

Express365 Accounting QPOS –Pet Accommodation

November 2019

Latest Update: 10th Dec 2019



For information about customer support, please visit our homepage at <http://www.express365.com.my> on the World Wide Web.

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QPOS –Pet Accommodation

Express 365 (E365) cloud accounting strives to give you the best accounting experience, we've rolled up QPOS – Pet Accommodation! We will guide you on the feature.

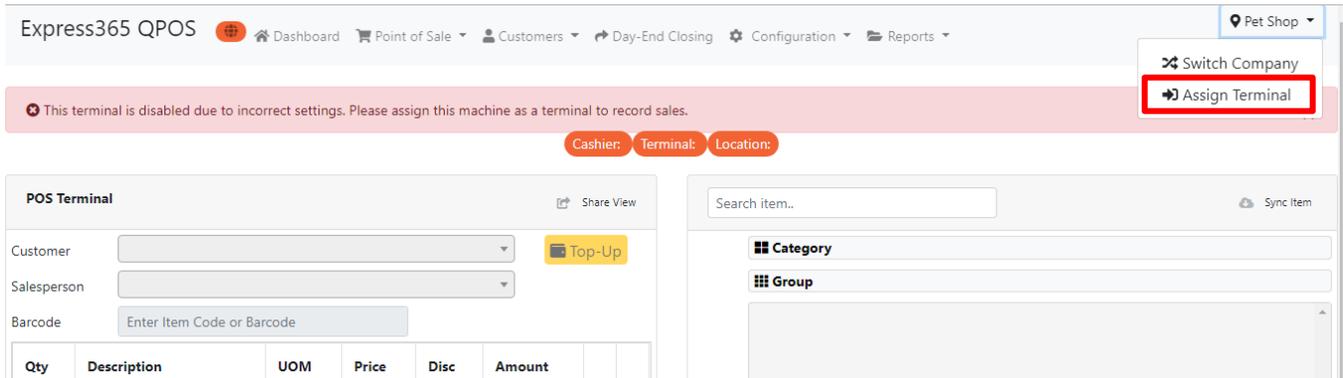
Step 1: Login QPOS

After login to QPOS, the illustrated image is the main screen of the system. Please note that the warning message will be displayed at the first time you login. It is normal to see this warning message because your terminal has yet to be configured.

Please go to step 2 if you see below warning message, else can go to step 3.

The screenshot displays the Express365 QPOS interface. At the top, the navigation bar includes 'Express365 QPOS' and a menu with 'Dashboard', 'Point of Sale', 'Customers', 'Day-End Closing', 'Configuration', and 'Reports'. The user is logged in as 'Judy' at the 'Pet Shop' location. A red-bordered warning message states: 'This terminal is disabled due to incorrect settings. Please assign this machine as a terminal to record sales.' Below the warning, there are tabs for 'Cashier', 'Terminal', and 'Location'. The main area is divided into two panels. The left panel, titled 'POS Terminal', contains fields for 'Customer', 'Salesperson', and 'Barcode' (with a 'Top-Up' button), and a table with columns: Qty, Description, UOM, Price, Disc, and Amount. The right panel features a 'Search item..' input field, a 'Sync Item' button, and dropdown menus for 'Category' and 'Group'.

Step 2: Assign Terminal



To assign terminal by click on **Company Name** and select **Assign Terminal**.

Assign Terminal ×

To assign this computer as a terminal, please select the location and terminal it represents.

To setup a terminal, please go to Setting > Terminals

Location:

HeadQuarter ▼

Terminal:

Terminal 1 ▼

Clear Settings OK Close

A popup window will appear, proceed to assign this computer as the POS terminal for this location and click **OK**. Now, you can start to use this system for your business!

Step 3: Select a Room for Pet

Order system in QPOS is ready for pet shops. Users can use it for item sales or pet's accommodation.

From the dashboard, you can see all the available rooms that you have setup in the system, just click on any of them to board your client's pet. If you can't see this page, please setup layout first by refer to section 1.

