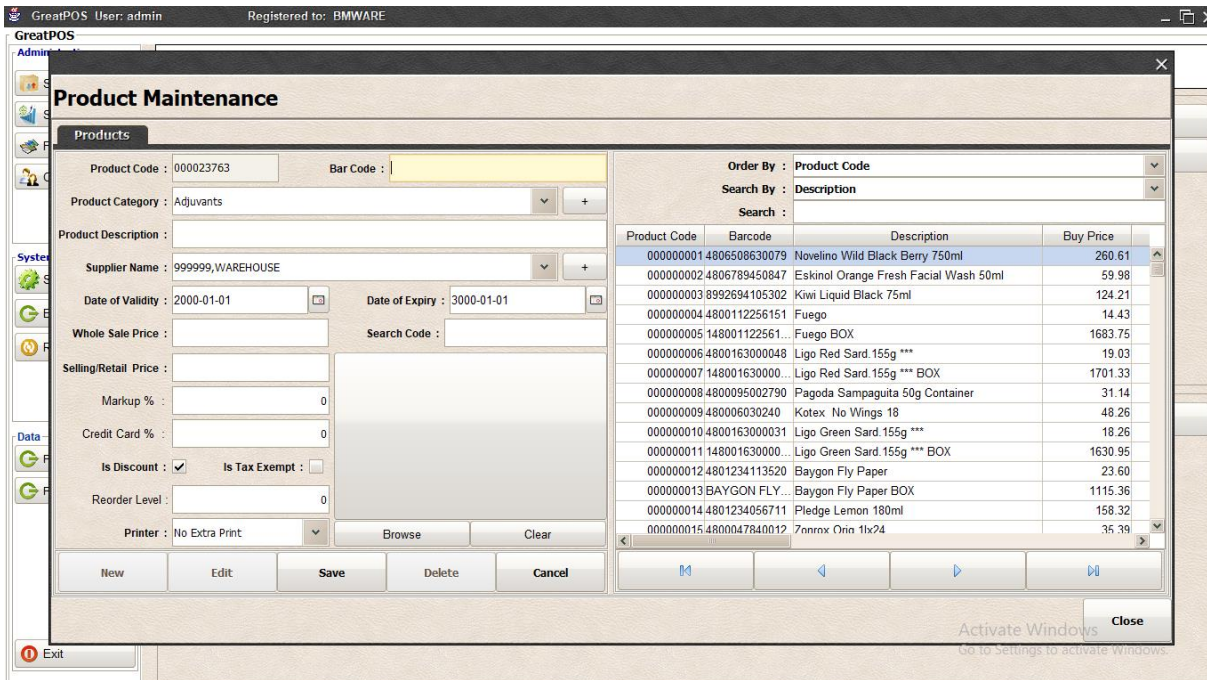
Use to add new Product to show in the Cashier Side

How to use Product and Recipe Maintenance?



Adding of Product

Step1) Click New Button



Step2) Enter Product information

GreatPOS User: admin Registered to: BMWARE

Product Maintenance

Products

Product Code : 000023762 Bar Code :

Product Category : Adjvants

Product Description : AAProduct

Supplier Name : 999999,WAREHOUSE

Date of Validity : 2000-01-01 Date of Expiry : 3000-01-01

Whole Sale Price : 100 Search Code :

Selling/Retail Price : 100

Markup % : 0

Credit Card % : 0

Is Discount : Is Tax Exempt :

Reorder Level : 0

Printer : No Extra Print

Order By : Product Code

Search By : Description

Search :

Product Code	Barcode	Description	Buy Price
00000001	4806508630079	Novelino Wild Black Berry 750ml	260.61
00000002	4806789450847	Eskinol Orange Fresh Facial Wash 50ml	59.98
00000003	8992694105302	Kiwi Liquid Black 75ml	124.21
00000004	4800112256151	Fuego	14.43
00000005	148001122561...	Fuego BOX	1683.75
00000006	4800163000048	Ligo Red Sard. 155g ***	19.03
00000007	148001630000...	Ligo Red Sard. 155g *** BOX	1701.33
00000008	4800095002790	Pagoda Sampaguita 50g Container	31.14
00000009	480006030240	Kotex No Wings 18	48.26
00000010	4800163000031	Ligo Green Sard. 155g ***	18.26
00000011	148001630000...	Ligo Green Sard. 155g *** BOX	1630.95
00000012	4801234113520	Baygon Fly Paper	23.60
00000013	BAYGON FLY...	Baygon Fly Paper BOX	1115.36
00000014	4801234056711	Pledge Lemon 180ml	158.32
00000015	4800047840012	7nmrx Oriin 1lx24	35.39

Buttons: New, Edit, Save, Delete, Cancel

Close

Step3) Click Save Button

GreatPOS User: admin Registered to: BMWARE

Product Maintenance

Products

Product Code : 00000001 Bar Code : 4806508630079

Product Category : Liquor

Product Description : Novelino Wild Black Berry 750ml

Supplier Name : 999999,WAREHOUSE

Date of Validity : 2000-01-01 Date of Expiry : 3000-01-01

Whole Sale Price : 260.61 Search Code : 2P1

Selling/Retail Price : 260.61

Markup % : 0

Credit Card % : 0

Is Discount : Is Tax Exempt :

Reorder Level : 0

Printer : Add Kitchen Print

Order By : Product Code

Search By : Description

Search :

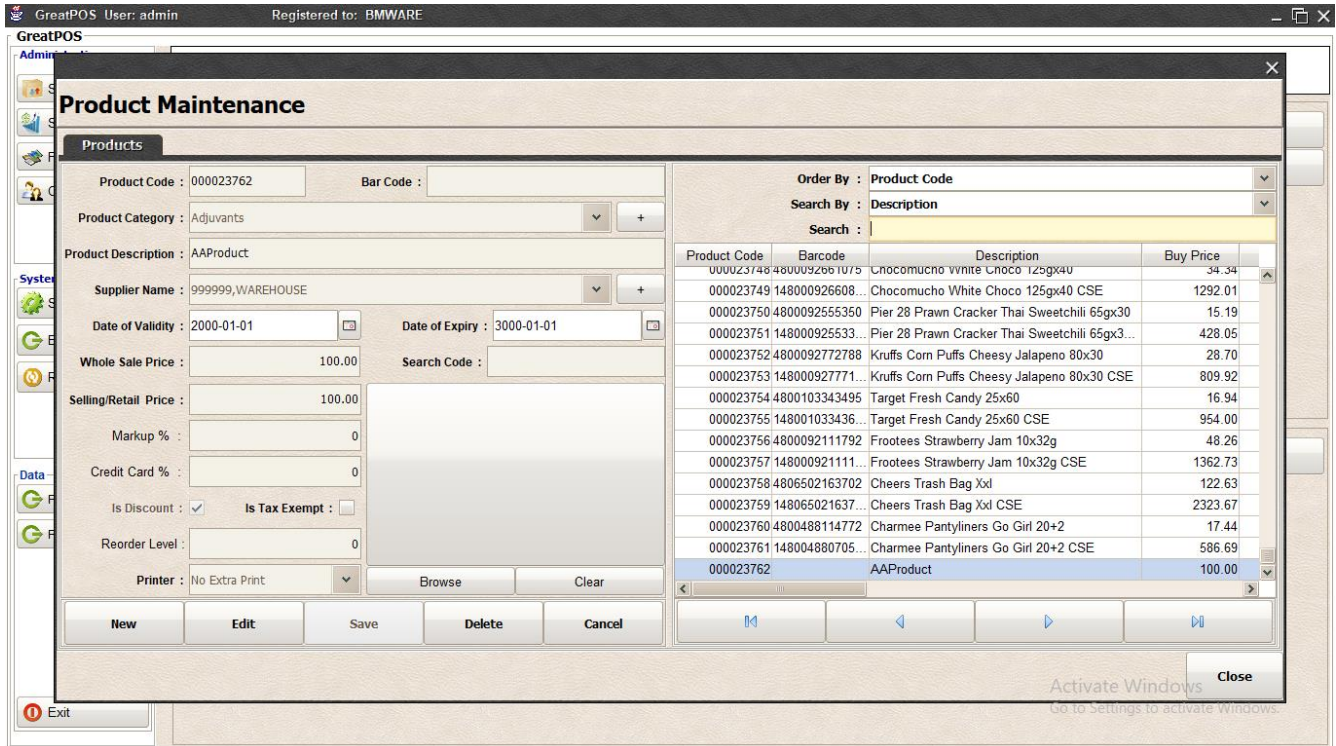
Product Code	Barcode	Description	Buy Price
000023748	4800092661075	Chocomucho White Choco 125gx40	34.34
000023749	148000926608...	Chocomucho White Choco 125gx40 CSE	1292.01
000023750	4800092555350	Pier 28 Prawn Cracker Thai Sweetchili 65gx30	15.19
000023751	148000925533...	Pier 28 Prawn Cracker Thai Sweetchili 65gx3...	428.05
000023752	4800092772788	Kruffs Corn Puffs Cheesy Jalapeno 80x30	28.70
000023753	148000927771...	Kruffs Corn Puffs Cheesy Jalapeno 80x30 CSE	809.92
000023754	4800103343495	Target Fresh Candy 25x60	16.94
000023755	148001033436...	Target Fresh Candy 25x60 CSE	954.00
000023756	4800092111792	Frootees Strawberry Jam 10x32g	48.26
000023757	148000921111...	Frootees Strawberry Jam 10x32g CSE	1362.73
000023758	4806502163702	Cheers Trash Bag Xxl	122.63
000023759	148065021637...	Cheers Trash Bag Xxl CSE	2323.67
000023760	4800488114772	Charmee Pantyliners Go Girl 20+2	17.44
000023761	148004880705...	Charmee Pantyliners Go Girl 20+2 CSE	586.69
000023762		AAProduct	100.00

Buttons: New, Edit, Save, Delete, Cancel

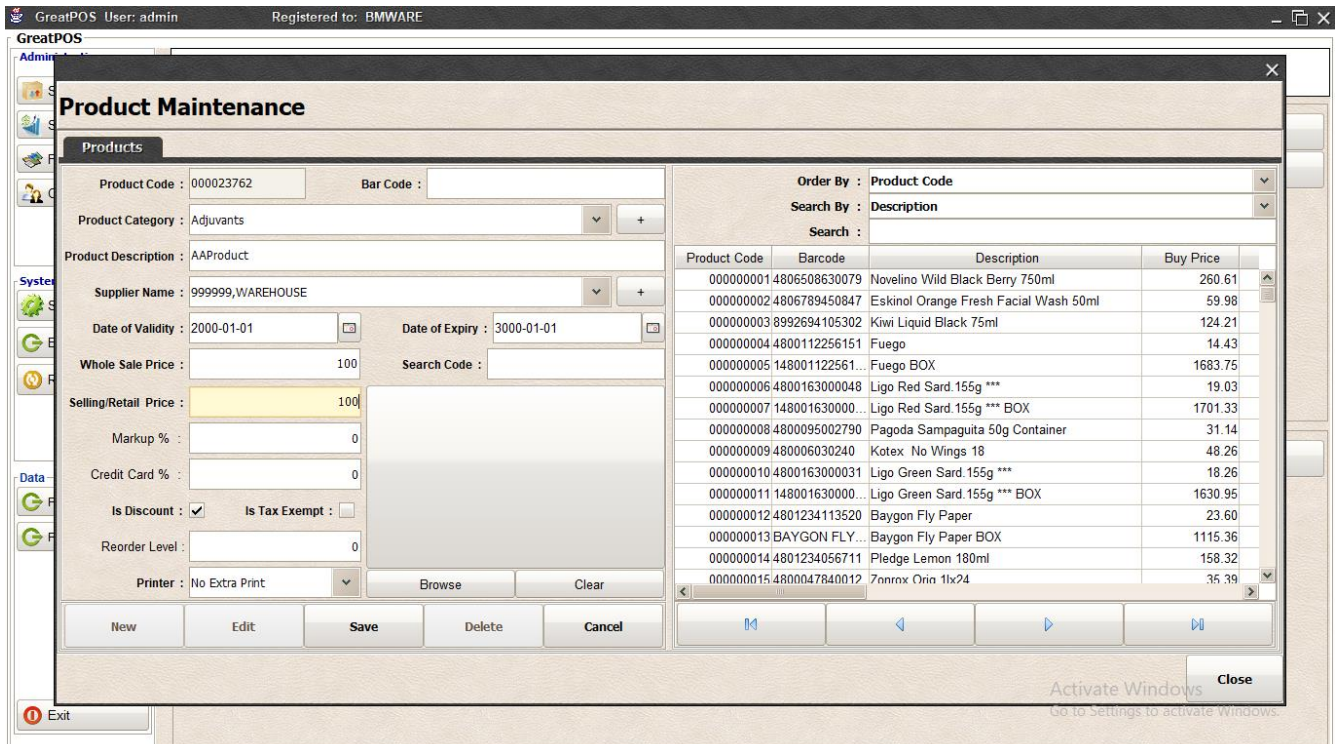
Close

Editing Product

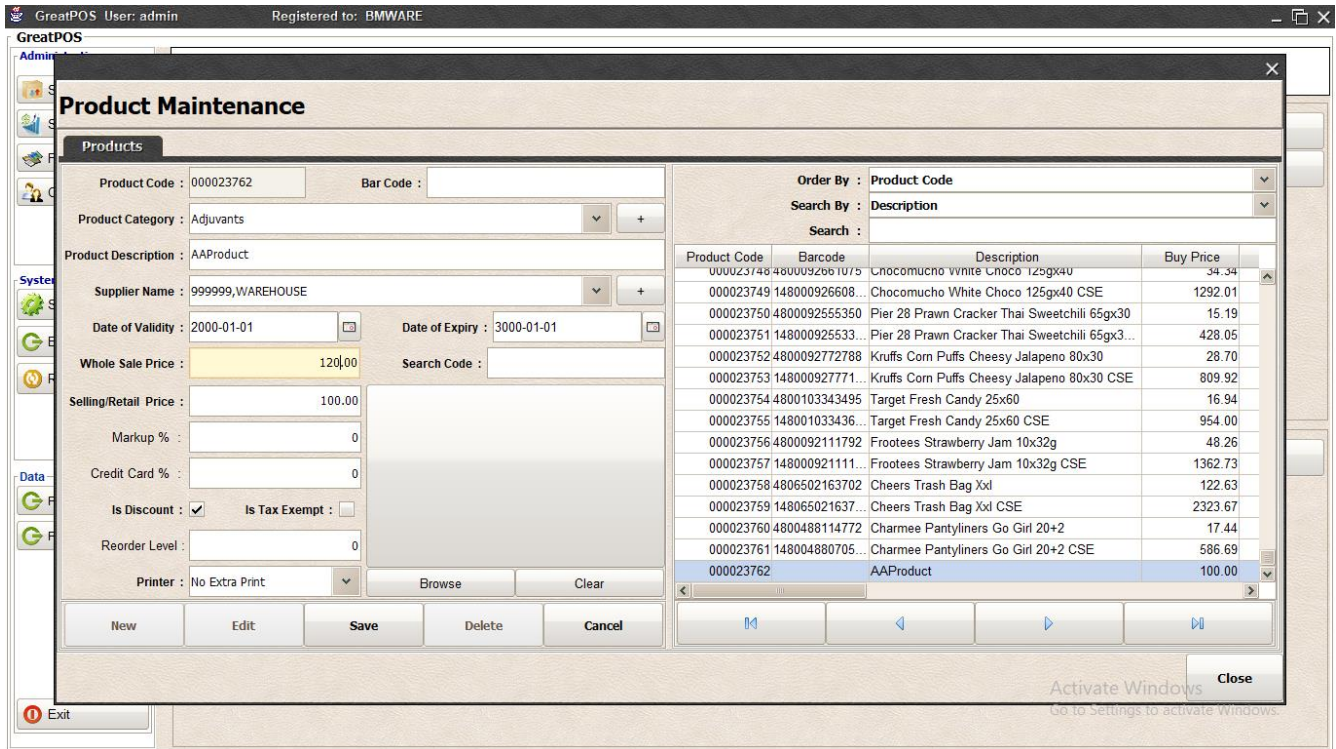
Step1) Select the item in the product table



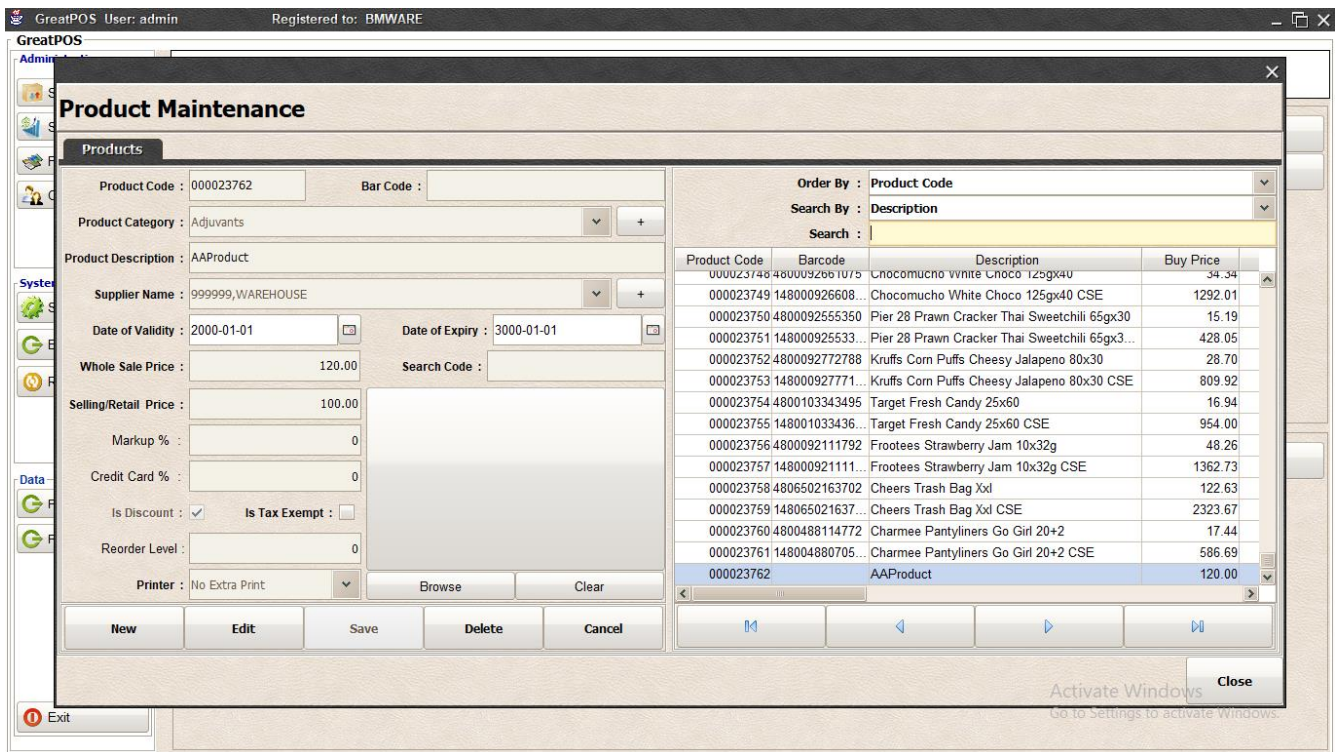
Step2) Click Edit button



Step3) Edit the data or information need to be edited

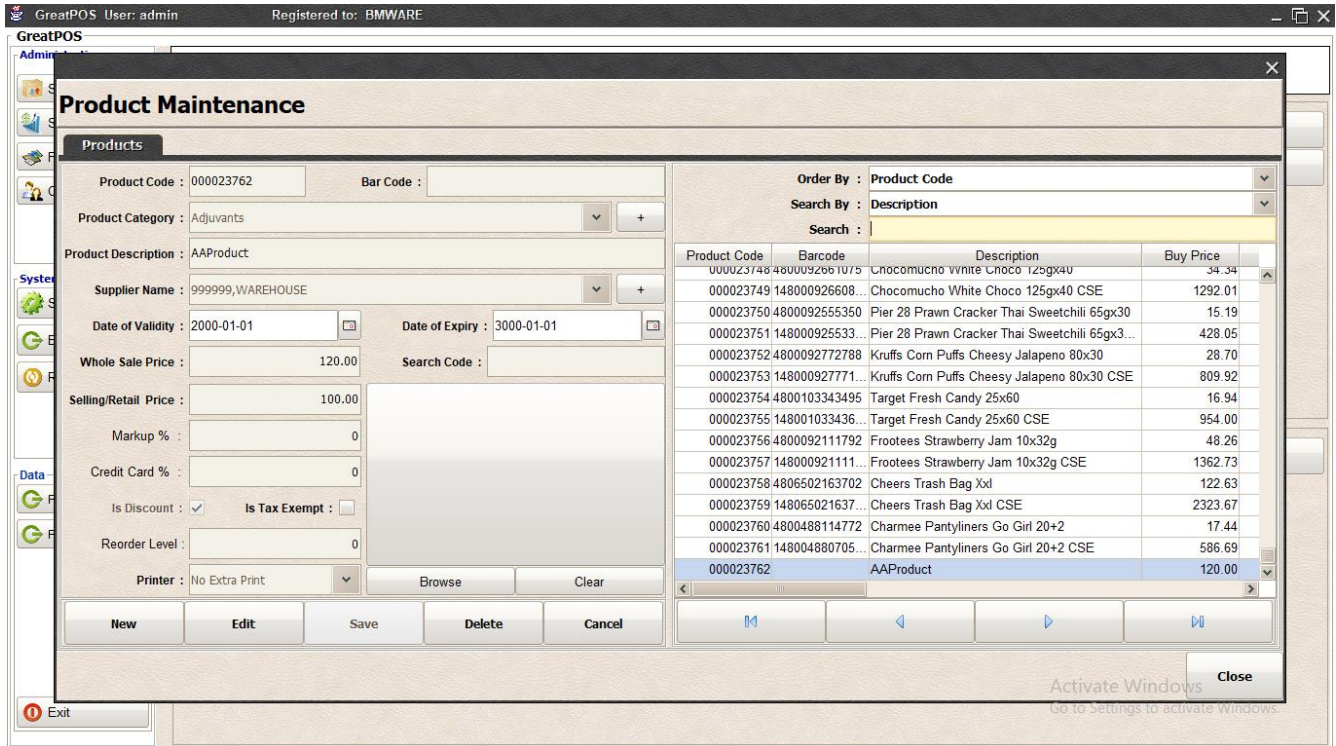


Step4) Click Save Button

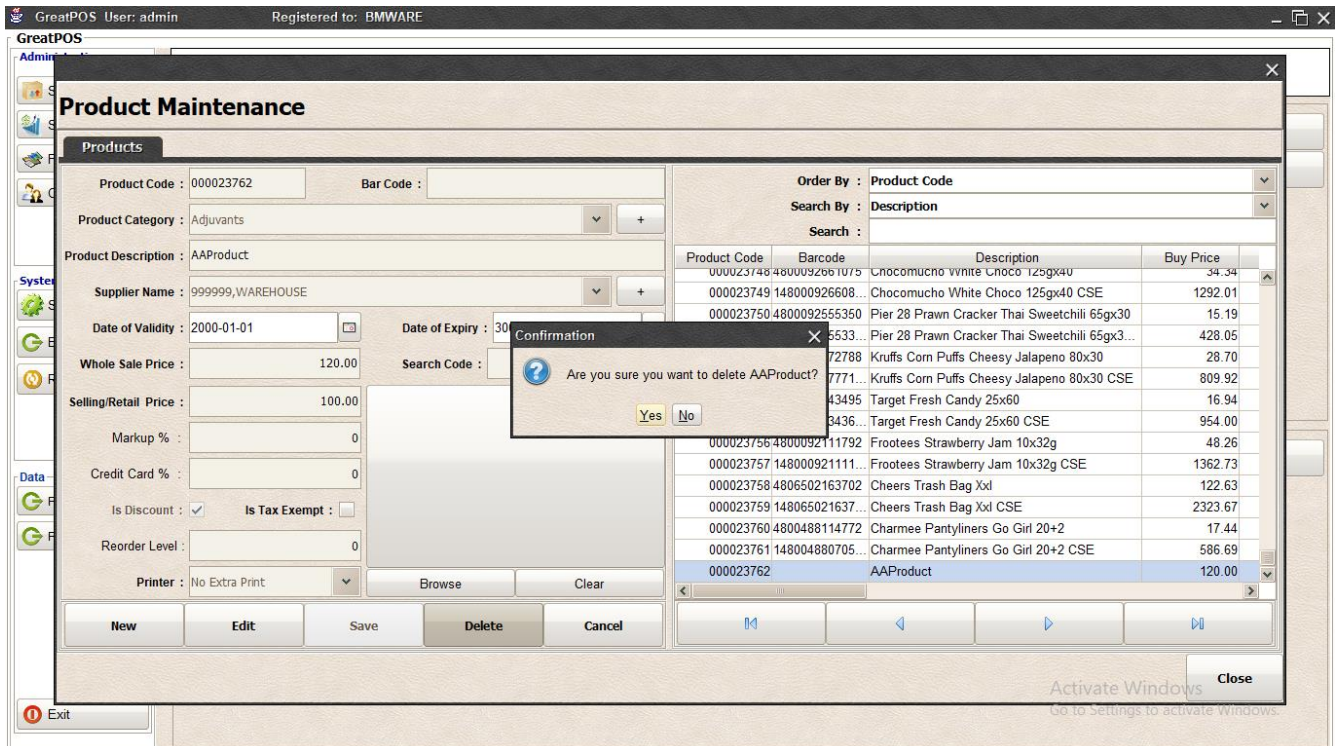


Deleting Product

Step1) Select Item into the product table



Step2) Click Delete button



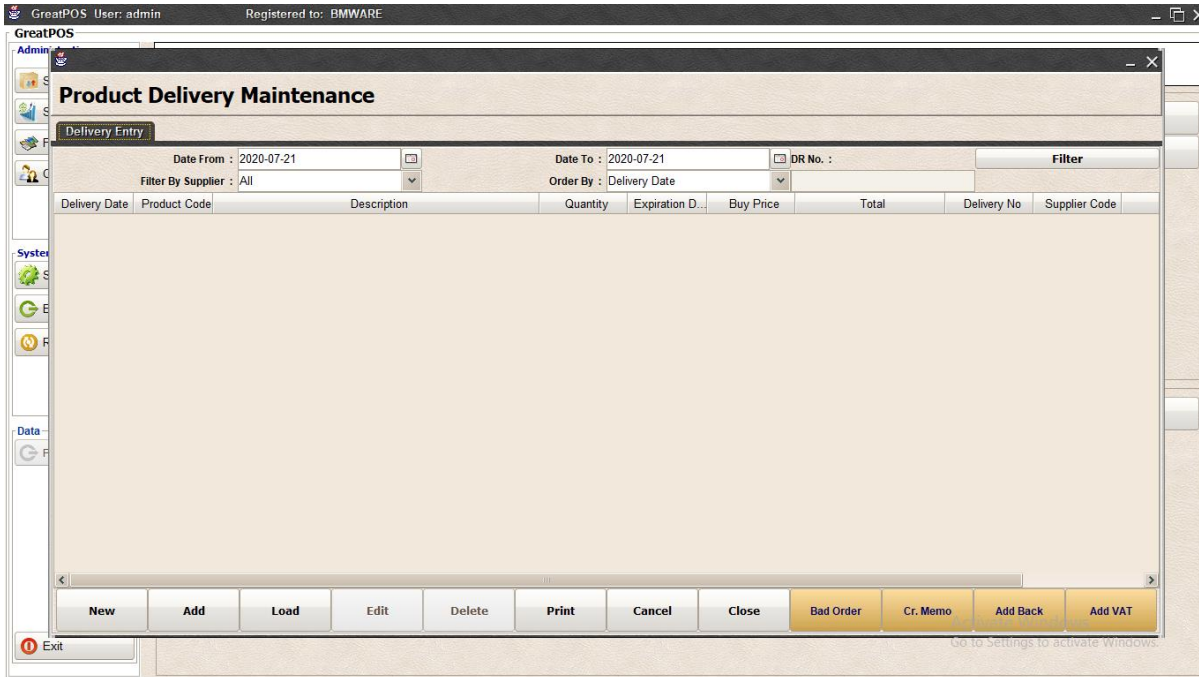
Step3) Click Yes button

Product Delivery Maintenance



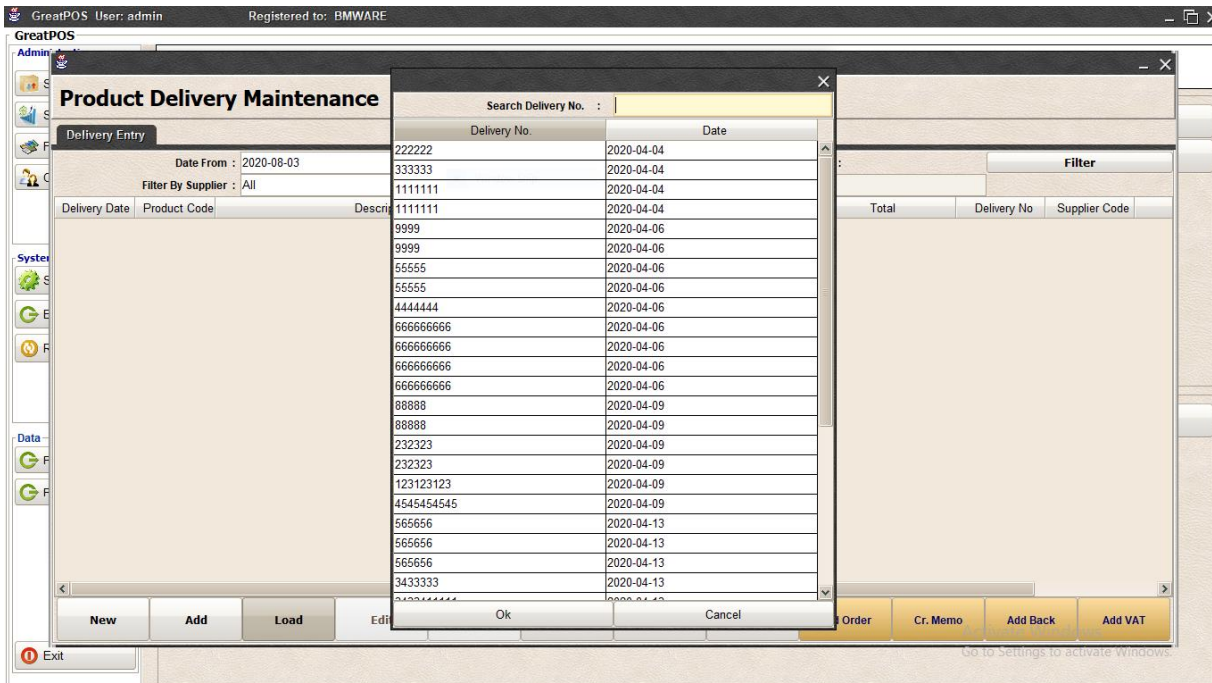
Use to enter product deliveries per supplier

How to use Product Delivery Maintenance?

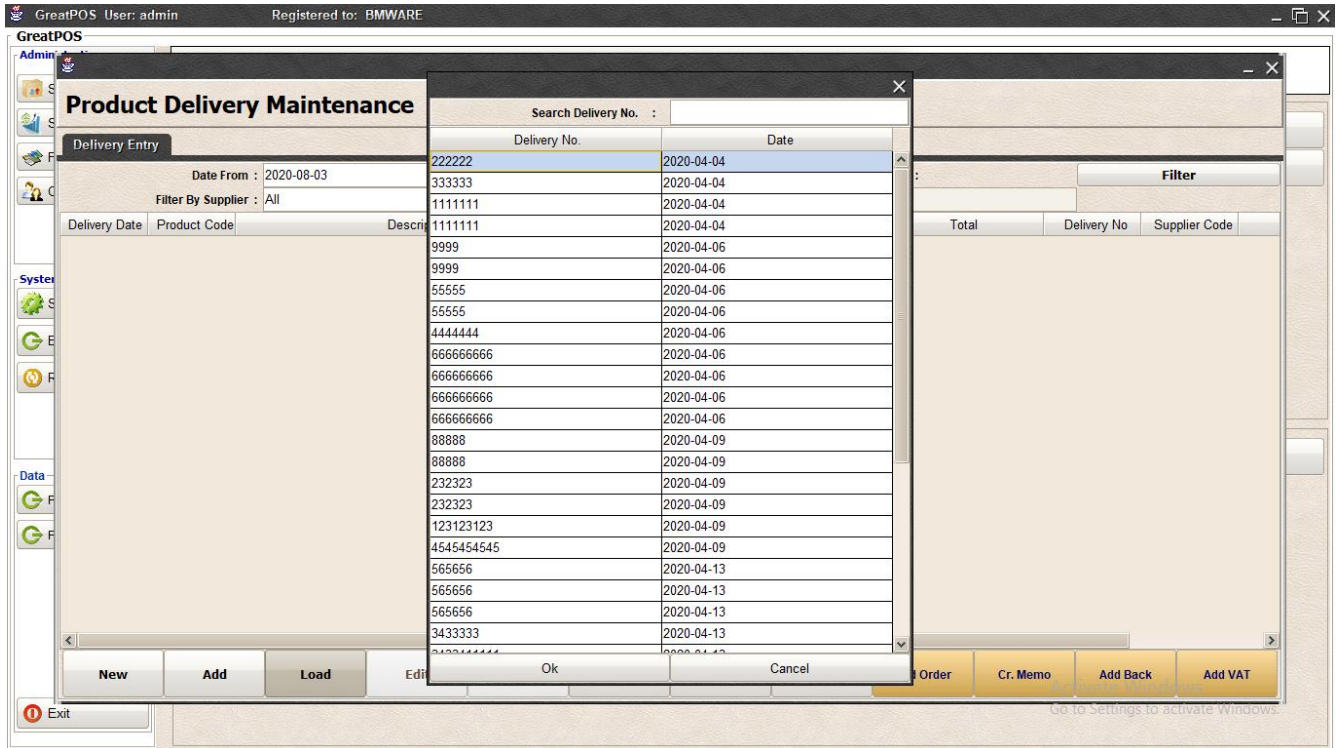


Load Data

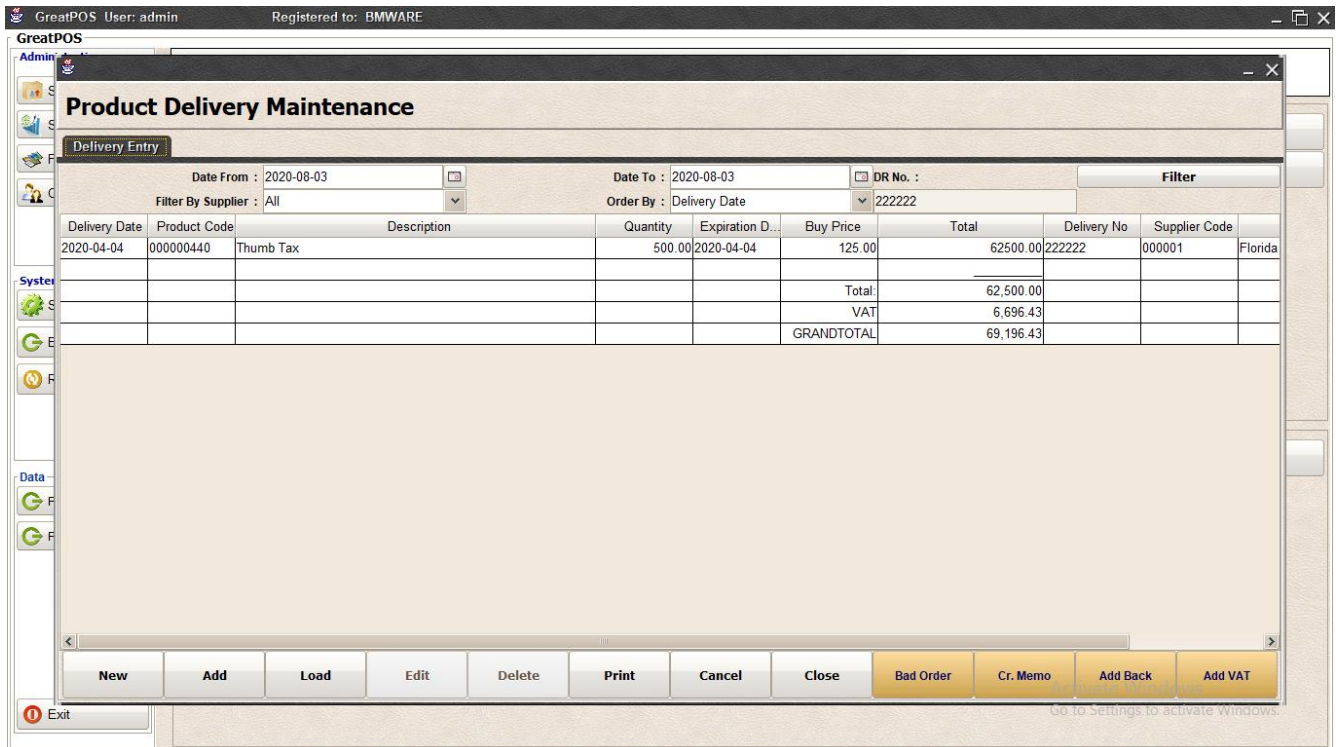
Step1) Click Load button



Step2) Select Delivery No. in the table



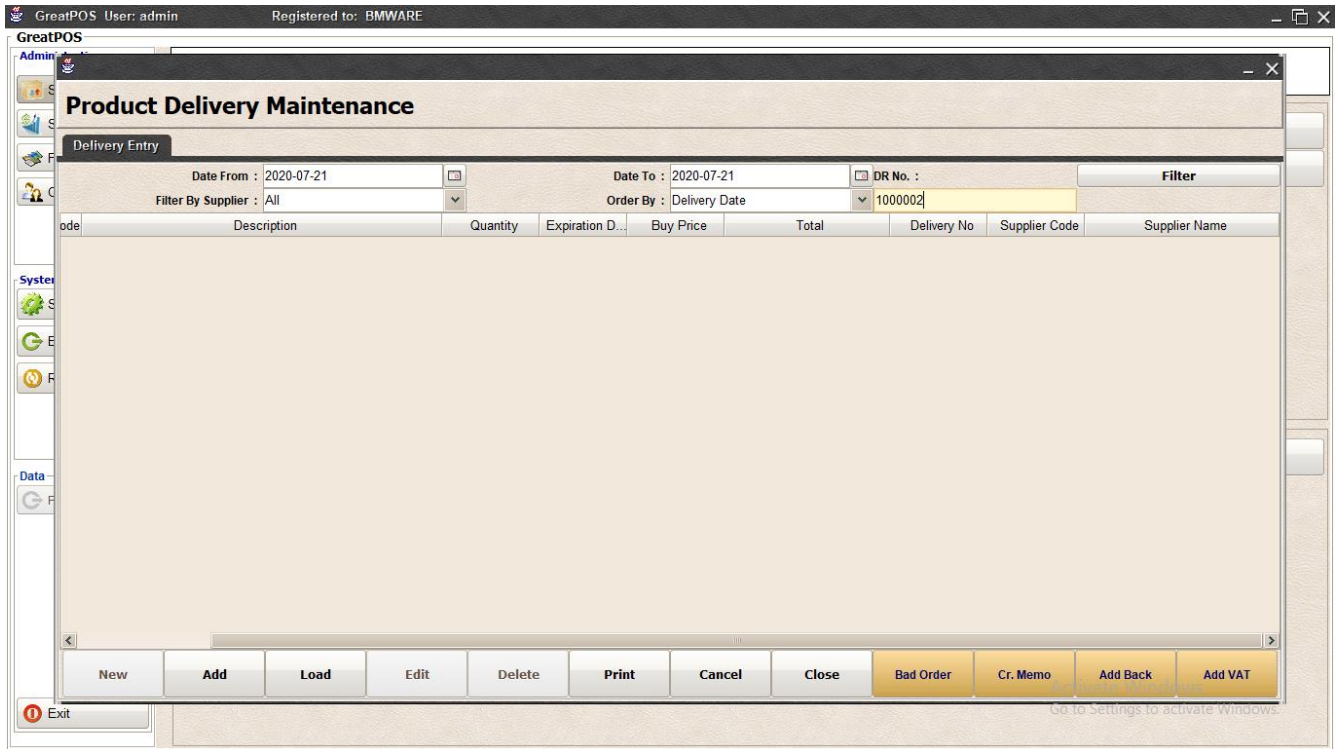
Step3) Click OK



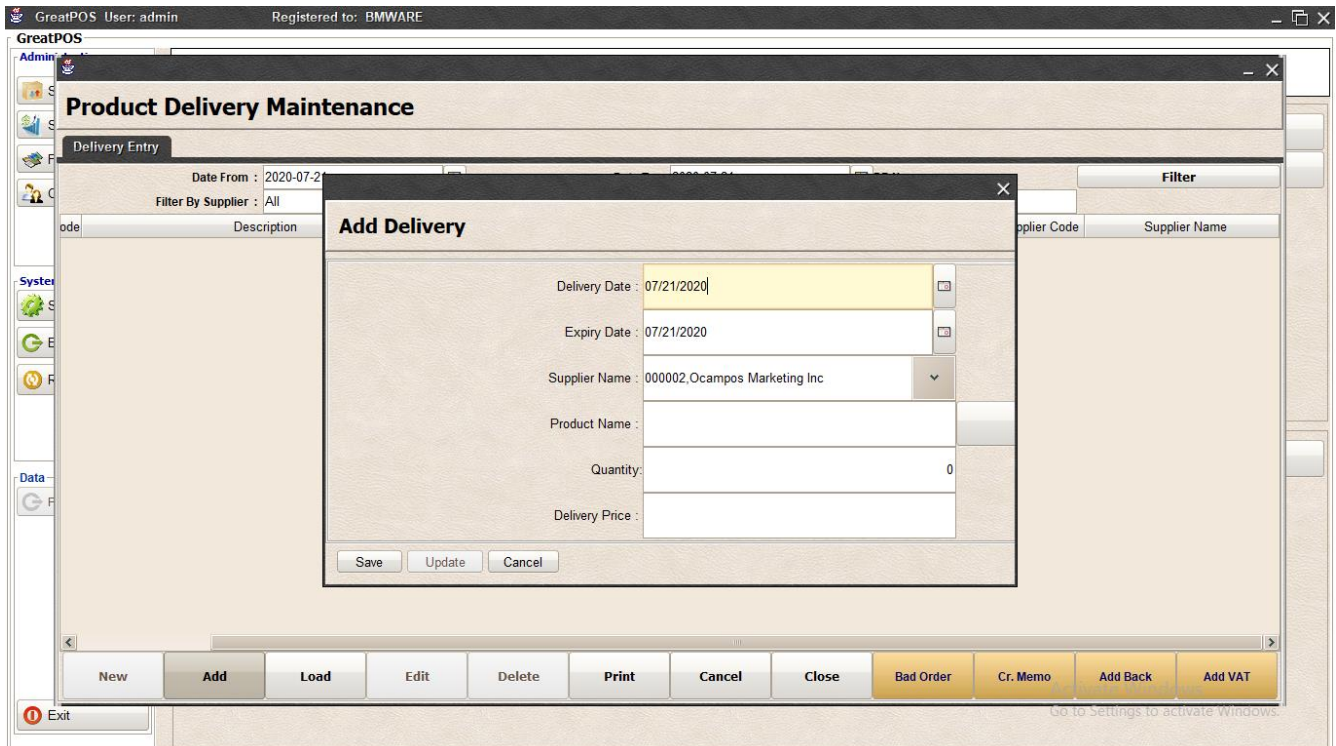
Adding Delivery

Step1) Click New Button

Step2) Enter DR No.

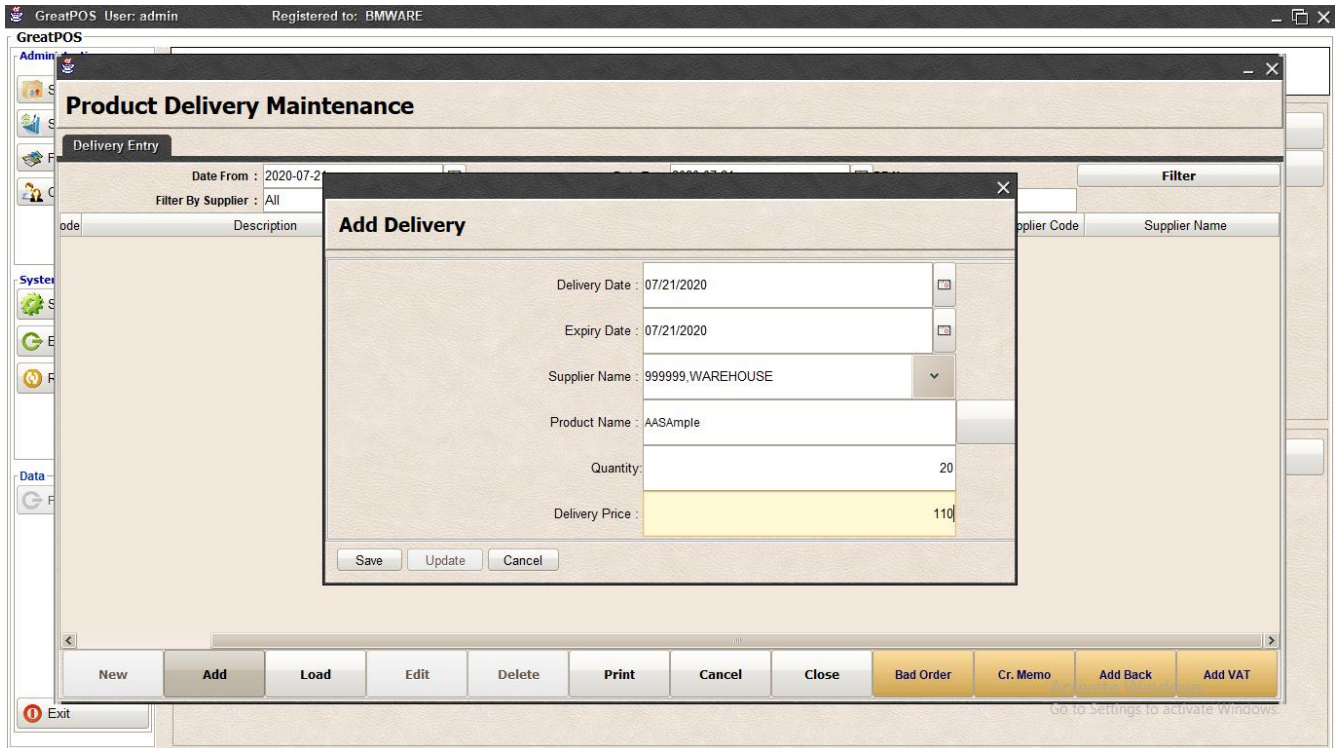


Step3) Click Add Button

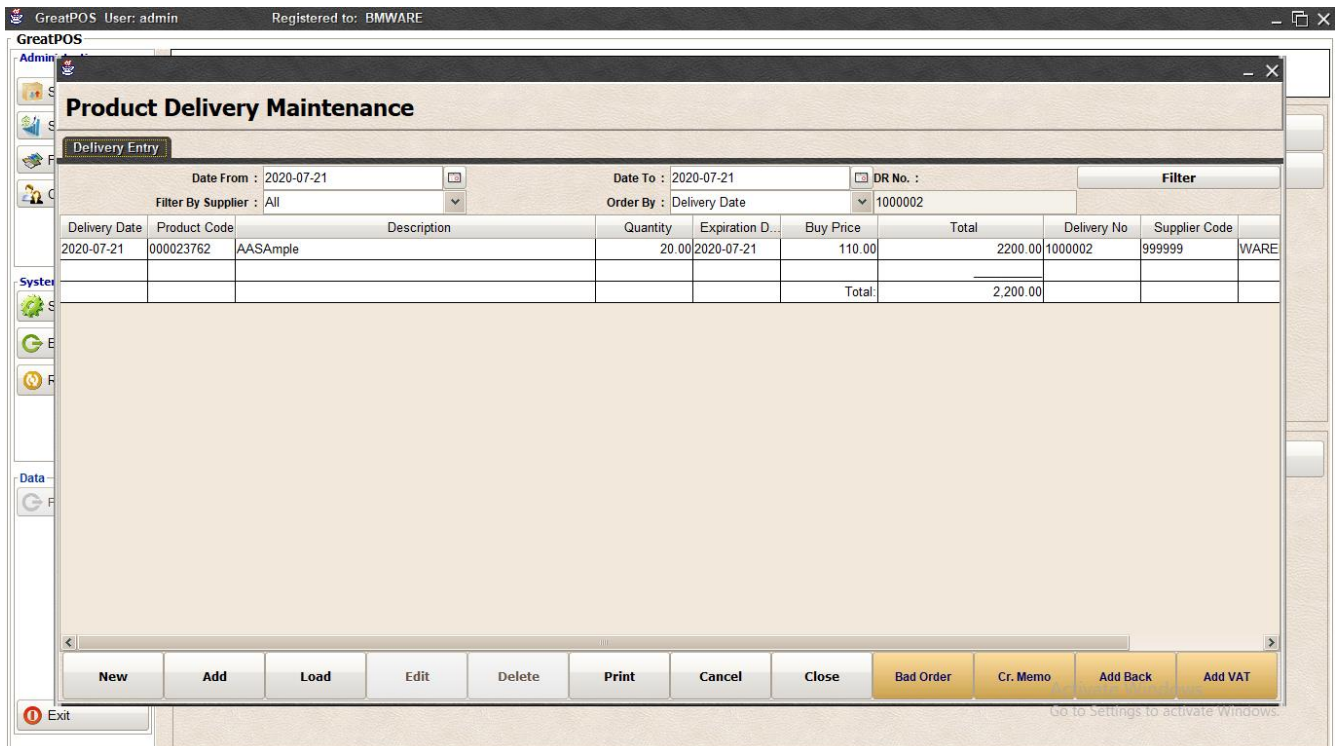


Step4) Select Delivery Date, Expiry Date, and Supplier Name

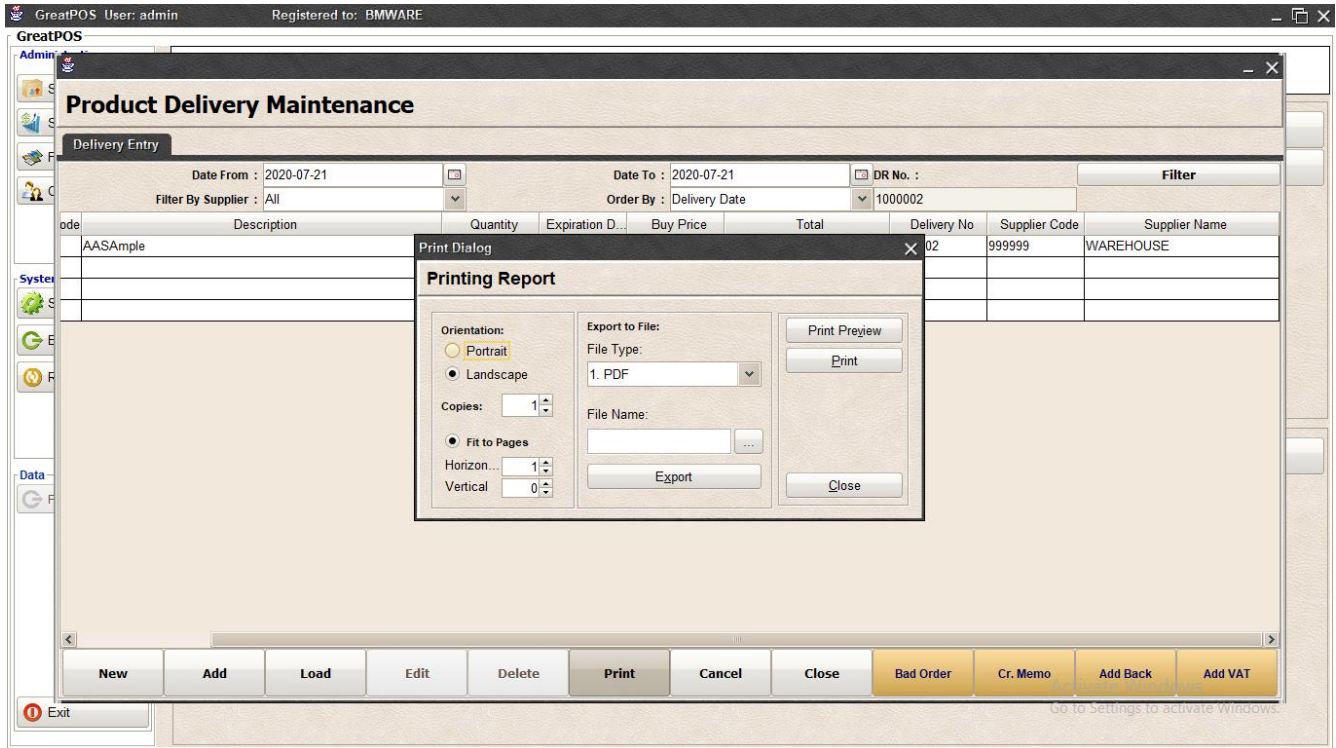
Step5) Enter Product name, Quantity and Delivery Price



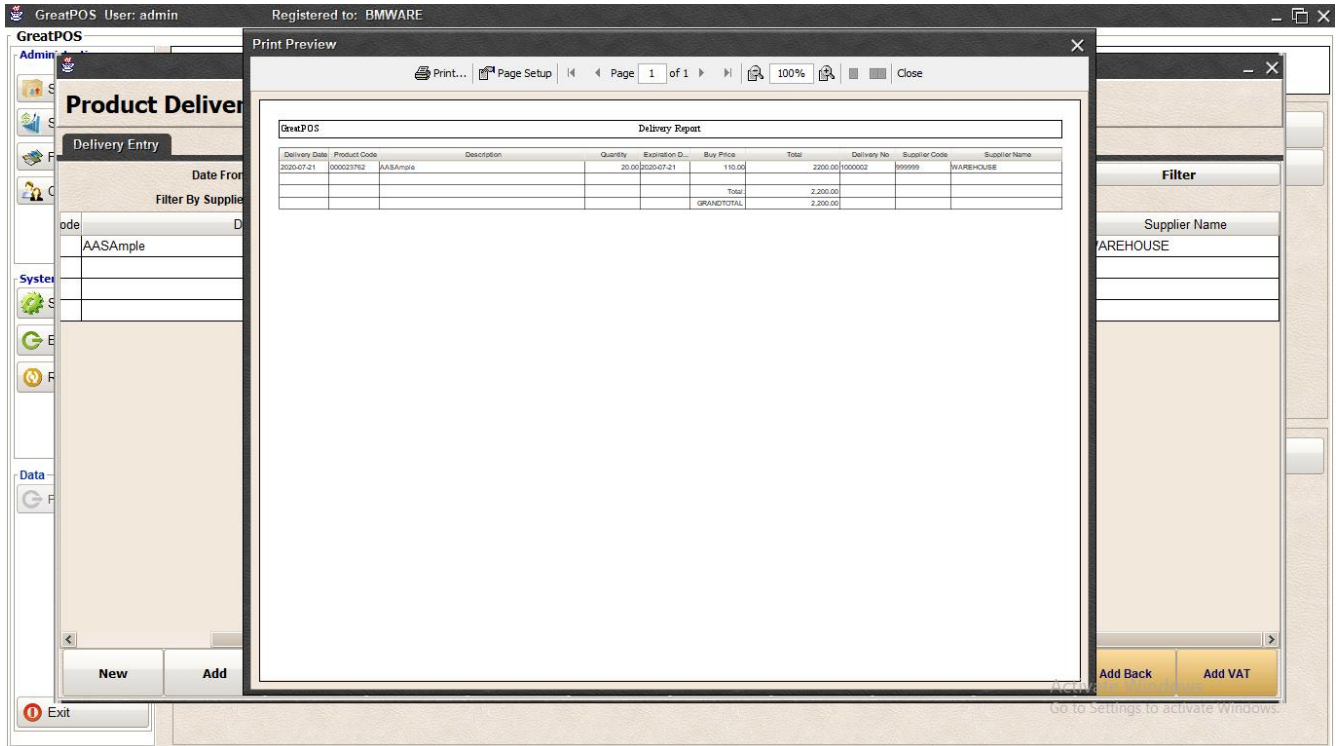
Step6) Click Save Button



Printing Deliveries
Click Print Button

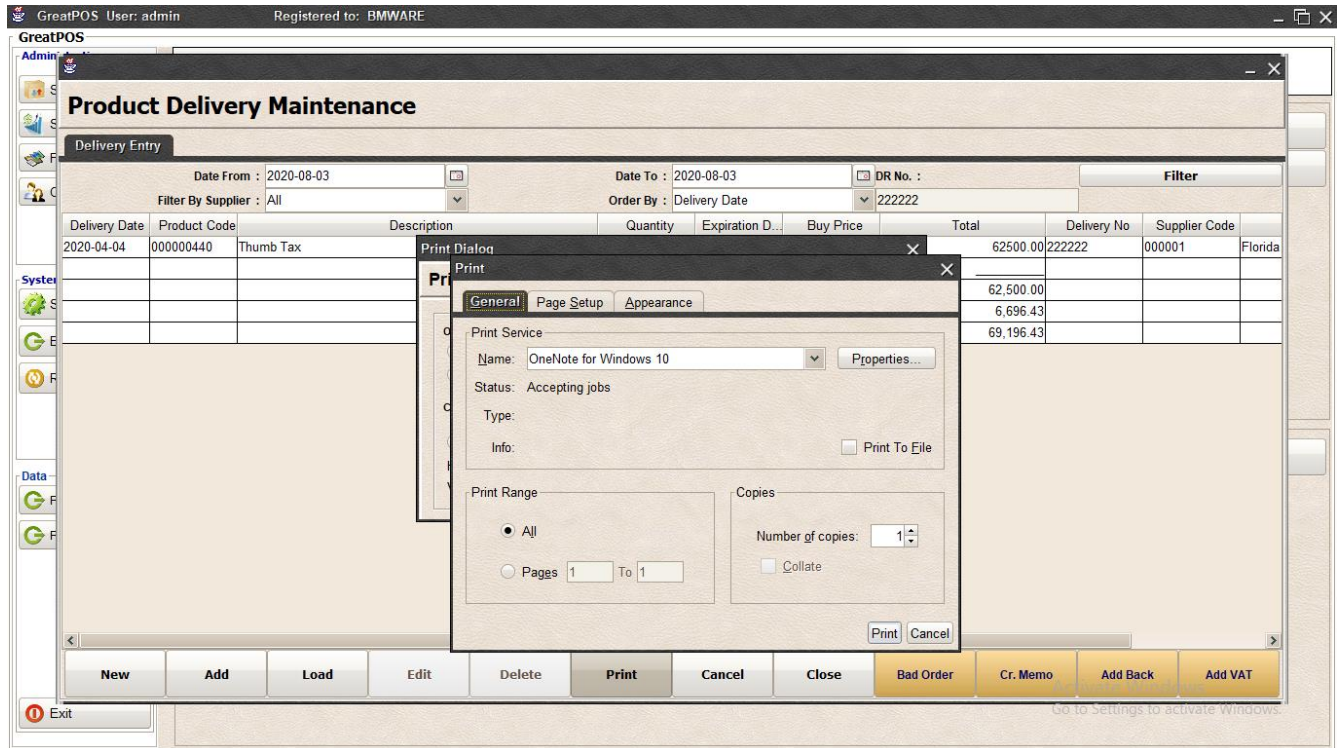


Print Preview
Click Preview Button



Print

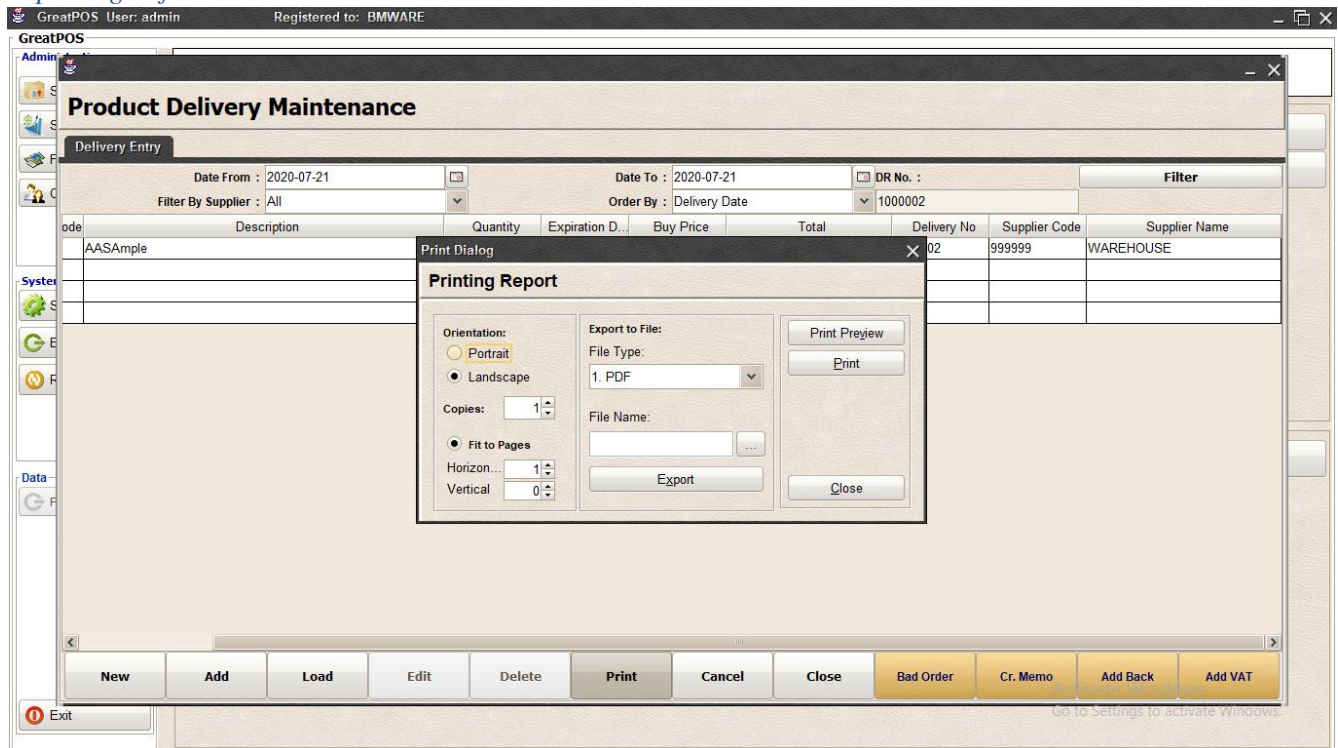
Step1) Click Print Button



Step2) Select Printer

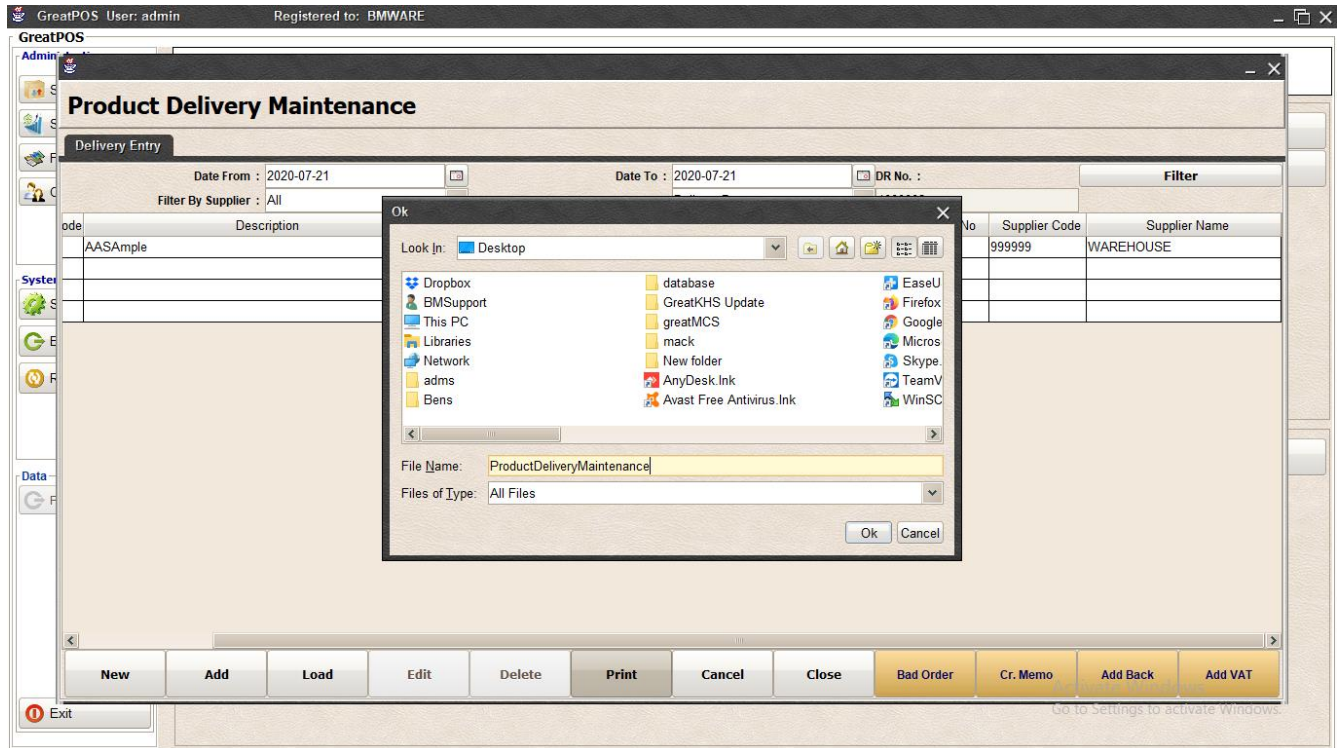
Step3) Click Print

Exporting to file



Step1) Select File Type

Step2) Click the (...) Button



Step3) Enter File name and Click OK

Step4) Click Export Button

Step5) Click OK

GreatPOS User: admin Registered to: BMWARE

Product Delivery Maintenance

Delivery Entry

Date From : 2020-07-21 Date To : 2020-07-21 DR No. :
 Filter By Supplier : All Order By : Delivery Date 1000002 Filter

Code	Description	Quantity	Expiration D...	Buy Price	Total	Delivery No	Supplier Code	Supplier Name
AASample		20.00	2020-07-21	110.00	2,200.00	1000002	999999	WAREHOUSE

Print Dialog

Printing Report

Orientation:
 Portrait
 Landscape
 Copies: 1
 Fit to Pages
 Horizontal: 1
 Vertical: 0

Export File Exported. OK

Export Close

New Add Load Edit Delete Print Cancel Close Bad Order Cr. Memo Add Back Add VAT

Exit

Go to Settings to activate Windows

ProductDeliveryMaintenance [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Cut Copy Paste Format Painter Clipboard Font Alignment Number Styles Cells Editing

Delivery Date

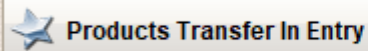
Delivery Date	Product Code	Description	Quantity	Expiration Date	Buy Price	Total	Delivery No	Supplier Code	Supplier Name
2020-07-21	000023762	AASample	20.00	2020-07-21	110.00	2,200.00	1000002	999999	WAREHOUSE
					Total:	2,200.00			
					GRANDTOTAL:	2,200.00			

Sheet1

Activate Windows Go to Settings to activate Windows

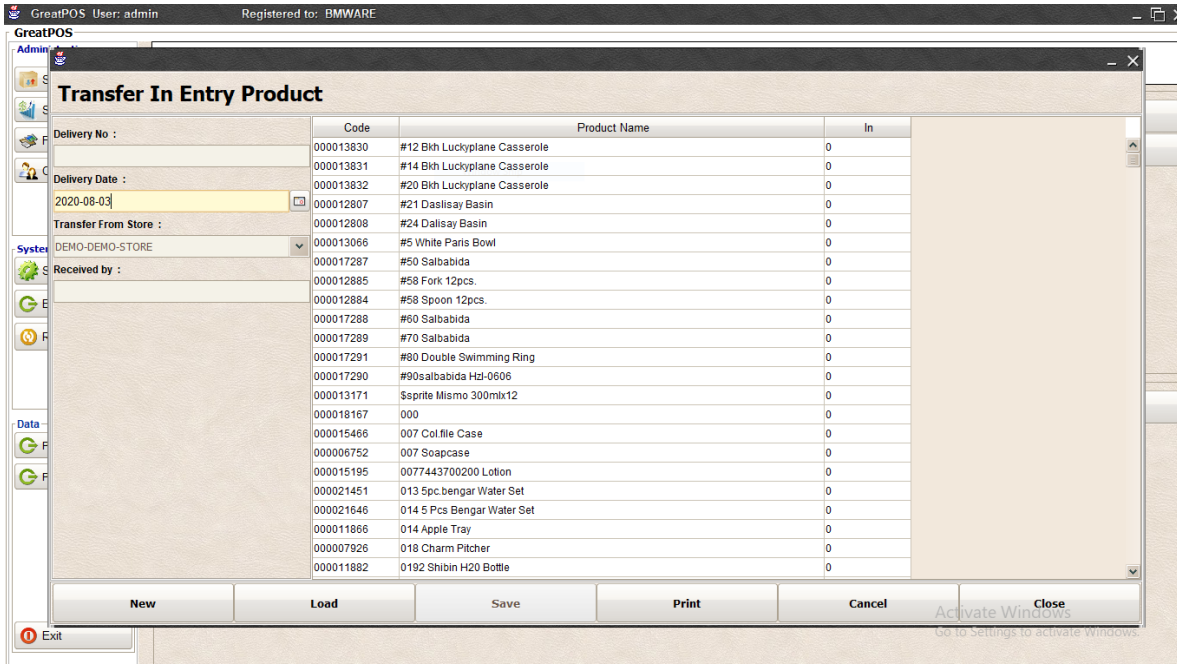
100%

Product Transfer in Entry



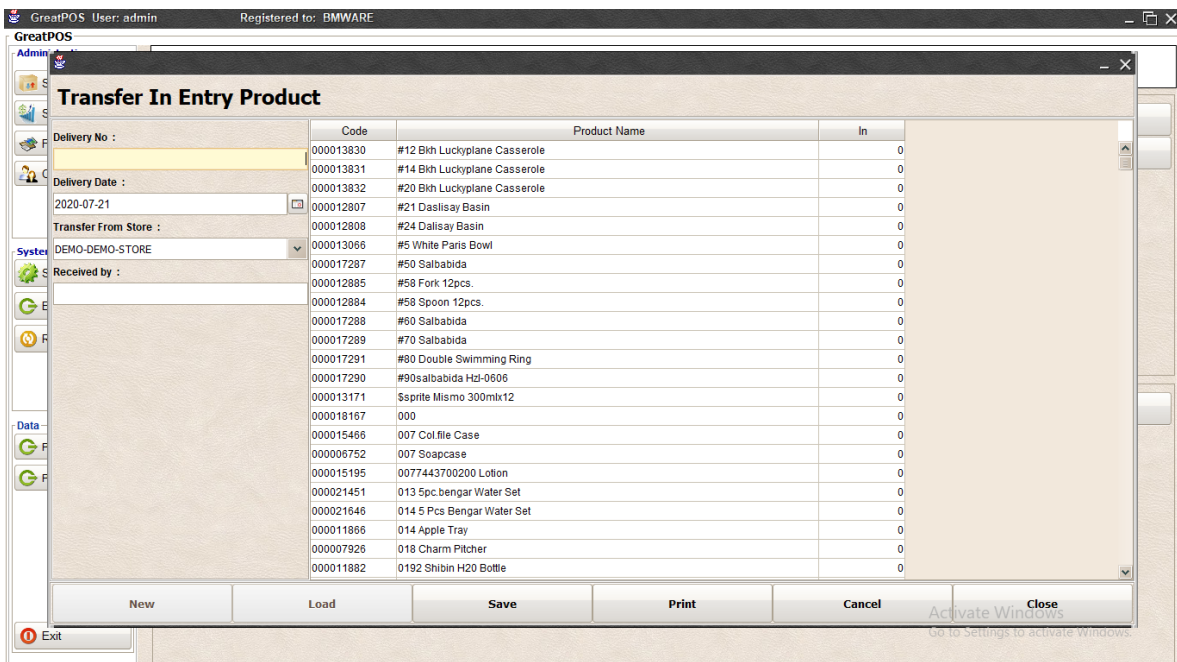
Use to Transfer in Delivery from another store

How to use Products Transfer in entry?



Enter Transfers

Step1) Click New Button

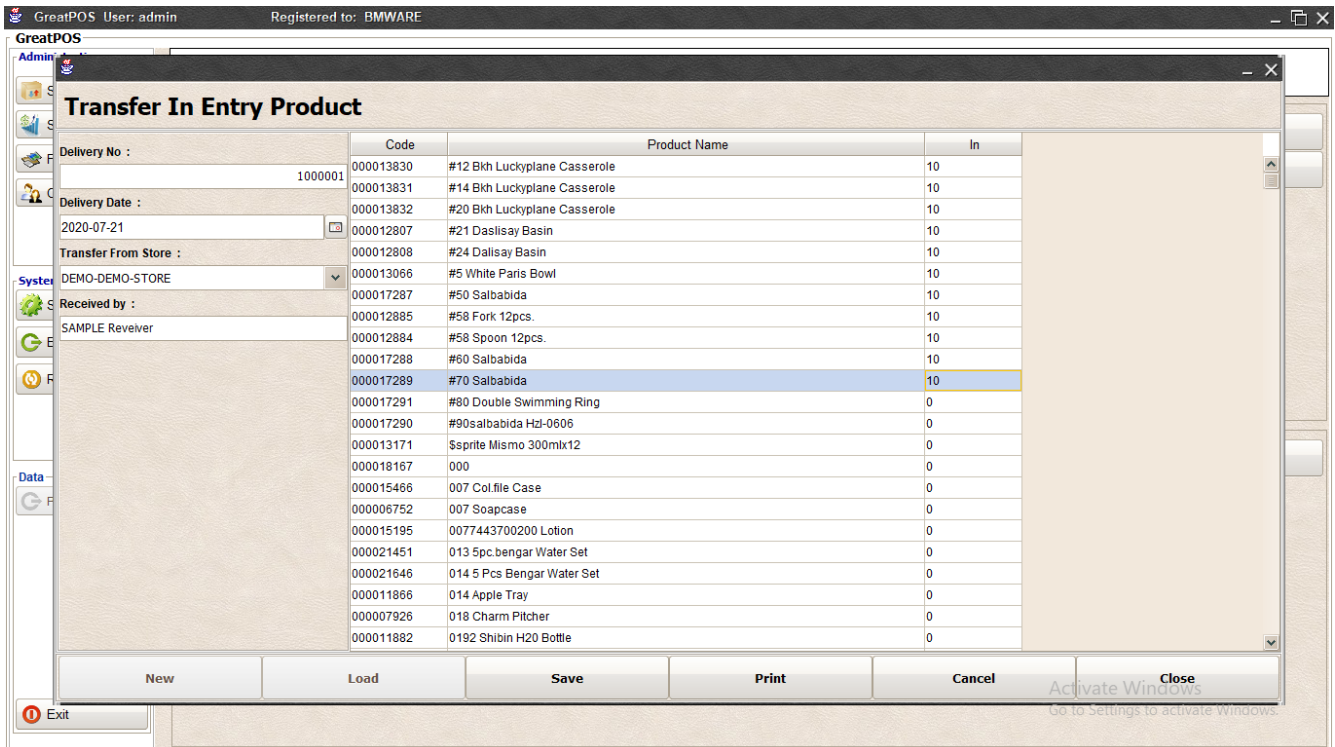


Step2) Enter Delivery Number

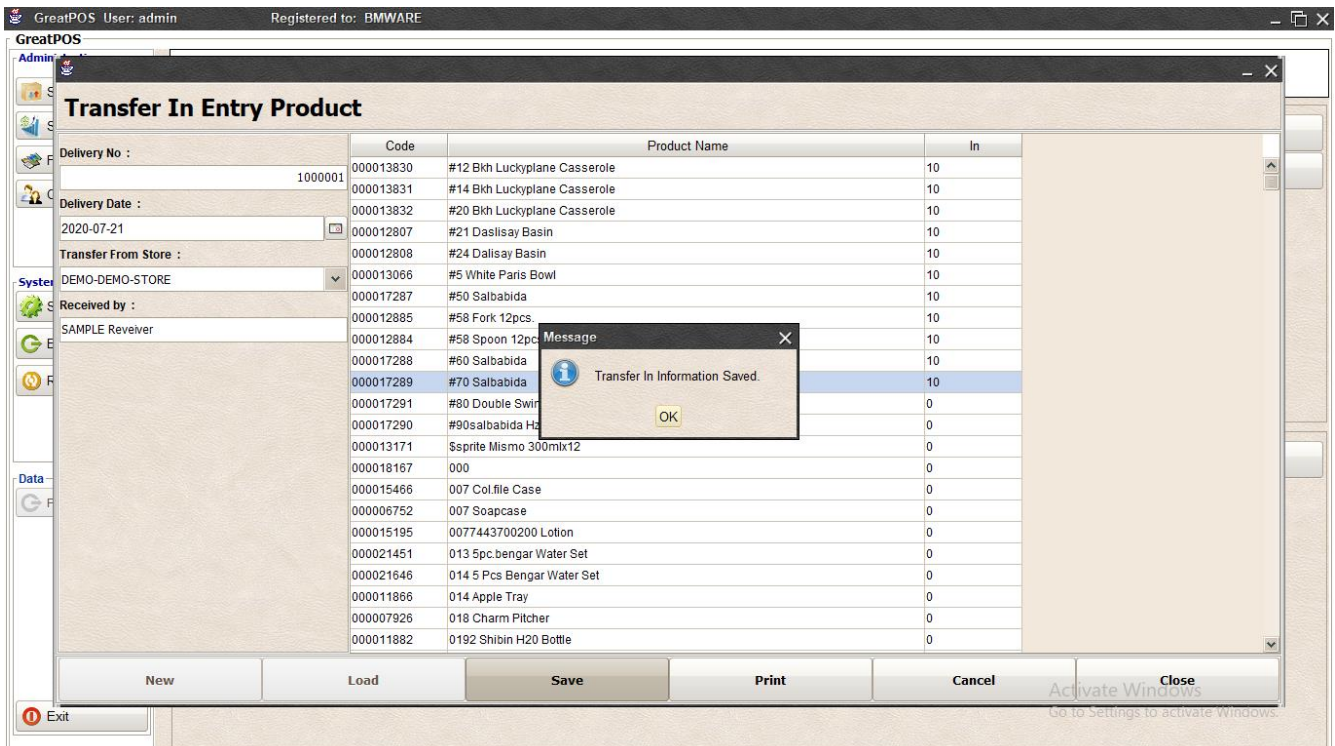
Step3) Select Date and Store From

Step4) Enter Receive By

Step5) Enter Product In

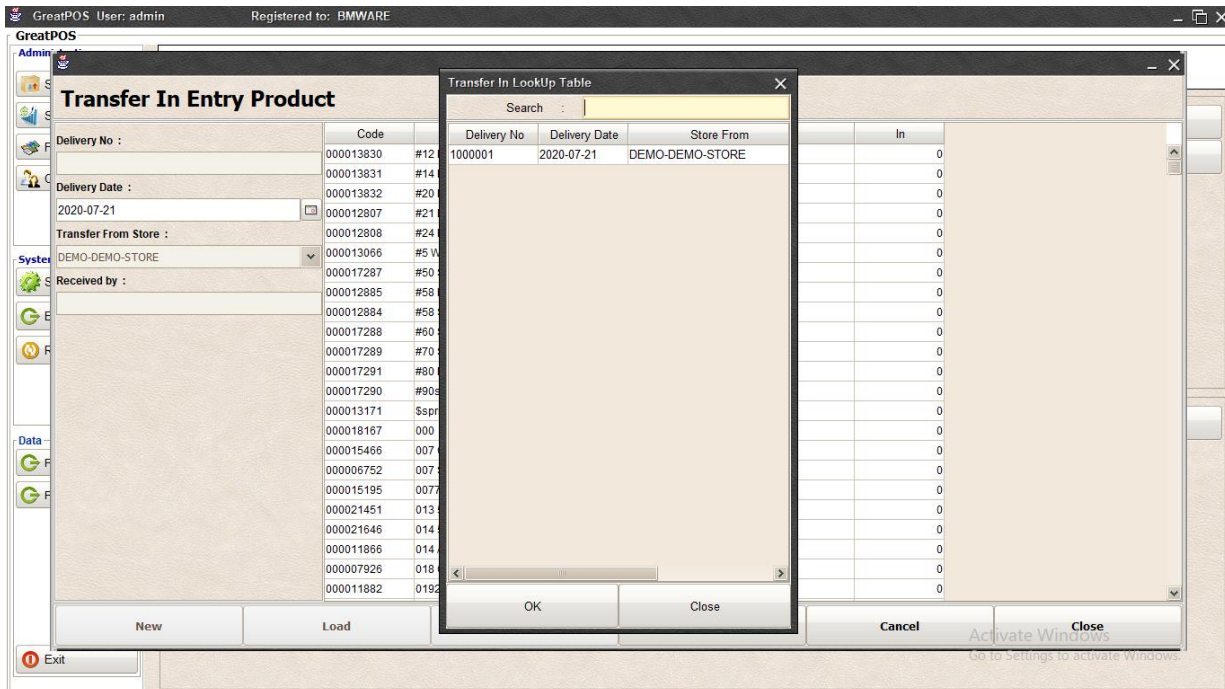


Step6) Click Save Button

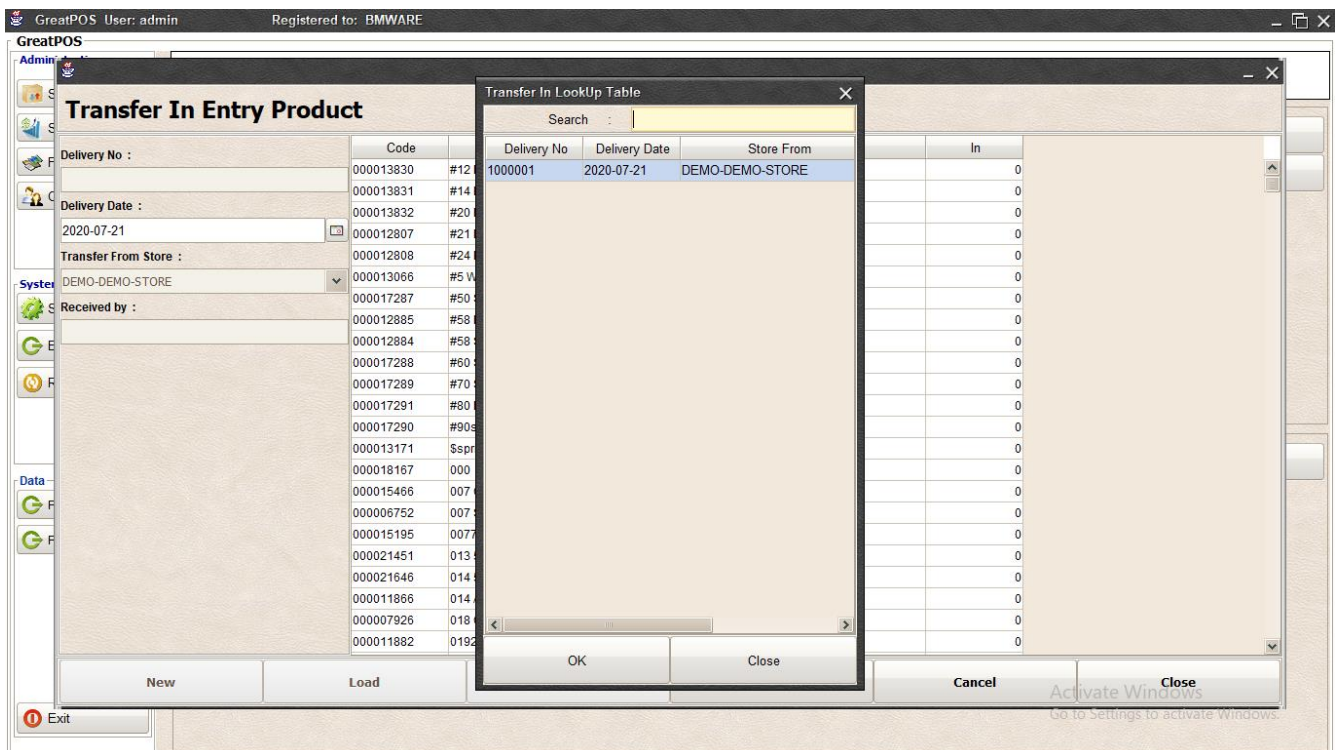


Load Past Transfer In

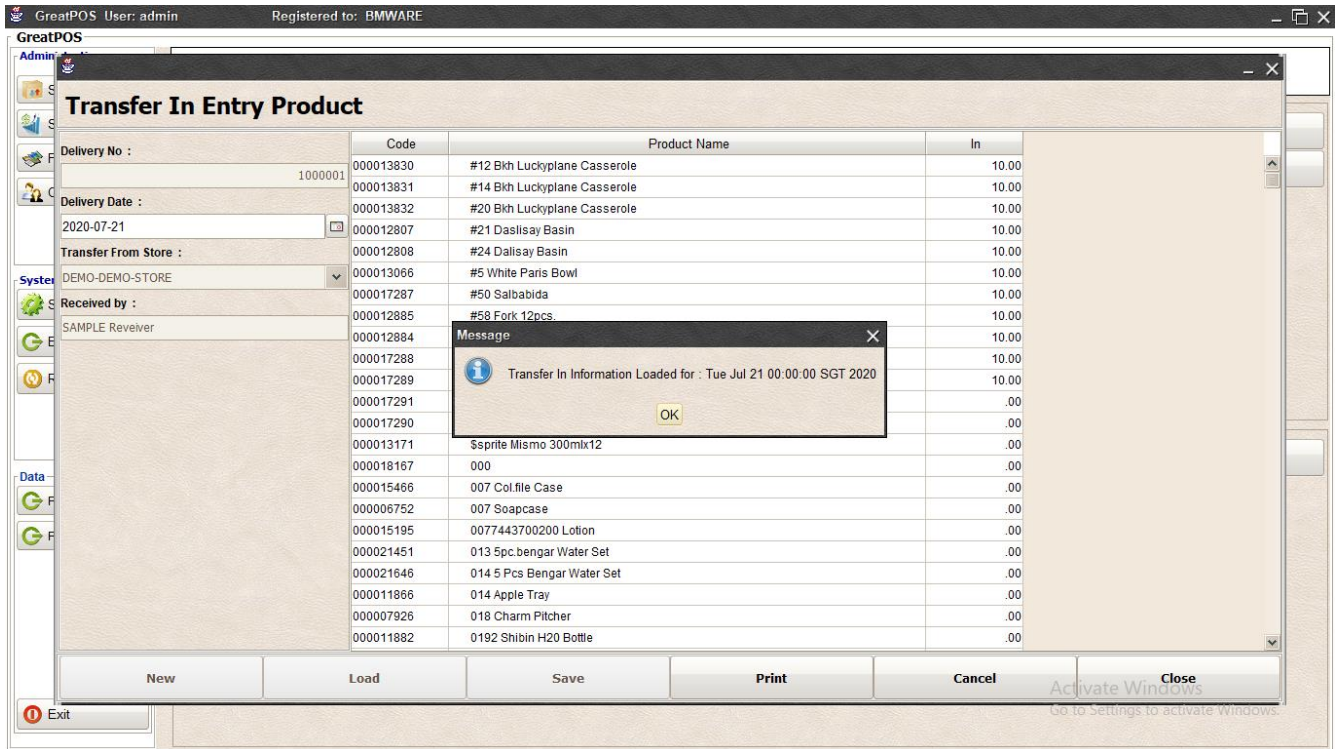
Step1) Click Load Button



Step2) Select data from the table

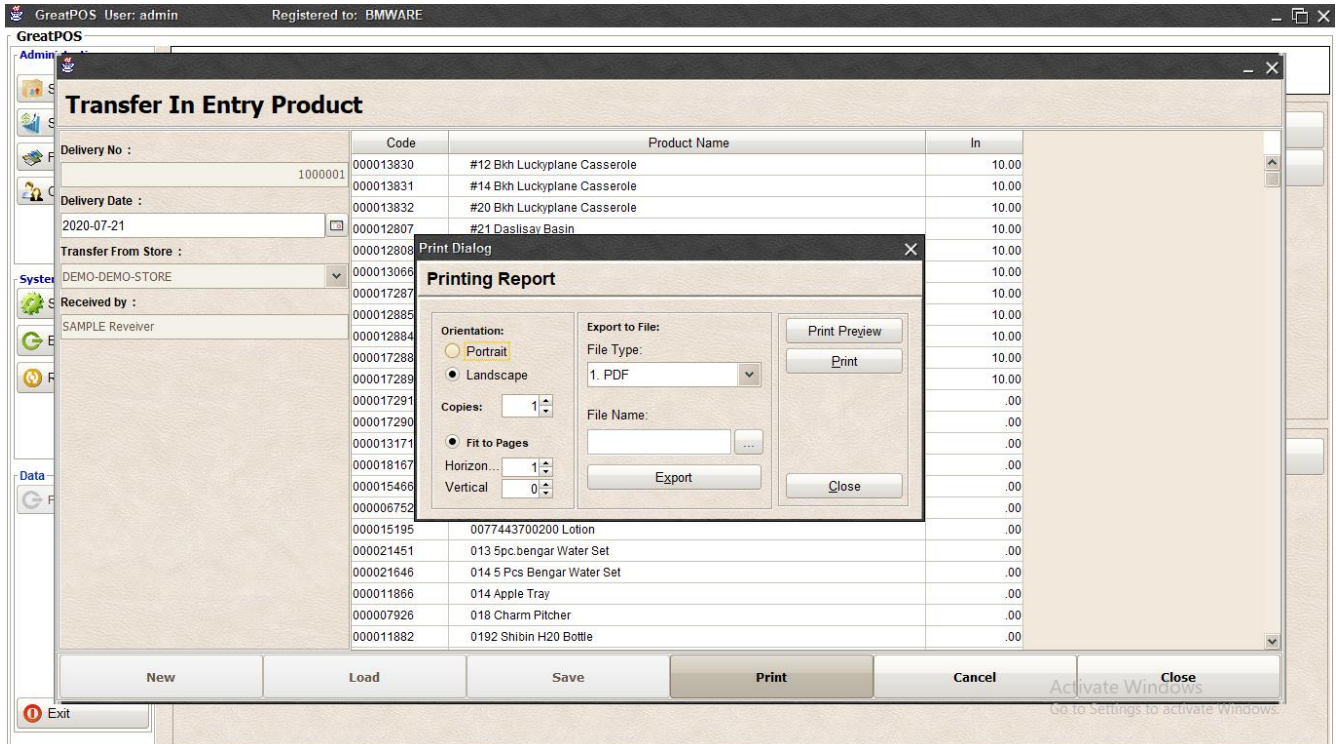


Step3) Click Ok

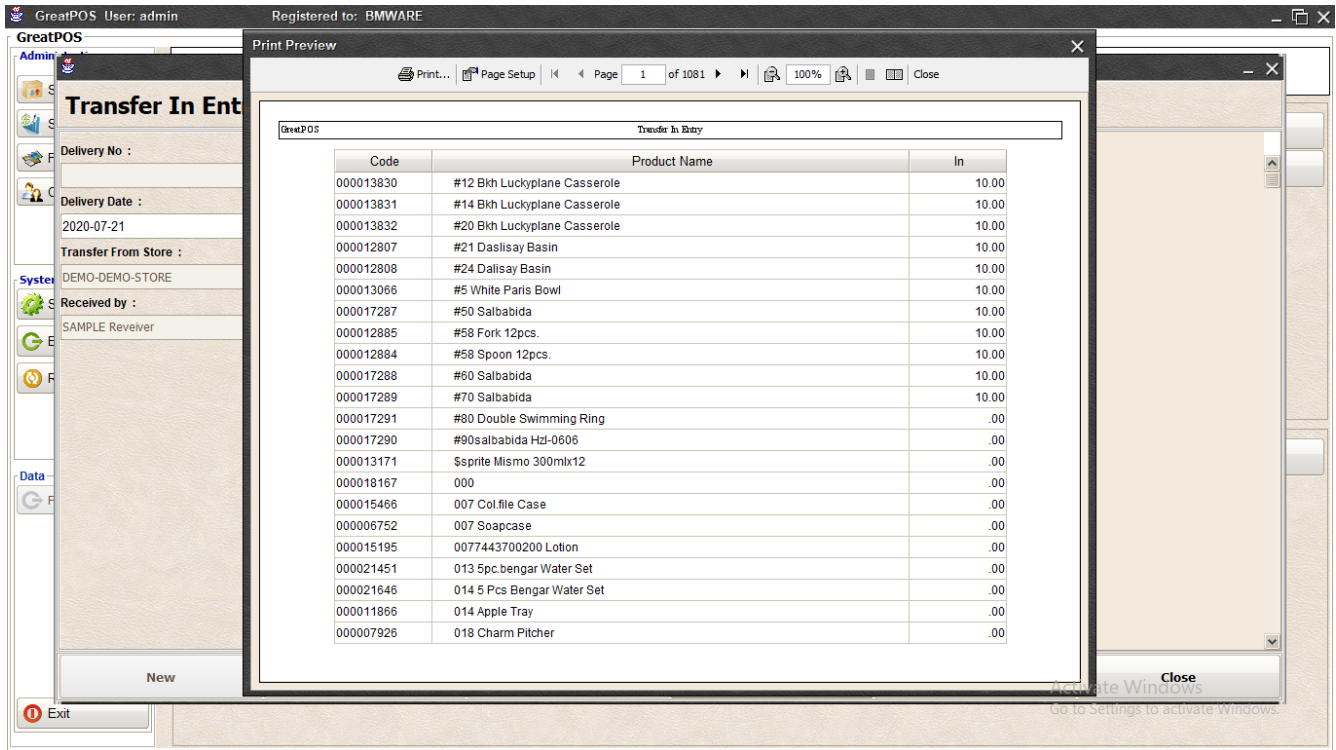


Step4) Click Ok

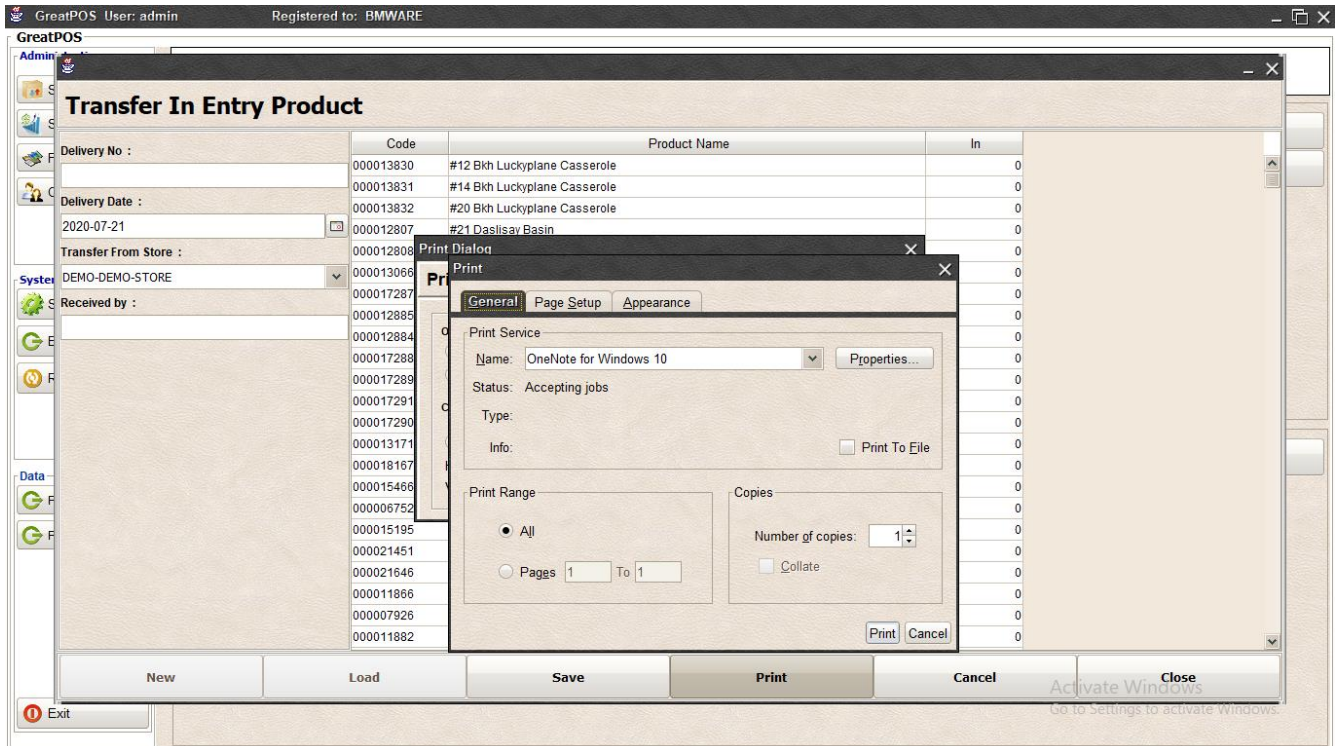
Printing Transfer Ins
Click Print Button



Print Preview
 Click Preview Button



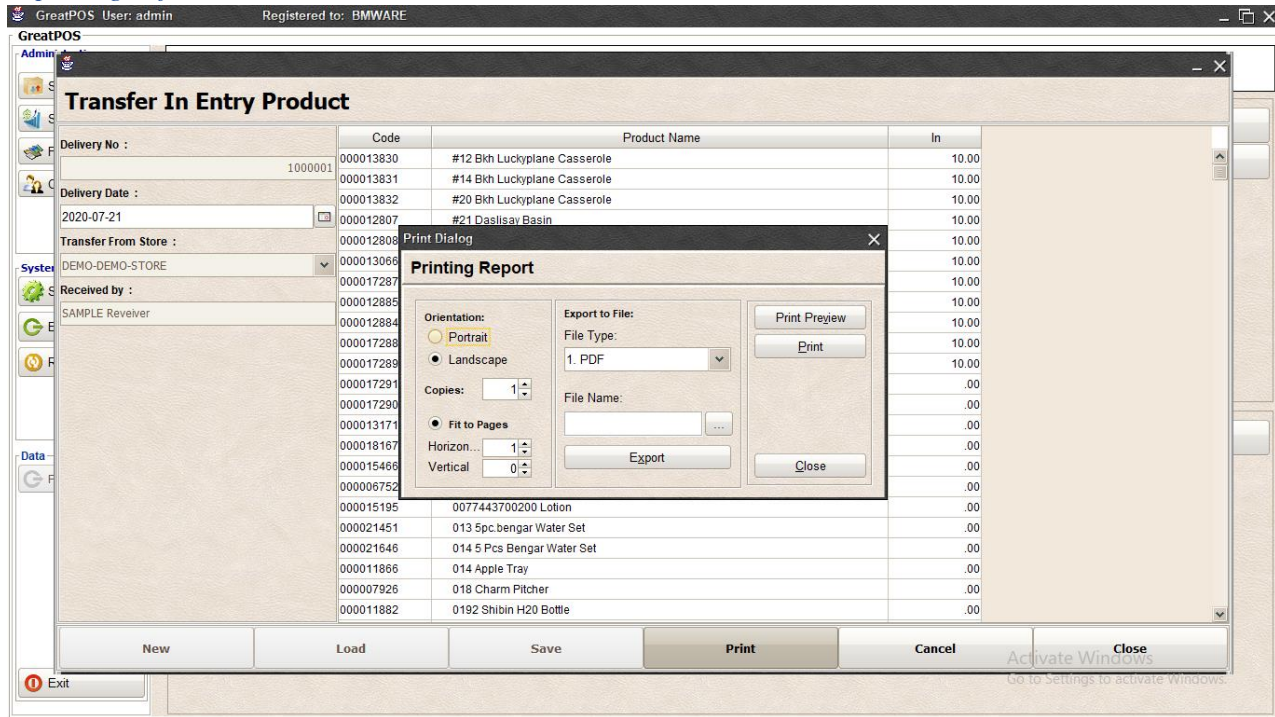
Print
 Step1) Click Print Button



Step2) Select Printer

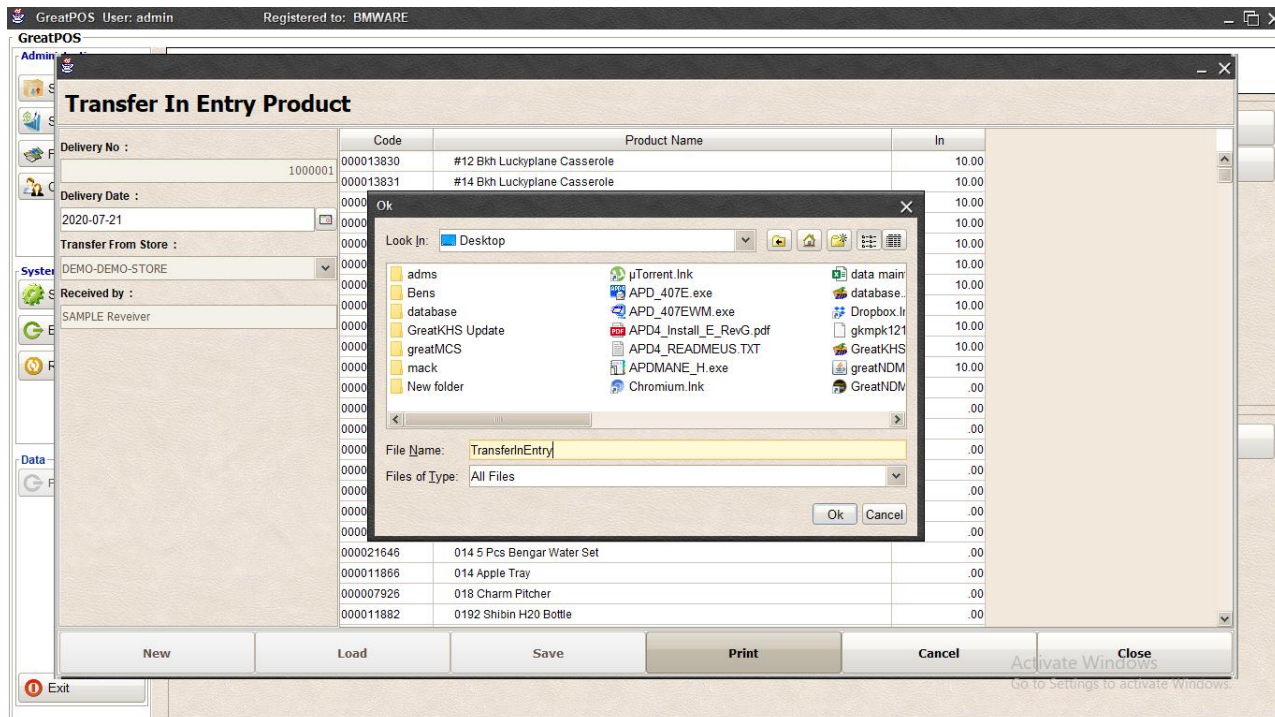
Step3) Click Print

Exporting to file



Step1) Select File Type

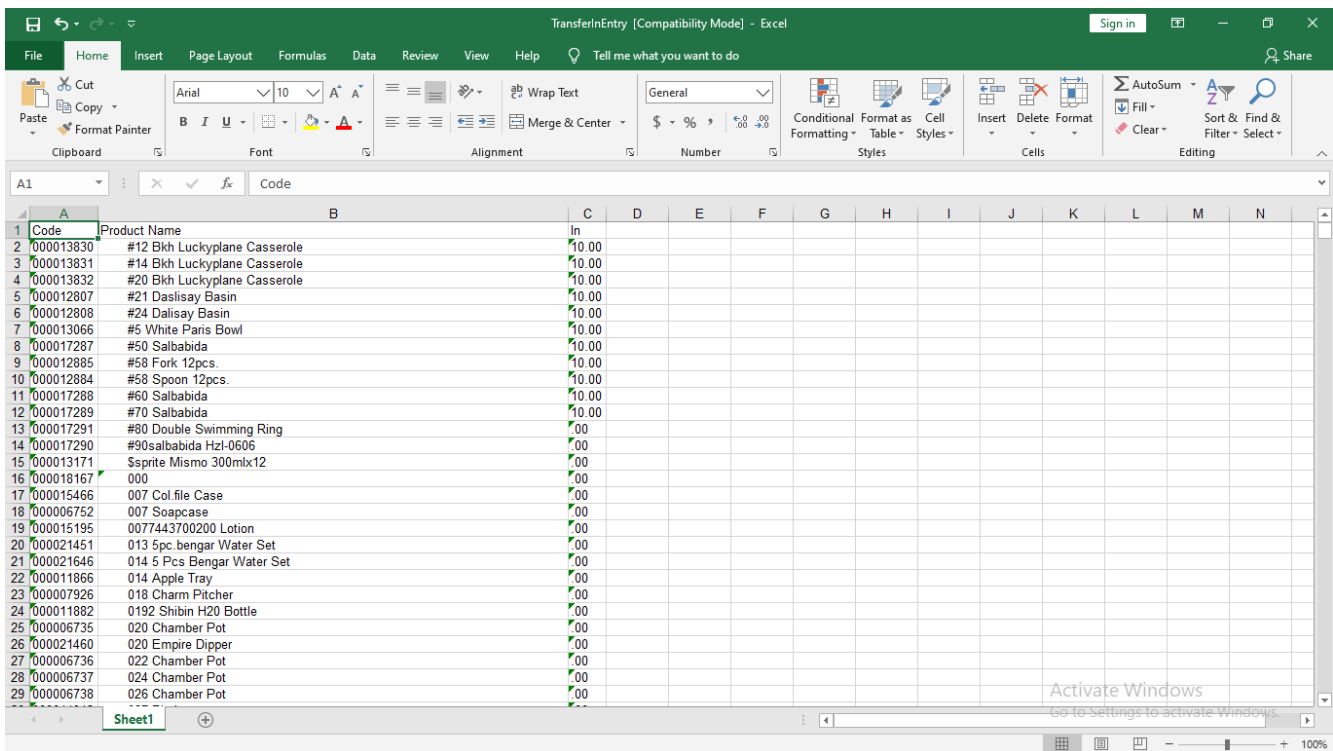
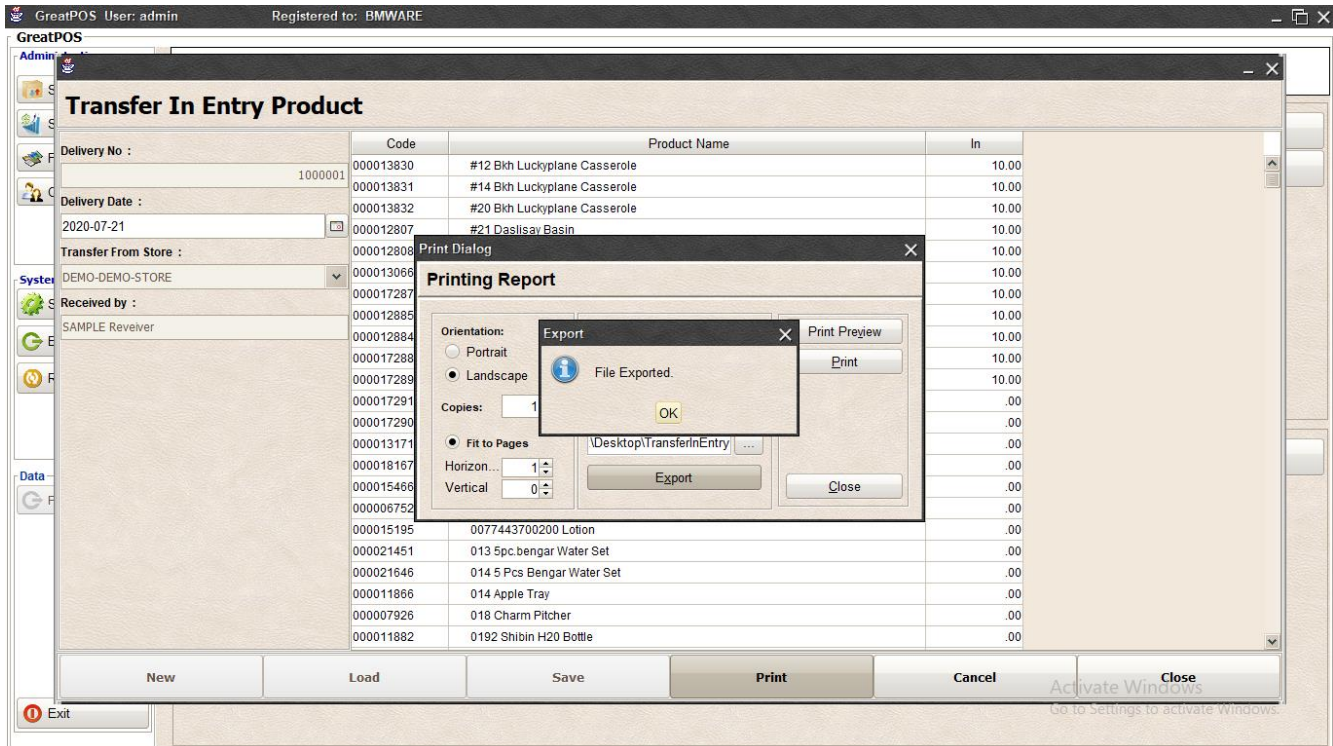
Step2) Click the (...) Button



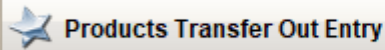
Step3) Enter File name and Click OK

Step4) Click Export Button

Step5) Click OK

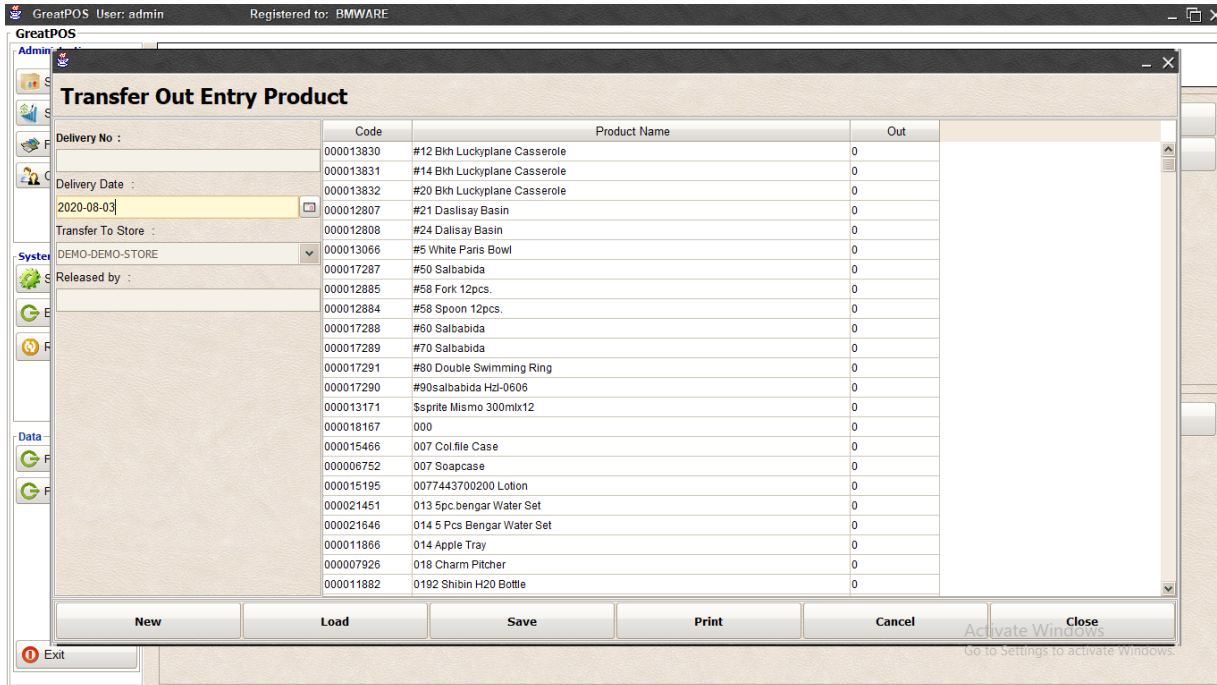


Product Transfer out Entry



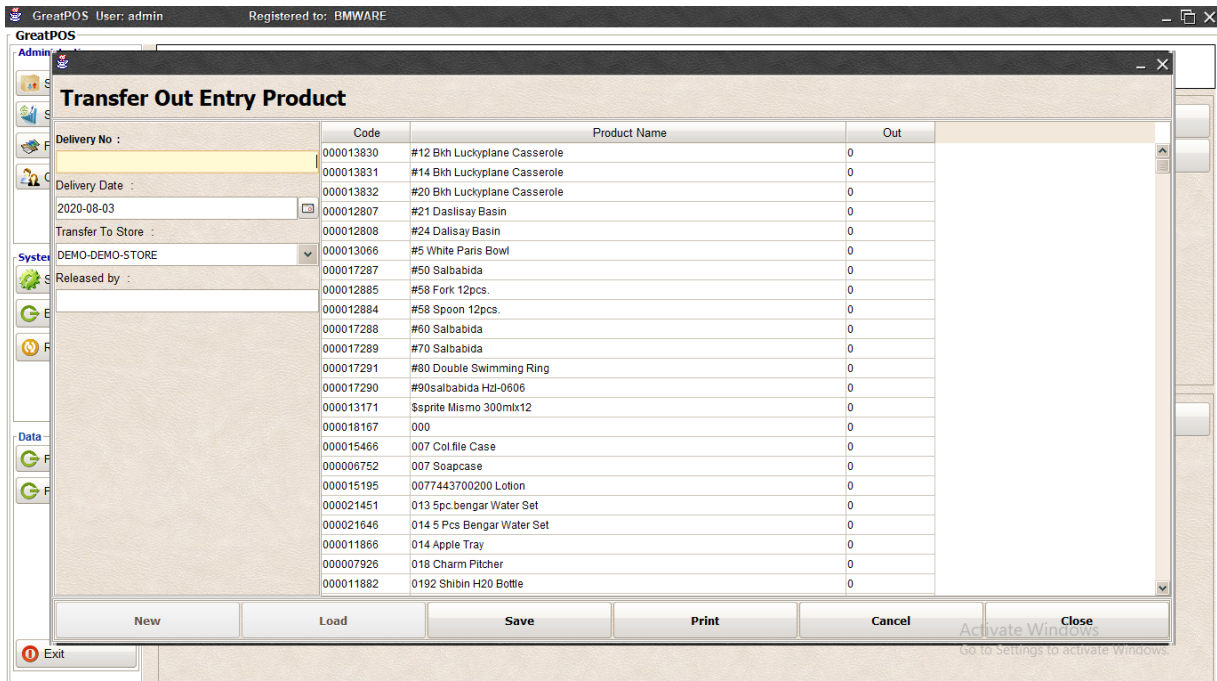
Use to Transfer out the store stock to another store

How to use Products Transfer Out entry?



Enter Transfers

Step1) Click New Button

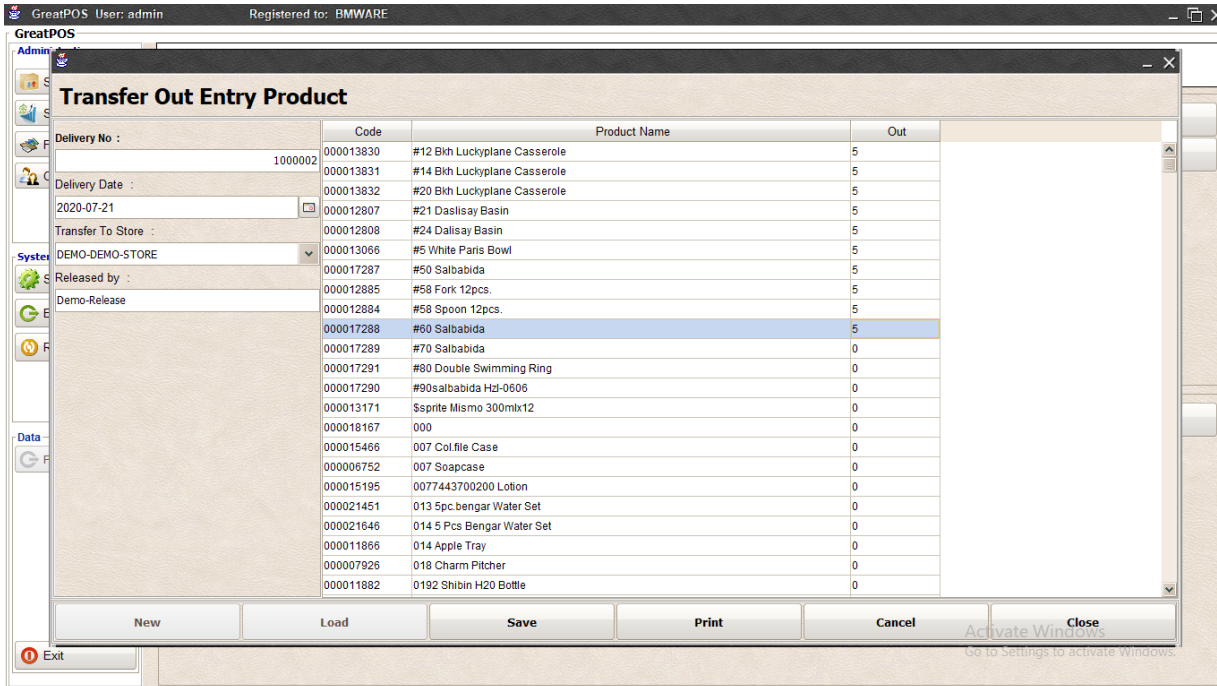


Step2) Enter Delivery Number

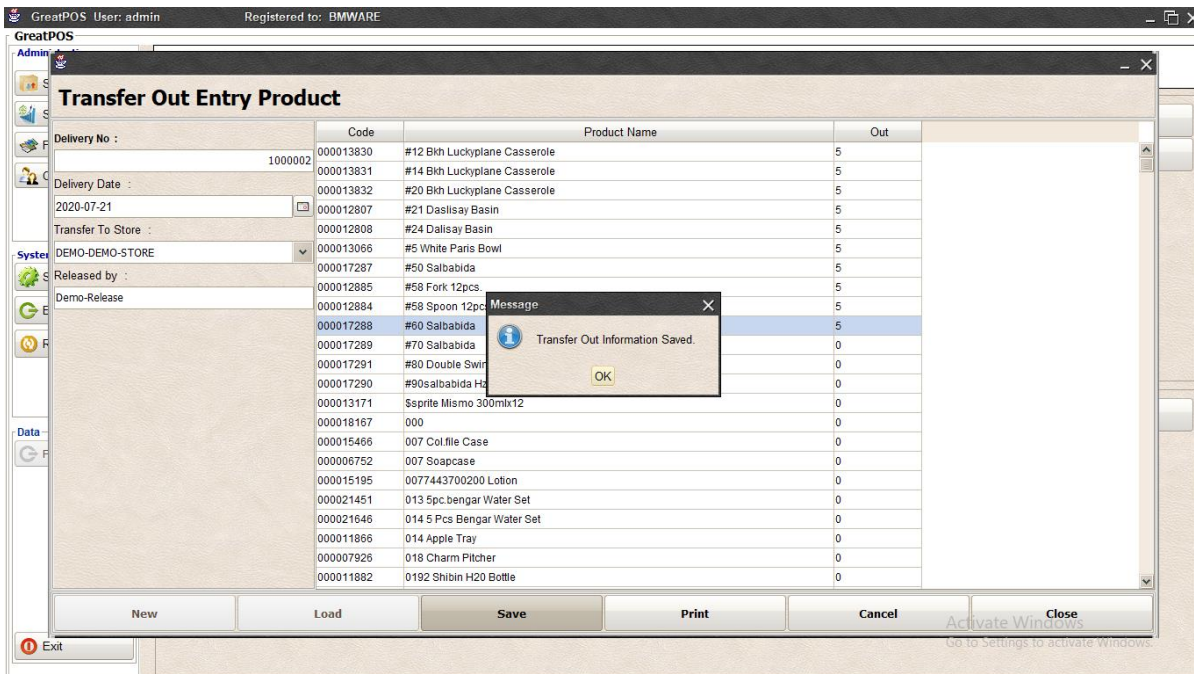
Step3) Select Date and Transfer to Store

Step4) Enter Release By

Step5) Enter Product In

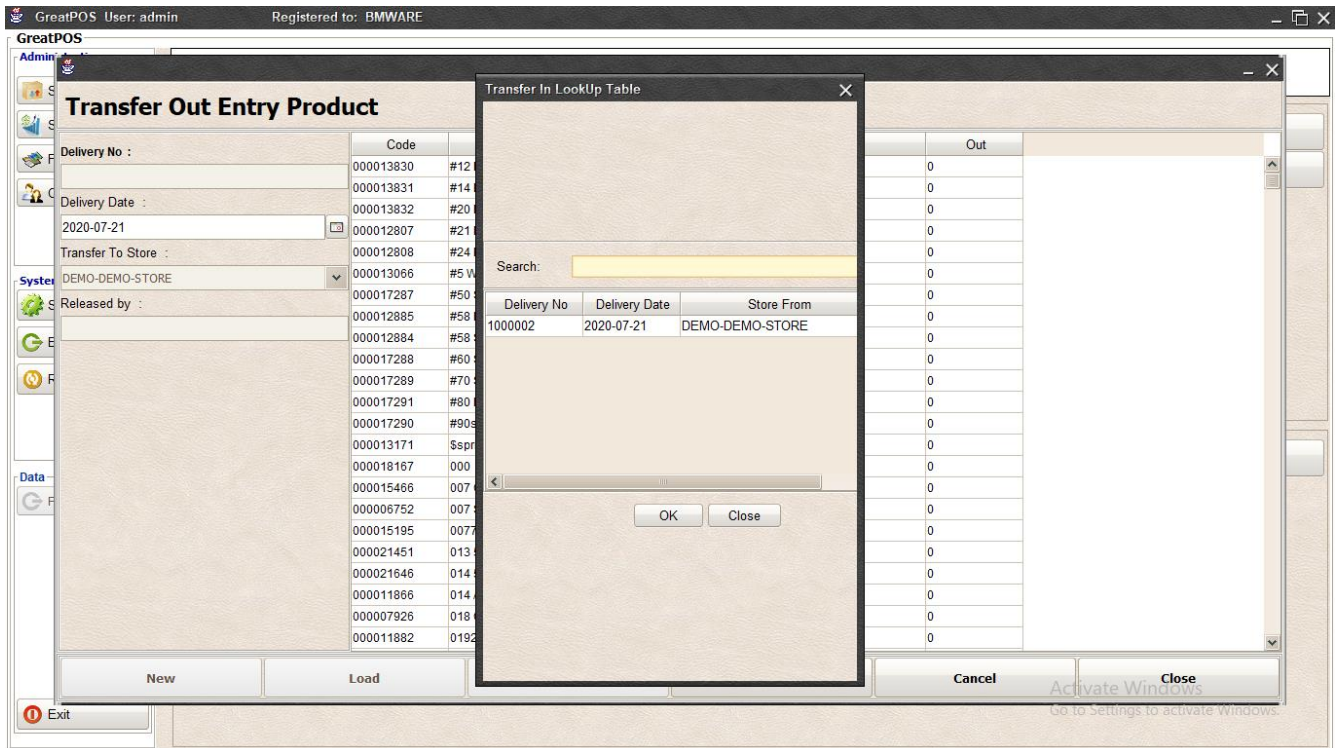


Step6) Click Save Button

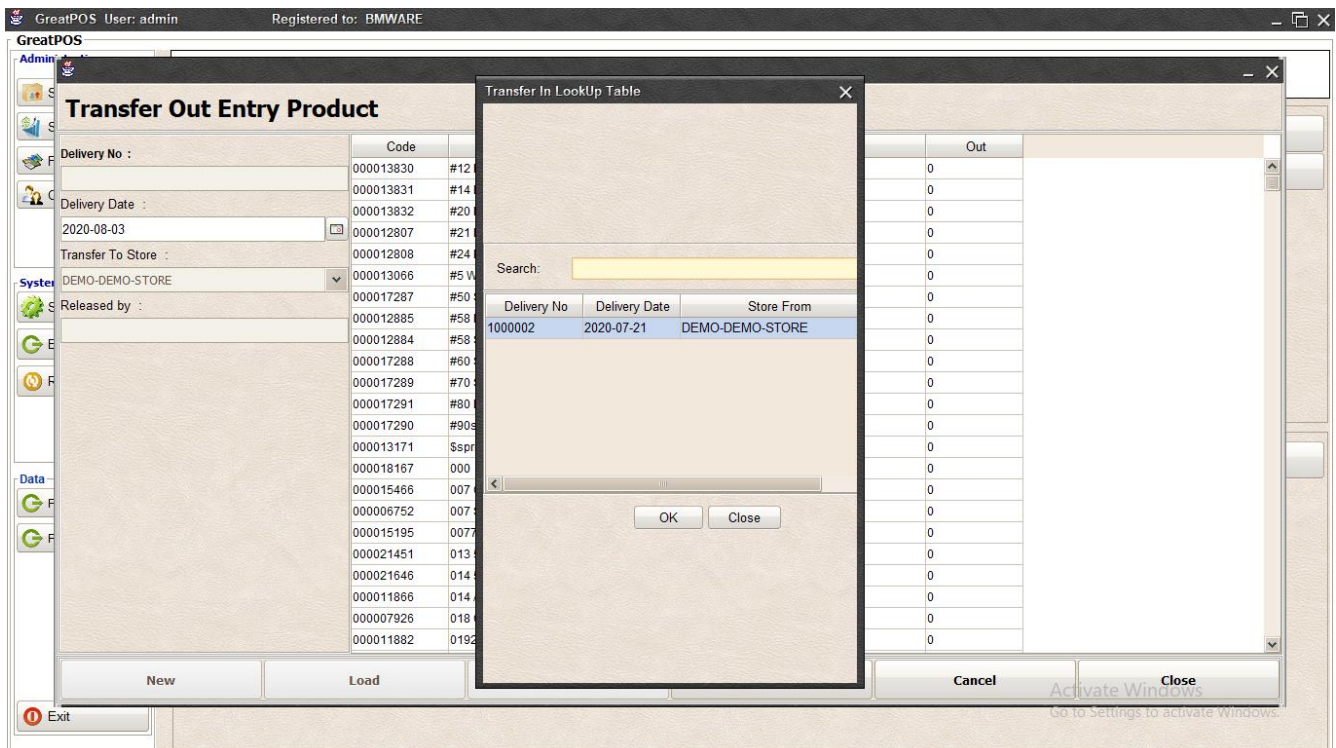


Load Past Transfer Out

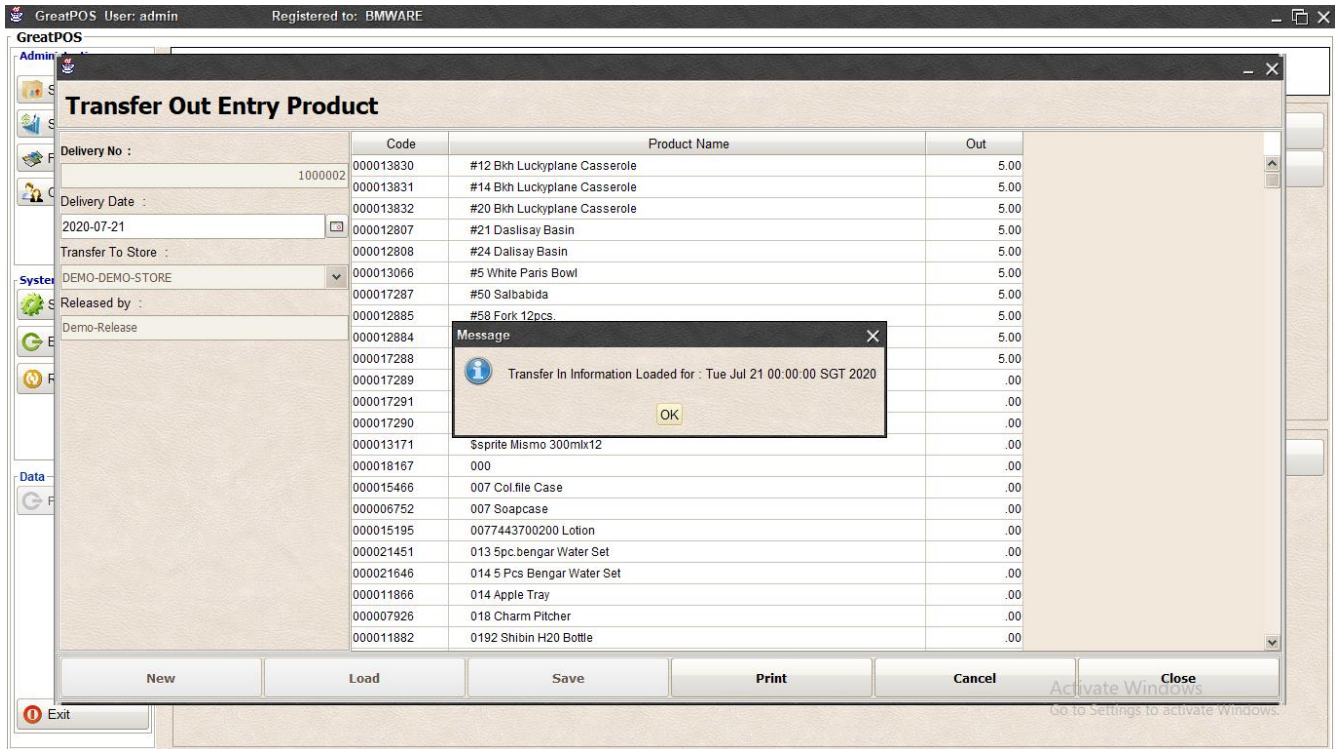
Step1) Click Load Button



Step2) Select data from the table

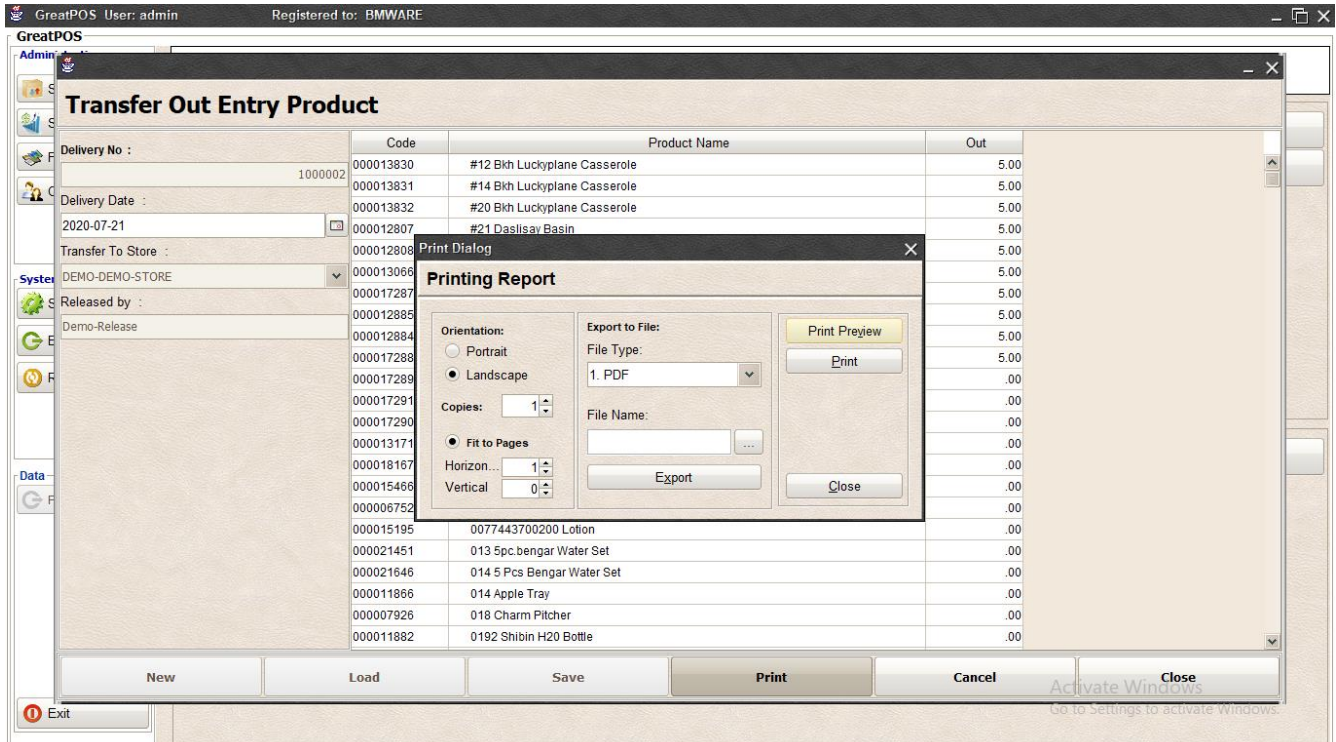


Step3) Click Ok

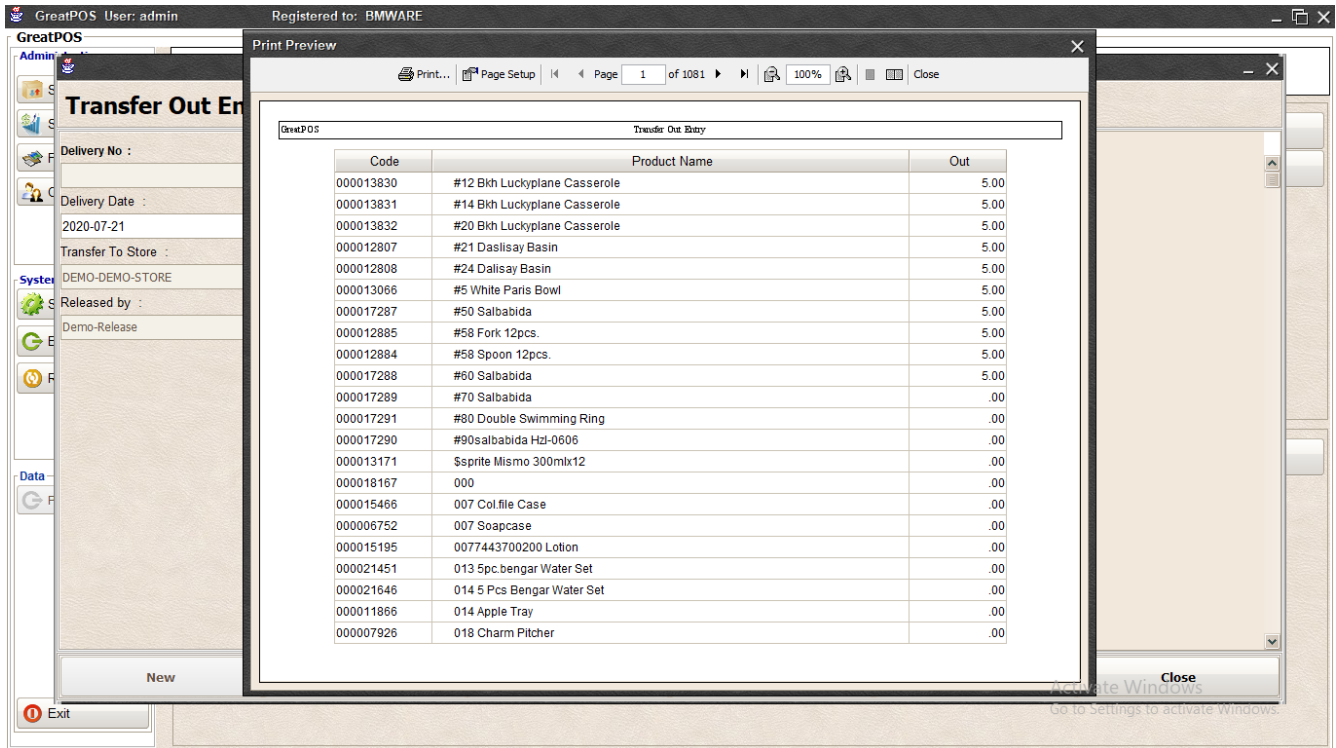


Step4) Click Ok

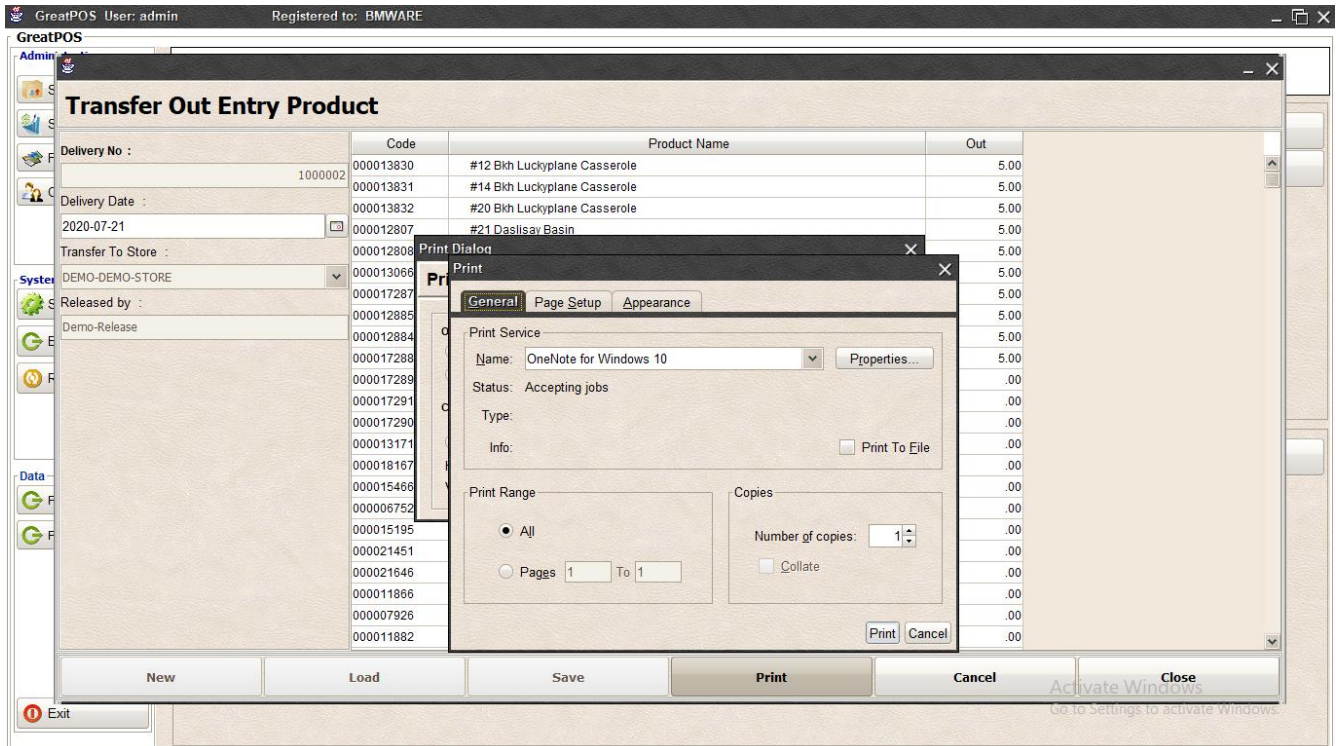
Printing Transfer Out
 Click Print Button



Print Preview
 Click Preview Button



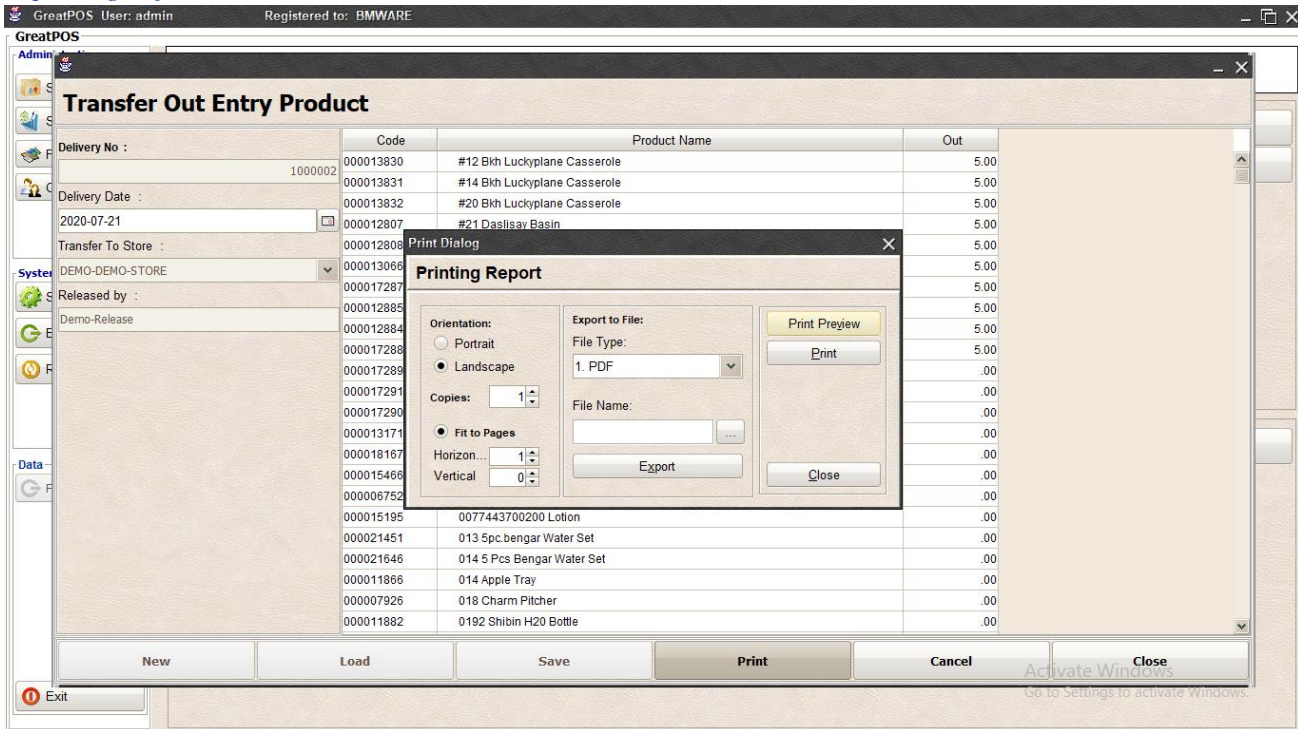
Print
 Step1) Click Print Button



Step2) Select Printer

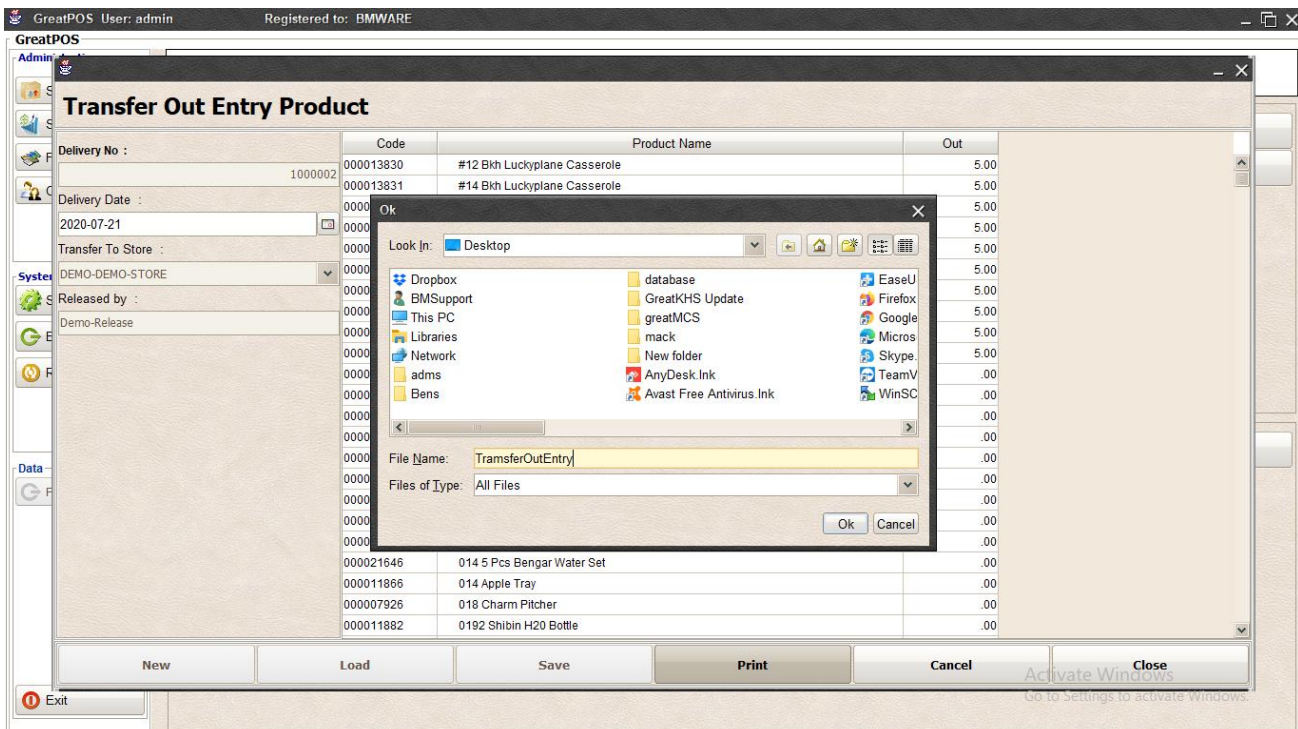
Step3) Click Print

Exporting to file



Step1) Select File Type

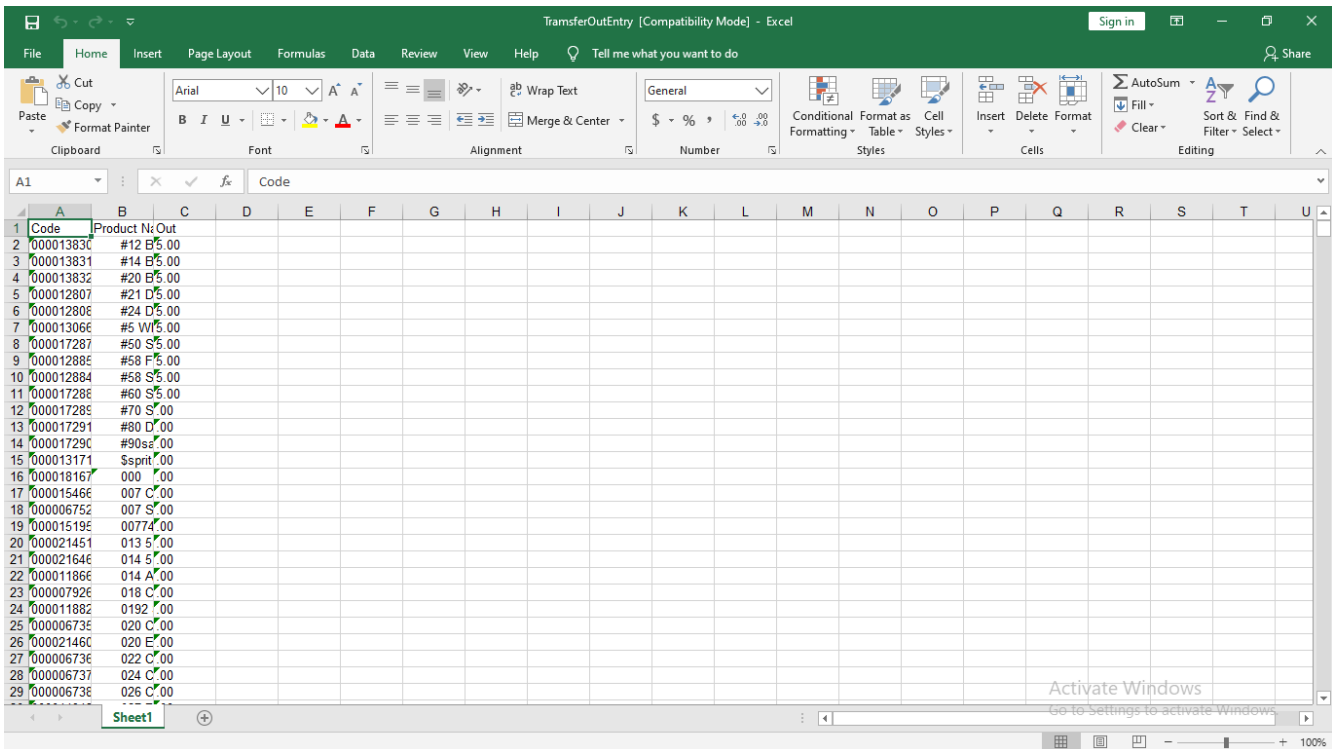
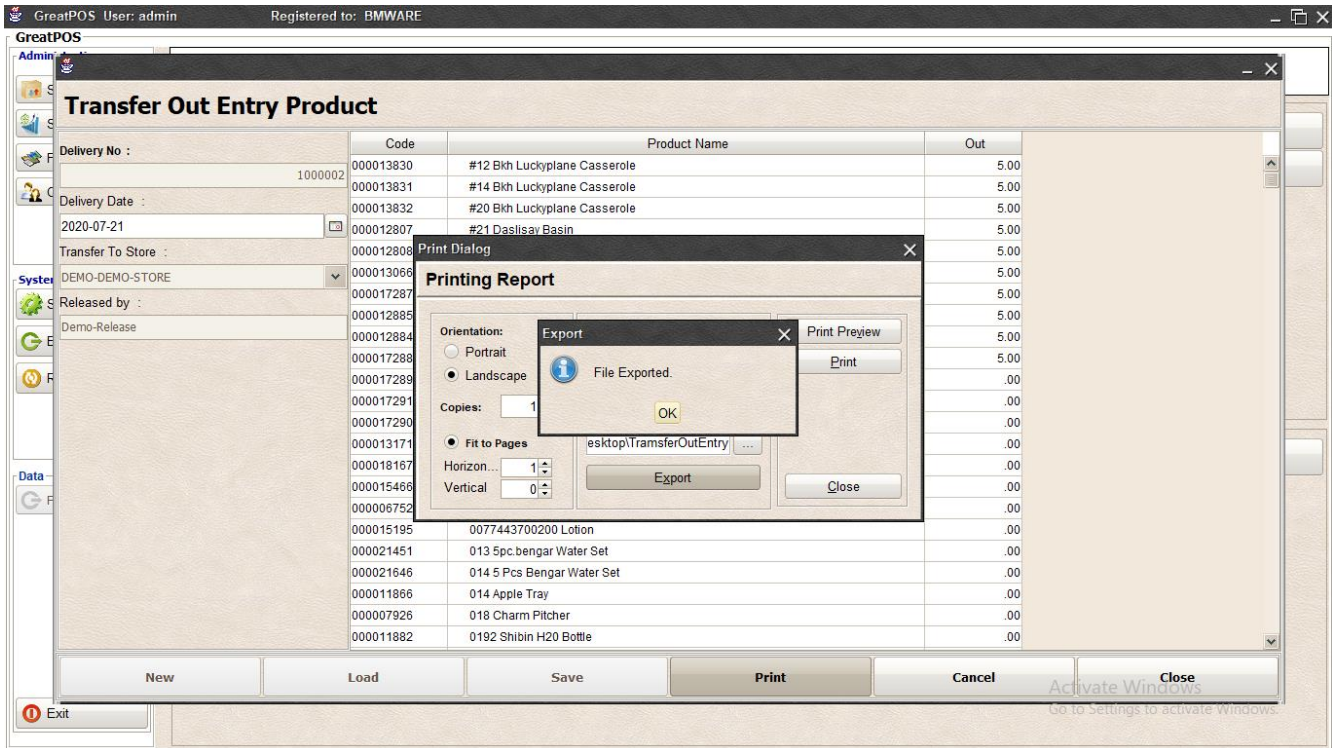
Step2) Click the (...) Button



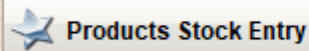
Step3) Enter File name and Click OK

Step4) Click Export Button

Step5) Click OK

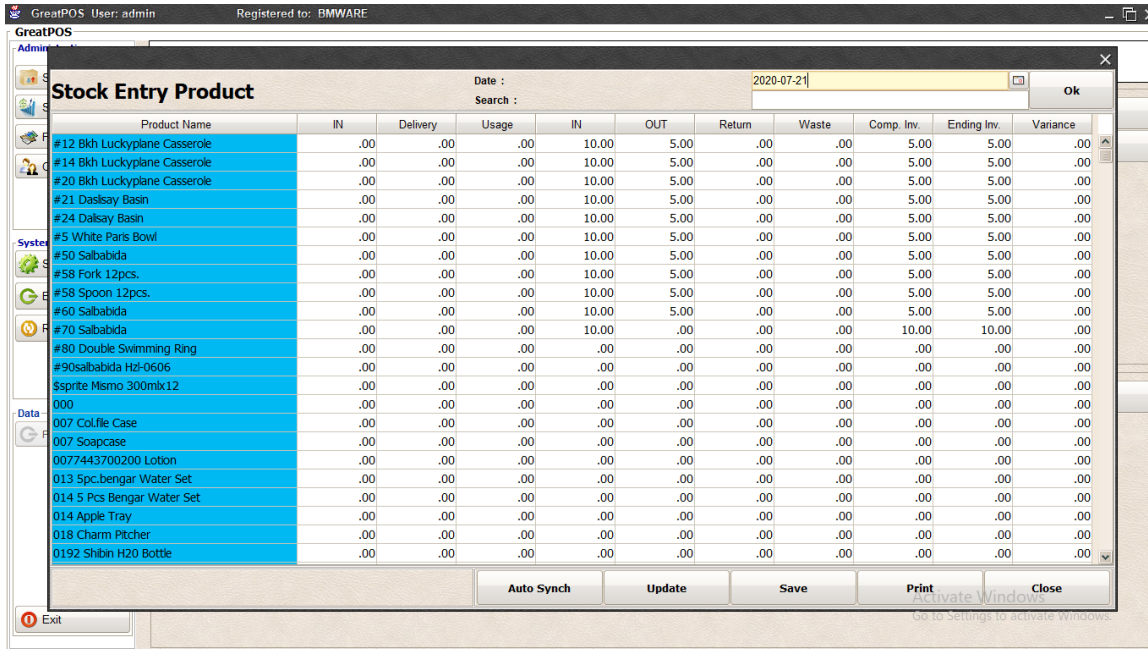


Product Stock Entry



Use to Manage your product inventory

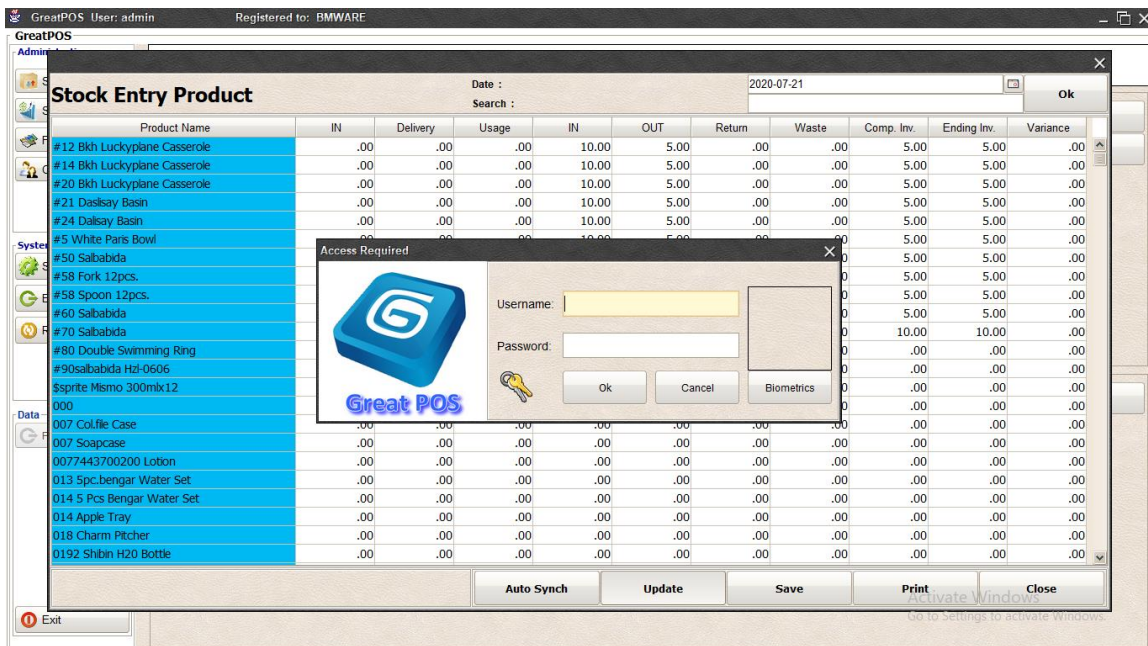
How to use Products Stock Entry?



