

GreatPOS User Manual Cashier Side
(Restaurant Type)



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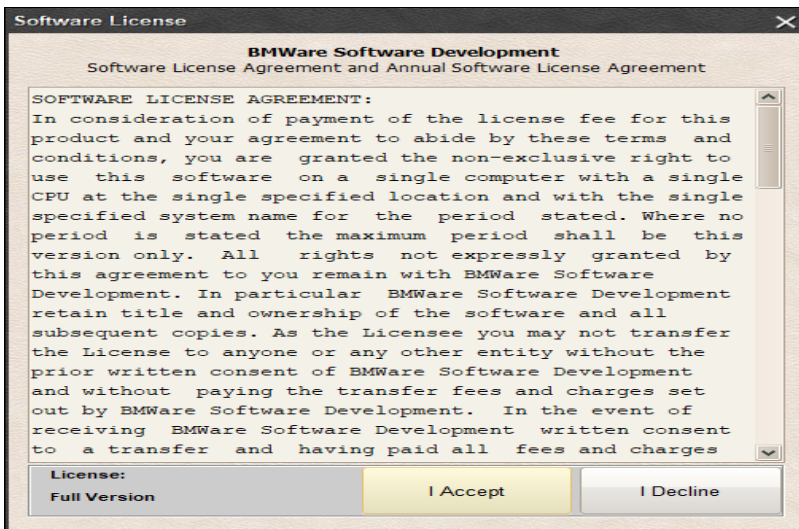
Login

How to Login to GreatPOS System Cashier Side?

Step1) Click the GreatPOS Logo Shortcut on Desktop

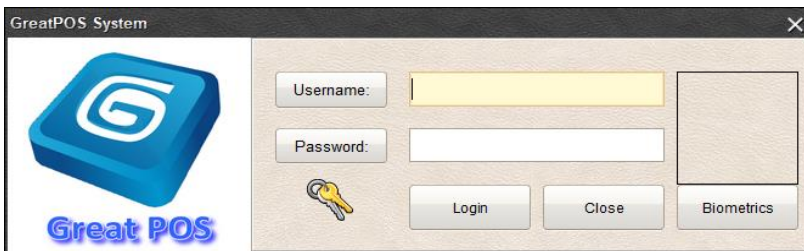


Step2) Click I Accept Agreement



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

Shifting

SHIFT: SHIFT 1

NAME: user

Opening Cash: 2000

Closing Cash: 0.00

Charge To: 0.00

OPEN SHIFT

CLOSE SHIFT

PRINT

CANCEL

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004100 Trans. No. : 10001237 On Shift : 1 User : user Date : 2020-09-02

LI	Item Description	Price	Qty	Dis	Amt
----	------------------	-------	-----	-----	-----

Transaction Type: Dine - In To Pay:

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

Activate Windows
Go to Settings to activate Windows

BarCode

GreatPOS Cashier Areas

Red Horizontal Rectangle – Transaction Table

Blue Vertical Bar – Calculator

Green Horizontal Rectangle – Item Categories

Orange Horizontal Rectangle – Products Tab

The screenshot shows the GreatPOS cashier interface. At the top, it displays 'GreatPOSX User: user Registered to: BMWARE'. Below this, transaction details are shown: O.R. No.: 10004100, Trans.No.: 10001237, On Shift: 1, User: user, Date: 2020-09-02.

The interface is divided into several sections:

- MENU:** A grid of colored buttons for menu items. A red horizontal rectangle highlights the top row of buttons, which includes 'Additional/Extra Toppings', 'Best Seller LARG E Combo', 'Best Seller XL Combo', 'Best Sellers (L)', 'Best Sellers (M)', and 'Best Sellers (XL)'. Other menu items include Bonanza, Bottles, Classics (L, M, XL), Complimentary, Drinks, Large Combo, Medium Combo, Pasta (A La Carte), Pizza of the Season, and Pizza Small.
- ITEMS:** A grid of buttons for specific items. An orange horizontal rectangle highlights the top row of buttons, including 'Pizza Cheese - L - 75g', 'Mozzarella Cheese - L - 70g', 'Purebeef - L - 50g', 'Pineapple Slices - L - 40g', 'Pineapple Tidbits - L - 40g', and 'Mushroom Sliced - L - 40g'. Other items include Mushroom Whole - L - 40g, Green Bell Pepper - L - 40g, Pizza Cheese - XL - 110g, Pineapple Slices - XL - 50g, Pineapple Tidbits - XL - 50g, and Mushroom Whole - XL - 50g.
- TABLE P1:** A section for table management with buttons for 'Green Bell Pepper - XL - 50g' and 'Zebra Tissue'.
- Calculator:** A blue vertical bar on the right side containing a numeric keypad (0-9, *, CE) and function keys (F2-F7). A yellow bar at the bottom of the calculator says 'Activate Windows Go to Settings to activate Windows'.
- Transaction Table:** A table on the right side with columns for 'LI', 'Item Description', 'Price', 'Qty', 'Dis', and 'Amt'. Below it is a 'Transaction Type' dropdown set to 'Dine - In' and a 'To Pay:' field.

Purple Horizontal Rectangle – Table Tab

The screenshot shows the 'TABLE NO' section of the GreatPOS interface. It features a grid of table numbers from 1 to 48. The numbers are arranged in a 6x8 grid. The numbers 11, 15, 27, 28, and 35 are highlighted in blue, while the others are green. The grid is bordered by a purple horizontal rectangle.

At the top of the table tab, there are several controls:

- TABLE NO:** A dropdown menu.
- Information:** A text input field.
- Choose Employee:** A dropdown menu.
- P. BILL:** A button.
- P. K,B:** A button.
- Save:** A button.
- Del:** A button.
- Move:** A button.

On the left side, there are labels for 'ITEMS', 'TABLE P1', and 'FNC KEY'.

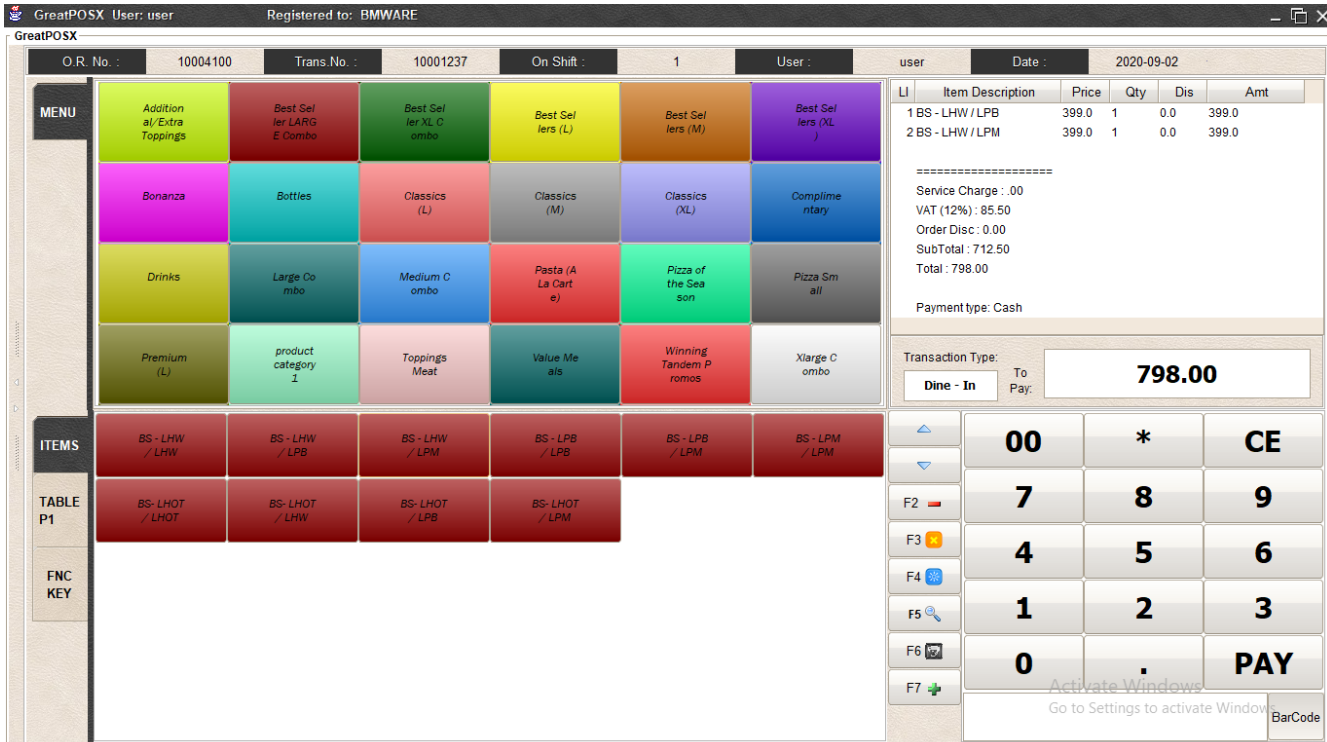
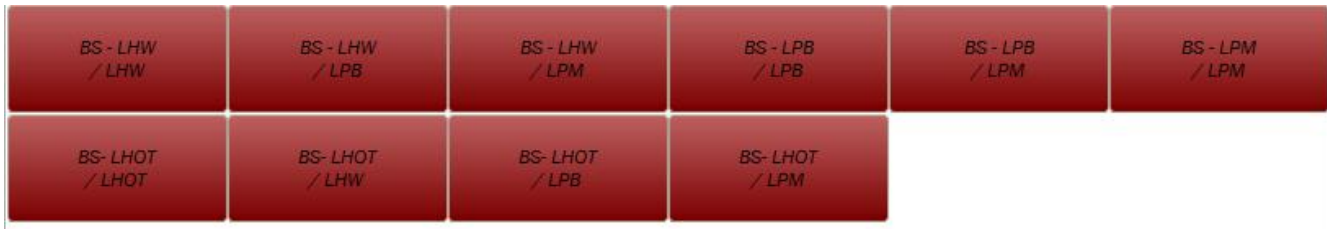
Transaction

How to do basic transaction?

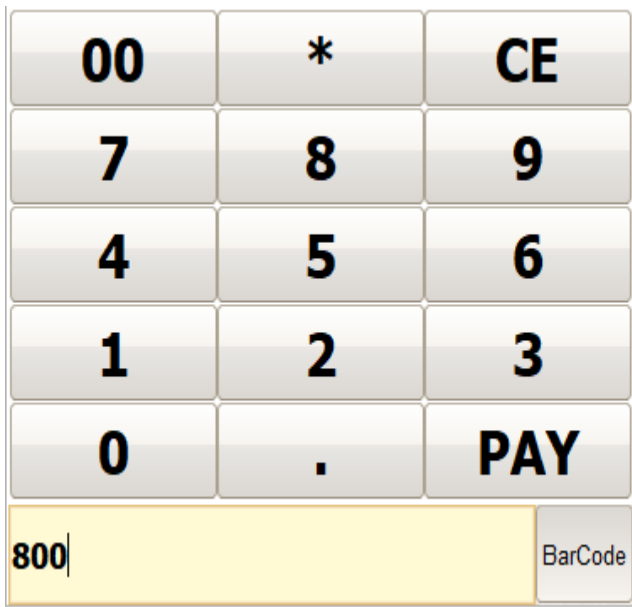
Step1) Select Category



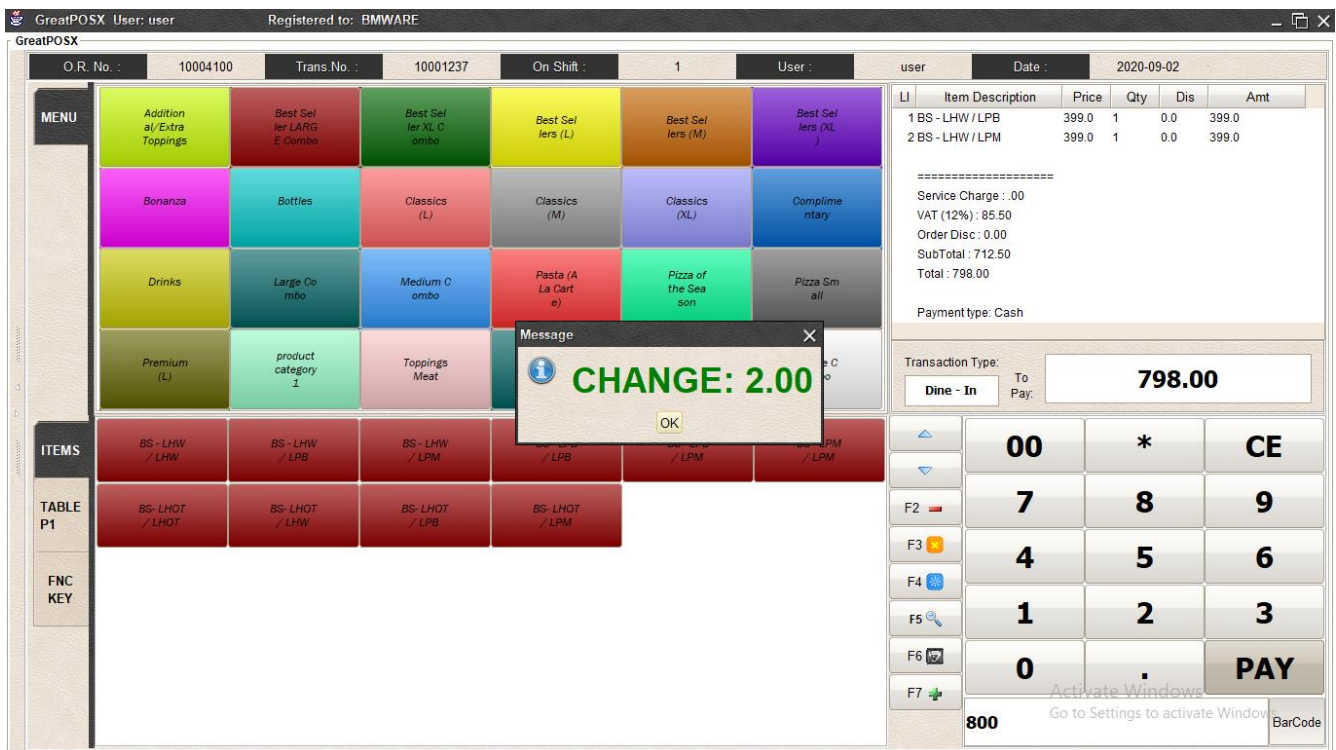
Step2) Click Items from the bottom



Step3) Enter Amount of payment



Step4) Click Equal Pay 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

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004101 Trans No. : 10001237 On Shift : 1 User : user Date : 2020-09-02

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LPM	399.0	1	0.0	399.0
2	BS - LPB / LPB	399.0	1	0.0	399.0

Service Charge : 0.00
 VAT (12%) : 85.50
 Order Disc : 0.00
 SubTotal : 712.50
 Total : 798.00

Payment type: Cash

Transaction Type: **798.00**

Dine - In To Pay: **798.00**

	00	*	CE
	7	8	9
F2	4	5	6
F3	1	2	3
F4	0	.	PAY
F5	Activate Windows Go to Settings to activate Windows		
F6	BarCode		
F7			

GreatPOSX

MENU

Addition al/Extra Toppings	Best Sel ler LARG E Combo	Best Sel ler XL C ombo	Best Sel lers (L)	Best Sel lers (M)	Best Sel lers (XL)
Bonanza	Bottles	Classics (L)	Classics (M)	Classics (XL)	Complime ntary
Drinks	Large Co mbo	Medium C ombo	Pasta (A La Cart e)	Pizza of the Sea son	Pizza Sm all
Premium (L)	product category 1	Toppings Meat	Value Me als	Winning Tandem P romos	Xlarge C ombo

ITEMS

BS - LHW /LHW	BS - LHW /LPB	BS - LHW /LPM	BS - LPB /LPB	BS - LPB /LPM	BS - LPM /LPM
---------------	---------------	---------------	---------------	---------------	---------------

TABLE

BS- LHOT /LHOT	BS- LHOT /LHW	BS- LHOT /LPB	BS- LHOT /LPM
----------------	---------------	---------------	---------------

FNC KEY

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

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004101 Trans. No. : 10001237 On Shift : 1 User : user Date : 2020-09-02

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LPM	399.0	1	0.0	399.0
2	BS - LPB / LPB	399.0	1	0.0	399.0

Service Charge : .00
VAT (12%) : 85.50
Order Disc : 0.00
SubTotal : 712.50
Total : 798.00
Payment type: Cash

Transaction Type: Dine - In To Pay: **798.00**

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

Step2) Click F2 Button

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004101 Trans. No. : 10001237 On Shift : 1 User : user Date : 2020-09-02

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LPM	399.0	1	0.0	399.0

Service Charge : .00
VAT (12%) : 42.75
Order Disc : 0.00
SubTotal : 356.25
Total : 399.00
Payment type: Cash

Transaction Type: Dine - In To Pay: **399.00**

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

F3 Delete Transaction

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

How to use?

Step1) Click F3 Button

GreatPOSX User: user Registered to: BMWARE

O.R. No.: 10004101 Trans. No.: 10001237 On Shift: 1 User: user Date: 2020-09-02

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LPM	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0
3	BS - LHW / LPM	399.0	1	0.0	399.0
4	BS - LPB / LPB	399.0	1	0.0	399.0

Service Charge: .00
 VAT (12%): 171.00
 Order Disc: 0.00
 SubTotal: 1,425.00
 Total: 1,596.00

Transaction Type: Dine - In To Pay: **1,596.00**

Buttons: F2, F3 (highlighted), F4, F5, F6, F7

GreatPOSX User: user Registered to: BMWARE

O.R. No.: 10004101 Trans. No.: 10001237 On Shift: 1 User: user Date: 2020-09-02

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LPM	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0
3	BS - LHW / LPM	399.0	1	0.0	399.0
4	BS - LPB / LPB	399.0	1	0.0	399.0

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

Buttons: F2, F3 (highlighted), F4, F5, F6, F7

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

The screenshot shows the GreatPOSX interface with a transaction table. The table has columns for Item Description, Price, Qty, Dis, and Amt. The first row is selected, and a blue button is visible in the bottom right corner of the table area. The total amount is 1,197.00.

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0
3	BS - LHW / LPM	399.0	1	0.0	399.0

Service Charge : .00
VAT (12%) : 128.25
Order Disc : 0.00
SubTotal : 1,068.75
Total : 1,197.00

Payment type: Cash
Transaction Type: Dine - In To Pay: 1,197.00

Step3) Entry Quantity

The screenshot shows the GreatPOSX interface with a screen keyboard overlay. The keyboard has a grid of buttons for digits 0-9, a Cancel button, and an OK button. The number '4' is entered in the top left button of the keyboard. The total amount is 1,197.00.

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0
3	BS - LHW / LPM	399.0	1	0.0	399.0

Service Charge : .00
VAT (12%) : 128.25
Order Disc : 0.00
SubTotal : 1,068.75
Total : 1,197.00

Payment type: Cash
Transaction Type: Dine - In To Pay: 1,197.00

O.R. No. : 10004101		Trans.No. : 10001237		On Shift : 1		User : user		Date : 2020-09-02	
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MENU	Additional/Extra Toppings	Best Seller LARG E Combo	Best Seller XL Combo	Best Sellers (L)	Best Sellers (M)	Best Sellers (XL)
	Bonanza	Bottles	Classics (L)	Classics (M)	Classics (XL)	Complimentary
	Drinks	Large Combo	Medium Combo	Pasta (A La Carte)	Pizza of the Season	Pizza Small
	Premium (L)	product category 1	Toppings Meat	Value Meals	Winning Tandem Promos	Xlarge Combo

ITEMS	BS - LHW / LHW	BS - LHW / LPB	BS - LHW / LPM	BS - LPB / LPB	BS - LPB / LPM	BS - LPM / LPM
	BS - LHOT / LHOT	BS - LHOT / LHW	BS - LHOT / LPB	BS - LHOT / LPM		

TABLE P1	
-----------------	--

FNC KEY	
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LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	4	0.0	1,596.00
2	BS - LHW / LPB	399.0	1	0.0	399.0
3	BS - LHW / LPM	399.0	1	0.0	399.0
=====					
Service Charge : .00					
VAT (12%) : 256.50					
Order Disc : 0.00					
SubTotal : 2,137.50					
Total : 2,394.00					

Transaction Type:		2,394.00
Dine - In	To Pay:	

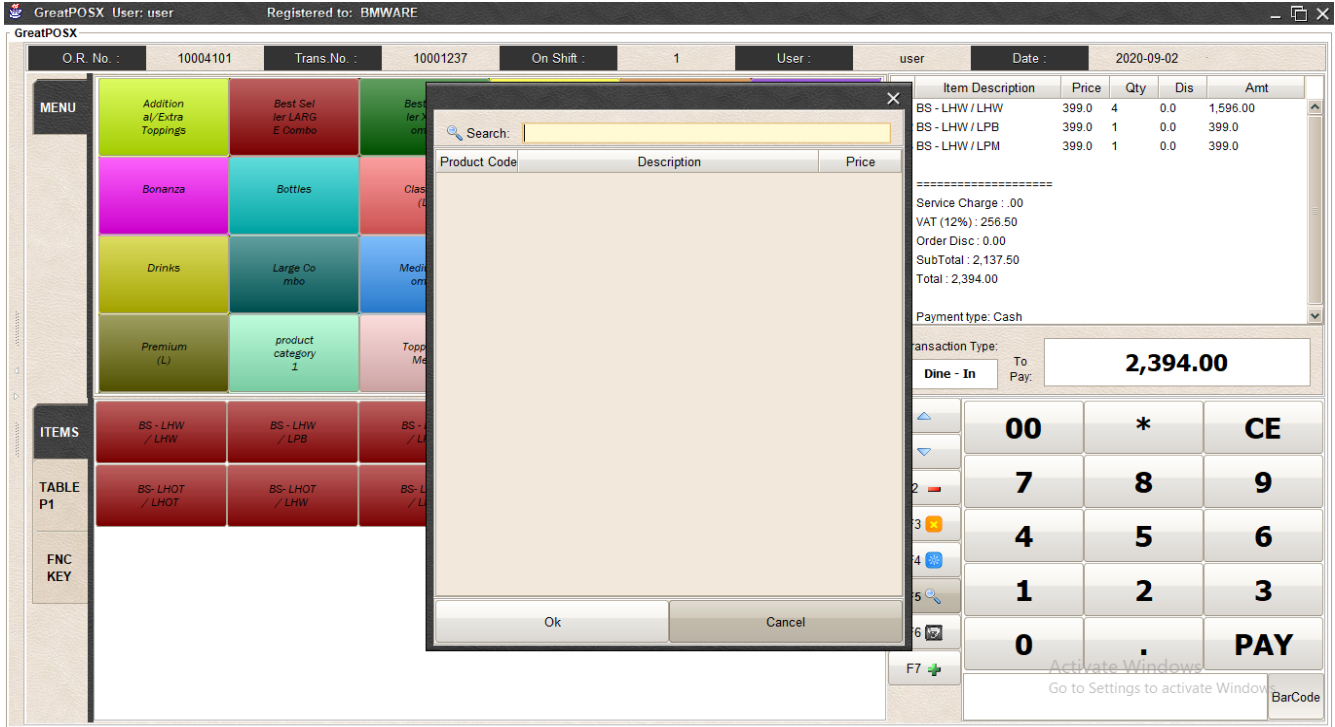
▲	00	*	CE
▼	7	8	9
F2	4	5	6
F3	1	2	3
F4	0	.	PAY
F5	Activate Windows Go to Settings to activate Windows		
F6	BarCode		
F7			

F5 Search Item

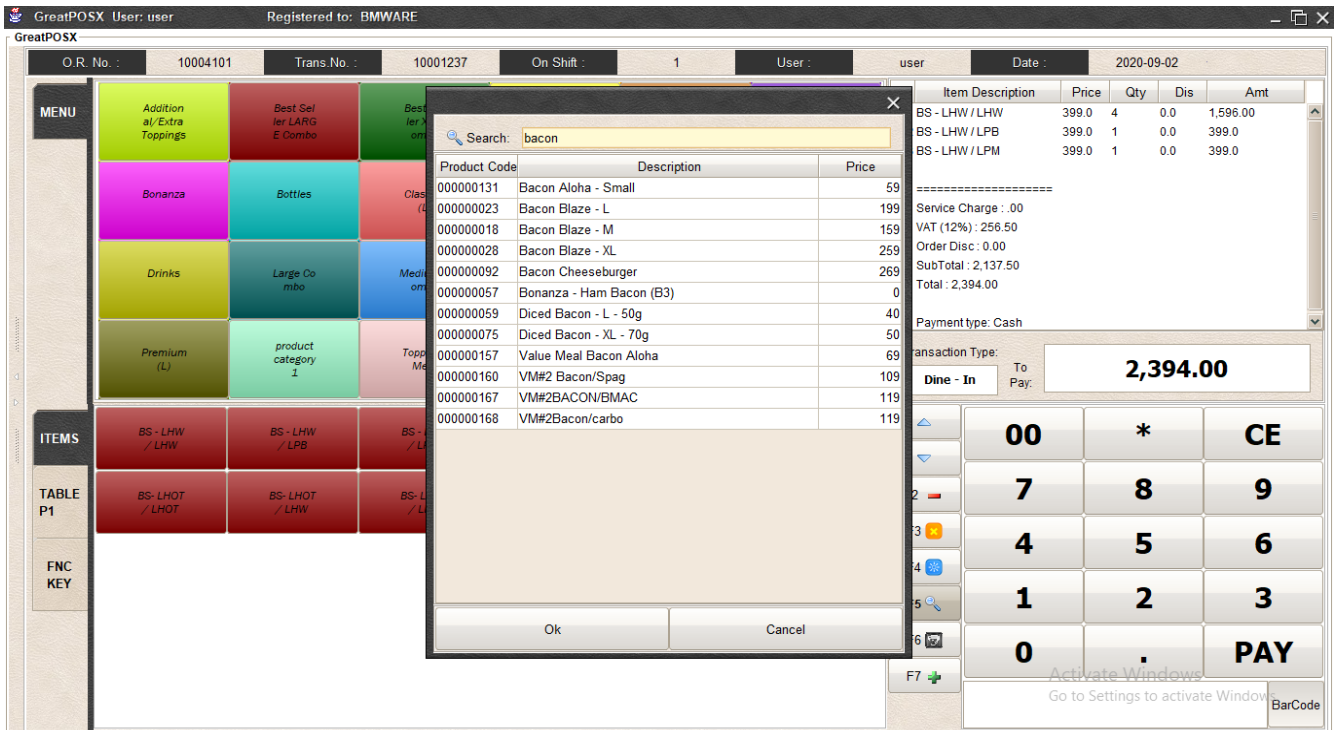
Icons/Buttons in Orange Rectangle are used to Search Item

How to use?