The screenshot displays the Express365 QPOS dashboard. At the top, the navigation bar includes 'Express365 QPOS', a globe icon, and a 'Dashboard' button highlighted with a red box. Other navigation options include 'Point of Sale', 'Customers', 'Day-End Closing', 'Configuration', and 'Reports'. On the right, there are dropdown menus for 'Pet Shop' and 'Judy'. Below the navigation bar, the user information shows 'Cashier: Judy', 'Terminal: Terminal 1', and 'Location: HeadQuarter'. The main area features a grid of room status buttons. Red boxes represent occupied rooms: 'R0001' and 'Room 2'. Green boxes represent available rooms: 'Room 3', 'Room 4', 'Room 5', 'Room 6', 'Room 7', 'Room 8', 'Room 9', 'Room 10', 'Room 11', 'Room 12', 'Room 13', 'Room 14', and 'Room 15'. A blue 'FLOOR' button is located to the right of the grid. At the bottom, there are three yellow buttons: 'Order Listing', 'Other Sales', and 'Refresh'.

Green boxes: Indicate available rooms.

Red boxes: Indicate occupied rooms.

Step 4: Create an Order for Check-in (deposit)

The screenshot shows two side-by-side windows from a POS system. The left window is the 'POS Terminal' and the right is the 'Order Detail'.

POS Terminal (Left):

- Customer: AnBu - Midm Low
- Salesperson: HPO00 - Chris
- Barcode: Enter Item Code or Barcode
- Table with columns: Qty, Description, UOM, Price, Disc, Amount
- Summary: Sub Total (0.00), Tax (0.00), Rounding Adjustment (0.00), Deposit (150.00), Net Total (0.00)
- Buttons: Layout, Discount, New, Pay Now, Order, Order Listing

Order Detail (Right):

- Order No: O-0912
- Pet Name: Brownie
- Breed: Chihuahua
- Owner Name: Johnson Ma
- Allergies: None
- Contact Number: +60132458796
- Check-in Date: 11/11/2019 12:55
- Check-out Date: (empty)
- Remark: Owner go for holiday
- Status: Confirmed
- Date: 11/11/2019 14:00:26

Deposit Table (Red Box):

Date	Amount	Payment Name	Remark
2019-11-11 13:02:54	150.00	Cash	Deposit

Buttons (Bottom): Confirmed, Cancel Order, Add More Item, Print, Close

- 1 Select the customer and salesperson for the order. Enter item code or barcode if any.
- 2 After selected customer and salesperson, click on Order.
- 3 On the right of the screen, fill in the pet details such as name, breed, owner's name, etc. Select the **check-in date and time** accordingly. Record any **deposit** made by your clients if there's any.
- 4 Click on **Confirmed** button to save the details.
- 5 Click on **Add More Item** if you would like to record item sold in this sale too.

Note: Please inform our support team to enable the "Order" feature beforehand.

Step 5: Add Items/Foods Supplied during the Stay

POS Terminal Share View

Customer: AhBu - Mdm Low Top-Up

Salesperson: HP000 - Chris

Barcode: Enter Item Code or Barcode

Qty	Description	UOM	Price	Disc	Amount		
1.00	Shirt	unit	22.00	0.00	22.00		X
1.00	RC Ocean Salmon 2KG	N/A	99.00	0.00	99.00		X
1.00	Clear Undercoat	unit	30.00	0.00	30.00		X
1.00	Shave Down	unit	80.00	0.00	80.00		X
Sub Total					231.00		
Tax					0.00		
Rounding Adjustment					0.00		
Deposit					150.00		
Net Total					231.00		

