

Product Software  
2023

E P O S

Mary Smith

Portfolio

# E P O S

Manage Your Shops Smartly

1. Introduction
2. Account & Subscription
3. Products
4. Pos
5. Purchases
6. Locations
7. Expenses

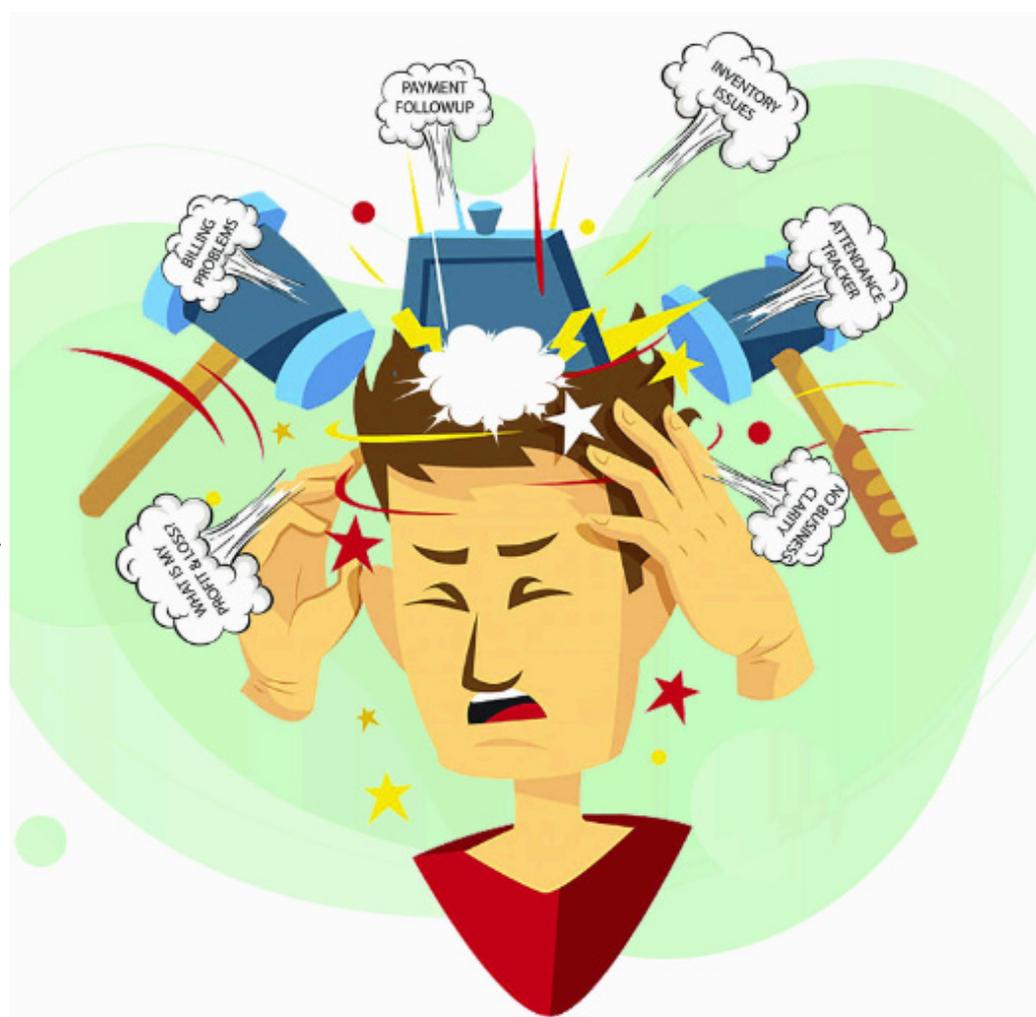
“Some people dream of success, while other people get up every morning and make it happen.” - JOSH JAMES

# INTRODUCTION

A POS system allows your business to accept payments from customers and keep track of sales.

