

VERSION

2.0

USER MANUAL



Retail

POS

Point Of Sale, Inventory Control, and Invoicing

Table of contents

- Introduction**4
 - Features of Retail POS4
 - Target Audience4
- Start Retail POS**5
 - Login5
- Parts of the Retail POS Screen**6
 - Product Details6
 - Scan PLU/Barcode7
 - Total Pane7
 - Company Image7
 - Functions Button8
- Functions Button Main Parts**8
 - F1 – Focus Grid8
 - F2 – Scan Barcode8
 - F3 – Browse Item8
 - F4 – Void12
 - F5 – Journal13
 - F6 – Payment15

Payment Window Main Parts	16
Amount Due	16
Tendered	16
Change	16
Type of Payment	17
F1 – Card	17
F2 – Check	17
F3 – GC	20
F4 – Charge	22
F5 – Cash	25
Continuation of Functions Button Main Parts	25
F7 – Open Cash Drawer	25
F8 – Cancel	25
F9 – Hold Transaction	26
F10 – Discount	28
F11 – Quantity	31
F12 – X Reading	33

Introduction

Features of Retail POS

The goal of Retail Software is to help you focus on your sales and your customers. Retail POS is a tool that serves this goal. It is designed for retailers who wish to streamline customer checkouts, tracking sales, making purchase orders, counting stock or preparing invoices. Retail POS is an organizer, an analyzer, and a time saver. Some of its most useful features include:

- ✓ Easy to learn and use.
- ✓ Sales tracking by product.
- ✓ Complete sales and inventory data for every time.
- ✓ Full – featured POS system with slip printer, barcode and cash drawer support.
- ✓ History of daily sales and POS totals.
- ✓ Staff Hours and Commissions.
- ✓ On screen review and editing of purchase orders.

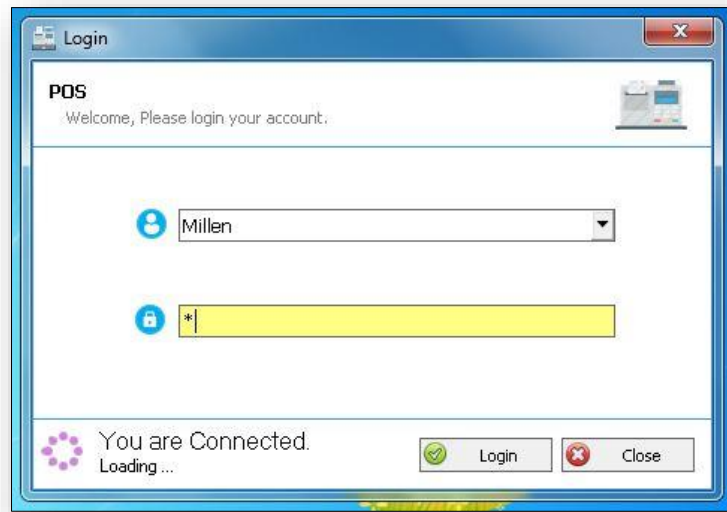
Target Audience

This manual supposed for those user who don't have the basic knowledge of using retail point of sale.

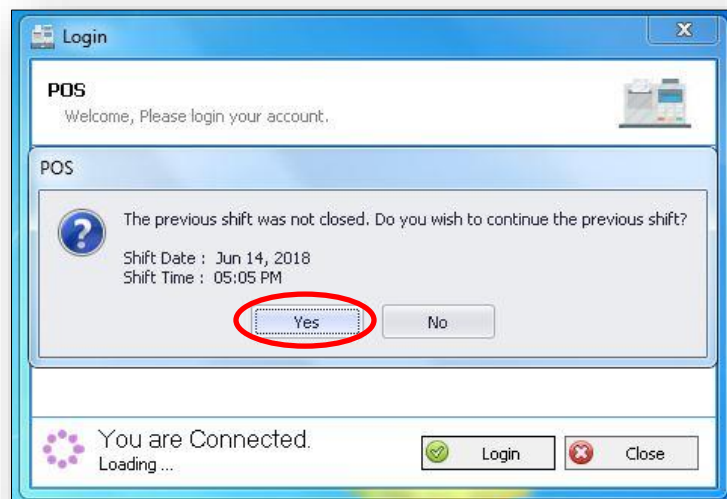
Start Retail POS

Login

- When you open Retail POS, it displays the login screen. Login using your Username and Password.

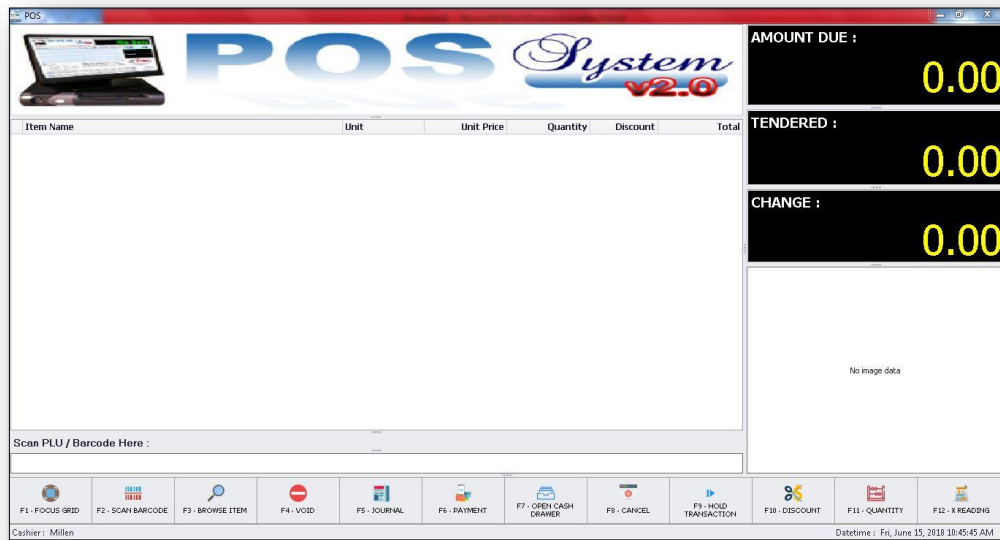


- After you login your account you will be prompted if you want to continue in previous shift. Then click "Yes".



Parts of the Retail POS Screen

The main screen of Retail POS has the following main parts.



1. Product Details – you can see here the bought products.

Item Name	Unit	Unit Price	Quantity	Discount	Total
Cattleya Mini Notebook	Pieces	15.00	8	0.00	120.00
ID Case	Retail	20.00	6	0.00	120.00
▶ Ballpen	Retail	10.00	2	0.00	20.00

2. Scan PLU/Barcode – You can see here the barcode of the product.

Scan PLU / Barcode Here :
00015-2018

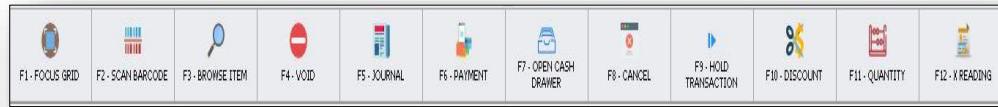
3. Total Pane – The Amount Due, Tendered, and Change.

