

JiPOS

JiPOS USER MANUAL

Introduction

JiPOS is a web-based point of sale system, which handles inventory, production, requisition, purchasing, sales, accommodation, accounting, user management and reporting modules. JiPOS is mainly used in hotels & restaurants, wines & spirit shops, hardware, mini-marts, mines, organizations and pharmacies.

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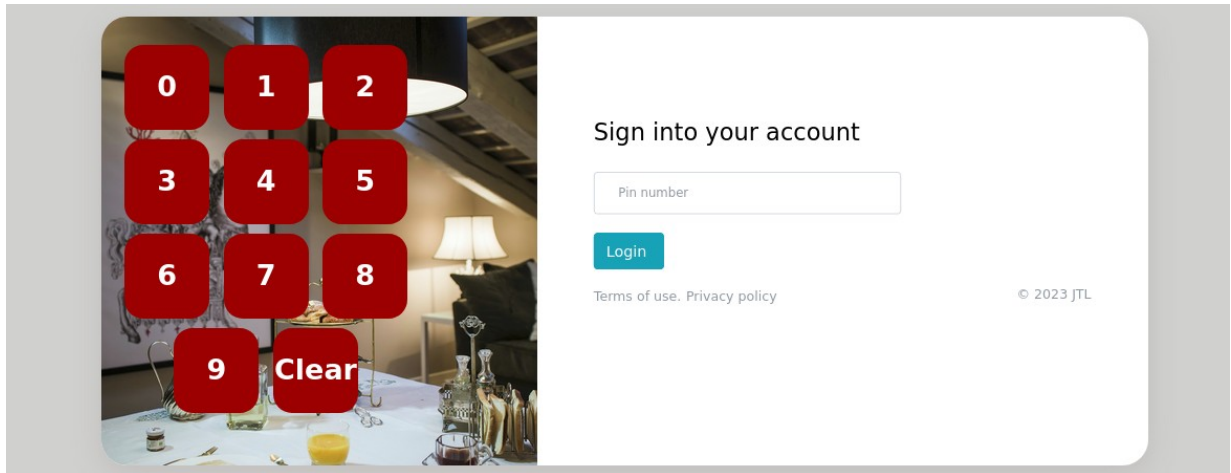
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System UI Layout

The system has two login pages, for the waiters and for front office or back-office. Waiters use their pin only to login to the system while the front and back office uses their registered username and password to login.

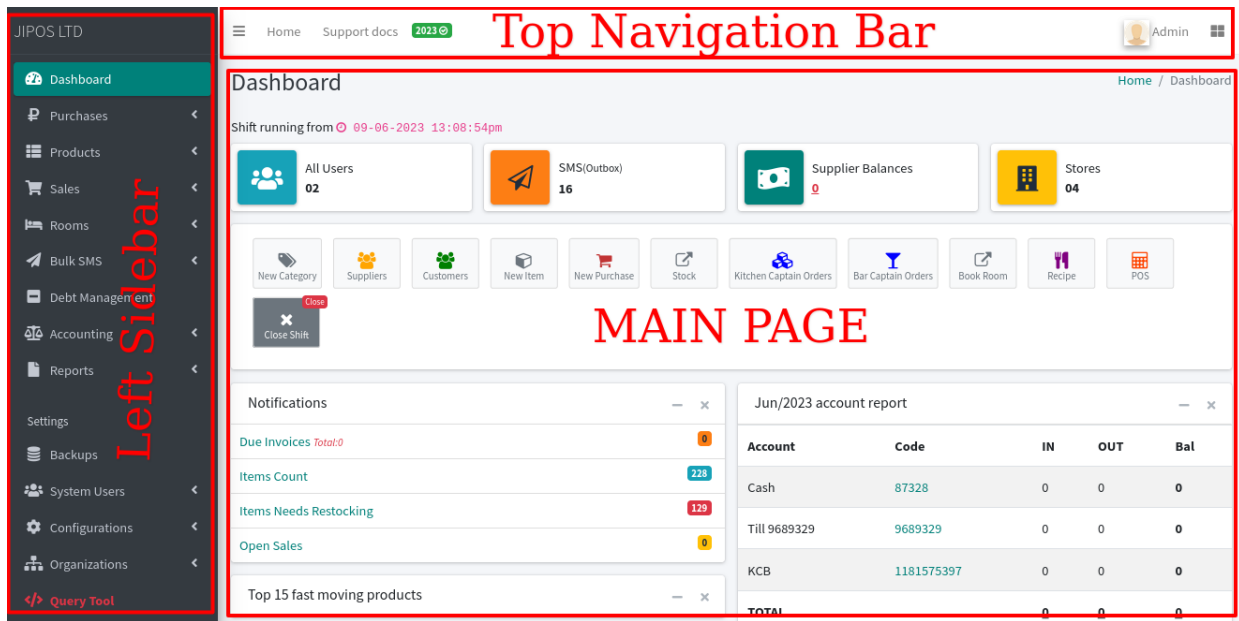


Waiter/Cashier login interface



Front office and Back office login interface

Upon login, the system has a top navigation, left sidebar (containing links) and the main page area as shown below.



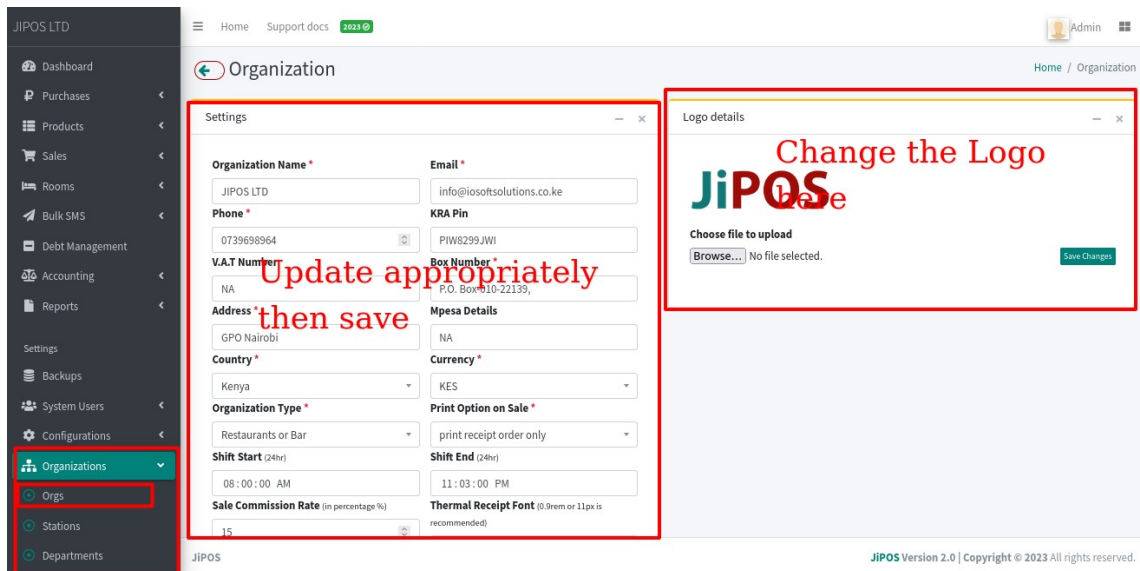
1 SYSTEM CONFIGURATIONS

1.1 Organization configurations

1.1.1 How to setup organization details including: business/organization name, email, phone, KRA PIN, address, logo e.t.c

On the sidebar, navigate to Organizations > Orgs.

In the window that opens, you can update the details in the form appropriately and save as shown in the image below.









1.1.2 How to set-up stations

On the sidebar, navigate to Organizations > Stations

In the window that opens, expand the form by clicking the top-right + icon. Fill the form appropriately then save.

You can view, edit and delete all the registered stations from the list visible under the form as shown below.

The screenshot displays the 'Stations' management page in the JIPOS LTD application. The sidebar on the left shows the navigation menu with 'Organizations' expanded and 'Stations' selected. The main content area is divided into two sections: a 'Form' section at the top and a 'List' section below. The 'Form' section has a '+ x' icon in the top right corner, with a red arrow pointing to it and the text 'Click to expand the form'. The 'List' section contains a table titled 'Stations list table' with the following data:

Station Name	Organization	Category	Address	Lat Long	Country	Active	Action
Main Store A Main Store A mainstore@mail.com	JIPOS LTD	OTHERS	GPO Nairobi	Lat: Long:	Kenya	False	 
Mombasa Main Branch 0788885855 mombasa@mail.com	JIPOS LTD	COGNAC	GPO Nairobi	Lat: Long:	Kenya	False	 
Nairobi Station +254790490000 onjulajared@gmail.com	JIPOS LTD	BRANDY	GPO Nairobi	Lat: Long:	Kenya	False	 

Red arrows and text labels indicate the actions: 'Click to edit' points to the edit icon in the 'Nairobi Station' row, and 'Click to delete' points to the delete icon in the same row. The 'Organizations' and 'Stations' menu items in the sidebar are also highlighted with a red box.

1.1.3 How to set-up departments

On the sidebar, navigate to Organizations > Departments

Fill in the left form and submit to register a new department.

Use the table on the right to **view, edit or delete** already registered departments.

JIPOS LTD

Home Support docs 2023

Admin

Department

Form

Add new department

Organization * Station *

Select organization Select station

Name *

Active

Narrative

Save

List

Show 10 entries Search:

Department Name	Station Name	Active	Action
Default Sub Departments Heads	Nairobi Station	True	<input checked="" type="checkbox"/> <input type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

EDIT DELETE

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1.2 General configurations

1.2.1 How to Happy Hour

On the sidebar, navigate to Configurations > Happy Hour

Enter the times you would like to sell with the happy hour prices. You can switch the set times ON/OFF in the status column as shown below.

JIPOS

Home Support docs 2023

Admin

Happy Hour

#	Day	From (Time)	To (Time)	Status (On/Off)
1.	Sunday	04:00:00 PM	05:00:00 PM	<input type="checkbox"/>
2.	Monday	--:--:--	--:--:--	<input type="checkbox"/>
3.	Tuesday	--:--:--	--:--:--	<input type="checkbox"/>
4.	Wednesday	10:00:00 AM	11:00:00 AM	<input type="checkbox"/>
5.	Thursday	08:00:00 PM	11:30:00 PM	<input type="checkbox"/>
6.	Friday	--:--:--	--:--:--	<input type="checkbox"/>
7.	Saturday	--:--:--	--:--:--	<input type="checkbox"/>

Save

Set the time for the happy hour

Switch the times set on/off in this section

Happy Hour is here 😊

First things first: Set the Happy Hour Prices in the item profile

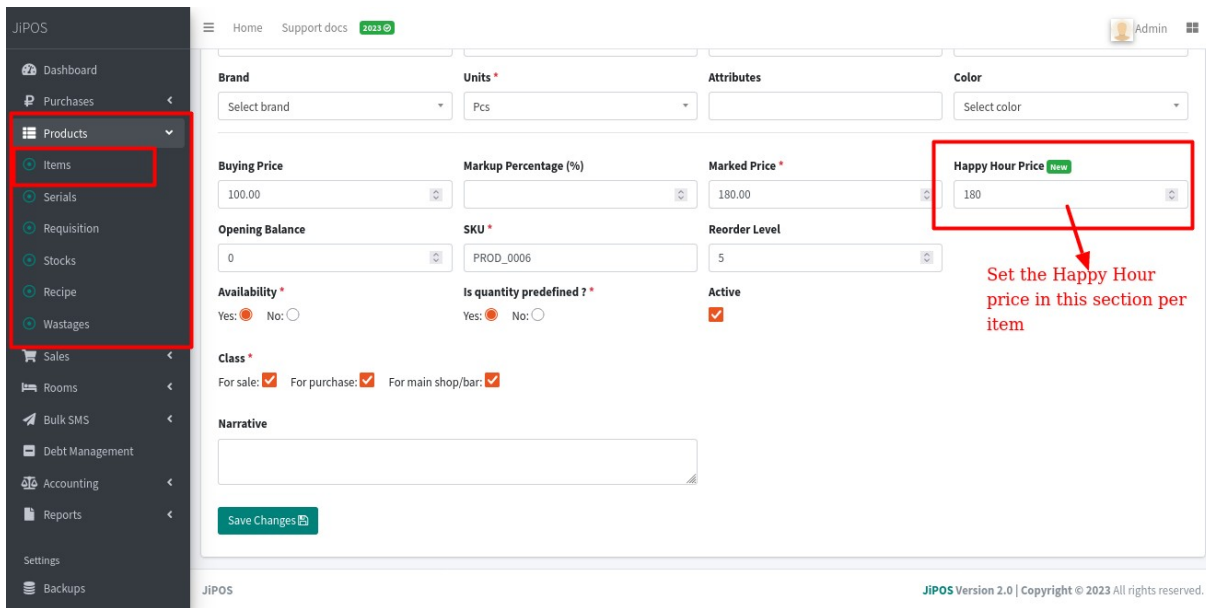
You can now set the happy hour(s) in this section. JIPOS will automatically activate Happy Hour Prices at the set time.

Note: Happy Hour must be active for the prices to be pulled at the point of sale.

Update all Happy HR Prices

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Happy Hour Prices are set in the item profile section. Navigate to the Products > Items then open your item of choice to set the happy hour price.

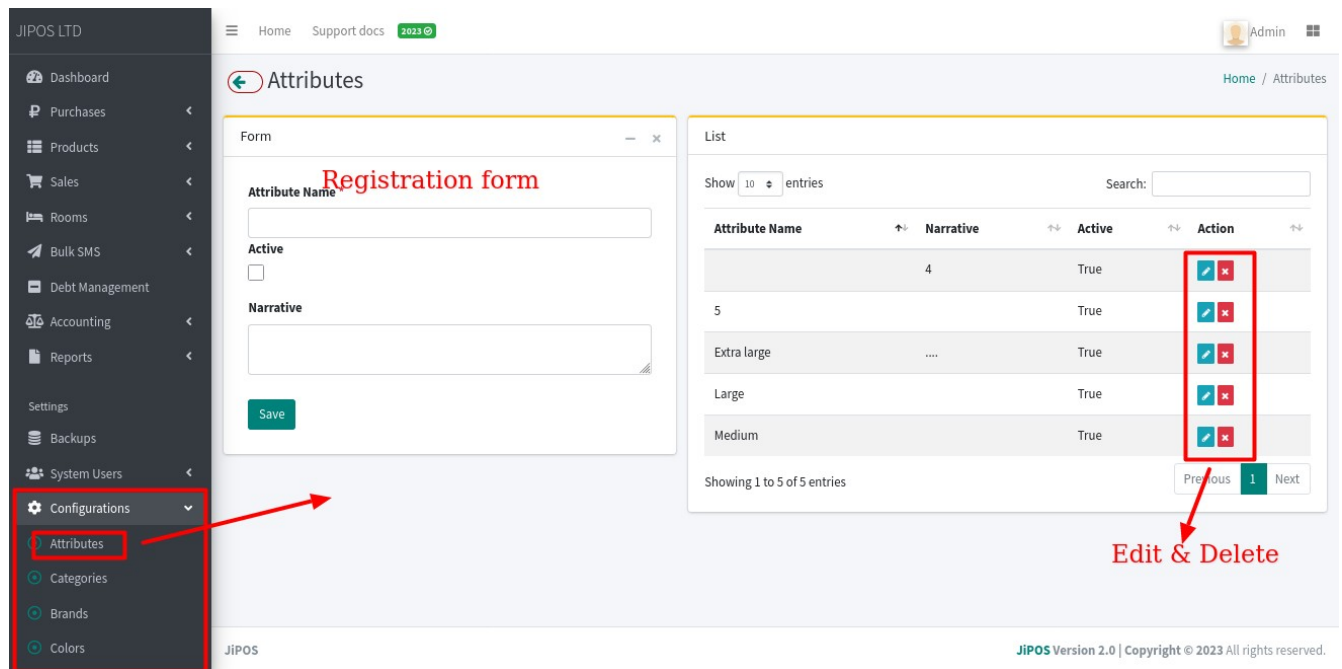


1.2.2 How to set-up attributes

On the sidebar, navigate to Configurations > Attributes

Fill in the left form and submit to register a new attribute.

Use the table on the right to **view, edit or delete** already registered attribute.



1.2.3 How to set-up item categories

On the sidebar, navigate to Configurations > Categories

Fill in the left form and submit to register a new category.

Use the table on the right to **view, edit or delete** already registered category.

Note: You map categories per store/shop for multi-store system setup. This will respectively display the categories at the specified points of sale. If a category is hidden, it will not be displayed at the point of sale.

The screenshot displays the JIPOS Categories management interface. On the left sidebar, the 'Configurations' menu is expanded, and 'Categories' is selected. The main content area is divided into two sections: a form on the left and a table on the right.

The form on the left includes the following fields:

- Category Name ***: A text input field.
- Org/Store ***: A dropdown menu with 'JIPOS' selected.
- Visibility on POS ***: Radio buttons for 'Visible' (selected) and 'Hidden'.
- Active**: A checkbox.
- Narrative**: A text area.
- Save**: A green button.

The table on the right displays a list of categories with the following columns: Category Name, Org/Store/Shop, Visibility on POS, Narrative, Active, and Action. The table contains 7 entries:

Category Name	Org/Store/Shop	Visibility on POS	Narrative	Active	Action
Brandy	JIPOS	Visible		True	[Edit/Delete]
Gin	JIPOS	Visible		True	[Edit/Delete]
Lunch	JIPOS	Visible		True	[Edit/Delete]
RAW GOOD	JIPOS	Hidden		True	[Edit/Delete]
Snacks	JIPOS	Hidden		True	[Edit/Delete]
Soft Drink	JIPOS	Visible		True	[Edit/Delete]
Whisky	JIPOS	Visible		True	[Edit/Delete]

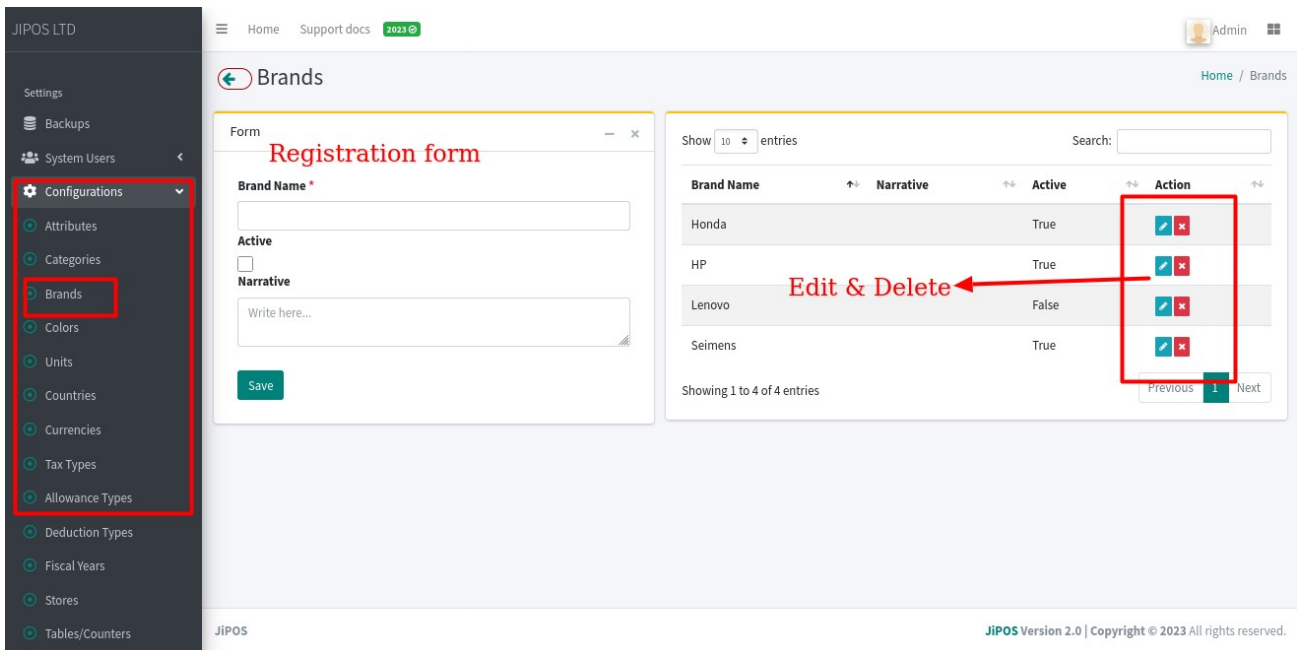
At the bottom of the table, there is a 'Showing 1 to 7 of 7 entries' indicator, a red 'Edit/Delete' text with an arrow pointing to the table, and a 'Previous' button.

1.2.4 How to set-up brands

On the sidebar, navigate to Configurations > Brands

Fill in the left form and submit to register a new brand.

Use the table on the right to **view, edit or delete** already registered brand.

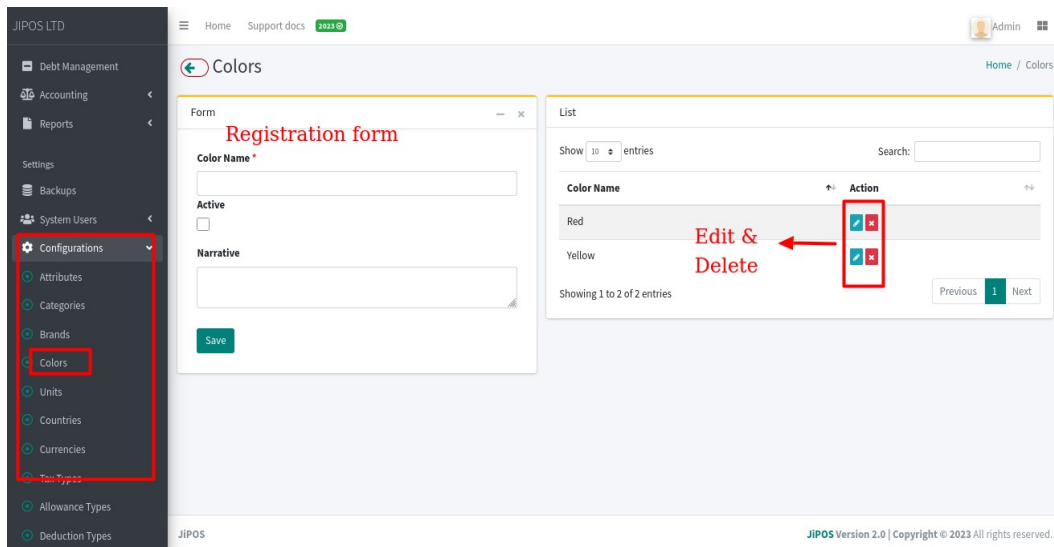


1.2.5 How to set-up colors

On the sidebar, navigate to Configurations > Colors

Fill in the left form and submit to register a new color.

Use the table on the right to **view, edit or delete** already registered color.

