

GreatPOS User Manual Admin Side (Restaurant Type)



Contents

No table of contents entries found.

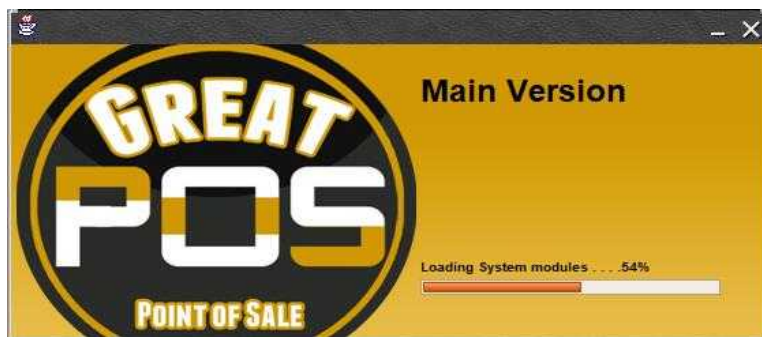
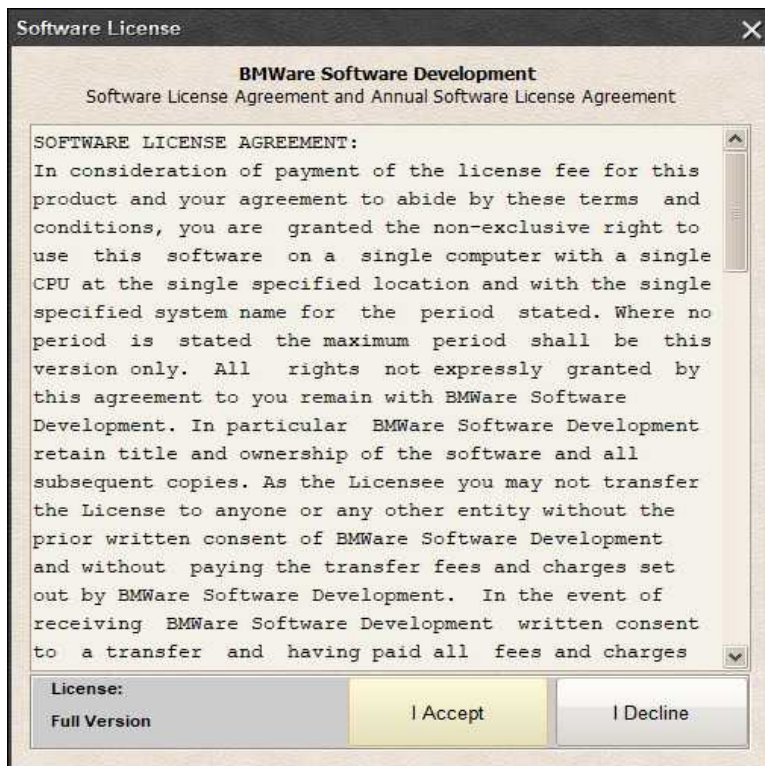
Login

How to Login to GreatPOS System Admin Side?

Step1) Click the GreatPOS Logo Shortcut on Desktop

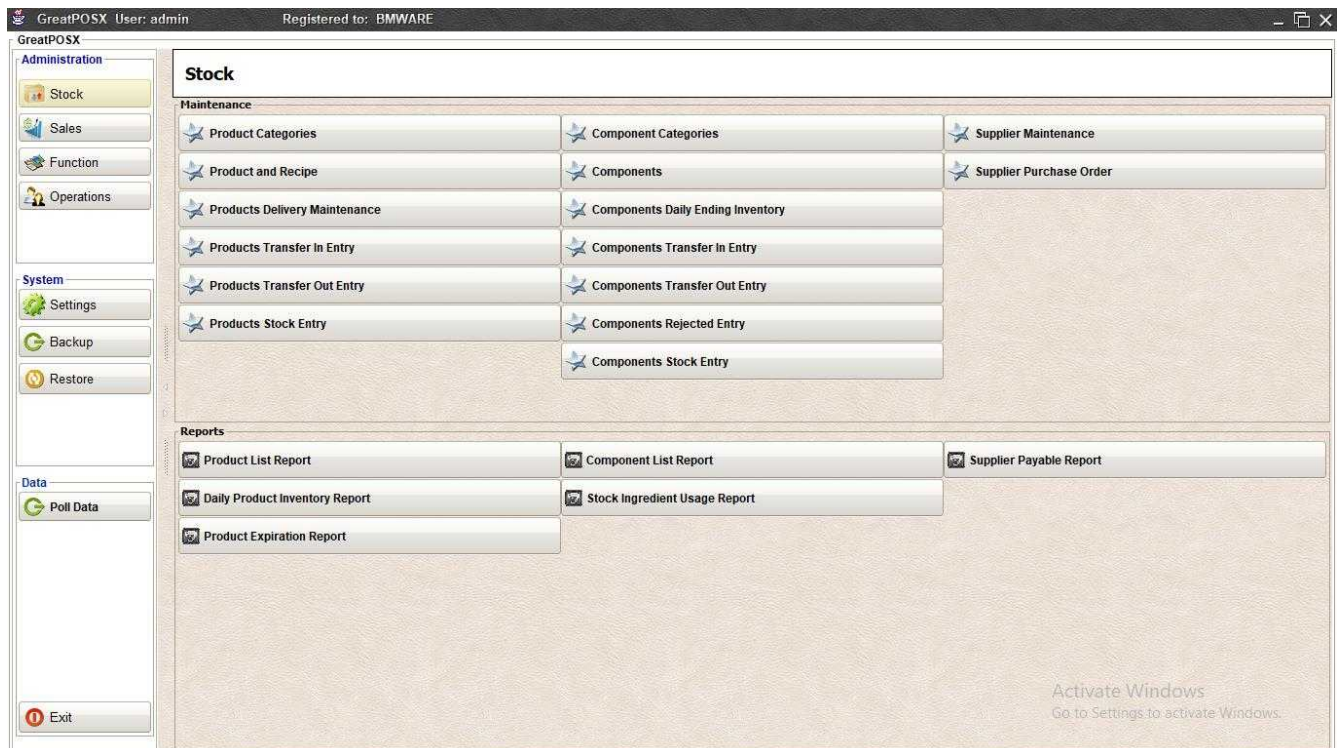


Step2) Click I Accept Agreement



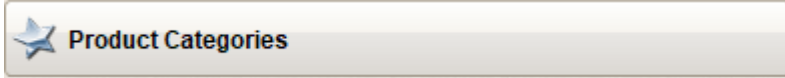
Step3) Enter Admin Credentials

Step4) Click Login Button



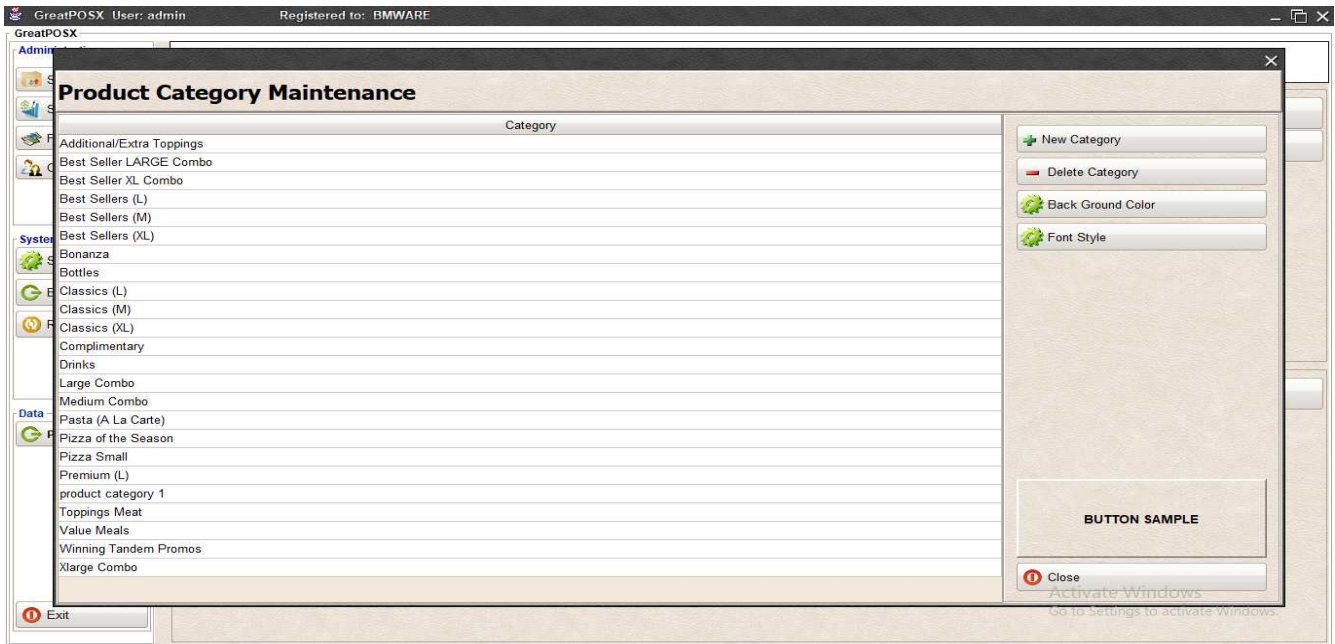
STOCK

Product Categories



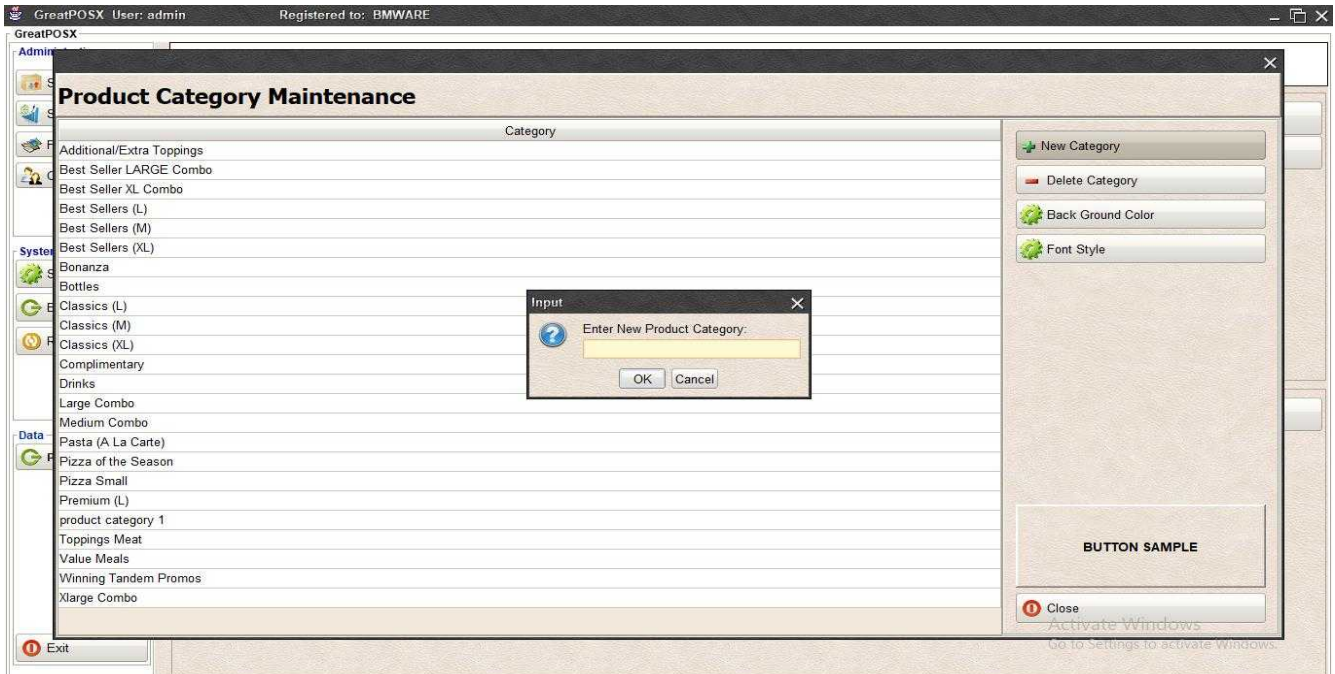
Use to add new Product Categories to show in the Cashier Side

How to use Product Category Maintenance?

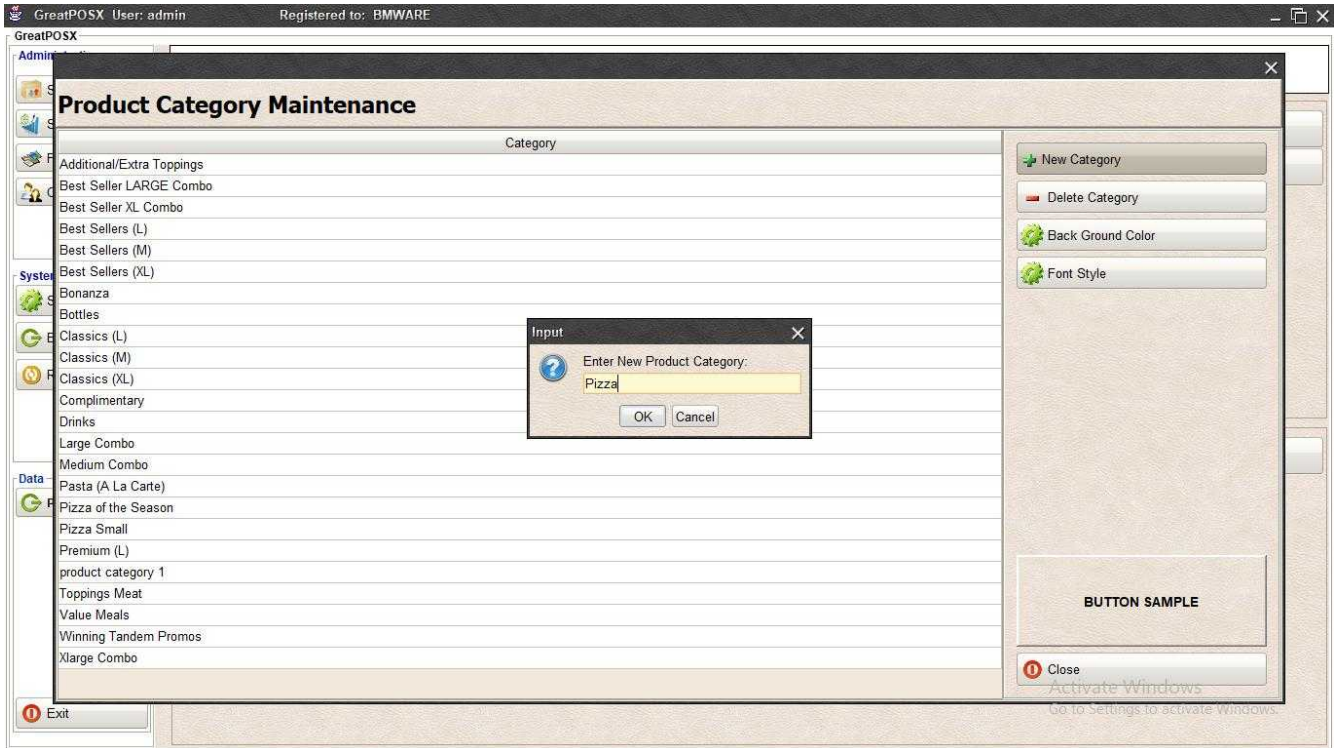


Adding of categories

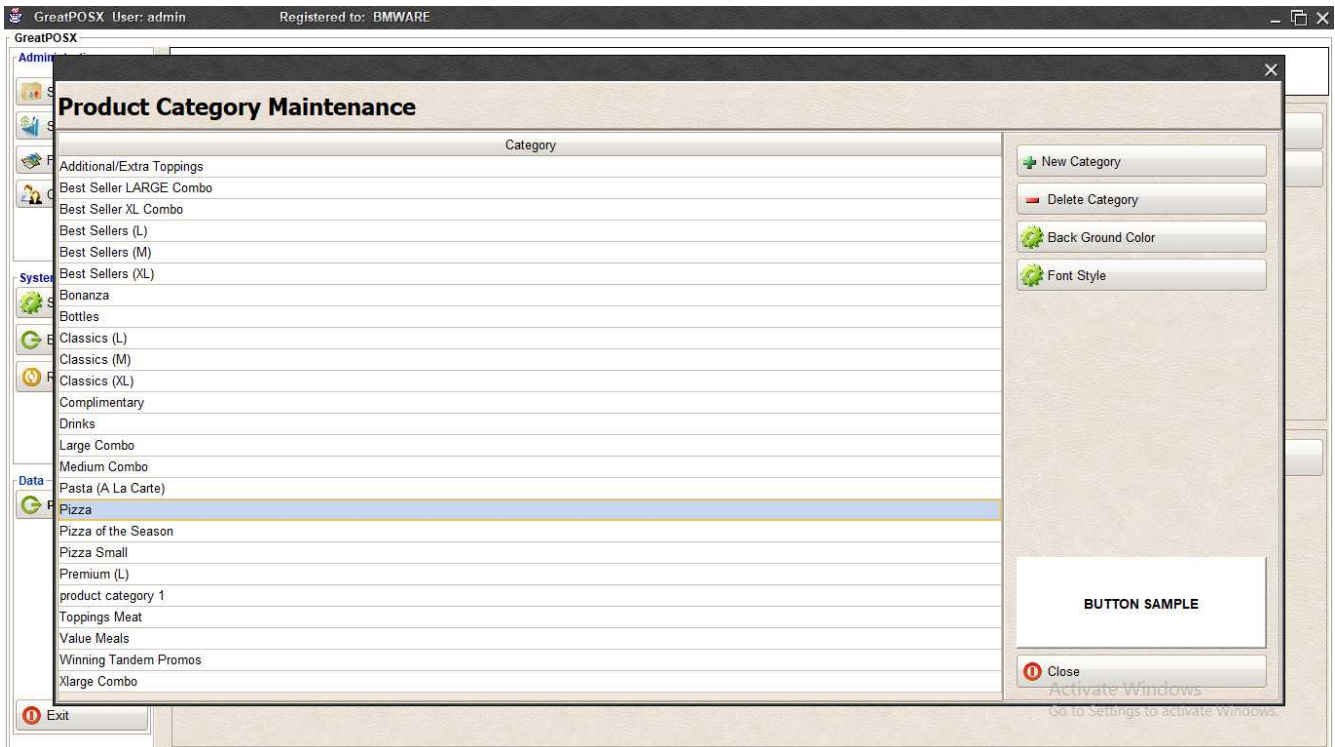
Step1) Click New Category button



Step2) Enter Category to be added

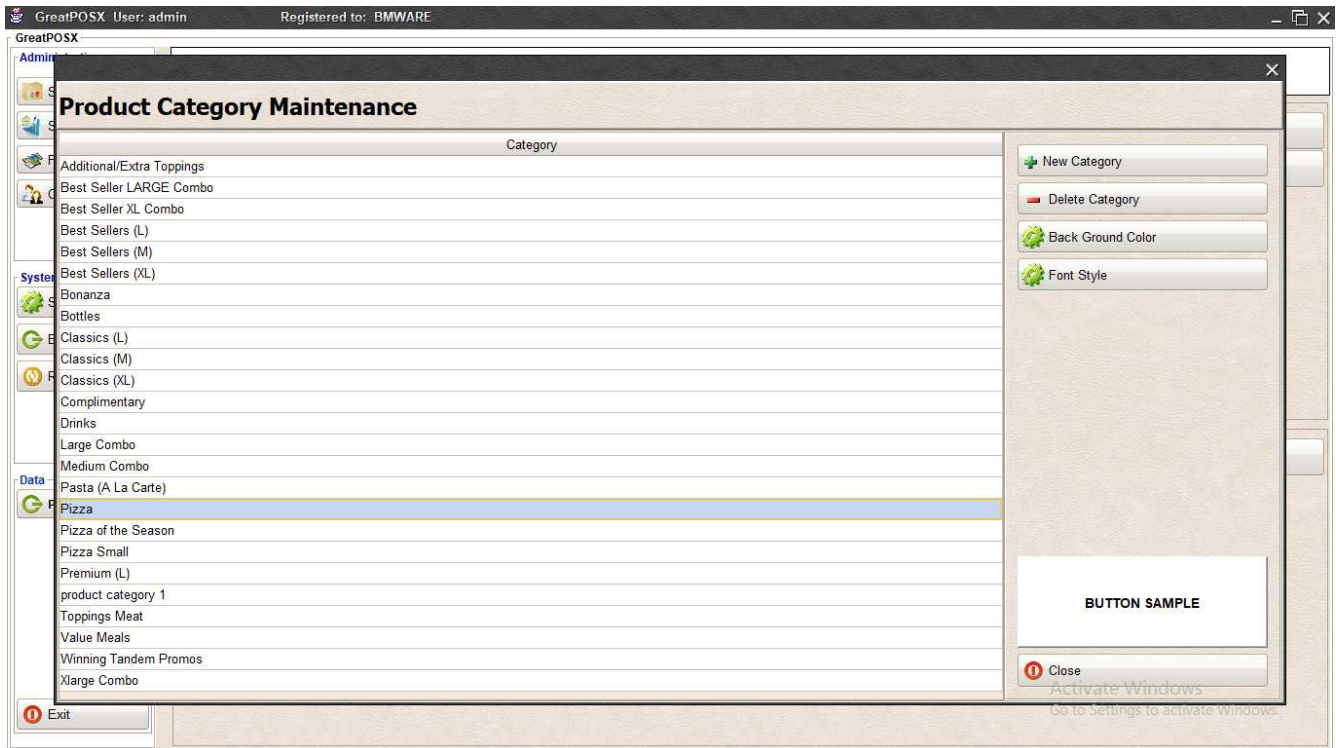


Step3) Click Ok

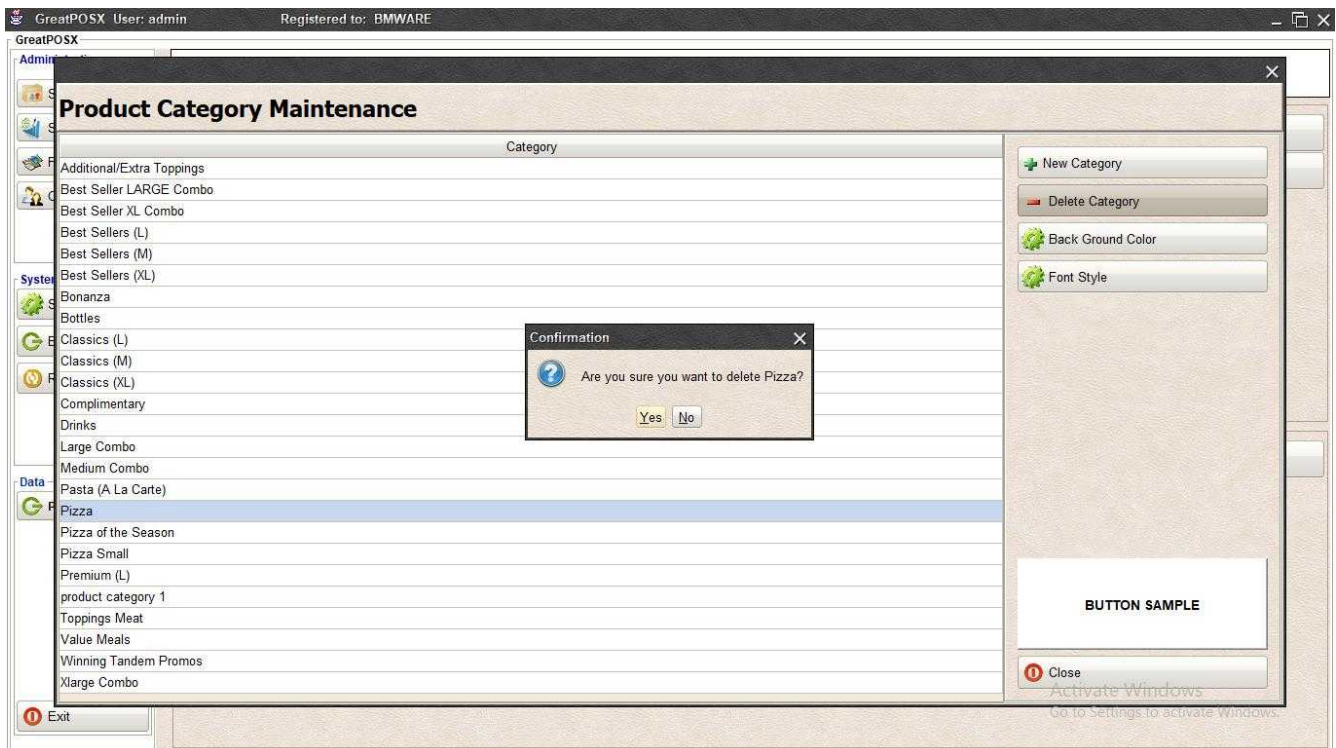


Deleting of Categories

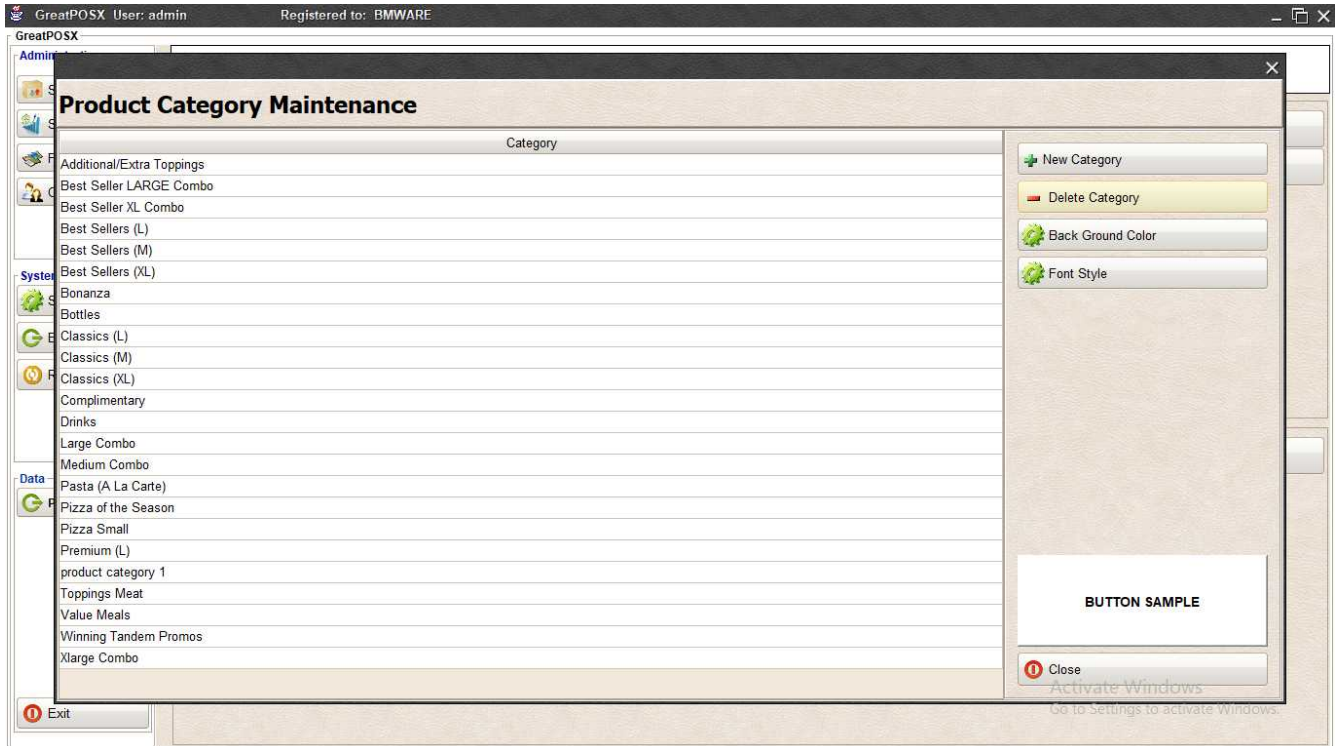
Step1) Select Category into the table



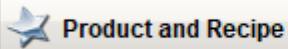
Step2) Click Delete Category Button



Step3) Click Yes Button

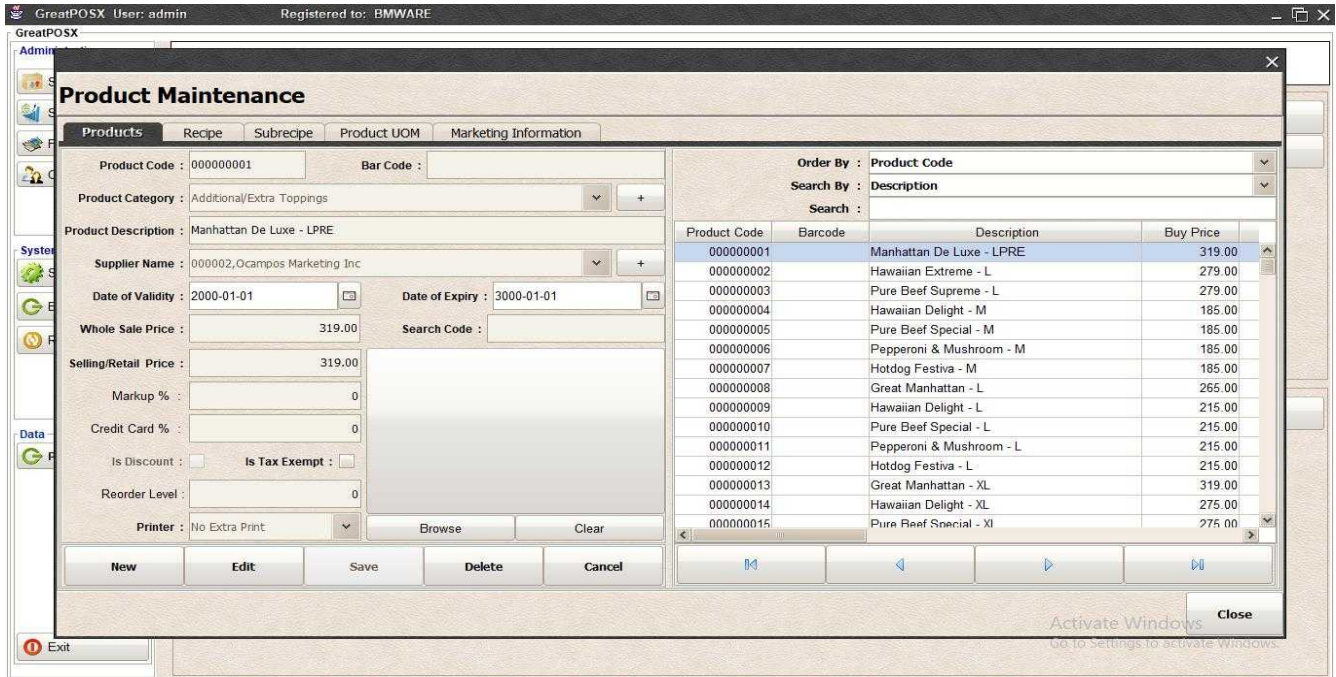


PRODUCT AND RECIPE



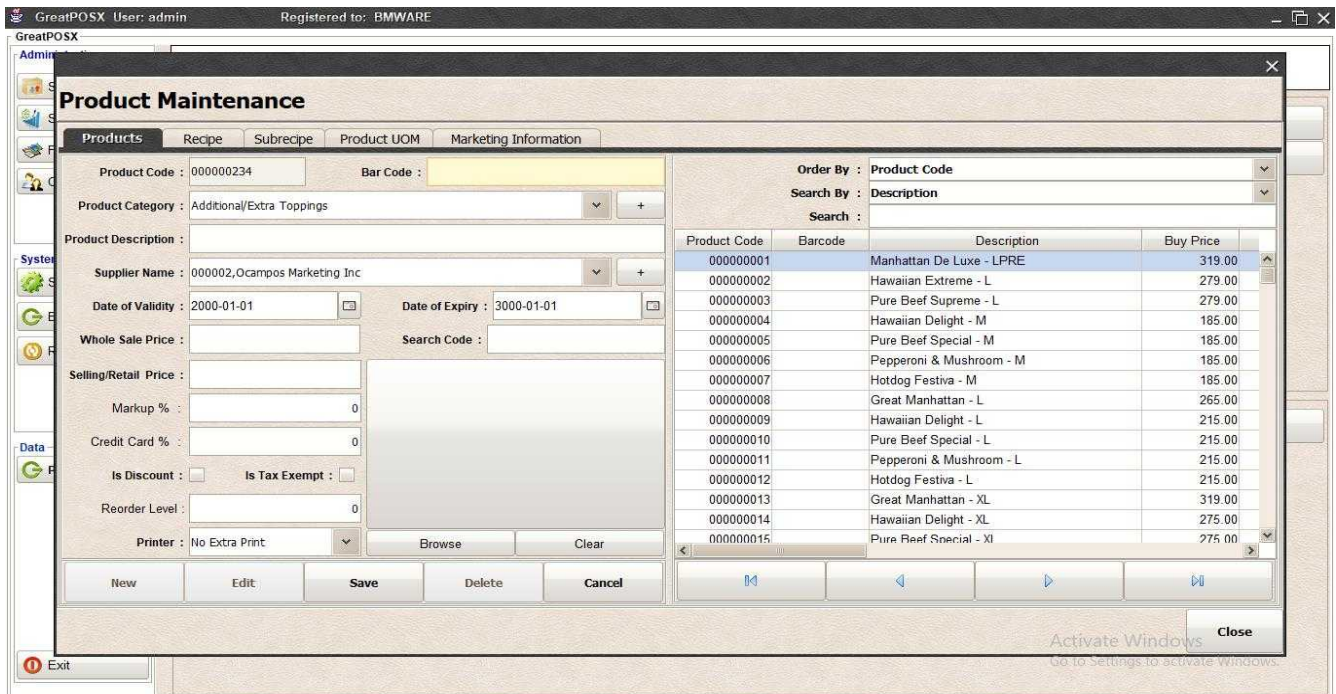
Use to add new Product to show in the Cashier Side and setup recipe for product.

How to use Product and Recipe Maintenance?



Adding of Product

Step1) Click New Button



Step2) Enter Product information

GreatPOSX User: admin Registered to: BMWARE

Product Maintenance

Products | Recipe | Subrecipe | Product UOM | Marketing Information

Product Code : 00000234 Bar Code :

Product Category : Additional/Extra Toppings

Product Description : Sample Product

Supplier Name : 000002,Ocampos Marketing Inc

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		Manhattan De Luxe - LPRE	319.00
00000002		Hawaiian Extreme - L	279.00
00000003		Pure Beef Supreme - L	279.00
00000004		Hawaiian Delight - M	185.00
00000005		Pure Beef Special - M	185.00
00000006		Pepperoni & Mushroom - M	185.00
00000007		Hotdog Festiva - M	185.00
00000008		Great Manhattan - L	265.00
00000009		Hawaiian Delight - L	215.00
00000010		Pure Beef Special - L	215.00
00000011		Pepperoni & Mushroom - L	215.00
00000012		Hotdog Festiva - L	215.00
00000013		Great Manhattan - XL	319.00
00000014		Hawaiian Delight - XL	275.00
00000015		Pure Beef Special - XL	275.00

New Edit Save Delete Cancel

Activate Windows Go to Settings to activate Windows.

Step3) Click Save Button

GreatPOSX User: admin Registered to: BMWARE

Product Maintenance

Products | Recipe | Subrecipe | Product UOM | Marketing Information

Product Code : 00000001 Bar Code :

Product Category : Additional/Extra Toppings

Product Description : Manhattan De Luxe - LPRE

Supplier Name : 000002,Ocampos Marketing Inc

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

Whole Sale Price : 319.00 Search Code :

Selling/Retail Price : 319.00

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 :

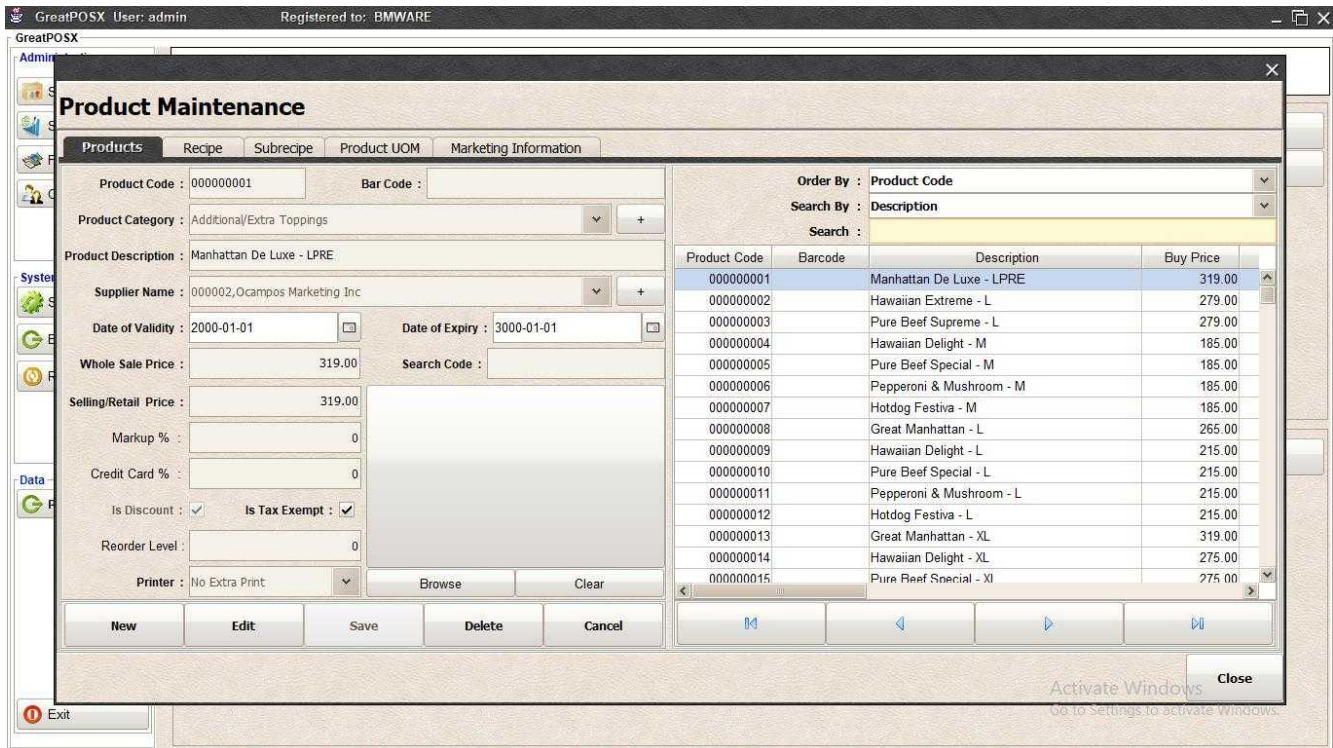
Product Code	Barcode	Description	Buy Price
00000001		Manhattan De Luxe - LPRE	319.00
000000221		XLPM/XLDW	499.00
000000222		XLPM/XLGH	499.00
000000223		XLPM/XLRF	499.00
000000224		XLPM/XLRF	499.00
000000225		XLPM/XLRF	499.00
000000226		XLPM/XLRF	499.00
000000227		XLPM/XLRF	499.00
000000228		XLPM/XLRF	499.00
000000229		XLPM/XLRF	499.00
000000230		XLPM/XLRF	499.00
000000231		Mushroom Slices XL - 50g sas as sa sa s...	50.00
000000232		Zebra Tie	200.00
000000233		aaaaaaa	100.00
000000234		Sample Product	100.00

New Edit Save Delete Cancel

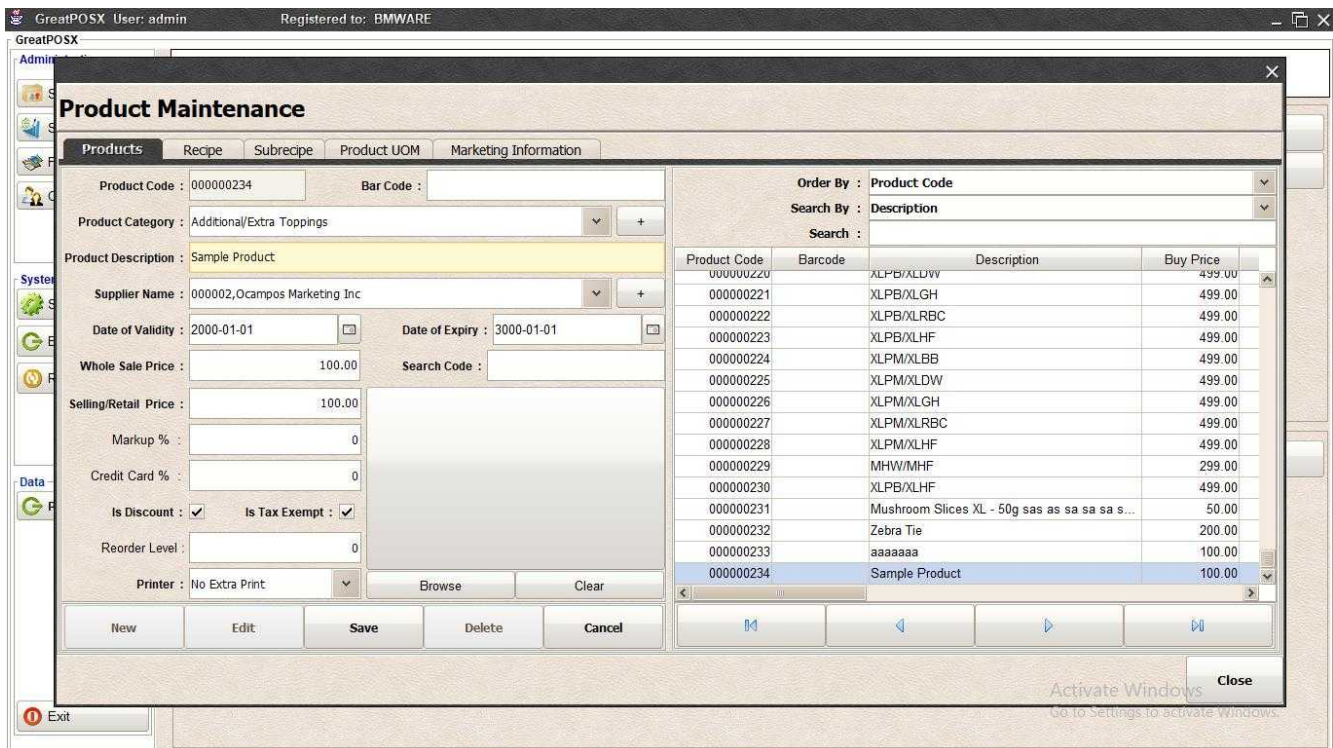
Activate Windows Go to Settings to activate Windows.

Editing Product

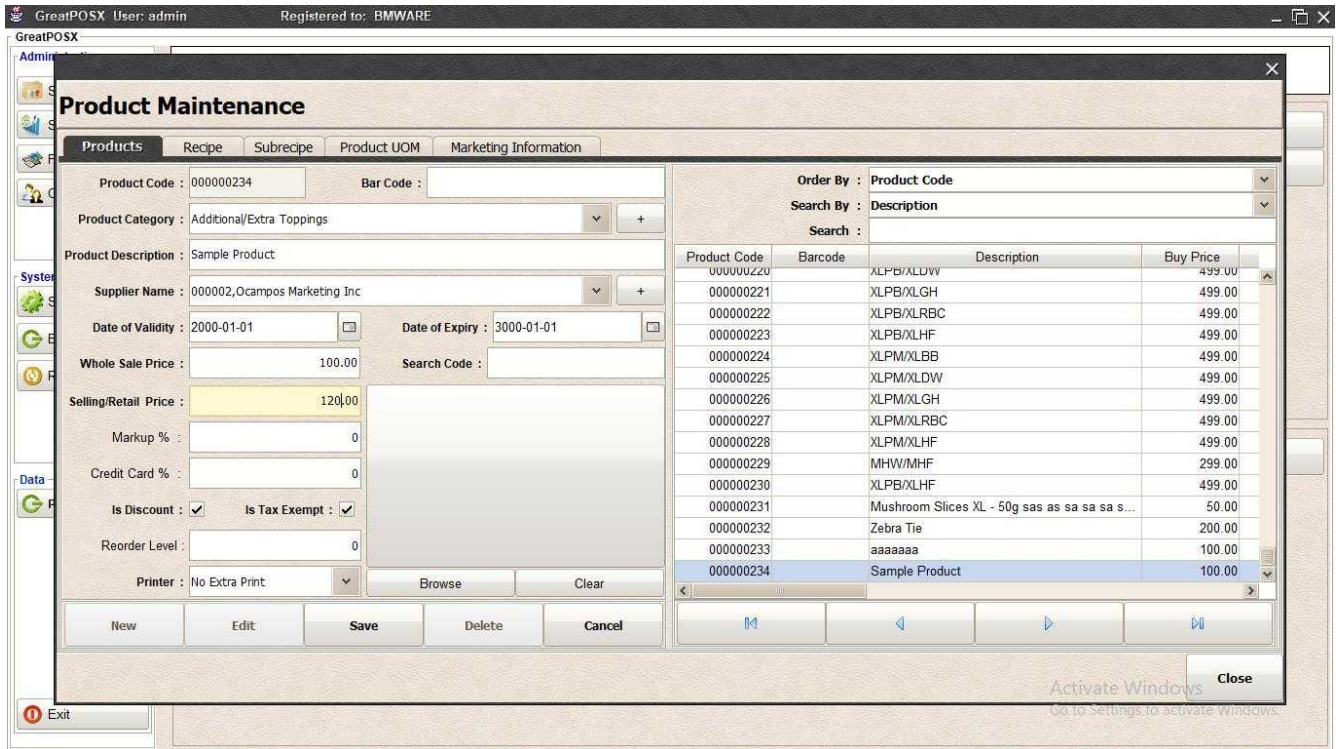
Step1) Select the item in the product table



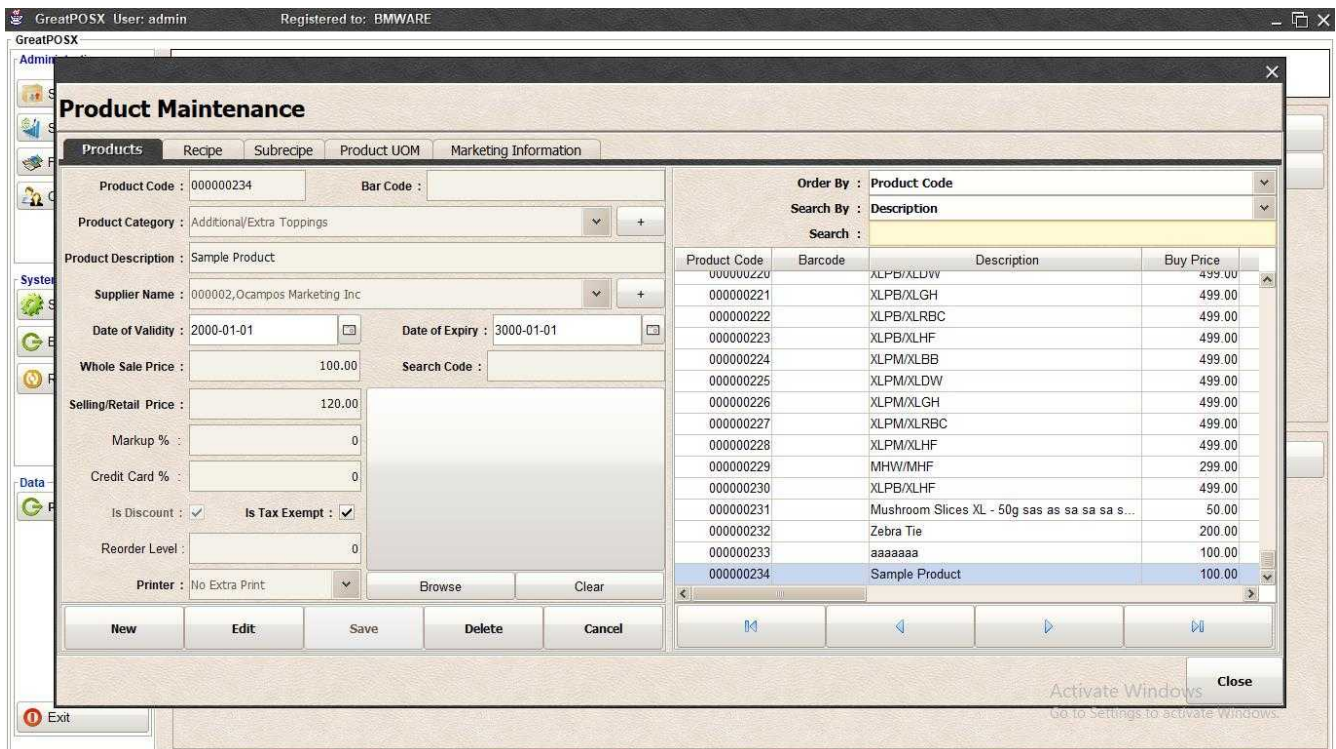
Step2) Click Edit button



Step3) Edit the data or information need to be edited

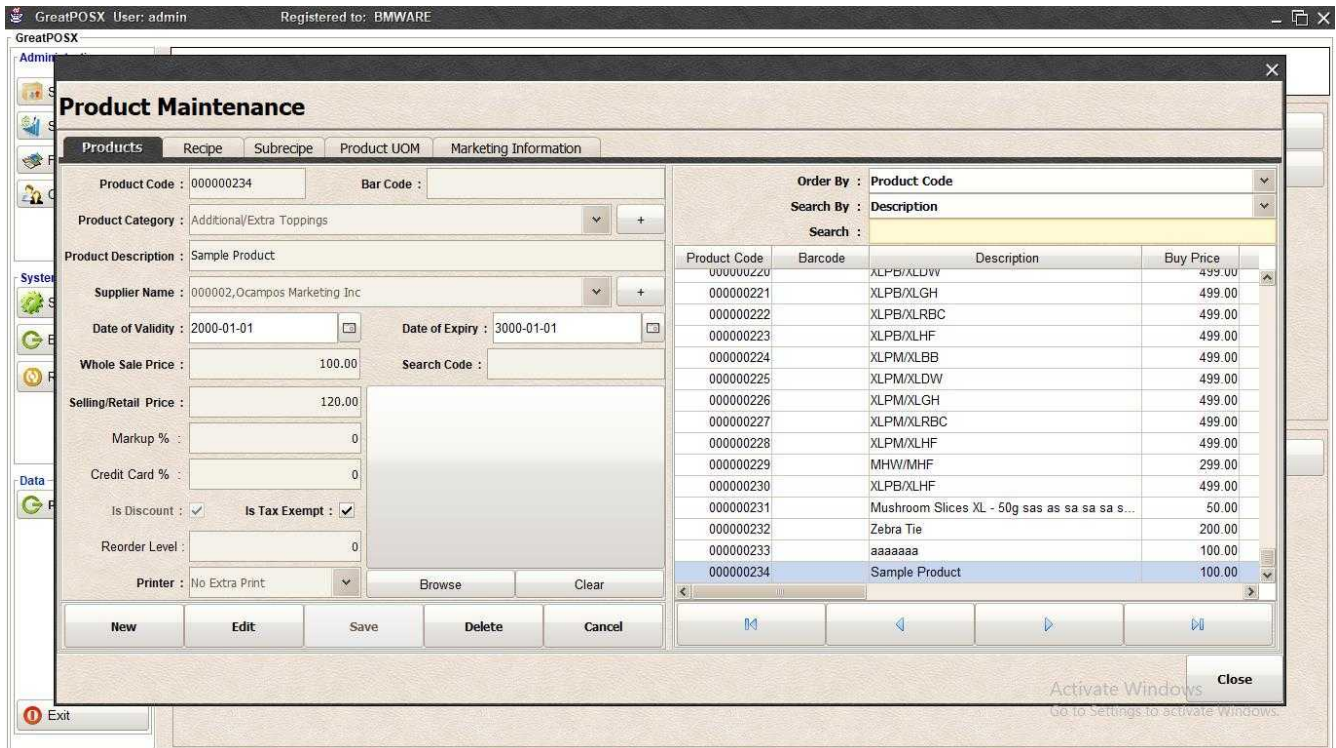


Step4) Click Save Button

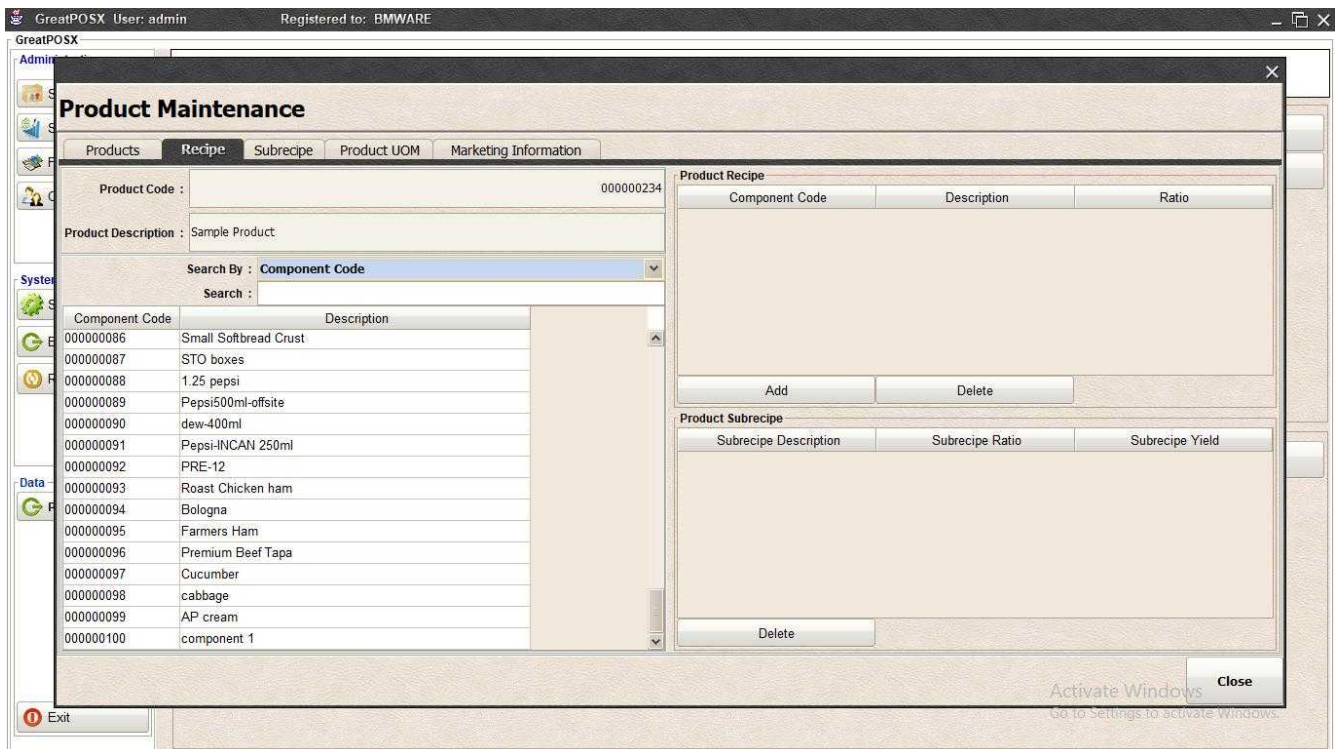


Setup Recipe

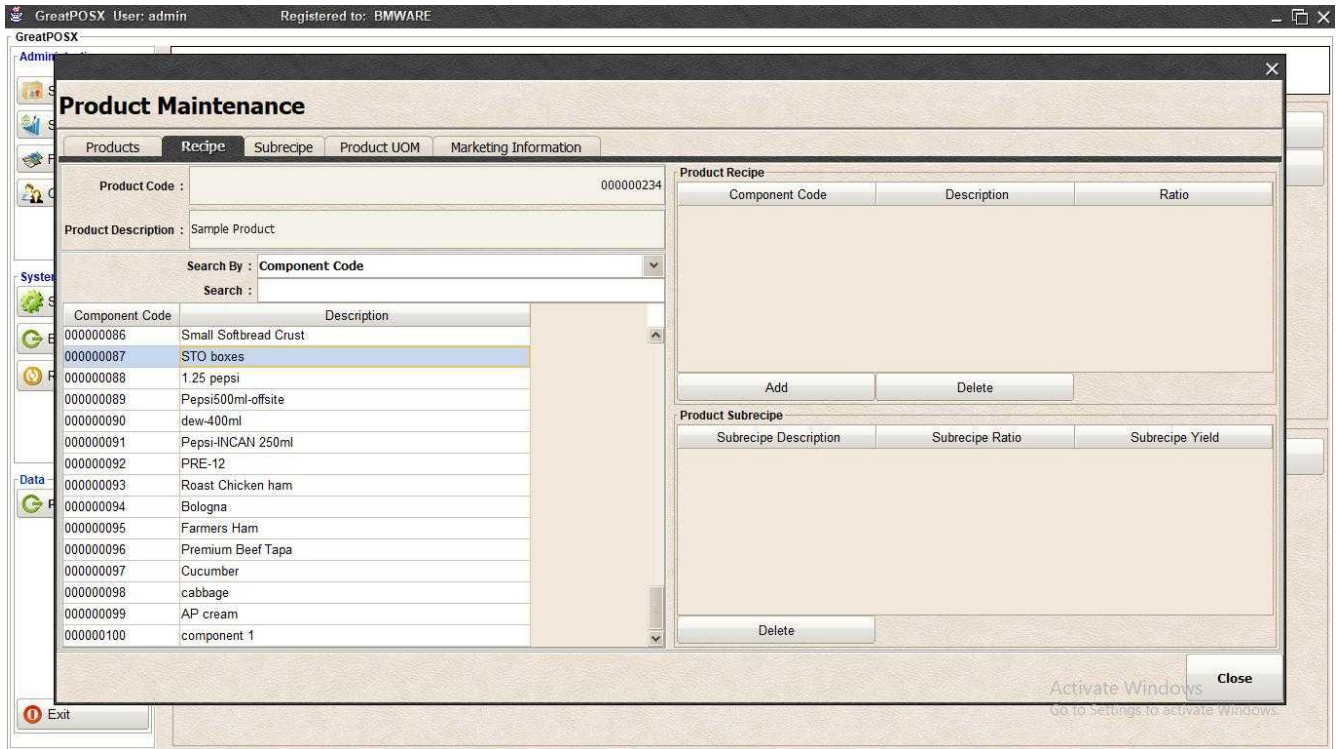
Step1) Select product into the product table



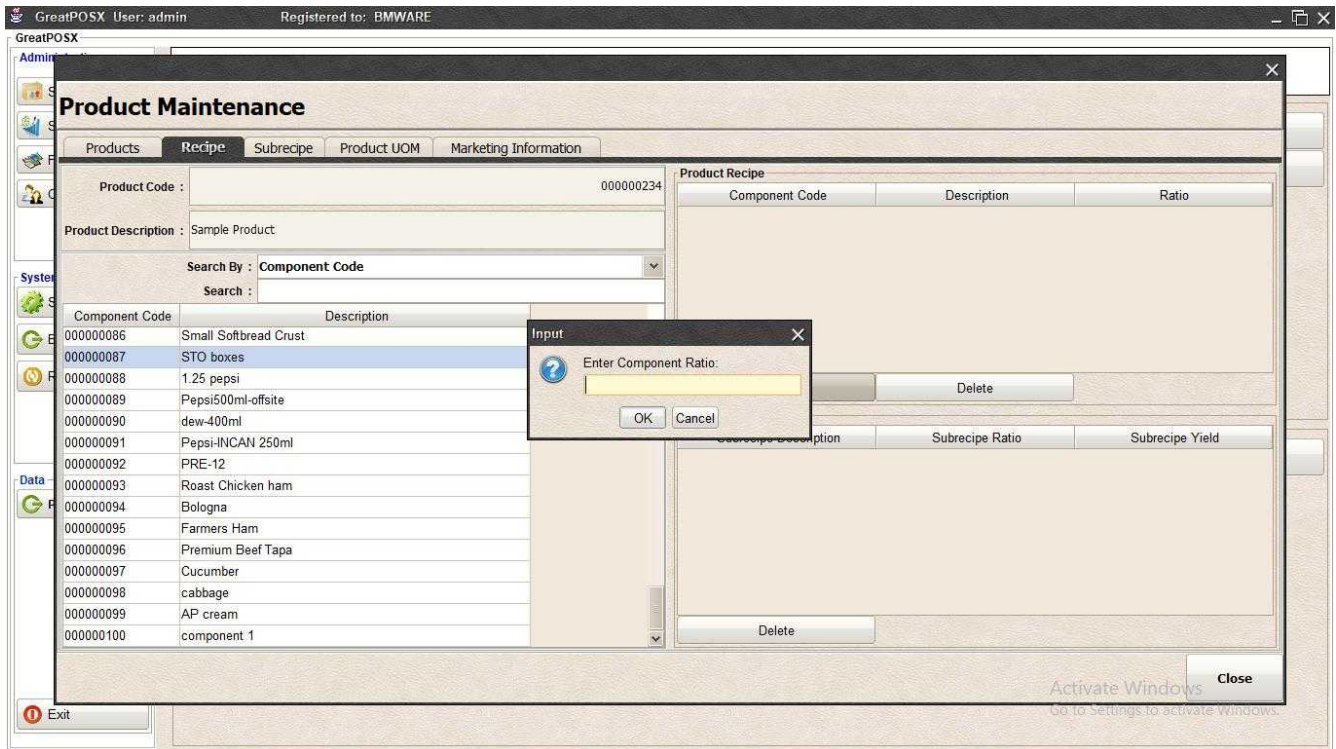
Step2) Click Recipe Tab



Step3) Select Component on the Component Table



Step4) Click Add Button on Product Recipe Table



Step5) Enter Component Ratio

GreatPOSX User: admin Registered to: BMWARE

Product Maintenance

Products Recipe Subrecipe Product UOM Marketing Information

Product Code : 000000234

Product Description : Sample Product

Search By : Component Code

Search :

Component Code	Description
000000086	Small Softbread Crust
000000087	STO boxes
000000088	1.25 pepsi
000000089	Pepsi500ml-offsite
000000090	dew-400ml
000000091	Pepsi-INCAN 250ml
000000092	PRE-12
000000093	Roast Chicken ham
000000094	Bologna
000000095	Farmers Ham
000000096	Premium Beef Tapa
000000097	Cucumber
000000098	cabbage
000000099	AP cream
000000100	component 1

Product Recipe

Component Code	Description	Ratio
000000087	STO boxes	1
000000093	Roast Chicken ham	2
000000098	cabbage	5
000000095	Farmers Ham	1

Add Delete

Product Subrecipe

Subrecipe Description	Subrecipe Ratio	Subrecipe Yield
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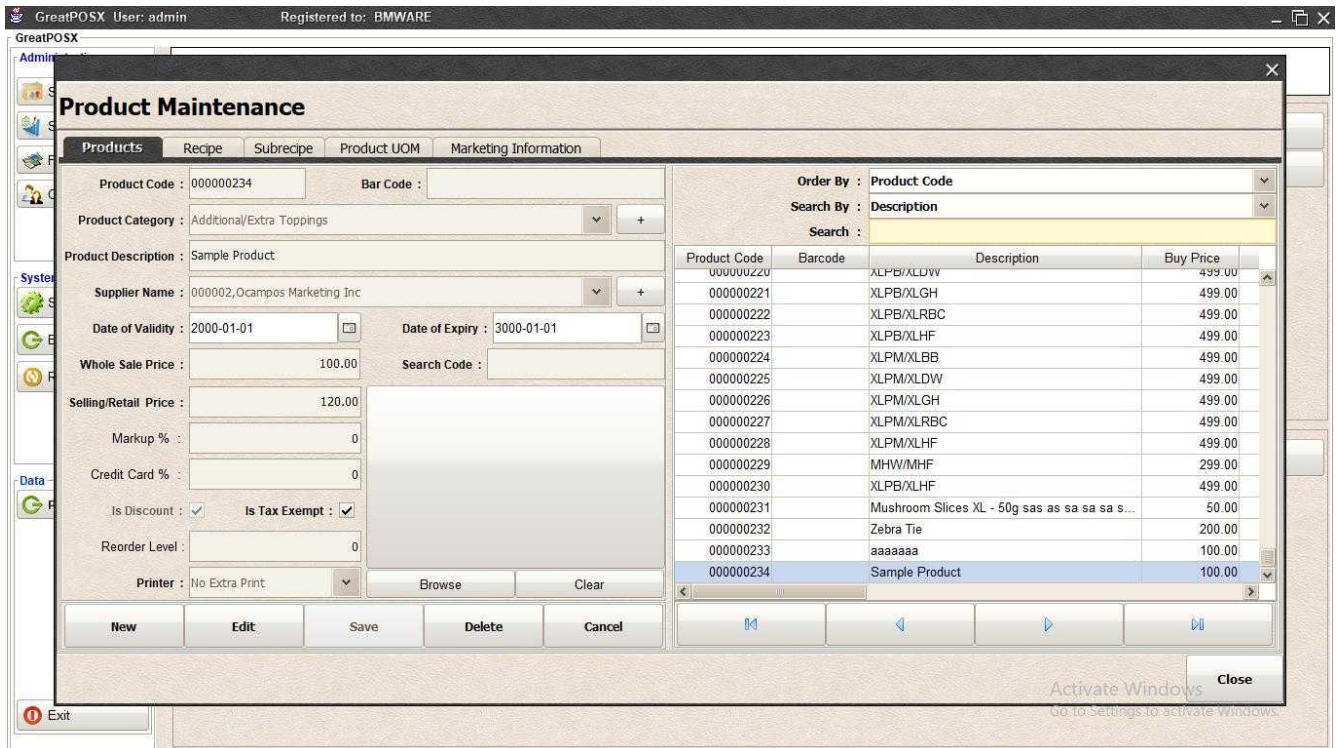
Delete

Activate Windows Go to Settings to activate Windows. Close

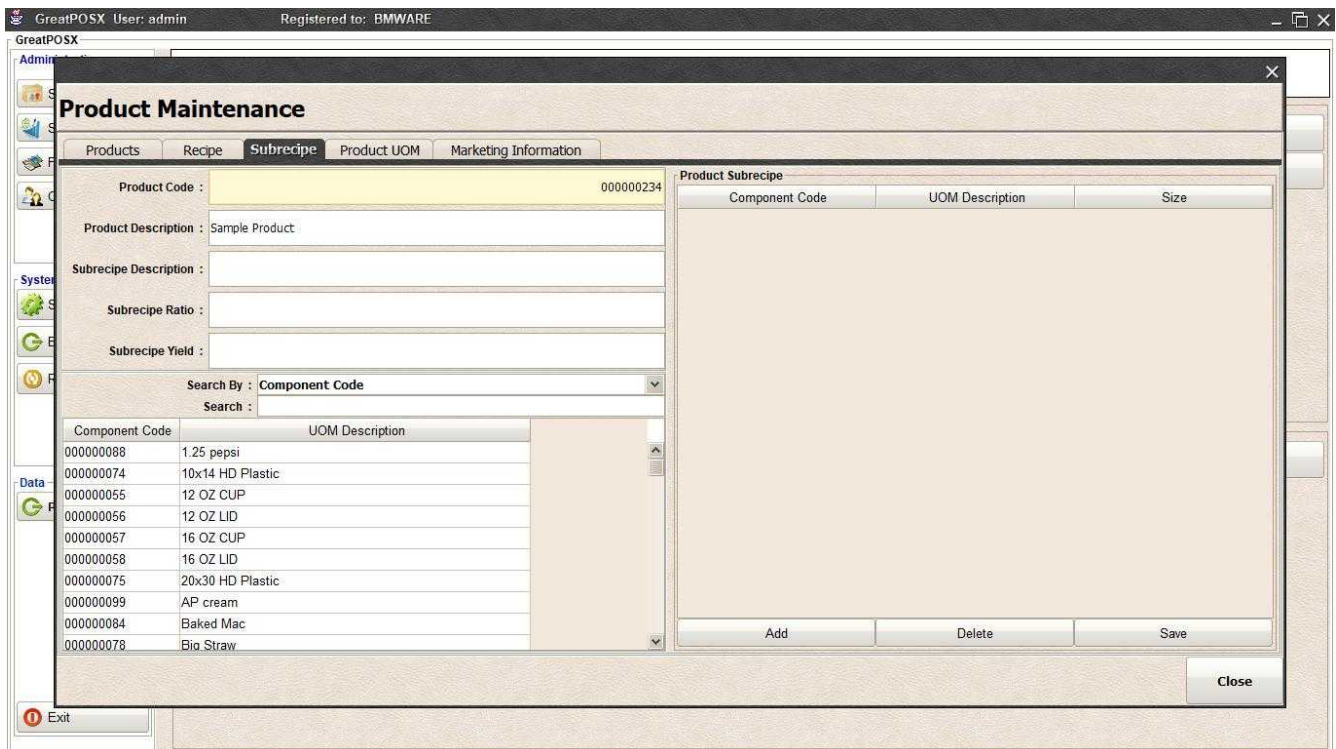
Exit

Setup Sub-Recipe

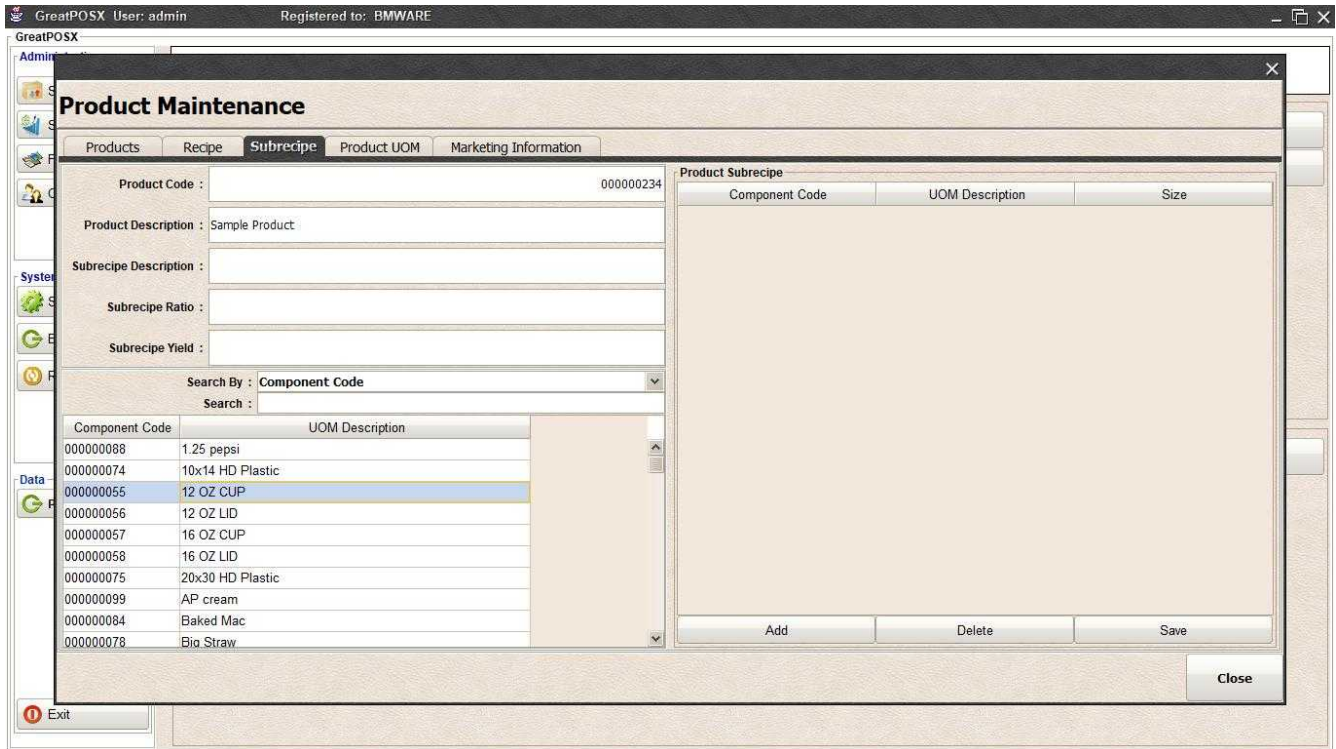
Step1) Select product into the product table



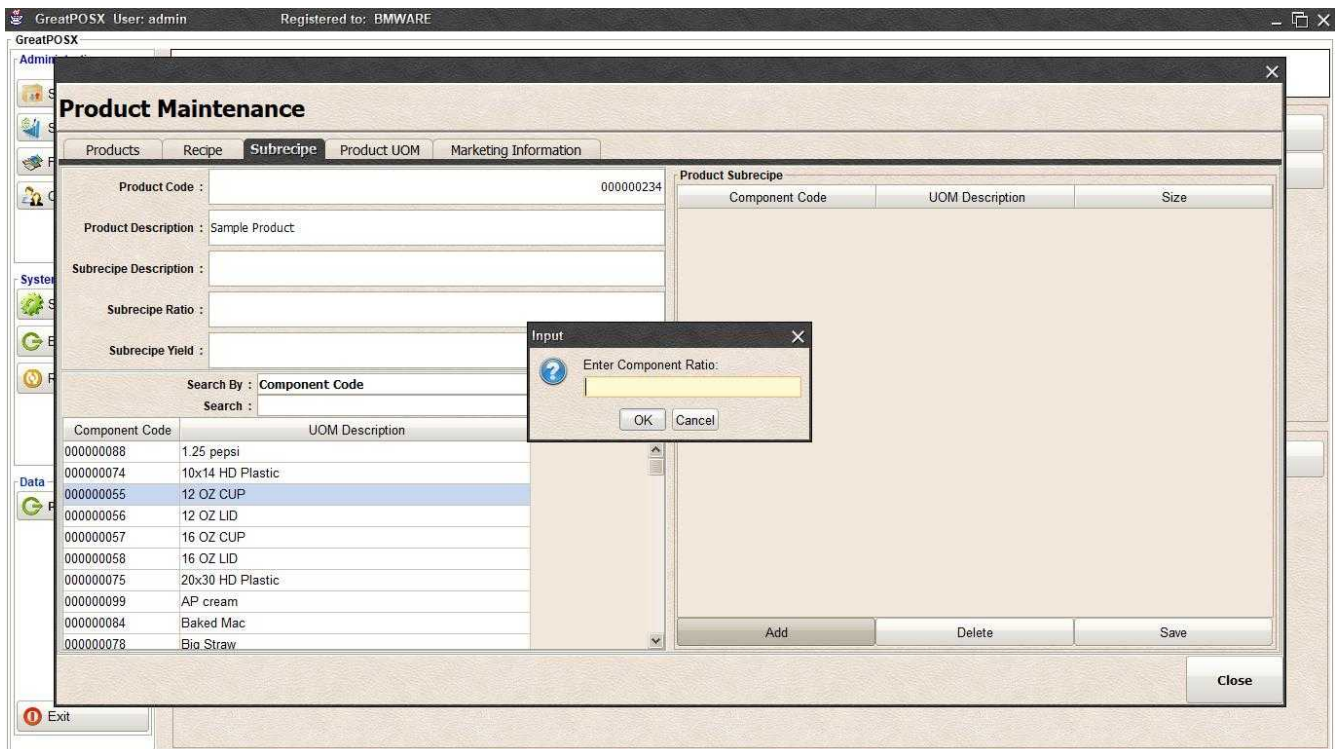
Step2) Click Sub-recipe Tab



Step3) Select Component on the Component Table



Step4) Click Add Button on Product Subrecipe Table



Step5) Enter Component Ratio

GreatPOSX User: admin Registered to: BMWARE

Product Maintenance

Products Recipe **Subrecipe** Product UOM Marketing Information

Product Code : 000000234

Product Description : Sample Product

Subrecipe Description :

Subrecipe Ratio :

Subrecipe Yield :

Search By : Component Code

Search :

Component Code	UOM Description
00000088	1.25 pepsi
00000074	10x14 HD Plastic
00000055	12 OZ CUP
00000056	12 OZ LID
00000057	16 OZ CUP
00000058	16 OZ LID
00000075	20x30 HD Plastic
00000099	AP cream
00000084	Baked Mac
00000078	Bia Straw

Product Subrecipe

Component Code	UOM Description	Size
00000055	12 OZ CUP	5

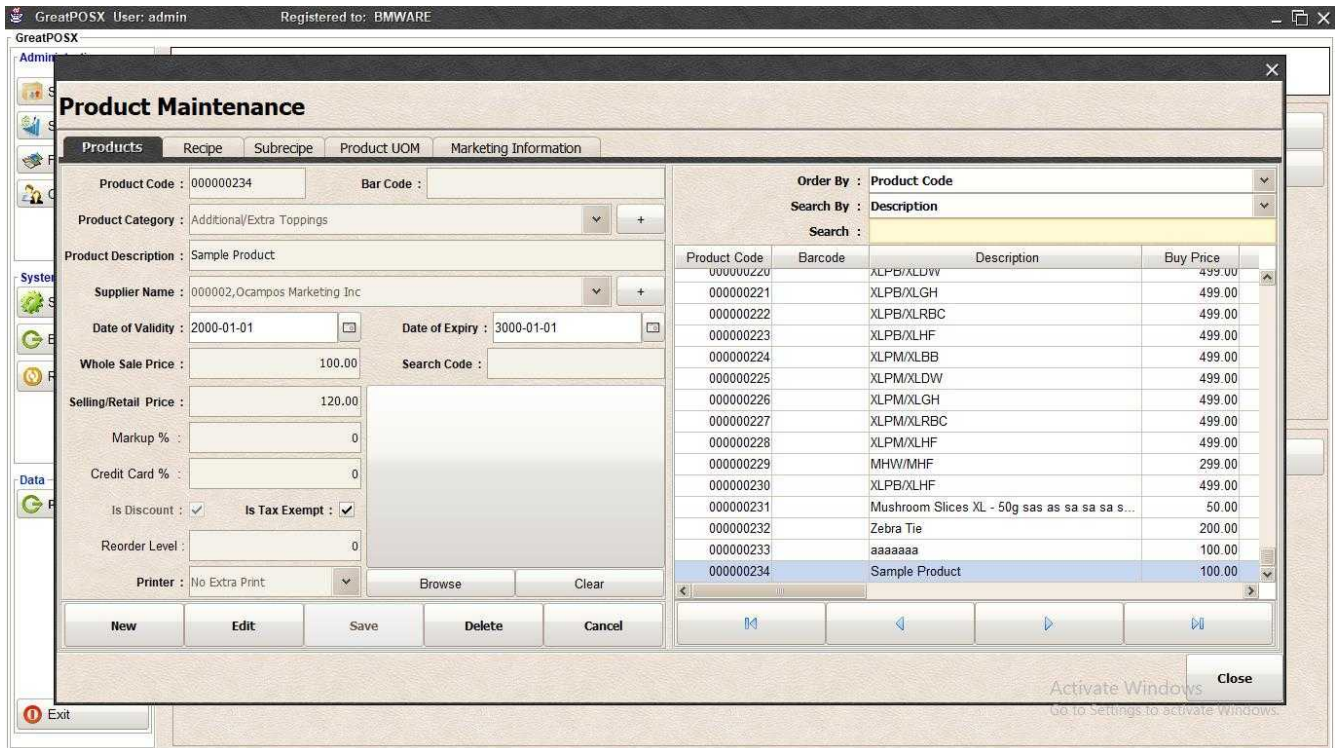
Add Delete Save

Close

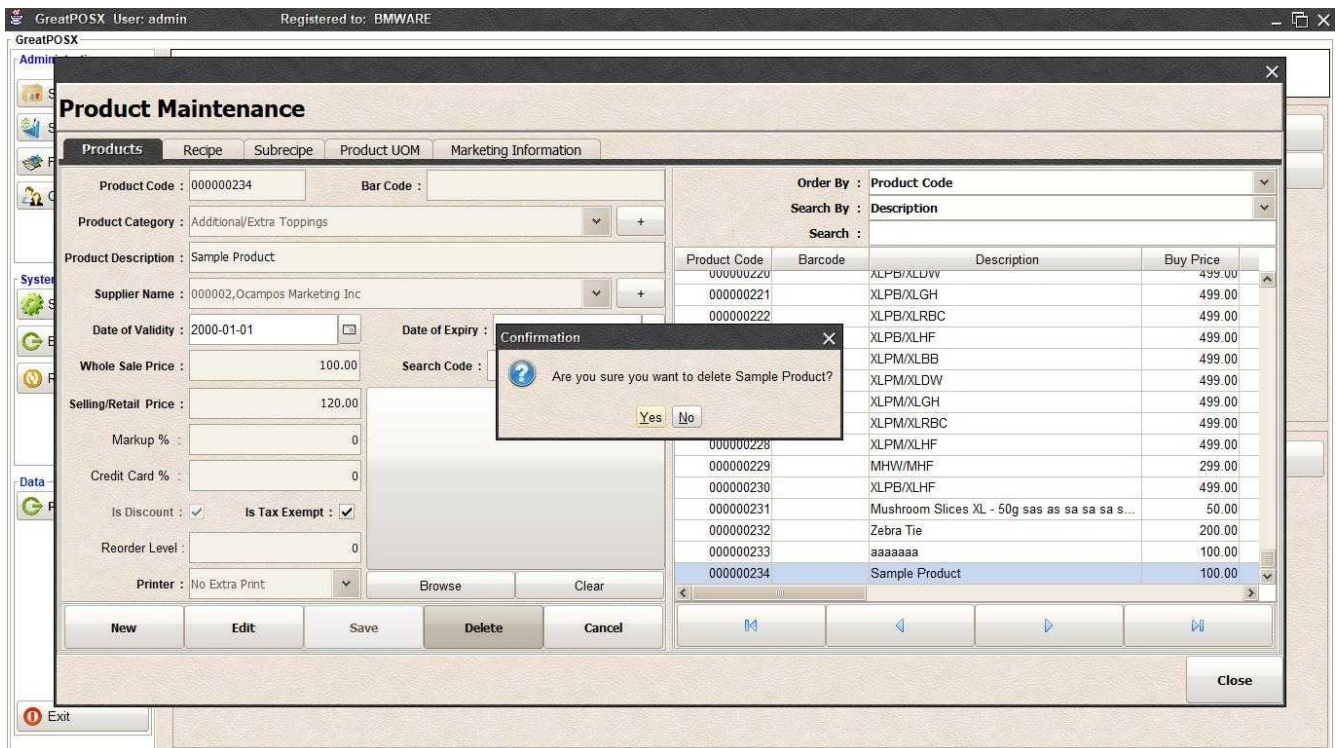
Exit

Deleting Product

Step1) Select Item into the product table



Step2) Click Delete button



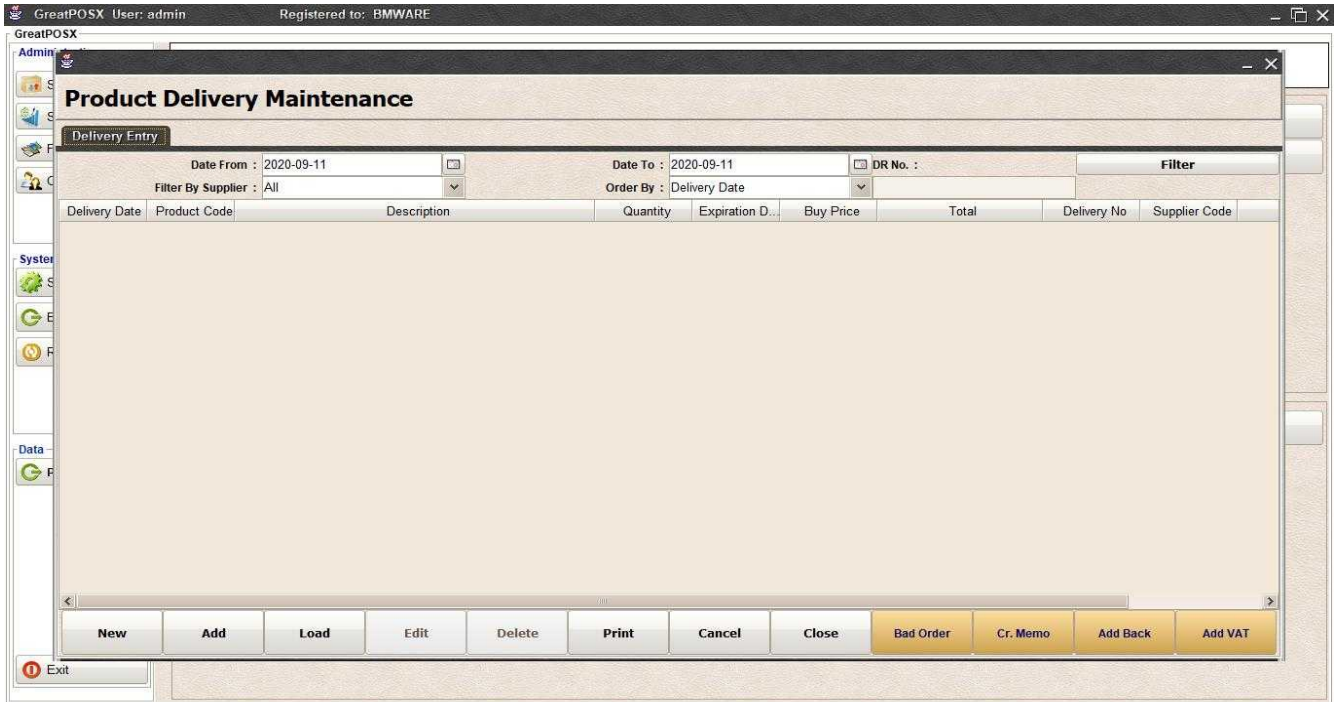
Step3) Click Yes button

Product Delivery Maintenance



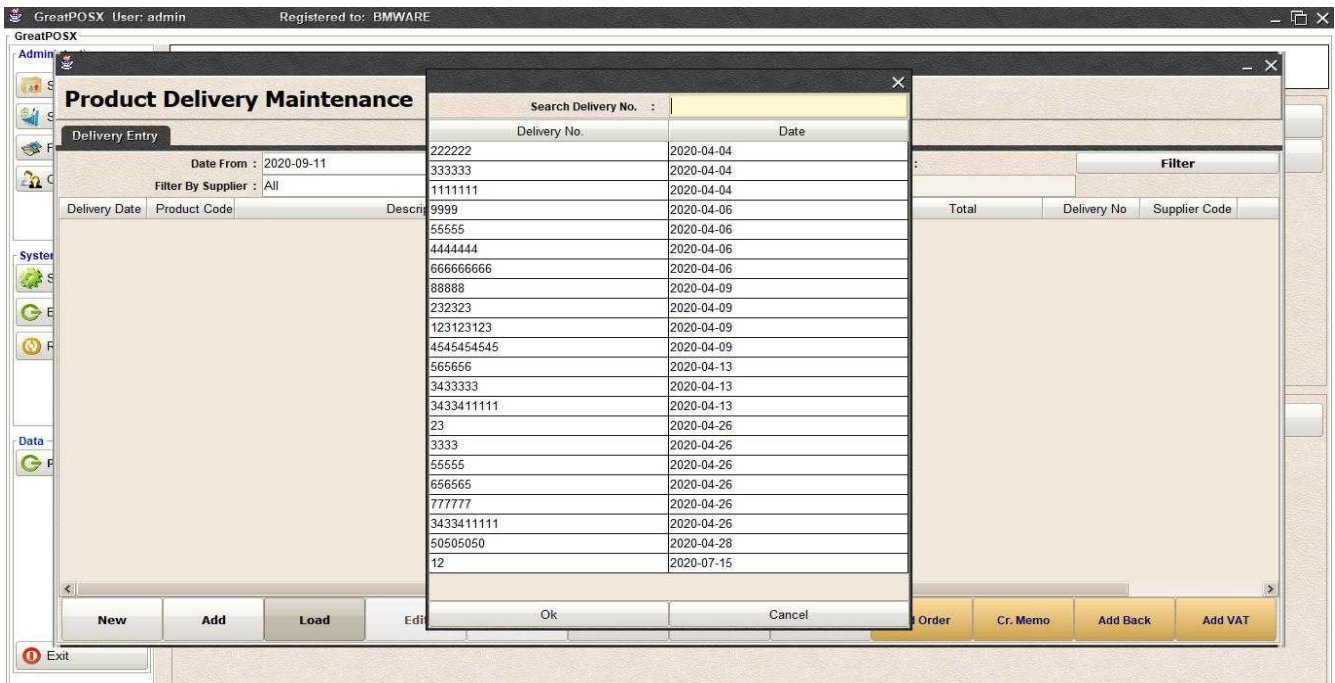
Use to enter product deliveries per supplier

How to use Product Delivery Maintenance?

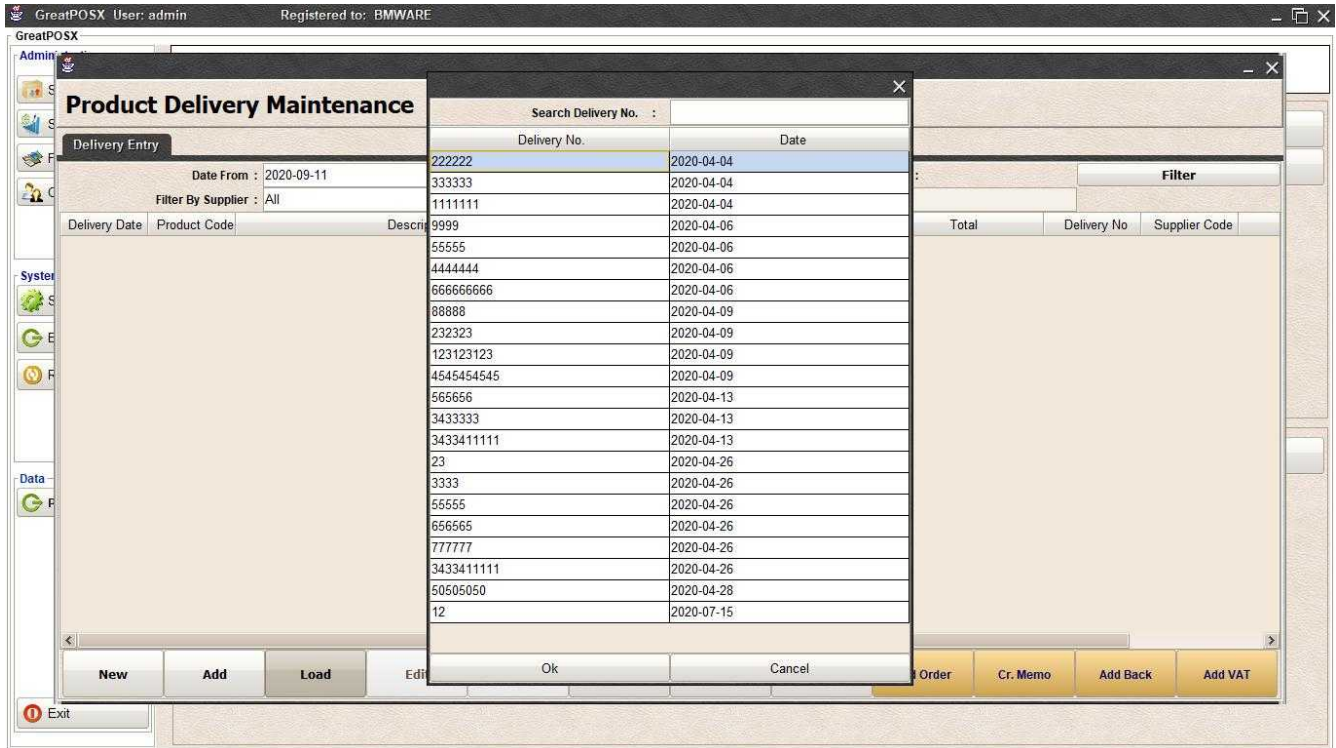


Load Data

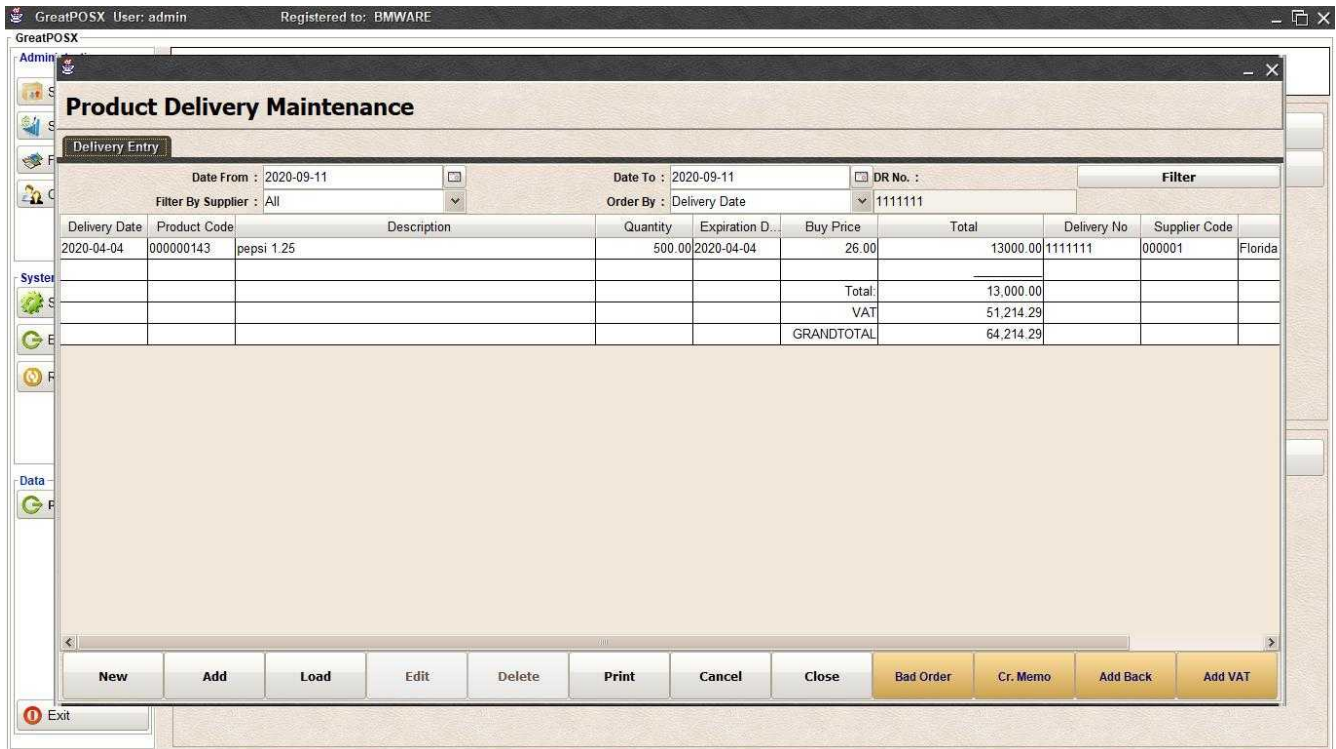
Step1) Click Load button



Step2) Select Delivery No. in the table



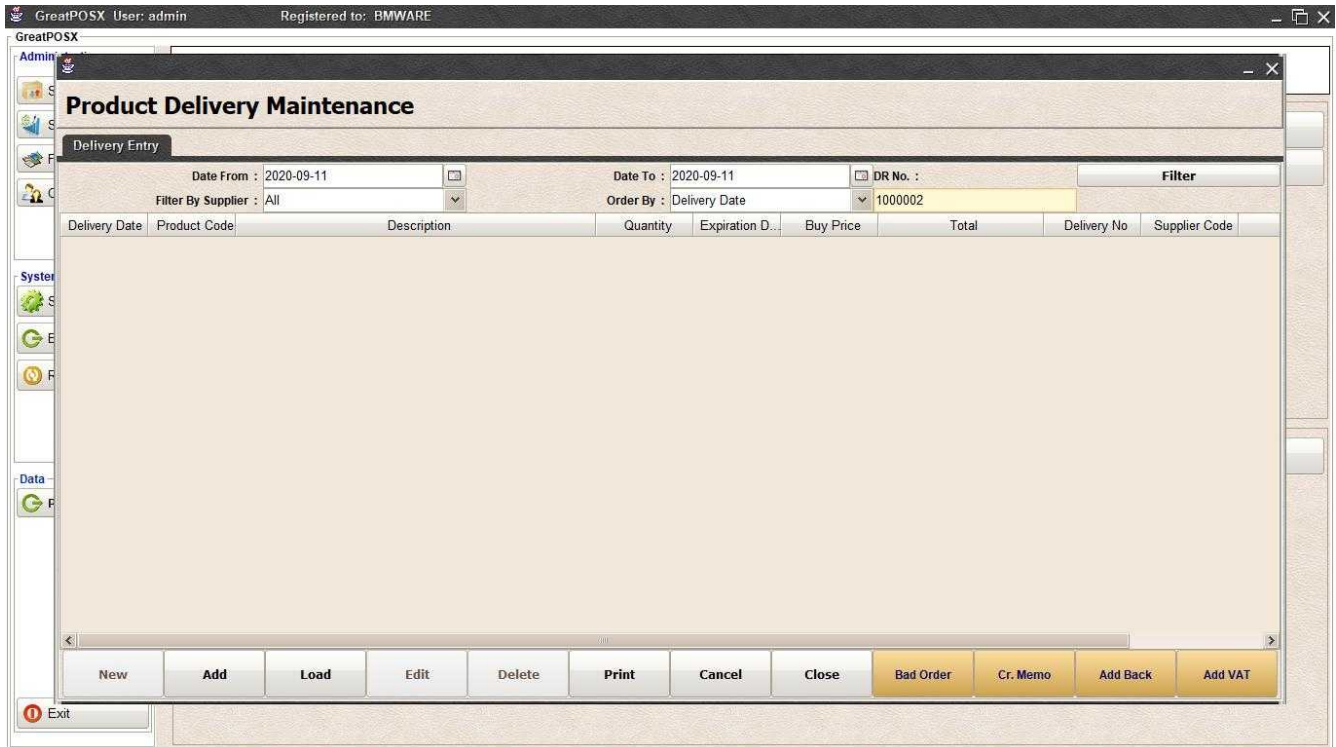
Step3) Click OK



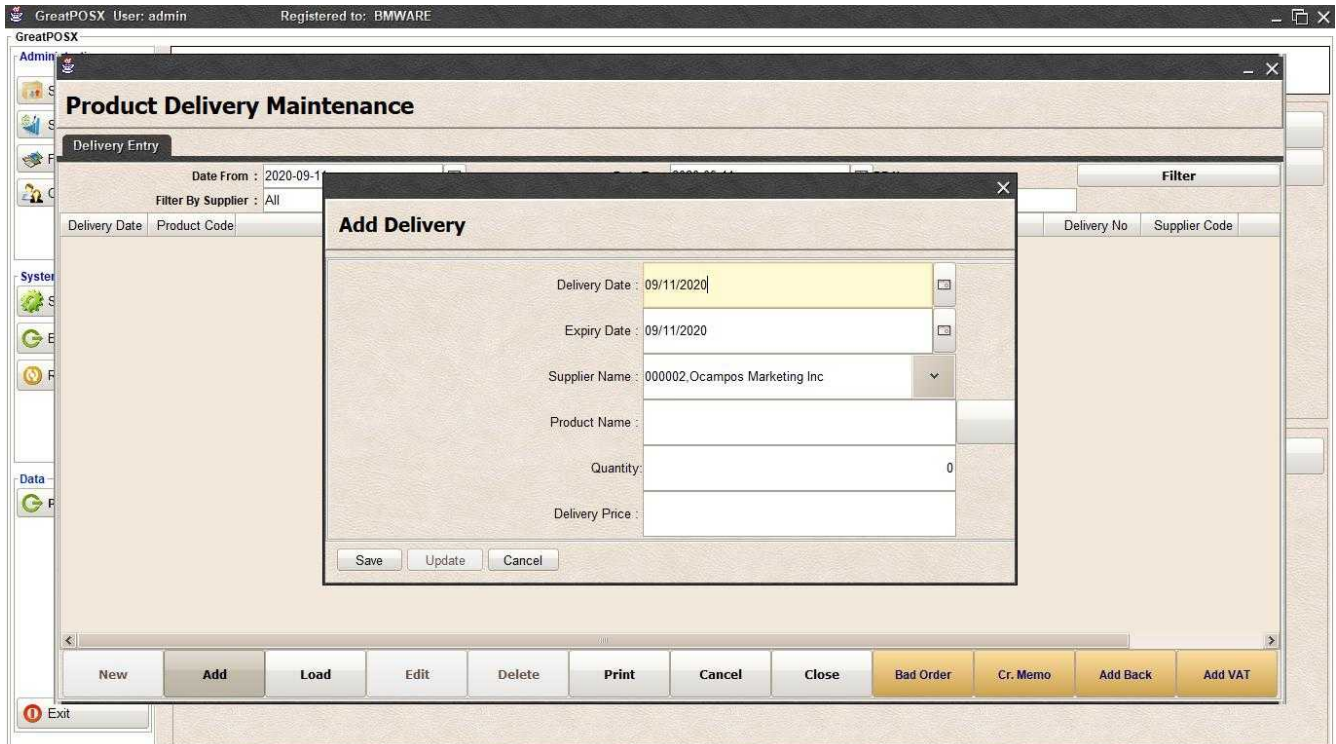
Adding Delivery

Step1) Click New Button

Step2) Enter DR No.

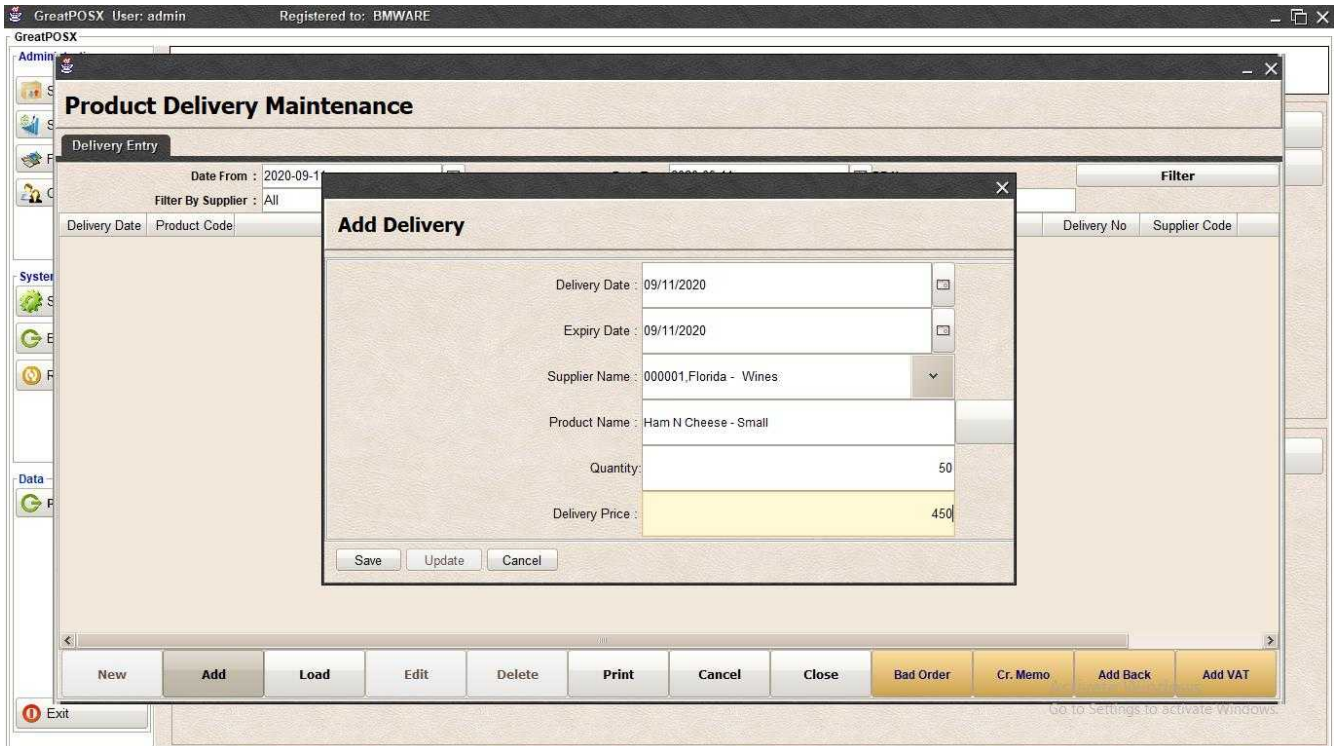


Step3) Click Add Button

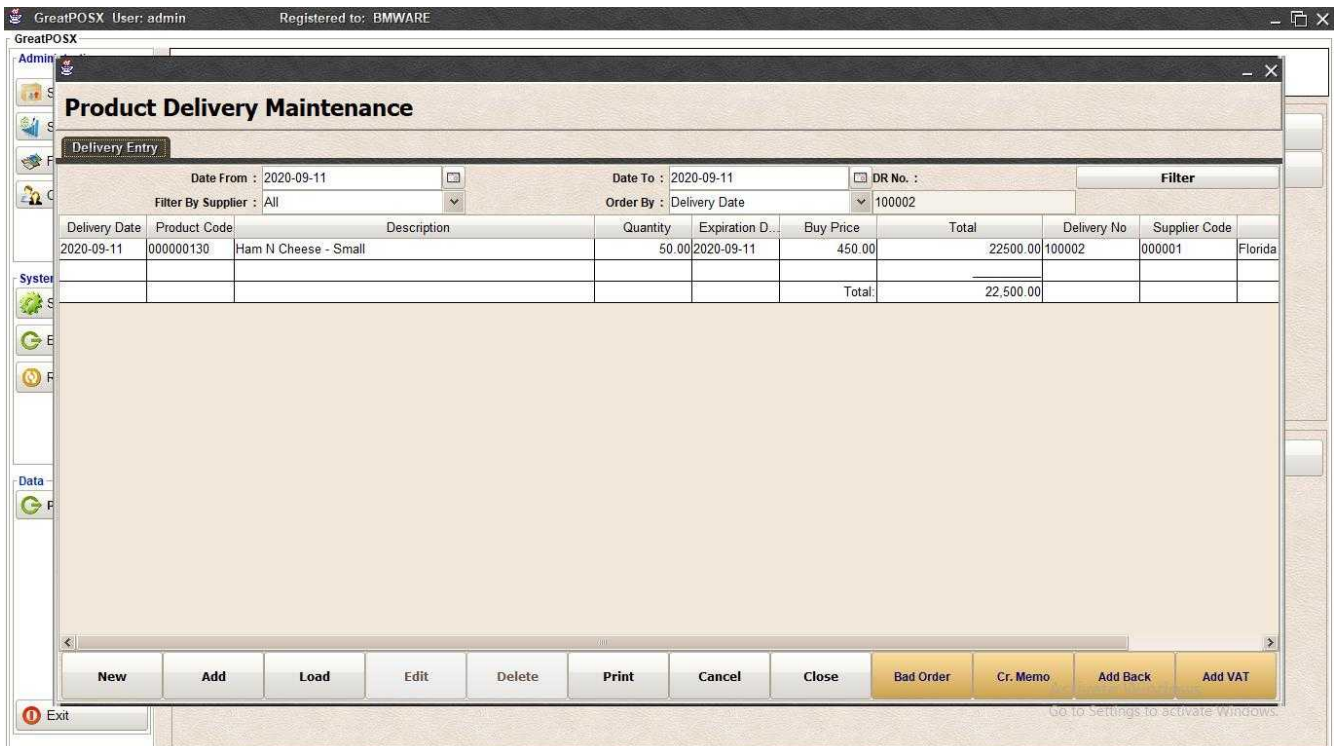


Step4) Select Delivery Date, Expiry Date, and Supplier Name

Step5) Enter Product name, Quantity and Delivery Price

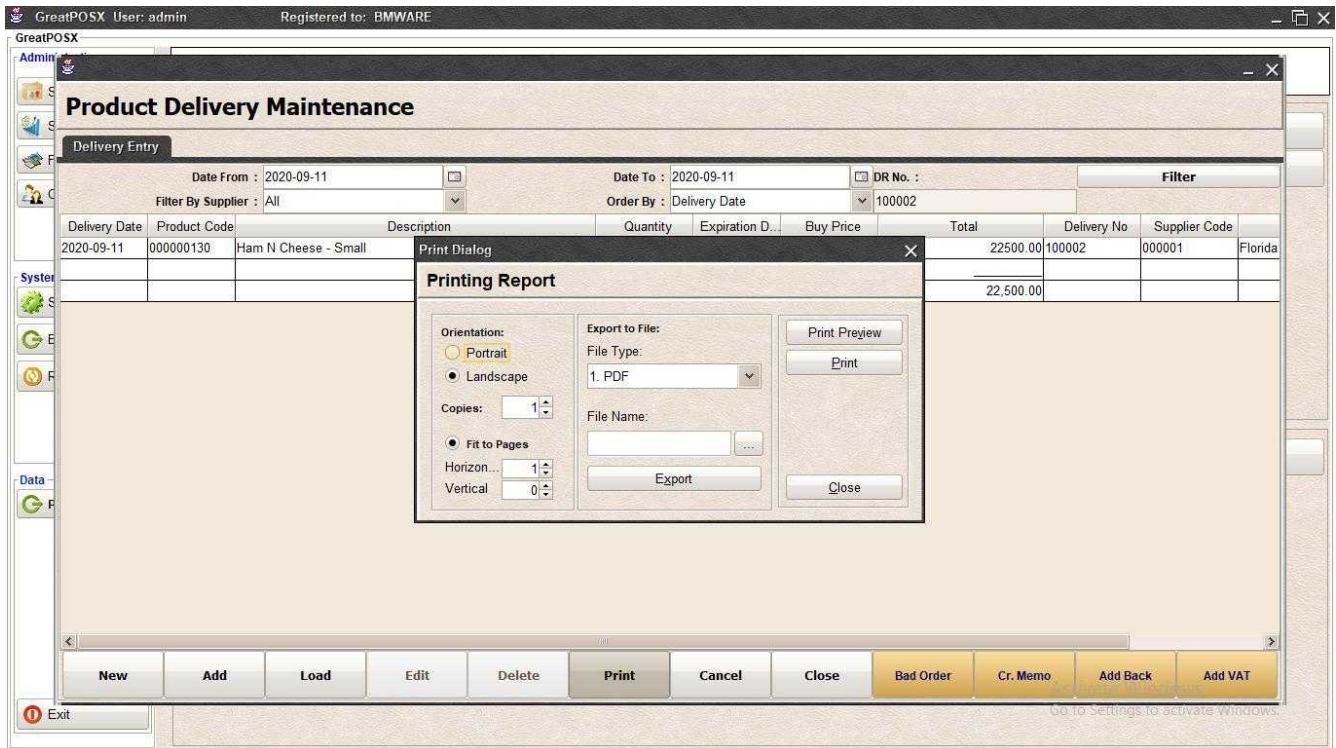


Step6) Click Save Button



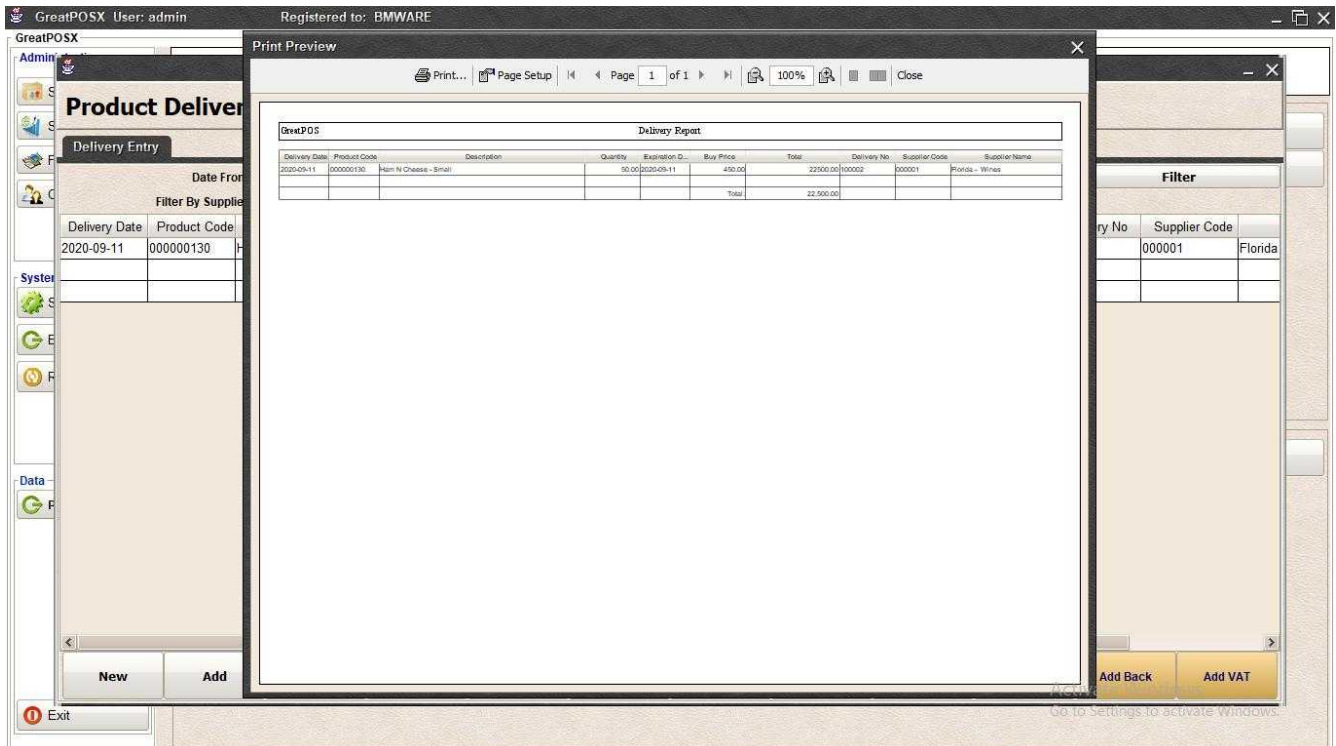
Printing Deliveries

Click Print Button



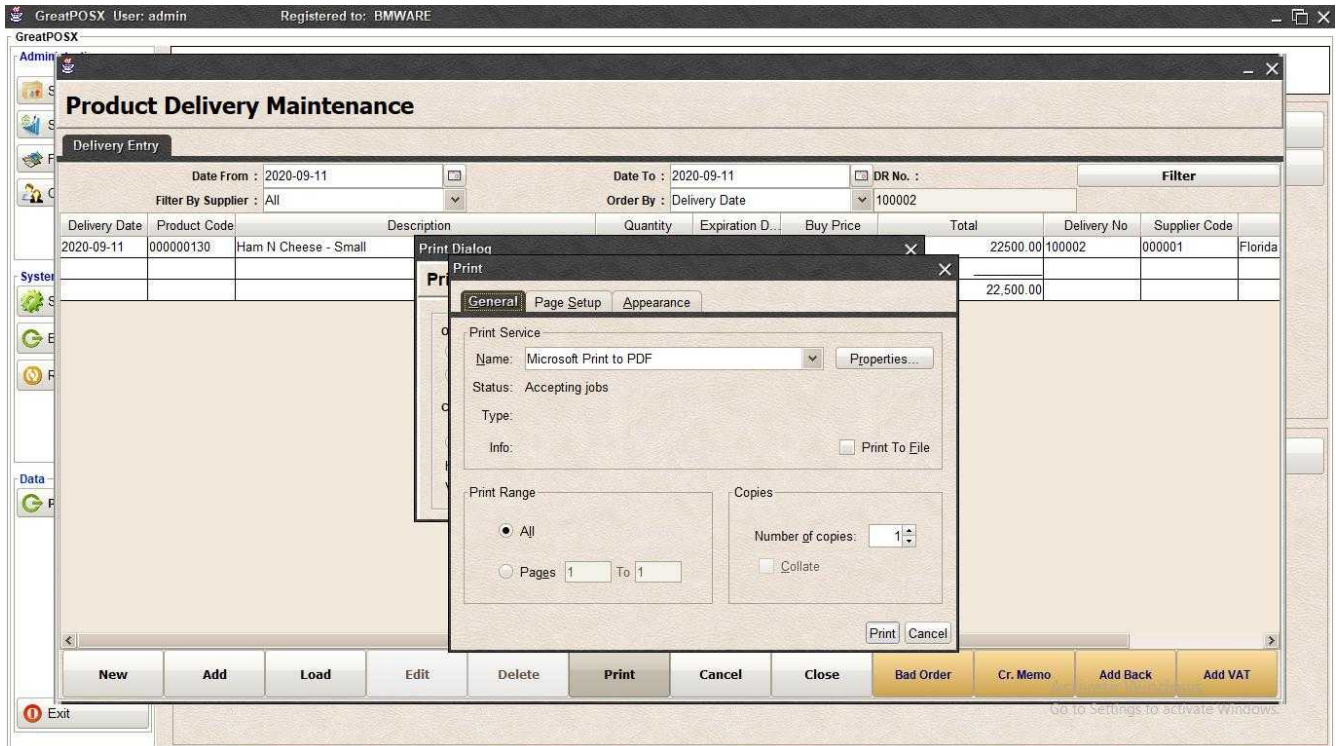
Print Preview

Click Preview Button



Print

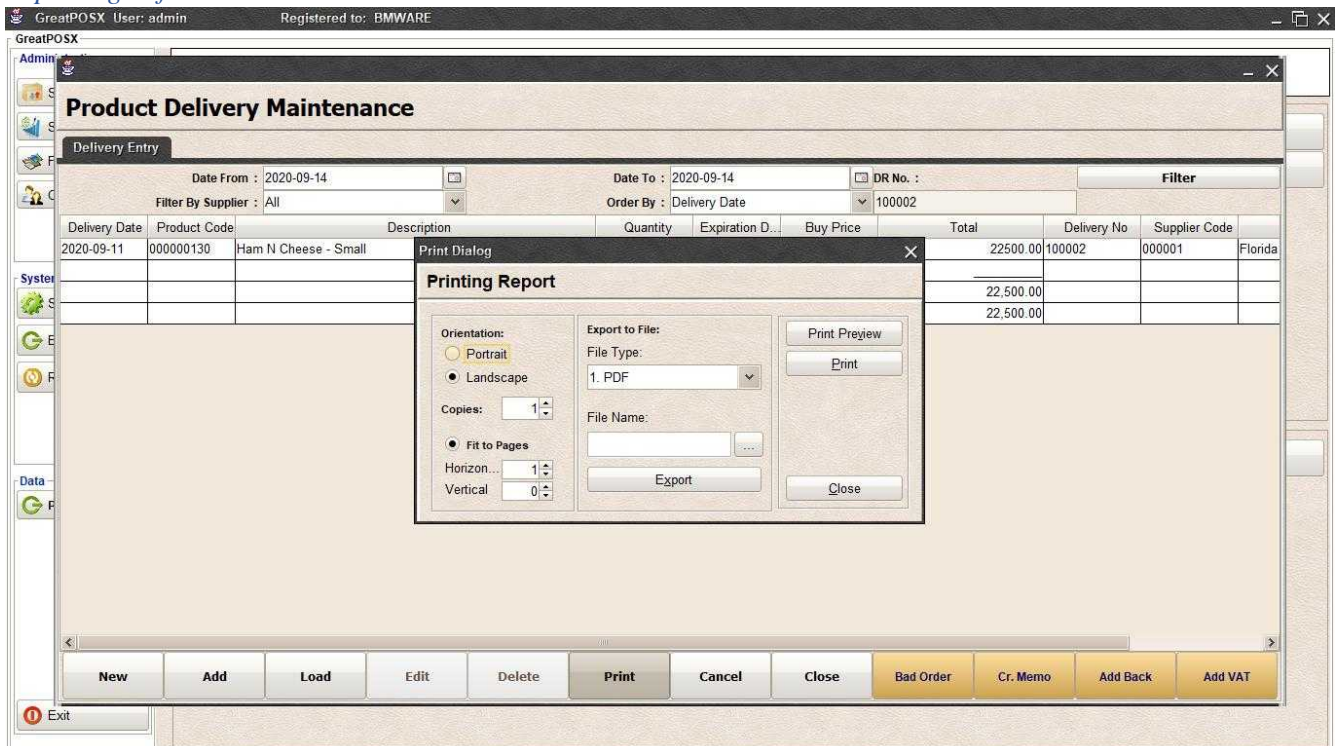
Step1) Click Print Button



Step2) Select Printer

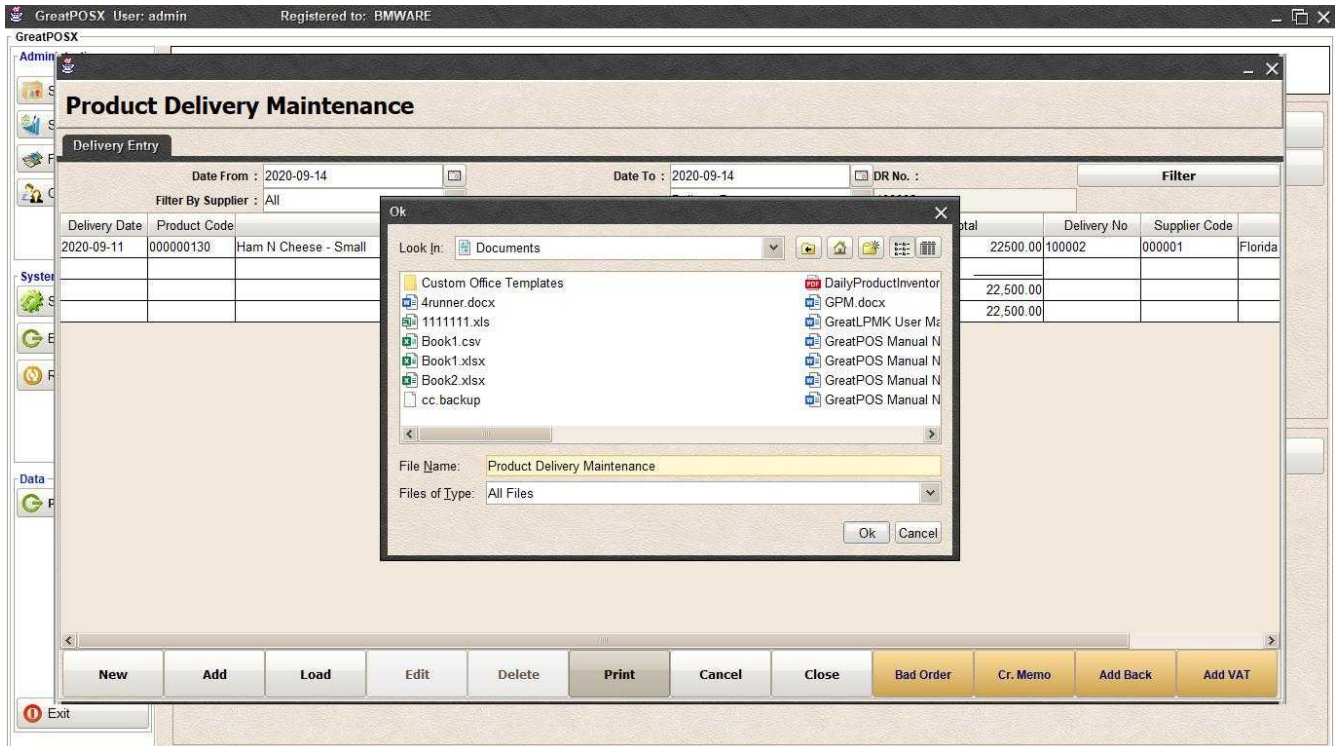
Step3) Click Print

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

GreatPOSX User: admin Registered to: BMWARE

Product Delivery Maintenance

Delivery Entry

Date From : 2020-09-14 Date To : 2020-09-14 DR No. : Filter

Filter By Supplier : All Order By : Delivery Date 100002

Delivery Date	Product Code	Description	Quantity	Expiration D...	Buy Price	Total	Delivery No	Supplier Code	
2020-09-11	000000130	Ham N Cheese - Small				22500.00	100002	000001	Florida
						22,500.00			
						22,500.00			

Print Dialog

Printing Report

Orientation:

Portrait

Landscape

Copies: 1

Fit to Pages

Horizon... 1

Vertical 0

Export

Print Preview

Print

File Exported.

OK

Export

Close

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

Exit

Product Delivery Maintenance.pdf

File | C:/Users/BMSupport/Documents/Product%20Delivery%20Maintenance.pdf

1 of 1

Read aloud Draw Highlight Erase

GreatPOSX Delivery Report

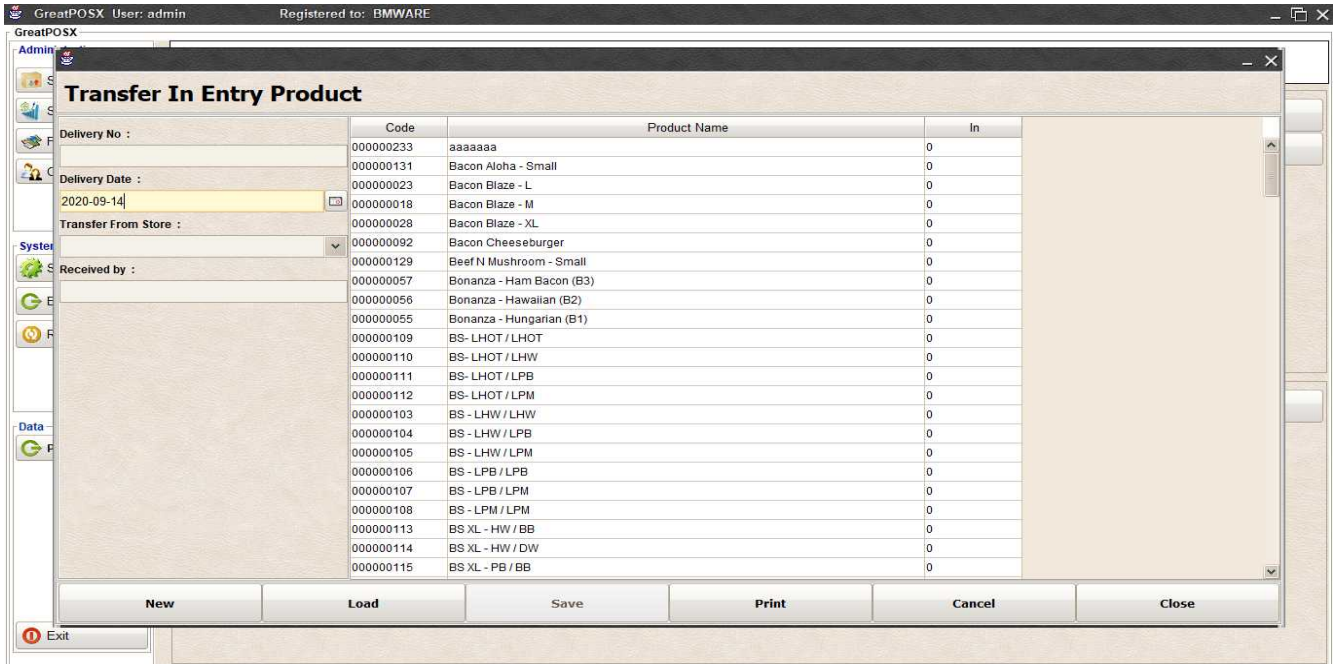
Delivery Date	Product Code	Description	Quantity	Expiration D...	Buy Price	Total	Delivery No	Supplier Code	Supplier Name
2020-09-11	000000130	Ham N Cheese - Small	50.00	2020-09-11	450.00	22500.00	100002	000001	Florida - Wines
						Total	22,500.00		
						GRANDTOTAL	22,500.00		

Product Transfer in Entry



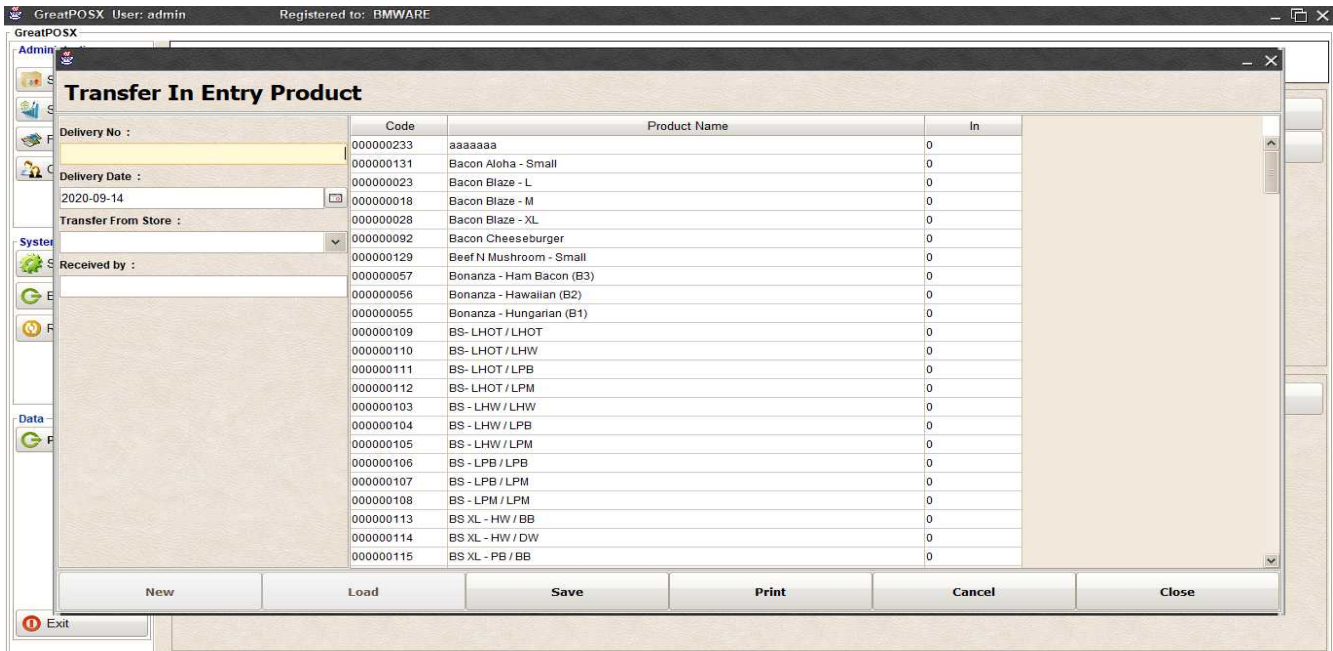
Use to Transfer in Delivery from another store

How to use Products Transfer in entry?



Enter Transfers

Step1) Click New Button

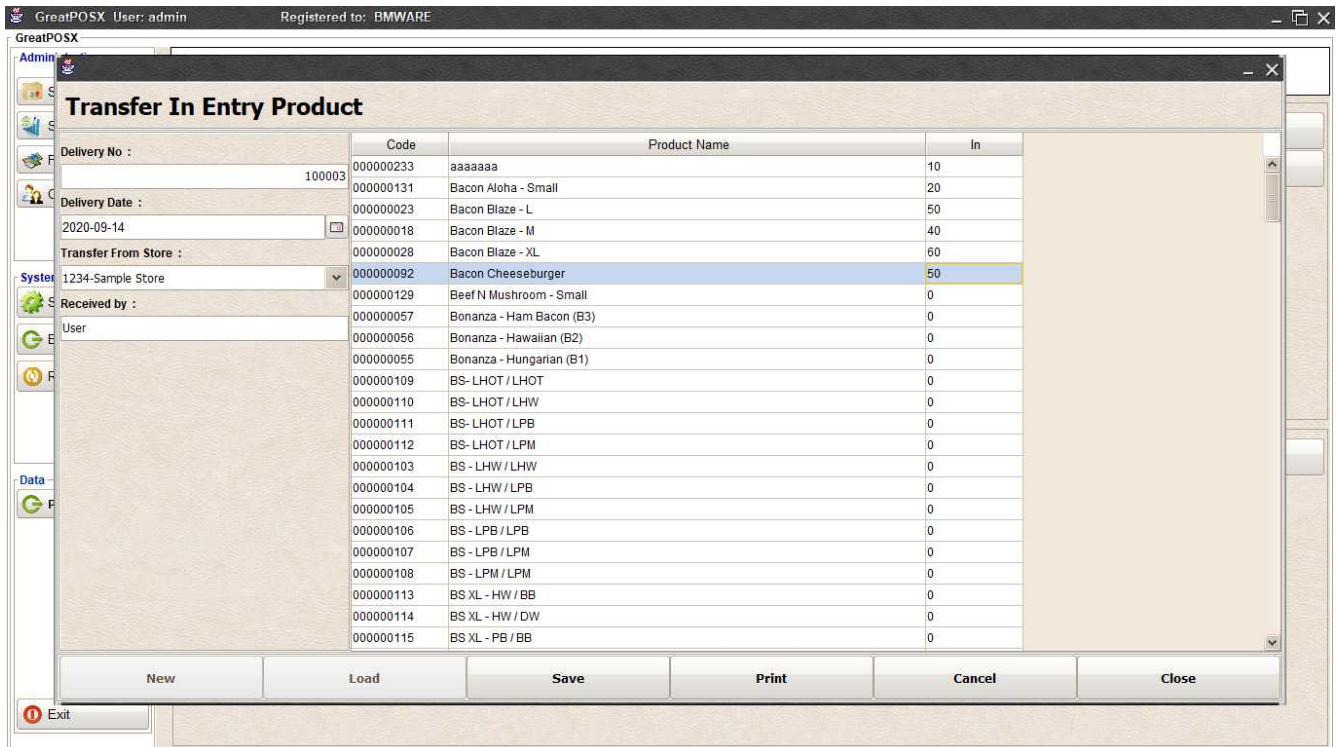


Step2) Enter Delivery Number

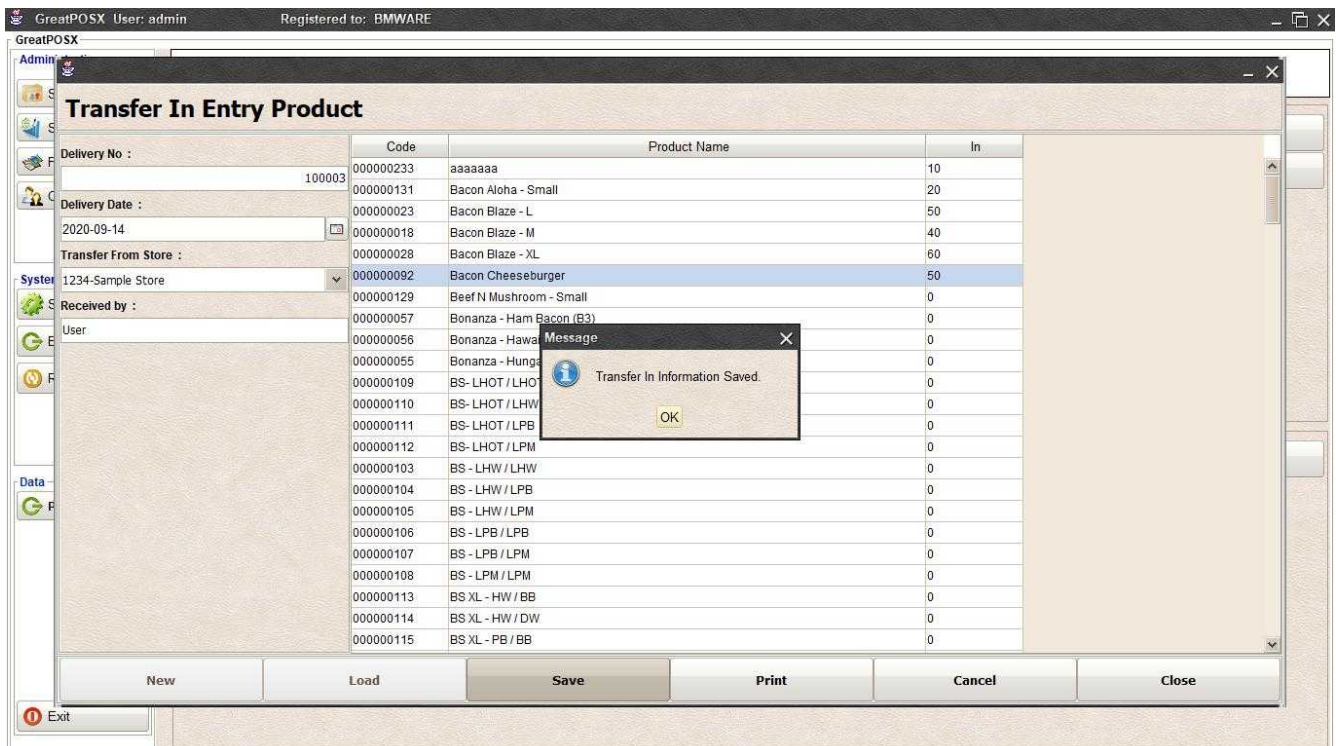
Step3) Select Date and Store From

Step4) Enter Receive By

Step5) Enter Product In

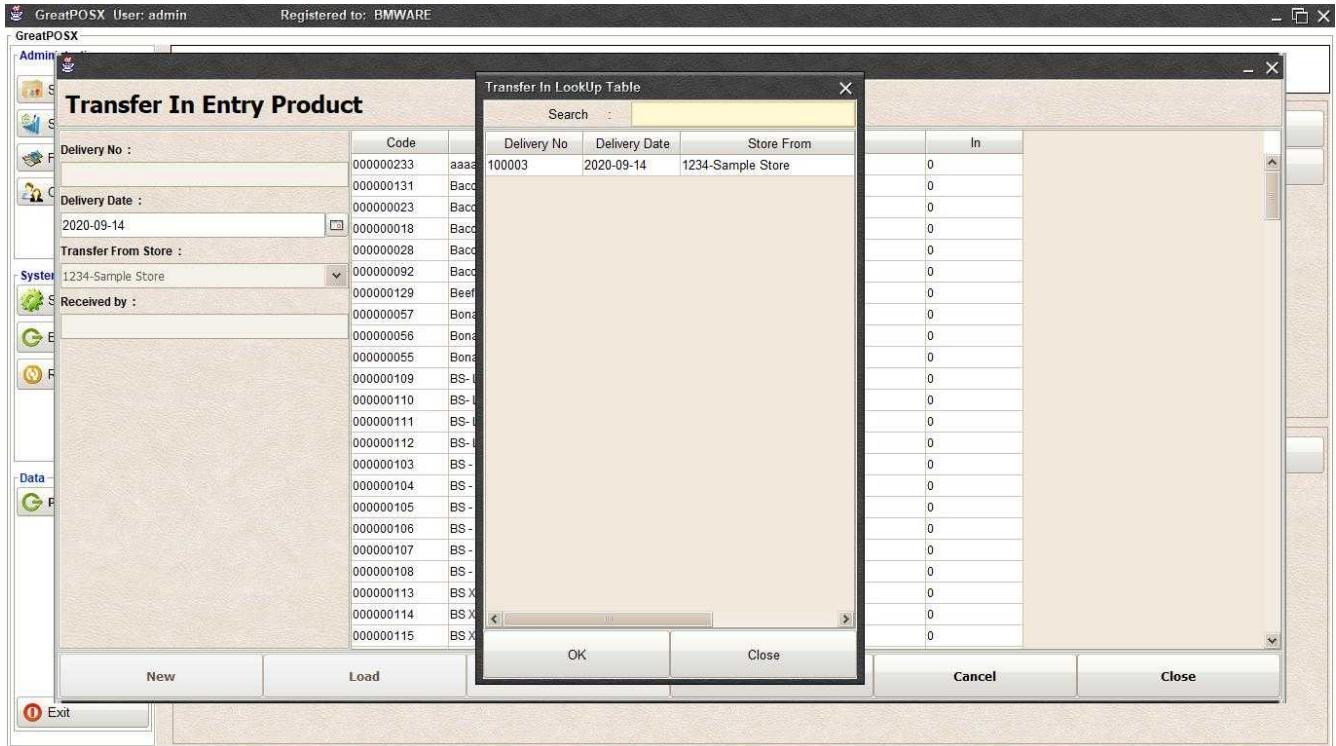


Step6) Click Save Button

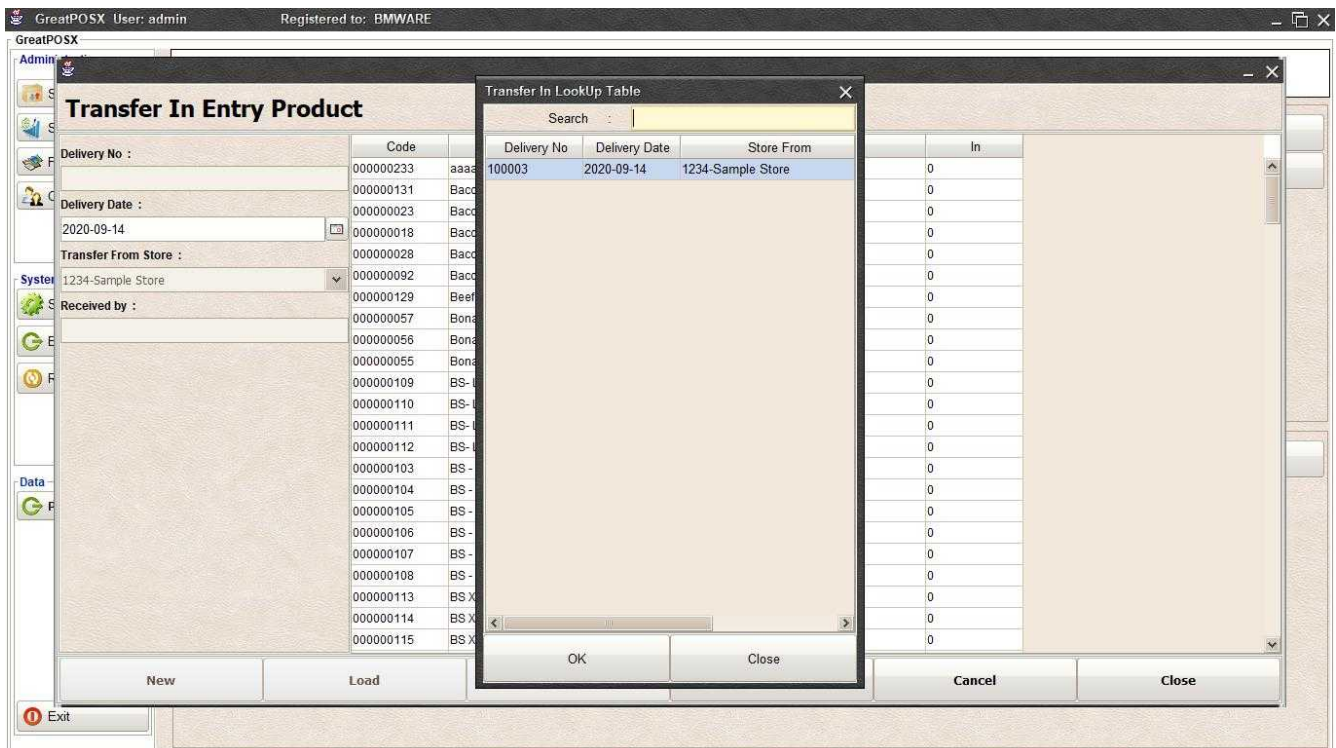


Load Past Transfer In

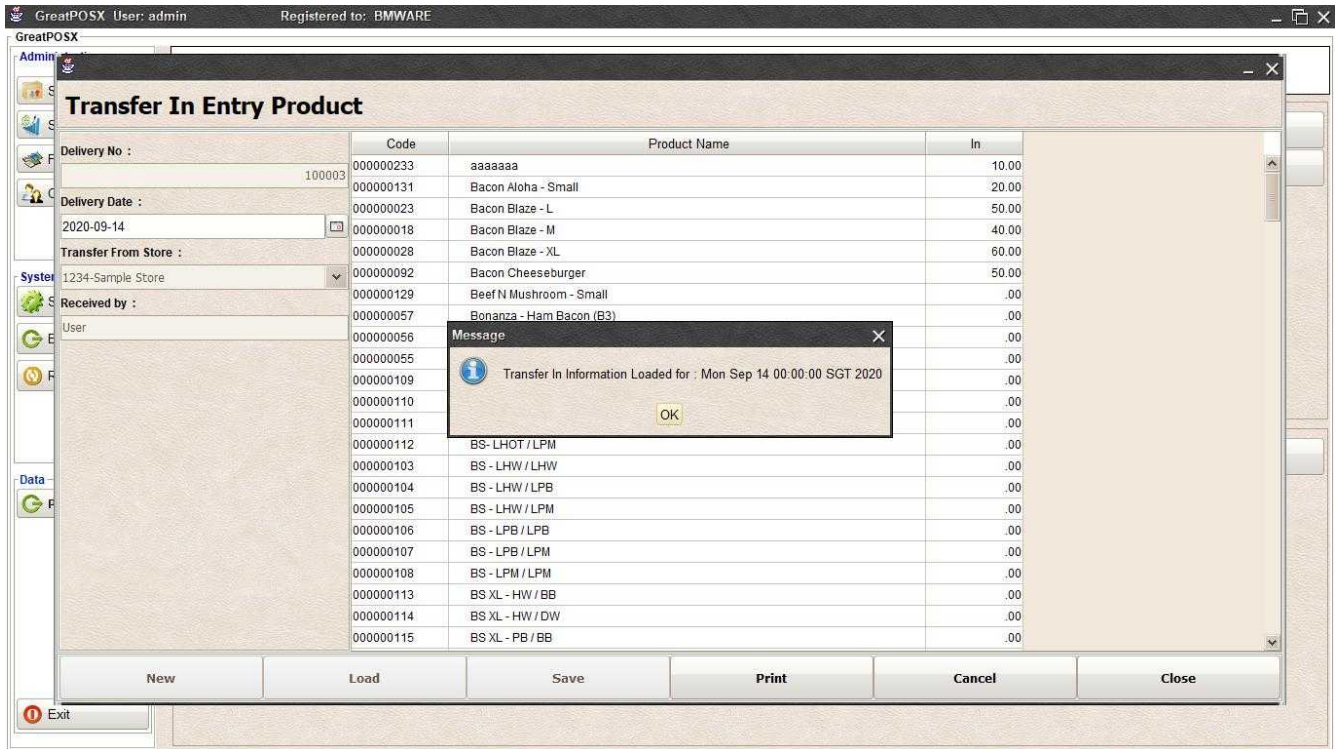
Step1) Click Load Button



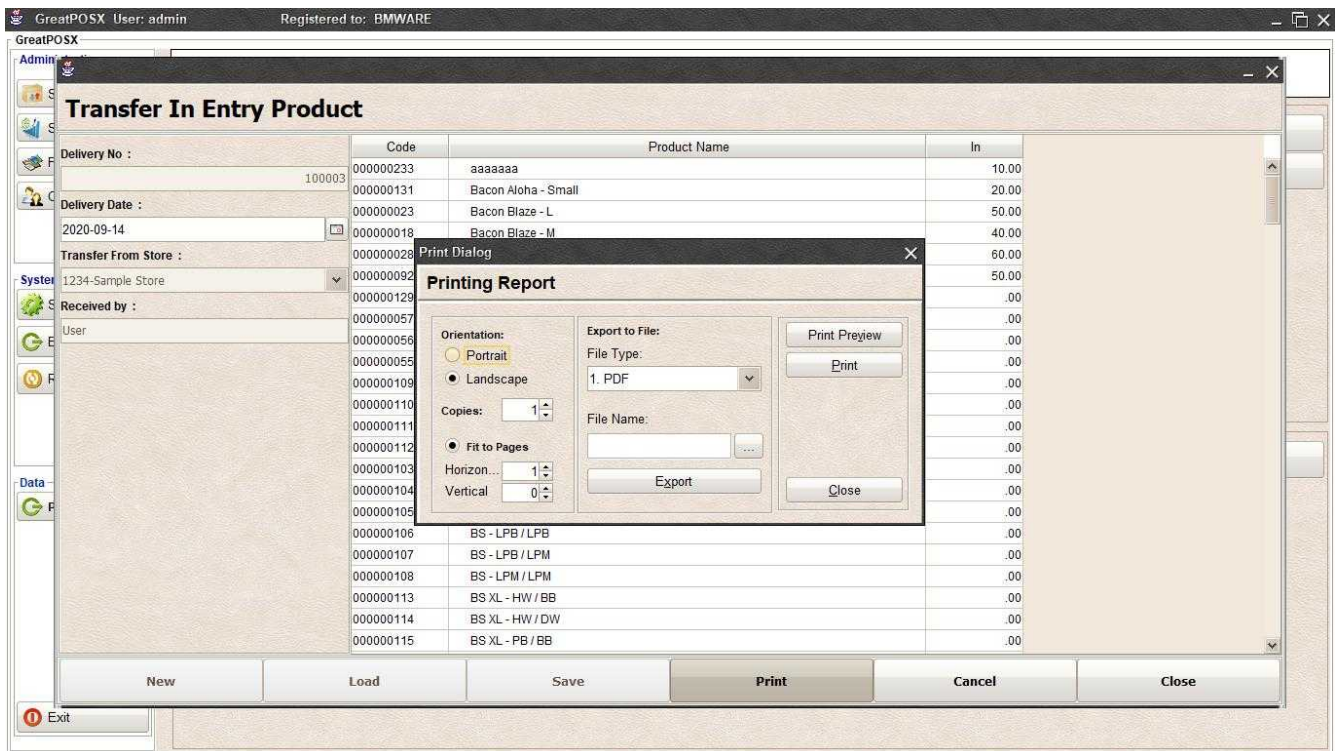
Step2) Select data from the table



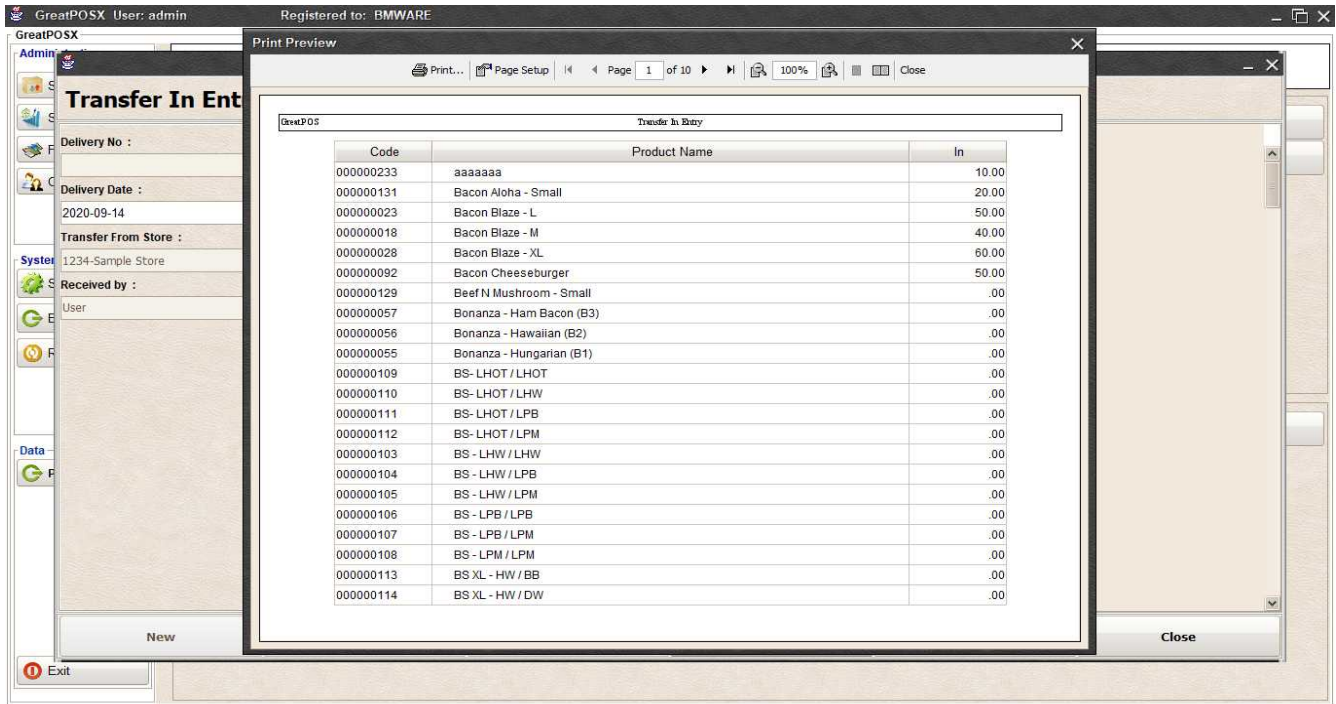
Step3) Click Ok



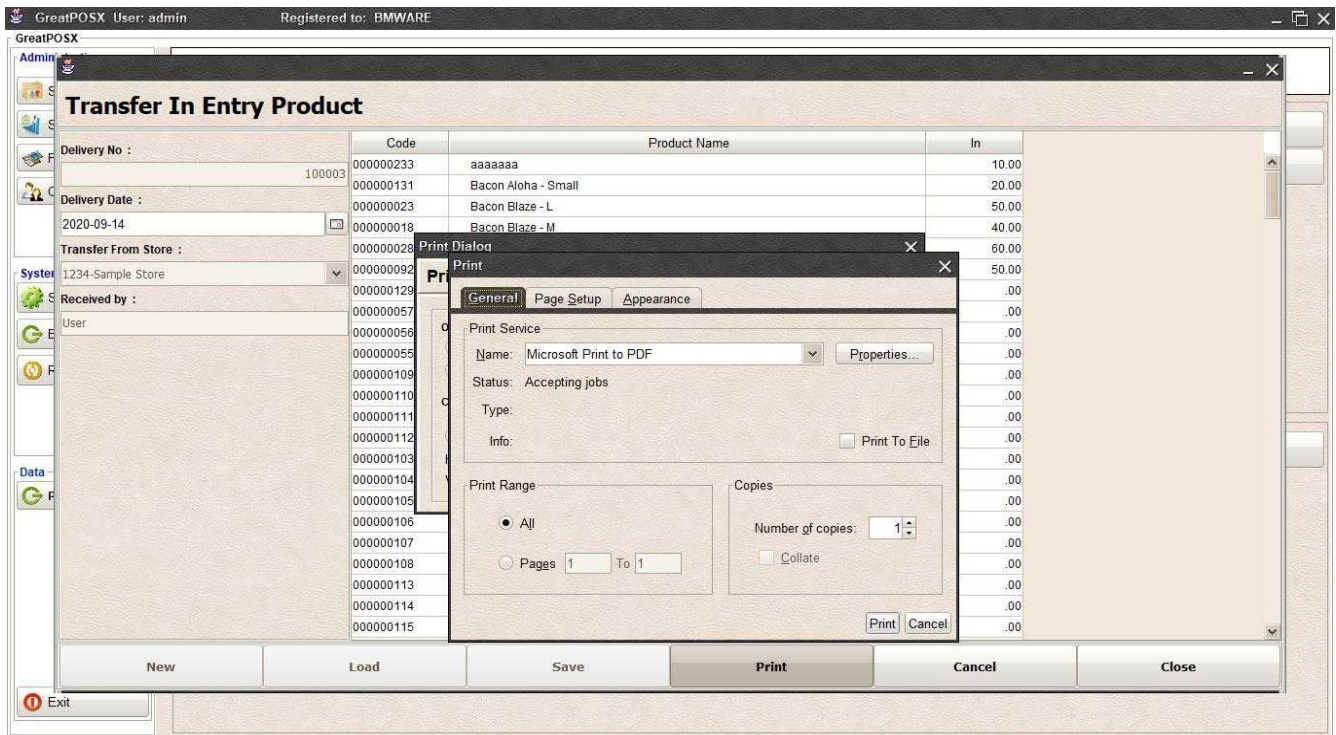
Printing Transfer Ins
 Click Print Button



Print Preview
Click Preview Button

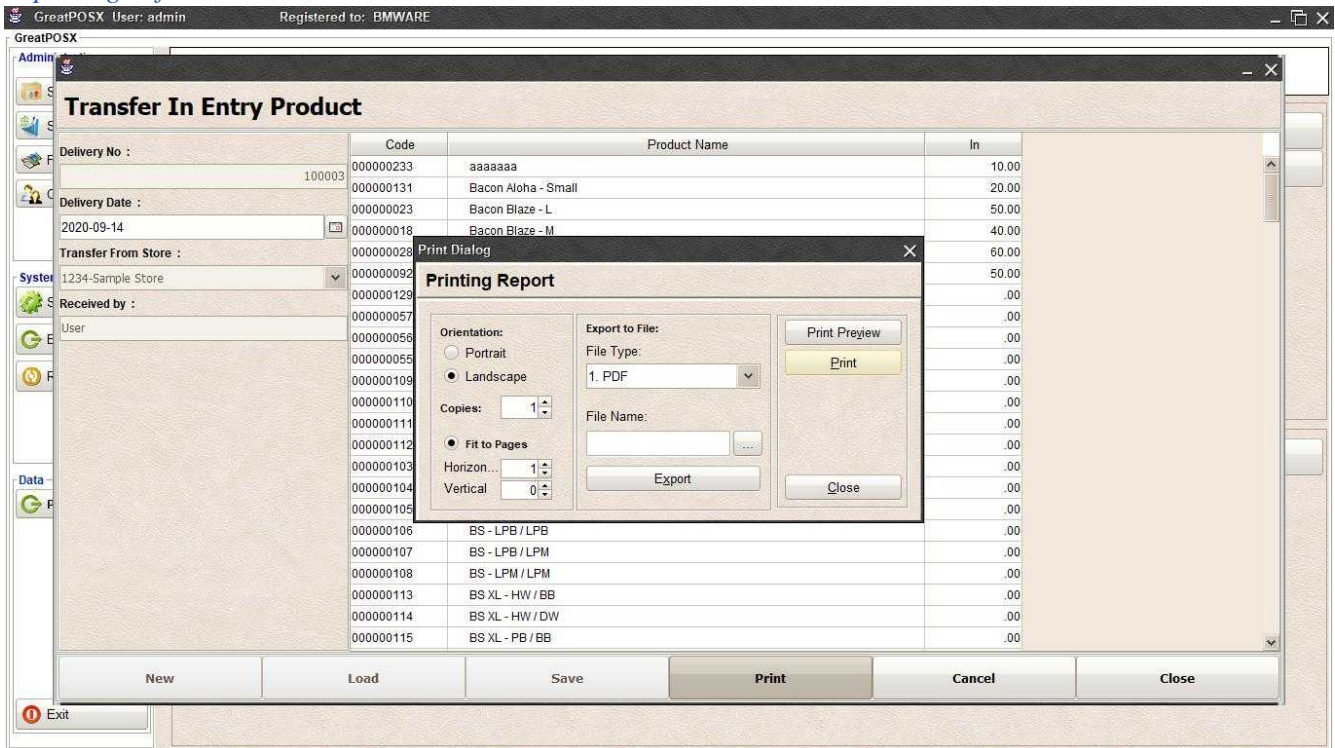


Print
Step1) Click Print Button



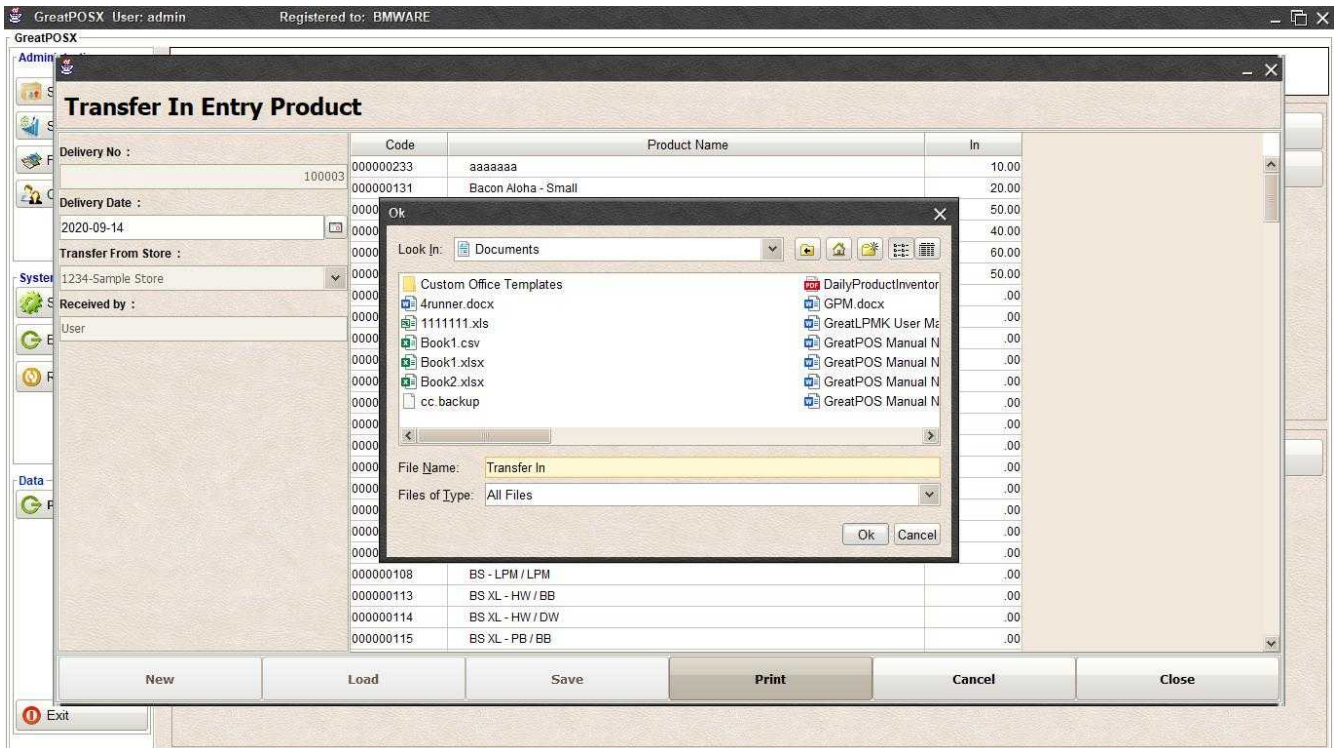
Step2) Select Printer
Step3) Click Print

Exporting to file



Step1) Select File Type

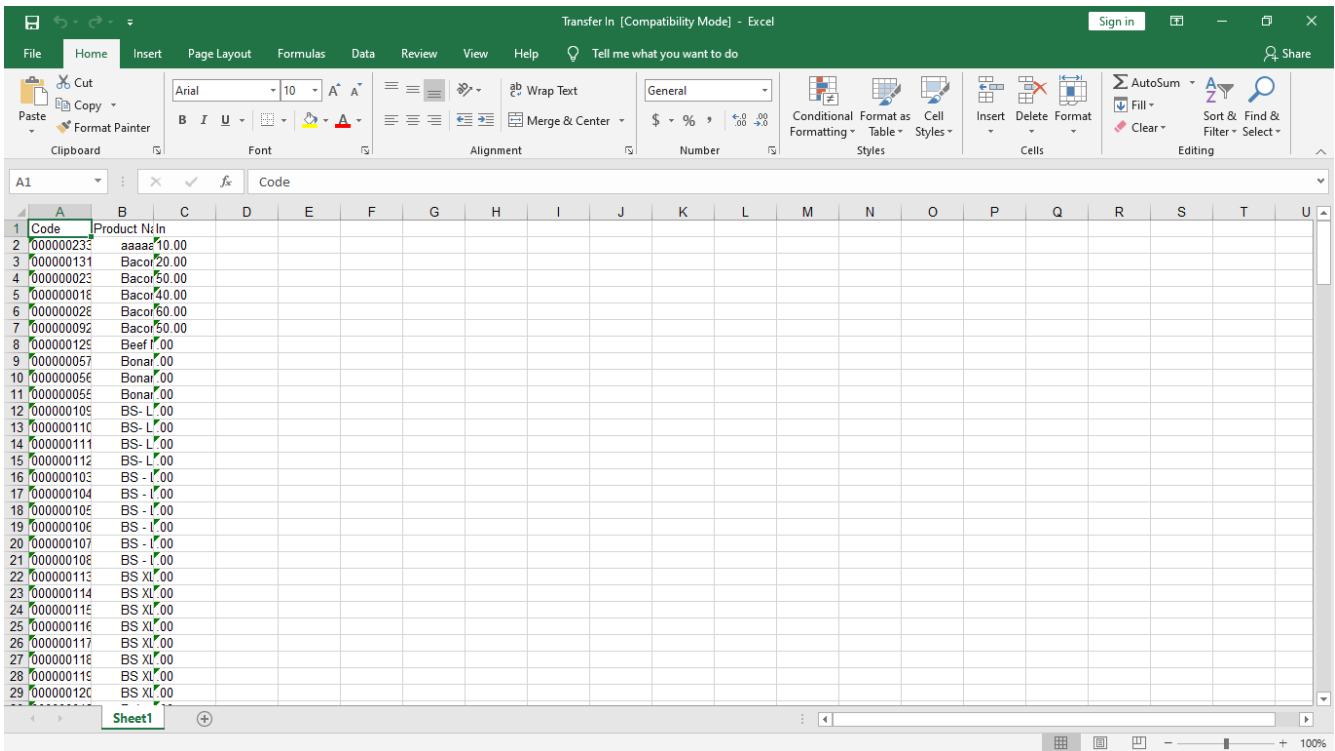
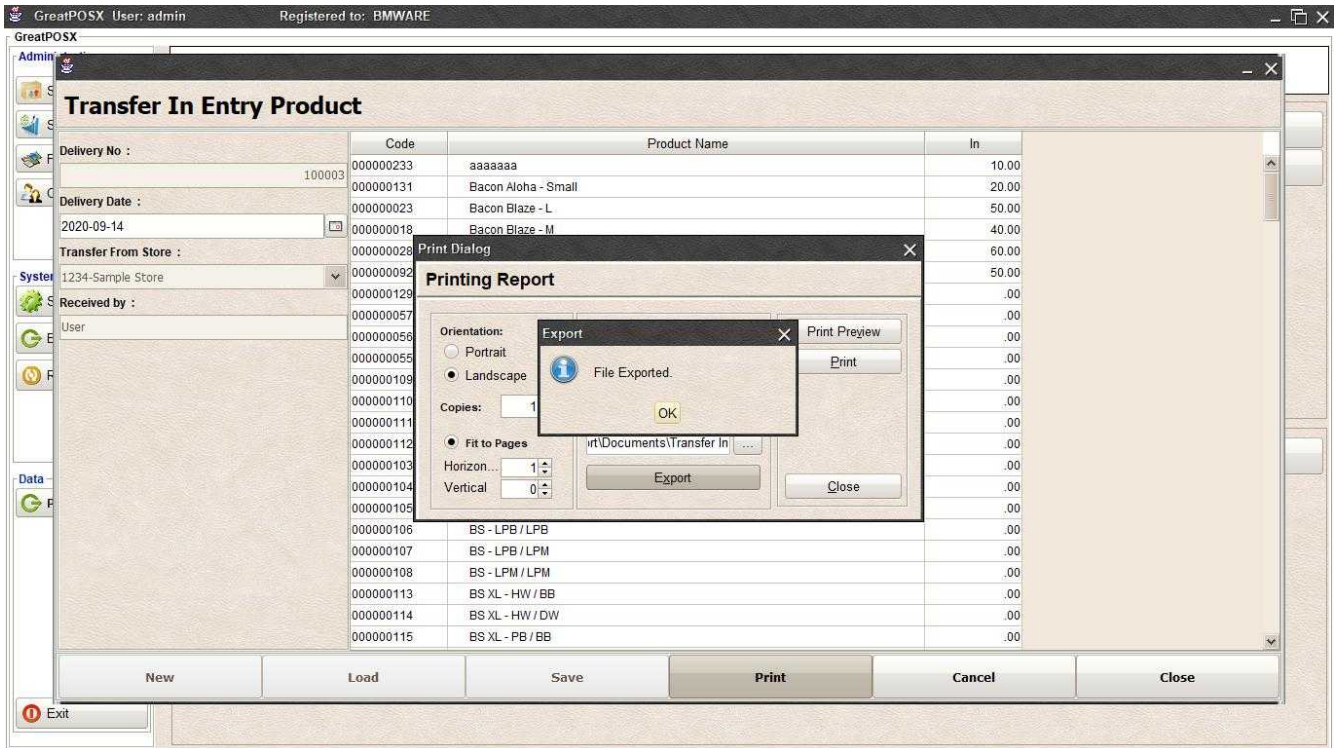
Step2) Click the (...) Button



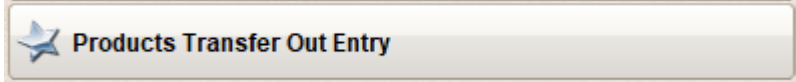
Step3) Enter File name and Click OK

Step4) Click Export Button

Step5) Click OK

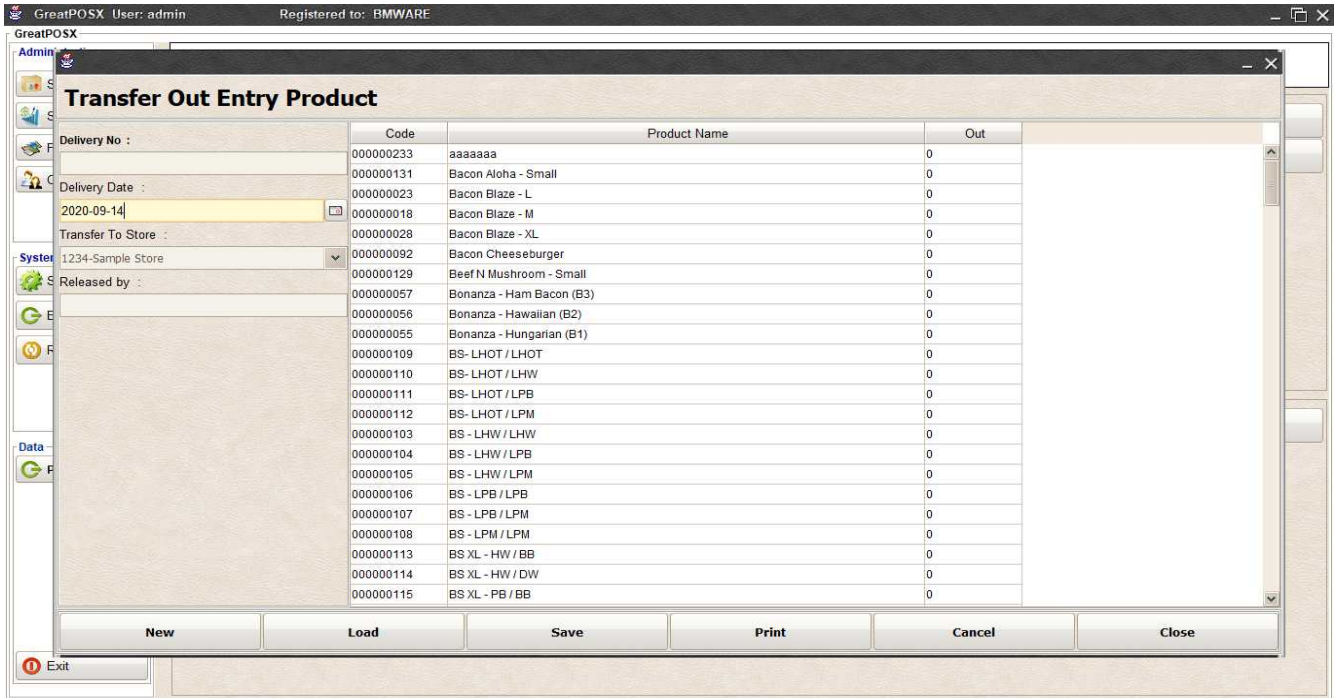


Product Transfer out Entry



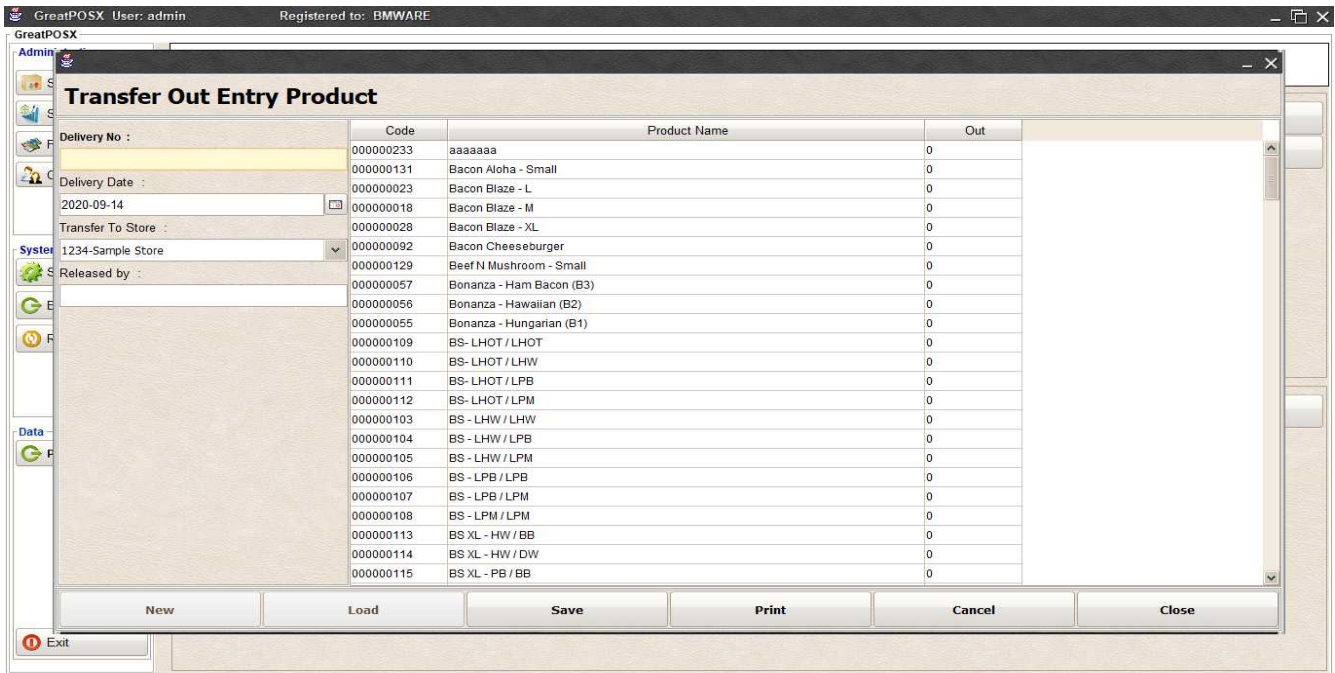
Use to Transfer out the store stock to another store

How to use Products Transfer Out entry?