AMOUNT DUE :	360.00
TENDERED :	0.00
CHANGE :	0.00

4. Company Image – Logo of the company.



5. Functions Button – used to perform specific tasks.



Functions Button has the following main parts.



F1 - Focus Grid – It's selected the specific product.

- When you click the Focus Grid (F1) it highlights the main product.

Item Name	Unit	Unit Price	Quantity	Discount	Total
Cattleya Mini Notebook	Pieces	15.00	4	0.00	60.00
Balpen	Retail	10.00	7	0.00	70.00
ID Case	Retail	20.00	9	0.00	180.00
▶ Green Cross Alcohol	Pieces	15.00	3	2.25	42.75



F2 - Scan Barcode – Scan the barcode of a product.

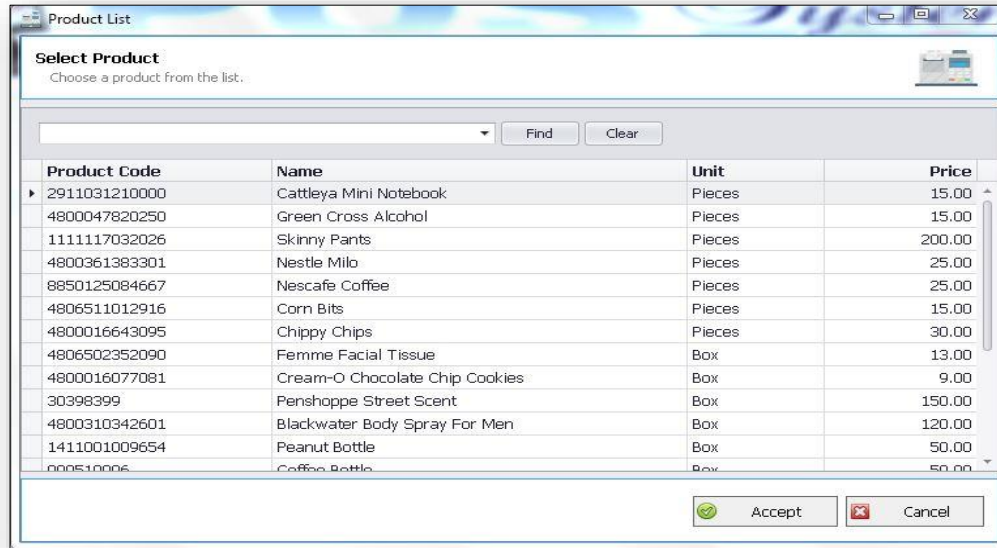
- When you click the Scan Barcode (F2) it focuses in a text box where you can input/scan the barcode of a product and it's automatically appear inside the text box.

Scan PLU / Barcode Here :

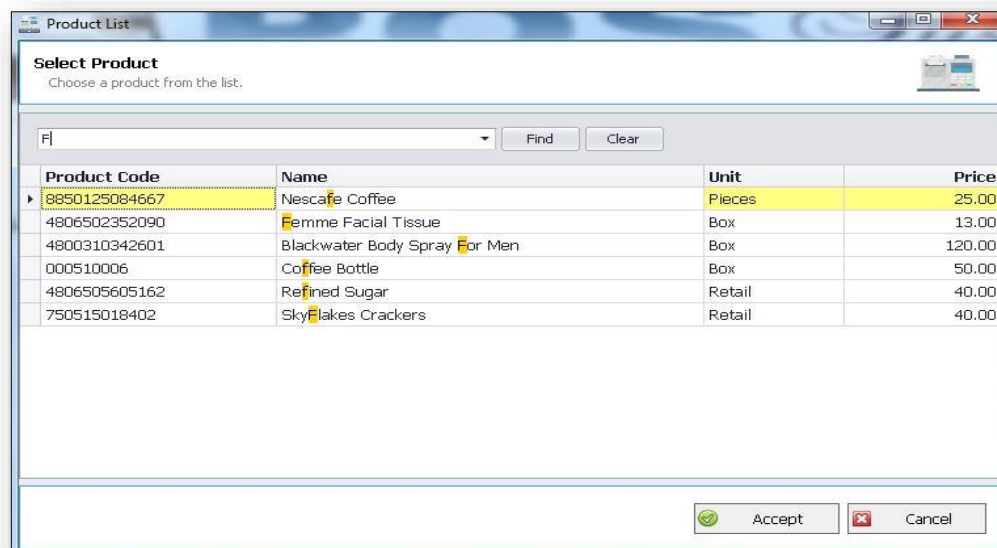


F3 - Browse Item – You can choose product from the list

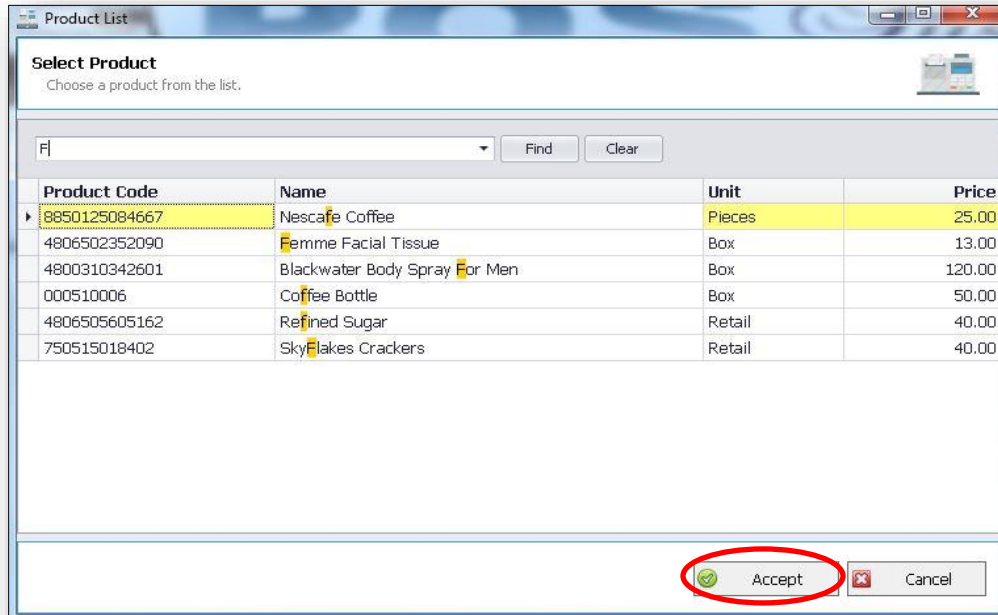
- When you open the Browse Item (F3) you can see all the list of the products and also there equivalent Product Code, Unit, and Price.