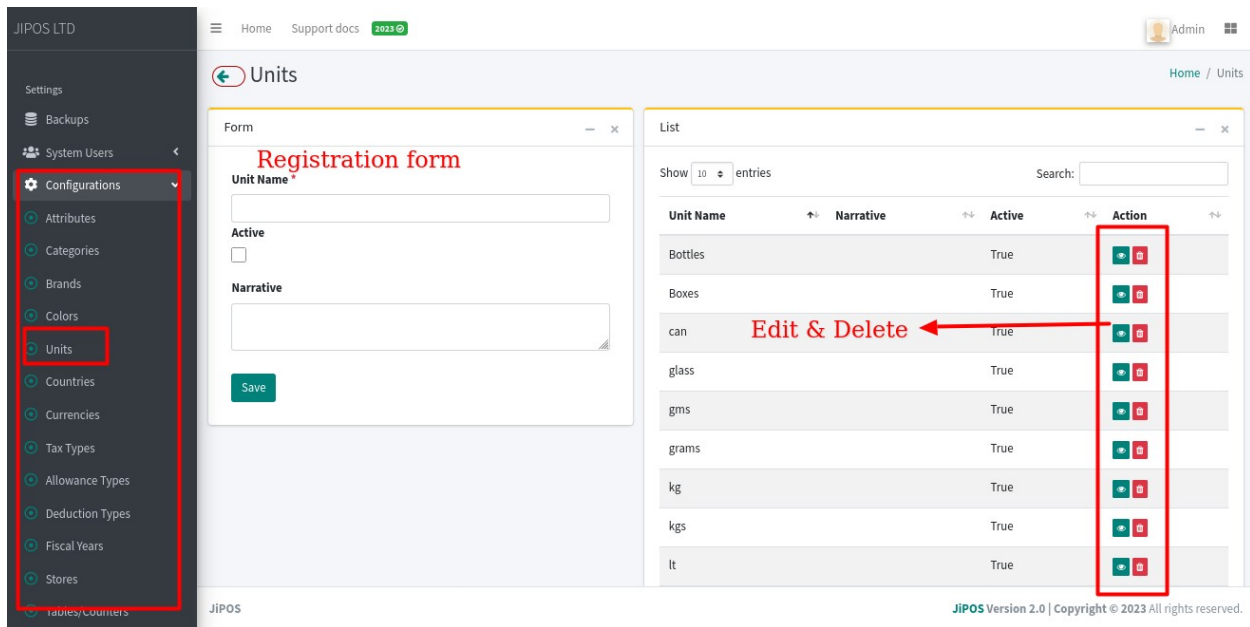


1.2.6 How to set-up units (item units)

On the sidebar, navigate to Configurations > Units

Fill in the left form and submit to register a new unit.

Use the table on the right to **view, edit or delete** already registered unit.

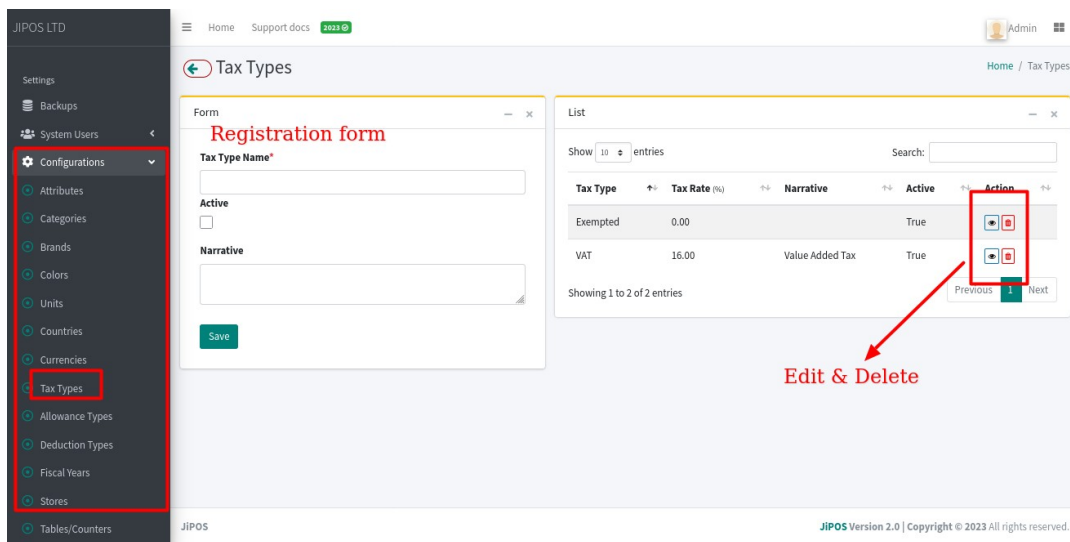


1.2.7 How to set-up tax types

On the sidebar, navigate to Configurations > Tax Types

Fill in the left form and submit to register a new Tax Type.

Use the table on the right to **view, edit or delete** already registered Tax type.



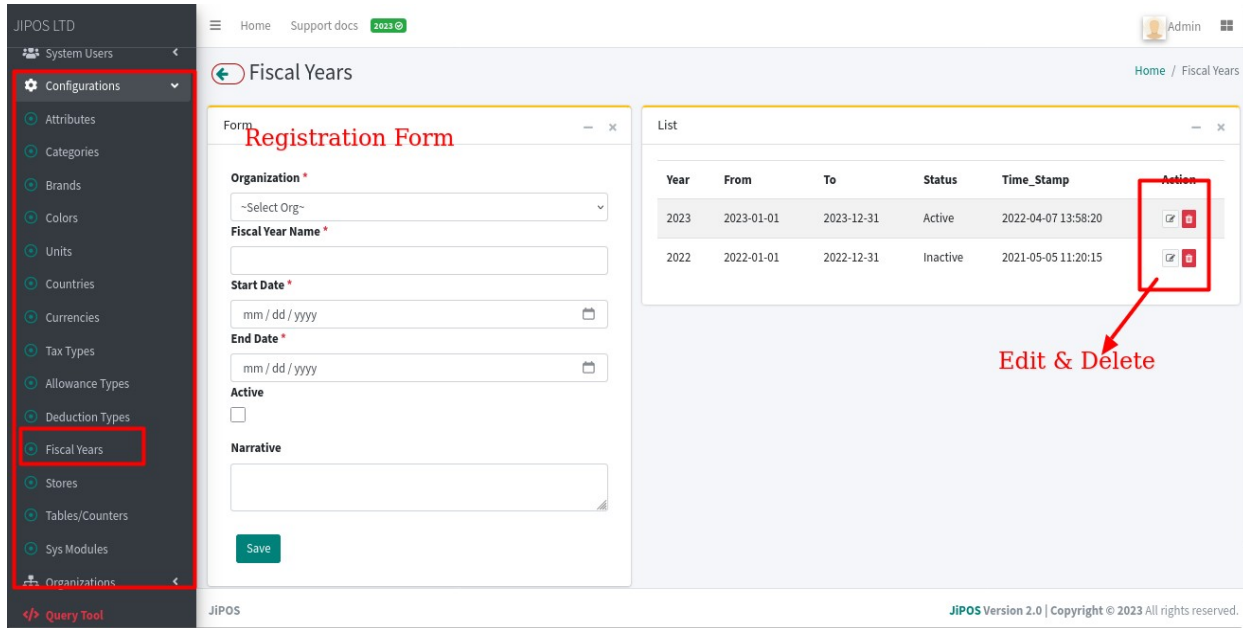
1.2.8 How to set-up fiscal years

On the sidebar, navigate to Configurations > Fiscal Years

Fill in the left form and submit to register a new Fiscal Year.

Use the table on the right to **view, edit or delete** already registered Fiscal Year.

The systems runs in an active Fiscal/Financial Year, which should be set and activated in this section.



1.2.9 How to set-up tables/counters

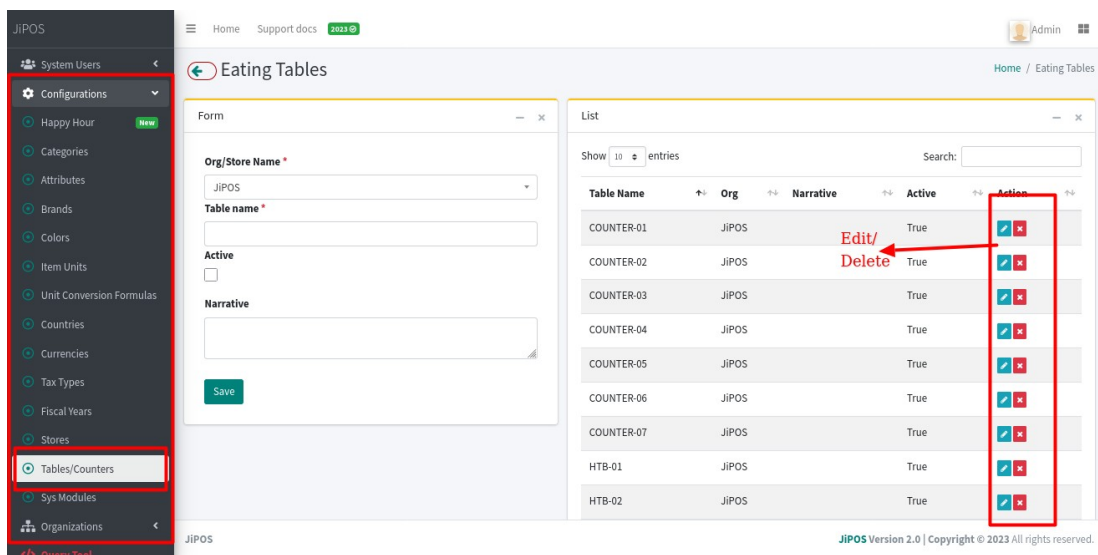
On the sidebar, navigate to Configurations > Tables/Counters

Fill in the left form and submit to register a new Table/Counter.

Use the table on the right to **view, edit or delete** already registered Table/Counter.

This option allows the waiter to map every order to a given table so it is easy to track.

All the tables must be mapped appropriately per store/shop/selling point.



1.2.10 How to set-up stores

On the sidebar, navigate to Configurations > Stores

Fill in the left form and submit to register a new Store.

Use the table on the right to **view, edit or delete** already registered Stores.

Making a store a **default selling point** makes it the default store from which all the goods are sold upon login to the POS.

If the store is associated to accommodation, then check **yes** in the **In accommodation** option. If this is yes, then you should give it its appropriate M-Pesa payment options (if available).

2

The screenshot displays the JIPOS system interface for managing stores. On the left, a sidebar menu shows 'Configurations' expanded to 'Stores'. The main content area is divided into two sections: a 'Registration form' and a 'List' table.

The 'Registration form' includes fields for 'Select Parent Store/Organization', 'Store Name', 'Address', 'Email', 'Phone', 'Mpesa Details', 'Country', 'Currency', and 'Make Default Selling Point'. It also has radio buttons for 'In accommodation' and a 'Narrative' field.

The 'List' table displays the following data:

Store Name	Parent Org	Address	Email	Phone	Default SP
Cafe	JIPOS LTD	NA	info@jipos.co.ke	0707866136	no
JIPOS LTD	GPO Nairobi		info@iosoftsolutions.co.ke	0739698964	
Main Store	Main Store	NA	info@jipos.co.ke	0707866136	yes
Other store	Main Store	NA	info@jipos.co.ke	0707866136	no

Below the table, it indicates 'Showing 1 to 4 of 4 entries' and includes 'Previous' and 'Next' navigation buttons. A red arrow points to the text 'Expand to Edit & Delete' located below the table.

2.1 How to set-up system users

On the sidebar, navigate to System Users > System Users

Fill in the left form and submit to register new Stores.

Use the table on the right to **view or delete** already registered Users.

JIPOS LTD

Home Support docs 2023

Admin

Users

Home / Users

Form

Click to expand form.
Fill and submit

Users List

Show 10 entries Search:

PIN	Name	Email	Phone	ID/Passport	Org	Role	Super user	Active	Action
1162	Reagan	gan@gmail.com	0777771273	3242	JIPOS LTD	Administrator	False	True	View Delete
2332	Susan	28@gmail.com	0777779	01234	JIPOS LTD	Administrator	True	True	View Delete

Showing 1 to 2 of 2 entries

Previous 1 Next

View to Edit, Set pin, Set password

Delete

JIPOS

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In the user profile, you can set the users pin, reset password and update other user details including roles & privileges appropriately.

If a user is suspended from using the system, then make the Inactive from their profile section.

The screenshot displays the 'User Profile' page in the JIPOS system. It features a sidebar on the left with navigation options like Dashboard, Purchases, Products, Sales, Rooms, Bulk SMS, Debt Management, Accounting, Reports, Settings, Backups, System Users, Configurations, and Organizations. The main content area is divided into two sections:

- Summary Form:** A table-like form showing user details such as Name (Reagan C), Email, Phone, ID/Passport, Gender, Loyalty Points, Active status, System Role (Administrator), Super User status, Last Modified, and Registration date. A 'Change Pin' button is located at the top right of this section.
- Change Password Form:** A red-bordered box containing fields for 'New Password' and 'Confirm Password', with a 'Change' button at the bottom.
- Detailed Registration Form:** A form with multiple fields for user registration, including First Name, Second Name, Last Name, Phone, Email, ID/Passport, Gender, Date of Birth, Organization, Station, Department, Sub Department, System Role (dropdown), Super User checkbox, and Active checkbox. A 'Save' button is at the bottom left.

Red annotations provide instructions: 'Click to change pin' points to the 'Change Pin' button; 'Change password here' is a heading for the password form; 'Change the roles here' points to the 'System Role' dropdown; and 'Uncheck to suspend account' points to the 'Active' checkbox.

2.2 How to set-up customers

On the sidebar, navigate to System Users > Customers

Fill in the left form and submit to register a new Customer.

Use the table on the right to **view, edit & delete** already registered Customer.

JIPOS LTD

Home Support docs 2023

Admin

Home / Customers

Customers

List

Show 10 entries Search:

Name	Email	Phone	ID/Passport	PIN	Address	Points	Currency	Credit Limit	Active	Action
Addy O		26733				0		0.00	True	Action
John D		2727				0		0.00	True	Action
John D		367371				0		0.00	True	Action
Kennec		2667				0		0.00	True	Action
Walk In	walkin	100				1062		0.00	True	Action

Showing 1 to 5 of 5 entries

Previous 1 Next

New Customer

View, Edit & Delete

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2.3 How to set-up suppliers

On the sidebar, navigate to System Users > Suppliers

Fill in the left form and submit to register a new Supplier.

Use the table on the right to **view, edit & delete** already registered Supplier.

2.4 How to set-up user roles & privileges

On the sidebar, navigate to System Users > Role Management. This will open a page with the list of all roles. You can **view/ delete** the created roles.

Click **Add Role** button at the top-left section to add a new role

In the new page enter the name of the role and check all the boxes appropriately then save.

The created roles can then be assigned to users while setting up a user.

JIPOS LTD

Home Support docs 2023 Admin

System Roles **Add role** Click to Add a new role

View/Edit/Delete

Roles List

Show 10 entries Search:

Role Name	Active	Narrative	Timestamp	Action
Administrator	True		2020-10-12 15:22:37	Edit
Cashier	True		2020-10-13 18:50:51	Edit Delete
Customer	True		2020-04-12 01:05:34	Edit
Receptionist	True		2020-10-12 14:00:12	Edit Delete
Supplier	True		2020-04-12 01:05:34	Edit
Test one two	True		2022-03-18 11:53:02	Edit Delete
Waiter	True		2020-04-03 13:52:02	Edit Delete

Showing 1 to 7 of 7 entries

Previous 1 Next

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3 PRODUCTS & STOCK

3.1 How to register, view, edit and delete items

On the sidebar, navigate to Products > Items

You are presented with the items list. Click **Add Item** button to register a new item. In the window, which appears, fill in the form appropriately and submit. All the mandatory fields (*) must be filled to submit the form.

All the select input fields (*Categories/Units/Attributes/Tax Types*) are set in the Configurations section. Ensure you set these configurations before you register an item.

All the registered items are displayed in the items list.

JIPOS

Home Contact Year 2023 | Currency: KES Exchange Rate: 1 Admin

Products | Add item

Manage Items Upload Items

Site/ Store * Item Name * Category * Brand

Select store Enter item name Select category Select brand

Brand Model Unit of Measure * Attributes Tax Type *

Select brand first Select unit Select category Exempted

Color Image SKU/Barcode Serial Number

Select color Choose File No file chosen Manufacturer Holder's Name

Reorder Level Purchase Date Availability *

mm/dd/yyyy Select Supplier Yes: No:

Item Location Supplier Availability *

Unit Buying Price * Opening Stock *

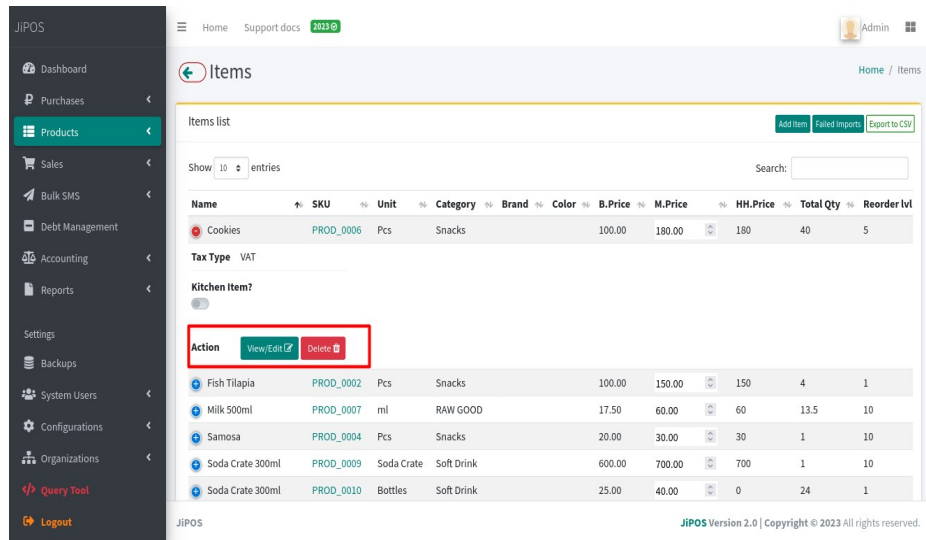
0 1

Notes Active

Short item description...

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In the item list action column, you can **view/edit & delete** the item.



3.2 How to import items

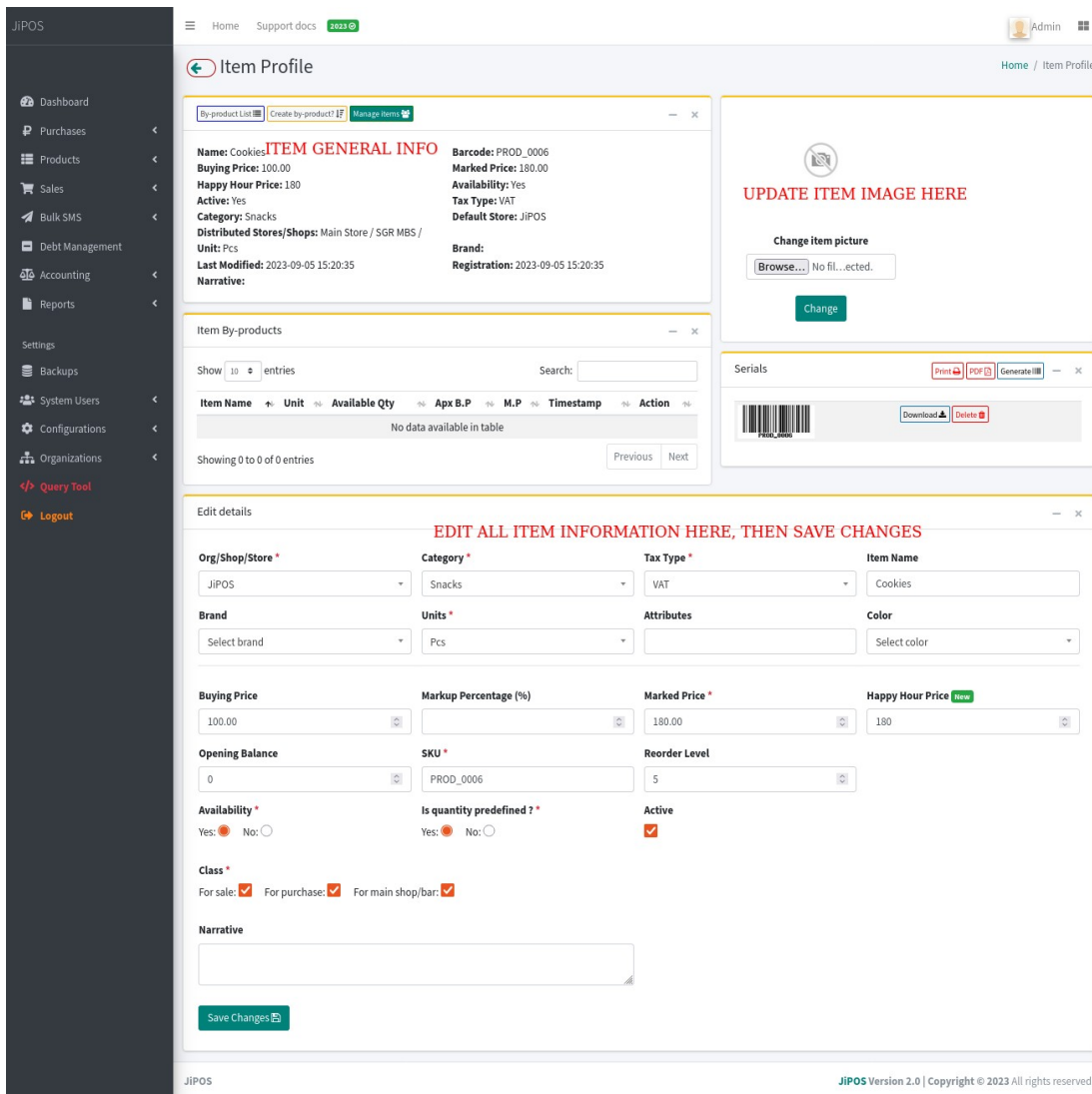
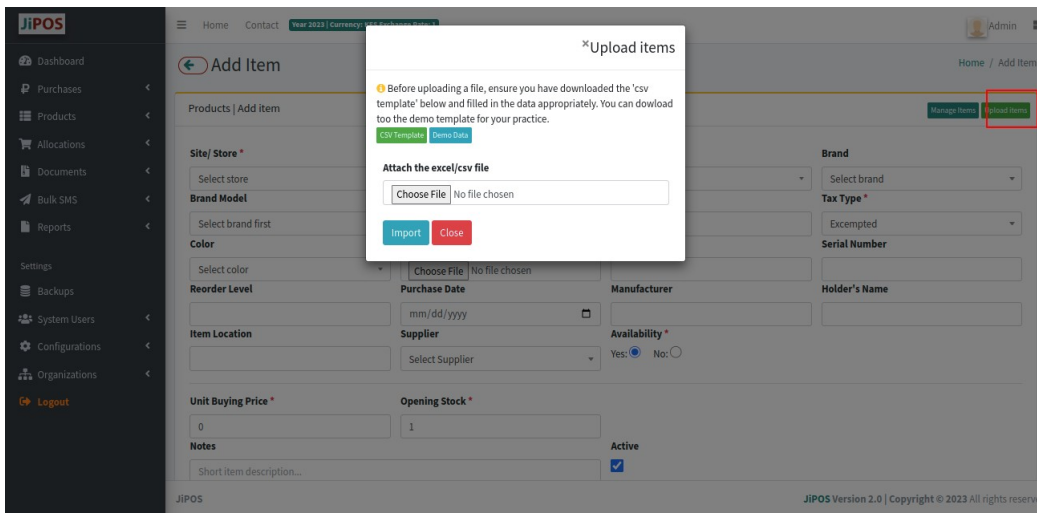
On the sidebar, navigate to Products > Items

You are presented with the items list. Click **Add Item** button. In the new page, click **Upload Items** button.

This will open a popup form. Click **CSV Template** button to download the data template, which you appropriately fill then upload using the same form.