Update Inventory

Use to enable usage of stock entry

Step1) Click Update Button



Step2) Enter Administration Credentials

Step3) Click Ok Button

GreatPOS User: admin Registered to: BMWARE

Date : 2020-07-21

Search :

Product Name	IN	Delivery	Usage	IN	OUT	Return	Waste	Comp. Inv.	Ending Inv.	Variance
#12 Bkh Luckyplane Casserole	.00	.00	.00	10.00	5.00	.00	.00	5.00	5.00	.00
#14 Bkh Luckyplane Casserole	.00	.00	.00	10.00	5.00	.00	.00	5.00	5.00	.00
#20 Bkh Luckyplane Casserole	.00	.00	.00	10.00	5.00	.00	.00	5.00	5.00	.00
#21 Dalsay Basin	.00	.00	.00	10.00	5.00	.00	.00	5.00	5.00	.00
#24 Dalsay Basin	.00	.00	.00	10.00	5.00	.00	.00	5.00	5.00	.00
#5 White Paris Bowl	.00	.00	.00	10.00	5.00	.00	.00	5.00	5.00	.00
#50 Salabida	.00	.00	.00	10.00	5.00	.00	.00	5.00	5.00	.00
#58 Fork 12pcs.	.00	.00	.00	10.00	5.00	.00	.00	5.00	5.00	.00
#58 Spoon 12pcs.	.00	.00	.00	10.00	5.00	.00	.00	5.00	5.00	.00
#60 Salabida	.00	.00	.00	10.00	5.00	.00	.00	5.00	5.00	.00
#70 Salabida	.00	.00	.00	10.00	.00	.00	.00	10.00	10.00	.00
#80 Double Swimming Ring	.00	.00	.00	.00	.00	.00	.00	.00	300	.00
#90salabida Hz-0606	.00	.00	.00	.00	.00	.00	.00	.00	200	.00
\$sprite Mismo 300mlx12	.00	.00	.00	.00	.00	.00	.00	.00	500	.00
000	.00	.00	.00	.00	.00	.00	.00	.00	100	.00
007 Co.file Case	.00	.00	.00	.00	.00	.00	.00	.00	50	.00
007 Soapcase	.00	.00	.00	.00	.00	.00	.00	.00	300	.00
0077443700200 Loton	.00	.00	.00	.00	.00	.00	.00	.00	500	.00
013 Spc.bengar Water Set	.00	.00	.00	.00	.00	.00	.00	.00	400	.00
014 5 Pcs Bengar Water Set	.00	.00	.00	.00	.00	.00	.00	.00	350	.00
014 Apple Tray	.00	.00	.00	.00	.00	.00	.00	.00	40	.00
018 Charm Pitcher	.00	.00	.00	.00	.00	.00	.00	.00	50	.00
0192 Shbin H20 Bottle	.00	.00	.00	.00	.00	.00	.00	.00	100	.00

Buttons: Auto Synch, Update, Save, Print, Close

Entering of Stock

Step1) Double Click Cell into the Row Ending Inv. For the designated Product

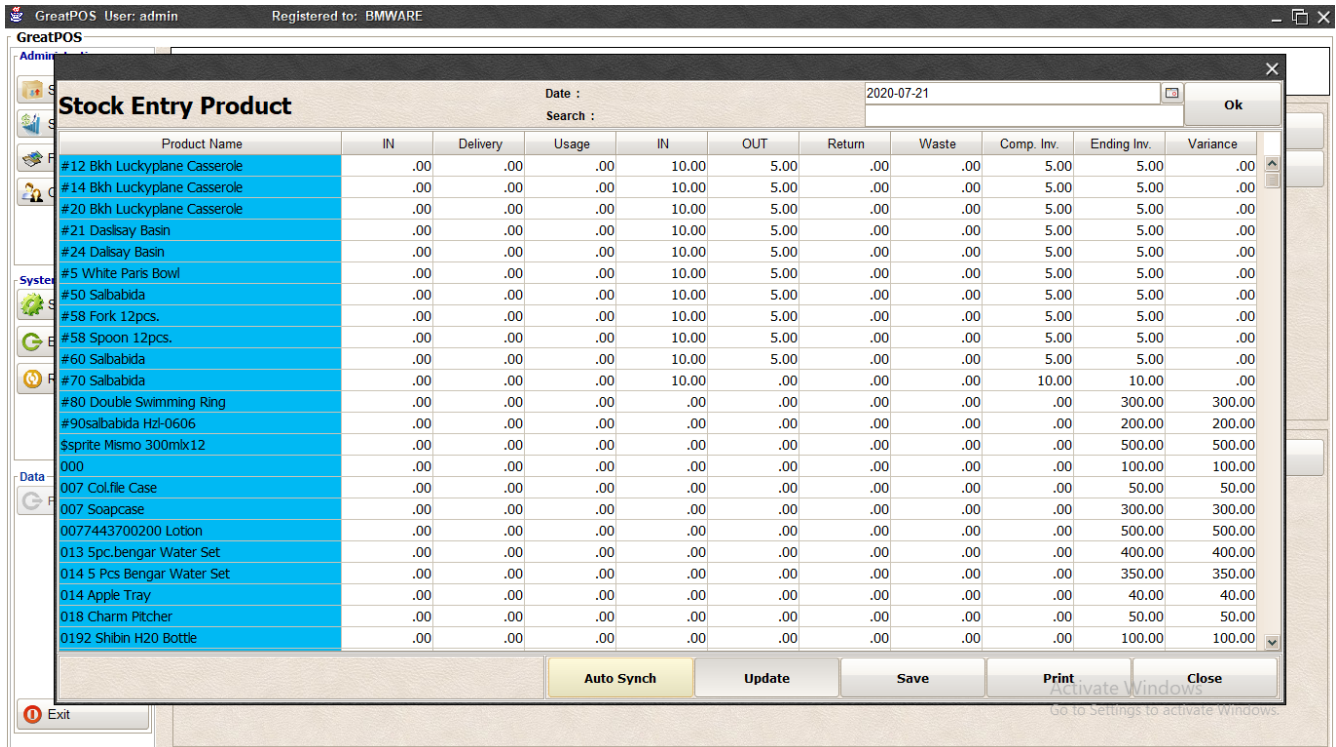
GreatPOS User: admin Registered to: BMWARE

Date : 2020-07-21

Search :

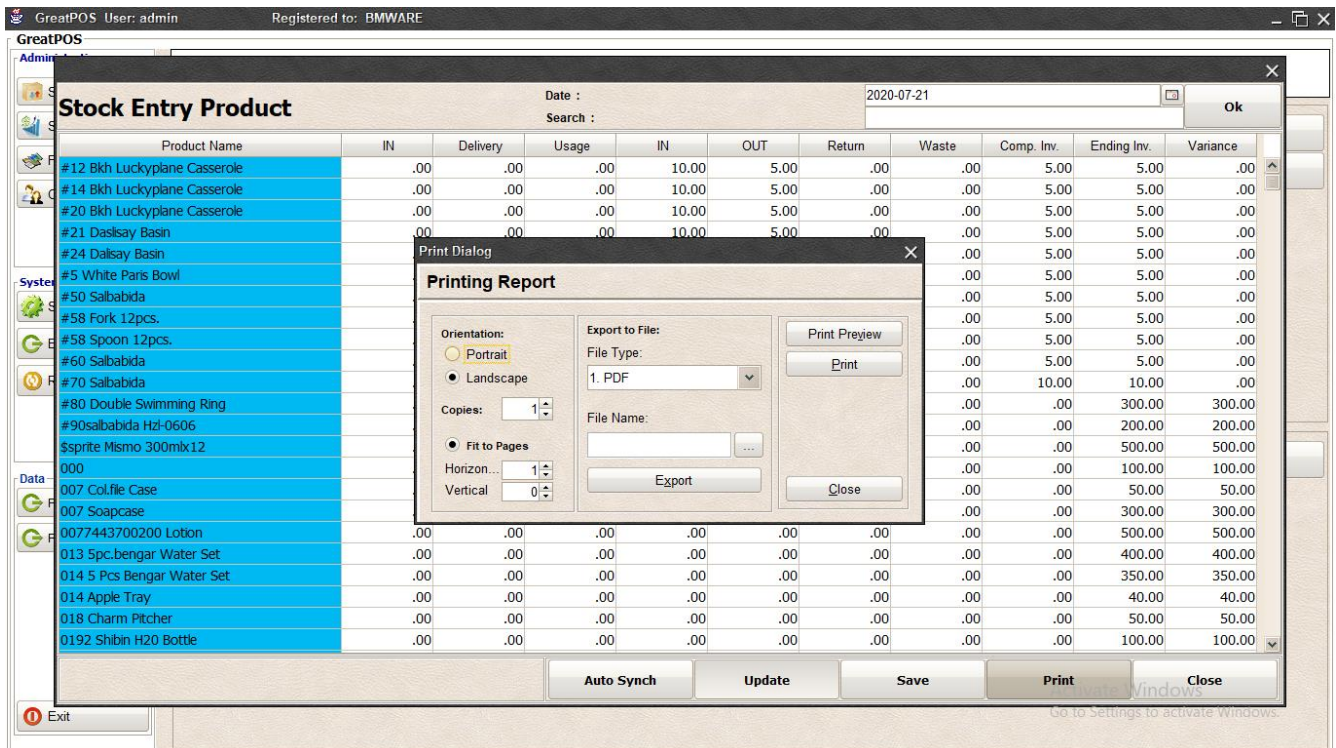
Product Name	IN	Delivery	Usage	IN	OUT	Return	Waste	Comp. Inv.	Ending Inv.	Variance
020 Empire Dipper	.00	.00	.00	.00	.00	.00	.00	.00	100	.00
022 Chamber Pot	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
024 Chamber Pot	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
026 Chamber Pot	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
027 Pitcher	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
031 Soap Holder	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
031 Tabo	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0402 Google	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0408 Soap Case	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
041 Soap Holder	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
050 Jigo Lstool	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
050 L.stool	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0608-s L.box	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0661782206471 Cleaner 64oz	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0661782206488 Ssi-20648/16	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
070 Hanger	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0717 Sq.canister	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0729986123106 Edt No.60	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0729986124400 Edt No.01	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0729986125100 Edt No.08	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0729986125308 Edt Pe No.10	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0729986127005 Edt No.53	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0729986129108 Edt No.43	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

Buttons: Auto Synch, Update, Save, Print, Close

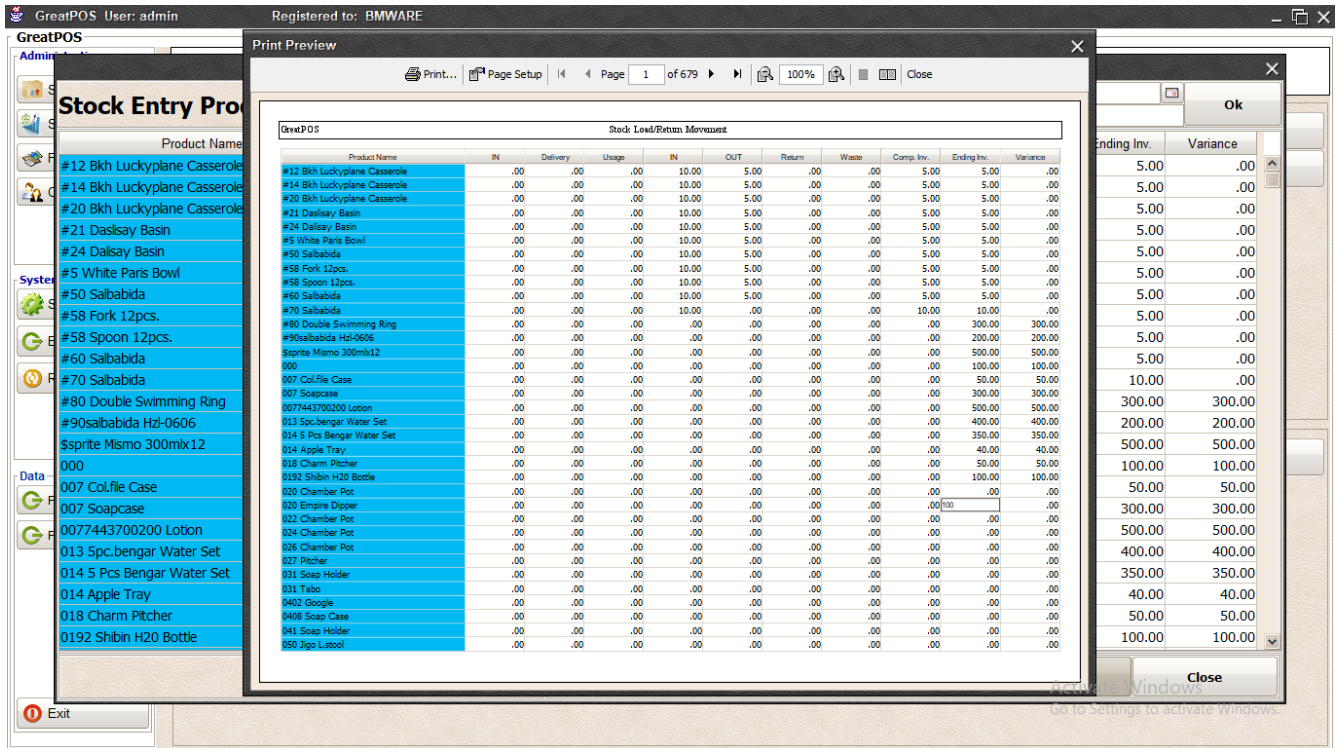


Step2) Click Save Button

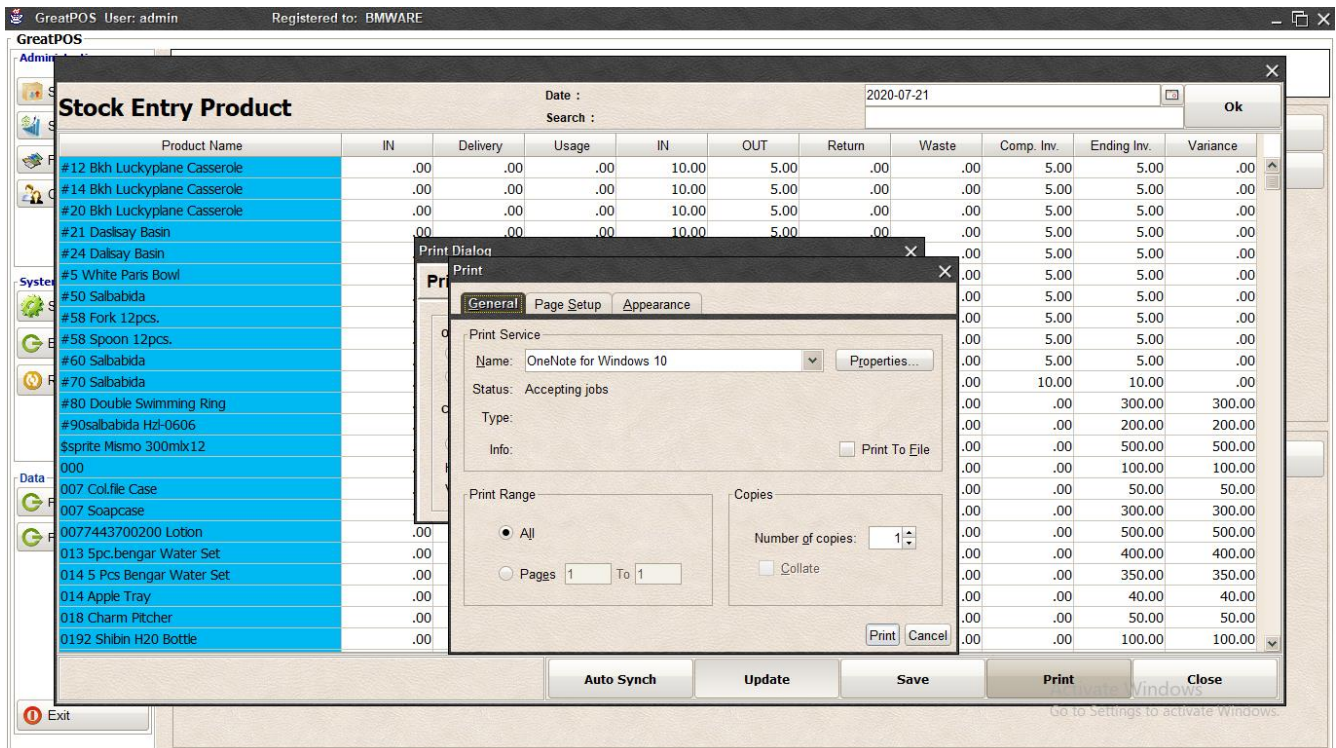
Printing Stock Entry
Click Print Button



Print Preview
Click Preview Button



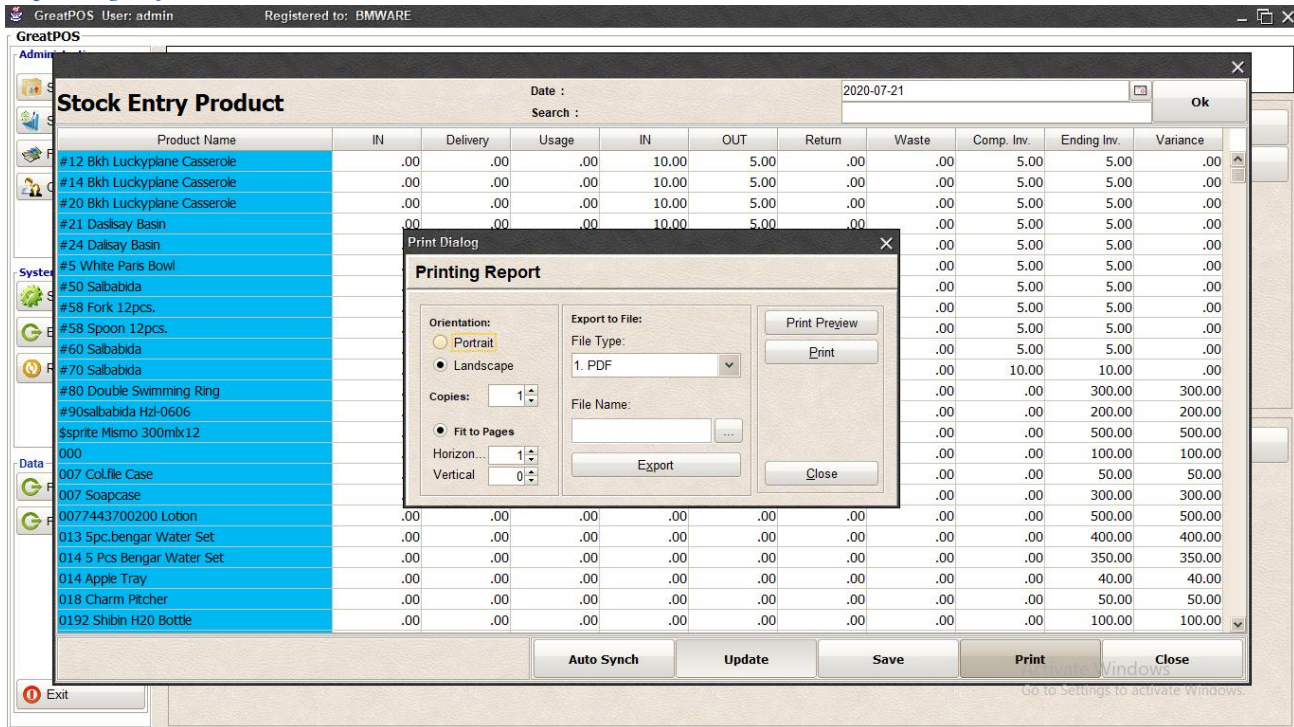
Print
Step1) Click Print Button



Step2) Select Printer

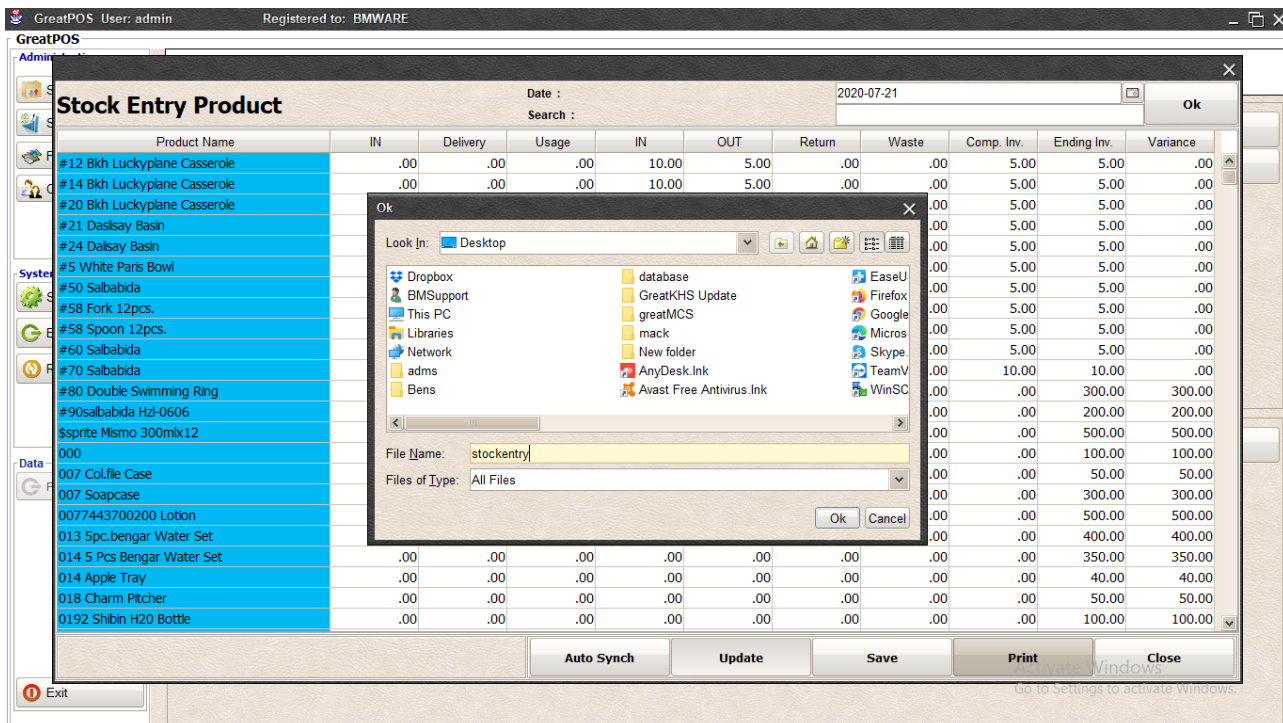
Step3) Click Print

Exporting to file



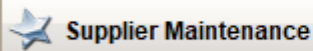
Step1) Select File Type

Step2) Click the (...) Button



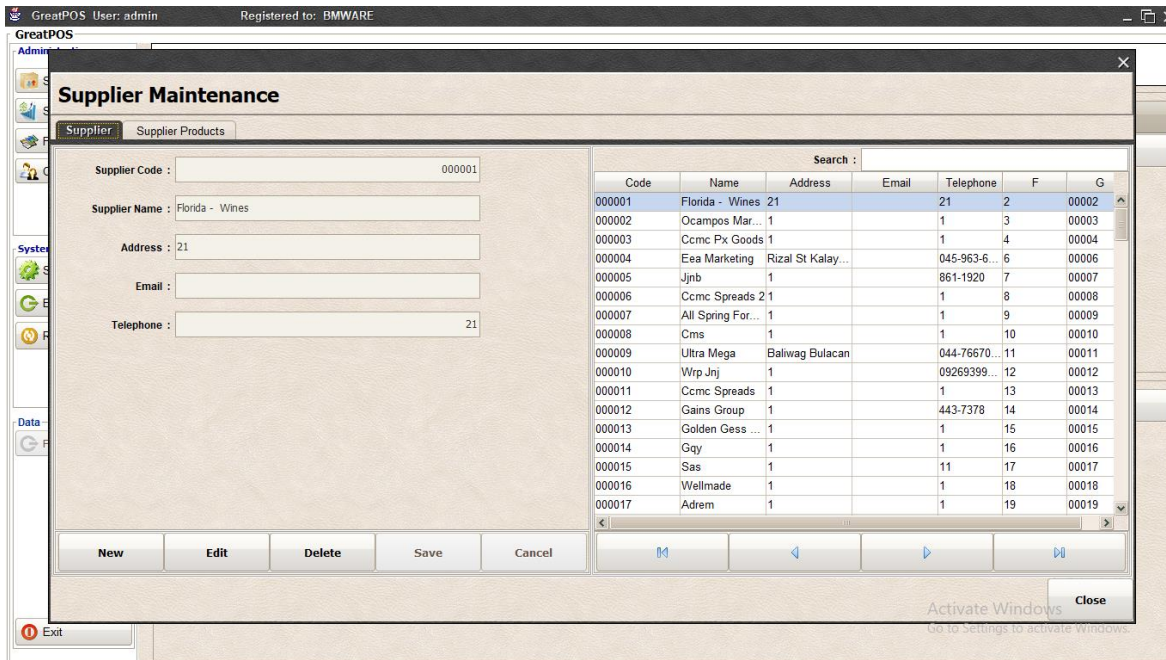
Step3) Enter File name and Click OK

Supplier Maintenance



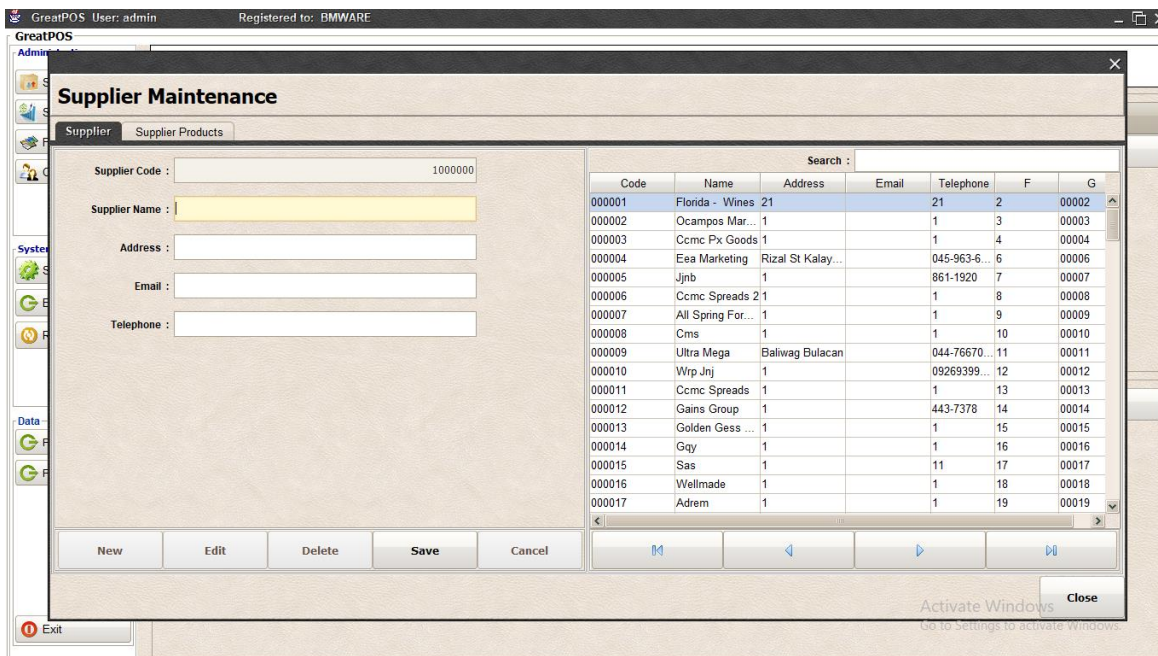
Use to manage Supplier

How to use Supplier Maintenance?

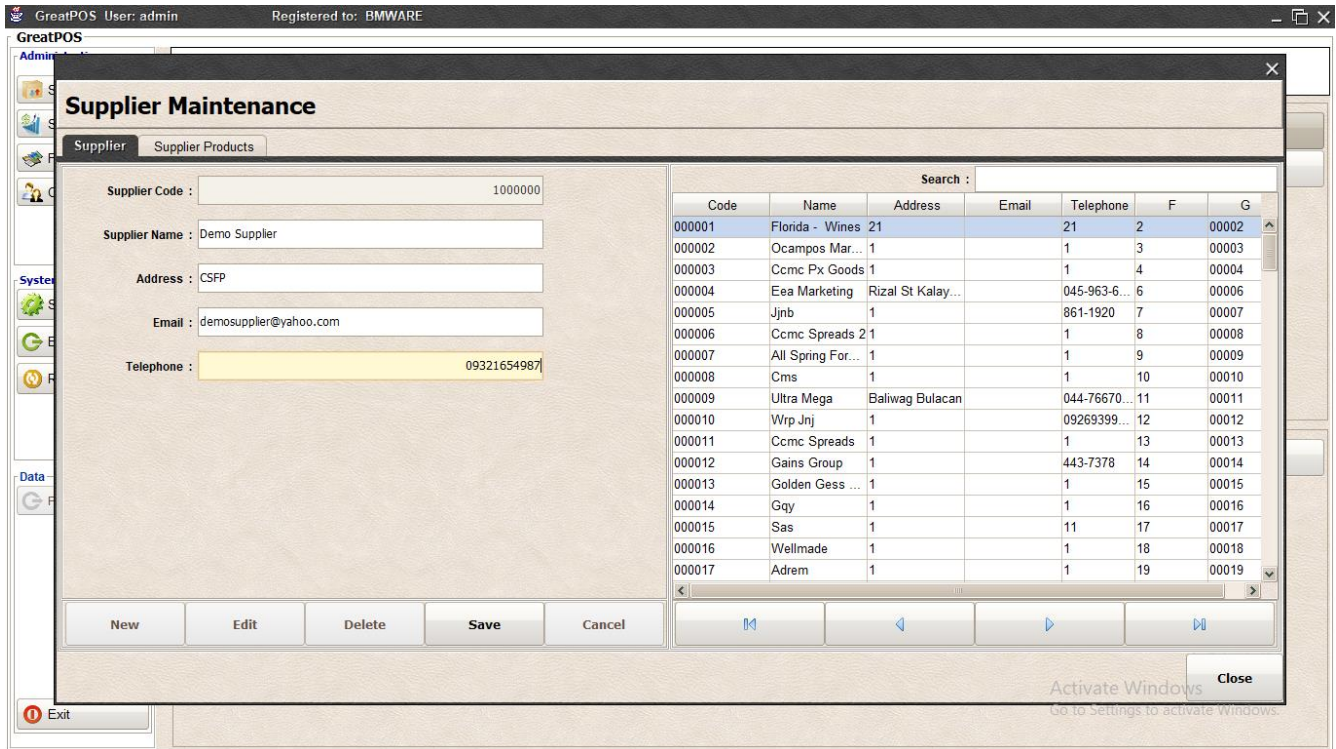


Adding Supplier

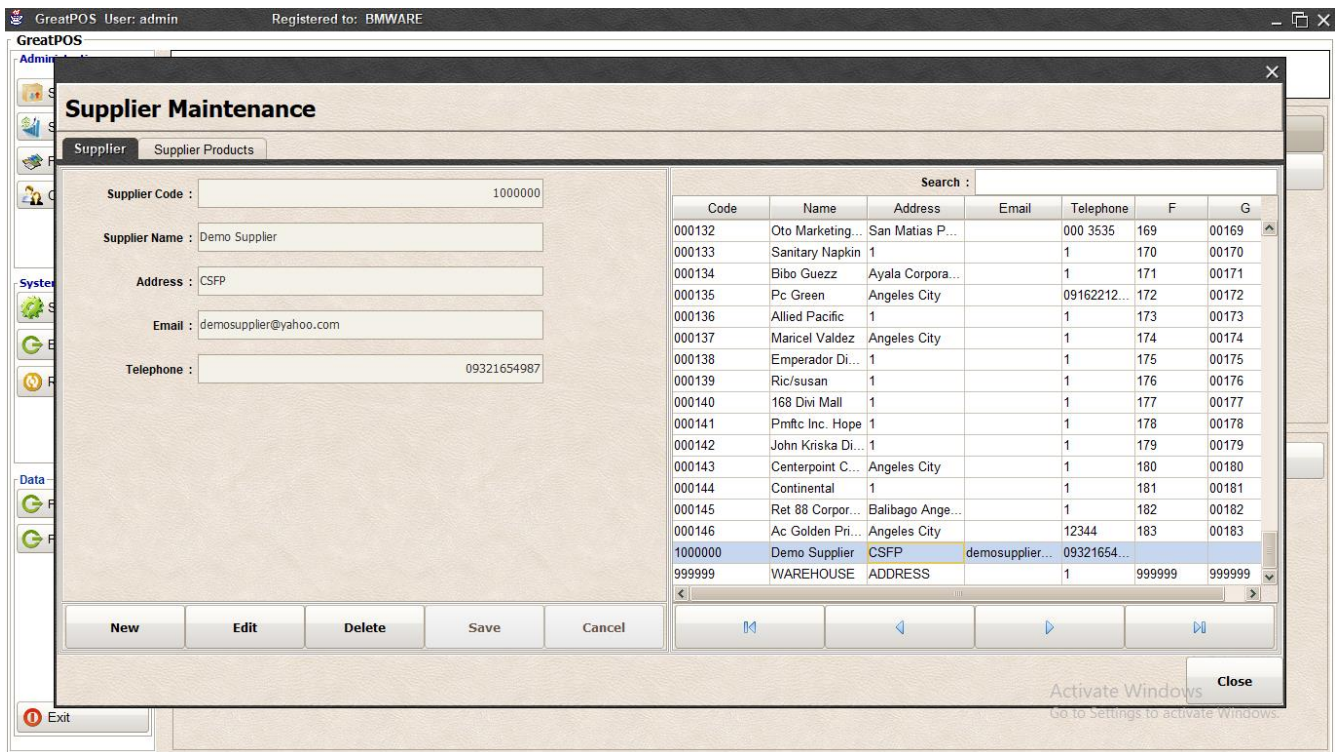
Step1) Click New Button



Step2) Enter Information

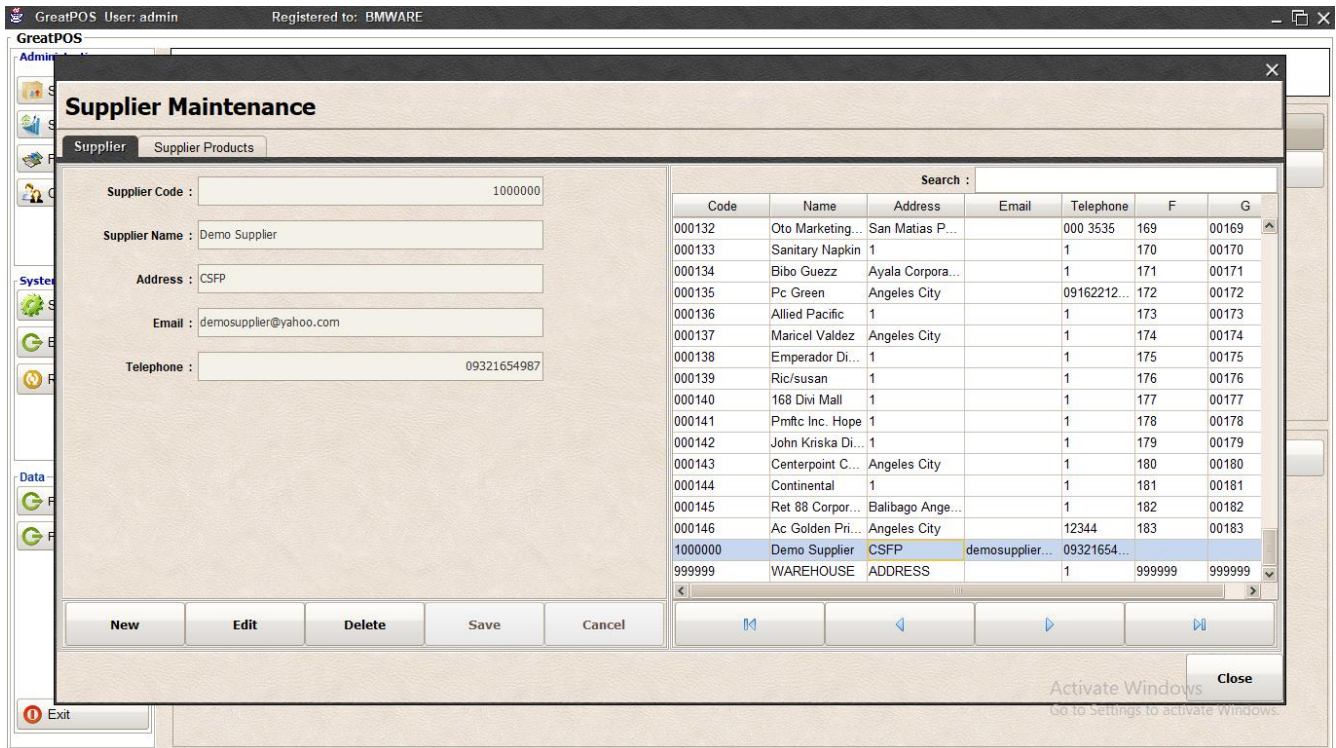


Step3) Click Save Button

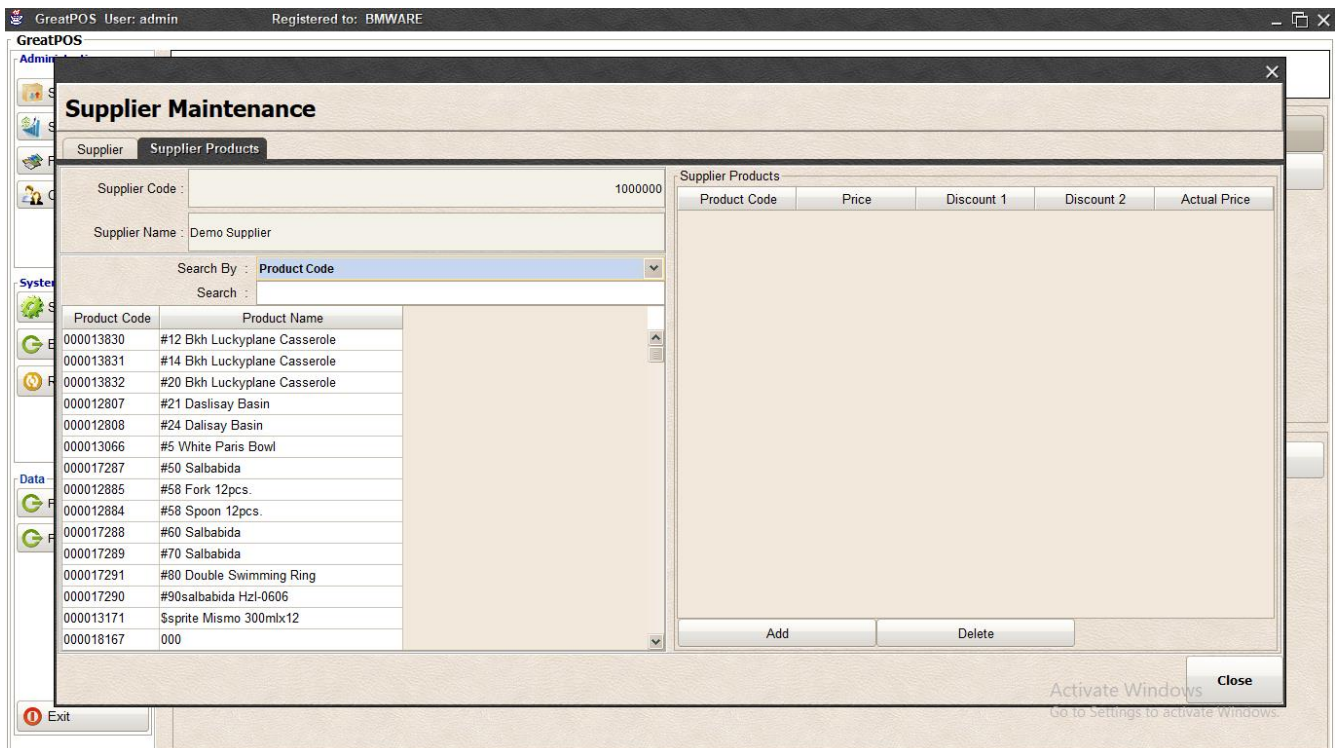


Set Up Products to Supplier

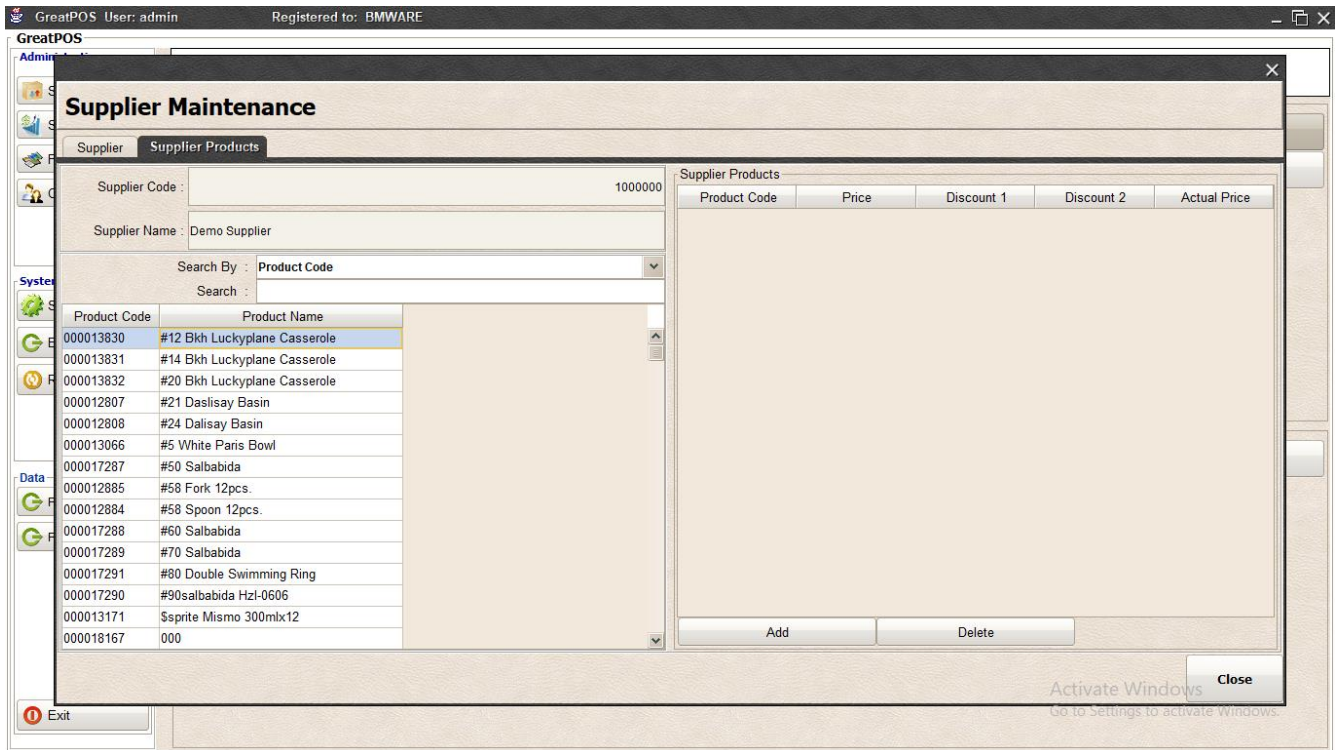
Step1) Select Supplier in Supplier Tab



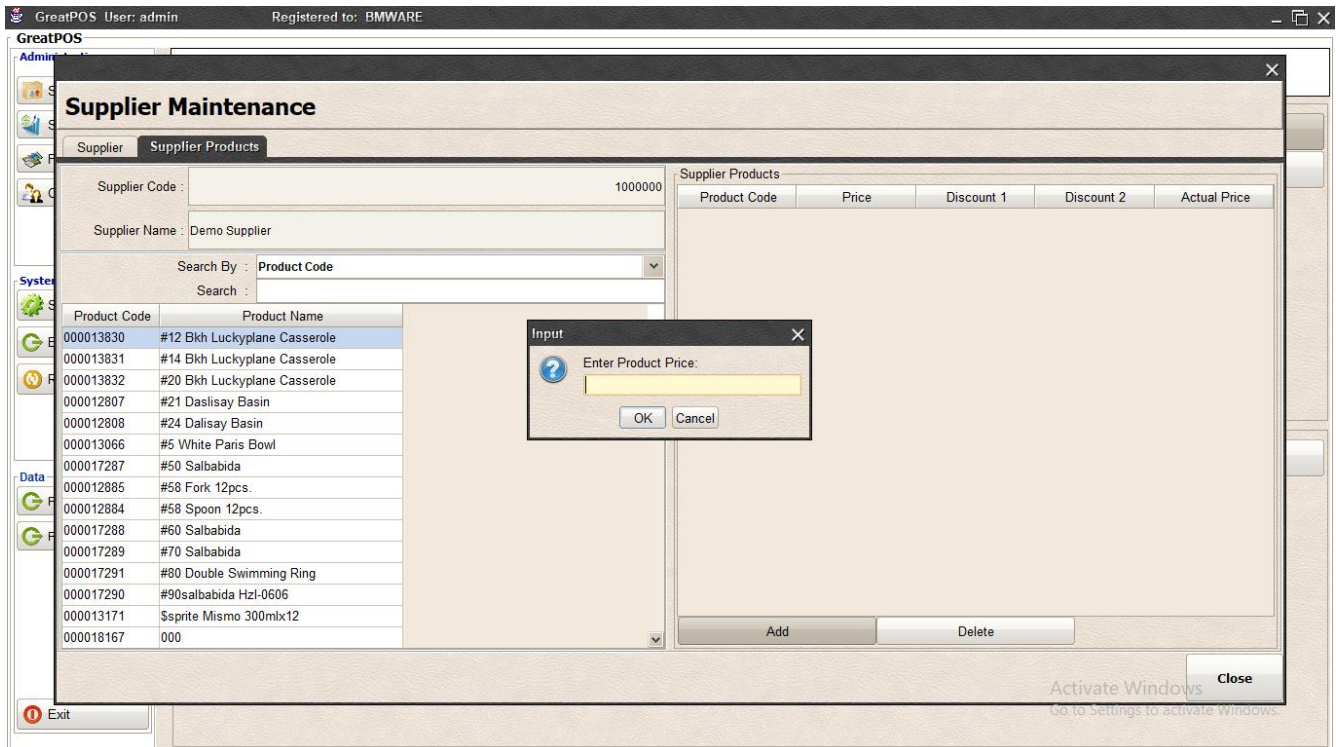
Step2) Click Supplier Products Tab



Step3) Select Item Product Table

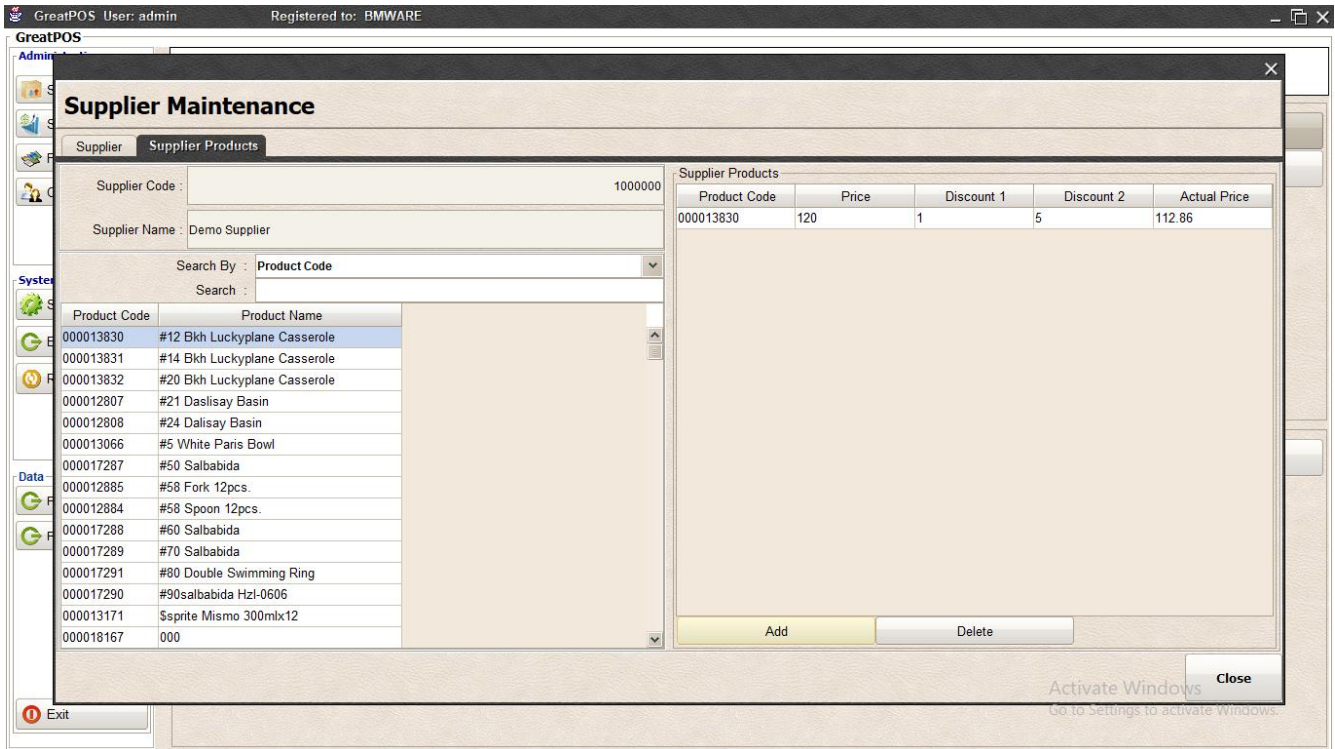


Step4) Click Add Button



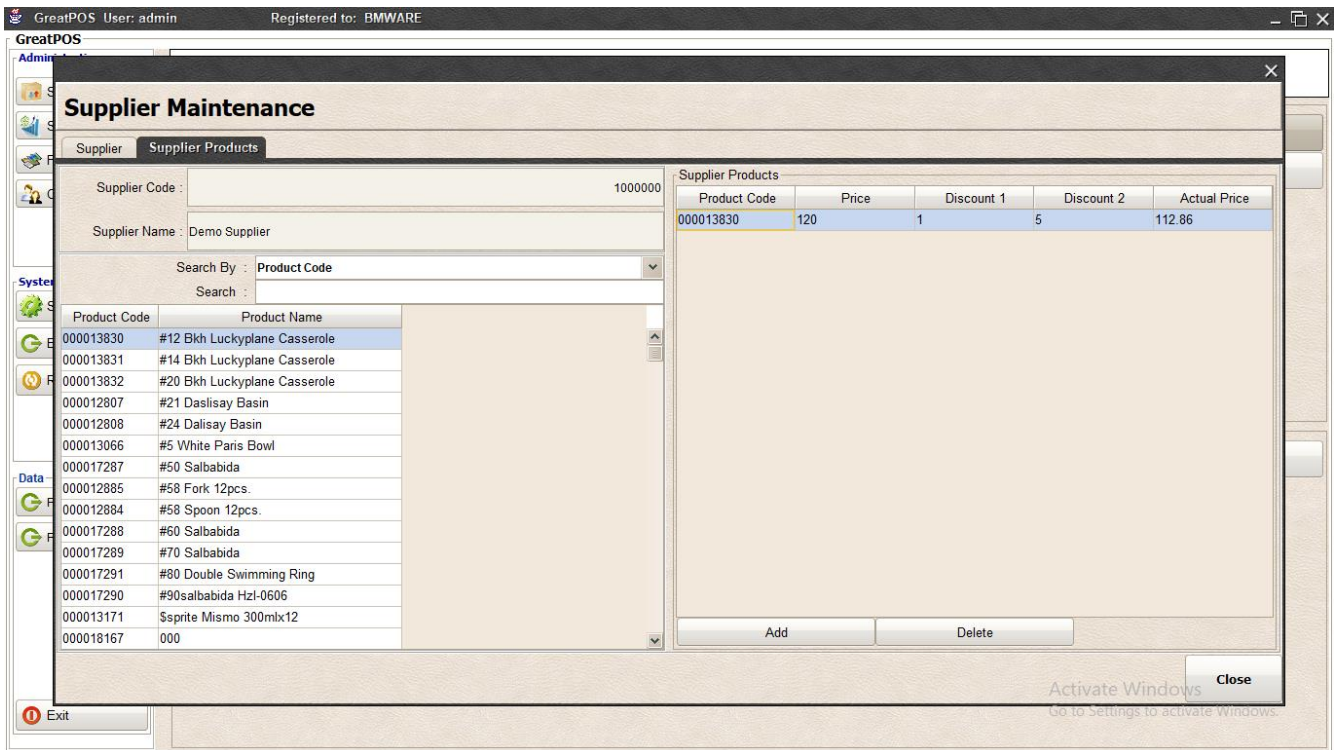
Step5) Enter Product Price, Discount 1, Discount 2

Step6) Click Ok Button



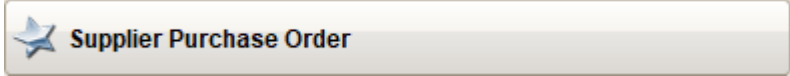
Delete Product from supplier

Step1) Select Supplier Products on the Table



Step2) Click Delete Button

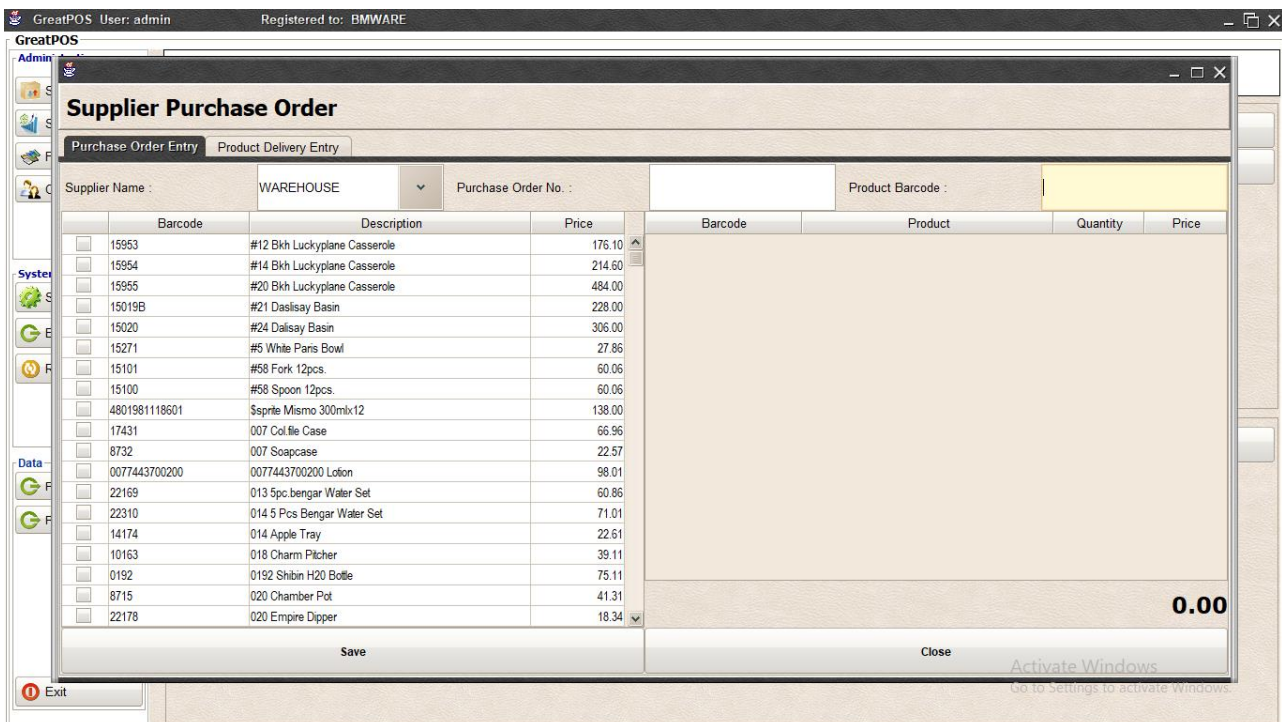
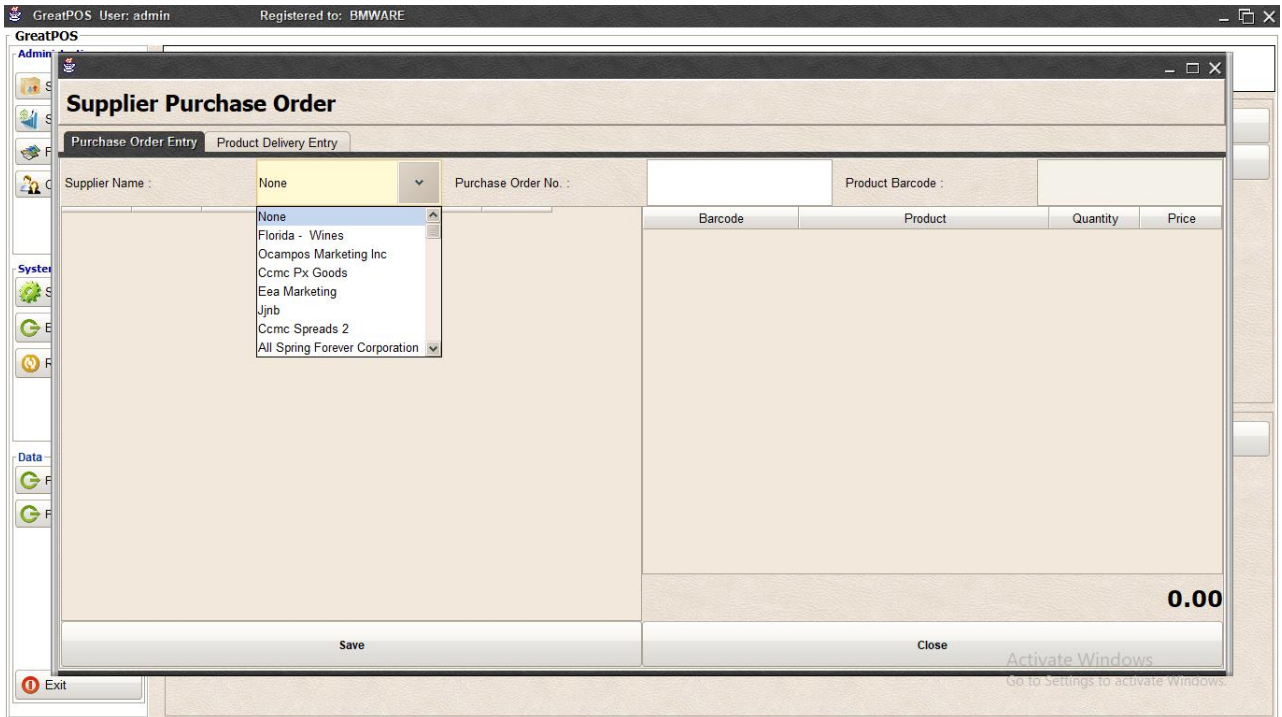
Supplier Purchase Order



Use to input your orders to you're suppliers

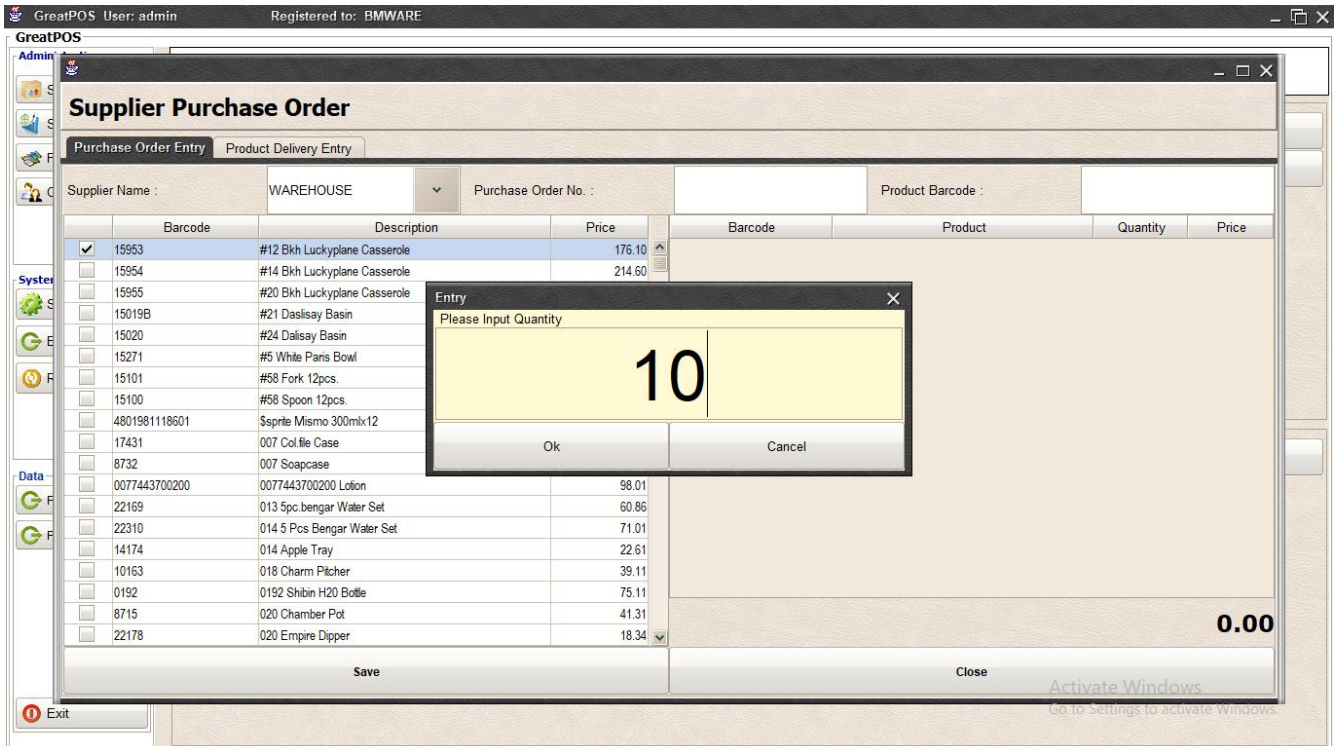
Purchase Order Entry

Step1) Select Supplier Name

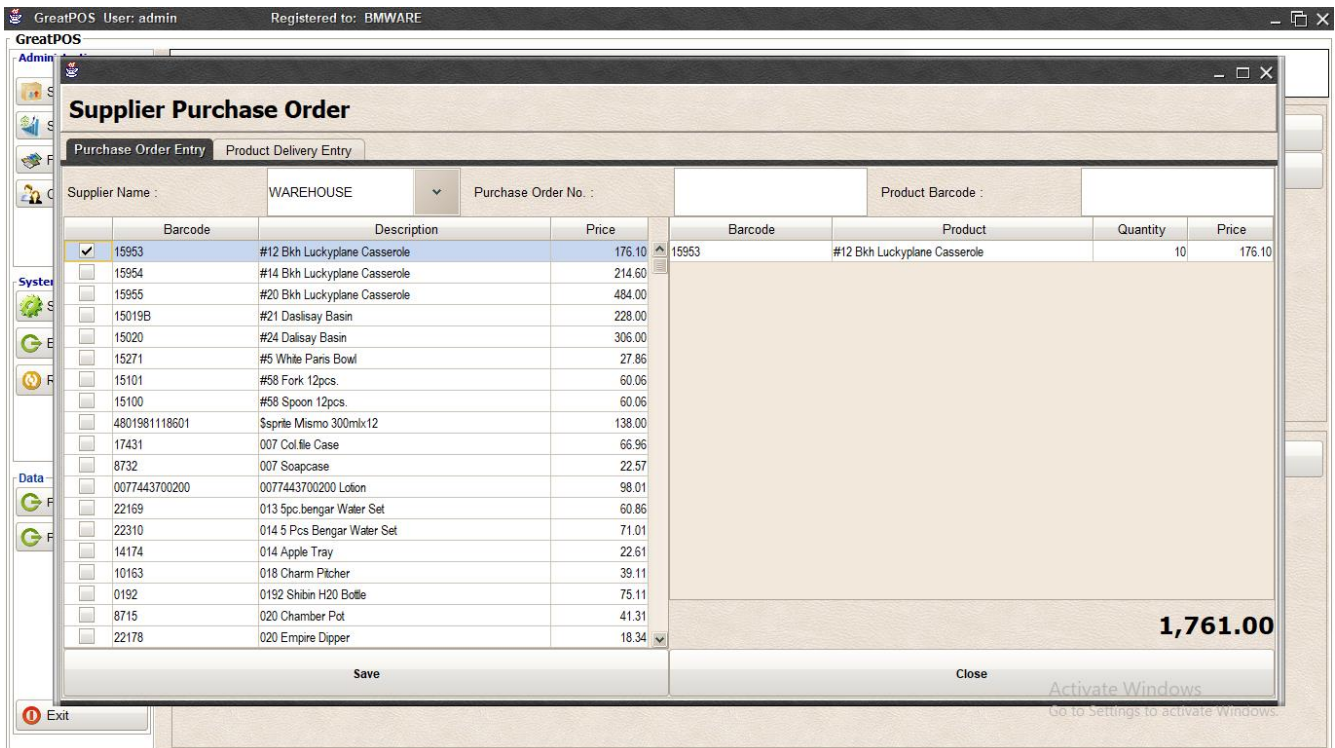


Step2) Click the Checkbox of the product

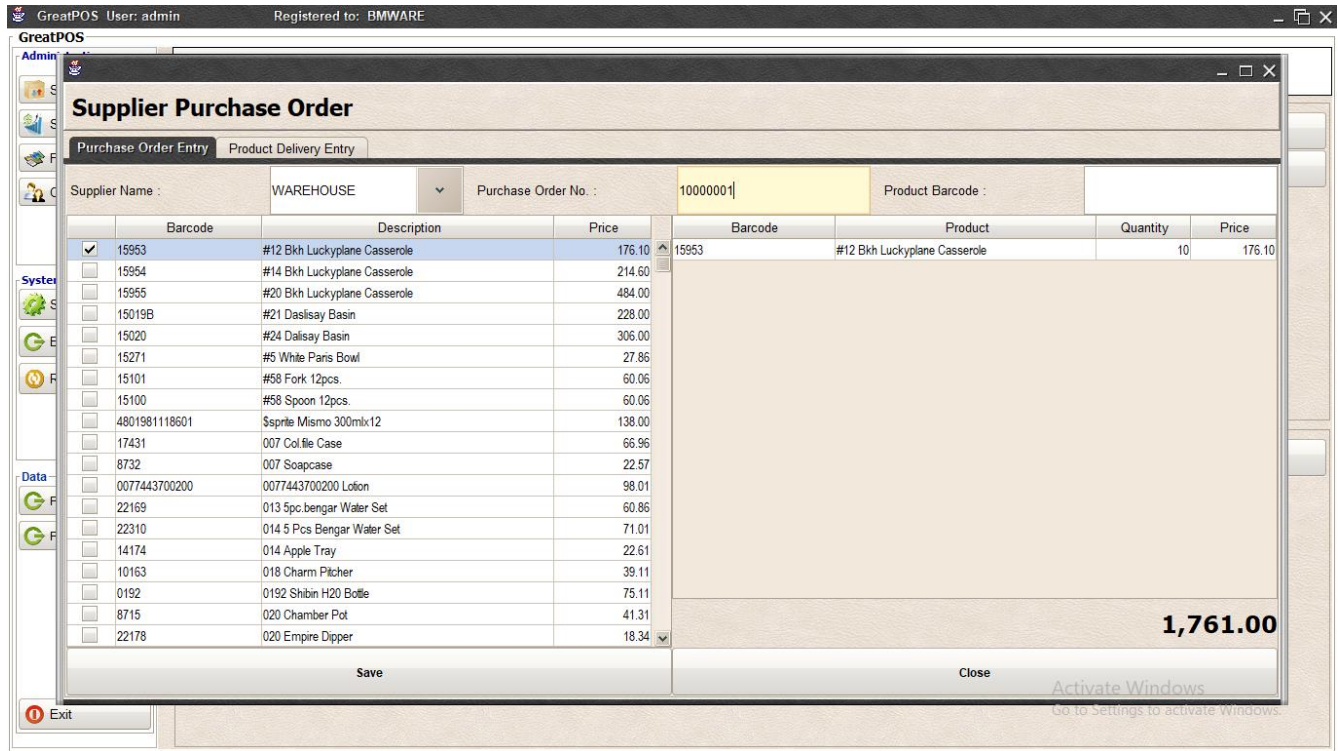
Step3) Enter Quantity



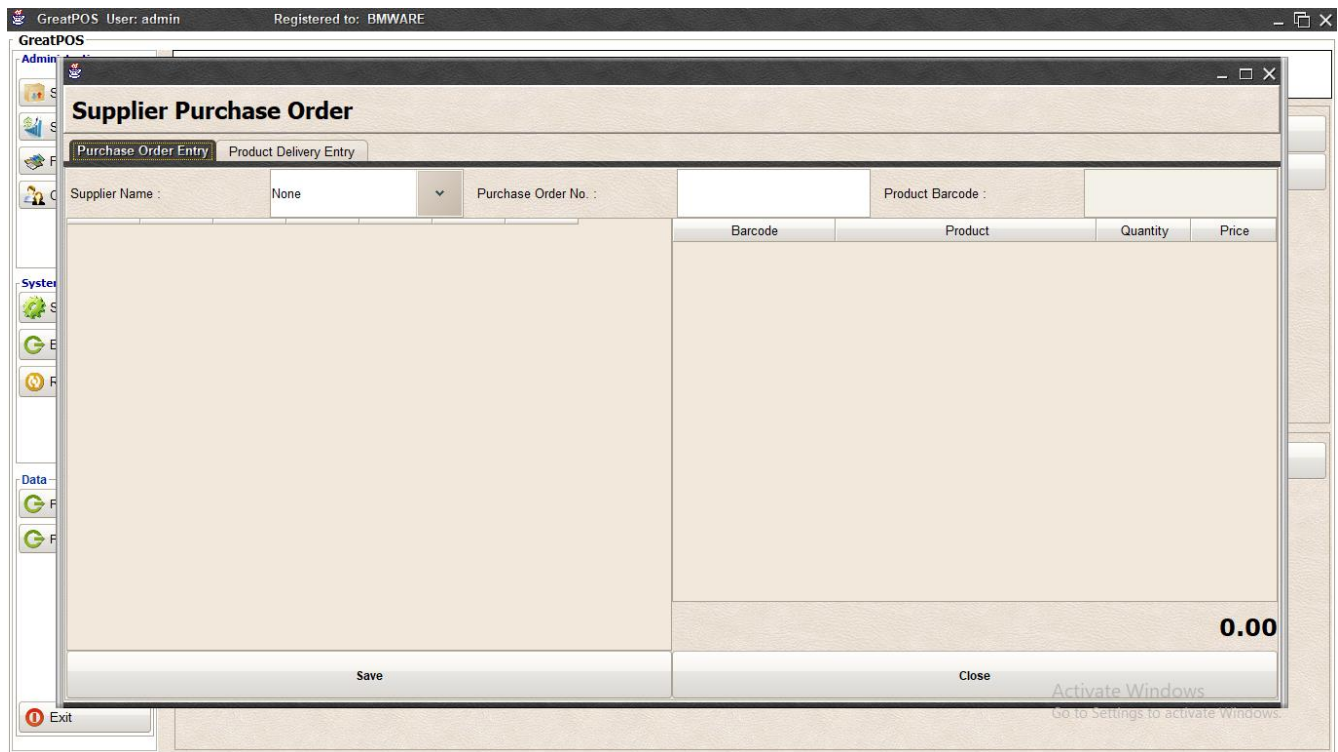
Step4) Click Ok Button



Step5) Enter Purchase Order No.

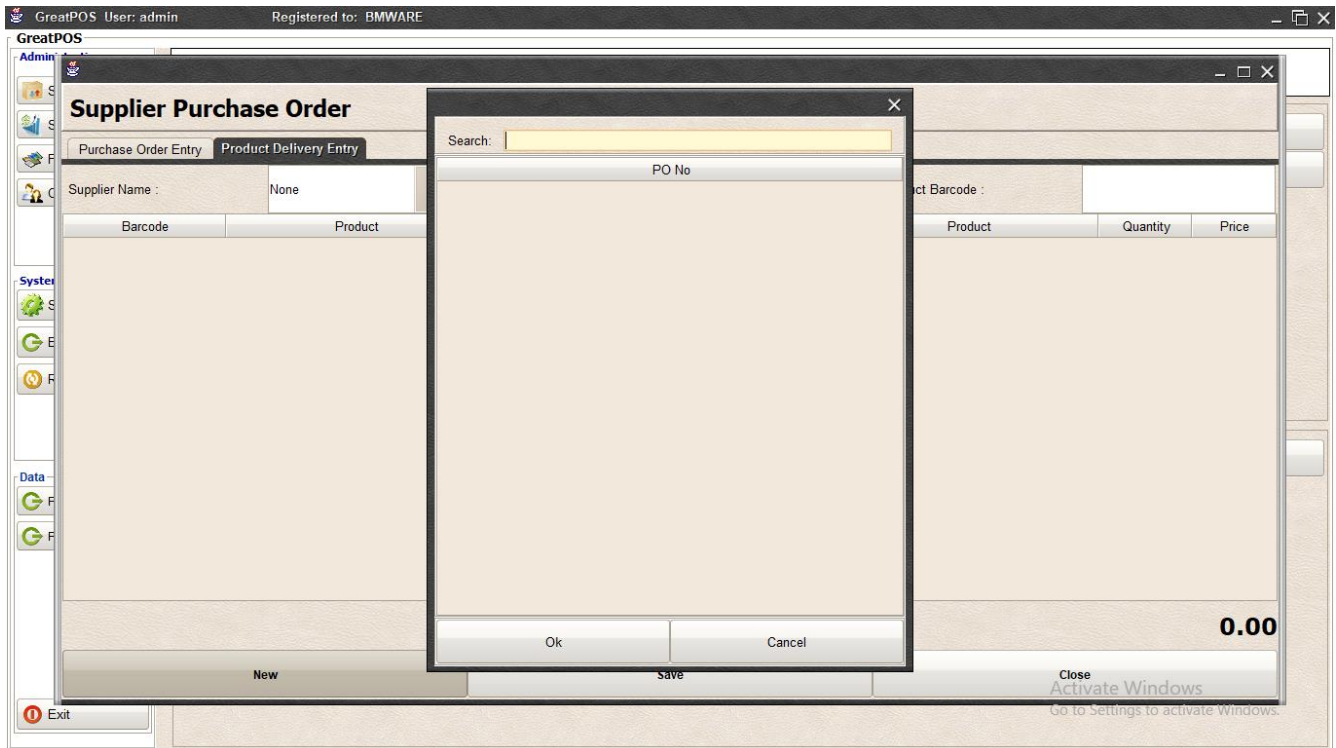


Step6) Click Save Button

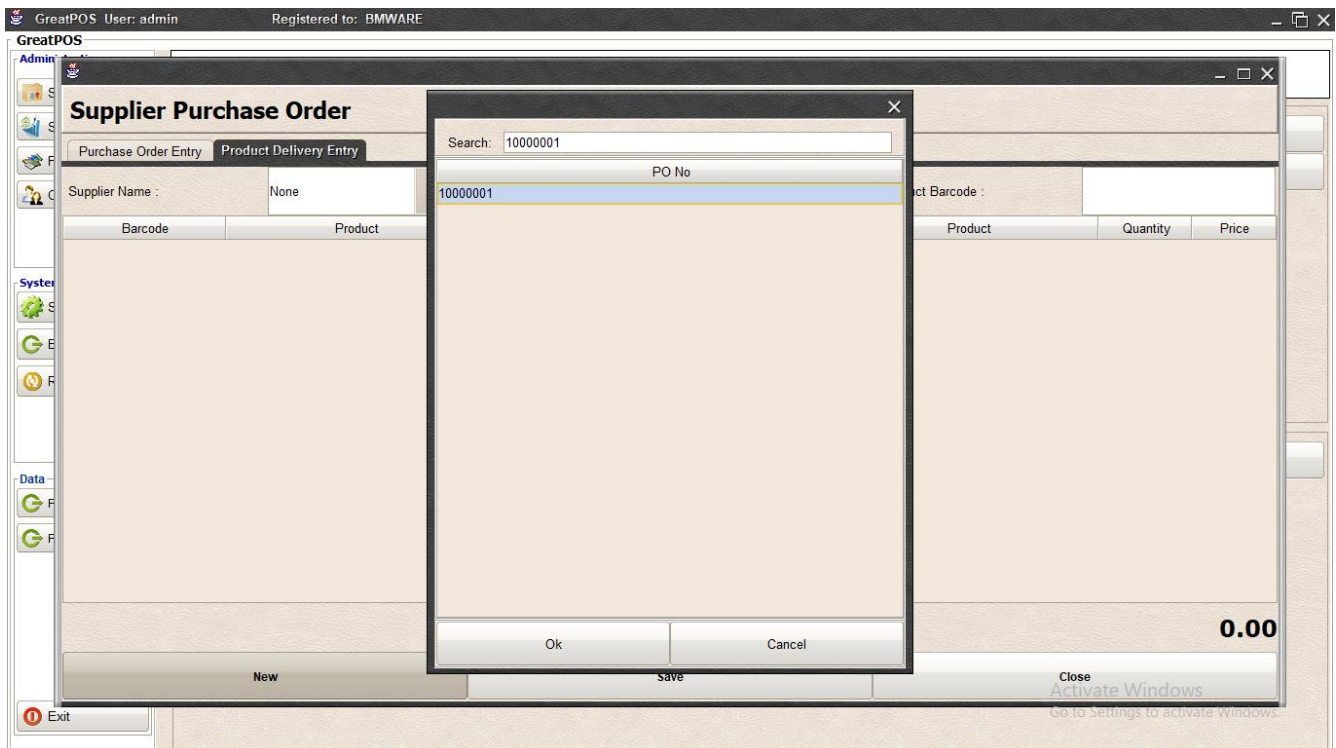


Product Delivery Entry

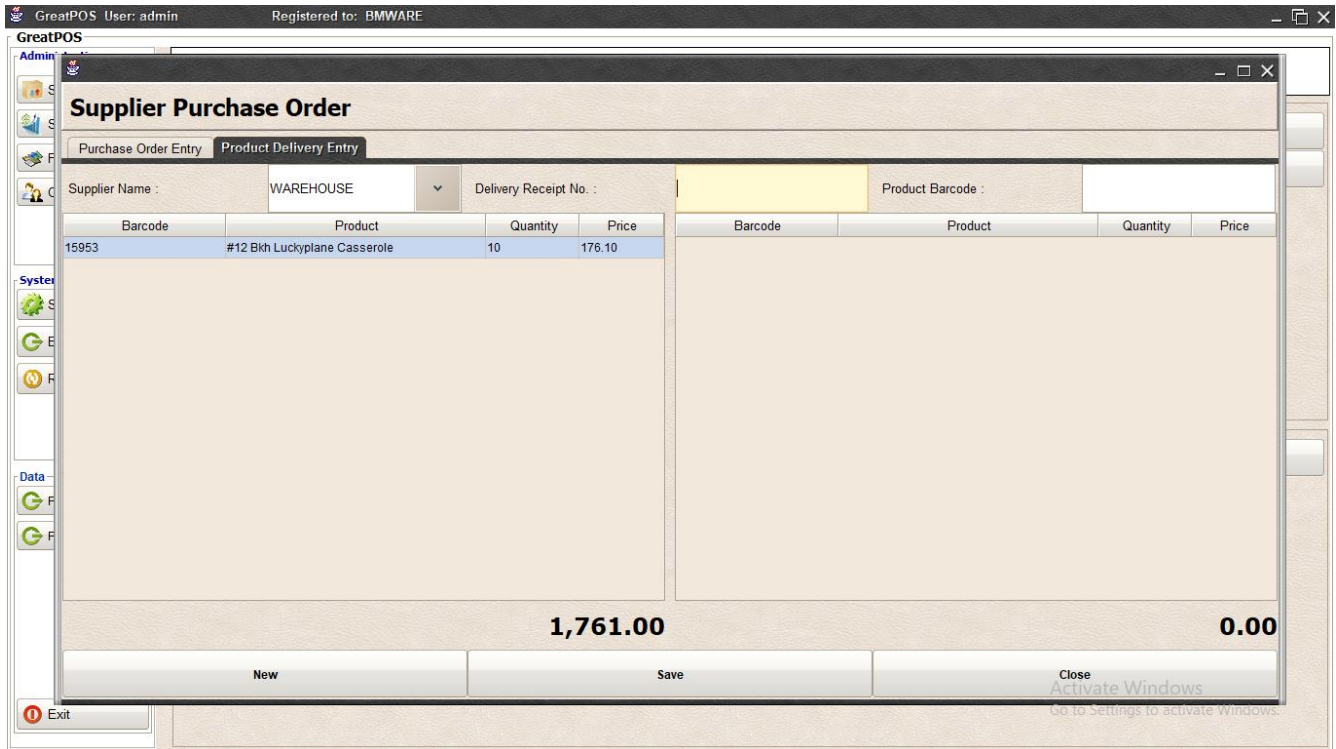
Step1) Click New Button



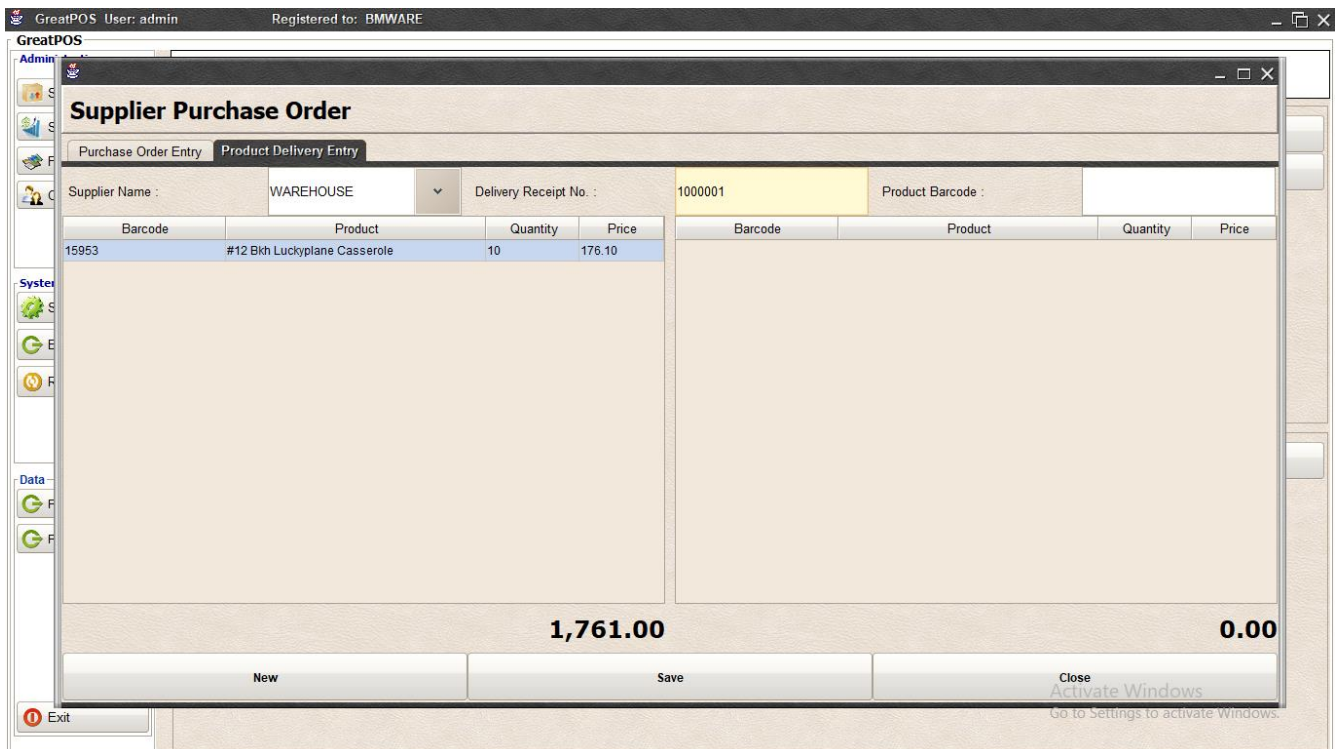
Step2) Enter the Purchase Order No.



Step3) Click Ok Button

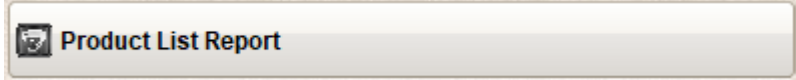


Step4) Enter Delivery Receipt No.



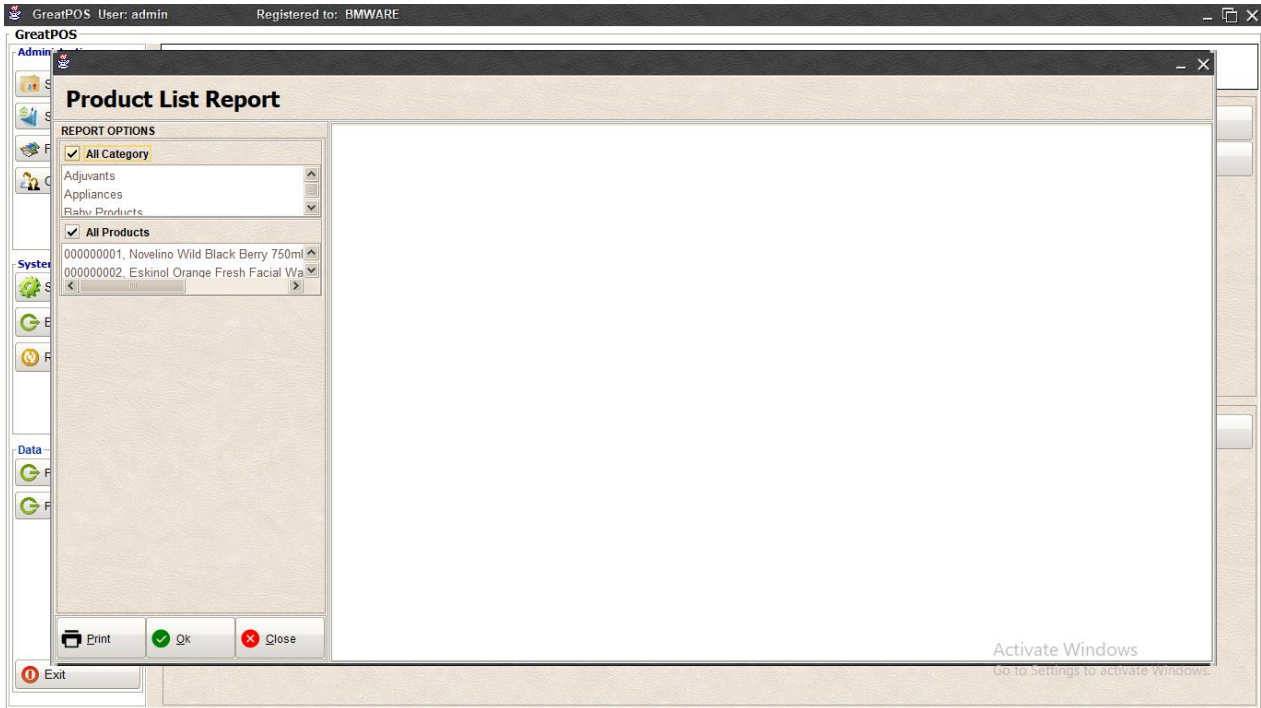
Step5) Click Save Button

Product List Report

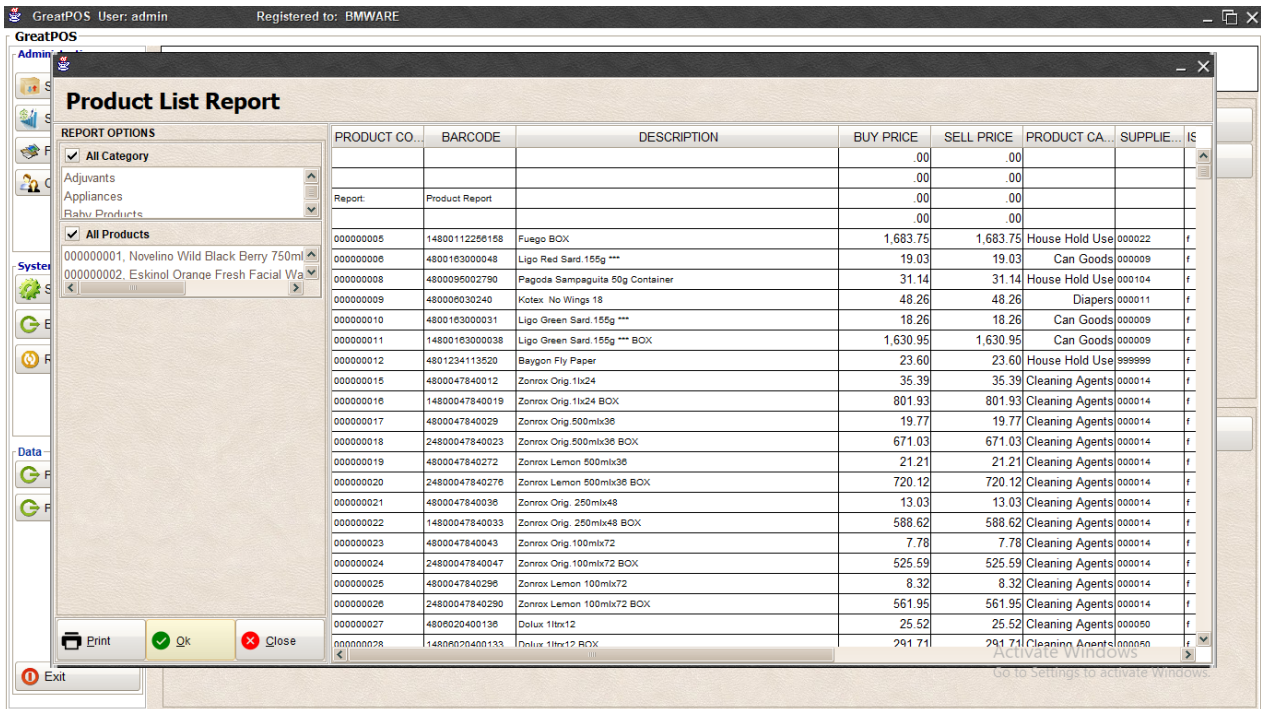


Use to View Report of Product List.

How to use Product List Report?

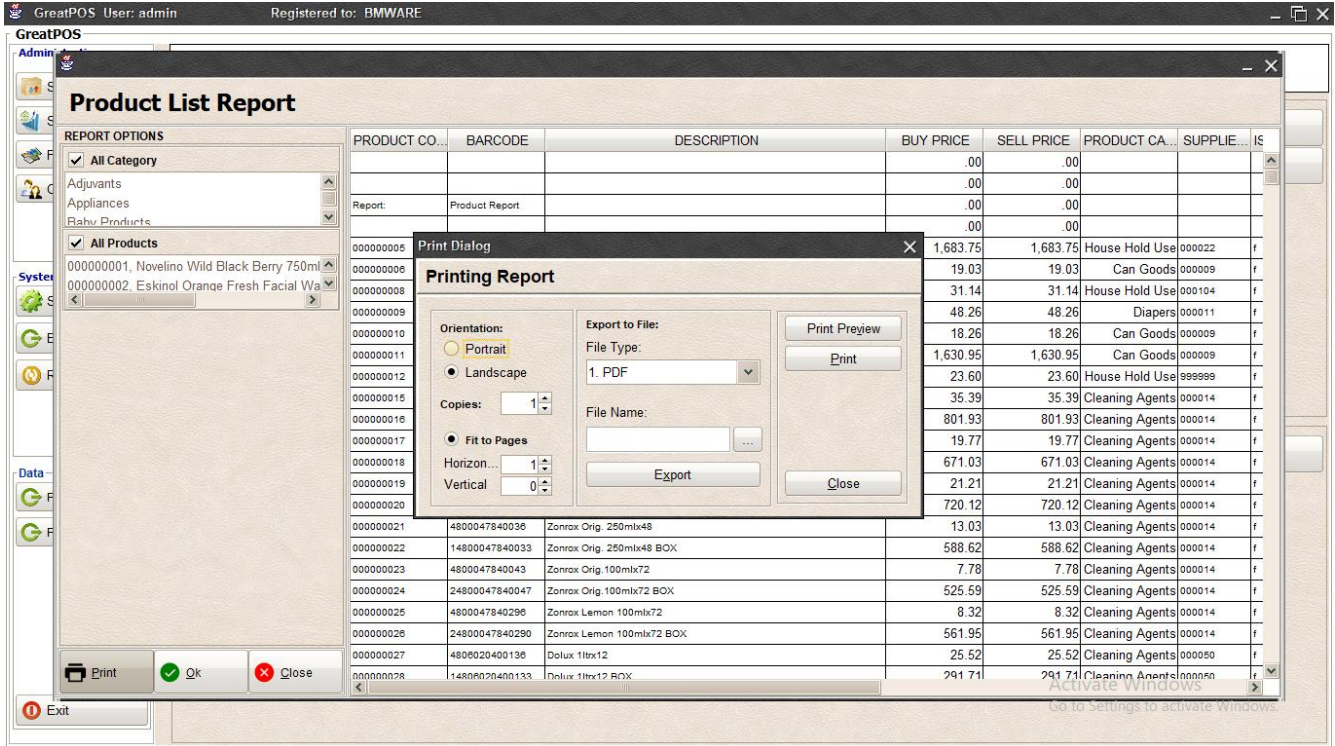


Step1) Click Ok Button



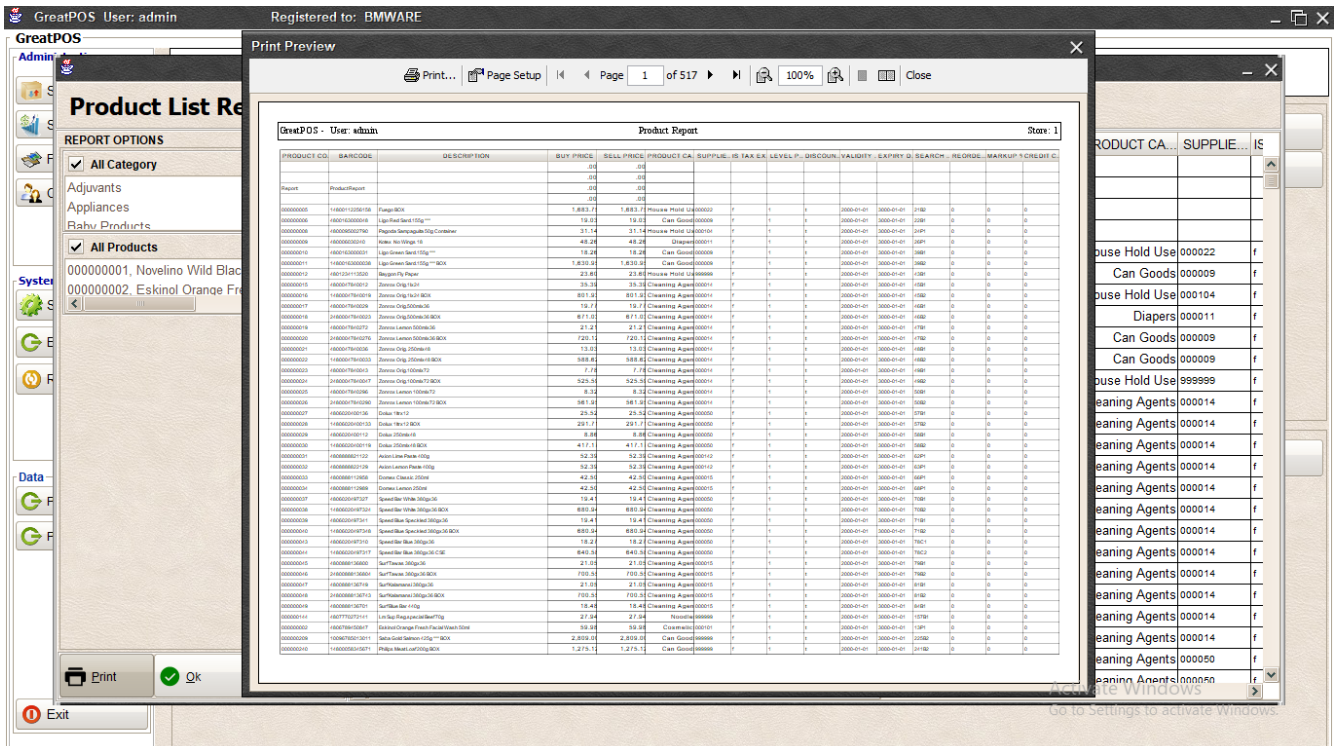
Printing Product List

Step 1) Click Print Button



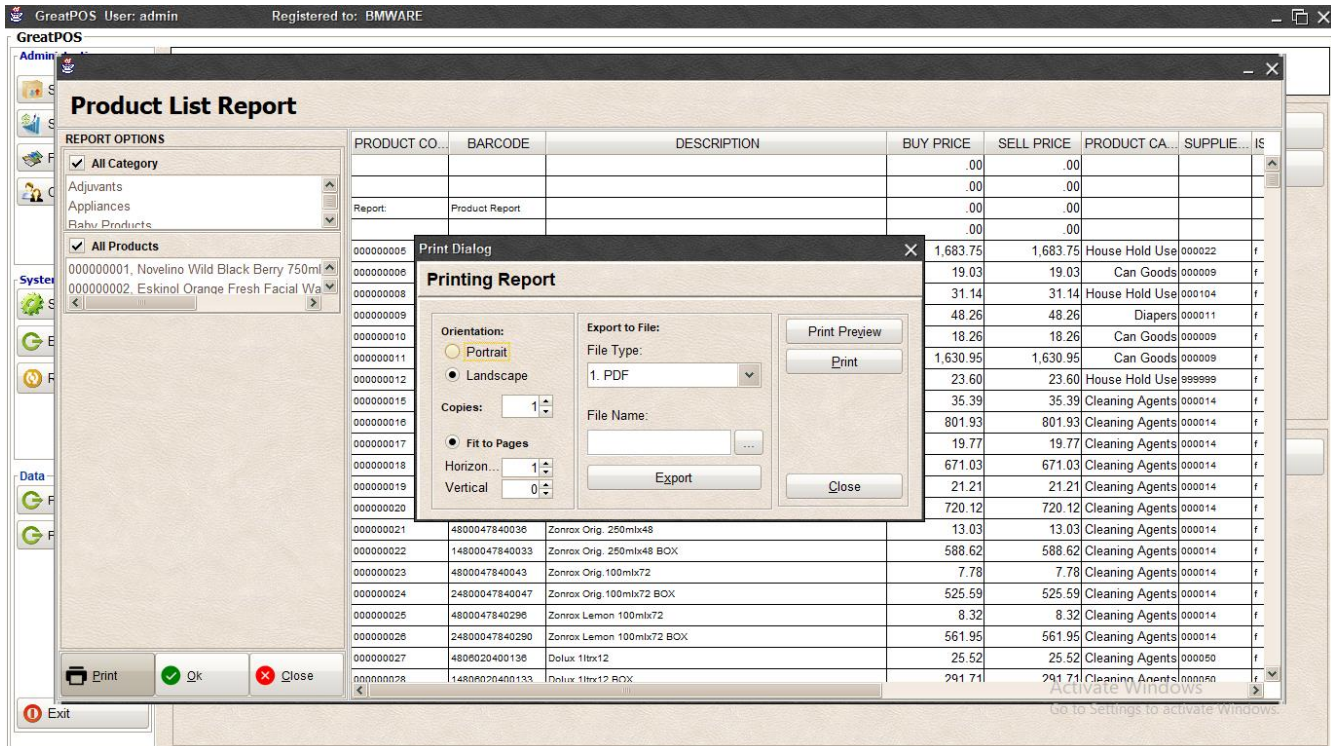
Preview

Step 1) Click Print Preview Button

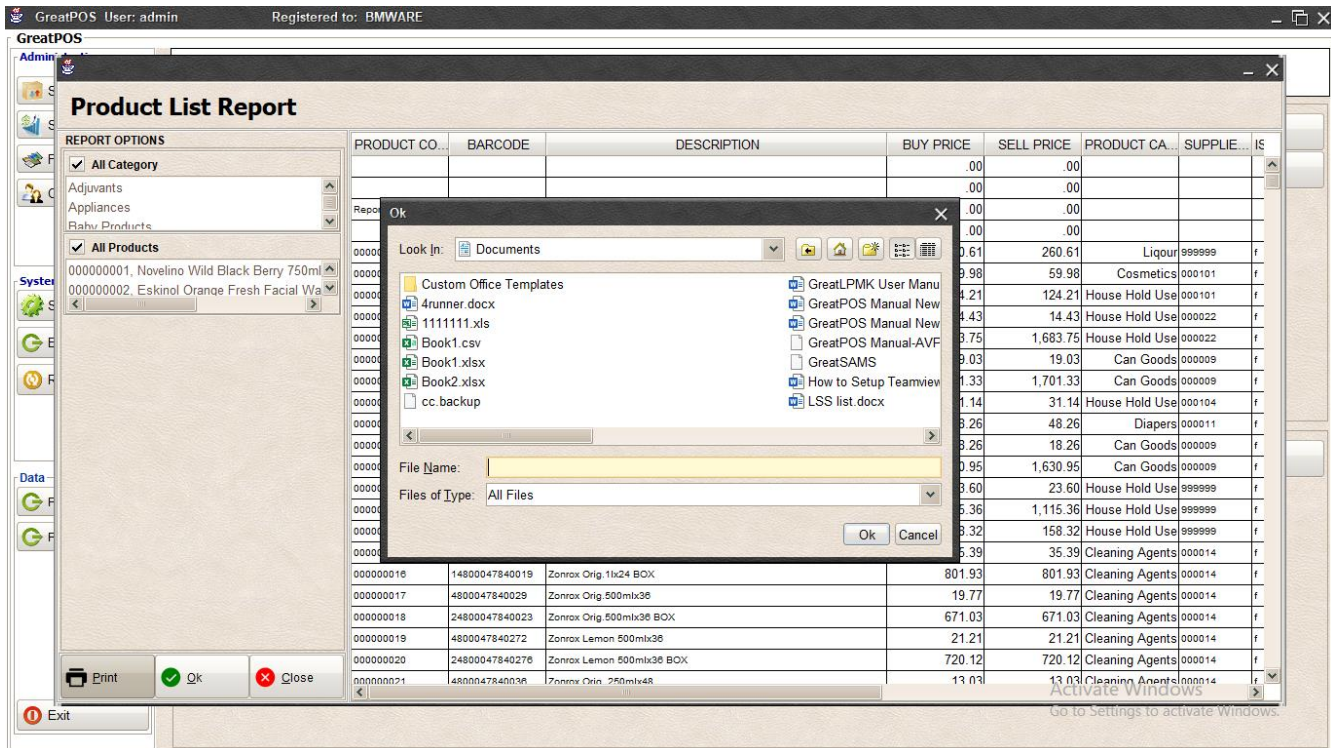


Exporting

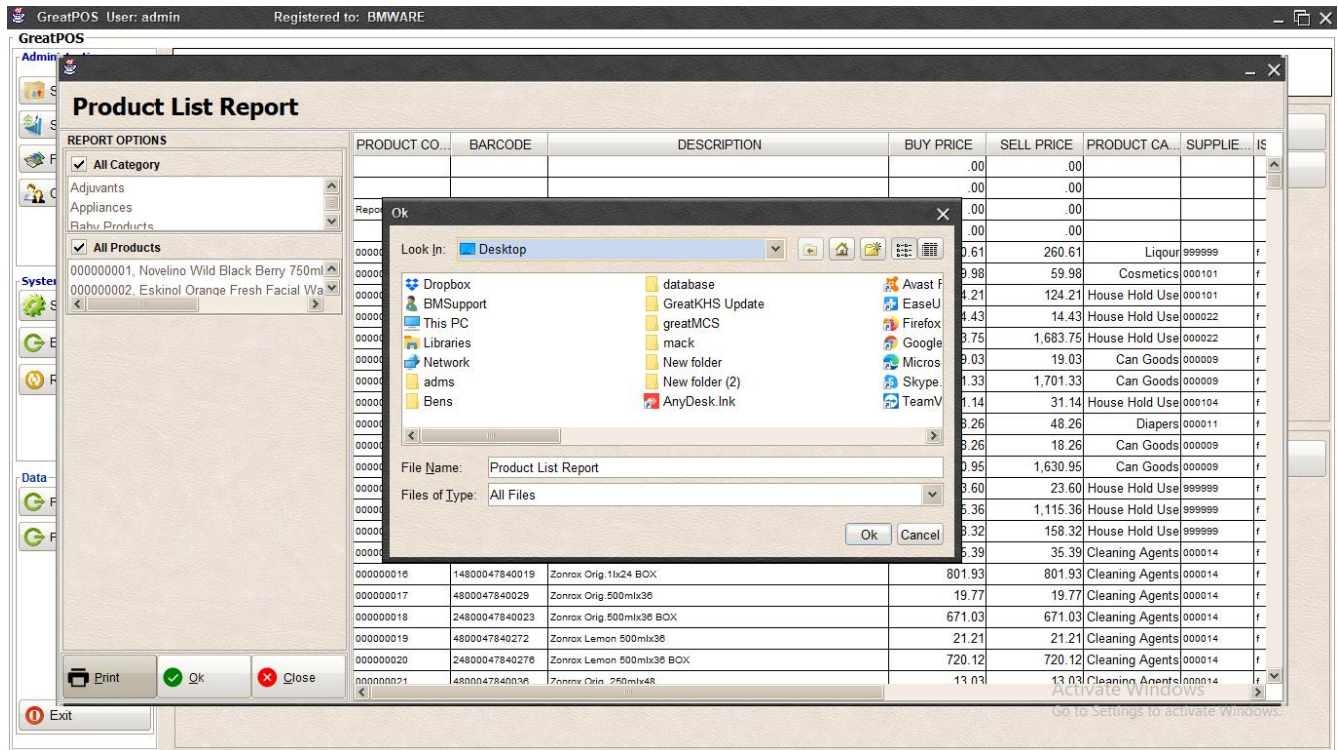
Step1) Select File Type



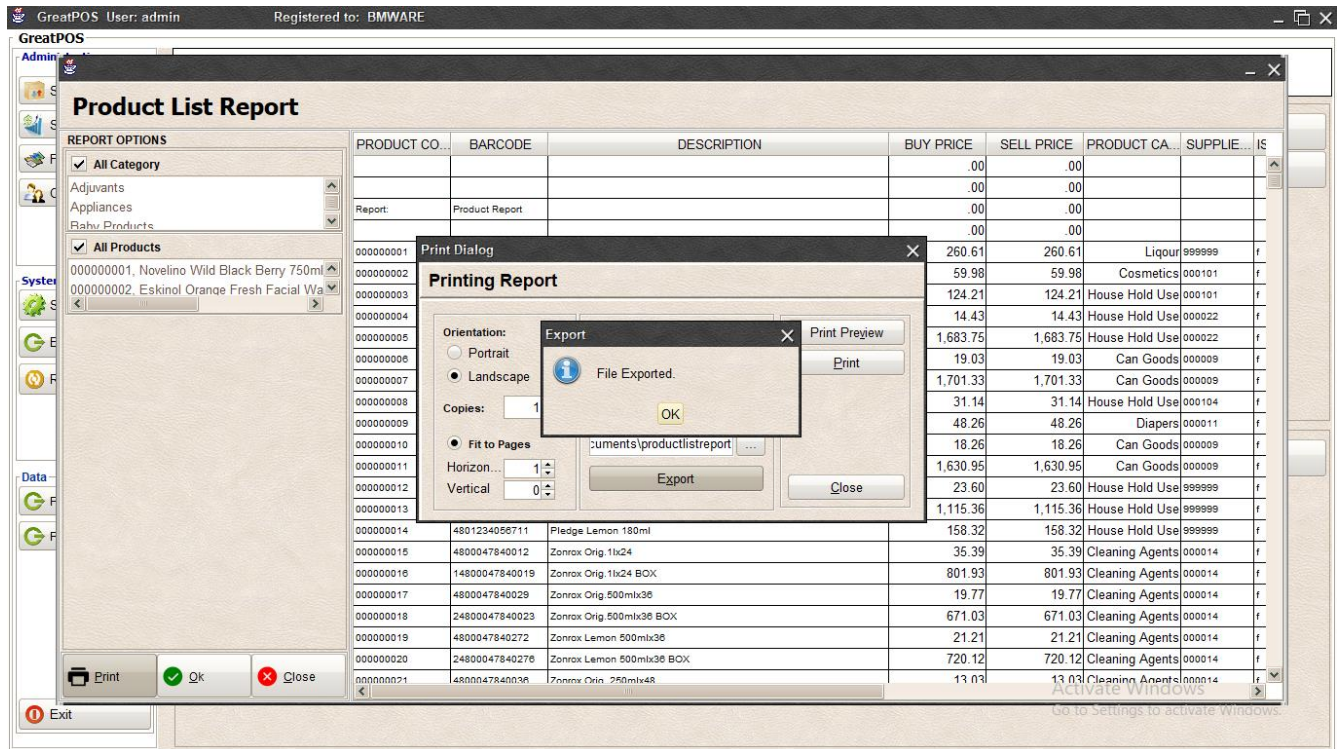
Step2) Click the (...) Button



Step3) Enter File name and Click OK



Step4) Click Export Button



Step5) Click OK

productlistreport [Compatibility Mode] - Excel

File Home Insert Page Layout Formulas Data Review View Help Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

PRODUCT CODE

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
PRODUCT	BARCODE	DESCRIPTION	BUY PRICE	SELL PRICE	PRODUCT SUPPLIER	TAX EX	LEVEL	PR	DISCOUNT	VALIDITY	EXPIRY D.	SEARCH	REORDEF	MARKUP	CREDIT CARD	%				
Report:	Product Re		.00	.00																
000000001	480650863	Novelino Wild Black Berry 750ml	260.61	260.61	Liquor						2000-01-01	3000-01-01	02P1							
000000002	480678945	Eskinol Orange Fresh Facial Wash	59.98	59.98	Cosmetics						2000-01-01	3000-01-01	13P1							
000000003	899269410	Kiwil Liquid	124.21	124.21	House Hold Use						2000-01-01	3000-01-01	14P1							
000000004	480011225	Fuego	14.43	14.43	House Hold Use						2000-01-01	3000-01-01	21B1							
000000005	480011222	Fuego BO	1,683.75	1,683.75	House Hold Use						2000-01-01	3000-01-01	21B1							
000000006	480016300	Ligo Red	19.03	19.03	Can Goods						2000-01-01	3000-01-01	22B1							
000000007	480016300	Ligo Green	1,701.33	1,701.33	Can Goods						2000-01-01	3000-01-01	22B1							
000000008	480009500	Pagoda S	31.14	31.14	House Hold Use						2000-01-01	3000-01-01	24P1							
000000009	480006030	Kotex No	48.26	48.26	Diapers						2000-01-01	3000-01-01	26P1							
000000010	480016300	Ligo Green	18.26	18.26	Can Goods						2000-01-01	3000-01-01	39B1							
000000011	480016300	Ligo Green	1,630.95	1,630.95	Can Goods						2000-01-01	3000-01-01	39B1							
000000012	480123411	Baygon Fl	23.60	23.60	House Hold Use						2000-01-01	3000-01-01	43B1							
000000013	BAYGON	Baygon Fl	1,115.36	1,115.36	House Hold Use						2000-01-01	3000-01-01	43B1							
000000014	480123405	Pledge Ler	158.32	158.32	House Hold Use						2000-01-01	3000-01-01	44P1							
000000015	480004784	Zonrox On	35.39	35.39	Cleaning Agents						2000-01-01	3000-01-01	45B1							
000000016	480004784	Zonrox On	801.93	801.93	Cleaning Agents						2000-01-01	3000-01-01	45B1							
000000017	480004784	Zonrox On	19.77	19.77	Cleaning Agents						2000-01-01	3000-01-01	46B1							
000000018	480004784	Zonrox On	671.03	671.03	Cleaning Agents						2000-01-01	3000-01-01	46B1							
000000019	480004784	Zonrox On	21.21	21.21	Cleaning Agents						2000-01-01	3000-01-01	47B1							
000000020	480004784	Zonrox On	720.12	720.12	Cleaning Agents						2000-01-01	3000-01-01	47B1							
000000021	480004784	Zonrox On	13.03	13.03	Cleaning Agents						2000-01-01	3000-01-01	48B1							
000000022	480004784	Zonrox On	588.62	588.62	Cleaning Agents						2000-01-01	3000-01-01	48B1							
000000023	480004784	Zonrox On	7.78	7.78	Cleaning Agents						2000-01-01	3000-01-01	49B1							
000000024	480004784	Zonrox On	525.59	525.59	Cleaning Agents						2000-01-01	3000-01-01	49B1							

Activate Windows
Go to Settings to activate Windows

Print

GreatPOS User: admin Registered to: BMWARE

Product List Report

REPORT OPTIONS

- All Category
 - Adjuvants
 - Appliances
 - Bahn Products
- All Products
 - 000000001, Novelino Wild Black Berry 750ml
 - 000000002, Eskinol Orange Fresh Facial Wa

PRODUCT CO...	BARCODE	DESCRIPTION	BUY PRICE	SELL PRICE	PRODUCT CA...	SUPPLIE...	IS
Report:	Product Report		.00	.00			
000000005			1,683.75	1,683.75	House Hold Use	000022	f
000000006			19.03	19.03	Can Goods	000009	f
000000008			31.14	31.14	House Hold Use	000104	f
000000009			48.26	48.26	Diapers	000011	f
000000010			18.26	18.26	Can Goods	000009	f
000000011			1,630.95	1,630.95	Can Goods	000009	f
000000012			23.60	23.60	House Hold Use	999999	f
000000015			35.39	35.39	Cleaning Agents	000014	f
000000016			801.93	801.93	Cleaning Agents	000014	f
000000017			19.77	19.77	Cleaning Agents	000014	f
000000018			671.03	671.03	Cleaning Agents	000014	f
000000019			21.21	21.21	Cleaning Agents	000014	f
000000020			720.12	720.12	Cleaning Agents	000014	f
000000021	4800047840036	Zonrox Orig. 250mix48	13.03	13.03	Cleaning Agents	000014	f
000000022	14800047840033	Zonrox Orig. 250mix48 BOX	588.62	588.62	Cleaning Agents	000014	f
000000023	4800047840043	Zonrox Orig. 100mix72	7.78	7.78	Cleaning Agents	000014	f
000000024	24800047840047	Zonrox Orig. 100mix72 BOX	525.59	525.59	Cleaning Agents	000014	f
000000025	4800047840296	Zonrox Lemon 100mix72	8.32	8.32	Cleaning Agents	000014	f
000000026	24800047840290	Zonrox Lemon 100mix72 BOX	561.95	561.95	Cleaning Agents	000014	f
000000027	4806020400136	Delux 11trx12	25.52	25.52	Cleaning Agents	000050	f
000000028	14800020400133	Delux 11trx12 BOX	291.71	291.71	Cleaning Agents	000050	f

Print Dialog

Printing Report

Orientation: Portrait Landscape

Export to File: File Type: 1. PDF

File Name:

Copies: 1

Fit to Pages

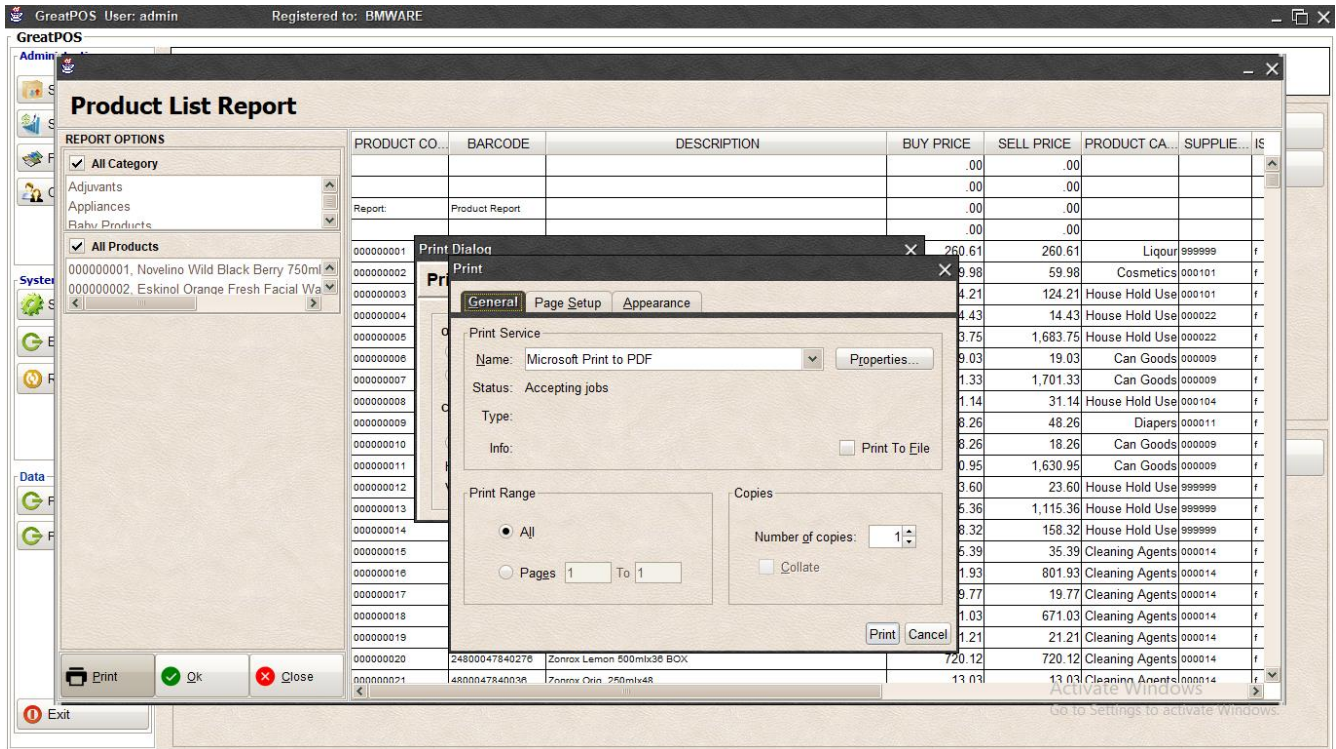
Horizontal: 1 Vertical: 0

Print Preview Print Export Close

Print Ok Close

Activate Windows
Go to Settings to activate Windows

Step1) Click Print Button



Step2) Select Printer

Step3) Click Print Button

Daily Product Inventory Report

Daily Product Inventory Report

Use to View Report of Daily Product Inventory.

How to use Daily Product Inventory Report?

Step1) Select Date

Step2) Select Supplier

Step3) Click Ok Button

GreatPOS User: admin Registered to: BMWARE

Daily Product Inventory Date : 2020-08-07 Supplier : WAREHOUSE, 999999 OK

Component Name	Beg. Balance	Delivery	Qty Sold	Return	Ending Inv.
Name of Supplier: WAREHOUSE Code:999999					
#12 Bkh Luckyplane Casserole	5.00	.00	.00	.00	5.00
#14 Bkh Luckyplane Casserole	5.00	.00	.00	.00	5.00
#20 Bkh Luckyplane Casserole	5.00	.00	.00	.00	5.00
#21 Dalsay Basin	5.00	.00	.00	.00	5.00
#24 Dalsay Basin	5.00	.00	.00	.00	5.00
#5 White Paris Bowl	5.00	.00	.00	.00	5.00
#58 Fork 12pcs.	5.00	.00	.00	.00	5.00
#58 Spoon 12pcs.	5.00	.00	.00	.00	5.00
\$sprite Mismo 300mix12	500.00	.00	.00	.00	500.00
007 Col.file Case	50.00	.00	.00	.00	50.00
007 Soapcase	300.00	.00	.00	.00	300.00
0077443700200 Lotion	500.00	.00	.00	.00	500.00
013 5pc.bengar Water Set	400.00	.00	.00	.00	400.00
014 5 Pcs Bengar Water Set	350.00	.00	.00	.00	350.00
014 Apple Tray	40.00	.00	.00	.00	40.00
018 Charm Pitcher	50.00	.00	.00	.00	50.00
0192 Shbin H20 Bottle	100.00	.00	.00	.00	100.00
020 Chamber Pot	.00	.00	.00	.00	.00

Print Close

Activate Windows
Go to Settings to activate Windows.

Printing

Step1) Click Print Button

The screenshot shows the 'Daily Product Inventory' window in GreatPOS. The window title is 'Daily Product Inventory' and it displays a table with columns: Component Name, Beg. Balance, Delivery, Qty Sold, Return, and Ending Inv. The supplier information is 'Name of Supplier: WAREHOUSE' and 'Code:999999'. A 'Print Dialog' window is overlaid on top, titled 'Printing Report'. It has two sections: 'Orientation' with radio buttons for 'Portrait' (selected) and 'Landscape', and 'Fit to Pages' with radio buttons for 'Fit to Pages' (selected), 'Horizon...', and 'Vertical...'. There are also 'Copies' and 'Export to File' sections. The 'Export to File' section includes 'File Type' (set to '1. PDF') and 'File Name' (with a browse button). Buttons for 'Print Preview', 'Print', 'Export', and 'Close' are visible. At the bottom of the main window, there is a 'Print' button and a 'Close' button. An 'Exit' button is also present in the bottom left corner.