Step1) Click F5 Button



Step2) Enter word to search



Step3) Select Item on the Searched Items

GreatPOSX User: user Registered to: BMWARE

O.R. No.: 10004101 Trans. No.: 10001237 On Shift: 1 User: user Date: 2020-09-02

Search: bacon

Product Code	Description	Price
000000131	Bacon Aloha - Small	59
000000023	Bacon Blaze - L	199
000000018	Bacon Blaze - M	159
000000028	Bacon Blaze - XL	259
000000092	Bacon Cheeseburger	269
000000057	Bonanza - Ham Bacon (B3)	0
000000059	Diced Bacon - L - 50g	40
000000075	Diced Bacon - XL - 70g	50
000000157	Value Meal Bacon Aloha	69
000000160	VM#2 Bacon/Spag	109
000000167	VM#2BACON/BMAC	119
000000168	VM#2Bacon/carbo	119

Item Description	Price	Qty	Dis	Amt
BS - LHW / LHW	399.0	4	0.0	1,596.00
BS - LHW / LPB	399.0	1	0.0	399.0
BS - LHW / LPM	399.0	1	0.0	399.0

Service Charge: .00
VAT (12%): 256.50
Order Disc: 0.00
SubTotal: 2,137.50
Total: 2,394.00

Payment type: Cash
Transaction Type: Dine - In To Pay: 2,394.00

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

Step4) Click Ok Button

GreatPOSX User: user Registered to: BMWARE

O.R. No.: 10004101 Trans. No.: 10001237 On Shift: 1 User: user Date: 2020-09-02

Search: bacon

Product Code	Description	Price
000000131	Bacon Aloha - Small	59
000000023	Bacon Blaze - L	199
000000018	Bacon Blaze - M	159
000000028	Bacon Blaze - XL	259
000000092	Bacon Cheeseburger	269
000000057	Bonanza - Ham Bacon (B3)	0
000000059	Diced Bacon - L - 50g	40
000000075	Diced Bacon - XL - 70g	50
000000157	Value Meal Bacon Aloha	69
000000160	VM#2 Bacon/Spag	109
000000167	VM#2BACON/BMAC	119
000000168	VM#2Bacon/carbo	119

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	4	0.0	1,596.00
2	BS - LHW / LPB	399.0	1	0.0	399.0
3	BS - LHW / LPM	399.0	1	0.0	399.0
4	Bacon Blaze - M	159.0	1	0.0	159.0

Service Charge: .00
VAT (12%): 273.54
Order Disc: 0.00
SubTotal: 2,279.46
Total: 2,553.00

Transaction Type: Dine - In To Pay: 2,553.00

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

F6 Print Message

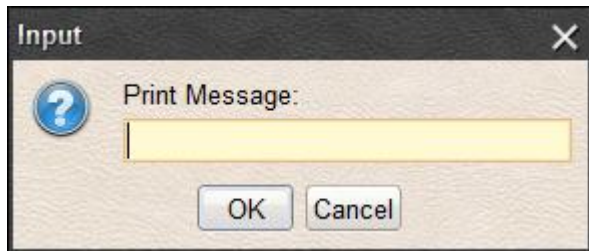
Icons/Buttons in Gray Rectangle are used to Print Message in the transaction

How to use?

Step1) Click F6 Button

Step2) Enter Message

Step3) Press Ok Button

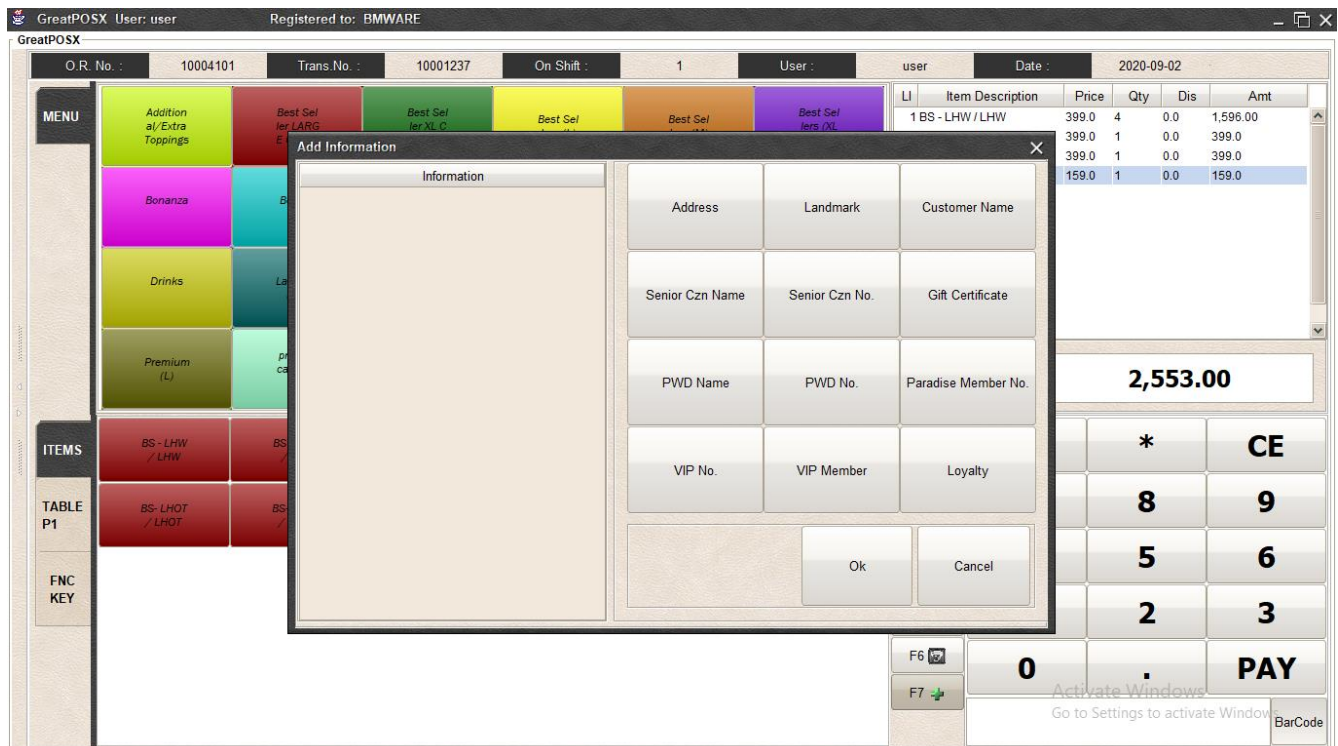


F7 Add Information

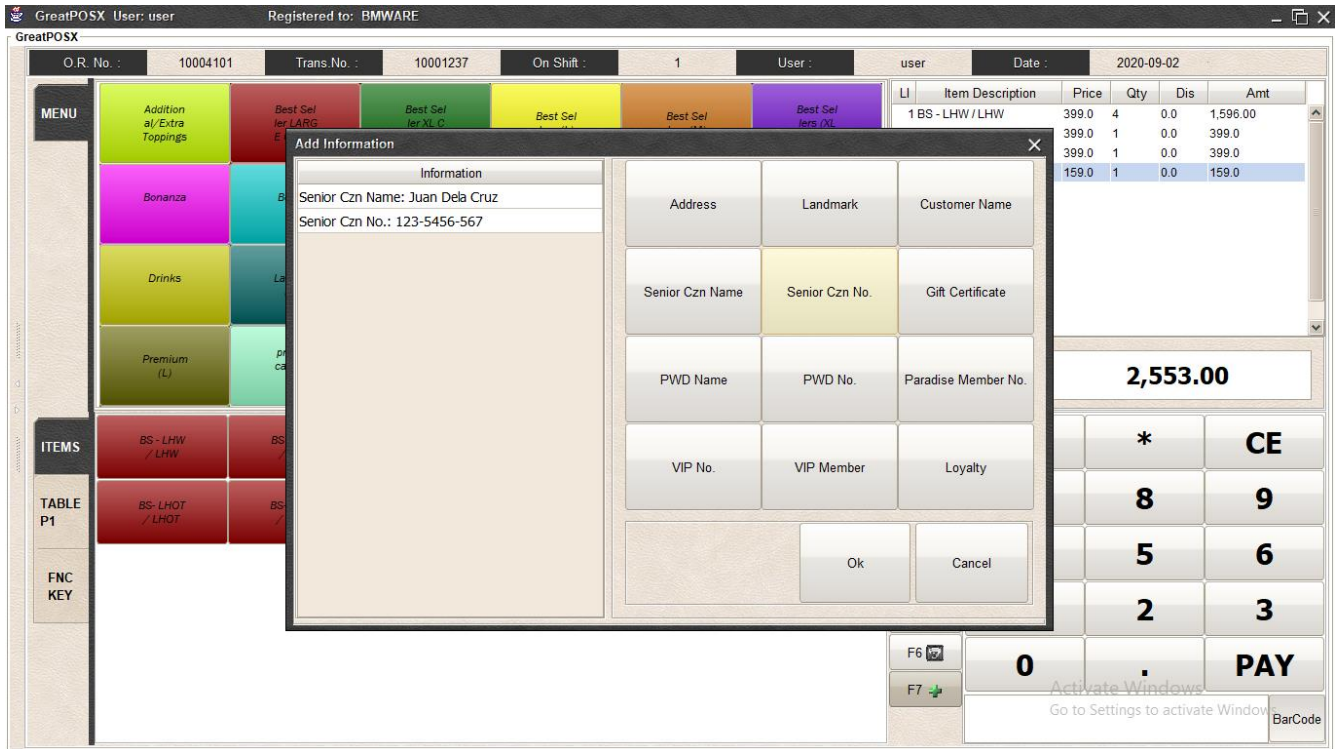
Icons/Buttons in Green Rectangle are used to Add Information in the transaction

How to use?

Step1) Click F7 Button



Step2) Enter Information



Step3) Click Ok Button

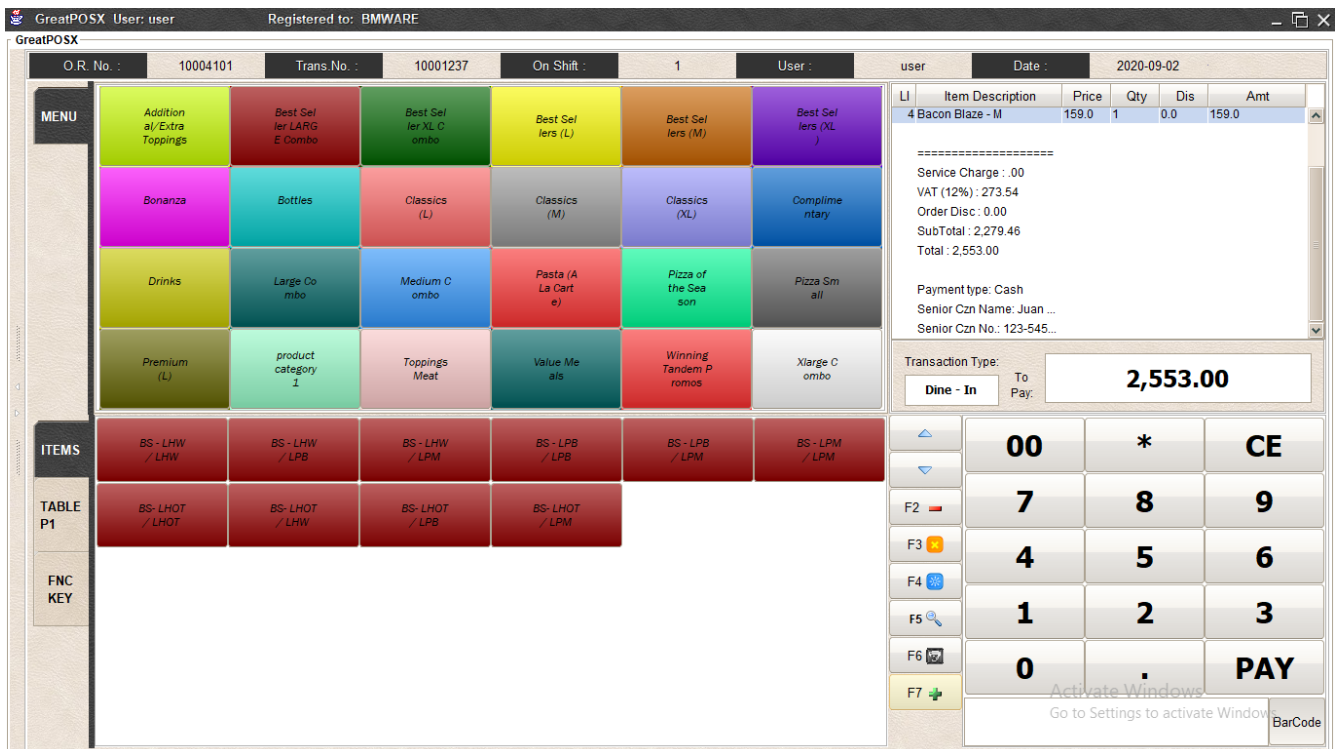


Table Number

TABLE P1	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	FShip1
	FShip2	Fam1	Fam2	22	23	24
	25	26	27	28	29	30
	31	32	33	34	35	36
	37	38	39	40	41	42
	43	44	45	46	47	48

Table Save

How to save transaction on the table?

Step1) Add Items on the Transaction Table

The screenshot displays the GreatPOSX software interface. At the top, it shows 'GreatPOSX User: user Registered to: BMWARE'. Below this, transaction details are visible: O.R. No.: 10004101, Trans.No.: 10001237, On Shift: 1, User: user, Date: 2020-09-02.

The main area is divided into several sections:

- MENU:** A grid of colored buttons for menu items such as 'Additional/Extra Toppings', 'Best Seller LARG E Combo', 'Best Seller XL C ombo', 'Best Sellers (L)', 'Best Sellers (M)', 'Best Sellers (XL)', 'Bonanza', 'Bottles', 'Classics (L)', 'Classics (M)', 'Classics (XL)', 'Complimentary', 'Drinks', 'Large Combo', 'Medium Combo', 'Pasta (A La Carte)', 'Pizza of the Sea Son', 'Pizza Small', 'Premium (L)', 'product category 1', 'Toppings Meat', 'Value Meals', 'Winning Tandem Promos', and 'Xlarge Combo'.
- ITEMS:** A section with a 'TABLE NO' dropdown set to 'Larra, PW5' and buttons for 'P. BILL', 'P. K,B', 'Save', 'Del', and 'Move'.
- Transaction Table:** A grid of 48 numbered buttons (1-48) with some special buttons like 'FShip1', 'Fam1', 'Fam2', 'FShip2', '22', '23', '24'.
- Transaction Summary:** A table with columns 'LI', 'Item Description', 'Price', 'Qty', 'Dis', and 'Amt'. It lists three items: '1 BS - LHW / LHW', '2 BS - LHW / LPB', and '3 BS - LHW / LPM', each with a price of 399.0 and quantity of 1. Below this, it shows 'Service Charge : .00', 'VAT (12%) : 128.25', 'Order Disc : 0.00', 'SubTotal : 1,068.75', and 'Total : 1,197.00'. The payment type is 'Cash'.
- Transaction Type:** A section with 'Dine - In' selected and 'To Pay: 1,197.00'.
- NUMERIC KEYPAD:** A numeric keypad with buttons for digits 0-9, *, CE, F2, F3, F4, F5, F6, F7, and a 'BarCode' button.

Step2) Select Table

GreatPOSX User: user Registered to: BMWARE

O.R. No.: 10004101 Trans. No.: 10001237 On Shift: 1 User: user Date: 2020-09-02

Transaction Type: Dine - In To Pay: **1,197.00**

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW /LHW	399.0	1	0.0	399.0
2	BS - LHW /LPB	399.0	1	0.0	399.0
3	BS - LHW /LPM	399.0	1	0.0	399.0

Service Charge : 00
 VAT (12%) : 128.25
 Order Disc : 0.00
 SubTotal : 1,068.75
 Total : 1,197.00

Payment type: Cash

TABLE NO: 2 Information: Table is Empty. Choose Employee

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	FShip1
FShip2	Fam1	Fam2	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48

Step3) Select Employee

Choose Employee

- admin, admin
- user, user
- support, support
- Trainee, PW13
- Rosselle, PW2
- Majo, PW3
- Erica, PW4
- Larra, PW5

Step4) Click Save Button

GreatPOSX User: user Registered to: BMWARE

O.R. No.: 10004102 Trans. No.: 10001237 On Shift: 1 User: user Date: 2020-09-02

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

TABLE NO: 2 Information: Order assigned to Table No: 2 Trainee, PW13

Save Del Move

Pay Table Orders

How to pay orders in the table?

Step1) Select the Table

The screenshot shows the GreatPOSX software interface. At the top, it displays 'GreatPOSX User: user Registered to: BMWARE'. Below this, there are fields for 'O.R. No.', 'Trans. No.', 'On Shift', 'User', and 'Date'. The main area is divided into several sections:

- MENU:** A grid of colored buttons representing different menu categories like 'Additiona/Extra Toppings', 'Best Seller LARG E Combo', etc.
- ITEMS:** A grid of buttons numbered 1 to 48, used for selecting items.
- Payment Area:** A section on the right showing a transaction type of 'Dine - In' with a total amount of '1,197.00'. Below this is a numeric keypad with buttons for digits 0-9, *, CE, and a 'PAY' button.

Step2) Enter amount to pay on the payment area

This image is a close-up of the payment area from the software interface. It features a numeric keypad with buttons for digits 0-9, a decimal point, and a 'PAY' button. Below the keypad, a yellow display shows the amount '1200'. To the right of the display is a 'BarCode' button.

Step3) Press Equals Pay Button

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004101 Trans. No. : 10001237 On Shift : 1 User : user Date : 2020-09-02

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.00	1	.00	399.00
2	BS - LHW / LPB	399.00	1	.00	399.00
3	BS - LHW / LPM	399.00	1	.00	399.00

Service Charge : .00
 VAT (12%) : 128.25
 Order Disc: 0.00
 SubTotal : 1,068.75
 Total : 1,197.00

Payment type: Cash

Transaction Type: Dine - In To Pay: **1,197.00**

MESSAGE
CHANGE: 3.00
 OK

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15	16	17	FShip1
FShip2	Fam1	Fam2	22	23	24
25	26	27	28	29	30
31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48

1200 BarCode

Step4) Click Ok Button

Delete Table Order

How to delete order in the table?

Step1) Select the table

The screenshot shows the GreatPOS interface with a table order. The order 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

Summary:
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**

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

Step2) Click Delete Button

The screenshot shows the same GreatPOS interface as in Step 1, but with an "Access Required" dialog box overlaid. The dialog box contains the following fields and buttons:

- Great POS logo
- Username:
- Password:
- Ok button
- Cancel button
- Biometrics button

The background interface shows the same table order with a total of 2,974.60. The "Access Required" dialog box is centered over the interface, partially obscuring the table selection grid and the numeric keypad.

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]

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 the table order information has been deleted. 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 table grid on the bottom right now shows a red message: "Table info deleted." in the information field.

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.

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

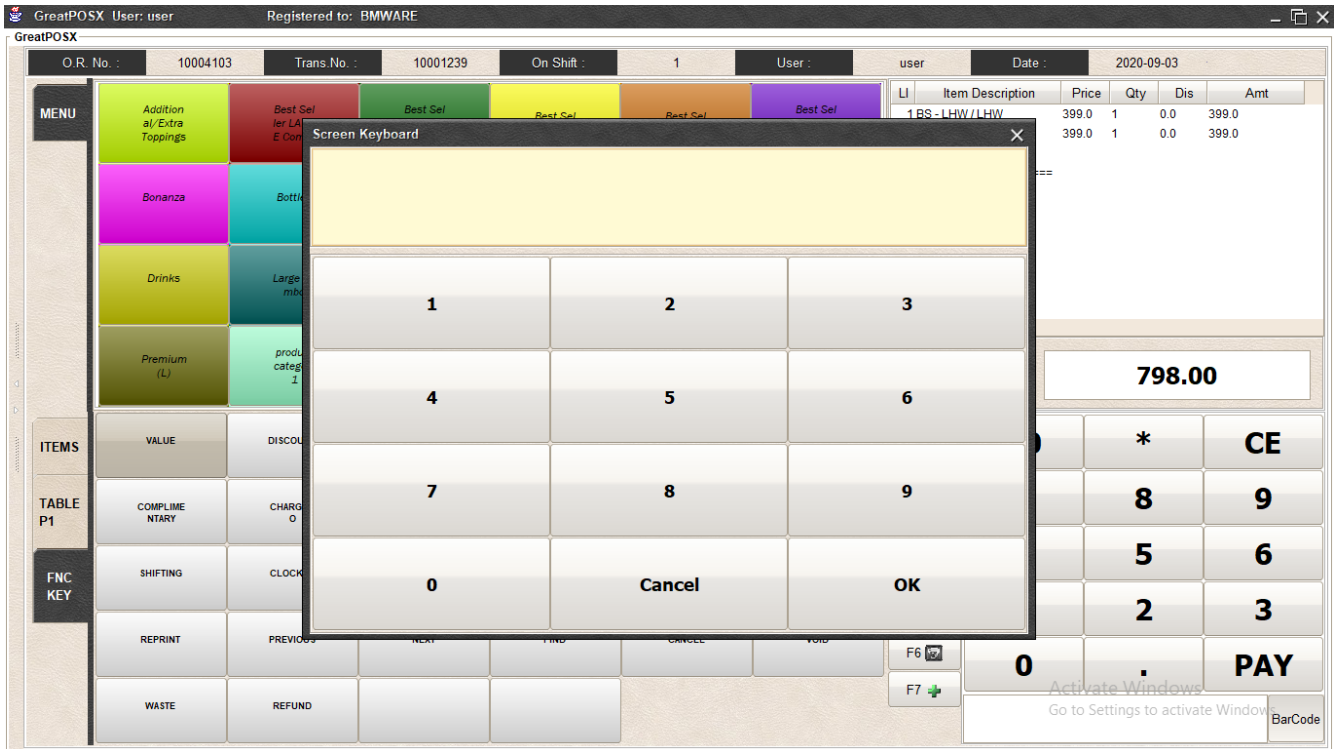
The screenshot shows the GreatPOSX software interface. At the top, it displays 'GreatPOSX User: user Registered to: BMWARE'. Below this, transaction details are shown: O.R. No.: 10004103, Trans.No.: 10001239, On Shift: 1, User: user, Date: 2020-09-03.

The main area is divided into several sections:

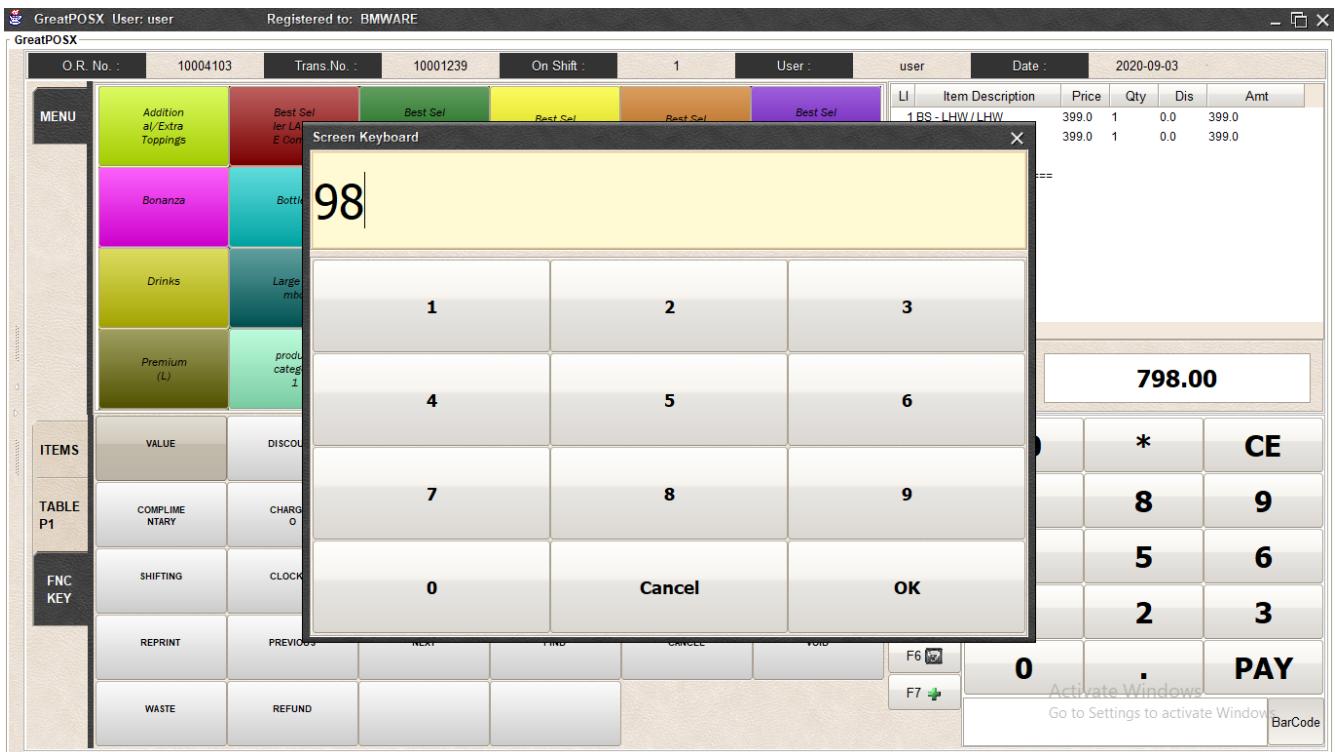
- MENU:** A grid of colorful buttons for various menu items like 'Additional/Extra Toppings', 'Best Seller LARG E Combo', 'Best Seller XL Combo', 'Best Sellers (L)', 'Best Sellers (M)', 'Best Sellers (XL)', 'Bonanza', 'Bottles', 'Classics (L)', 'Classics (M)', 'Classics (XL)', 'Complimentary', 'Drinks', 'Large Combo', 'Medium Combo', 'Pasta (A La Carte)', 'Pizza of the Sea Son', 'Pizza Small', 'Premium (L)', 'product category', 'Toppings Meat', 'Value Meals', 'Winning Tandem Promos', and 'Xlarge Combo'.
- ITEMS:** A grid of function keys including VALUE, DISCOUNT, SENIOR CITIZEN, PWD, DISCOUNT MEMBER, EMPLOYEE, COMPLIMENTARY, 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, and REFUND.
- TABLE P1:** A section for table management.
- FNC KEY:** A section for function keys.
- Transaction Summary:** A list of items with columns for LI, Item Description, Price, Qty, Dis, and Amt. It shows two items: '1 BS - LHW / LHW' and '2 BS - LHW / LPB'. Below this, it lists 'Service Charge : .00', 'VAT (12%) : 85.50', 'Order Disc : 0.00', 'SubTotal : 712.50', and 'Total : 798.00'. The payment type is 'Cash'.
- Transaction Type:** A dropdown menu set to 'Dine - In' and a 'To Pay:' field showing '798.00'.
- Payment Keypad:** A numeric keypad with buttons for 00, *, CE, 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, ., and PAY.