Note: The system will redirect you to a *failed imports* page where you will be able to see all the data, which have not been imported. You can correct the data in the table and import again. Alternatively, you can export the failed data, correct them appropriately and then import again. The following columns are required: *Item Name, Barcode/SKU, Unit, Category, Buying Price, Selling Price/Marked Price and Opening Stock.*

All the failed imports data can be delete by clicking **Delete all** button at the top-right of the page.

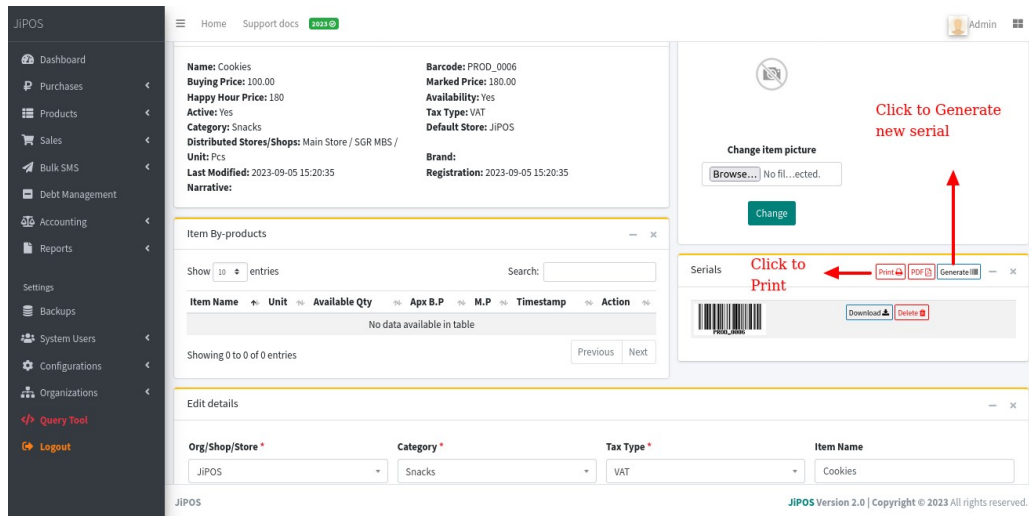


3.3 How to generate item serial numbers

On the sidebar click Products > Items.

This will open a list of items. Click on the item code to open the item profile.

In the serials widget, click **Generate** button to generate a new serial. To print the generated serial, click **Print** button as shown in the image below.

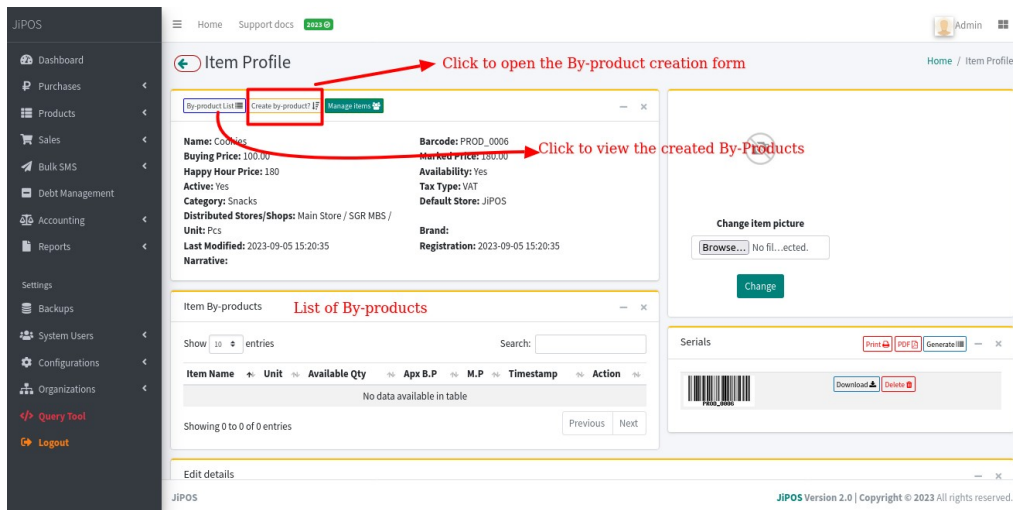


3.4 How to create item by-product

This is also known as *item breakdown/ creating smaller versions of the same item*.

On the sidebar click Products > Items.

This will open a list of items. Click on the item code to open the item profile. At the top section, click **Create By-product** button to open the popup form.



Fill in the form appropriately then submit.

Unit: The preferred unit of the by-product

Breakdown value: this is appended to the item name for readability (optional field)

Unit price: the price of the byproduct

Formula: how many byproducts makes one parent (whole) product.

3.5 How to map items in respective stores (redistribution)

The purpose is to register/associate items into their preferred respective store(s) selected, hence allowing for stock monitoring/sales/requisitions per store/shop.

Navigate to **Products > Stocks**.

Click **Redistribute items** button. In the popup window, fill in the form appropriately and submit.

Preferred store/shop: select the preferred store/shop where you want to avail/push these items.

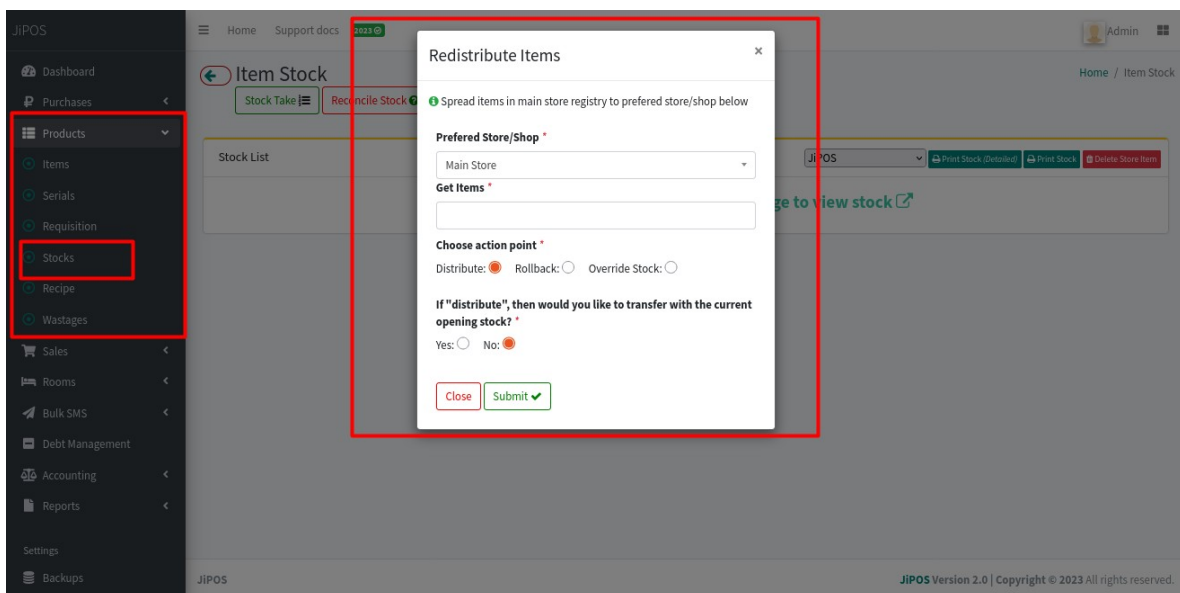
Get items: select the items here.

Choose action point:

Distribute – allocates the selected store the items selected

Rollback – a way undo already redistributed items

Override - re-allocates the selected store the items selected with the opening stock value registered earlier during item registration



3.6 How to take stock

This feature allows for manual taking of stock. It can be conducted daily, weekly, monthly, quarterly, semi-annually or annually.

Navigate to **Products > Stocks** then click the **Stock Take** button.

In the page, there is the form to create a stock instance. Select the organization/store, set the instance name (by default the current date is given), select the instance date, mark as active, give any other description then submit.

The screenshot displays the JIPOS interface for managing stock takes. The sidebar on the left includes options like Dashboard, Purchases, Products, Items, Stocks, Move Stock, Wastes, Allocations, Documents, Bulk SMS, Reports, Settings, Backups, System Users, Configurations, and Organizations. The main content area is titled 'Stocks' and features a 'Form' to create a new stock take instance and a 'List' of existing instances. The form includes fields for Organization, Stock Name, Stock Date, an Active checkbox, and a Narrative text area. The list table shows two entries with columns for Stock Name, Org, Stock Take Date, and Action. A red box highlights the table, and a red arrow points to the 'Action' column with the text 'Click to view, edit, print and/or delete'.

This will create an instance, which is visible on the table displayed in the above image.

If you open one instance, you will be able to view all the items in the given store with the system stock balances already generated.

You are then required to edit each item updating the physically counted quantities.

This will give either a positive or a negative deviation, which will call for **Stock reconciliation**.

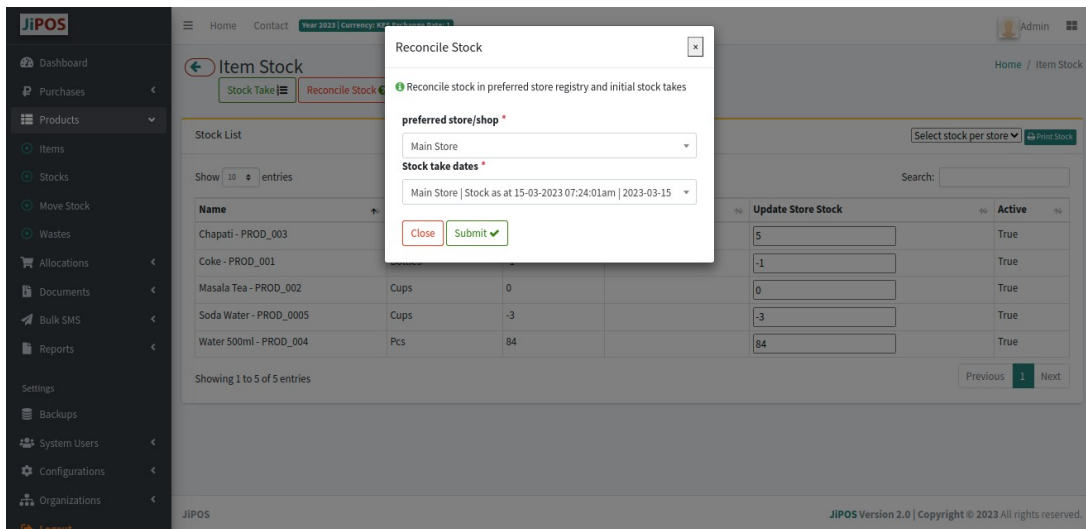
3.7 How to reconcile stock

This feature allows for the updating of the stock balances after a stock take. It clears the deviations experienced after stock takes.

Navigate to **Products > Stocks** then click **Reconcile Stock** button.

In the popup, select the store for the reconciliation, and the instance, and then submit.

This will update the stock balances to the instance selected.



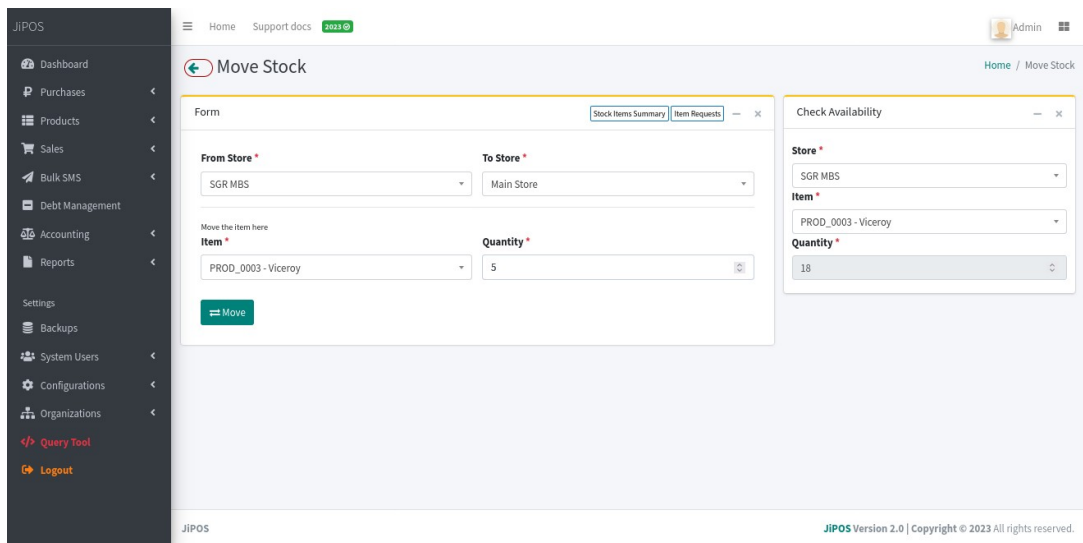
3.8 How to directly move stock

This feature helps you directly move stock from one store/shop to the other.

Note: You can only move items from one store to the other if and only if the item is already redistributed in the two stores.

Navigate to **Products > Move stock**

Fill in the form and submit as shown below;



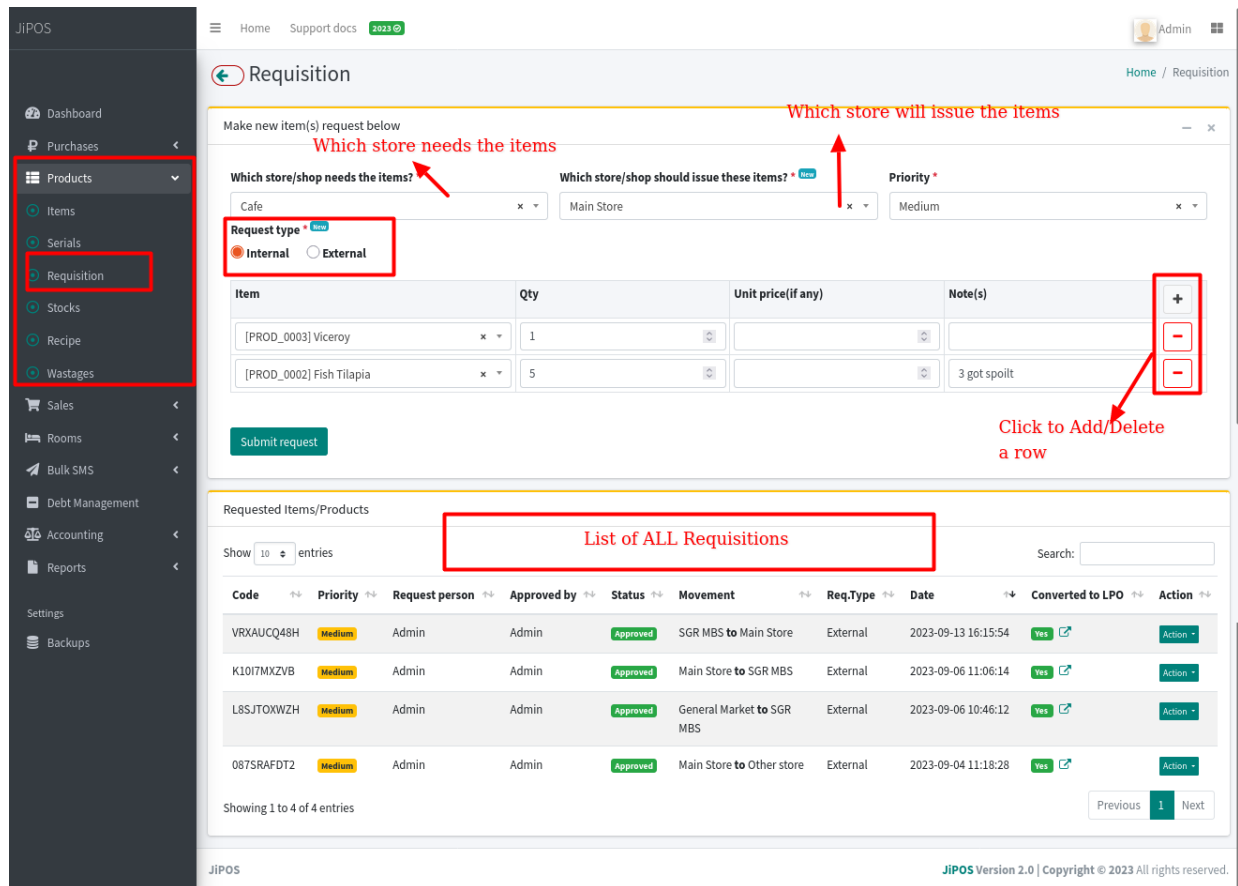
You can always check the availability of an item within a given store before initiating a movement.

3.9 How to make requisition (internal/external)

On the sidebar, navigate to Products > Requisition. This will open a page with the list of all requisitions. The list will contain all requisitions from all departments or only a user's requisition; this depends on whether you have the approval rights or not.

First, select the store, which needs the items, then the store, which should issue the items. Fill in the rest of the form appropriately then submit.

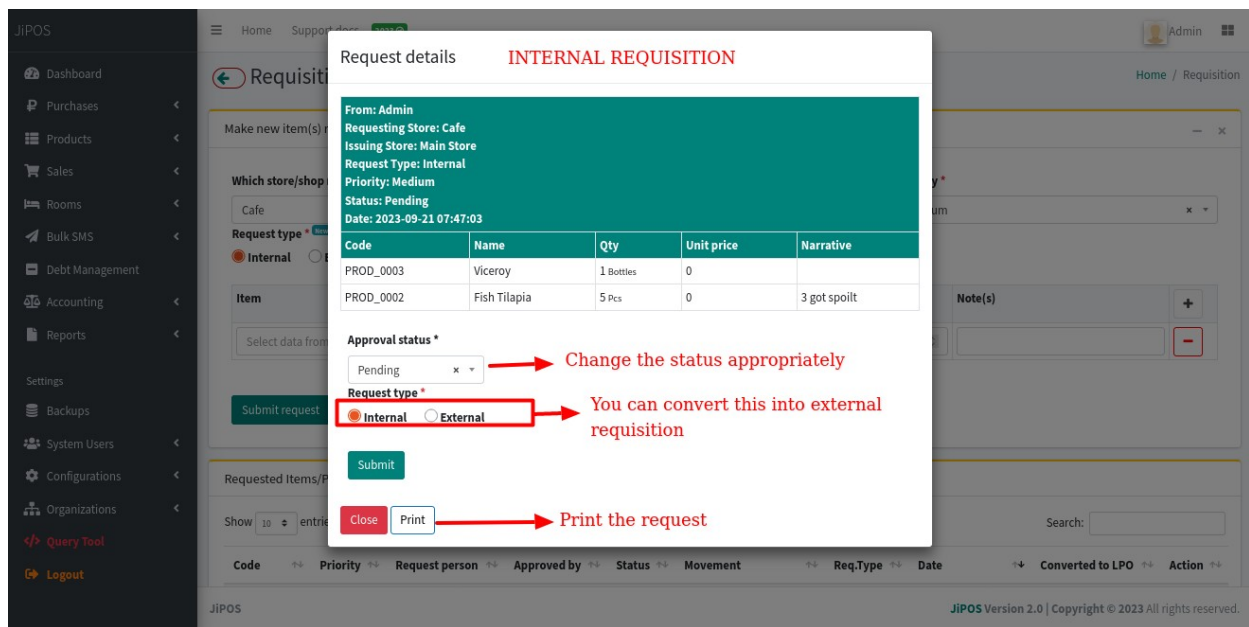
In the case of external requisition, the issuing store should be '**External Store**'. If this store is not appearing in the list, then it can be created in the configurations-store section.



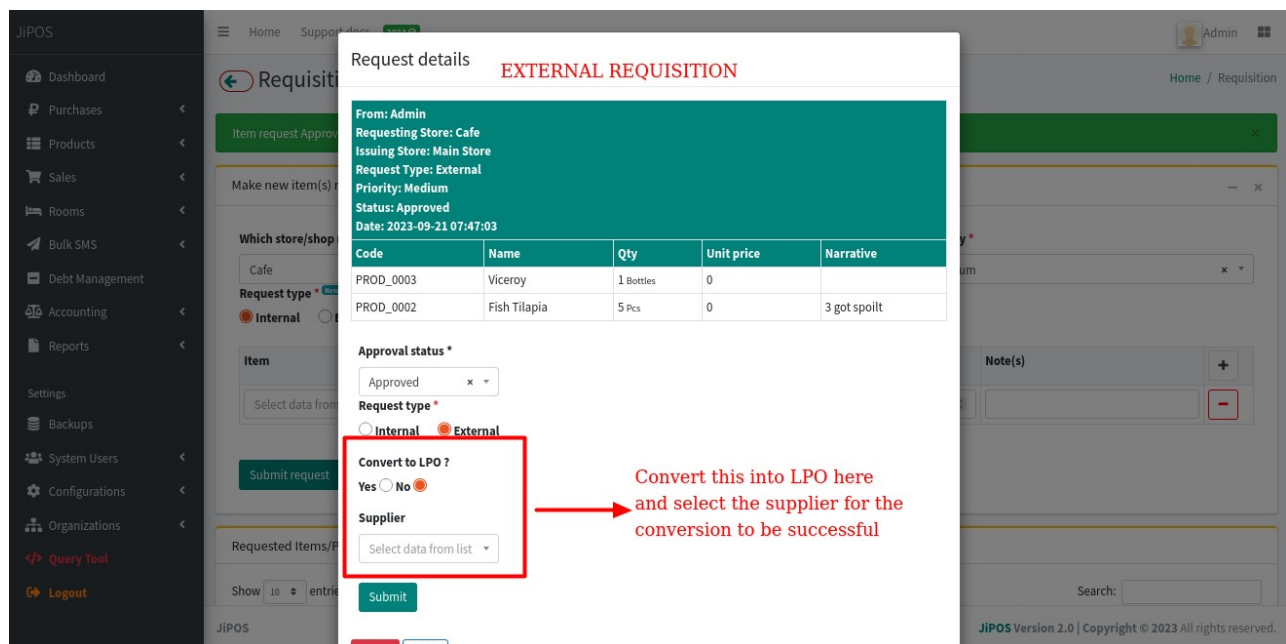
3.10 How to approve, print, delete and convert requisition into LPO

On the sidebar, navigate to Products > Requisition. This will open a page with the list of all requisitions. The list will contain all requisitions from all departments.

In the action column, click View. This will open the requisition details. You can *approve/suspend/reject* the requisition in this window.



For External Requisition, you will be able to select the supplier as you convert the requisition into LPO. Only approved external requisition can be converted into LPO.



Note: You can only delete a requisition that has neither been approved nor rejected.

3.11 How to create recipe (Production)

Ensure all the required recipe items are already registered in the item registration section.

Navigate to Products > Recipe. Read carefully the instructions on the right section of the page before you begin creating the recipe.

Fill in the recipe form appropriately then submit.

Note: All the recipe items must be **redistributed** in the *Affected Store per Sale* before creating a recipe. This will ensure accurate stock control during sales.

If an item has been registered before and you wish to override/replace its profile with a new recipe, then insert the initial item code (barcode) in the ‘*Conflicting Barcode/SKU (cbs)*’ input field.

All created recipes are found at the bottom table on the same page. You can *view/edit/delete* any recipe created. The recipes are also available in the general items list in the Products > Items section.