Running a business and keep track of inventory is a major problem, the following are problems you might face without a pos system:

1. No Track Of Profits
2. Time Wasted On Manual Processes
3. Manual Mistakes
4. Difficult To Give Dicounts
5. Poor Staff Management
6. Complicated Accounting
7. Inventory-Tracking Issue
8. Employpass Finding Difficult Mastering Product Prices.
9. Multiple Shops Management Very Difficult To Manage.
10. No Real-Time Updates
11. Cannot Track Product Stock Movement.



Having A Pos Can Help Solve A Lot Of Problems From Inventory to Accounting to Payroll and More. Our Pos has a very simple setup, and very cheap pricing. A Merchant with only 10 Products can use EPos for FREE

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Website: <https://pos.ioevisa.net>

IOE-Pos

Pricing

Repair Status

Login

Register

# IOE-Pos

IOE - Pos



Android: <https://play.google.com/store/apps/details?id=com.ioevisa.pos>

IOS: Before 31 October 2023

Windows: Before 31 November 2023

# WHY US?

## **Business Management**

- Multiple Business
- Multiple Locations & More
- No restriction on numbers of businesses.
- Inventory & accounting information is kept separately for each business.

## **Product Management**

- Simple & Variable Products
- Enable/Disable Stock Management
- Brands, Units, Categories and More
- Products With Expiry
- Low Stock Alerts
- Sku
- Print Barcodes And Labels

## **Location Management**

- Create multiple locations for your business/shop
- Manage all of them at the same time.
- Stocks, Purchases, Sell can be tracked differently for locations.
- Customize invoice layout, invoice scheme for each location

## **User & Role Management**

- Powerful user and role management system
- Predefined roles – Admin & Cashier
- Create different Roles with permission as per your need.
- Create unlimited users with different roles.

## **Contacts (Customer & Suppliers)**

- Mark contact as customer or supplier or both(customer & Supplier)
- View details of transactions with a contact.
- View total of Credit/Debit balance amount
- Define pay term and get payment alerts week before the due date.

## **Purchases**

- Easily add purchases.
- Add purchase for different locations.
- Manage Paid/Due purchases.
- Get Notified of Due purchases week before the pay date.
- Add discounts & Taxes

## **Manage Expenses**

- Easily add business expenses
- Categorise expenses
- Analyse expenses based on category and business locations with expenses report.

## **And More**

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## Account & Subscription

We Offer The Cheapest And Most Sophisticated Pos Software On The Market, Our Pricing is as Follows:

Starter	Business	Enterprise
<ul style="list-style-type: none"><li>✓ 1 Business Locations</li><li>✓ 5 Users</li><li>✓ 10 Products</li><li>✓ Unlimited Invoices</li></ul>	<ul style="list-style-type: none"><li>✓ 1 Business Locations</li><li>✓ 100 Users</li><li>✓ 200 Products</li><li>✓ Unlimited Invoices</li><li>✓ Essentials Module</li><li>✓ Repair Module</li></ul>	<ul style="list-style-type: none"><li>✓ Unlimited Business Locations</li><li>✓ Unlimited Users</li><li>✓ Unlimited Products</li><li>✓ Unlimited Invoices</li><li>✓ Essentials Module</li><li>✓ Repair Module</li><li>✓ WooCommerce Module</li></ul>
<p>Free for 1 Years</p>	<p>ZK 100.00 / 1 Months</p>	<p>ZK 200.00 / 1 Months</p>
<p>Register Free</p> <p>Best For Small Business</p>	<p>Register &amp; subscribe</p> <p>Best For Med-Sized Business</p>	<p>Register &amp; subscribe</p> <p>Best For Large-Scale Business</p>

Our Pricing is Basically free for 10 Products, 1 Business location wanting more than 10 Products needs to pay 100Kwacha, while 200Kwacha means everything is unlimited. These are amounts are per month and are billed via mobile-money: Airtel, Mtn and Zamtel.

**Website:** <https://pos.ioevisa.net/pricing>

**Mobile App:** Is Shown Just After Clicking Register

## Registration

When you register an account, two things happen you register both a business and location

In Order To Save Time And Make Process Faster, On The Mobile App, Some Fields Are Omitted When Compared To The Web-Version, Includes The Following:

**1. Tax Information:**

Throughout The Whole App, Tax Information Is Not Included Per Product.