Layout Discount New Pay Now Order Order Listing

Search Item.. Sync Item

1	Category												
2	Group												
3	<table border="1"> <tr> <td>\$30.00</td> <td>\$32.00</td> <td>\$75.00</td> <td>\$80.00</td> <td>\$30.00</td> <td>\$75.00</td> </tr> <tr> <td>Tulipppet Premium Lavender Conditioning Shampoo 750ml</td> <td>Tulipppet Sulphur & Chamomile Shampoo 750ml</td> <td>Tulipppet Premium Lavender Conditioning Shampoo 4Litres</td> <td>Tulipppet Sulphur & Chamomile Shampoo 4Litres</td> <td>Tulipppet Fragrance Groom Shampoo 750ml</td> <td>Tulipppet Fragrance Groom Shampoo 4Litres</td> </tr> </table>	\$30.00	\$32.00	\$75.00	\$80.00	\$30.00	\$75.00	Tulipppet Premium Lavender Conditioning Shampoo 750ml	Tulipppet Sulphur & Chamomile Shampoo 750ml	Tulipppet Premium Lavender Conditioning Shampoo 4Litres	Tulipppet Sulphur & Chamomile Shampoo 4Litres	Tulipppet Fragrance Groom Shampoo 750ml	Tulipppet Fragrance Groom Shampoo 4Litres
\$30.00	\$32.00	\$75.00	\$80.00	\$30.00	\$75.00								
Tulipppet Premium Lavender Conditioning Shampoo 750ml	Tulipppet Sulphur & Chamomile Shampoo 750ml	Tulipppet Premium Lavender Conditioning Shampoo 4Litres	Tulipppet Sulphur & Chamomile Shampoo 4Litres	Tulipppet Fragrance Groom Shampoo 750ml	Tulipppet Fragrance Groom Shampoo 4Litres								
4	<table border="1"> <tr> <td>\$15.00</td> <td>\$45.75</td> <td>\$660.40</td> <td>\$145.00</td> <td>\$191.00</td> <td>\$8.80</td> </tr> <tr> <td>Andis Clipper Oil 118ml</td> <td>Andis Cool Care Plus</td> <td>Andis AGC Super 2 Speed Clipper</td> <td>ANDIS BLADE SIZE 7FC</td> <td>NV Hip & Joint 90 Capsules (Advanced)</td> <td>Topsy Snag Free Nylon Collar SF-308 P1</td> </tr> </table>	\$15.00	\$45.75	\$660.40	\$145.00	\$191.00	\$8.80	Andis Clipper Oil 118ml	Andis Cool Care Plus	Andis AGC Super 2 Speed Clipper	ANDIS BLADE SIZE 7FC	NV Hip & Joint 90 Capsules (Advanced)	Topsy Snag Free Nylon Collar SF-308 P1
\$15.00	\$45.75	\$660.40	\$145.00	\$191.00	\$8.80								
Andis Clipper Oil 118ml	Andis Cool Care Plus	Andis AGC Super 2 Speed Clipper	ANDIS BLADE SIZE 7FC	NV Hip & Joint 90 Capsules (Advanced)	Topsy Snag Free Nylon Collar SF-308 P1								
5	<table border="1"> <tr> <td>\$15.90</td> <td>\$80.00</td> <td>\$2.50</td> <td>\$4.00</td> <td>\$6.00</td> <td>\$8.00</td> </tr> <tr> <td>Tarokun Little Biscuit 400G</td> <td>Greenies Teenie 12OZ</td> <td>Greenies Minime Teenie</td> <td>Greenies Minime Petite</td> <td>Greenies Minime Regular</td> <td>Greenies Minime Large</td> </tr> </table>	\$15.90	\$80.00	\$2.50	\$4.00	\$6.00	\$8.00	Tarokun Little Biscuit 400G	Greenies Teenie 12OZ	Greenies Minime Teenie	Greenies Minime Petite	Greenies Minime Regular	Greenies Minime Large
\$15.90	\$80.00	\$2.50	\$4.00	\$6.00	\$8.00								
Tarokun Little Biscuit 400G	Greenies Teenie 12OZ	Greenies Minime Teenie	Greenies Minime Petite	Greenies Minime Regular	Greenies Minime Large								
6	<table border="1"> <tr> <td>\$8.80</td> <td>\$8.80</td> <td>\$39.90</td> <td>\$39.90</td> <td>\$39.90</td> <td>\$39.90</td> </tr> <tr> <td>Topsy Snag Free Nylon Collar SF-308 P2</td> <td>Topsy Snag Free Nylon Collar SF-308 P3</td> <td>TOMMY'S KITCHEN CHICKEN JERKY 400G</td> <td>Tommy's Kitchen Duck Jerky 400G</td> <td>Tommy's Kitchen Rawhids</td> <td>Tommy's Kitchen Chicken Potato Twist 400G</td> </tr> </table>	\$8.80	\$8.80	\$39.90	\$39.90	\$39.90	\$39.90	Topsy Snag Free Nylon Collar SF-308 P2	Topsy Snag Free Nylon Collar SF-308 P3	TOMMY'S KITCHEN CHICKEN JERKY 400G	Tommy's Kitchen Duck Jerky 400G	Tommy's Kitchen Rawhids	Tommy's Kitchen Chicken Potato Twist 400G
\$8.80	\$8.80	\$39.90	\$39.90	\$39.90	\$39.90								
Topsy Snag Free Nylon Collar SF-308 P2	Topsy Snag Free Nylon Collar SF-308 P3	TOMMY'S KITCHEN CHICKEN JERKY 400G	Tommy's Kitchen Duck Jerky 400G	Tommy's Kitchen Rawhids	Tommy's Kitchen Chicken Potato Twist 400G								
7	<table border="1"> <tr> <td>\$8.90</td> <td>\$8.90</td> <td>\$8.90</td> <td>\$8.90</td> <td>\$8.90</td> <td>\$22.90</td> </tr> <tr> <td>Tommy's Kitchen</td> <td>Tommy's Kitchen</td> <td>Tommy's Kitchen</td> <td>Tommy's Kitchen</td> <td>Tommy's Kitchen</td> <td>SAUSAGE FISH</td> </tr> </table>	\$8.90	\$8.90	\$8.90	\$8.90	\$8.90	\$22.90	Tommy's Kitchen	Tommy's Kitchen	Tommy's Kitchen	Tommy's Kitchen	Tommy's Kitchen	SAUSAGE FISH
\$8.90	\$8.90	\$8.90	\$8.90	\$8.90	\$22.90								
Tommy's Kitchen	Tommy's Kitchen	Tommy's Kitchen	Tommy's Kitchen	Tommy's Kitchen	SAUSAGE FISH								
8													
9													
10													