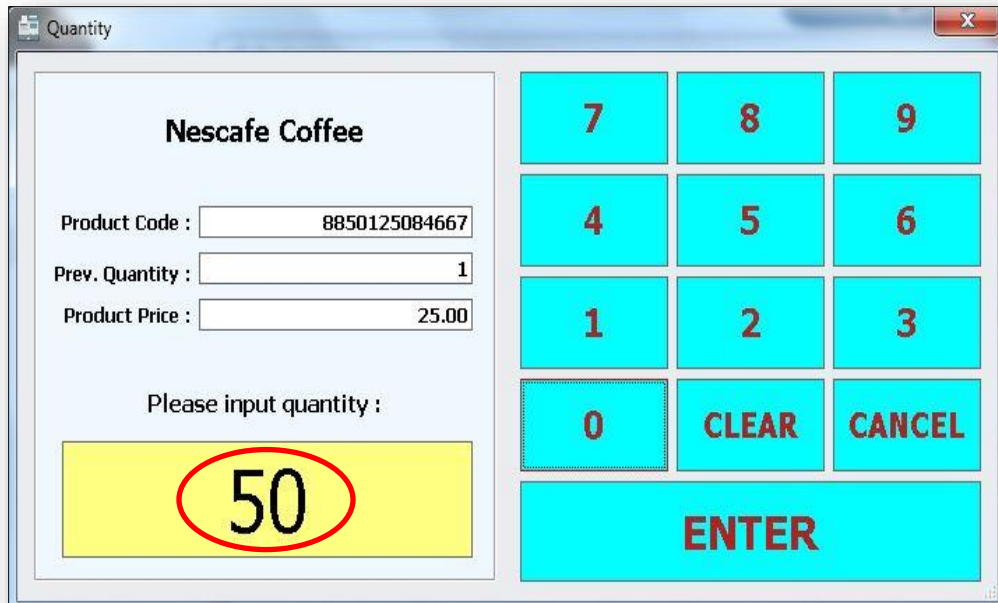
- For example when you click the Find Button then you input letter "F" inside the text box then it's automatically search all the products with letter F.



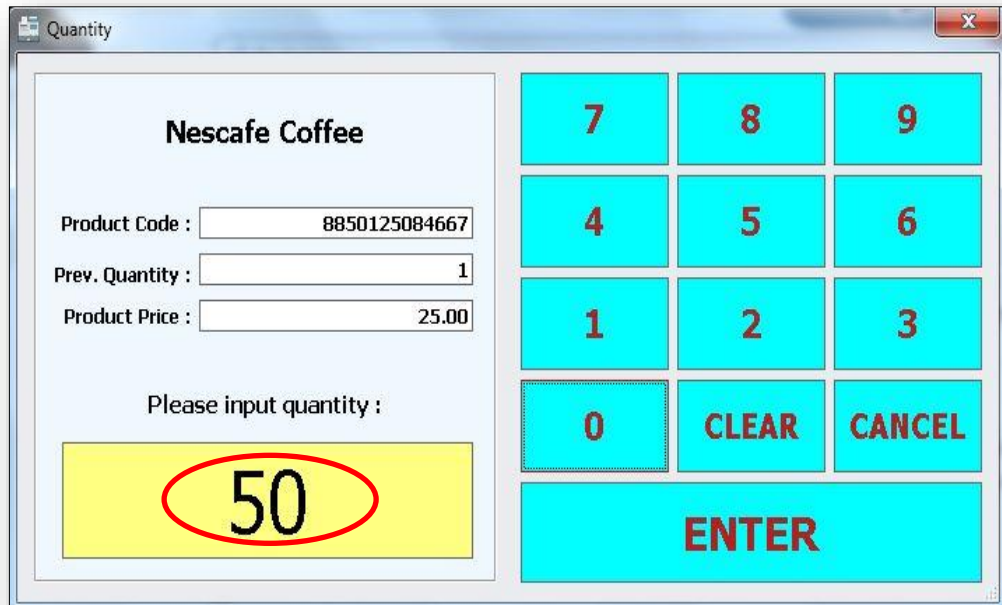
➤ Then, click the Accept Button.



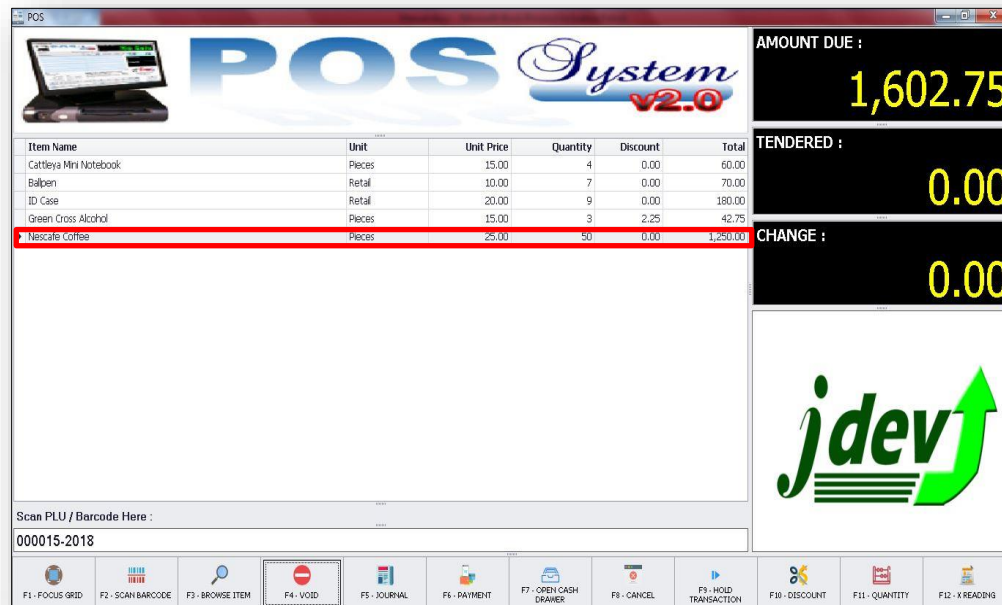
➤ When you click the accept Button you can see this pop up window then you must required to input the quantity or amount of the product.



➤ Then, click the Enter Button.



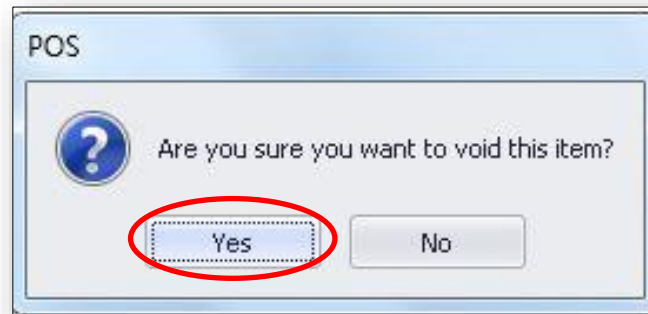
➤ After you click the Enter Button it will back and appear on the main screen of the POS then look in the product details you see your inputted product and quantity.



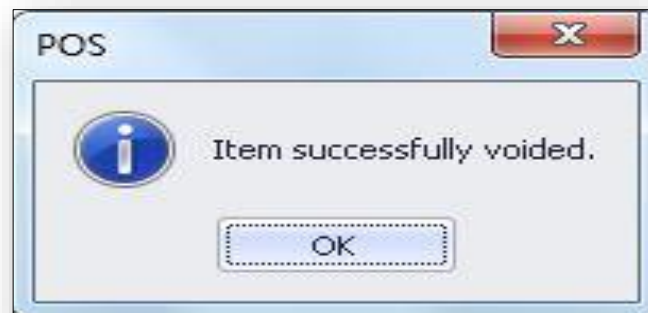


F4 - Void – Delete one product.

