

GreatPOS User Manual Cashier Side
(Grocery Type)



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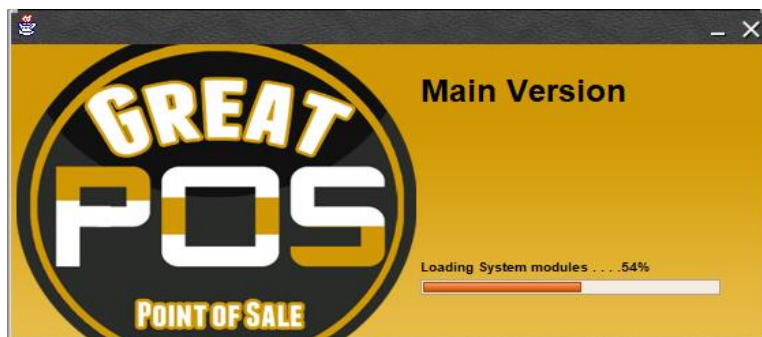
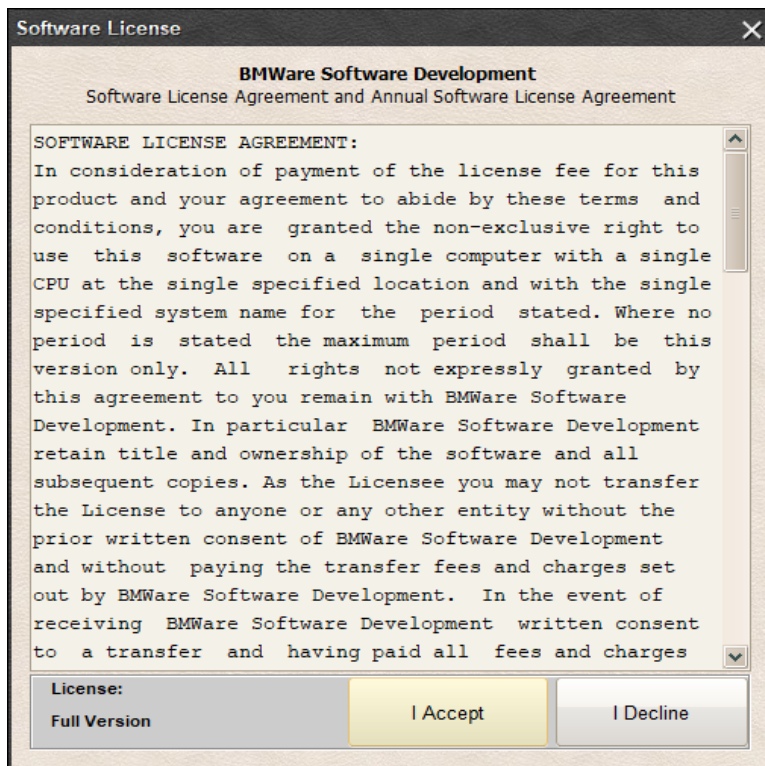
Login

How to Login to GreatPOS System Cashier Side?

Step1) Click the GreatPOS Logo Shortcut on Desktop



Step2) Click I Accept Agreement



Step3) Enter Cashier Credentials

Step4) Click Login Button

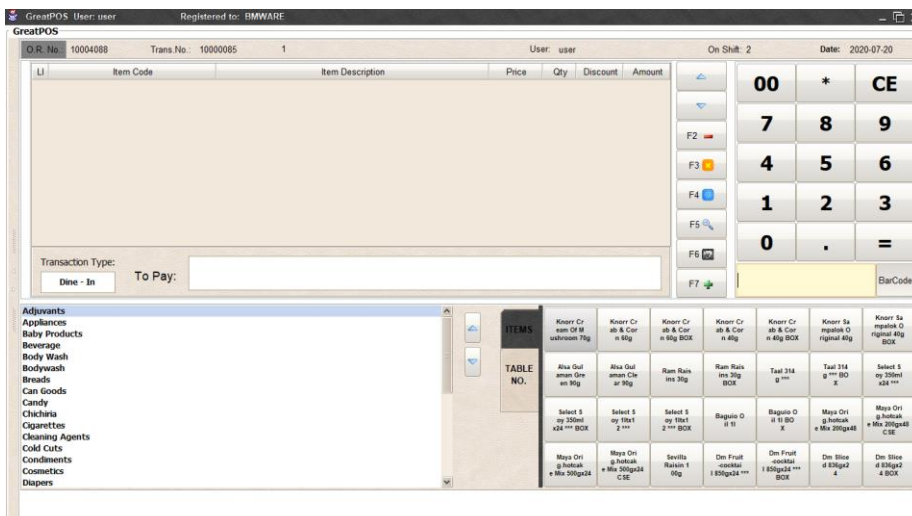
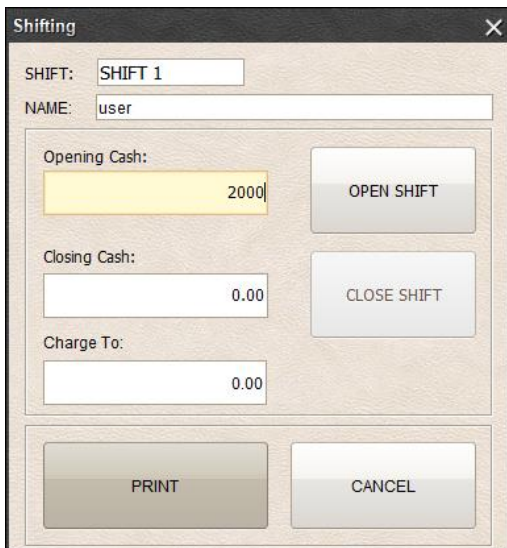


Shifting

How to Use Shifting in cashier side?

Step1) Enter Opening Cash

Step2) Click Open Shift Button



GreatPOS Cashier Areas

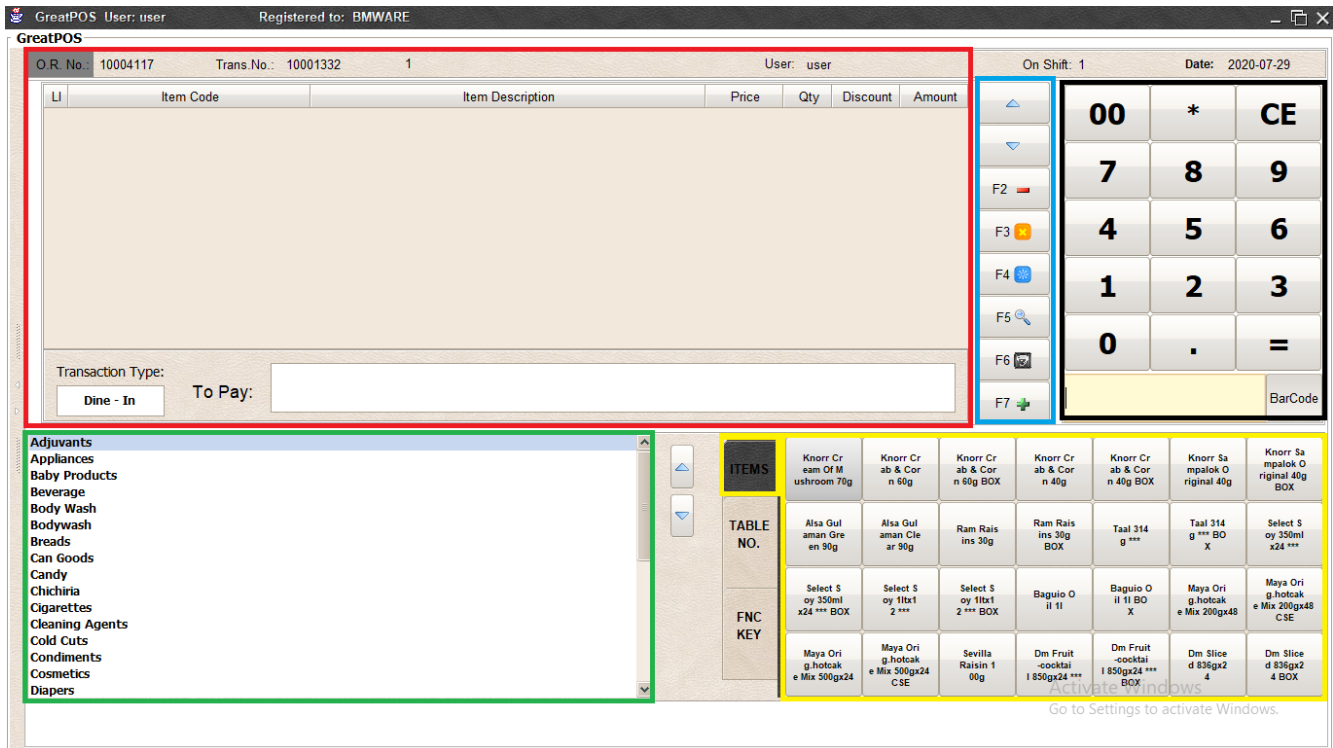
Red Horizontal Rectangle – Transaction Table

Blue Vertical Bar – Transaction Table Function Keys

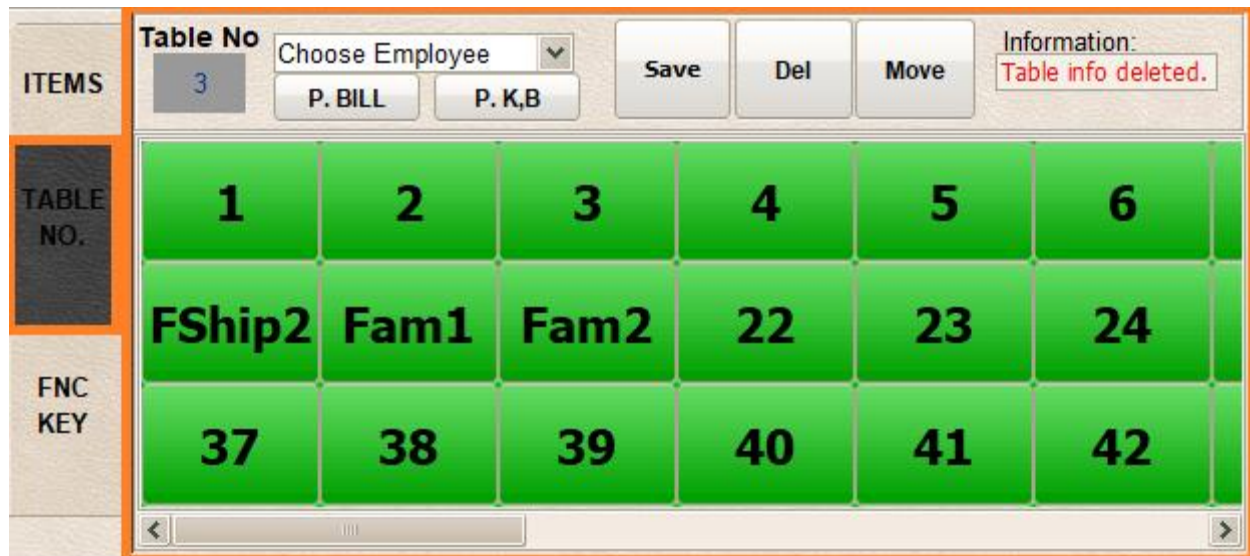
Black Vertical Rectangle - Calculator

Green Horizontal Rectangle – Item Categories

Yellow Horizontal Rectangle – Products



Orange Horizontal Rectangle - Table



Purple Horizontal Rectangle – Function Key

| | | | | | | | |
|-----------|-----------|----------------|------------------|------------------|-----------------|----------|---------------|
| ITEMS | VALUE | DISCOUNT | SENIOR CITIZEN | PWD | DISCOUNT MEMBER | EMPLOYEE | COMPLIMENTARY |
| | CHARGE TO | PAYMENT TYPE | TRANSACTION TYPE | OPEN CASH DRAWER | REMITTANCE | SHIFTING | CLOCK IN |
| TABLE NO. | CLOCK OUT | EOD End Of Day | LZREAD | ZREAD | REPRINT | PREVIOUS | NEXT |
| FNC KEY | FIND | CANCEL | VOID | WASTE | REFUND | | |

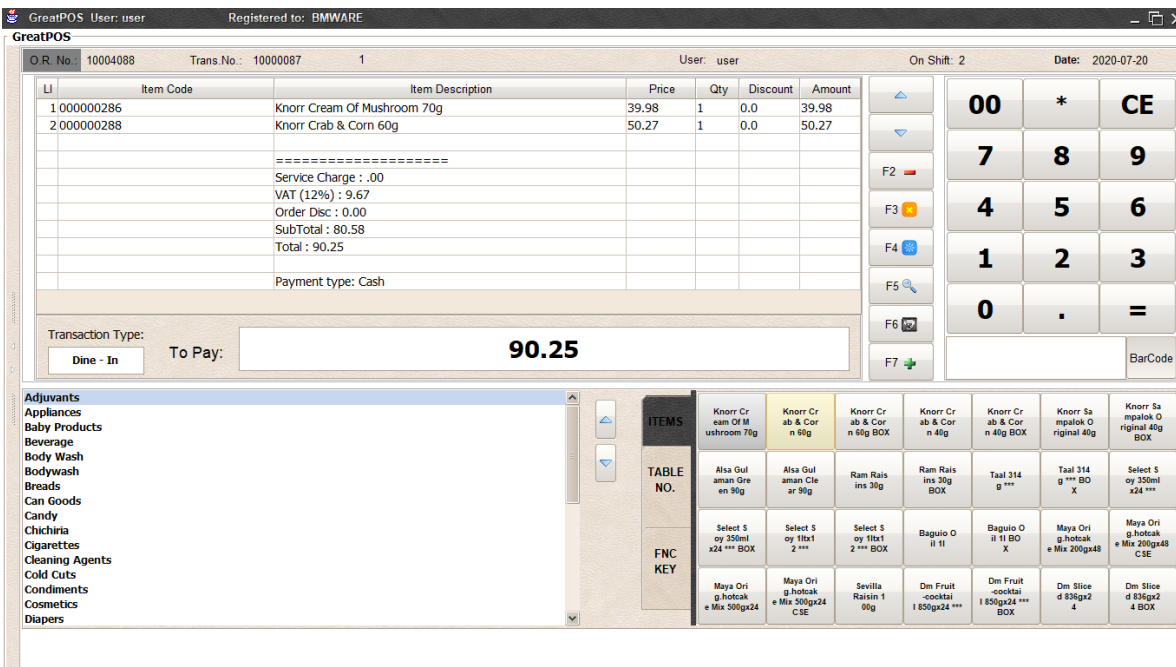
Transaction

How to do basic transaction?

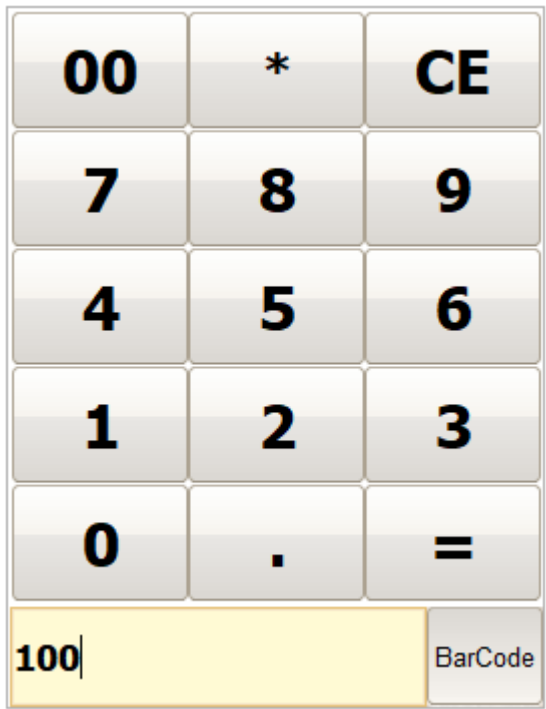
Step1) Select Category



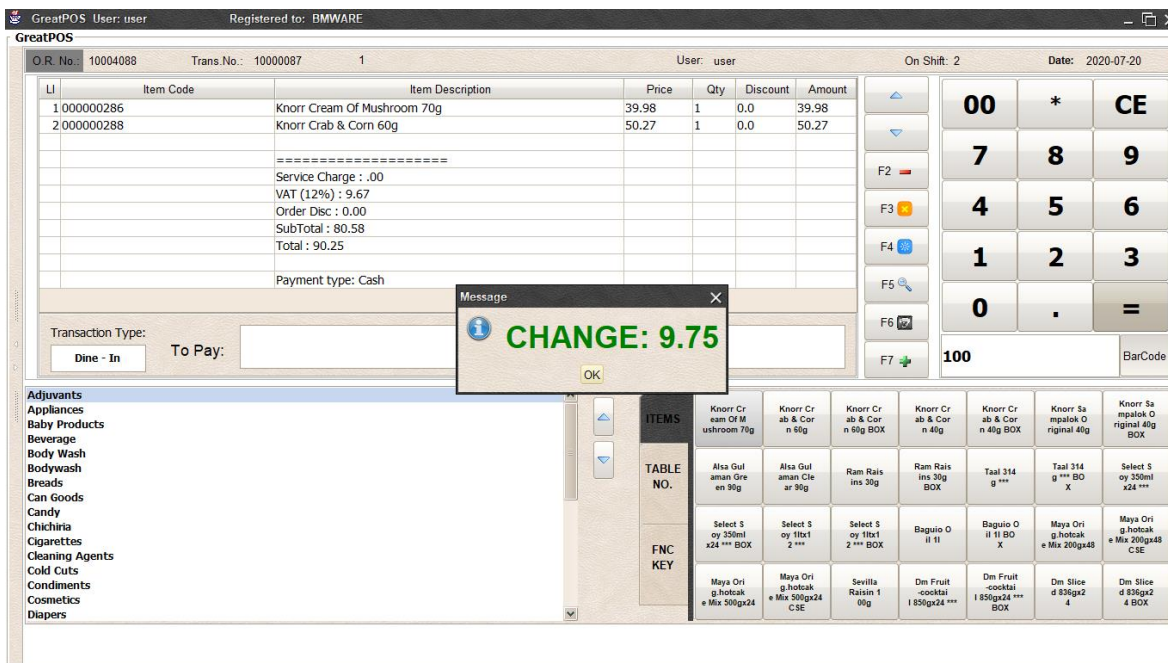
Step2) Click Items



Step3) Enter Amount of payment





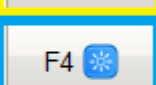


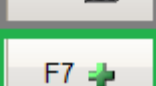


Step4) Click Equal (=) Button



Step5) Click OK

Table Function Keys

| | |
|---|------------------------------|
|  | - Up Transaction Selection |
|  | - Down Transaction Selection |
|  | - Delete Single Item |
|  | - Delete Entire Transaction |
|  | - Edit Transaction |
|  | - Search Item |
|  | - Print Message |
|  | - Add Information |

Navigation arrow

Icons/Buttons in BLACK Rectangle are used to select row in the transaction table

GreatPOS User: user Registered to: BMWARE

GreatPOS

O.R. No. 10004089 Trans. No.: 10000087 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----------------------|-----------|-----------------------------|---------|-----|----------|---------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000289 | Knorr Crab & Corn 60g BOX | 2884.35 | 1 | 0.0 | 2884.35 |
| 4 | 000000290 | Knorr Crab & Corn 40g | 36.73 | 1 | 0.0 | 36.73 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 322.64 | | | | | | |
| Order Disc : 0.00 | | | | | | |
| SubTotal : 2,688.69 | | | | | | |
| Total : 3,011.33 | | | | | | |

Transaction Type: To Pay: **3,011.33**

Transaction Table:

| ITEMS | TABLE NO. | FNC KEY |
|------------------------------------|--|------------------------------------|
| Knorr Cream Of Mushroom 70g | Knorr Crab & Corn 60g | Knorr Crab & Corn 60g BOX |
| Alsa Gulaman Green 90g | Alsa Gulaman Clear 90g | Ram Raisins 30g |
| Select Soy 350ml x24 *** BOX | Select Soy 1ltx1 2 *** | Select Soy 1ltx1 2 *** BOX |
| Maya Original Hotcak e Mix 500gx24 | Maya Original Hotcak e Mix 500gx24 CSE | Sevilla Raisin 100g |
| | | Dm Fruit cocktail 1850gx24 *** |
| | | Dm Fruit cocktail 1850gx24 *** BOX |
| | | Dm Sliced 836gx2 4 |
| | | Dm Sliced 836gx2 4 BOX |

Go to Settings to activate Windows.

F2 Delete Row

Icons/Buttons in **RED** Rectangle are used to Delete item in the transaction table

How to use?

Step1) Select Item on the transaction Table

GreatPOS User: user Registered to: BMWARE

O.R. No: 10004107 Trans.No.: 10001282 1 User: user On Shift: 1 Date: 2020-07-27

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----|-----------|-----------------------------|---------|-----|----------|---------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000289 | Knorr Crab & Corn 60g BOX | 2884.35 | 1 | 0.0 | 2884.35 |
| 4 | 000000290 | Knorr Crab & Corn 40g | 36.73 | 1 | 0.0 | 36.73 |

Service Charge : .00
VAT (12%) : 322.64
Order Disc : 0.00
SubTotal : 2,688.69
Total : 3,011.33

Transaction Type: **Dine - In** To Pay: **3,011.33**

Buttons: F2 (Red), F3 (Yellow), F4 (Blue), F5 (Magnifying Glass), F6 (Barcode), F7 (Green)

Grid Items:

| | | | | | | |
|------------------------------|-------------------------------|------------------------------|--------------------------------|------------------------------------|----------------------------|--------------------------------|
| Knorr Cream Of Mushroom 70g | Knorr Crab & Corn 60g | Knorr Crab & Corn 60g BOX | Knorr Crab & Corn 40g | Knorr Crab & Corn 40g BOX | Knorr Smpalok Original 40g | Knorr Smpalok Original 40g BOX |
| Alsa Gulaman Green 90g | Alsa Gulaman Clear 90g | Ram Raisins 30g | Ram Raisins 30g BOX | Taal 314g *** | Taal 314g *** BOX | Select Soy 350ml x24 *** |
| Select Soy 350ml x24 *** BOX | Select Soy 1lit x1 2 *** | Select Soy 1lit x1 2 *** BOX | Baguio Oil 1l | Baguio Oil 1l BOX | Maya Original Mix 200gx48 | Maya Original Mix 200gx48 CSE |
| Maya Original Mix 500gx24 | Maya Original Mix 500gx24 CSE | Sevilla Raisins 100g | Dm Fruit cocktail 1850gx24 *** | Dm Fruit cocktail 1850gx24 *** BOX | Dm Slice d 836gx2 4 | Dm Slice d 836gx2 4 BOX |

Go to Settings to activate Windows.

Step2) Click F2 Button

GreatPOS User: user Registered to: BMWARE

O.R. No: 10004089 Trans.No.: 10000087 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----|-----------|-----------------------------|---------|-----|----------|---------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000289 | Knorr Crab & Corn 60g BOX | 2884.35 | 1 | 0.0 | 2884.35 |
| 3 | 000000290 | Knorr Crab & Corn 40g | 36.73 | 1 | 0.0 | 36.73 |

Service Charge : .00
VAT (12%) : 317.26
Order Disc : 0.00
SubTotal : 2,643.80
Total : 2,961.06

Payment type: Cash

Transaction Type: **Dine - In** To Pay: **2,961.06**

Buttons: F2 (Red), F3 (Yellow), F4 (Blue), F5 (Magnifying Glass), F6 (Barcode), F7 (Green)

Grid Items:

| | | | | | | |
|------------------------------|-------------------------------|------------------------------|--------------------------------|------------------------------------|----------------------------|--------------------------------|
| Knorr Cream Of Mushroom 70g | Knorr Crab & Corn 60g | Knorr Crab & Corn 60g BOX | Knorr Crab & Corn 40g | Knorr Crab & Corn 40g BOX | Knorr Smpalok Original 40g | Knorr Smpalok Original 40g BOX |
| Alsa Gulaman Green 90g | Alsa Gulaman Clear 90g | Ram Raisins 30g | Ram Raisins 30g BOX | Taal 314g *** | Taal 314g *** BOX | Select Soy 350ml x24 *** |
| Select Soy 350ml x24 *** BOX | Select Soy 1lit x1 2 *** | Select Soy 1lit x1 2 *** BOX | Baguio Oil 1l | Baguio Oil 1l BOX | Maya Original Mix 200gx48 | Maya Original Mix 200gx48 CSE |
| Maya Original Mix 500gx24 | Maya Original Mix 500gx24 CSE | Sevilla Raisins 100g | Dm Fruit cocktail 1850gx24 *** | Dm Fruit cocktail 1850gx24 *** BOX | Dm Slice d 836gx2 4 | Dm Slice d 836gx2 4 BOX |

Go to Settings to activate Windows.

F3 Delete Transaction

Icons/Buttons in **Yellow** Rectangle are used to Delete Transaction in the transaction table

How to use?

Step1) Click F3 Button

GreatPOS User: user Registered to: BMWARE

O.R. No.: 10004089 Trans. No.: 10000087 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----------------------|-------------|-----------------------------|---------|-----|----------|---------|
| | 1.000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| | 2.000000289 | Knorr Crab & Corn 60g BOX | 2884.35 | 1 | 0.0 | 2884.35 |
| | 3.000000290 | Knorr Crab & Corn 40g | 36.73 | 1 | 0.0 | 36.73 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 317.26 | | | | | | |
| Order Disc : 0.00 | | | | | | |
| SubTotal : 2,643.80 | | | | | | |
| Total : 2,961.06 | | | | | | |
| Payment type: Cash | | | | | | |

Transaction Type: **Dine - In** To Pay: **2,961.06**

Buttons: 00, *, CE, 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, ., =, F2, F3, F4, F5, F6, F7

Items List:

| ITEMS | TABLE NO. | FNC KEY |
|---------------------------------|-------------------------------------|-------------------------------------|
| Knorr Cream Of Mushroom 70g | Alsa Gulaman Green 90g | Select 5 oy 350ml x24 *** BOX |
| Knorr Crab & Corn 60g BOX | Alsa Gulaman Clear 90g | Select 5 oy 1ltx1 2 *** |
| Knorr Crab & Corn 40g | Ram Raisins 30g | Select 5 oy 1ltx1 2 *** BOX |
| Knorr Crab & Corn 40g BOX | Ram Raisins 30g BOX | Baguio O il 1l BO X |
| Knorr Sampilok Original 40g | Taal 314g *** | Baguio O il 1l BO X |
| Knorr Sampilok Original 40g BOX | Taal 314g *** BO X | Maya Ori g.hotcak e Mix 200gx48 |
| | Select 5 oy 350ml x24 *** | Maya Ori g.hotcak e Mix 200gx48 CSE |
| | Select 5 oy 1ltx1 2 *** | |
| | Select 5 oy 1ltx1 2 *** BOX | |
| | Maya Ori g.hotcak e Mix 500gx24 | |
| | Maya Ori g.hotcak e Mix 500gx24 CSE | |
| | Sevilla Raisin 100g | |
| | Dm Fruit -cocktail 1850gx24 *** | |
| | Dm Fruit -cocktail 1850gx24 *** BOX | |
| | Dm Slice d 836gx2 4 | |
| | Dm Slice d 836gx2 4 BOX | |

GreatPOS User: user Registered to: BMWARE

O.R. No.: 10004089 Trans. No.: 10000087 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----|-----------|------------------|-------|-----|----------|--------|
| | | | | | | |

Transaction Type: **Dine - In** To Pay: **0.00**

Buttons: 00, *, CE, 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, ., =, F2, F3, F4, F5, F6, F7

Items List:

| ITEMS | TABLE NO. | FNC KEY |
|---------------------------------|-------------------------------------|-------------------------------------|
| Knorr Cream Of Mushroom 70g | Alsa Gulaman Green 90g | Select 5 oy 350ml x24 *** BOX |
| Knorr Crab & Corn 60g BOX | Alsa Gulaman Clear 90g | Select 5 oy 1ltx1 2 *** |
| Knorr Crab & Corn 40g | Ram Raisins 30g | Select 5 oy 1ltx1 2 *** BOX |
| Knorr Crab & Corn 40g BOX | Ram Raisins 30g BOX | Baguio O il 1l BO X |
| Knorr Sampilok Original 40g | Taal 314g *** | Baguio O il 1l BO X |
| Knorr Sampilok Original 40g BOX | Taal 314g *** BO X | Maya Ori g.hotcak e Mix 200gx48 |
| | Select 5 oy 350ml x24 *** | Maya Ori g.hotcak e Mix 200gx48 CSE |
| | Select 5 oy 1ltx1 2 *** | |
| | Select 5 oy 1ltx1 2 *** BOX | |
| | Maya Ori g.hotcak e Mix 500gx24 | |
| | Maya Ori g.hotcak e Mix 500gx24 CSE | |
| | Sevilla Raisin 100g | |
| | Dm Fruit -cocktail 1850gx24 *** | |
| | Dm Fruit -cocktail 1850gx24 *** BOX | |
| | Dm Slice d 836gx2 4 | |
| | Dm Slice d 836gx2 4 BOX | |

F4 Edit Item Quantity

Icons/Buttons in **BLUE** Rectangle are used to Edit Item Quantity in the transaction table

How to use?

Step1) Select Item on transaction table

Step2) Click F4 Button

GreatPOS User: user Registered to: BMWARE

O.R. No.: 10004107 Trans. No.: 10001282 1 User: user On Shift: 1 Date: 2020-07-27

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----|-----------|-----------------------------|-------|-----|----------|--------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000302 | Alsa Gulaman Green 90g | 49.46 | 1 | 0.0 | 49.46 |

Service Charge : .00
VAT (12%) : 14.97
Order Disc : 0.00
SubTotal : 124.74
Total : 139.71
Payment type: Cash

Transaction Type: Dine - In To Pay: **139.71**

ITEMS

| | | | | | | |
|------------------------------|---------------------------|-----------------------------|---------------------------------|-------------------------------------|----------------------------|--------------------------------|
| Knorr Cream Of Mushroom 70g | Knorr Crab & Corn 60g | Knorr Crab & Corn 60g BOX | Knorr Crab & Corn 60g | Knorr Crab & Corn 40g BOX | Knorr Smpalok Original 40g | Knorr Smpalok Original 40g BOX |
| Alsa Gulaman Green 90g | Alsa Gulaman Clear 90g | Ram Raisins 30g | Ram Raisins 30g BOX | Taal 314g *** | Taal 314g *** BOX | Select Soy 350ml x24 *** |
| Select Soy 350ml x24 *** BOX | Select Soy 1litx1 2 *** | Select Soy 1litx1 2 *** BOX | Baguio Oil 1l | Baguio Oil 1l BOX | Maya Original 200gx48 | Maya Original 200gx48 CSE |
| Maya Original 200gx24 | Maya Original 200gx24 CSE | Sevilla Raisin 100g | Dm Fruit Cocktail 1.850gx24 *** | Dm Fruit Cocktail 1.850gx24 *** BOX | Dm Slice d 836gx2 4 | Dm Slice d 836gx2 4 BOX |

Go to Settings to activate Windows.

Step3) Entry Quantity

GreatPOS User: user Registered to: BMWARE

O.R. No.: 10004089 Trans. No.: 10000087 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----|-----------|-----------------------------|-------|-----|----------|--------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000303 | Alsa Gulaman Clear 90g | 49.46 | 1 | 0.0 | 49.46 |

Transaction Type: Dine - In To Pay: **139.71**

Screen Keyboard

5

| | | |
|---|--------|----|
| 1 | 2 | 3 |
| 4 | 5 | 6 |
| 7 | 8 | 9 |
| 0 | Cancel | OK |

Go to Settings to activate Windows.

Step4) Click OK

GreatPOS User: user Registered to: BMWARE

GreatPOS

O.R. No.: 10004089 Trans. No.: 10000087 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----------------------|-------------|-----------------------------|-------|-----|----------|--------|
| | 1 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 5 | 0.0 | 199.90 |
| | 2 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| | 3 000000303 | Alsa Gulaman Clear 90g | 49.46 | 1 | 0.0 | 49.46 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 32.10 | | | | | | |
| Order Disc : 0.00 | | | | | | |
| SubTotal : 267.53 | | | | | | |
| Total : 299.63 | | | | | | |
| Payment type: Cash | | | | | | |

Transaction Type: **Dine - In** To Pay: **299.63**

00 * CE
7 8 9
4 5 6
1 2 3
0 . =

F2 F3 F4 F5 F6 F7

BarCode

Adjuvants
Appliances
Baby Products
Beverage
Body Wash
Bodywash
Breads
Can Goods
Candy
Chichirina
Cigarettes
Cleaning Agents
Cold Cuts
Condiments
Cosmetics
Diapers

ITEMS
TABLE NO.
FNC KEY

| | | | | | | |
|------------------------------------|--|---------------------------|--------------------------------|------------------------------------|------------------------------------|--|
| Knorr Cream Of Mushroom 70g | Knorr Crab & Corn 60g | Knorr Crab & Corn 60g BOX | Knorr Crab & Corn 40g | Knorr Crab & Corn 40g BOX | Knorr Sampalok Original 40g | Knorr Sampalok Original 40g BOX |
| Alsa Gulaman Clear 90g | Alsa Gulaman Clear 90g | Ram Raisins 30g | Ram Raisins 30g BOX | Taal 314g *** | Taal 314g *** BOX | Select Soy 350ml x24 *** |
| Select Soy 350ml x24 *** BOX | Select Soy 1ltx12 *** | Select Soy 1ltx12 *** BOX | Baguio Oil 1l | Baguio Oil 1l BOX | Maya Original Hotcak e Mix 200gx48 | Maya Original Hotcak e Mix 200gx48 CSE |
| Maya Original Hotcak e Mix 500gx24 | Maya Original Hotcak e Mix 500gx24 CSE | Sevilla Raisin 100g | Dm Fruit-cocktail 1850gx24 *** | Dm Fruit-cocktail 1850gx24 *** BOX | Dm Sliced 836gx24 | Dm Sliced 836gx24 BOX |

Activate Windows
Go to Settings to activate Windows.