- 1 From the order screen, to add items for the order, go to **Add More Item**.
- 2 Select the items you need to add.

Note: Day-end closing still can be done as per normal. Outstanding Orders will remain as it is until it has been paid.

Step 6: Check-out and Issue Payment Receipt

Express365 QPOS Dashboard Point of Sale Customers Day-End Closing Configuration Reports Pet Shop Judy

Cashier: Judy Terminal: Terminal 1 Location: HeadQuarter

R0001	Room 6	Room 11
Room 2	Room 7	Room 12
Room 3	Room 8	Room 13
Room 4	Room 9	Room 14
Room 5	Room 10	Room 15

Order Listing Other Sales Refresh

Cashier: Judy Terminal: Terminal 1 Location: HeadQuarter - Room 1

POS Terminal

Customer: JnBu - Mdm Low

Salesperson: HPO00 - Chris

Barcode: [Enter Item Code or Barcode]

Qty	Description	UOM	Price	Disc	Amount
1.00	Shirt	un1	22.00	0.00	22.00
1.00	RC Ocean Salmon 2KG	N/A	99.00	0.00	99.00
1.00	Clear Undercoat	un1	30.00	0.00	30.00

Sub Total: 151.00
Tax: 0.00
Rounding Adjustment: 0.00
Deposit: 150.00
Net Total: 151.00

Layout Discount New Pay Now **Order** Order Listing

Order Detail

Order No: O-0912

Pet Name: Brownie

Breed: Chihuahua

Owner Name: Johnson Ma

Allergies: None

Contact Number: +60132458796

Check-In Date: 04/11/2019 12:55

Check-Out Date: 13/11/2019 14:30

Remark: Owner go for holiday

Status: Confirmed

Date: 14/11/2019 12:17:13

Date	Amount	Payment Name	Remark
2019-11-11 13:02:54	150.00	Cash	Deposit

Confirmed Cancel Order Add More Item Print

- 1 When client want to check-out for their pet, just go to Dashboard and select the respective room (the room box should be in red color). Then, click on Order to view order details.
- 2 Select the check-out date and time accordingly. Add Hotel per night from the **Add More Item**.
- 3 Click on **confirm** to save the order.

POS Terminal Share View

Customer: Top-Up

Salesperson:

Barcode:

Qty	Description	UOM	Price	Disc	Amount
1.00	Spa Treatment S	unit	88.00	0.00	88.00
3.00	Hug Can Food Lamb 400Gm	unit	5.00	0.00	15.00
3.00	Everytime Handmade Cookies-Sweet Potato	unit	8.90	0.00	26.70
3.00	Hotel per night	N/A	150.00	0.00	450.00

Sub Total: 579.70
 Tax: 0.00
 Rounding Adjustment: 0.00
 Deposit: 100.00

Net Total: 579.70

Layout Discount New **Pay Now** Order Order Listing

Search Item:

Category: All Boarding Service Grooming Service Shirt Product

Group: TRANSPORT Product Items Shampoo Shirt Spa Treatment Supplement Toiletry Toy Training Transport Treats