Step2) Click FNC KEY button

Step3) Click Value button



Step4) Enter the Value Discount



Step5) Press OK button

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004103 Trans. No. : 10001240 On Shift : 1 User : user Date : 2020-09-03

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0
3					
4	=====				
5	Service Charge : .00				
6	VAT (12%) : 85.50				
7	Order Disc : 0.00				
8	SubTotal : 712.50				
9	Total : 798.00				
10					
11	Payment type: Cash				

Transaction Type: **Dine - In** To Pay: **700.00**

VALUE	DISCOUNT	SENIOR CITIZEN	PWD	DISCOUNT MEMBER	EMPLOYEE
COMPLIMENTARY	CHARGE T O	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				

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

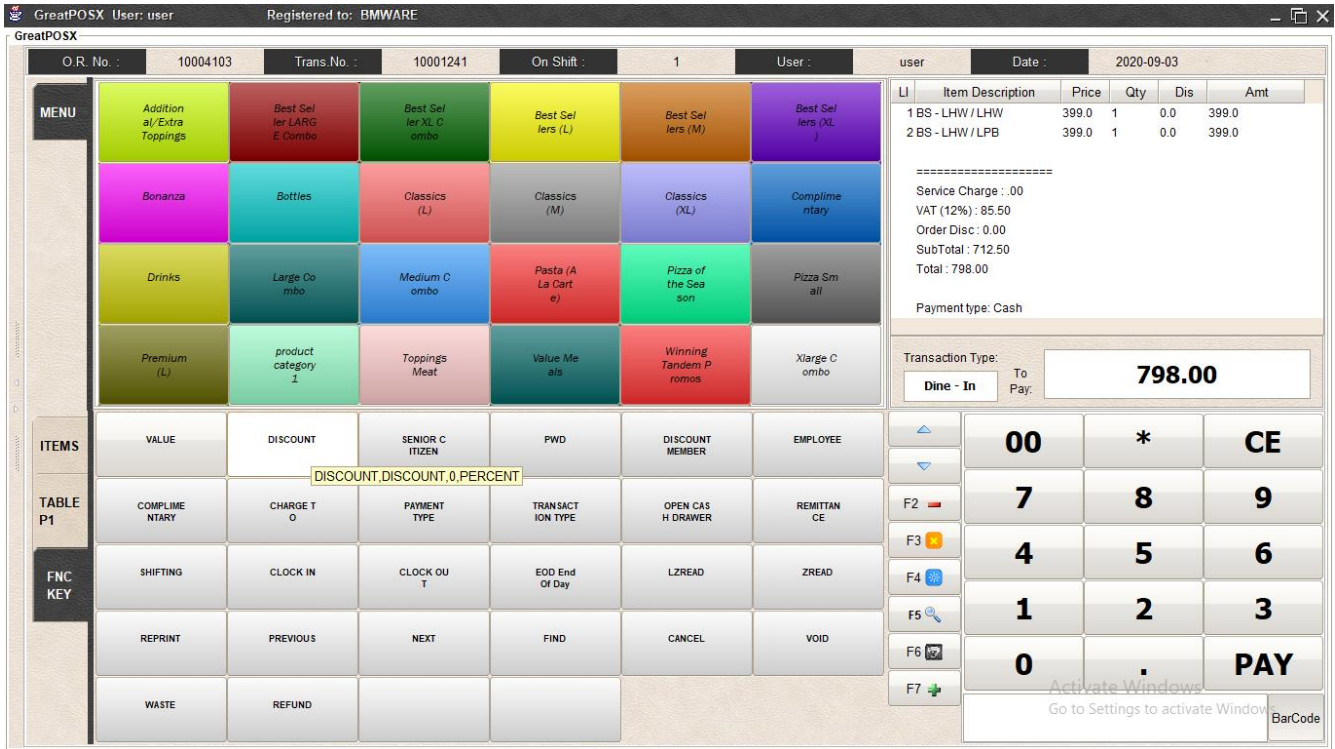
Activate Windows
Go to Settings to activate Windows

BarCode

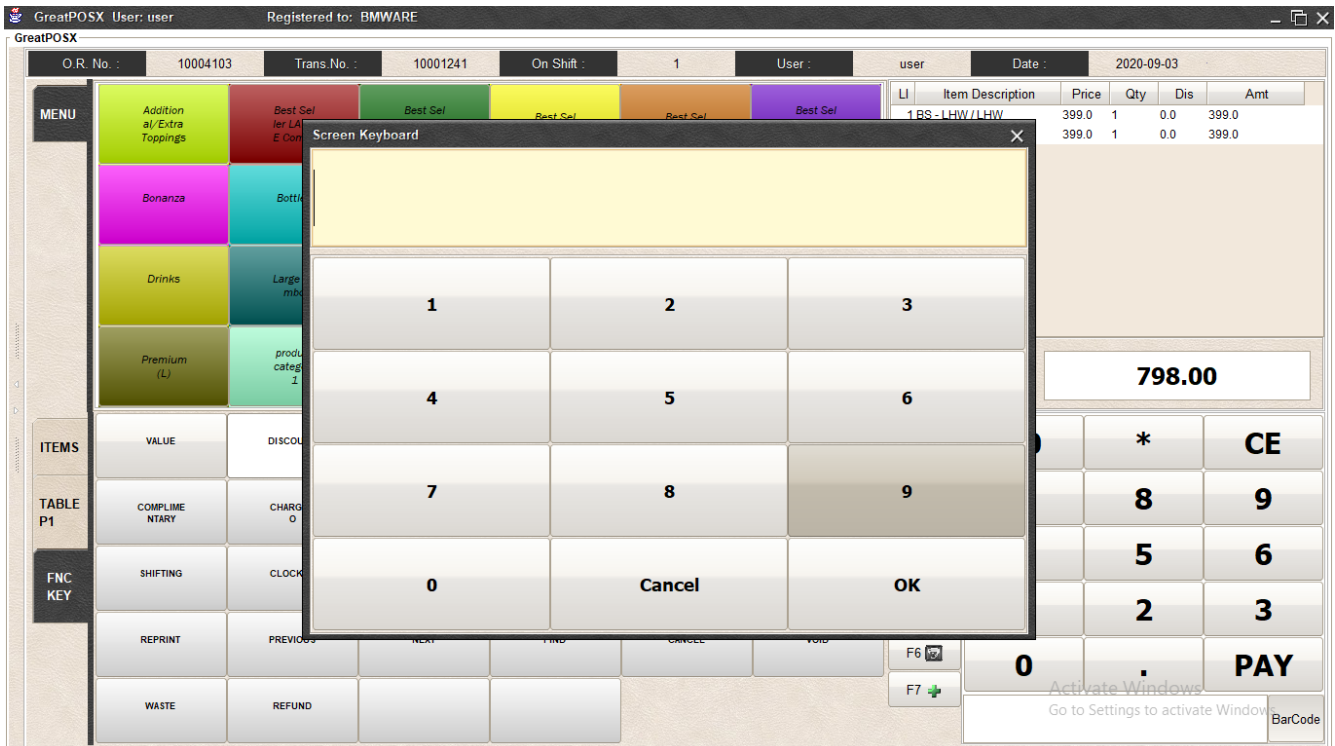
Percent Discount

How to use percent discount?

Step1) Create transaction



Step2) Click Discount button



Step3) Enter Percent of Discount

The screenshot shows the GreatPOSX interface. A 'Screen Keyboard' dialog box is open in the center, displaying the number '10'. The background interface includes a menu grid on the left with categories like 'MENU', 'ITEMS', 'TABLE P1', and 'FNC KEY'. On the right, a transaction summary is visible with the following data:

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW /LHW	399.0	1	0.0	399.0
2	BS - LHW /LHW	399.0	1	0.0	399.0

Below the summary, the total amount is displayed as **798.00**. A numeric keypad is visible on the right side of the screen, with the 'OK' button highlighted.

Step4) Click Ok Button

The screenshot shows the GreatPOSX interface after the 'Screen Keyboard' dialog box has been closed. The background interface includes a menu grid on the left. On the right, a detailed transaction summary is visible with the following data:

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW /LHW	399.0	1	0.0	399.0
2	BS - LHW /LPB	399.0	1	0.0	399.0

Below the summary, the total amount is displayed as **718.20**. A numeric keypad is visible on the right side of the screen, with the 'OK' button highlighted.

Senior Citizen Discount

How to use senior citizen discount?

Step1) Create transaction

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004103 Trans.No. : 10001251 On Shift : 1 User : user Date : 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
VAT (12%) : 85.50
Order Disc : 0.00
SubTotal : 712.50
Total : 798.00

Payment type: Cash

Transaction Type: Dine - In To Pay: **798.00**

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

Step2) Click Senior Citizen Button

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004103 Trans.No. : 10001251 On Shift : 1 User : user Date : 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
VAT (12%) : 85.50
Order Disc : 0.00
SubTotal : 712.50
Total : 798.00

Payment type: Cash

Transaction Type: Dine - In To Pay: **798.00**

Number of Packs: Number of Senior:

Ok Cancel

Step3) Enter Number of Packs and Number of Senior

GreatPOSX User: user Registered to: BMWARE

O.R. No.: 10004103 Trans. No.: 10001251 On Shift: 1 User: user Date: 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 VAT (12%) : 85.50
 Order Disc : 0.00
 SubTotal : 712.50
 Total : 798.00

Payment type: Cash

Transaction Type: Dine - In To Pay: 798.00

Number of Packs: 5 Number of Senior: 2

Step4) Click Ok Button

GreatPOSX User: user Registered to: BMWARE

O.R. No.: 10004103 Trans. No.: 10001252 On Shift: 1 User: user Date: 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0

Payment type: Cash

Service Charge : .00
 Less VAT (12%) : 34.20
 20% SENIOR Disc : 57.00
 SubTotal : 228.00

Transaction Type: Dine - In To Pay: 706.80

PWD Discount

How to use PWD Discount?

Step1) Create transaction

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004103 Trans.No. : 10001252 On Shift : 1 User : user Date : 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS XL - HW / BB	499.0	1	0.0	499.0
2	BS - LHW / LHW	399.0	1	0.0	399.0
3	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 VAT (12%) : 138.96
 Order Disc : 0.00
 SubTotal : 1,158.04
 Total : 1,297.00

Payment type: Cash

Transaction Type: Dine - In To Pay: **1,297.00**

VALUE	DISCOUNT	SENIOR CITIZEN	PWD	DISCOUNT MEMBER	EMPLOYEE
COMPLIMENTARY	CHARGE T O	PAYMENT TYPE	TRANSACTION TYPE	DISCOUNT PWD 20 PERCENT	REMITTANCE
SHIFTING	CLOCK IN	CLOCK OUT	EOD End Of Day	LZREAD	ZREAD
REPRINT	PREVIOUS	NEXT	FIND	CANCEL	VOID
WASTE	REFUND				

Navigation buttons: F2, F3, F4, F5, F6, F7

Keypad: 00, *, CE, 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, ., PAY

Step2) Select the Largest amount of the item

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004103 Trans.No. : 10001252 On Shift : 1 User : user Date : 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS XL - HW / BB	499.0	1	0.0	499.0
2	BS - LHW / LHW	399.0	1	0.0	399.0
3	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 VAT (12%) : 138.96
 Order Disc : 0.00
 SubTotal : 1,158.04
 Total : 1,297.00

Payment type: Cash

Transaction Type: Dine - In To Pay: **1,297.00**

VALUE	DISCOUNT	SENIOR CITIZEN	PWD	DISCOUNT MEMBER	EMPLOYEE
COMPLIMENTARY	CHARGE T O	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				

Navigation buttons: F2, F3, F4, F5, F6, F7

Keypad: 00, *, CE, 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, ., PAY

Step3) Click PWD Button

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004103 Trans. No. : 10001253 On Shift : 1 User : user Date : 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS XL - HW / BB	499.0	1	142.57	356.43
2	BS - LHW / LHW	399.0	1	0.0	399.0
3	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 Less VAT (12%) : 53.46
 PWD Disc : 89.11
 SubTotal : 1154.43

Payment type: Cash

Transaction Type: **Dine - In** To Pay: **1154.43**

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

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

BarCode

Discount Member

How to use Discount Member?

Step1) Create Transaction

GreatPOSX User: user Registered to: BMWARE

O.R. No.: 10004103 Trans.No.: 10001253 On Shift: 1 User: user Date: 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 VAT (12%) : 85.50
 Order Disc : 0.00
 SubTotal : 712.50
 Total : 798.00

Payment type: Cash

Transaction Type: Dine - In To Pay: **798.00**

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

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

Step2) Click Discount Member

GreatPOSX User: user Registered to: BMWARE

O.R. No.: 10004103 Trans.No.: 10001254 On Shift: 1 User: user Date: 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 VAT (12%) : 85.50
 Order Disc : 79.80
 SubTotal : 712.50
 Total : 718.20

Payment type: Cash

Transaction Type: Dine - In To Pay: **718.20**

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

Employee Discount

How to use Employee Discount?

Step1) Create Transaction

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004103 Trans. No. : 10001254 On Shift : 1 User : user Date : 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 VAT (12%) : 85.50
 Order Disc : 0.00
 SubTotal : 712.50
 Total : 798.00

Payment type: Cash

Transaction Type: Dine - In To Pay: **798.00**

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

DISCOUNT EMPLOYEE 20 PERCENT

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

Step2) Select Item to Discount

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004103 Trans. No. : 10001254 On Shift : 1 User : user Date : 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 Less VAT (12%) : 0.00
 Employee Disc : 0.00
 SubTotal : 798.0

Payment type: Cash

Transaction Type: Dine - In To Pay: **798.00**

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

Step3) Click Employee Discount Button

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004103 Trans. No. : 10001255 On Shift : 1 User : user Date : 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	79.8	319.2
2	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 Less VAT (12%) : 0.00
 Employee Disc : 0.00
 SubTotal : 718.2

Payment type: Cash

Transaction Type: **Dine - In** To Pay: **718.2**

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

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

BarCode

Complimentary Discount

How use complimentary discount?

Step1) Create Transaction

The screenshot shows the GreatPOSX interface with the following details:

- Header:** GreatPOSX User: user Registered to: BMWARE
- Transaction Info:** O.R. No.: 10004103, Trans.No.: 10001255, On Shift: 1, User: user, Date: 2020-09-04
- Menu Grid:** A grid of buttons for menu items such as 'Addition al/Extra Toppings', 'Best Sel ler LARG E Combo', 'Best Sel ler XL C ombo', 'Best Sel lers (L)', 'Best Sel lers (M)', 'Best Sel lers (XL)', 'Bonanza', 'Bottles', 'Classics (L)', 'Classics (M)', 'Classics (XL)', 'Complimentary', 'Drinks', 'Large Co mbo', 'Medium C ombo', 'Pasta (A La Cart e)', 'Pizza of the Sea son', 'Pizza Sm all', 'Premium (L)', 'product category 1', 'Toppings Meat', 'Value Me als', 'Winning Tandem P romos', and 'Xlarge C ombo'.
- Transaction Summary (Right):**

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0
Service Charge : .00					
VAT (12%) : 85.50					
Order Disc : 0.00					
SubTotal : 712.50					
Total : 798.00					
- Transaction Type:** Dine - In To Pay: 798.00
- Keypad:** A numeric keypad with buttons for 00, *, CE, 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, ., PAY, and F2-F7 function keys.

Step2) Click Complimentary button

The screenshot shows the GreatPOSX interface with an 'Access Required' dialog box overlaid on the menu grid. The dialog box contains:

- Access Required** (Title)
- Great POS** (Logo)
- Username:**
- Password:**
- Buttons:** Ok, Cancel, Biometrics

The background interface remains the same as in Step 1, showing the menu grid, transaction summary, and keypad.

Step3) Enter Administration account

The screenshot shows the GreatPOSX interface with a transaction of 798.00. A confirmation dialog box is displayed in the center, asking "Are you Sure to use Complimentary" with "Yes", "No", and "Cancel" buttons. The background shows a menu grid, a list of items, and a numeric keypad.

O.R. No. :	10004103	Trans. No. :	10001255	On Shift :	1	User :	user	Date :	2020-09-04
------------	----------	--------------	----------	------------	---	--------	------	--------	------------

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 VAT (12%) : 85.50
 Order Disc : 0.00
 SubTotal : 712.50
 Total : 798.00
 Payment type: Cash

Transaction Type: **Dine - In** To Pay: **798.00**

Step4) Click Yes Button

The screenshot shows the GreatPOSX interface after the confirmation dialog box is closed. The transaction amount is now 0.00. The background shows the same menu grid, item list, and numeric keypad as in the previous screenshot.

O.R. No. :	10004103	Trans. No. :	10001255	On Shift :	1	User :	user	Date :	2020-09-04
------------	----------	--------------	----------	------------	---	--------	------	--------	------------

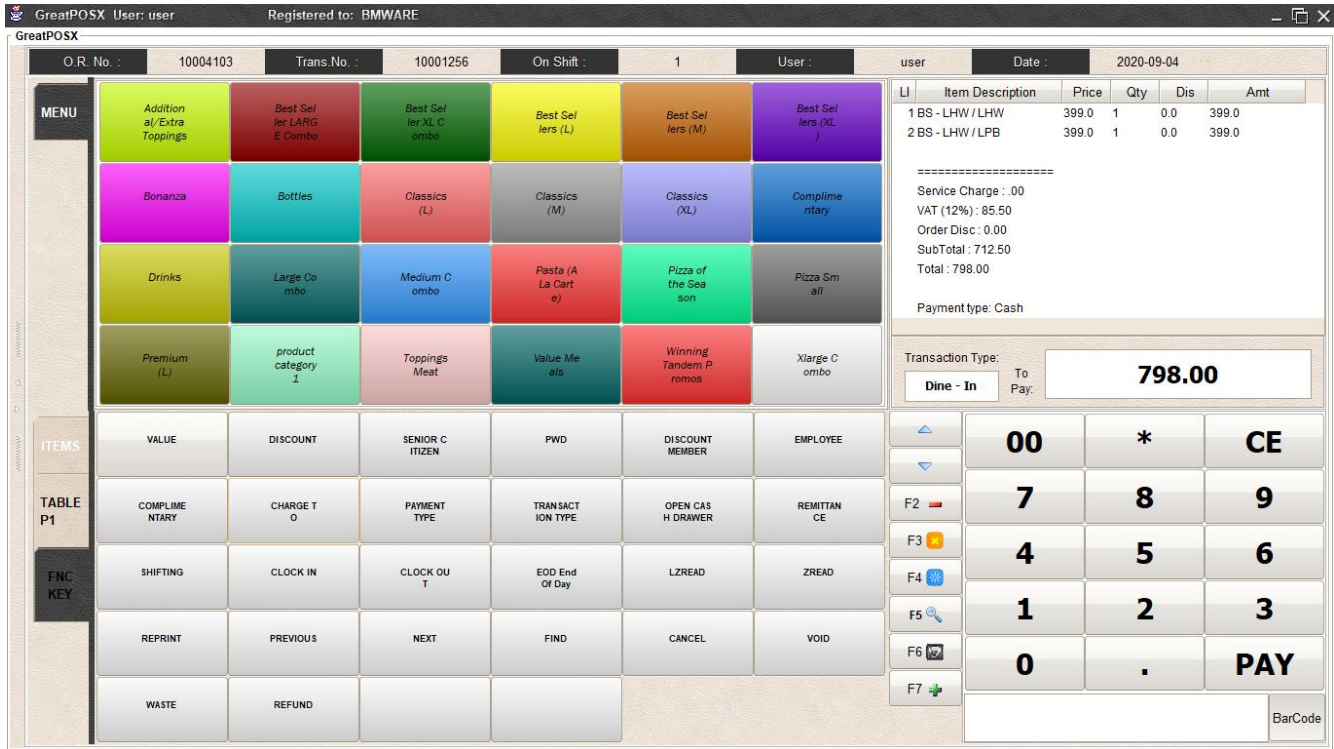
LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	0.00	1	0.0	0.00
2	BS - LHW / LPB	0.00	1	0.0	0.00

Transaction Type: **Dine - In** To Pay: **.00**

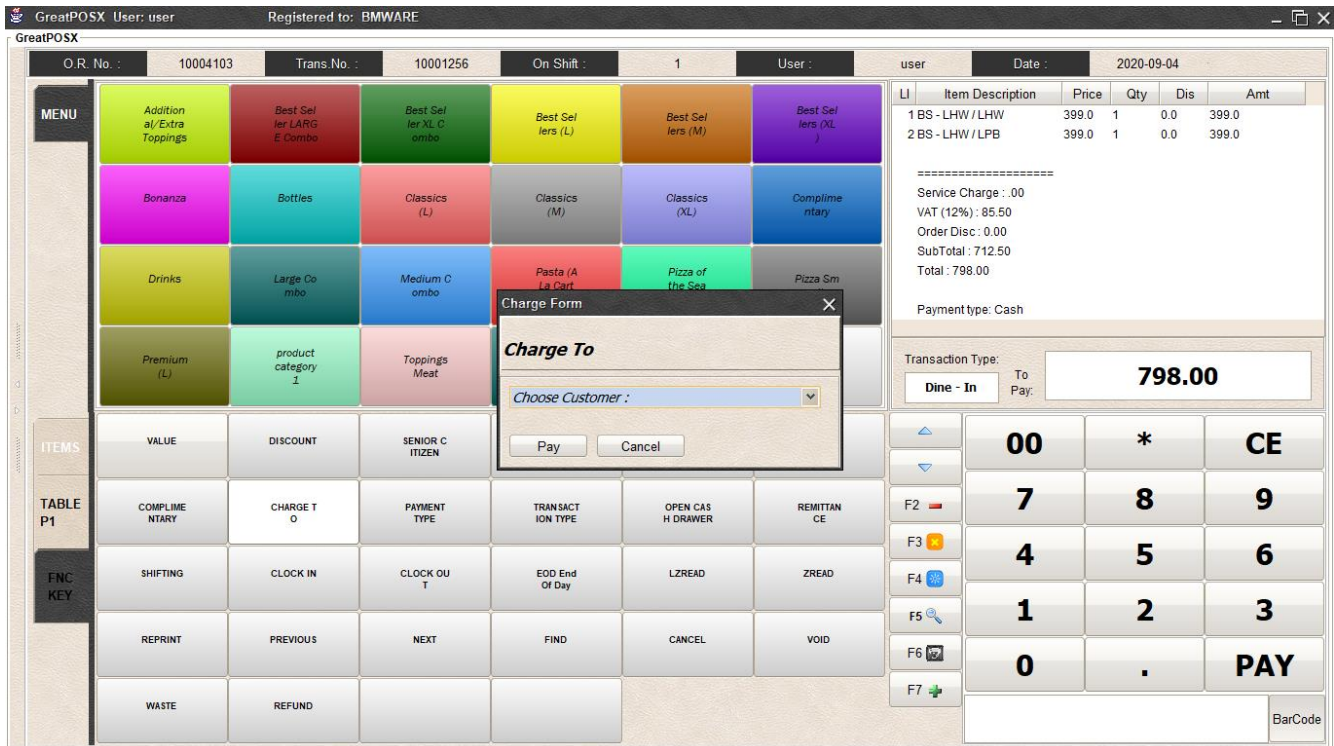
Charge To

How to use charge to?

Step1) Create transaction



Step2) Click Charge to button



Step3) Select Users to Charge the transaction

The screenshot shows the GreatPOSX interface with a transaction total of 798.00. A 'Charge Form' dialog box is open, displaying the 'Charge To' field with the user '000001,ALEX C. REYES' selected. The background interface includes a menu grid, a transaction summary table, and a numeric keypad.

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW /LHW	399.0	1	0.0	399.0
2	BS - LHW /LPB	399.0	1	0.0	399.0
Service Charge : .00					
VAT (12%) : 85.50					
Order Disc : 0.00					
SubTotal : 712.50					
Total : 798.00					

Step4) Click Pay button and Enter Amount

The screenshot shows the GreatPOSX interface with the same transaction total of 798.00. A 'Charge Form Entry' dialog box is open, displaying 'GRAND TOTAL : 798.00' and 'Enter Amount Paid : 798'. The background interface is identical to the previous screenshot.