3.12 How to record Wastes

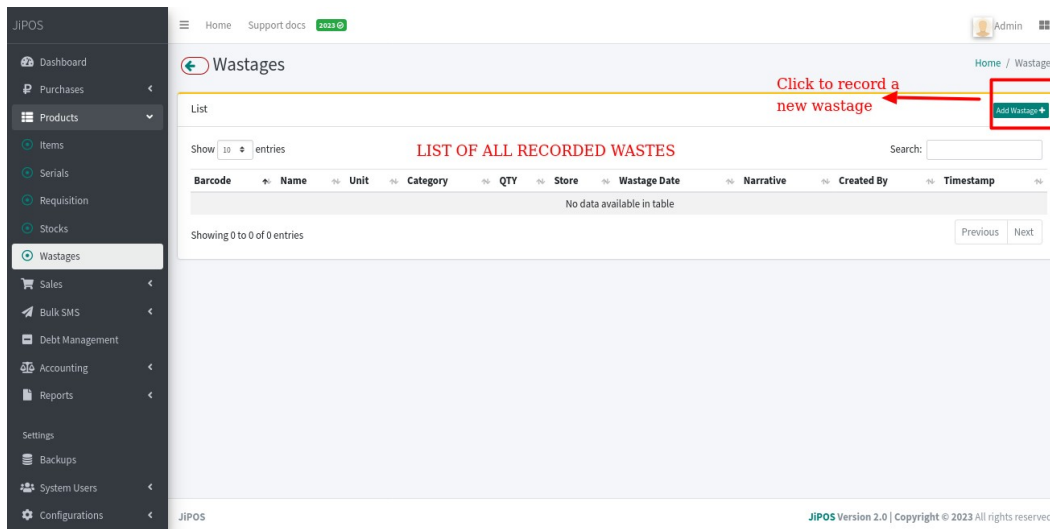
We can have all wastes recorded in this section.

Navigate to Products > Wastages

Click **Add Wastage** button at the top-right to open the waste registration form.

Select the store affected, item, quantity, date and an explanation (if any) then submit the form.

All the wastes are shown in the list displayed on the same page.



4 PURCHASES

4.1 How to create, view and delete a purchase

4.1.1 Register a purchase

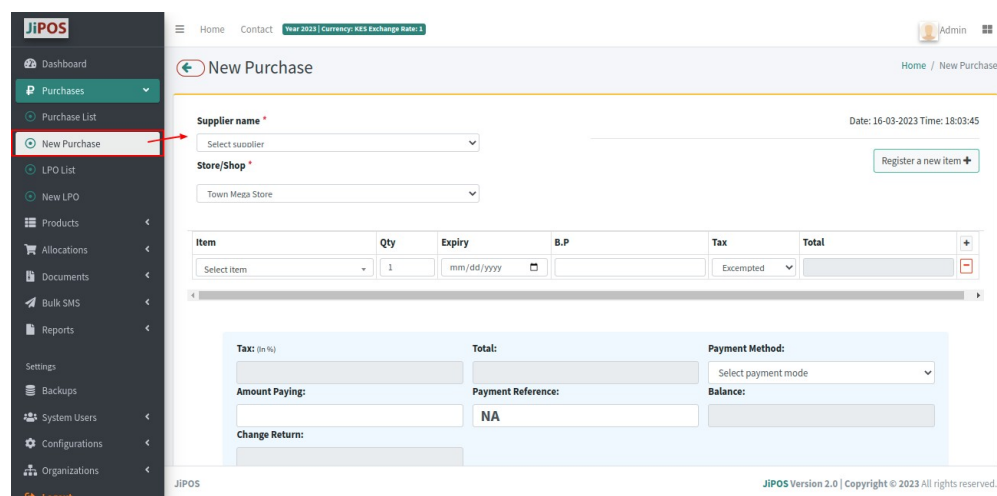
On the left sidebar click *Purchase* which will then be expanded.

Click *New purchase*, which will redirect you to purchase registration page

Fill in the purchase form by select the supplier, the store that will receive the purchased items and the items.

After ensuring everything is OK, click the *Submit* button to register the purchase.

Note: Registering a new purchase will automatically increase the stock balances in the selected store as well as affect the purchase and supplier accounts.



4.1.2 Viewing and editing a purchase

To view a purchase, click *Purchases > Purchase List* in the sidebar

This will open the list of all initial purchases

On the Action/Last table column, click *Action* button, which will expand. The click *View* to view more information about the purchase. This page is called the purchase profile page.

You can then edit and save this particular purchase details.

Year 2023 | Currency: KES Exchange Rate: 1

Admin

Purchases

Purchases Table

Show 10 entries

Bill No	Supplier Name	Date	T.Type	Net Amount	Paid Amount	Balance	Payment Status
J15T113ZQH	Allpoints Clinic	15-03-2023	Cash Purchase	170.00	170.00	0.00	Pending
J13T42FXA7	Belian Ventures	13-03-2023	Cash Purchase	300.00	300.00	0.00	Pending

Showing 1 to 2 of 2 entries

View and Edit

Search:

Print

Delete

Action

Previous 1 Next

Print

Delete

JIPOS

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Year 2023 | Currency: KES Exchange Rate: 1

Admin

Business | Purchase | Credit Purchase

Date Time: 2023-03-16

Supplier name

Select supplier

Reference: J16T12X9C1

Cashier: Admin

Transaction Type: Credit Purchase

Date Time: 2023-03-16 18:19:17

PURCHASE PROFILE

Add Item + New Purchase New LPO

Item	Qty	Unit Price	Tax (%)	Amount
Coke PROD_001	100	20	Exempted	2000

Tax: (In %)

Amount Paying: 0

Change Return: 0

Total: 2000

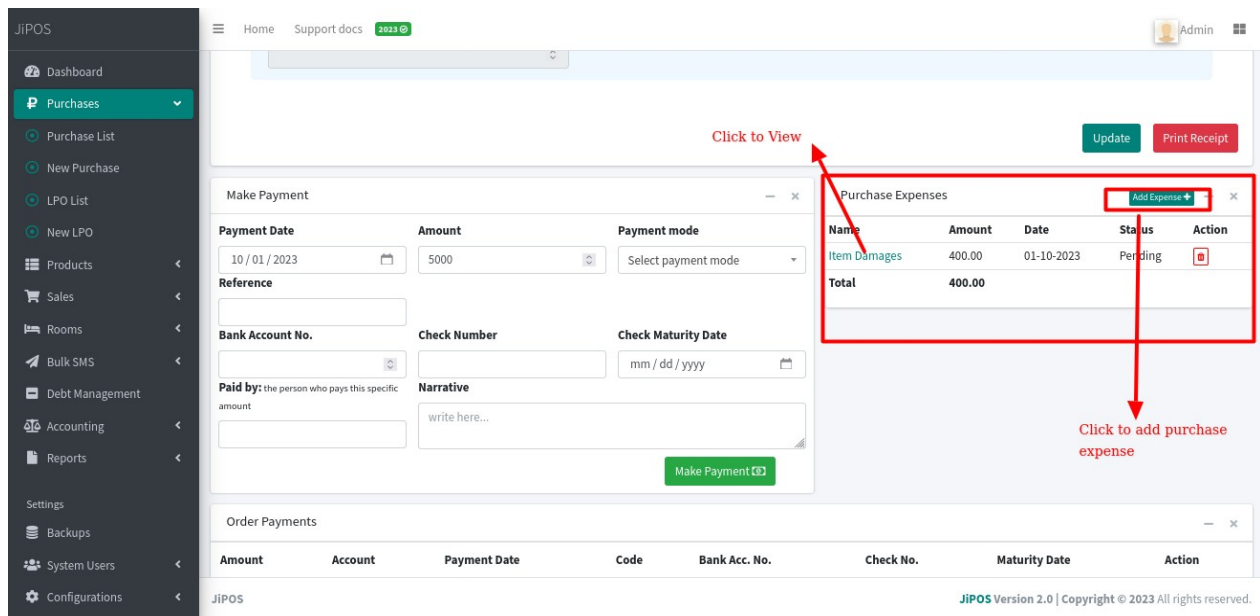
Payment Reference: NA

Payment Method: Select payment mode

Balance: 2000

Print Receipt

At the bottom-right section of the page, you can add **Purchase Expenses**, which are directly sent to the Expenses & Payments module as explained in **Section 7.5**



4.1.3 Deleting a purchase

To Delete A purchase, click *Purchases > Purchase List* in the sidebar

This will open the list of all initial purchases.

On the Action/Last table column, click *Action* button, which will expand. The click *Delete* to delete the purchase.

4.2 How to make a purchase payment

This can also be called *Settling of supplier balances*.

To make new or view purchase payment(s), click *Purchases > Purchase List* on the sidebar. This will open the list of all purchases.

On the Action/Last table column, click *Action* button that will expand. The click *View* to open the purchase profile.

At the bottom of the profile, you will find 'Make payment' form. Fill it appropriately then submit. This will make the purchase payment.

This form allows you to make payments in bits: you only need to specify the paying account, amount, date and a reference. All the purchase payment (also known as order payments) will be displayed in the same page at the bottom. You can then click the last print action button to get the payment voucher, which can be printed/downloaded.

Note: The purchase payment form appears only if the purchase has some balances not settled. If the balances are cleared fully, then only the 'Order payments' table will be visible. This helps avoid double payments.

4.2 How to create, view and delete an LPO

4.2.1 Creating a new LPO

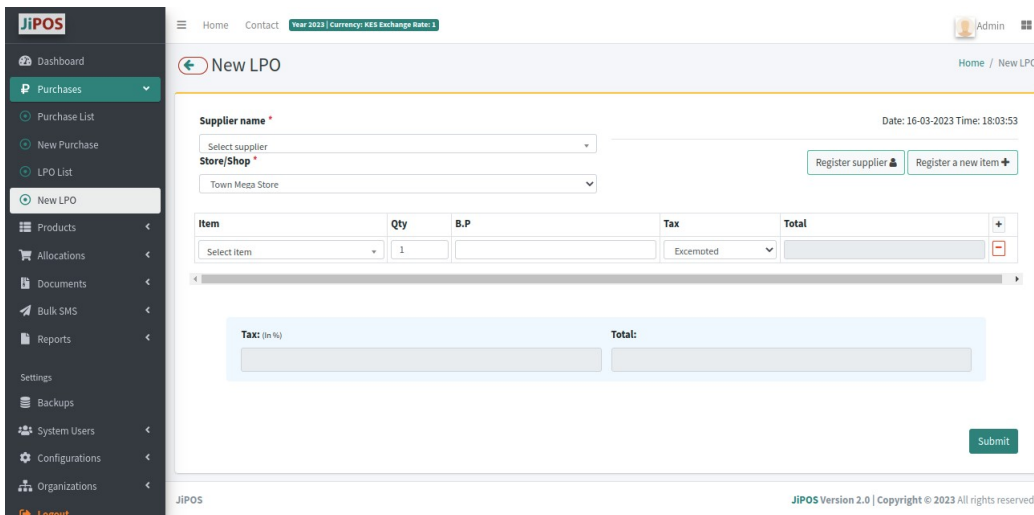
There two ways of creating and LPO;

a.) Direct creation through New LPO link

On the left sidebar click *Purchase > New LPO* which will redirect you to LPO form page.

Fill in the LPO form by select the supplier, the store that will receive the purchased items and the items.

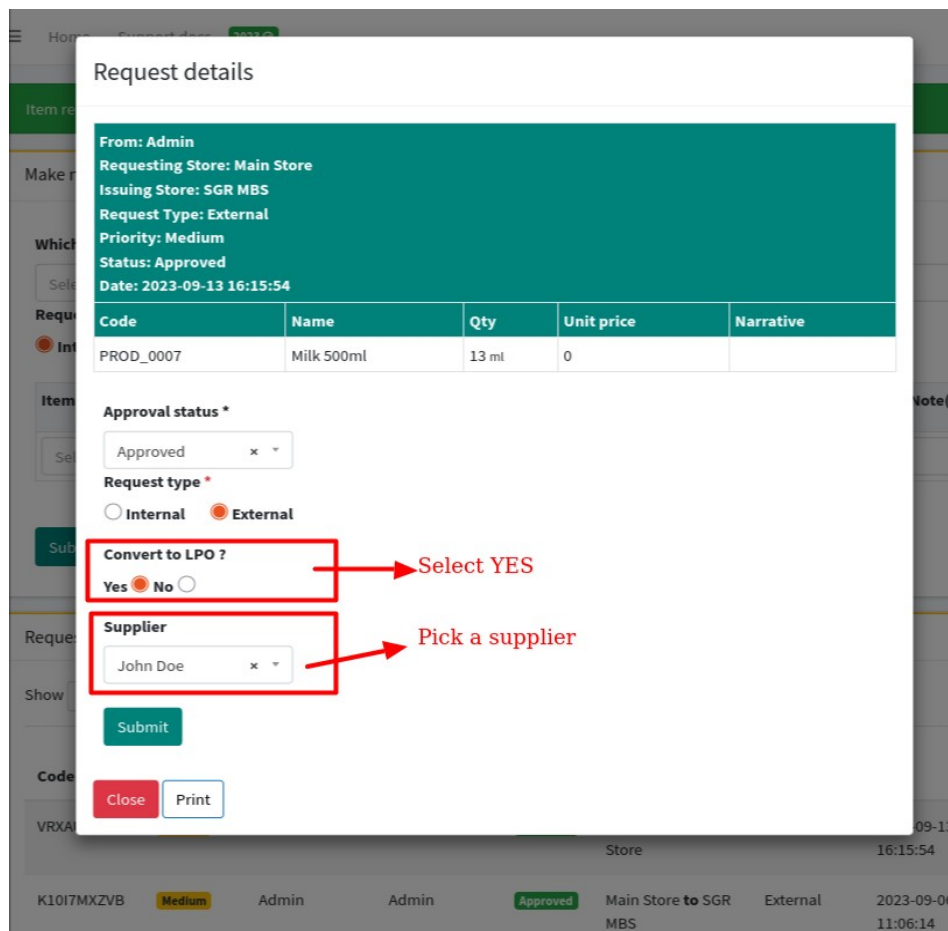
After ensuring everything is OK, click the *Submit* button to register the new LPO.



b.) Converting an External Requisition into an LPO

Navigate to **Products > Requisition**. From the list, click the action button in the action column. From the drop-down menu, click **Edit**

In the popup form that displays the LPO details; convert the requisition to LPO by checking **Yes** option. Then, select the supplier and click the **Submit** button as shown.



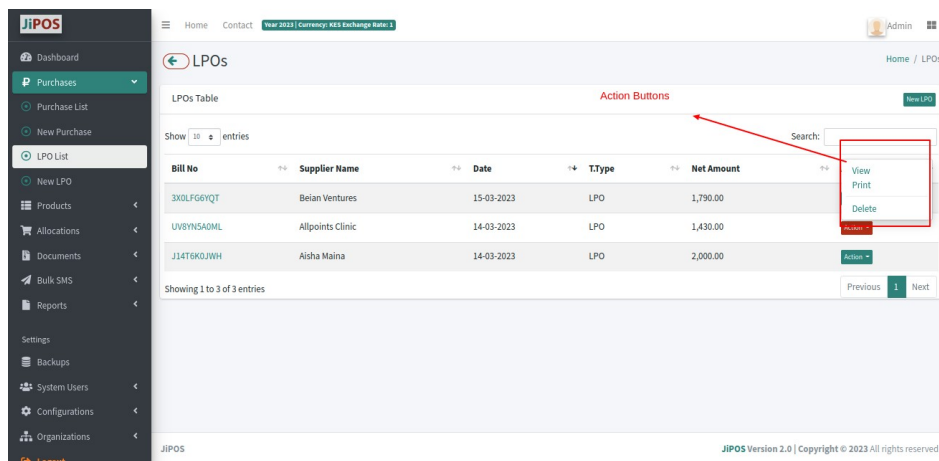
Note: Only External Requisitions can be converted to LPO

4.2.2 Viewing and editing LPO

To view an LPO, click **Purchases** > **LPO List** in the sidebar

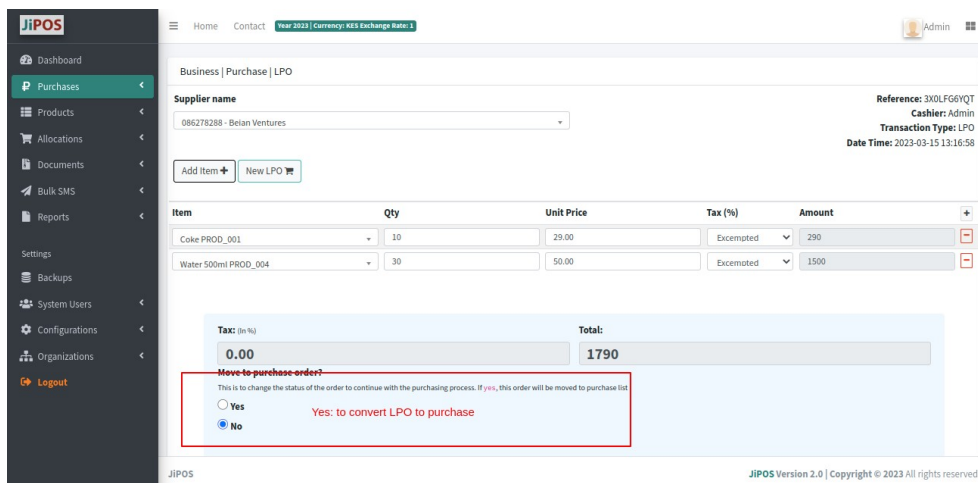
This will open the list of all LPOs

On the Action/Last table column, click **Action** button, which will expand. Then click **View** link to view more information about the LPO.



The new page opened is called the **LPO profile** page where you can edit then save the LPO details.

Note: To move an LPO into the Purchase List; Select **YES** option under **Move to purchase order?** Before you click **Update LPO** button. This action also auto-increases the stock balances in the respective stores.



4.2.3 Deleting an LPO

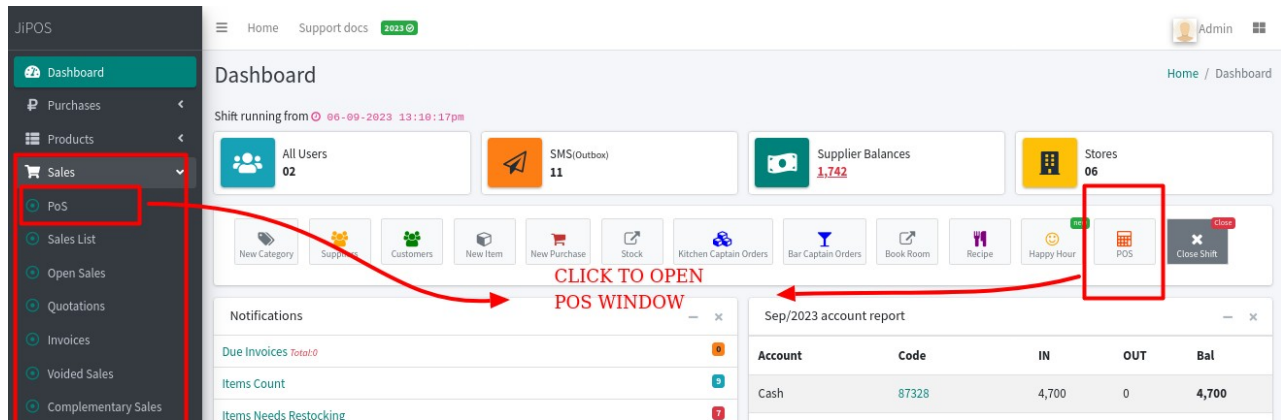
Navigate to **Purchases** > **LPO List**

In the LPO list **Action** table column, click **Action** button, which will expand. Then click **Delete** to delete the LPO.

5 SALES

5.1 How to make a sale

To make a sale in the system, navigate to Sales > POS as shown below. If you login using your pin, the system will auto-redirect you the POS section.



JiPOS has two POS modes:

a.) Desktop Mode

This is mainly used in other industries except the Hospitality Industry. It is used with the non-touch screen devices.

This mode supports bar-code scanners.

Home Contact My Sales Book Room Bookings Bookings Calendar Open Sale

Selling Point Admin

Selling from: Main Store Click to select/register a customer Shift running from 06-09-2023 13:10:17pm

Fill appropriately an SELL

Barcode	Item	Qty	Unit Price	Discount(%)	Tax	Subtotal
	Select an item	1		0		
	Select an item	1		0		

Tax(V.A.T) **Hotel Levy** **Discount:** **Total:**

Amount Paying: **Selling Point:** **Payment Method:**

Reference: (If any) LTB-01 Not Applicable

Narrative: **Balance:** **Change Return:**

Write something here... Sell

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b.) POS Mode

This mode is commonly used in the Hospitality Industry and supports both touch screen and non-touch screen devices.

Home Contact My Sales Book Room Bookings Bookings Calendar Open Sale

Selling Point Admin

Brandy Breakfast Gin Lunch Soft Drink Whisky

Shift running from 06-09-2023 13:10:17pm

Selling from: Main Store 21-09-2023 09:11:13am

Item	Qty	Unit Price	Tax	Subtotal
Ugali - PROD_0001	1	200	0.00	200
Viceroy - PROD_0003	1	180	0.00	180
Soda Crate 300ml Bottles - PROD_0010	5	40	27.12	200.00

Tax(V.A.T) **Hotel Levy** **Total:** **Counter/Table**

27.12 10.84 580.00 LTB-01

Payment Method: **Amount Paying:** **Reference:**

Not Applicable 0 NA

Balance: **Change Return:** **Discount:**

580 40 0

Is this a complementary order?

Select Room **Select Booking**

Select a state Select a state

Close Shift Logout Apply Discount Redeem POINTS Sell

Search Item by name or code here

Search item here...

Ugali
200

Viceroy
180

Tea
120

Soda Crate 300ml
700

Soda Crate 300ml Bottles
40

Click the preferred item

After opening the POS window, fill in the form appropriately and click sell as shown below.

You can filter the items by categories displayed at the top.

You can also search the item in the search bar, by typing the item name or barcode then clicking the item in the display. This action will auto-add the item in the calculator displayed in the left section of the page. You can increase the item quantity from the calculator section.

Note: You can only sell items with their quantities greater than 1. The quantities available is displayed by the blue icon at the top of every item except for the recipe items.