Enter Transfers

Step1) Click New Button

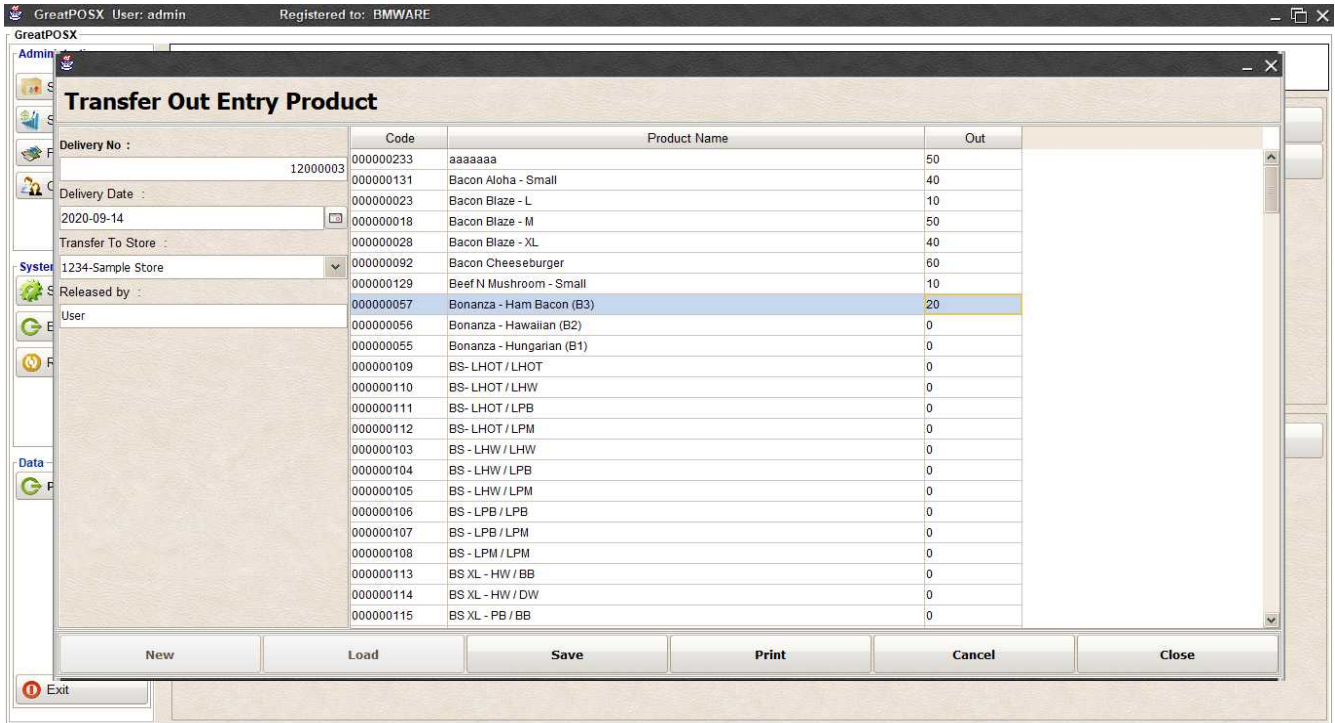


Step2) Enter Delivery Number

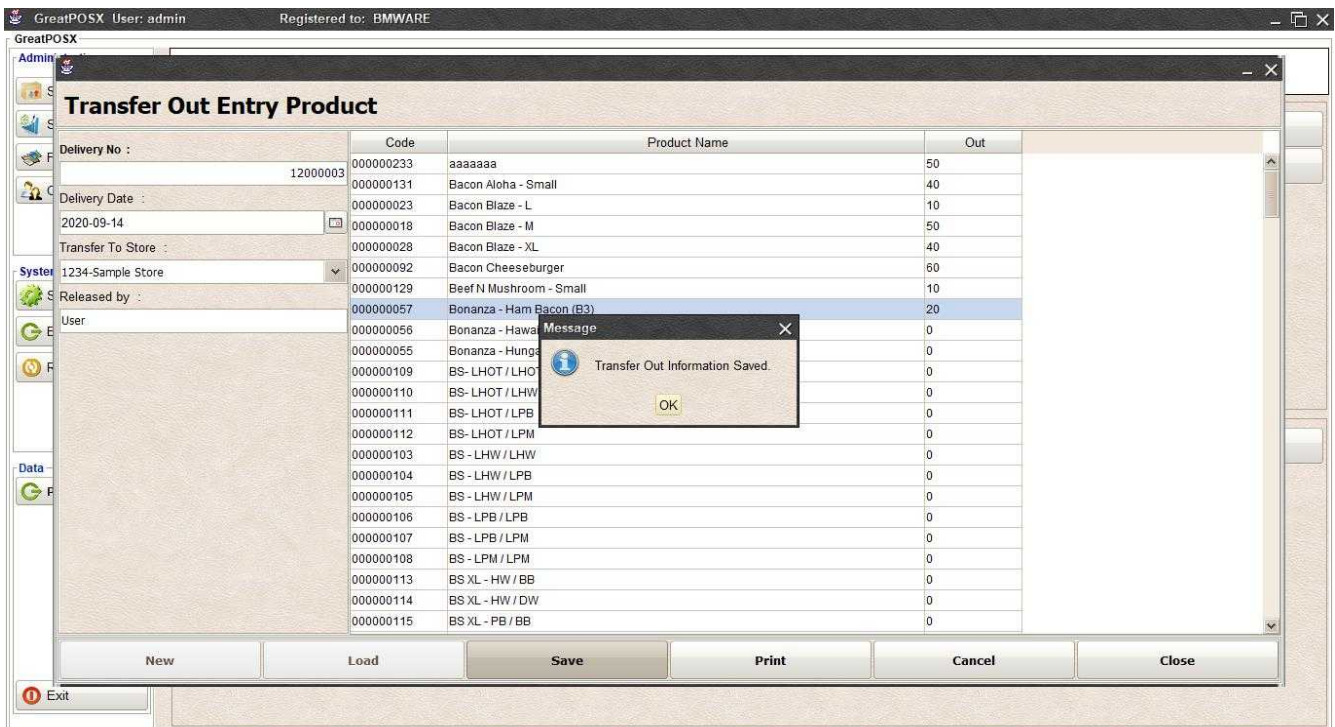
Step3) Select Date and Transfer to Store

Step4) Enter Release By

Step5) Enter Product In

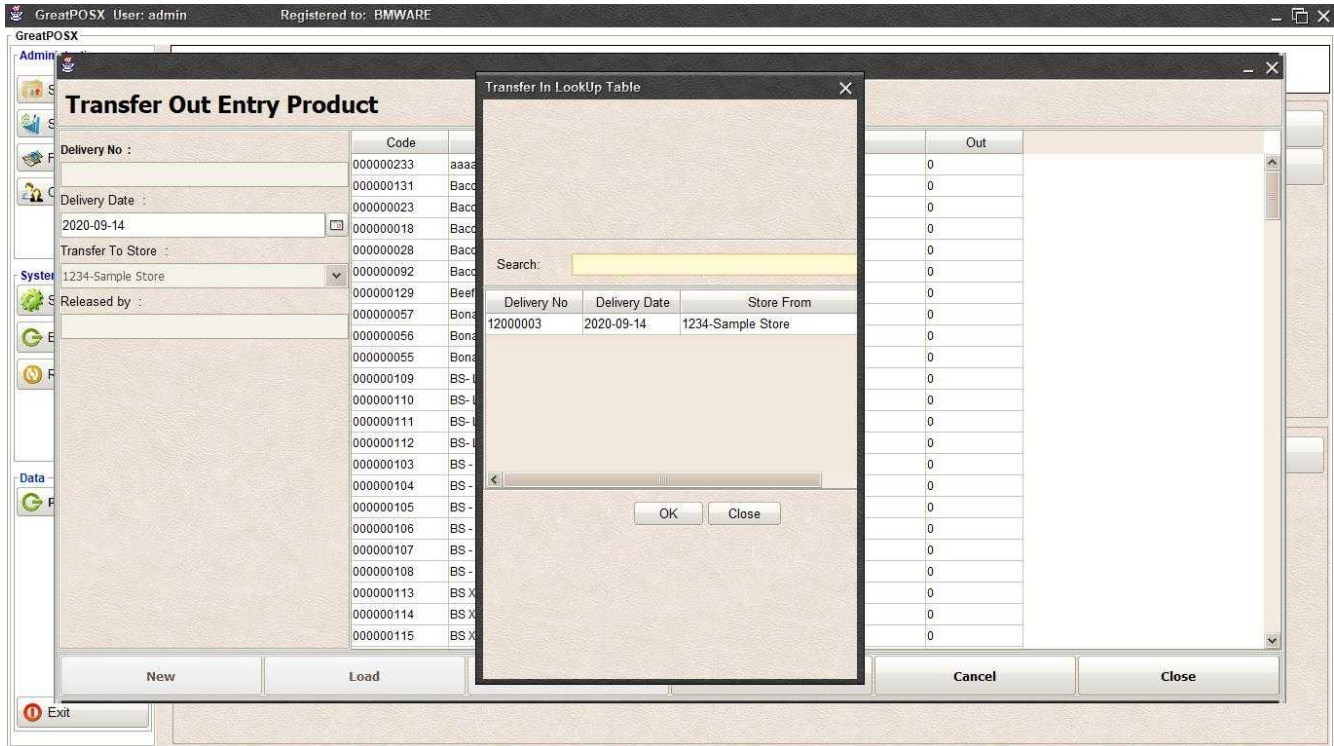


Step6) Click Save Button

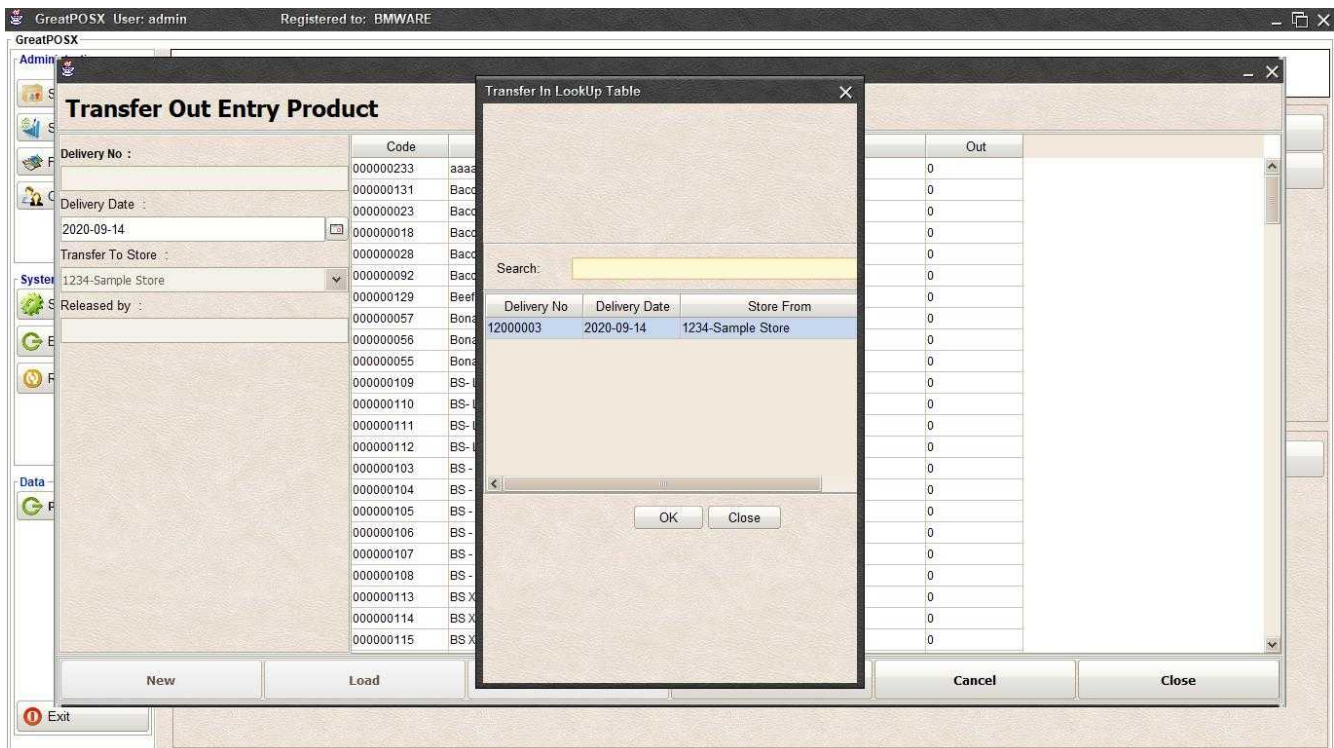


Load Past Transfer Out

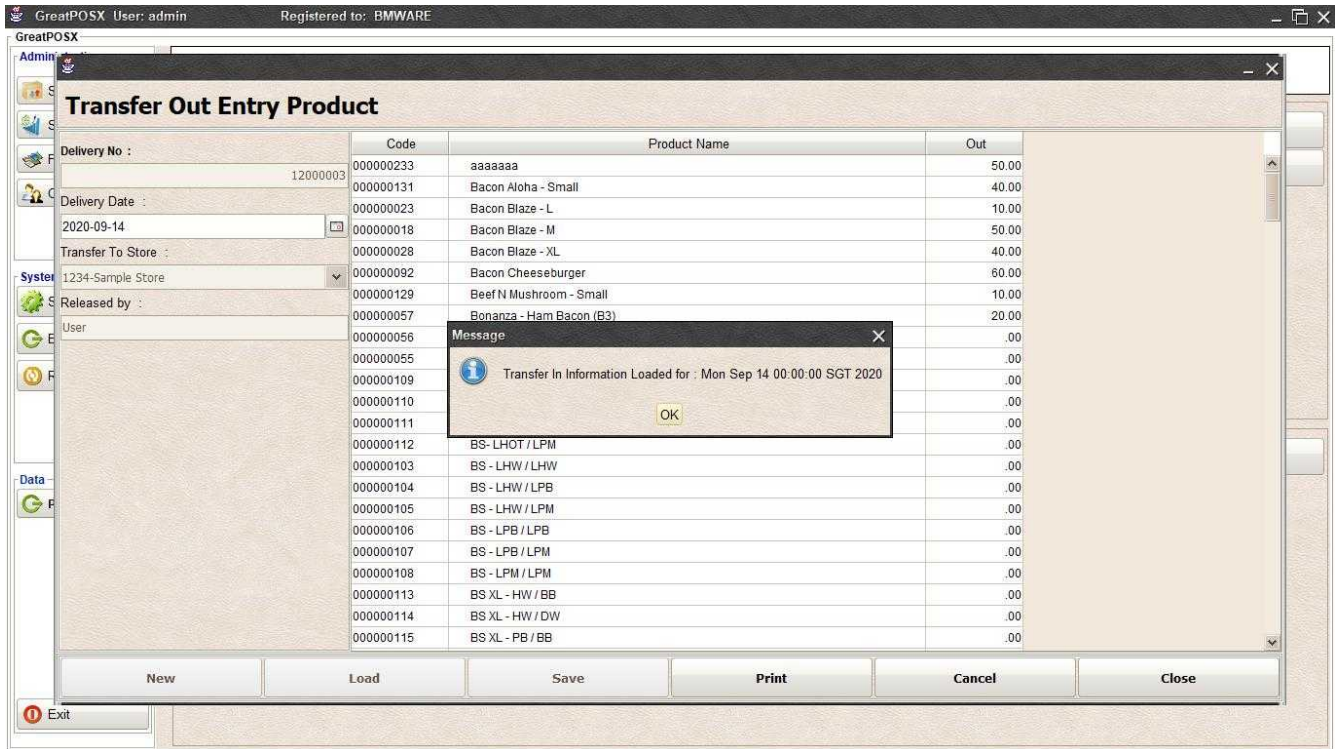
Step1) Click Load Button



Step2) Select data from the table

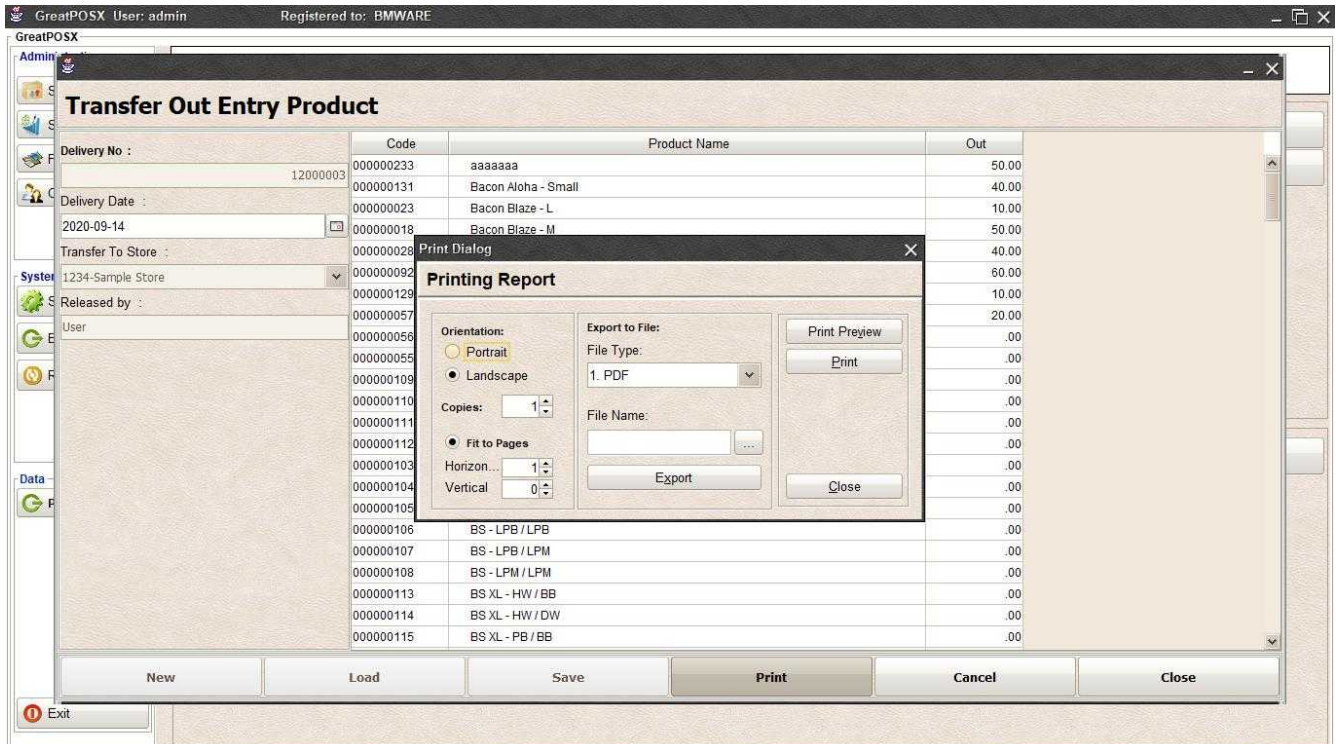


Step3) Click Ok

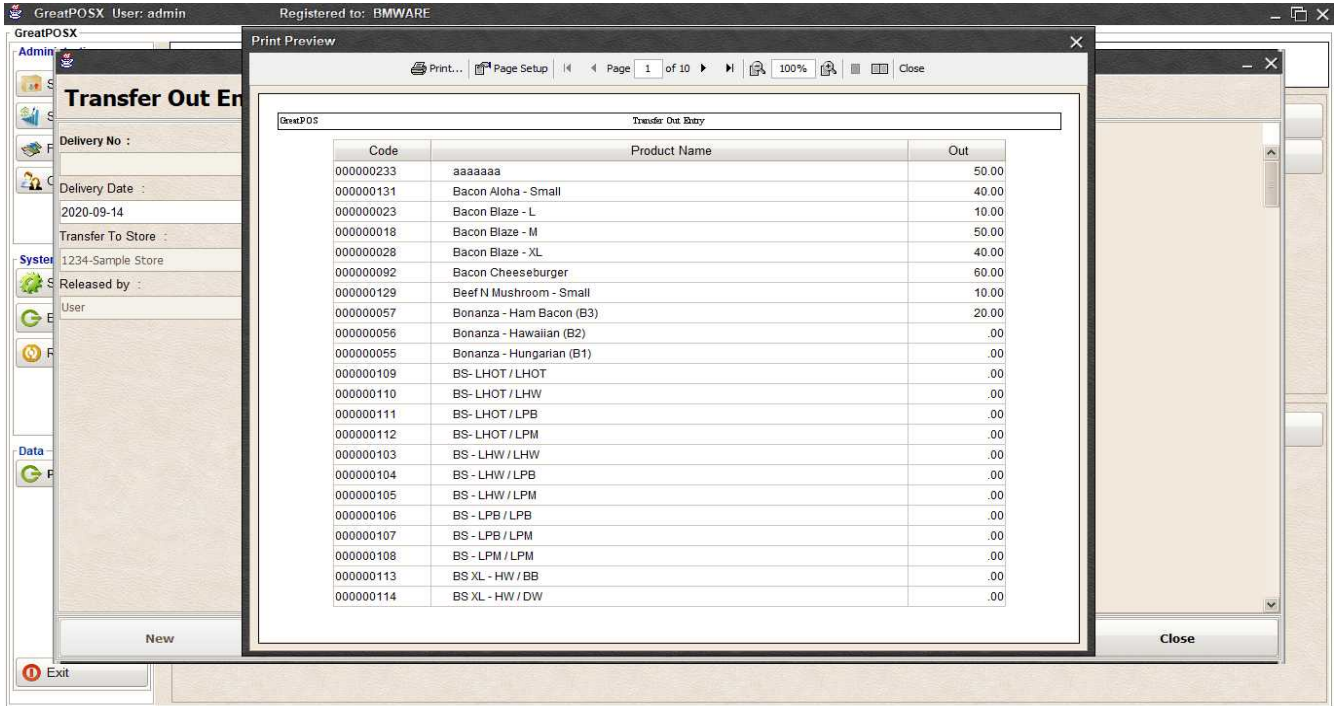


Step4) Click Ok

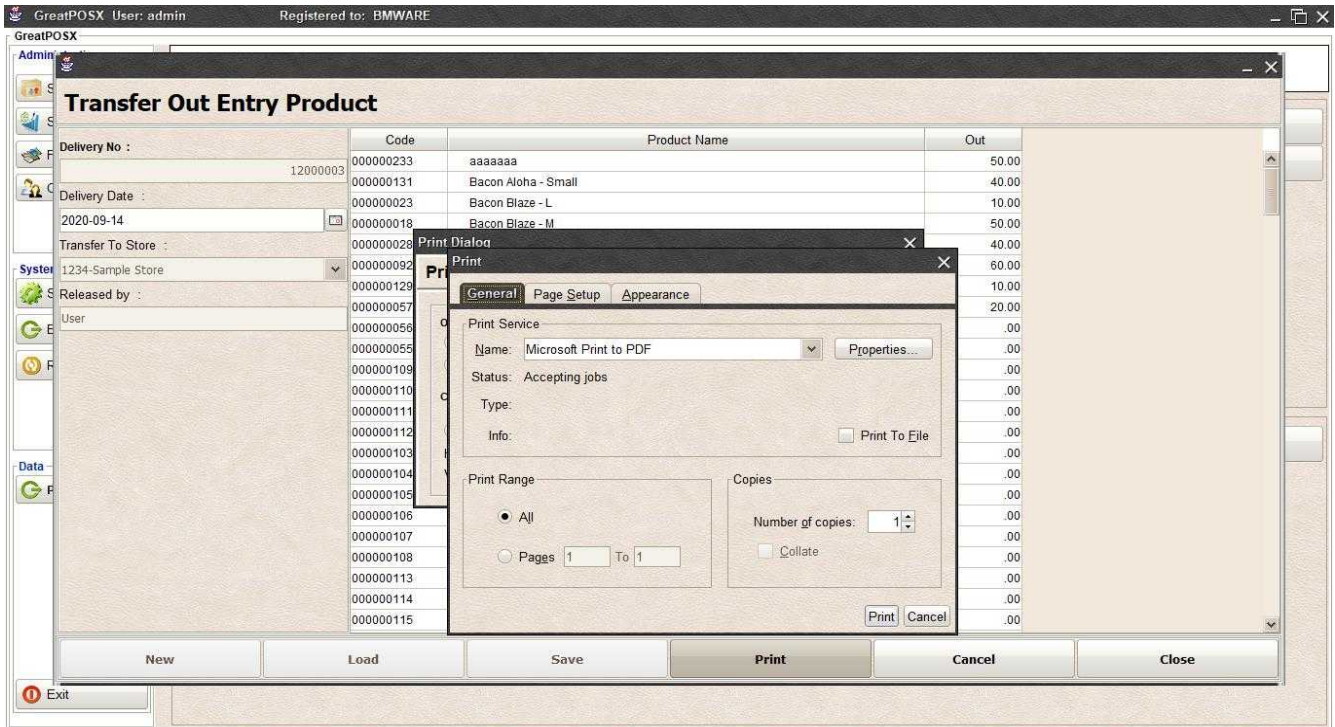
Printing Transfer Out
Click Print Button



Print Preview
Click Preview Button

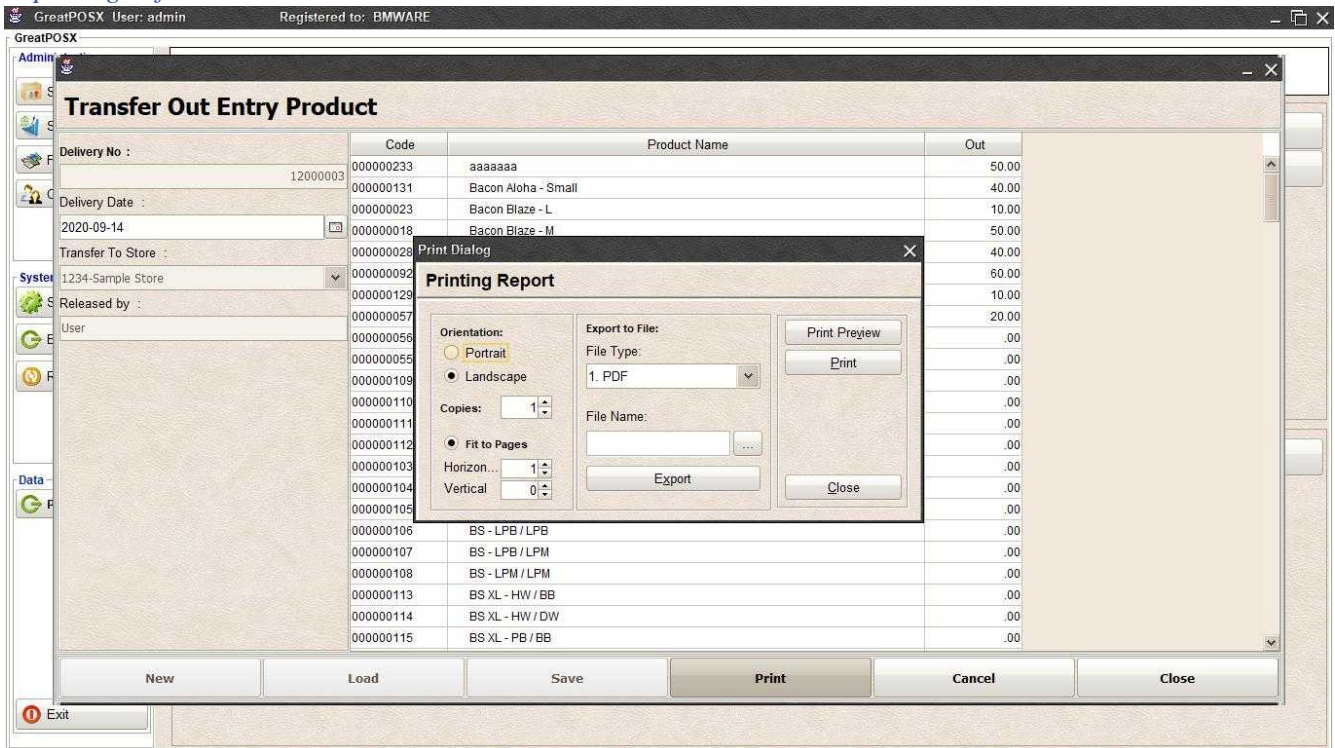


Print
Step1) Click Print Button



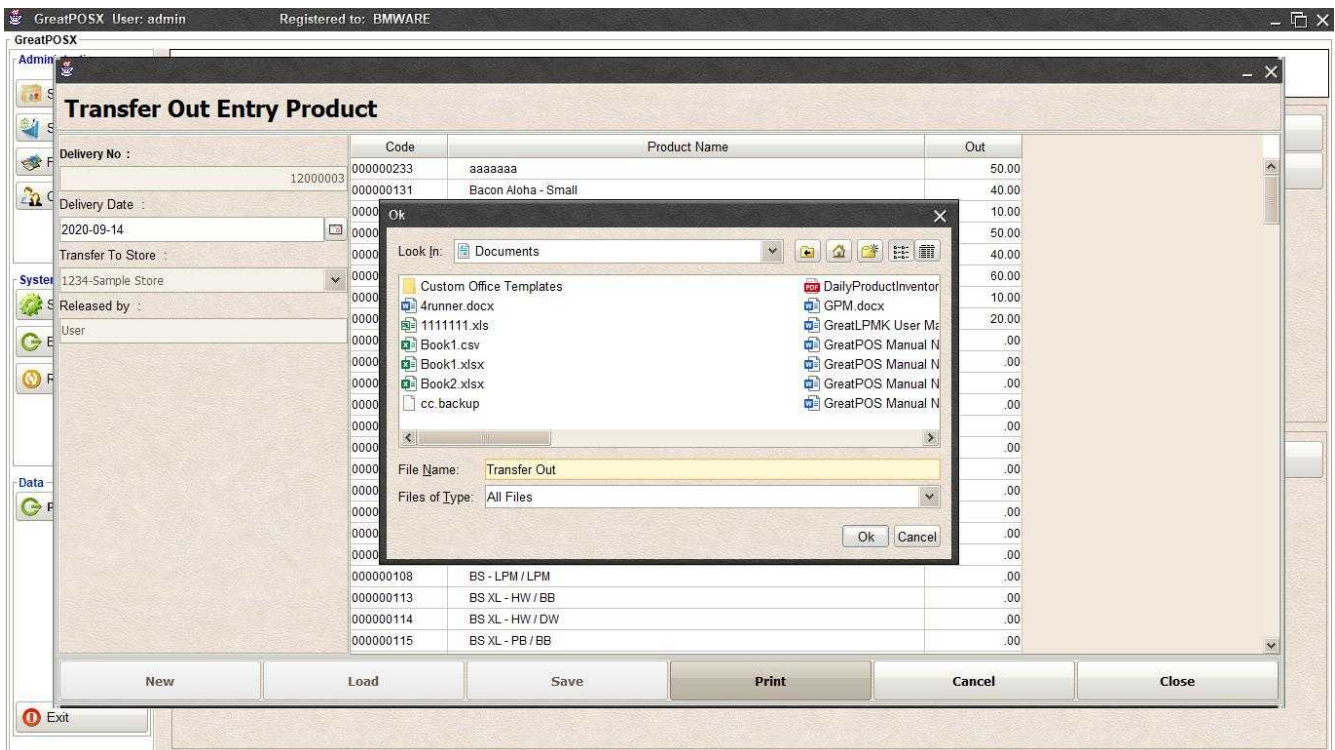
Step2) Select Printer
Step3) Click Print

Exporting to file



Step1) Select File Type

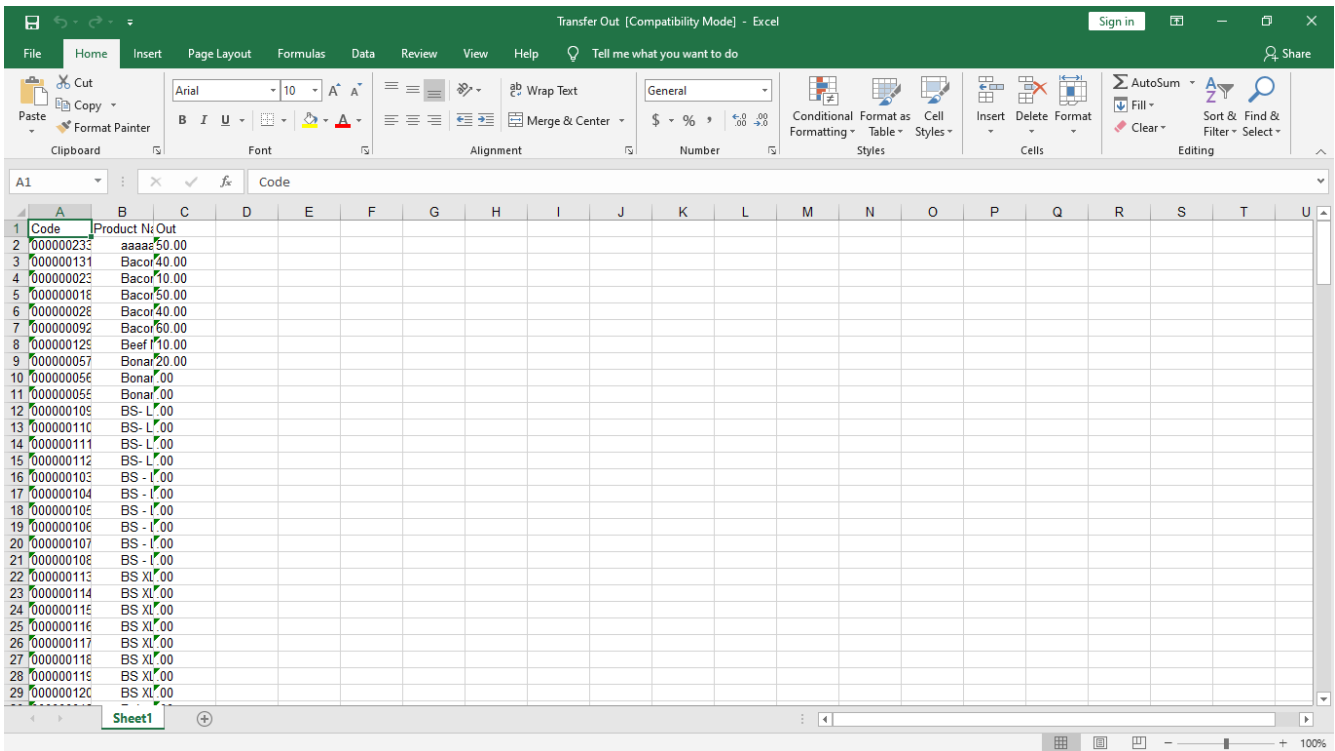
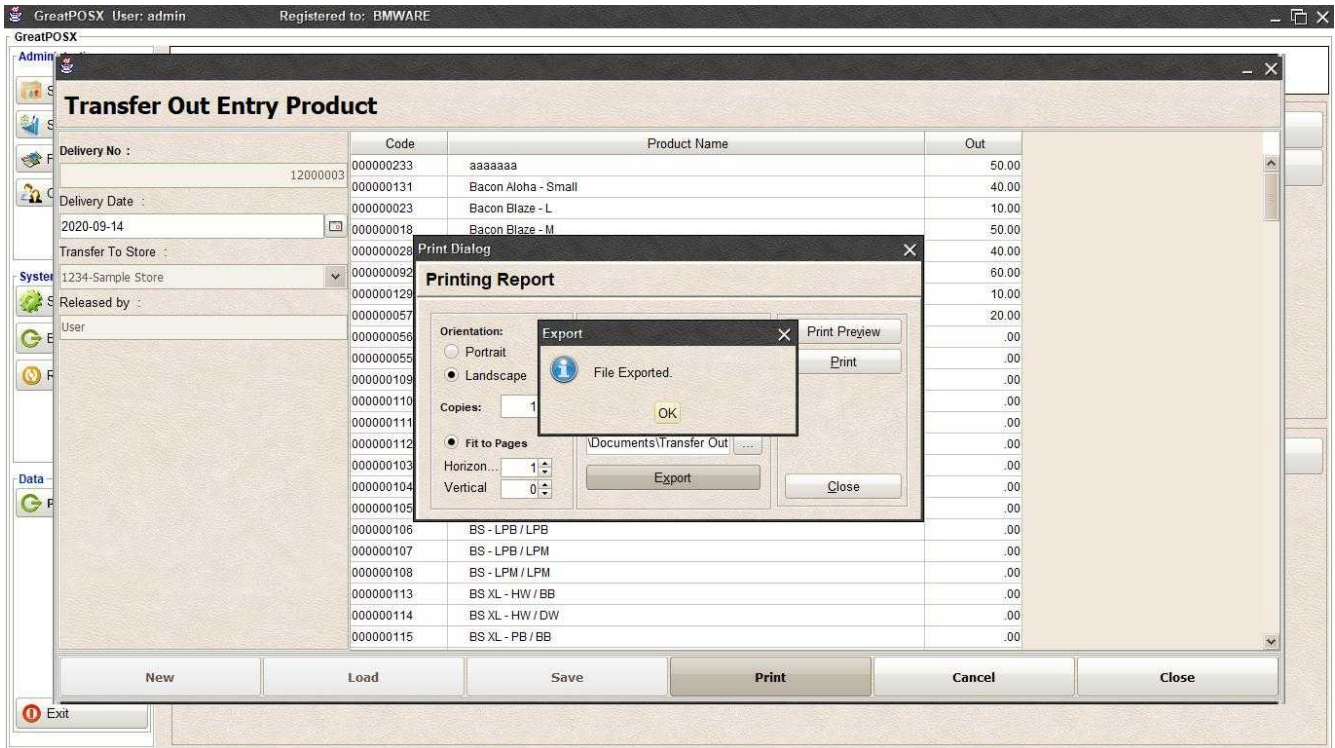
Step2) Click the (...) Button



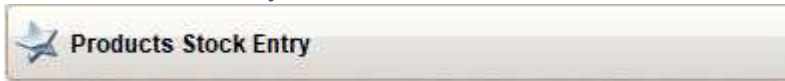
Step3) Enter File name and Click OK

Step4) Click Export Button

Step5) Click OK

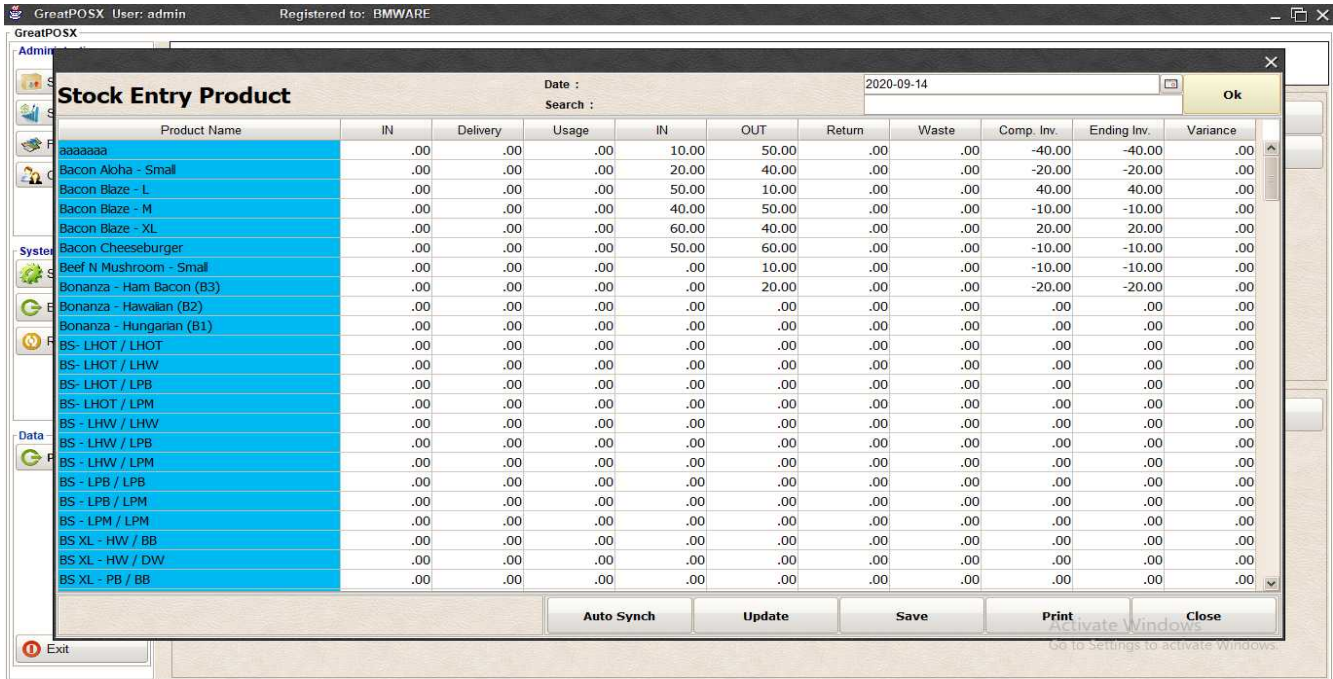


Product Stock Entry



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) Click Save Button

GreatPOSX User: admin Registered to: BMWARE

Stock Entry Product Date : 2020-09-14

Product Name	IN	Delivery	Usage	IN	OUT	Return	Waste	Comp. Inv.	Ending Inv.	Variance
aaaaaaa	500.00	.00	.00	.00	.00	.00	.00	500.00	500.00	.00
Bacon Aloha - Small	400.00	.00	.00	.00	.00	.00	.00	400.00	400.00	.00
Bacon Blaze - L	40.00	.00	.00	.00	.00	.00	.00	40.00	40.00	.00
Bacon Blaze - M	500.00	.00	.00	.00	.00	.00	.00	500.00	500.00	.00
Bacon Blaze - XL	1,000.00	.00	.00	.00	.00	.00	.00	1,000.00	1,000.00	.00
Bacon Cheeseburger	700.00	.00	.00	.00	.00	.00	.00	700.00	700.00	.00
Beef N Mushroom - Small	700.00	.00	.00	.00	.00	.00	.00	700.00	700.00	.00
Bonanza - Ham Bacon (B3)	50.00	.00	.00	.00	.00	.00	.00	50.00	50.00	.00
Bonanza - Hawaian (B2)	.00	.00	.00	.00	.00	.00	.00	.00	100	.00
Bonanza - Hungarian (B1)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHOT / LHOT	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHOT / LHW	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHOT / LPB	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHOT / LPM	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHW / LHW	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHW / LPB	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHW / LPM	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LPB / LPB	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LPB / LPM	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LPM / LPM	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS XL - HW / BB	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS XL - HW / DW	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS XL - PB / BB	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

Processing: Pre-Cut Ham - XL - 50g 0.0 0

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

Printing Stock Entry Click Print Button

GreatPOSX User: admin Registered to: BMWARE

Stock Entry Product Date : 2020-09-14

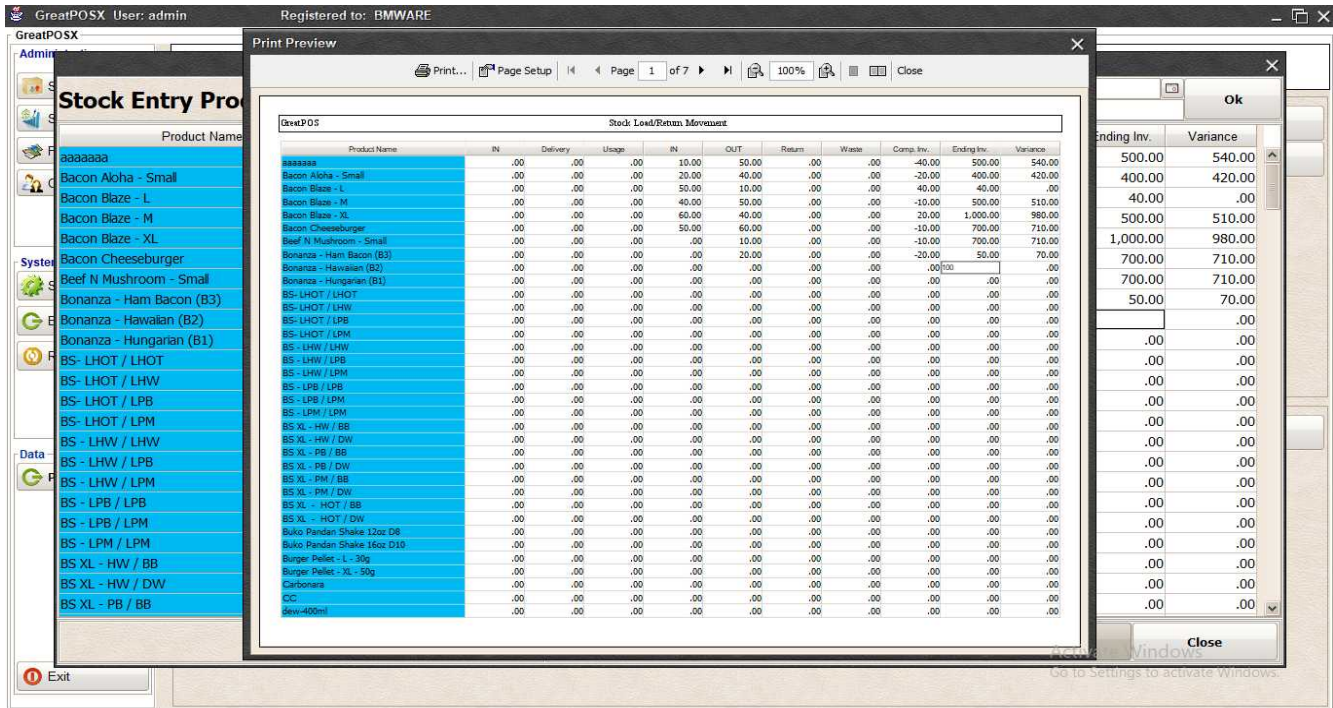
Product Name	IN	Delivery	Usage	IN	OUT	Return	Waste	Comp. Inv.	Ending Inv.	Variance
aaaaaaa	.00	.00	.00	10.00	50.00	.00	.00	-40.00	500.00	540.00
Bacon Aloha - Small	.00	.00	.00	20.00	40.00	.00	.00	-20.00	400.00	420.00
Bacon Blaze - L	.00	.00	.00	50.00	10.00	.00	.00	40.00	40.00	.00
Bacon Blaze - M	.00	.00	.00	40.00	50.00	.00	.00	-10.00	500.00	510.00
Bacon Blaze - XL	.00	.00	.00	.00	.00	.00	.00	20.00	1,000.00	980.00
Bacon Cheeseburger	.00	.00	.00	.00	.00	.00	.00	-10.00	700.00	710.00
Beef N Mushroom - Small	.00	.00	.00	.00	.00	.00	.00	-10.00	700.00	710.00
Bonanza - Ham Bacon (B3)	.00	.00	.00	.00	.00	.00	.00	-20.00	50.00	70.00
Bonanza - Hawaian (B2)	.00	.00	.00	.00	.00	.00	.00	.00	100	.00
Bonanza - Hungarian (B1)	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHOT / LHOT	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHOT / LHW	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHOT / LPB	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHOT / LPM	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHW / LHW	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHW / LPB	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LHW / LPM	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LPB / LPB	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LPB / LPM	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS- LPM / LPM	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS XL - HW / BB	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS XL - HW / DW	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
BS XL - PB / BB	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

Printing Report Dialog:

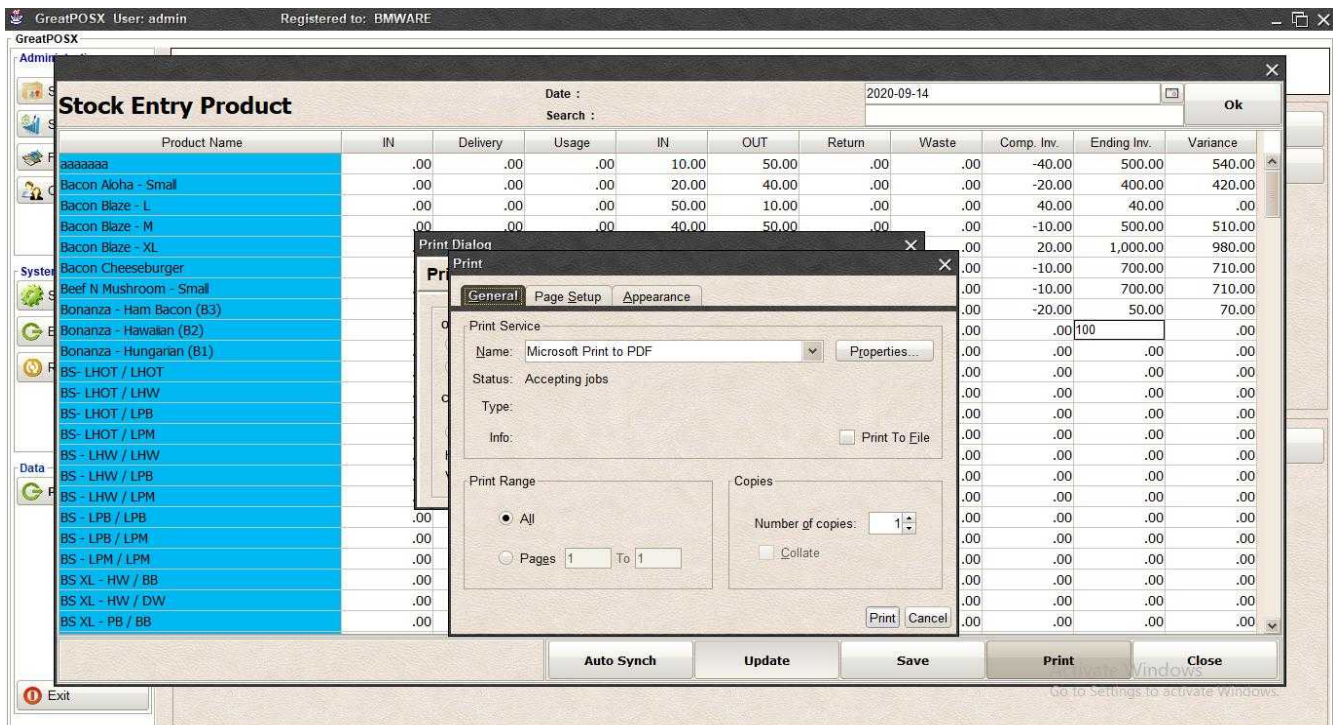
- Orientation: Portrait Landscape
- Copies: 1
- Horizon: 1
- Vertical: 0
- Export to File: File Type: 1. PDF
- File Name: []
- Buttons: Print Preview, Print, Export, Close

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

Print Preview
Click Preview Button

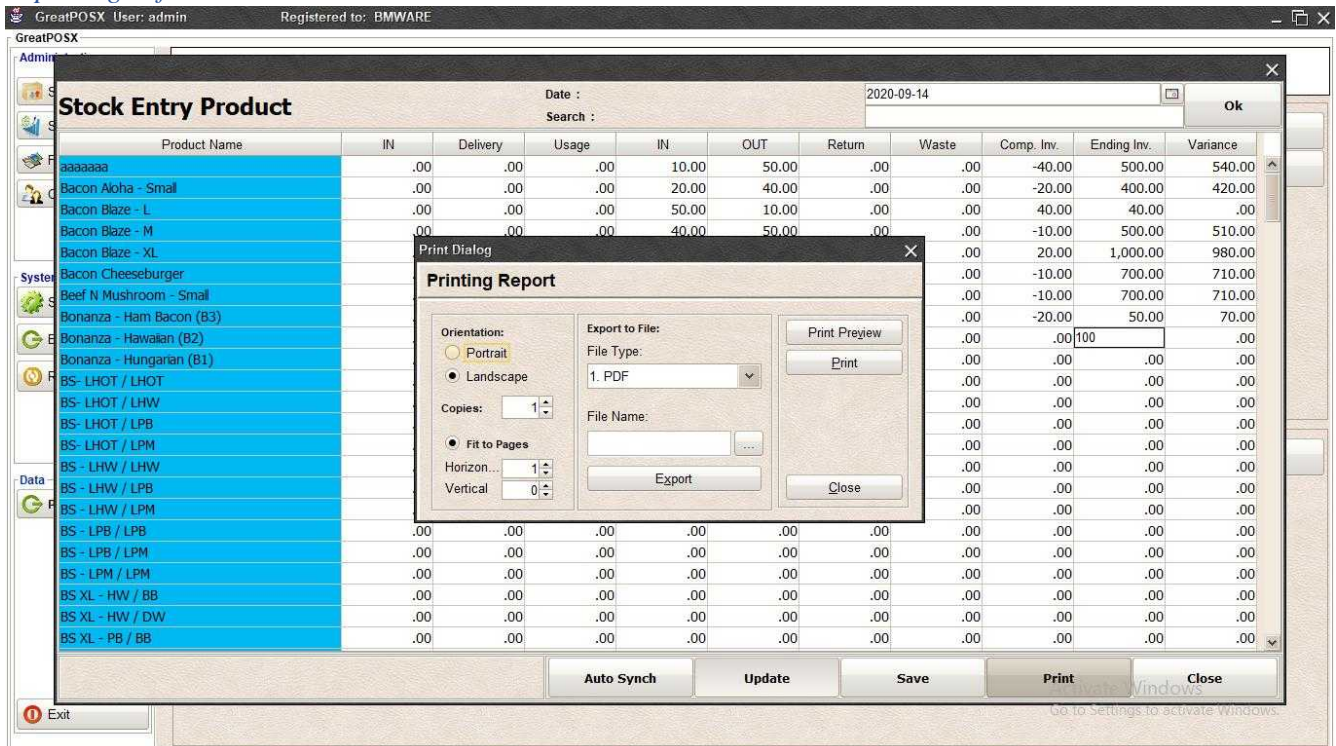


Print
Step1) Click Print Button



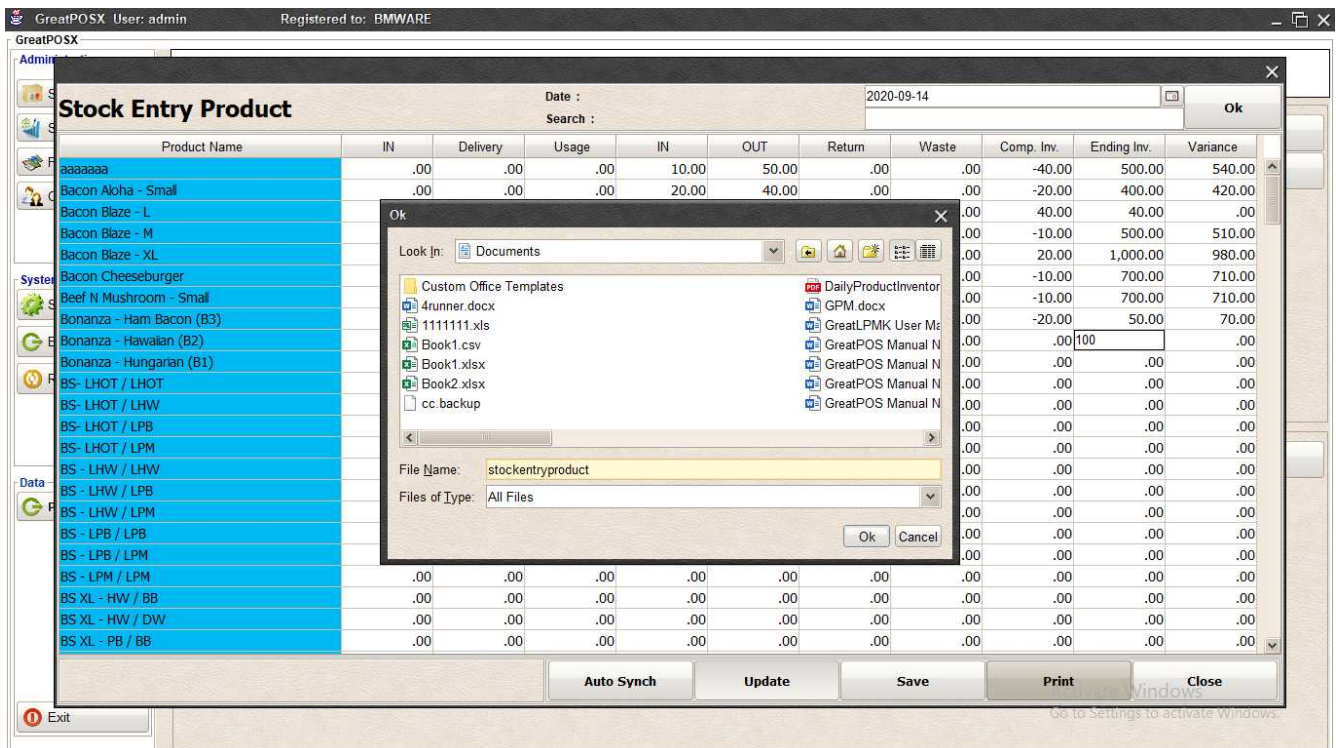
Step2) Select Printer
Step3) Click Print

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

The screenshot shows the GreatPOS application interface. The main window is titled "Stock Entry Product" and displays a table with columns: Product Name, IN, Delivery, Usage, IN, OUT, Return, Waste, Comp. Inv., Ending Inv., and Variance. The table lists various products such as "Bacon Aloha - Small", "Bacon Blaze - L", "Bacon Blaze - M", "Bacon Blaze - XL", "Bacon Cheeseburger", "Beef N Mushroom - Small", "Bonanza - Ham Bacon (B3)", "Bonanza - Hawaiian (B2)", "Bonanza - Hungarian (B1)", "BS- LHOT / LHOT", "BS- LHOT / LHW", "BS- LHOT / LPB", "BS- LHOT / LPM", "BS- LHW / LHW", "BS- LHW / LPB", "BS- LHW / LPM", "BS- LPB / LPB", "BS- LPB / LPM", "BS- LPM / LPM", "BS XL - HW / BB", "BS XL - HW / DW", and "BS XL - PB / BB".

Overlaid on the table is a "Print Dialog" box titled "Printing Report". It has options for Orientation (Portrait and Landscape), Copies (set to 1), and Fit to Pages. There are buttons for "Print Preview" and "Print".

Another dialog box titled "Export" is open over the "Print Dialog". It contains the message "File Exported." and an "OK" button.

At the bottom of the "Stock Entry Product" window, there are buttons for "Auto Synch", "Update", "Save", "Print", and "Close".

The screenshot shows a PDF viewer displaying the printed report. The report title is "GreatPOS Stock Load/Return Movement". The table content is identical to the one in the previous screenshot, showing product names and their corresponding IN, OUT, Return, Waste, Comp. Inv., Ending Inv., and Variance values.

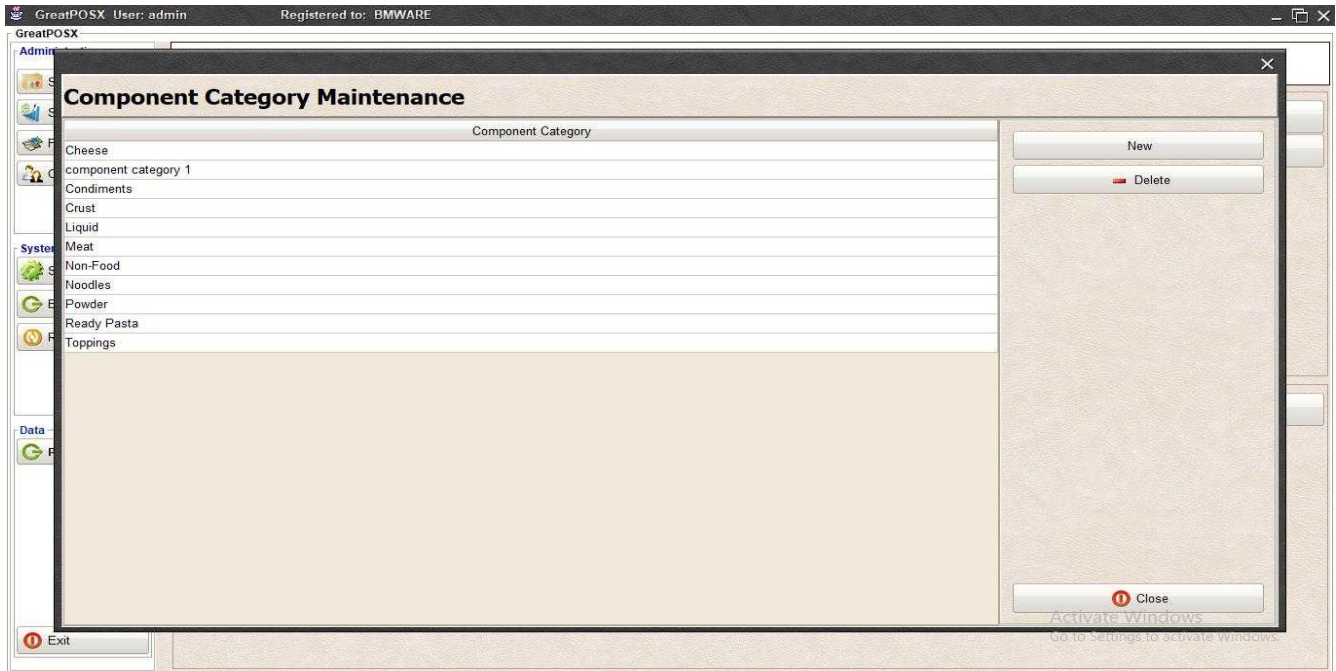
The PDF viewer interface includes a toolbar with navigation and editing tools, and a status bar at the bottom indicating "1 of 7" pages.

Component Categories



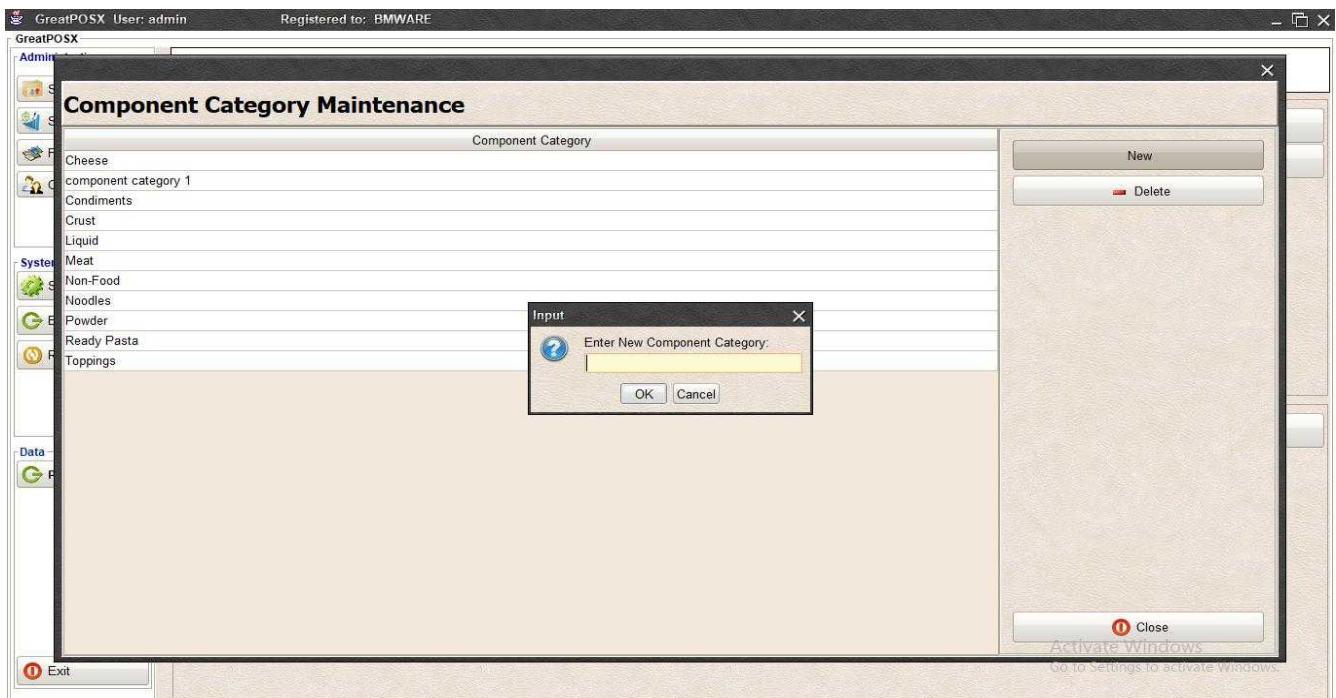
Use to enter components categories

How to use Supplier Maintenance?

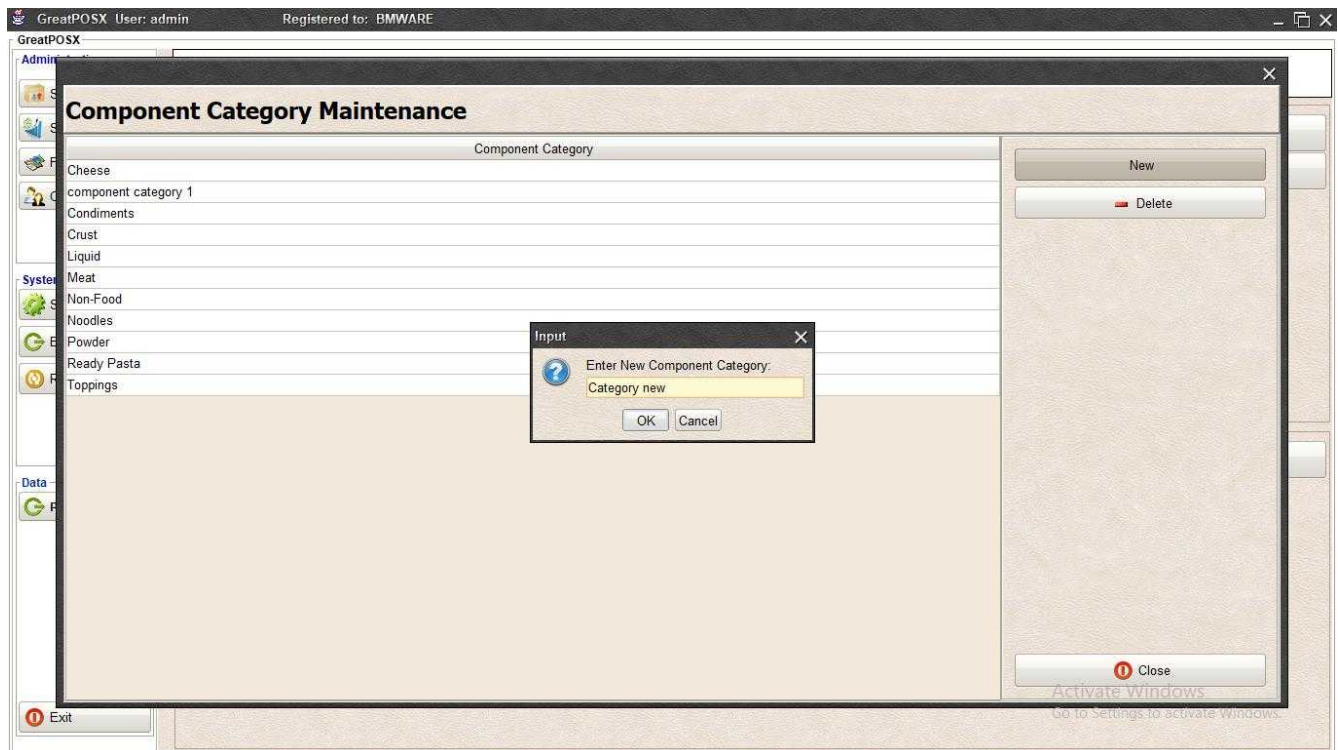


Adding Component Category

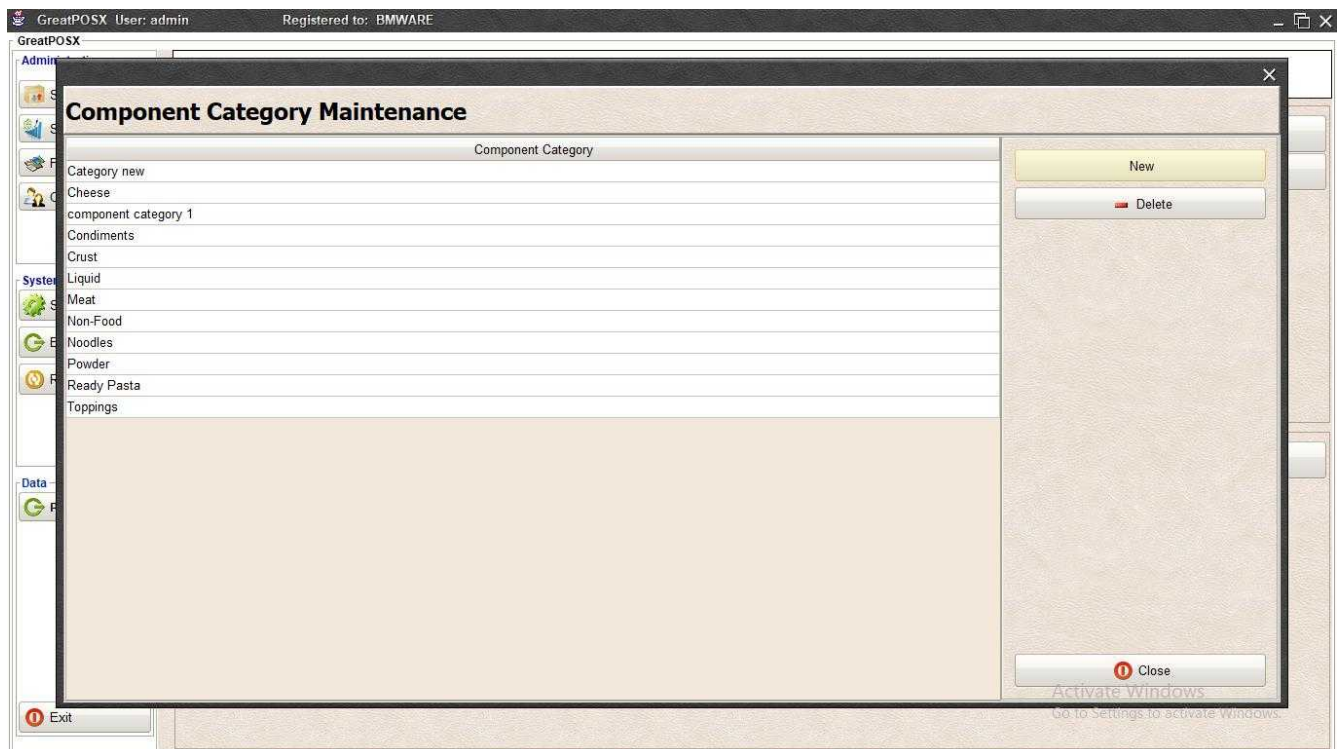
Step1) Click New Button



Step2) Enter Category

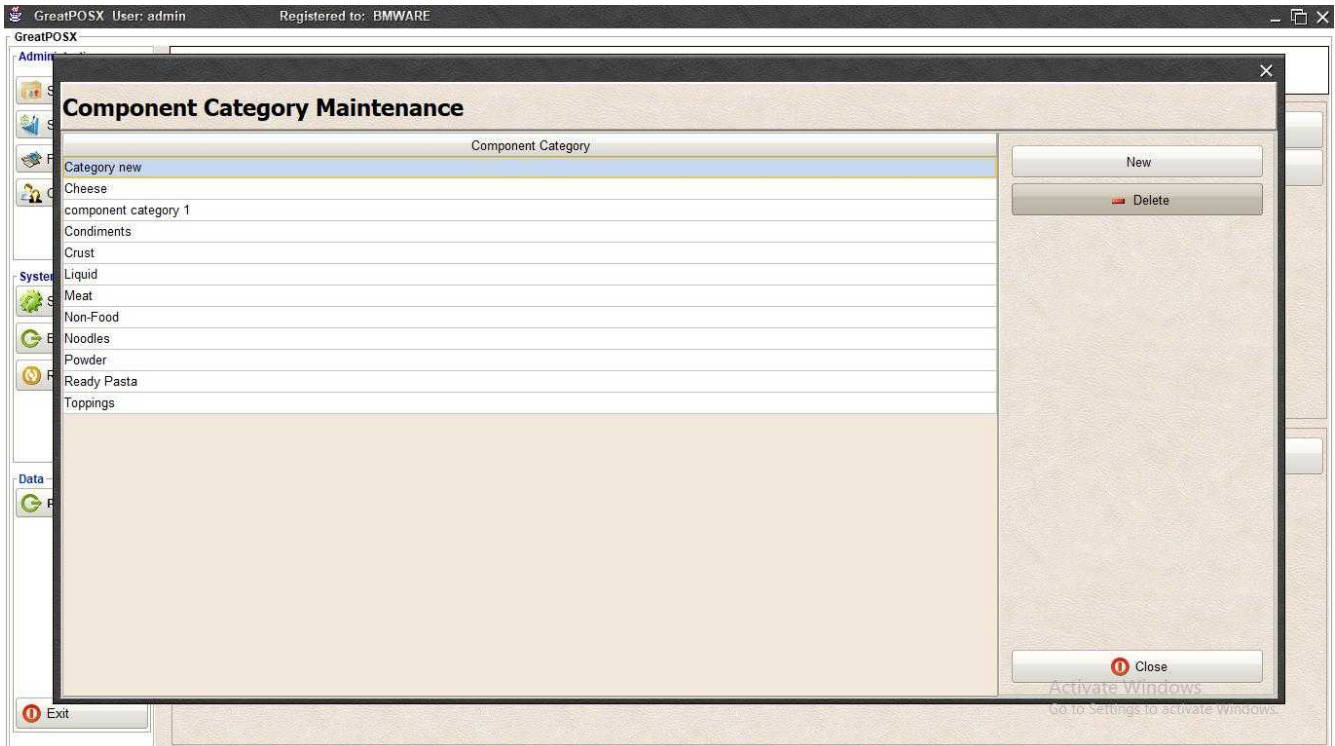


Step3) Click Ok Button

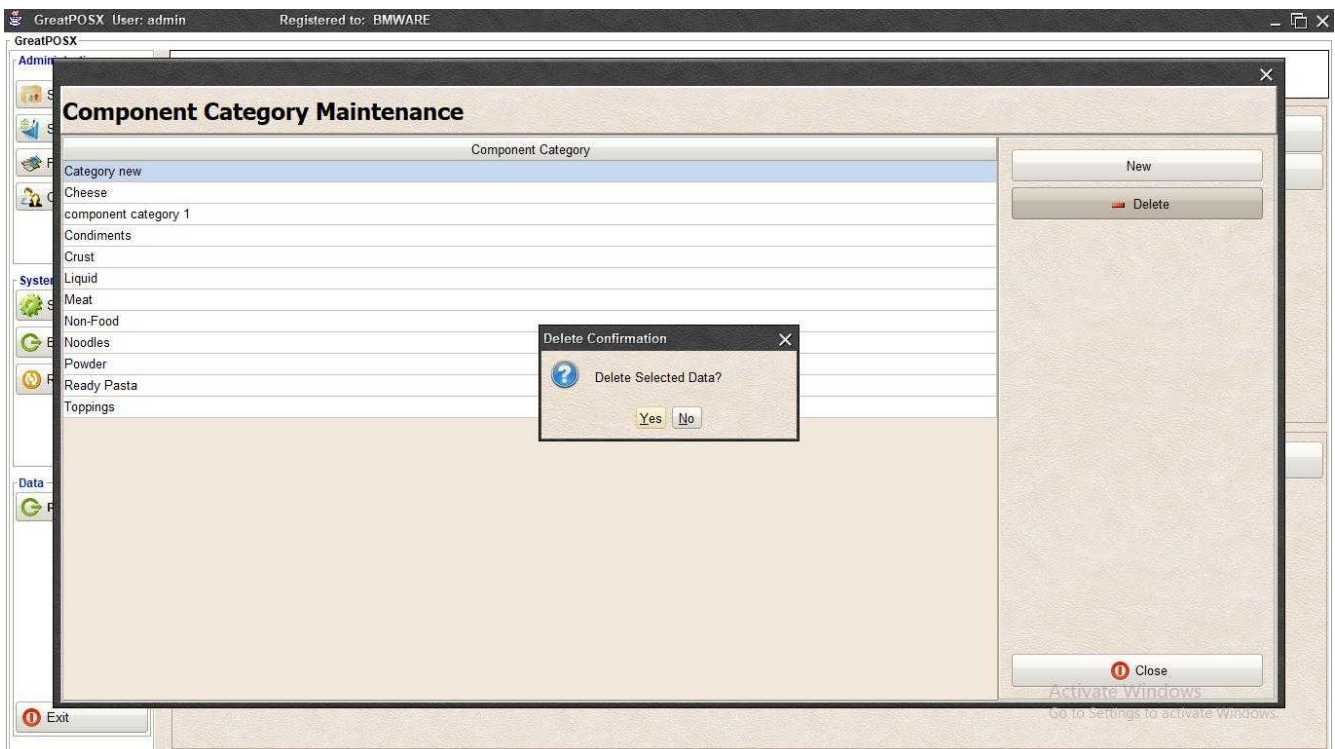


Deleting Component Category

Step1) Select Category on the Component Category Table

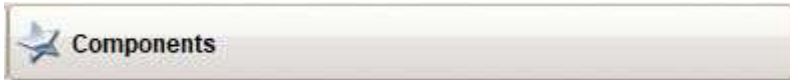


Step2) Click Delete Button



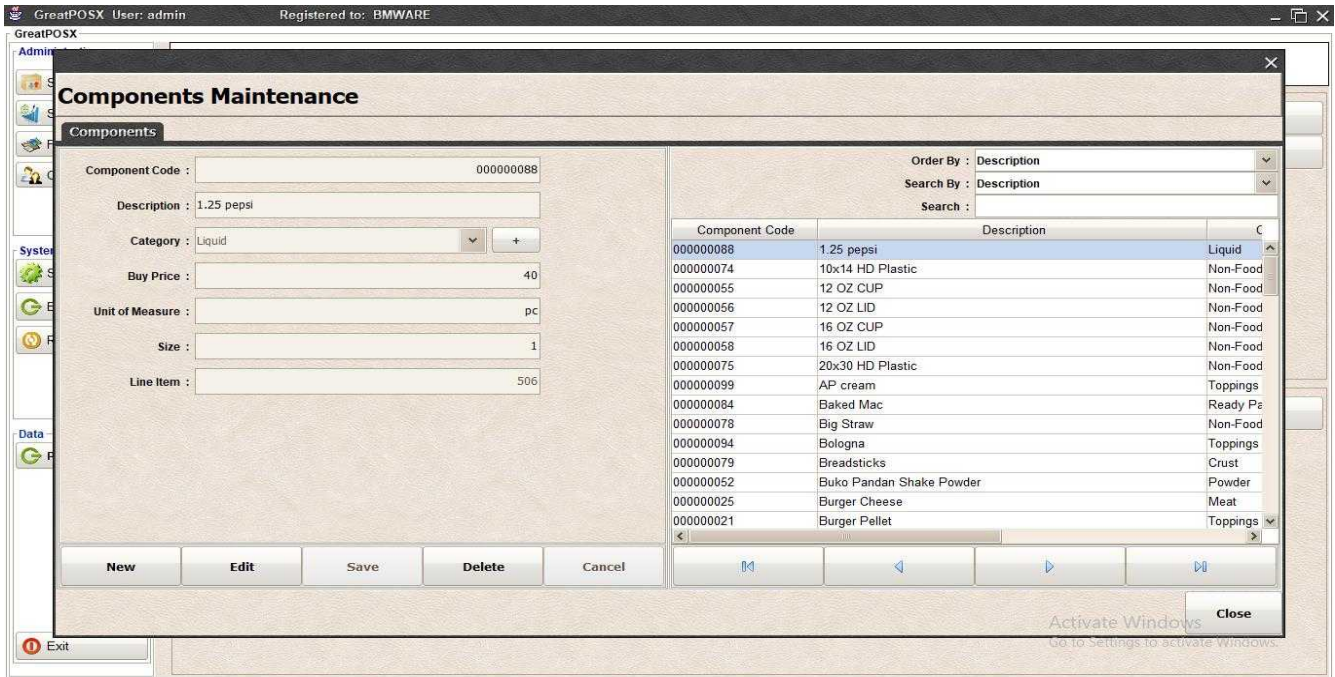
Step3) Click Yes Button to Delete

Components Maintenance



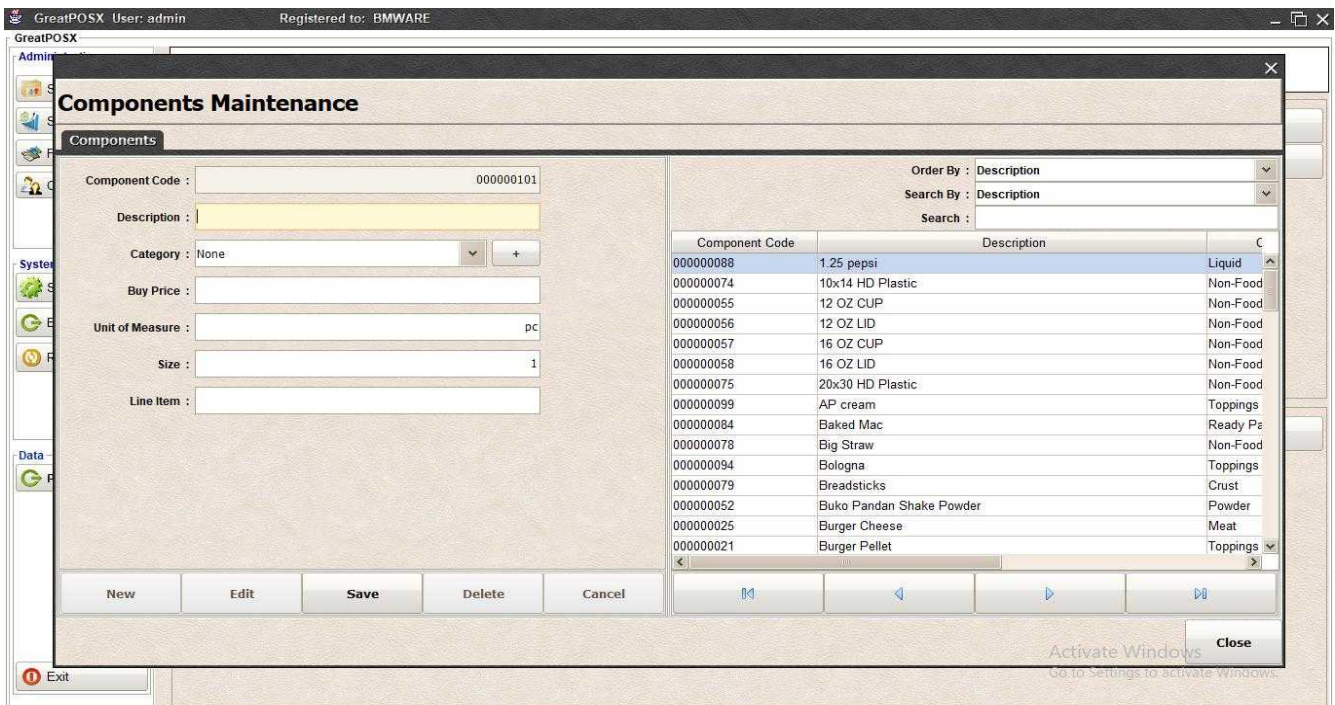
Use to add new Components

How to use Component Maintenance?

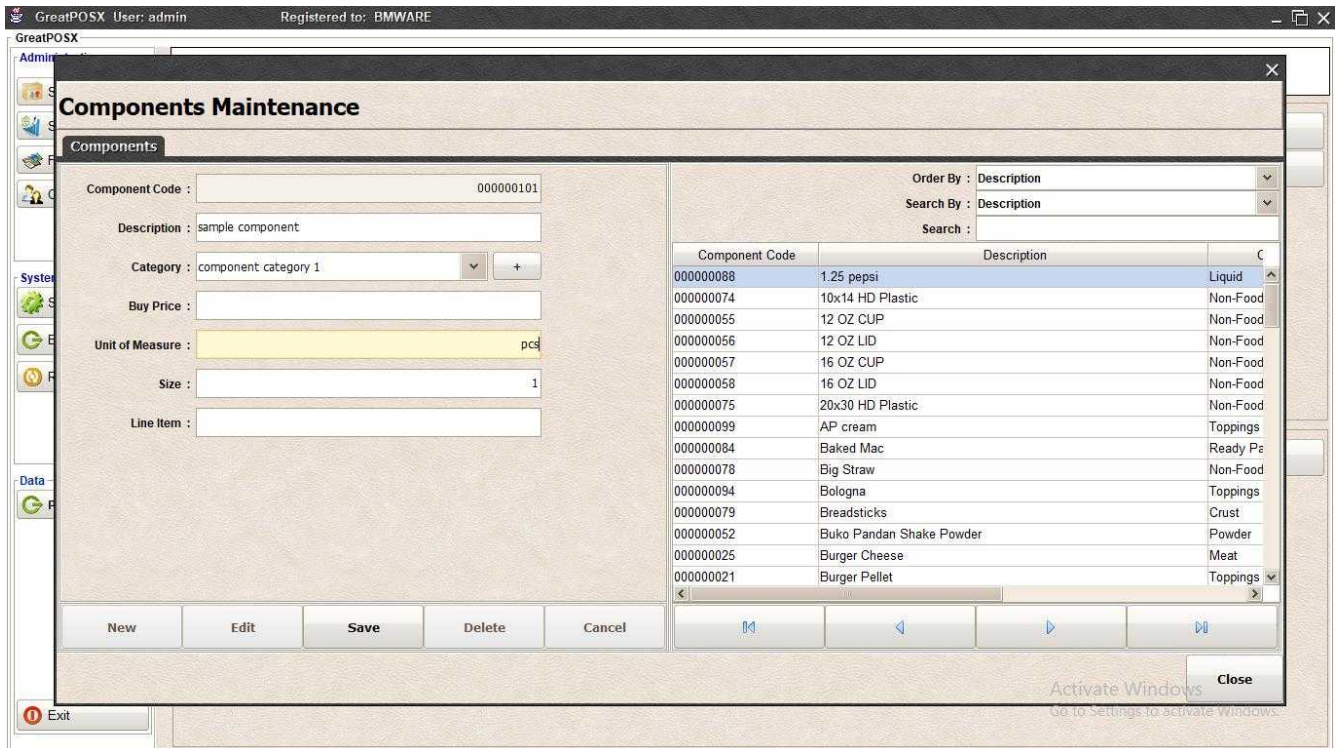


Adding of Components

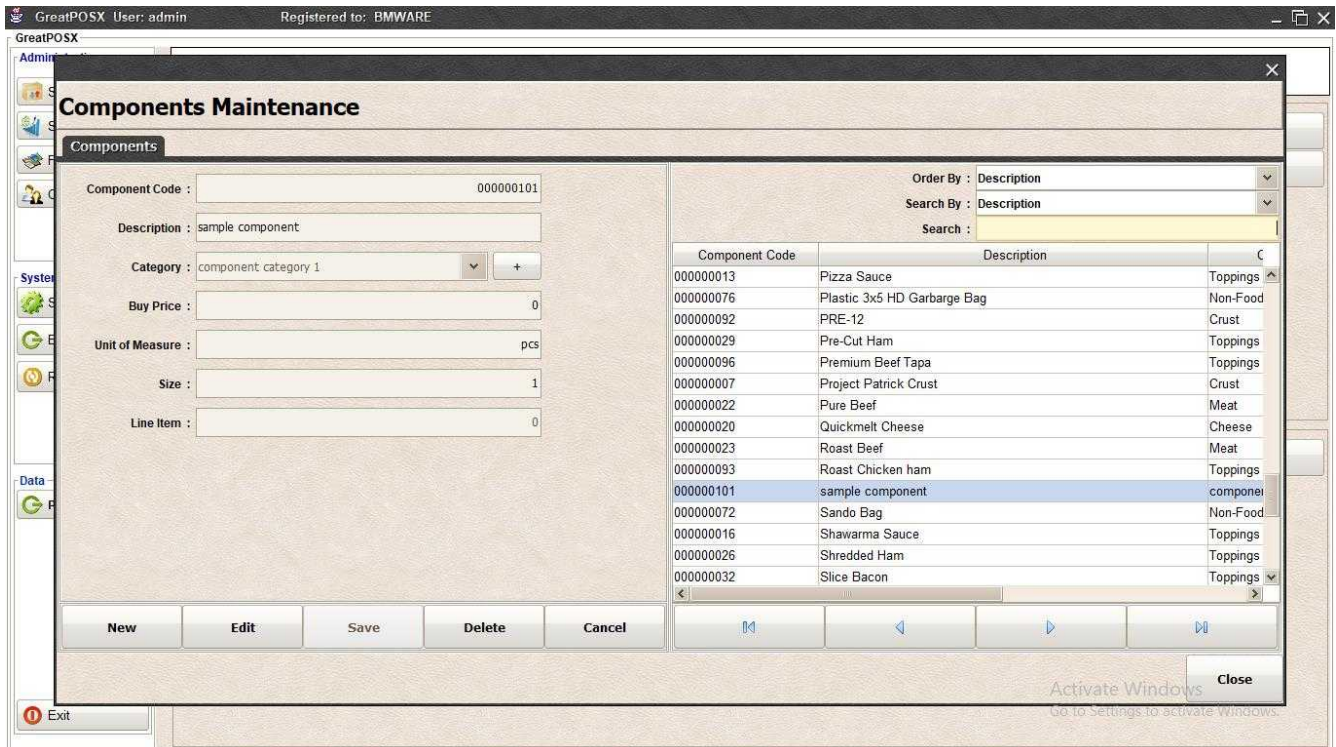
Step1) Click New Button



Step2) Enter Component information

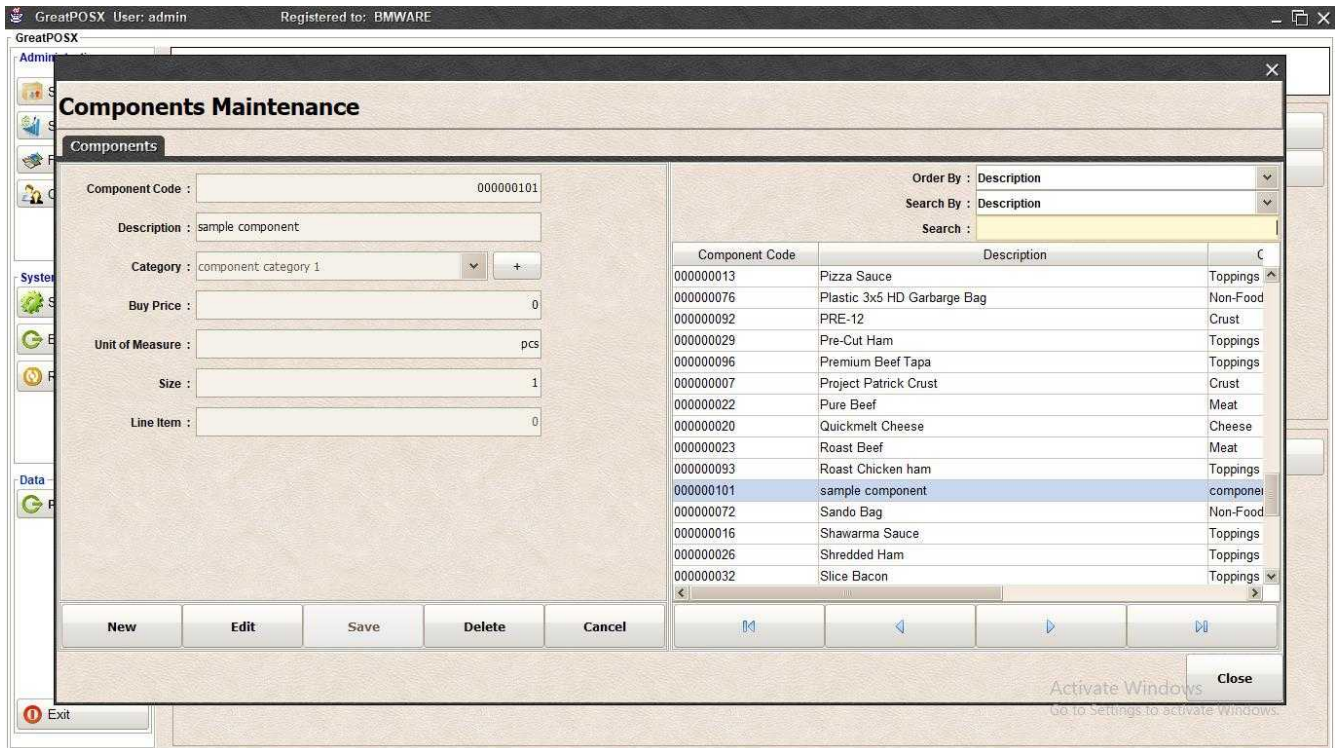


Step3) Click Save Button

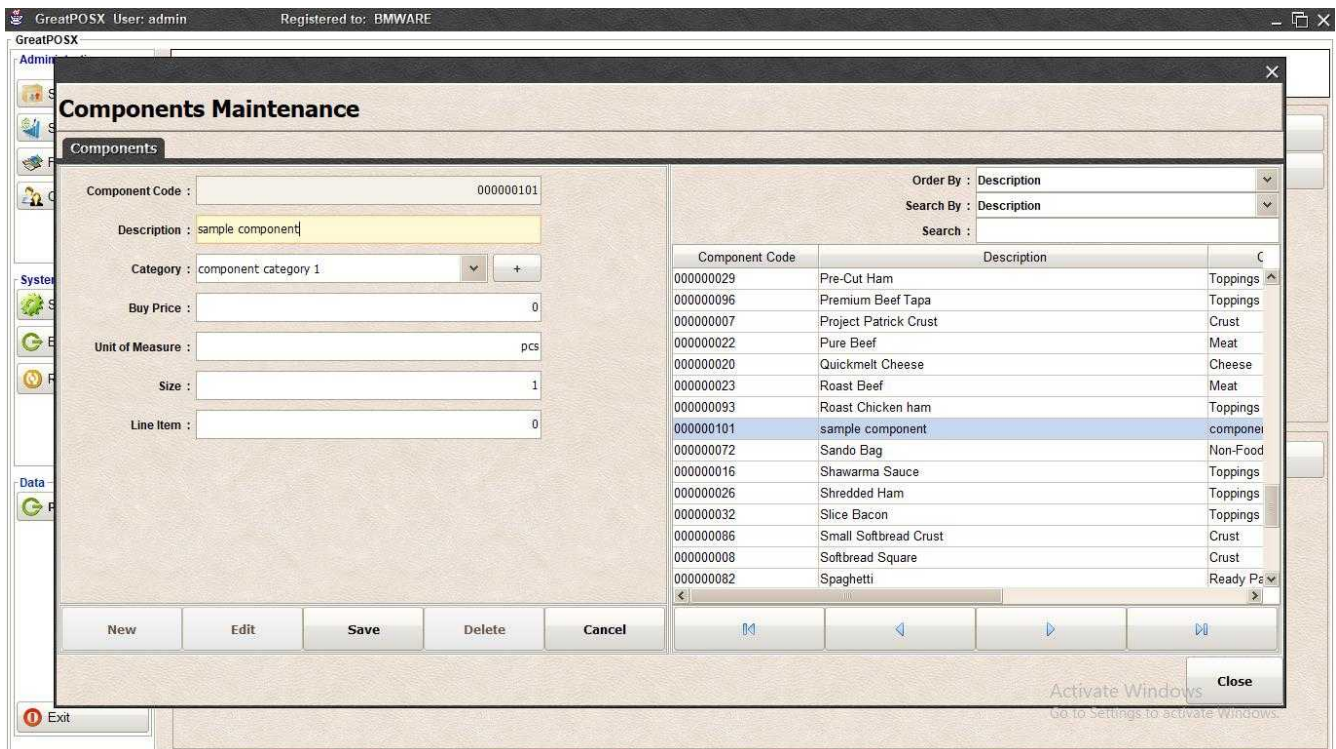


Editing Component

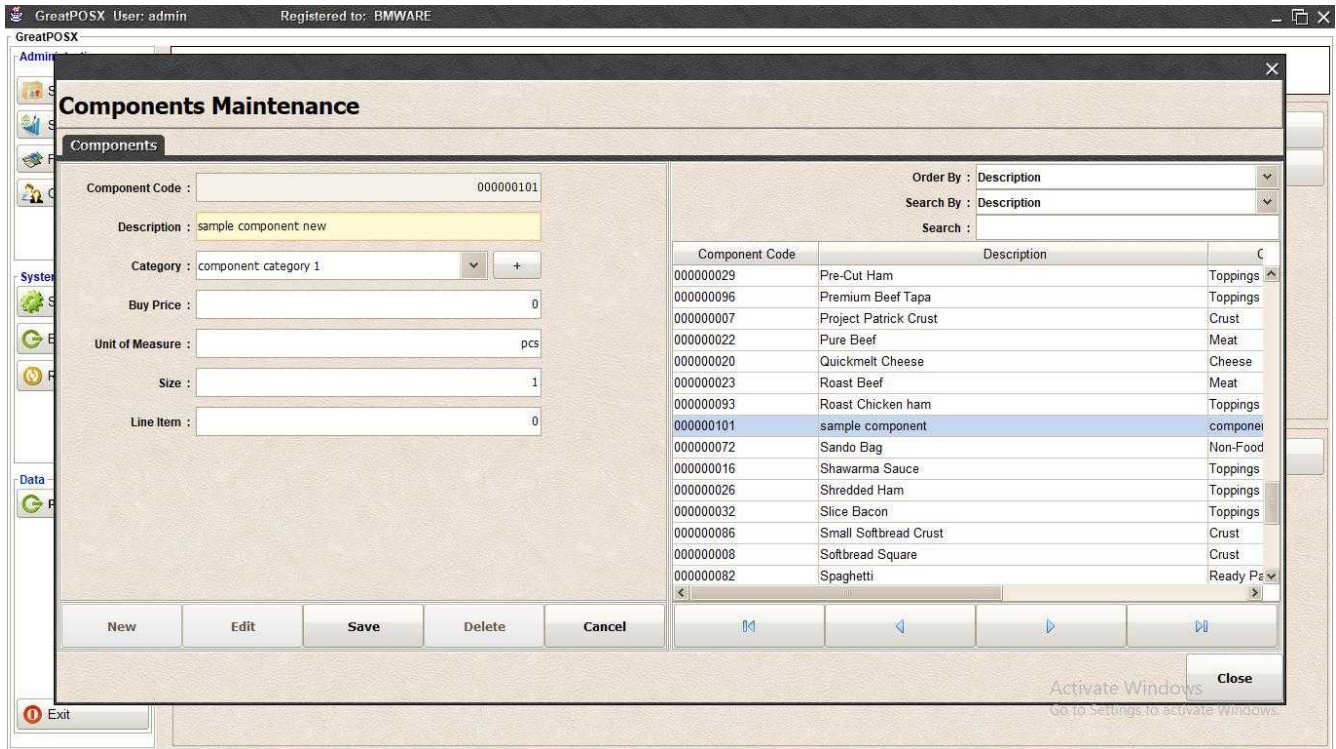
Step1) Select the Component in the component table



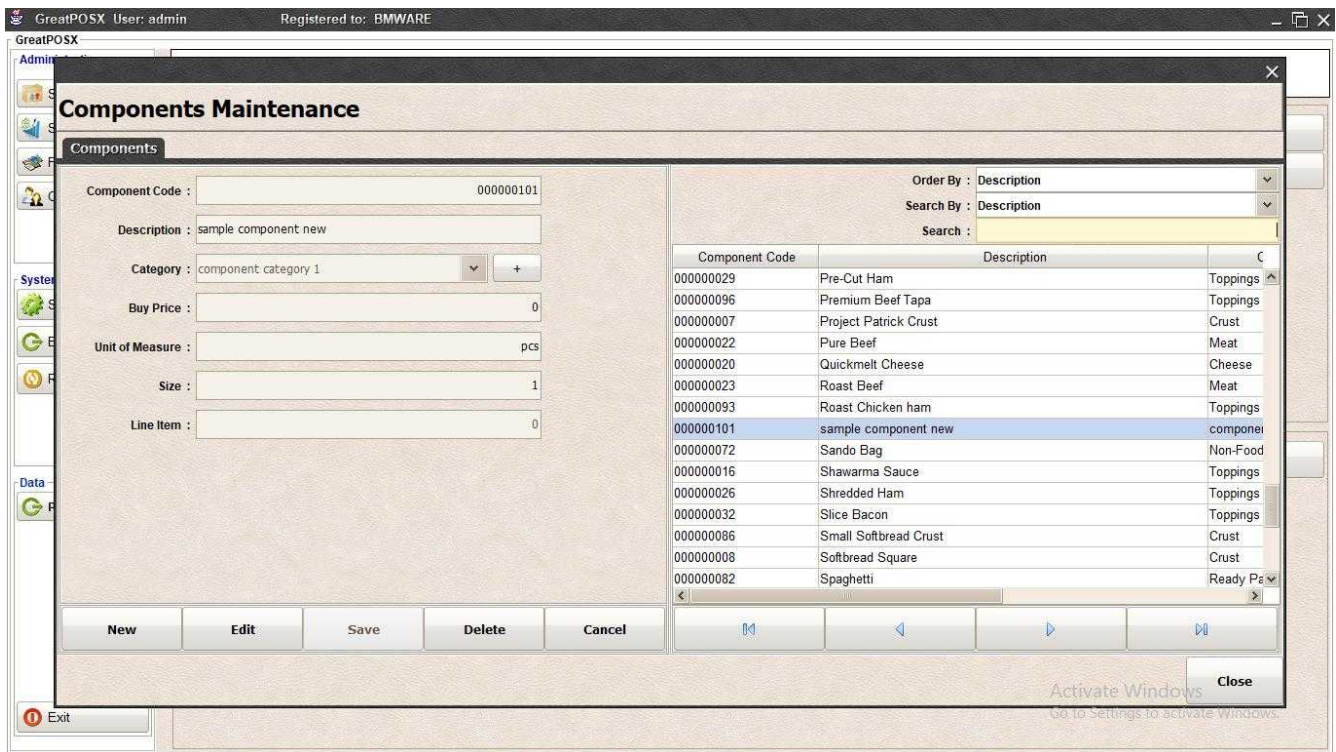
Step2) Click Edit Button



Step3) Edit the data or information need to be edited

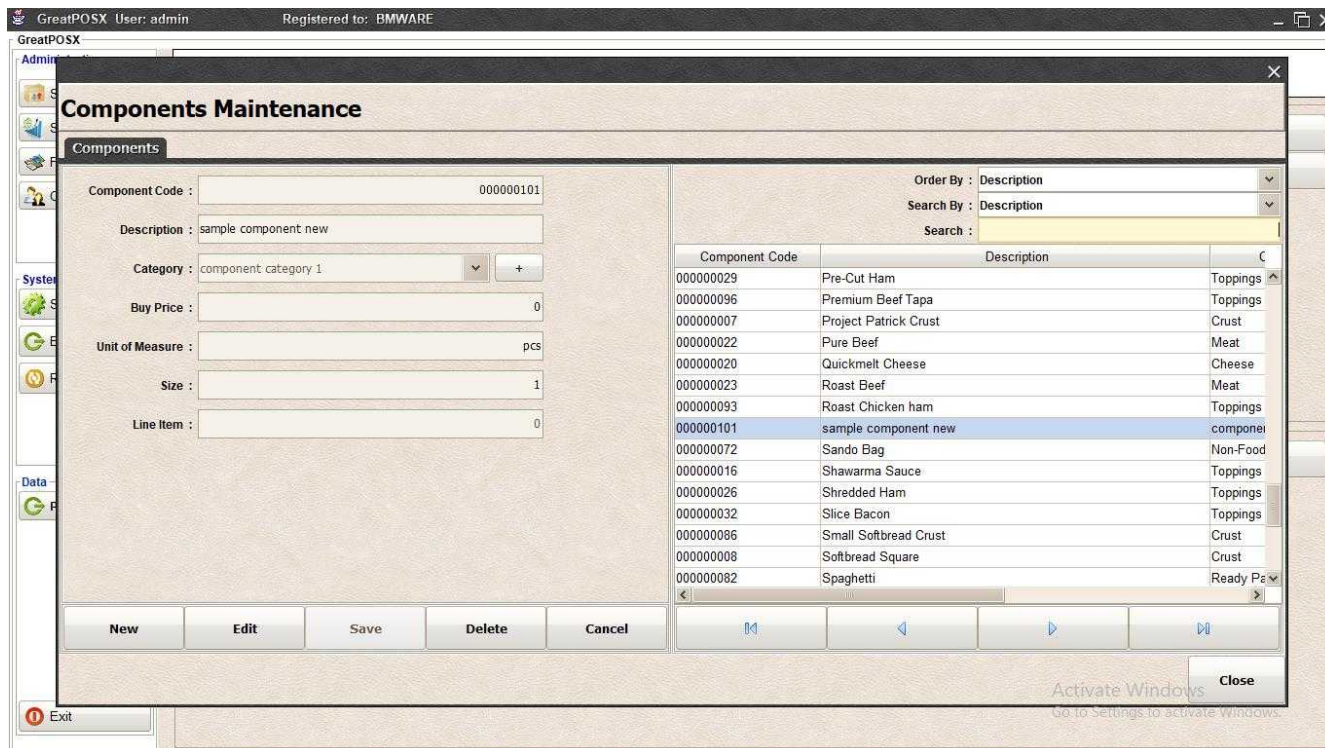


Step4) Click Save Button

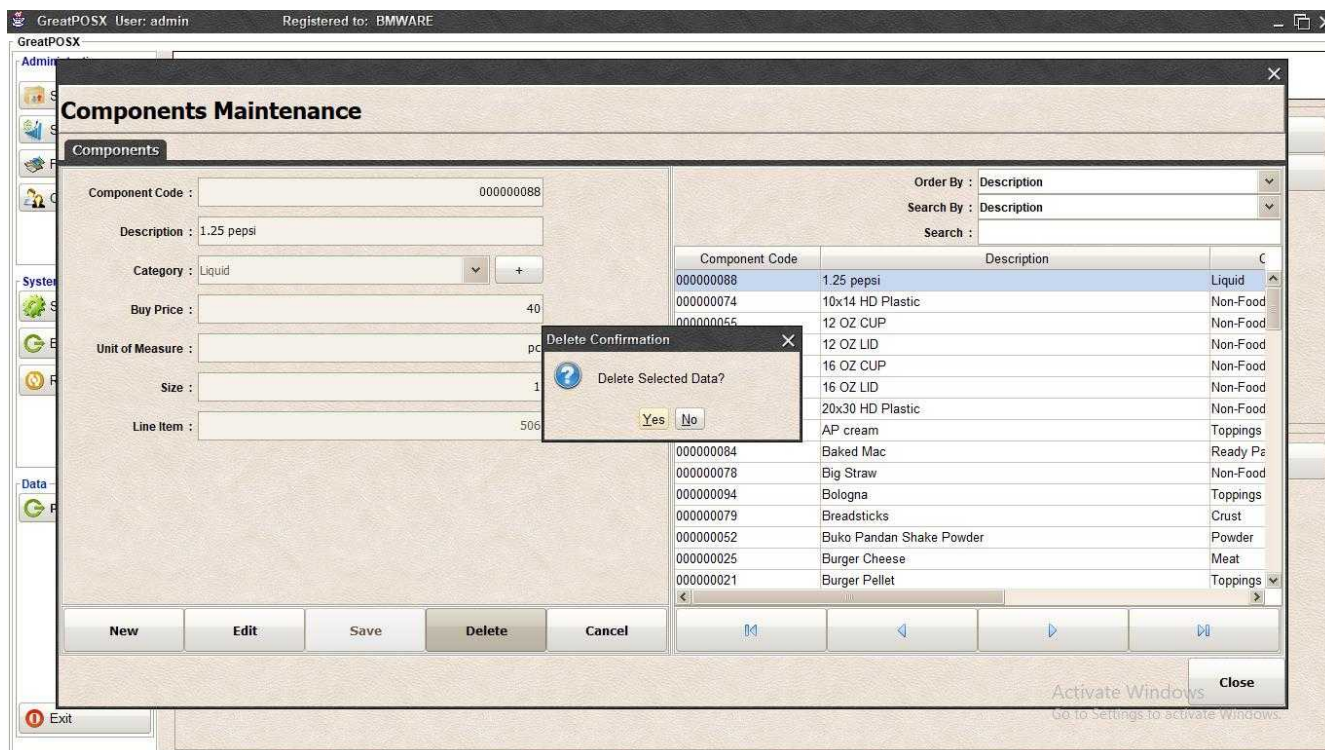


Deleting Component

Step1) Select Component into the component table

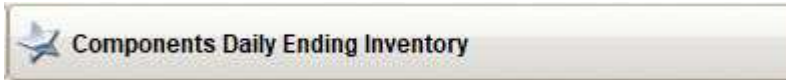


Step2) Click Delete button



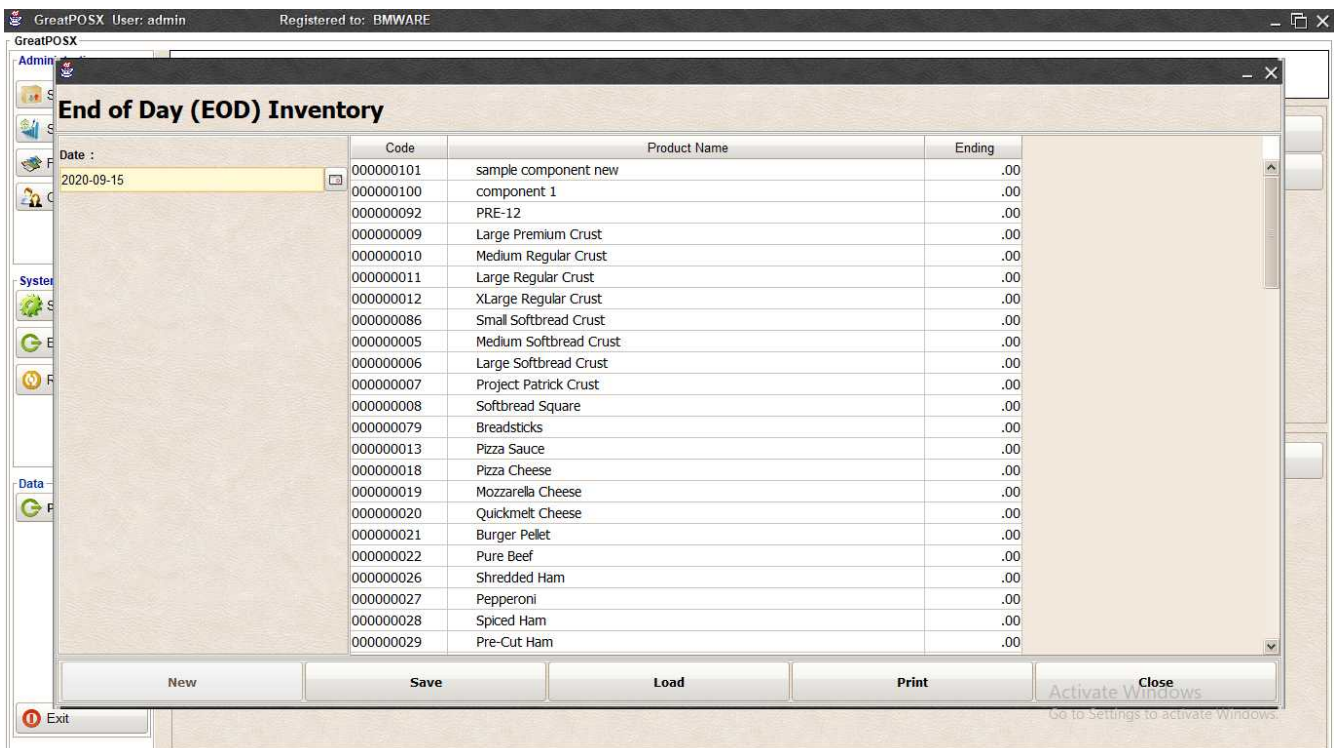
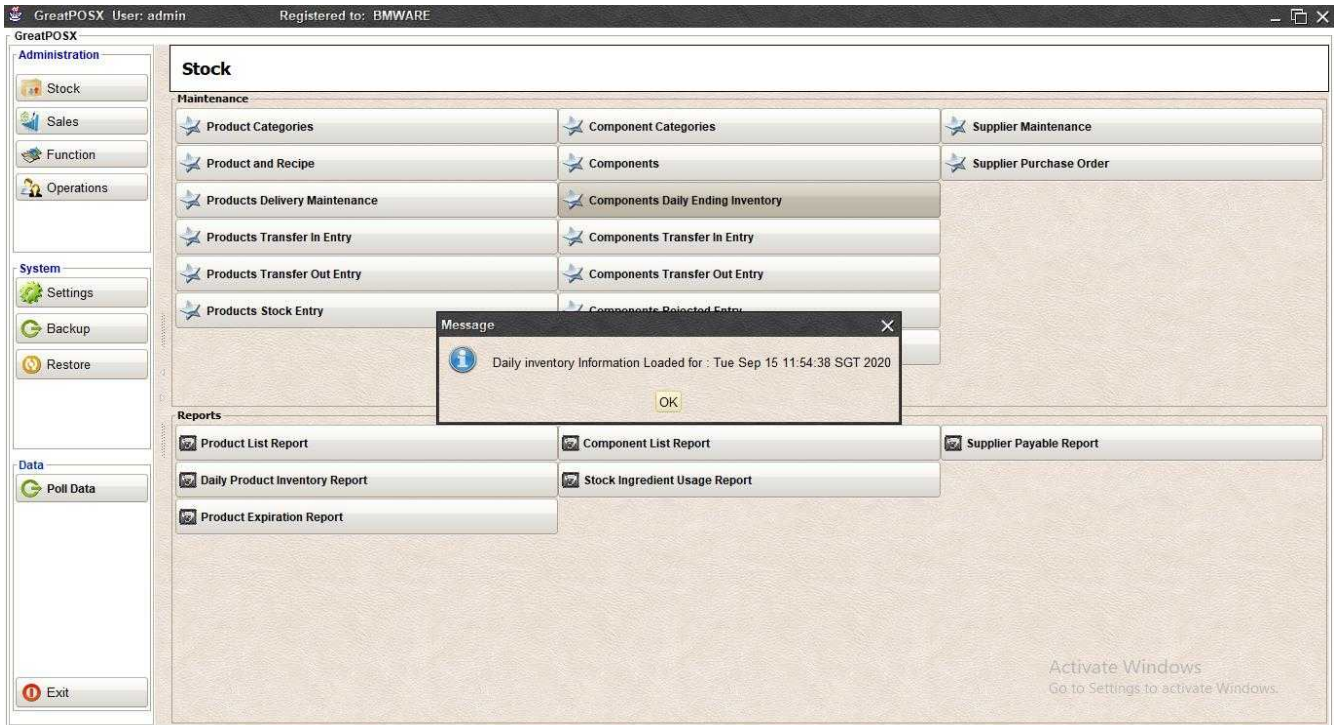
Step3) Click Yes Button to delete

Component Daily Ending Inventory



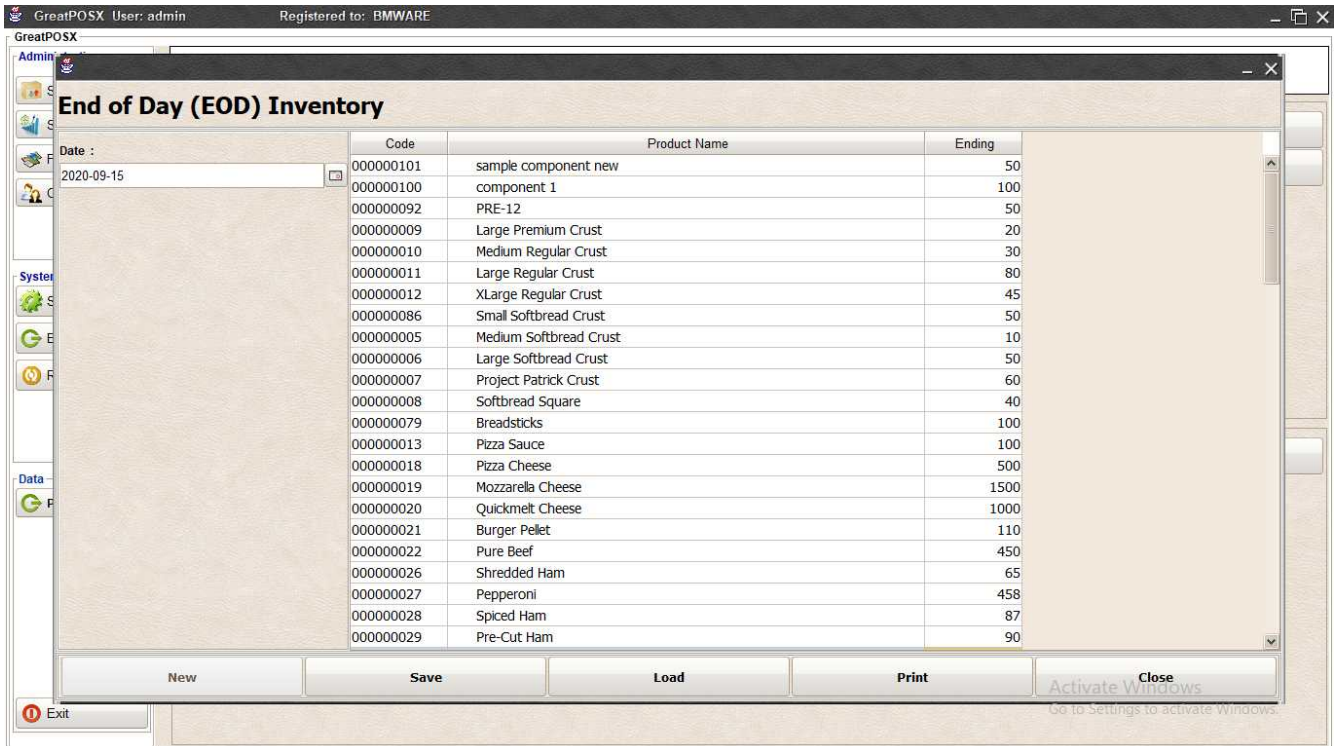
Use to enter Ending inventory of component for the day

How to use Component Daily Ending Inventory?

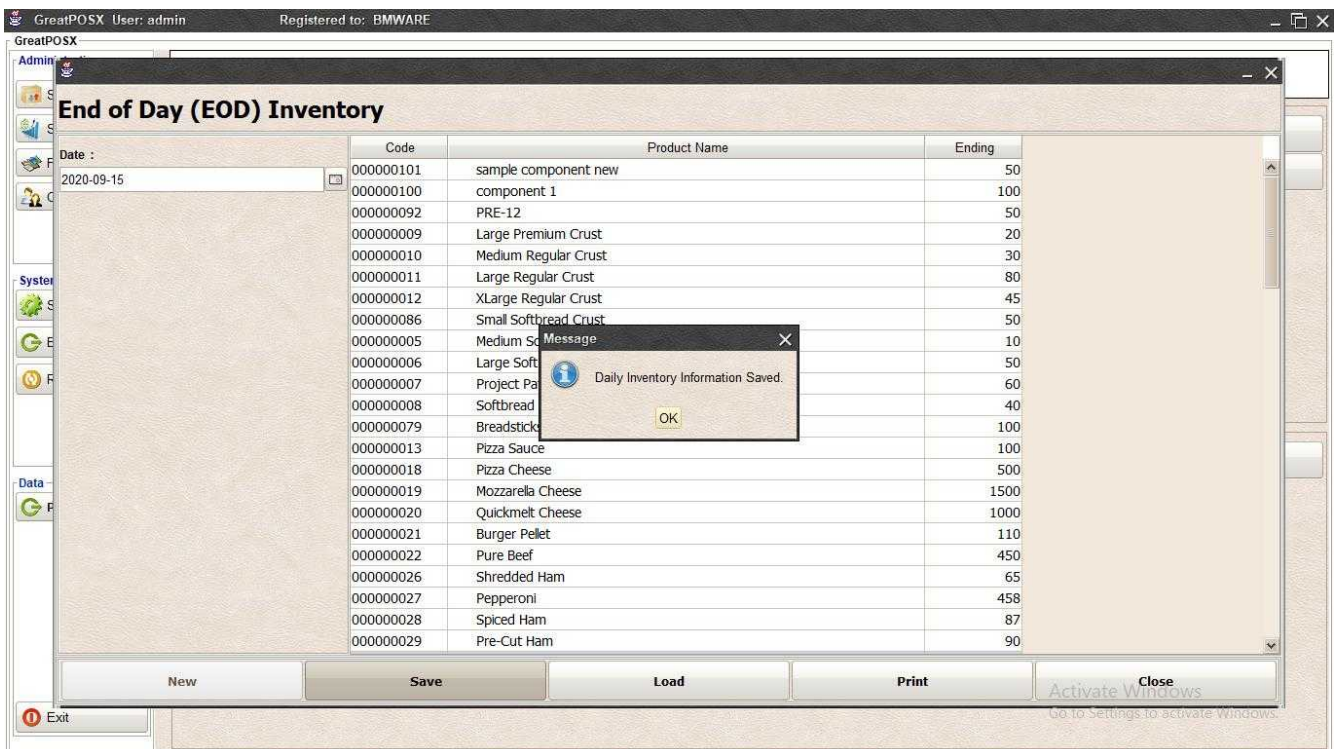


Entering EOD

Step1) Enter Ending on the Ending Column per item



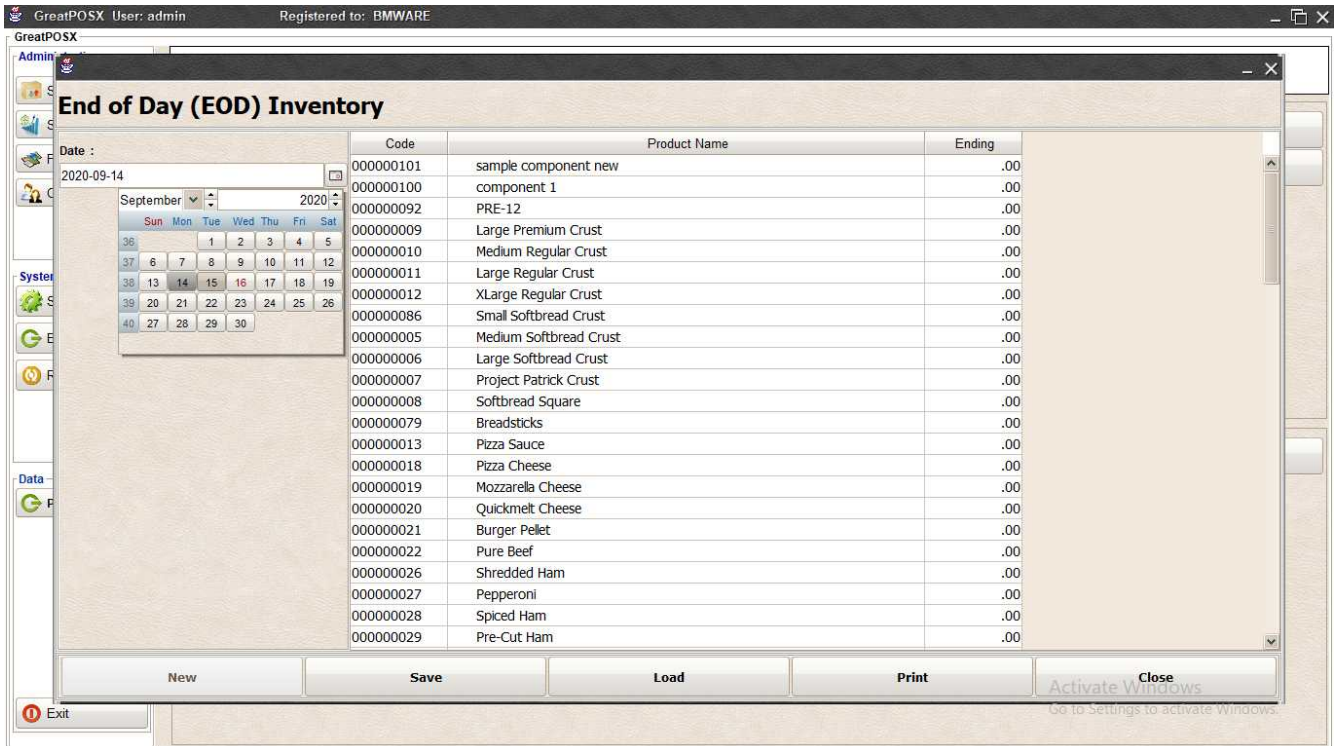
Step2) Click Save Button



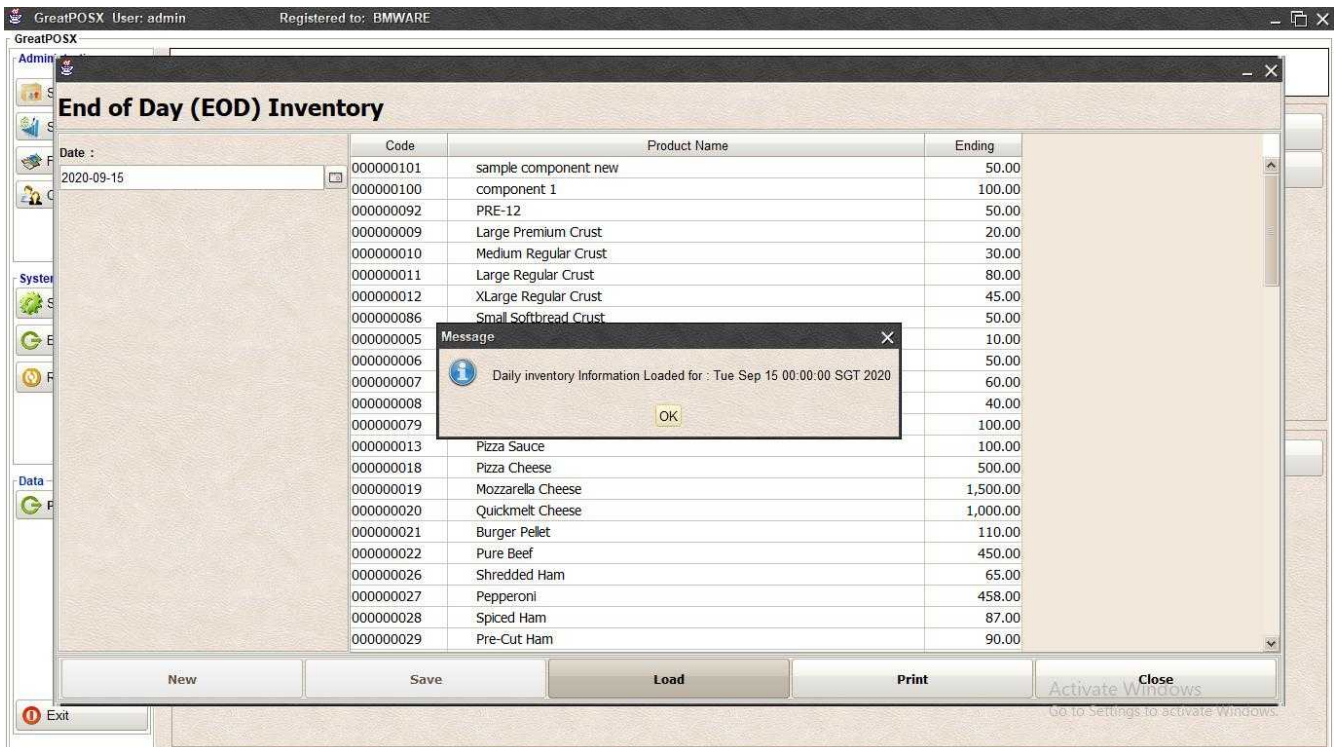
Step3) Click Ok

Load EOD

Step1) Select Date

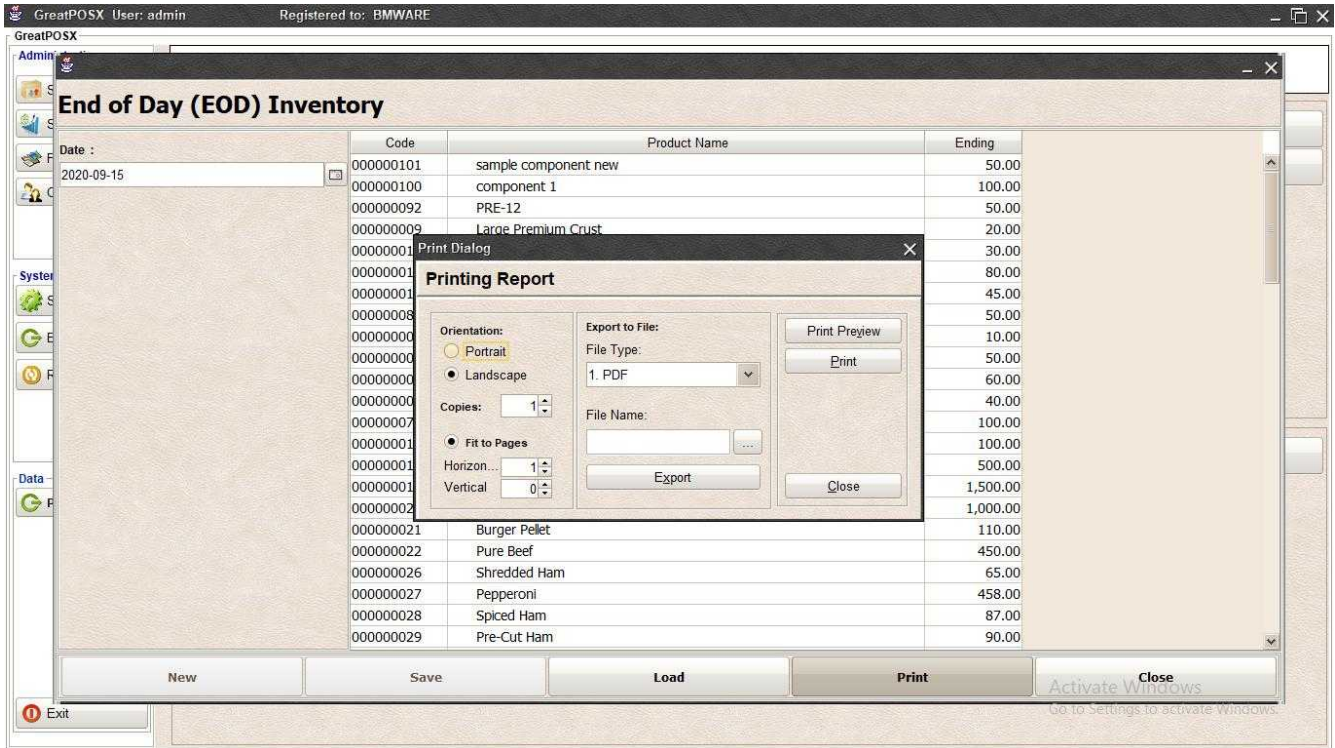


Step2) Click Load Button

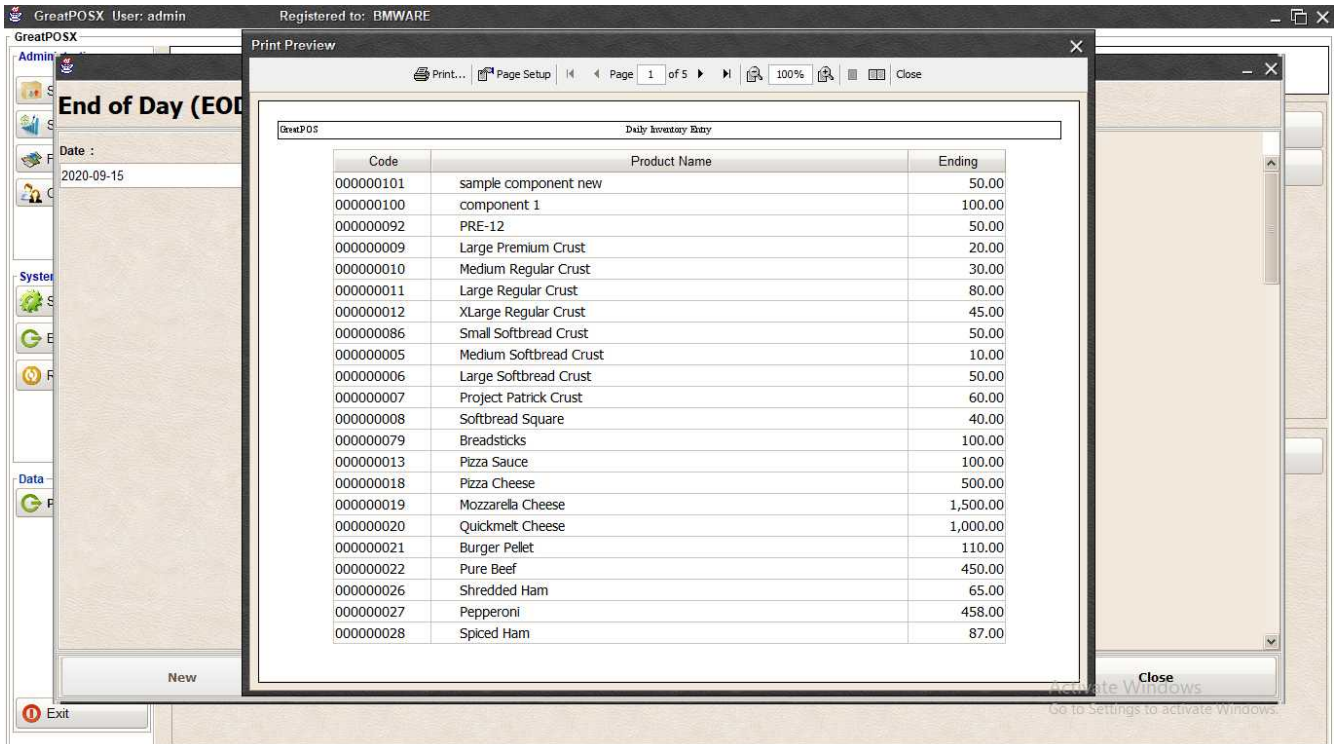


Step3) Click Ok Button

Printing EOD
Click Print Button

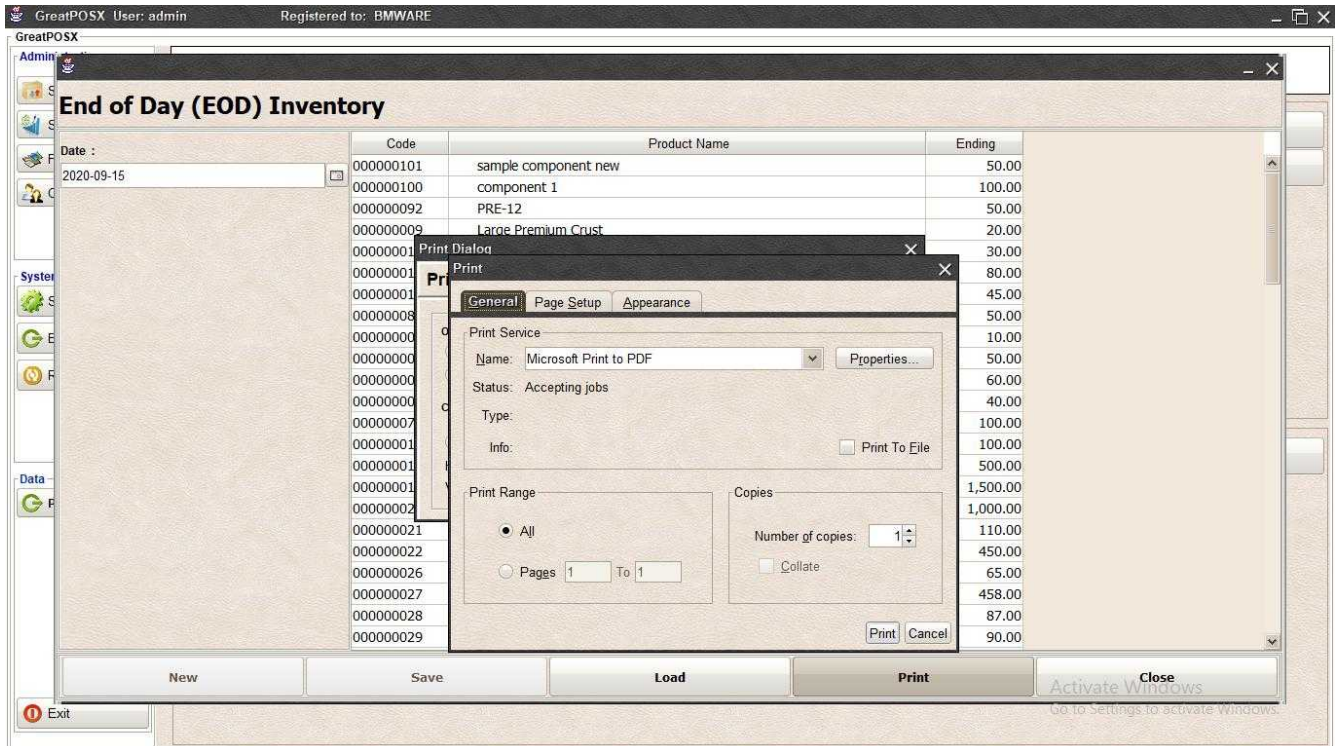


Print Preview
Click Preview Button



Print

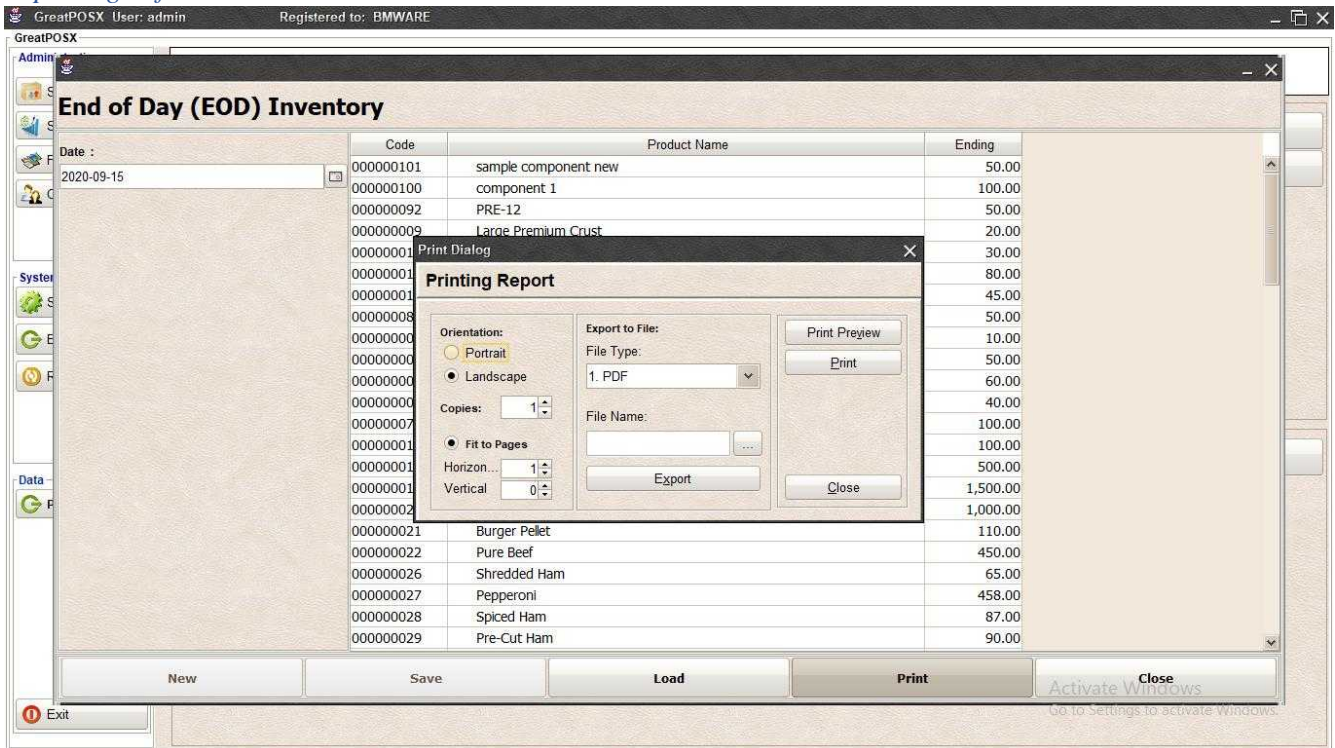
Step1) Click Print Button



Step2) Select Printer

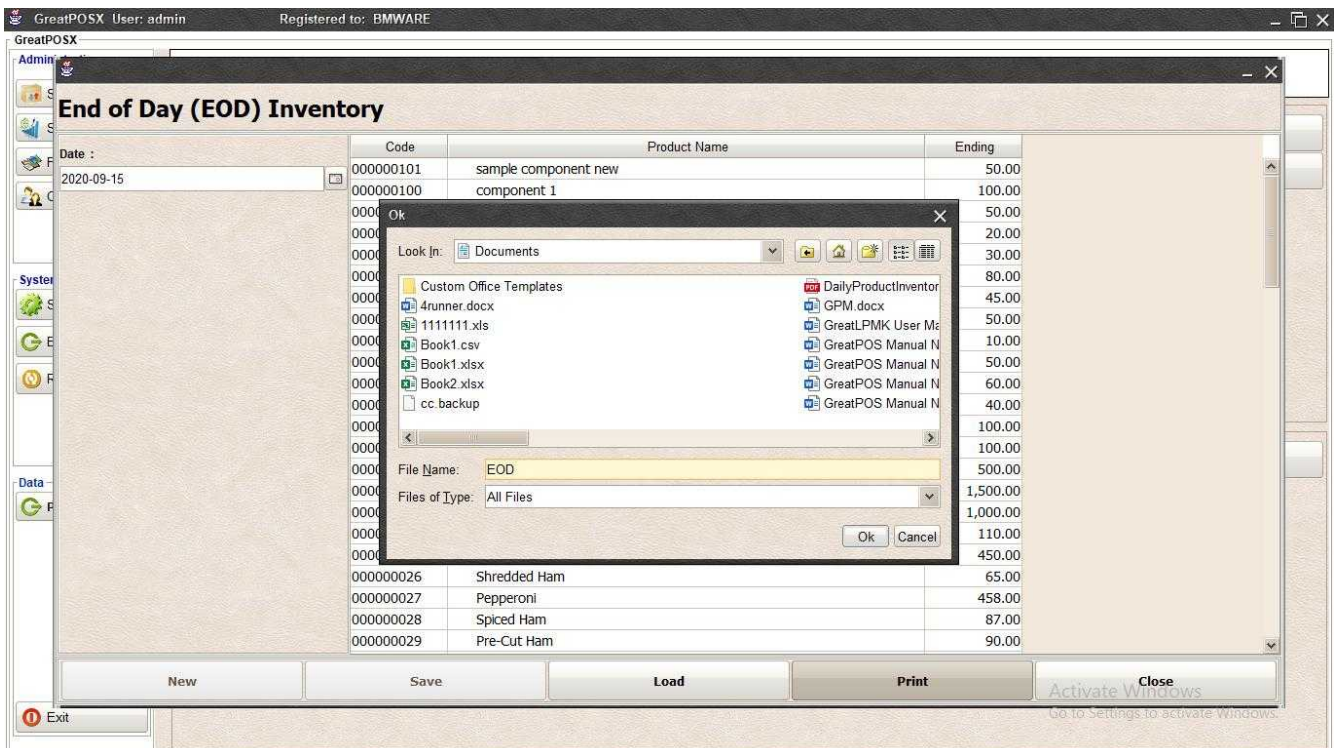
Step3) Click Print

Exporting to file



Step1) Select File Type

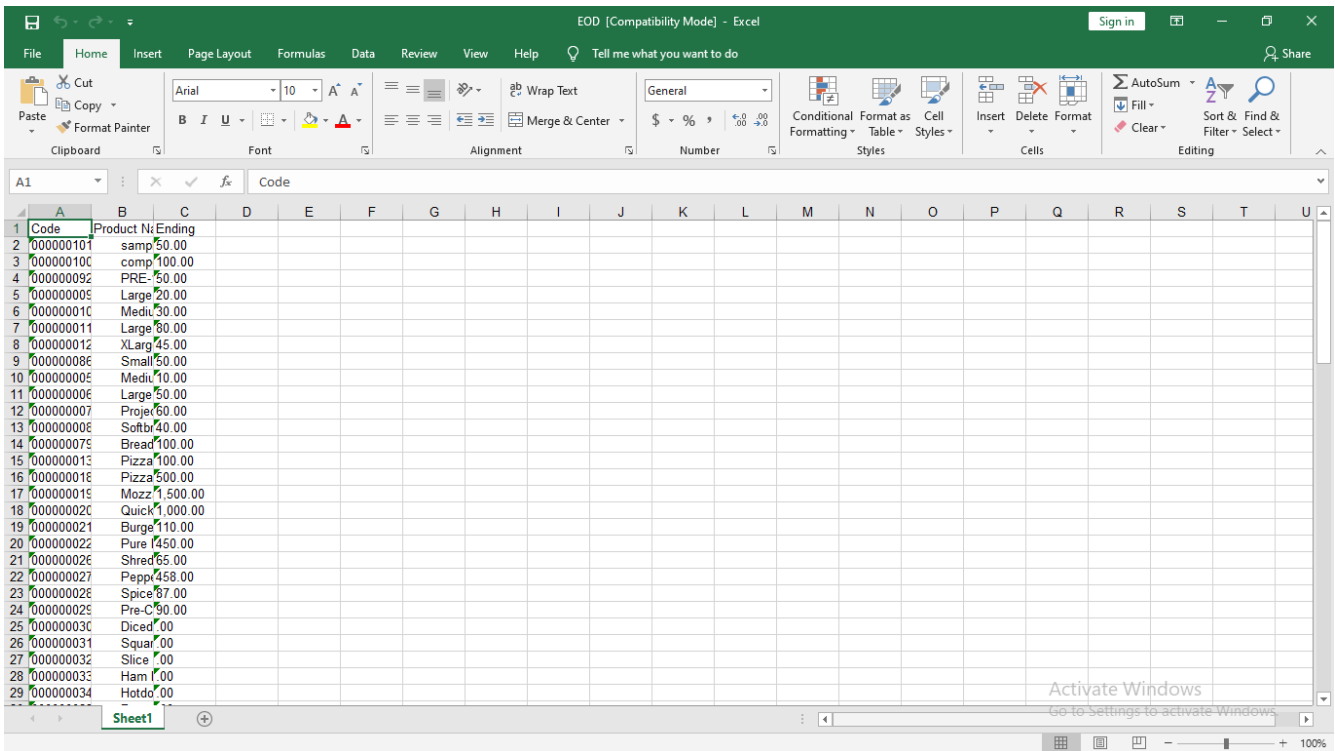
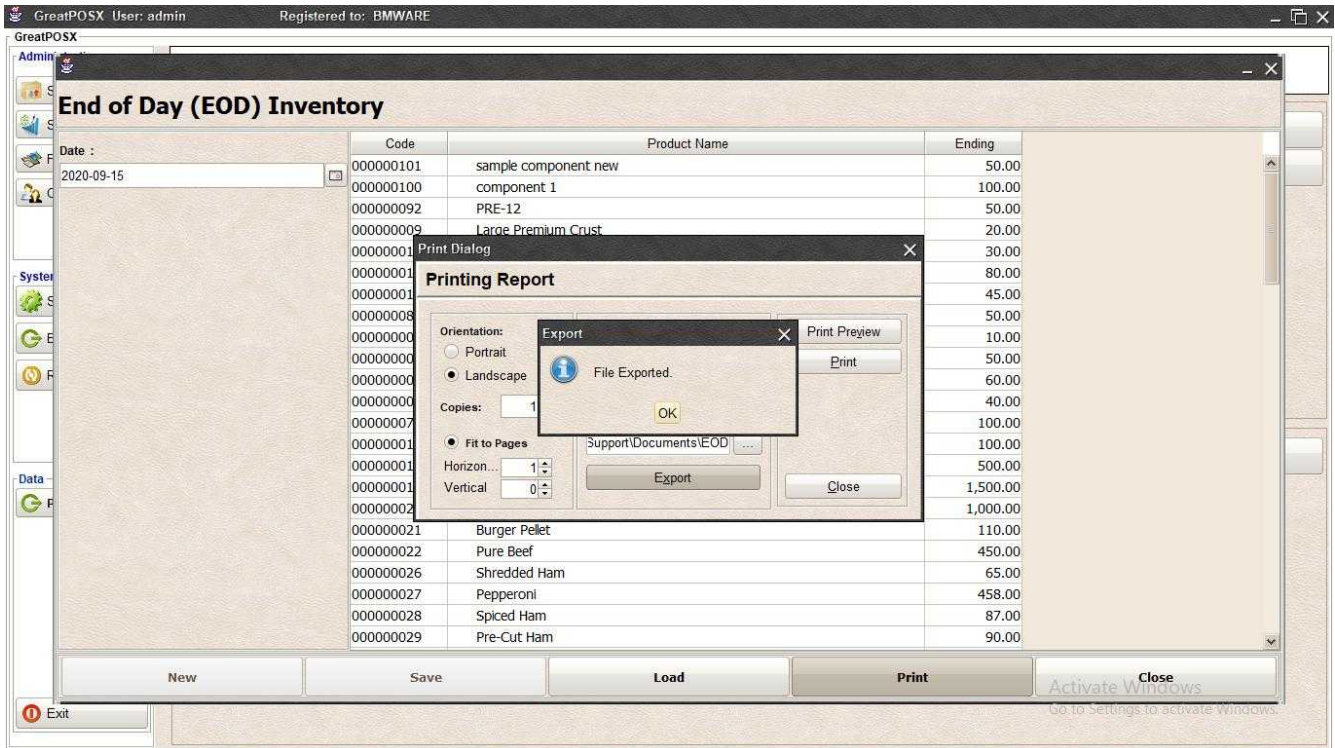
Step2) Click the (...) Button



Step3) Enter File name and Click OK

Step4) Click Export Button

Step5) Click OK



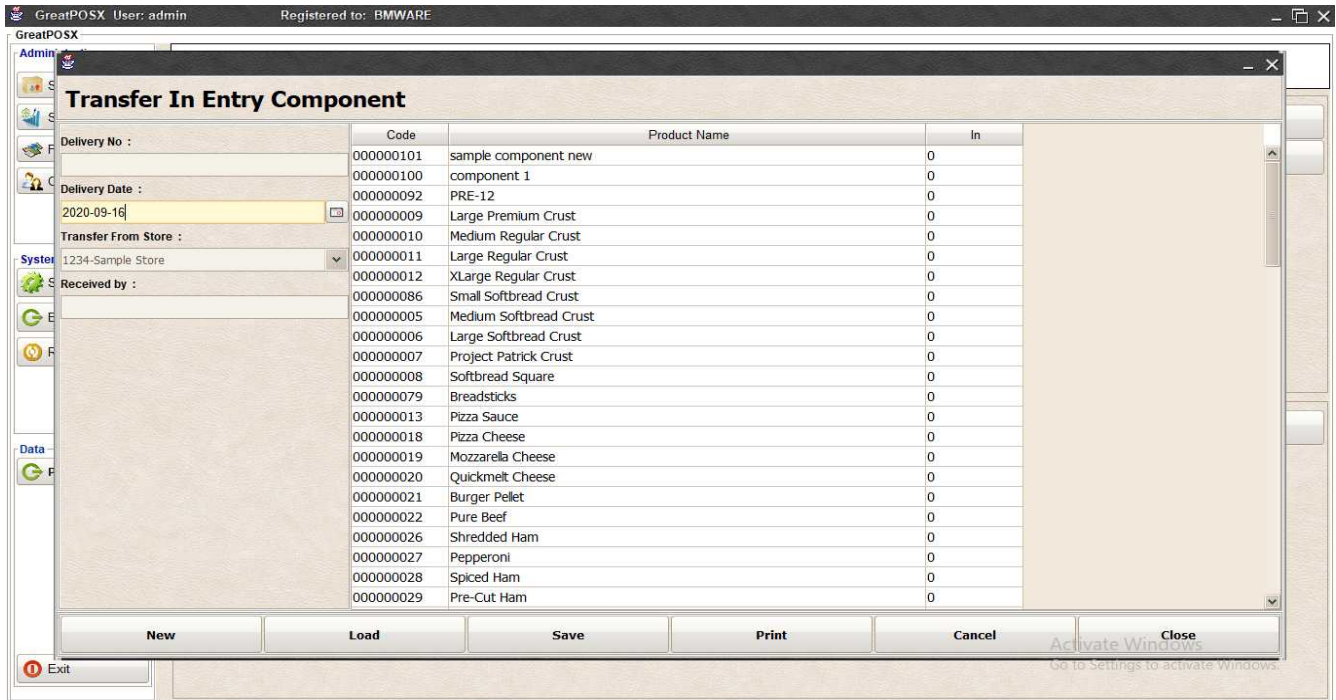
Components Transfer in Entry



Components Transfer In Entry

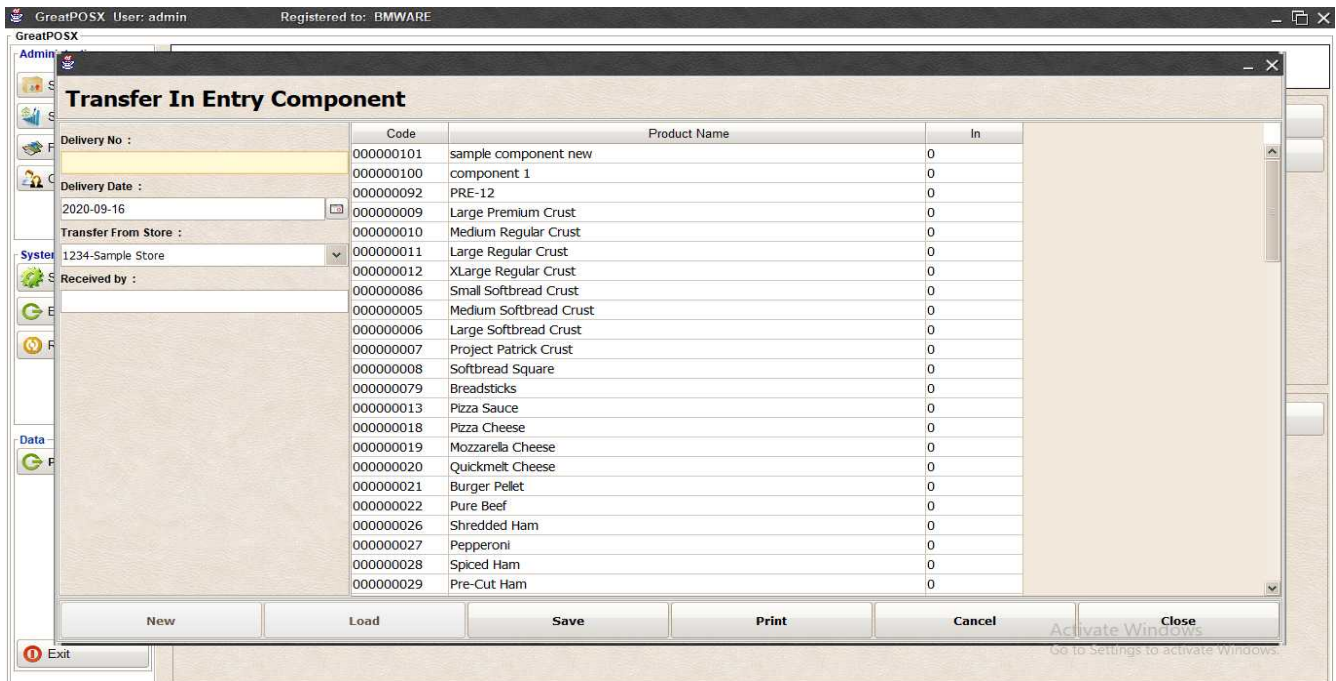
Use to Transfer in Delivery from another store

How to use Components Transfer in entry?



Enter Transfers

Step1) Click New Button

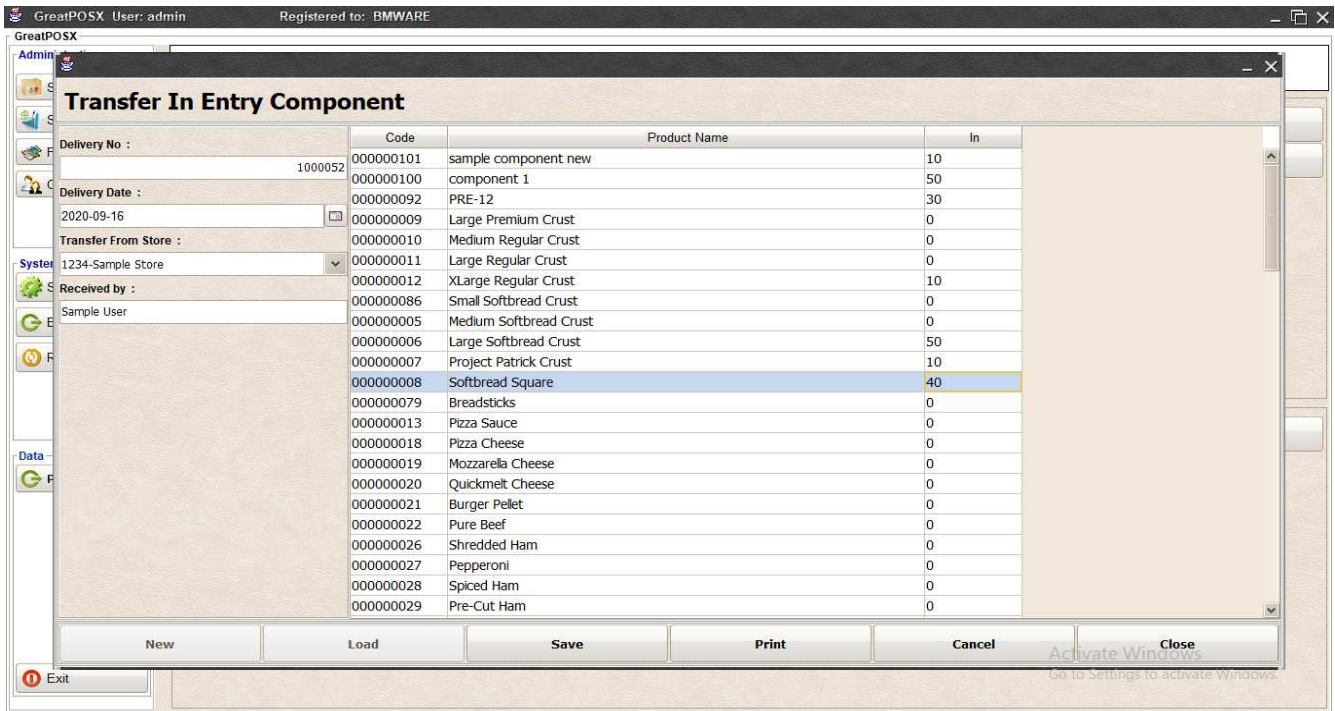


Step2) Enter Delivery Number

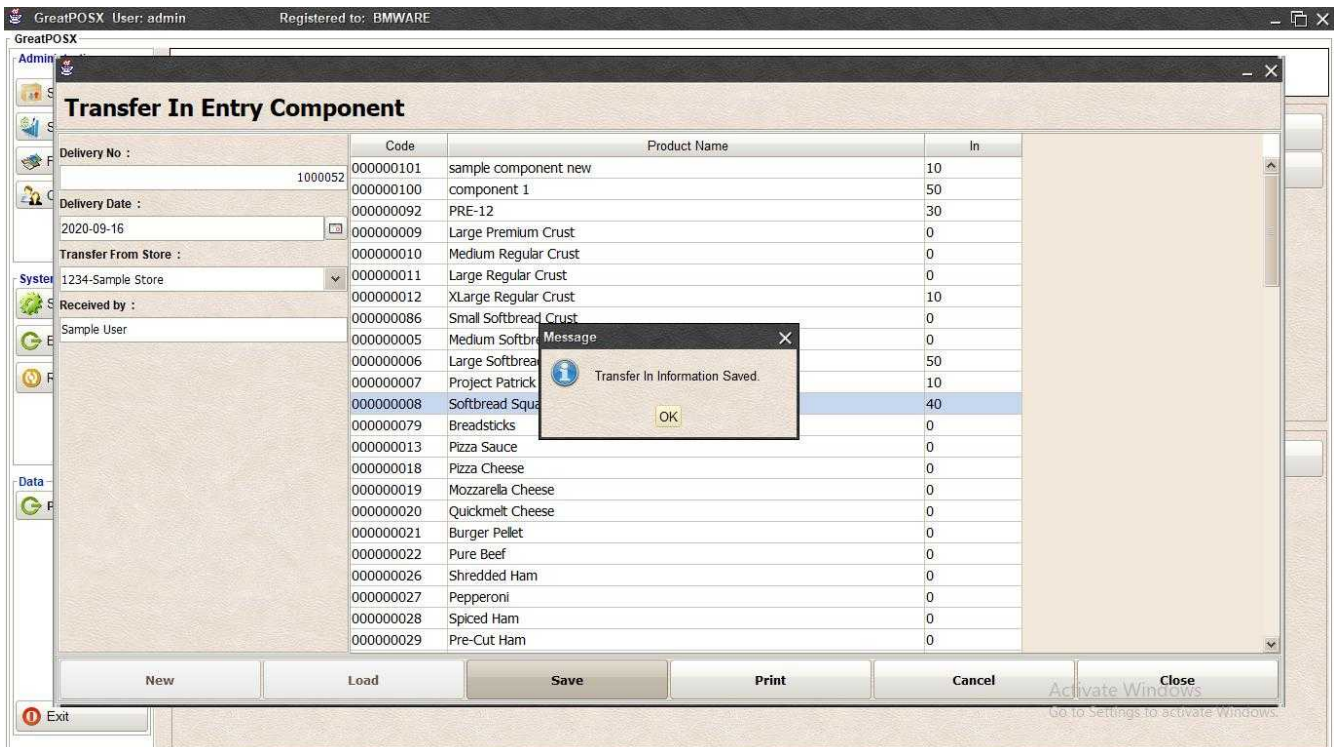
Step3) Select Date and Store From

Step4) Enter Receive By

Step5) Enter Product In

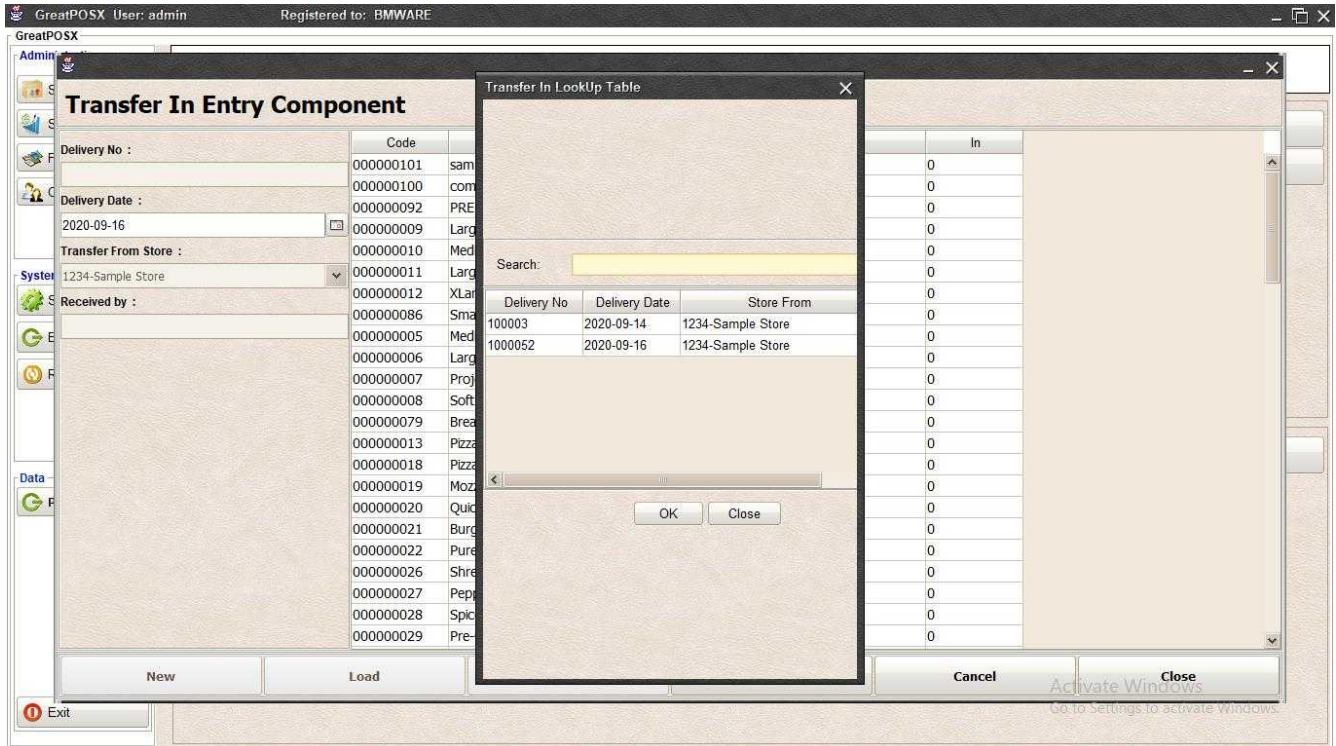


Step6) Click Save Button

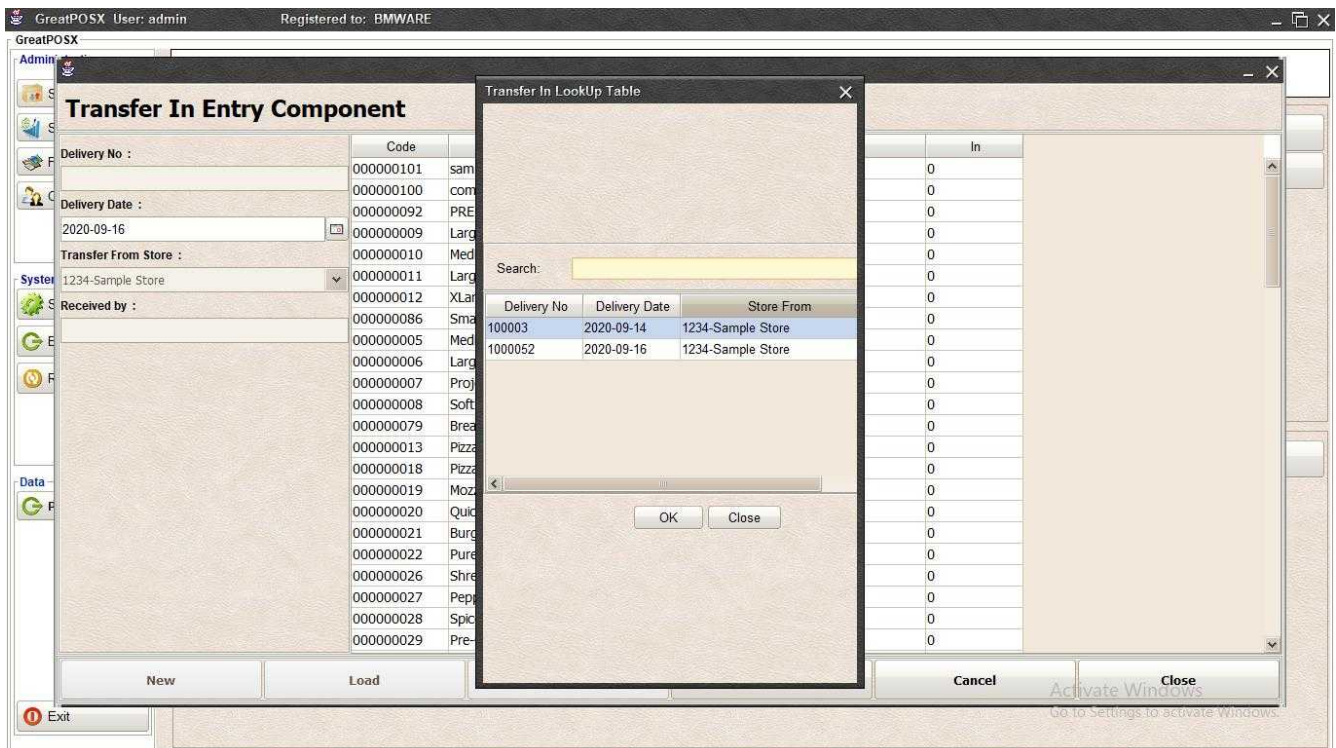


Load Past Transfer In

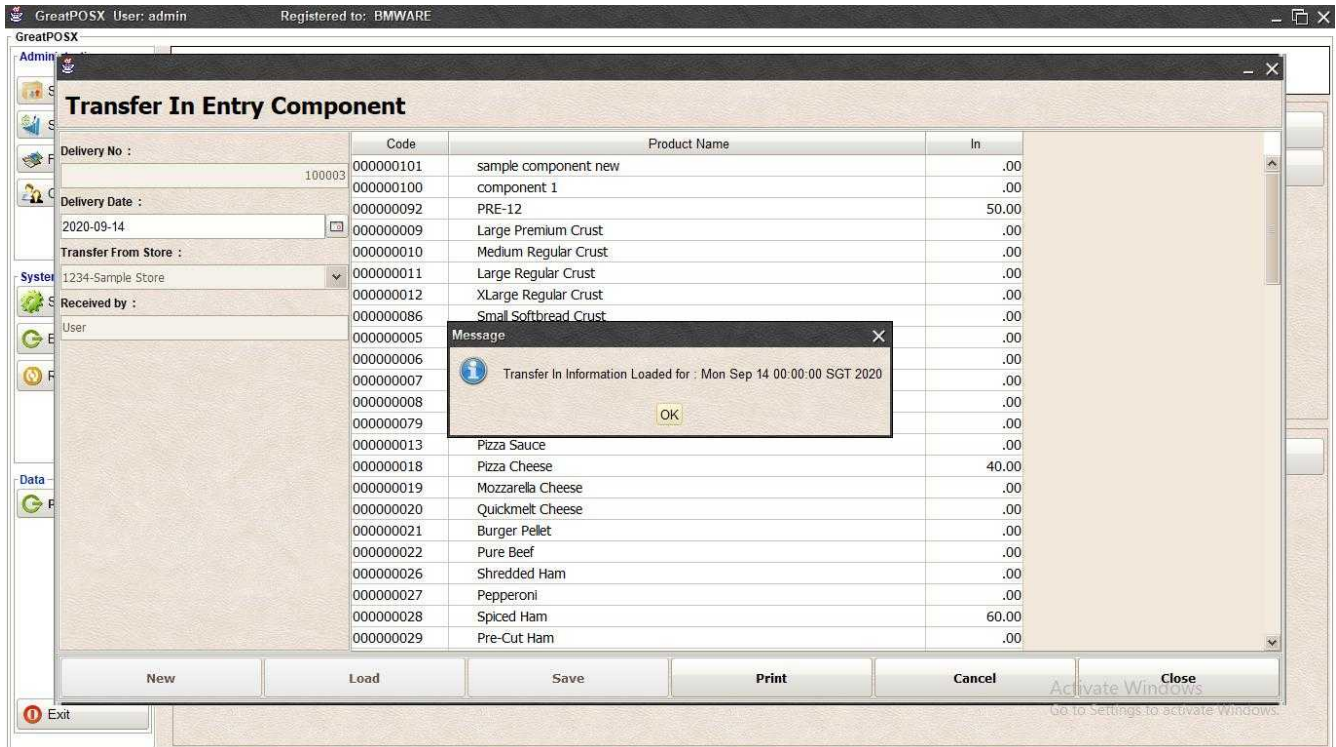
Step1) Click Load Button



Step2) Select data from the table

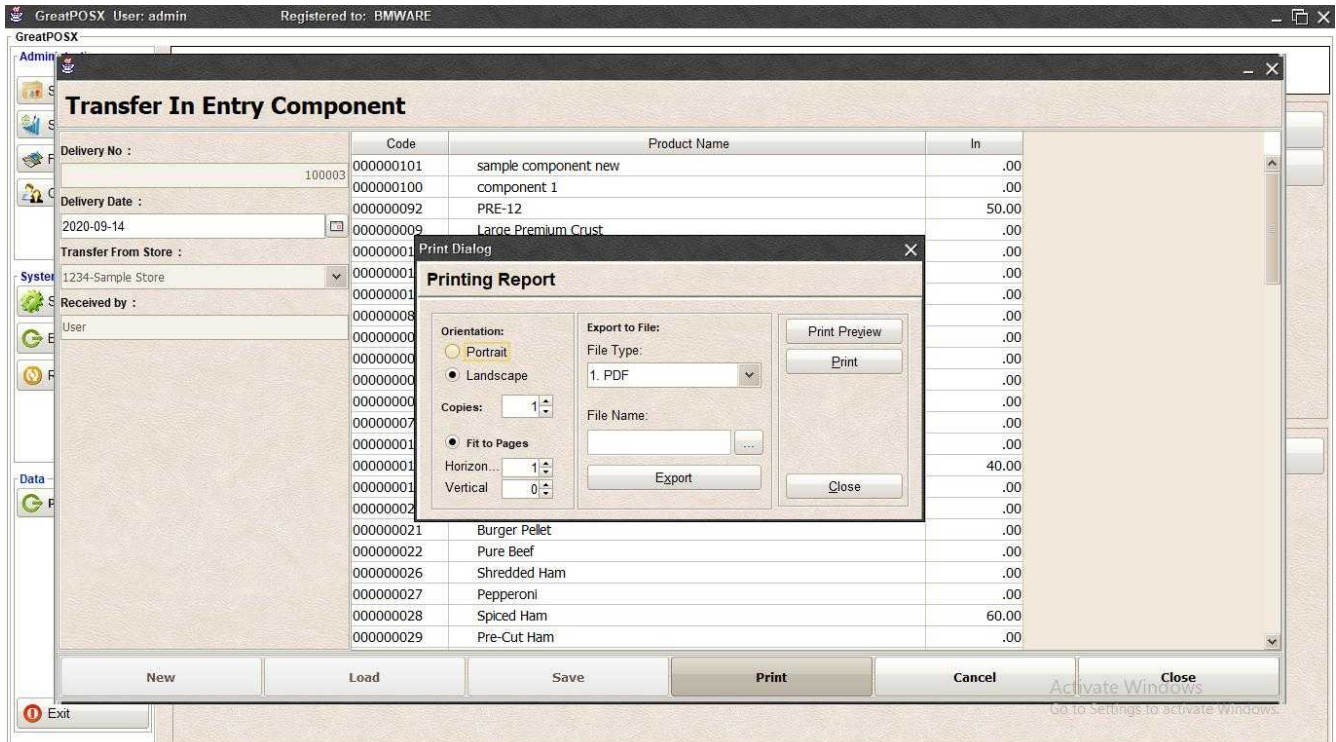


Step3) Click Ok

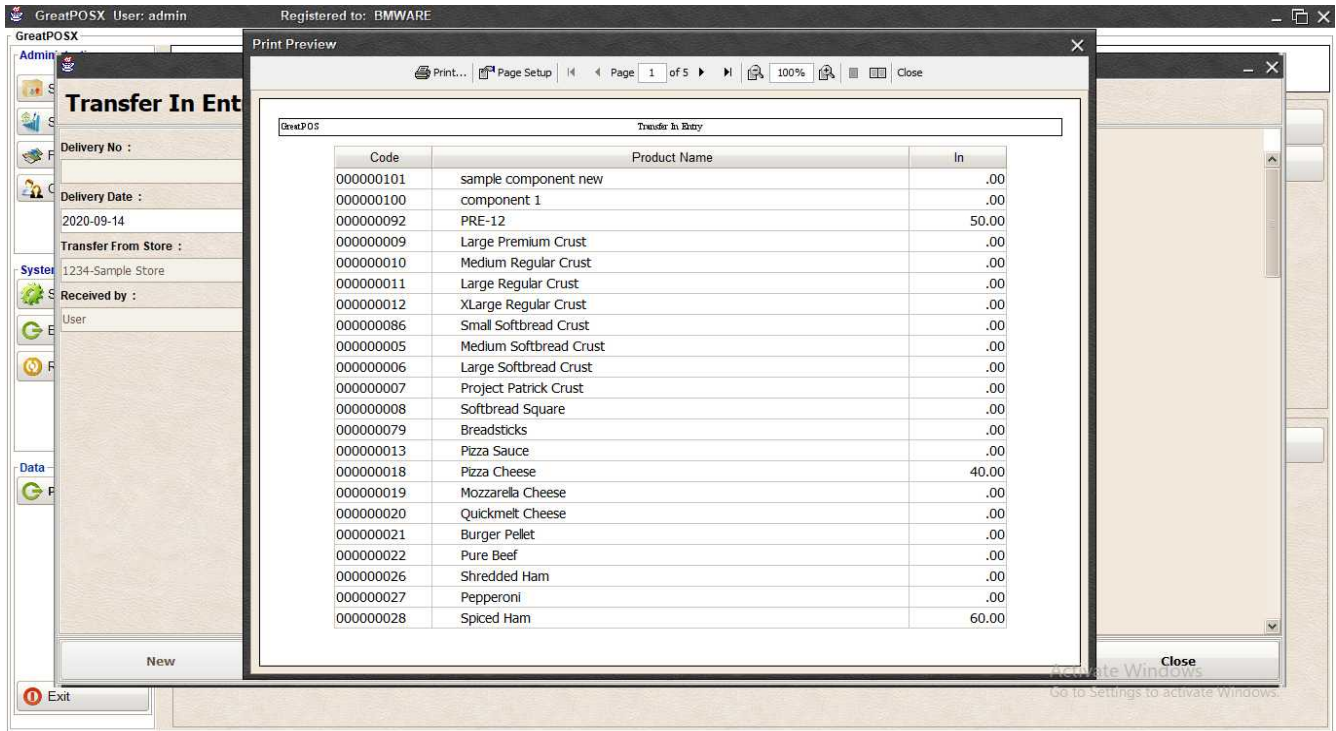


Step4) Click Ok

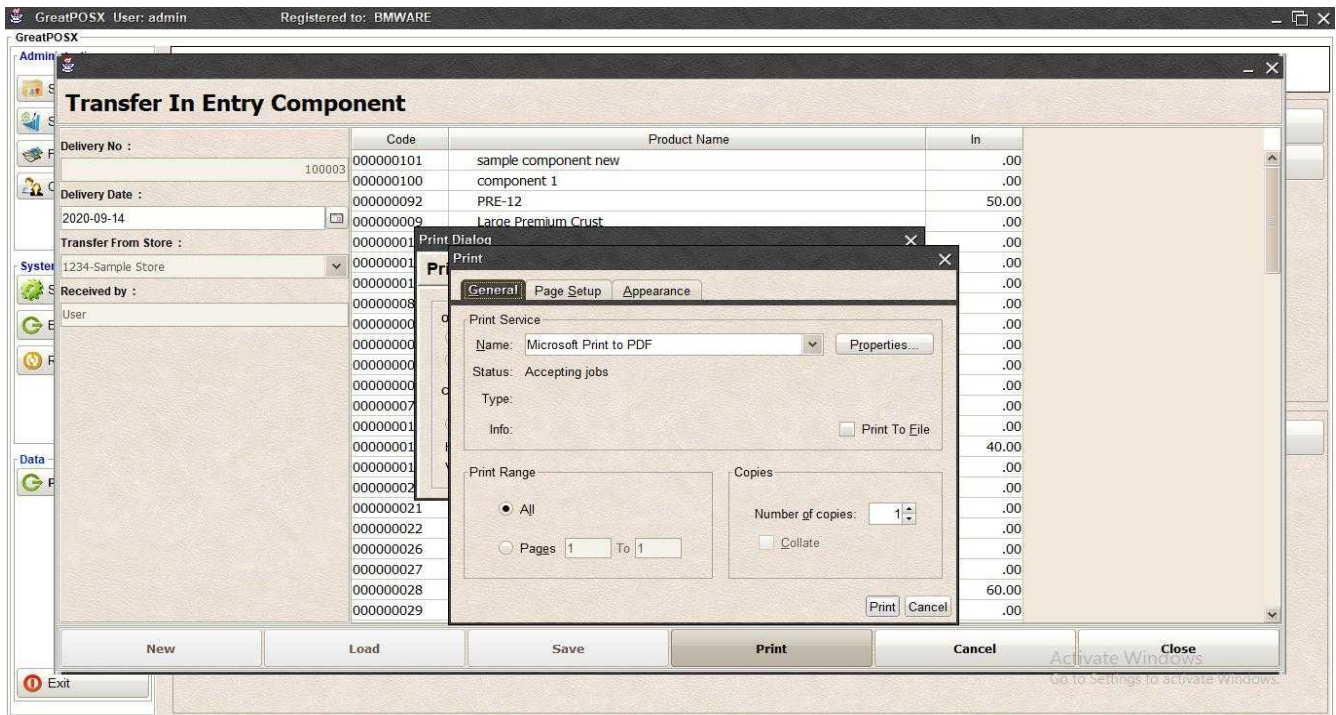
Printing Transfer Ins
 Click Print Button



Print Preview
Click Preview Button



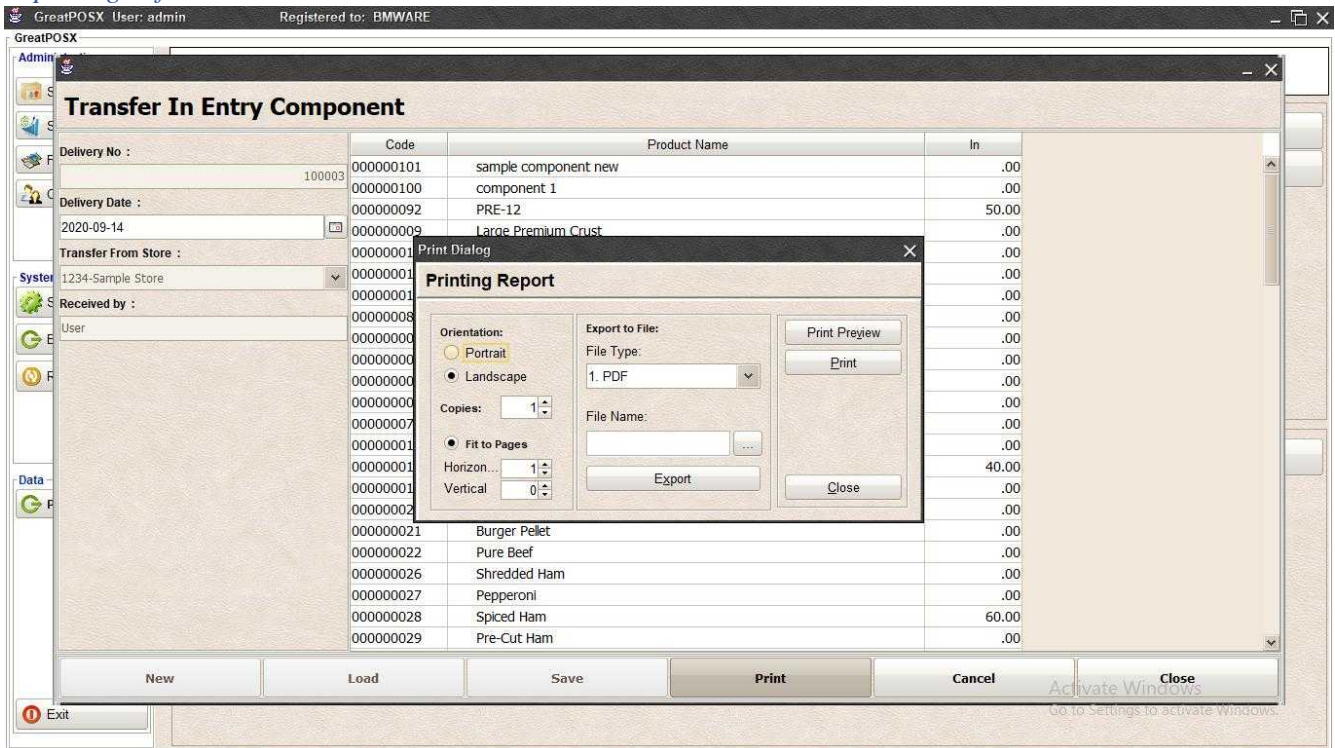
Print
Step1) Click Print Button



Step2) Select Printer

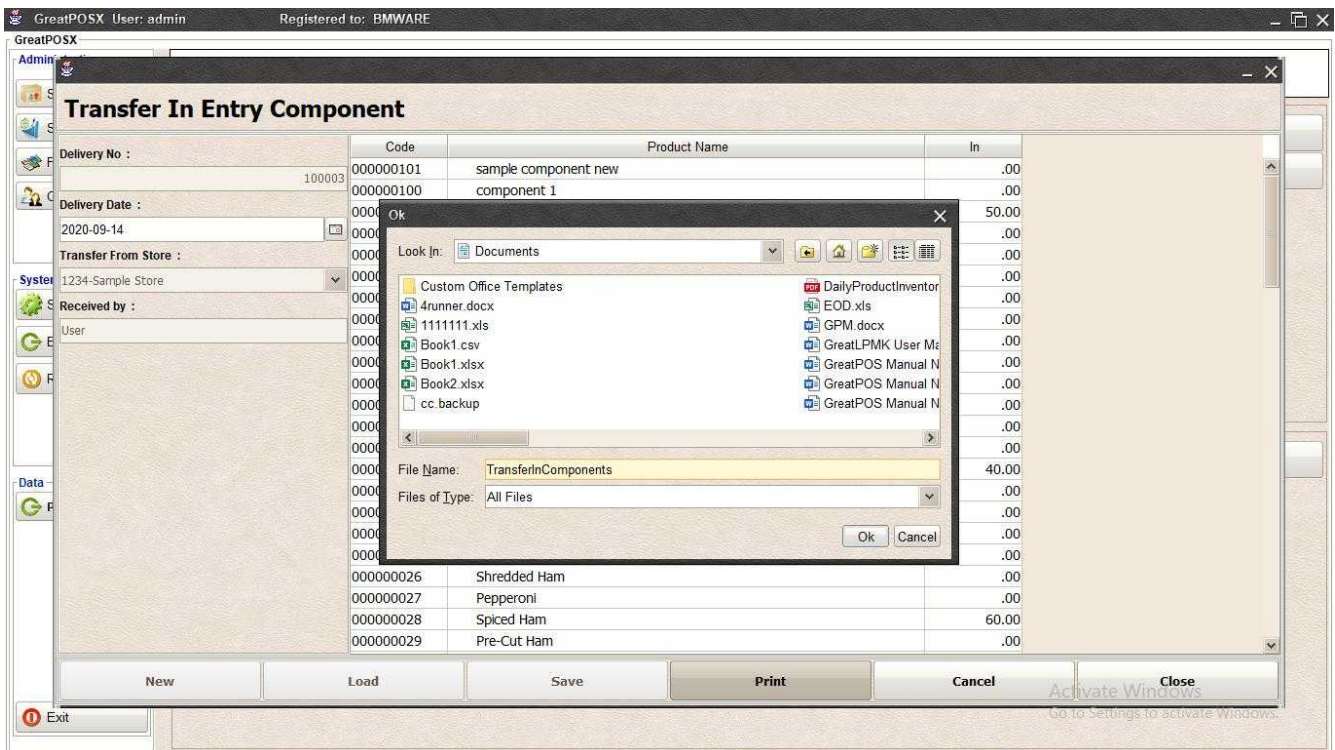
Step3) Click Print

Exporting to file



Step1) Select File Type

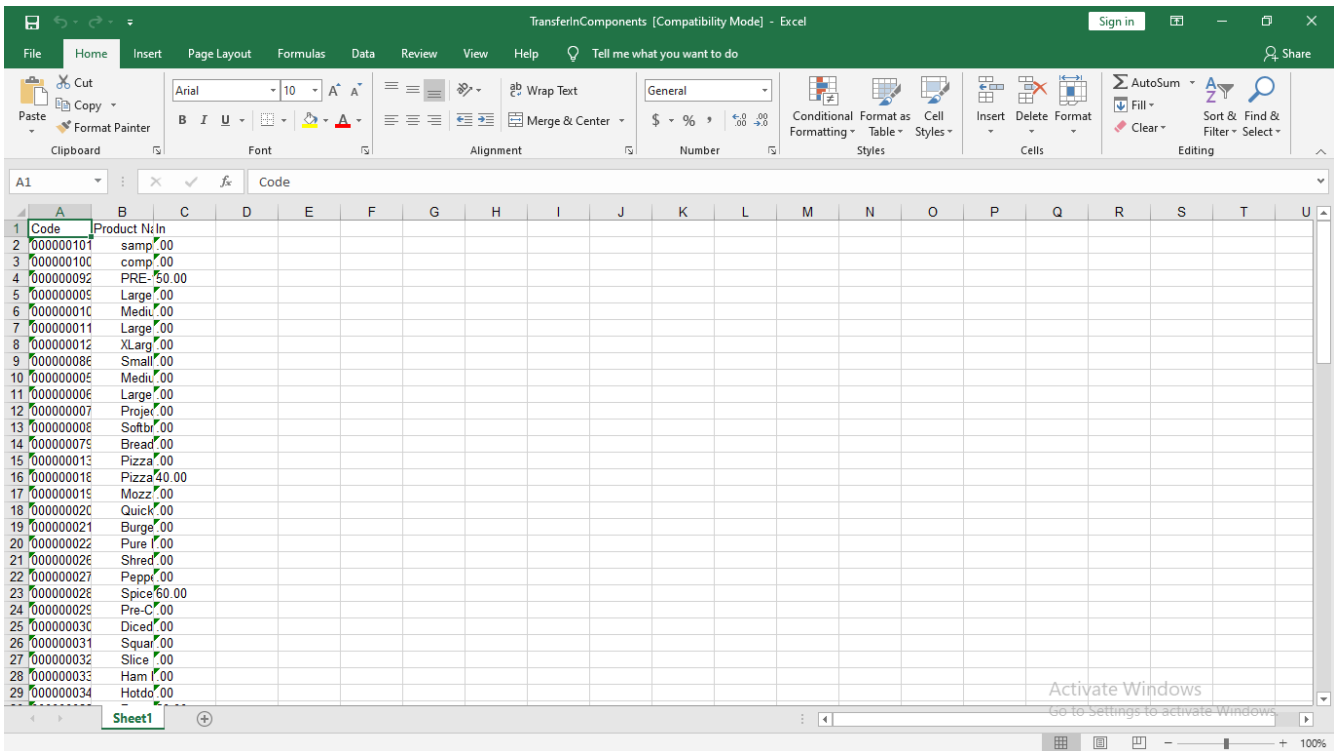
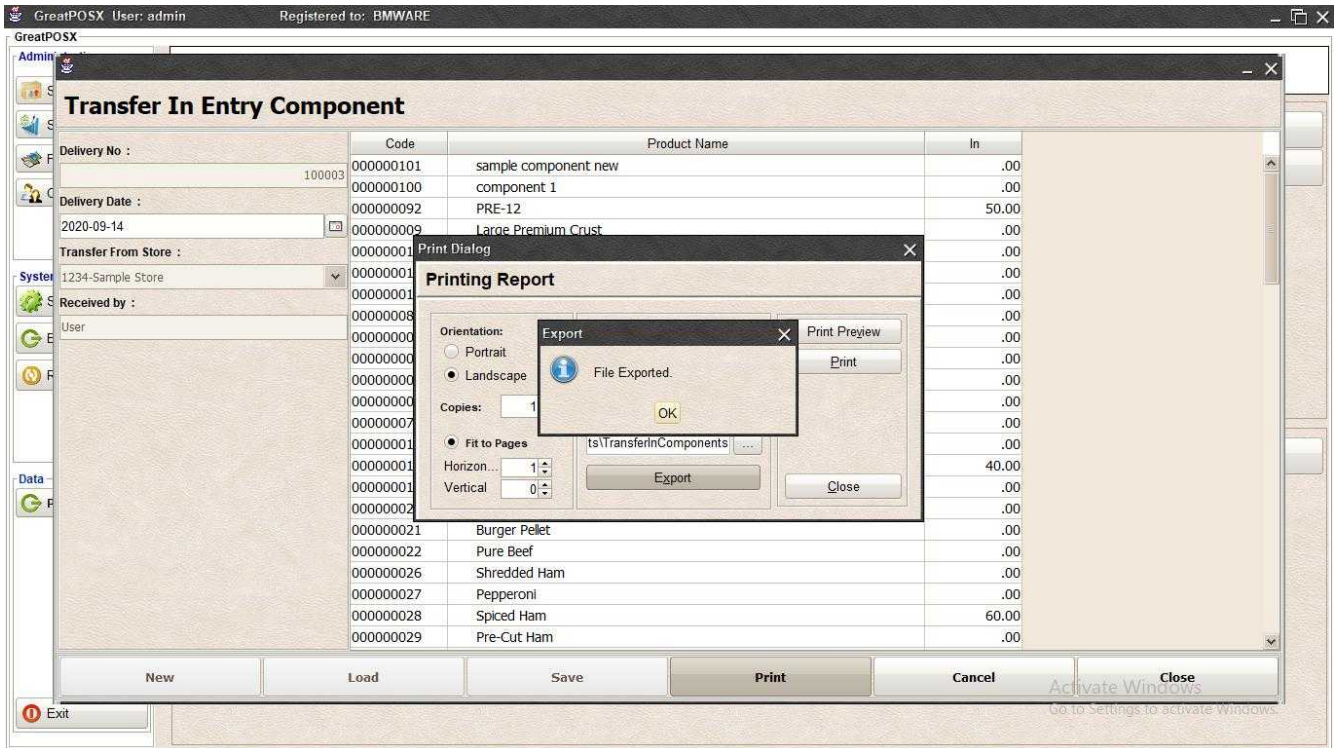
Step2) Click the (...) Button



Step3) Enter File name and Click OK

Step4) Click Export Button

Step5) Click OK

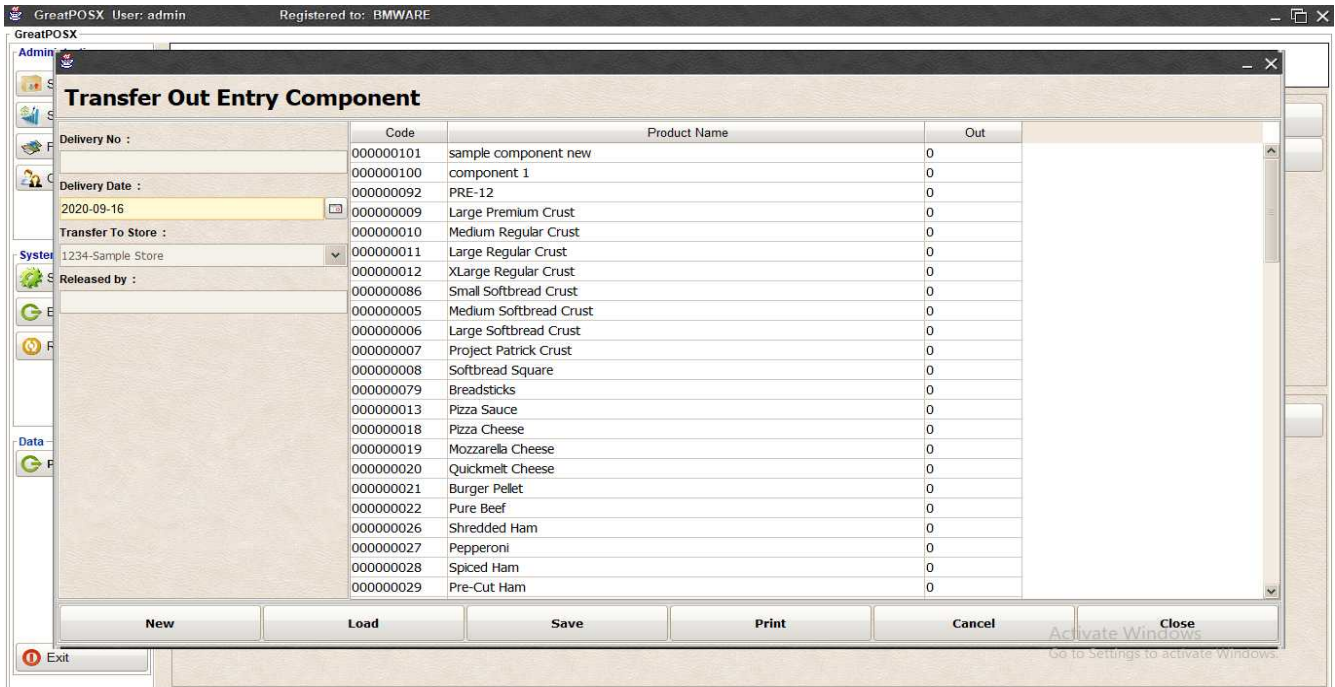


Components Transfer Out Entry



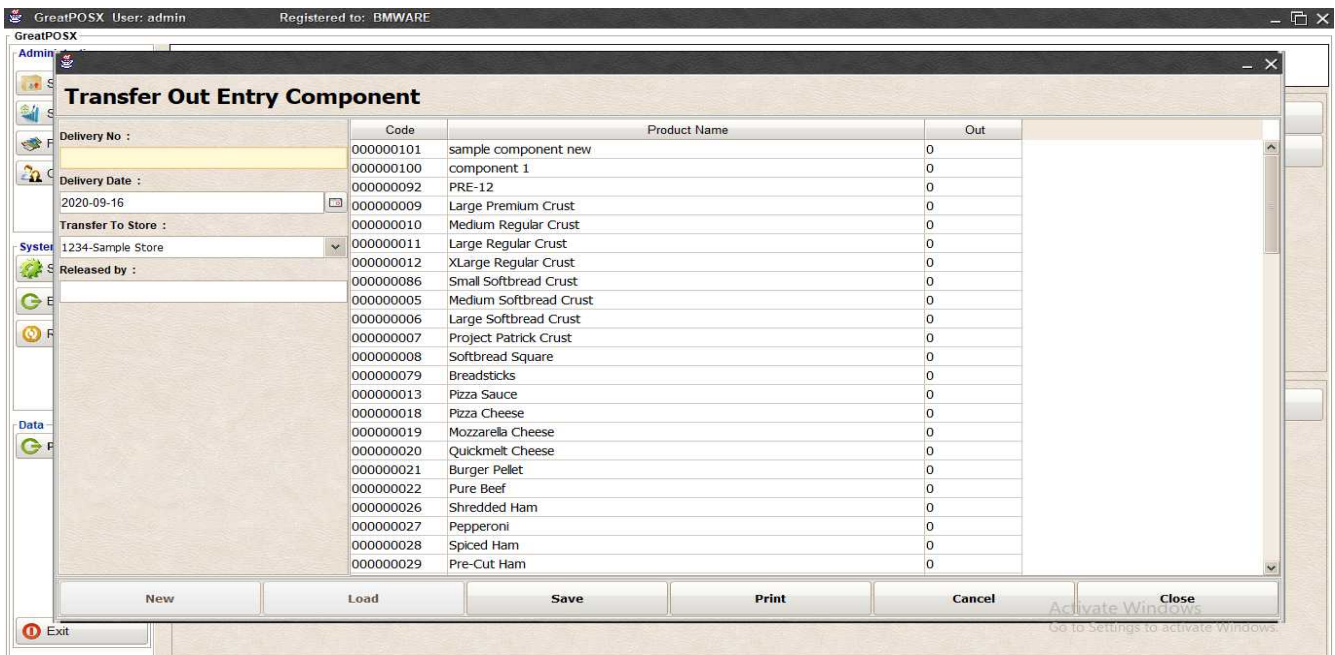
Use to Transfer out the store stock to another store

How to use Components Transfer Out entry?