Step5) Click Ok Button

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004103 Trans. No. : 10001256 On Shift : 1 User : user Date : 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 VAT (12%) : 85.50
 Order Disc : 0.00
 SubTotal : 712.50
 Total : 798.00

Payment type: Cash

Transaction Type: **Dine - In** To Pay: **798.00**

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

BarCode

Message

CHANGE: .00

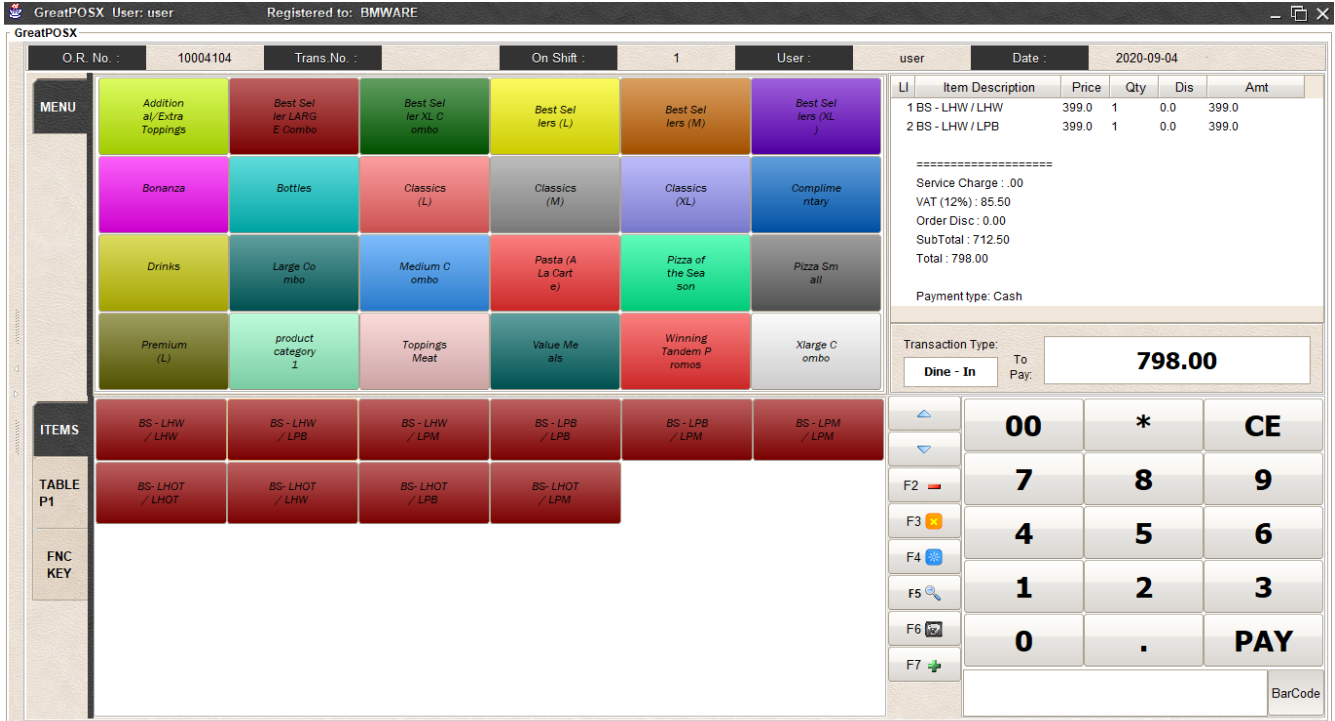
OK

Payment Type

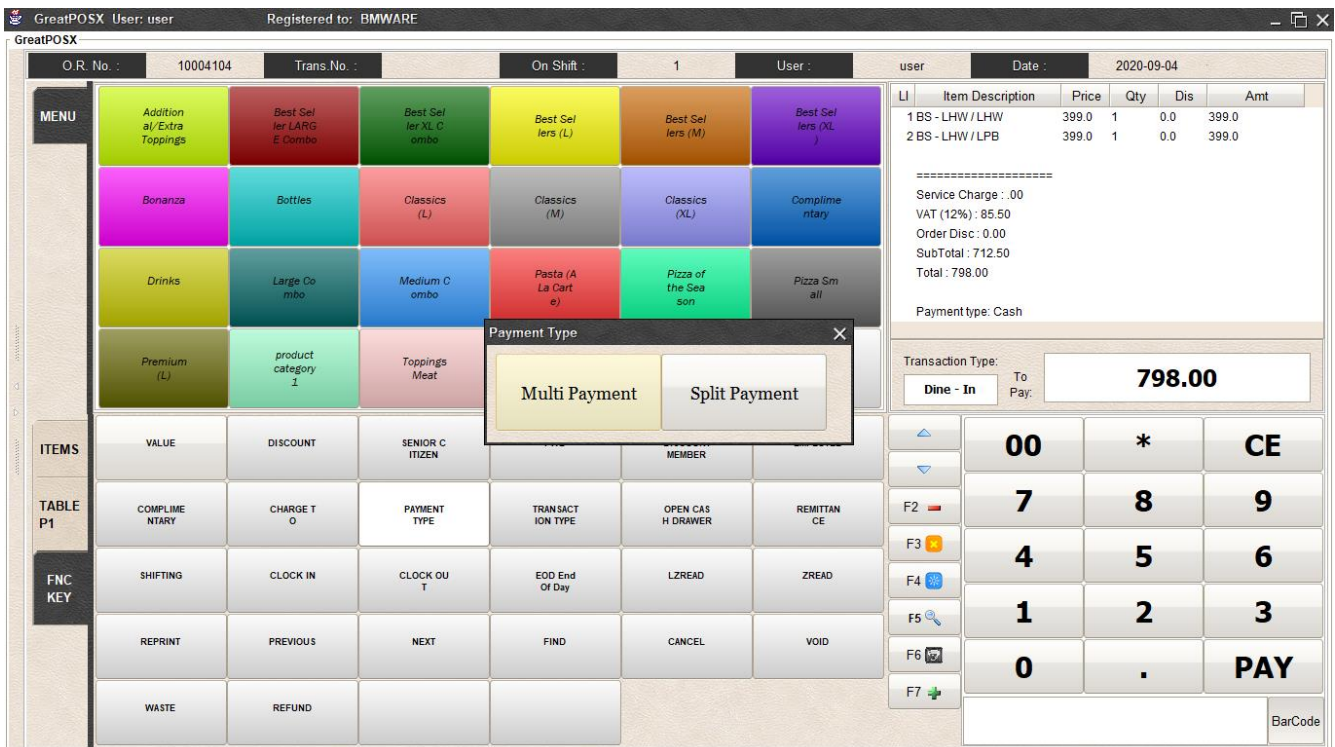
Multi Payment

How to use multi payment?

Step1) Create Transaction



Step2) Click PAYMENT TYPE button and choose Multi Payment



Step5) Click Ok Button

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004104 Trans. No. : 10001257 On Shift : 1 User : user Date : 2020-09-04

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0

Service Charge : .00
 VAT (12%) : 85.50
 Order Disc : 0.00
 SubTotal : 712.50
 Total : 798.00

Payment type: Cash,Cre...

Transaction Type: **Dine - In** To Pay: **798.00**

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

798.00 BarCode

Message

CHANGE: .00

OK

MENU

- Addition al/Extra Toppings
- Best Sel ler LARG E Combo
- Best Sel ler XL C ombo
- Best Sel lers (L)
- Best Sel lers (M)
- Best Sel lers (XL)
- Bonanza
- Bottles
- Classics (L)
- Classics (M)
- Classics (XL)
- Complime ntary
- Drinks
- Large Co mbo
- Medium C ombo
- Pasta (A La Carl e)
- Pizza of the Sea son
- Pizza Sm all
- Premium (L)
- product category 1
- Toppings Meat

ITEMS

- VALUE
- DISCOUNT
- SENIOR C ITIZEN
- MEMBER
- EMPLOYEE

TABLE P1

- COMPLIME NTARY
- CHARGE T O
- PAYMENT TYPE
- TRANSACTION TYPE
- OPEN CAS H DRAWER
- REMITTAN CE

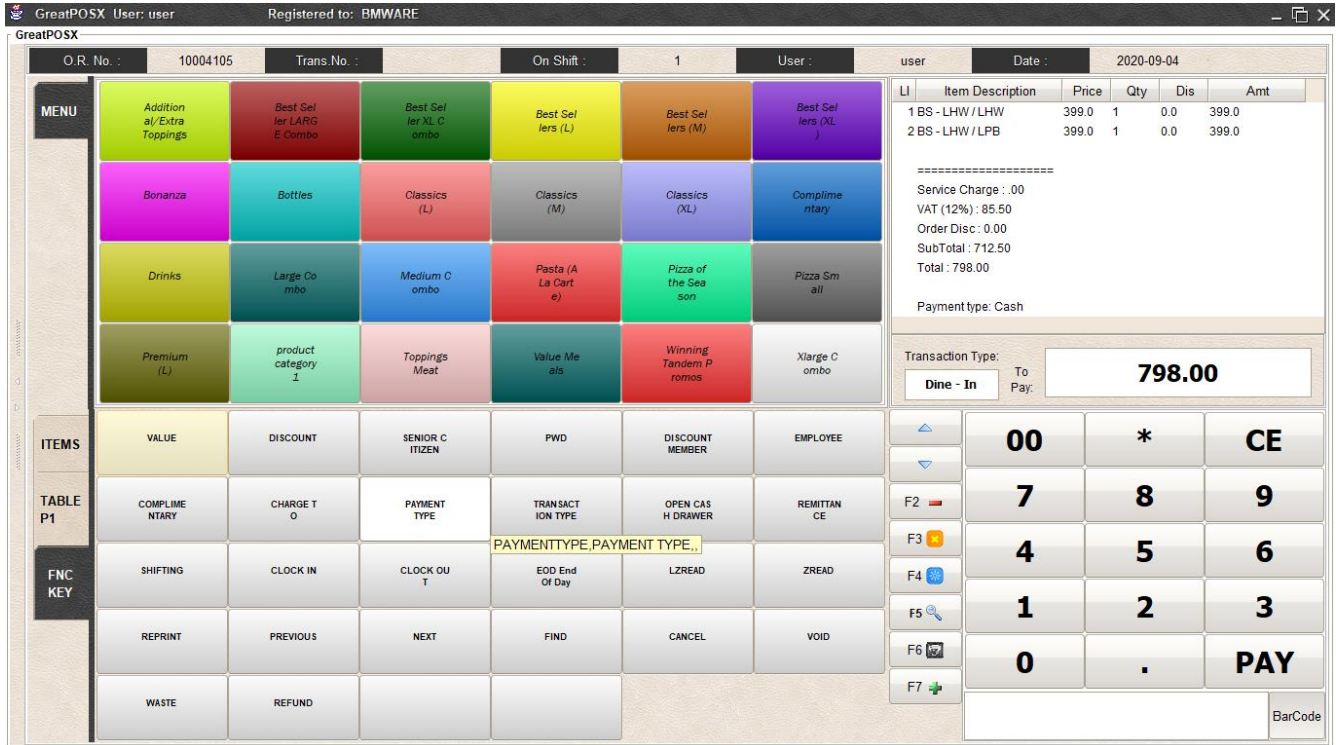
FNC KEY

- SHIFTING
- CLOCK IN
- CLOCK OU T
- EOO End Of Day
- LZREAD
- ZREAD
- REPRINT
- PREVIOUS
- NEXT
- FIND
- CANCEL
- VOID
- WASTE
- REFUND

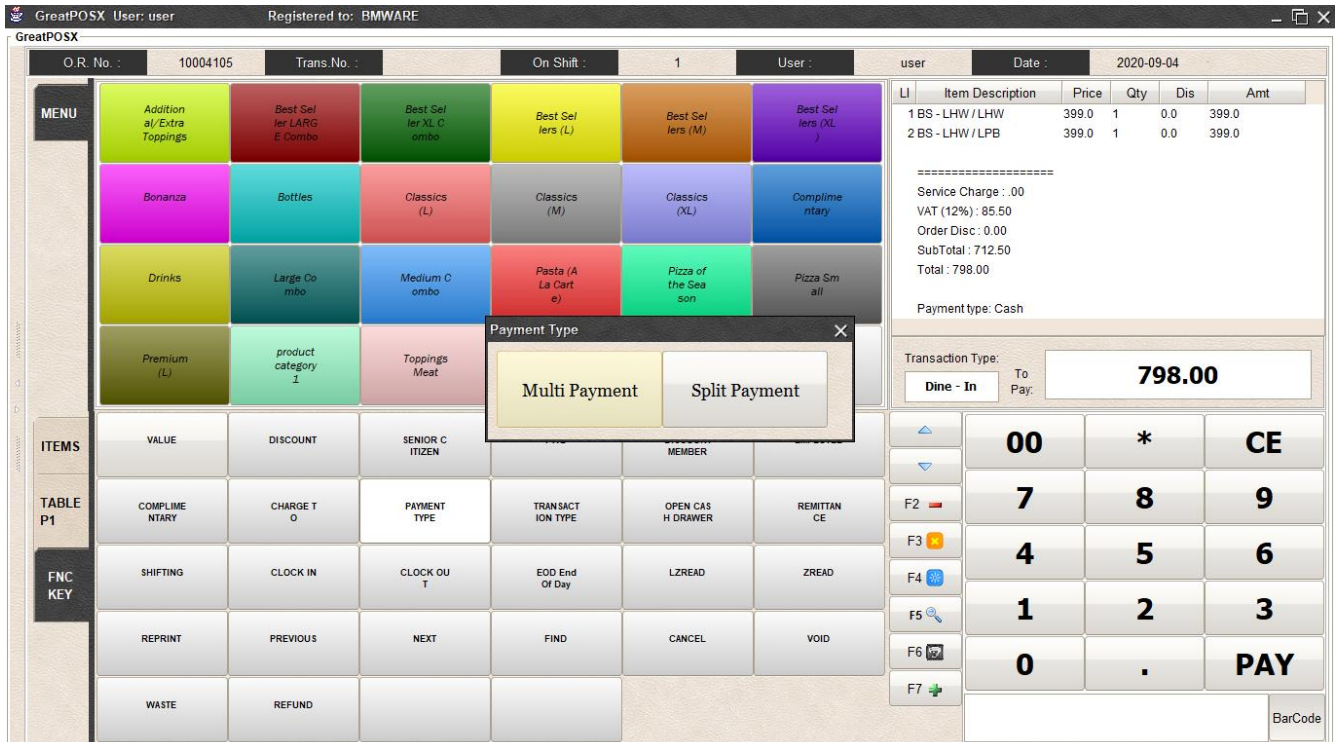
Split Payment

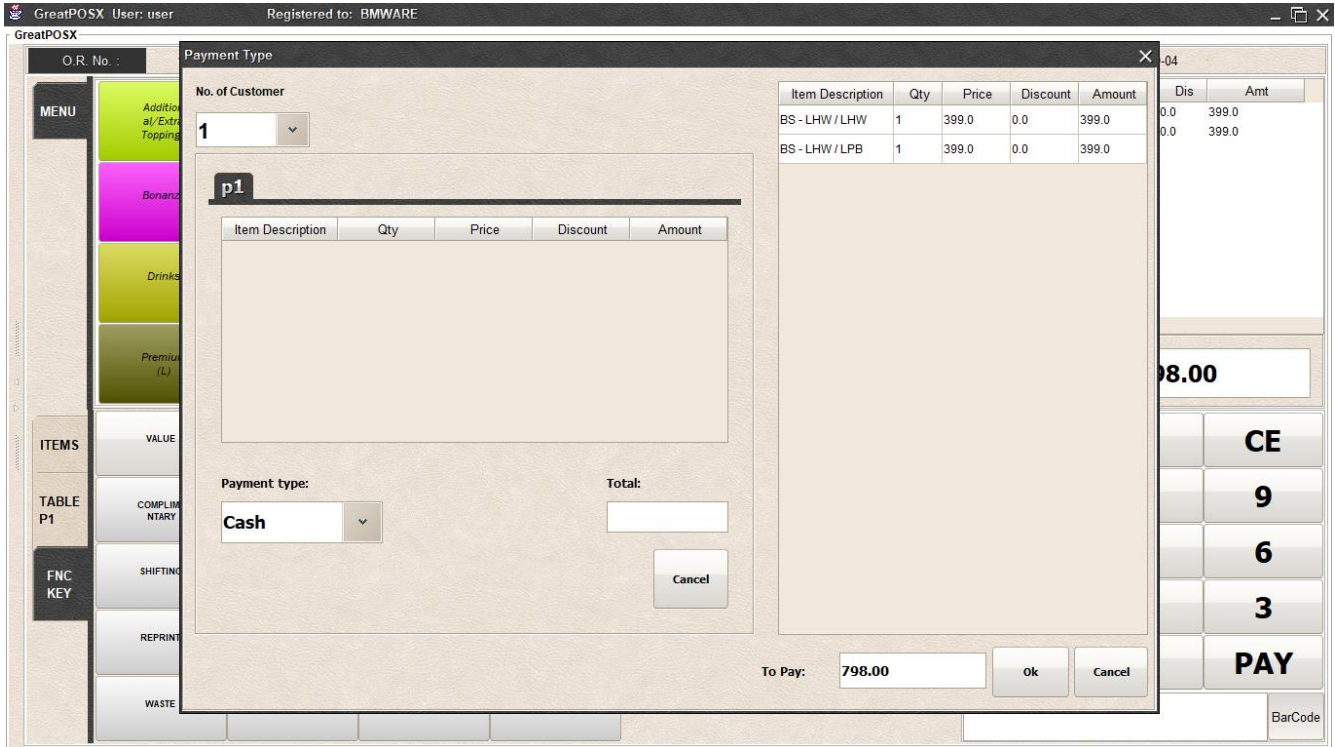
How to use split payment

Step1) Create a transaction

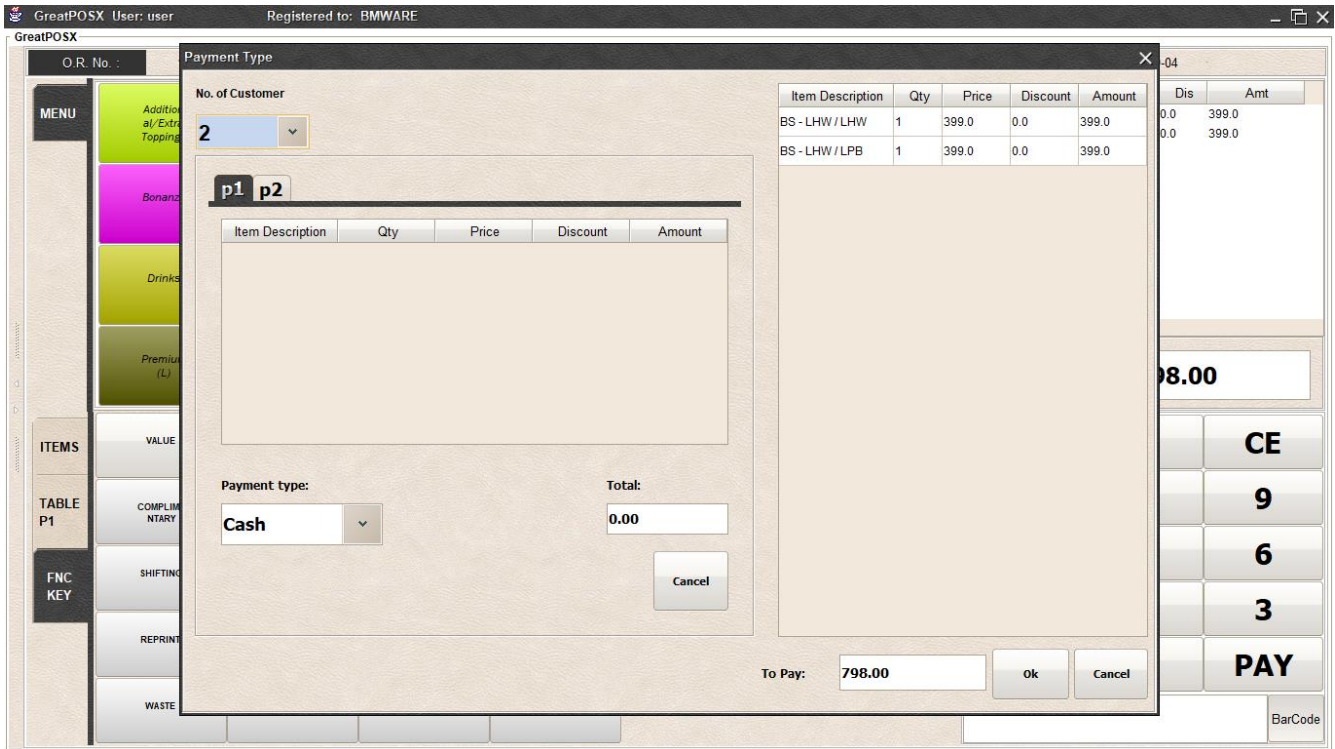


Step2) Click PAYMENT TYPE button and choose Split Payment

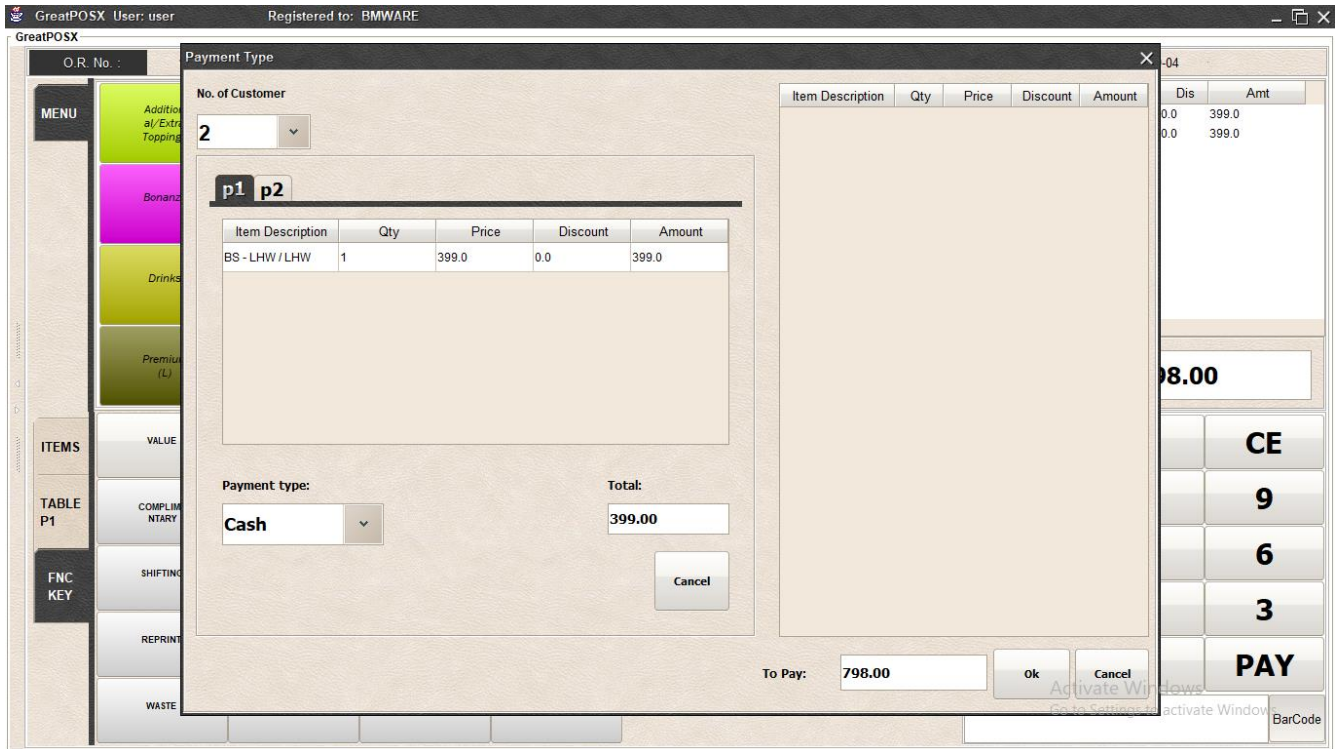




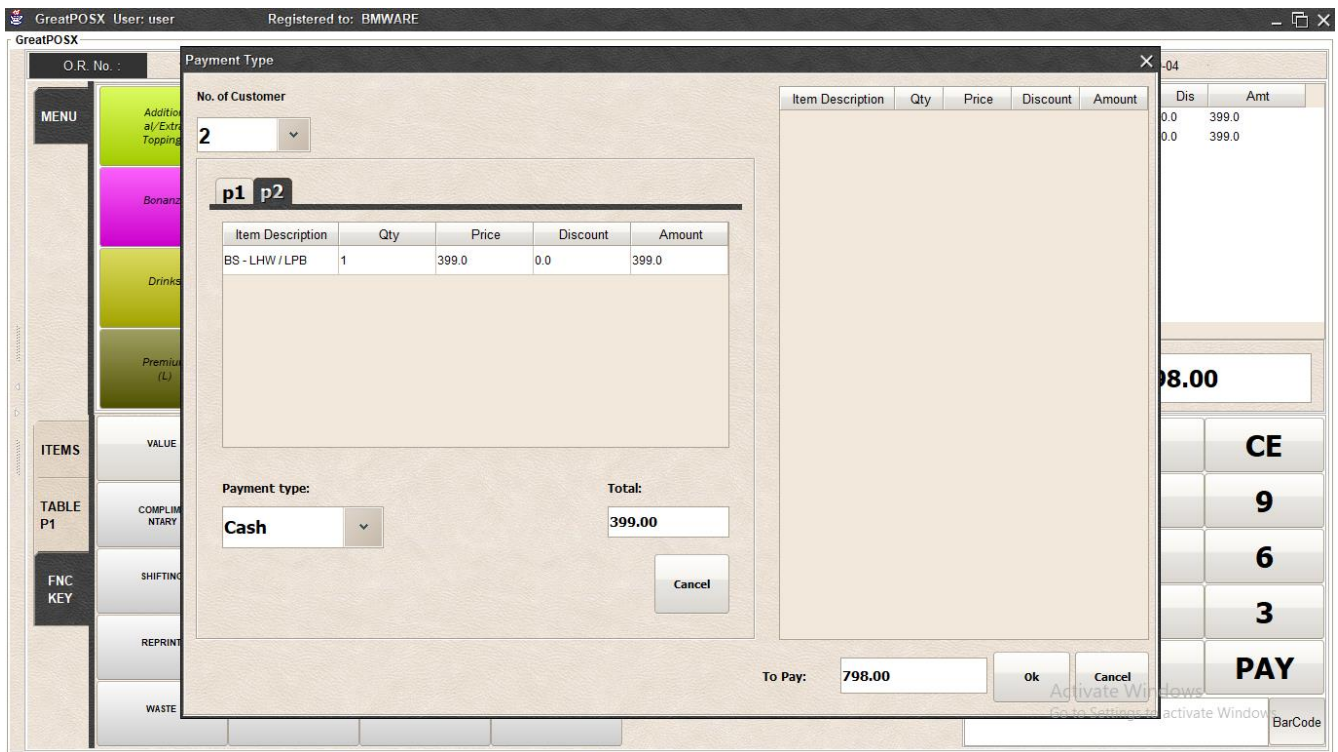
Step3) Select Number of Customer



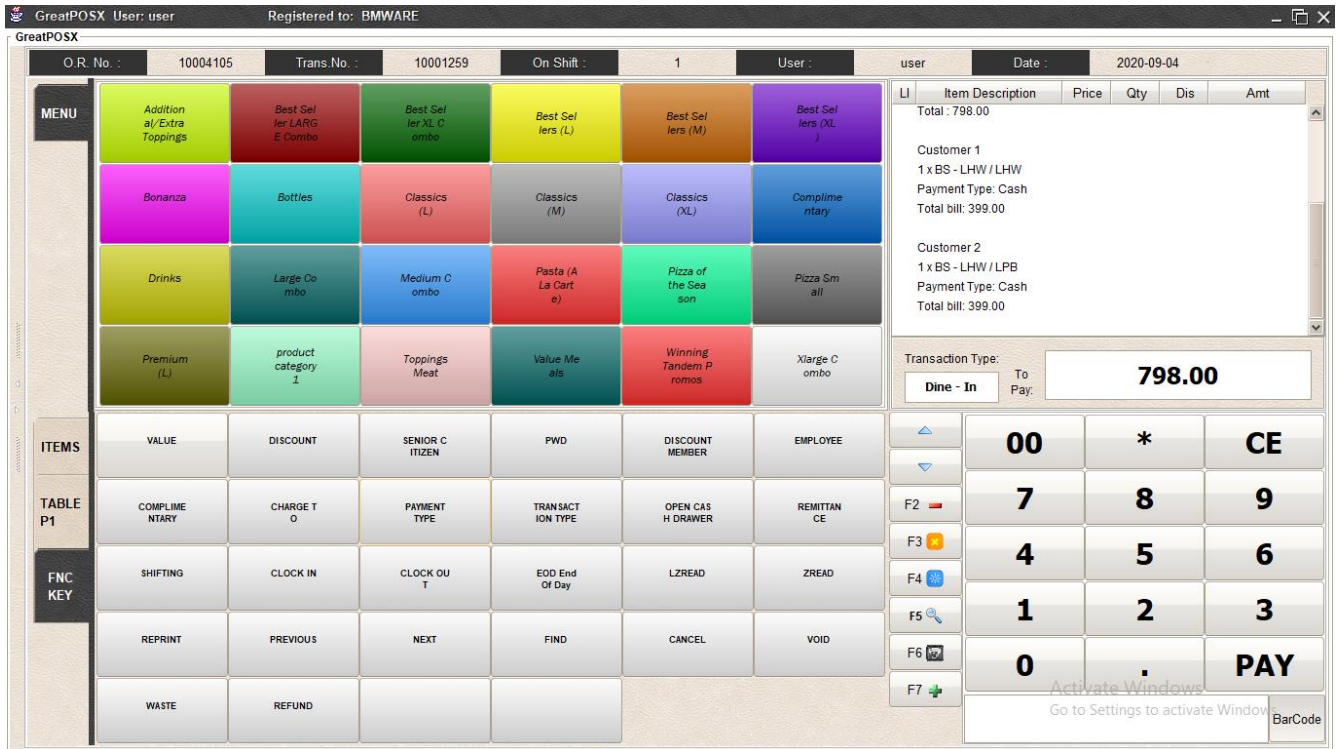
Step4) Select the item on the table to add the item to the customer 1