Component Name	Beg. Balance	Delivery	Qty Sold	Return	Ending Inv.
#12 Bkh Luckyplane Casserole					5.00
#14 Bkh Luckyplane Casserole					5.00
#20 Bkh Luckyplane Casserole					5.00
#21 Dalsay Basin					5.00
#24 Dalsay Basin					5.00
#5 White Paris Bowl					5.00
#58 Fork 12pcs.					5.00
#58 Spoon 12pcs.					5.00
\$sprite Mismo 300mix12					500.00
007 Col.file Case					50.00
007 Soapcase					300.00
0077443700200 Lotion					500.00
013 5pc.bengar Water Set	400.00	.00	.00	.00	400.00
014 5 Pcs Bengar Water Set	350.00	.00	.00	.00	350.00
014 Apple Tray	40.00	.00	.00	.00	40.00
018 Charm Pitcher	50.00	.00	.00	.00	50.00
0192 Shbin H20 Bottle	100.00	.00	.00	.00	100.00
020 Chamber Pot	.00	.00	.00	.00	.00

Print Preview

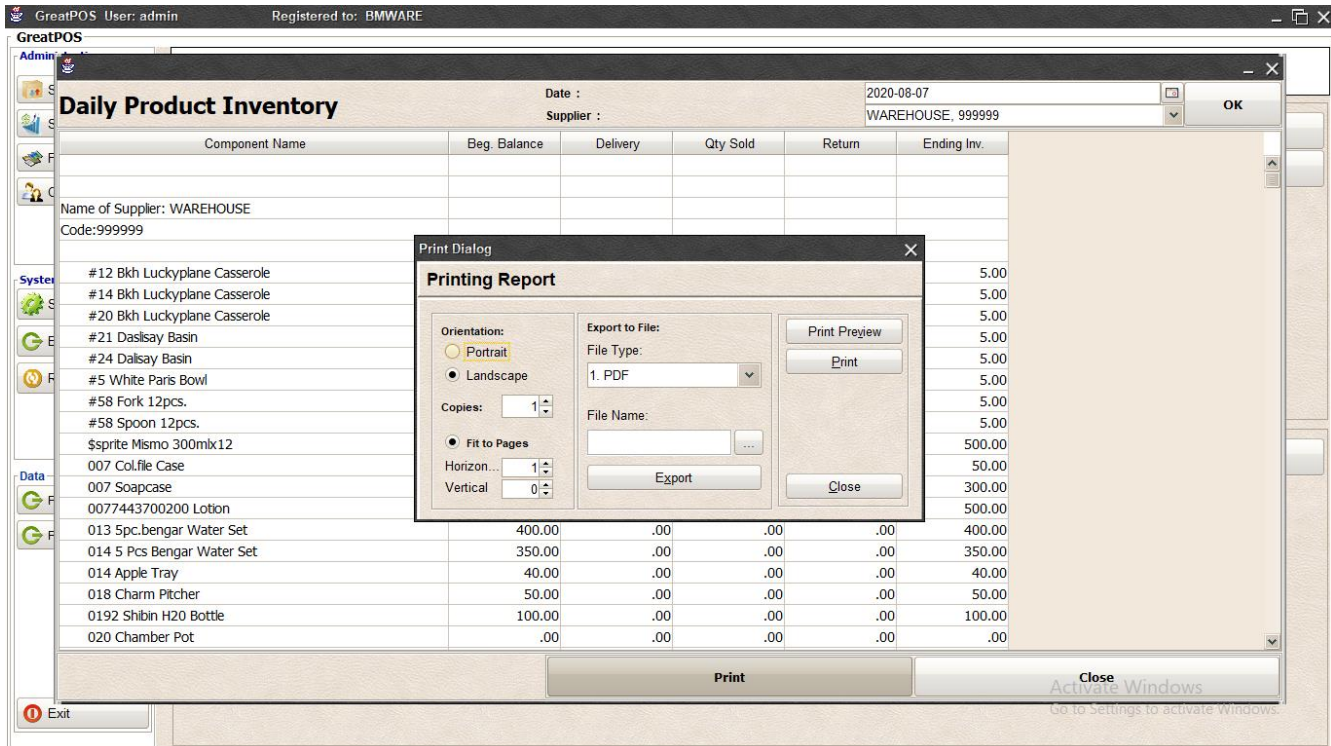
Step1) Click Print Preview Button

The screenshot shows the 'Print Preview' window in GreatPOS. The window title is 'Print Preview' and it displays a preview of the 'Daily Inventory Report'. The report includes the same table as the previous screenshot, but with a different set of data. The 'Qty Sold' column now contains values for each item. The 'Print Preview' window has a toolbar at the top with buttons for 'Print...', 'Page Setup', and 'Close'. The report content is as follows:

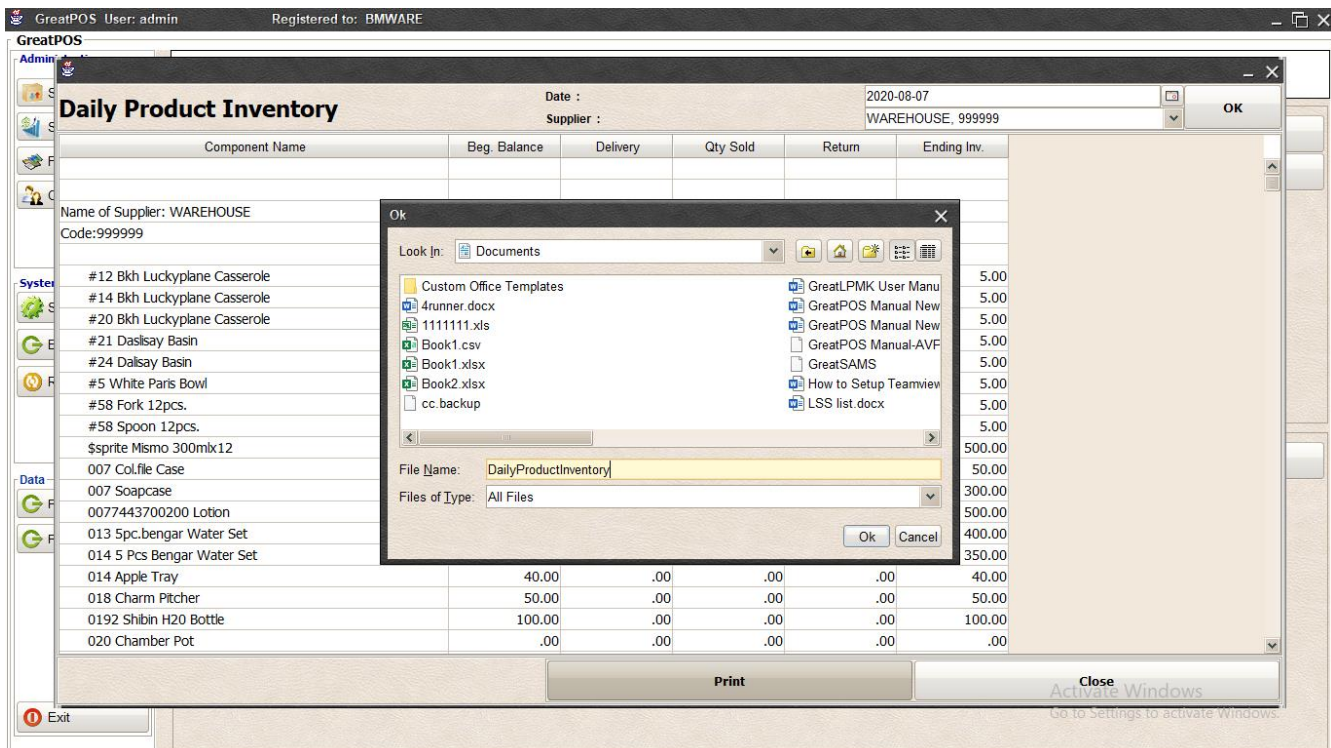
Component Name	Beg. Balance	Delivery	Qty Sold	Return	Ending Inv.
#12 Bkh Luckyplane Casserole	5.00	.00	.00	.00	5.00
#14 Bkh Luckyplane Casserole	5.00	.00	.00	.00	5.00
#20 Bkh Luckyplane Casserole	5.00	.00	.00	.00	5.00
#21 Dalsay Basin	5.00	.00	.00	.00	5.00
#24 Dalsay Basin	5.00	.00	.00	.00	5.00
#5 White Paris Bowl	5.00	.00	.00	.00	5.00
#58 Fork 12pcs.	5.00	.00	.00	.00	5.00
#58 Spoon 12pcs.	5.00	.00	.00	.00	5.00
\$sprite Mismo 300mix12	500.00	.00	.00	.00	500.00
007 Col.file Case	50.00	.00	.00	.00	50.00
007 Soapcase	300.00	.00	.00	.00	300.00
0077443700200 Lotion	500.00	.00	.00	.00	500.00
013 5pc.bengar Water Set	400.00	.00	.00	.00	400.00
014 5 Pcs Bengar Water Set	350.00	.00	.00	.00	350.00
014 Apple Tray	40.00	.00	.00	.00	40.00
018 Charm Pitcher	50.00	.00	.00	.00	50.00
0192 Shbin H20 Bottle	100.00	.00	.00	.00	100.00
020 Chamber Pot	.00	.00	.00	.00	.00
020 Empire Dipper	.00	.00	.00	.00	.00
022 Chamber Pot	.00	.00	.00	.00	.00
024 Chamber Pot	.00	.00	.00	.00	.00
026 Chamber Pot	.00	.00	.00	.00	.00
027 Pitcher	.00	.00	.00	.00	.00

Exporting

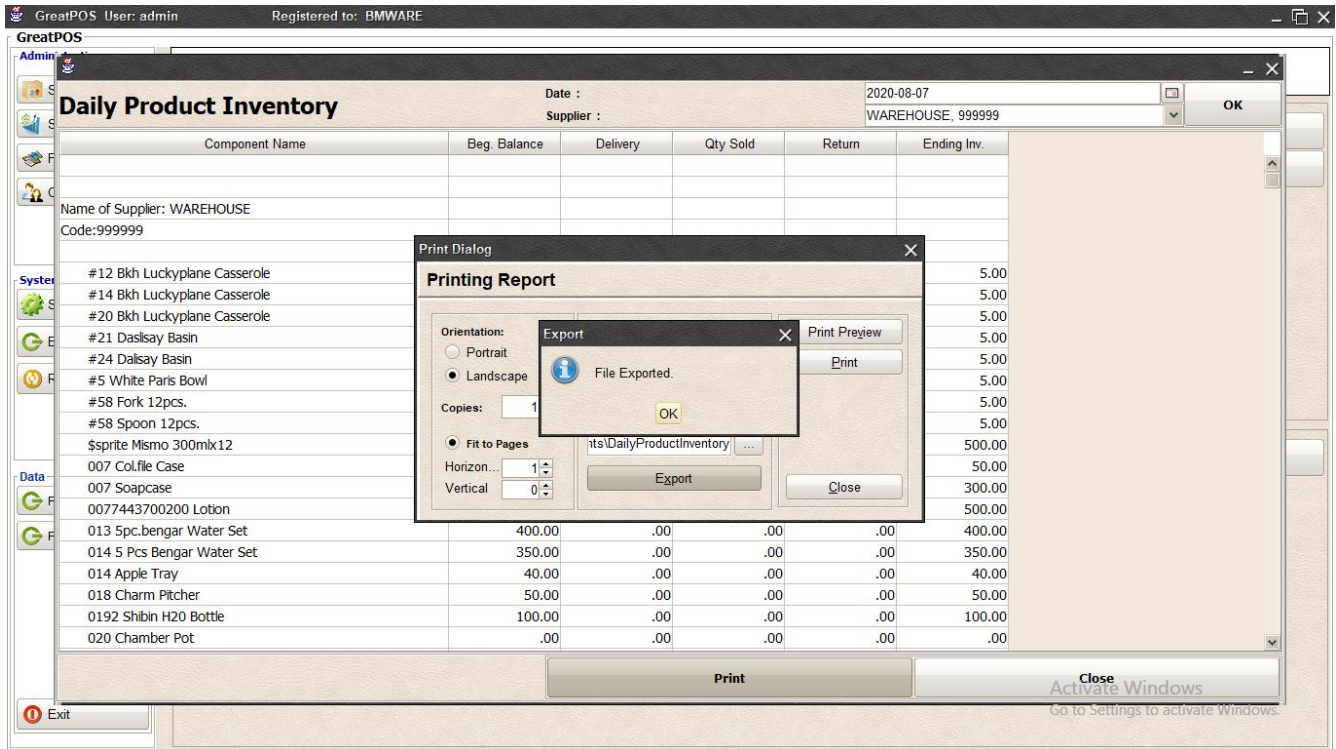
Step1) Select File Type



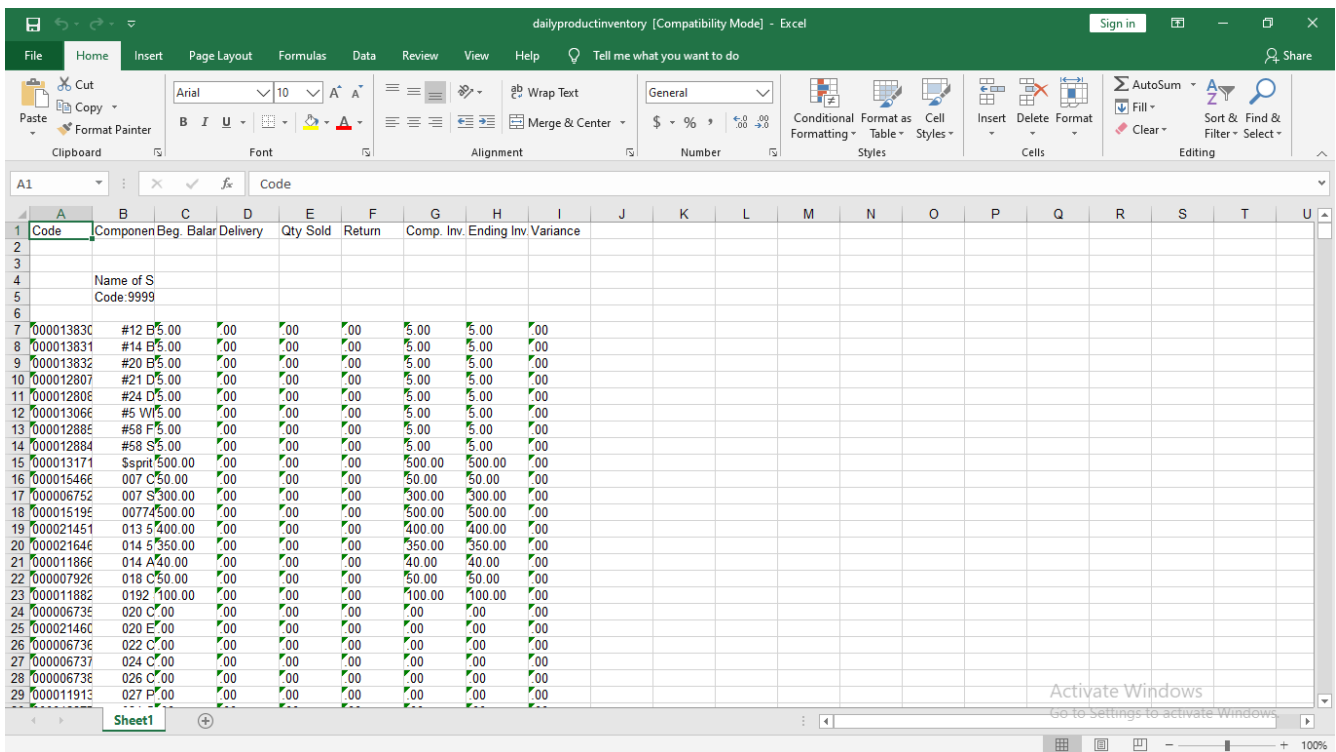
Step2) Click the (...) Button



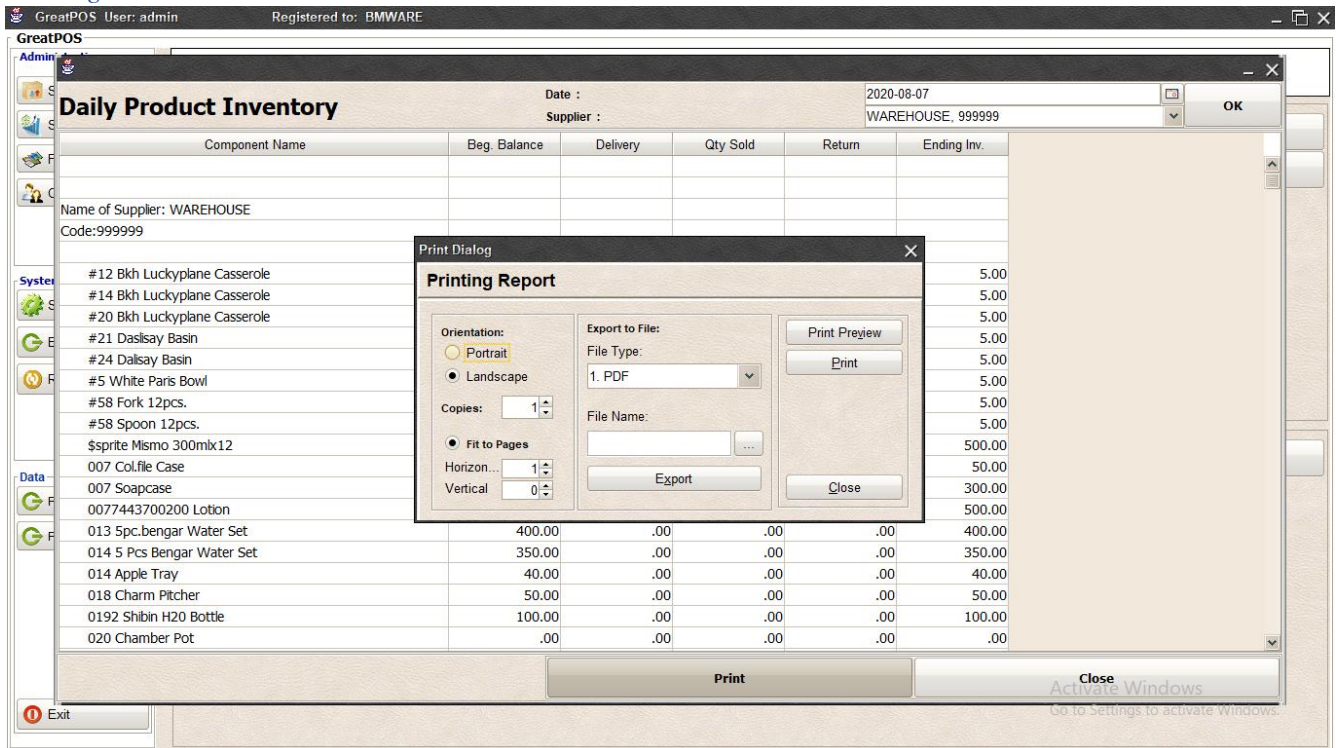
Step3) Enter File name and Click OK



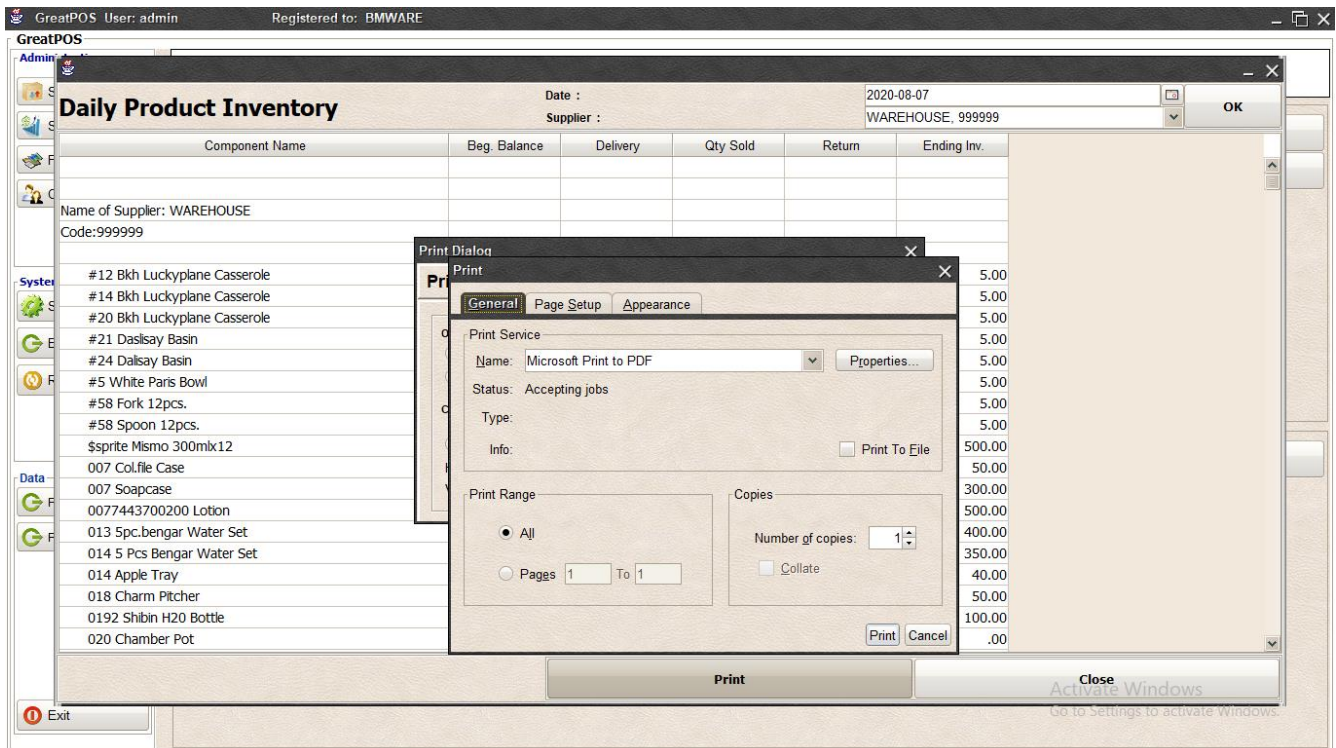
Step4) Click Ok Button



Printing



Step1) Click Print Button



Step2) Select Printer

Step3) Click Print Button

Supplier Payable Report

Supplier Payable Report

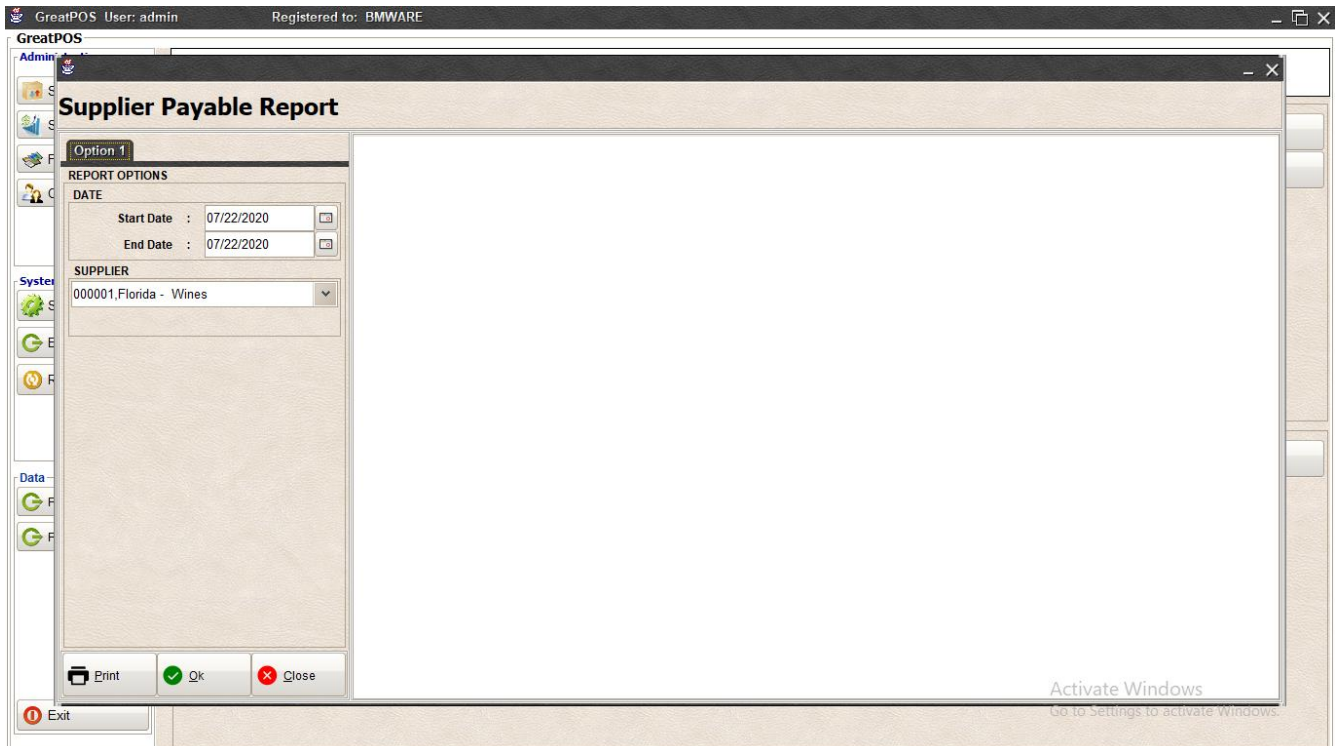
Use to View Report in Supplier Payable.

How to use Supplier Payable Report?

Step1) Select Start Date and End Date

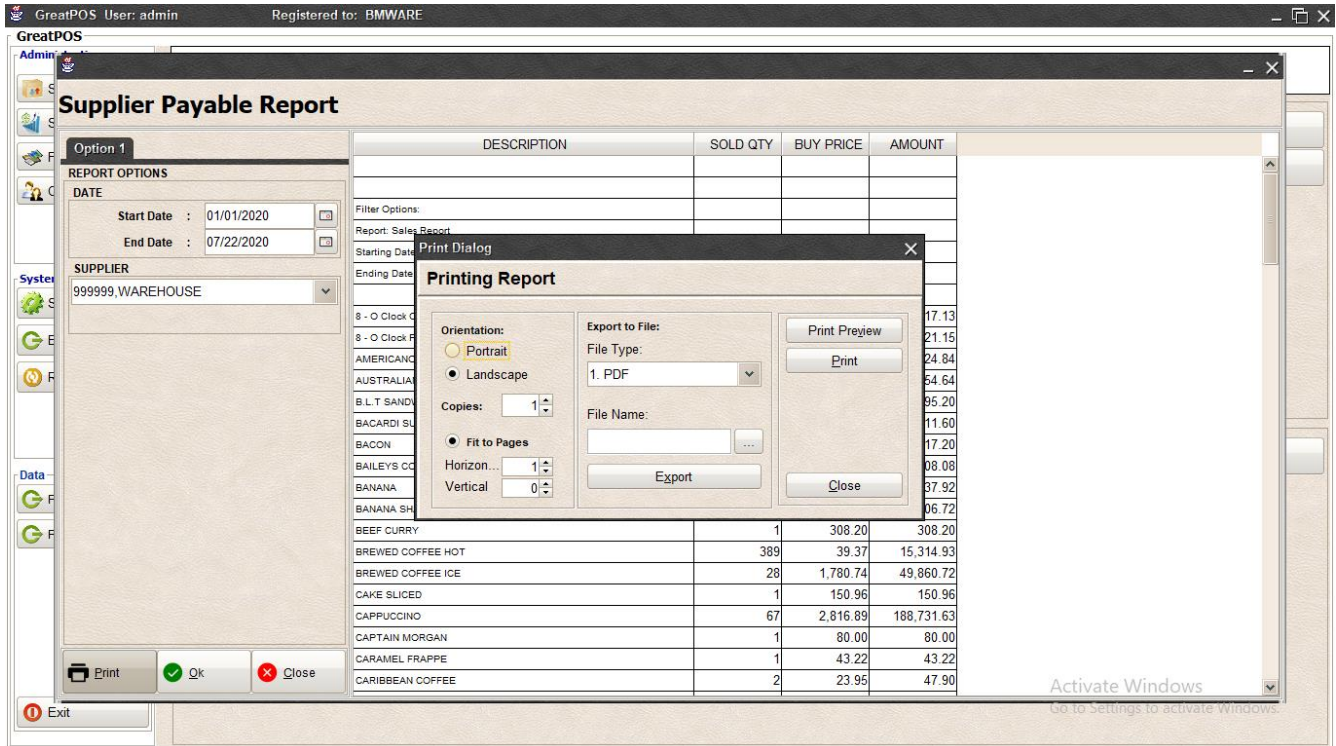
Step2) Select Supplier

Step3) Click Ok Button



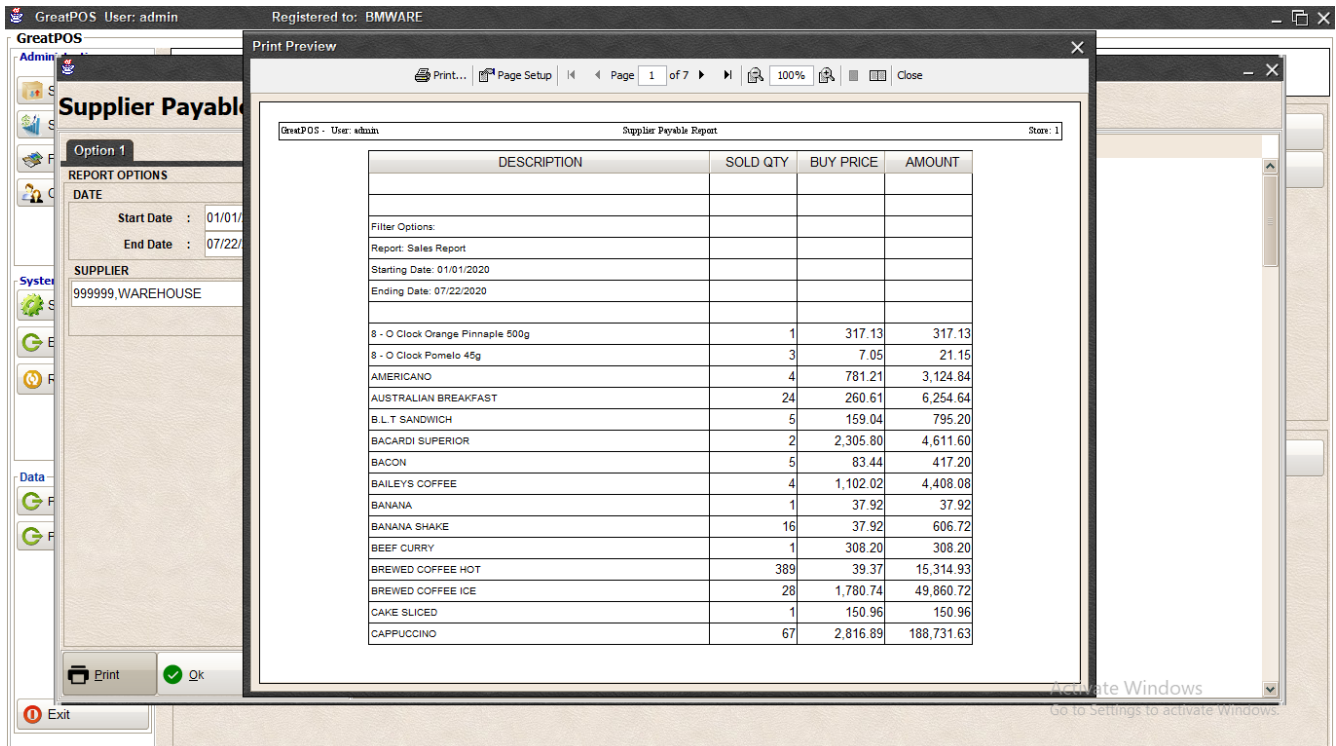
Printing

Step1) Click Print Button



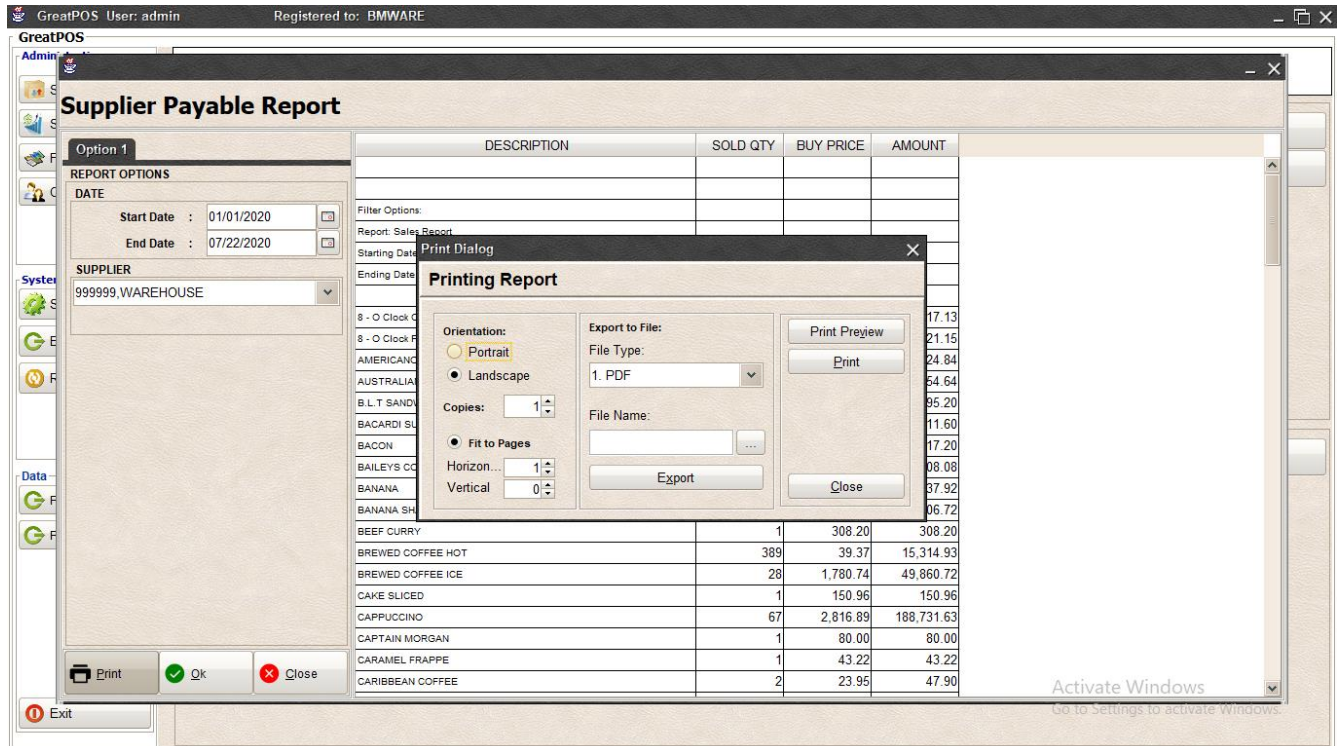
Print Preview

Step1) Click Print Preview Button

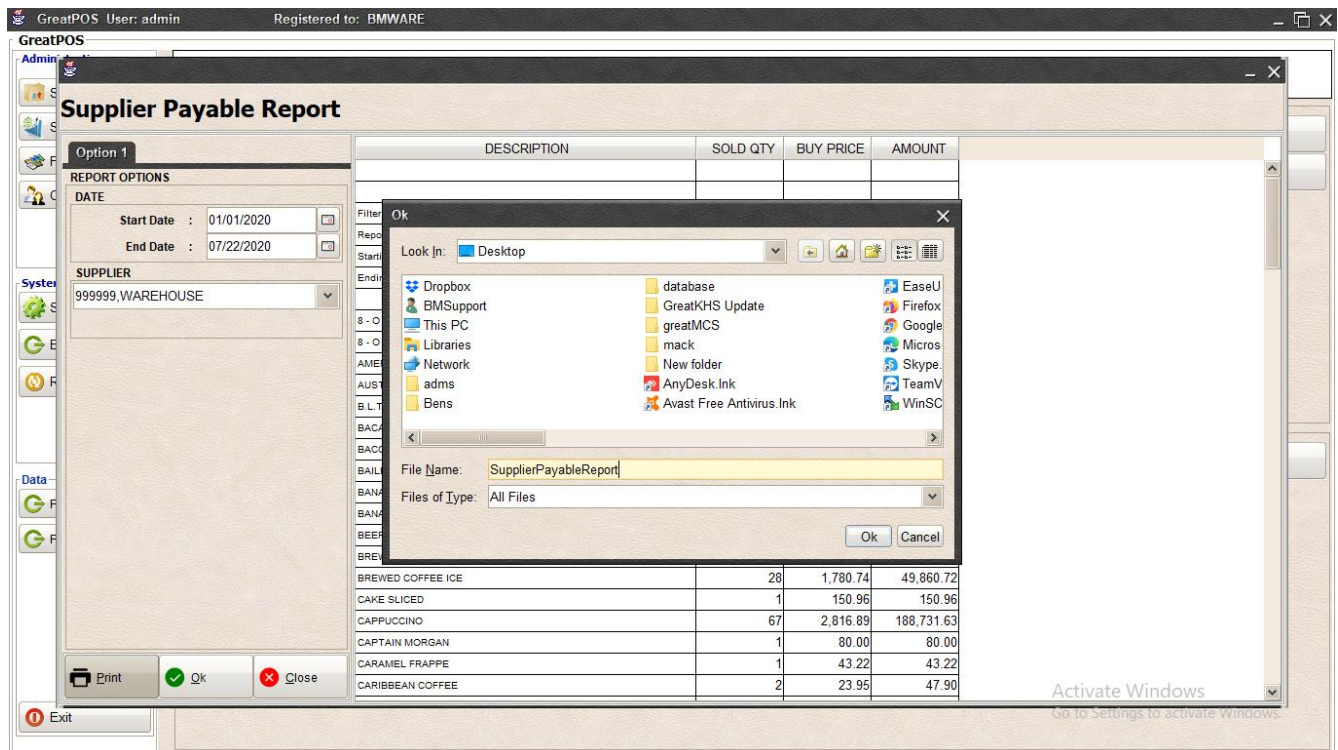


Exporting

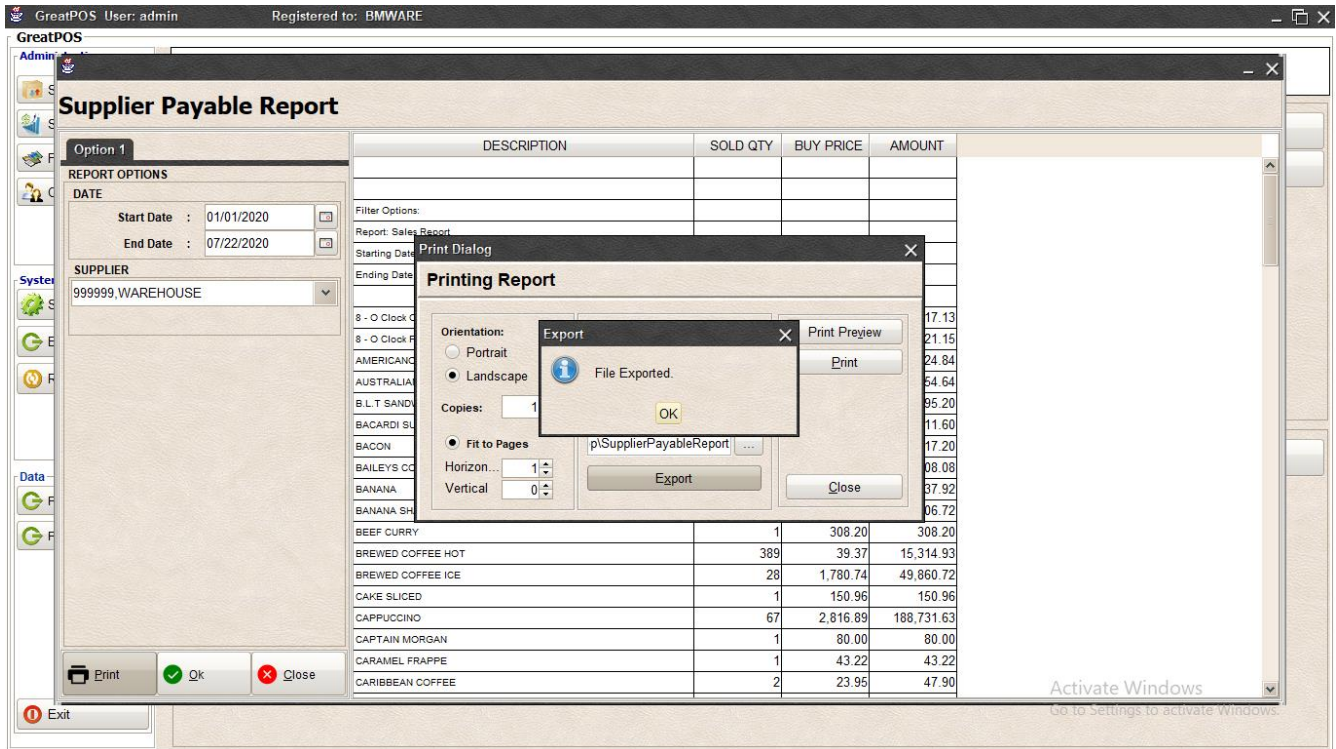
Step1) Select File Type



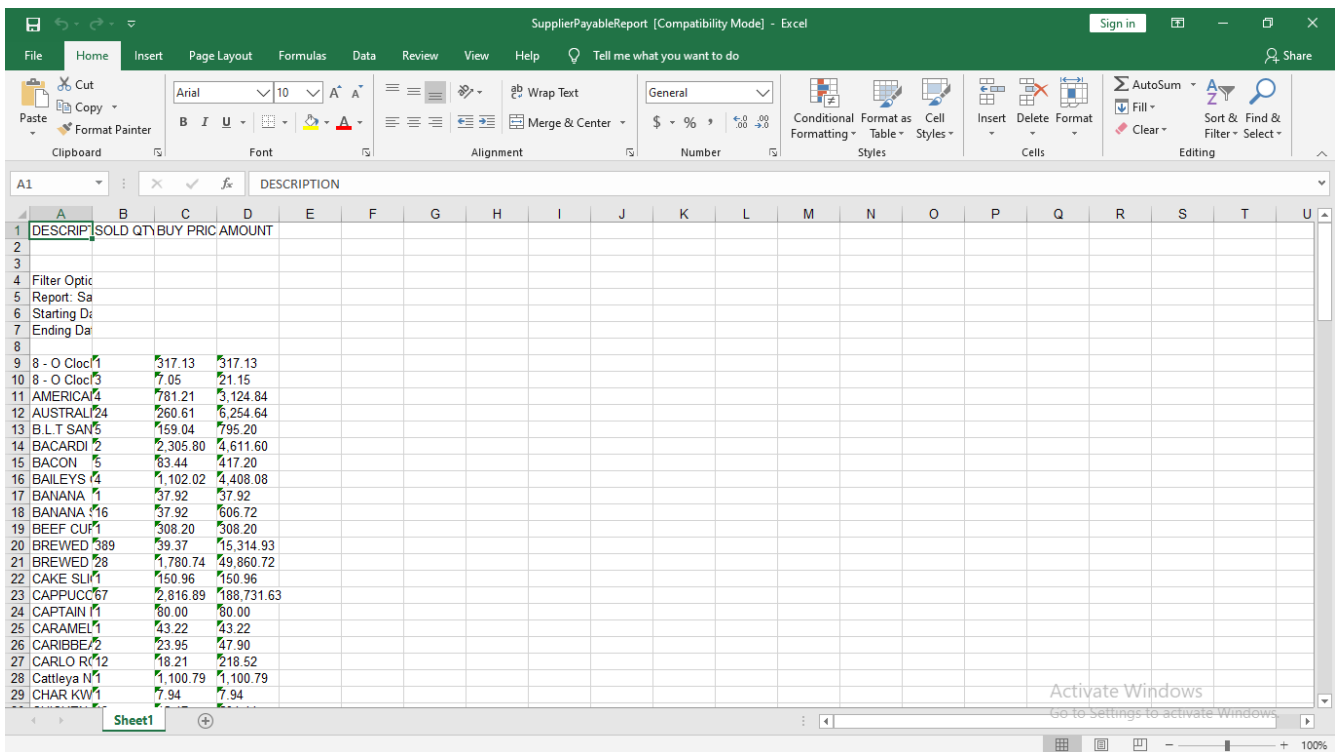
Step2) Click the (...) Button



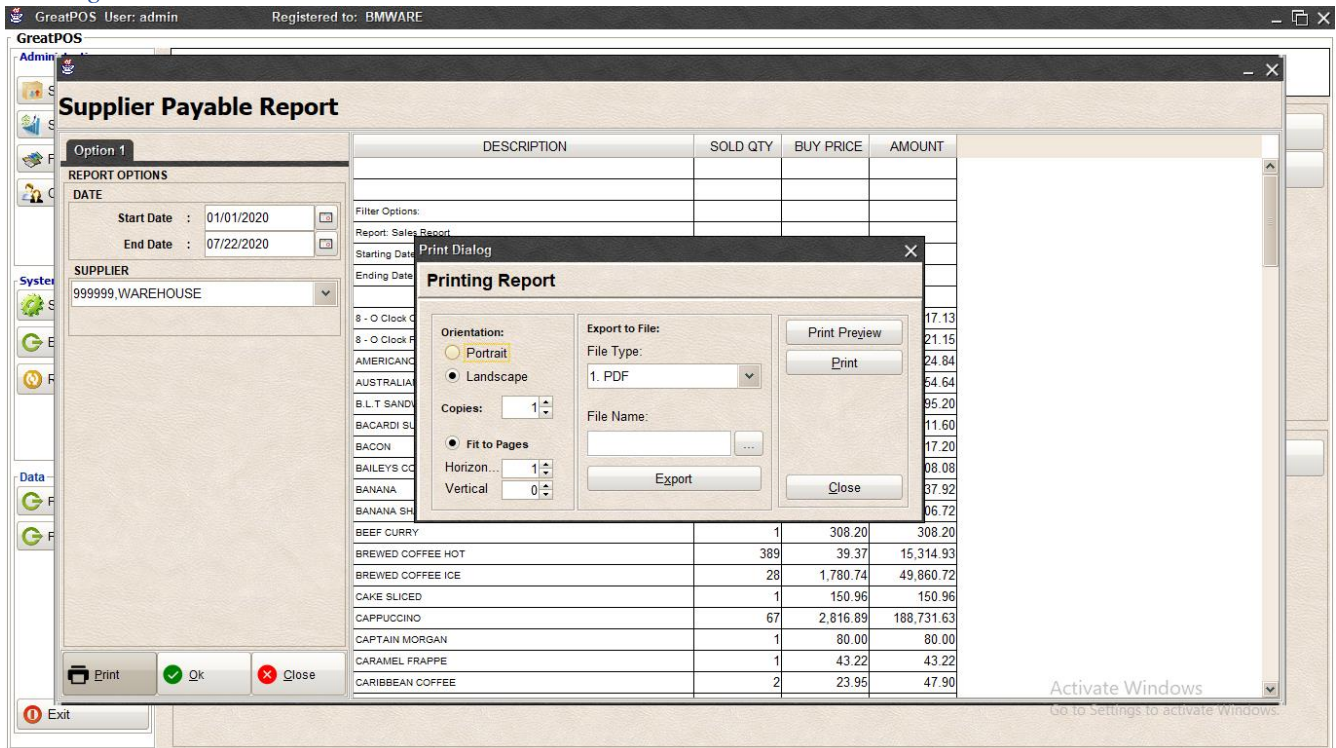
Step3) Enter File name and Click OK



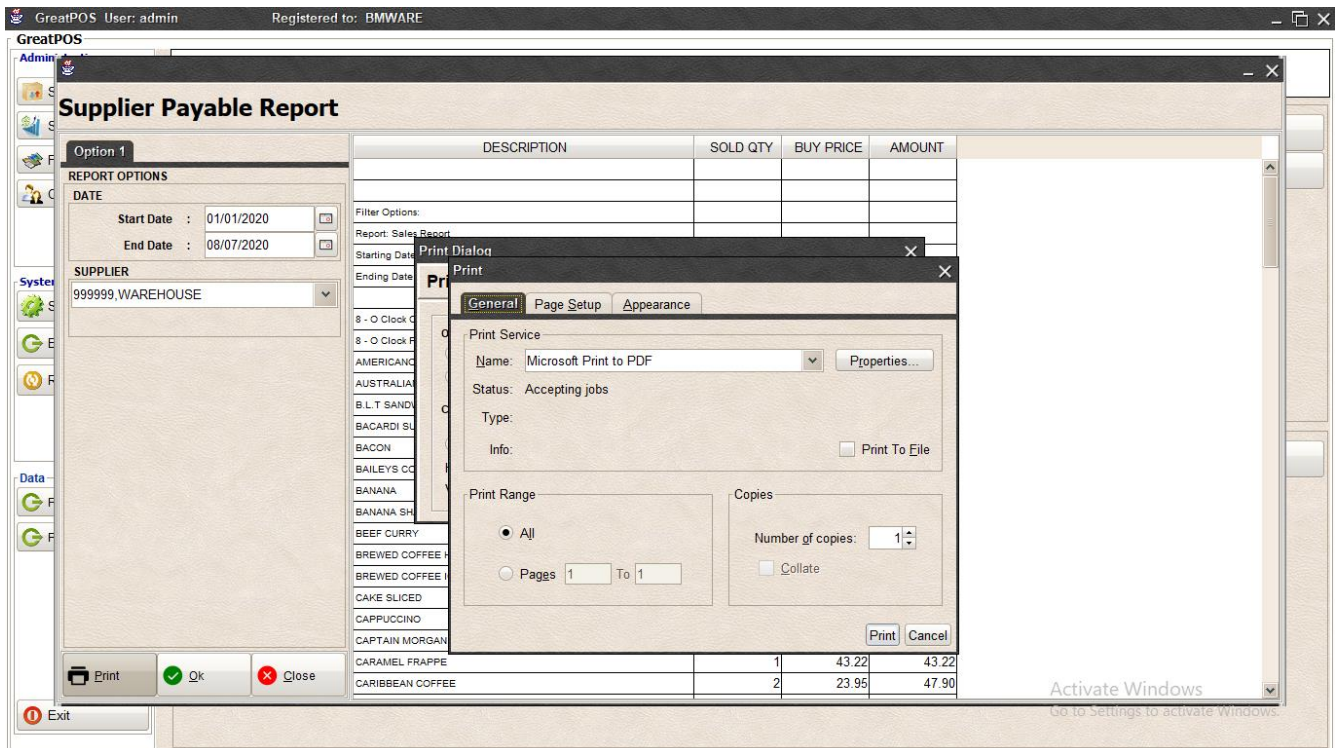
Step4) Click Ok Button



Printing



Step1) Click Print Button

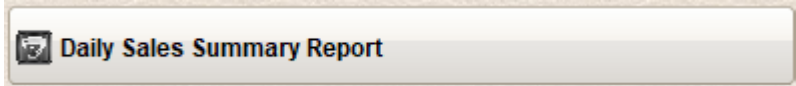


Step2) Select Printer

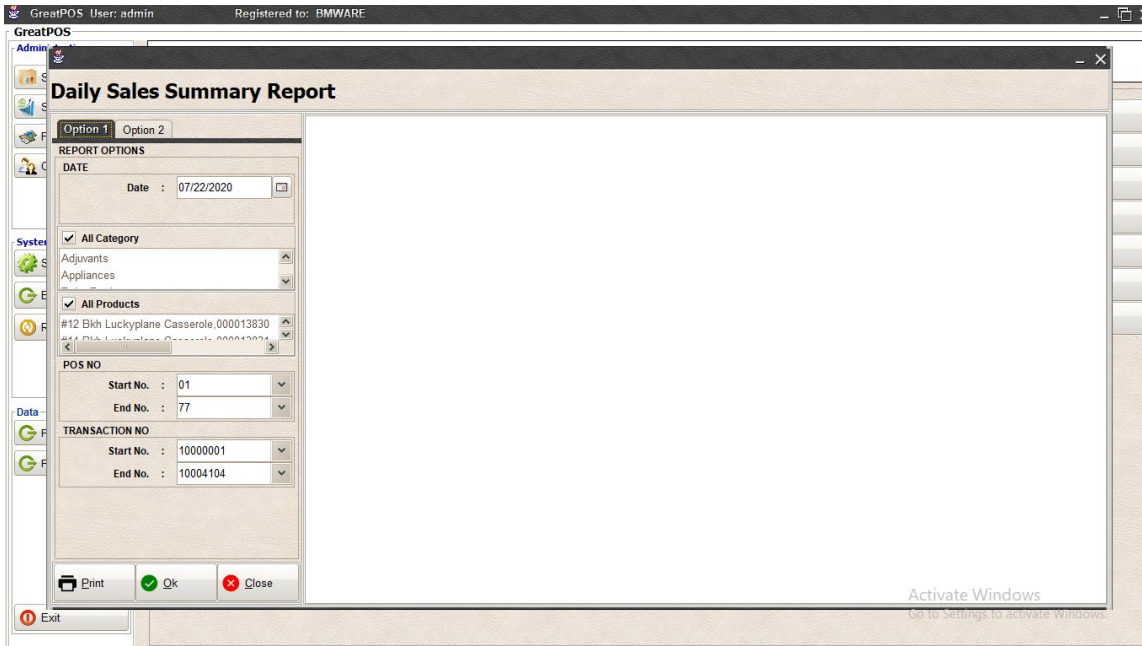
Step3) Click Print Button

SALES

Daily Sales Summary Report



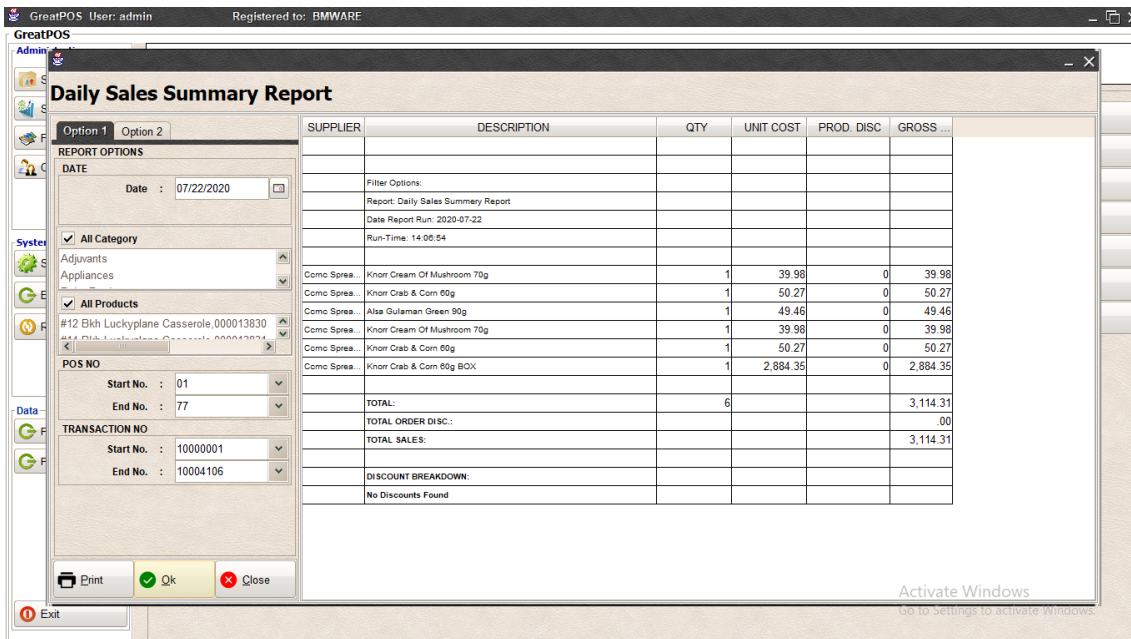
Use to View report for Daily Sales



How to use Daily Sales Summary Report?

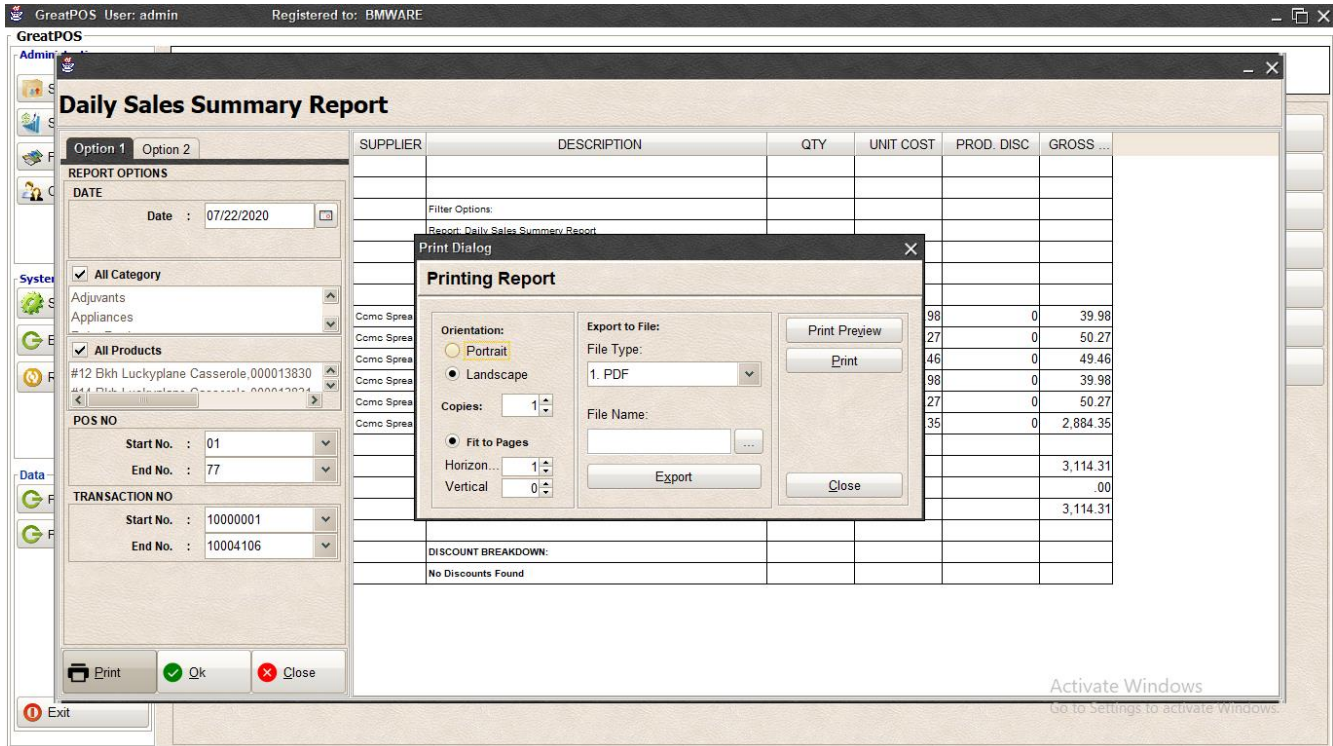
Step1) Select Date

Step2) Click Ok Button



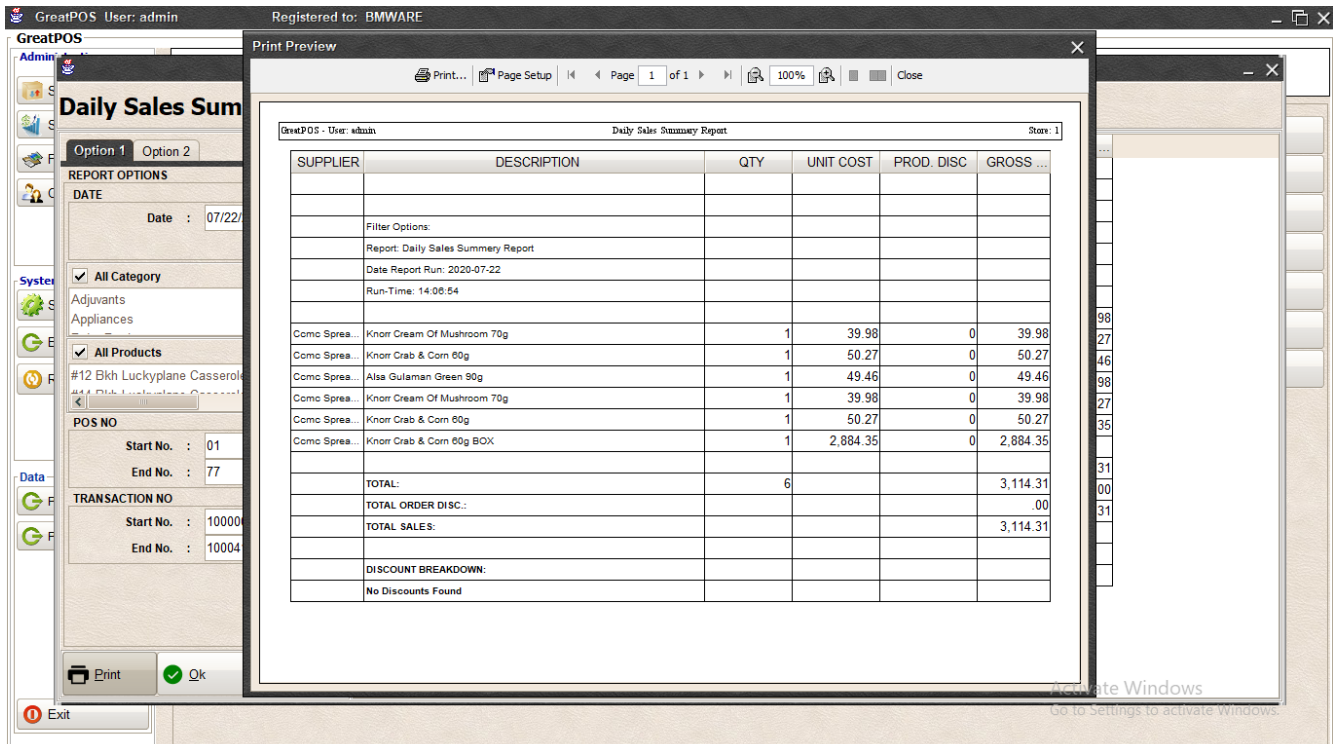
Printing

Step1) Click Print Button



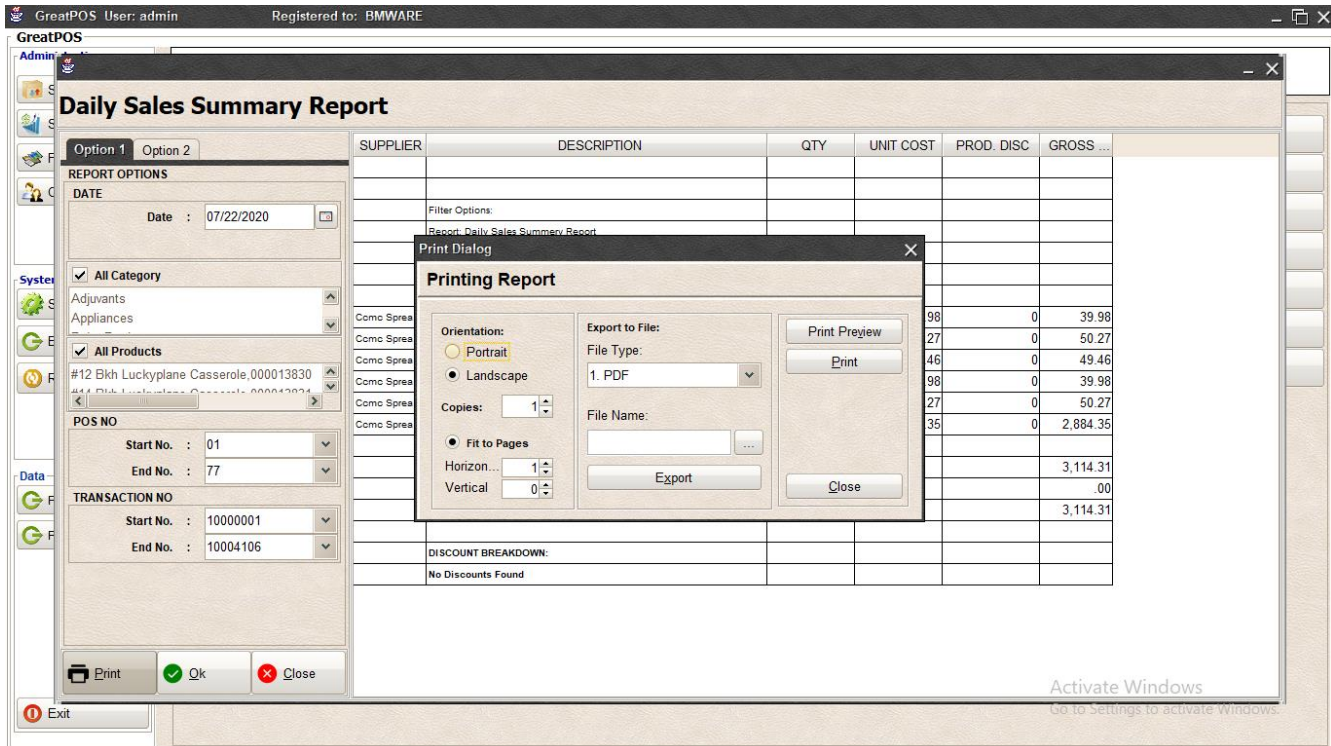
Print Preview

Step1) Click Print Preview Button

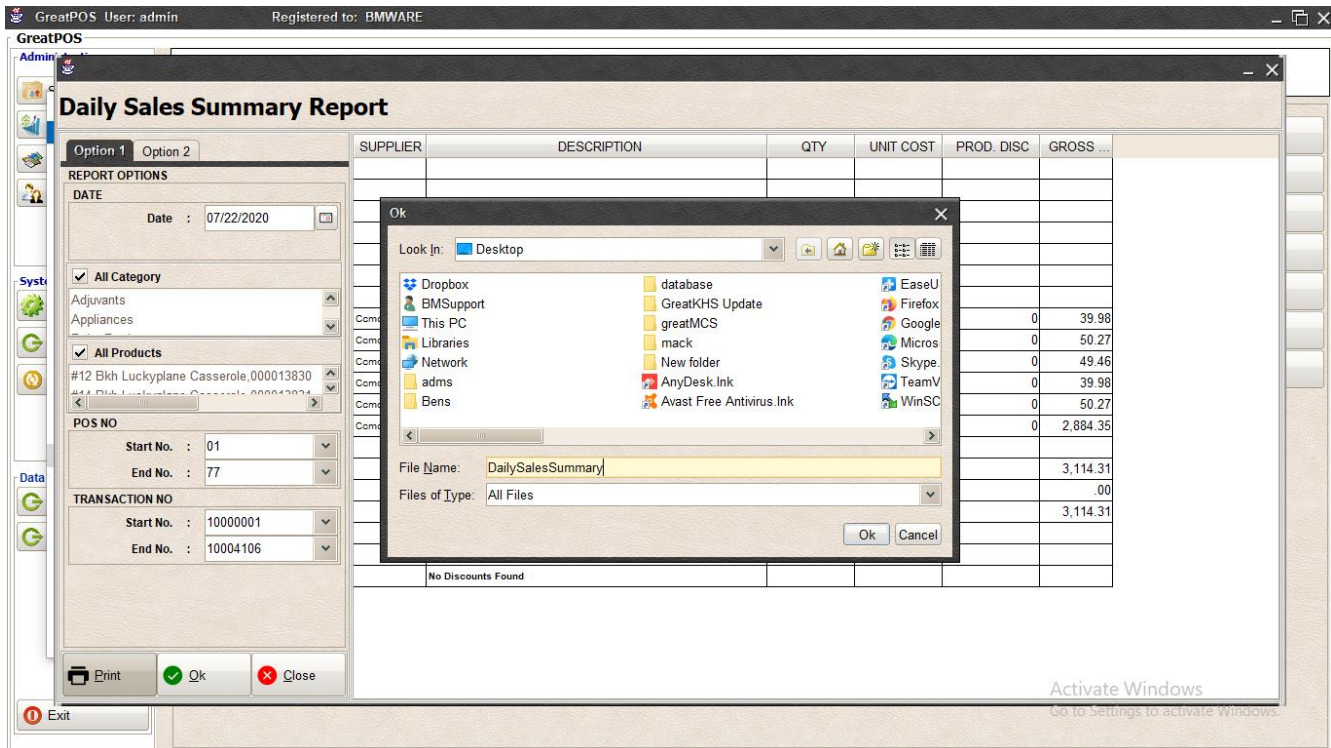


Exporting

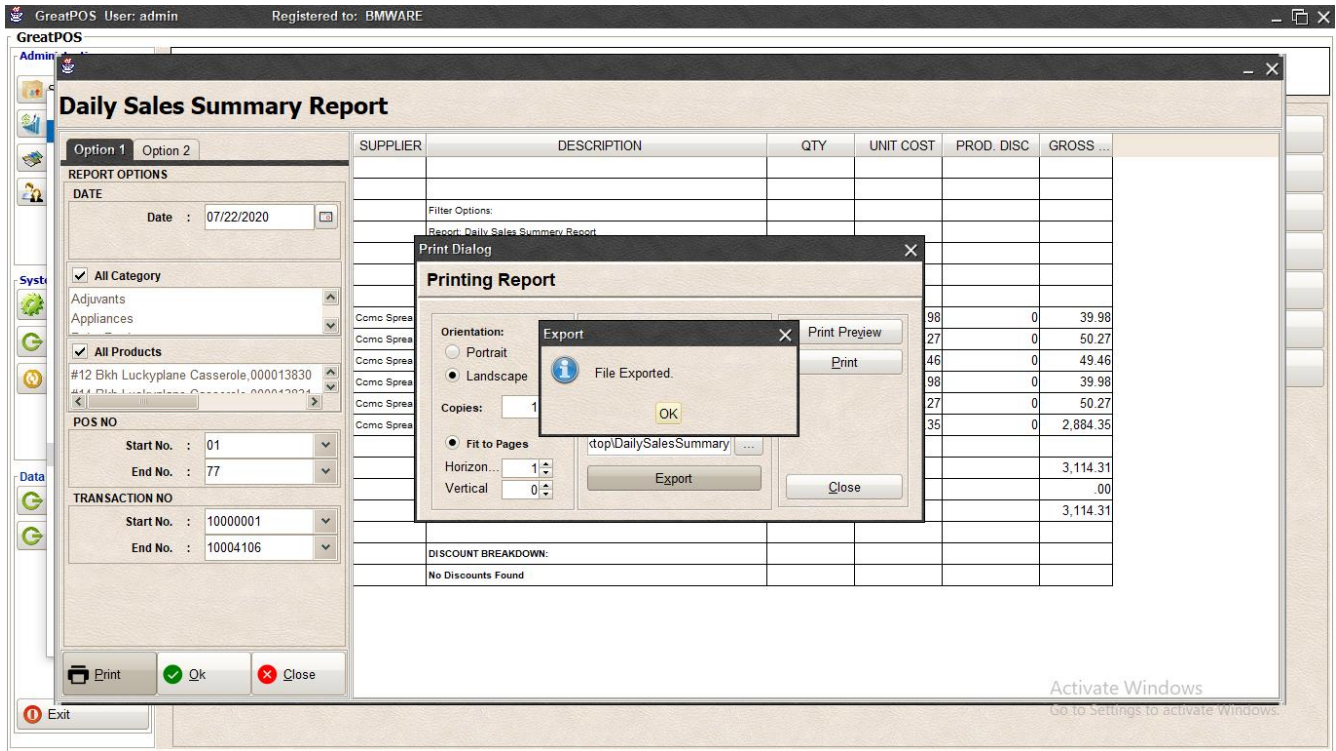
Step1) Select File Type



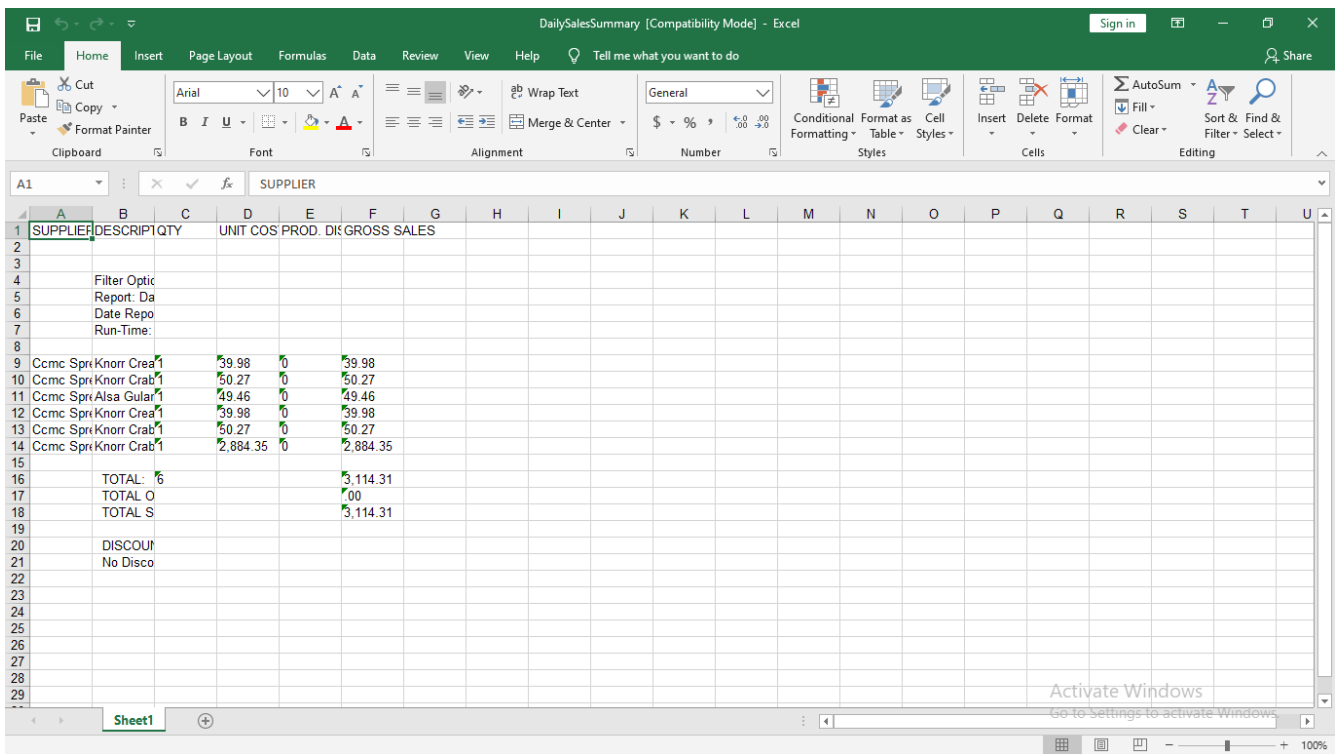
Step2) Click the (...) Button



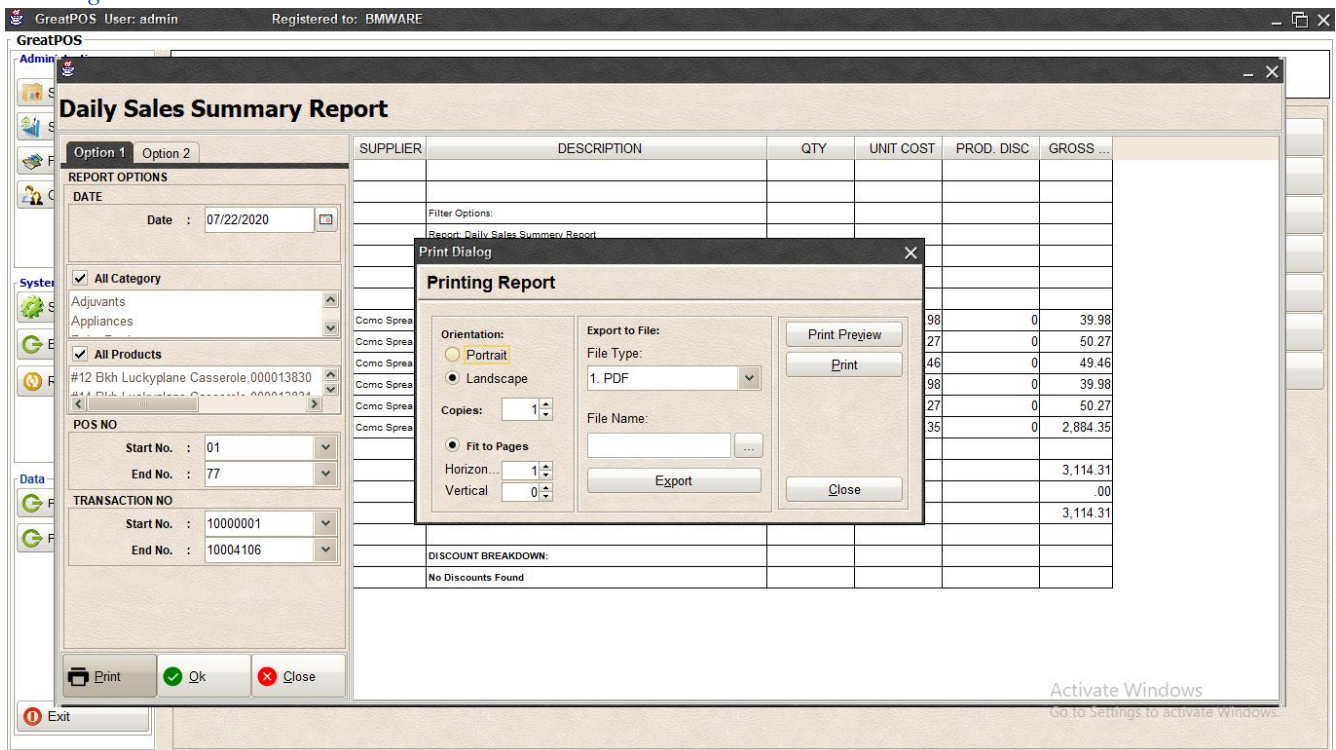
Step3) Enter File name and Click OK



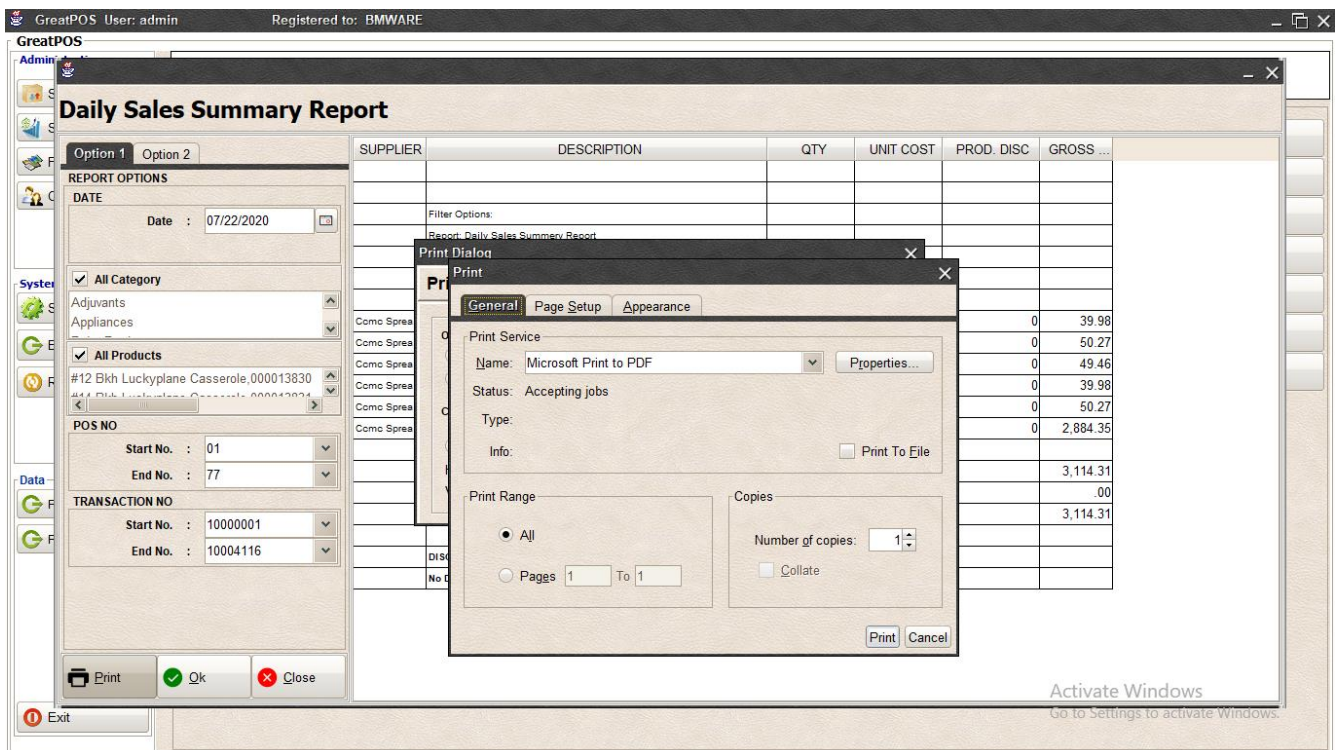
Step4) Click Ok Button



Printing



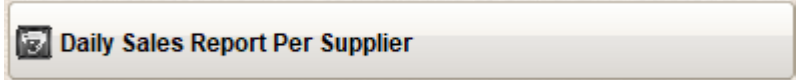
Step1) Click Print Button



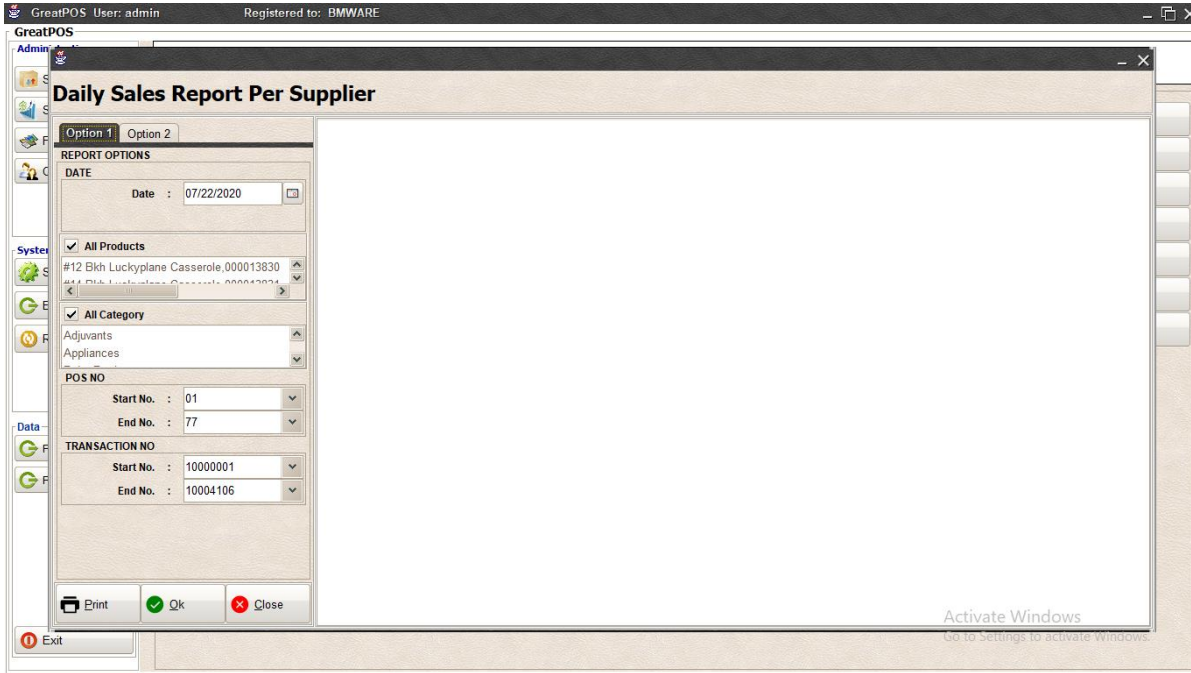
Step2) Select Printer

Step3) Click Print Button

Daily Sales Report Per Supplier



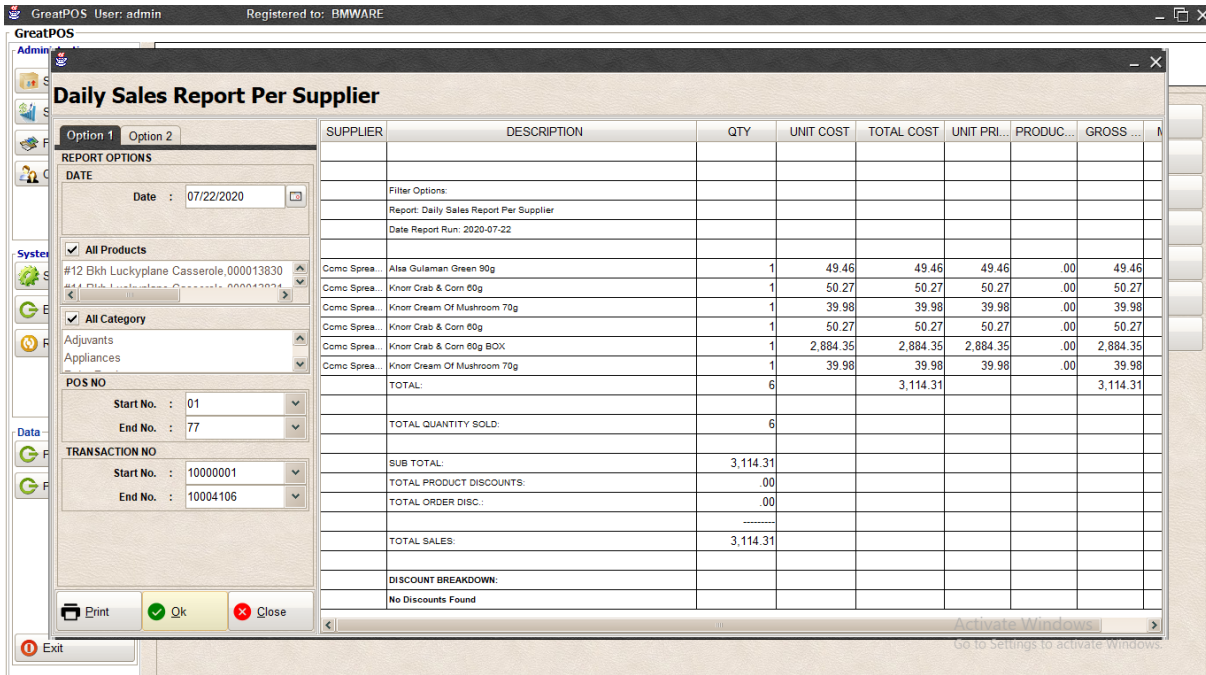
Use to View report for Daily Sales Per Supplier



How to use Daily Sales Report Per Supplier?

Step1) Select Date

Step2) Click Ok Button



Printing

Step1) Click Print Button

The screenshot shows the 'Daily Sales Report Per Supplier' window in GreatPOS. A 'Print Dialog' is open over the report table. The dialog includes the following options:

- Orientation:** Portrait, Landscape
- Export to File:** File Type: 1. PDF, File Name: [empty]
- Copies:** 1
- Fit to Pages:** Fit to Pages, Horizontal: 1, Vertical: 0
- Buttons:** Print Preview, Print, Export, Close

The background report table shows the following data:

SUPPLIER	DESCRIPTION	QTY	UNIT COST	TOTAL COST	UNIT PRI...	PRODUC...	GROSS ...	M
Comc Sprea		46	49.46	49.46	49.46	.00	49.46	
Comc Sprea		27	50.27	50.27	50.27	.00	50.27	
Comc Sprea		98	39.98	39.98	39.98	.00	39.98	
Comc Sprea		27	50.27	50.27	50.27	.00	50.27	
Comc Sprea		35	2,884.35	2,884.35	2,884.35	.00	2,884.35	
Comc Sprea		98	39.98	39.98	39.98	.00	39.98	
				3,114.31			3,114.31	
TOTAL PRODUCT DISCOUNTS:				.00				
TOTAL ORDER DISC.:				.00				
TOTAL SALES:				3,114.31				
DISCOUNT BREAKDOWN:								
No Discounts Found								

Print Preview

Step1) Click Print Preview Button

The screenshot shows the 'Daily Sales Report Per Supplier' window in GreatPOS. A 'Print Preview' dialog is open, displaying a preview of the report table. The dialog includes the following options:

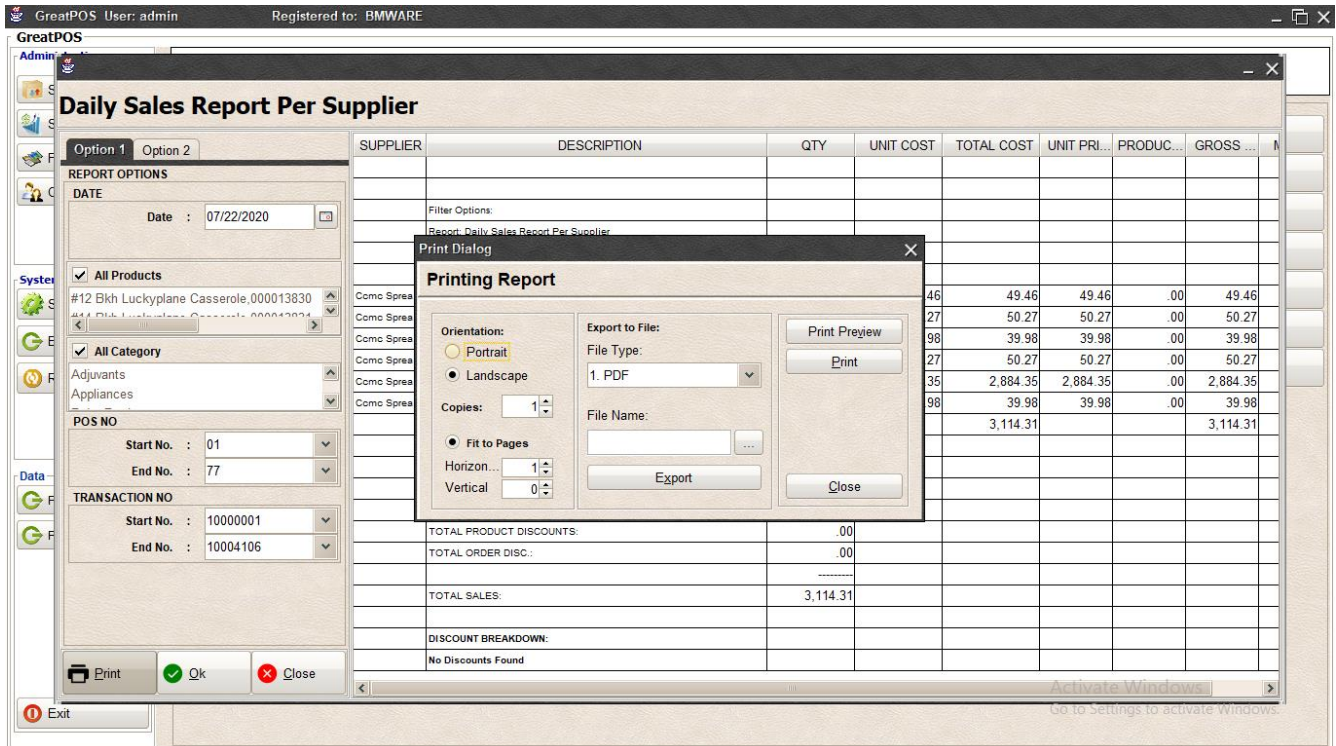
- Print...** button
- Page Setup** button
- Page 1 of 1** (Page navigation)
- 100%** (Zoom level)
- Close** button

The background report table shows the following data:

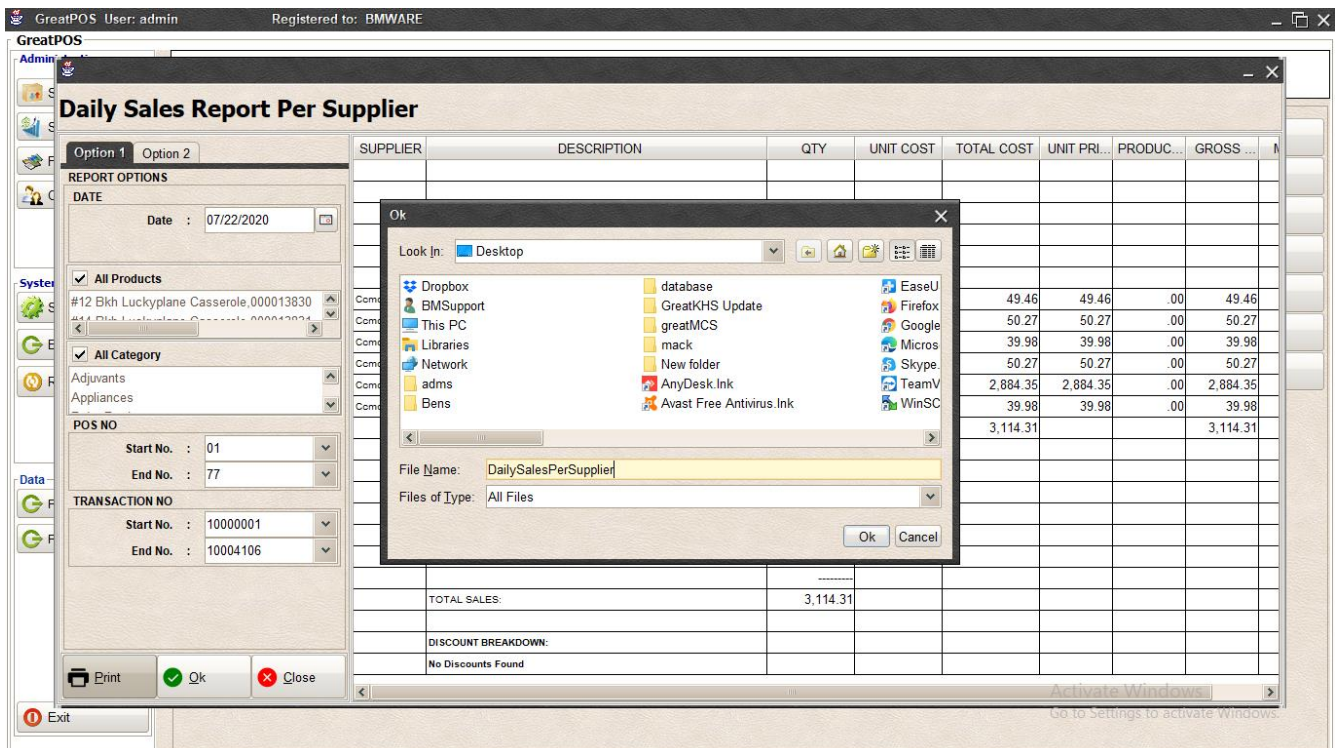
SUPPLIER	DESCRIPTION	QTY	UNIT COST	TOTAL COST	UNIT PRI...	PRODUC...	GROSS ...	MARGIN
Comc Sprea	Alisa Gulaman Green 90g	1	49.46	49.46	49.46	.00	49.46	.00
Comc Sprea	Knear Crab & Corn 80g	1	50.27	50.27	50.27	.00	50.27	.00
Comc Sprea	Knear Cream Of Mushroom 70g	1	39.98	39.98	39.98	.00	39.98	.00
Comc Sprea	Knear Crab & Corn 80g	1	50.27	50.27	50.27	.00	50.27	.00
Comc Sprea	Knear Crab & Corn 80g BOX	1	2,884.35	2,884.35	2,884.35	.00	2,884.35	.00
Comc Sprea	Knear Cream Of Mushroom 70g	1	39.98	39.98	39.98	.00	39.98	.00
	TOTAL	6		3,114.31			3,114.31	.00
TOTAL QUANTITY SOLD:		6						
SUB TOTAL:			3,114.31					
TOTAL PRODUCT DISCOUNTS:			.00					
TOTAL ORDER DISC.:			.00					
TOTAL SALES:				3,114.31				
DISCOUNT BREAKDOWN:								
No Discounts Found								

Exporting

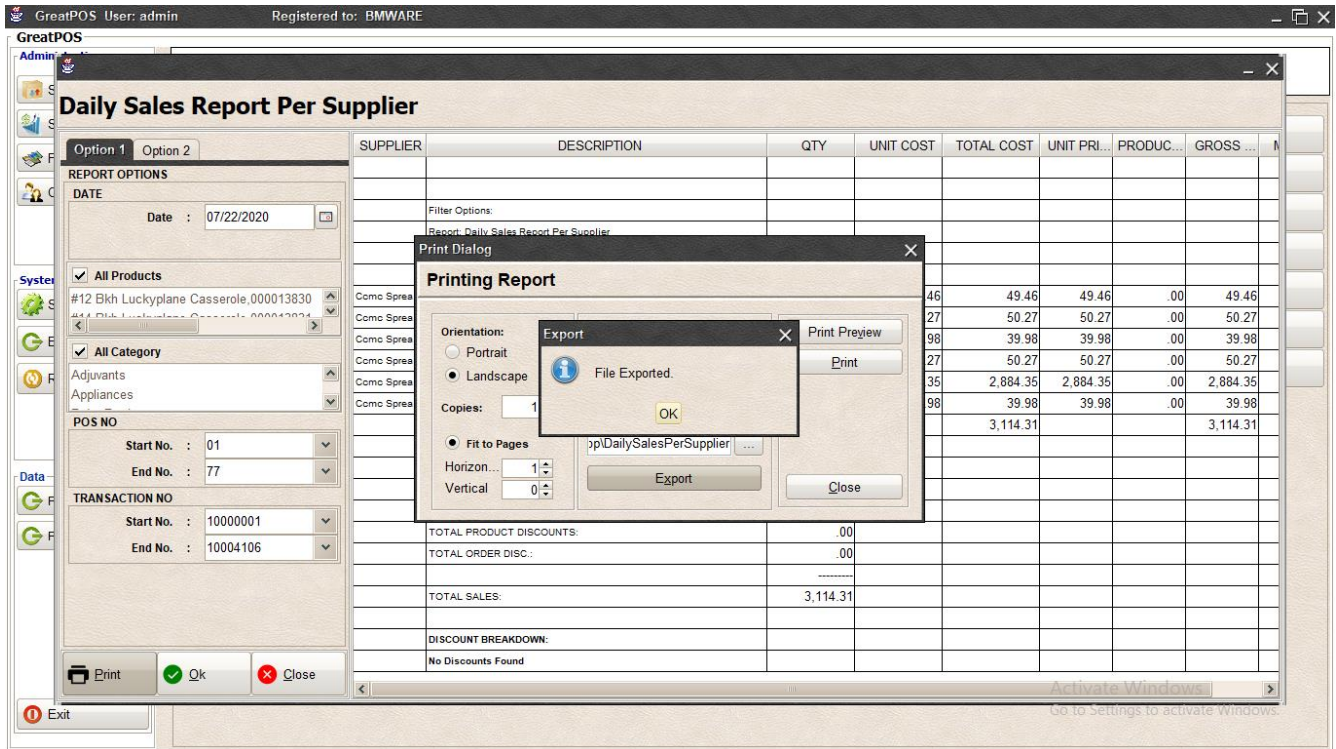
Step1) Select File Type



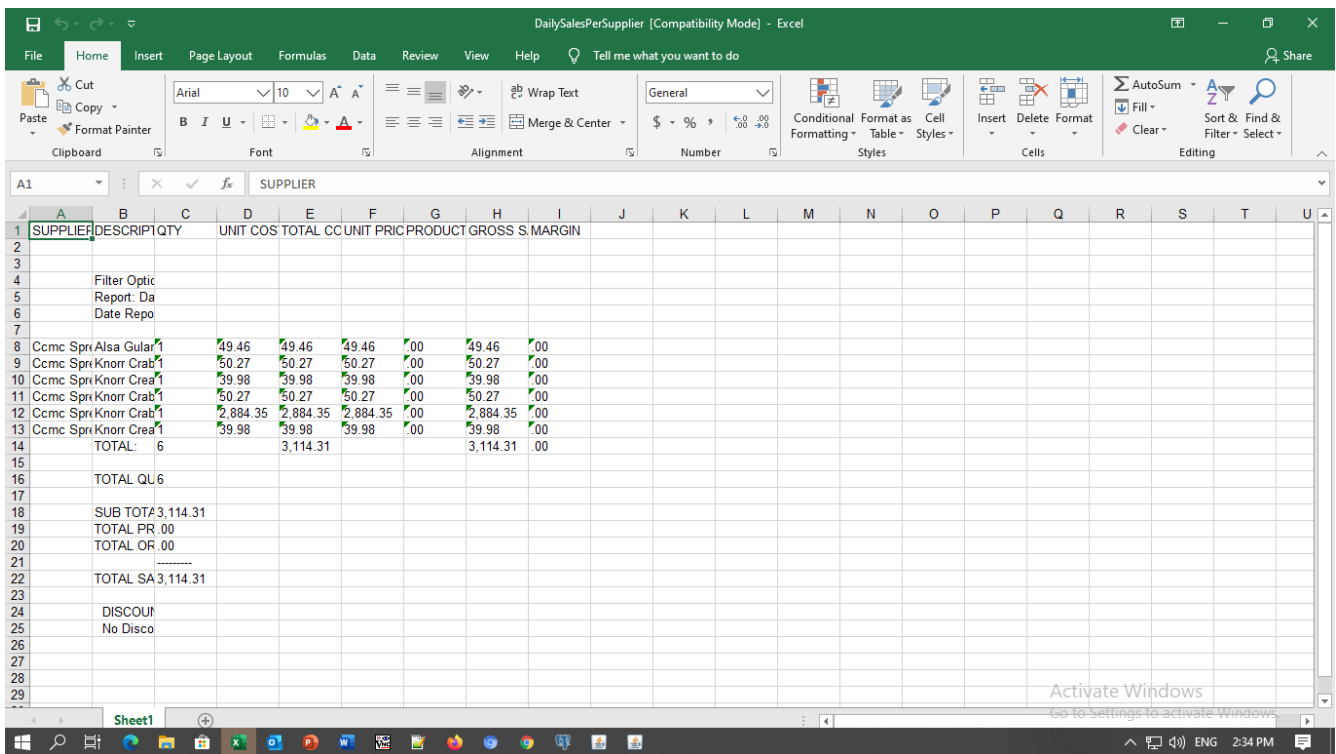
Step2) Click the (...) Button



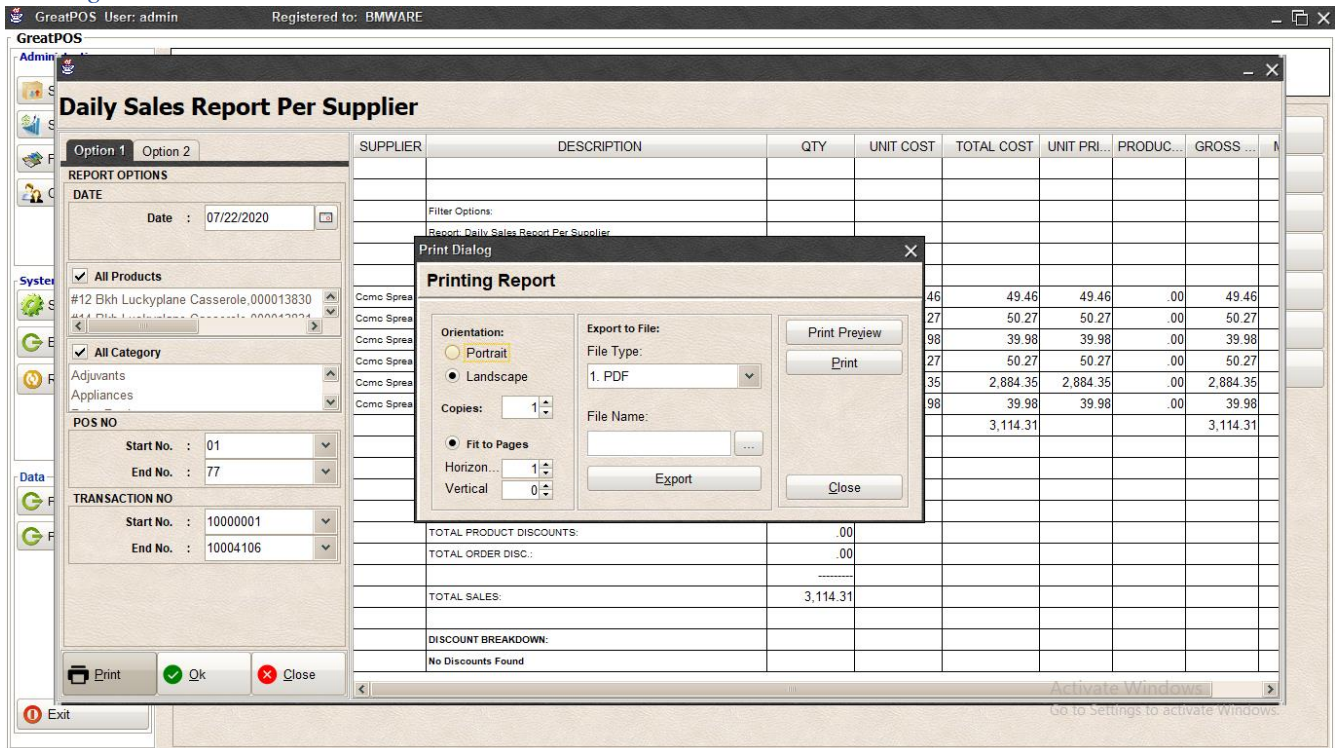
Step3) Enter File name and Click OK



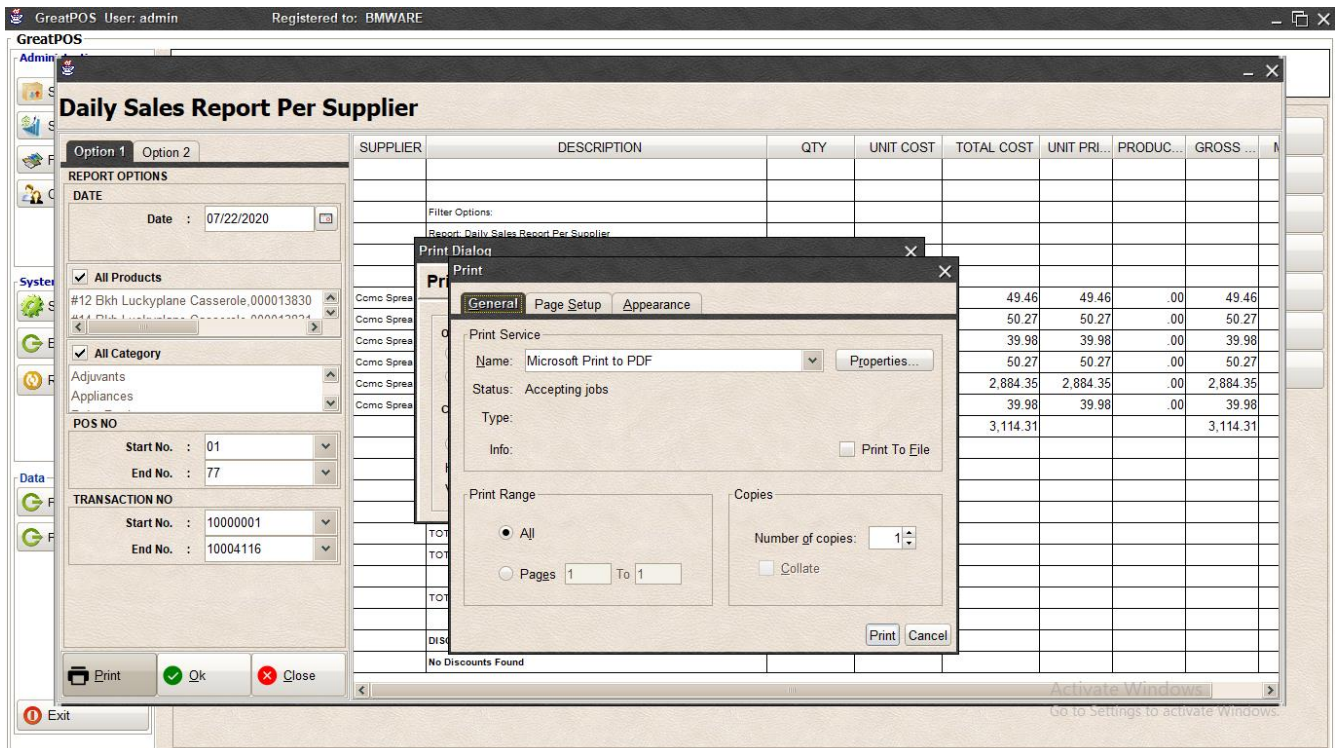
Step4) Click Ok Button



Printing



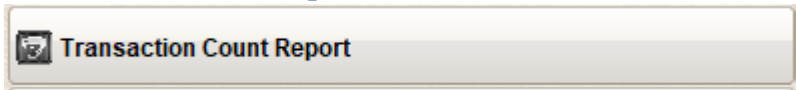
Step1) Click Print Button



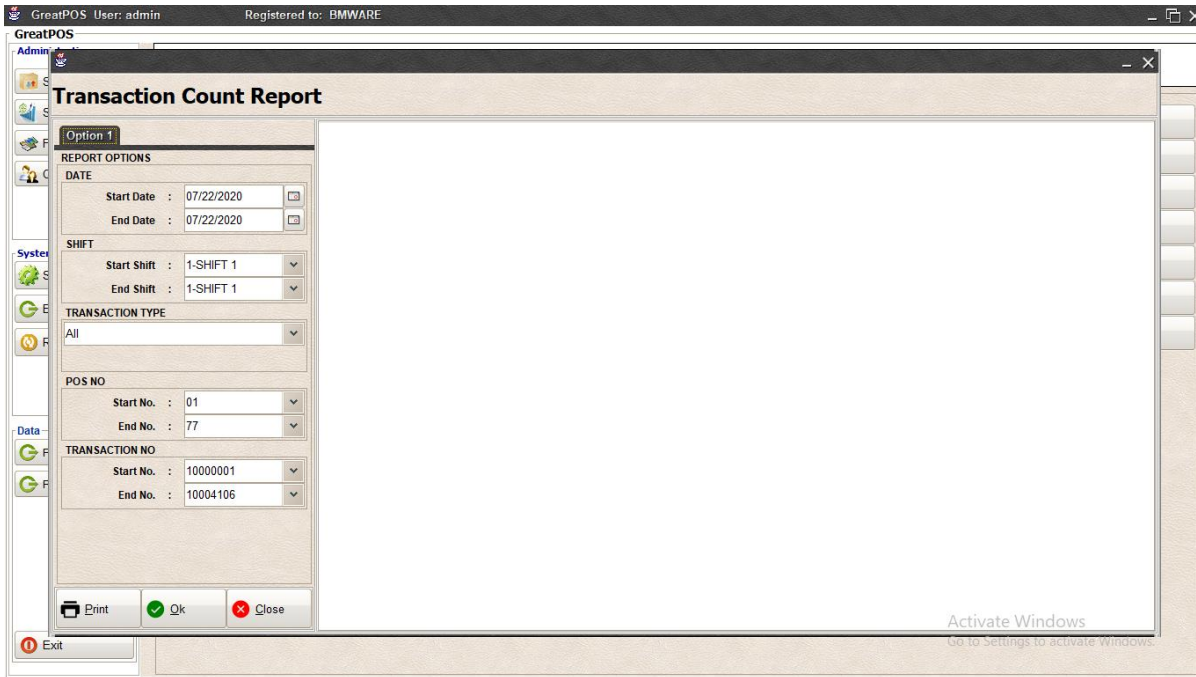
Step2) Select Printer

Step3) Click Print Button

Transaction Count Report



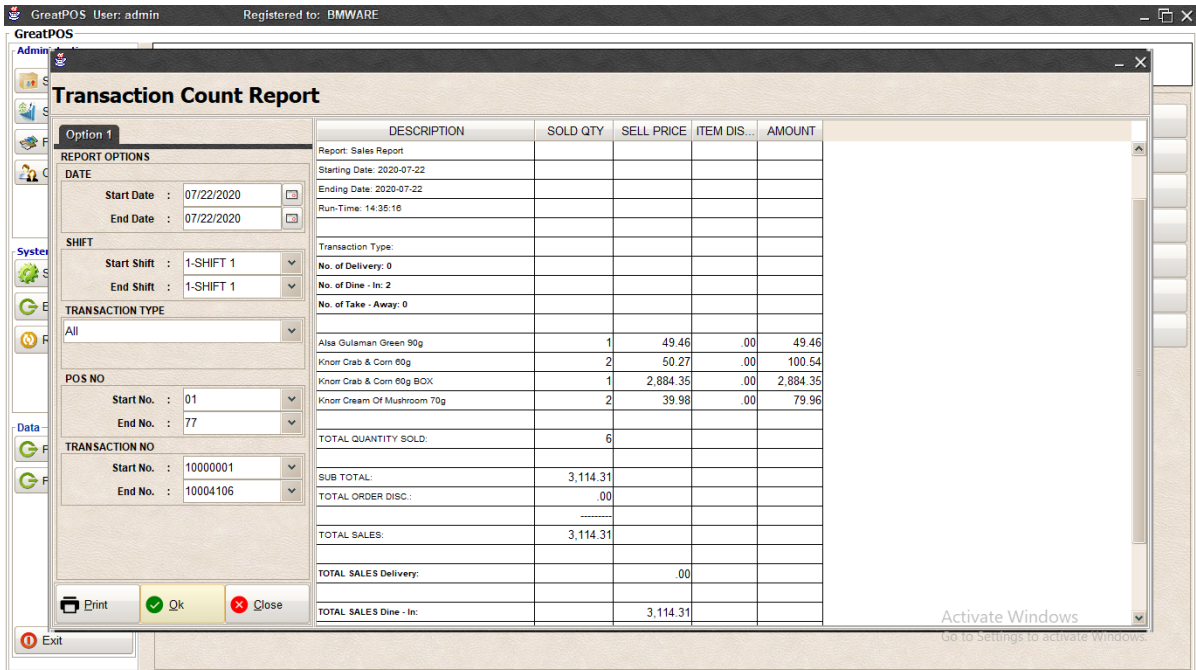
Use to View report for Count of Transaction



How to use Transaction Count Report?

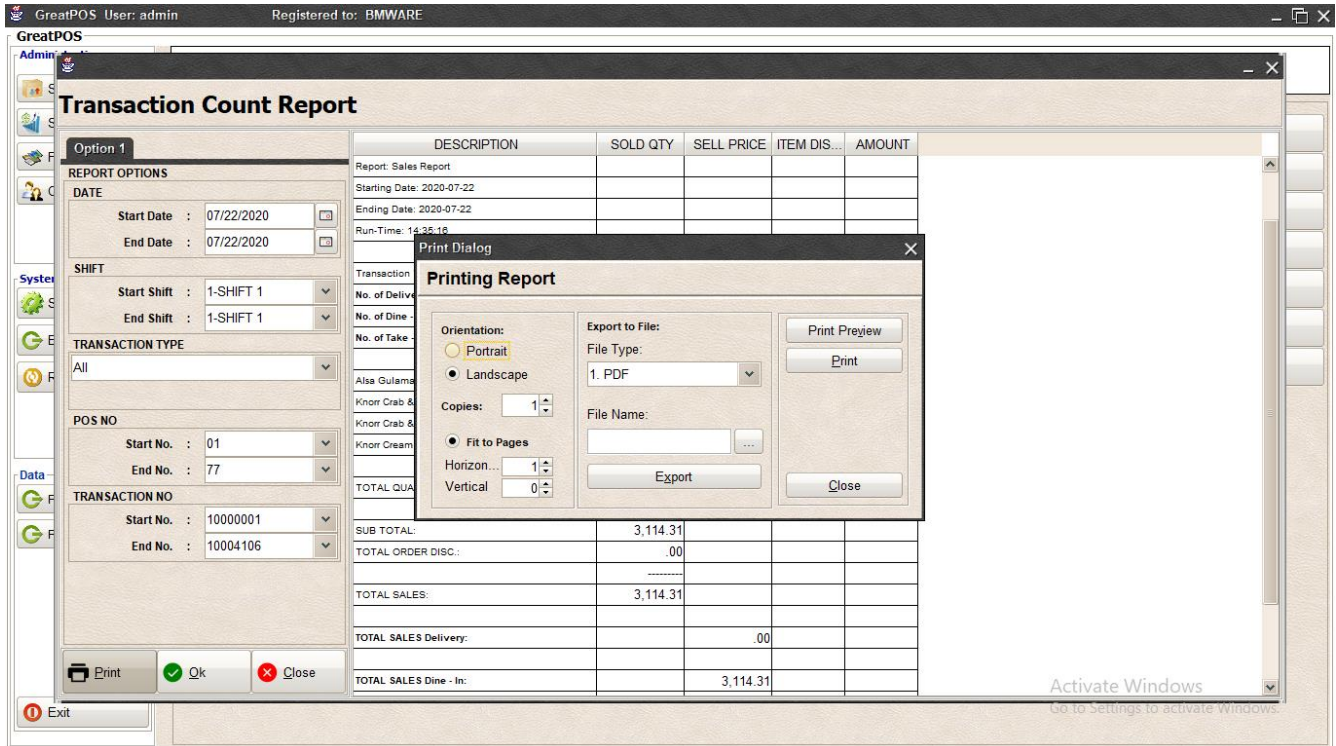
Step1) Select Date

Step2) Click Ok Button



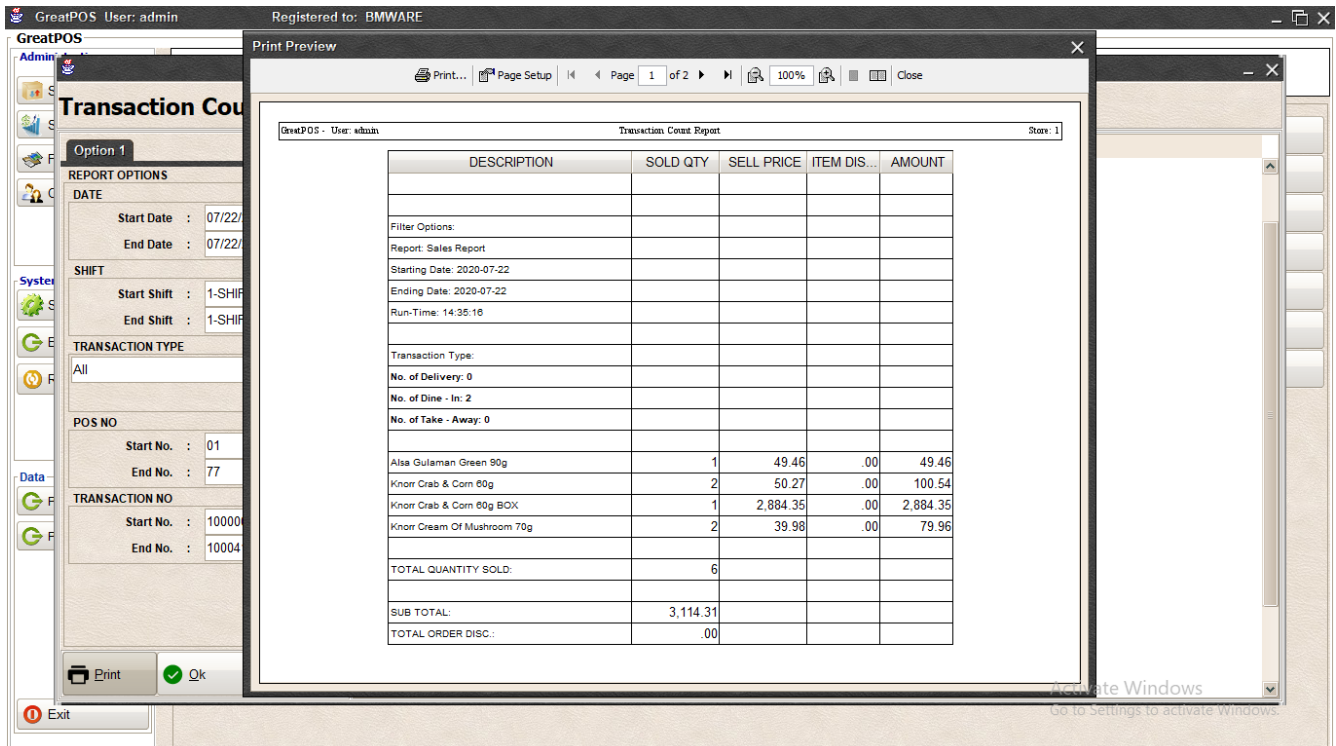
Printing

Step1) Click Print Button



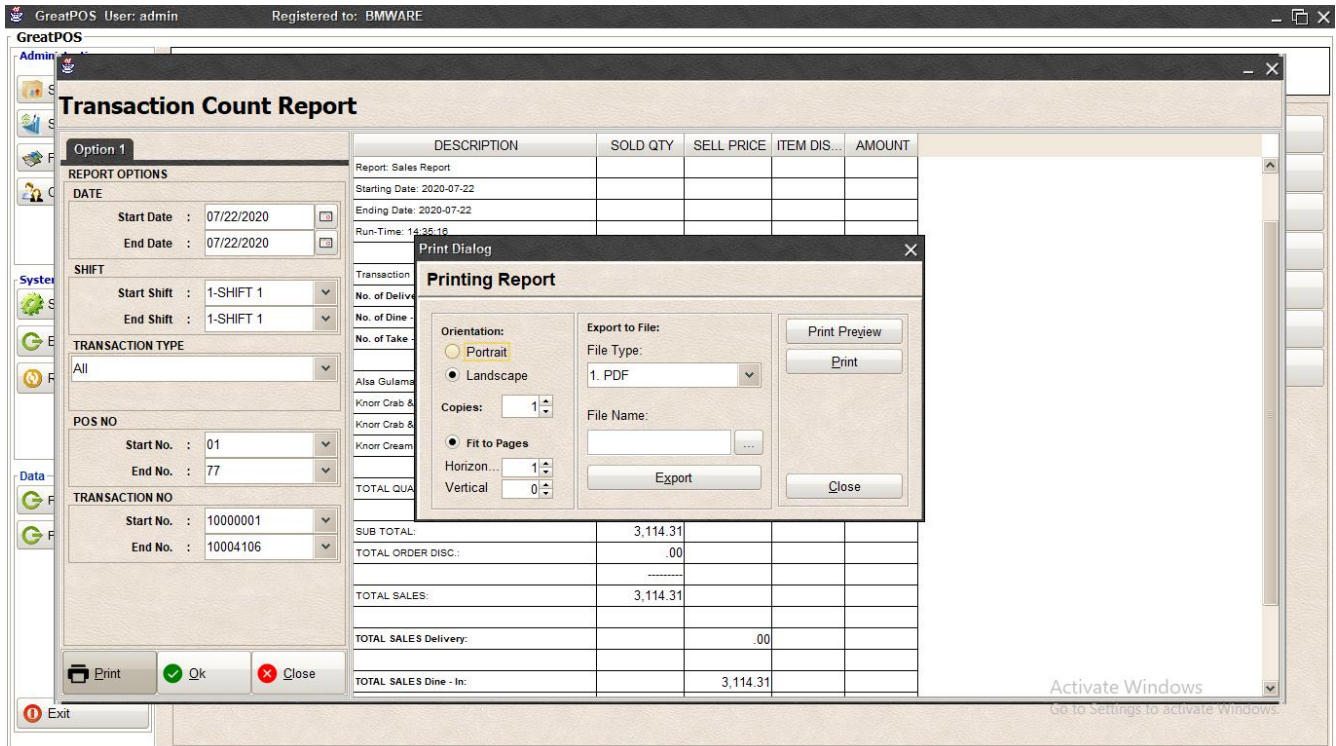
Print Preview

Step1) Click Print Preview Button

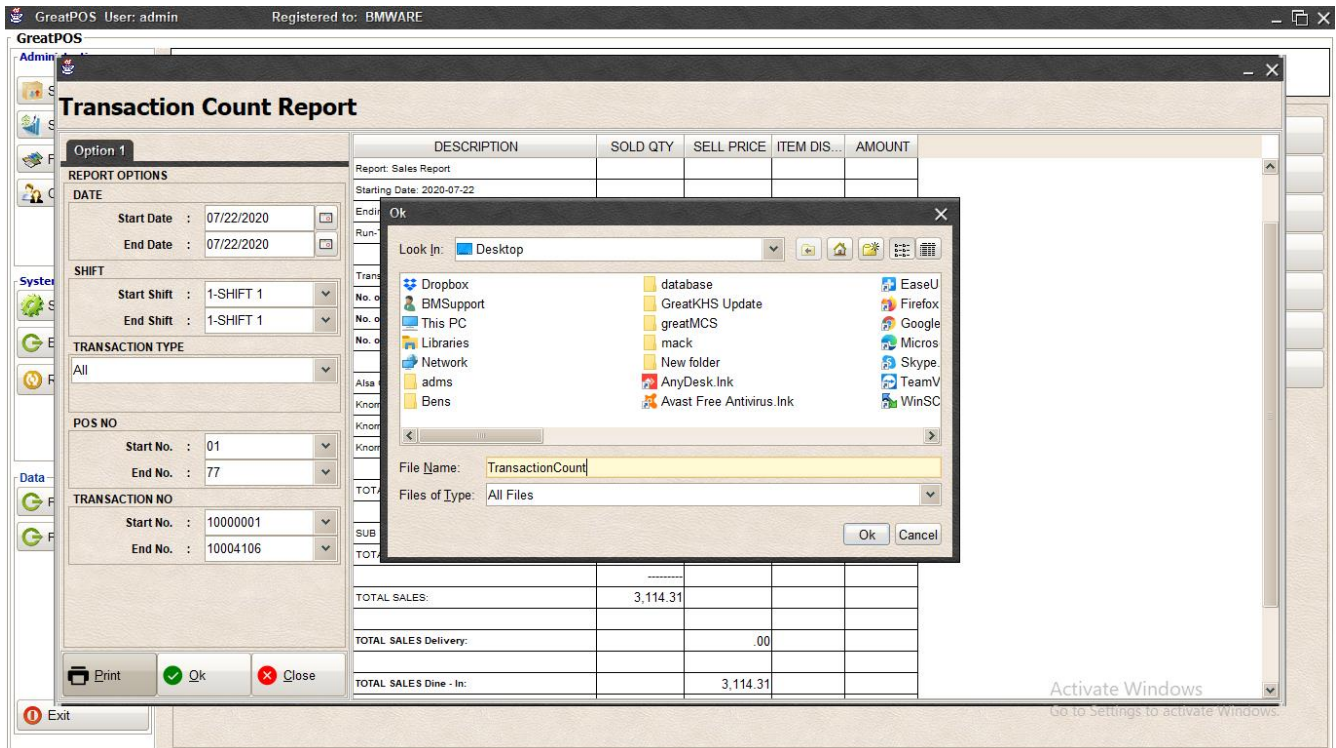


Exporting

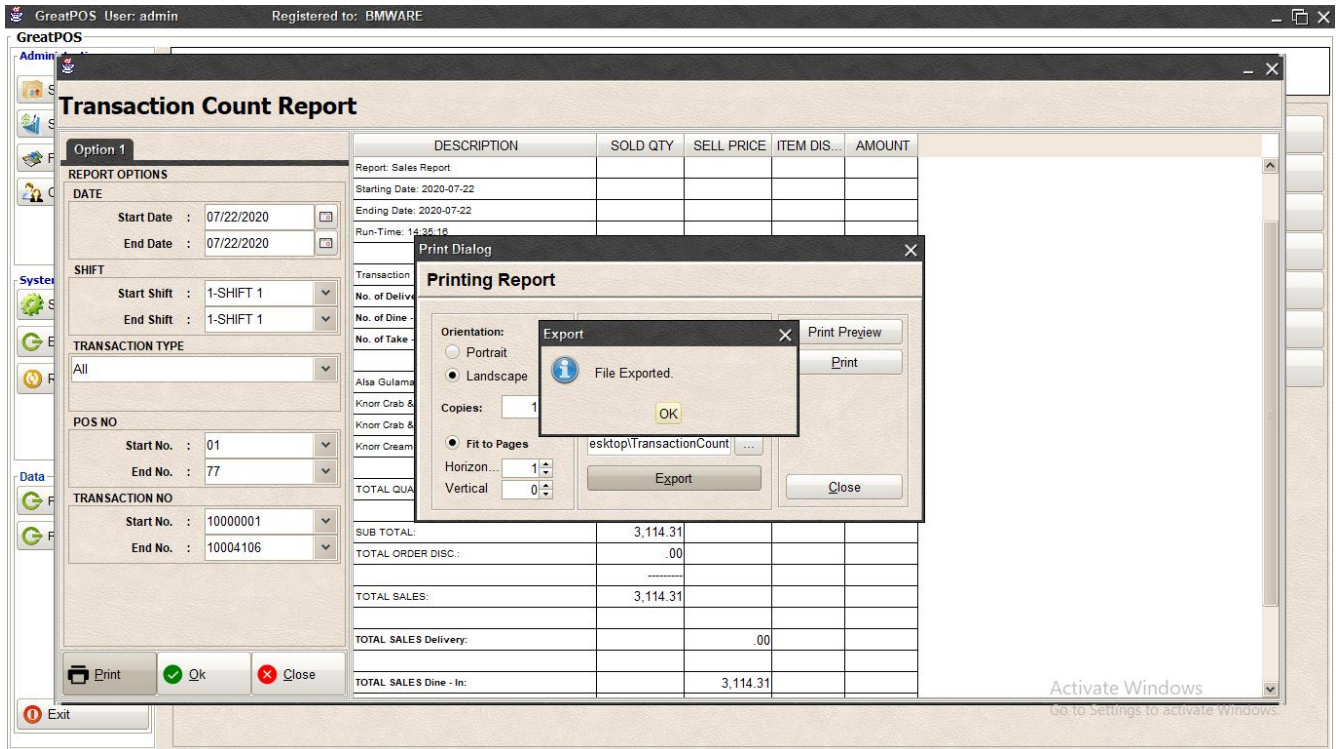
Step1) Select File Type



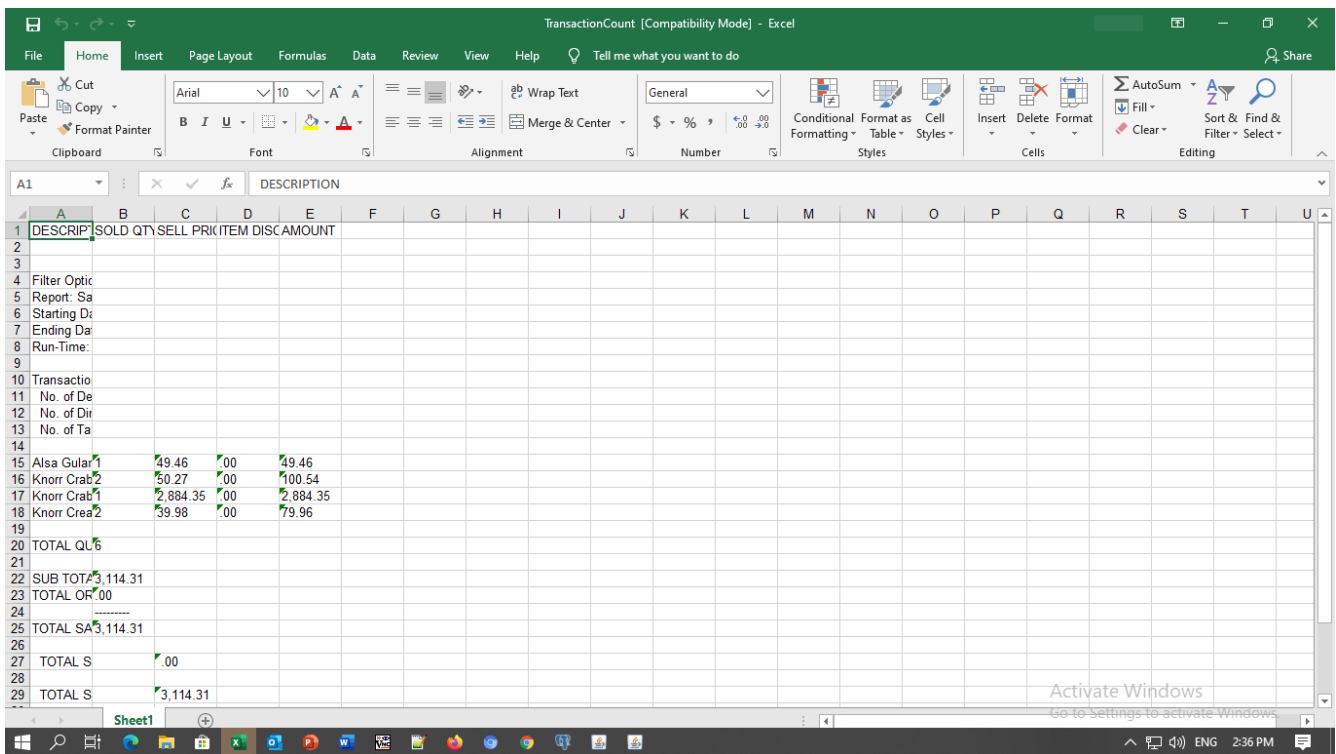
Step2) Click the (...) Button



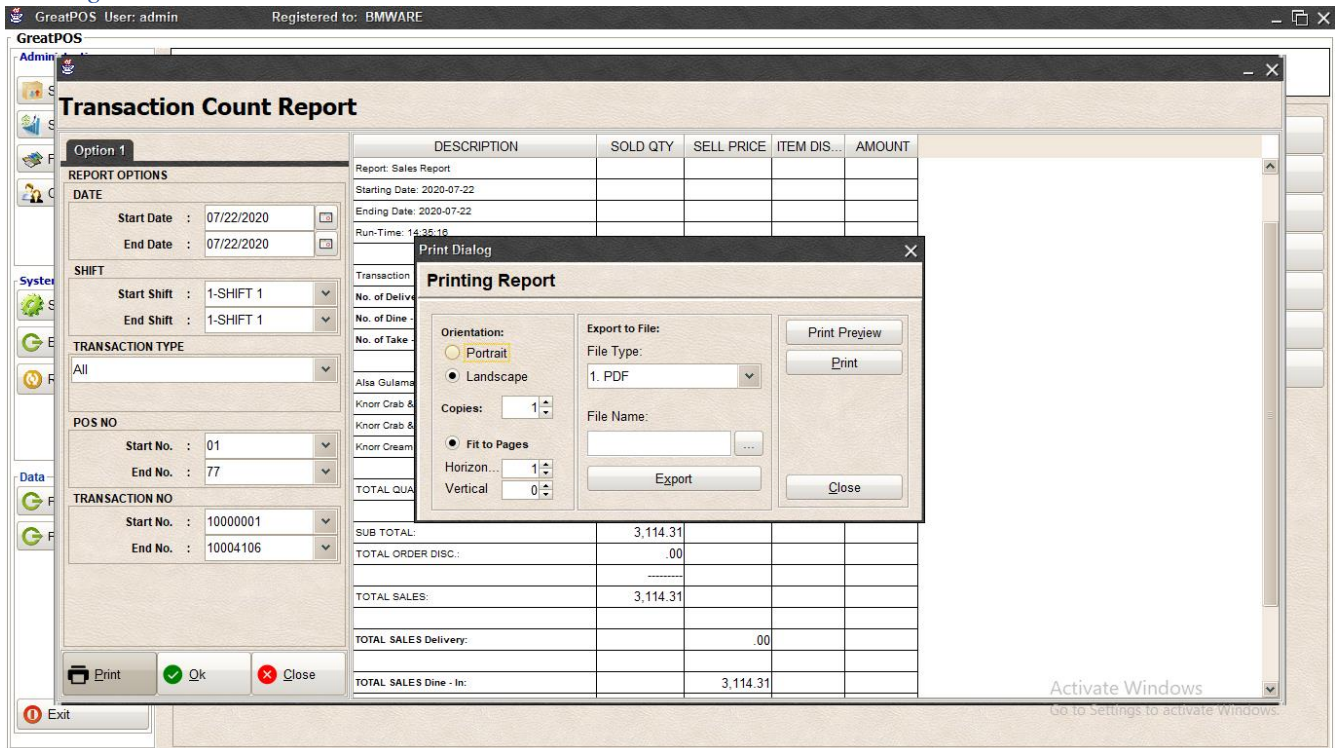
Step3) Enter File name and Click OK



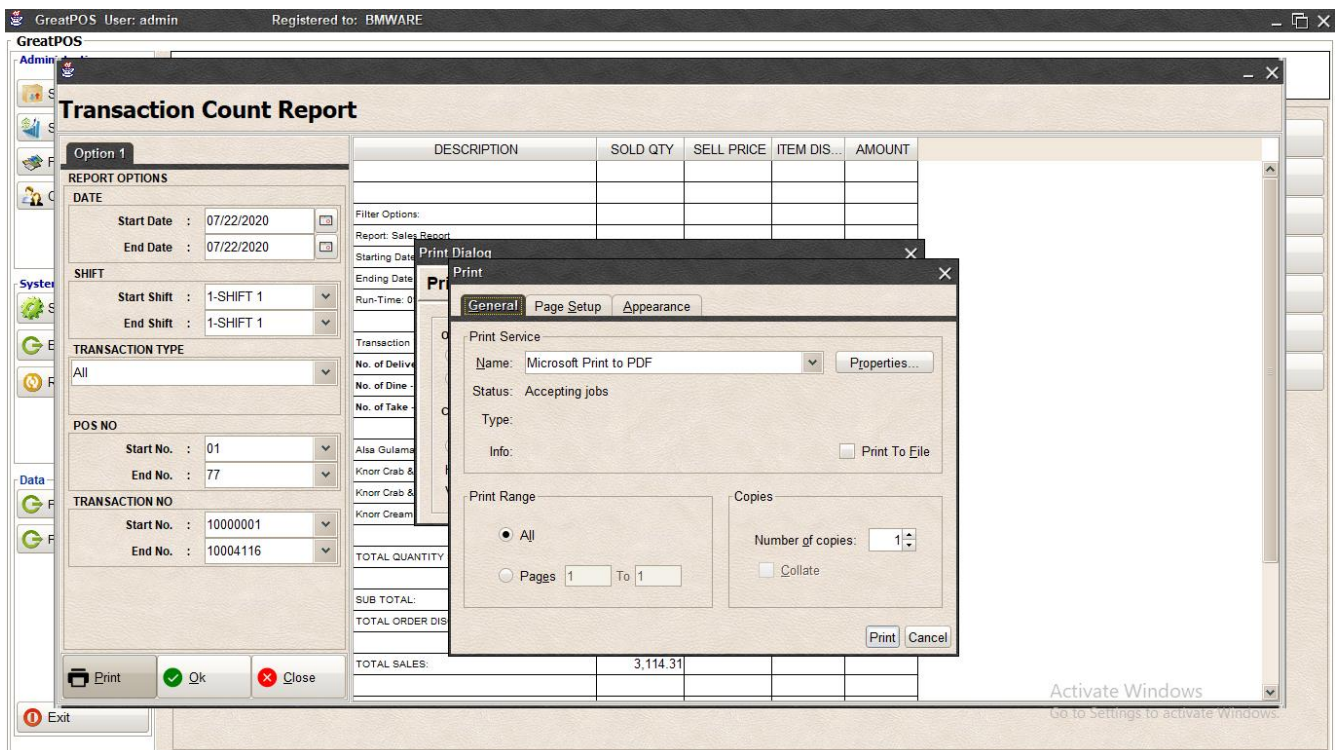
Step4) Click Ok Button



Printing



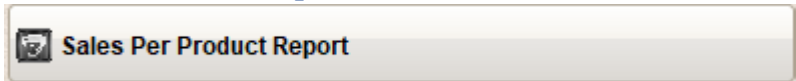
Step1) Click Print Button



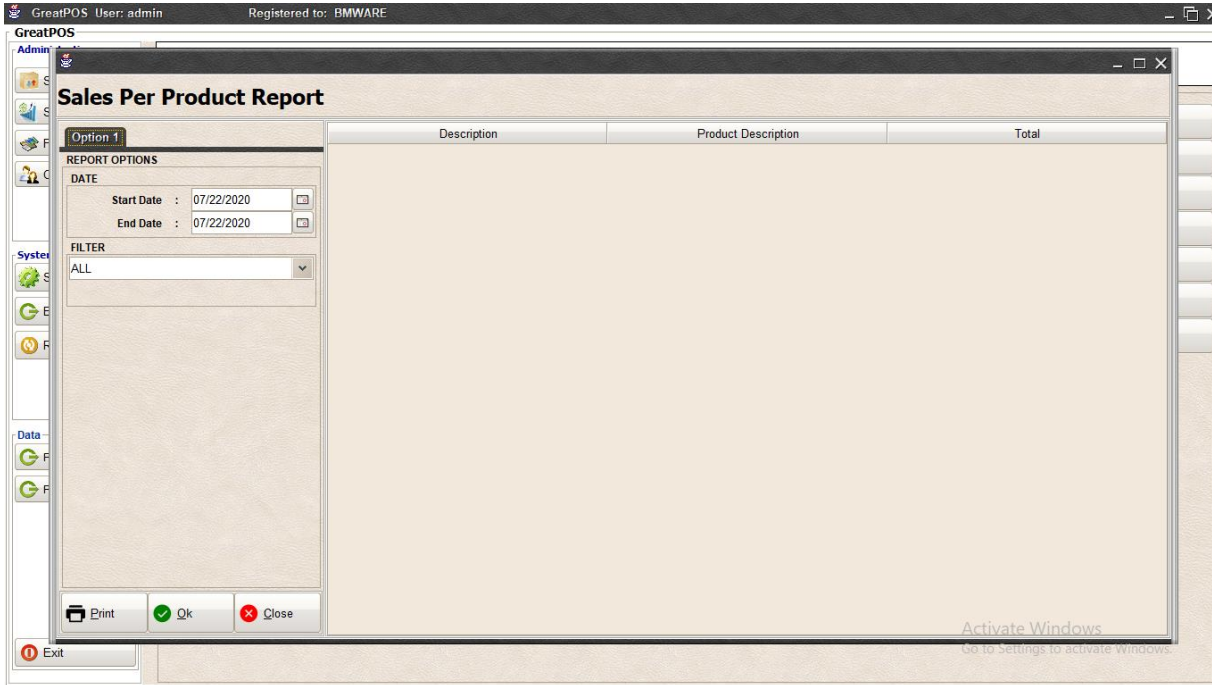
Step2) Select Printer

Step3) Click Print Button

Sales Per Product Report



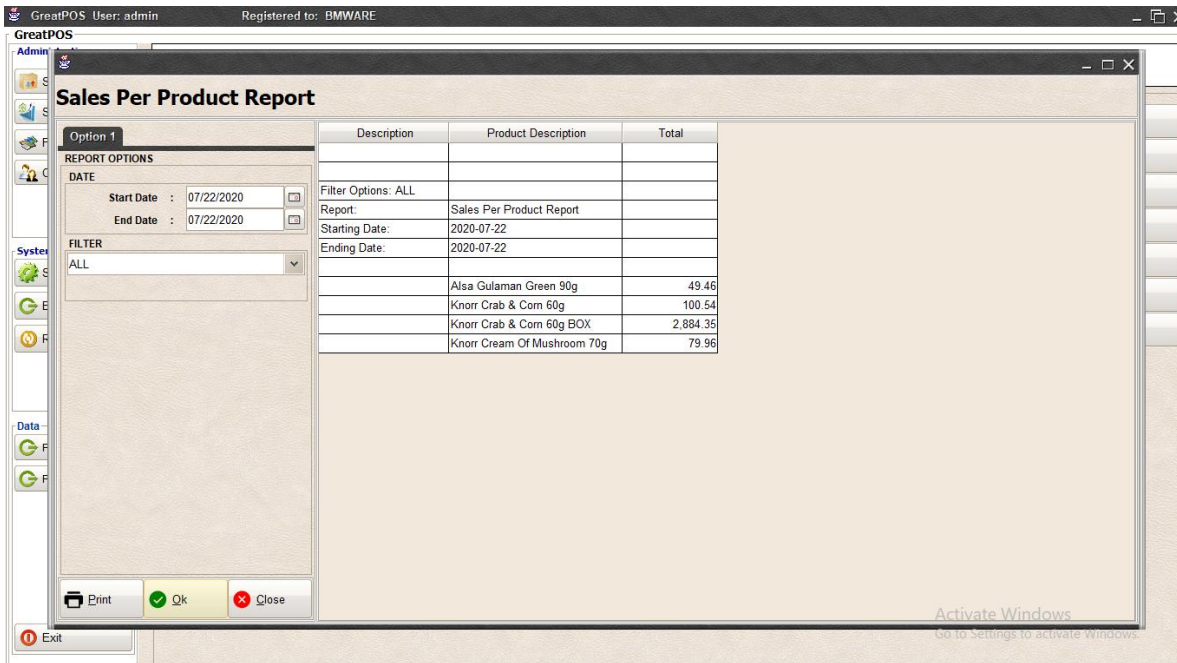
Use to View report for Sales Per Product



How to use Sales Per Product Report?