Enter Transfers

Step1) Click New Button

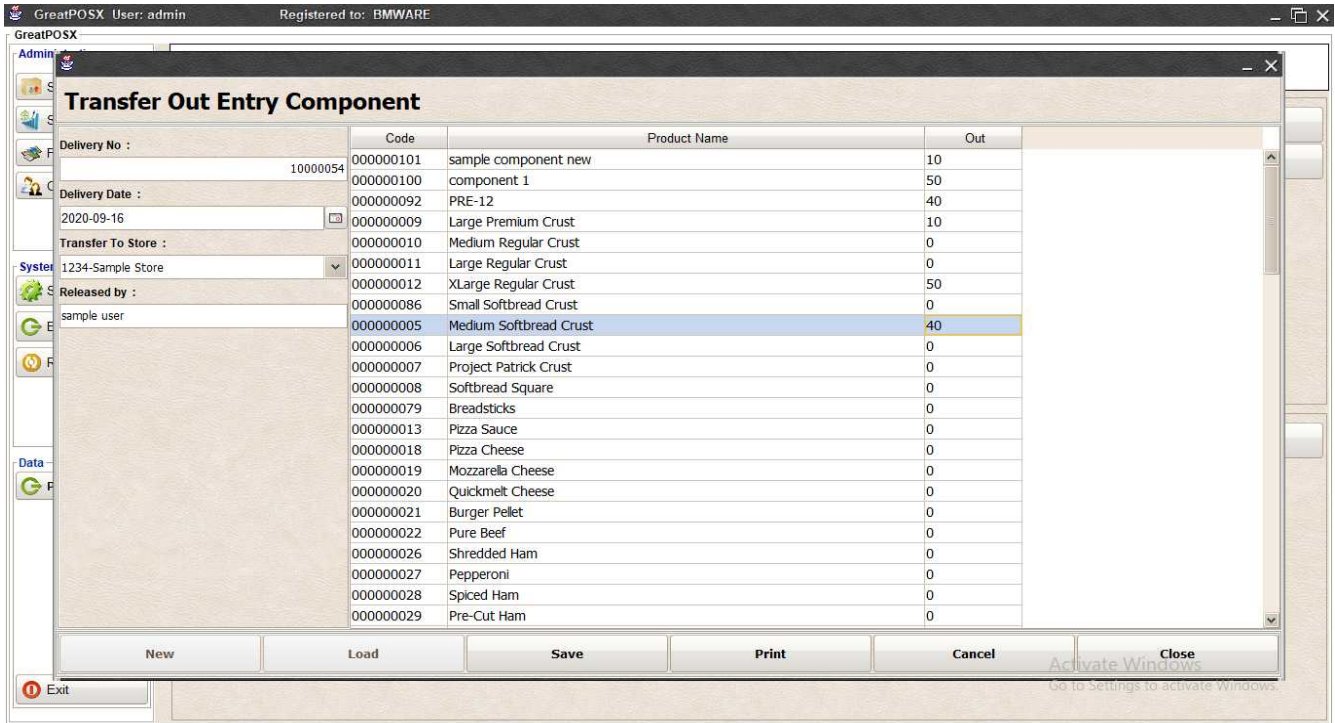


Step2) Enter Delivery Number

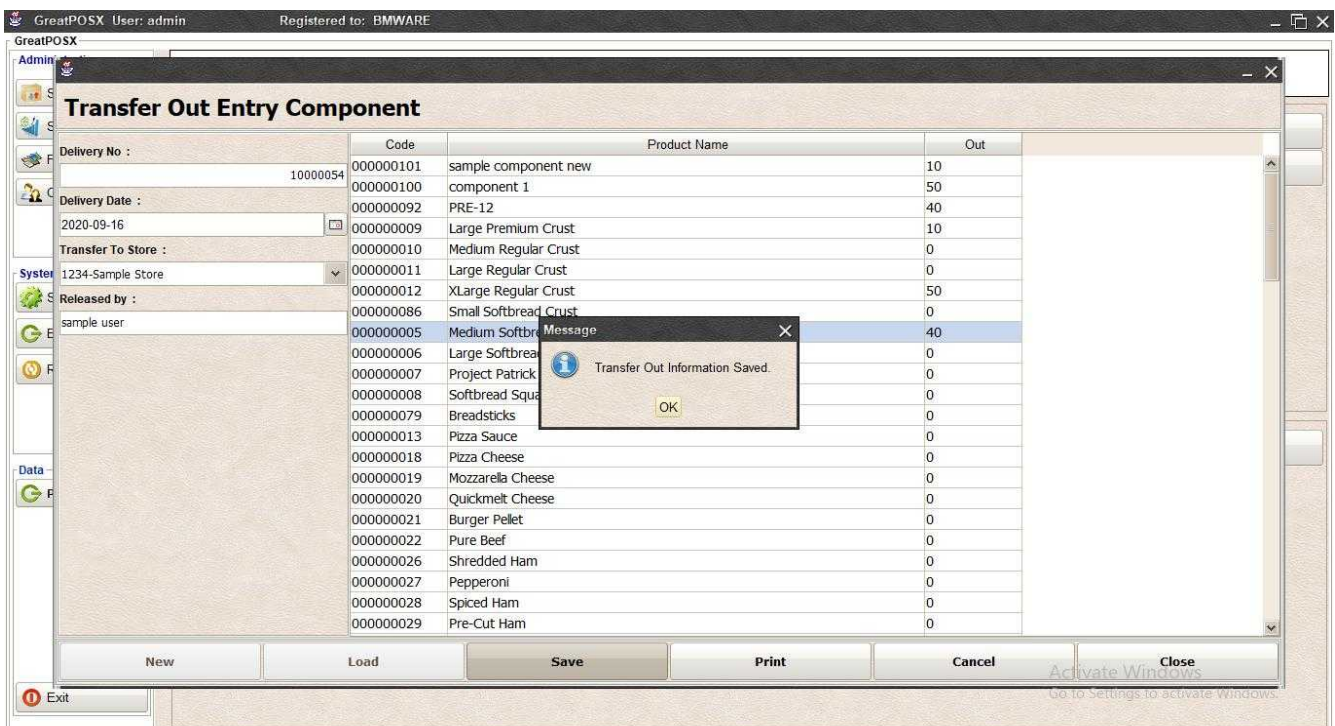
Step3) Select Date and Transfer to Store

Step4) Enter Release By

Step5) Enter Product In

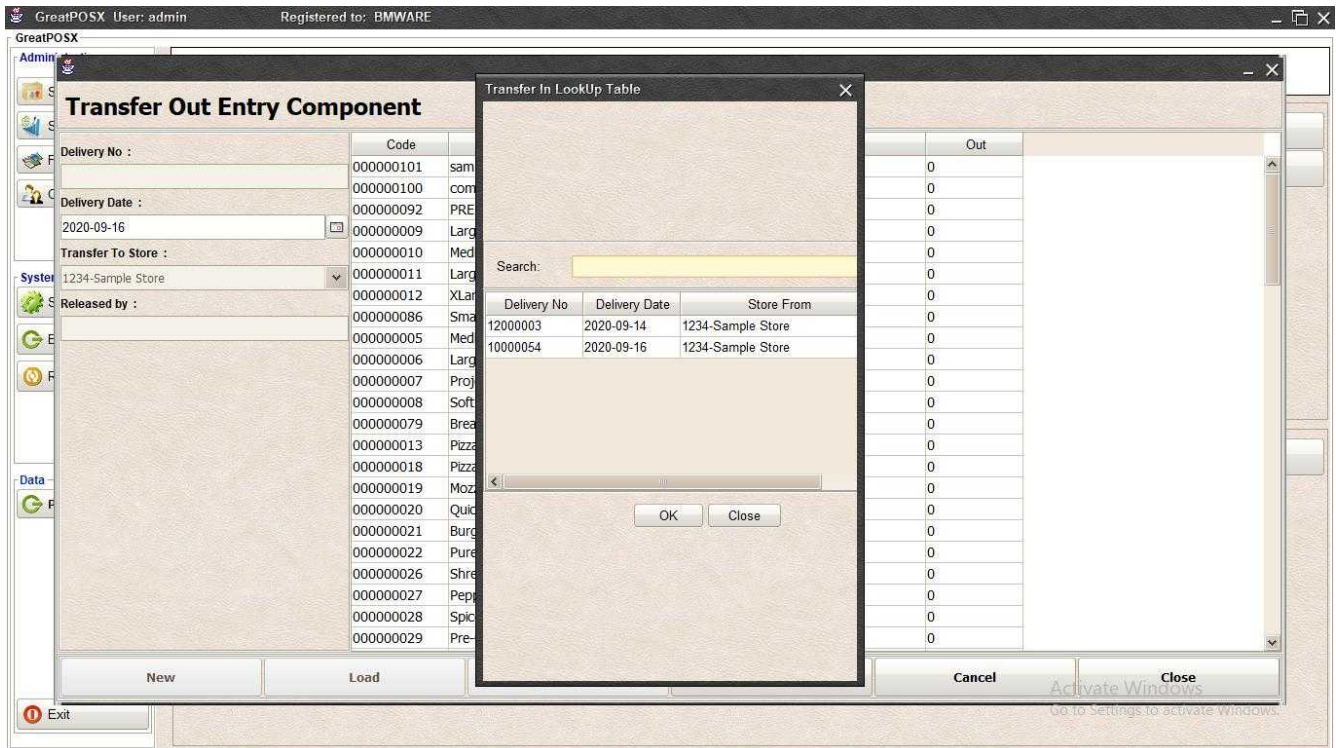


Step6) Click Save Button

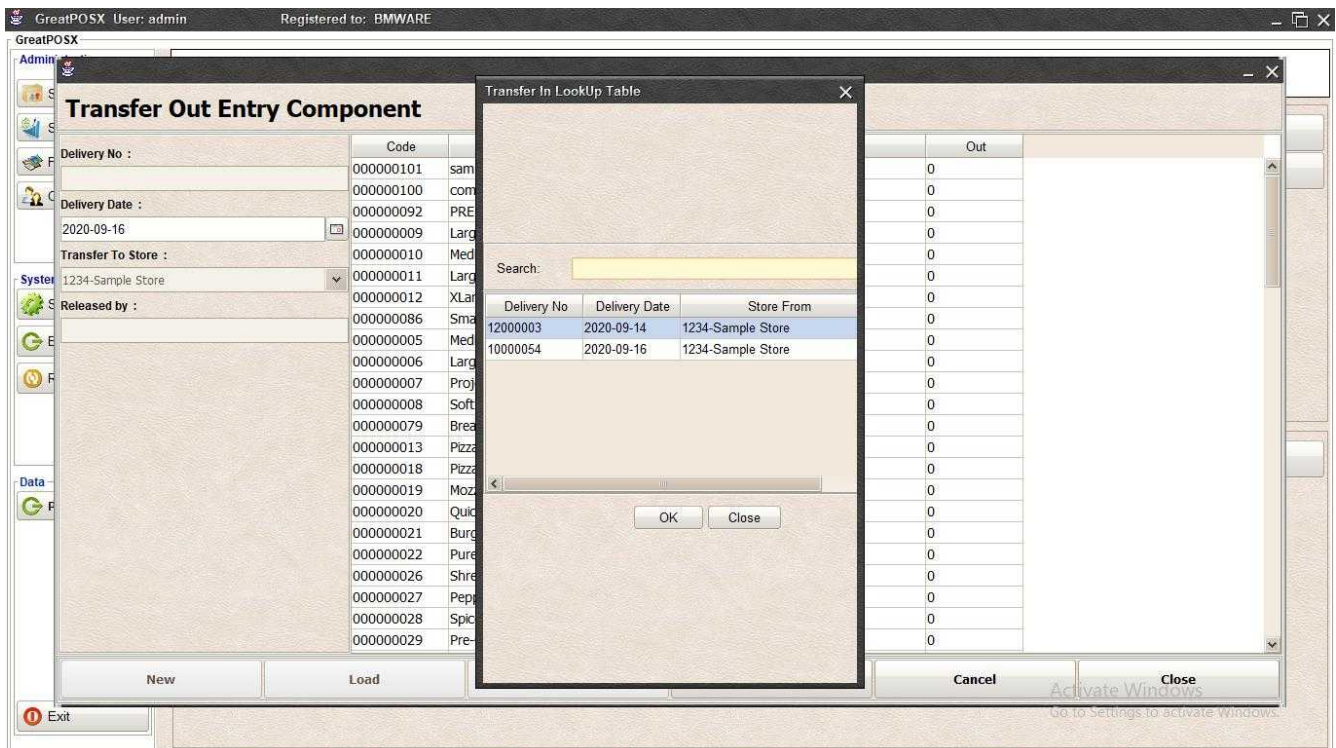


Load Past Transfer Out

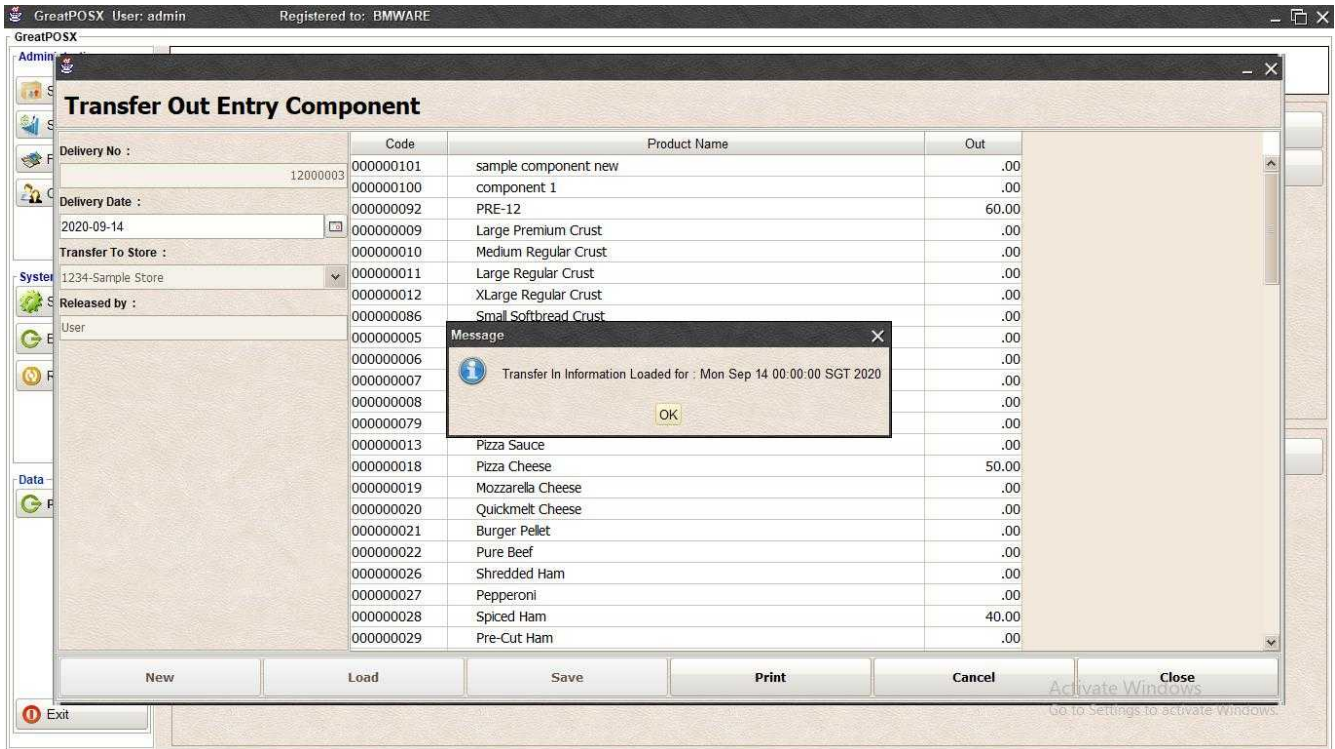
Step1) Click Load Button



Step2) Select data from the table

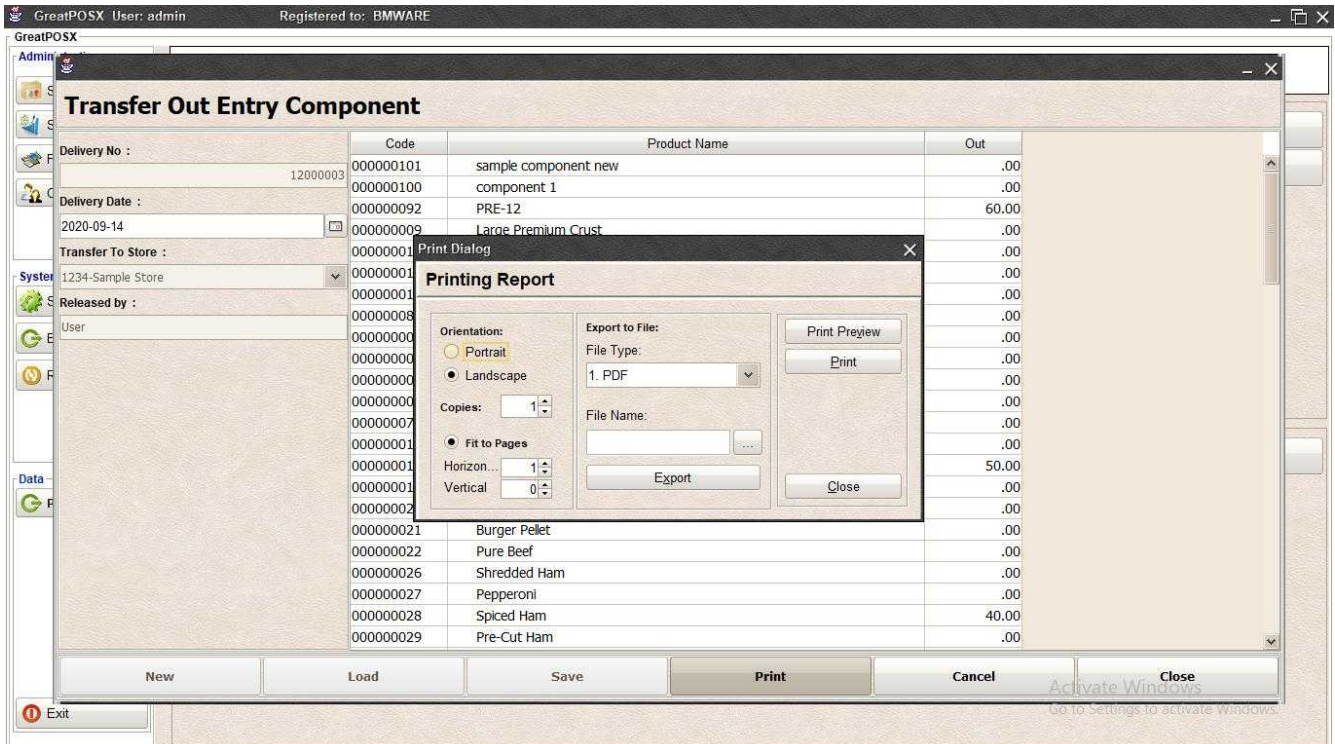


Step3) Click Ok

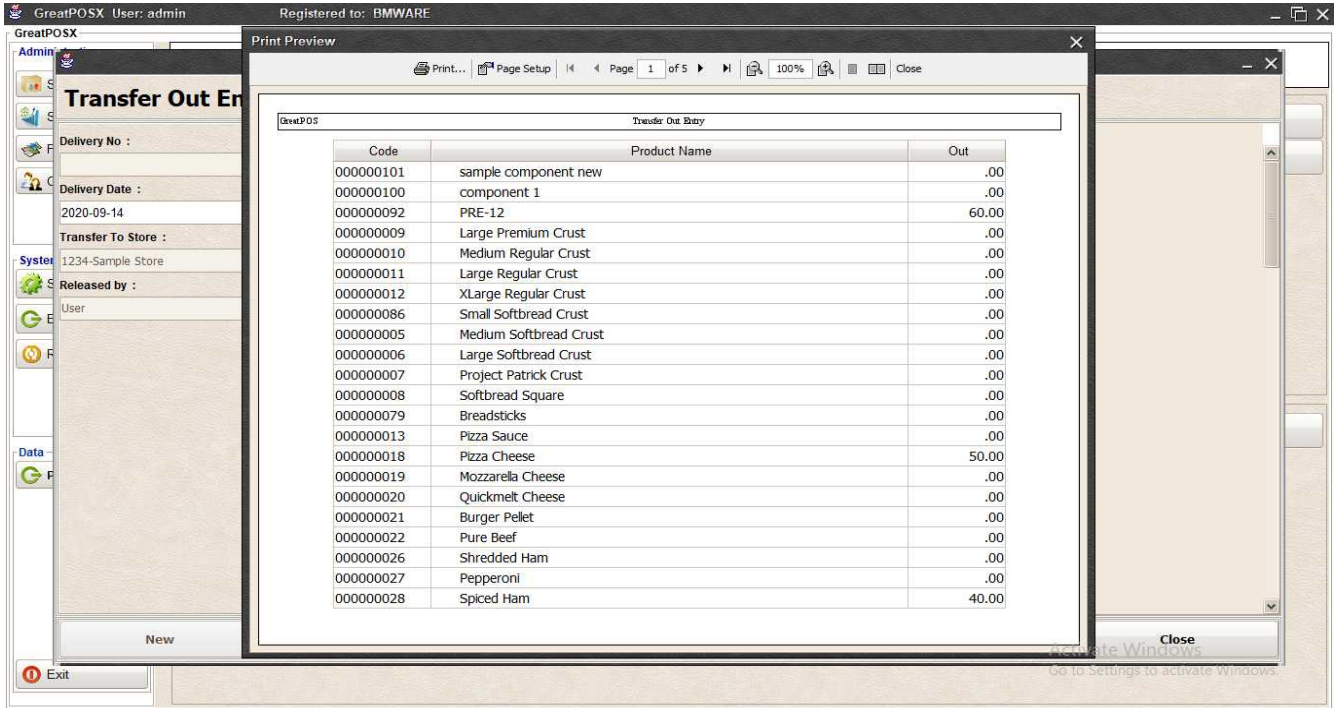


Step4) Click Ok

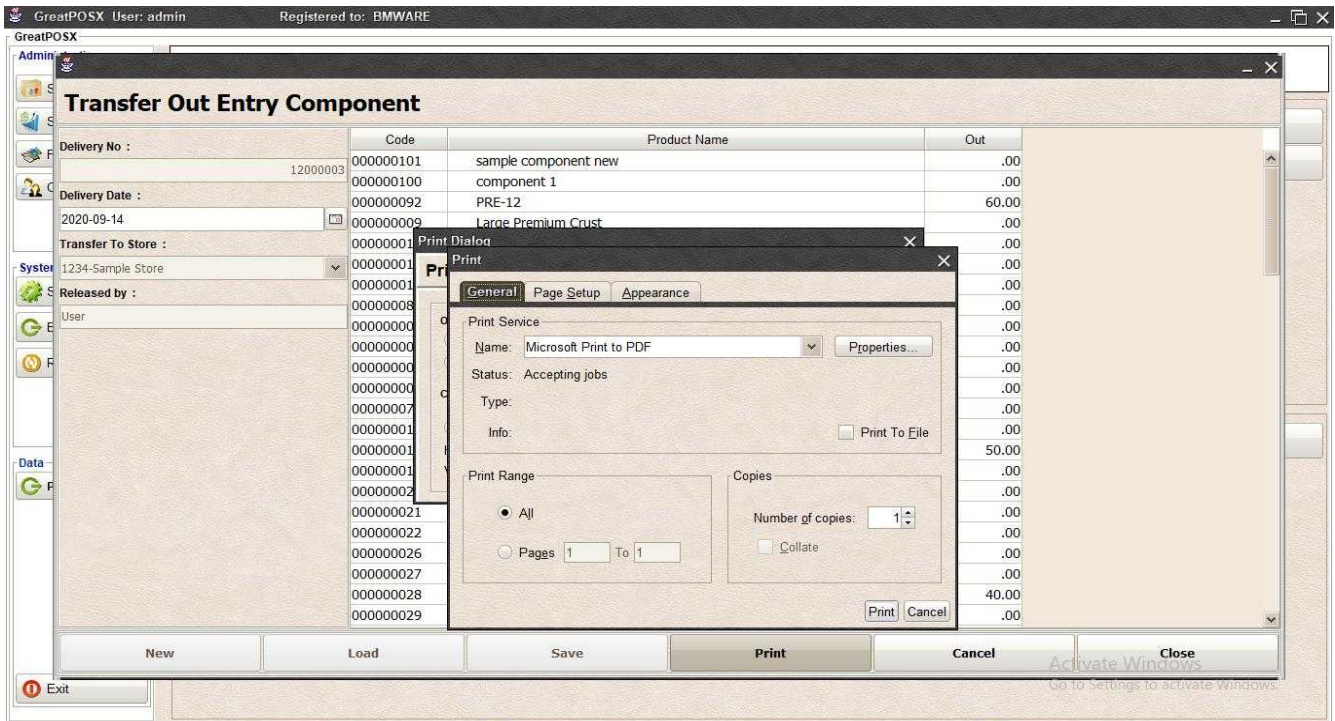
Printing Transfer Out
Click Print Button



Print Preview
 Click Preview Button

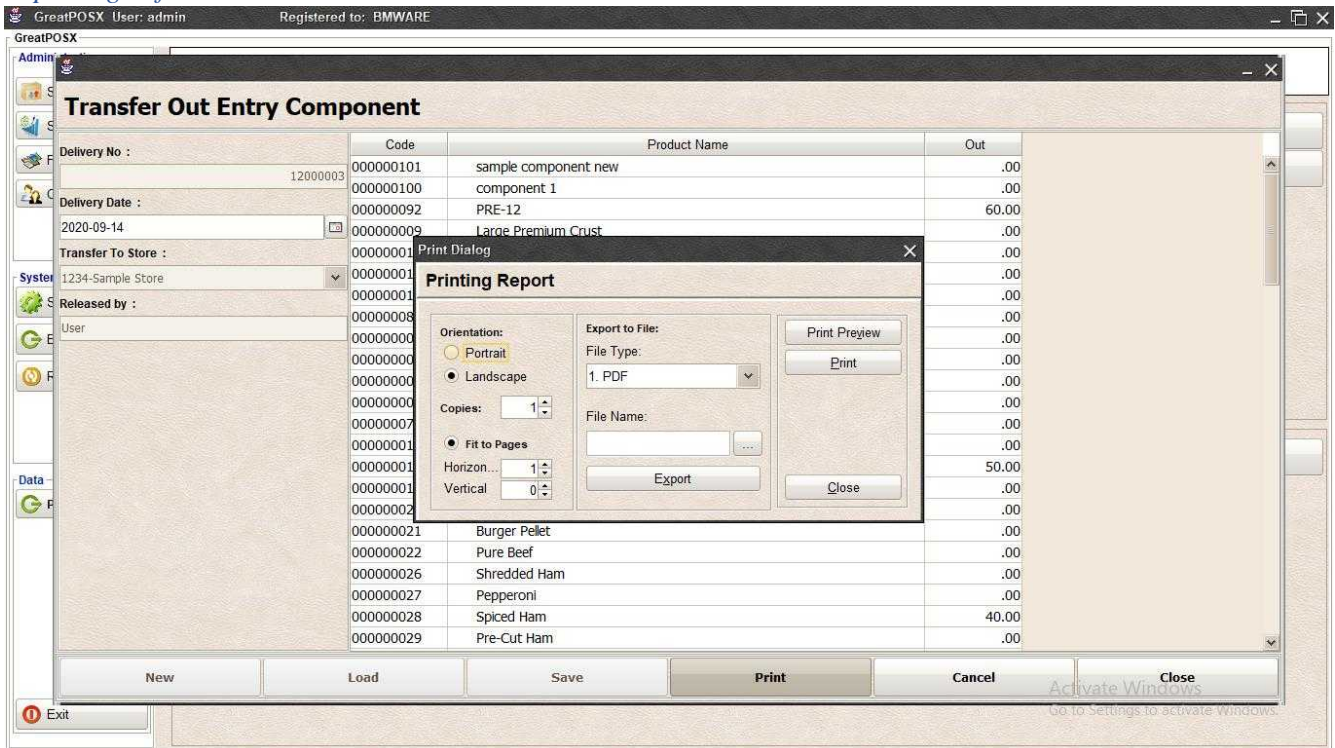


Print
 Step1) Click Print Button



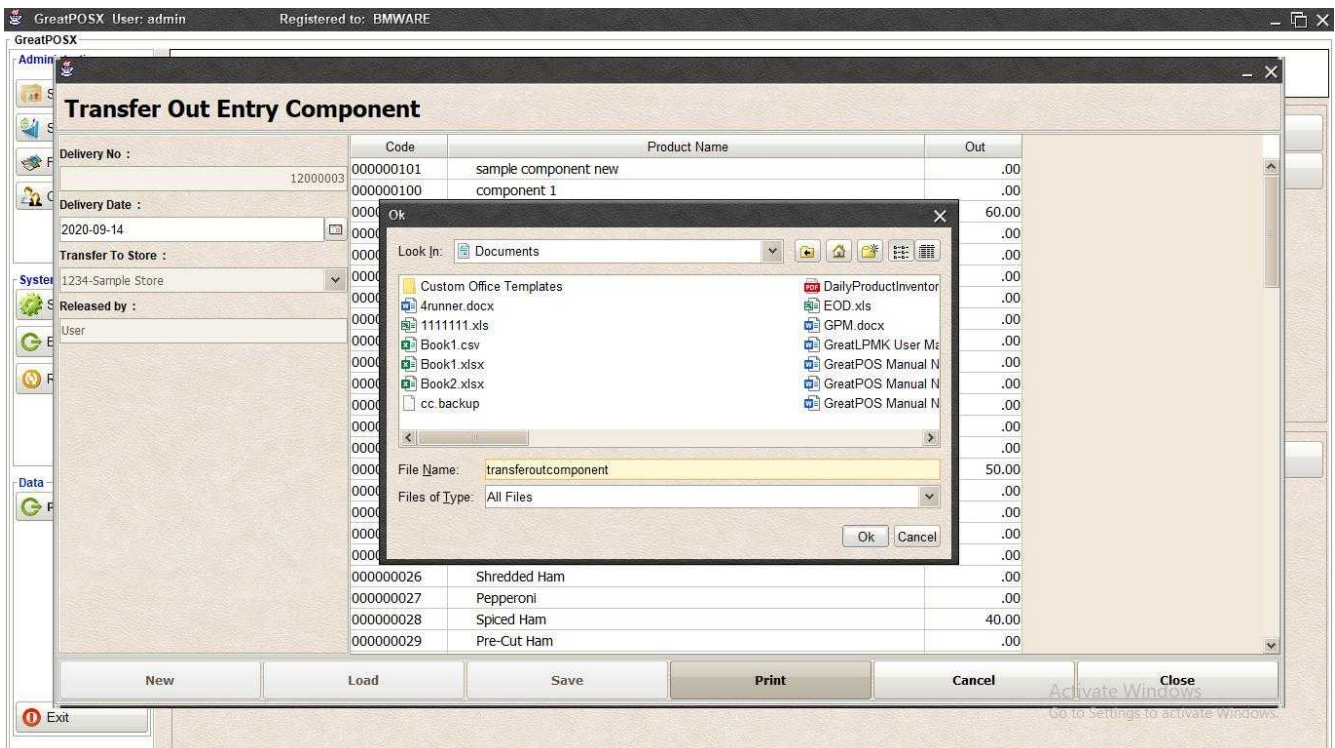
Step2) Select Printer
 Step3) Click Print

Exporting to file



Step1) Select File Type

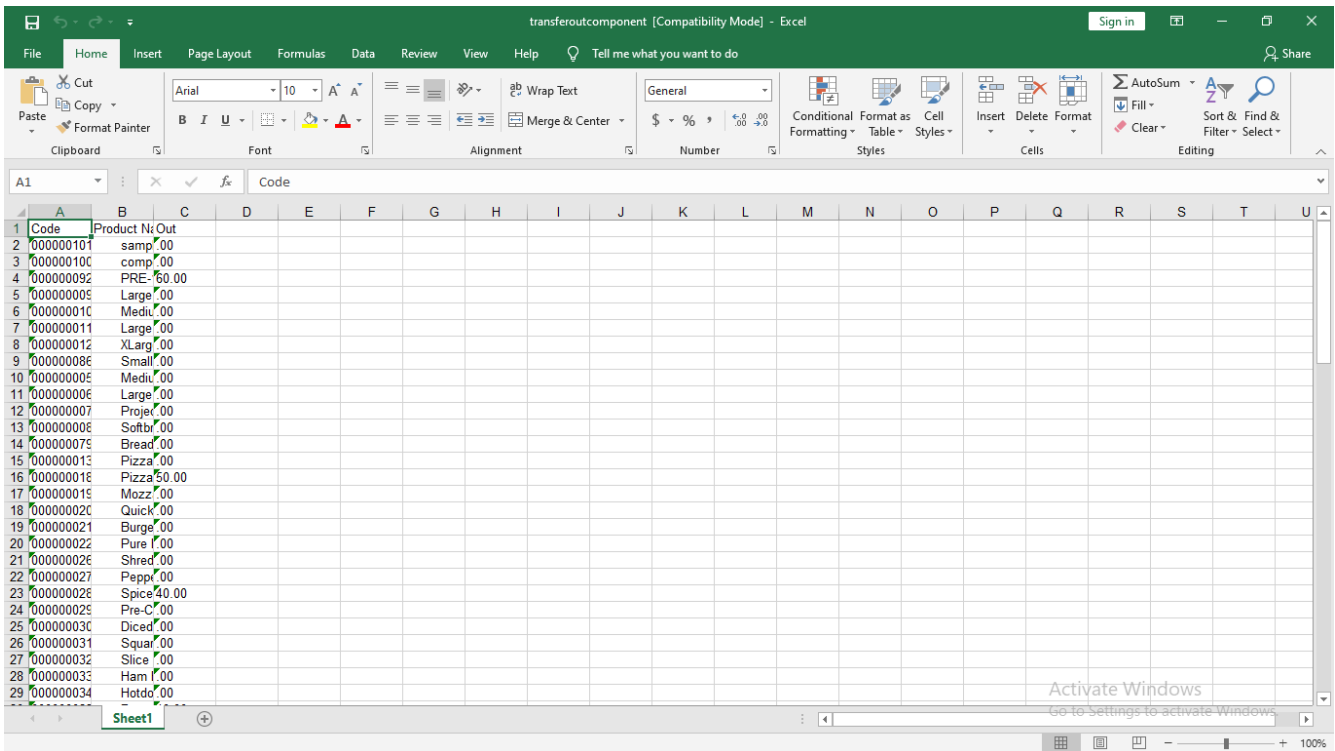
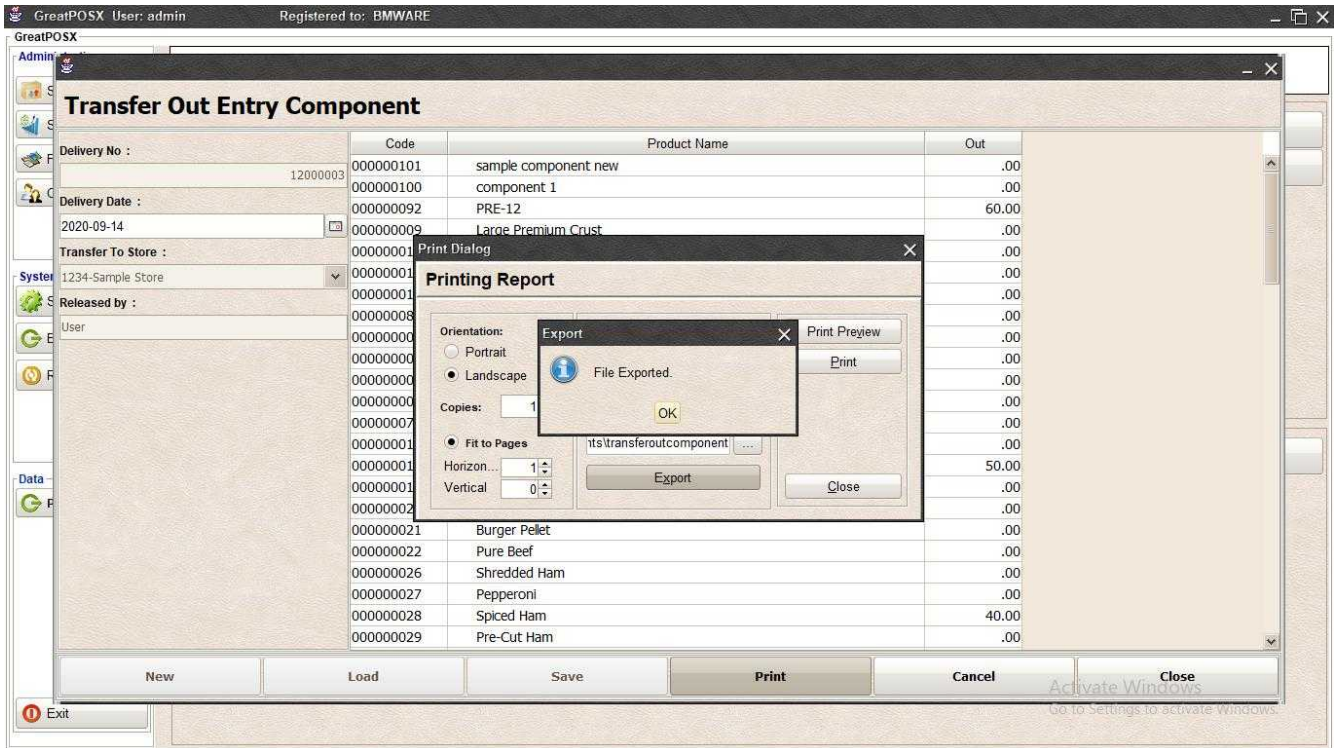
Step2) Click the (...) Button



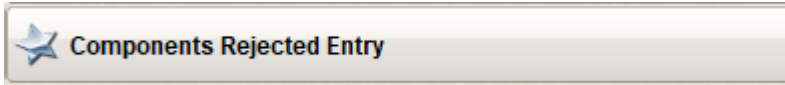
Step3) Enter File name and Click OK

Step4) Click Export Button

Step5) Click OK

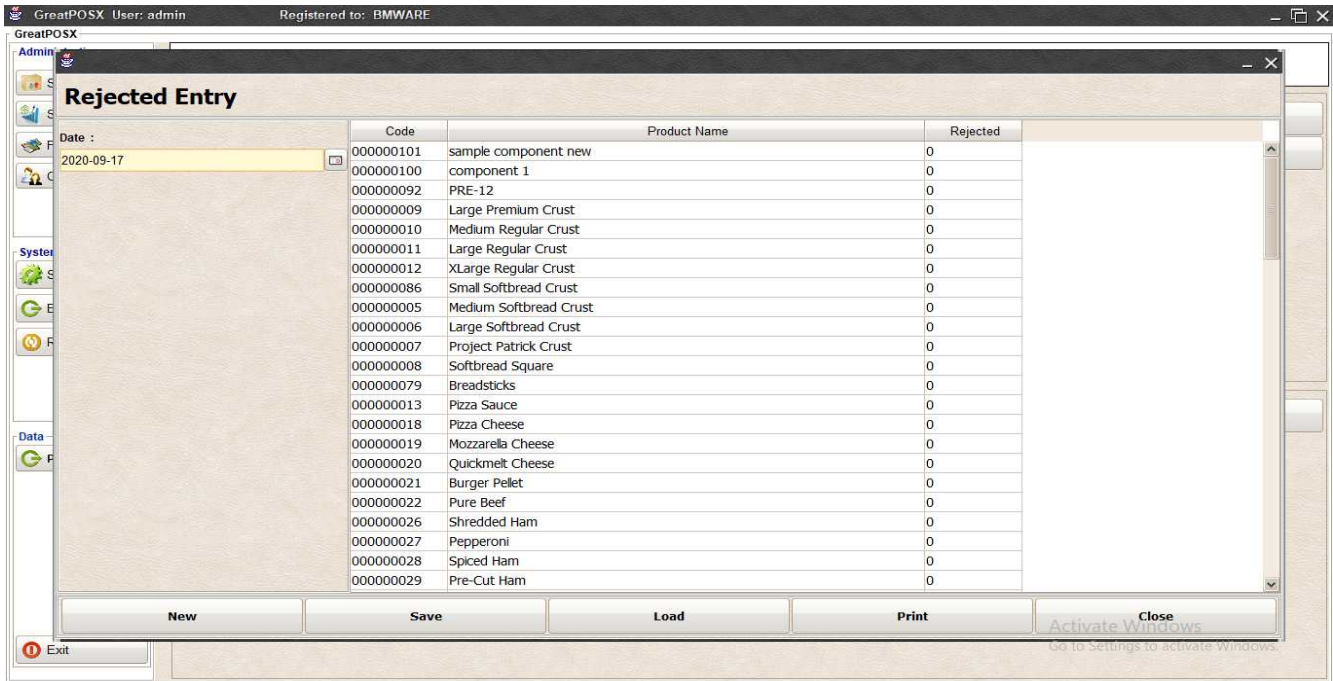


Components Reject Entry

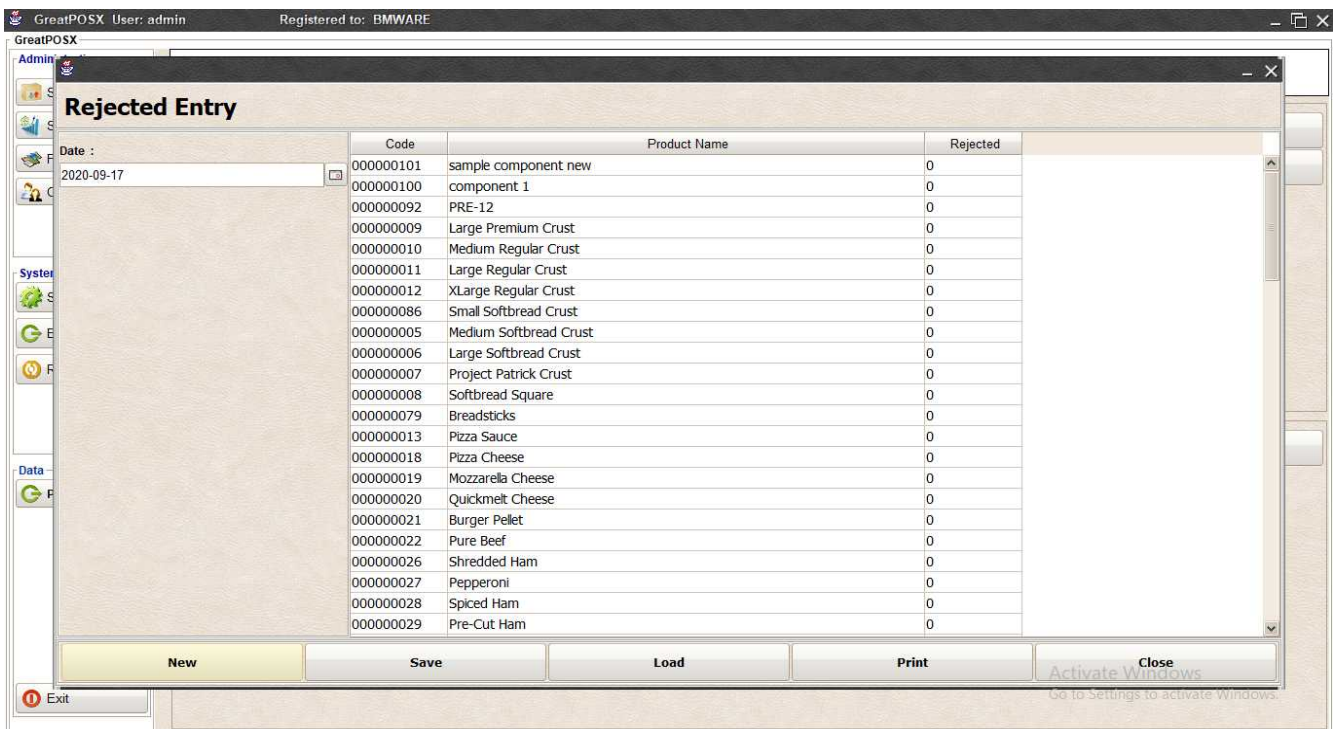


Use to Enter Rejected Components

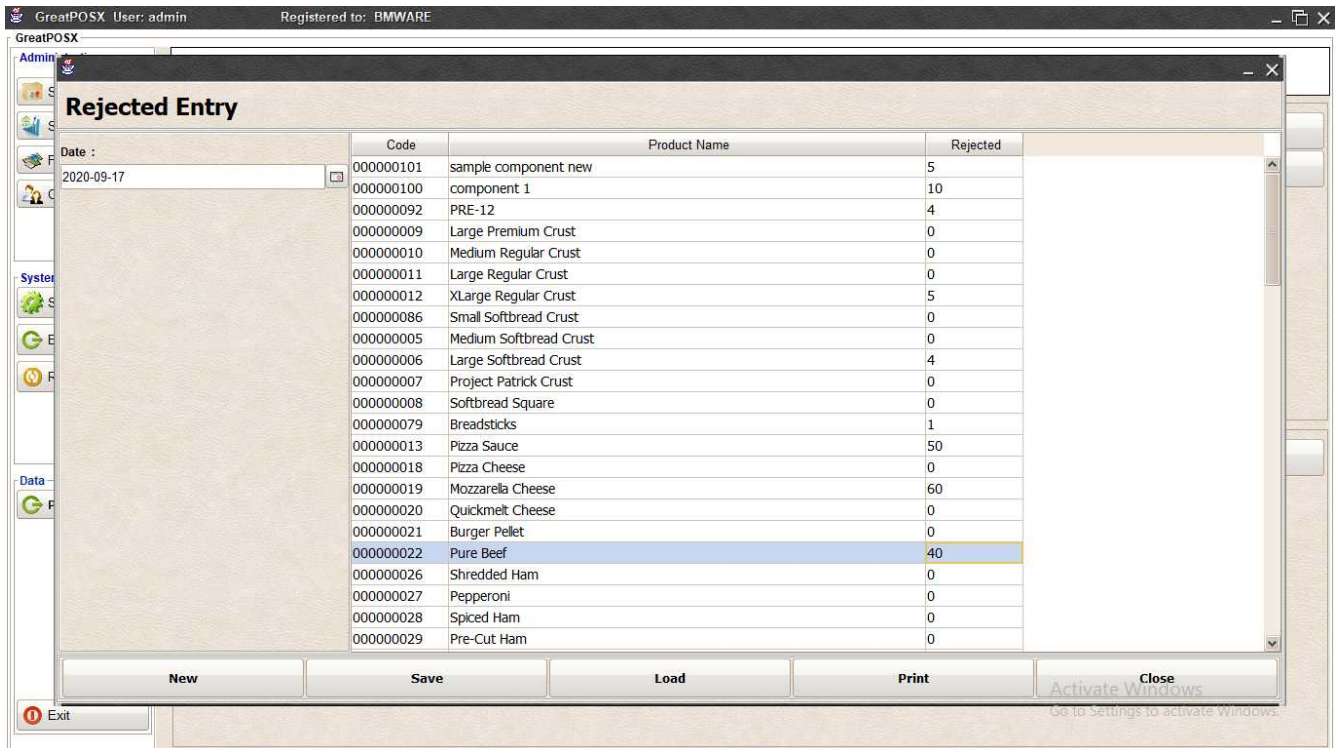
How to use Components Rejected Entry?



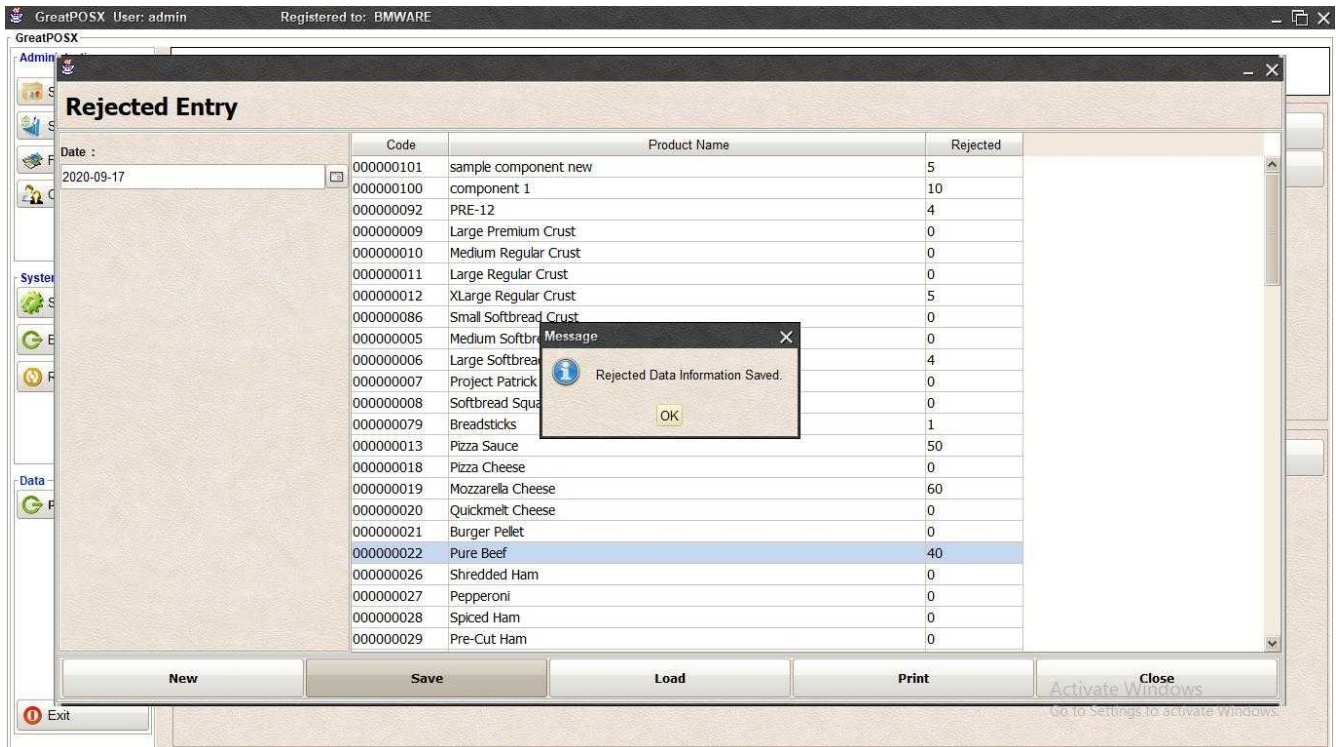
Step1) Click New Button



Step2) Enter Rejected Component on the Rejected Column per item



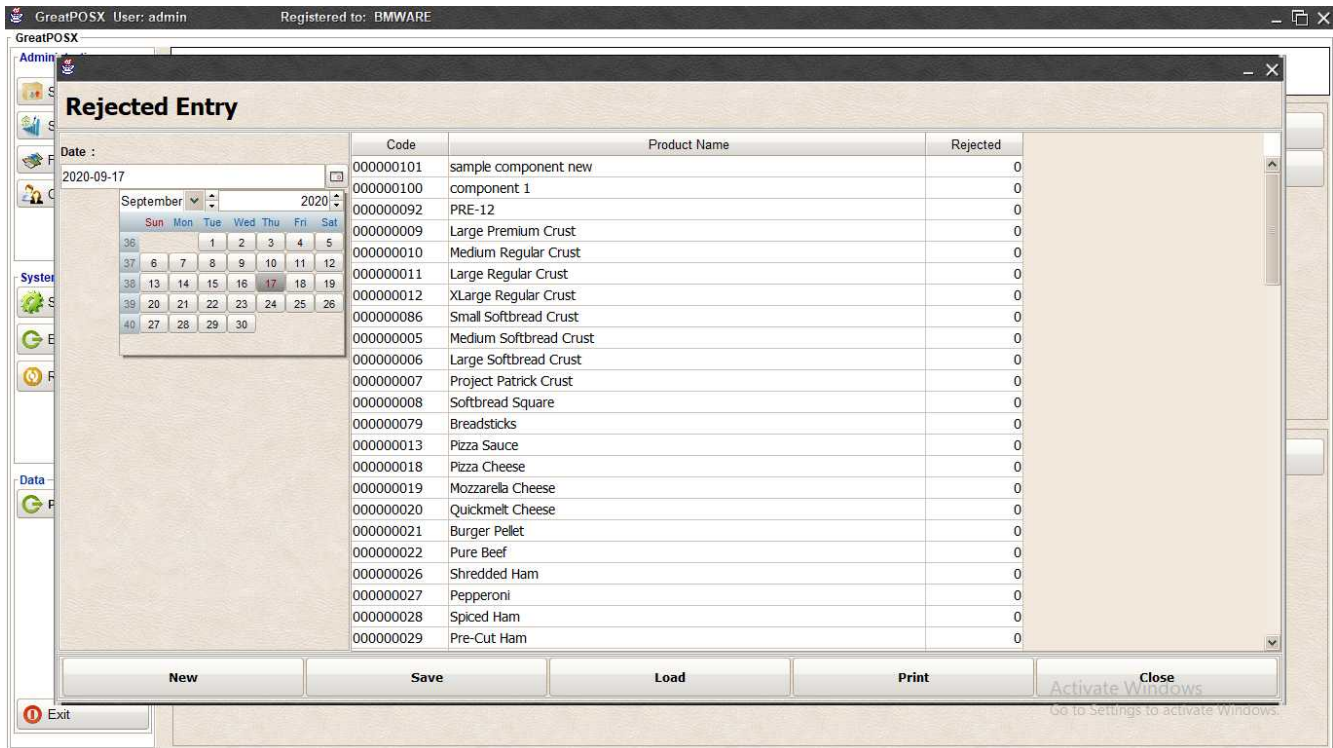
Step3) Click Save Button



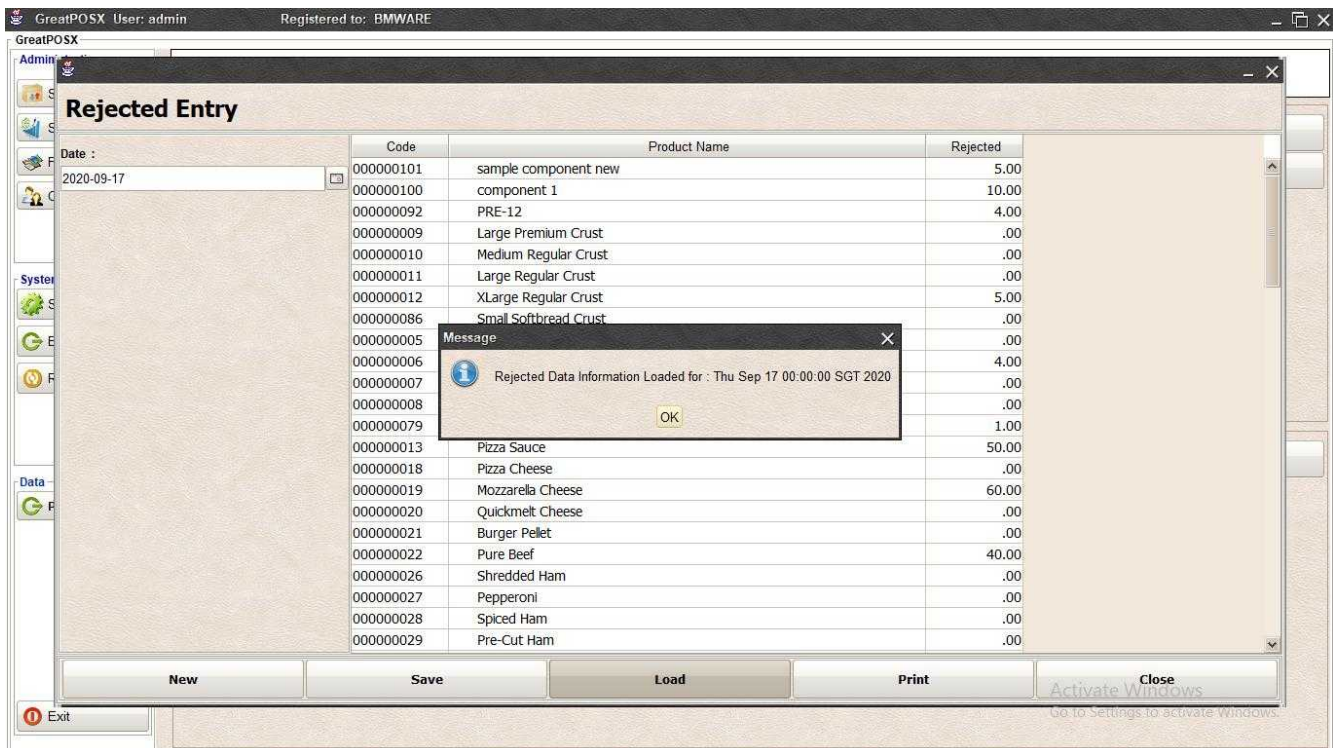
Step4) Click Ok Button

Load Rejected Entries

Step1) Select Date

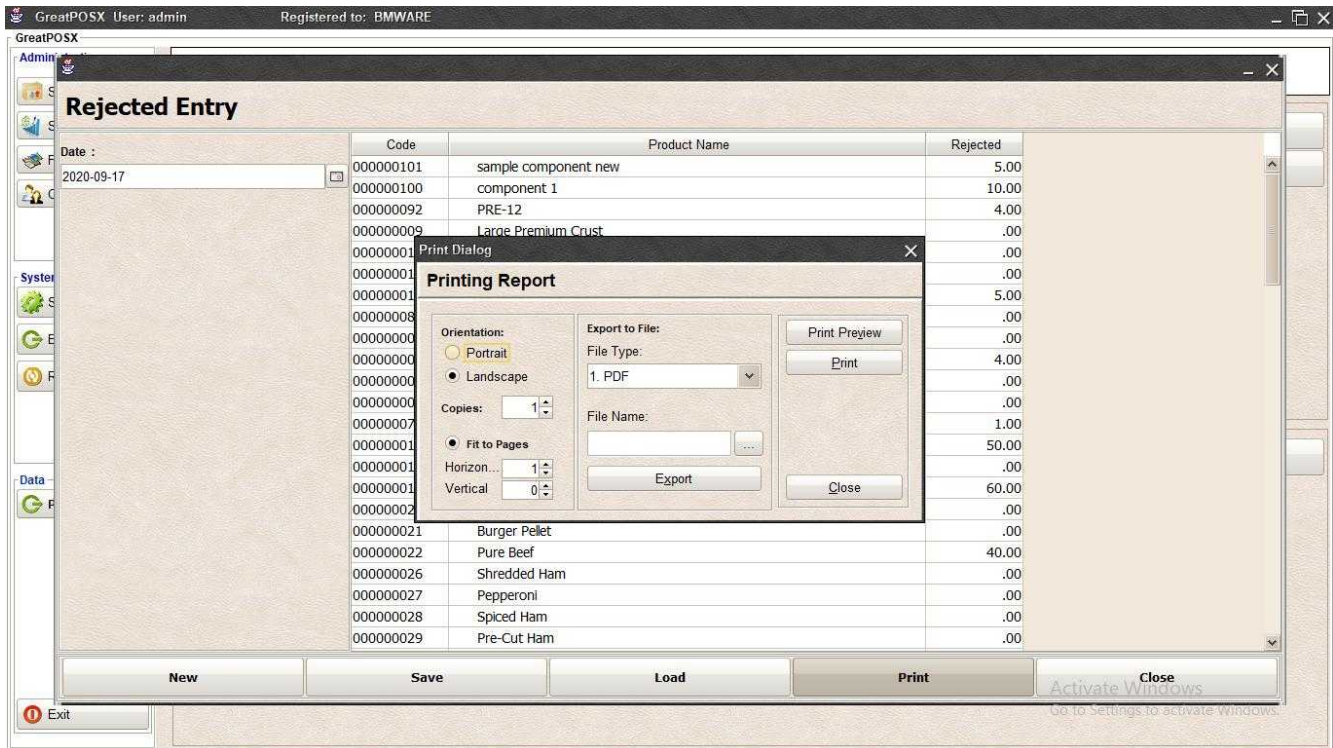


Step2) Click Load Button

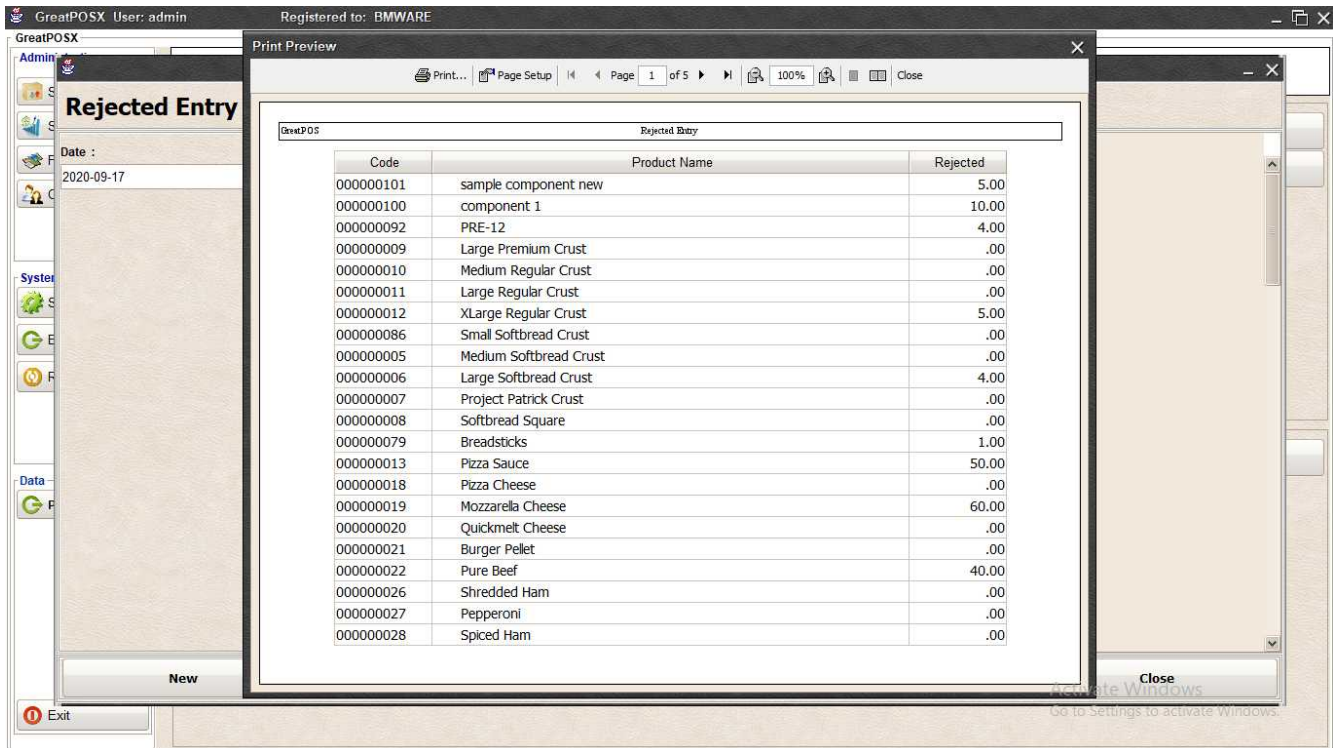


Step3) Click Ok

Printing Component Rejected Entry
Click Print Button

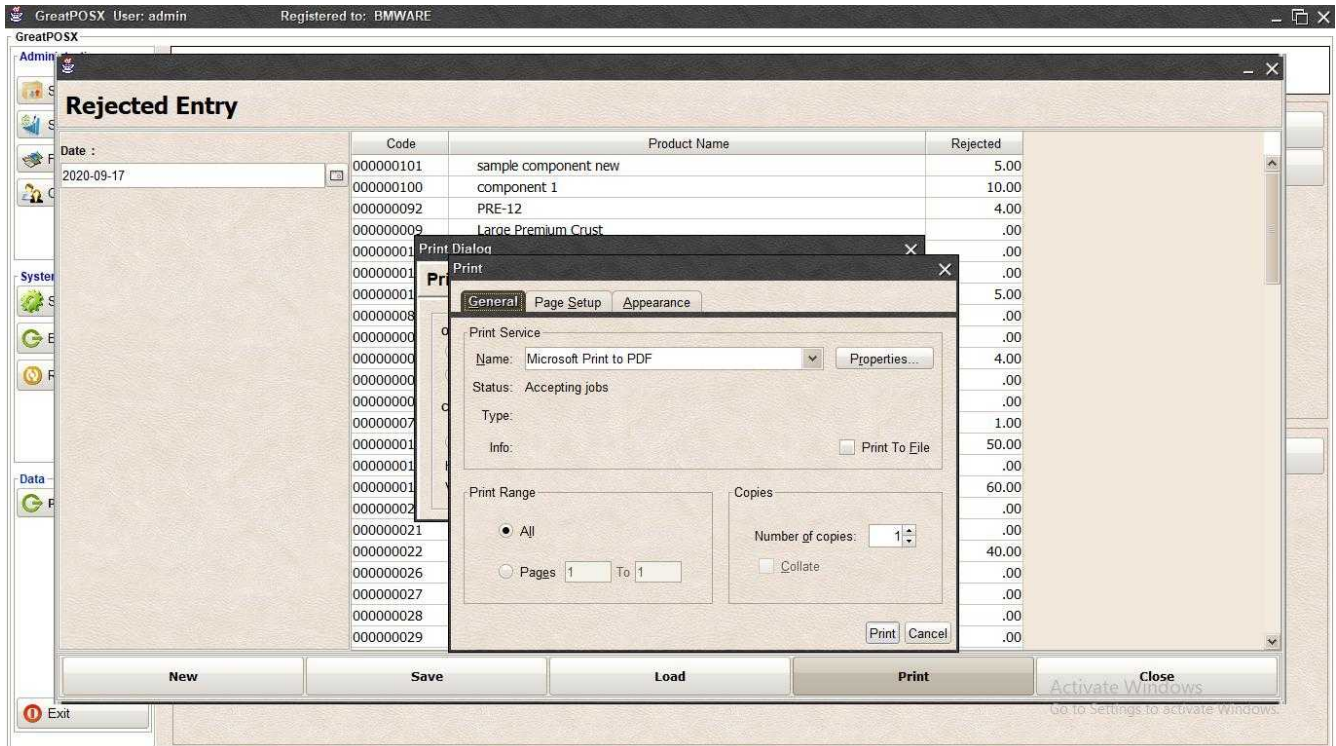


Print Preview
Click Preview Button



Print

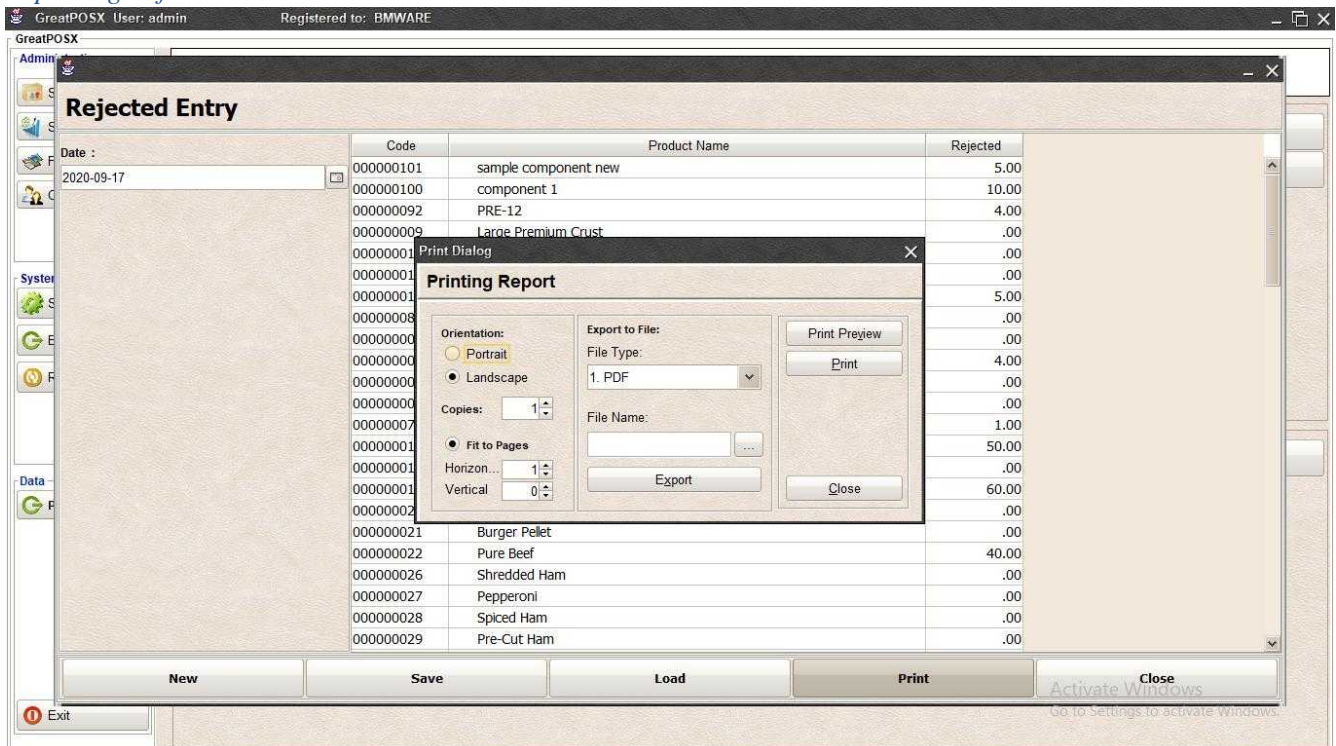
Step1) Click Print Button



Step2) Select Printer

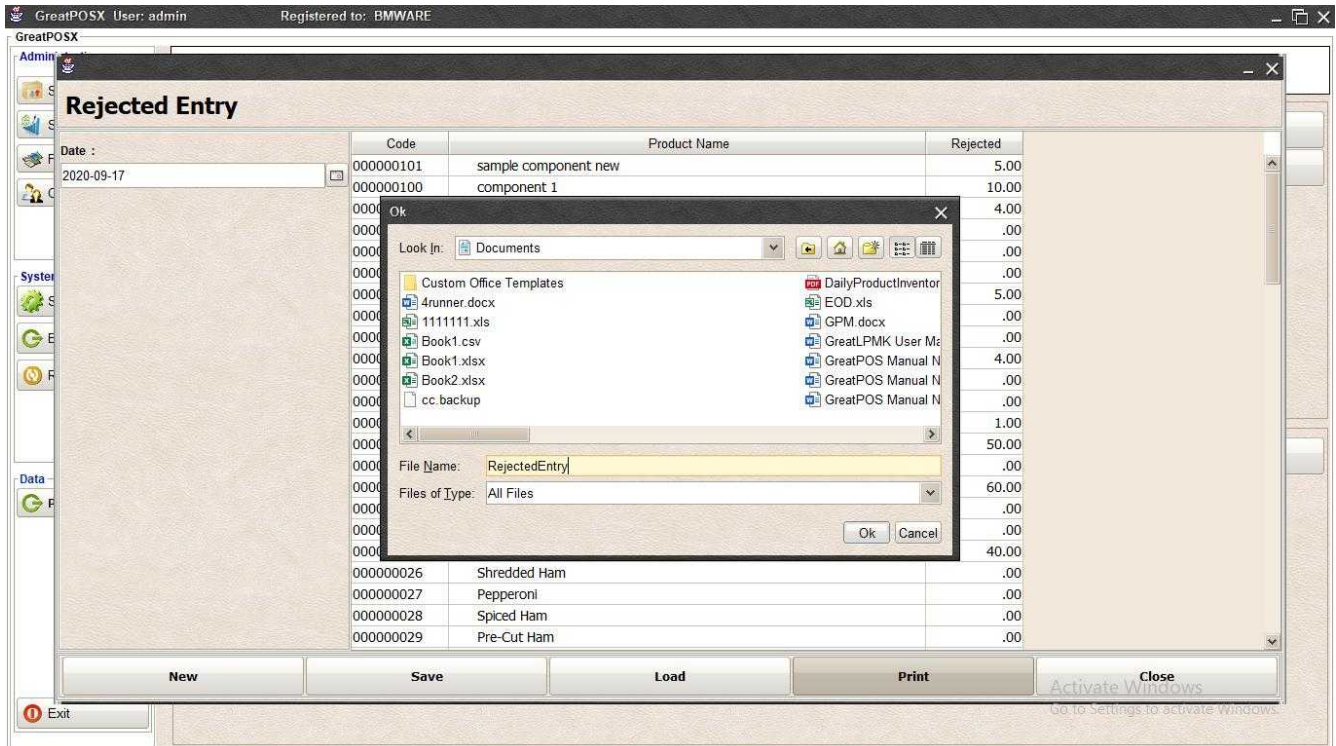
Step3) Click Print

Exporting to file



Step1) Select File Type

Step2) Click the (...) Button



Step3) Enter File name and Click OK

Step4) Click Export Button

Step5) Click OK

GreatPOSX User: admin Registered to: BMWARE

Rejected Entry

Date : 2020-09-17

Code	Product Name	Rejected
000000101	sample component new	5.00
000000100	component 1	10.00
000000092	PRE-12	4.00
000000009	Large Premium Crust	.00
000000001		.00
000000001		.00
000000001		5.00
000000008		.00
000000000		.00
000000000		4.00
000000000		.00
000000000		.00
000000007		1.00
000000001		50.00
000000001		.00
000000001		60.00
000000002		.00
000000021	Burger Pellet	.00
000000022	Pure Beef	40.00
000000026	Shredded Ham	.00
000000027	Pepperoni	.00
000000028	Spiced Ham	.00
000000029	Pre-Cut Ham	.00

Print Dialog

Printing Report

Orientation: Portrait Landscape

Copies: 1

Fit to Pages

Horizon: 1 Vertical: 0

File Exported

Export Close

New Save Load Print Close

Exit

Activate Windows
Go to Settings to activate Windows.

RejectedEntry [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

Arial 10 Font

Wrap Text Alignment

General Number

Conditional Formatting Styles

Cell Styles

Insert Delete Format Cells

AutoSum Fill Clear Editing

Sort & Find & Filter

Code	Product Name	Rejected
000000101	samp	5.00
000000100	comp	10.00
000000092	PRE	4.00
000000009	Large	.00
000000010	Medi	.00
000000011	Large	.00
000000012	XLarg	5.00
000000008	Small	.00
000000005	Medi	.00
000000006	Large	4.00
000000007	Proj	.00
000000008	Soft	.00
000000075	Bread	1.00
000000013	Pizza	50.00
000000018	Pizza	.00
000000015	Mozz	60.00
000000020	Quick	.00
000000021	Burge	.00
000000022	Pure	40.00
000000026	Shred	.00
000000027	Peppi	.00
000000028	Spice	.00
000000025	Pre-C	.00
000000030	Diced	.00
000000031	Squar	.00
000000032	Slice	.00
000000033	Ham	.00
000000034	Hotdo	.00

Sheet1

Activate Windows
Go to Settings to activate Windows.

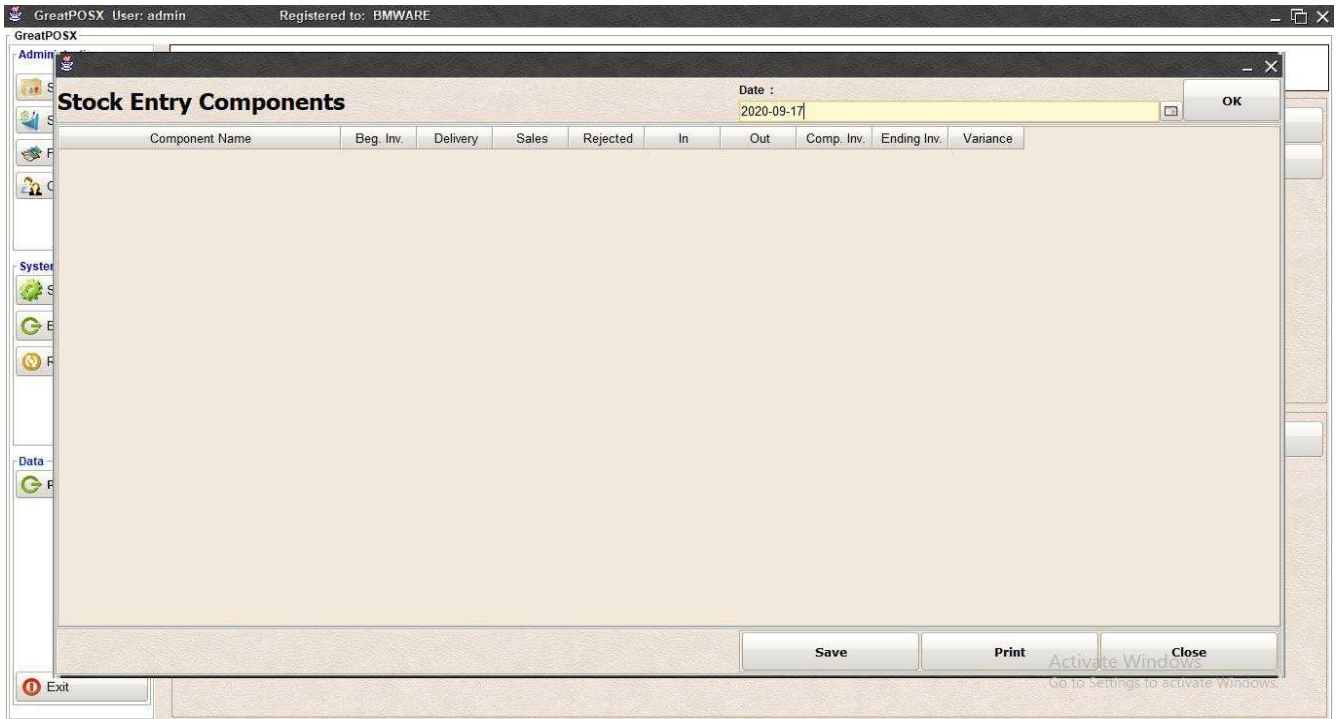
100%

Components Stock Entry

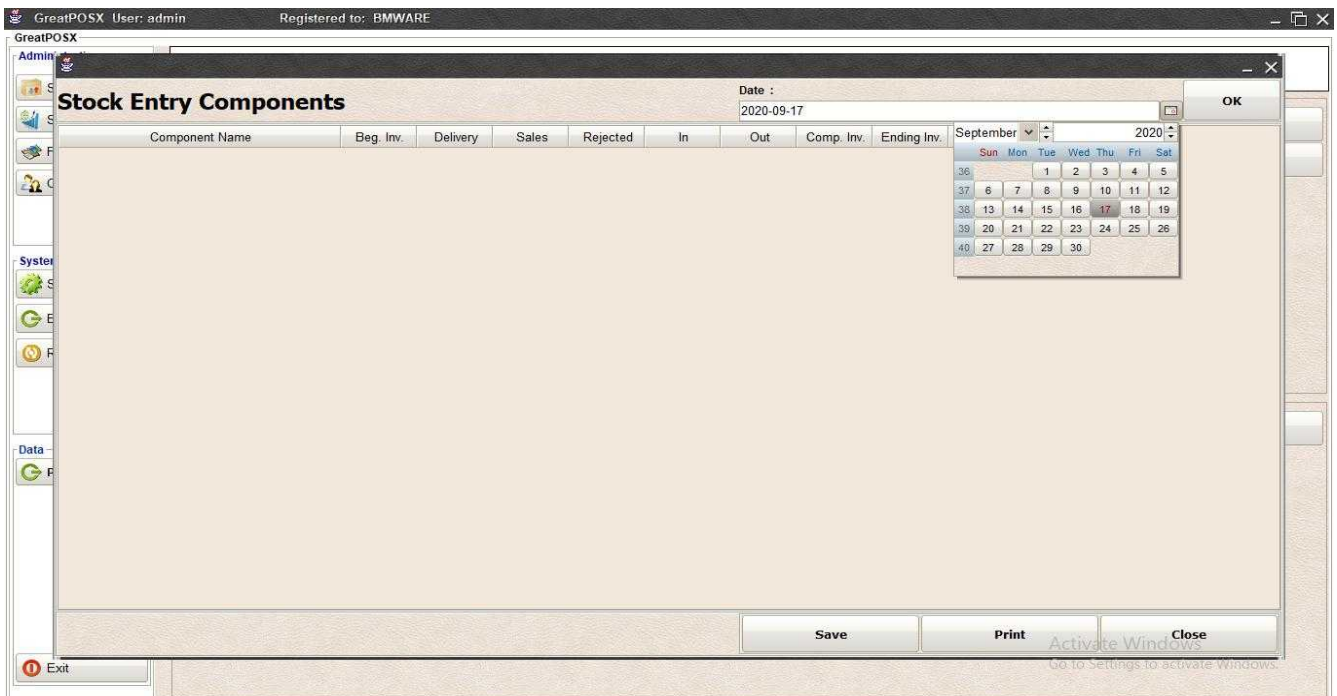


Use to Manage your product inventory

How to use Products Stock Entry?



Step1) Select Date



Step2) Click Ok Button

The screenshot shows the 'Stock Entry Components' window in GreatPOSX. A message dialog box is overlaid on the table, displaying the text: 'Stock Information Loaded for : Wed Sep 16 00:00:00 SGT 2020'. The dialog box has an 'OK' button. The background table lists various components with their respective inventory and sales data.

Component Name	Beg. Inv.	Delivery	Sales	Rejected	In	Out	Comp. Inv.	Ending Inv.	Variance
sample component new	50.00	.00	.00	.00	10.00	10.00	50.00	.00	-50.00
component 1	100.00	.00	.00	.00	50.00	50.00	100.00	.00	-100.00
PRE-12	50.00	.00	.00	.00	30.00	40.00	40.00	.00	-40.00
Large Premium Crust	20.00	.00	.00	.00	.00	10.00	10.00	.00	-10.00
Medium Regular Crust	30.00	.00	.00	.00	.00	.00	30.00	.00	-30.00
Large Regular Crust	80.00	.00	.00	.00	.00	.00	80.00	.00	-80.00
XLarge Regular Crust	45.00	.00	.00	.00	10.00	50.00	5.00	.00	-5.00
Small Softbread Crust	50.00	.00	.00	.00	.00	.00	50.00	.00	-50.00
Medium Softbread Crust	10.00	.00	.00	.00	.00	40.00	-30.00	.00	30.00
Large Softbread Crust	50.00	.00	.00	.00	.00	.00	100.00	.00	-100.00
Project Patrick Crust	60.00	.00	.00	.00	.00	.00	70.00	.00	-70.00
Softbread Square	40.00	.00	.00	.00	.00	.00	80.00	.00	-80.00
Breadsticks	100.00	.00	.00	.00	.00	.00	100.00	.00	-100.00
Pizza Sauce	100.00	.00	.00	.00	.00	.00	100.00	.00	-100.00
Pizza Cheese	500.00	.00	.00	.00	.00	.00	500.00	.00	-500.00
Mozzarella Cheese	1,500.00	.00	.00	.00	.00	.00	1,500.00	.00	-1,500.00
Quickmelt Cheese	1,000.00	.00	.00	.00	.00	.00	1,000.00	.00	-1,000.00
Burger Pellet	110.00	.00	.00	.00	.00	.00	110.00	.00	-110.00
Pure Beef	450.00	.00	.00	.00	.00	.00	450.00	.00	-450.00
Shredded Ham	65.00	.00	.00	.00	.00	.00	65.00	.00	-65.00
Pepperoni	458.00	.00	.00	.00	.00	.00	458.00	.00	-458.00
Spiced Ham	87.00	.00	.00	.00	.00	.00	87.00	.00	-87.00
Pre-Cut Ham	90.00	.00	.00	.00	.00	.00	90.00	.00	-90.00

Step3) Click Ok

Entering of Stock

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

The screenshot shows the 'Stock Entry Components' window in GreatPOSX. The 'Ending Inv.' cell for the 'Pre-Cut Ham' row is highlighted in yellow, indicating it is selected for editing. The message dialog box is no longer present.

Component Name	Beg. Inv.	Delivery	Sales	Rejected	In	Out	Comp. Inv.	Ending Inv.	Variance
sample component new	50.00	.00	.00	.00	10.00	10.00	50.00	50	0.0
component 1	100.00	.00	.00	.00	50.00	50.00	100.00	100	0.0
PRE-12	50.00	.00	.00	.00	30.00	40.00	40.00	40	0.0
Large Premium Crust	20.00	.00	.00	.00	.00	10.00	10.00	10	0.0
Medium Regular Crust	30.00	.00	.00	.00	.00	.00	30.00	30	0.0
Large Regular Crust	80.00	.00	.00	.00	.00	.00	80.00	80	0.0
XLarge Regular Crust	45.00	.00	.00	.00	10.00	50.00	5.00	5	0.0
Small Softbread Crust	50.00	.00	.00	.00	.00	.00	50.00	50	0.0
Medium Softbread Crust	10.00	.00	.00	.00	.00	40.00	-30.00	30	60.0
Large Softbread Crust	50.00	.00	.00	.00	50.00	.00	100.00	100	0.0
Project Patrick Crust	60.00	.00	.00	.00	10.00	.00	70.00	70	0.0
Softbread Square	40.00	.00	.00	.00	40.00	.00	80.00	80	0.0
Breadsticks	100.00	.00	.00	.00	.00	.00	100.00	100	0.0
Pizza Sauce	100.00	.00	.00	.00	.00	.00	100.00	100	0.0
Pizza Cheese	500.00	.00	.00	.00	.00	.00	500.00	500	0.0
Mozzarella Cheese	1,500.00	.00	.00	.00	.00	.00	1,500.00	1,500	0.0
Quickmelt Cheese	1,000.00	.00	.00	.00	.00	.00	1,000.00	1,000	0.0
Burger Pellet	110.00	.00	.00	.00	.00	.00	110.00	110	0.0
Pure Beef	450.00	.00	.00	.00	.00	.00	450.00	450	0.0
Shredded Ham	65.00	.00	.00	.00	.00	.00	65.00	65	0.0
Pepperoni	458.00	.00	.00	.00	.00	.00	458.00	458	0.0
Spiced Ham	87.00	.00	.00	.00	.00	.00	87.00	87	0.0
Pre-Cut Ham	90.00	.00	.00	.00	.00	.00	90.00	90	-90.0

Step2) Click Save Button

The screenshot shows the 'Stock Entry Components' window in GreatPOSX. A 'Message' dialog box is displayed in the center, indicating that the stock information has been saved successfully. The dialog box has an 'OK' button. The background window shows a table with columns for Component Name, Beg. Inv., Delivery, Sales, Rejected, In, Out, Comp. Inv., Ending Inv., and Variance. The date is set to 2020-09-16. At the bottom of the window, there are 'Save', 'Print', and 'Close' buttons.

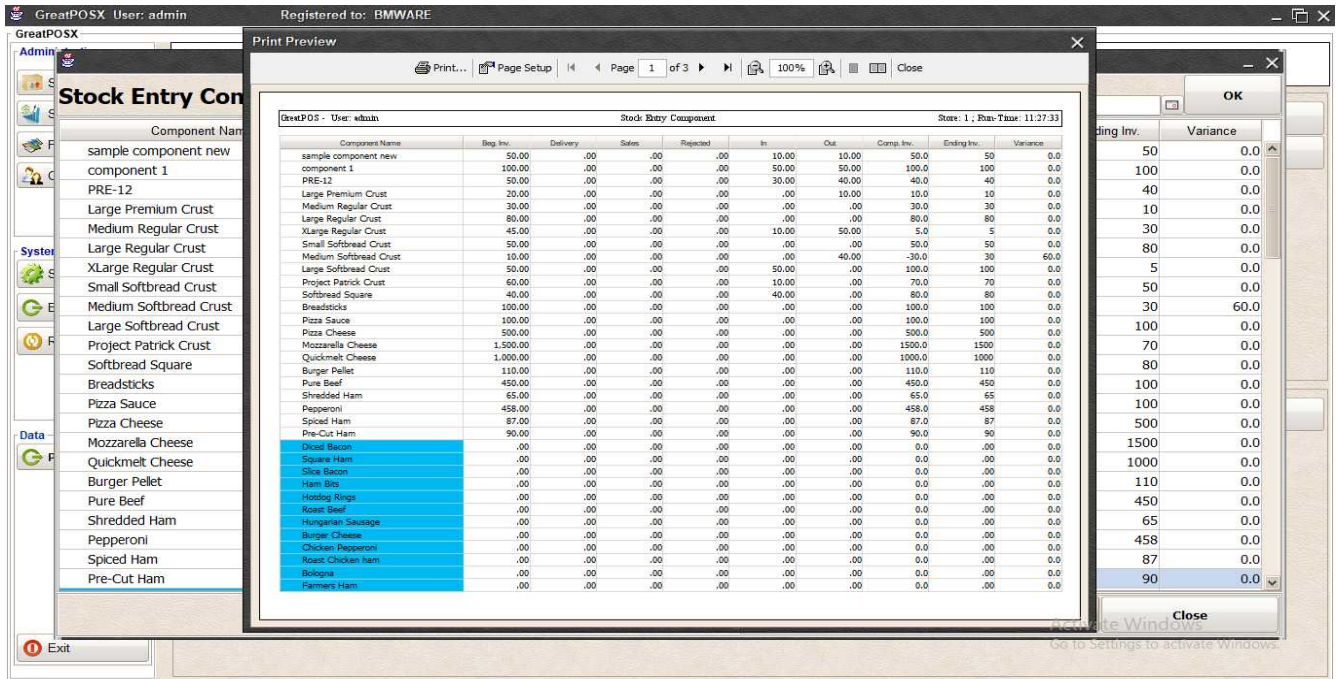
Component Name	Beg. Inv.	Delivery	Sales	Rejected	In	Out	Comp. Inv.	Ending Inv.	Variance
sample component new	50.00	.00	.00	.00	10.00	10.00	50.00	50	0.0
component 1	100.00	.00	.00	.00	50.00	50.00	100.00	100	0.0
PRE-12	50.00	.00	.00	.00	30.00	40.00	40.00	40	0.0
Large Premium Crust	20.00	.00	.00	.00	.00	10.00	10.00	10	0.0
Medium Regular Crust	30.00	.00	.00	.00	.00	.00	30.00	30	0.0
Large Regular Crust	80.00	.00	.00	.00	.00	.00	80.00	80	0.0
XLarge Regular Crust	45.00	.00	.00	.00	10.00	50.00	5.00	5	0.0
Small Softbread Crust	50.00	.00	.00	.00	.00	.00	50.00	50	0.0
Medium Softbread Crust	10.00	.00	.00	.00	.00	40.00	-30.00	30	60.0
Large Softbread Crust	50.00	.00	.00	.00	50.00	.00	100.00	100	0.0
Project Patrick Crust	60.00	.00	.00	.00	10.00	.00	70.00	70	0.0
Softbread Square	40.00	.00	.00	.00	40.00	.00	80.00	80	0.0
Breadsticks	100.00	.00	.00	.00	.00	.00	100.00	100	0.0
Pizza Sauce	100.00	.00	.00	.00	.00	.00	100.00	100	0.0
Pizza Cheese	500.00	.00	.00	.00	.00	.00	500.00	500	0.0
Mozzarella Cheese	1,500.00	.00	.00	.00	.00	.00	1,500.00	1,500	0.0
Quickmelt Cheese	1,000.00	.00	.00	.00	.00	.00	1,000.00	1,000	0.0
Burger Pellet	110.00	.00	.00	.00	.00	.00	110.00	110	0.0
Pure Beef	450.00	.00	.00	.00	.00	.00	450.00	450	0.0
Shredded Ham	65.00	.00	.00	.00	.00	.00	65.00	65	0.0
Pepperoni	458.00	.00	.00	.00	.00	.00	458.00	458	0.0
Spiced Ham	87.00	.00	.00	.00	.00	.00	87.00	87	0.0
Pre-Cut Ham	90.00	.00	.00	.00	.00	.00	90.00	90	0.0

Printing Component Stock Entry Click Print Button

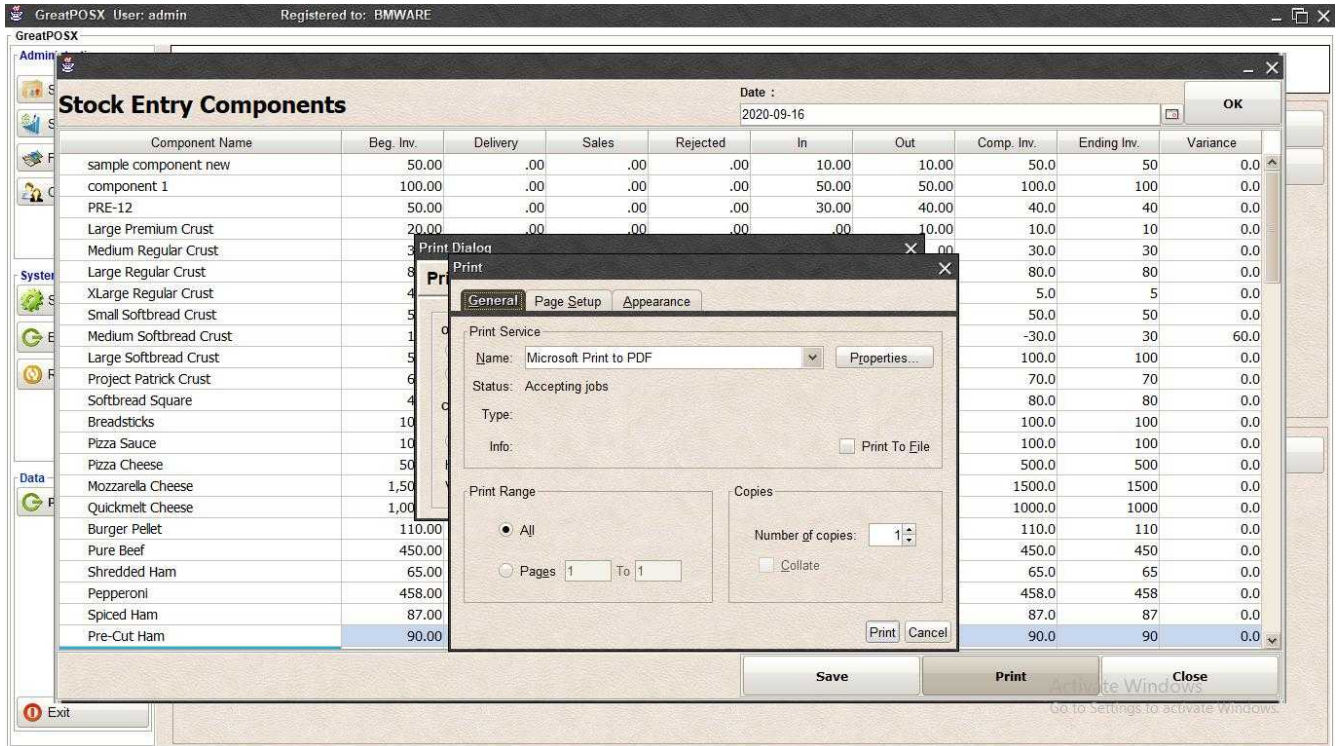
The screenshot shows the 'Stock Entry Components' window in GreatPOSX. A 'Printing Report' dialog box is open, allowing the user to configure printing options. The dialog box includes sections for Orientation (Portrait or Landscape), Copies, Fit to Pages, Export to File (File Type and File Name), and buttons for Print Preview, Print, Export, and Close. The background window shows the same table as in the previous screenshot. At the bottom of the window, there are 'Save', 'Print', and 'Close' buttons.

Component Name	Beg. Inv.	Delivery	Sales	Rejected	In	Out	Comp. Inv.	Ending Inv.	Variance
sample component new	50.00	.00	.00	.00	10.00	10.00	50.00	50	0.0
component 1	100.00	.00	.00	.00	50.00	50.00	100.00	100	0.0
PRE-12	50.00	.00	.00	.00	30.00	40.00	40.00	40	0.0
Large Premium Crust	20.00	.00	.00	.00	.00	10.00	10.00	10	0.0
Medium Regular Crust	30.00	.00	.00	.00	.00	.00	30.00	30	0.0
Large Regular Crust	80.00	.00	.00	.00	.00	.00	80.00	80	0.0
XLarge Regular Crust	45.00	.00	.00	.00	10.00	50.00	5.00	5	0.0
Small Softbread Crust	50.00	.00	.00	.00	.00	.00	50.00	50	0.0
Medium Softbread Crust	10.00	.00	.00	.00	.00	40.00	-30.00	30	60.0
Large Softbread Crust	50.00	.00	.00	.00	50.00	.00	100.00	100	0.0
Project Patrick Crust	60.00	.00	.00	.00	10.00	.00	70.00	70	0.0
Softbread Square	40.00	.00	.00	.00	40.00	.00	80.00	80	0.0
Breadsticks	100.00	.00	.00	.00	.00	.00	100.00	100	0.0
Pizza Sauce	100.00	.00	.00	.00	.00	.00	100.00	100	0.0
Pizza Cheese	500.00	.00	.00	.00	.00	.00	500.00	500	0.0
Mozzarella Cheese	1,500.00	.00	.00	.00	.00	.00	1,500.00	1,500	0.0
Quickmelt Cheese	1,000.00	.00	.00	.00	.00	.00	1,000.00	1,000	0.0
Burger Pellet	110.00	.00	.00	.00	.00	.00	110.00	110	0.0
Pure Beef	450.00	.00	.00	.00	.00	.00	450.00	450	0.0
Shredded Ham	65.00	.00	.00	.00	.00	.00	65.00	65	0.0
Pepperoni	458.00	.00	.00	.00	.00	.00	458.00	458	0.0
Spiced Ham	87.00	.00	.00	.00	.00	.00	87.00	87	0.0
Pre-Cut Ham	90.00	.00	.00	.00	.00	.00	90.00	90	0.0

Print Preview
Click Preview Button

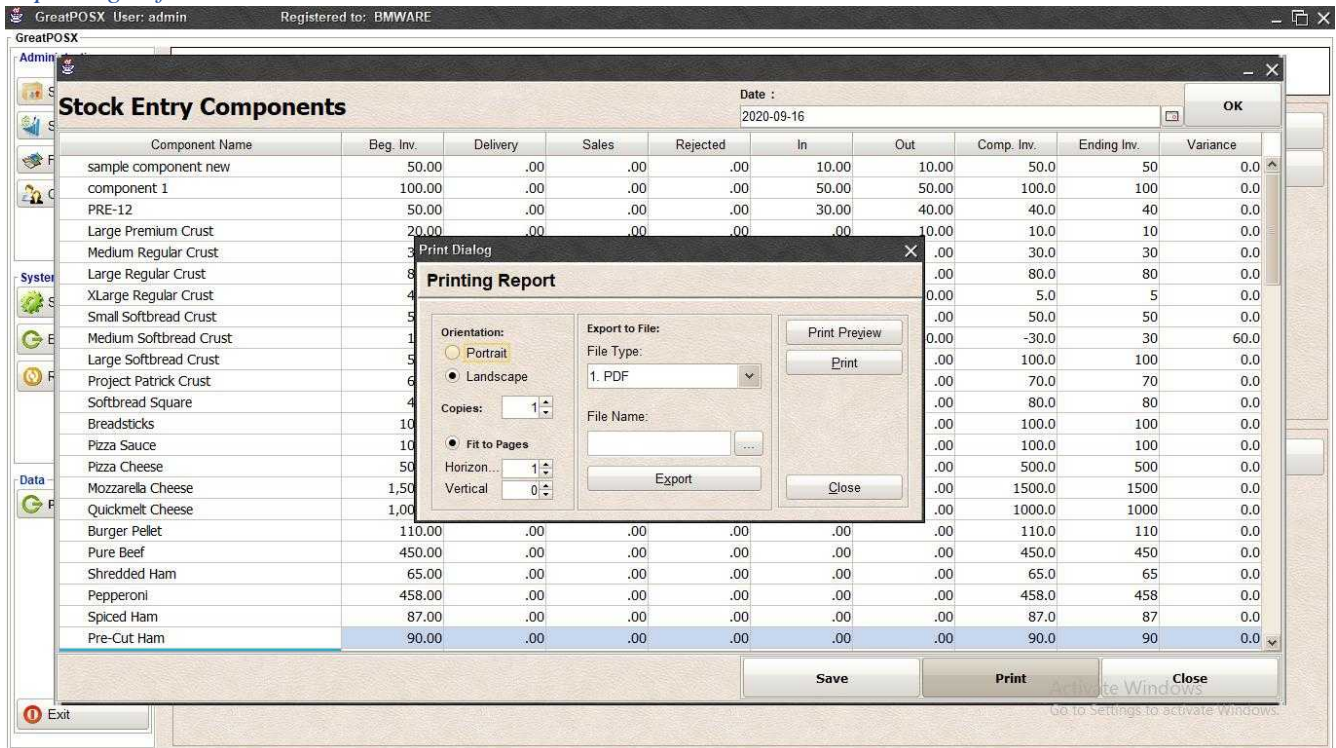


Print
Step1) Click Print Button



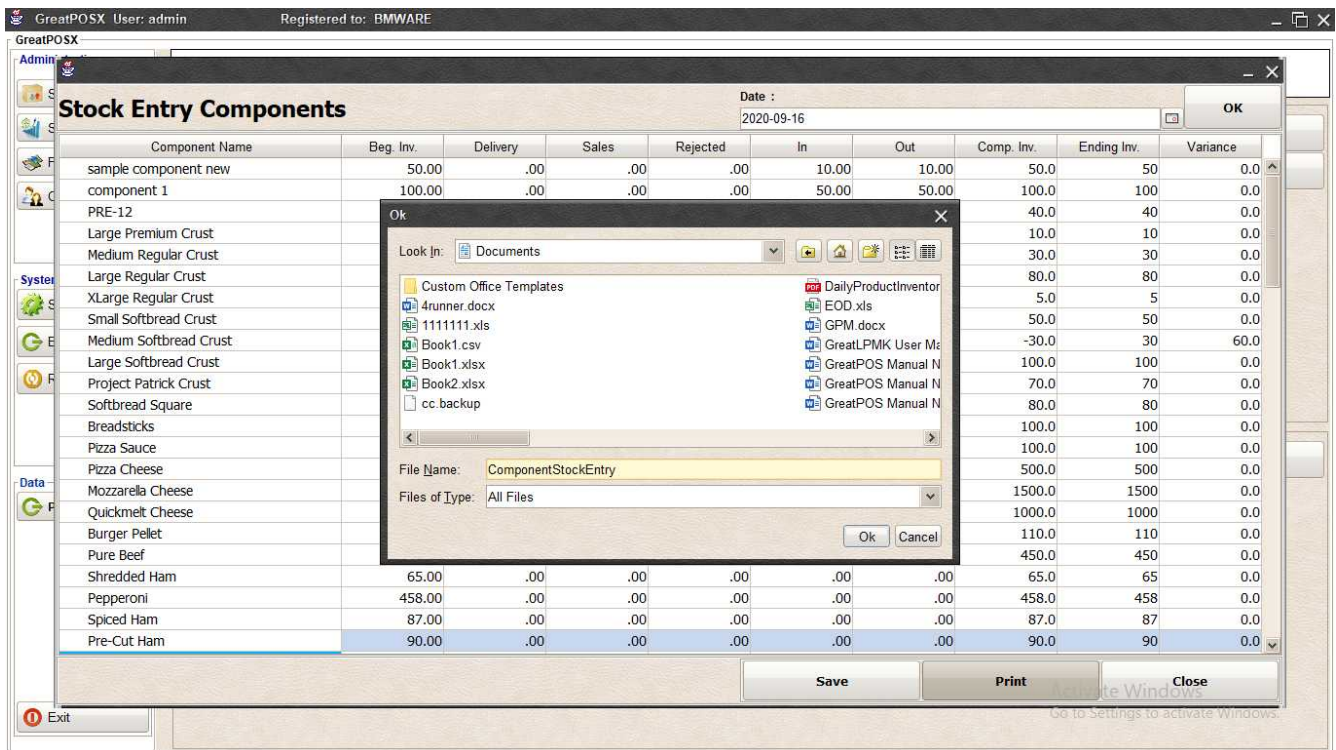
Step2) Select Printer
Step3) Click Print

Exporting to file

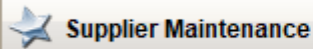


Step1) Select File Type

Step2) Click the (...) Button

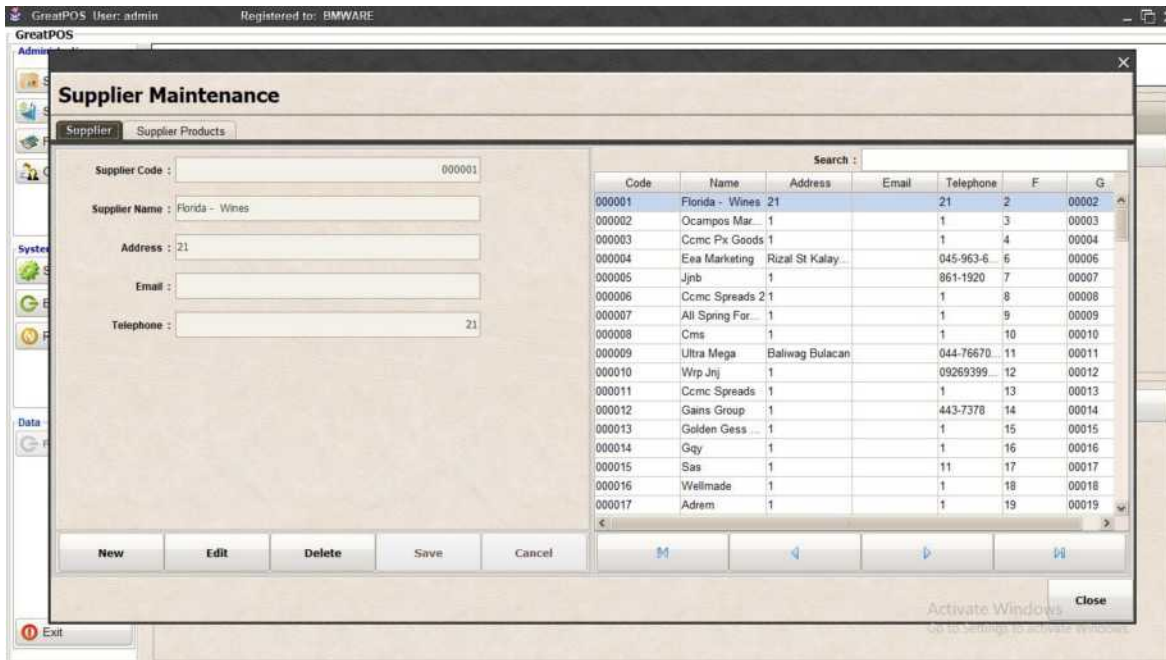


Supplier Maintenance



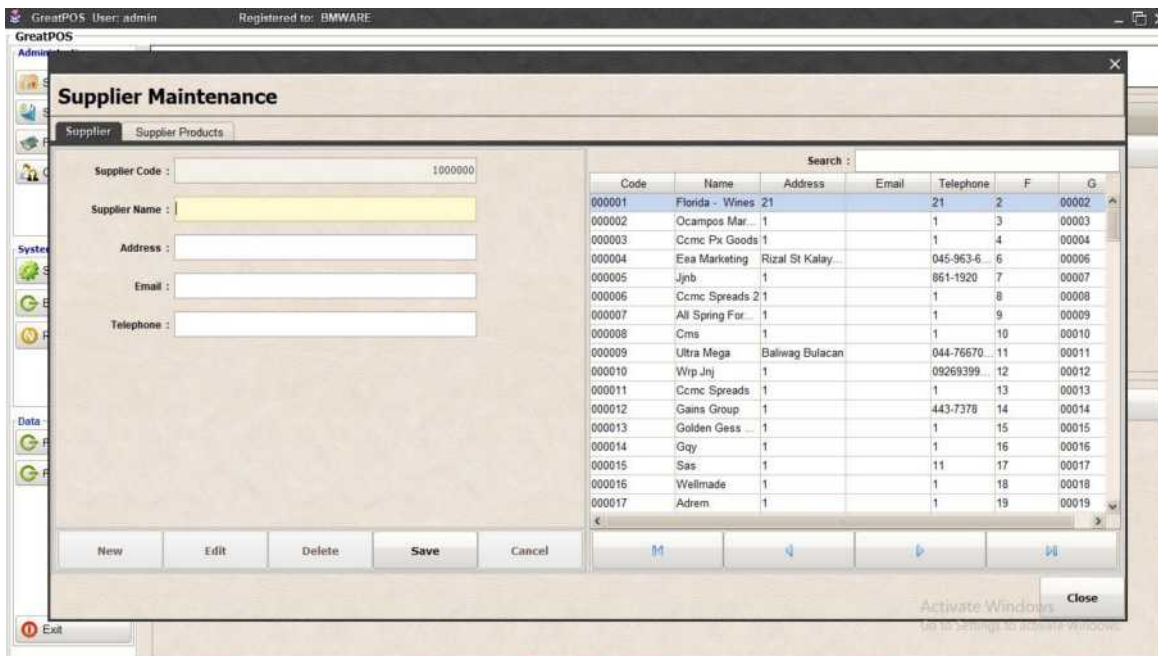
Use to manage Supplier

How to use Supplier Maintenance?

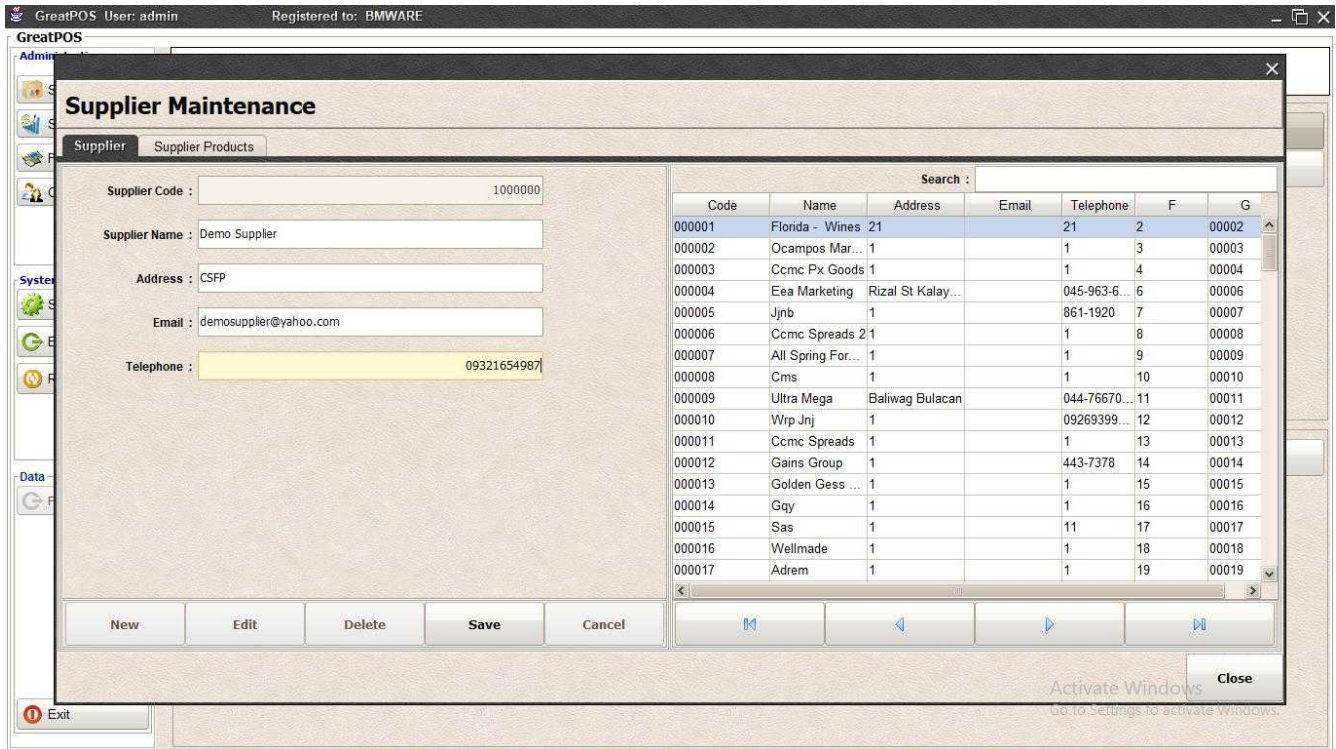


Adding Supplier

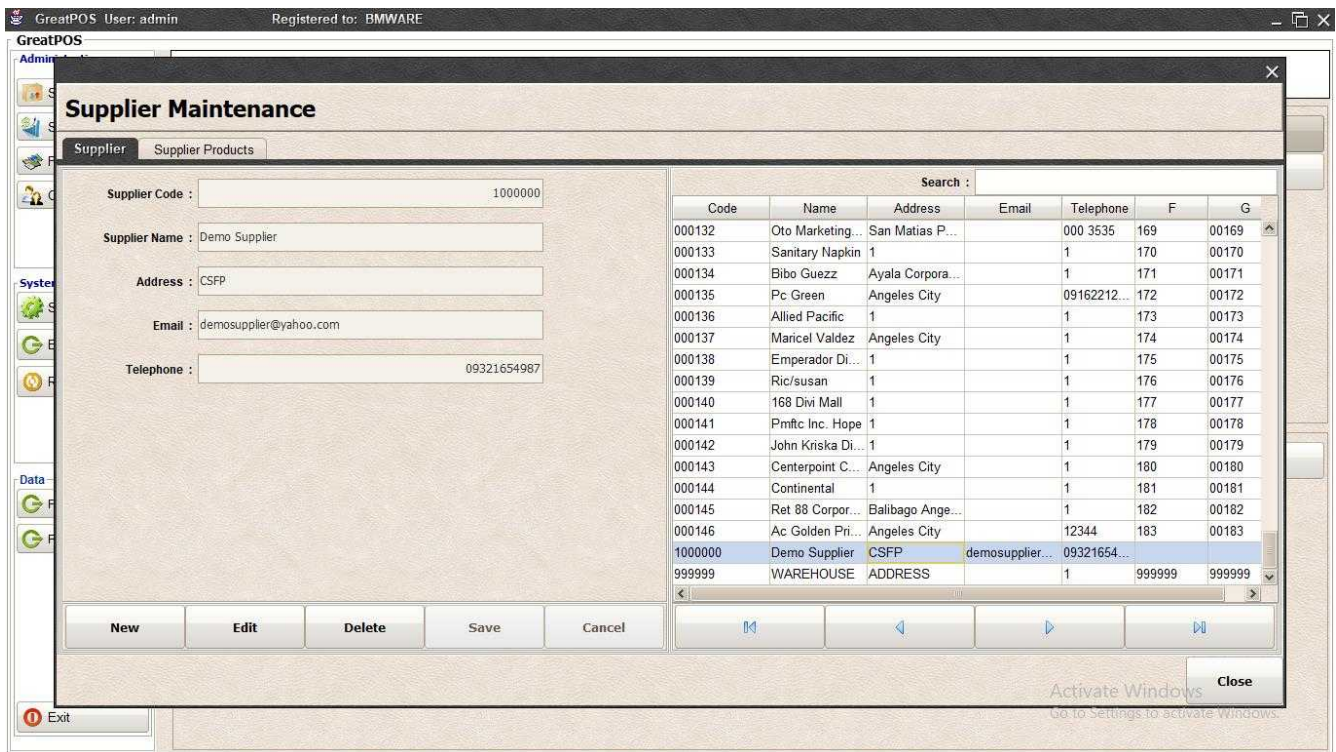
Step1) Click New Button



Step2) Enter Information

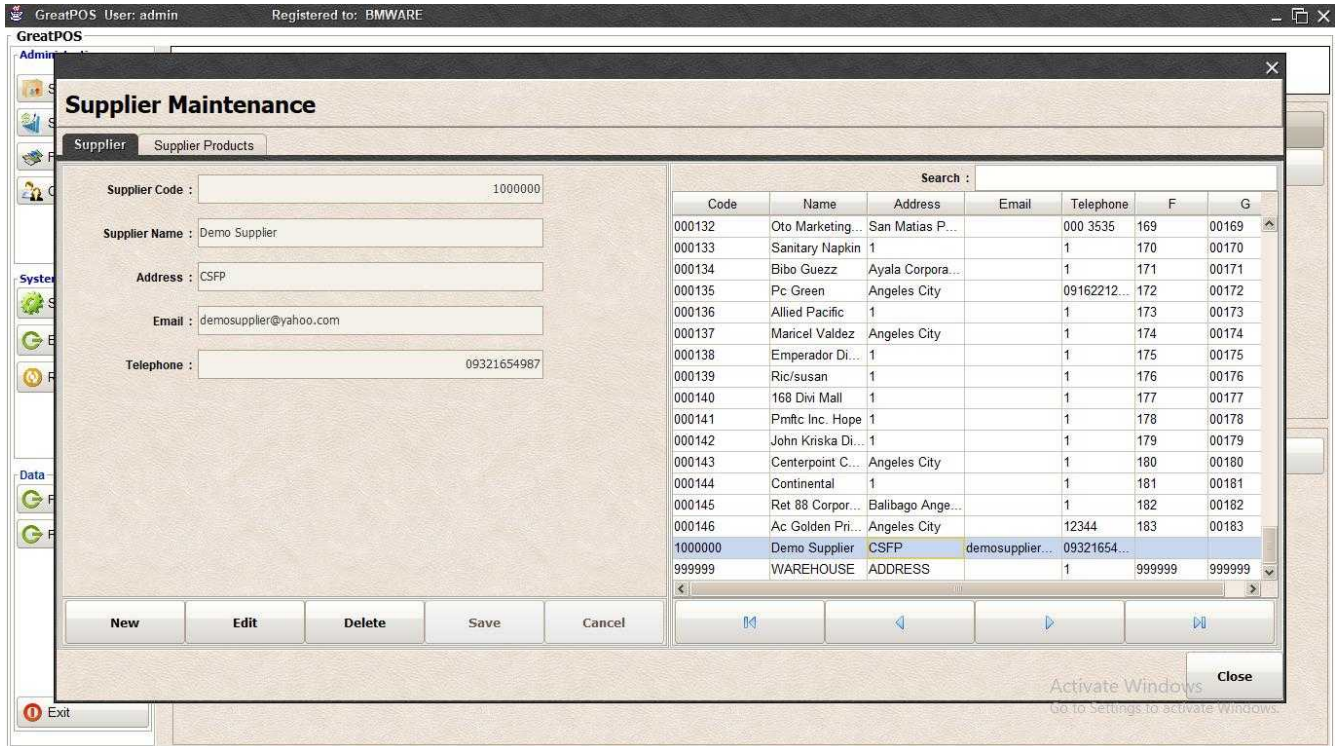


Step3) Click Save Button

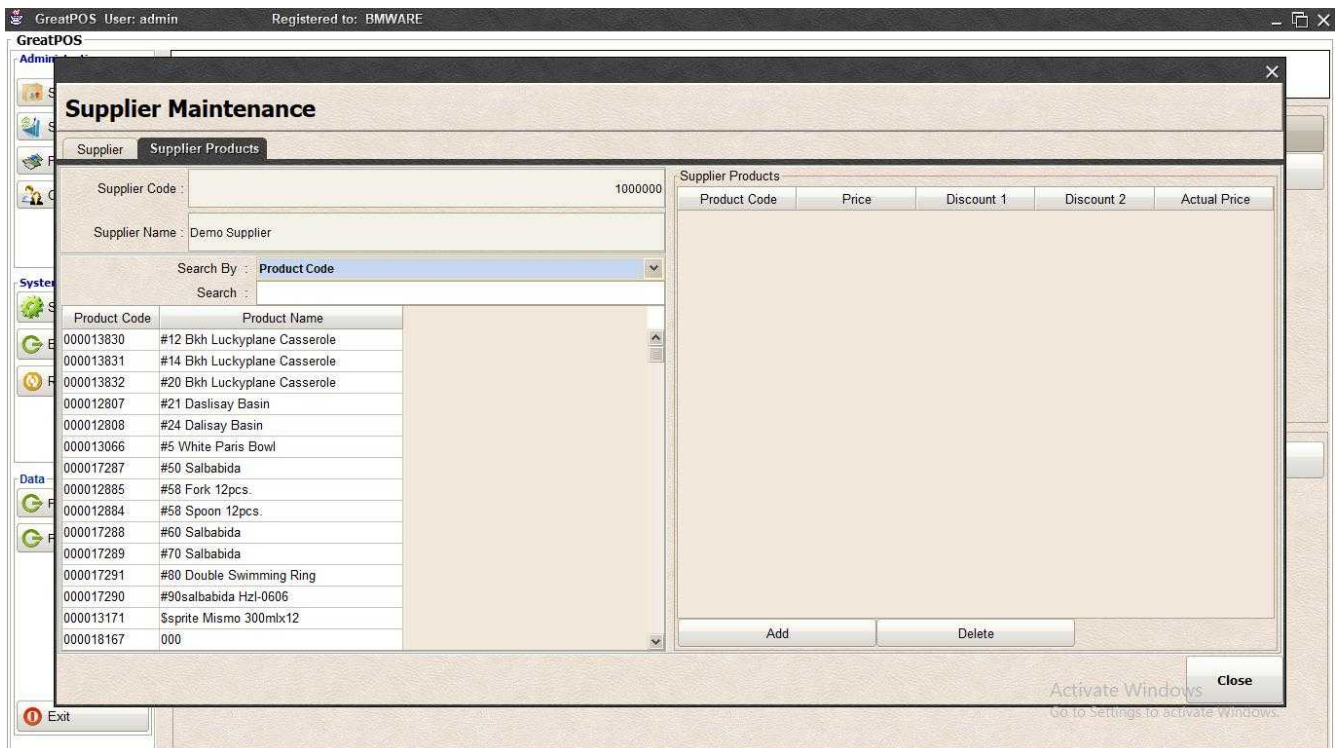


Set Up Products to Supplier

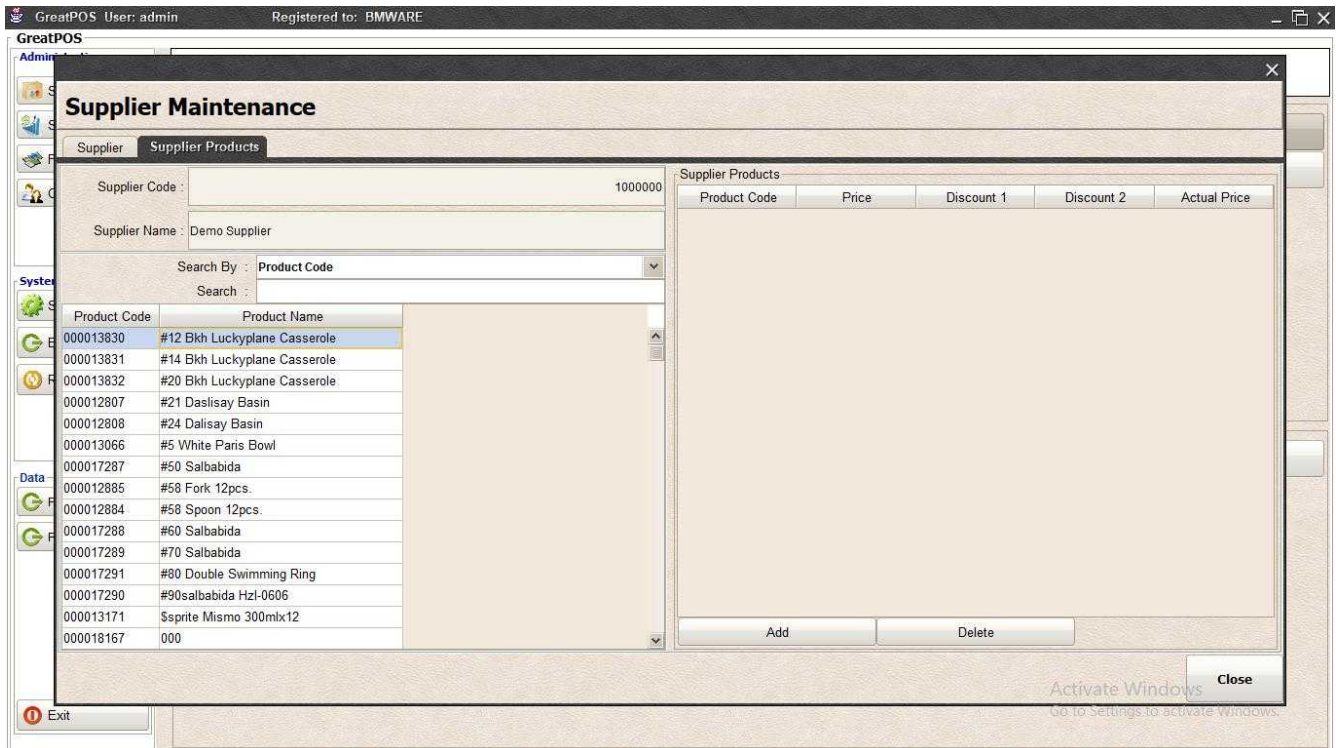
Step1) Select Supplier in Supplier Tab



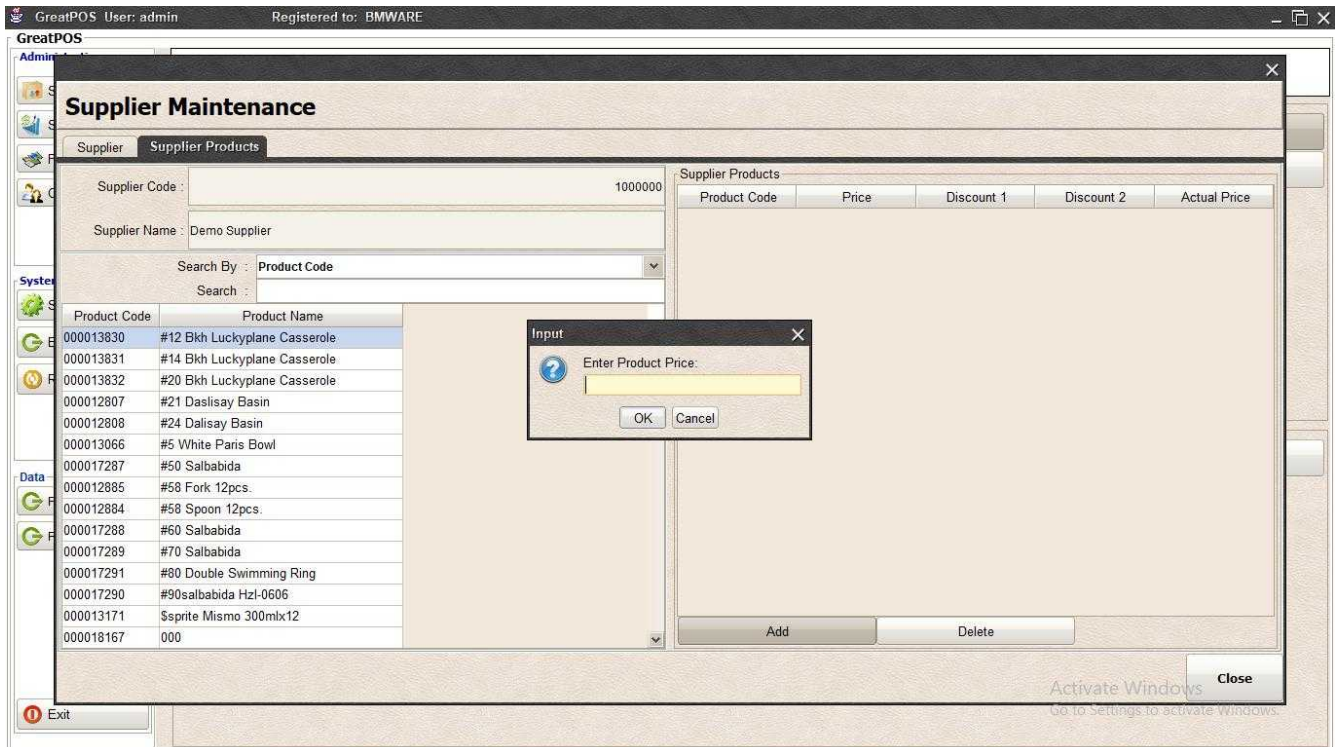
Step2) Click Supplier Products Tab



Step3) Select Item Product Table

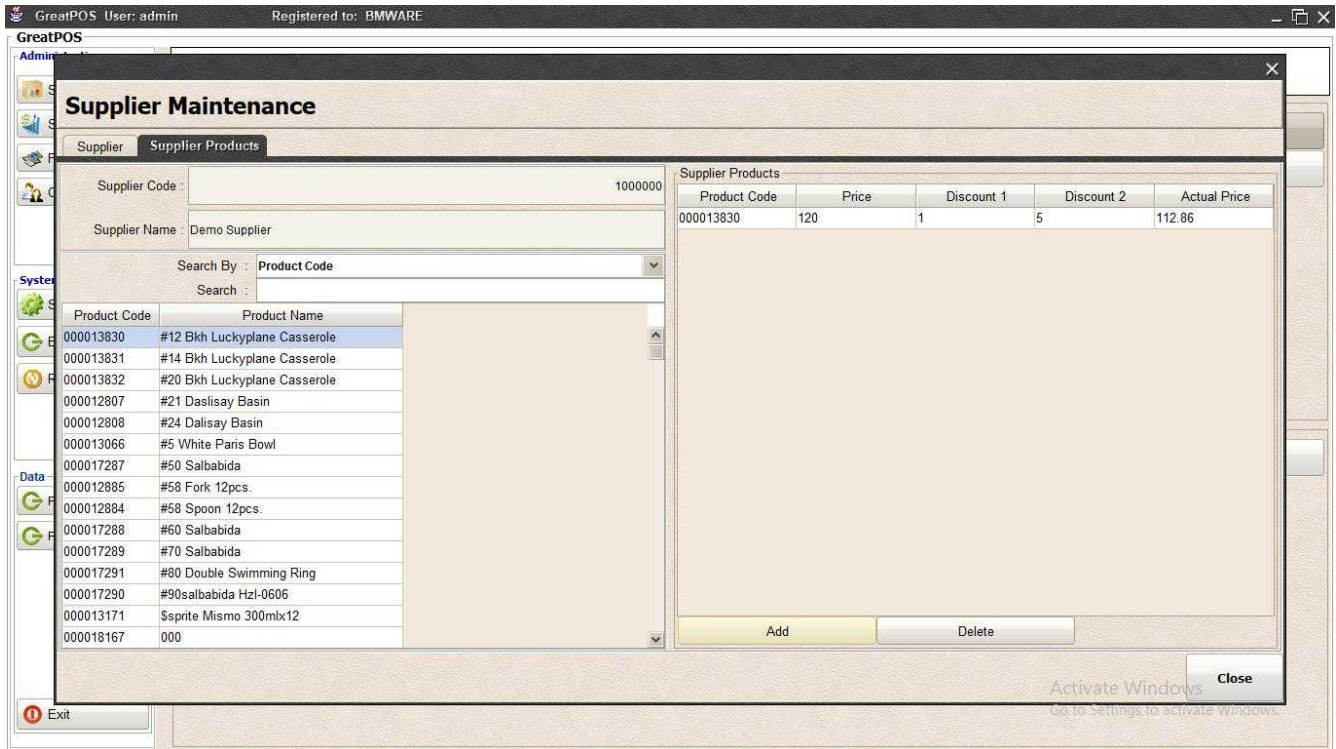


Step4) Click Add Button



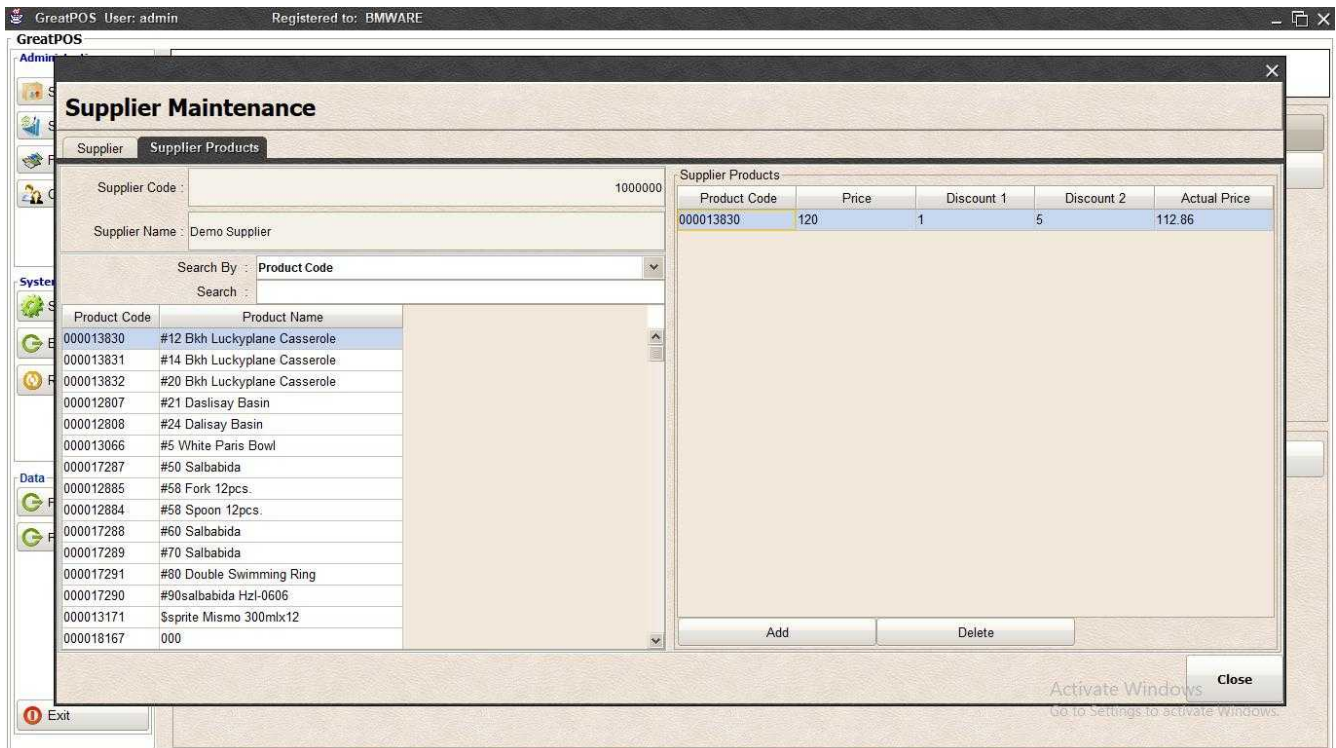
Step5) Enter Product Price, Discount 1, Discount 2

Step6) Click Ok Button



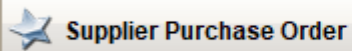
Delete Product from supplier

Step1) Select Supplier Products on the Table



Step2) Click Delete Button

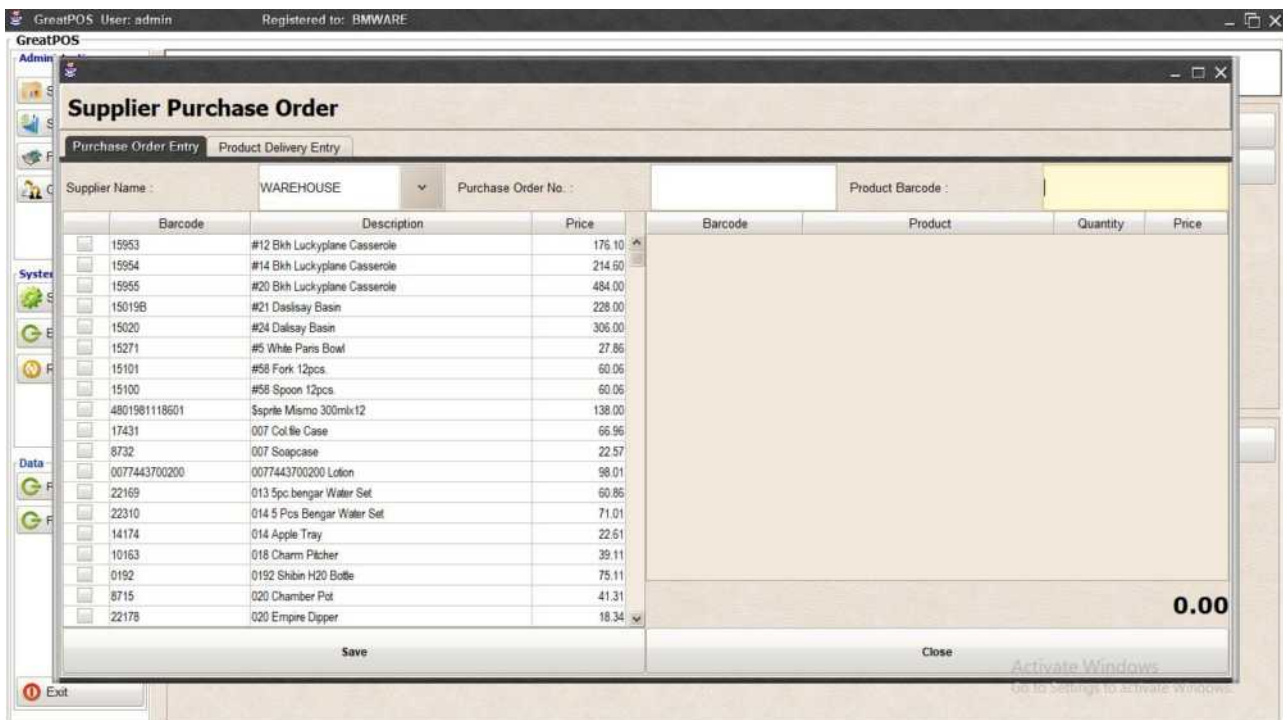
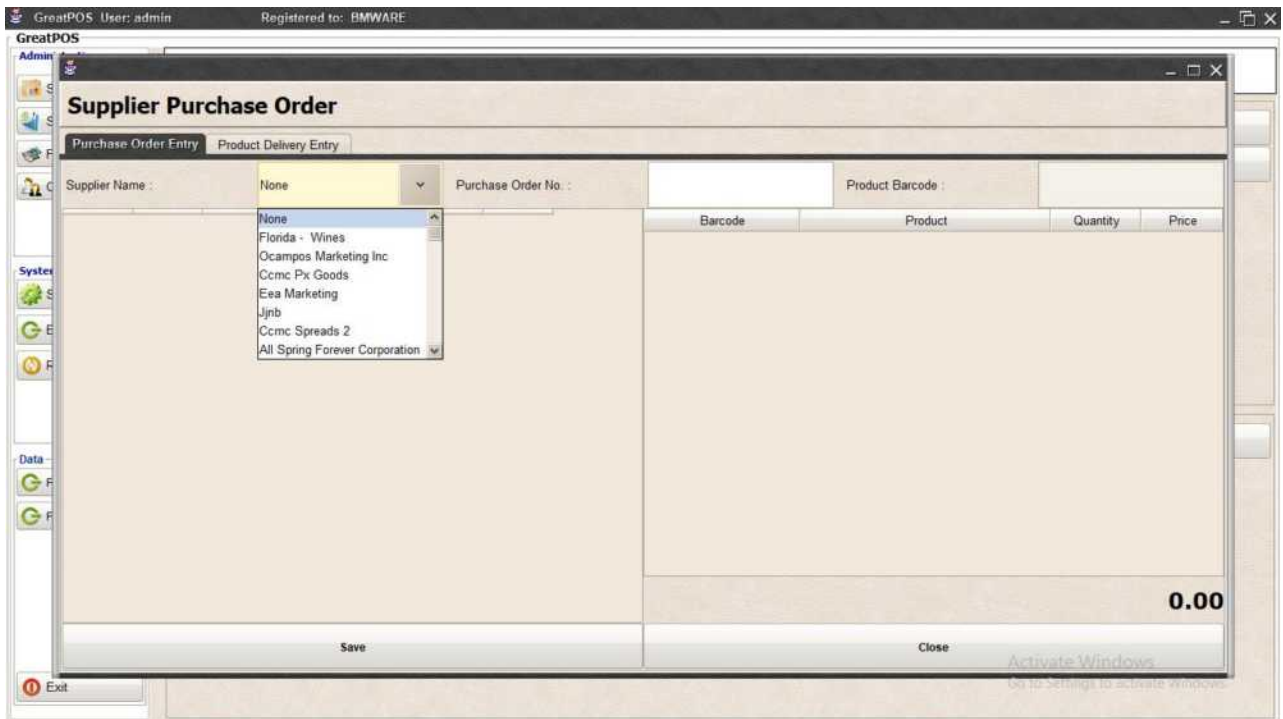
Supplier Purchase Order



Use to input your orders to your suppliers

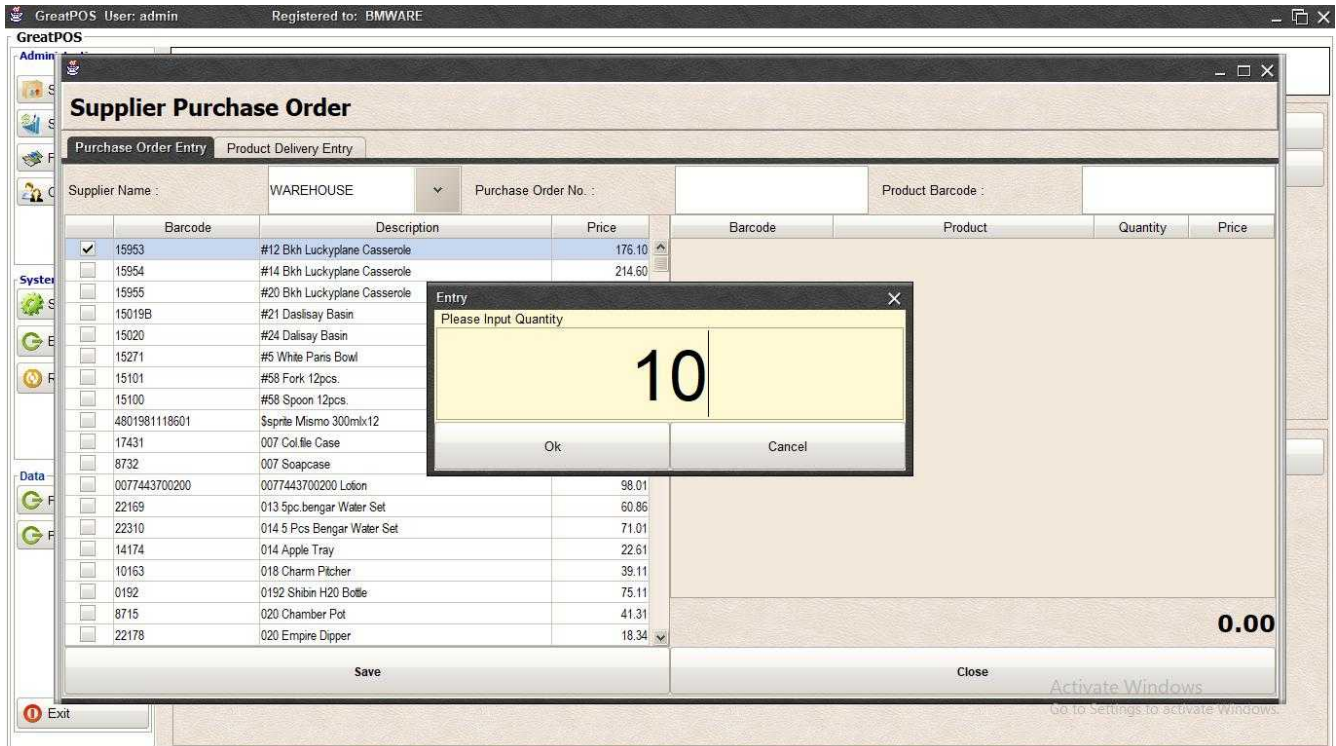
Purchase Order Entry

Step1) Select Supplier Name

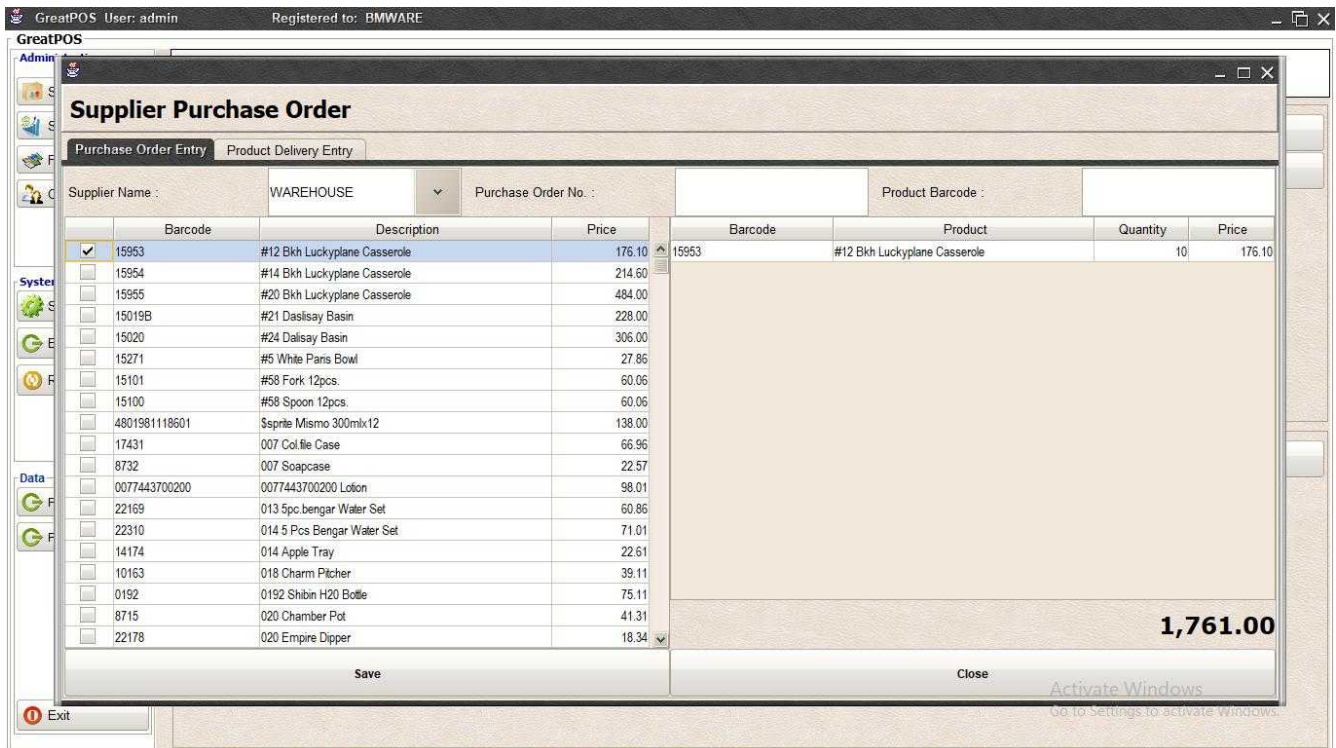


Step2) Click the Checkbox of the product

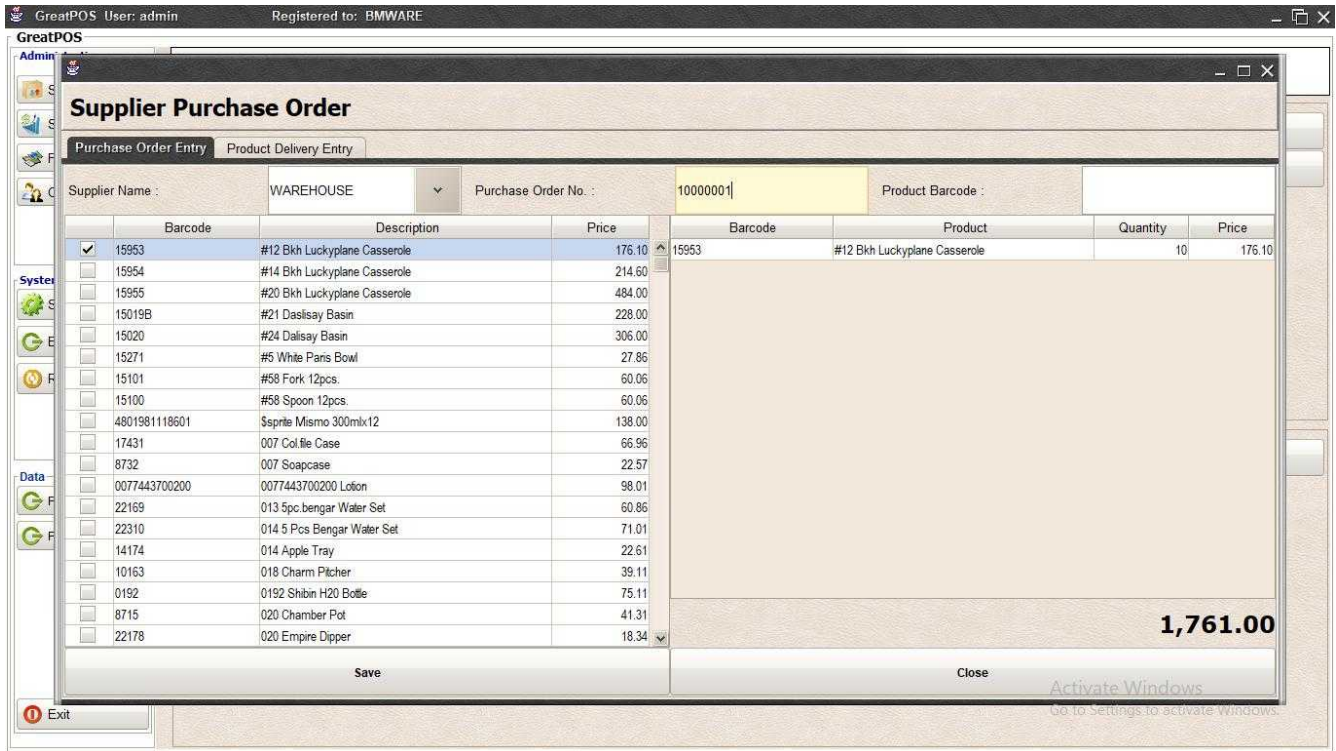
Step3) Enter Quantity



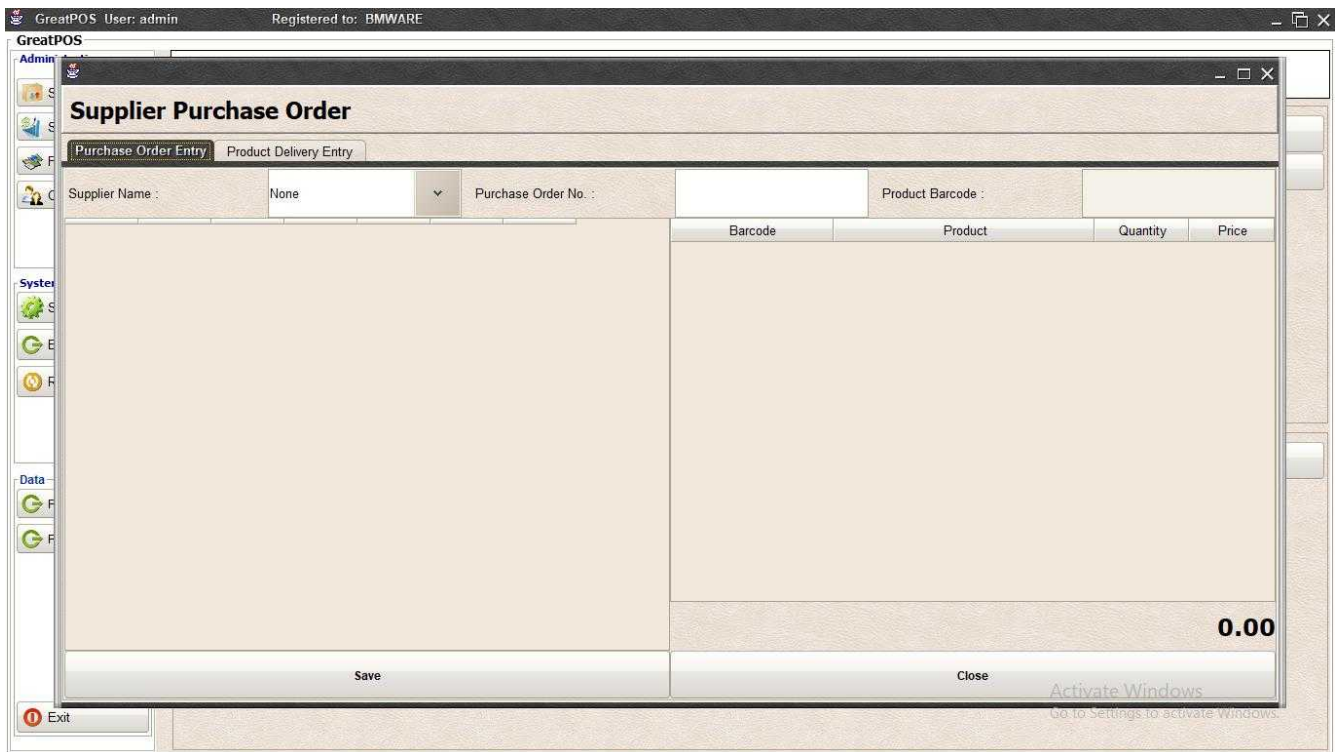
Step4) Click Ok Button



Step5) Enter Purchase Order No.

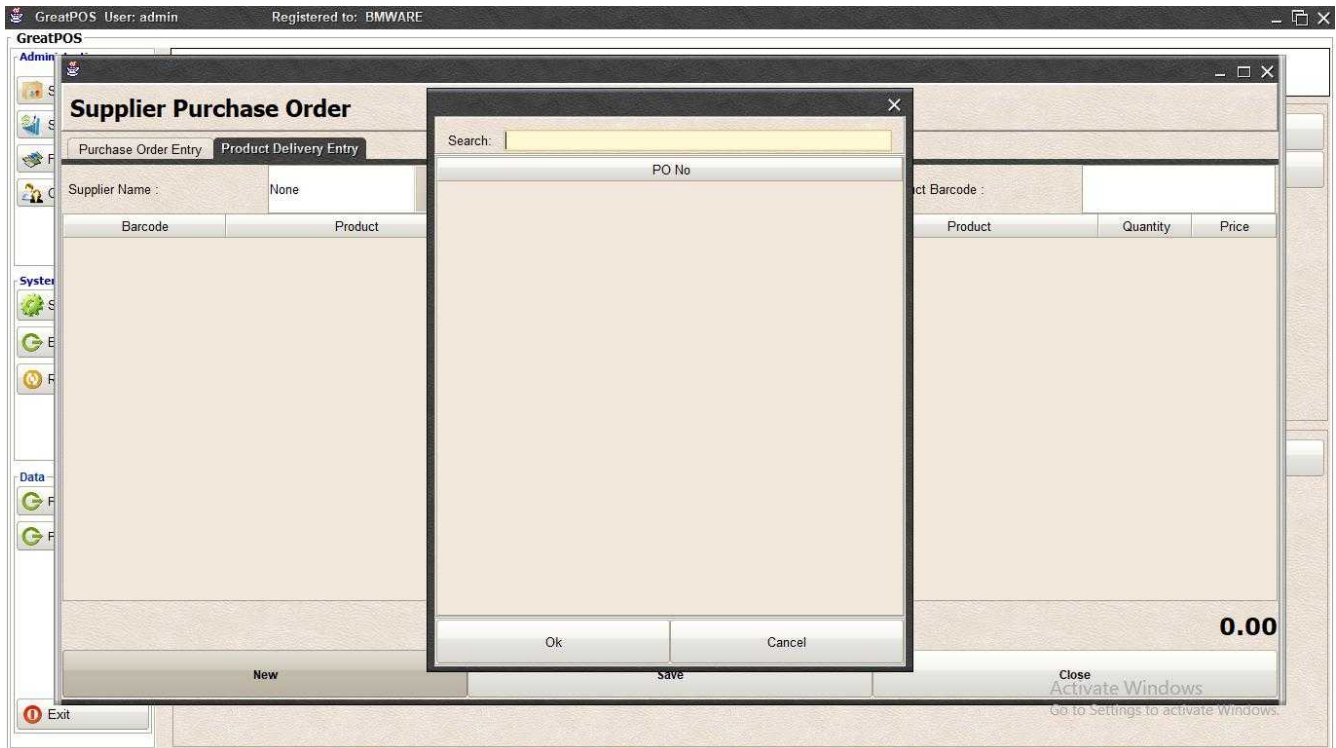


Step6) Click Save Button

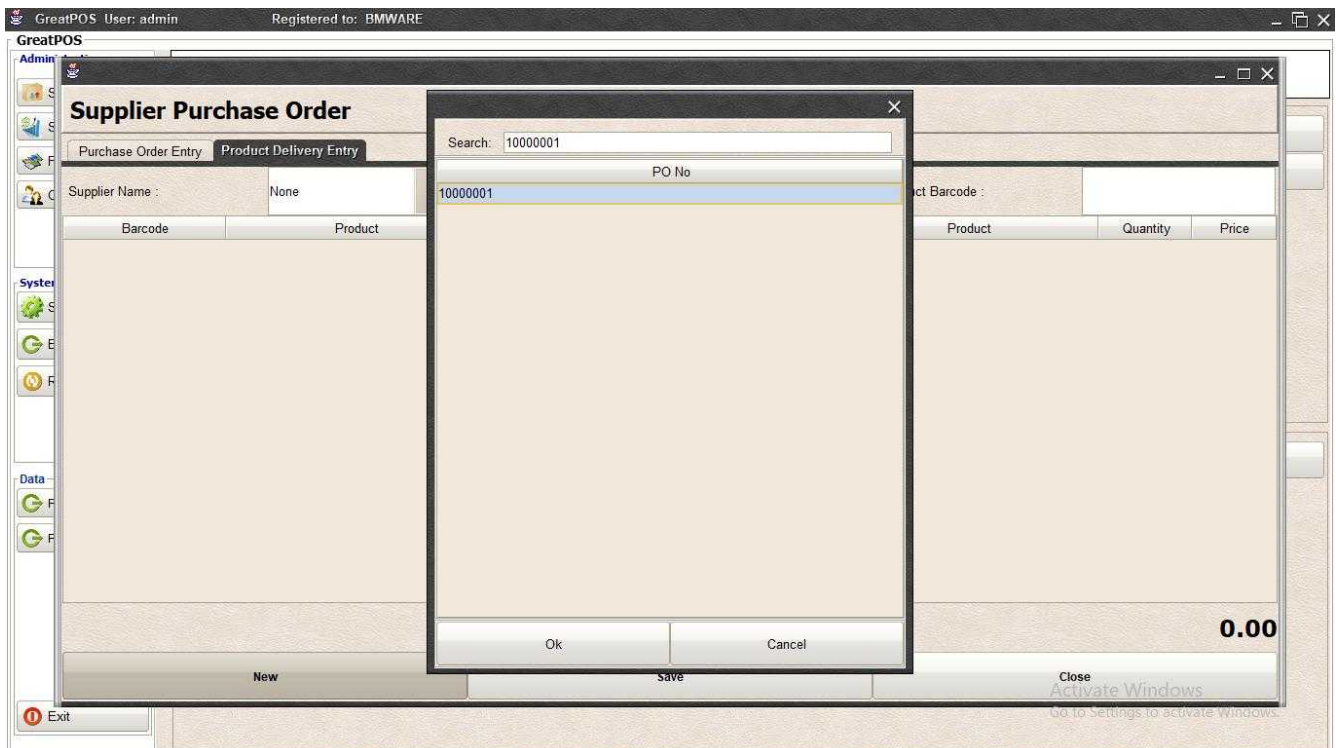


Product Delivery Entry

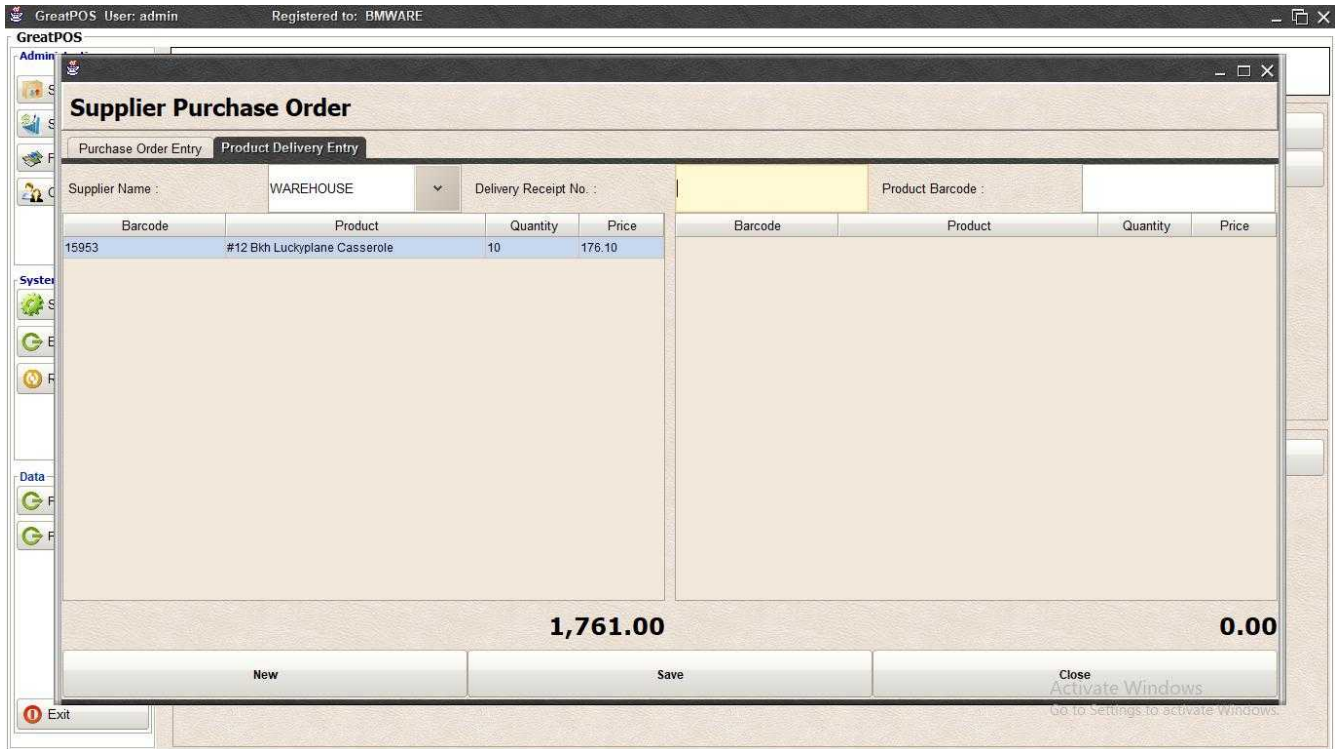
Step1) Click New Button



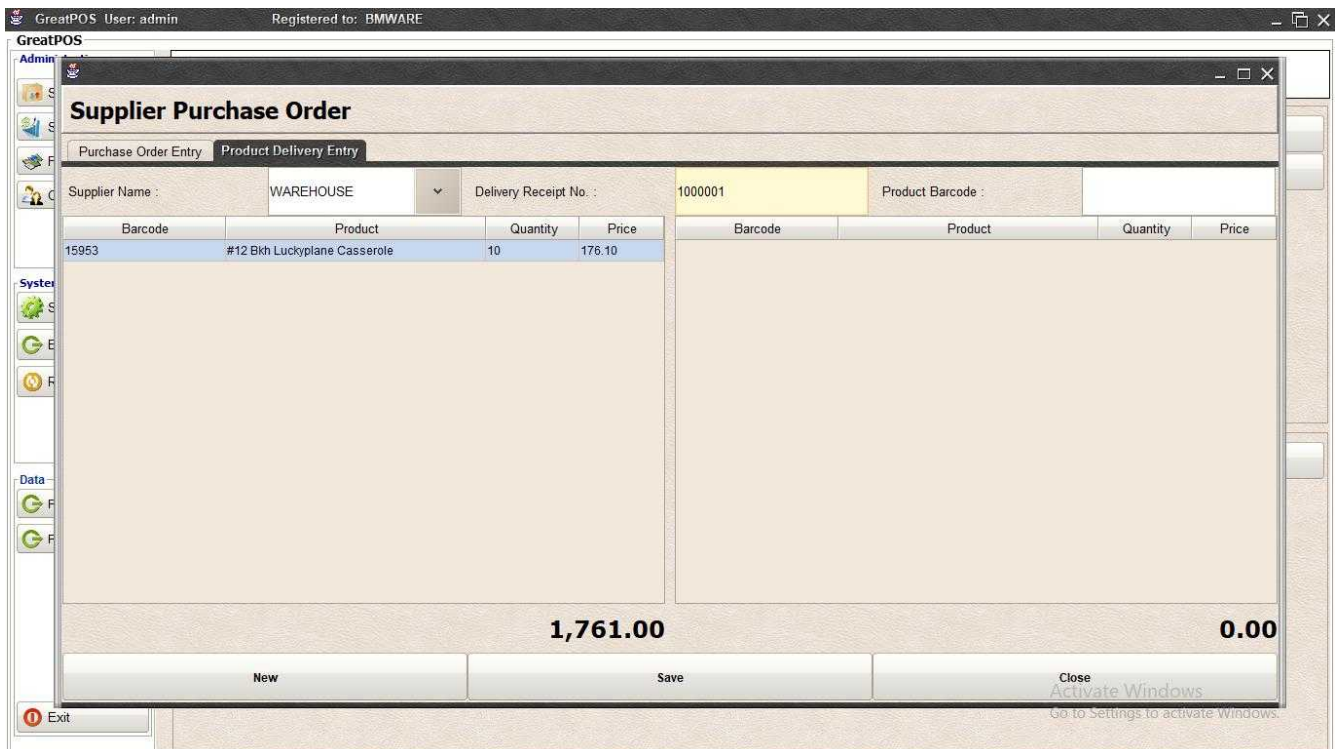
Step2) Enter the Purchase Order No.



Step3) Click Ok Button

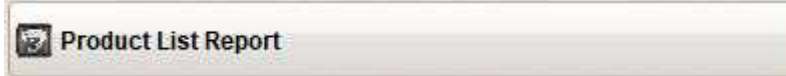


Step4) Enter Delivery Receipt No.



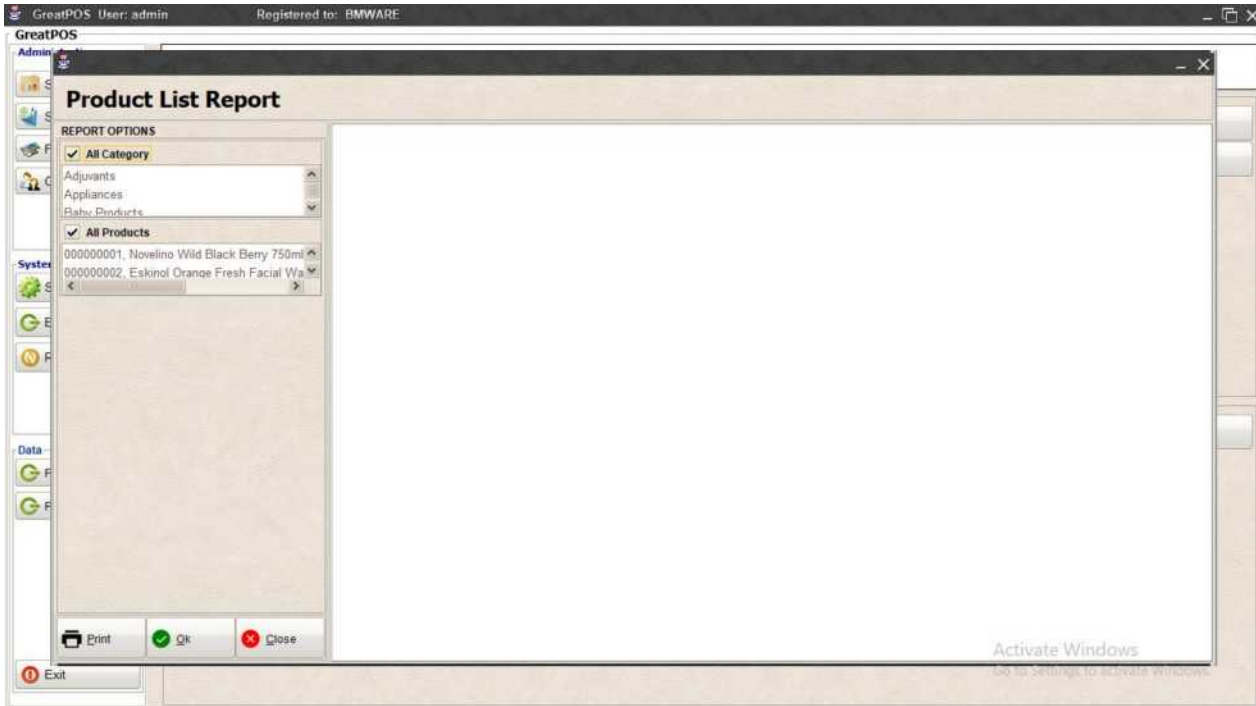
Step5) Click Save Button

Product List Report

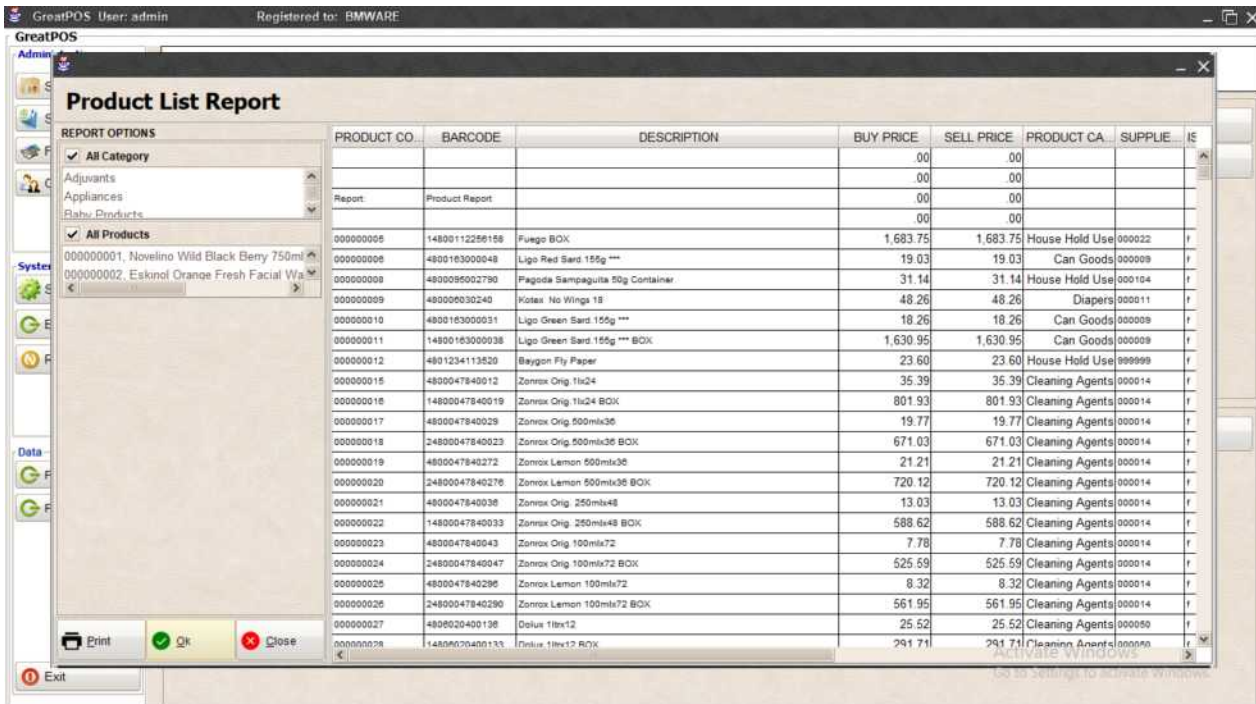


Use to View Report of Product List.

How to use Product List Report?

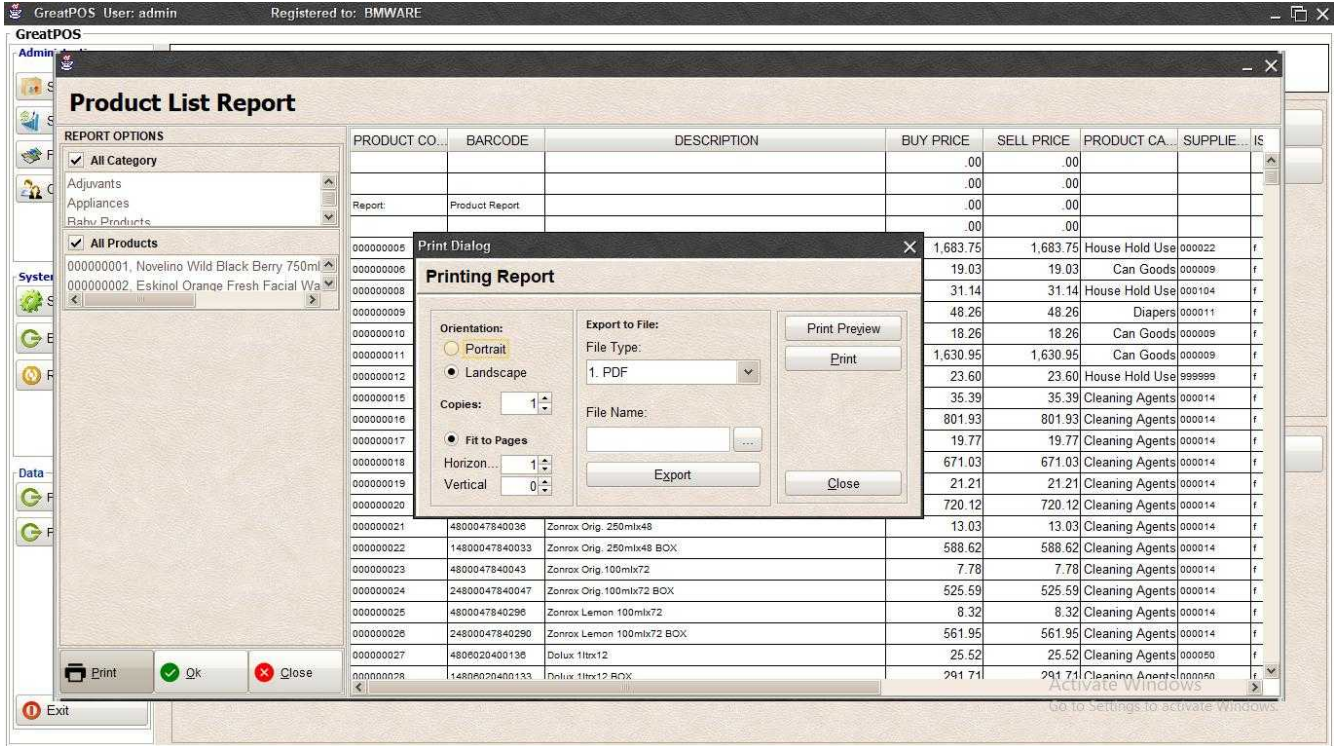


Step1) Click Ok Button



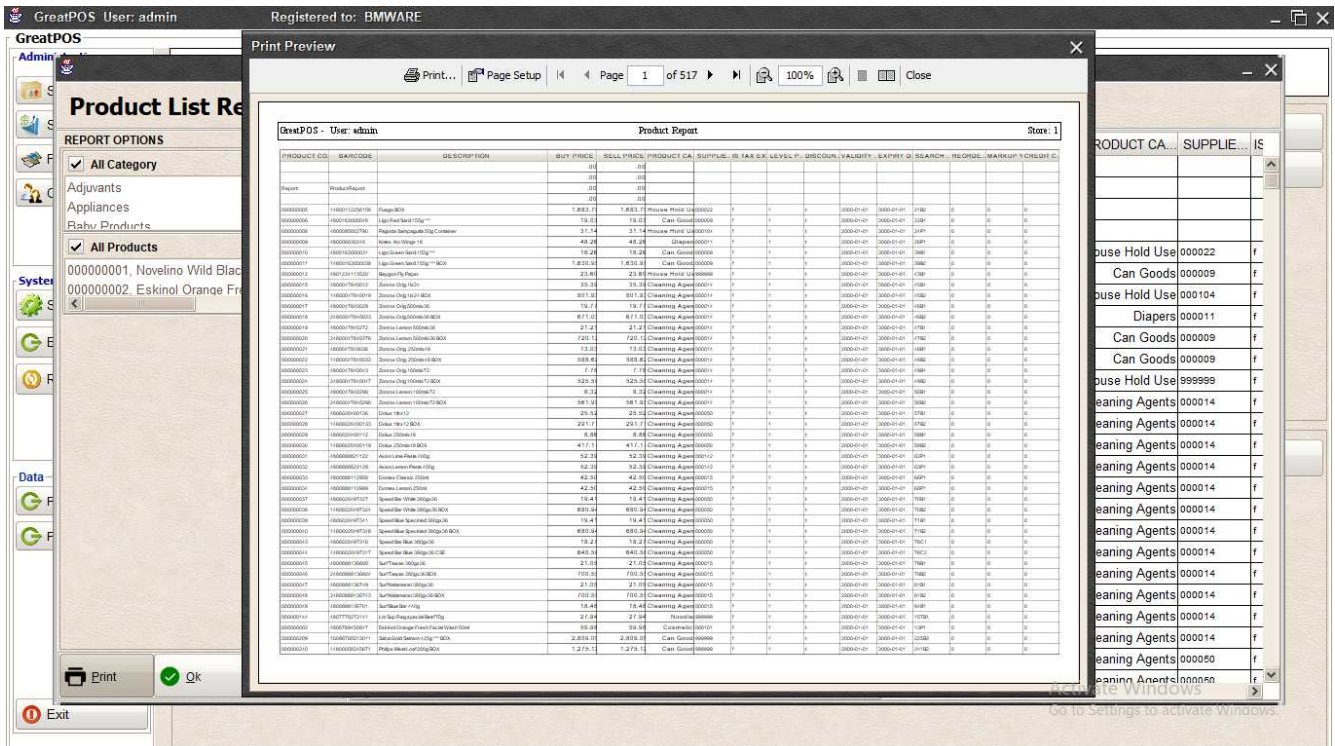
Printing Product List

Step 1) Click Print Button



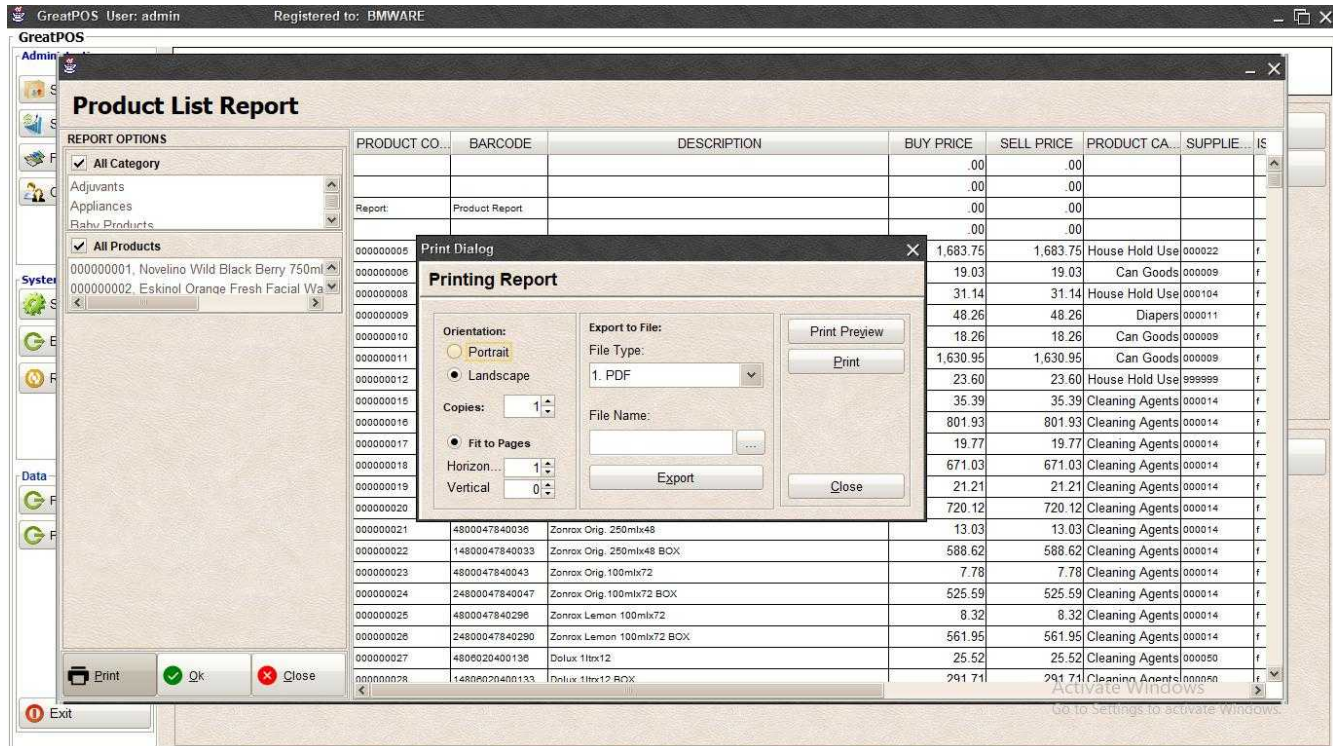
Preview

Step 1) Click Print Preview Button

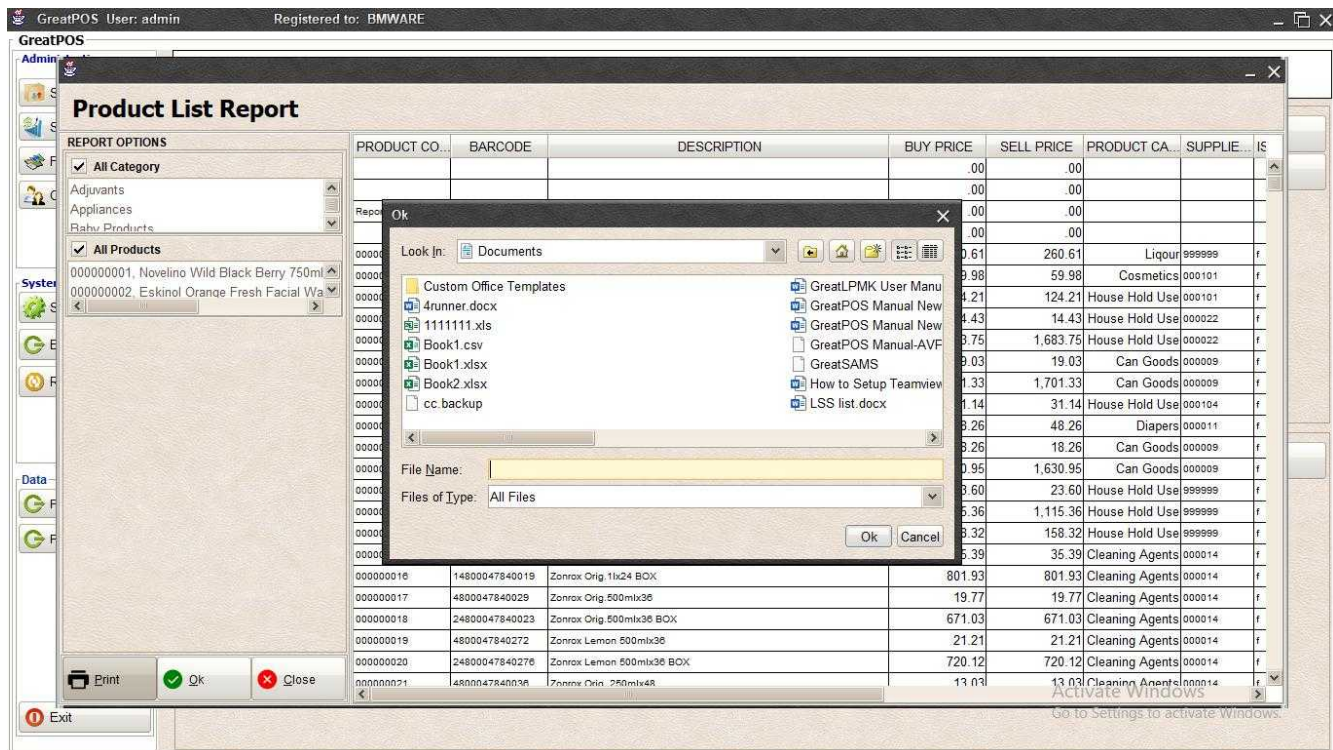


Exporting

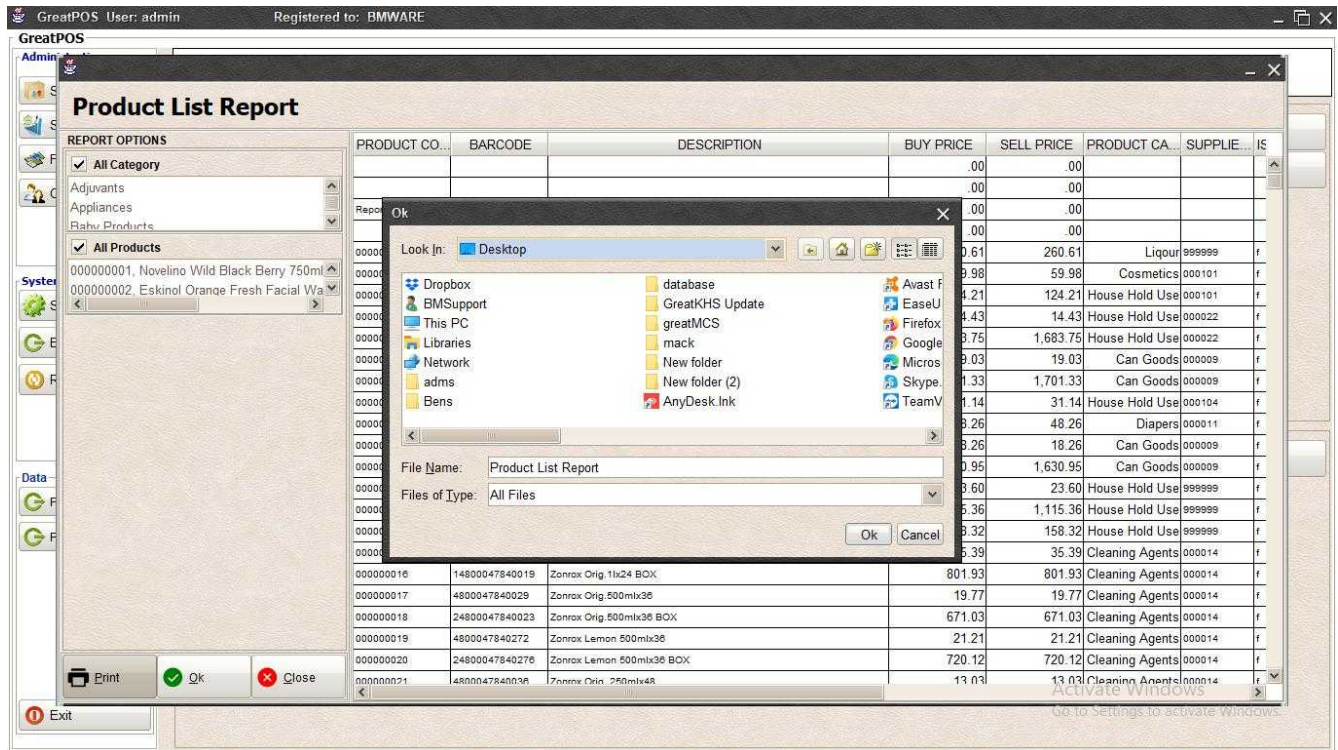
Step1) Select File Type



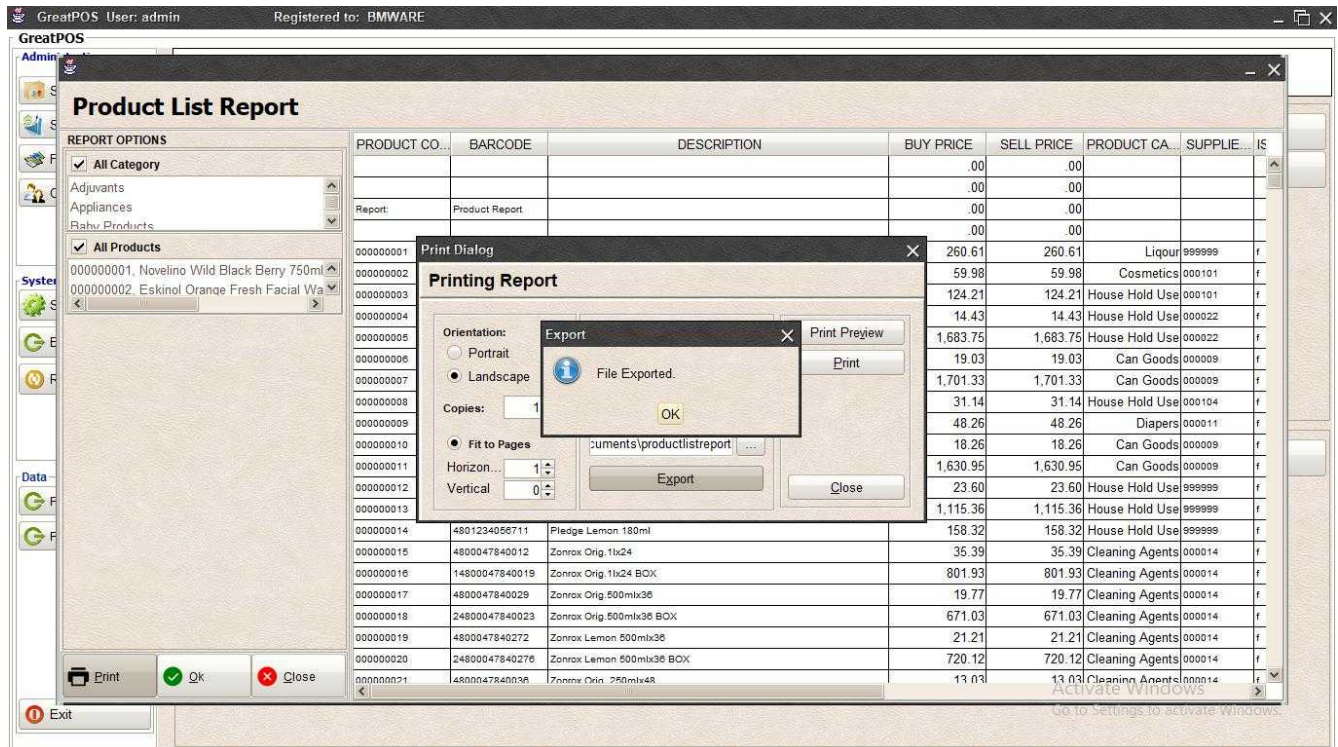
Step2) Click the (...) Button



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
1	PRODUCT	BARCODE	DESCRIPTION	BUY PRICE	SELL PRICE	PRODUCT CATEGORY	SUPPLIER	TAX EX	LEVEL	PR	DISCOUNT	VALIDITY	EXPIRY D.	SEARCH	REORDER	MARKUP	CREDIT CARD	%		
2				.00	.00															
3				.00	.00															
4	Report:	Product Re		.00	.00															
5				.00	.00															
6	000000001	480650863	Novelino Wild Black Berry 750ml	260.61	260.61	Liquor	999999	f	1	t		2000-01-01	3000-01-01	02P1	0	0	0			
7	000000002	480678945	Eskinol Orange Fresh Facial Wa	59.98	59.98	Cosmetics	000101	f	1	t		2000-01-01	3000-01-01	13P1	0	0	0			
8	000000003	899269410	Kiwil Liquid	124.21	124.21	House Hol	000101	f	1	t		2000-01-01	3000-01-01	14P1	0	0	0			
9	000000004	480011225	Fuego	14.43	14.43	House Hol	000022	f	1	t		2000-01-01	3000-01-01	21B1	0	0	0			
10	000000005	148001122	Fuego BO	1,683.75	1,683.75	House Hol	000022	f	1	t		2000-01-01	3000-01-01	21B1	0	0	0			
11	000000006	480016300	Ligo Red	19.03	19.03	Can Good	000009	f	1	t		2000-01-01	3000-01-01	22B1	0	0	0			
12	000000007	148001630	Ligo Red	1,701.33	1,701.33	Can Good	000009	f	1	t		2000-01-01	3000-01-01	22B2	0	0	0			
13	000000008	480009500	Pagoda S	31.14	31.14	House Hol	000104	f	1	t		2000-01-01	3000-01-01	24P1	0	0	0			
14	000000009	480006030	Kotex No	48.26	48.26	Diapers	000011	f	1	t		2000-01-01	3000-01-01	26P1	0	0	0			
15	000000010	480016300	Ligo Green	18.26	18.26	Can Good	000009	f	1	t		2000-01-01	3000-01-01	39B1	0	0	0			
16	000000011	148001630	Ligo Green	1,630.95	1,630.95	Can Good	000009	f	1	t		2000-01-01	3000-01-01	39B2	0	0	0			
17	000000012	480123411	Baygon Fl	23.60	23.60	House Hol	999999	f	1	t		2000-01-01	3000-01-01	43B1	0	0	0			
18	000000013	BAYGON	Baygon Fl	1,115.36	1,115.36	House Hol	999999	f	1	t		2000-01-01	3000-01-01	43B2	0	0	0			
19	000000014	480123405	Pledge Ler	158.32	158.32	House Hol	999999	f	1	t		2000-01-01	3000-01-01	44P1	0	0	0			
20	000000015	480004784	Zonrox On	35.39	35.39	Cleaning A	000014	f	1	t		2000-01-01	3000-01-01	45B1	0	0	0			
21	000000016	148000478	Zonrox On	801.93	801.93	Cleaning A	000014	f	1	t		2000-01-01	3000-01-01	45B2	0	0	0			
22	000000017	148000478	Zonrox On	19.77	19.77	Cleaning A	000014	f	1	t		2000-01-01	3000-01-01	46B1	0	0	0			
23	000000018	248000478	Zonrox On	671.03	671.03	Cleaning A	000014	f	1	t		2000-01-01	3000-01-01	46B2	0	0	0			
24	000000019	148000478	Zonrox Ler	21.21	21.21	Cleaning A	000014	f	1	t		2000-01-01	3000-01-01	47B1	0	0	0			
25	000000020	248000478	Zonrox Ler	720.12	720.12	Cleaning A	000014	f	1	t		2000-01-01	3000-01-01	47B2	0	0	0			
26	000000021	148000478	Zonrox On	13.03	13.03	Cleaning A	000014	f	1	t		2000-01-01	3000-01-01	48B1	0	0	0			
27	000000022	148000478	Zonrox On	588.62	588.62	Cleaning A	000014	f	1	t		2000-01-01	3000-01-01	48B2	0	0	0			
28	000000023	148000478	Zonrox On	7.78	7.78	Cleaning A	000014	f	1	t		2000-01-01	3000-01-01	49B1	0	0	0			
29	000000024	248000478	Zonrox On	525.59	525.59	Cleaning A	000014	f	1	t		2000-01-01	3000-01-01	49B2	0	0	0			

Print

GreatPOS User: admin Registered to: BMWARE

Product List Report

REPORT OPTIONS

- All Category
- Adjuvants
- Appliances
- Rahr Products
- All Products

PRODUCT CO...	BARCODE	DESCRIPTION	BUY PRICE	SELL PRICE	PRODUCT CA...	SUPPLIE...	IS
			.00	.00			
Report:	Product Report		.00	.00			
			.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	14806020400133	Delux 11trx12 BOX	291.71	291.71	Cleaning Agents	000050	f

Printing Report

Orientation: Portrait Landscape

Copies: 1

Fit to Pages

Horizontal: 1 Vertical: 0

Export to File:

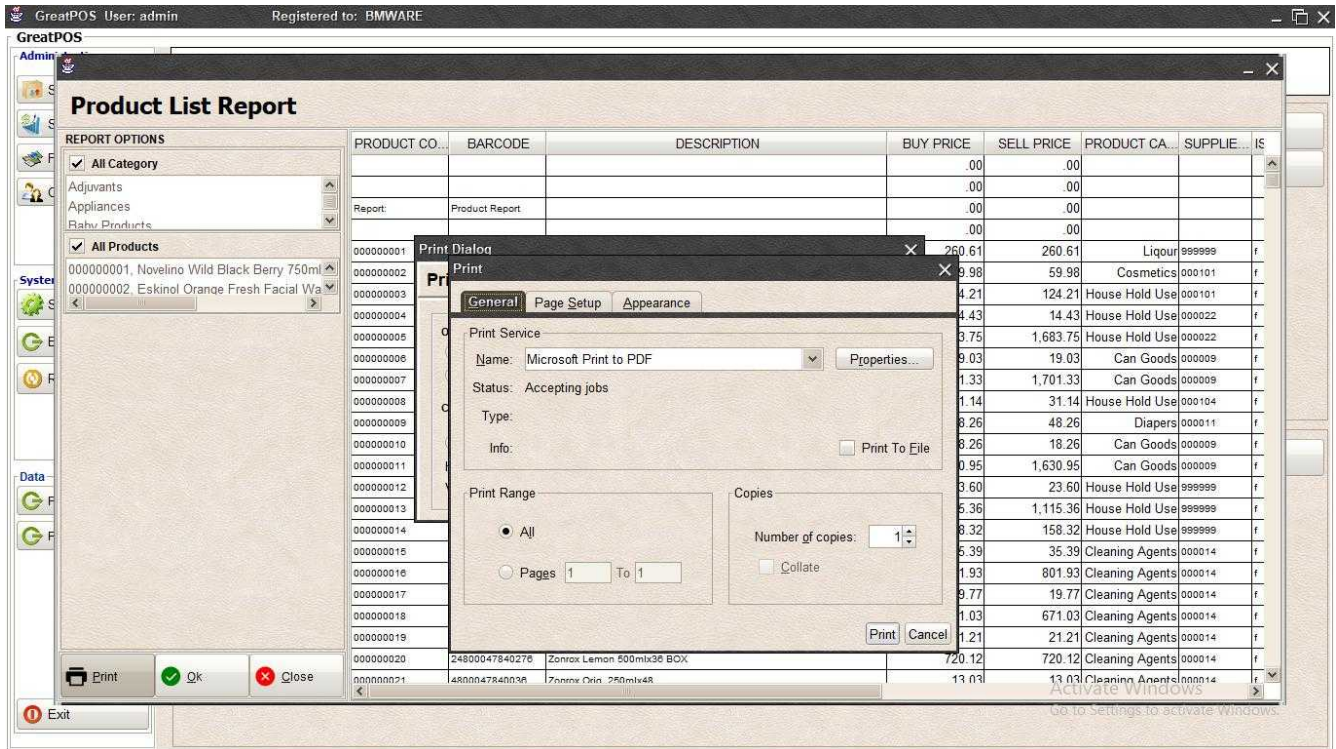
File Type: 1. PDF

File Name: []

Print Preview Print Export Close

Print Ok Close

Step1) Click Print Button



Step2) Select Printer

Step3) Click Print Button

Daily Product Inventory Report

 **Daily Product Inventory Report**

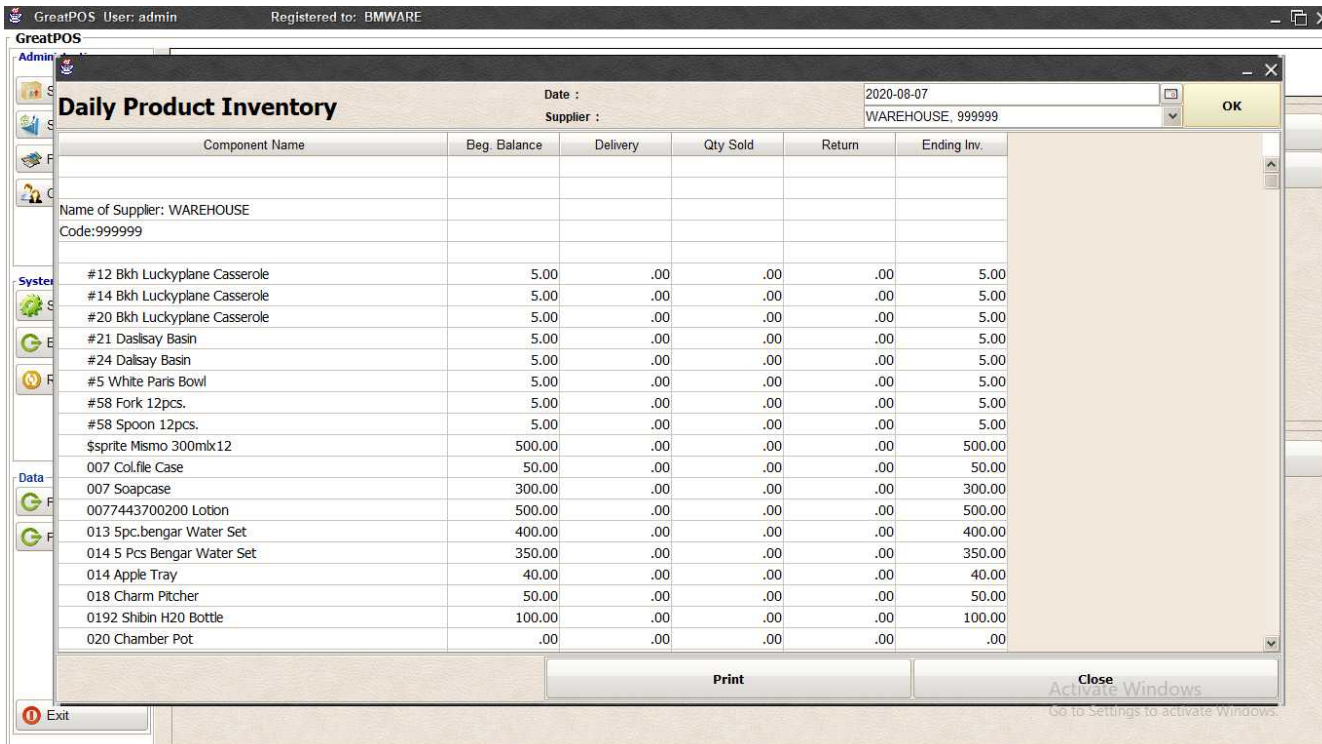
Use to View Report of Daily Product Inventory.