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



Step6) Click Ok



Step7) Enter amount to pay and click PAY Button



Print Receipt Layout

2020090410004105 - WordPad

File Home View

Courier New 11

Clipboard Font Paragraph Insert Editing

DEMO STORE

04/09/2020 11:48 Cntr:user, user
O.R No.:10004105 Trans.No.:10001259
Terminal No.:1
Table No.:

Item	Qty	UPrice	Total
BS - LHW /	1	399.00	399.00
BS - LHW /	1	399.00	399.00
			798.00

2 Item Count

Customer 1
1 x BS - LHW / LHW
Payment Type: Cash
Total bill: 399.00

Customer 2
1 x BS - LHW / LPH
Payment Type: Cash
Total bill: 399.00
Transaction Type: Dine - In

TOTAL SALES: 798.00

CHANGE: 2.00

VAT SALES (V) 712.50
NON-VAT SALES (N) 0.00

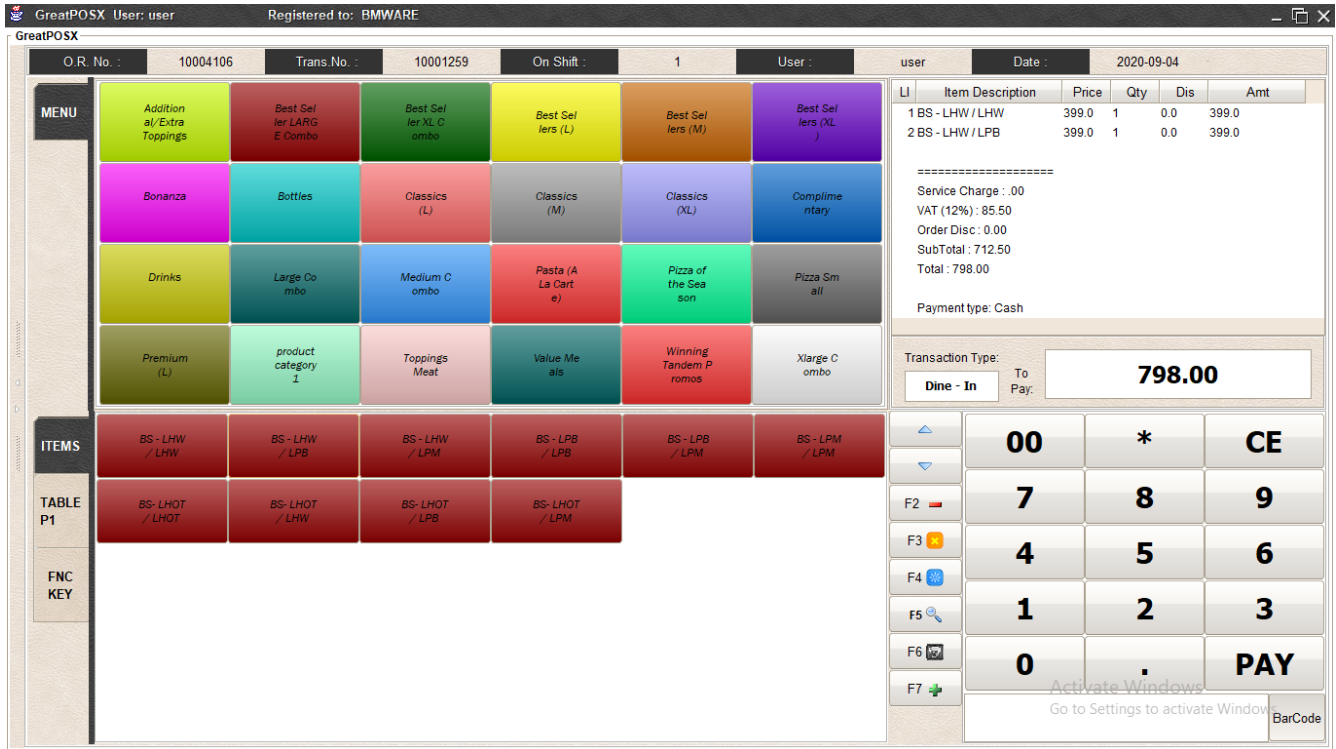
100%

Activate Windows
Go to Settings to activate Windows.

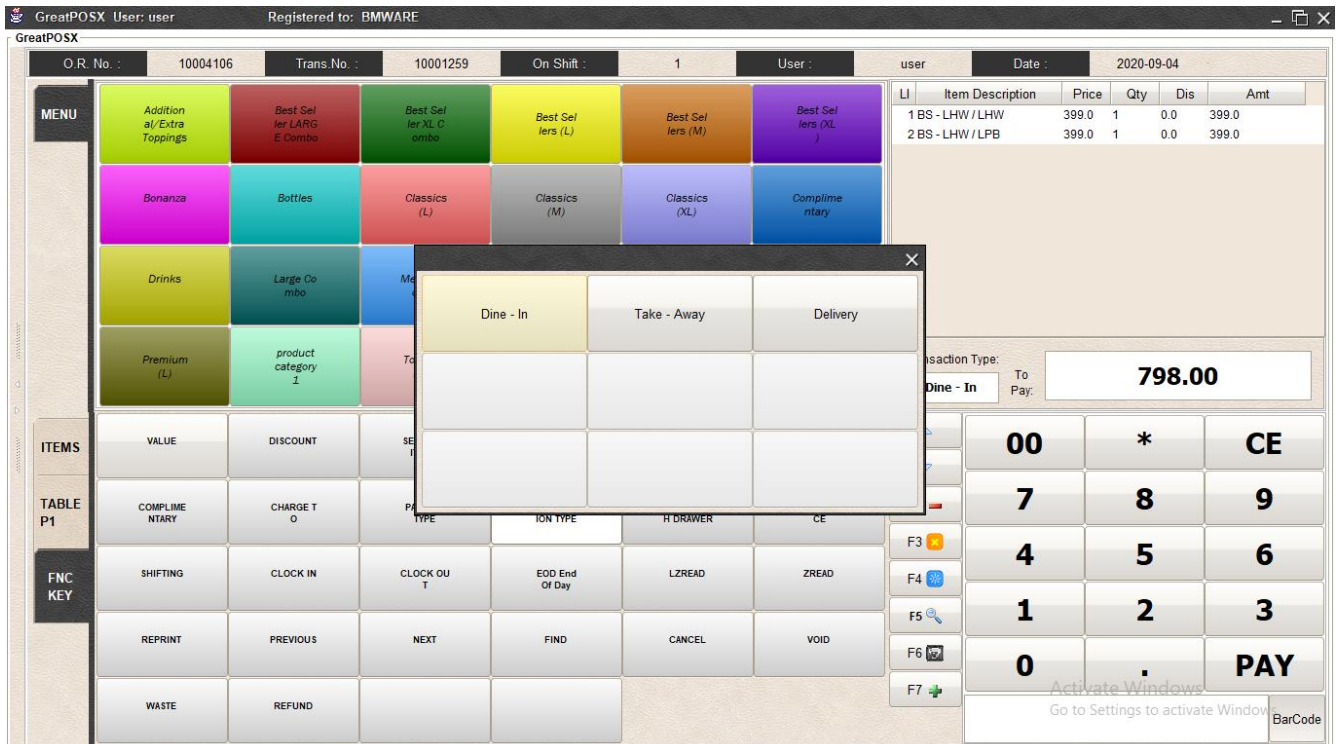
Transaction Type

How to use transaction type?

Step1) Create Transaction



Step2) Click FNC KEY and choose Transaction Type



Step3) Choose Transaction Type

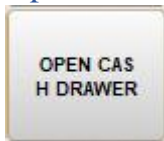
The screenshot shows the GreatPOSX software interface. At the top, it displays 'GreatPOSX User: user Registered to: BMWARE'. Below this, transaction details are shown: O.R. No.: 10004106, Trans. No.: 10001261, On Shift: 1, User: user, Date: 2020-09-04.

The main area is divided into several sections:

- MENU:** A grid of colored buttons for various food items like 'Additional/Extra Toppings', 'Best Seller LARG E Combo', 'Classics (L)', 'Classics (M)', 'Classics (XL)', 'Complimentary', 'Drinks', 'Large Combo', 'Medium Combo', 'Pasta (A La Carte)', 'Pizza of the Season', 'Pizza Small', 'Premium (L)', 'product category 1', 'Toppings Meat', 'Value Meals', 'Winning Tandem Promos', and 'Xlarge Combo'.
- ITEMS:** A grid of buttons for modifiers and actions such as 'VALUE', 'DISCOUNT', 'SENIOR CITIZEN', 'PWD', 'DISCOUNT MEMBER', 'EMPLOYEE', 'COMPLIMENTARY', 'CHARGE T O', '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', and 'REFUND'.
- TABLE P1:** A section for table management.
- FNC KEY:** A section for function keys.
- Transaction Summary:** A table showing items and their prices:

LI	Item Description	Price	Qty	Dis	Amt
1	BS - LHW / LHW	399.0	1	0.0	399.0
2	BS - LHW / LPB	399.0	1	0.0	399.0
=====					
Service Charge : .00					
VAT (12%) : 85.50					
Order Disc : 0.00					
SubTotal : 712.50					
Total : 798.00					
- Payment Section:** Shows 'Transaction Type: Delivery' and 'To Pay: 798.00'. Below this is a numeric keypad with buttons for 00, *, CE, 7, 8, 9, 4, 5, 6, 1, 2, 3, 0, ., PAY, and a 'BarCode' button.

Open Cash Drawer



Use to open the cash drawer.

How to use Open Cash Drawer?

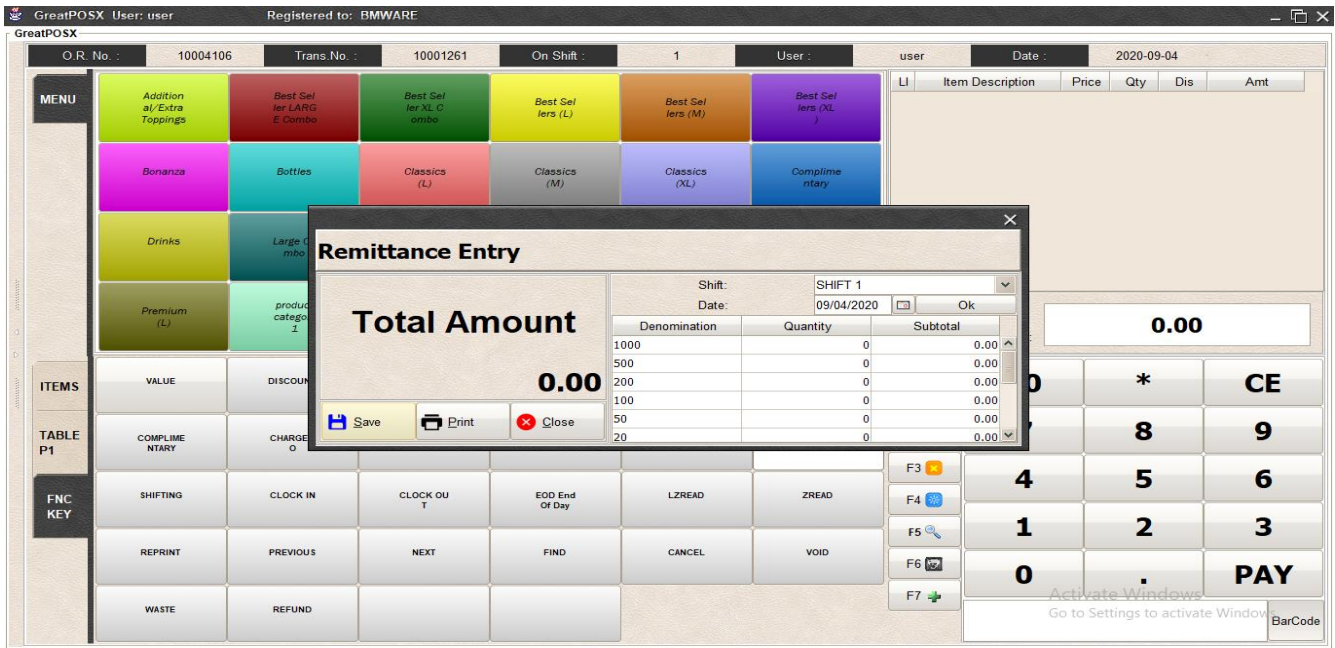
Step1) Click Open Cash Drawer

Remittance



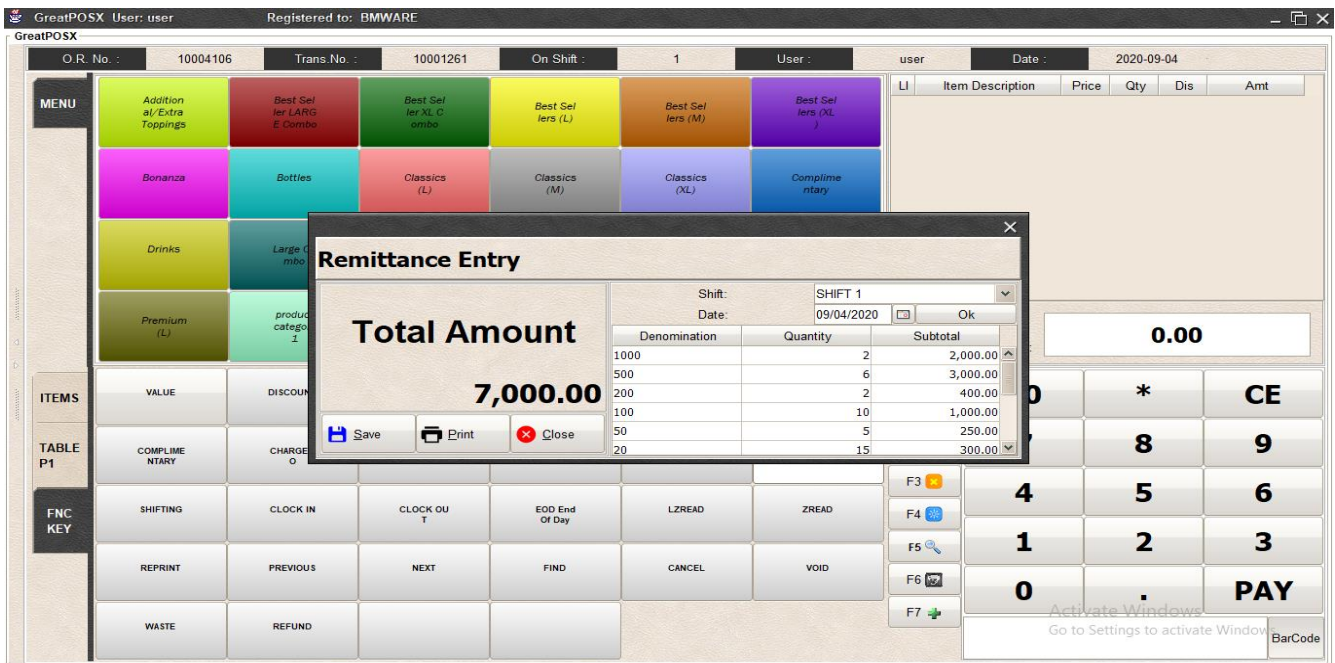
How to use Remittance Entry?

Step1) Click FNC KEY and Choose Remittance button



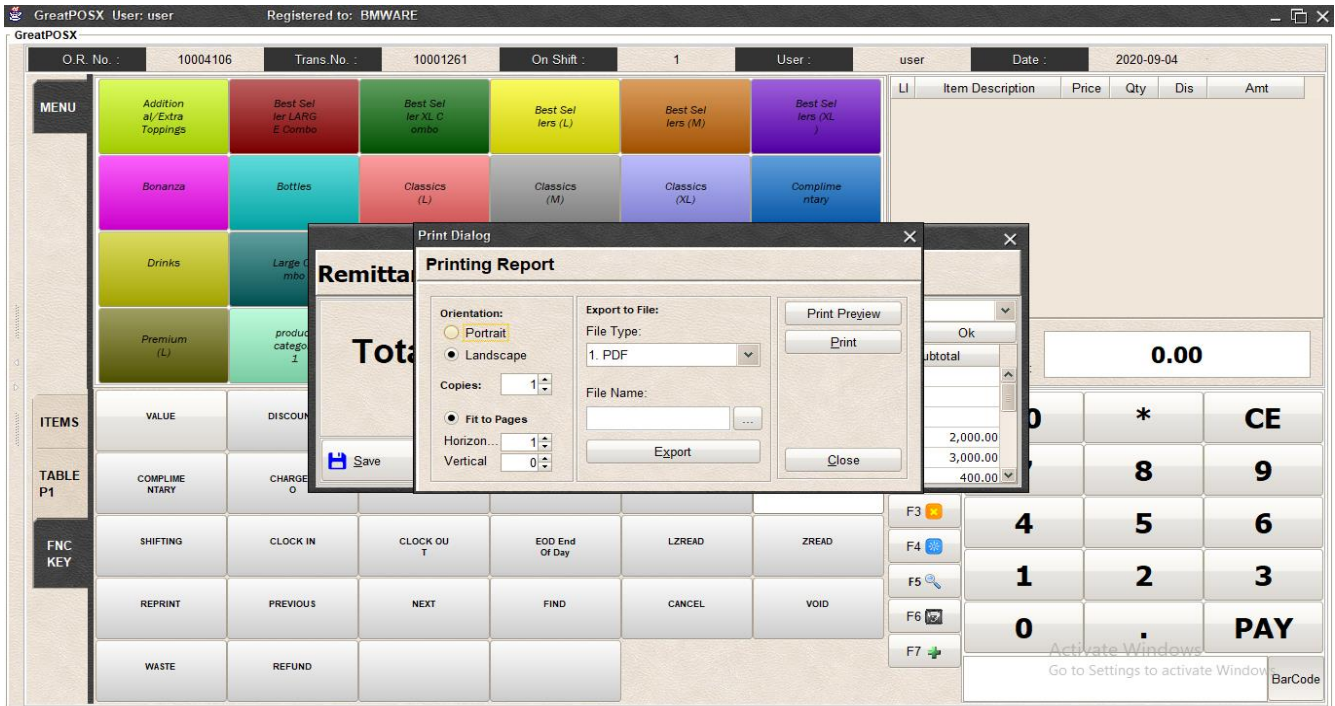
Step2) Select Shift and date and Press OK

Step3) Enter Quantity per denomination



How to Print Remittance?

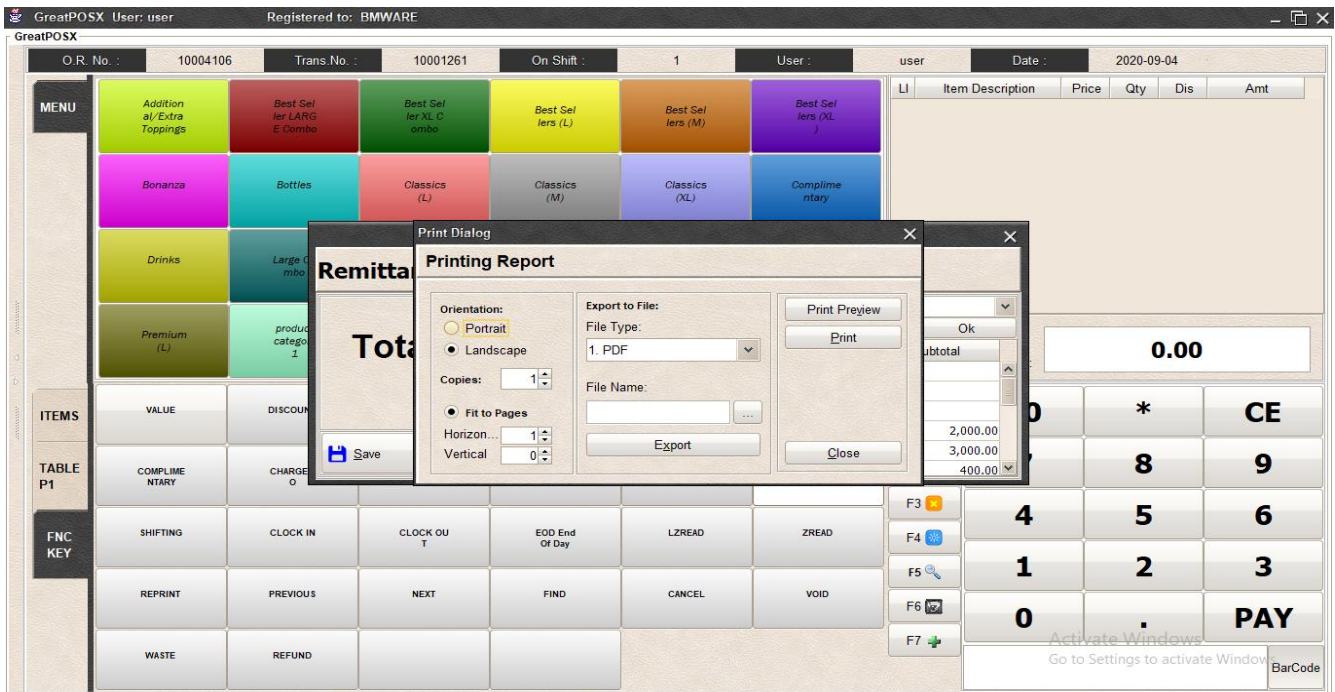
Step1) Click the Print Button in the Remittance Entry



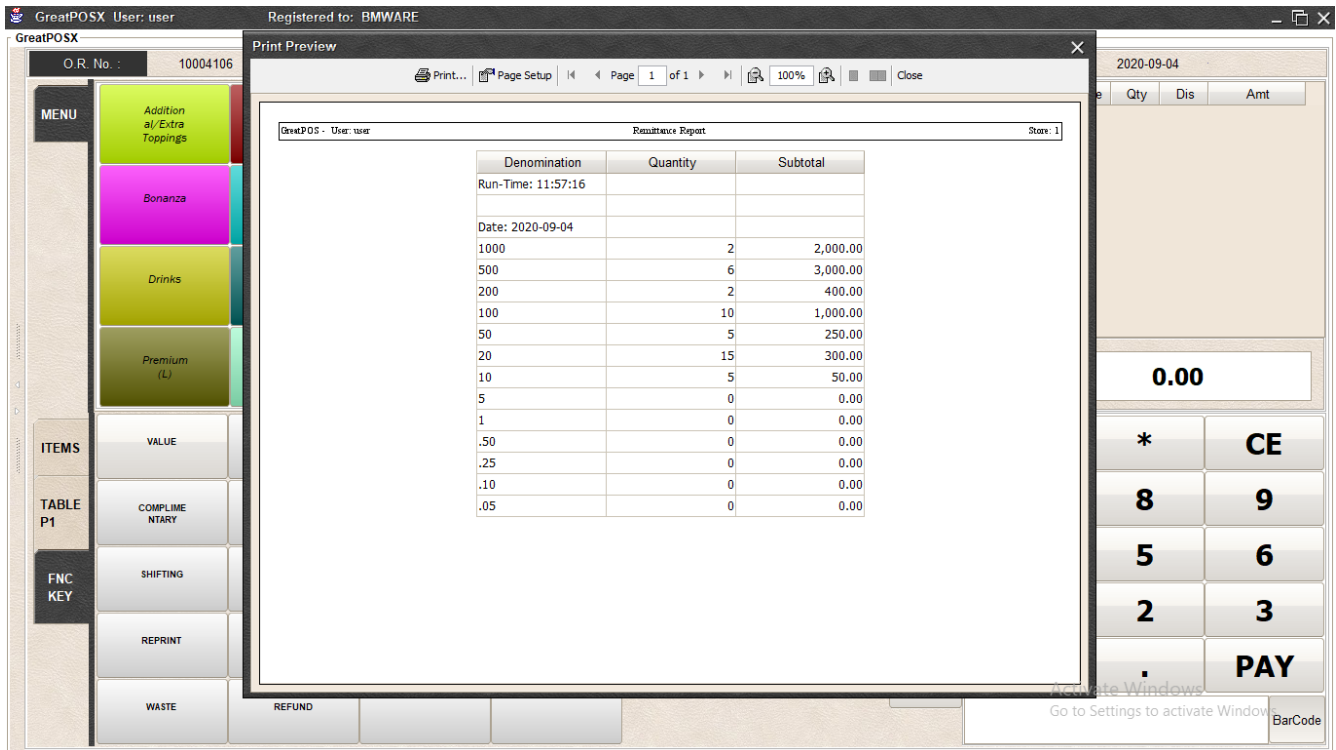
Step2) Click Print Button

How to Preview Remittance Entry?