F5 Search Item

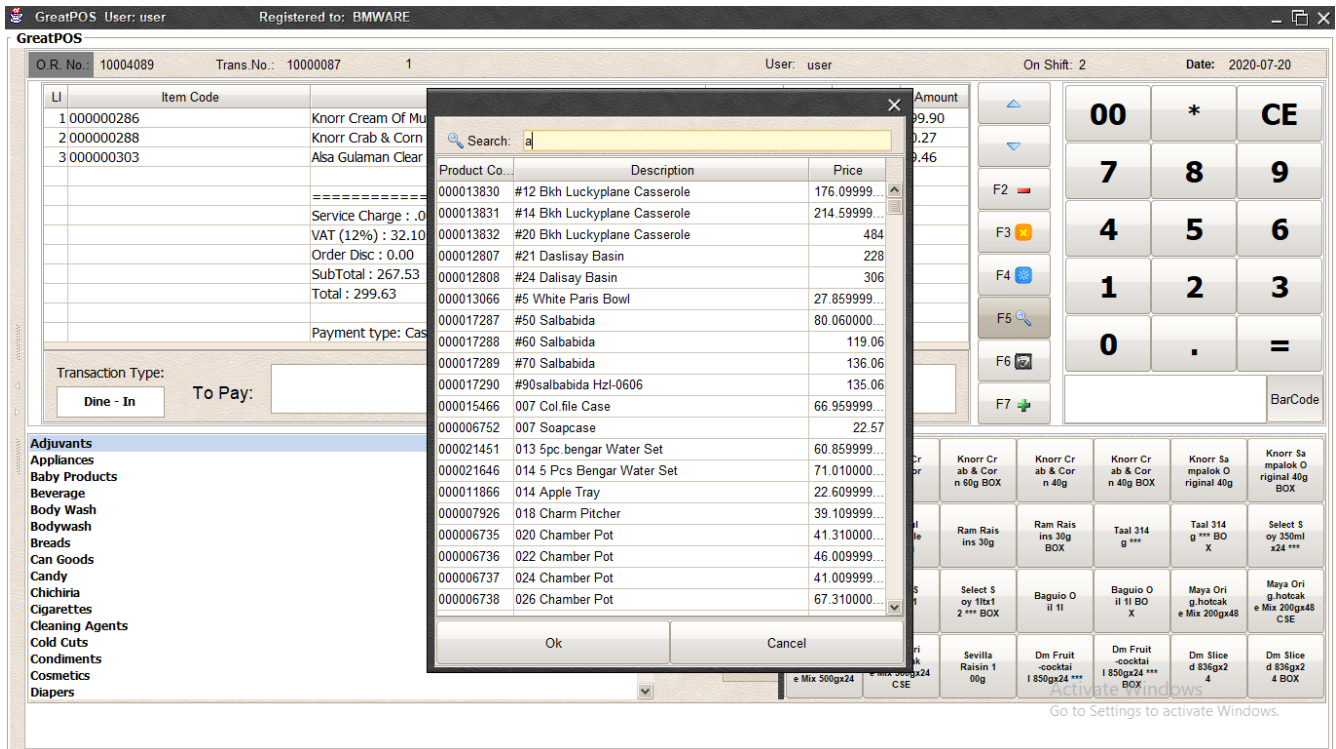
Icons/Buttons in Orange Rectangle are used to Edit Item Quantity in the transaction table

How to use?

Step1) Click F5 Button

Step2) Select Item

Step3) Press OK



F6 Print Message

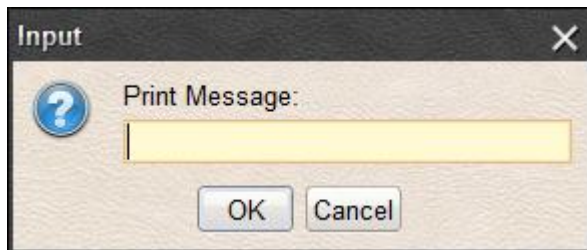
Icons/Buttons in Gray Rectangle are used to Print Message in the transaction

How to use?

Step1) Click F6 Button

Step2) Enter Message

Step3) Press Ok Button

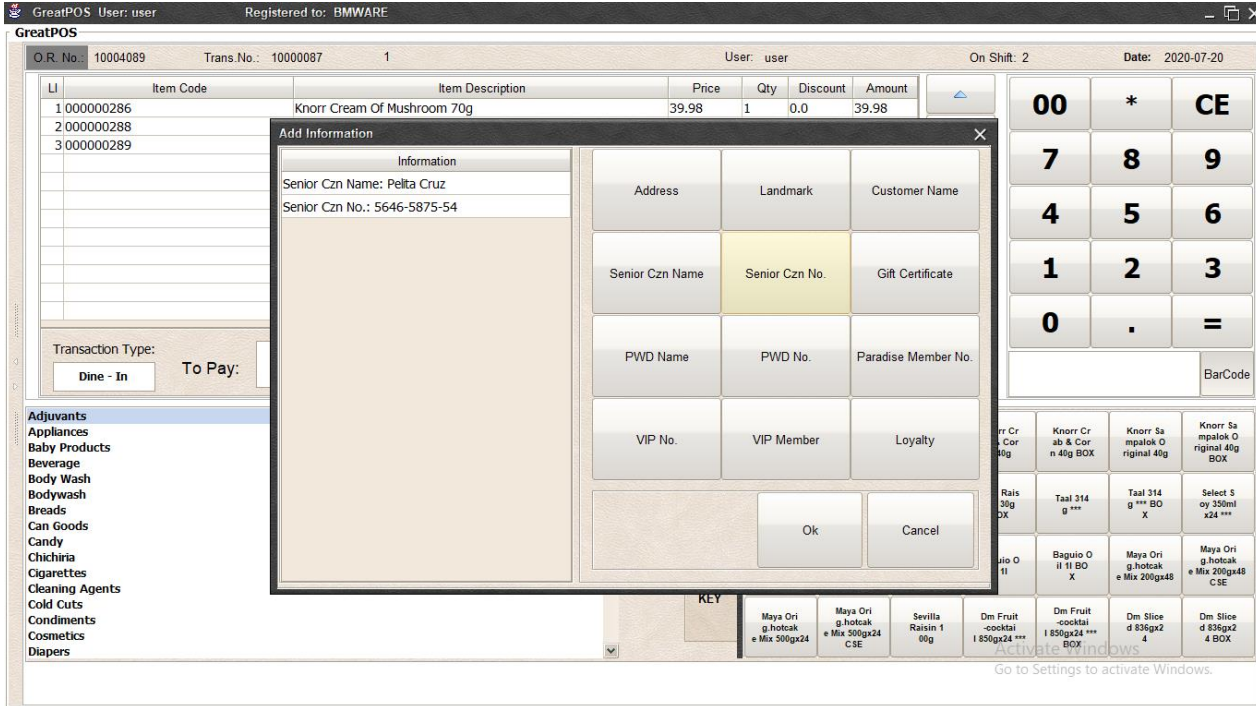


F7 Add Information

Icons/Buttons in **Green** Rectangle are used to Add Information in the transaction

How to use?

Step1) Click F7 Button



Step2) Enter Information

Step3) Press OK Button

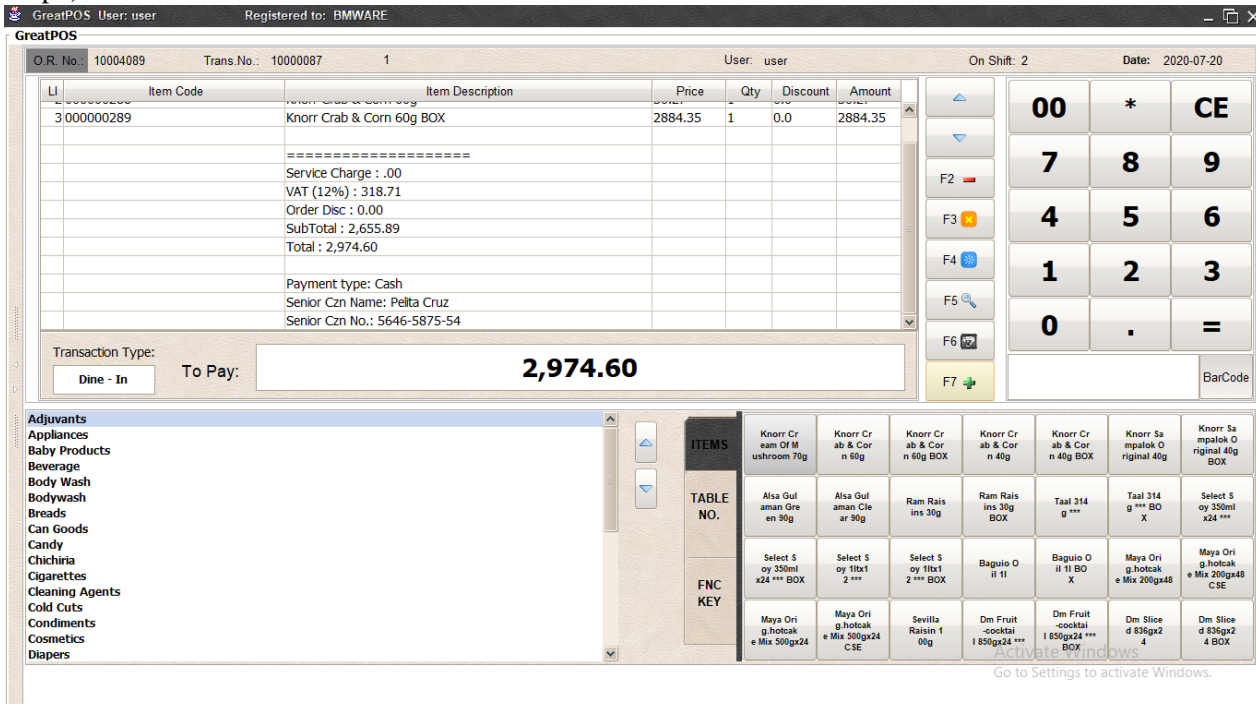


Table Number

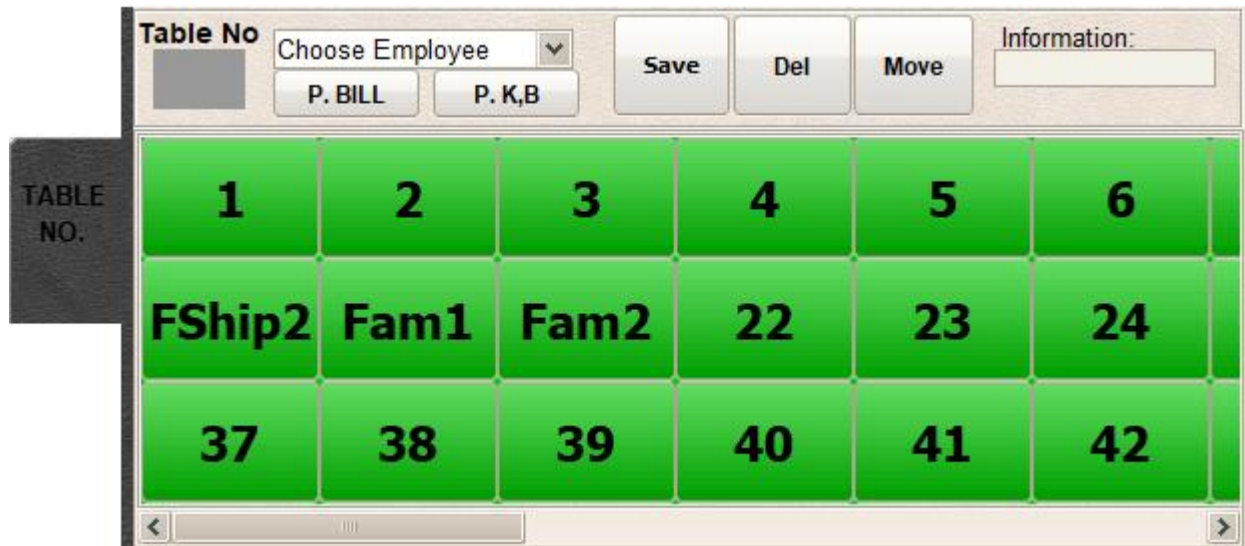
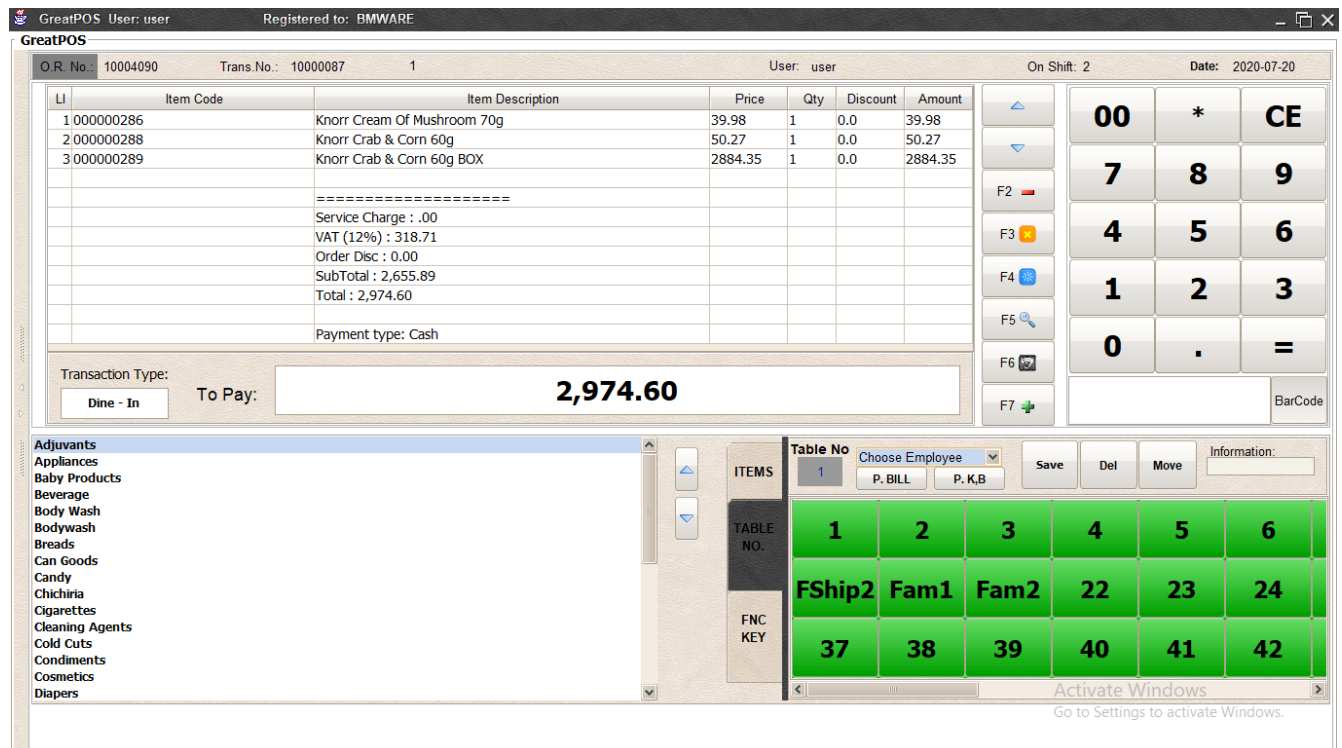


Table Save

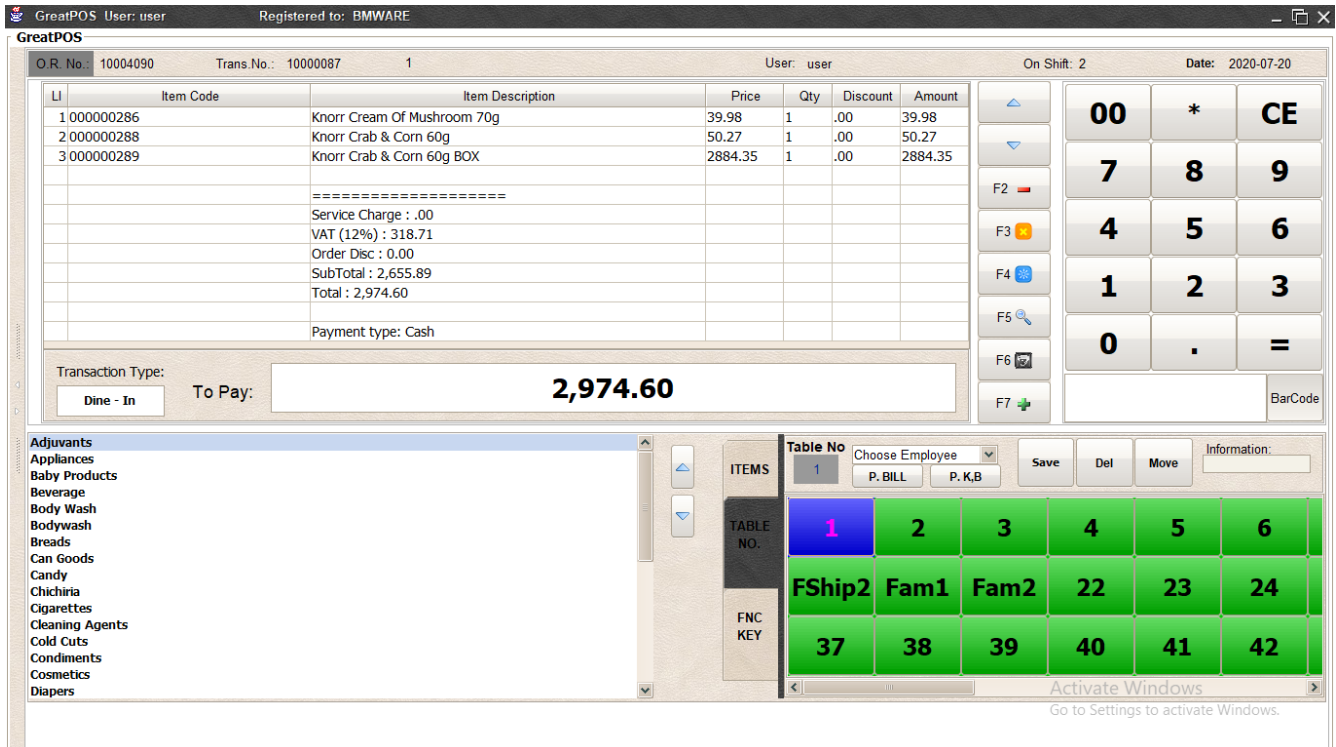
How to save transaction on the table?

Step1) Add Items on the Transaction Table



Step2) Select Table Number

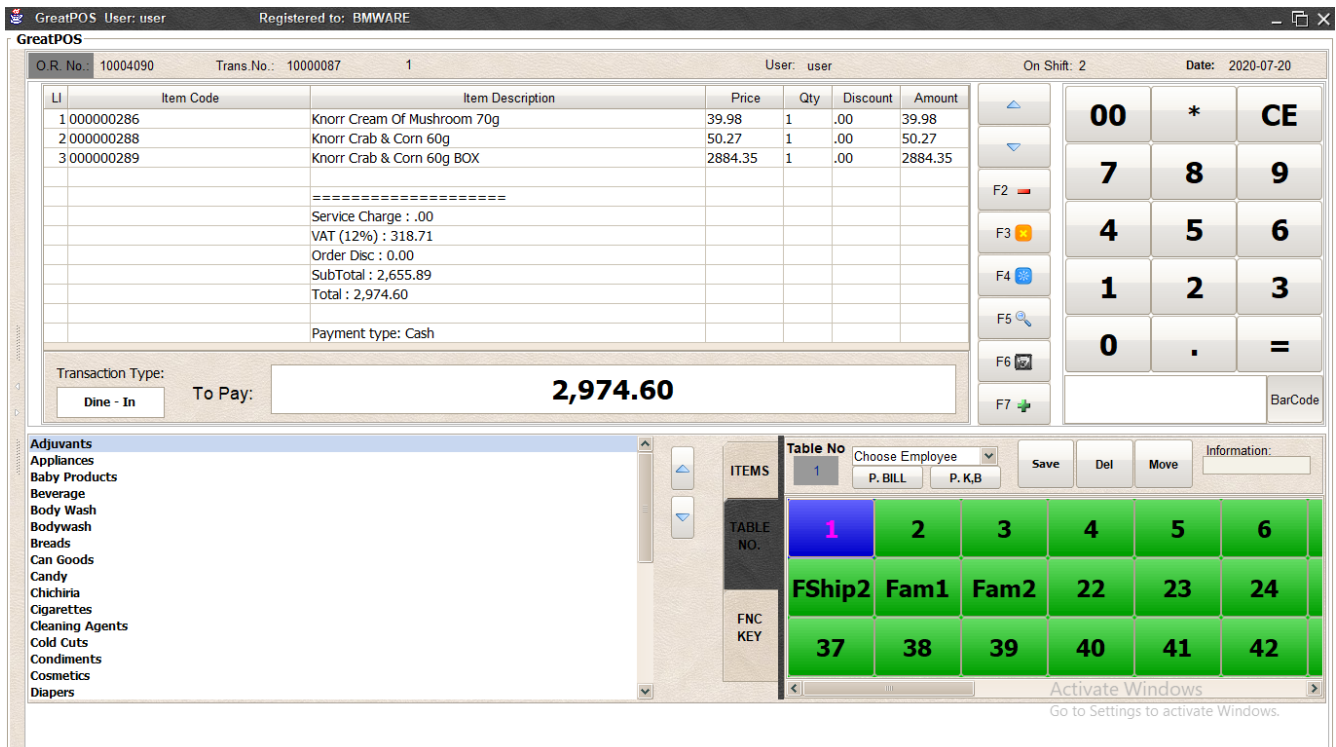
Step3) Click Save Button



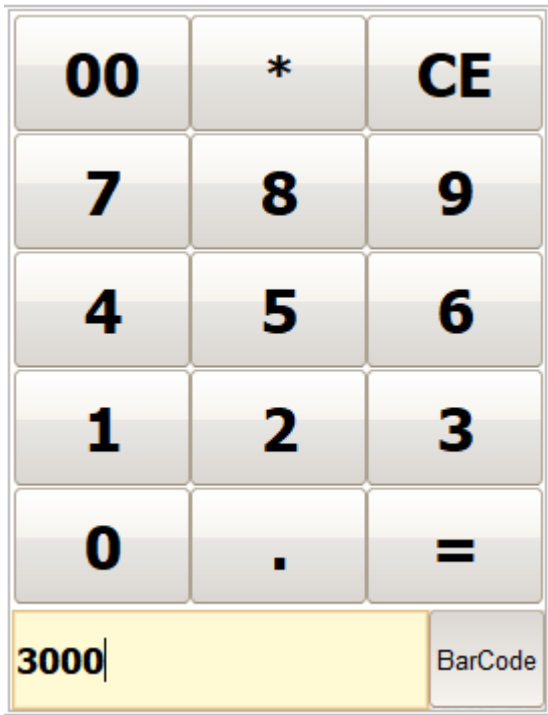
Pay Table Orders

How to pay orders in the table?

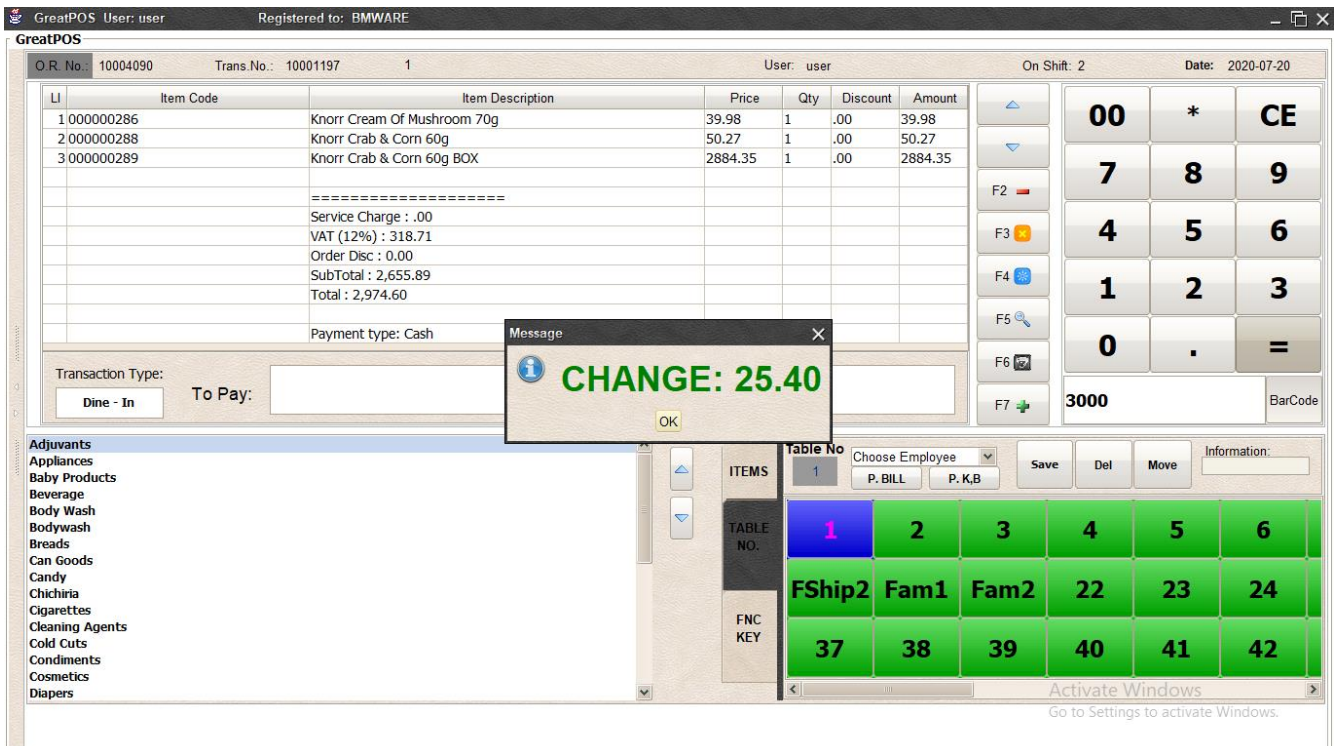
Step1) Select the Table



Step2) Enter amount to pay



Step3) Press Equals (=) Button



Step4) Press OK

Delete Table

How to delete order in the table?

Step1) Select the table

The screenshot shows the GreatPOS interface with a transaction summary. The transaction number is 10004090 and the total amount is 2,974.60. The table selection grid is visible, with table 1 selected. The grid contains the following items:

| TABLE NO. | 1 | 2 | 3 | 4 | 5 | 6 |
|-----------|------|------|----|----|----|---|
| FShip2 | Fam1 | Fam2 | 22 | 23 | 24 | |
| 37 | 38 | 39 | 40 | 41 | 42 | |

Step2) Click Delete Button

The screenshot shows the GreatPOS interface with an 'Access Required' dialog box overlaid. The dialog box contains the Great POS logo and fields for Username and Password. The table selection grid is visible in the background, with table 1 selected. The grid contains the following items:

| TABLE NO. | 1 | 2 | 3 | 4 | 5 | 6 |
|-----------|------|------|----|----|----|---|
| FShip2 | Fam1 | Fam2 | 22 | 23 | 24 | |
| 37 | 38 | 39 | 40 | 41 | 42 | |

Step3) Enter the Administrator Account

The screenshot shows the GreatPOS interface with a transaction summary. The transaction details are as follows:

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----------------------|-----------|-----------------------------|---------|-----|----------|---------|
| 1 | 00000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | .00 | 39.98 |
| 2 | 00000288 | Knorr Crab & Corn 60g | 50.27 | 1 | .00 | 50.27 |
| 3 | 00000289 | Knorr Crab & Corn 60g BOX | 2884.35 | 1 | .00 | 2884.35 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 318.71 | | | | | | |
| Order Disc : 0.00 | | | | | | |
| SubTotal : 2,655.89 | | | | | | |
| Total : 2,974.60 | | | | | | |

Transaction Type: Dine - In
To Pay: [Empty Field]

Payment type: Cash

A dialog box titled "Select an Option" is displayed in the center, asking "Delete Table Order Information?". The dialog has three buttons: "Yes", "No", and "Cancel".

The interface also shows a list of categories on the left, a table grid on the bottom right, and a numeric keypad on the right side.

Step4) Click Yes

The screenshot shows the GreatPOS interface after clicking "Yes" in the dialog box. The transaction details are as follows:

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|--------------------------|-----------|------------------|-------|-----|----------|--------|
| [Empty Transaction List] | | | | | | |

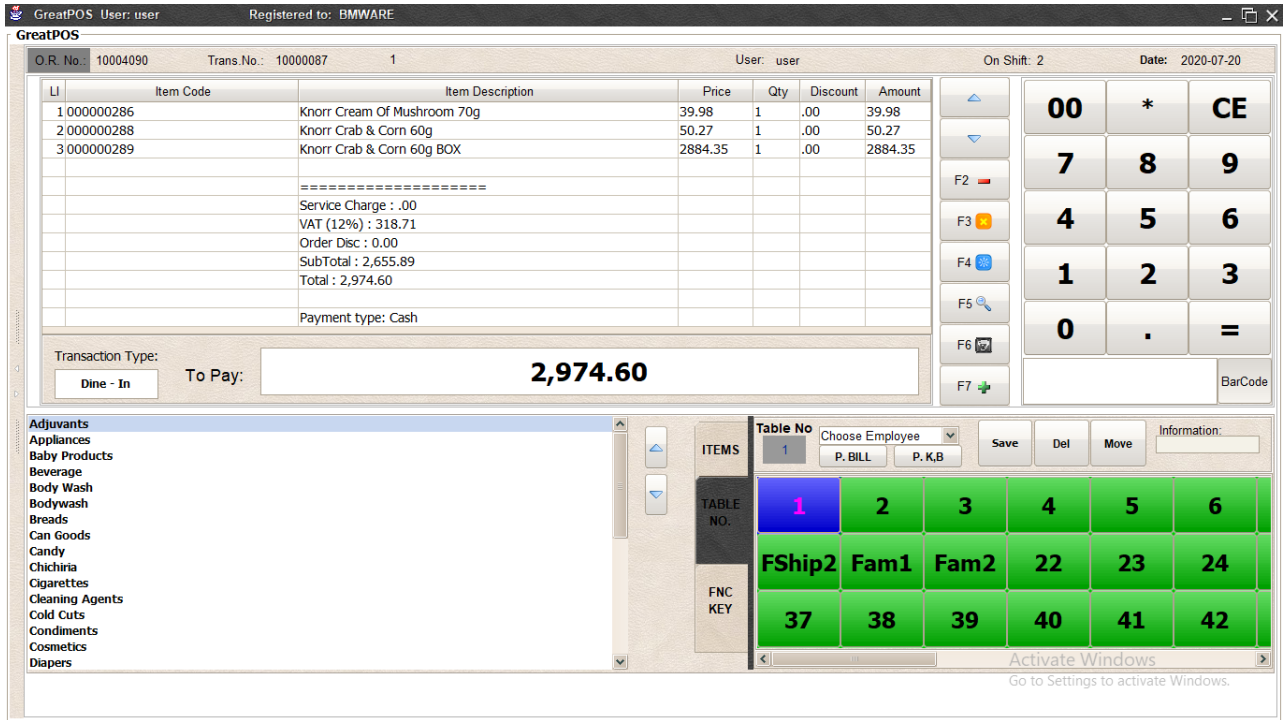
Transaction Type: Dine - In
To Pay: 0.00

The dialog box is no longer present. The interface shows the same layout as in Step 3, but with the transaction list empty and the "To Pay" amount updated to 0.00. A red message "Table info deleted." is visible in the bottom right corner of the interface.