- If you click the Void (F4) there's a question “Are you sure you want to void this item?”, then click “Yes”.



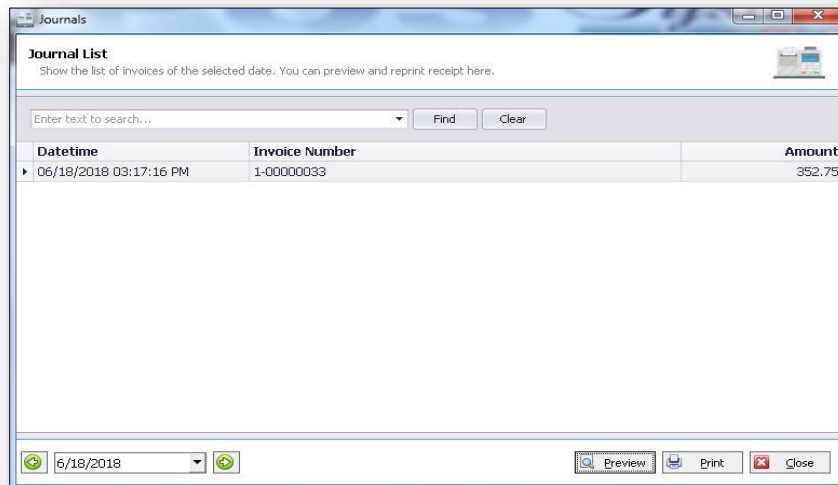
- After you click “yes”. Look at the main screen of POS where you can see the product details with highlight was deleted.



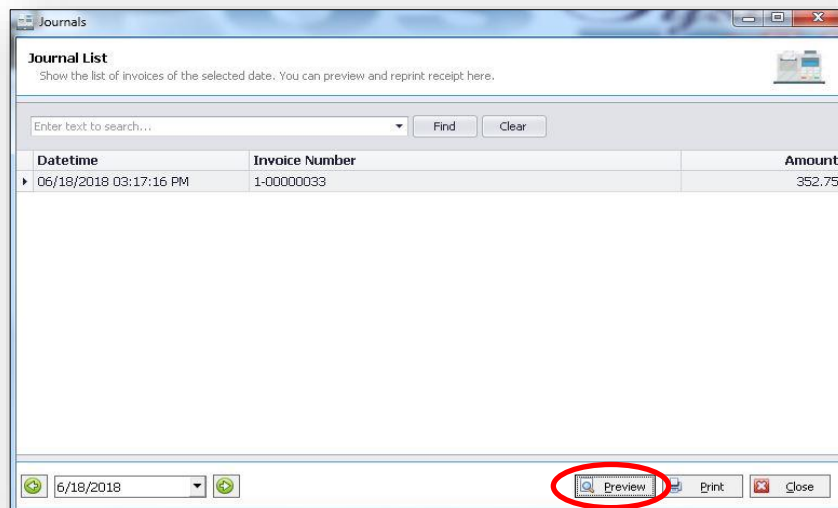


F5 - Journal – Show the list of invoices of the selected date.
You can preview and reprint receipt here.

- When you open the Journal (F5) you can see here the paid item with their Date Tame, Invoice Number, and Amount.



- Click Preview.



➤ After clicking preview you will see the Official Receipt.

JDEV OFFICE SOLUTION INCORPORATED
 4778 Montang Ave., Diamond Subd.
 Angeles City, Pampanga
 Tel. No.: (045) 900-3988
 Mobile No.: 09991234567
 VAT REG TIN: 11111111111111111111
 MIN: 22222222222222222222
 SN: 33333333333333333333333333333333
 FP: 44444444444444444444444444444444

----- OFFICIAL RECEIPT -----

Date : 06/18/2018 03:17 PM
 Terminal : Terminal 1
 Cashier : Millen
 Invoice No. : 1-00000033

Desc	Qty	Price	Disc	Total
Cattleya Mini Notebook	4	15.00	0.00	60.00
Ballpen	7	10.00	0.00	70.00
ID Case	9	20.00	0.00	180.00
Green Cross Alcohol	3	15.00	2.25	42.75
Total				352.75
Discount			2.25	
Total Item(s)	4			

Total Item(s) 4
 Total Quantity 23

Amount Due : 352.75
 Tendered : 500.00
 Charged : 147.25

 Payment Information :

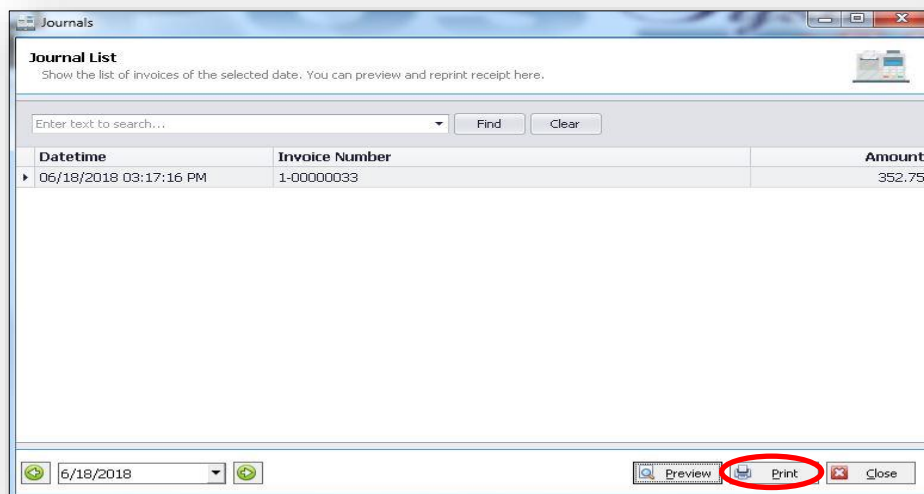
 Payment Type : Cash
 Amount : 500.00

 Vatable Sales : 314.96
 VAT Amount : 37.79
 VAT Exempt Sales : 0.00
 Zero Rated Sales : 0.00

 Customer : _____
 Address : _____
 TIN No. : _____

 JDEV OFFICE SOLUTION INCORPORATED
 Pablo Soliman Jr.
 TIN # 106902395
 Accre# 21A10690239500053844934
 Date Issued: 00/00/0000
 Valid Until: 00/00/0000
 THIS INVOICE/RECEIPT SHALL BE VALID
 FOR
 FIVE (5) YEARS FROM THE DATE OF
 THE
 PERMIT TO USE
 THIS SERVE AS YOUR OFFICIAL RECEIPT

➤ You can also print it, just click the Print Button.