**2. Timezone:**

Timezone Is Also Omitted, Assuming All People Use Lusaka Time, Those Wanting A Different Time, Can Adjust After Registration On The Web

**3. Currency:**

All Users are Expected To Be Using Zambian Kwacha as Currency. Even If Currency Was Manually Changed On The Web-version, The Zambian Kwacha Symbol Will Still Show On The App.

**4. Accounting System:**

All Business That Register Via The Mobile-App To Reflect Zambian's Situation Will Be Automatically Assigned FIFO (First In, First Out). It Means If You Added Purchases Of A Product With A Higher Purchase And Sale Amount, Those Products Shall Be Sold First Before Selling To Others

Note: All Usernames Must Be Unique And All Passwords Must Have Atleast 6 Digits

17:24 59.17 K/s 5G 79%

**Business**

Business Name

Country

State

City

Zip Code

Landmark

**Owner Info**

Mr/Miss

First Name

Last Name

Email

Username

Password

Confirm Password

**Register**

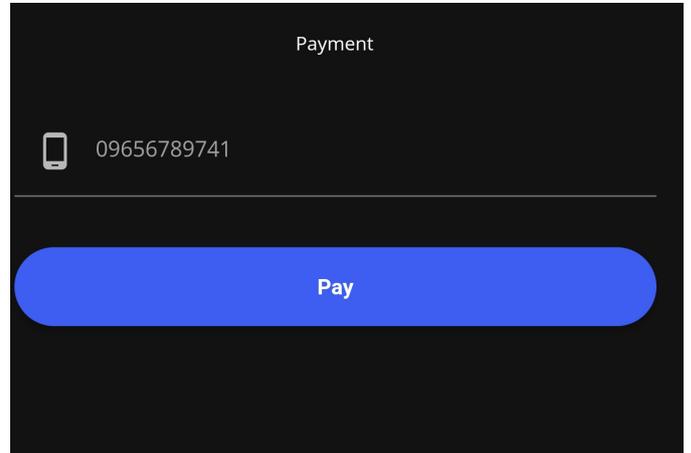
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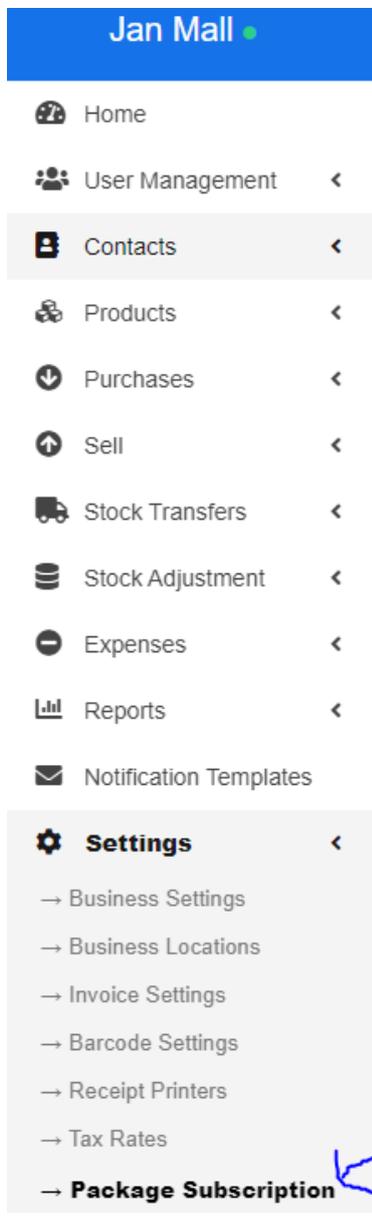
### Subscription

When You Login The Website Or Mobile App For The First Time Or When Your Subscription Is Expired, You Will Be Redirected To The Payment. After That You Can Pay By Entering Mobile Money Phone Number And Authorising Payment

