

Express365 Accounting QPOS –Pet Accommodation

November 2019

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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.

Express365 QPOS

Dashboard

Point of Sale

Customers

Day-End Closing

Configuration

Reports

Pet Shop

Judy

This terminal is disabled due to incorrect settings. Please assign this machine as a terminal to record sales.

Cashier: Terminal: Location:

POS Terminal

Share View

Customer

Salesperson

Barcode

Enter Item Code or Barcode

Qty

Description

UOM

Price

Disc

Amount

Top-Up

Search item..

Sync Item

Category

Group

Step 2: Assign Terminal

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

This terminal is disabled due to incorrect settings. Please assign this machine as a terminal to record sales.

Cashier: **Terminal:** **Location:**

POS Terminal Share View

Customer Top-Up

Salesperson

Barcode

Qty	Description	UOM	Price	Disc	Amount
-----	-------------	-----	-------	------	--------

Search item.. Sync Item

Category

Group

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:

Terminal:

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.

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		FLOOR
Room 2		Room 7		Room 12		
Room 3		Room 8		Room 13		
Room 4		Room 9		Room 14		
Room 5		Room10		Room 15		

Order Listing
Other Sales
Refresh

Green boxes: Indicate available rooms.

Red boxes: Indicate occupied rooms.

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

The screenshot shows the POS Terminal interface on the left and the Order Detail screen on the right. Red circles with numbers 1 through 5 indicate the steps for creating an order.

POS Terminal:

- 2:** Customer dropdown menu (AnBu - Midm Low).
- 1:** Order button (highlighted in red).

Order Detail:

- 3:** Pet Name field (Brownie).
- 5:** Deposit table (highlighted in red).
- 4:** Confirmed button (highlighted in red).

Deposit Table:

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

- 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	<div>\$30.00</div> <div>Tulipppet Premium Lavender Conditioning Shampoo 750ml</div>
4	<div>\$32.00</div> <div>Tulipppet Sulphur & Chamomile Shampoo 750ml</div>
5	<div>\$75.00</div> <div>Tulipppet Premium Lavender Conditioning Shampoo 4Litres</div>
6	<div>\$80.00</div> <div>Tulipppet Sulphur & Chamomile Shampoo 4Litres</div>
7	<div>\$30.00</div> <div>Tulipppet Fragrance Groom Shampoo 750ml</div>
8	<div>\$75.00</div> <div>Tulipppet Fragrance Groom Shampoo 4Litres</div>
9	<div>\$15.00</div> <div>Andis Clipper Oil 118ml</div>
10	<div>\$45.75</div> <div>Andis Cool Care Plus</div>
11	<div>\$660.40</div> <div>Andis AGC Super 2 Speed Clipper</div>
12	<div>\$145.00</div> <div>ANDIS BLADE SIZE 7FC</div>
13	<div>\$191.00</div> <div>NV Hip & Joint 90 Capsules (Advanced)</div>
14	<div>\$8.80</div> <div>Topsy Snag Free Nylon Collar SF-308 P1</div>
15	<div>\$15.90</div> <div>Tarokun Little Biscuit 400G</div>
16	<div>\$80.00</div> <div>Greenies Teenie 12OZ</div>
17	<div>\$2.50</div> <div>Greenies Minime Teenie</div>
18	<div>\$4.00</div> <div>Greenies Minime Petite</div>
19	<div>\$6.00</div> <div>Greenies Minime Regular</div>
20	<div>\$8.00</div> <div>Greenies Minime Large</div>
21	<div>\$8.80</div> <div>Topsy Snag Free Nylon Collar SF-308 P2</div>
22	<div>\$8.80</div> <div>Topsy Snag Free Nylon Collar SF-308 P3</div>
23	<div>\$39.90</div> <div>TOMMY'S KITCHEN CHICKEN JERKY 400G</div>
24	<div>\$39.90</div> <div>Tommy's Kitchen Duck Jerky 400G</div>
25	<div>\$39.90</div> <div>Tommy's Kitchen Rawhide W/4Chicken Twist 400G</div>
26	<div>\$39.90</div> <div>Tommy's Kitchen Chicken Potato Twist 400G</div>
27	<div>\$8.90</div> <div>Tommy's Kitchen</div>
28	<div>\$8.90</div> <div>Tommy's Kitchen</div>
29	<div>\$8.90</div> <div>Tommy's Kitchen</div>
30	<div>\$8.90</div> <div>Tommy's Kitchen</div>
31	<div>\$8.90</div> <div>Tommy's Kitchen</div>
32	<div>\$22.90</div> <div>SAUSAGE FISH</div>