Move Table

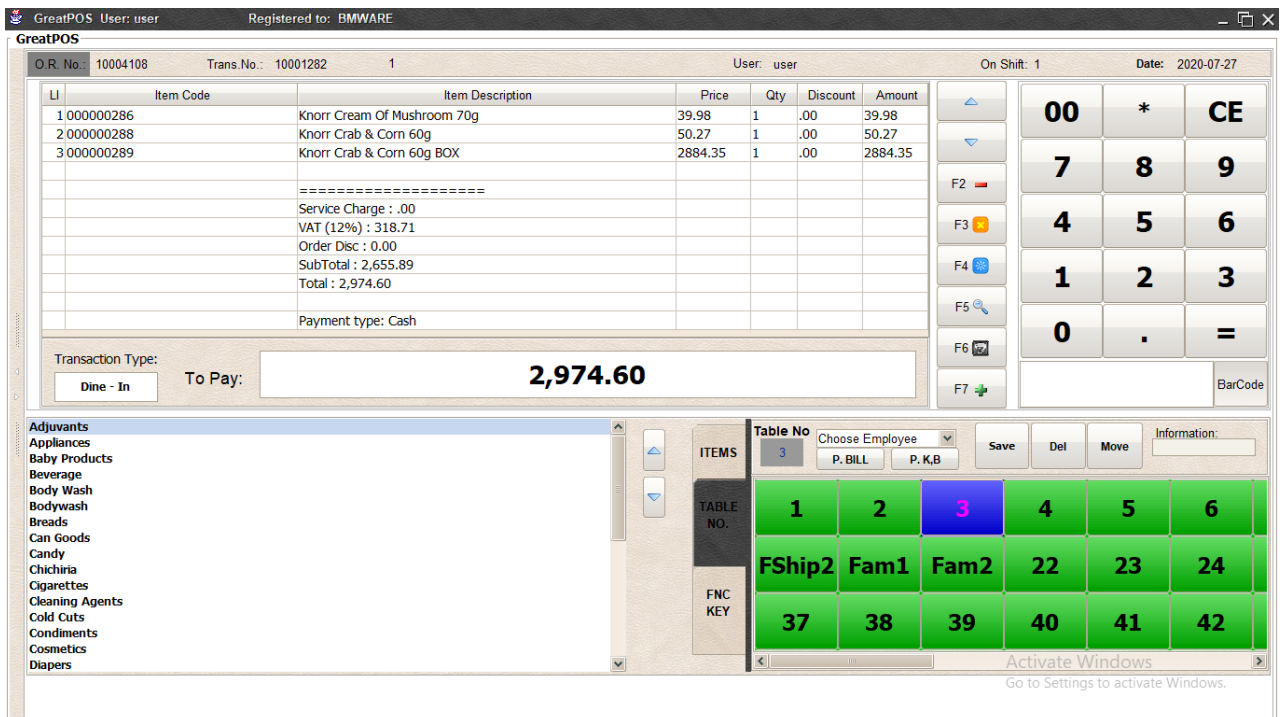
How to move order in the table?

Step1) Select Table



Step2) Click Move button

Step3) Click Table number



Function Keys

| | | | | | | | |
|------------|-----------|----------------|------------------|------------------|-----------------|----------|---------------|
| FNC KEY | VALUE | DISCOUNT | SENIOR CITIZEN | PWD | DISCOUNT MEMBER | EMPLOYEE | COMPLIMENTARY |
| | CHARGE TO | PAYMENT TYPE | TRANSACTION TYPE | OPEN CASH DRAWER | REMITTANCE | SHIFTING | CLOCK IN |
| | CLOCK OUT | EOD End Of Day | LZREAD | ZREAD | REPRINT | PREVIOUS | NEXT |
| | FIND | CANCEL | VOID | WASTE | REFUND | | |

Value Discount

How to use Value discount?

Step1) Create a transaction

The screenshot shows the GreatPOS software interface. At the top, it displays 'GreatPOS User: user' and 'Registered to: BMWARE'. The main window shows a transaction with the following details:

- O.R. No.: 10004091
- Trans. No.: 10001199
- User: user
- On Shift: 2
- Date: 2020-07-20

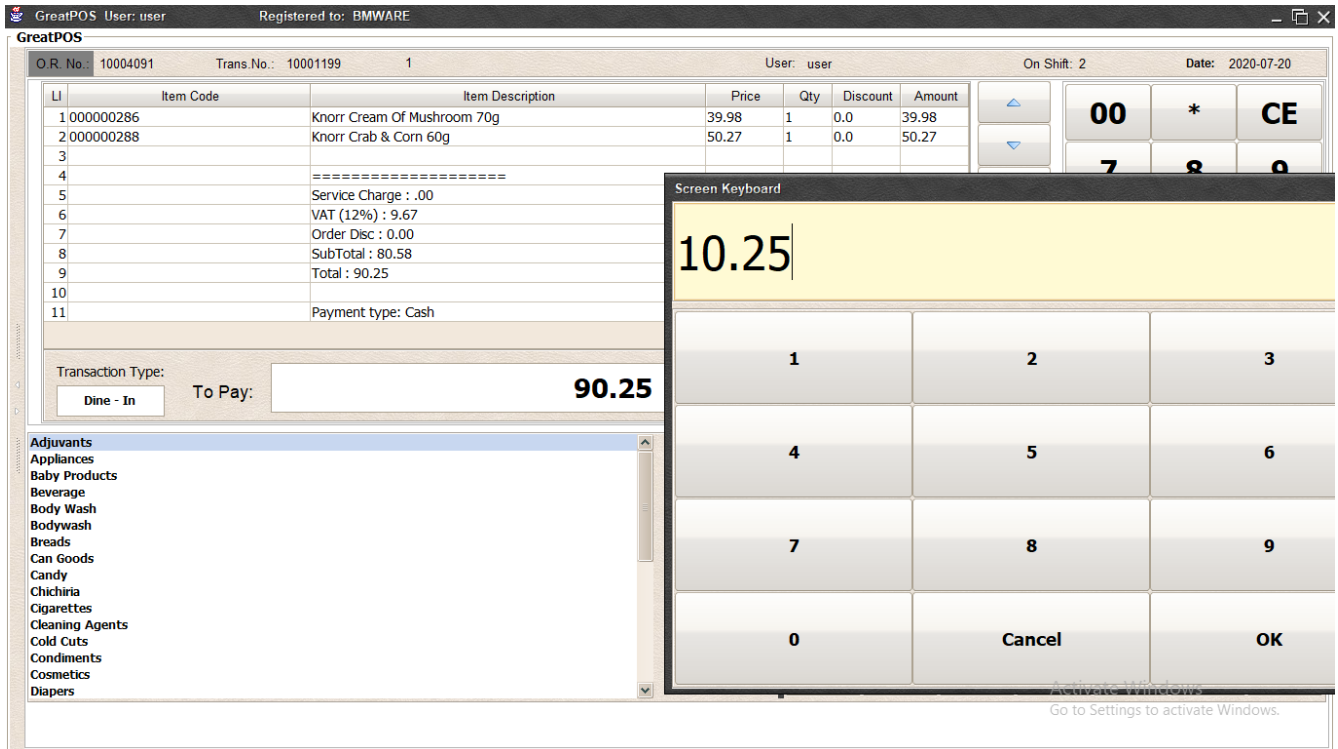
The transaction list includes:

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----|-----------|-----------------------------|-------|-----|----------|--------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | | | | | | |
| 4 | | ===== | | | | |
| 5 | | Service Charge : .00 | | | | |
| 6 | | VAT (12%) : 9.67 | | | | |
| 7 | | Order Disc : 0.00 | | | | |
| 8 | | SubTotal : 80.58 | | | | |
| 9 | | Total : 90.25 | | | | |
| 10 | | | | | | |
| 11 | | Payment type: Cash | | | | |

The 'To Pay' amount is 90.25. The transaction type is 'Dine - In'. A function key grid is visible on the right side of the screen, which is a smaller version of the one shown in the first image. The 'FNC KEY' button is highlighted in the grid.

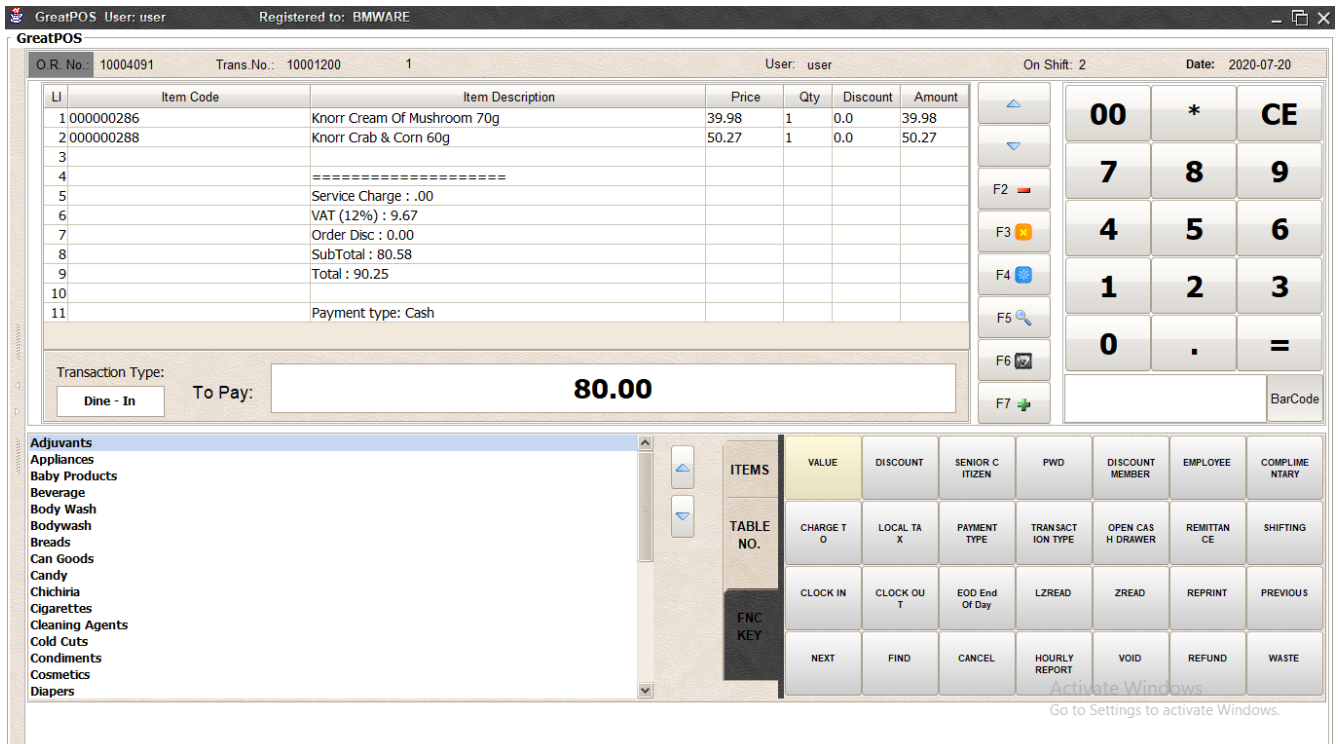
Step2) Click FNC KEY button

Step3) Click Value button



Step4) Enter the Value Discount

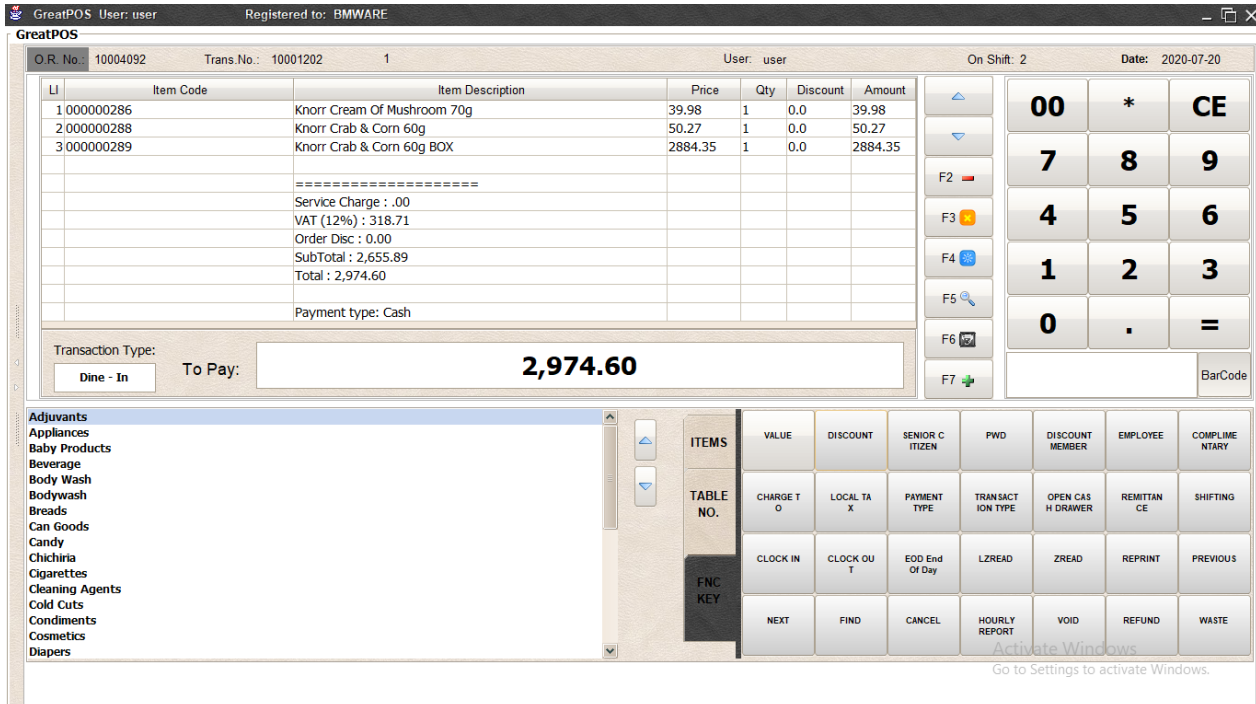
Step5) Press OK button



Percent Discount

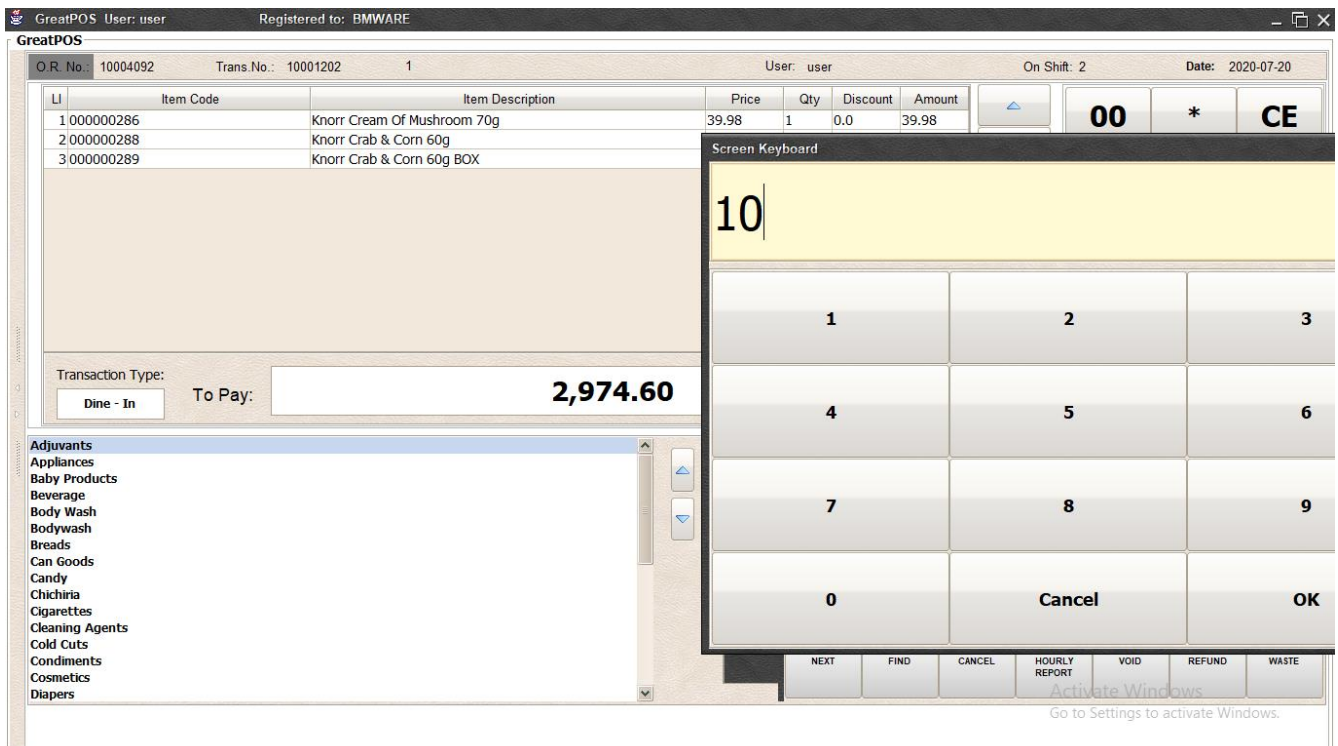
How to use percent discount?

Step1) Create transaction



Step2) Click Discount button

Step3) Enter Percent of Discount



O.R. No.: 10004092 Trans. No.: 10001203 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----------------------|-----------|-----------------------------|---------|-----|----------|---------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000289 | Knorr Crab & Corn 60g BOX | 2884.35 | 1 | 0.0 | 2884.35 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 318.71 | | | | | | |
| Order Disc : 297.46 | | | | | | |
| SubTotal : 2,655.89 | | | | | | |
| Total : 2,677.14 | | | | | | |
| Payment type: Cash | | | | | | |

| | | |
|----|---|---------|
| 00 | * | CE |
| 7 | 8 | 9 |
| 4 | 5 | 6 |
| 1 | 2 | 3 |
| 0 | . | = |
| | | BarCode |

Transaction Type: To Pay: **2,677.14**

- Adjuvants
- Appliances
- Baby Products
- Beverage
- Body Wash
- Breads
- Can Goods
- Candy
- Chichiria
- Cigarettes
- Cleaning Agents
- Cold Cuts
- Condiments
- Cosmetics
- Diapers

| ITEMS | VALUE | DISCOUNT | SENIOR C ITIZEN | PWD | DISCOUNT MEMBER | EMPLOYEE | COMPLIMENTARY |
|-----------|------------|------------|-----------------|------------------|------------------|------------|---------------|
| TABLE NO. | CHARGE T O | LOCAL TA X | PAYMENT TYPE | TRANSACTION TYPE | OPEN CASH DRAWER | REMITTANCE | SHIFTING |
| FNC KEY | CLOCK IN | CLOCK OUT | EOD End Of Day | LZREAD | ZREAD | REPRINT | PREVIOUS |
| | NEXT | FIND | CANCEL | HOURLY REPORT | VOID | REFUND | WASTE |

Activate Windows
Go to Settings to activate Windows.

Senior Citizen Discount

How to use senior citizen discount?

Step1) Create transaction

GreatPOS User: user Registered to: BMWARE

O.R. No.: 1000493 Trans. No.: 10001204 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----------------------|-----------|-----------------------------|---------|-----|----------|---------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000289 | Knorr Crab & Corn 60g BOX | 2884.35 | 1 | 0.0 | 2884.35 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 318.71 | | | | | | |
| Order Disc : 0.00 | | | | | | |
| SubTotal : 2,655.89 | | | | | | |
| Total : 2,974.60 | | | | | | |
| Payment type: Cash | | | | | | |

Transaction Type: **Dine - In** To Pay: **2,974.60**

Adjuncts: Appliances, Baby Products, Beverage, Body Wash, Breads, Can Goods, Candy, Chichiria, Cigarettes, Cleaning Agents, Cold Cuts, Condiments, Cosmetics, Diapers

ITEMS: VALUE, DISCOUNT, SENIOR CITIZEN, PWD, DISCOUNT MEMBER, EMPLOYEE, COMPLIMENTARY

TABLE NO.: CHARGE T O, LOCAL TA X, PAYMENT TYPE, TRANSACTION TYPE, OPEN CAS H DRAWER, REMITTANCE, SHIFTING

FNC KEY: CLOCK IN, CLOCK OU T, EOD End Of Day, LZREAD, ZREAD, REPRINT, PREVIOUS, NEXT, FIND, CANCEL, HOURLY REPORT, VOID, REFUND, WASTE

Step2) Select the Largest amount of the item

GreatPOS User: user Registered to: BMWARE

O.R. No.: 10004109 Trans. No.: 10001283 1 User: user On Shift: 1 Date: 2020-07-27

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----------------------|-----------|-----------------------------|---------|-----|----------|---------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000289 | Knorr Crab & Corn 60g BOX | 2884.35 | 1 | 0.0 | 2884.35 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 318.71 | | | | | | |
| Order Disc : 0.00 | | | | | | |
| SubTotal : 2,655.89 | | | | | | |
| Total : 2,974.60 | | | | | | |
| Payment type: Cash | | | | | | |

Transaction Type: **Dine - In** To Pay: **2,974.60**

Adjuncts: Appliances, Baby Products, Beverage, Body Wash, Breads, Can Goods, Candy, Chichiria, Cigarettes, Cleaning Agents, Cold Cuts, Condiments, Cosmetics, Diapers

ITEMS: Knorr Cr eam Of M ushroom 70g, Knorr Cr ab & Cor n 60g, Knorr Cr ab & Cor n 60g BOX, Knorr Cr ab & Cor n 40g, Knorr Cr ab & Cor n 40g BOX, Knorr Sa mpalok O riginal 40g BOX, Knorr Sa mpalok O riginal 40g BOX

TABLE NO.: Alsa Gul aman Gre en 90g, Alsa Gul aman Cle ar 90g, Ram Rais ins 30g, Ram Rais ins 30g BOX, Taal 314 g ***, Taal 314 g *** BO X, Select 5 oy 350ml x24 *** BOX, Select 5 oy 11x1 2 ***, Select 5 oy 11x1 2 *** BOX, Baguio O il 1l, Baguio O il 1l BO X, Maya Ori g.hotcak e Mix 200gx48, Maya Ori g.hotcak e Mix 200gx48

FNC KEY: Maya Ori g.hotcak e Mix 500gx24, Maya Ori g.hotcak e Mix 500gx24 cSE, Sevilla Raisin 1 00g, Dm Fruit -cocktai 1850gx24 *** BOX, Dm Fruit -cocktai 1850gx24 *** BOX, Dm Slice d 836gx2 4, Dm Slice d 836gx2 4 BOX

Step3) Click the Senior Citizen Button

GreatPOS User: user Registered to: BMWARE

GreatPOS

O.R. No.: 10004093 Trans. No.: 10001205 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|--------------------------|-----------|-----------------------------|---------|-----|----------|---------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000289 | Knorr Crab & Corn 60g BOX | 2884.35 | 1 | 824.1 | 2060.25 |
| Payment type: Cash | | | | | | |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| Less VAT (12%) : 309.04 | | | | | | |
| 20% SENIOR Disc : 515.06 | | | | | | |
| SubTotal : 2,150.50 | | | | | | |

Transaction Type: To Pay: **2,150.50**

Transaction Summary:

| VALUE | DISCOUNT | SENIOR CITIZEN | PWD | DISCOUNT MEMBER | EMPLOYEE | COMPLIMENTARY |
|-----------|-----------|----------------|------------------|------------------|------------|---------------|
| CHARGE TO | LOCAL TAX | PAYMENT TYPE | TRANSACTION TYPE | OPEN CASH DRAWER | REMITTANCE | SHIFTING |
| CLOCK IN | CLOCK OUT | EOD End Of Day | LZREAD | ZREAD | REPRINT | PREVIOUS |
| NEXT | FIND | CANCEL | HOURLY REPORT | VOID | REFUND | WASTE |

Adjuvants
 Appliances
 Baby Products
 Beverage
 Body Wash
 Bodywash
 Breads
 Can Goods
 Candy
 Chichiria
 Cigarettes
 Cleaning Agents
 Cold Cuts
 Condiments
 Cosmetics
 Diapers

ITEMS
 TABLE NO.
 FNC KEY

00 * CE
 7 8 9
 4 5 6
 1 2 3
 0 . =
 BarCode

Activate Windows
 Go to Settings to activate Windows.

PWD Discount

How to use PWD Discount?

Step1) Create transaction

The screenshot shows the GreatPOS interface for a transaction. The top bar displays 'GreatPOS User: user Registered to: BMWARE'. The transaction details include O.R. No.: 1000494, Trans. No.: 10001206, User: user, On Shift: 2, and Date: 2020-07-20. The main table lists items with columns for LI, Item Code, Item Description, Price, Qty, Discount, and Amount. The items are: 1.000000302 (Alsa Gulaman Green 90g, 49.46, 1, 0.0, 49.46), 2.000000303 (Alsa Gulaman Clear 90g, 49.46, 1, 0.0, 49.46), 3.000000304 (Ram Raisins 30g, 14.13, 1, 0.0, 14.13), and 4.000000305 (Ram Raisins 30g BOX, 79.32, 1, 0.0, 79.32). Below the table, there are fields for 'Service Charge : .00', 'Less VAT (12%) : 0.00', 'PWD Disc : .00', and 'SubTotal : 192.37'. The 'Payment type: Cash' is selected. The 'Transaction Type: Dine - In' and 'To Pay: 192.37' are shown. A numeric keypad is on the right, and a 'BarCode' field is at the bottom right. A 'FNC KEY' panel is visible at the bottom, containing various function keys like VALUE, DISCOUNT, SENIOR CITIZEN, PWD, DISCOUNT MEMBER, EMPLOYEE, COMPLIMENTARY, CHARGE TYPE, LOCAL TAX, PAYMENT TYPE, TRANSACTION TYPE, OPEN CASH DRAWER, REMITTANCE, SHIFTING, CLOCK IN, CLOCK OUT, EOD End Of Day, LZREAD, ZREAD, REPRINT, PREVIOUS, NEXT, FIND, CANCEL, HOURLY REPORT, VOID, REFUND, and WASTE.

Step2) Select the Largest amount of the item

The screenshot shows the GreatPOS interface for a transaction. The top bar displays 'GreatPOS User: user Registered to: BMWARE'. The transaction details include O.R. No.: 10004109, Trans. No.: 10001285, User: user, On Shift: 1, and Date: 2020-07-28. The main table lists items with columns for LI, Item Code, Item Description, Price, Qty, Discount, and Amount. The items are: 1.000000302 (Alsa Gulaman Green 90g, 49.46, 1, 0.0, 49.46), 2.000000303 (Alsa Gulaman Clear 90g, 49.46, 1, 0.0, 49.46), 3.000000304 (Ram Raisins 30g, 14.13, 1, 0.0, 14.13), and 4.000000305 (Ram Raisins 30g BOX, 79.32, 1, 0.0, 79.32). The item 4.000000305 is highlighted in blue. Below the table, there are fields for 'Service Charge : .00', 'VAT (12%) : 20.61', 'Order Disc : 0.00', and 'SubTotal : 171.76'. The 'Total : 192.37' is shown. The 'Transaction Type: Dine - In' and 'To Pay: 192.37' are shown. A numeric keypad is on the right, and a 'BarCode' field is at the bottom right. A 'FNC KEY' panel is visible at the bottom, containing various function keys like VALUE, DISCOUNT, SENIOR CITIZEN, PWD, DISCOUNT MEMBER, EMPLOYEE, COMPLIMENTARY, CHARGE TYPE, PAYMENT TYPE, TRANSACTION TYPE, OPEN CASH DRAWER, REMITTANCE, SHIFTING, CLOCK IN, CLOCK OUT, EOD End Of Day, LZREAD, ZREAD, REPRINT, PREVIOUS, NEXT, FIND, CANCEL, VOID, WASTE, REFUND, and WASTE.

Step3) Click the PWD Discount Button

GreatPOS User: user Registered to: BMWARE

O.R. No.: 10004094 Trans. No.: 10001207 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|-------------------------------|-----------|------------------------|-------|-----|----------|--------|
| 1 | 000000302 | Alsa Gulaman Green 90g | 49.46 | 1 | 0.0 | 49.46 |
| 2 | 000000303 | Alsa Gulaman Clear 90g | 49.46 | 1 | 0.0 | 49.46 |
| 3 | 000000304 | Ram Raisins 30g | 14.13 | 1 | 0.0 | 14.13 |
| 4 | 000000305 | Ram Raisins 30g BOX | 79.32 | 1 | 22.66 | 56.66 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| Less VAT (12%) : 8.50 | | | | | | |
| PWD Disc : 14.16 | | | | | | |
| SubTotal : 169.70999999999998 | | | | | | |
| Payment type: Cash | | | | | | |

Transaction Type: To Pay: **169.70999999999998**

BarCode

ADJUVANTS
 Appliances
 Baby Products
 Beverage
 Body Wash
 Bodywash
 Breads
 Can Goods
 Candy
 Chichiria
 Cigarettes
 Cleaning Agents
 Cold Cuts
 Condiments
 Cosmetics
 Diapers

ITEMS
 TABLE NO.
 FNC KEY

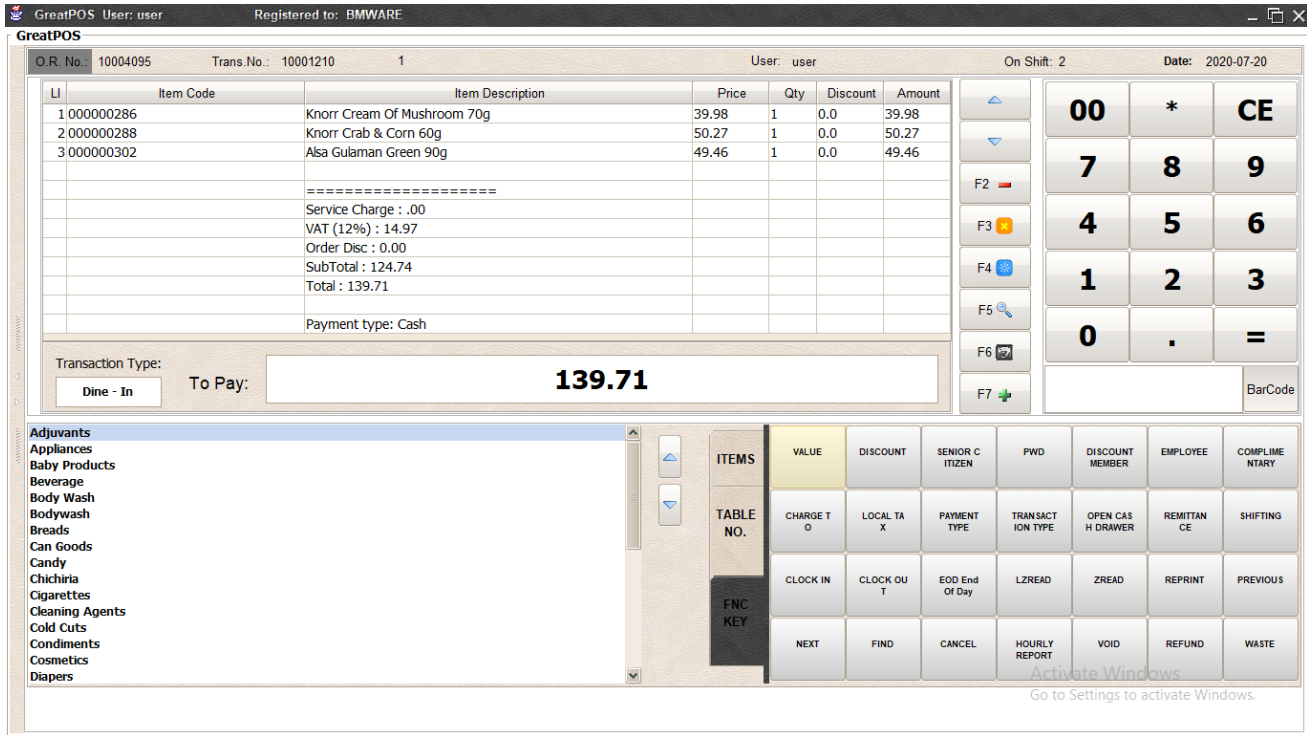
| VALUE | DISCOUNT | SENIOR CITIZEN | PWD | DISCOUNT MEMBER | EMPLOYEE | COMPLIMENTARY |
|-----------|-----------|----------------|------------------|------------------|------------|---------------|
| CHARGE TO | LOCAL TAX | PAYMENT TYPE | TRANSACTION TYPE | OPEN CASH DRAWER | REMITTANCE | SHIFTING |
| CLOCK IN | CLOCK OUT | EOD End Of Day | LZREAD | ZREAD | REPRINT | PREVIOUS |
| NEXT | FIND | CANCEL | HOURLY REPORT | VOID | REFUND | WASTE |

Activate Windows
Go to Settings to activate Windows.

Discount Member

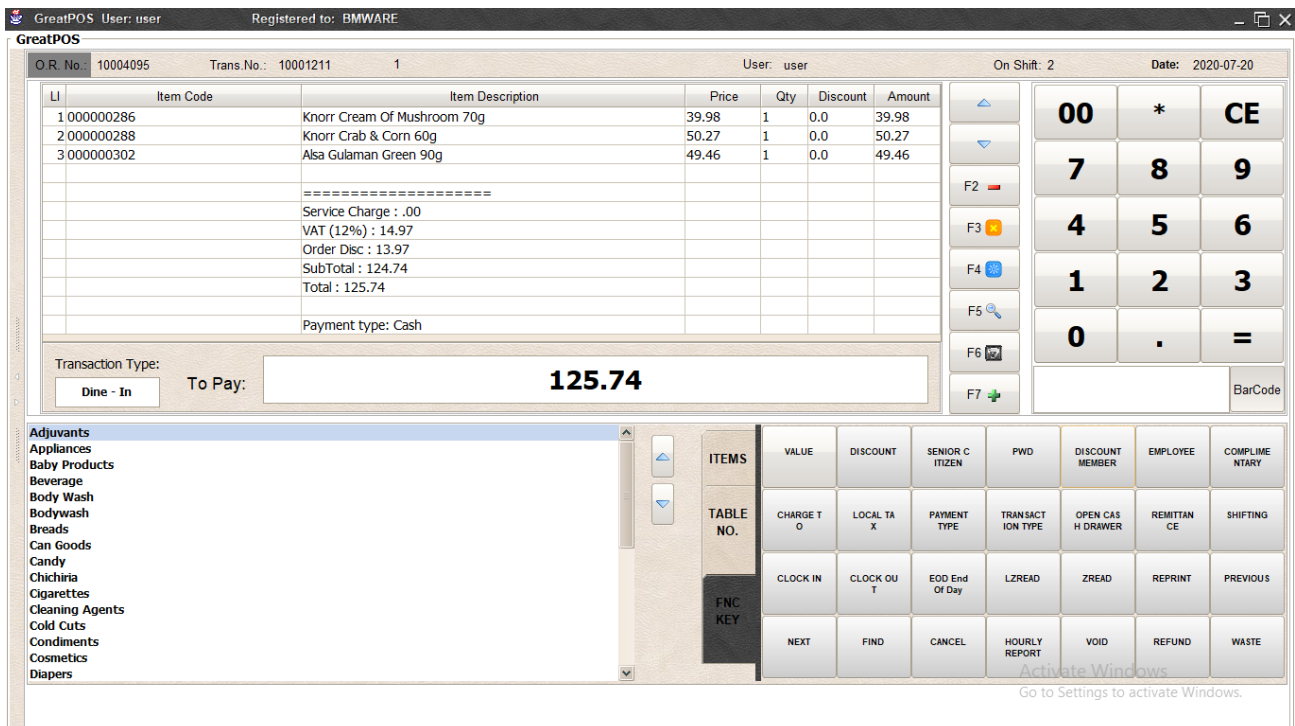
How to use Discount Member?