- After clicking the Print Button you can see this Official Receipt. Same as the result in Preview Button.

```

JDEV OFFICE SOLUTION INCORPORATED
4778 Montang Ave., Diamond Subd.
Angeles City, Pampanga
Tel. No.: (045) 900-3988
Mobile No.: 09991234567
VAT REG TIN: 11111111111111111111
MIN: 222222222222222222222222
SN: 333333333333333333333333333333
FP: 444444444444444444444444444444

----- OFFICIAL RECEIPT -----

Date       : 06/18/2018 03:17 PM
Terminal   : Terminal 1
Cashier    : Millen
Invoice No.: 1-00000033
=====
Desc Qty   Price  Disc   Total
-----
Cattleya Mini Notebook
   4    15.00  0.00   60.00
-----
Ballpen
   7    10.00  0.00   70.00
-----
ID Case
   9    20.00  0.00  180.00
-----
Green Cross Alcohol
   3    15.00  2.25   42.75
-----
Total ..... 352.75
Discount ..... 2.25

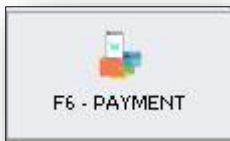
```

```

Total Item(s) ..... 4
Total Quantity ..... 23

Amount Due : 352.75
Tendered : 500.00
Changed : 147.25
=====
Payment Information :
-----
Payment Type : Cash
Amount : 500.00
=====
Vatable Sales : 314.96
VAT Amount : 37.79
VAT Exempt Sales : 0.00
Zero Rated Sales : 0.00
=====
Customer : _____
Address : _____
TIN No. : _____
=====
JDEV OFFICE SOLUTION INCORPORATED
Pablo Soliman Jr.
TIN # 106902395
Accre# 21A10690239500053844934
Date Issued: 00/00/0000
Valid Until: 00/00/0000

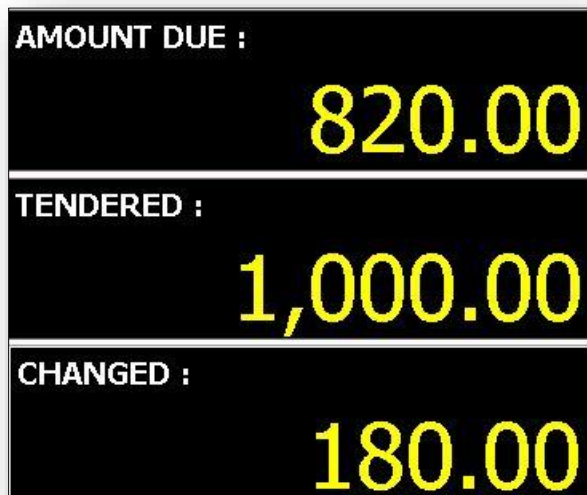
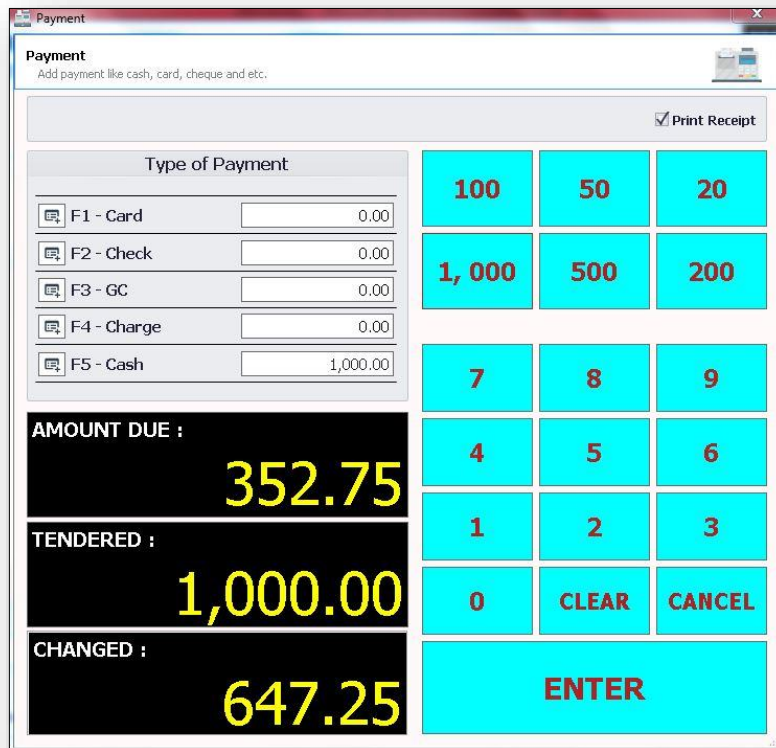
```



F6 - Payment – Add payment like cash, card, cheque and etc.

- When you open Payment (F6) you can see here the Different Type of Payment, Amount Due, Tendered, and Changed.

The Payment Window has the following main parts.



- **Amount Due** – The total amount of bought items.
- **Tendered** – How much the money of the customer.
- **Change** – The money returned to the customer after paying for something with more money than it costs.

Type of Payment



F1 - Card

F1 - Card – Add or Edit Card Payment on Invoice.



Card Payment

Add/Edit Card Payment
Add or Edit Card Payment on invoice.

Payment Information

Card Holder Name :

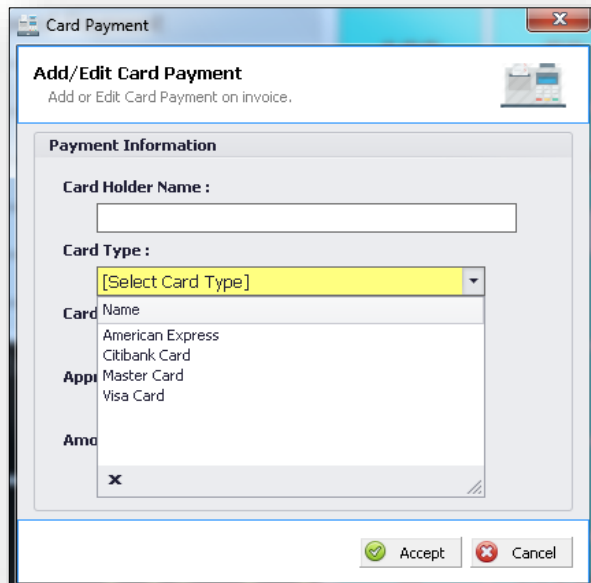
Card Type :
[Select Card Type]

Card No. :

Approval No. :

Amount :

➤ Press F1 and fill up the Payment Information.



Card Payment

Add/Edit Card Payment
Add or Edit Card Payment on invoice.

Payment Information

Card Holder Name :

Card Type :
[Select Card Type]

Card Name
American Express
Citibank Card
Master Card
Visa Card

App
Visa Card

Amc
x

➤ You can select your Card Type , drop down the arrow inside the text box.

Card Payment

Add/Edit Card Payment
Add or Edit: Card Payment on invoice.

Payment Information

Card Holder Name :
abc company

Card Type :
Visa Card

Card No. :
12345

Approval No. :
1

Amount :
500.00

Accept Cancel

➤ After fill upping all the payment information, just click “Accept”.

Payment
Add payment like cashy, card, cheque and etc.