The screenshot shows the POS interface with the following annotations:

- Open Sale:** Click to open & edit sales
- Category Buttons:** Brandy, Breakfast, Gin, Lunch, Soft Drink, Whisky. Click to filter by category
- Customer:** Click to add a customer
- Search Bar:** Search item by name or barcode here
- Item Grid:**
 - Ugali (200): Item price
 - Viceroy (180): Item price
 - Tea (120): Item price
 - Soda Crate 300ml (700): Item price
 - Soda Crate 300ml Bottles (40): Item price
 - Blue icon on Soda Crate 300ml Bottles: This is a recipe item without quantities displayed
 - Blue icon on Soda Crate 300ml Bottles: Item quantity/stock balance
- Calculator Table:**

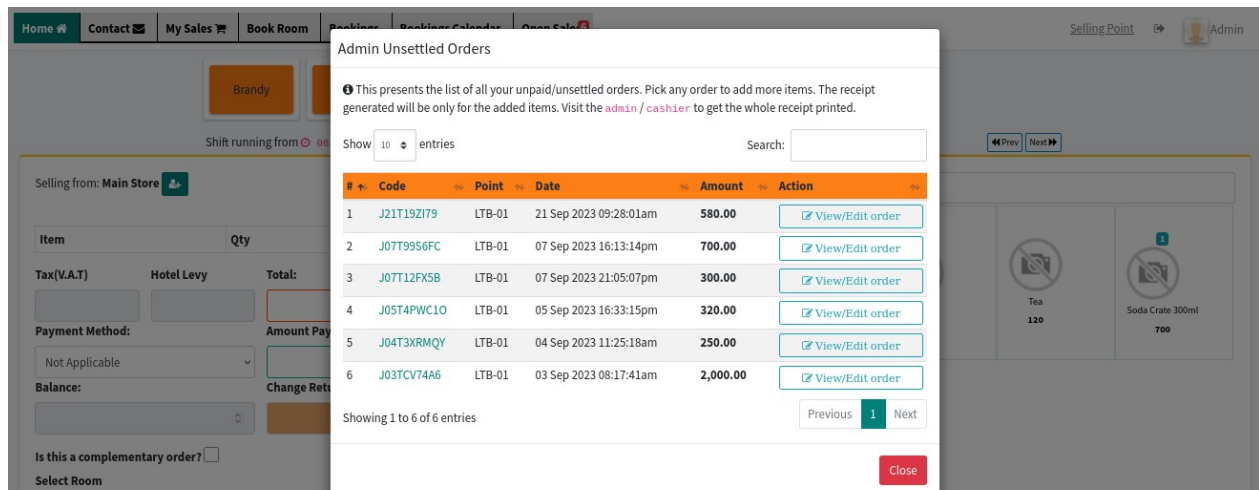
Item	Qty	Unit Price	Tax	Subtotal
Ugali - PROD_0001	1	200	0.00	200
Viceroy - PROD_0003	1	180	0.00	180
Soda Crate 300ml Bottles - PROD_0010	5	40	27.12	200.00
- Totals:** Total: 580.00
- Payment Method:** Not Applicable
- Amount Paying:** 0
- Change Return:** 0
- Discount:** 0
- Counter/Table:** LTB-01
- Reference:** NA
- Is this a complementary order?:**
- Select Room:** Select a state
- Select Booking:** Select a state
- Buttons:** Close Shift, Logout, Apply Discount, Redeem POINTS, Sell (Click to sell)

Upon clicking the SELL button, you will be automatically logged out of the system, while the system prints the invoice and/or captain order, where applicable.

5.2 How to edit open sales/ open orders/ pending bills

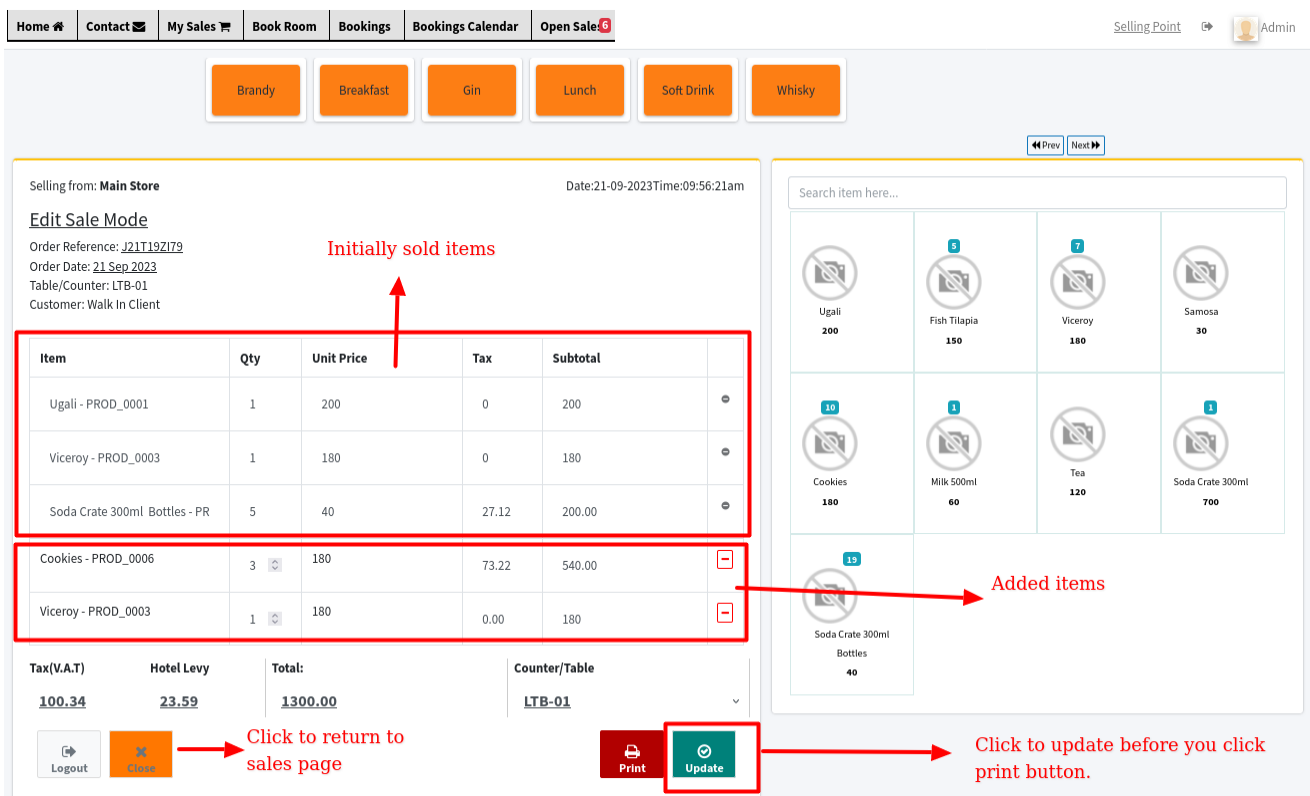
Navigate to the POS section. At top of the page, click **Open Sales**.

In the popup window, search the sales, which you would like to edit and click *View/Edit* button.



You can add new items onto the same order in this new page. Note that the initially sold items in the same order cannot be removed or edited. One done, click the Update button to post this edited order.

The captain order printed after editing this order will contain only the added items.



5.3 How to settle/clear/make payment on a sale

The cashier or accountant should preferably be handling this section.

Navigate to the Sales > Sales List on the sidebar. This will present you all the sales made arranged in a descending order.

All the pending bills/open sales will be having a balance. Click the **Bill No** to open the sale profile as shown below.

The screenshot shows the JIPOS Sales List interface. The sidebar on the left has 'Sales List' selected. The main area displays a table of sales with the following data:

Serial	Bill No	Customer Name	Sales Point	Date	Attendant	Net Amount	Balance	Discount	Store
#0020	J21T19Z179	Walk In Client	LTB-01	21-09-2023 09:28:01 am	Admin	580.00	580.00	0.00	Main Store
#0018	J14T17620V	Walk In Client	LTB-01	14-09-2023 08:51:18 am	Admin	0.00	0.00	0.00	Main Store
#0013	J07T12FX5B	Walk In Client	LTB-01	07-09-2023 21:05:07 pm	Admin	310.00	300.00	0.00	Main Store
#0012	J07T1110ZB	Walk In Client	LTB-03	07-09-2023 16:24:32 pm	Reagan Omondi	580.00	580.00	0.00	Main Store
#0011	J07T10R6XB	Walk In Client	LTB-01	07-09-2023 16:20:46 pm	Reagan Omondi	640.00	640.00	0.00	Main Store
#0010	J07T9956FC	Walk In Client	LTB-01	07-09-2023 16:13:14 pm	Admin	700.00	700.00	0.00	Main Store

At the bottom of the sale profile, you will find the **'Make Payment'** form. Enter the payment mode, amount, date and reference then submit. You can post multiple payments in this form.

The form disappears as soon as the sale balance is completely settled.

To: Walk in Client
From: JiPOS
Invoice #0020
 PIN: NA
Order ID: J21T19Z179
Bill Date: 21-09-2023 09:28:01
Transaction Type: Credit Sale

#	Product	Qty	Unit Price	Tax	Subtotal
1	Ugali	1	200.00	0.00	200.00
2	Viceroy	1	180.00	0.00	180.00
3	Soda Crate 300ml Bottles	5	40.00	27.12	200.00

Date	Ref#	Payment Mode	Amount
Total			
			0.00

Tax(V.A.T)	KES 27.12
Tourism Levy	KES 10.84
Discount	KES 0.00
TOTAL	KES 580.00
Balance	KES 580.00

Make Payment

FILL THE FORM APPROPRIATELY AND SUBMIT

Payment Date 09 / 21 / 2023 **Amount** 580 **Payment mode** Cash [87328]

Transaction Code NA

Bank Account No. **Check Number** **Check Maturity Date** mm / dd / yyyy

Paid by: the person who pays this specific amount **Narrative** write here...

Receive Payment

MPesa Till

You can now find all your M-Pesa till transactions by clicking the button below.

Open M-Pesa Till Transactions

You can find all the payments made on this sale in the 'Payments Made' table.

Payment(s) Made:

After

Date	Ref#	Payment Mode	Amount
21-09-2023	J21T20Y90JW4SN7P	Cash	50.00
21-09-2023	J21T20NZ0KDTP82G	Till 9689329	530.00
Total			580.00

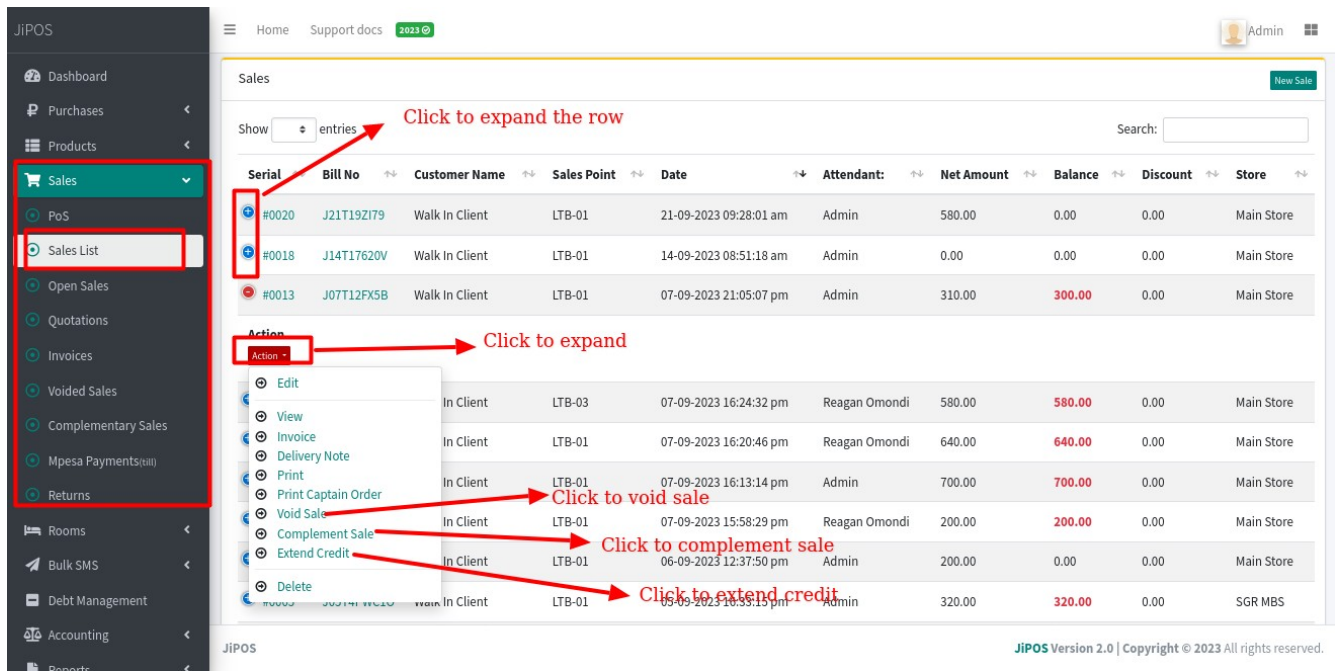
clearing the bill, you can print the receipt.

5.4 How to void a sale

Navigate to the Sales > Sales List on the sidebar. This will present you all the sales made arranged in a descending order.

Find the last column (Action column) in the table the click the Action button. If your display screen is small, then you will have to expand the row details by clicking the blue plus (+) icon to open the action column as shown below.

Click **Void Sale** link and confirm to void the sale.



Voiding a sale is like cancellation of a whole order. The order/sale is canceled with the items restocked. All voided sales are pushed to Products > Voided Sales section.

5.5 How to complement a sale

Navigate to the Sales > Sales List on the sidebar. This will present you all the sales made arranged in a descending order.

Find the last column (Action column) in the table the click the Action button. If your display screen is small, then you will have to expand the row details by clicking the blue plus (+) icon to open the action column as shown in the image above.

Click **Complement Sale** link and confirm to complement the sale.

All complementary sales are pushed to Products > Complementary Sales section and are recorded as business expenses.

5.6 How to extend credit

Giving the sales *Extended Credit* tag helps easily track the long-term credit sales as well as allows you to close shift with some open sales

Navigate to the Sales > Sales List on the sidebar. This will present you all the sales made arranged in a descending order.

Find the last column (Action column) in the table the click the Action button. If your display screen is small, then you will have to expand the row details by clicking the blue plus (+) icon to open the action column as shown in the image above.

Click **Extend Credit** link and confirm to extend credit.

From the sales list, all sales are tagged with the **Extend Credit** tag.

5.7 How to receive sales returns

Returns are conducted on a specific sale/purchase item. You must have the order reference number to conduct a successful return.

To record a return, navigate to Sales > Returns. This will open the returns page. Fill in the return form appropriately and Save.

For sales: Select Sale Return option, select the order and the item to be returned. Insert the quantity to be returned and the return condition. You can describe the return before you **Save**.

For purchase: Select the Purchase Return option, select the order and the item to be returned. Insert the quantity to be returned and the return condition. You can describe the return before you **Save**.

The screenshot shows the JIPOS 'Item Return' form. The left sidebar has 'Returns' highlighted. The form fields are as follows:

- Item Return Option ***: Sale Return
- Orders ***: J21T19Zi79 [21-09-2023]
- Order Items ***: PROD_0010 [Soda Crate 300ml Bottles / Qty: 5]
- Quantity Returning ***: 2
- Return Condition ***: Good
- Narrative**: Excess drinks

A 'Save' button is located below the form. Below the form is a table titled 'Returned Items/Products' with columns: Ref#, Item, Item Code, Qty, Return Type, Staff, Return Date, Order Code, and Narrative. The table is empty, displaying 'No data available in table'.

6 ROOMS

6.1 How to set-up room types

Navigate to Rooms > Room Types

Fill in the form on the left section of the page and submit.

All the registered room types can be viewed from the table within the page as shown below.

JIPOS

Home Support docs 2023

Admin

Room Types

Register Room Type

Register a new type here

Type name *

Active

Narrative

Save

List

Edit/Delete the registered room types

Room Type Name	Narrative	Active	Action
Standard		True	
Twin Bed		True	
Delux room		True	
Executive room		True	
Group Rate		True	
Standard - Sharing		True	

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6.2 How to set-up room maintenance status

Navigate to Rooms > Register Maintenance Status

Fill in the form on the left section of the page and submit.

All the registered Maintenance Status can be viewed from the table within the page as shown below.

JIPOS

Home Support docs 2023

Admin

Maintenance Status

Register Maintenance Status

Add a new status here

Maintenance name *

Narrative

Save

List

View/Edit/Delete

Maintenance Status Name	Narrative	Action
Maintenance		
Cleaning		
The room is still under cleaning The room is still under cleaning The room is still under cleaning		
Out of order		

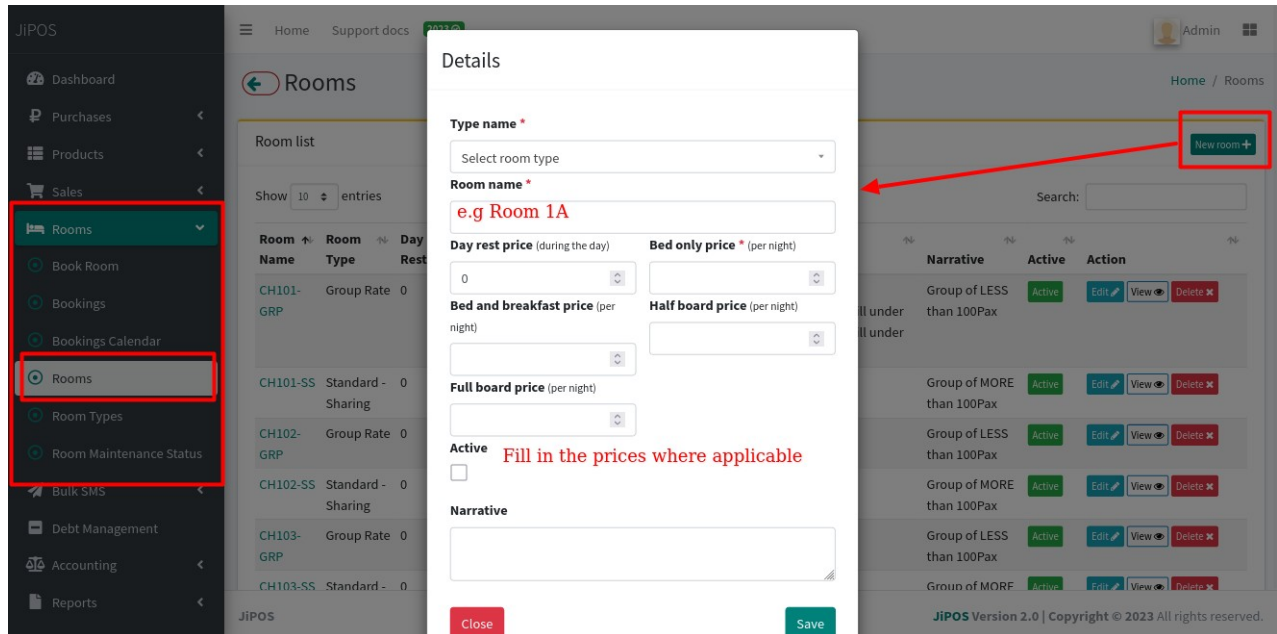
JIPOS

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6.3 How to set-up rooms

Navigate to Rooms > Rooms

Click **New Room** button at the top right section of the page. Fill in the pop-up form that appears and submit.



All the registered rooms are displayed in the table within the same page.

You can Activate/ Deactivate a room in the Active column as shown below. Inactive rooms are not visible in the front office for booking while Active rooms are visible for booking.

Room Name	Room Type	Day Rest	Bed only	Bed & breakfast	Half board	Full board	Condition	Narrative	Active	Action
CH101-GRP	Group Rate	0	1200	1500	3000	3500	The room is still under cleaning	Group of LESS than 100Pax	Inactive	Edit View Delete
CH101-SS	Standard - Sharing	0	1000	1300	2500	3000	Out of order	Group of MORE than 100Pax	Active	Edit View Delete
CH102-GRP	Group Rate	0	1200	1500	3000	3500		Group of LESS than 100Pax	Active	Edit View Delete

6.4 How to change room maintenance status

Navigate to Rooms > Rooms

Locate condition column in the table. Click the edit icon in this column to change the room condition status as shown below.

Room list New room +

Show 10 entries Search:

Room Name	Room Type	Day Rest	Bed only	Bed & breakfast	Half board	Full board	Condition	Narrative	Active	Action
CH101-GRP	Group Rate	0	1200	1500	3000	3500	The room is still under cleaning The room is still under cleaning The room is still under cleaning	Group of LESS than 100Pax	Inactive	Edit View Delete
CH101-SS	Standard - Sharing	0	1000	1300	2500	3000	Out of order	Group of MORE than 100Pax	Active	Edit View Delete
CH102-GRP	Group Rate	0	1200	1500	3000	3500		Group of LESS than 100Pax	Active	Edit View Delete

Details ✕

Room Code: CH101-GRP

Room Status/Condition: The room is still under cleaning
The room is still under cleaning
The room is still under cleaning

Room status name *

Close
Save

6.5 How to add/assign amenities to a room

Navigate to Rooms > Rooms. Click View button in the action column. This will open the room profile.

Click Add Amenity button at the top-right section of the page. This will open the registration form. Fill it and click submit.

The store has to be selected first to generate the item list available in the preferred store. This is the store from which the item is issued.

Room profile

Room Name: CH101-GRP Room Type: Group Rate

Day Rest: 0 Bed Only: 1200 Bed & Breakfast: 1500

Half Board: 3000 Full Board: 3000

FORM

Store Name * Item Name * Quantity

~Select store~ ~Select store first~ Insert quantity

Item Condition * Narrative

New Write something here...

Submit

AMENITY LIST WITHIN THIS ROOM

Show 10 entries Search:

Item	Code	Qty	Condition	Store	Narrative	Action
Cookies	PROD_0006	1	New	Main Store		View Edit Add Qty Consumed Delete
Pillow	PROD_0011	2	New	Main Store		Edit Add Qty Consumed Delete
TV 32 Inch	PROD_0014	1	New	Main Store		View Edit Add Qty Consumed Delete

Showing 1 to 3 of 3 entries Previous 1 Next

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Note: To move items into and out the room use the action buttons explained below;

Show 10 entries Search:

Item	Code	Qty	Condition	Store	Narrative	Action
Cookies	PROD_0006	1	New	Main Store		View icon Edit Add Qty Consumed Delete

Add Qty: This helps in restocking the quantities of the same item in the room.

Consumed: This helps in reducing the quantities of the same item in the room.

View Icon: This opens the item movement ledger as shown below.

Item Ledger Home / Rooms / CH101-GRP / Toilet Paper ~ Item Ledger

Item name: [Toilet Paper](#) Barcode: PROD_0015 Quantity: 5 Store: Main Store
 Room name: CH101-GRP Room type: Group Rate

Item Ledger

Show 10 entries Search:

Store	Created by	Narrative	In	Out	Action
Main Store	Admin		3	-	Delete
Main Store	Admin		-	3	Delete
TOTAL			3	3	

Showing 1 to 2 of 2 entries Previous 1 Next

6.6 How to book a room

On the sidebar open Rooms > Book Room



This opens the booking page. To create a booking, follow the steps below;

1. Select the reservation dates and click **Search** button. This will auto-populate the number of nights input field while it filters in the open rooms within the set period.
2. Select the booking type.
3. Pick the room would like to reserve.
4. Input *Full Name*,

5. Input *Phone Number*,

6. Input *Occupancy*

7. Input the description in the narrative input field. This field is optional

8. Input the *Amount Paid* and **0** (zero) if no amount is paid at this time

9. Select the *Payment Mode* if some amount is paid. If no amount is paid, select *Not Applicable* from the list

10. Input the *transaction Reference number*, if available, and NA if not available

11. After ensuring all the details are correct, click *Book Now* button to complete the reservation process

The screenshot shows the 'Book Room' interface. At the top, there is a navigation bar with 'Home', 'Contact', 'My Sales', 'Book Room', 'Bookings', 'Bookings Calendar', and 'Open Sales'. A search bar at the top right contains 'Selling Point' and 'Admin'. Below the navigation bar, the page title is 'Book Room' and the breadcrumb is 'Home / Book Room'. A green banner at the top of the main content area says 'Ensure you select the 'From Date' and 'To Date' and search to help you get the available rooms for booking.' The main content area is divided into two columns. The left column shows a list of 'Unoccupied rooms' with columns for 'Room', 'Bed only', 'Bed & BF', and 'Action'. The right column is the 'Booking form' with fields for 'Nights', 'Booking type', 'Full Name', 'Phone', 'Occupancy', 'Time Range', 'Narrative', 'Room Description', 'Unit Price', 'Total Amount', 'Tax(V.A.T)', 'Hotel Levy(2%)', 'Total', 'Amount Paid', 'Payment Method', 'Reference', 'Balance', and 'Change Return'. A 'Book Now' button is at the bottom right. Red circles with numbers 1-11 highlight specific elements: 1. 'From date' field, 2. 'Nights' field, 3. 'Book now' button for a room, 4. 'Full Name' field, 5. 'Phone' field, 6. 'Occupancy' field, 7. 'Narrative' field, 8. 'Amount Paid' field, 9. 'Payment Method' dropdown, 10. 'Reference' field, 11. 'Book Now' button.