Step1) Create Transaction



Note: This Discount Can be use by item or the whole transaction

Step2) Click Discount Member



Employee Discount

How to use Employee Discount?

Step1) Create Transaction

GreatPOS User: user Registered to: BMWARE

O.R. No.: 10004112 Trans. No.: 10001295 1 User: user On Shift: 1 Date: 2020-07-28

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----------------------|-----------|-----------------------------|-------|-----|----------|--------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000302 | Alsa Gulaman Green 90g | 49.46 | 1 | 0.0 | 49.46 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 14.97 | | | | | | |
| Order Disc : 0.00 | | | | | | |
| SubTotal : 124.74 | | | | | | |
| Total : 139.71 | | | | | | |
| Payment type: Cash | | | | | | |

Transaction Type: To Pay: **139.71**

Adjuncts: Appliances, Baby Products, Beverage, Body Wash, Bodywash, Breads, Can Goods, Candy, Chichiria, Cigarettes, Cleaning Agents, Cold Cuts, Condiments, Cosmetics, Diapers

ITEMS: Knorr Cream Of Mushroom 70g, Knorr Crab & Corn 60g, Alsa Gulaman Green 90g, Select 3 oy 350ml x24 *** BOX, Maya Ori g.hotcak e Mix 500gx24

TABLE NO. FNC KEY

00 * CE
7 8 9
4 5 6
1 2 3
0 . =

Go to Settings to activate Windows.

Step2) Select Item to Discount

GreatPOS User: user Registered to: BMWARE

O.R. No.: 10004095 Trans. No.: 10001212 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----------------------|-----------|-----------------------------|-------|-----|----------|--------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000302 | Alsa Gulaman Green 90g | 49.46 | 1 | 0.0 | 49.46 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 14.97 | | | | | | |
| Order Disc : 0.00 | | | | | | |
| SubTotal : 124.74 | | | | | | |
| Total : 139.71 | | | | | | |
| Payment type: Cash | | | | | | |

Transaction Type: To Pay: **139.71**

Adjuncts: Appliances, Baby Products, Beverage, Body Wash, Bodywash, Breads, Can Goods, Candy, Chichiria, Cigarettes, Cleaning Agents, Cold Cuts, Condiments, Cosmetics, Diapers

ITEMS: VALUE, DISCOUNT, SENIOR CITIZEN, PWD, DISCOUNT MEMBER, EMPLOYEE, COMPLIMENTARY

TABLE NO. FNC KEY

00 * CE
7 8 9
4 5 6
1 2 3
0 . =

Go to Settings to activate Windows.

Step3) Click Employee Discount Button

GreatPOS User: user Registered to: BMWARE

GreatPOS

O.R. No.: 10004095 Trans. No.: 10001213 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|-----------------------|-----------|-----------------------------|-------|-----|----------|--------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 10.05 | 40.22 |
| 3 | 000000302 | Alsa Gulaman Green 90g | 49.46 | 1 | 0.0 | 49.46 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| Less VAT (12%) : 0.00 | | | | | | |
| Employee Disc : 0.00 | | | | | | |
| SubTotal : 129.66 | | | | | | |
| Payment type: Cash | | | | | | |

Transaction Type: To Pay: **129.66**

BarCode

Adjuvants
Appliances
Baby Products
Beverage
Body Wash
Bodywash
Breads
Can Goods
Candy
Chichiria
Cigarettes
Cleaning Agents
Cold Cuts
Condiments
Cosmetics
Diapers

ITEMS

TABLE NO.

FNC KEY

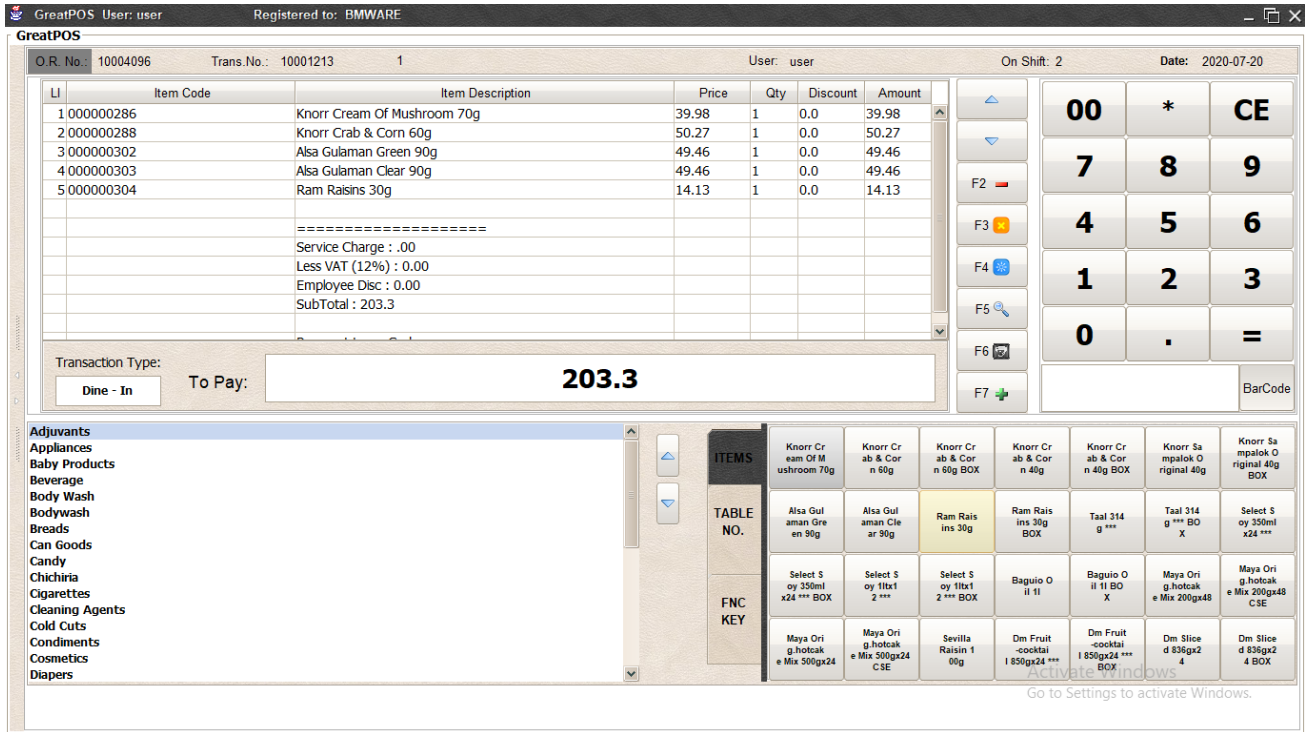
| VALUE | DISCOUNT | SENIOR CITIZEN | PWD | DISCOUNT MEMBER | EMPLOYEE | COMPLIMENTARY |
|-----------|-----------|----------------|------------------|------------------|------------|---------------|
| CHARGE TO | LOCAL TAX | PAYMENT TYPE | TRANSACTION TYPE | OPEN CASH DRAWER | REMITTANCE | SHIFTING |
| CLOCK IN | CLOCK OUT | EOD End Of Day | LZREAD | ZREAD | REPRINT | PREVIOUS |
| NEXT | FIND | CANCEL | HOURLY REPORT | VOID | REFUND | WASTE |

Activate Windows
Go to Settings to activate Windows.

Complimentary Discount

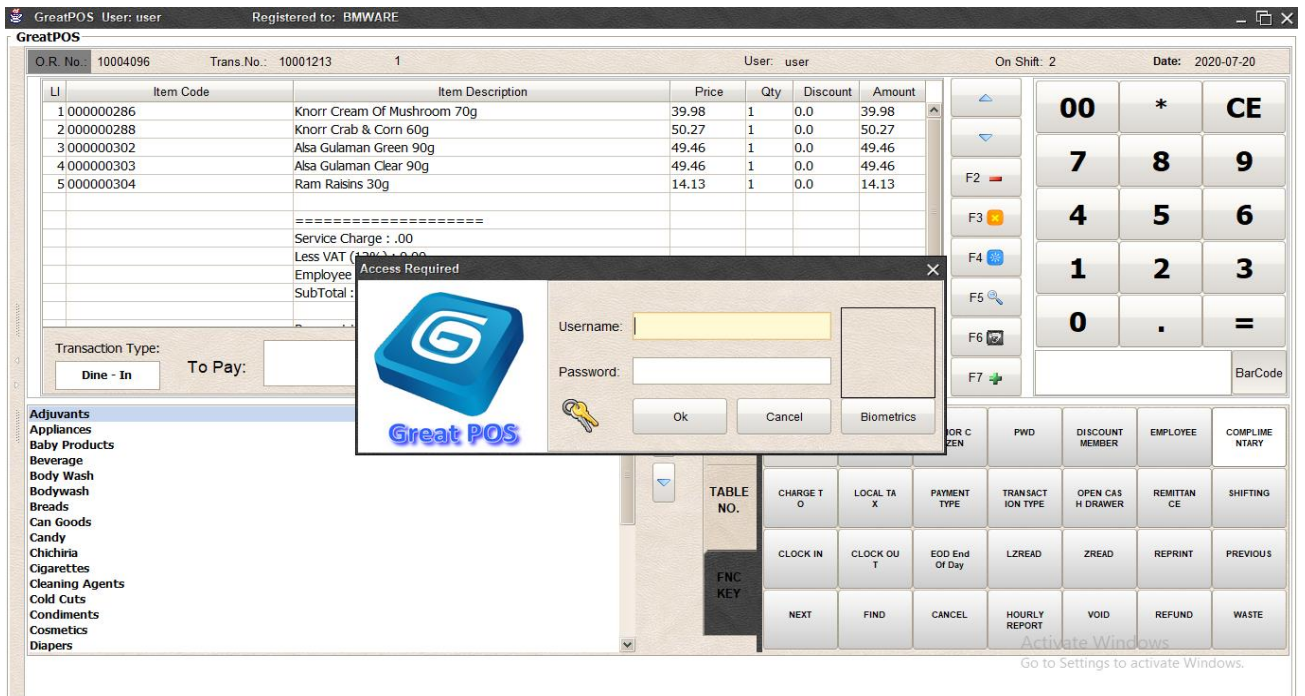
How use complimentary discount?

Step1) Create Transaction



Step2) Click Complimentary button

Step3) Enter Administration account



Step4) Click Yes

GreatPOS User: user Registered to: BMWARE

O.R. No.: 10004096 Trans.No.: 10001213 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|-----------------------|-----------|-----------------------------|-------|-----|----------|--------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000302 | Alsa Gulaman Green 90g | 49.46 | 1 | 0.0 | 49.46 |
| 4 | 000000303 | Alsa Gulaman Clear 90g | 49.46 | 1 | 0.0 | 49.46 |
| 5 | 000000304 | Ram Raisins 30g | 14.13 | 1 | 0.0 | 14.13 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| Less VAT (12%) : 0.00 | | | | | | |
| Employee Disc : 0.00 | | | | | | |
| SubTotal : 203.3 | | | | | | |

Transaction Type: **Dine - In** To Pay:

Confirmation

Are you Sure to use Complimentary

Yes No Cancel

Adjvants: Appliances, Baby Products, Beverage, Body Wash, Bodywash, Breads, Can Goods, Candy, Chichiria, Cigarettes, Cleaning Agents, Cold Cuts, Condiments, Cosmetics, Diapers

| ITEMS | VALUE | DISCOUNT | SENIOR CITIZEN | PWD | DISCOUNT MEMBER | EMPLOYEE | COMPLIMENTARY |
|-----------|------------|------------|----------------|------------------|-------------------|------------|---------------|
| TABLE NO. | CHARGE T O | LOCAL TA X | PAYMENT TYPE | TRANSACTION TYPE | OPEN CAS H DRAWER | REMITTANCE | SHIFTING |
| FNC KEY | CLOCK IN | CLOCK OUT | EOD End Of Day | LZREAD | ZREAD | REPRINT | PREVIOUS |
| | NEXT | FIND | CANCEL | HOURLY REPORT | VOID | REFUND | WASTE |

00 * CE
7 8 9
4 5 6
1 2 3
0 . =

Go to Settings to activate Windows.

GreatPOS User: user Registered to: BMWARE

O.R. No.: 10004096 Trans.No.: 10001214 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----|-----------|-----------------------------|-------|-----|----------|--------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 0.00 | 1 | 0.0 | 0.00 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 0.00 | 1 | 0.0 | 0.00 |
| 3 | 000000302 | Alsa Gulaman Green 90g | 0.00 | 1 | 0.0 | 0.00 |
| 4 | 000000303 | Alsa Gulaman Clear 90g | 0.00 | 1 | 0.0 | 0.00 |
| 5 | 000000304 | Ram Raisins 30g | 0.00 | 1 | 0.0 | 0.00 |

Transaction Type: **Dine - In** To Pay:

Adjvants: Appliances, Baby Products, Beverage, Body Wash, Bodywash, Breads, Can Goods, Candy, Chichiria, Cigarettes, Cleaning Agents, Cold Cuts, Condiments, Cosmetics, Diapers

| ITEMS | VALUE | DISCOUNT | SENIOR CITIZEN | PWD | DISCOUNT MEMBER | EMPLOYEE | COMPLIMENTARY |
|-----------|------------|------------|----------------|------------------|-------------------|------------|---------------|
| TABLE NO. | CHARGE T O | LOCAL TA X | PAYMENT TYPE | TRANSACTION TYPE | OPEN CAS H DRAWER | REMITTANCE | SHIFTING |
| FNC KEY | CLOCK IN | CLOCK OUT | EOD End Of Day | LZREAD | ZREAD | REPRINT | PREVIOUS |
| | NEXT | FIND | CANCEL | HOURLY REPORT | VOID | REFUND | WASTE |

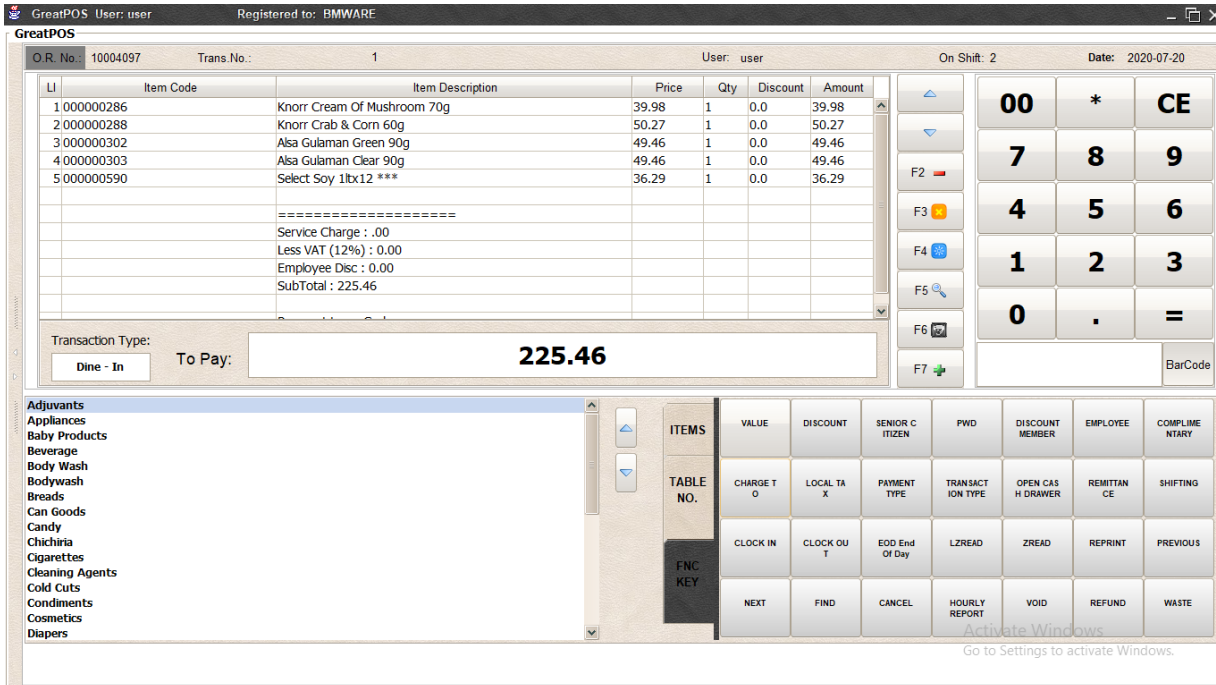
00 * CE
7 8 9
4 5 6
1 2 3
0 . =

Go to Settings to activate Windows.

Charge To

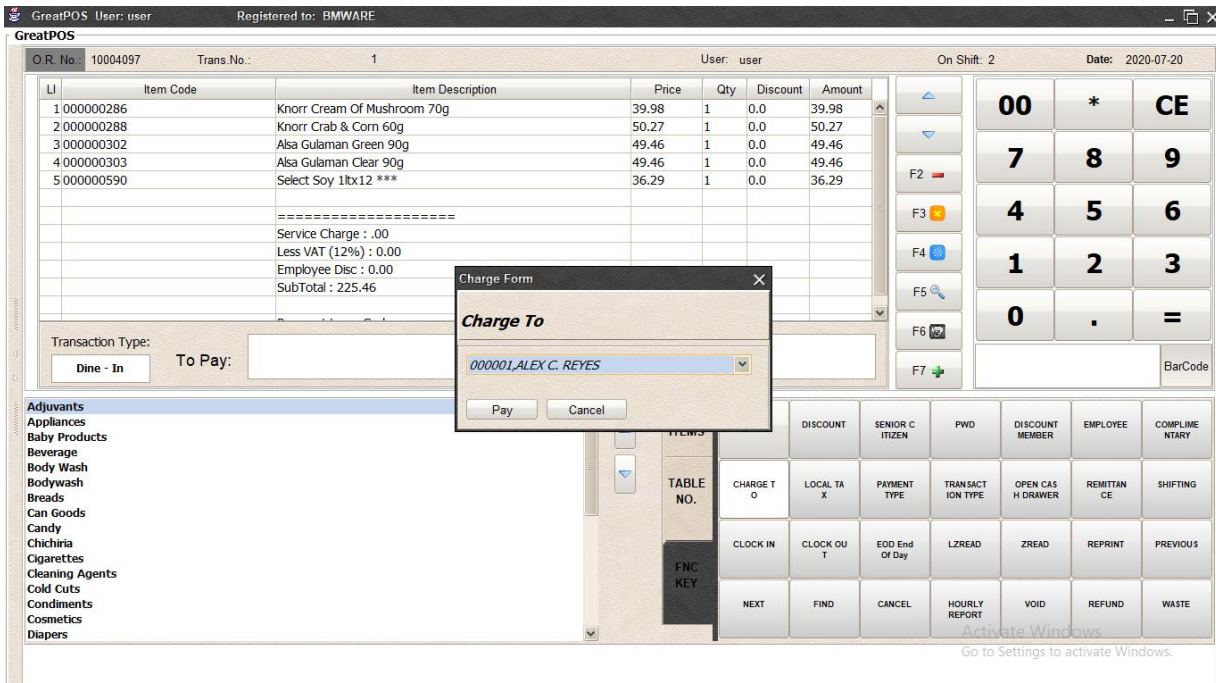
How to use charge to?

Step1) Create transaction

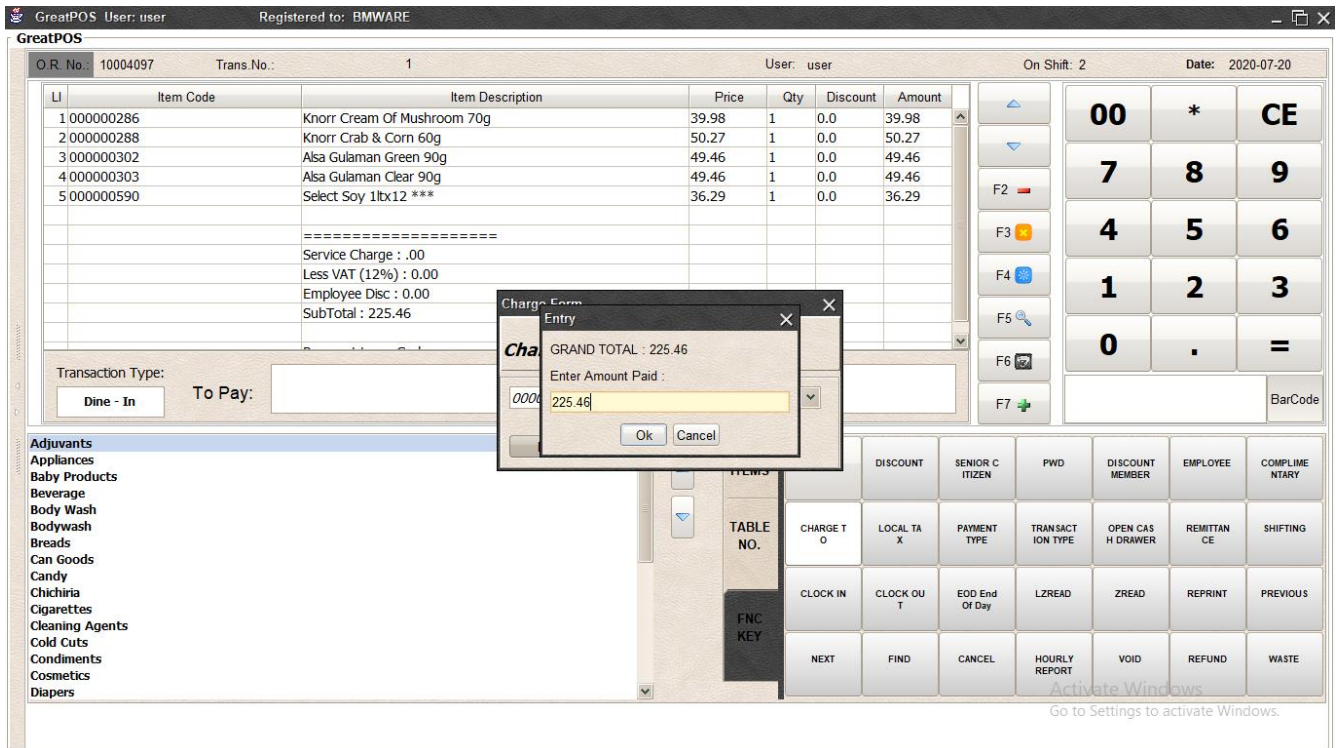


Step2) Click Charge to button

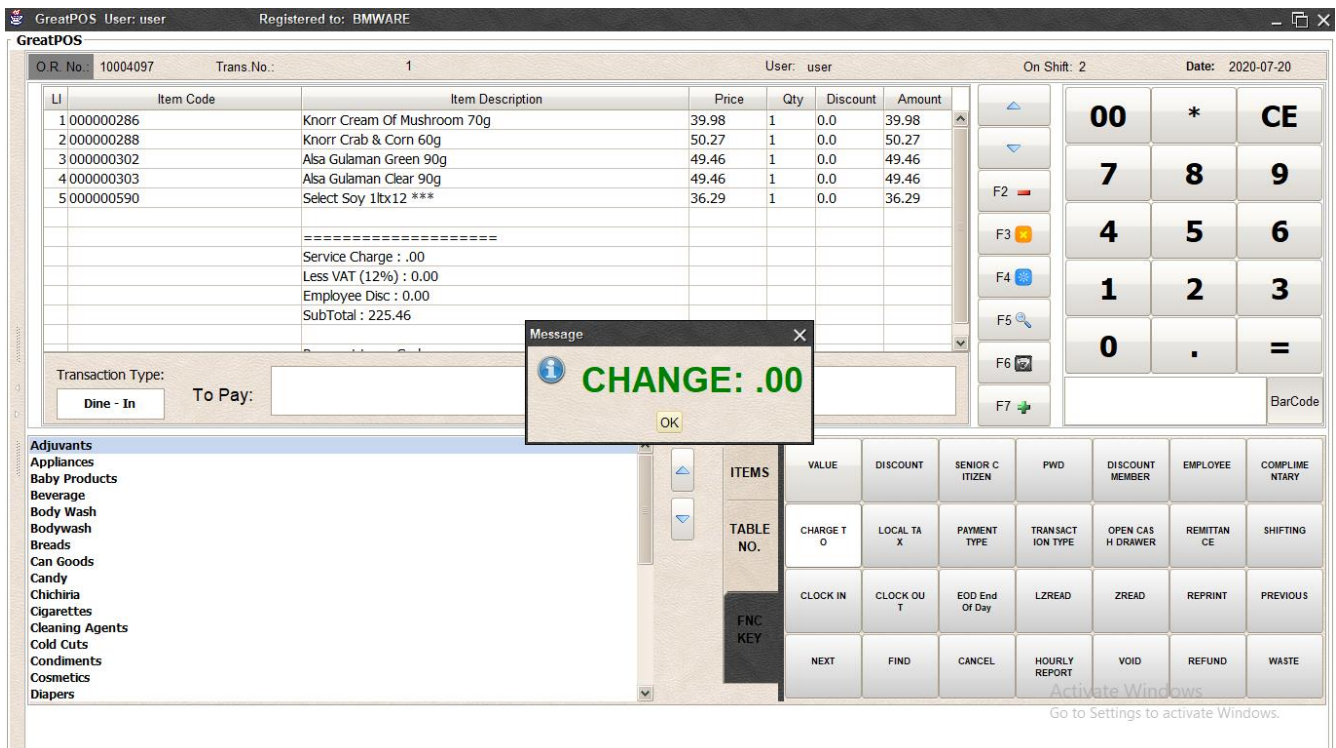
Step3) Select Users to Charge the transaction



Step4) Click Pay button and Enter Amount



Step5) Click Ok Button

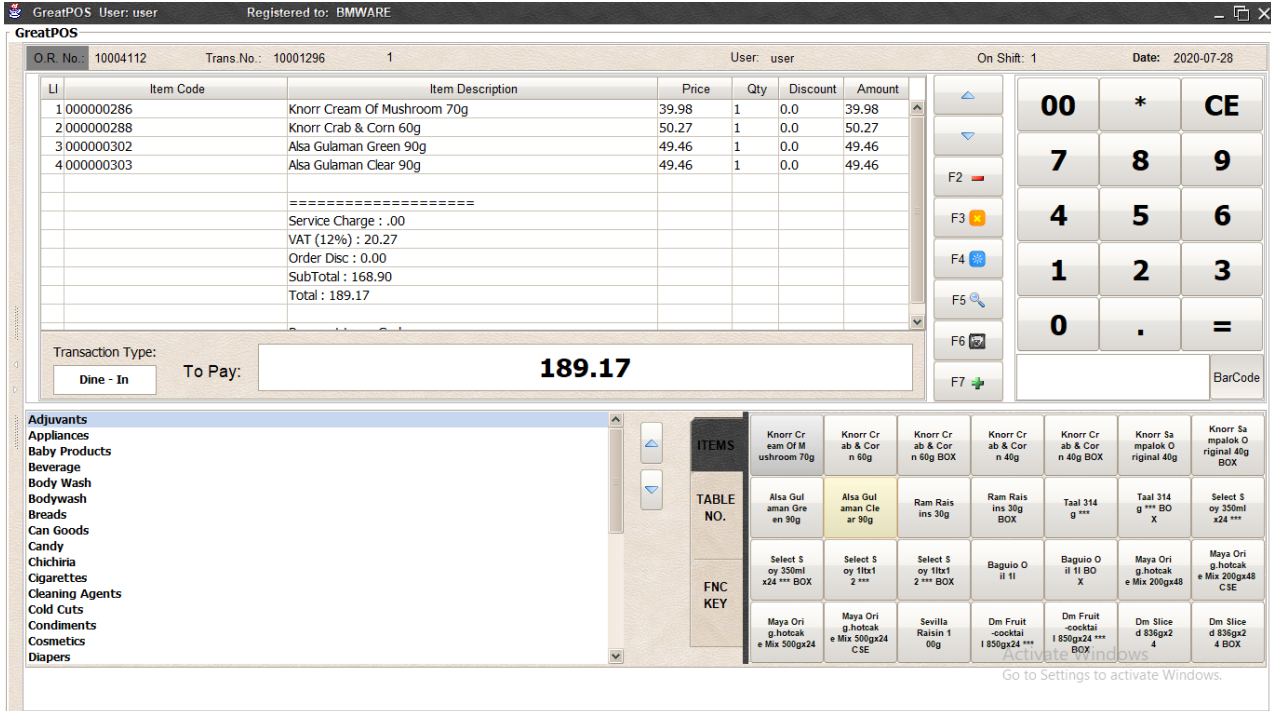


Payment Type

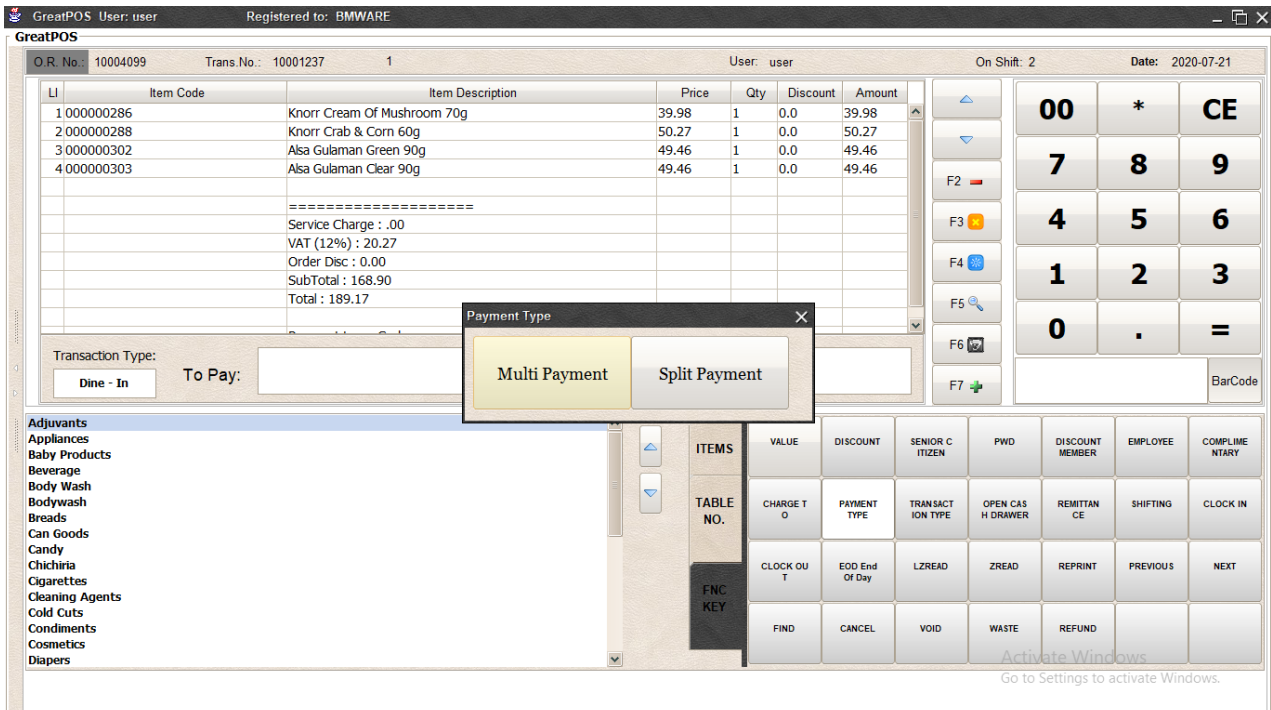
Multi Payment

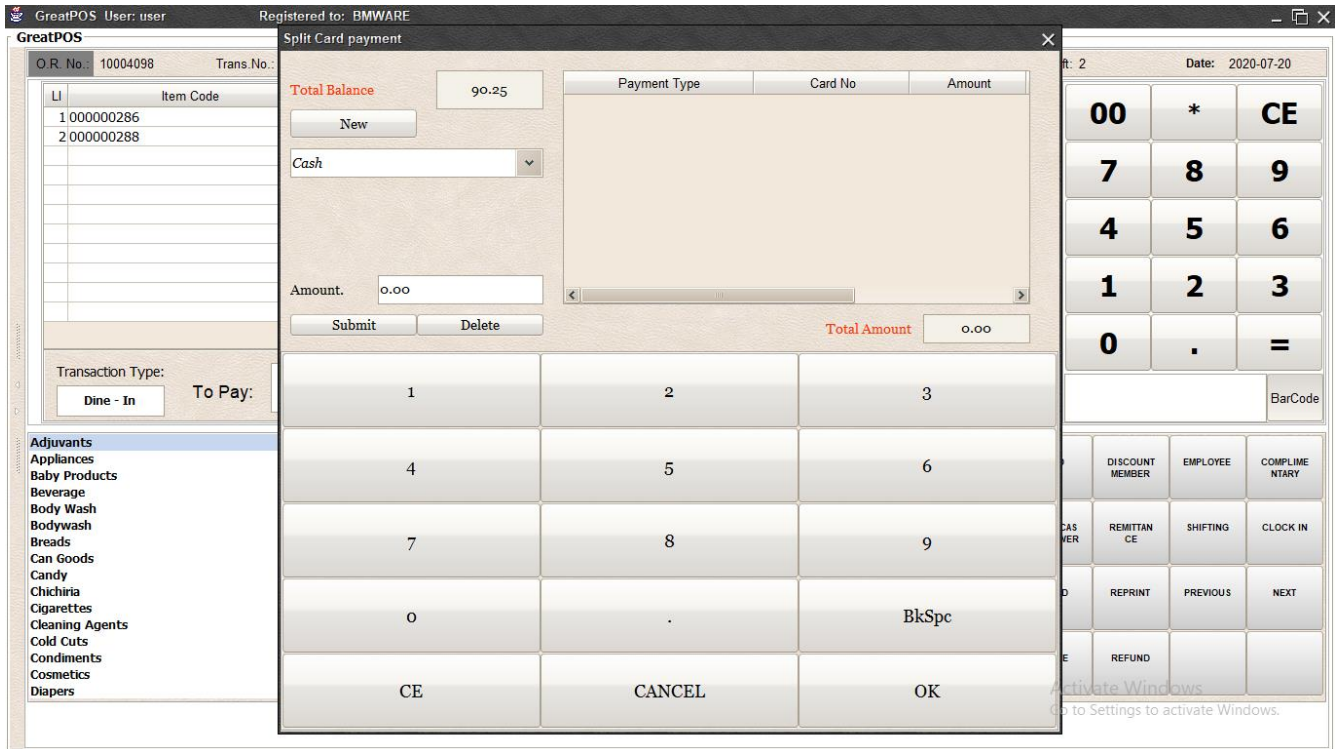
How to use multi payment?