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 Loton	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. A 'Print Dialog' is open, allowing the user to configure printing options. The dialog includes sections for Orientation (Portrait or Landscape), Fit to Pages (Horizontal or Vertical), Export to File (File Type and File Name), and buttons for Print Preview, Print, and Close. The background window displays a table of inventory items with columns for Component Name, Beg. Balance, Delivery, Qty Sold, Return, and Ending Inv.

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

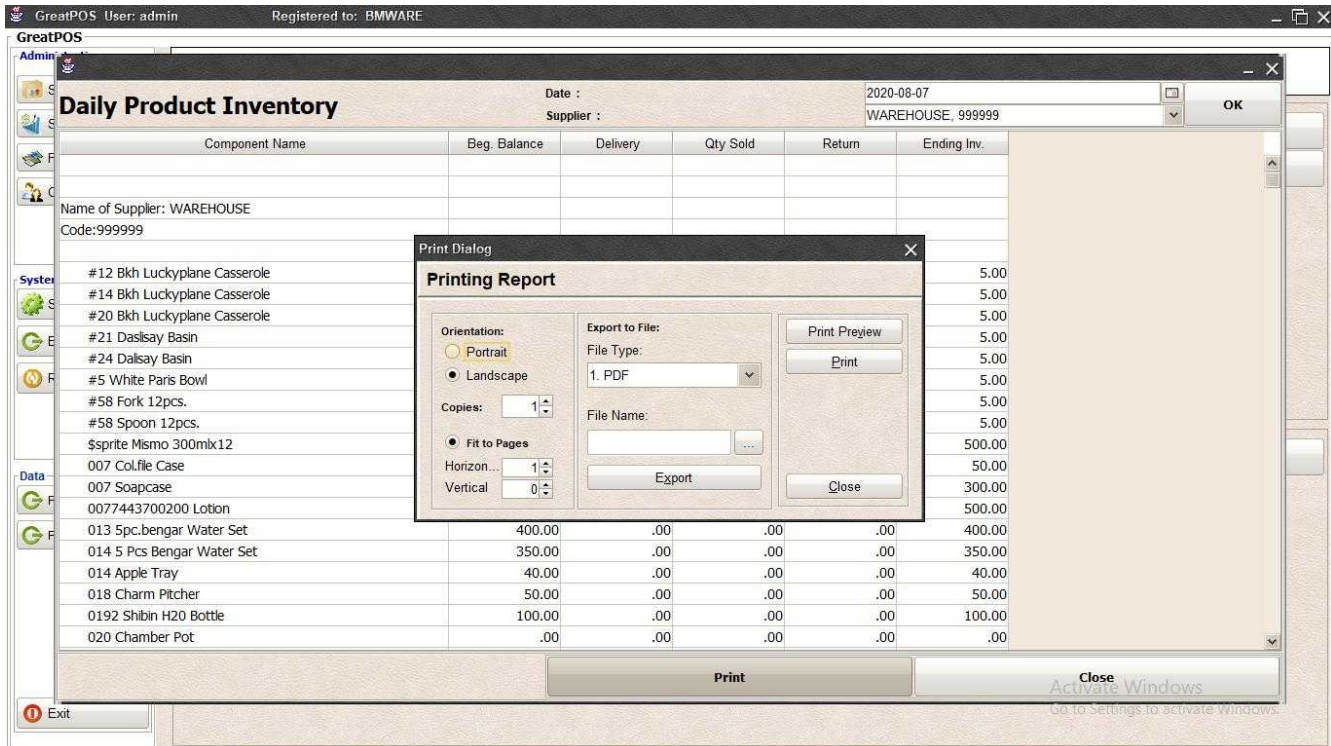
Step1) Click Print Preview Button

The screenshot shows the 'Print Preview' window in GreatPOS. The preview displays the 'Daily Inventory Report' with a detailed table of inventory items and their respective values. The table includes columns for Component Name, Beg. Balance, Delivery, Qty Sold, Return, and Ending Inv. The preview also shows the Name of Supplier: WAREHOUSE and Code:999999.

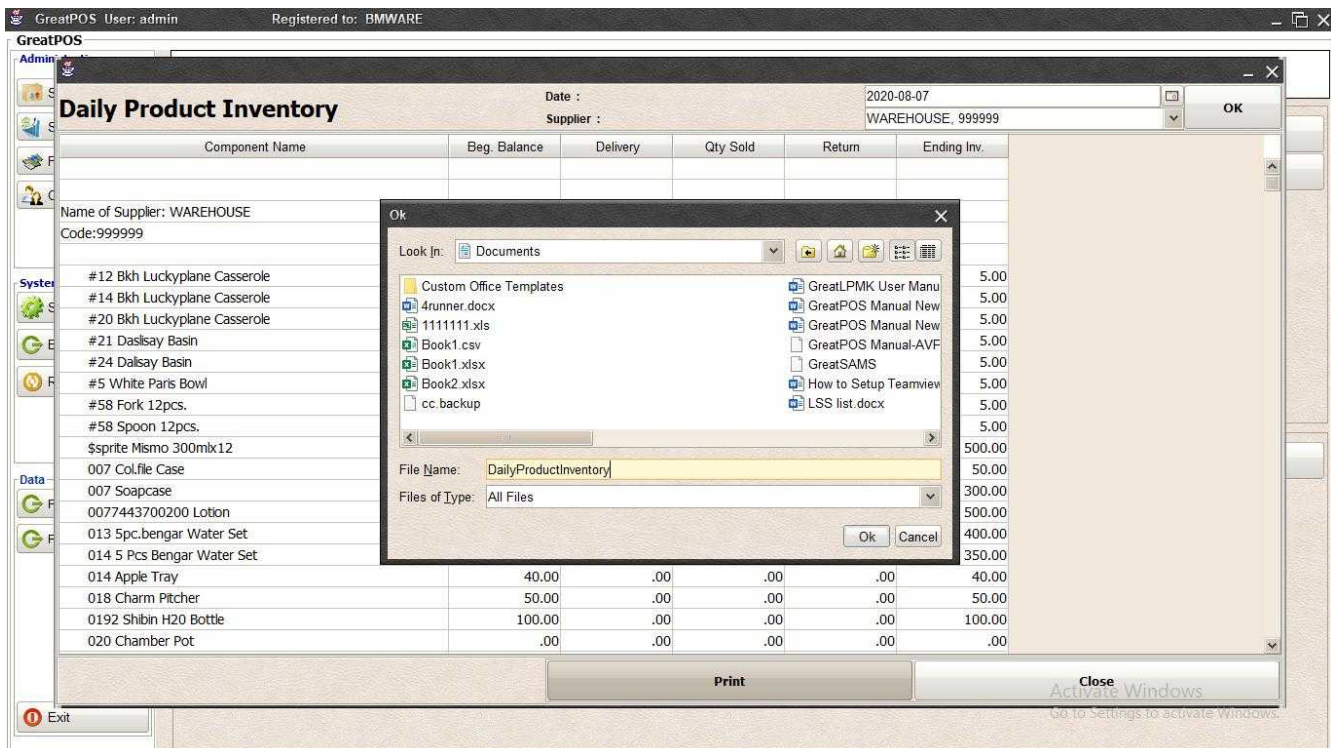
Component Name	Beg. Balance	Delivery	Qty Sold	Return	Ending Inv.
#12 Bkh Luckyplane Casserole	5.00	.00	.00	.00	5.00
#14 Bkh Luckyplane Casserole	5.00	.00	.00	.00	5.00
#20 Bkh Luckyplane Casserole	5.00	.00	.00	.00	5.00
#21 Dalsay Basin	5.00	.00	.00	.00	5.00
#24 Dalsay Basin	5.00	.00	.00	.00	5.00
#5 White 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

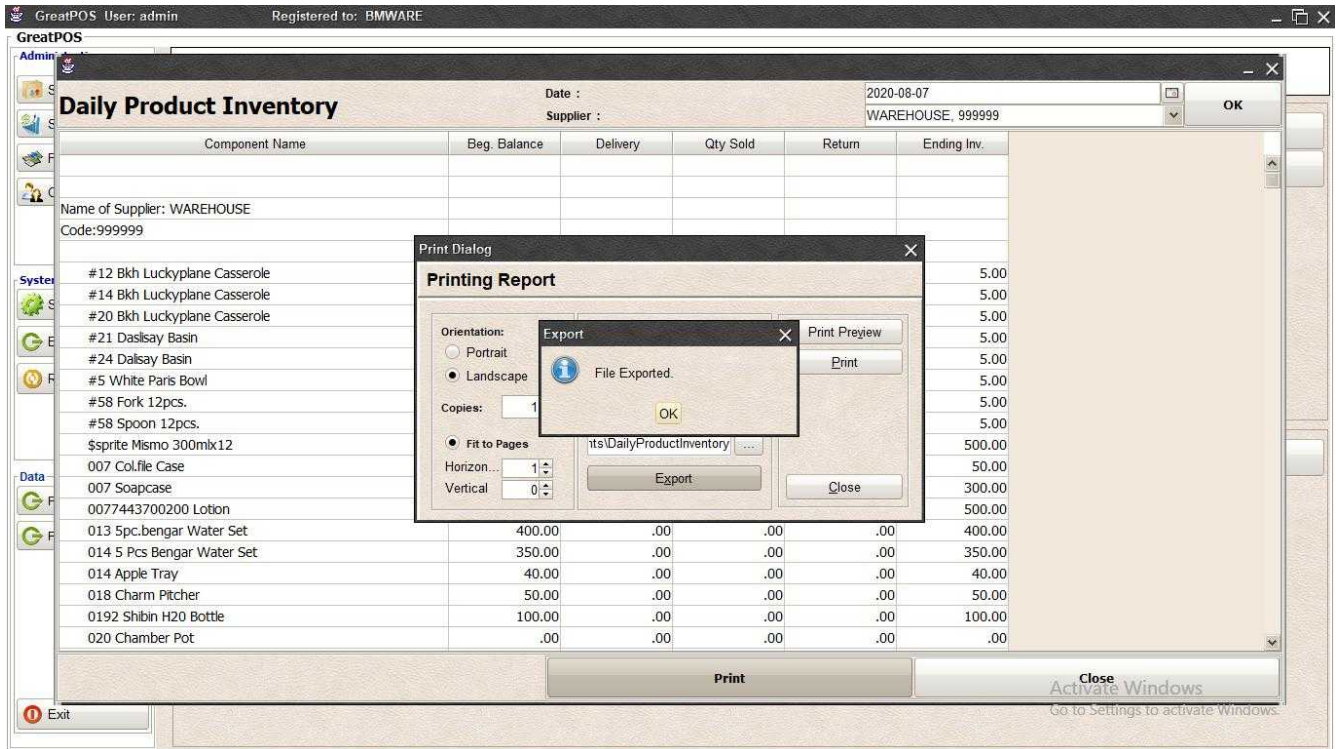
Step1) Select File Type



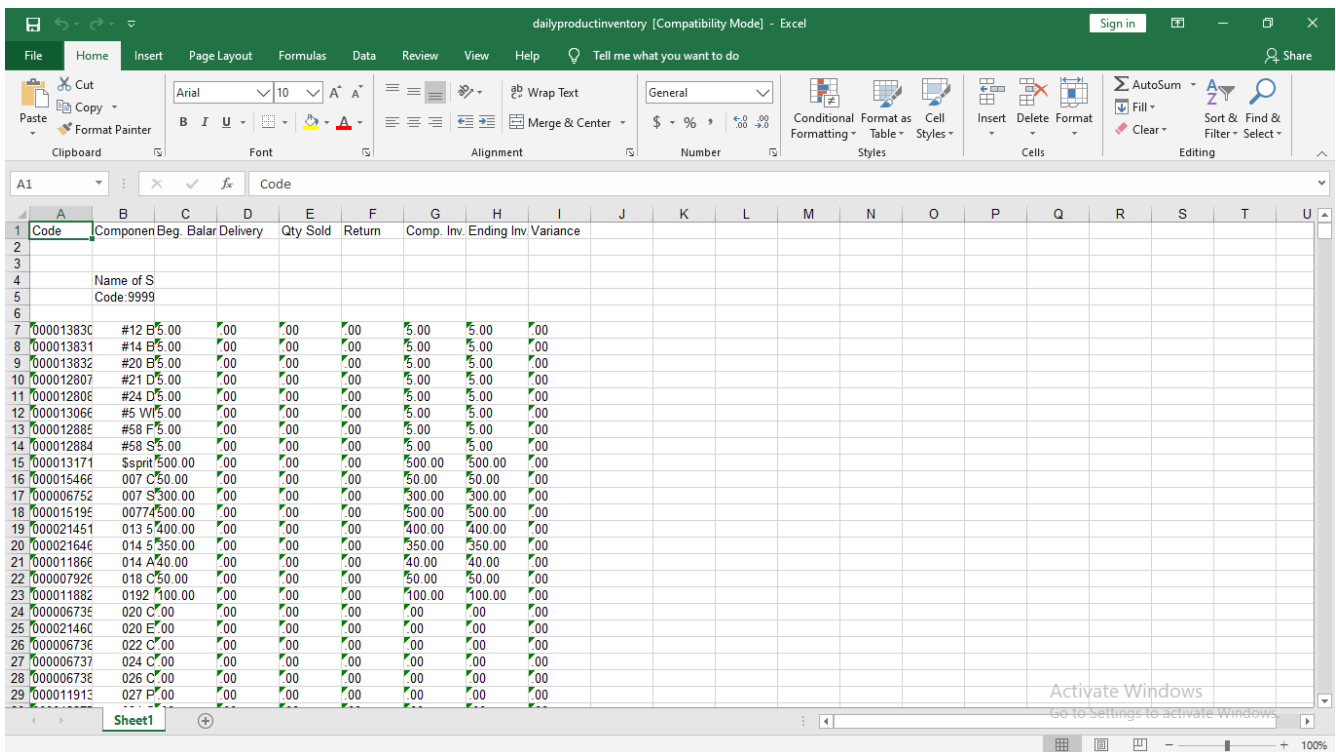
Step2) Click the (...) Button



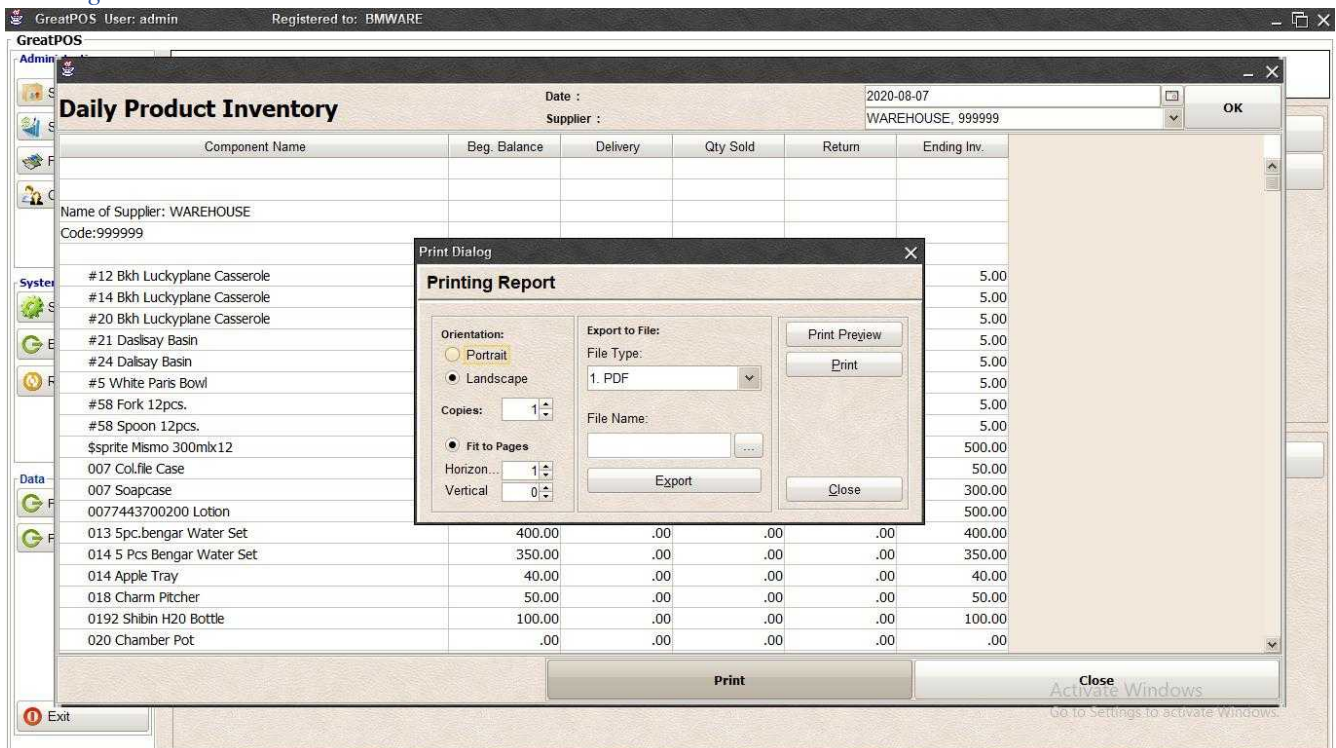
Step3) Enter File name and Click OK



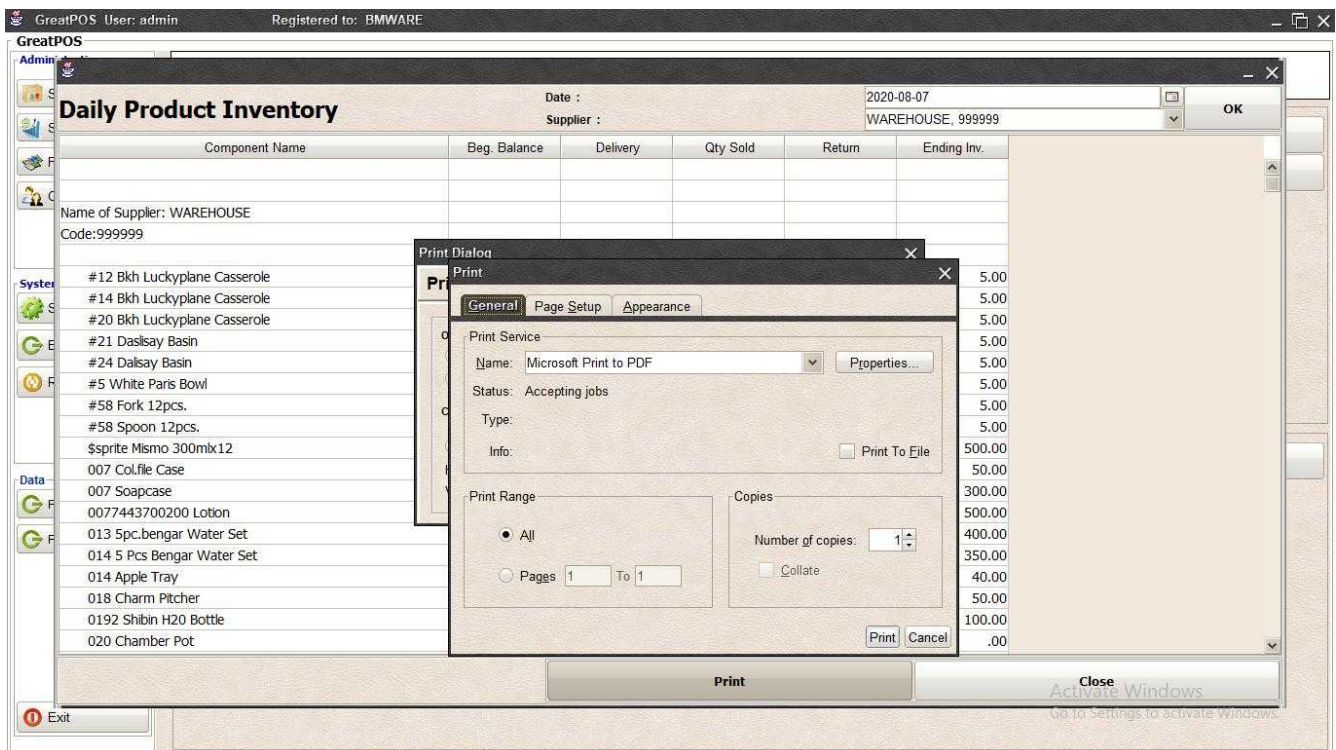
Step4) Click Ok Button



Printing



Step1) Click Print Button



Step2) Select Printer

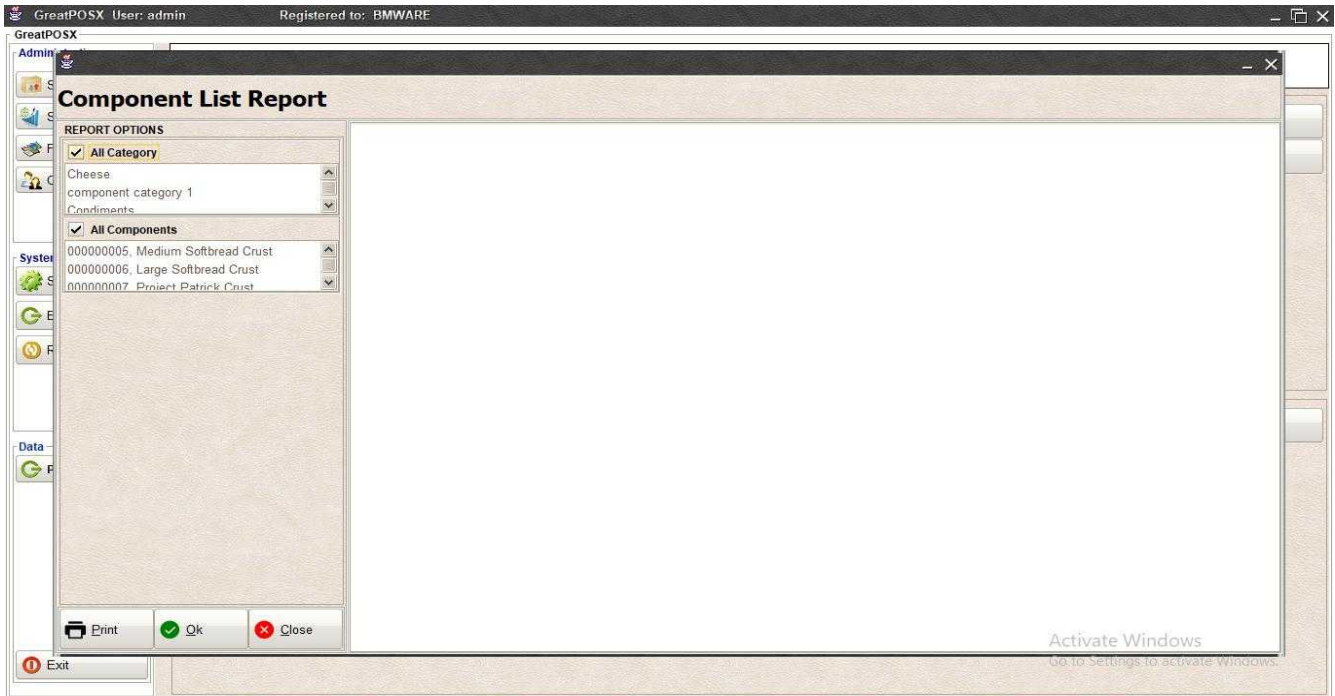
Step3) Click Print Button

Component List Report

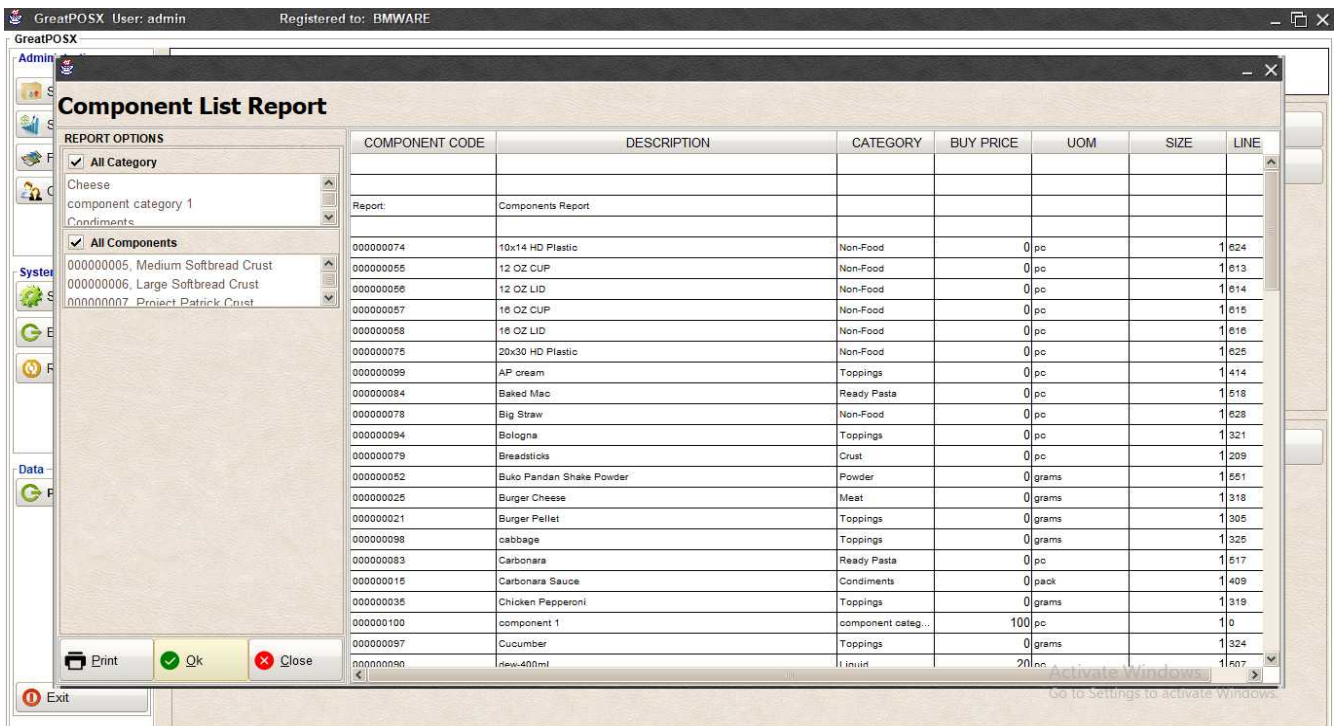


Use to View Report of Product List.

How to use Product List Report?



Step1) Click Ok Button



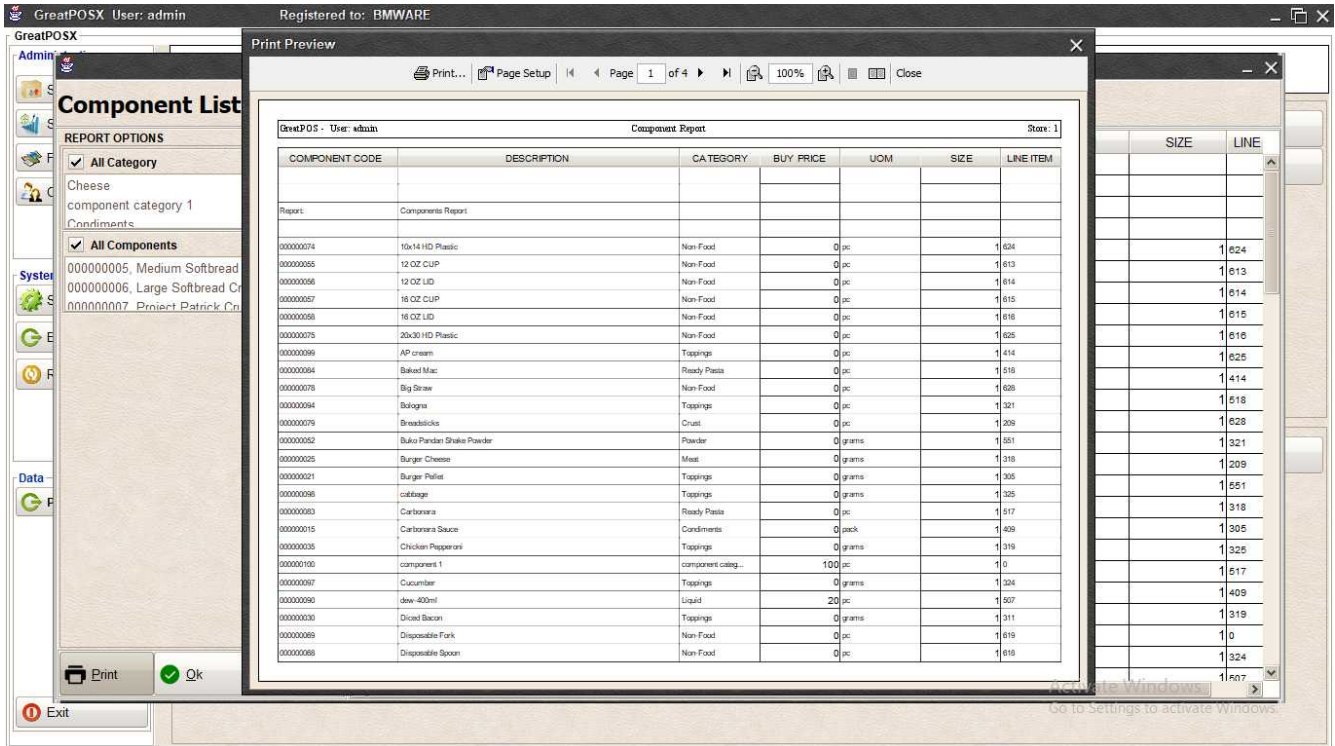
Printing Product List

Step 1) Click Print Button

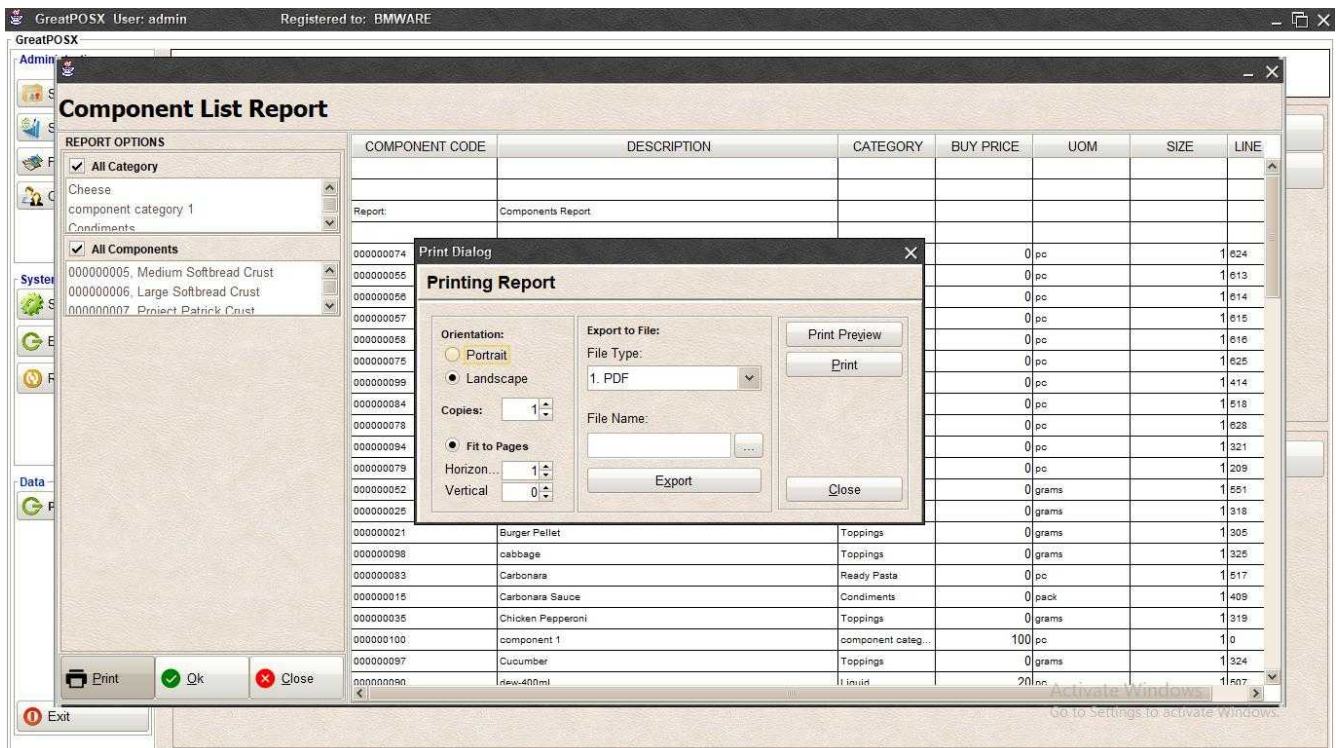


Preview

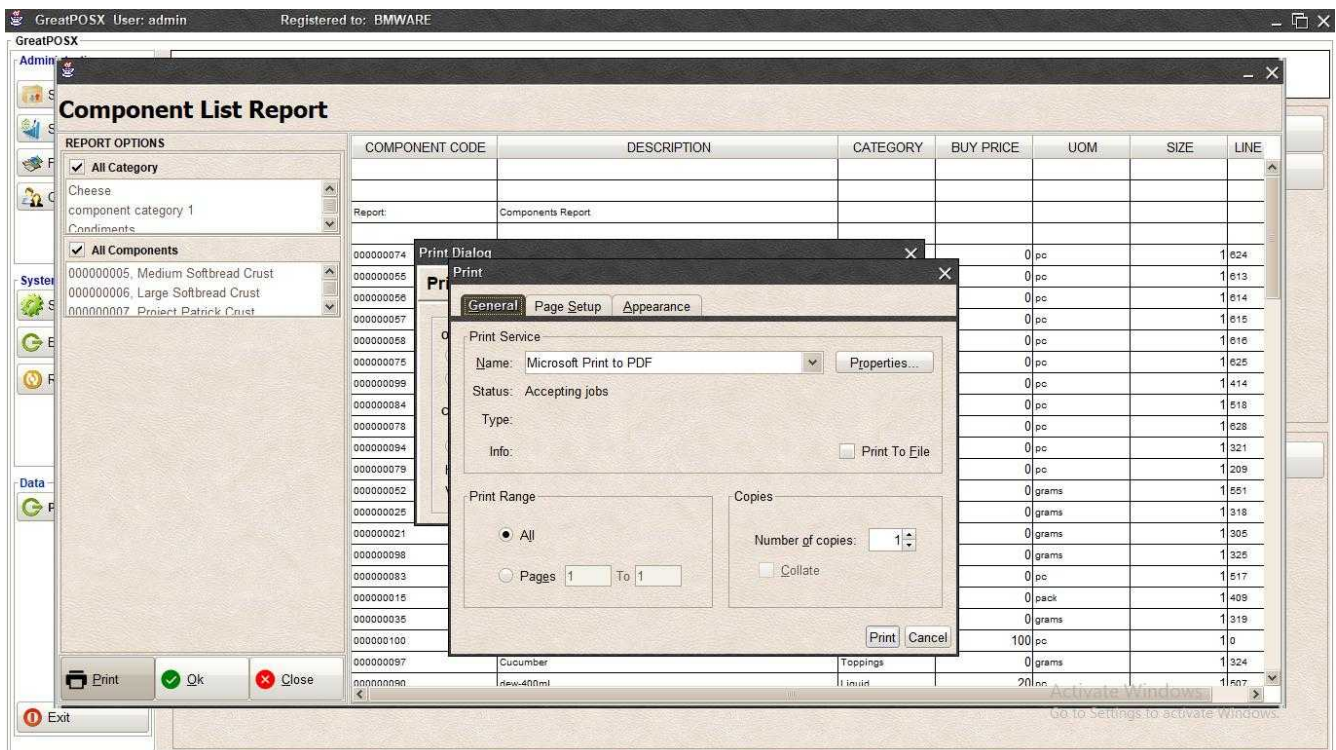
Step 1) Click Print Preview Button



Print



Step1) Click Print Button



Step2) Select Printer

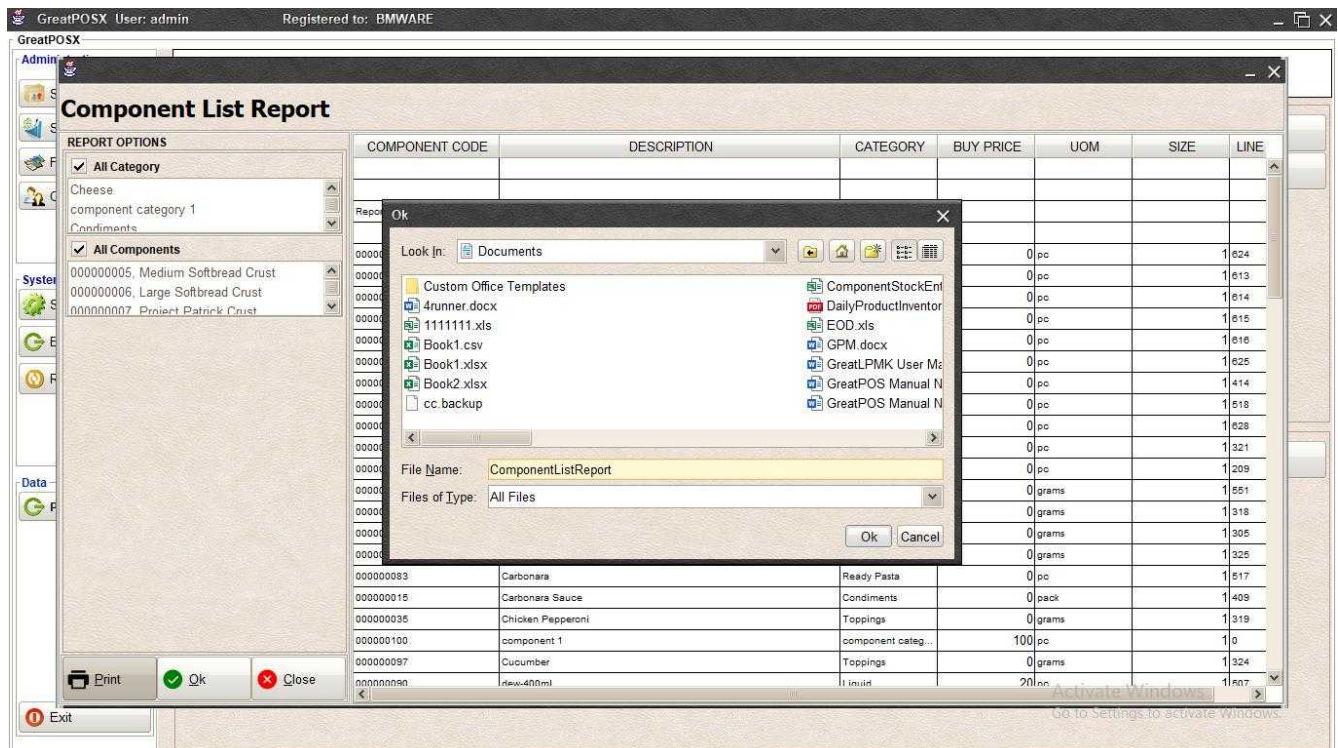
Step3) Click Print Button

Exporting

Step1) Select File Type

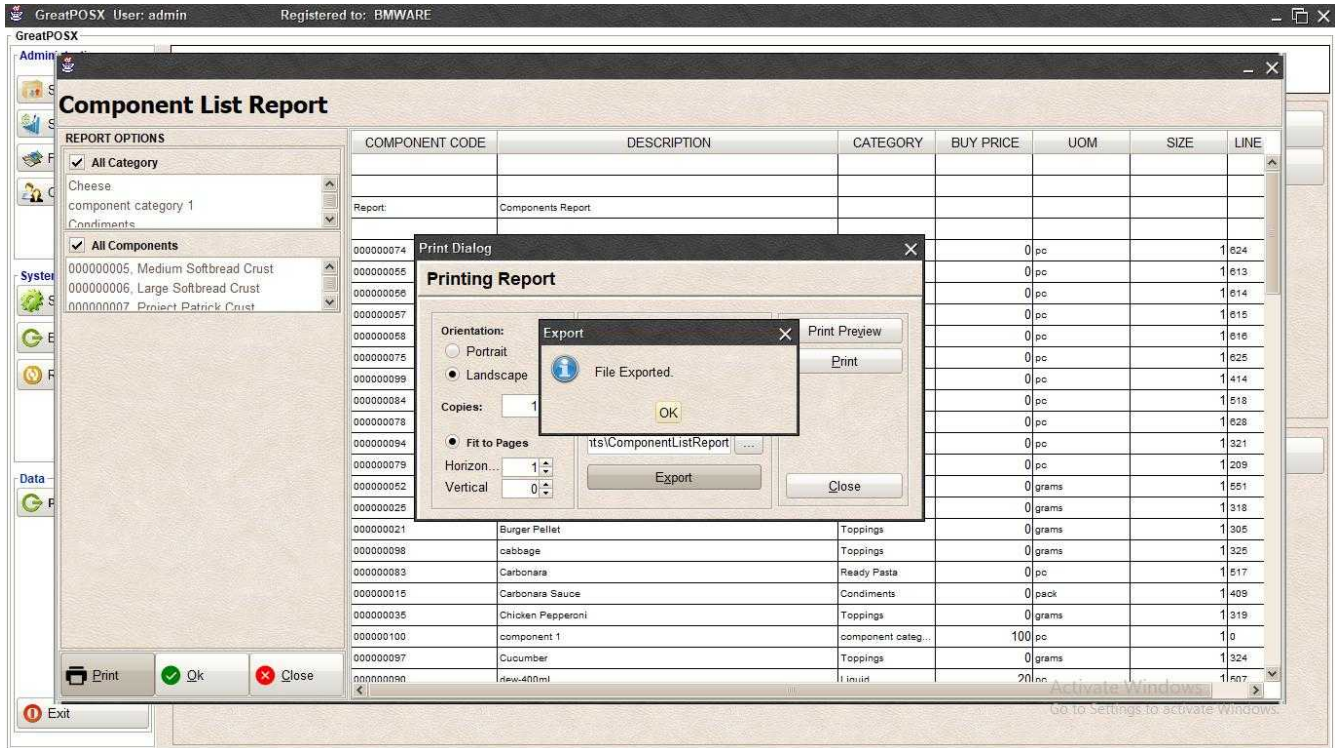


Step2) Click the (...) Button

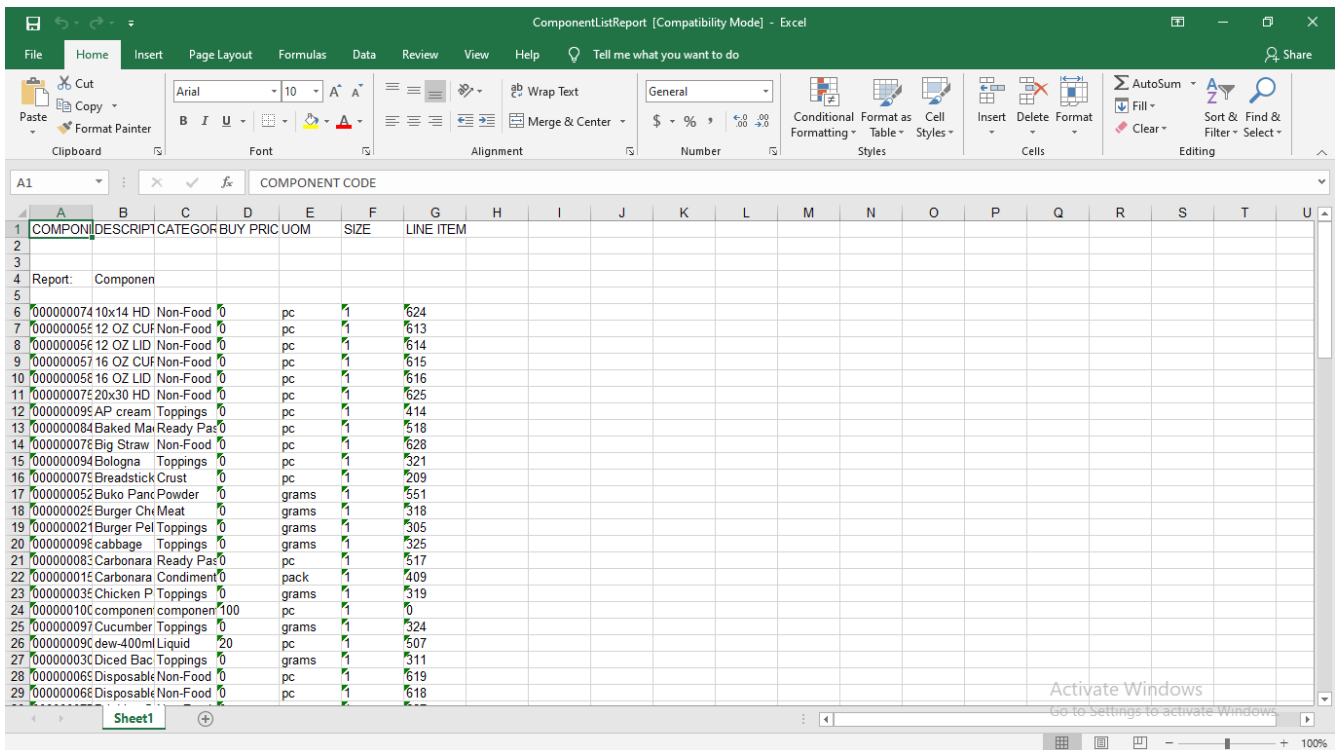


Step3) Enter File name and Click OK

Step4) Click Export Button



Step5) Click OK



Stock Ingredient Usage Report

Stock Ingredient Usage Report

Use to View Reports of Components Usages

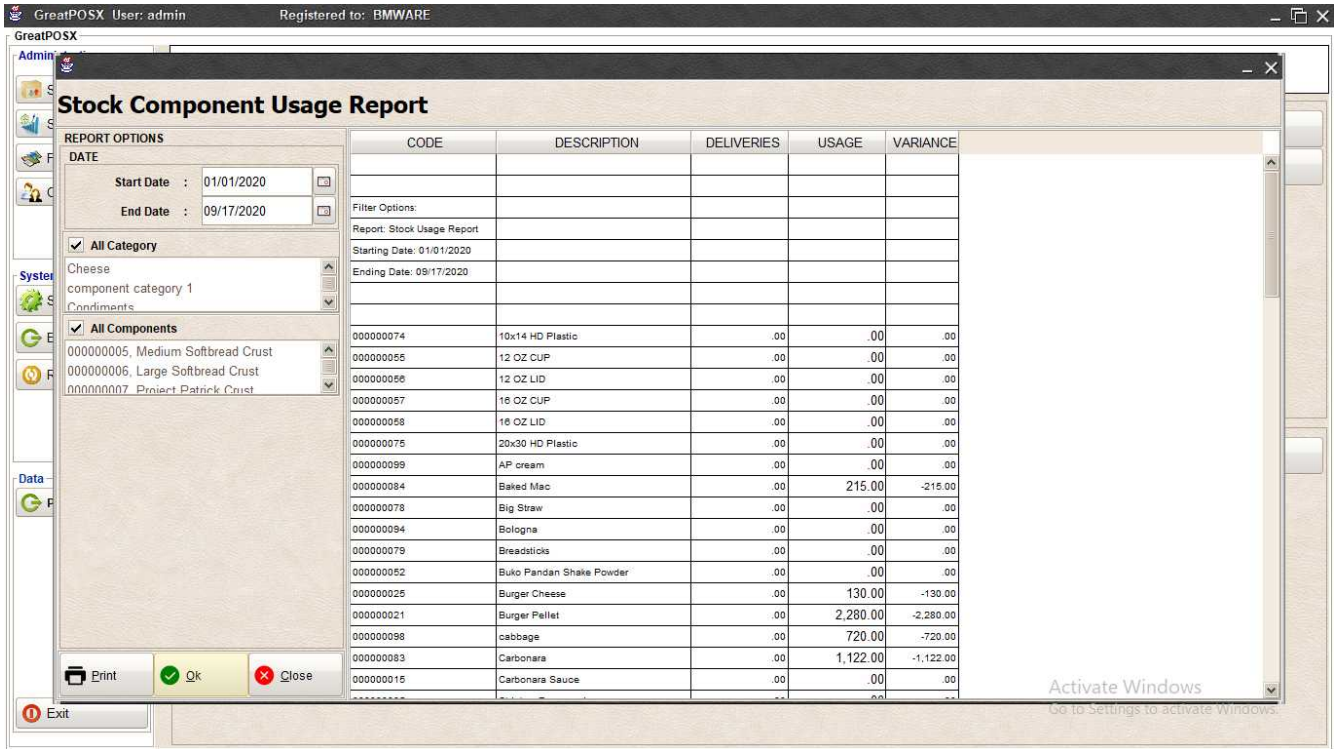
How to use Stock Ingredient Usage Report?



Step1) Select Start Date to End Date



Step2) Click Ok Button



Printing Stock Component Usage Report

Step1) Click Print Button



Preview

Step1) Click Print Preview Button

The screenshot shows the GreatPOSX application interface. A 'Print Preview' window is open, displaying a table of stock component usage data. The table has columns for CODE, DESCRIPTION, DELIVERIES, USAGE, and VARIANCE. The data includes items like 10x14 HD Plastic, 12 OZ CUP, 16 OZ LID, 20x30 HD Plastic, AP cream, Baked Mac, Big Straw, Bologna, Breadsticks, Buko Pandan Shake Powder, Burger Cheese, and Burger Pellet.

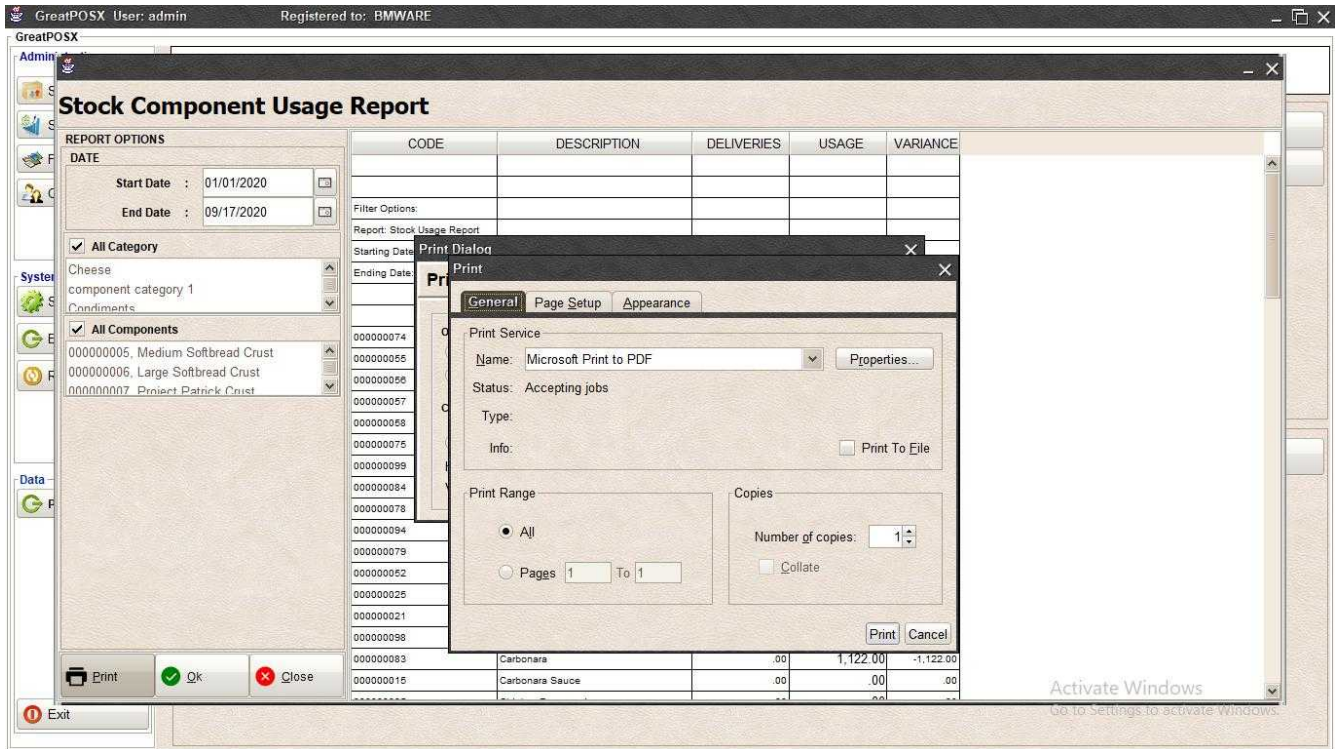
CODE	DESCRIPTION	DELIVERIES	USAGE	VARIANCE
00000074	10x14 HD Plastic	.00	.00	.00
00000055	12 OZ CUP	.00	.00	.00
00000056	12 OZ LID	.00	.00	.00
00000057	16 OZ CUP	.00	.00	.00
00000058	16 OZ LID	.00	.00	.00
00000075	20x30 HD Plastic	.00	.00	.00
00000099	AP cream	.00	.00	.00
00000084	Baked Mac	.00	215.00	-215.00
00000078	Big Straw	.00	.00	.00
00000094	Bologna	.00	.00	.00
00000079	Breadsticks	.00	.00	.00
00000052	Buko Pandan Shake Powder	.00	.00	.00
00000025	Burger Cheese	.00	130.00	-130.00
00000021	Burger Pellet	.00	2,280.00	-2,280.00

Print

The screenshot shows the GreatPOSX application interface. A 'Stock Component Usage Report' window is open, displaying a table of stock component usage data. A 'Print Dialog' window is also open, showing options for printing the report, including orientation (Portrait or Landscape), number of copies, and file name.

CODE	DESCRIPTION	DELIVERIES	USAGE	VARIANCE
00000074	10x14 HD Plastic	.00	.00	.00
00000055	12 OZ CUP	.00	.00	.00
00000056	12 OZ LID	.00	.00	.00
00000057	16 OZ CUP	.00	.00	.00
00000058	16 OZ LID	.00	.00	.00
00000075	20x30 HD Plastic	.00	.00	.00
00000099	AP cream	.00	.00	.00
00000084	Baked Mac	.00	215.00	-215.00
00000078	Big Straw	.00	.00	.00
00000094	Bologna	.00	.00	.00
00000079	Breadsticks	.00	.00	.00
00000052	Buko Pandan Shake Powder	.00	.00	.00
00000025	Burger Cheese	.00	130.00	-130.00
00000021	Burger Pellet	.00	2,280.00	-2,280.00
00000098	cabbage	.00	720.00	-720.00
00000083	Carbonara	.00	1,122.00	-1,122.00
00000015	Carbonara Sauce	.00	.00	.00

Step1) Click Print Button



Step2) Select Printer

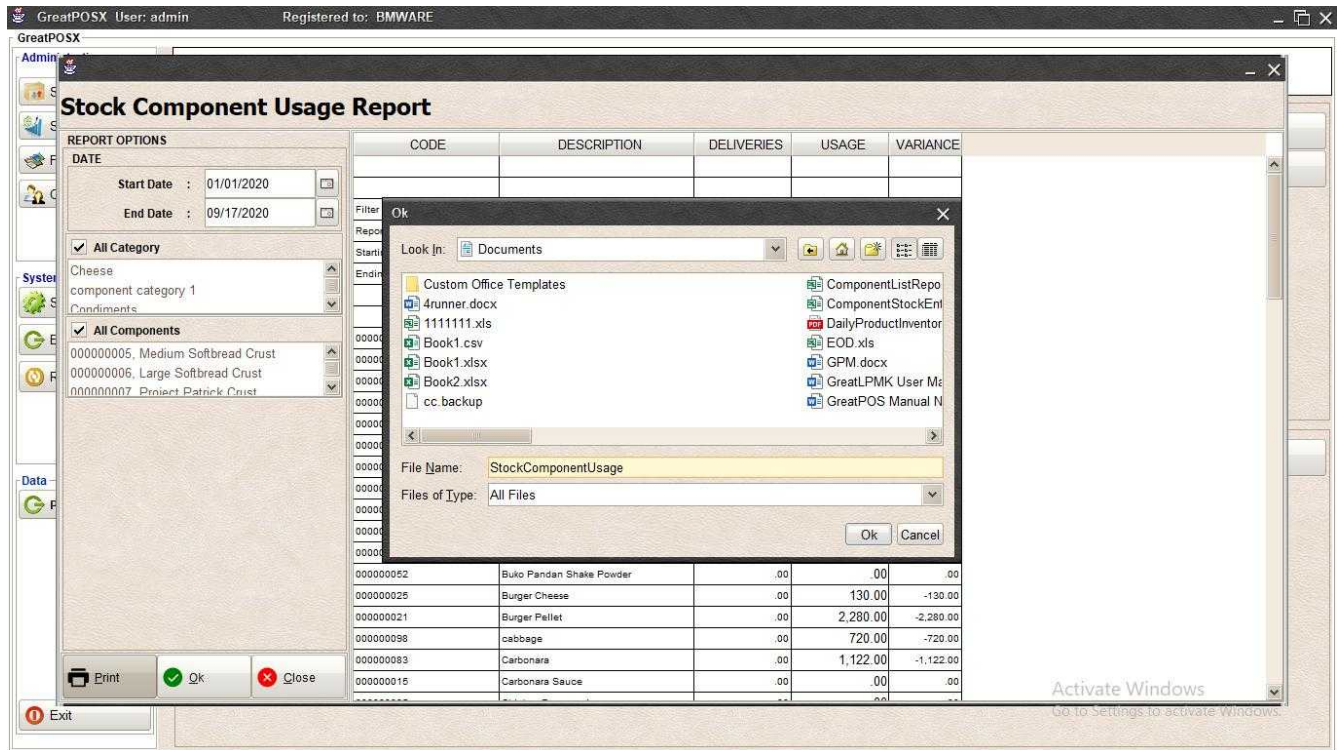
Step3) Click Print Button

Exporting

Step1) Select File Type

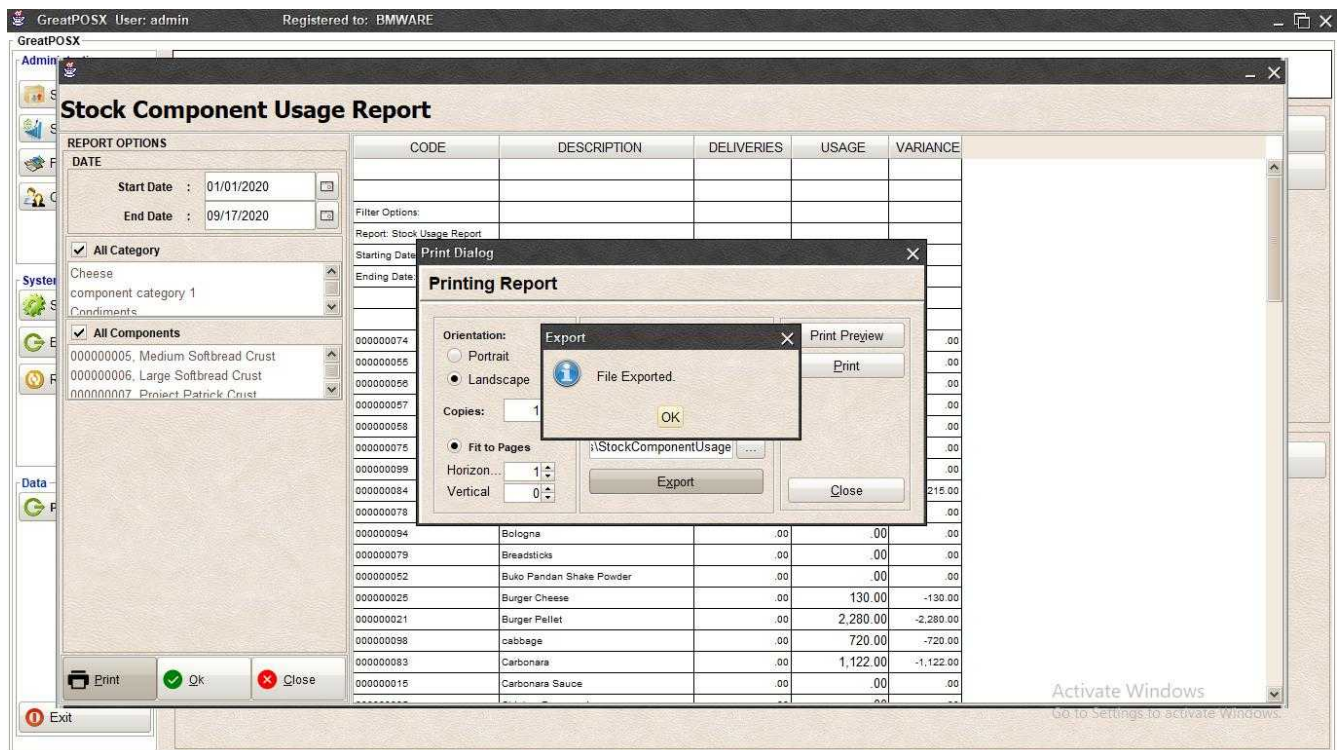


Step2) Click the (...) Button



Step3) Enter File name and Click OK

Step4) Click Export Button



Step5) Click OK

StockComponentUsage [Compatibility Mode] - Excel

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

Clipboard Font Alignment Number Conditional Formatting Styles Cell Styles Insert Delete Format Cells AutoSum Fill Sort & Find & Filter Select Clear Editing

1	CODE	DESCRIPTION	DELIVER	USAGE	VARIANCE
2					
3					
4		Filter Optic			
5		Report: Str			
6		Starting Da			
7		Ending Da			
8					
9					
10	000000074	10x14 HD	00	00	00
11	00000005E	12 OZ CUP	00	00	00
12	00000005F	12 OZ LID	00	00	00
13	00000005F	16 OZ CUP	00	00	00
14	00000005E	16 OZ LID	00	00	00
15	00000007E	20x30 HD	00	00	00
16	00000009E	AP cream	00	00	00
17	000000084	Baked Ma	215.00		-215.00
18	00000007E	Big Straw	00	00	00
19	000000094	Bologna	00	00	00
20	00000007E	Breadstick	00	00	00
21	00000005Z	Buko Pan	00	00	00
22	00000002E	Burger Ch	130.00		-130.00
23	000000021	Burger Pel	2,280.00		-2,280.00
24	00000009E	cabbage	720.00		-720.00
25	00000008E	Carbonara	1,122.00		-1,122.00
26	00000001E	Carbonara	00	00	00
27	00000003E	Chicken P	00	00	00
28	00000010C	componen	25.00		-25.00
29	000000097	Cucumber	480.00		-480.00

Activate Windows
Go to Settings to activate Windows

Sheet1

100%

Printing

Step1) Click Print Button

The screenshot shows the GreatPOS interface with the 'Supplier Payable Report' window. A 'Print Dialog' box is open, allowing the user to configure printing options. The dialog includes sections for Orientation (Portrait or Landscape), Export to File (File Type and File Name), and a 'Print Preview' button. The background report table is partially visible.

DESCRIPTION	SOLD QTY	BUY PRICE	AMOUNT
8 - O Clock Orange Pinnacle 500g	1	308.20	308.20
BREWED COFFEE HOT	389	39.37	15,314.93
BREWED COFFEE ICE	28	1,780.74	49,860.72
CAKE SLICED	1	150.96	150.96
CAFFUCCINO	67	2,816.89	188,731.63
CAPTAIN MORGAN	1	80.00	80.00
CARAMEL FRAPPE	1	43.22	43.22
CARIBBEAN COFFEE	2	23.95	47.90

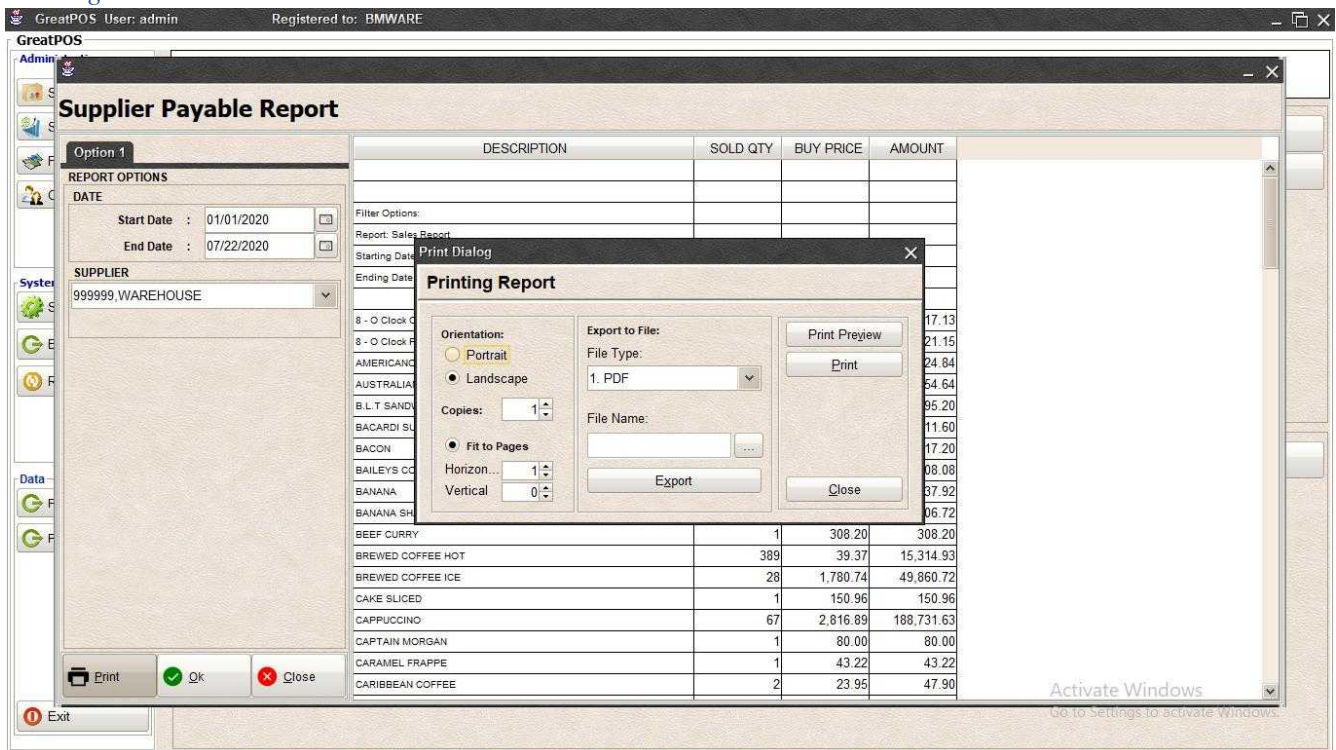
Print Preview

Step1) Click Print Preview Button

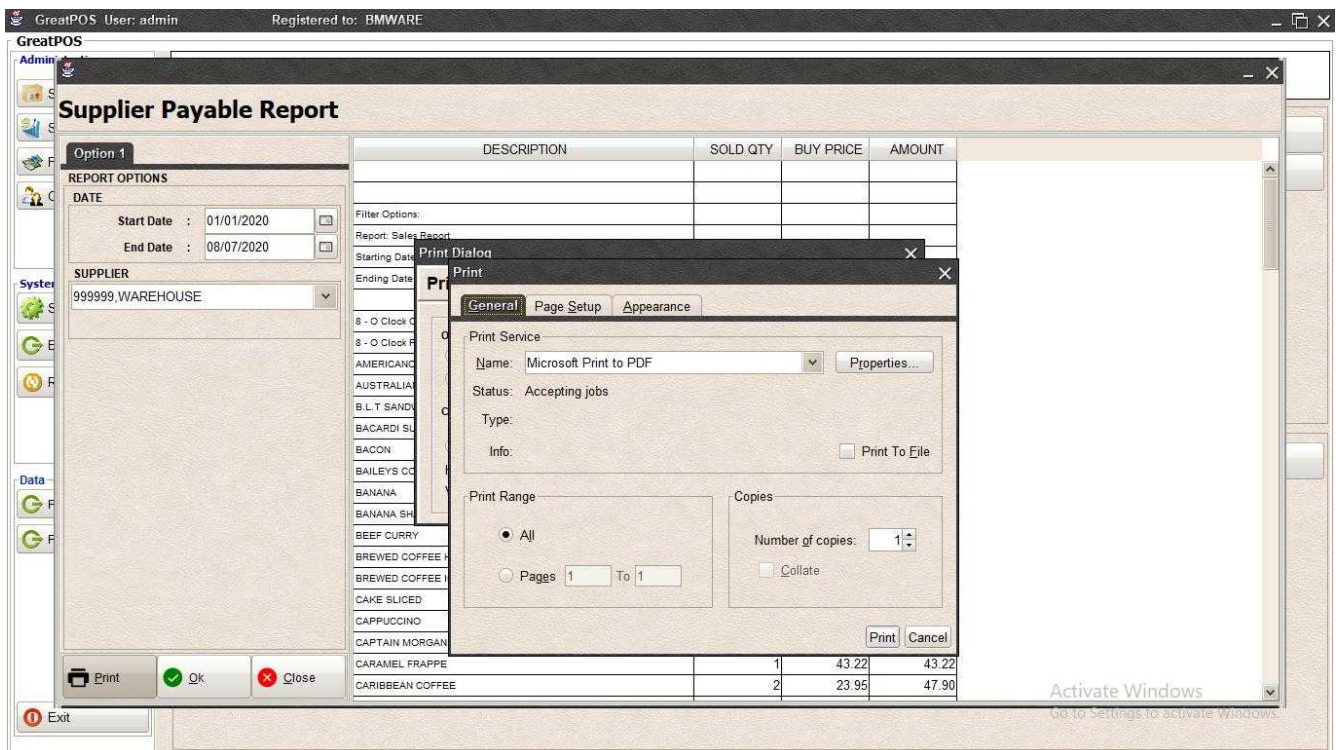
The screenshot shows the GreatPOS interface with the 'Supplier Payable Report' window. A 'Print Preview' dialog is open, displaying a preview of the report. The dialog includes a 'Print...' button, 'Page Setup' options, and a 'Close' button. The background report table is fully visible.

DESCRIPTION	SOLD QTY	BUY PRICE	AMOUNT
8 - O Clock Orange Pinnacle 500g	1	317.13	317.13
8 - O Clock Pomelo 45g	3	7.05	21.15
AMERICANO	4	781.21	3,124.84
AUSTRALIAN BREAKFAST	24	260.61	6,254.64
B.L.T SANDWICH	5	159.04	795.20
BACARDI SUPERIOR	2	2,305.80	4,611.60
BACON	5	83.44	417.20
BAILEYS COFFEE	4	1,102.02	4,408.08
BANANA	1	37.92	37.92
BANANA SHAKE	16	37.92	606.72
BEEF CURRY	1	308.20	308.20
BREWED COFFEE HOT	389	39.37	15,314.93
BREWED COFFEE ICE	28	1,780.74	49,860.72
CAKE SLICED	1	150.96	150.96
CAFFUCCINO	67	2,816.89	188,731.63

Printing



Step1) Click Print Button

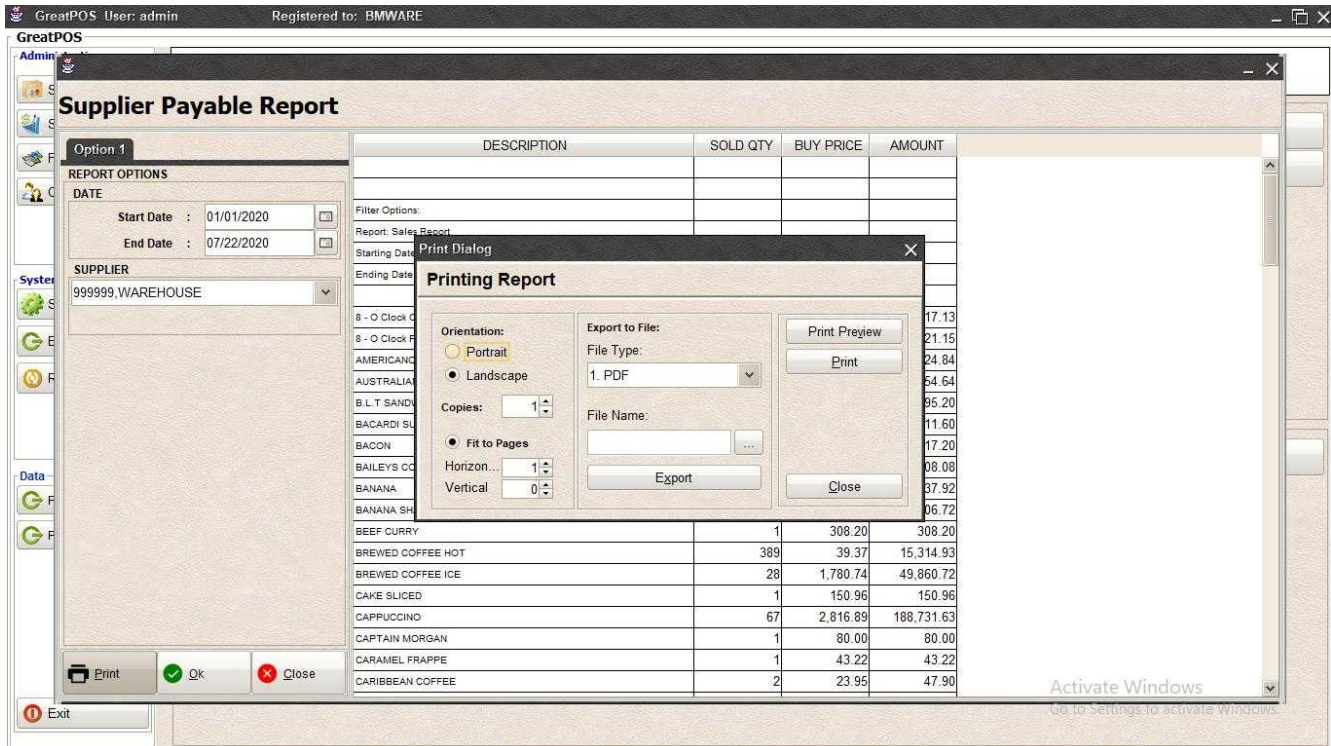


Step2) Select Printer

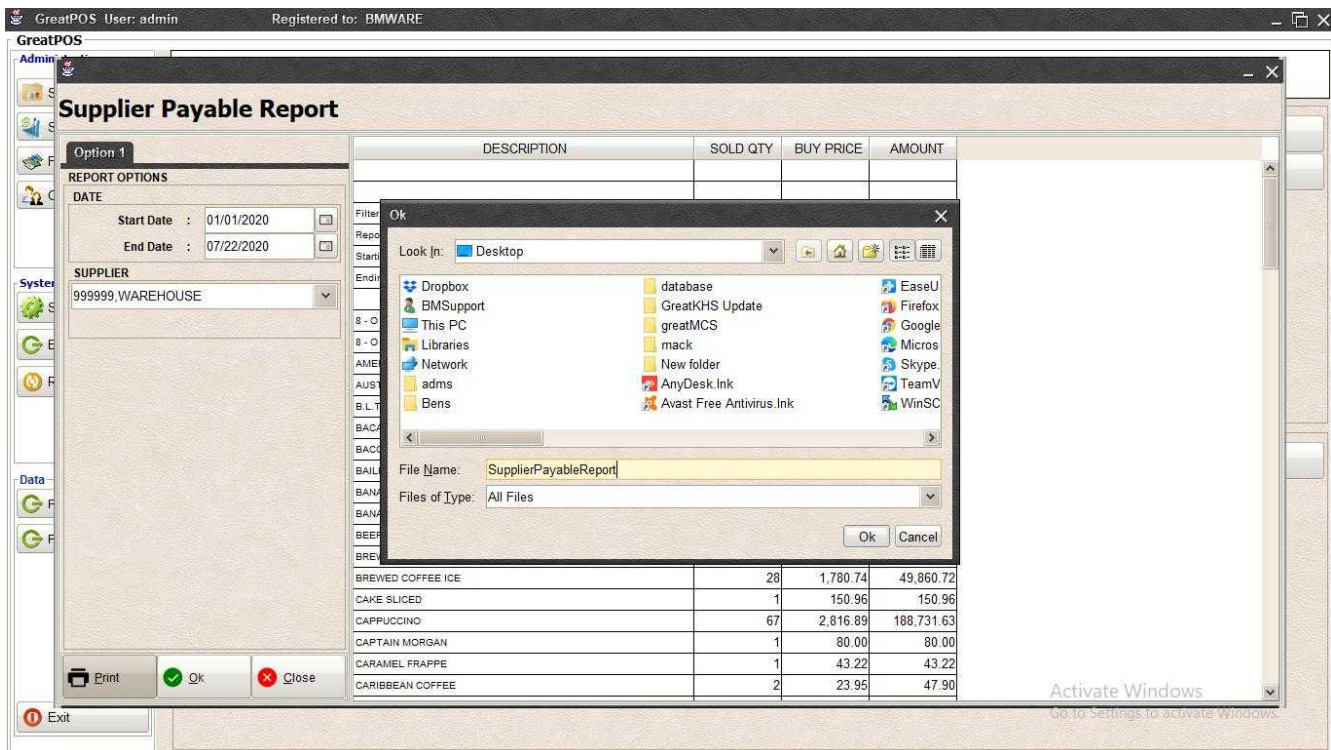
Step3) Click Print Button

Exporting

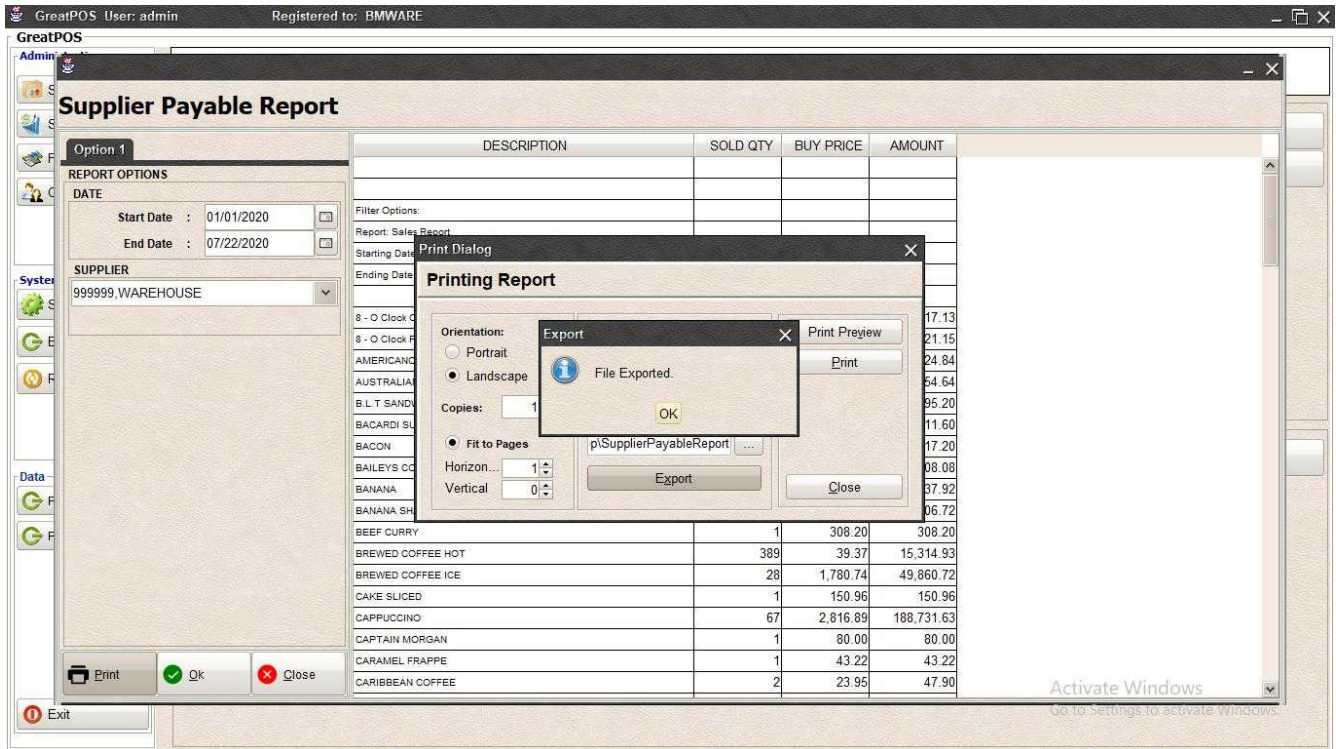
Step1) Select File Type



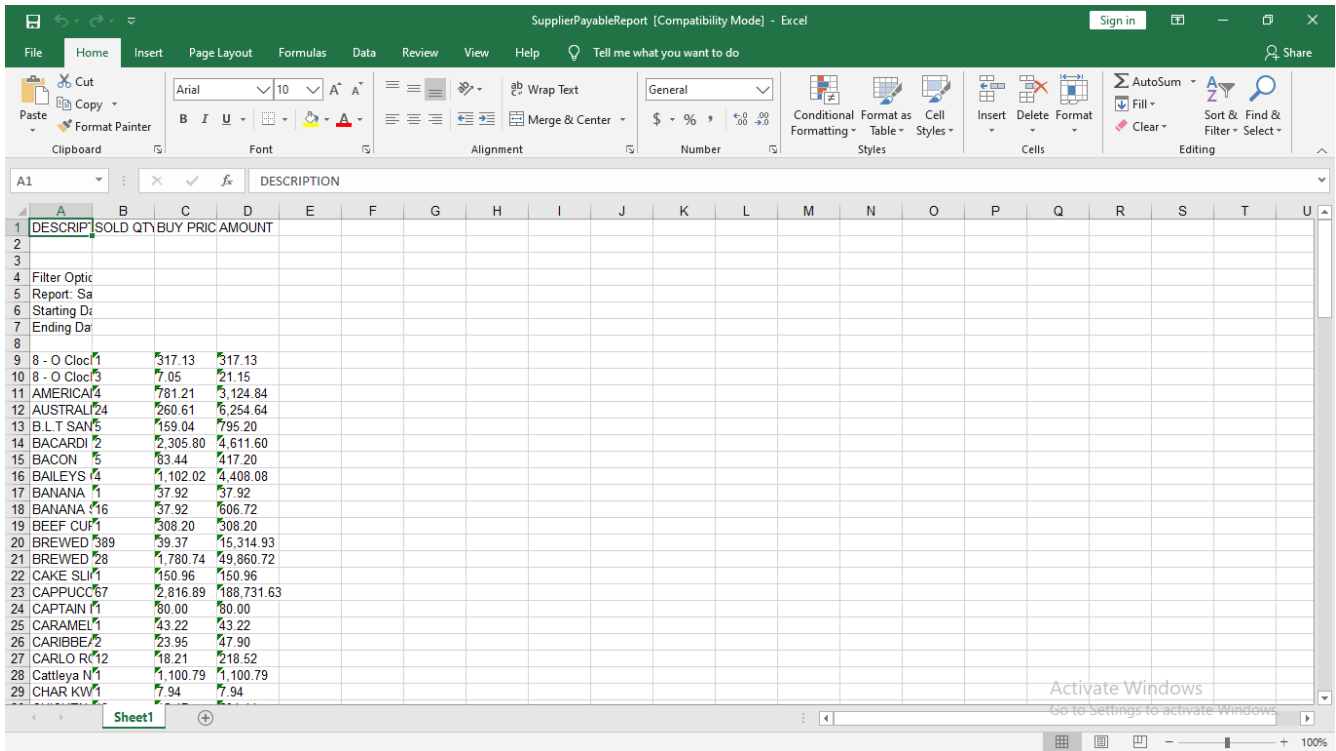
Step2) Click the (...) Button



Step3) Enter File name and Click OK

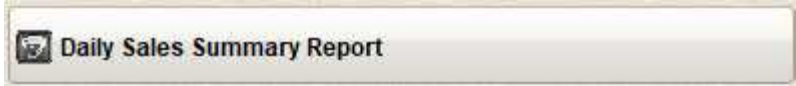


Step4) Click Ok Button

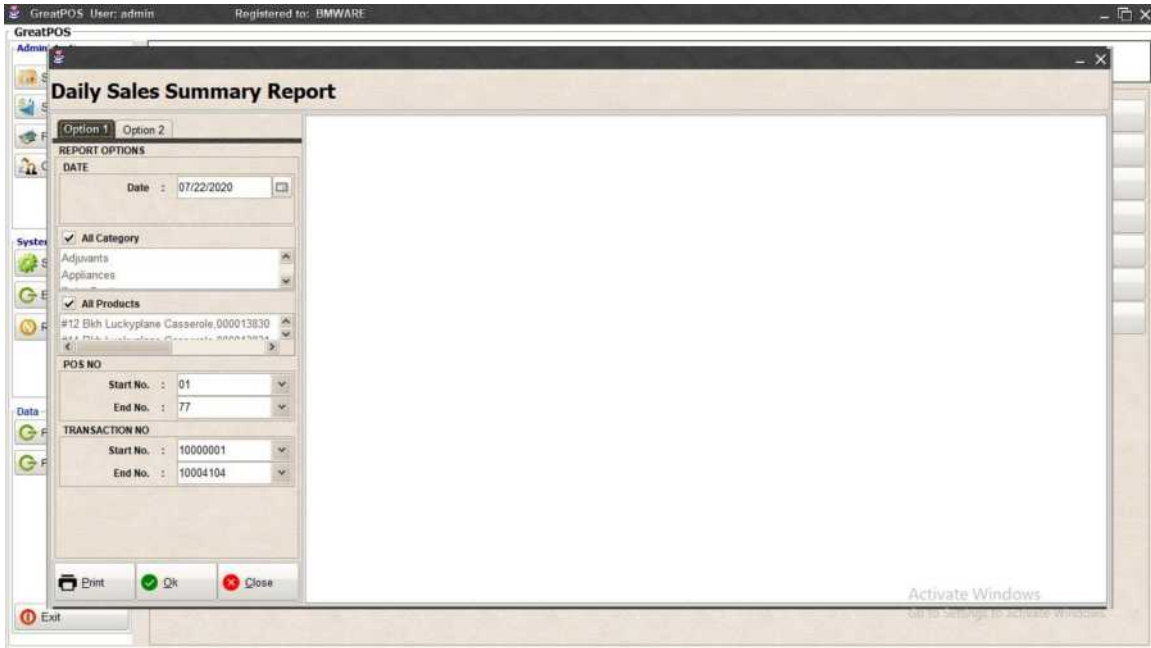


SALES

Daily Sales Summary Report



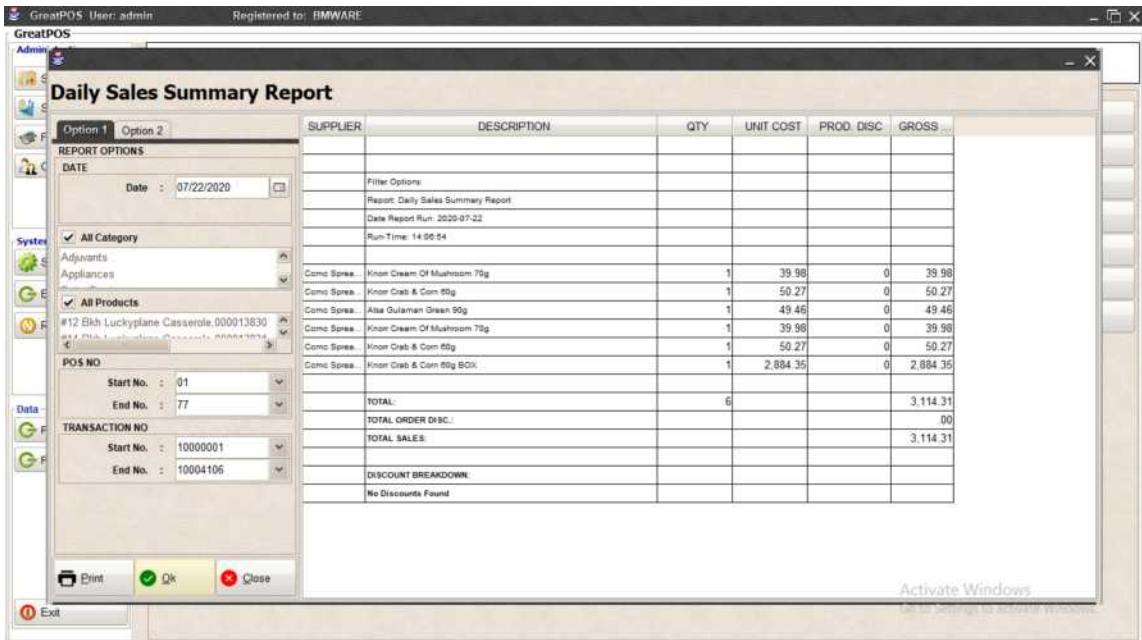
Use to View report for Daily Sales



How to use Daily Sales Summary Report?

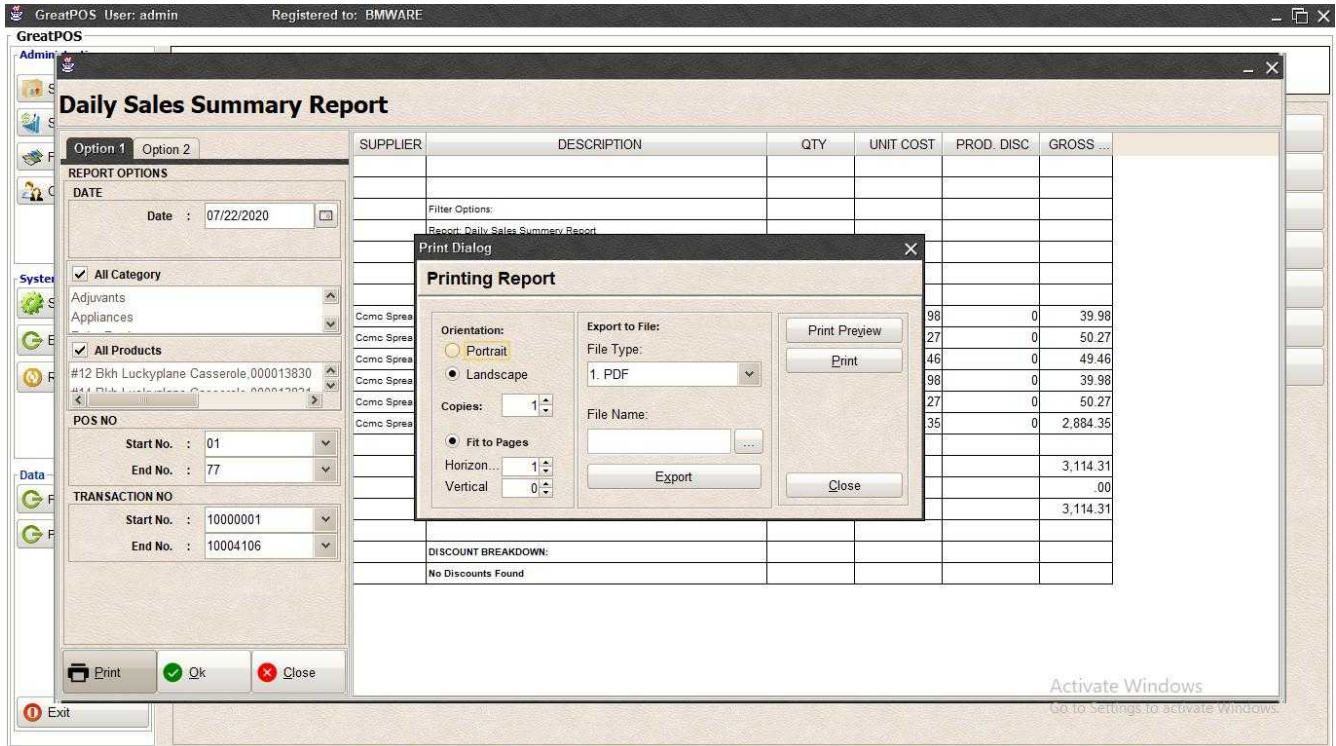
Step1) Select Date

Step2) Click Ok Button



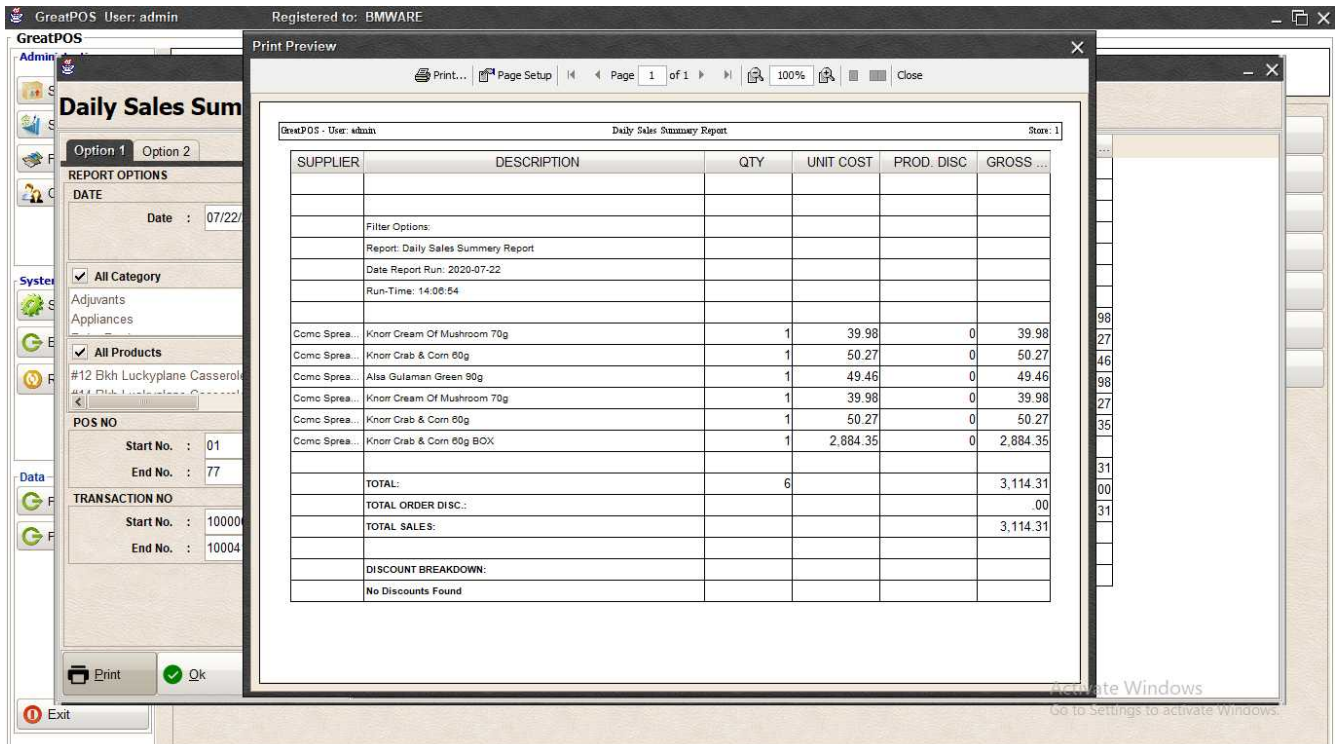
Printing

Step1) Click Print Button



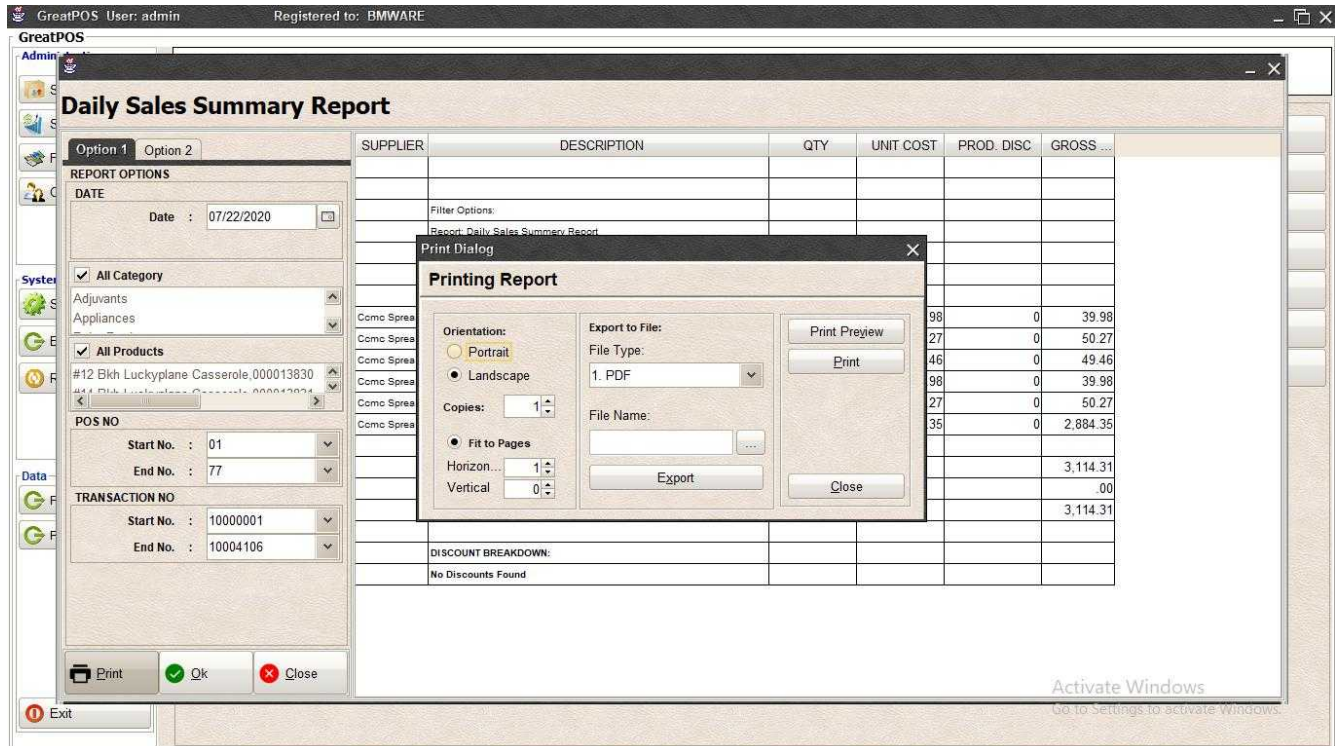
Print Preview

Step1) Click Print Preview Button

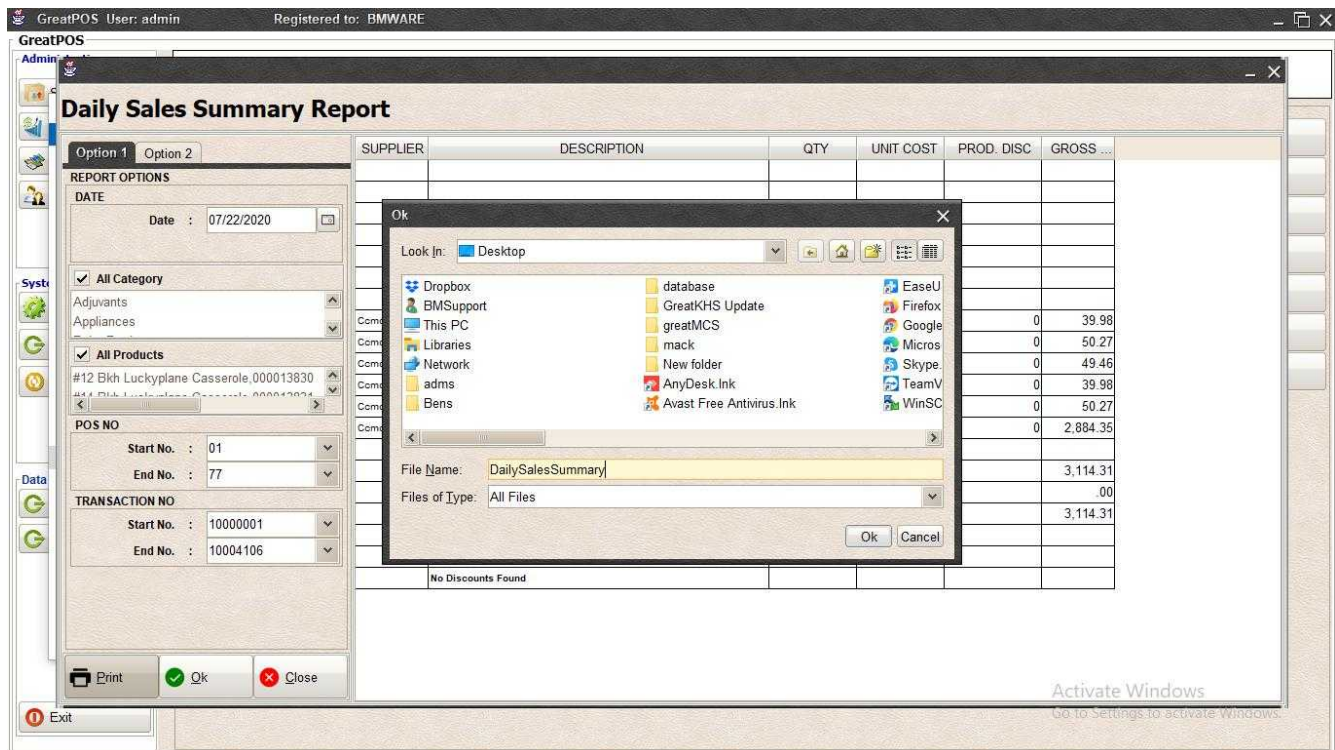


Exporting

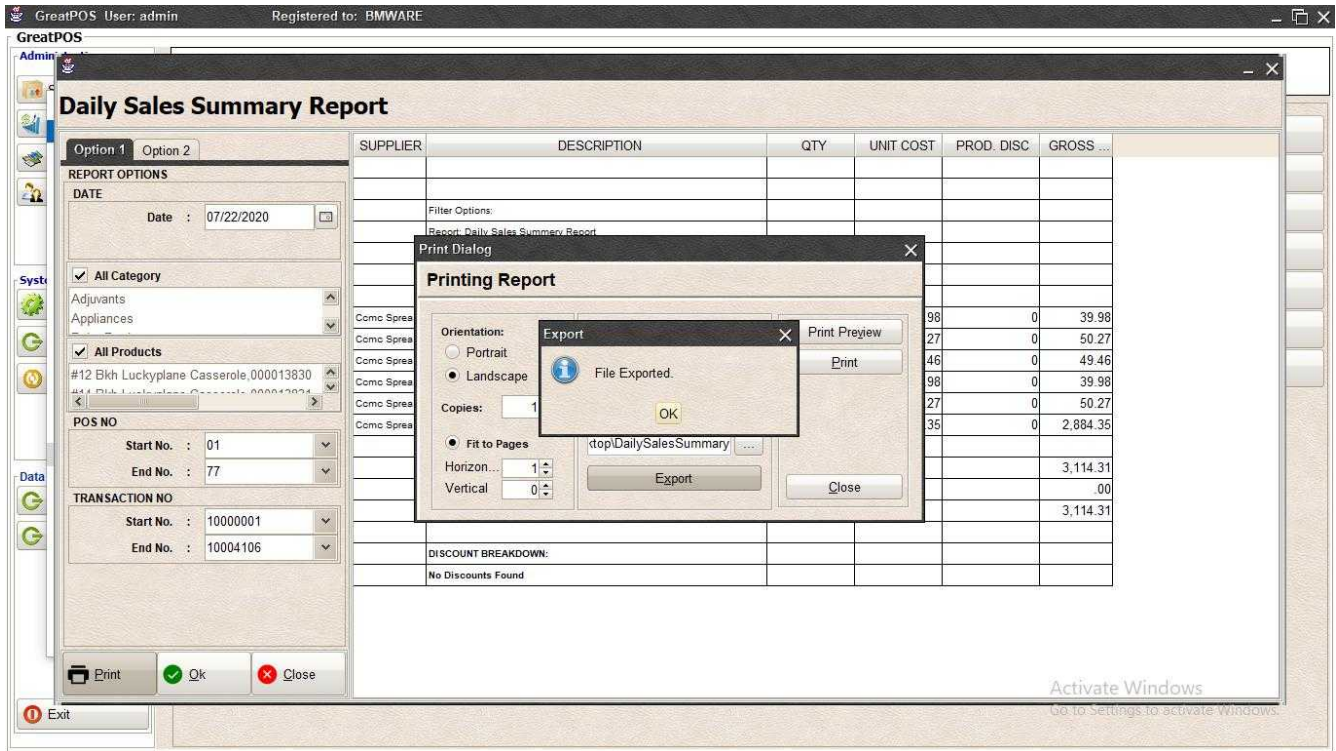
Step1) Select File Type



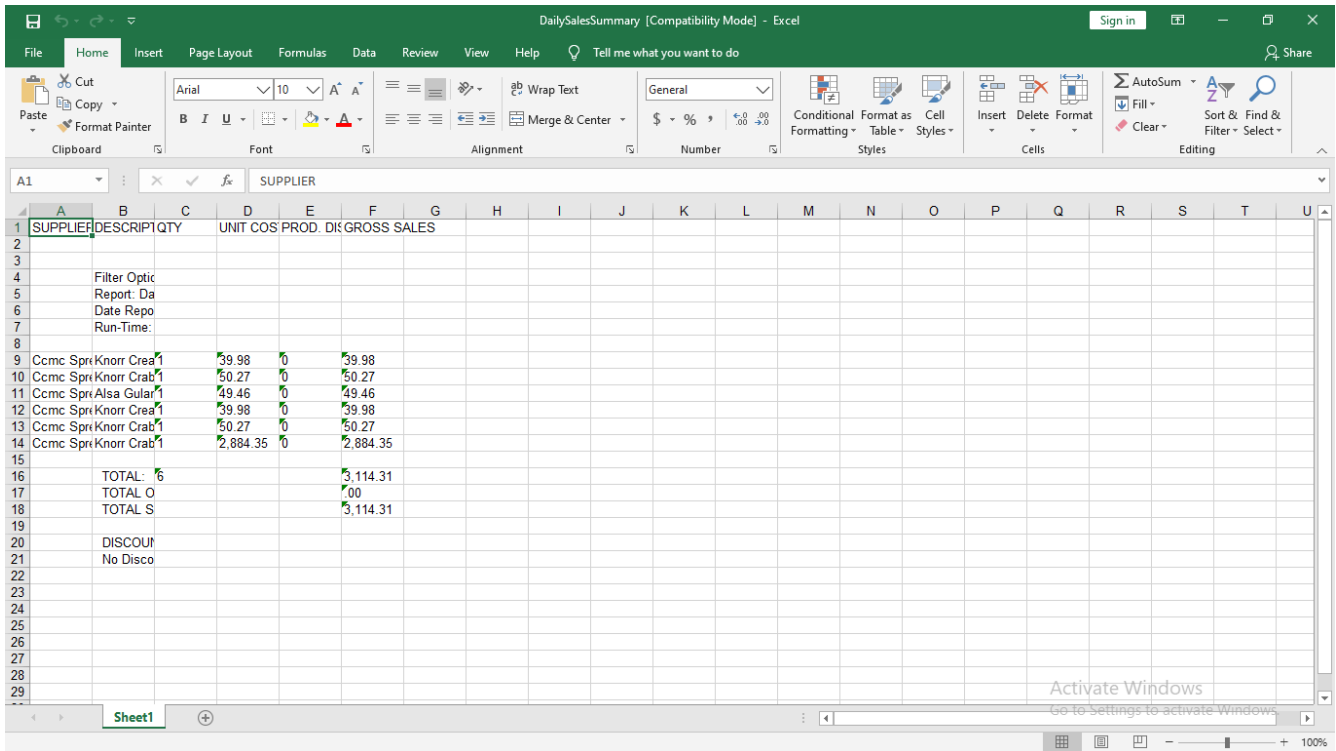
Step2) Click the (...) Button



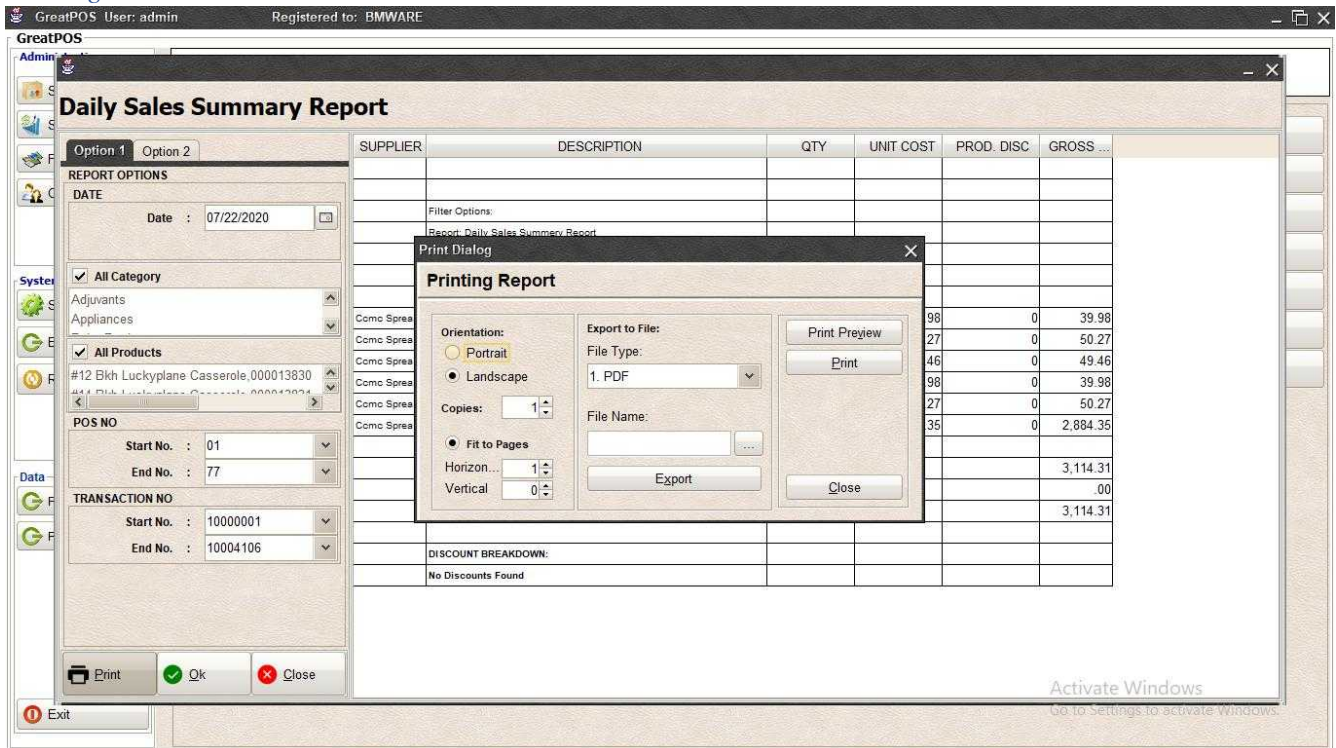
Step3) Enter File name and Click OK



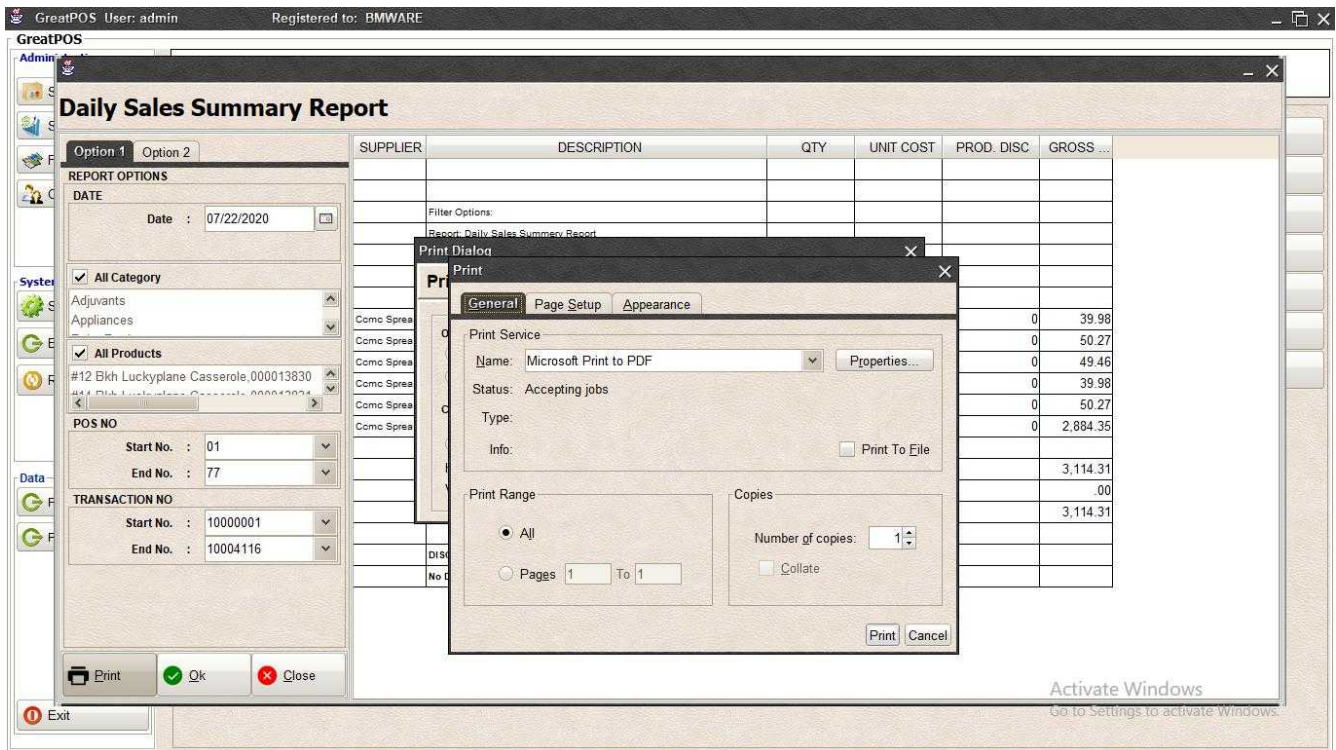
Step4) Click Ok Button



Printing



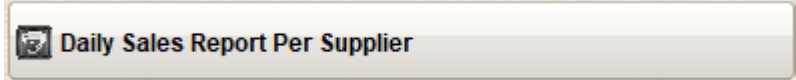
Step1) Click Print Button



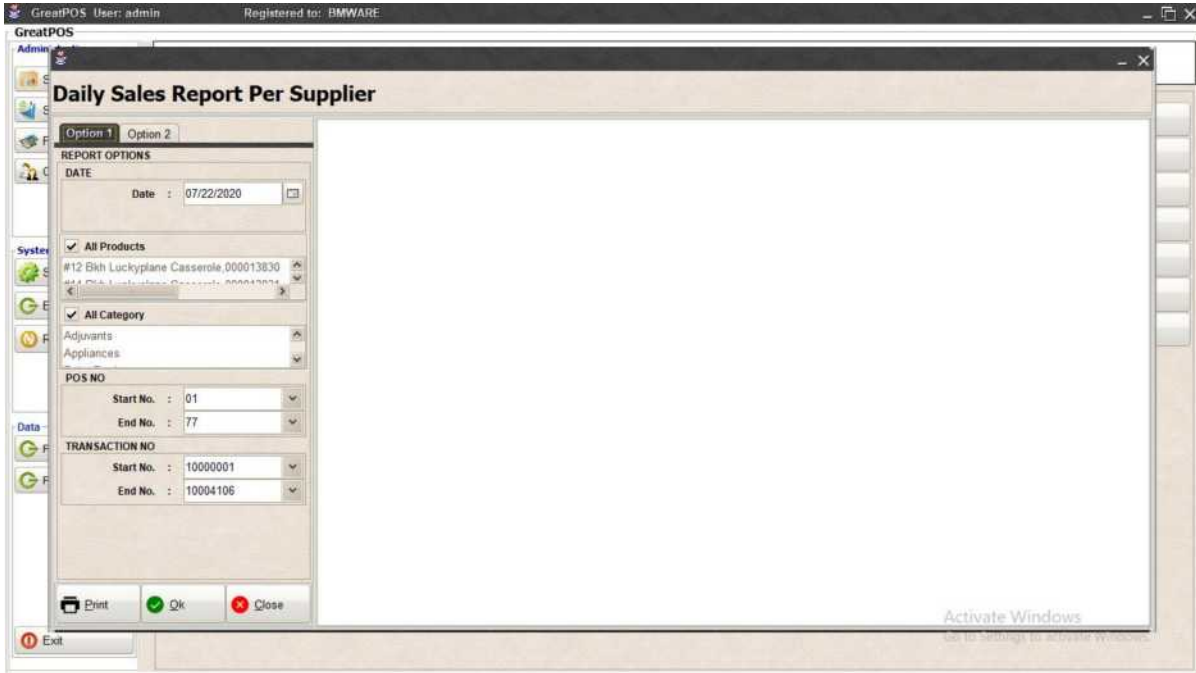
Step2) Select Printer

Step3) Click Print Button

Daily Sales Report Per Supplier



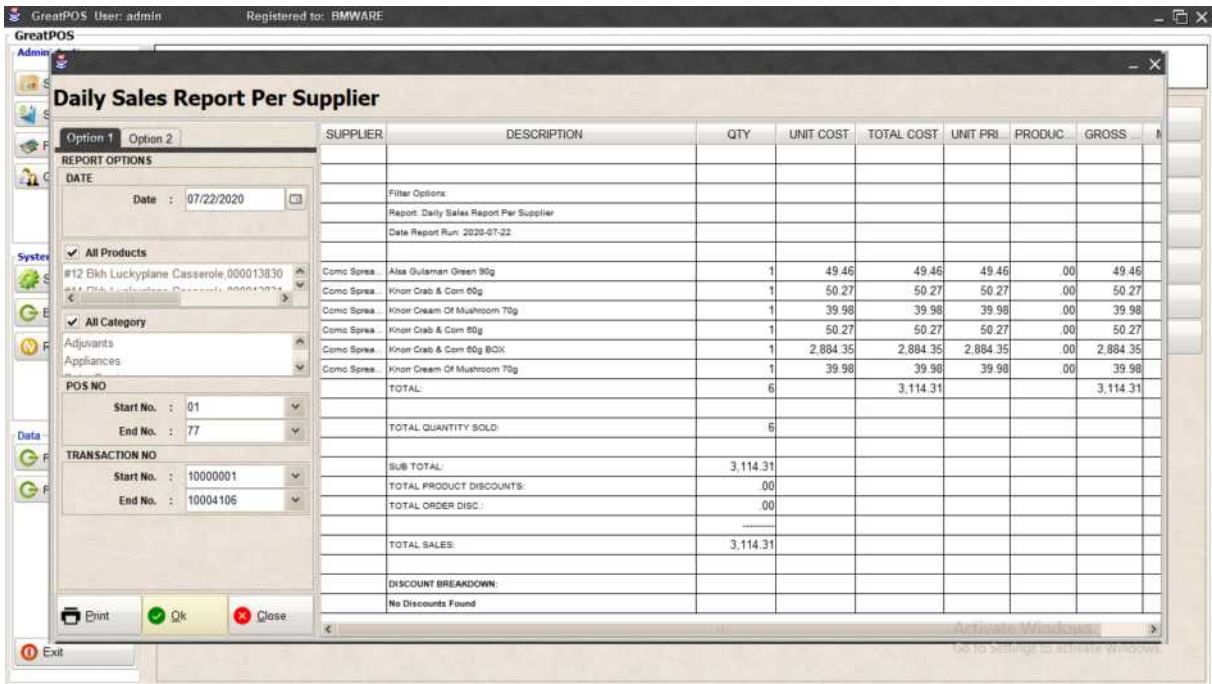
Use to View report for Daily Sales Per Supplier



How to use Daily Sales Report Per Supplier?

Step1) Select Date

Step2) Click Ok Button



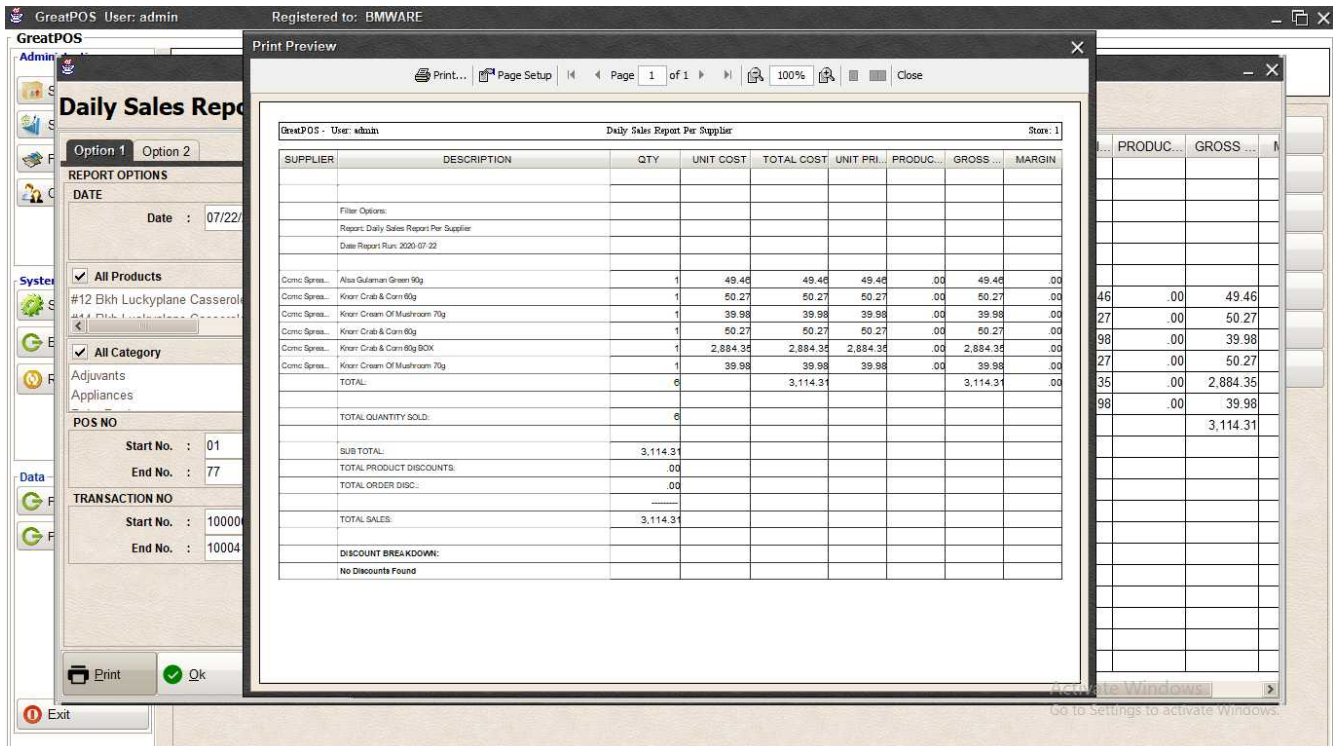
Printing

Step1) Click Print Button



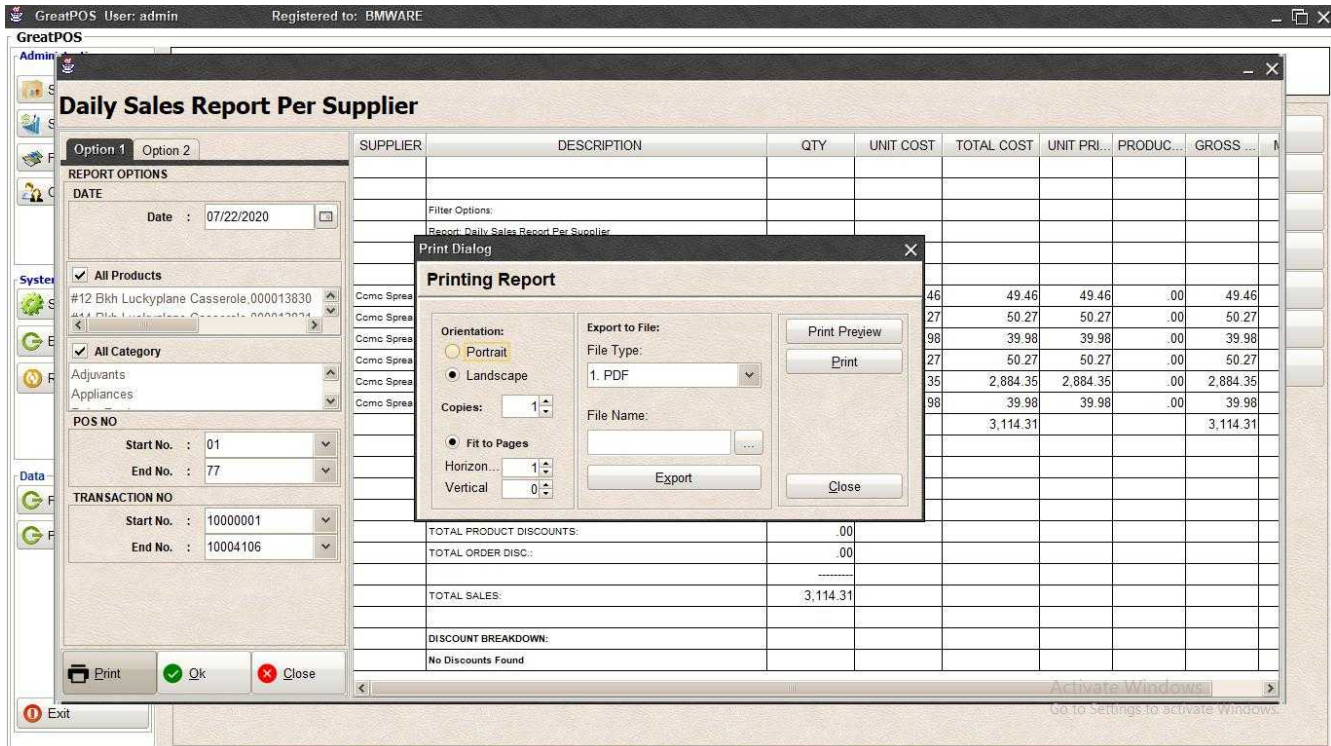
Print Preview

Step1) Click Print Preview Button

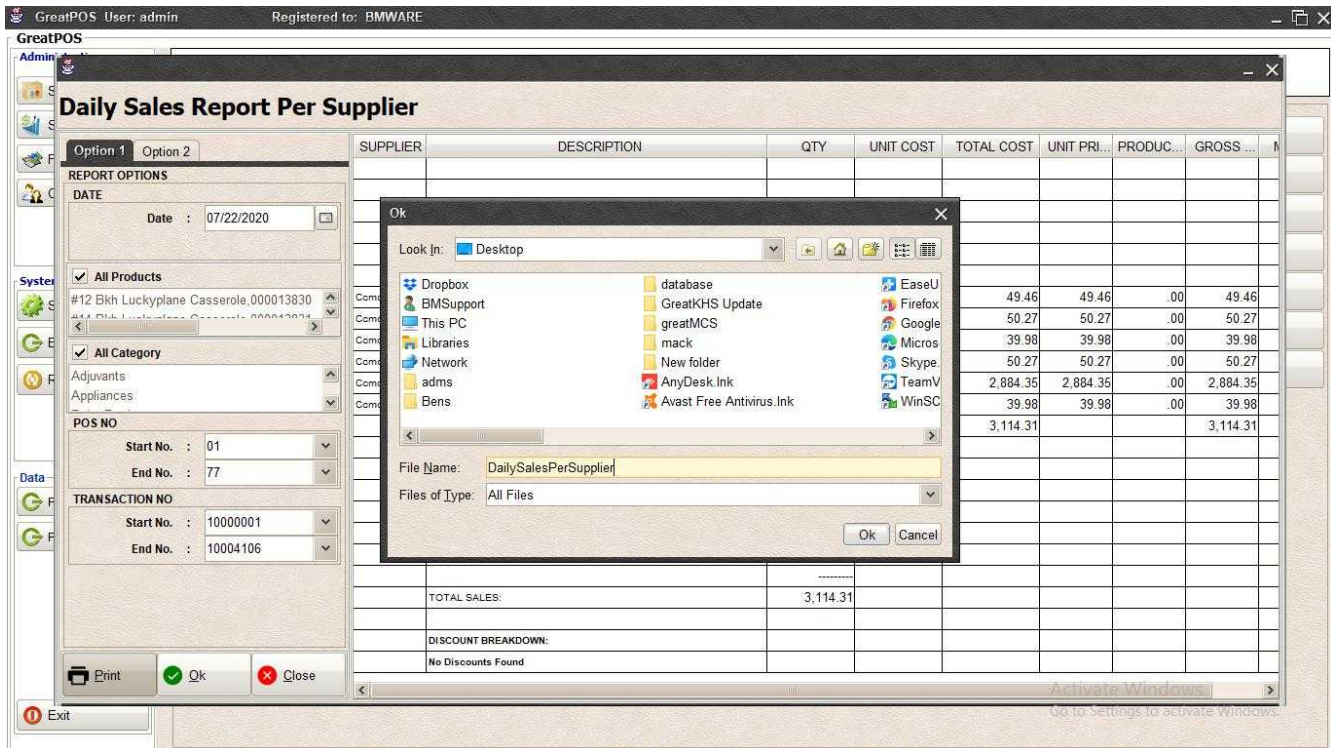


Exporting

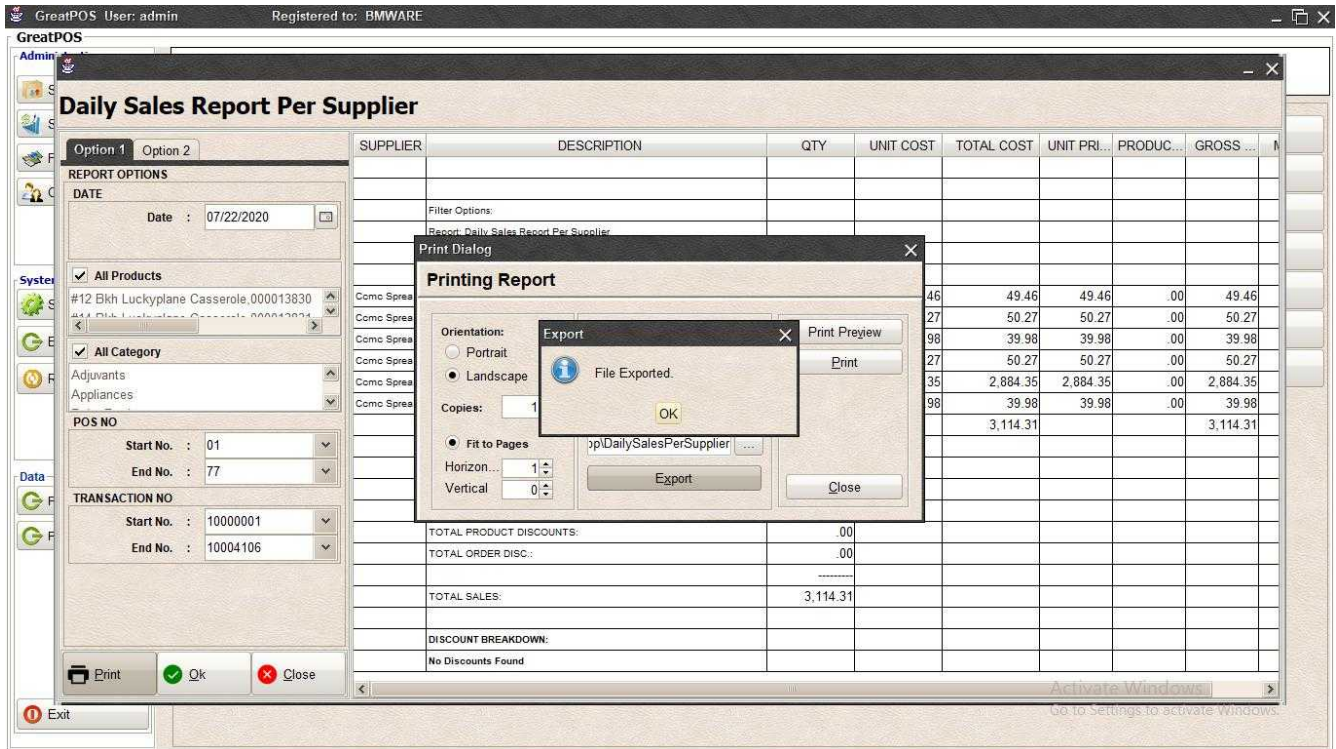
Step1) Select File Type



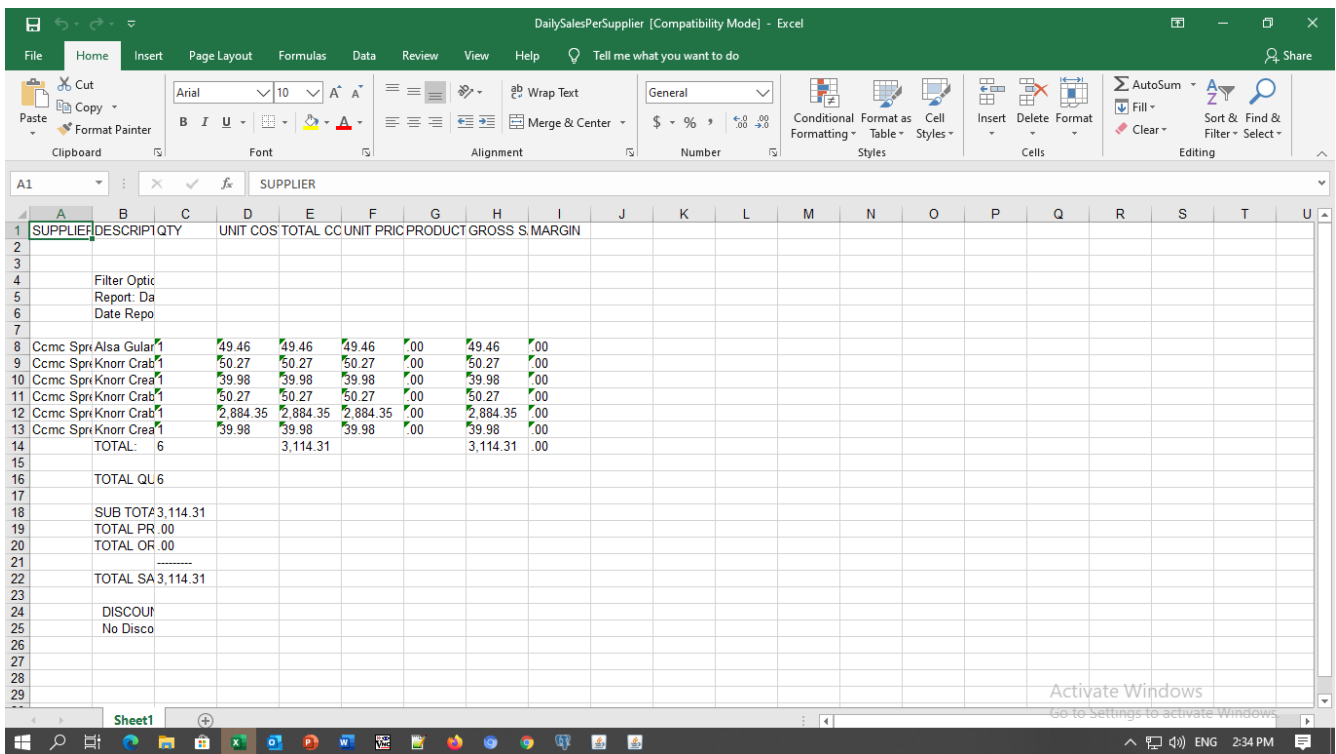
Step2) Click the (...) Button



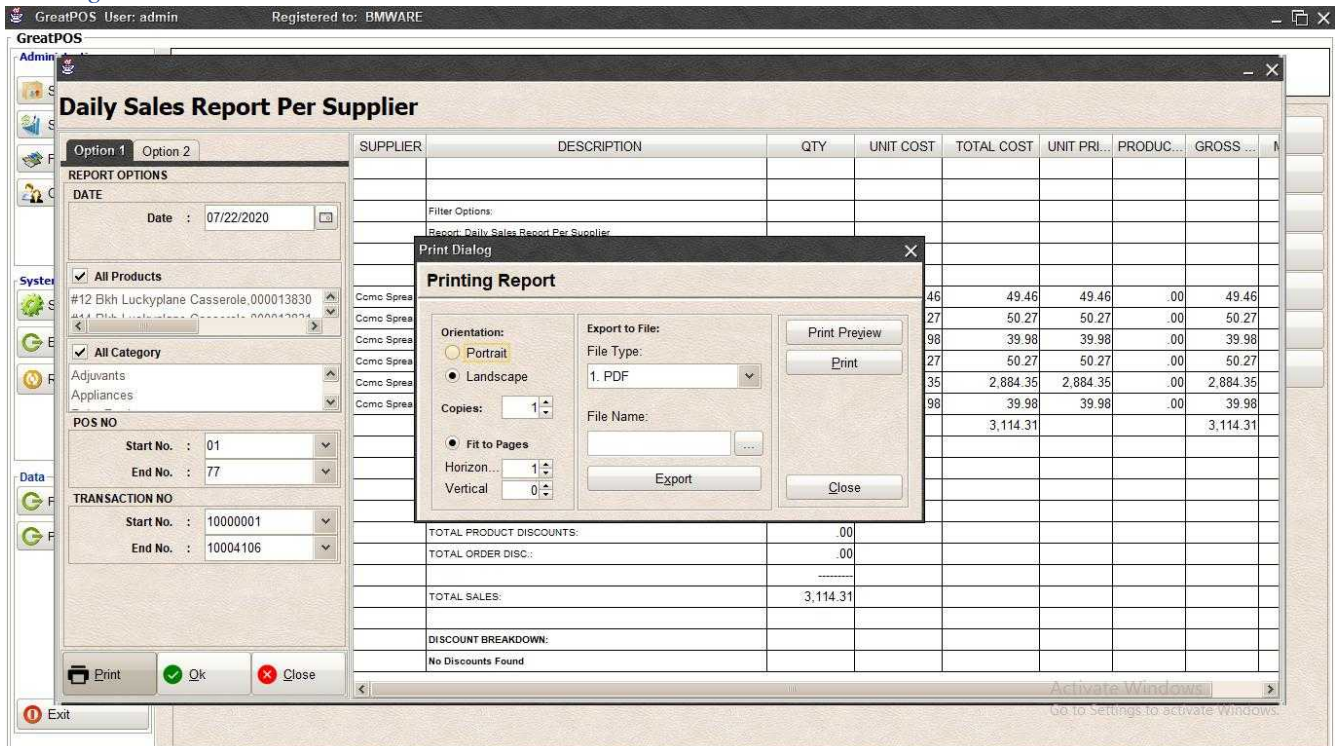
Step3) Enter File name and Click OK



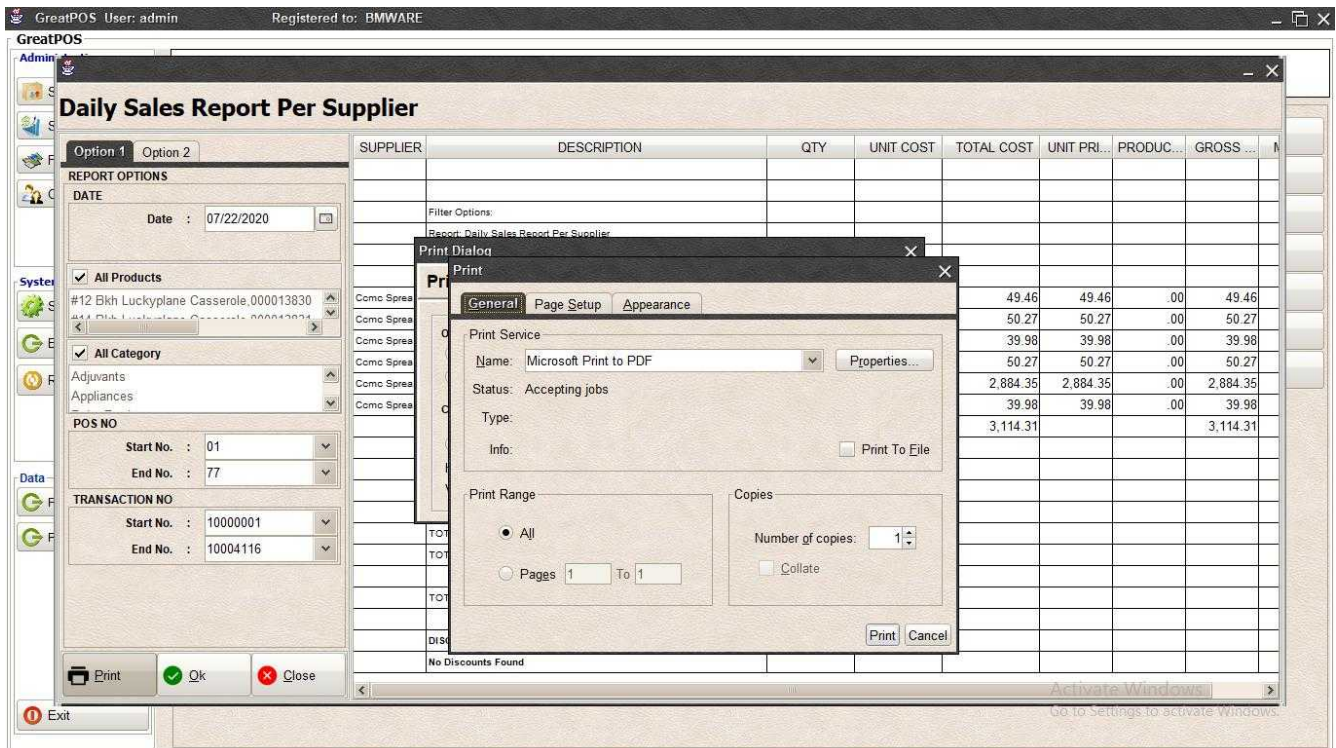
Step4) Click Ok Button



Printing



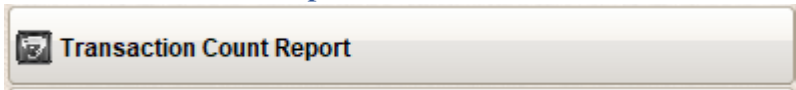
Step1) Click Print Button



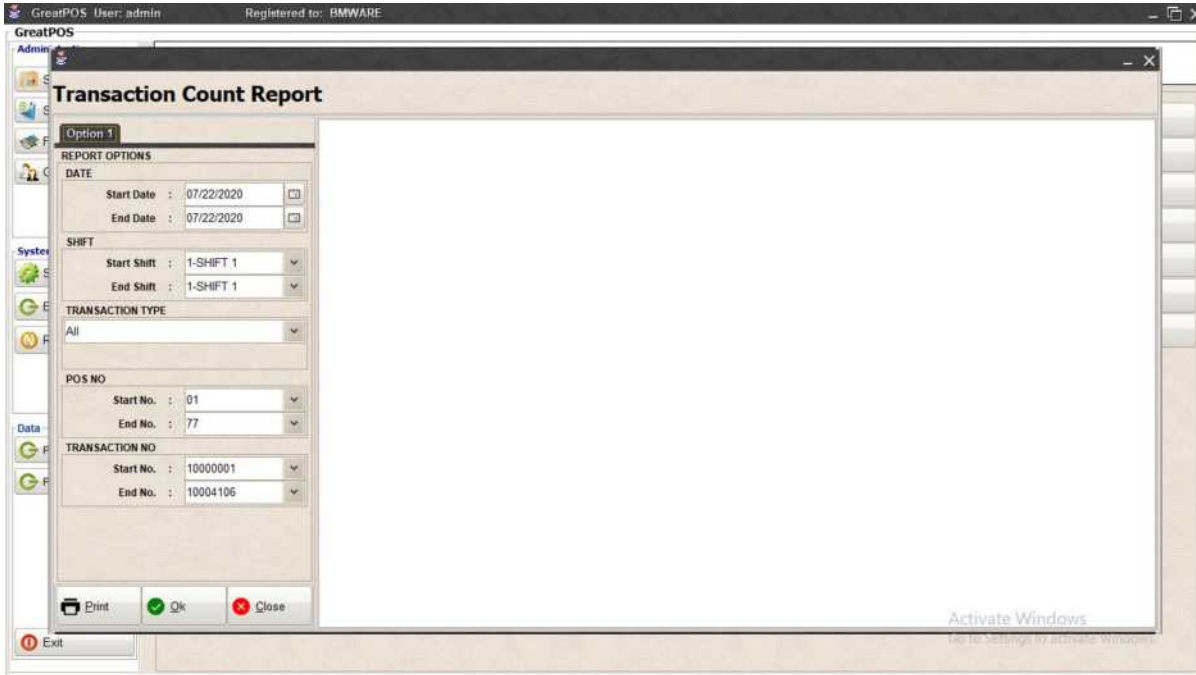
Step2) Select Printer

Step3) Click Print Button

Transaction Count Report



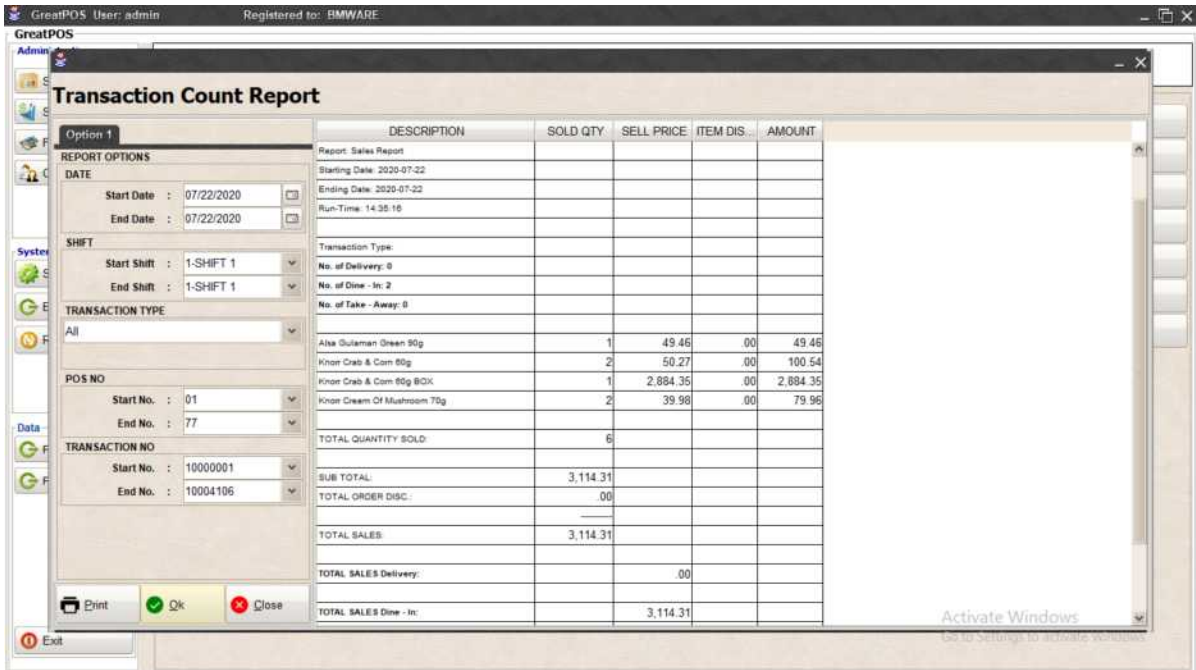
Use to View report for Count of Transaction



How to use Transaction Count Report?

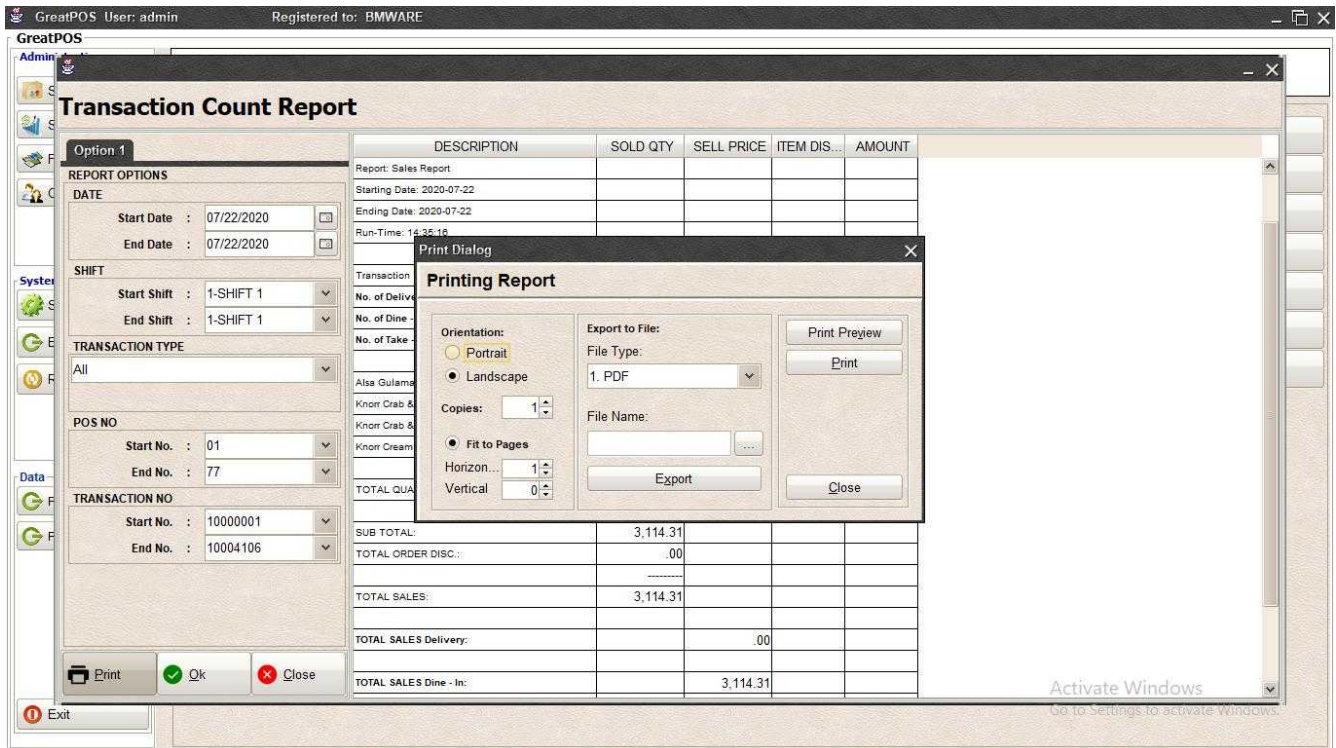
Step1) Select Date

Step2) Click Ok Button



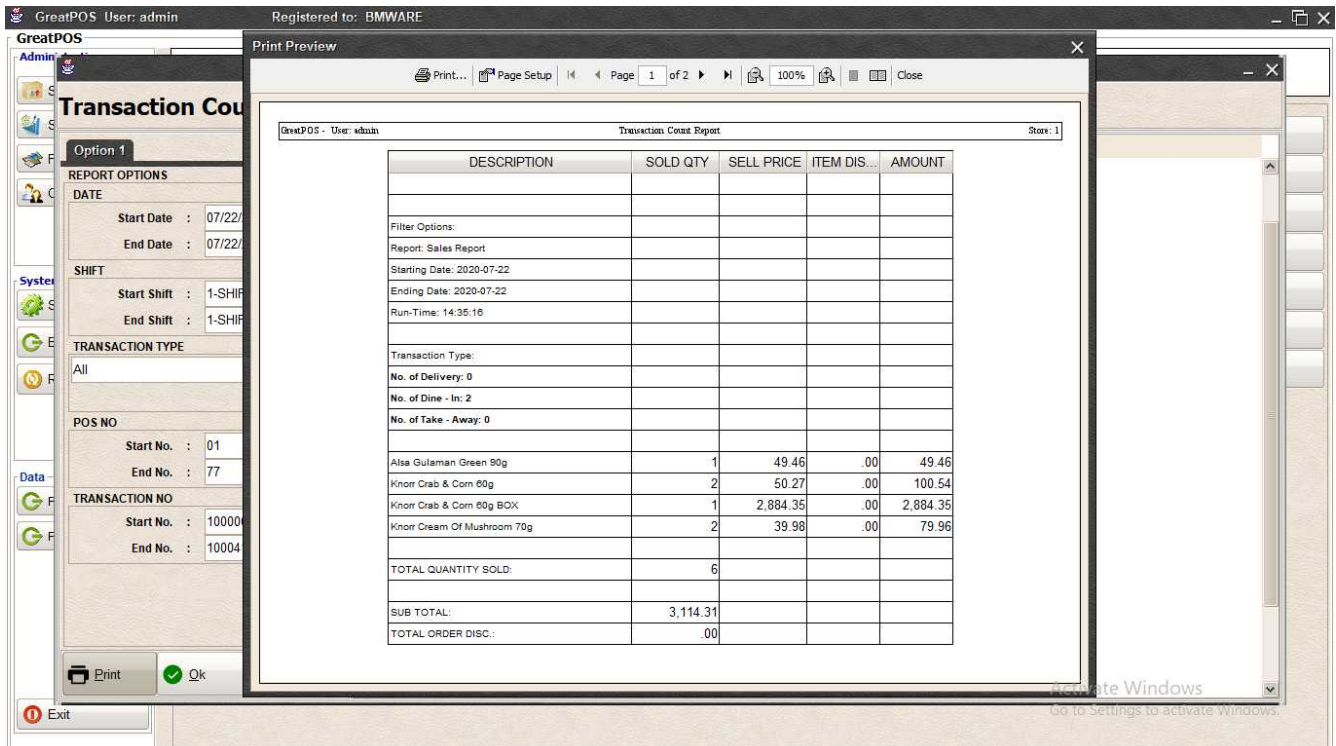
Printing

Step1) Click Print Button



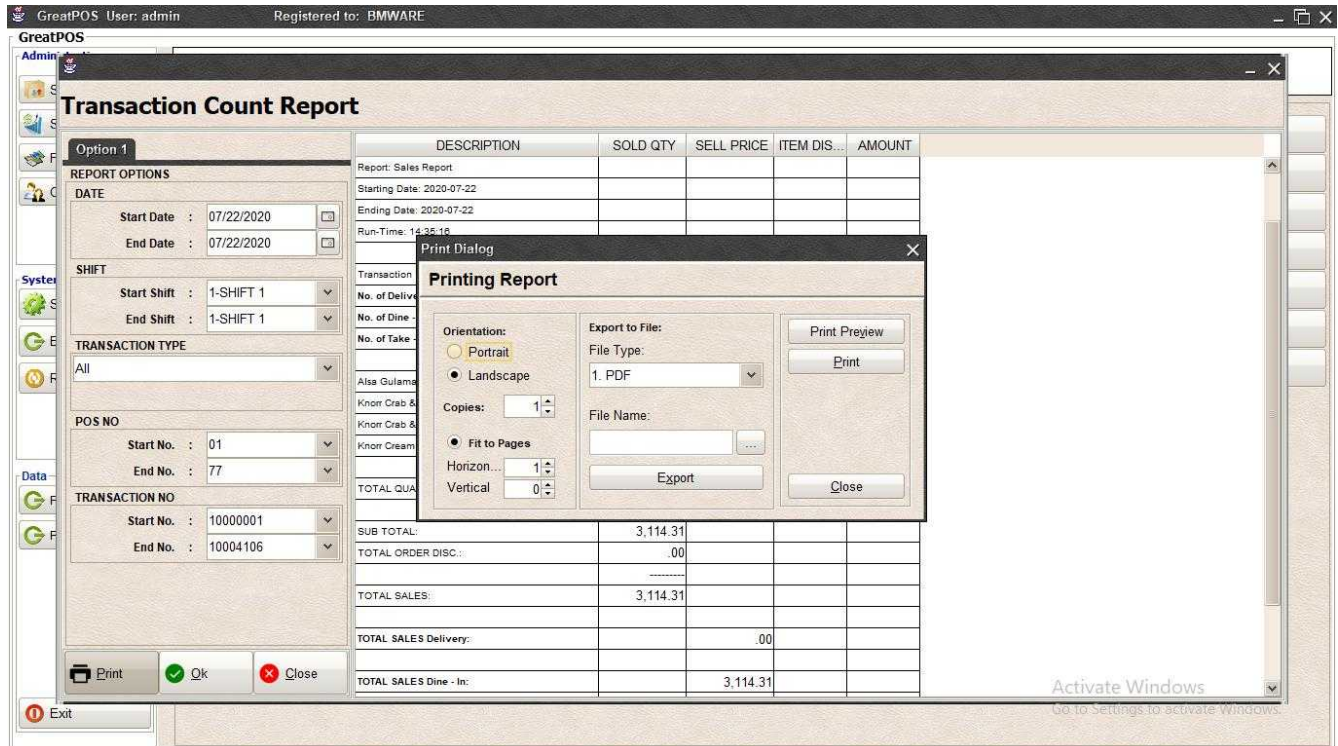
Print Preview

Step1) Click Print Preview Button

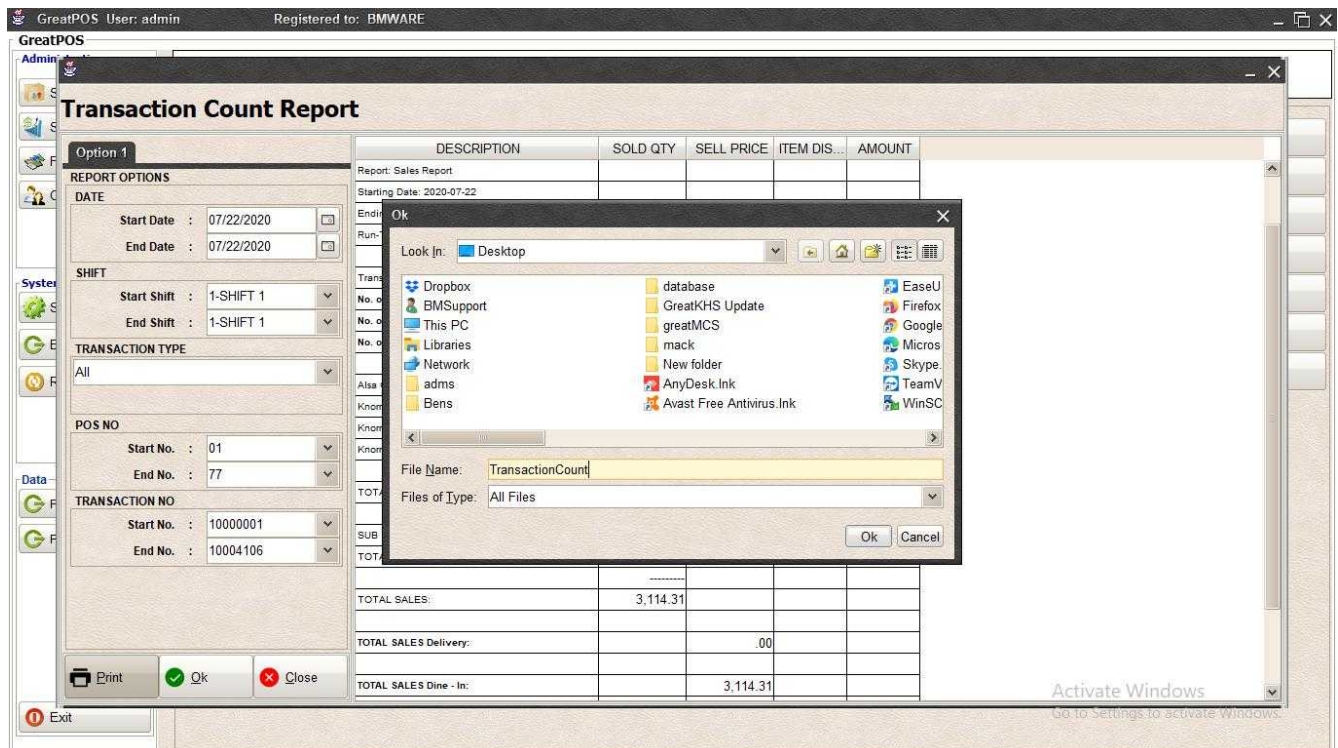


Exporting

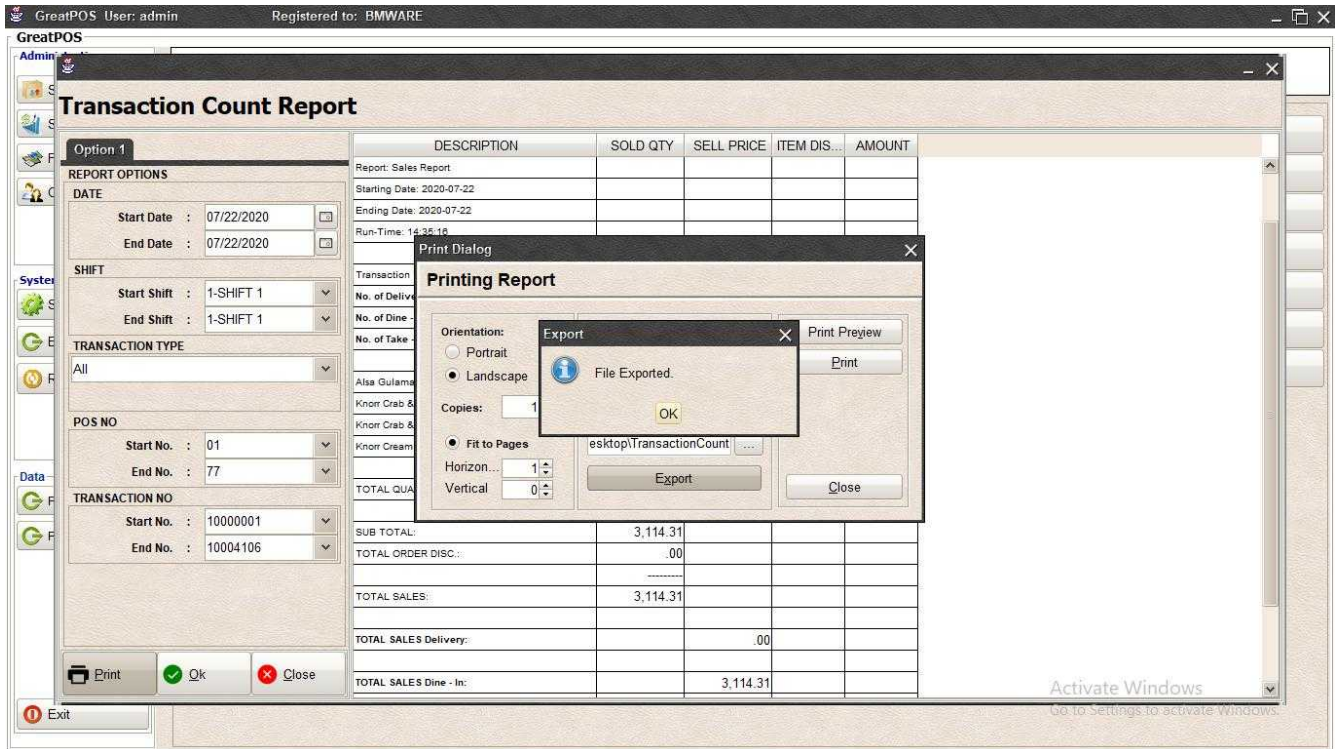
Step1) Select File Type



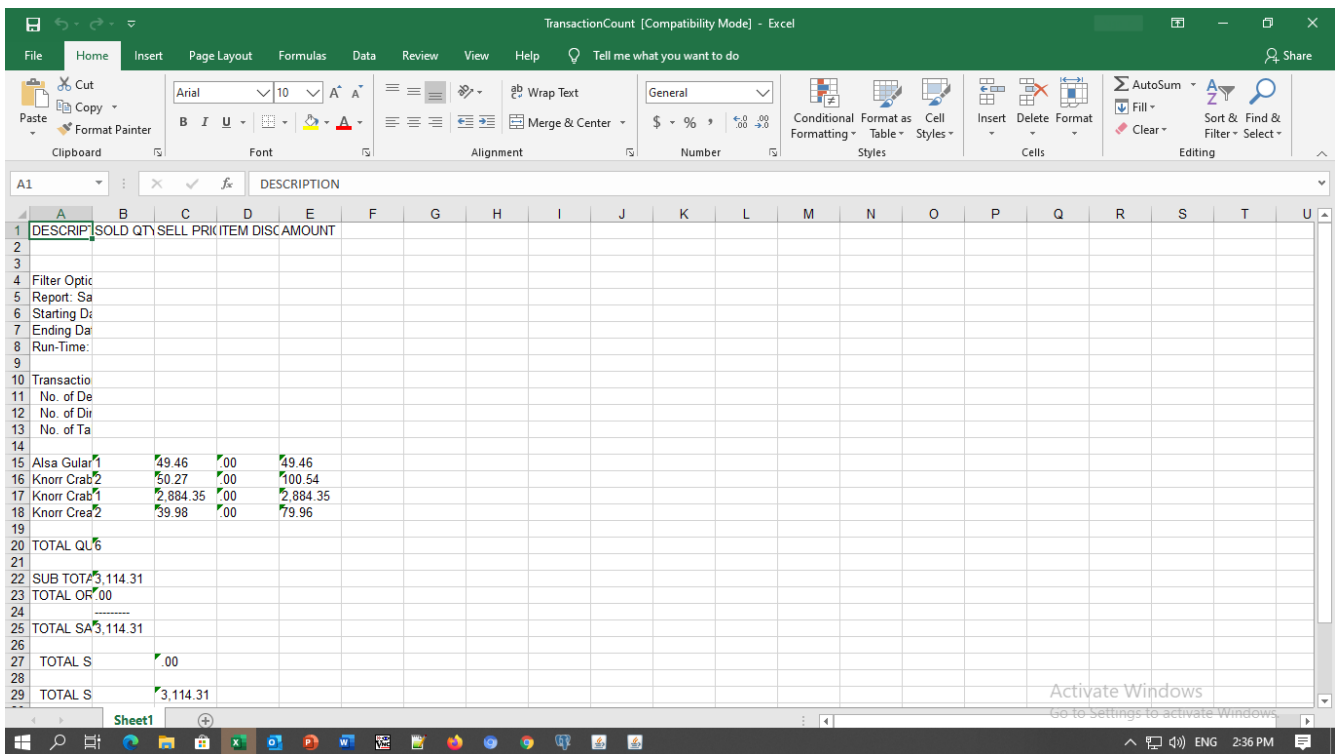
Step2) Click the (...) Button



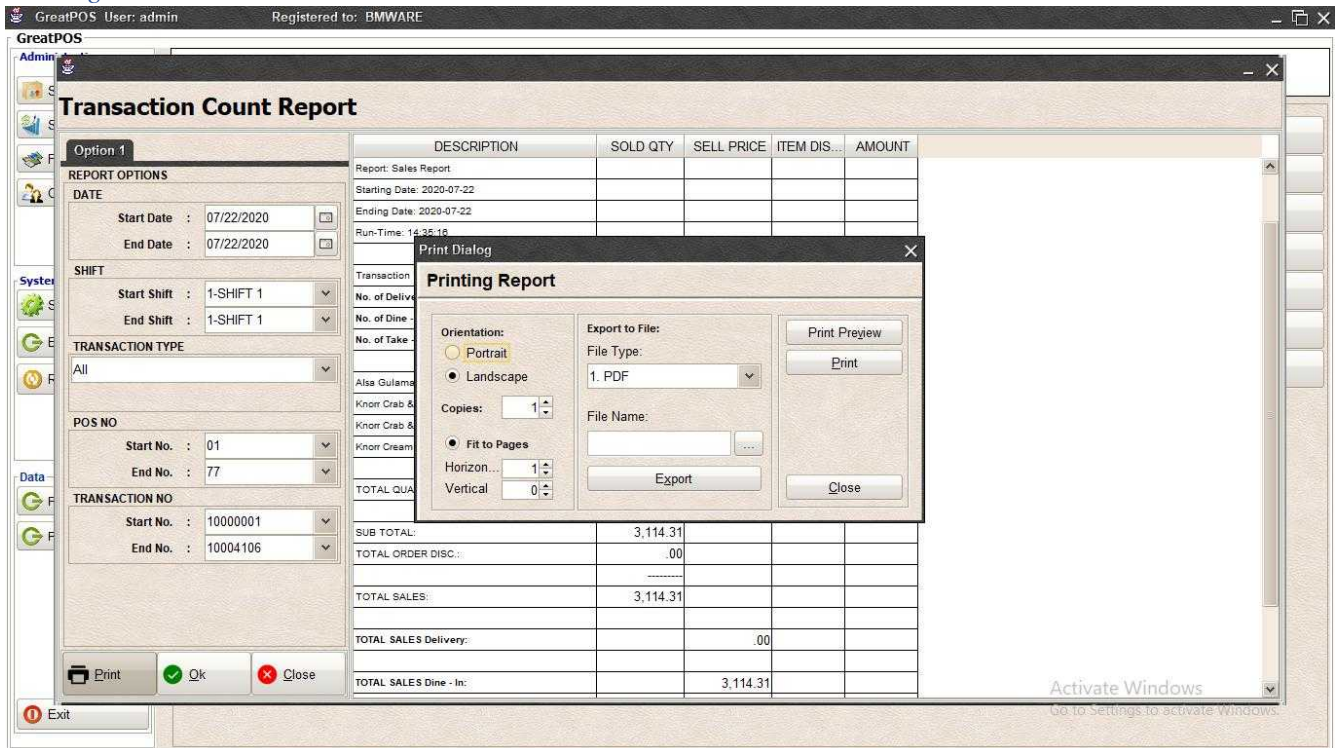
Step3) Enter File name and Click OK



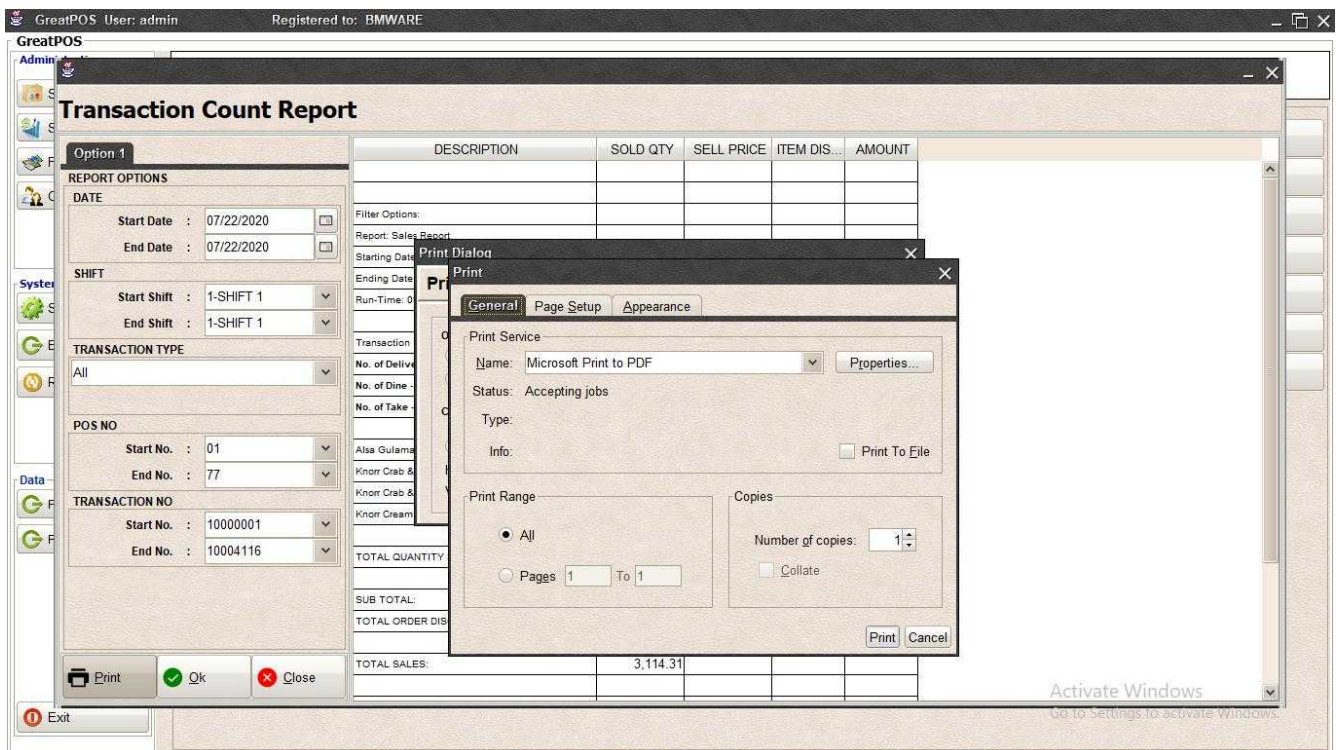
Step4) Click Ok Button



Printing




Step1) Click Print Button



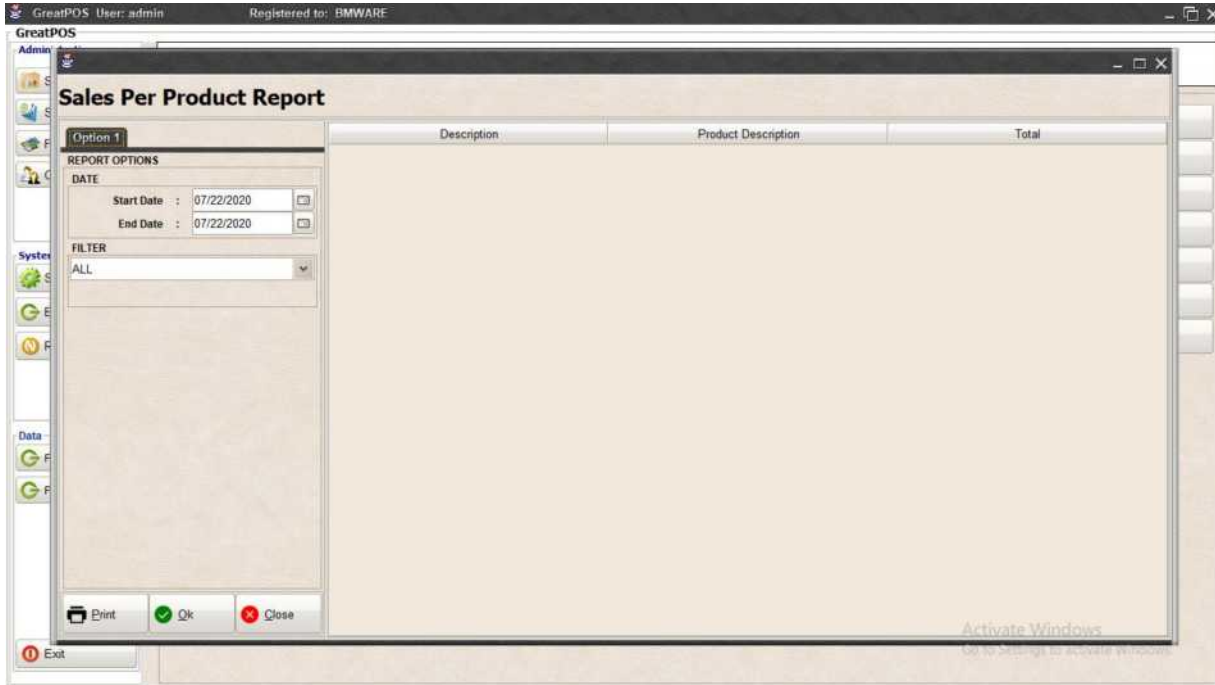
Step2) Select Printer

Step3) Click Print Button

Sales Per Product Report

 **Sales Per Product Report**

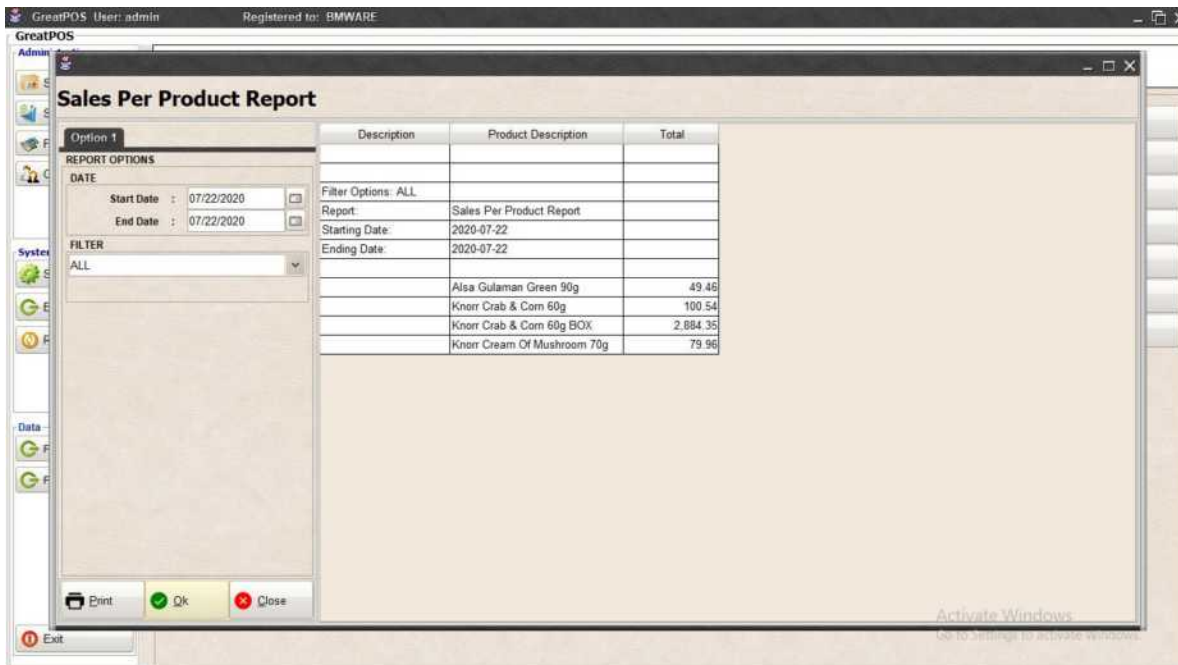
Use to View report for Sales Per Product



How to use Sales Per Product Report?