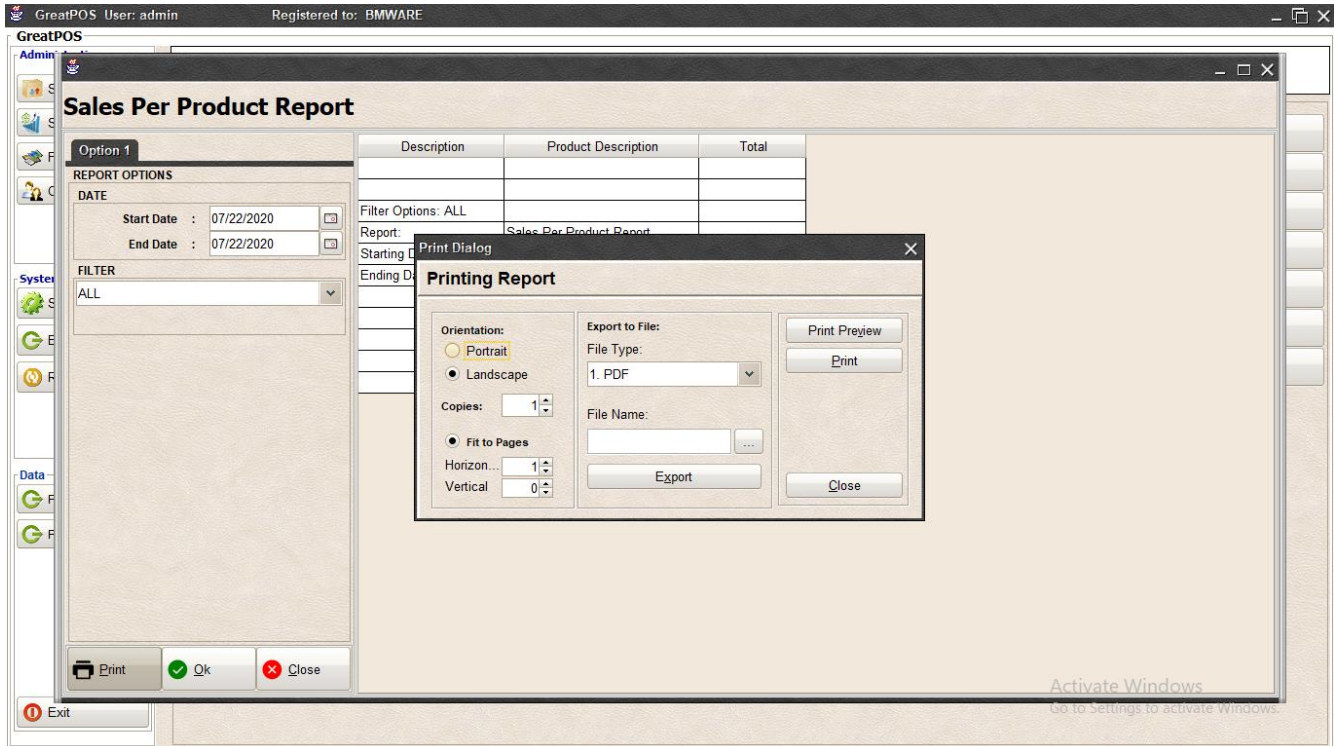
Step1) Select Date

Step2) Click Ok Button



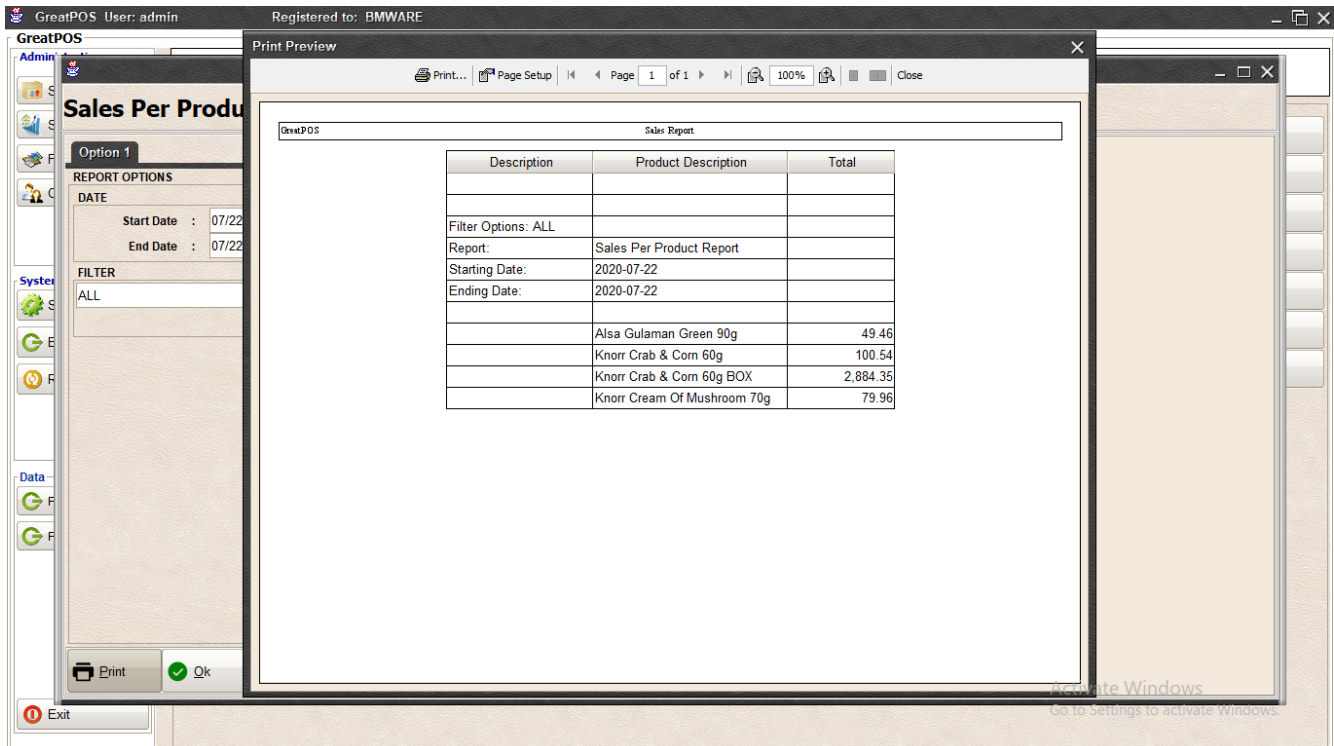
Printing

Step1) Click Print Button



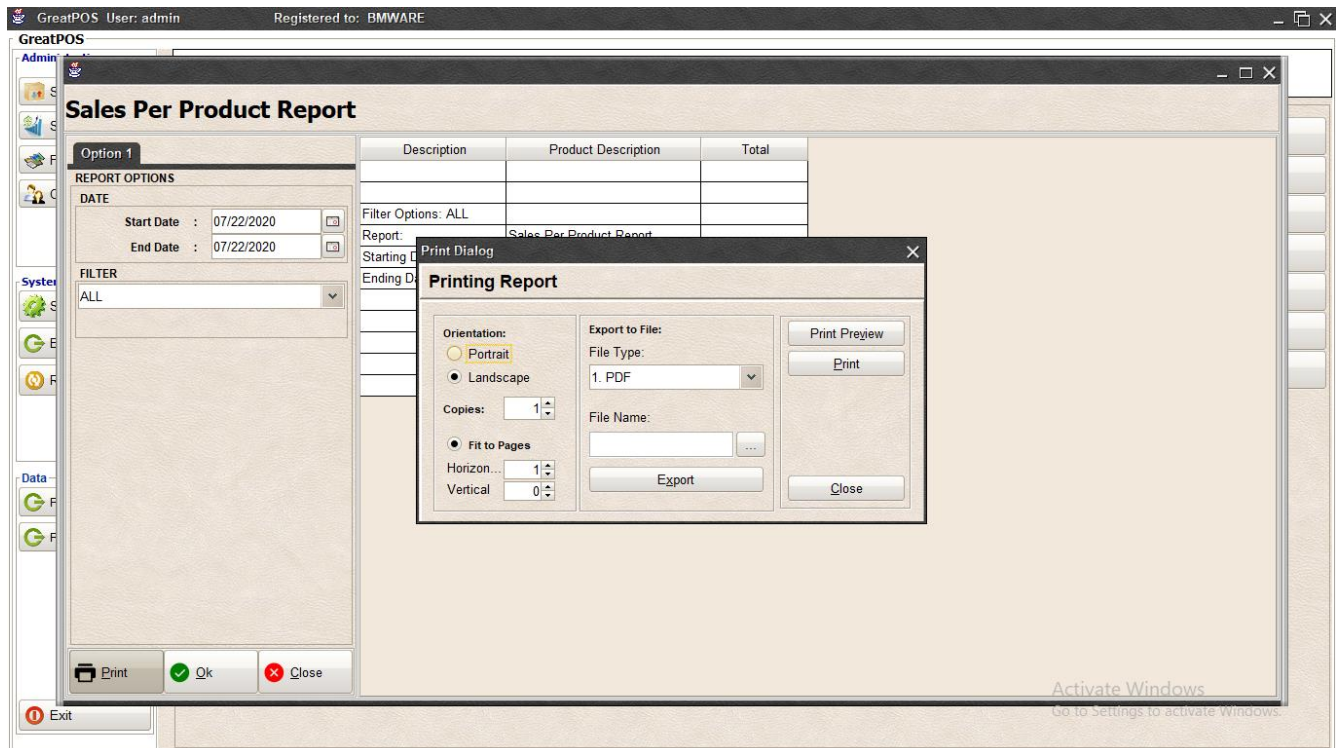
Print Preview

Step1) Click Print Preview Button

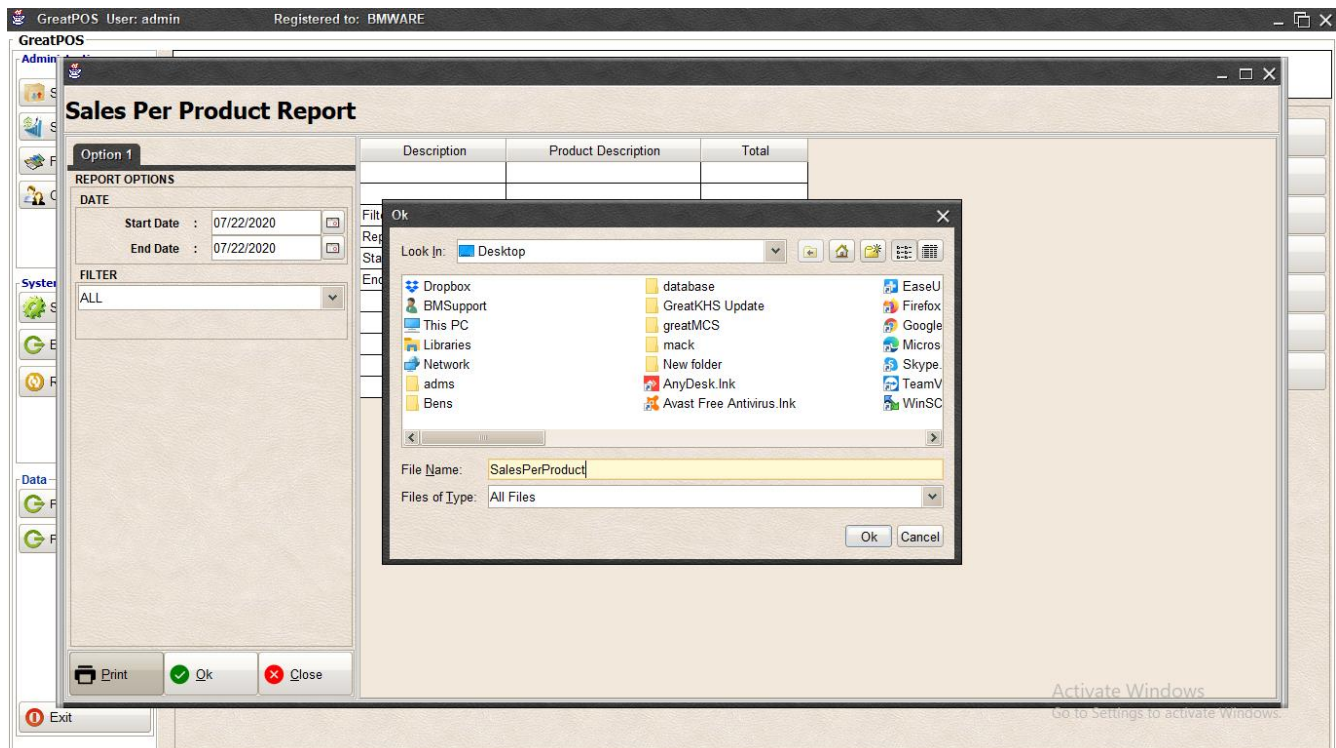


Exporting

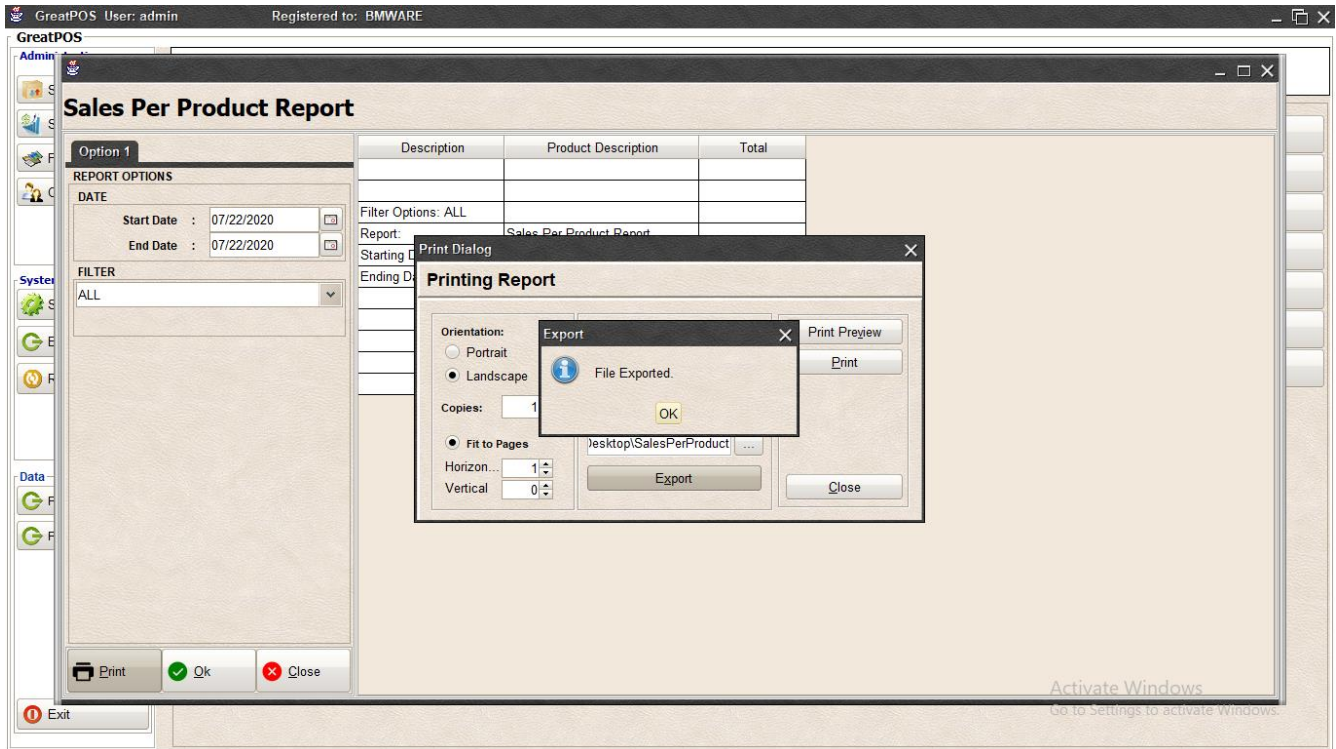
Step1) Select File Type



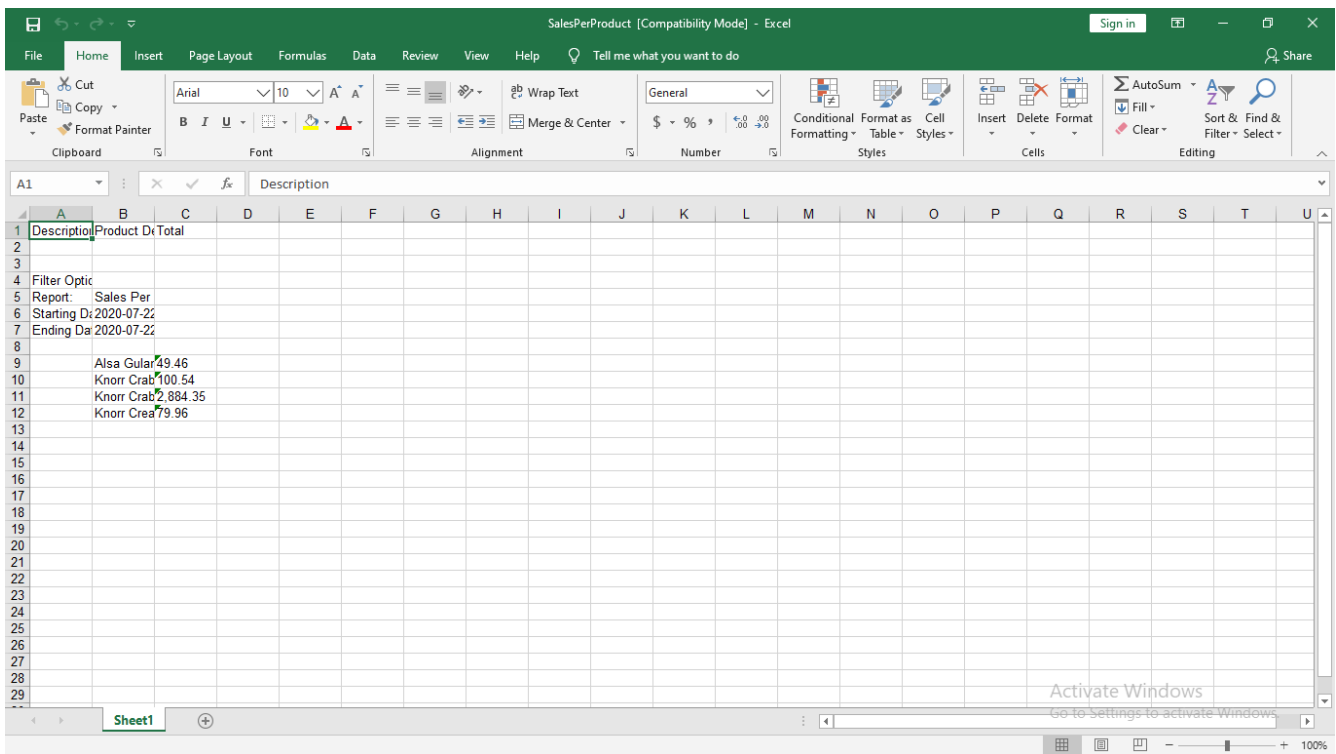
Step2) Click the (...) Button



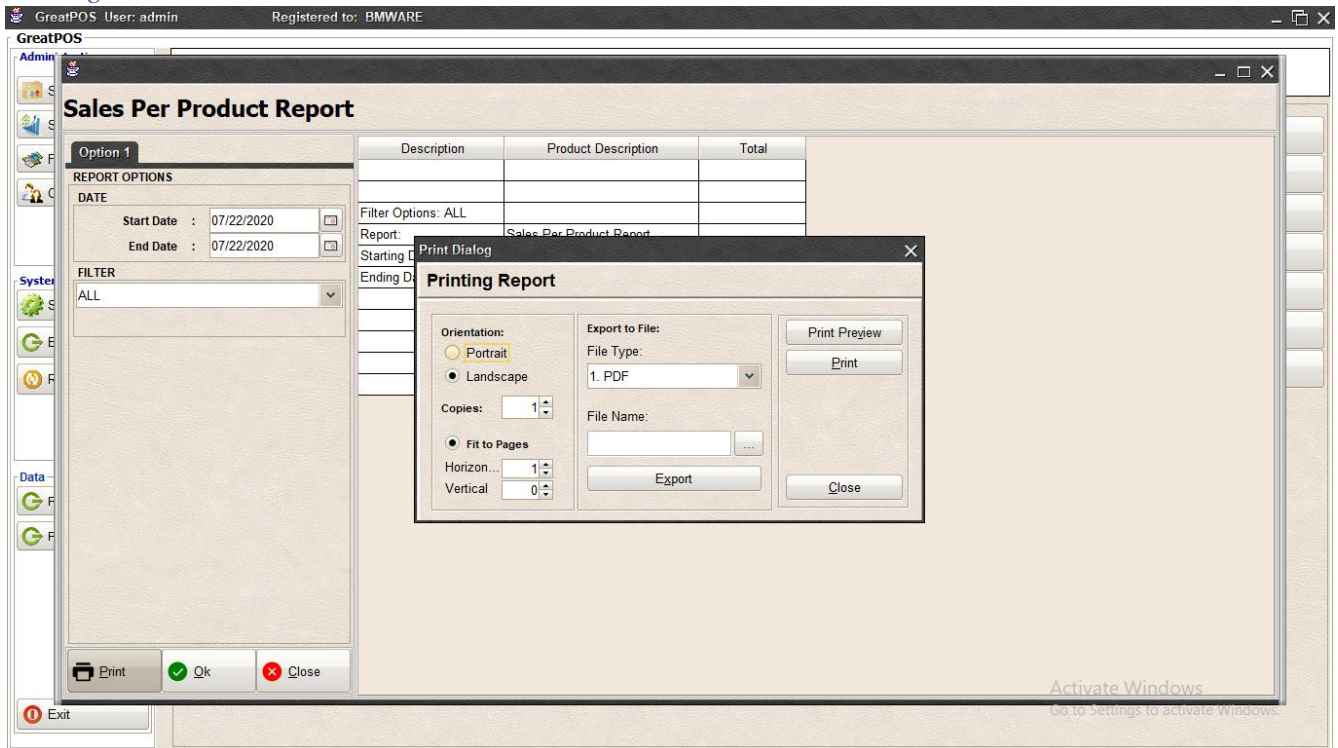
Step3) Enter File name and Click OK



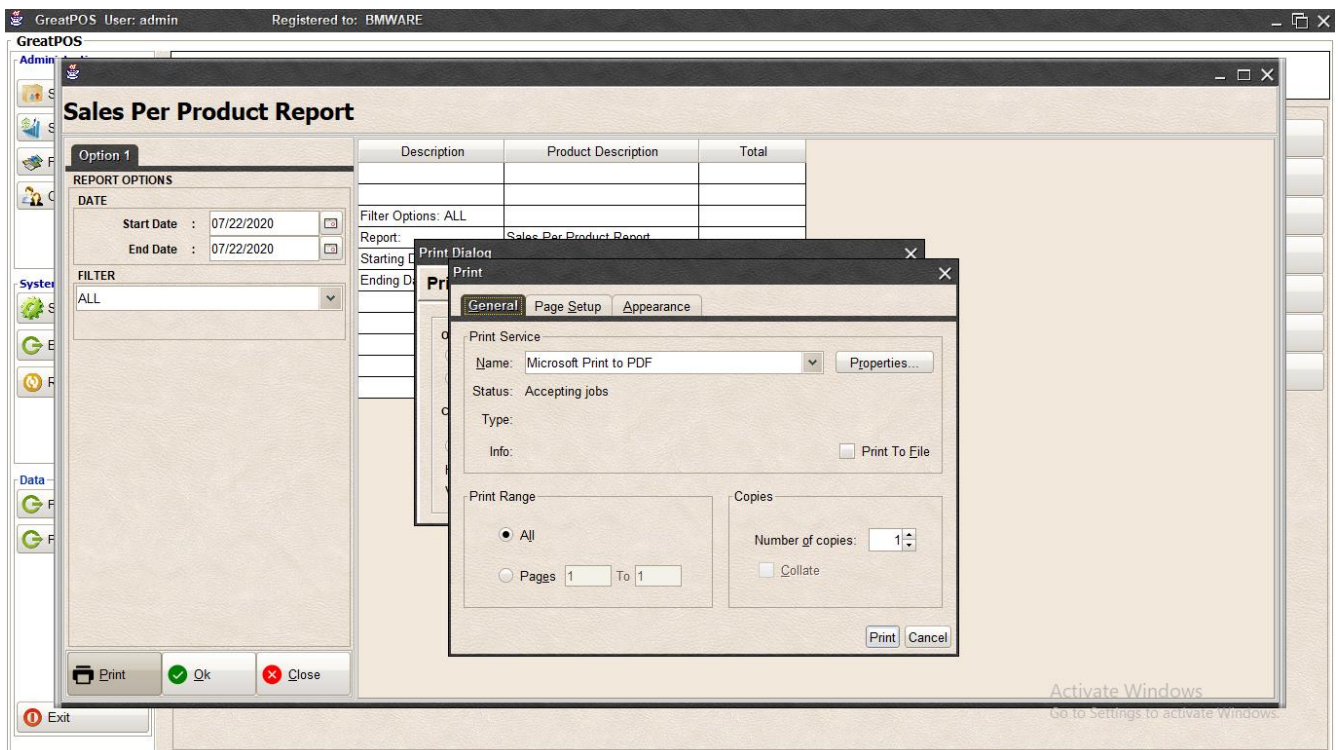
Step4) Click Ok Button



Printing



Step1) Click Print Button



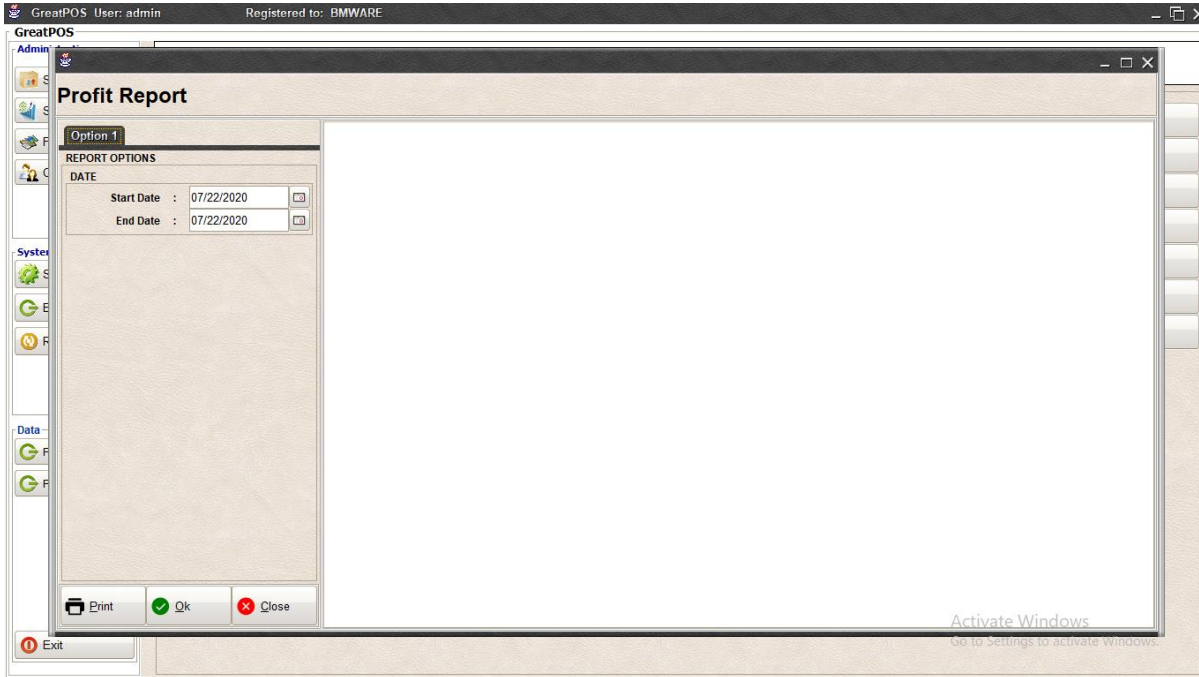
Step2) Select Printer

Step3) Click Print Button

Profit Report



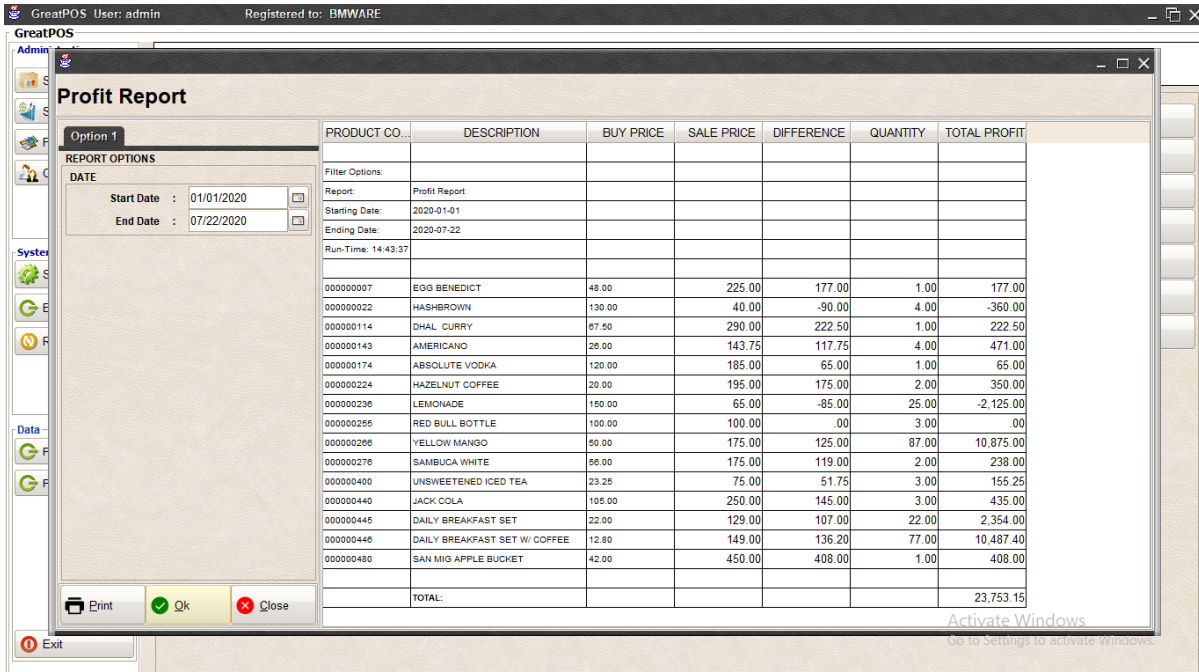
Use to View report for Profit



How to use Profit Report?

Step1) Select Date

Step2) Click Ok Button



Printing

Step1) Click Print Button

The screenshot shows the GreatPOS Profit Report window. A 'Print Dialog' is open over the report table. The dialog has the following options:

- Orientation:** Portrait, Landscape
- Export to File:** File Type: 1. PDF, File Name: [empty]
- Copies:** 1
- Fit to Pages:** Fit to Pages, Horizontal: 1, Vertical: 0
- Buttons: Print Preview, Print, Export, Close

PRODUCT CO...	DESCRIPTION	BUY PRICE	SALE PRICE	DIFFERENCE	QUANTITY	TOTAL PROFIT
000000007					1.00	177.00
000000022					4.00	-360.00
000000114					1.00	222.50
000000143					4.00	471.00
000000174					1.00	65.00
000000224					2.00	350.00
000000236					25.00	-2,125.00
000000256					3.00	.00
000000266					87.00	10,875.00
000000276					2.00	238.00
000000400	UNSWEETENED ICED TEA	23.25	75.00	51.75	3.00	155.25
000000440	JACK COLA	105.00	250.00	145.00	3.00	435.00
000000445	DAILY BREAKFAST SET	22.00	129.00	107.00	22.00	2,354.00
000000446	DAILY BREAKFAST SET W/ COFFEE	12.80	149.00	136.20	77.00	10,487.40
000000480	SAN MIG APPLE BUCKET	42.00	450.00	408.00	1.00	408.00
	TOTAL:					23,753.15

Print Preview

Step1) Click Print Preview Button

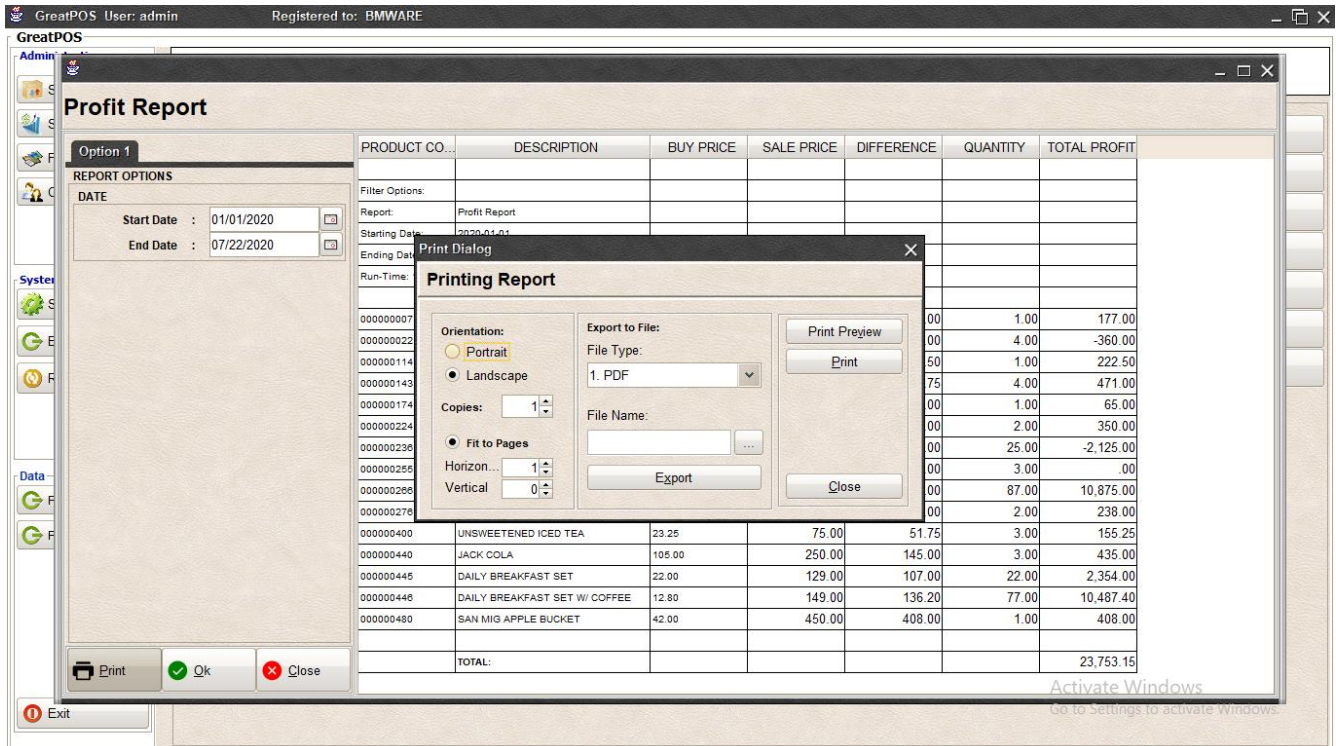
The screenshot shows the GreatPOS Profit Report window with a 'Print Preview' dialog open. The dialog displays a preview of the report with the following details:

- Page Info:** Page 1 of 2, 100% zoom
- Report Title:** Profit Report
- Filter Options:** Report: Profit Report, Starting Date: 2020-01-01, Ending Date: 2020-07-22, Run-Time: 14:43:37

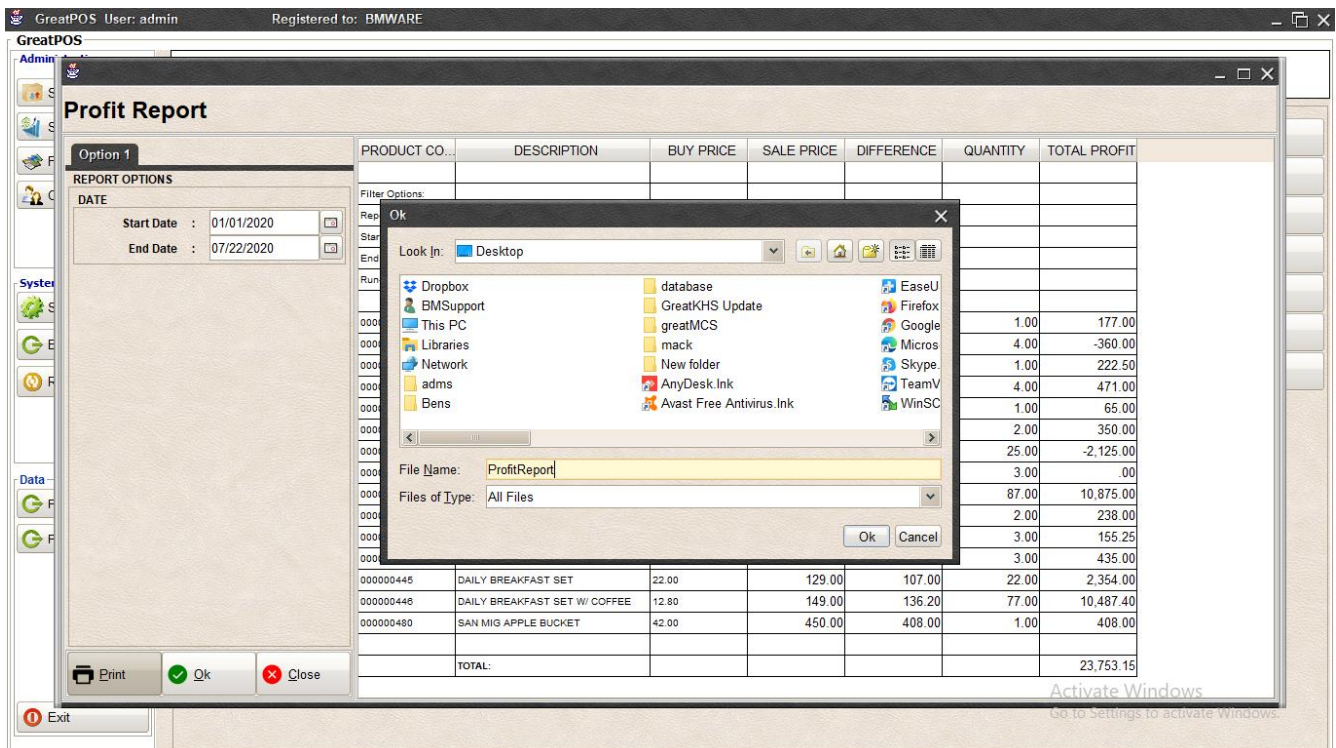
PRODUCT CO...	DESCRIPTION	BUY PRICE	SALE PRICE	DIFFERENCE	QUANTITY	TOTAL PROFIT
000000007	EGG BENEDICT	48.00	225.00	177.00	1.00	177.00
000000022	HASHBROWN	130.00	40.00	-90.00	4.00	-360.00
000000114	DHAL CURRY	67.50	290.00	222.50	1.00	222.50
000000143	AMERICANO	26.00	143.75	117.75	4.00	471.00
000000174	ABSOLUTE VODKA	120.00	185.00	65.00	1.00	65.00
000000224	HAZELNUT COFFEE	20.00	195.00	175.00	2.00	350.00
000000236	LEMONADE	150.00	65.00	-85.00	25.00	-2,125.00
000000256	RED BULL BOTTLE	100.00	100.00	.00	3.00	.00
000000266	YELLOW MANGO	50.00	175.00	125.00	87.00	10,875.00
000000276	SAMBUCA WHITE	56.00	175.00	119.00	2.00	238.00
000000400	UNSWEETENED ICED TEA	23.25	75.00	51.75	3.00	155.25
000000440	JACK COLA	105.00	250.00	145.00	3.00	435.00
000000445	DAILY BREAKFAST SET	22.00	129.00	107.00	22.00	2,354.00
000000446	DAILY BREAKFAST SET W/ COFFEE	12.80	149.00	136.20	77.00	10,487.40
000000480	SAN MIG APPLE BUCKET	42.00	450.00	408.00	1.00	408.00
	TOTAL:					753.15

Exporting

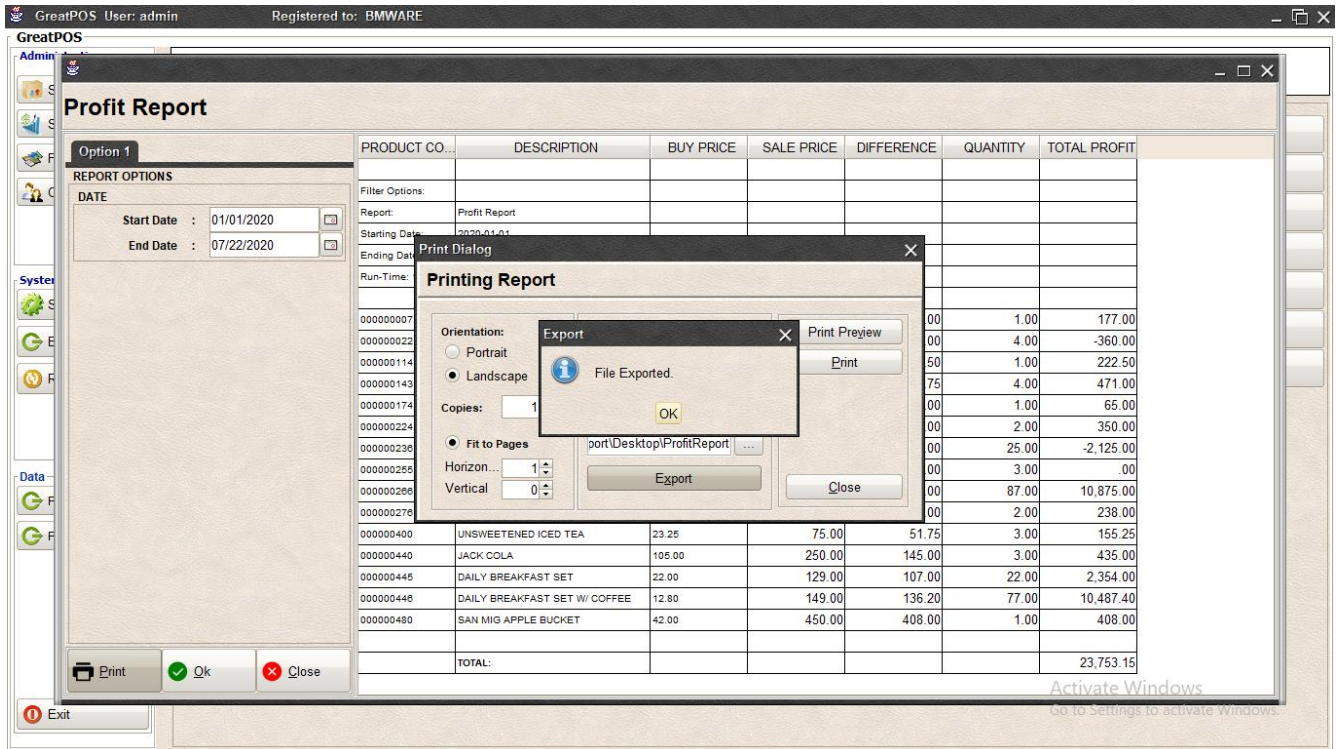
Step1) Select File Type



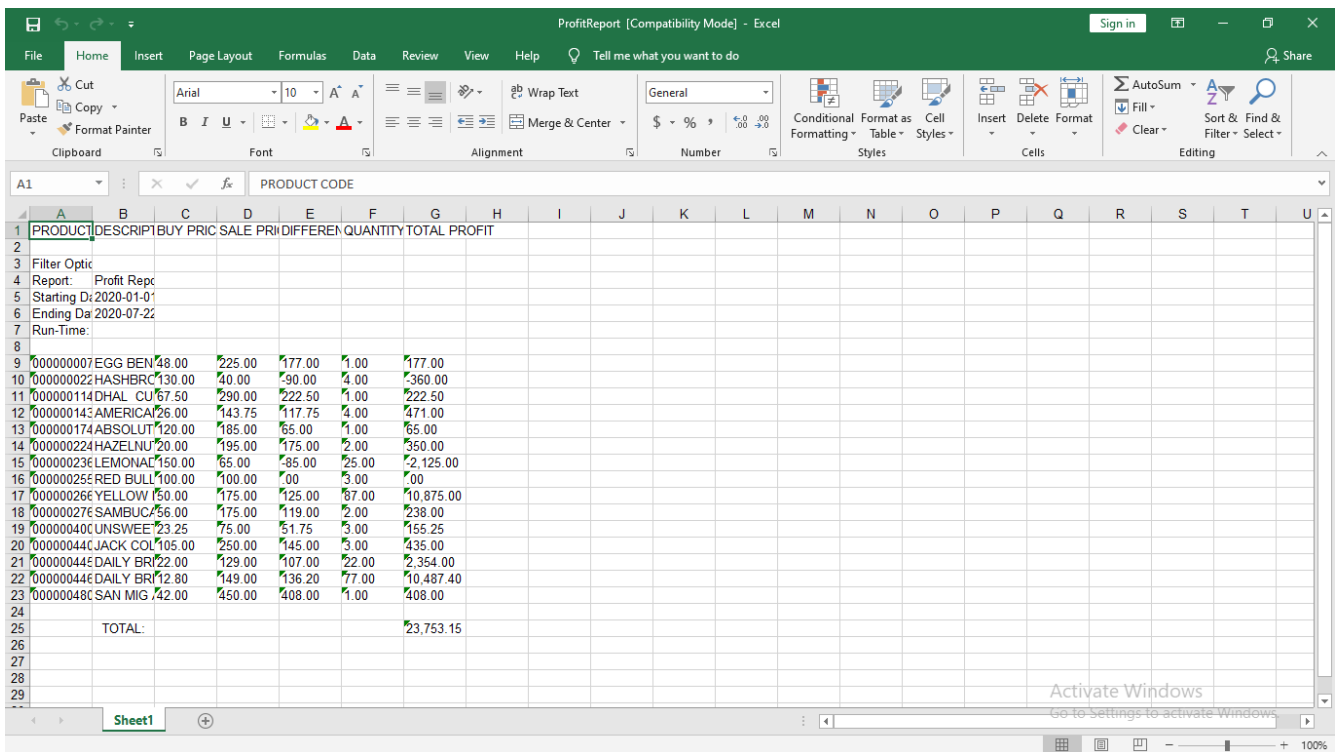
Step2) Click the (...) Button



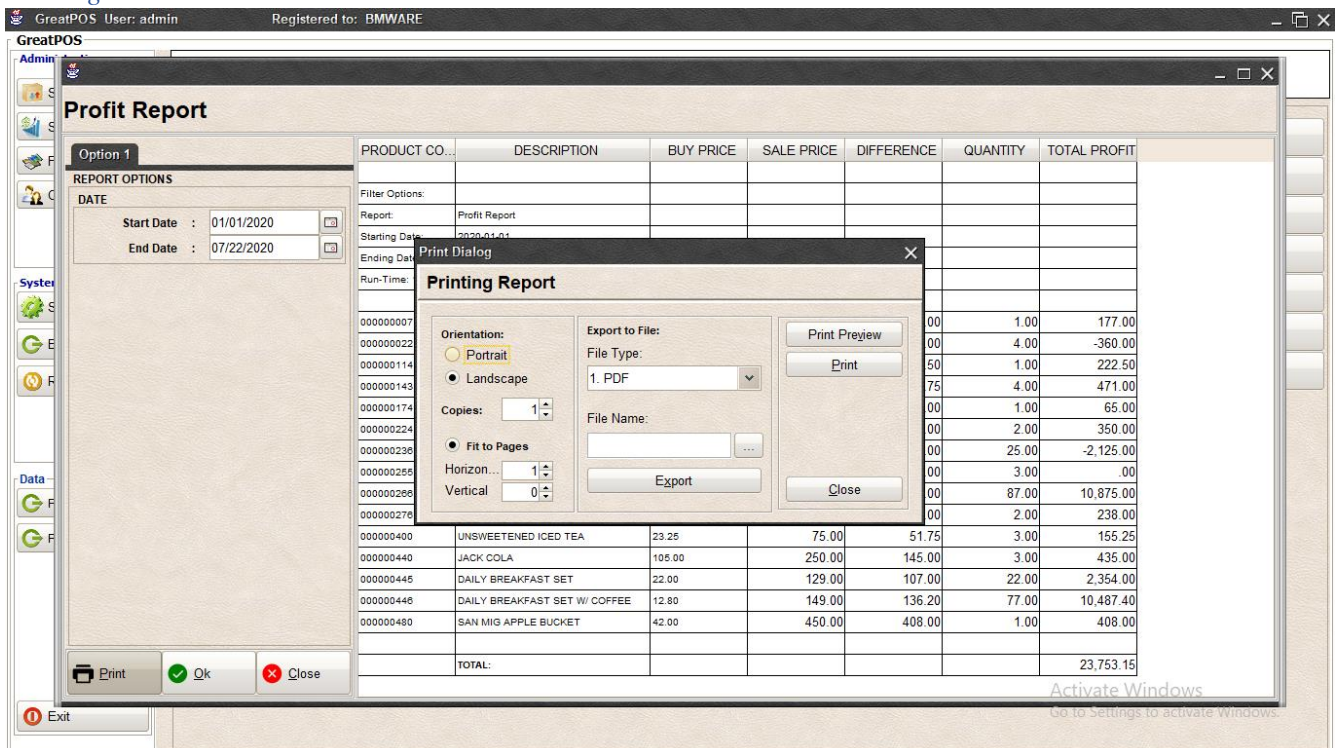
Step3) Enter File name and Click OK



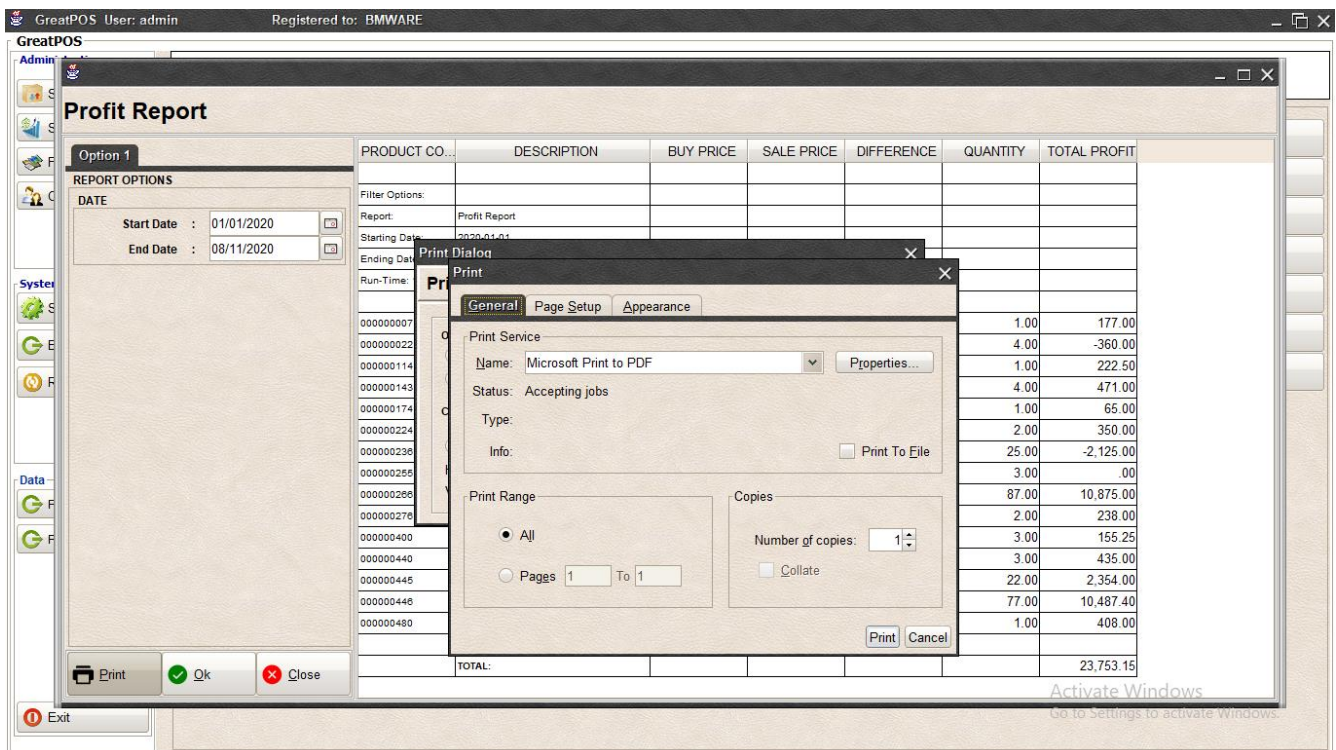
Step4) Click Ok Button



Printing



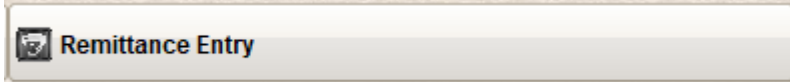
Step1) Click Print Button



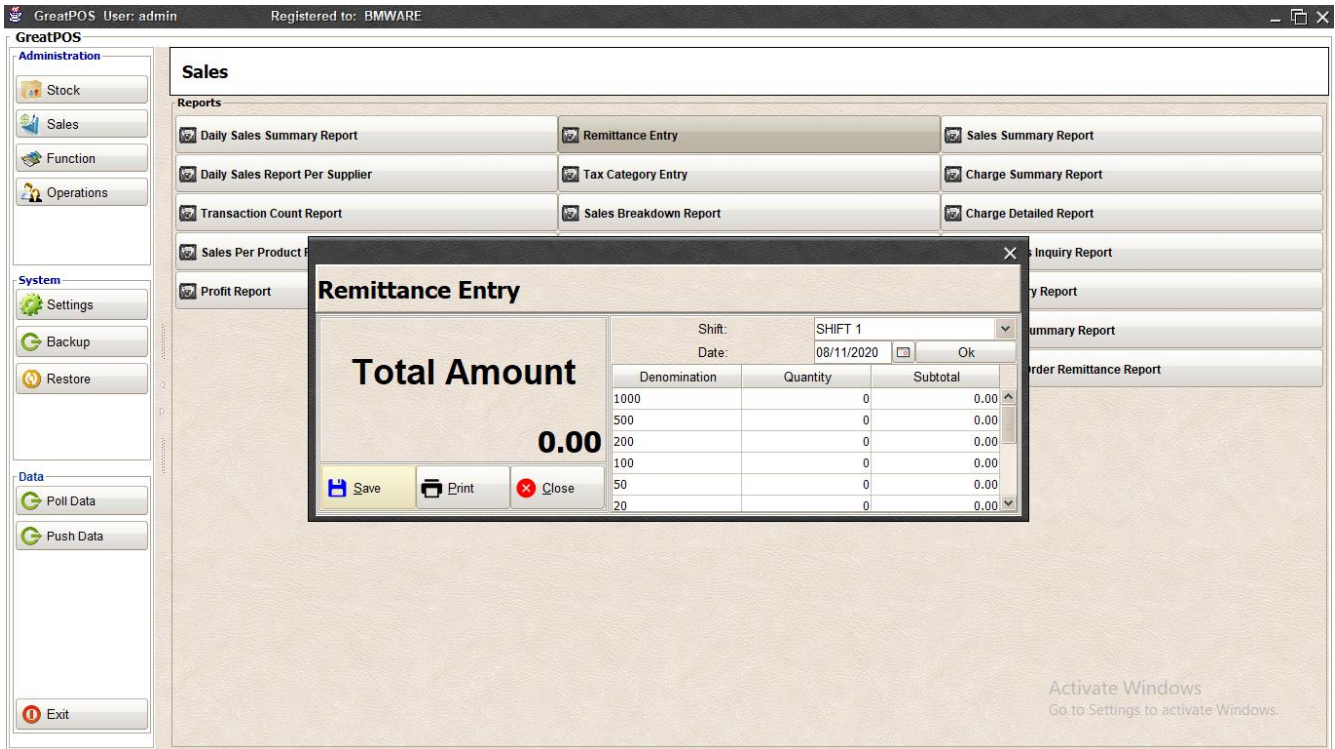
Step2) Select Printer

Step3) Click Print Button

Remittance Entry



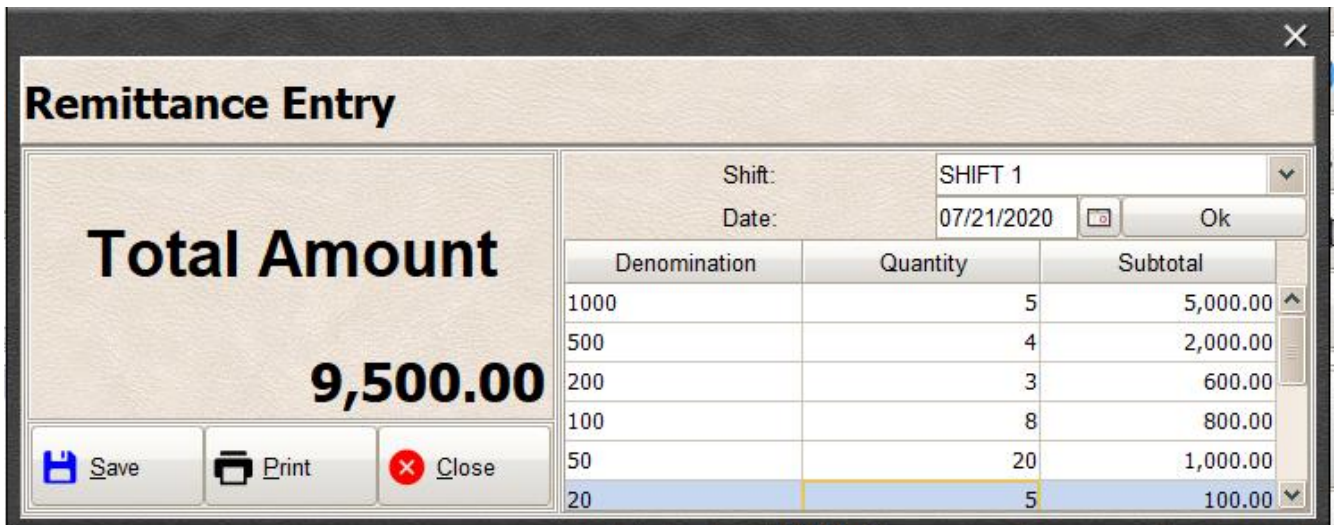
How to use Remittance Entry?



Step1) Select Shift and date

Step2) Click Ok Button

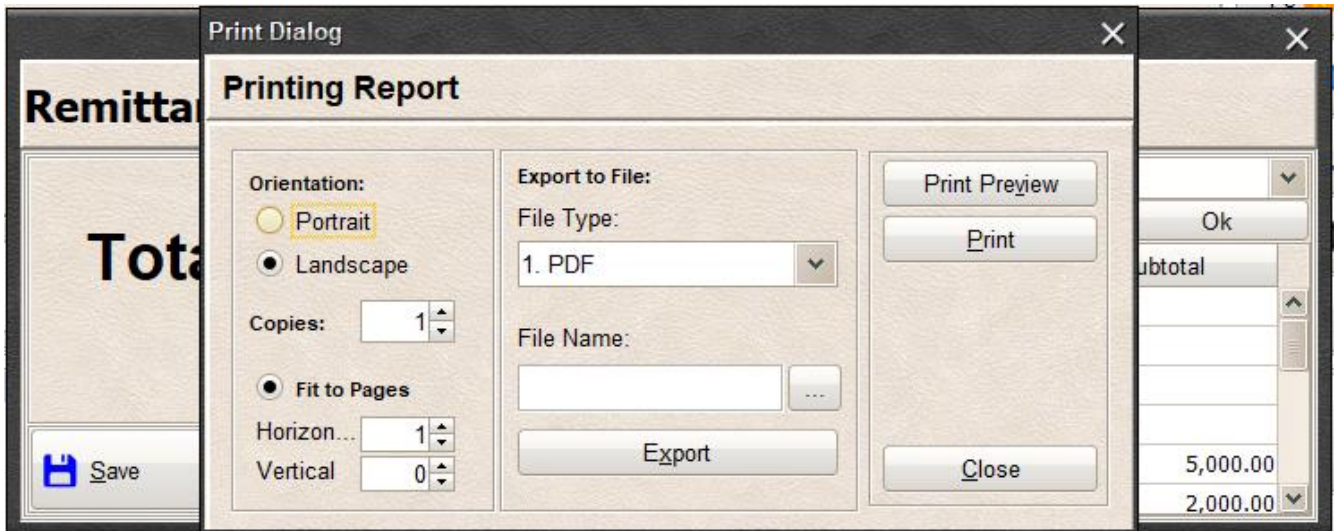
Step3) Enter Quantity per denomination



Step4) Click Save Button

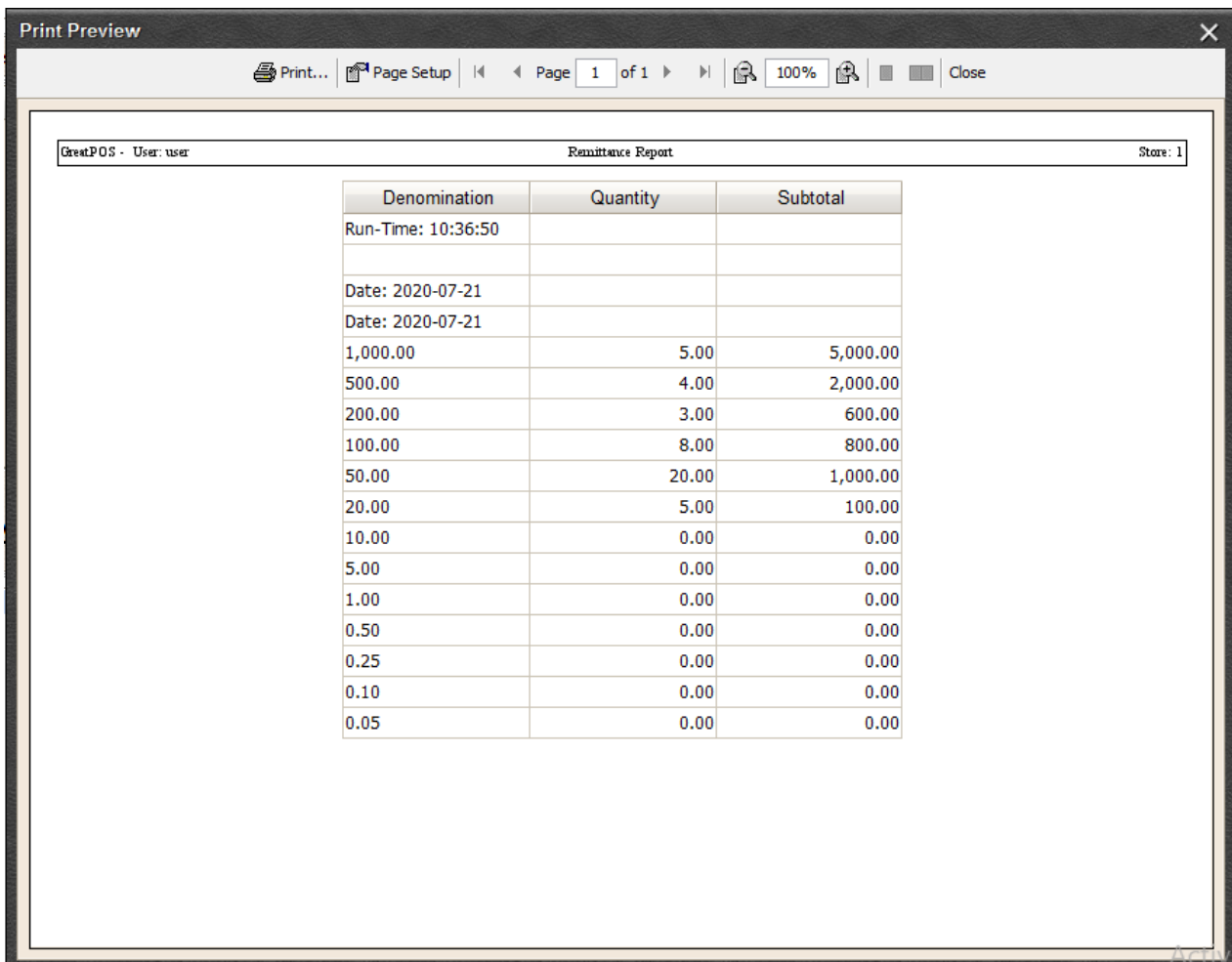
Printing

Step1) Click Print Button



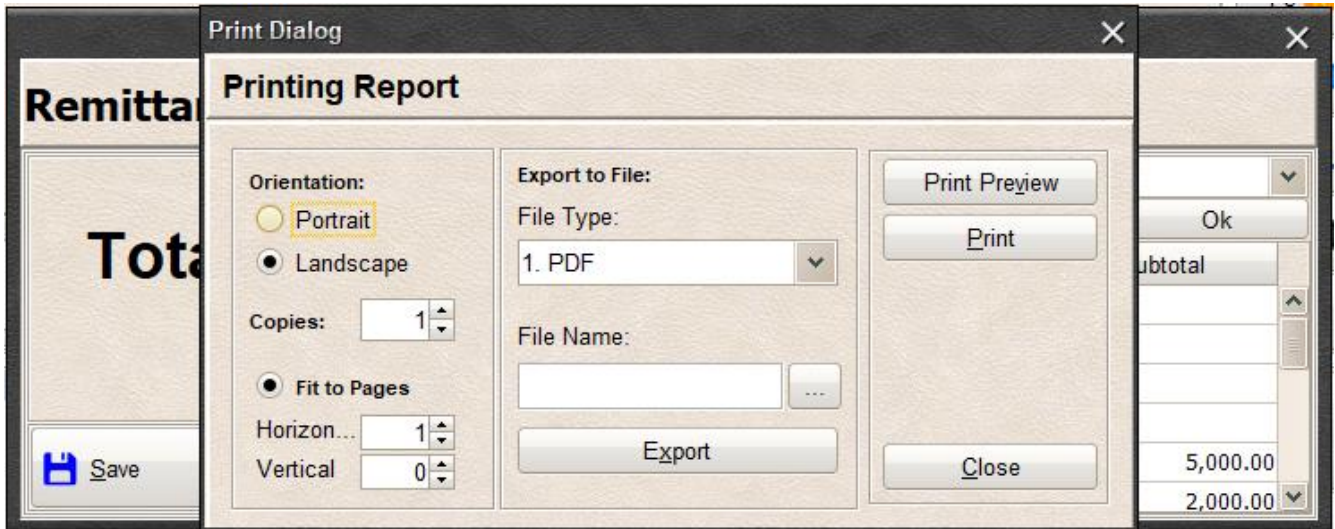
Print Preview

Step1) Click Print Preview Button

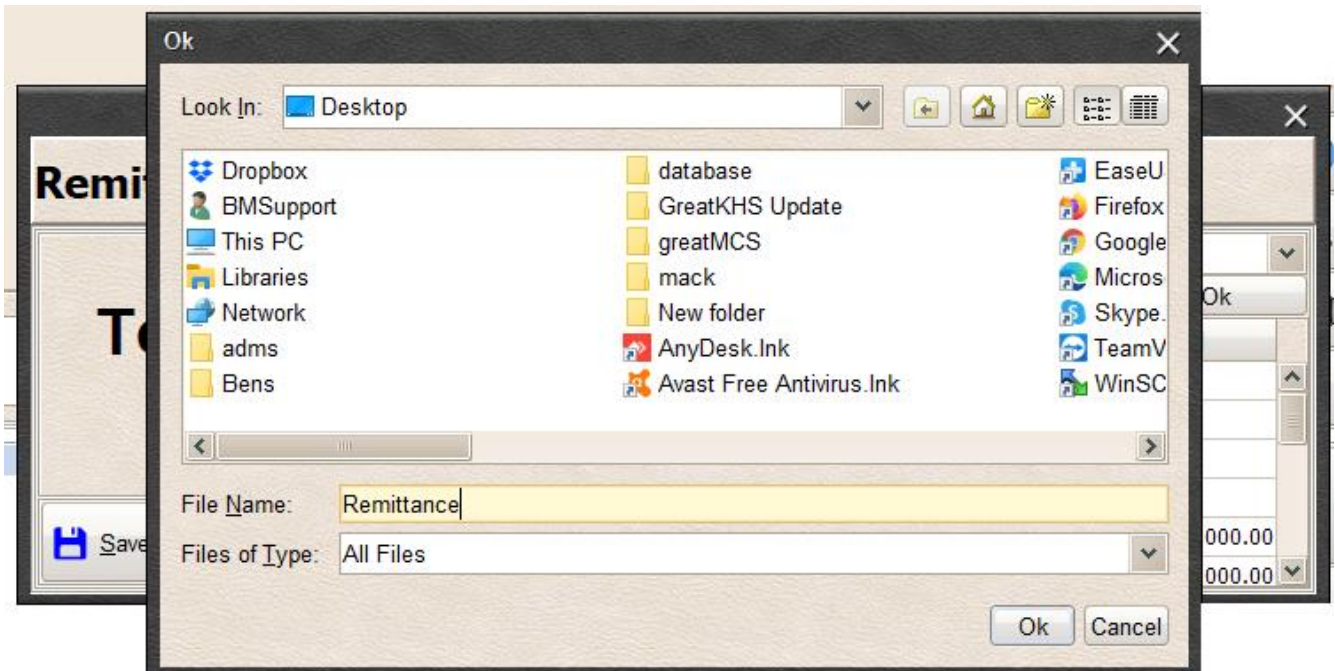


Exporting

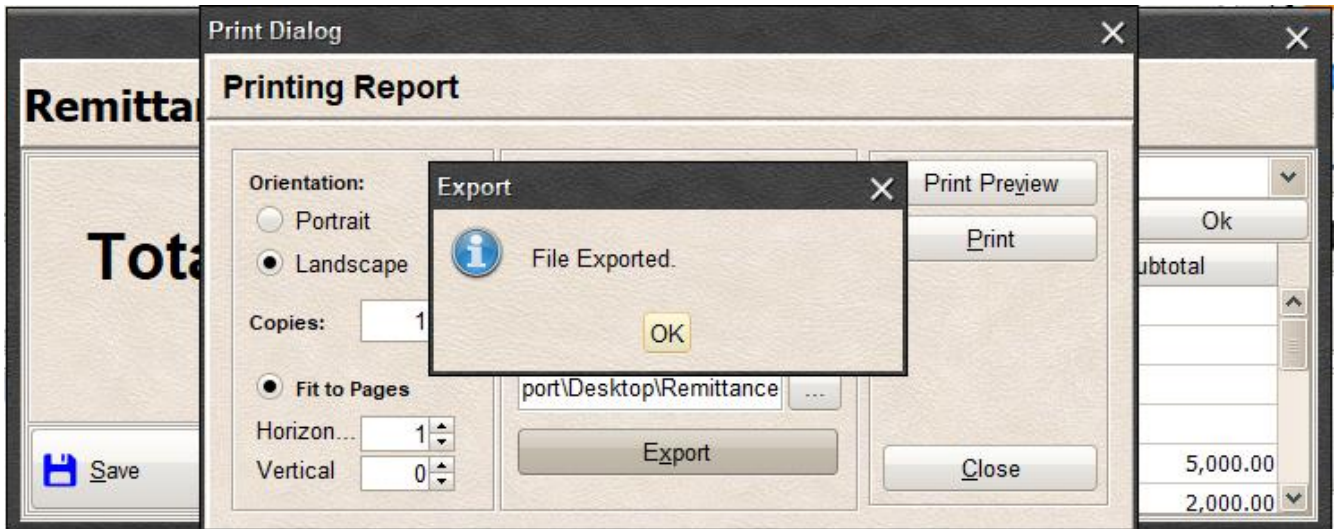
Step1) Select File Type



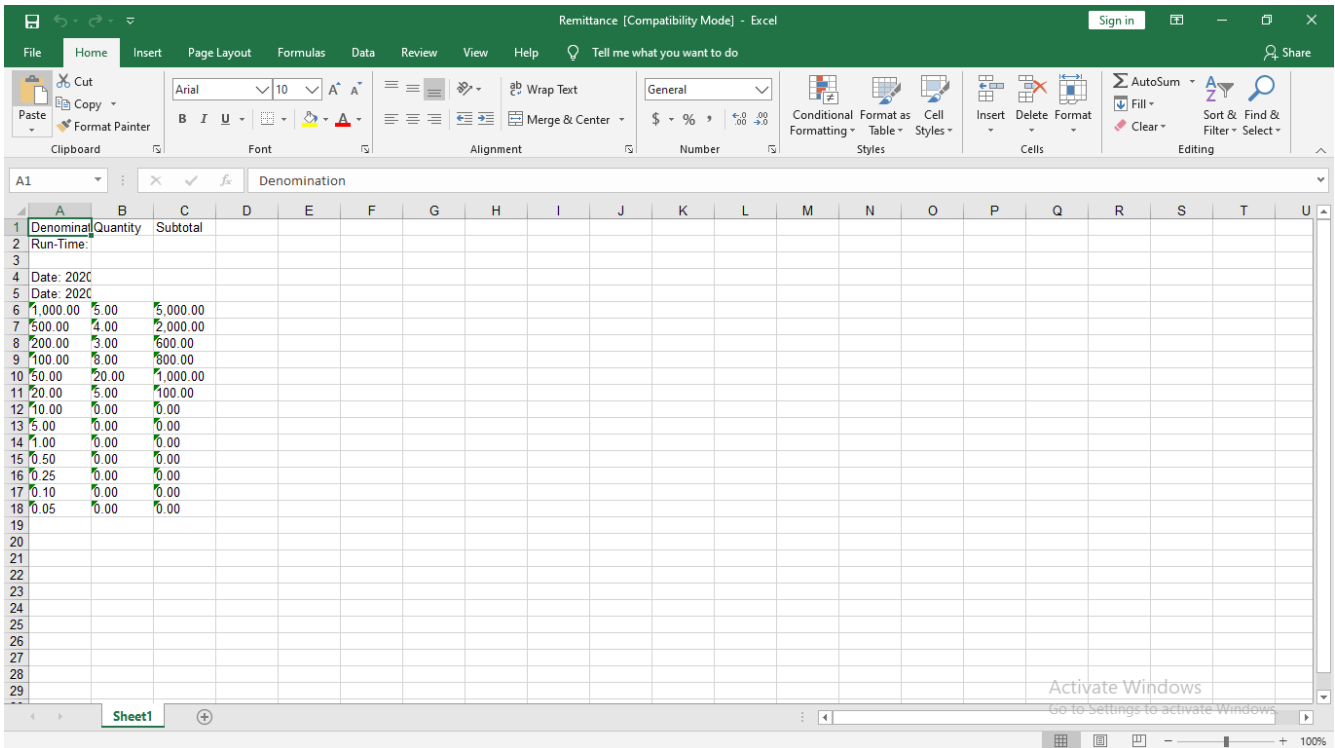
Step2) Click the (...) Button



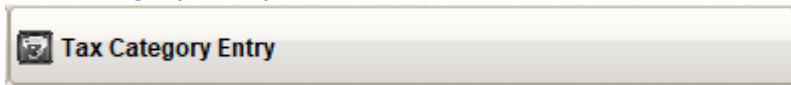
Step3) Enter File name and Click OK



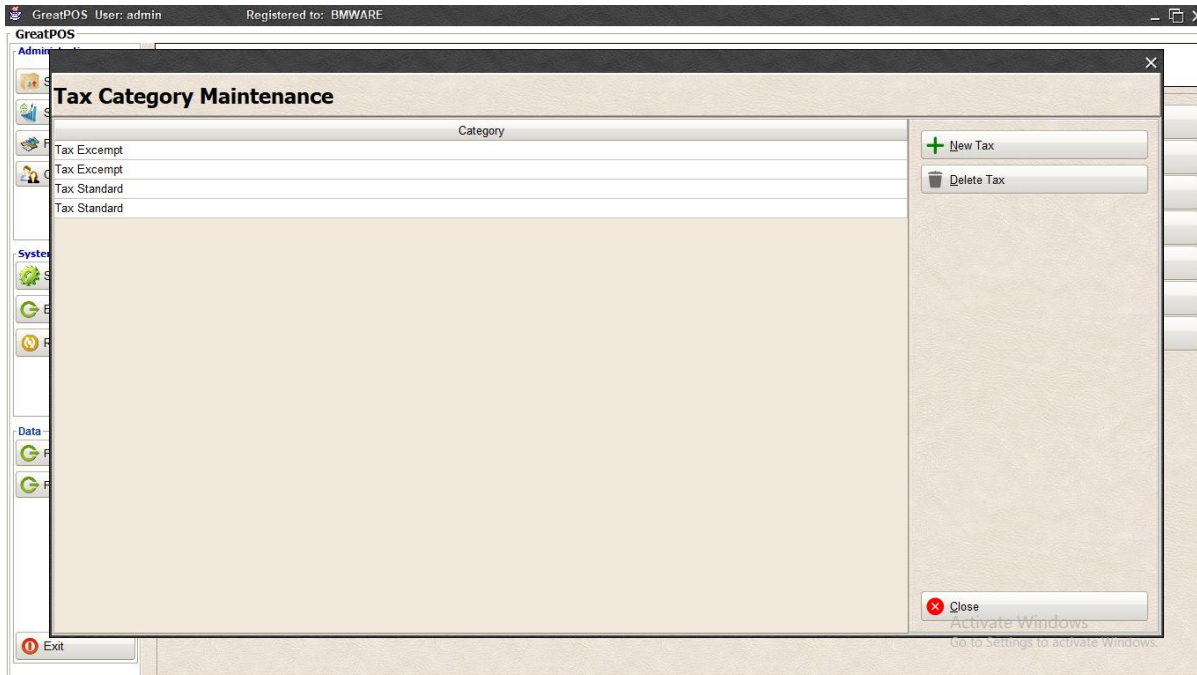
Step4) Click Ok Button



Tax Category Entry

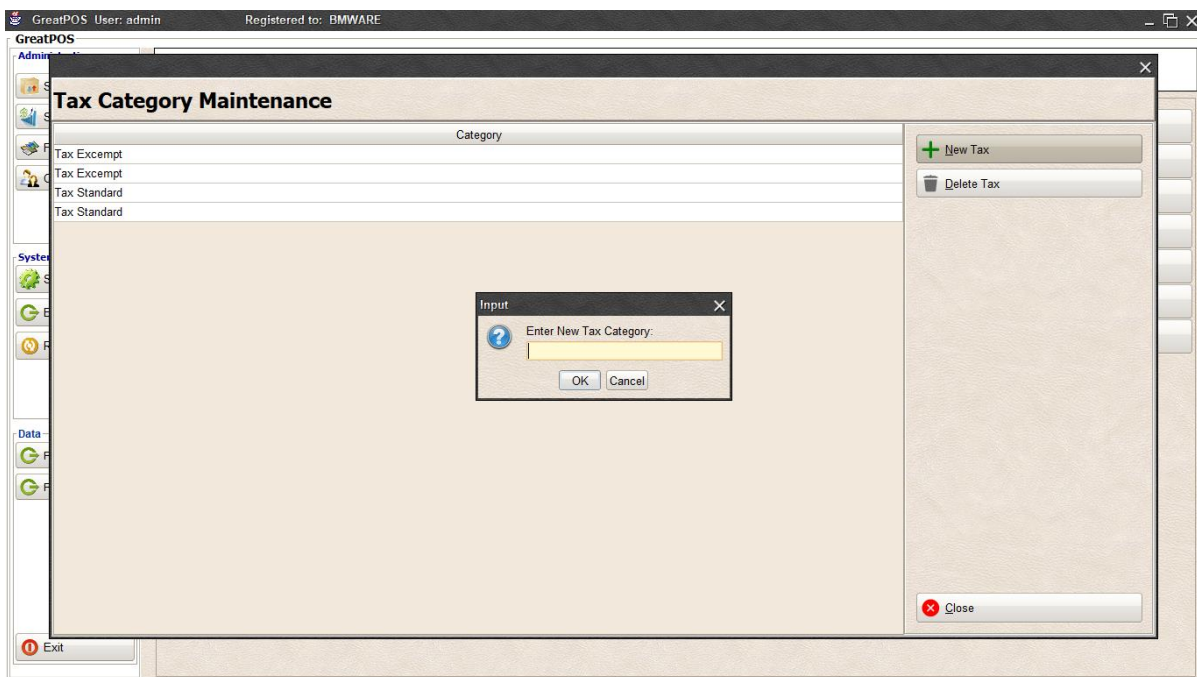


Use to manage Category of Tax

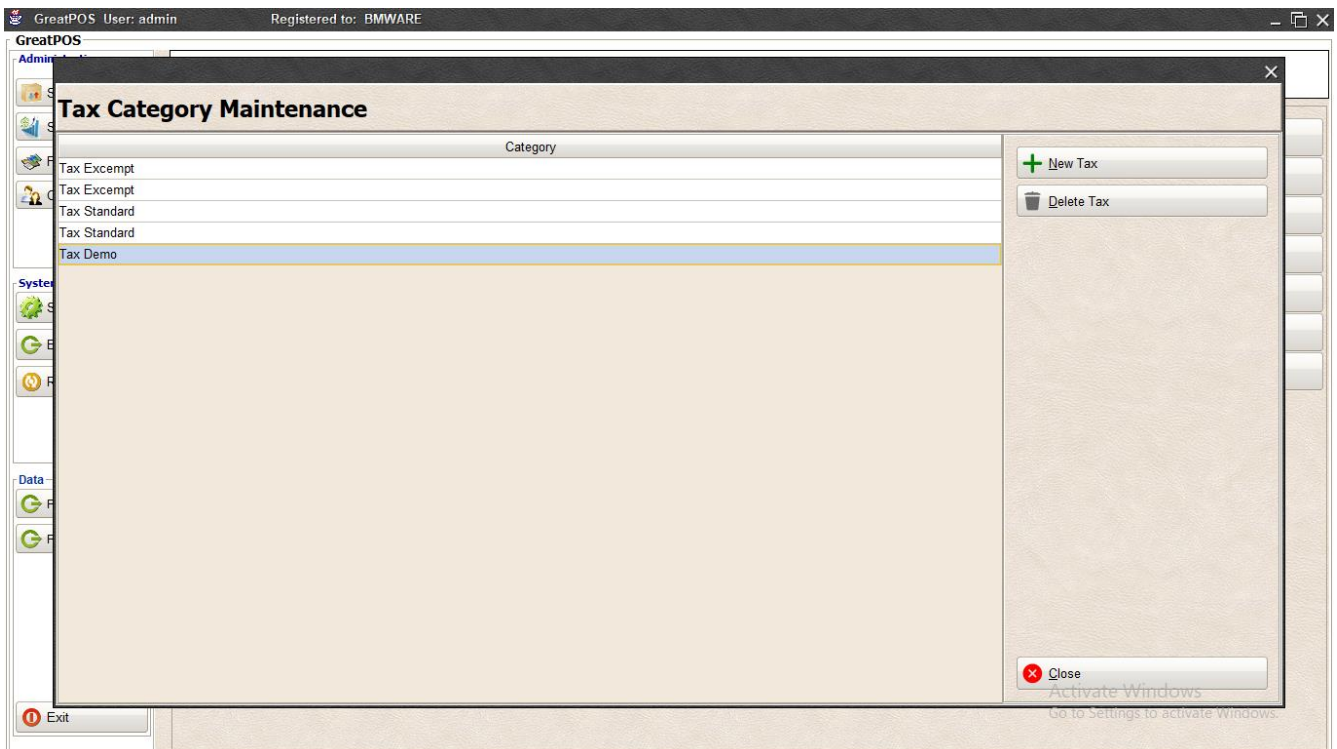
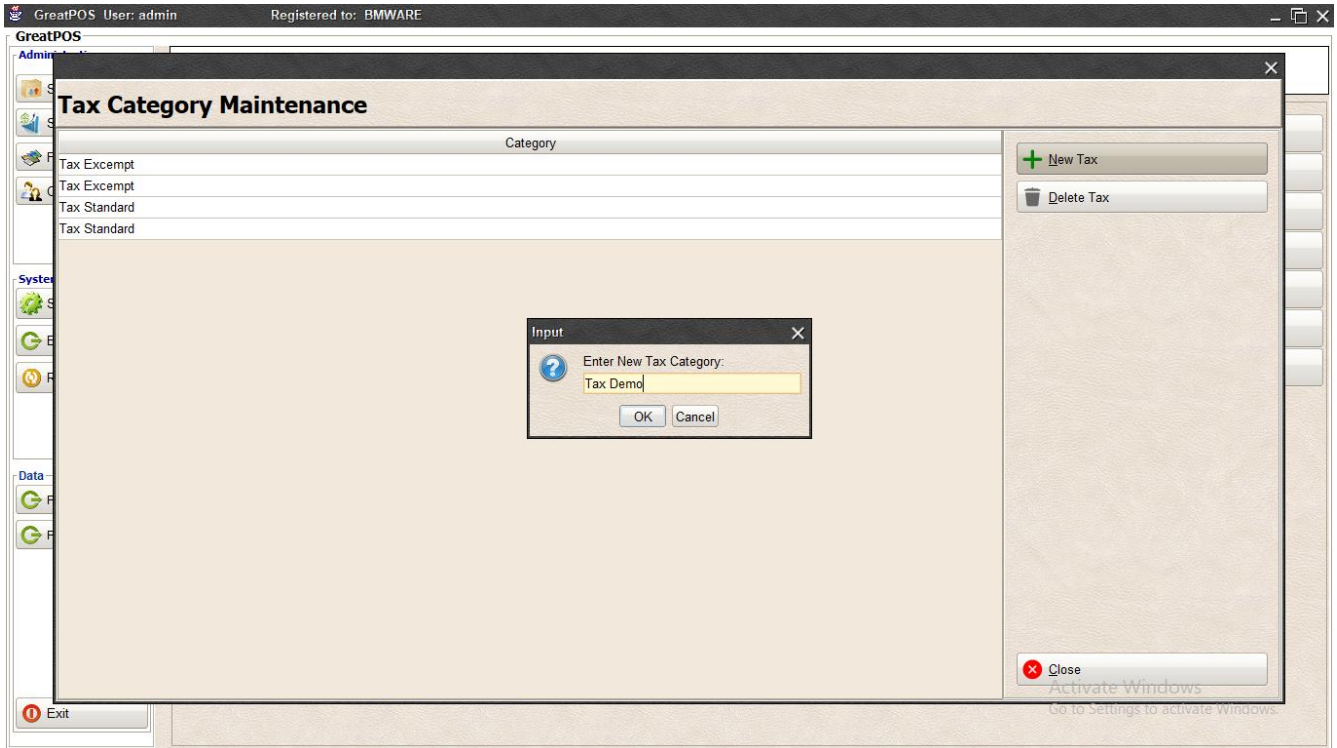


How to use Tax Category Entry?

Step1) Click New Tax Button

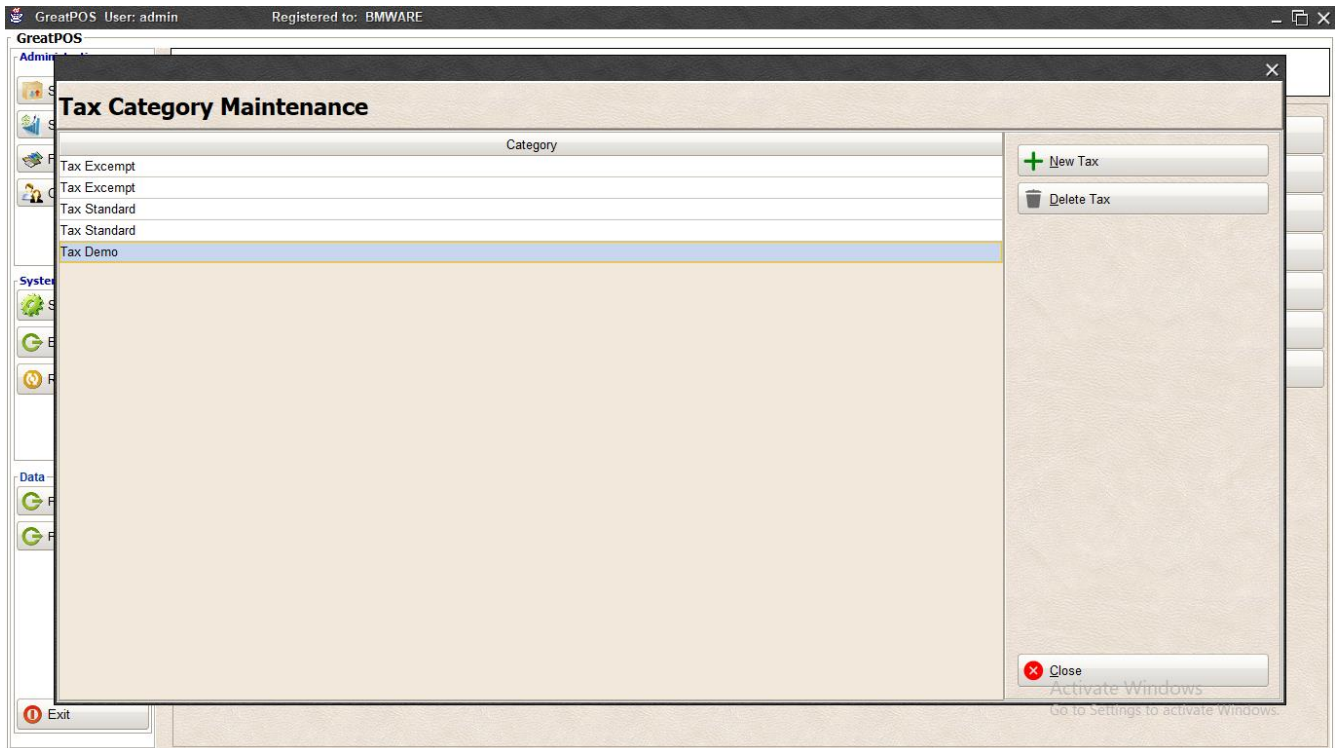


Step2) Enter Tax Category Name

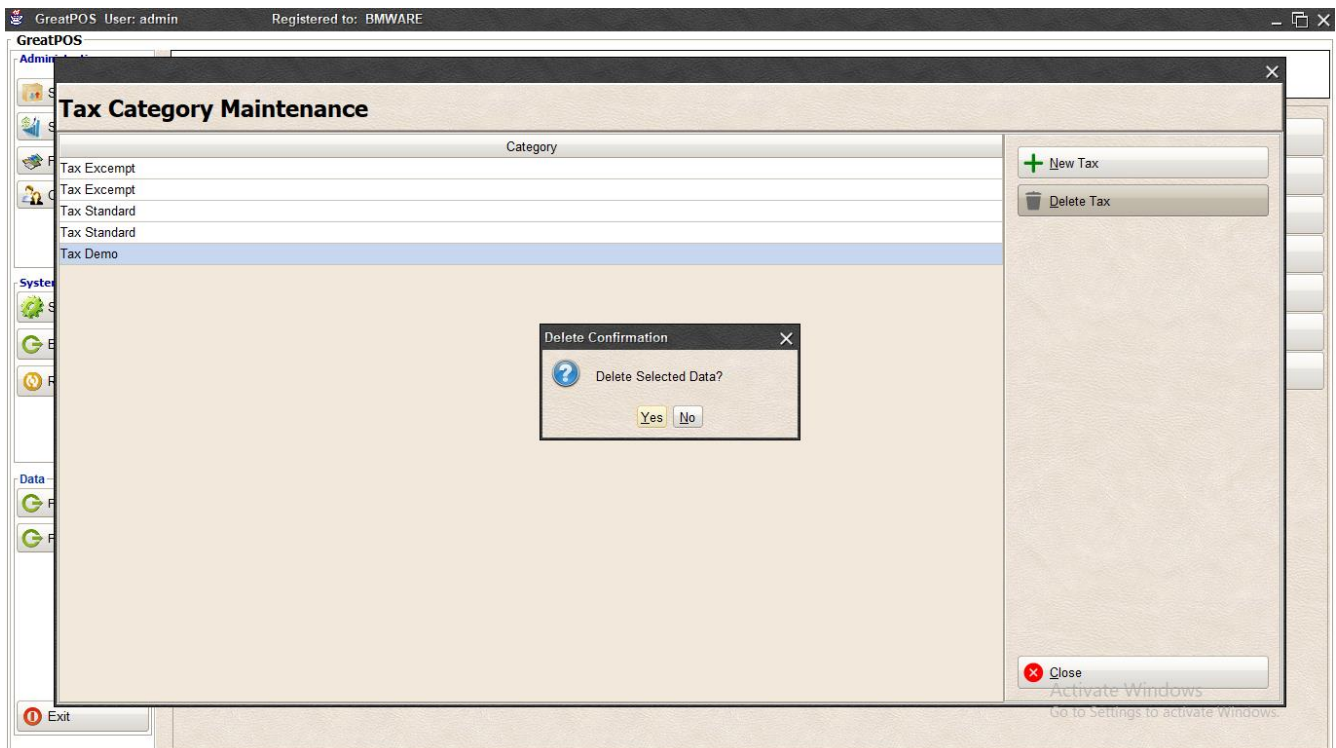


Delete Tax Category

Step1) Select Tax category on the table

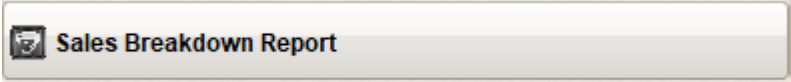


Step2) Click Delete Tax Button

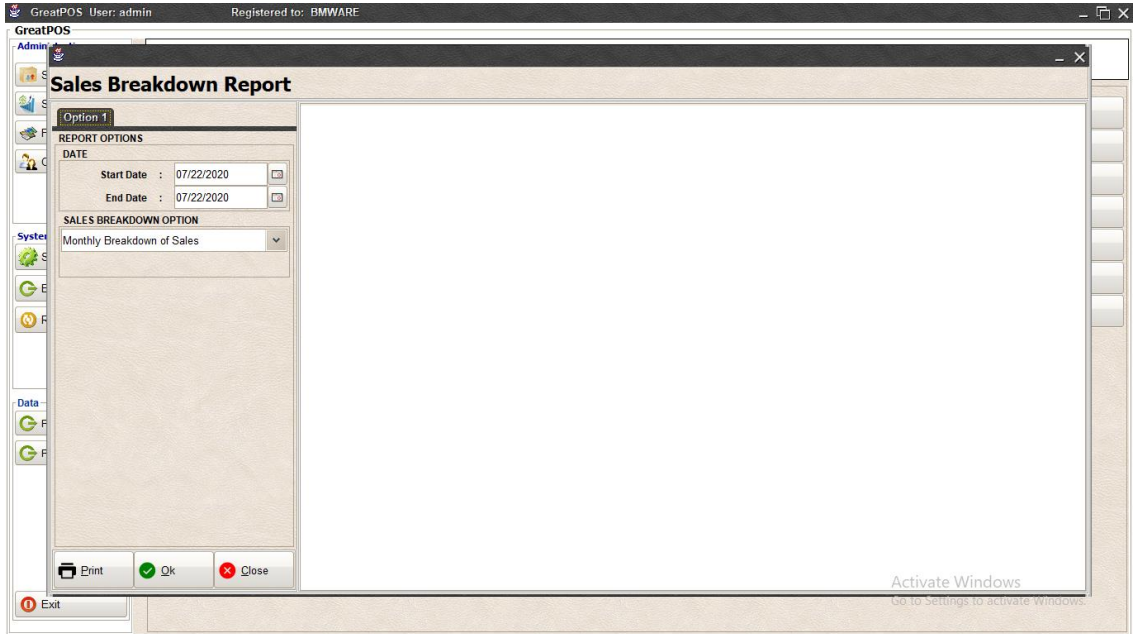


Step3) Click Yes Button

Sales Breakdown Report



Use to View report for Sales Breakdown

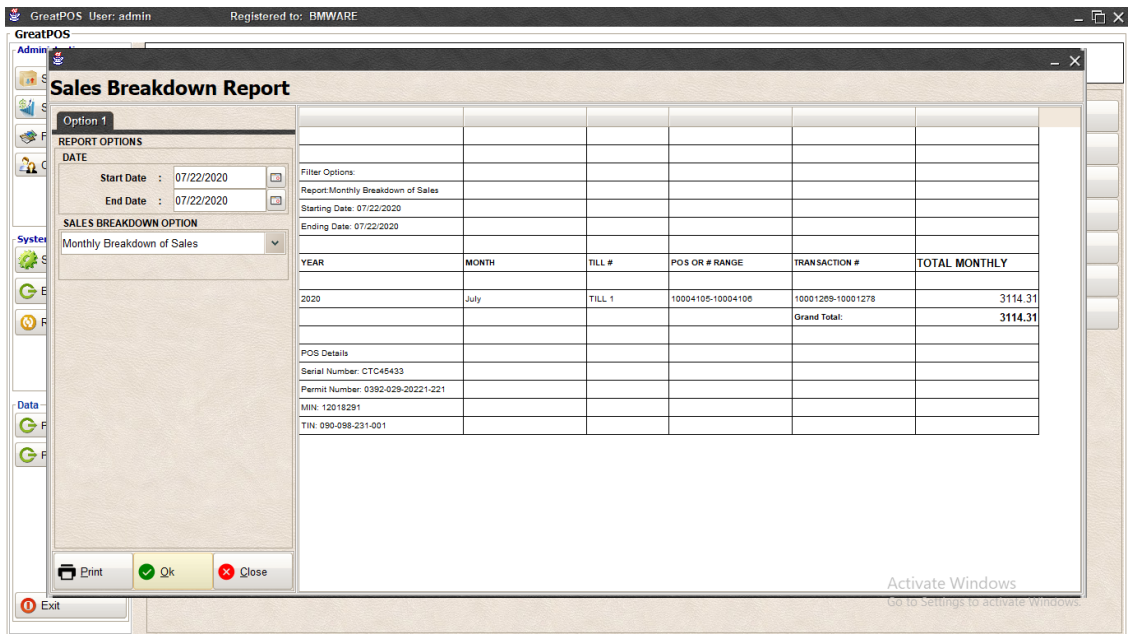


How to use Sales Breakdown Report?

Step1) Select Date

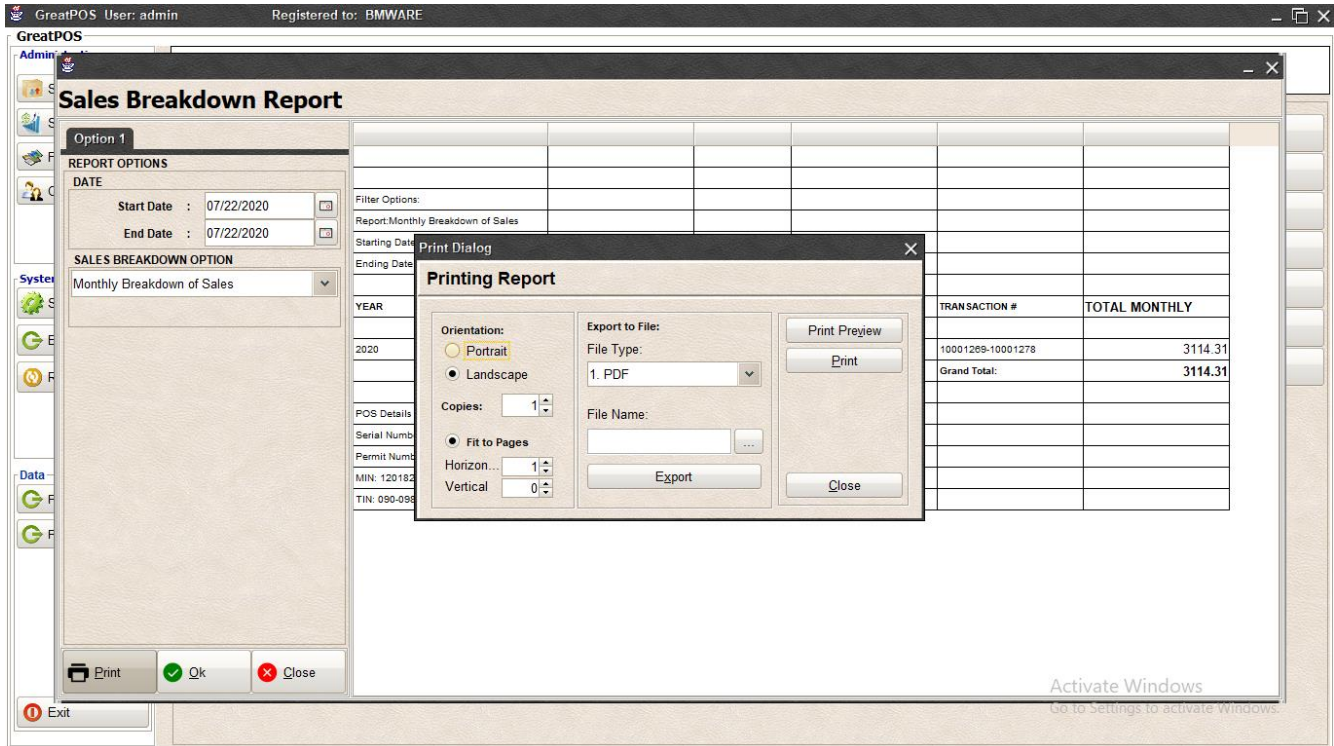
Step2) Select Sales Breakdown Option

Step3) Click Ok Button



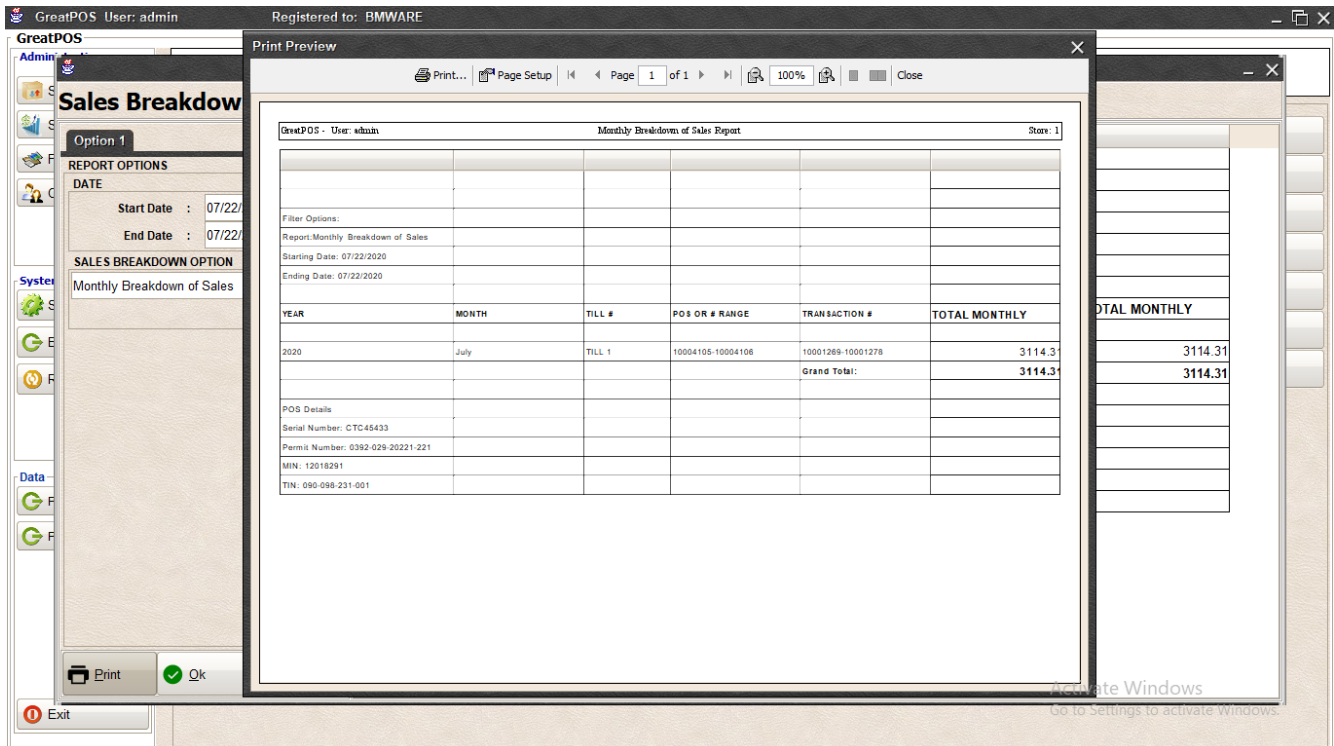
Printing

Step1) Click Print Button



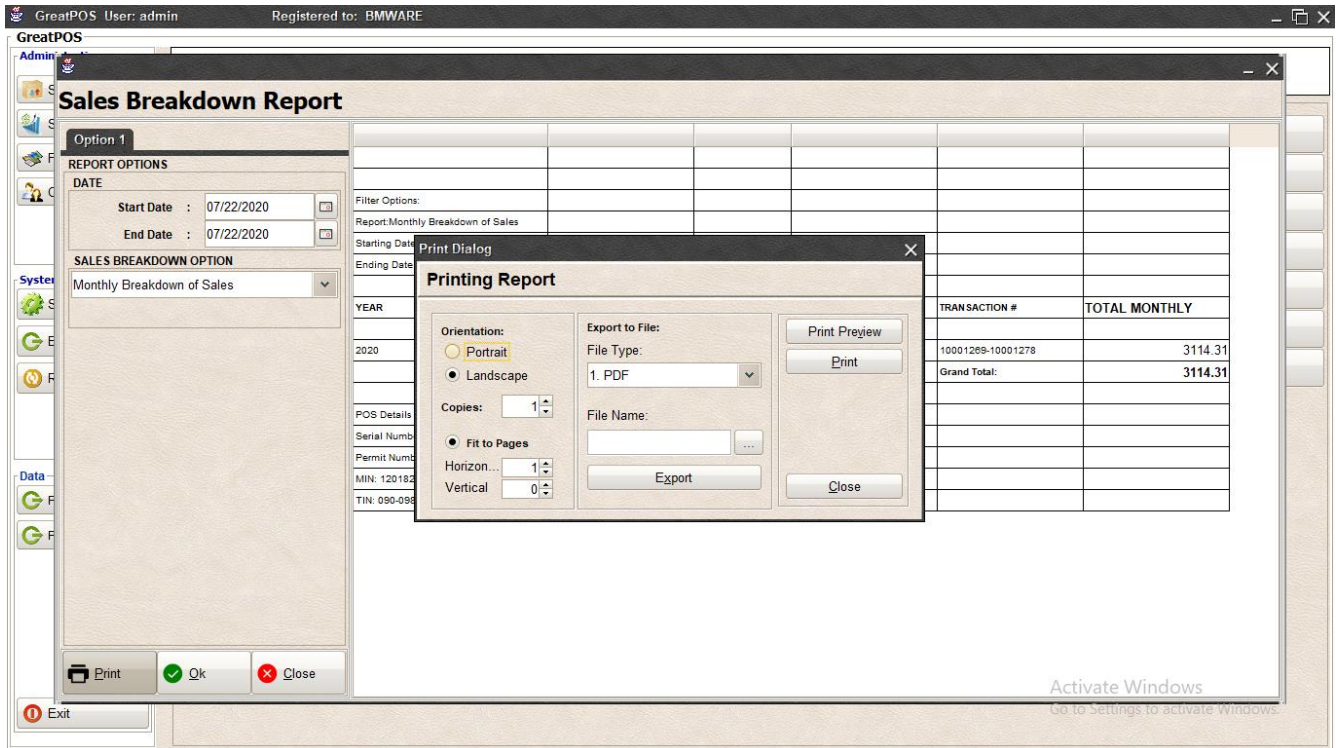
Print Preview

Step1) Click Print Preview Button

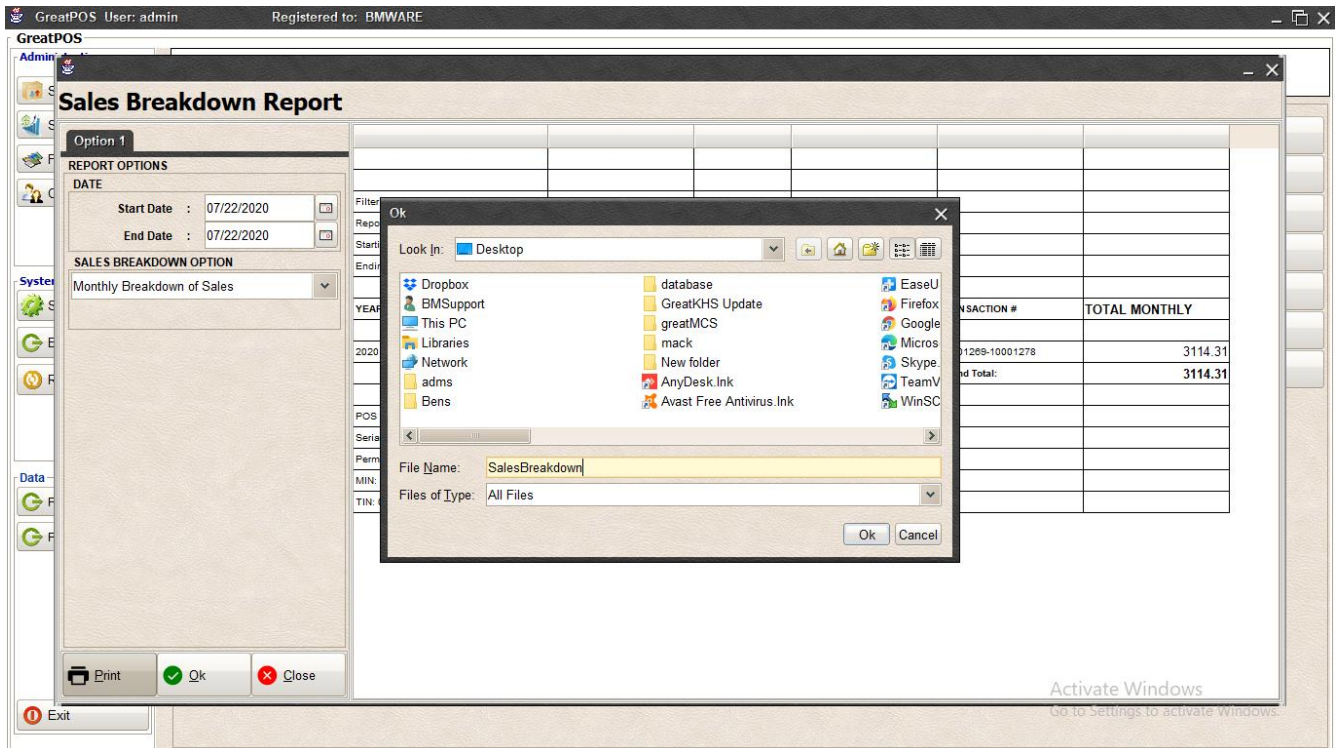


Exporting

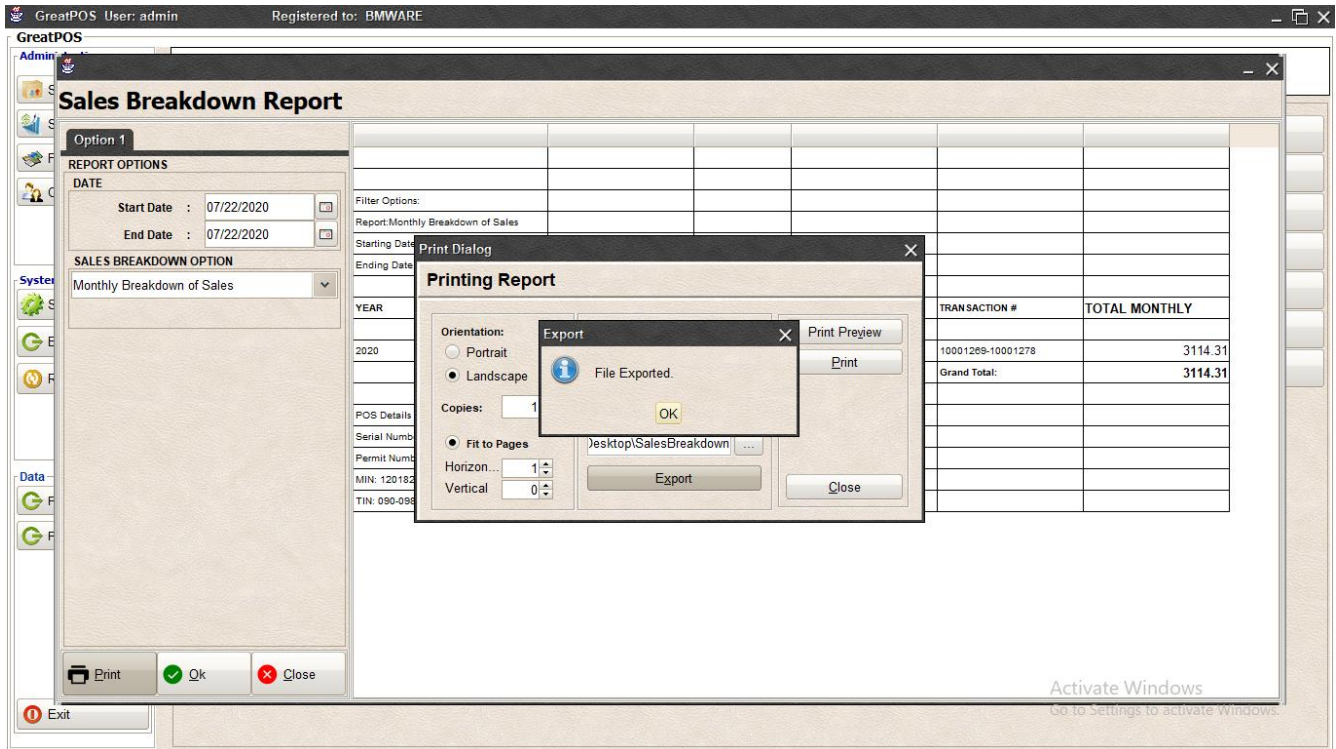
Step1) Select File Type



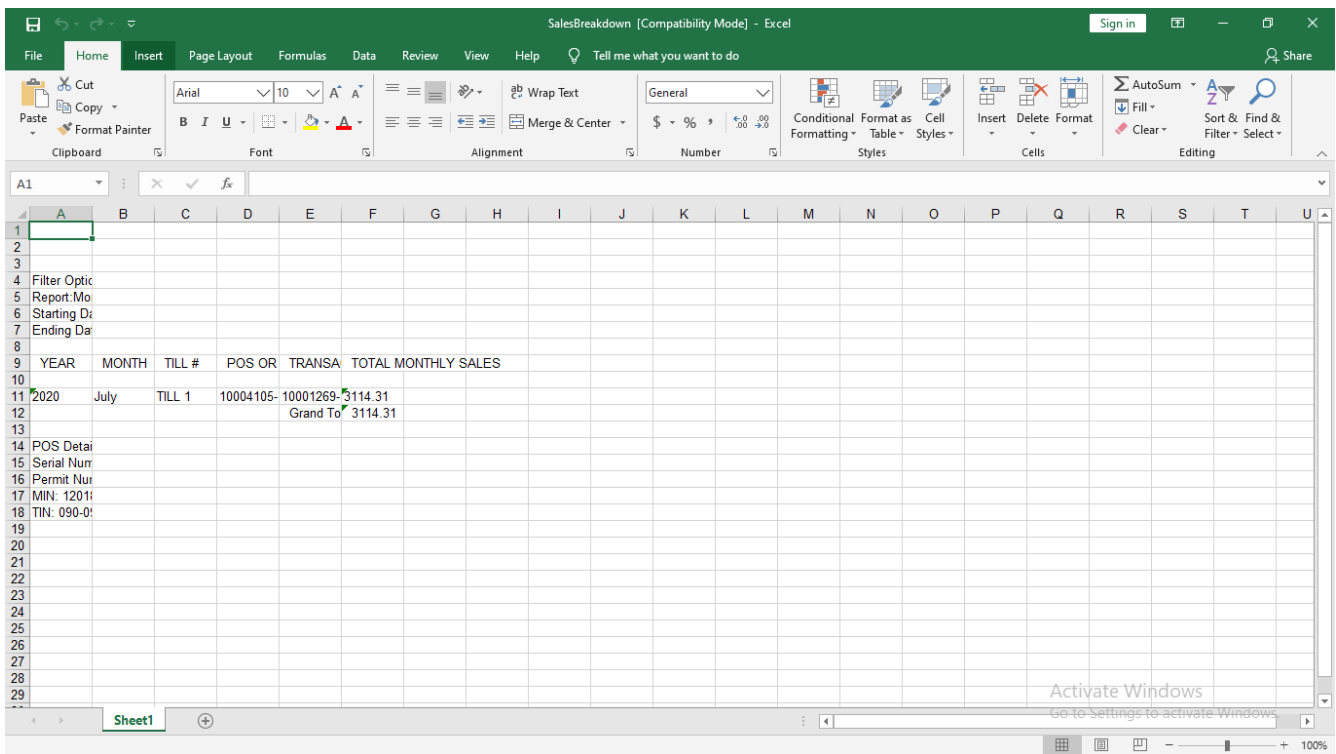
Step2) Click the (...) Button



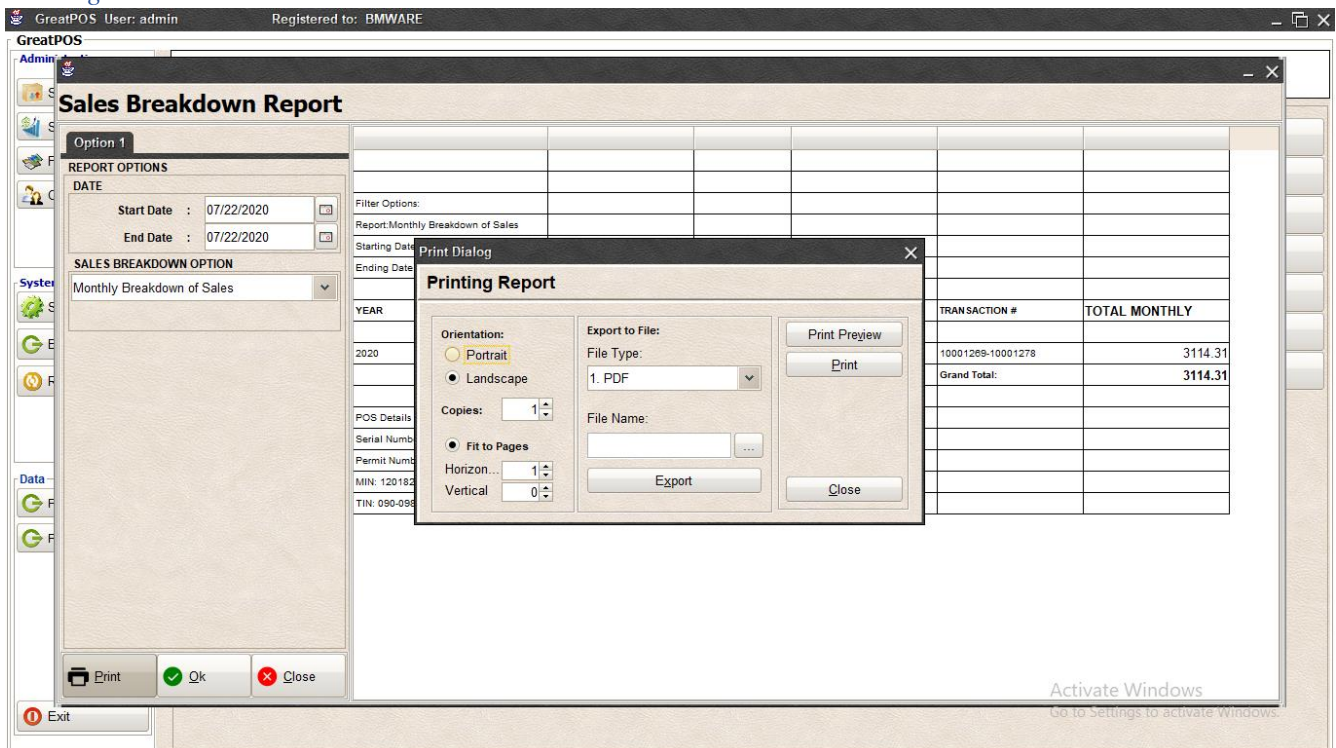
Step3) Enter File name and Click OK



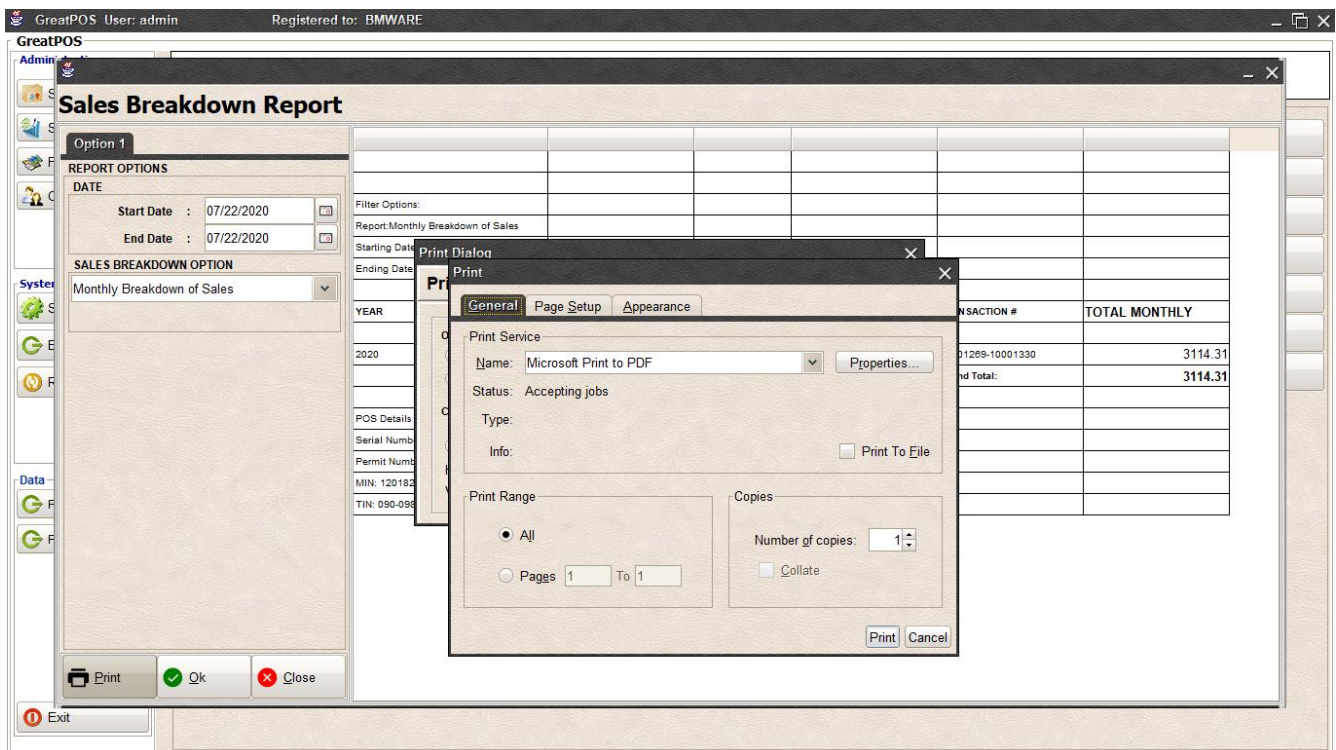
Step4) Click Ok Button



Printing




Step1) Click Print Button



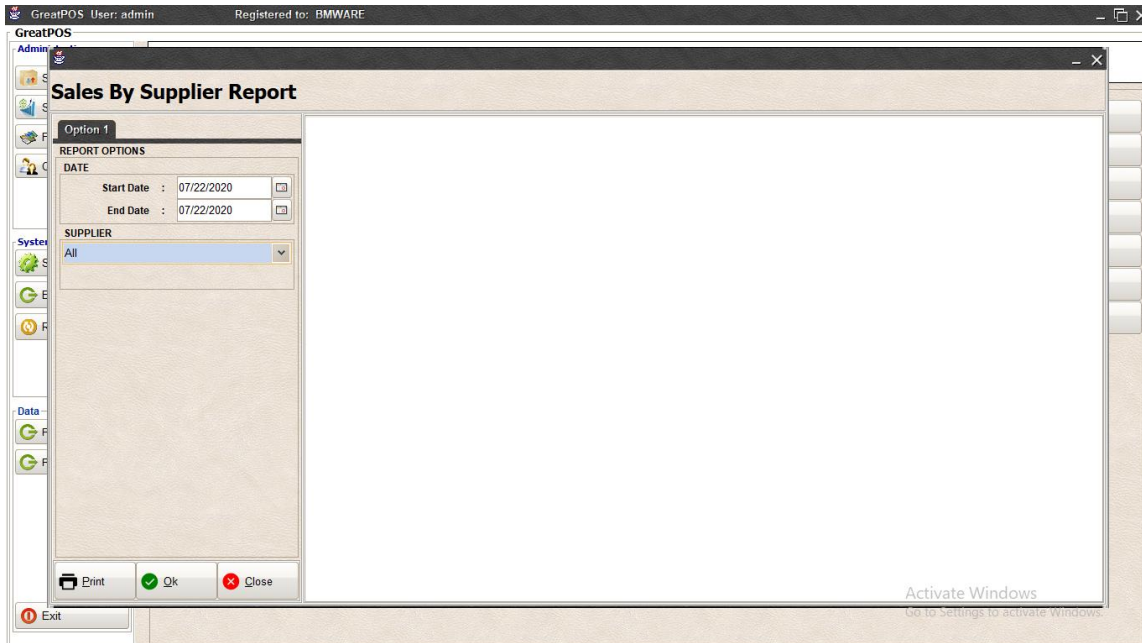
Step2) Select Printer

Step3) Click Print Button

Sales by Supplier Report

 Sales By Supplier Report

Use to View report for Sales by supplier

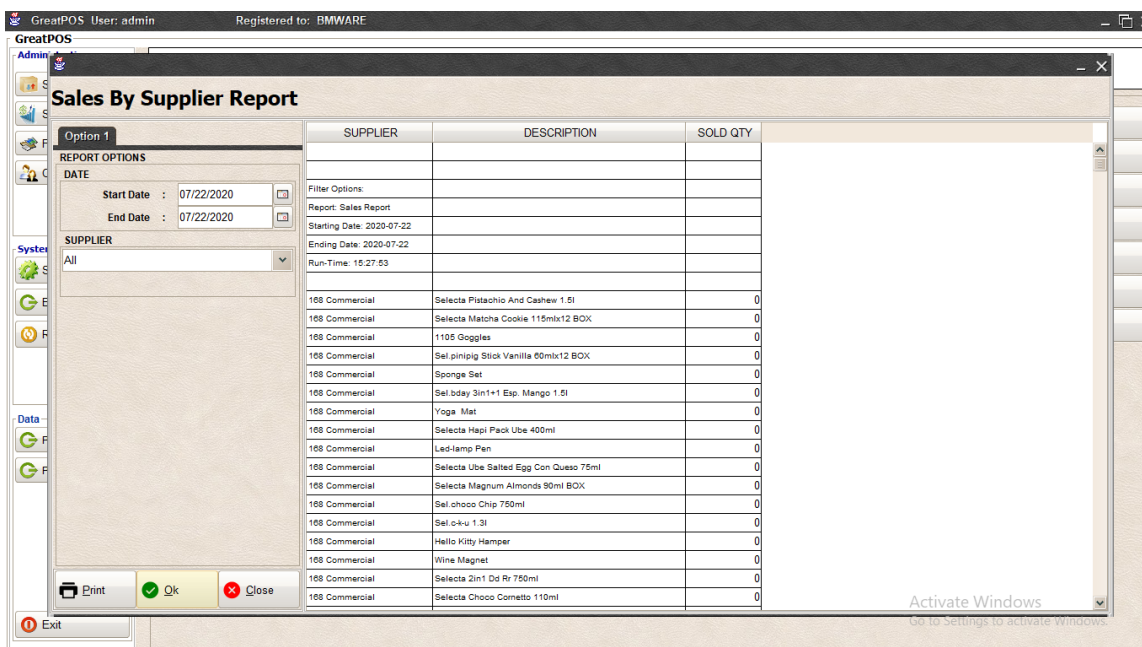


How to use Sales by supplier Report?

Step1) Select Date

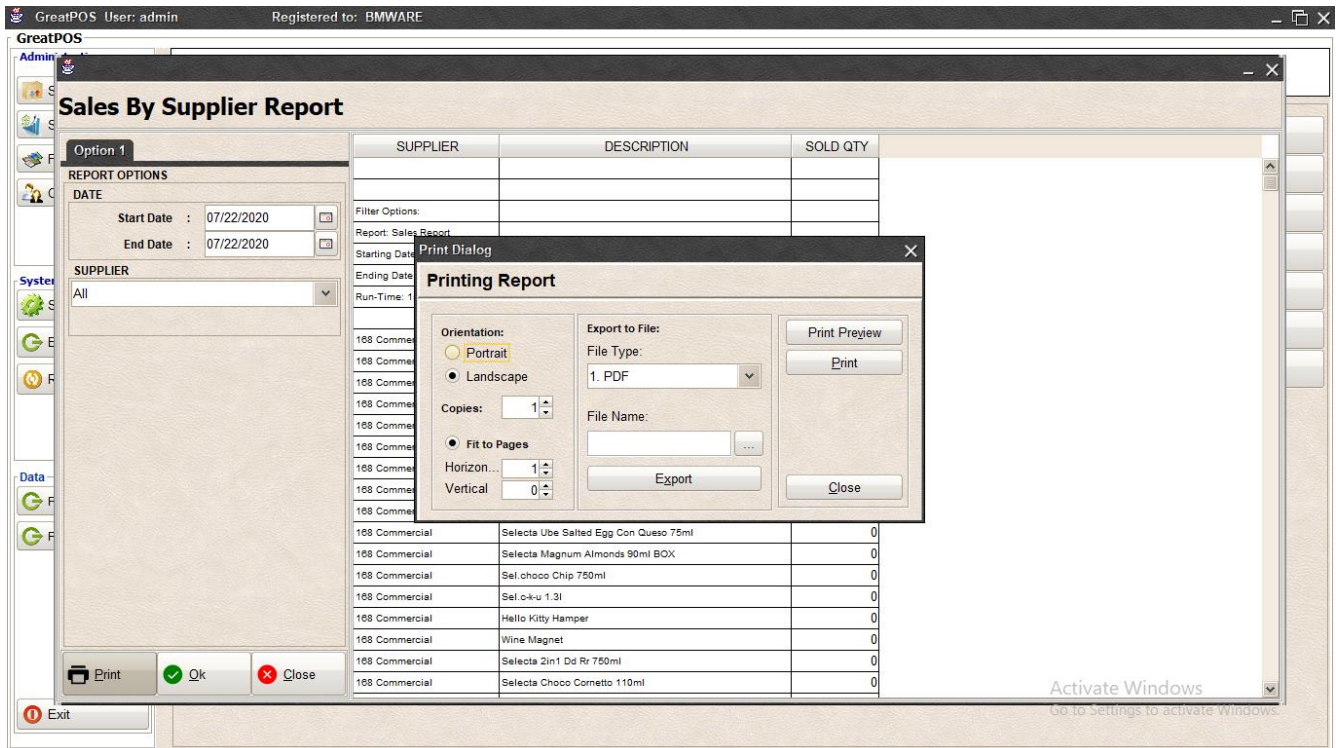
Step2) Select Supplier

Step3) Click Ok Button



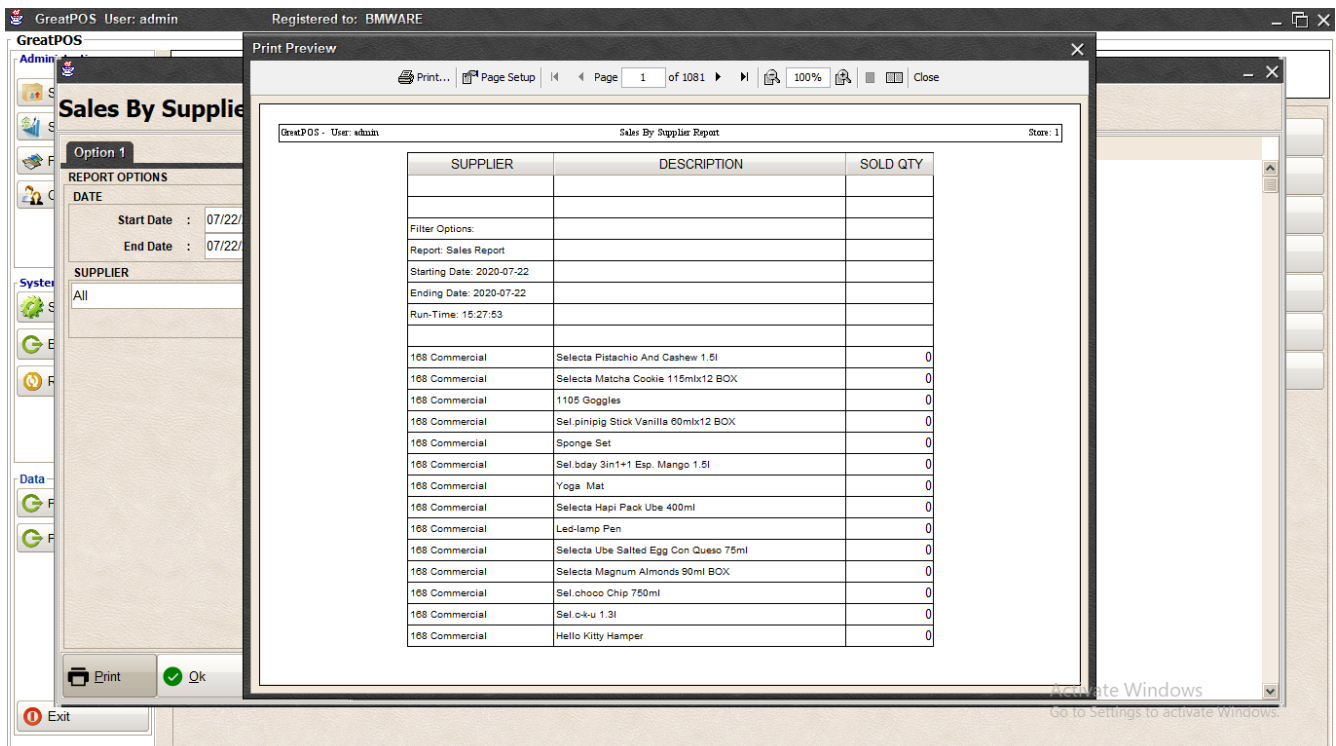
Printing

Step1) Click Print Button



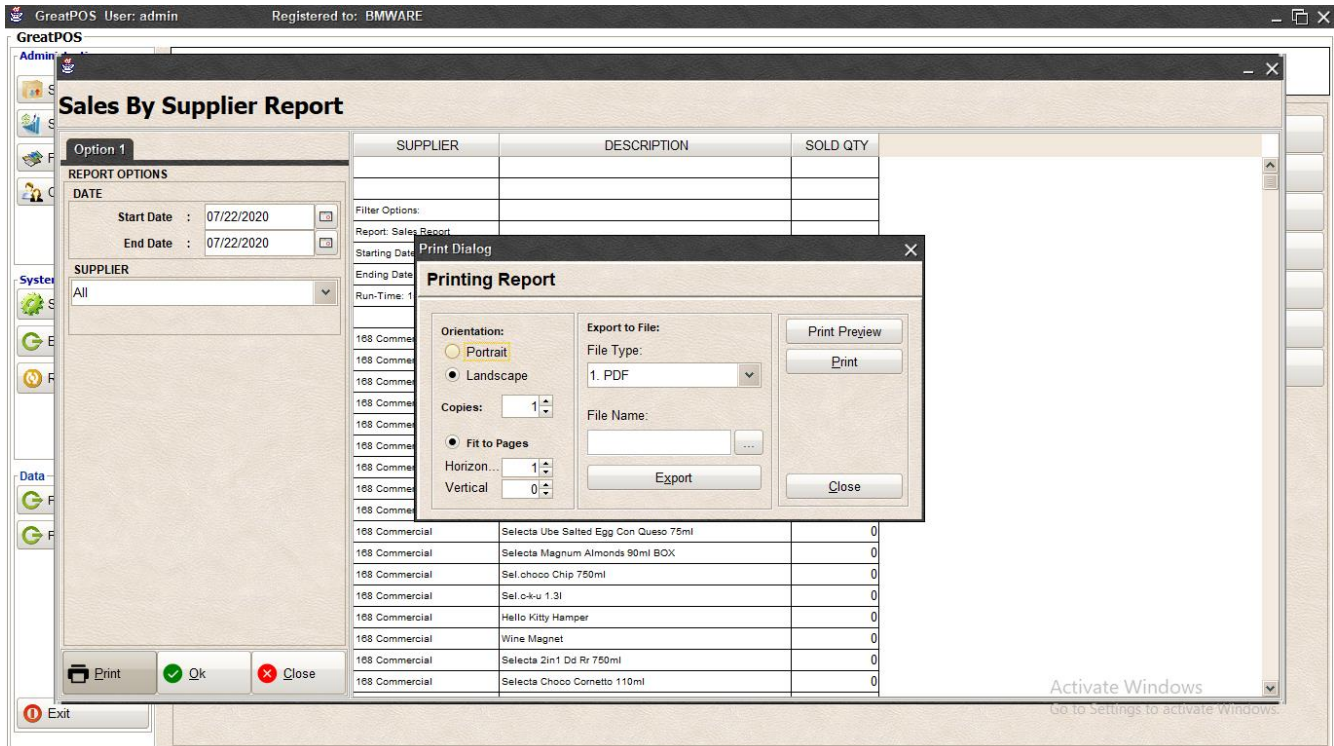
Print Preview

Step1) Click Print Preview Button

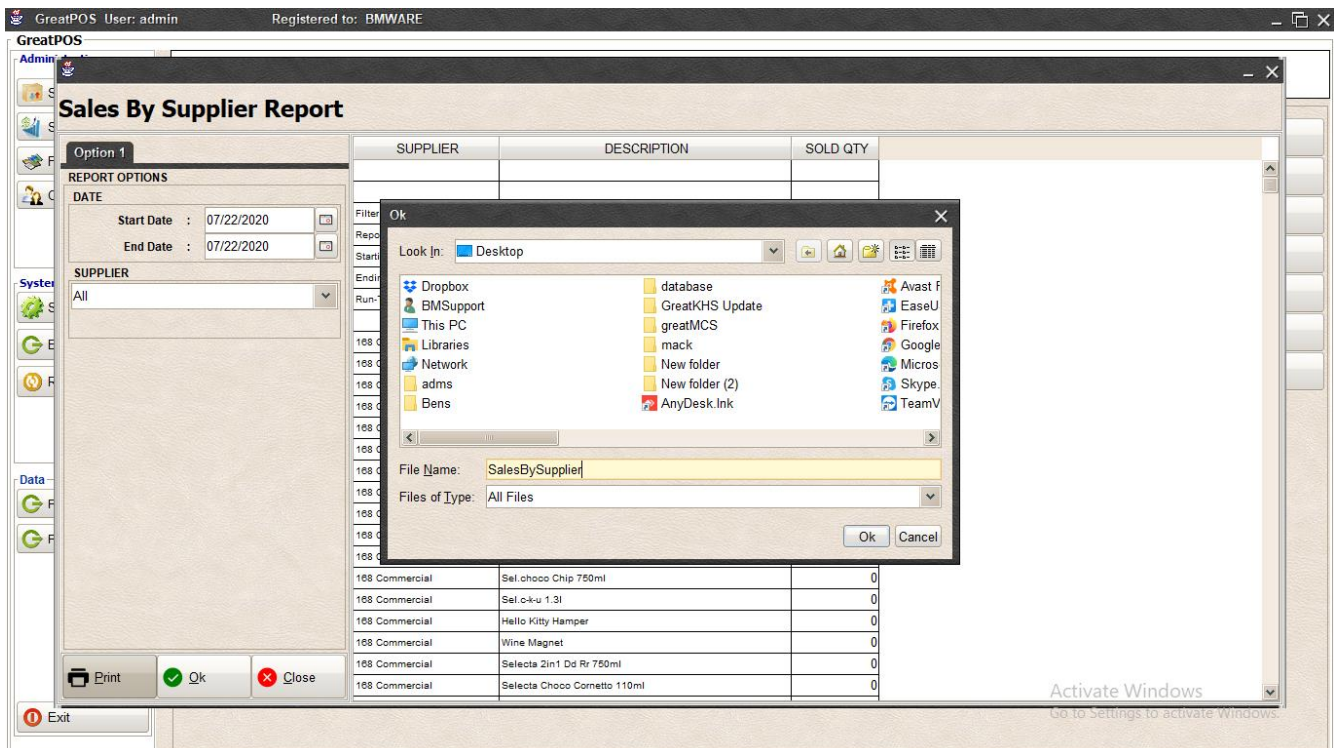


Exporting

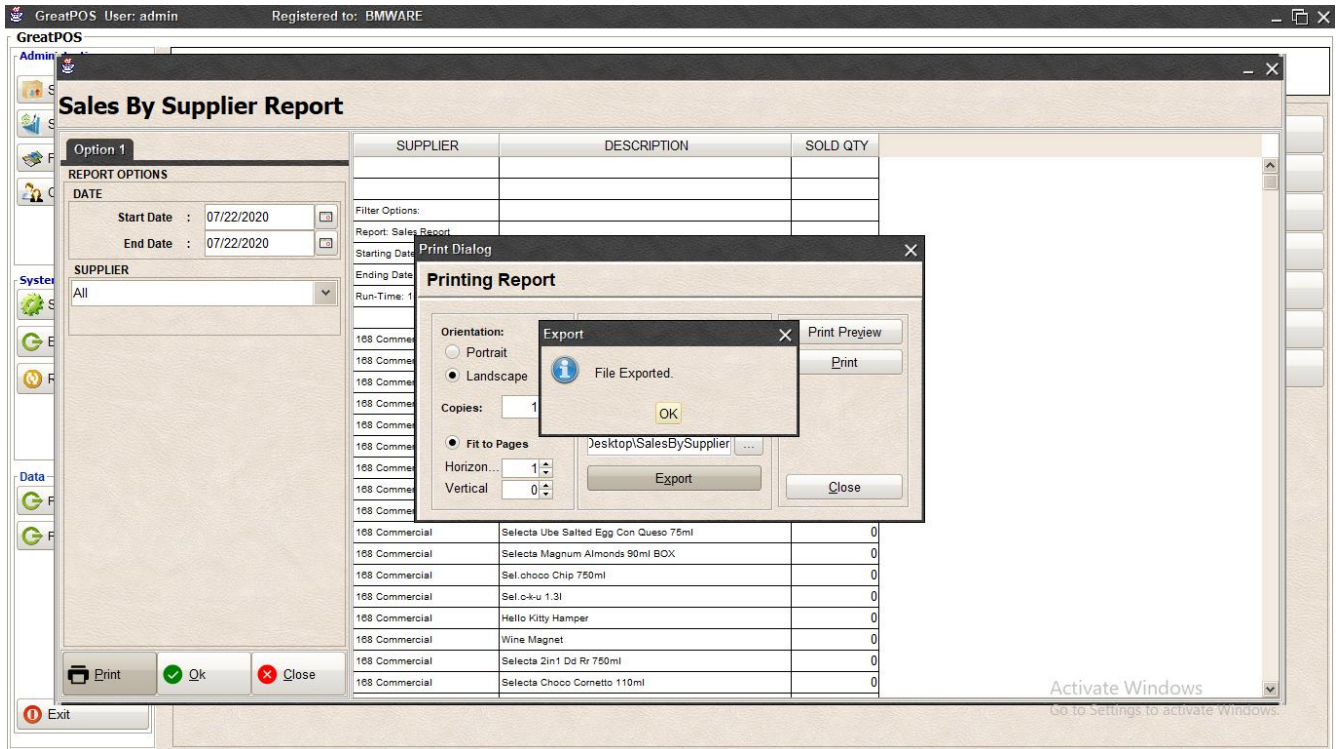
Step1) Select File Type



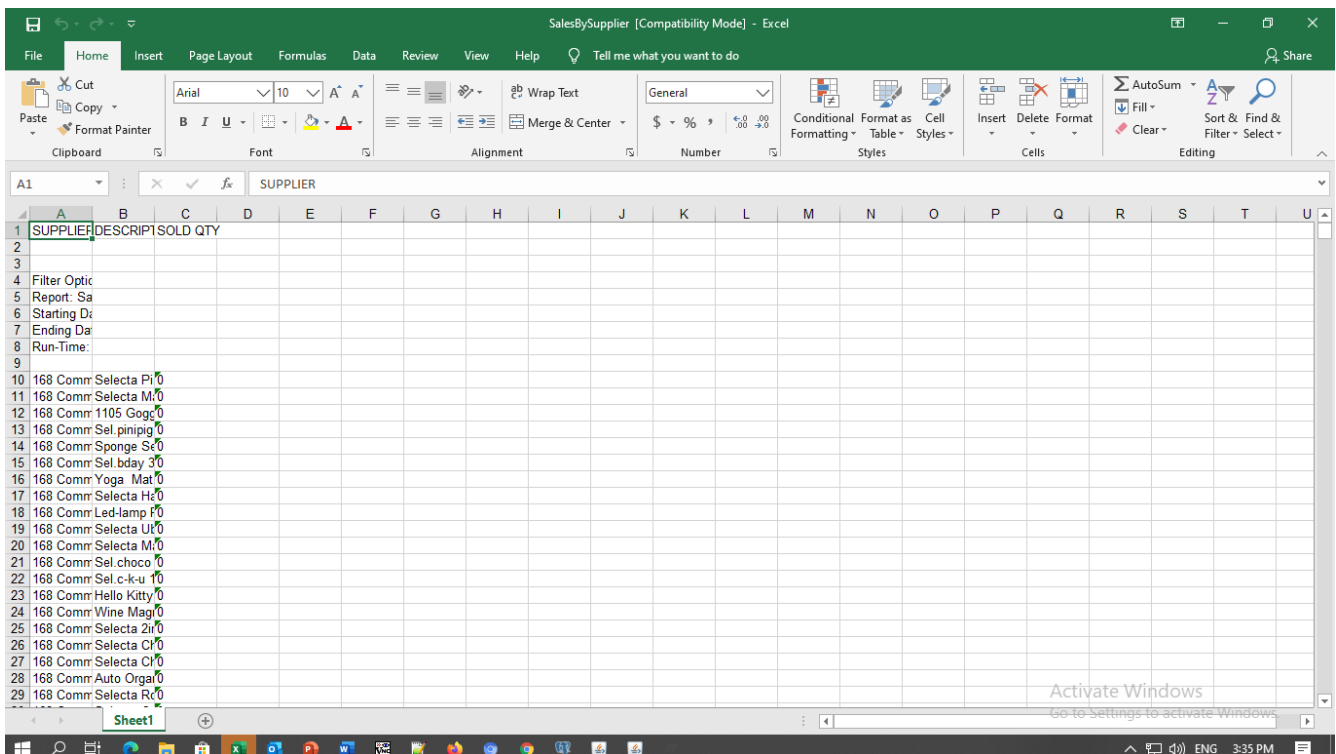
Step2) Click the (...) Button



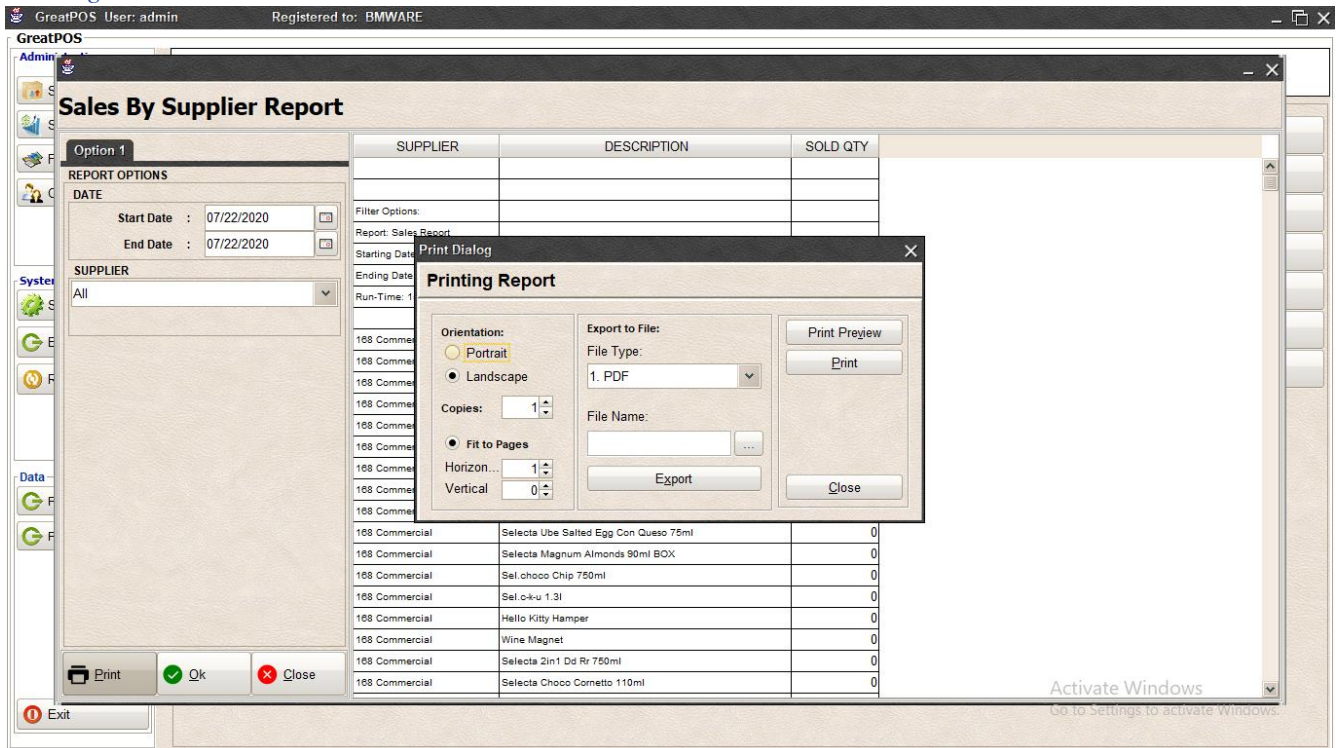
Step3) Enter File name and Click OK



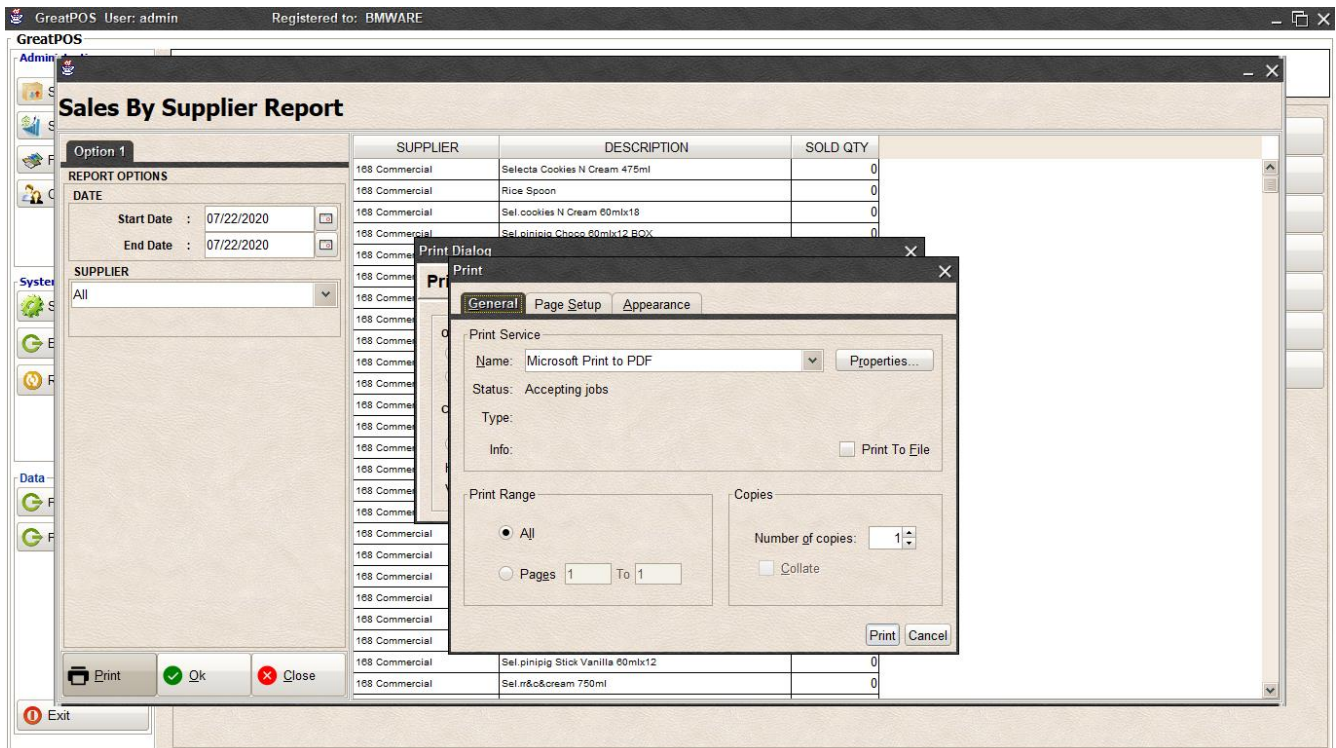
Step4) Click Ok Button



Printing




Step1) Click Print Button



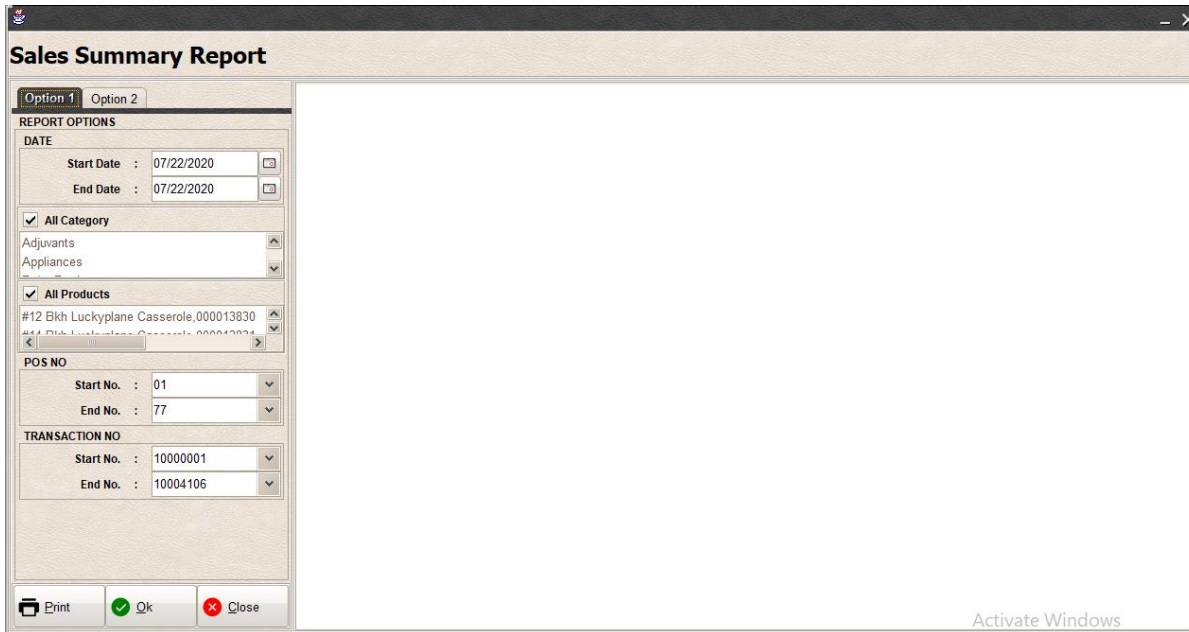
Step2) Select Printer

Step3) Click Print Button

Sales Summary Report

 Sales Summary Report

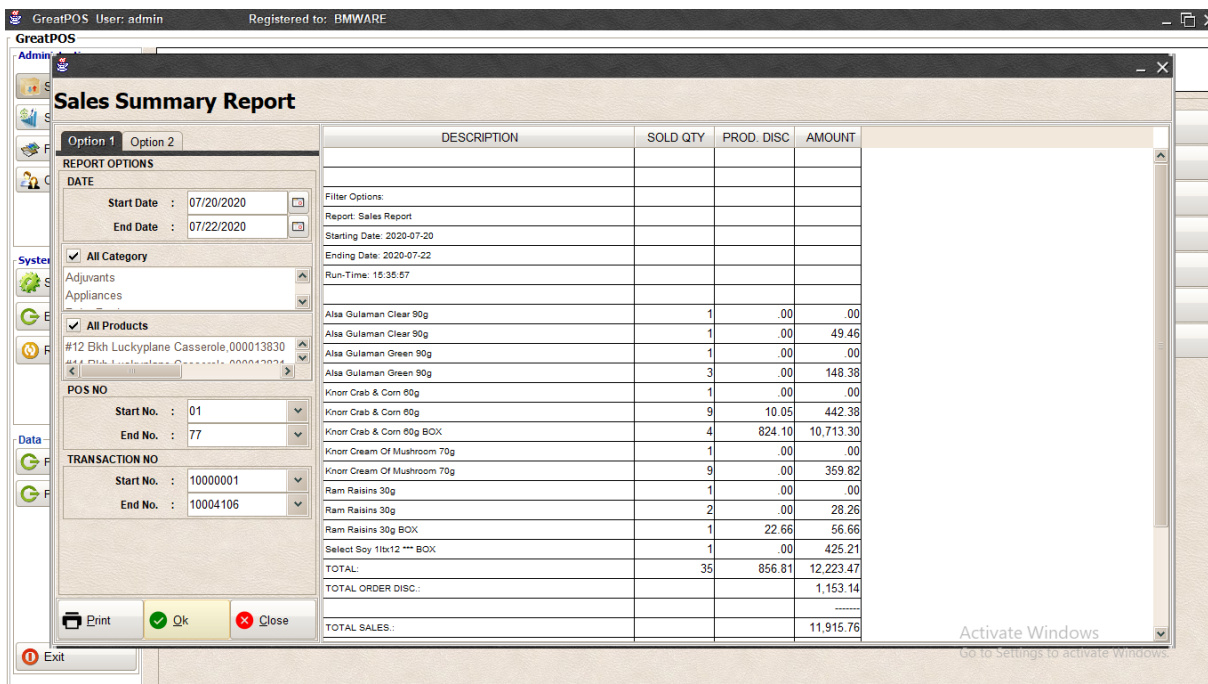
Use to View report for Sales Summary



How to use Sales Summary Report?