Step1) Create Transaction



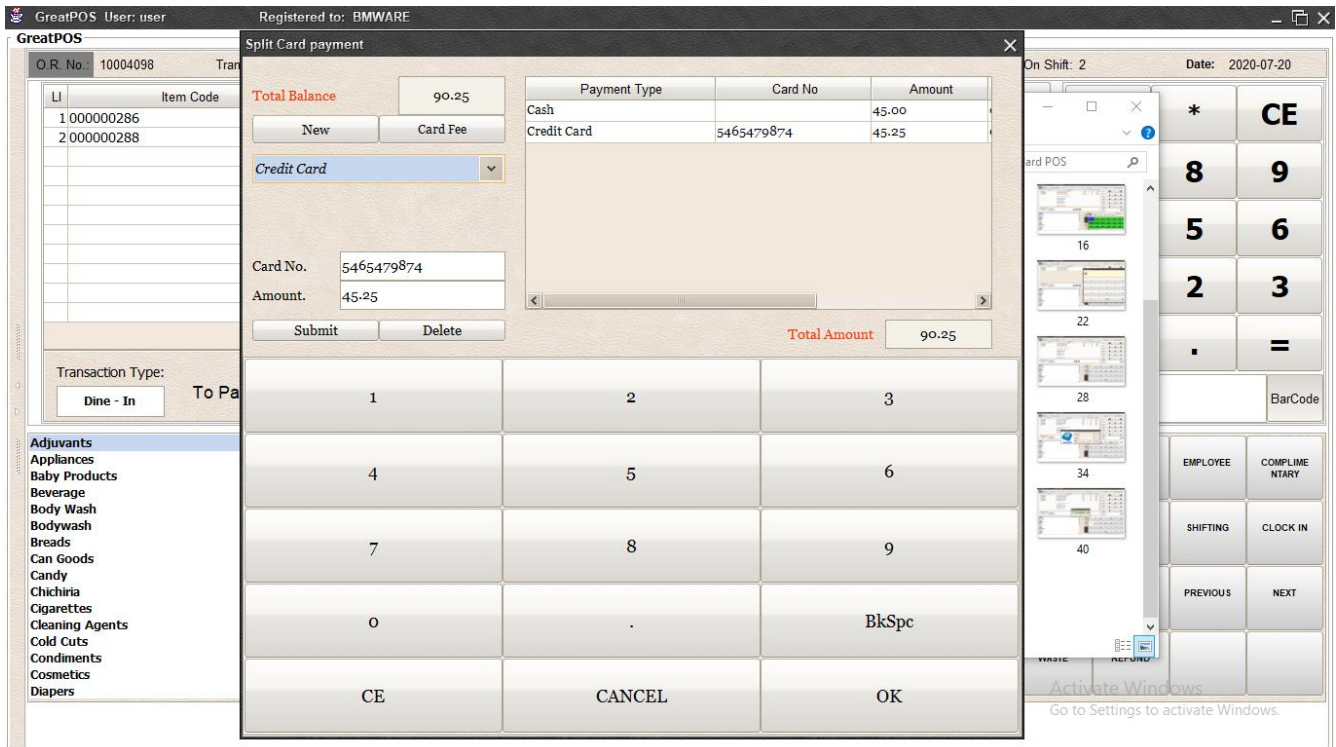
Step2) Click PAYMENT TYPE button and choose Multi Payment





Step3) Click New Button and Select Payment Type. Ex. Cash/Credit card

Step4) Enter Amount and Click Submit



Step5) Click Ok Button

GreatPOS User: user Registered to: BMWARE

GreatPOS

O.R. No.: 10004098 Trans. No.: 10001222 1 User: user On Shift: 2 Date: 2020-07-20

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|--------------------------------|-----------|-----------------------------|-------|-----|----------|--------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 9.67 | | | | | | |
| Order Disc : 0.00 | | | | | | |
| SubTotal : 80.58 | | | | | | |
| Total : 90.25 | | | | | | |
| Payment type: Cash,Credit Card | | | | | | |

Transaction Type: To Pay:

Message

CHANGE: .00

OK

00 * CE

7 8 9

F2

4 5 6

F3

1 2 3

F4

0 . =

F5

90.25 BarCode

F6

F7

Adjuvants
Appliances
Baby Products
Beverage
Body Wash
Bodywash
Breads
Can Goods
Candy
Chichiria
Cigarettes
Cleaning Agents
Cold Cuts
Condiments
Cosmetics
Diapers

ITEMS

TABLE NO.

FNC KEY

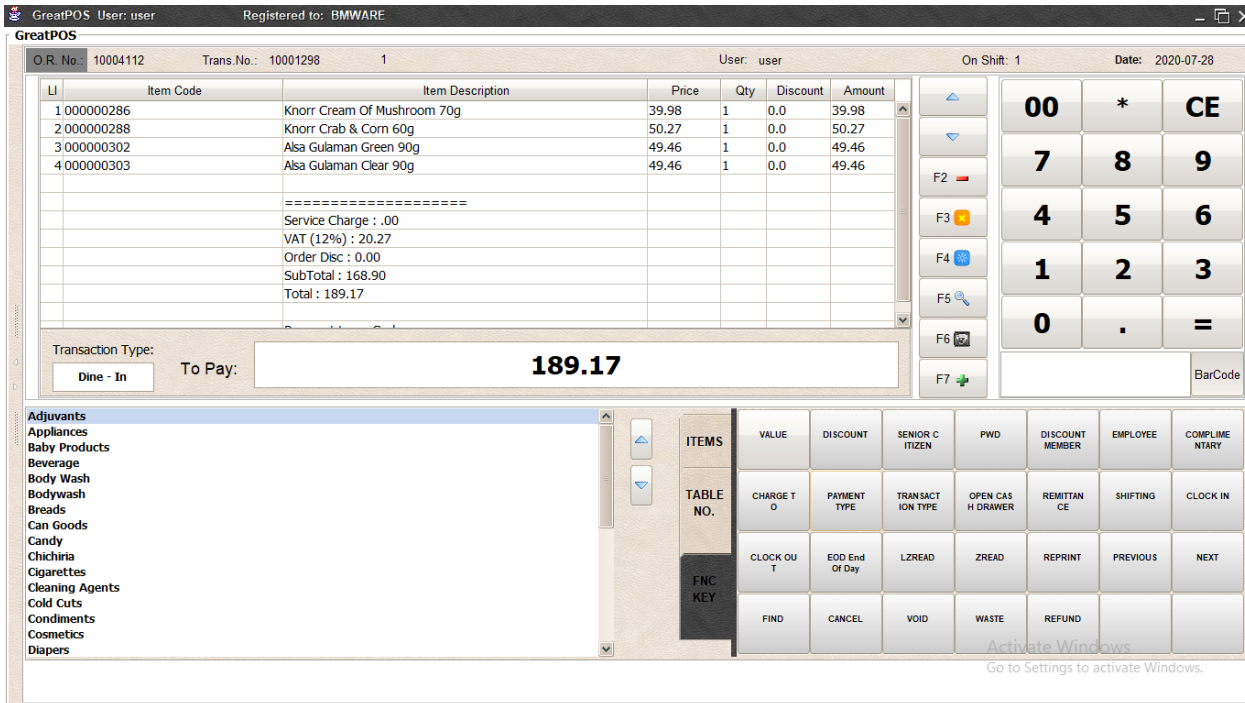
| VALUE | DISCOUNT | SENIOR CITIZEN | PWD | DISCOUNT MEMBER | EMPLOYEE | COMPLIMENTARY |
|-----------|----------------|------------------|------------------|-----------------|----------|---------------|
| CHARGE TO | PAYMENT TYPE | TRANSACTION TYPE | OPEN CASH DRAWER | REMITTANCE | SHIFTING | CLOCK IN |
| CLOCK OUT | EOD End Of Day | LZREAD | ZREAD | REPRINT | PREVIOUS | NEXT |
| FIND | CANCEL | VOID | WASTE | REFUND | | |

Activate Windows
Go to Settings to activate Windows.

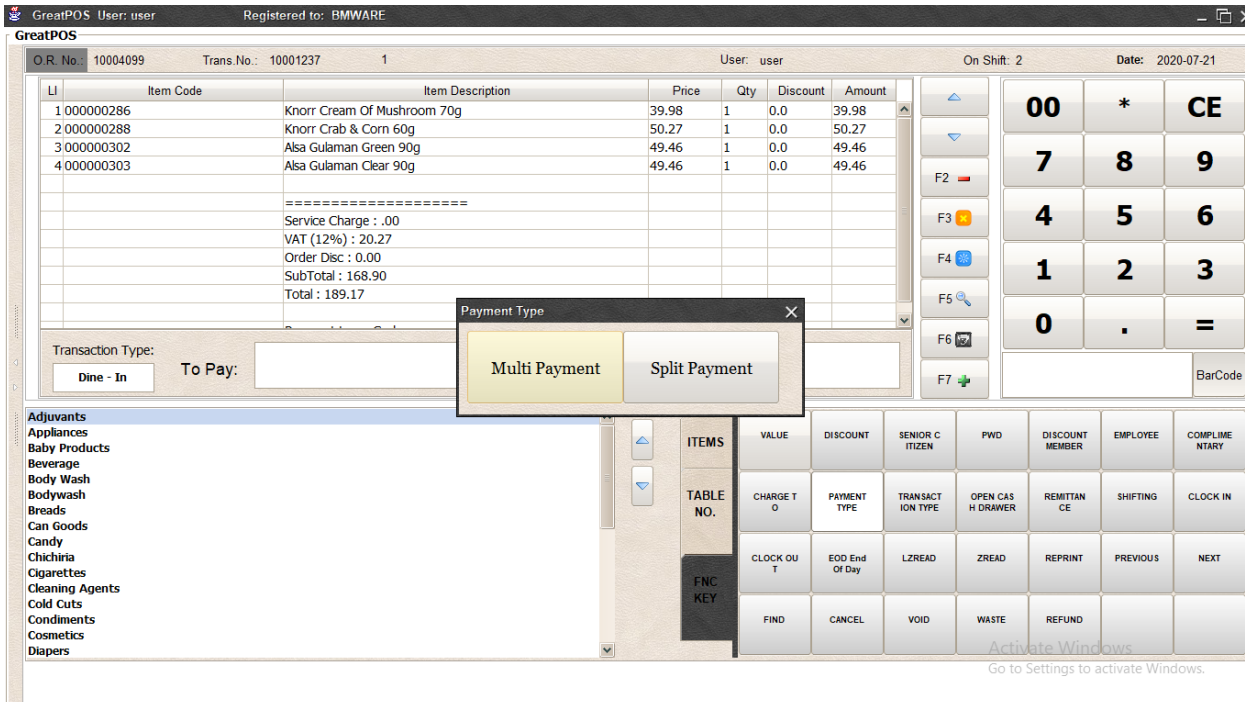
Split Payment

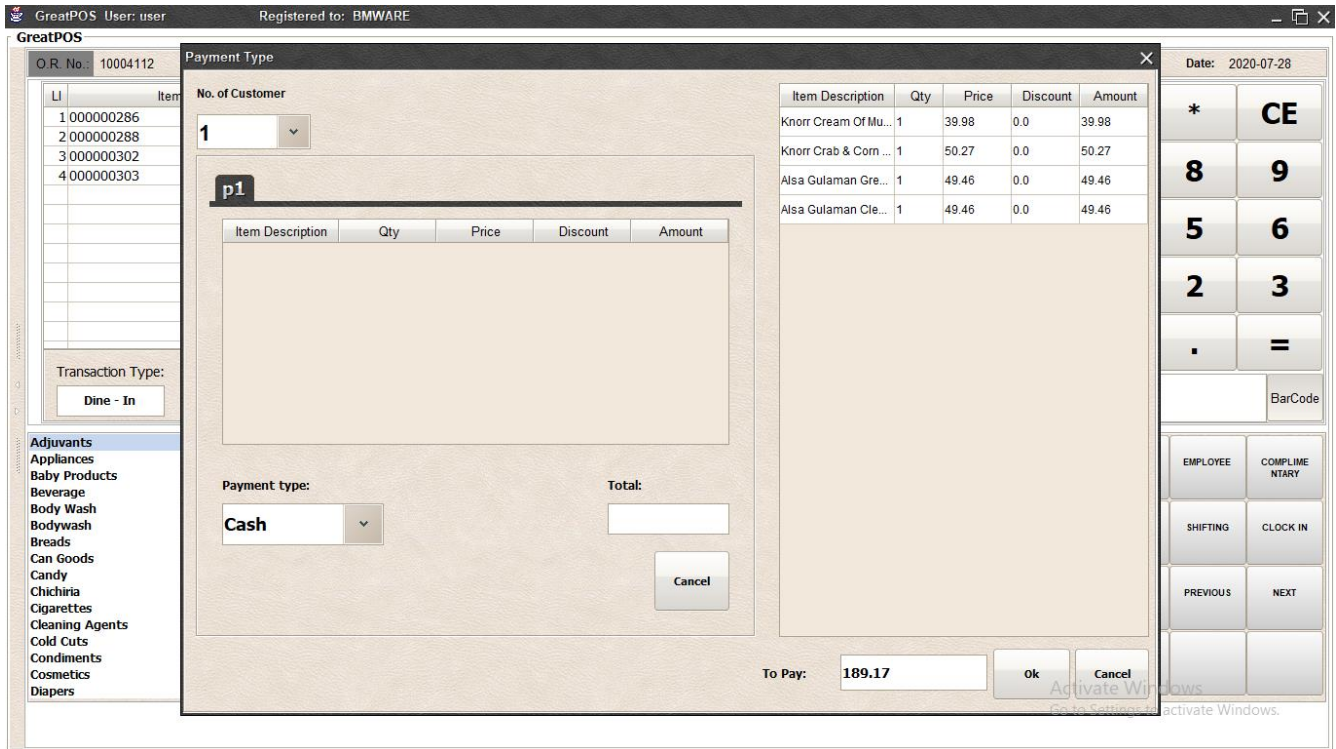
How to use split payment

Step1) Create a transaction

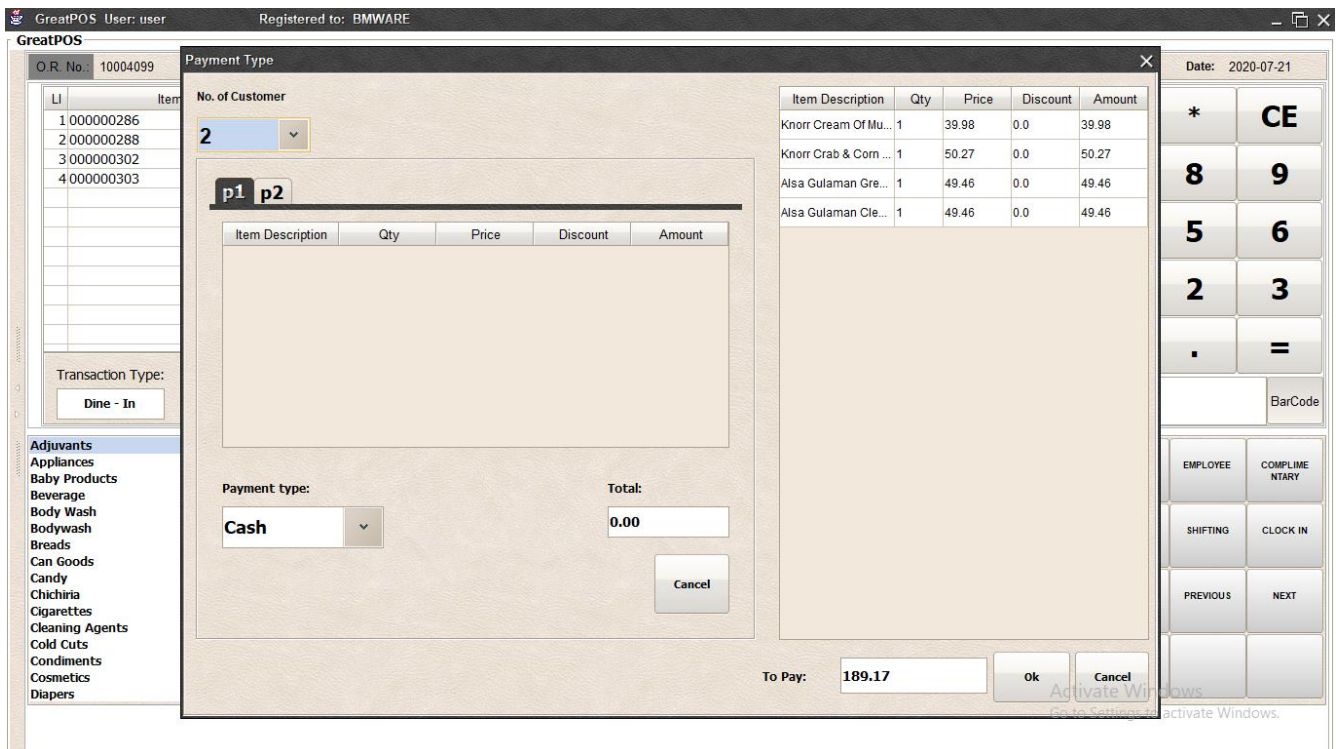


Step2) Click PAYMENT TYPE button and choose Split Payment

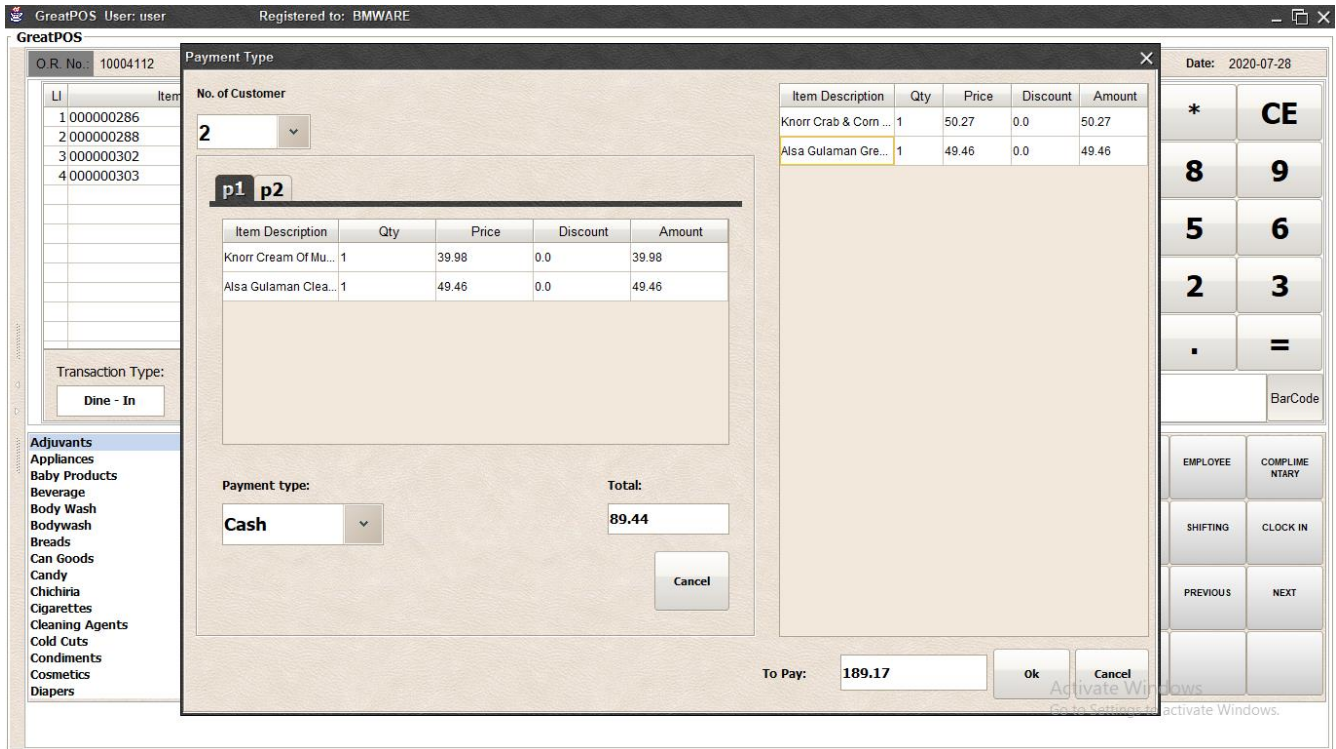




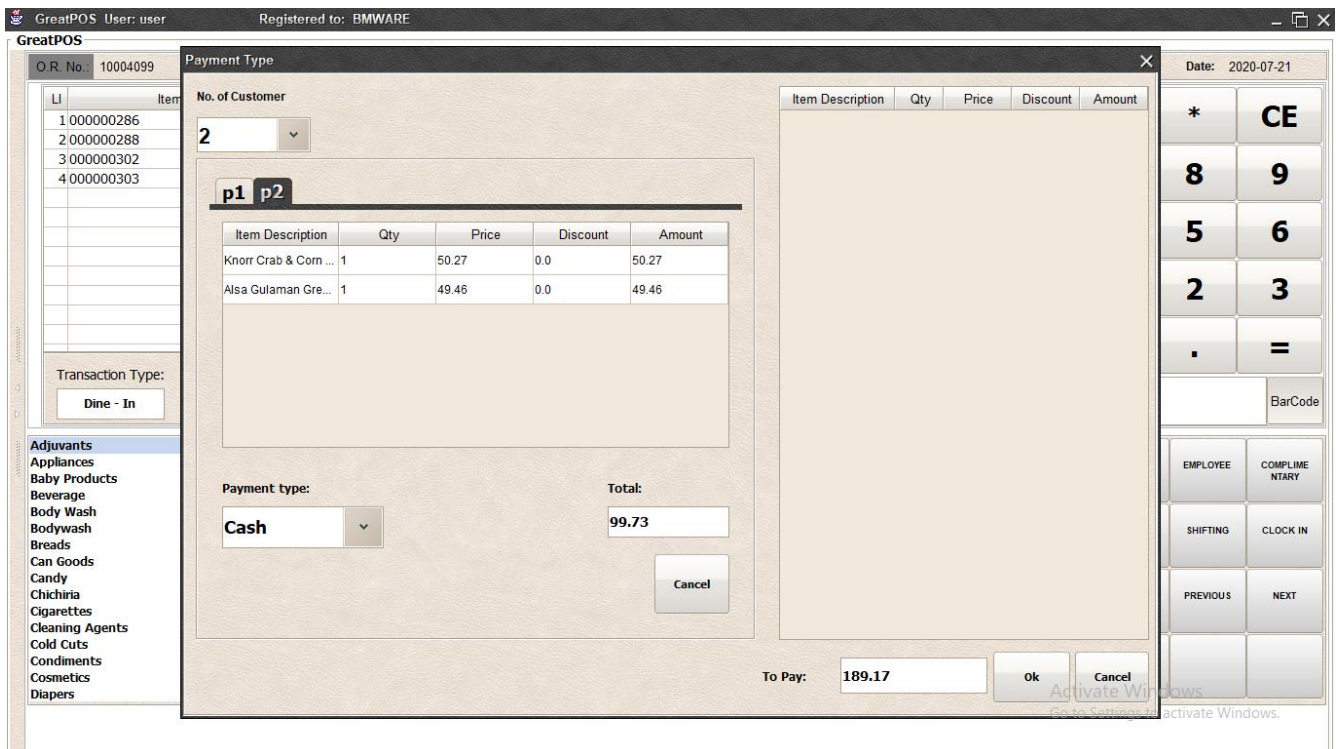
Step3) Select Number of Customer



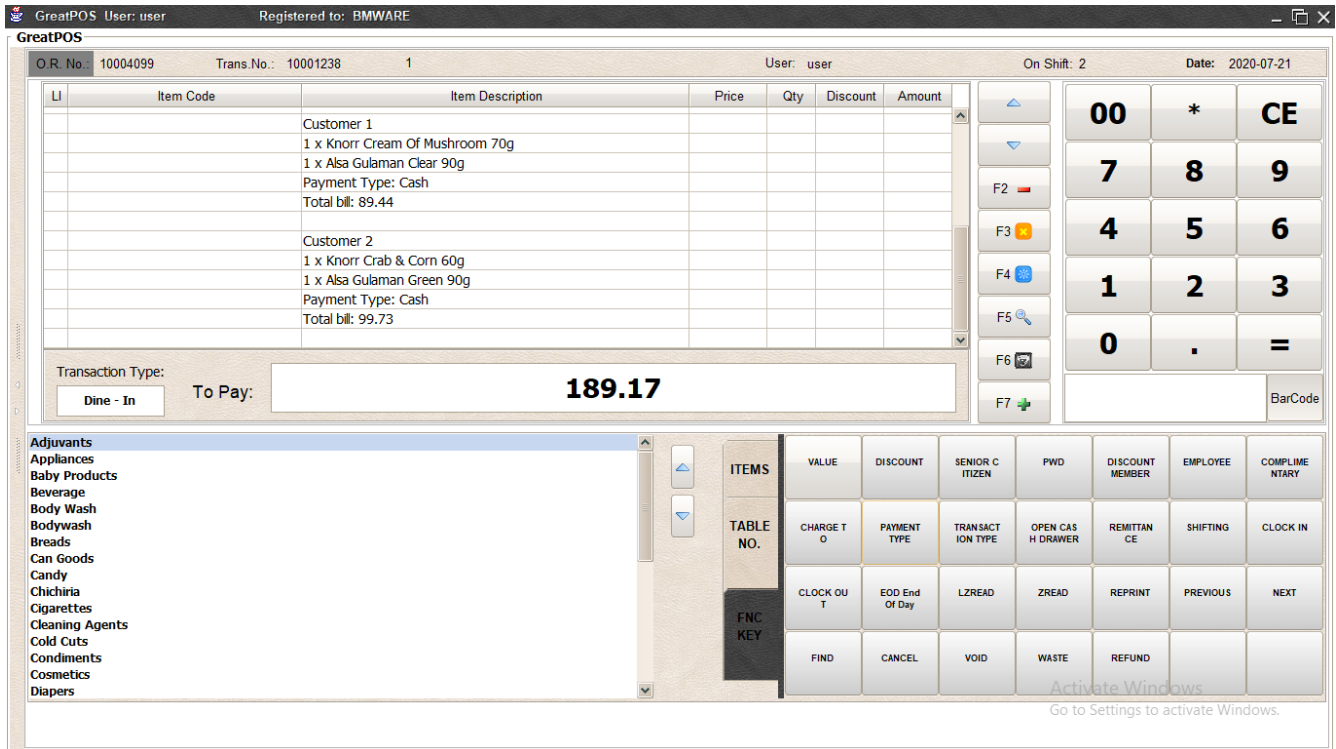
Step4) Select the item on the table to add the item to the customer 1



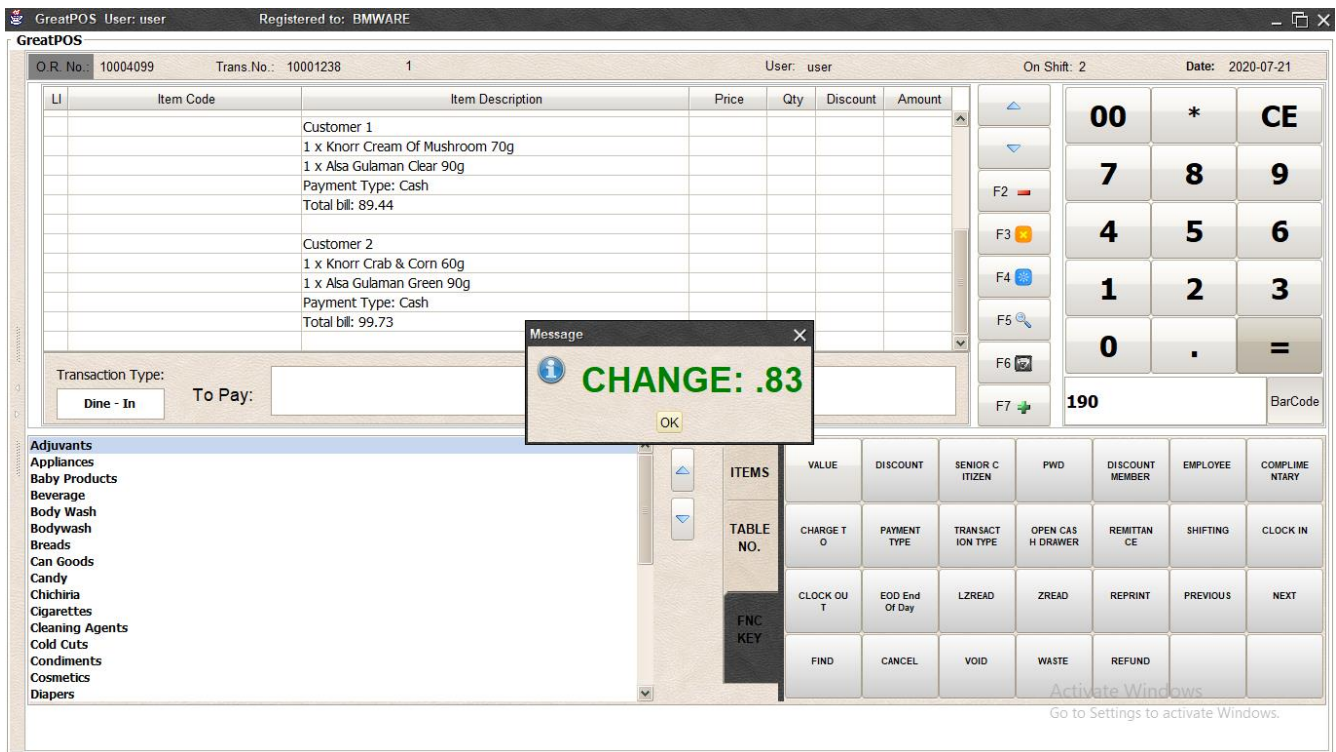
Step5) Select the item on the table to add the item to the customer 2



Step6) Click Ok



Step7) Enter amount to pay



Print Receipt Layout

2020072110004099 - WordPad

File Home View

Courier New 11

Clipboard Font Paragraph Insert Editing

DEMO STORE

21/07/2020 10:09 Cntr:user, user
O.R No.:10004099 Trans.No.:10001238
Terminal No.:1
Table No.:

| Item | Qty | UPrice | Total |
|-------------|-----|--------|--------|
| Knorr Cream | 1 | 39.98 | 39.98 |
| Knorr Crab | 1 | 50.27 | 50.27 |
| Alsa Gulama | 1 | 49.46 | 49.46 |
| Alsa Gulama | 1 | 49.46 | 49.46 |
| | | | 189.17 |

4 Item Count

Customer 1
1 x Knorr Cream Of Mushroom 70g
1 x Alsa Gulaman Clear 90g
Payment Type: Cash
Total bill: 89.44

Customer 2
1 x Knorr Crab & Corn 60g
1 x Alsa Gulaman Green 90g
Payment Type: Cash
Total bill: 99.73
Transaction Type: Dine - In
TOTAL SALES: 189.17

CHANGE: 0.83

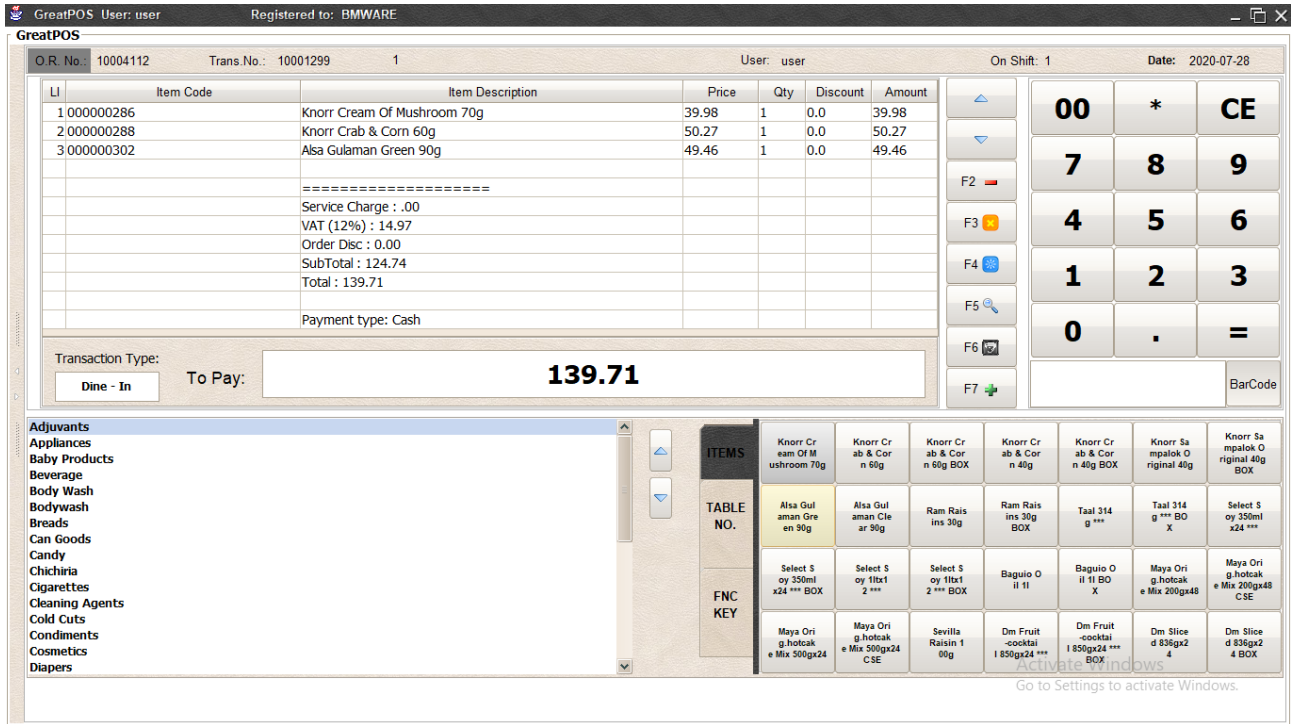
Activate Windows
Go to Settings to activate Windows.