- From the order screen, to add items for the order, go to **Add More Item**.
- 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

1

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

FLOOR

Order Listing Other Sales Refresh

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

POS Terminal

Customer: Jn/Bo - Midm Low

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
1.00	RC Ocean Salmon 2KG	N/A	99.00	0.00	99.00
1.00	Clear Undercoat	unit	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 17:17:13

Deposit: +

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

3

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 Tulipset Premium Lavender Conditioning Shampoo 750ml	\$32.00 Tulipset Sulphur & Chamomile Shampoo 750ml	\$75.00 Tulipset Premium Lavender Conditioning Shampoo 4Litres	\$80.00 Tulipset Sulphur & Chamomile Shampoo 4Litres	\$10.00 Tulipset Fragrance Groom Shampoo 750ml	\$75.00 Tulipset Fragrance Groom Shampoo 4Litres
\$15.00 Andis Clipper Oil 118ml	\$45.75 Andis Cool Care Plus	\$660.40 Andis AGC Super 2 Speed Clipper	\$145.00 ANDIS BLADE SIZE 7FC	\$191.00 NV Hip & Joint 90 Capsules (Advanced)	\$8.80 Topsy Snag Free Nylon Collar SF-308 P1
\$15.90 Tarkun Little Biscuit 400G	\$80.00 Greenies Teenie 120Z	\$2.50 Greenies Minnie Teenie	\$4.00 Greenies Minnie Petite	\$6.00 Greenies Minnie Regular	\$8.00 Greenies Minnie Large
\$8.80 Topsy Snag Free Nylon Collar SF-308 P2	\$8.80 Topsy Snag Free Nylon Collar SF-308 P3	\$39.90 TOMMY KITCHEN CHICKEN JERKY 400G	\$39.90 Tommy's Kitchen Duck Jerky 400G	\$39.90 Tommy's Kitchen Rawhide W/4Chicken Twist 400G	\$39.90 Tommy's Kitchen Chicken Potato Twist 400G
\$8.90 Tommy's Kitchen Chicken	\$8.90 Tommy's Kitchen Fish	\$8.90 Tommy's Kitchen Lamb	\$8.90 Tommy's Kitchen Duck	\$8.90 Tommy's Kitchen Beef	\$22.90 SAUSAGE FISH 30PCS

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 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.