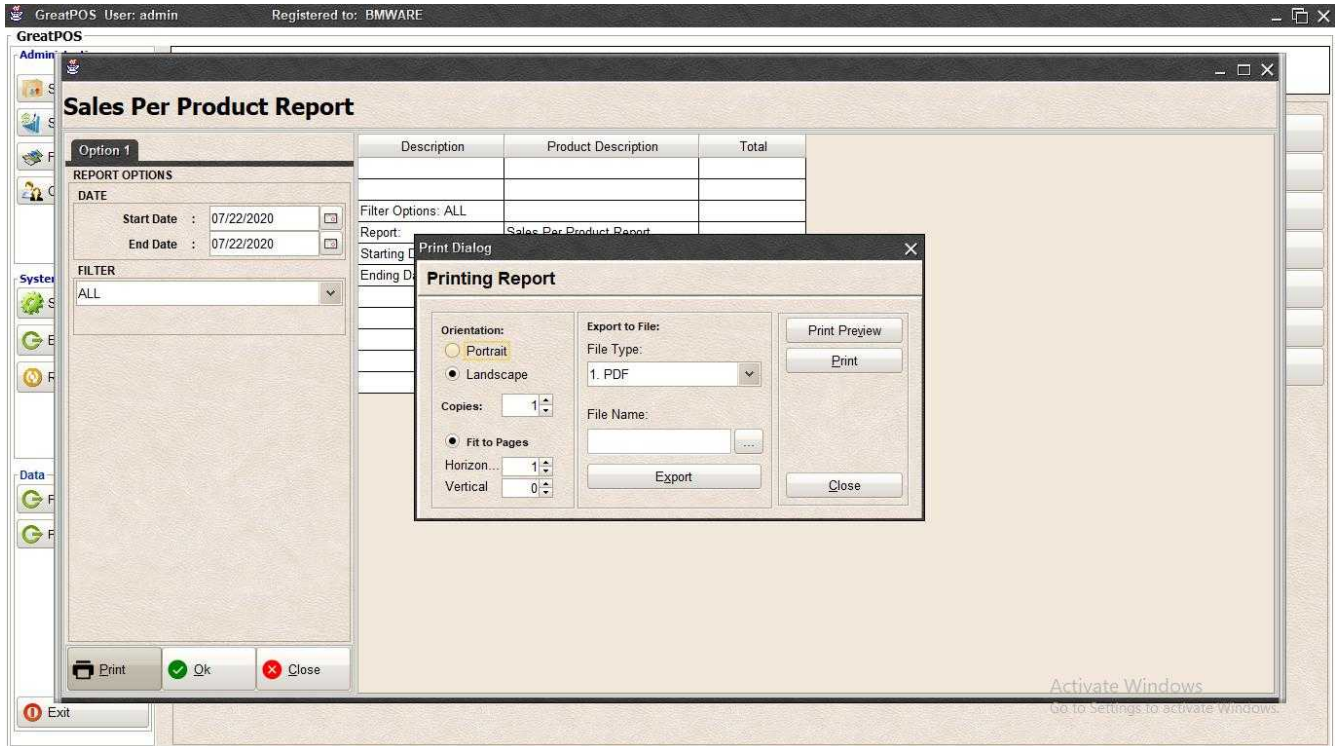
Step1) Select Date

Step2) Click Ok Button



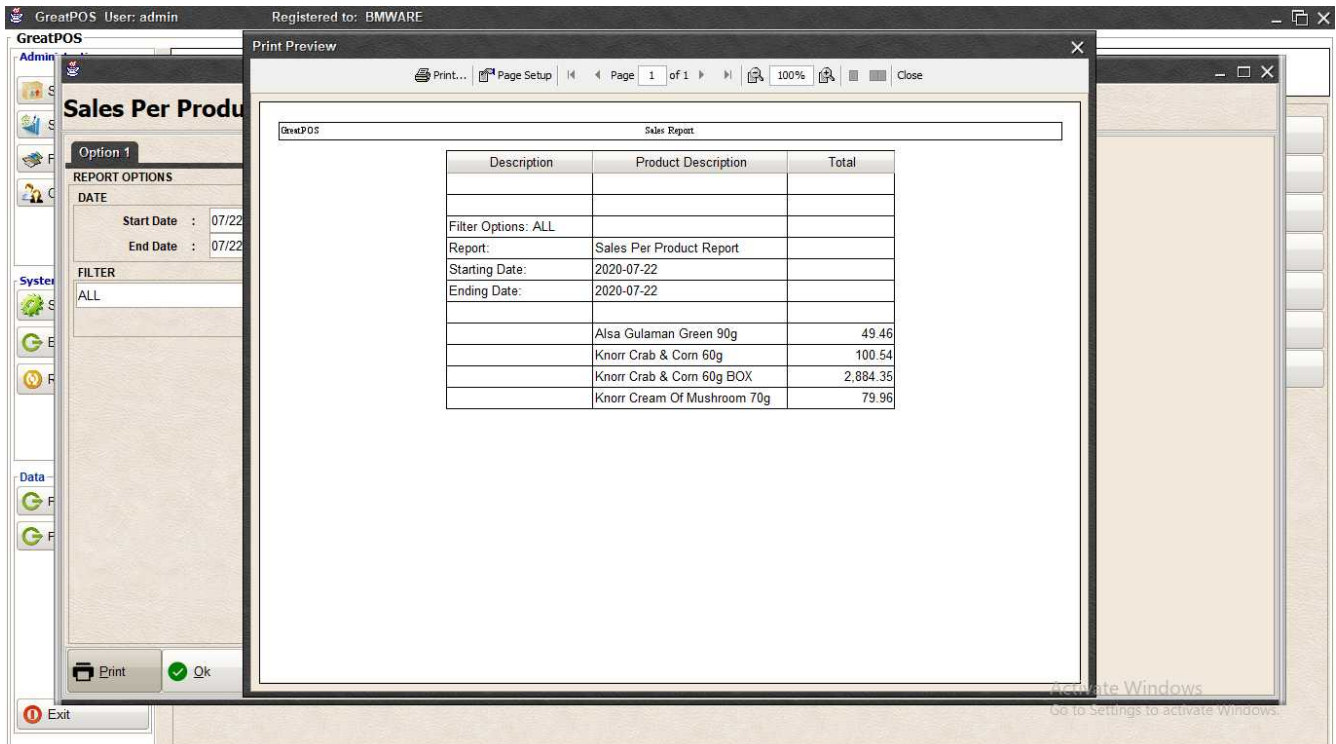
Printing

Step1) Click Print Button



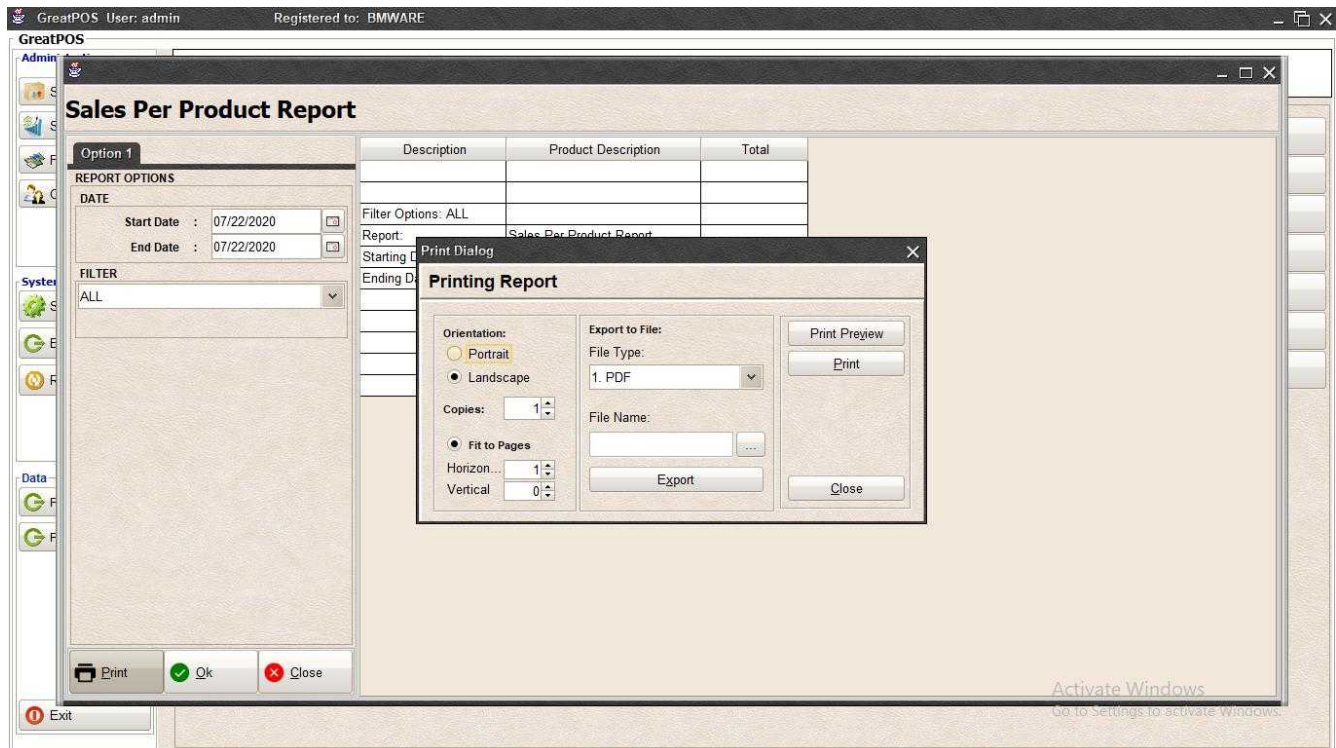
Print Preview

Step1) Click Print Preview Button

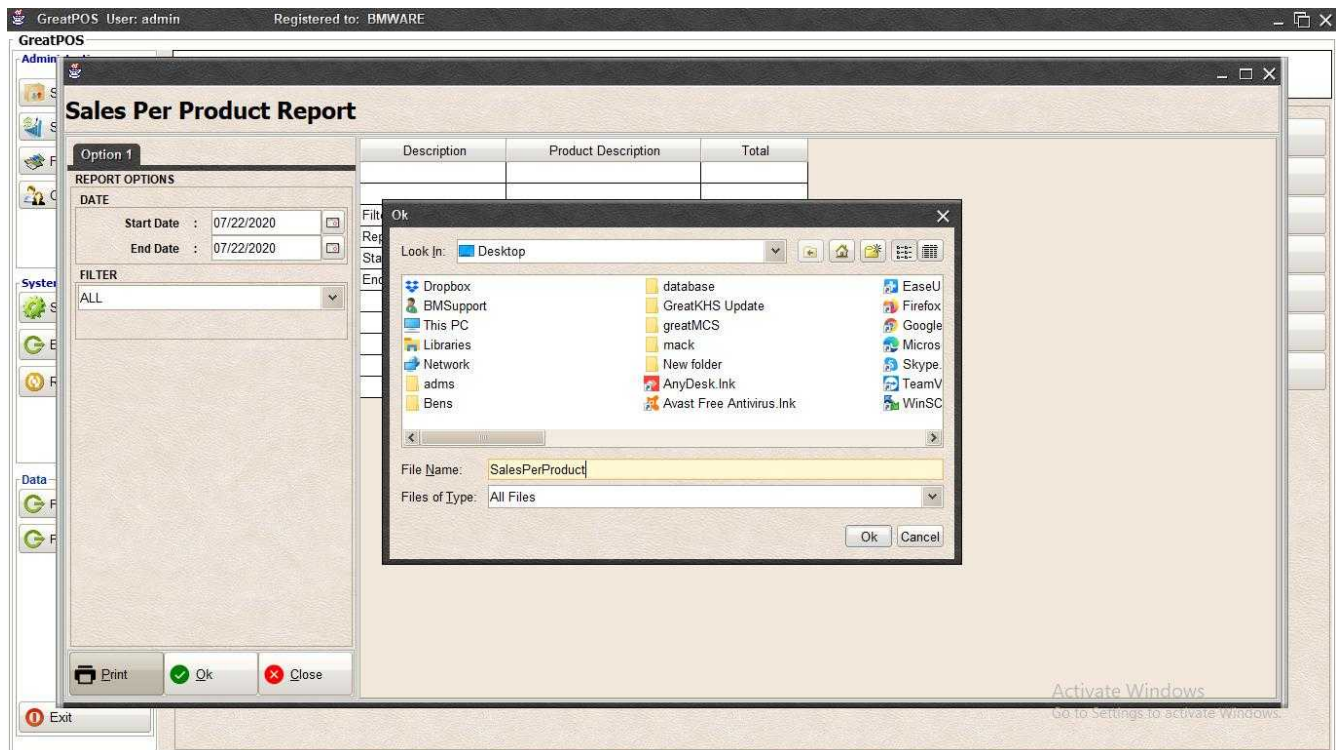


Exporting

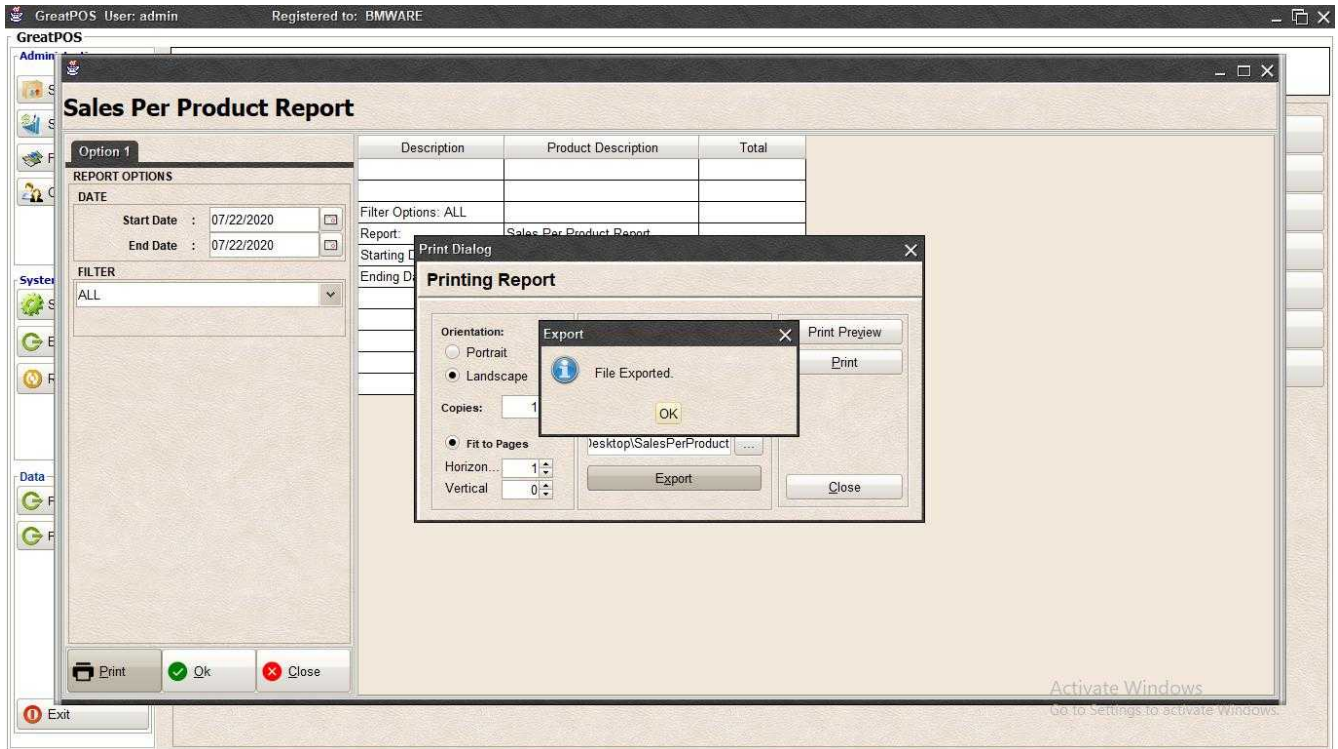
Step1) Select File Type



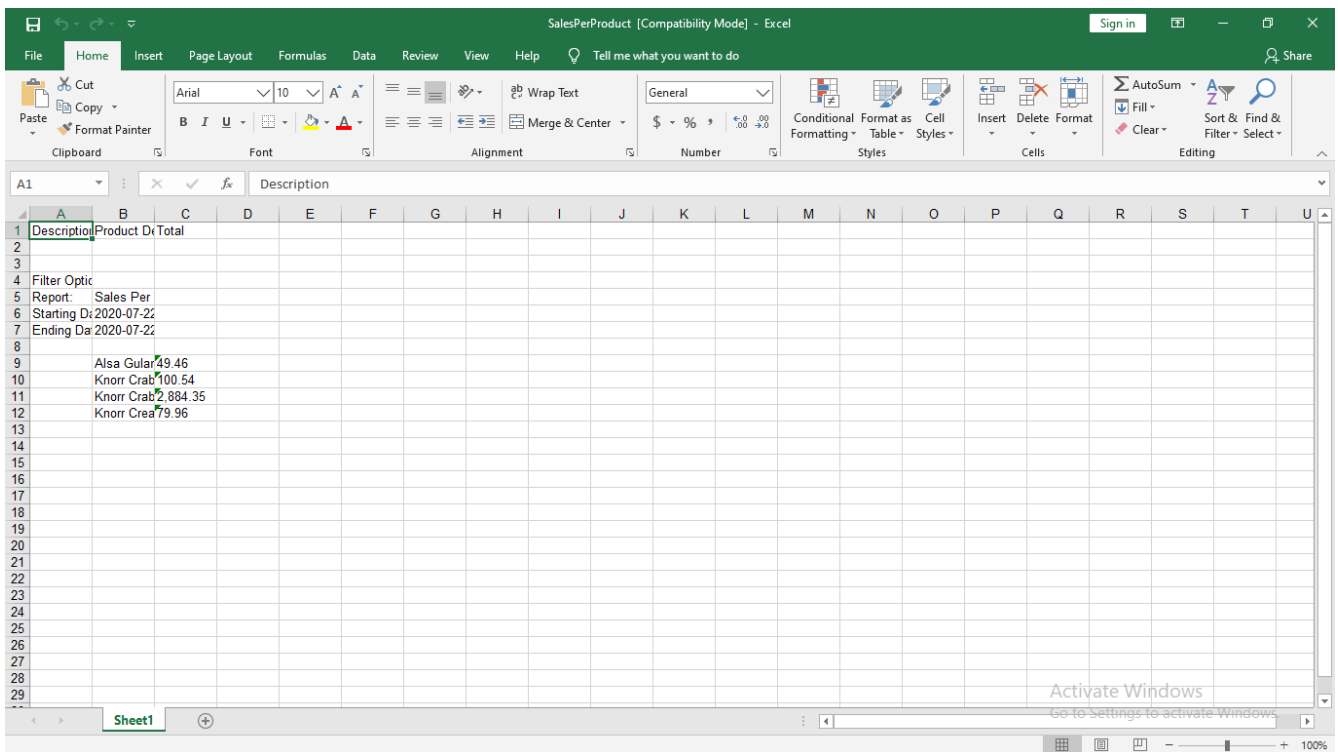
Step2) Click the (...) Button



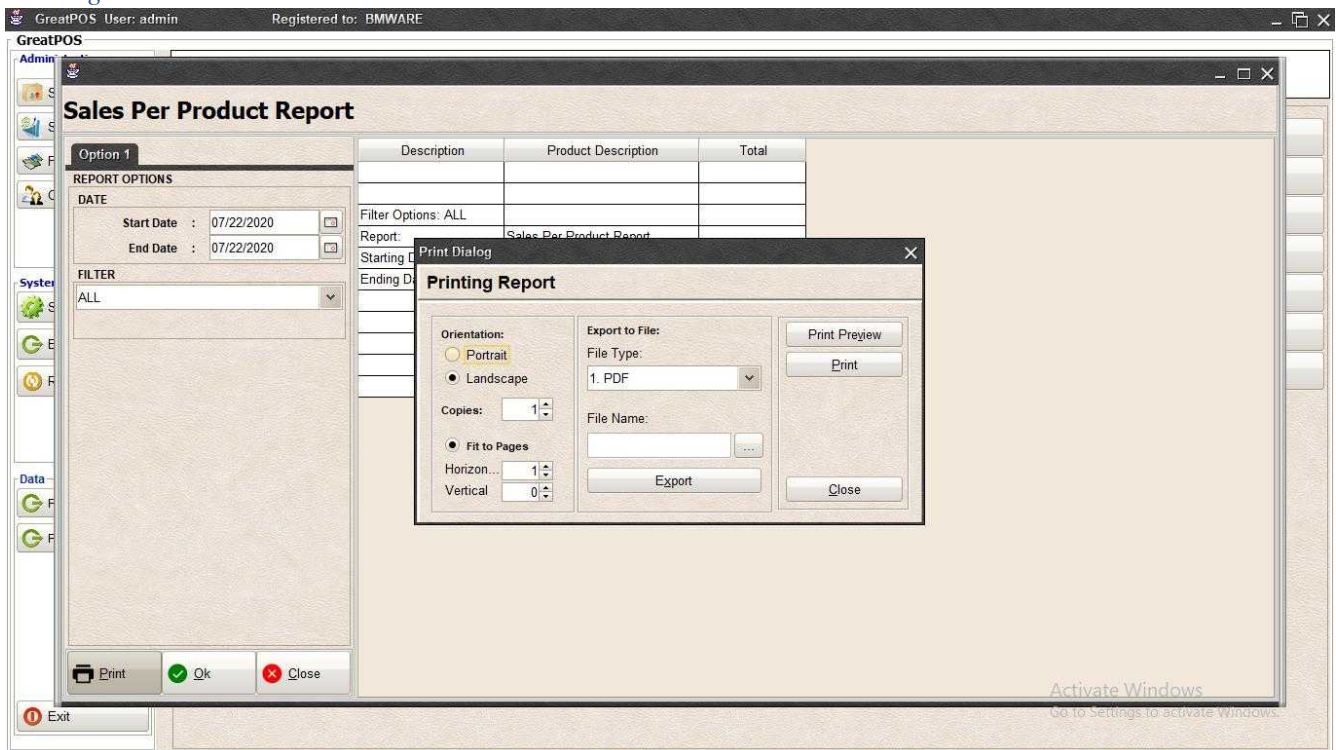
Step3) Enter File name and Click OK



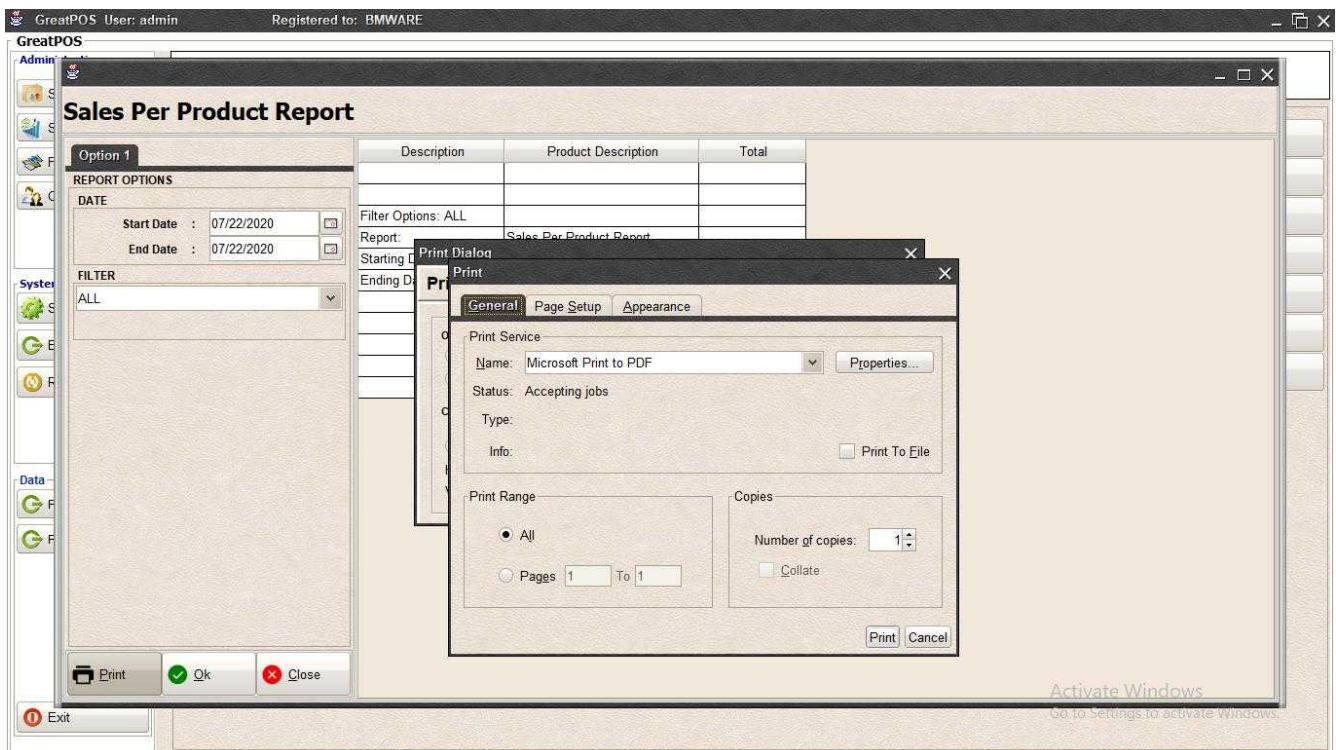
Step4) Click Ok Button



Printing



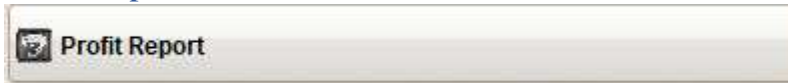
Step1) Click Print Button



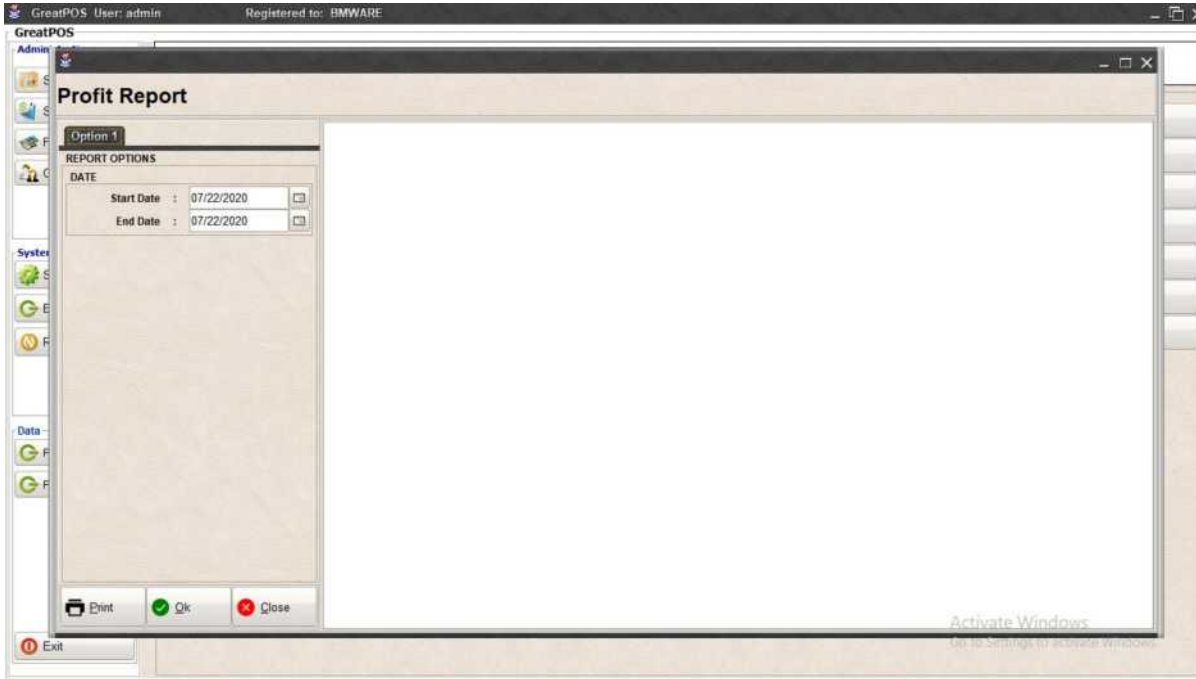
Step2) Select Printer

Step3) Click Print Button

Profit Report



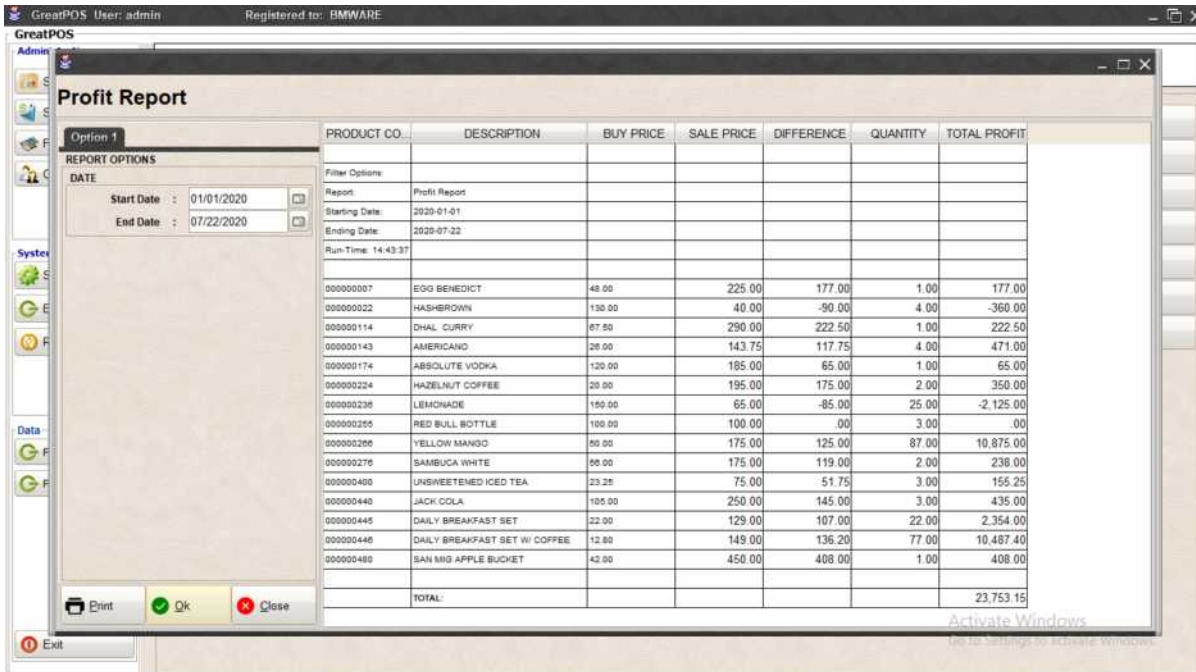
Use to View report for Profit



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' box is open over the report table. The dialog has the following options:

- Orientation:** Portrait (selected), Landscape, Fit to Pages
- Export to File:** File Type: 1. PDF, File Name: [empty]
- Copies:** 1
- Horizon:** 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
000000446	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

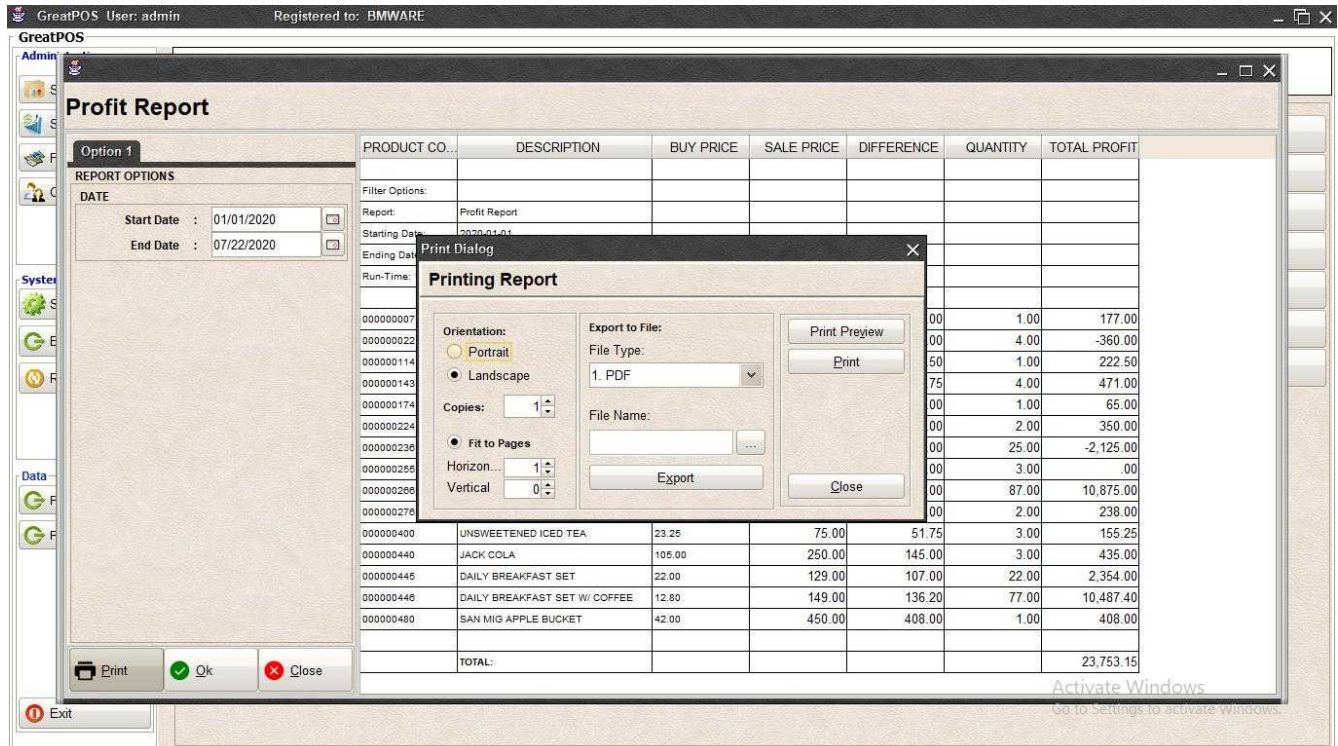
Step1) Click Print Preview Button

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

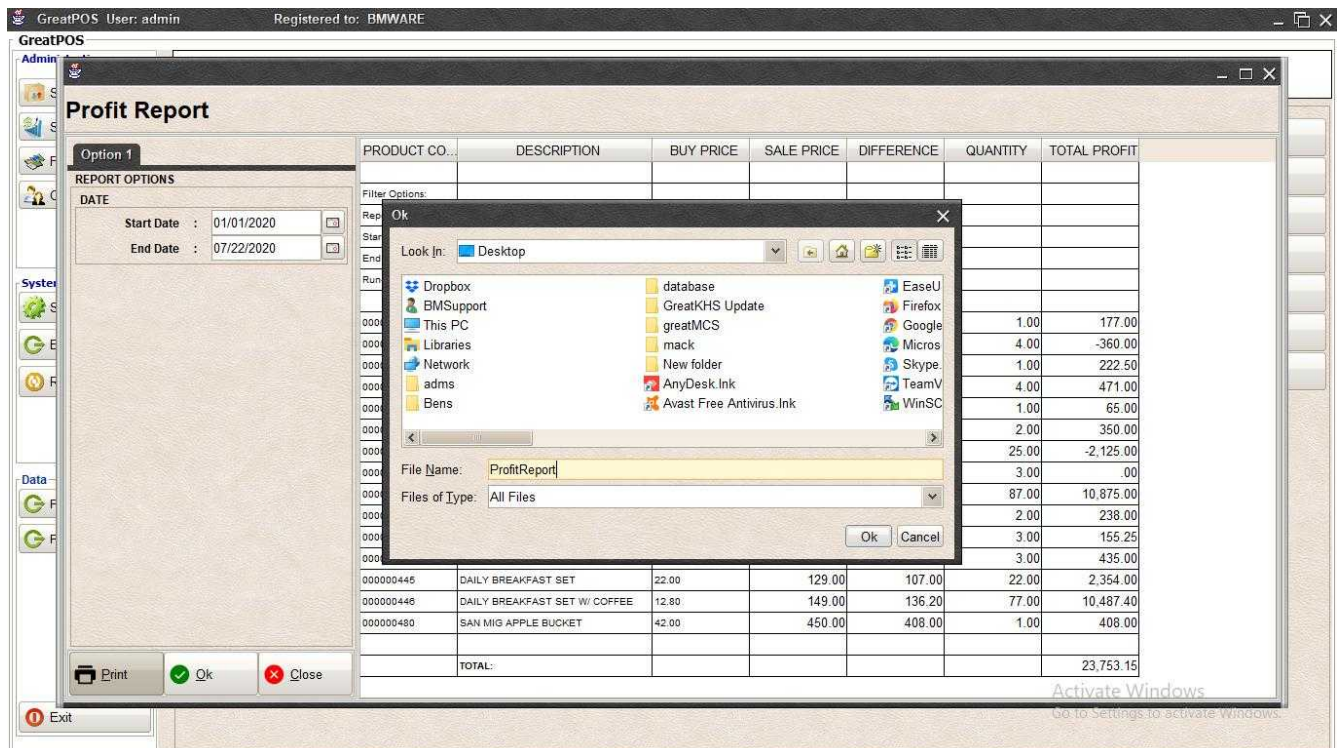
PRODUCT CO...	DESCRIPTION	BUY PRICE	SALE PRICE	DIFFERENCE	QUANTITY	TOTAL PROFIT
000000007	EGG BENEDICT	48.00	225.00	177.00	1.00	177.00
000000022	HASHBROWN	130.00	40.00	-90.00	4.00	-360.00
000000114	DHAL CURRY	67.50	290.00	222.50	1.00	222.50
000000143	AMERICANO	26.00	143.75	117.75	4.00	471.00
000000174	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
000000446	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

Exporting

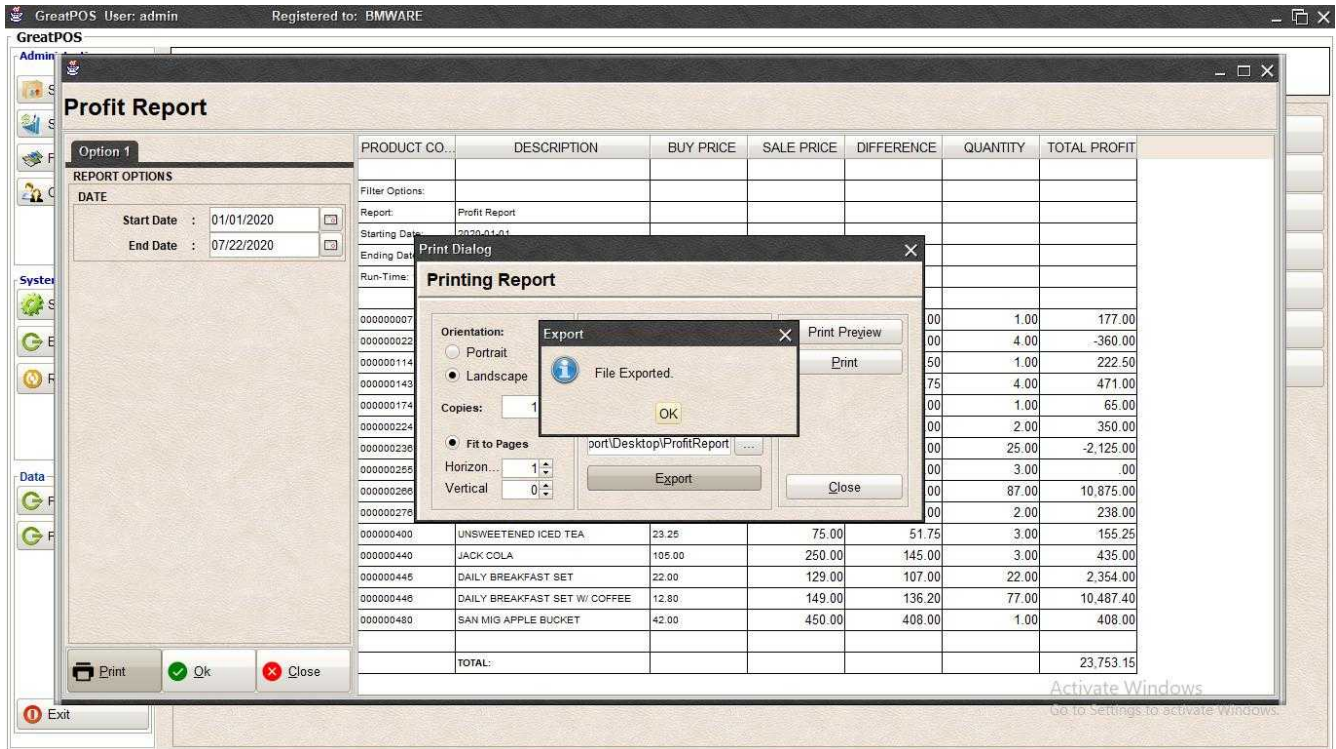
Step1) Select File Type



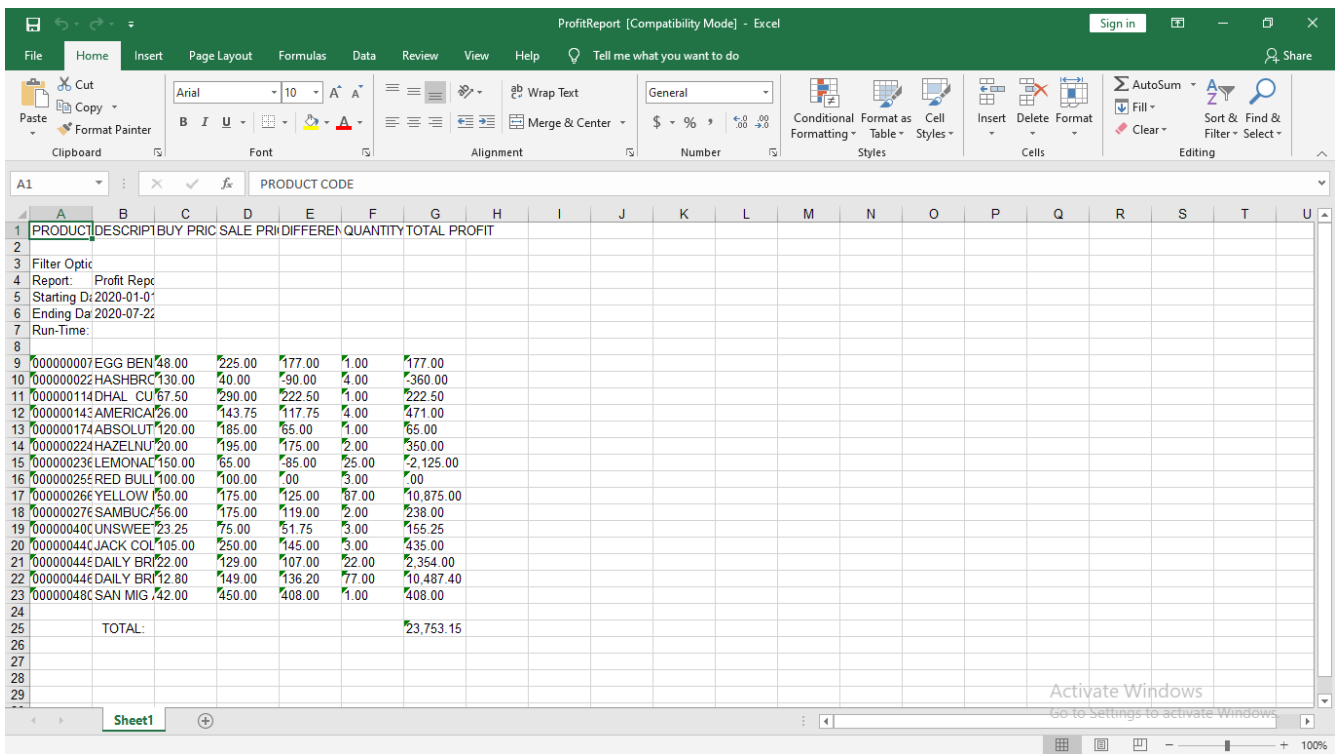
Step2) Click the (...) Button



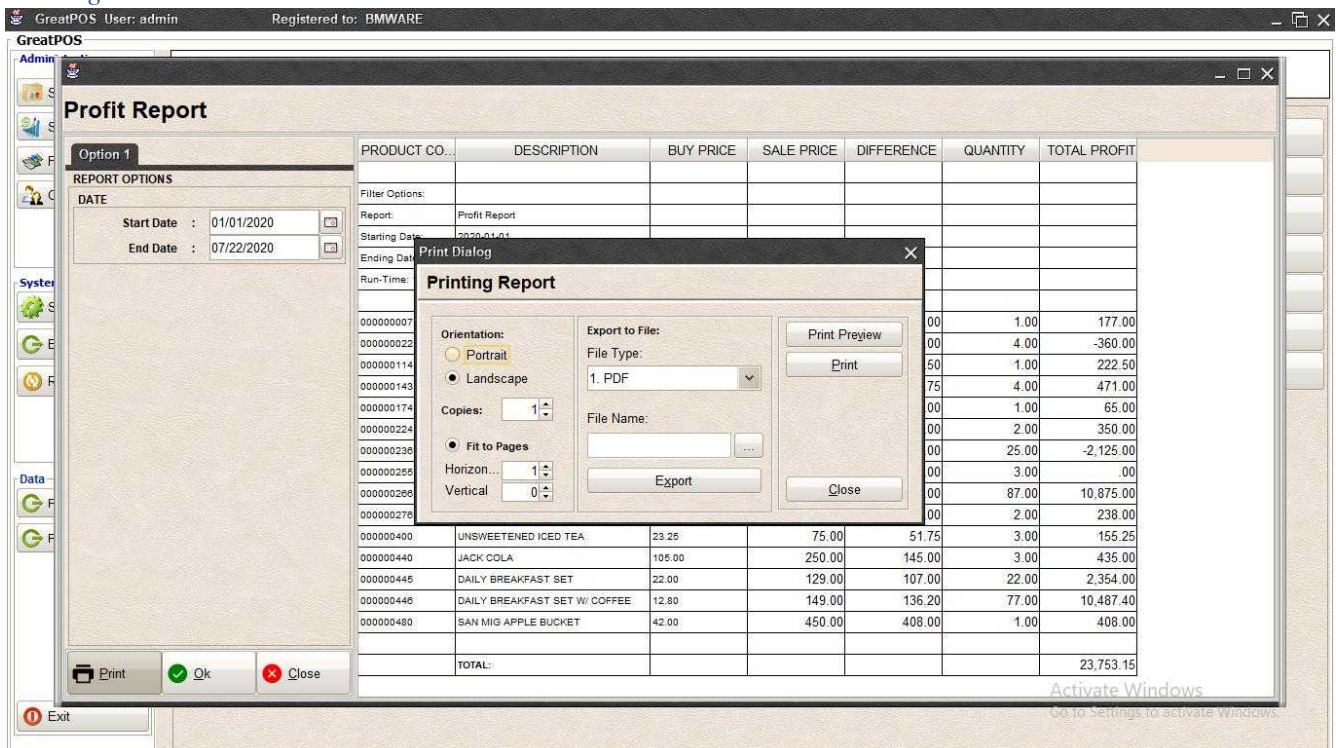
Step3) Enter File name and Click OK



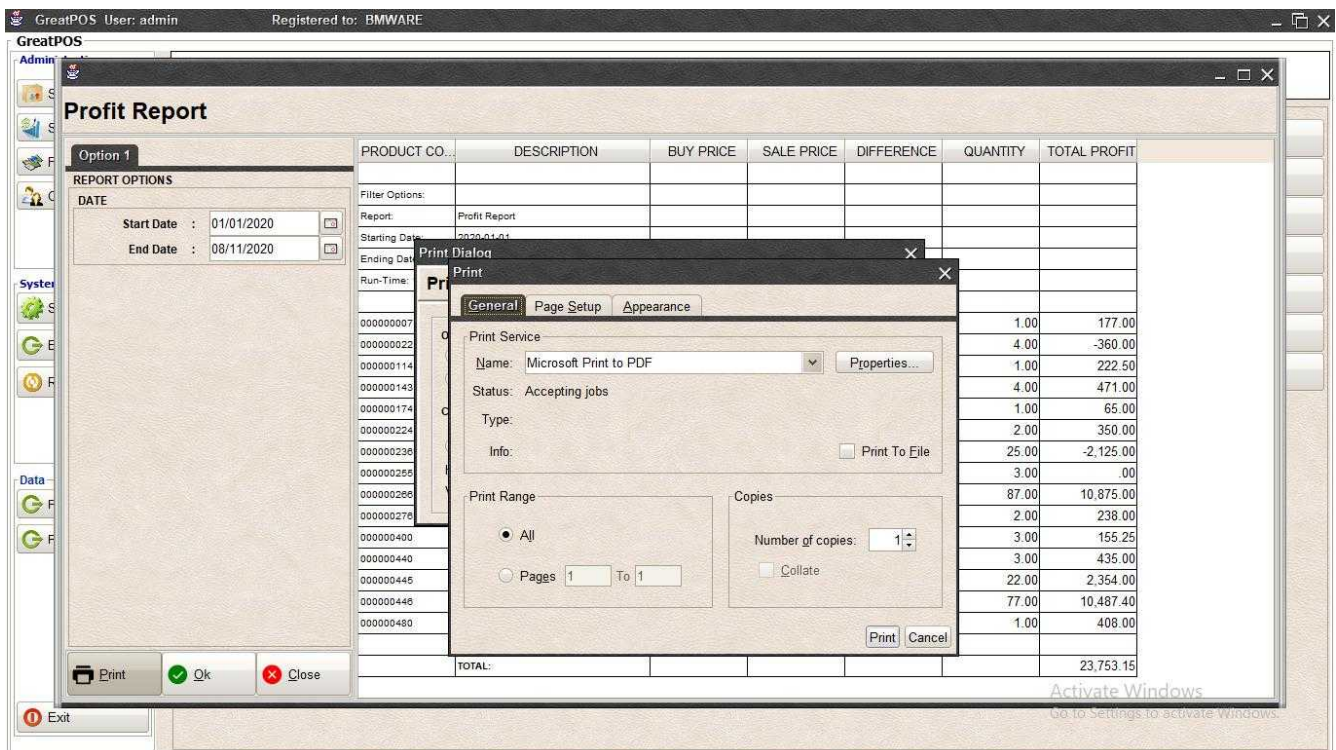
Step4) Click Ok Button



Printing



Step1) Click Print Button



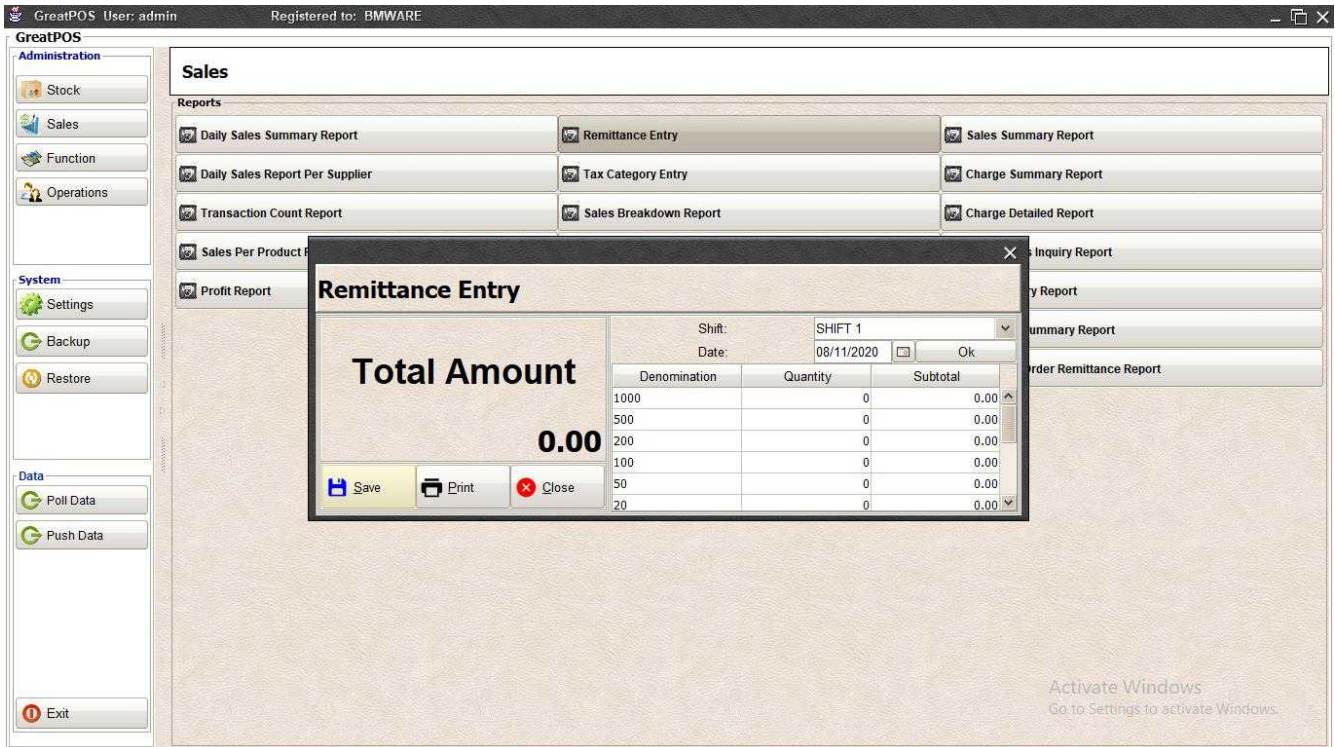
Step2) Select Printer

Step3) Click Print Button

Remittance Entry



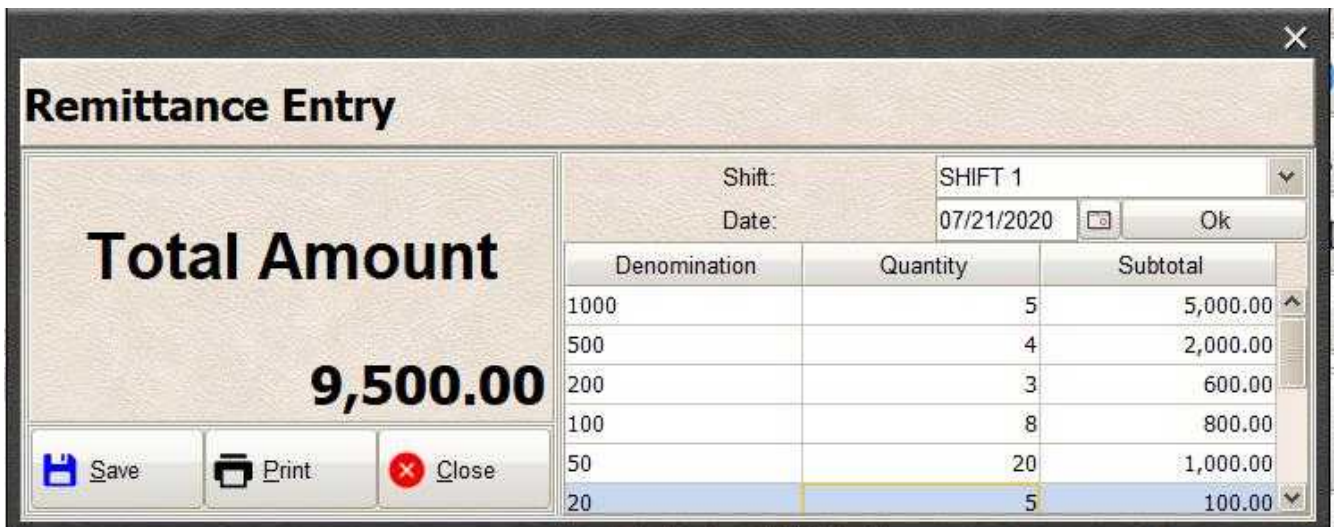
How to use Remittance Entry?



Step1) Select Shift and date

Step2) Click Ok Button

Step3) Enter Quantity per denomination



Step4) Click Save Button

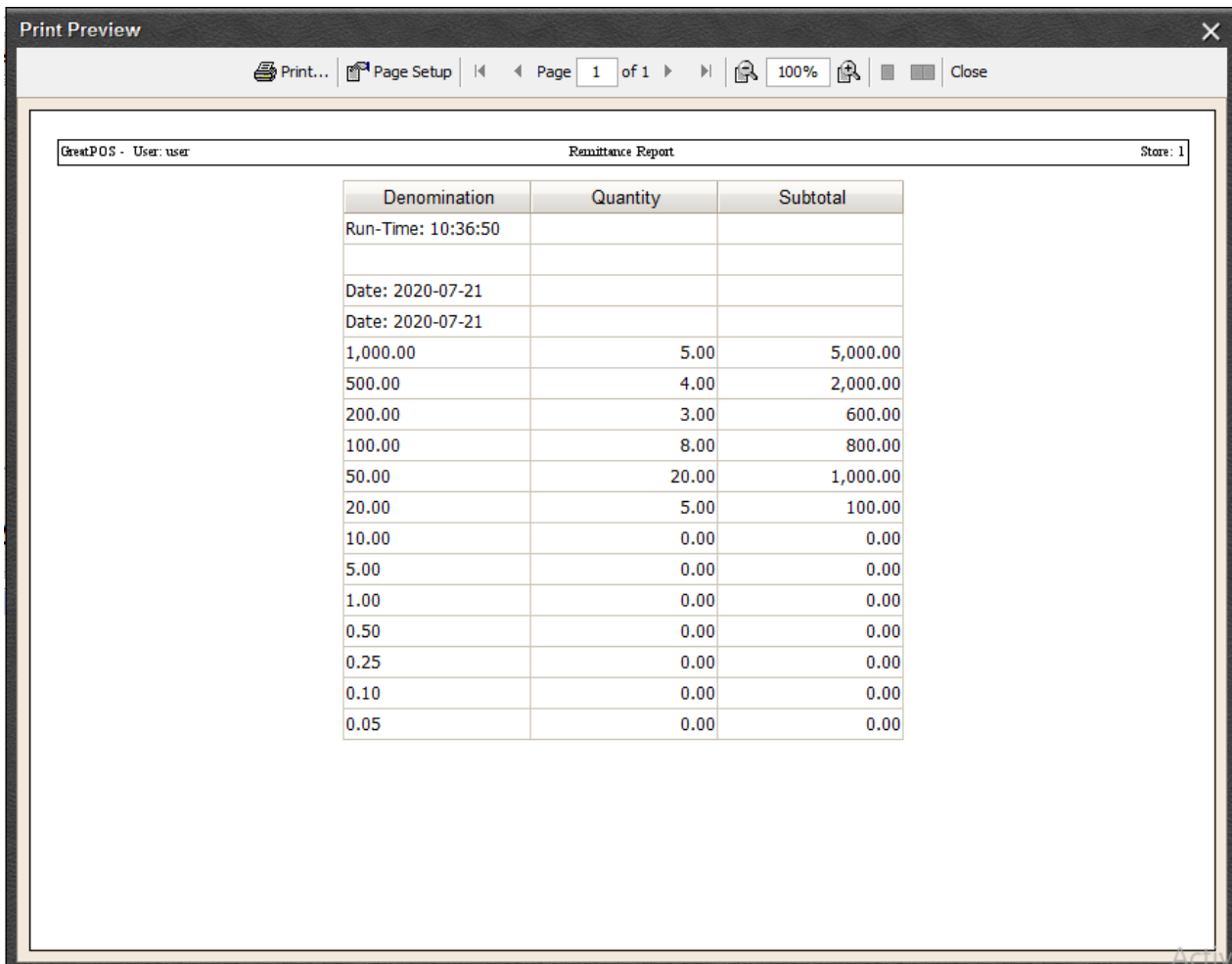
Printing

Step1) Click Print Button



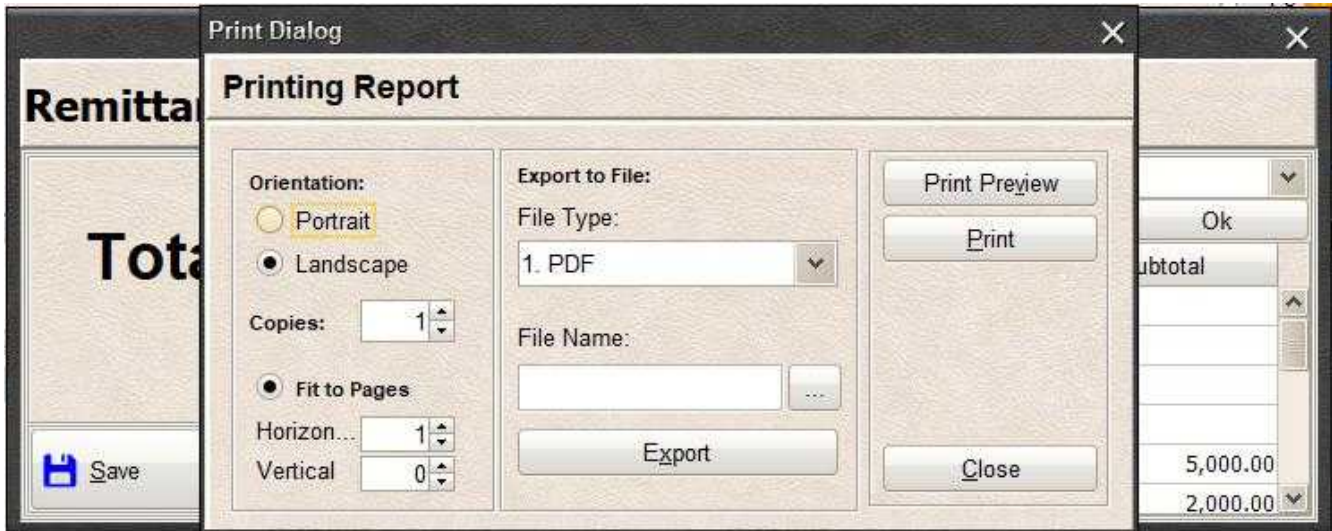
Print Preview

Step1) Click Print Preview Button

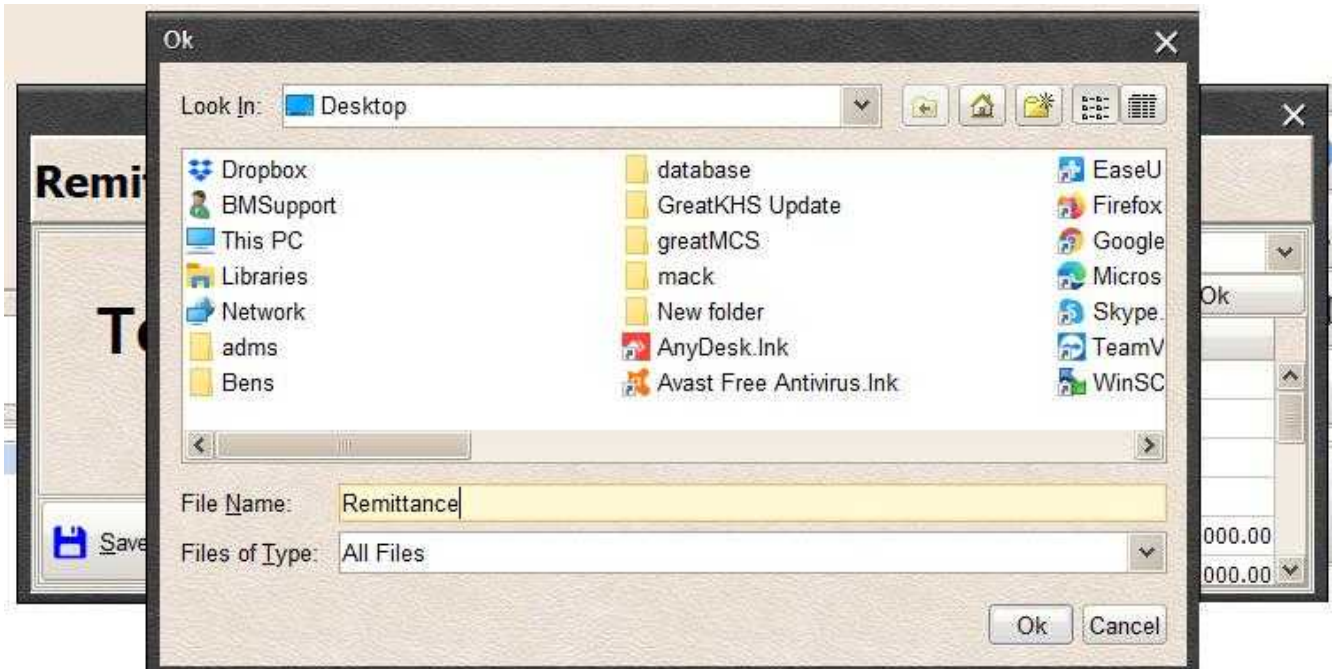


Exporting

Step1) Select File Type



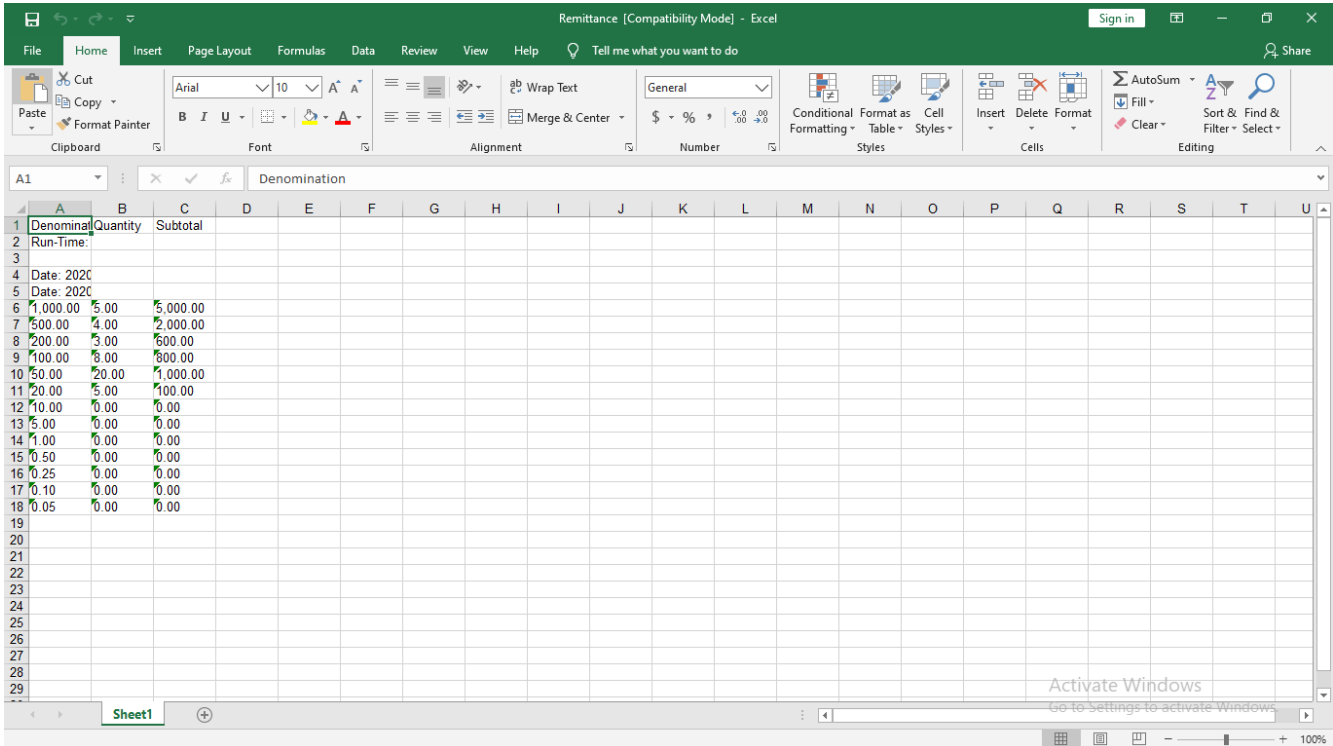
Step2) Click the (...) Button



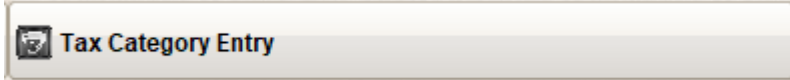
Step3) Enter File name and Click OK



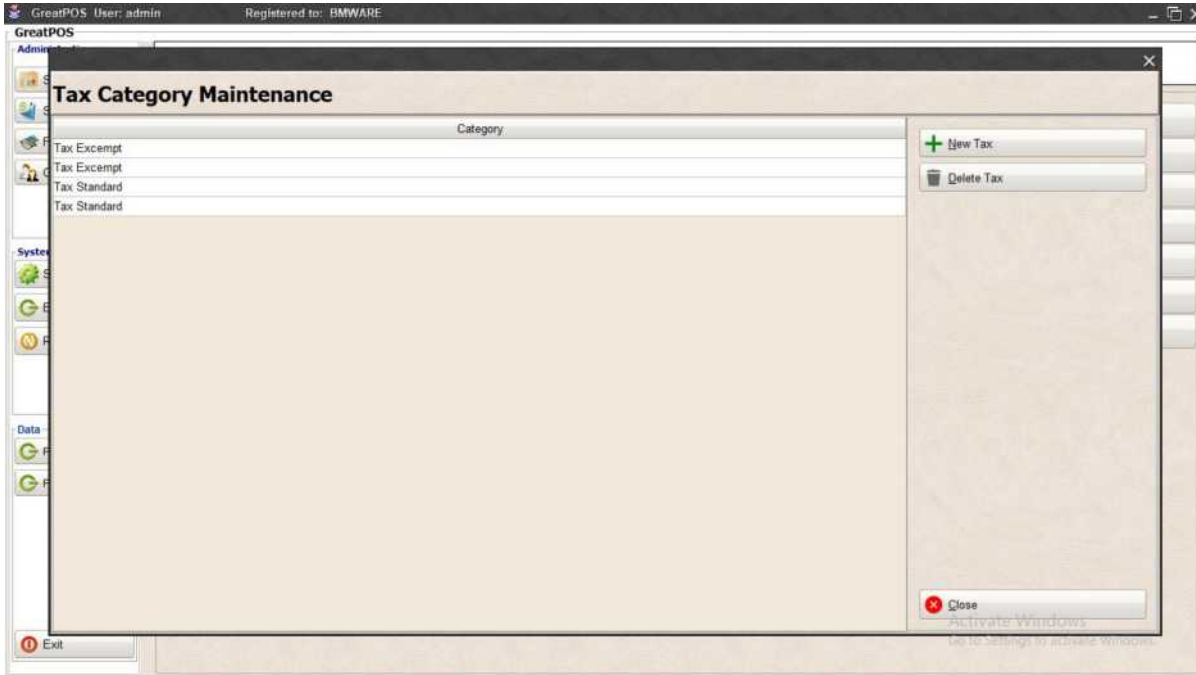
Step4) Click Ok Button



Tax Category Entry

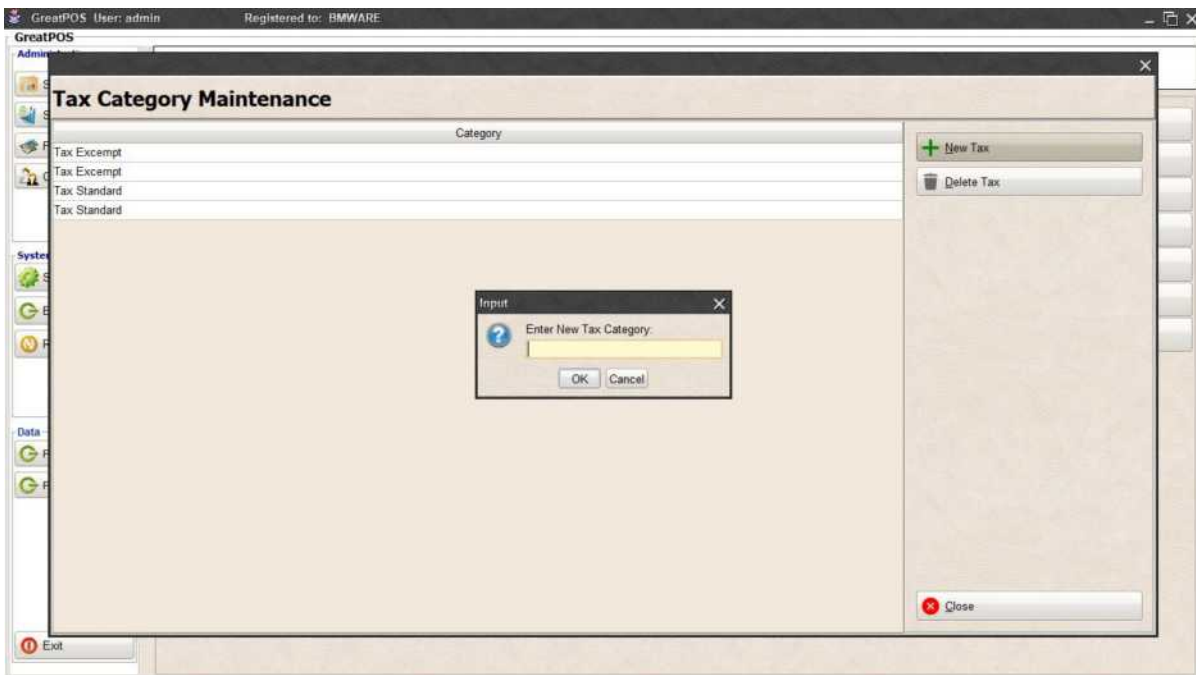


Use to manage Category of Tax

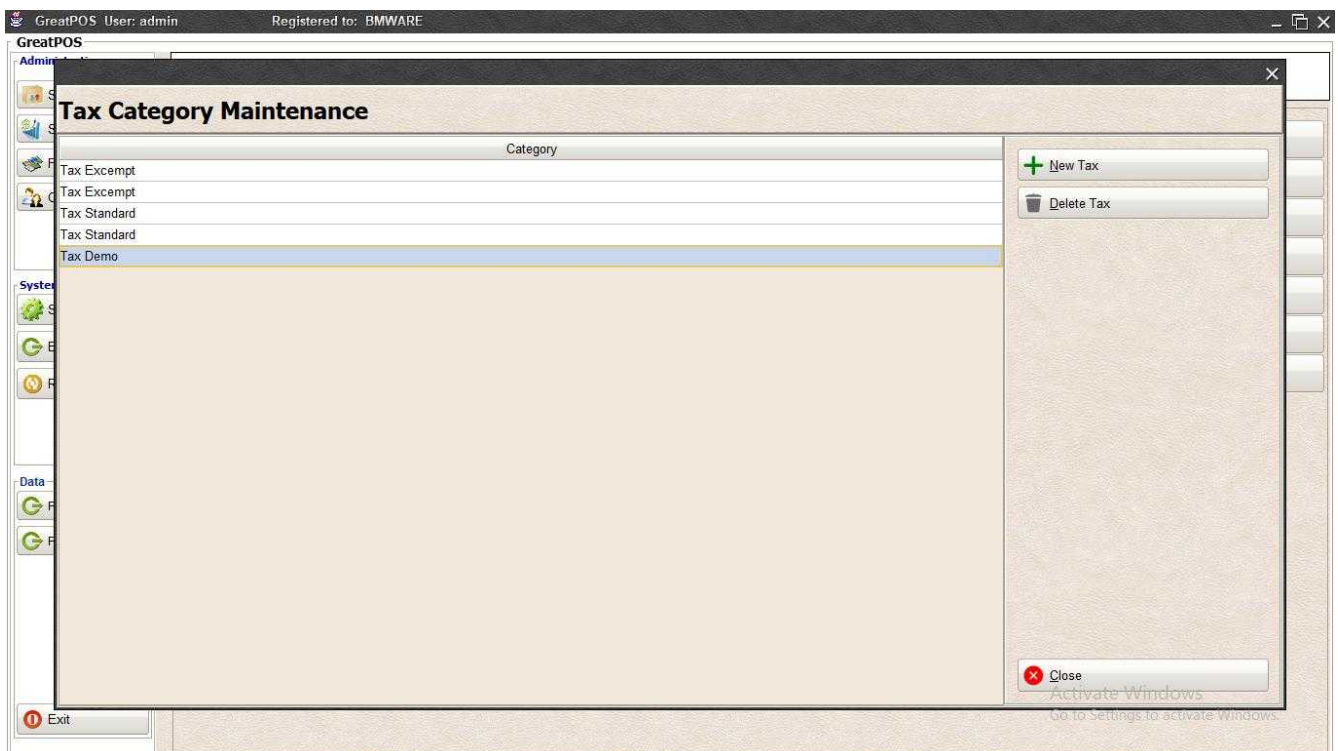
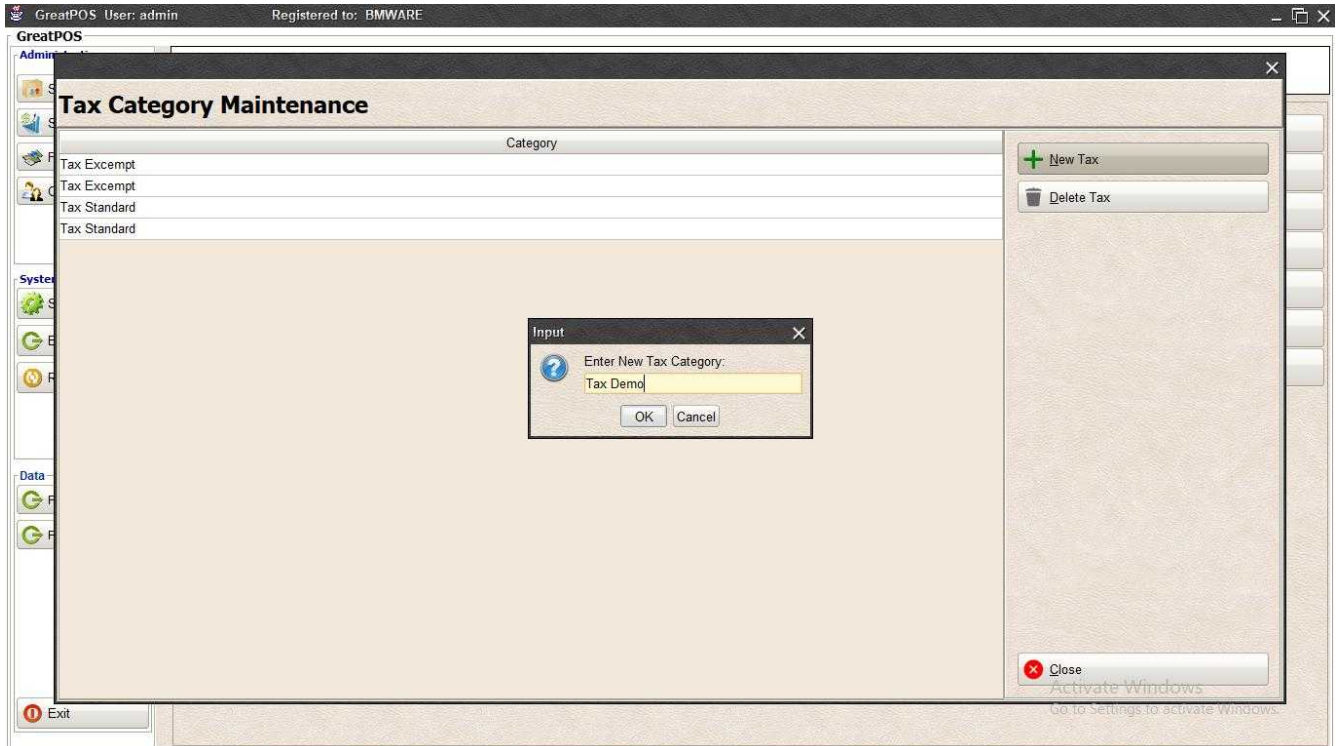


How to use Tax Category Entry?

Step1) Click New Tax Button

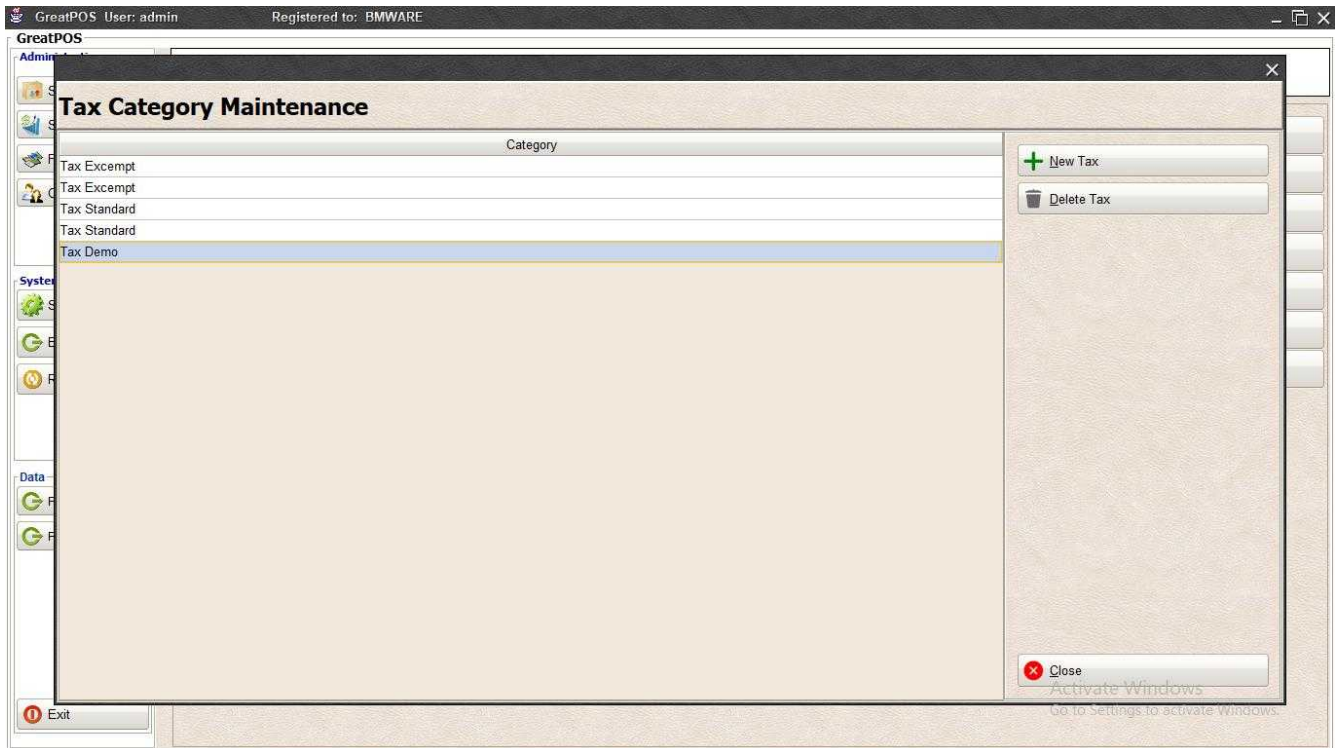


Step2) Enter Tax Category Name

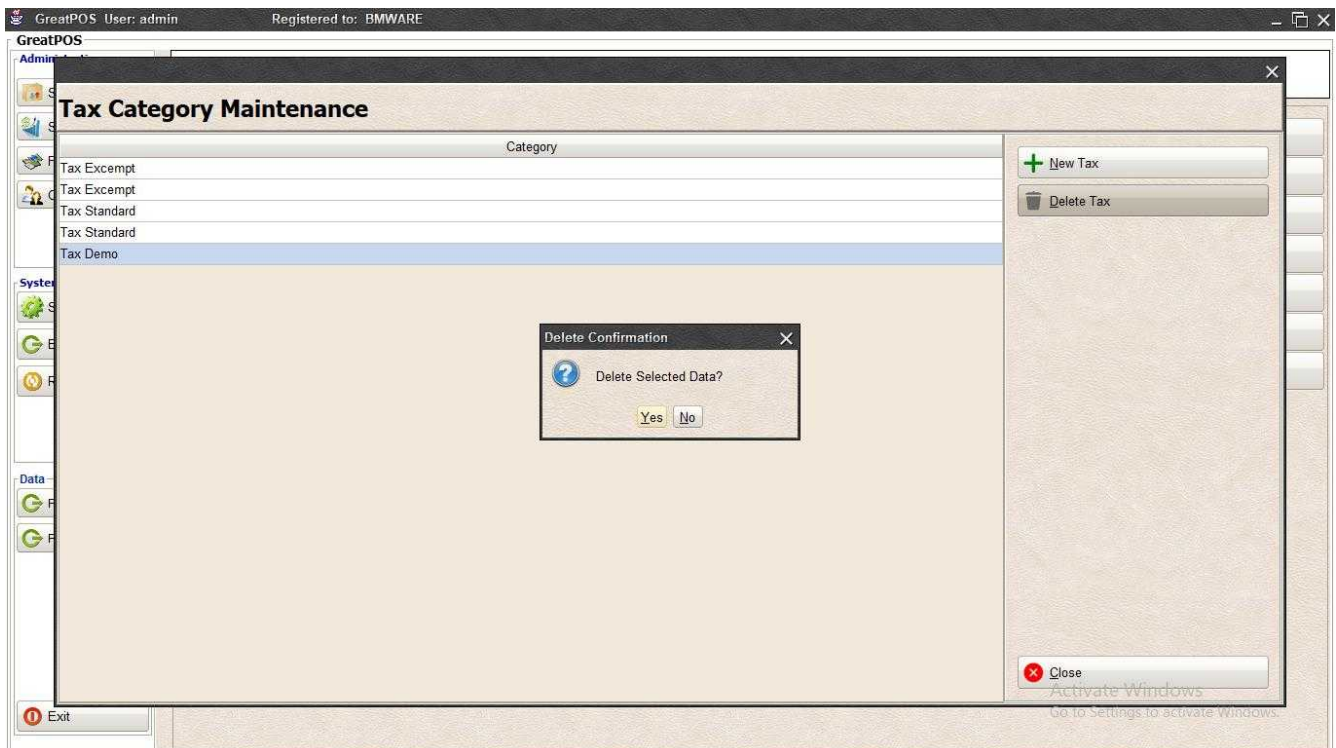


Delete Tax Category

Step1) Select Tax category on the table




Step2) Click Delete Tax Button

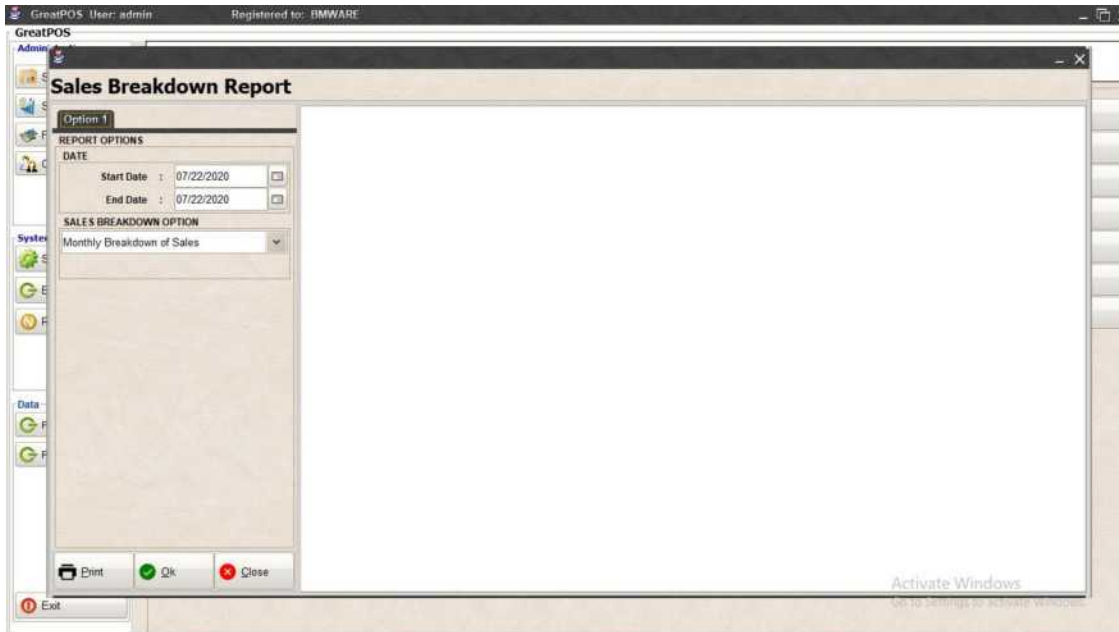


Step3) Click Yes Button

Sales Breakdown Report

 Sales Breakdown Report

Use to View report for Sales Breakdown

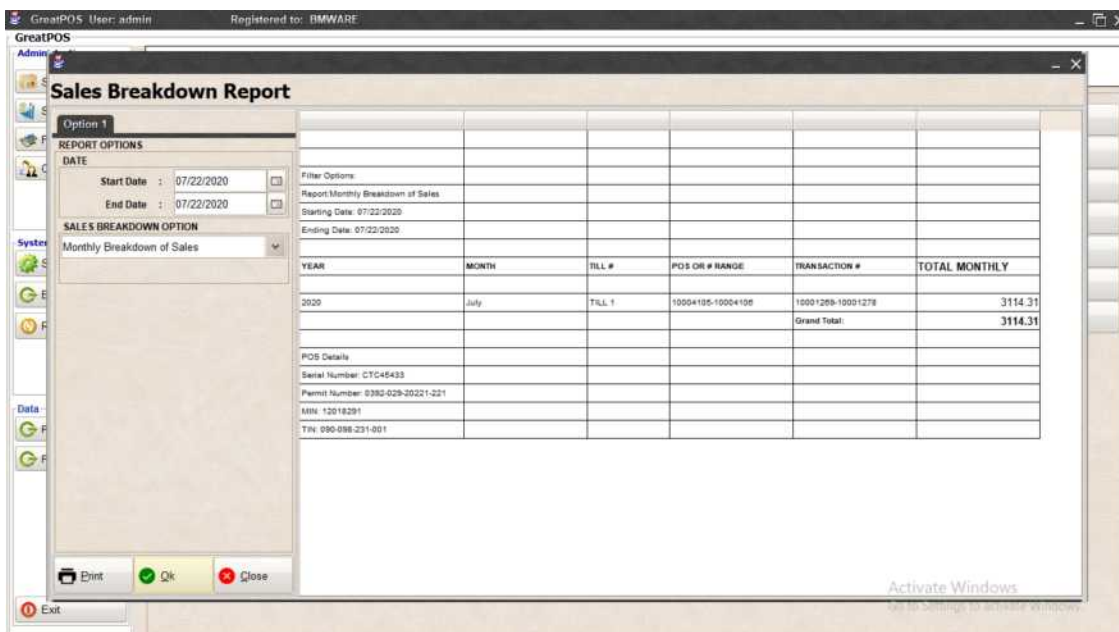


How to use Sales Breakdown Report?

Step1) Select Date

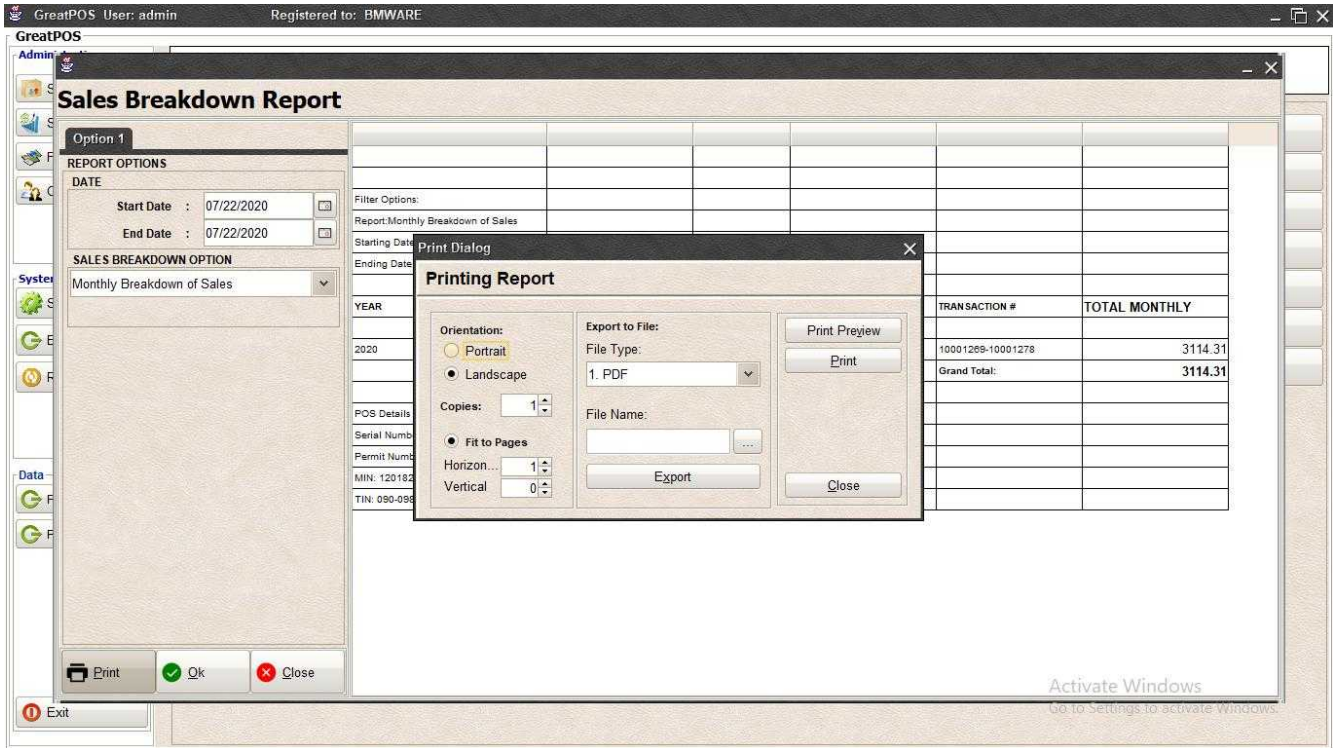
Step2) Select Sales Breakdown Option

Step3) Click Ok Button



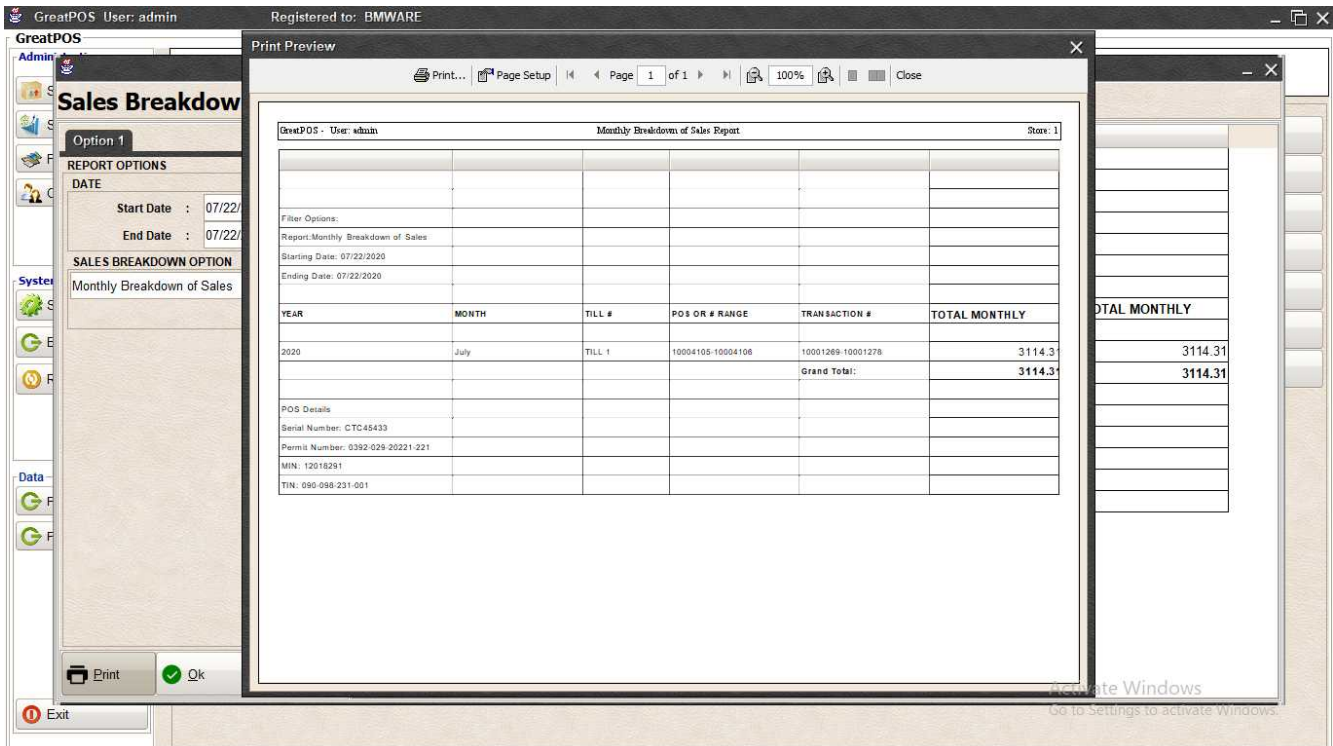
Printing

Step1) Click Print Button



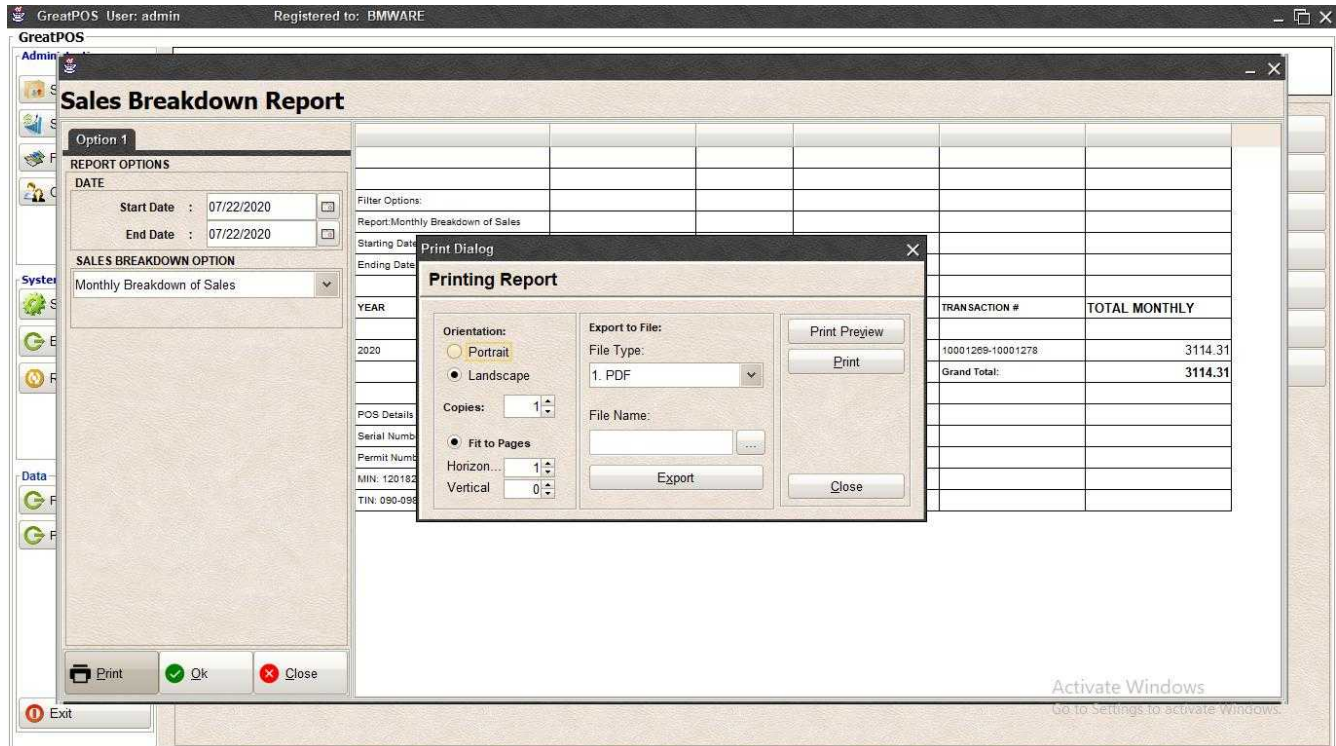
Print Preview

Step1) Click Print Preview Button

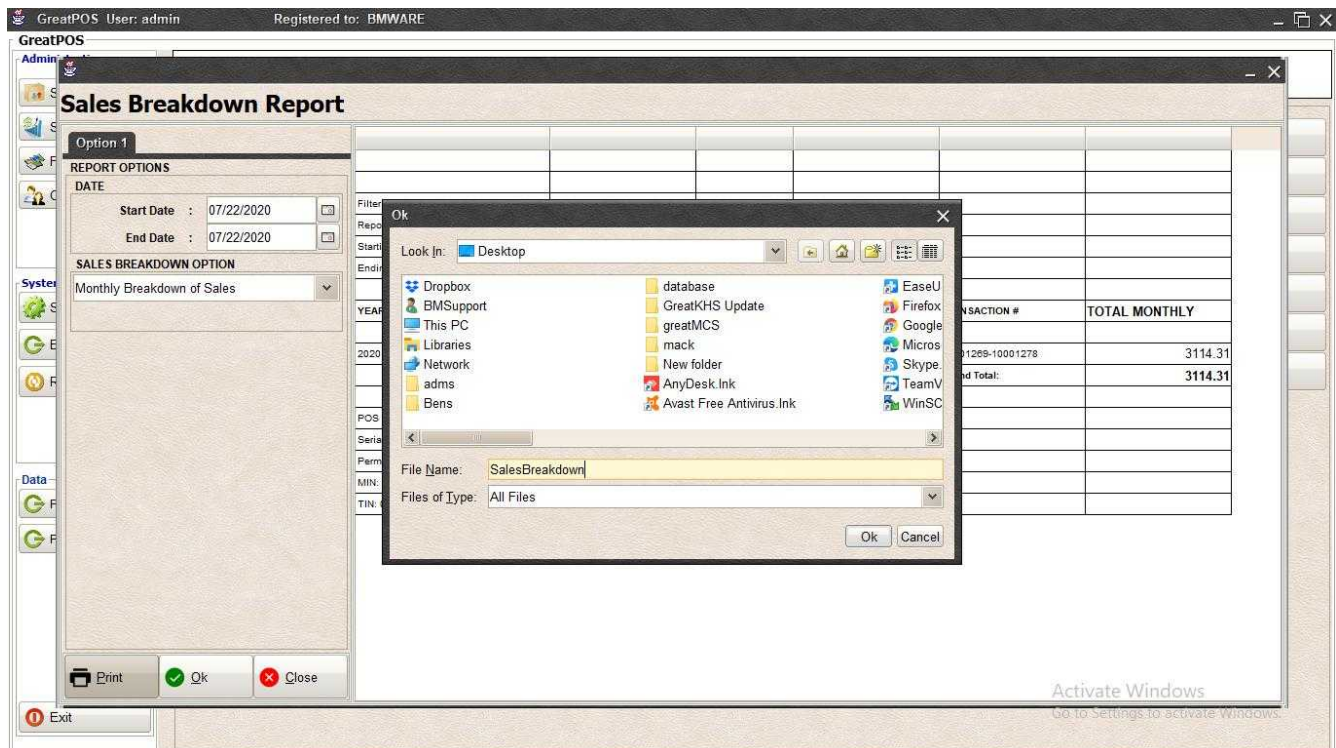


Exporting

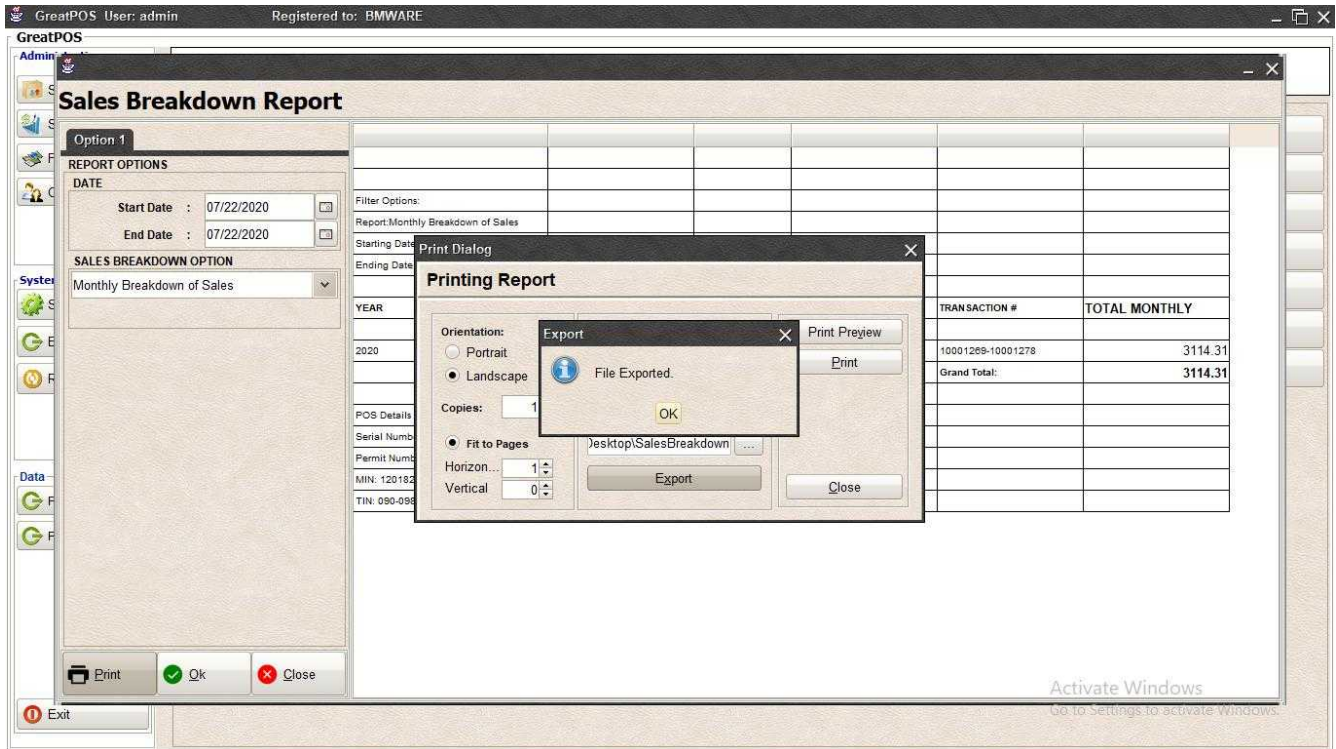
Step1) Select File Type



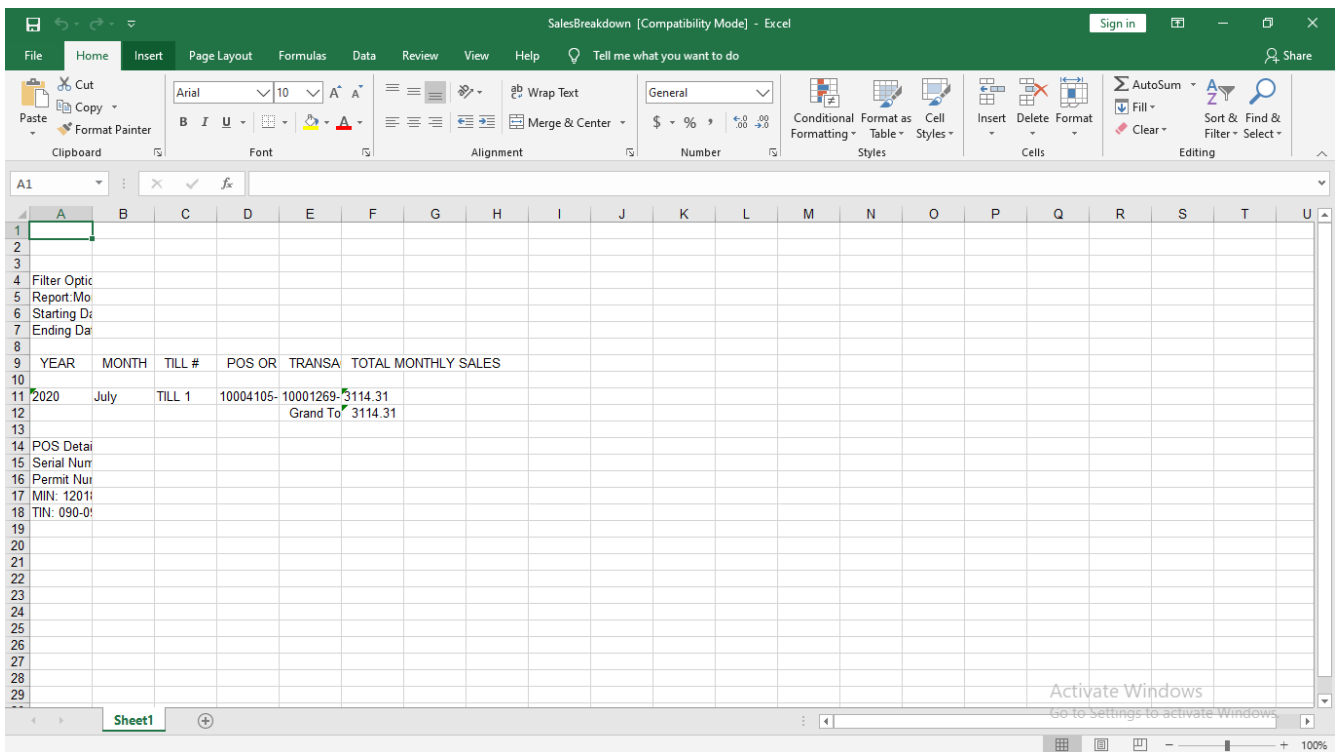
Step2) Click the (...) Button



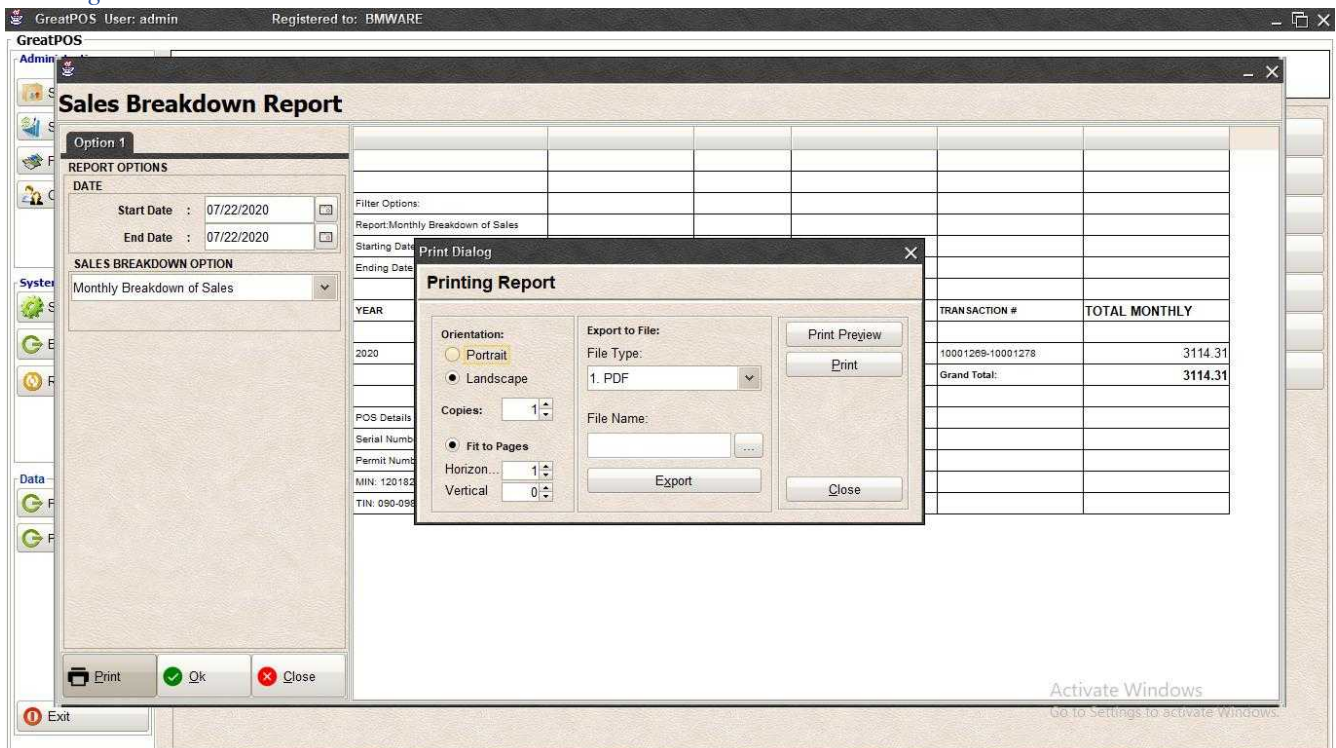
Step3) Enter File name and Click OK



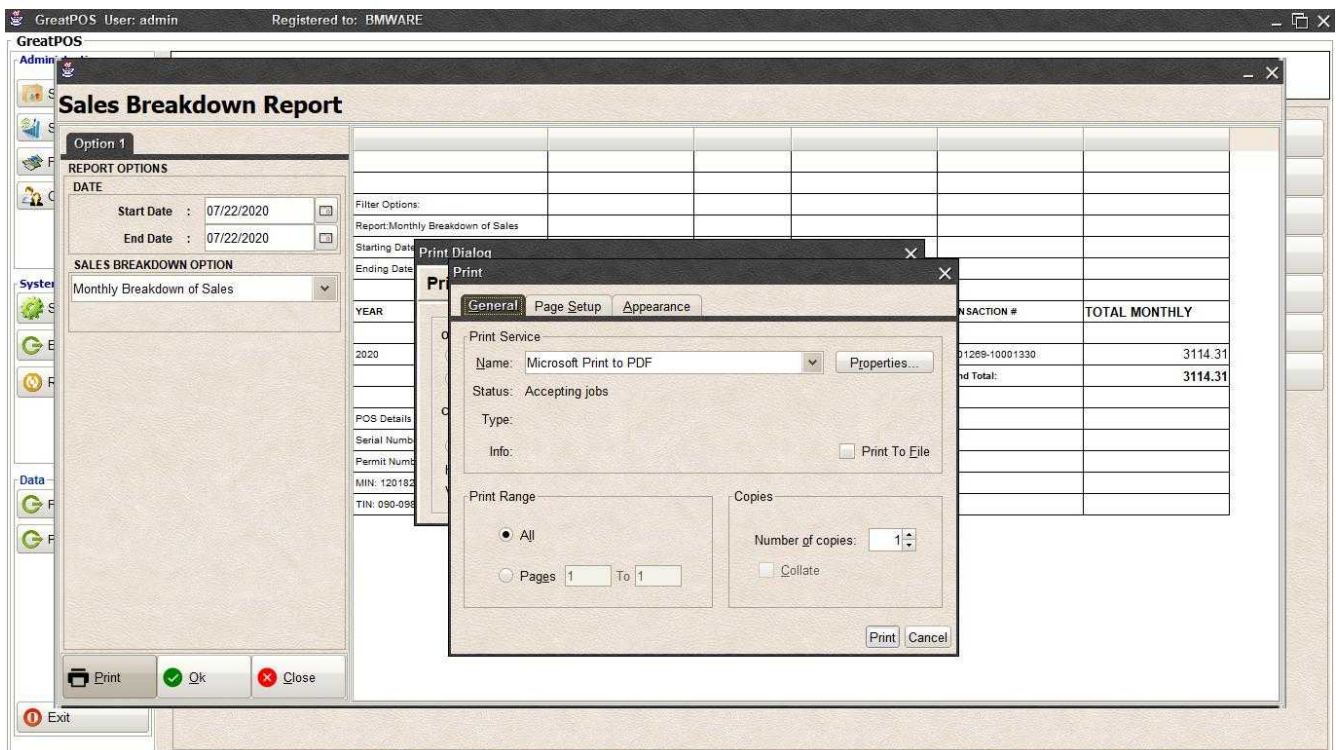
Step4) Click Ok Button



Printing



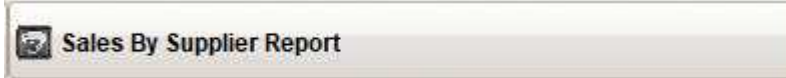
Step1) Click Print Button



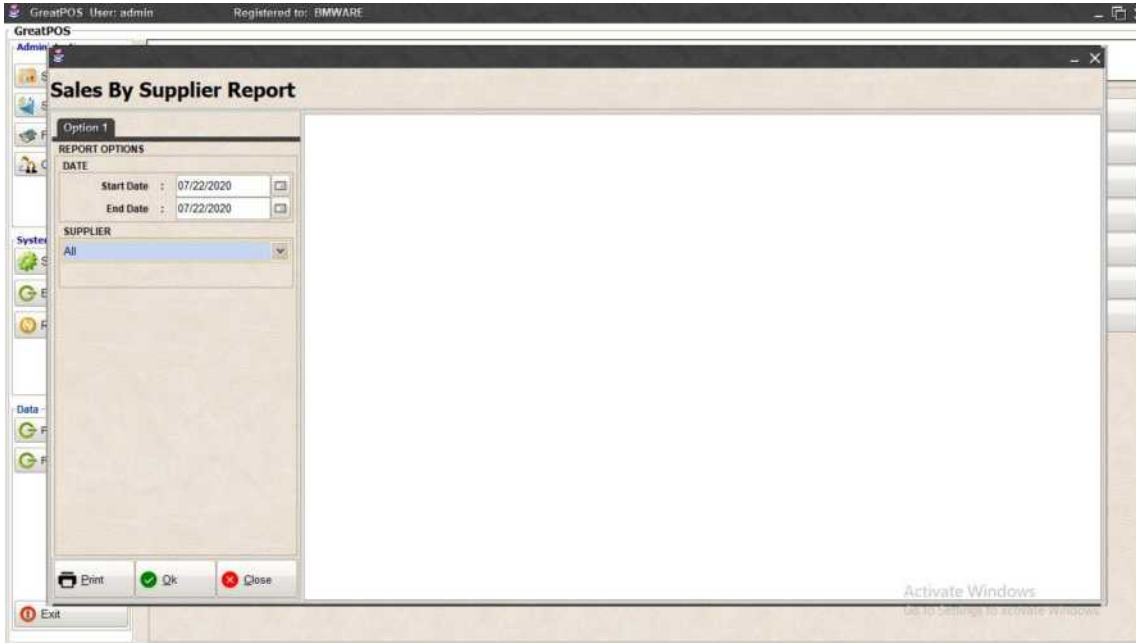
Step2) Select Printer

Step3) Click Print Button

Sales by Supplier Report



Use to View report for Sales by supplier

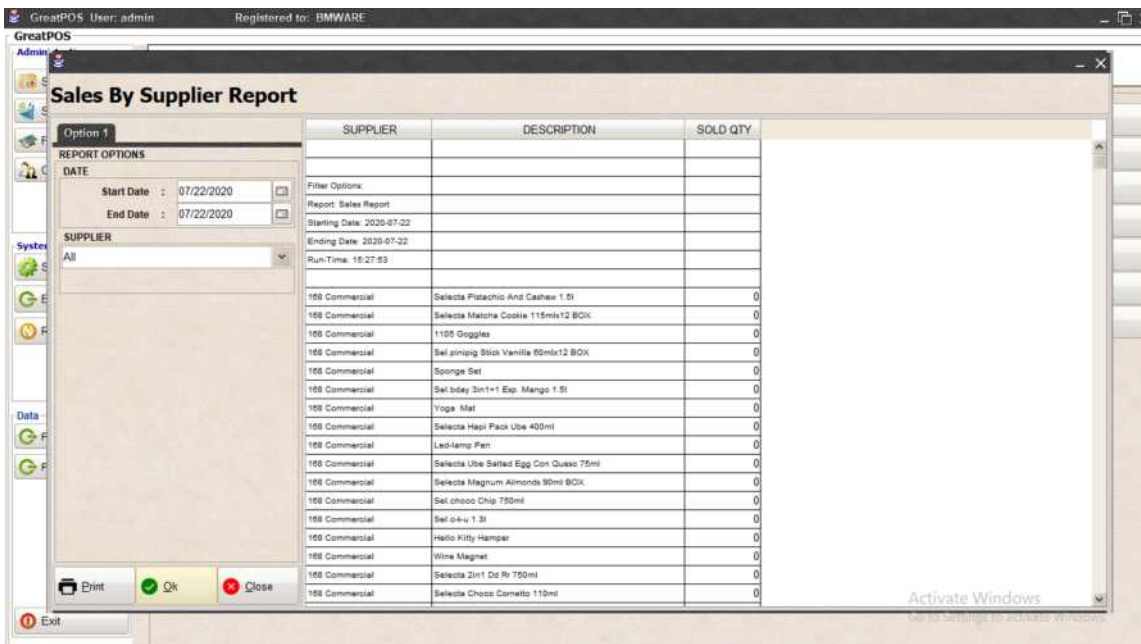


How to use Sales by supplier Report?

Step1) Select Date

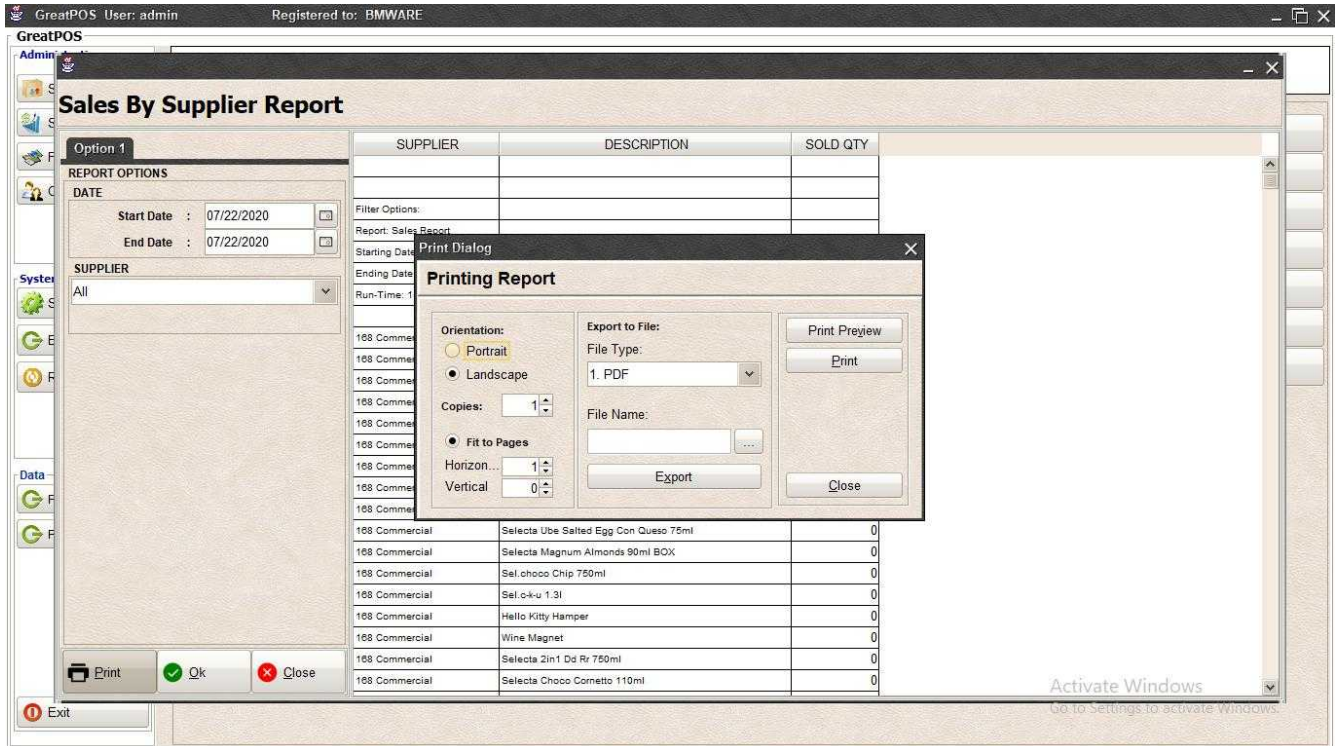
Step2) Select Supplier

Step3) Click Ok Button



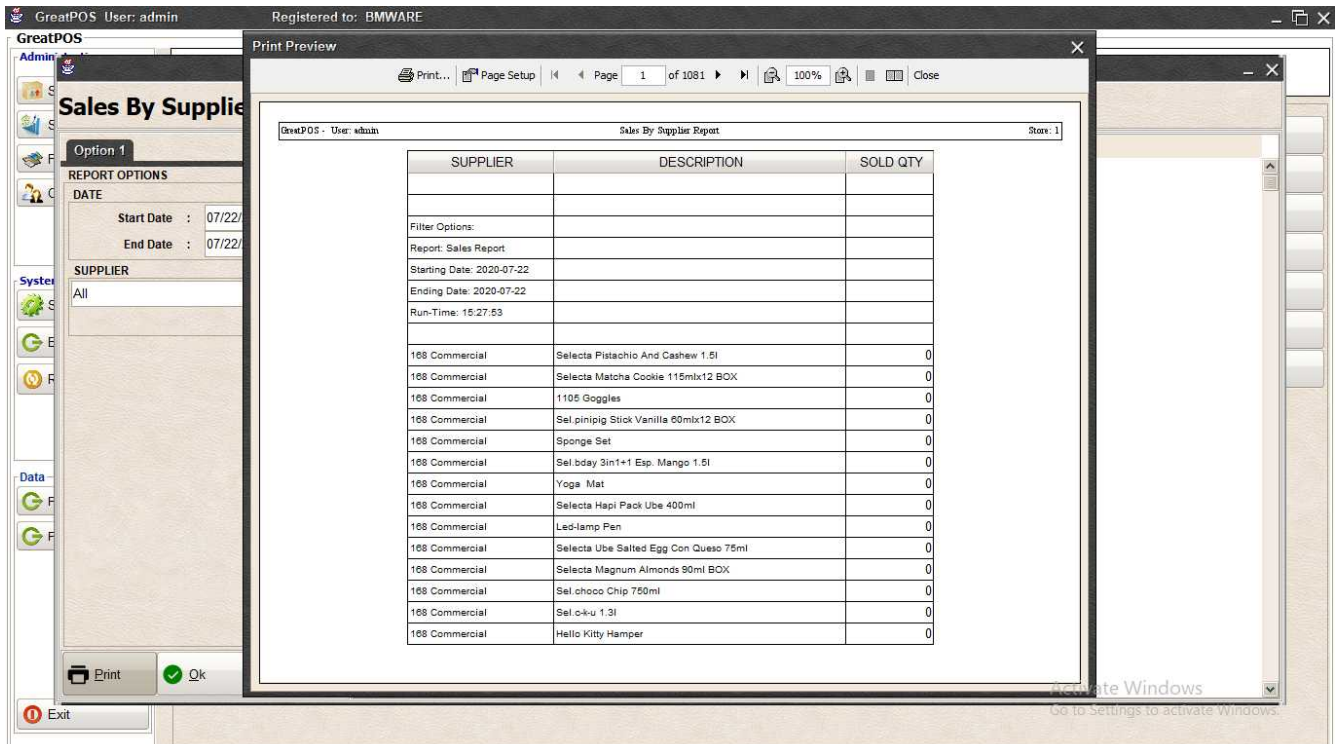
Printing

Step1) Click Print Button



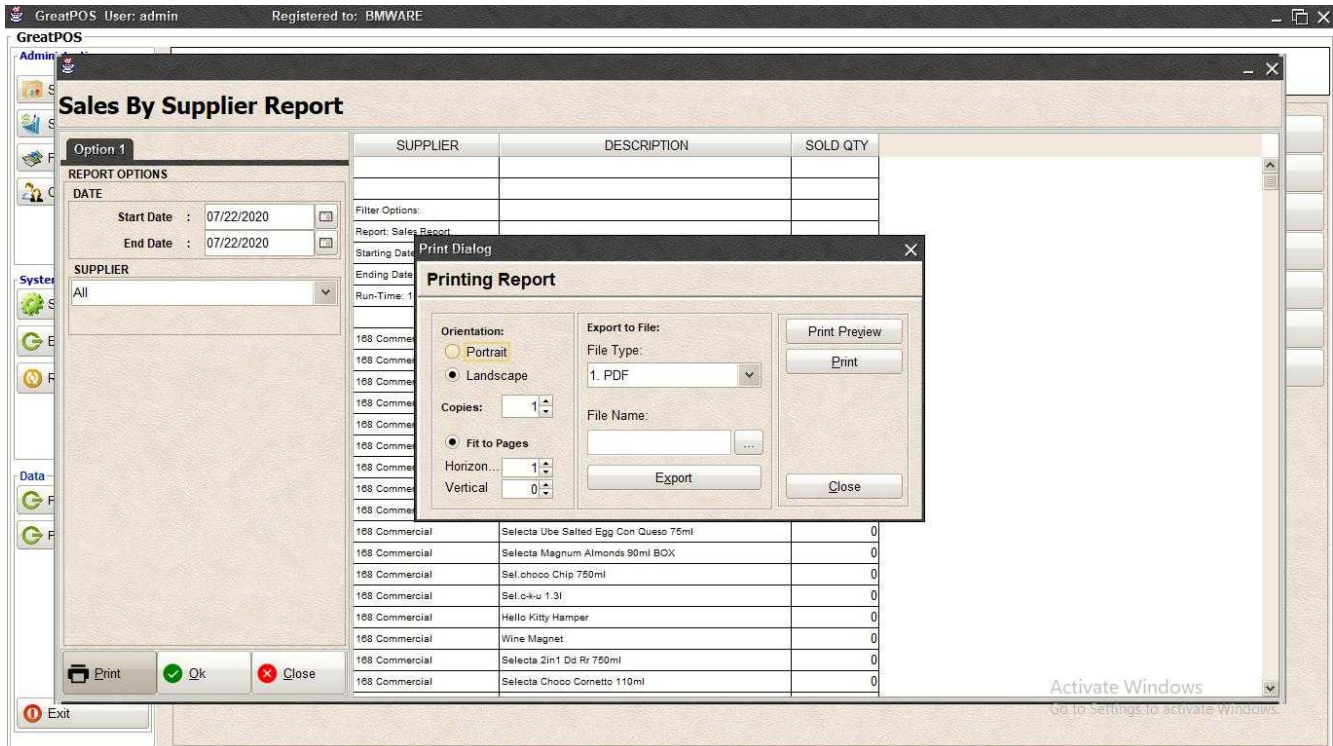
Print Preview

Step1) Click Print Preview Button

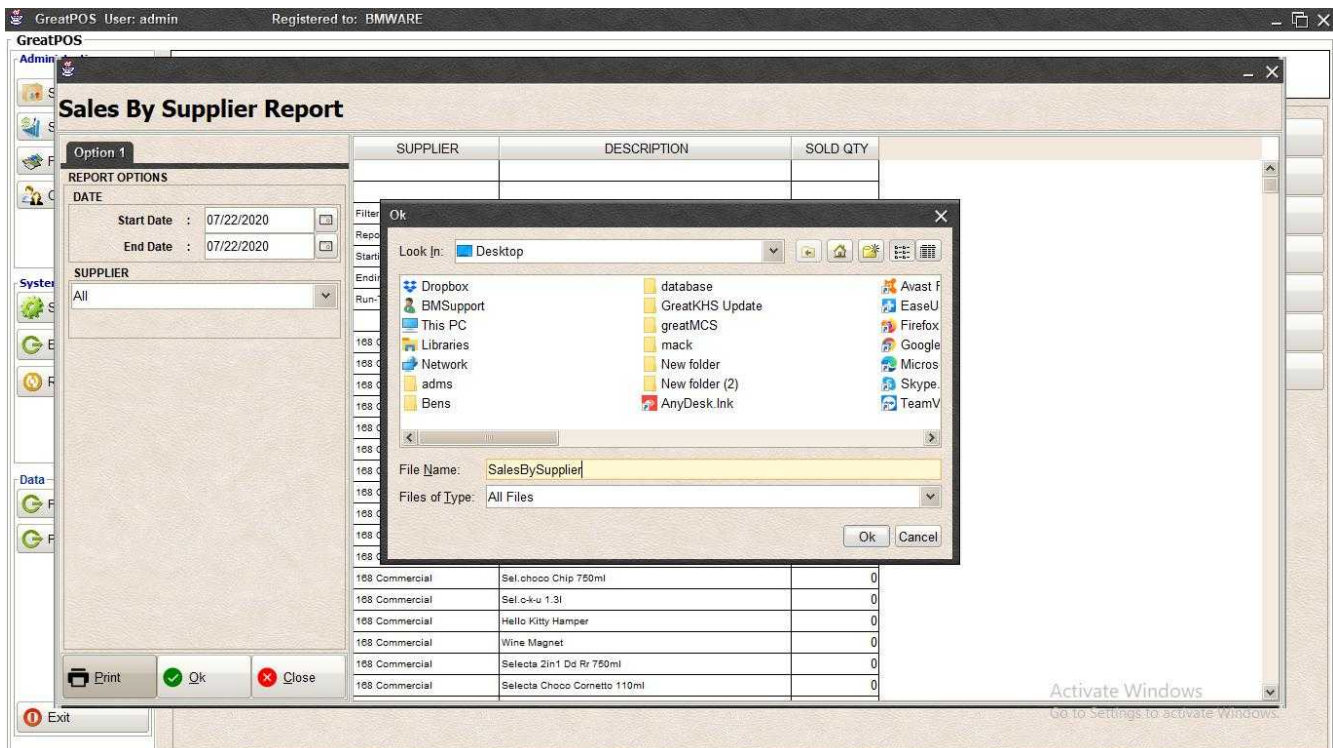


Exporting

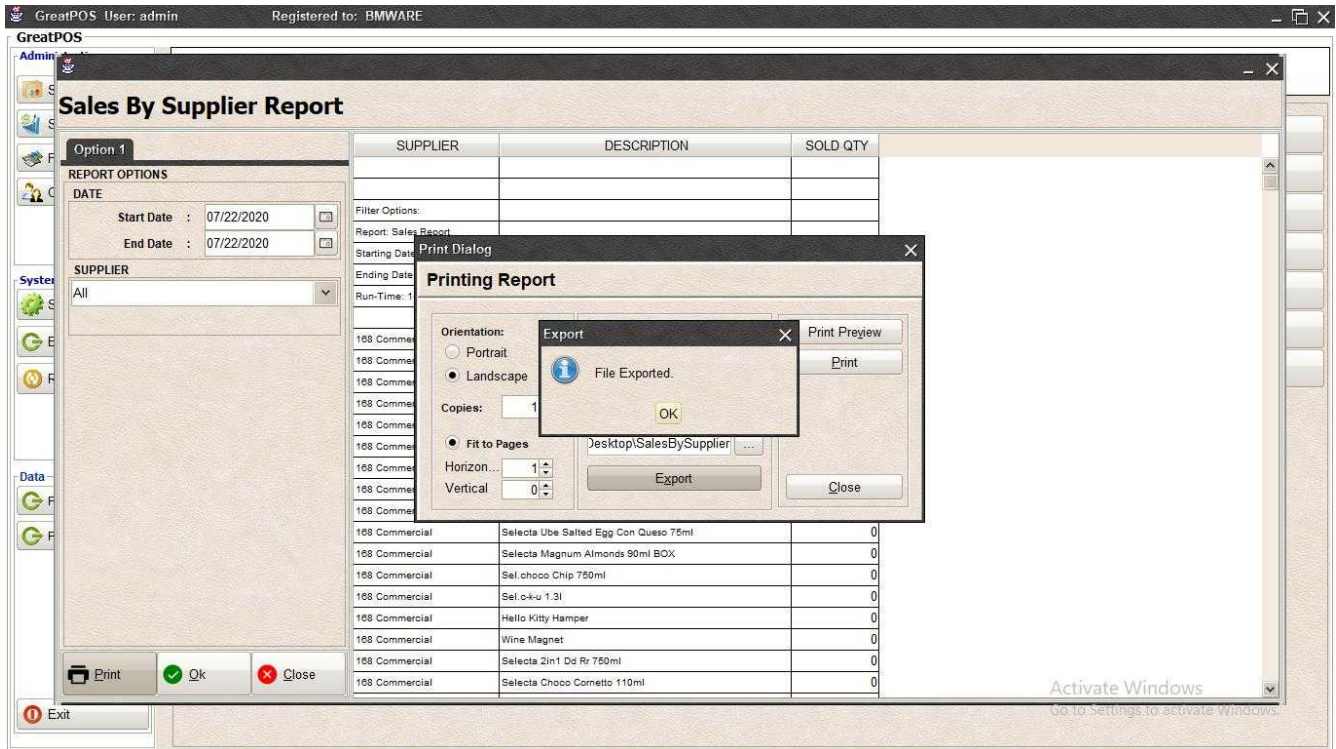
Step1) Select File Type



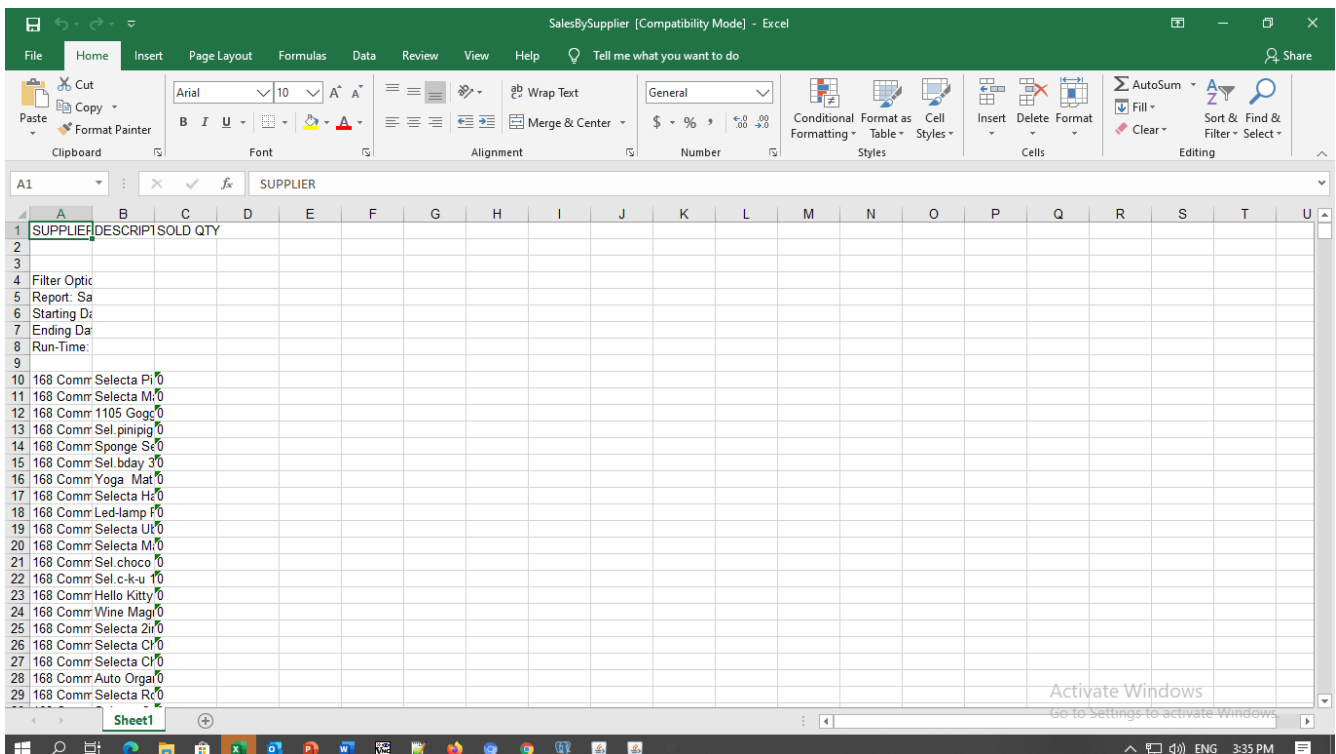
Step2) Click the (...) Button



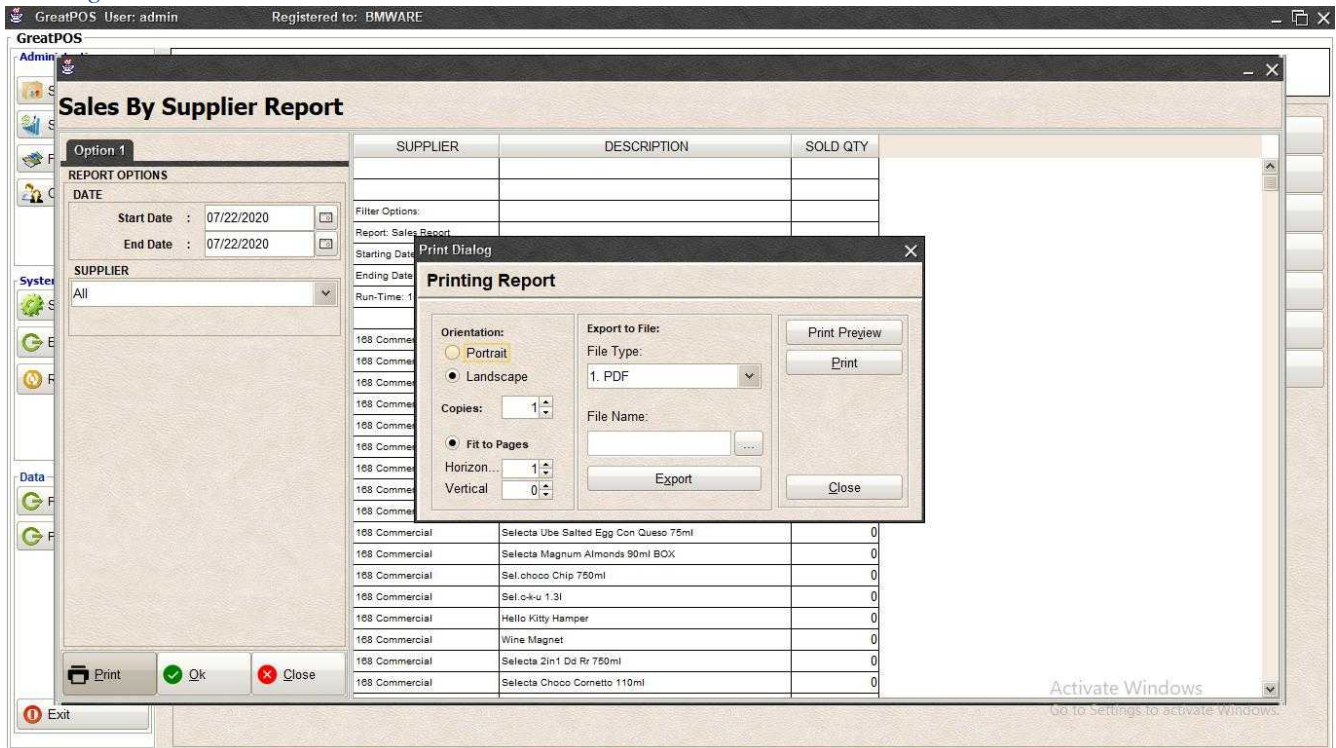
Step3) Enter File name and Click OK



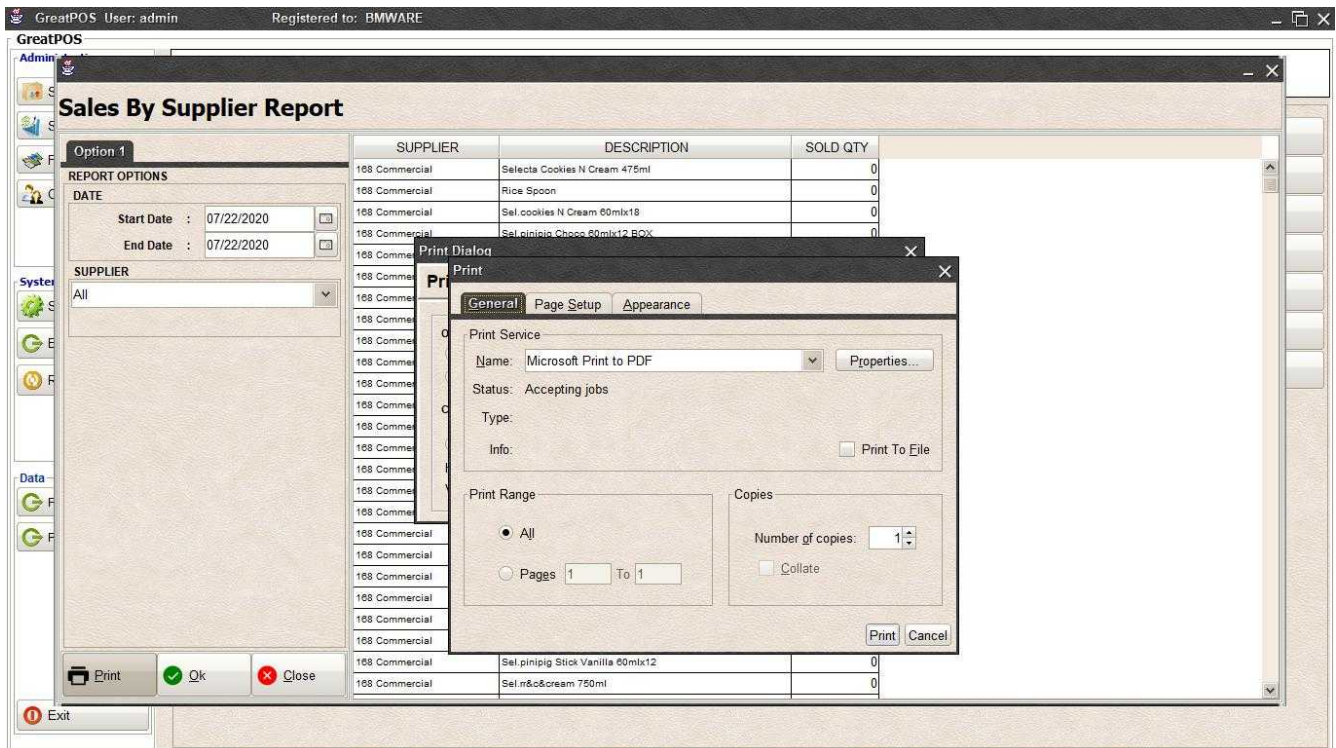
Step4) Click Ok Button



Printing




Step1) Click Print Button



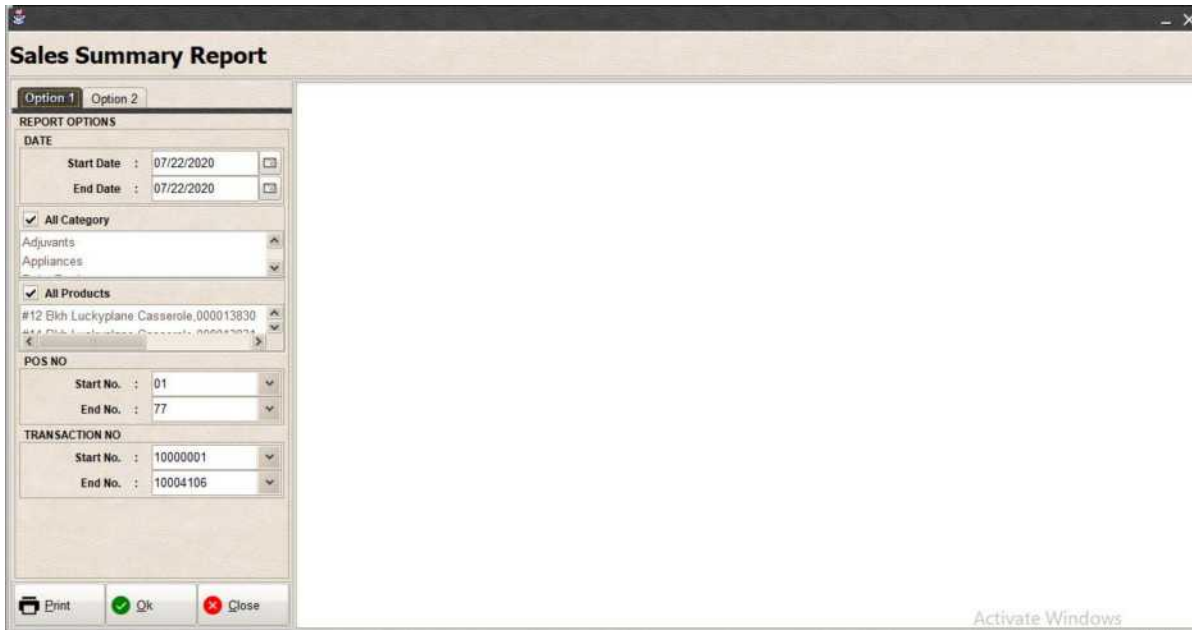
Step2) Select Printer

Step3) Click Print Button

Sales Summary Report

 Sales Summary Report

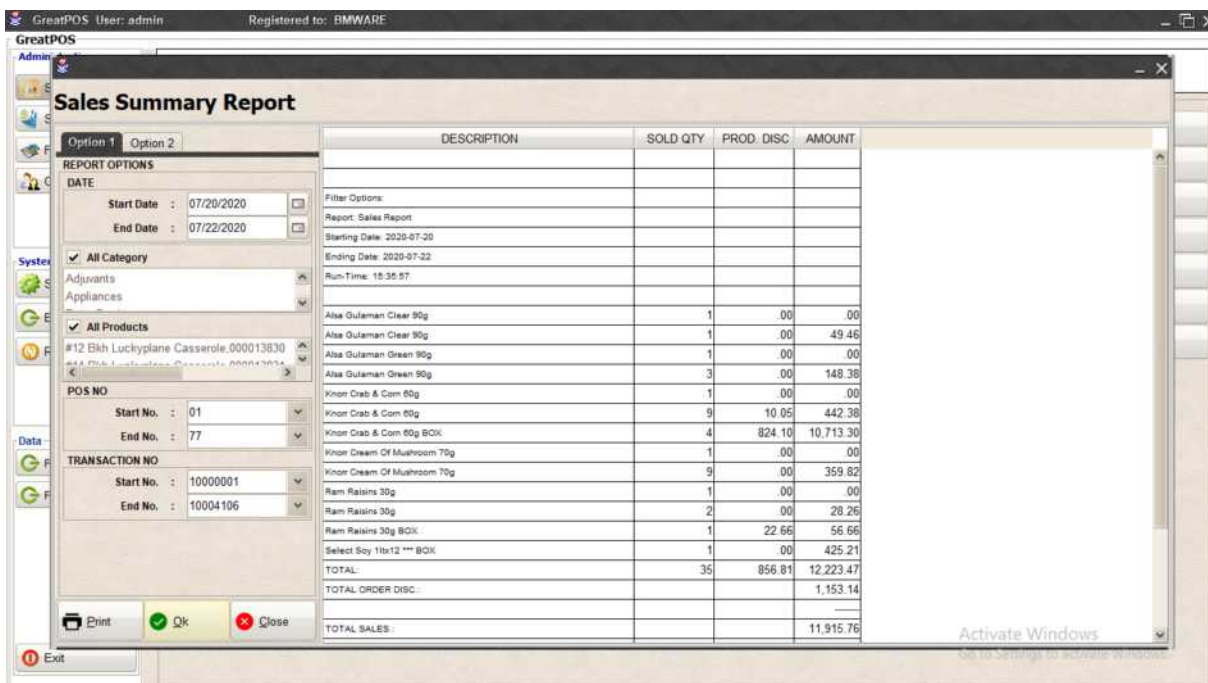
Use to View report for Sales Summary



How to use Sales Summary Report?

Step1) Select Date

Step2) Click Ok Button



Printing

Step1) Click Print Button

The screenshot shows the GreatPOS application interface. The main window is titled "Sales Summary Report" and displays a table with columns: DESCRIPTION, SOLD QTY, PROD. DISC, and AMOUNT. The table lists various items such as "Alsa Gulama", "Knorr Crab & Corn", and "Ram Raisins 30g". A "Print Dialog" box is overlaid on the report, showing options for "Orientation" (Portrait, Landscape, Fit to Pages), "Export to File" (File Type: 1. PDF, File Name), and buttons for "Print Preview", "Print", "Export", and "Close". The "Print" button is highlighted.

DESCRIPTION	SOLD QTY	PROD. DISC	AMOUNT
Alsa Gulama	1	.00	.00
Alsa Gulama	2	.00	28.26
Alsa Gulama	1	22.66	56.66
Alsa Gulama	1	.00	425.21
Knorr Crab & Corn	1	.00	.00
Knorr Crab & Corn	9	10.05	442.38
Knorr Crab & Corn	4	824.10	10,713.30
Knorr Cream Of Mushroom	1	.00	.00
Knorr Cream Of Mushroom	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 11tx12 *** BOX	1	.00	425.21
TOTAL:	35	856.81	12,223.47
TOTAL ORDER DISC.:			1,153.14
TOTAL SALES:			11,915.76

Print Preview

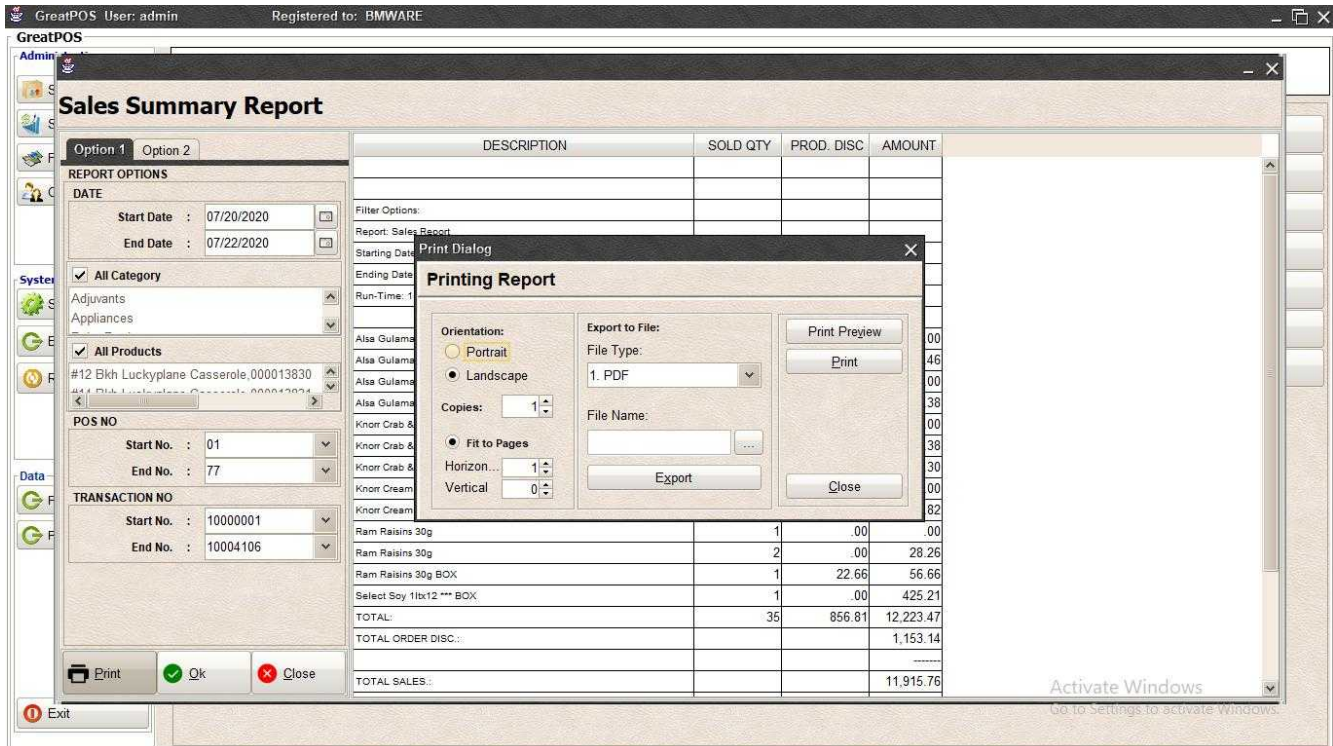
Step1) Click Print Preview Button

The screenshot shows the GreatPOS application interface. The main window is titled "Sales Summary Report" and displays a table with columns: DESCRIPTION, SOLD QTY, PROD. DISC, and AMOUNT. A "Print Preview" dialog box is overlaid on the report, showing a preview of the report content. The "Print Preview" button is highlighted.

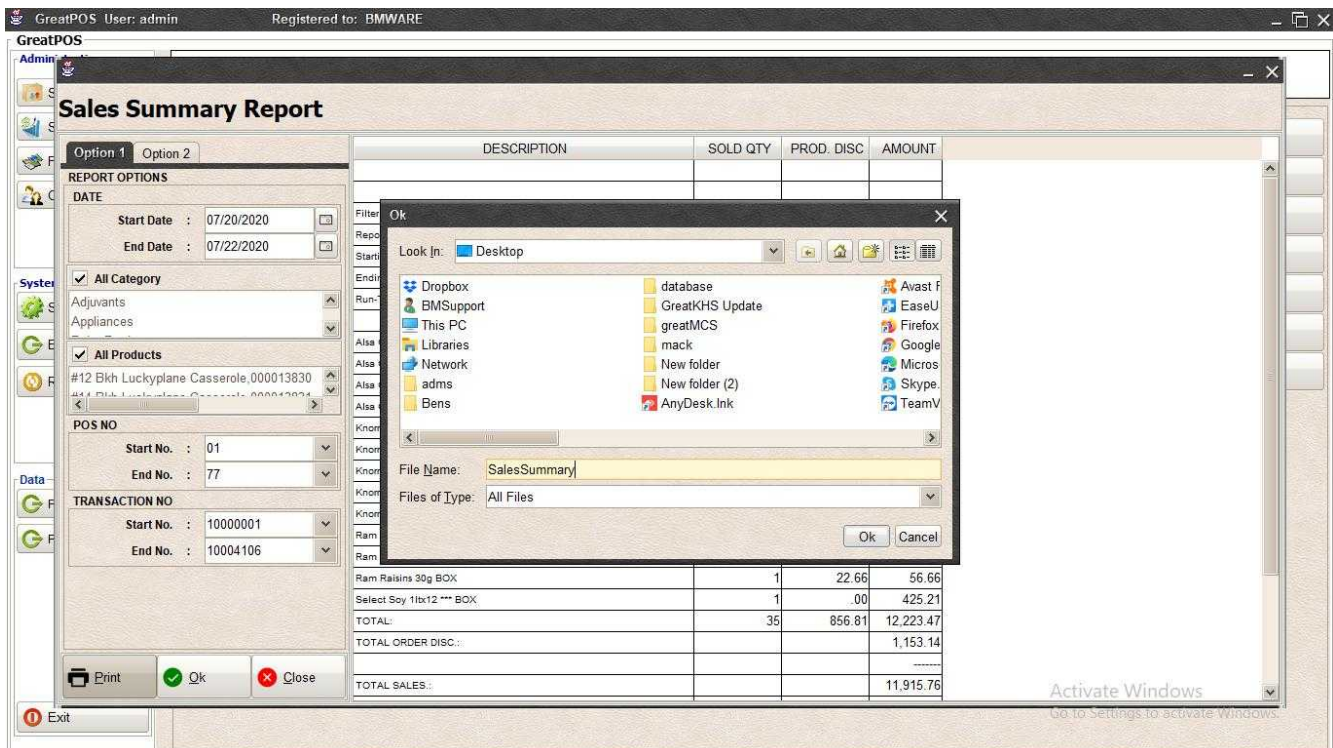
DESCRIPTION	SOLD QTY	PROD. DISC	AMOUNT
Alsa Gulaman Clear 90g	1	.00	.00
Alsa Gulaman Clear 90g	1	.00	49.46
Alsa Gulaman Green 90g	1	.00	.00
Alsa Gulaman Green 90g	3	.00	148.38
Knorr Crab & Corn 60g	1	.00	.00
Knorr Crab & Corn 60g	9	10.05	442.38
Knorr Crab & Corn 60g BOX	4	824.10	10,713.30
Knorr Cream 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 11tx12 *** BOX	1	.00	425.21
TOTAL:	35	856.81	12,223.47

Exporting

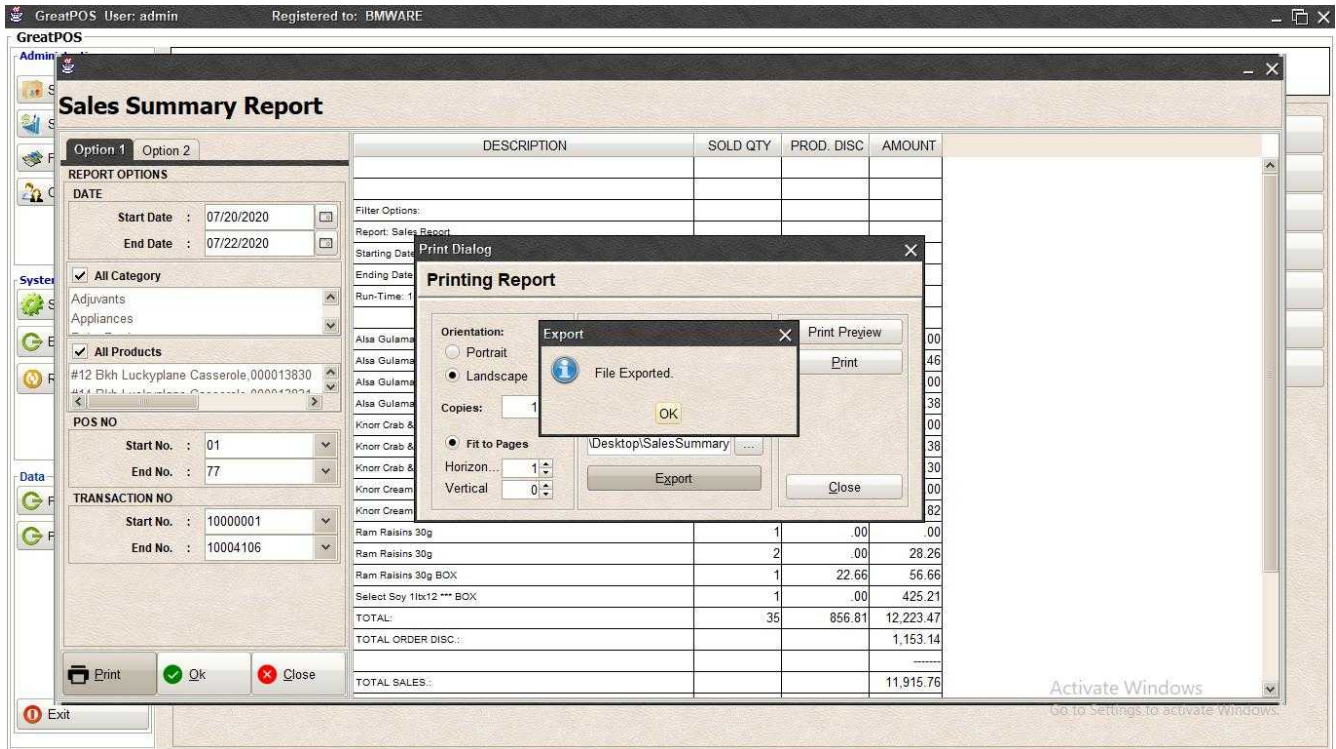
Step1) Select File Type



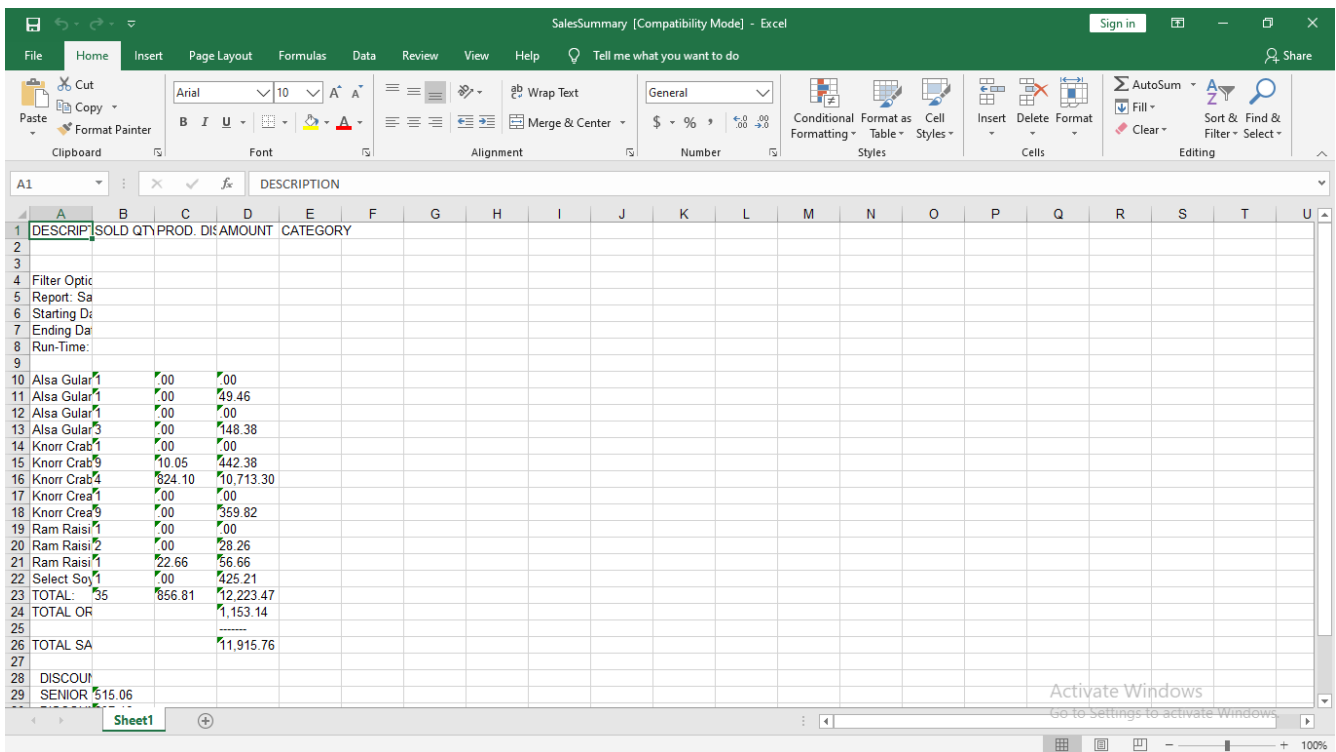
Step2) Click the (...) Button



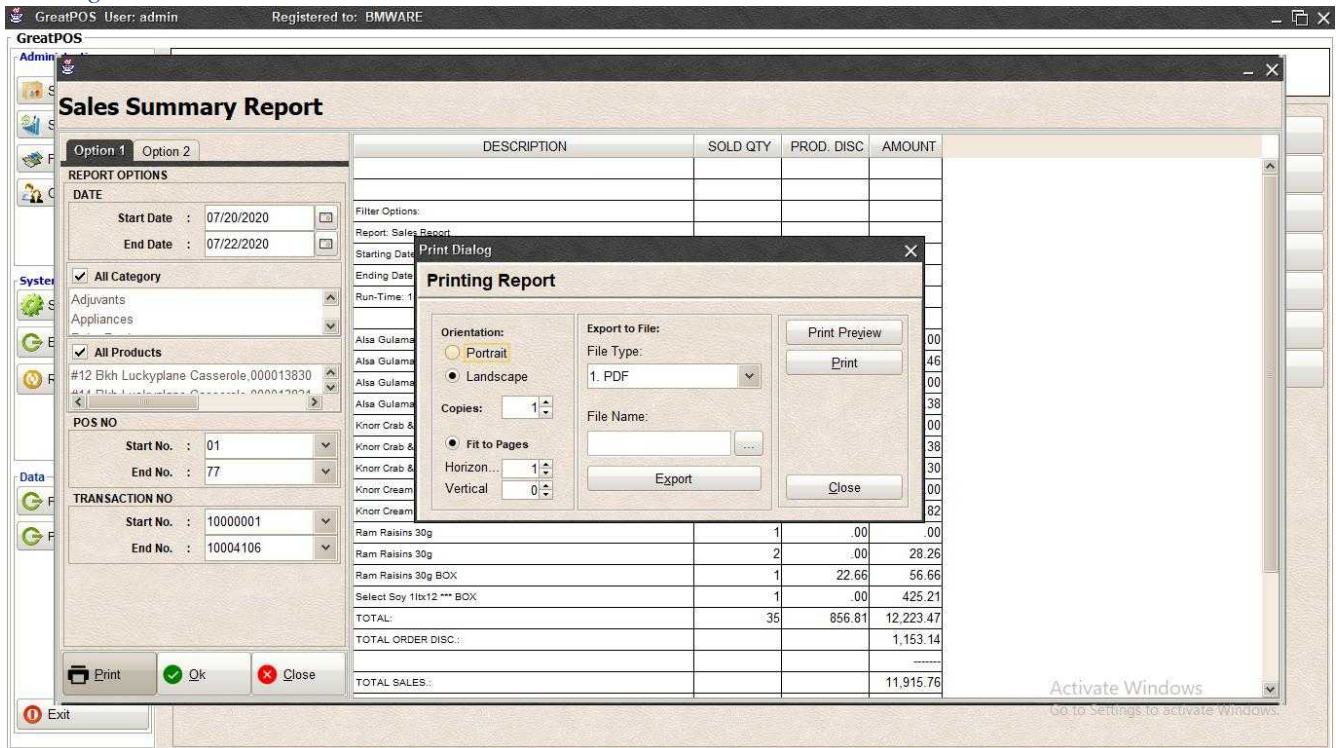
Step3) Enter File name and Click OK



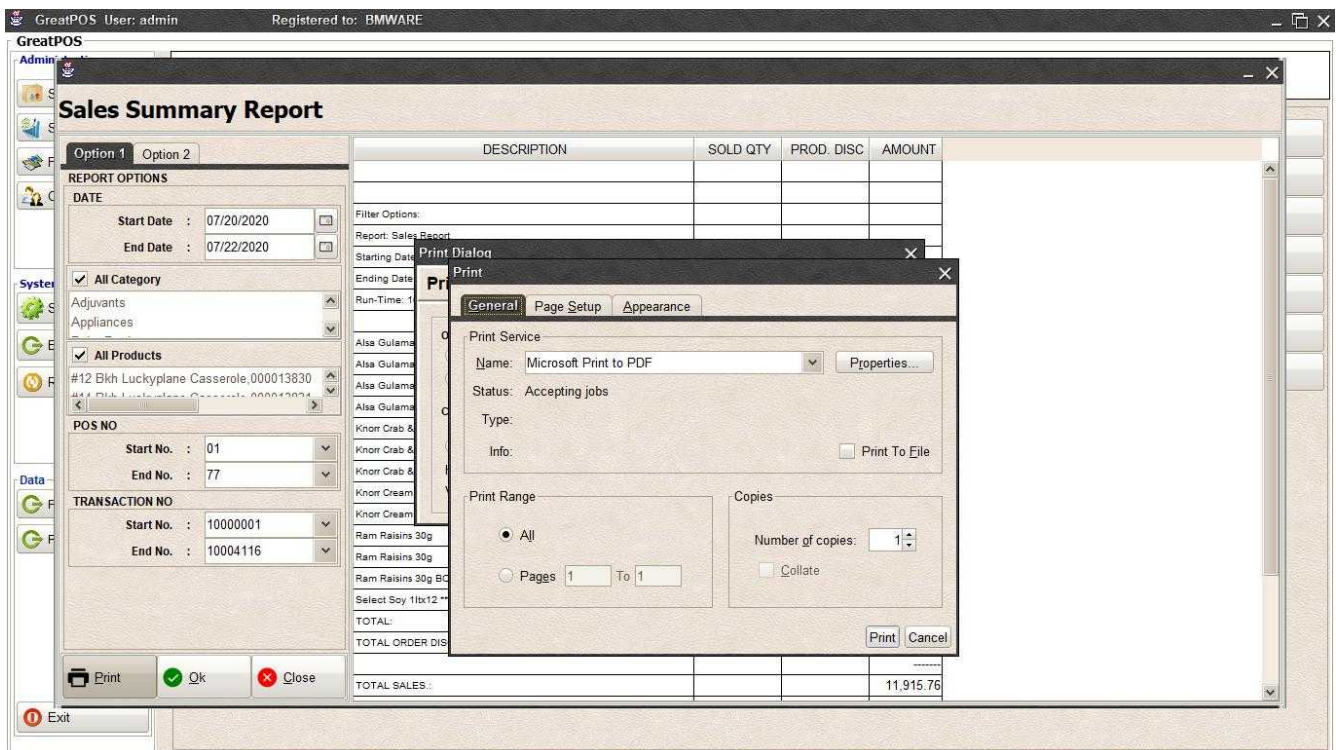
Step4) Click Ok Button



Printing



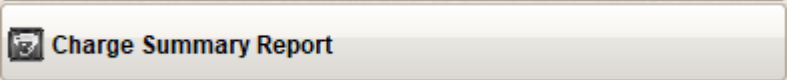
Step1) Click Print Button



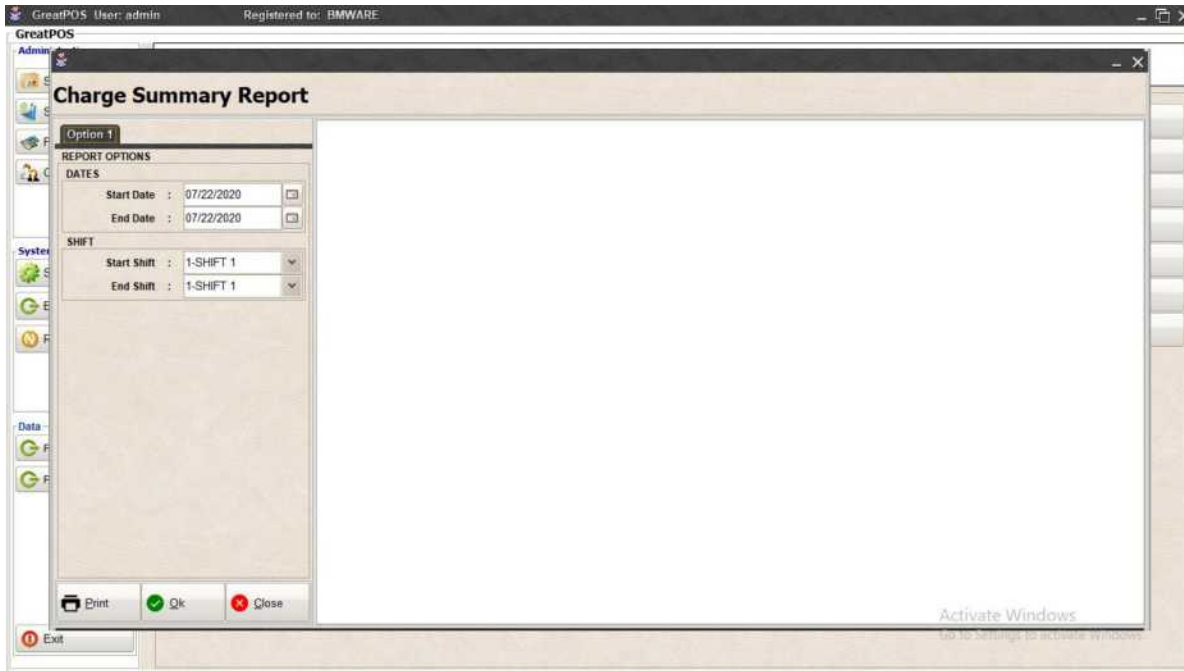
Step2) Select Printer

Step3) Click Print Button

Charge Summary Report



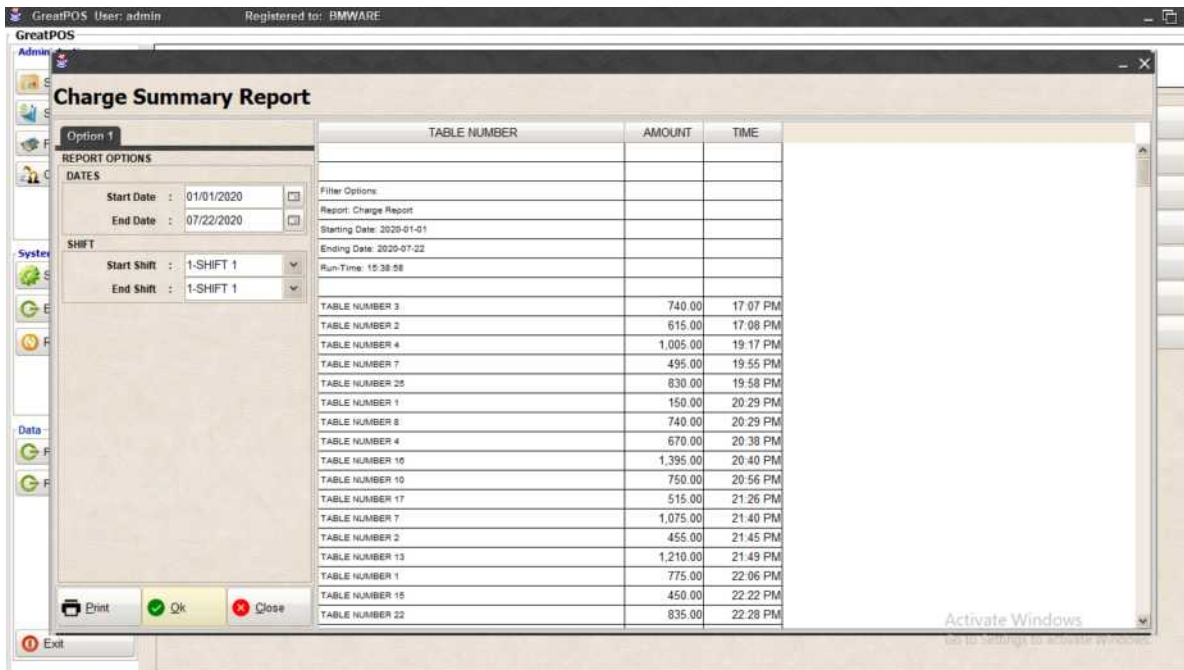
Use to View report for Charge Summary



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 overlaid on the table, showing options for Orientation (Portrait, Landscape, Fit to Pages), Export to File (File Type: 1. PDF, File Name), and buttons for Print Preview, Print, Export, and Close. The background report table is partially visible, showing data for various table numbers.

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 16	450.00	22:22 PM
TABLE NUMBER 22	835.00	22:28 PM

Print Preview

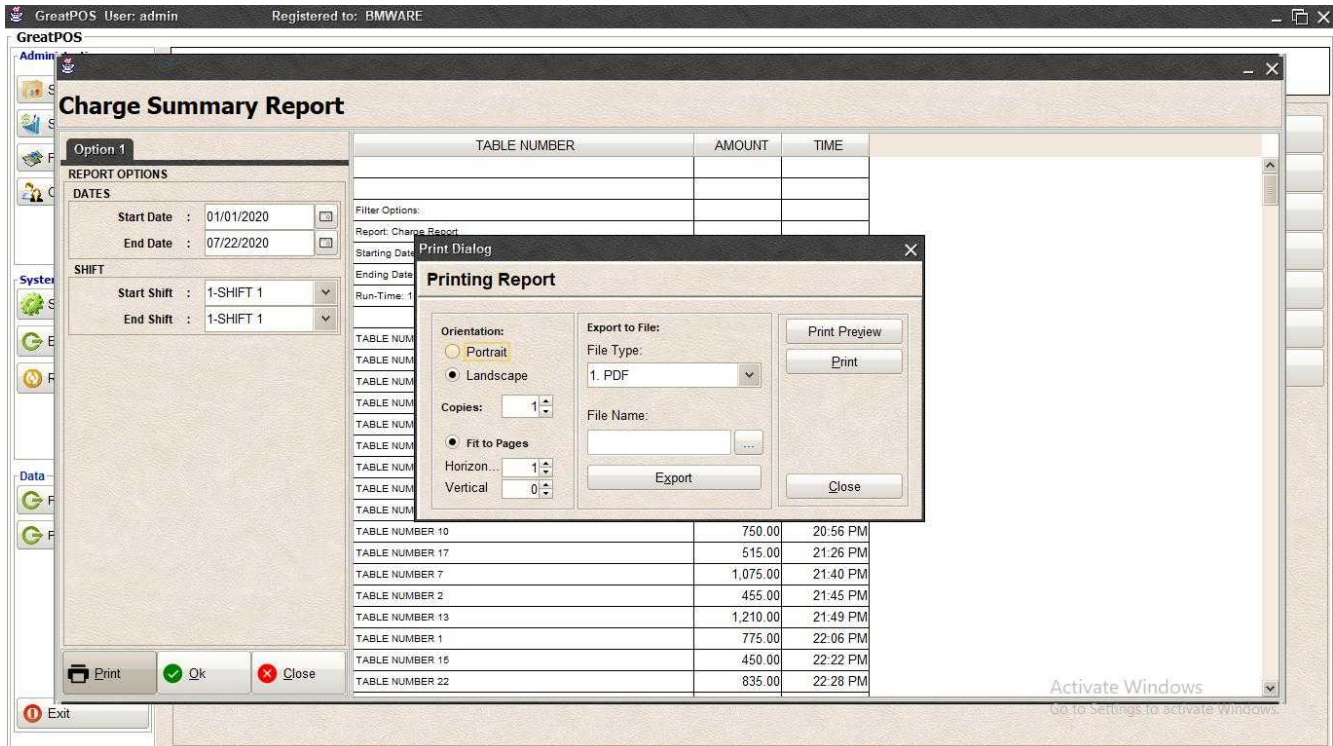
Step1) Click Print Preview Button

The screenshot shows the GreatPOS software interface with the "Print Preview" window open. The window displays a detailed view of the "Charge Summary Report" table, including the report title, filter options, starting and ending dates, and run-time. The table lists various table numbers, amounts, and times. The "Print Preview" window also shows a page number (1 of 18) and a close button.

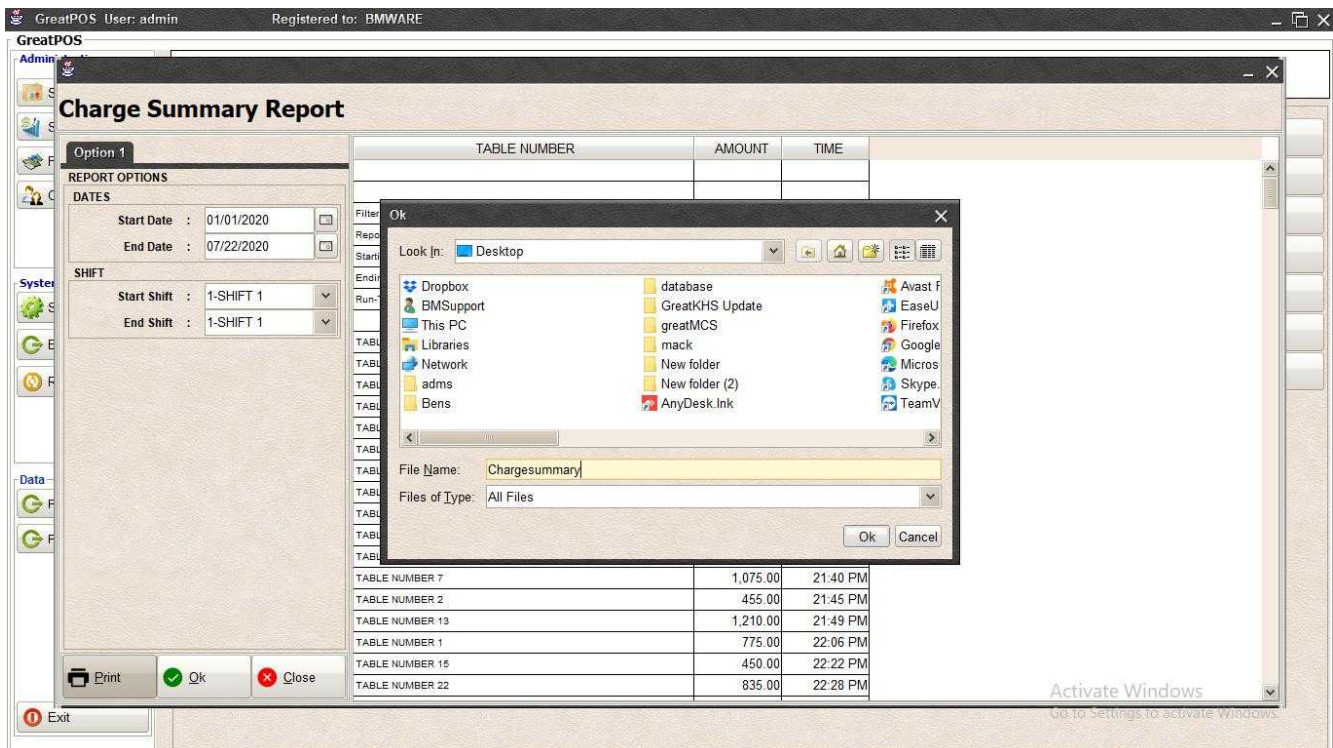
TABLE NUMBER	AMOUNT	TIME
TABLE NUMBER 3	740.00	17:07 PM
TABLE NUMBER 2	615.00	17:08 PM
TABLE NUMBER 4	1,005.00	19:17 PM
TABLE NUMBER 7	495.00	19:55 PM
TABLE NUMBER 25	830.00	19:58 PM
TABLE NUMBER 1	150.00	20:29 PM
TABLE NUMBER 8	740.00	20:29 PM
TABLE NUMBER 4	670.00	20:38 PM
TABLE NUMBER 16	1,395.00	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

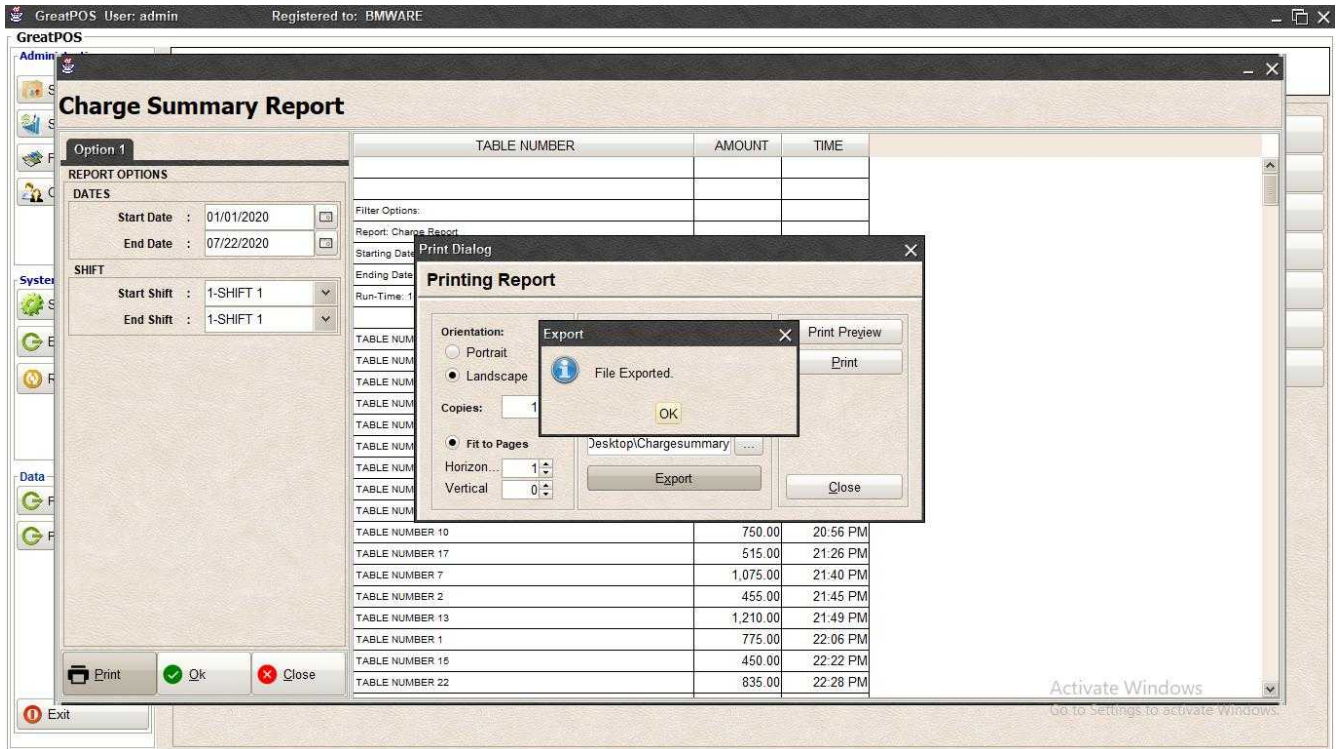
Step1) Select File Type



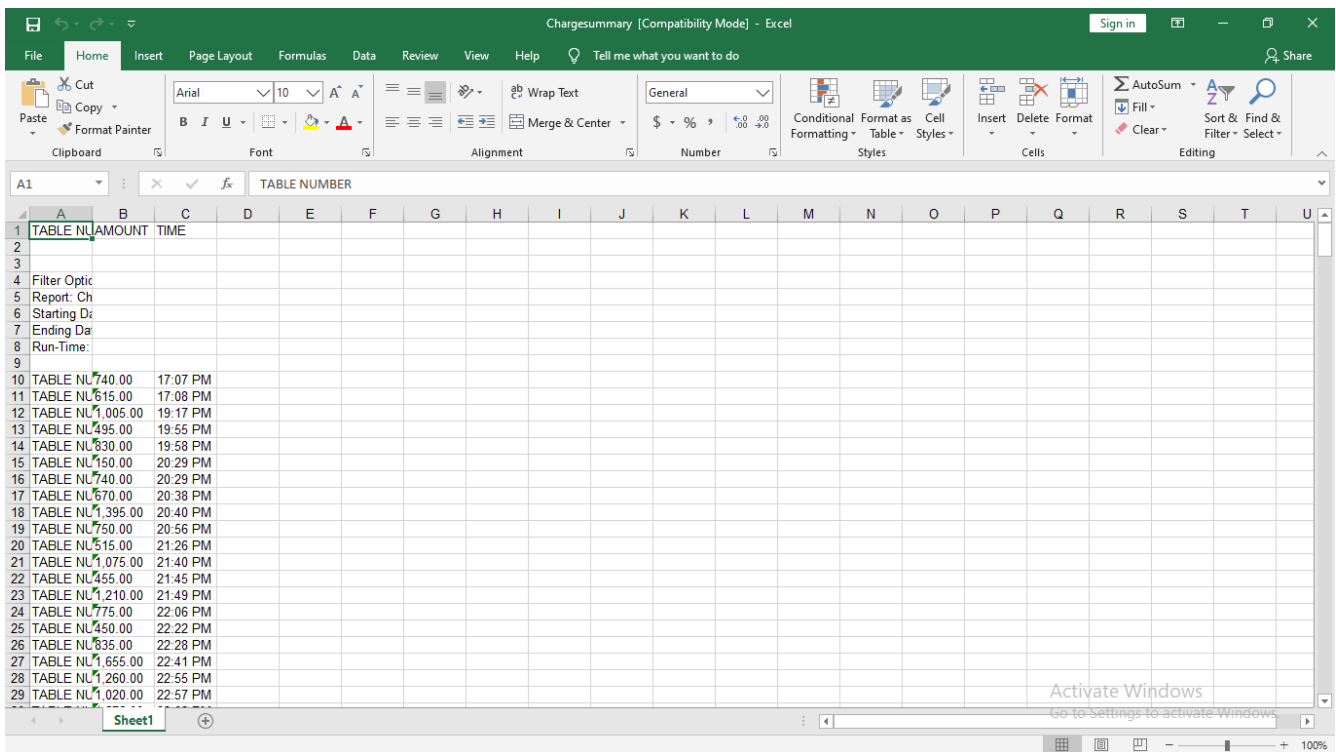
Step2) Click the (...) Button



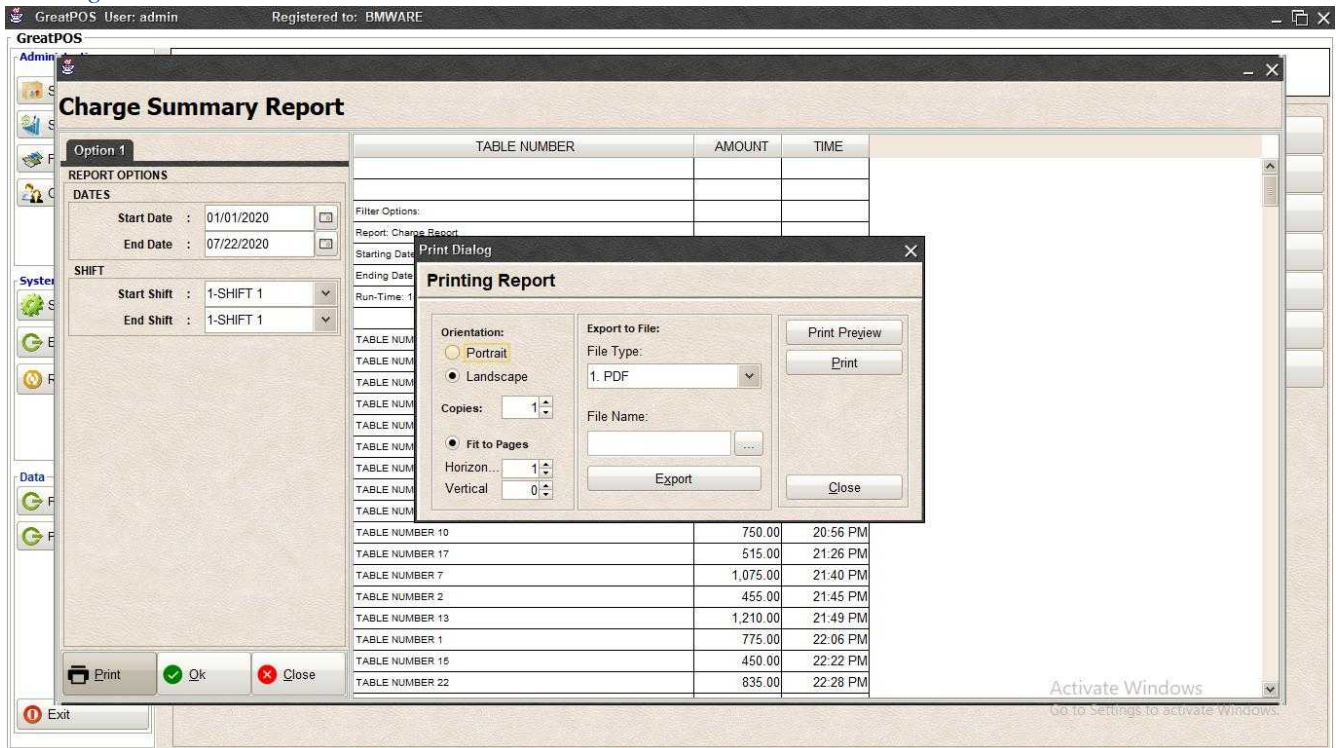
Step3) Enter File name and Click OK



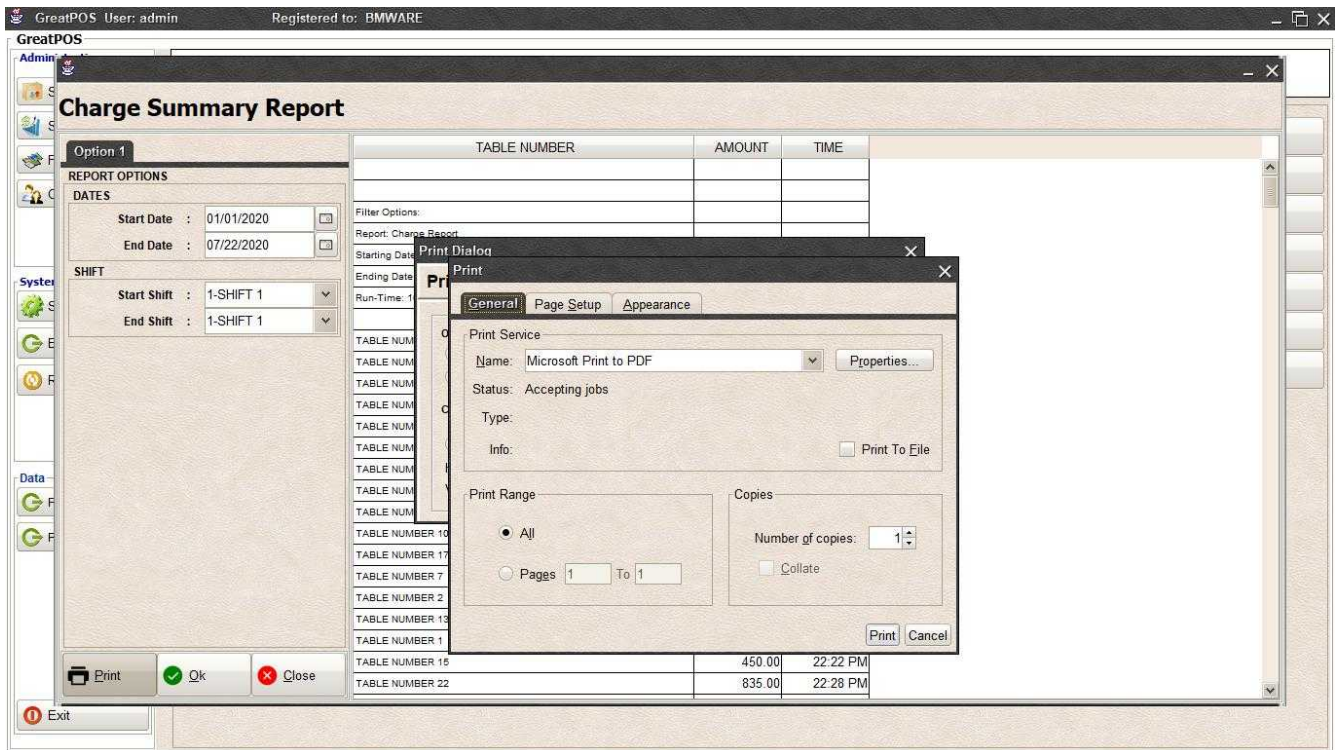
Step4) Click Ok Button



Printing




Step1) Click Print Button



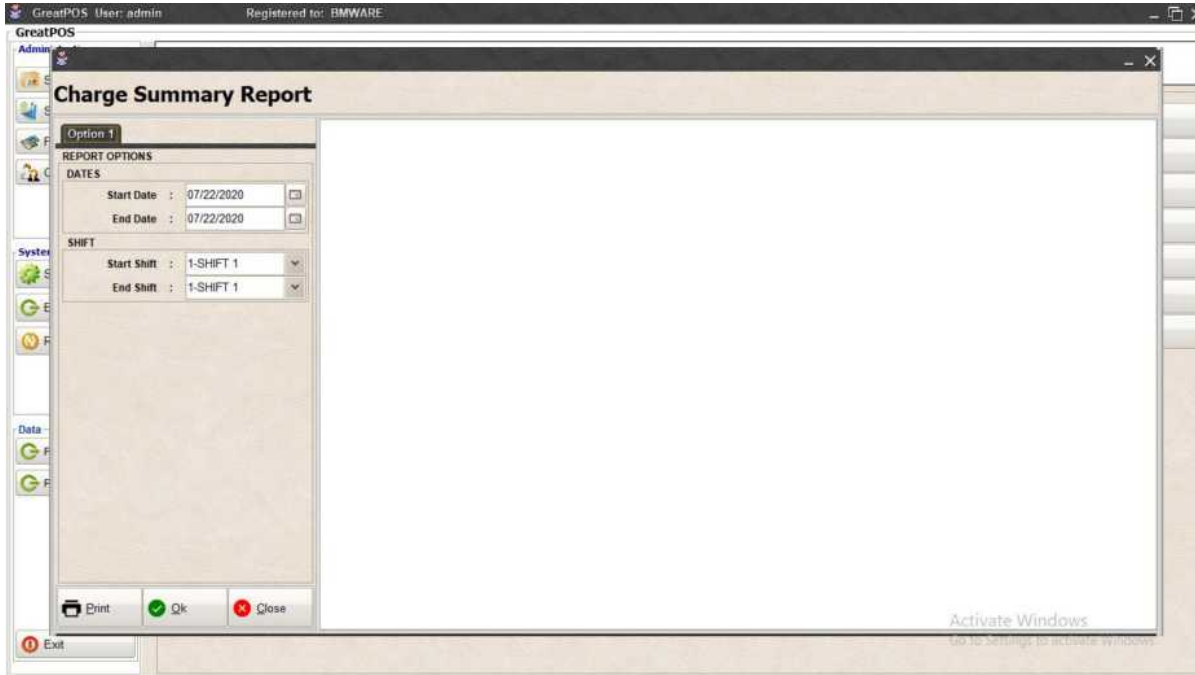
Step2) Select Printer

Step3) Click Print Button

Charge Detailed Report

 Charge Detailed Report

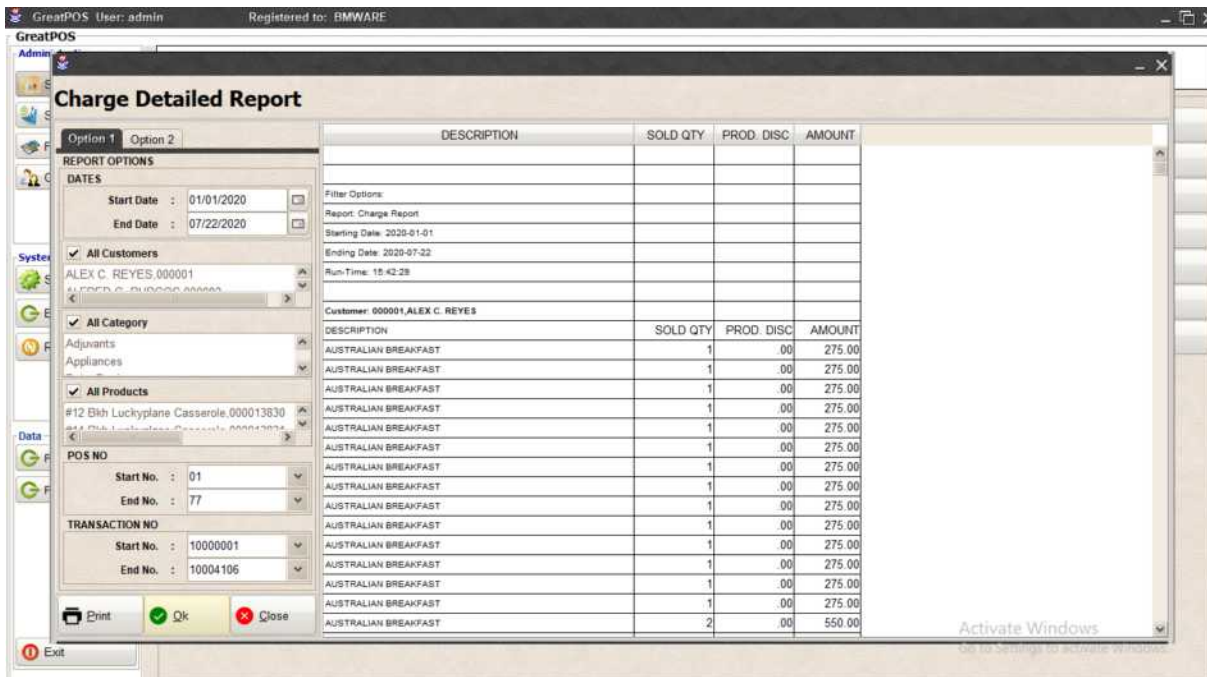
Use to View report for Charge Detailed



How to use Charge Detailed Report?