100%

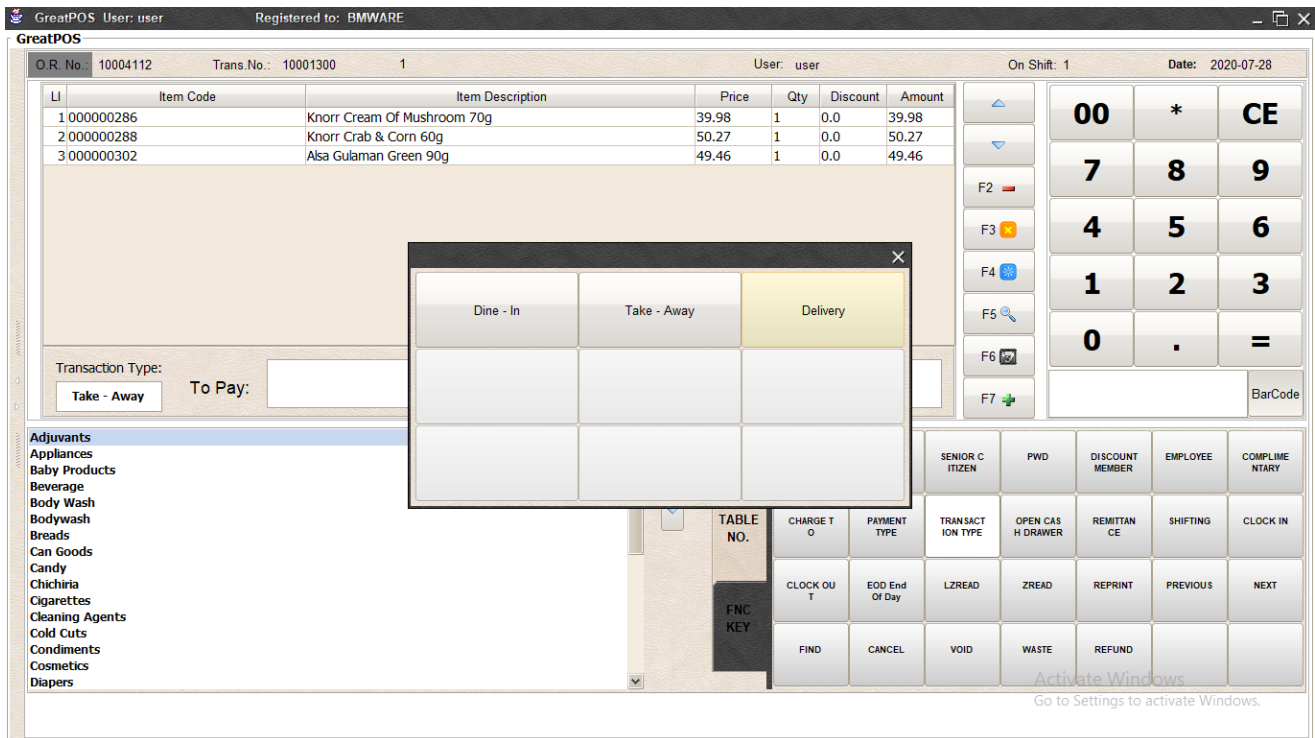
Transaction Type

How to use transaction type?

Step1) Create Transaction



Step2) Click FNC KEY and choose Transaction Type



Step3) Choose Transaction Type

The screenshot shows the GreatPOS software interface. At the top, it displays 'GreatPOS User: user' and 'Registered to: BMWARE'. The main window shows a transaction summary with the following details:

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----------------------|-----------|-----------------------------|-------|-----|----------|--------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 000000302 | Alsa Gulaman Green 90g | 49.46 | 1 | 0.0 | 49.46 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 14.97 | | | | | | |
| Order Disc : 0.00 | | | | | | |
| SubTotal : 124.74 | | | | | | |
| Total : 139.71 | | | | | | |
| Payment type: Cash | | | | | | |

Below the summary, the 'Transaction Type' is set to 'Delivery' and the 'To Pay' amount is **139.71**. The interface also features a keypad with numeric keys (0-9, *, CE), function keys (F2-F7), and a 'BarCode' field.

At the bottom, there is a list of 'Adjuvants' including Appliances, Baby Products, Beverage, Body Wash, Bodywash, Breads, Can Goods, Candy, Chichiria, Cigarettes, Cleaning Agents, Cold Cuts, Condiments, Cosmetics, and Diapers. To the right of this list is a grid of function keys:

| ITEMS | VALUE | DISCOUNT | SENIOR C ITIZEN | PWD | DISCOUNT MEMBER | EMPLOYEE | COMPLIMENTARY |
|-----------|------------|----------------|------------------|-------------------|-----------------|----------|---------------|
| TABLE NO. | CHARGE T O | PAYMENT TYPE | TRANSACTION TYPE | OPEN CAS H DRAWER | REMITTANCE | SHIFTING | CLOCK IN |
| FNC KEY | CLOCK OUT | EOD End Of Day | LZREAD | ZREAD | REPRINT | PREVIOUS | NEXT |
| | FIND | CANCEL | VOID | WASTE | REFUND | | |

An 'Activate Windows' watermark is visible at the bottom right of the interface.

Open Cash Drawer



Use to open the cash drawer.

How to use Open Cash Drawer?

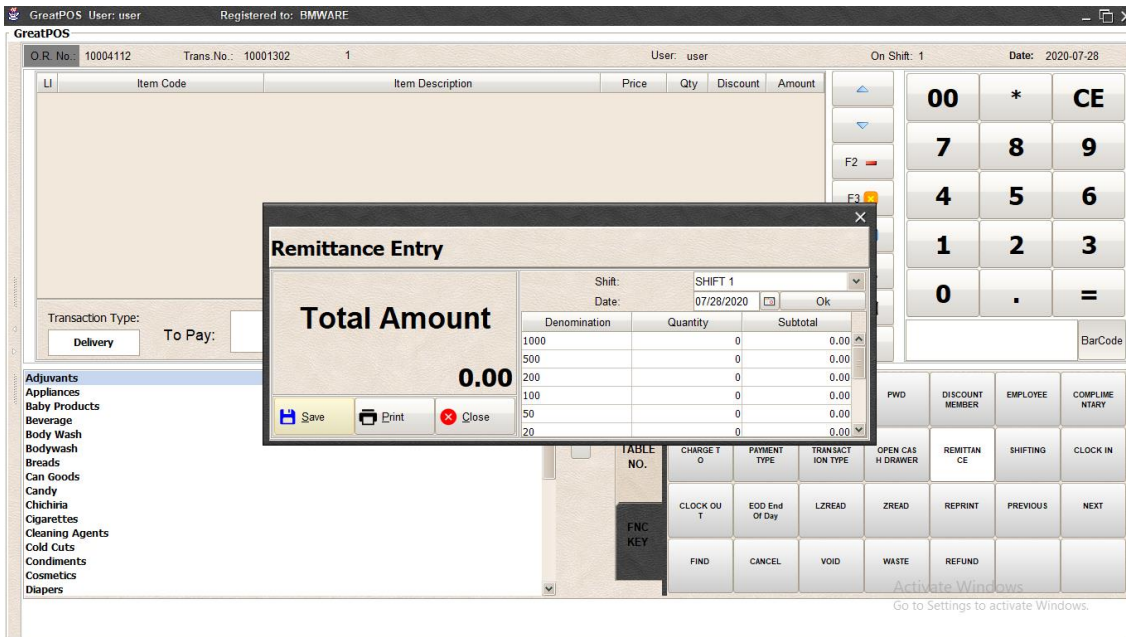
Step1) Click Open Cash Drawer

Remittance



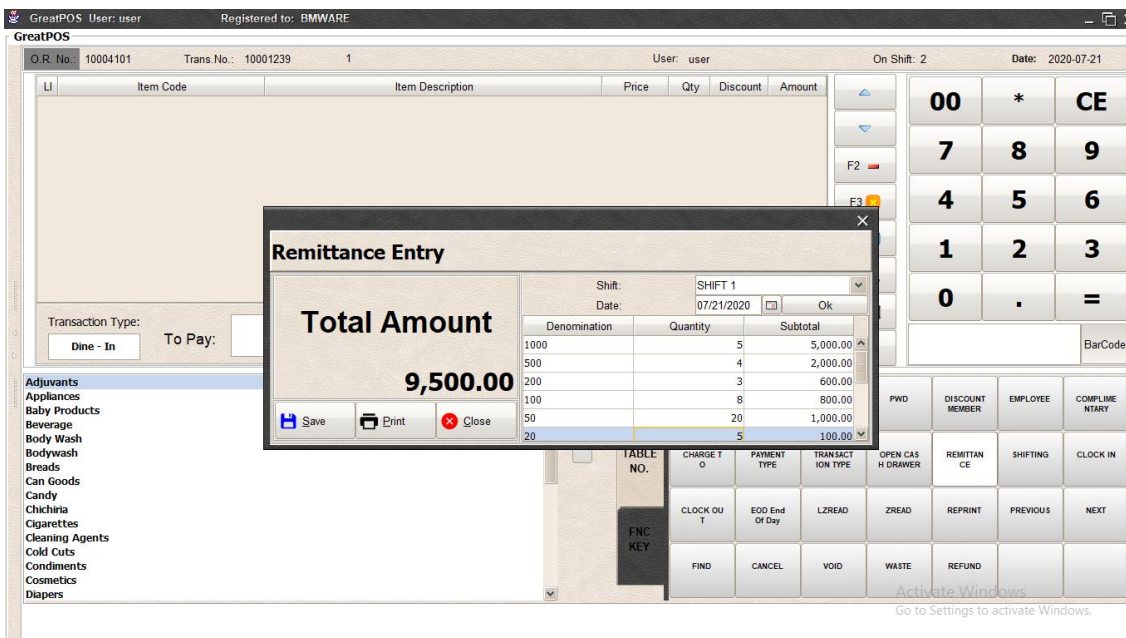
How to use Remittance Entry?

Step1) Click FNC KEY and Choose Remittance button



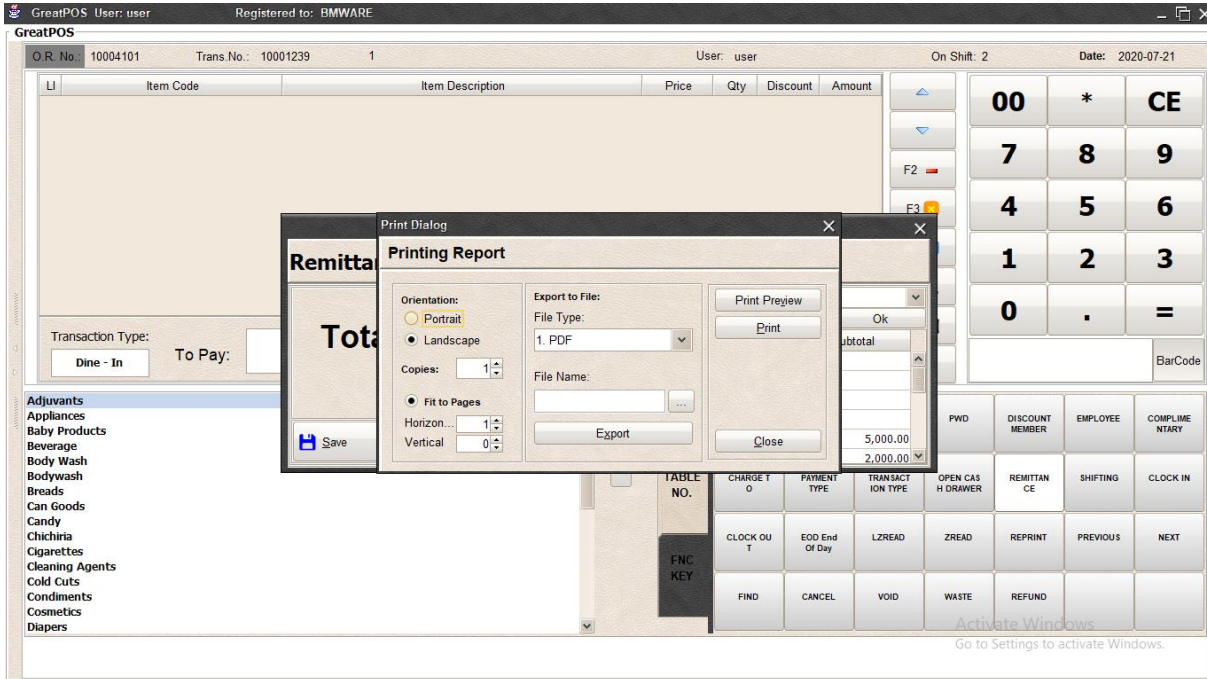
Step2) Select Shift and date and Press OK

Step3) Enter Quantity per denomination



How to Print Remittance?

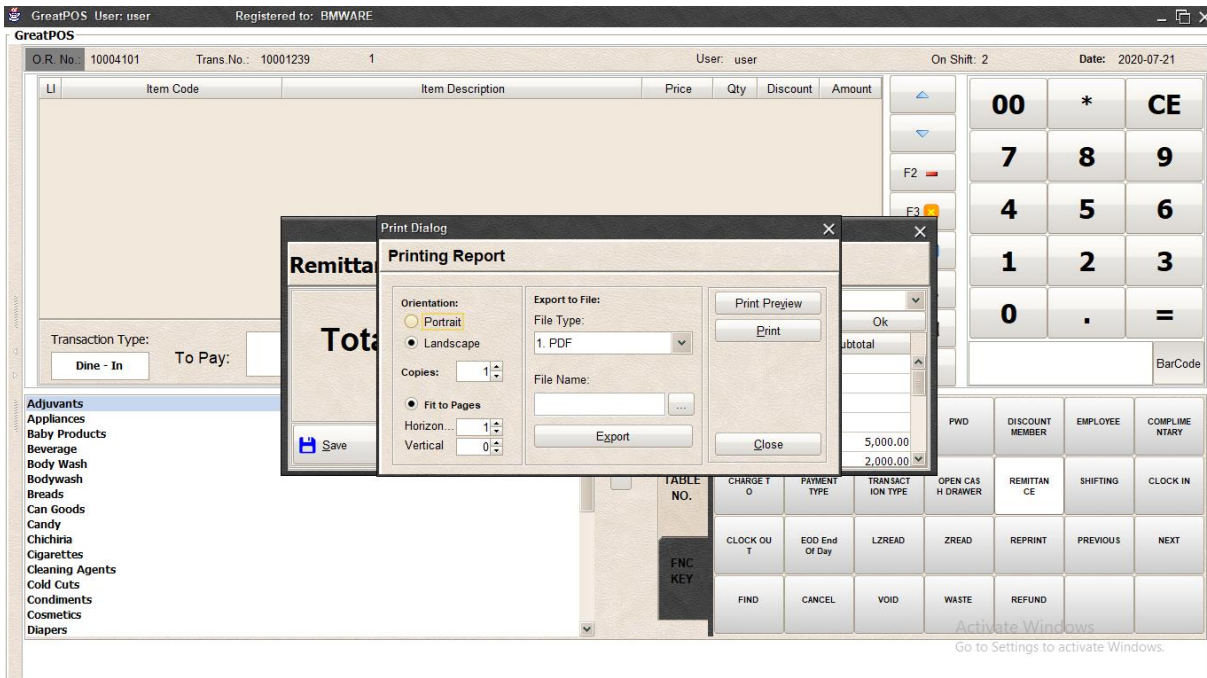
Step1) Click the Print Button in the Remittance Entry



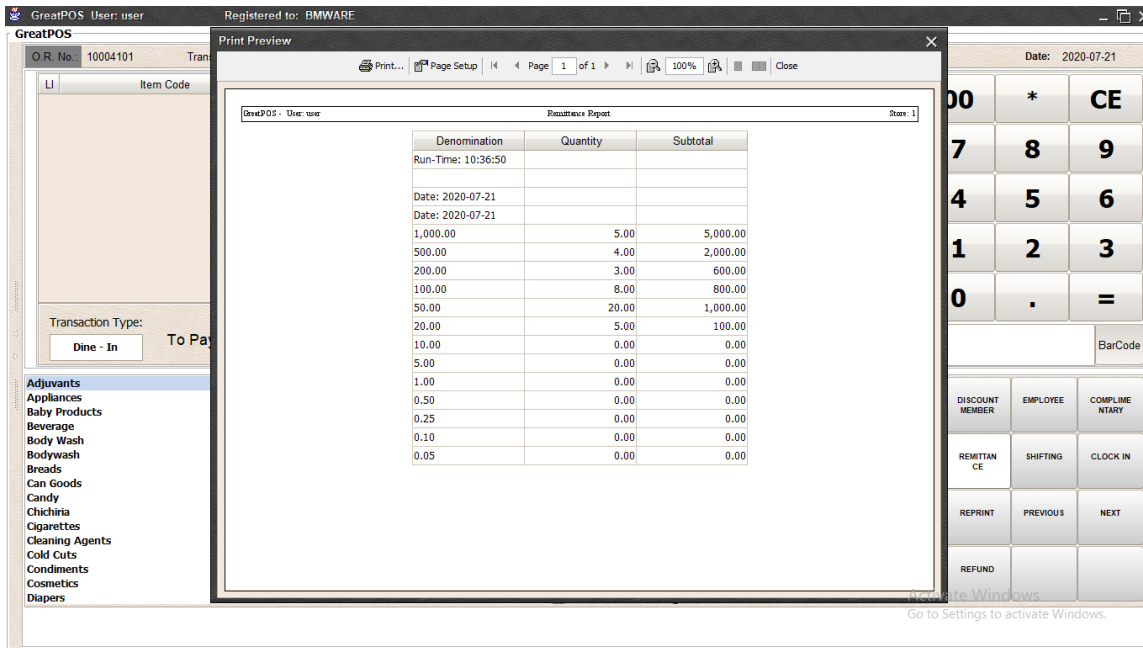
Step2) Click Print Button

How to Preview Remittance Entry?

Step1) Click Print button

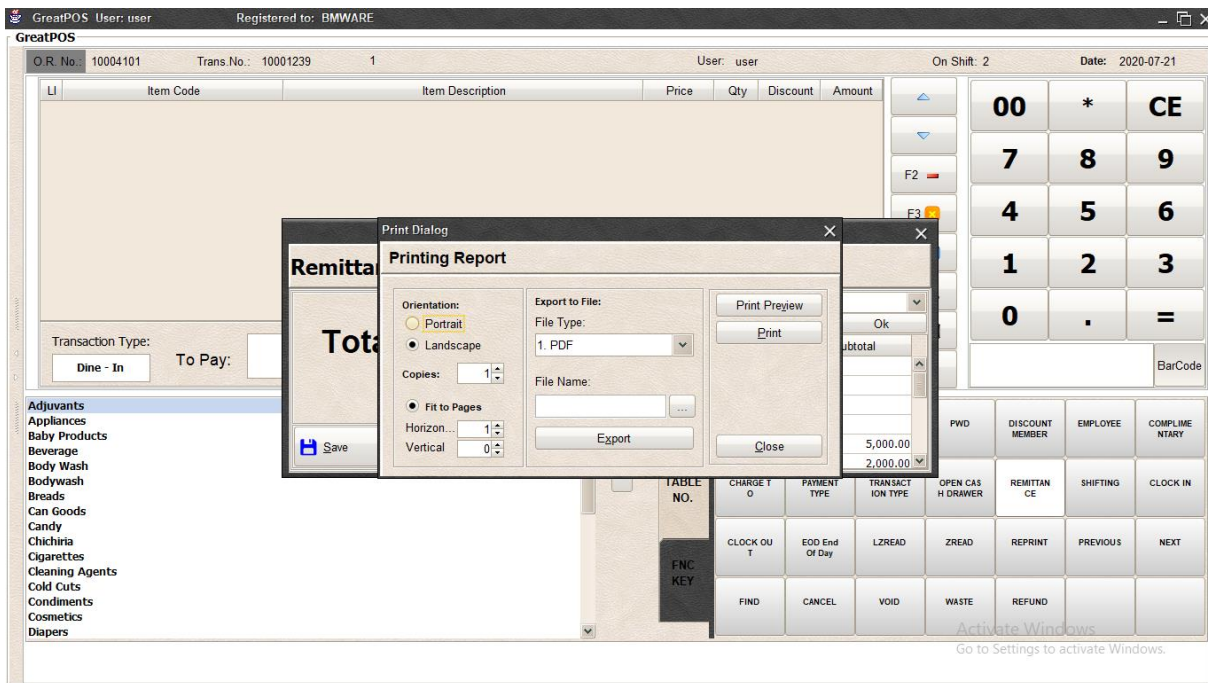


Step2) click Print Preview

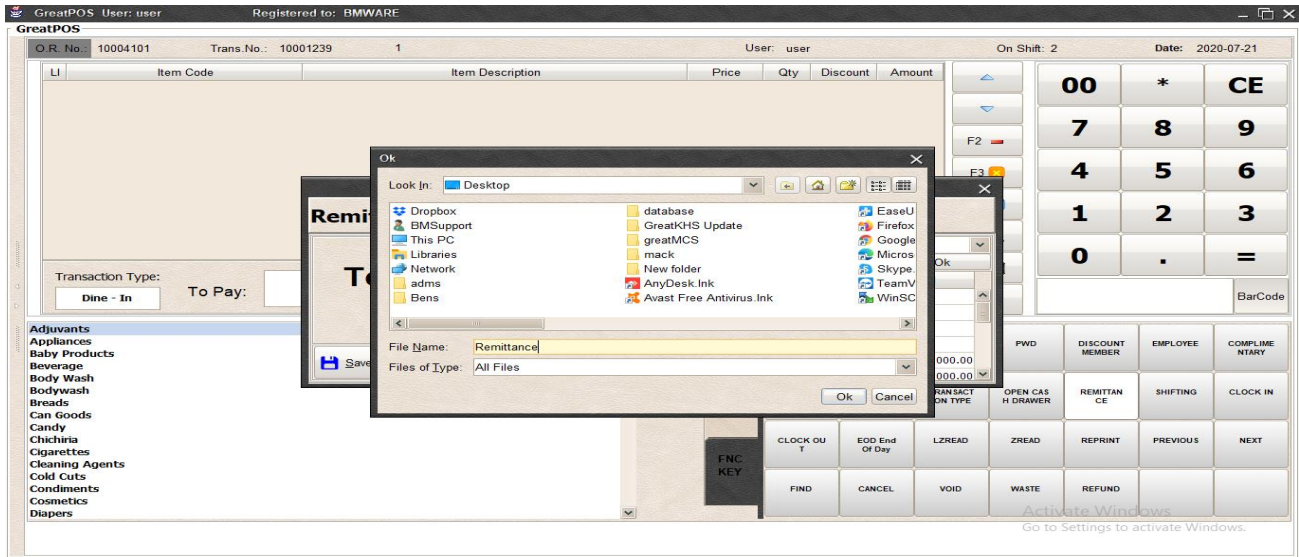


How to Export Remittance Entry?

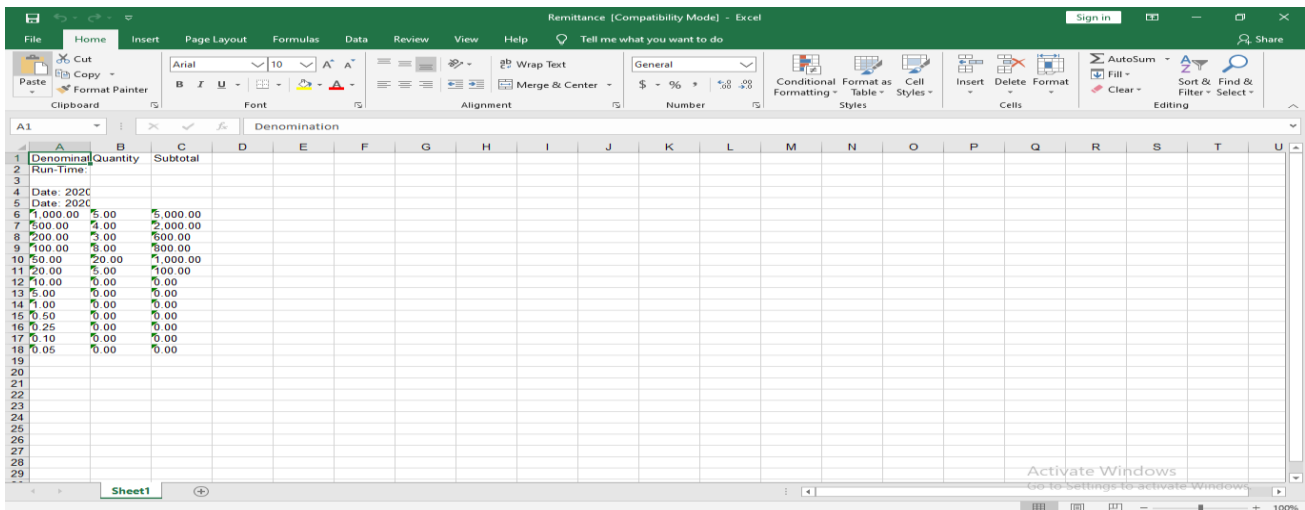
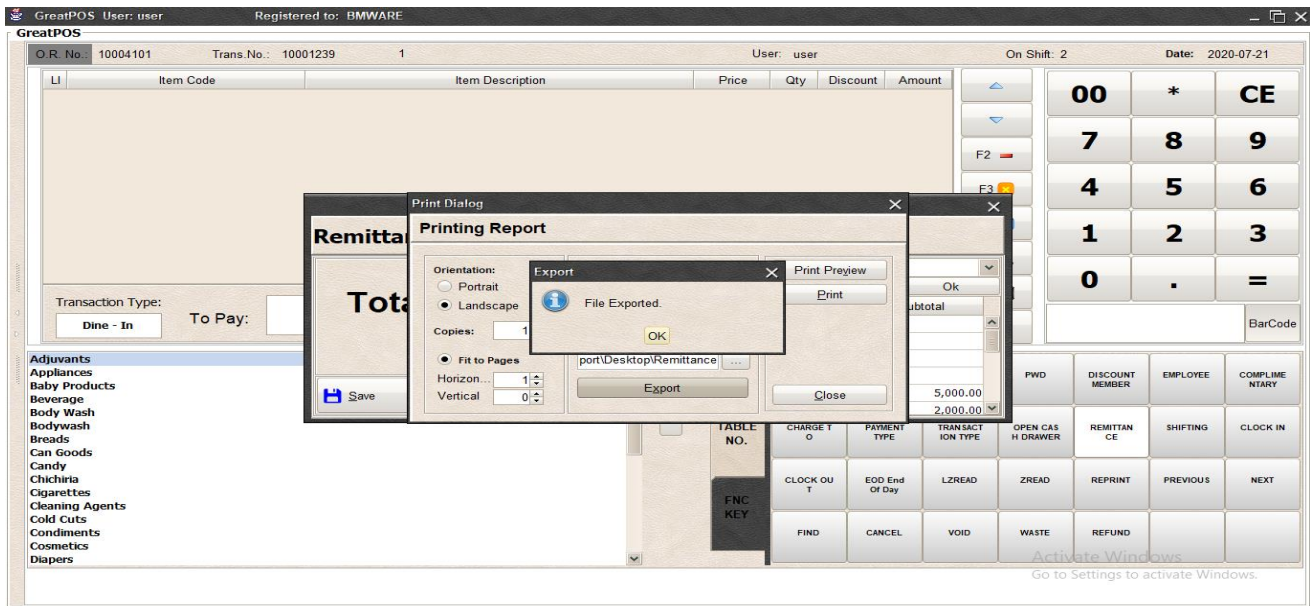
Step1) Click Print Button in Remittance Entry



Step2) Select File Type and locate the file to be exported



Step3) Enter File name and click ok



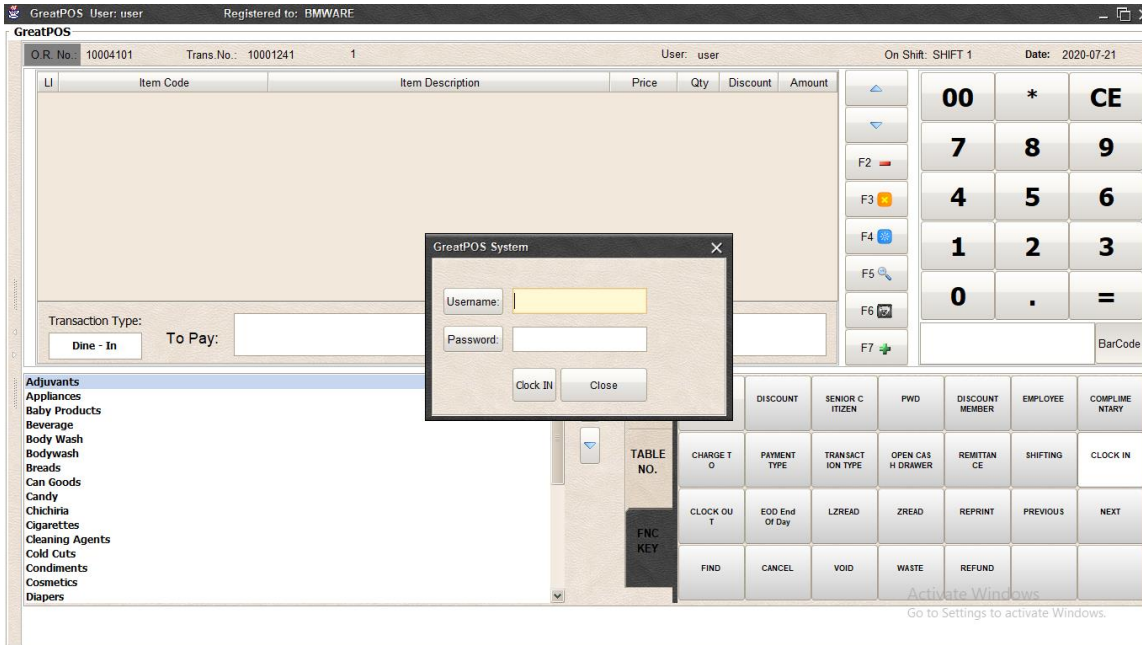
Clock IN



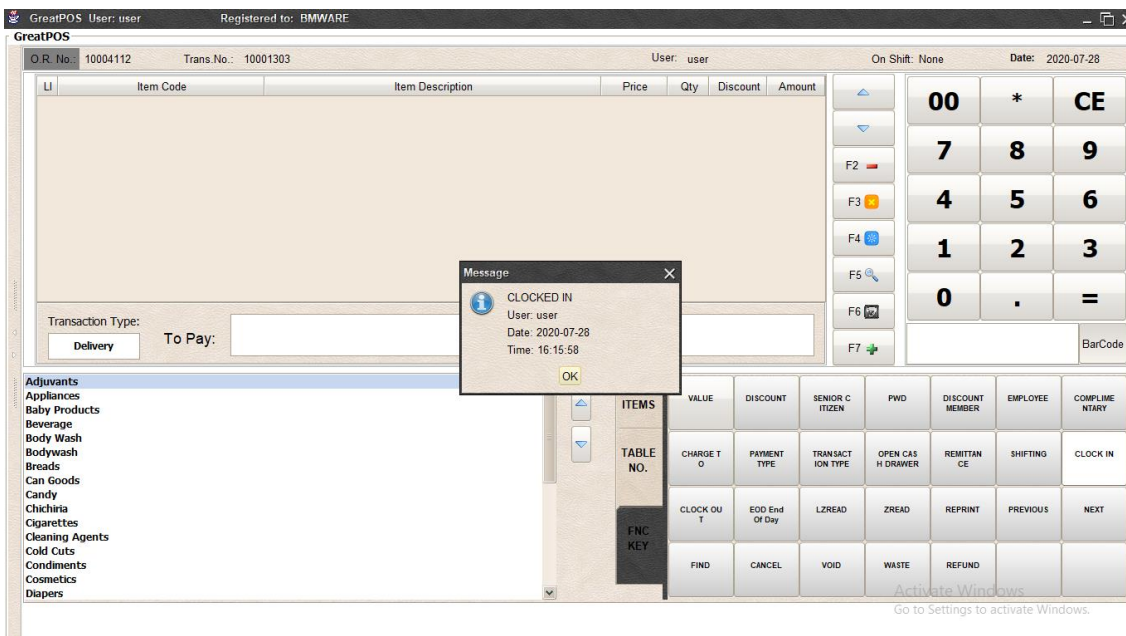
Use to Login into basic attendance system.