6.7 How to check-in & checkout guest

To check-in a guest, navigate to Rooms > Bookings section in the sidebar. This will open a list of all the bookings. Search the client using name, ID/passport number, phone number, reference number in the search box.

Click the *Bill No* to open the booking profile.

Bookings List

Show entries Search:

Bill No	Customer Name	Room No.	Term Range	Date	Date range	Net Amount	Balance	T-Type	Meals Ordered
J21T2EILQB	John Doe	CH102-GRP,	Long term	2023-09-21	2023-09-21 to 2023-09-23	2400	1000	Cash booking	0

At the bottom of the page, click **More Action** then **Check-in** button.

Nationality:

Address:

Kin's Name:

Vehicle Registration:

Thank you for your business!

More action Print Receipt Print Large

- No Show
- Checkin guest
- Checkout guest
- Extra charges

Amount *

1000

Payment mode *

Select payment mode

Bank Account No.

Check Number

In the pop-up which appears, fill in all the required field and submit.

You have to check **Confirm Guest Checkin** box in order to check-in this particular guest.

Update the guest details below before checking in

First name *	Second name *	Last name
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text"/>
Phone *	ID/Passport *	Email
<input type="text" value="071863663"/>	<input type="text"/>	<input type="text"/>
Address	Occupation	Nationality
<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle registration	Country *	
<input type="text"/>	<input type="text" value="Afghanistan"/>	
Next of kin name	Next of kin phone	
<input type="text"/>	<input type="text"/>	
Confirm guest checkin <input type="checkbox"/>		
<input type="button" value="Close"/>		
<input type="button" value="Save changes"/>		

To check-out a guest, open a booking profile then click **More Action** button at the bottom-right section of the page. Select Checkout option and confirm. This will check this guest out.

Note: The check-in and check-out time are auto-registered in the system when these operations are carried out.

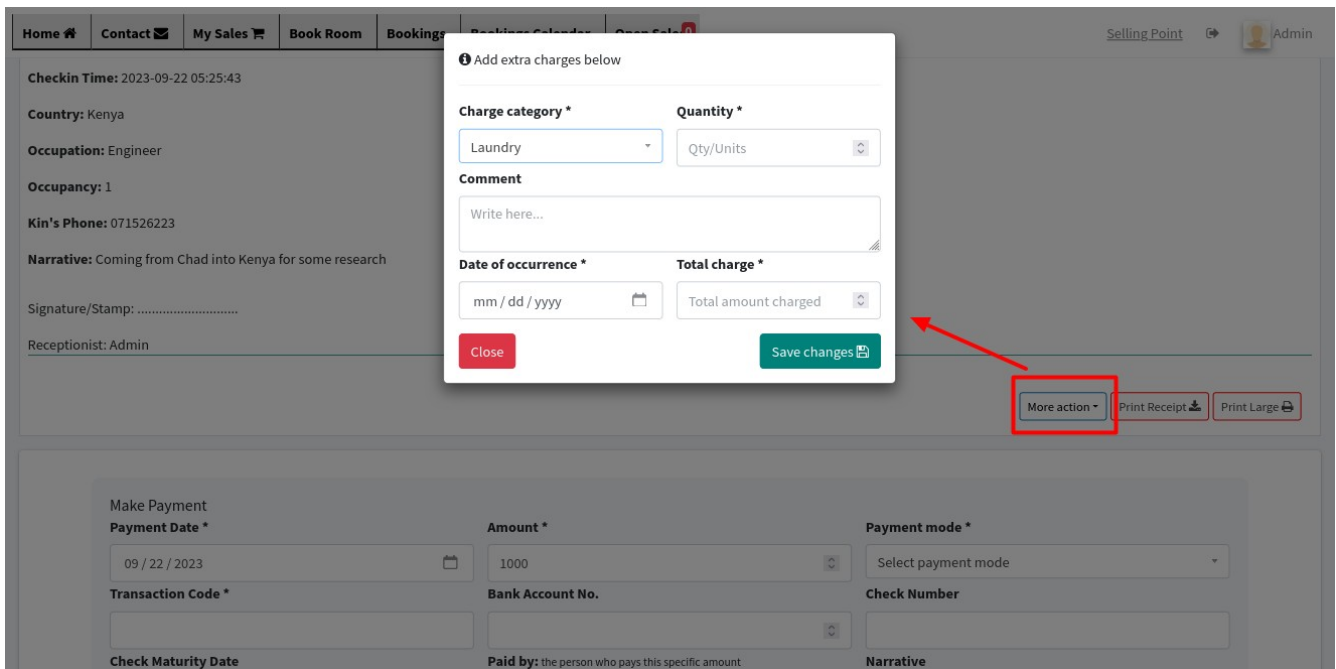
6.8 How to add extra charges to guest bookings

To check-in a guest, navigate to Rooms > Bookings section in the sidebar. This will open a list of all the bookings. Search the client using name, ID/passport number, phone number, reference number in the search box.

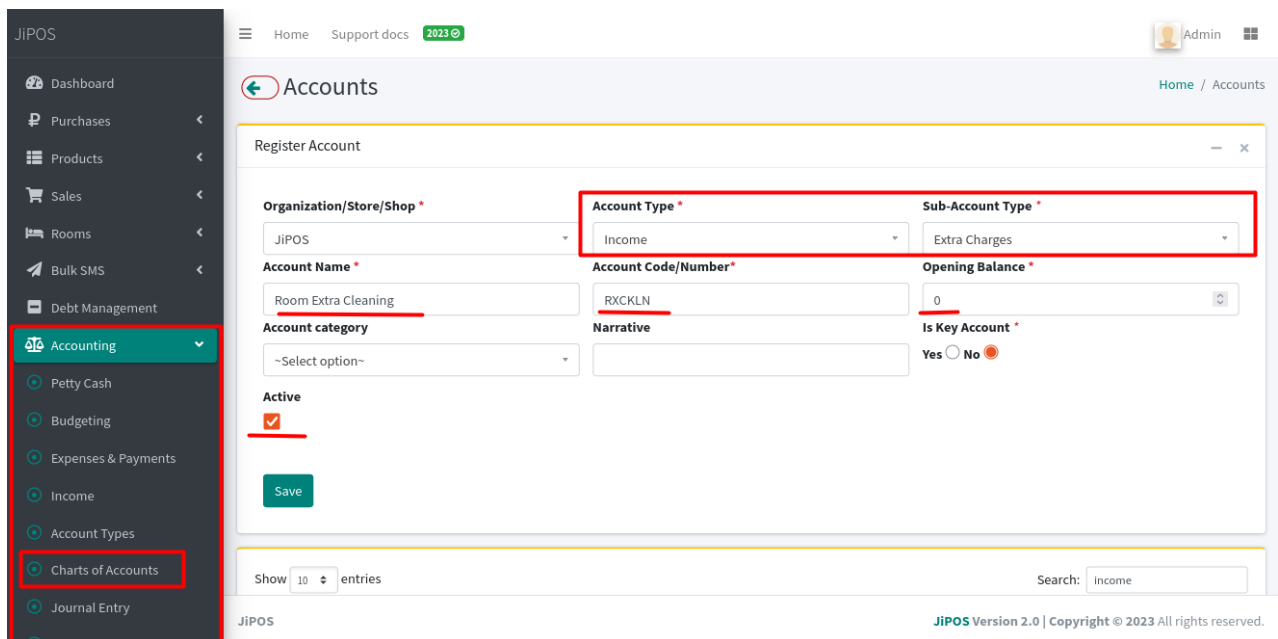
Click the *Bill No* to open the booking profile.

Click **More Action** button at the bottom-right section of the page. Choose **Extra Charges** option from the list displayed.

Fill in the form appropriately then submit.



Note: You can register more charge categories in the *Accounting > Charts of Accounts* section. Open register account and fill in the form as shown below. Pick **'Income'** as the account type and **'Extra Charges'** as the sub-account type.



6.9 How to map food/drink orders to guest booking

It is a good practice to add food/drink orders to the accommodation bill. This is done while making a sale in the POS window. You have to select the **room** then then **guest** for this to be successful as shown below.

Item	Qty	Unit Price	Tax	Subtotal	
Ugali - PROD_0001	1	200	0.00	200	-
Tea - PROD_0008	1	120	16.27	120	-

Tax(V.A.T)	Hotel Levy	Total:	Counter/Table
16.27	5.95	320.00	LTB-01

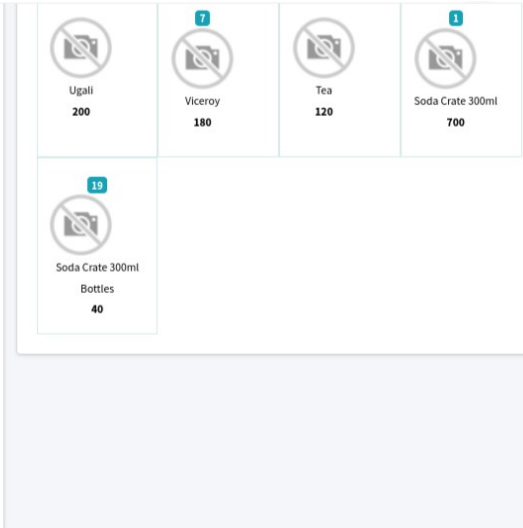
Payment Method:	Amount Paying:	Reference:
Not Applicable	0	NA

Balance:	Change Return:	Discount:
320		0

Is this a complementary order?

Select Room	Select Booking
Room CH102-GRP	[J21T2EILQB] John Doe

Close Shift Logout Apply Discount Redeem POINTS Sell



6.10 How to settle/clear guest bill

To check-in a guest, navigate to Rooms > Bookings section in the sidebar. This will open a list of all the bookings. Search the client using name, ID/passport number, phone number, reference number in the search box.

Click the *Bill No* to open the booking profile.

As long as the guest has any pending bill, *Make Payment* form at the bottom of the booking profile will be displayed.

Use this form to **ONLY** settle the room/accommodation charges.

Home Contact My Sales Book Room Bookings Bookings Calendar Open Sales

Selling Point Admin

Signature/Stamp:

Receptionist: Admin

Thank you for your business!

More action Print Receipt Print Large

Make Payment

Payment Date *

Amount *

Payment mode *

Transaction Code *

Bank Account No.

Check Number

Check Maturity Date

Paid by: the person who pays this specific amount

Narrative

Receive Payment

The meals/drinks charges are settled/cleared in the sale profile section. Click on the reference code in the Foods ordered table as shown below then proceed to clear the bill as earlier shown in section 5.3 above.

Home Contact My Sales Book Room Bookings Bookings Calendar Open Sales

Selling Point Admin

Payment(s) Made:

Date	Ref#	Payment Mode	Amount
21-09-2023	J21T2EILQB NA	Cash	1,400.00
Total			1,400.00

Tax(V.A.T)	KES 325.42
Tourism Levy	KES 40.68
Total	2,400.00
Food balance	320.00
Balance	1,320.00

Food order(s):

Ref#	Date	Amount	Balance
J22T34URKY	22-09-2023	320.00	320.00
Total		320.00	320.00

More details:

From Date: 21-09-2023 **To Date:** 23-09-2023

Checkin Time: 2023-09-22 05:25:43 **Checkout Time:**

Country: Kenya **Nationality:** Kenyan

Occupation: Engineer **Address:** Nairobi

Occupancy: 1 **Kin's Name:** Terry Flair

Kin's Phone: 071526223 **Vehicle Registration:** NA

7 ACCOUNTING

7.1 How to set-up sub-account types

Navigate to Accounting > Account Types on the sidebar.

Fill in the form appropriately at the right section of the page and submit.

All the registered Sub-account types are displayed in the same page at the bottom table.

To edit already registered sub-account type, navigate to the action column and click edit icon.

The screenshot displays the JIPOS Accounting interface. On the left sidebar, the 'Accounting' menu is expanded, and 'Account Types' is selected. The main area shows the 'Account Types' page with a 'Register Subaccount Type' form and a table of existing sub-account types.

Register Subaccount Type Form:

- Account Type: -Select account type-
- Account Type Name: [Text Field]
- Code: [Text Field]
- Is Payment mode?: Yes No
- Narrative: [Text Area]
- Save button

Sub-account Types Table:

#	Sub Account Type	Account Type	Code	Is Paymnet Mode?	Narrative	Action
1	Bank	Asset	BA001	True		Edit
2	Cash	Asset	CA001	True		
3	M-Pesa	Asset	MP001	True		Delete
4	Supplier Account	Expense	SA001	False	General Supplier Account	
5	Purchases	Expense	PURCHASES	False	Purchase Account Type	
6	General Expenses	Expense	GE	False	General Expenses category	
7	Revenue generators	Income	RG001	False	General revenue generating channels	
8	Unallocated	Income	UN001	False	Unallocated funds	
9	Discount	Expense	DISC_001	False	Discounts	
10	Sales	Income	SALES	False	Sales Account Type	

Note: The system comes with some default sub-account types. It is advisable NOT to edit the sub-account type codes or deleting these sub-account types as they are used in running the cron jobs.

7.2 How to set-up accounts/ ledger accounts / charts of accounts

Navigate to *Accounting > Charts of Accounts* on the sidebar.

Click the plus(+) icon at the top-right section of the page to display the Account registration form.

The screenshot shows the JIPOS Accounts page. On the left is a sidebar with a menu where 'Accounting' is highlighted, and 'Charts of Accounts' is selected. The main content area shows a 'Register Account' form at the top with a '+ x' button. Below the form is a table of accounts with the following data:

#	Acc. Name	Acc. Code	Sub-Acc. Type Name	Acc. Type Name	Opening Bal.	Org	Active	Created By	Narrative	Action
1	Cash	87328	Cash	Asset	250.00	JiPOS	✓	Admin	All the cash received	<input checked="" type="checkbox"/>
2	Till 9689329	9689329	M-Pesa	Asset	0.00	JiPOS	✓	Admin	Paybill	<input checked="" type="checkbox"/>
3	KCB	1181575397	Bank	Asset	0.00	JiPOS	✗	Admin		<input checked="" type="checkbox"/>
4	Furniture Repair	2343423	General Expenses	Expense	0.00	JiPOS	✗	Admin	Furniture Repair	<input checked="" type="checkbox"/>
5	Accounts receivable	300002	General Assets	Asset	0.00	JiPOS	✗	Admin		<input checked="" type="checkbox"/>

The 'Register Account' form contains the following fields:

- Organization/Store/Shop ***: Dropdown menu with 'JiPOS' selected.
- Account Type ***: Dropdown menu with '~Select account type~' selected.
- Sub-Account Type ***: Dropdown menu with '~Select account type~' selected.
- Account Name ***: Text input field with placeholder 'Enter account name'.
- Account Code/Number ***: Text input field with placeholder 'Enter account code'.
- Opening Balance ***: Text input field with placeholder 'Enter opening balance' and a spinner icon.
- Account category**: Dropdown menu with '~Select option~' selected.
- Narrative**: Text input field.
- Is Key Account ***: Radio buttons for 'Yes' and 'No', with 'No' selected.
- Active**: Check box, currently unchecked.
- Save**: Green button.

In the registration form, you can choose the store/shop to which this account belongs. Leave this with default selection if you operate one store/branch.

Is Key Account (yes): helps to disable this account from being deleted easily.

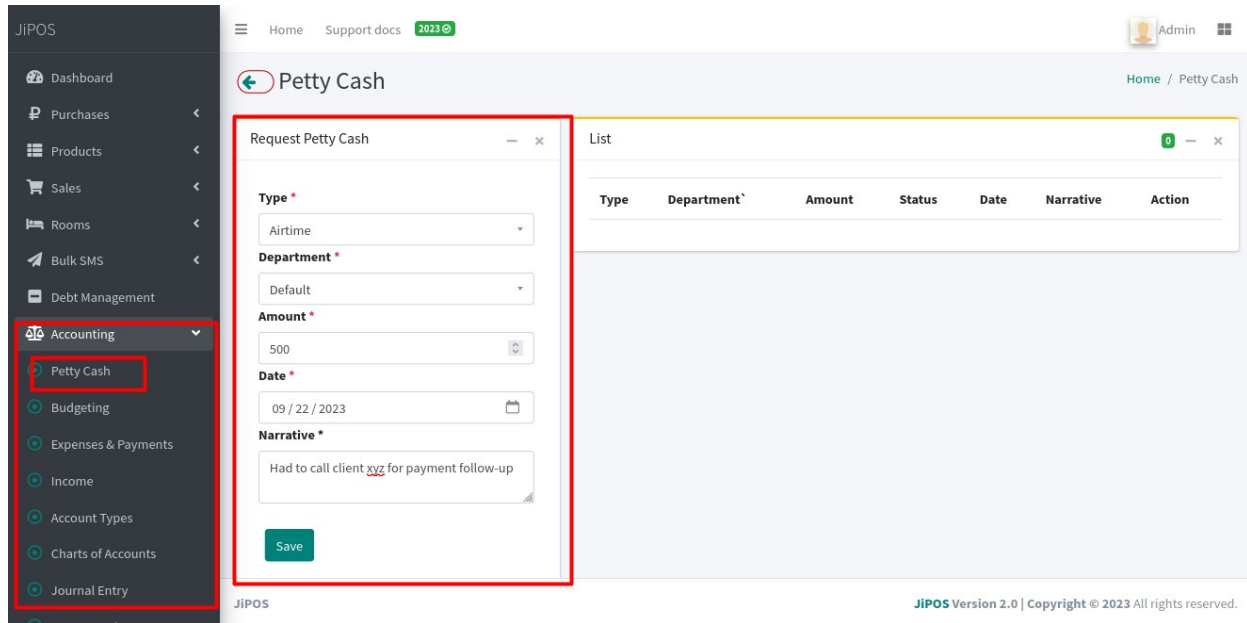
All the registered accounts are displayed in the table within the same page. You can use the action column to View/Edit/Delete these accounts.

7.3 How to request, approve & make petty cash payments

This sub-module allows any other employee to request for petty cash using their account.

7.3.1 Making a petty cash request

To make a petty cash request, navigate to Accounting > Petty Cash in the sidebar. Fill in the form as shown below then submit.

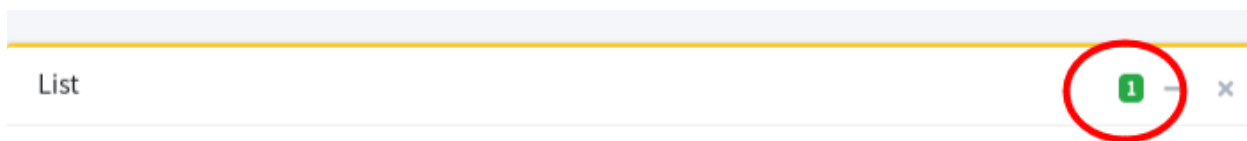


The screenshot shows the JIPOS interface for the Petty Cash module. On the left is a sidebar with a menu where 'Accounting' is expanded and 'Petty Cash' is highlighted with a red box. The main content area is titled 'Petty Cash' and contains a 'Request Petty Cash' form and a 'List' table. The form fields are: Type (Airtime), Department (Default), Amount (500), Date (09/22/2023), and Narrative (Had to call client xyz for payment follow-up). A 'Save' button is at the bottom of the form. The 'List' table has columns for Type, Department, Amount, Status, Date, Narrative, and Action. A green icon with the number '1' is visible in the top right corner of the list table, indicating one request.

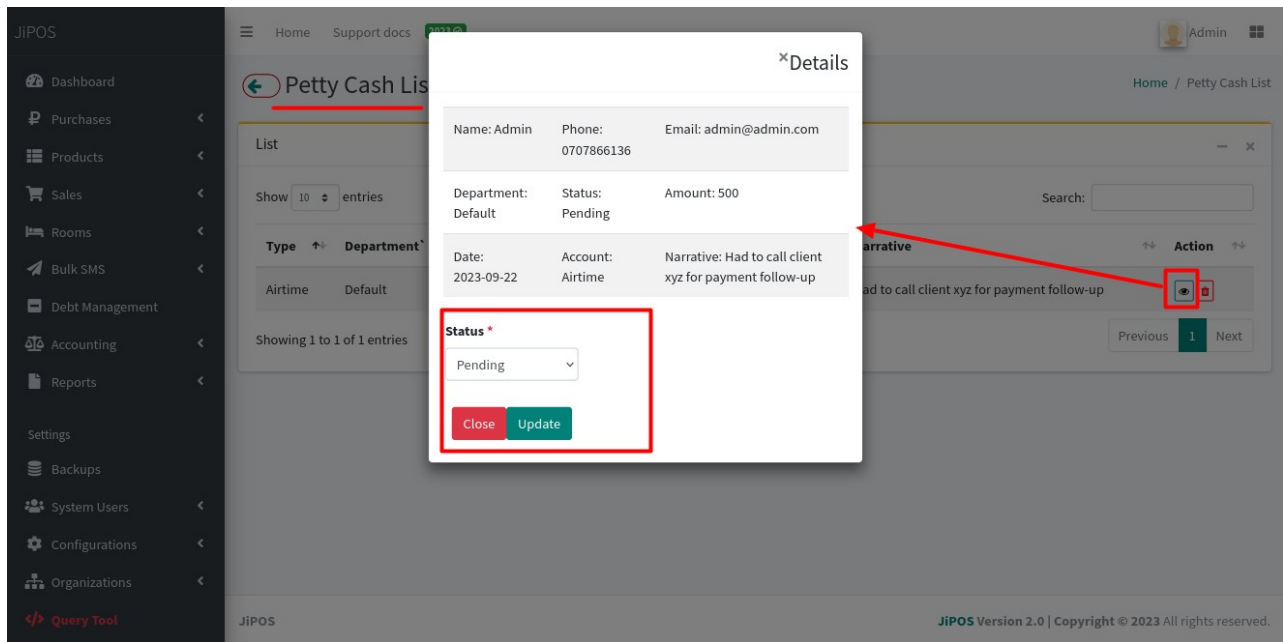
All the requests made are displayed in the table at the right section of the page.

7.3.2 Approval of petty cash request

Navigate to Accounting > Petty Cash section. Click the green icon (which shows the number of requests) at the top-right section of the page to view all the incoming requests.