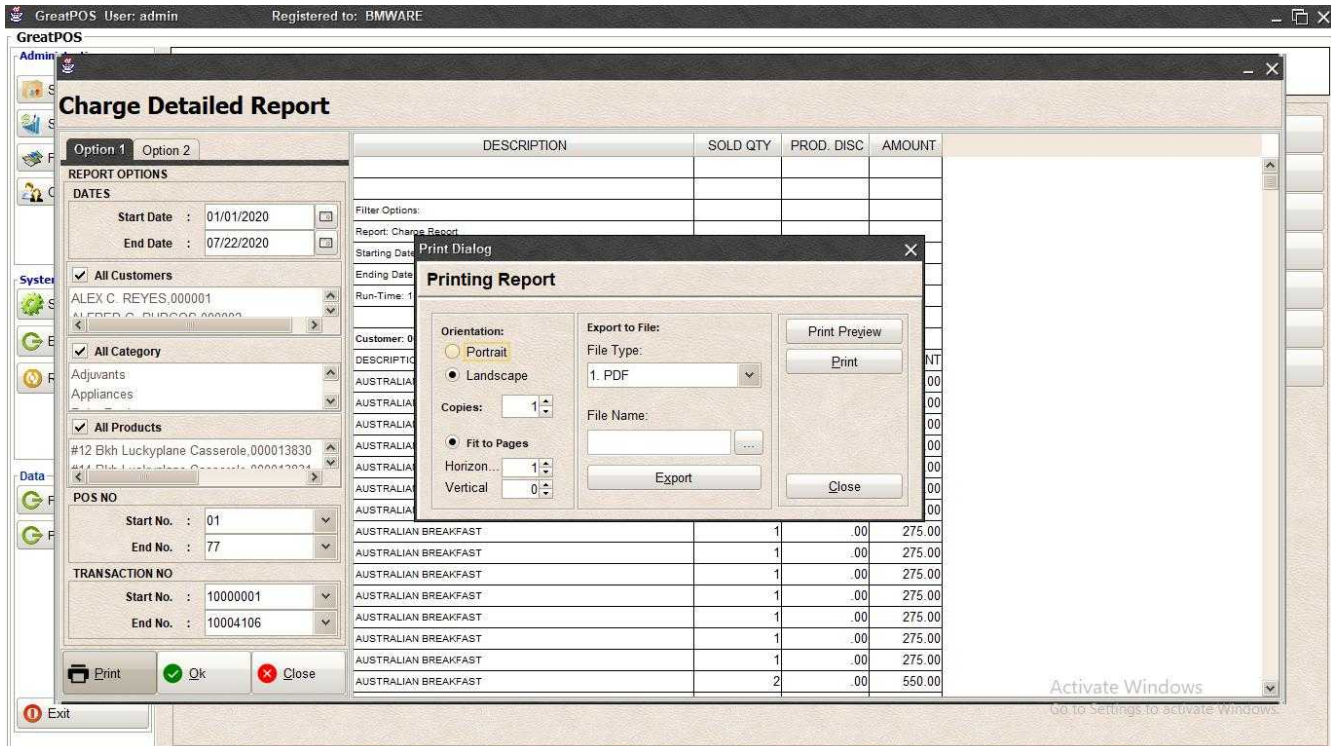
Step1) Select Date

Step2) Click Ok Button

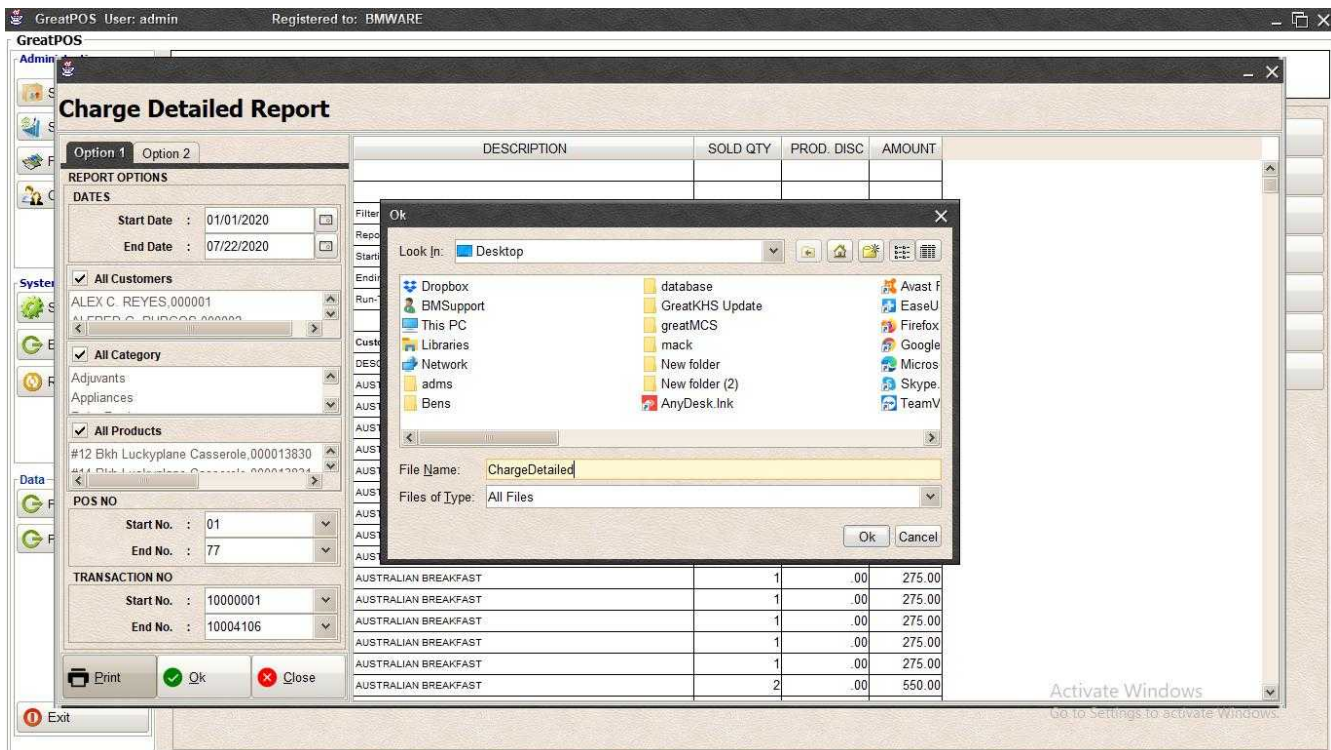


Exporting

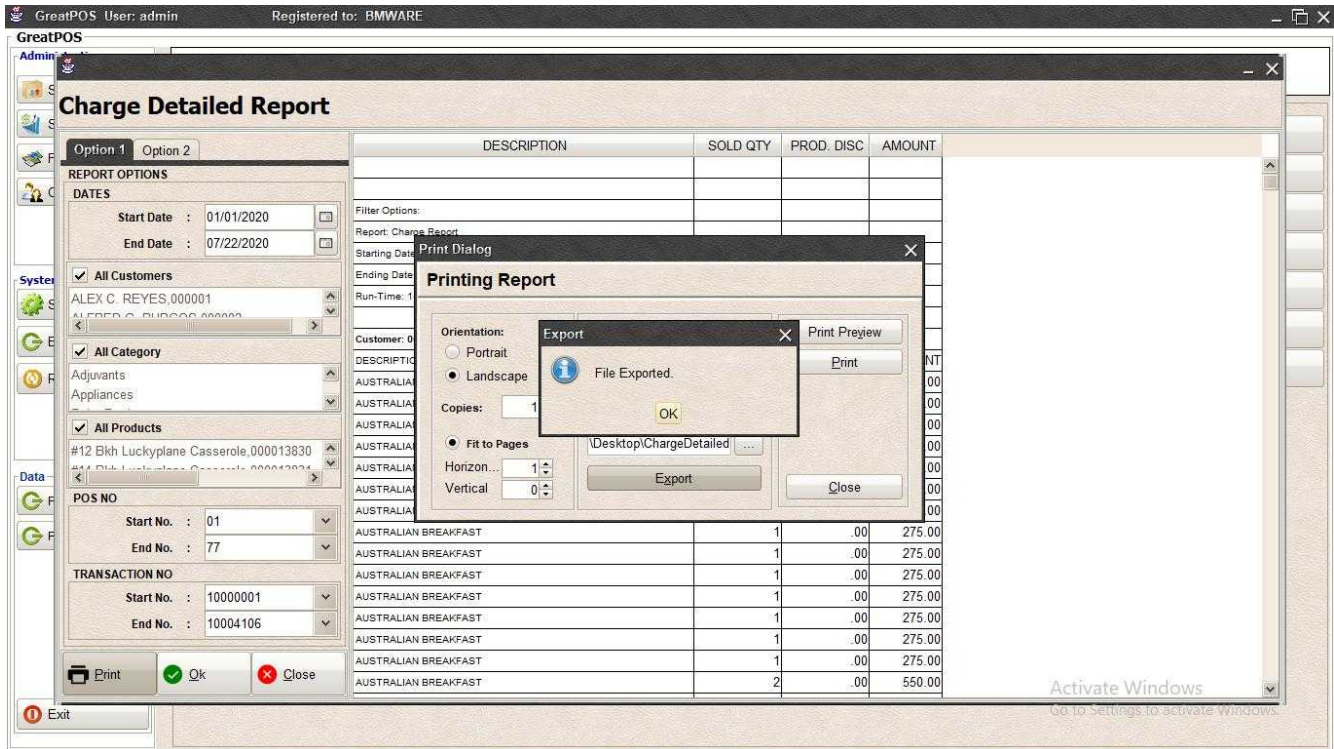
Step1) Select File Type



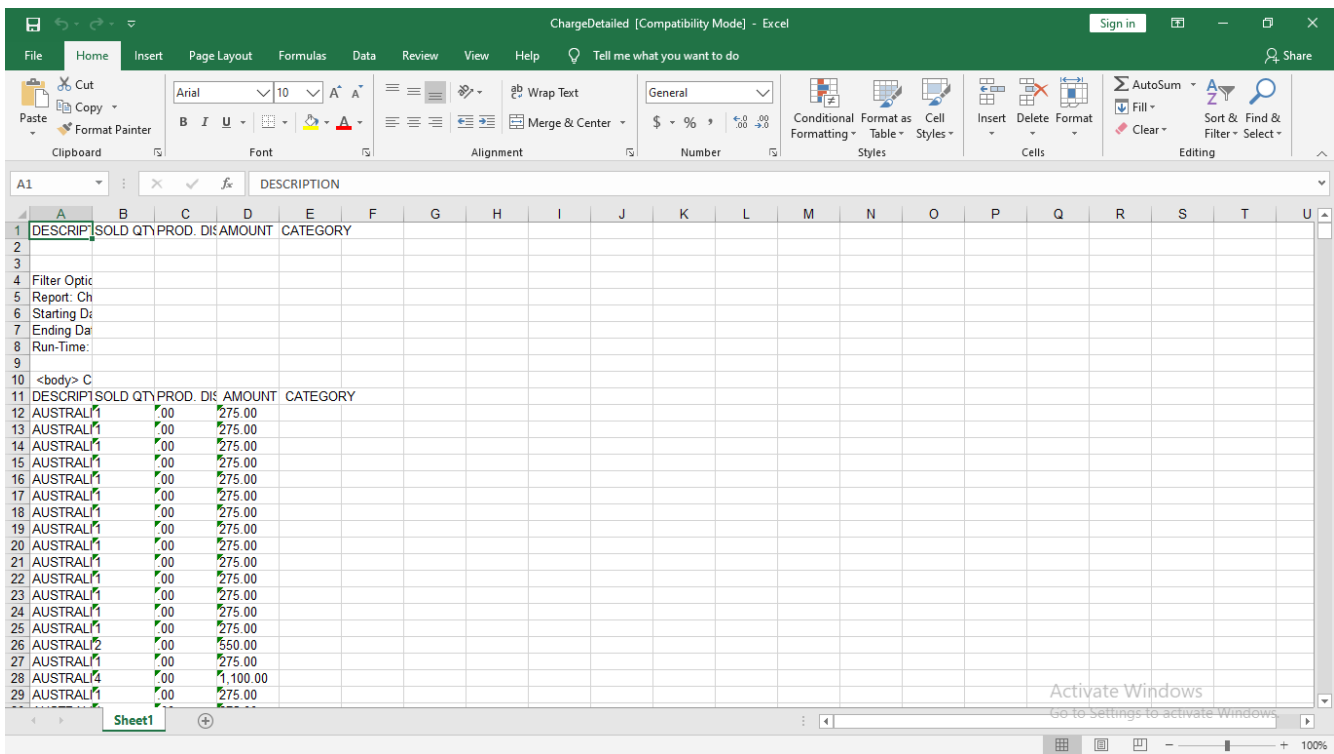
Step2) Click the (...) Button



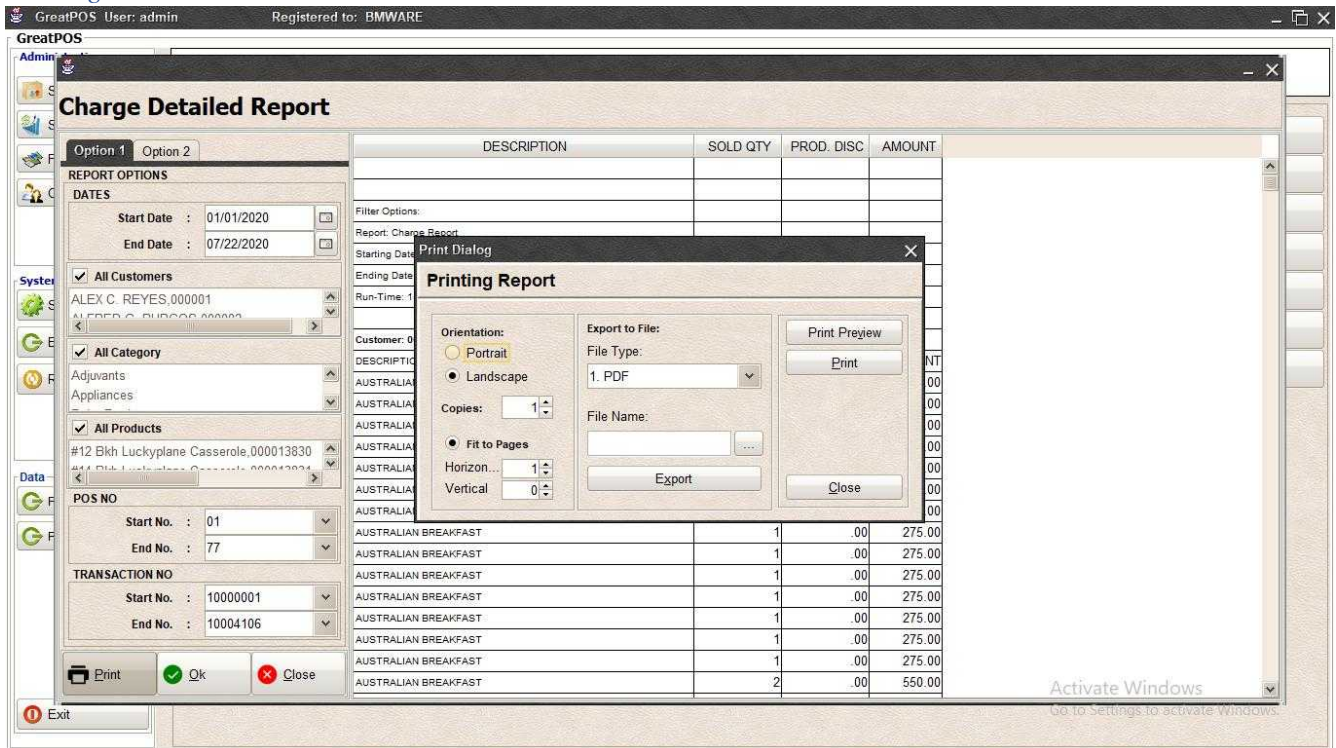
Step3) Enter File name and Click OK



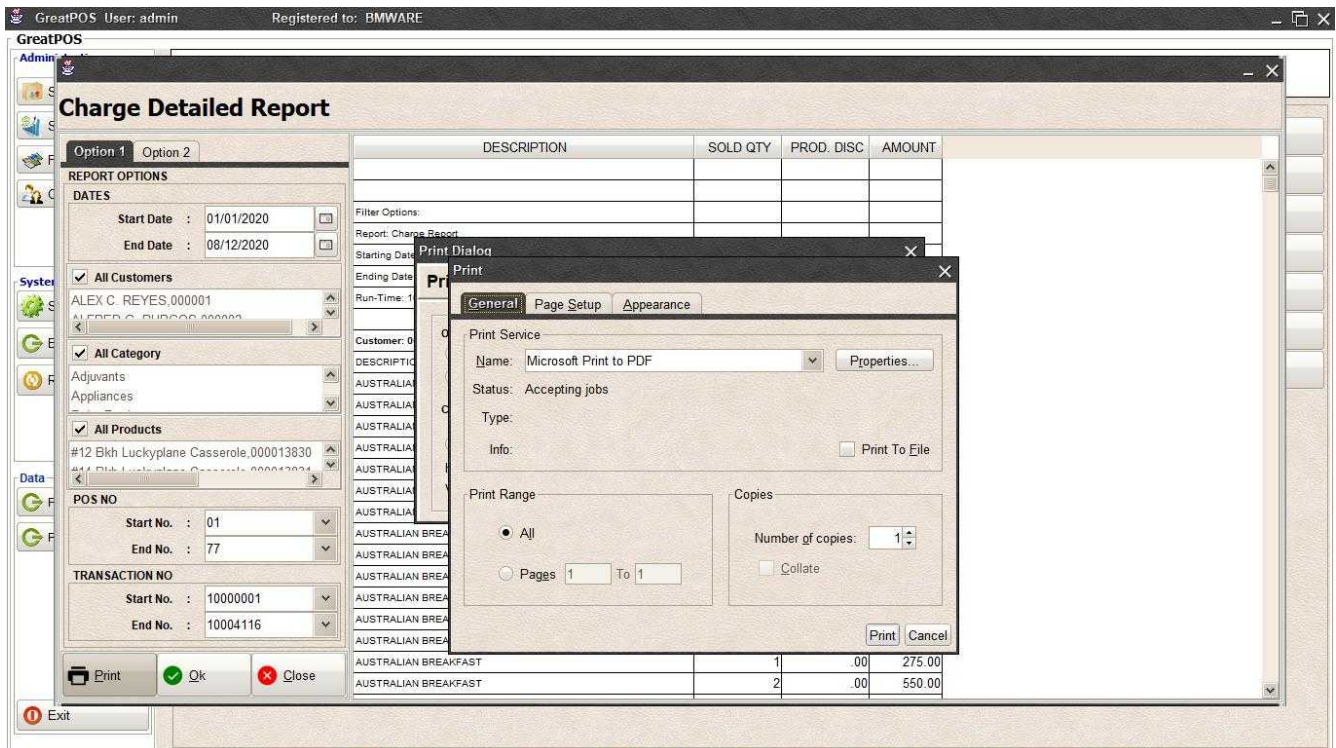
Step4) Click Ok Button



Printing




Step1) Click Print Button



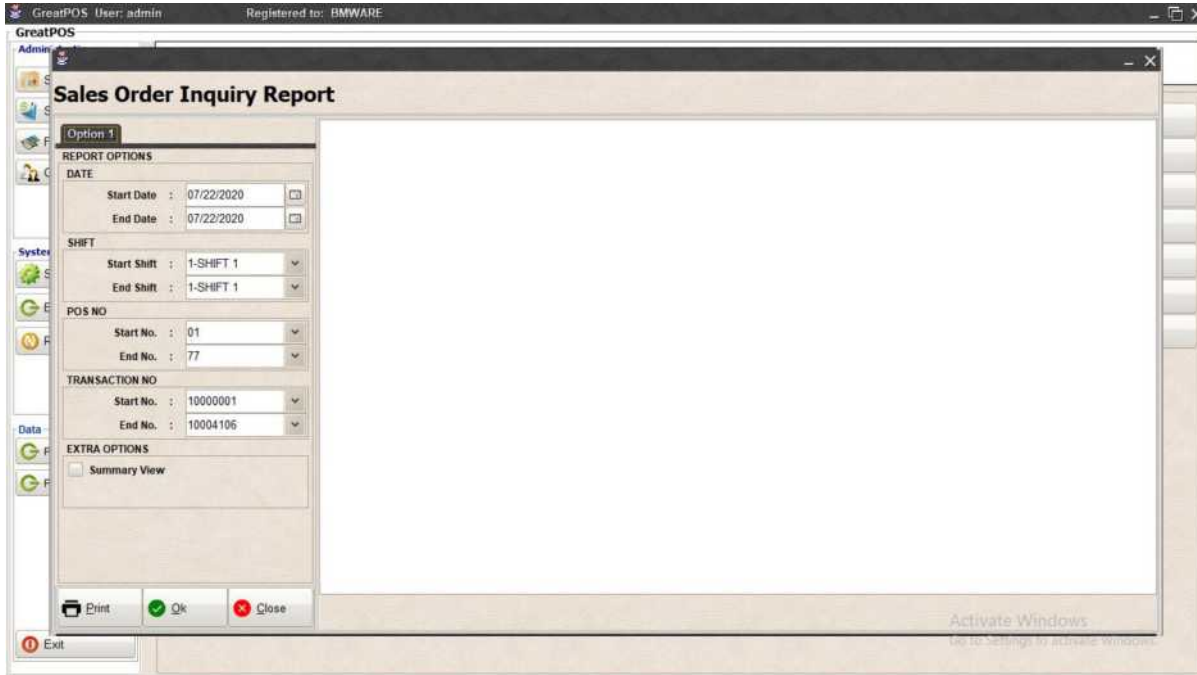
Step2) Select Printer

Step3) Click Print Button

Order Sales Inquiry Report

 Order Sales Inquiry Report

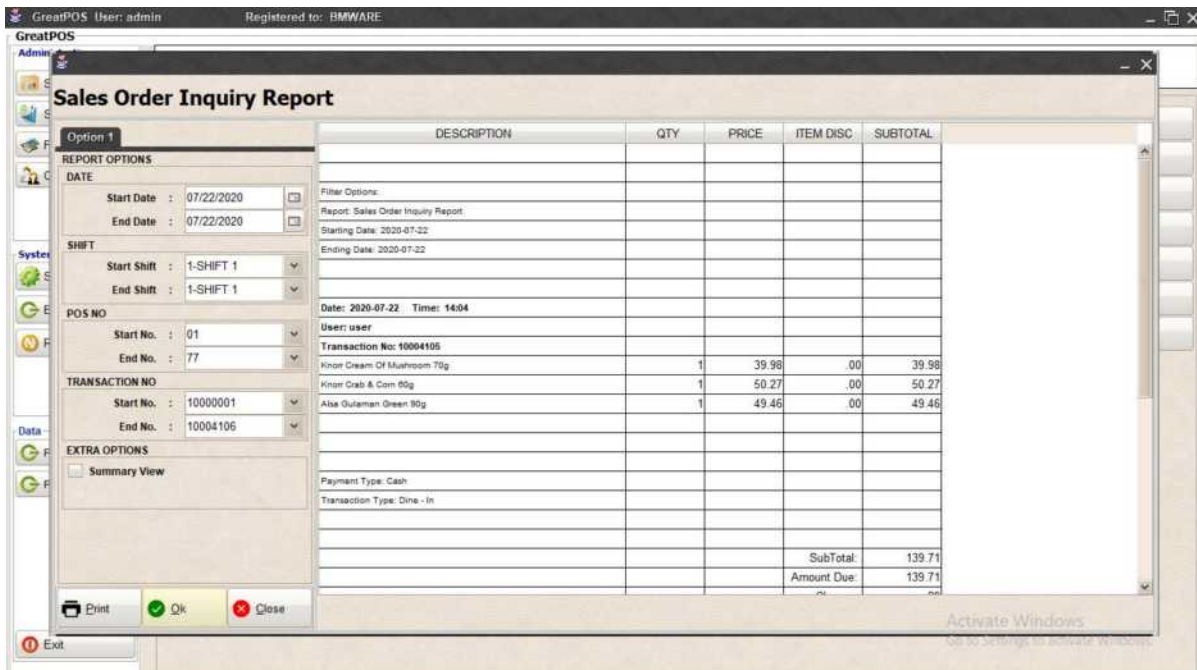
Use to View report for Order Sales Inquiry



How to use Sales Order Inquiry Report?

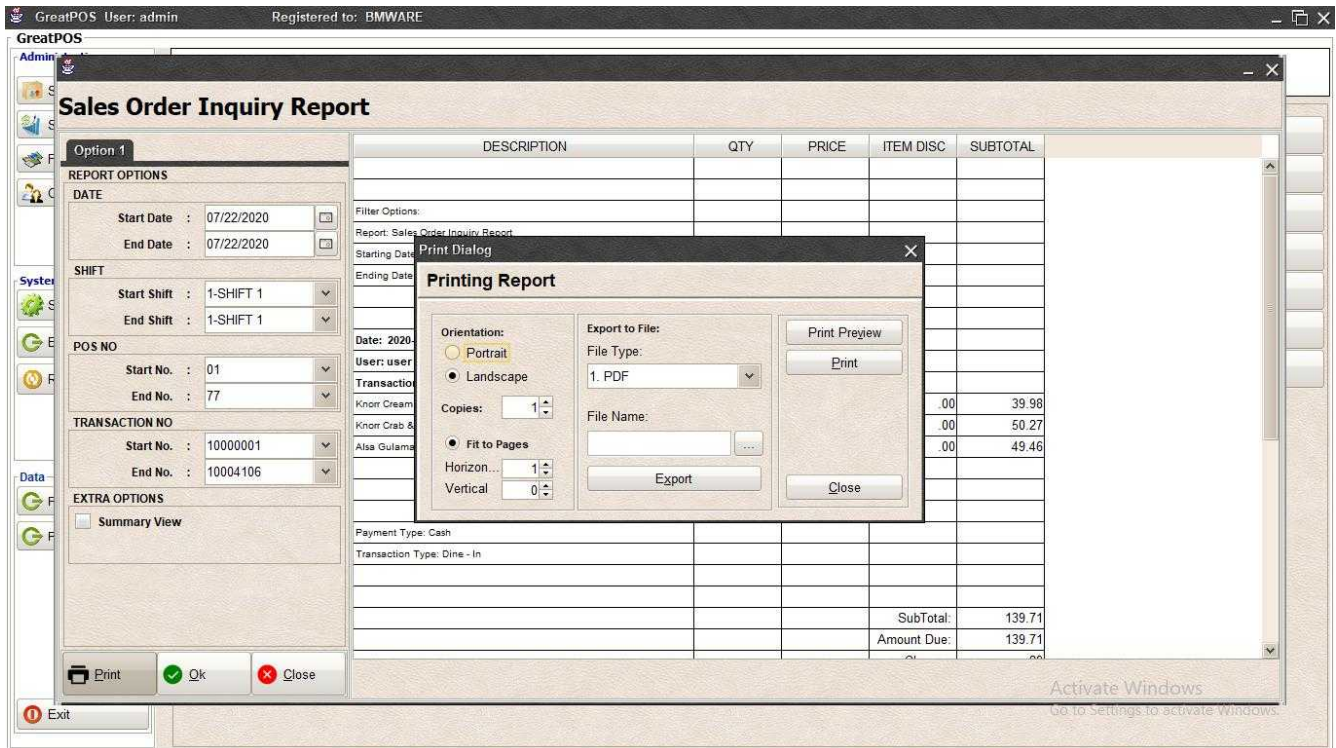
Step1) Select Date

Step2) Click Ok Button



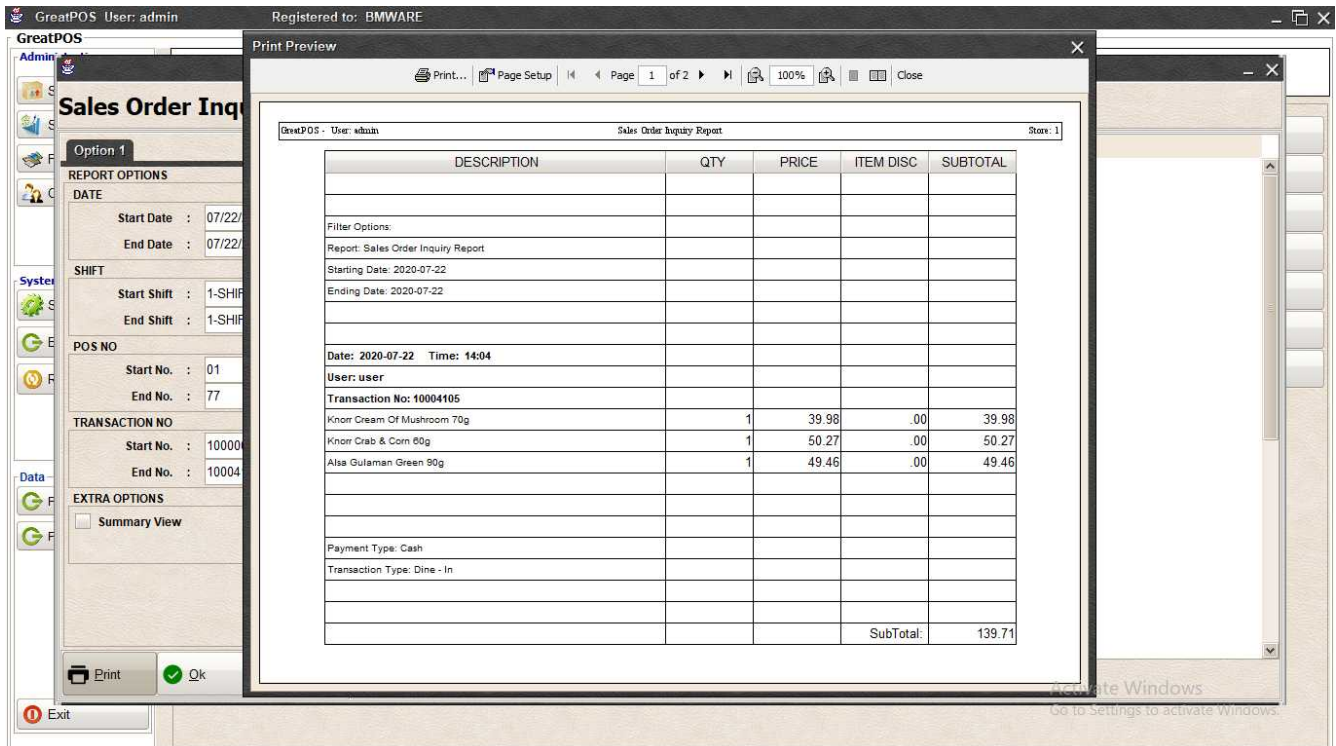
Printing

Step1) Click Print Button



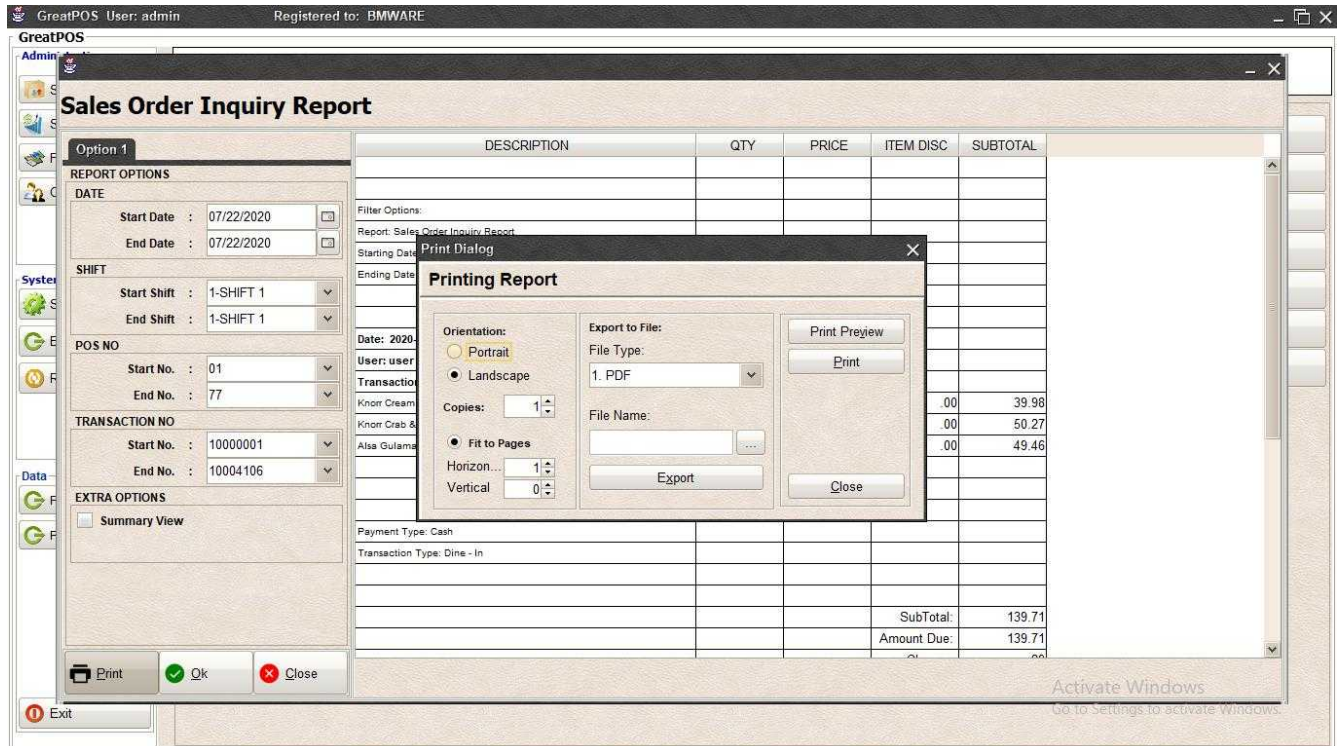
Print Preview

Step1) Click Print Preview Button

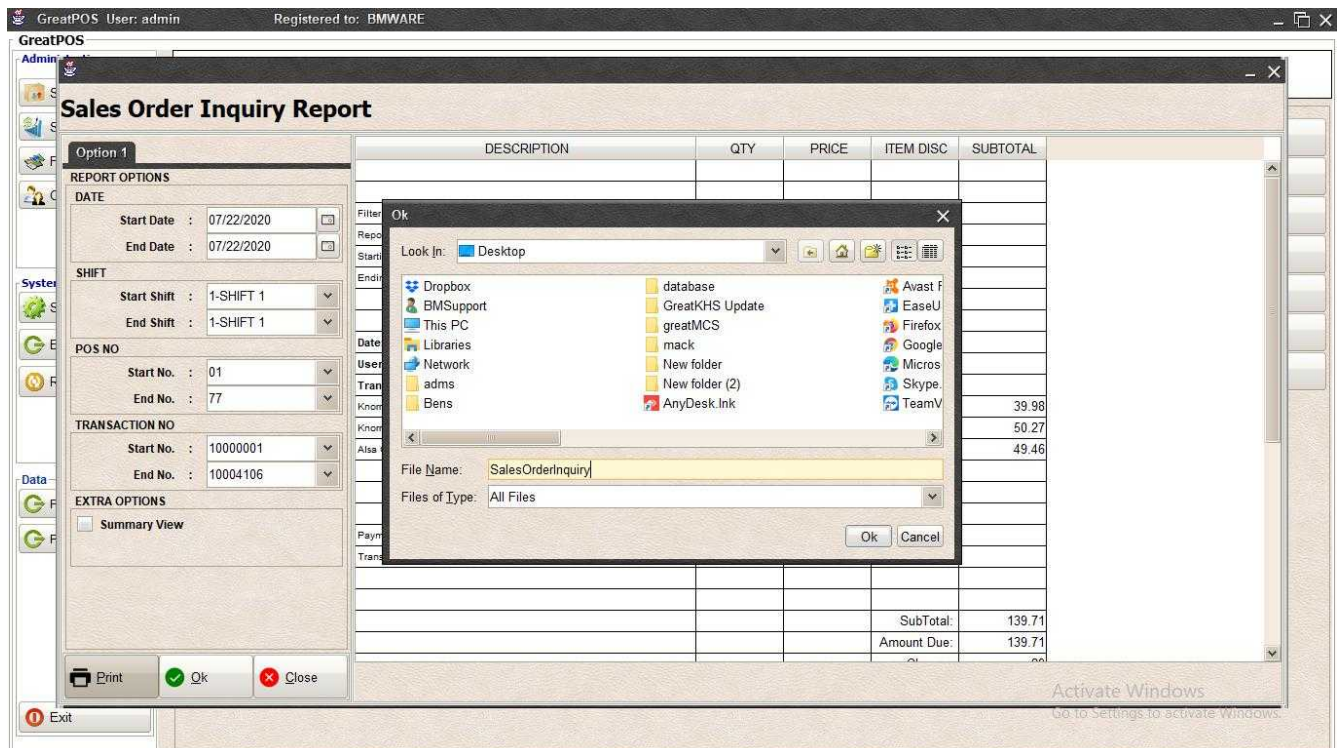


Exporting

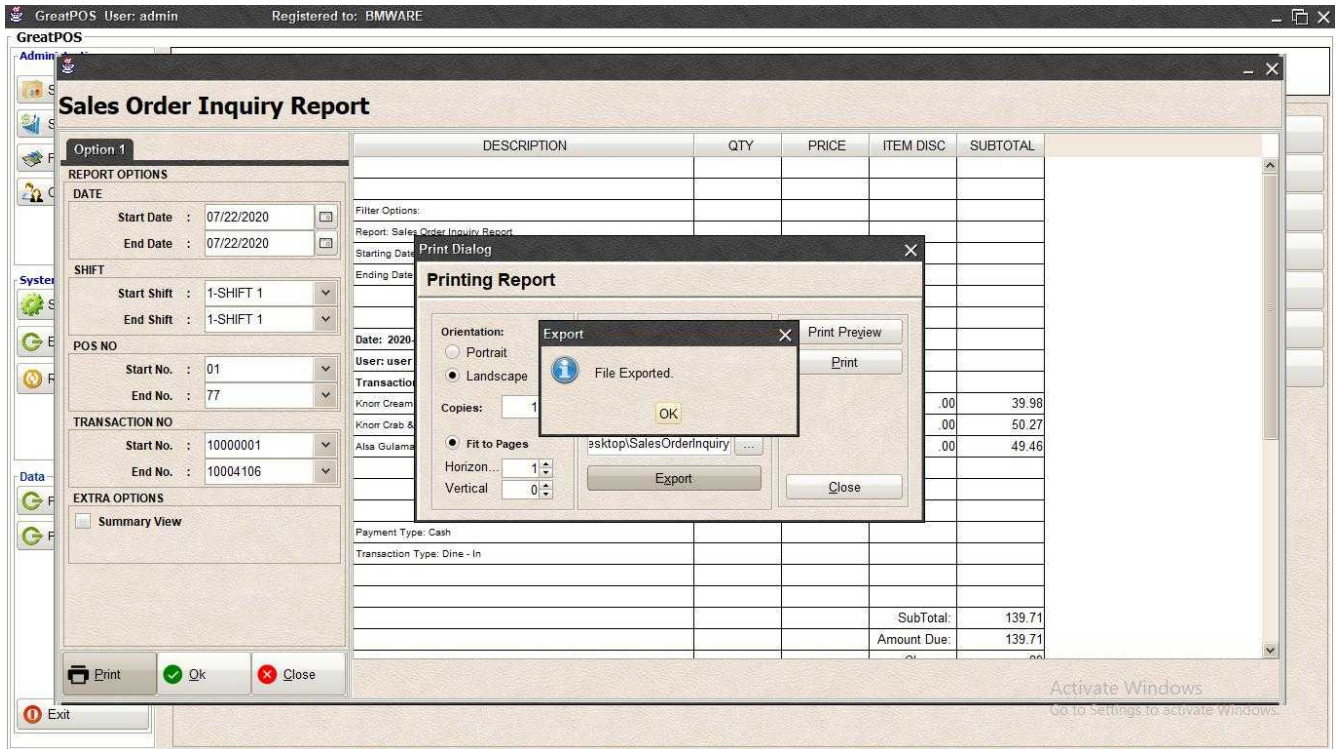
Step1) Select File Type



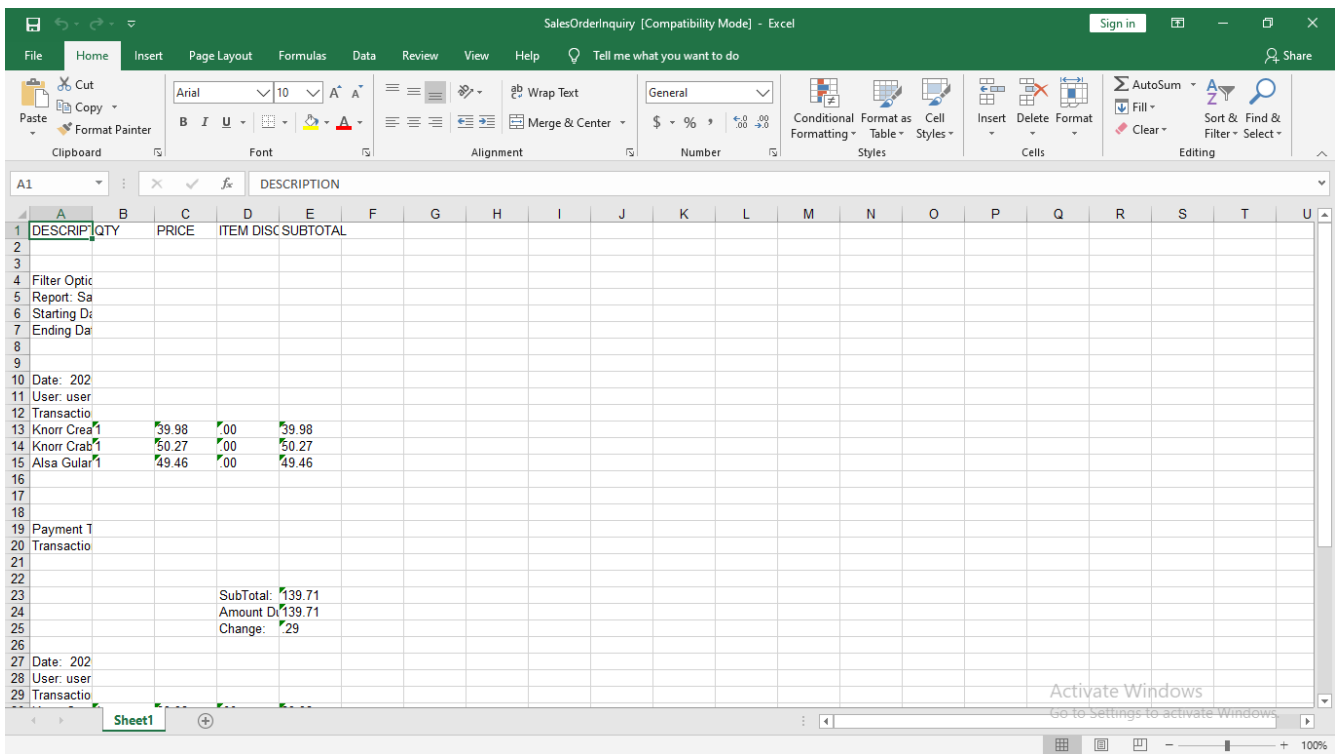
Step2) Click the (...) Button



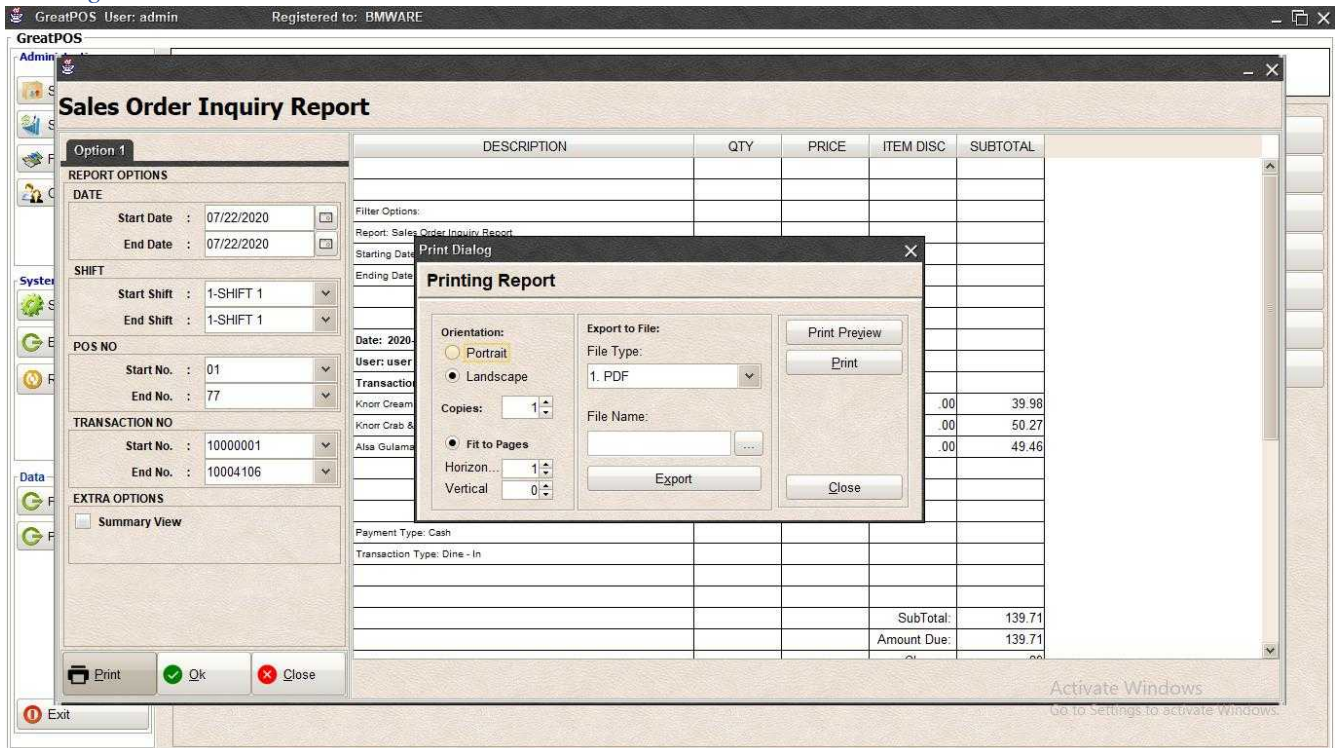
Step3) Enter File name and Click OK



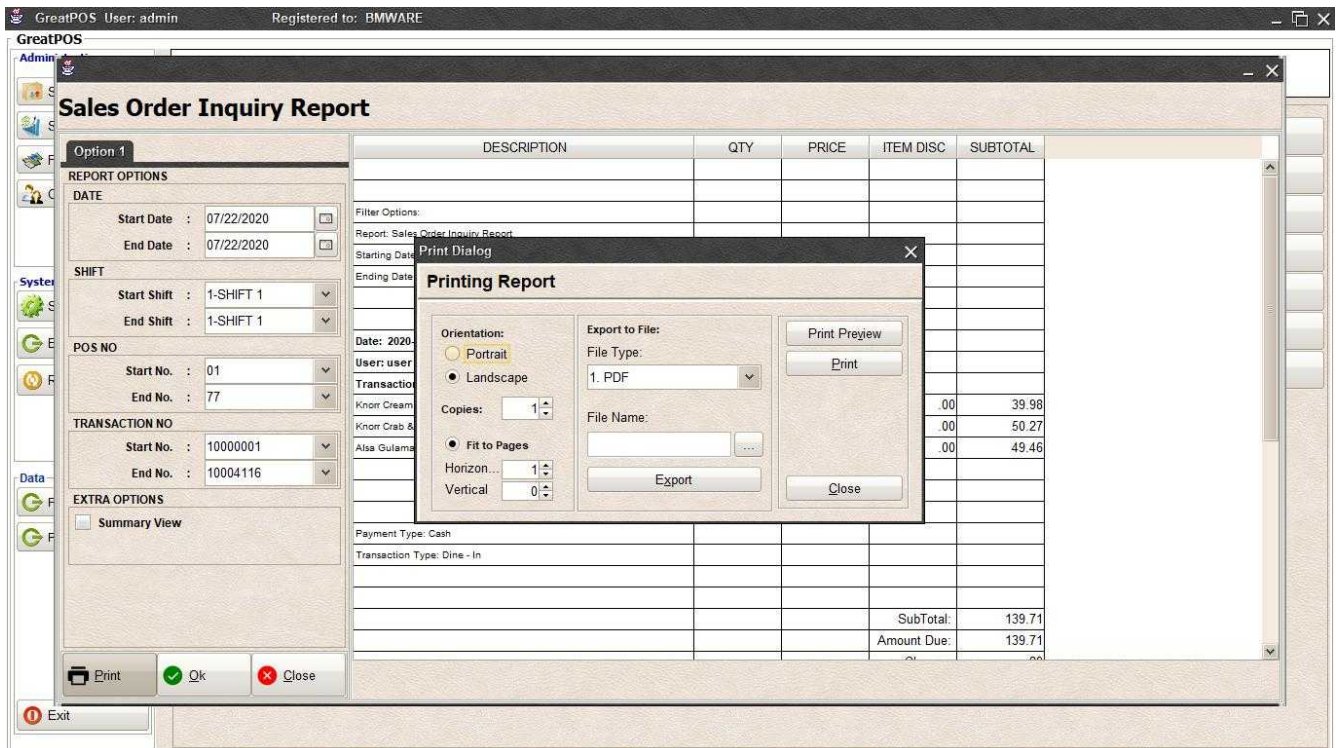
Step4) Click Ok Button



Printing




Step1) Click Print Button



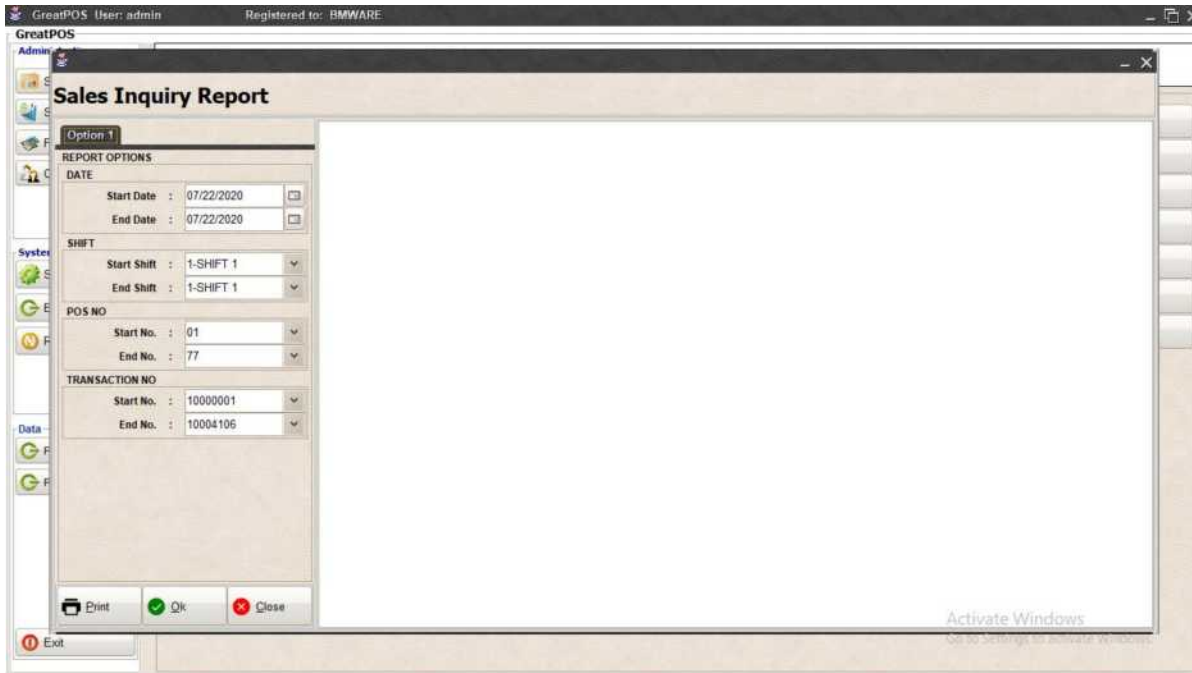
Step2) Select Printer

Step3) Click Print Button

Sales Inquiry Report

 Sales Inquiry Report

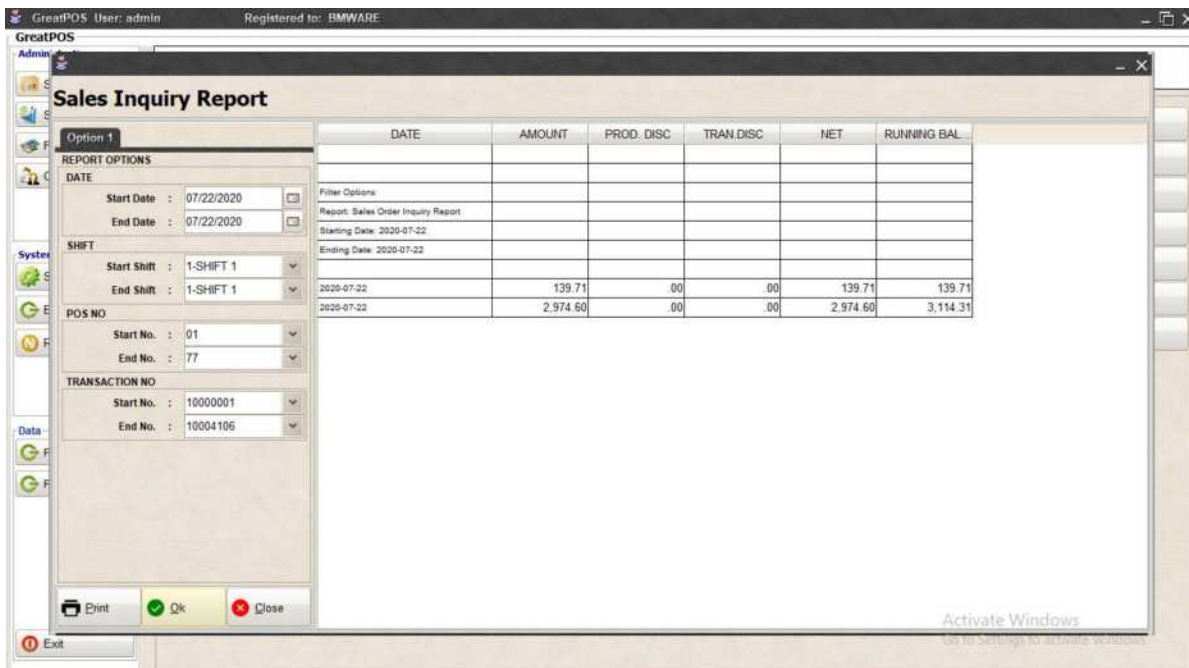
Use to View report for Sales Inquiry



How to use Sales Inquiry Report?

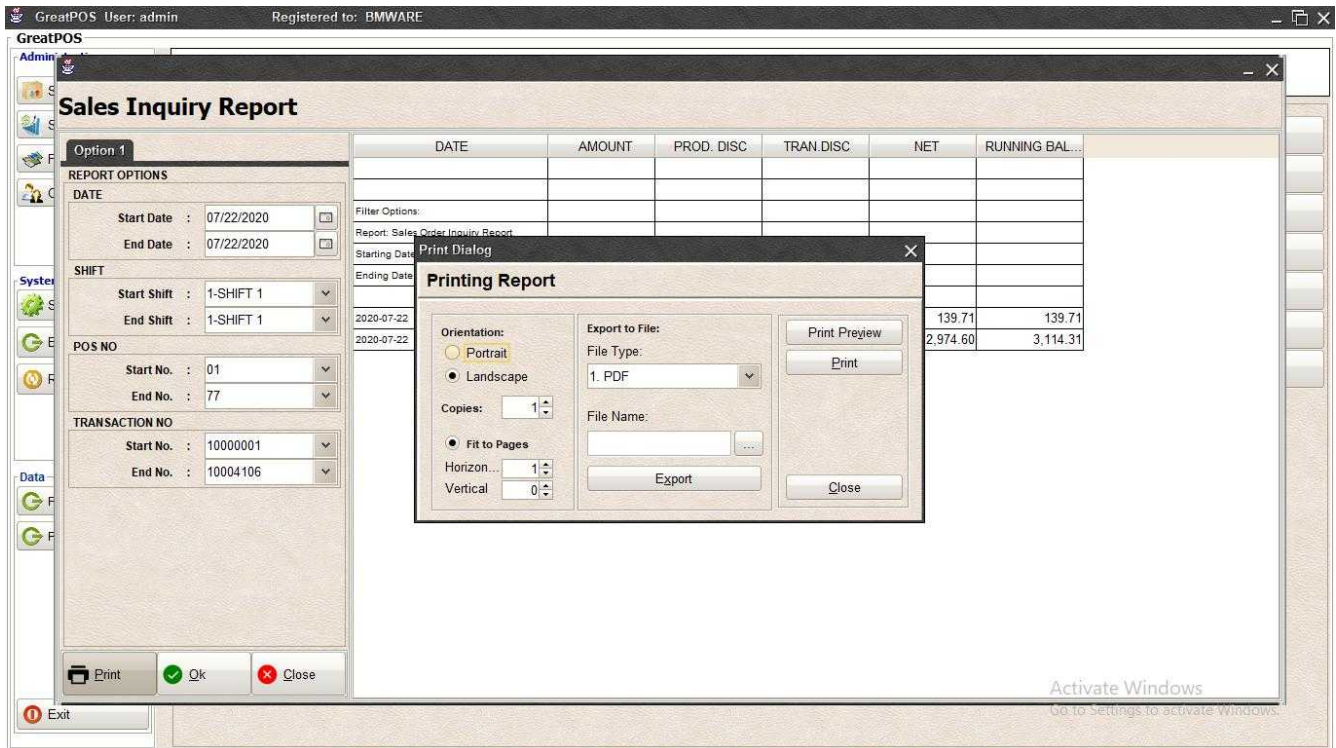
Step1) Select Date

Step2) Click Ok Button



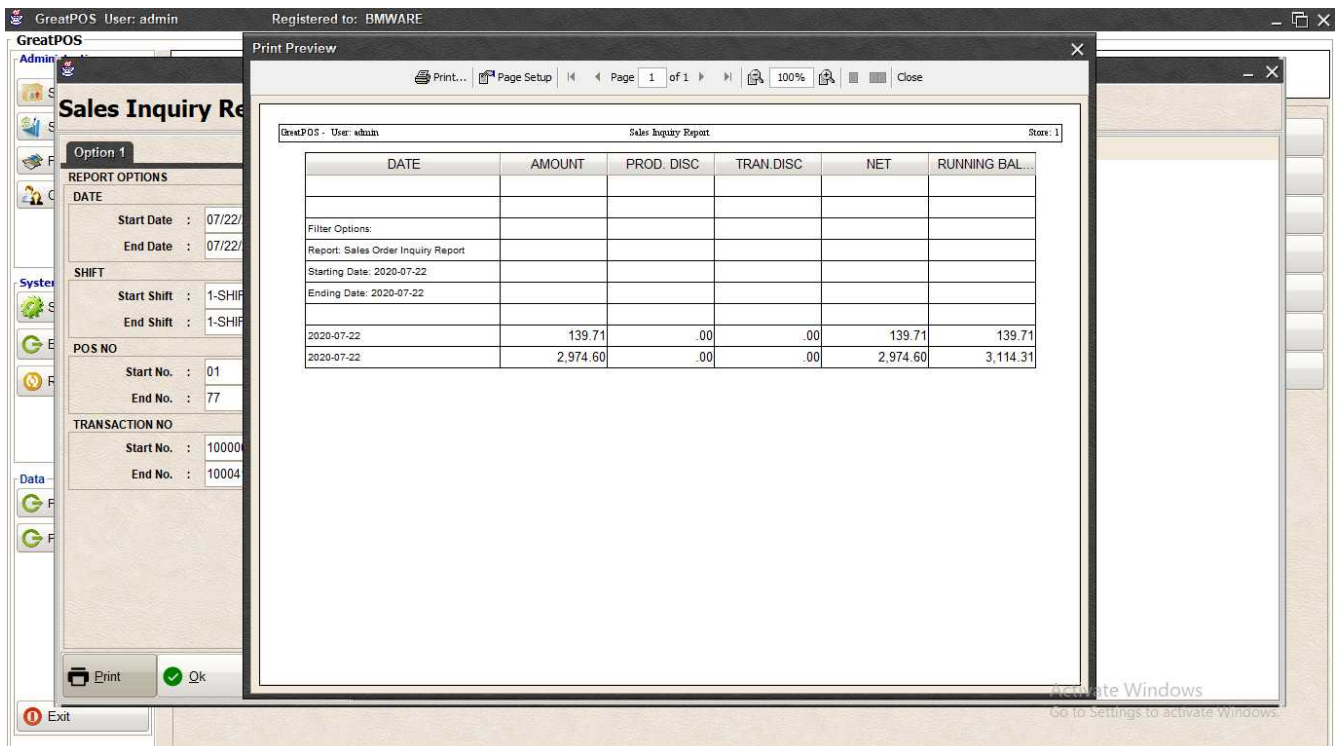
Printing

Step1) Click Print Button



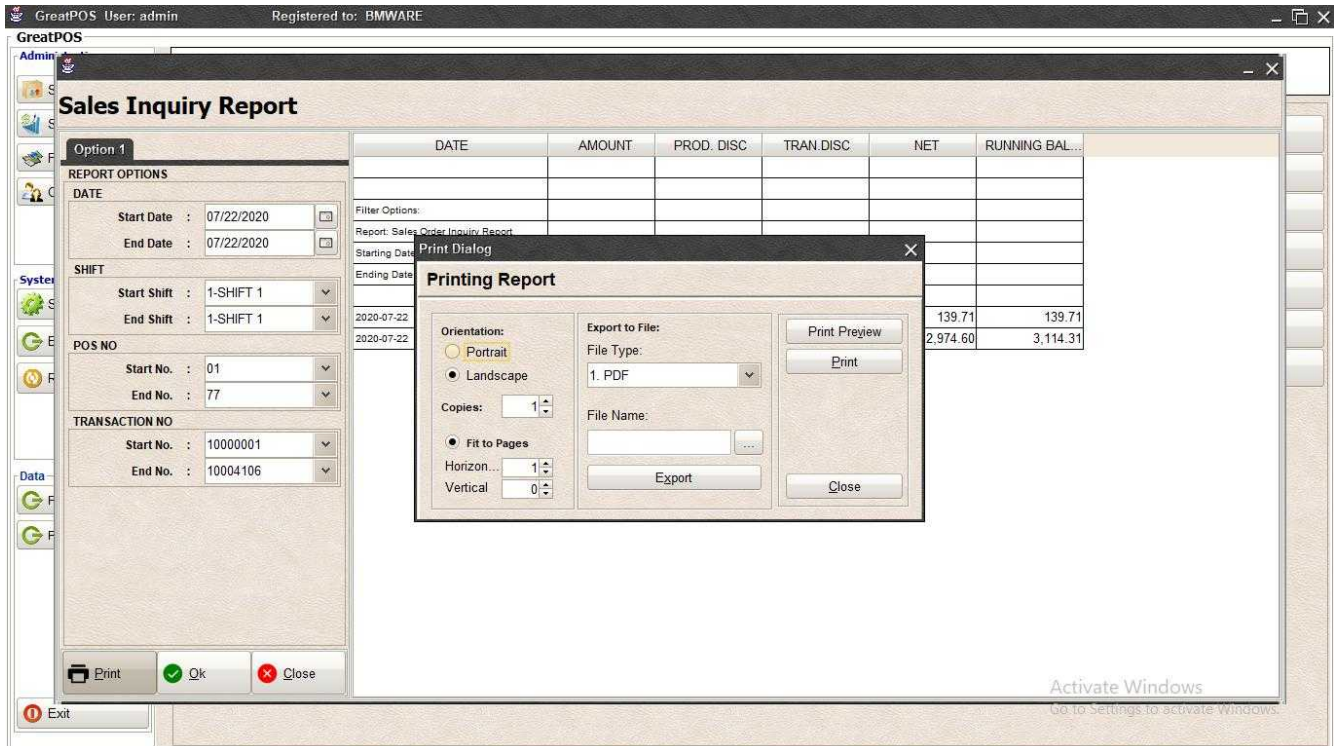
Print Preview

Step1) Click Print Preview Button

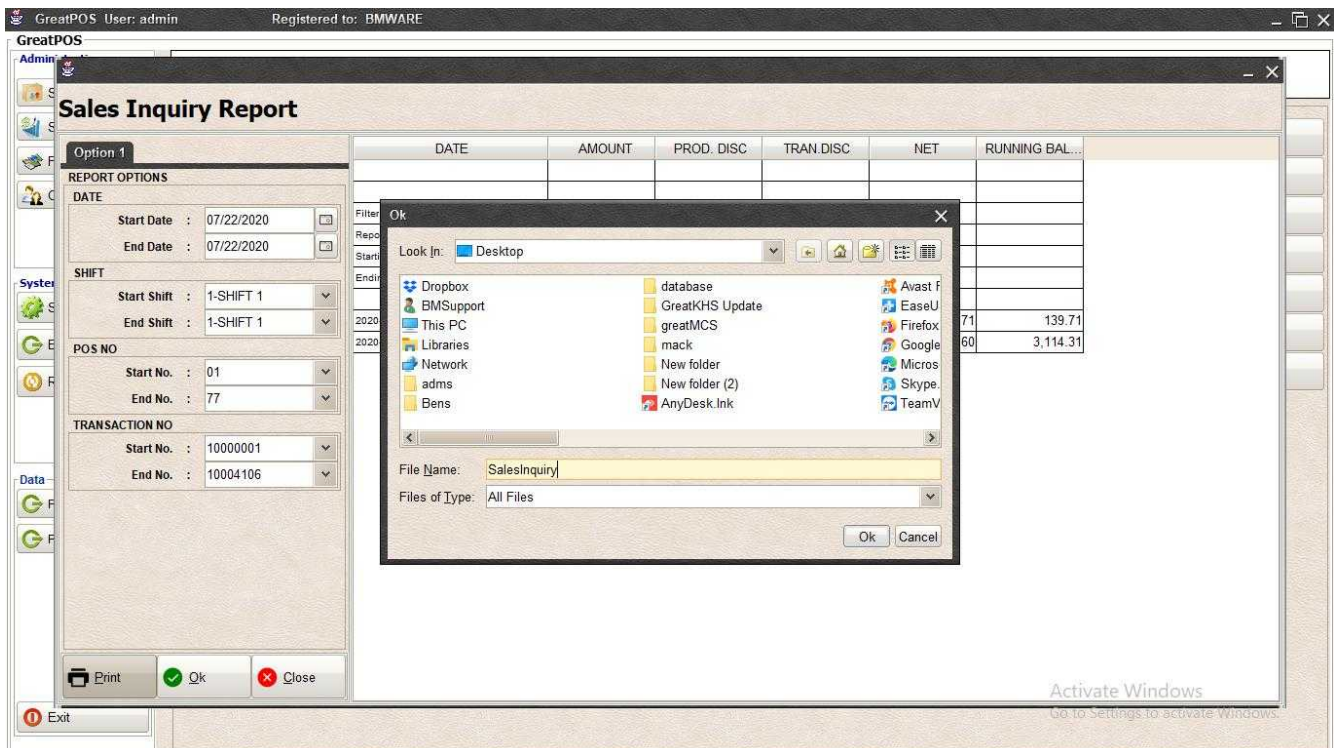


Exporting

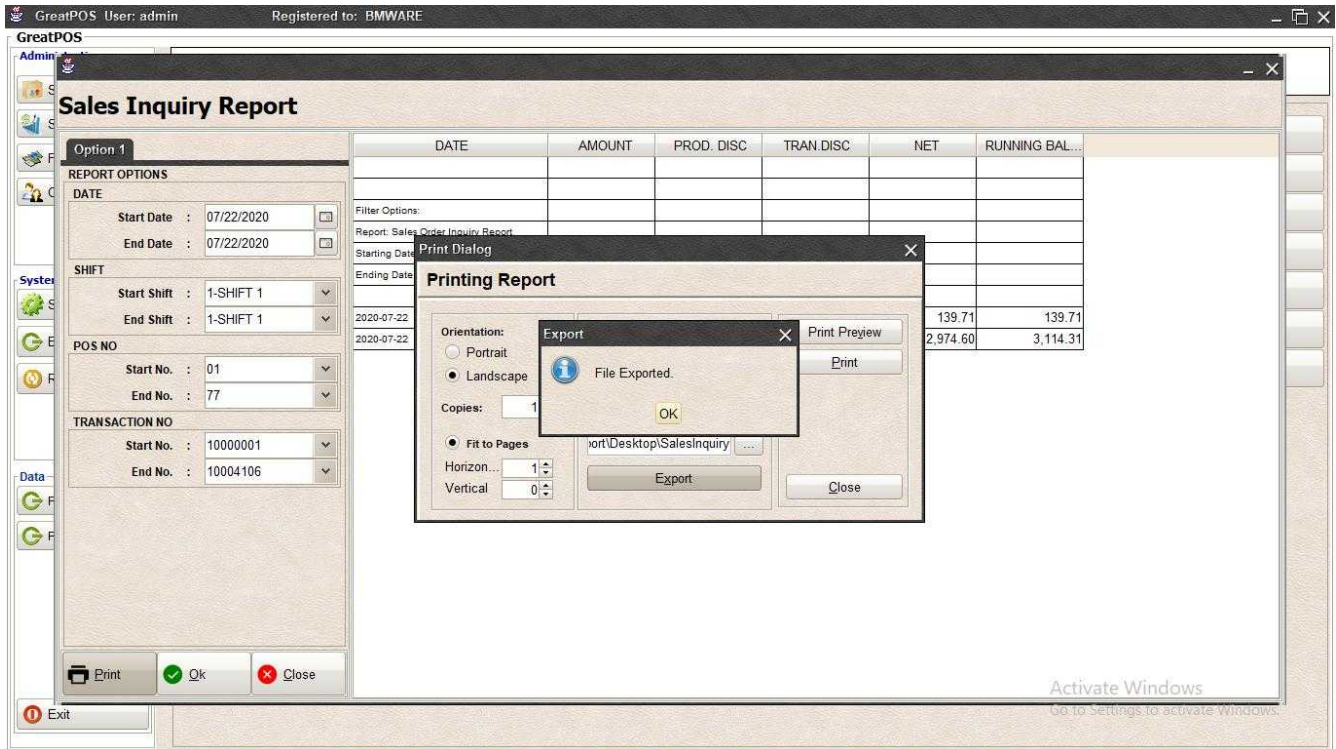
Step1) Select File Type



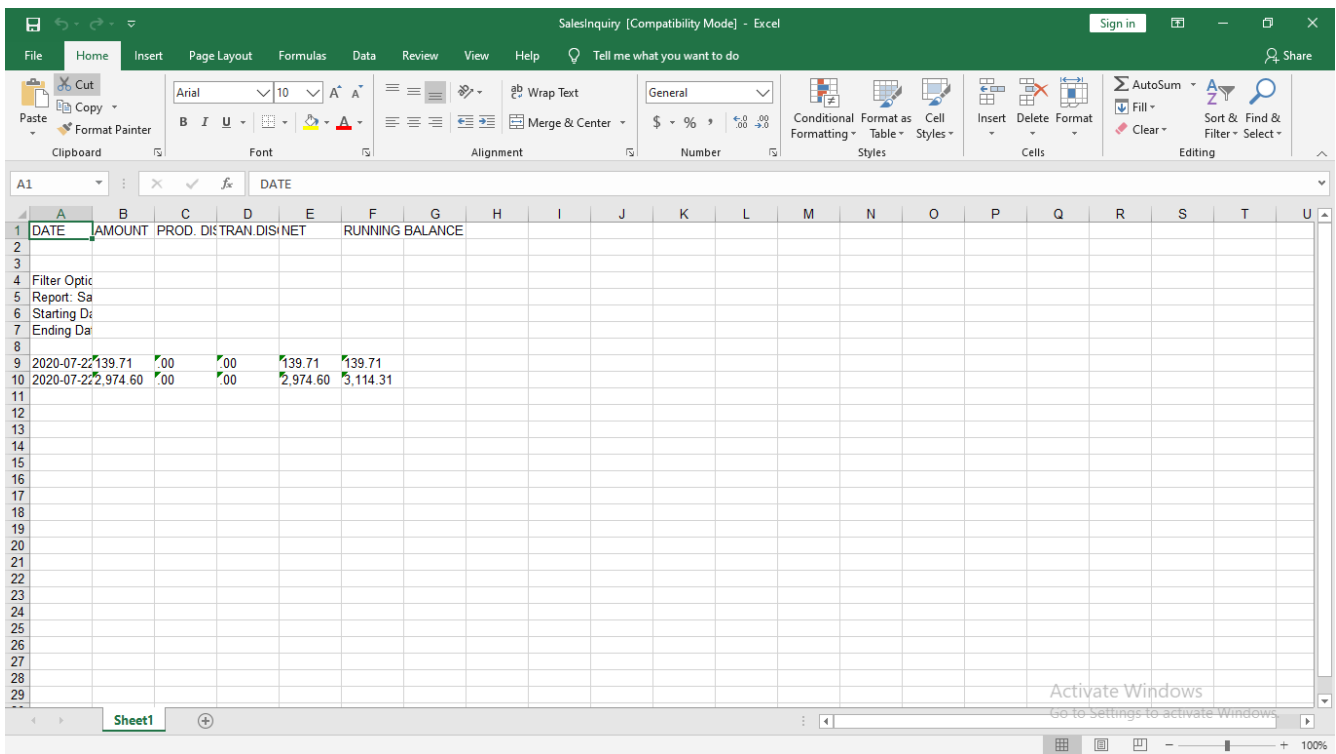
Step2) Click the (...) Button



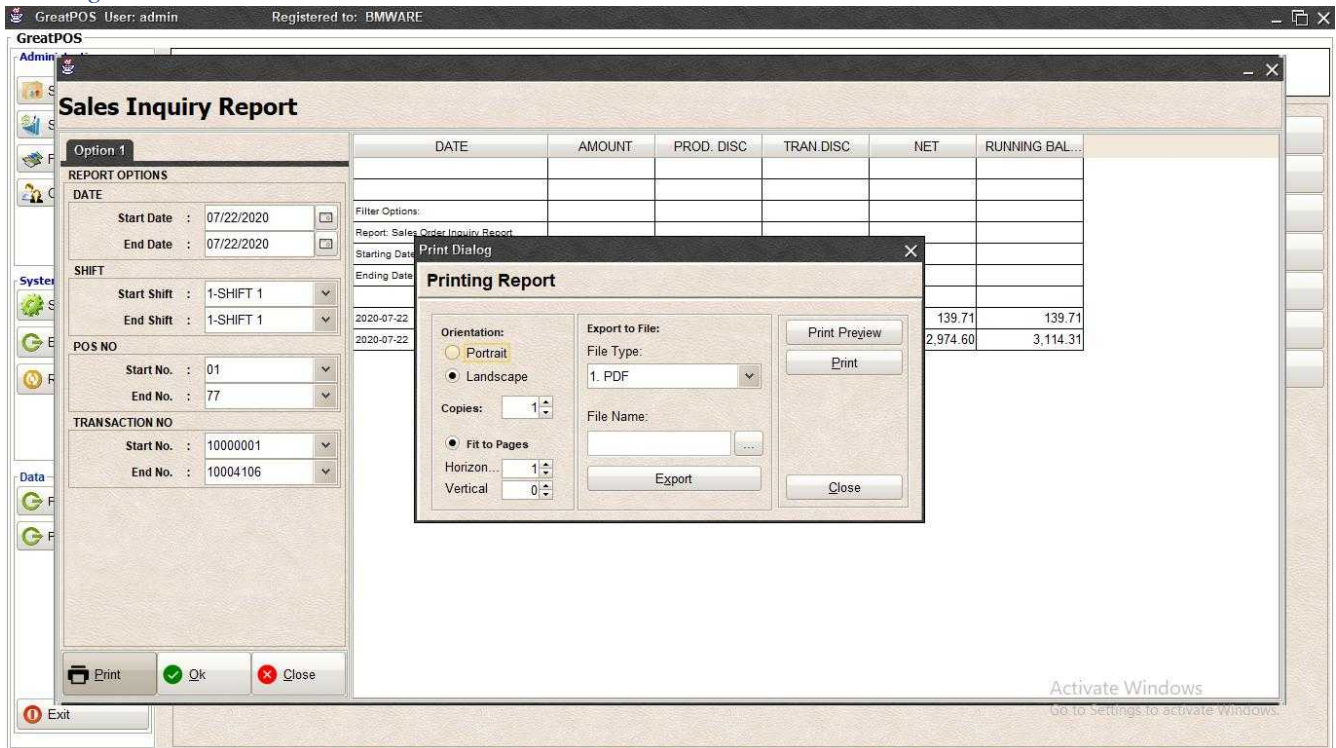
Step3) Enter File name and Click OK



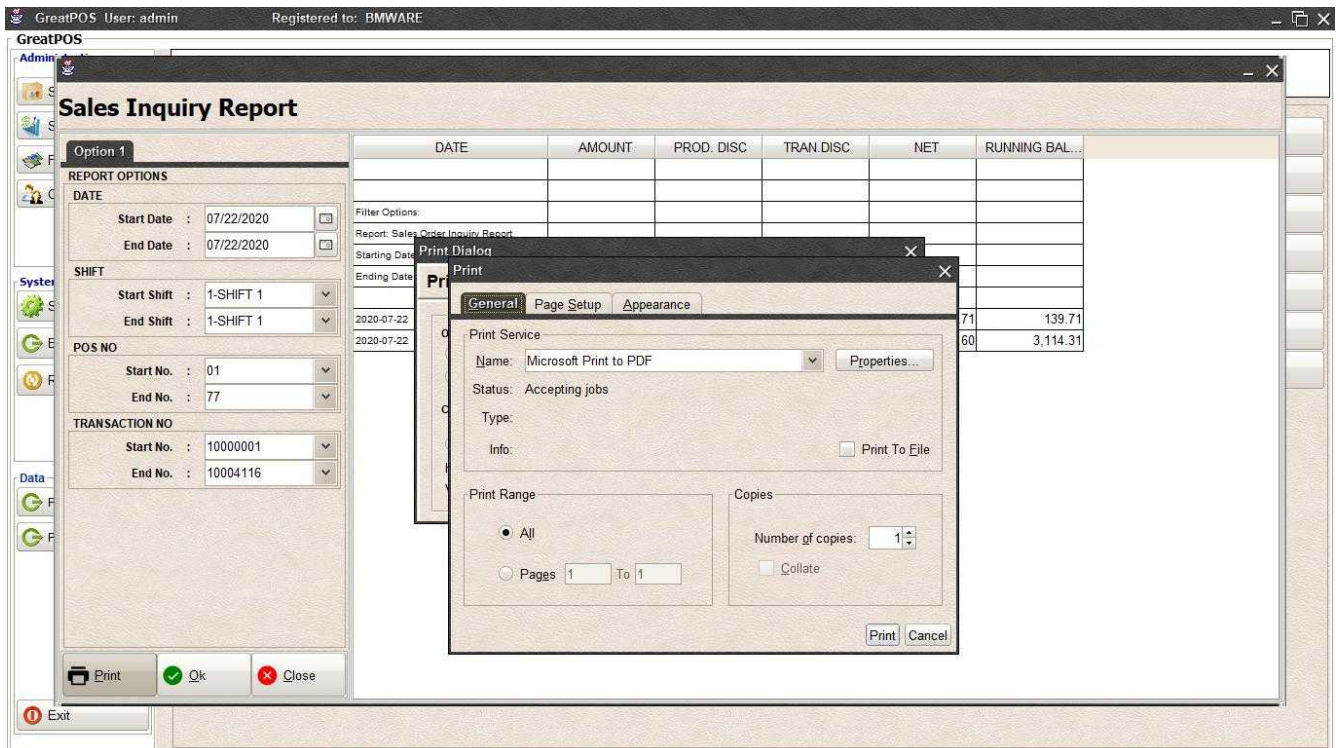
Step4) Click Ok Button



Printing



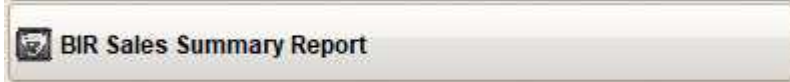
Step1) Click Print Button



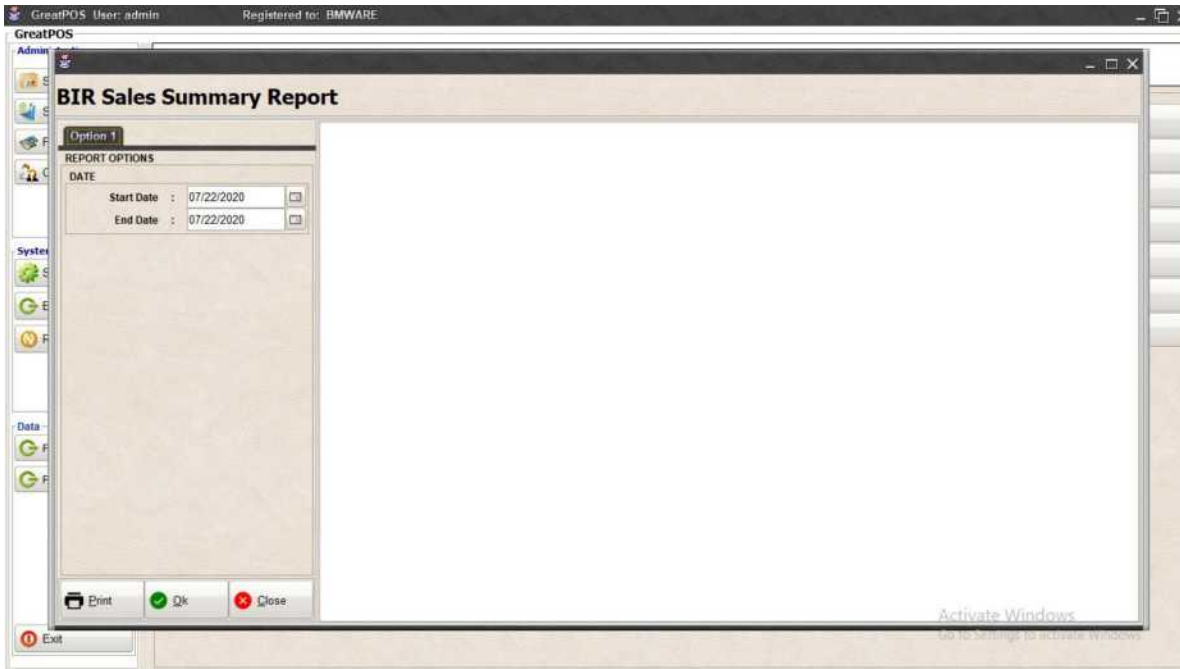
Step2) Select Printer

Step3) Click Print Button

BIR Sales Summary Report



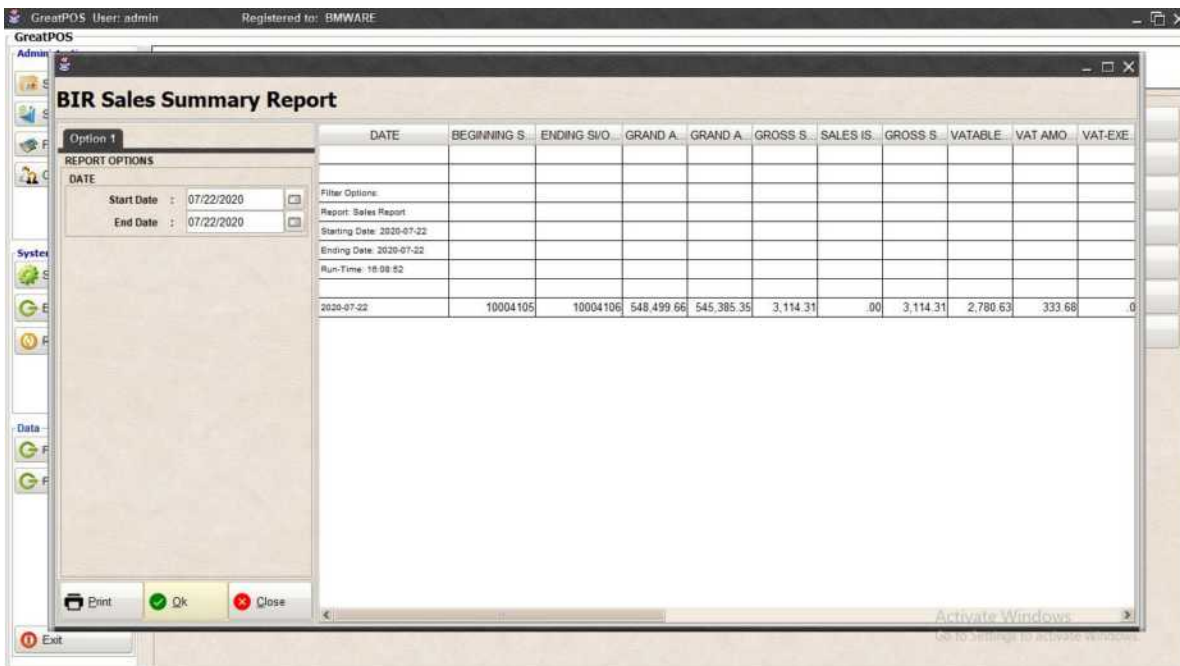
Use to View report for BIR Sales Summary



How to use BIR Sales Summary Report?

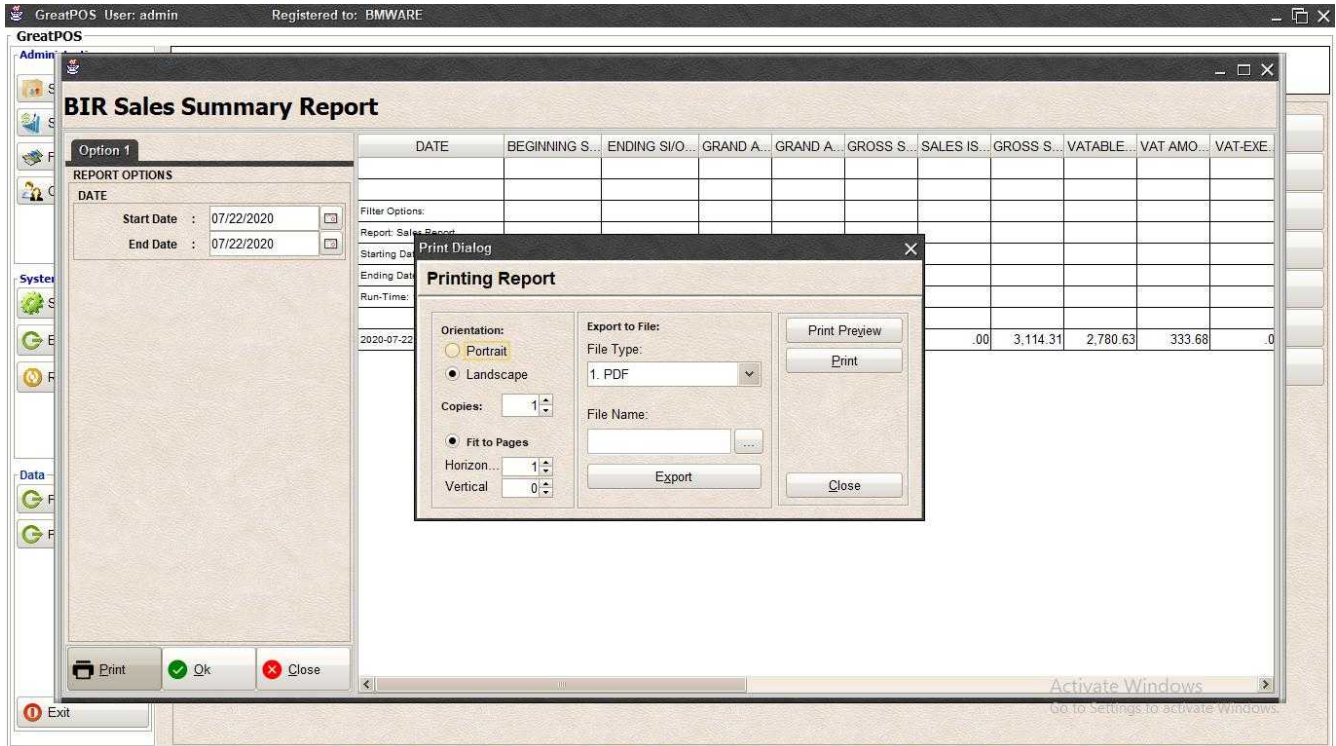
Step1) Select Date

Step2) Click Ok Button



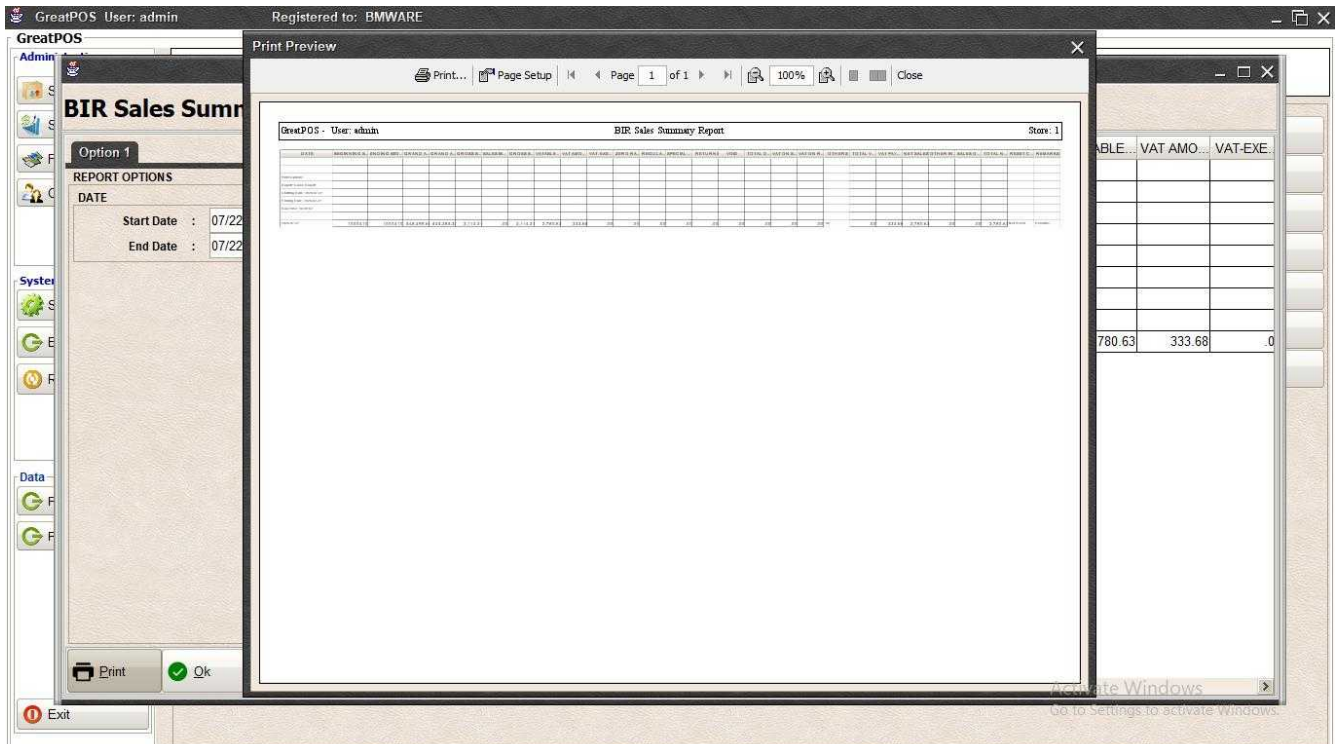
Printing

Step1) Click Print Button



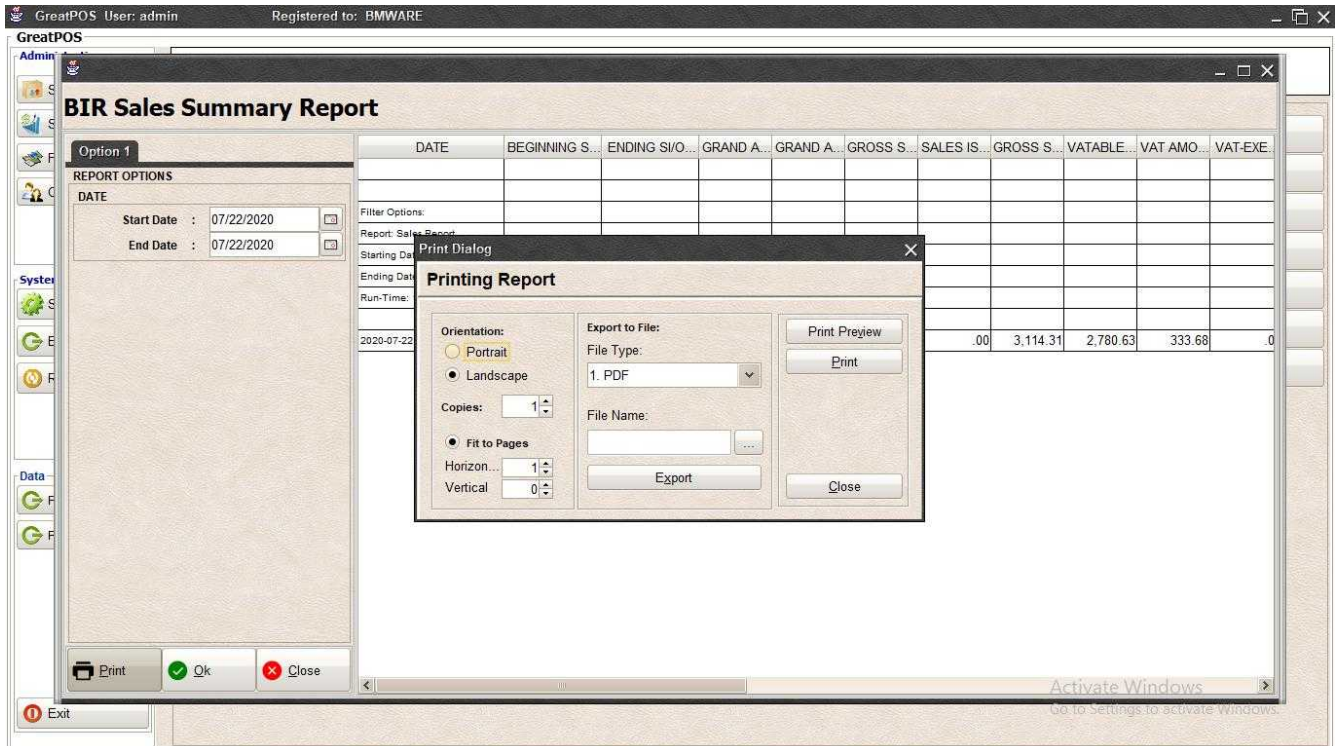
Print Preview

Step1) Click Print Preview Button

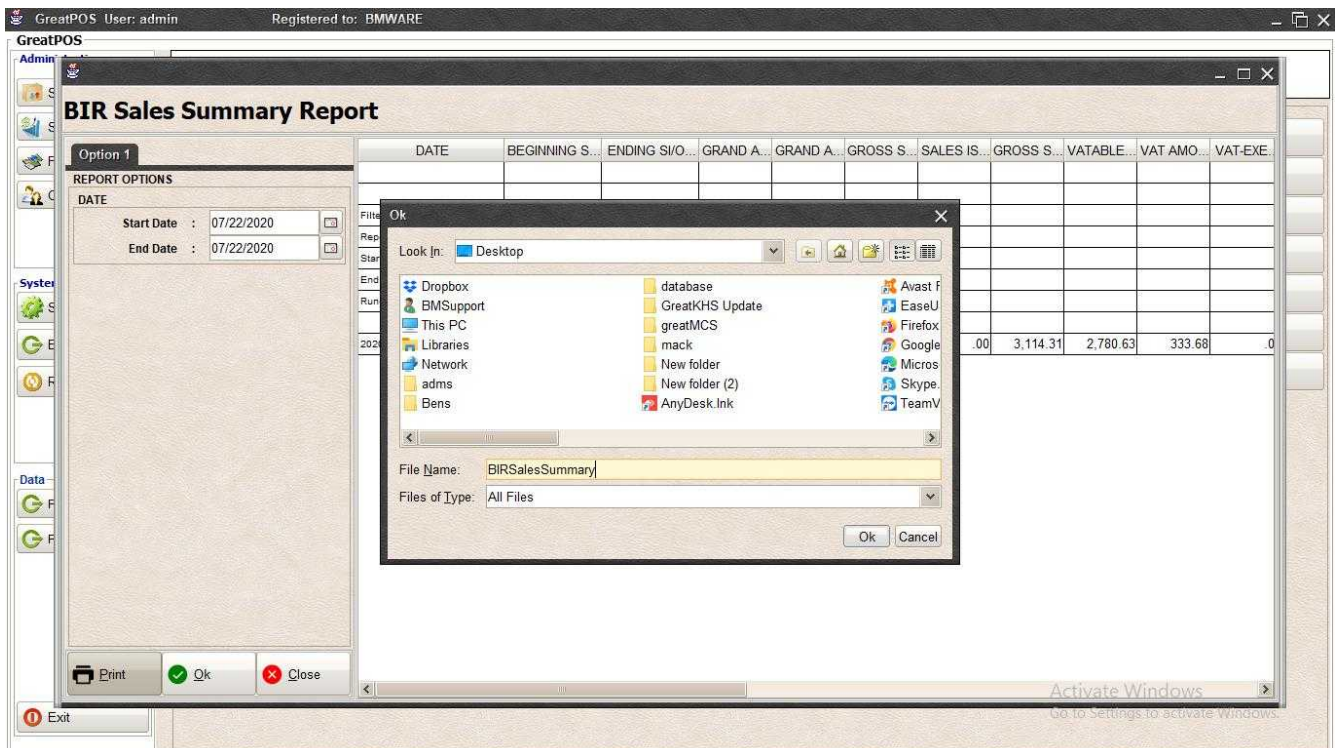


Exporting

Step1) Select File Type

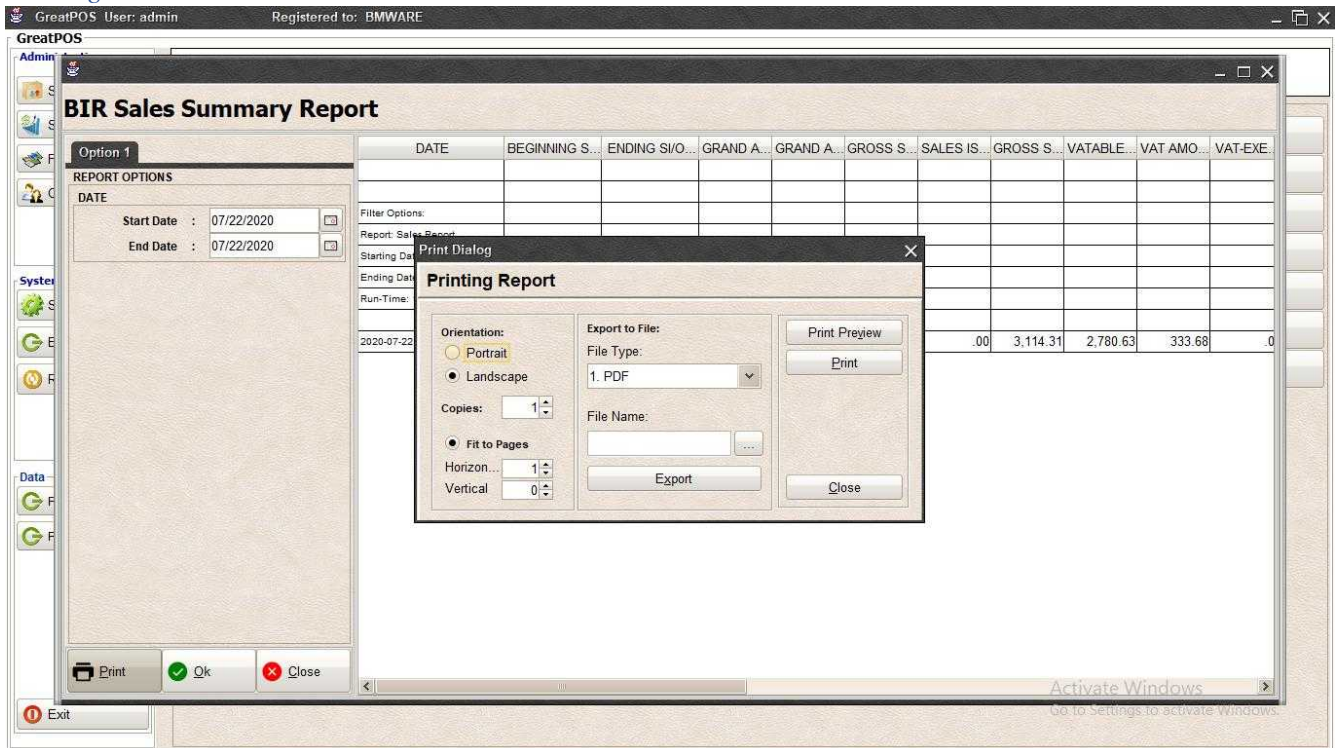


Step2) Click the (...) Button

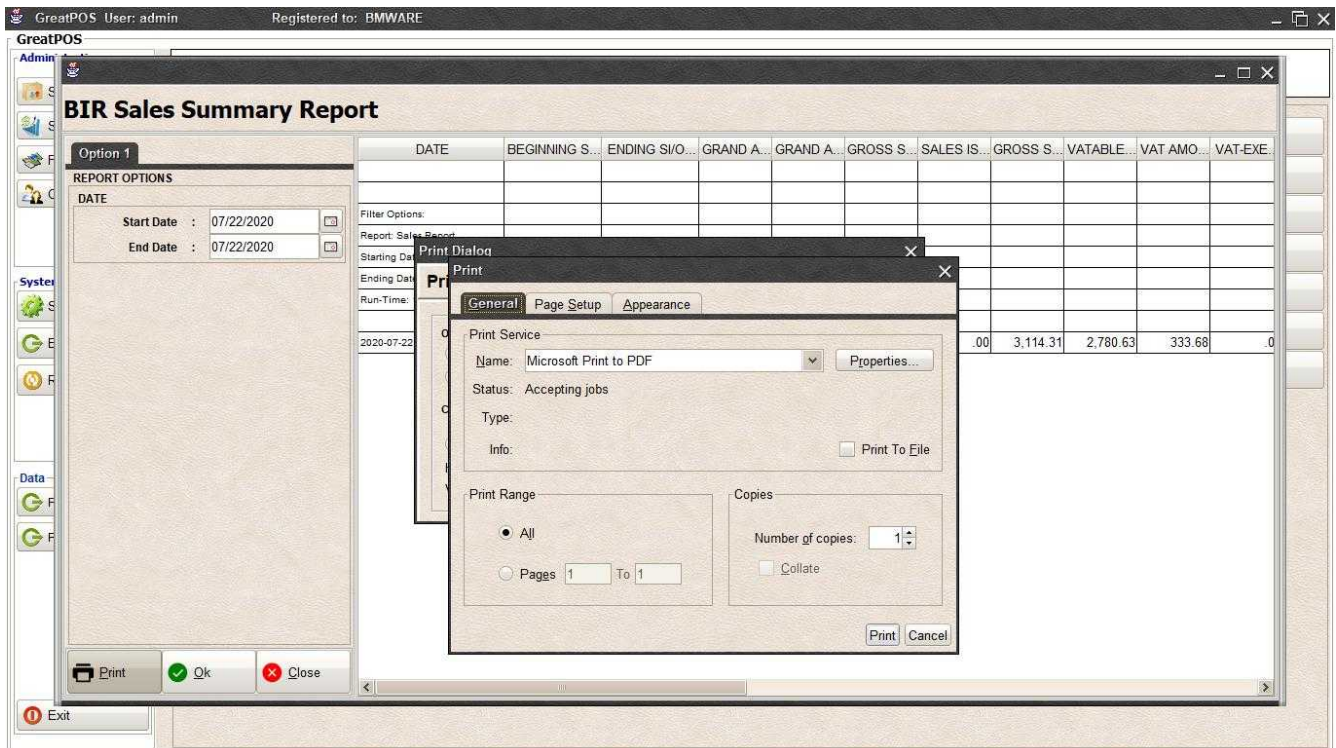


Step3) Enter File name and Click OK

Printing



Step1) Click Print Button

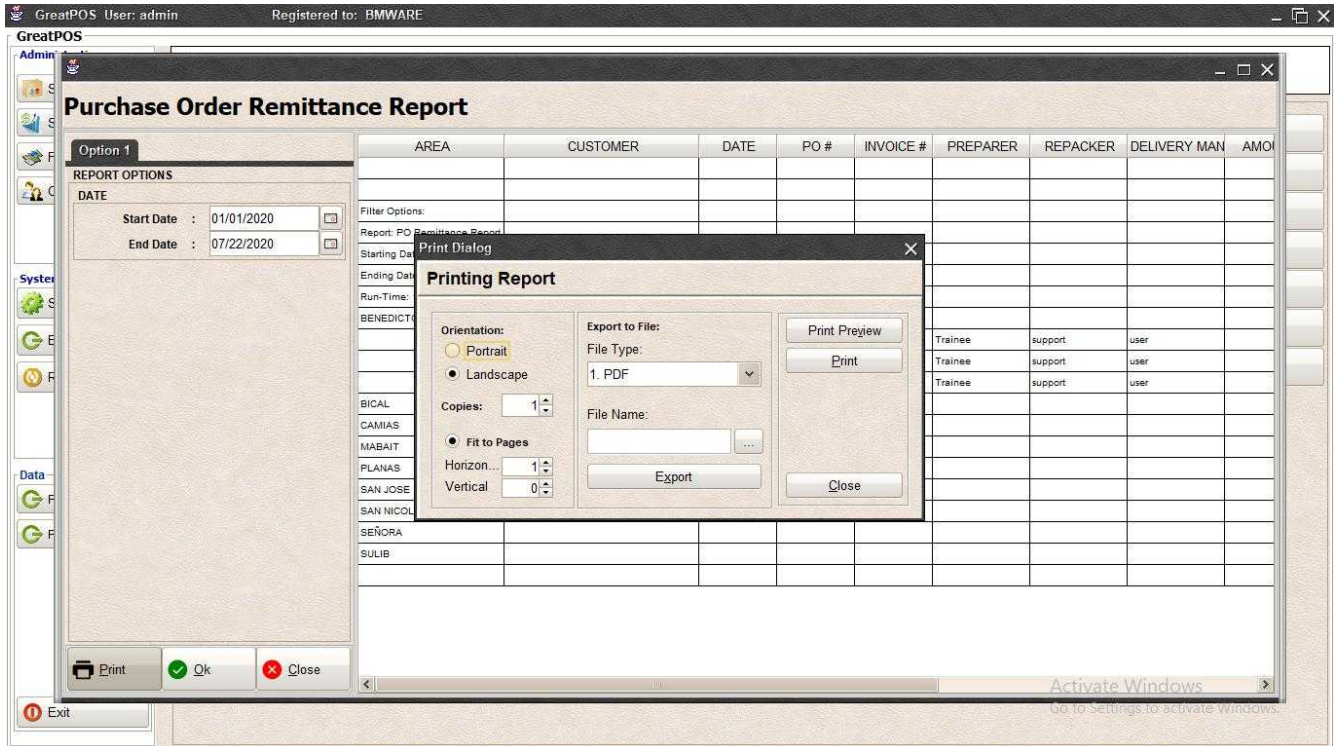


Step2) Select Printer

Step3) Click Print Button

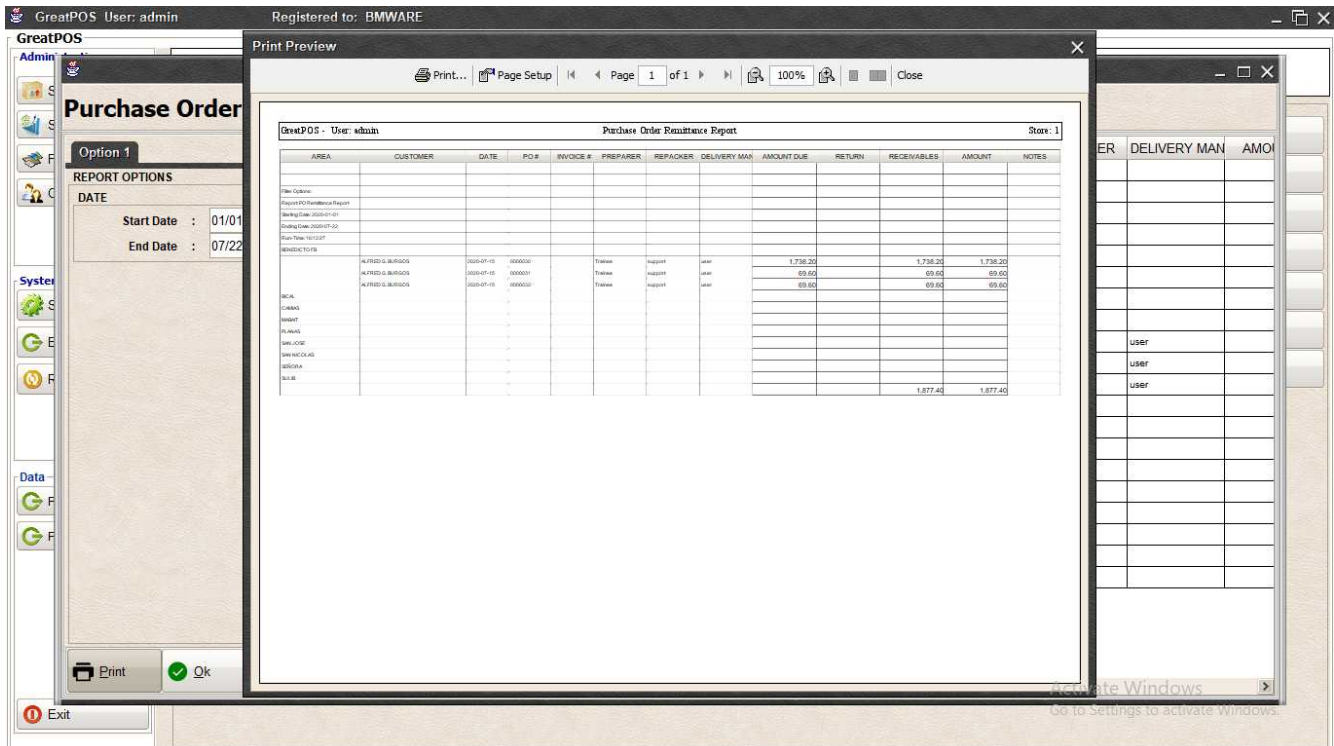
Printing

Step1) Click Print Button



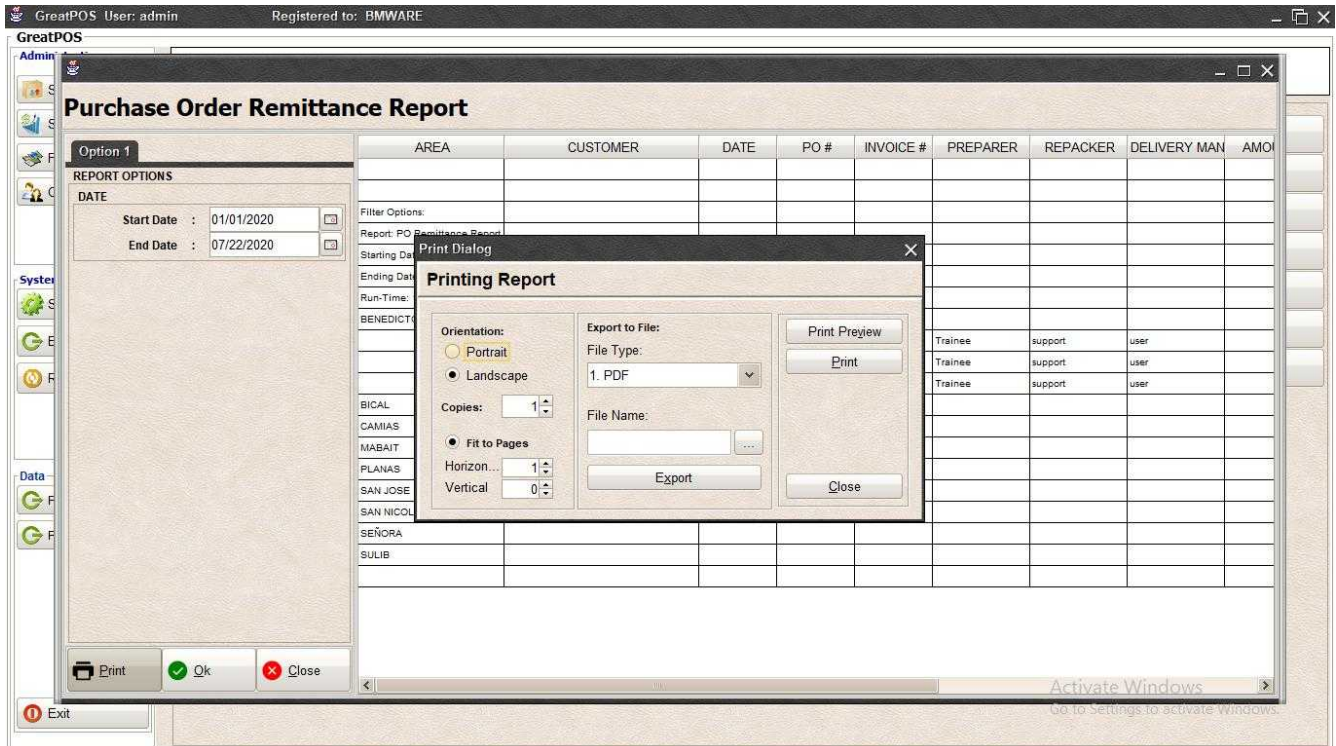
Print Preview

Step1) Click Print Preview Button

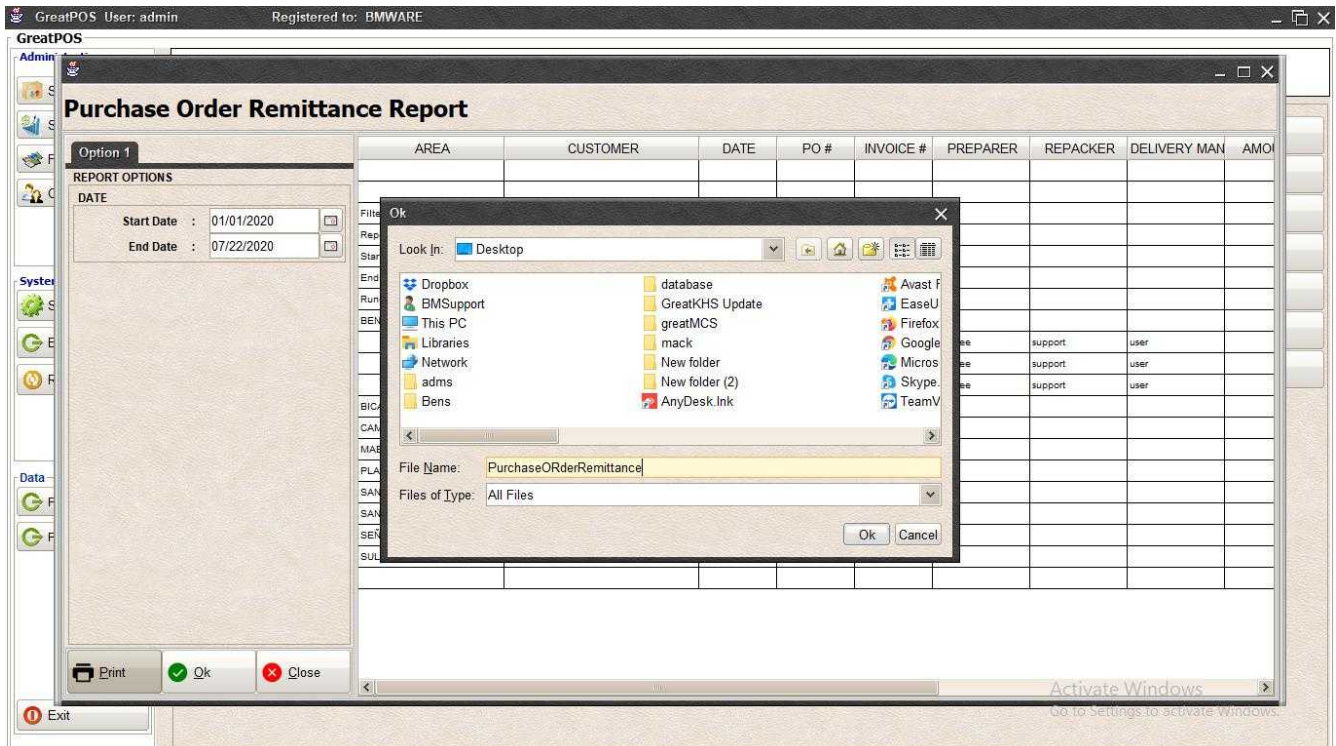


Exporting

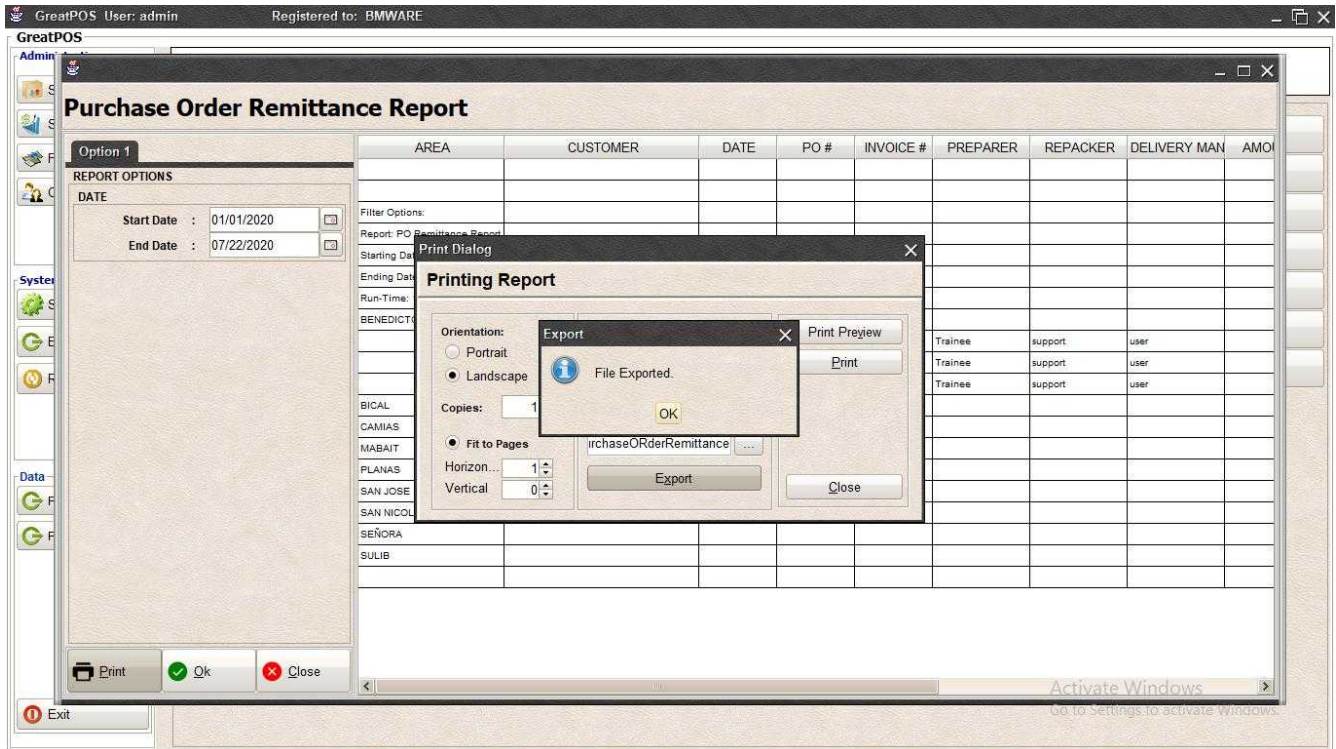
Step1) Select File Type



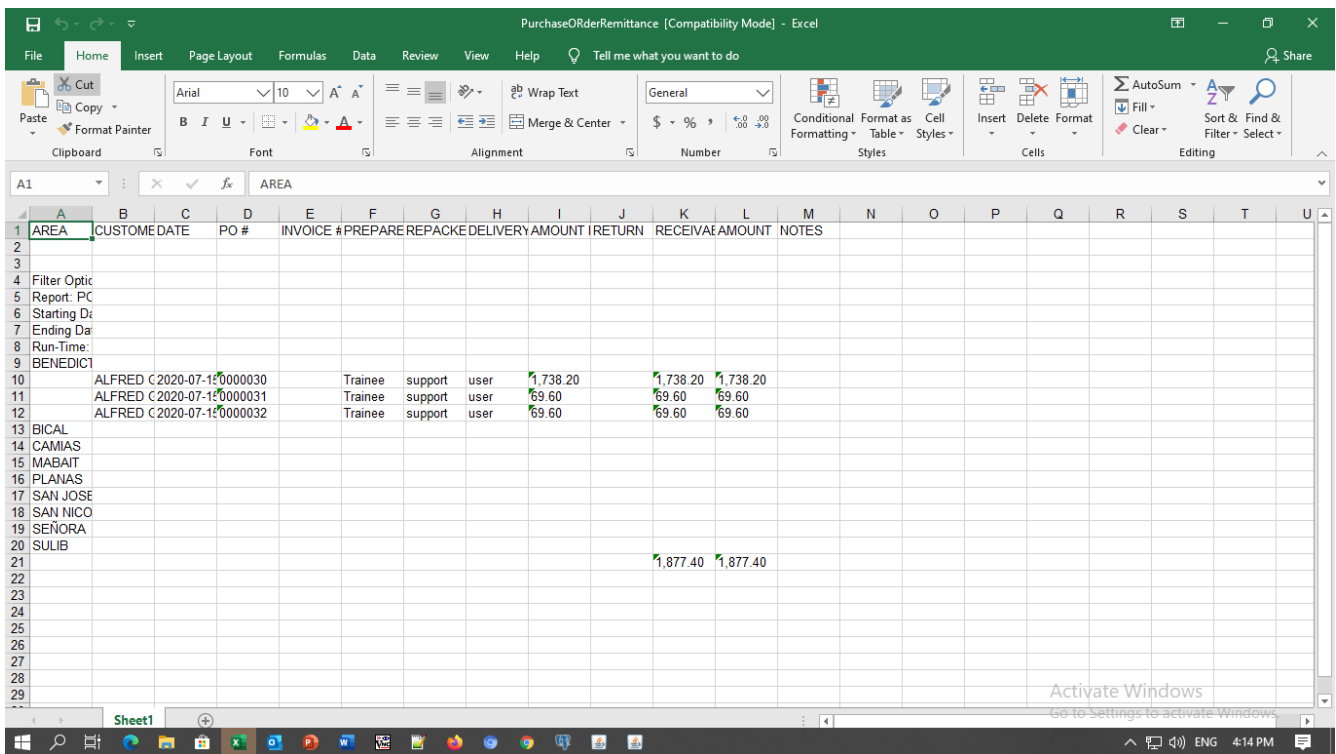
Step2) Click the (...) Button



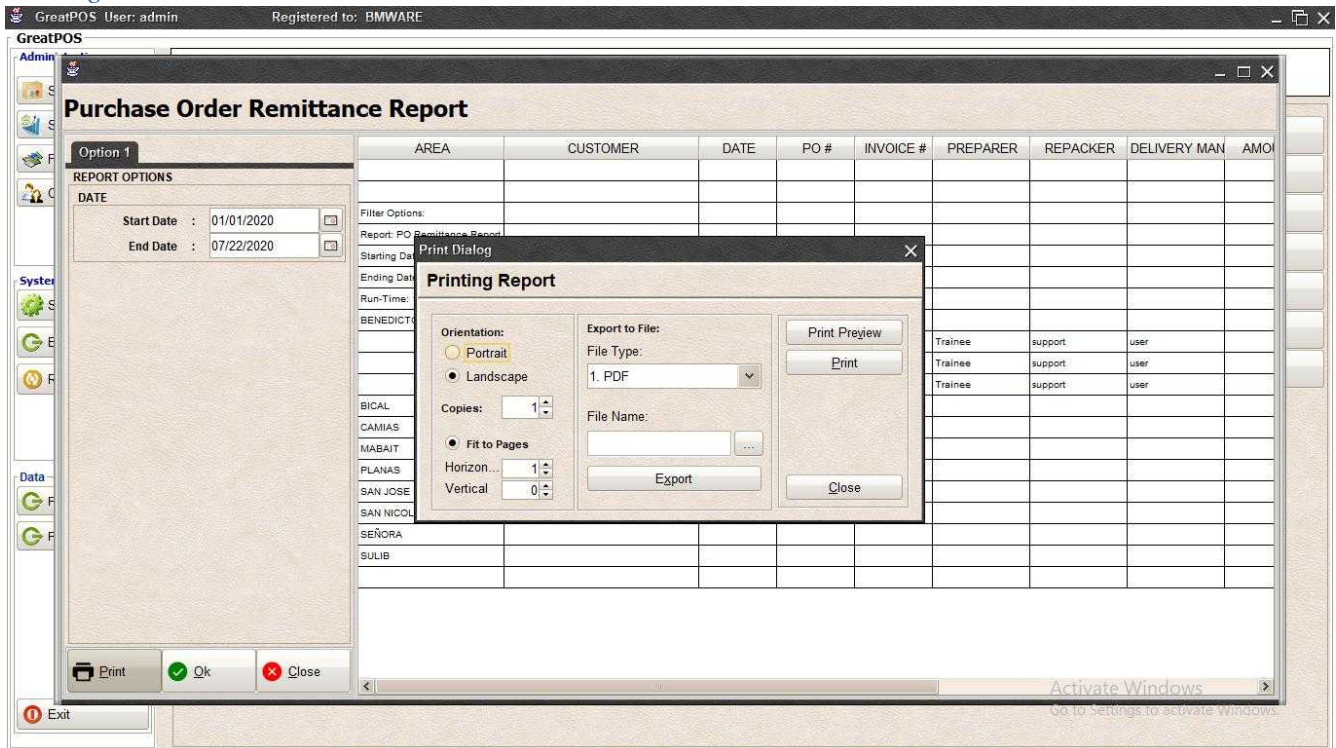
Step3) Enter File name and Click OK



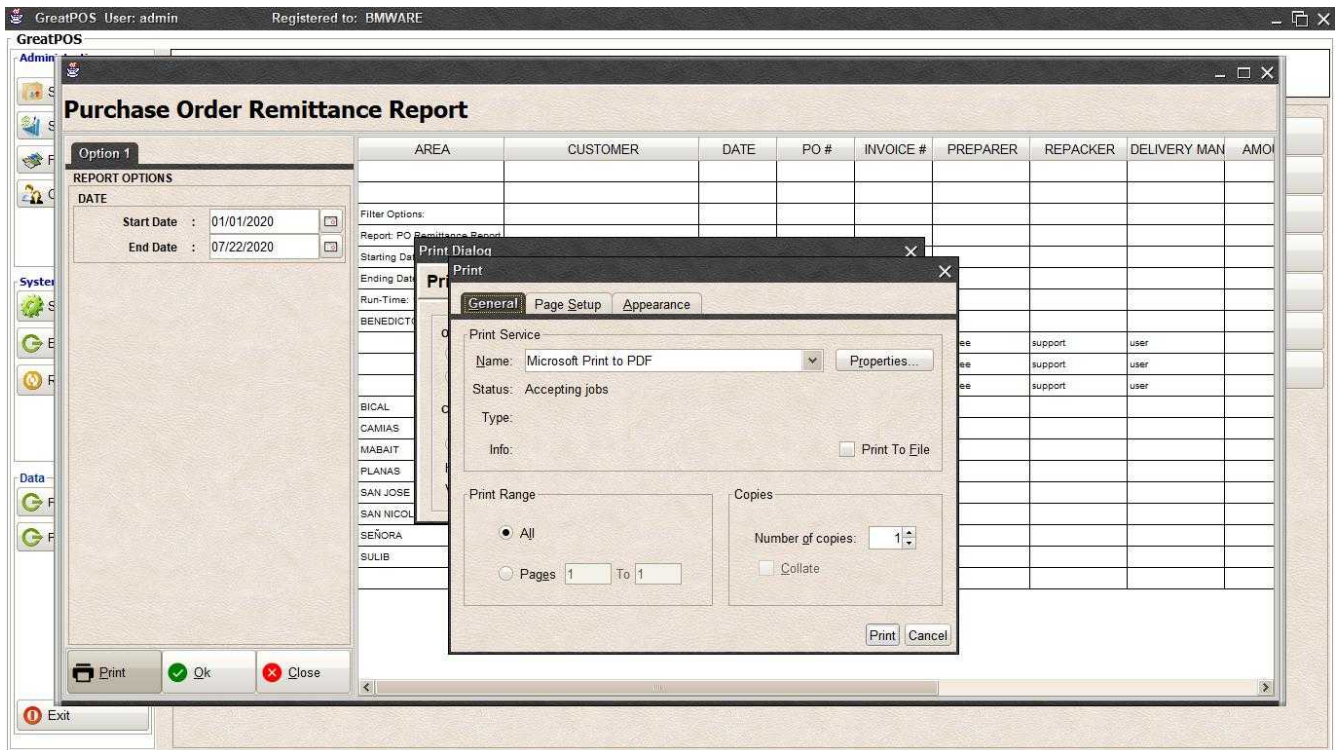
Step4) Click Ok Button



Printing



Step1) Click Print Button

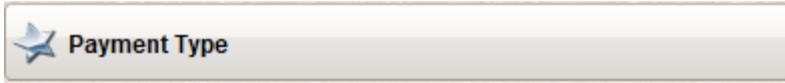


Step2) Select Printer

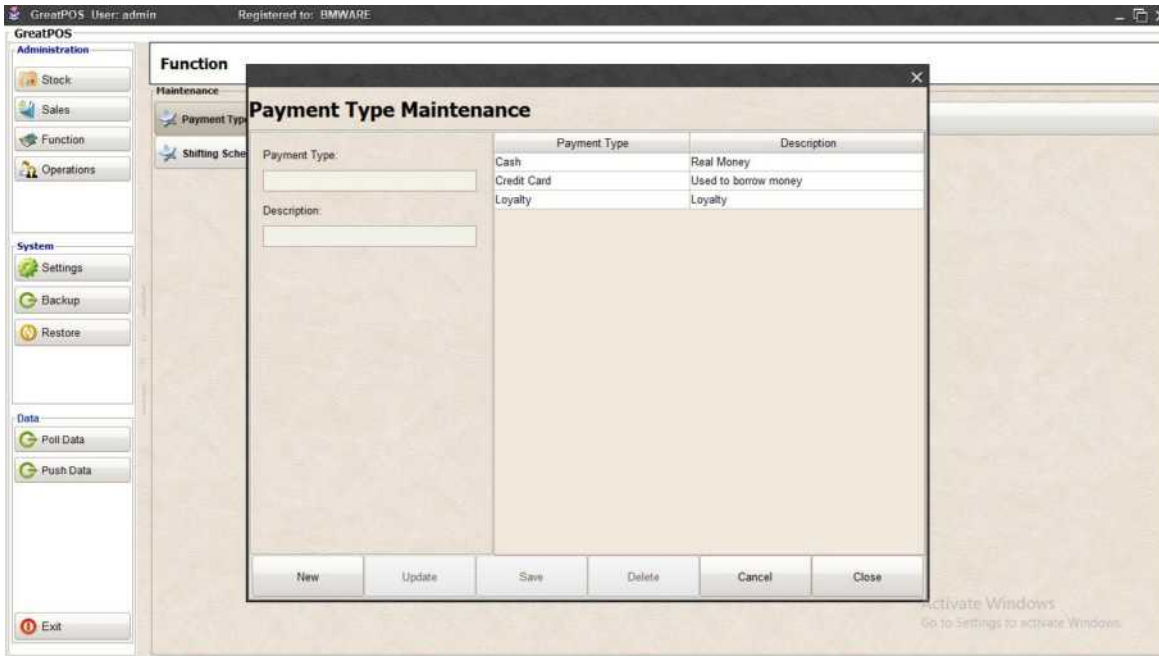
Step3) Click Print Button

FUNCTION

Payment Type

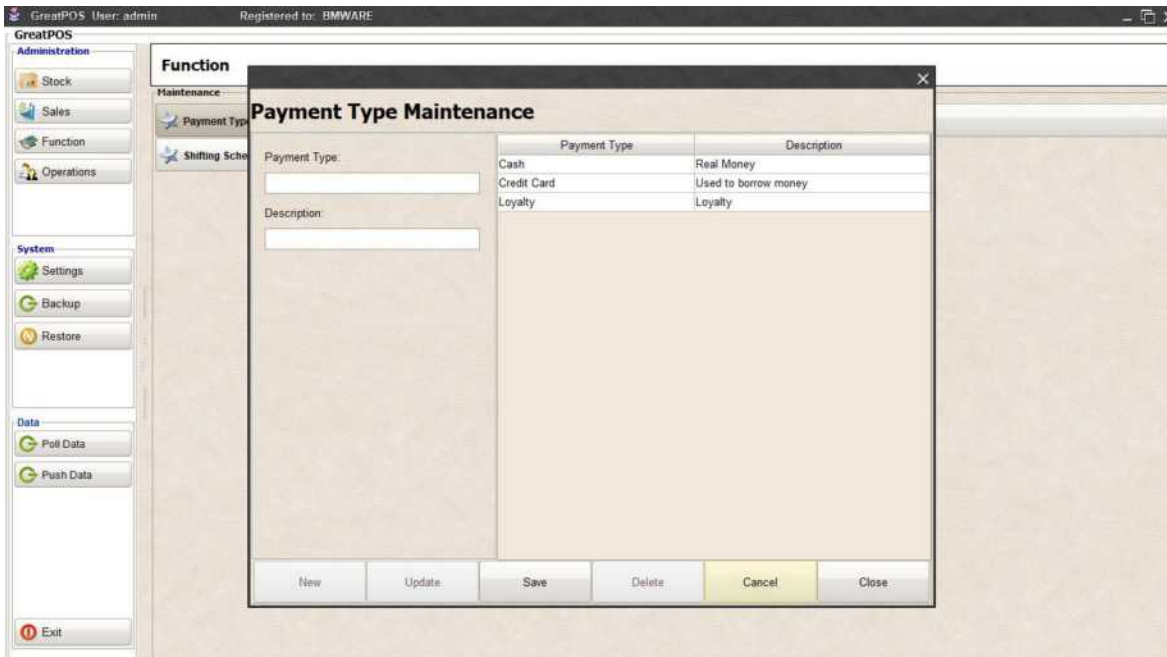


Use to manage Payment type

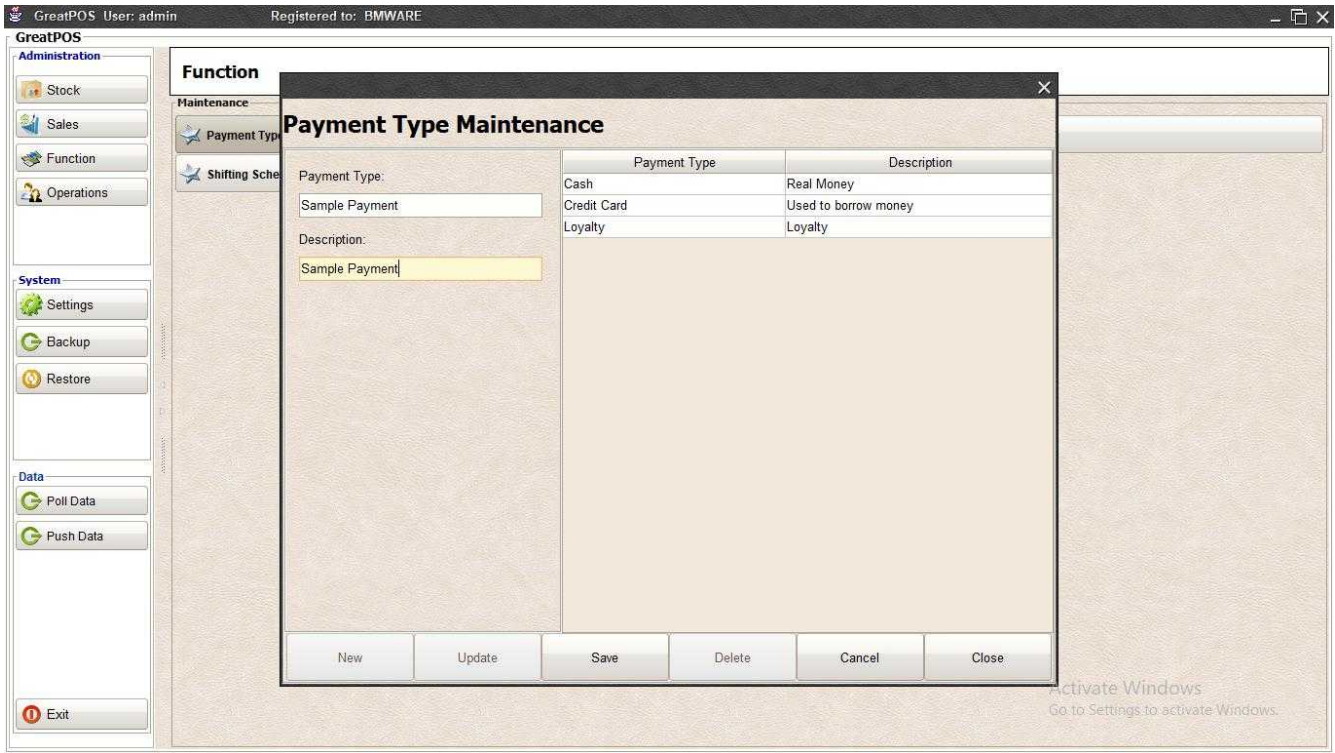


How to use Payment Type?

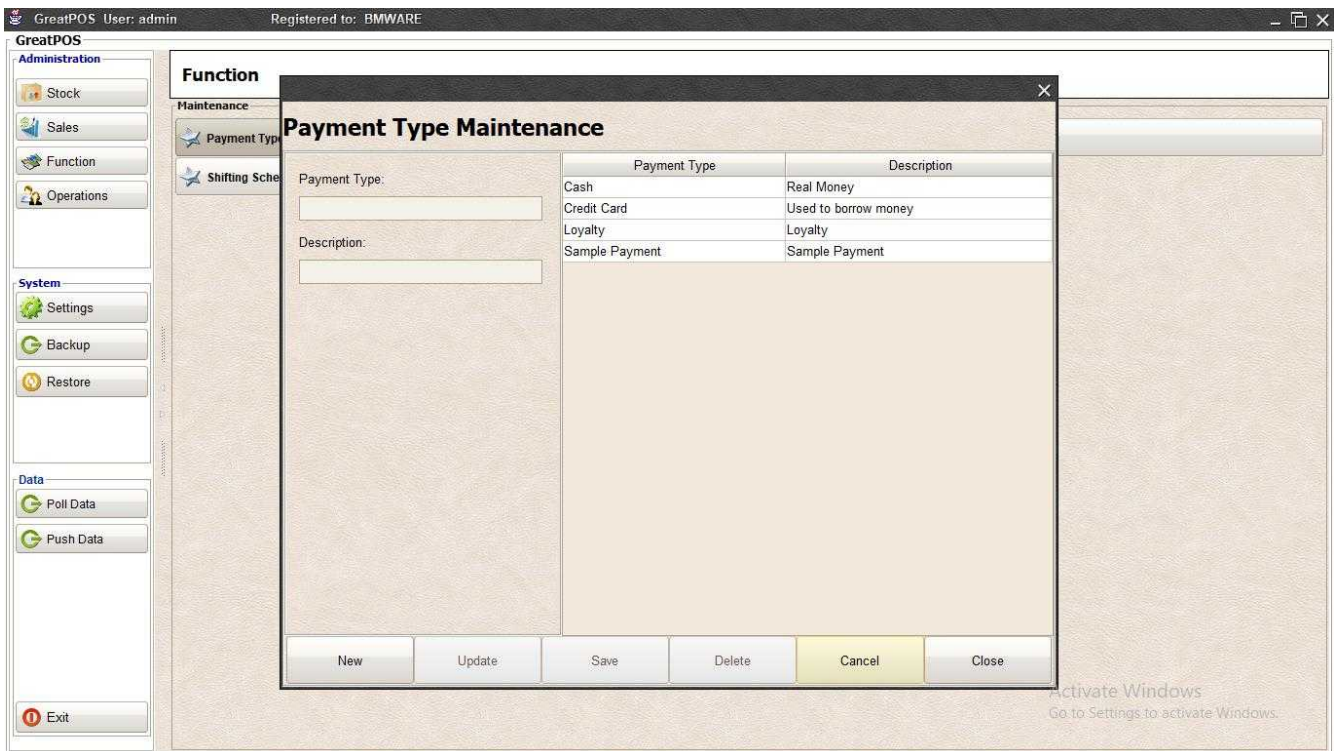
Step1) Click New Button



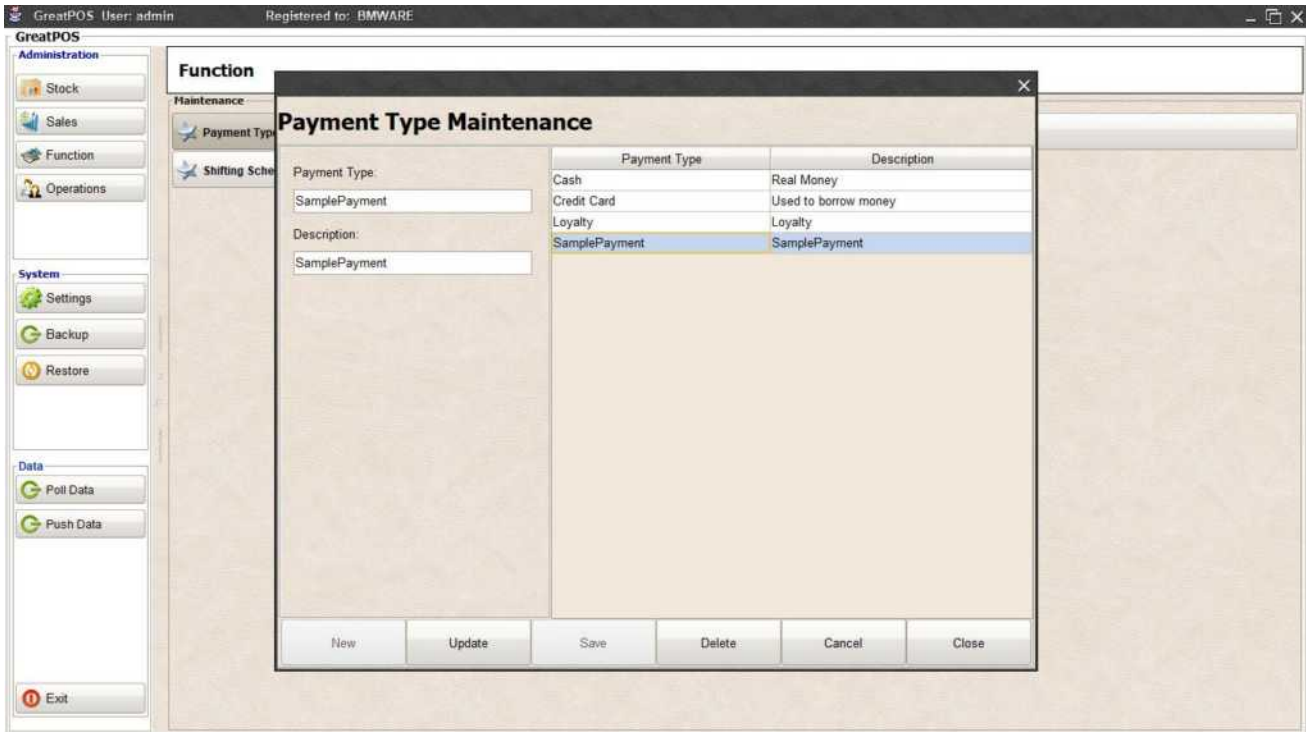
Step2) Enter Payment Type and Description



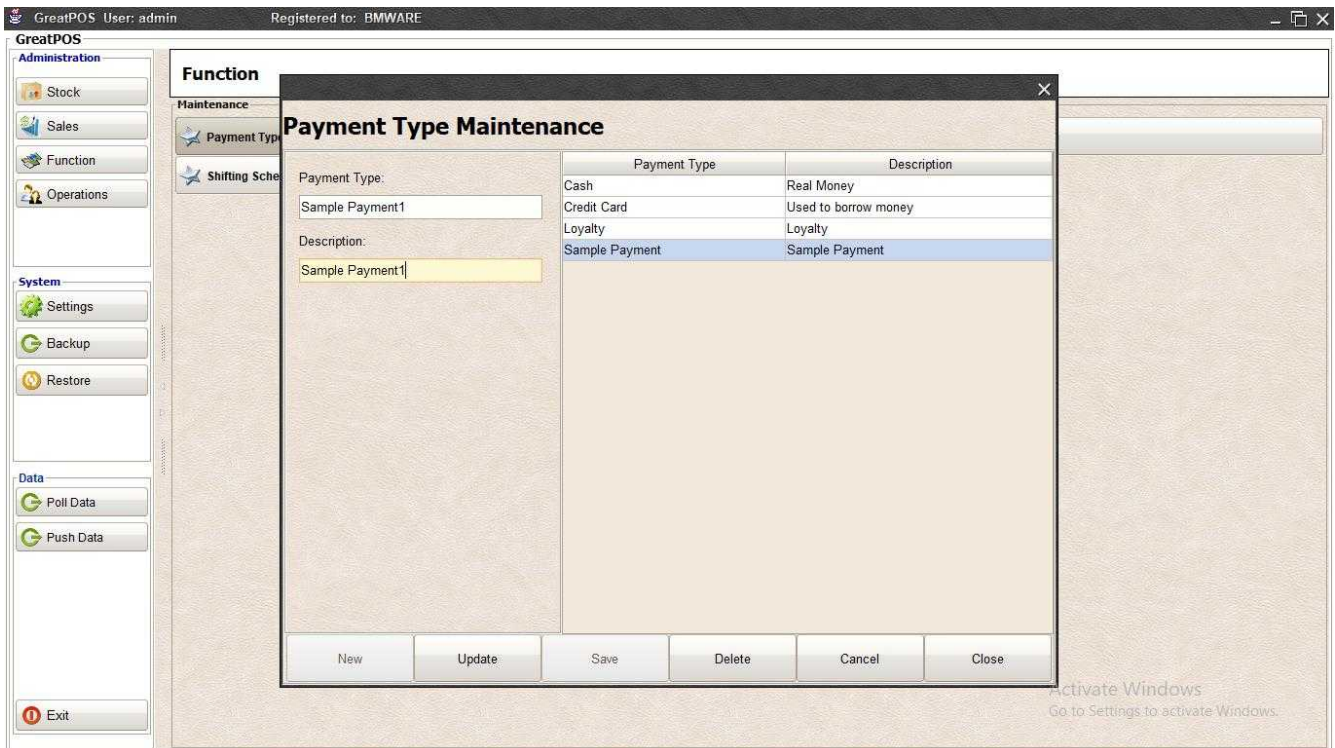
Step3) Click Save Button



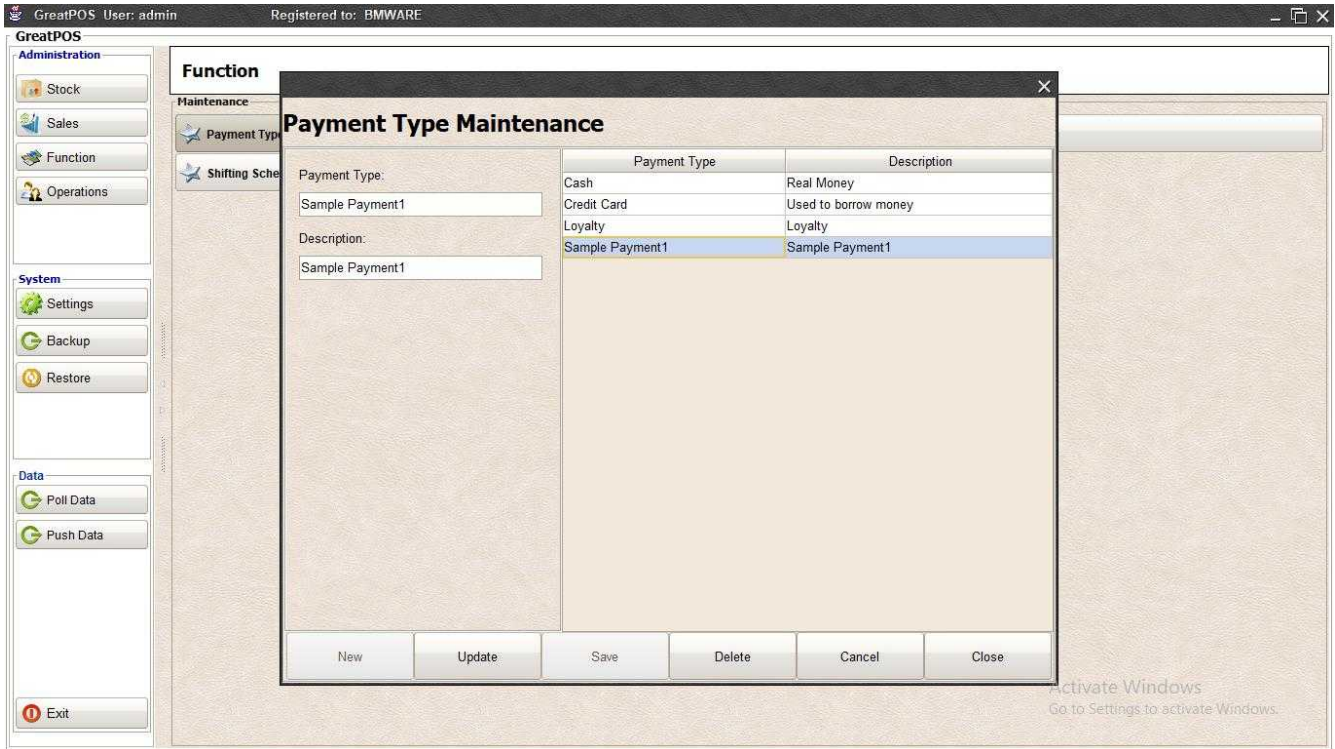
Edit Payment Type
Step1) Select on the table



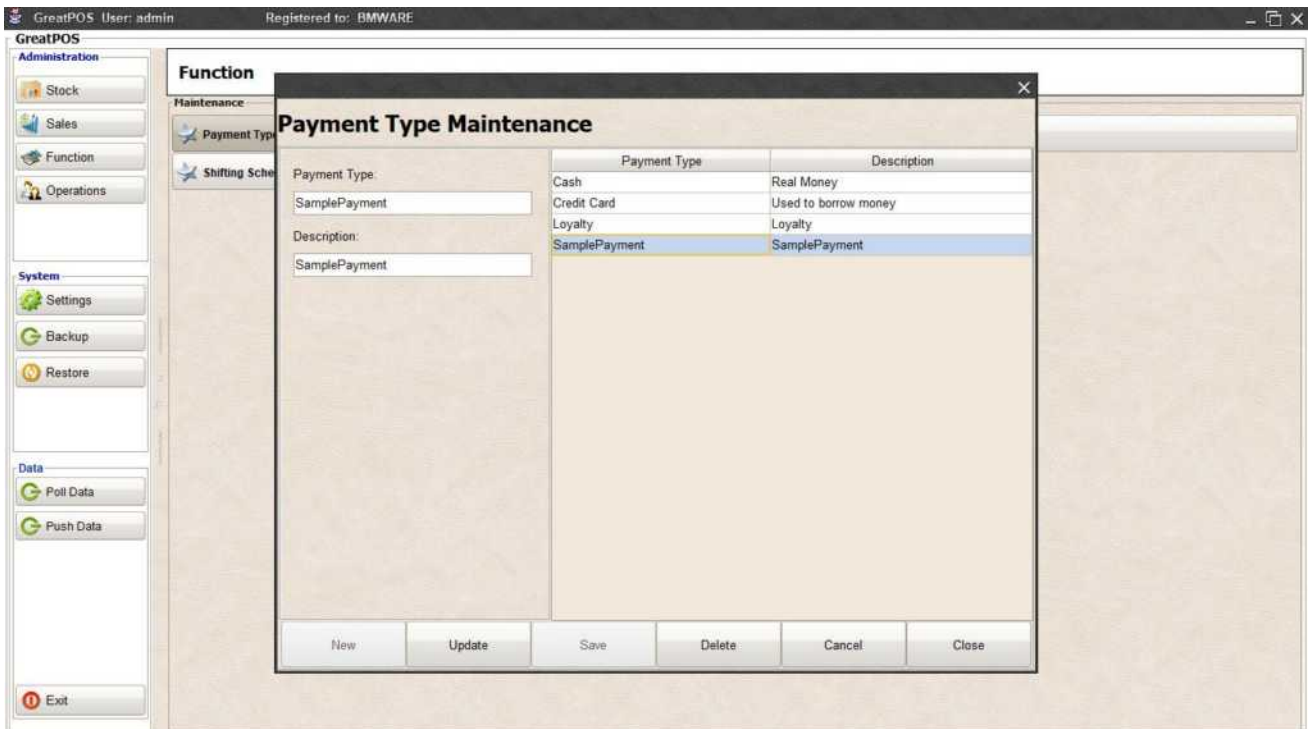
Step2) Edit the selected Payment type



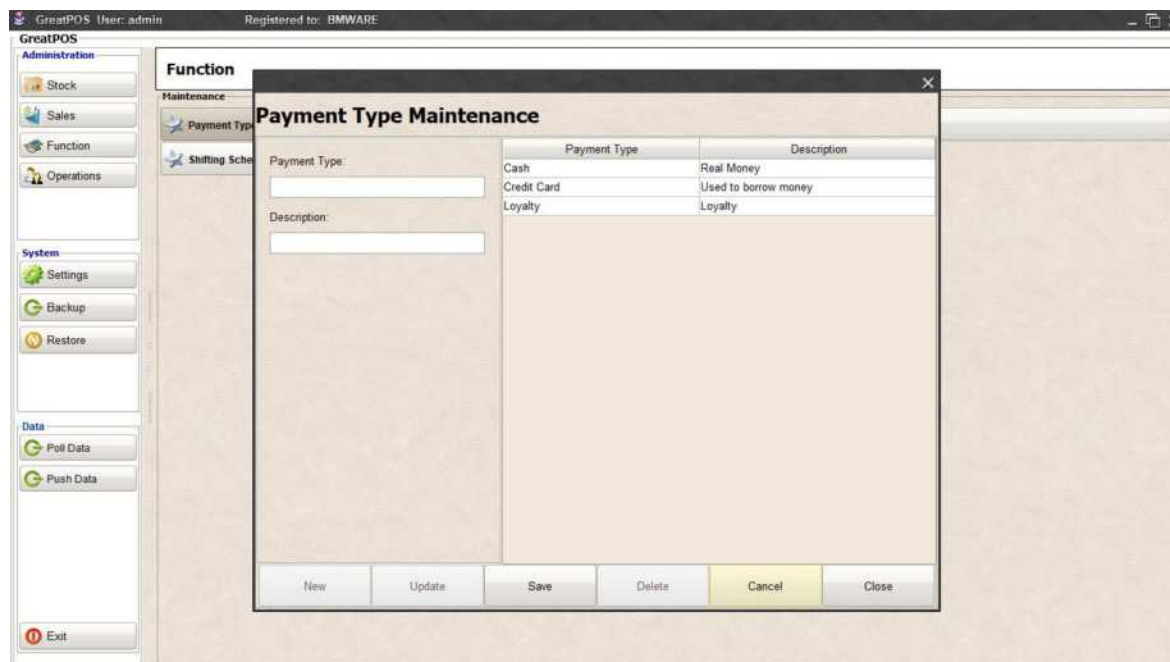
Step3) Click Update Button



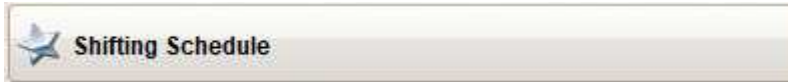
Delete Payment Type
Step1) Select on the table



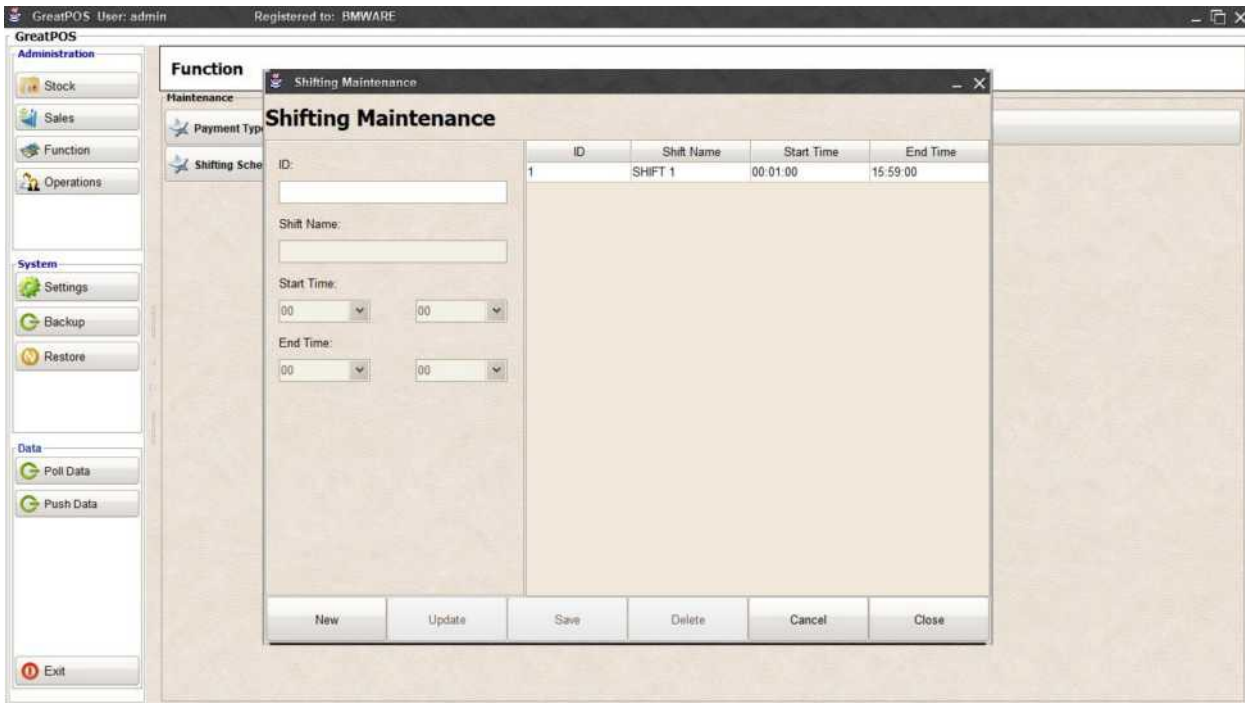
Step2) Click Delete Button



Shifting Schedule

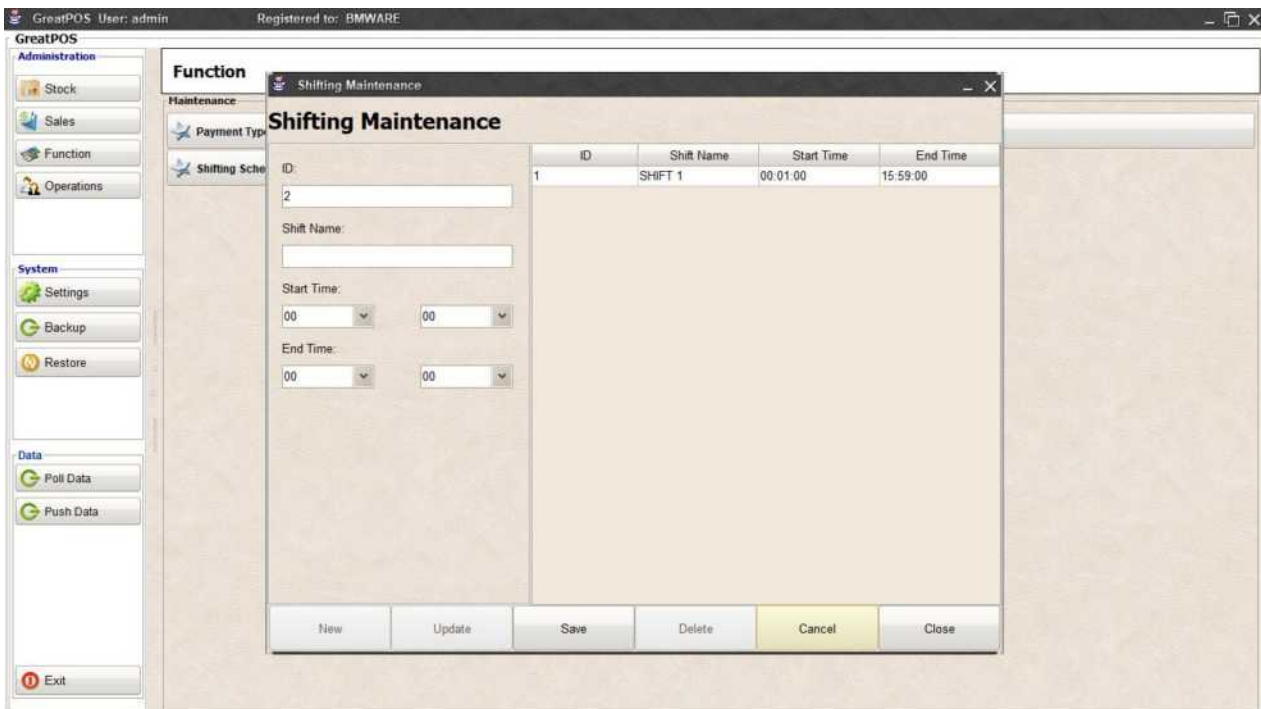


Use to manage Shifting Schedule of the Cashier Side Users



How to use Shifting Schedule?

Step1) Click New Button

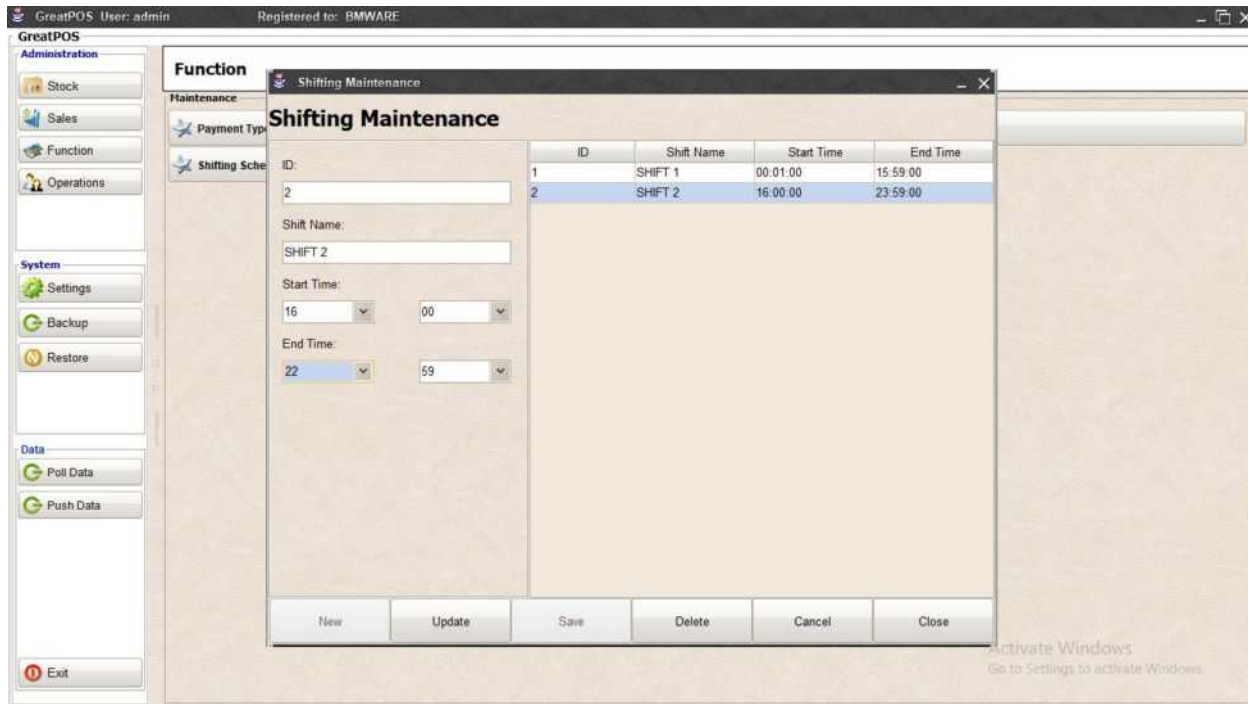


Step2) Enter Shift Name

Step3) Set Start Time and End Time

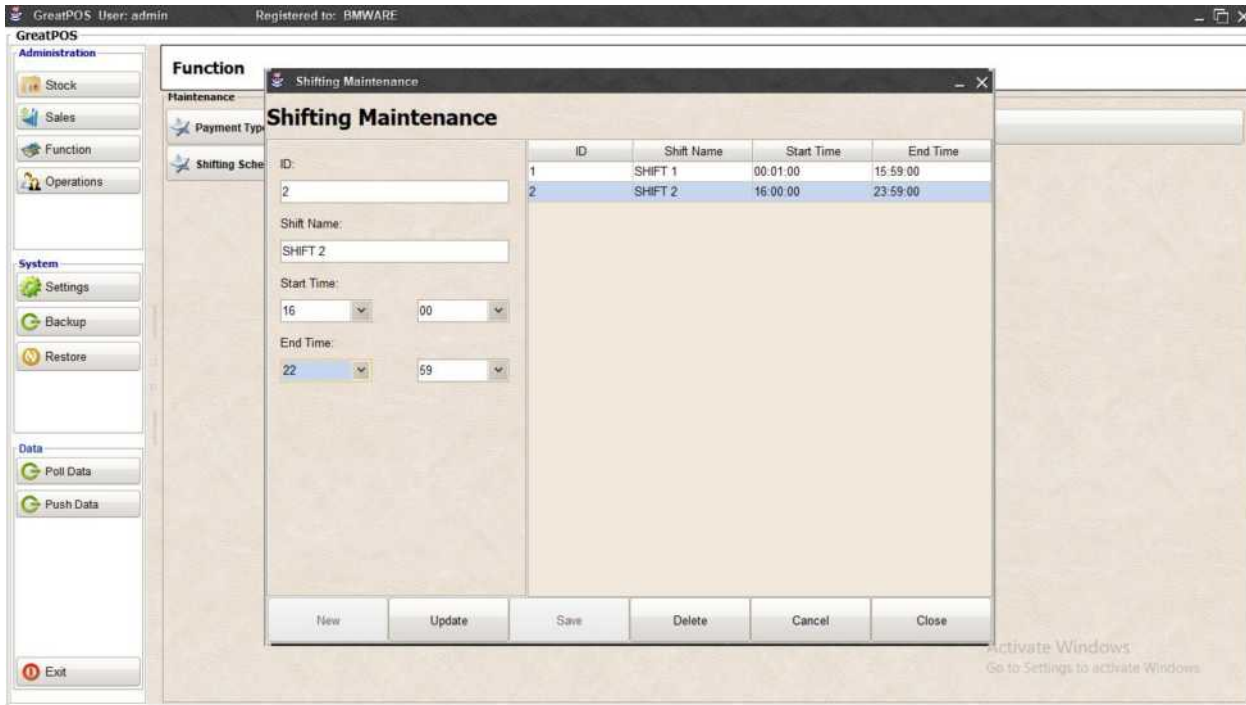
(Note: Setting of time must be military time)

Step4) Click Save Button

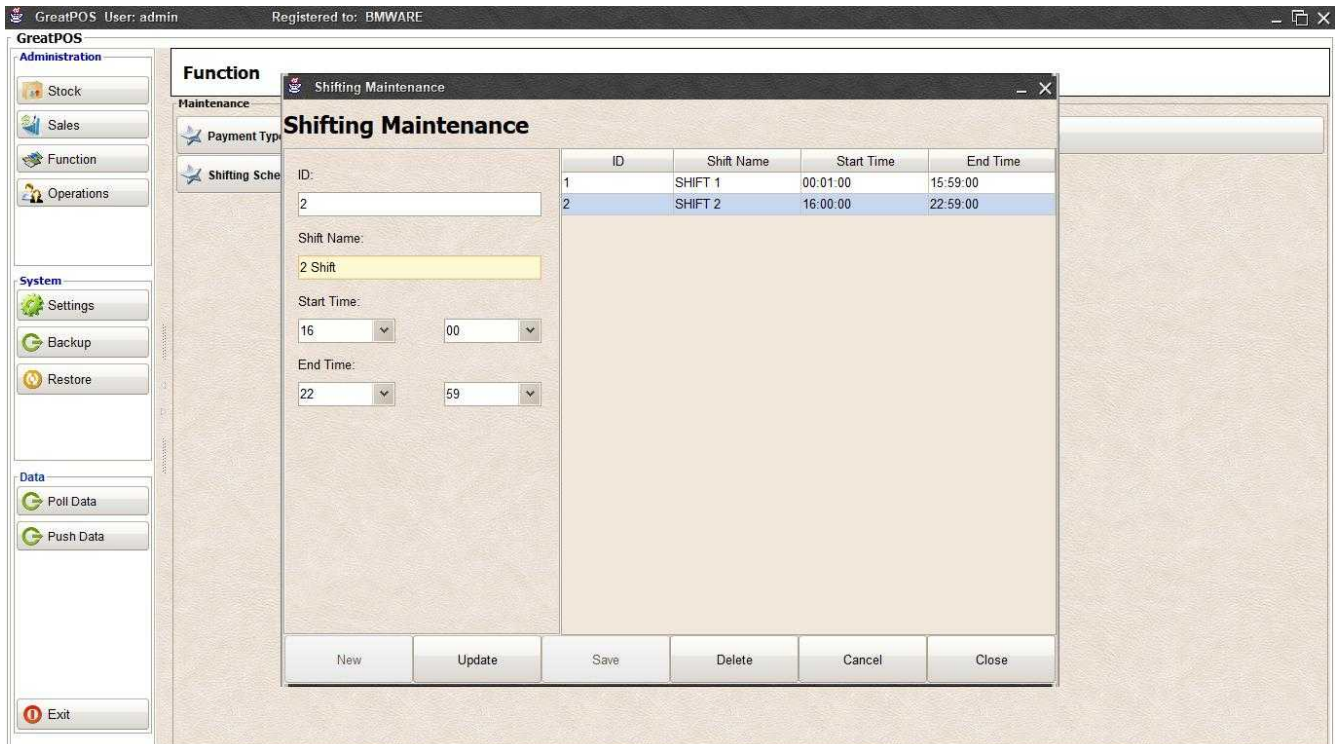


Edit Shifting

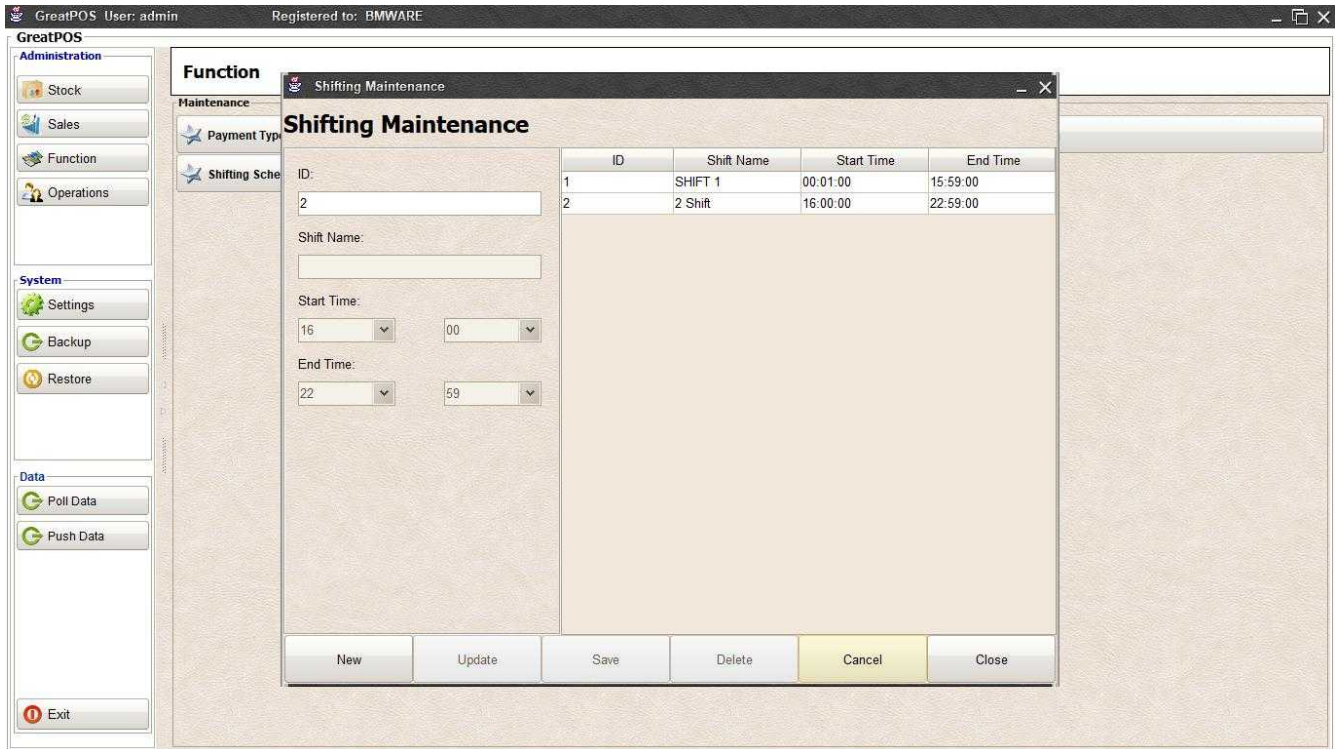
Step1) Select Shift on the table



Step2) Edit the Shift Selected

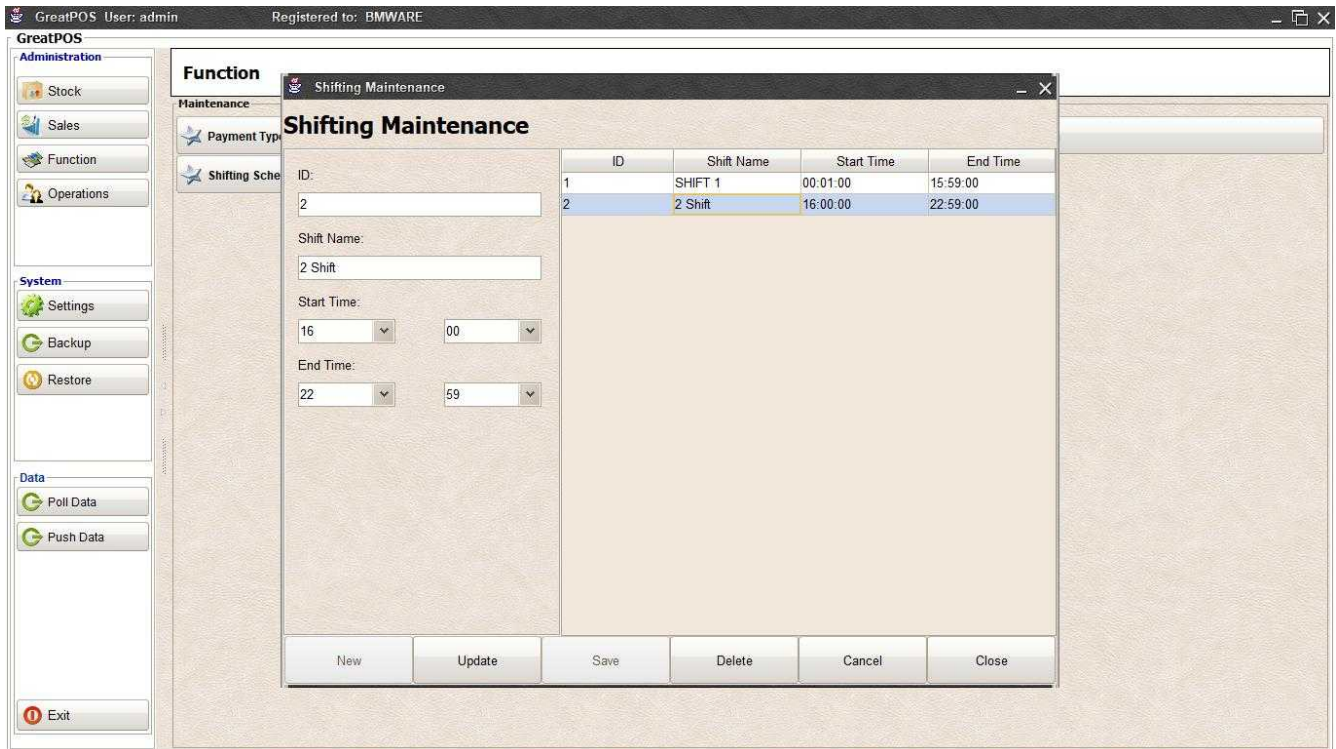


Step3) Click Update Button

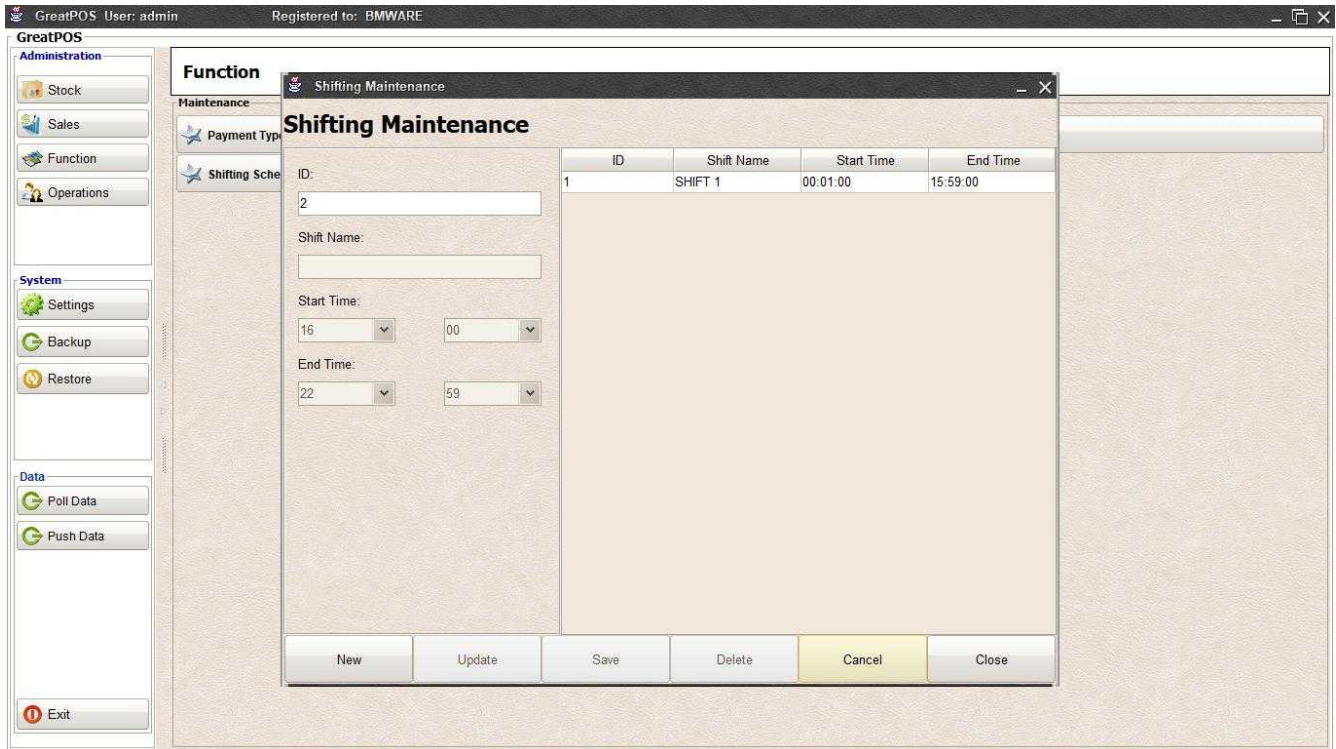


Delete Shift

Step1) Select Shift on the table



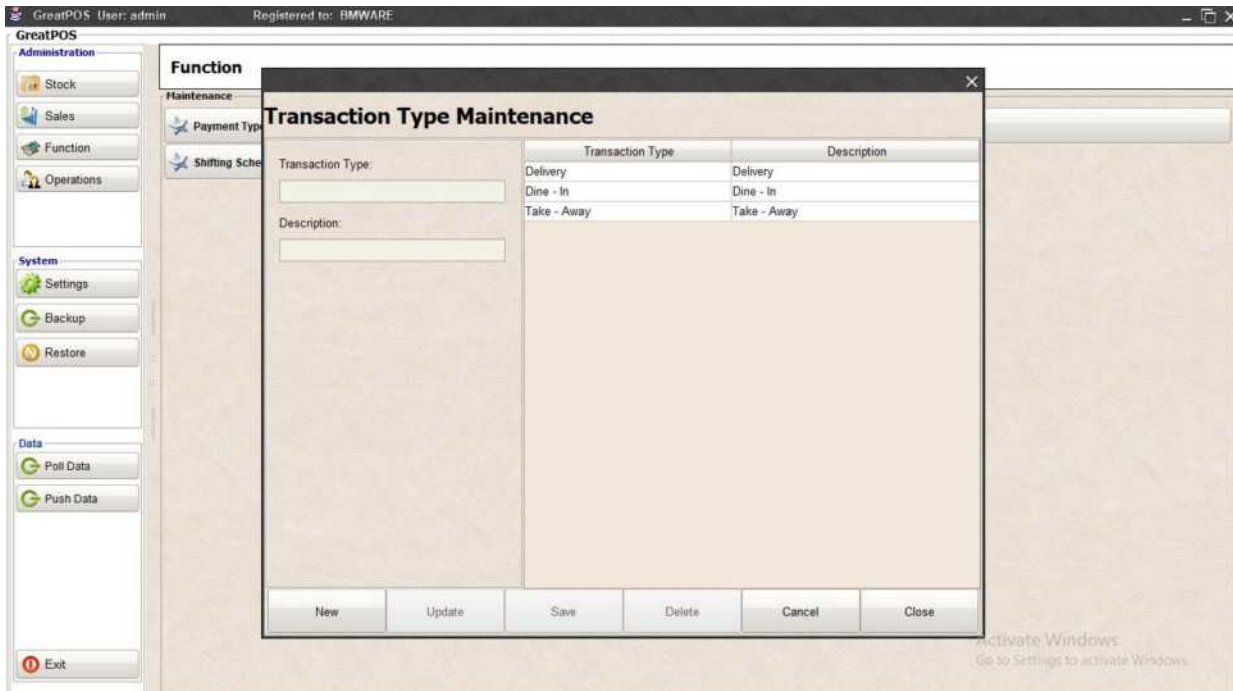
Step2) Click Delete Button



Transaction Type

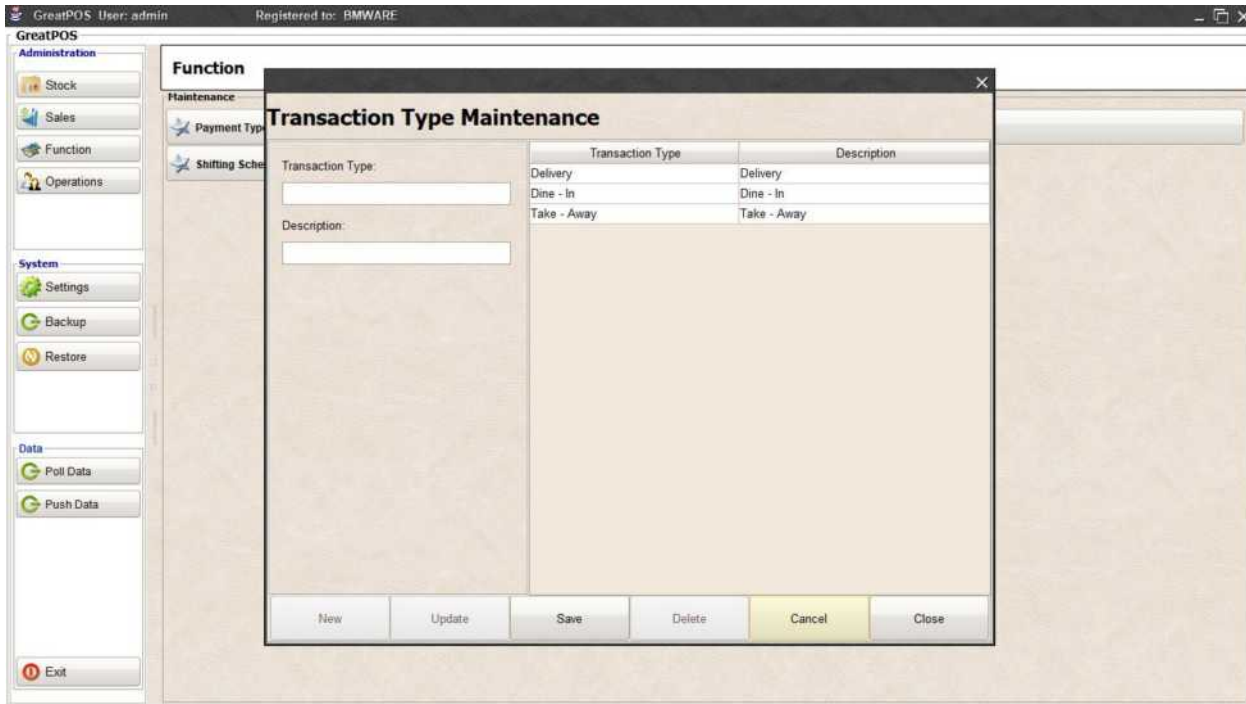


Use to manage Transaction type into the Cashier Side



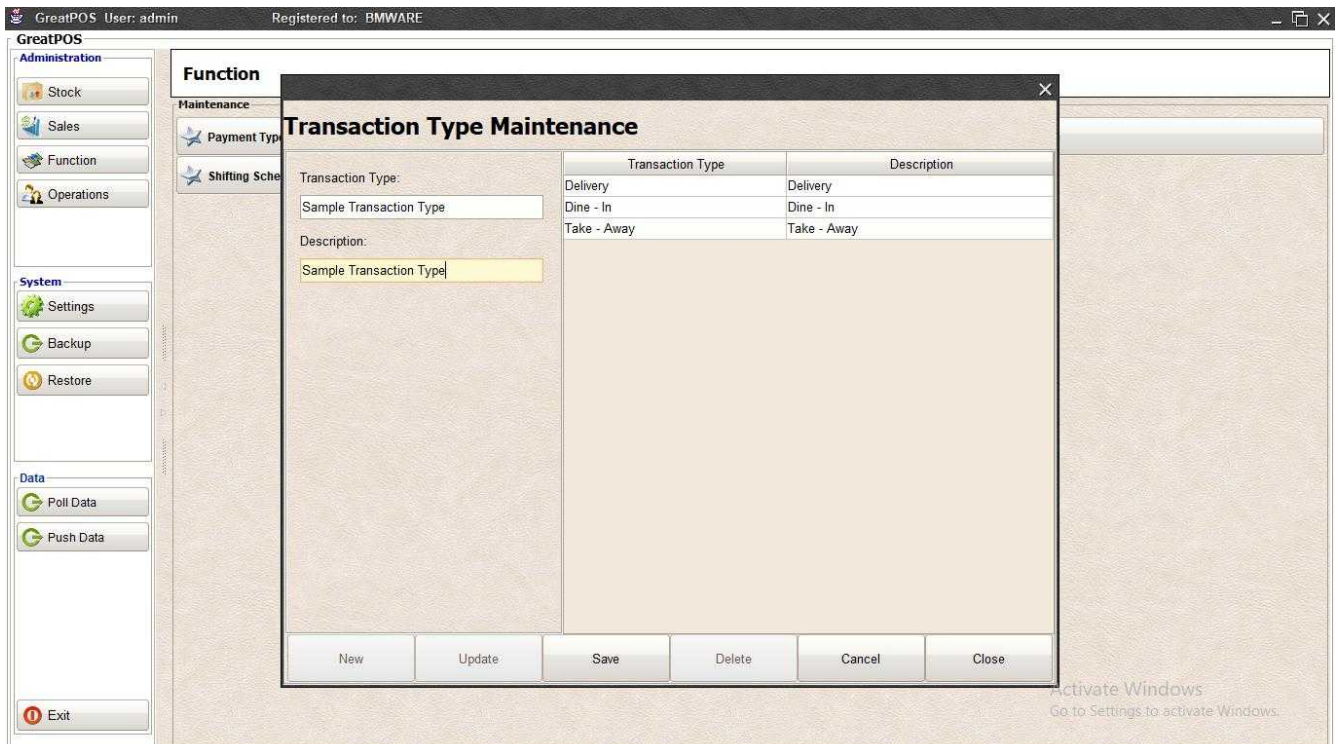
How to use Transaction Type?