How to use Clock in?

Step1) Click Clock in Button



Step2) Enter User Credentials

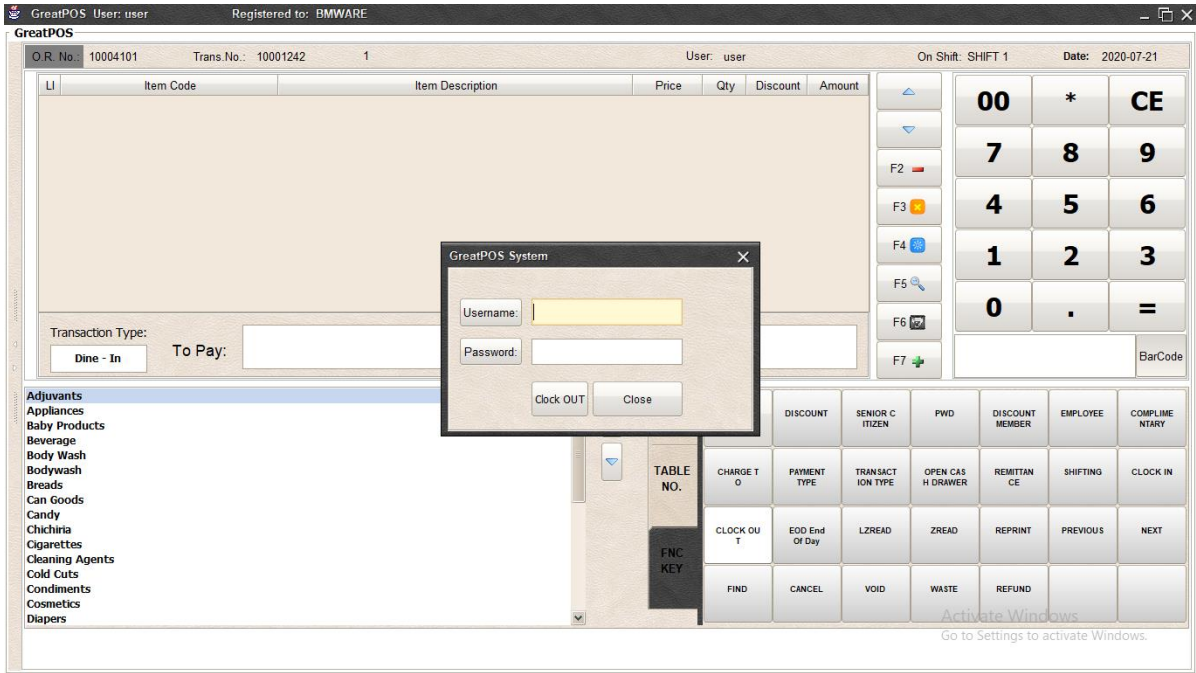


Clock Out

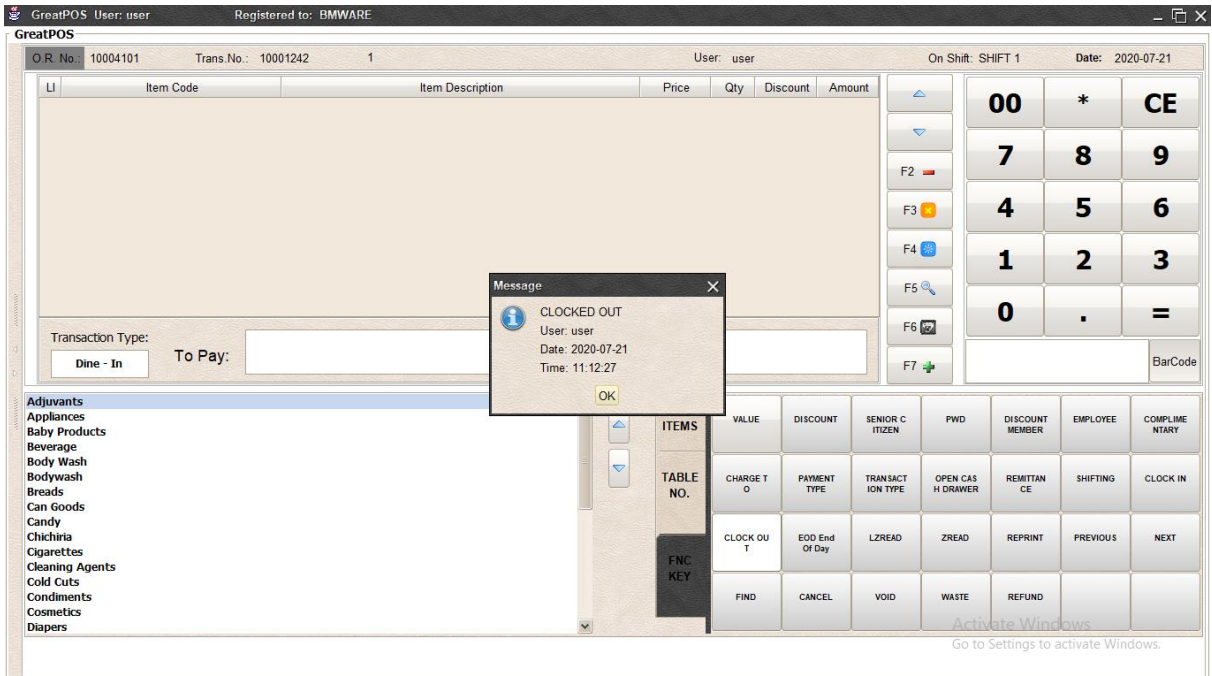


Use to Logout into basic attendance system.

Step1) Click Clock Out Button



Step2) Enter user credentials



LZRead



Use to Print the report containing the products sold in quantity on closing the shift.

How to use LZRead?

Step1) Click the LZRead Button in the FNC Key and it will automatically print

(Sample LZRead Print Out)

A screenshot of a Windows WordPad window titled "20200721SZREADING - WordPad". The window displays a printed report with the following text:

```
SPECIAL ZREADING REPORT
DATE: 07-21-2020
TIME TAKEN: 11:23:21

GRAND TOTAL GROSS SALES: 546,777.16

OPENING CASH: 2,000.00
CLOSING CASH: 2,328.88

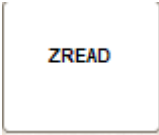
*** TOTAL AMOUNT
TOTAL GROSS SALES: 328.88
TOTAL PRODUCT DISCOUNTS: 0
TOTAL TRANSACTION DISCOUNTS: 0
TOTAL DISCOUNTS: .00
TOTAL NET SALES: 328.88

*** TRANSACTION SECTION
TOTAL TRANSACTIONS: 2
TOTAL VOID: 0
TOTAL REFUND: 0
TOTAL CANCEL: 0

*** PRODUCT TOTALS
Item      Qty UPrice   Total
-----
ALSA GULAMA  1  49.46    49.46
ALSA GULAMA  2  49.46    98.92
KNORR CRAB  2  50.27   100.54
KNORR CREAM 2  39.98    79.96
*** COMPONENT TOTALS
Item      Total
-----
```

The report is displayed in a monospaced font. The WordPad interface includes a ribbon with tabs for File, Home, and View, and various editing and formatting tools. The status bar at the bottom shows "100%" zoom and a Windows activation watermark.

ZRead

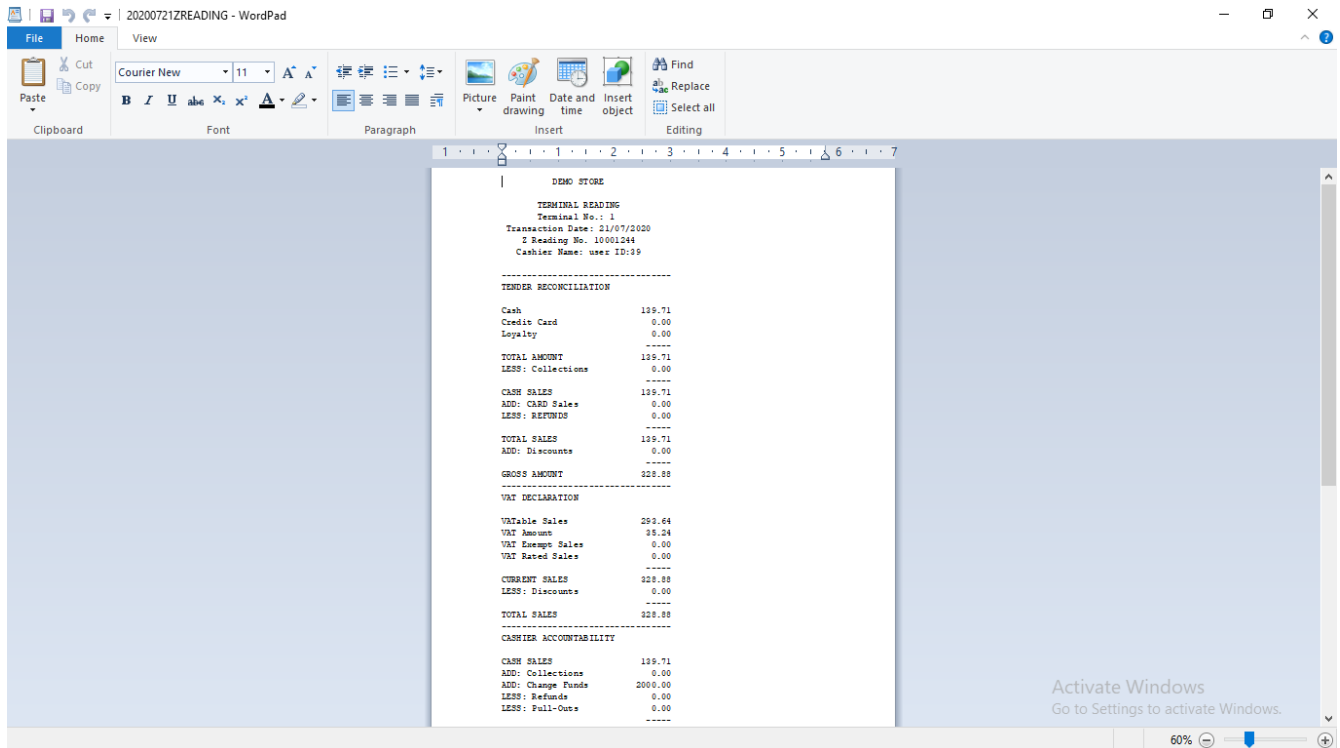


Use to Print the report containing the whole day transaction of terminal on closing the shift.

How to use ZRead?

Step1) Click the ZRead Button in the FNC Key and it will automatically print

(Sample ZRead Print Out)



REPRINT



Use to reprint the receipt of the previous transaction.

How to use reprint?

Find the previous transaction and click reprint button.

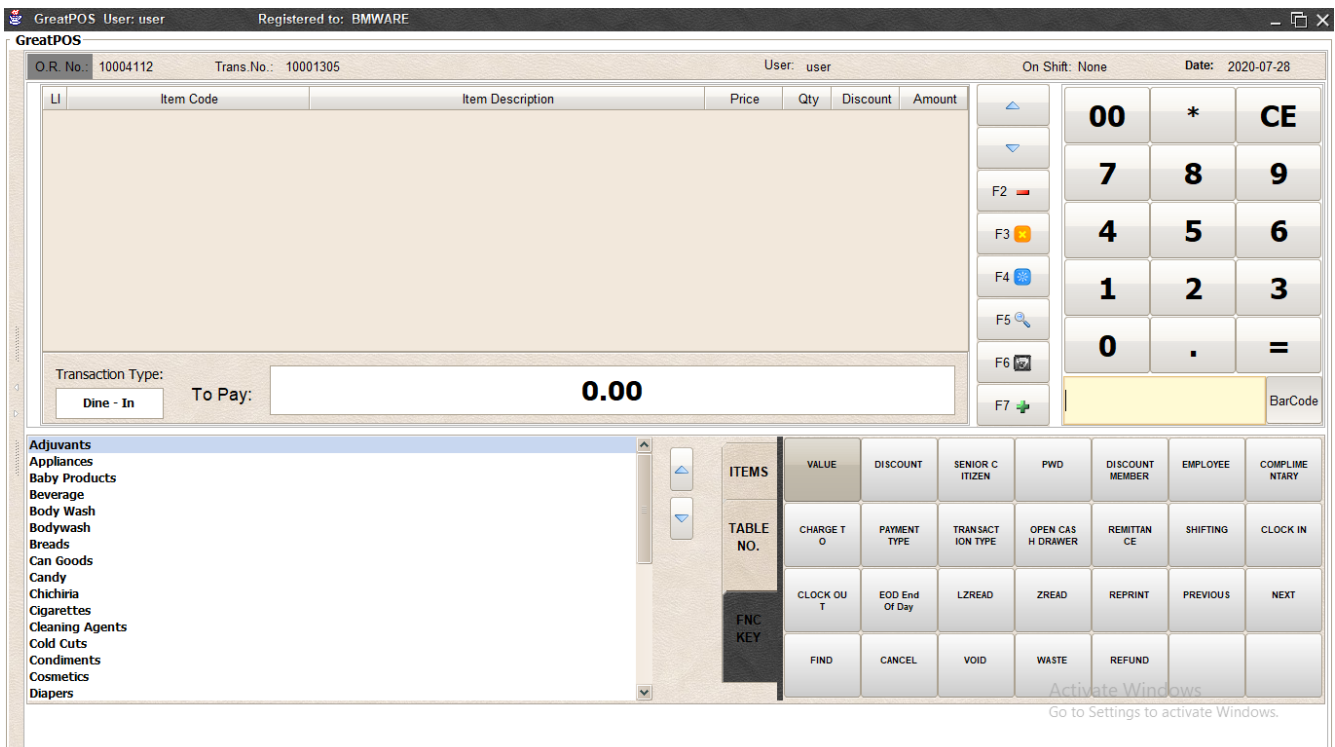
PREVIOUS

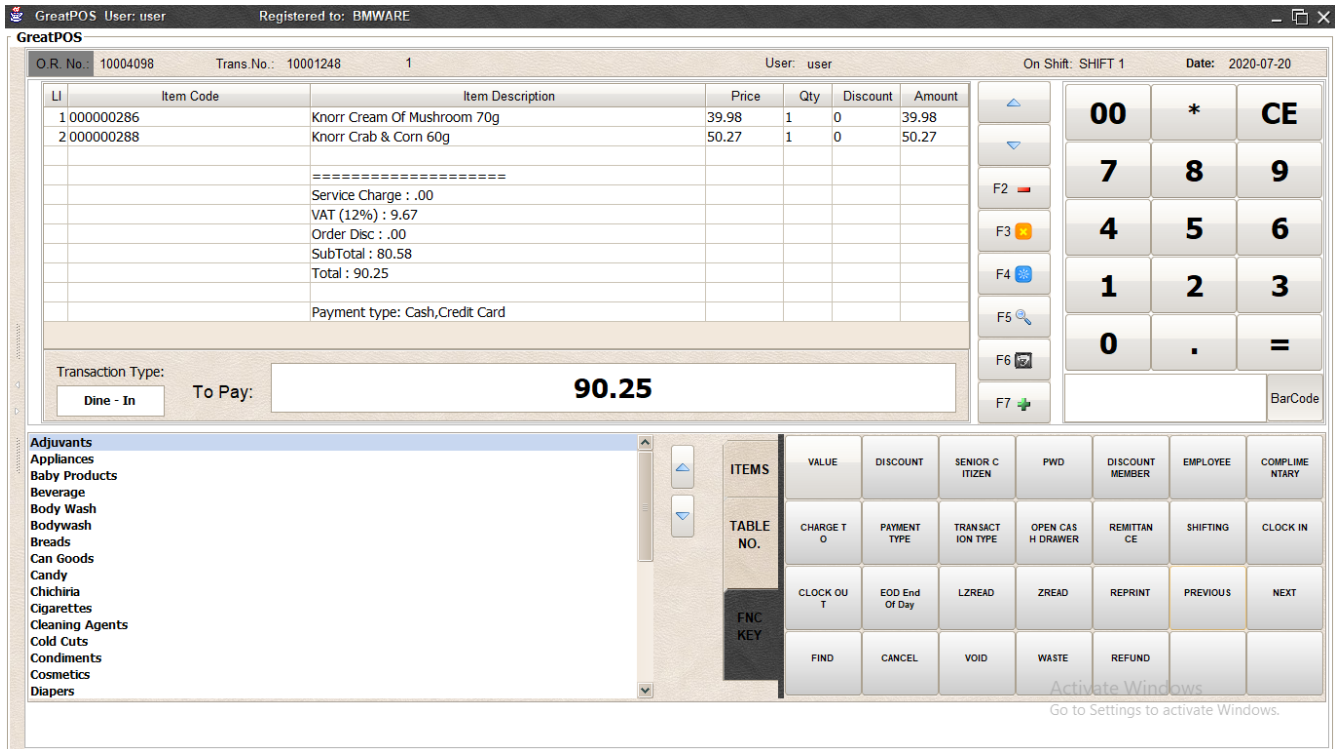


Use view previous transaction of the terminal

How to use PREVIOUS?

Go to FNC Key and Click Previous button to view previous transaction



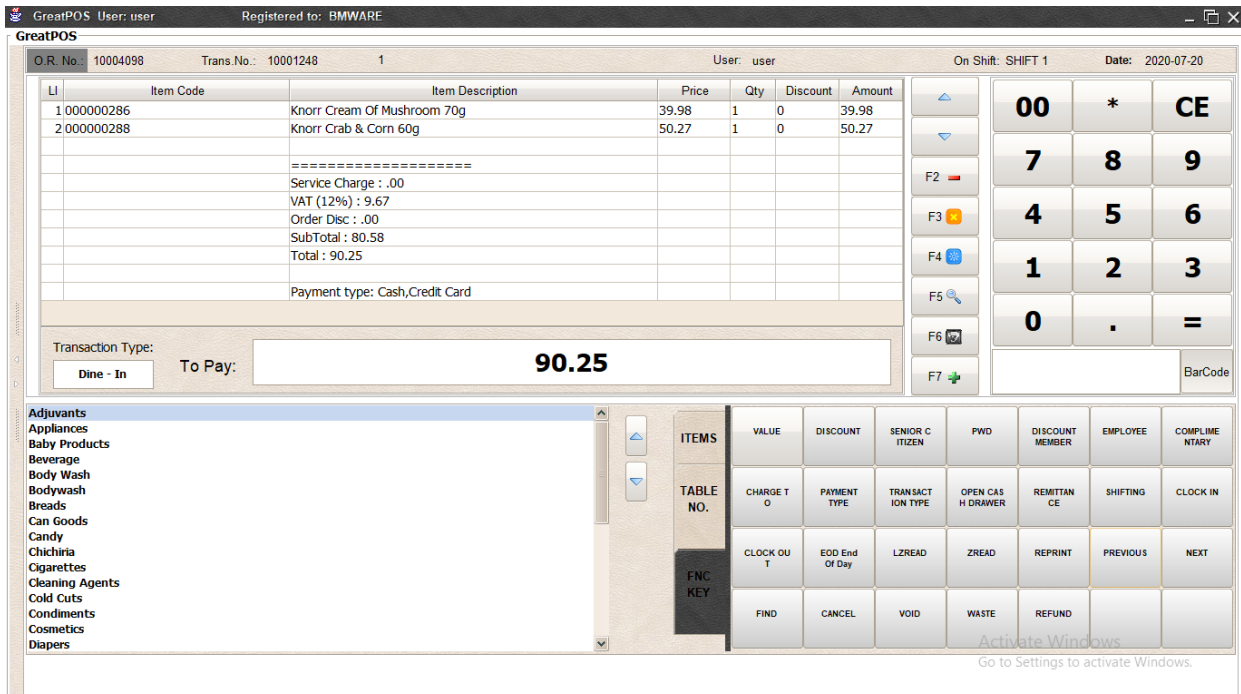


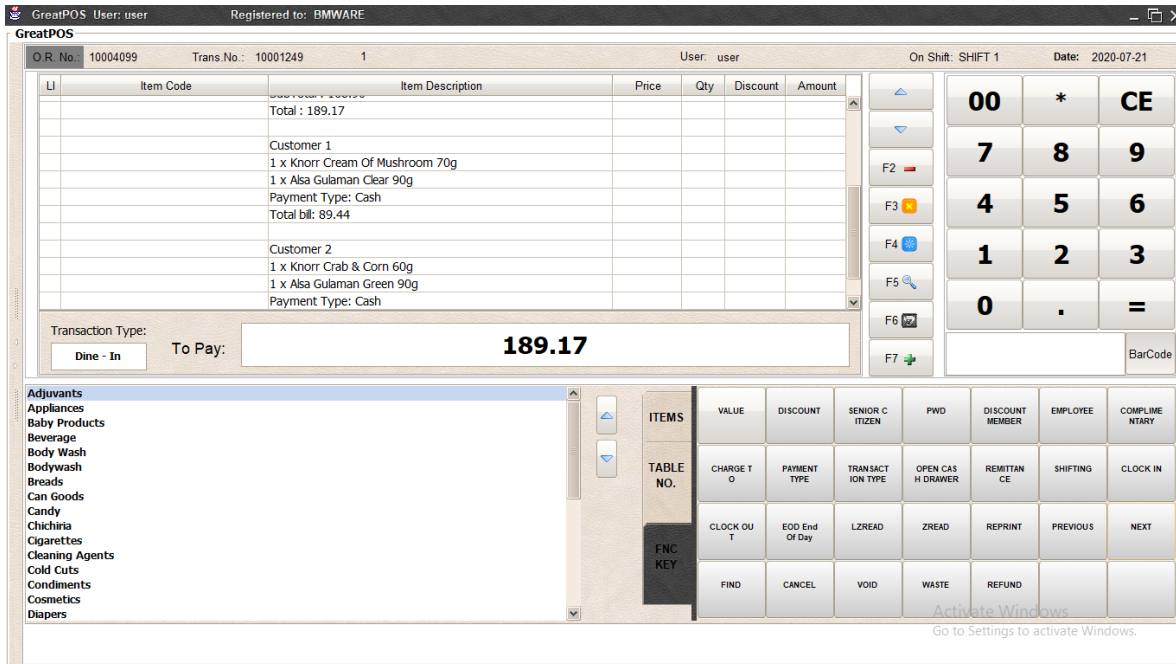
NEXT

Use view NEXT transaction of the terminal

How to use NEXT?

Go to FNC Key and Click Previous button and Next button to view previous transaction





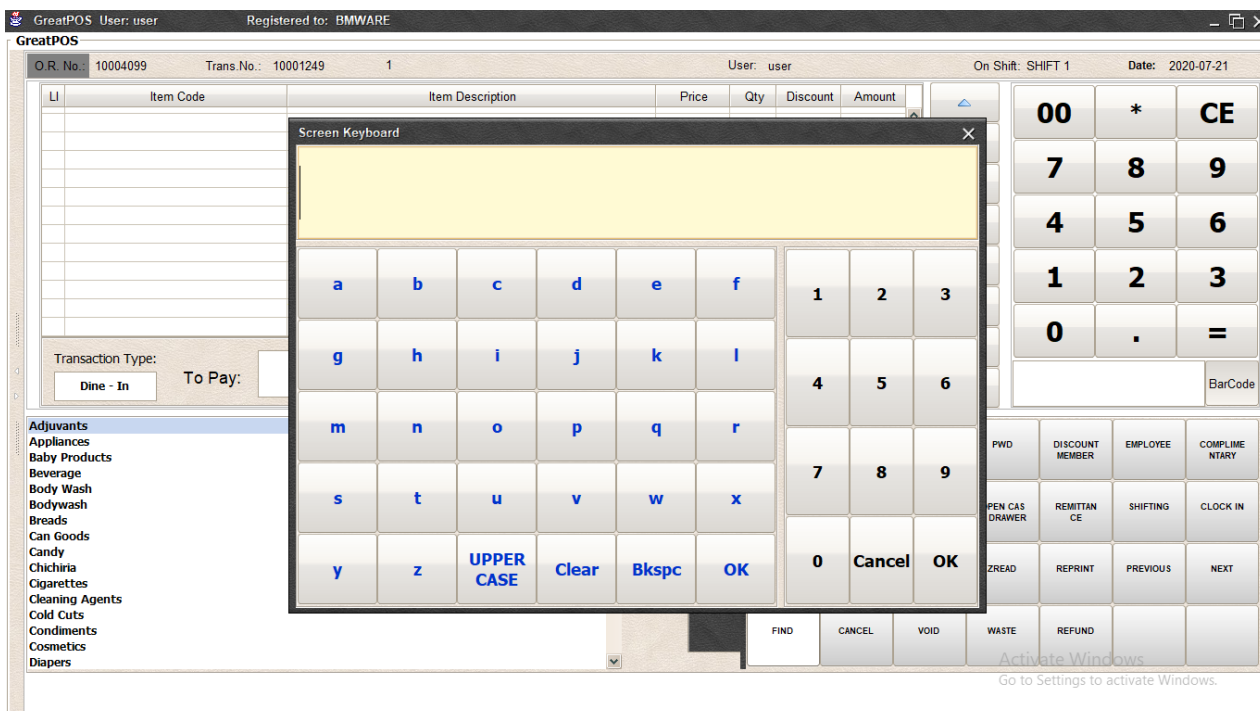
FIND

Use to Find the Previous transaction

How to use Find Button?

Step1) Go to FNC KEY

Step2) Click FIND button



Step3) Enter the Transaction Number in Find Module

The screenshot shows the GreatPOS interface. At the top, it displays 'GreatPOS User: user Registered to: BMWARE'. Below this, the transaction details are shown: O.R. No.: 10004112, Trans.No.: 10001306, User: user, On Shift: None, Date: 2020-07-28. A 'Screen Keyboard' dialog box is open in the center, displaying the transaction number '10004100'. The keyboard has a grid of letters (a-z), numbers (0-9), and function keys like 'UPPER CASE', 'Clear', 'Bkspc', 'OK', 'Cancel', and 'OK'. To the right of the keyboard is a numeric keypad with buttons for '00', '*', 'CE', '7', '8', '9', '4', '5', '6', '1', '2', '3', '0', '.', '=', and a 'BarCode' field. Below the keyboard is a 'Transaction Type' dropdown set to 'Take - Away' and a 'To Pay' field showing '139.71'. A list of product categories is visible on the left side of the screen.

The screenshot shows the GreatPOS interface. At the top, it displays 'GreatPOS User: user Registered to: BMWARE'. Below this, the transaction details are shown: O.R. No.: 10004100, Trans.No.: 10001307, User: user, On Shift: None, Date: 2020-07-21. The main transaction table is visible, listing items with their codes, descriptions, prices, quantities, discounts, and amounts. The 'To Pay' field shows '139.71'. A numeric keypad is visible on the right side of the screen. Below the keyboard is a 'Transaction Type' dropdown set to 'Take - Away' and a 'To Pay' field showing '139.71'. A list of product categories is visible on the left side of the screen.

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----|-----------|-----------------------------|-------|-----|----------|--------|
| 1 | 000000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0 | 39.98 |
| 2 | 000000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0 | 50.27 |
| 3 | 000000302 | Alsa Gulaman Green 90g | 49.46 | 1 | 0 | 49.46 |
| | | *** VOID *** | | | | |
| | | Date: 2020-07-21 | | | | |
| | | Time: 11:42:11 | | | | |
| | | ===== | | | | |
| | | Service Charge : .00 | | | | |
| | | VAT (12%) : 14.97 | | | | |
| | | Order Disc : .00 | | | | |
| | | SubTotal : 124.74 | | | | |

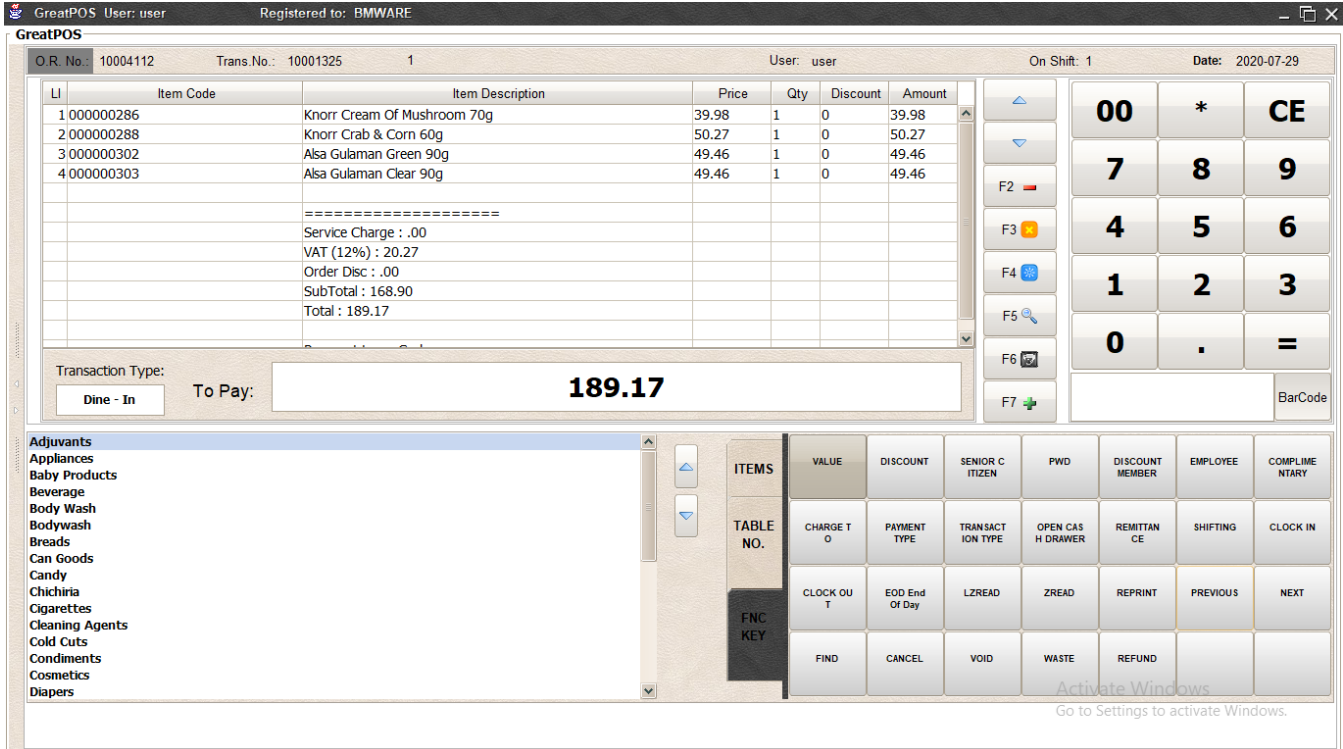
CANCEL



Use to cancel processed previous transaction.