Print Receipt

Type of Payment

<input checked="" type="checkbox"/> F1 - Card	500.00	100	50	20
<input type="checkbox"/> F2 - Check	0.00	1,000	500	200
<input type="checkbox"/> F3 - GC	0.00	7	8	9
<input type="checkbox"/> F4 - Charge	0.00	4	5	6
<input type="checkbox"/> F5 - Cash	0.00	1	2	3
		0	CLEAR	CANCEL
		ENTER		

AMOUNT DUE :
352.75

TENDERED :
500.00

CHANGED :
147.25

➤ After clicking Accept Button you can see the amount “500” you input in the Payment Information at the right side of the F1 - Card same value in the Tended.

F2 - Check

F2 - Check – Add or Edit Check Payment on Invoice.

Add/Edit Check Payment
Add or Edit Check Payment on invoice.

Payment Information

Check Type :
[Select Check Type]

Check No. :
Name
BDO Angeles
BDO Friendship
Amount **GRB Angeles City (Henson)**
GRB Balibago
GRB Friendship
Metrobank Dau

Accept Cancel

- Press F2 and fill up the Payment Information.
- Select your Check Type.

Add/Edit Check Payment
Add or Edit Check Payment on invoice.

Payment Information

Check Type :
BDO Angeles

Check No. :
12345

Amount :
800.00

Accept Cancel

- If all the Information's are completed, click "Accept".

Payment
Add payment like cash, card, cheque and etc.

Print Receipt

Type of Payment

F1 - Card	500.00	100	50	20
F2 - Check	800.00	1,000	500	200
F3 - GC	0.00	7	8	9
F4 - Charge	0.00	4	5	6
F5 - Cash	0.00	1	2	3
		0	CLEAR	CANCEL
		ENTER		

AMOUNT DUE : 352.75

TENDERED : 1,300.00

CHANGED : 947.25

- You can see the “800” amount you input in the payment formation at the right side of F2 - Check inside the text box.
- F1 - Card plus F2 - Check is equal to the value of Tended.

F3 - GC 0.00

F3 - GC – Add or Edit GC Payment on Invoice.

GC Payment
Add/Edit GC Payment
Add or Edit GC Payment on invoice.

Payment Information

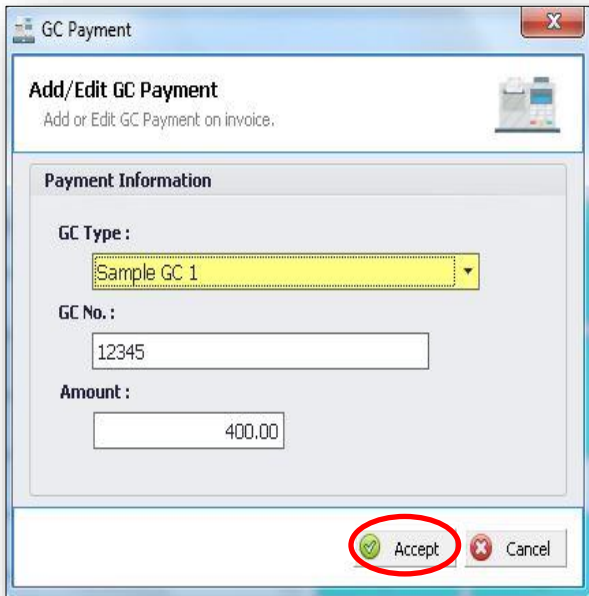
GC Type : [Select GC Type]

GC Name : Sample GC 1

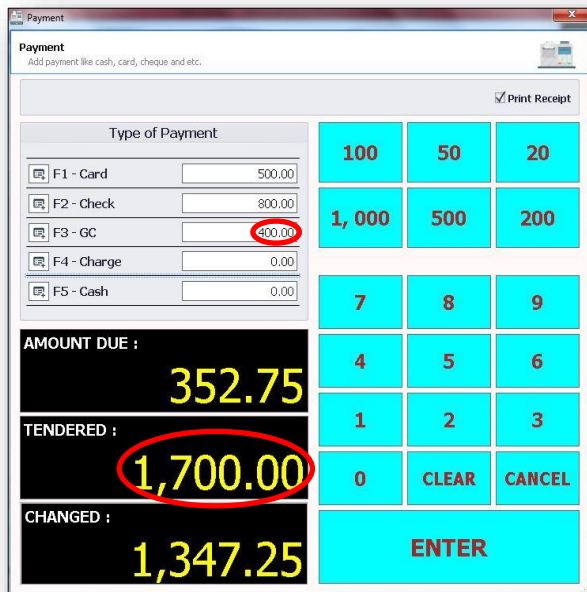
Amount :

Accept Cancel

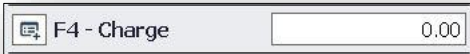
- Press F3 and fill up the Payment Information.
- Choose your GC Type.



- After you fill up all the Payment Information, click the Accept Button.

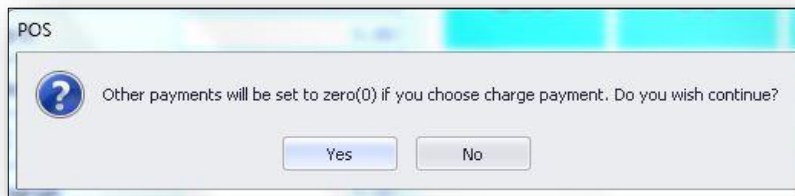


- The “400” amount you input in the payment information you can see it at the right side of F3 - GC.
- All the sum of F1 - Card, F2 - Check, F3 - GC is equal to the value of Tended.

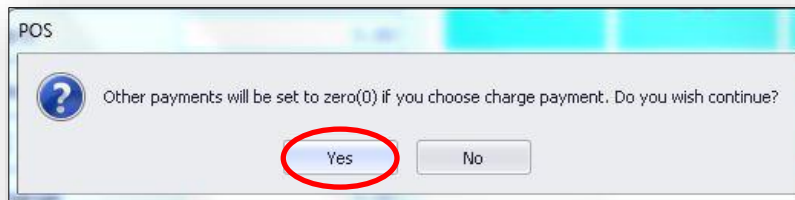
A rectangular button with a small icon on the left, the text "F4 - Charge" in the middle, and a numeric input field on the right containing the value "0.00".

F4 - Charge – Add or Edit Charge Payment on Invoice.

- Press F4 and you see this prompted POS Window.

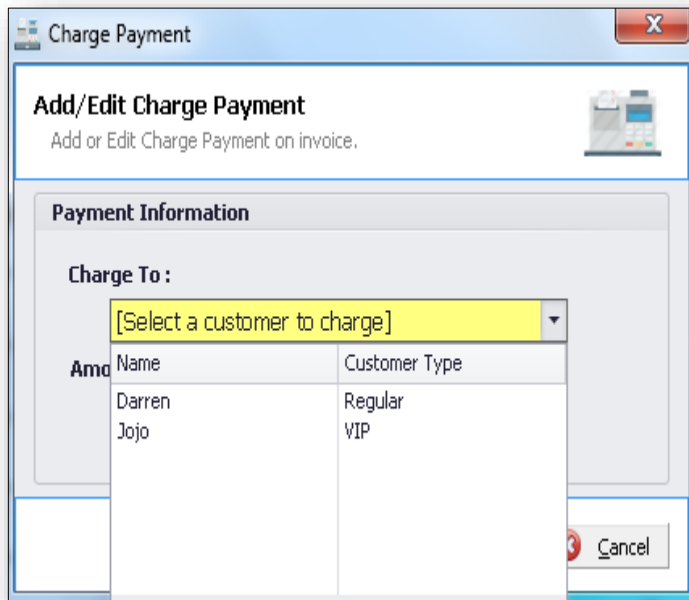


- Click Yes.