Step1) Select Date

Step2) Click Ok Button



DESCRIPTION	SOLD QTY	PROD. DISC	AMOUNT
Filter Options:			
Report: Sales Report			
Starting Date: 2020-07-20			
Ending Date: 2020-07-22			
Run-Time: 15:35:57			
Alsa Gulaman Clear 90g	1	.00	.00
Alsa Gulaman Clear 90g	1	.00	49.46
Alsa Gulaman Green 90g	1	.00	.00
Alsa Gulaman Green 90g	3	.00	148.38
Knorr Crab & Com 60g	1	.00	.00
Knorr Crab & Com 60g	9	10.05	442.38
Knorr Crab & Com 60g BOX	4	824.10	10,713.30
Knorr Cream Of Mushroom 70g	1	.00	.00
Knorr Cream Of Mushroom 70g	9	.00	359.82
Ram Raisins 30g	1	.00	.00
Ram Raisins 30g	2	.00	28.26
Ram Raisins 30g BOX	1	22.66	56.66
Select Soy 11x12 *** BOX	1	.00	425.21
TOTAL:	35	856.81	12,223.47
TOTAL ORDER DISC:			1,153.14
TOTAL SALES:			11,915.76

Printing

Step1) Click Print Button

The screenshot shows the GreatPOS interface with a 'Sales Summary Report' window. A 'Print Dialog' is open over the report, allowing the user to configure printing options. The report data is as follows:

DESCRIPTION	SOLD QTY	PROD. DISC	AMOUNT
Alsa Gulama			
Alsa Gulama			
Alsa Gulama			
Alsa Gulama			
Knorr Crab & Corn 60g			
Knorr Crab & Corn 60g			
Knorr Crab & Corn 60g			
Knorr Cream			
Knorr Cream			
Ram Raisins 30g	1	.00	.00
Ram Raisins 30g	2	.00	28.26
Ram Raisins 30g BOX	1	22.66	56.66
Select Soy 1ltx12 *** BOX	1	.00	425.21
TOTAL:	35	856.81	12,223.47
TOTAL ORDER DISC.:			1,153.14
TOTAL SALES:			11,915.76

The 'Print Dialog' includes options for Orientation (Portrait, Landscape, Fit to Pages), Copies (1), Horizontal/Vertical alignment, and File Name. Buttons for 'Print Preview', 'Print', 'Export', and 'Close' are visible.

Print Preview

Step1) Click Print Preview Button

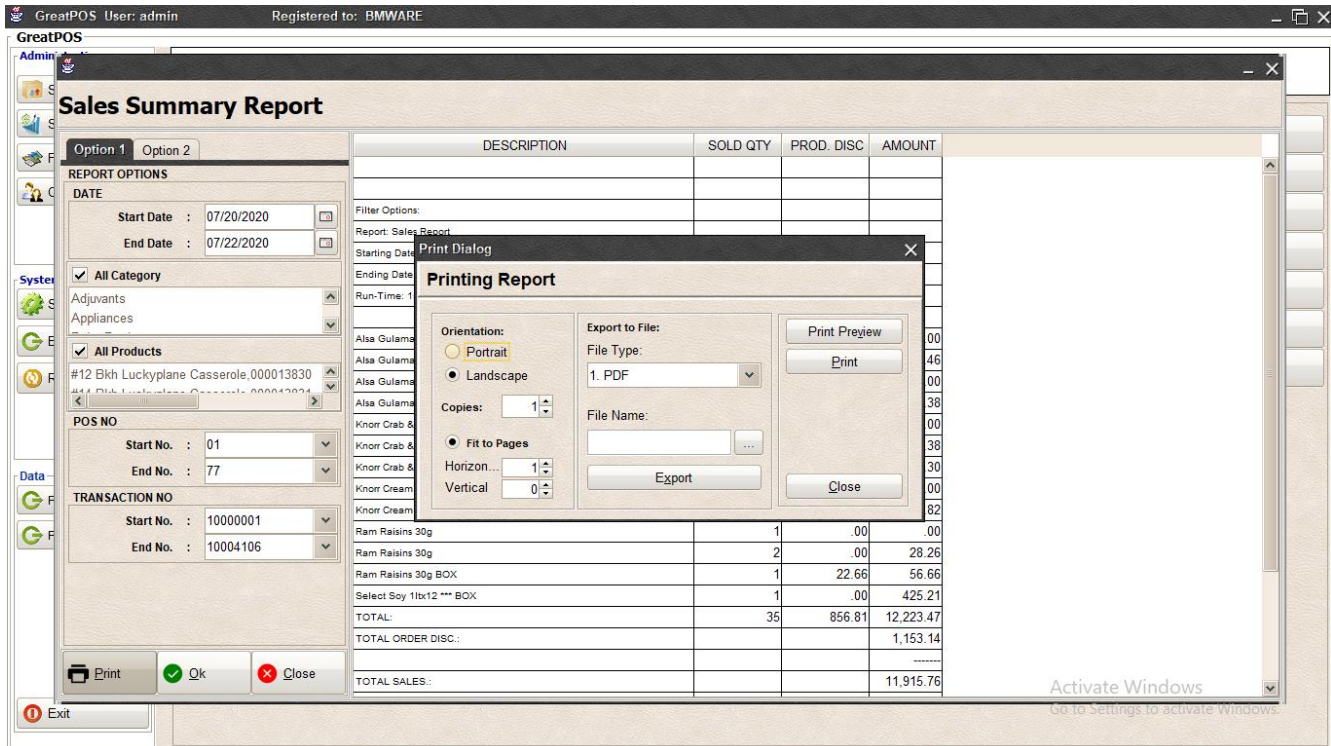
The screenshot shows the 'Print Preview' window of the GreatPOS interface. The report data is as follows:

DESCRIPTION	SOLD QTY	PROD. DISC	AMOUNT
Alsa Gulaman Clear 90g	1	.00	.00
Alsa Gulaman Clear 90g	1	.00	49.46
Alsa Gulaman Green 90g	1	.00	.00
Alsa Gulaman Green 90g	3	.00	148.38
Knorr Crab & Corn 60g	1	.00	.00
Knorr Crab & Corn 60g	9	10.05	442.38
Knorr Crab & Corn 60g BOX	4	824.10	10,713.30
Knorr Cream Of Mushroom 70g	1	.00	.00
Knorr Cream Of Mushroom 70g	9	.00	359.82
Ram Raisins 30g	1	.00	.00
Ram Raisins 30g	2	.00	28.26
Ram Raisins 30g BOX	1	22.66	56.66
Select Soy 1ltx12 *** BOX	1	.00	425.21
TOTAL:	35	856.81	12,223.47

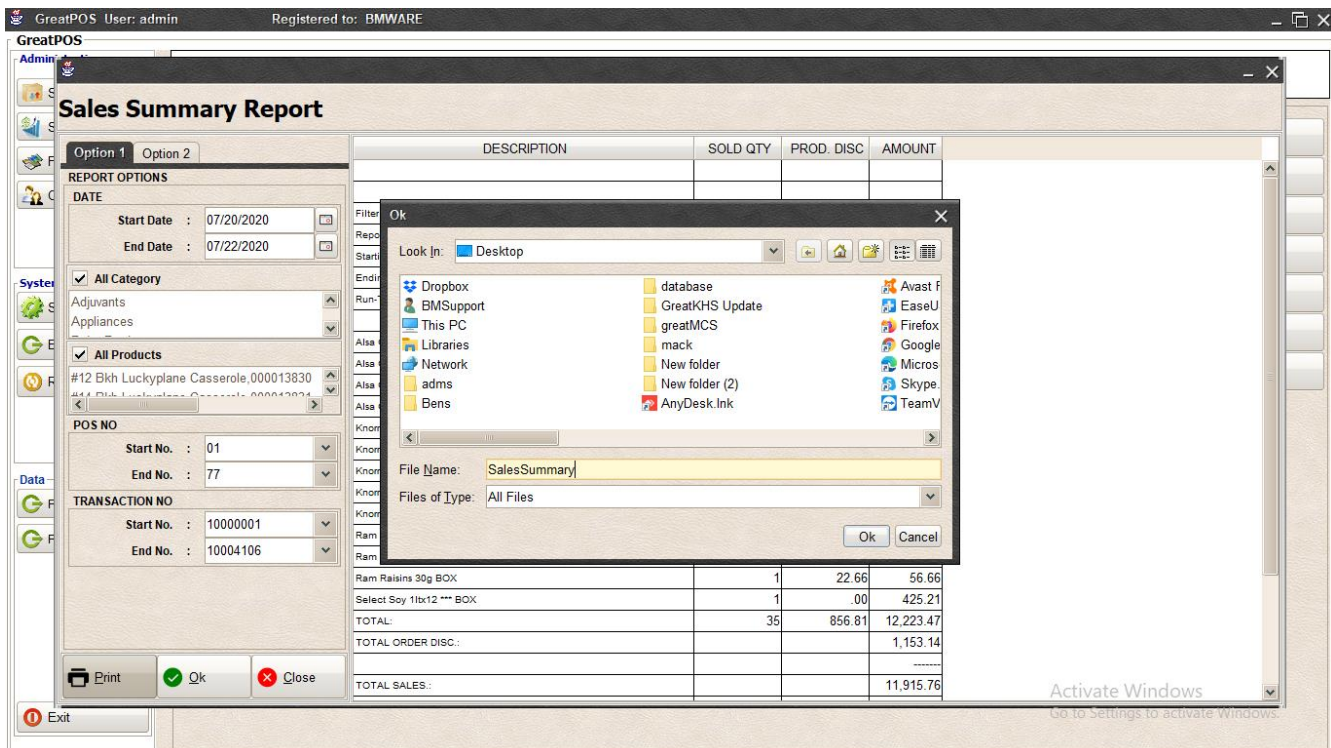
The 'Print Preview' window shows the report content as it will appear when printed, including a header with 'GreatPOS - User: admin' and 'Sales Summary Report', and a footer with 'Page 1 of 2' and '100%' zoom.

Exporting

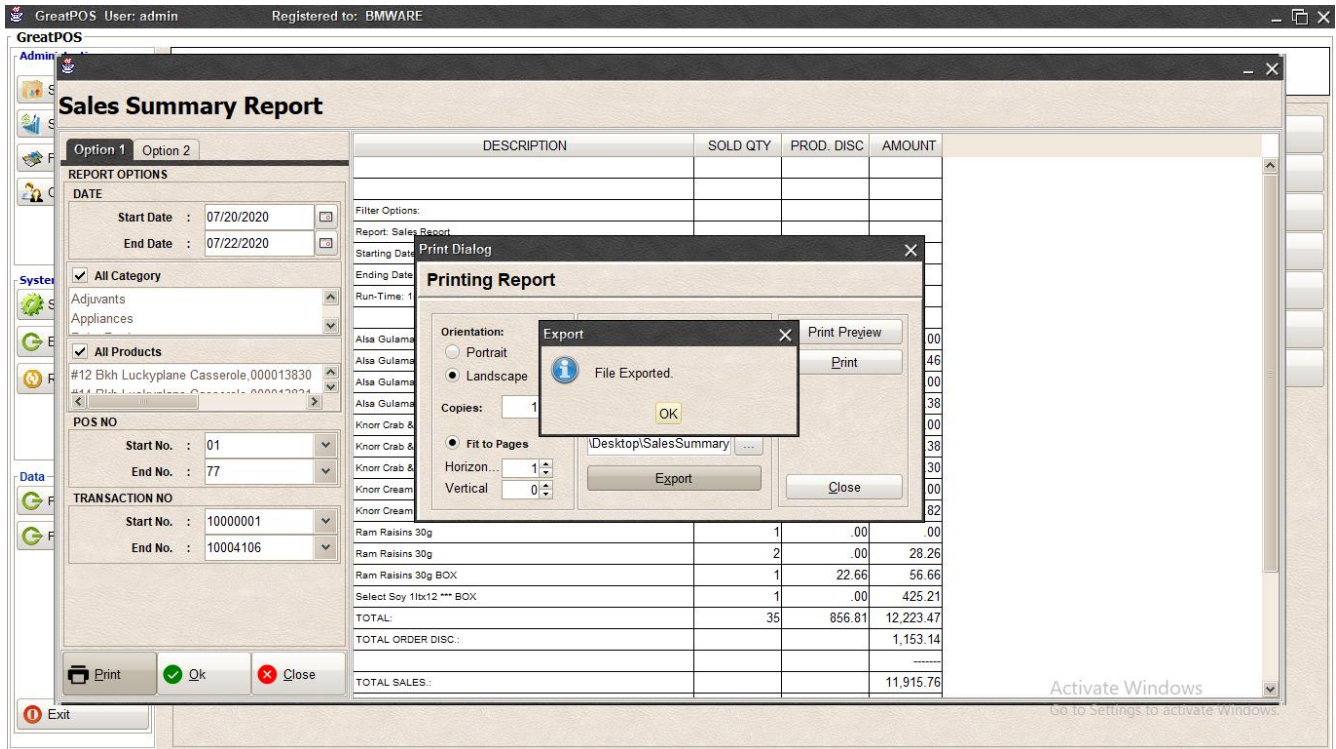
Step1) Select File Type



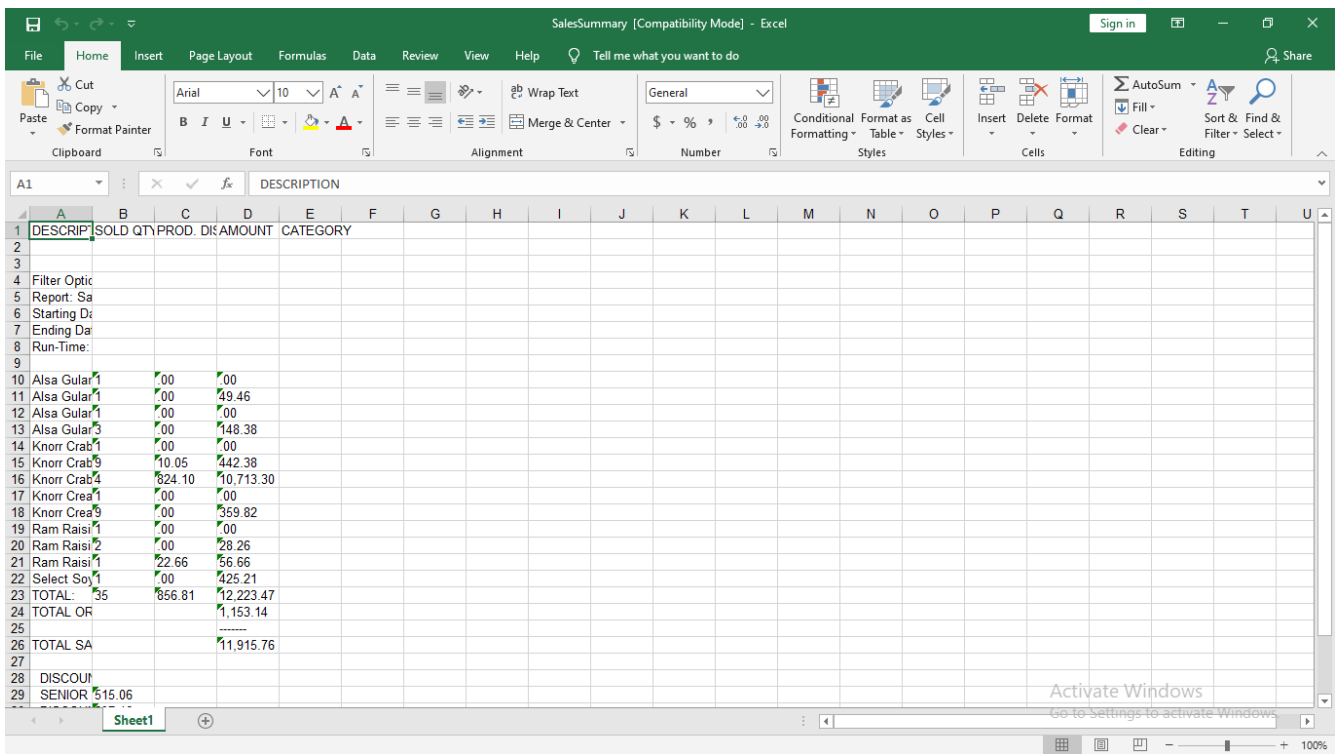
Step2) Click the (...) Button



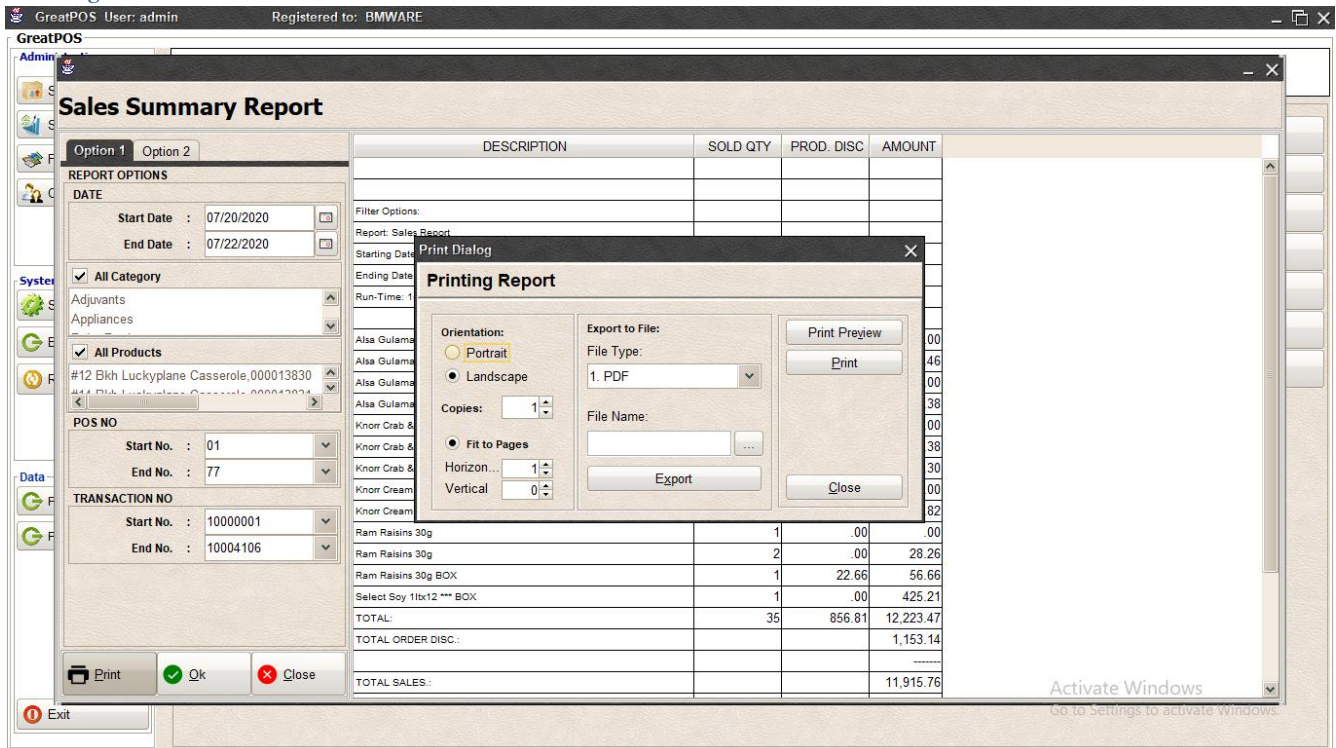
Step3) Enter File name and Click OK



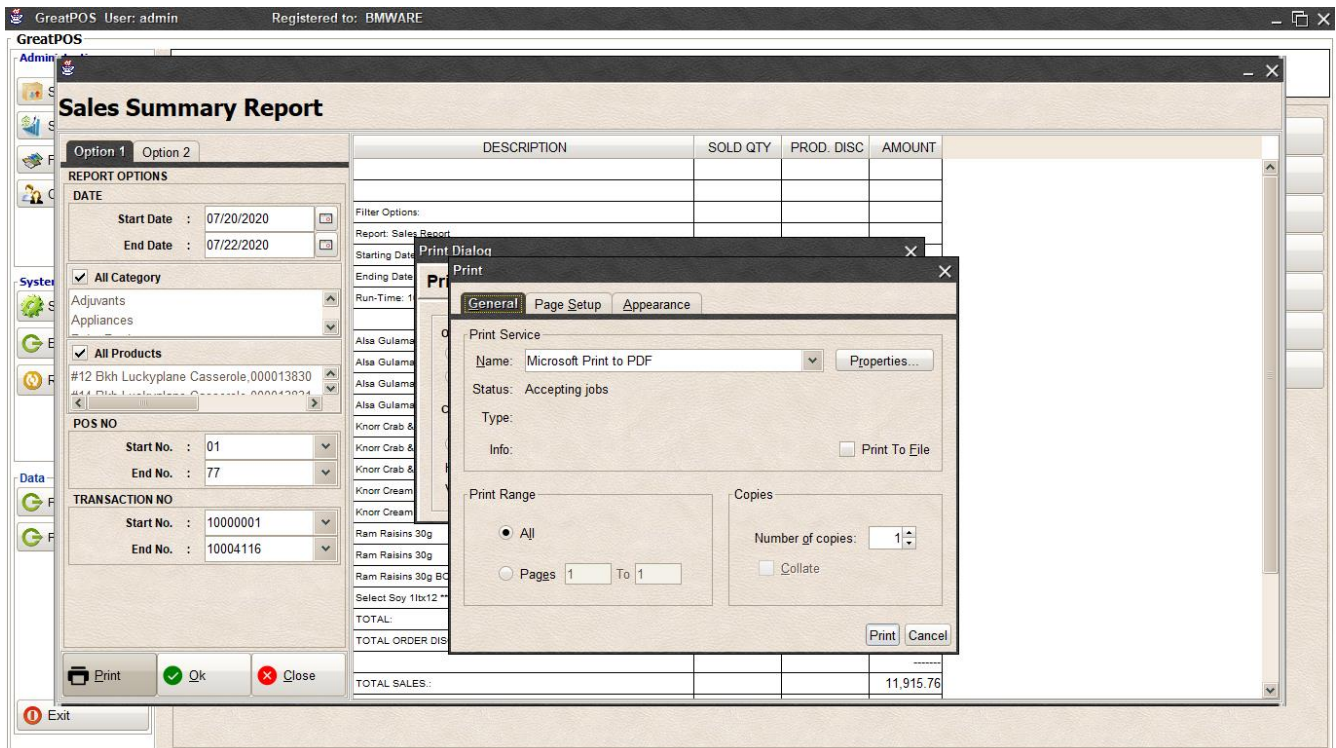
Step4) Click Ok Button



Printing



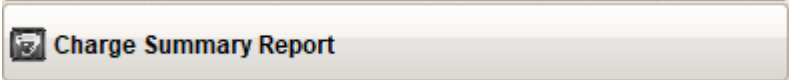
Step1) Click Print Button



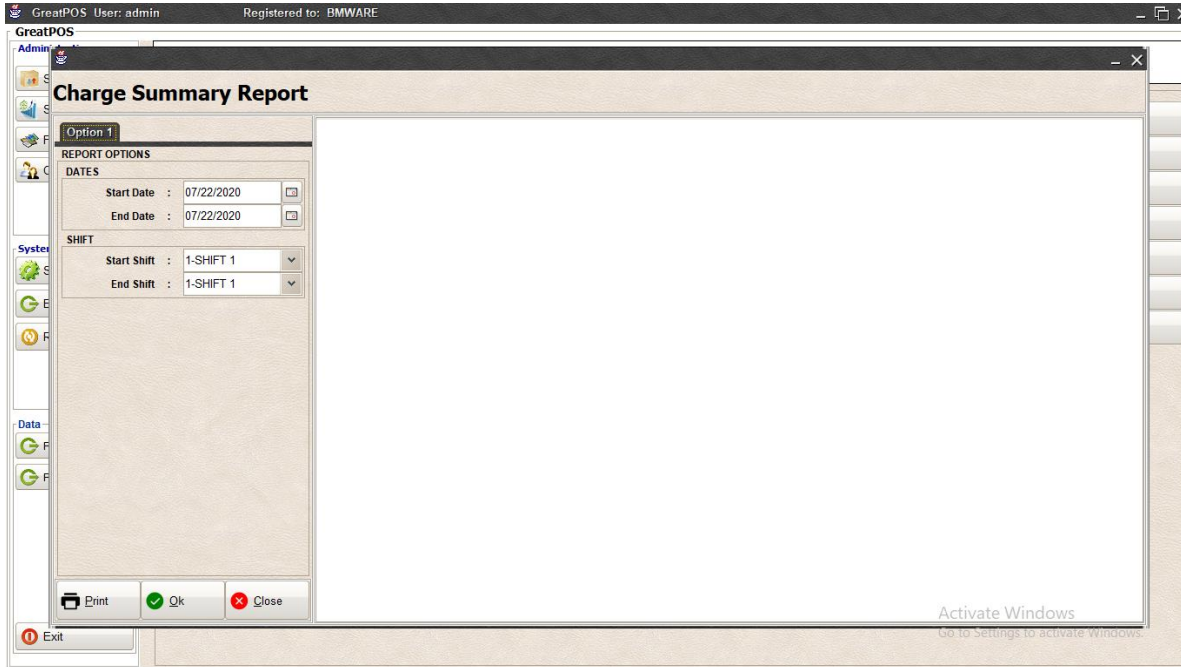
Step2) Select Printer

Step3) Click Print Button

Charge Summary Report



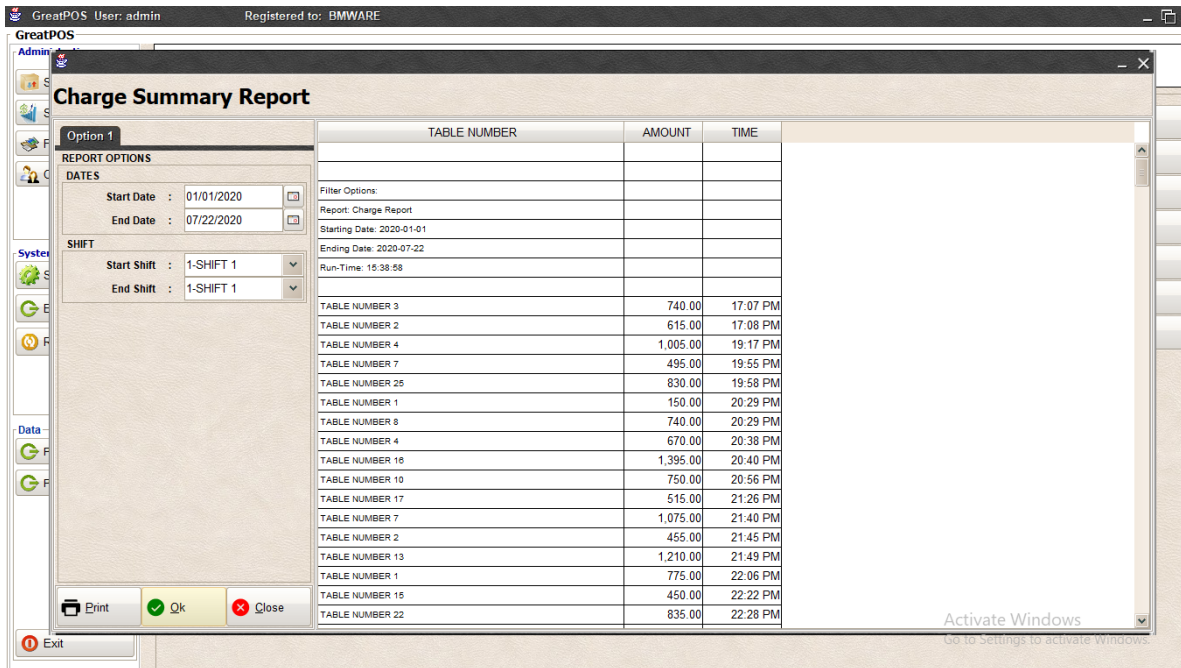
Use to View report for Charge Summary



How to use Charge summary Report?

Step1) Select Date

Step2) Click Ok Button



Printing

Step1) Click Print Button

The screenshot shows the GreatPOS software interface. The main window is titled "Charge Summary Report" and displays a table with columns for TABLE NUMBER, AMOUNT, and TIME. A "Print Dialog" box is open over the table, showing options for Orientation (Portrait and Landscape), Export to File (File Type: 1. PDF, File Name: ...), and a "Print Preview" button. The background table shows the following data:

TABLE NUMBER	AMOUNT	TIME
TABLE NUMBER 10	750.00	20:56 PM
TABLE NUMBER 17	515.00	21:26 PM
TABLE NUMBER 7	1,075.00	21:40 PM
TABLE NUMBER 2	455.00	21:45 PM
TABLE NUMBER 13	1,210.00	21:49 PM
TABLE NUMBER 1	775.00	22:06 PM
TABLE NUMBER 15	450.00	22:22 PM
TABLE NUMBER 22	835.00	22:28 PM

Print Preview

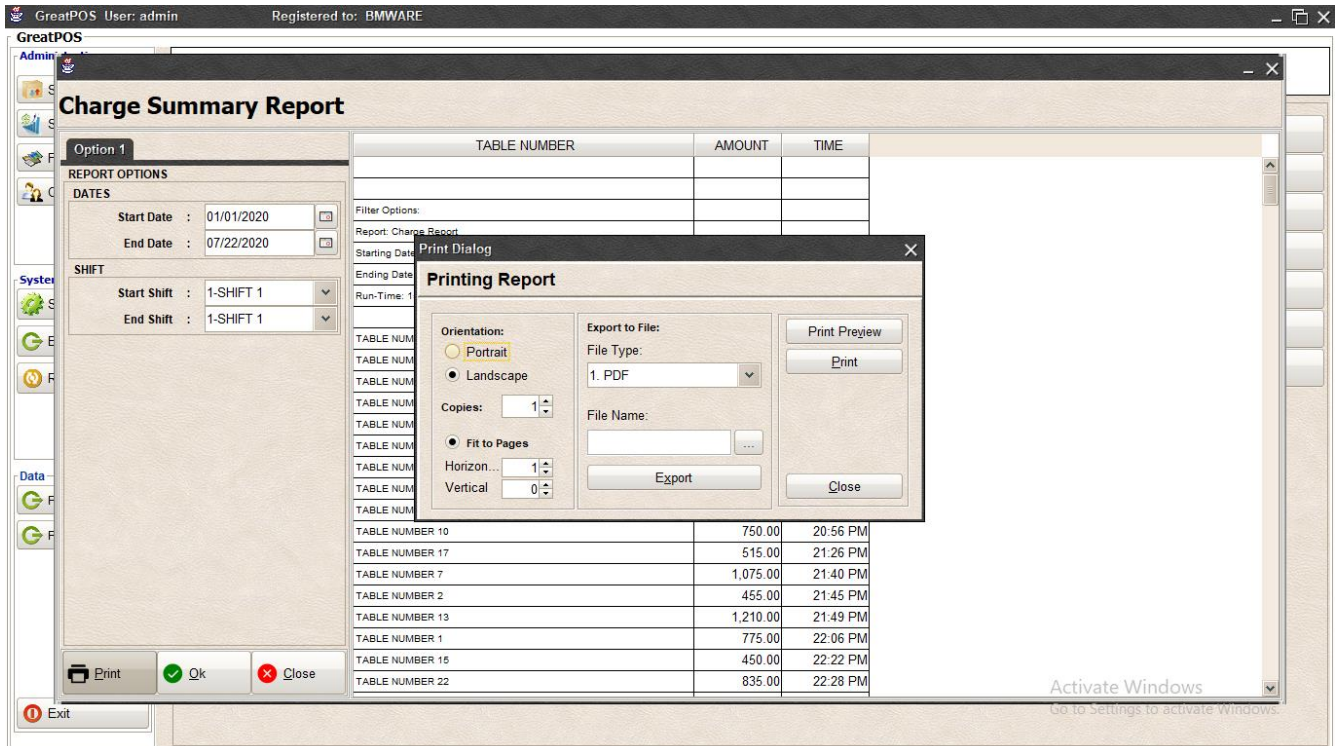
Step1) Click Print Preview Button

The screenshot shows the GreatPOS software interface with the "Print Preview" window open. The window displays a preview of the "Charge Summary Report" table. The table has columns for TABLE NUMBER, AMOUNT, and TIME. The background table shows the following data:

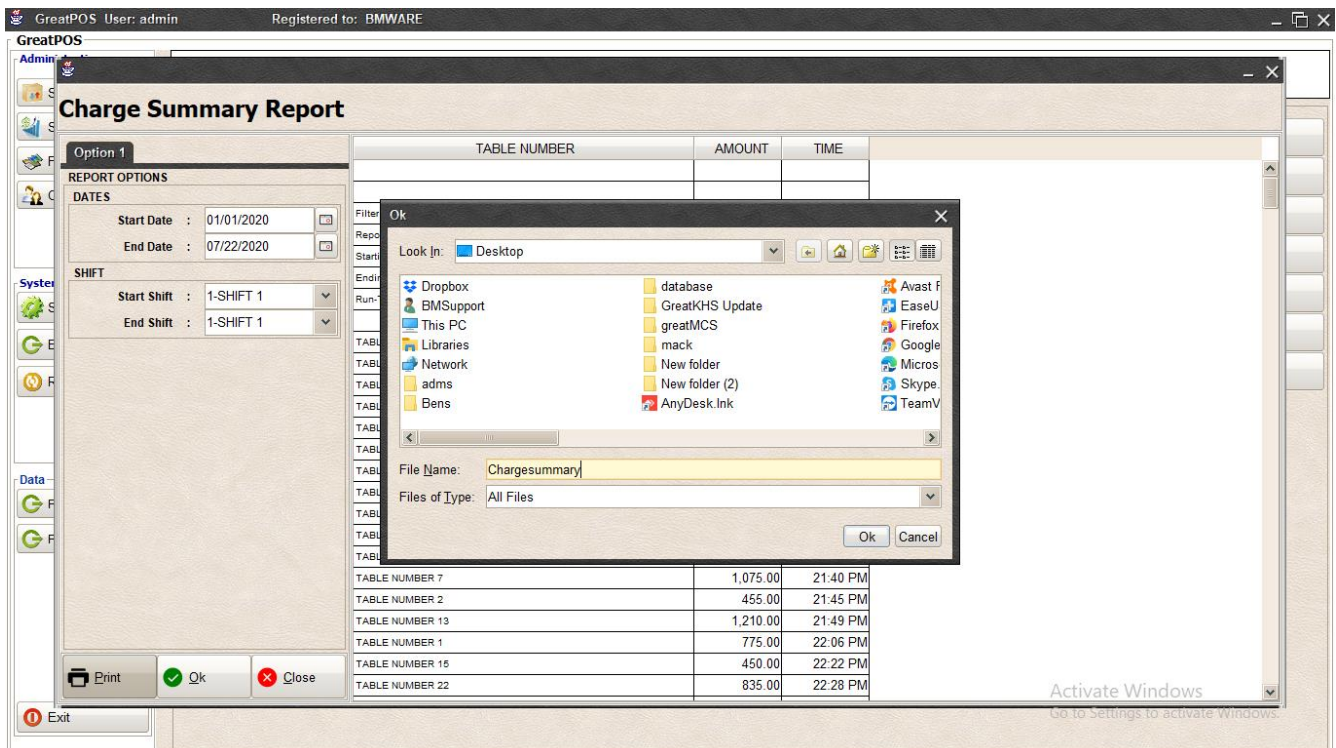
TABLE NUMBER	AMOUNT	TIME
TABLE NUMBER 3	740.00	17:07 PM
TABLE NUMBER 2	615.00	17:08 PM
TABLE NUMBER 4	1,005.00	19:17 PM
TABLE NUMBER 7	495.00	19:55 PM
TABLE NUMBER 25	830.00	19:58 PM
TABLE NUMBER 1	150.00	20:29 PM
TABLE NUMBER 8	740.00	20:29 PM
TABLE NUMBER 4	670.00	20:38 PM
TABLE NUMBER 16	1,395.00	20:40 PM
TABLE NUMBER 10	750.00	20:56 PM
TABLE NUMBER 17	515.00	21:26 PM
TABLE NUMBER 7	1,075.00	21:40 PM
TABLE NUMBER 2	455.00	21:45 PM
TABLE NUMBER 13	1,210.00	21:49 PM

Exporting

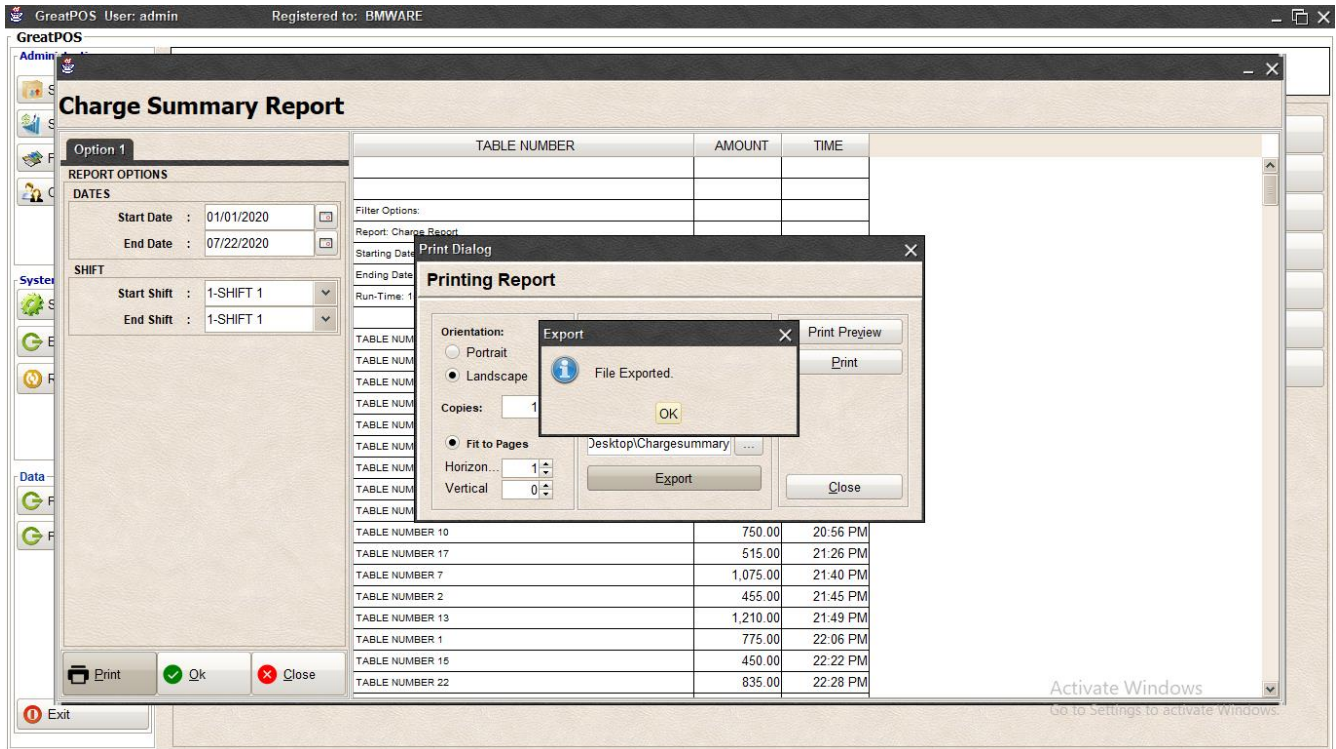
Step1) Select File Type



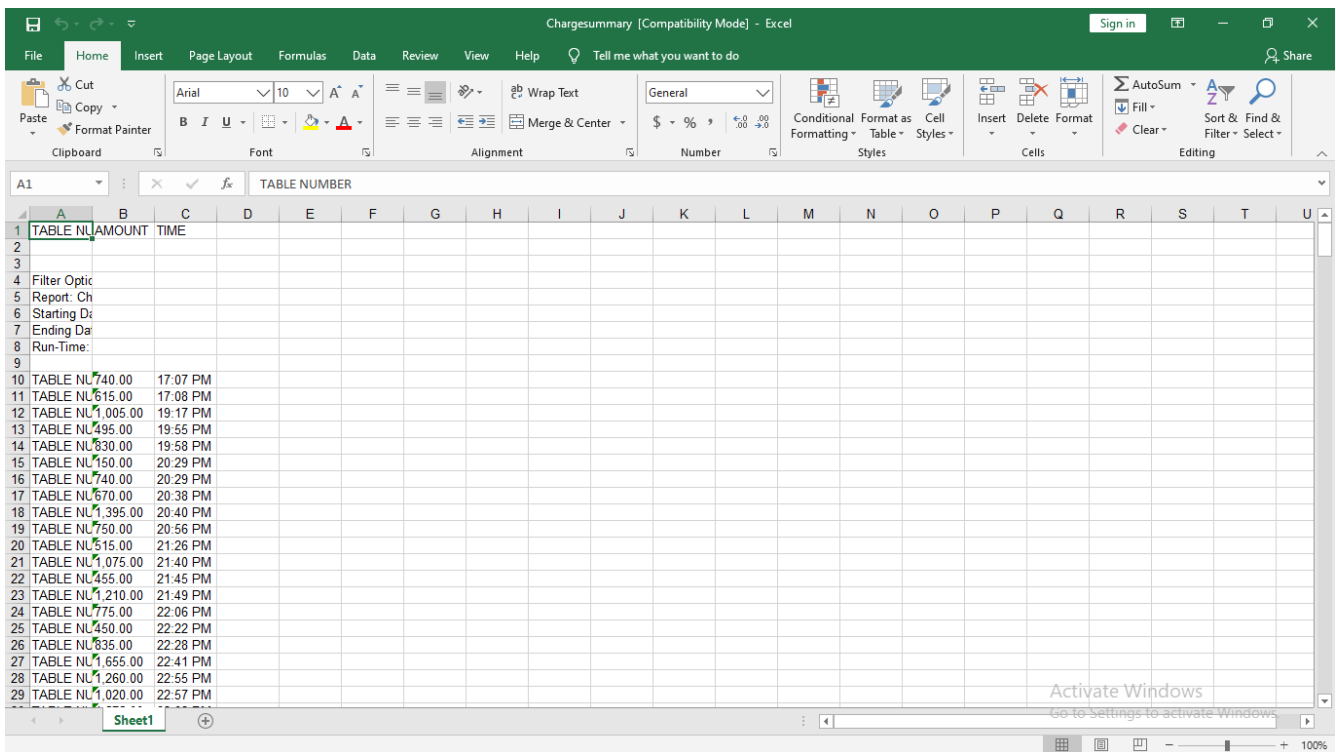
Step2) Click the (...) Button



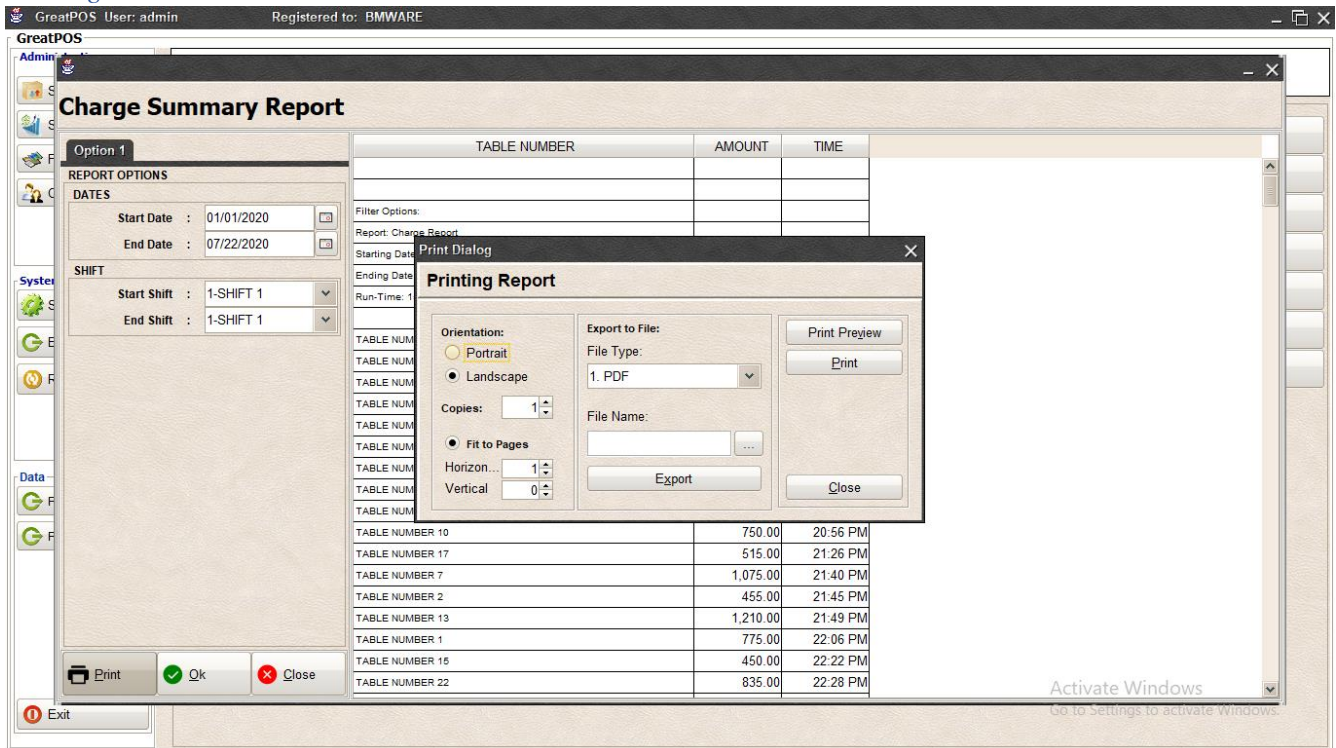
Step3) Enter File name and Click OK



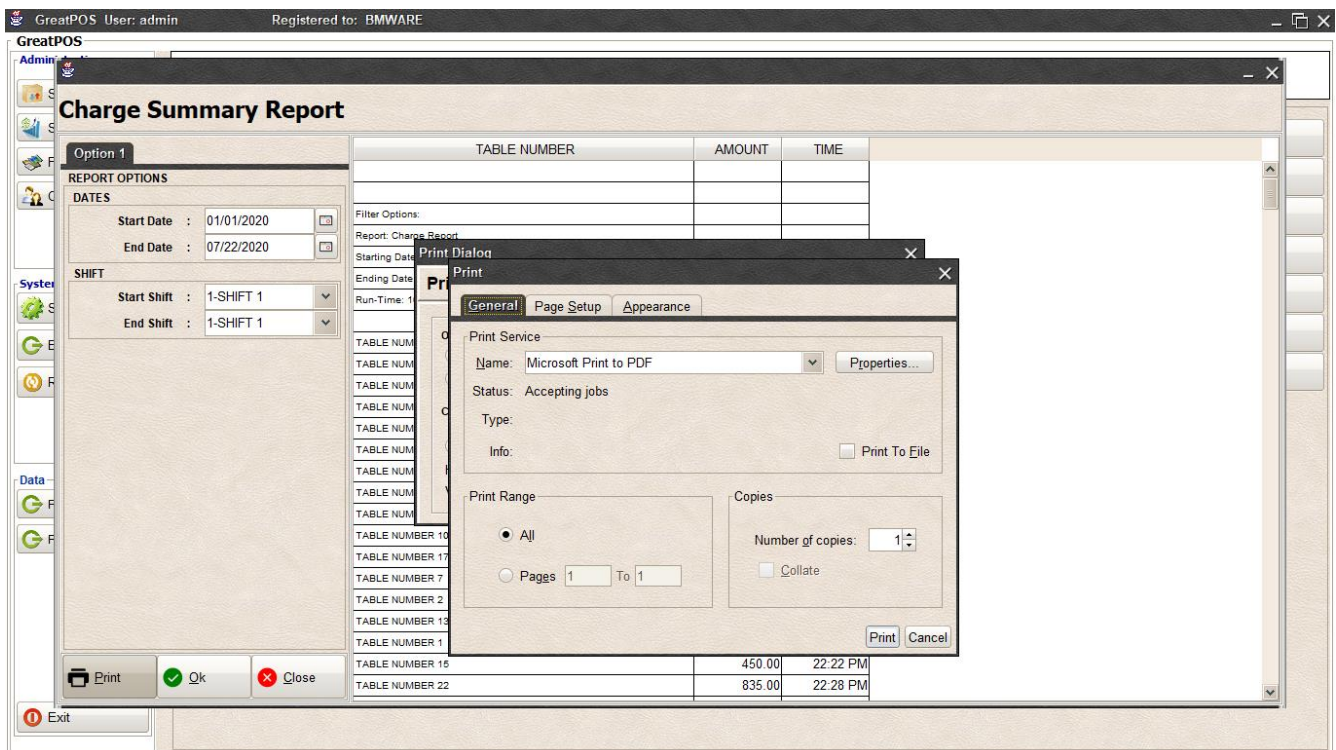
Step4) Click Ok Button



Printing




Step1) Click Print Button



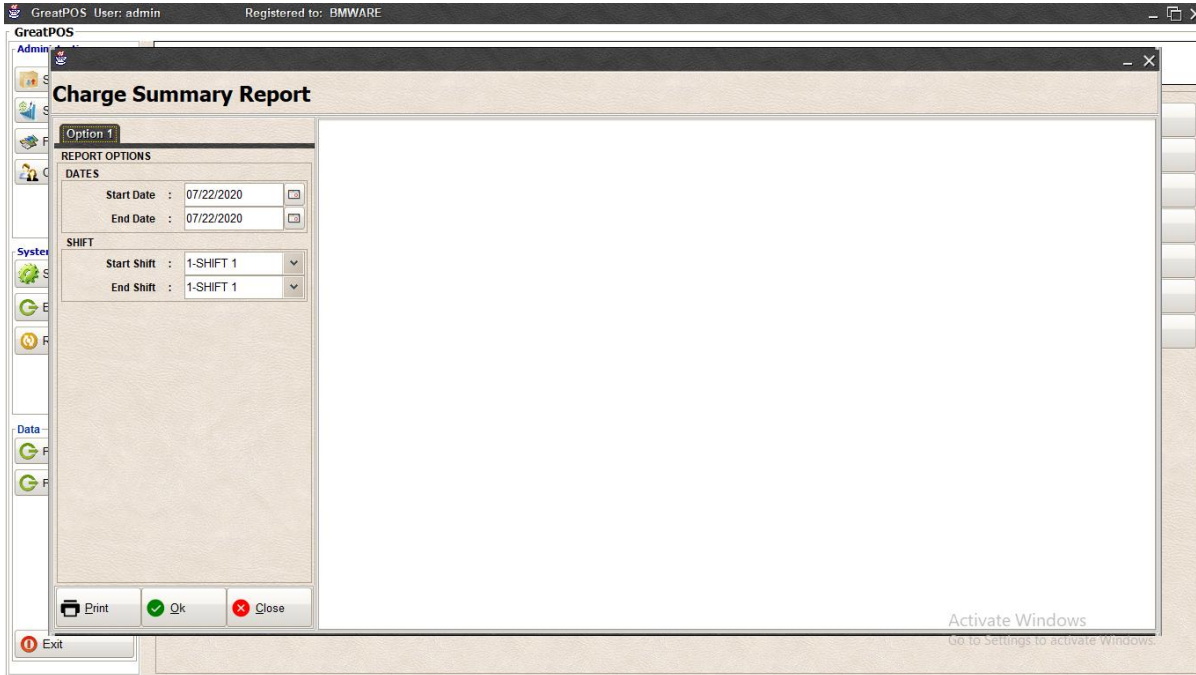
Step2) Select Printer

Step3) Click Print Button

Charge Detailed Report

 Charge Detailed Report

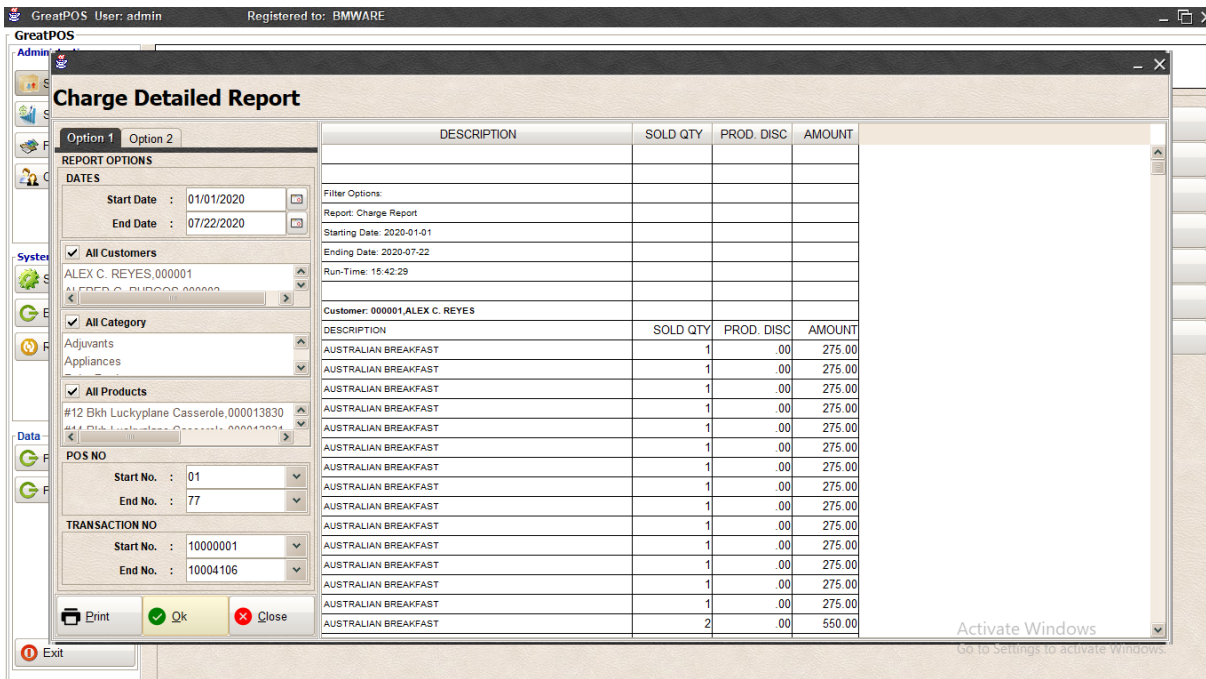
Use to View report for Charge Detailed



How to use Charge Detailed Report?

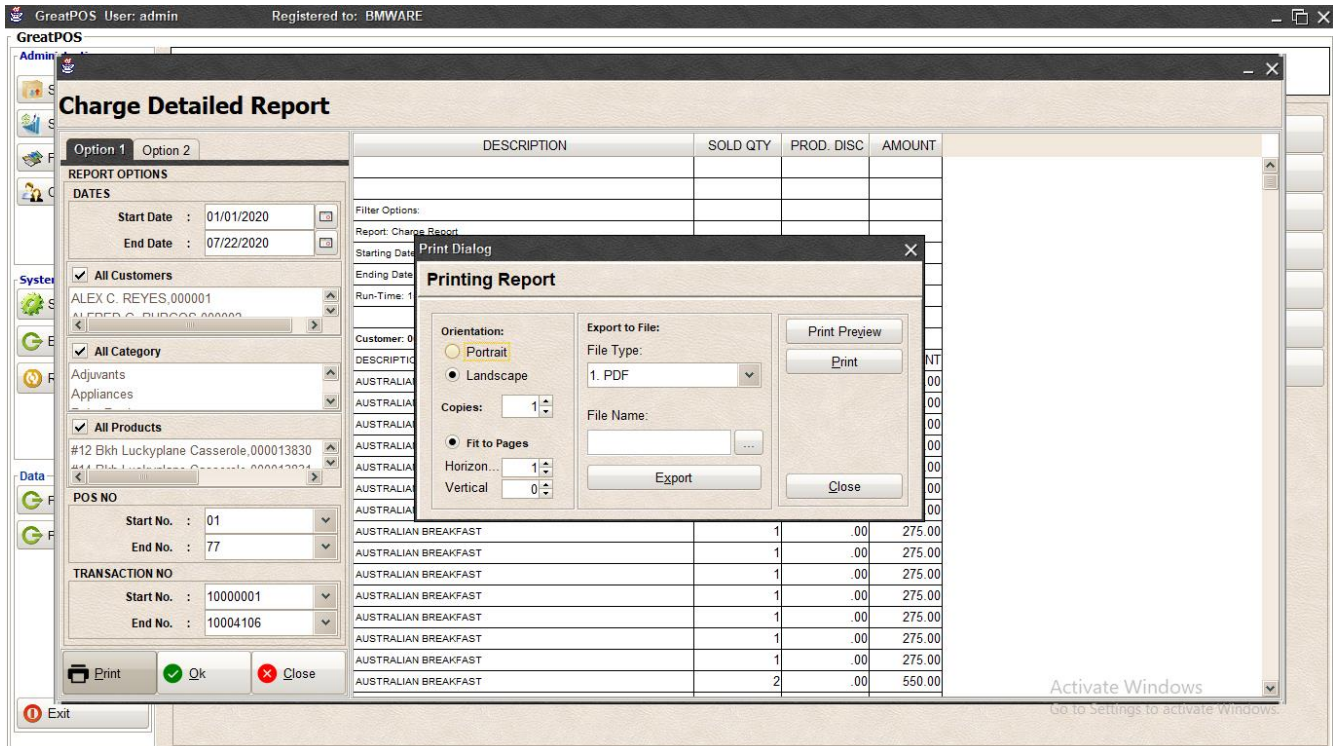
Step1) Select Date

Step2) Click Ok Button

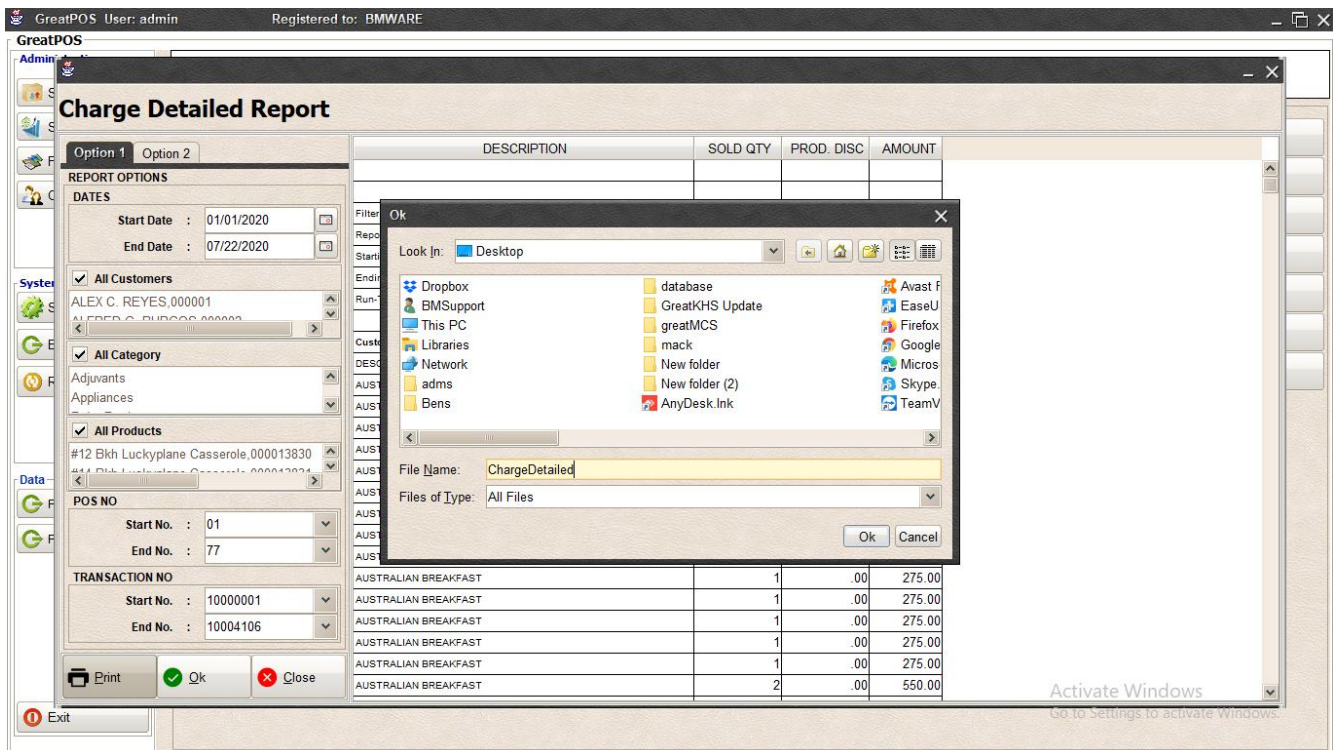


Exporting

Step1) Select File Type

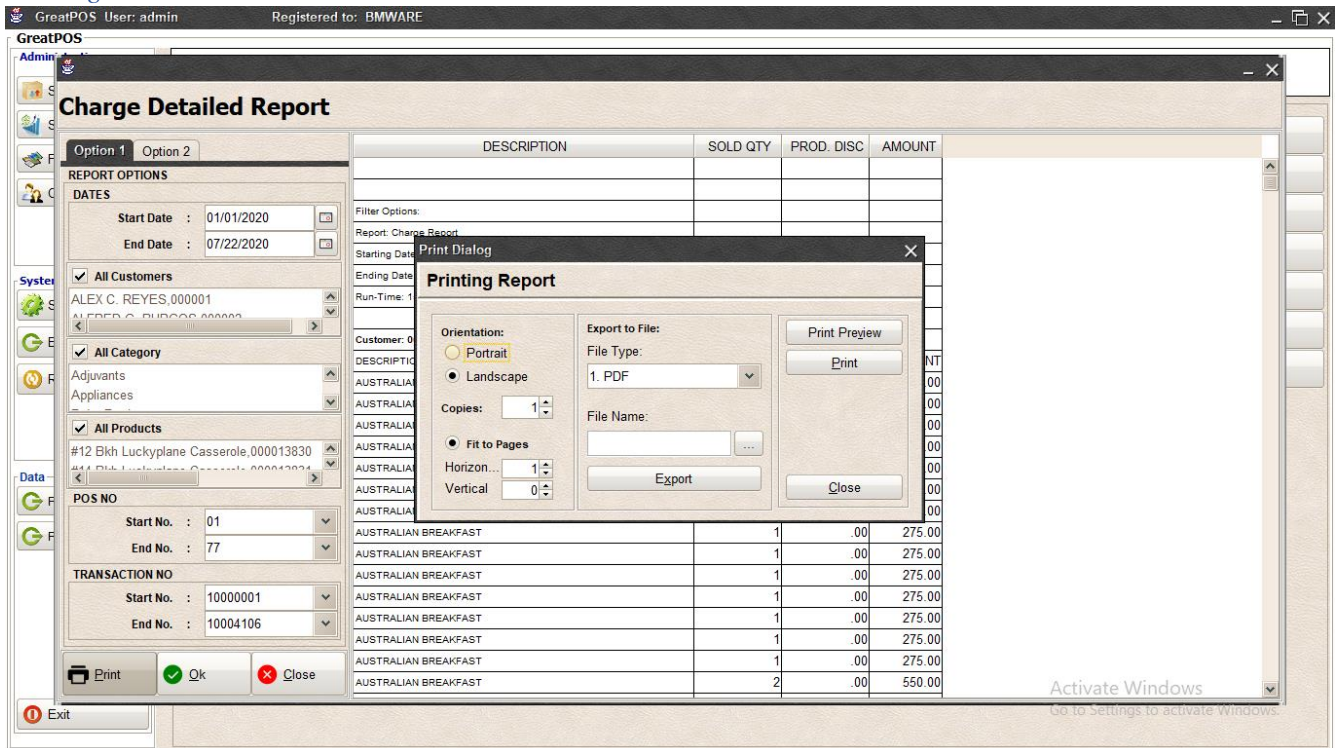


Step2) Click the (...) Button

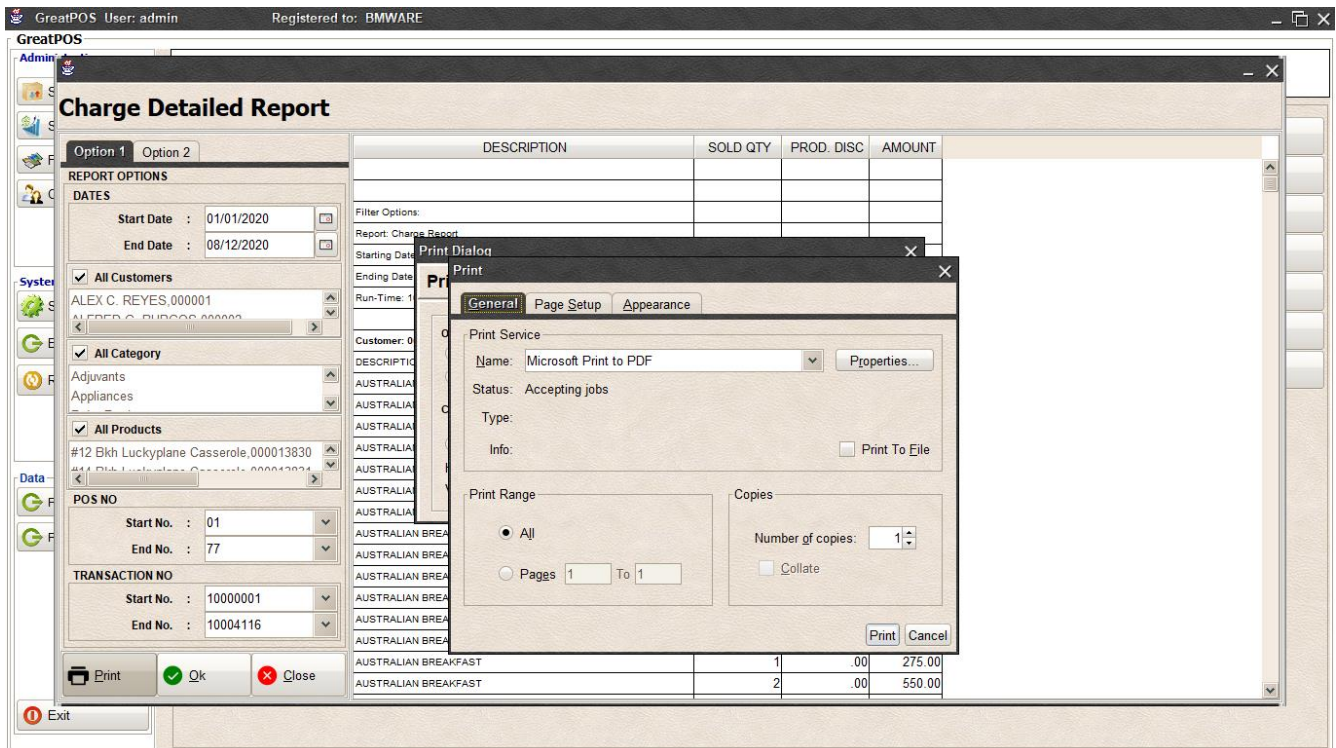


Step3) Enter File name and Click OK

Printing



Step1) Click Print Button



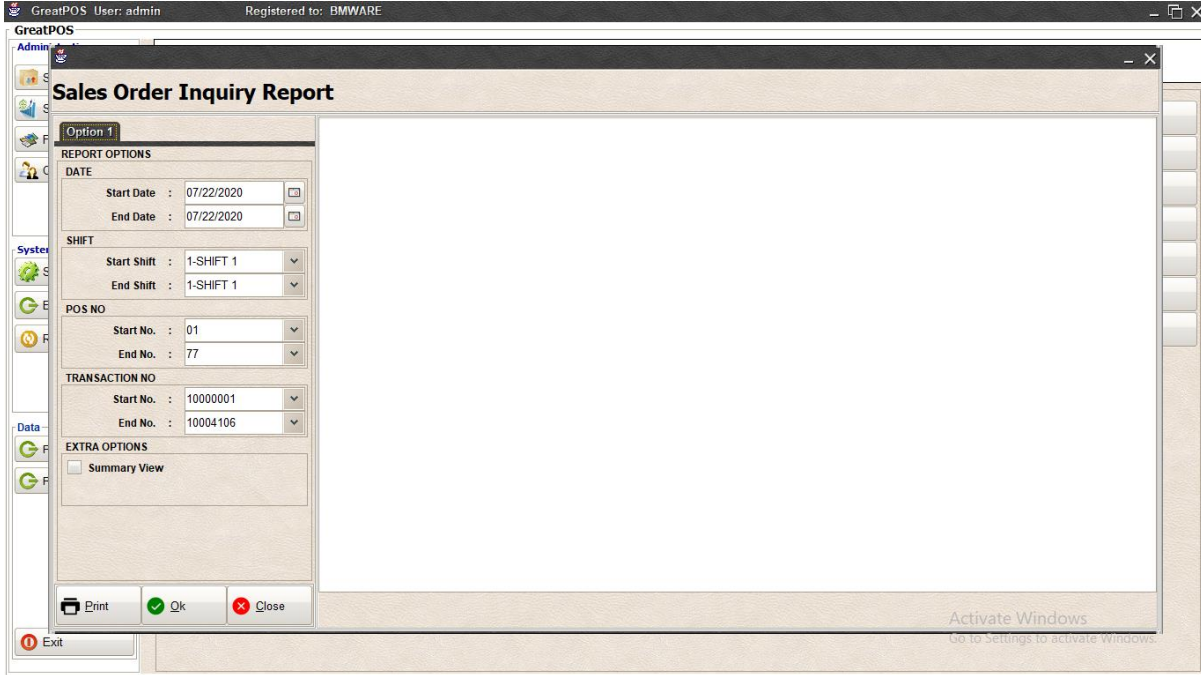
Step2) Select Printer

Step3) Click Print Button

Order Sales Inquiry Report



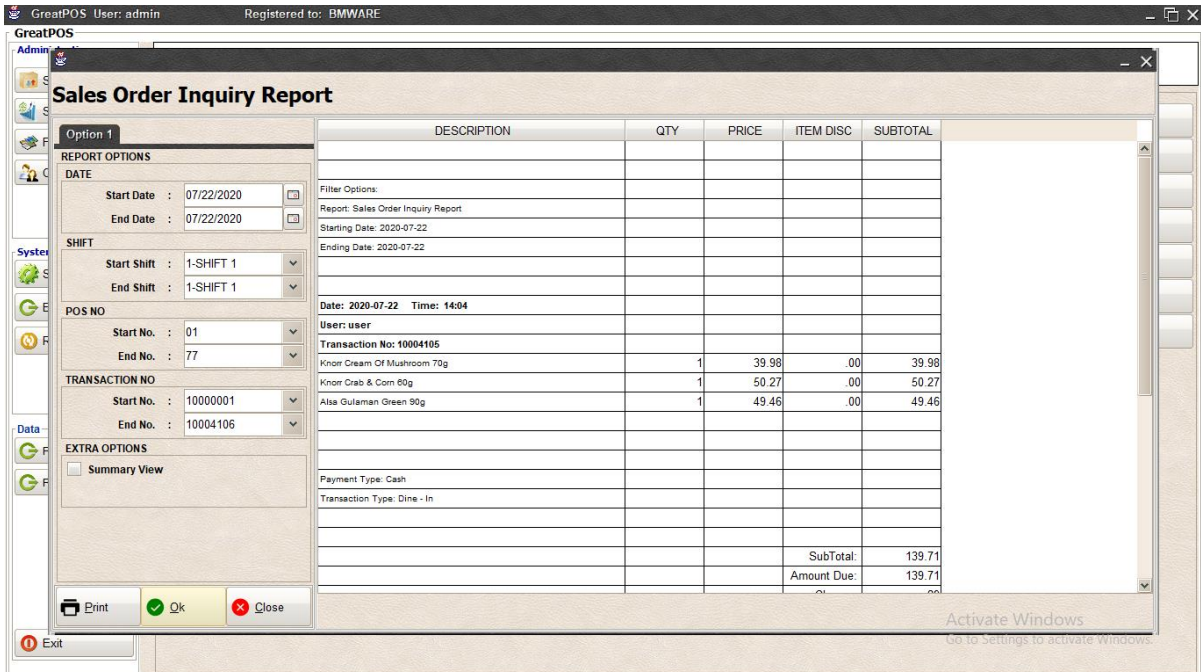
Use to View report for Order Sales Inquiry



How to use Sales Order Inquiry Report?

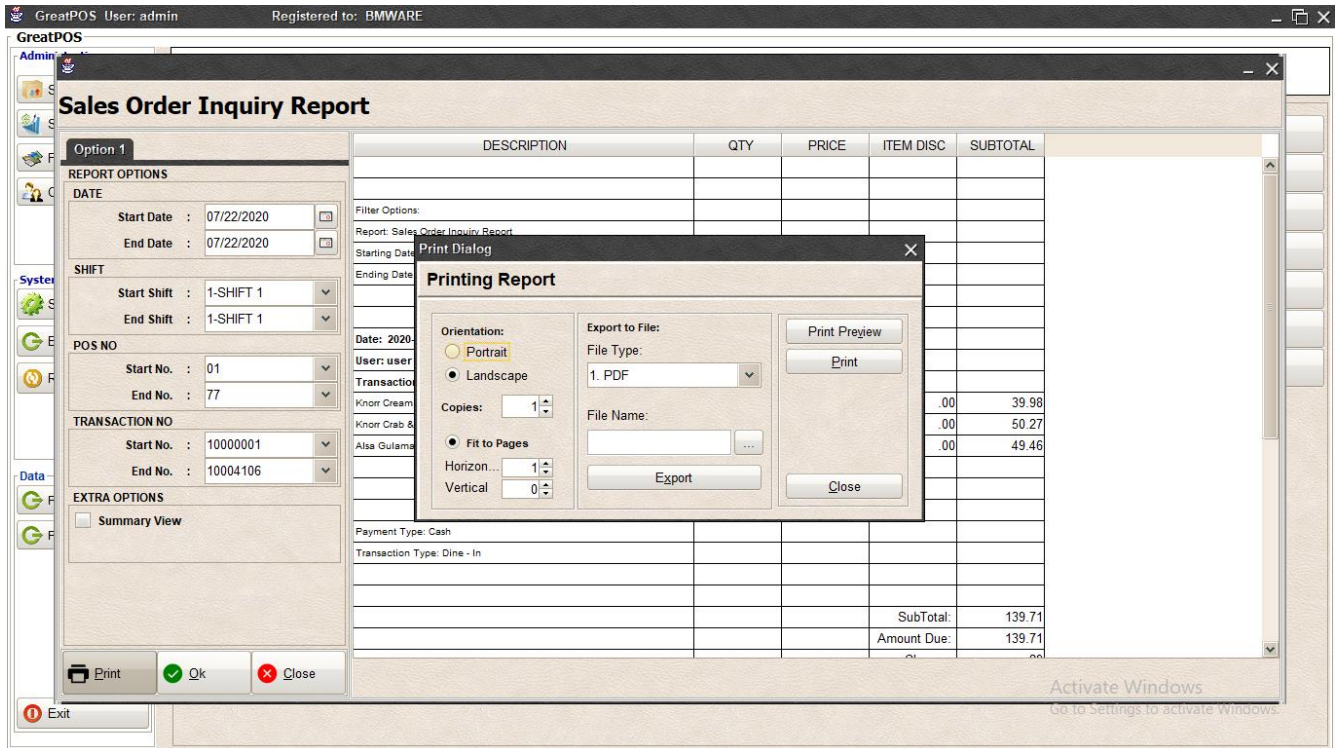
Step1) Select Date

Step2) Click Ok Button

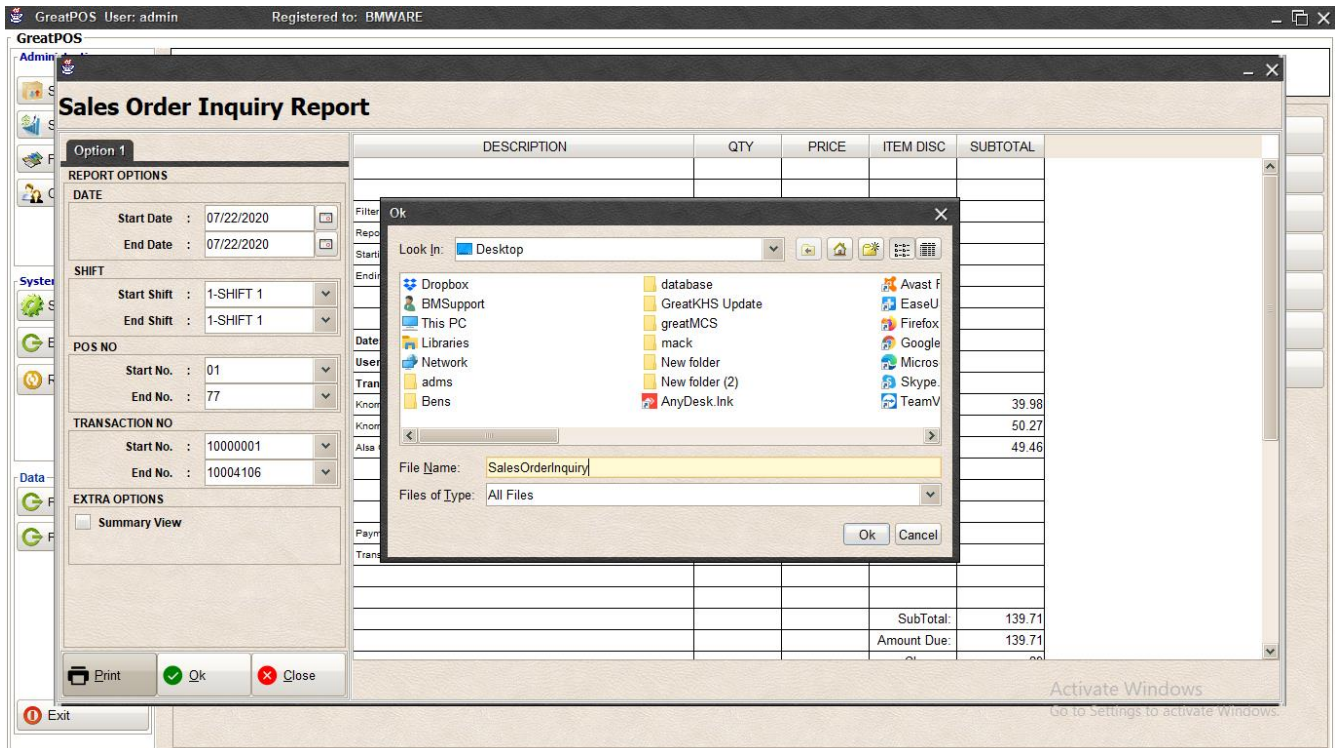


Exporting

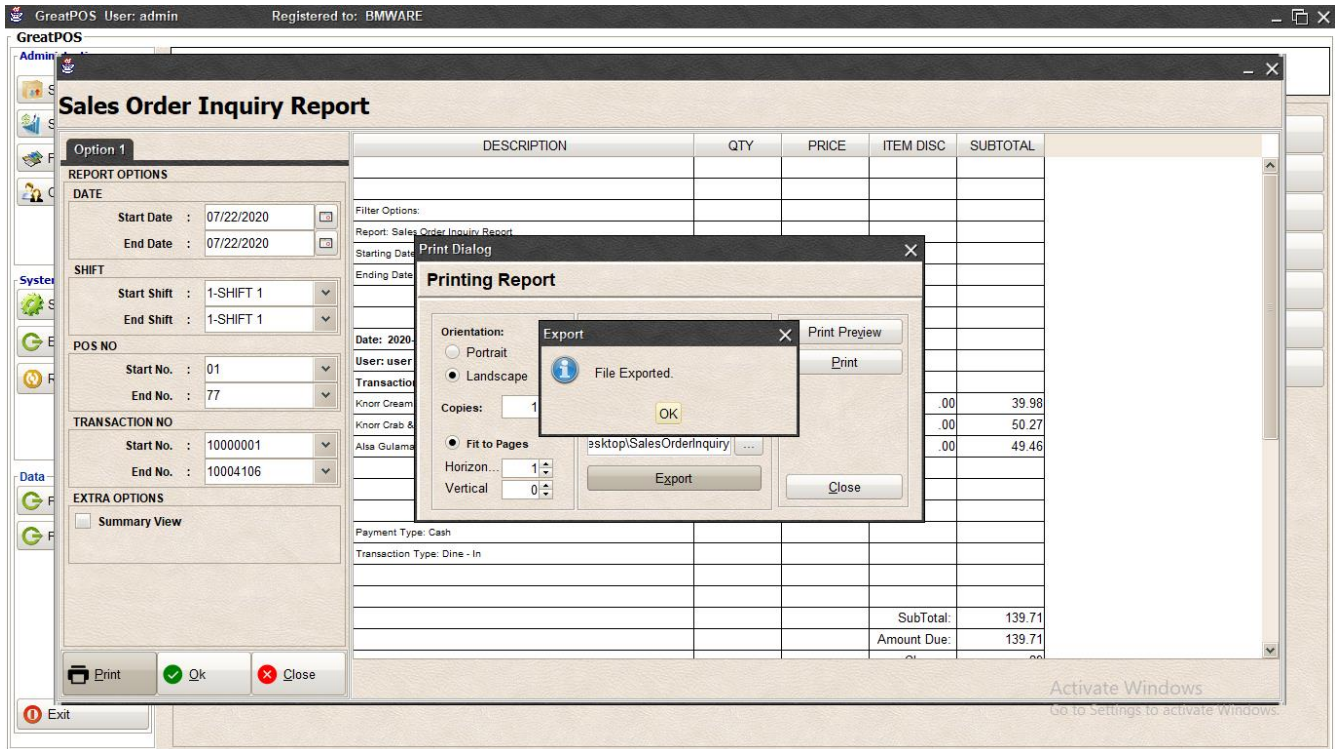
Step1) Select File Type



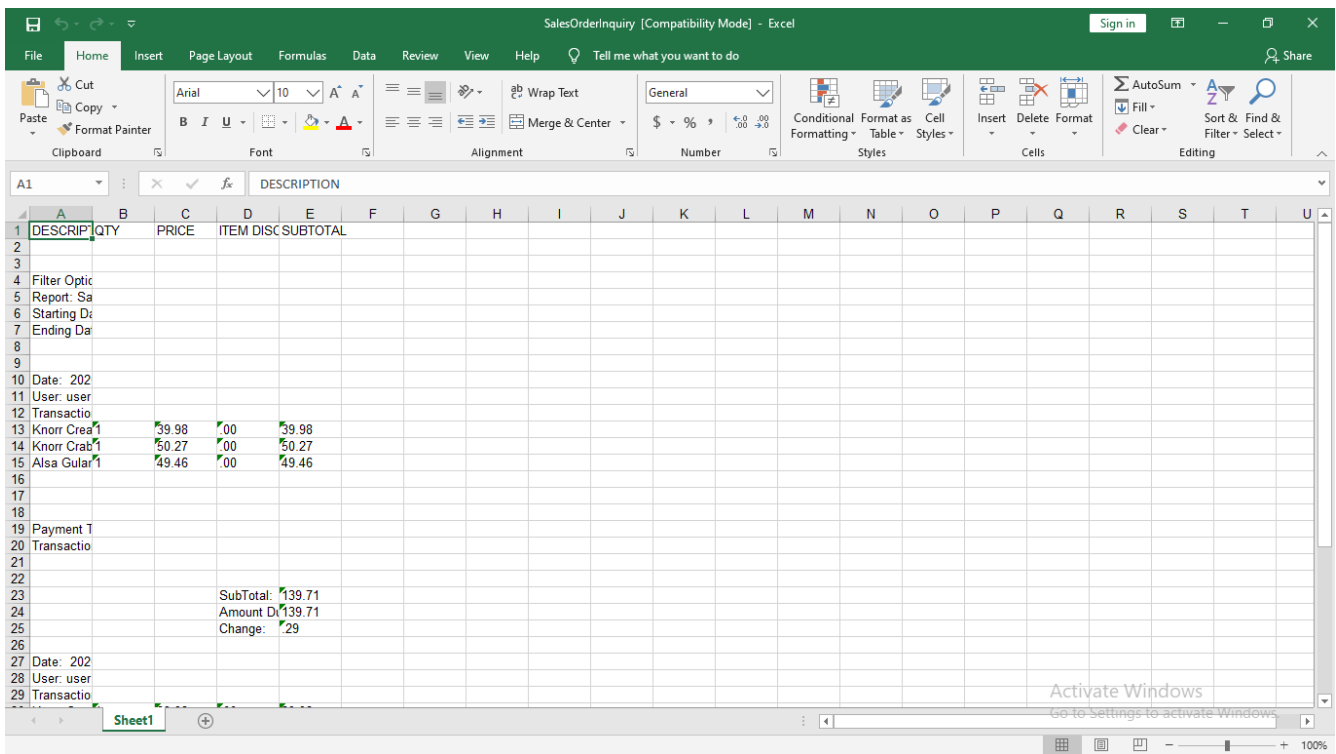
Step2) Click the (...) Button



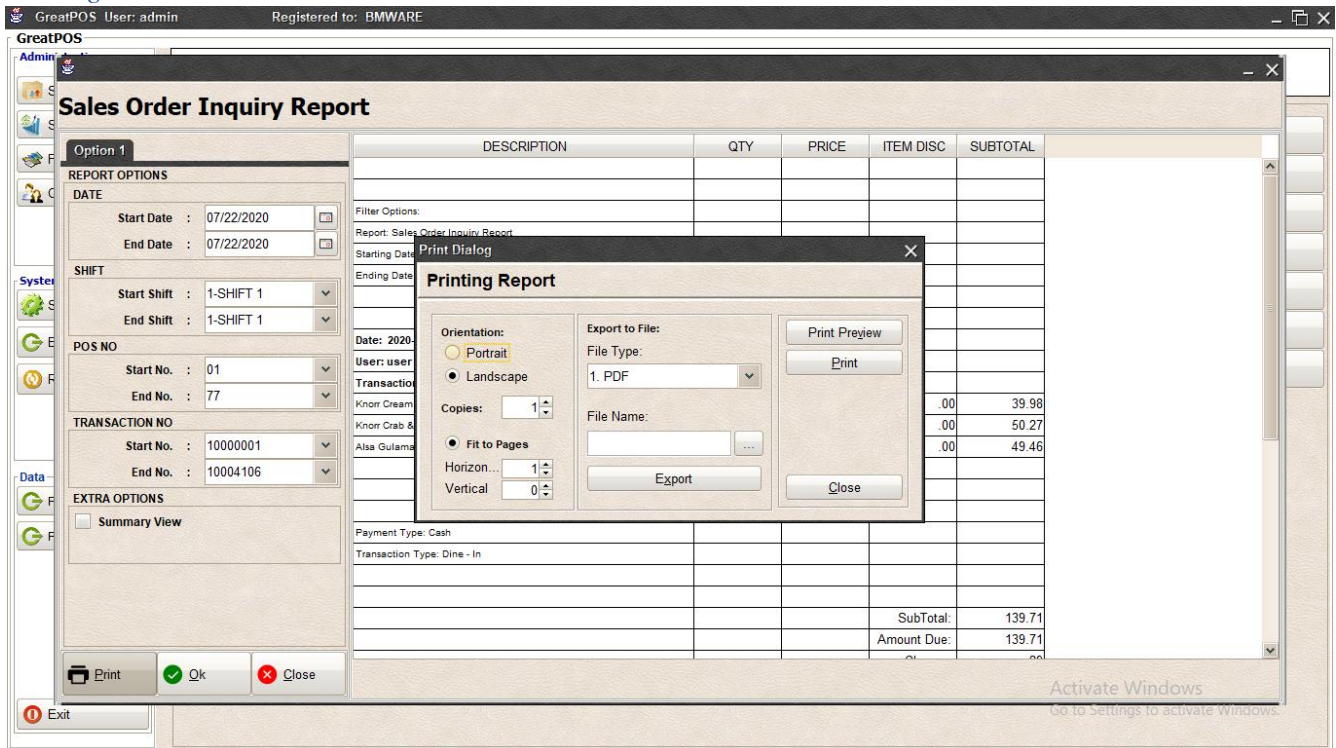
Step3) Enter File name and Click OK



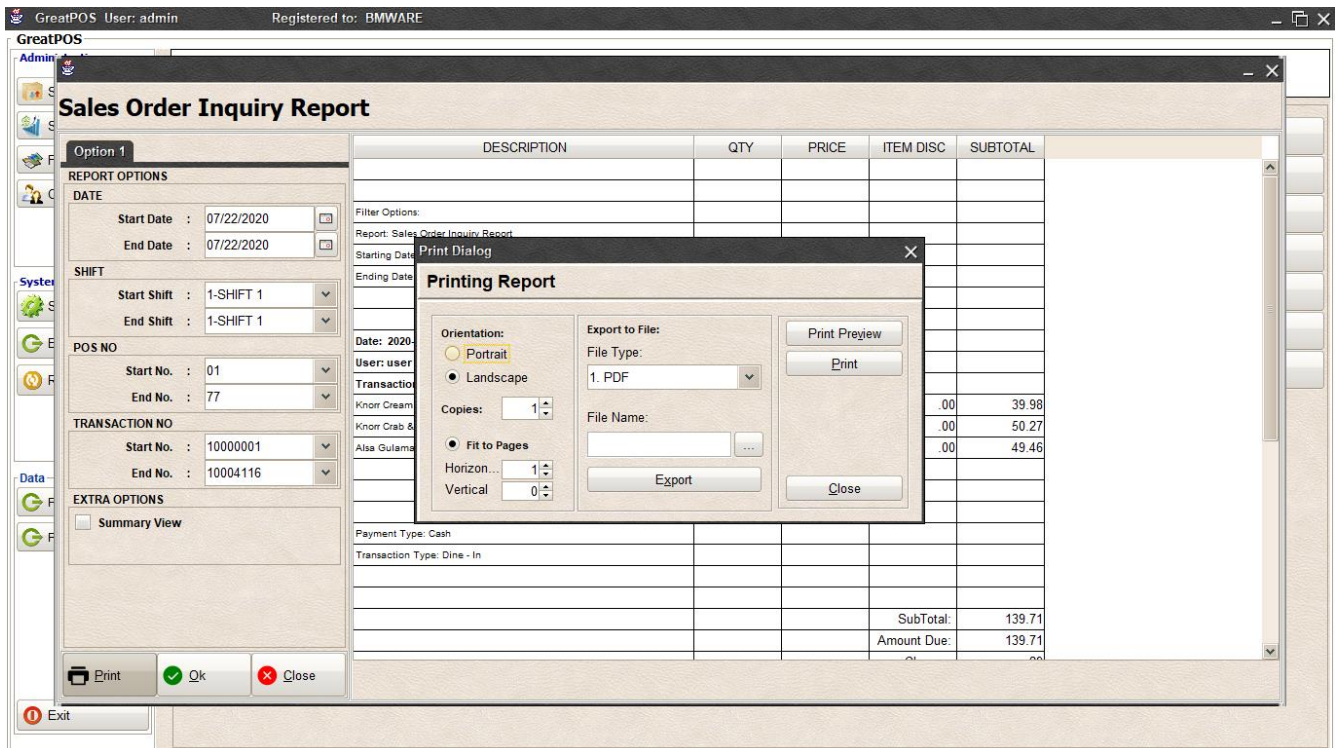
Step4) Click Ok Button



Printing



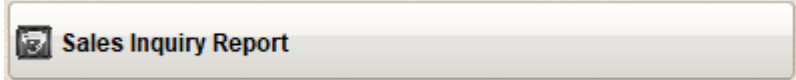
Step1) Click Print Button



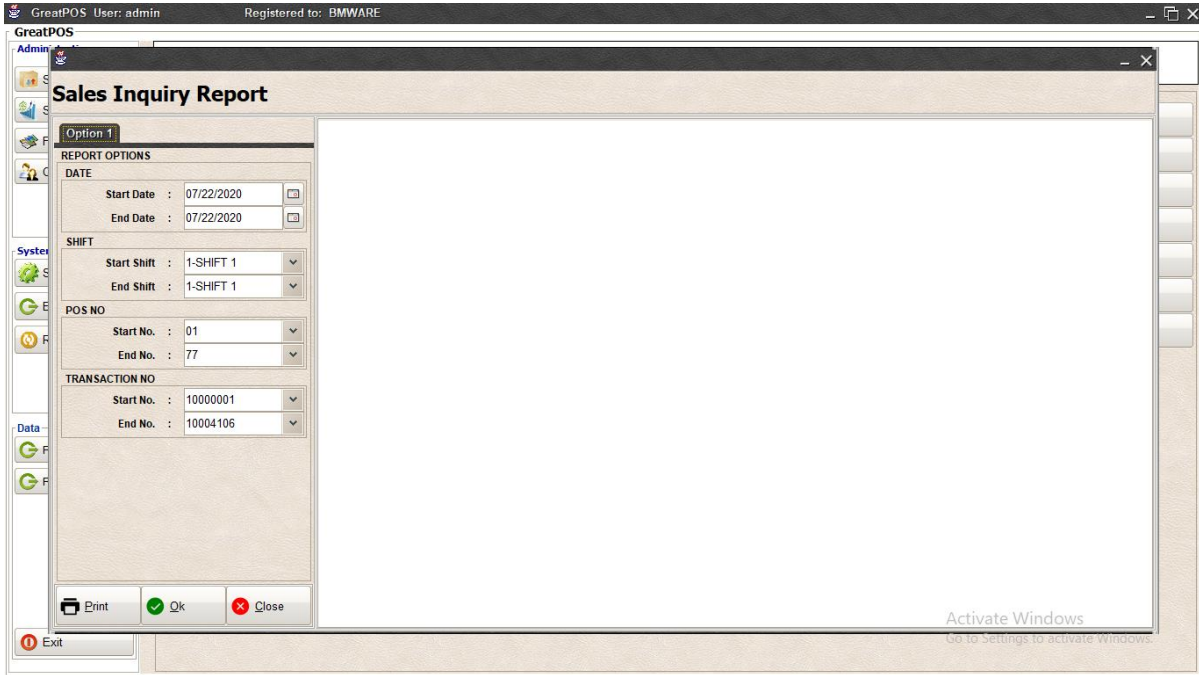
Step2) Select Printer

Step3) Click Print Button

Sales Inquiry Report



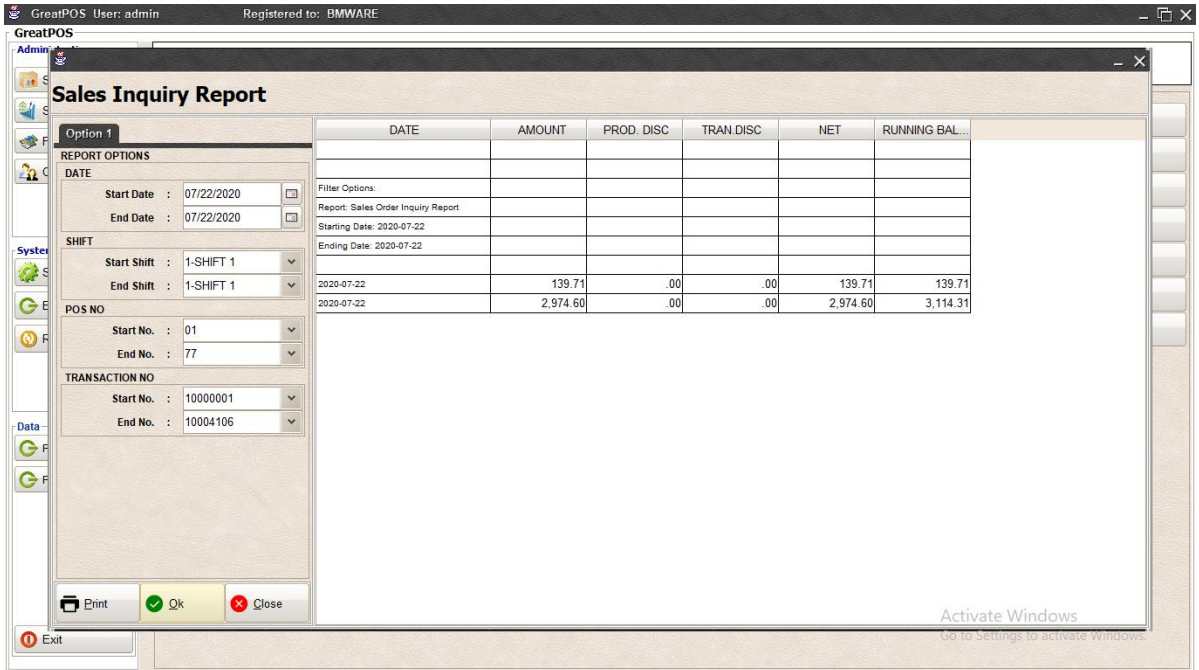
Use to View report for Sales Inquiry



How to use Sales Inquiry Report?

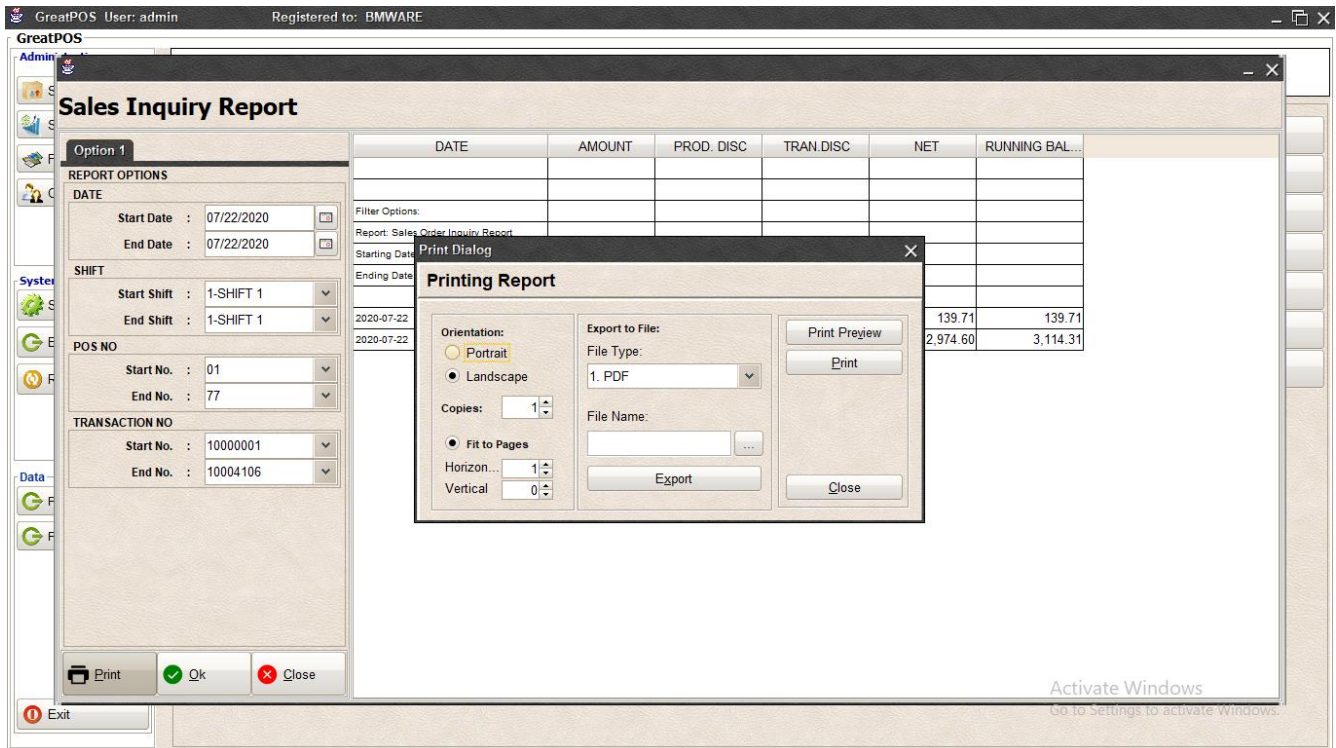
Step1) Select Date

Step2) Click Ok Button



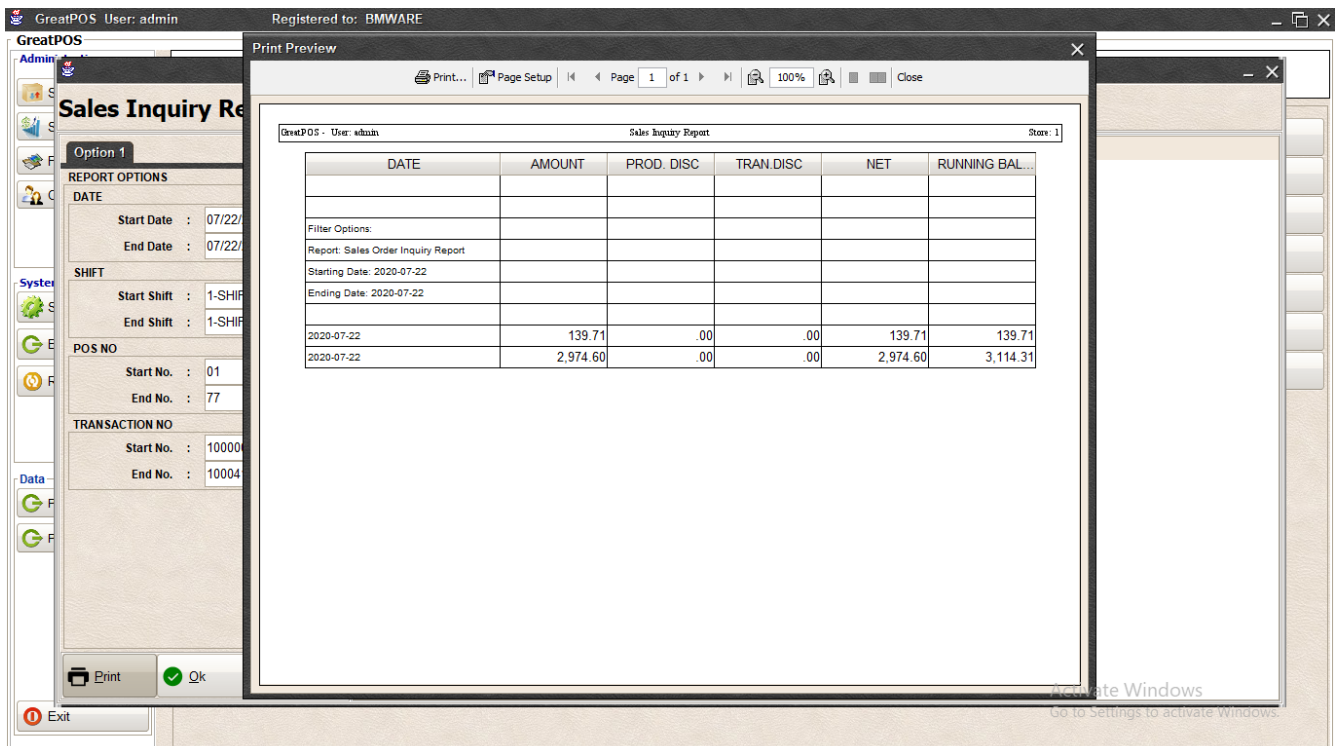
Printing

Step1) Click Print Button



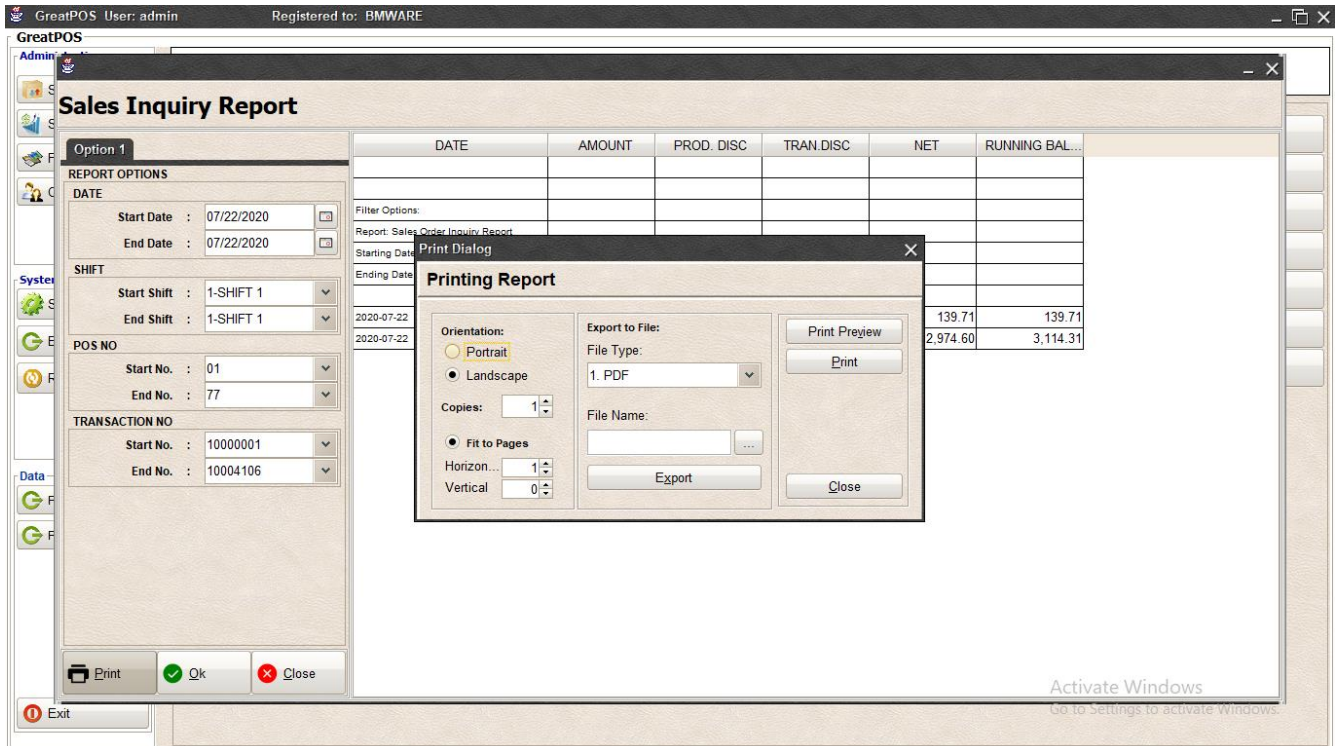
Print Preview

Step1) Click Print Preview Button

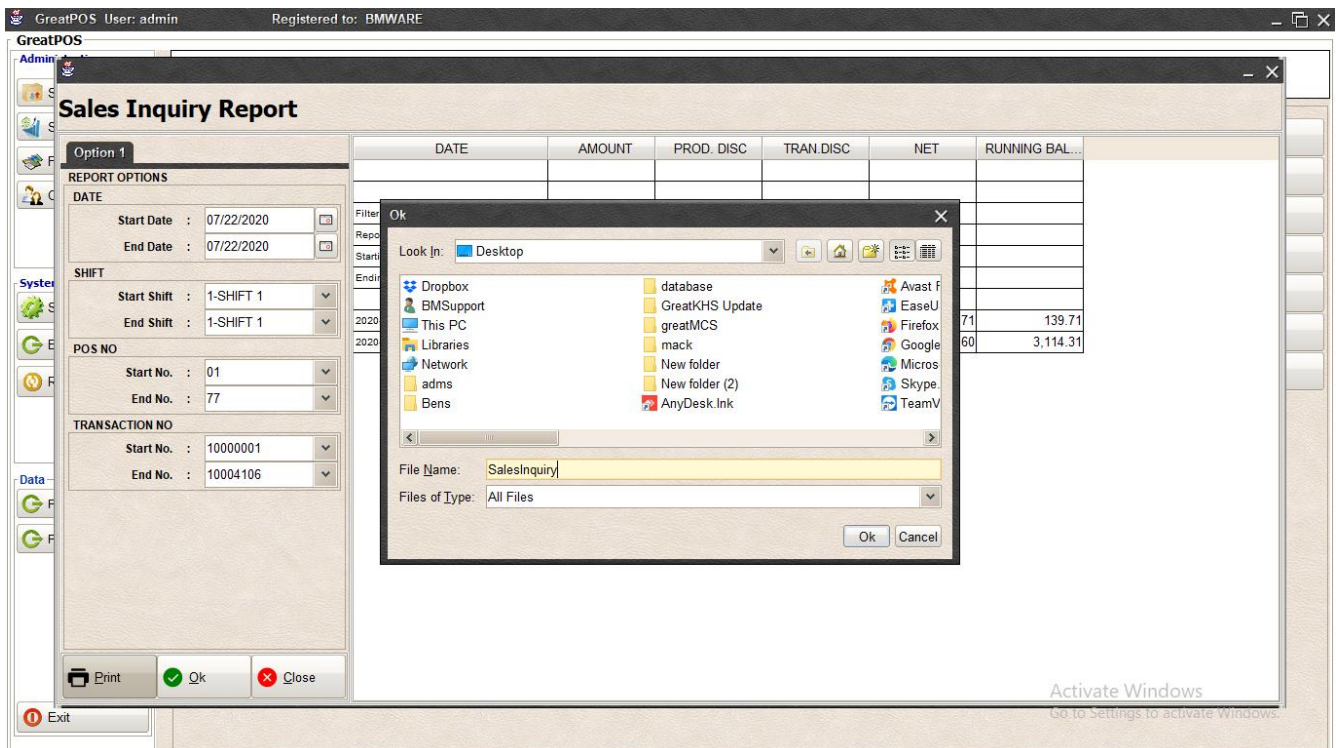


Exporting

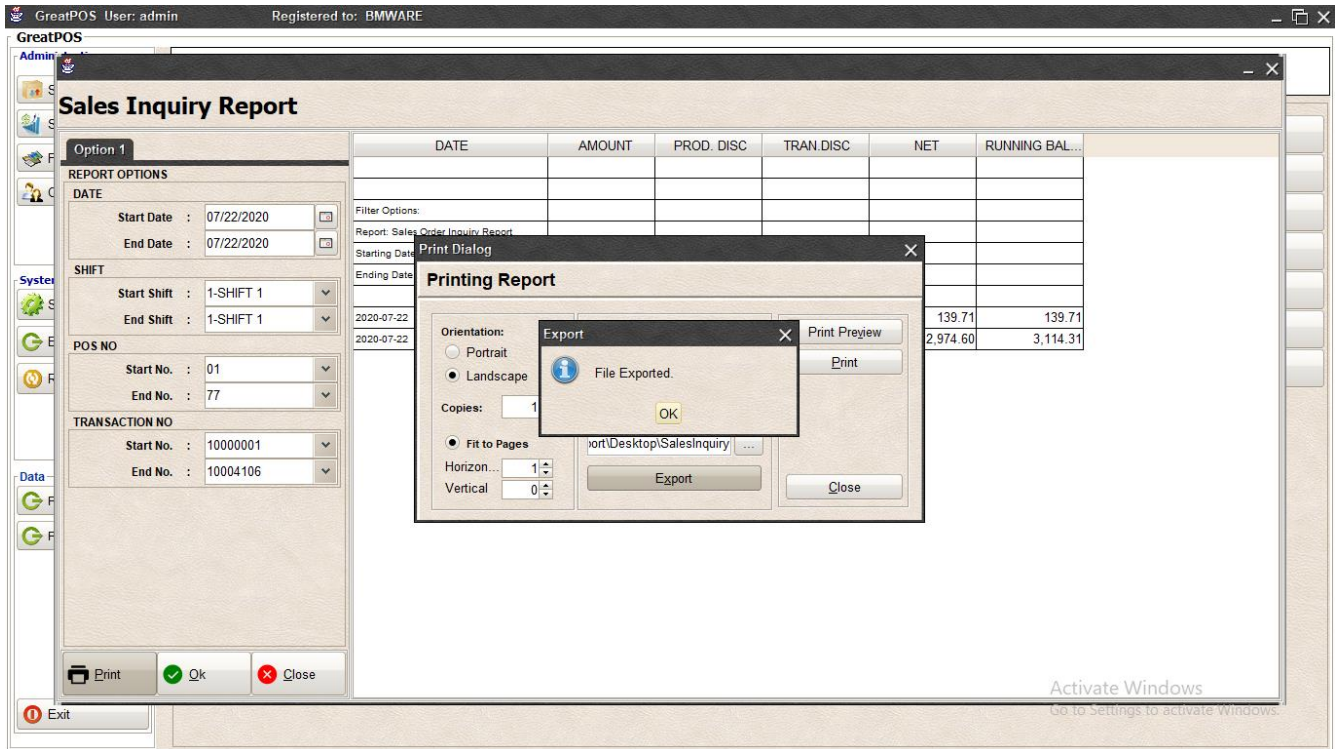
Step1) Select File Type



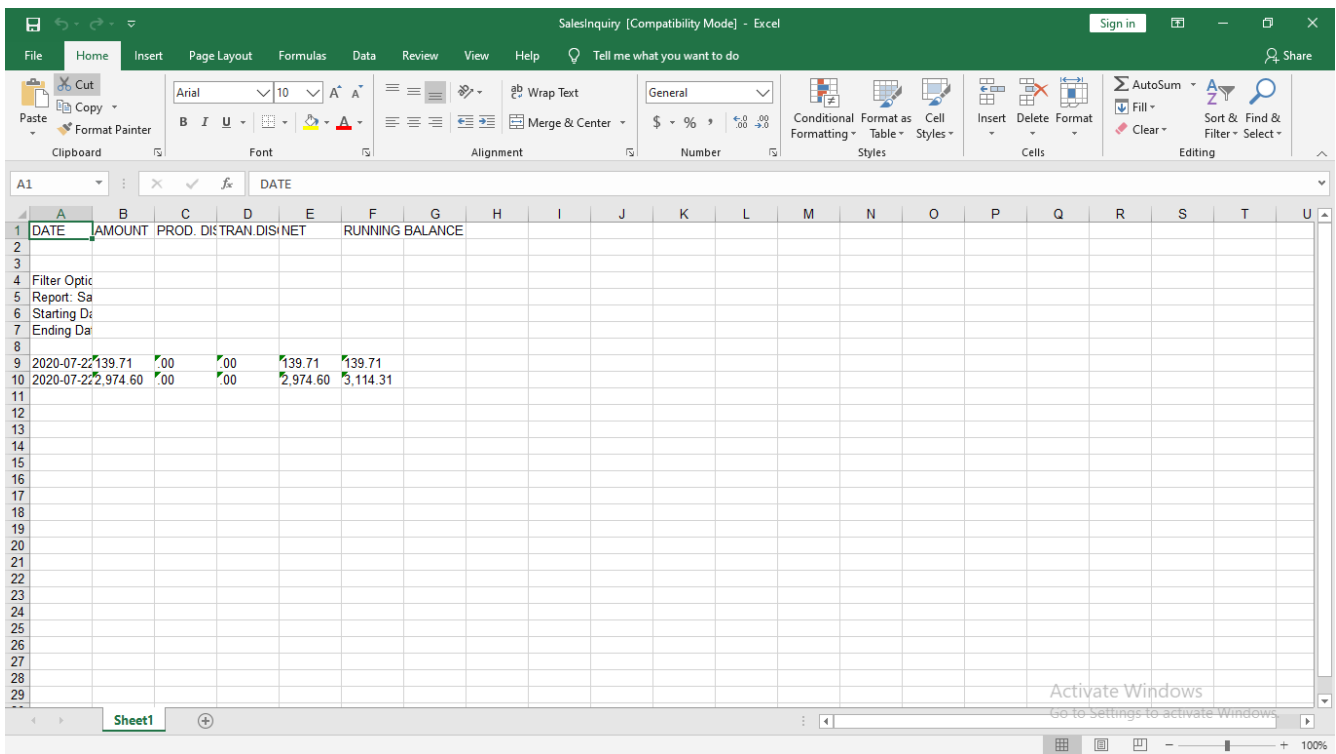
Step2) Click the (...) Button



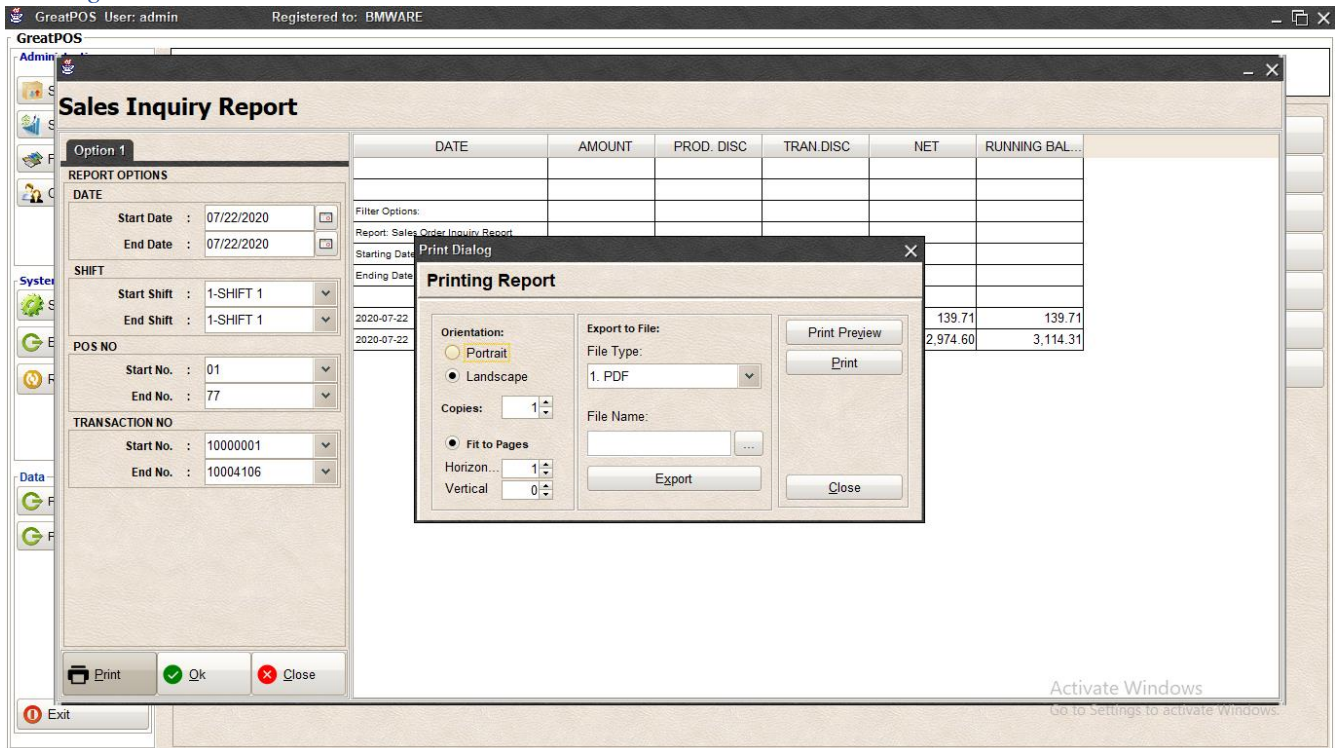
Step3) Enter File name and Click OK



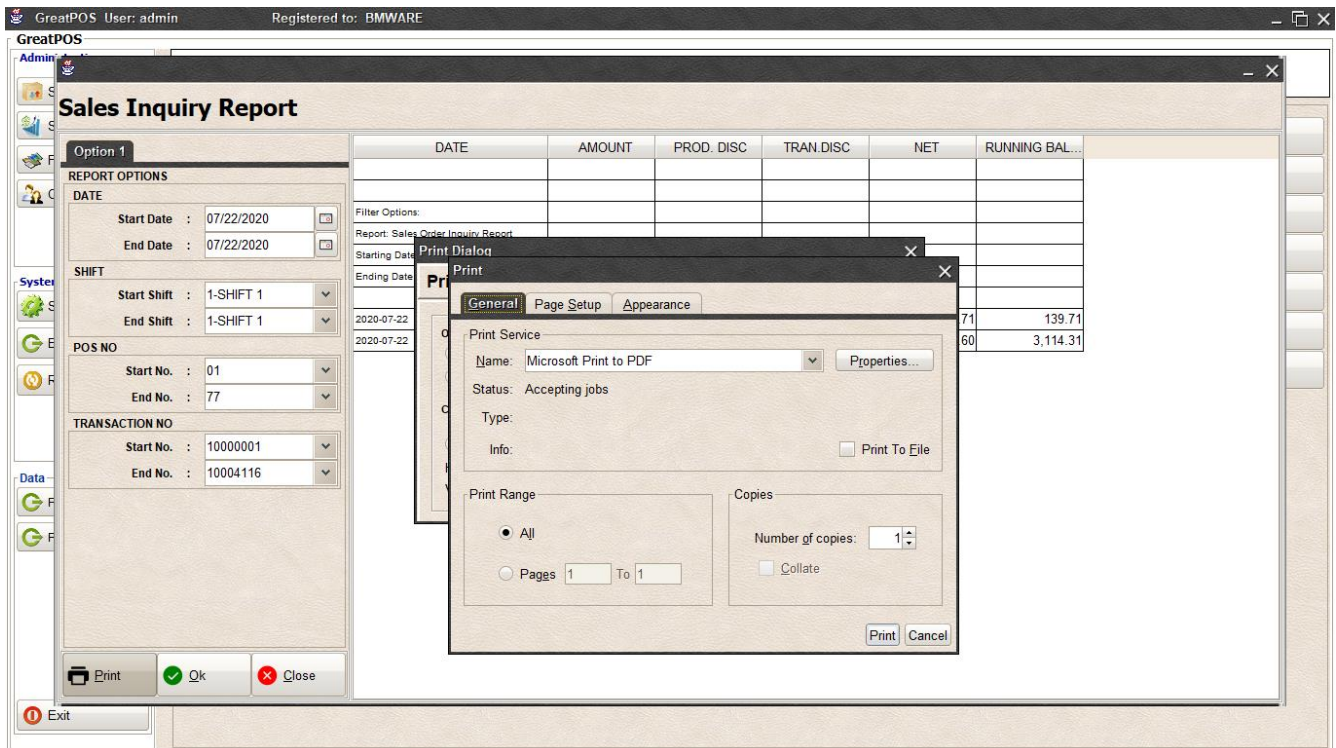
Step4) Click Ok Button



Printing



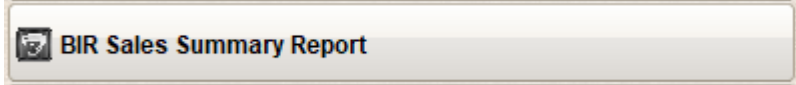
Step1) Click Print Button



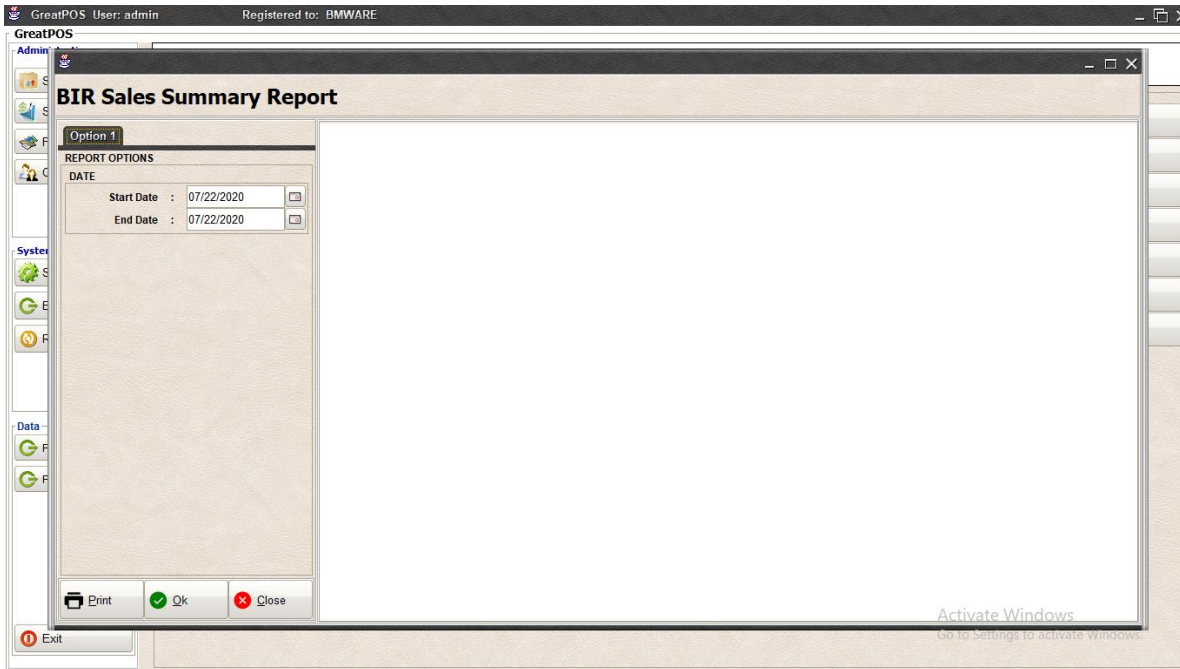
Step2) Select Printer

Step3) Click Print Button

BIR Sales Summary Report



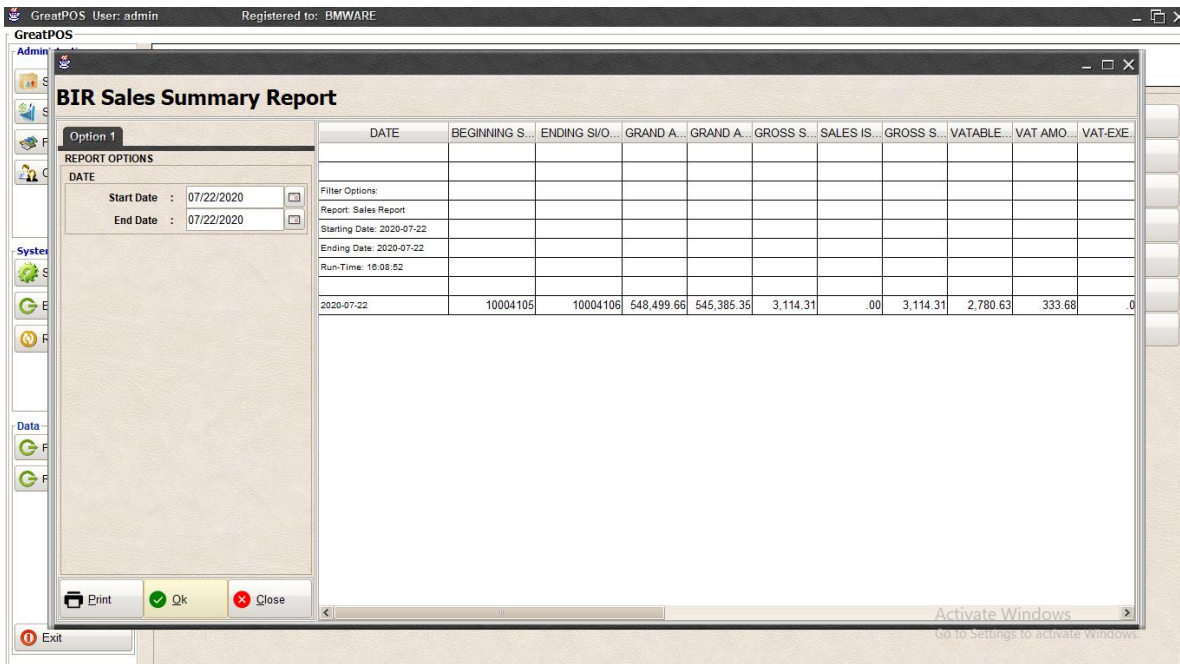
Use to View report for BIR Sales Summary



How to use BIR Sales Summary Report?