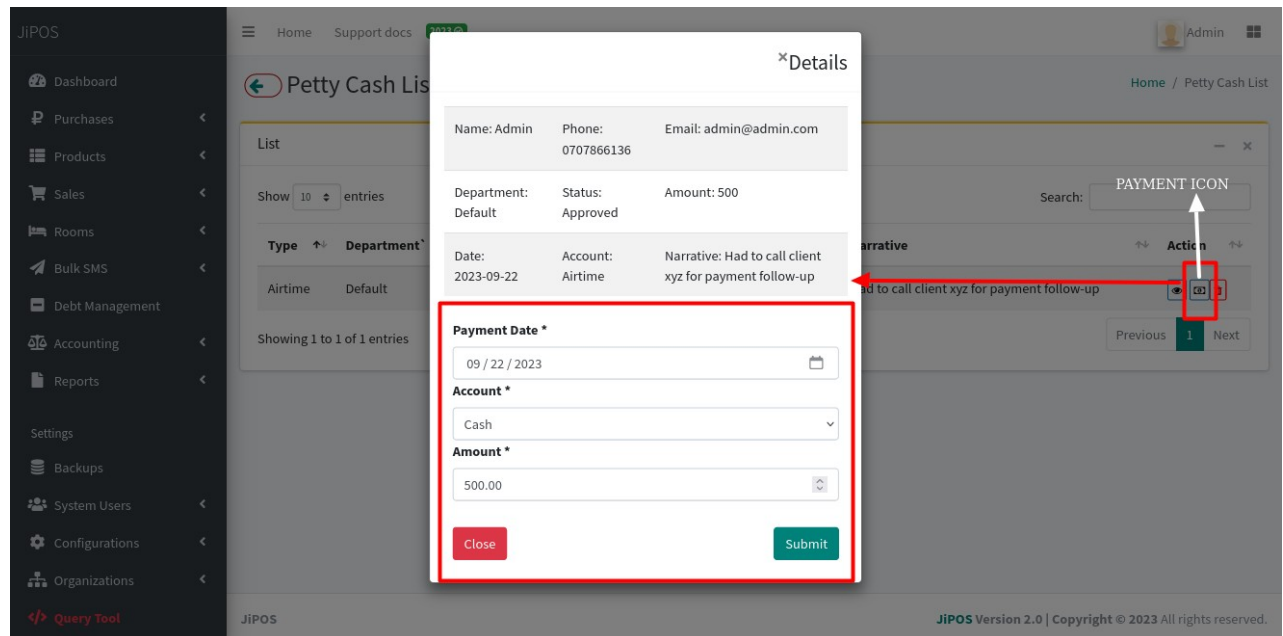


Click view icon in the action column to view/approve/reject this particular request.



7.3.3 Payment of petty cash request

Only approved requests can get paid. Within the same page shown above, click the **payment icon** which is displayed for ONLY approved request as shown below. Fill in the payment form and submit.



A request cannot be deleted/edited once a payment has been made against it.

7.4 How to set-up budgets

You can set-up budgets and track your expenditure in this section.

7.4.1 Creating a budget

Navigate to Account > Budgeting.

Fill in all the required fields in the form and submit to create an expense budget.

The screenshot displays the JIPOS Budgeting interface. On the left is a dark sidebar menu with 'Accounting' expanded and 'Budgeting' highlighted. The main area is titled 'Budgeting' and contains a 'Form' for creating a new budget and a table of existing budgets.

Form Fields:

- Budget Name *
- Person Responsible: ~Select Staff~
- Budget Year *: 2023
- Account Affected *: Purchase Account
- Quarter *: Third quarter
- Budget Amount *
- Active:

Table of Existing Budgets:

Name	Year	Quarter	Account	Monitor	Budget Amount	Practical Amount	Action
3rd qtr airtime	2023	3	Airtime		3,000.00	500.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
3st qtr licence	2023	3	Licence Renewal		10,000.00	0.00	<input checked="" type="checkbox"/> <input type="checkbox"/>

Showing 1 to 2 of 2 entries

All the budgets created are displayed in the table at the right section of the page.

7.4.2 Trucking budget expenditure

Navigate to Account > Budgeting.

On the table to the right, you can filter the budget and view the Budget Amount vs Practical Amount column. The practical amount column shows the actual amounts spent on these particular expense heads.

You can click the Name column to view the budget ledger.

JIPOS

Home Support docs 2023

Admin

Budgeting

Home / Budgeting

Form

Budget Name *

Person Responsible

~Select Staff~

Budget Year *

2023

Account Affected *

Purchase Account

Quarter *

Third quarter

Budget Amount *

Active

Fiscal Year: 2023 Quarter: Third quarter Filter Print

Show 10 entries Search:

View More

Name ↑	Year ↑	Quarter ↑	Account ↑	Monitor ↑	Budget Amount ↑	Practical Amount ↑	Action ↑
3rd qtr airtime	2023	3	Airtime		3,000.00	500.00	<input type="checkbox"/> <input type="checkbox"/>
3st qtr licence	2023	3	Licence Renewal		10,000.00	0.00	<input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 2 of 2 entries

Previous 1 Next

JIPOS

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7.5 How to create, approve & make expenses payments

7.5.1 Creating an expense

Navigate to Accounting > Expenses & Payments

Fill in the form appropriately to create a new expense.

JIPOS

Home Support docs 2023

Reagan

Dashboard

Purchases

Products

Sales

Accounting

Expenses & Payments

Reports

Settings

Configurations

Logout

Organization *

JIPOS

Expense *

Furniture Repair

Department

~Select Department~

Expense Status *

Pending

Expense Amount *

2000

Expense Date *

09 / 22 / 2023

Paid To *

John Doe

Narrative

Two broken chairs in the board room

Active

Save

Show 10 entries Search:

#Ref	Ex.Type	Amount	Balance	Paid To	Date	Status	Department	Purchase#Ref	Narrative	Action
No data available in table										

Showing 0 to 0 of 0 entries

Previous Next

JIPOS

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7.5.2 Approving an expense

All expenses have to be approved before payments can be made against them.

Navigate to Accounting > Expenses & Payments

Search for the expense in the table displayed on the same page then click the reference number for the expense, which needs approval as shown in the image below.

The screenshot shows the JIPOS Accounting > Expenses & Payments page. The left sidebar contains a navigation menu with 'Expenses & Payments' highlighted. The main area displays an 'Expense form' and a table of expense entries. The first entry in the table is highlighted with a red box, showing a reference number of 20230929152123, amount of 600.00, and status of Pending.

#Ref	Ex.Type	Amount	Balance	Paid To	Date	Status	Department	Purchase#Ref	Narrative	Action
20230929152123	Electricity rpr	600.00	600	Reagan Omondi	2023-09-29	Pending		J400XZYQHD		Action -
20230929175006	Transport	400.00	0	John Doe	2023-09-29	Approved			na	Action -
20230922080956	Furniture Repair	1500.00	1500	John Doe	2023-09-22	Pending			2 chairs in the boardroom	Action -

In the expense profile, select **approved/canceled/suspended** option from the drop-down as shown below and update.

The screenshot shows the JIPOS Expense Details page. The 'Expense Status' dropdown menu is highlighted with a red box, and the 'Approved' option is selected. A red arrow points to the 'Update details' section, indicating the next step is to click the 'Update' button.

Select the desired status here

Update details

Organization * Cafe
Expense Type * Electricity rpr
Department ~Select Department-
Expense Status * Approved
Expense Amount * 600.00
Expense Date 09 / 29 / 2023
Paid To * Reagan Omondi
Active
Narrative

Update

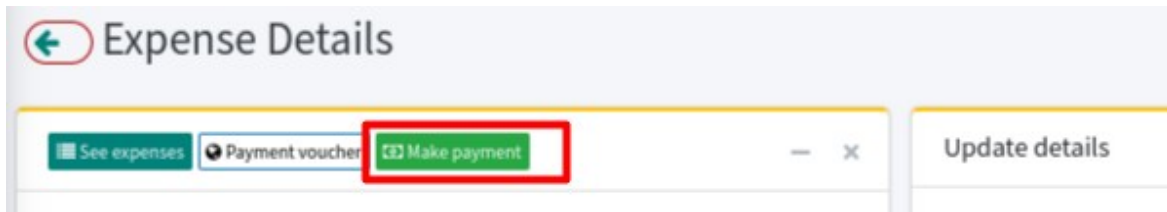
7.5.3 Making expense payment(s)

Navigate to Accounting > Expenses & Payments

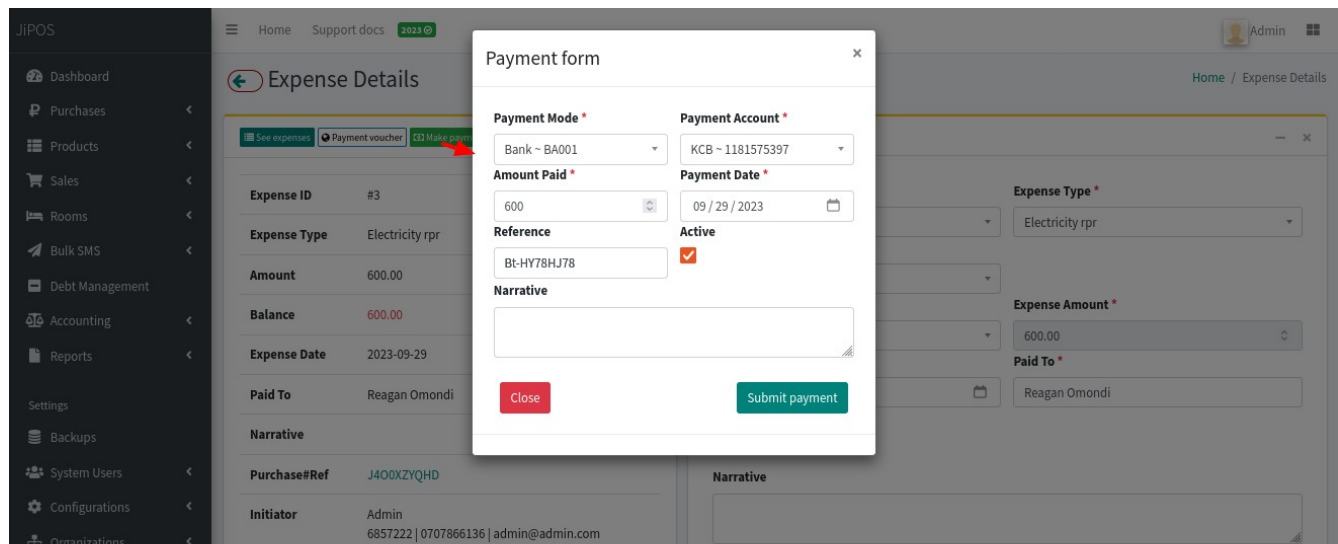
Open the open as explained in **section 7.5.1 & section 7.5.2**

Once the expense has been approved, **Make Payment** will automatically appear at the top of the page.

Click **Make Payment** button.



Fill in the payment form appropriately then **Submit Payment**.



At the bottom of the same page, you will find the posted payment.

To print the payment voucher, click print icon in the action column. The collector can then sign the voucher.

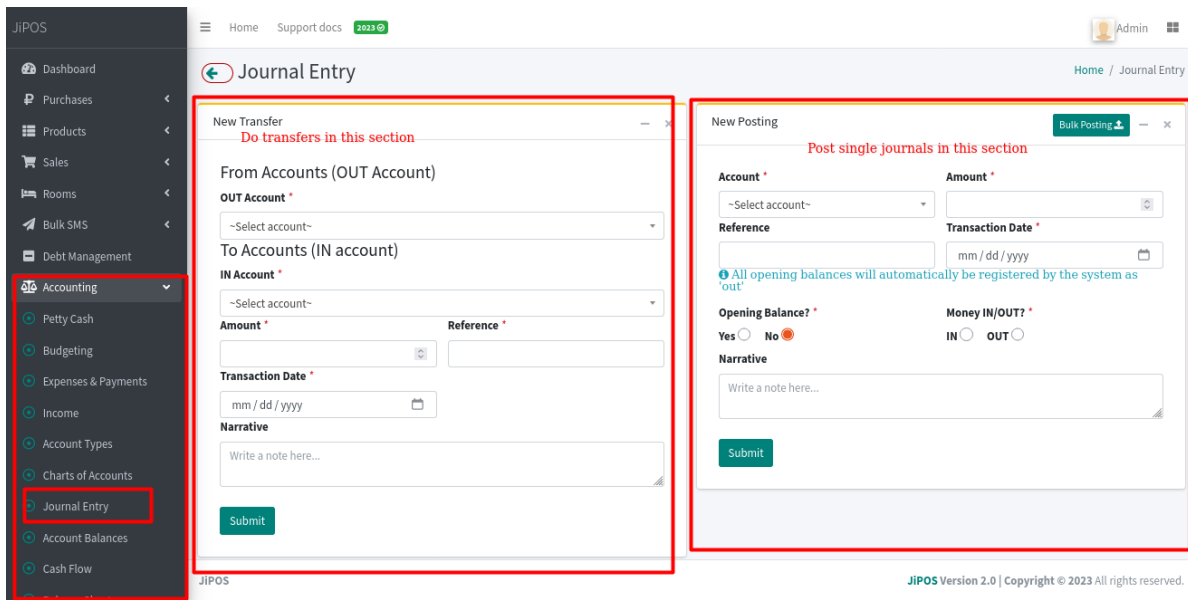
7.6 How to make a journal entry

Navigate to Accounting > Journal Entry

In the page, you can make a single journal entry at a time or do transfers.

Transfers are effective when working with asset accounts e.g. *loading the cash account from bank and vice versa*.

See the image below.

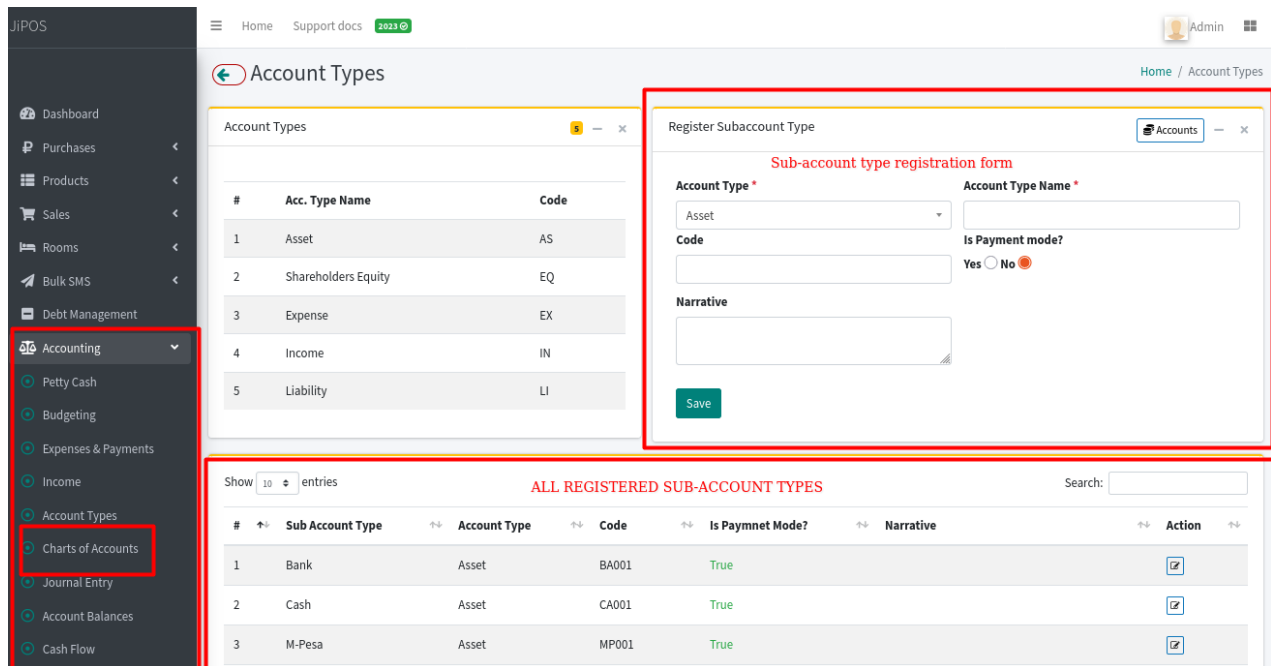


7.7 Creating a sub-account type

Navigate to Accounting > Account Types

At the right section fill in the form appropriately to add/register a new sub-account type.

All the registered sub-account type are displayed at the bottom of the same page as shown in the image below.



If **Is Payment Mode** is **Yes**, the all the accounts under this sub-account type will be visible in the payment options found the sales & purchase options.

7.8 Creating an account/journal account/ledger account

This is how to register the expense types, income accounts, asset accounts (& payment modes) and liability accounts.

Navigate to Accounting > Charts or Accounts

In the page displayed, expand the plus (+) icon at the top right section to open the account registration form.

Select the *account type*, *sub-account type* then fill in the remaining input fields in the form before you submit.

The screenshot displays the JIPOS Accounts page. On the left is a navigation sidebar with 'Accounting' expanded and 'Account Types' highlighted. The main content area is titled 'Accounts' and contains two sections:

- Register Account (ACCOUNT REGISTRATION FORM):** A form with the following fields:
 - Organization/Store/Shop: JIPOS
 - Account Type: Expense
 - Sub-Account Type: General Expenses
 - Account Name: Airtime for employees
 - Account Code/Number: 8088983
 - Opening Balance: 0
 - Account category: ~Select option~
 - Narrative: (empty)
 - Is Key Account: Yes (selected), No
 - Active:
- REGISTERED ACCOUNTS LIST:** A table with the following data:

Acc. Name	Acc. Code	Sub-Acc. Type Name	Acc. Type Name	Opening Bal.	Org	Active	Created By	Narrative	Action
Cash	87328	Cash	Asset	250.00	JIPOS	✓	Admin	All the cash received	[Edit]
Till 9689329	9689329	M-Pesa	Asset	0.00	JIPOS	✓	Admin	Paybill	[Edit]

All the registered accounts are found at the bottom section of the same page. You can edit/delete the account created from the action column.

7.9 Account balances report

Navigate to Accounting > Account Balances

This will give you an overview of all the account balances.

At the top-right section of the page, click print icon to print/export the report to PDF

Account Balances

#	Acc. Name	Acc. Code/Number	Current Balance
1	Cash	87328	-11,120.00
2	Till 9689329	9689329	3,644.00
3	KCB	1181575397	-4,600.00
4	Furniture Repair	2343423	1,500.00
5	Accounts receivable	300002	0.00
6	Long-term investments	564343	0.00
7	Accrued expenses	6543543	0.00
8	Sales Account	700001	-140.00
9	Purchase Account	800001	5,488.75
10	Inventory	500001	16,944.75

7.10 Cash flow report

Navigate to Accounting > Cash Flow

This will get you the cash flow report.

7.11 Balance sheet report

Navigate to Accounting > Balance Sheet

Select the date then click the **print icon** to get the report, which can then be printed or downloaded.

Balance Sheet

Filter by Date

Select date *

08/02/2023

Generate

Click to View/Print/Download

7.12 Profit & Loss report

Navigate to Accounting > Profit & Loss

Select the Store/Shop in the window that appears. If this is left to the default store already selected, then the report will be for the overall business. Selecting a store/shop helps you extract PnL for a specific store/shop.

The screenshot shows the JiPOS Profit and Loss report interface. The left sidebar contains a navigation menu with 'Profit & Loss' highlighted. The main area displays a filter form and a detailed P&L table for the period 09/01/2023 to 10/01/2023, with a purchase option of 'General purchases'.

Filter By Date

Store/Shop: From Date: To Date: Purchase option:

INCOME	
Revenue generators	
Total Revenue generators	0.00
Unallocated	
Total Unallocated	0.00
Sales	
Sales Account	3,794.00
Room Booking	2,400.00
Total Sales	6,194.00
Extra Charges	
Total Extra Charges	0.00
Total Income	6,194.00
EXPENSES	
Supplier Account	
Total Supplier Account	0.00
Purchases	
Purchase Account	20,738.75
Total Purchases	20,738.75
General Expenses	
Airtime	500.00
Furniture Repair	1,500.00
Electricity rpr	600.00
Transport	400.00
Total General Expenses	3,000.00
Discount	
Total Discount	0.00
Taxes	
VAT	626.91
Tourism Levy	109.22
Total Taxes	736.13
Payroll	
Total Payroll	0.00
Total Expense	24,474.88
NET Loss	18,280.88

Select the report period and the **Purchase Option** including:

a.) General Purchases: If selected, notice the difference in the purchase expense section. This will get you a summation of all the purchases made within this period in the expense section.

EXPENSES		
	Supplier Account	
	Total Supplier Account	0.00
	Purchases	
	Purchase Account	20,738.75
	Total Purchases	20,738.75
	General Expenses	
	Airtime	500.00

b.) Cost of Sale: This option will only give you the cost of sale recorded during the sales posted within the specified report period.

EXPENSES		
	Supplier Account	
	Total Supplier Account	0.00
	Purchases	
	Cost of sale	1,643.58
	Total Purchases	1,643.58
	General Expenses	

7.13 General ledger report

Navigate to Accounting > General Ledger

This will open all the accounting transactions in the system.

8 REPORTS

8.1 End of day/ close day report

This is a summary of all the sale activities carried out within a given time-frame.

This report can be queried either **Shift mode** and/or **Time-frame mode**.

Navigate to Reports > Close Day Report

In the window that appears, based on the preferred mode, select the store/shop the the time-frame or shift period. Selecting the store/shop helps, you to query this report per store/shop especially of your business is operating in multi-store mode.

Click **Filter** button to first query the report preview before you click the **Print** button to either print/download the report.

TIME-FRAME MODE

Filter by date range
 Org/Store/Shop *
 Main Store
 Date and time range *
 09/12/2023 09:00 AM - 10/01/2023 09:00 AM
 Filter Print

SHIFT MODE

Filter by shift
 Org/Store/Shop *
 Main Store
 Select Shift *
 FROM: 22-09-2023 14:15:03 TO: 30-11--0001 00:00:00
 Filter Print

Total sales (cleared + pending balances)

Products Sale Value	1,200.00
Rooms Sale Value	0.00
Total	1,200.00
Cost of Products Sale	833.75

Total cleared sales(actual amounts in possession)

Amount paid for products	880.00
Amount paid for rooms	0.00
Total	880.00

Uncleared sales

Product Sale Balance	320.00
Rooms Sale Balance	0.00

How sales have been received(only cleared sales)

Cash	380.00
------	--------

General Information

Discounts	0.00
Voided	0.00
Complementary orders	0.00

Staff Sales Total sales value

Admin	1,200.00
-------	----------

Items Sales

Lunch	200.00
Soft Drink	820.00
Gin	180.00
Other	0.00
Total	1,200.00

General Expenses

Purchase Account	15,250.00
Total	15,250.00

Always click FILTER before you click PRINT buttons

Click to view more information

8.2 Room sales report

Navigate to Reports > Room Sales

Filter based the preferred mode, then Print the report as shown below.

This gives you the list of rooms sold, the amounts and balances.

The screenshot displays the JIPOS Room Sale Report interface. On the left sidebar, the 'Reports' menu is expanded, and 'Room sales' is highlighted with a red box. The main content area features two filter modes: 'TIME-FRAME MODE' and 'SHIFT MODE'. The 'TIME-FRAME MODE' filter shows a date and time range of '09/01/2023 09:00 AM - 10/01/2023 09:00 AM'. The 'SHIFT MODE' filter shows a shift range of 'FROM: 22-09-2023 14:15:03 TO: 30-11--0001 00:00:00'. Below the filters, a table displays the report data. The table has the following columns: Ref#, Room Name, Receptionist, Period, @Rate, Net Amount, and Balance. The data row shows a single entry for Ref# J21T2EILQB, Room Name CH102-GRP, Receptionist Admin, Period 21-09-2023 23-09-2023, @Rate 1,200.00, Net Amount 2,400.00, and Balance 1,000.00. A 'TOTAL' row is also present, showing a total @Rate of 1,200.00, Net Amount of 1,000.00, and Balance of 1,000.00. Red arrows point from the 'Filter' and 'Print' buttons in both filter modes to the corresponding columns in the table.

Ref#	Room Name	Receptionist	Period	@Rate	Net Amount	Balance
J21T2EILQB	CH102-GRP	Admin	21-09-2023 23-09-2023	1,200.00	2,400.00	1,000.00
TOTAL				1,200.00	1,000.00	1,000.00

8.3 Item sales report

This report shows only the specific items sold within the defined report period.