\$30.00	\$32.00	\$75.00	\$80.00	\$30.00	\$75.00
Tulipset Premium Lavender Conditioning Shampoo 750ml	Tulipset Sulphur & Chamomile Shampoo 750ml	Tulipset Premium Lavender Conditioning Shampoo 4Litres	Tulipset Sulphur & Chamomile Shampoo 4Litres	Tulipset Fragrance Groom Shampoo 750ml	Tulipset Fragrance Groom Shampoo 4Litres
\$115.00	\$45.75	\$660.40	\$145.00	\$191.00	\$8.80
Andis Clipper Oil 118ml	Andis Cool Care Plus	Andis AGC Super 2 Speed Clipper	ANDIS BLADE SIZE 7FC	NV Hip & Joint 90 Capsules (Advanced)	Toopy Snag Free Nylon Collar SF-308 P1
\$15.90	\$80.00	\$2.50	\$4.00	\$6.00	\$8.00
Tarokun Little Biscuit 400G	Greenies Teenie 12OZ	Greenies Minnie Teenie	Greenies Minnie Petite	Greenies Minnie Regular	Greenies Minnie Large
\$8.80	\$8.80	\$38.90	\$39.90	\$39.90	\$39.90
Toopy Snag Free Nylon Collar SF-308 P2	Toopy Snag Free Nylon Collar SF-308 P3	TOMMY KITCHEN CHICKEN JERKY 400G	Tommy's Kitchen Duck Jerky 400G	Tommy's Kitchen Rawhide W/Chicken Twist 400G	Tommy's Kitchen Chicken Potato Twist 400G
\$8.90	\$8.90	\$8.90	\$8.90	\$8.90	\$22.90
Tommy's Kitchen Chicken	Tommy's Kitchen Fish	Tommy's Kitchen Lamb	Tommy's Kitchen Duck	Tommy's Kitchen Beef	SAUSAGE-FISH 30PCS

4

5

4 Enter the number of nights the pet stayed at your accommodation accordingly as shown in screenshot below.

5 Click on **Pay Now** when your client is ready to pay.

Payment ×

Net Total: 579.70

Deposit Balance: 100.00 ×

Amount To Pay: 479.70

Cash Credit Card Credit Balance Point Balance (\$)