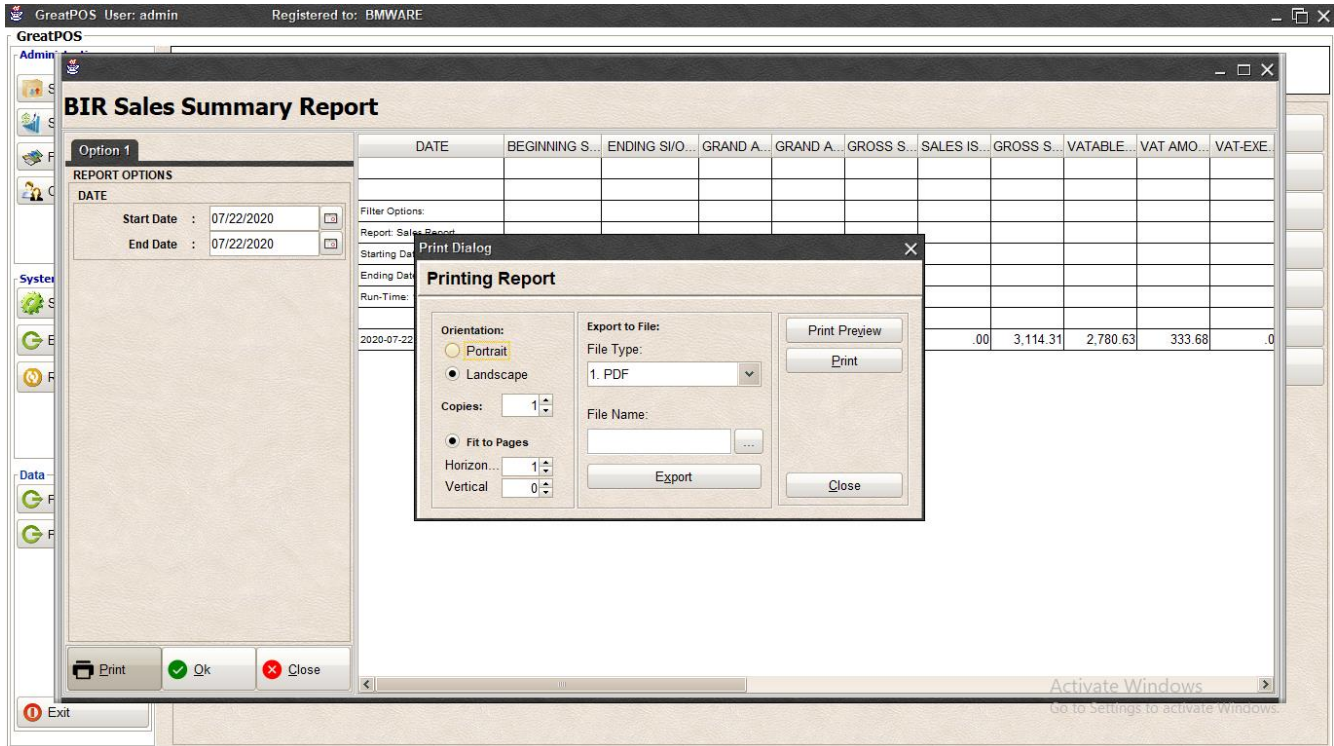
Step1) Select Date

Step2) Click Ok Button



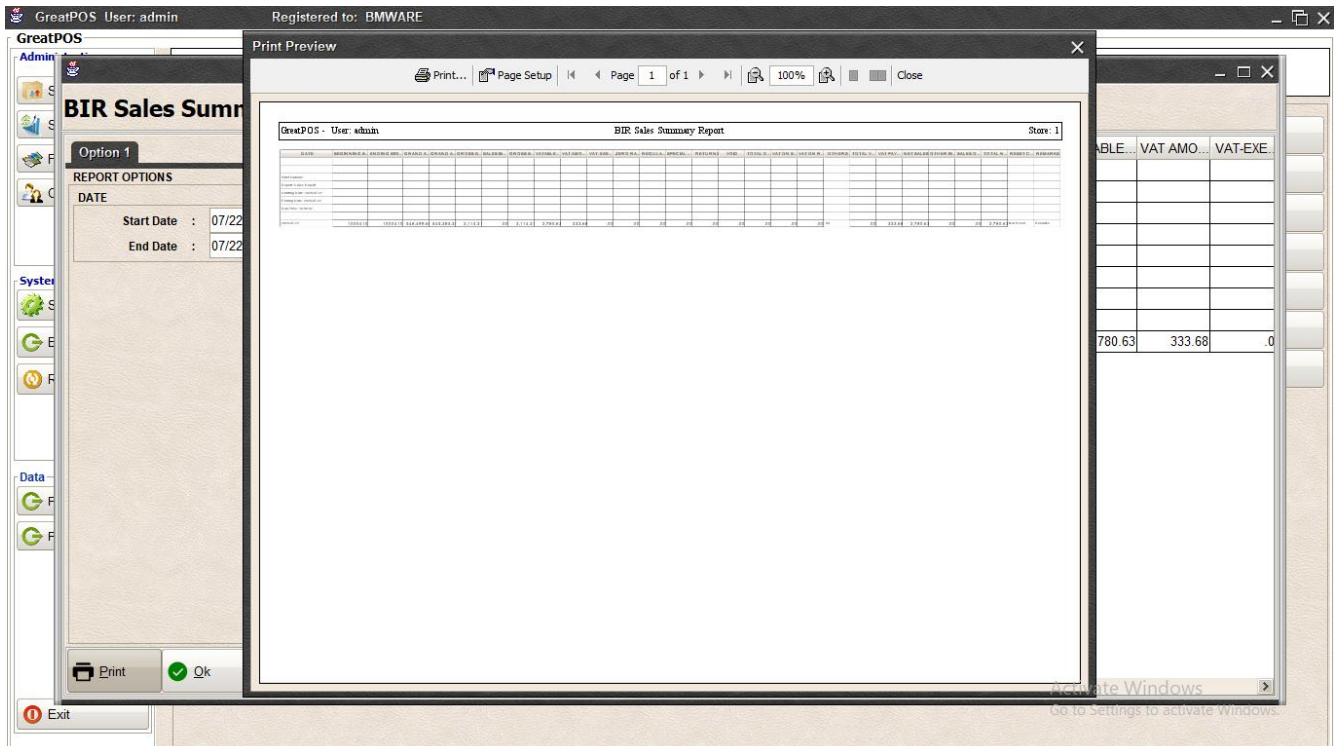
Printing

Step1) Click Print Button



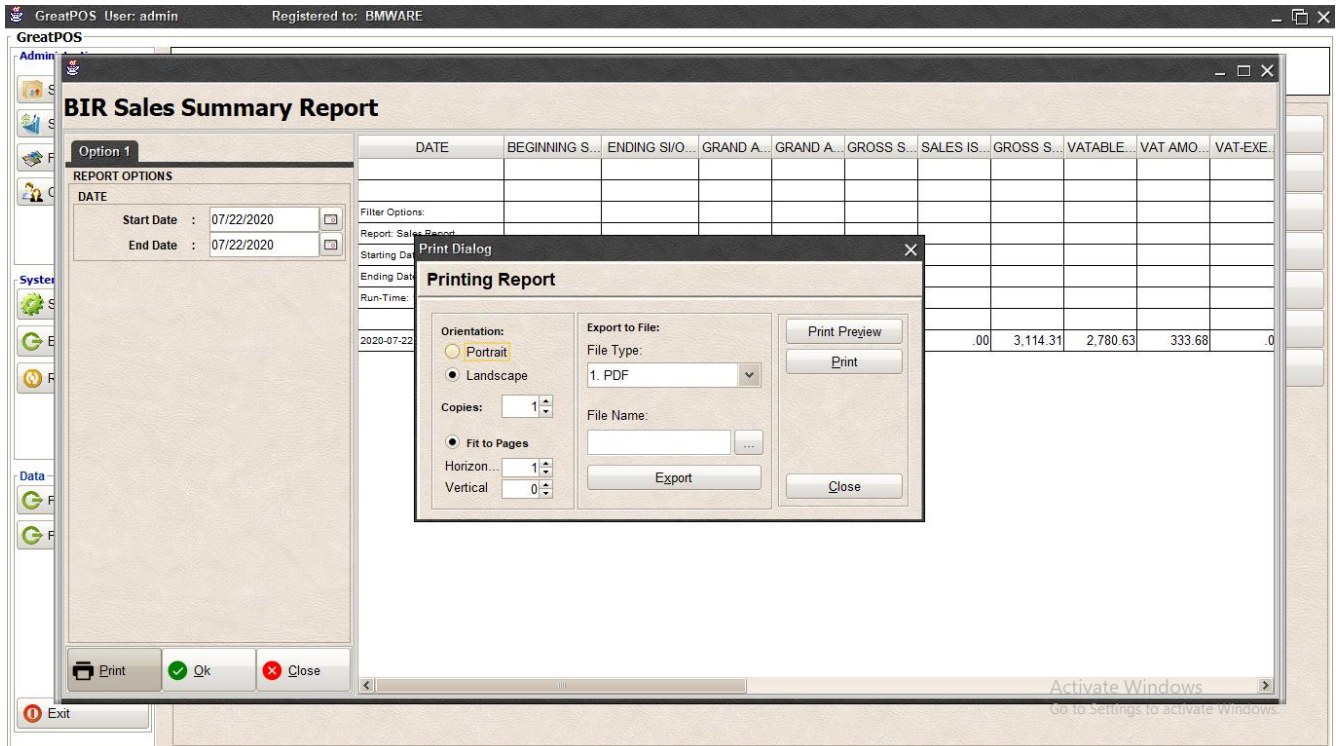
Print Preview

Step1) Click Print Preview Button

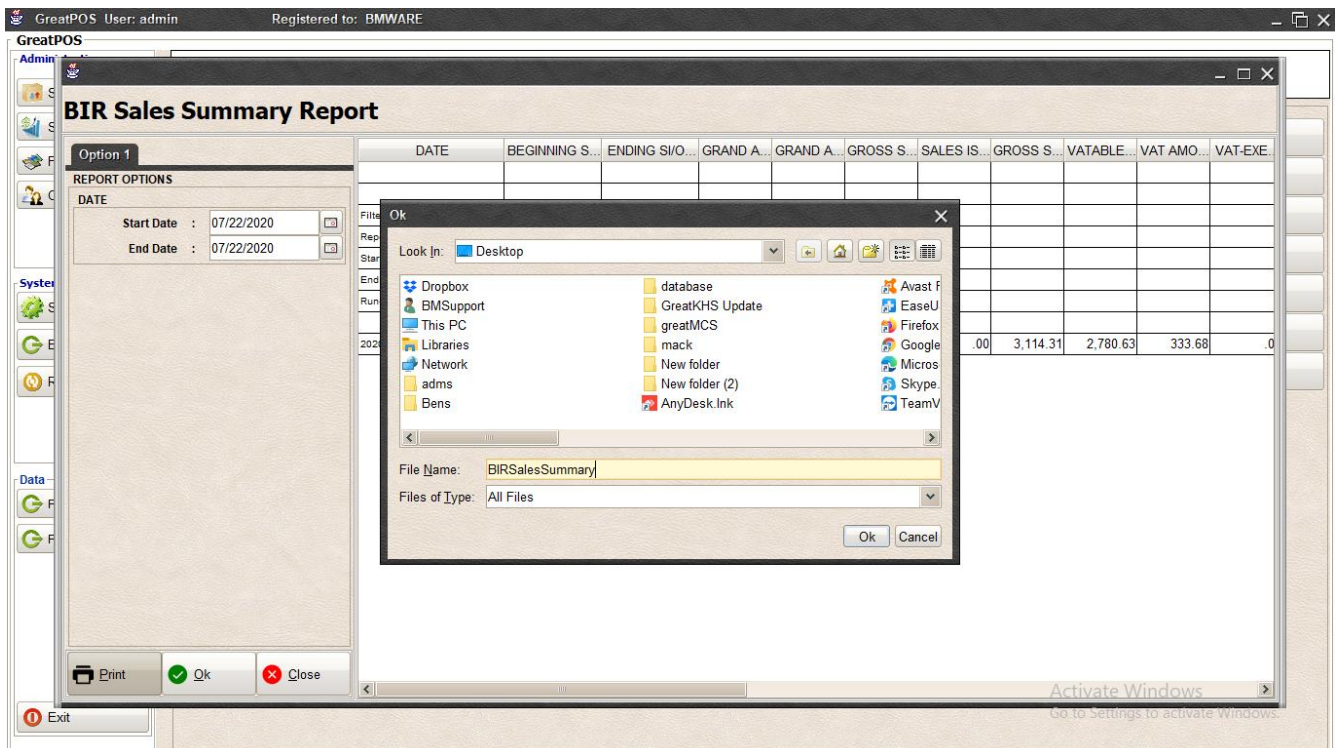


Exporting

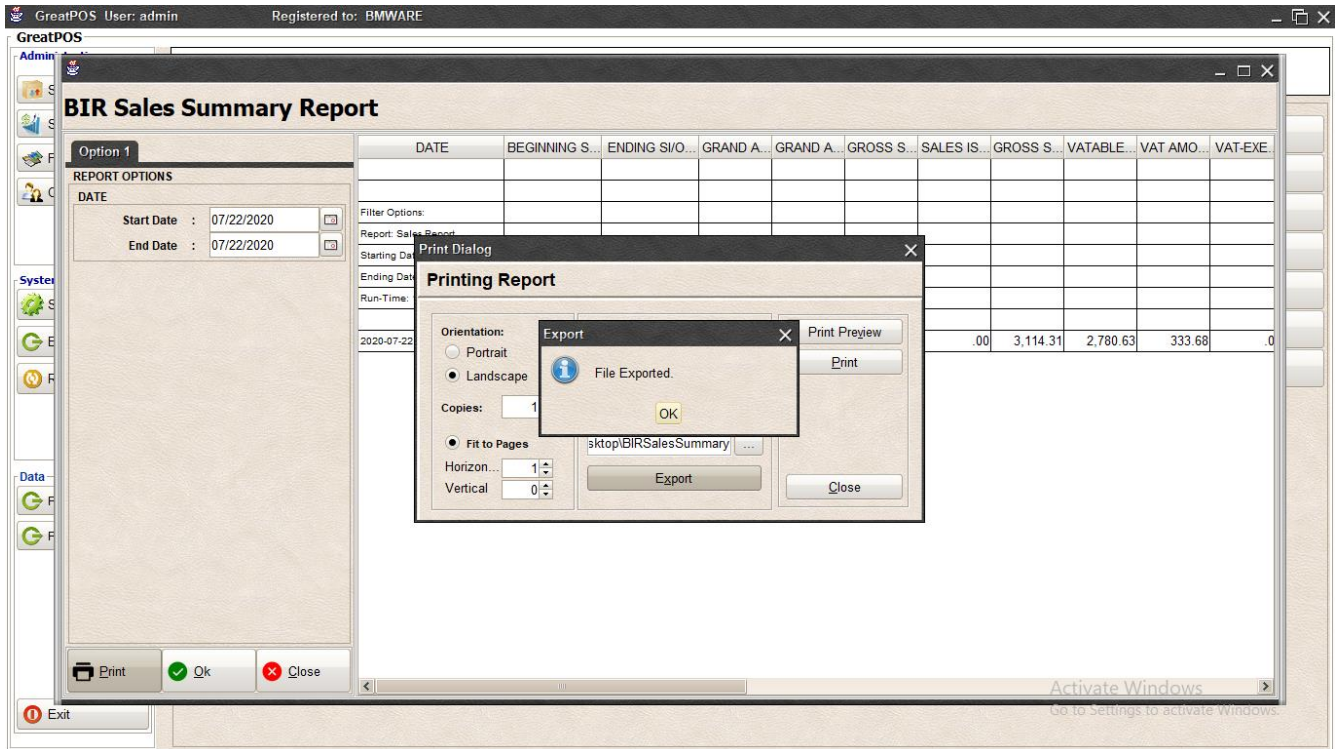
Step1) Select File Type



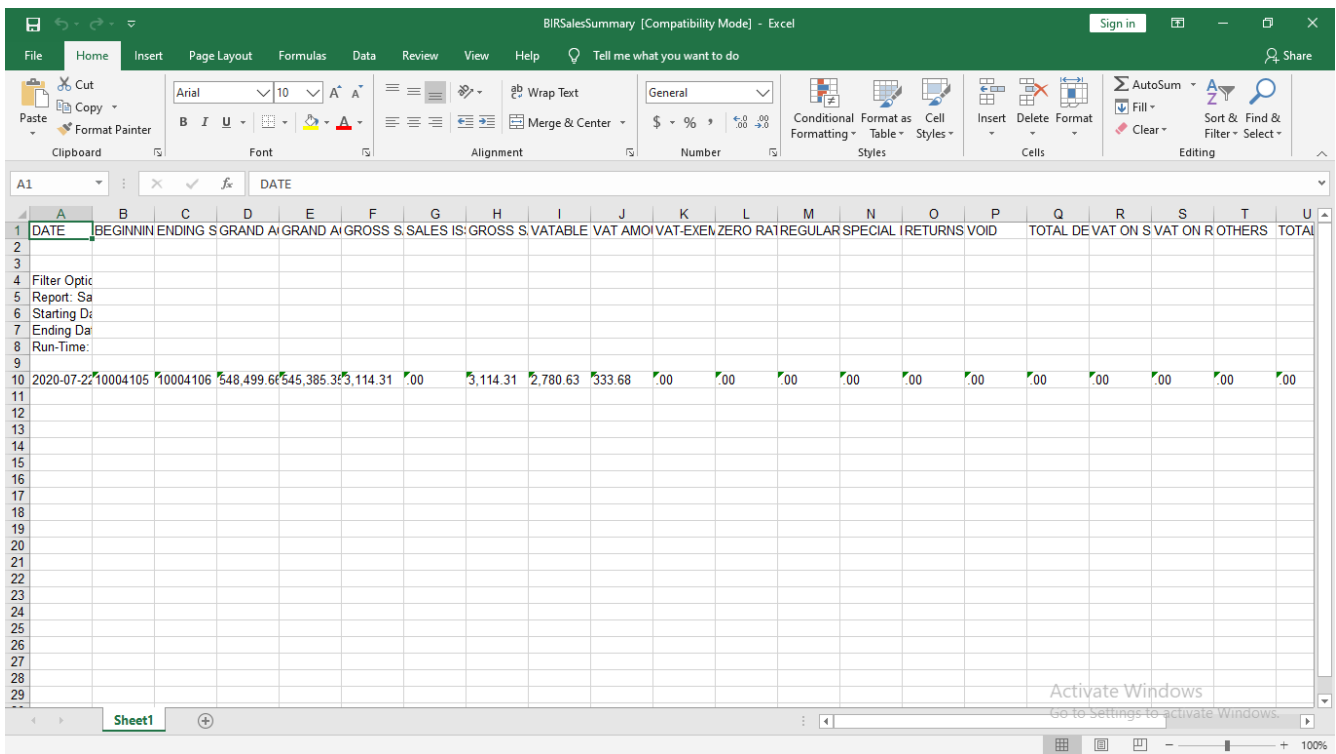
Step2) Click the (...) Button



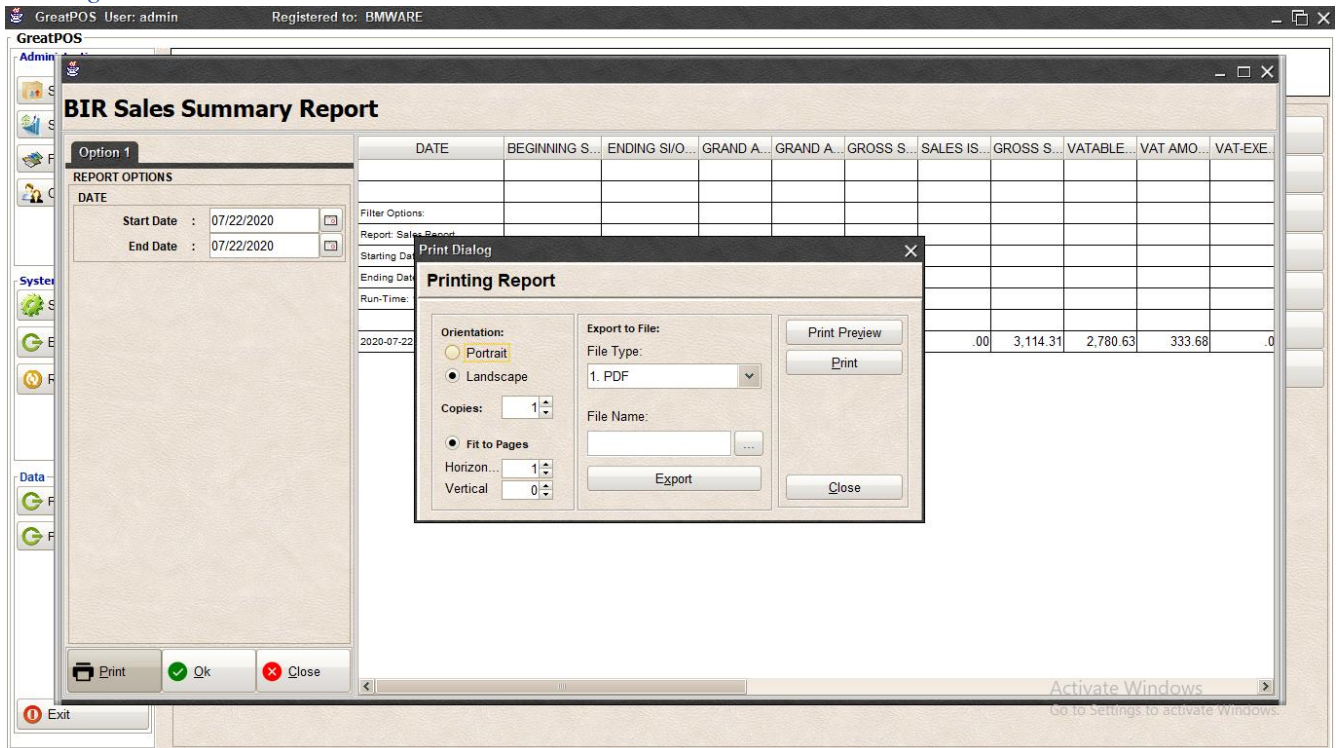
Step3) Enter File name and Click OK



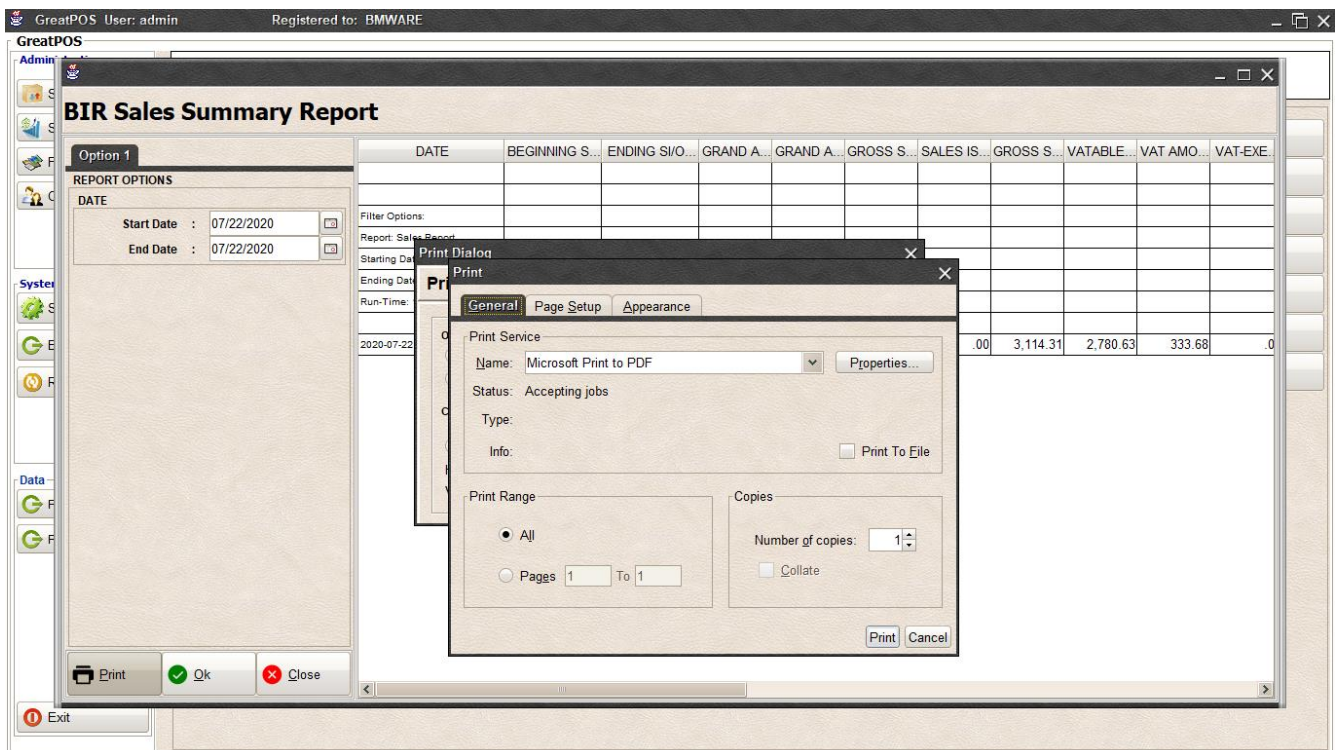
Step4) Click Ok Button



Printing



Step1) Click Print Button

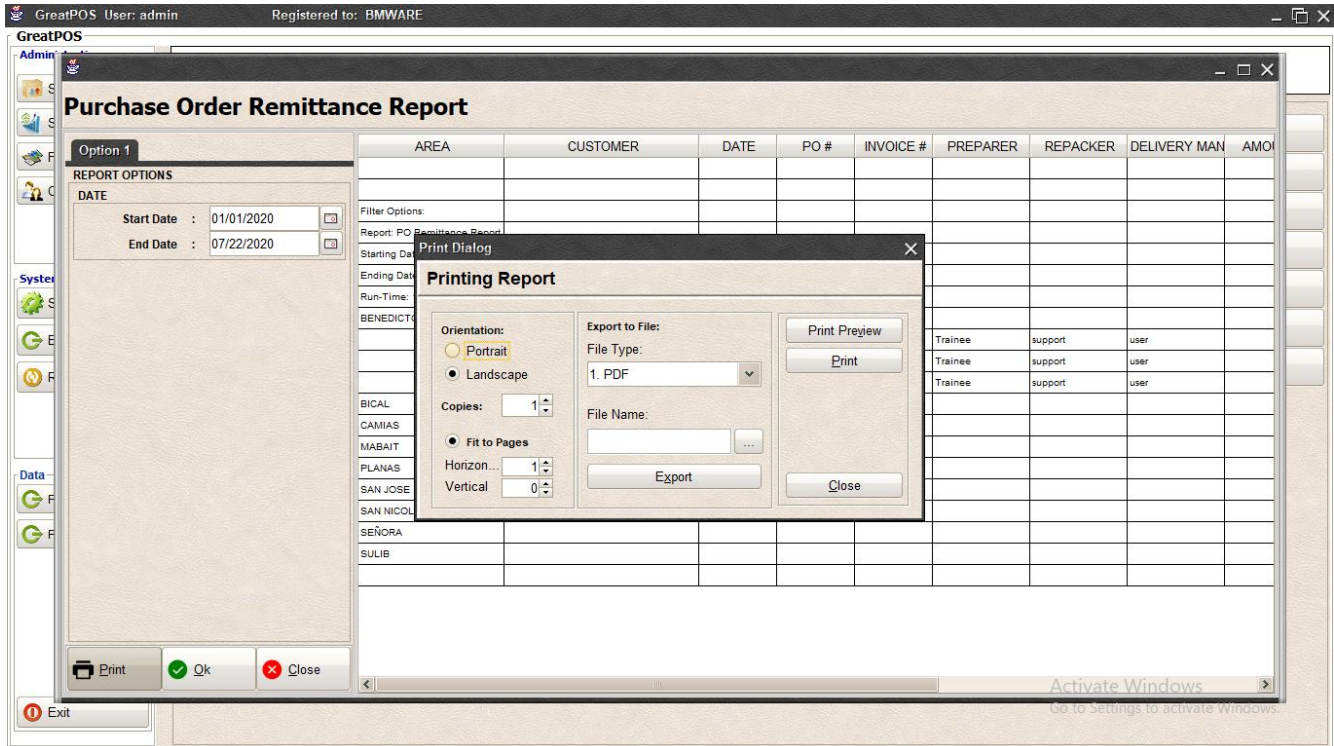


Step2) Select Printer

Step3) Click Print Button

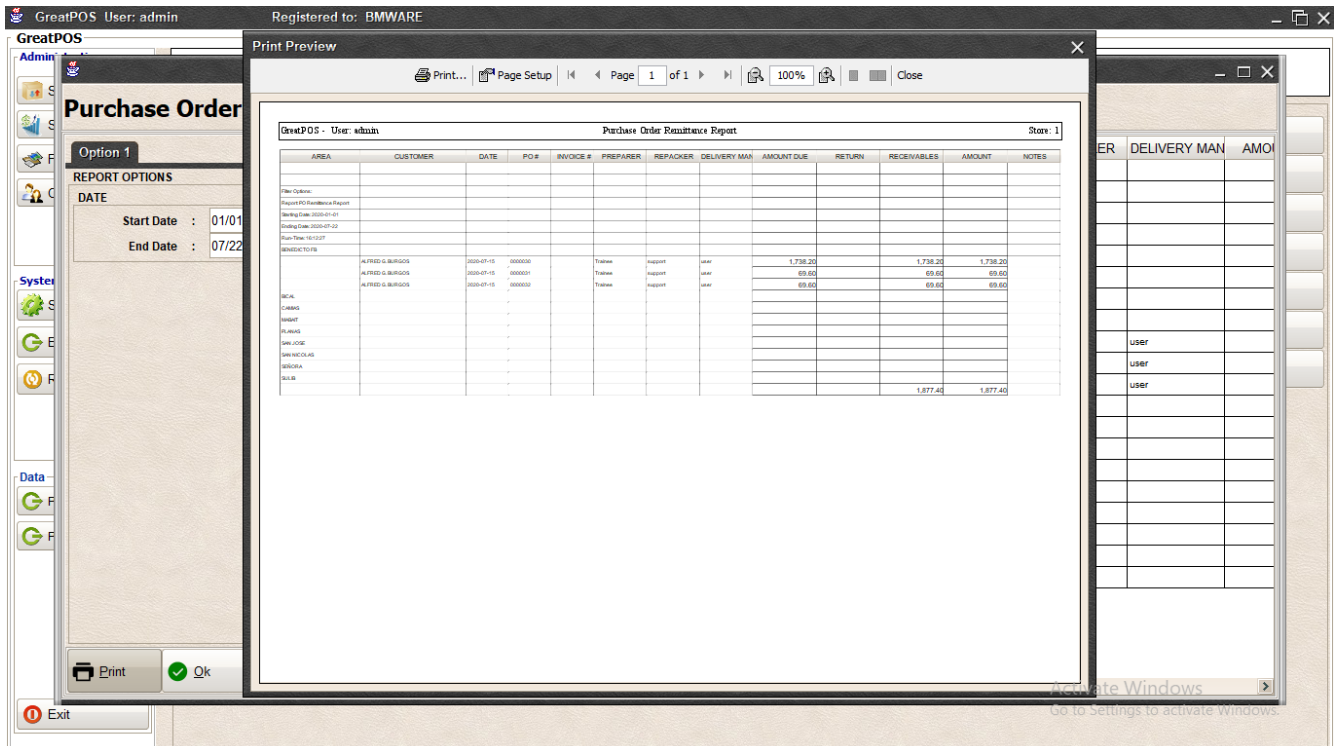
Printing

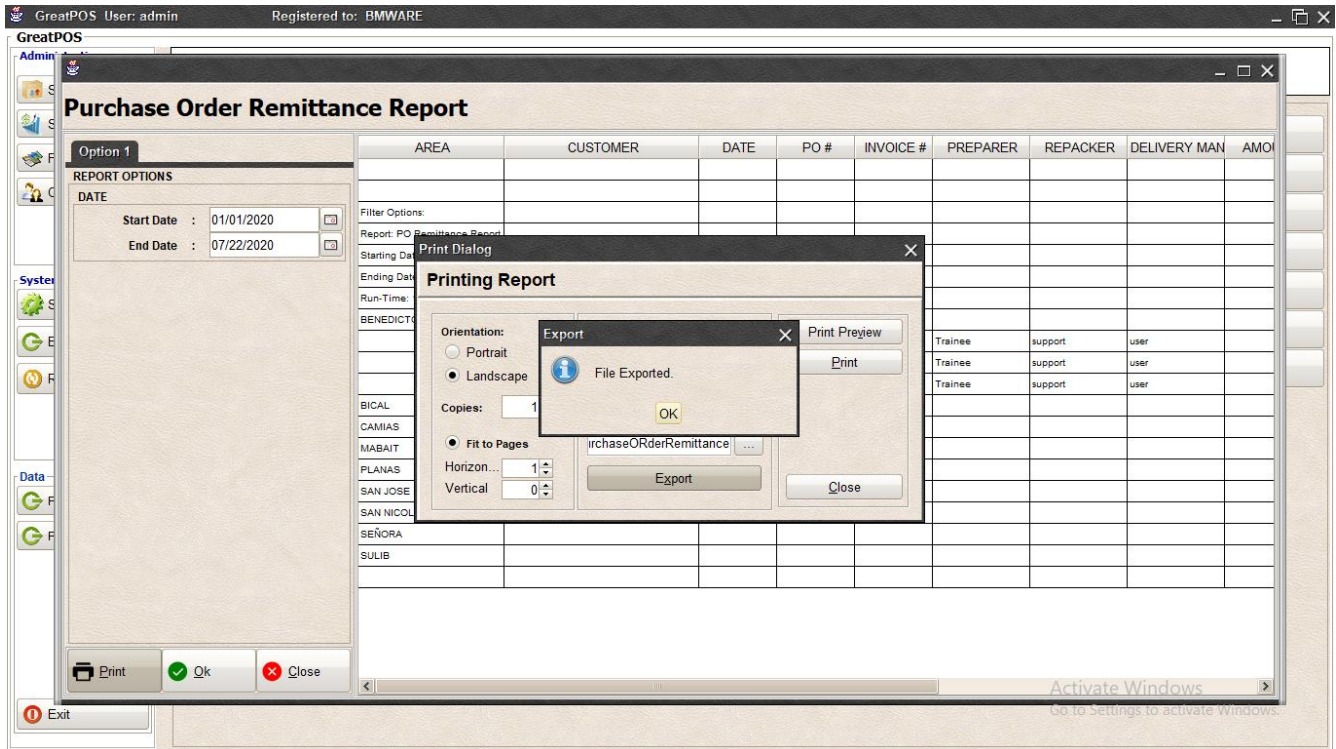
Step1) Click Print Button



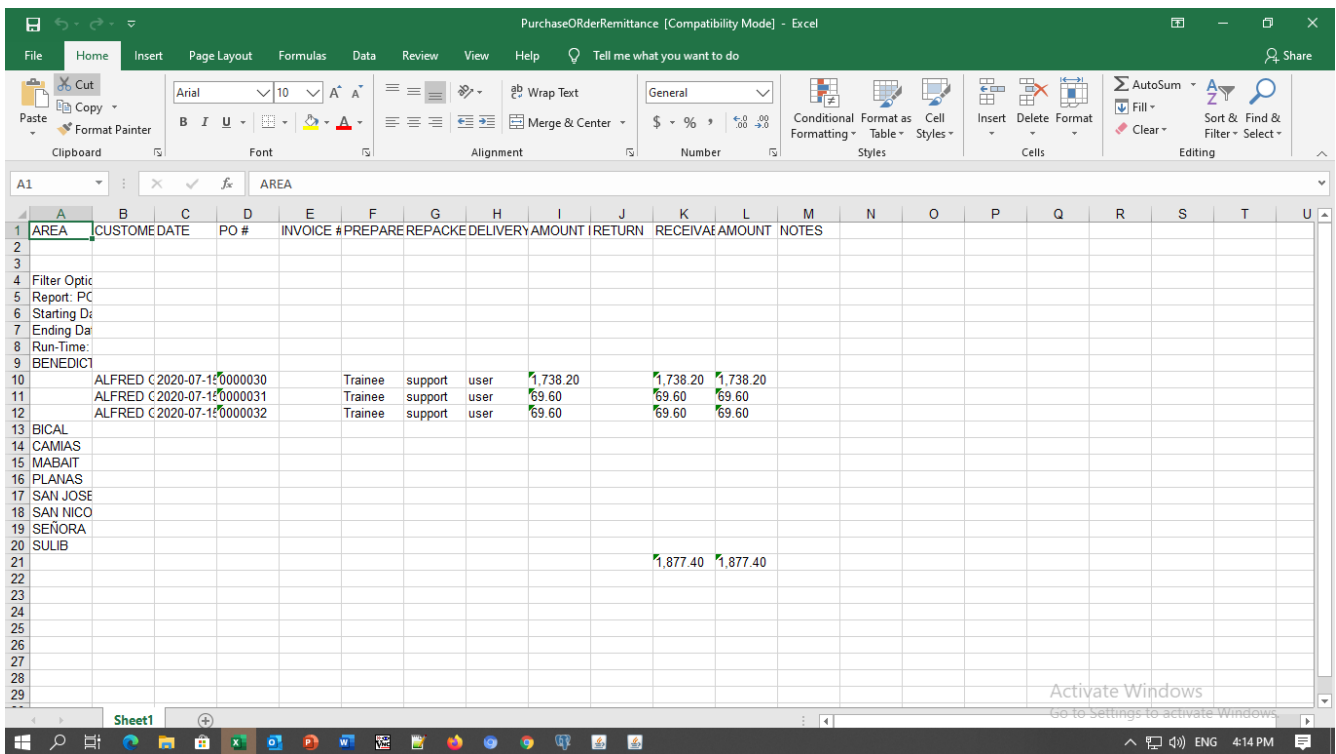
Print Preview

Step1) Click Print Preview Button



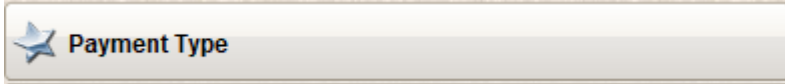


Step4) Click Ok Button

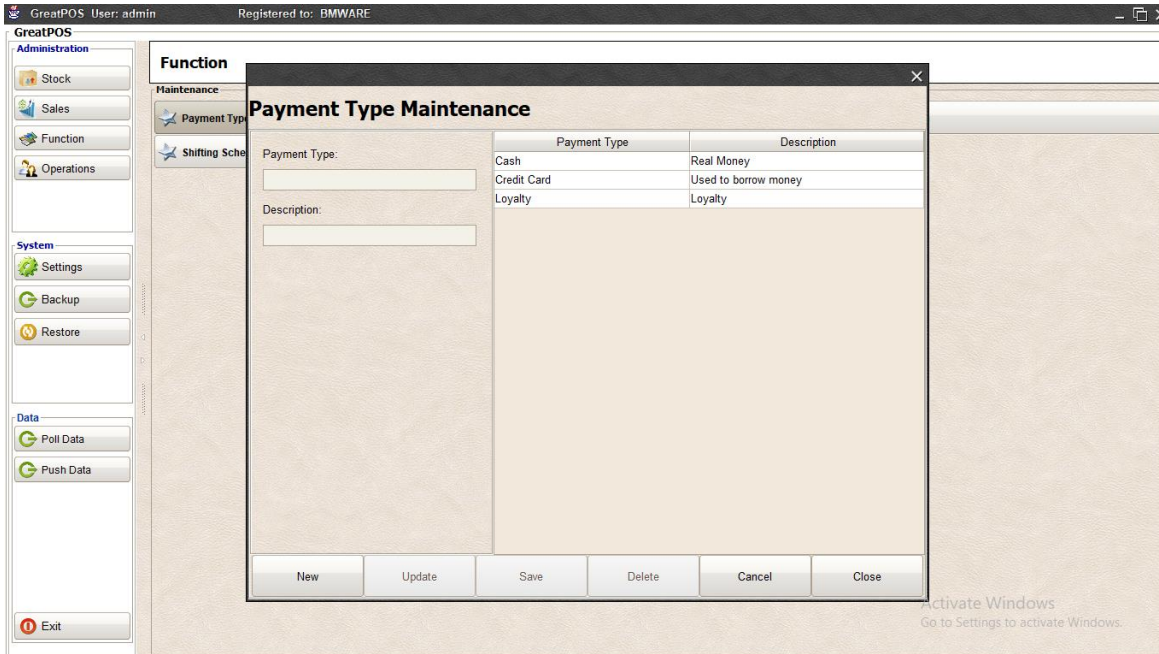


FUNCTION

Payment Type

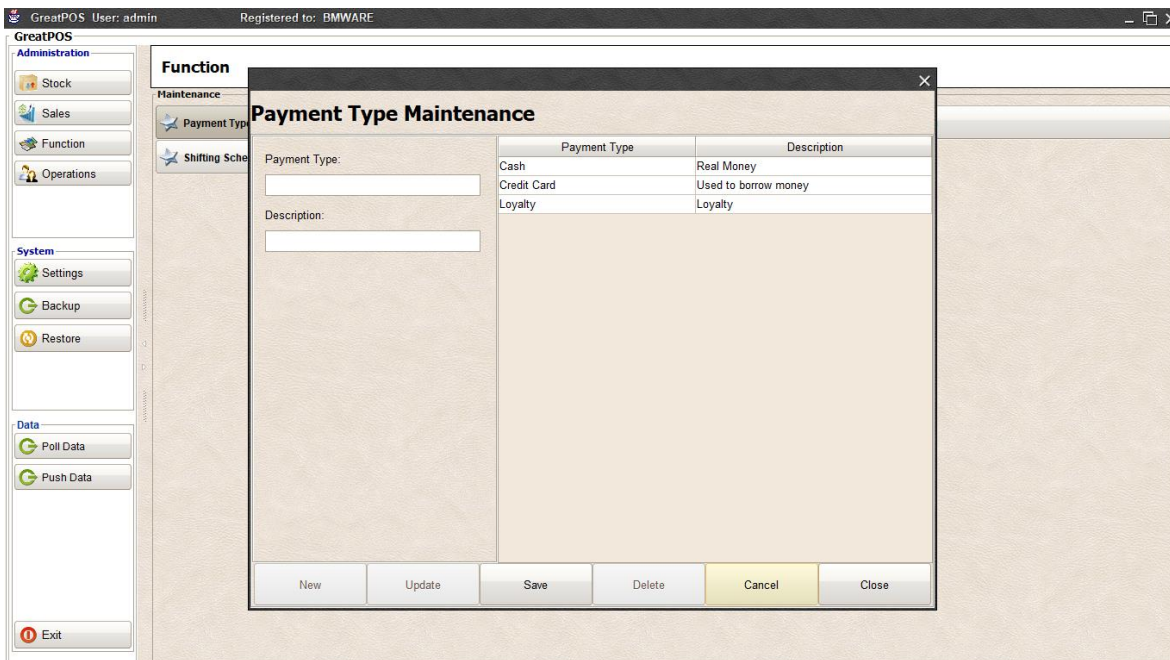


Use to manage Payment type

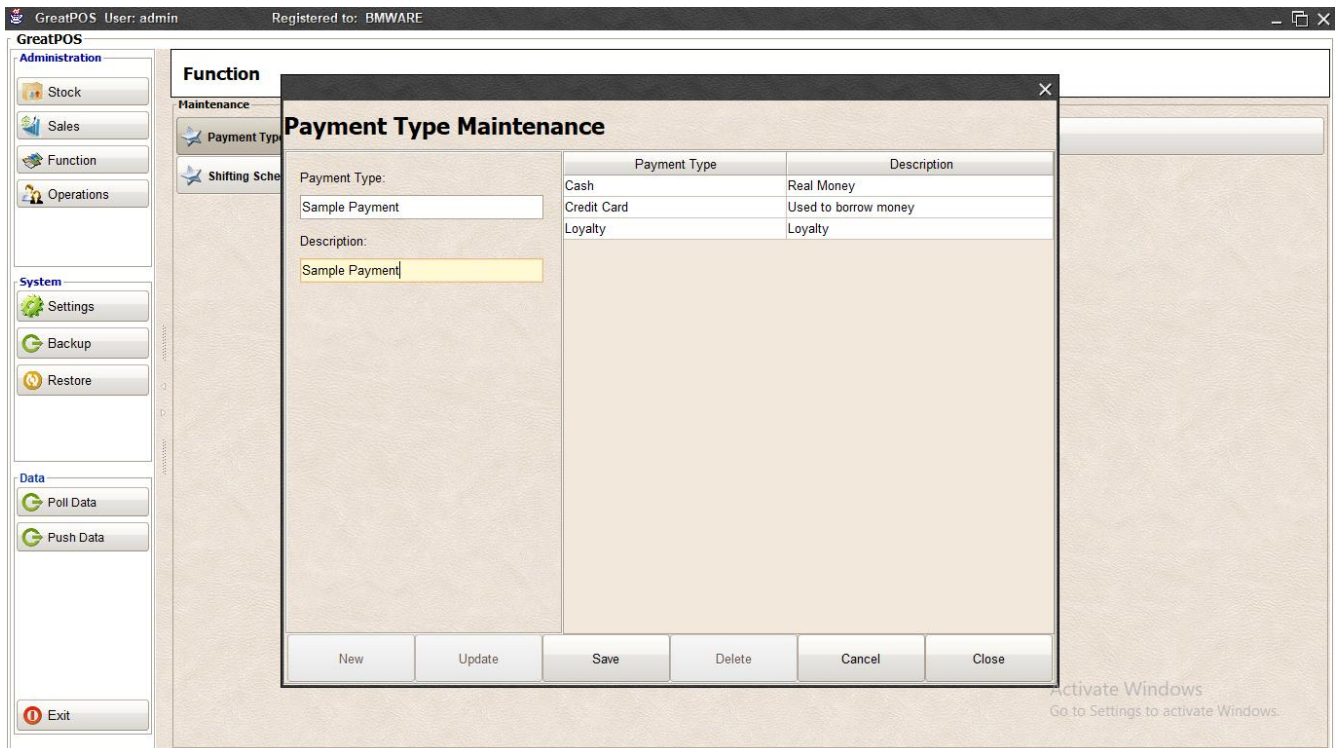


How to use Payment Type?

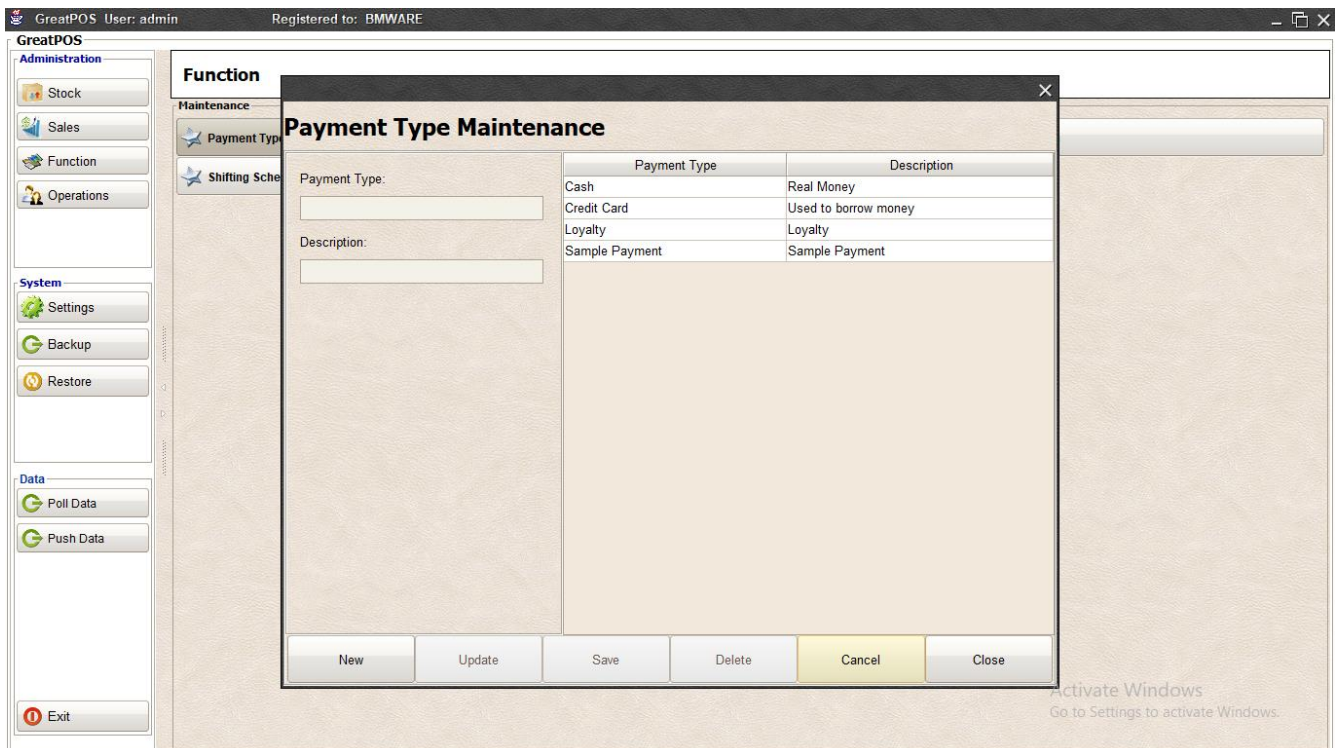
Step1) Click New Button



Step2) Enter Payment Type and Description

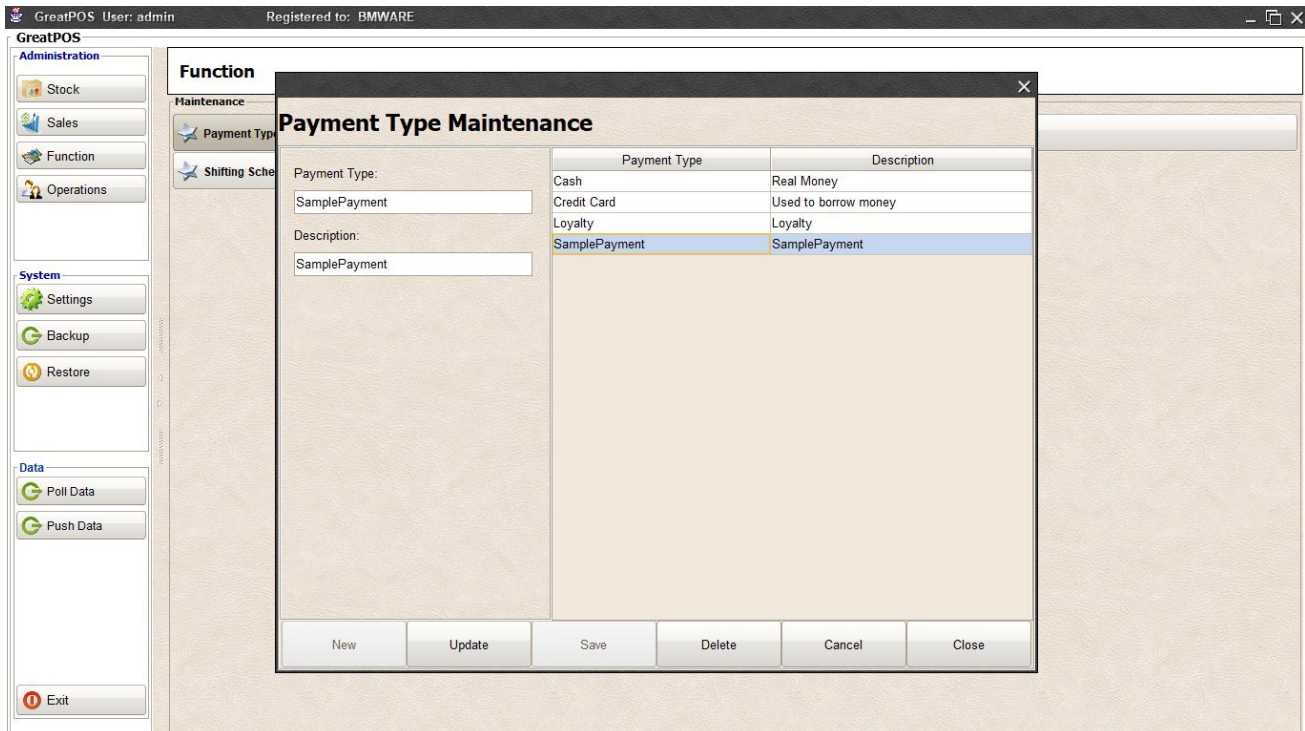


Step3) Click Save Button

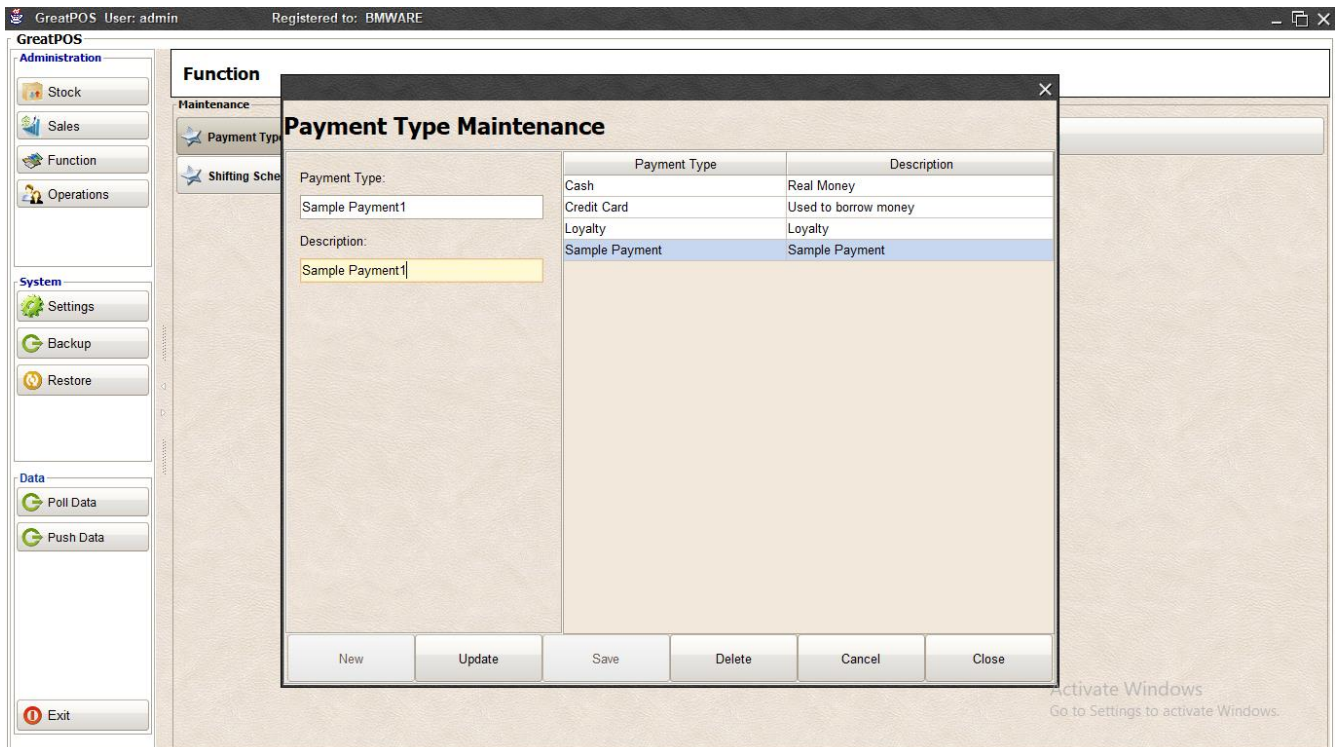


Edit Payment Type

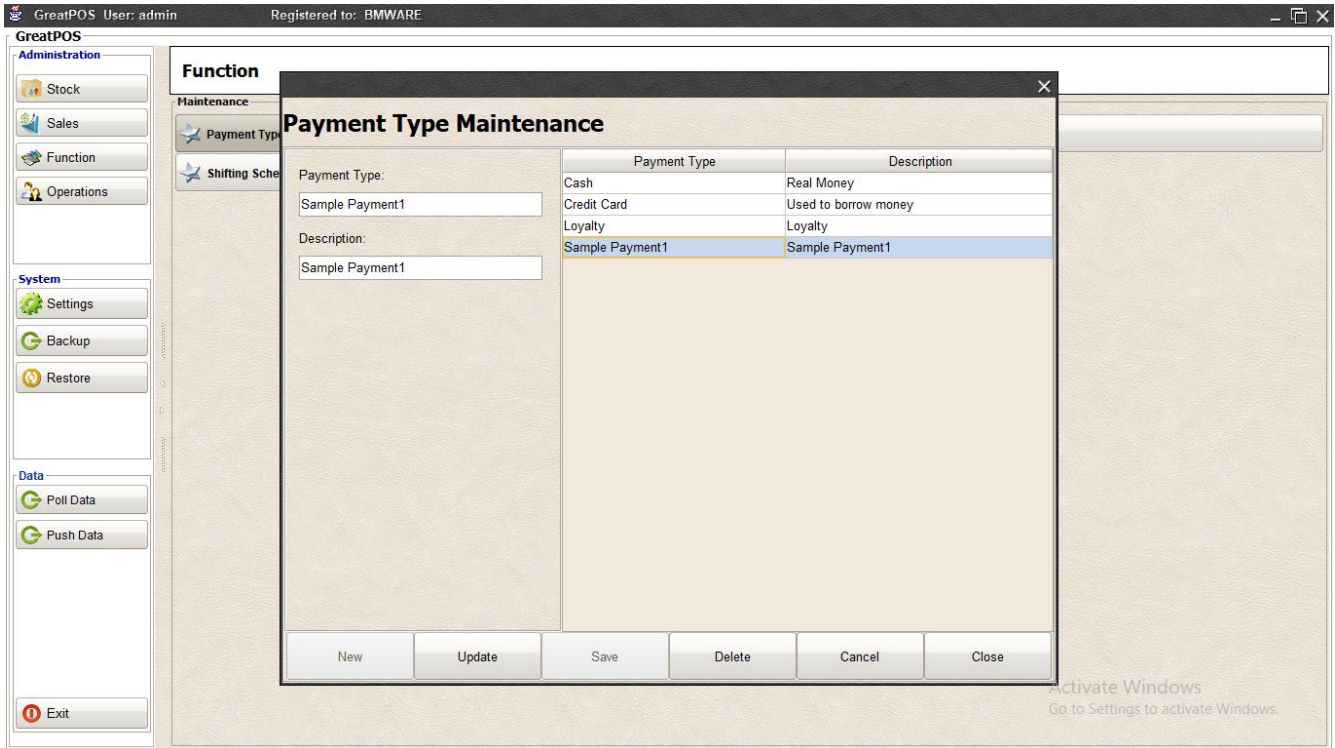
Step1) Select on the table



Step2) Edit the selected Payment type

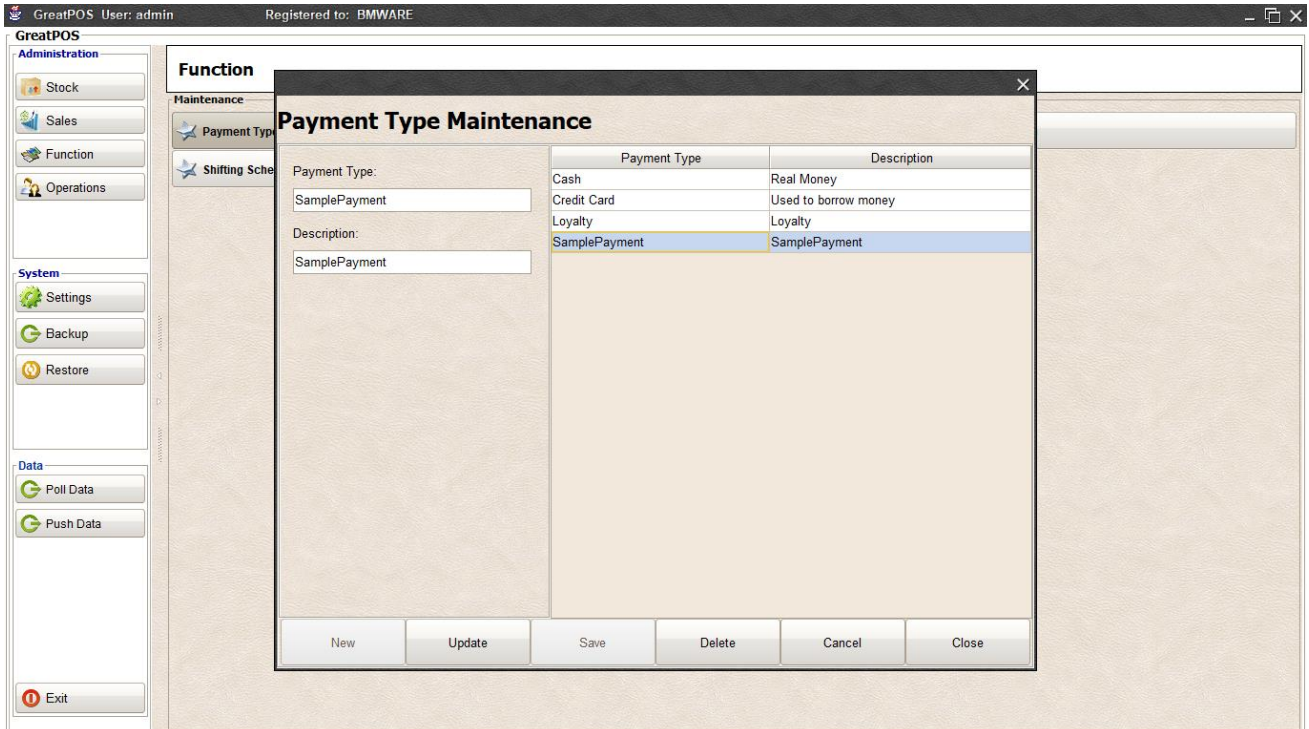


Step3) Click Update Button



Delete Payment Type

Step1) Select on the table



Step2) Click Delete Button

GreatPOS User: admin Registered to: BMWARE

GreatPOS

Administration

- Stock
- Sales
- Function
- Operations

System

- Settings
- Backup
- Restore

Data

- Pull Data
- Push Data

Exit

Function

Maintenance

- Payment Type
- Shifting Schedules

Payment Type Maintenance

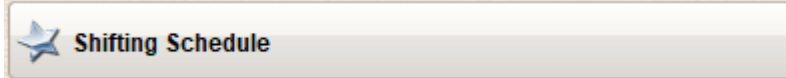
Payment Type:

Description:

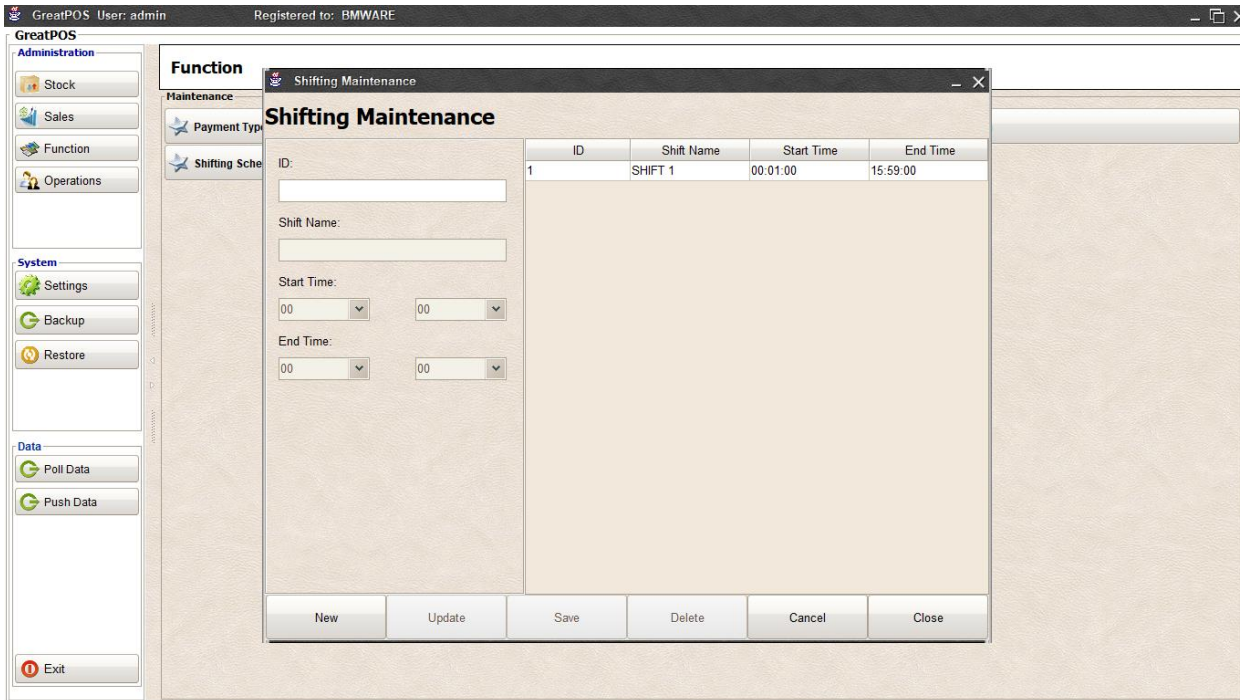
Payment Type	Description
Cash	Real Money
Credit Card	Used to borrow money
Loyalty	Loyalty

New Update Save Delete Cancel Close

Shifting Schedule

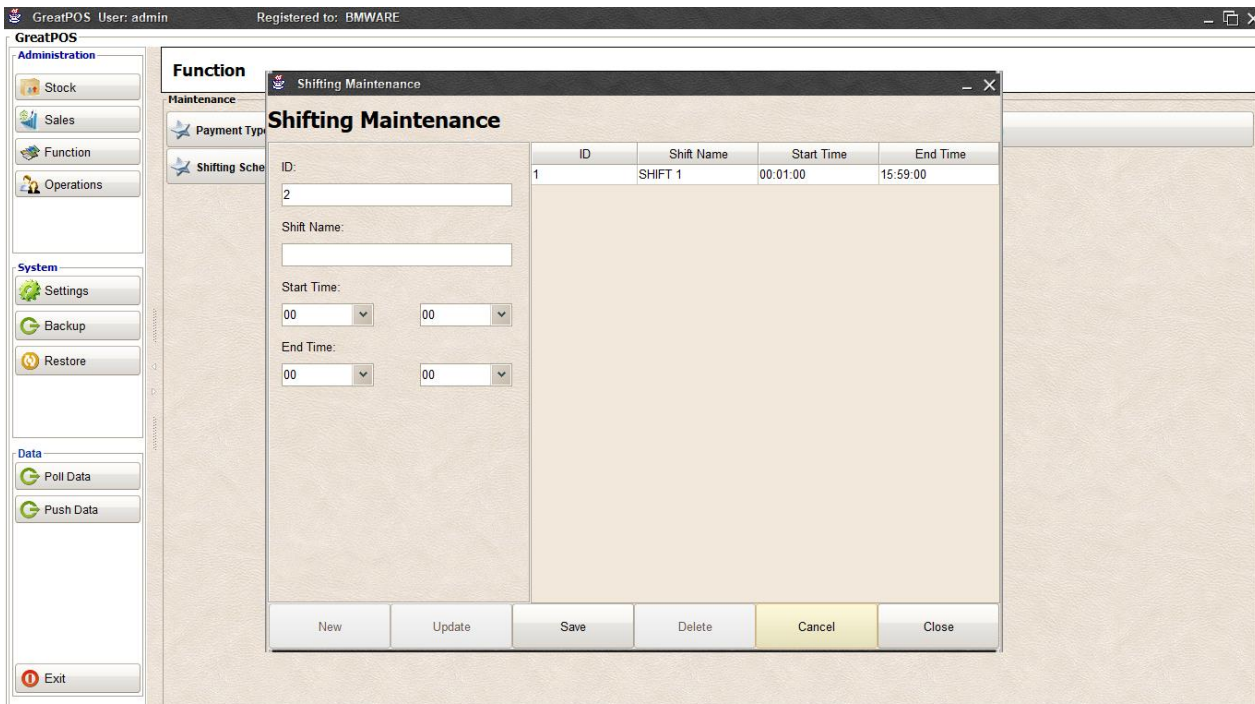


Use to manage Shifting Schedule of the Cashier Side Users



How to use Shifting Schedule?

Step1) Click New Button

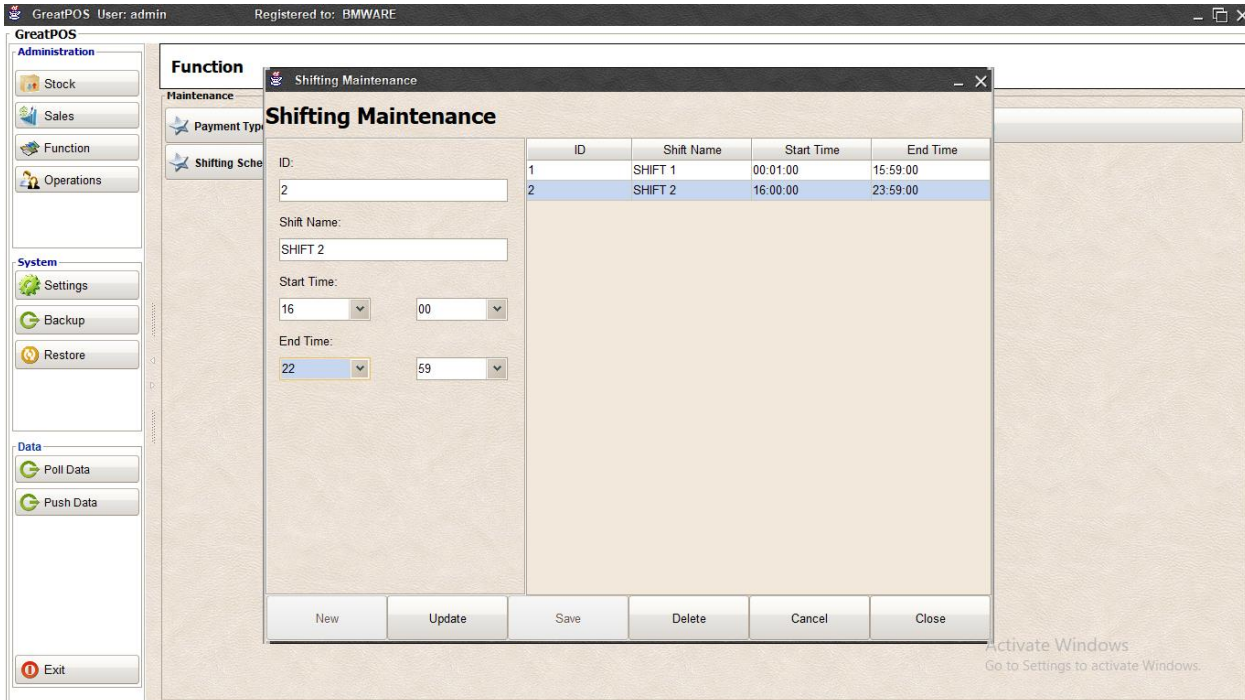


Step2) Enter Shift Name

Step3) Set Start Time and End Time

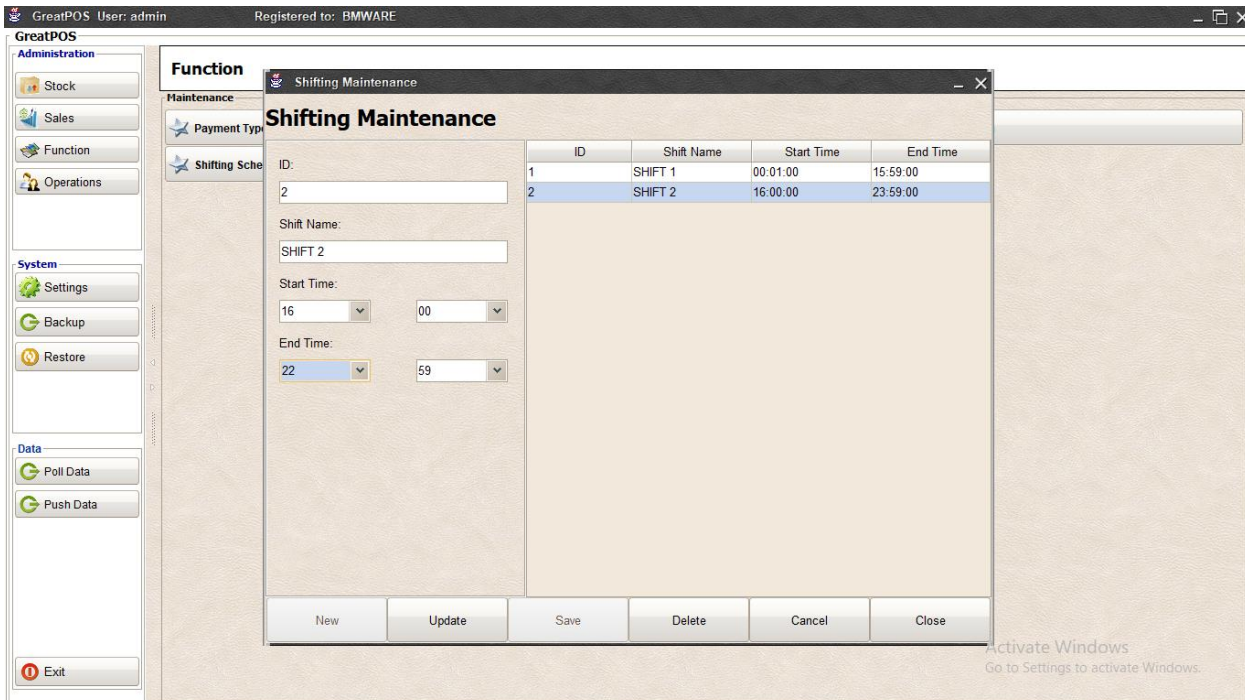
(Note: Setting of time must be military time)

Step4) Click Save Button

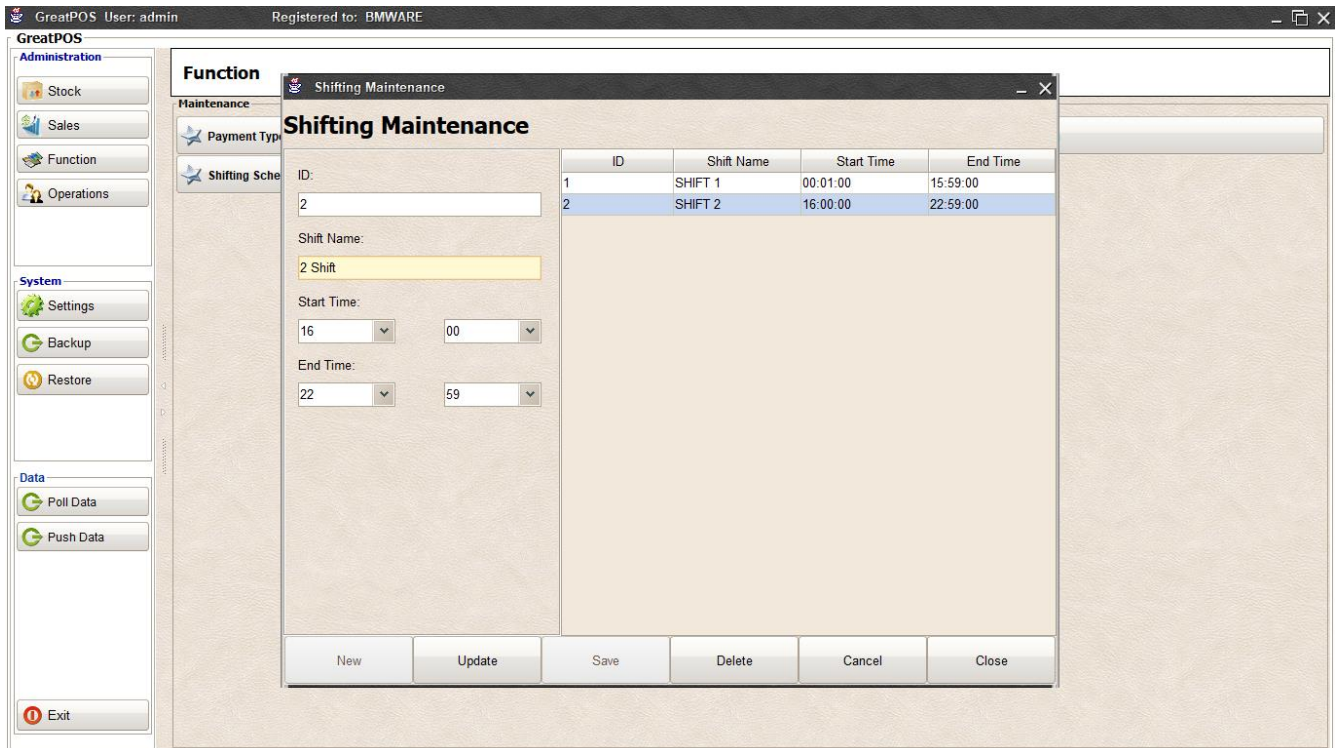


Edit Shifting

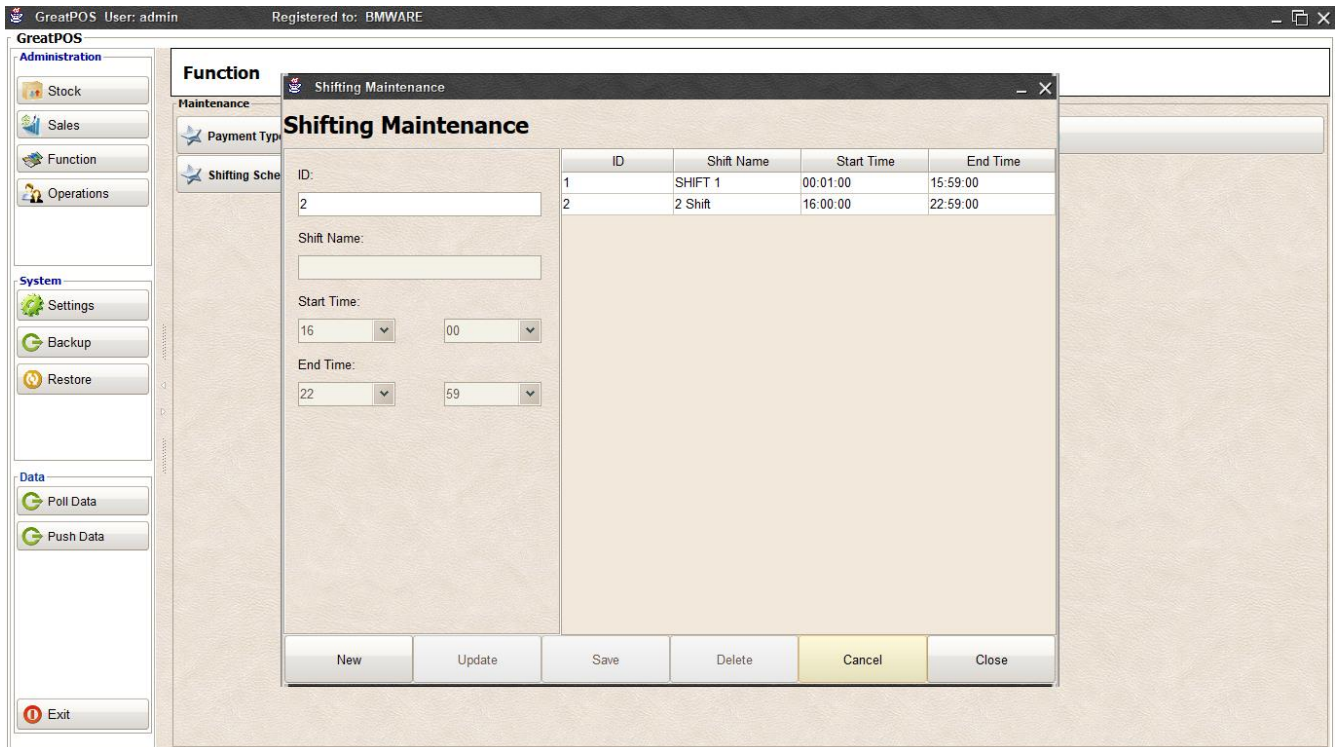
Step1) Select Shift on the table



Step2) Edit the Shift Selected

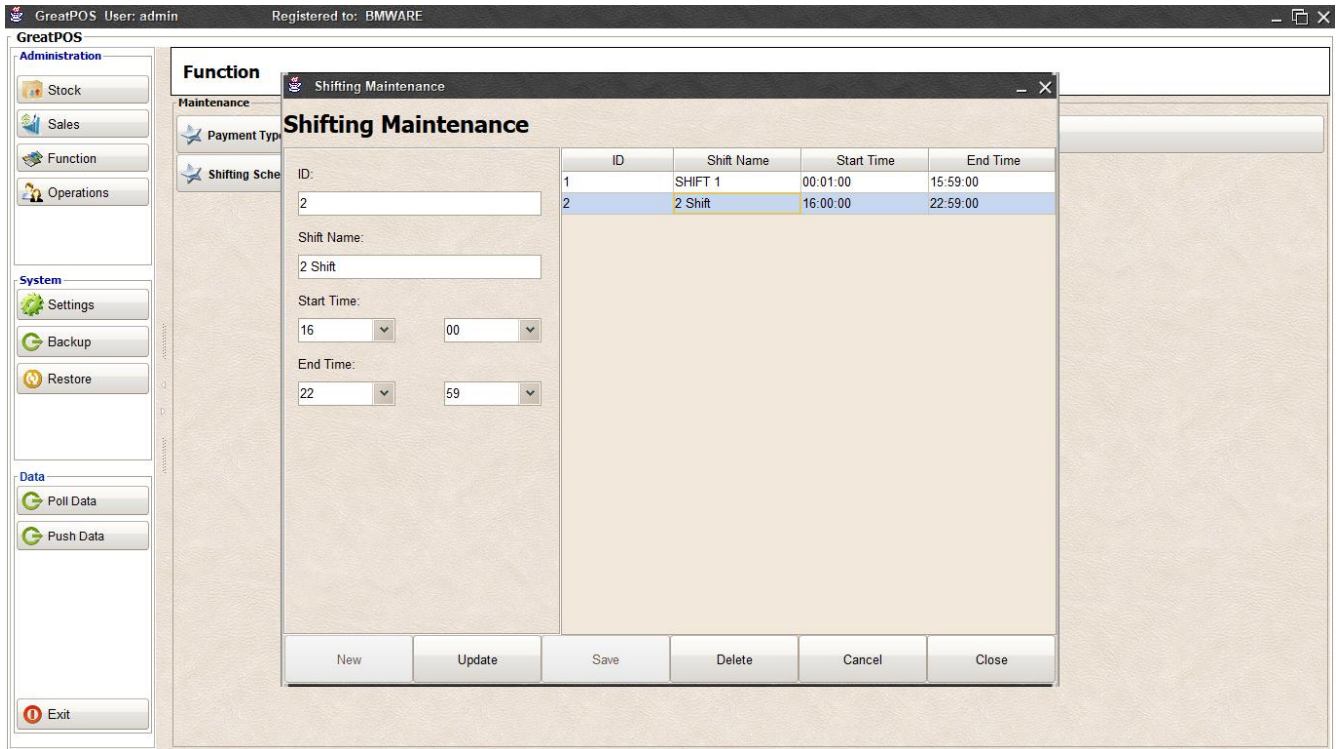


Step3) Click Update Button

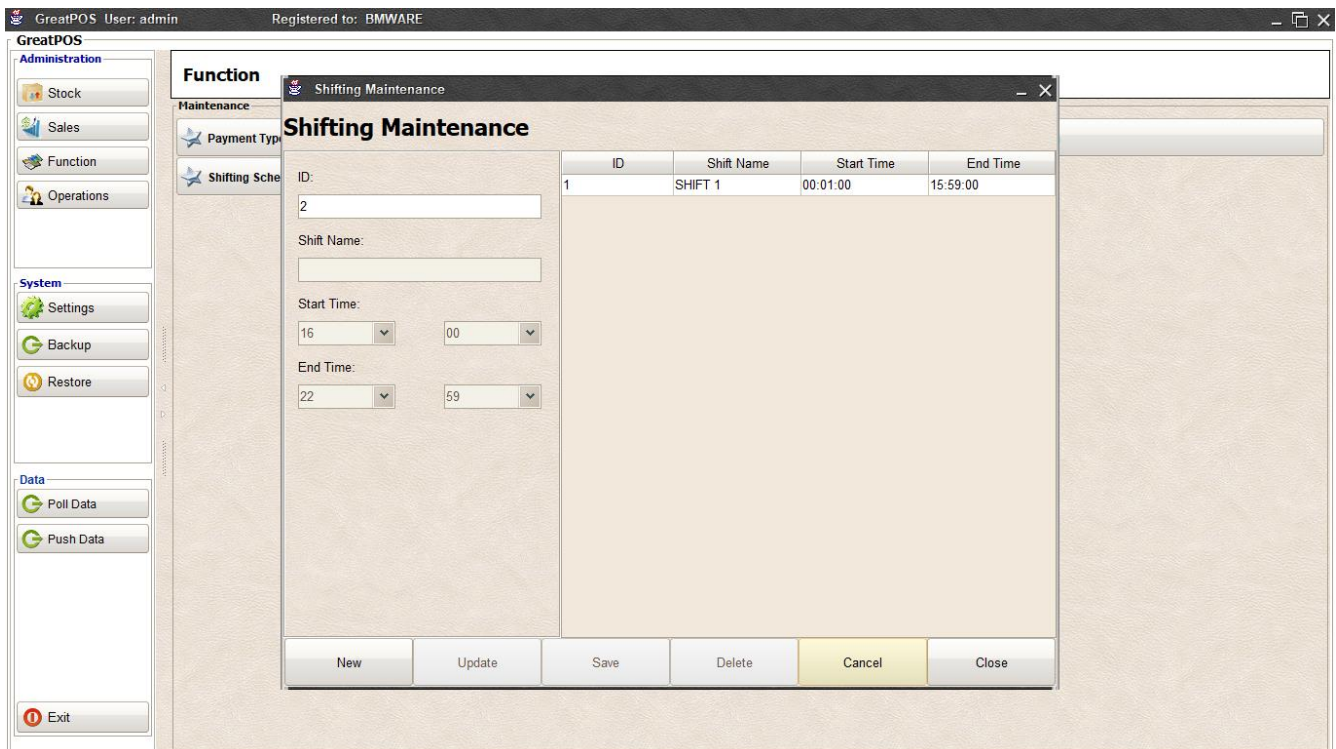


Delete Shift

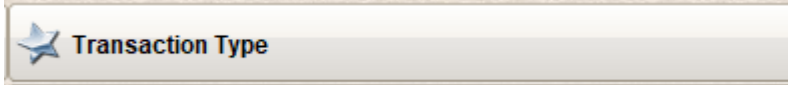
Step1) Select Shift on the table



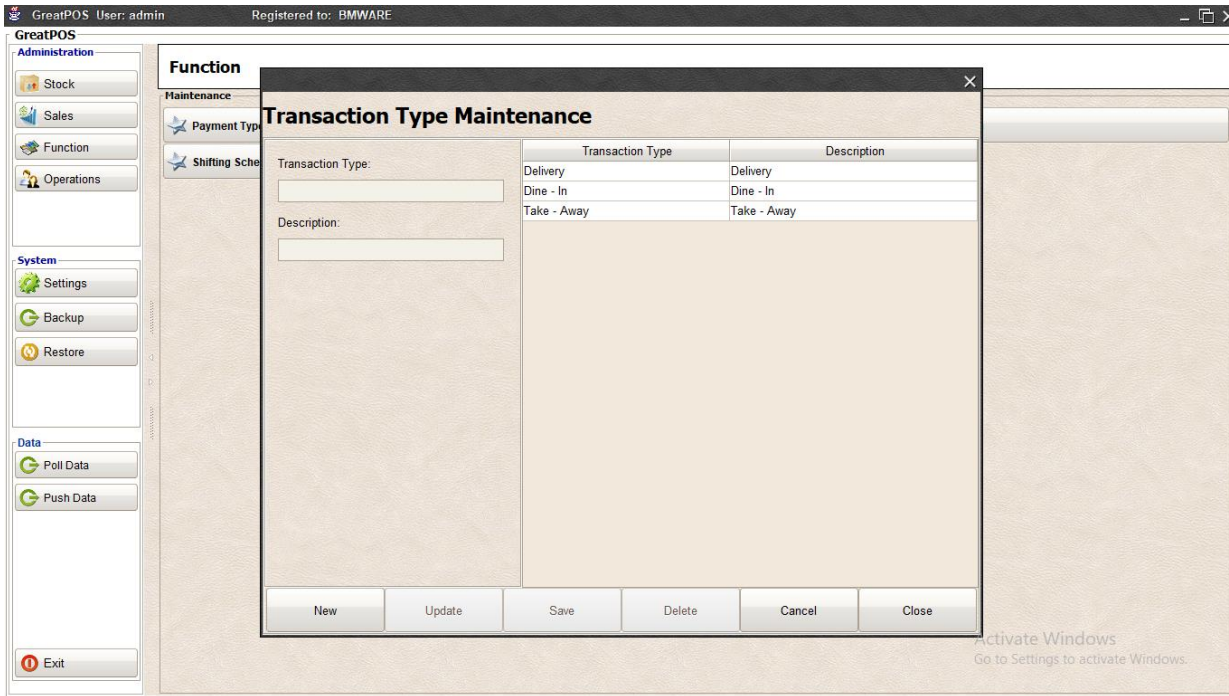
Step2) Click Delete Button



Transaction Type

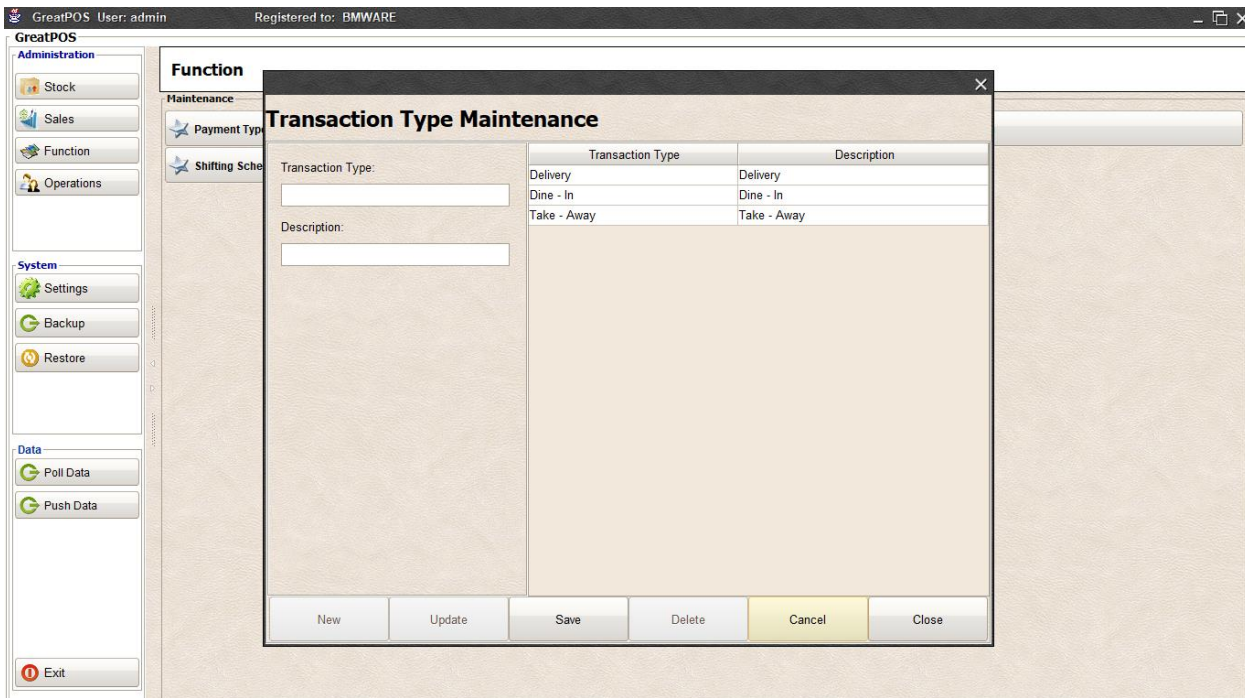


Use to manage Transaction type into the Cashier Side



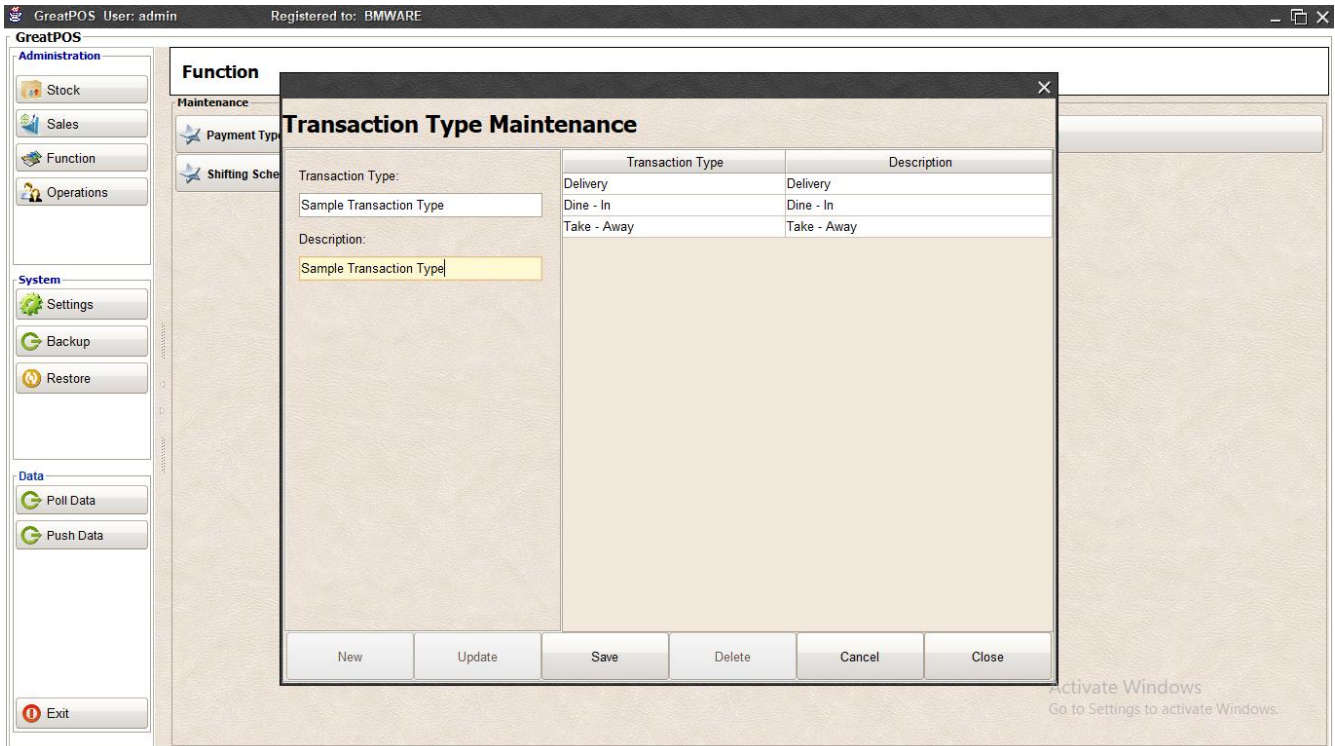
How to use Transaction Type?

Step1) Click New Button

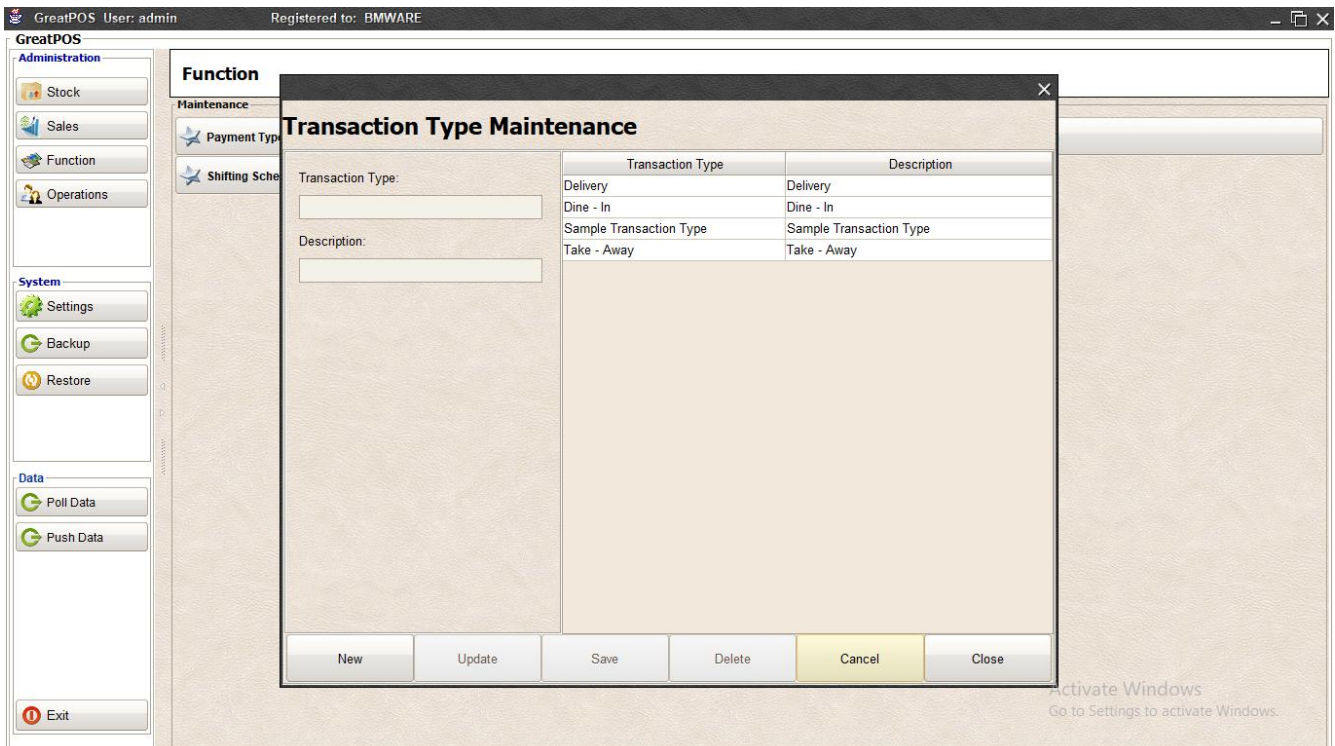


Step2) Enter Transaction Type

Step3) Enter Description

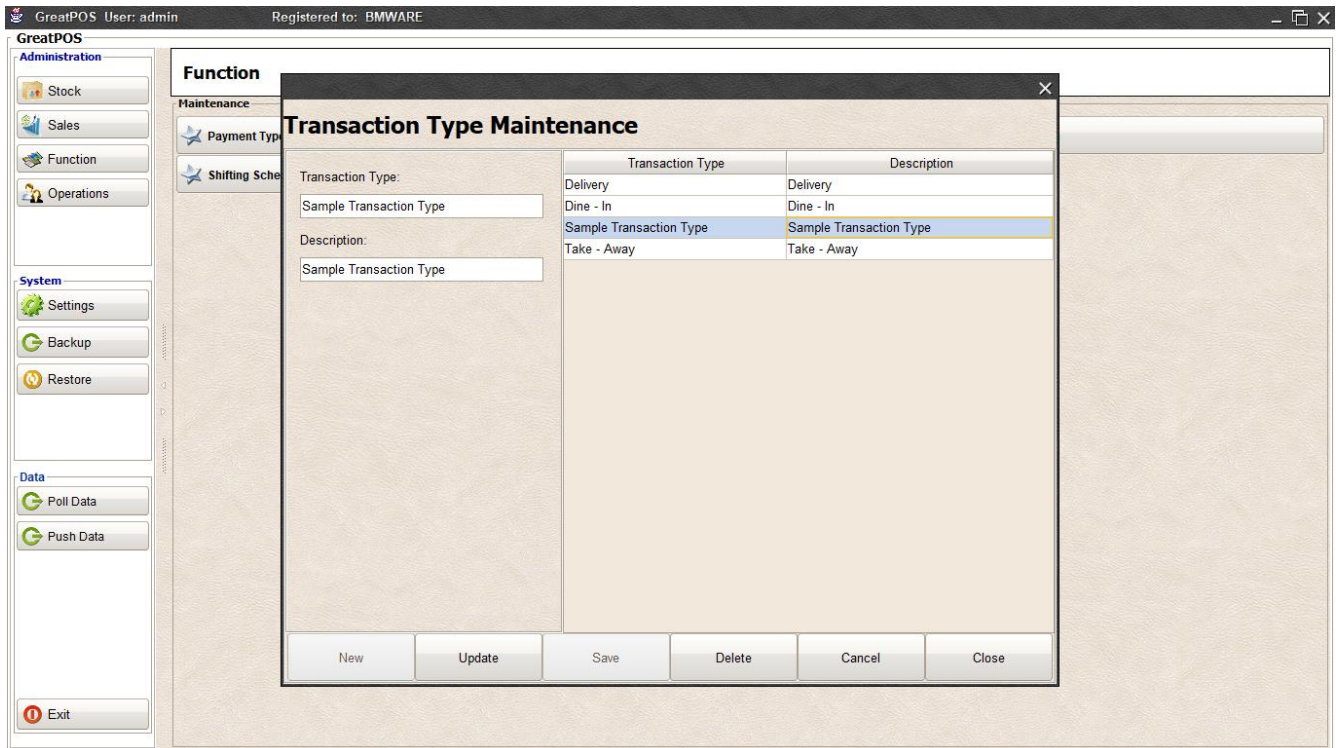


Step4) Click Save Button

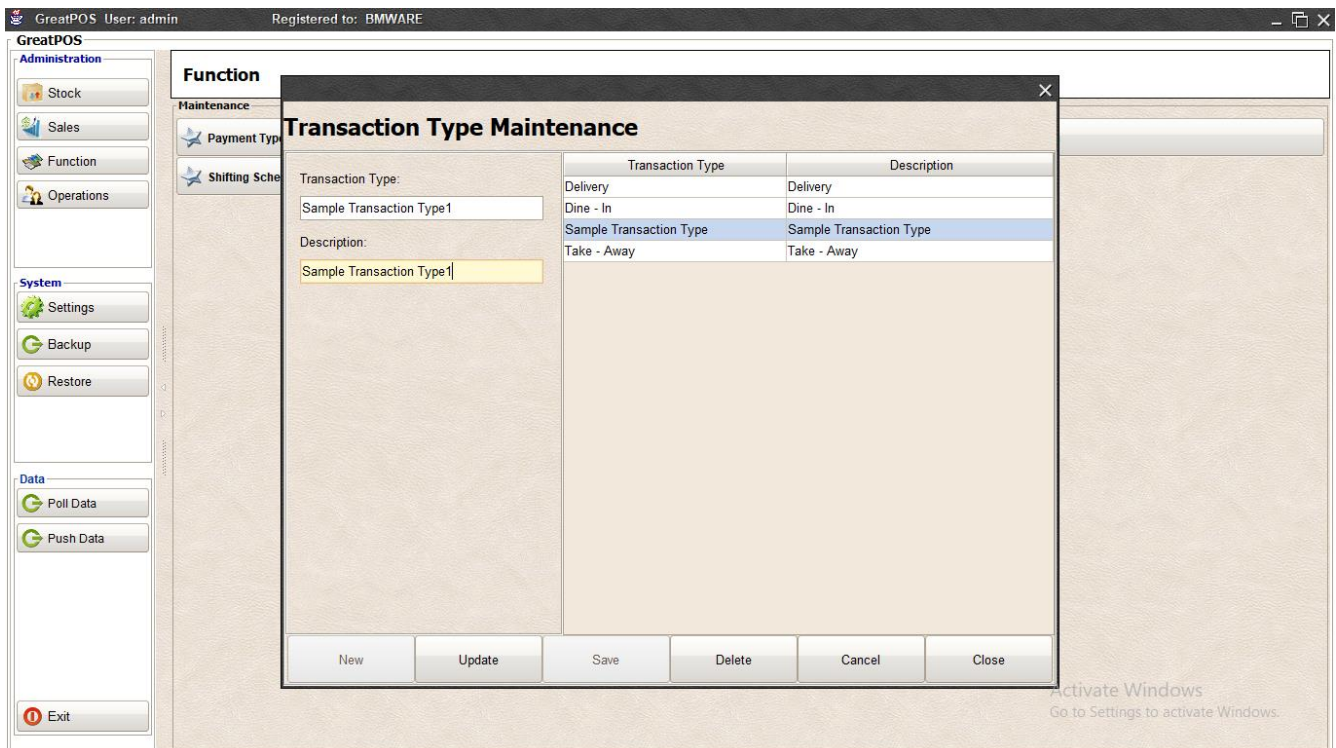


Edit Transaction Type

Step1) Select Transaction Type on the table



Step2) Edit the Payment Type Selected



Step3) Click Update Button

- Administration
 - Stock
 - Sales
 - Function
 - Operations
- System
 - Settings
 - Backup
 - Restore
- Data
 - Poll Data
 - Push Data
- Exit

Function

- Maintenance
 - Payment Type
 - Shifting Schedule

Transaction Type Maintenance

Transaction Type:

Description:

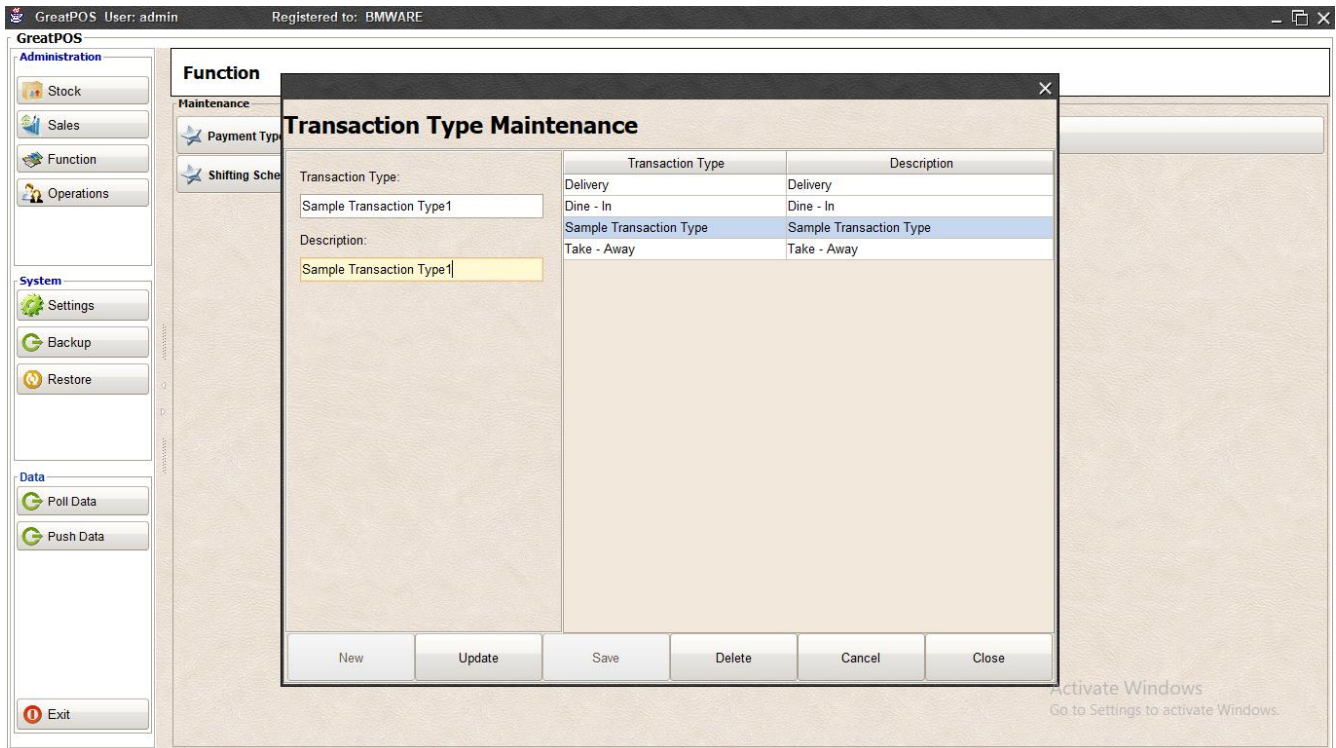
Transaction Type	Description
Delivery	Delivery
Dine - In	Dine - In
Sample Transaction Type1	Sample Transaction Type1
Take - Away	Take - Away

New Update Save Delete Cancel Close

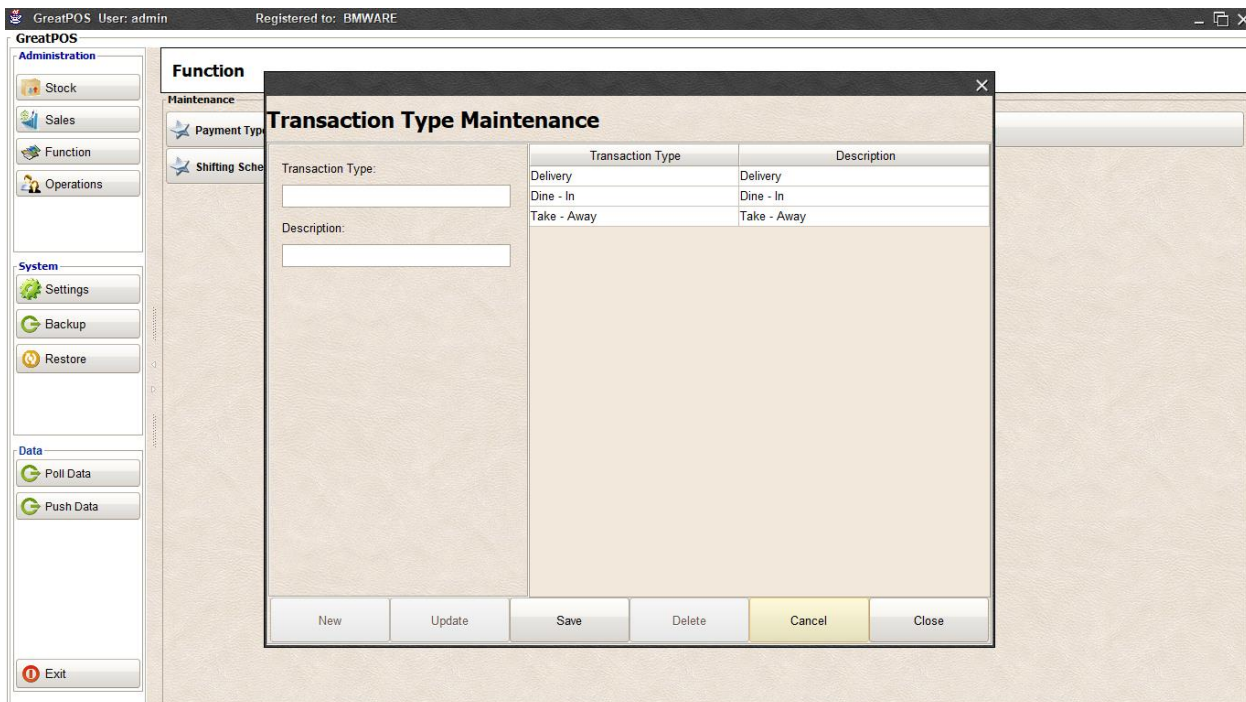
Activate Windows
Go to Settings to activate Windows.

Delete Transaction Type

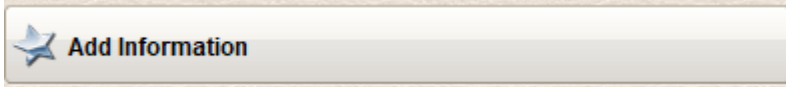
Step1) Select Transaction Type on the table



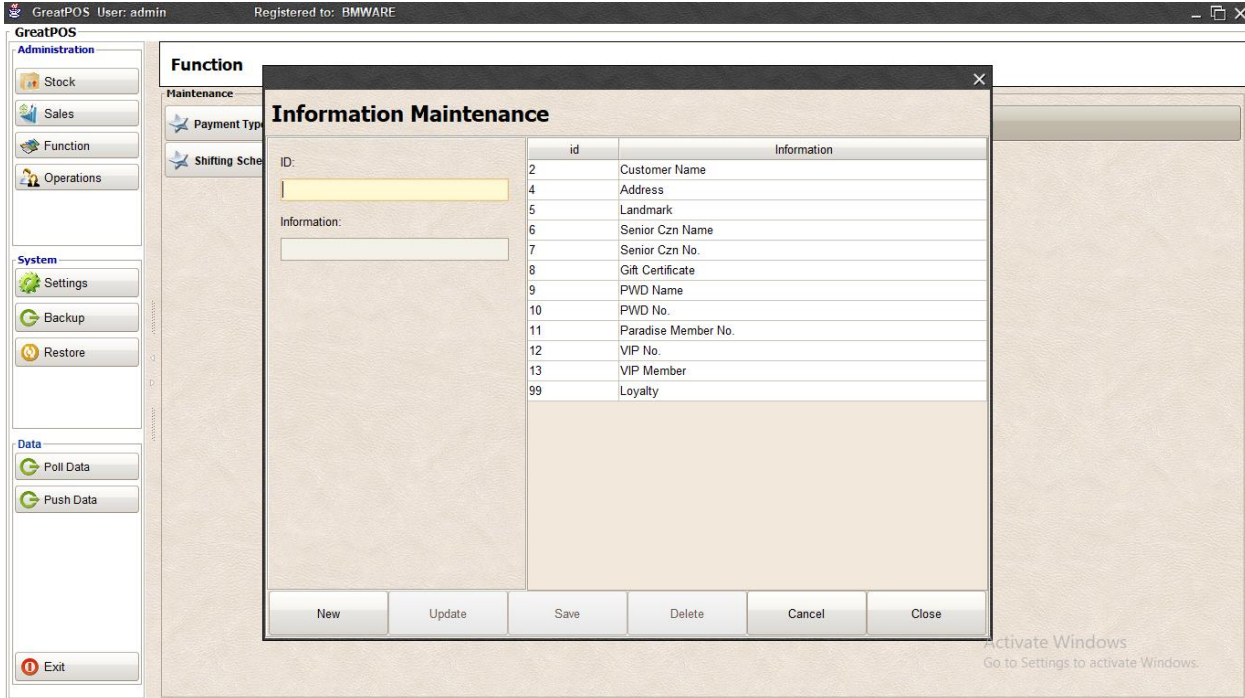
Step2) Click Delete Button



Add Information

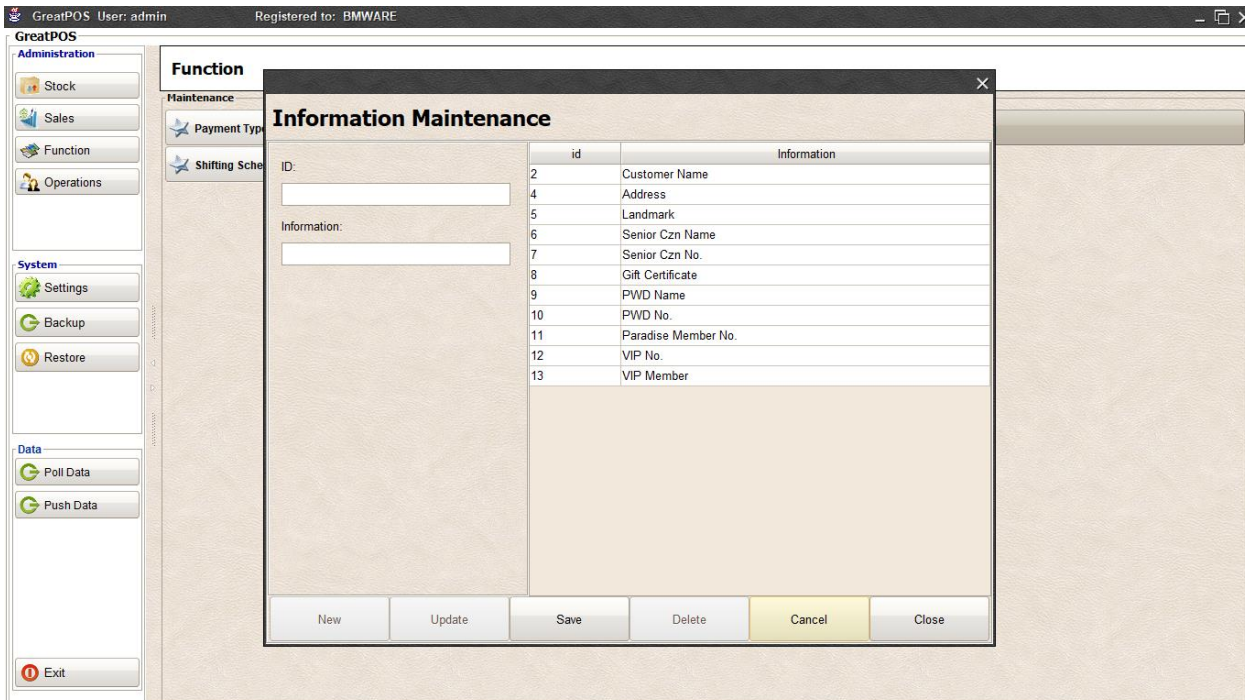


Use to manage Information into the Cashier Side



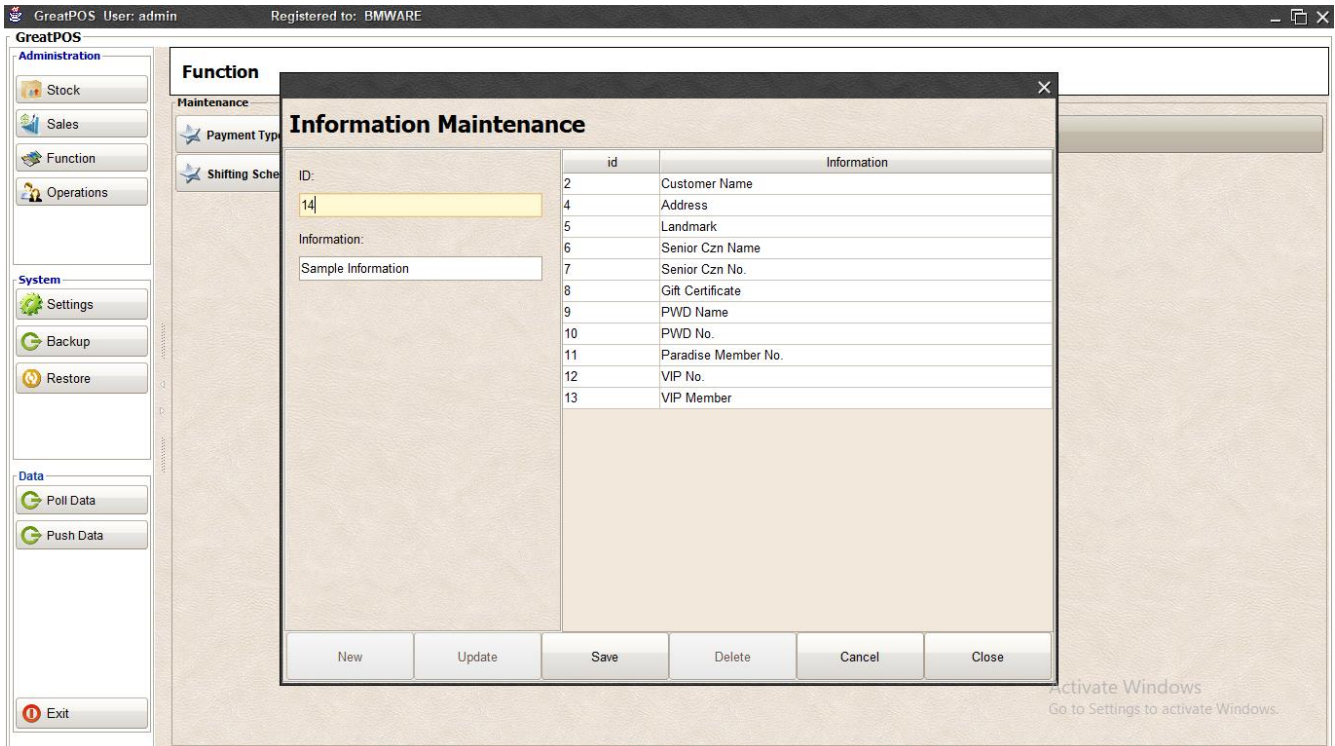
How to use Add Information?

Step1) Click New Button

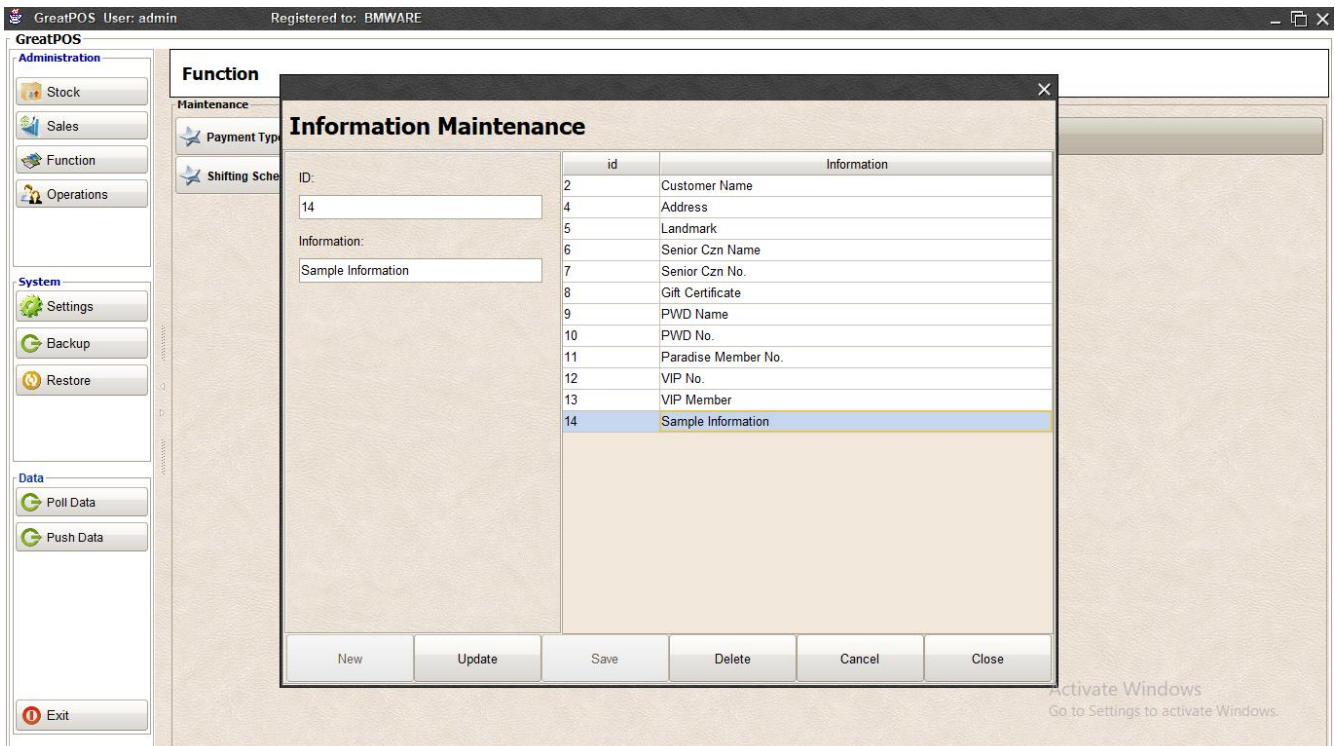


Step2) Enter ID

Step3) Enter Information

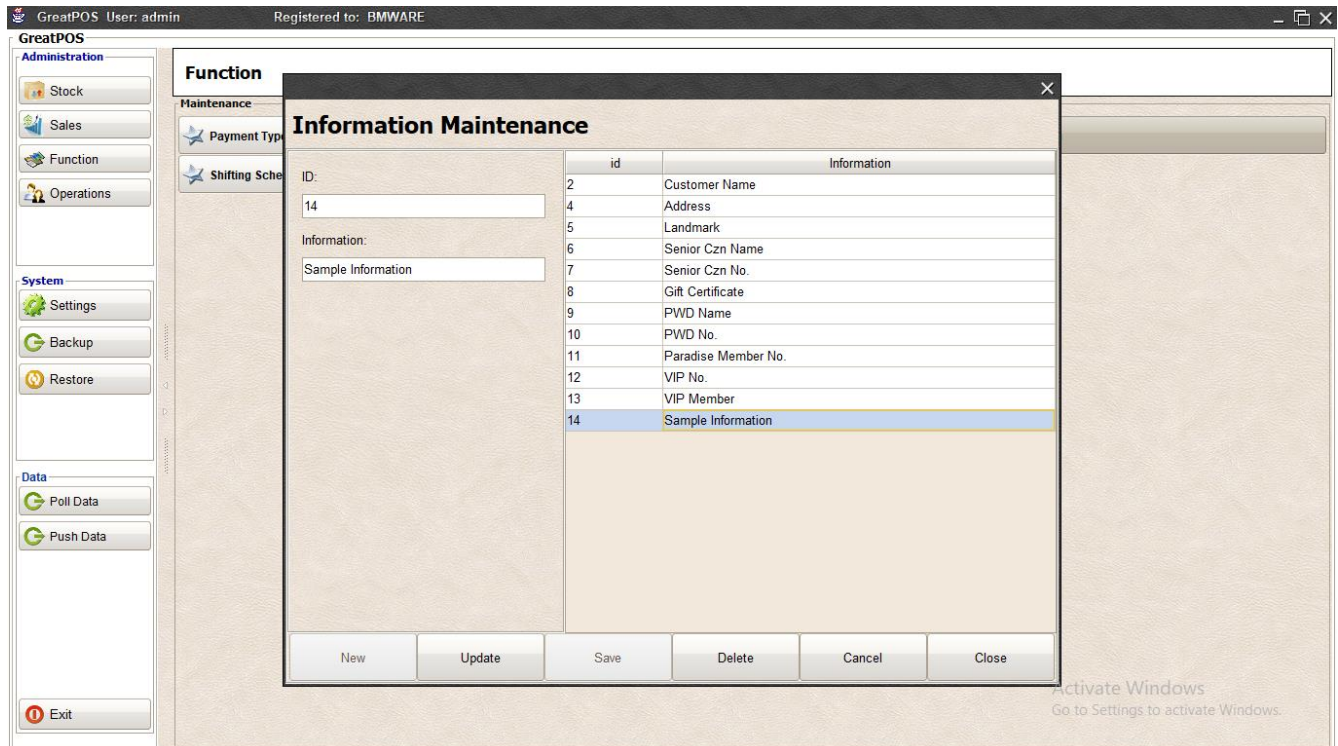


Step4) Click Save Button

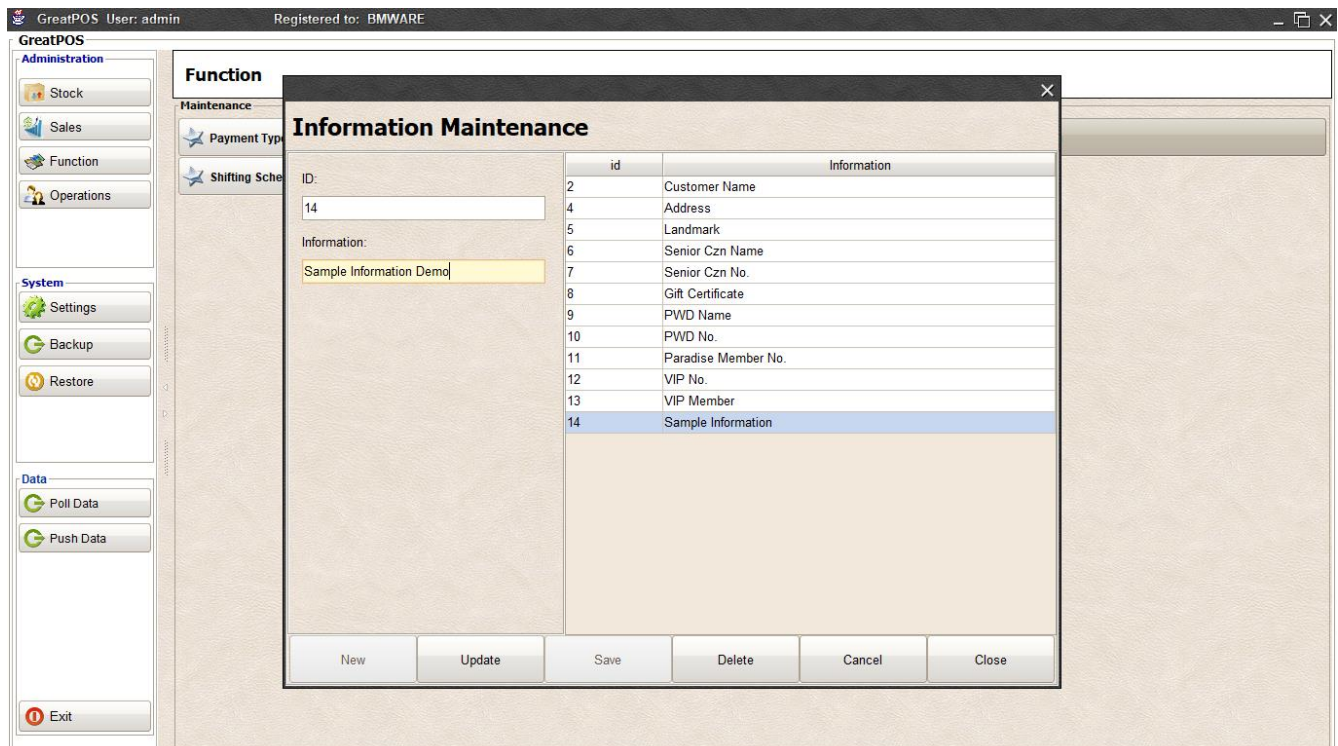


Edit Information

Step1) Select Information on the table



Step2) Edit the Information Selected



Step3) Click Update Button

Administration

- Stock
- Sales
- Function
- Operations

System

- Settings
- Backup
- Restore

Data

- Poll Data
- Push Data

Exit

Function

Maintenance

- Payment Type
- Shifting Schedules

Information Maintenance

ID: 14

Information: Sample Information demo

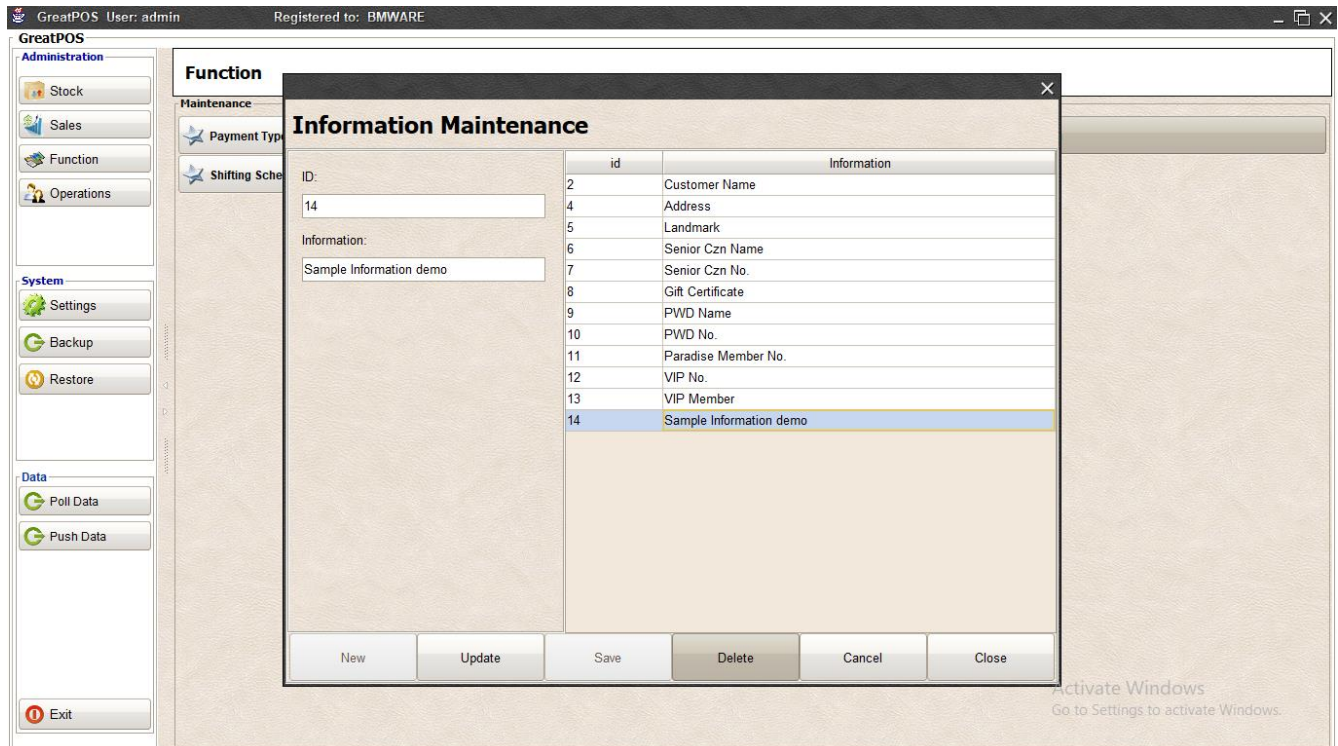
id	Information
2	Customer Name
4	Address
5	Landmark
6	Senior Czr Name
7	Senior Czr No.
8	Gift Certificate
9	PWD Name
10	PWD No.
11	Paradise Member No.
12	VIP No.
13	VIP Member
14	Sample Information demo

New Update Save Delete Cancel Close

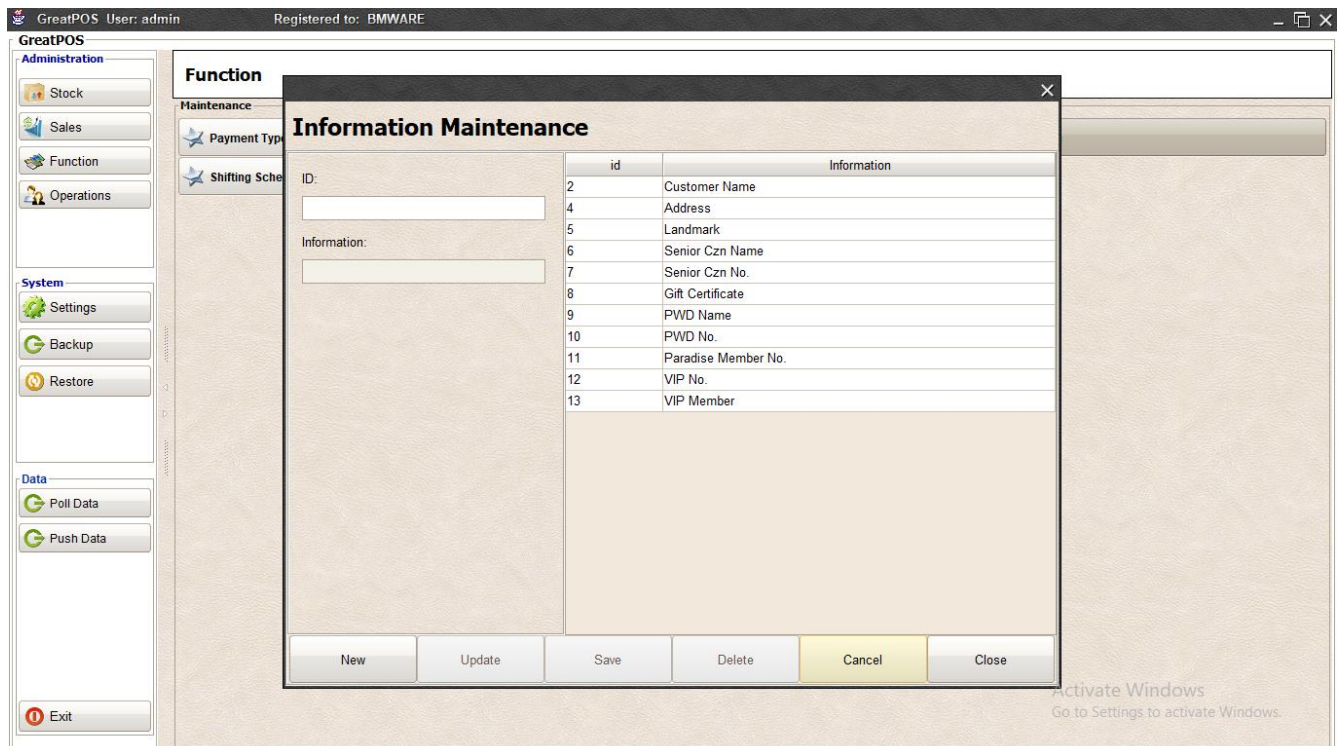
Activate Windows
Go to Settings to activate Windows.

Delete Transaction Type

Step1) Select Transaction Type on the table

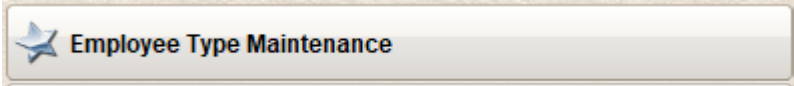


Step2) Click Delete Button

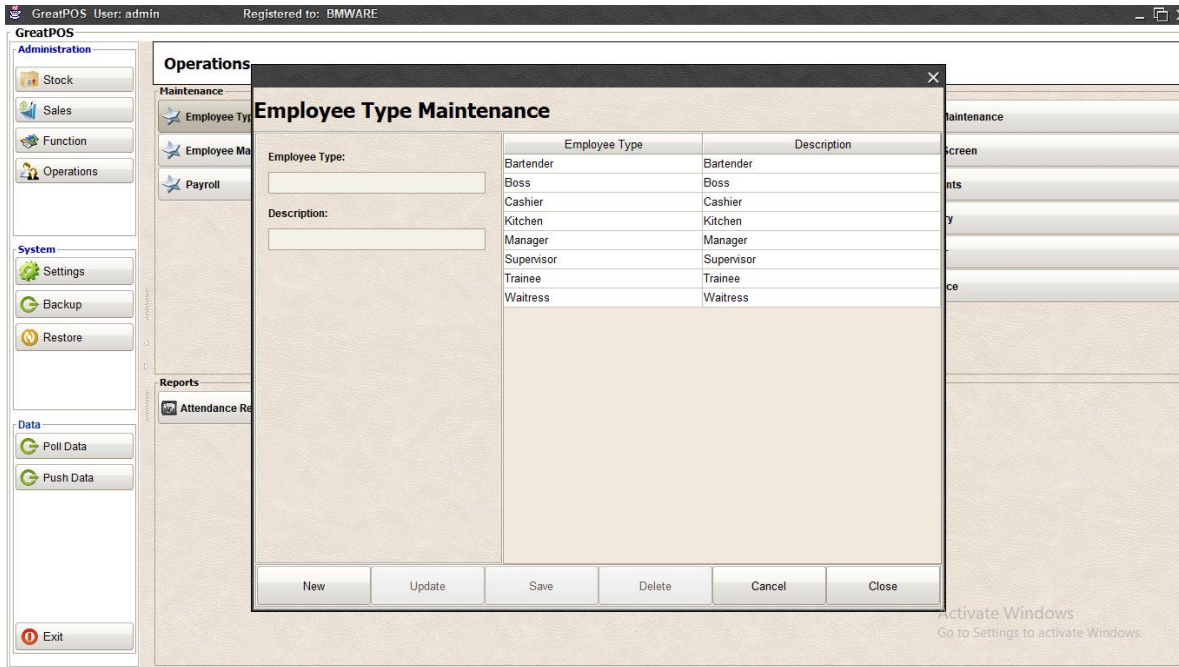


Operations

Employee Type Maintenance

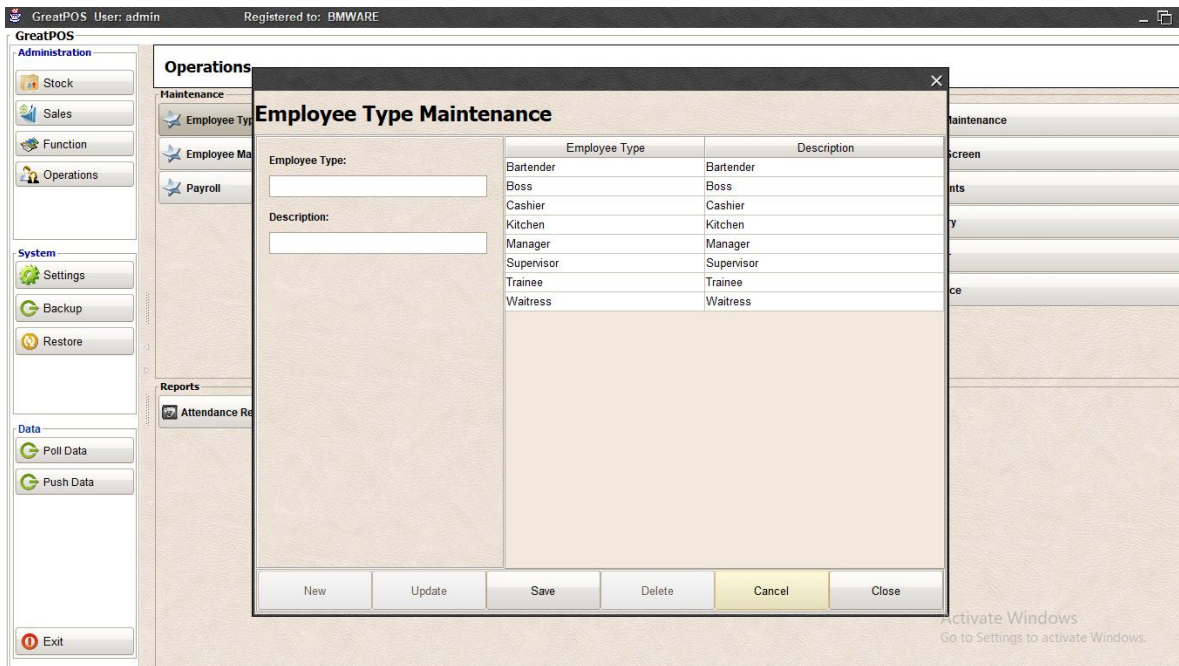


Use to manage Employee Type



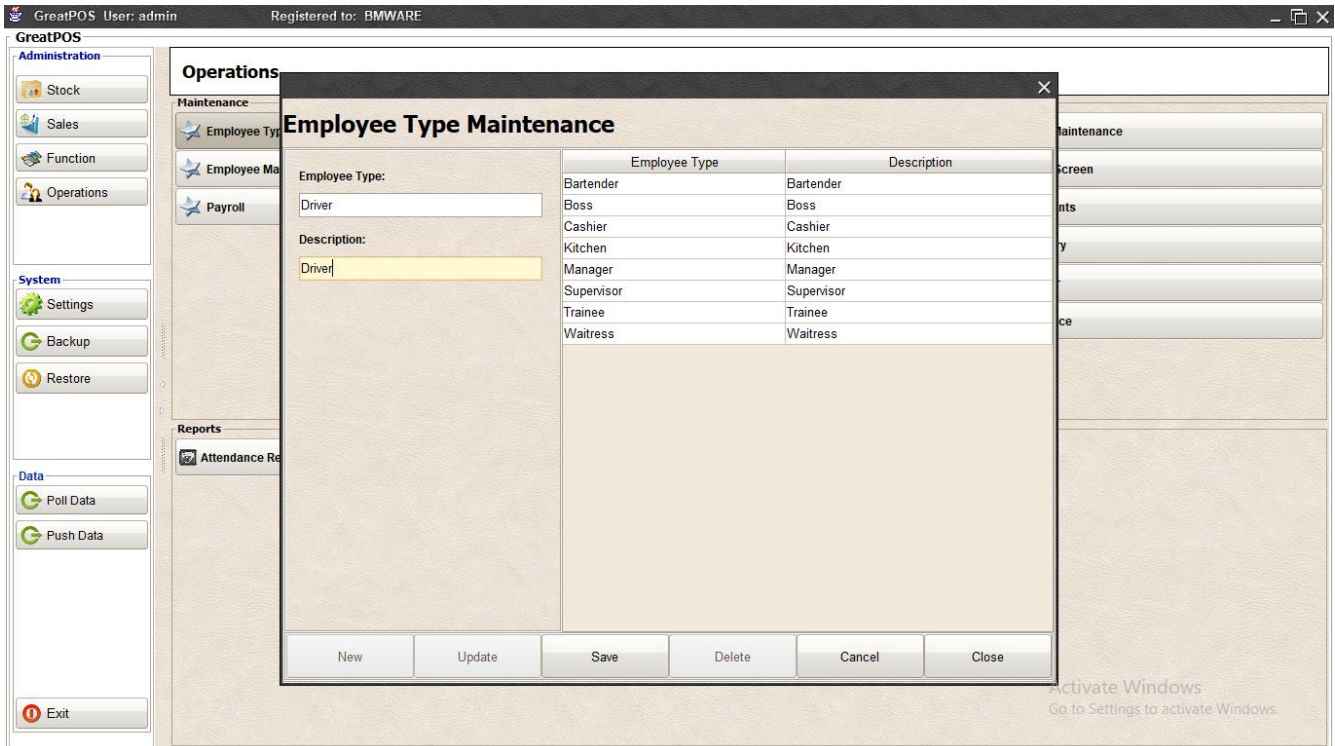
How to use Employee Type Maintenance?

Step1) Click New Button

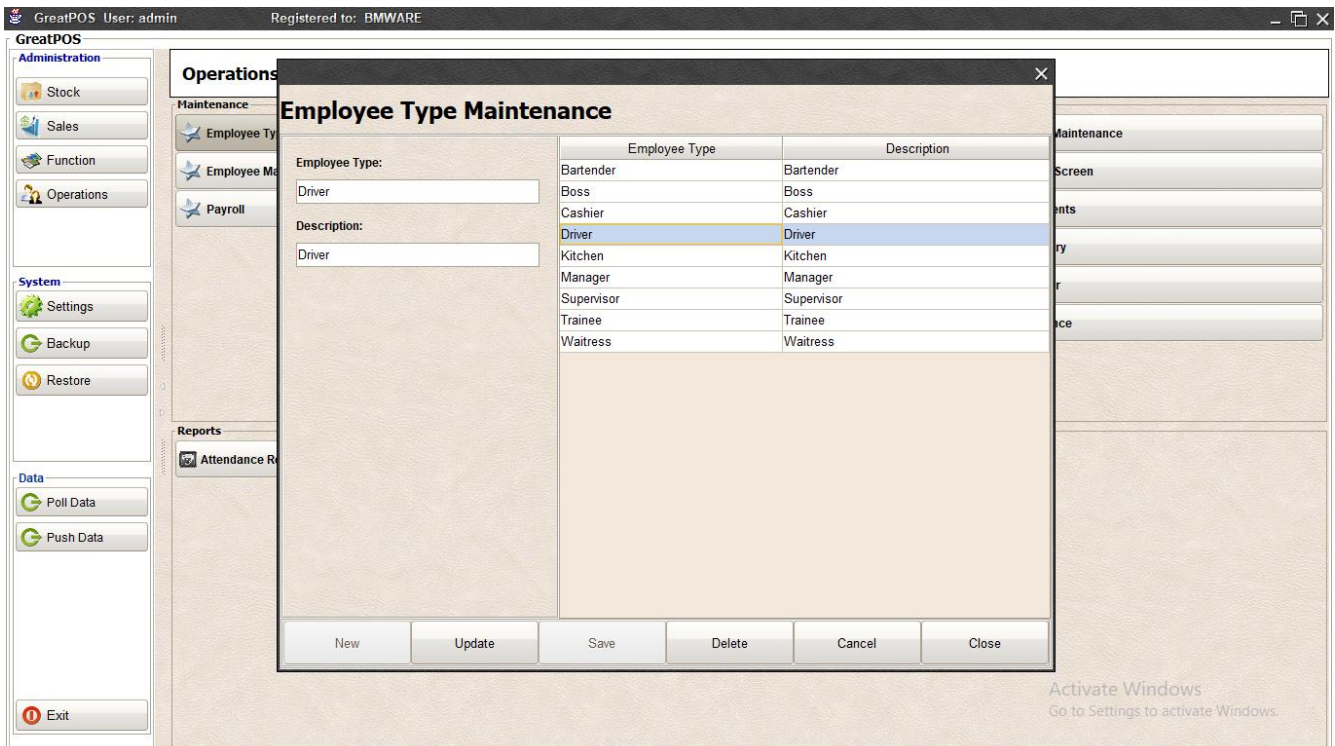


Step2) Enter Employee Type

Step3) Enter Description

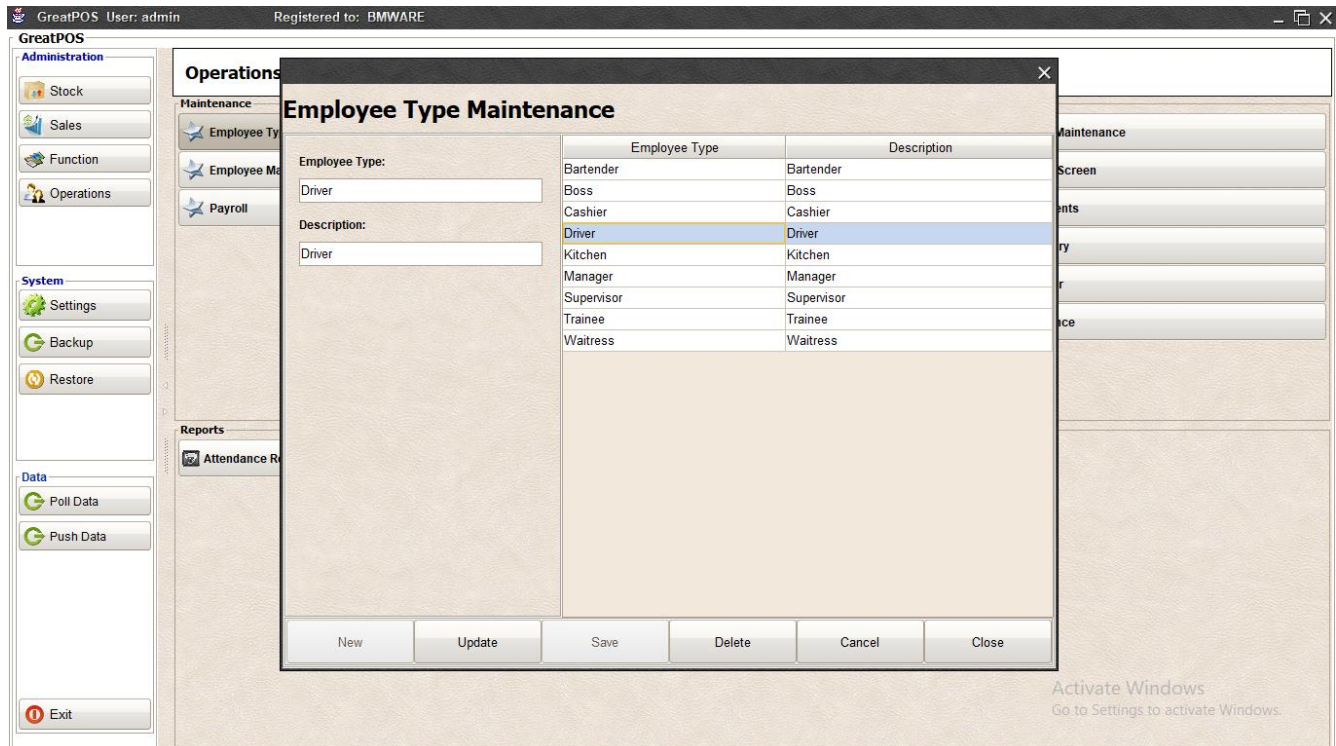


Step4) Click Save Button

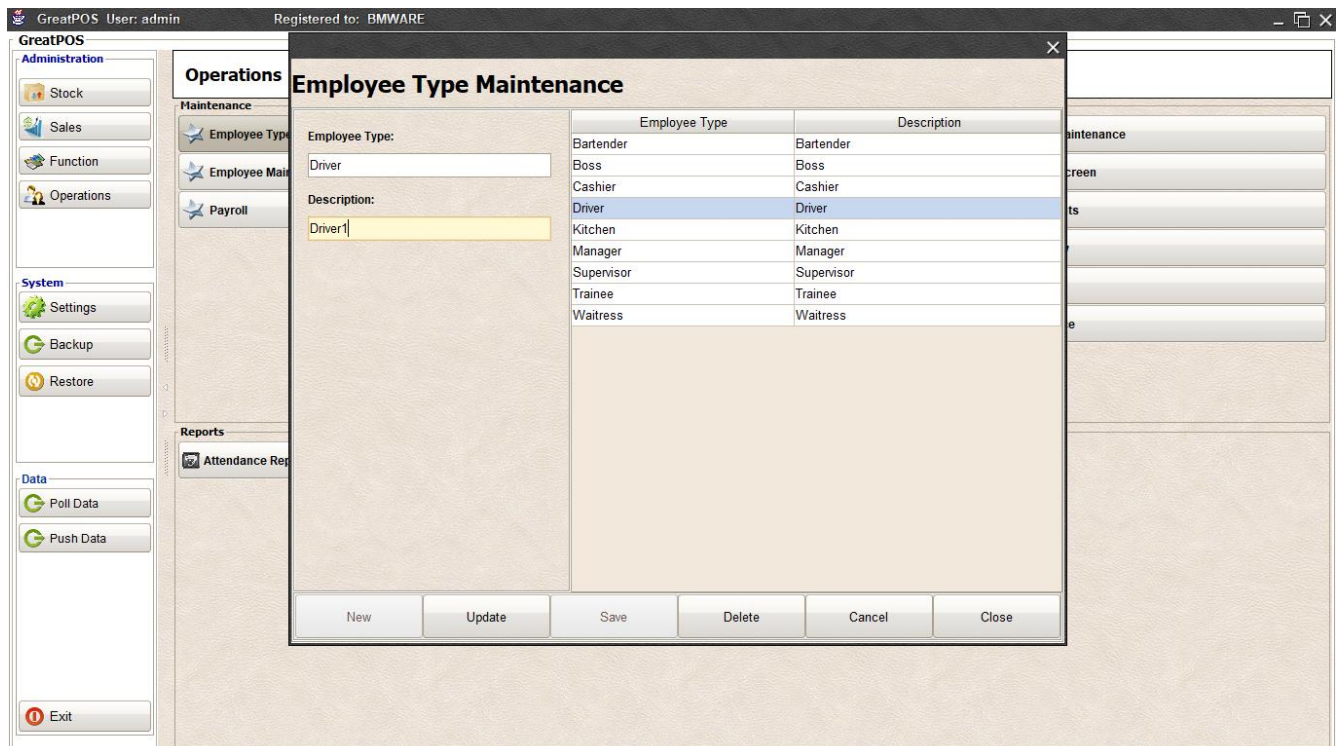


Edit Employee Type

Step1) Select Employee Type on the table



Step2) Edit the Employee Type Selected



Step3) Click Update Button

Administration

- Stock
- Sales
- Function
- Operations

System

- Settings
- Backup
- Restore

Data

- Poll Data
- Push Data

Exit

Operations

Maintenance

- Employee Type Maintenance
- Employee Maintenance
- Payroll

Reports

- Attendance Report

Employee Type Maintenance

Employee Type:

Description:

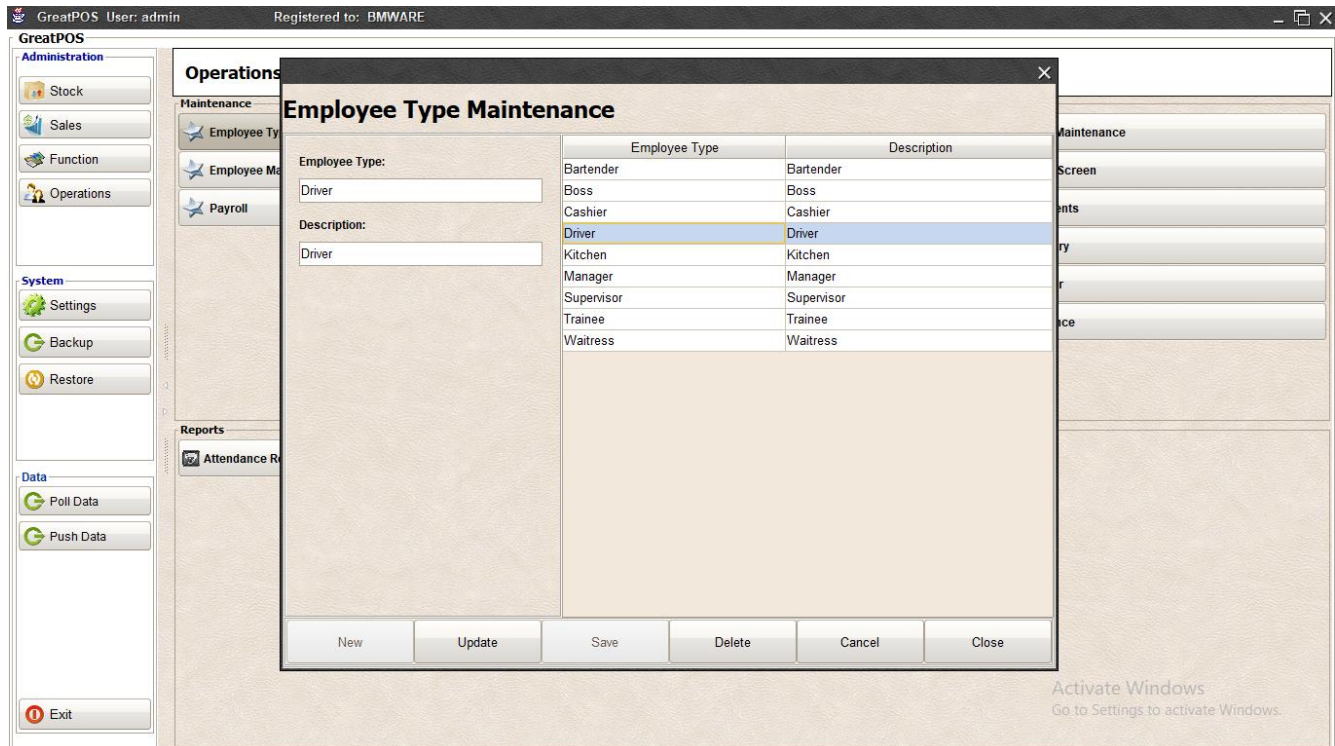
Employee Type	Description
Bartender	Bartender
Boss	Boss
Cashier	Cashier
Driver	Driver1
Kitchen	Kitchen
Manager	Manager
Supervisor	Supervisor
Trainee	Trainee
Waitress	Waitress

New Update Save Delete Cancel Close

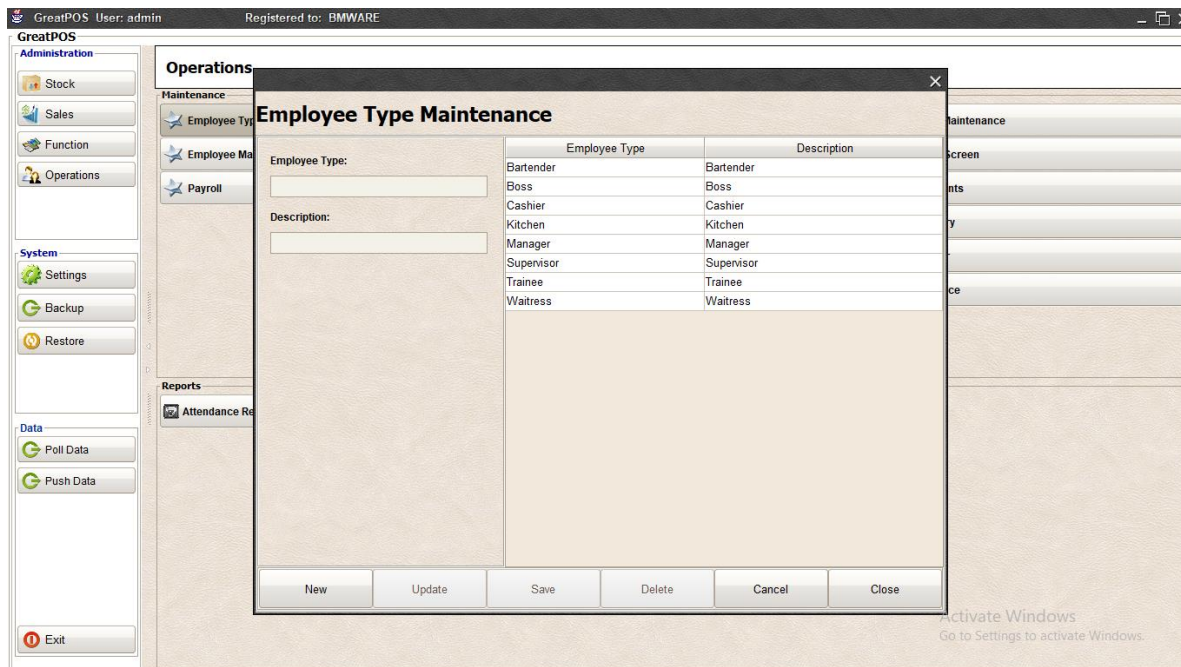
Activate Windows
Go to Settings to activate Windows.