Step1) Click New Button

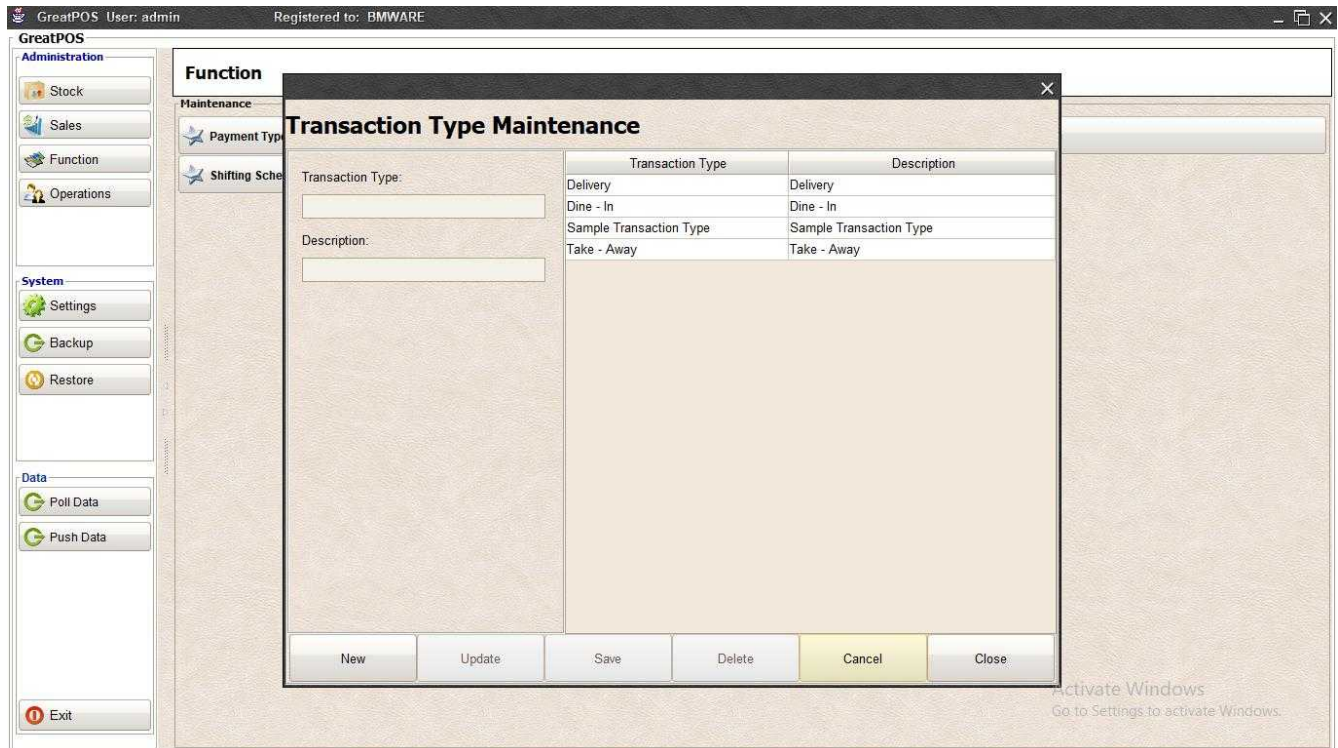


Step2) Enter Transaction Type

Step3) Enter Description

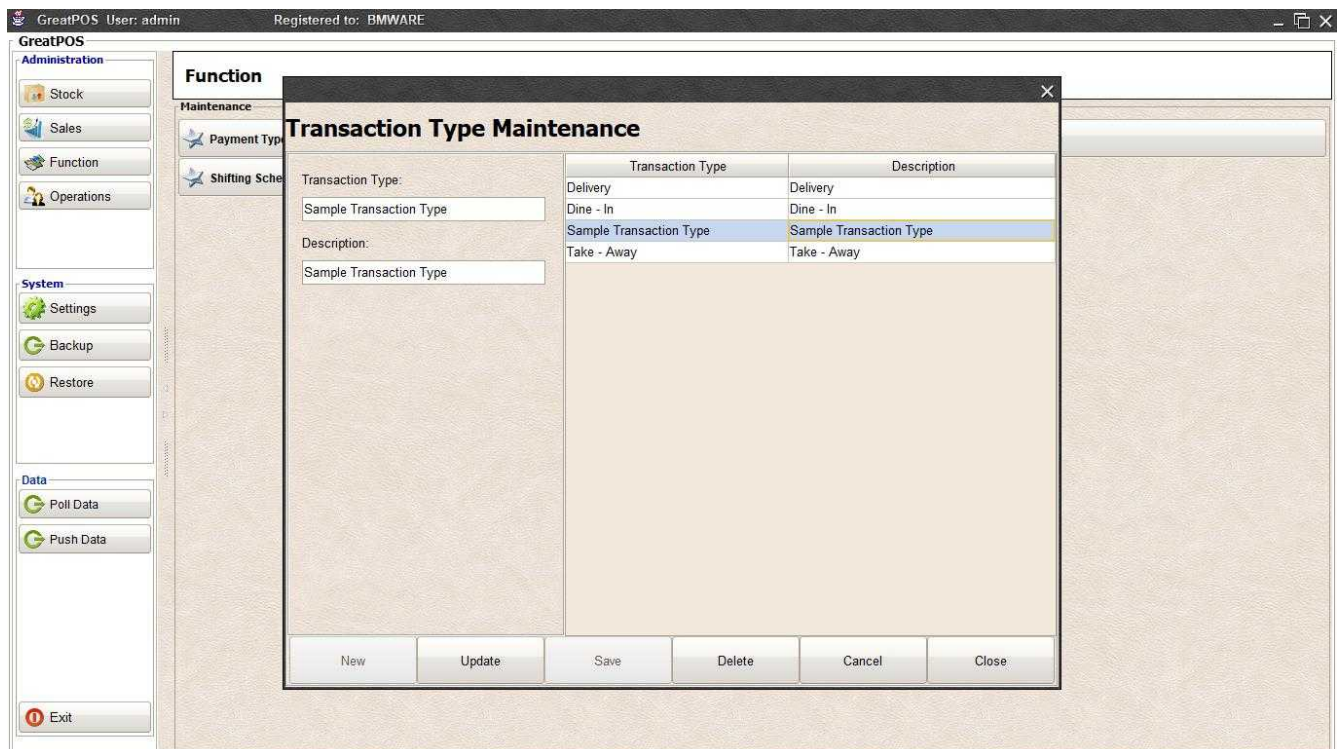


Step4) Click Save Button

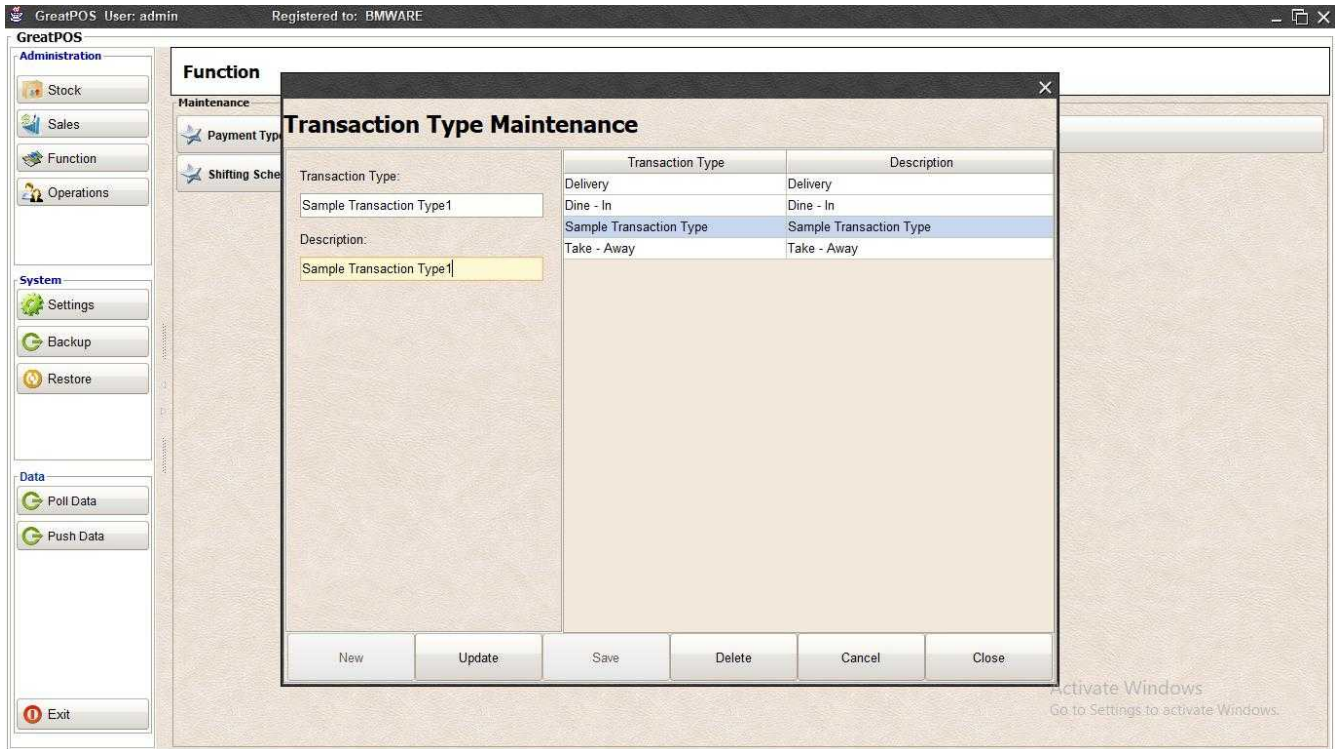


Edit Transaction Type

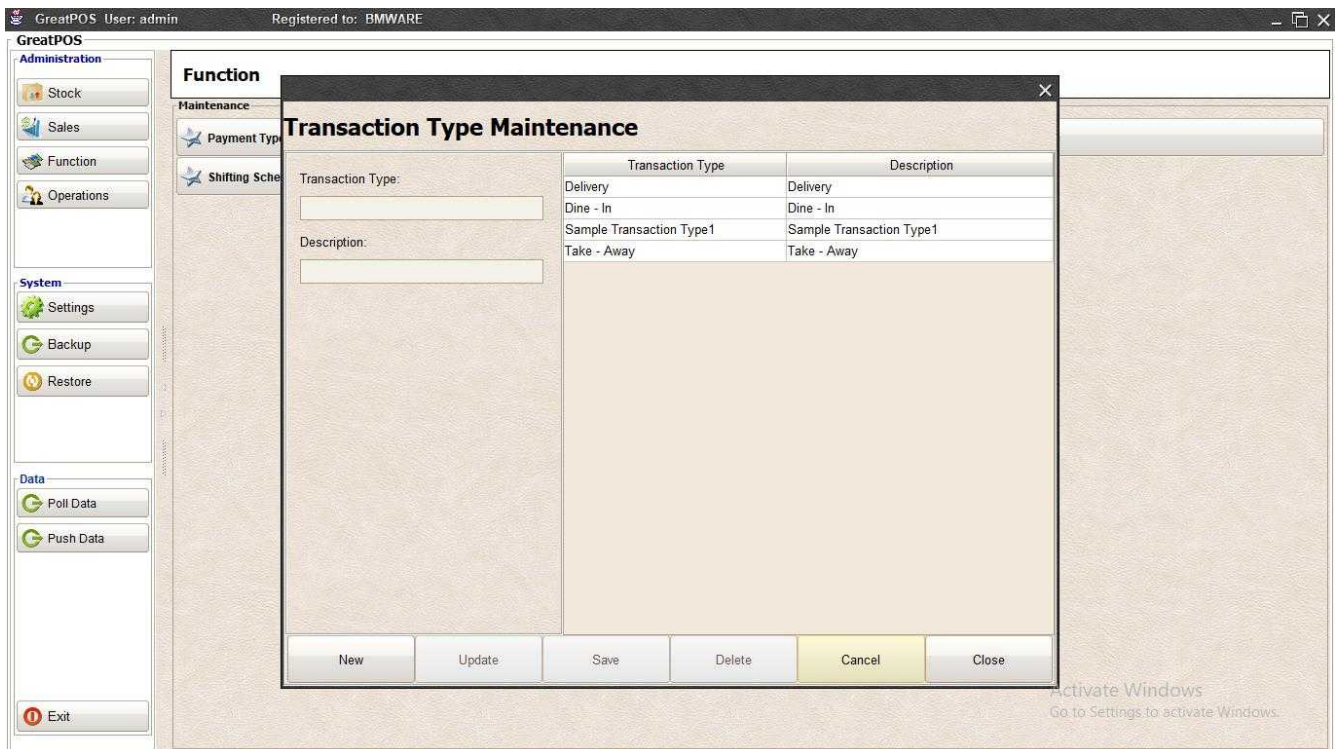
Step1) Select Transaction Type on the table



Step2) Edit the Payment Type Selected

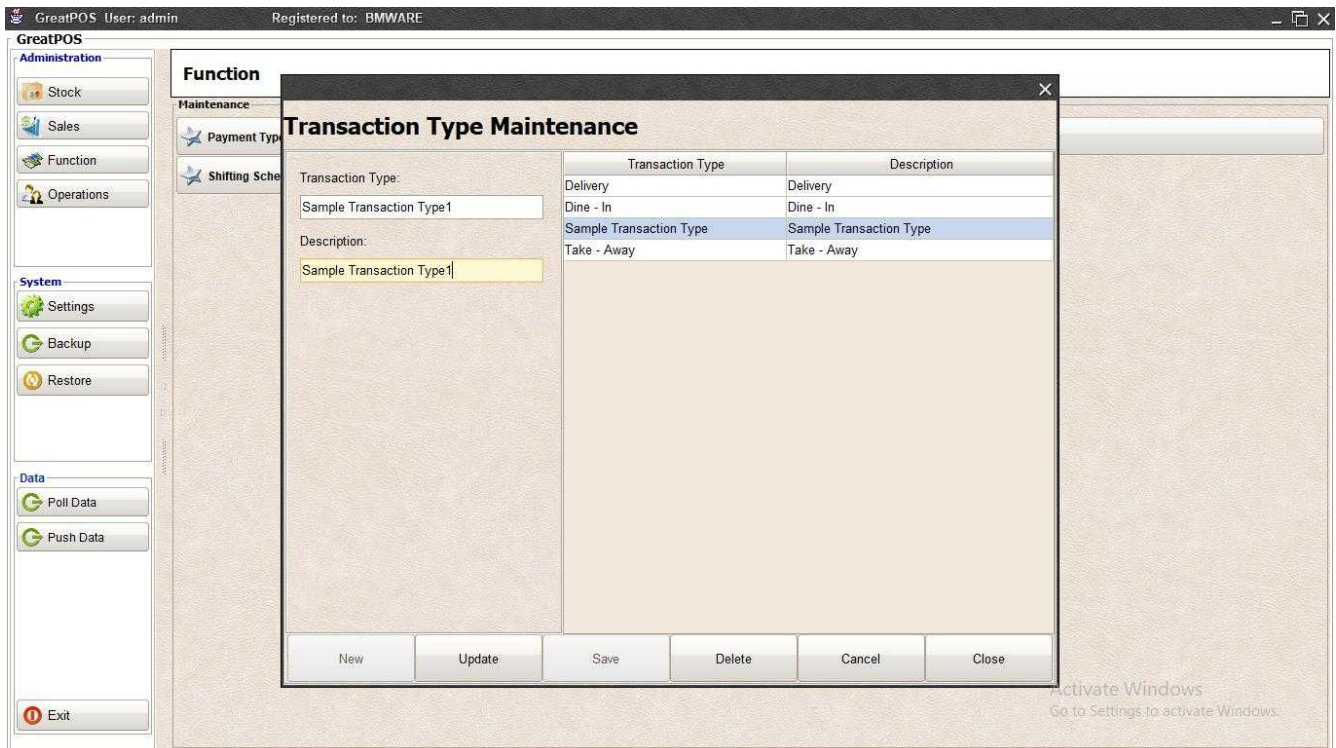


Step3) Click Update Button

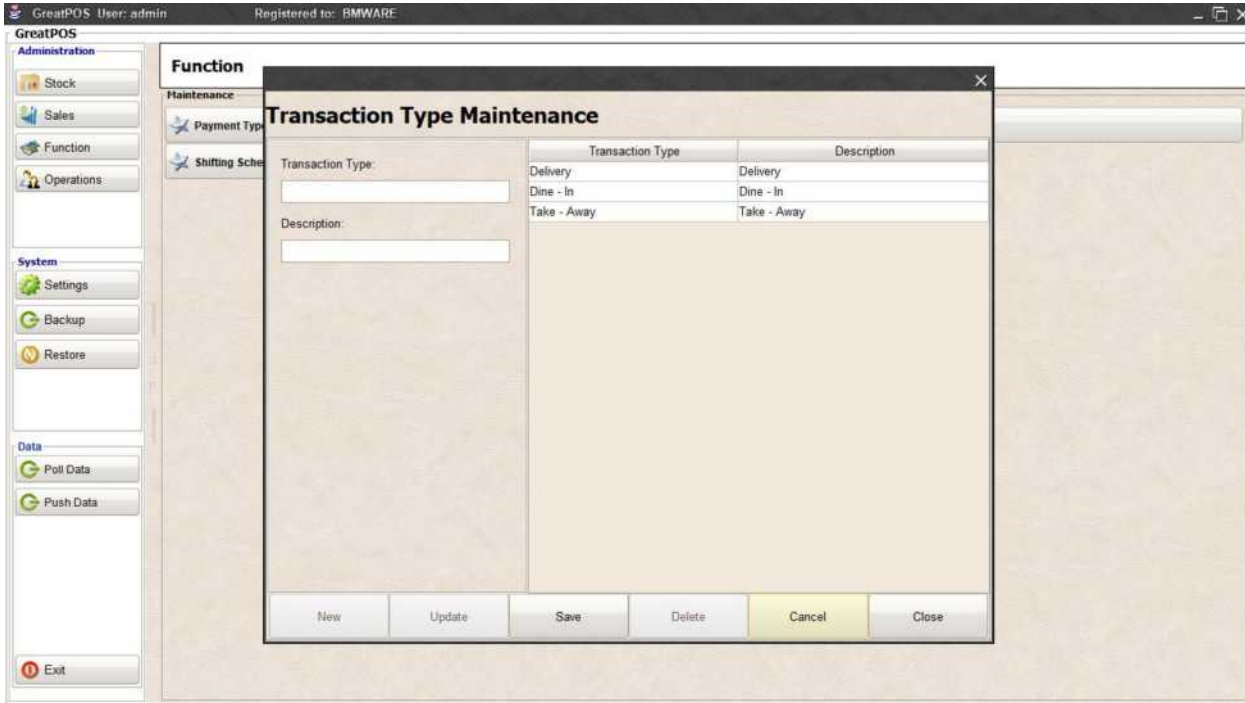


Delete Transaction Type

Step1) Select Transaction Type on the table



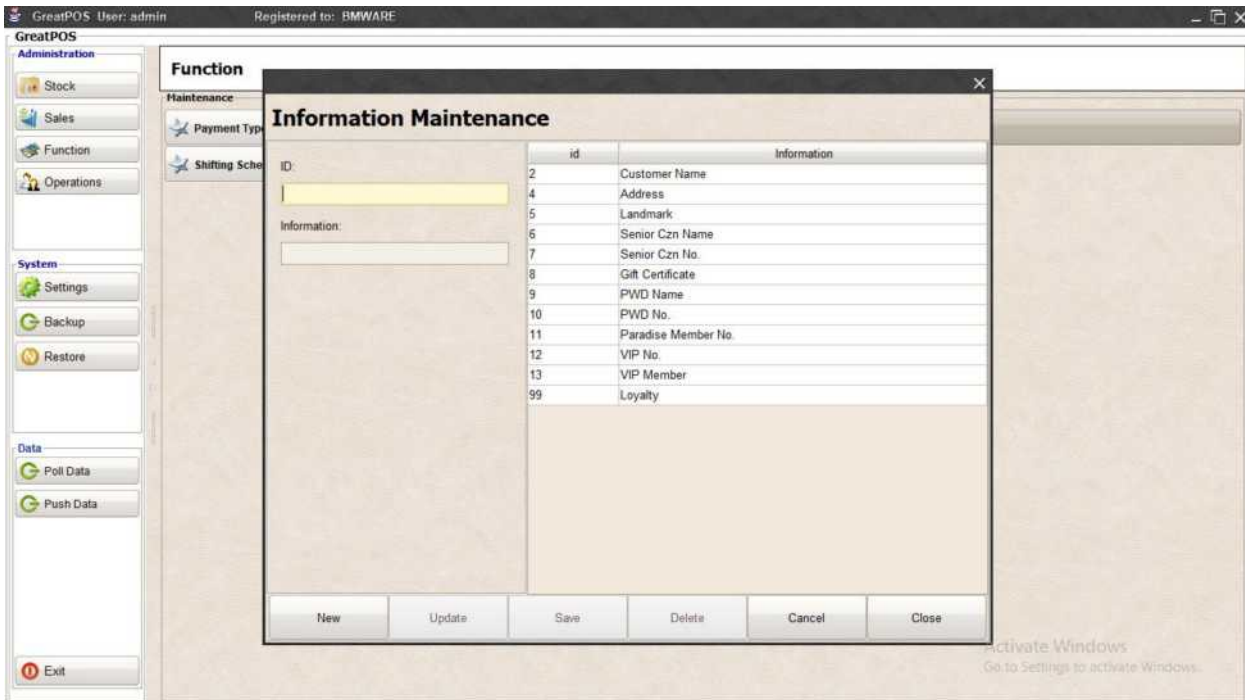
Step2) Click Delete Button



Add Information



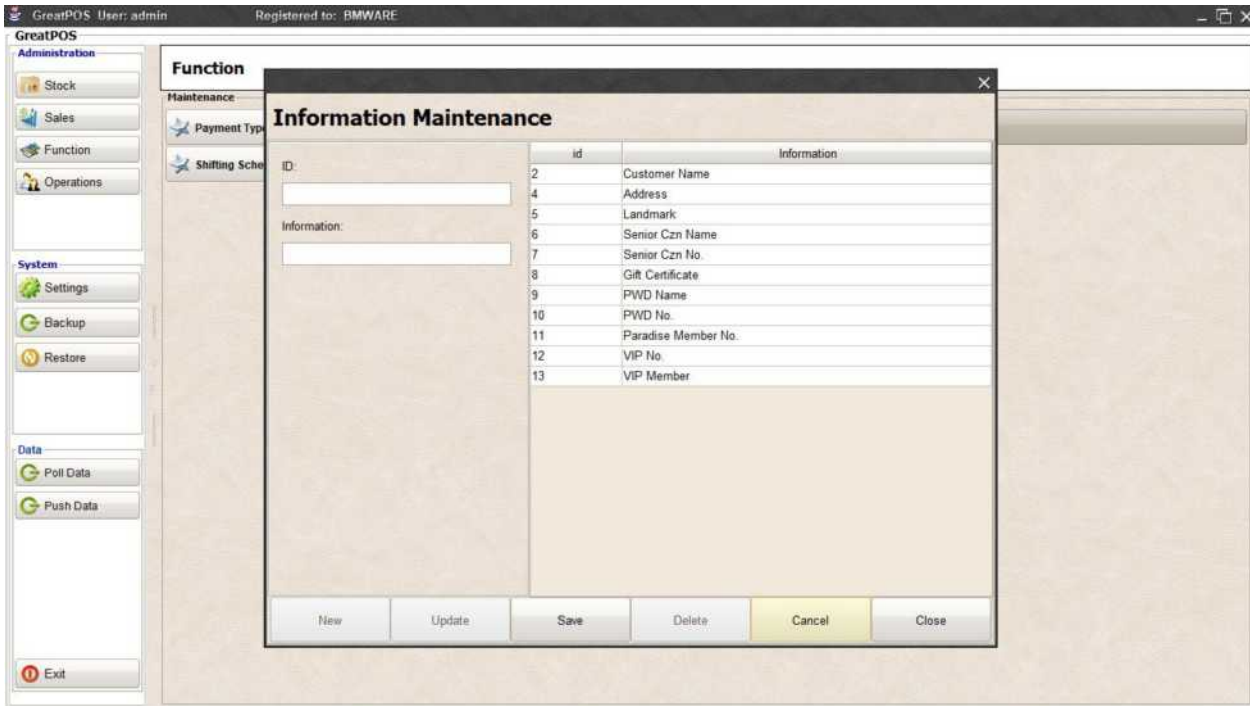
Use to manage Information into the Cashier Side



Activate Windows
Go to Settings to activate Windows.

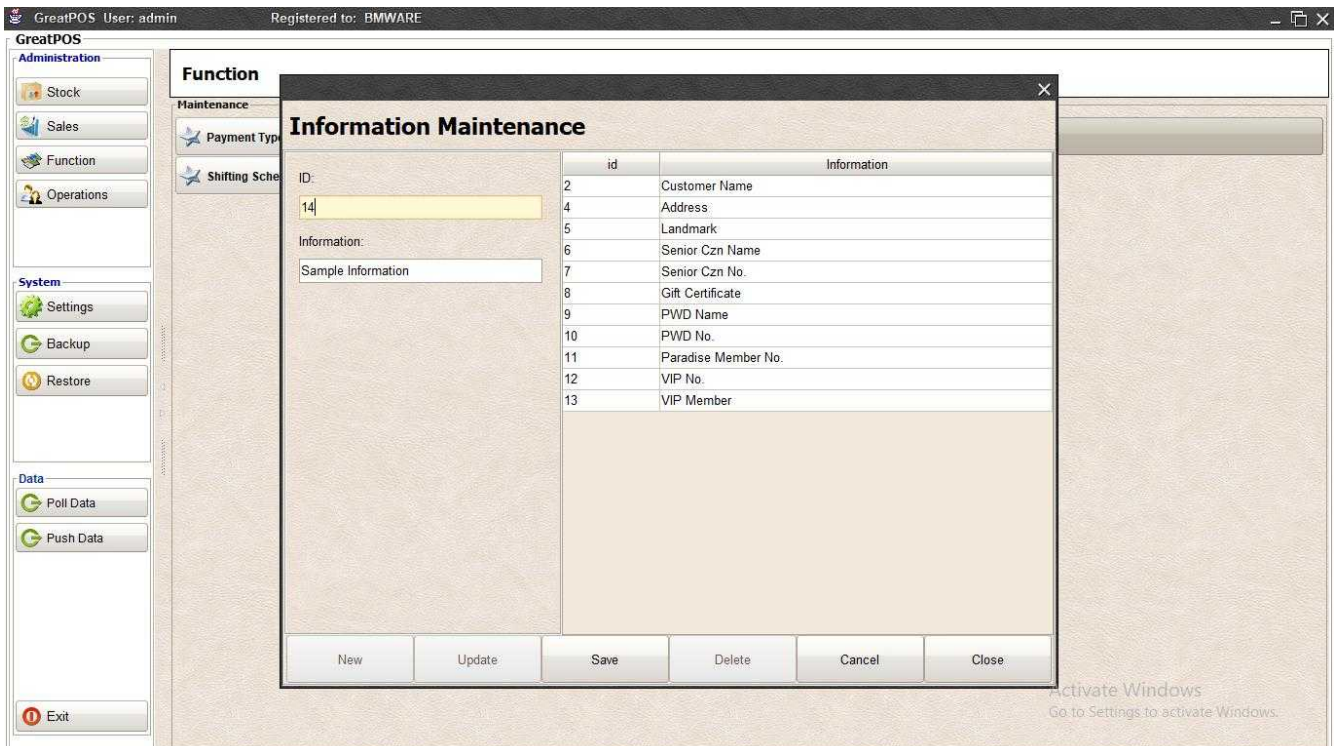
How to use Add Information?

Step1) Click New Button

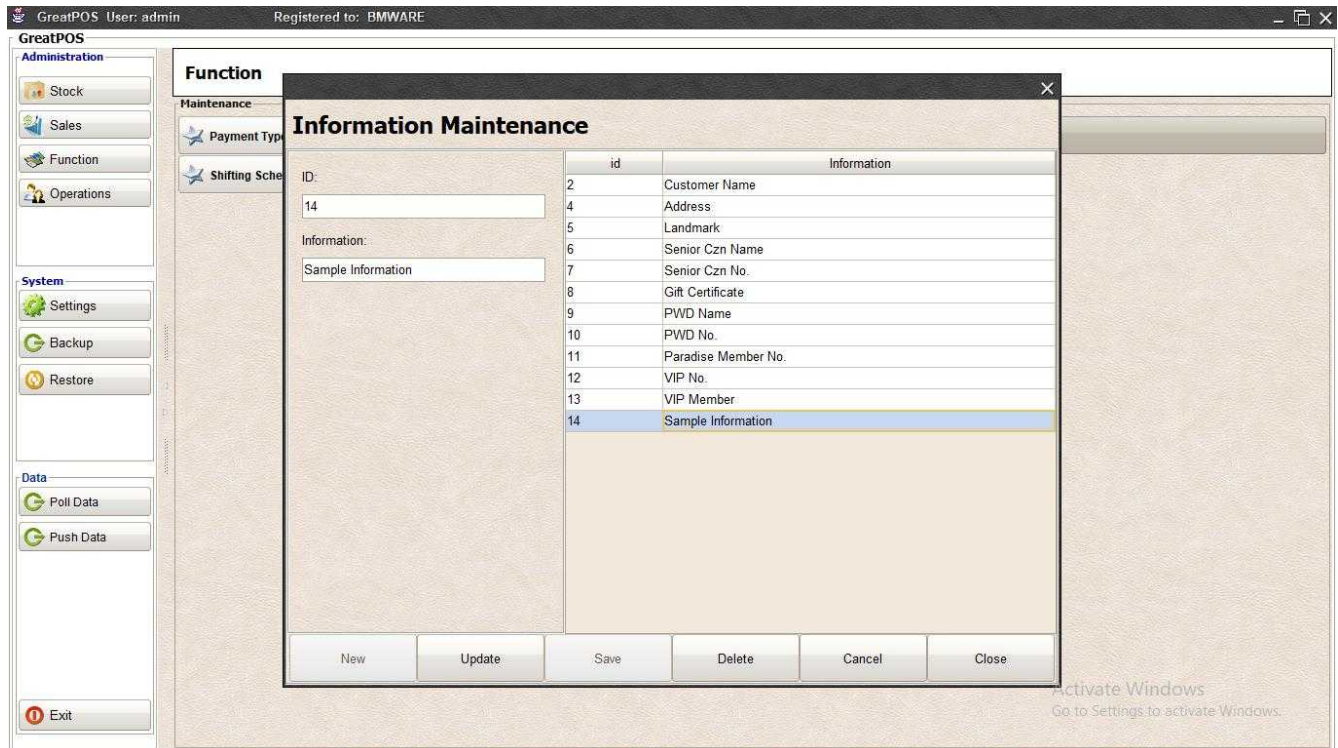


Step2) Enter ID

Step3) Enter Information

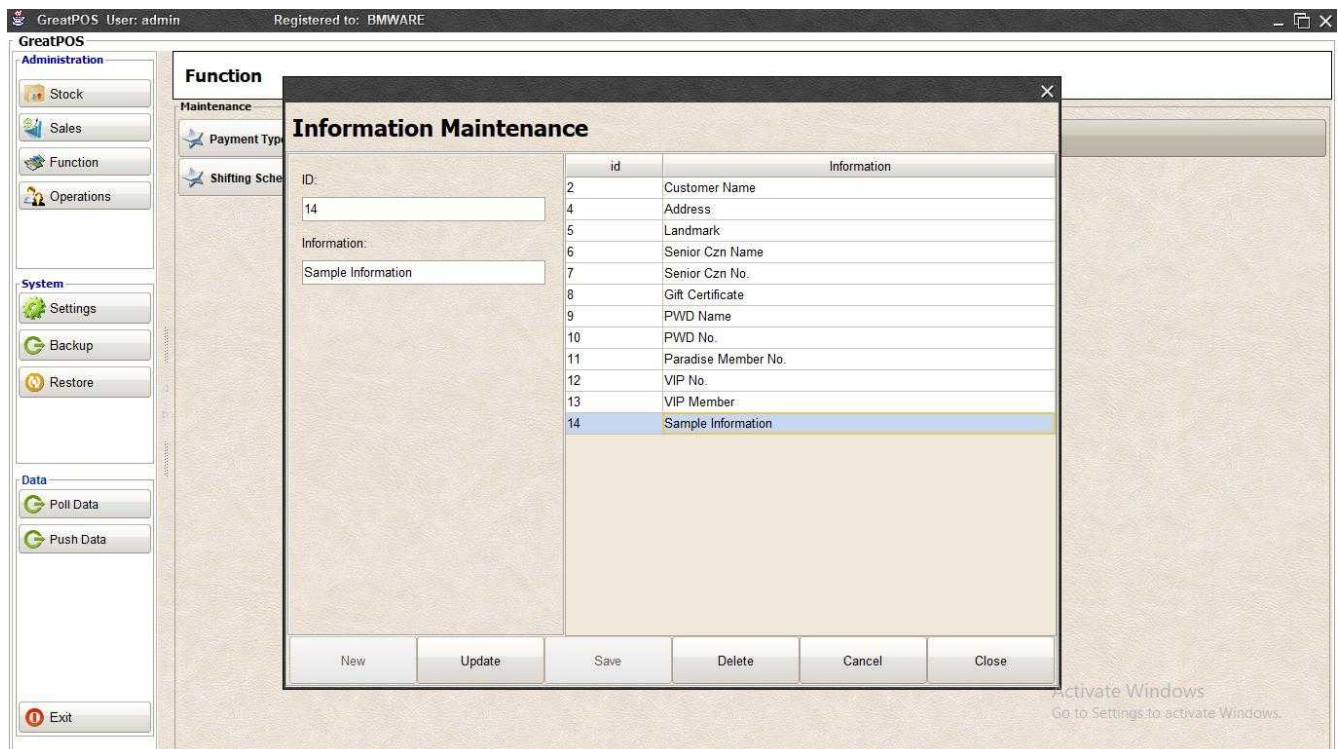


Step4) Click Save Button

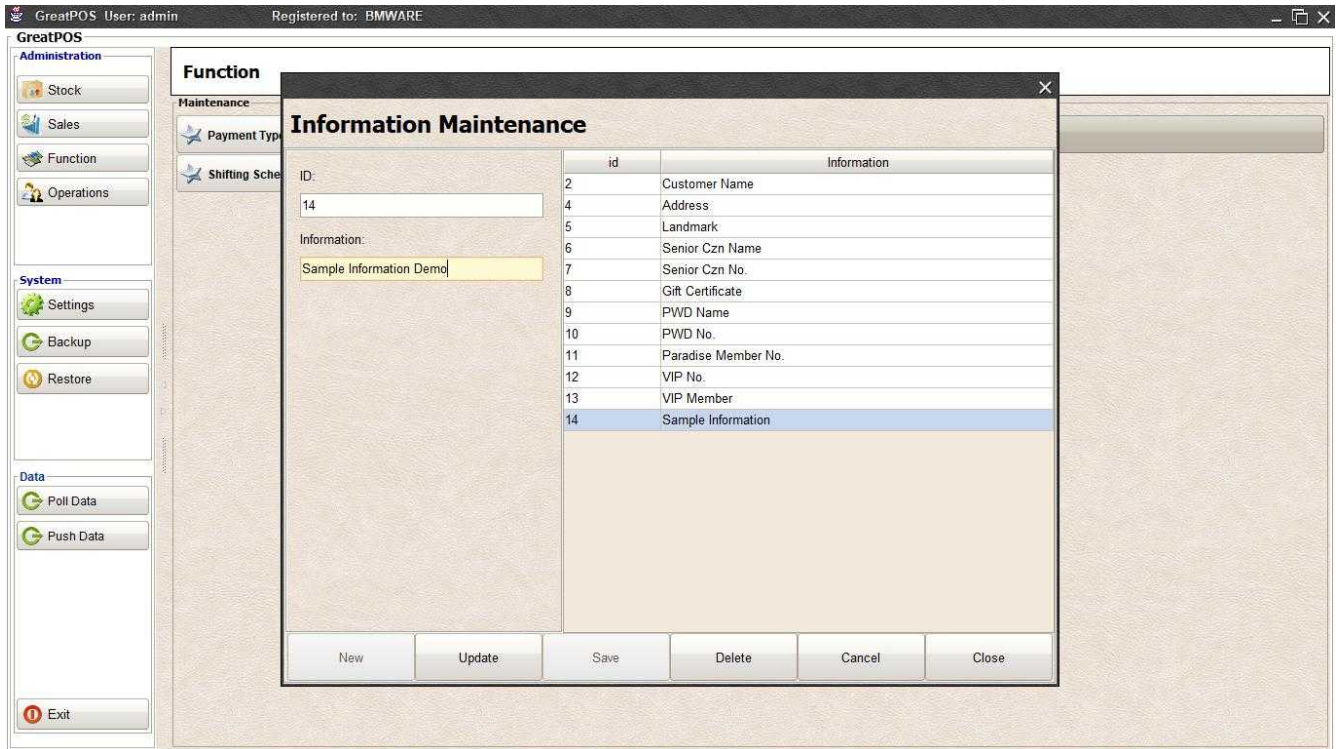


Edit Information

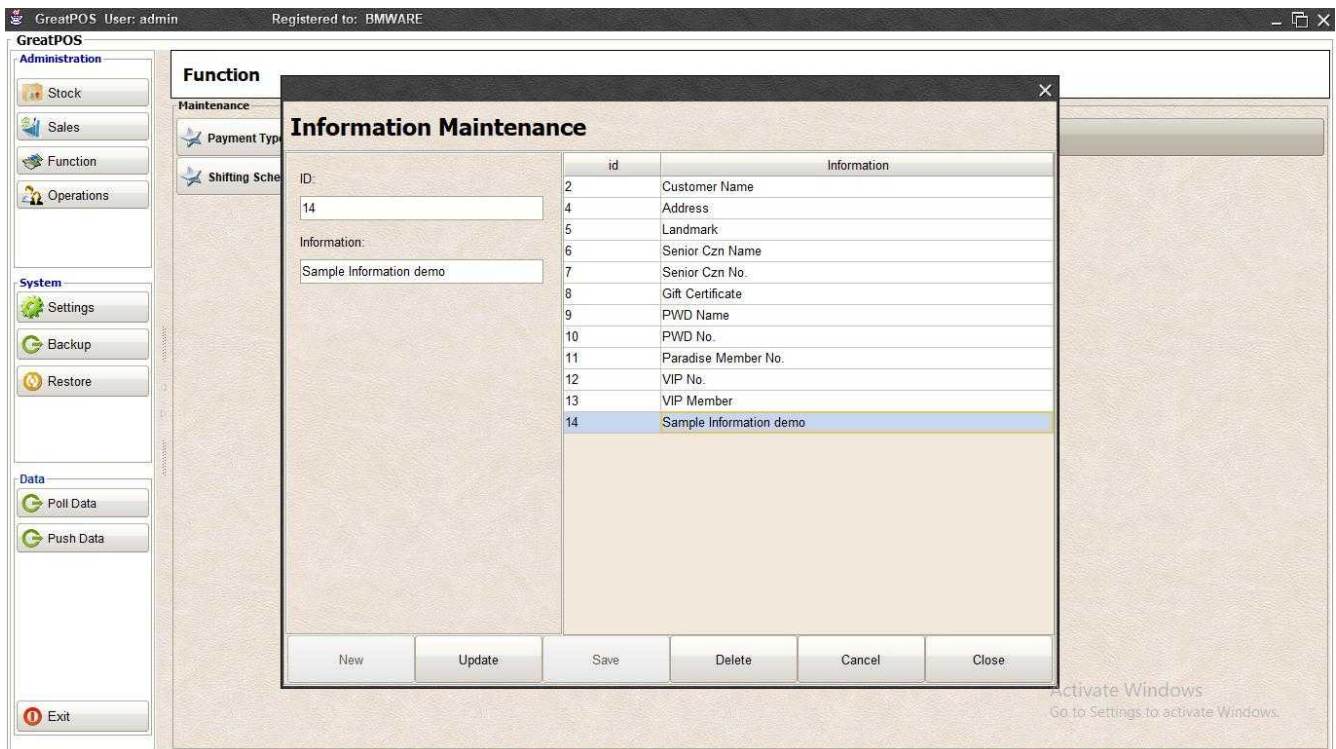
Step1) Select Information on the table



Step2) Edit the Information Selected

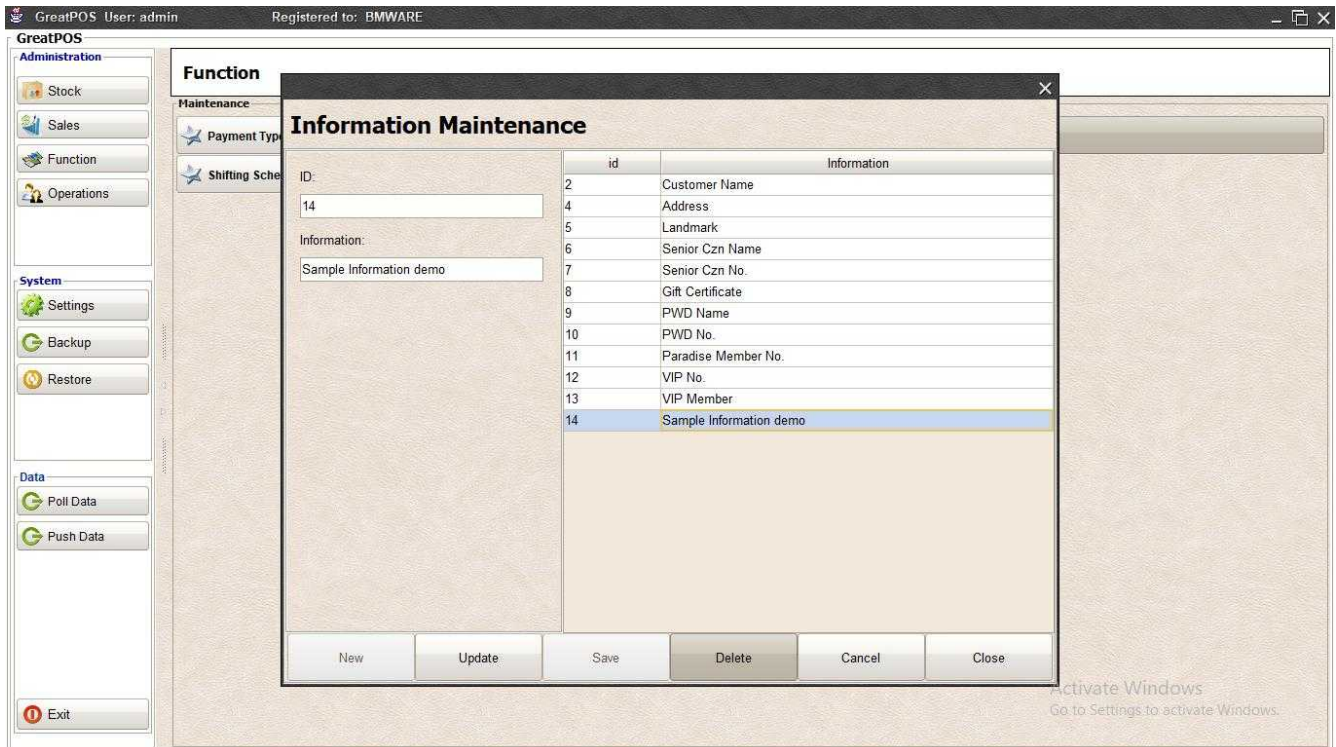


Step3) Click Update Button

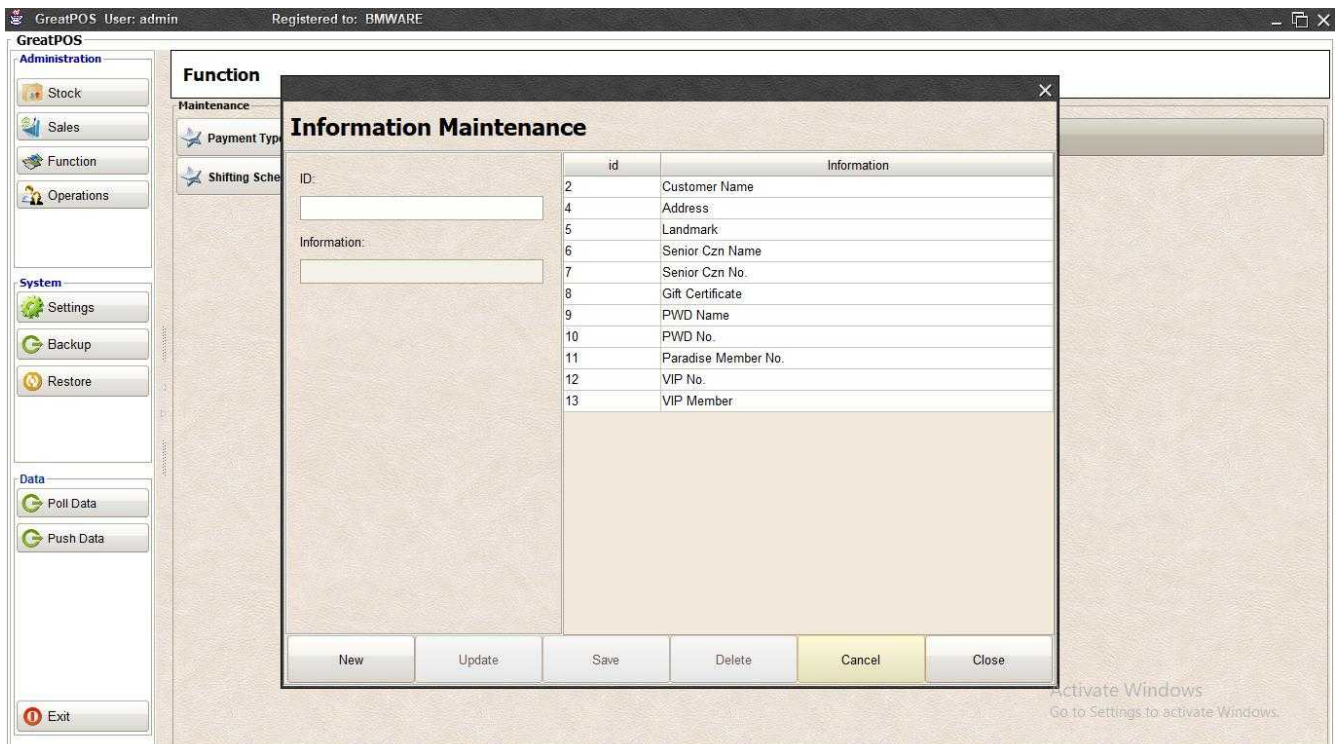


Delete Transaction Type

Step1) Select Transaction Type on the table

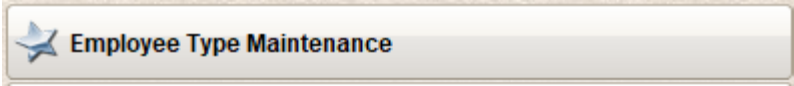


Step2) Click Delete Button

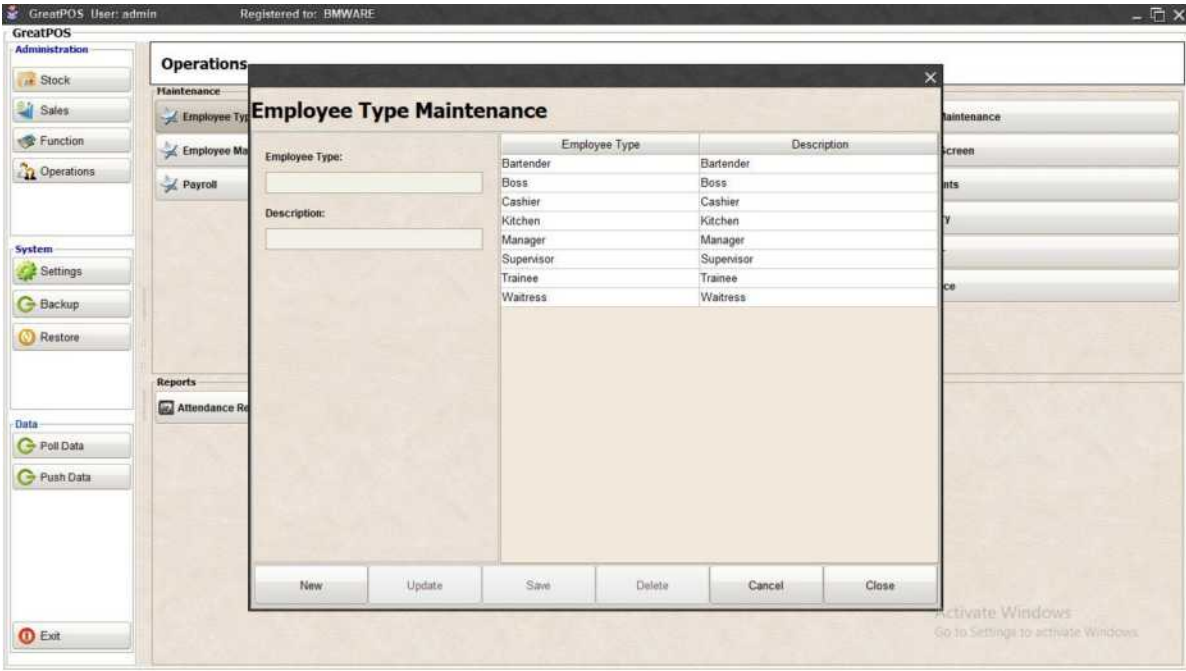


Operations

Employee Type Maintenance

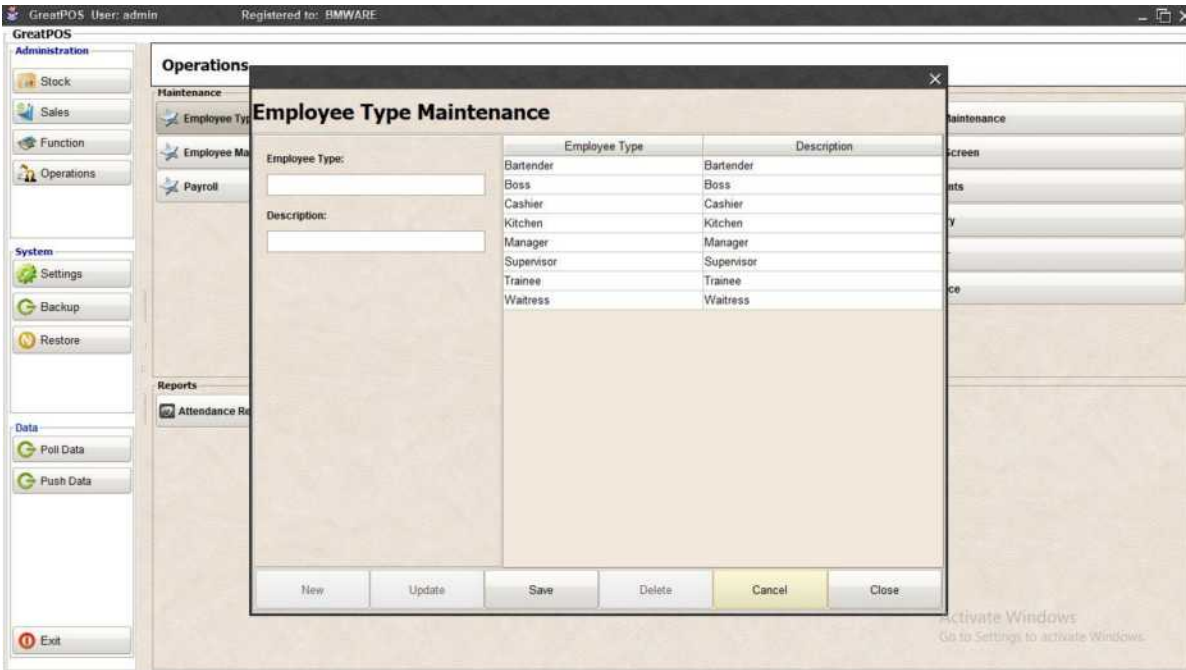


Use to manage Employee Type



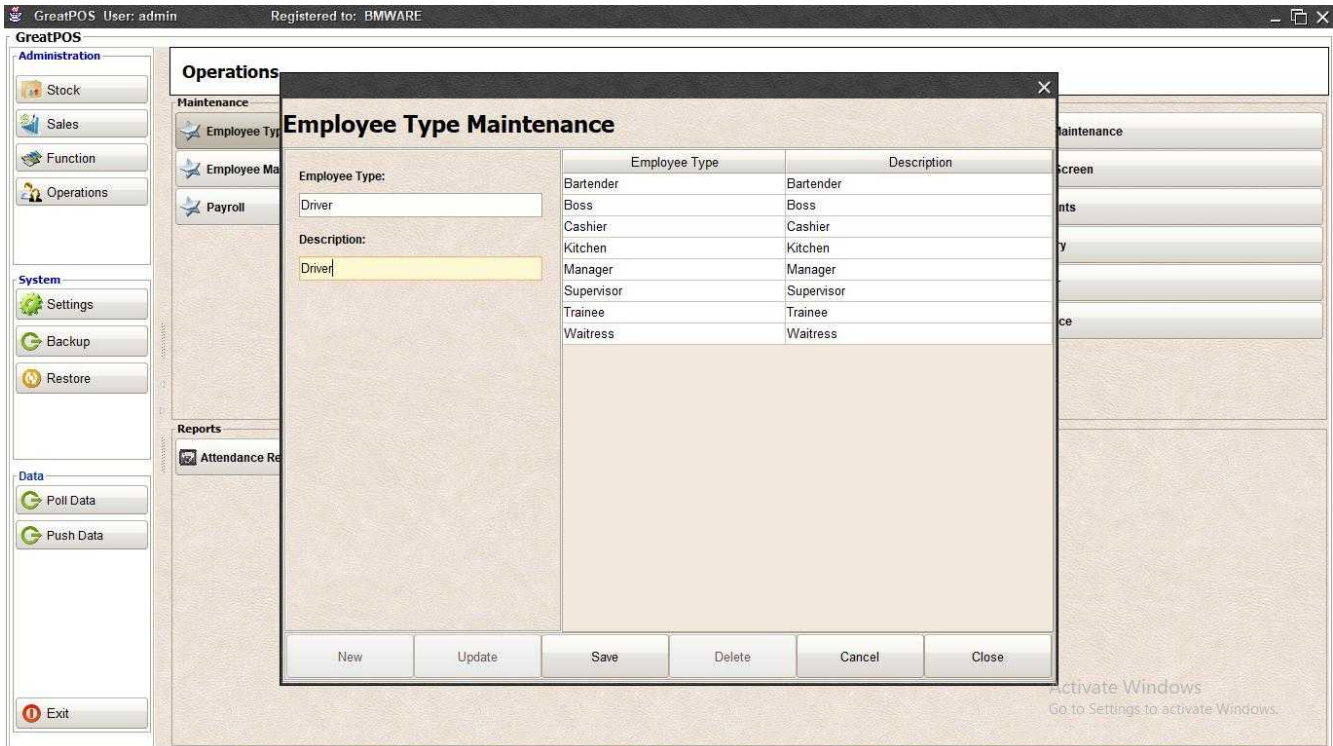
How to use Employee Type Maintenance?

Step1) Click New Button

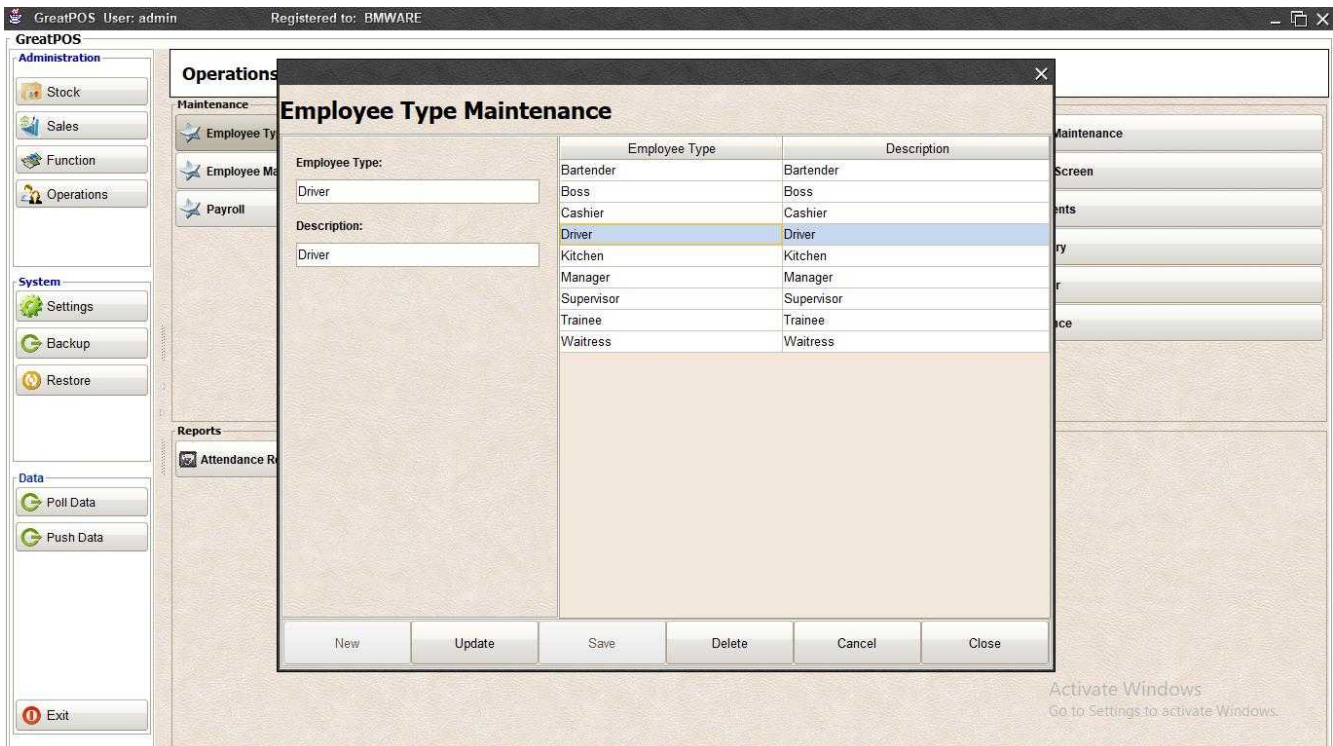


Step2) Enter Employee Type

Step3) Enter Description

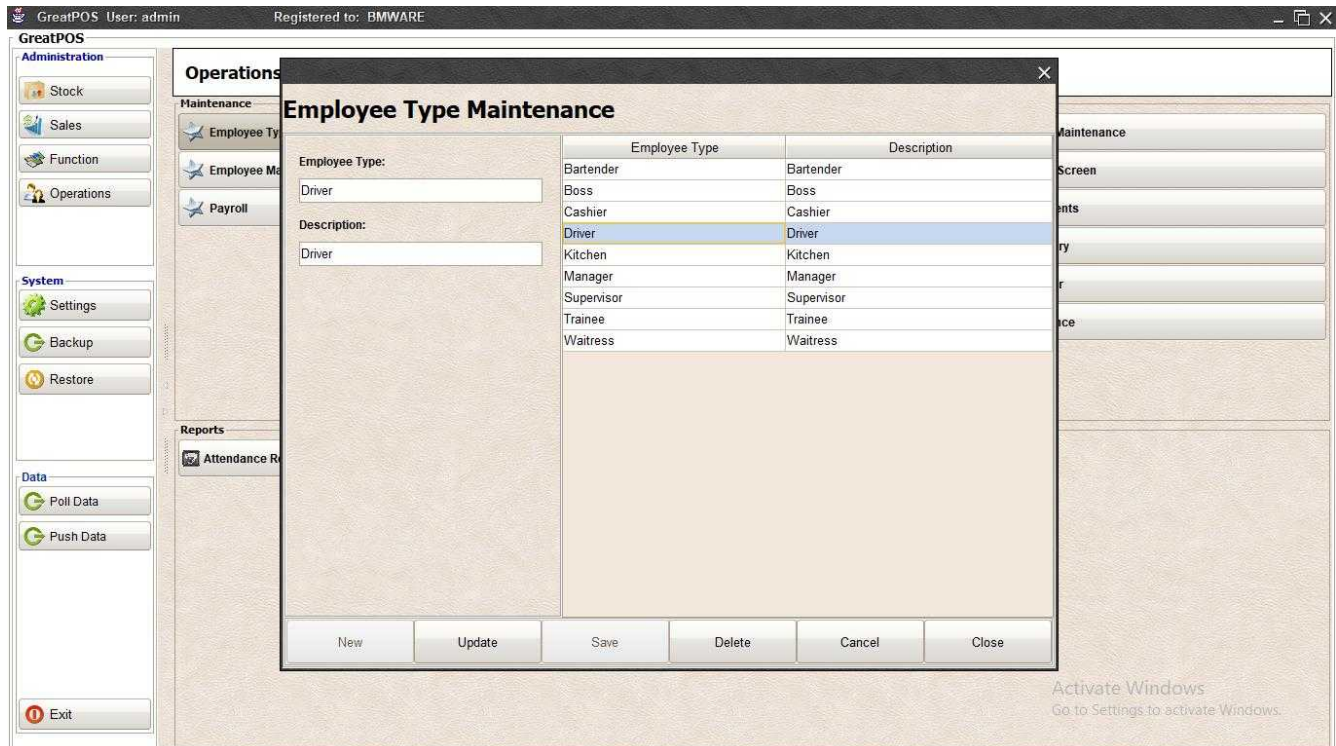


Step4) Click Save Button

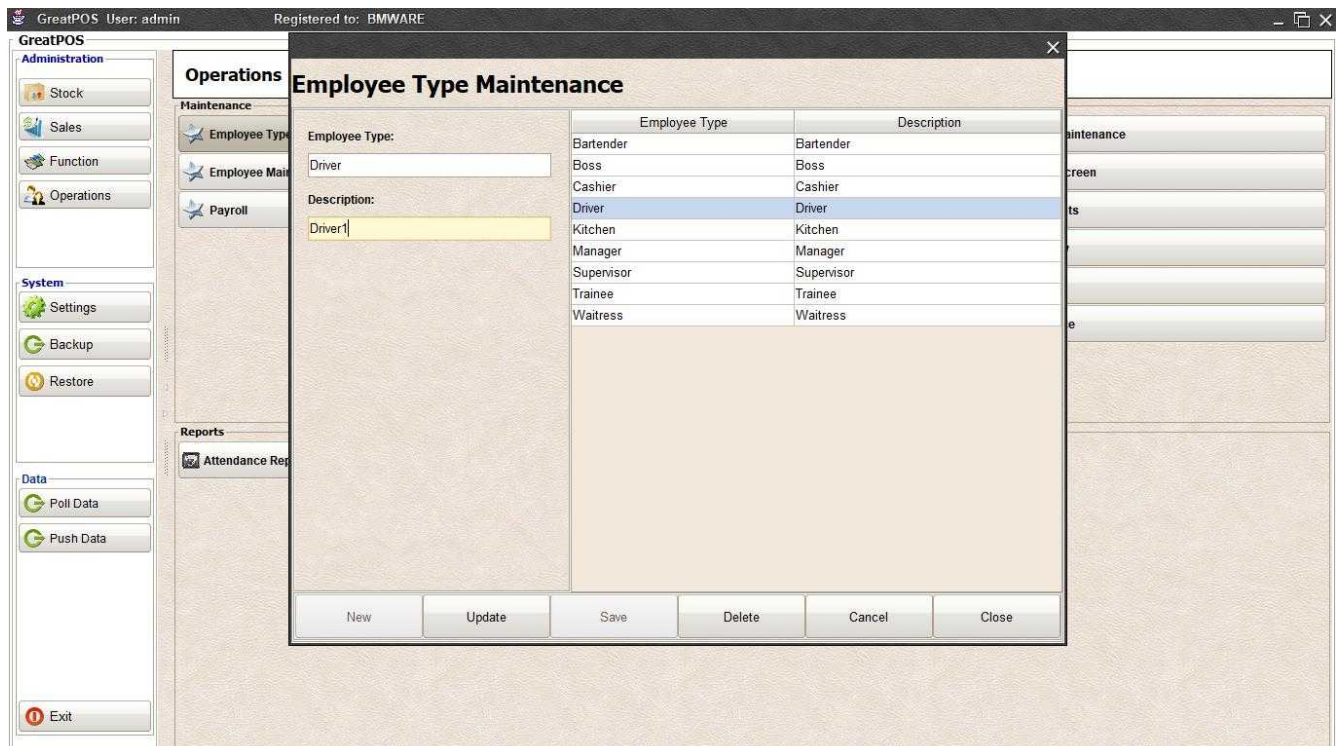


Edit Employee Type

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:

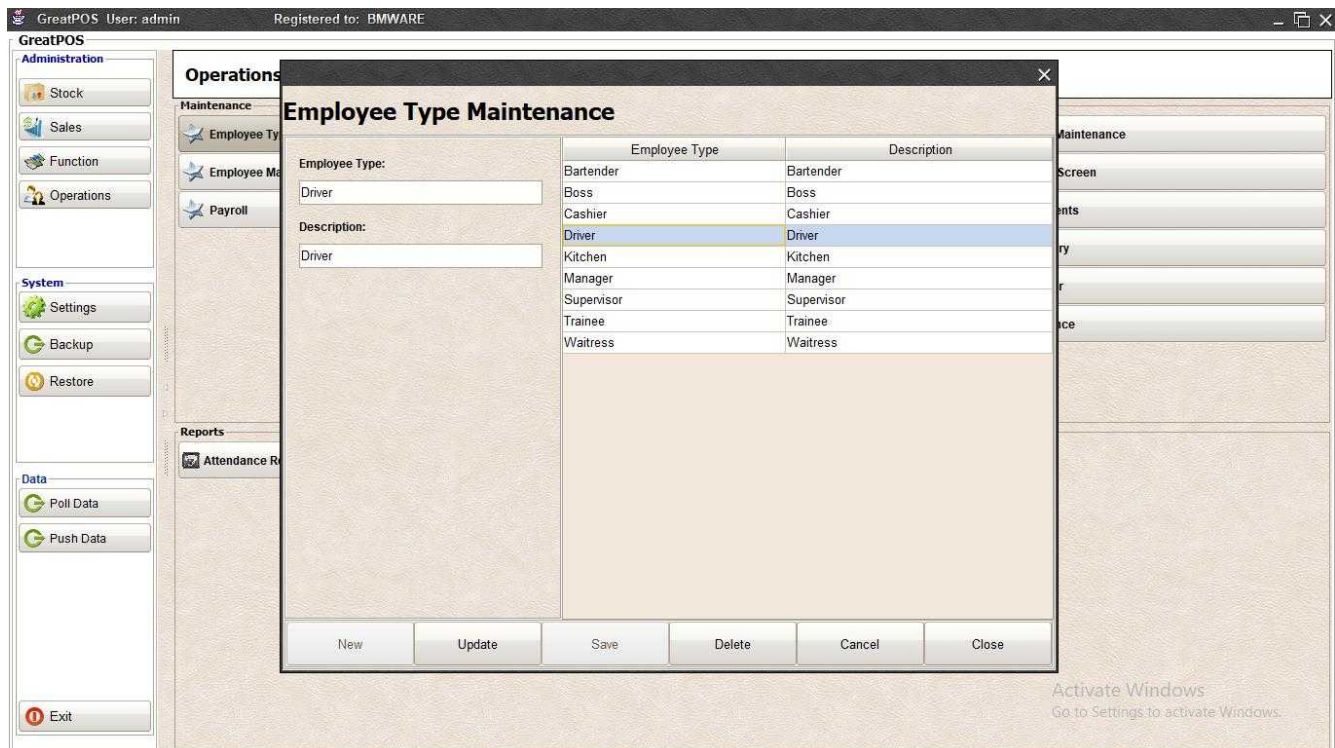
Employee Type	Description
Bartender	Bartender
Boss	Boss
Cashier	Cashier
Driver	Driver1
Kitchen	Kitchen
Manager	Manager
Supervisor	Supervisor
Trainee	Trainee
Waitress	Waitress

New Update Save Delete Cancel Close

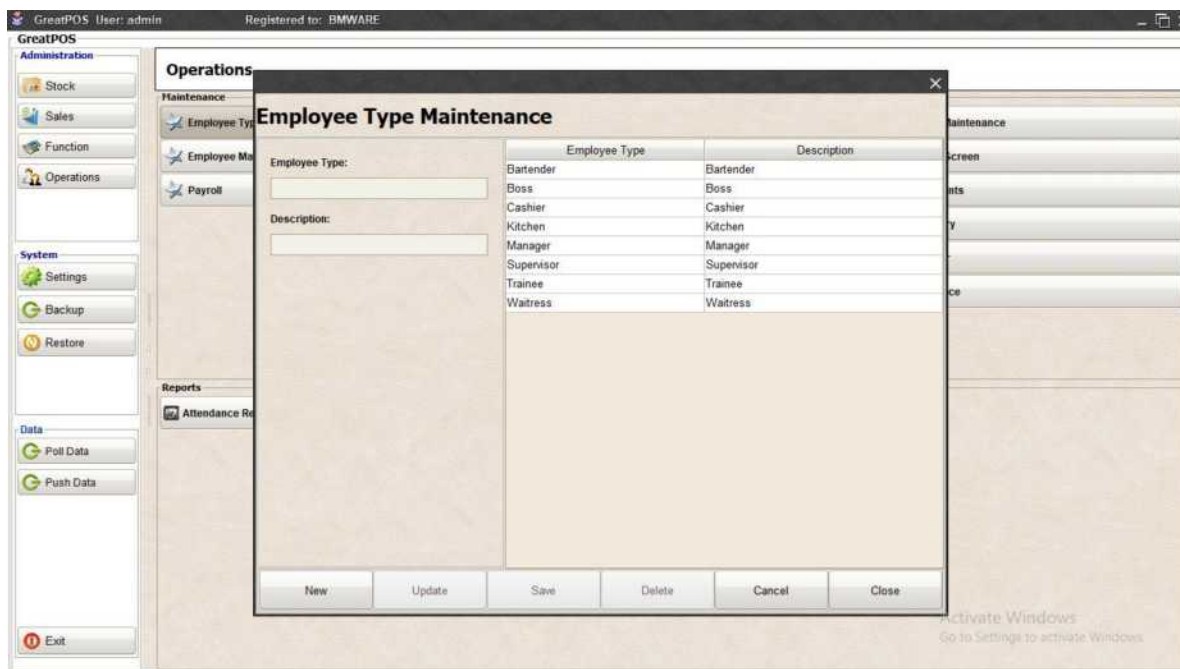
Activate Windows
Go to Settings to activate Windows.

Delete Employee Type

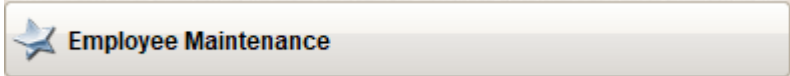
Step1) Select Employee Type on the table



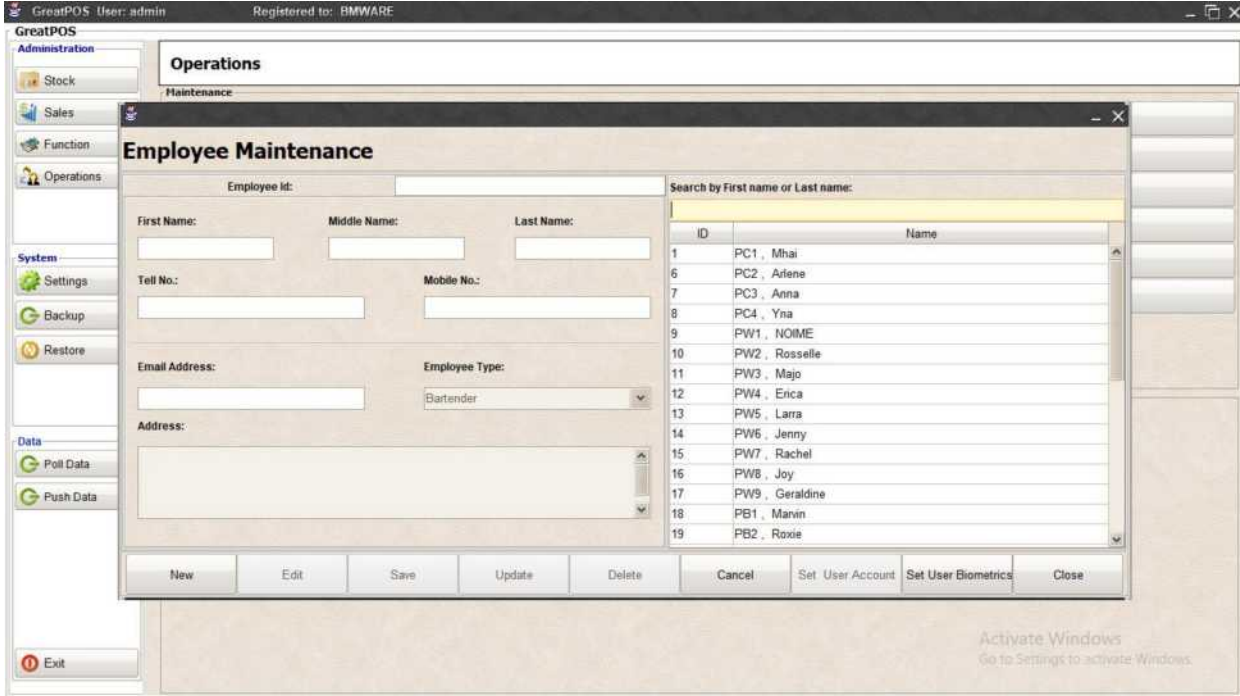
Step2) Click Delete Button



Employee Maintenance

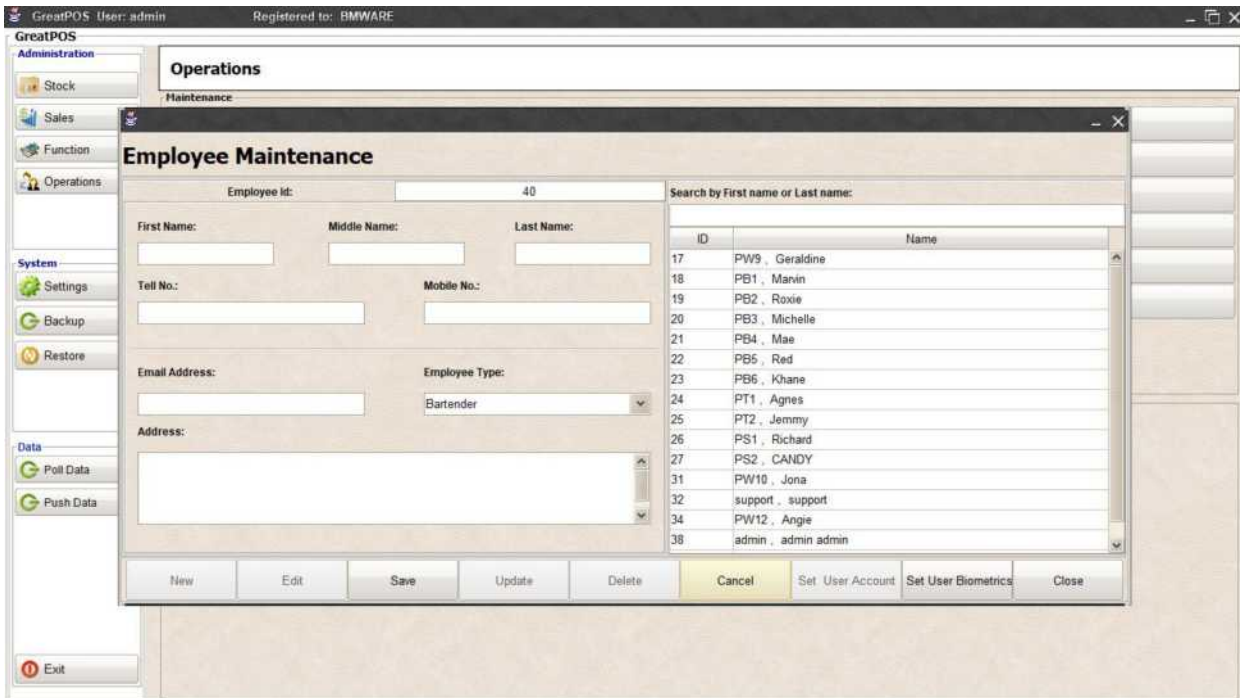


Use to manage Employee and System Users



How to use Employee Maintenance?

Step1) Click New Button



Step2) Enter Employee Information

The screenshot shows the 'Employee Maintenance' window in the GreatPOS application. The window title is 'Employee Maintenance' and it is part of the 'Operations' section. The form contains the following fields and data:

- 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)

The form also includes a table of existing employees:

ID	Name
1	PC1 , Mhai
6	PC2 , Arlene
7	PC3 , Anna
8	PC4 , Yna
9	PW1 , NOIME
10	PW2 , Rosselle
11	PW3 , Majo
12	PW4 , Erica
13	PW5 , Larra
14	PW6 , Jenny
15	PW7 , Rachel
16	PW8 , Joy
17	PW9 , Geraldine
18	PB1 , Marvin
19	PB2 , Roxie

At the bottom of the form, there are buttons for 'New', 'Edit', 'Save', 'Update', 'Delete', 'Cancel', 'Set User Account', 'Set User Biometrics', and 'Close'. The 'Save' button is highlighted in yellow.

Step3) Click Save Button

The screenshot shows the 'Employee Maintenance' window in the GreatPOS application. The window title is 'Employee Maintenance' and it is part of the 'Operations' section. The form contains the following fields and data:

- 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)

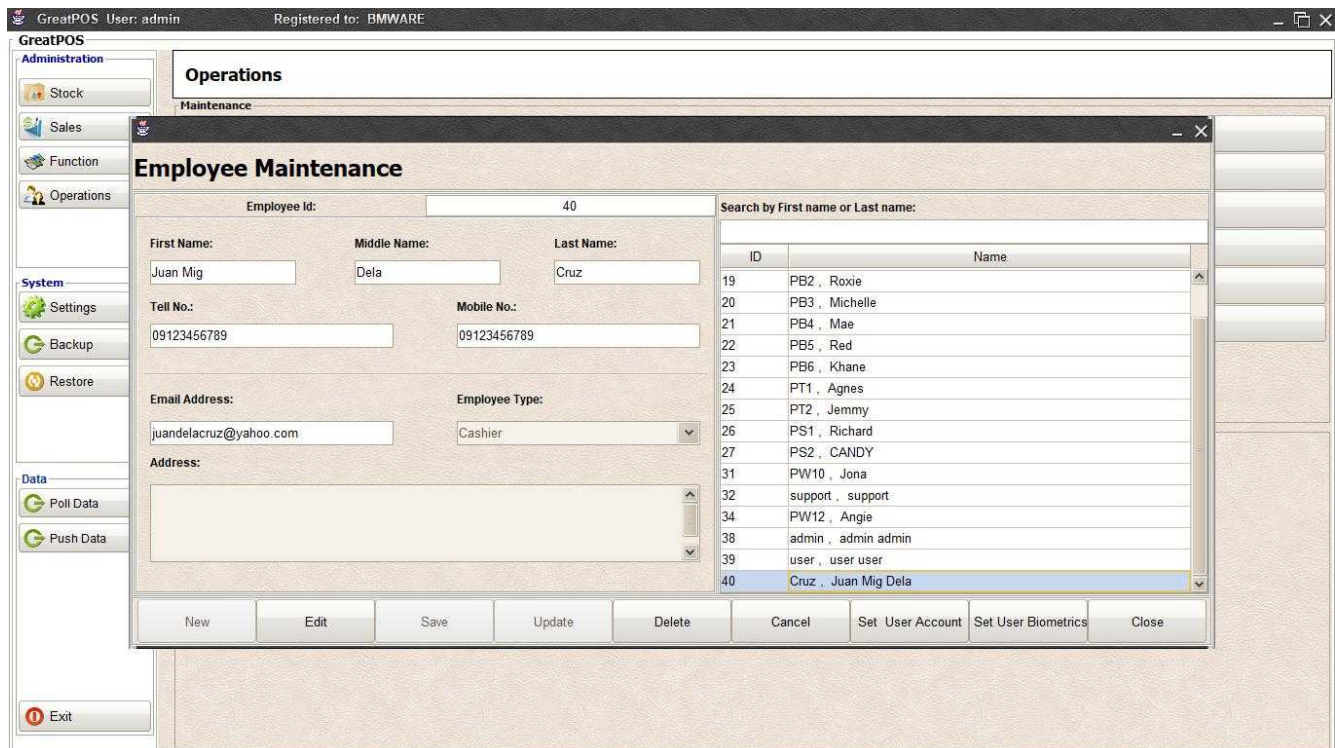
The form also includes a table of existing employees:

ID	Name
25	PT2 , Jemmy
26	PS1 , Richard
27	PS2 , CANDY
28	kumar , amit
29	david , david
31	PW10 , Jona
32	support , support
33	PW11 , Nestal
34	PW12 , Angie
35	PW13 , Trainee
36	MSME , MSME MSME
37	MSMEU , MSMEU MSMEU
38	admin , admin admin
39	user , user user
40	Cruz , Juan Dela

At the bottom of the form, there are buttons for 'New', 'Edit', 'Save', 'Update', 'Delete', 'Cancel', 'Set User Account', 'Set User Biometrics', and 'Close'. The 'Update' button is highlighted in yellow.

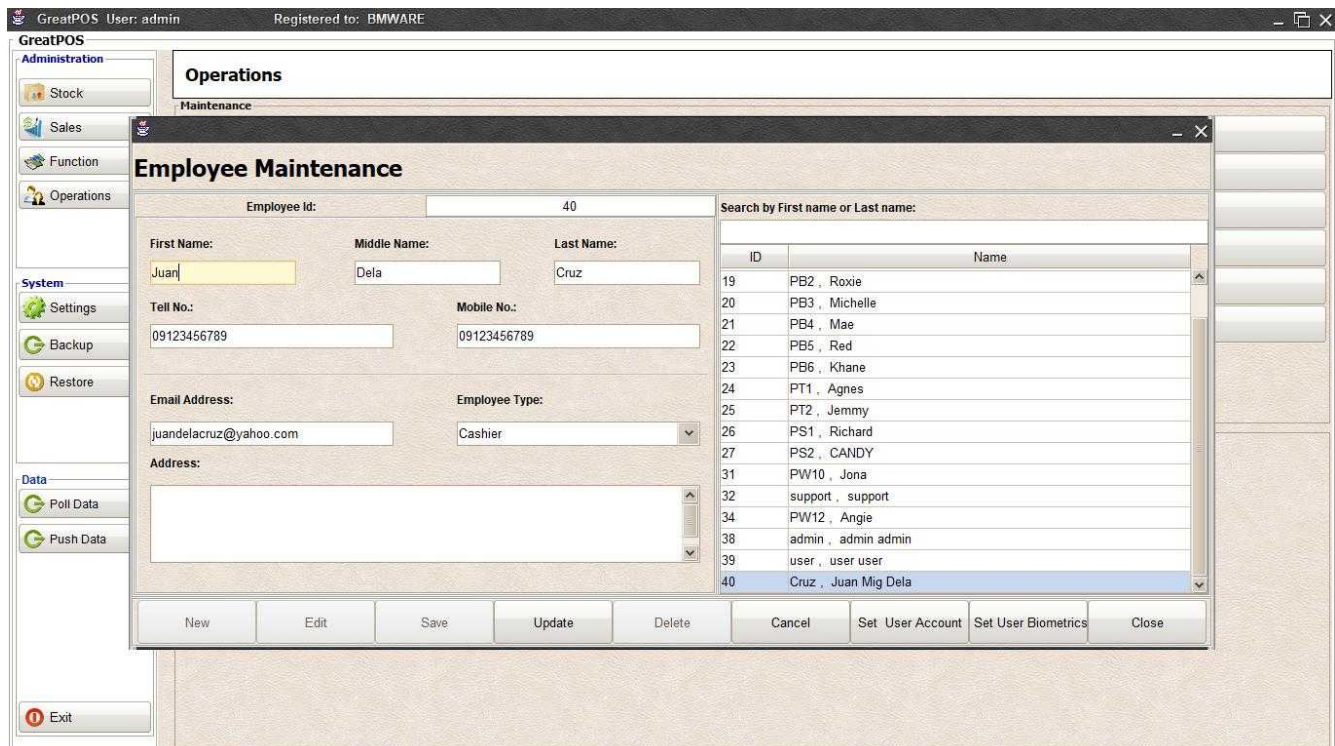
Edit Employee

Step1) Select Employee on the table



Step2) Click Edit Button

Step3) Edit the Employee Selected



Step3) Click Update Button

The screenshot shows the GreatPOS interface with the 'Employee Maintenance' window open. The window title is 'Employee Maintenance' and it contains a form for editing employee details. The 'Employee Id' field is set to 40. The form includes fields for First Name (Juan), Middle Name (Dela), Last Name (Cruz), Tell No. (09123456789), Mobile No. (09123456789), Email Address (juandelacruz@yahoo.com), and Employee Type (Cashier). A search table on the right lists employees by ID and Name, with ID 40 (Cruz, Juan Dela) selected. At the bottom of the window, there are buttons for 'New', 'Edit', 'Save', 'Update', 'Delete', 'Cancel', 'Set User Account', 'Set User Biometrics', and 'Close'. The 'Update' button is highlighted, indicating the next step in the process.

GreatPOS User: admin Registered to: BMWARE

Administration
Stock
Sales
Function
Operations

System
Settings
Backup
Restore

Data
Poll Data
Push Data

Exit

Operations
Maintenance

Employee Maintenance

Employee Id: 40

Search by First name or Last name:

First Name: Juan Middle Name: Dela Last Name: Cruz

Tell No.: 09123456789 Mobile No.: 09123456789

Email Address: juandelacruz@yahoo.com Employee Type: Cashier

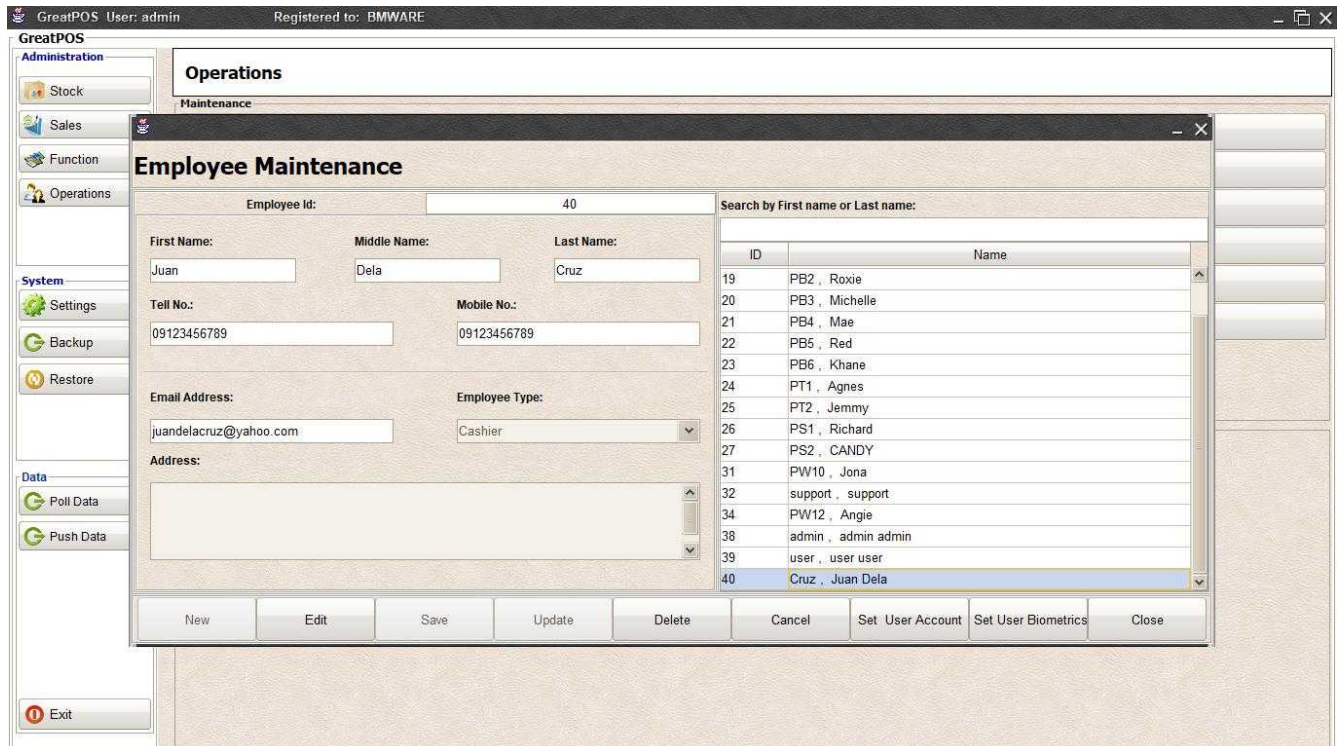
Address:

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

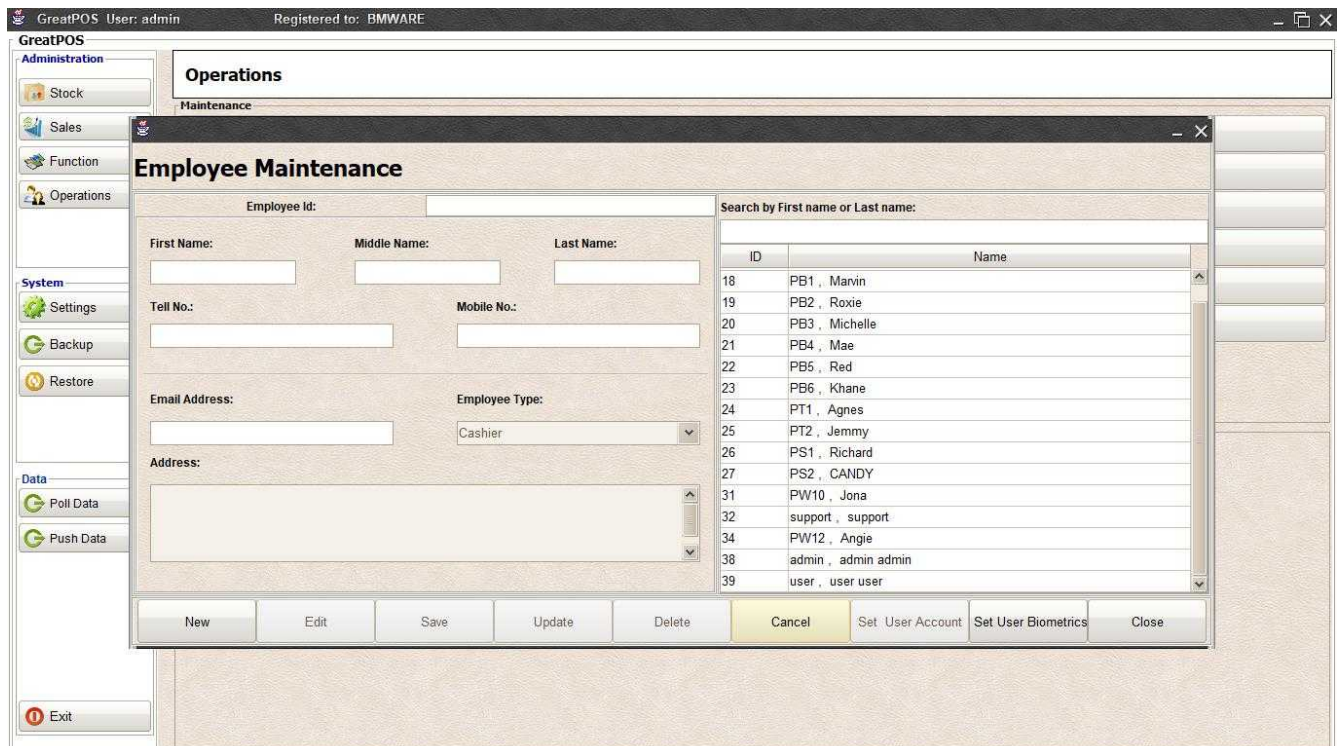
New Edit Save Update Delete Cancel Set User Account Set User Biometrics Close

Delete Employee

Step1) Select Employee on the table

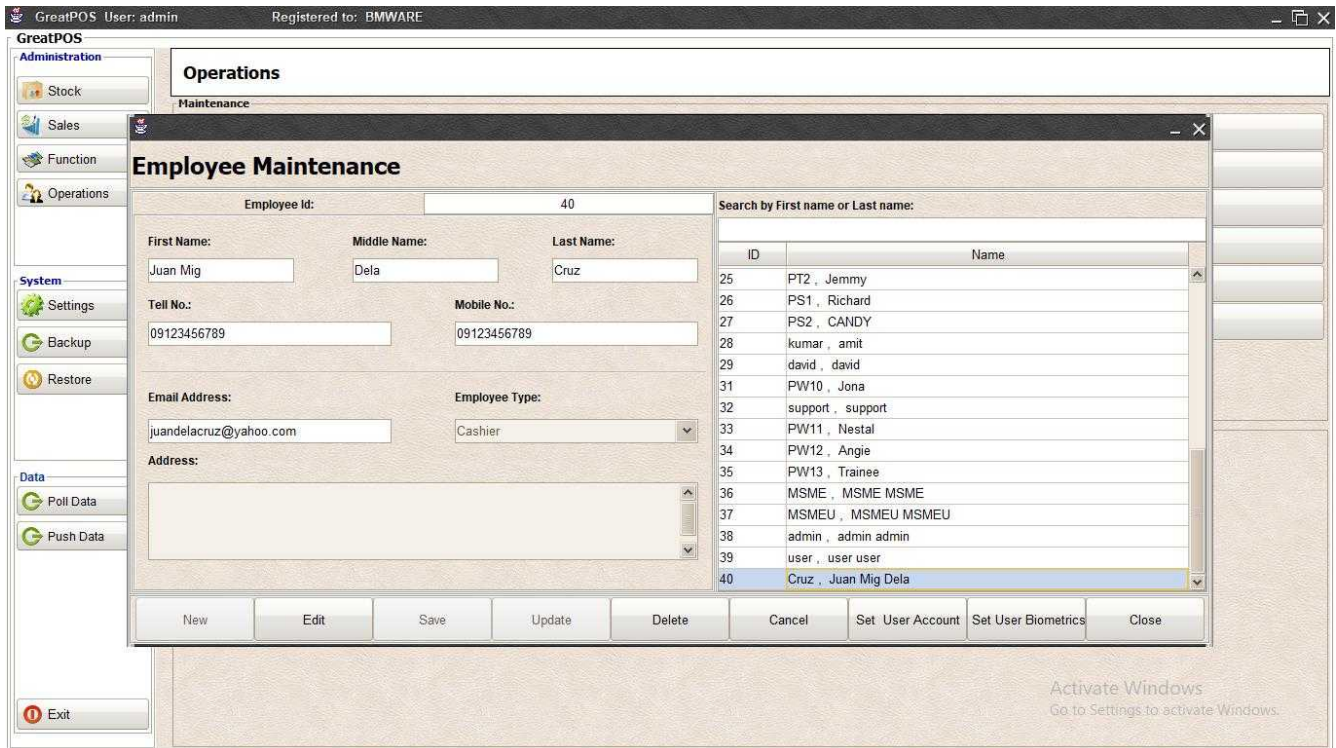


Step2) Click Delete Button

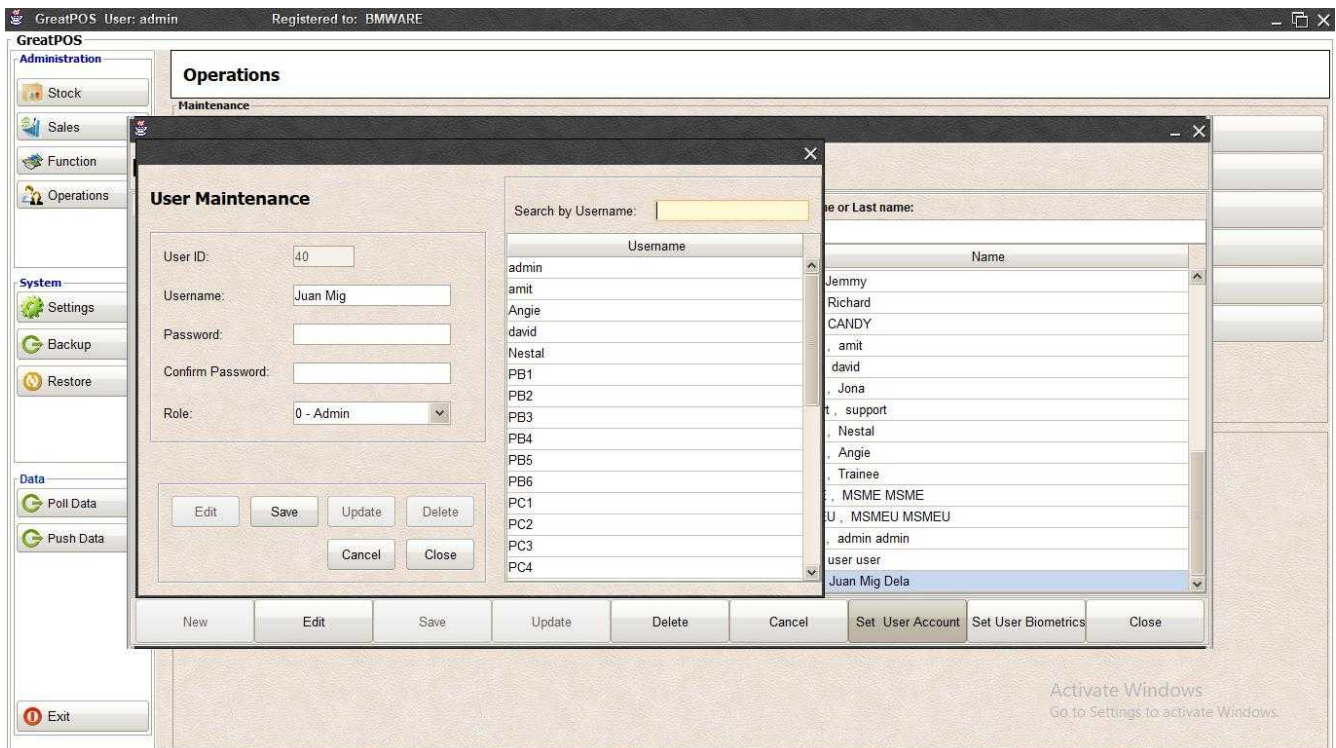


Account Setup

Step1) Select Employee on the table



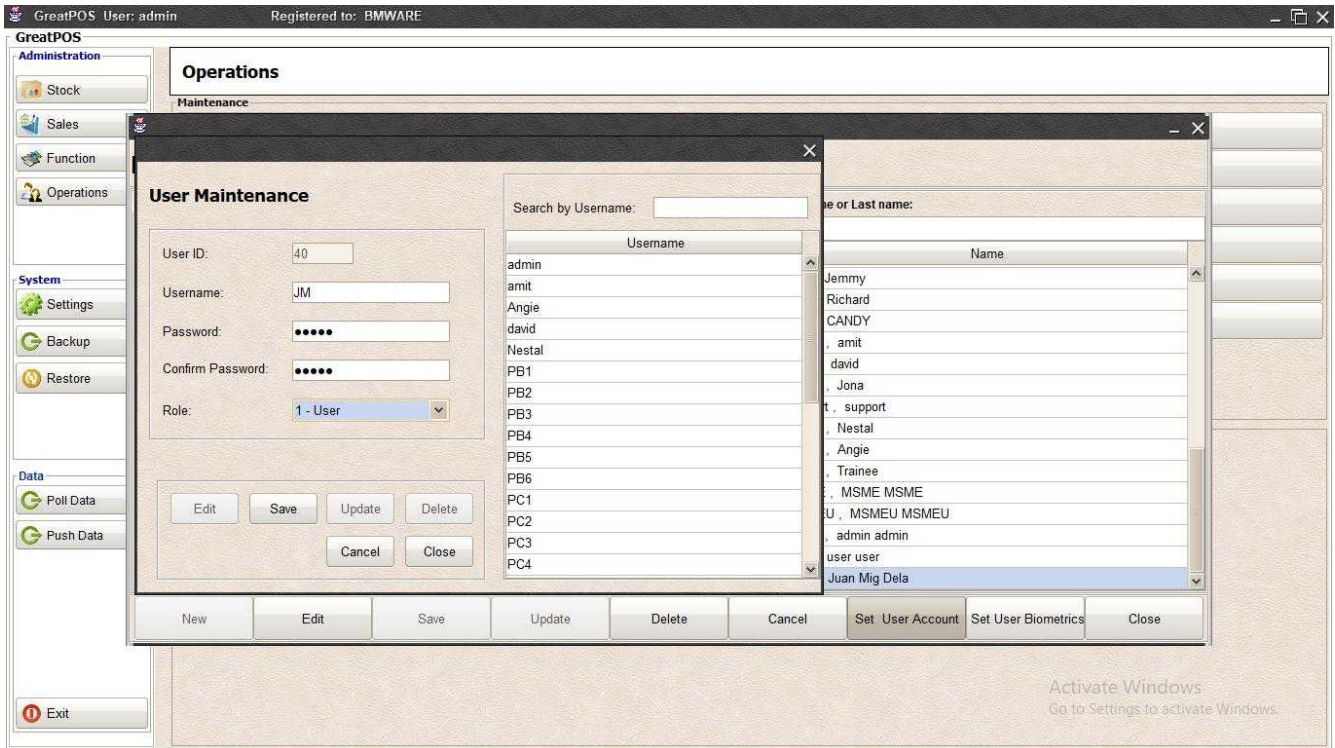
Step2) Click Setup User Account Button



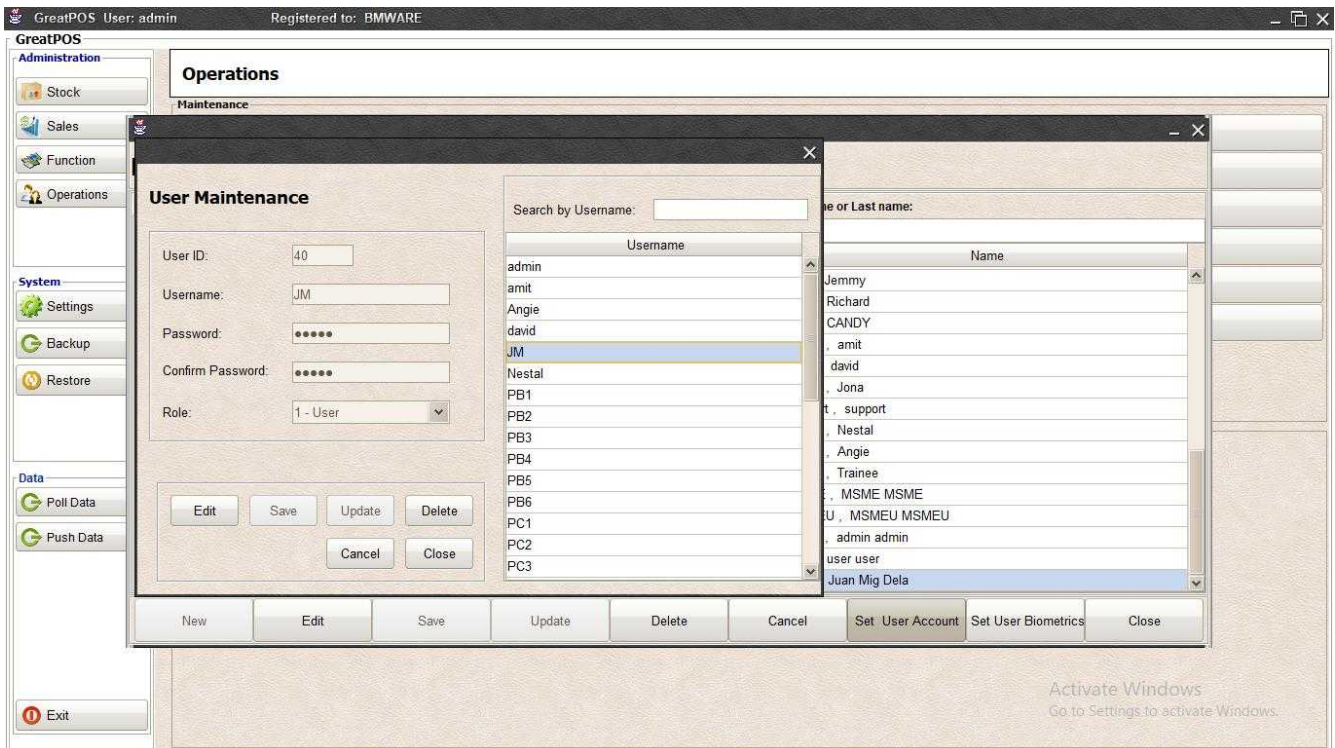
Step3) Edit Username

Step4) Enter Password and Confirm Password

Step5) Select Role

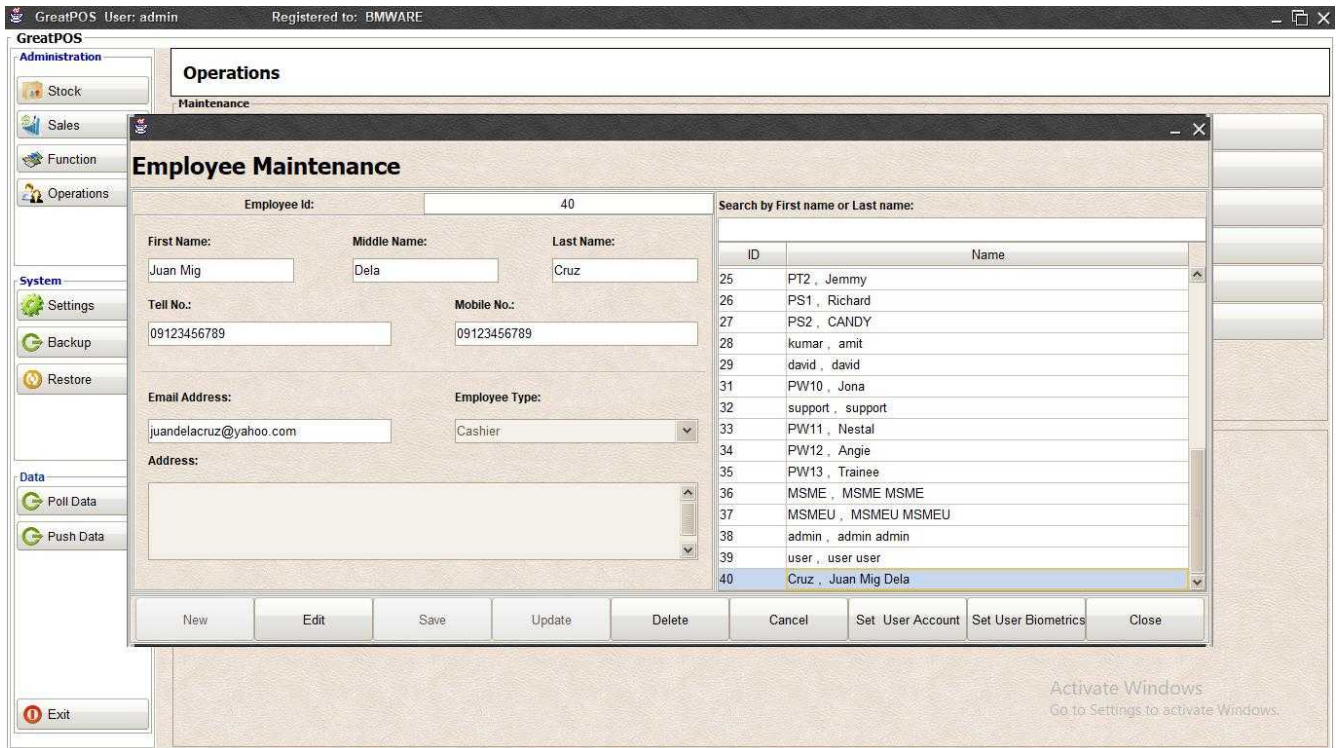


Step6) Click Save Button

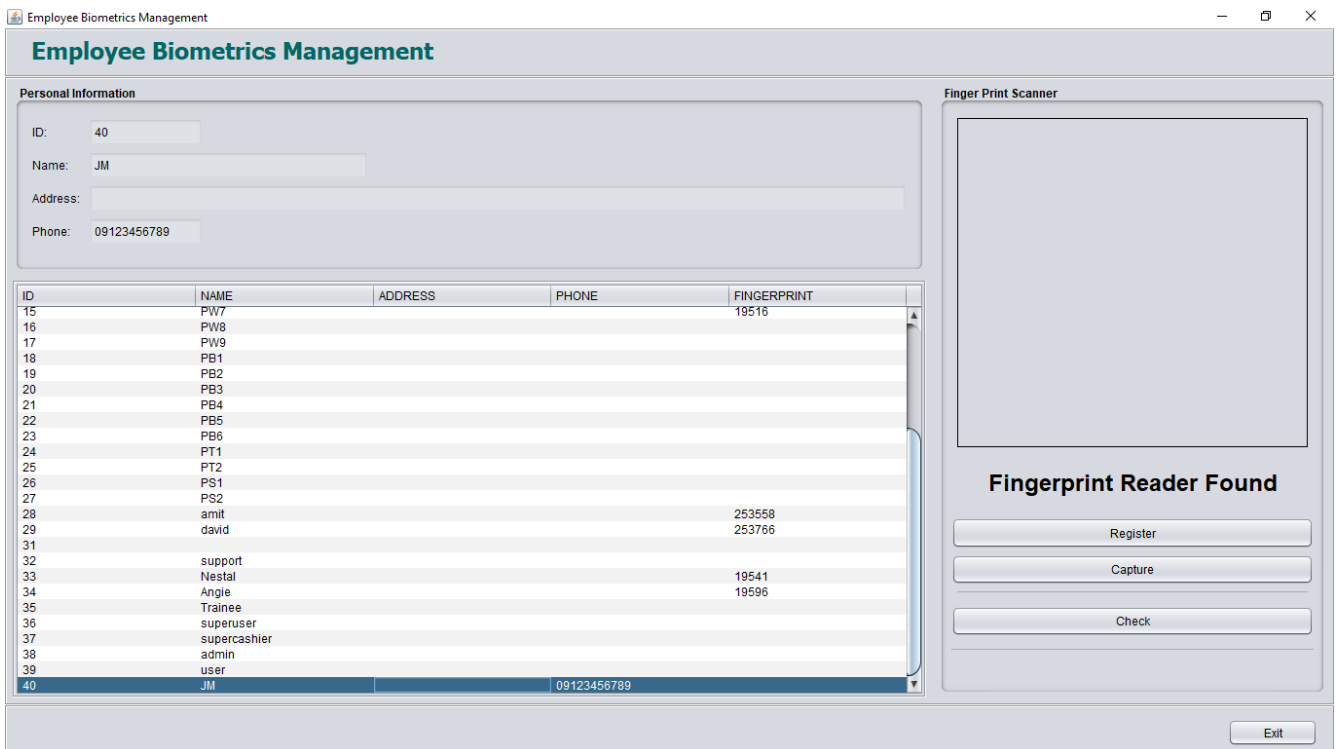


Setup Biometrics

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 'Finger Print Scanner' panel on the right shows a large empty box for the scan, the text 'Waiting for finger scan', and three buttons: 'Register', 'Capture', and 'Check'. The 'Register' button is highlighted with a blue border. An 'Exit' button is located at the bottom right of the window.

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	Angle			19596
35	Trainee			
36	superuser			
37	supercashier			
38	admin			
39	user			
40	JM		09123456789	

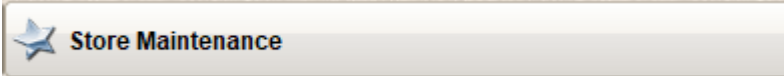
Step5) Enter Finger into the finger print scanner

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 the same as in the previous screenshot. The 'Finger Print Scanner' panel now displays a grayscale image of a fingerprint. The 'Capture' button is highlighted with a blue border. The 'Register' and 'Check' buttons are now disabled. An 'Exit' button is located at the bottom right of the window.

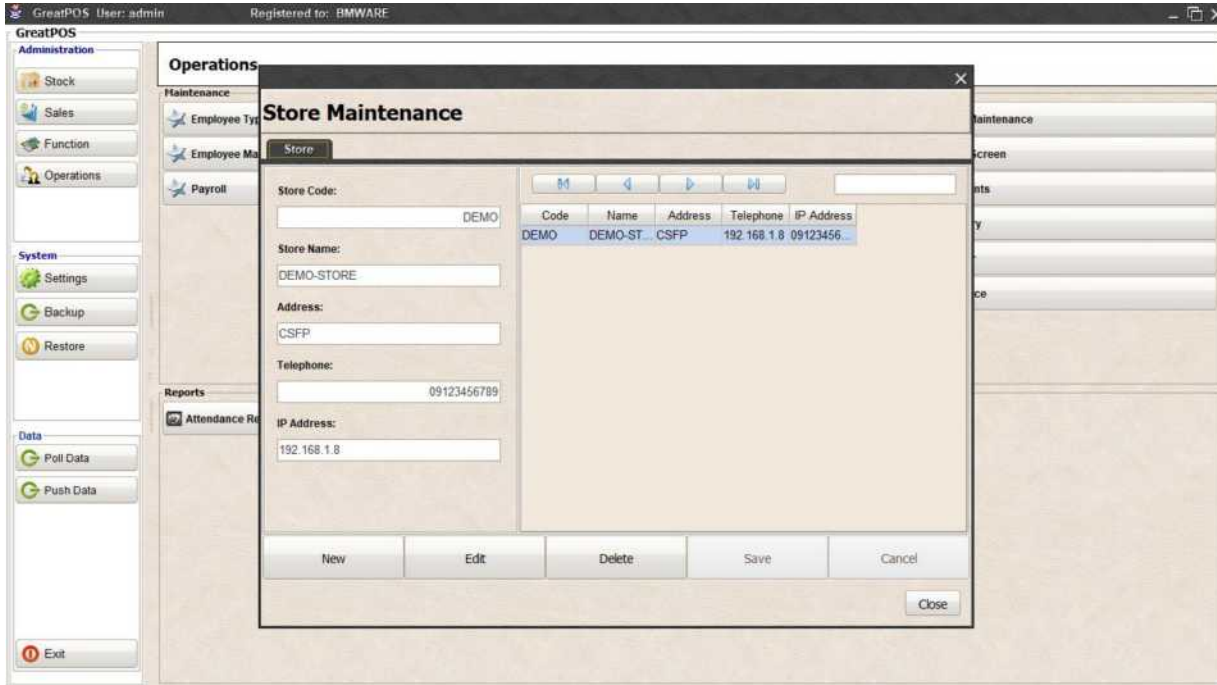
ID	NAME	ADDRESS	PHONE	FINGERPRINT
15	PW7			19516
16	PW8			
17	PW9			
18	PB1			
19	PB2			
20	PB3			
21	PB4			
22	PB5			
23	PB6			
24	PT1			
25	PT2			
26	PS1			
27	PS2			
28	amit			253558
29	david			253766
31				
32	support			
33	Nestal			19541
34	Angle			19596
35	Trainee			
36	superuser			
37	supercashier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

Step6) Click Capture Button

Store Maintenance

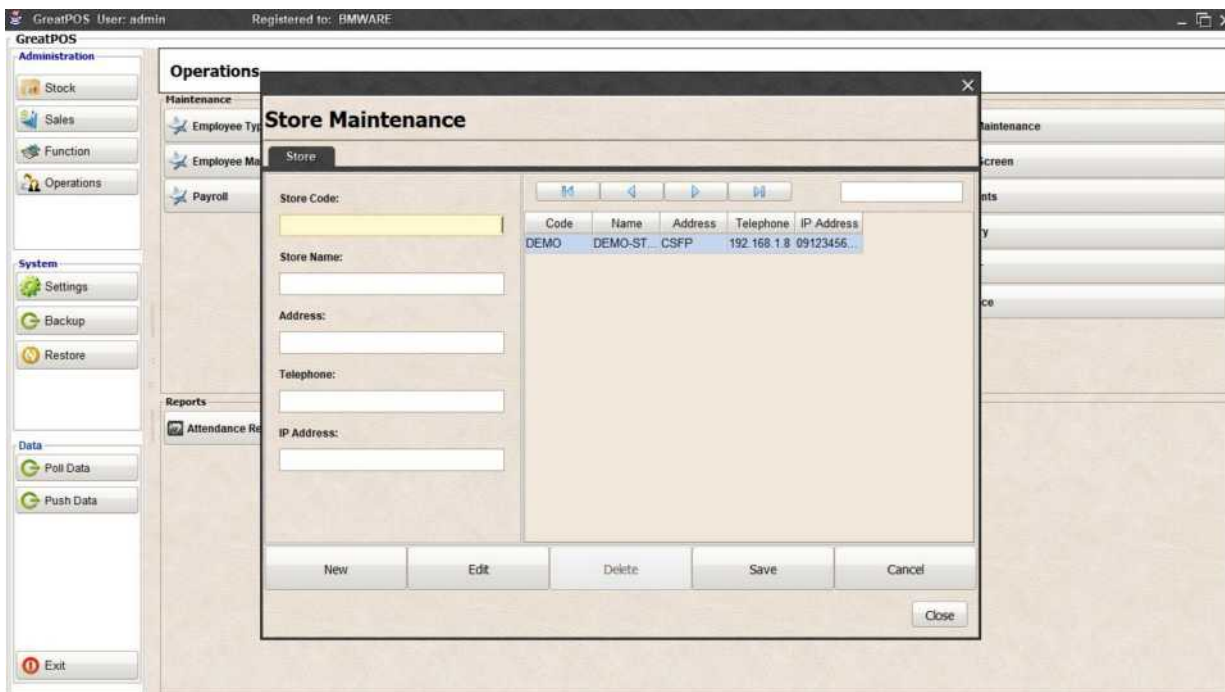


Use to manage stores

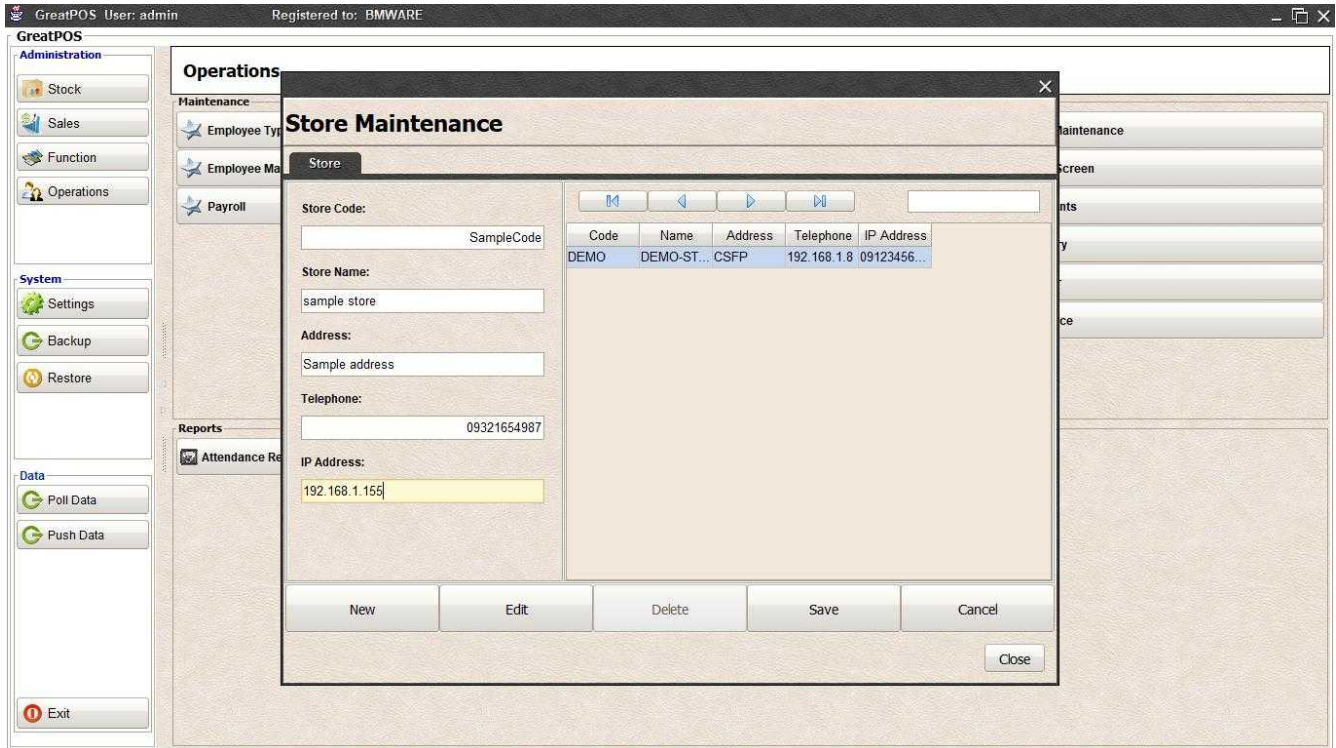


How to use Store maintenance?

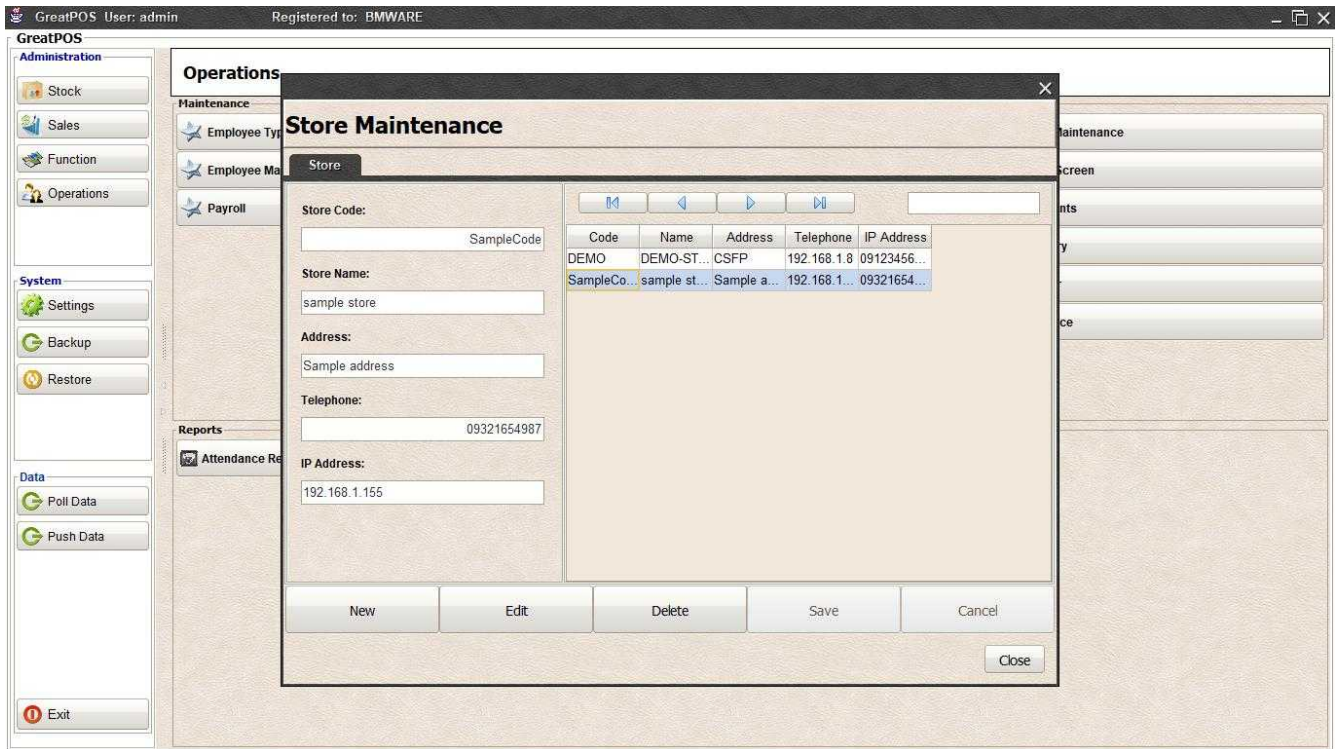
Step1) Click New Button



Step3) Enter Store Information

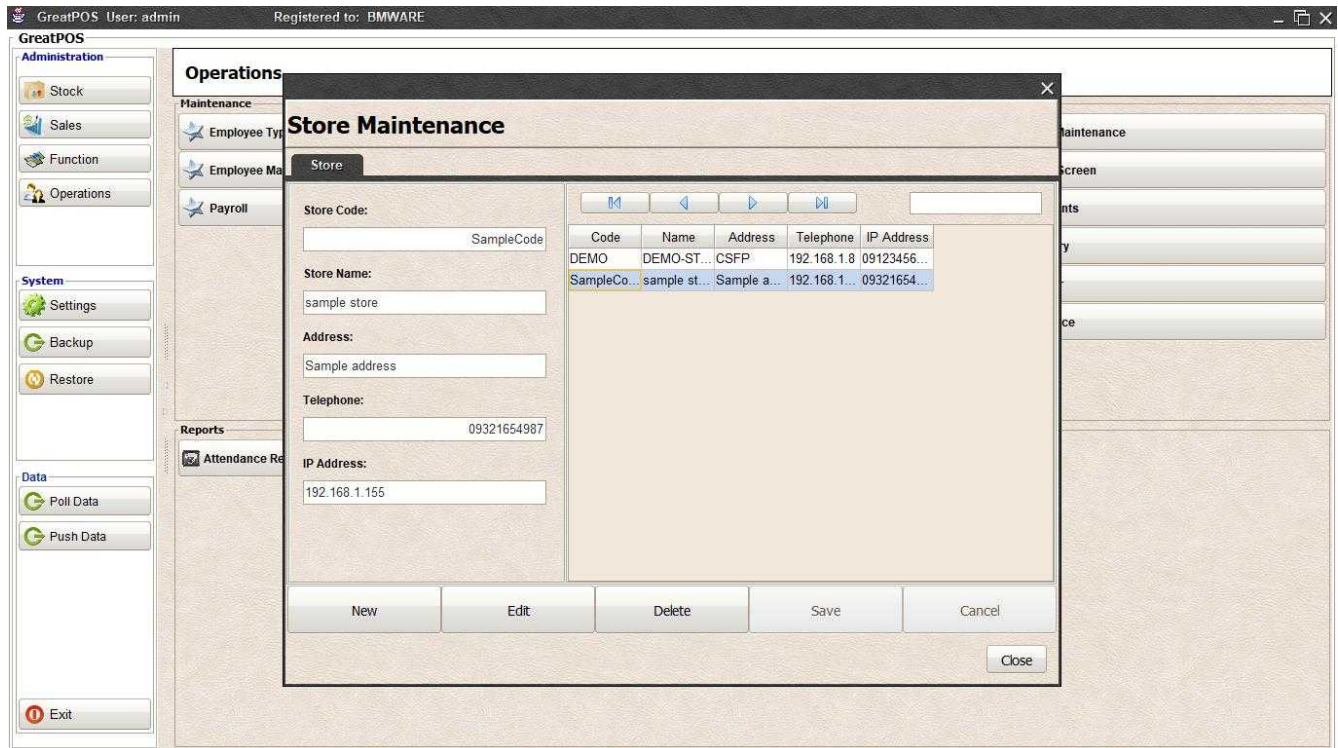


Step4) Click Save Button

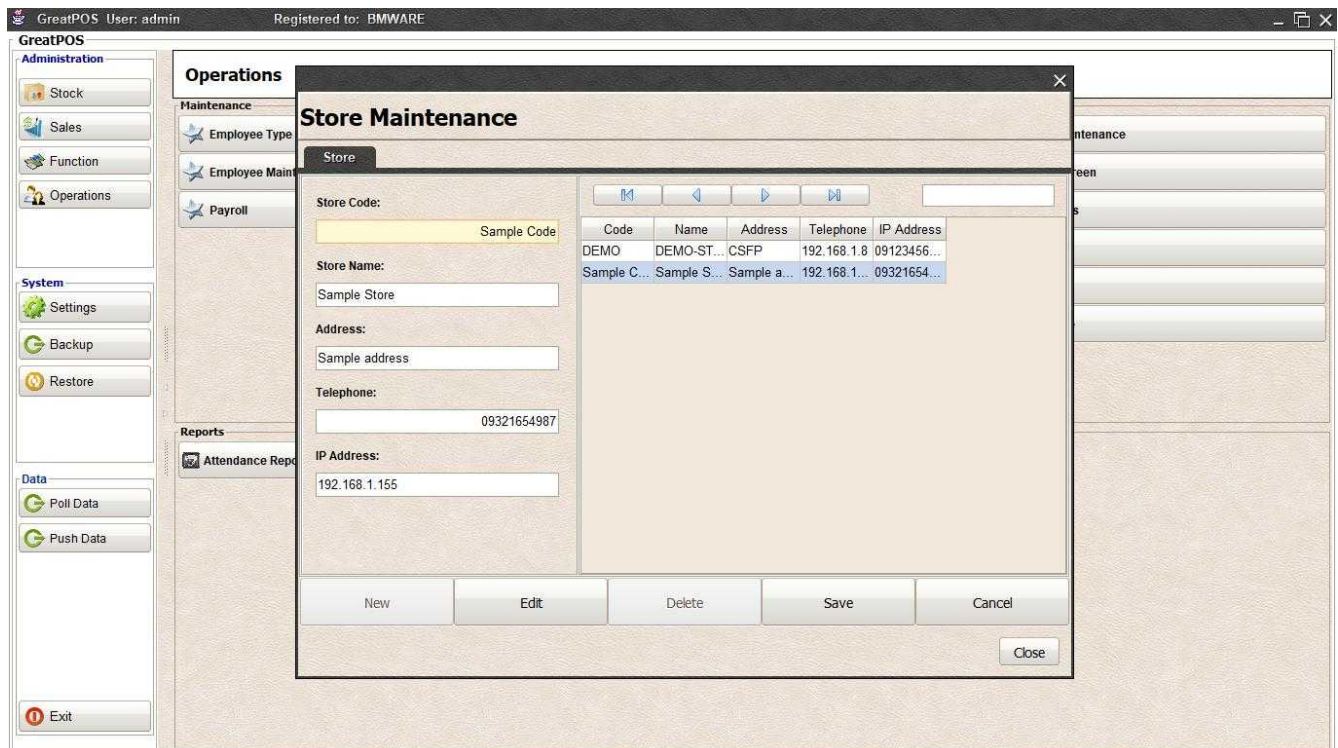


Edit Store

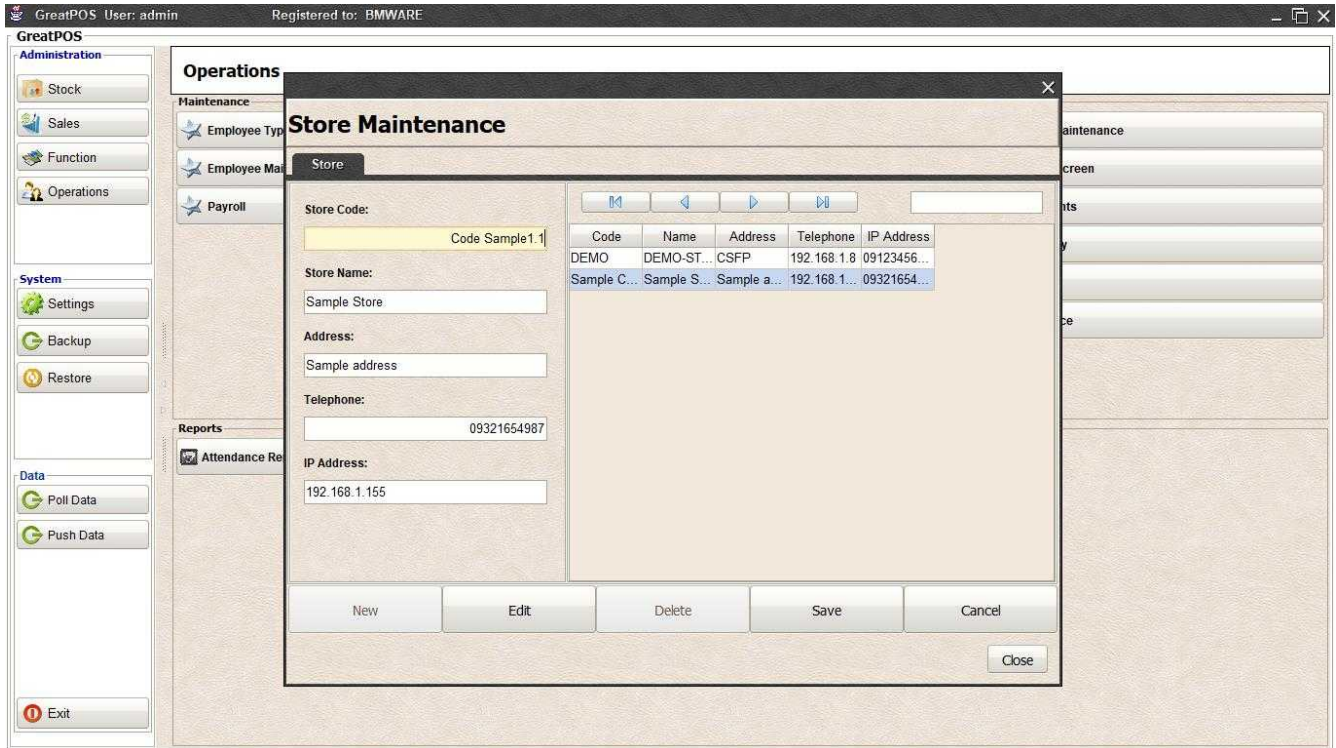
Step1) Select Store on the table



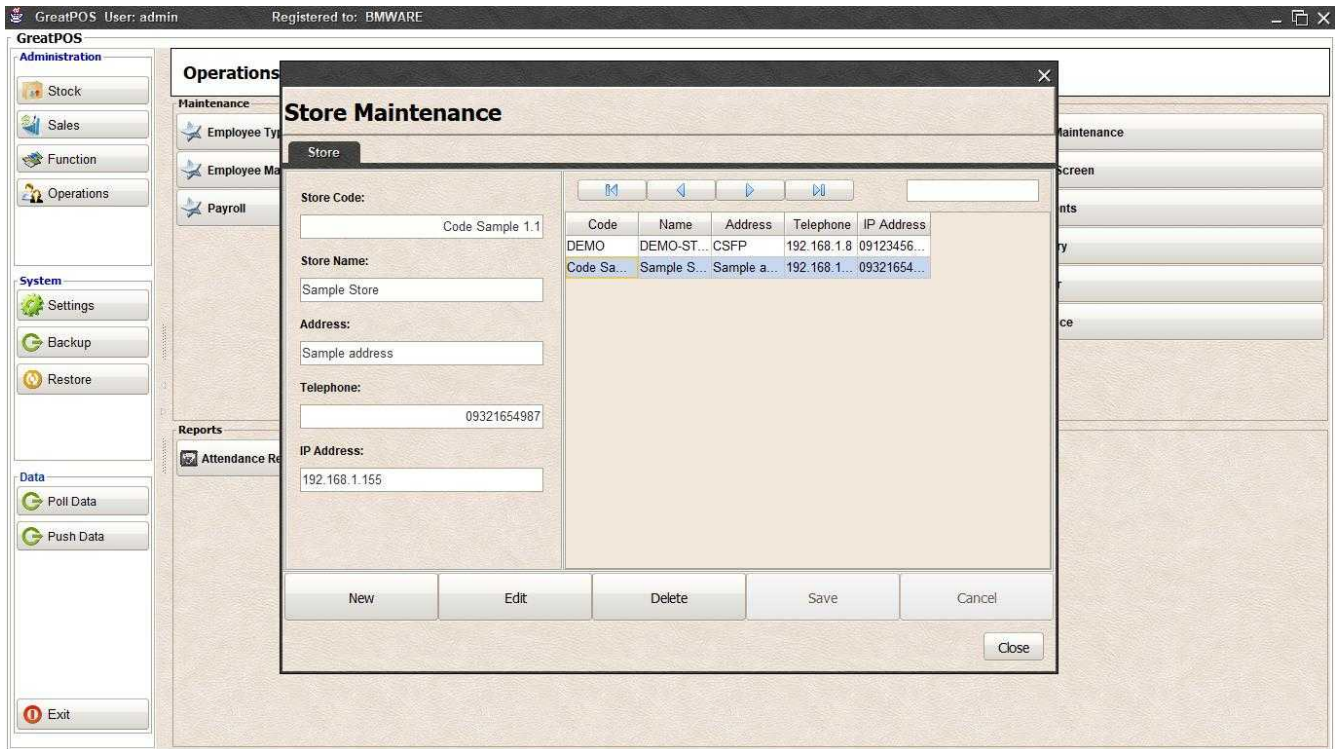
Step2) Click Edit Button



Step3) Edit Store Information

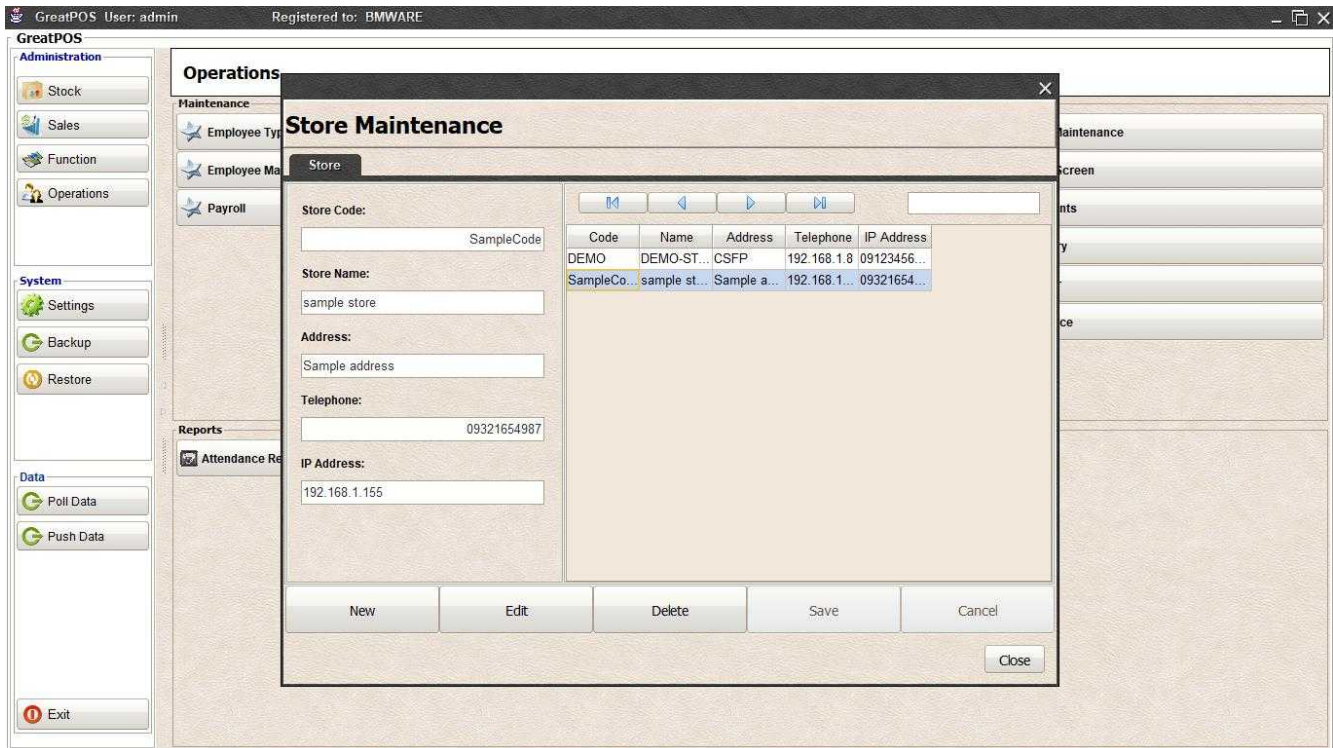


Step4) Click Save Button

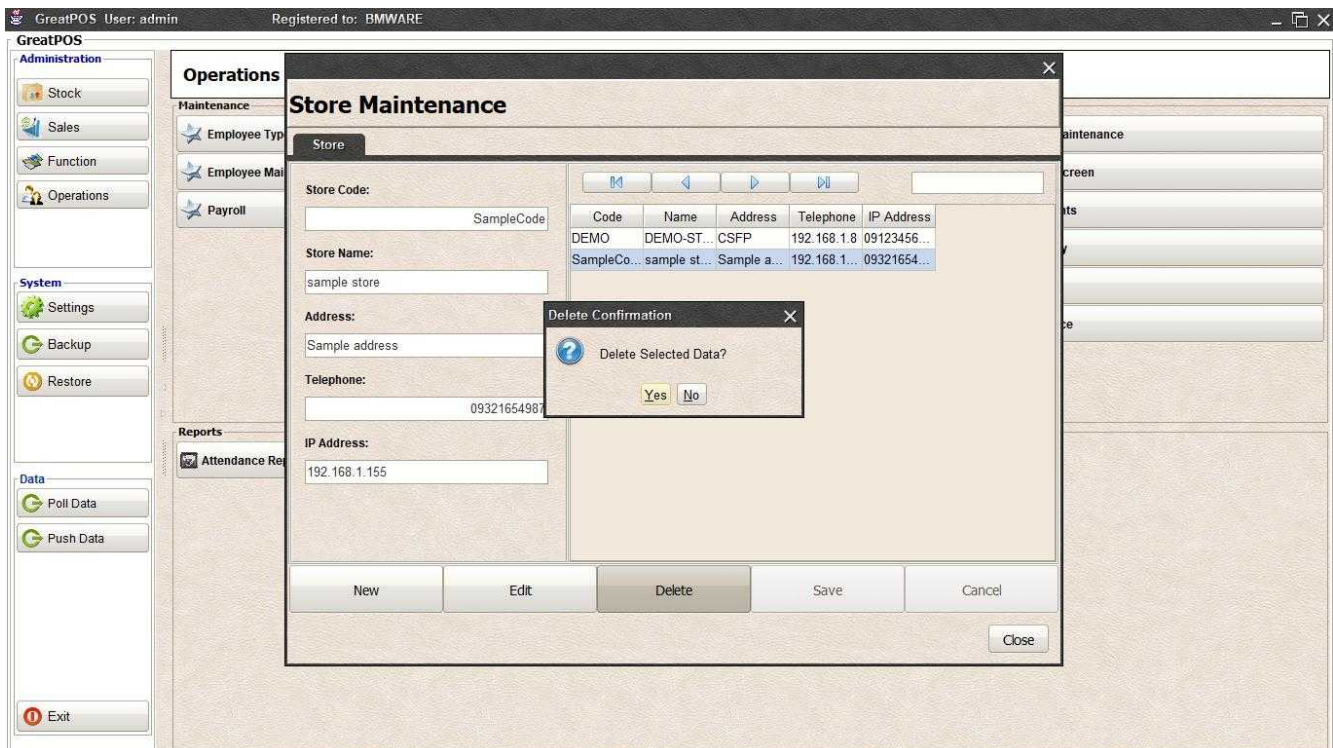


Delete Store

Step1) Select Store on the table

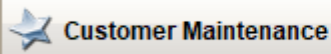


Step2) Click Delete Button

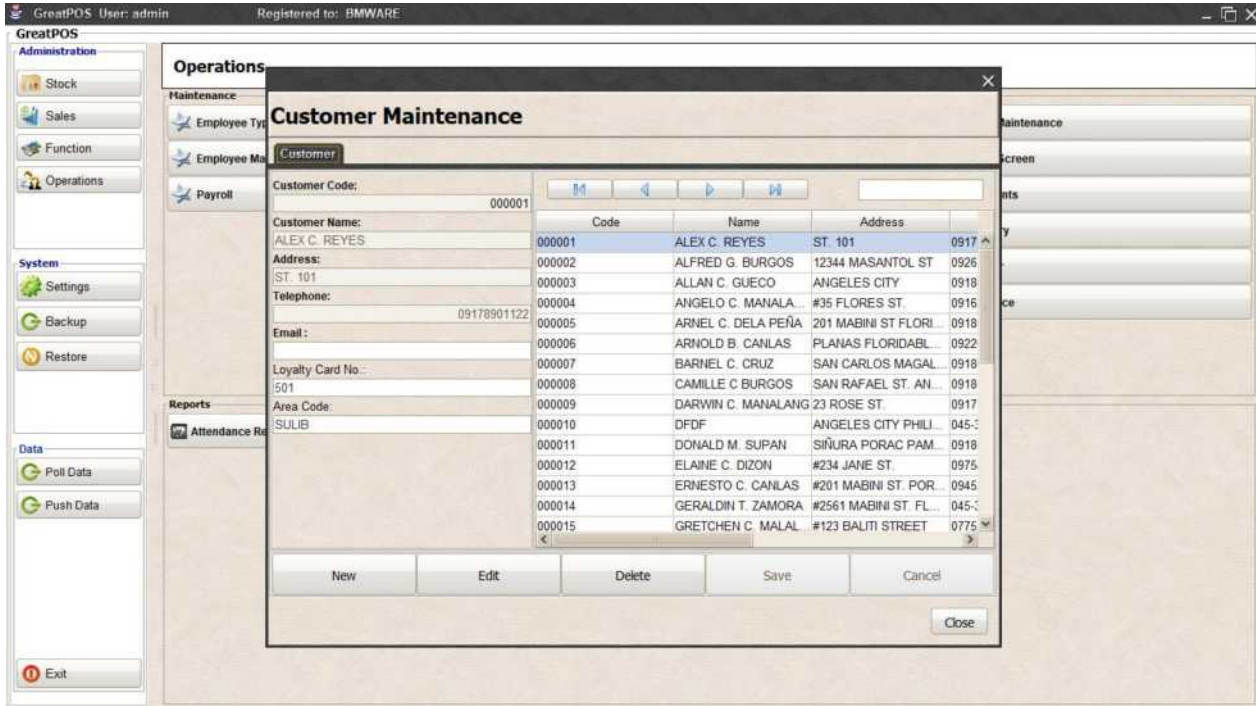


Step3) Click Yes Button

Customer Maintenance

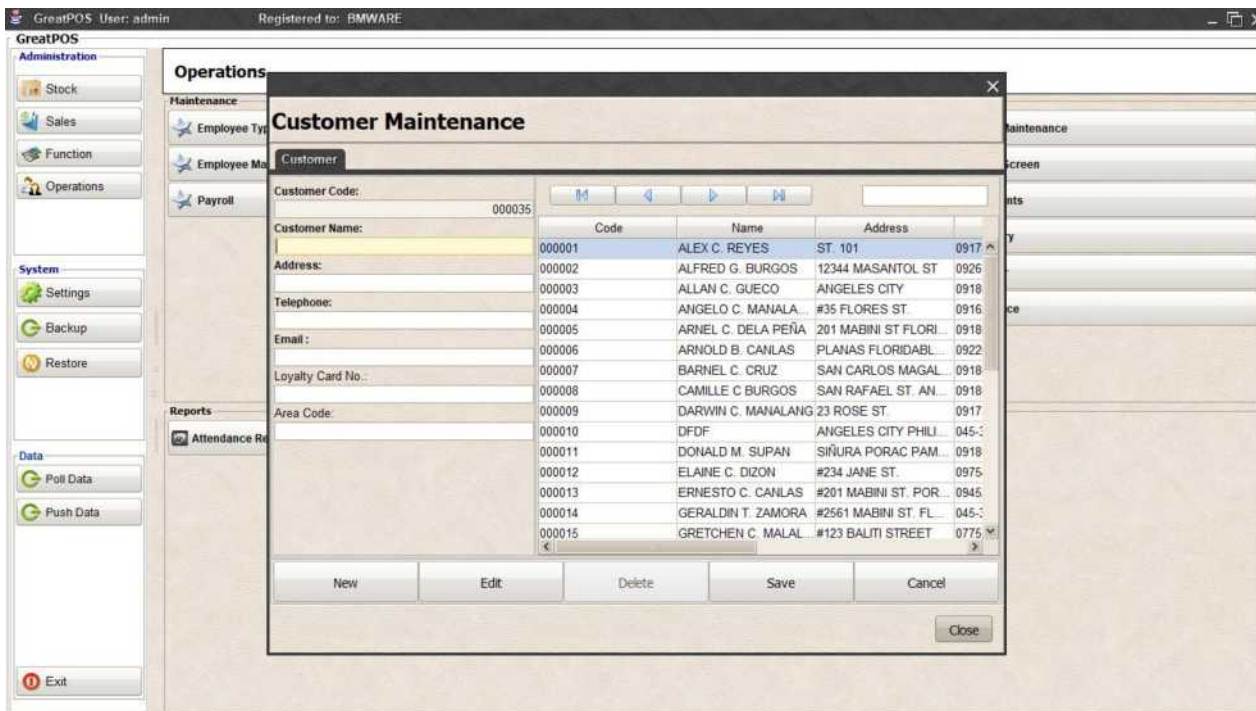


Use to manage Customers

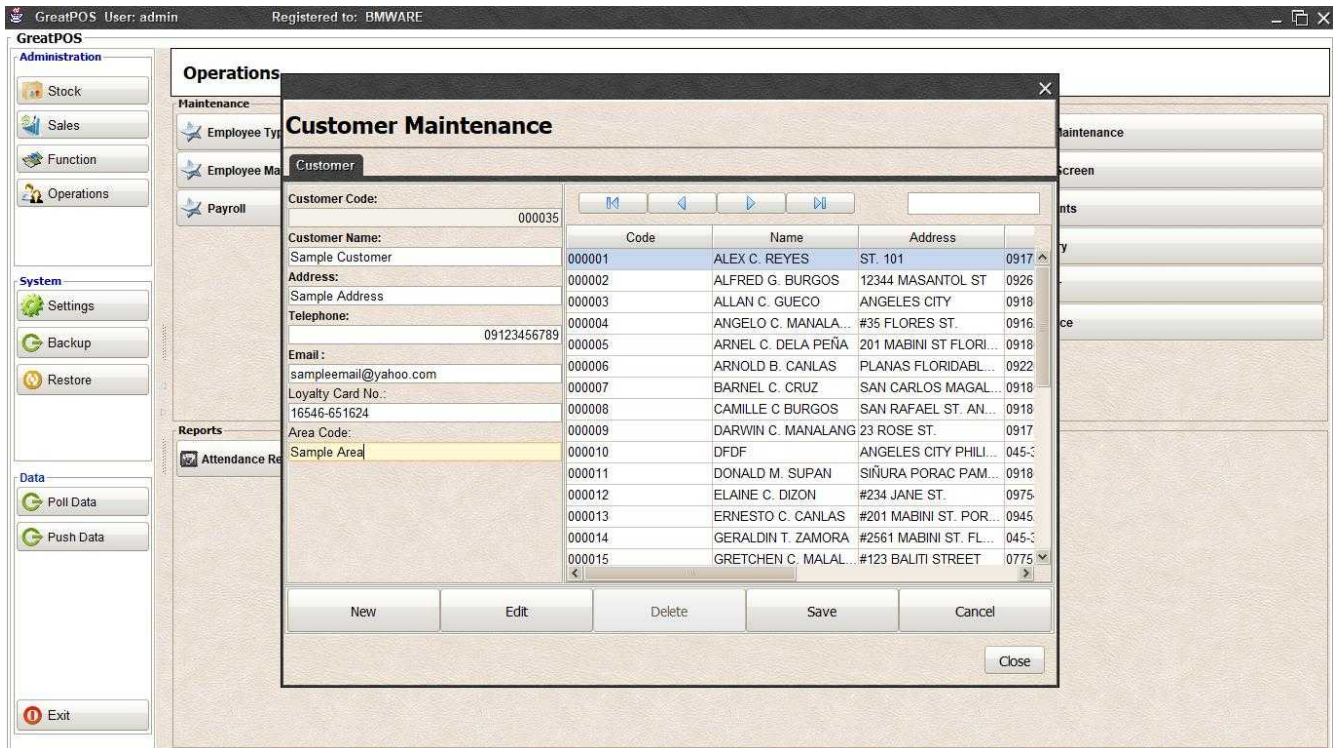


How to use Customer Maintenance?

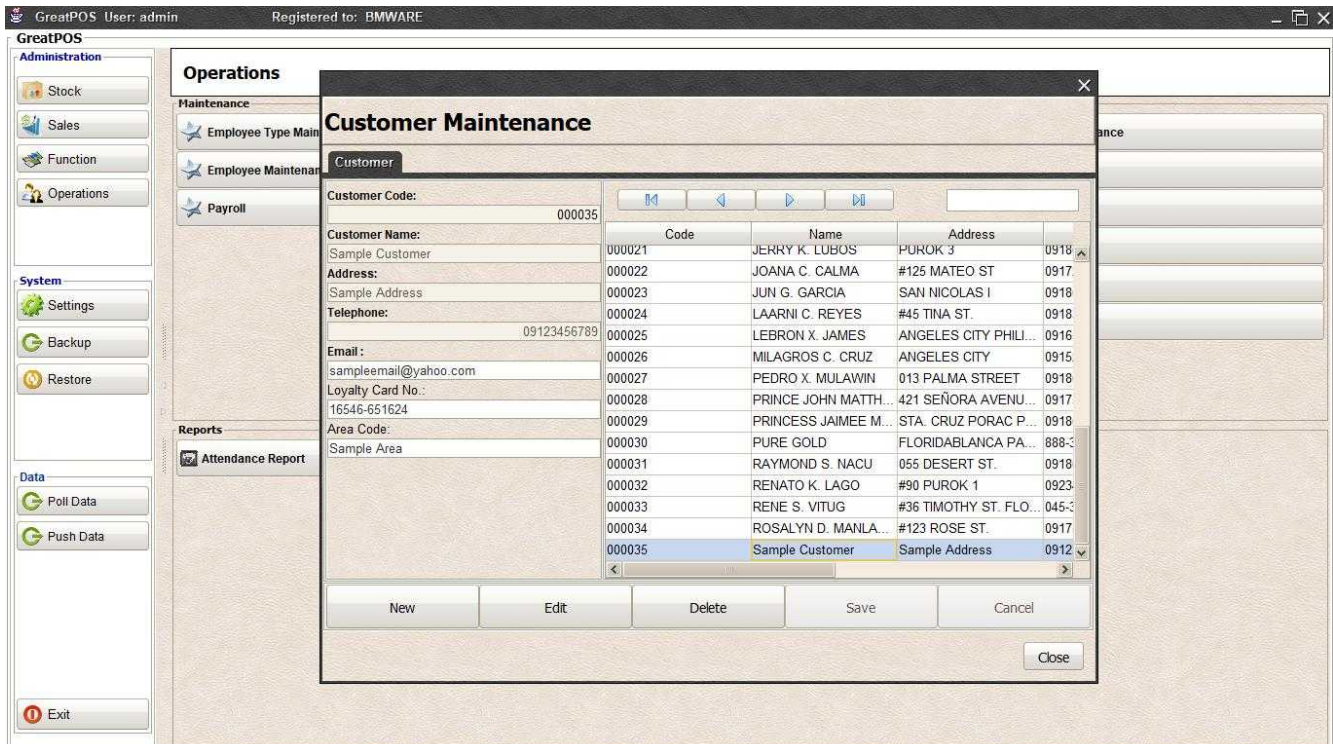
Step 1) Click New Button



Step2) Enter Customer Information

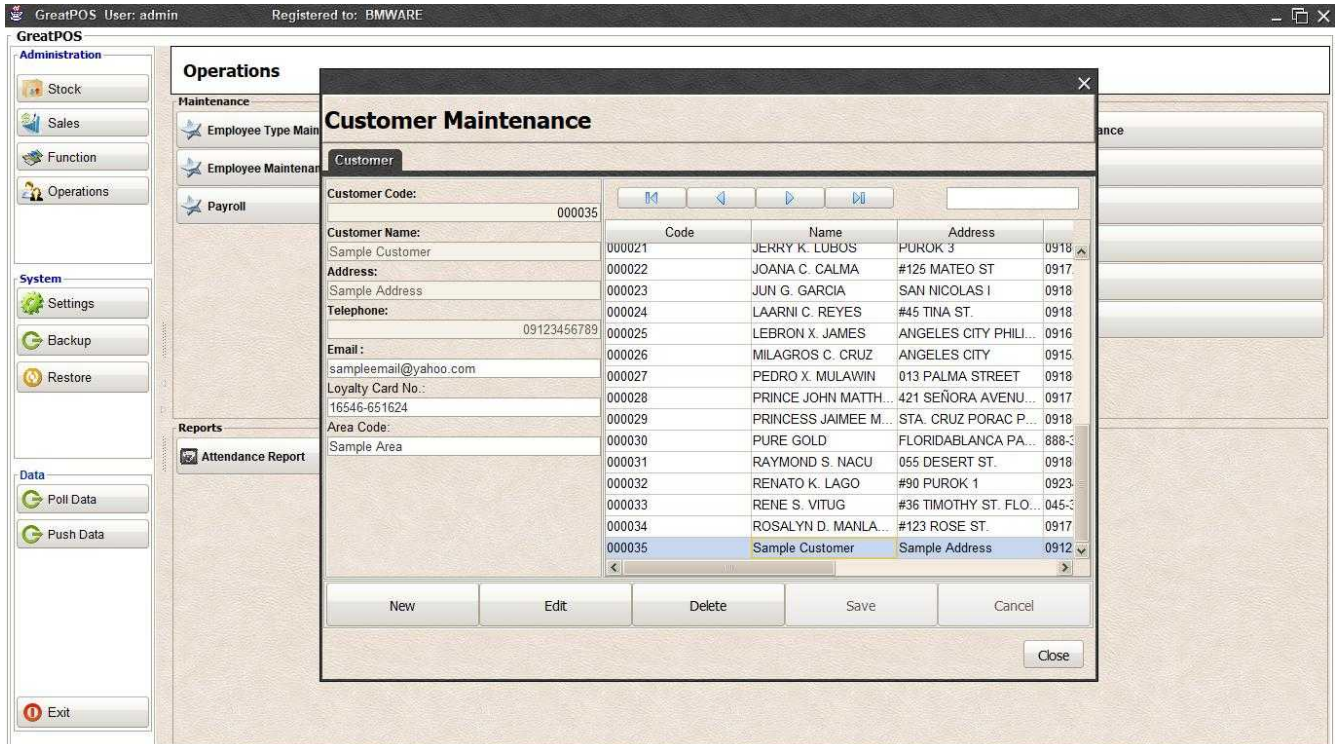


Step3) Click Save Button

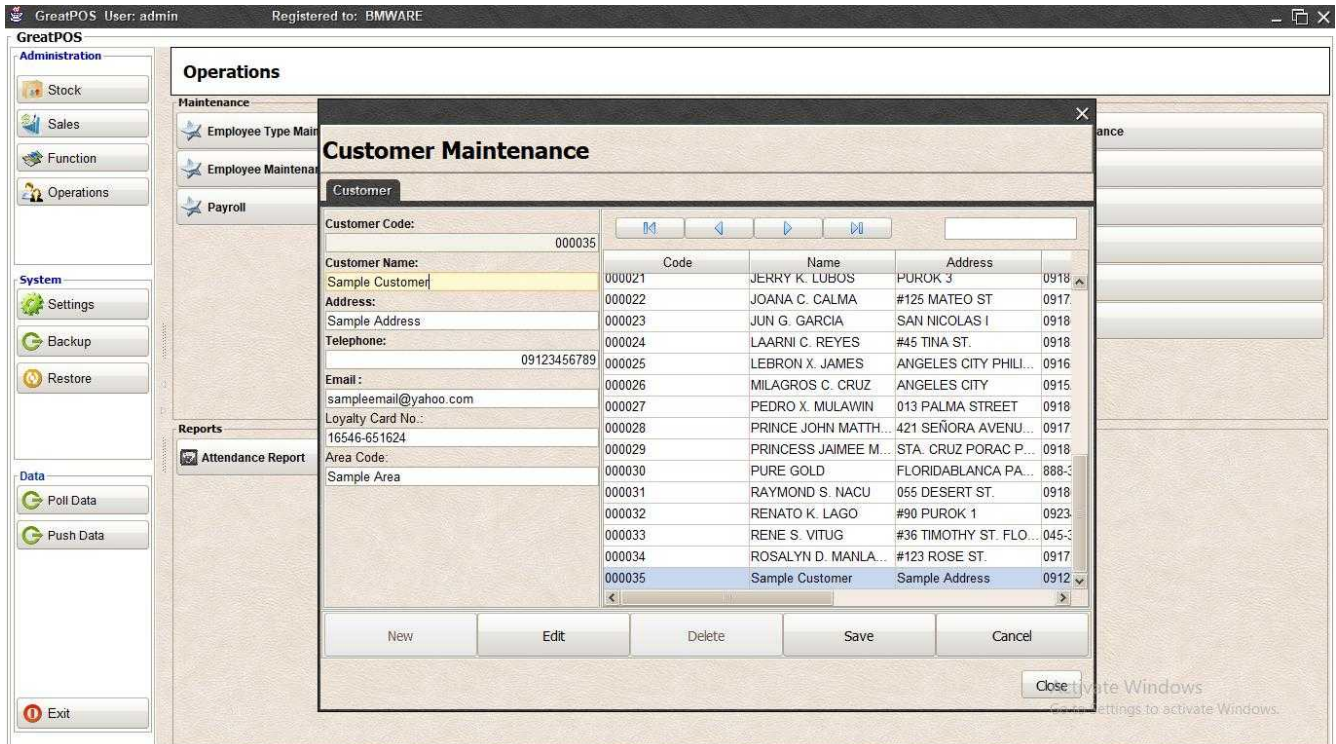


Edit Customer

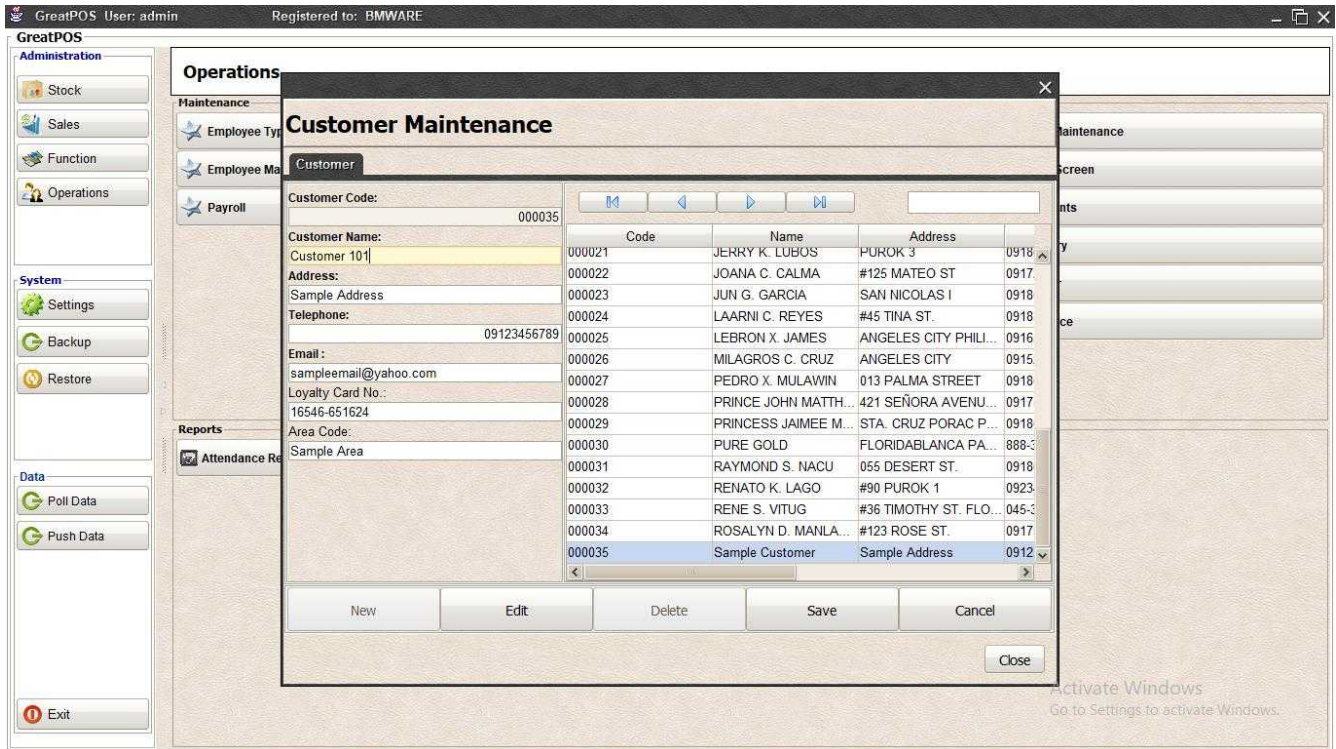
Step1) Select Customer on the table



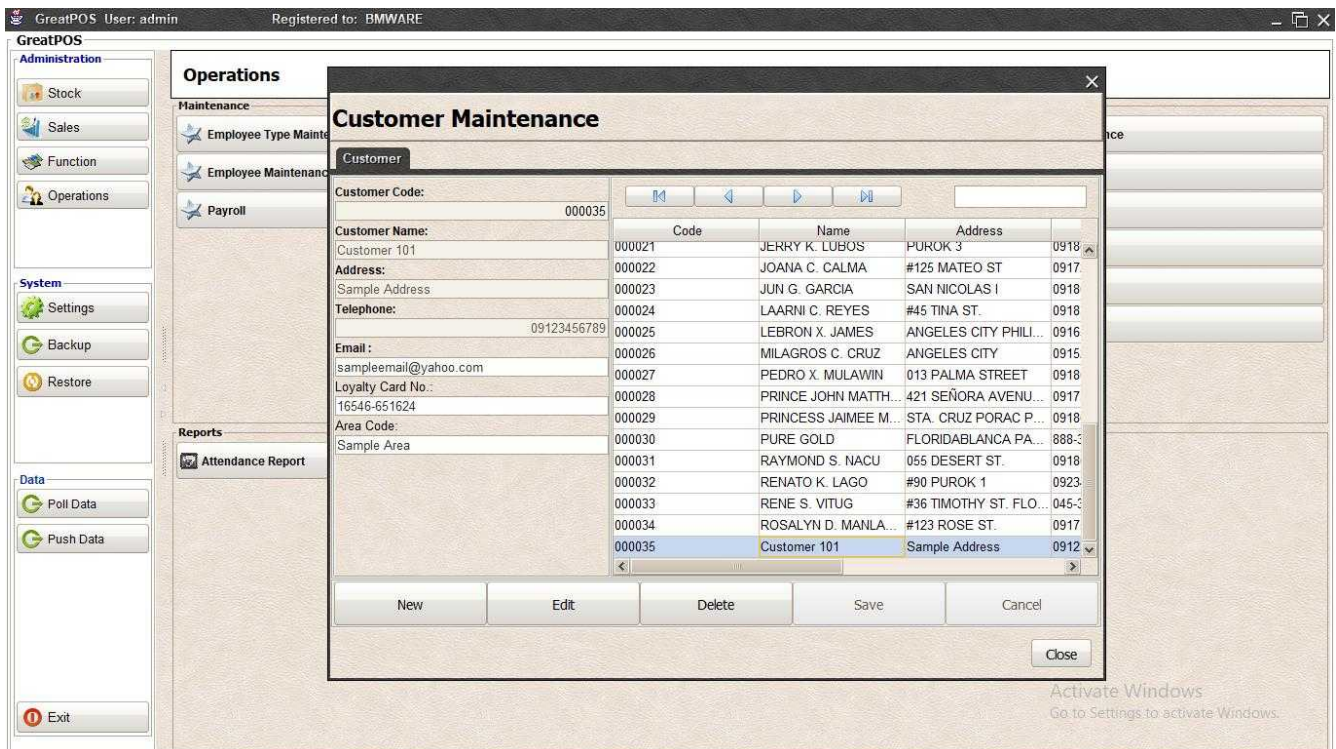
Step2) Click Edit Button



Step3) Edit the Customer Information

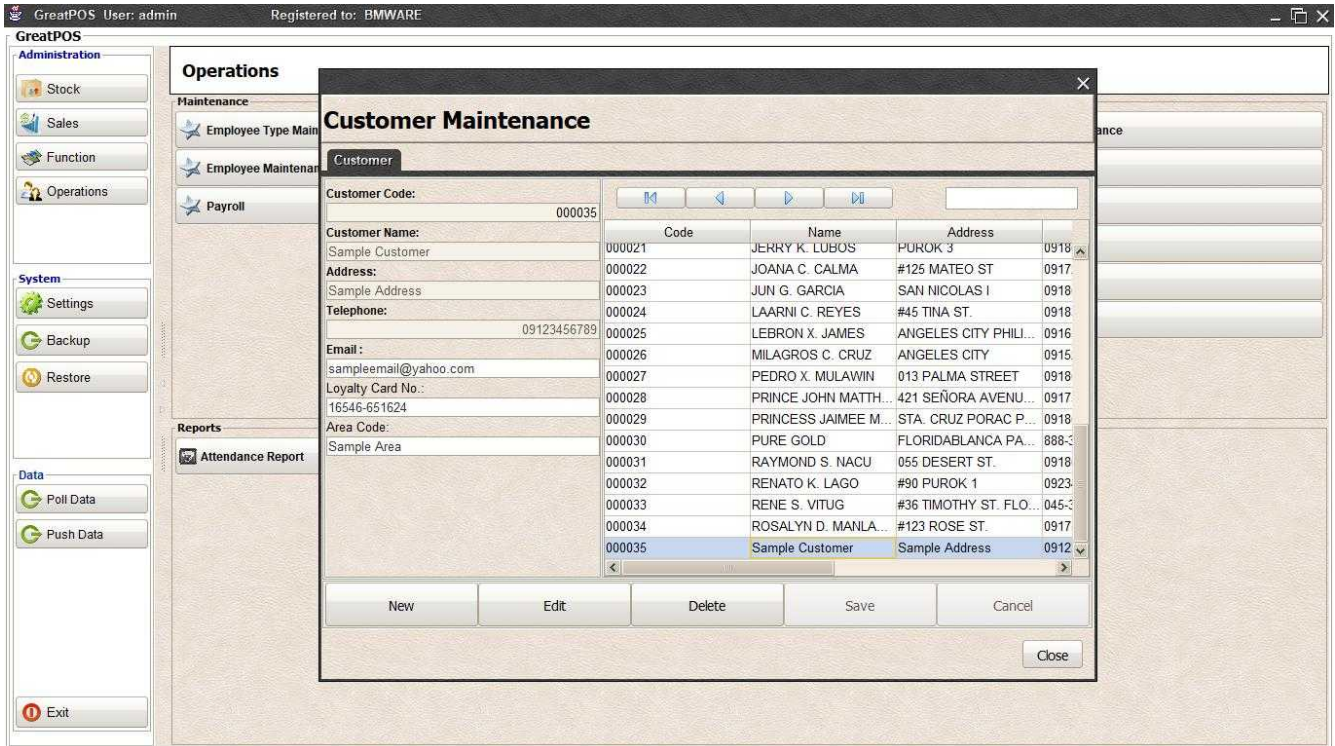


Step4) Click Save Button

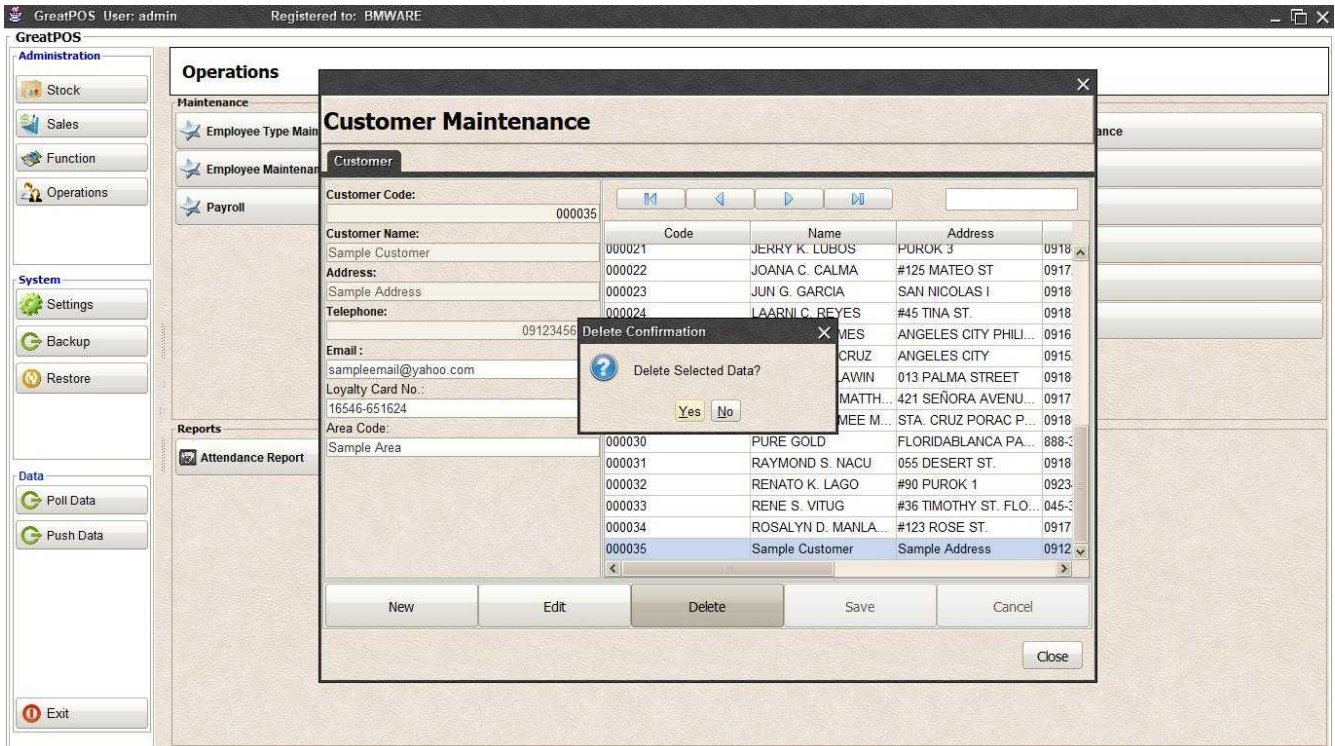


Delete Customer

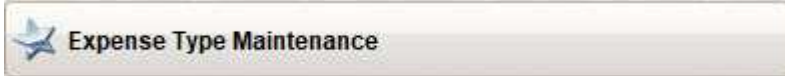
Step1) Select Customer on the table



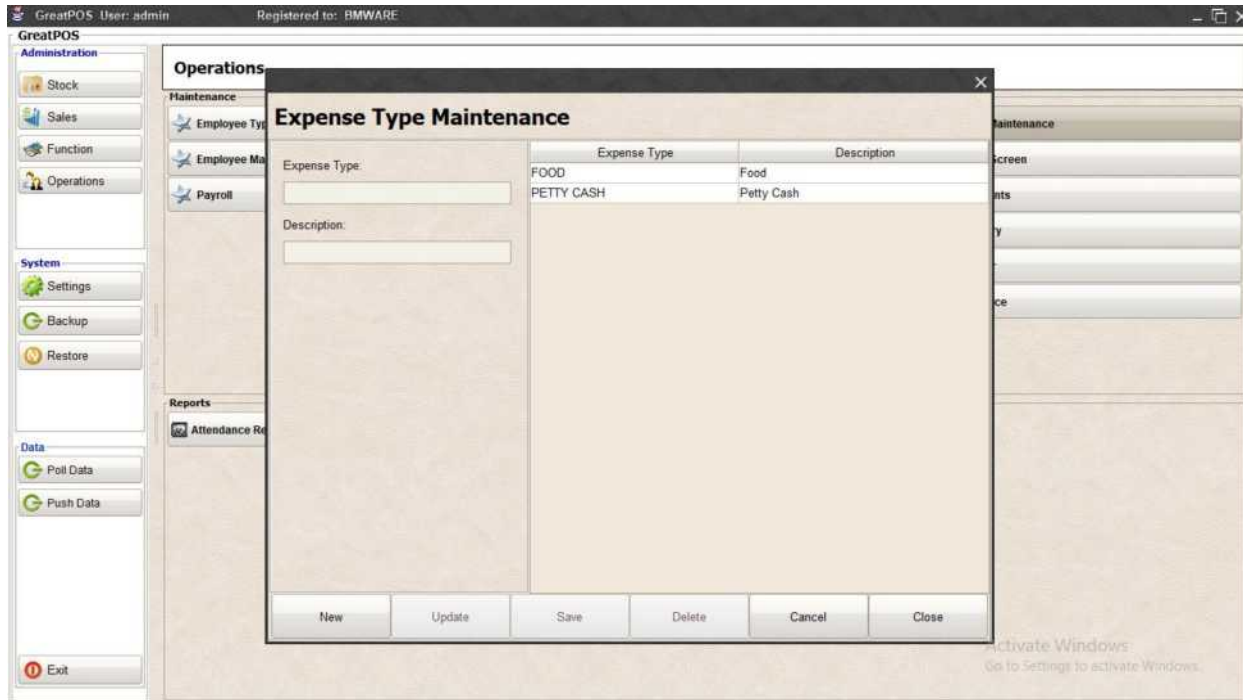
Step2) Click Delete Button



Expense Type Maintenance

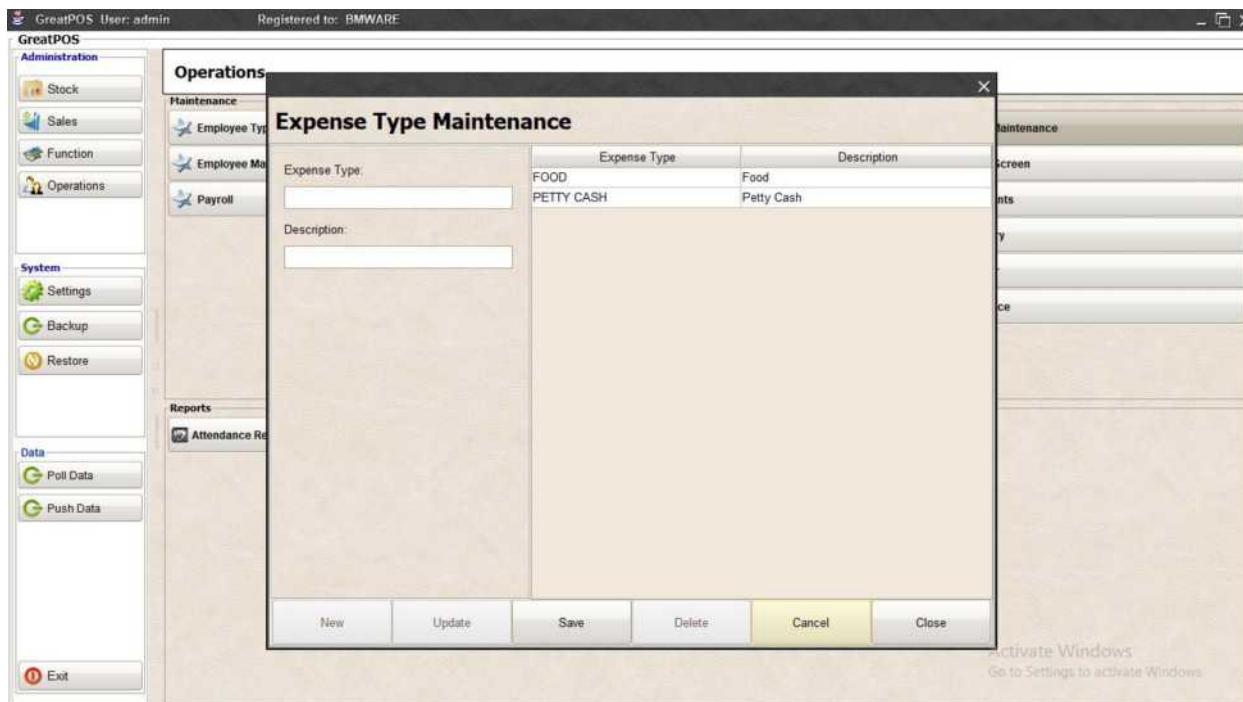


Use to manage Expense Type

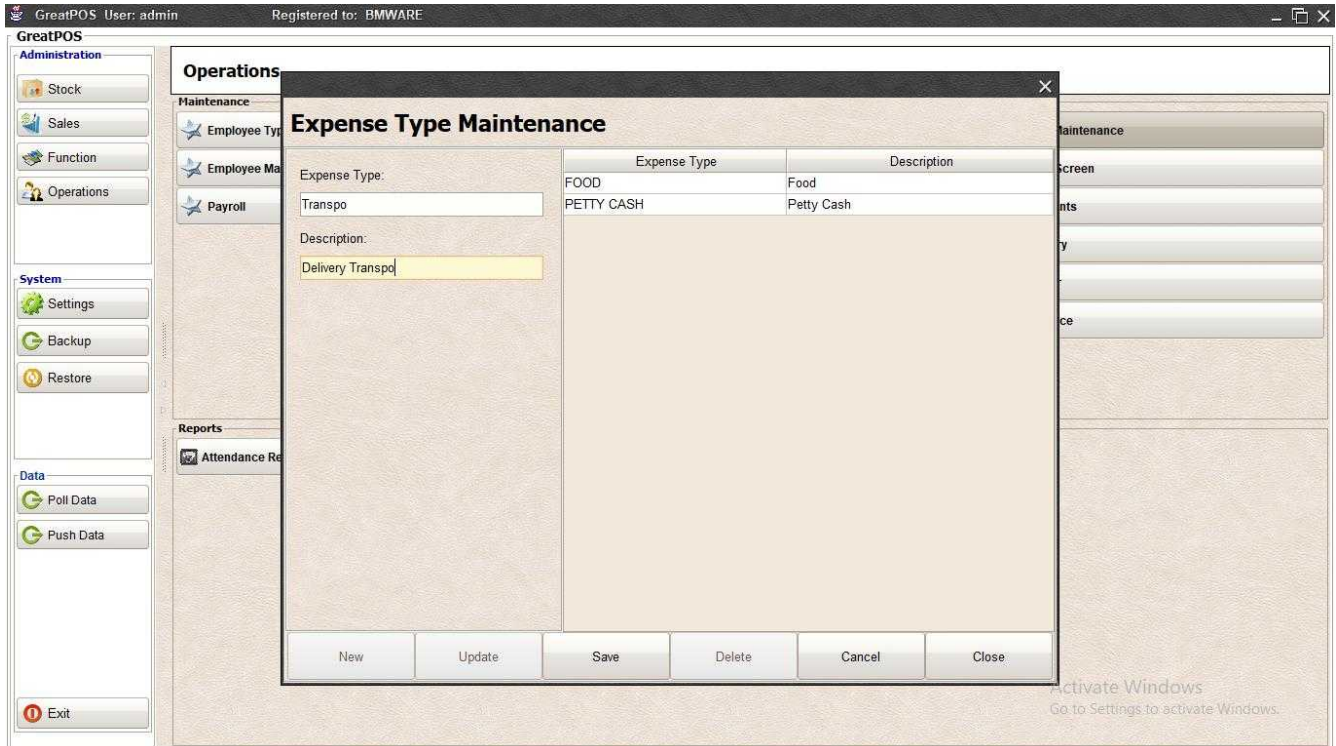


How to use Expense Type Maintenance?