Cash: 479.70

7	8	9	Del
4	5	6	/
1	2	3	Enter
0	.	c	

6

7

8

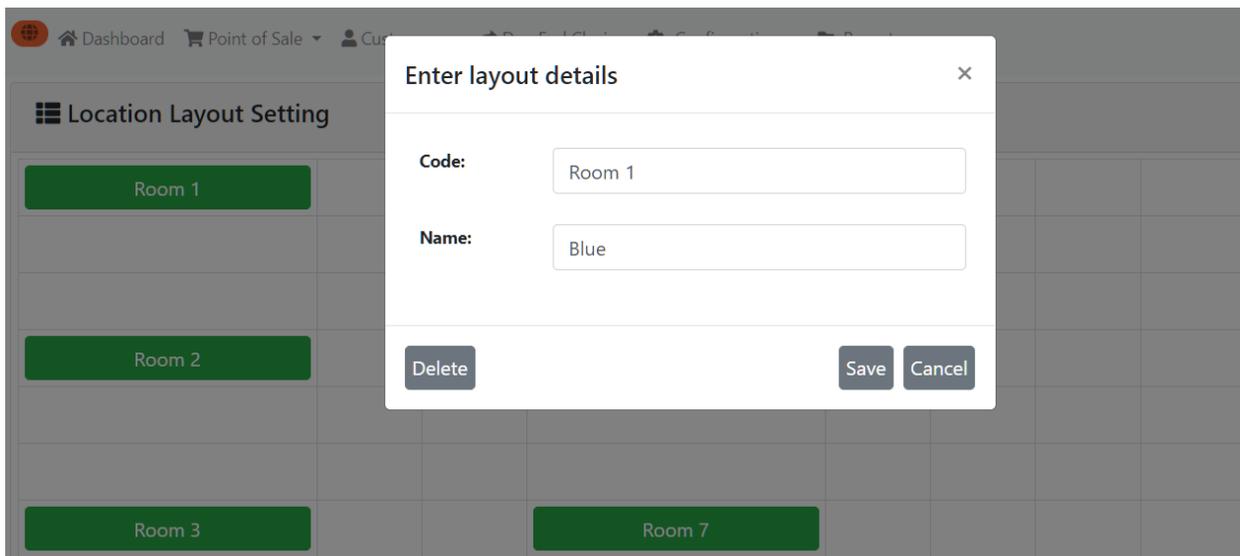
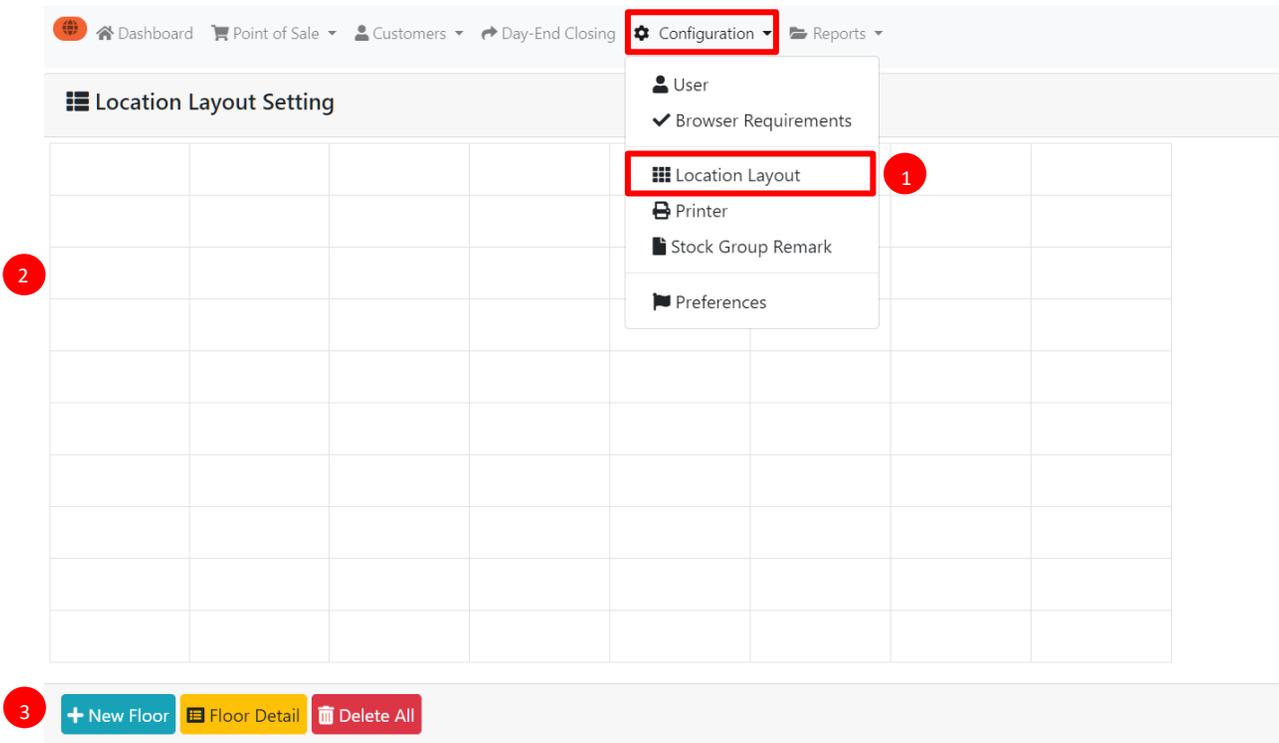
6 A pop-up screen will appear as shown above. Any deposit recorded will be shown and amount will be deducted accordingly.

7 Select the payment method and click.

8 Enter to confirm the payment and print the receipt.

Section 1: Setup Layout

For the business model like F&B, Hotel, Massage center and pet shop with accommodation, Location Layout allows user to bill their client based on table or room.



- 1 First, go to the **Configuration** and select **Location Layout**.
- 2 Select a particular box to enter details. Details can be amending after save by select the particular room.

- 3 Click on the **New Floor** allows user to create various floor based on their building and save. User can amend the detail of the floor by click on the **Floor Detail**.

Location Layout Setting

Name:

Code:

Sequence:

[Save](#) [Location layout](#)

Location Layout Setting

Room 1		Room 5			
Room 2		Room 6			
Room 3		Room 7			
Room 4		Room 8			

Floor 1

Floor 2

[+ New Floor](#) [Floor Detail](#) [Delete All](#)