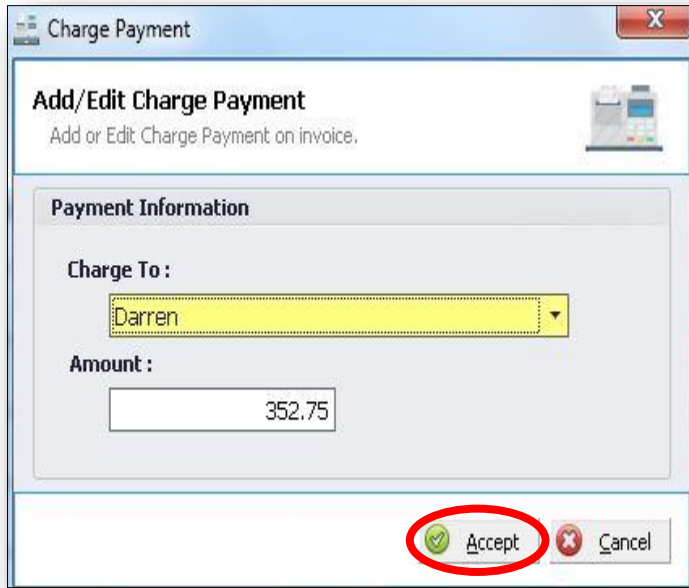




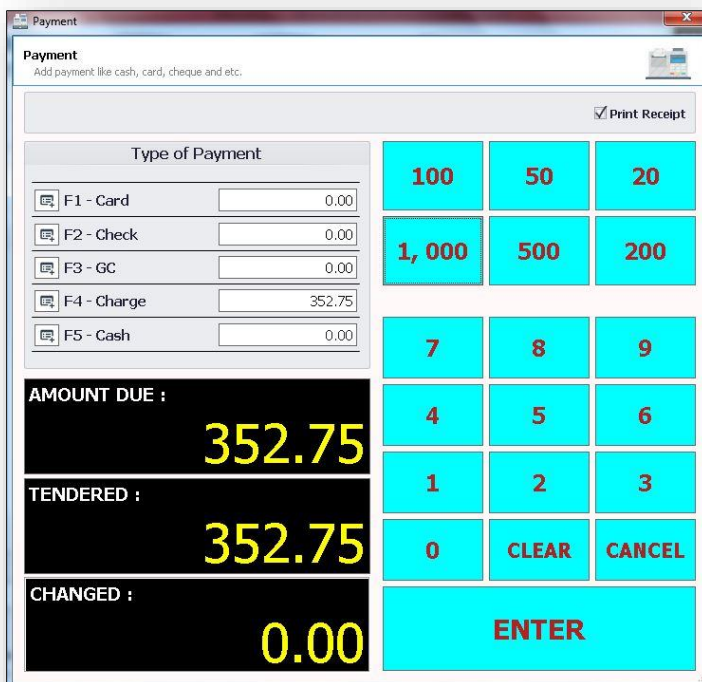
- After you click the yes button, you see this Charge Payment Window with the content of charge to, then the value of amount is automatically inputted.



- Select a customer to charge.



- After you complete the Payment Information, click Accept.



- When you click the accept button all the value on F1 - Card, F2 - Check, F3 - GC, are deleted.
- Except the F4 - Charge it is same on the value of Amount Due.



F5 - Cash – Input inside the text box how much your money

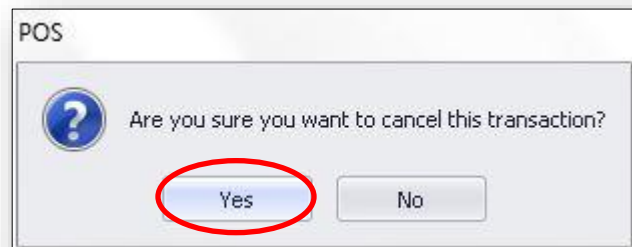


F7 - Open Cash Drawer – Press F7 to open the Cash Drawer.

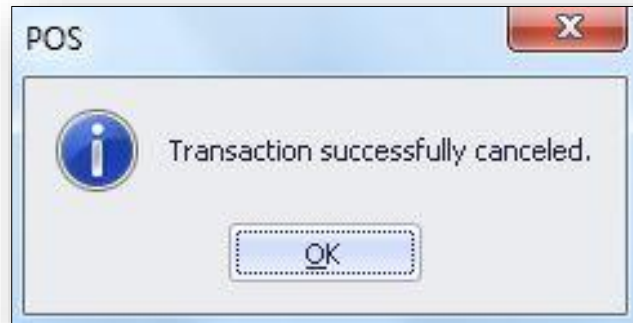


F8 - Cancel – Remove all products.

➤ When you open the Cancel (F8) you see this prompted window. Then, click yes.

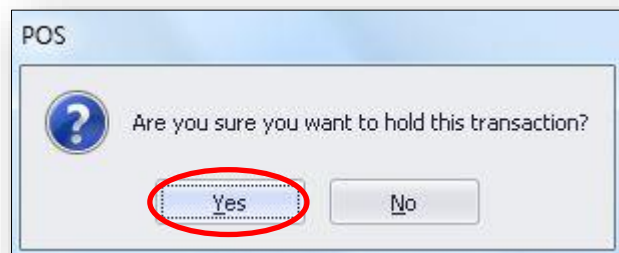


- After you click the yes button all the Transaction successfully canceled. Unlike the void button deleted the item one at a time.



F9 - Hold Transaction – Hold the transaction.

- Press Hold Transaction (F9) to hold the purchase item and you will see this question.
- Click Yes.



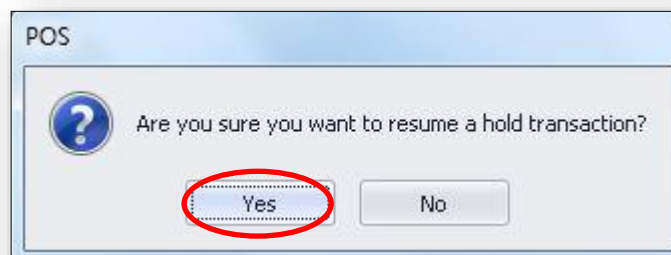
- After clicking yes all the all purchase item are all hidden.

Item Name	Unit	Unit Price	Quantity	Discount	Total
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- If you want to resume the transaction again just click F9.



- You will see this question, click yes.



- After you press the yes button you will see again the purchase item.