Step 7: Retail sales

Cashier: Judy Terminal: Terminal 1 Location: HeadQuarter

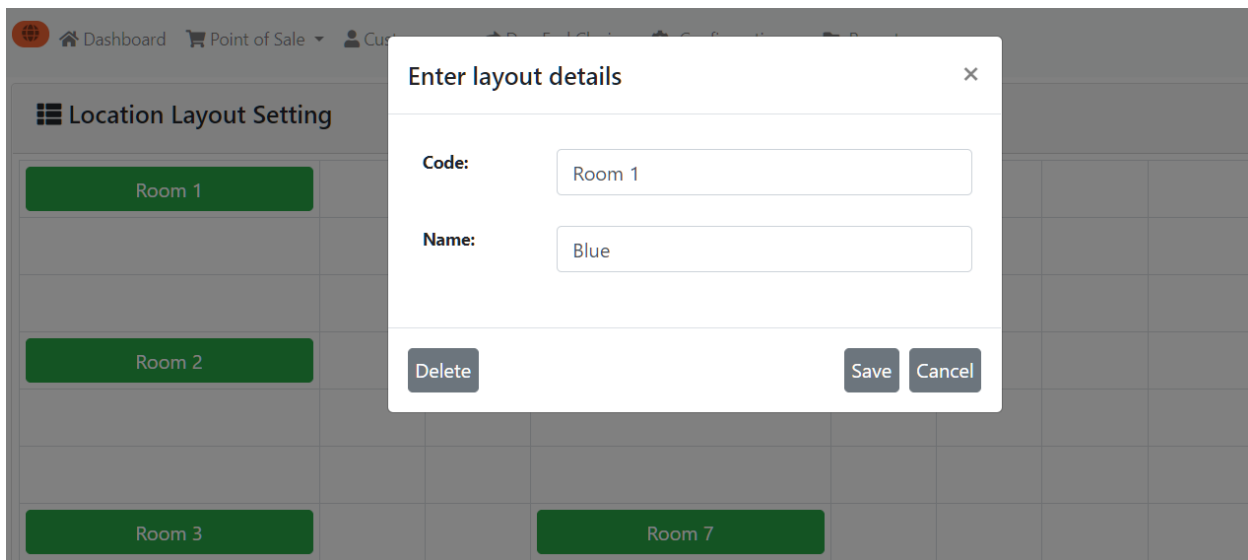
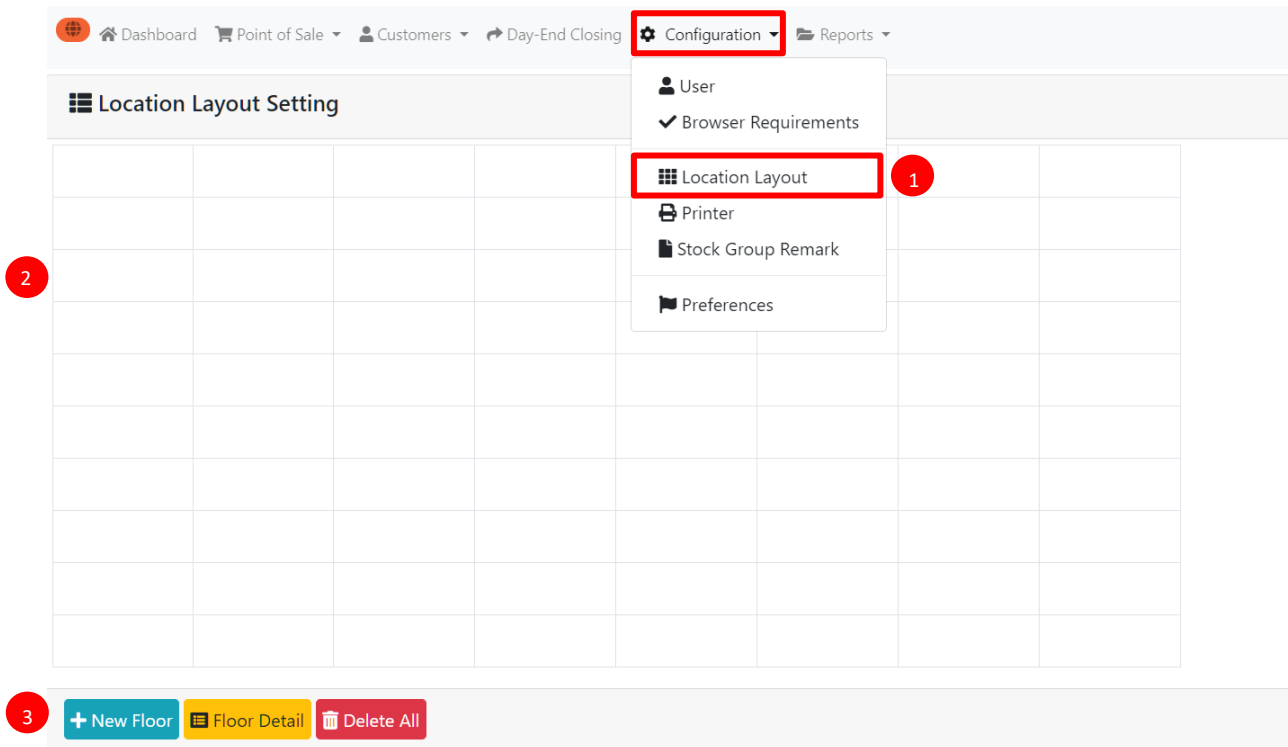
R0001			Room 6					FLOOR
						Room 11		
Room 2			Room 7					
						Room 12		
Room 3			Room 8					
						Room 13		
Room 4			Room 9					
						Room 14		
Room 5			Room10					
						Room 15		

Order Listing Other Sales Refresh

- 1 Retail sales can be done as per normal transaction without using Order.
- 2 Just select "Other Sales" button from Dashboard > select sales items > click on Pay Now.

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.

- 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:

Floor 1

Code:

Floor 1

Sequence:

1

Save

Location layout

Location Layout Setting

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

+ New Floor

Floor Detail

Delete All