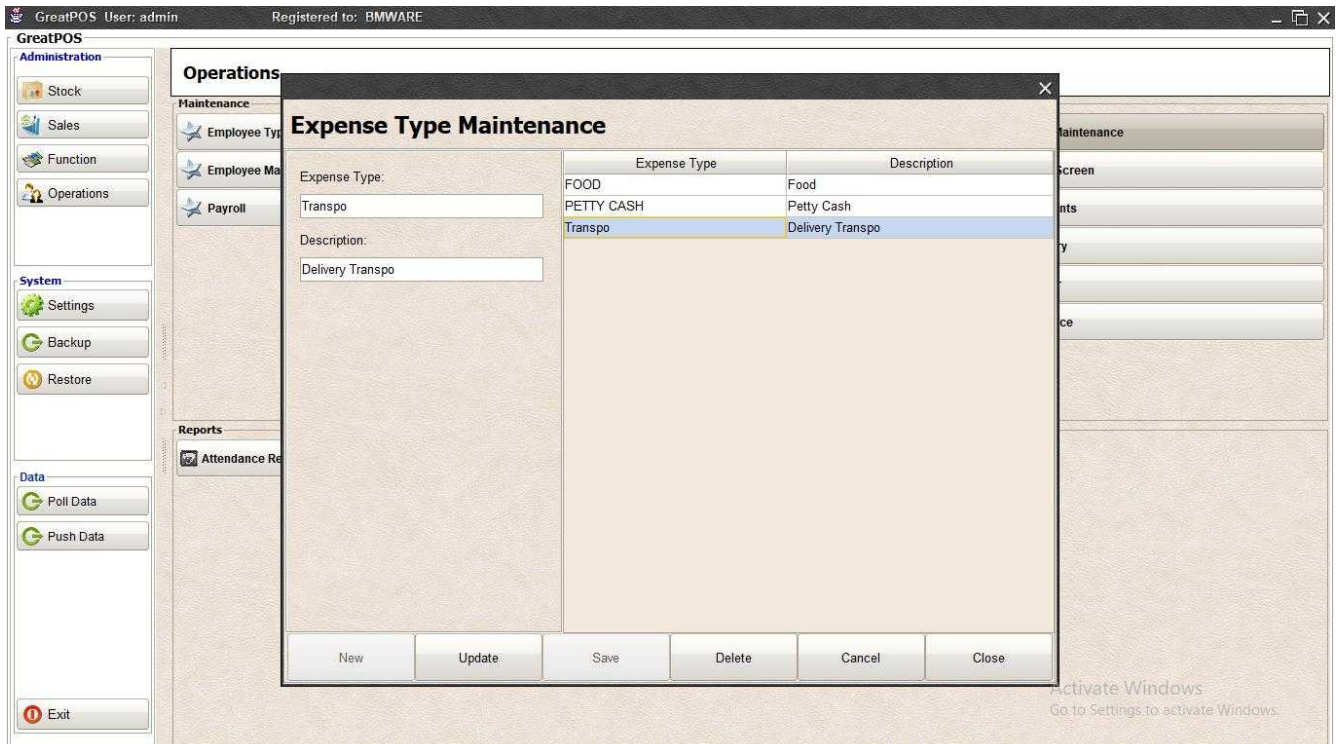
Step1) Click New Button



Step2) Enter Expense Type

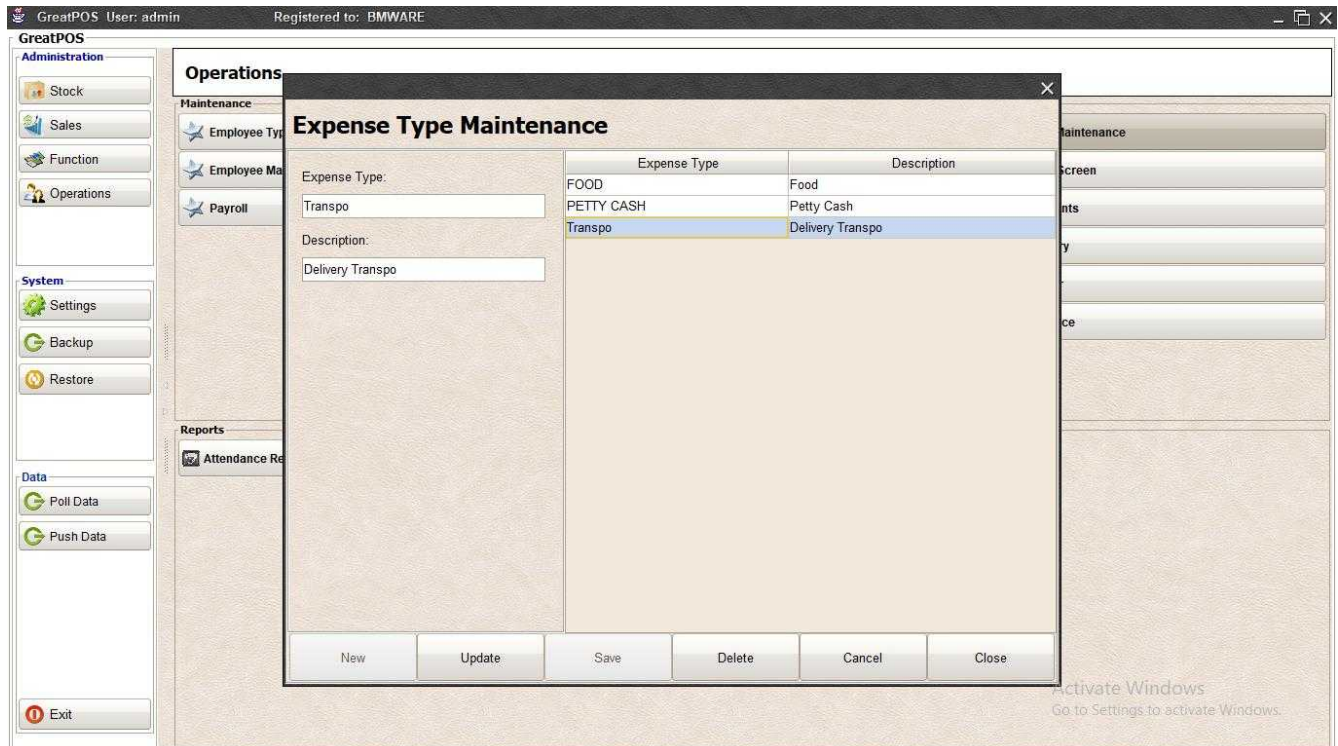


Step3) Click Save Button

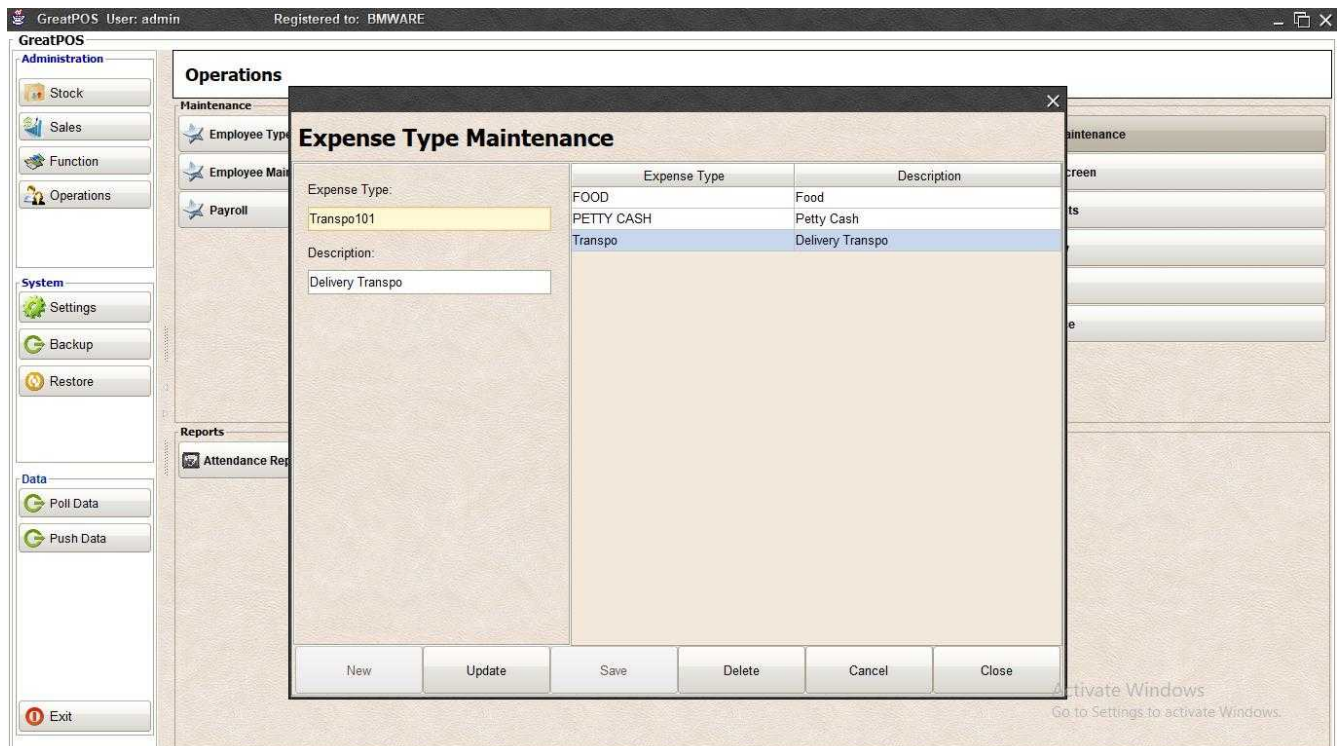


Edit Expense Type

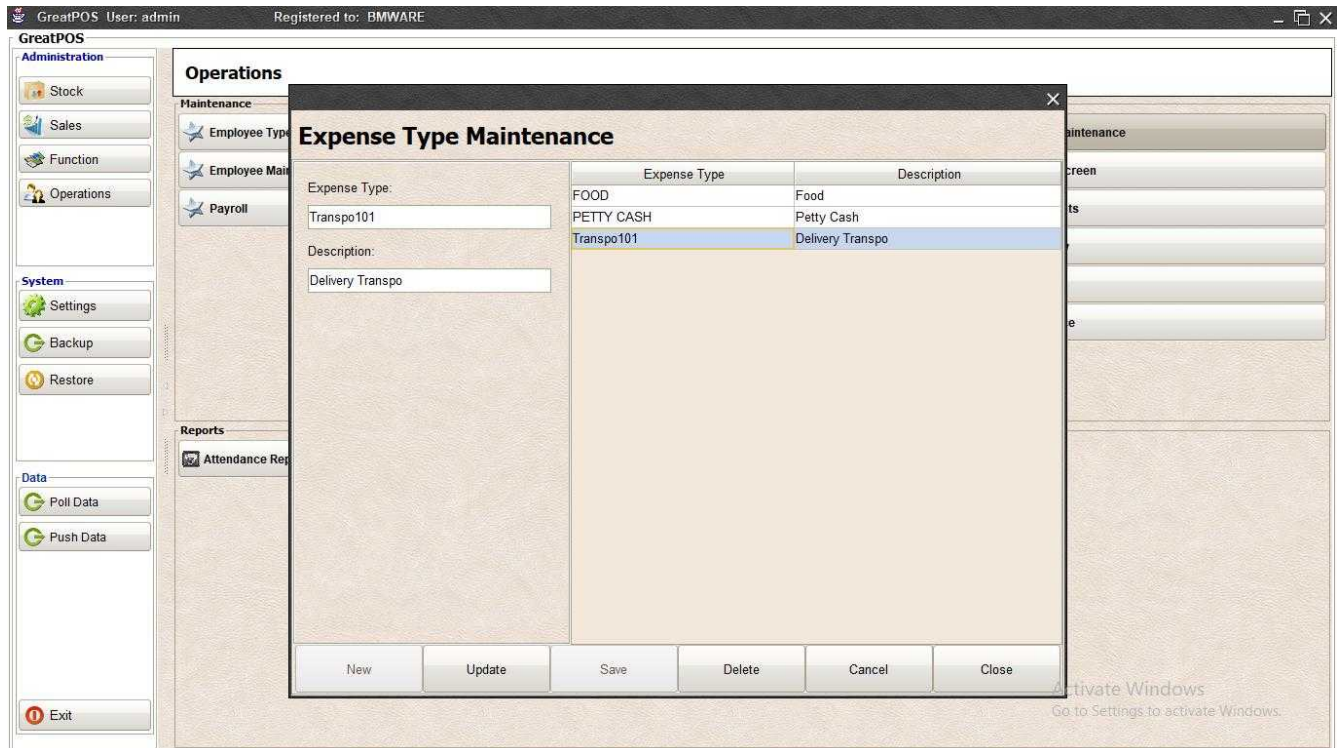
Step1) Select Expense Type on the table



Step2) Edit Expense Type Selected

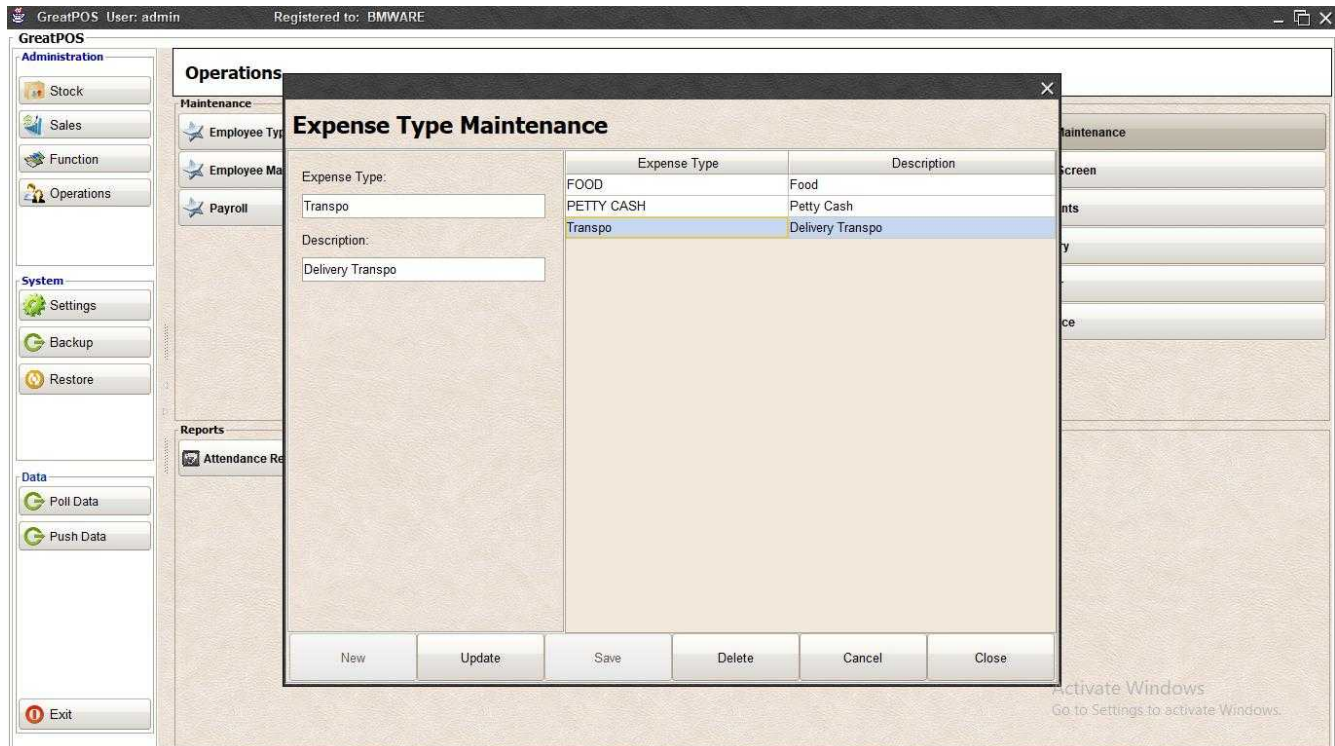


Step3) Click Update Button

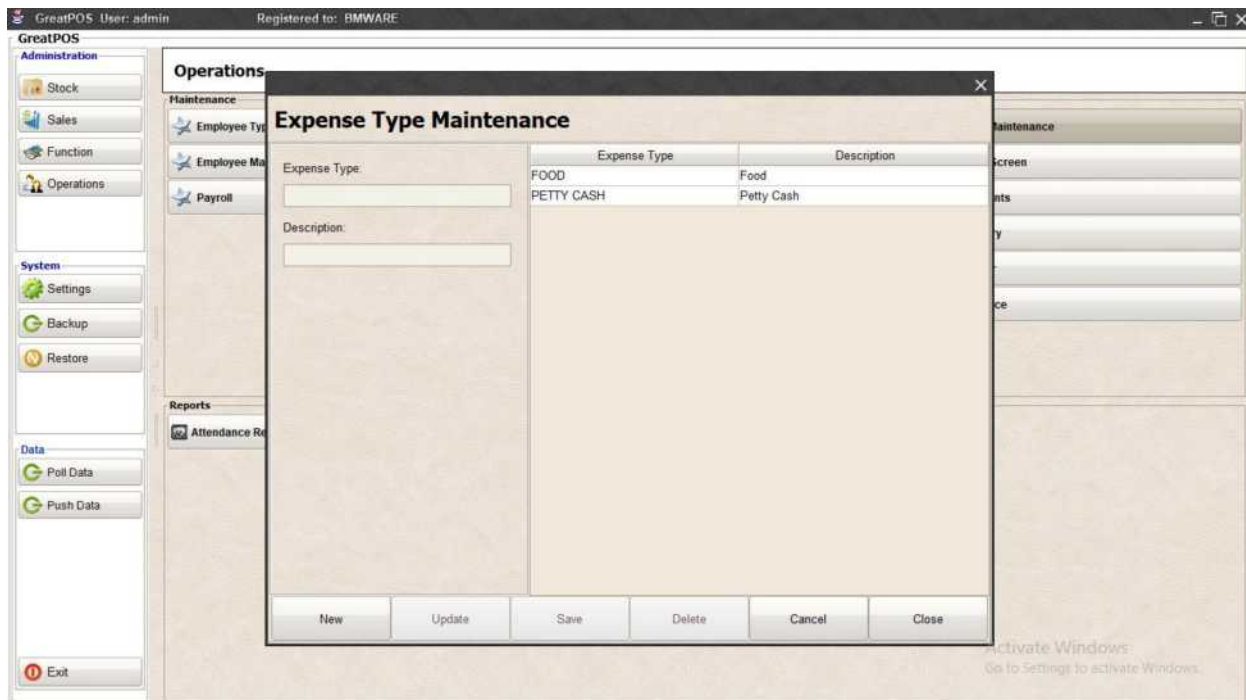


Delete Expense Type

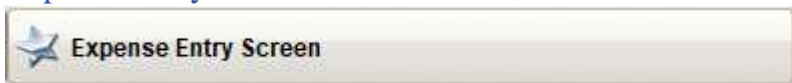
Step1) Select Expense Type on the table



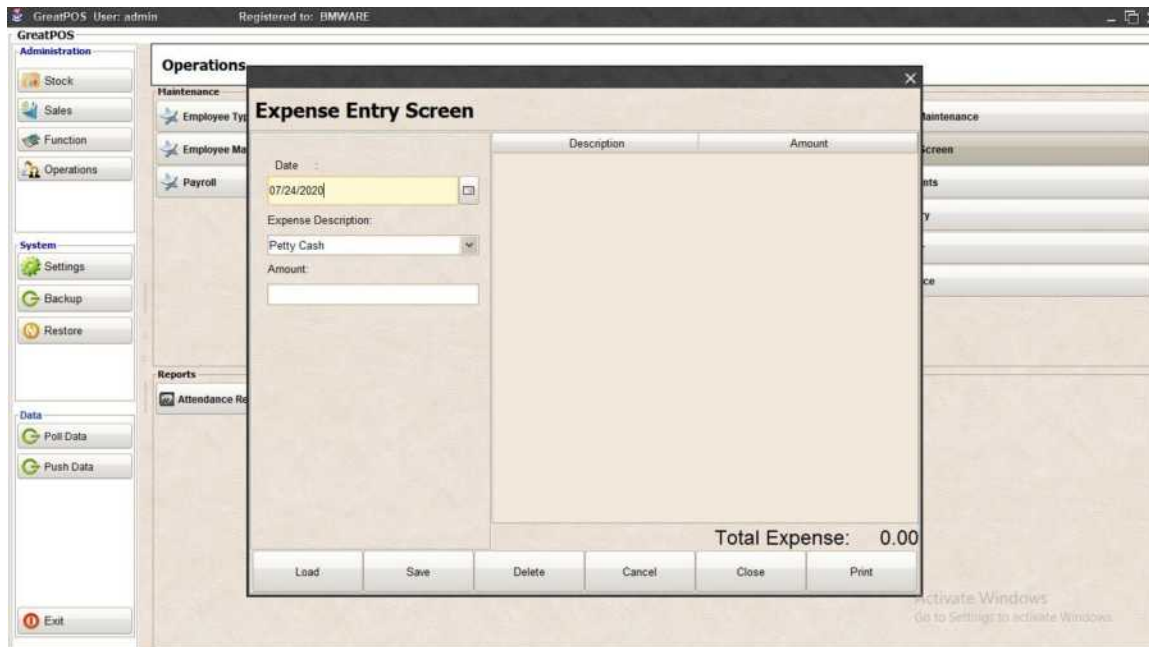
Step2) Click Delete Button



Expense Entry Screen



Use to enter Expenses

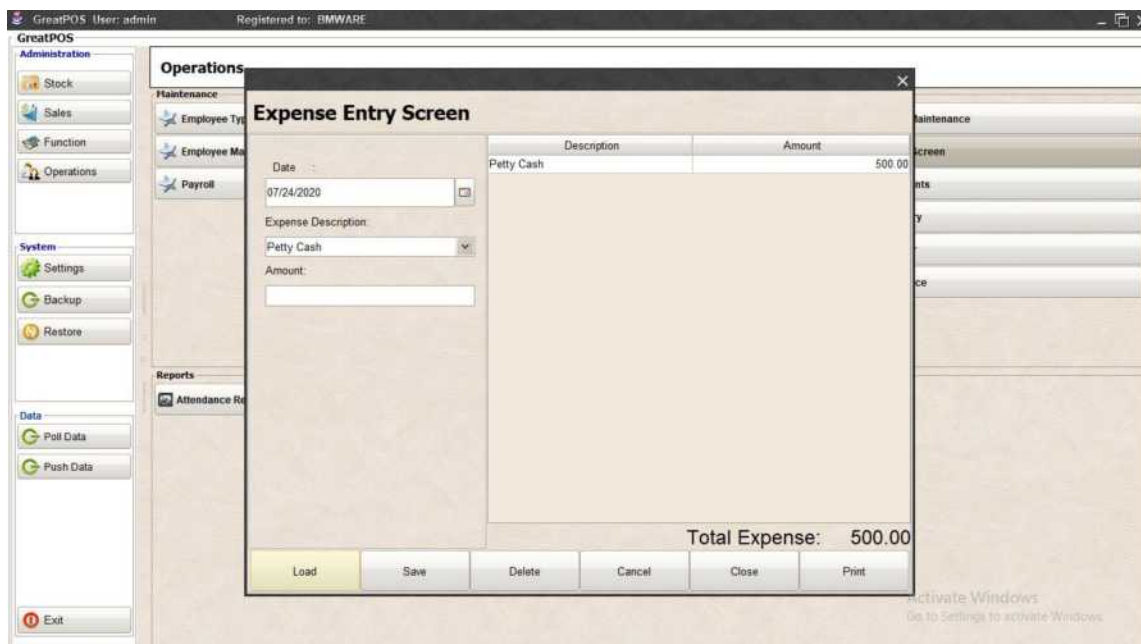


How to use Expense Entry Screen

Step1) Select Date and Expense Description

Step2) Click Load Button

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

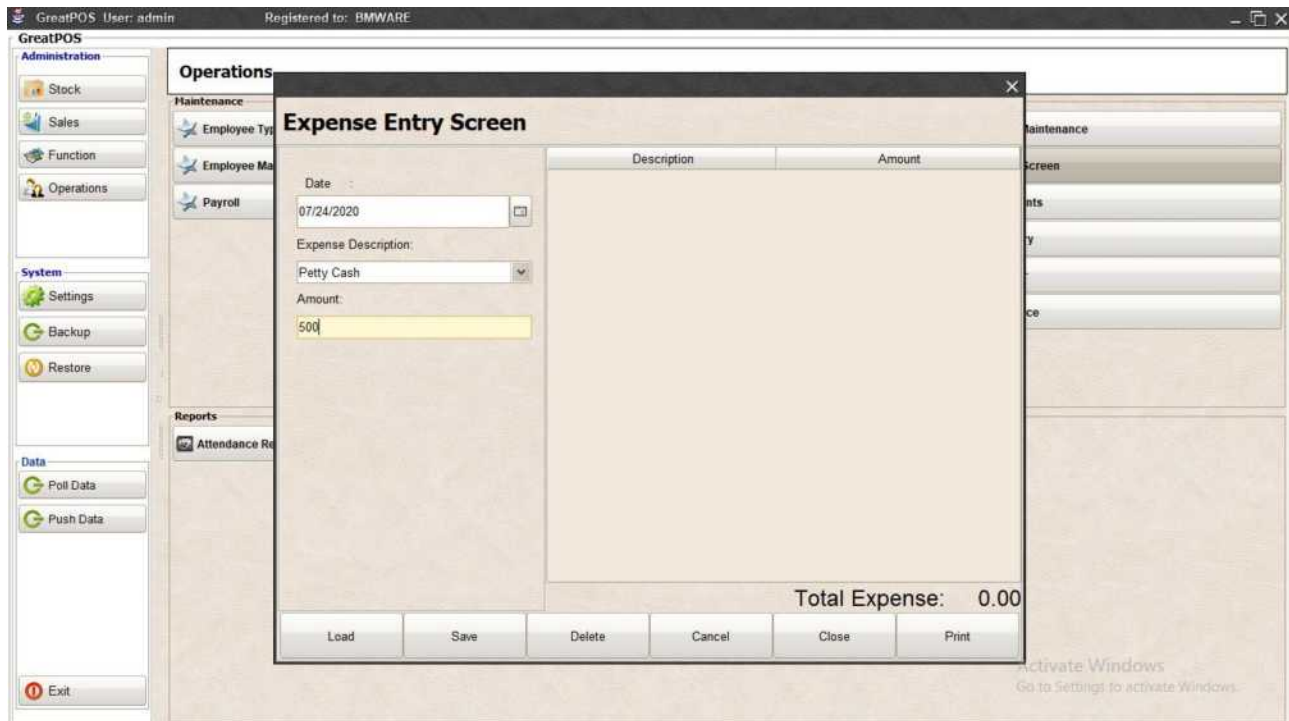


Expense Entering

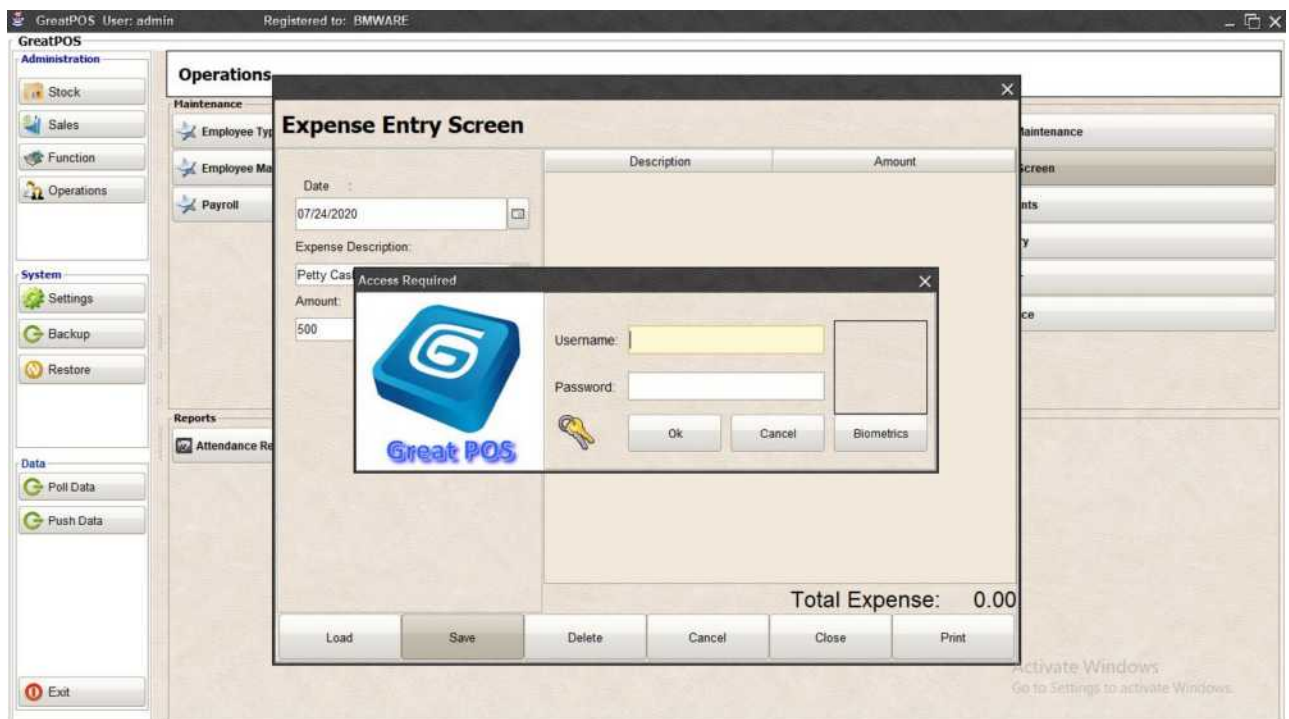
Step1) Select Date

Step2) Select Expense Description

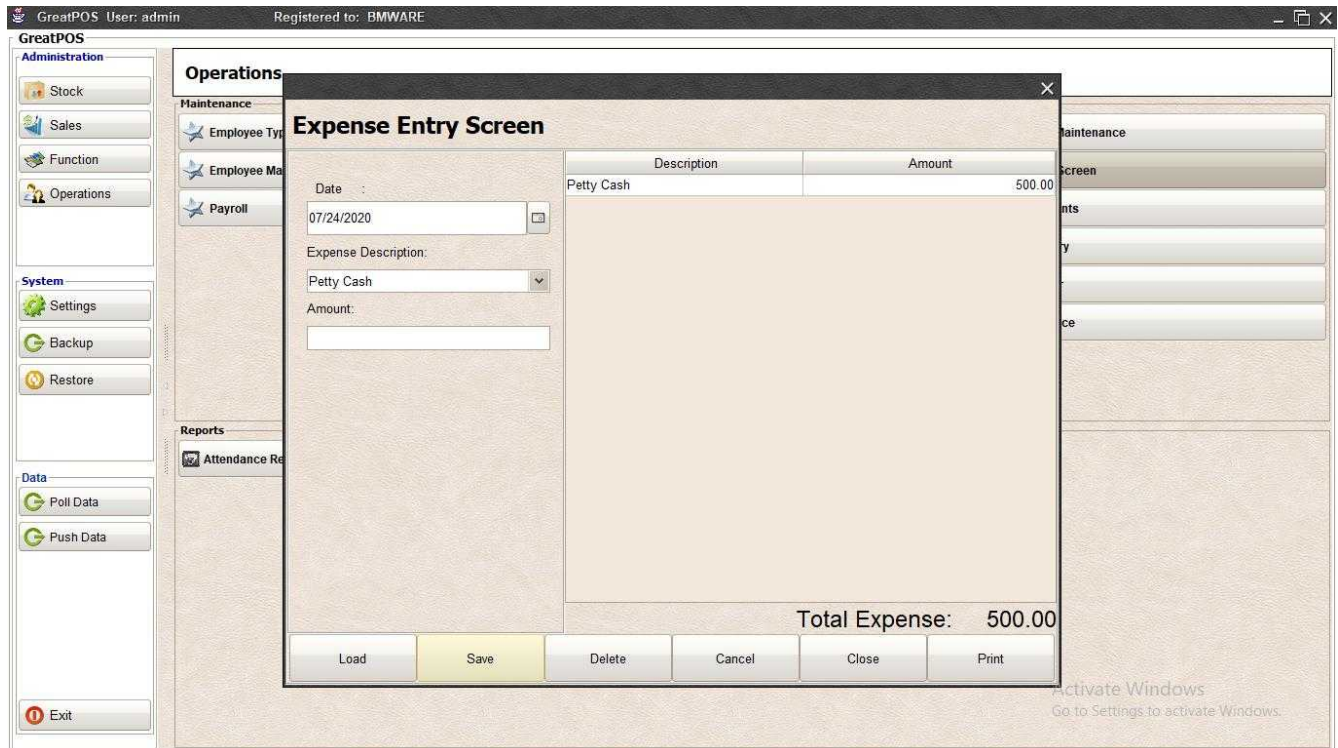
Step3) Enter Amount



Step4) Click Save Button

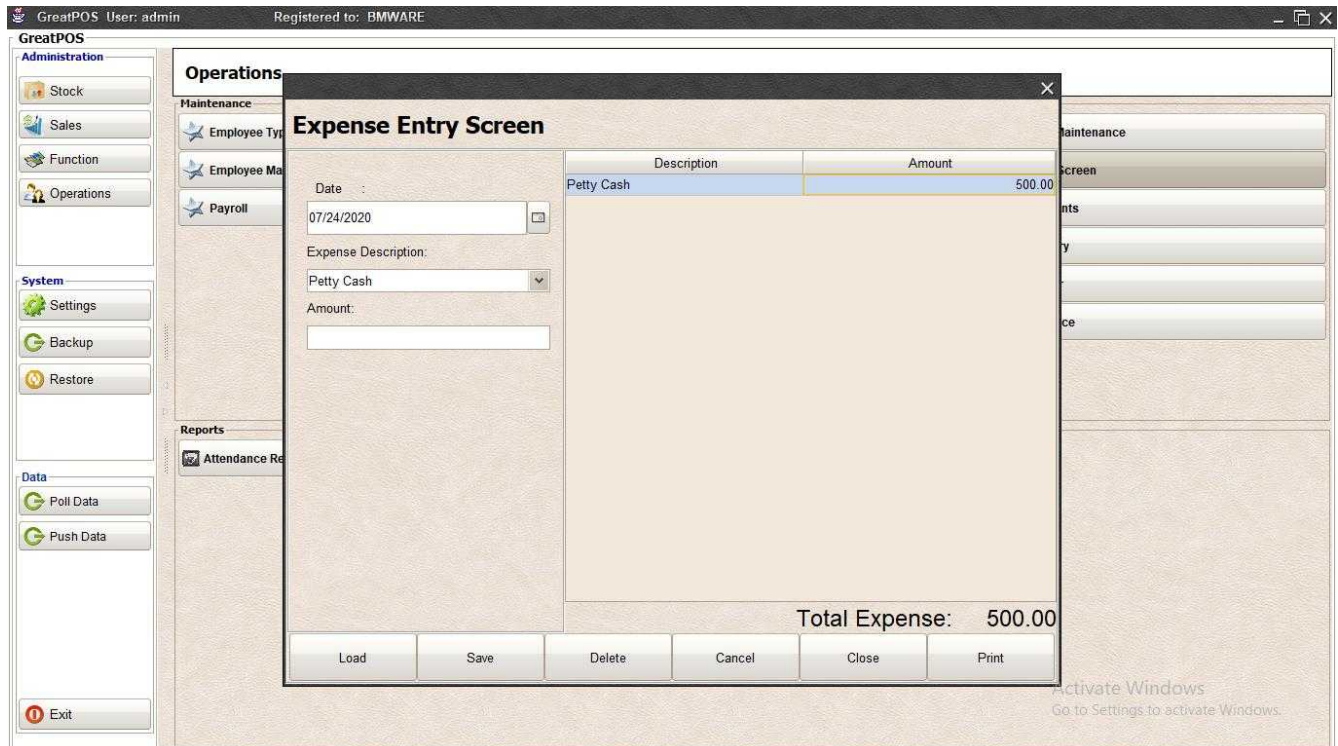


Step5) Enter Administrator Account

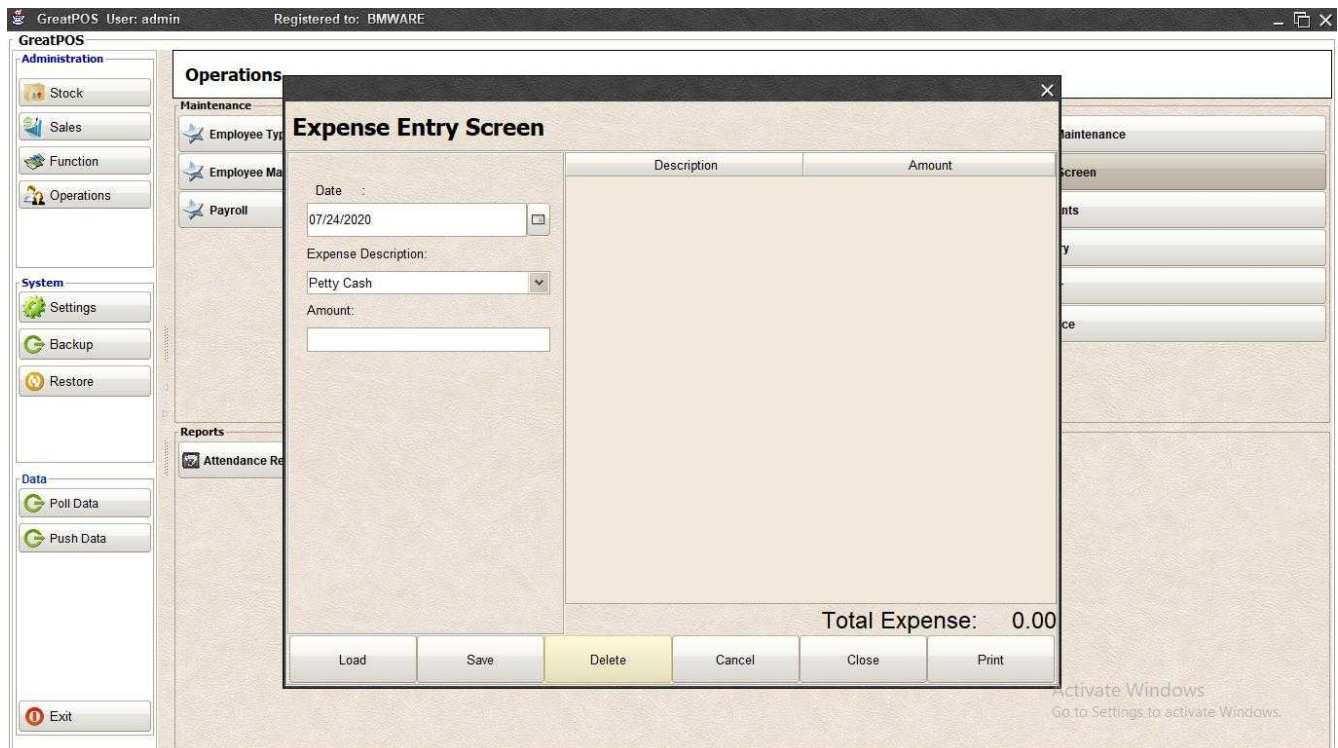


Delete Expense Entered

Step1) Select Expense Entered on the table

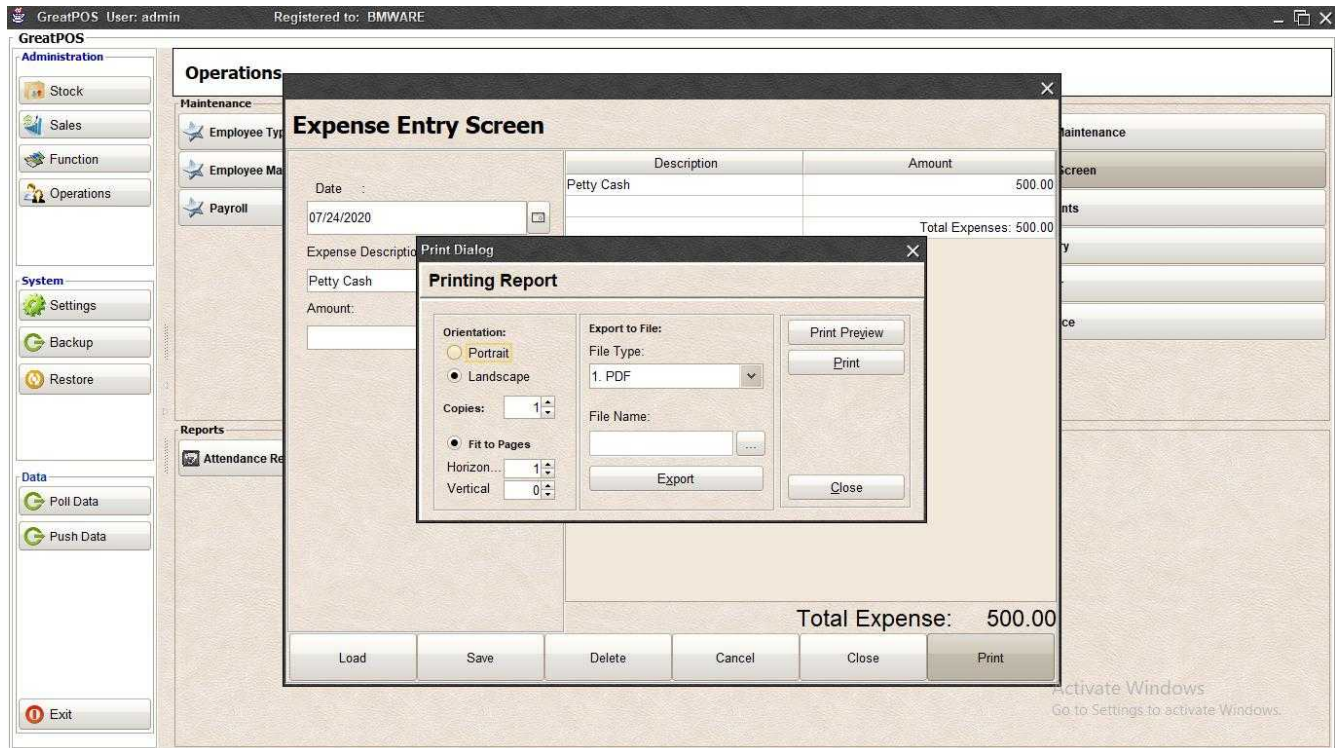


Step2) Click Delete Button



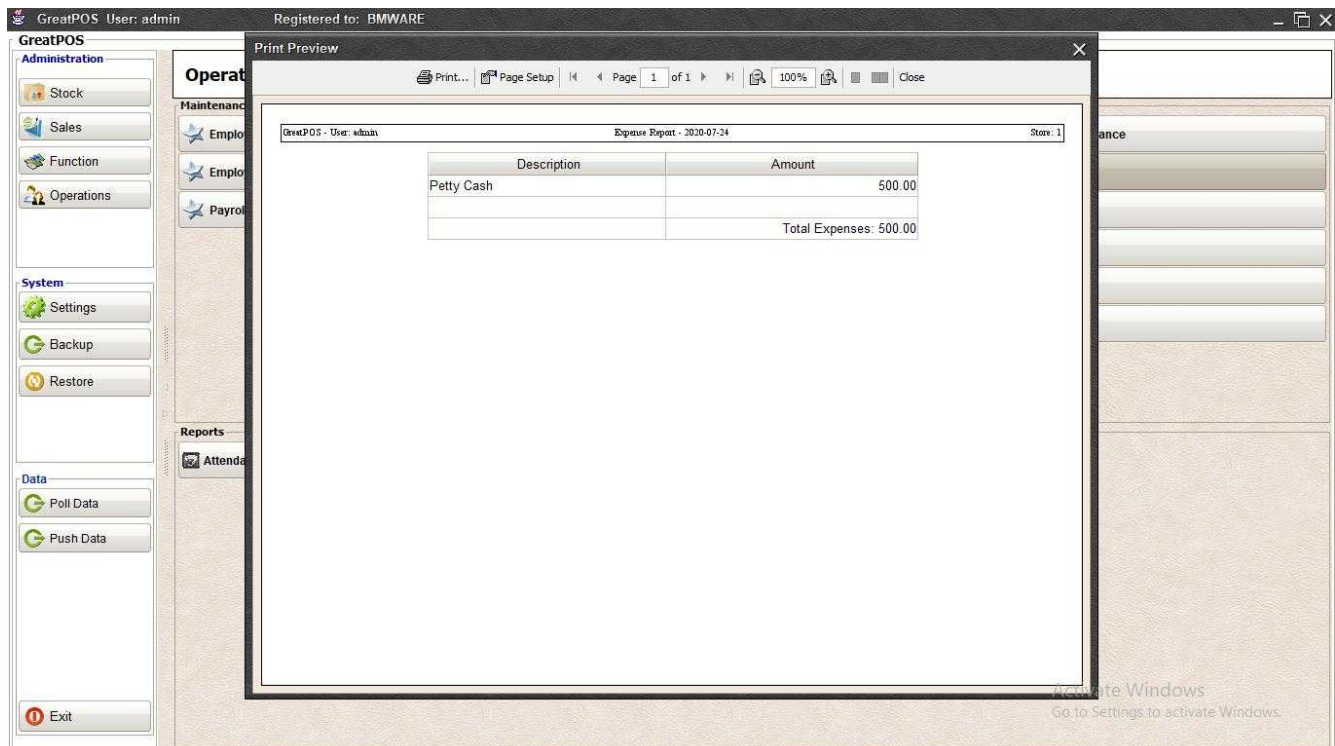
Expense Printing

Step1) Click Print Button



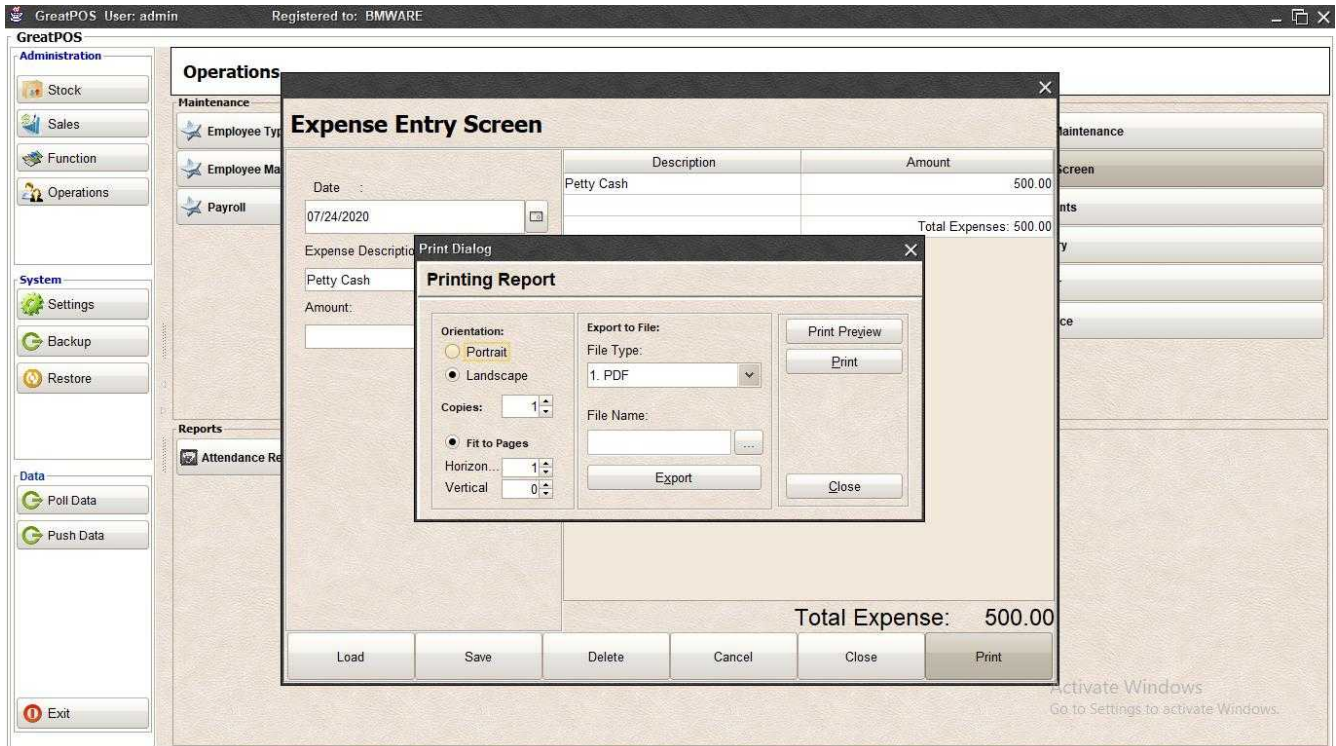
Print Preview

Step1) Click Print Preview Button

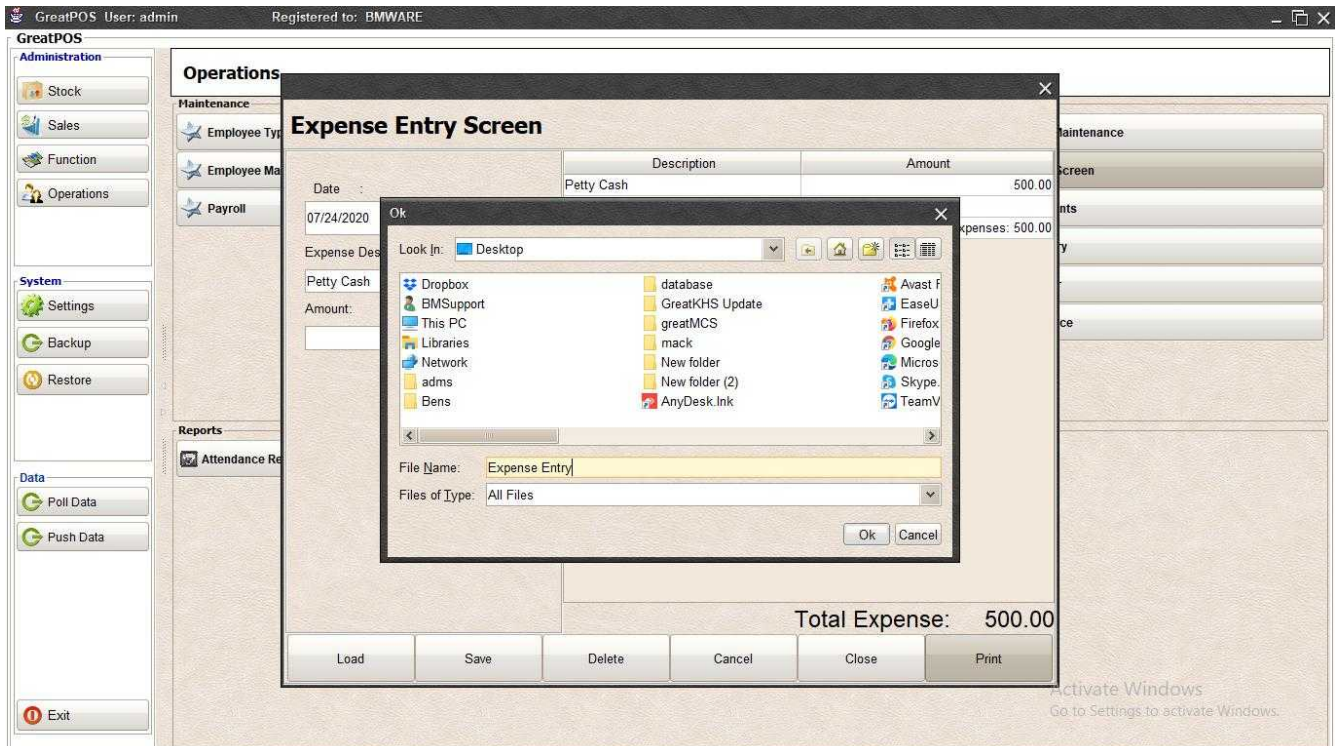


Exporting

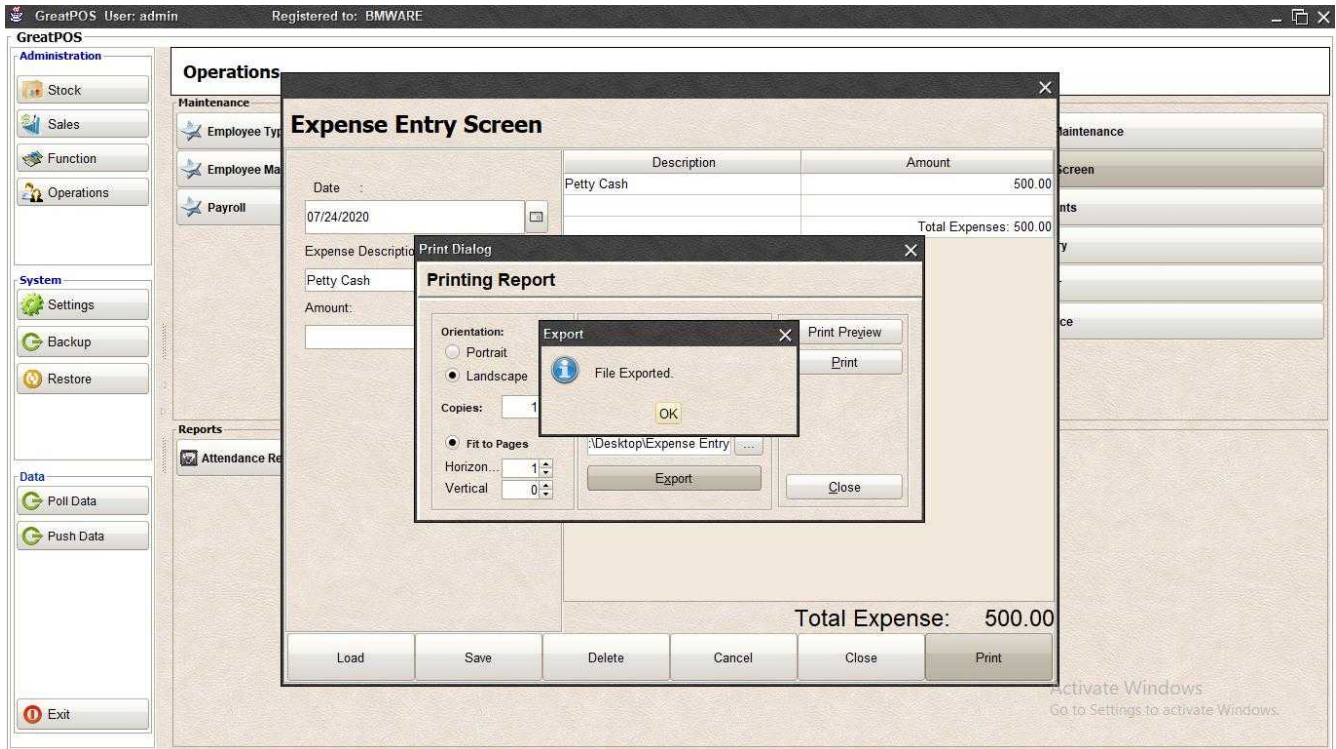
Step1) Select File Type



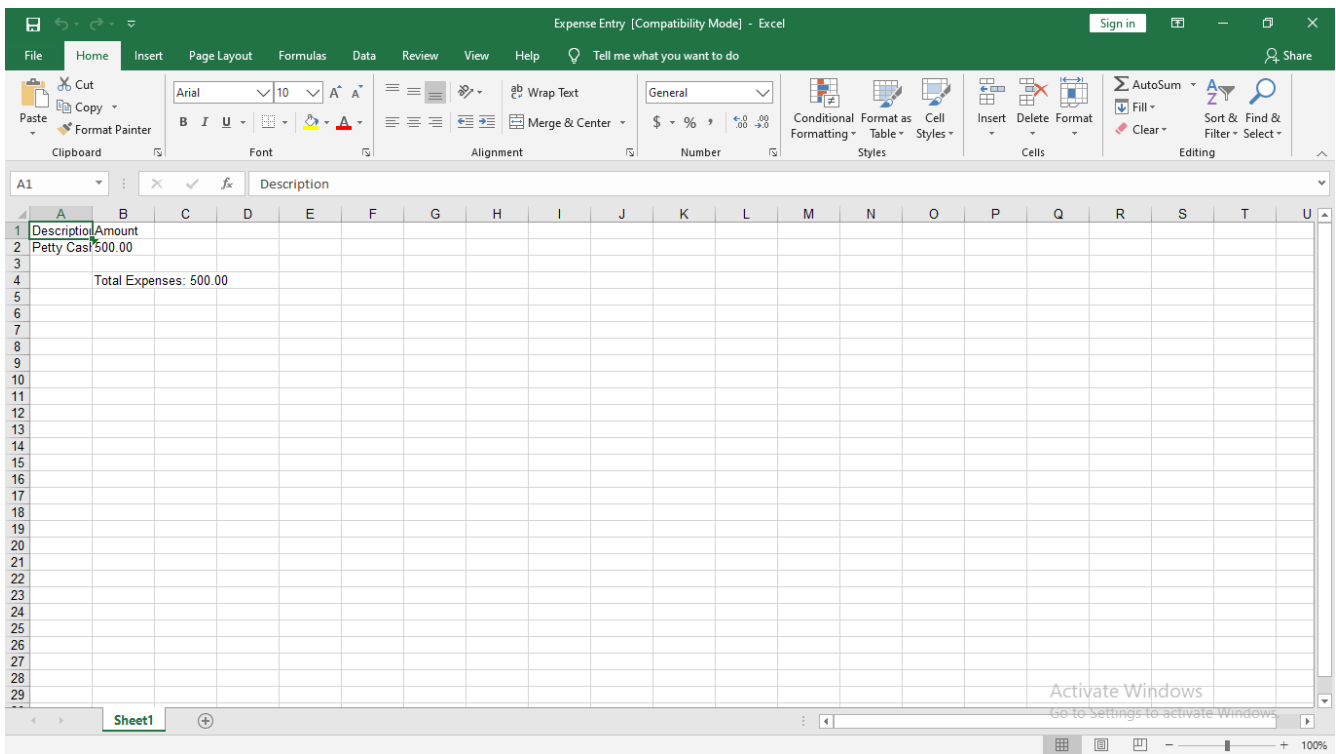
Step2) Click the (...) Button



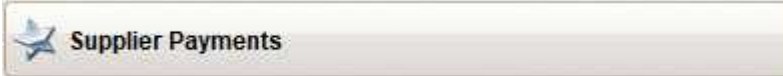
Step3) Enter File name and Click OK



Step4) Click Ok Button



Supplier Payments



Use to input payments of delivery receipt of suppliers

The screenshot shows the 'Supplier Payments Entry' window in the GreatPOS application. The window title is 'Supplier Payments Entry' and it has two tabs: 'Payments Entry' (selected) and 'Payments and Payables Summary'. The form includes several input fields on the left: 'Supplier Name' (000001 - Florida - Wines), 'Delivery Number' (12 - PHP627.730.00), 'Amount Paid' (2020-04-28), 'Payment Date' (2020-07-24), and 'Payment Type' (Check). A table in the center displays a list of payment entries with columns for Payment Date, Supplier Code, Delivery No, Amount Paid, Payment Type, and Posted. At the bottom, there are buttons for 'Check Utility', 'Save', 'Delete', 'Print', 'Close', and 'Post Payment'.

Payment Date	Supplier Code	Delivery No	Amount Paid	Payment Type	Posted
2020-04-23	000001	123123123	5,500.00	Check	251215125 f
2020-04-09	000001	333333	60,892.86	Cash	f
2020-04-28	000001	55555	90,000.00	Cash	f
2020-04-28	000001	1111111	64,214.29	Check	0008457... f
2020-04-15	000001	777777	14,392.86	Cash	t
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
2020-05-20	000001	3333	11,750.00	Check	2222222... f
2020-05-20	000001	222222	69,196.43	Check	2999999... f

How to use Supplier Payments?

Step1) Select Supplier

Step2) Select Delivery Number

Step3) Select Payment Type

(Note: Check No: Field must be entered when payment type is "CHECK")

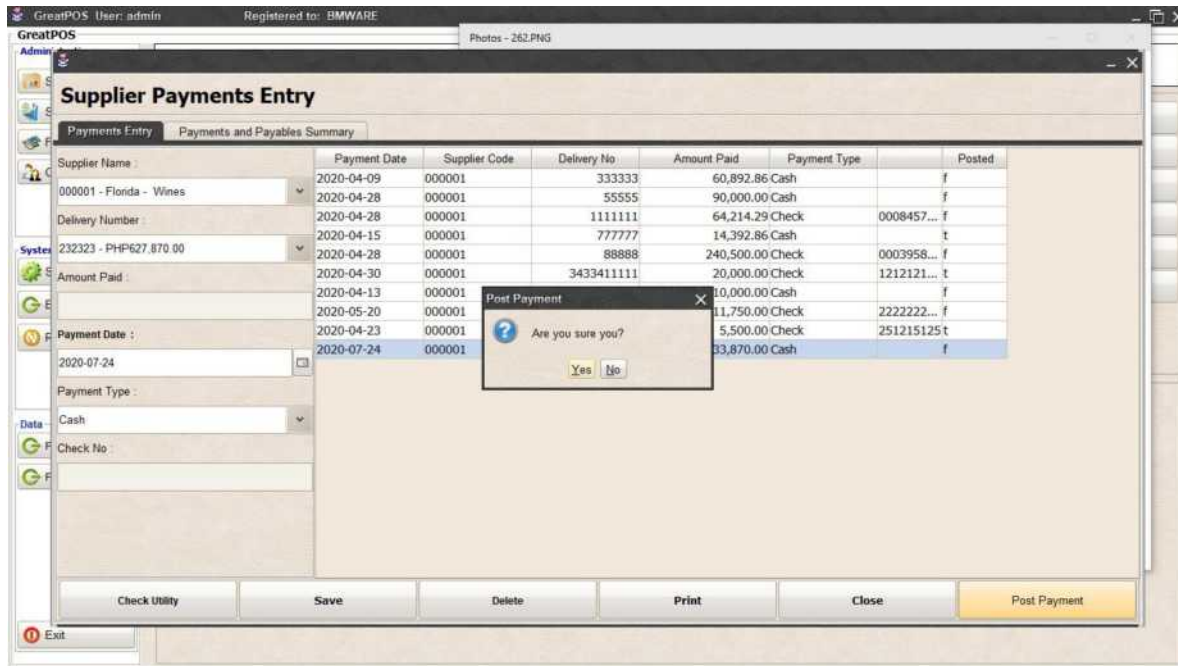
Step4) Click Save Button

This screenshot shows the 'Supplier Payments Entry' window with a message dialog box overlaid. The dialog box contains the text 'Payment Data Information Saved.' and an 'OK' button. The background form shows the same data as the previous screenshot, but with the 'Save' button highlighted in grey, indicating it has been clicked. The 'Payment Date' is now 2020-07-24, and the 'Amount Paid' is 633,870.00. The 'Payment Type' is 'Cash'.

Post Payment

Step1) Select Payment entered on the table

Step2) Click Post Payment Button

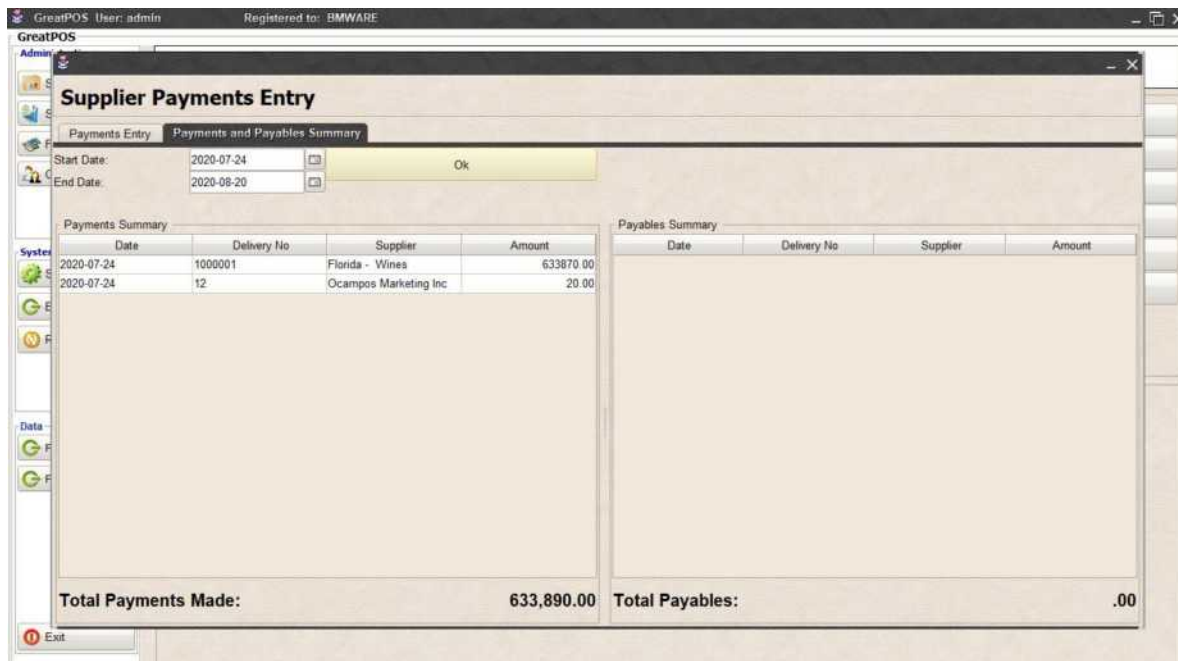


Step3) Click Yes Button

To View Posted Payment, Click Payments and Payables Summary Tab

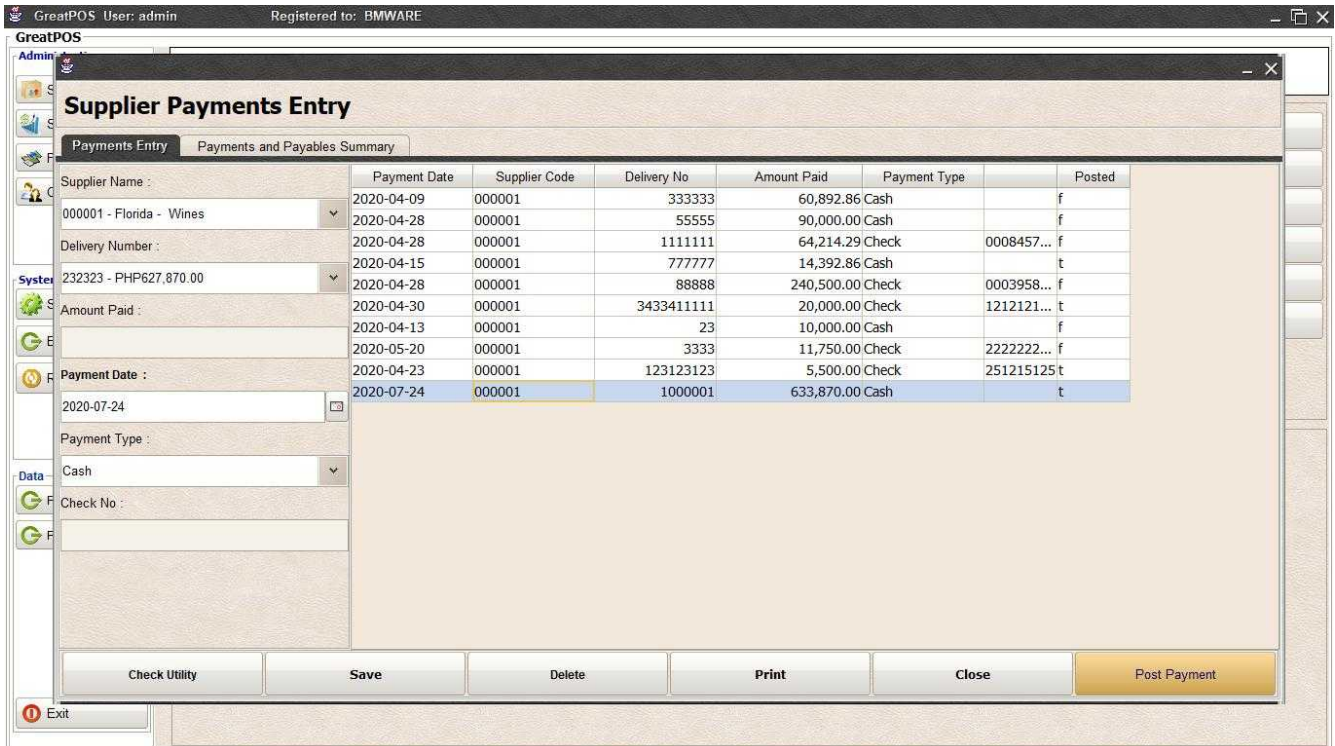
Step1) Select Date Range for the posted payments

Step2) Click Ok Button

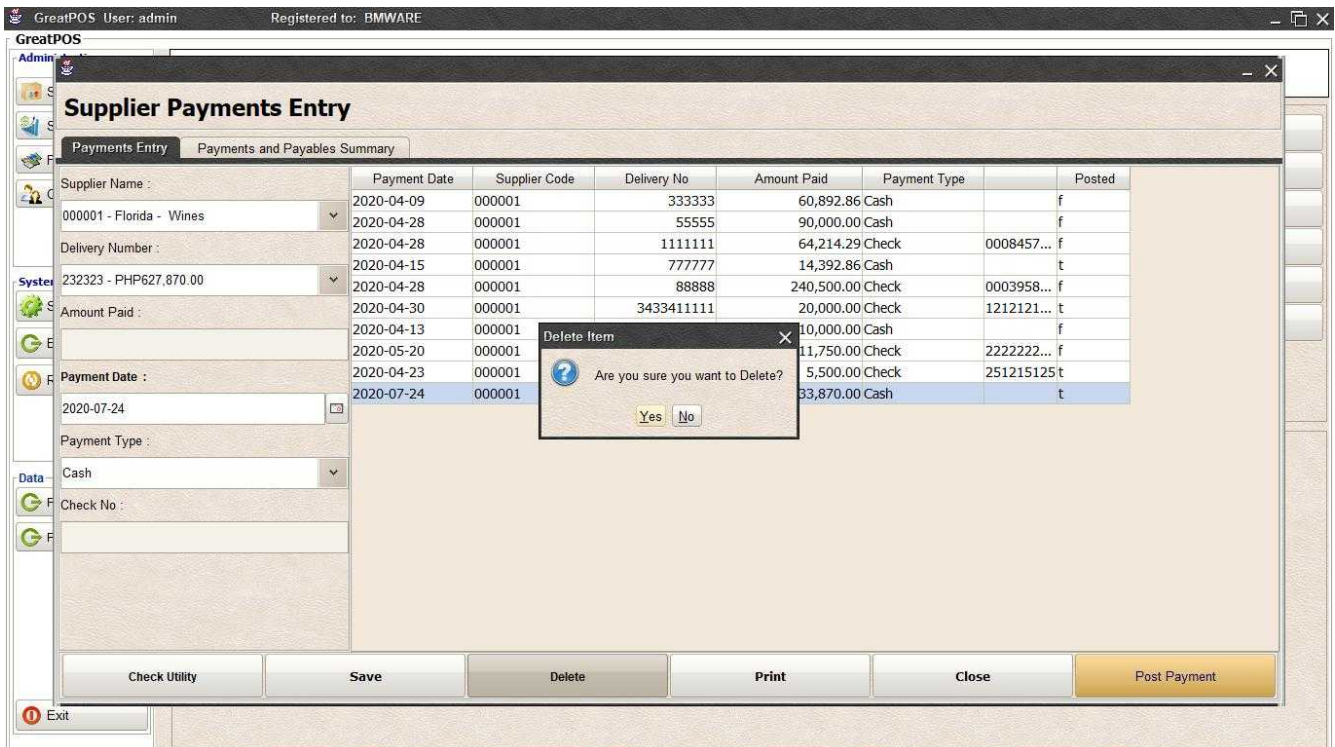


Deleting Payment Entry

Step1) Select Payment entered on the table

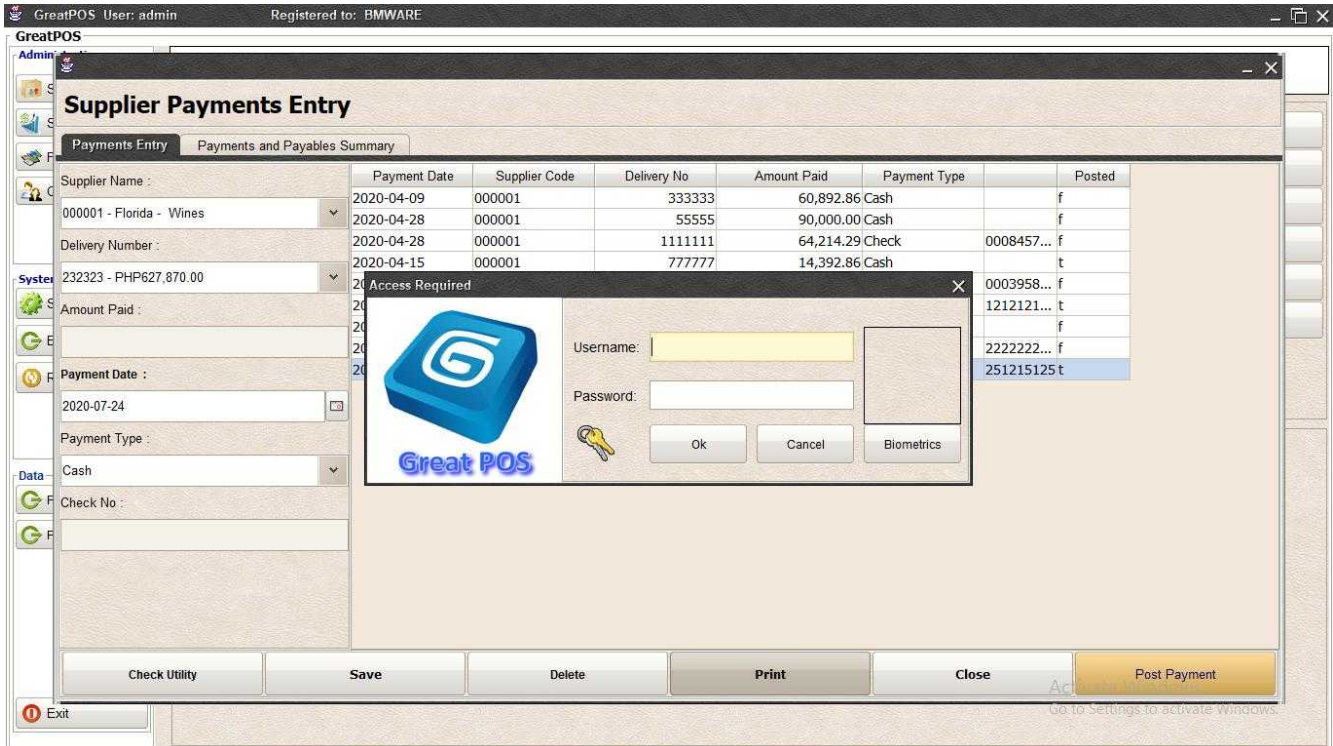


Step2) Click Delete Button



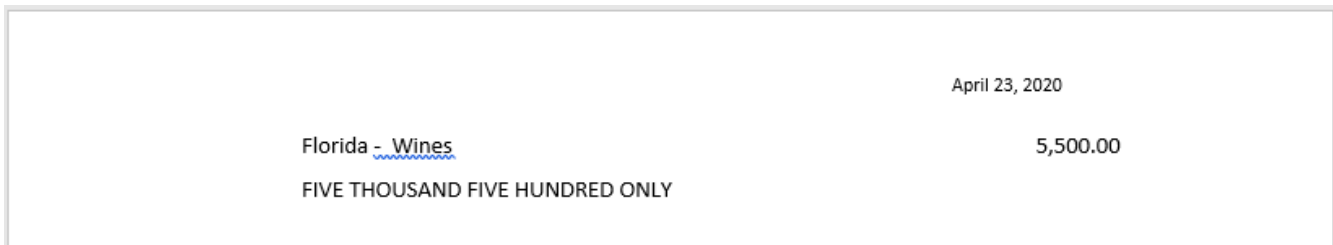
Step3) Click Yes Button

Supplier Payments Printing
 Step1) Click Print Button



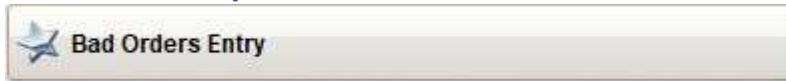
Step2) Enter Administrator Credentials

Step3) Click Ok

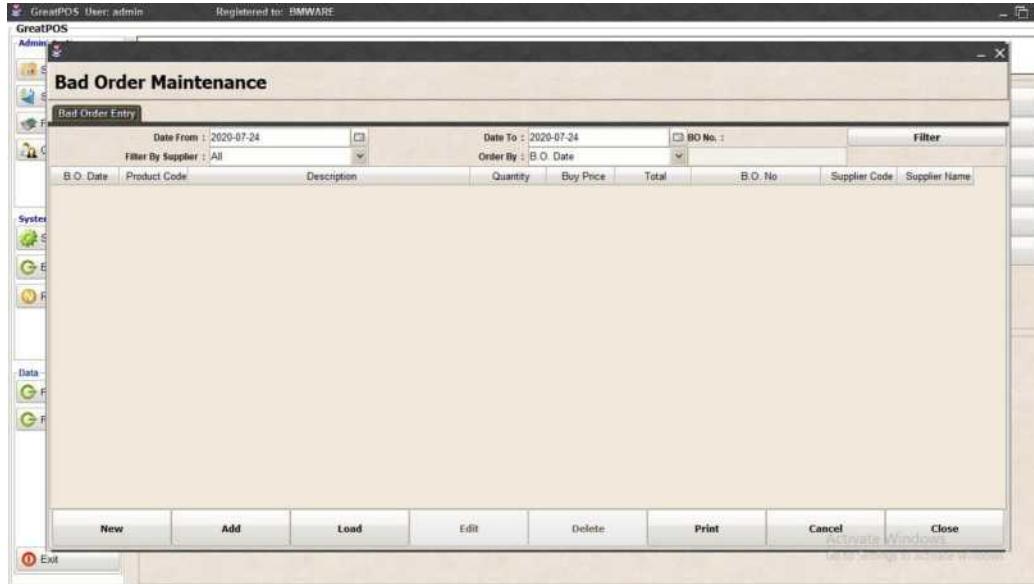


(Automatically Print on the Default Printer)

Bad Orders Entry



Use to enter Bad Orders



How to use Bad Orders Entry?

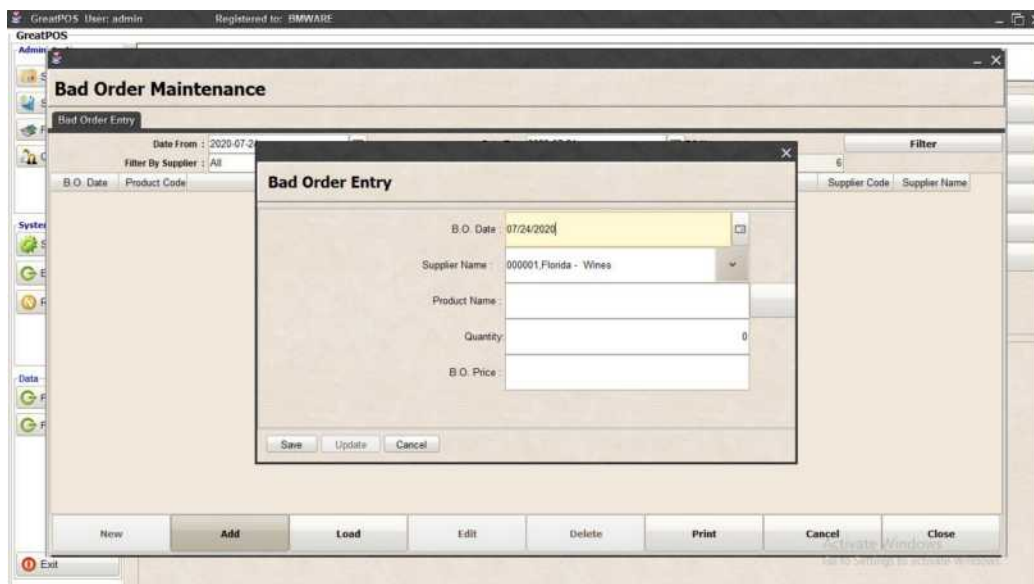
Step1) Click New Button

Step2) Select Date from and Date to

Step3) Select Supplier

Step4) Select Order By

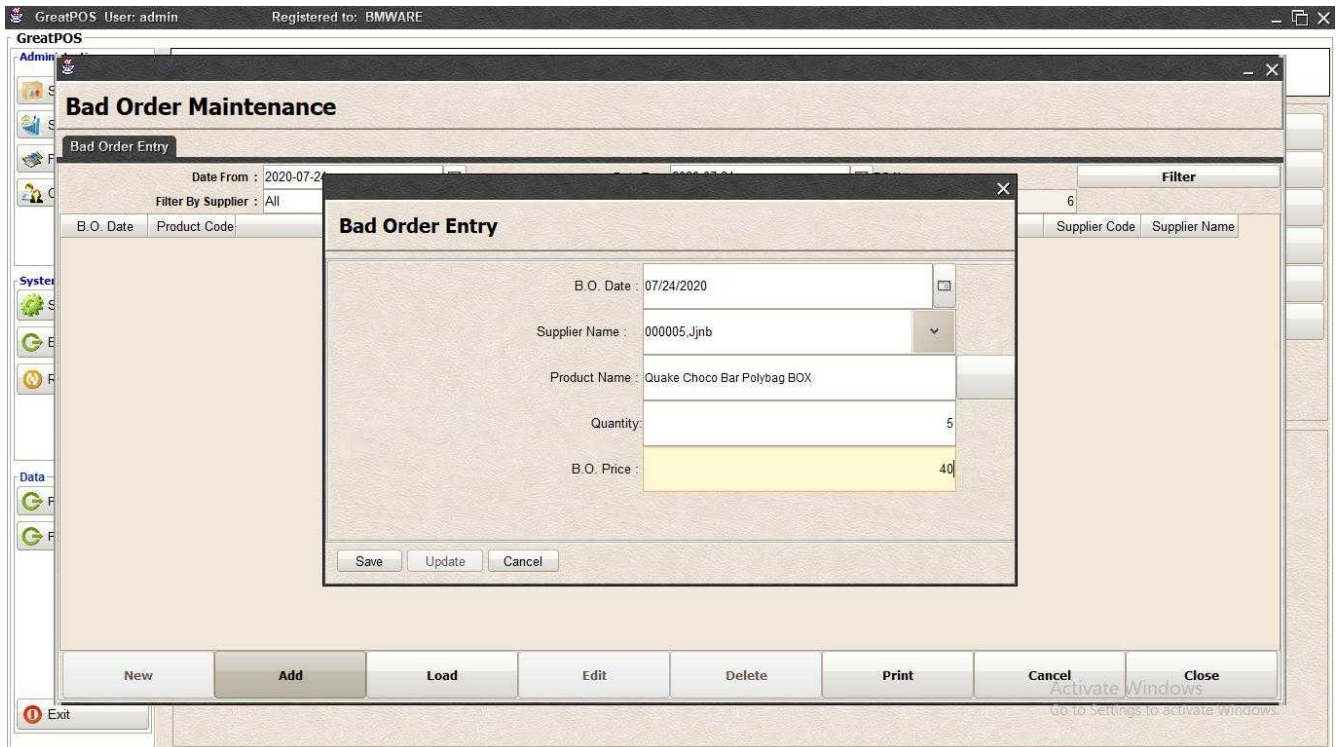
Step5) Click Add Button



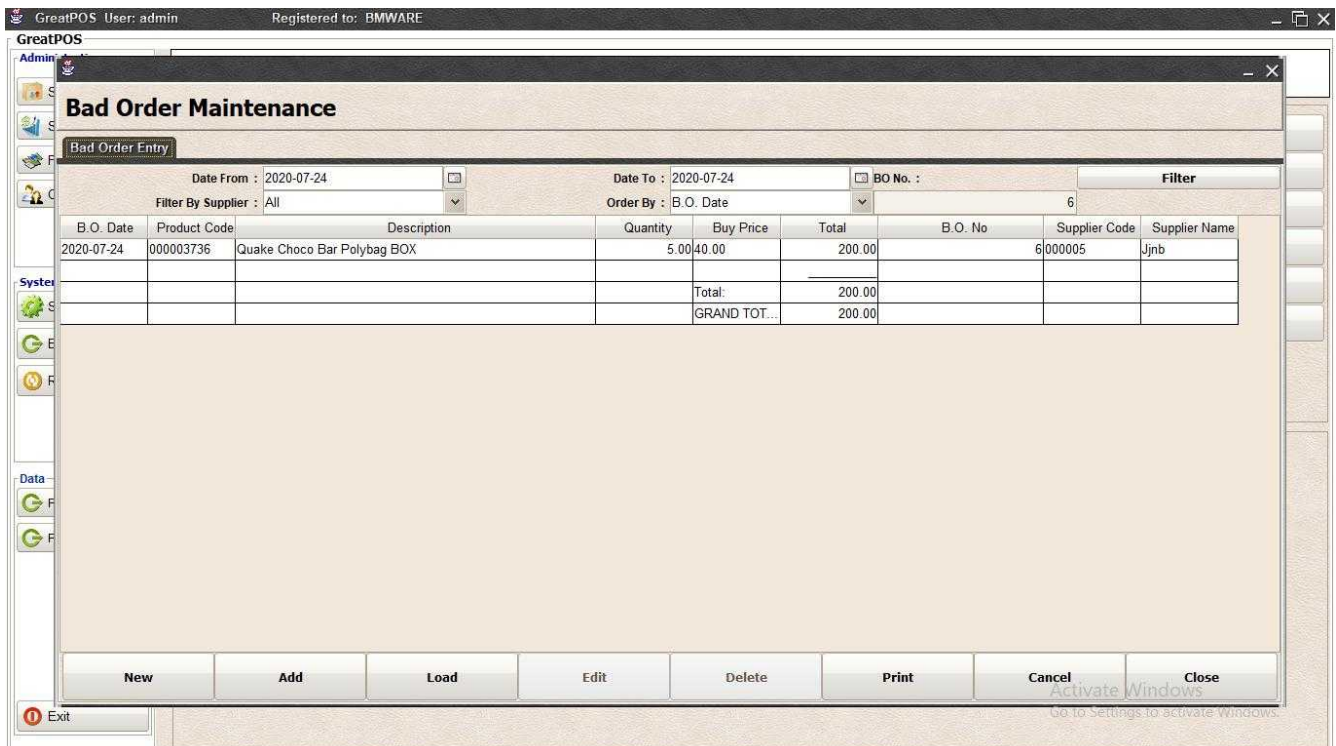
Step6) Enter Product Name

Step7) Enter Quantity

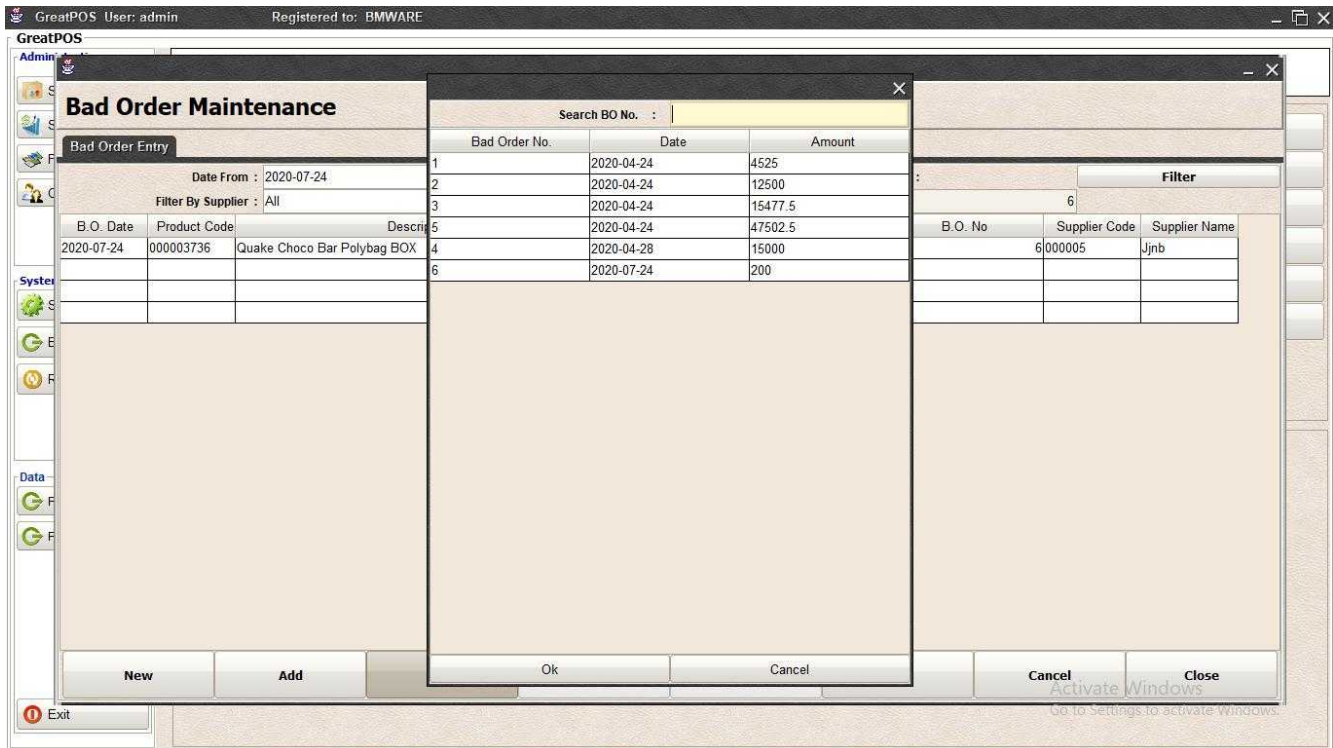
Step8) Enter B.O Price



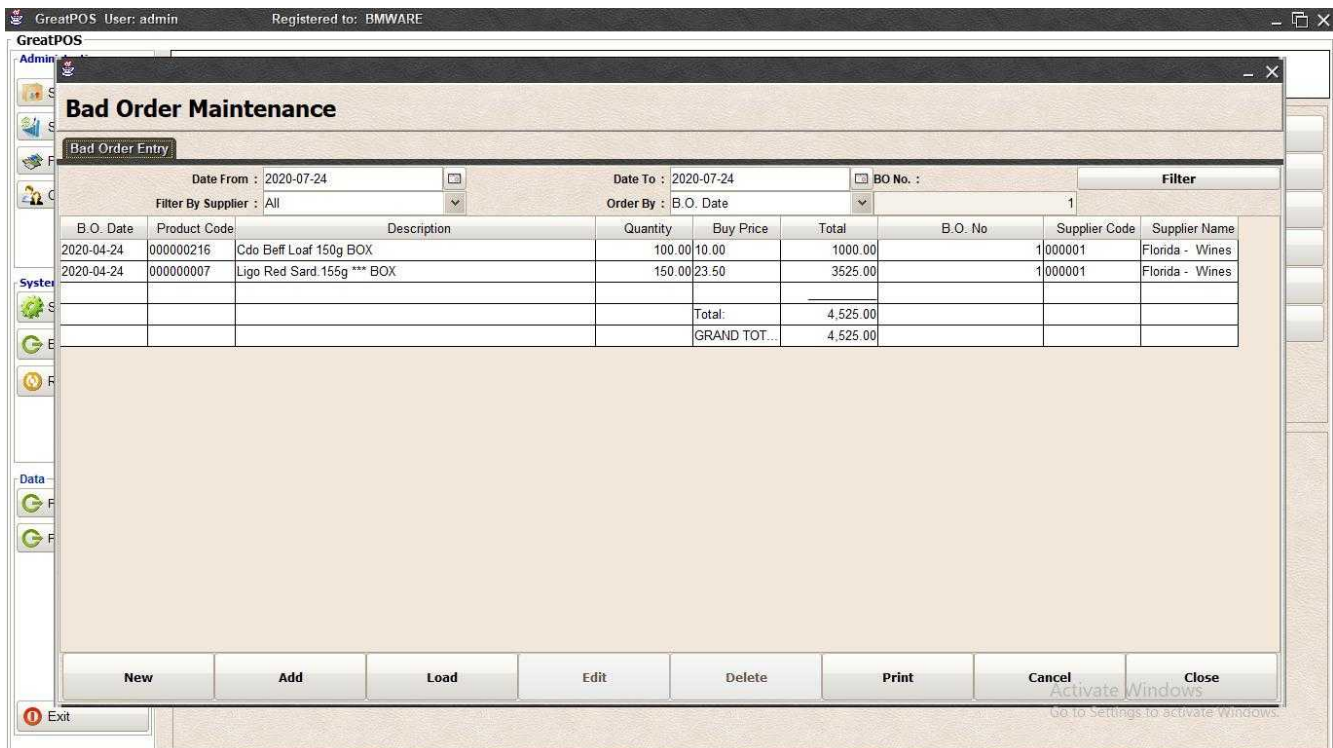
Step9) Click Save Button



Load Bad Orders
 Step1) Click Load Button

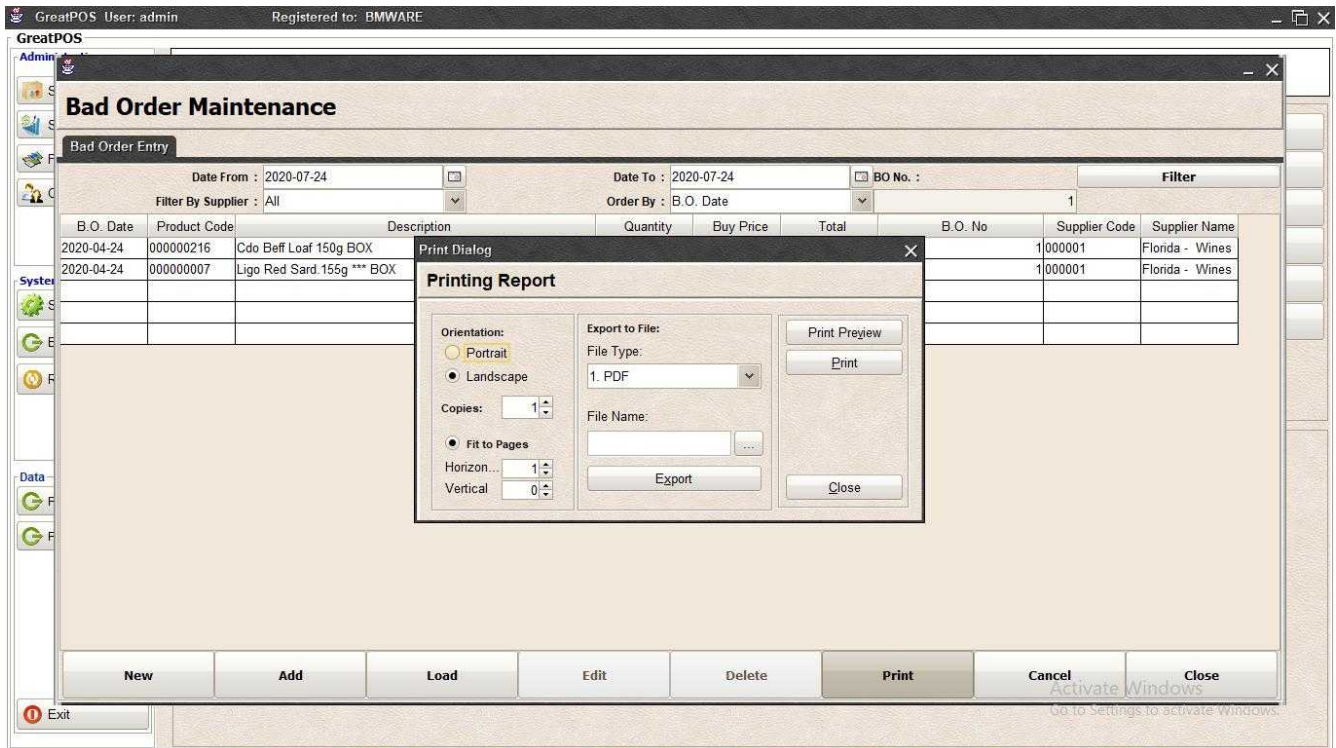


Step2) Select Bad Order on the table



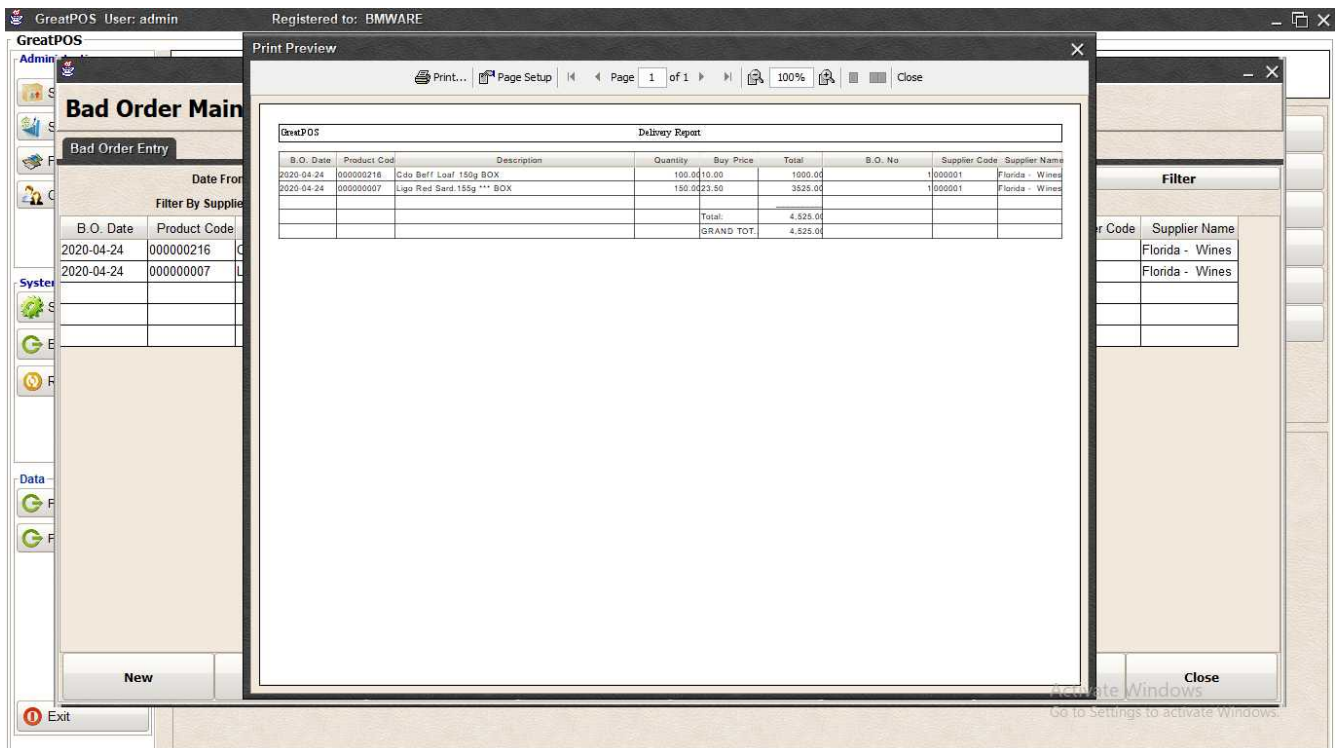
Bad Order Printing

Step1) Click Print Button



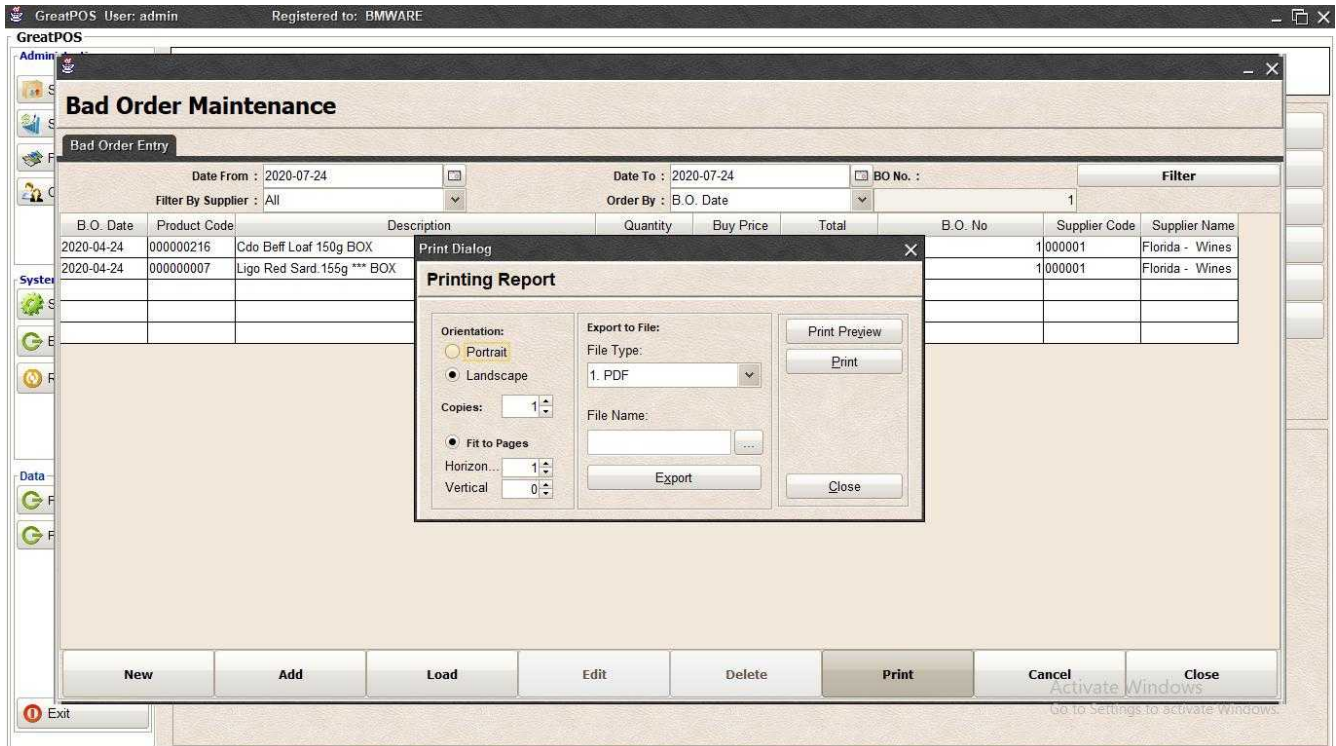
Print Preview

Step1) Click Print Preview Button

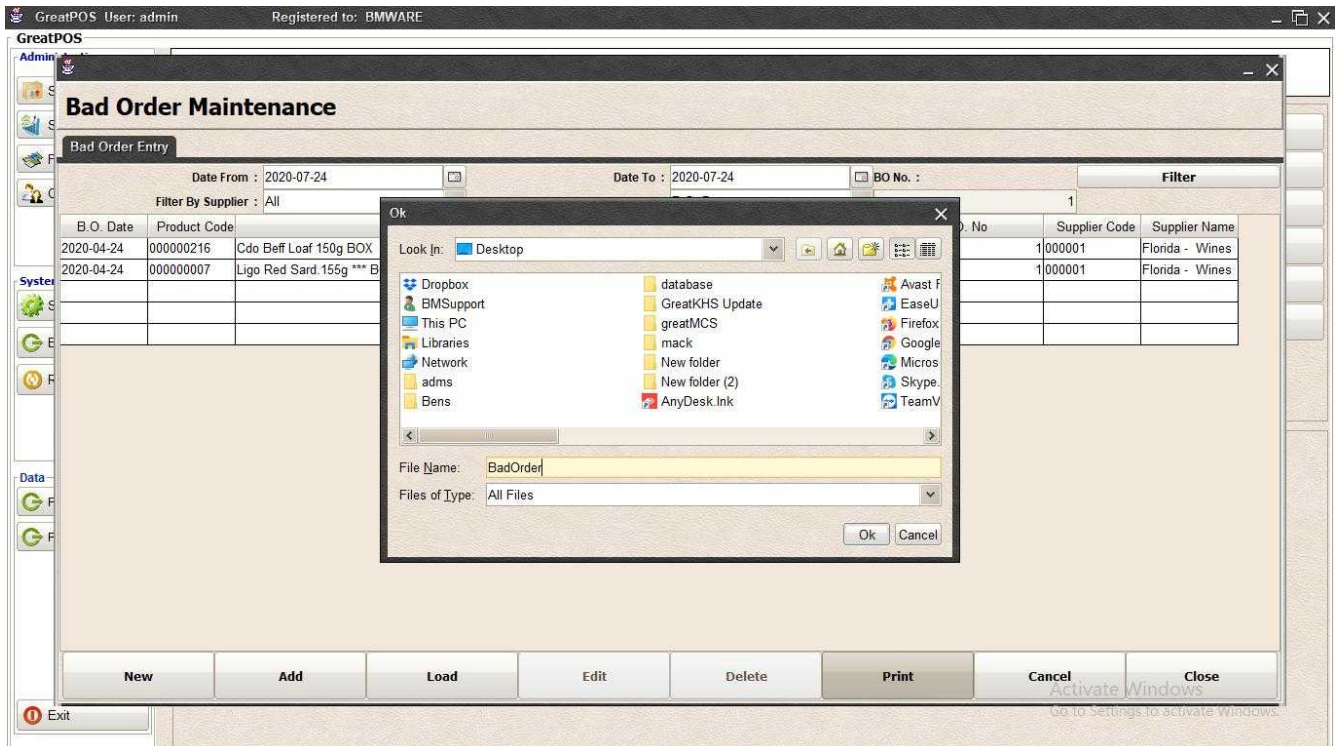


Exporting

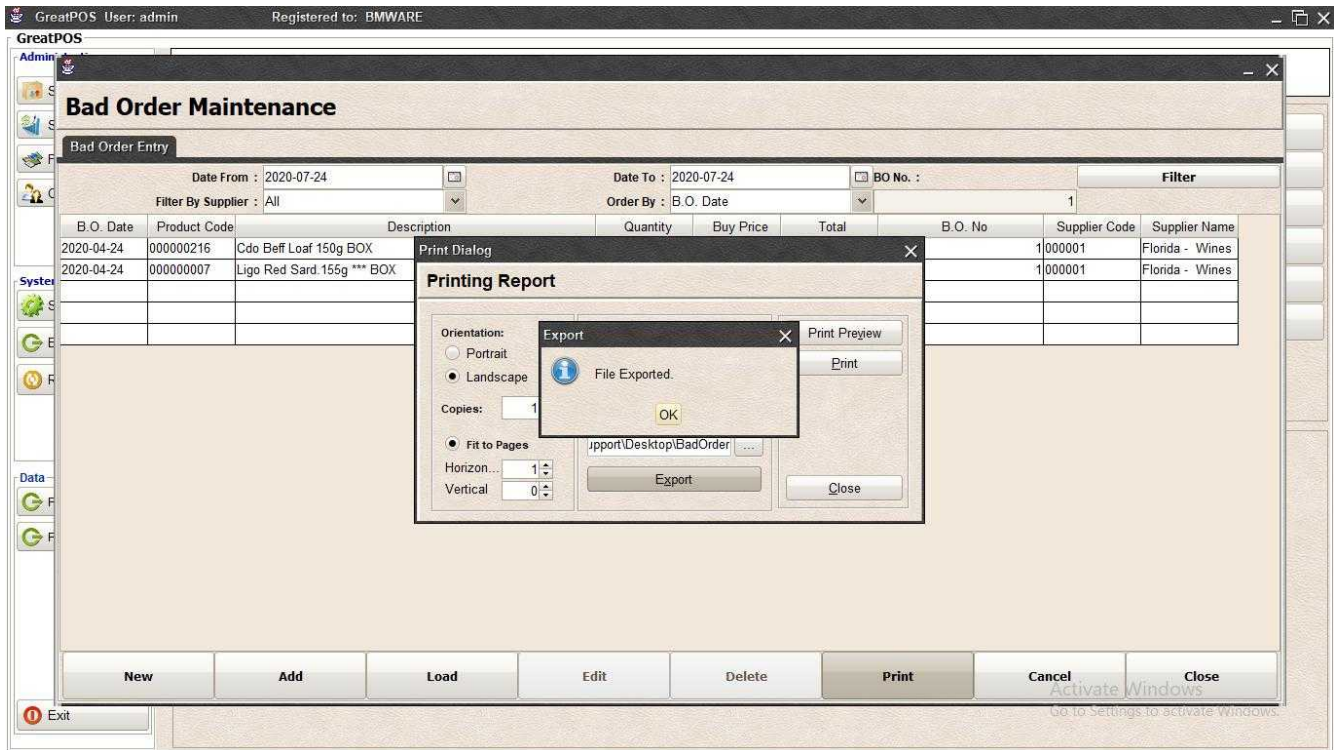
Step1) Select File Type



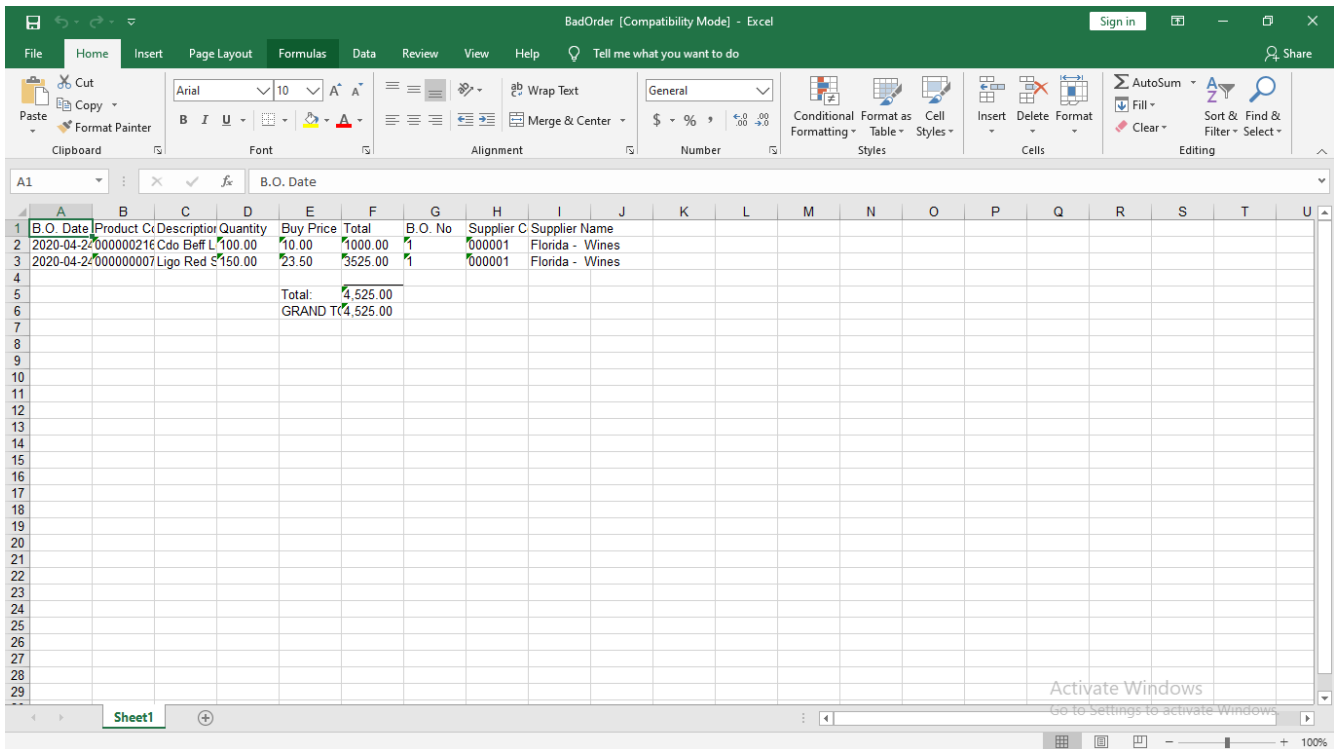
Step2) Click the (...) Button



Step3) Enter File name and Click OK



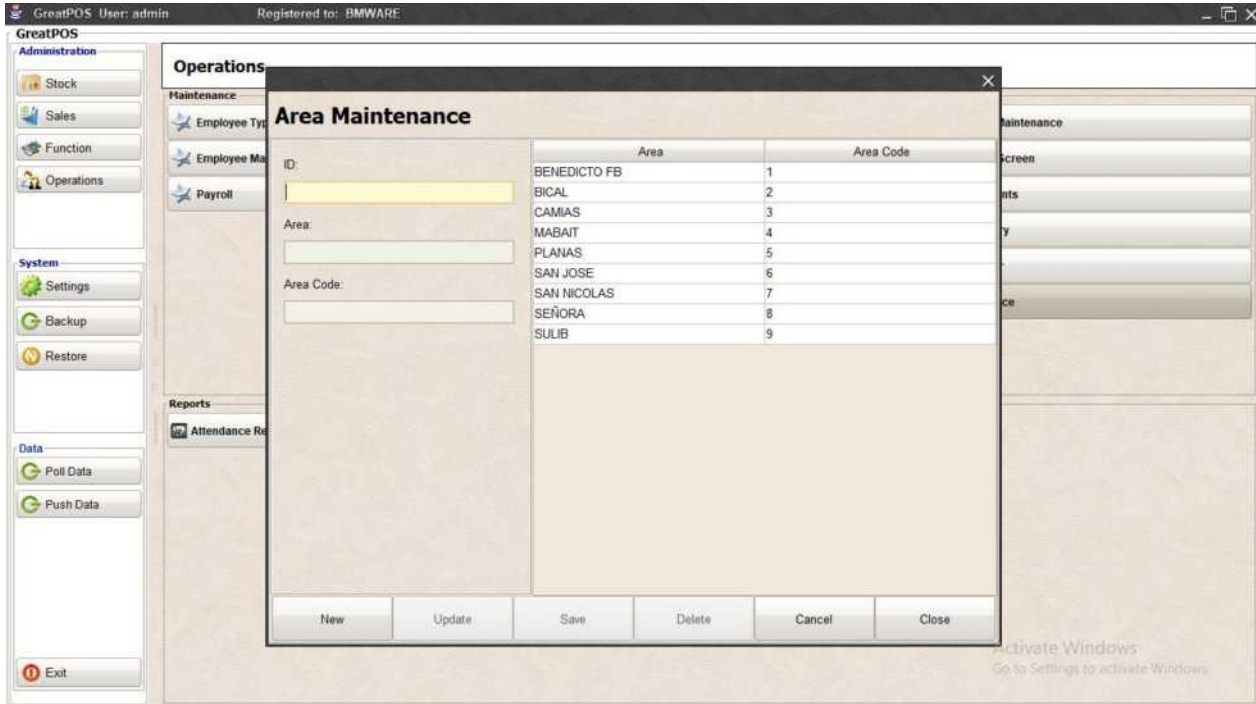
Step4) Click Ok Button



Area Maintenance

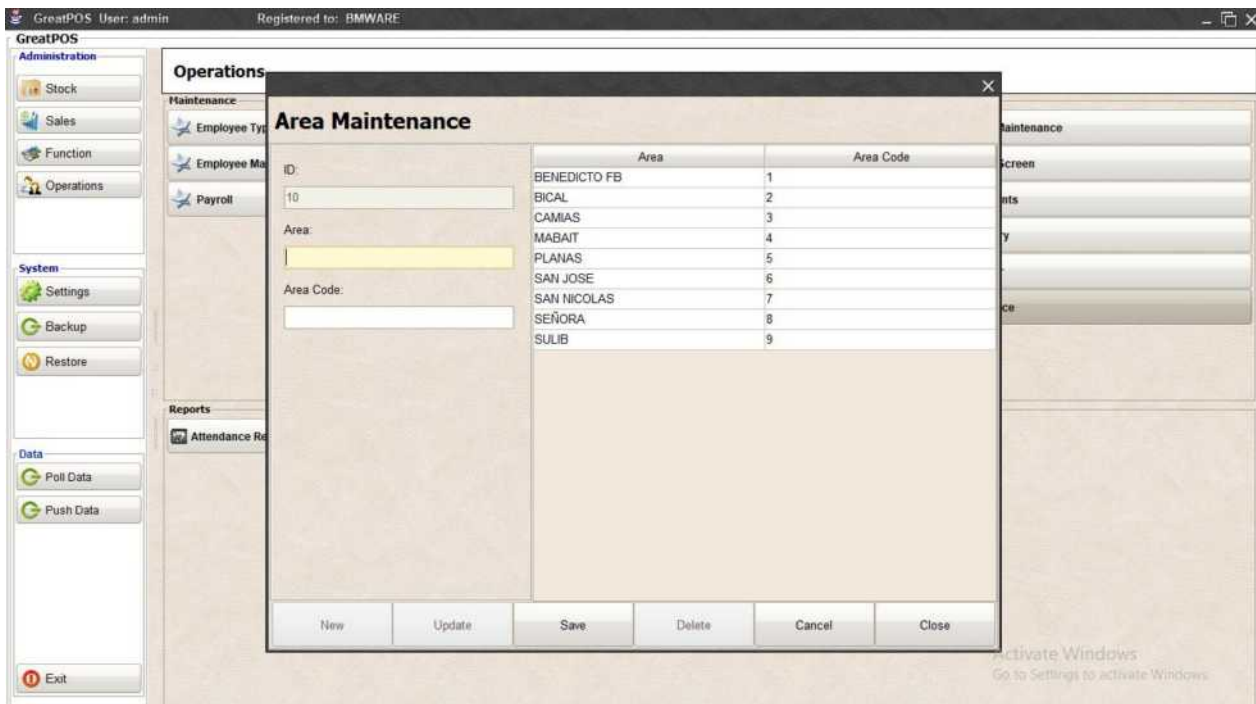


Use to manage Area

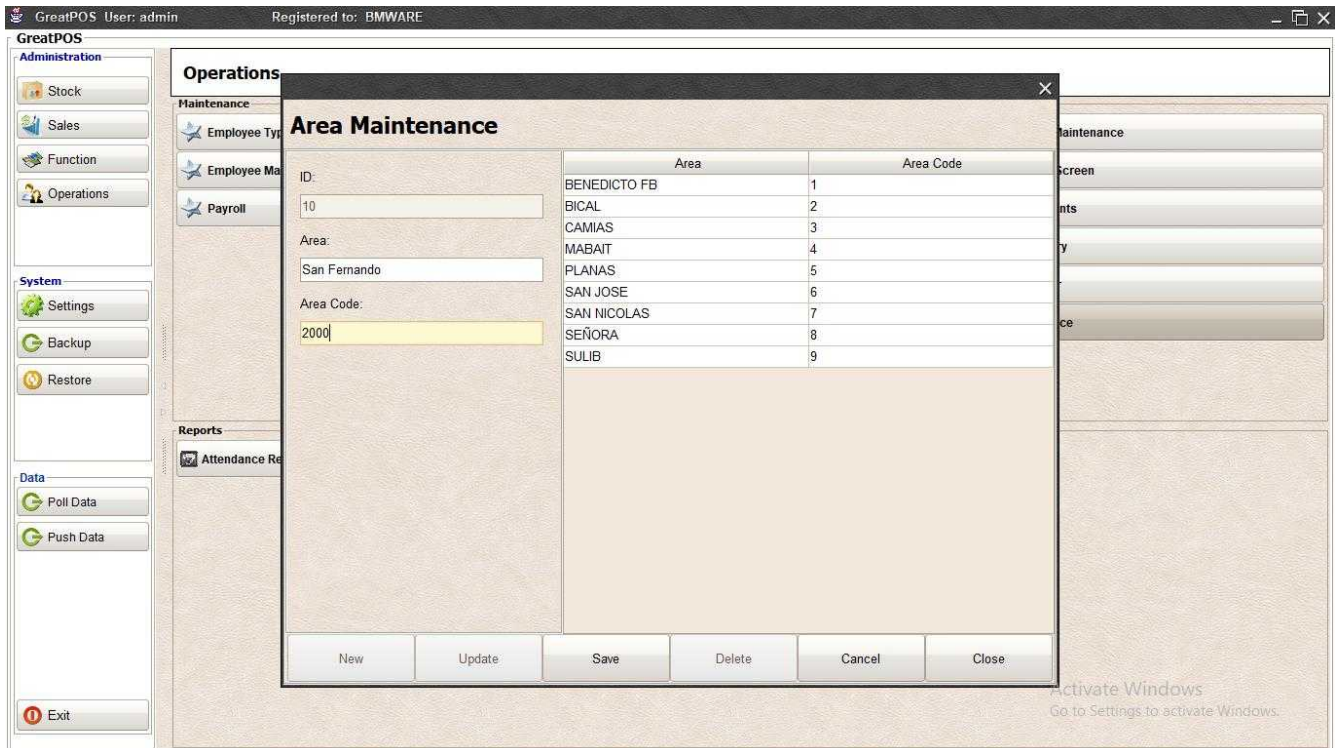


How to use Area Maintenance?

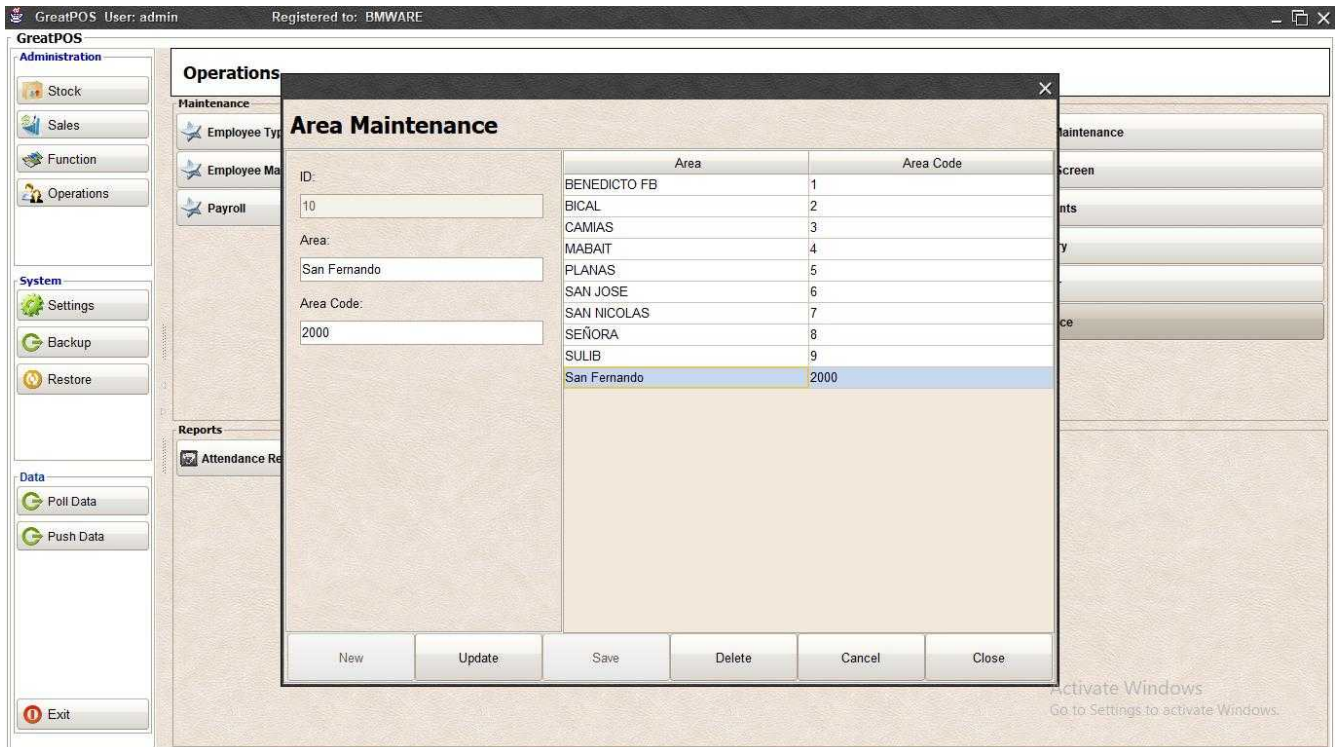
Step1) Click New Button



Step2) Enter Area Information

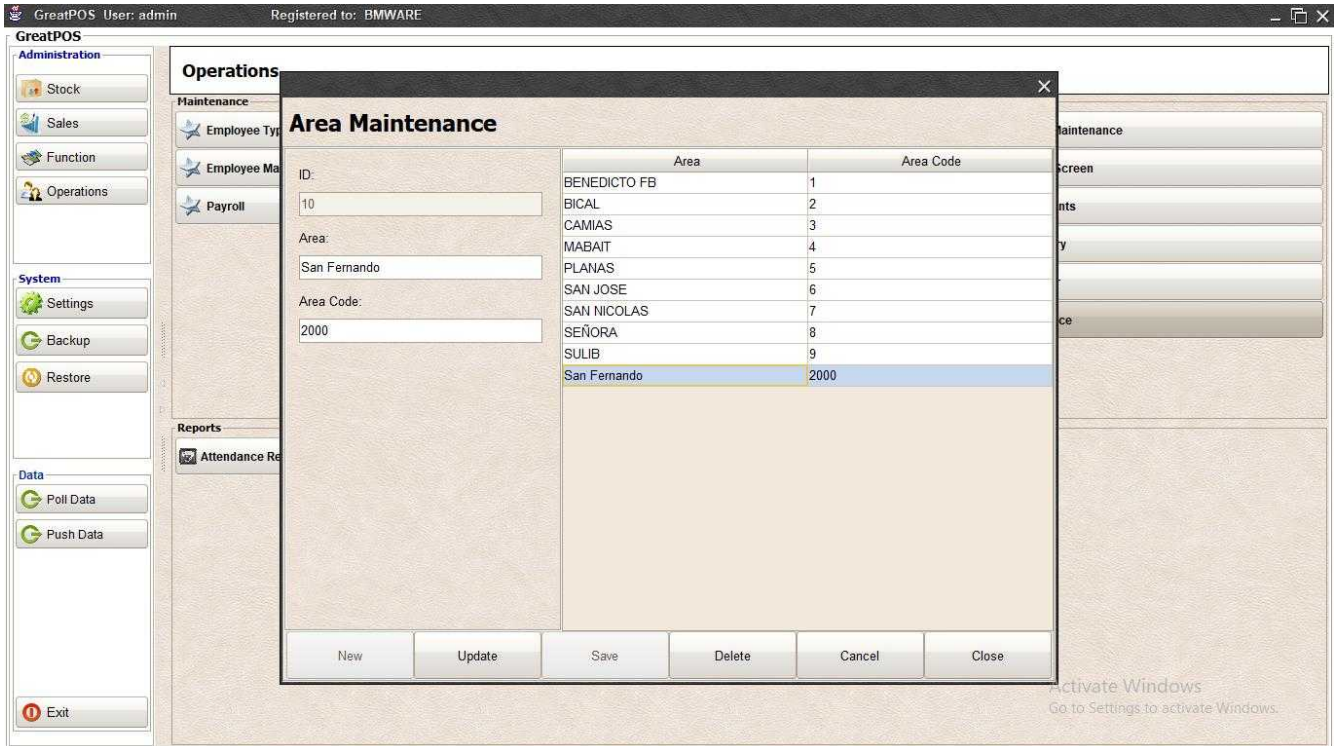


Step3) Click Save Button

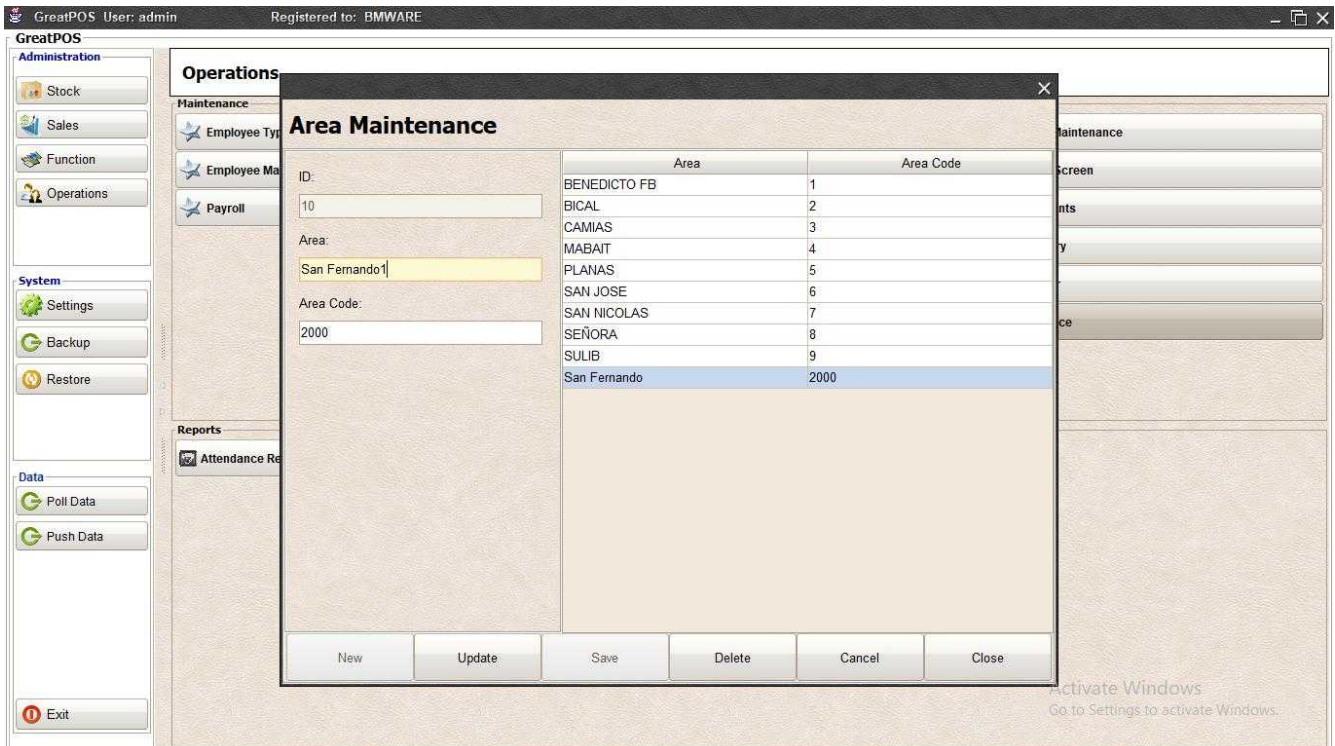


Edit Area

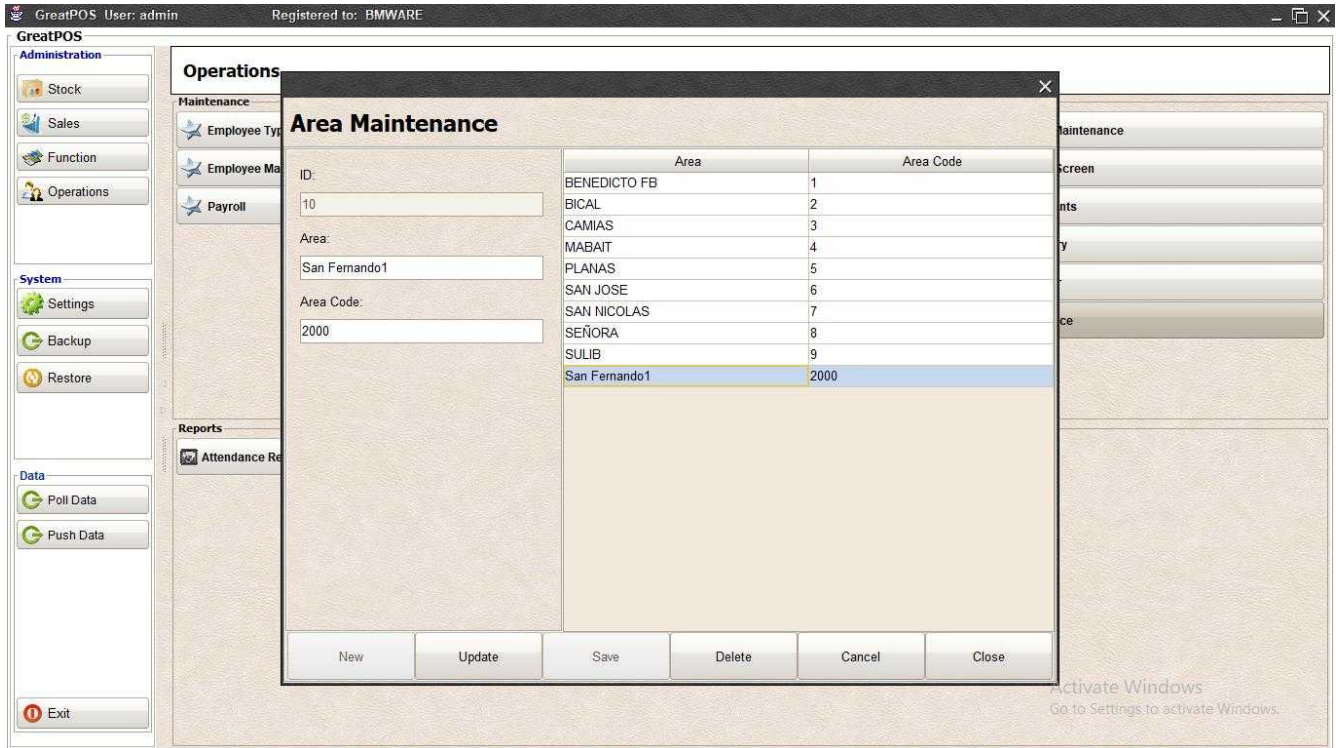
Step1) Selected Area on the Table



Step2) Edit Selected Area

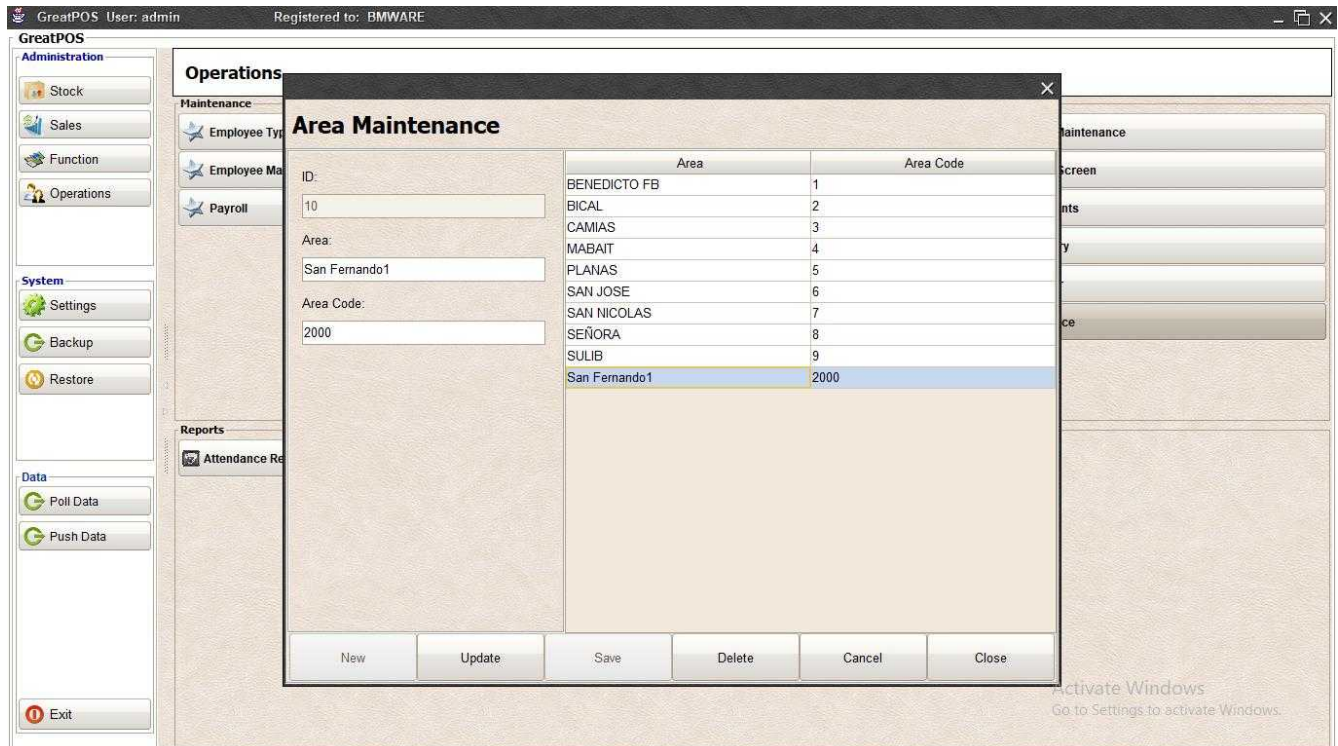


Step3) Click Save Button

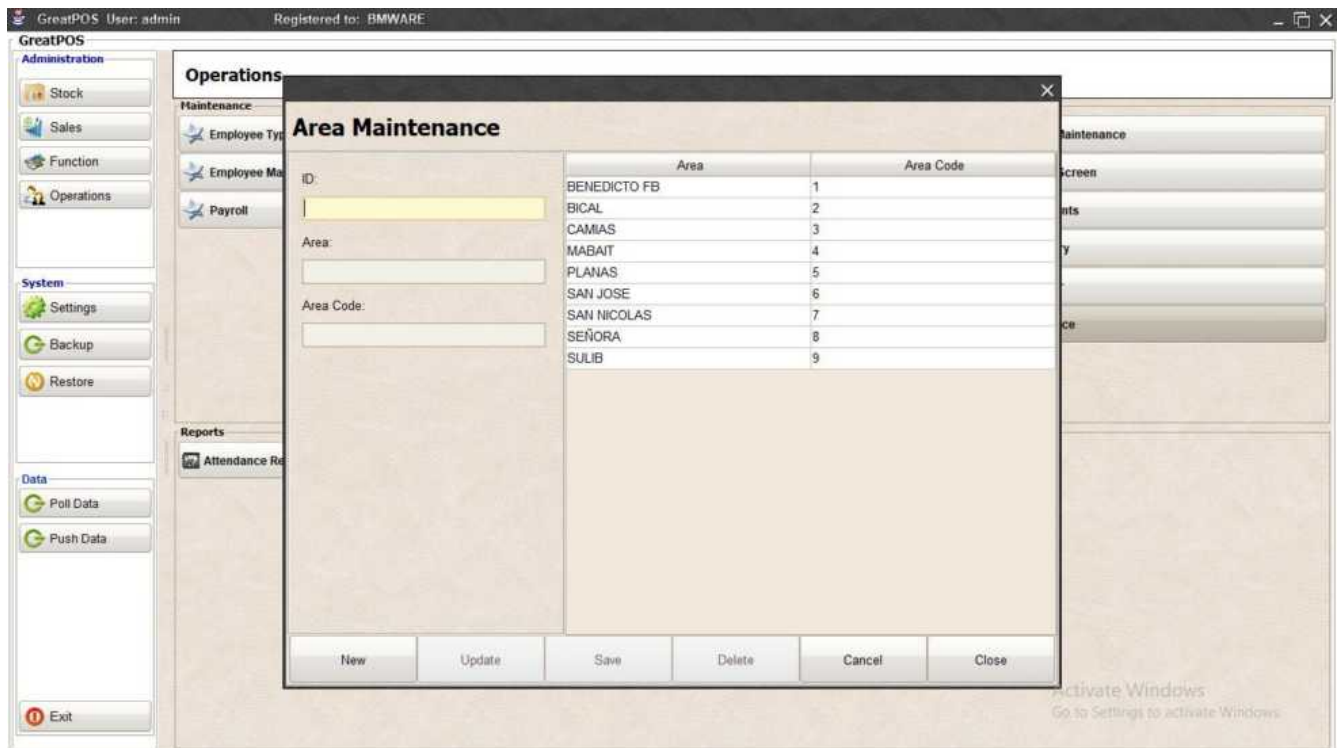


Delete Area

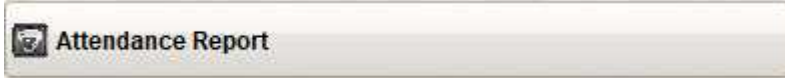
Step1) Select Area on the Table



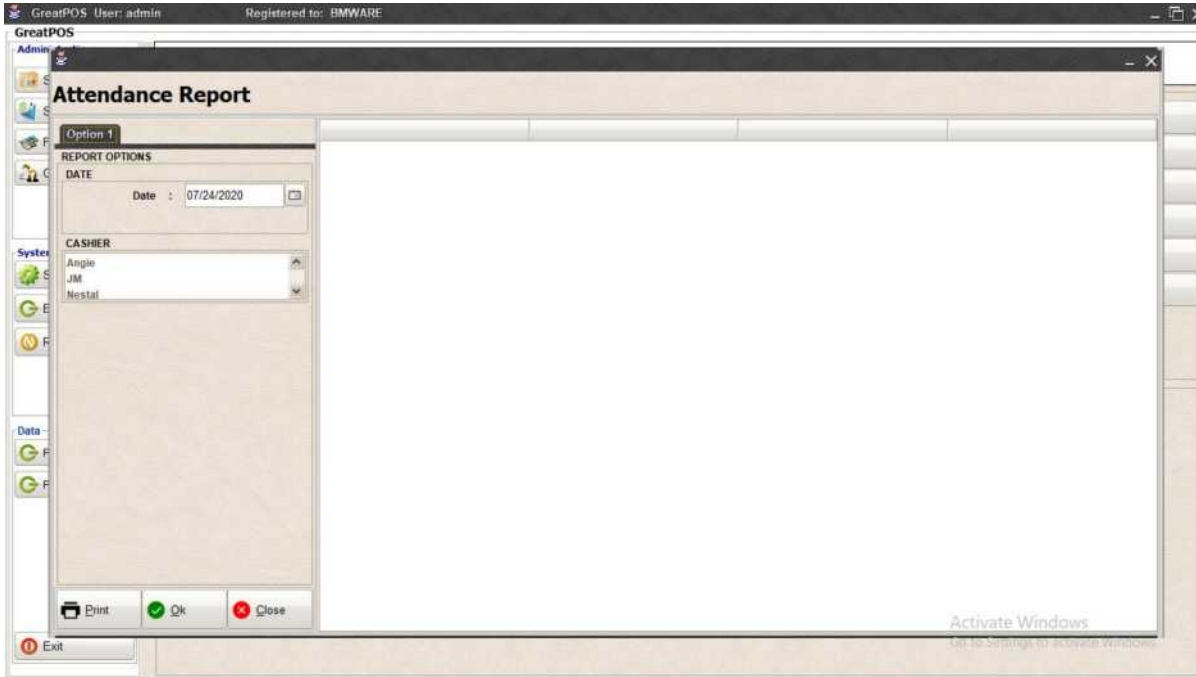
Step2) Click Delete Button



Attendance Report



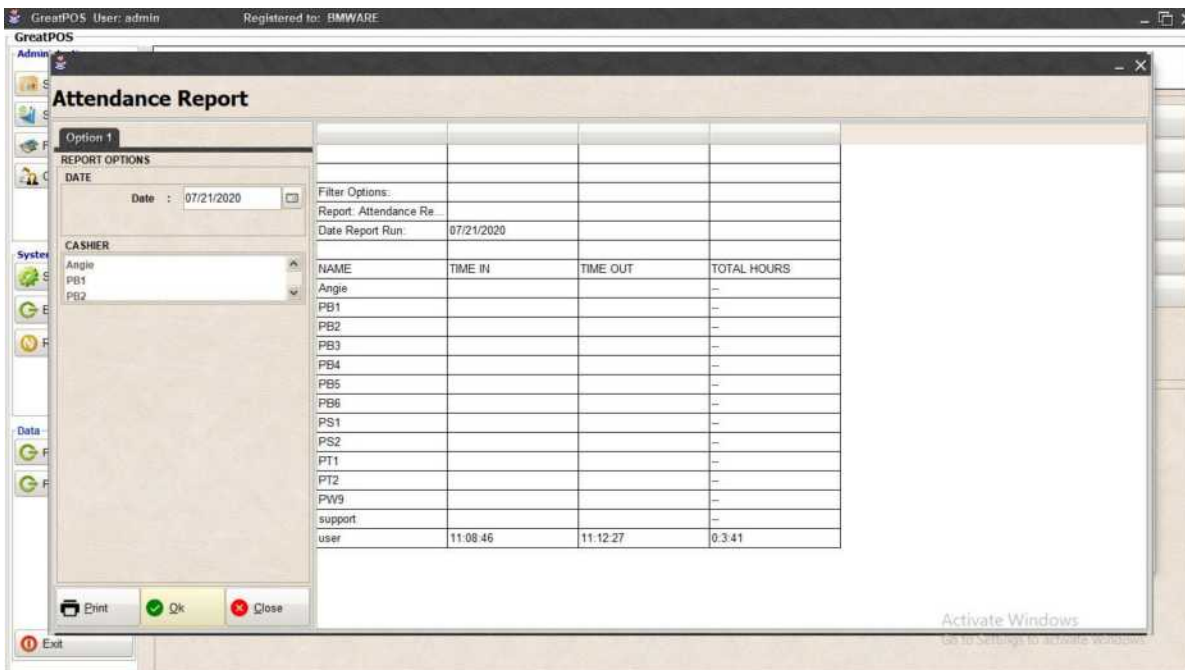
Use to view reports for attendance



How to use Attendance Report?

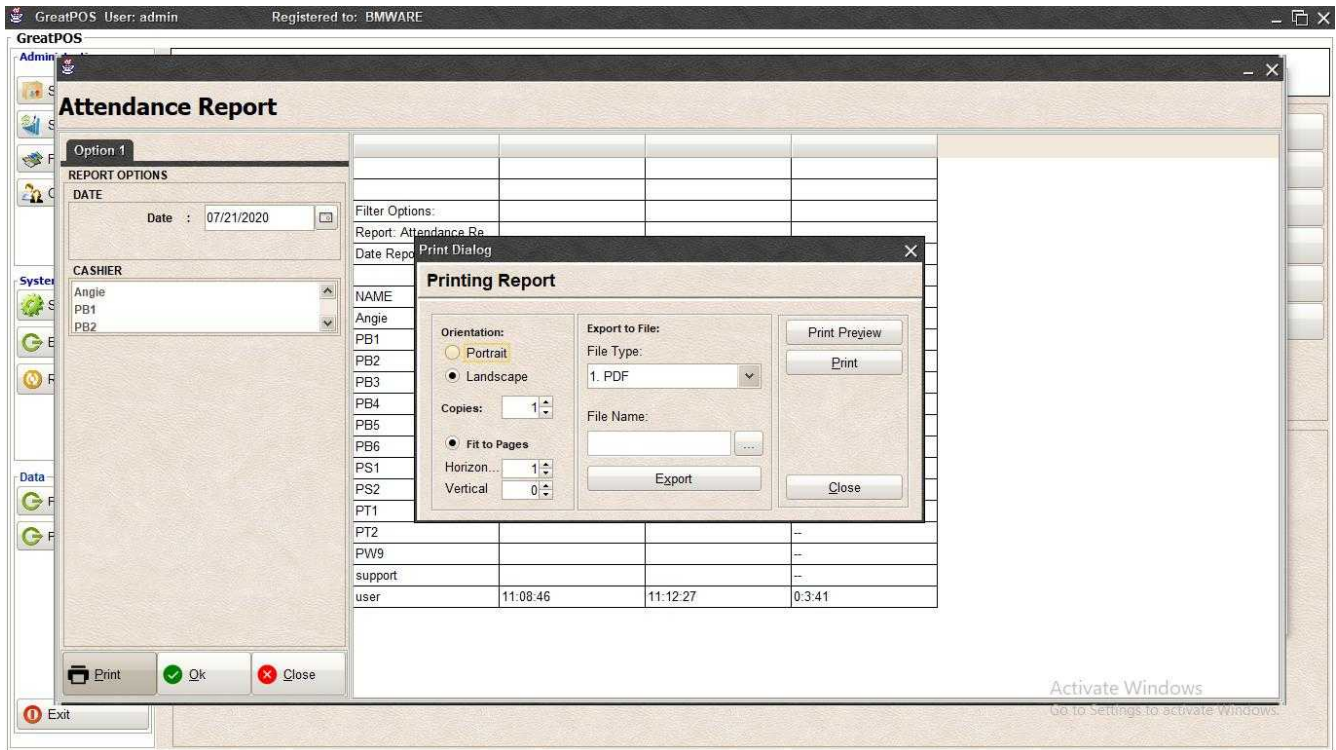
Step1) Select Date

Step2) Click Ok Button



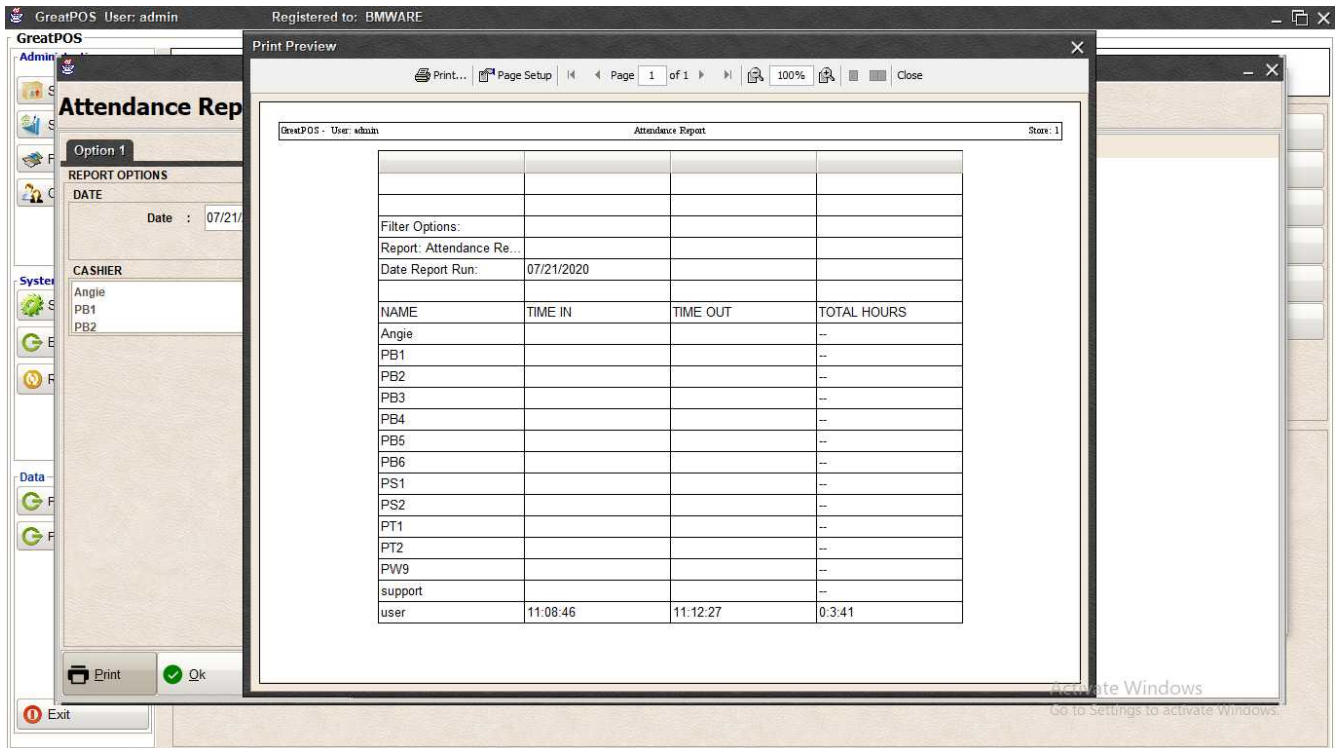
Attendance Report Printing

Step1) Click Print Button



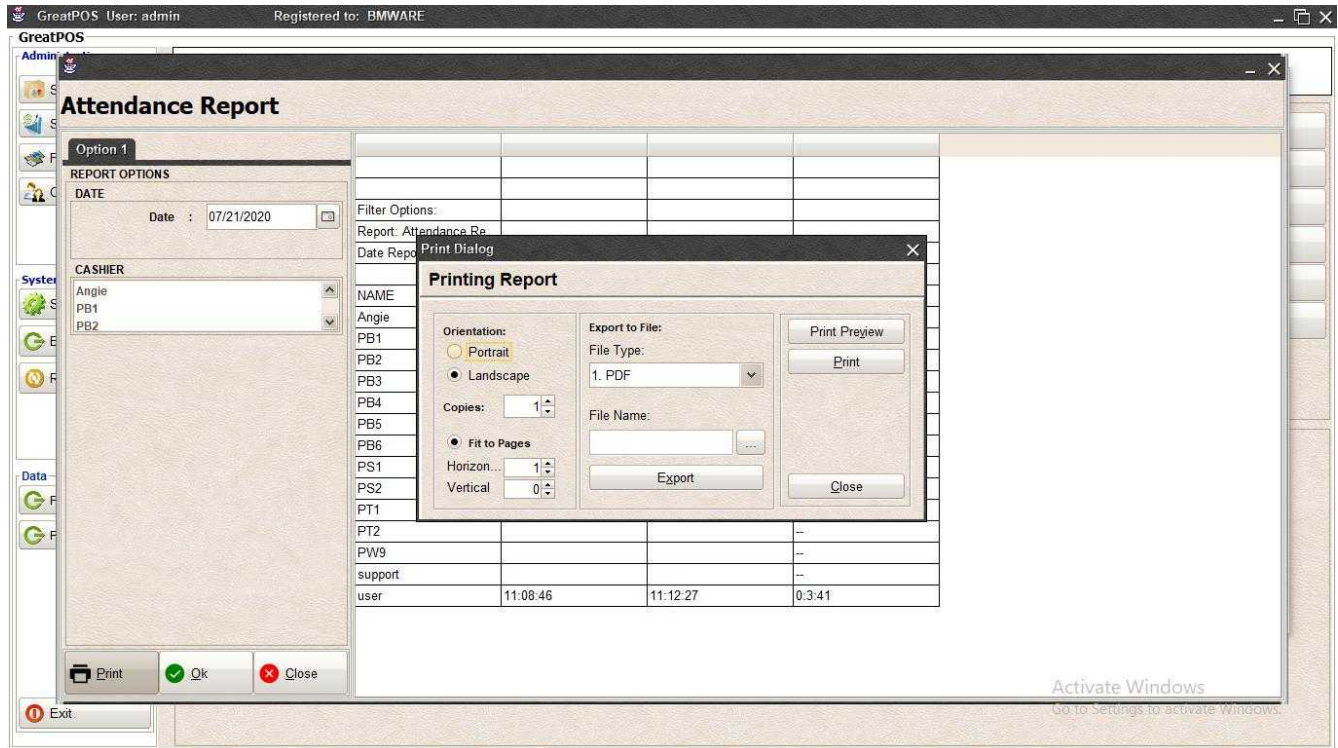
Print Preview

Step1) Click Print Preview Button

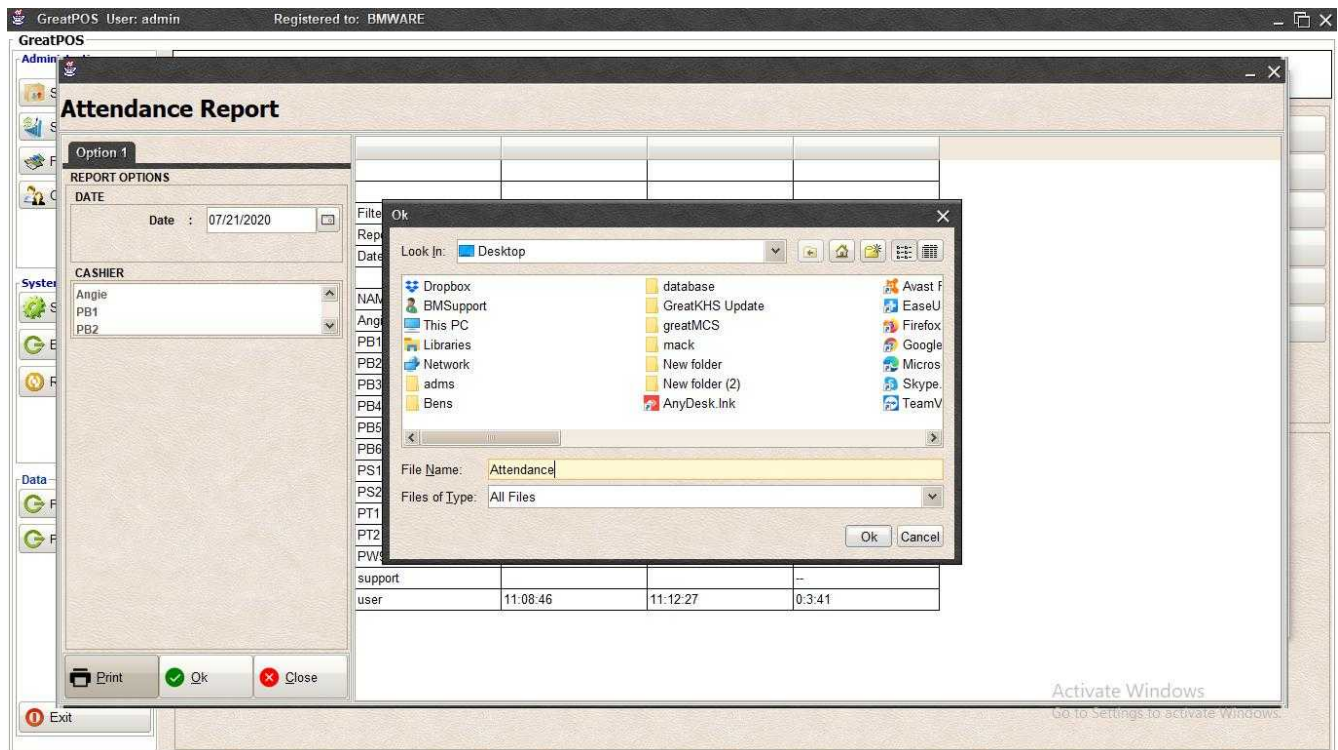


Exporting

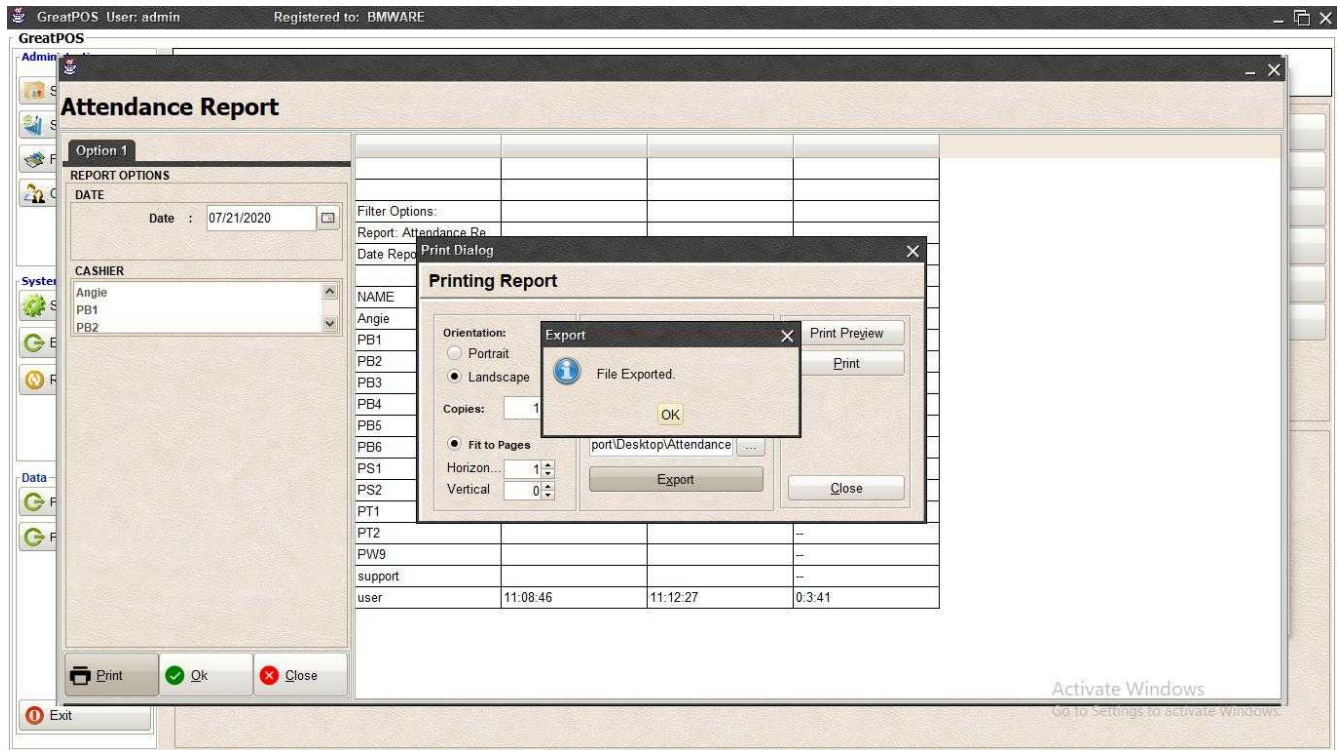
Step1) Select File Type



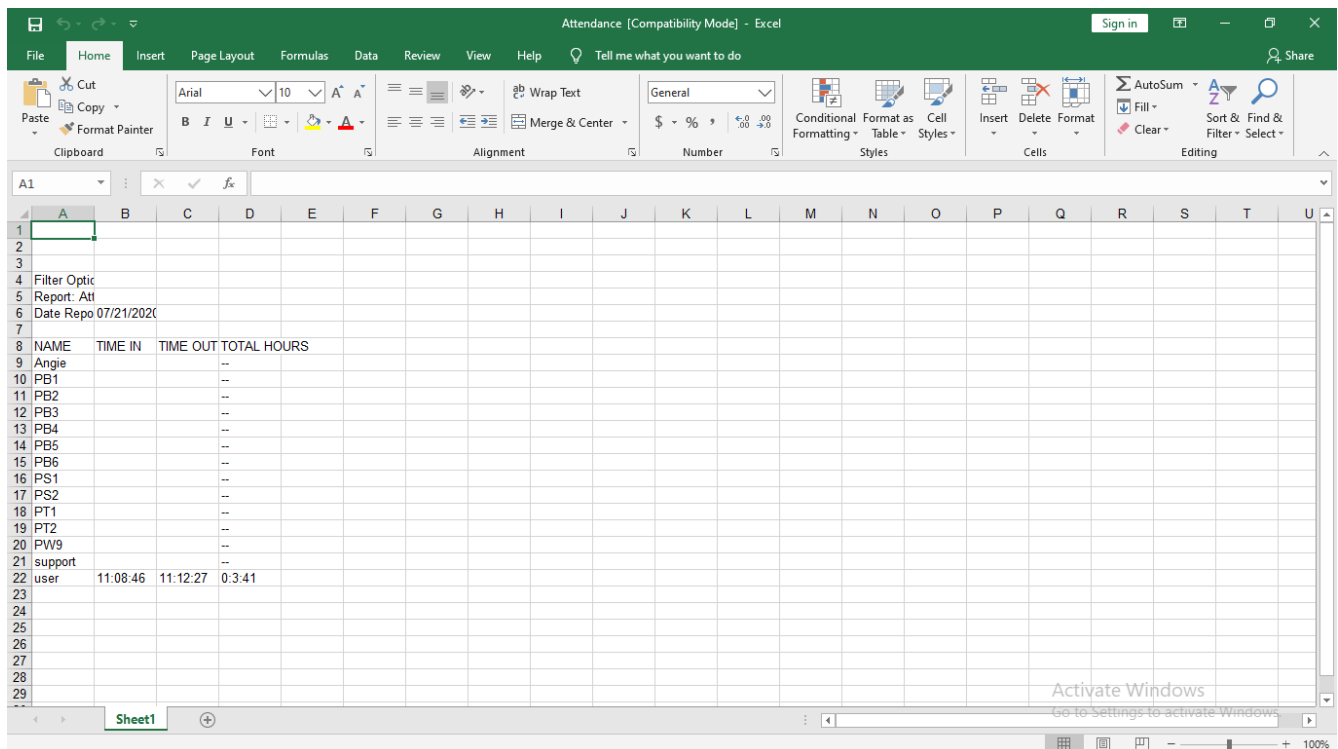
Step2) Click the (...) Button



Step3) Enter File name and Click OK



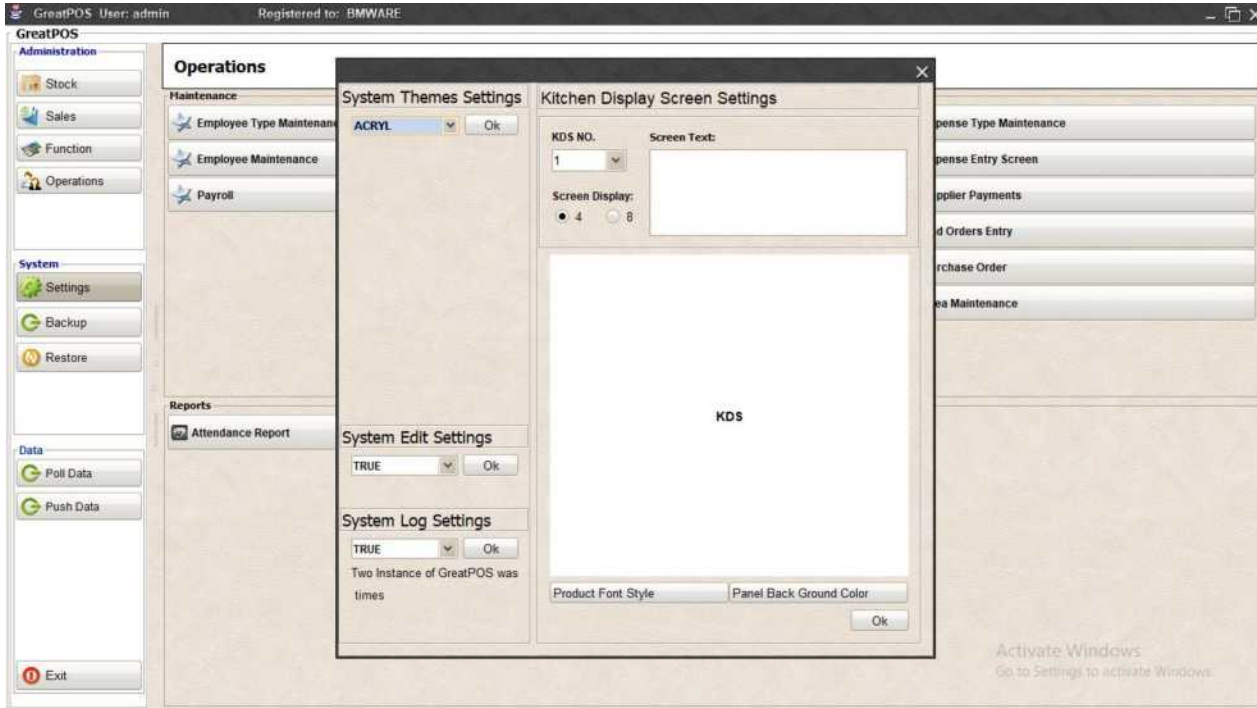
Step4) Click Ok Button



Settings

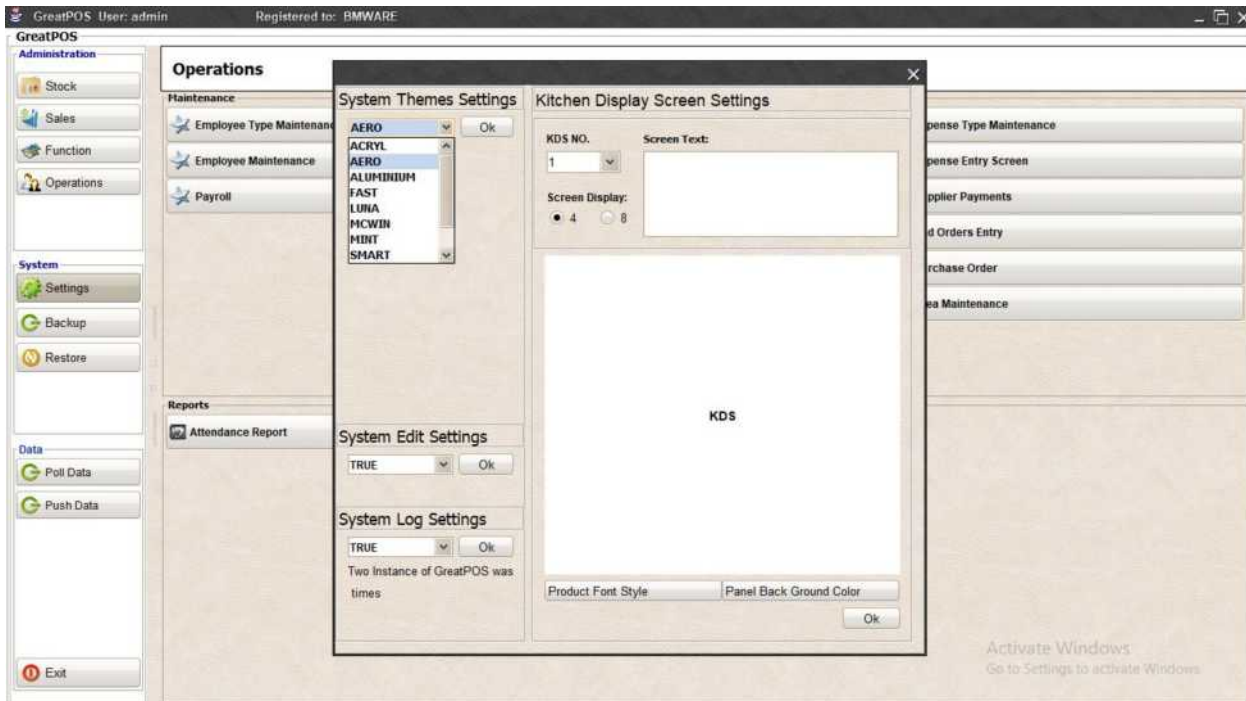


Use to Changes Theme

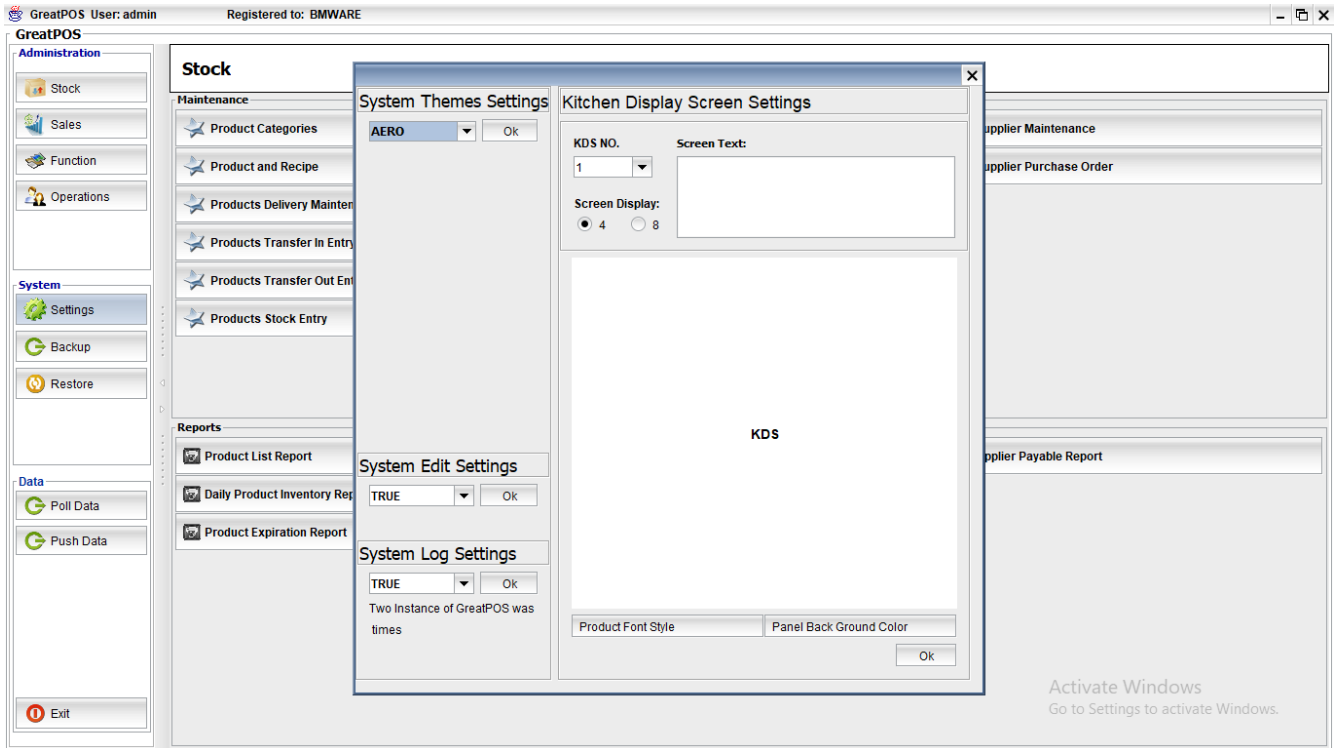


How to Change Theme?

Step1) Select Theme on the Dropdown

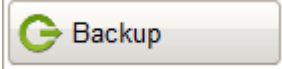


Step2) Click Ok Button



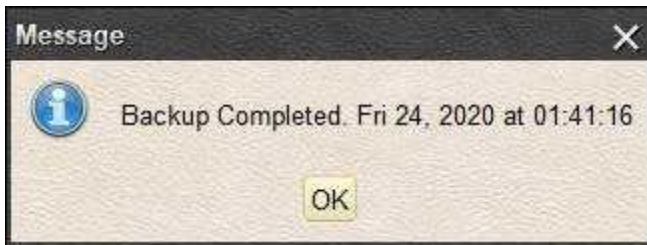
Backup

Use to Backup Entire data



How to use Backup?

Click Backup Button

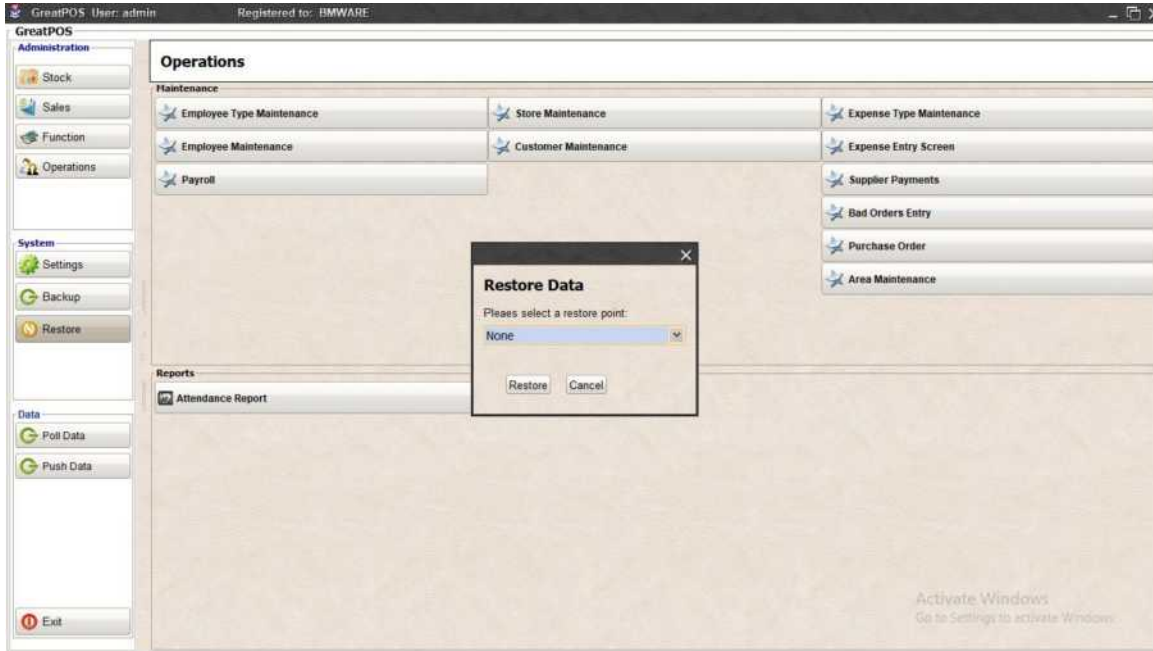


Click Ok Button

Restore

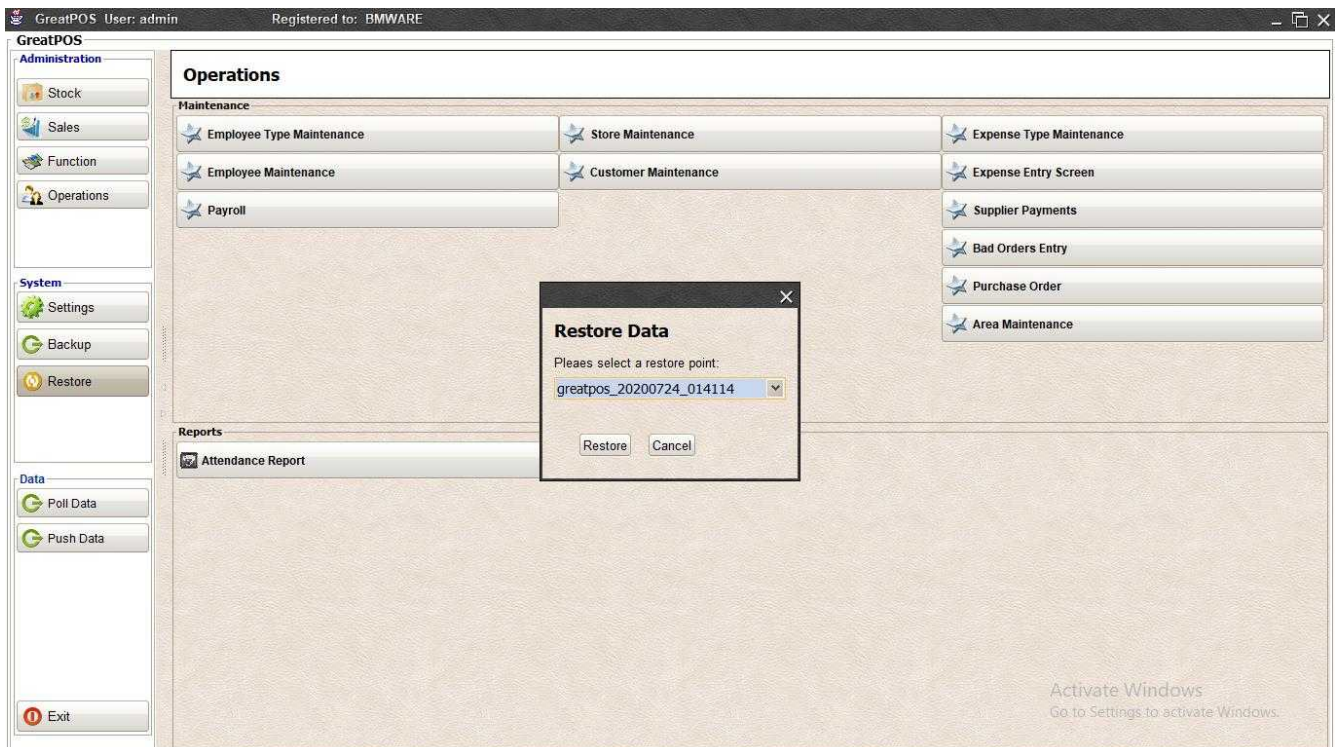


Use to Restore Backed-up Data

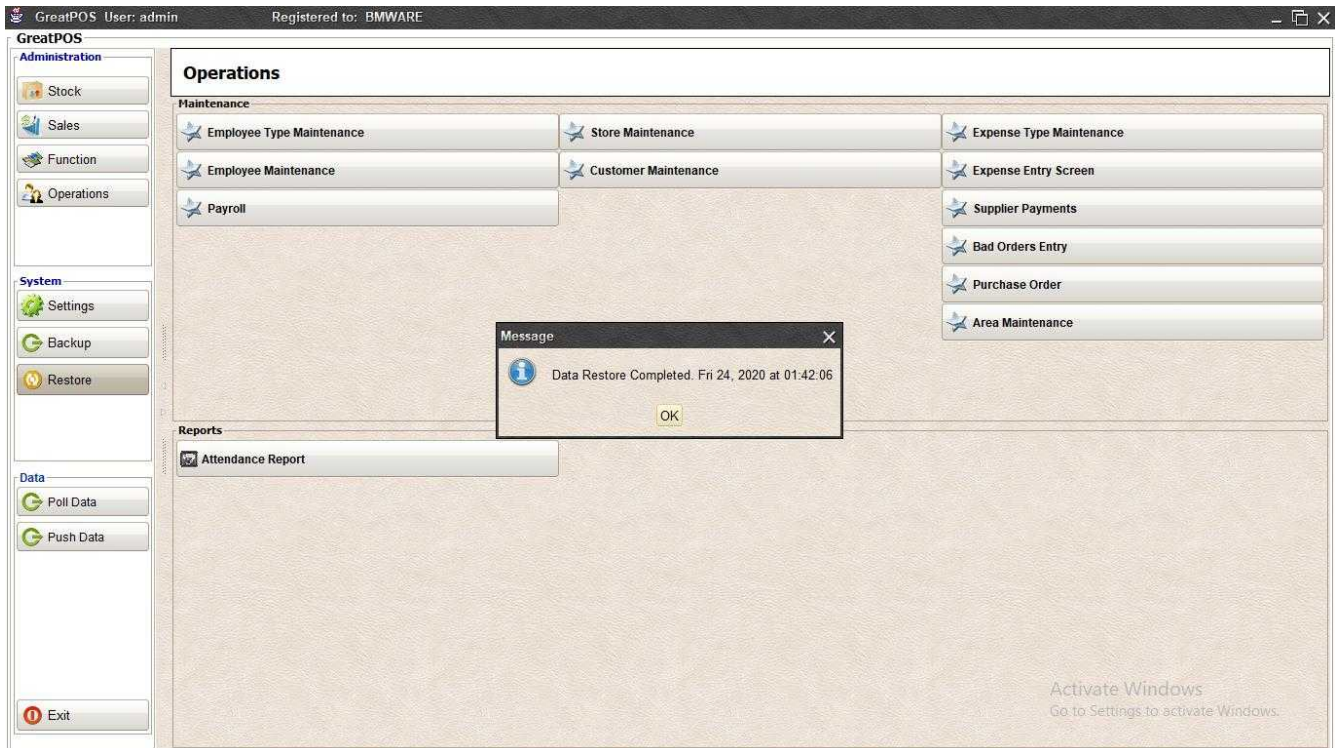


How to use Restore Data?

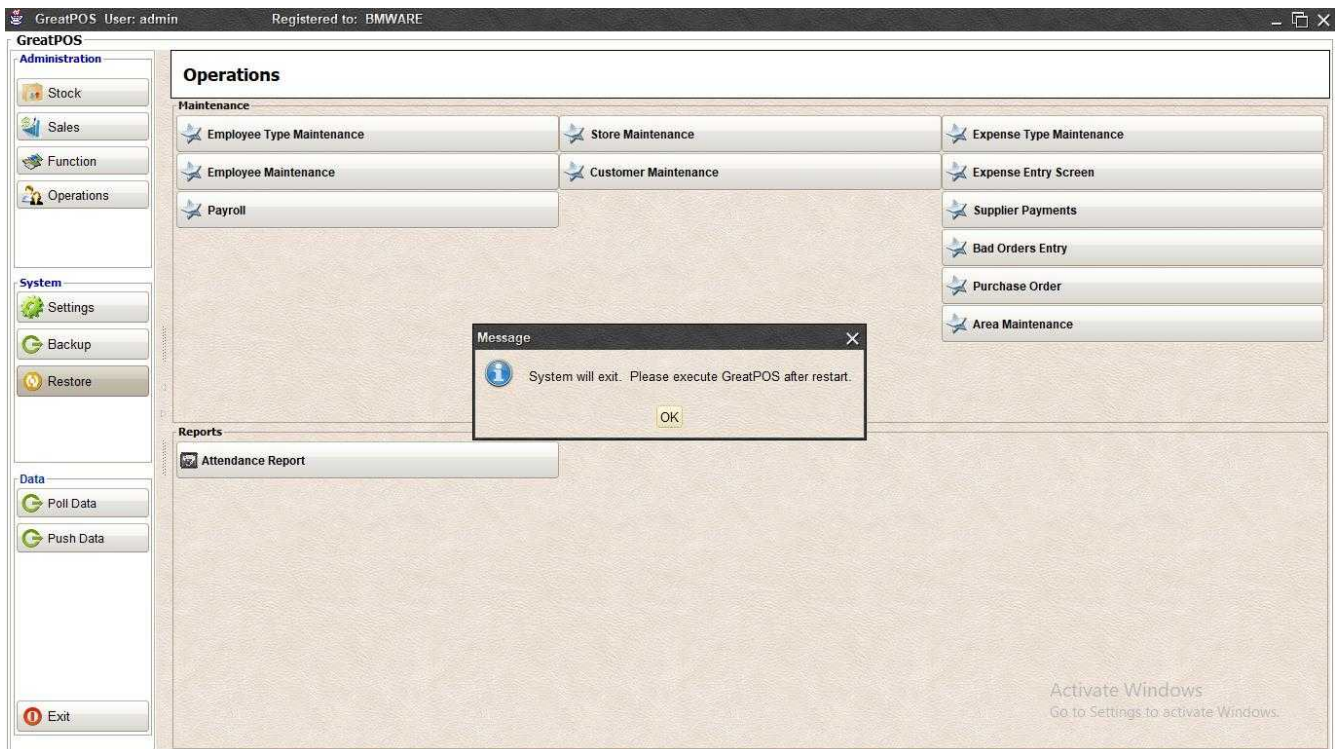
Step1) Select Backed-up data



Step2) Click Restore Button



Step3) Click Ok Button



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