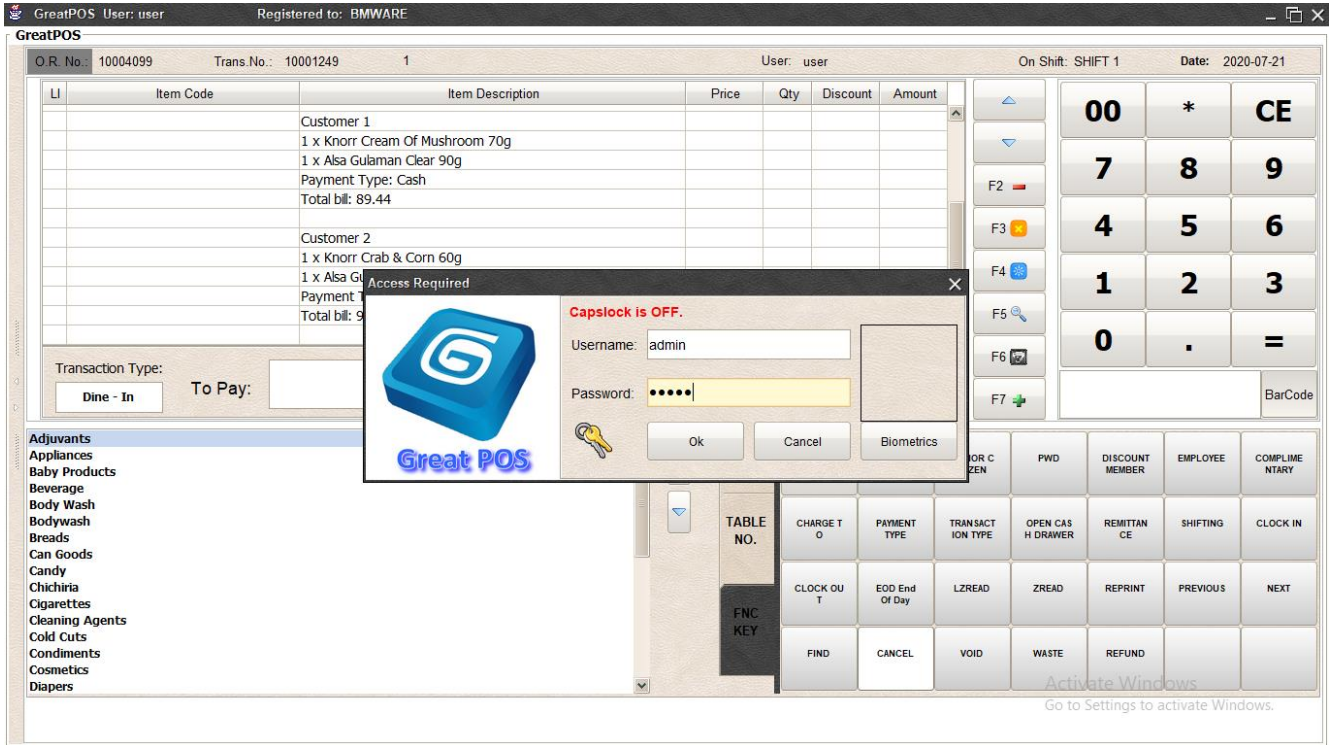
How to use Cancel?

Step1) Find the previous transaction

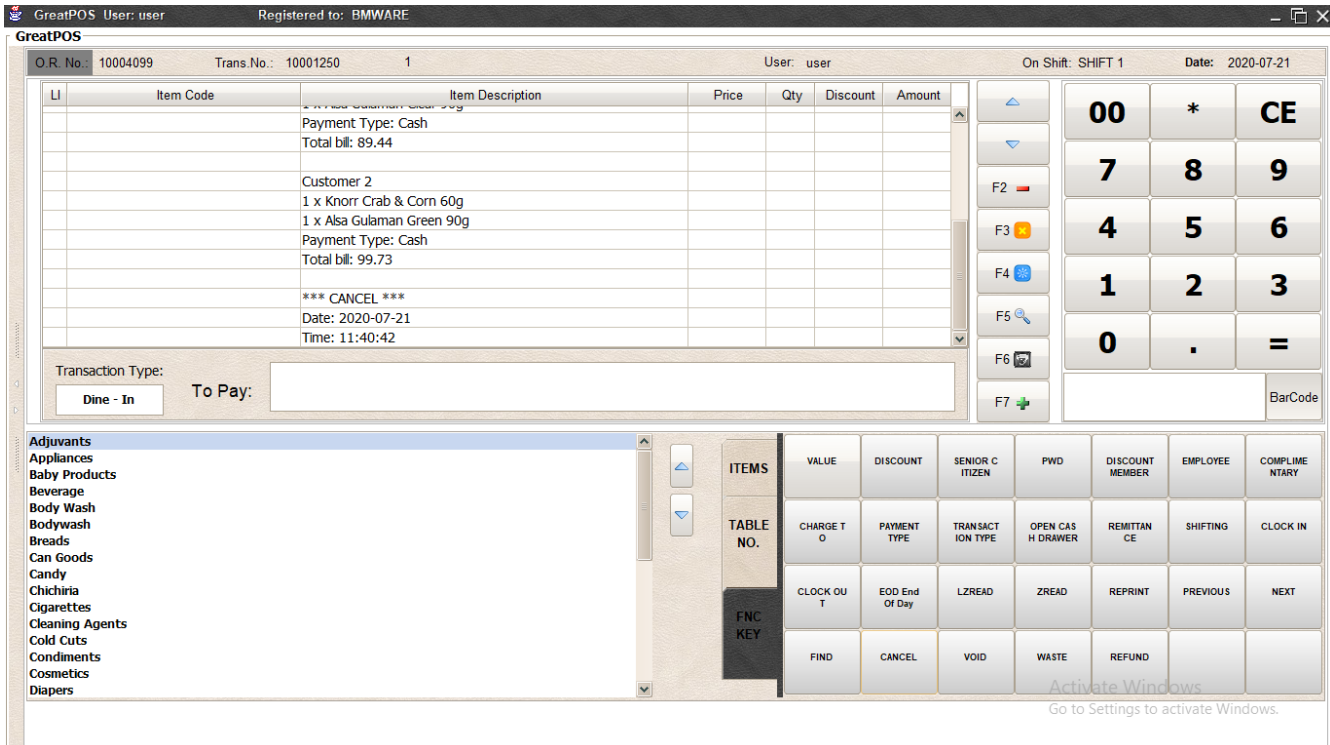


Step2) Click the Cancel Button

Step3) Enter Administration credentials or Use the Biometrics Feature



Step4) Click OK



VOID



Use to Void processed previous transaction.

How to use Void?

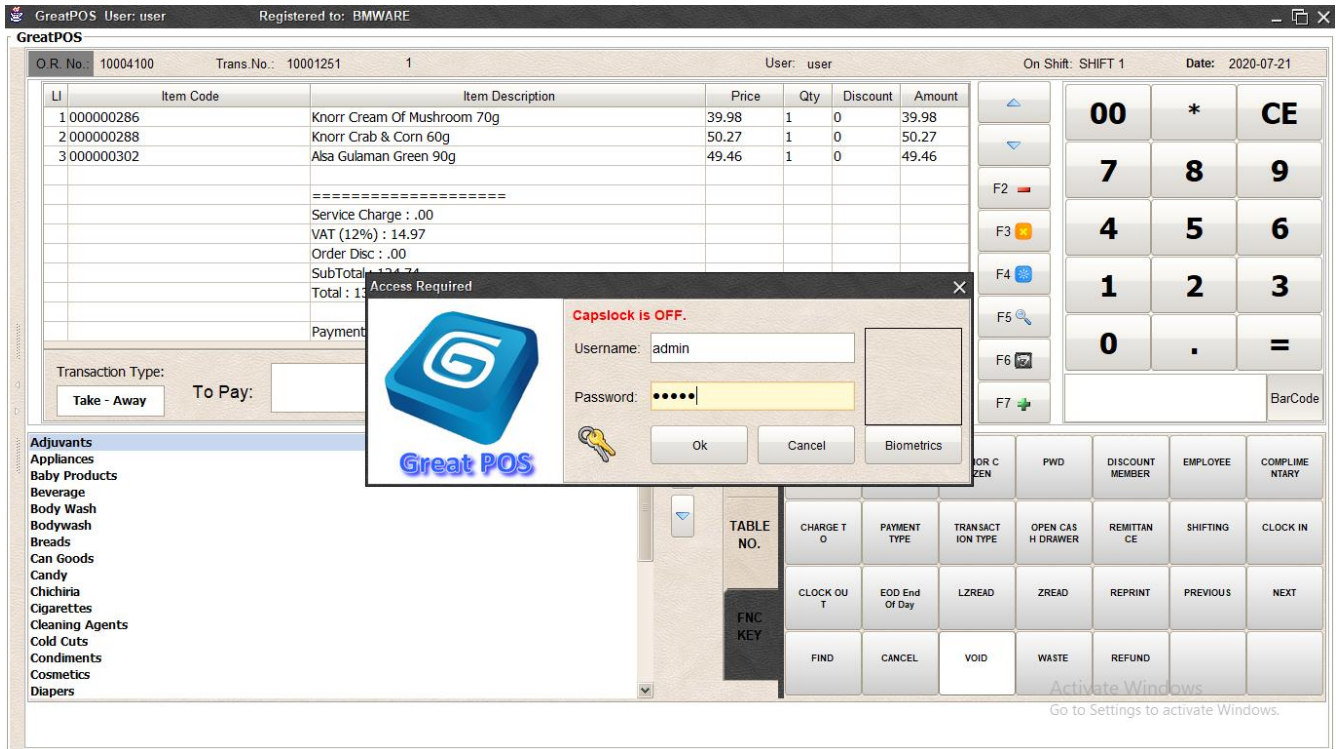
Step1) Find the previous transaction

The screenshot shows the GreatPOS interface with the following details:

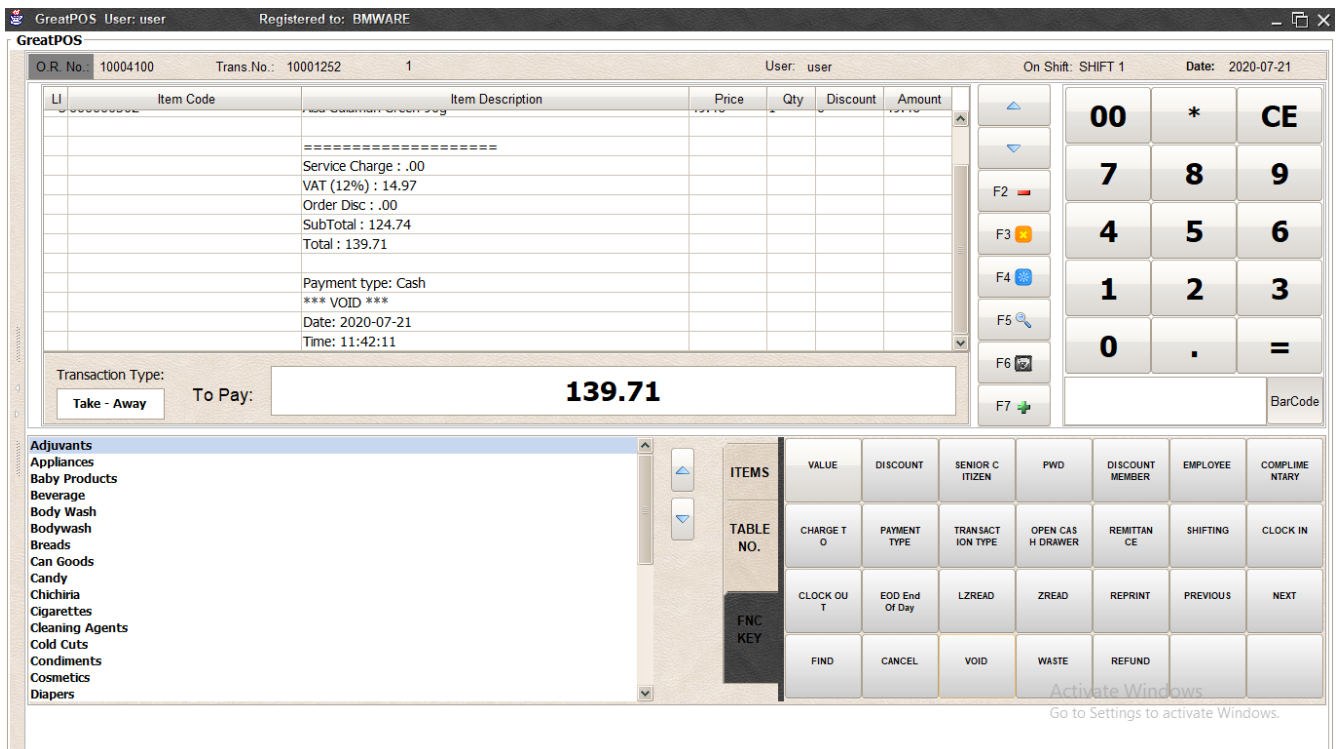
- Header: GreatPOS User: user Registered to: BMWARE
- Transaction Info: O.R. No.: 10004113, Trans.No.: 10001328, 1, User: user, On Shift: 1, Date: 2020-07-29
- Table with columns: LI, Item Code, Item Description, Price, Qty, Discount, Amount
- Transaction Summary: Service Charge : .00, VAT (12%) : 14.97, Order Disc : .00, SubTotal : 124.74, Total : 139.71, Payment type: Cash
- Transaction Type: Dine - In, To Pay: 139.71
- Keypad with buttons: 00, *, CE, 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, ., =, BarCode, F2, F3, F4, F5, F6, F7
- Bottom Panel: Adjuvants, Appliances, Baby Products, Beverage, Body Wash, Bodywash, Breads, Can Goods, Candy, Chichiria, Cigarettes, Cleaning Agents, Cold Cuts, Condiments, Cosmetics, Diapers
- Bottom Right Panel: ITEMS, TABLE NO., FNC KEY, VALUE, DISCOUNT, SENIOR CITIZEN, PWD, DISCOUNT MEMBER, EMPLOYEE, COMPLIMENTARY, CHARGE TO, PAYMENT TYPE, TRANSACTION TYPE, OPEN CASH DRAWER, REMITTANCE, SHIFTING, CLOCK IN, CLOCK OUT, EOD End Of Day, LZREAD, ZREAD, REPRINT, PREVIOUS, NEXT, FIND, CANCEL, VOID, WASTE, REFUND

Step2) Click the Cancel Button

Step3) Enter Administration credentials or Use the Biometrics Feature



Step4) Click OK



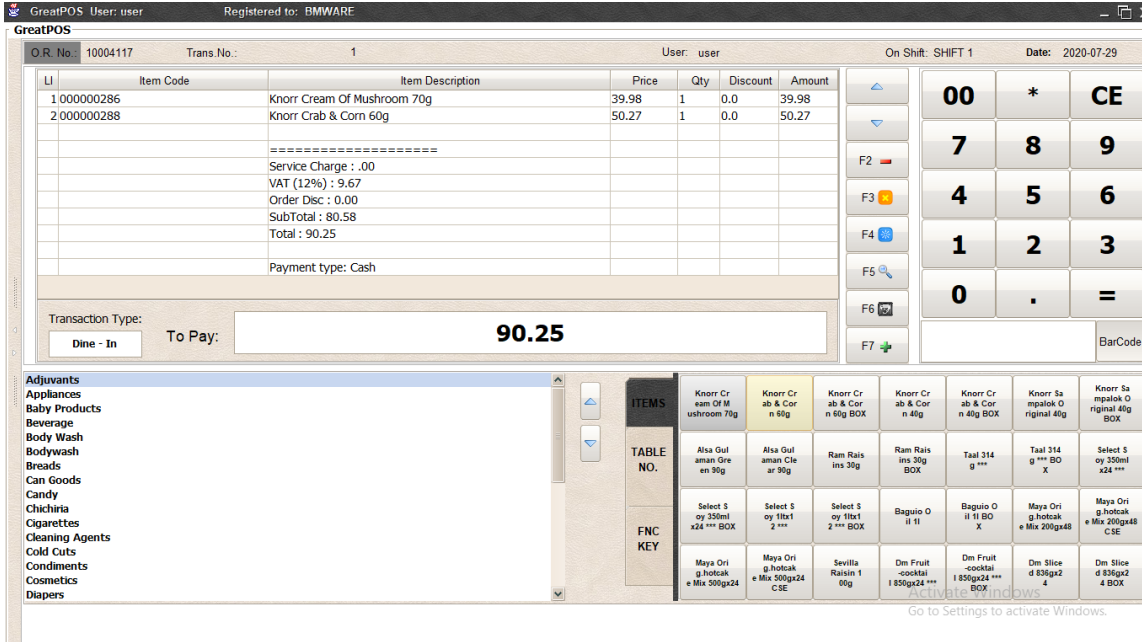
WASTE



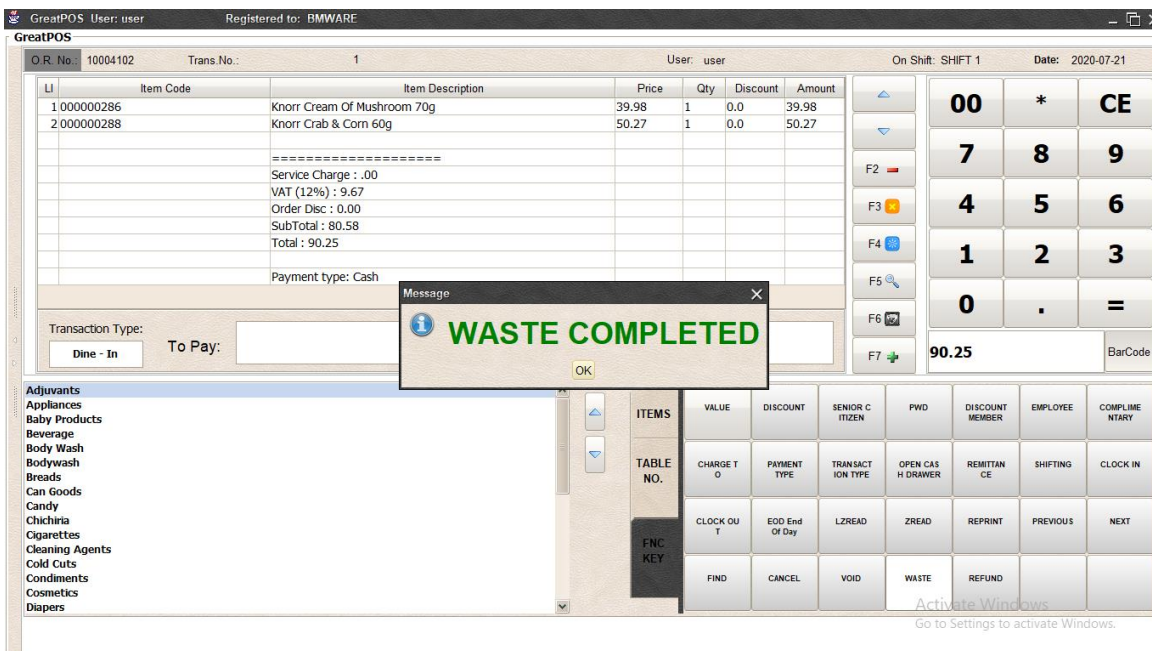
Use to deduct waste, spoilage and expired items or products in the inventory.

How to use waste?

Step1) Enter Items to waste



Step2) Go to FNC KEY and Press Waste



REFUND



Use to Void processed previous transaction.

How to use Void?

Step1) Find the previous transaction

The screenshot shows the GreatPOS interface. At the top, it displays 'GreatPOS User: user Registered to: BMWARE'. Below this, transaction details are shown: O.R. No.: 10004117, Trans. No.: 1, User: user, On Shift: SHIFT 1, Date: 2020-07-29.

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----------------------|-----------|-----------------------------|---------|-----|----------|---------|
| 1 | 00000286 | Knorr Cream Of Mushroom 70g | 39.98 | 1 | 0.0 | 39.98 |
| 2 | 00000288 | Knorr Crab & Corn 60g | 50.27 | 1 | 0.0 | 50.27 |
| 3 | 00000289 | Knorr Crab & Corn 60g BOX | 2884.35 | 1 | 0.0 | 2884.35 |
| ===== | | | | | | |
| Service Charge : .00 | | | | | | |
| VAT (12%) : 318.71 | | | | | | |
| Order Disc : 0.00 | | | | | | |
| SubTotal : 2,655.89 | | | | | | |
| Total : 2,974.60 | | | | | | |
| Payment type: Cash | | | | | | |

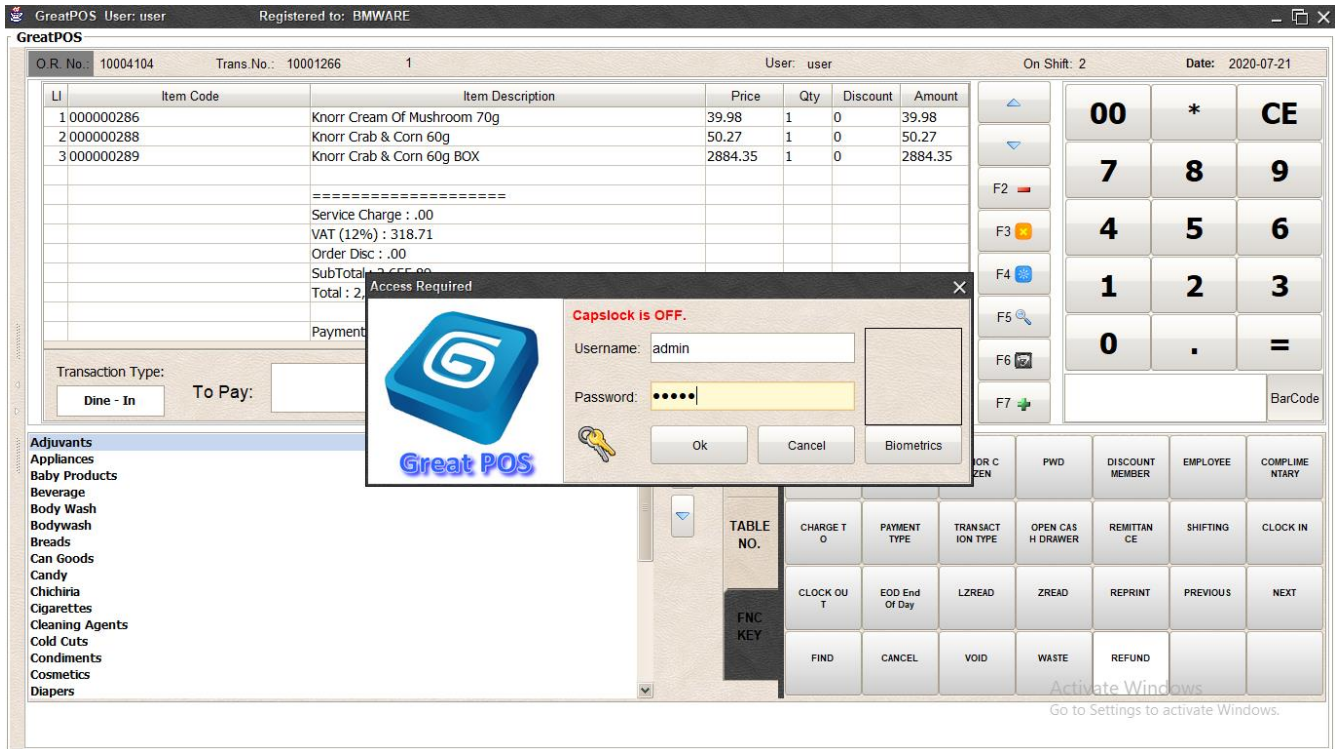
Transaction Type: To Pay: **2,974.60**

Below the transaction summary is a grid of product items. The grid has columns for 'ITEMS', 'TABLE NO.', and 'FNC KEY'. The 'ITEMS' column contains various product names and descriptions. The 'TABLE NO.' and 'FNC KEY' columns are currently empty.

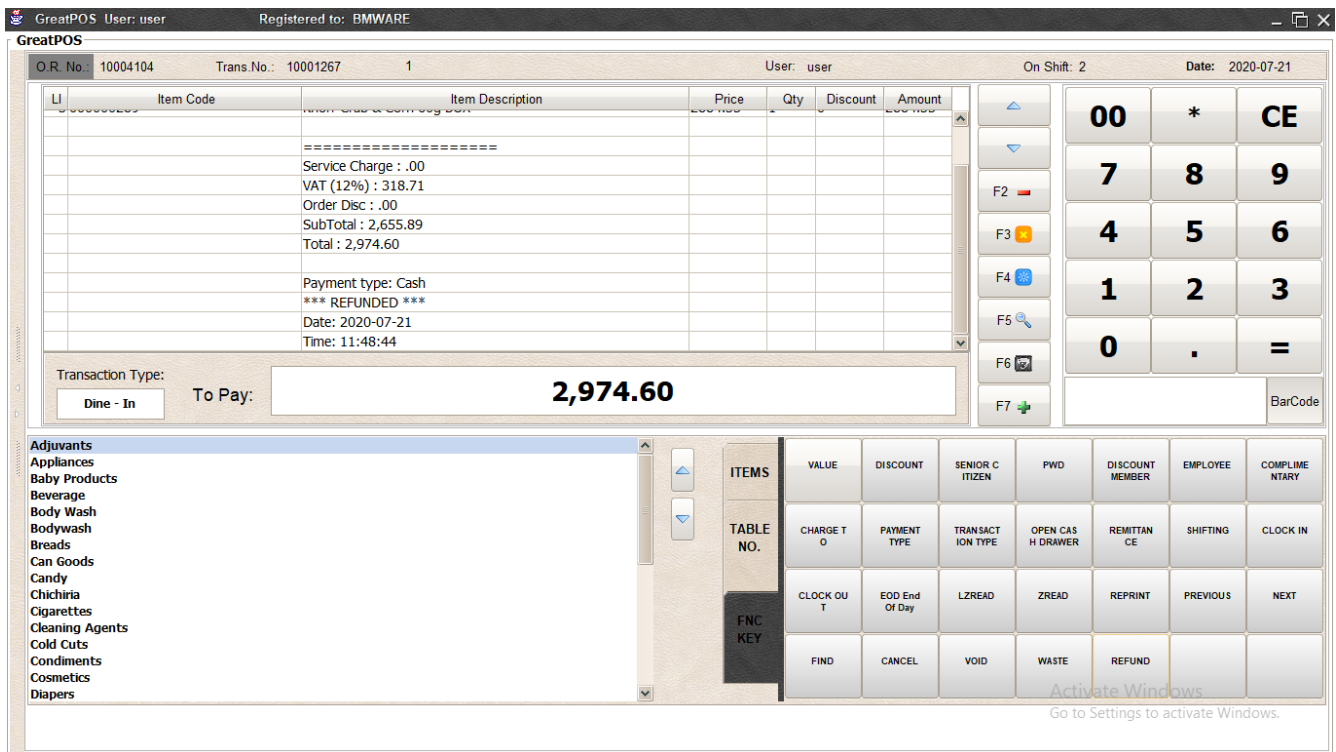
| ITEMS | TABLE NO. | FNC KEY |
|---|-----------|---------|
| Knorr Cream Of Mushroom 70g | | |
| Knorr Crab & Corn 60g | | |
| Knorr Crab & Corn 60g BOX | | |
| Knorr Crab & Corn 40g | | |
| Knorr Crab & Corn 40g BOX | | |
| Knorr Smpalok Original 40g | | |
| Knorr Smpalok Original 40g BOX | | |
| Alsa Gulaman Green 90g | | |
| Alsa Gulaman Clear 90g | | |
| Ram Raisins 30g | | |
| Ram Raisins 30g BOX | | |
| Taal 314g *** | | |
| Taal 314g *** BOX | | |
| Select Soy 350ml x24 *** BOX | | |
| Select Soy 1lt x12 *** | | |
| Select Soy 1lt x12 *** BOX | | |
| Baguio Oil 1l | | |
| Baguio Oil 1l BOX | | |
| Maya Original hotcak e Mix 200gx48 | | |
| Maya Original hotcak e Mix 200gx48 c.se | | |
| Maya Original hotcak e Mix 500gx24 | | |
| Maya Original hotcak e Mix 500gx24 c.se | | |
| Sevilla Raisin 100g | | |
| Dm Fruit cocktail 1.850gx24 *** | | |
| Dm Fruit cocktail 1.850gx24 *** BOX | | |
| Dm Sliced 836gx24 | | |
| Dm Sliced 836gx24 BOX | | |

Step2) Click the Refund Button

Step3) Enter Administration credentials or Use the Biometrics Feature



Step4) Press OK



Closing Shift

Use to Close the shift of the current terminal and displays the opening, and closing cash

How to use Closing Shift?

Step1) Click X on the Top Right to show the closing shift form



GreatPOS User: user Registered to: BMWARE

O.R. No.: 10004117 Trans. No.: 1 User: user On Shift: SHIFT 1 Date: 2020-07-29

| LI | Item Code | Item Description | Price | Qty | Discount | Amount |
|----|-----------|------------------|-------|-----|----------|--------|
| | | | | | | |

Transaction Type: **Dine - In** To Pay:

Adjvants
Appliances
Baby Products
Beverage
Body Wash
Bodywash
Breads
Can Goods
Candy
Chichiria
Cigarettes
Cleaning Agents
Cold Cuts
Condiments
Cosmetics
Diapers

Shifting

SHIFT: SHIFT 1
NAME: user

Opening Cash: 2000 OPEN SHIFT

Closing Cash: 2328.88 CLOSE SHIFT

Charge To: 0

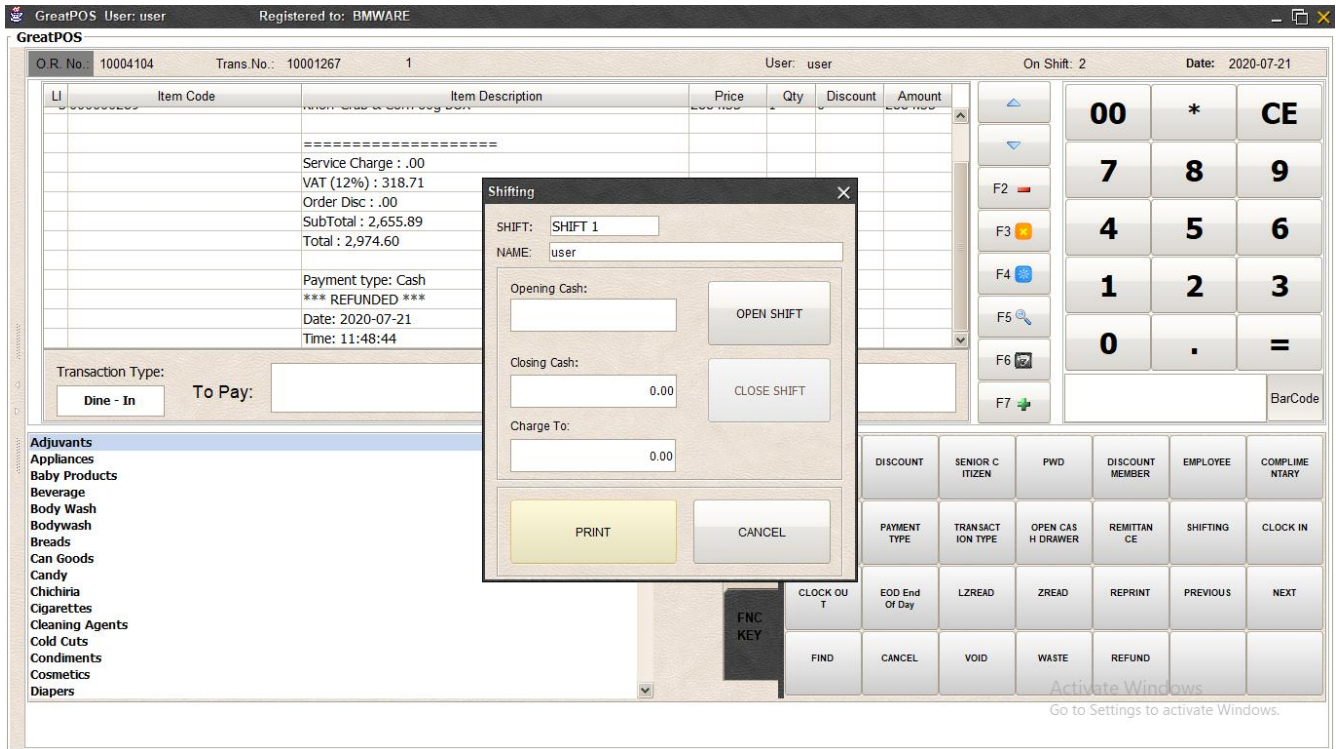
PRINT CANCEL

FNC KEY

| | | | | | |
|---------------------------------|-------------------------------------|-----------------------------|---------------------------------|-------------------------------------|-------------------------------------|
| Knorr Cr ab & Cor n 60g | Knorr Cr ab & Cor n 60g BOX | Knorr Cr ab & Cor n 40g | Knorr Cr ab & Cor n 40g BOX | Knorr Sa mpalok O riginal 40g | Knorr Sa mpalok O riginal 40g BOX |
| Alsa Gul aman Cle ar 90g | Ram Rais ins 30g | Ram Rais ins 30g BOX | Taal 314 g *** | Taal 314 g *** BO X | Select 3 oy 350ml x24 *** |
| Select 3 oy 350ml x24 *** BOX | Select 3 oy 1ltr1 2 *** | Select 3 oy 1ltr1 2 *** BOX | Baguio O il 1l | Baguio O il 1l BO X | Maya Ori g.hotcak e Mix 200gx48 CSE |
| Maya Ori g.hotcak e Mix 500gx24 | Maya Ori g.hotcak e Mix 500gx24 CSE | Sevilla Raisin 1 00g | Dm Fruit -cocktai l 850gx24 *** | Dm Fruit -cocktai l 850gx24 *** BOX | Dm Slice d 330gx2 4 |
| | | | | | Dm Slice d 330gx2 4 BOX |

Activate Windows
Go to Settings to activate Windows.

Step2) Click CLOSE SHIFT button



(Print Out After Clicking CLOSE SHIFT button)