Step1) Click Print button

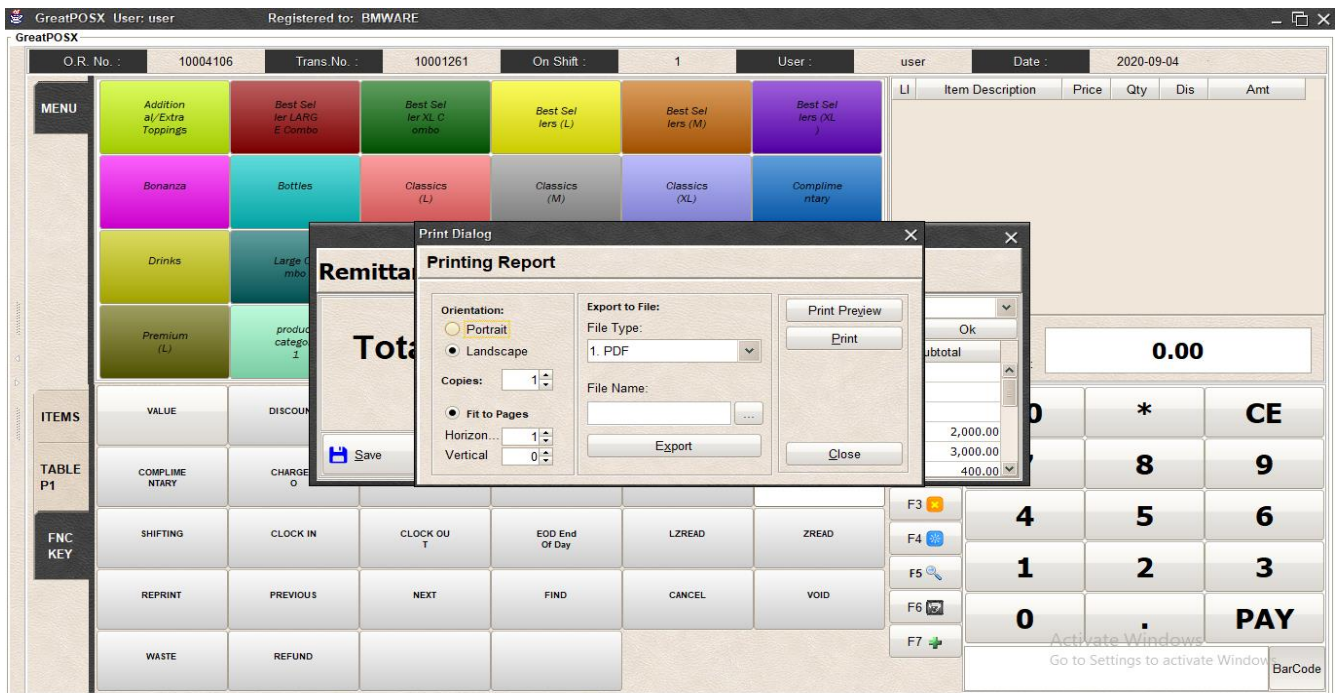


Step2) Click Print Preview

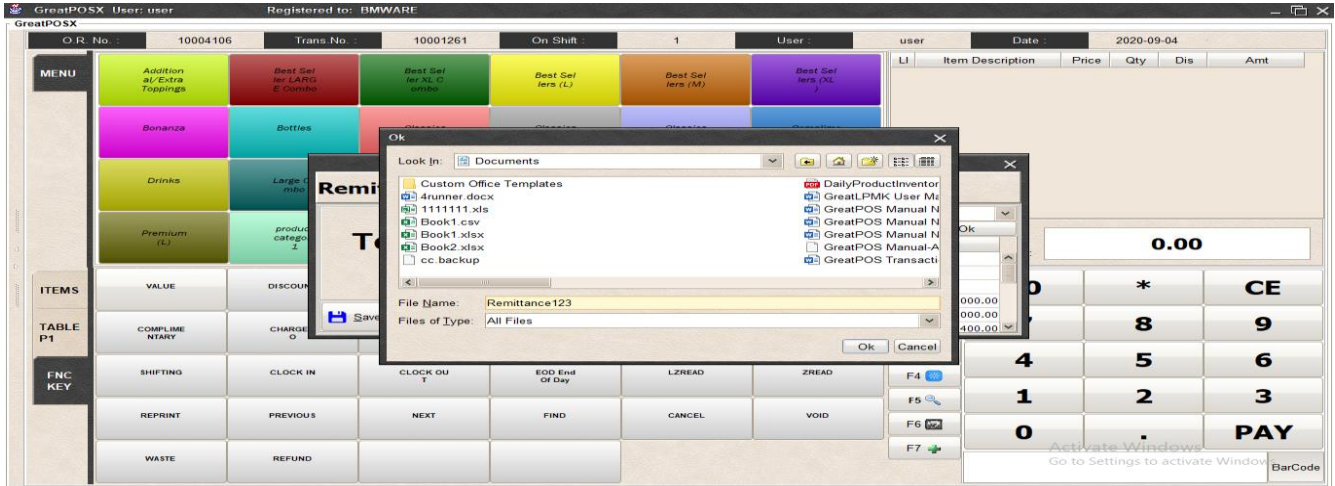


How to Export Remittance Entry?

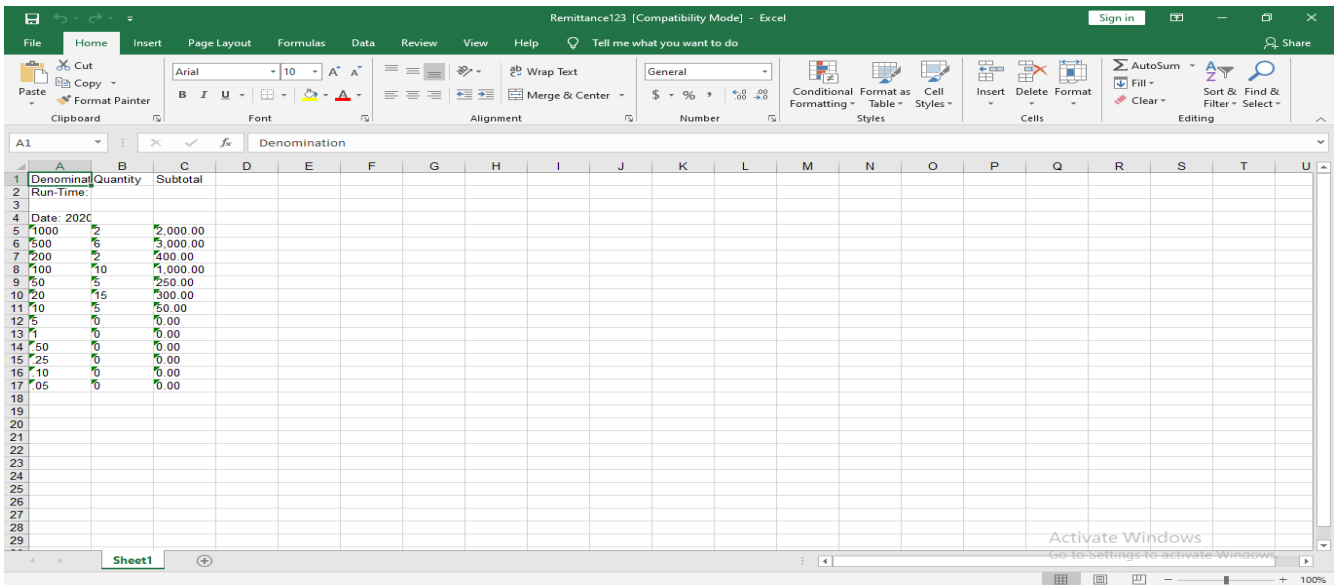
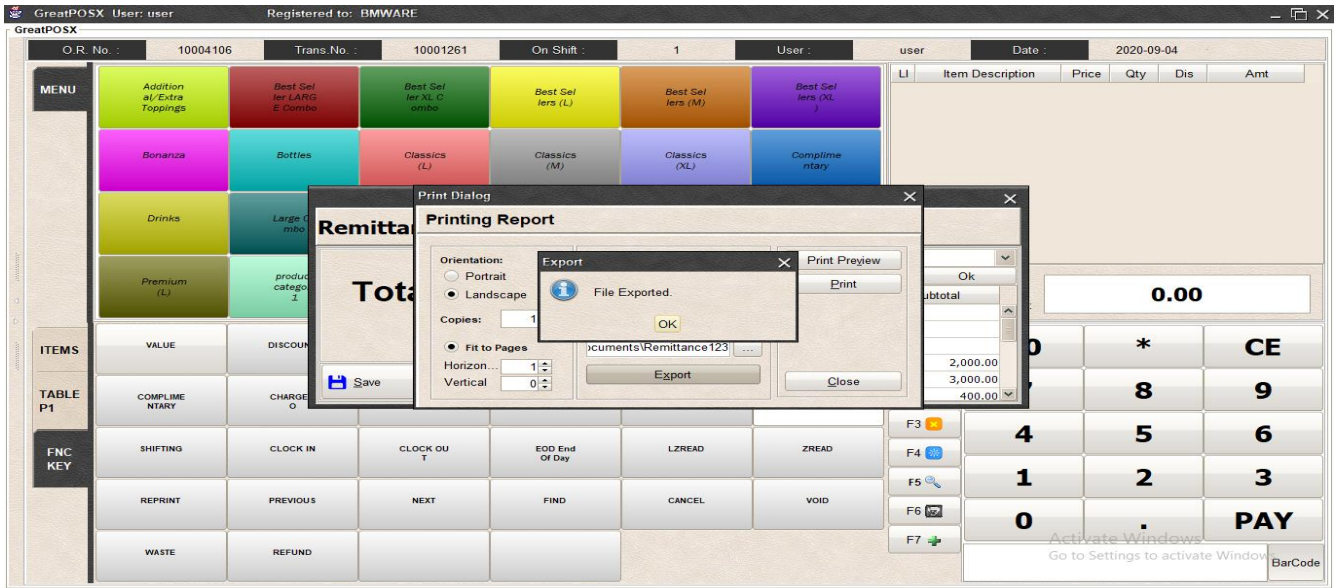
Step1) Click Print Button in Remittance Entry



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



Step3) Enter File name and click ok



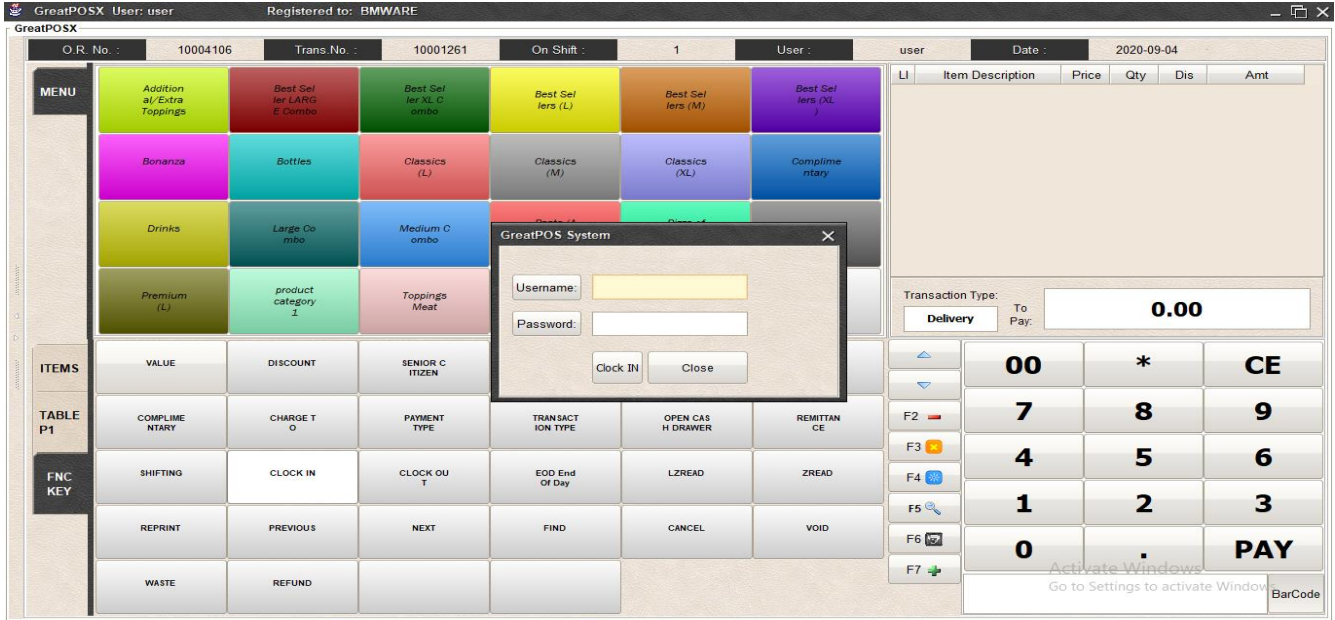
Clock IN



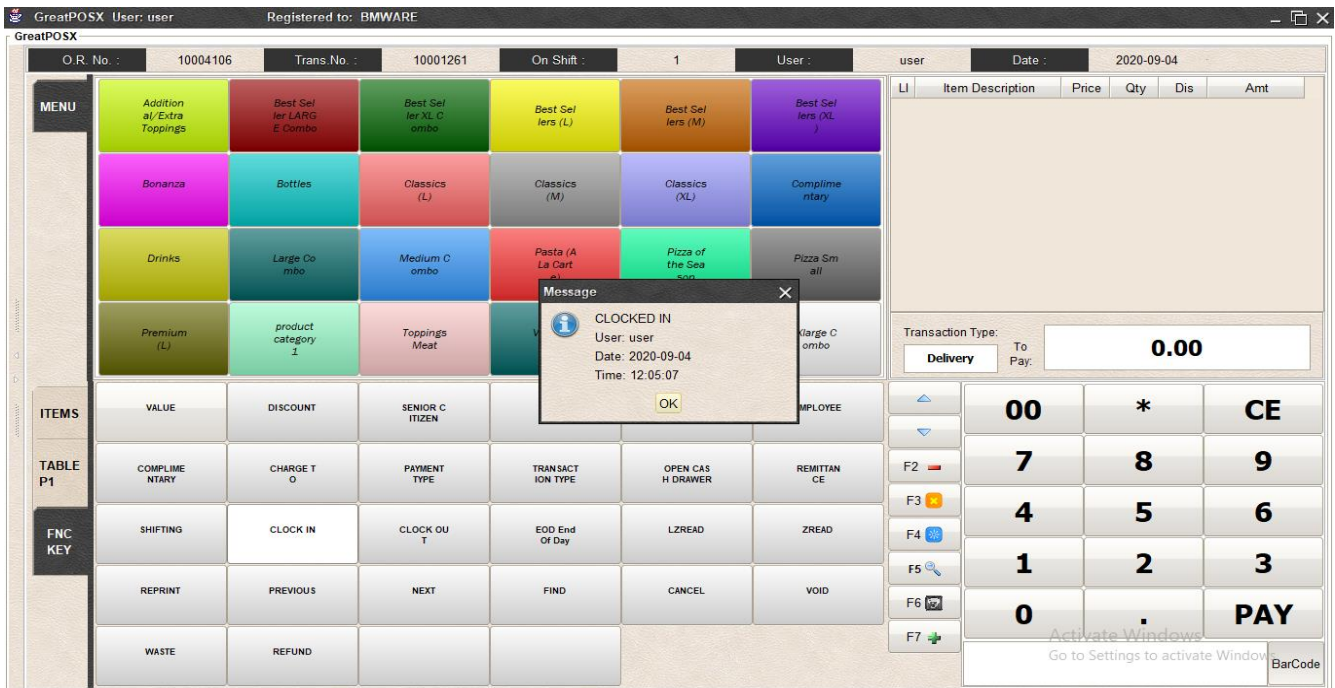
Use to Login into basic attendance system.

How to use Clock in?

Step1) Click Clock in Button



Step2) Enter User Credentials and Click Clock IN button

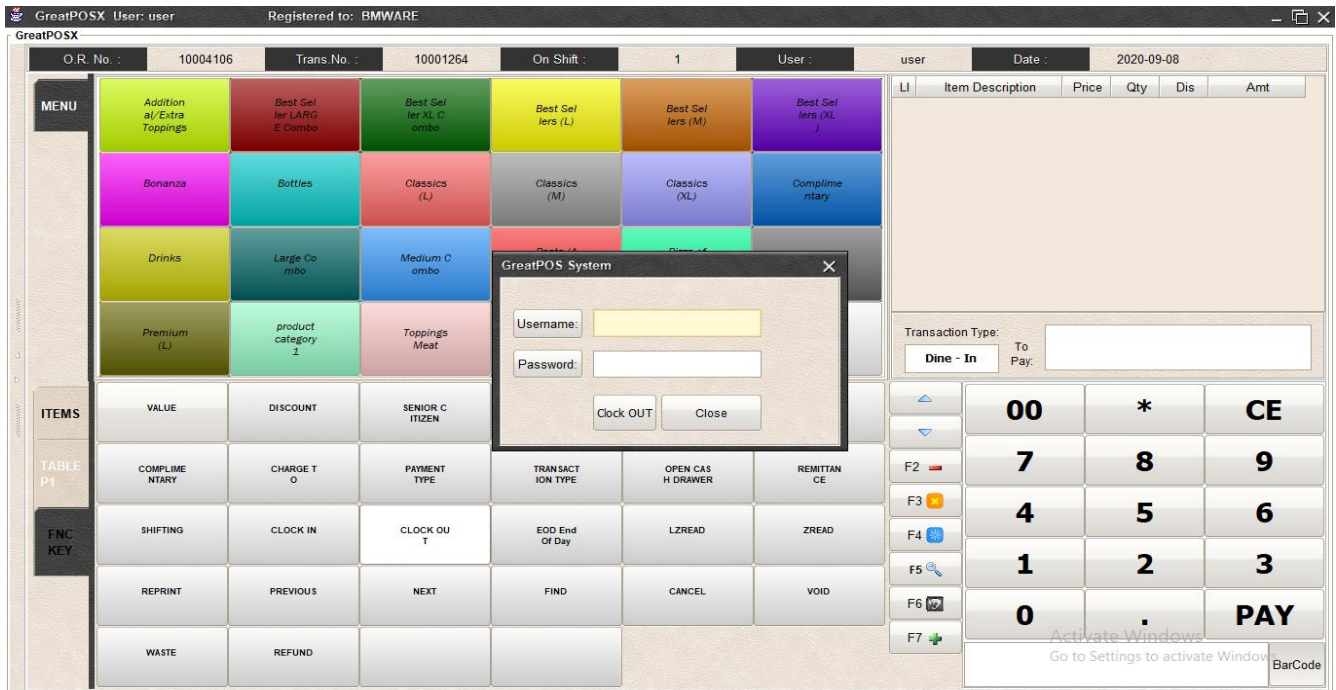


Clock Out

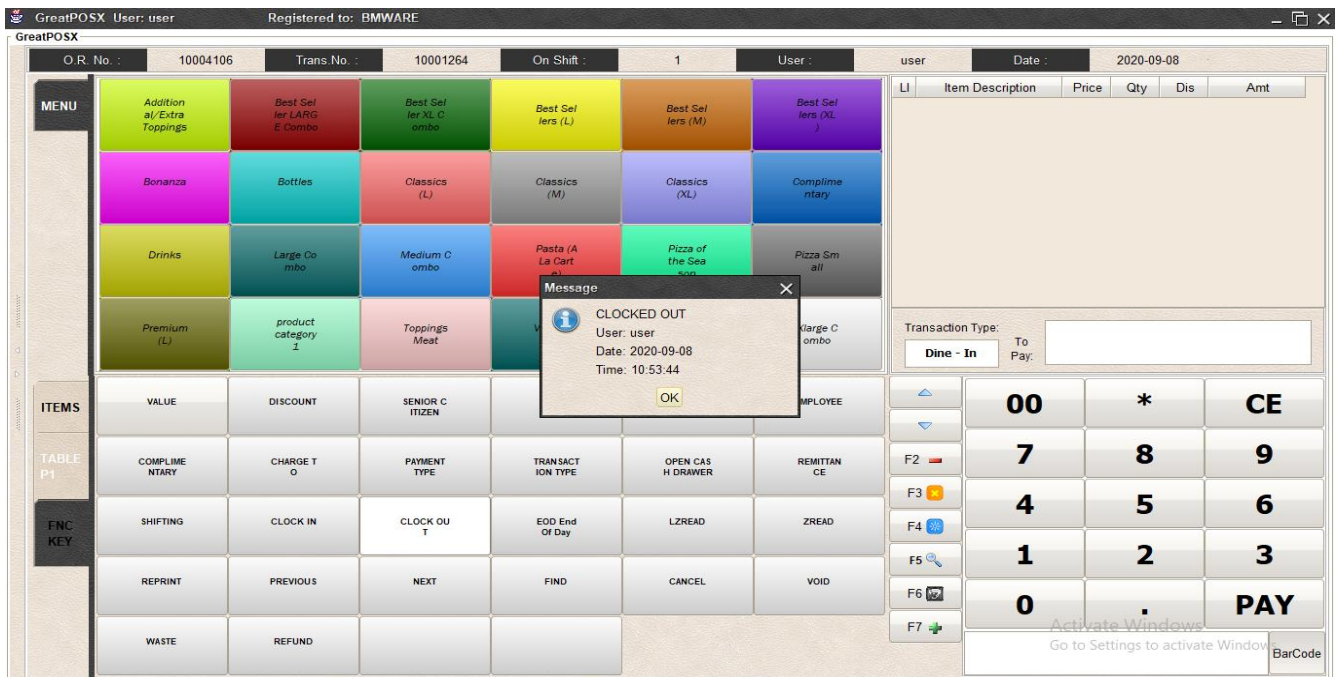


Use to Logout into basic attendance system.