Delete Employee Type

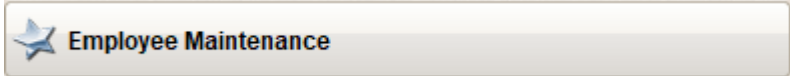
Step1) Select Employee Type on the table



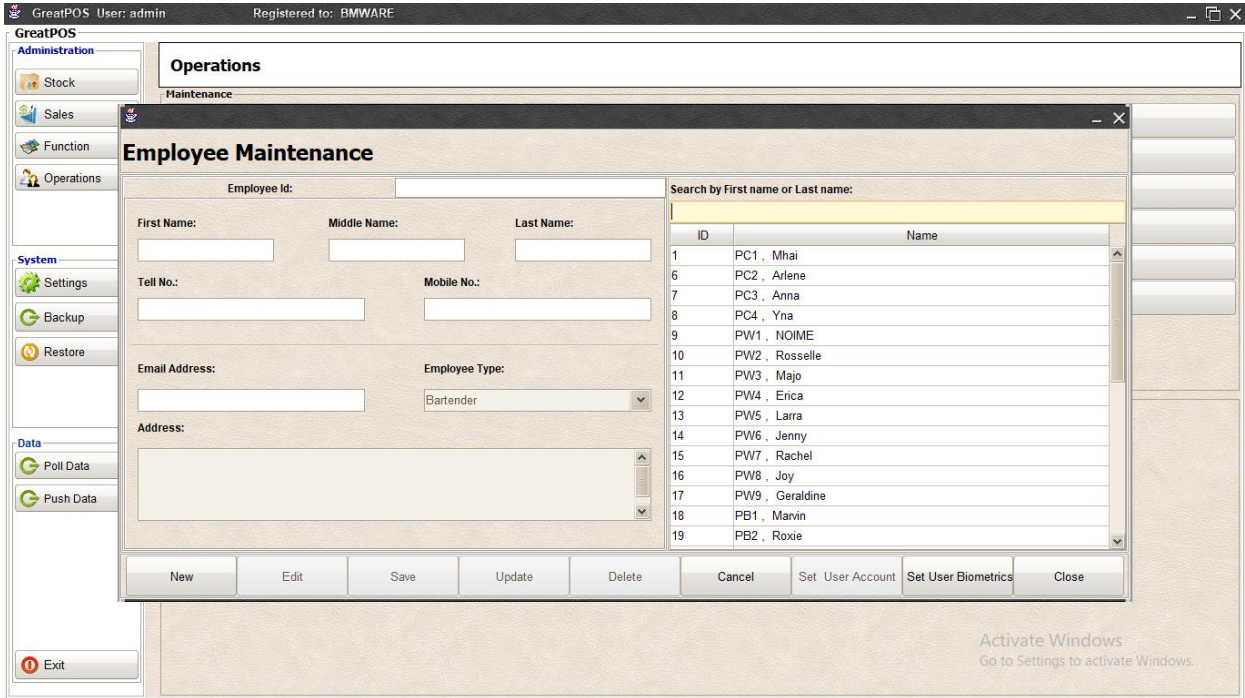
Step2) Click Delete Button



Employee Maintenance

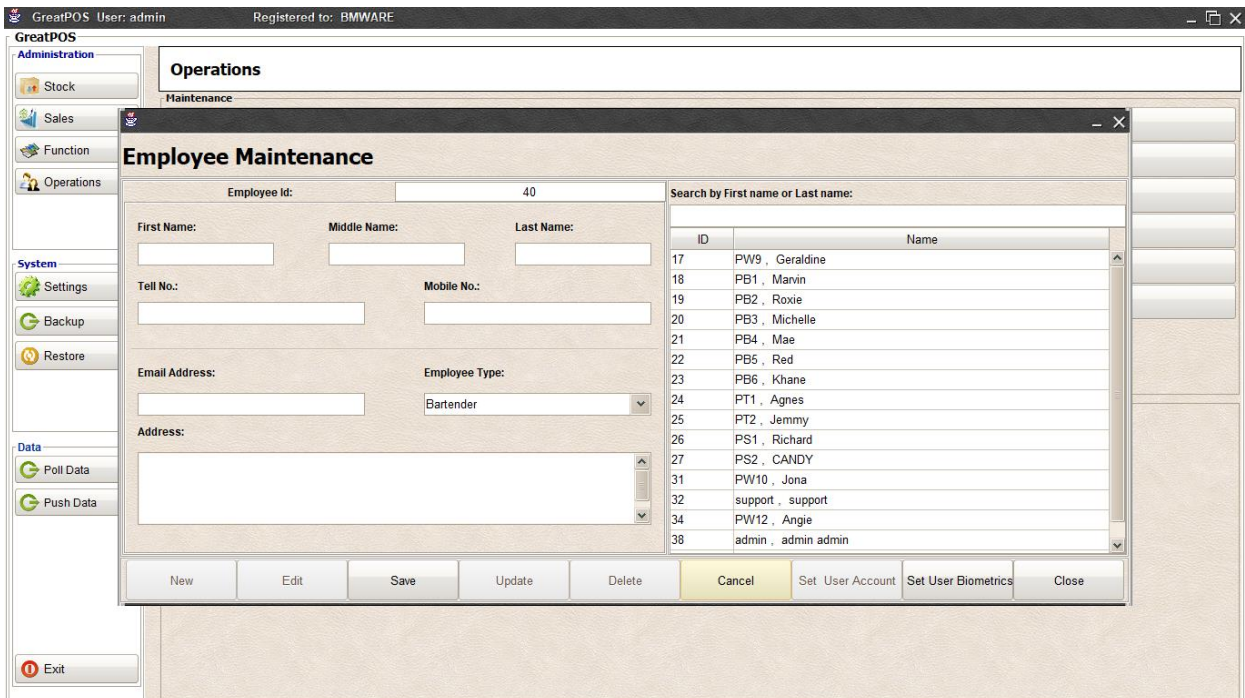


Use to manage Employee and System Users

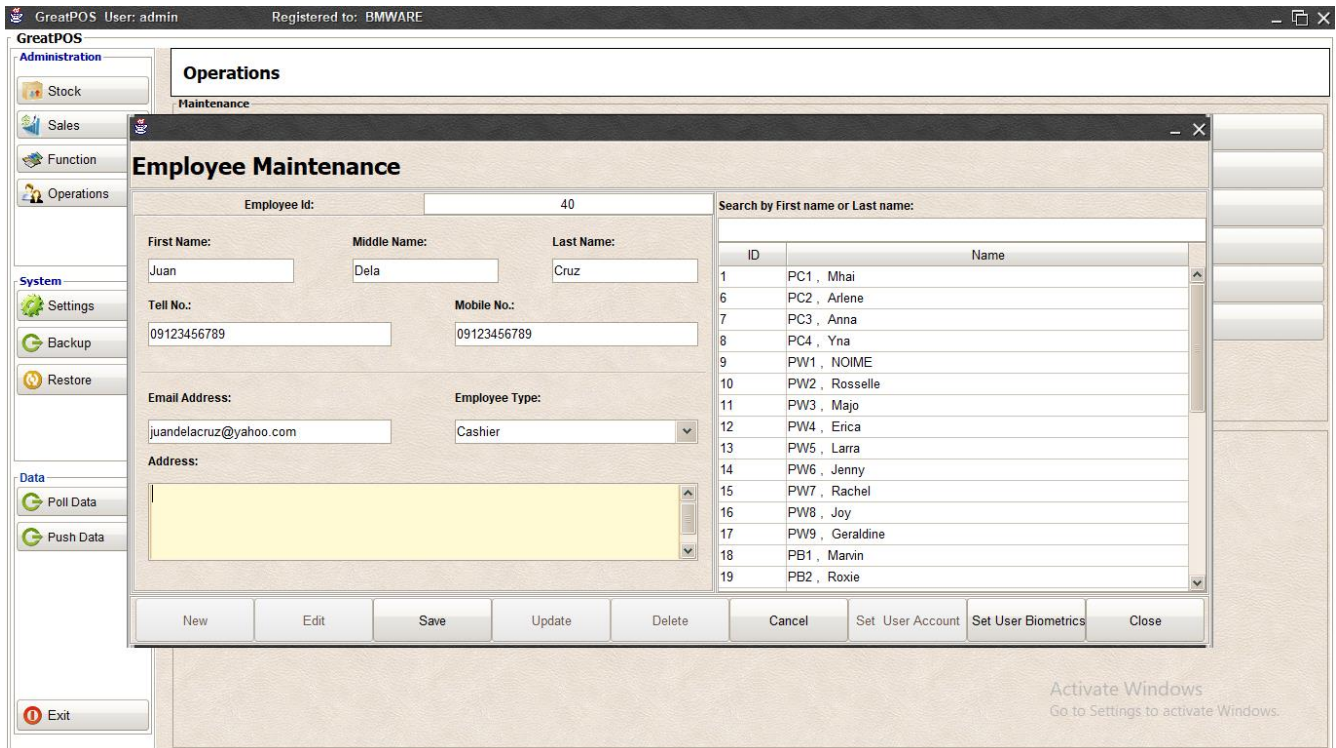


How to use Employee Maintenance?

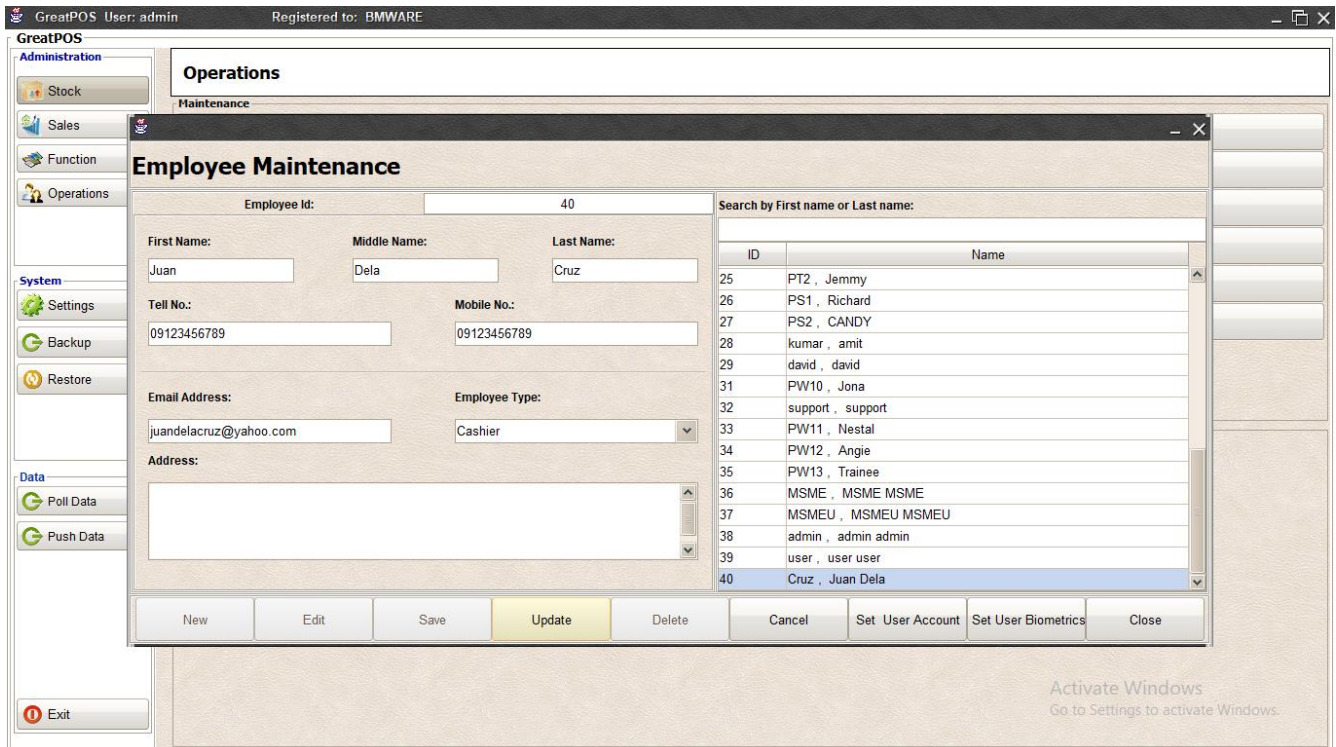
Step1) Click New Button



Step2) Enter Employee Information

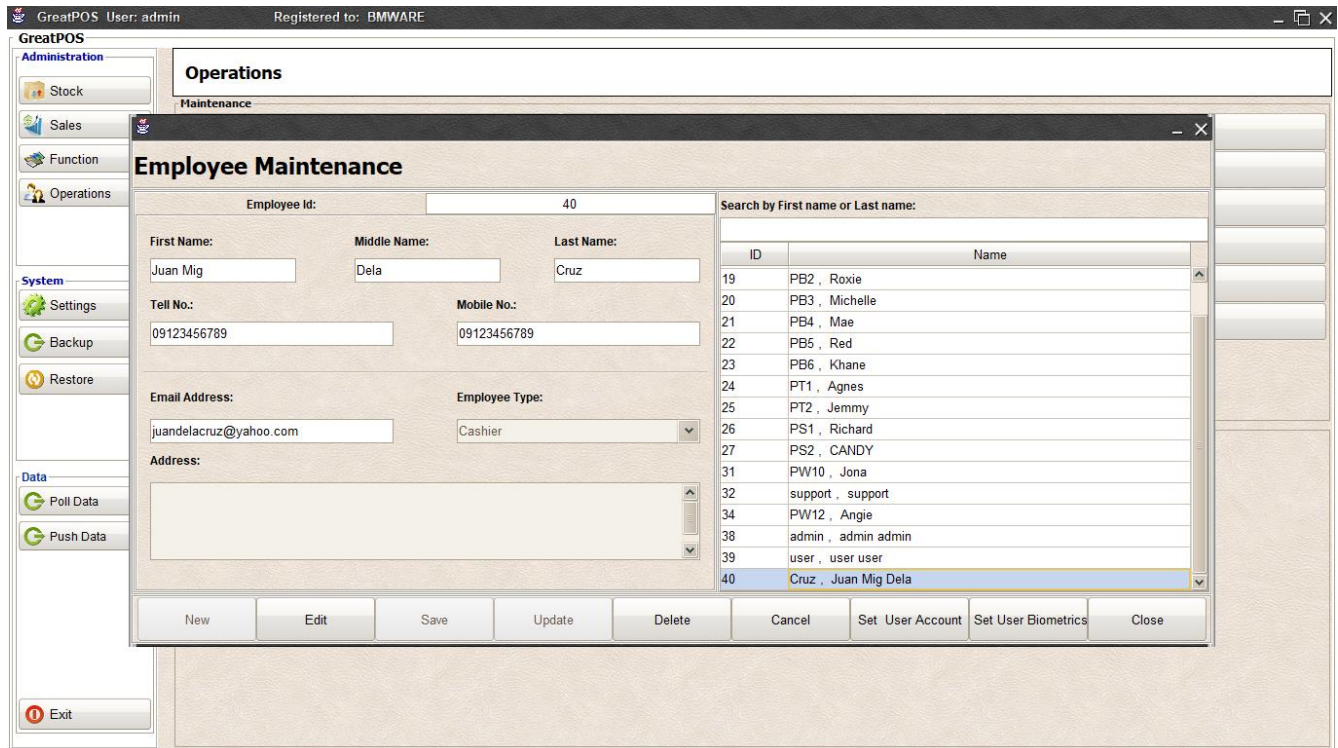


Step3) Click Save Button



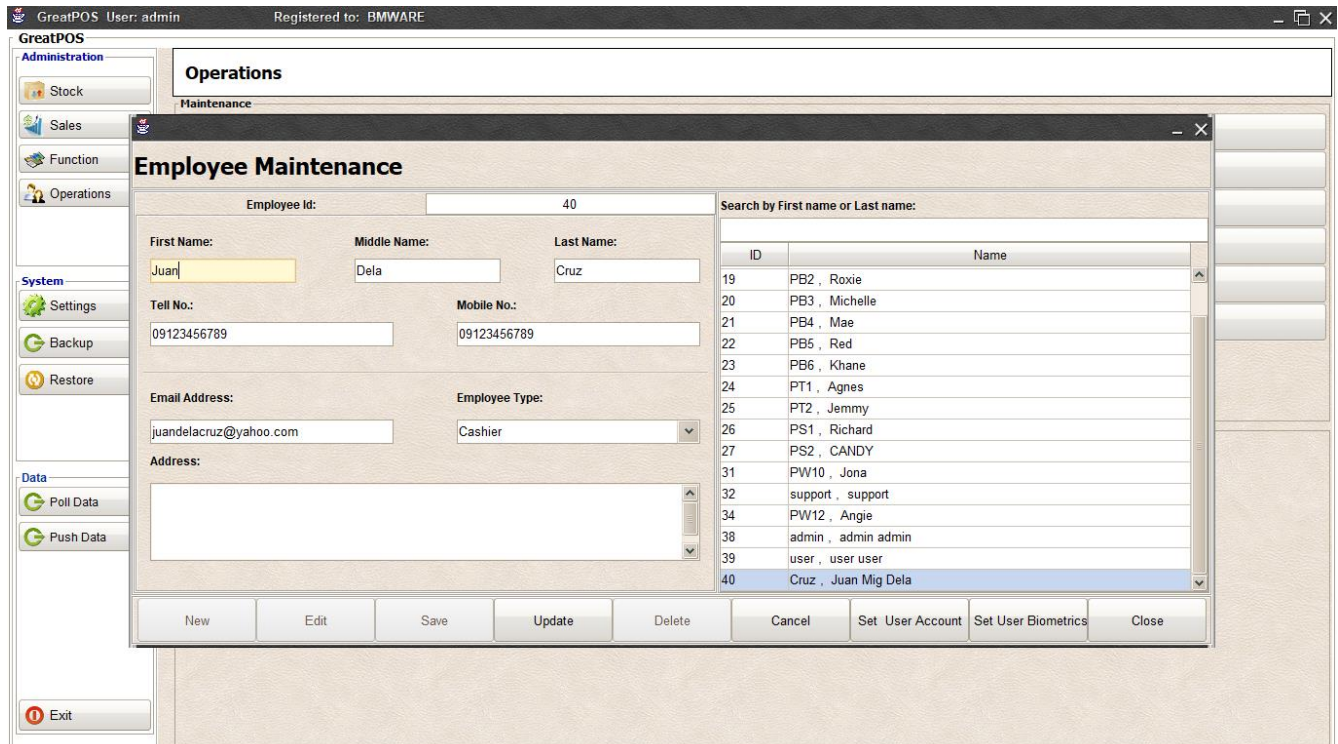
Edit Employee

Step1) Select Employee on the table



Step2) Click Edit Button

Step3) Edit the Employee Selected



Step3) Click Update Button

The screenshot shows the GreatPOS software interface. The main window is titled "Employee Maintenance" and is part of the "Operations" section. The interface includes a sidebar with navigation options like Administration, Sales, Function, and System. The main content area contains a form for editing employee details and a list of employees.

Employee Details Form:

- Employee Id: 40
- Search by First name or Last name: (empty)
- First Name: Juan
- Middle Name: Dela
- Last Name: Cruz
- Tell No.: 09123456789
- Mobile No.: 09123456789
- Email Address: juandelacruz@yahoo.com
- Employee Type: Cashier
- Address: (empty)

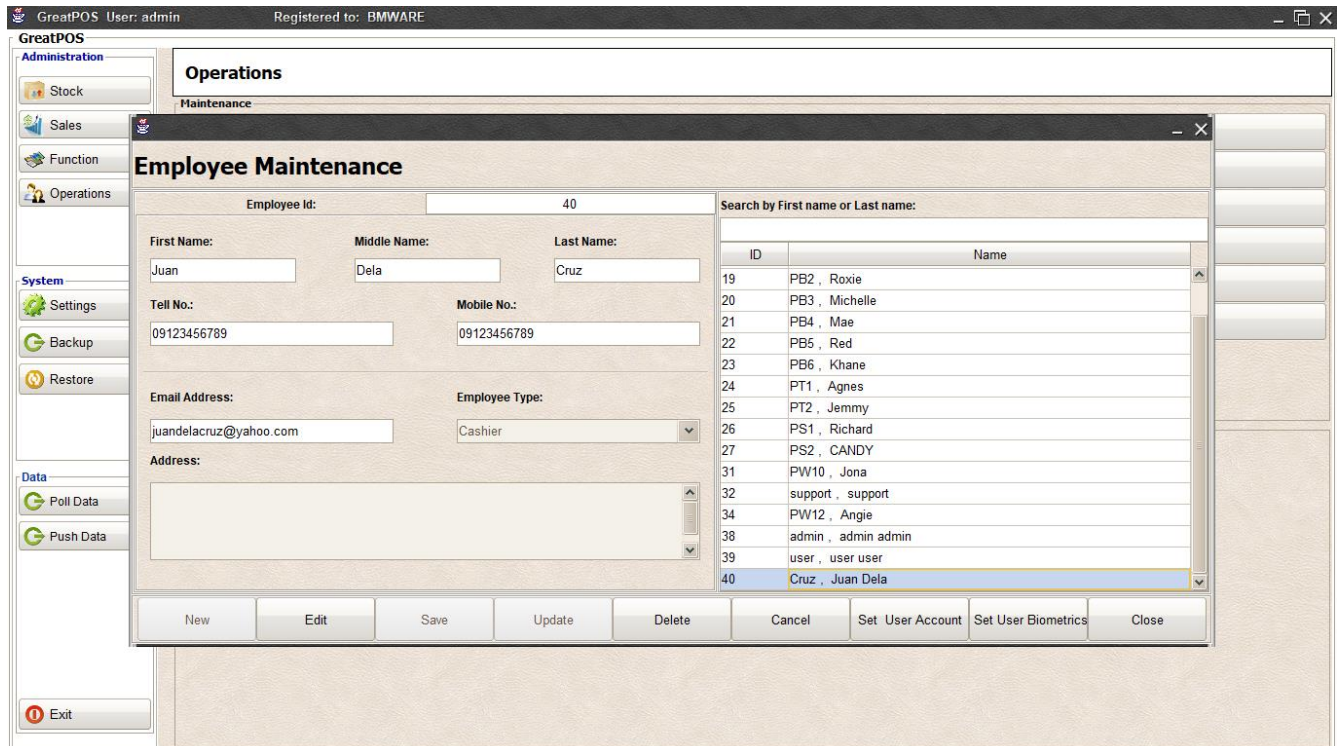
Employee List Table:

ID	Name
19	PB2 , Roxie
20	PB3 , Michelle
21	PB4 , Mae
22	PB5 , Red
23	PB6 , Khane
24	PT1 , Agnes
25	PT2 , Jemmy
26	PS1 , Richard
27	PS2 , CANDY
31	PW10 , Jona
32	support , support
34	PW12 , Angie
38	admin , admin admin
39	user , user user
40	Cruz , Juan Dela

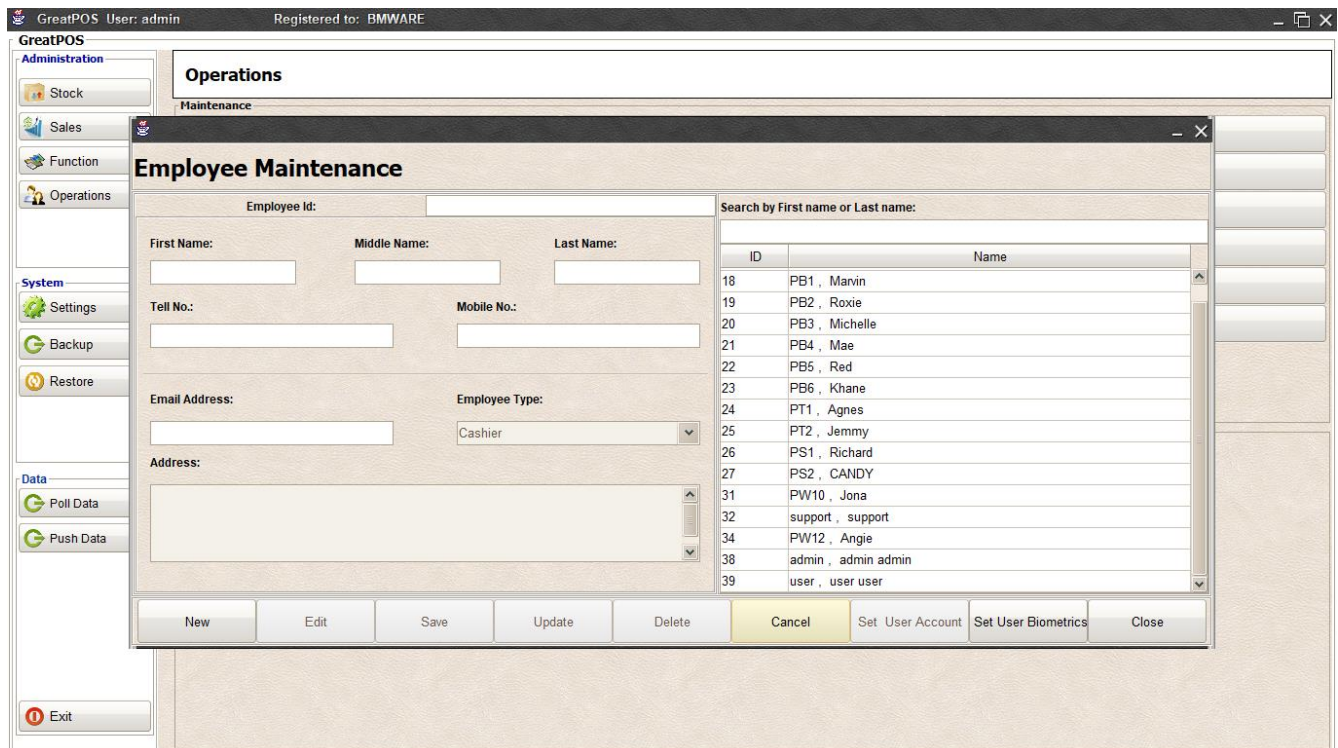
Buttons: New, Edit, Save, Update, Delete, Cancel, Set User Account, Set User Biometrics, Close

Delete Employee

Step1) Select Employee on the table

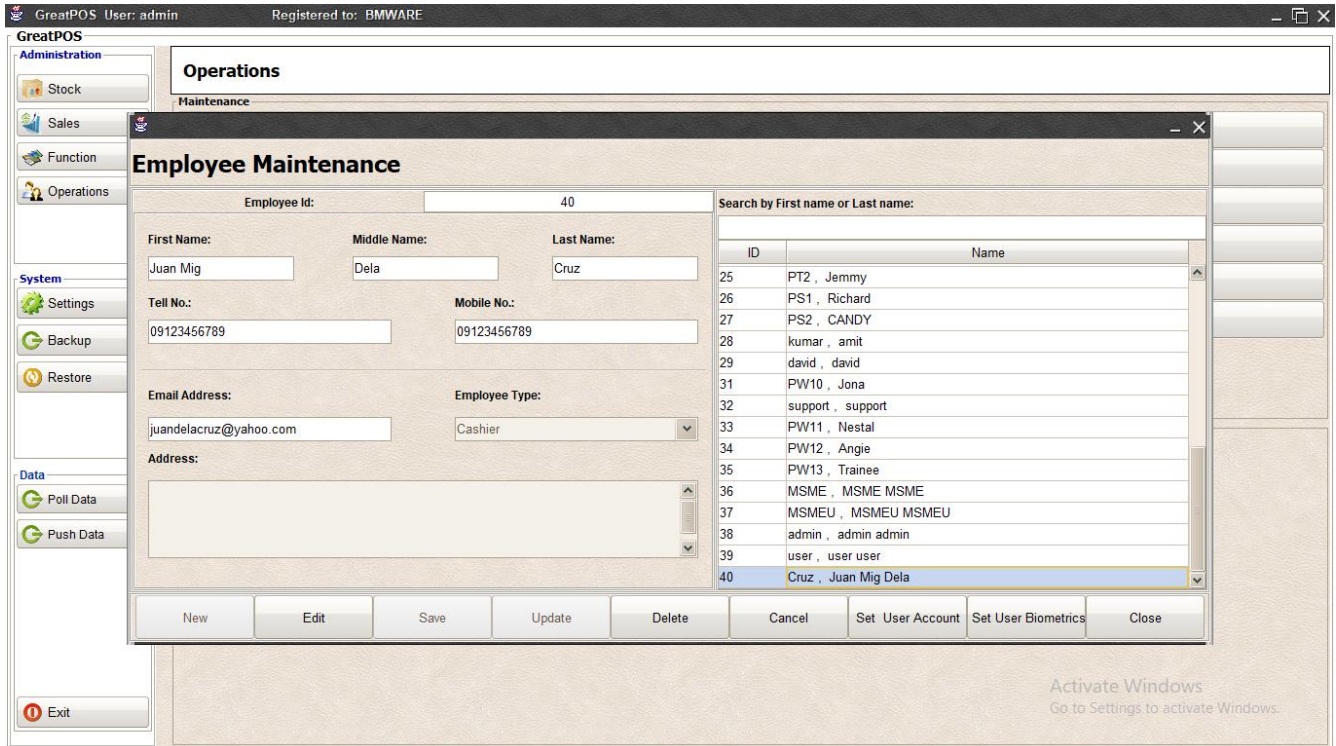


Step2) Click Delete Button

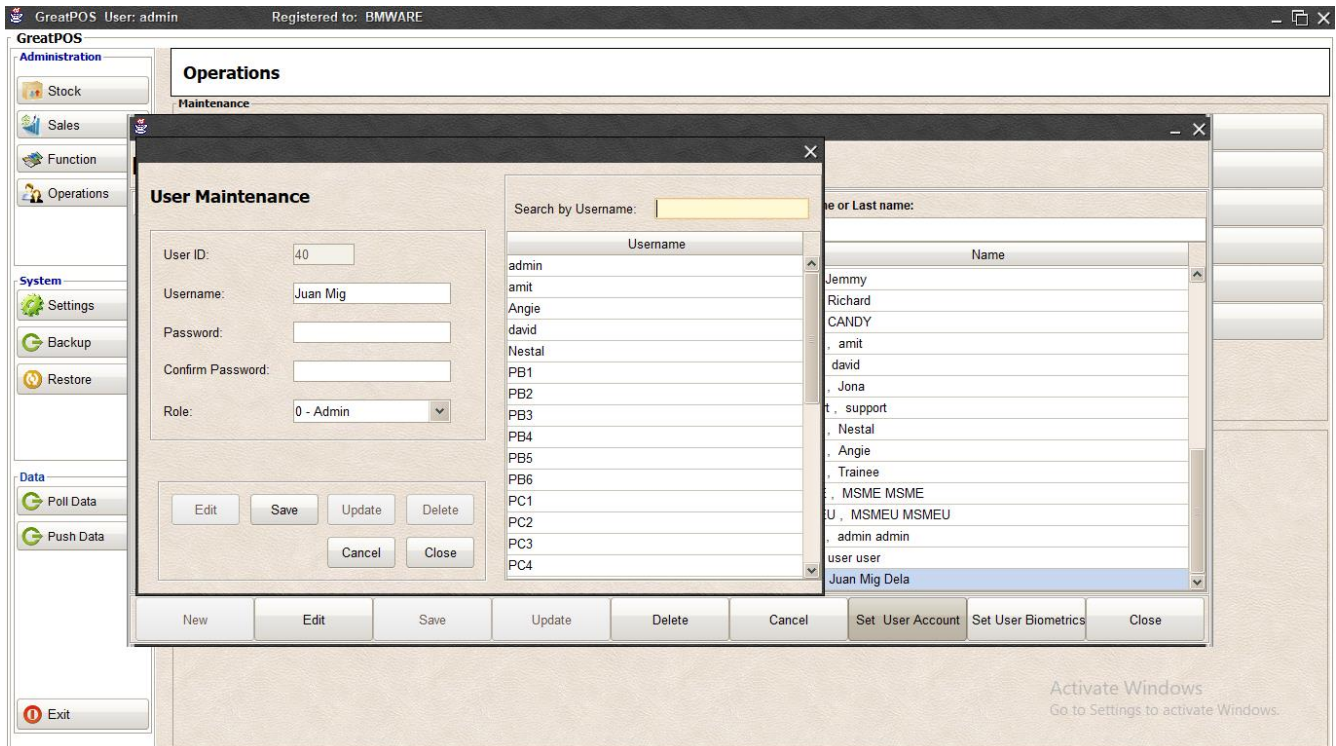


Account Setup

Step1) Select Employee on the table



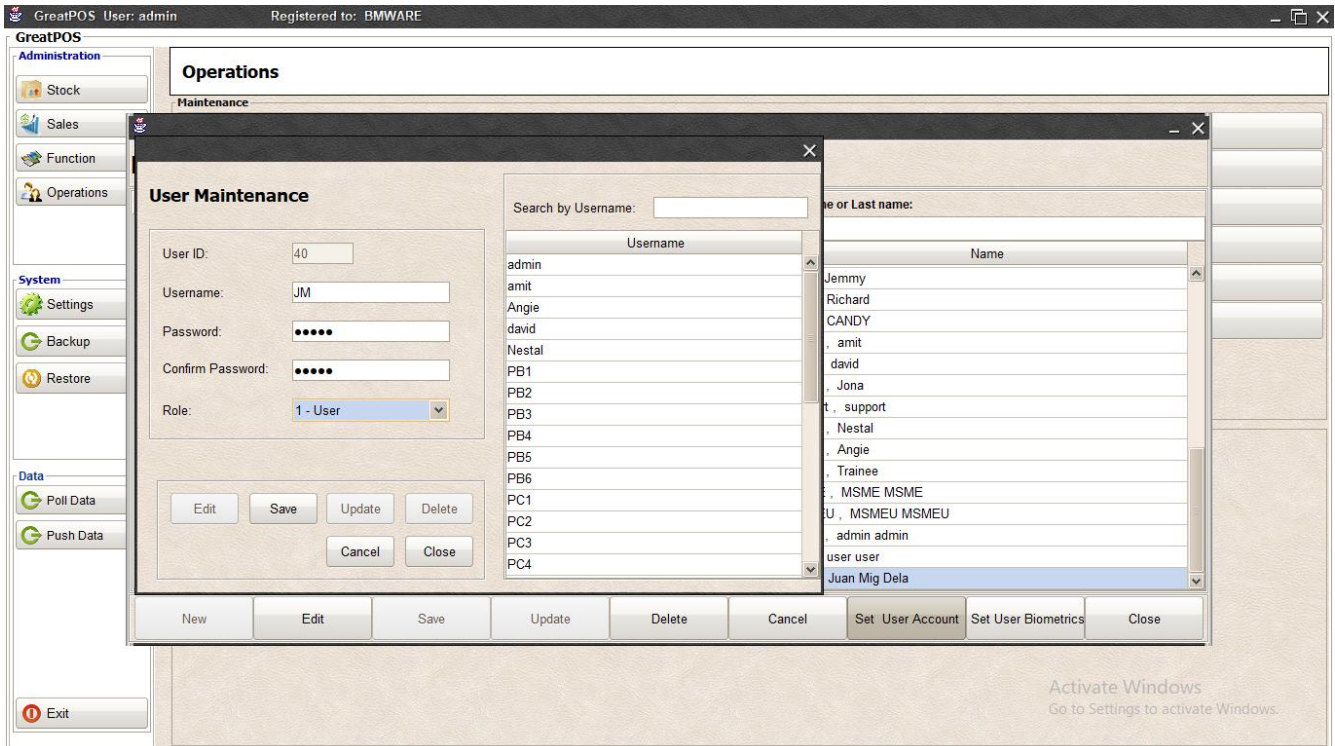
Step2) Click Setup User Account Button



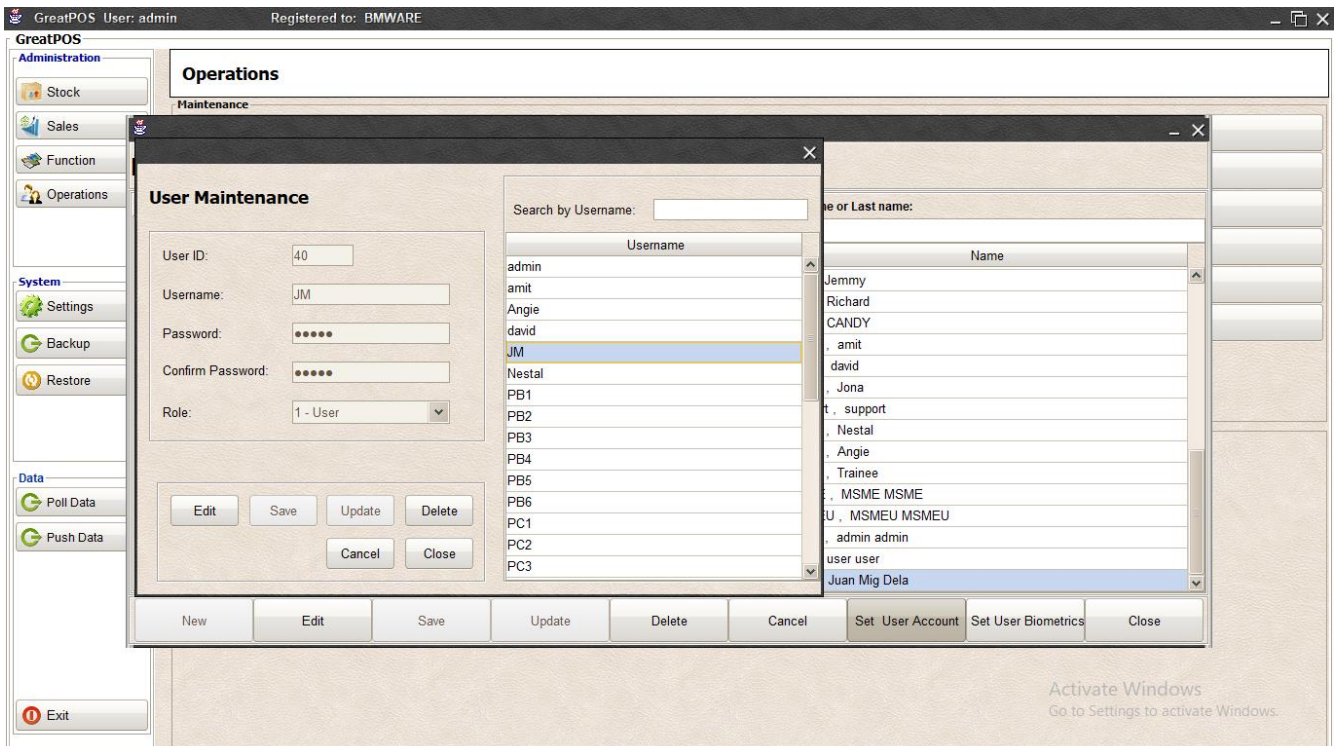
Step3) Edit Username

Step4) Enter Password and Confirm Password

Step5) Select Role

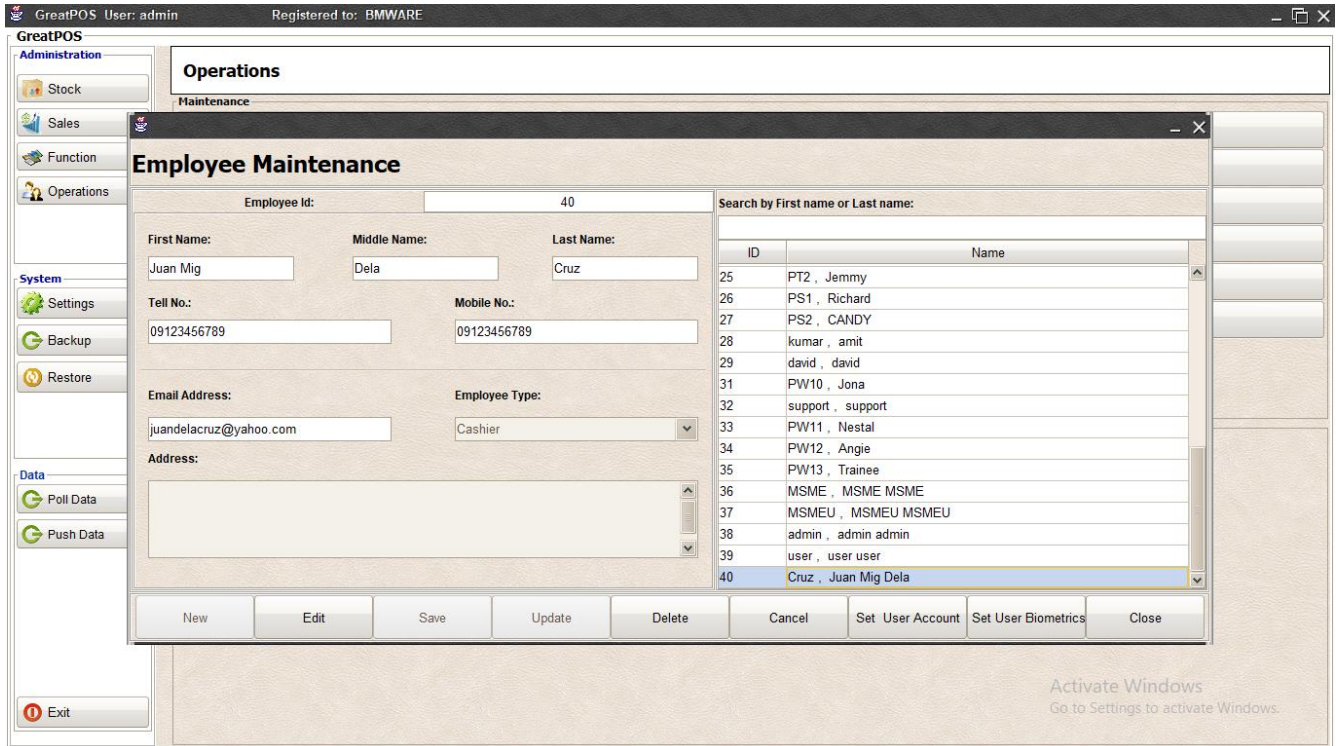


Step6) Click Save Button

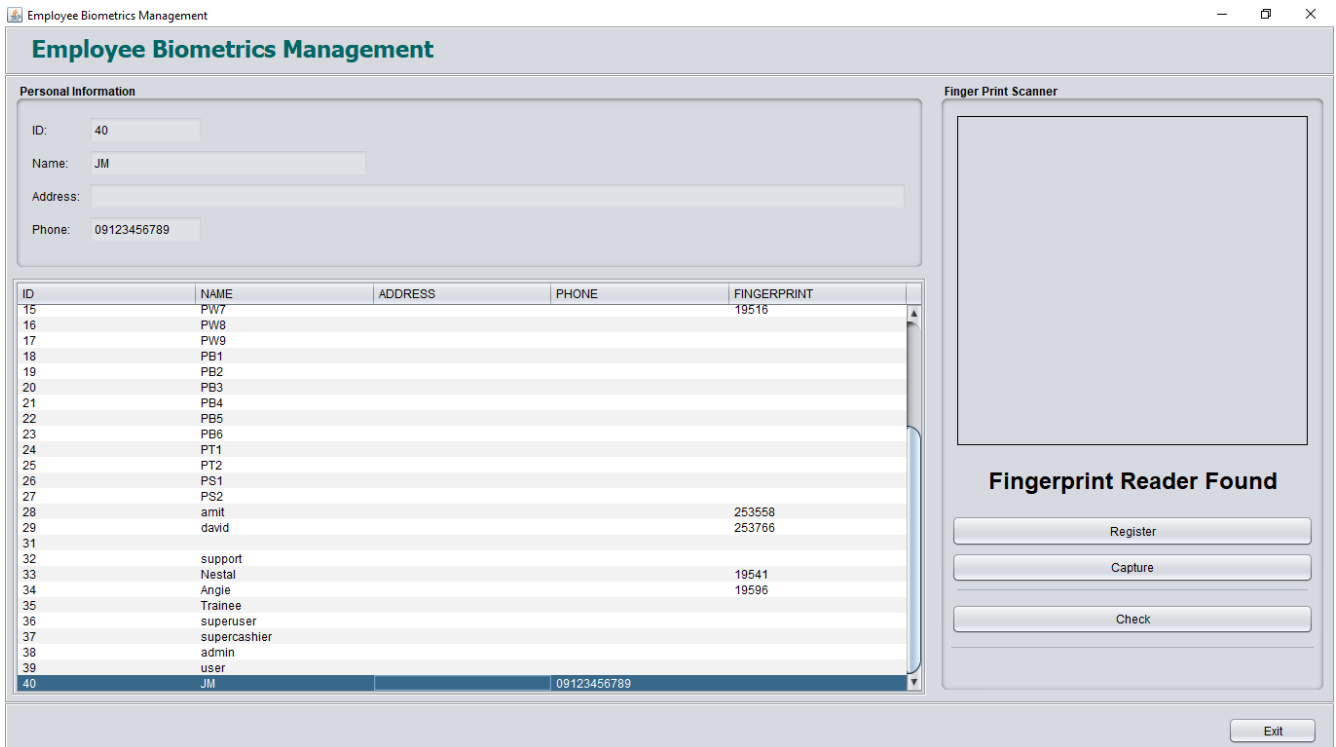


Setup Biometrics

Step1) Select Employee on the table



Step2) Click Set User Biometrics



Step3) Select the Employee on the Biometrics Table

Step4) Click Register Button

The screenshot shows the 'Employee Biometrics Management' application window. On the left, the 'Personal Information' section contains fields for ID (40), Name (JM), Address, and Phone (09123456789). Below this is a table listing employees with columns for ID, NAME, ADDRESS, PHONE, and FINGERPRINT. The table contains 26 rows, with the last row (ID 40) highlighted in blue, showing NAME 'JM', ADDRESS, PHONE '09123456789', and FINGERPRINT.

ID	NAME	ADDRESS	PHONE	FINGERPRINT
15	PW7			19516
16	PW8			
17	PW9			
18	PB1			
19	PB2			
20	PB3			
21	PB4			
22	PB5			
23	PB6			
24	PT1			
25	PT2			
26	PS1			
27	PS2			
28	amit			253558
29	david			253766
31				
32	support			
33	Nestal			19541
34	Angie			19596
35	Trainee			
36	superuser			
37	supercashier			
38	admin			
39	user			
40	JM		09123456789	

On the right, the 'Finger Print Scanner' panel shows a large empty box for the scanner. Below it, the text 'Waiting for finger scan' is displayed. Three buttons are visible: 'Register', 'Capture', and 'Check'. The 'Register' button is highlighted in blue.

Step5) Enter Finger into the finger print scanner

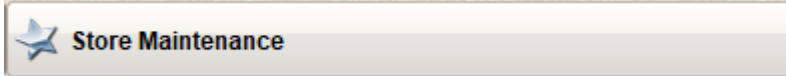
The screenshot shows the 'Employee Biometrics Management' application window. The 'Personal Information' section now shows ID (1), Name (PC1), Address, and Phone. The table below it is identical to the previous screenshot, but the last row (ID 40) now shows NAME 'JM', ADDRESS, PHONE '09123456789', and FINGERPRINT '60985'.

ID	NAME	ADDRESS	PHONE	FINGERPRINT
15	PW7			19516
16	PW8			
17	PW9			
18	PB1			
19	PB2			
20	PB3			
21	PB4			
22	PB5			
23	PB6			
24	PT1			
25	PT2			
26	PS1			
27	PS2			
28	amit			253558
29	david			253766
31				
32	support			
33	Nestal			19541
34	Angie			19596
35	Trainee			
36	superuser			
37	supercashier			
38	admin			
39	user			
40	JM		09123456789	60985

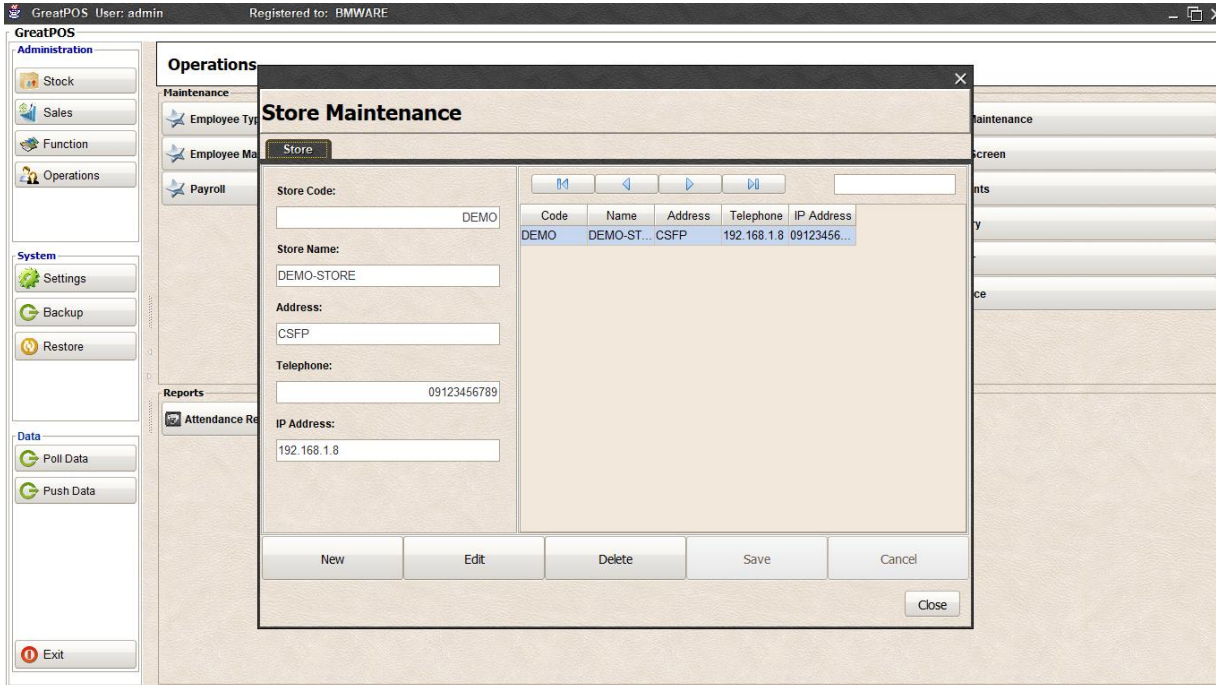
On the right, the 'Finger Print Scanner' panel now shows a grayscale image of a fingerprint being captured. The 'Register' button is still highlighted in blue.

Step6) Click Capture Button

Store Maintenance

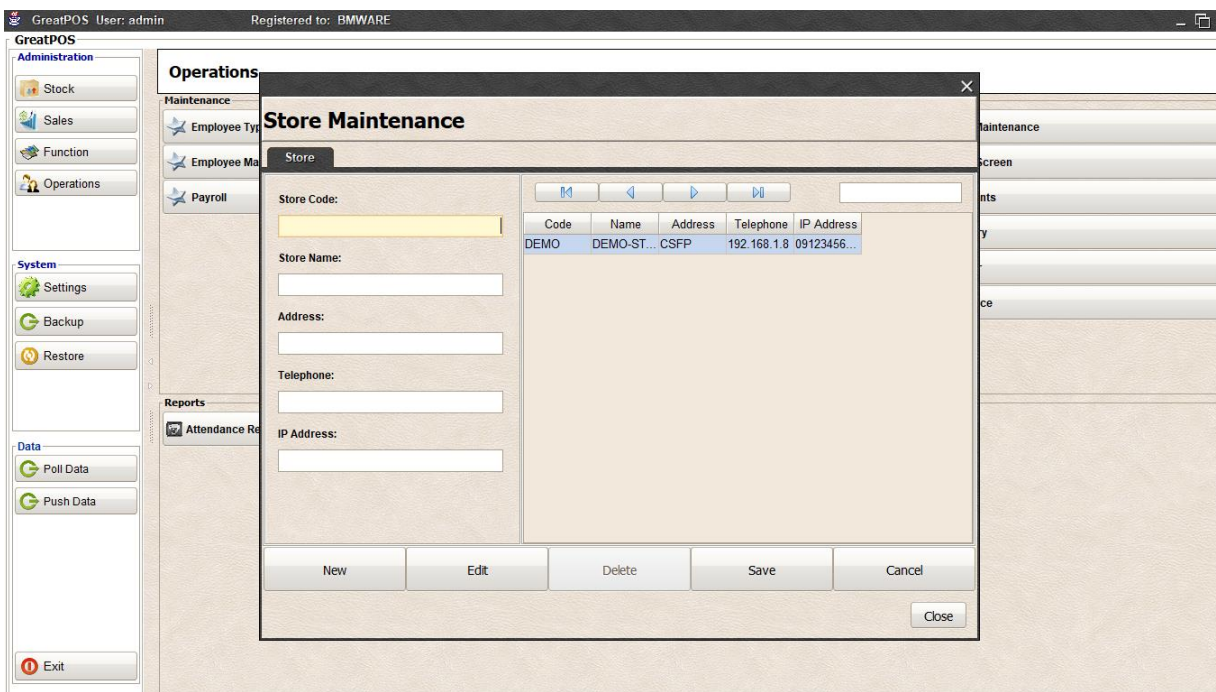


Use to manage stores

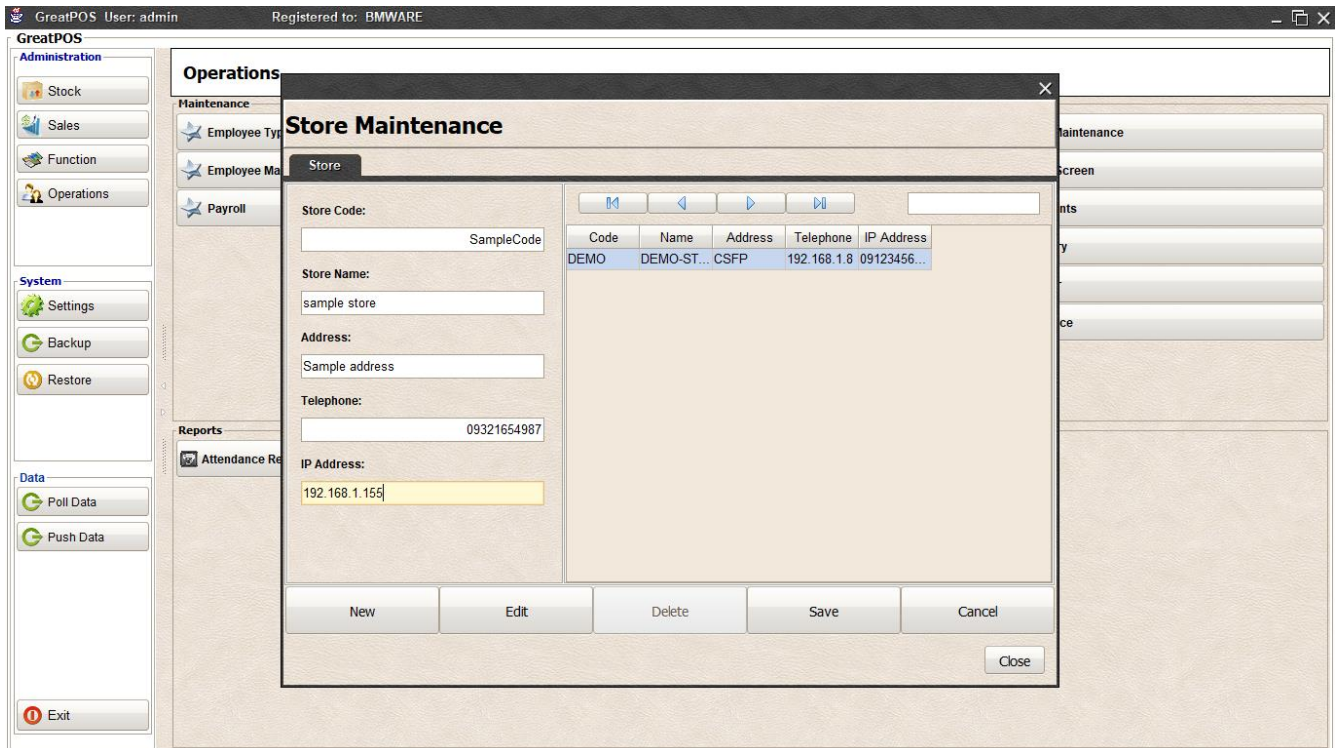


How to use Store maintenance?

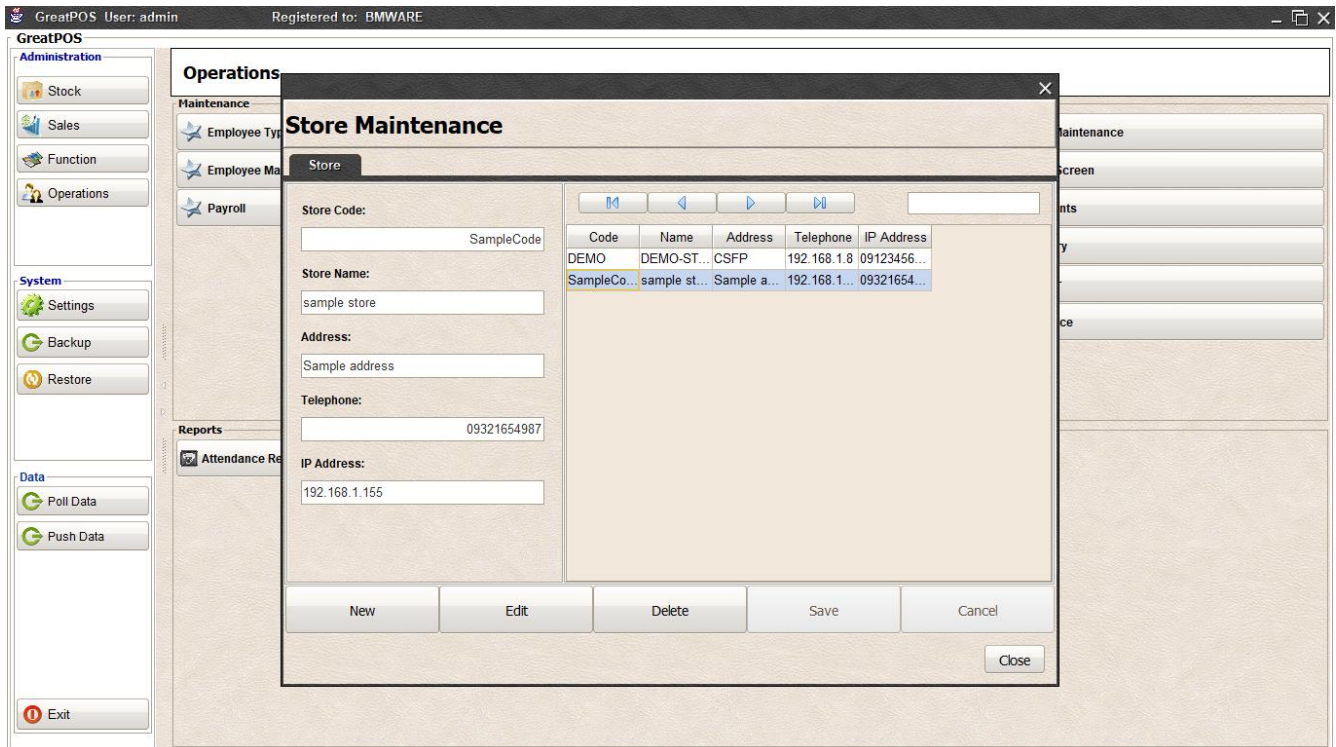
Step1) Click New Button



Step3) Enter Store Information

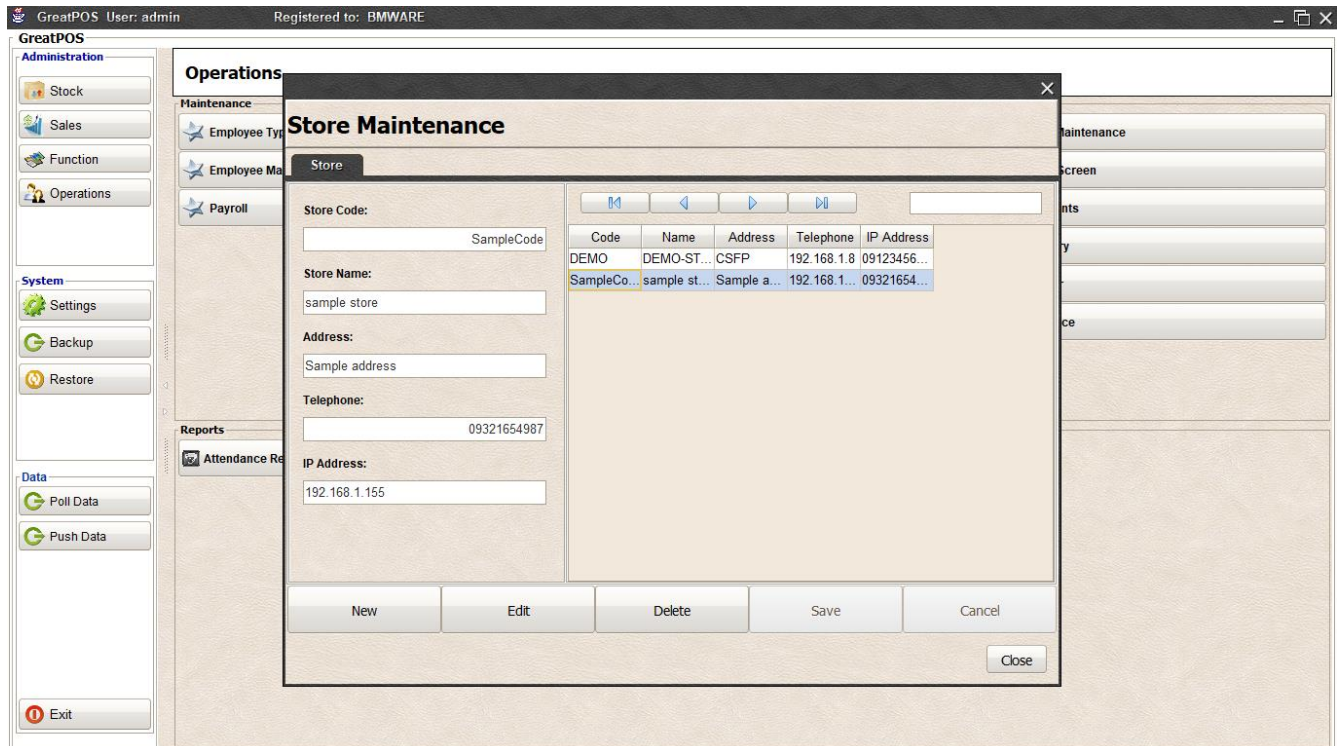


Step4) Click Save Button

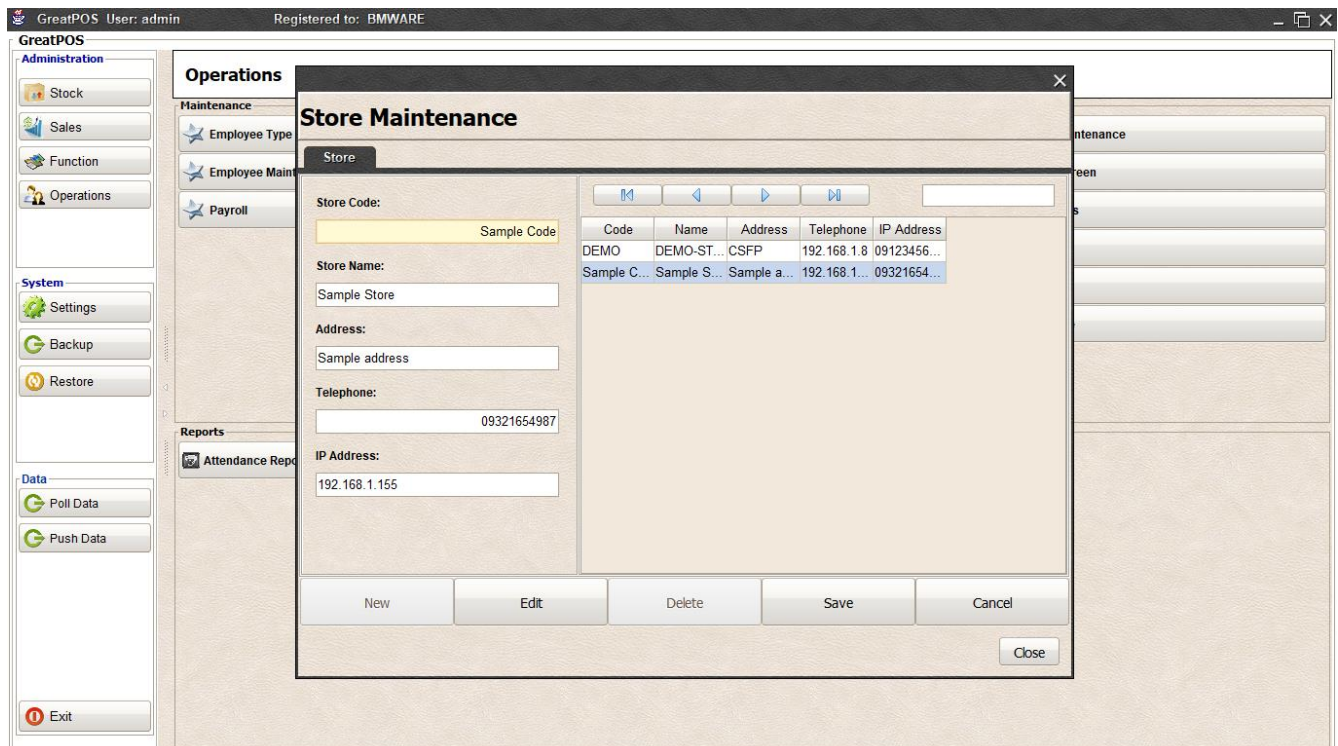


Edit Store

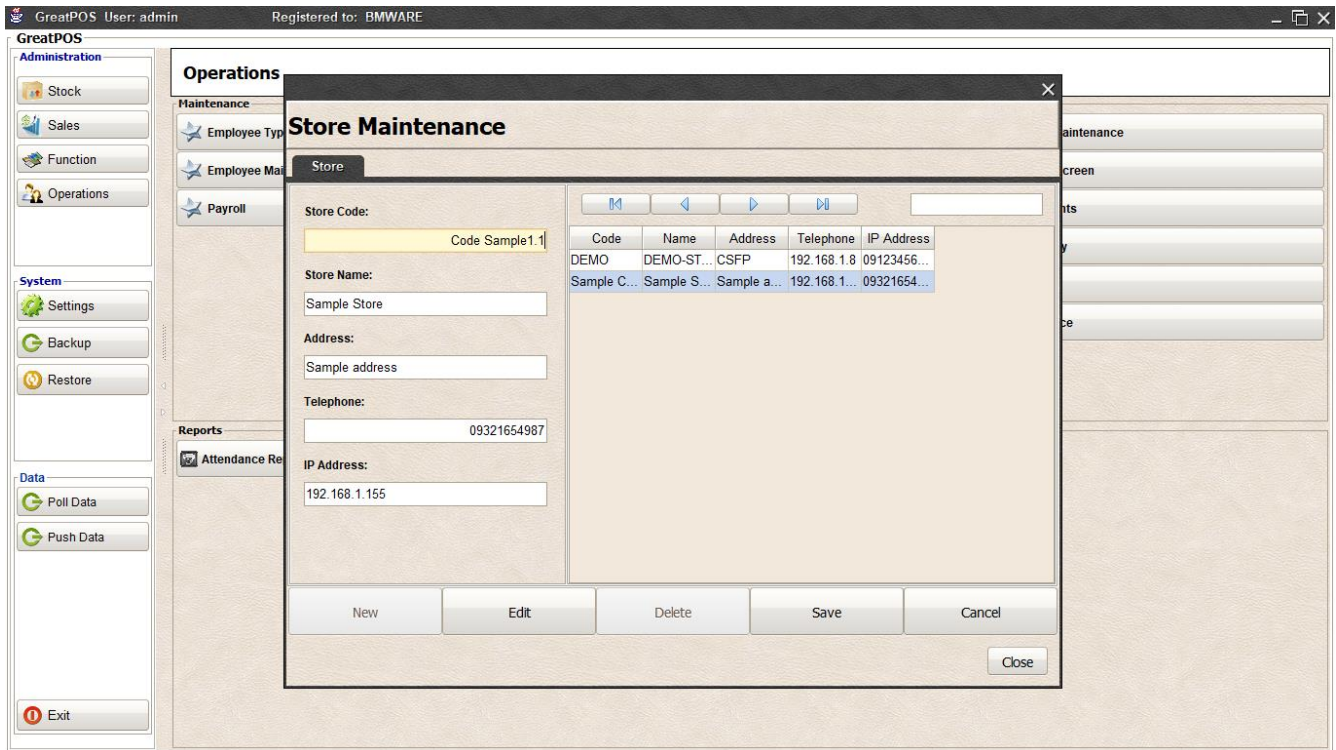
Step1) Select Store on the table



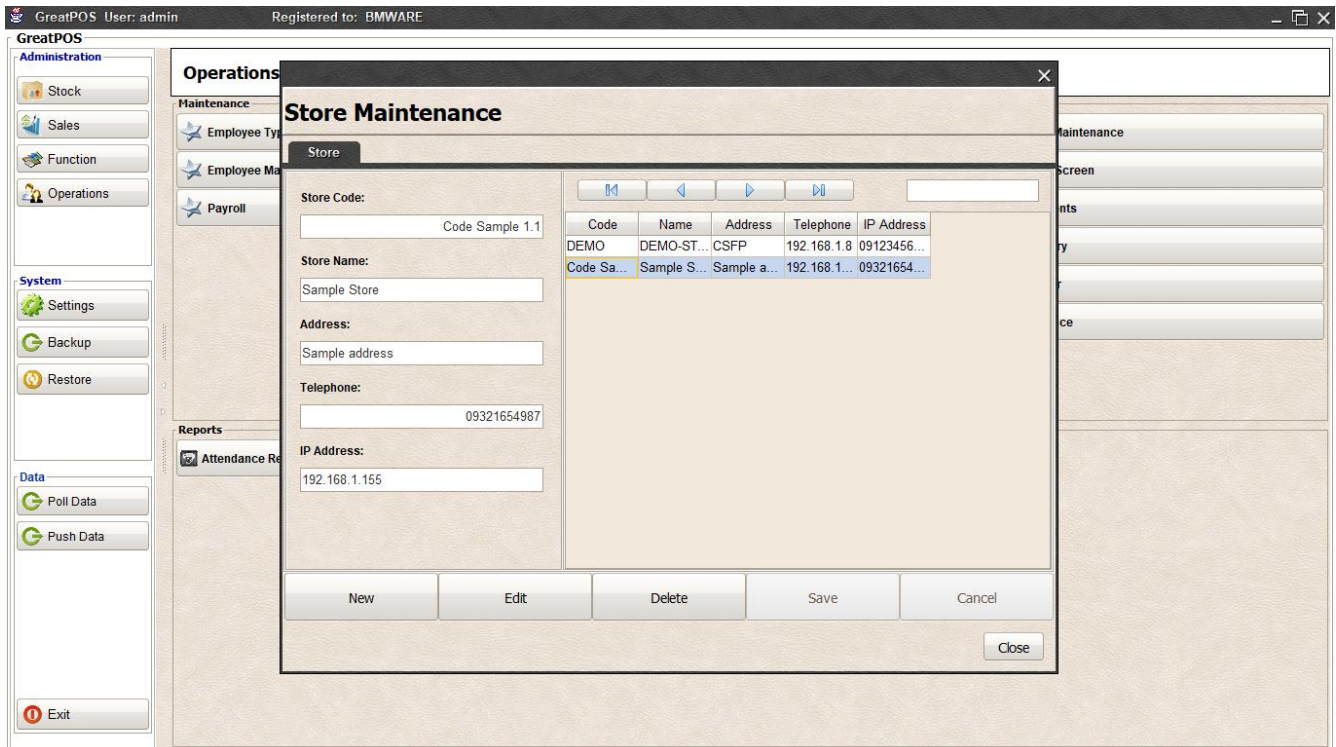
Step2) Click Edit Button



Step3) Edit Store Information

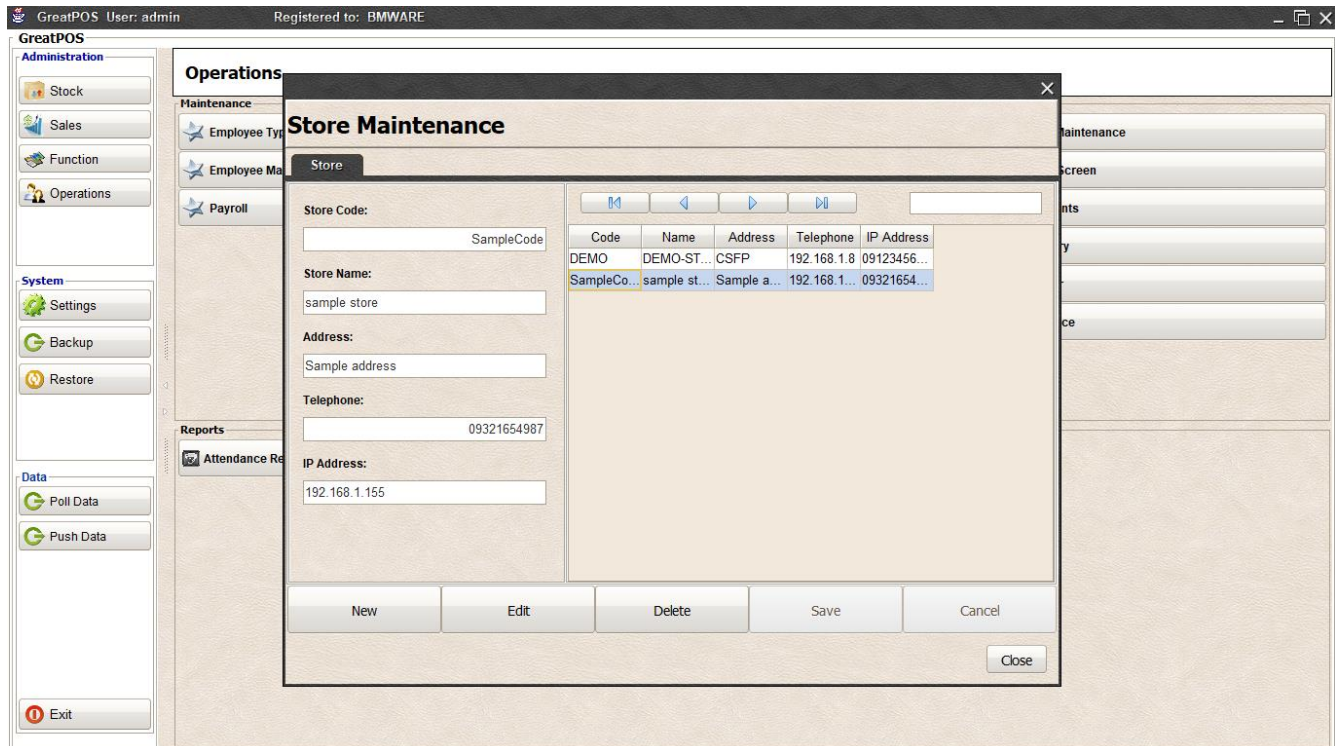


Step4) Click Save Button

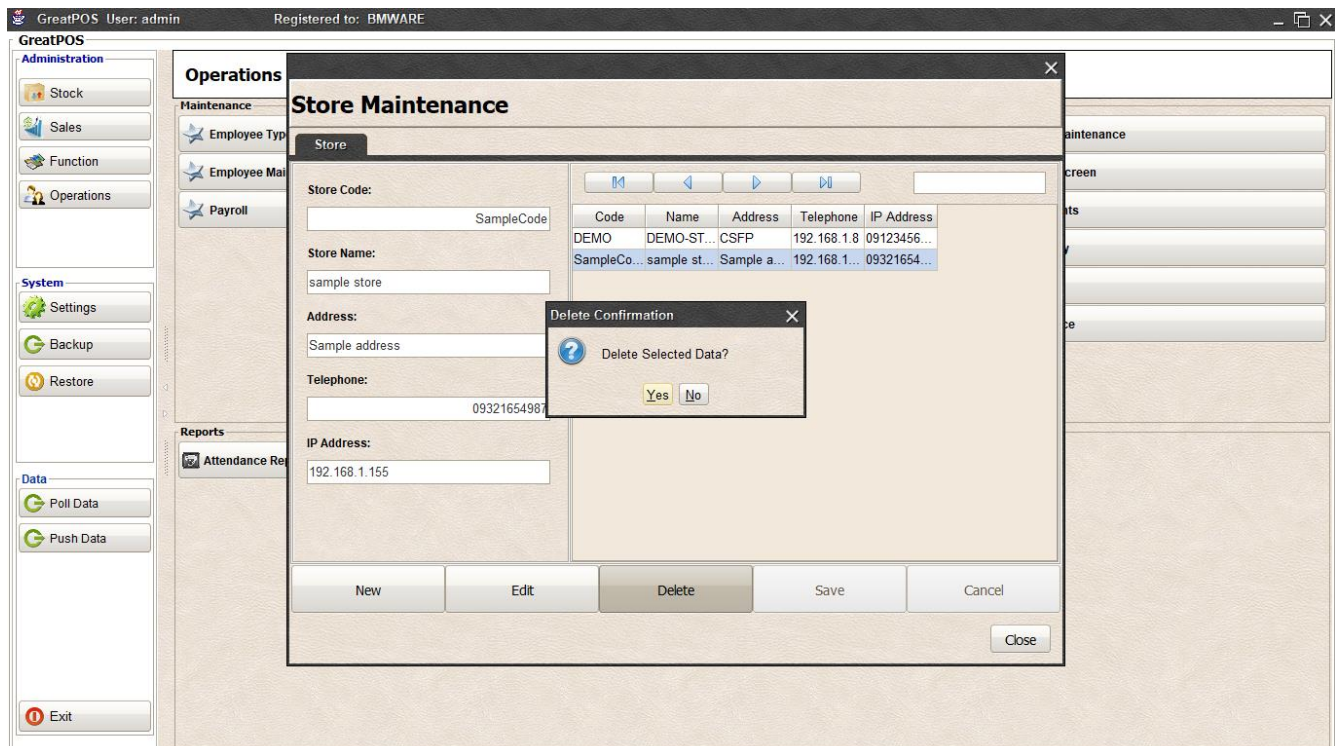


Delete Store

Step1) Select Store on the table

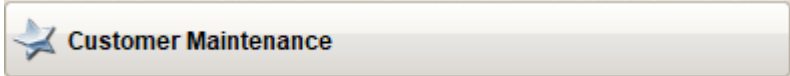


Step2) Click Delete Button

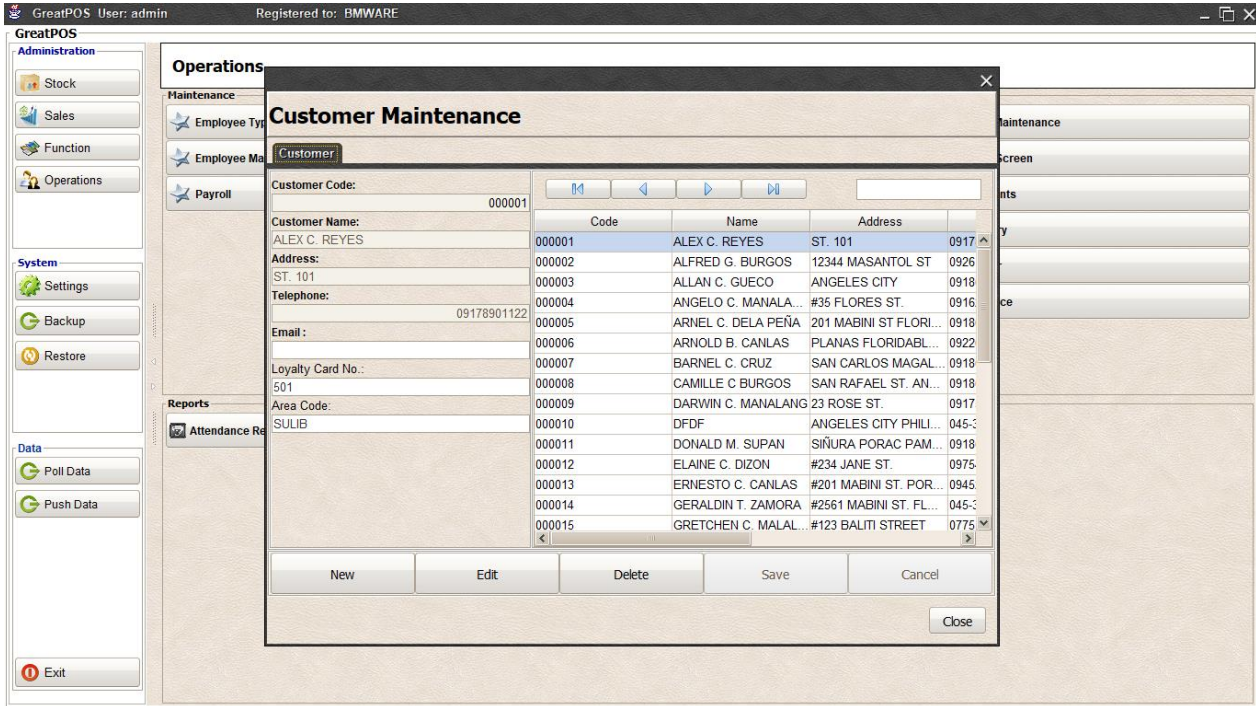


Step3) Click Yes Button

Customer Maintenance

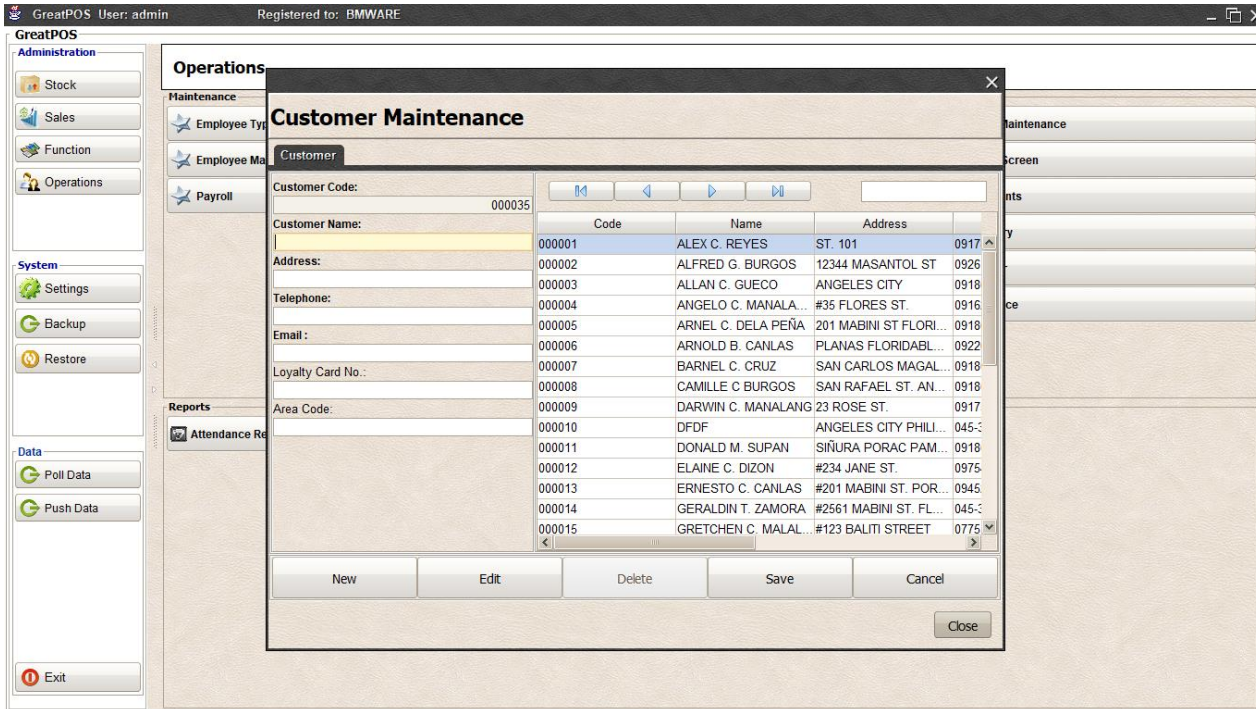


Use to manage Customers

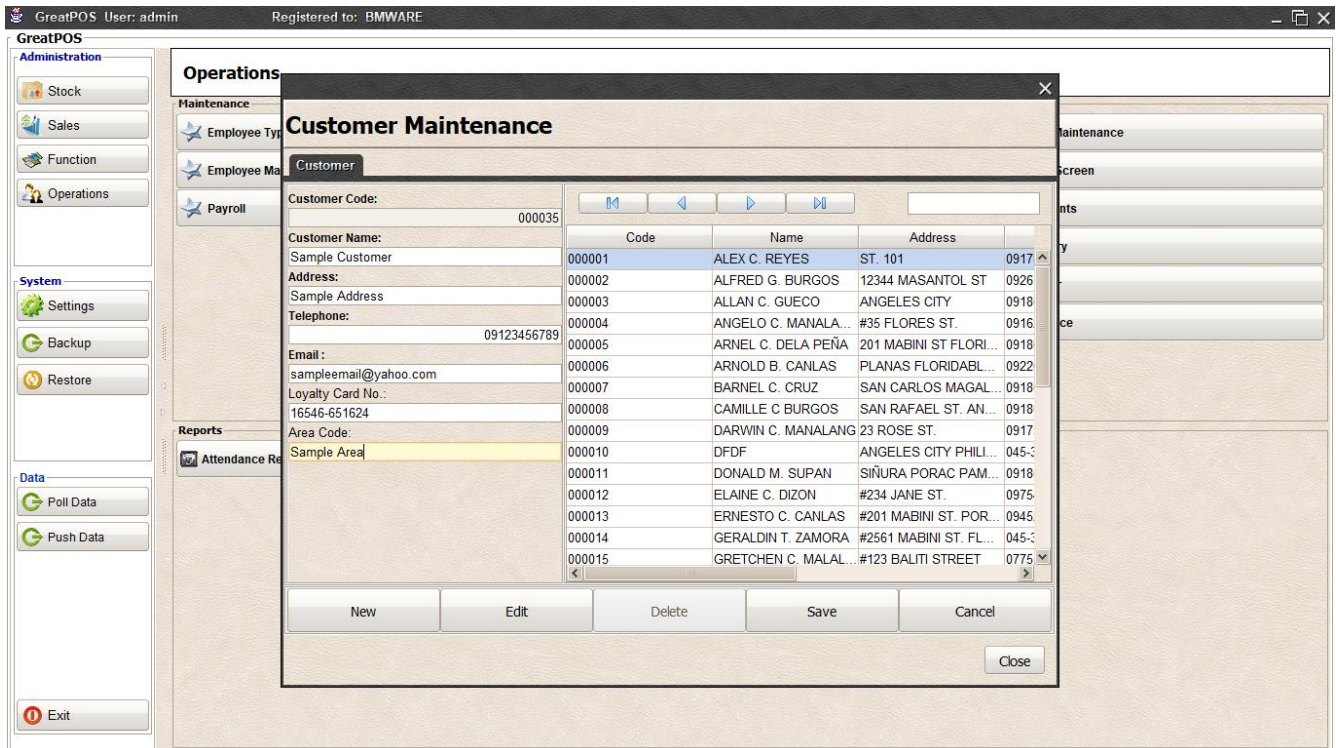


How to use Customer Maintenance?

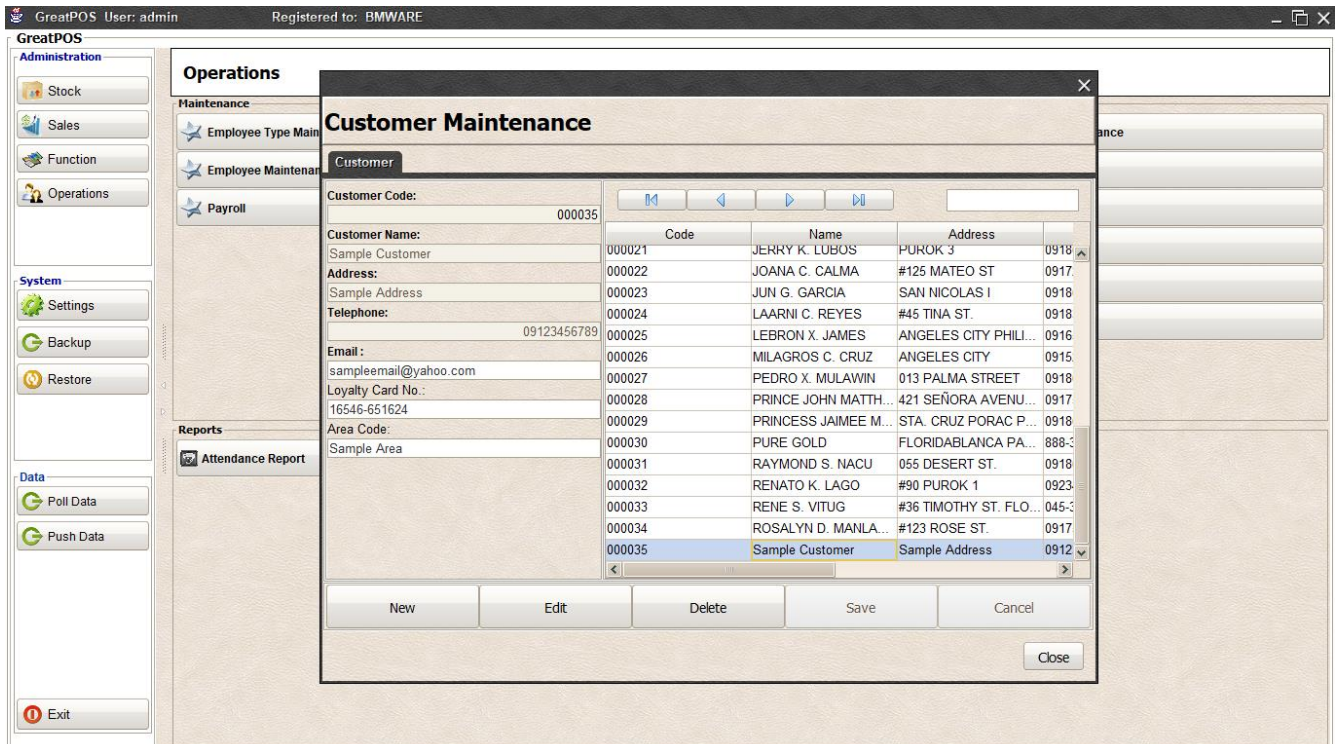
Step1) Click New Button



Step2) Enter Customer Information

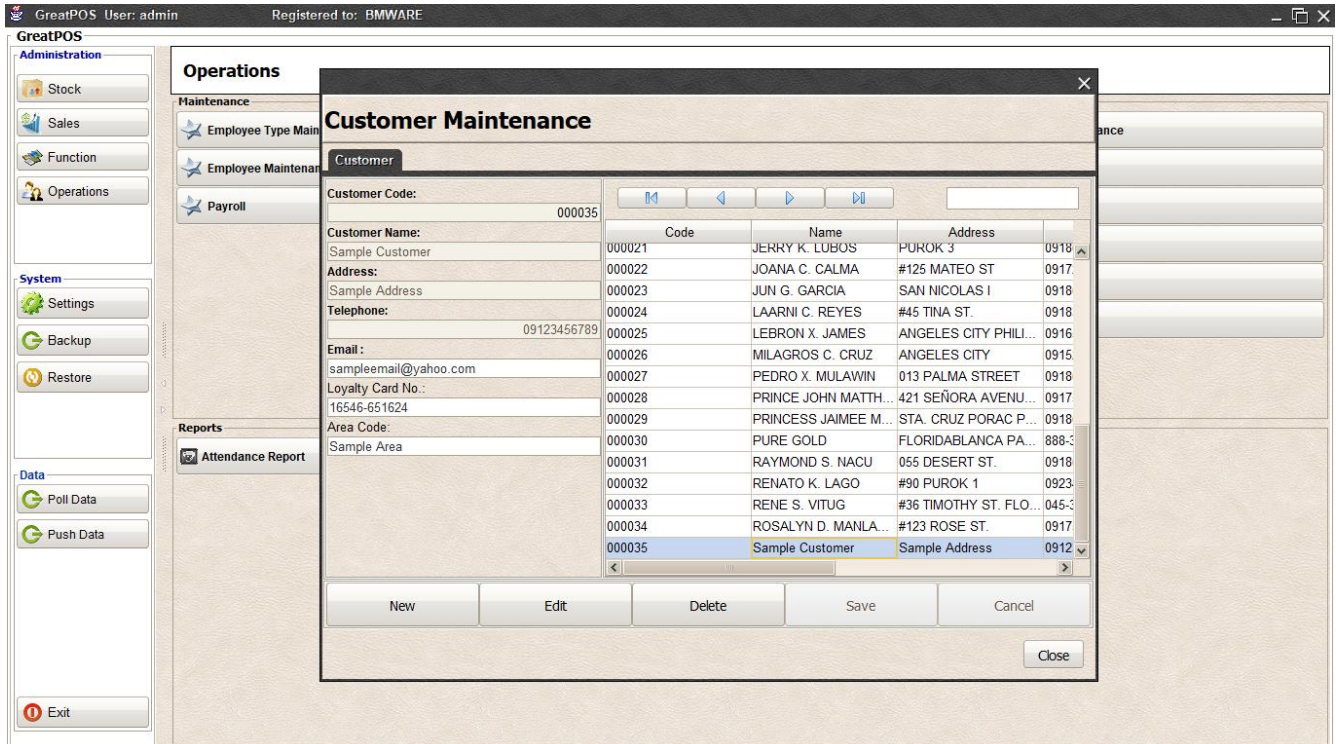


Step3) Click Save Button

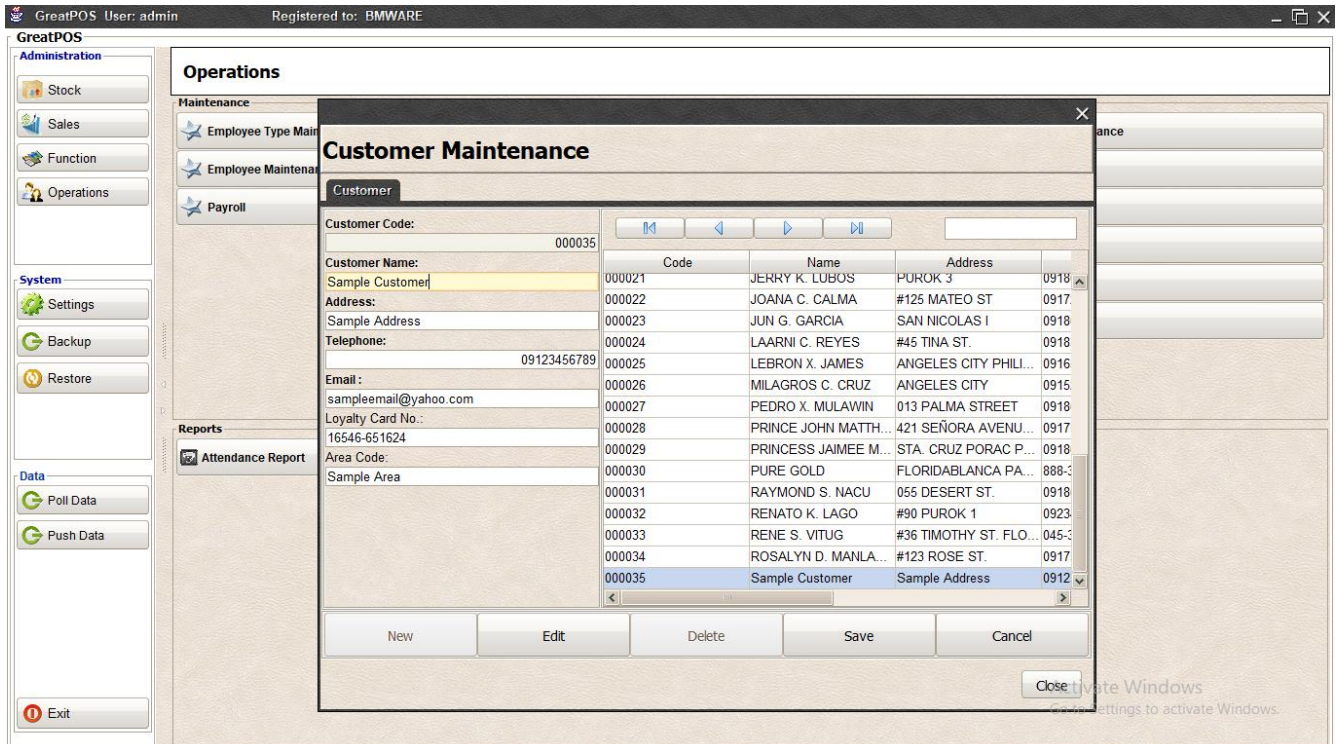


Edit Customer

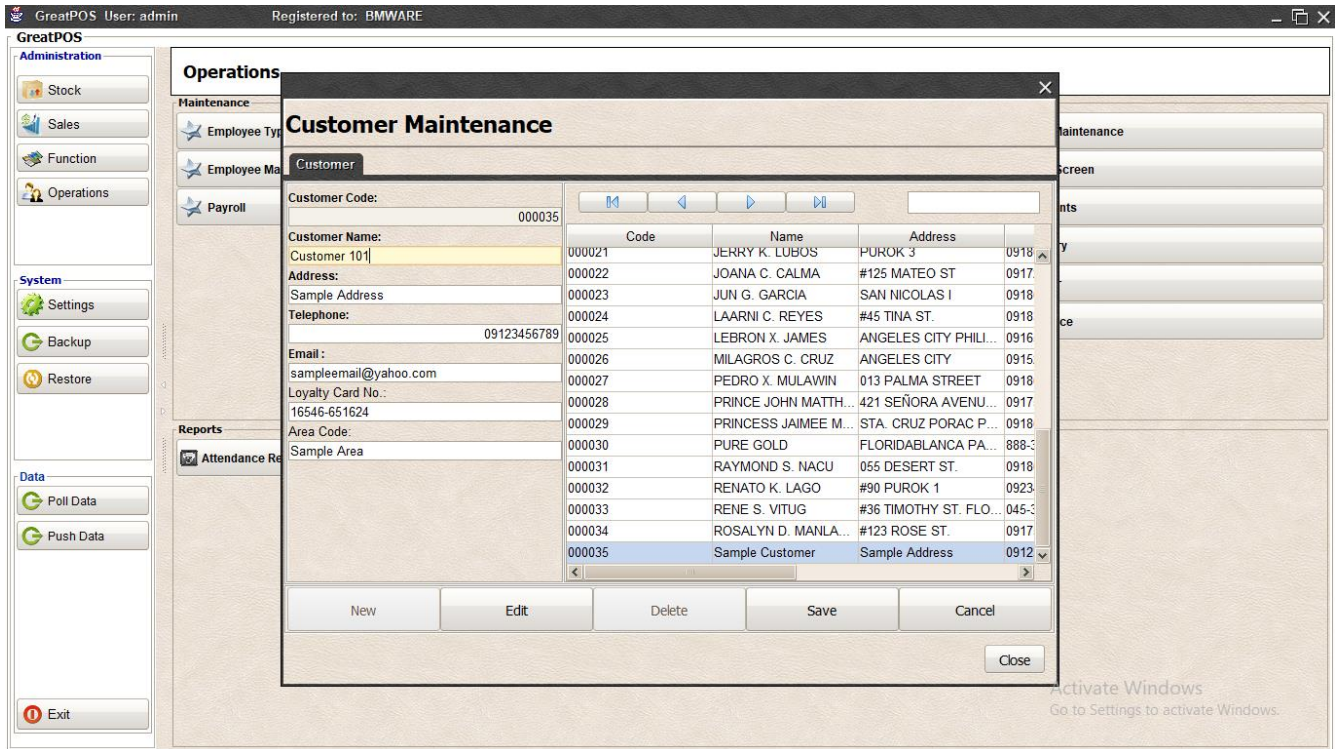
Step 1) Select Customer on the table



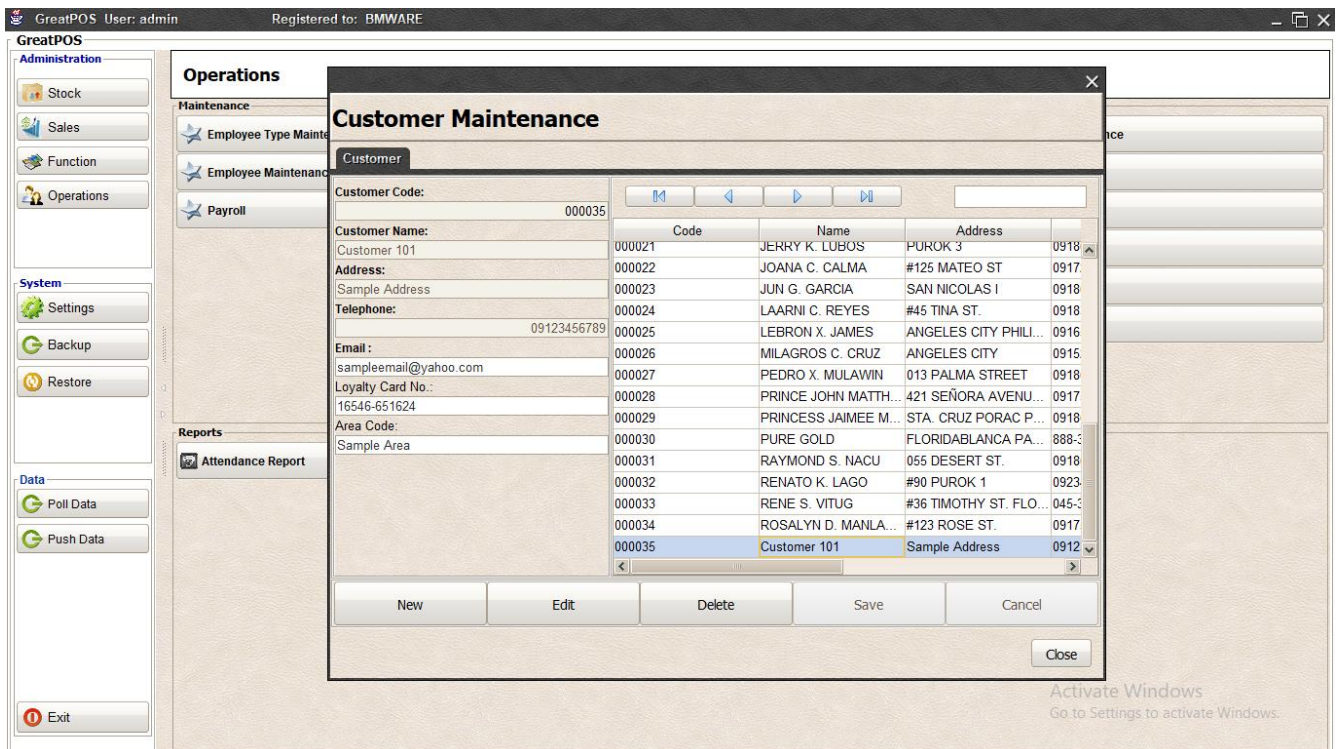
Step 2) Click Edit Button



Step 3) Edit the Customer Information

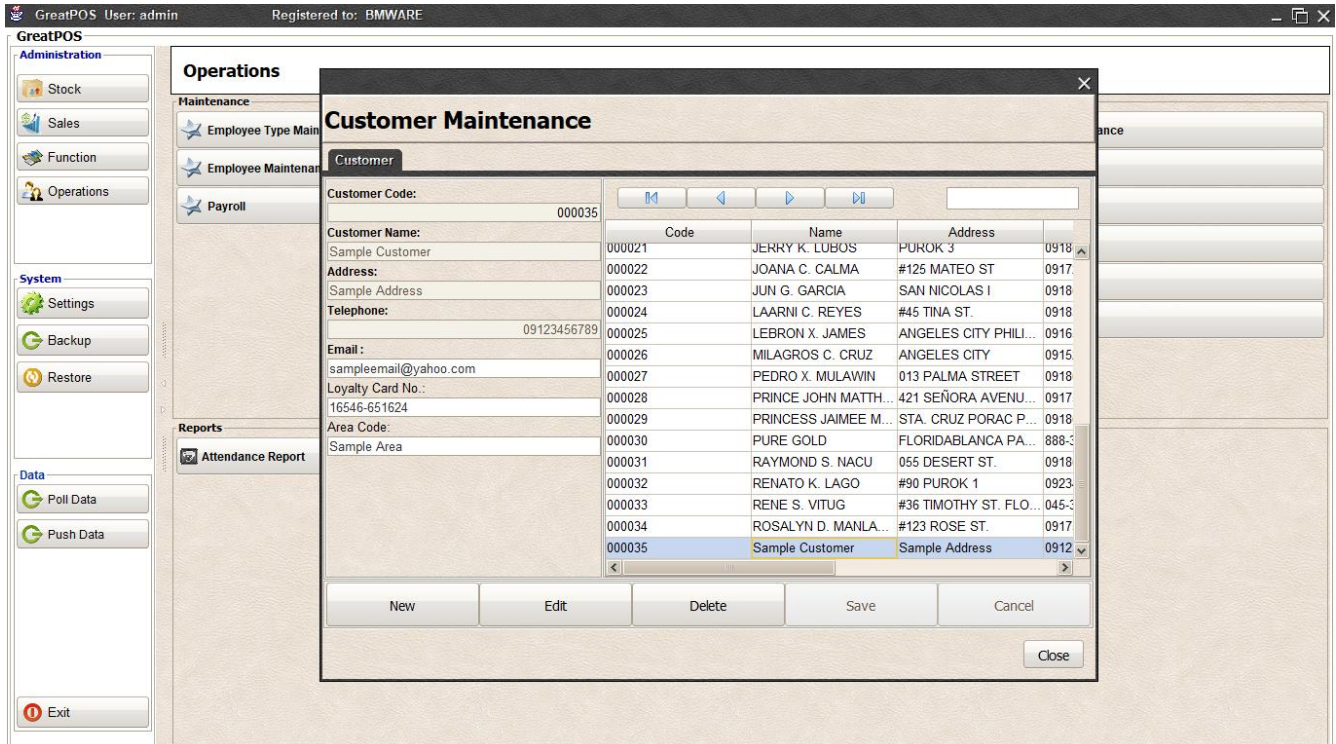


Step4) Click Save Button

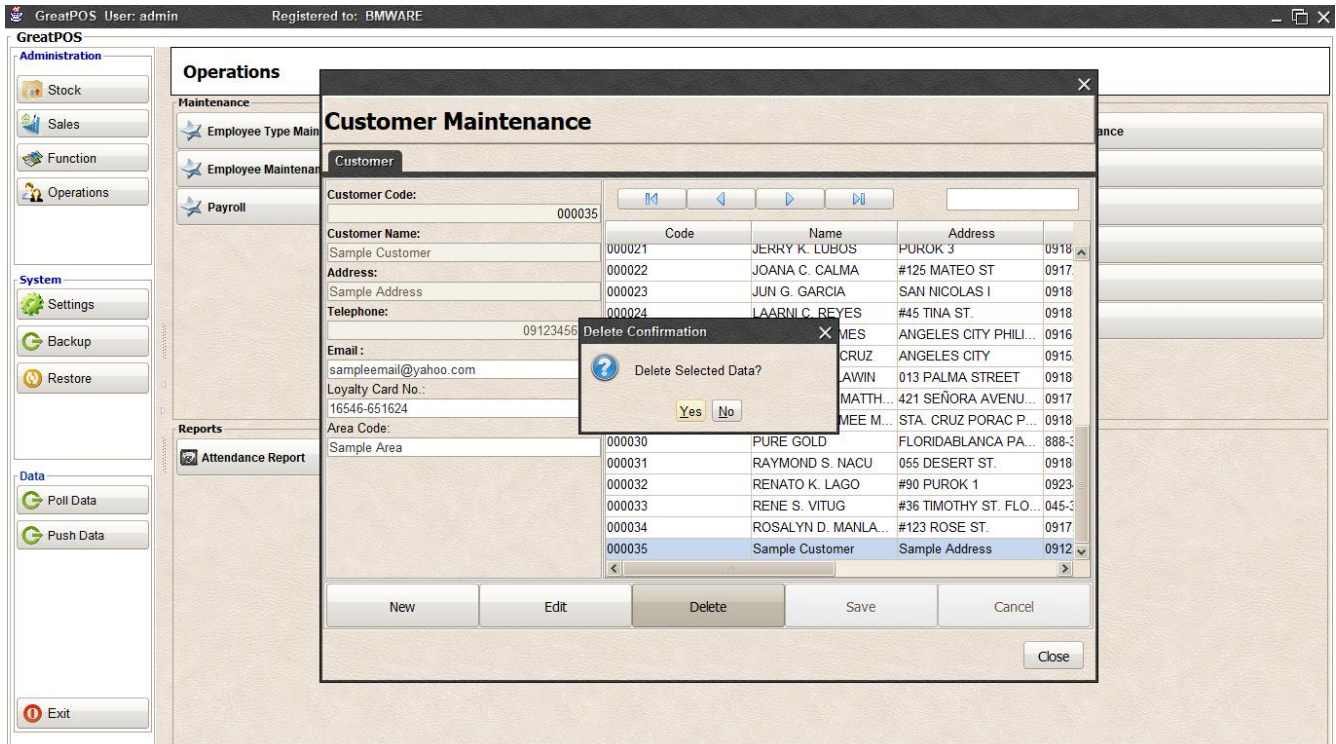


Delete Customer


Step1) Select Customer on the table



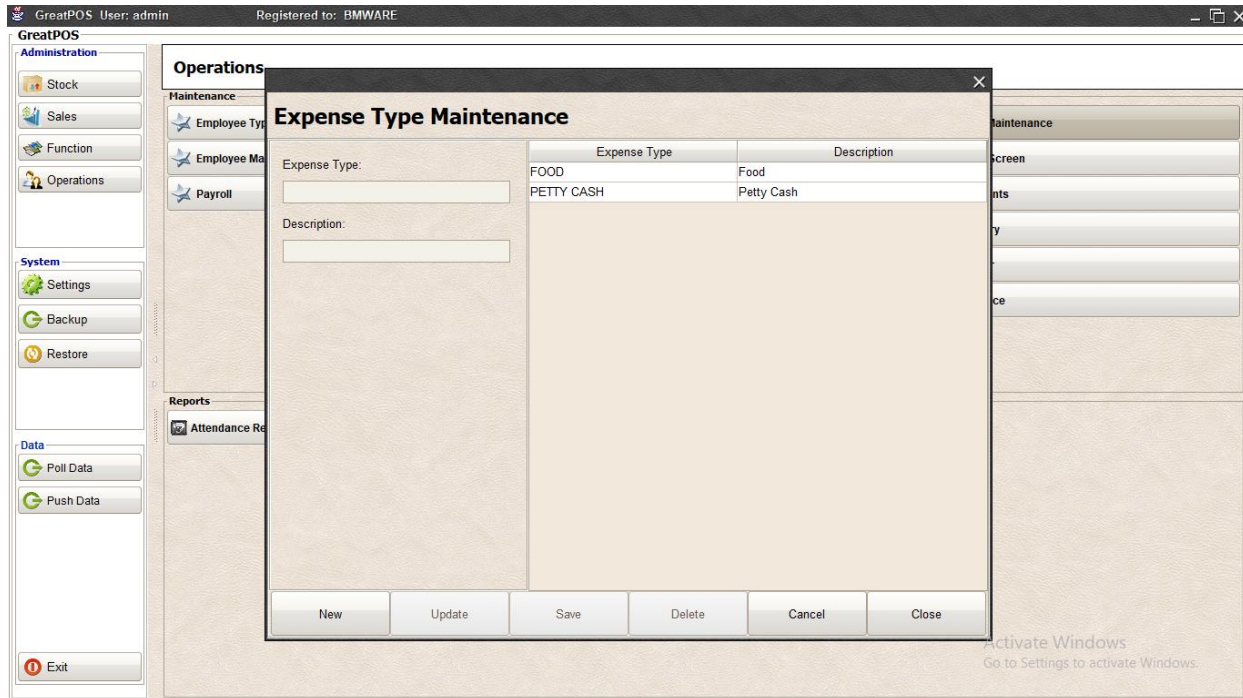
Step2) Click Delete Button



Expense Type Maintenance

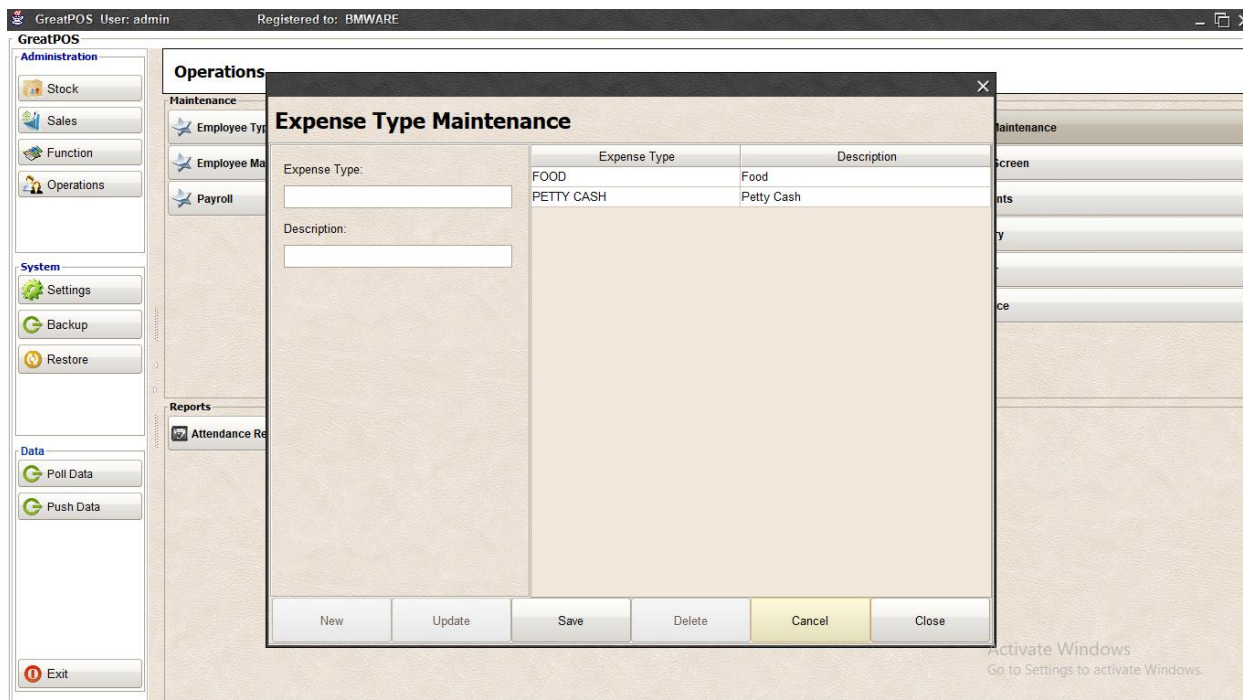
 Expense Type Maintenance

Use to manage Expense Type

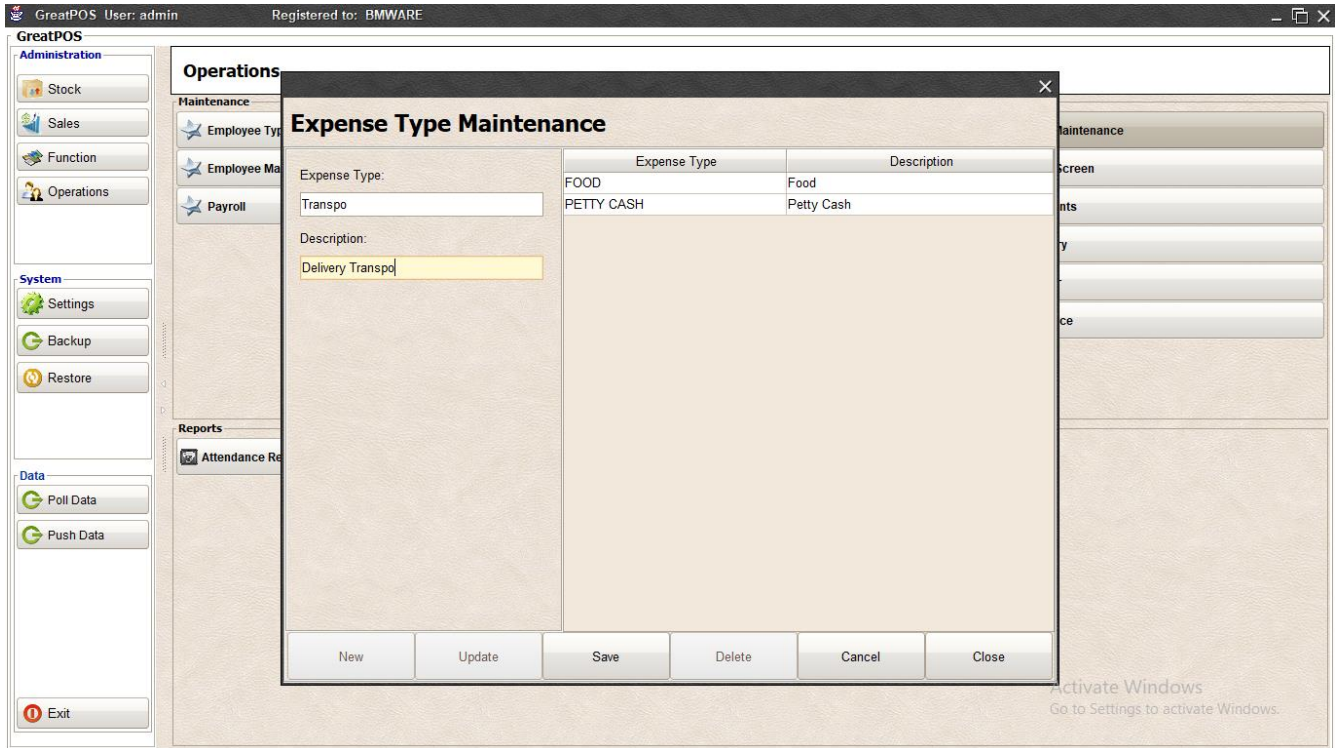


How to use Expense Type Maintenance?

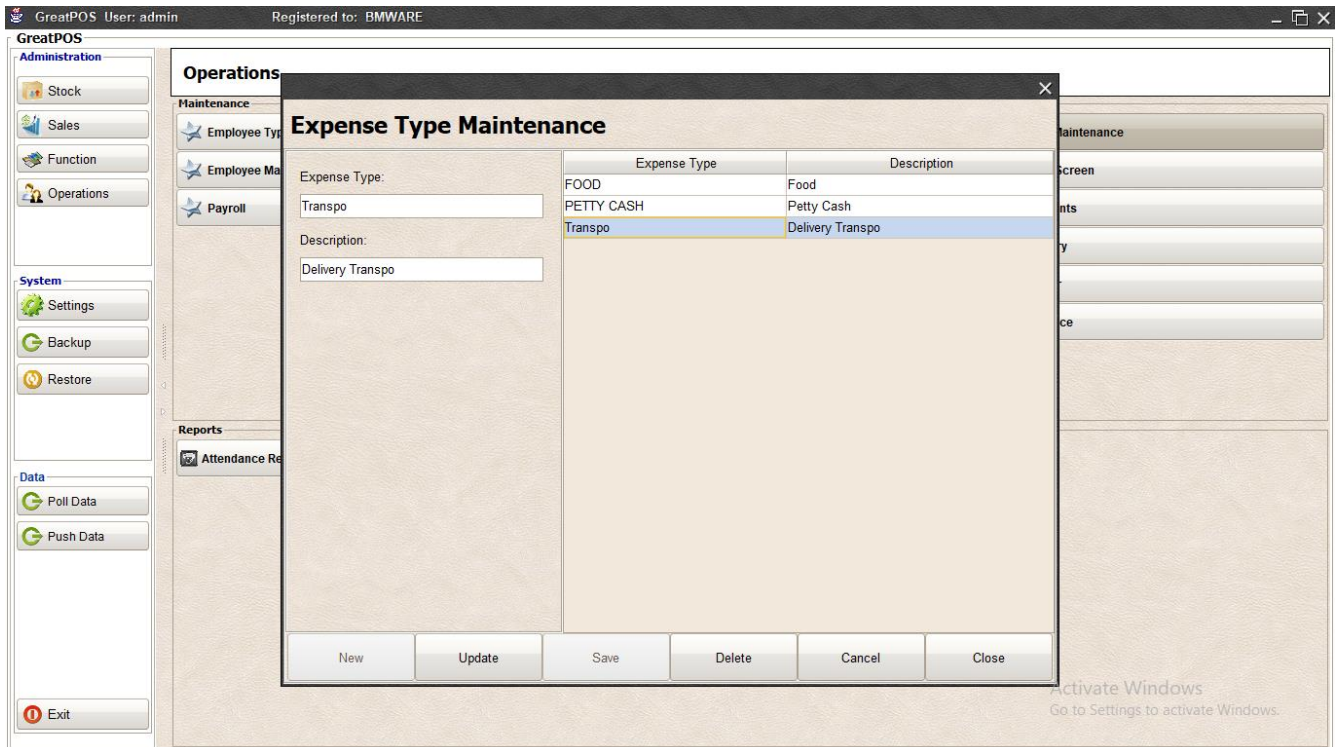
Step1) Click New Button



Step2) Enter Expense Type

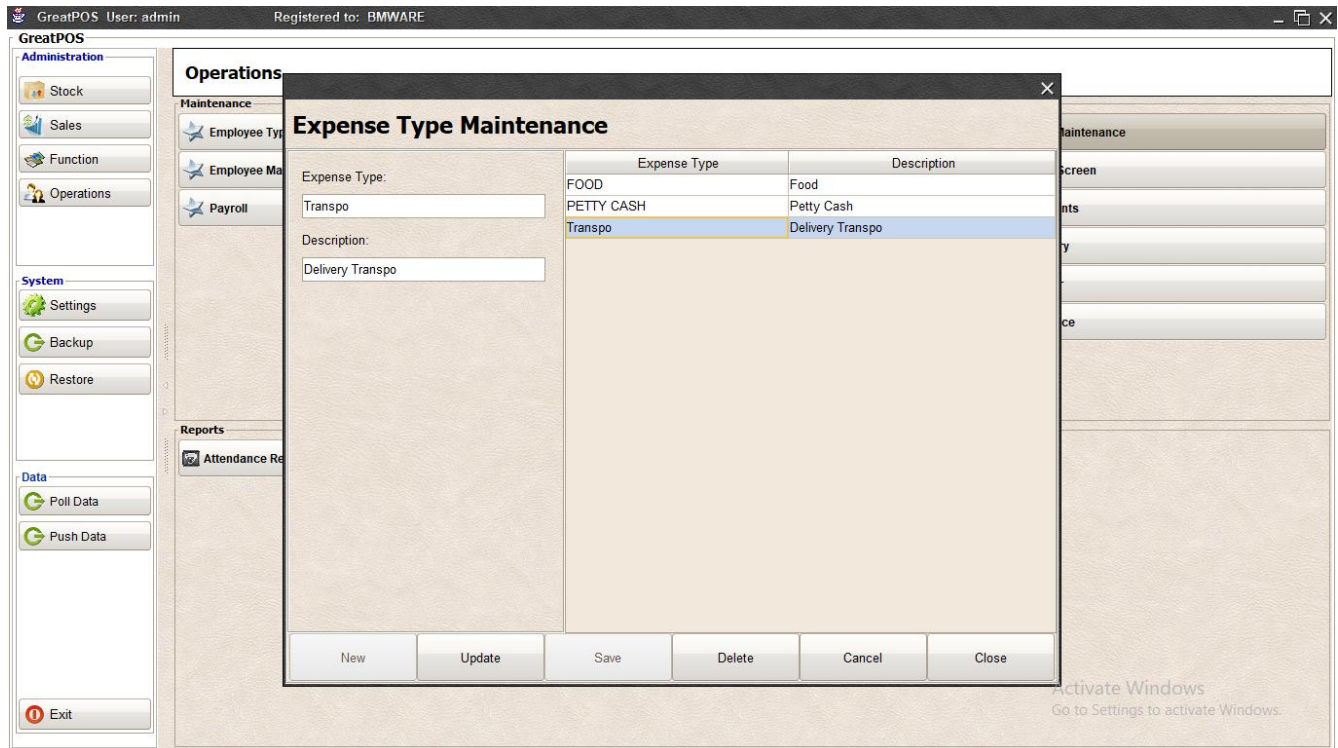


Step3) Click Save Button

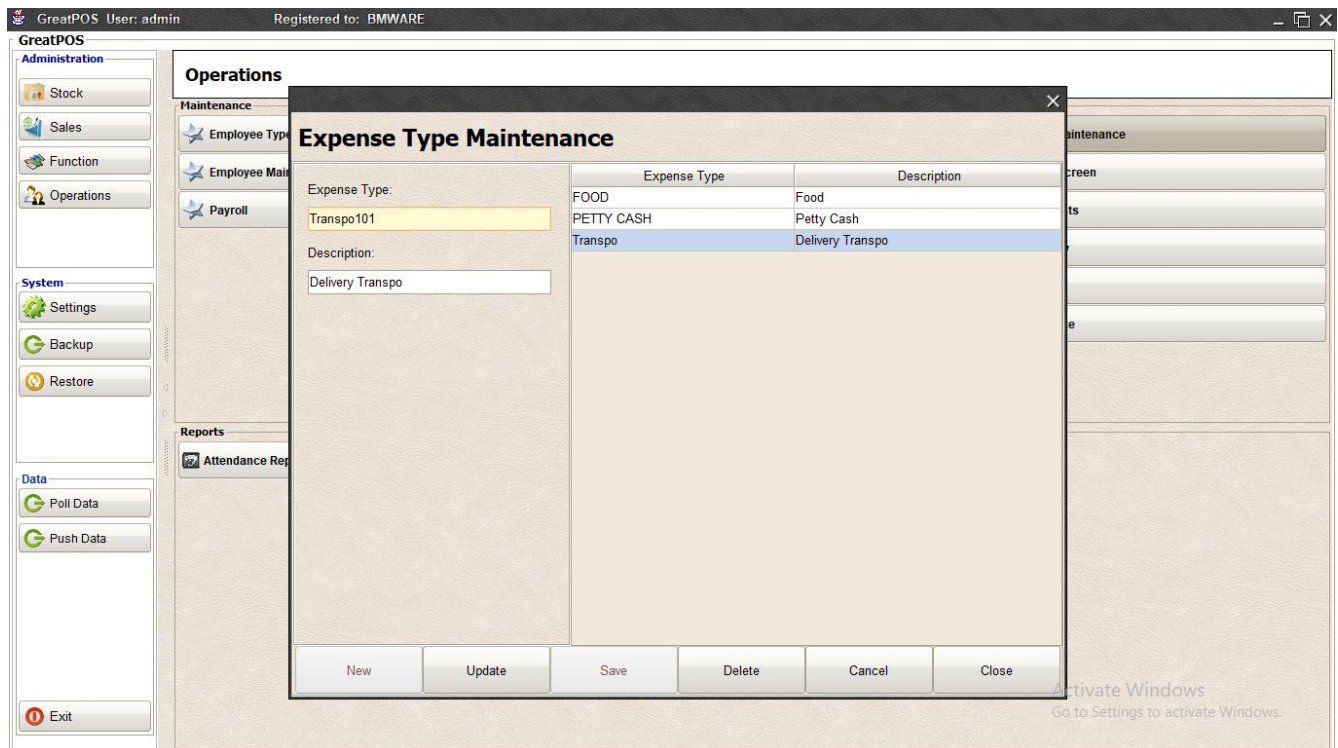


Edit Expense Type

Step1) Select Expense Type on the table



Step2) Edit Expense Type Selected



Step3) Click Update Button

The screenshot shows the GreatPOS software interface. The main window is titled 'GreatPOS' and shows a sidebar with various menu items under 'Administration', 'System', and 'Data'. The 'Operations' menu is selected, and the 'Expense Type Maintenance' dialog box is open. The dialog box has a title bar and a close button. It contains a table with the following data:

Expense Type	Description
FOOD	Food
PETTY CASH	Petty Cash
Transpo101	Delivery Transpo

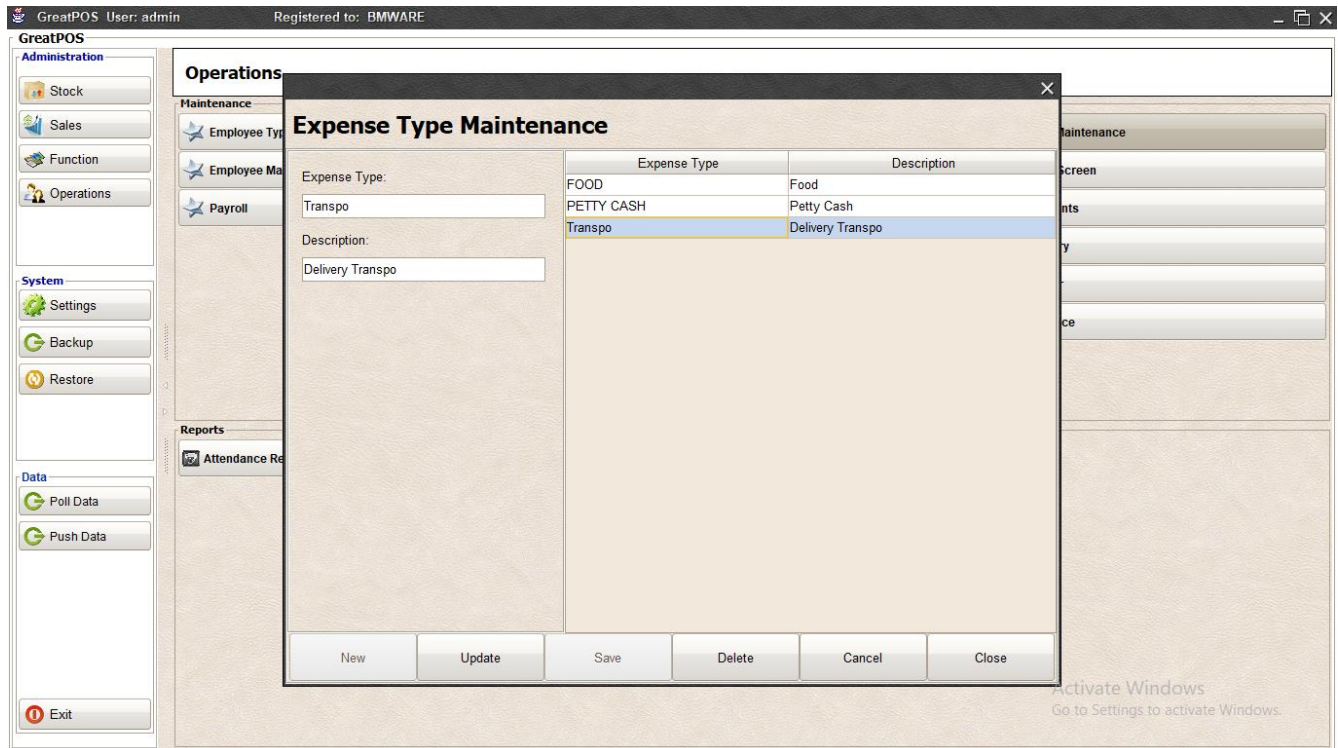
The 'Transpo101' row is selected. Below the table, there are buttons for 'New', 'Update', 'Save', 'Delete', 'Cancel', and 'Close'. The 'Update' button is highlighted. The background shows the 'Expense Type Maintenance' dialog box with a close button in the top right corner. The dialog box has a title bar and a close button. It contains a table with the following data:

Expense Type	Description
FOOD	Food
PETTY CASH	Petty Cash
Transpo101	Delivery Transpo

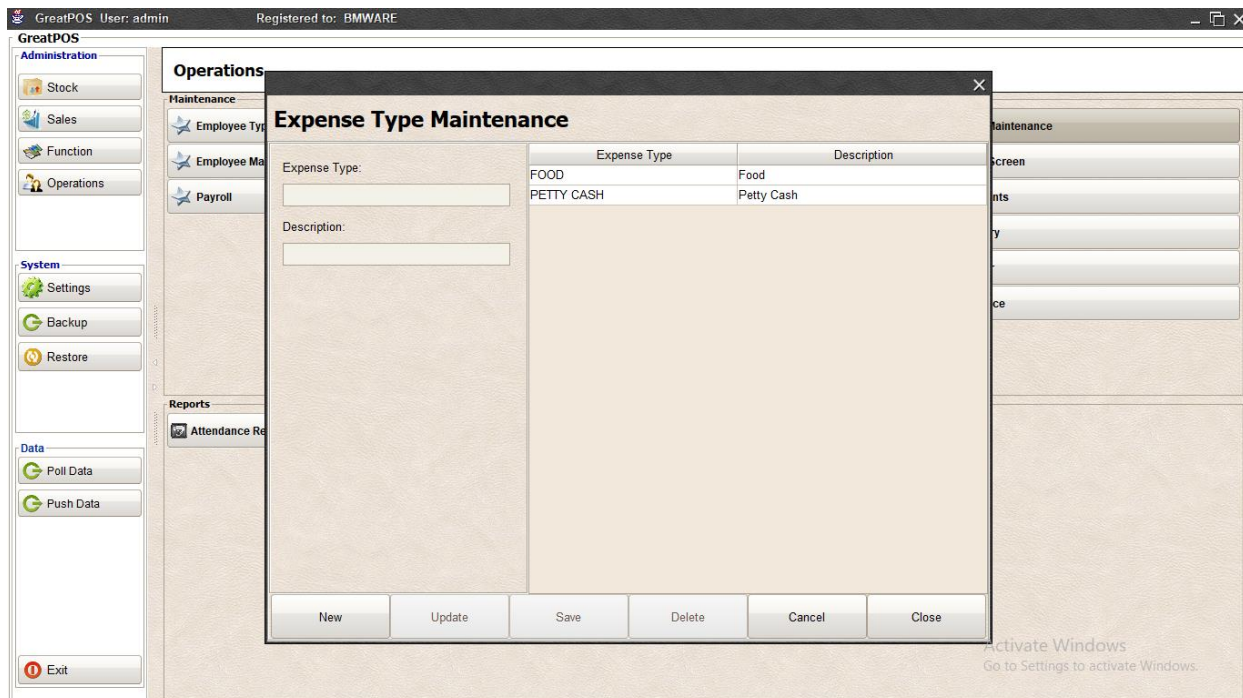
The 'Transpo101' row is selected. Below the table, there are buttons for 'New', 'Update', 'Save', 'Delete', 'Cancel', and 'Close'. The 'Update' button is highlighted. The background shows the 'Expense Type Maintenance' dialog box with a close button in the top right corner.