Navigate to Reports > Items Sales Report

Chose the preferred mode and Filter. You can then either Print/export the report to .CSV format.

Items Sale Report

TIME-FRAME MODE

Filter by date range
Org/Store/Shop *
Main Store
Date and time range *
09/01/2023 09:00 AM - 10/01/2023 09:00 AM

SHIFT MODE

Filter by shift
Org/Store/Shop *
~Select store~
Select Shift *
FROM: 22-09-2023 14:15:03 TO: 30-11-0001 00:00:00

Name	Item Code	Quantity Sold	Cost of Sale	Sale Value	Action
Part XYZ	PROD_0016	0 Pcs	0.00	0.00	View more
Soda Crate 300ml	PROD_0009	1 Soda Crate	600.00	700.00	View more
Tea	PROD_0008	11 Cups	852.50	1,320.00	View more
Ugali	PROD_0001	1 Plates	147.50	200.00	View more

Click to expand the report

8.4 Item purchase report

This report shows a summary of the purchases, which have been made over given period.

Navigate to Reports > Item Purchase Report

Filter the report based on the preferred mode the print/export to .CSV format.

All the recorded purchase expense are also displayed in the report as shown below.

Items Purchase Report

TIME-FRAME MODE

Filter by date range
Org/Store/Shop *
Main Store
From Date *
07/30/2023
To Date *
10/01/2023

SHIFT MODE

Filter by shift
Org/Store/Shop *
Main Store
Select Shift *
FROM: 22-09-2023 14:15:03 TO: 30-11-0001 00:00:00

Name	Item Code	Qty Purchased	Purchase Value	Action
Cookies	PROD_0006	15 Pcs	7,750.00	View more
Milk 500ml	PROD_0007	10 ml	4,500.00	View more
Viceroy	PROD_0003	10 Bottles	3,000.00	View more
Total			13,500.00	

Name	Amount
Total	0.00

PURCHASE EXPENSES

To create the purchase expenses, visit **section 4.1.2**

8.5 Staff sales summary/ sales per staff report

This report shows sales for every staff account.

Navigate to Reports > Staff Sales Summary

Select the Staff/User then define the report period. Click the filter button to get you a summary of the report.

Click the Staff name to get a detailed report.

The screenshot displays the JIPOS interface for generating a Staff Sales Summary report. The sidebar on the left shows the 'Reports' menu with 'Staff Sales Summary' selected. The main area is titled 'Agent Sales Summary' and contains a form for filtering the report. The 'Staff/User' dropdown is set to 'Admin', and the 'Date and time range' is set to '09/05/2023 12:00 AM - 10/01/2023 11:00 PM'. A red box highlights the 'Generate Report' button, with an arrow pointing to the text 'Click to generate the report below'. Below the form, a table displays the report results. The table has columns for Name, Period, Tax Charge, Discount, Net Amount, and Balances. The first entry is for 'Admin' with a period of '2023-09-05 00:00:00 to 2023-10-01 23:00:00', a tax charge of 642.91, a discount of 0.00, a net amount of 27,209.55, and a balance of 6,885.55. A red box highlights the 'Admin' name in the table, with an arrow pointing to the text 'Click to view more details'. The footer of the page reads 'JIPOS Version 2.0 | Copyright © 2023 All rights reserved.'

Once the detailed report is opened, cross-check the date filter and adjust appropriately and click the filter button again as shown below.

Home Support docs 2023 Admin

Filter by dates to get desired reports

Date and time range *

09/01/2023 12:00 AM - 10/01/2023 11:00 PM Filter

Click to view sale information

Name: Admin
Phone: 0707866136
Email: admin@admin.com
Gender: M
Date of birth: 2019-10-31
Address: GPO Nairobi

Report Period
01.Sep.2023 00:00:00 to 01.Oct.2023 23:00:00

Sales (Paid/Kes)

Total Sales 3,274.00

Balances (Kes)

J22T34URKY 320.00
Total Sale Balances 320.00

Total amounts received

List

DETAILED LIST OF ALL SALES

Show 10 entries Search:

Bill No	Date	T.Type	Net Amount	Paid Amount	Balance	Payment Status	Action
J21T1CHLNT	2023-09-21	Credit Sale	1,194.00	1,194.00	0.00	Paid	
J21T5A627X	2023-09-21	Credit Sale	1,200.00	1,200.00	0.00	Paid	
J22T34URKY	2023-09-22	Credit Sale	320.00	0.00	320.00	Pending	
J25T4EV9LN	2023-09-25	Credit Sale	880.00	880.00	0.00	Paid	
J26T7UIKNS	2023-09-26	Cash Sale	0.00	0.00	0.00	Pending	
TOTAL			3,594.00	3,274.00	320.00		

Showing 1 to 5 of 5 entries Previous 1 Next

8.6 General sales report

This report gives you an overview of all the sales per store.

Navigate to Reports > General Sales

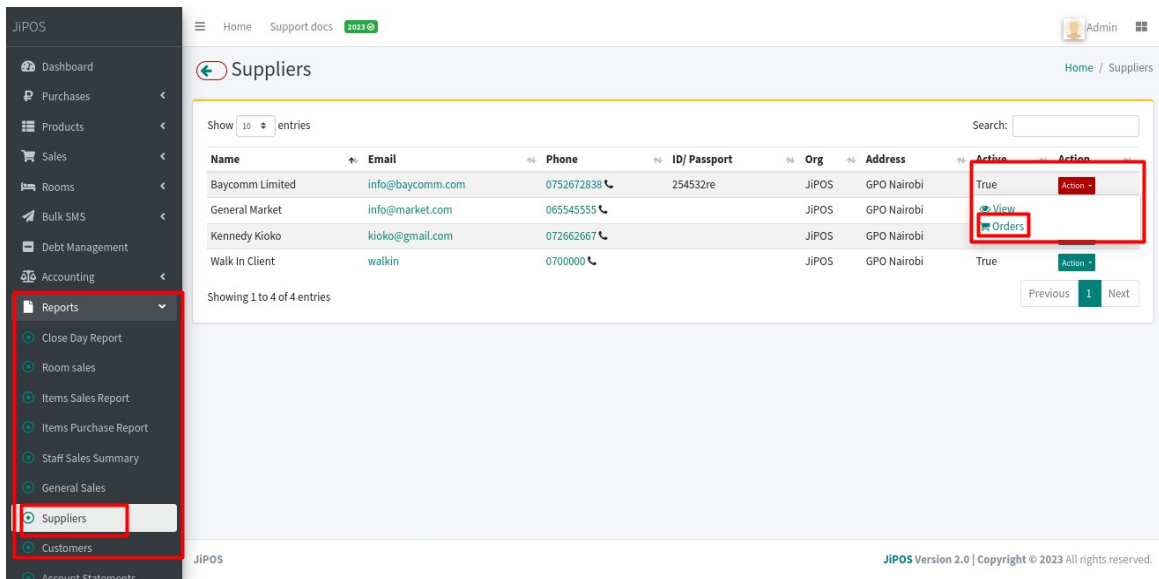
Select the Store and Report period the click Generate Button.

8.7 Suppliers report

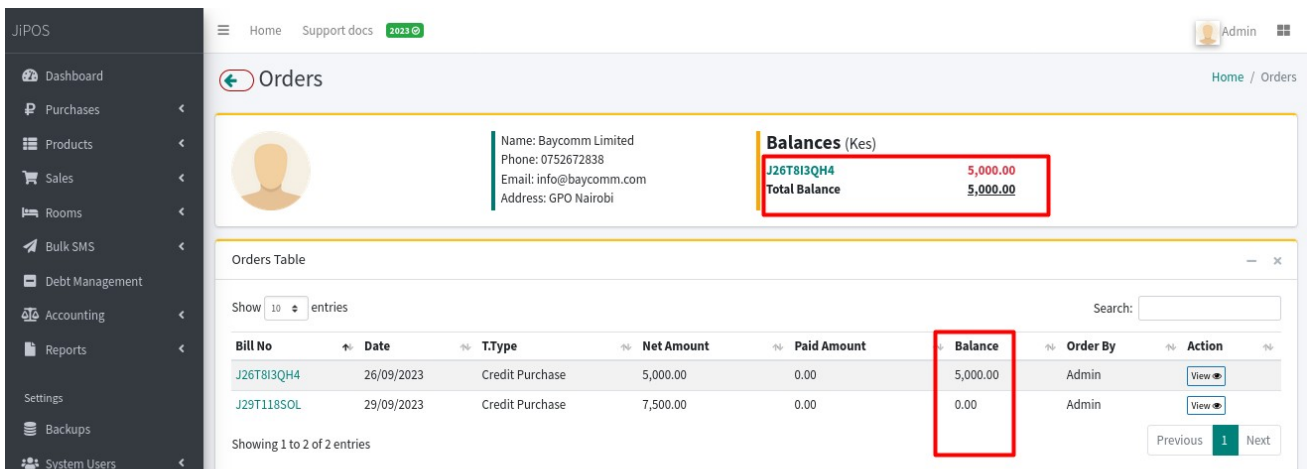
This gives you the list of suppliers and the purchases made from them over time.

Navigate to Reports > Suppliers

In the action column, select Orders to view the order history of the preferred supplier.



The order profile will also display all the pending balances as shown below.

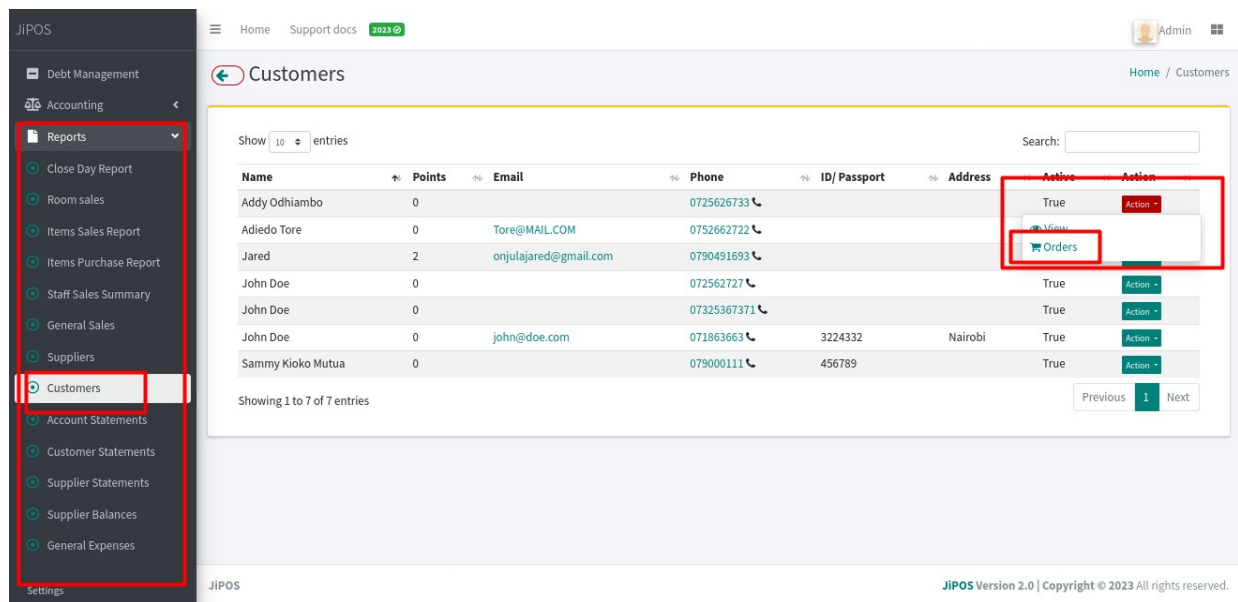


8.8 Customers report

This gives you the list of customers and the sales made to them over time.

Navigate to Reports > Customers

In the action column, select Orders to view the order history of the preferred customer.



The order profile will also display all the pending balances as shown below.

8.9 Account statements report

You can get the ledger statements for any account in this particular section.

Navigate to Reports > Account Statements

Select the desired account and the date filter then click the **Filter** button.

You can then export this report to pdf/csv file formats.

JIPOS Home Support docs 2023 Admin

Account Statements Home / Account Statements

Filter the report

Account * 87328 Cash From * 09 / 01 / 2023 To * 10 / 01 / 2023

Download format * Pdf ? Excel ?

Filter

Show 10 entries Search:

Date	Ref	Details	IN	OUT	Balance
01-09-2023		Balance Brought Forward			0.00
21-09-2023	J21T1J4P5KQAX0E	New Sale Payment: J21T1J4P5KQAX0E	1,000.00		1,000.00
21-09-2023	J21T2KMV98DTN4P	New Sale Payment: J21T2KMV98DTN4P	500.00		1,500.00
21-09-2023	J21T2EILQB	Room Sale: J21T2EILQB	1,400.00		2,900.00
22-09-2023	20230922070912	Petty Cash: Had to call client xyz for payment follow-up		500.00	2,400.00
25-09-2023	J25T4EV9LN	New Sale Payment: J25T4EV9LN	500.00		2,900.00
25-09-2023	J25T5GENDA65L4C	New Sale Payment: J25T5GENDA65L4C	380.00		3,280.00
25-09-2023	20230925182637			10,000.00	-6,720.00
25-09-2023	20230925182726		4,000.00		-2,720.00
25-09-2023	J25T5RS4YW	New Purchase Payment: J25T5RS4YW		6,000.00	-8,720.00
29-09-2023	J29T12GZCROT7M1L	New Purchase Payment: J29T12GZCROT7M1L		2,000.00	-10,720.00
29-09-2023	20230929175029	Expense Payment na		400.00	-11,120.00
			Total IN: 7,780.00	Total OUT: 18,900.00	Balance: -11,120.00

Showing 0 to 0 of 0 entries Previous Next

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8.10 Customer statements report

This allows you to generate and print all the customer statements.

Navigate to Reports > Customer Statements

Select the customer and the report period then click the filter button

Customer Statements

Filter statement

Customer: Addy Odhiambo : 0725626733 From: 09 / 24 / 2023 To: 10 / 01 / 2023

Show 10 entries

Date	Ref	Details	Debit	Credit	Balance
24-09-2023		Balance Brought Forward			0.00
25-09-2023	J25T5GENDA65L4C	New Sale Payment: J25T5GENDA65L4C	380.00		380.00
			Total dr: 380.00	Total cr: 0.00	Balance: 380.00

Showing 0 to 0 of 0 entries

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8.11 Supplier statements report

This allows you to generate and print all the supplier statements.

Navigate to Reports > Supplier Statements

Select the supplier and the report period then click the filter button

Supplier Statements

Filter statement

Supplier: General Market : 065545555 From: 08 / 31 / 2023 To: 10 / 01 / 2023

Show 10 entries

Date	Ref	Details	Debit	Credit	Balance
No data available					

Showing 0 to 0 of 0 entries

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8.12 Supplier balances report

This allows you to have an overview of the supplier balances reports.

Navigate to Reports > Supplier Balances

Supplier Balances

Name	Phone	Total Amount	Amount Paid	Amount Due
Kennedy Kioko	072662667	6,000.00	6,000.00	0.00
Baycomm Limited	0752672838	7,500.00	12,500.00	5,000.00
General Market	065545555	0.00	0.00	0.00
TOTAL (KES)		18,500.00	13,500.00	5,000.00

8.13 General expenses report

Navigate to Reports > General Expenses

This gives an overview of expenses ran in the business

General Expenses

Account Code	Account Name	Sub-Account Name	Description	Amount	Date
800009	VAT	Taxes	New Sale: J21T5A6Z7X	626.91	2023-09-21 14:52:21
800010	Tourism Levy	Taxes	New Sale: J21T5A6Z7X	109.22	2023-09-21 14:52:21
800065	Airtime	General Expenses	Petty Cash: Had to call client xyz for payment follow-up	500.00	2023-09-22 07:18:58
2343423	Furniture Repair	General Expenses	New expense: 2 chairs in the boardroom	1,500.00	2023-09-22 08:09:56
800001	Purchase Account	Purchases	New Purchase: J25T5RS4YW	20,738.75	2023-09-25 18:47:09
23456789	Electricity rpr	General Expenses	New expense:	600.00	2023-09-29 16:21:23
trans001	Transport	General Expenses	New expense: na	400.00	2023-09-29 17:50:06
800008	Item Damages	General Expenses	New expense: 4 broken bottles	400.00	2023-10-01 10:18:06

9 Other Configurations

9.1 Printer configurations

The printer configuration described below is specifically for the 80mm thermal receipt printer.

Visit <https://www.iosoftsolutions.co.ke/downloads/> to download the printer driver.

The driver provided runs only on Windows 7 and higher versions.

Unzip the downloaded file.

Ensure your printer is connected to the computer then right click on the file. Select Run as Administrator then click proceed. In the window which appears, click Install.

After successful installation of the driver, open **Control Panel > View Devices and Printers**

The printer will be listed in the **Printers** section

Right click on the printer and select **Set as Default Printer**

Right click on the printer then select **Print Preferences**. In the opened window, select **Printer Properties**.

At the top bar, click **Printer Properties**. Select **Printer Properties** in the page that appears.

After finishing all these, click **OK** at the bottom of the page to exit the window.

To test if the printer is configured correctly; print a test page as described [here](#).

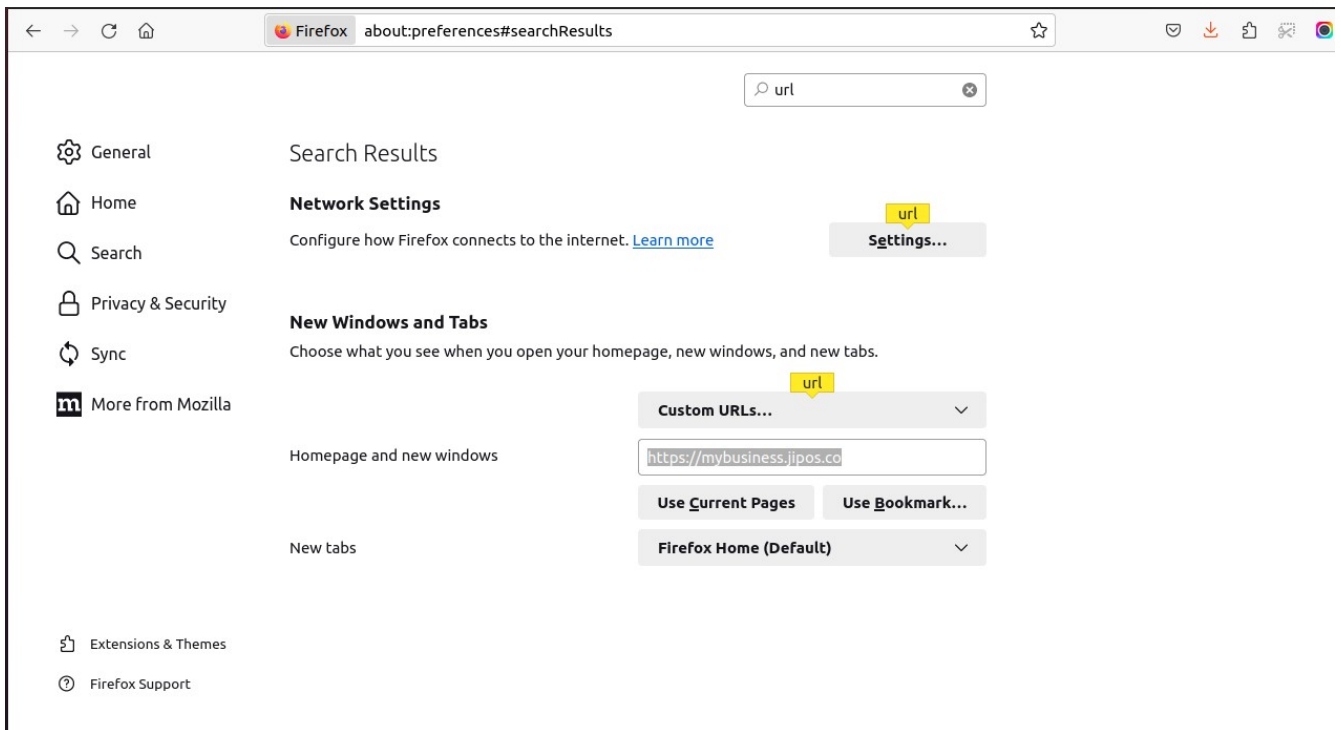
9.2 Browser configurations

The preferred browser for running JiPOS is [Firefox](#) which you can download and install.

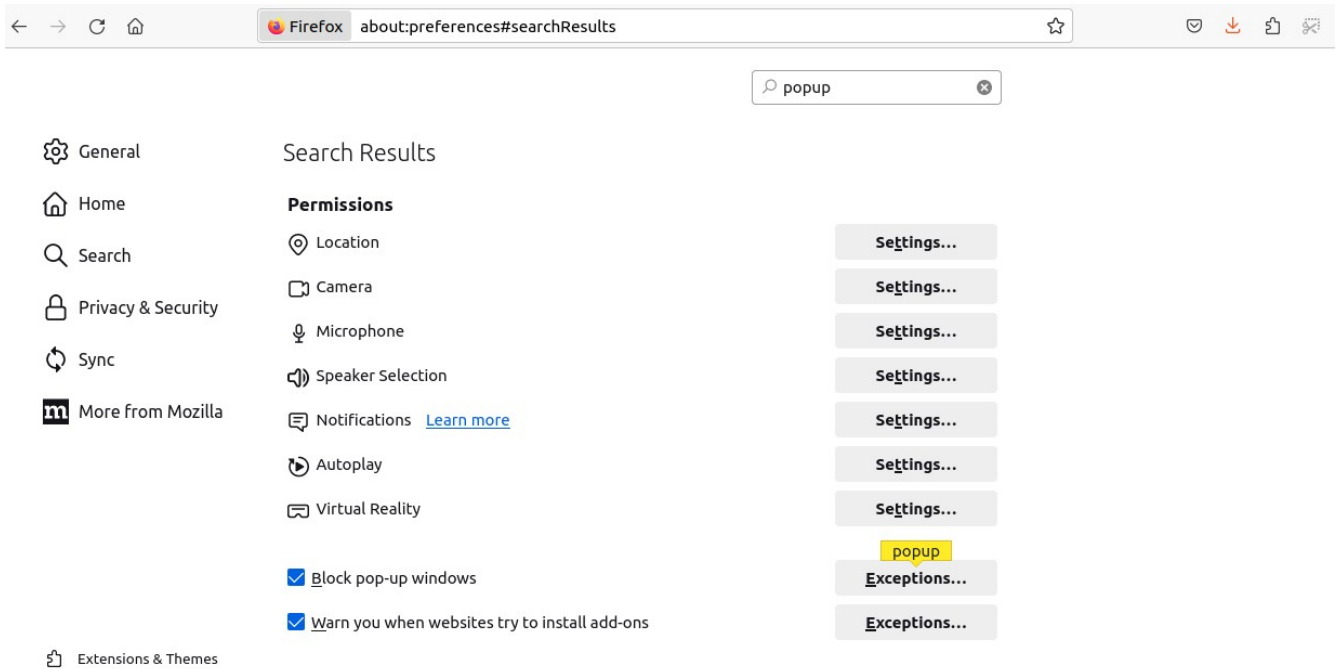
Set Firefox as the default browser as explained [here](#).

Open Firefox browser. In the url section type **about:preferences#home** without any spaces.

Type **url** in the search box which appears. Under **Homepage and new windows**, select **Custom URL** and insert the url given to you by the vendor as shown below.



In the same search box, type popup. Click Exceptions in Block pop-up windows section.



Insert the URL provided by the vendor in this section, Click **Allow** then **Save Changes**.