Step1) Click Clock Out Button



Step2) Enter User Credentials and Click Clock IN button



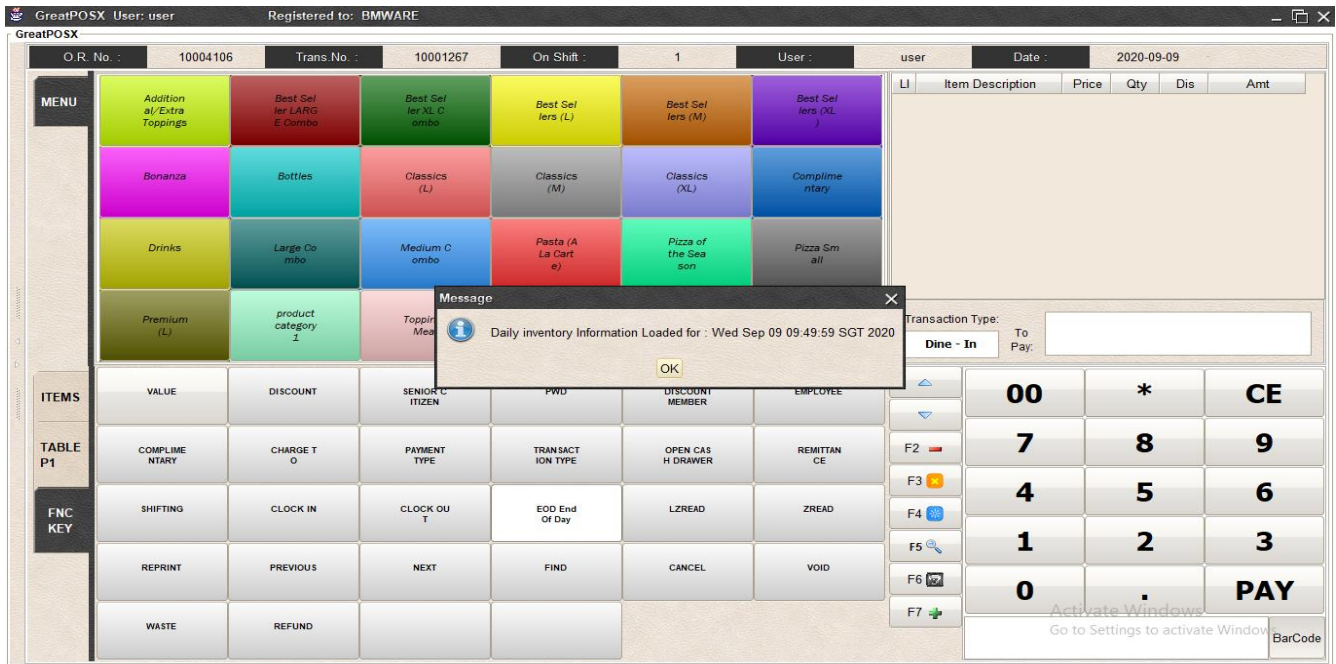
EOD End of Day



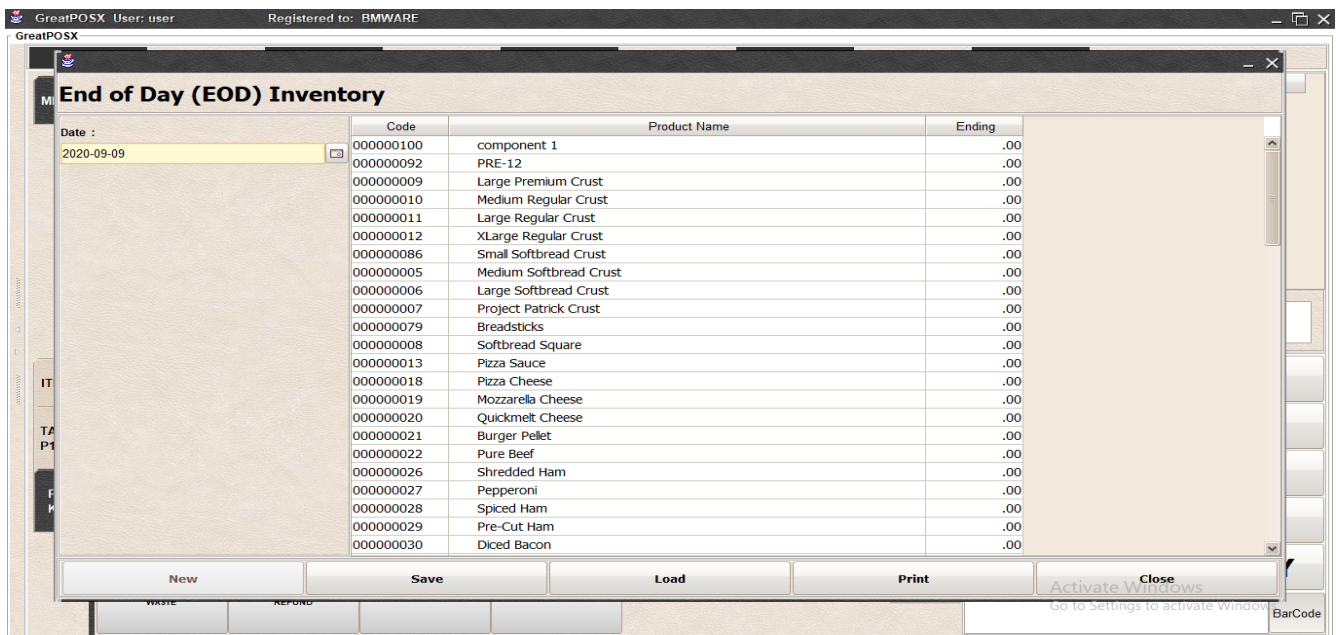
Use to Enter End of day Inventory

Note: Need to Make Remittance before using EOD

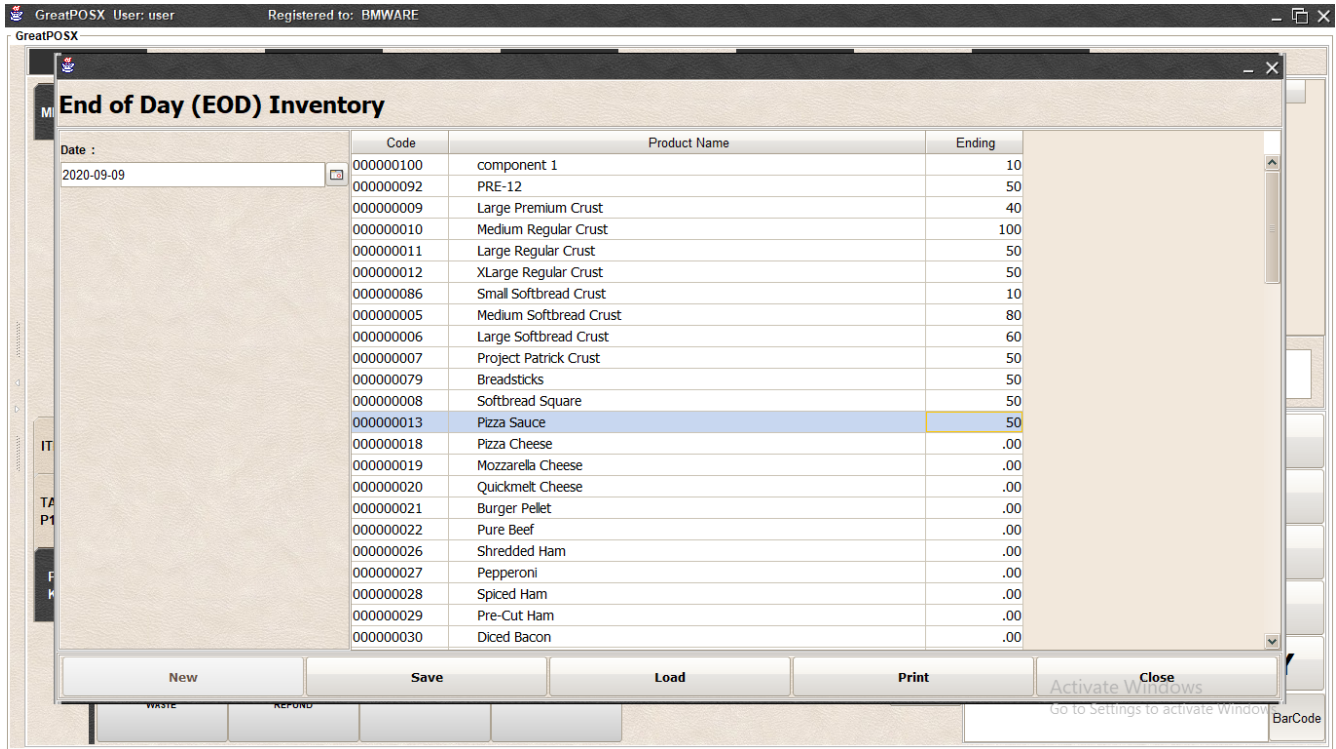
Step1) Click EOD End of Day Button



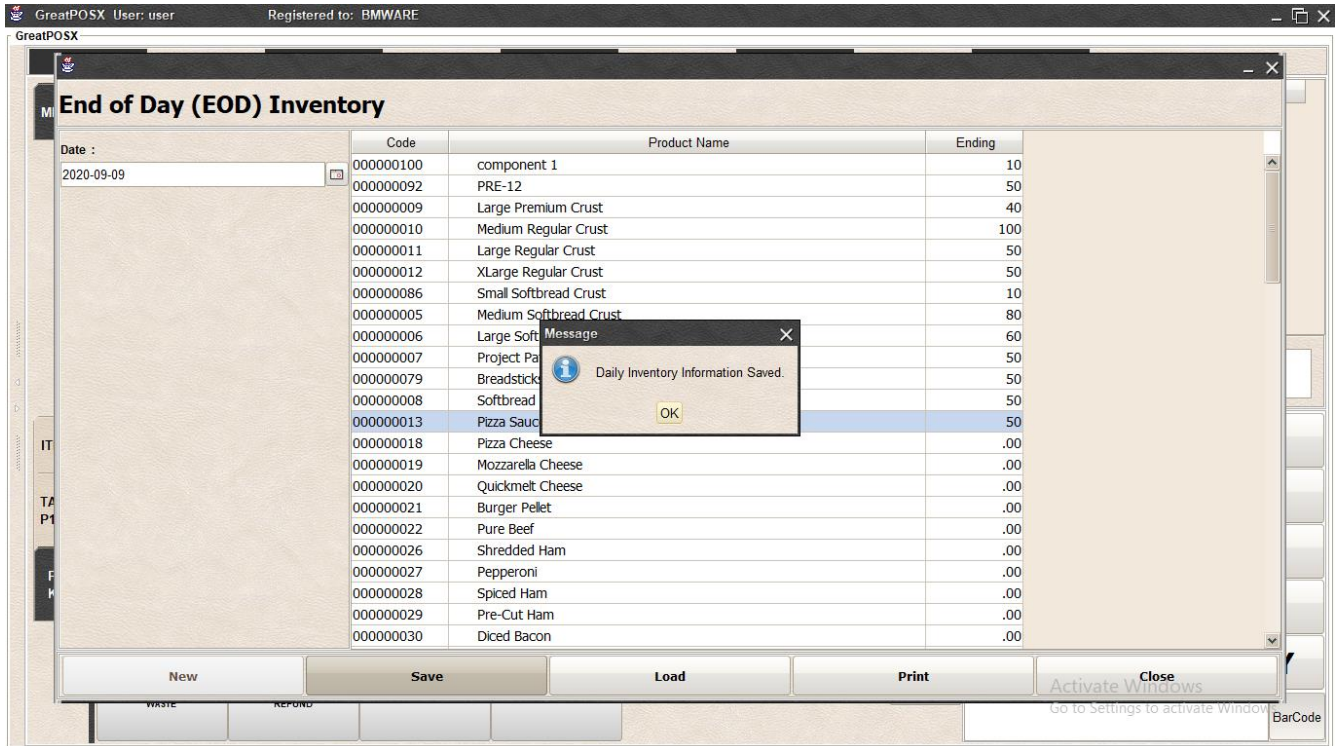
Step2) Click Ok Button



Step3) Enter Ending Stock of components



Step4) Click Save Button



Step5) Click Ok Button

LZRead

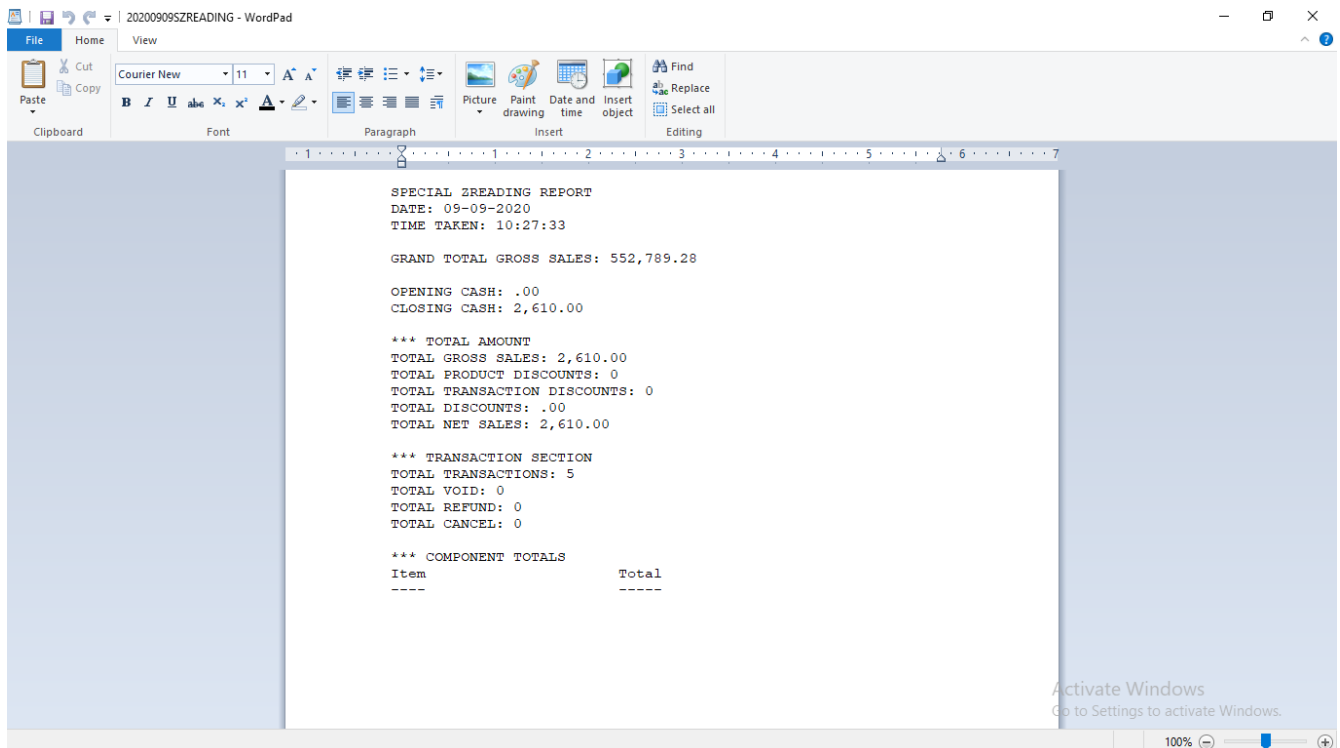


Use to Print the report containing the products sold in quantity on closing the shift.

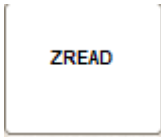
How to use LZRead?

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

(Sample LZRead Print Out)



ZRead

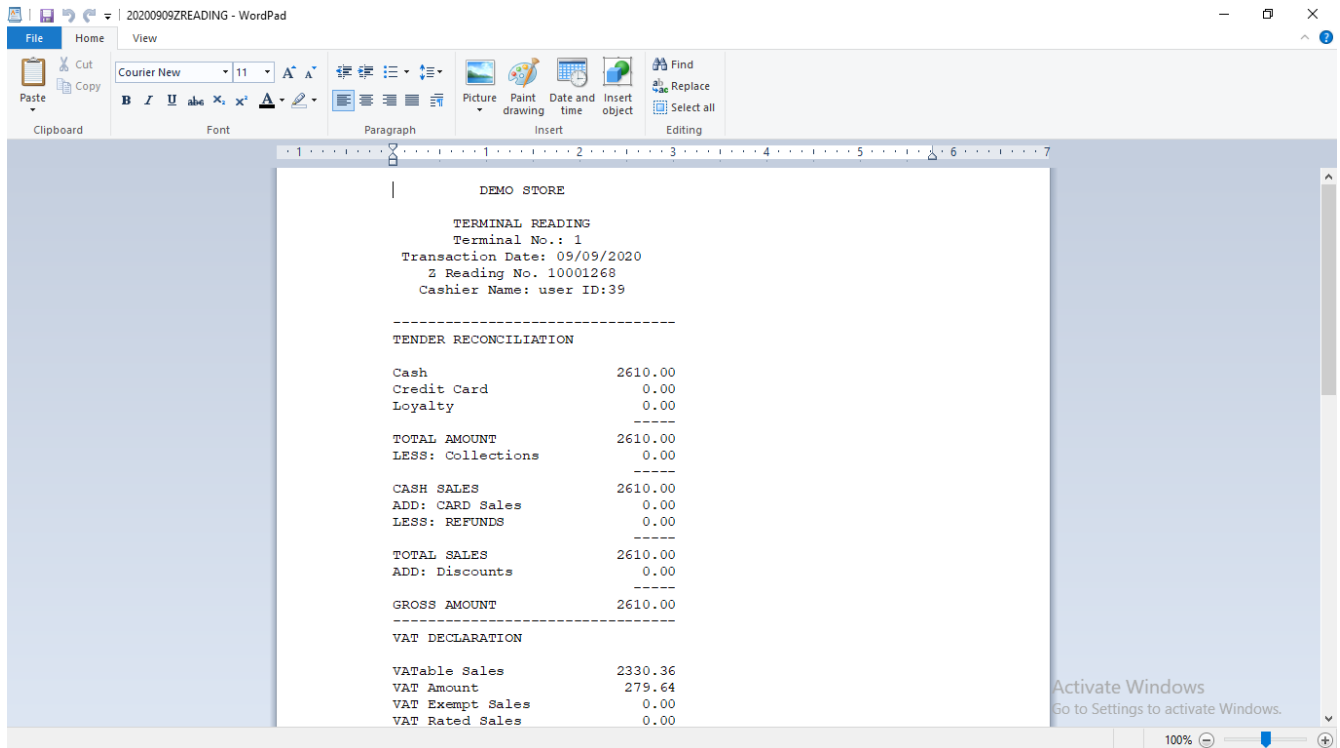


Use to Print the report containing the whole day transaction of terminal on closing the shift.

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.

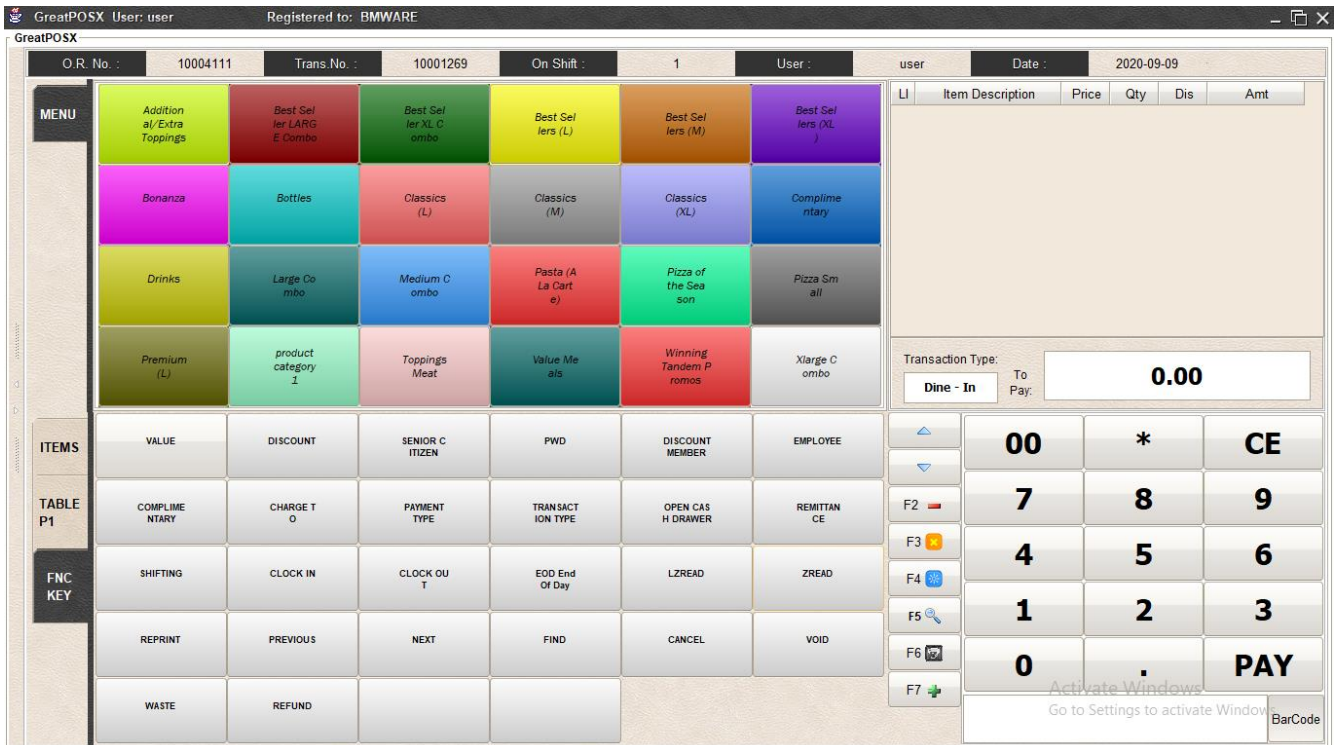
PREVIOUS



Use view previous transaction of the terminal

How to use PREVIOUS?

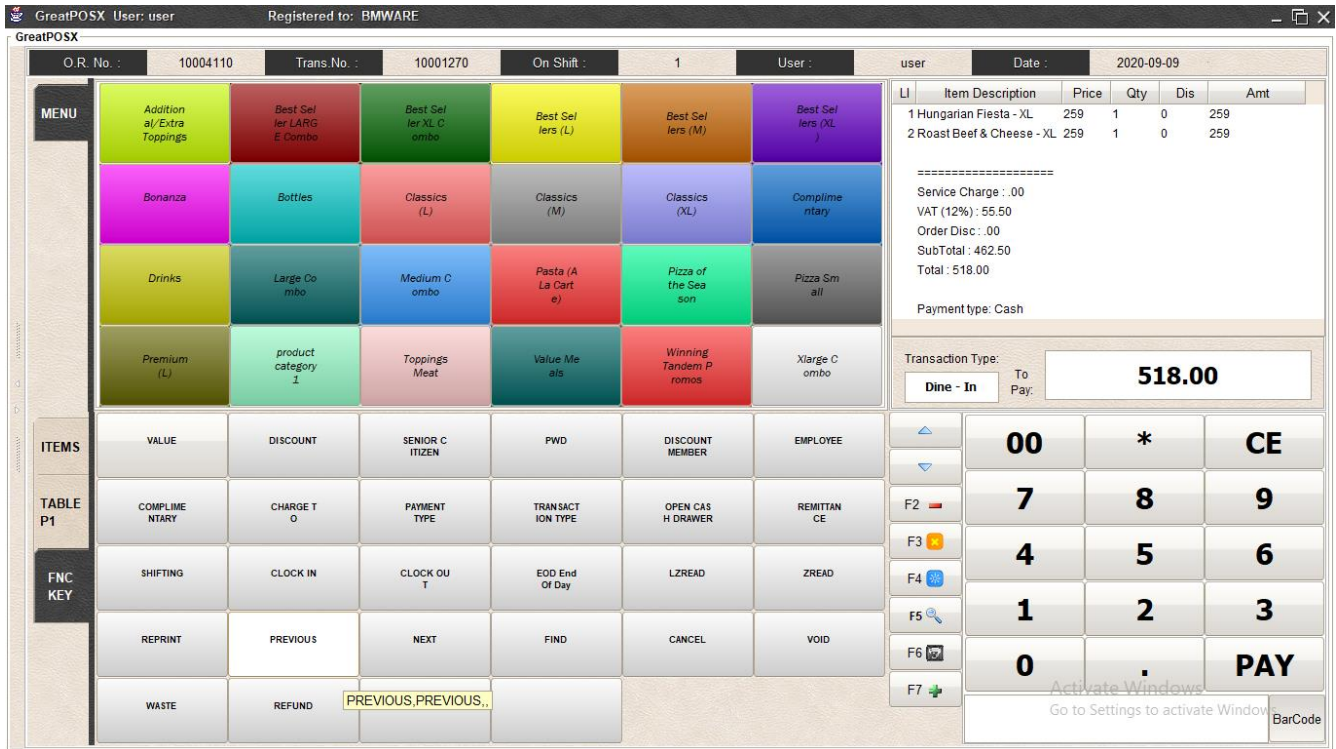
Go to FNC Key and Click Previous button to view previous transaction



The screenshot shows the GreatPOSX software interface. At the top, it displays "GreatPOSX User: user" and "Registered to: BMWARE". Below this, there are fields for "O.R. No. : 10004111", "Trans No. : 10001269", "On Shift : 1", "User : user", and "Date : 2020-09-09".

The main interface is divided into several sections:

- MENU:** A grid of colorful buttons representing various menu items such as "Additiona/Extra Toppings", "Best Sel ler LARG E Combo", "Best Sel ler XL C ombo", "Best Sel lers (L)", "Best Sel lers (M)", "Best Sel lers (XL)", "Bonanza", "Bottles", "Classics (L)", "Classics (M)", "Classics (XL)", "Complime ntary", "Drinks", "Large Co mbo", "Medium C ombo", "Pasta (A La Cart e)", "Pizza of the Sea son", "Pizza Sm all", "Premium (L)", "product category 1", "Toppings Meat", "Value Me als", "Winning Tandem P romos", and "Xlarge C ombo".
- ITEMS:** A grid of buttons for "VALUE", "DISCOUNT", "SENIOR C ITIZEN", "PWD", "DISCOUNT MEMBER", and "EMPLOYEE".
- TABLE P1:** A grid of buttons for "COMPLIME NTARY", "CHARGE T O", "PAYMENT TYPE", "TRANSACTION TYPE", "OPEN CAS H DRAWER", and "REMITTAN CE".
- FNC KEY:** A grid of buttons for "SHIFTING", "CLOCK IN", "CLOCK OU T", "EOD End Of Day", "LZREAD", "ZREAD", "REPRINT", "PREVIOUS", "NEXT", "FIND", "CANCEL", and "VOID".
- Transaction Type:** A section with "Dine - In" selected and "To Pay: 0.00".
- Calculator:** A numeric keypad with buttons for "00", "*", "CE", "7", "8", "9", "4", "5", "6", "1", "2", "3", "0", ".", "PAY", and a plus sign.
- Barcode:** A field labeled "BarCode" at the bottom right.

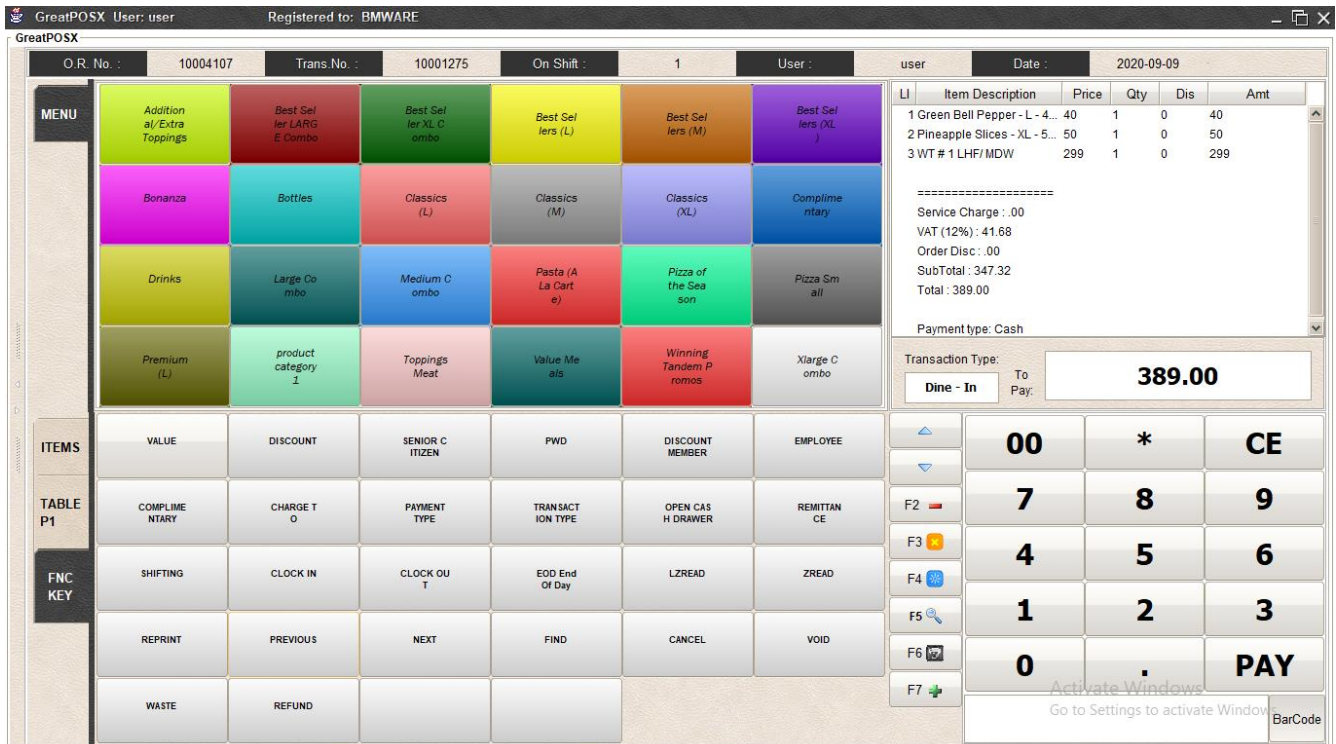


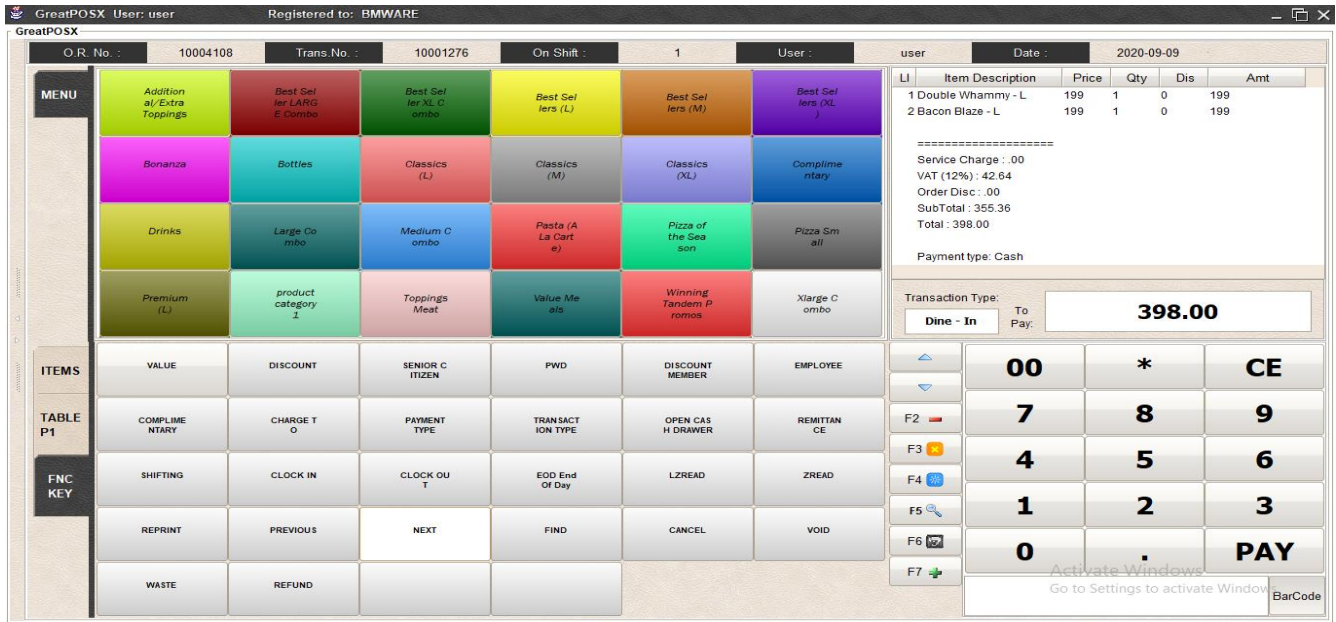
NEXT

Use view NEXT transaction of the terminal

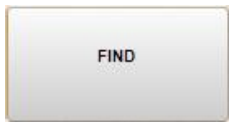
How to use NEXT?