Delete Expense Type

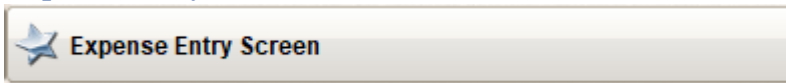
Step1) Select Expense Type on the table



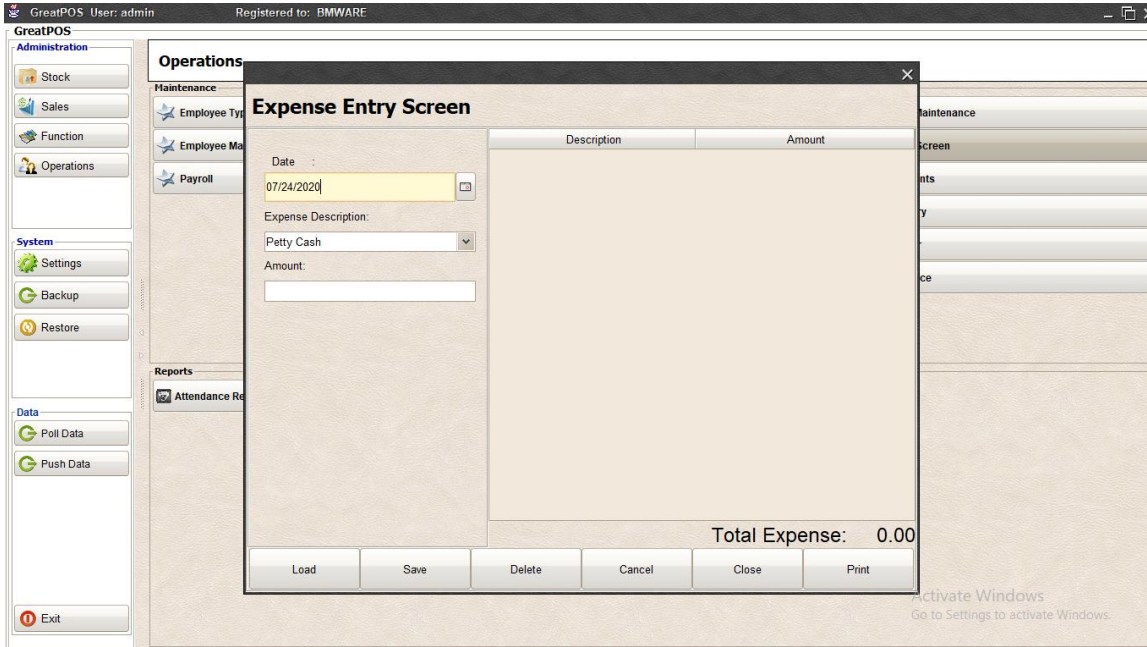
Step2) Click Delete Button



Expense Entry Screen



Use to enter Expenses

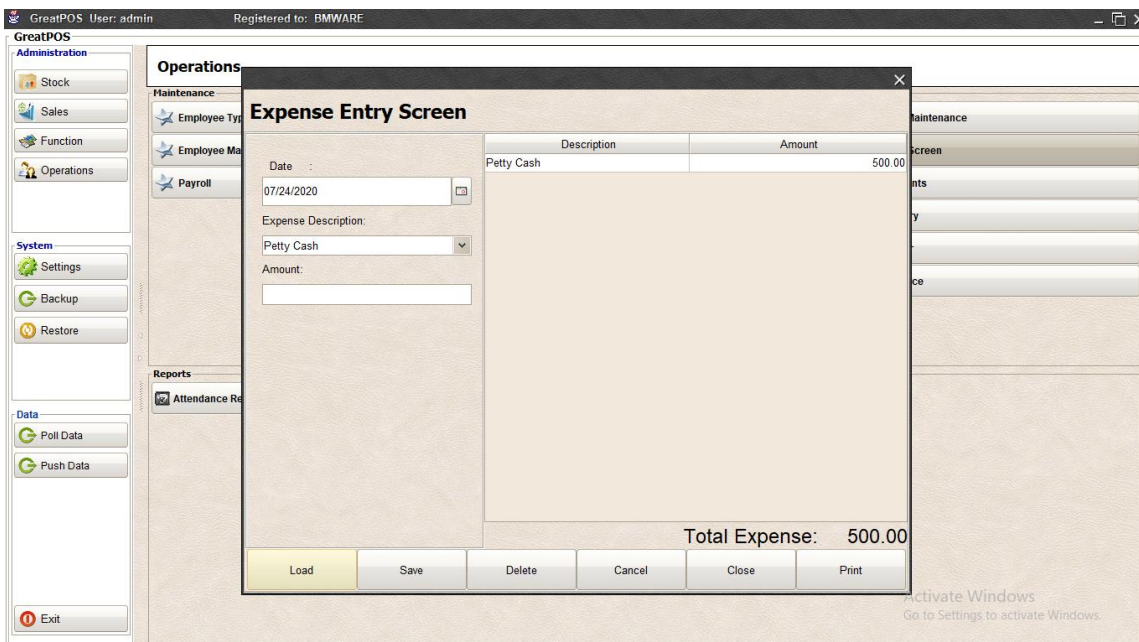


How to use Expense Entry Screen

Step1) Select Date and Expense Description

Step2) Click Load Button

(Use to Load Previews Entered Expenses in specific date and description)

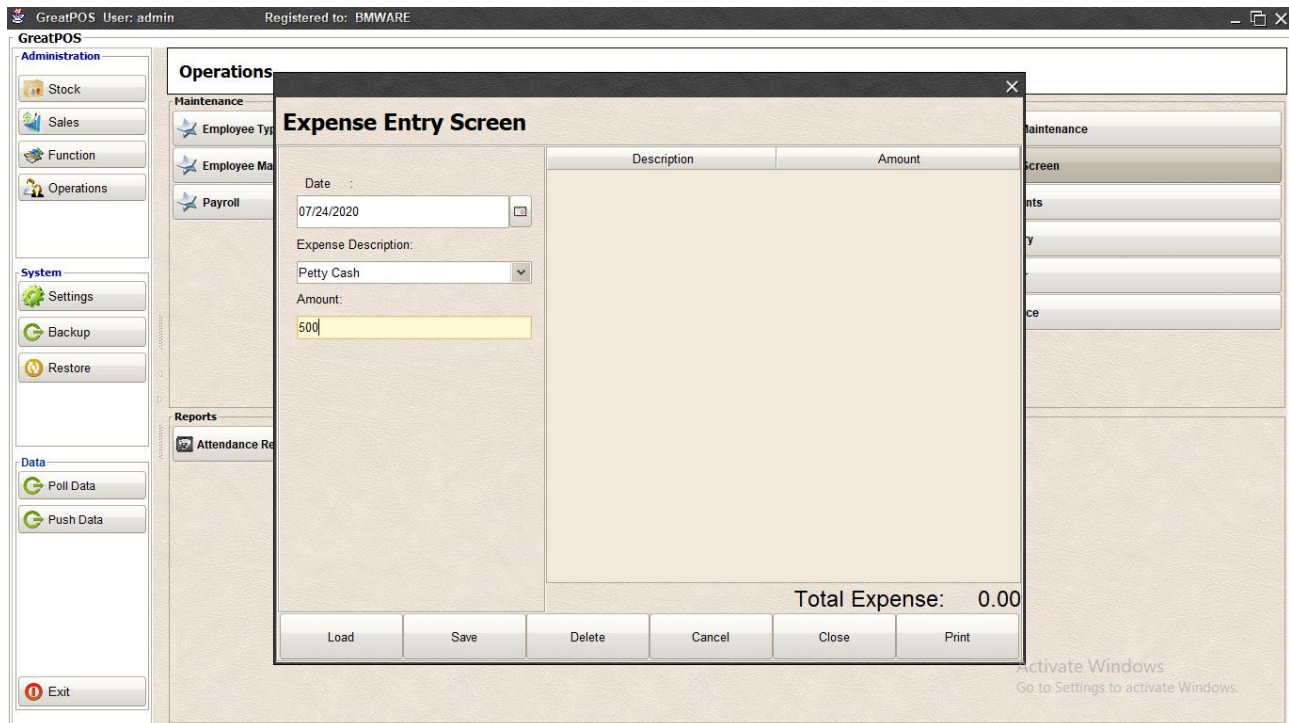


Expense Entering

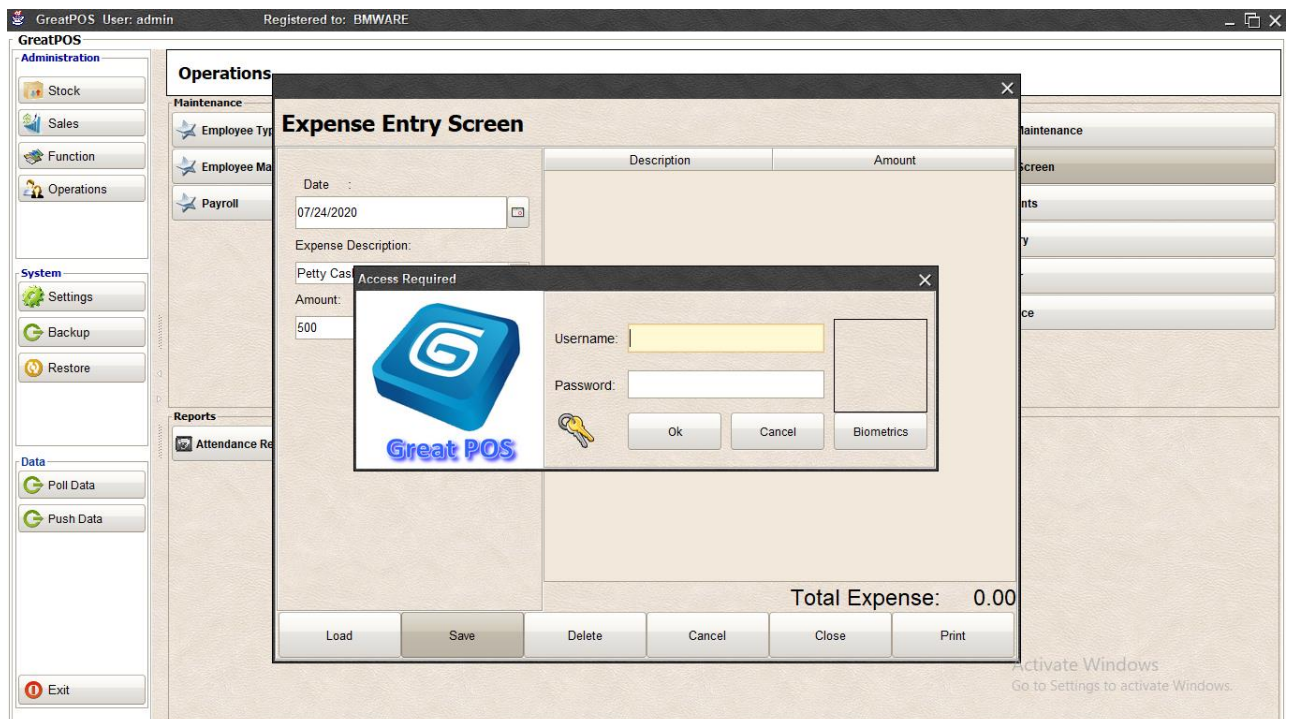
Step1) Select Date

Step2) Select Expense Description

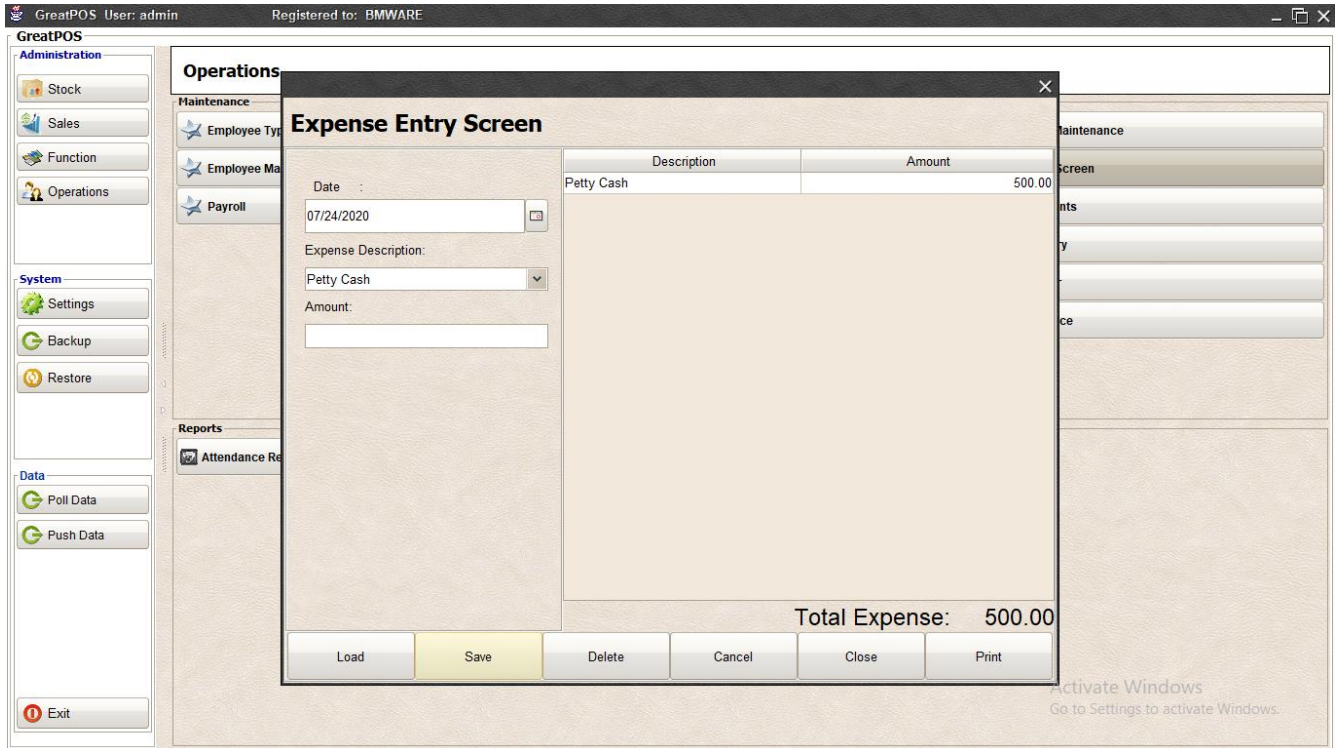
Step3) Enter Amount



Step4) Click Save Button

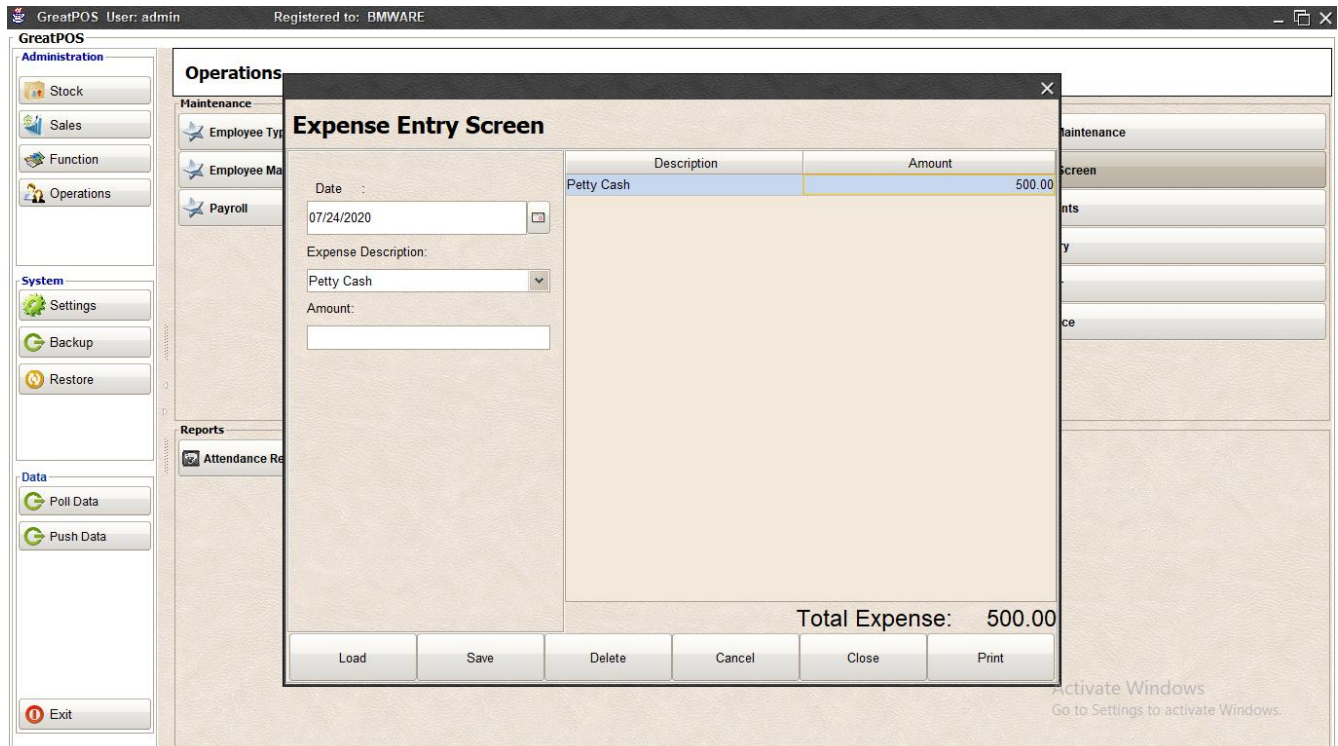


Step5) Enter Administrator Account

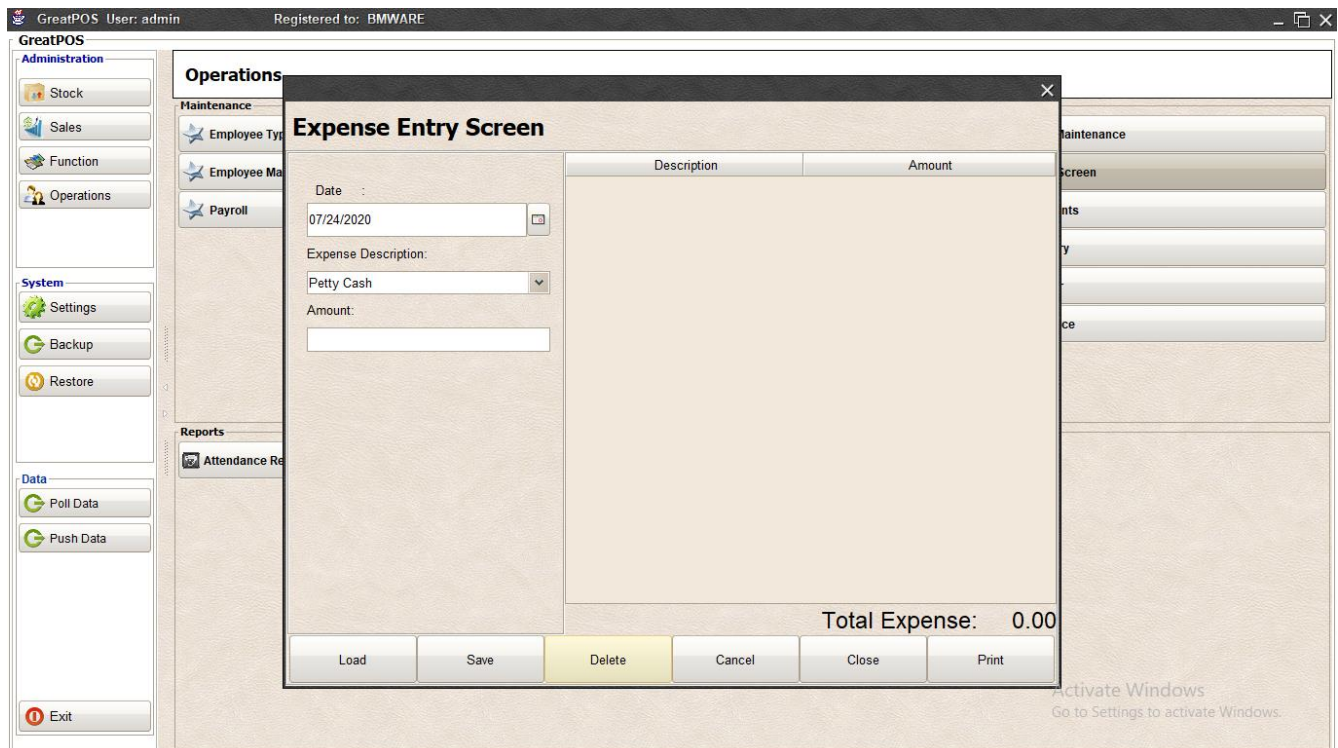


Delete Expense Entered

Step1) Select Expense Entered on the table

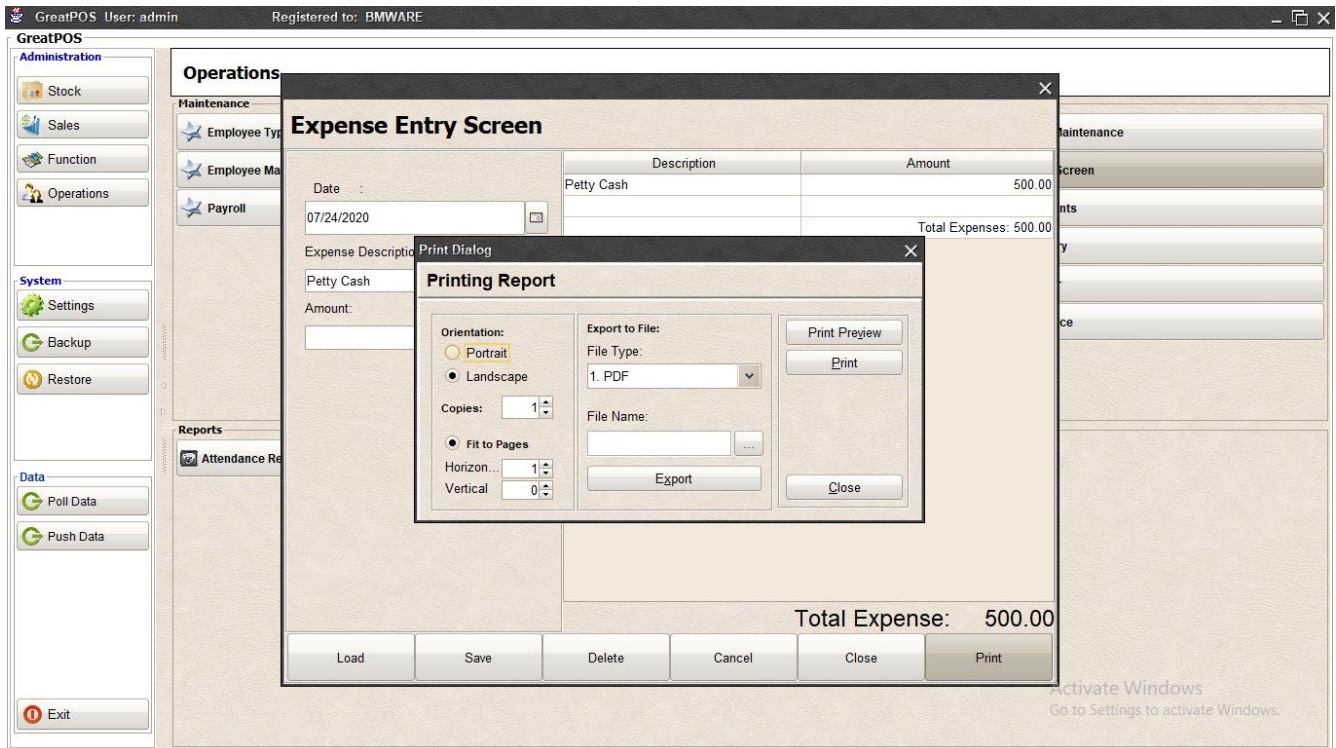


Step2) Click Delete Button



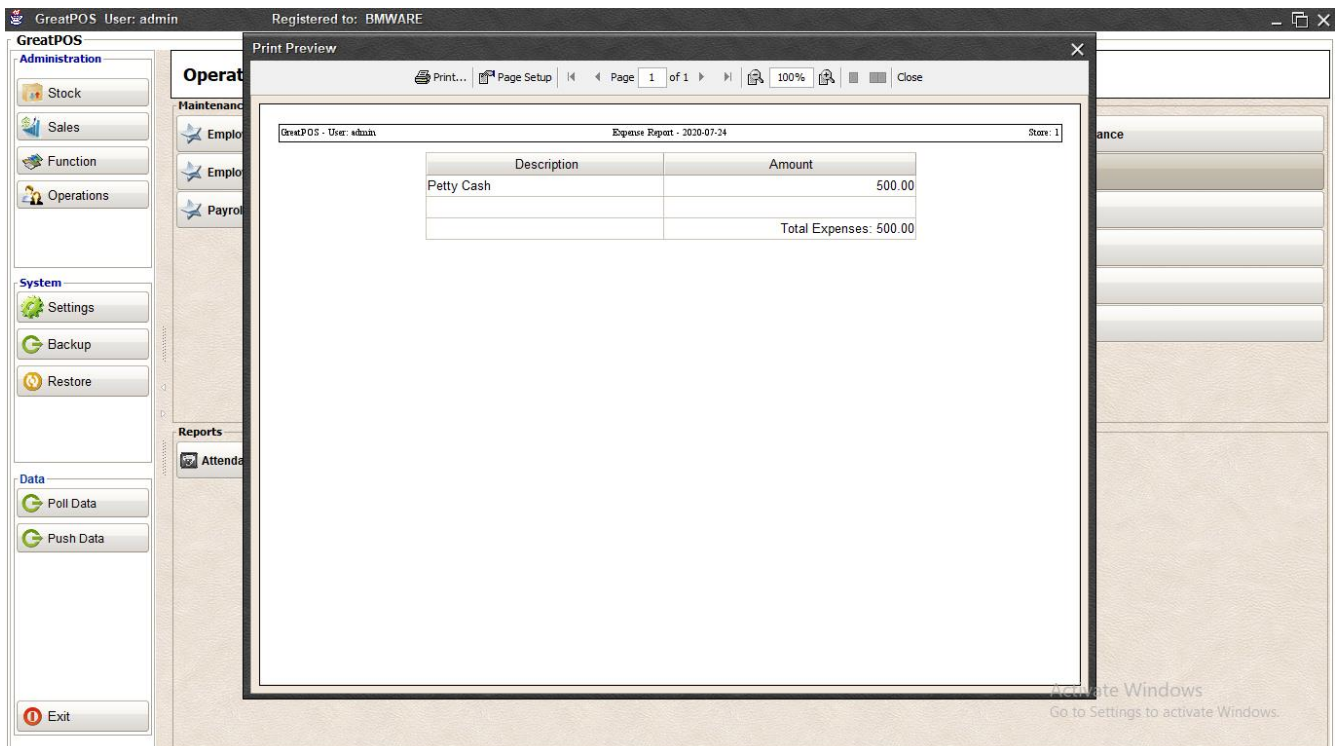
Expense Printing

Step1) Click Print Button



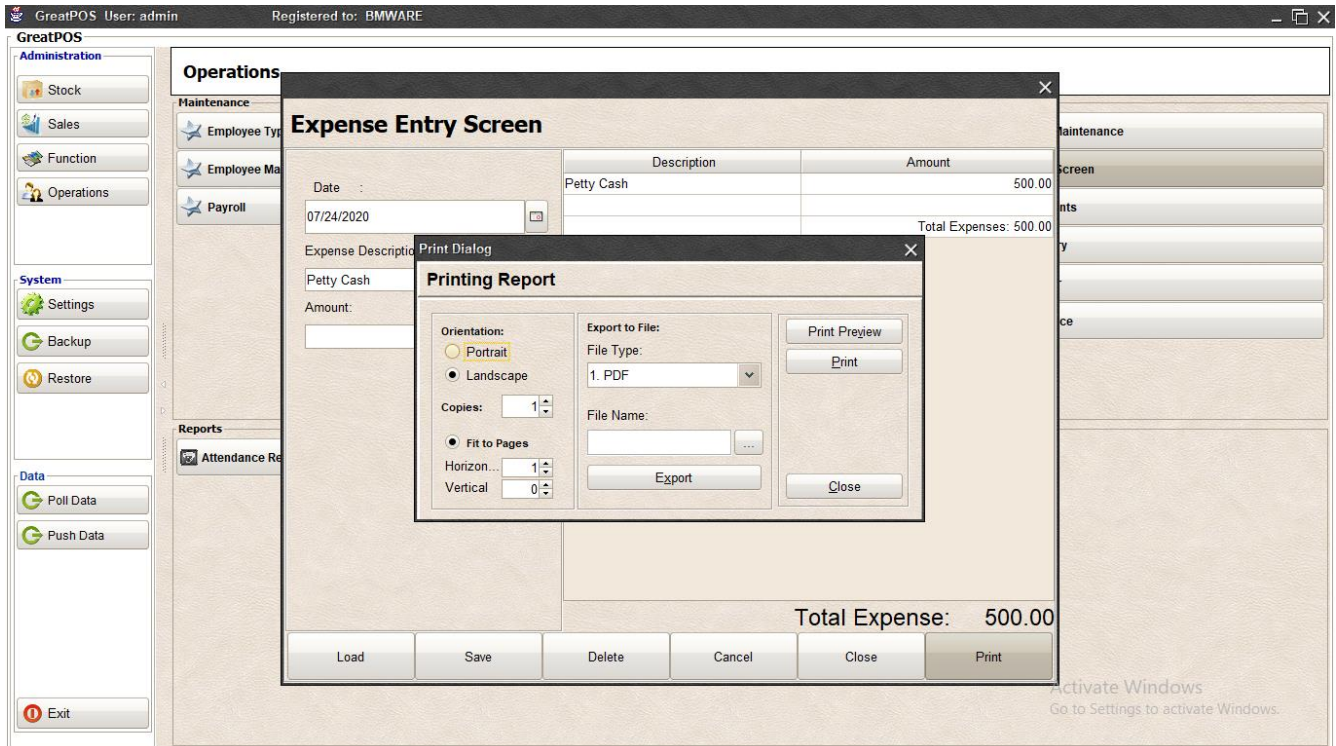
Print Preview

Step1) Click Print Preview Button

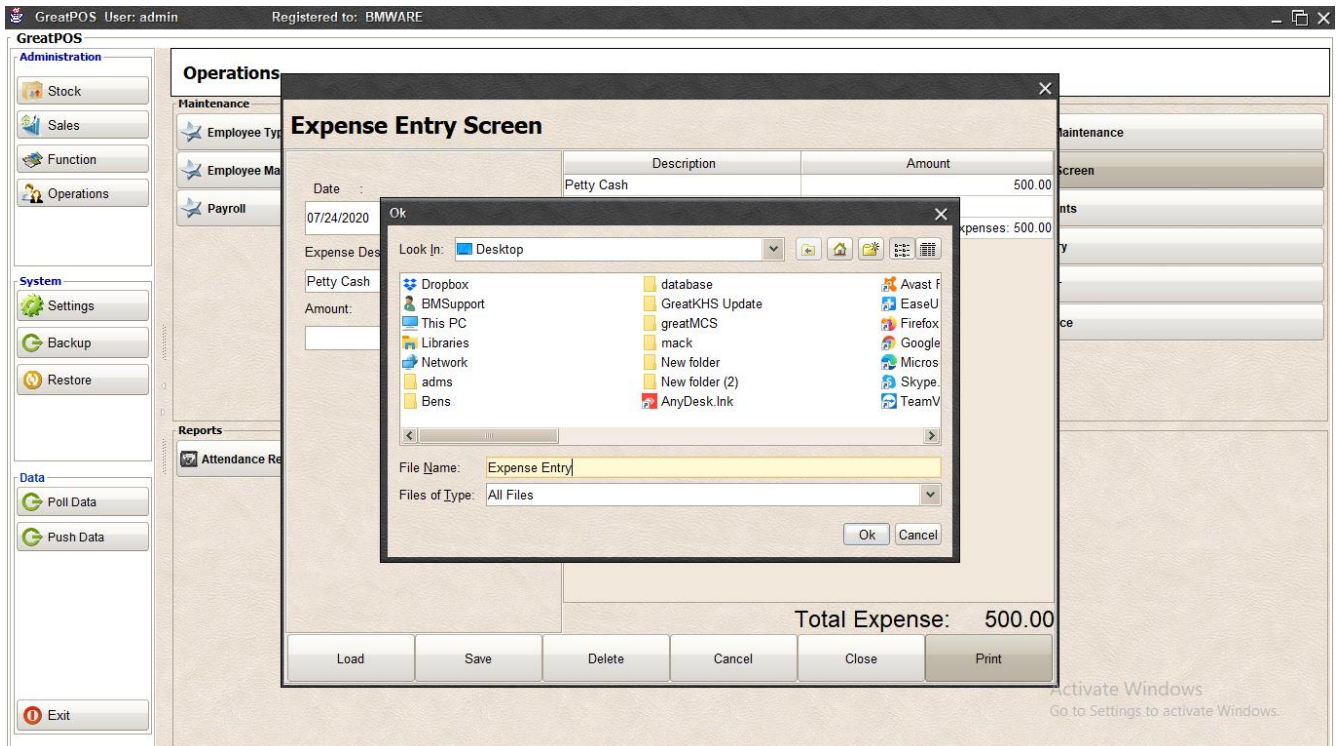


Exporting

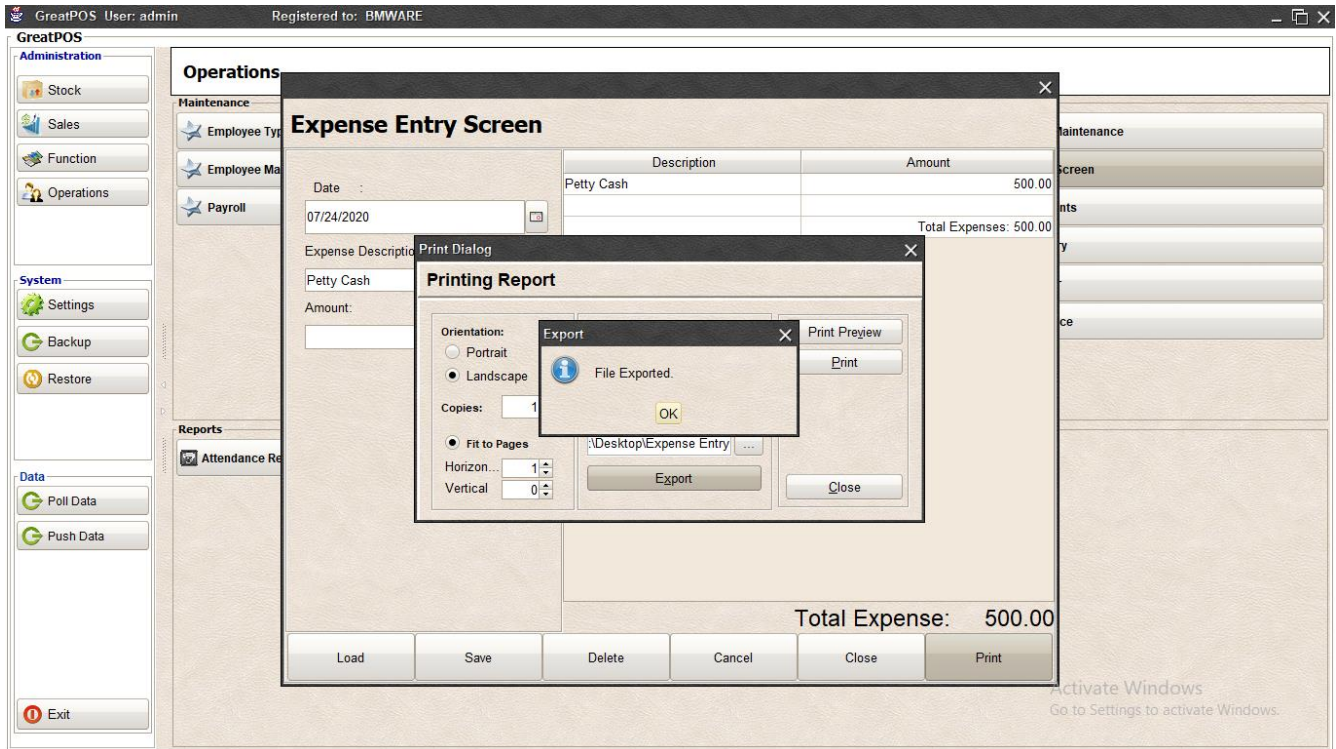
Step1) Select File Type



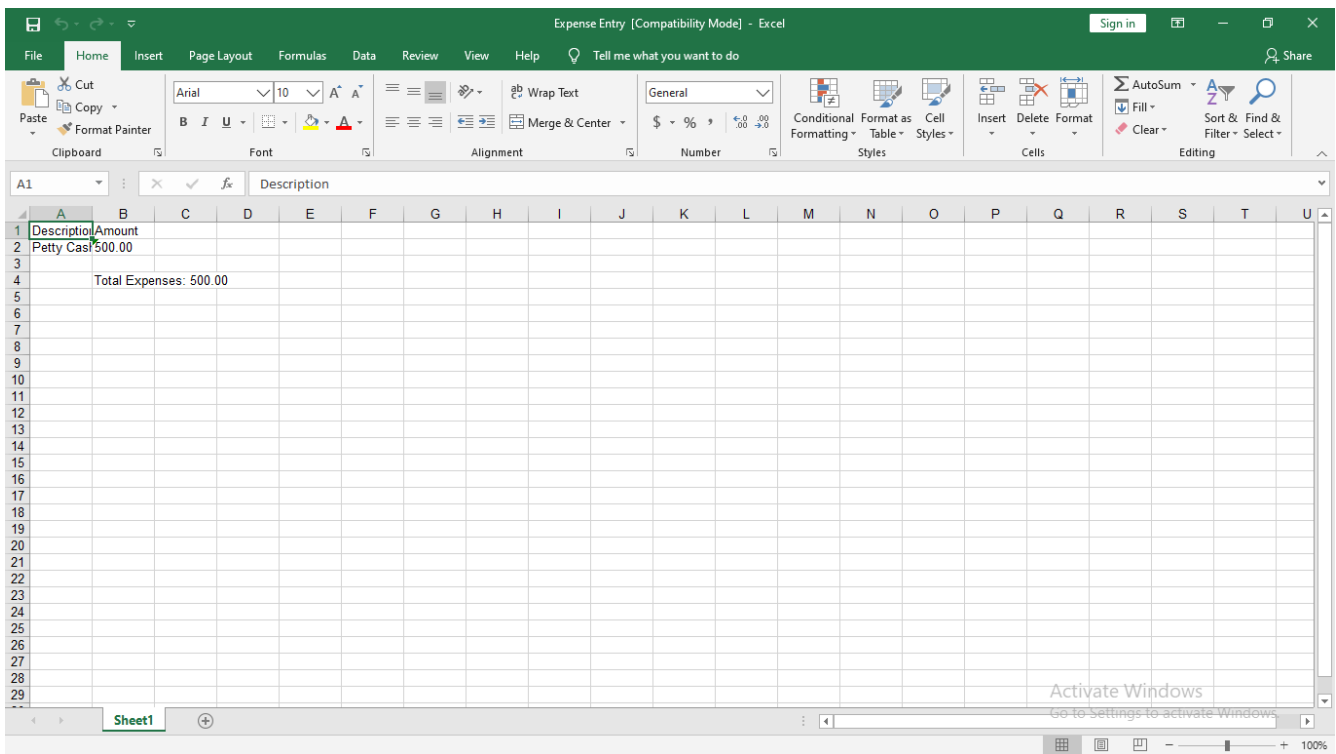
Step2) Click the (...) Button



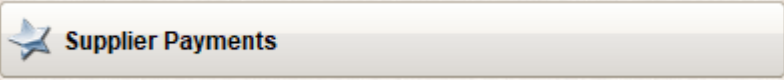
Step3) Enter File name and Click OK



Step4) Click Ok Button



Supplier Payments



???

GreatPOS User: admin Registered to: BMWARE

Supplier Payments Entry

Payments Entry | Payments and Payables Summary

Supplier Name :	Payment Date	Supplier Code	Delivery No	Amount Paid	Payment Type	Posted
000001 - Florida - Wines	2020-04-23	000001	123123123	5,500.00	Check	251215125 f
	2020-04-09	000001	333333	60,892.86	Cash	f
Delivery Number :	2020-04-28	000001	55555	90,000.00	Cash	f
	2020-04-28	000001	1111111	64,214.29	Check	0008457... f
12 - PHP627,730.00	2020-04-15	000001	777777	14,392.86	Cash	t
Amount Paid :	2020-04-28	000001	88888	240,500.00	Check	0003958... f
	2020-04-30	000001	3433411111	20,000.00	Check	1212121... t
	2020-04-13	000001	23	10,000.00	Cash	f
Payment Date :	2020-05-20	000001	3333	11,750.00	Check	2222222... f
2020-07-24	2020-05-20	000001	222222	69,196.43	Check	2999999... f

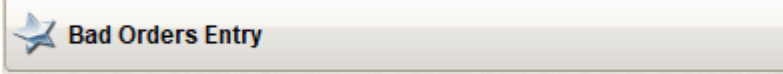
Payment Type :
Check

Check No :

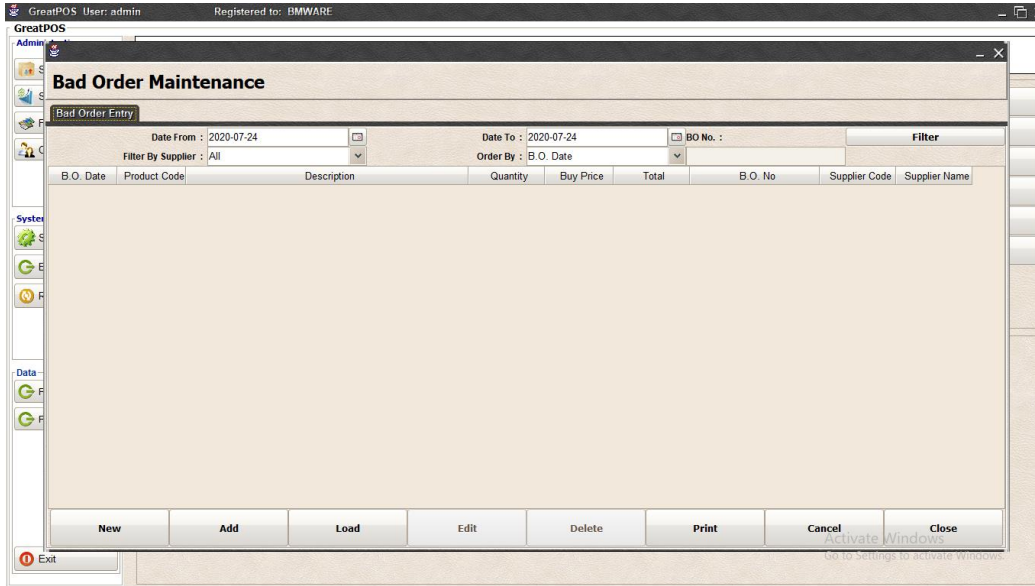
Buttons: Check Utility, Save, Delete, Print, Close, Post Payment

Exit | Go to Settings to activate Windows

Bad Orders Entry



Use to enter Bad Orders



How to use Bad Orders Entry?

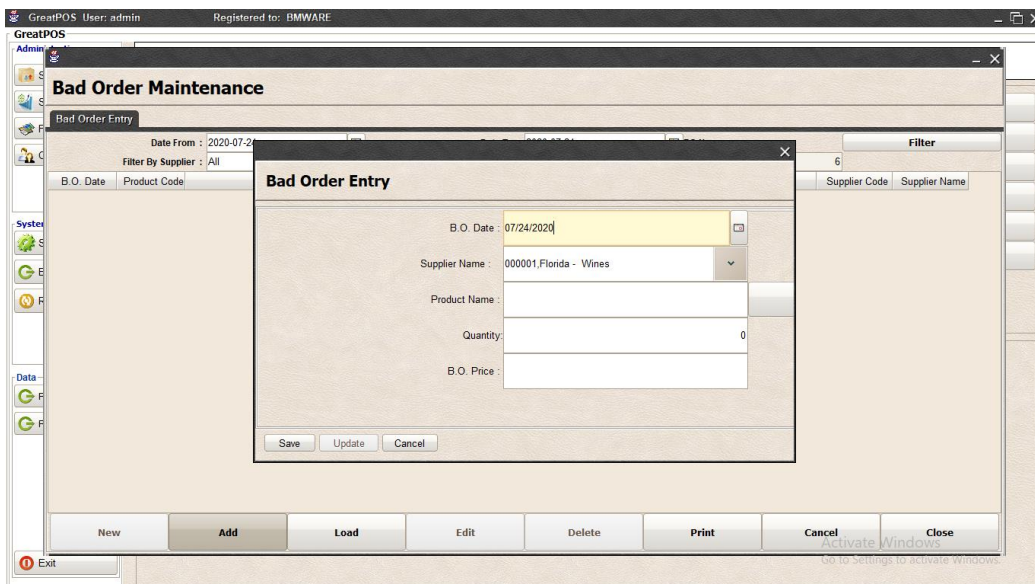
Step1) Click New Button

Step2) Select Date from and Date to

Step3) Select Supplier

Step4) Select Oder By

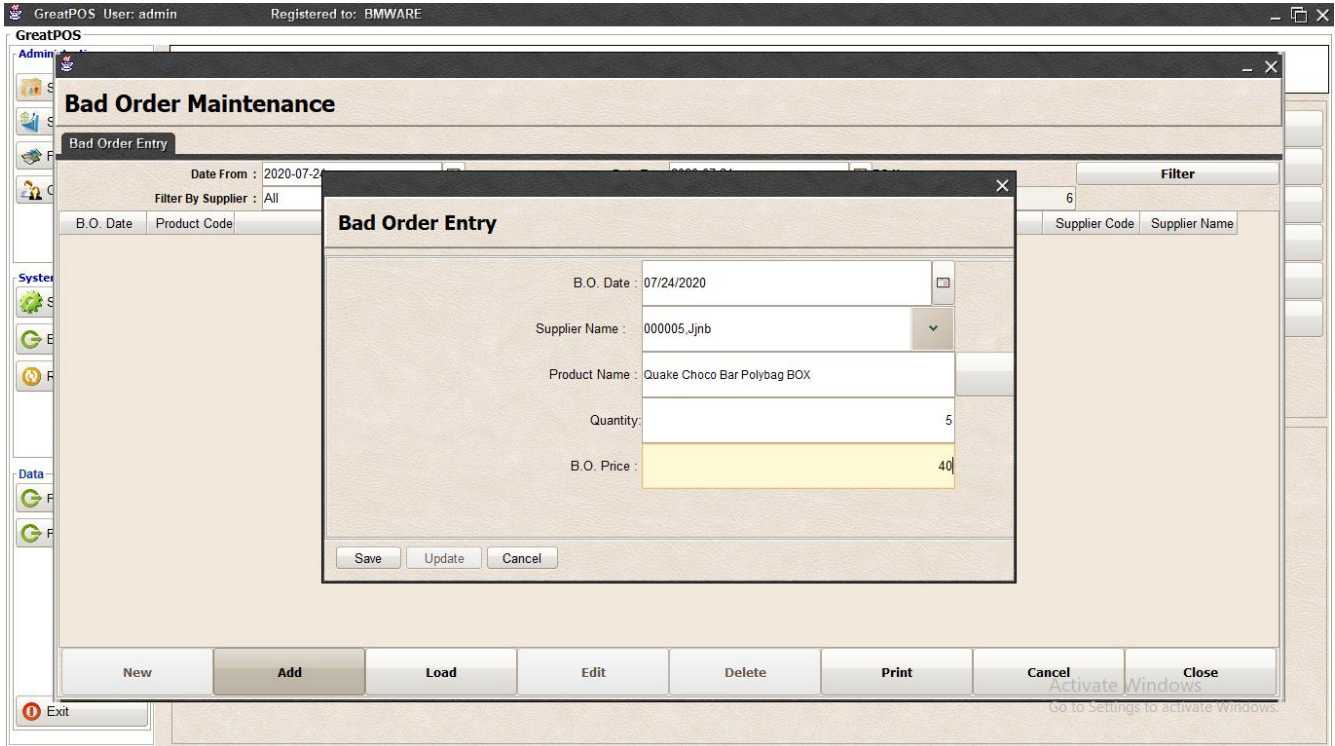
Step5) Click Add Button



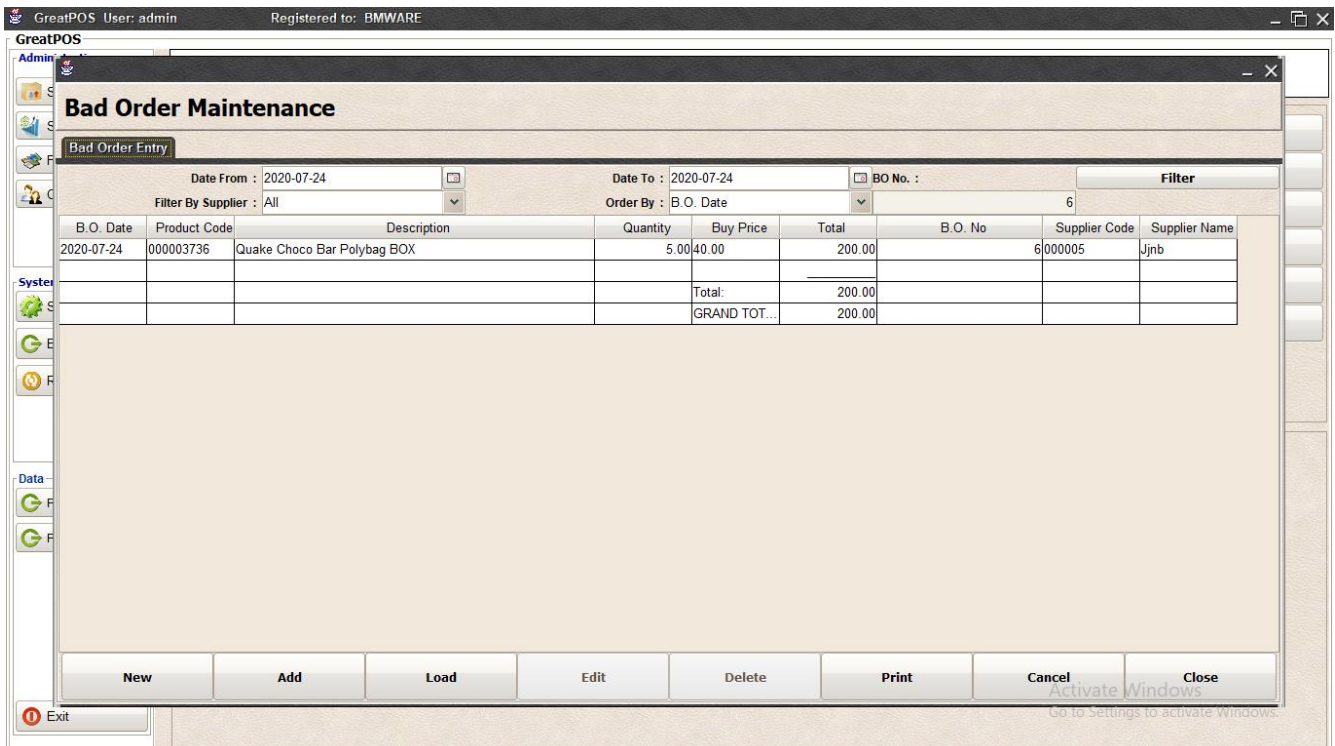
Step6) Enter Product Name

Step7) Enter Quantity

Step8) Enter B.O Price

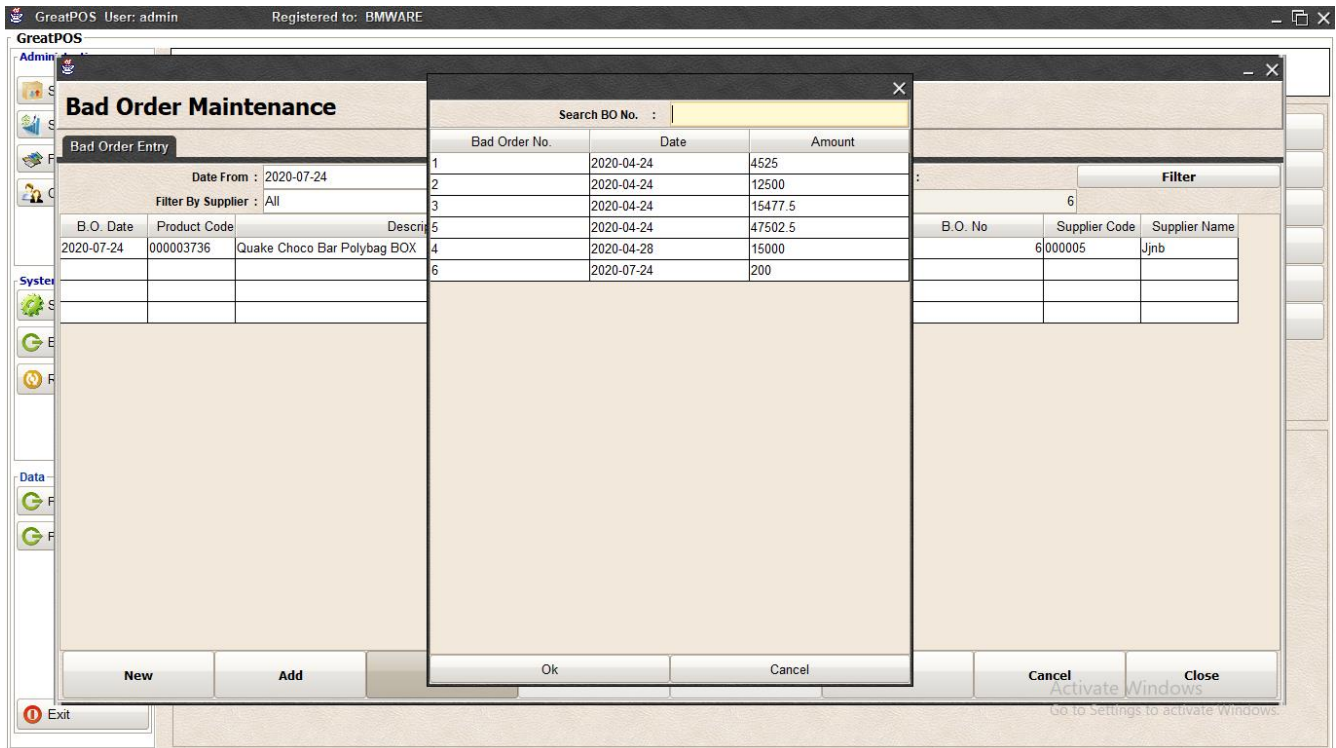


Step9) Click Save Button

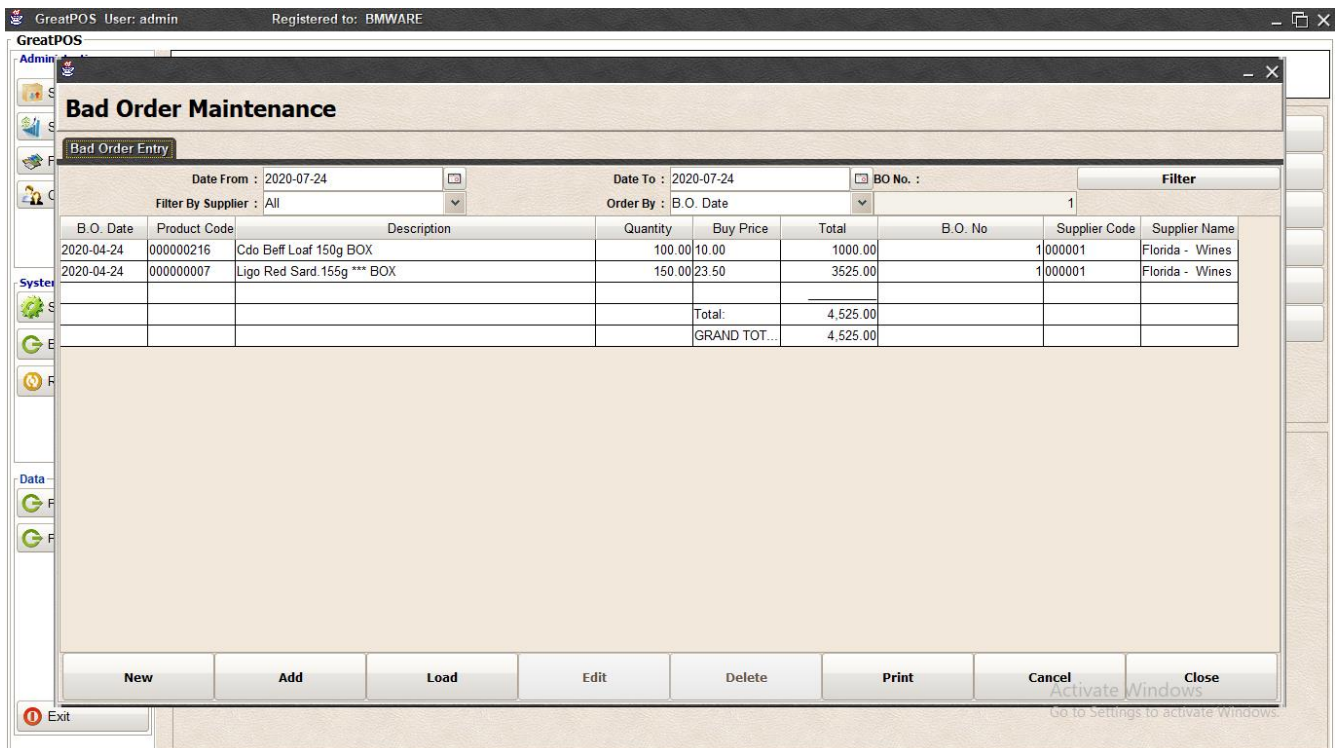


Load Bad Orders

Step1) Click Load Button

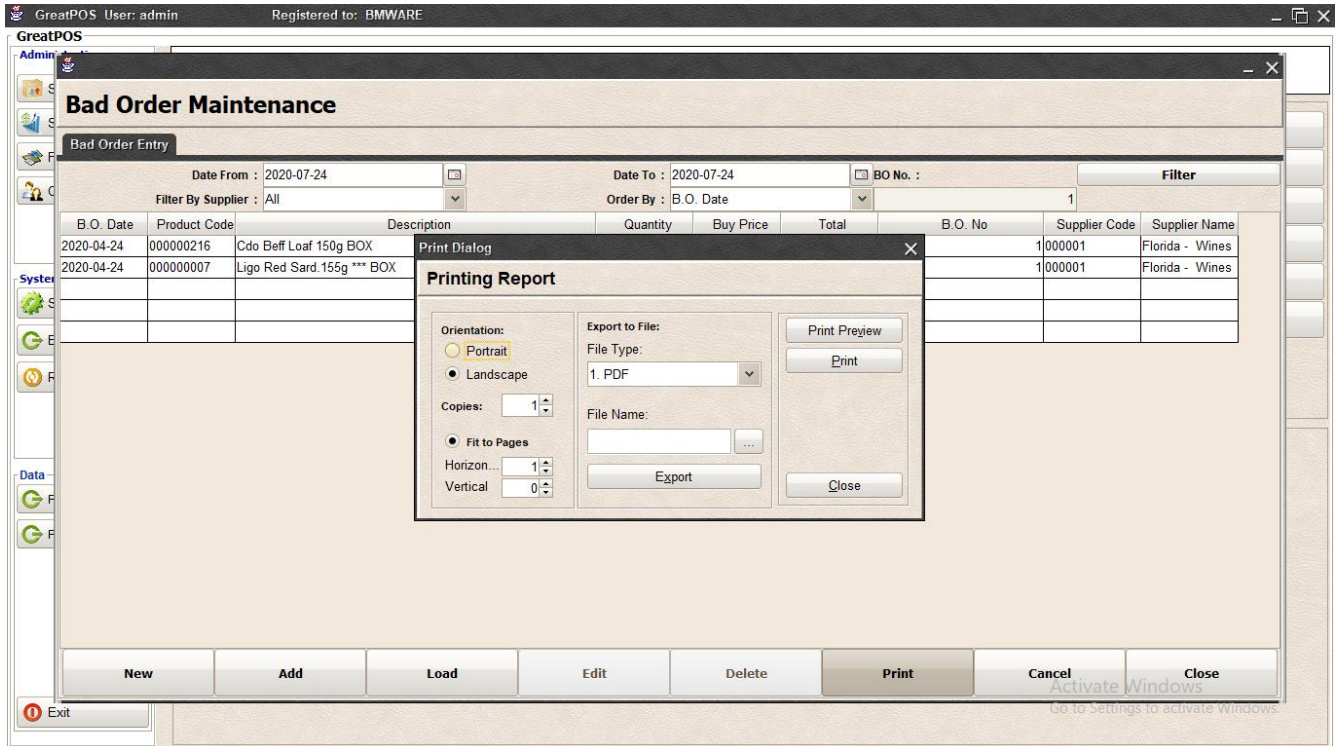


Step2) Select Bad Order on the table



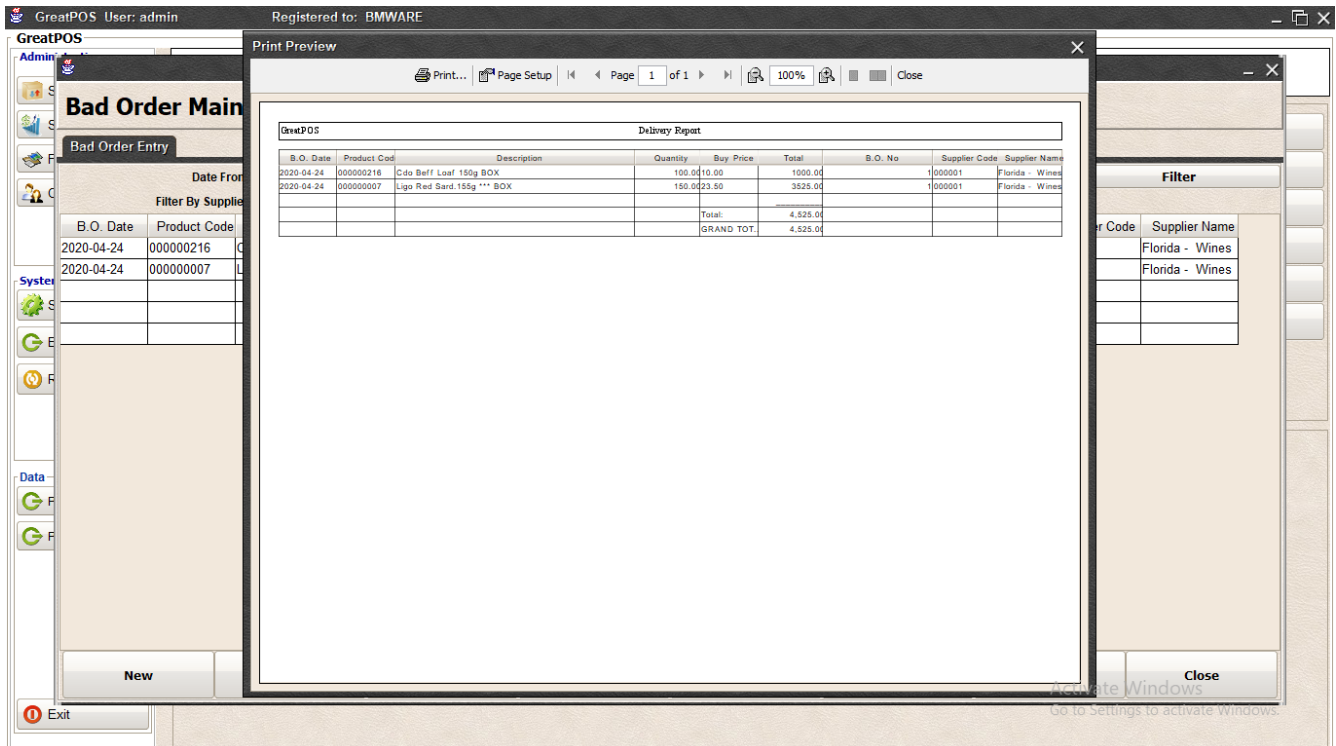
Bad Order Printing

Step1) Click Print Button



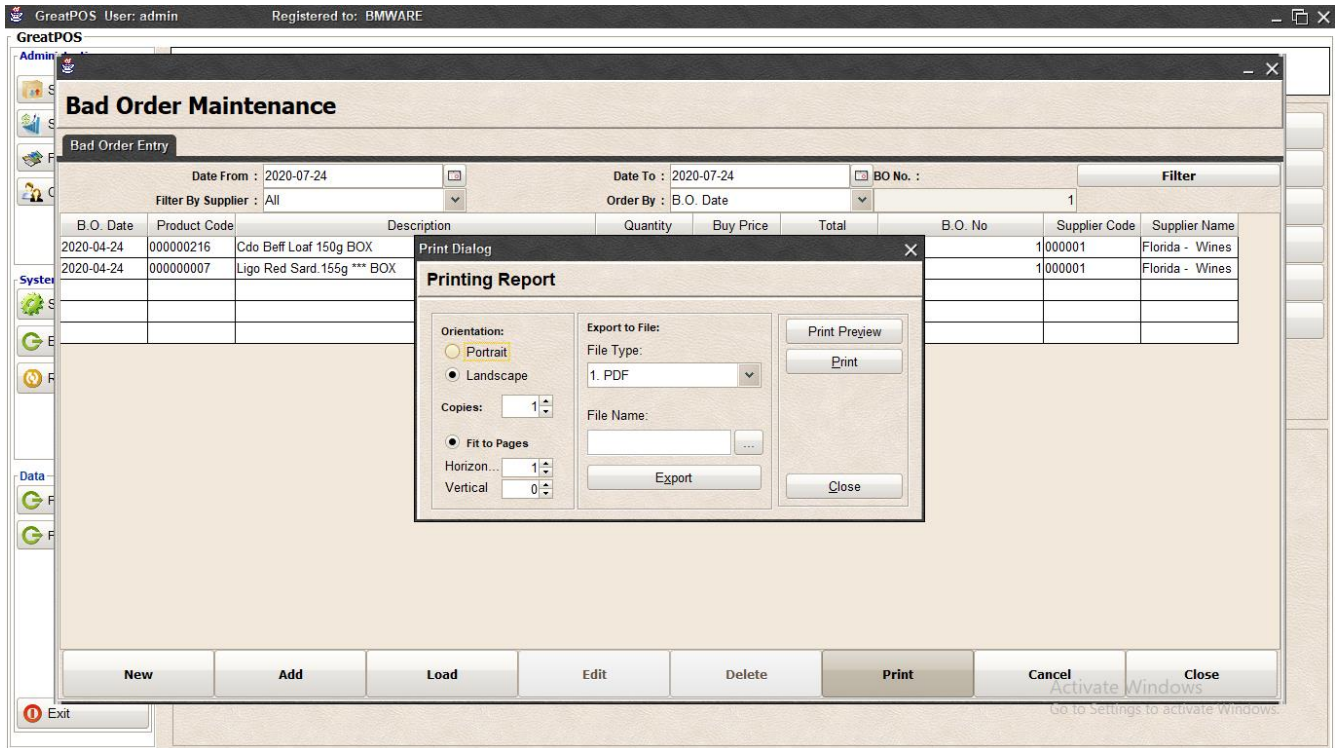
Print Preview

Step1) Click Print Preview Button

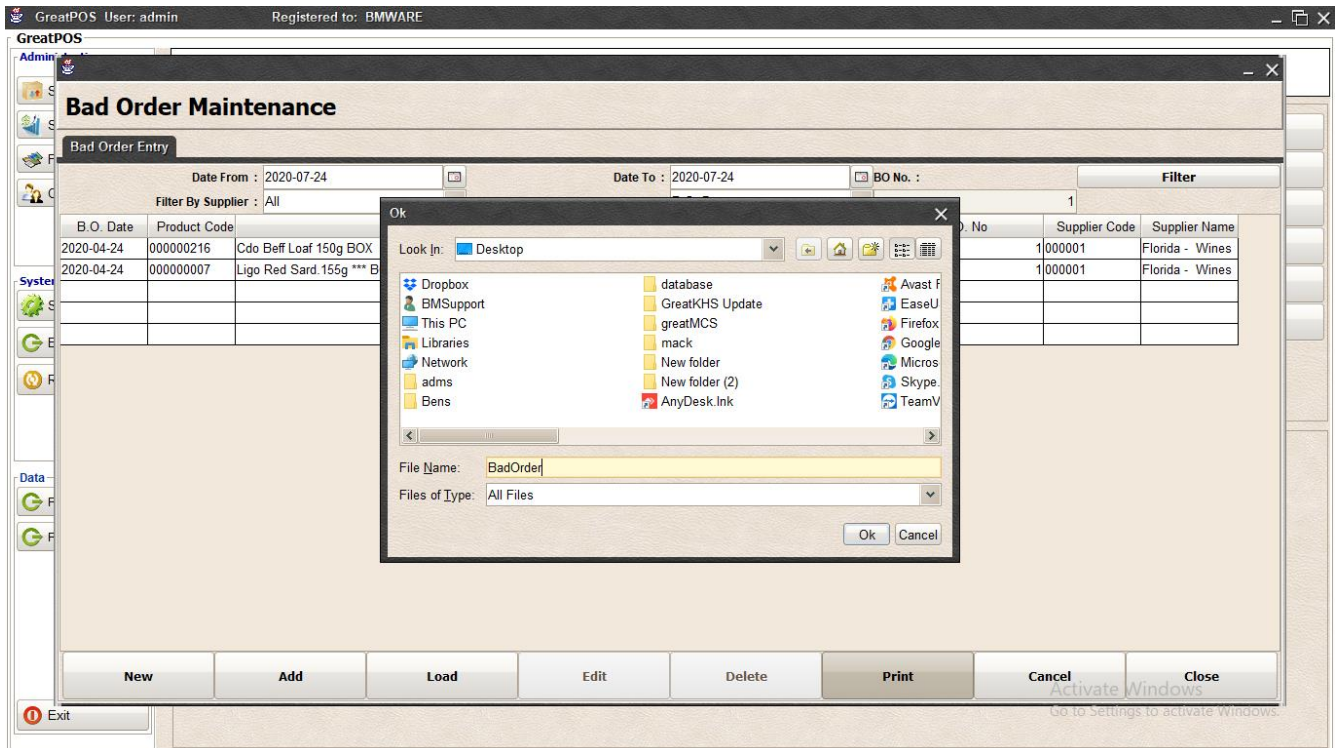


Exporting

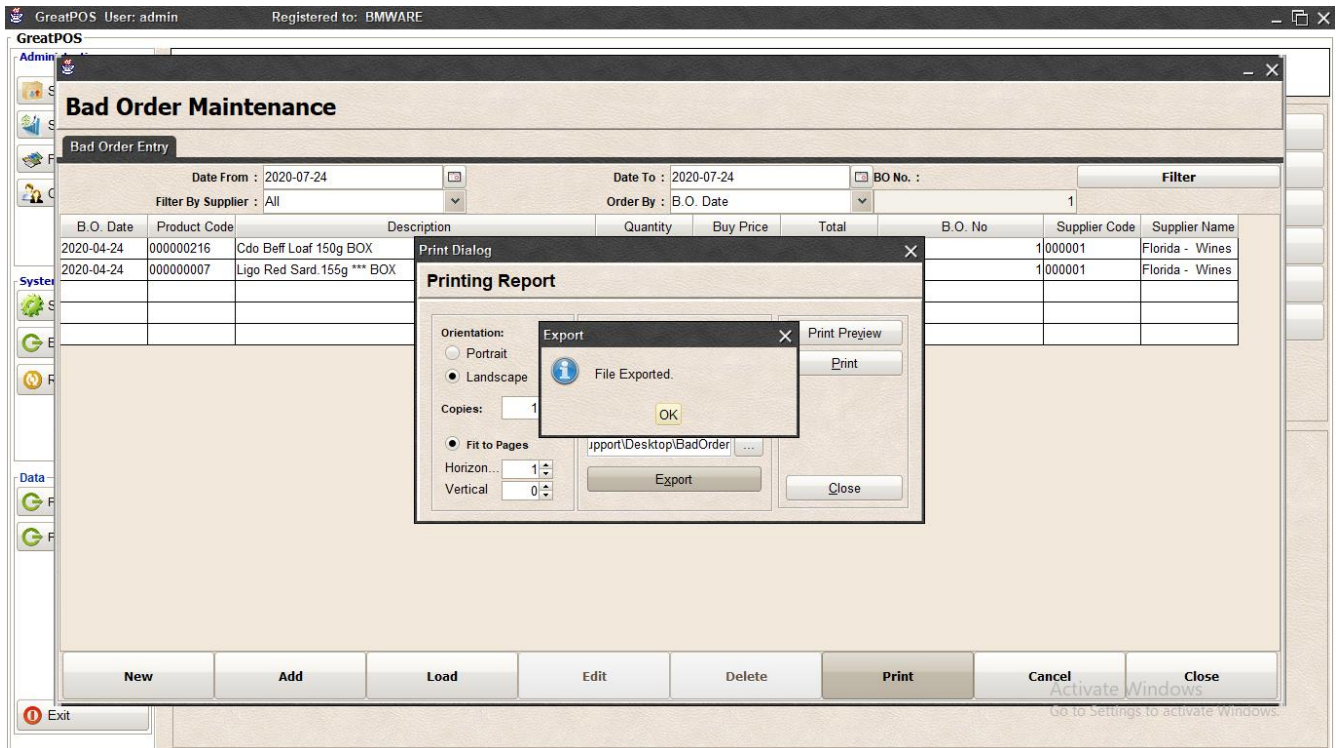
Step1) Select File Type



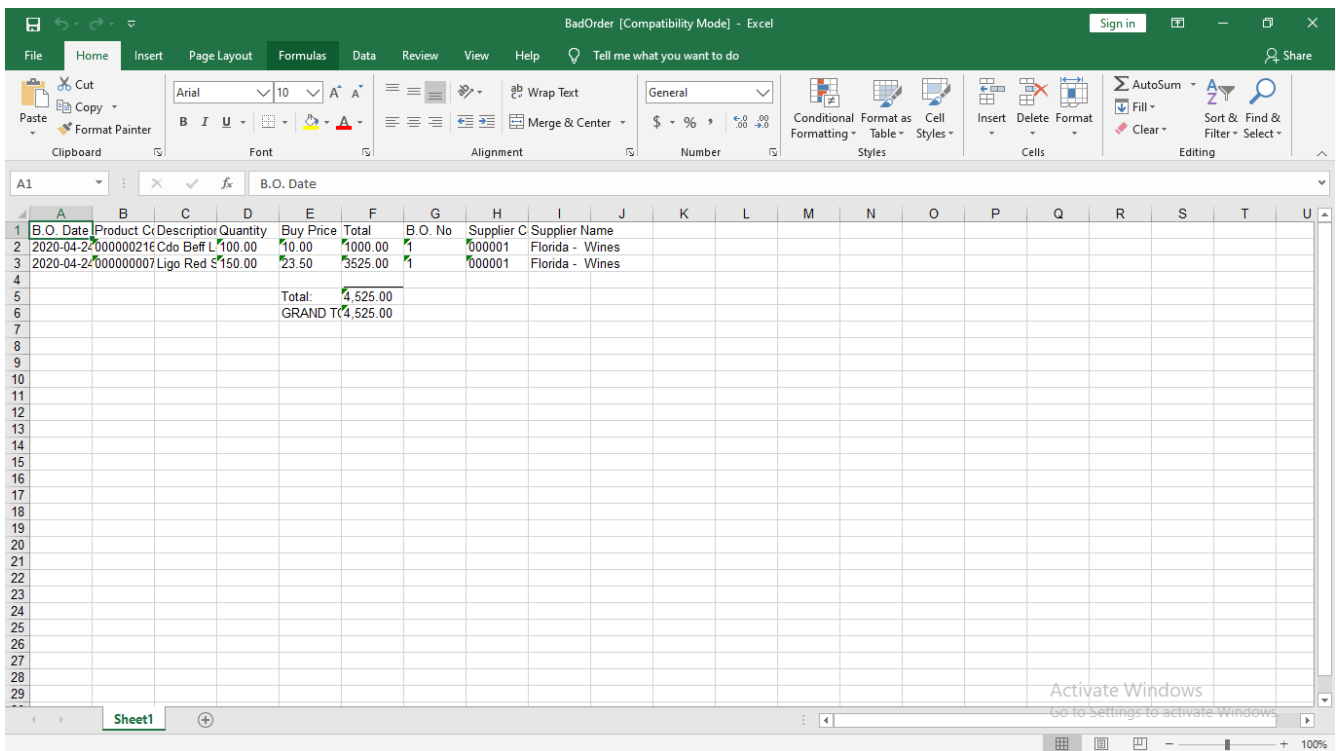
Step2) Click the (...) Button



Step3) Enter File name and Click OK



Step4) Click Ok Button



Purchase Order



?????

GreatPOS User: admin Registered to: BMWARE

Purchase Order

Dashboard Remittance Entry

Summary

PO DATE	ORDER #	ACCOUNT ID	TOTAL	RETURN	RECEIVABLES	AI
2020-06-14	0000024	1	348.00	.00	348.00	.00
2020-06-17	0000025	1	69.60	.00	69.60	.00
2020-07-01	0000026	1	4,306.61	.00	4,306.61	.00
2020-07-04	0000027	1	6,751.20	.00	6,751.20	.00
2020-07-04	0000028	1	4,852.80	.00	4,852.80	.00
2020-07-05	0000029	1	2,862.66	.00	2,862.66	.00
2020-07-09	0000030	000002	1,738.20	.00	1,738.20	1,738.20
2020-07-09	0000031	000002	69.60	.00	69.60	69.60
2020-07-09	0000032	000002	69.60	.00	69.60	69.60

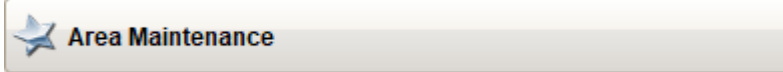
Orders

COMPANY	DESCRIPTION	QUANTITY	PRICE	TOTAL
		2	1,670.40	3,340.80
		1	1,512.00	1,512.00

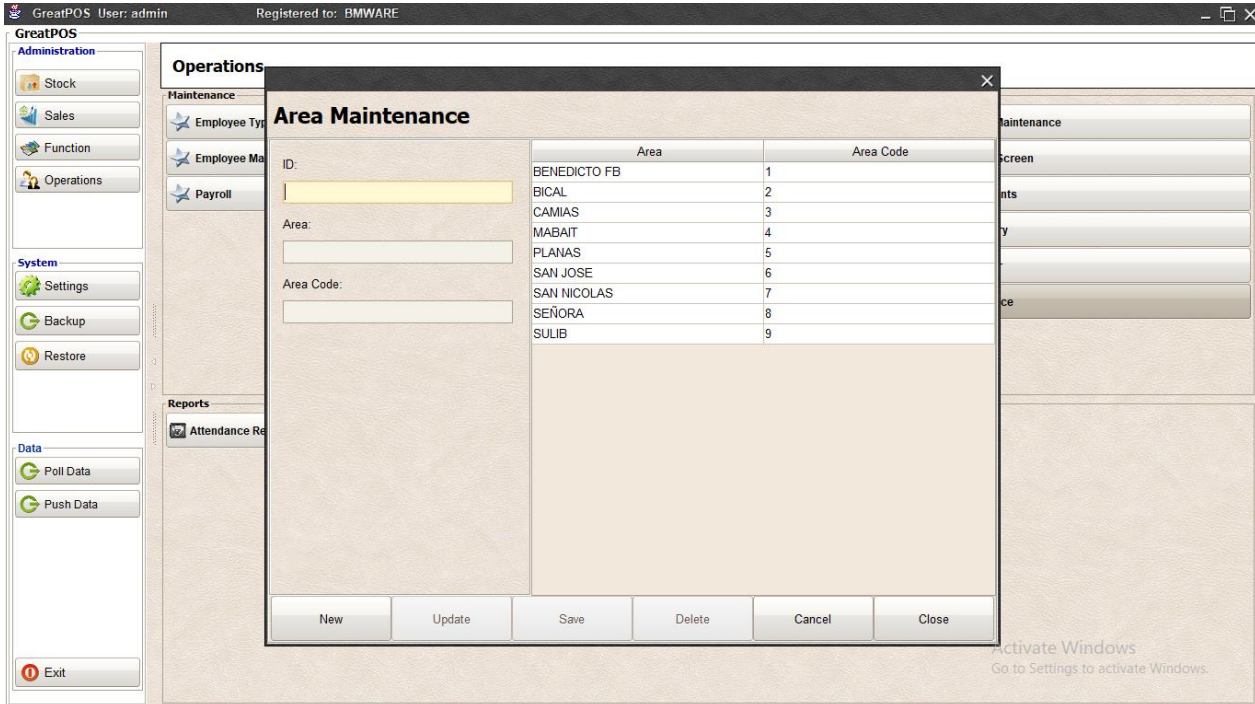
Close

Activate Windows
Go to Settings to activate Windows.

Area Maintenance

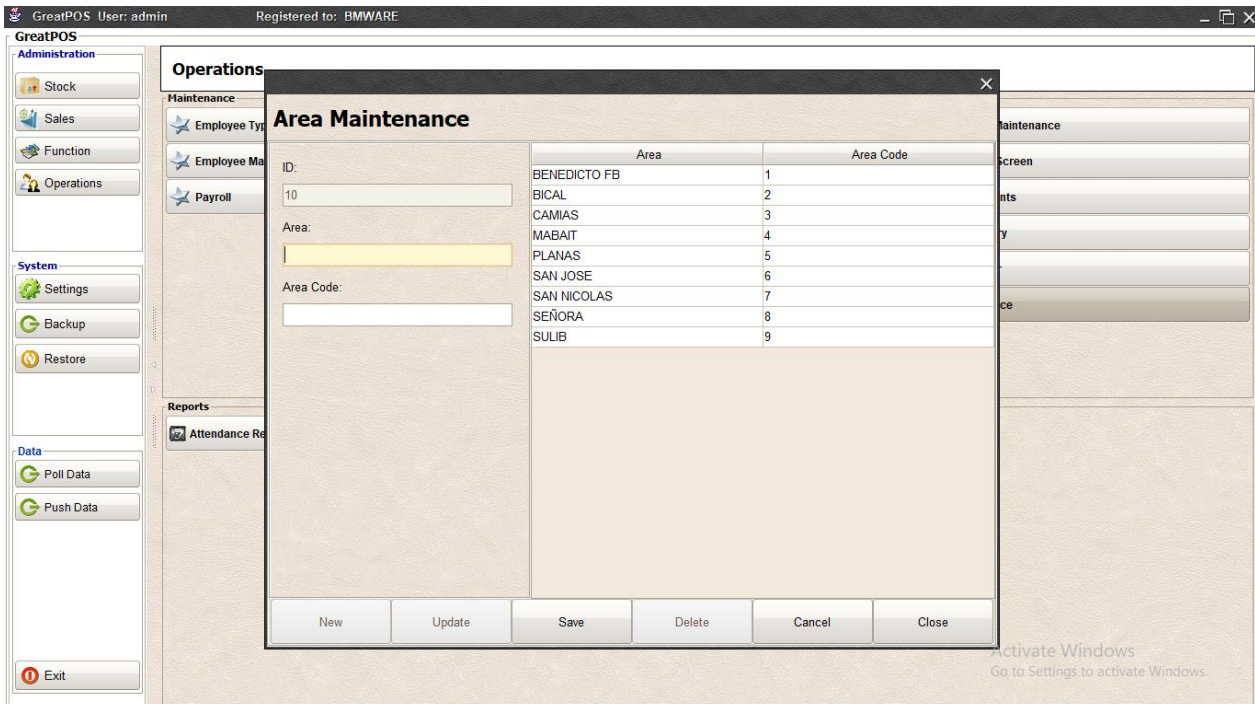


Use to manage Area

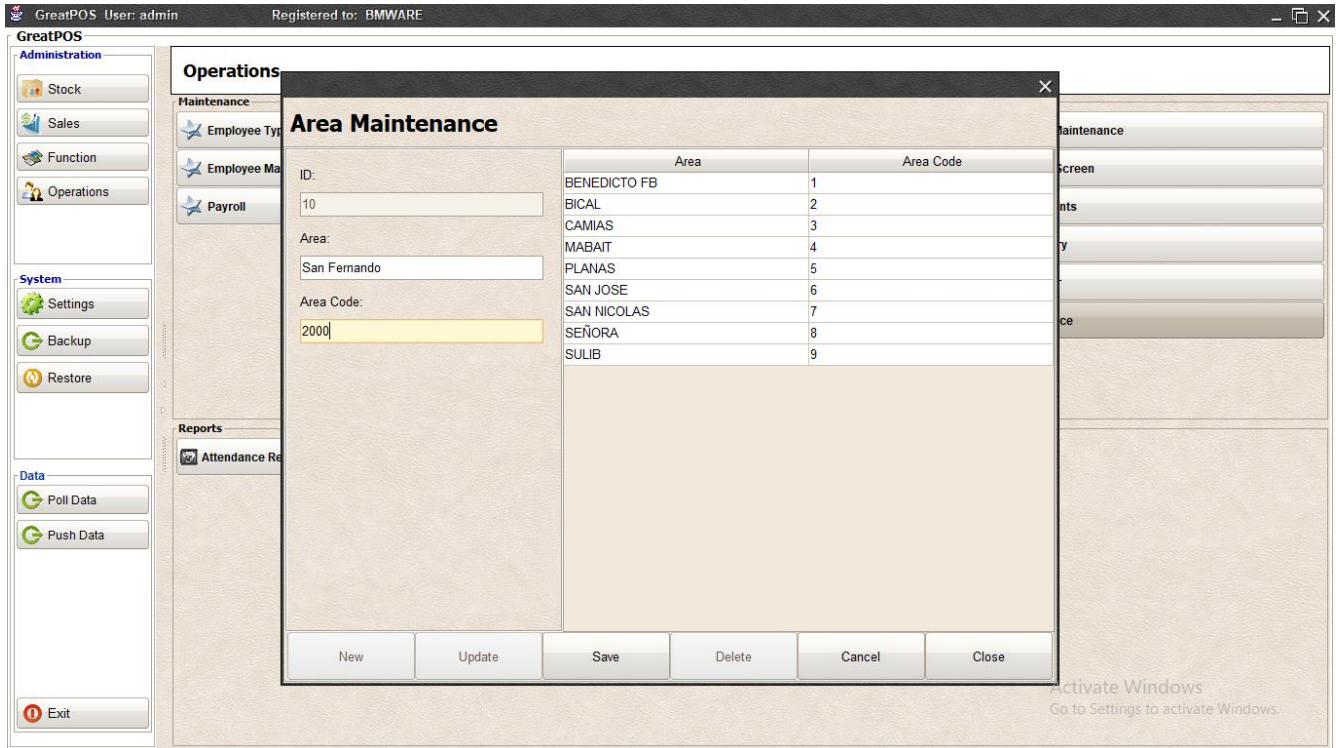


How to use Area Maintenance?

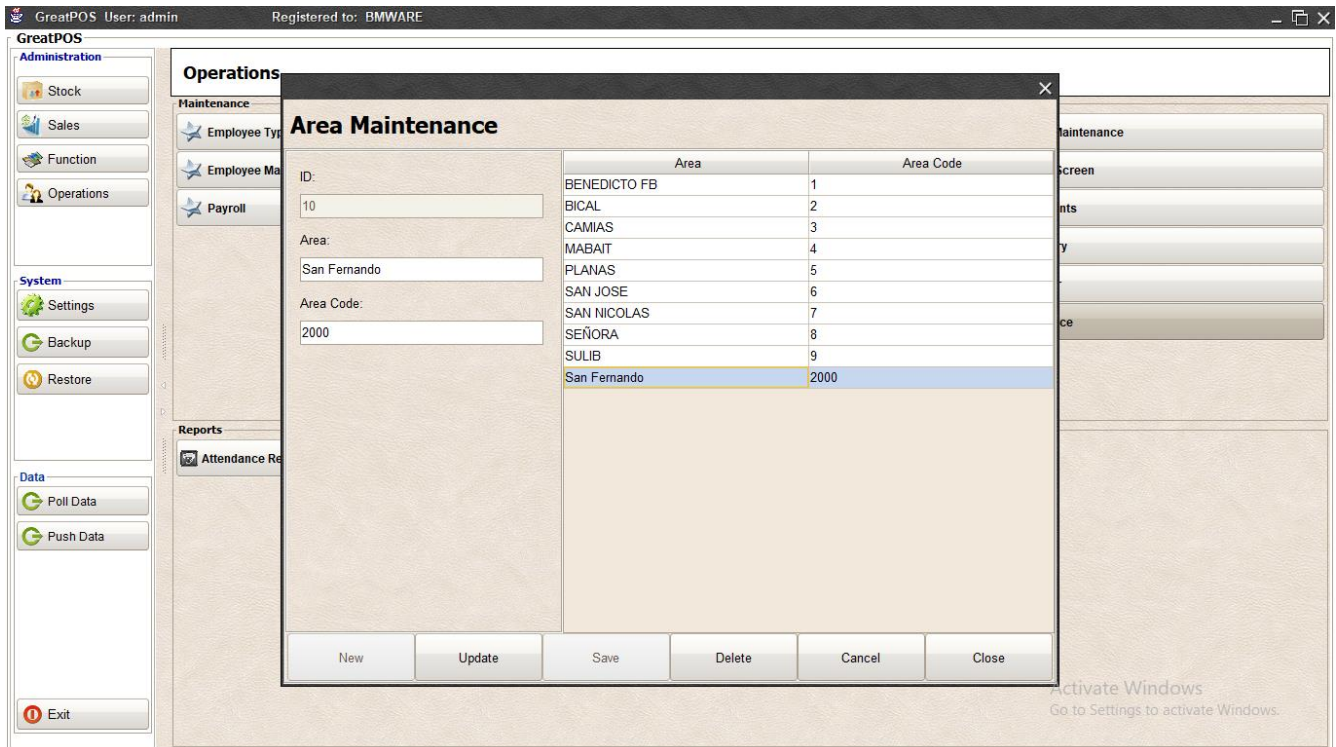
Step1) Click New Button



Step2) Enter Area Information

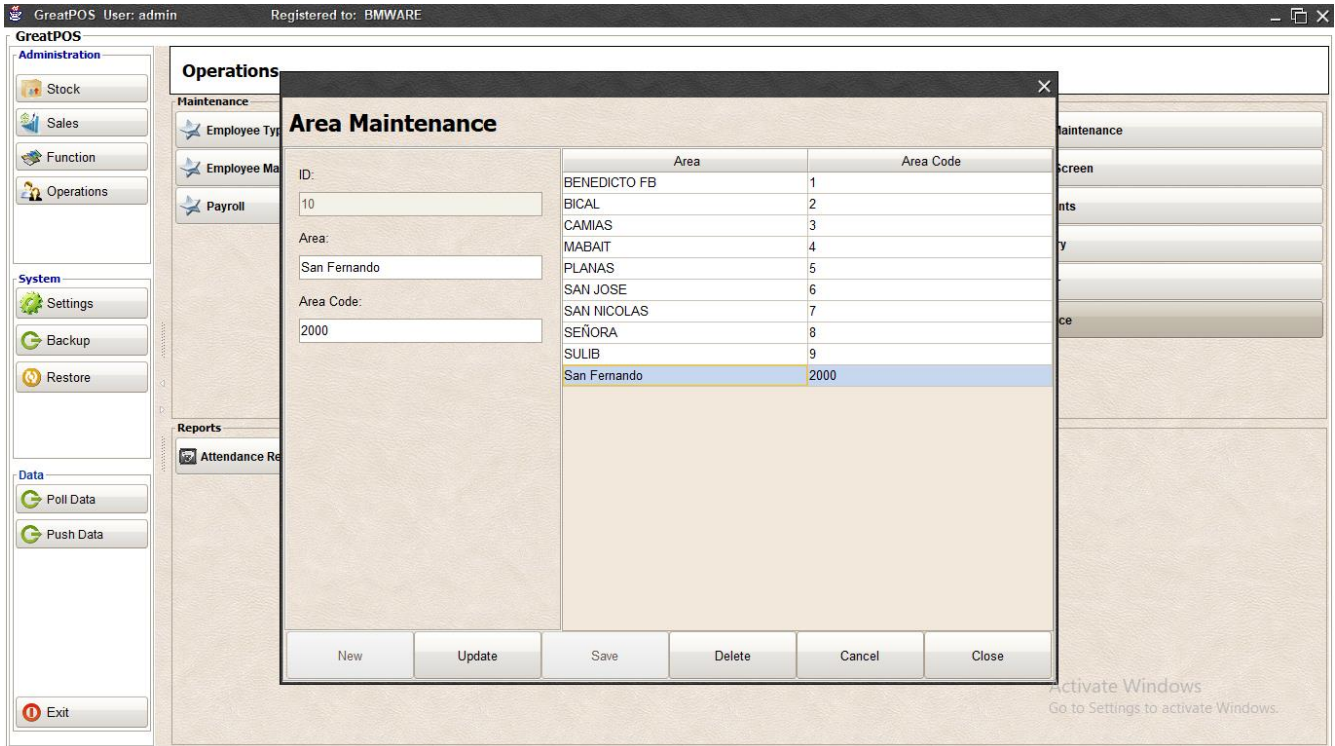


Step3) Click Save Button

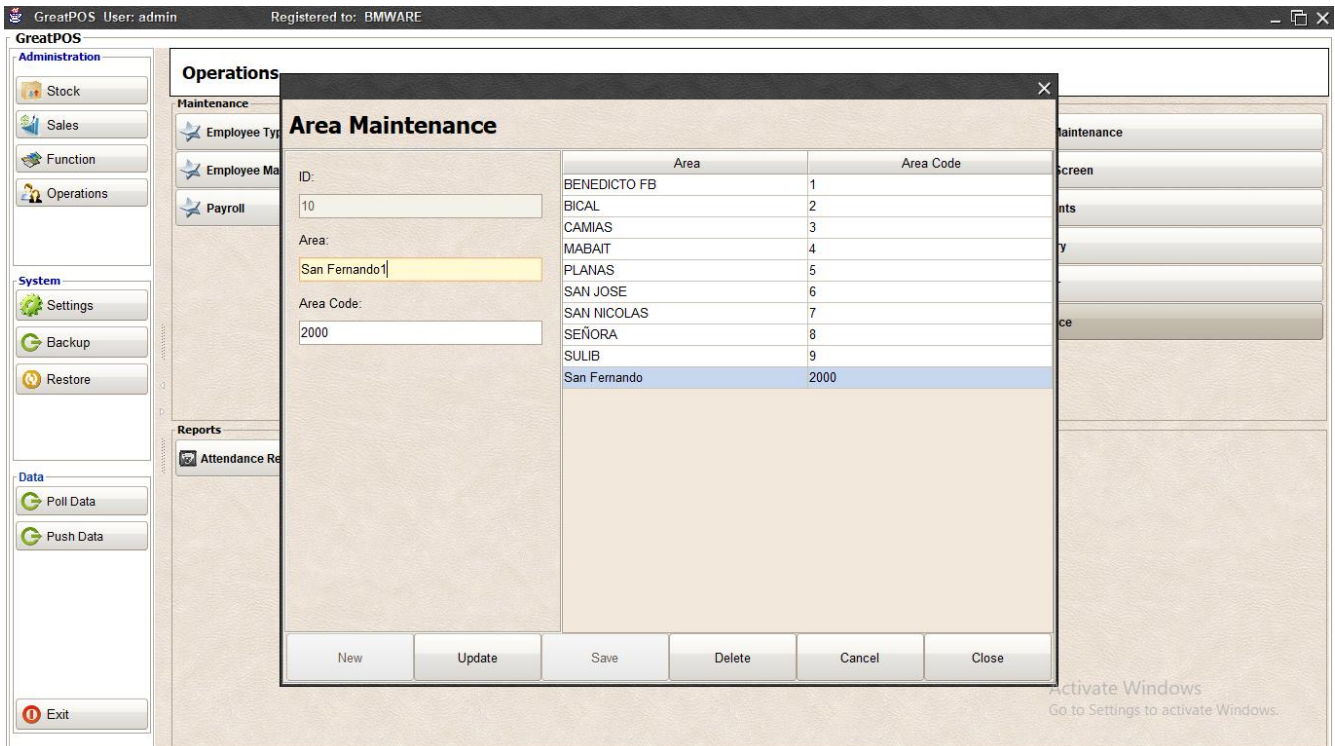


Edit Area

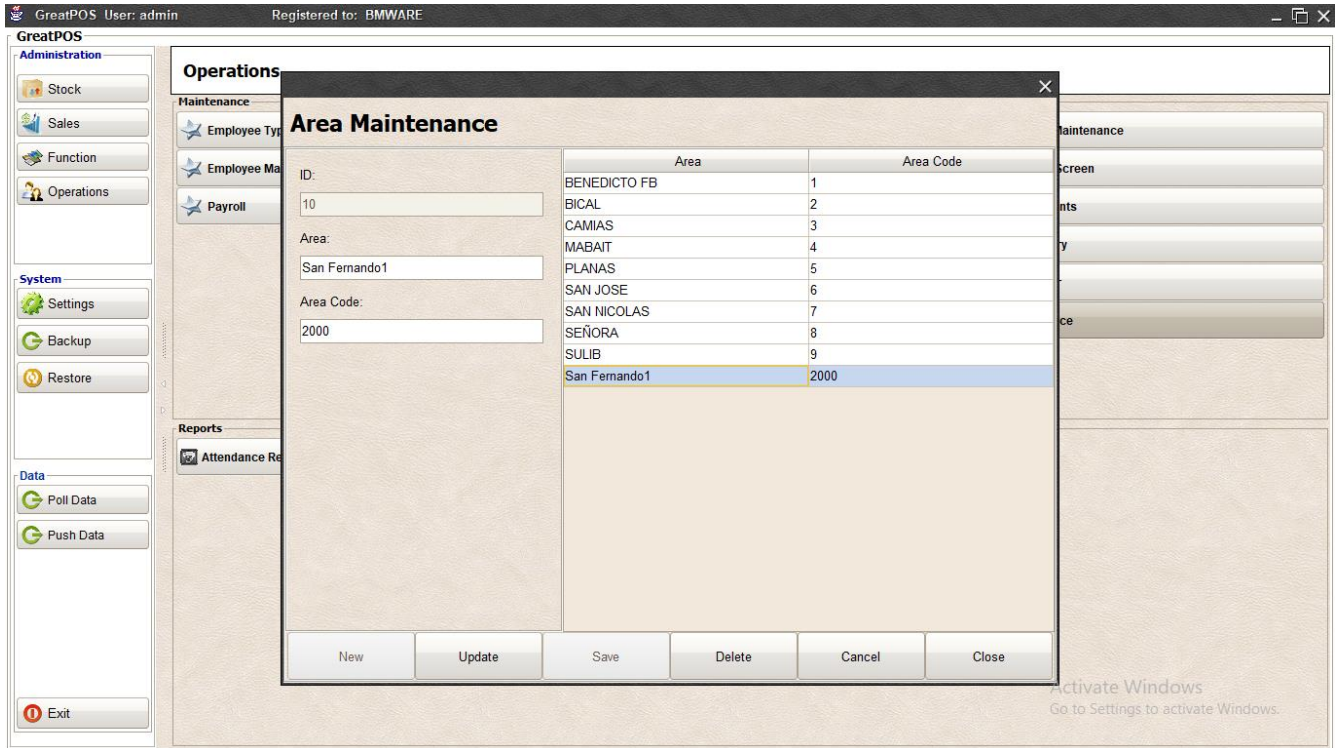
Step1) Selected Area on the Table



Step2) Edit Selected Area

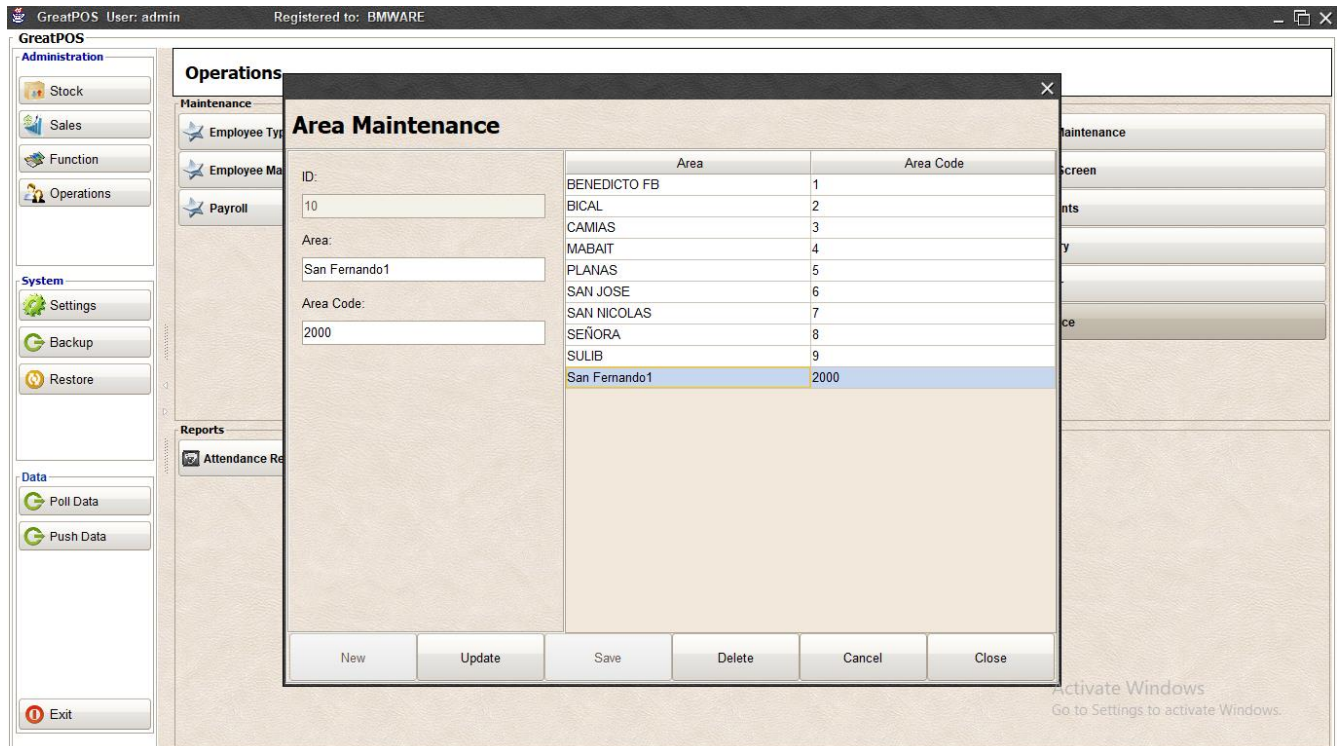


Step3) Click Save Button

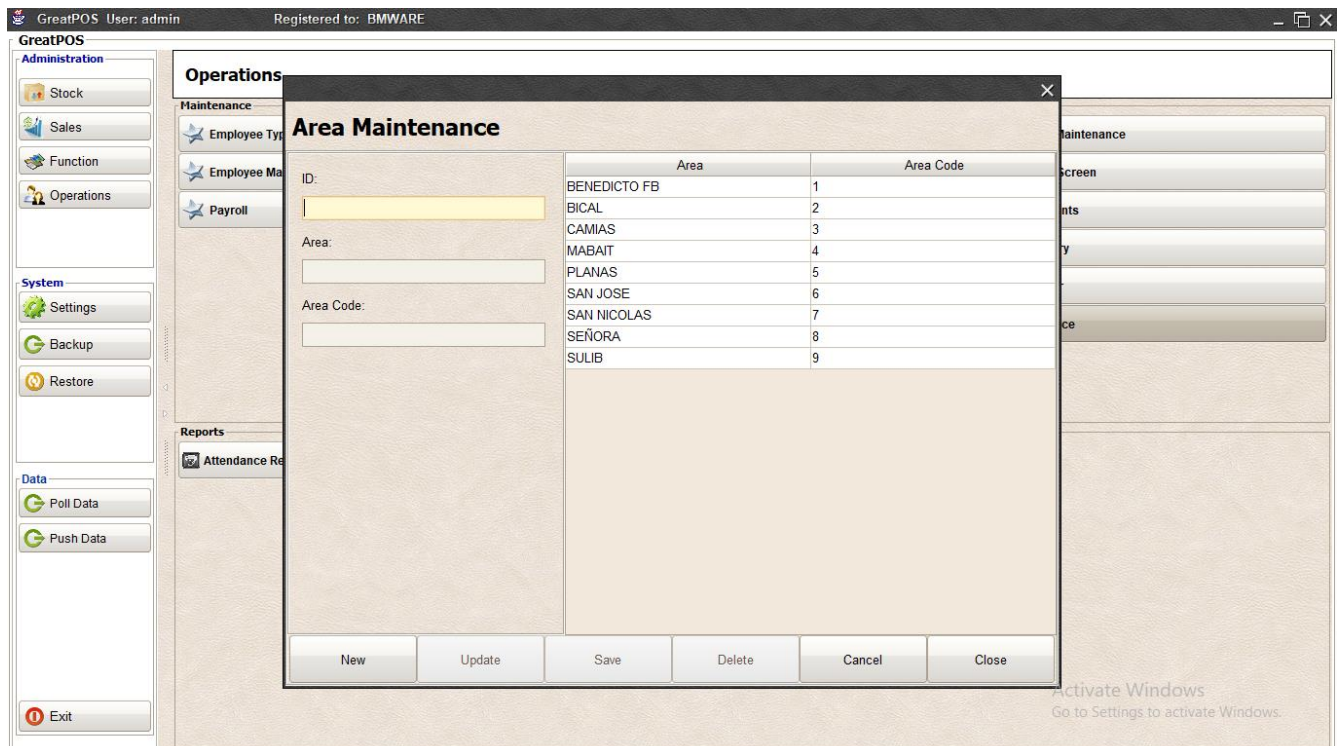


Delete Area


Step1) Select Area on the Table



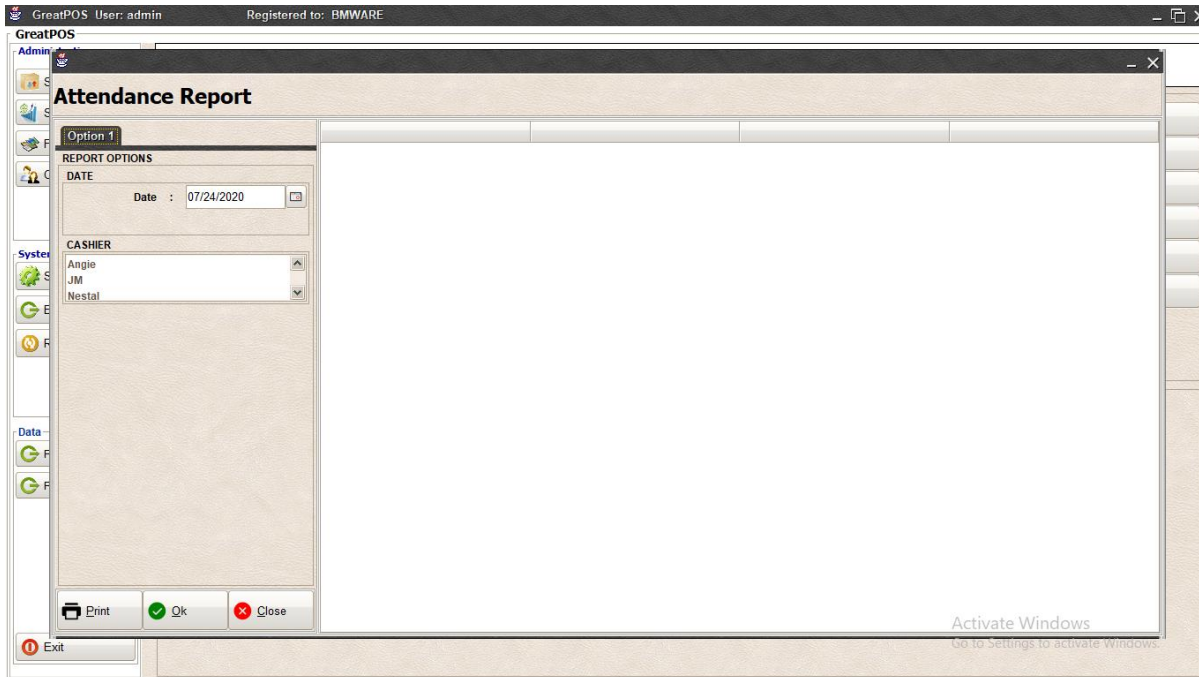
Step2) Click Delete Button



Attendance Report

 Attendance Report

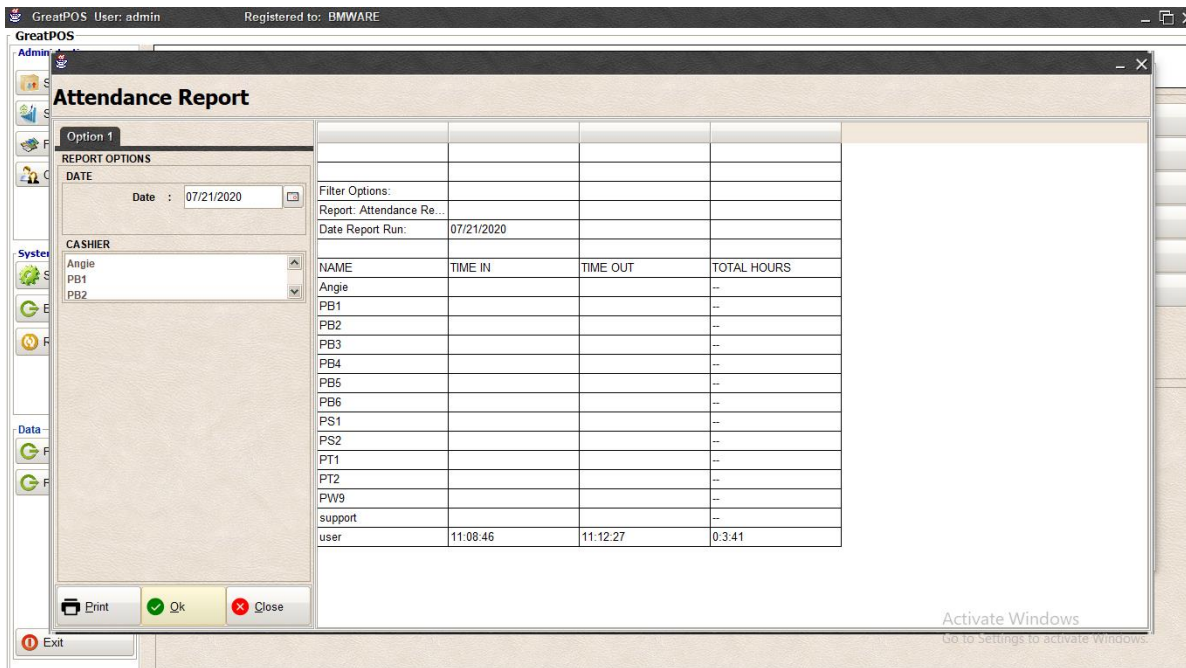
Use to view reports for attendance



How to use Attendance Report?

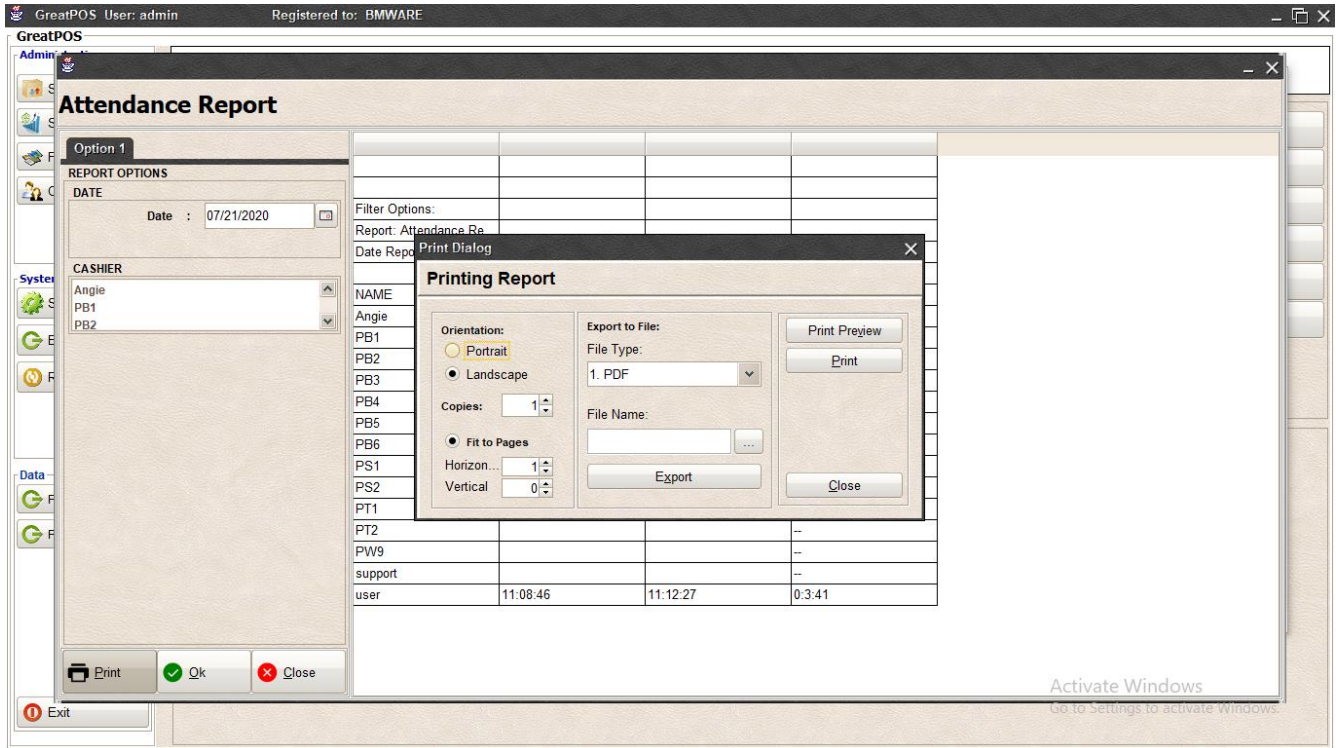
Step1) Select Date

Step2) Click Ok Button



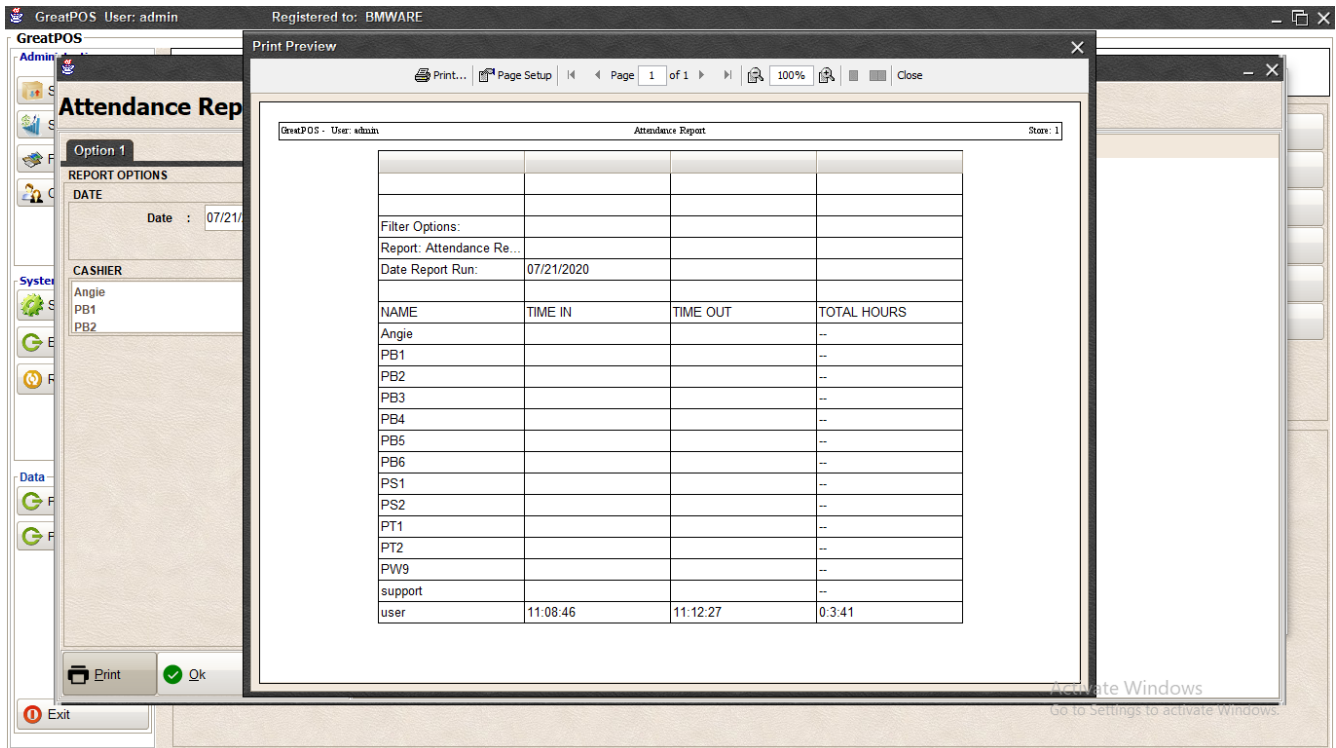
Attendance Report Printing

Step1) Click Print Button



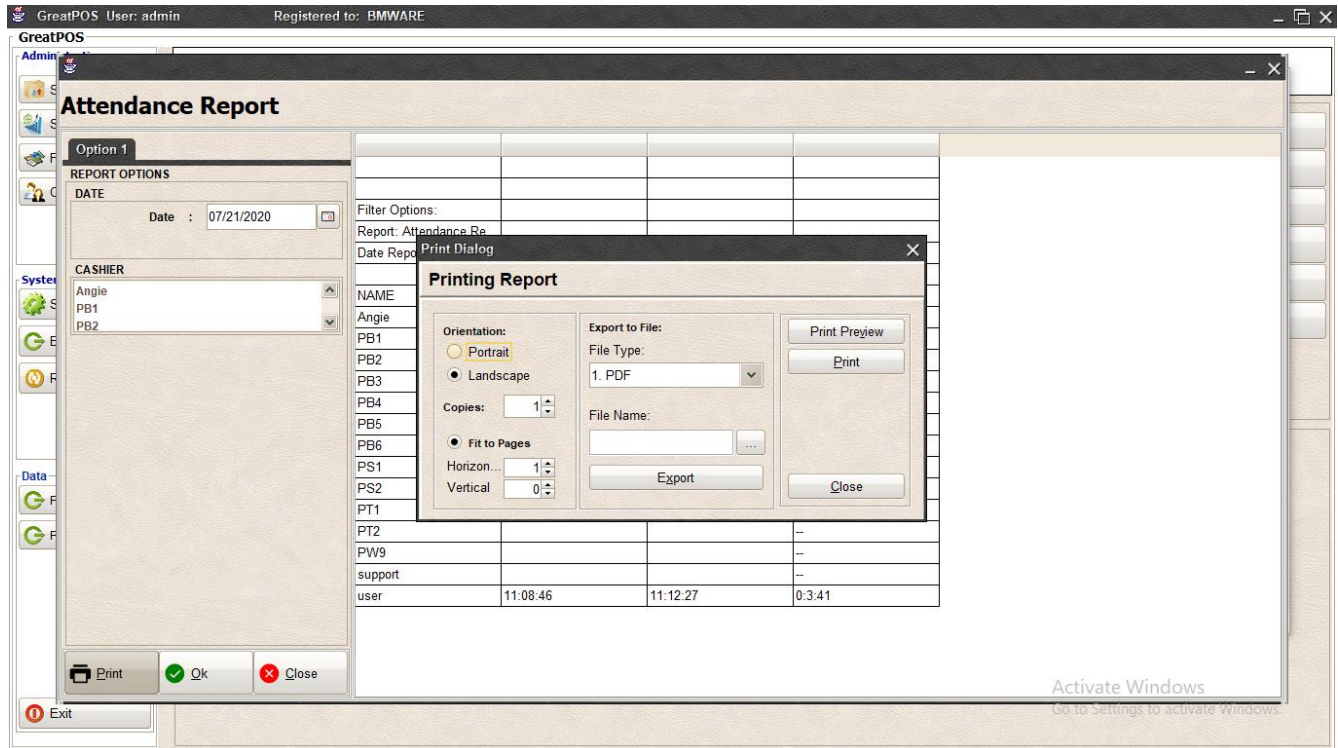
Print Preview

Step1) Click Print Preview Button

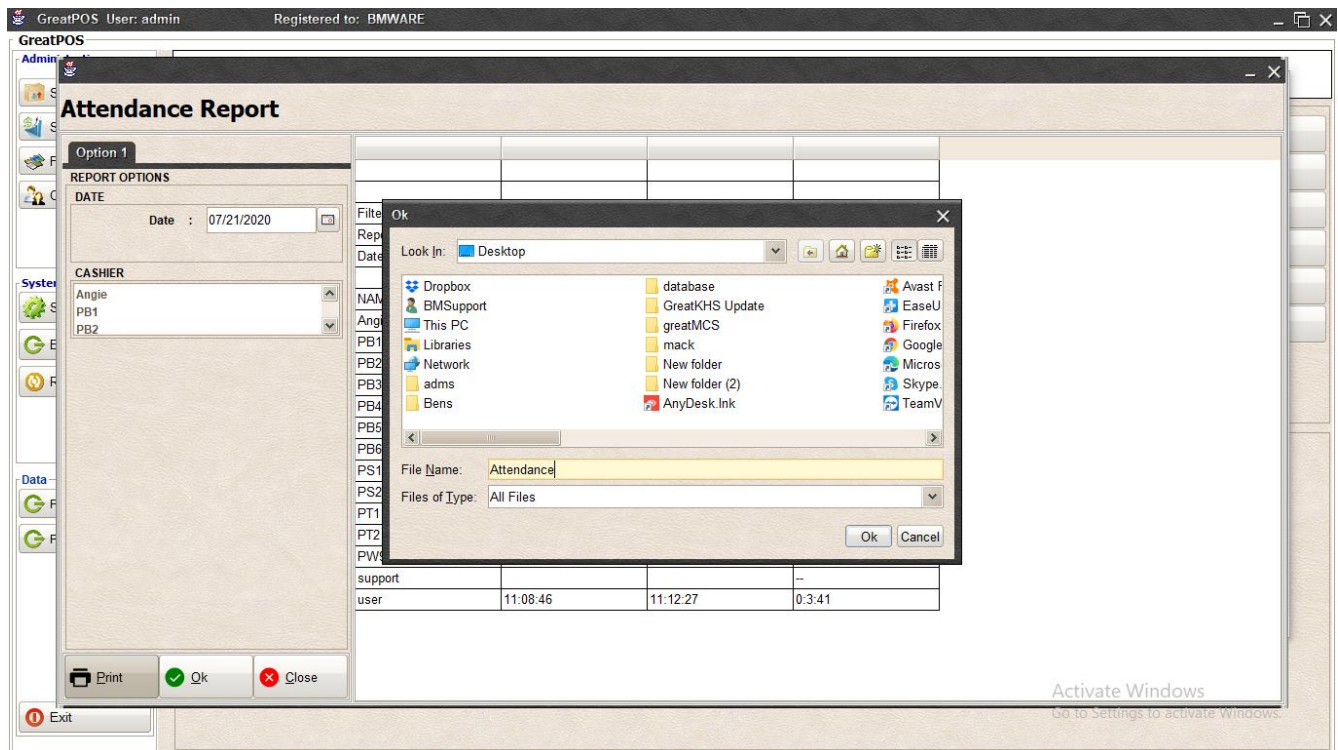


Exporting

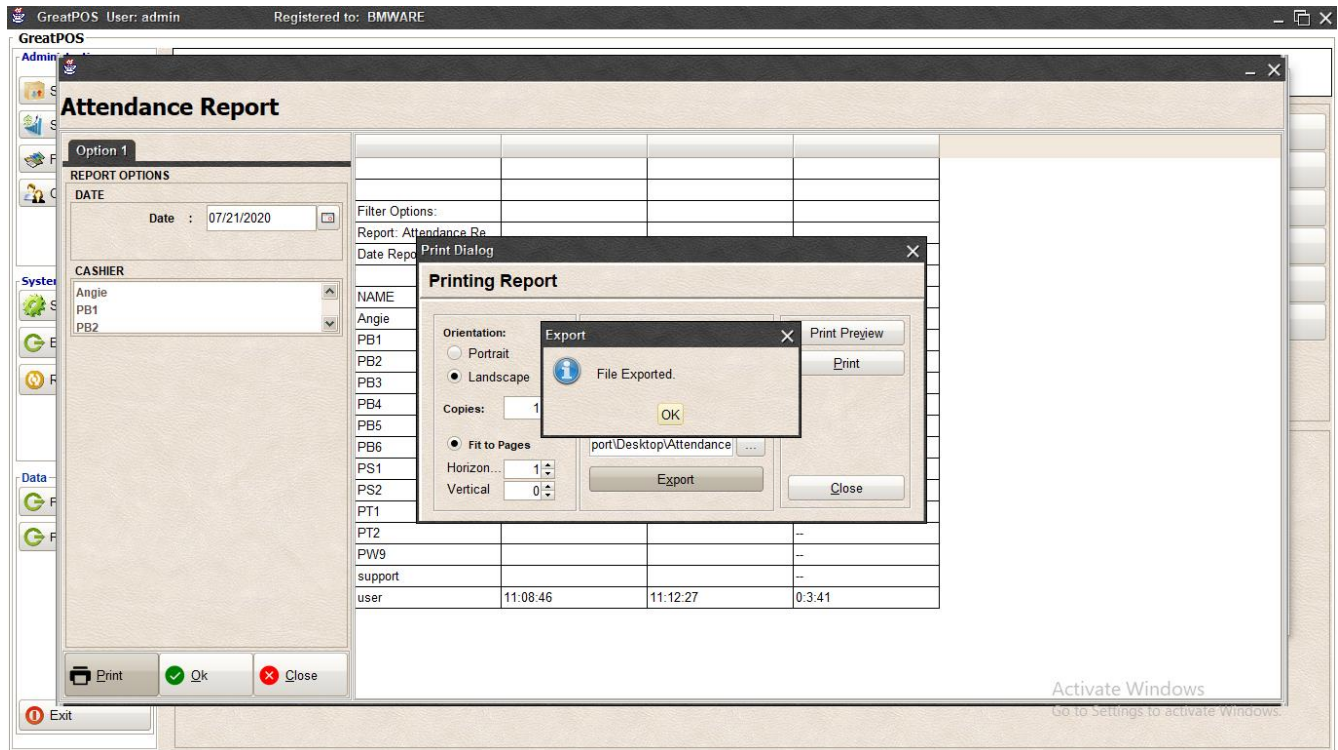
Step1) Select File Type



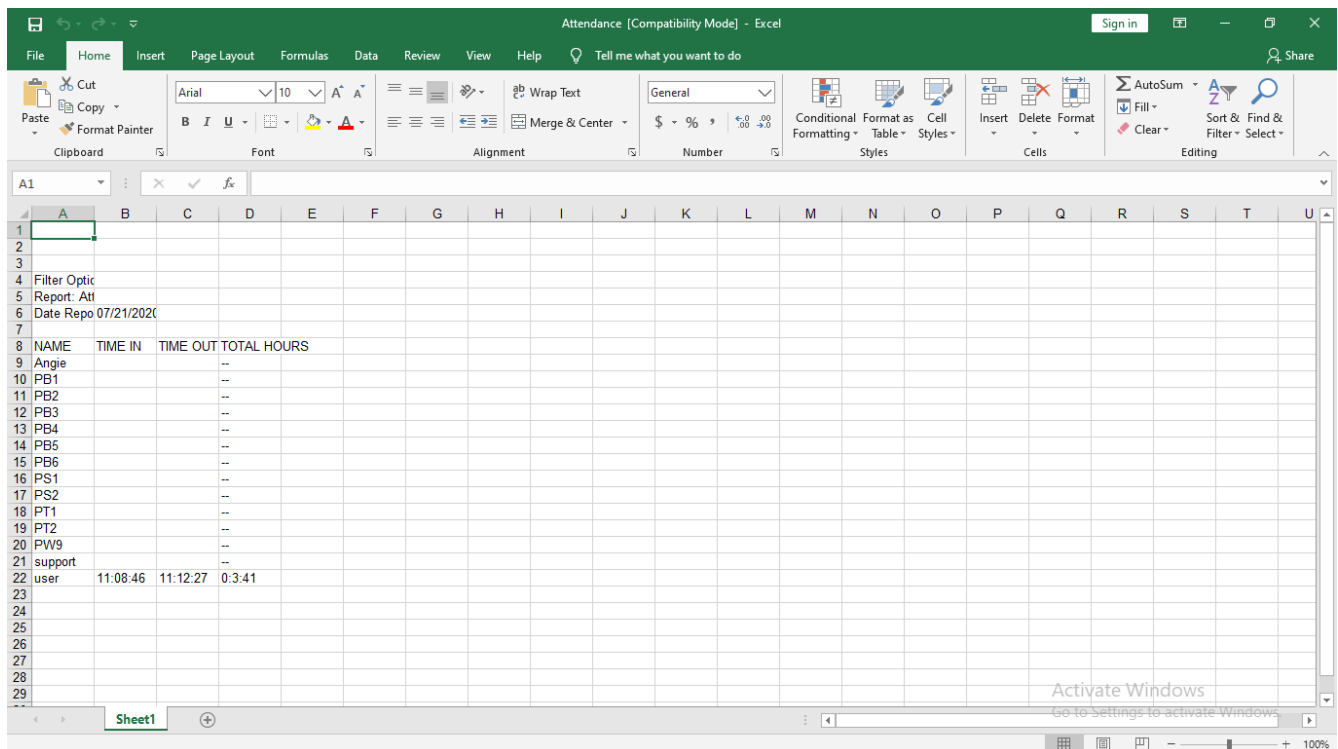
Step2) Click the (...) Button



Step3) Enter File name and Click OK



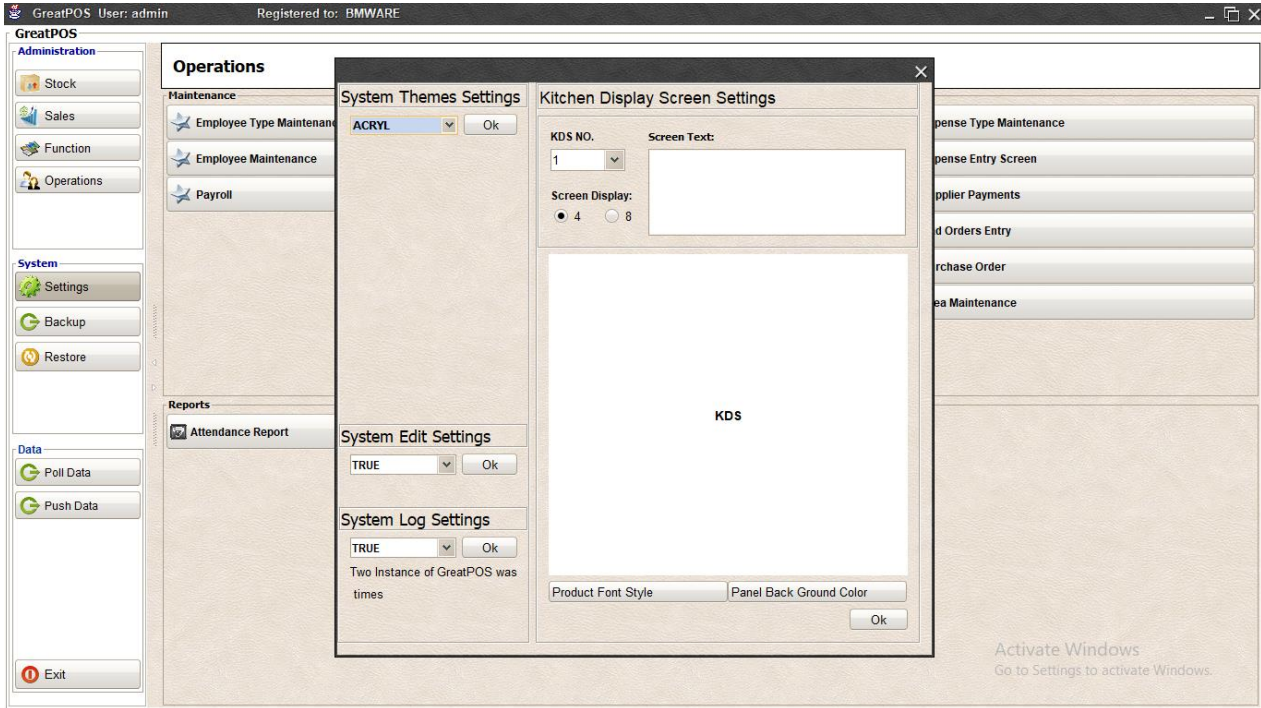
Step4) Click Ok Button



Settings

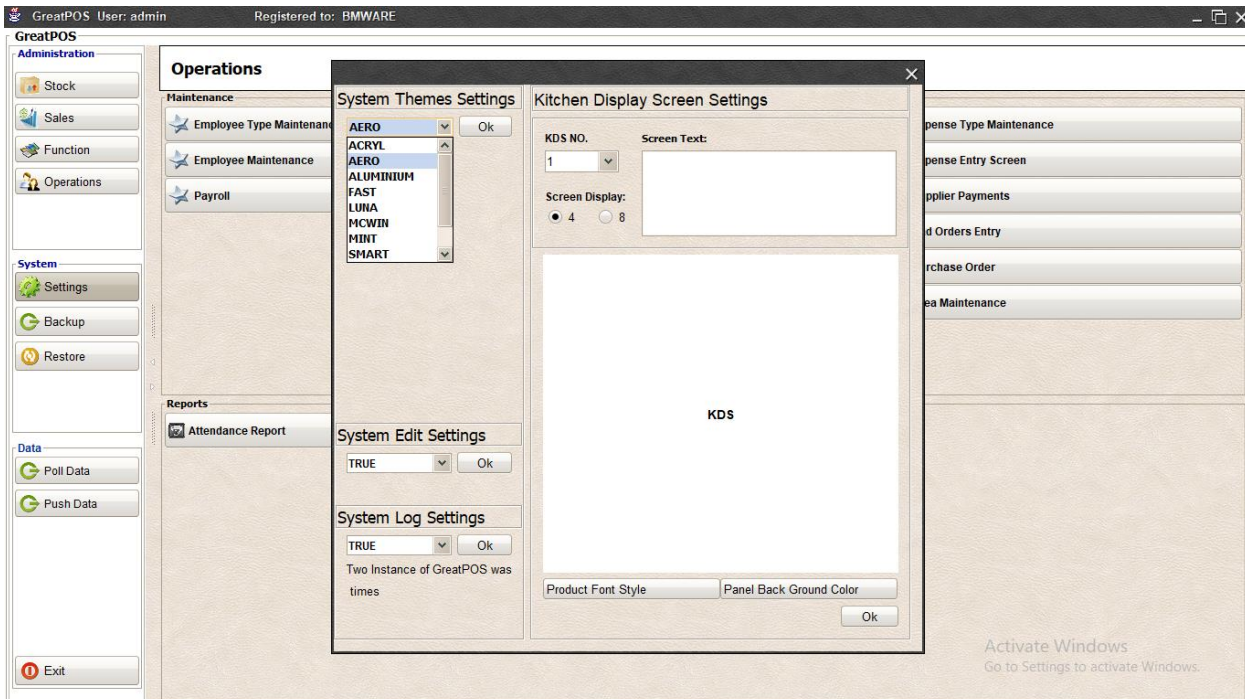


Use to Changes Theme

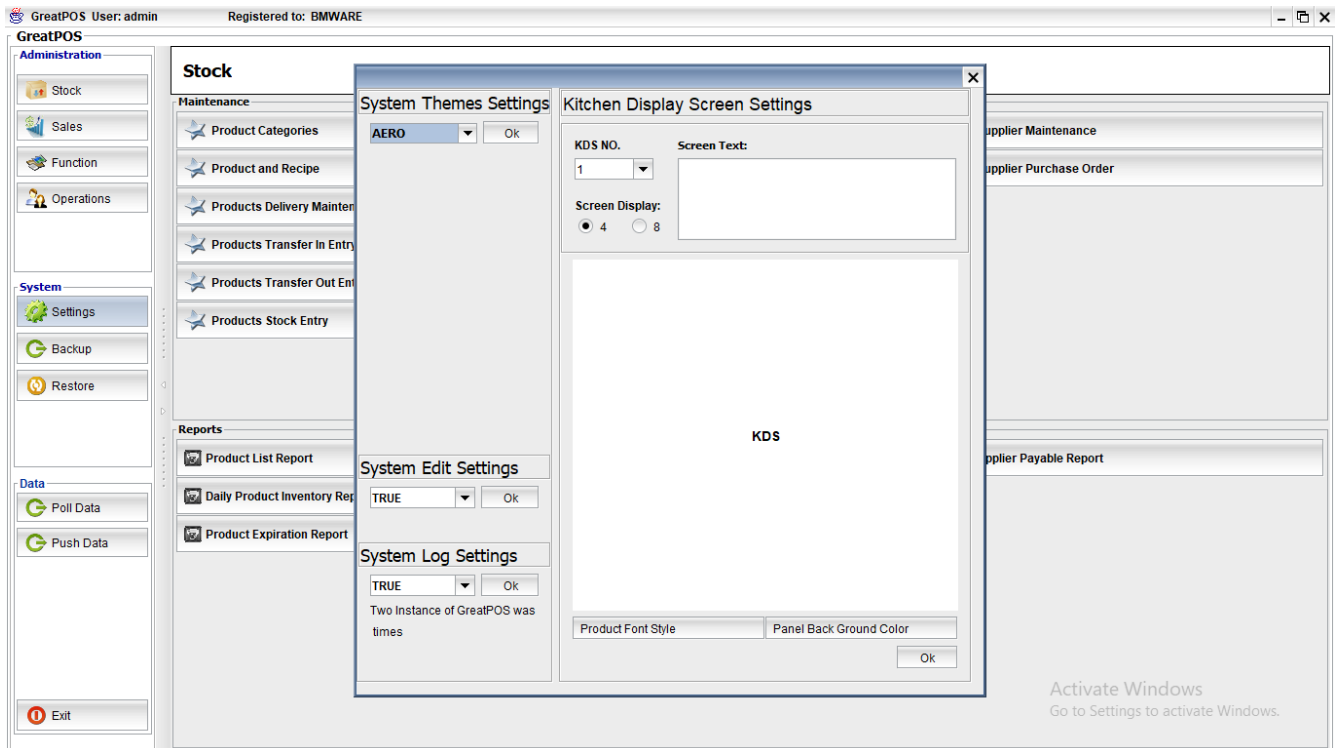


How to Change Theme?

Step1) Select Theme on the Dropdown

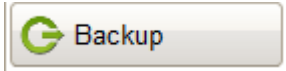


Step2) Click Ok Button



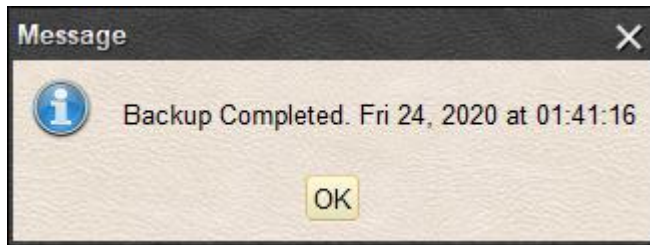
Backup

Use to Backup Entire data



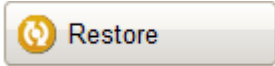
How to use Backup?

Click Backup Button

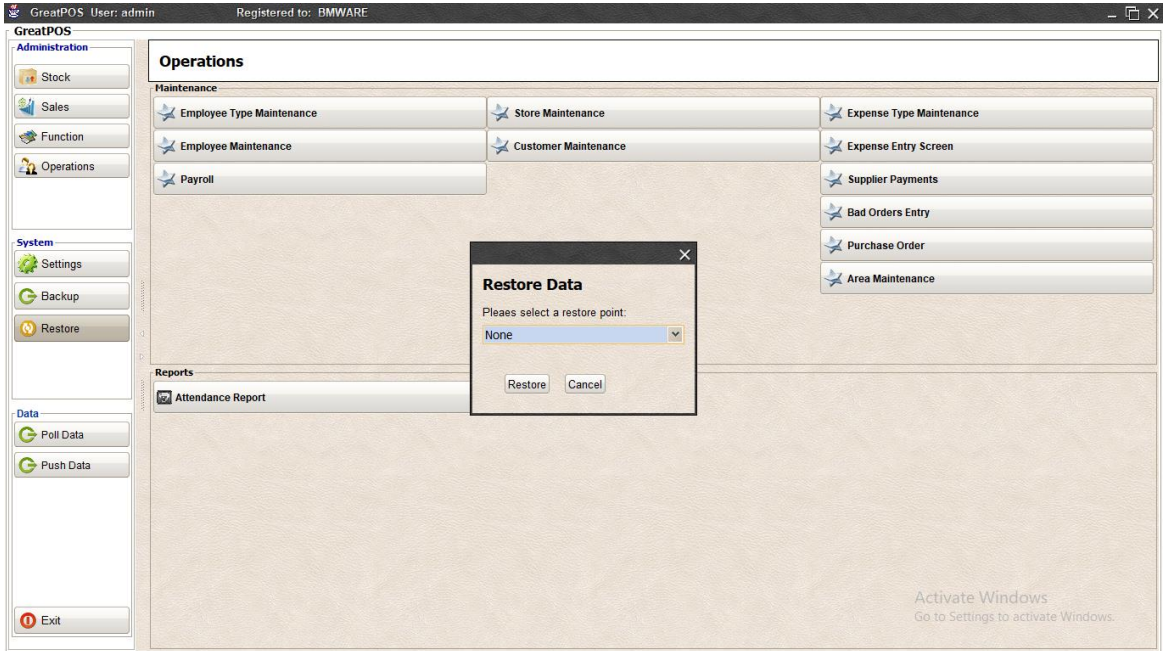


Click Ok Button

Restore

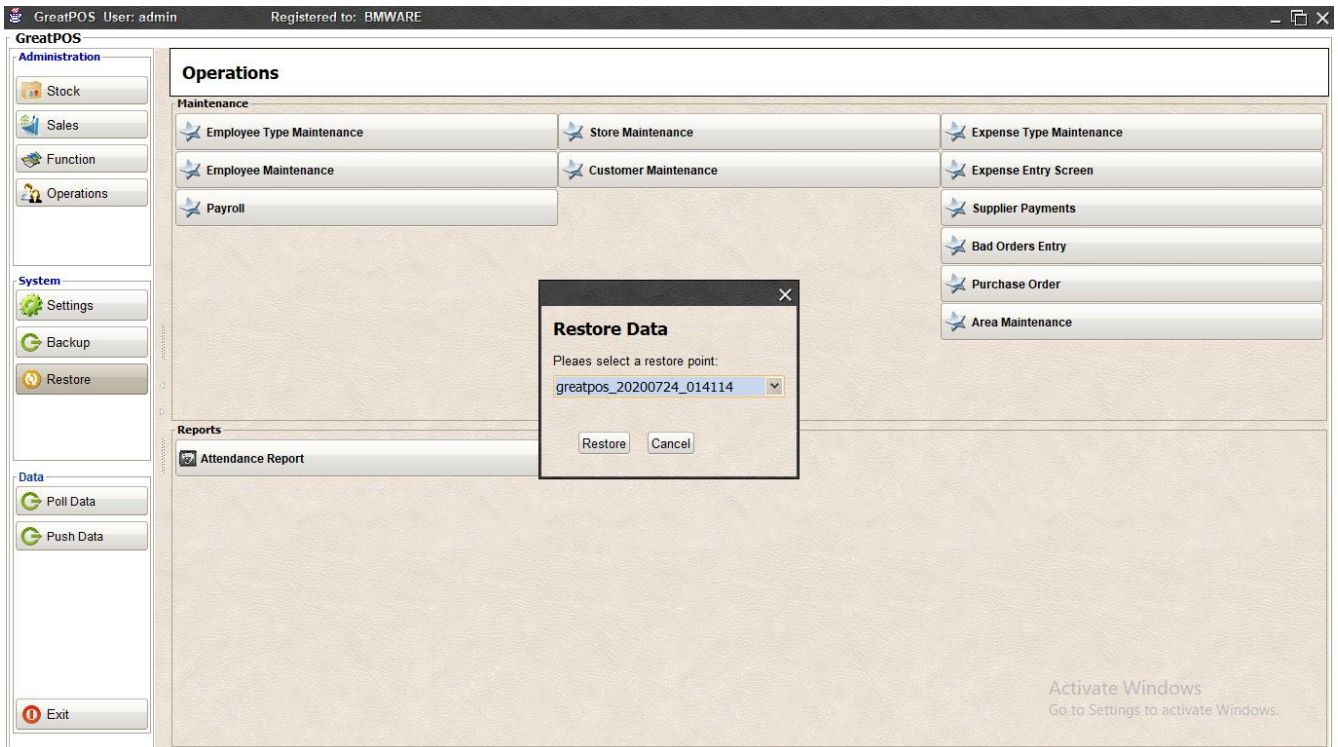


Use to Restore Backed-up Data

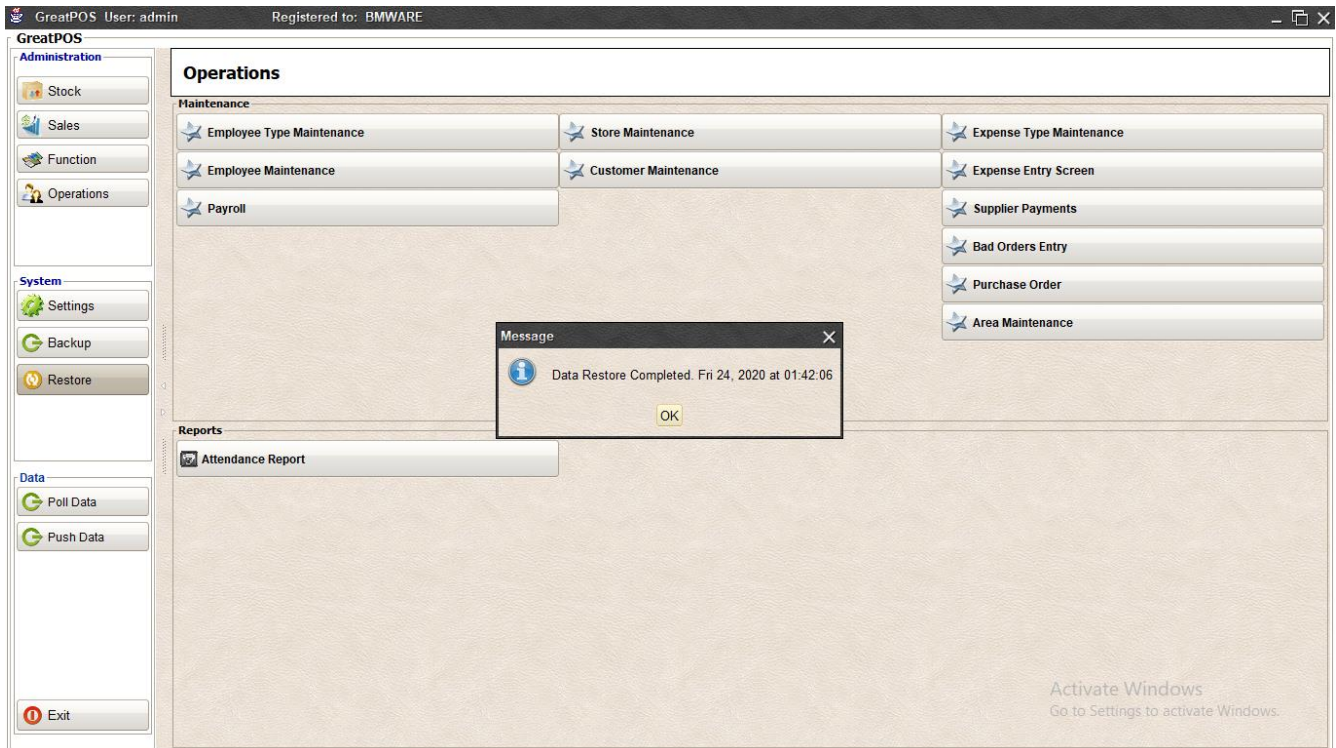


How to use Restore Data?

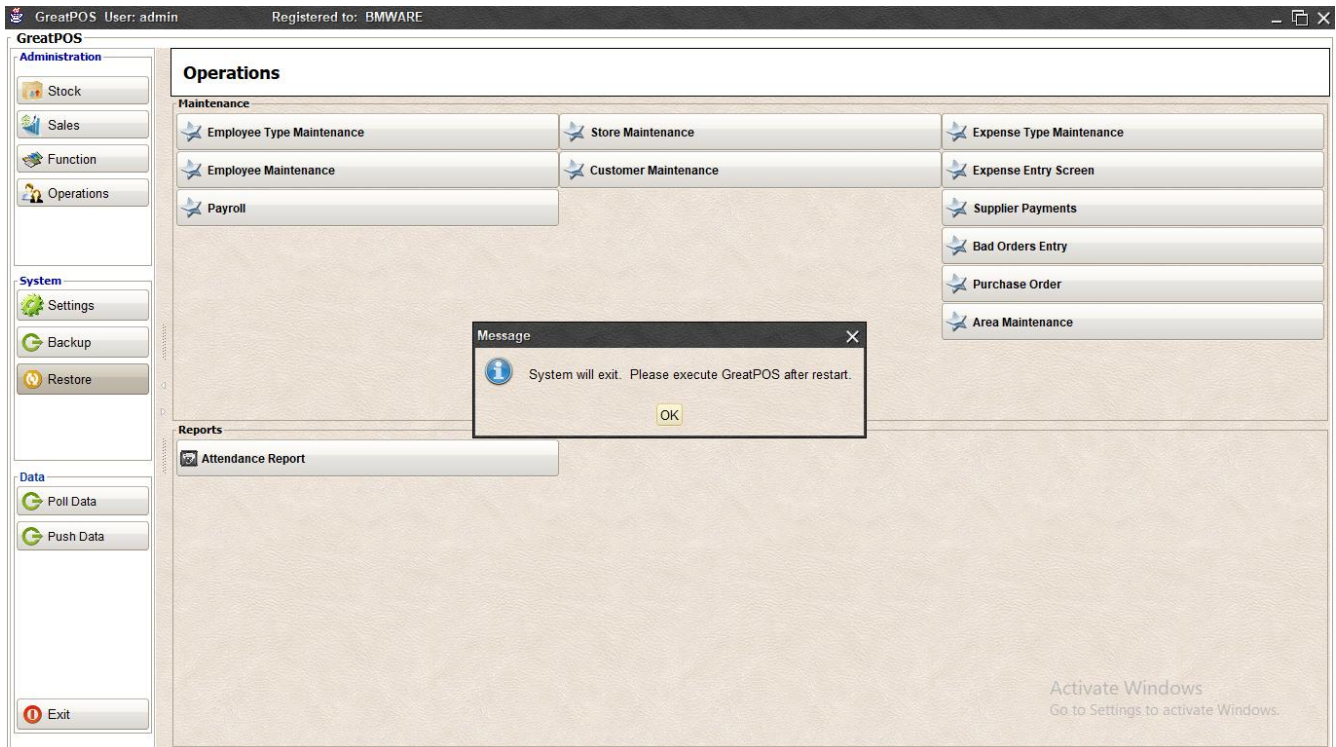
Step1) Select Backed-up data



Step2) Click Restore Button



Step3) Click Ok Button



Step4) Click Ok Button to Restart the System and Restore the backed-up data