Item Name	Unit	Unit Price	Quantity	Discount	Total
▶ Cattleya Mini Notebook	Pieces	15.00	5	0.00	75.00
Corn Bits	Pieces	15.00	6	0.00	90.00
Cream-O Chocolate Chip Cookies	Box	9.00	20	0.00	180.00
Blackwater Body Spray For Men	Box	120.00	56	0.00	6,720.00
ID Case	Retail	20.00	78	0.00	1,560.00
Ellips Cologne	Retail	18.00	4	0.00	72.00



F10 - Discount – Choose the discount type you want to give.

- When you open the Discount (F10) you can see here the different amount of discount.
- Just choose a product you want to give a discount.

- Select Discount Percent you want to give.

Name	Discount Percent
Senior Citizen	20.00
10% Percent	10.00
15% Percent	15.00
5% Percent	5.00

- If you want to give manual discount just check the box at the left side of Give Manual Discount and then type the Amount and Percent you want to give.

Select Discount Type
Choose the discount type you want to give.

Product Code : 2911031210000 Prev. Discount : 0.00
Product Price : 15.00 Discount Amount : 13.39
Quantity : 5

Find Clear

Name	Discount Percent
Senior Citizen	20.00
10% Percent	10.00
15% Percent	15.00
5% Percent	5.00

Give Manual Discount?
Amount : 0.00
Percent : 0.00

Accept Cancel

➤ Then, click Accept.

Select Discount Type
Choose the discount type you want to give.

Product Code : Prev. Discount :
Product Price : Discount Amount :
Quantity :

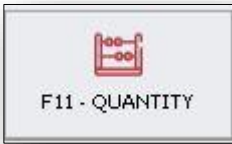
Enter text to search... Find Clear

Name	Discount Percent
▶ Senior Citizen	20.00
10% Percent	10.00
15% Percent	15.00
5% Percent	5.00

Give Manual Discount?
Amount :
Percent :

➤ And you will see at the Product Details the “13.39” Discount you give.

Item Name	Unit	Unit Price	Quantity	Discount	Total
▶ Cathava Mini Notebook	Pieces	15.00	5	13.39	53.57
Corn Bts	Pieces	15.00	19	0.00	285.00
Cream-O Chocolate Chip Cookies	Box	9.00	20	0.00	180.00
Blackwater Body Spray For Men	Box	120.00	56	0.00	6,720.00
ID Case	Retail	20.00	78	0.00	1,560.00
Ellips Cologne	Retail	18.00	4	0.00	72.00



F11 - Quantity – The amount or number of product.

➤ Open Quantity (F11).

A dialog box titled "Quantity" for "Corn Bits". It contains fields for "Product Code" (4806511012916), "Prev. Quantity" (6), and "Product Price" (15.00). Below these is a prompt "Please input quantity :" and a large yellow display area showing the number "6". To the right is a numeric keypad with buttons for digits 0-9, "CLEAR", "CANCEL", and "ENTER".

➤ Input Quantity.

The same "Quantity" dialog box as above, but the large yellow display area now shows the number "19", which is circled in red. The rest of the interface remains the same.

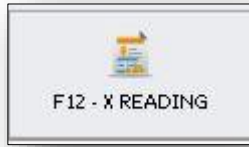
➤ Click Enter.

The screenshot shows a 'Quantity' dialog box for the product 'Corn Bits'. It contains the following information:

- Product Code: 4806511012916
- Prev. Quantity: 6
- Product Price: 15.00
- Please input quantity: 19 (displayed in a yellow box)
- A numeric keypad with buttons for digits 0-9, CLEAR, and CANCEL.
- An ENTER button, which is circled in red.

➤ Look at the Product Details you see the quantity you inputted.

Item Name	Unit	Unit Price	Quantity	Discount	Total
Cattiva Mini Notebook	Pieces	15.00	5	13.99	53.57
Corn Bits	Pieces	15.00	19	0.00	285.00
Cream-O Chocolate Chip Cookies	Box	9.00	20	0.00	180.00
Black-water Body Spray For Men	Box	120.00	56	0.00	6,720.00
ID Case	Retail	20.00	78	0.00	1,560.00
Ellips Cologne	Retail	18.00	4	0.00	72.00



F12 - X Reading – X reading tells you denominations of sales on that POS by that user.

➤ Open X Reading (F12).

A screenshot of a software dialog box titled "Cash Count". The dialog has a title bar with a close button (X). Below the title bar, there is a header "COUNT BY DENOMINATIONS:" with a small icon of a stack of coins. A checkbox labeled "Print X-Reading Report" is checked. The main area contains a list of denominations with input fields for counts and corresponding values. At the bottom, there are fields for "Total Cash" and "Change Fund", and two buttons: "Enter" and "Cancel".

Denomination	Count	Value
5 Cents :	0	0.00
10 Cents :	0	0.00
25 Cents :	0	0.00
1 Peso :	0	0.00
5 Pesos :	0	0.00
10 Pesos :	0	0.00
20 Pesos :	0	0.00
50 Pesos :	0	0.00
100 Pesos :	0	0.00
200 Pesos :	0	0.00
500 Pesos :	0	0.00
1000 Pesos :	0	0.00
Total Cash :		0.00
Change Fund :		0.00

- Input the number of cash, and then press Enter.

Cash Count

COUNT BY DENOMINATIONS :

Print X-Reading Report

5 Cents :	<input type="text" value="10"/>	0.50
10 Cents :	<input type="text" value="20"/>	2.00
25 Cents :	<input type="text" value="30"/>	7.50
1 Peso :	<input type="text" value="40"/>	40.00
5 Pesos :	<input type="text" value="50"/>	250.00
10 Pesos :	<input type="text" value="60"/>	600.00
20 Pesos :	<input type="text" value="70"/>	1,400.00
50 Pesos :	<input type="text" value="80"/>	4,000.00
100 Pesos :	<input type="text" value="90"/>	9,000.00
200 Pesos :	<input type="text" value="100"/>	20,000.00
500 Pesos :	<input type="text" value="110"/>	55,000.00
1000 Pesos :	<input type="text" value="120"/>	120,000.00

Total Cash :

Change Fund :

- After you click the enter button you will see again prompted window. Always click the Yes Button.

POS

Make sure all inputs are correct. Do you wish to continue?

- This is the result after you press the yes button, the result is print of receipt x reading.

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No. : 09991234567

----- X-READING -----

Terminal : Terminal 1
Cashier  : Millen

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Denomination  Qty      Amount
-----
1000          120     120,000.00
500           110     55,000.00
200           100     20,000.00
100           90      9,000.00
50            80      4,000.00
20            70      1,400.00
10            60      600.00
5             50      250.00
1             40      40.00
0.25          30       7.50
0.10          20       2.00
0.05          10       0.50

Total Amount ..... 210,300.00

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Number of Transactions :      1

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Invoice No.           Amount
-----
1-00000033           352.75
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Total Sales      :      352.75
Cash Drawer Amount :    210,300.00
Change Fund      :           0.00

Total Cash Sales :    352.75
Total Card Sales :           0.00
Total Check Sales :           0.00
Total GC Sales   :           0.00
Total Charge Sales :           0.00

Short By :           0.00
Over By  :           209,947.25

Total Discount :           2.25

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Cashier's Signature

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