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





FIND

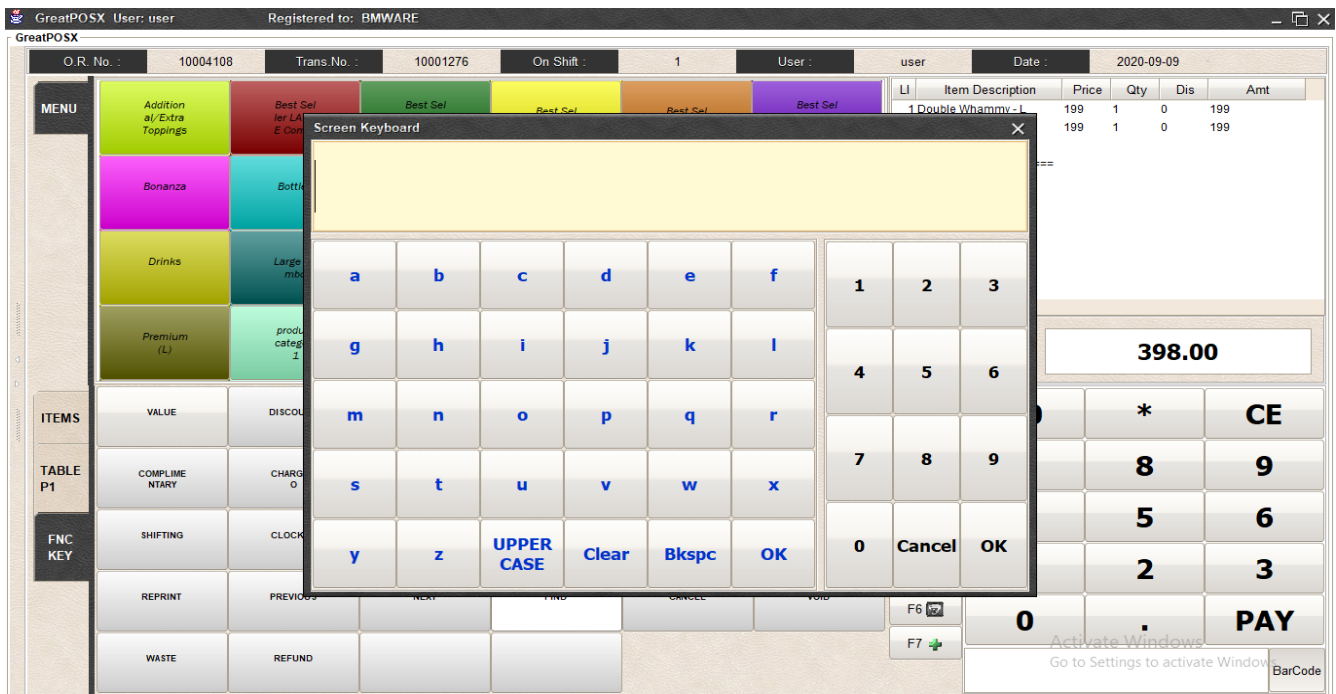


Use to Find the Previous transaction

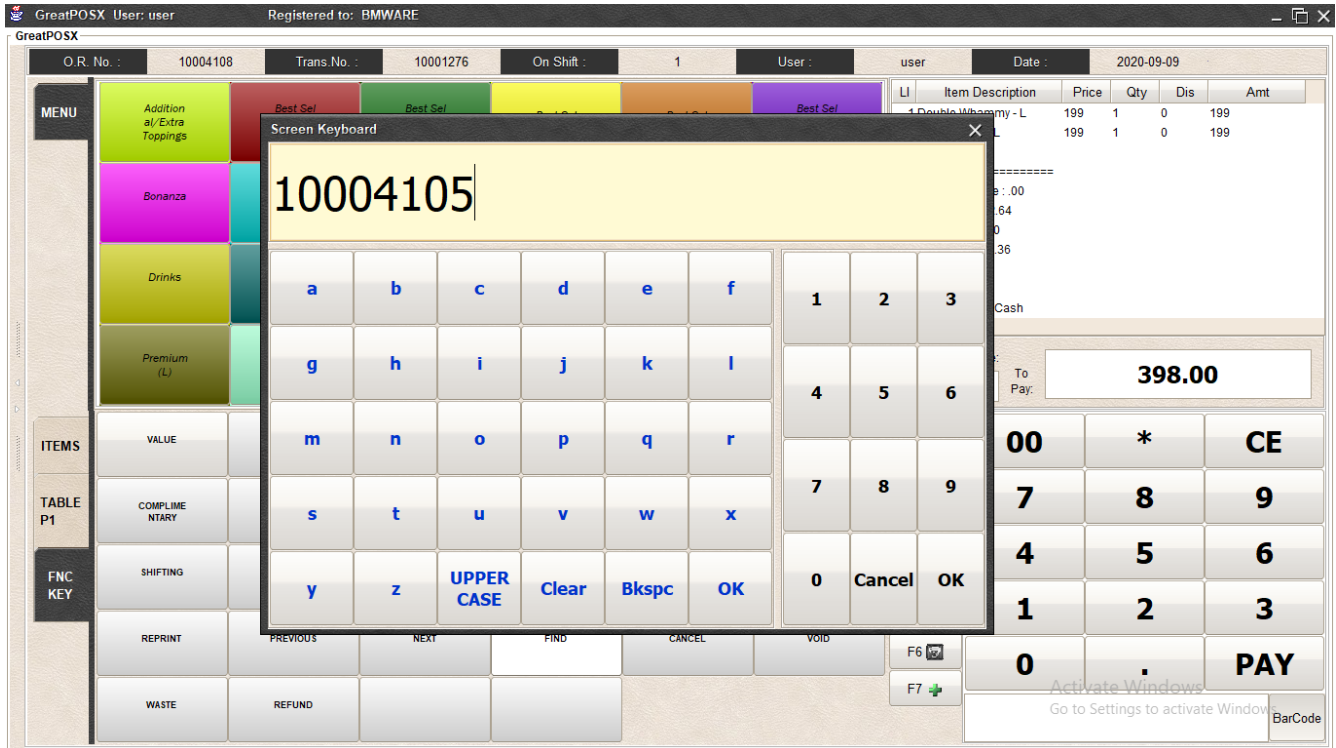
How to use Find Button?

Step1) Go to FNC KEY

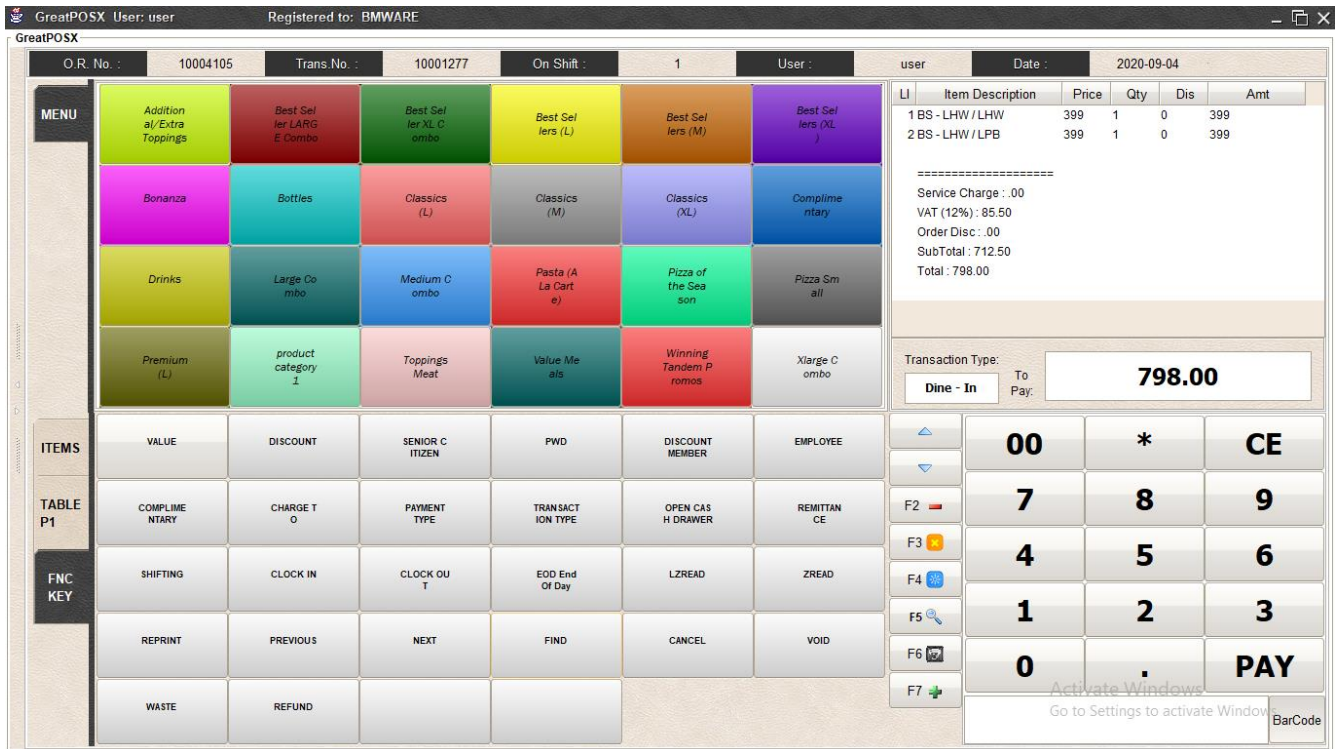
Step2) Click FIND button



Step3) Enter the Transaction Number in Find Module



Step4) Click Ok Button



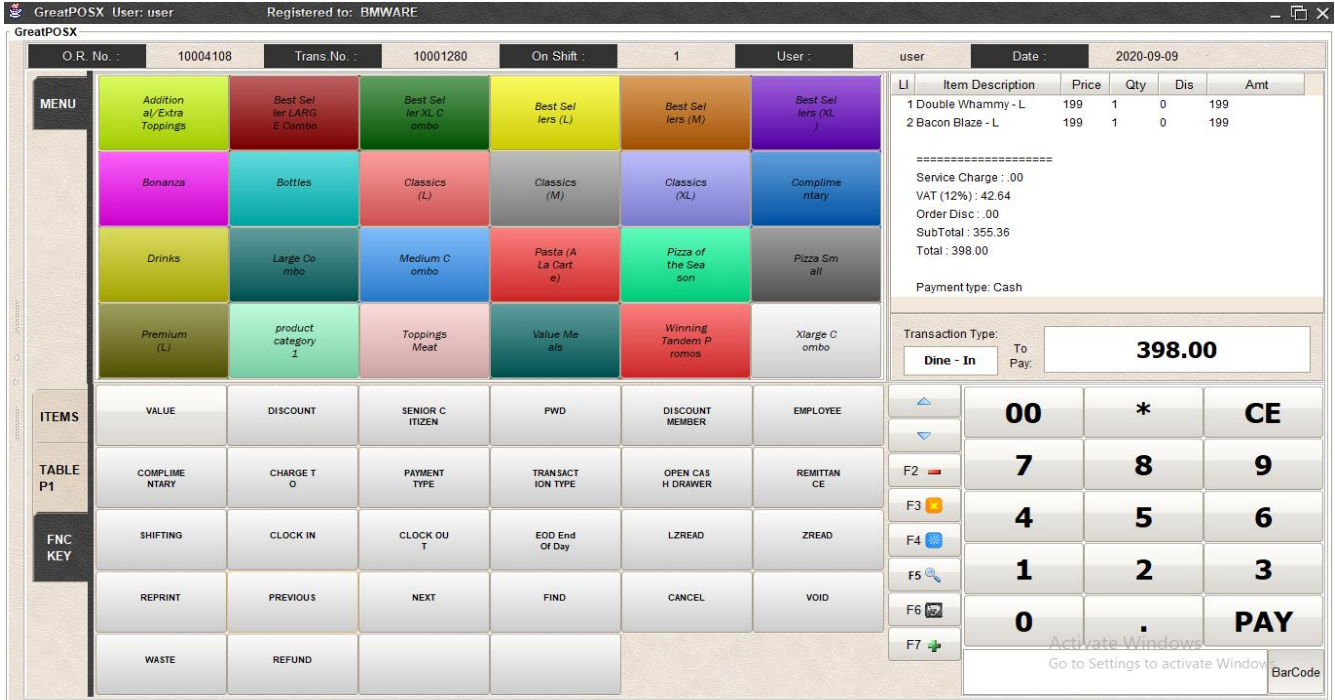
CANCEL



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

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004108 Trans. No. : 10001281 On Shift : 1 User : user Date : 2020-09-09

LI	Item Description	Price	Qty	Dis	Amt
1	Double Whammy - L	199	1	0	199
2	Bacon Blaze - L	199	1	0	199
=====					
Service Charge : .00					
VAT (12%) : 42.64					
Order Disc : .00					
SubTotal : 355.36					
Total : 398.00					
Payment type: Cash					
*** CANCEL ***					

Transaction Type: **Dine - In** To Pay: **398.00**

VALUE	DISCOUNT	SENIOR CITIZEN	PWD	DISCOUNT MEMBER	EMPLOYEE
COMPLIMENTARY	CHARGE T O	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				

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

Activate Windows
Go to Settings to activate Windows

BarCode

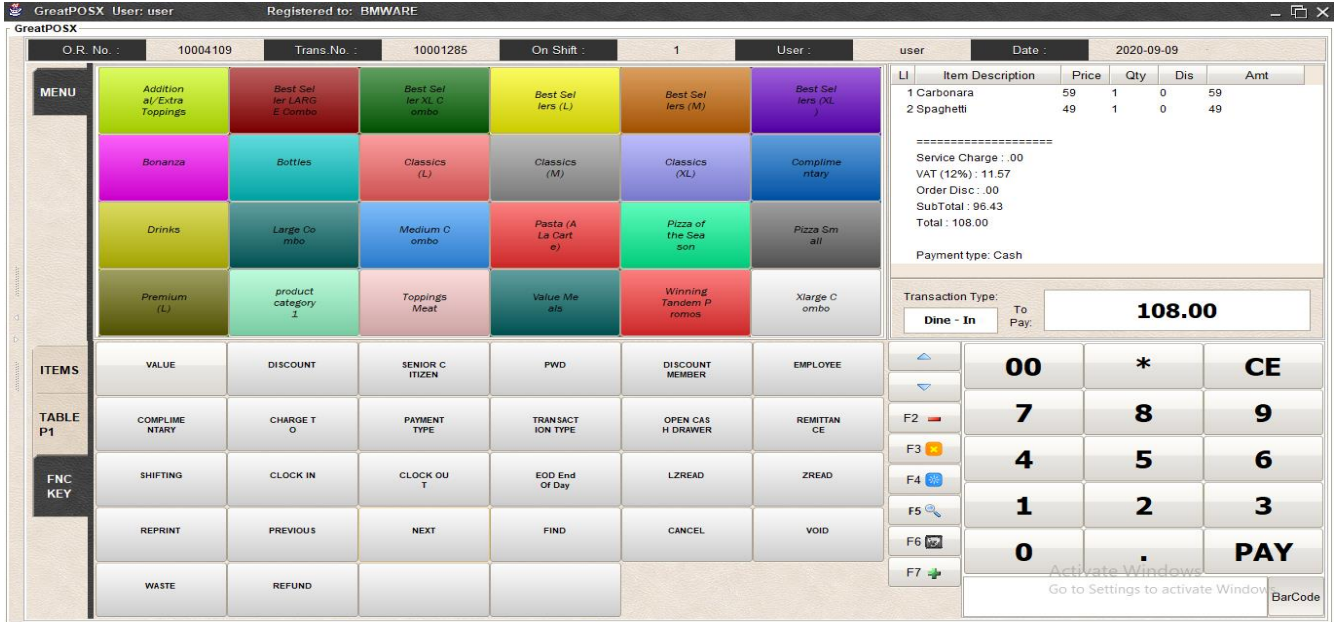
VOID



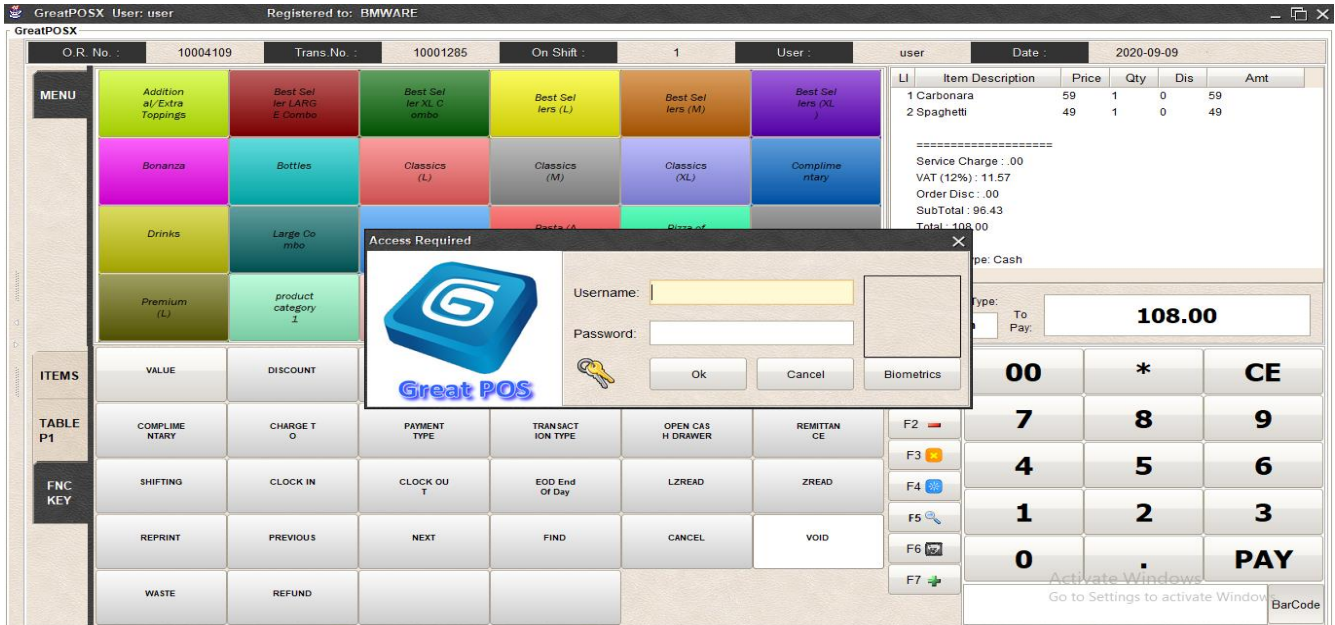
Use to Void processed previous transaction.

How to use Void?

Step1) Find the previous transaction



Step2) Click the Cancel Button



Step3) Enter Administration credentials or Use the Biometrics Feature

Step4) Click Ok

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004109 Trans. No. : 10001286 On Shift : 1 User : user Date : 2020-09-09

LI	Item Description	Price	Qty	Dis	Amt
1	Carbonara	59	1	0	59
2	Spaghetti	49	1	0	49
=====					
Service Charge : .00					
VAT (12%) : 11.57					
Order Disc : .00					
SubTotal : 96.43					
Total : 108.00					
Payment type: Cash					
*** VOID ***					

Transaction Type: **Dine - In** To Pay: **108.00**

VALUE	DISCOUNT	SENIOR CITIZEN	PWD	DISCOUNT MEMBER	EMPLOYEE
COMPLIMENTARY	CHARGE T O	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				

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

Activate Windows
Go to Settings to activate Windows

BarCode

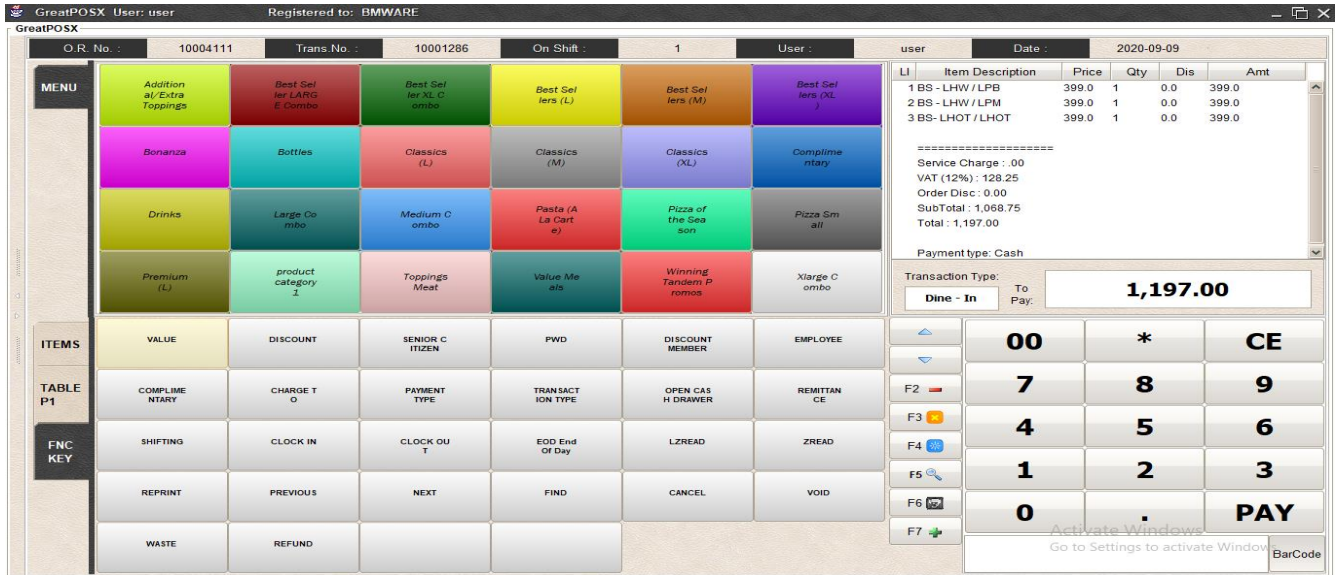
WASTE



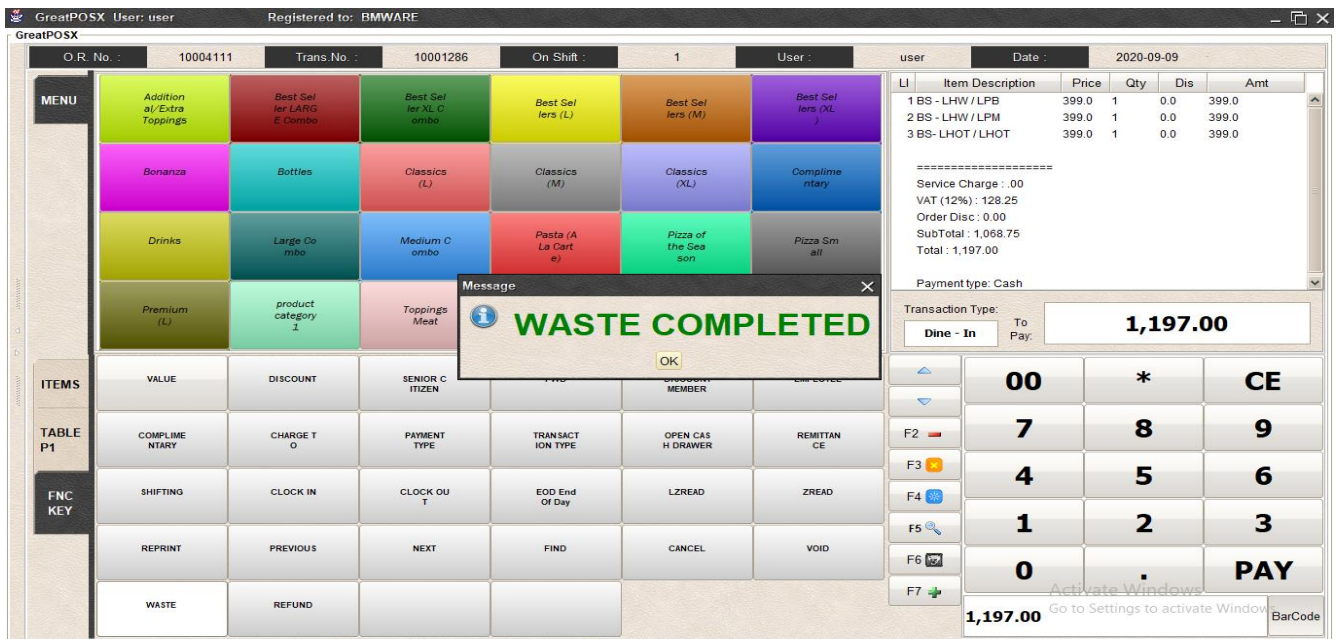
Use to deduct waste, spoilage and expired items or products in the inventory.

How to use waste?

Step1) Enter Items to waste



Step2) Go to FNC KEY and Press Waste



Step3) Click Ok Button

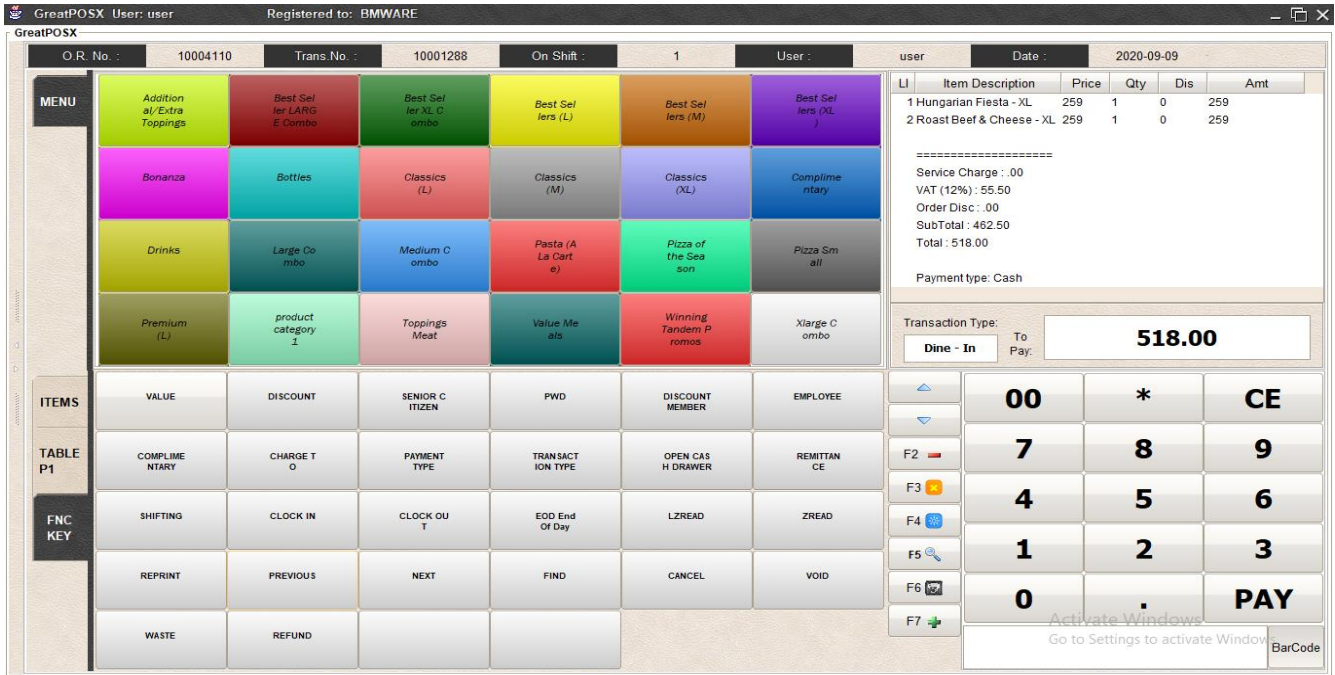
REFUND



Use to Void processed previous transaction.

How to use Void?

Step1) Find the previous transaction



Step2) Click the Refund Button



Step3) Enter Administration credentials or Use the Biometrics Feature

Step4) Click Ok Button

GreatPOSX User: user Registered to: BMWARE

O.R. No. : 10004110 Trans. No. : 10001289 On Shift : 1 User : user Date : 2020-09-09

LI	Item Description	Price	Qty	Dis	Amt
1	Hungarian Fiesta - XL	259	1	0	259
2	Roast Beef & Cheese - XL	259	1	0	259

Service Charge : .00
 VAT (12%) : 55.50
 Order Disc : .00
 SubTotal : 462.50
 Total : 518.00

Payment type: Cash
 *** REFUNDED ***

Transaction Type: **Dine - In** To Pay: **518.00**

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

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

Activate Windows
Go to Settings to activate Windows

BarCode

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



Step2) Click CLOSE SHIFT button

Step3) Click Print Button

(Print Out After Clicking CLOSE SHIFT button)