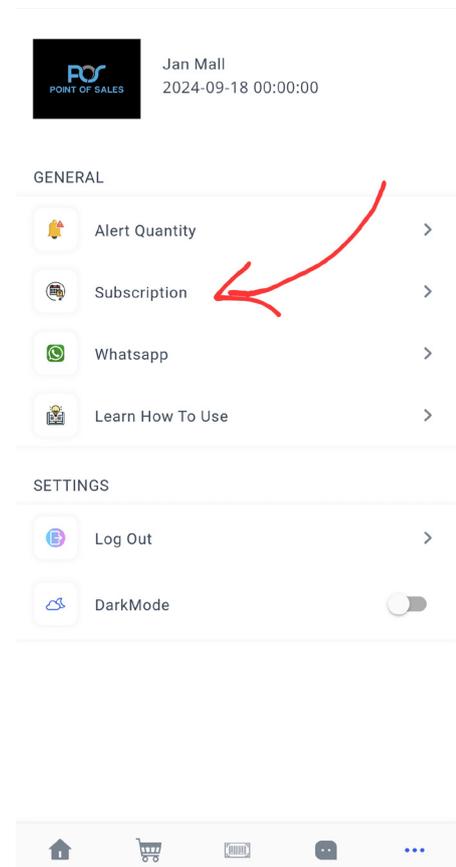
**MOREVER**, If You Already Have An Active Subscription But Want Make Payments In Advance, Its Still Possible On Both Web-Version And Mobile Phone



When Logged In On The Web Version, Under Settings, Simply Click Package Subscription To Renew.



On The Mobile App, Simply Click On The Last Icon On The Bottom Menu Then Click On Subscriptin

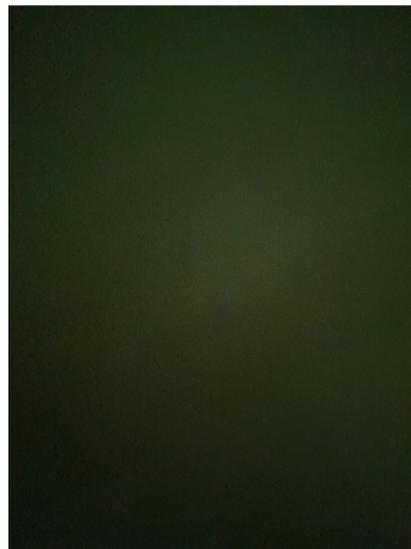


# Products

All Products Must Have One(1) Unique SKU(Stock keeping unit) Number. This Is The Number Stored In A Barcode. Since Some Products Don't Have Barcodes, We Could Not Limit The Length Strictly To Barcode Types. If Your Product Does Not Have A Barcode, You Could Simply Print It Out And Stick It To The Products.

By Default, You'll Need To scan a barcode so that you can add a product via mobile-app. This is to make sure that the entered Sku is correct. If The Product You Have Doesn't Have A Barcode, Consider Scanning A Barcode Then Changing Sku To A Different Number Which You Can Print Out Later.

← Please Scan To Add Products



Add Products

Product Name

SKU/Barcode Number  
7348008915371

Location  
Jan Mall

Units  
Pieces

Categories  
Grocery

Brands  
Zam Gold

Click On Image To Upload

Pricing

Purchase Price 0 Profit Percent 0

Quantity

Quantity 0 Alert Quantity 0

Save

Consider The Following Fields:

**Product Name:** A Name Like Maheu-Yellow Drink

**SKU:** Barcode/ Unique Number

**Location:** Business Location (1 is Added During Registrarion)

**Categories:** Like Drinks, Food. Categories Must Be Made

**Brands:** Like Trade-Kings, Must Also Be Manually Created

**Units:** Like Pieces, Litres. Must Also Be Manually Created

**Image:** The Image Of The Product

**Purchase Price:** The Original Amount Of The Product

**Profit Percent:** The Percent Profit For System To Calculate

**Amount:** The Sells Price Of Product = Purchase Price + Profit Percent

**Quantity:** The Number Of The Product Available (Even With Multiple Shops, Enter The Total)

**Alert Quantity:** This Is The Quantity Which You Want The System To Notify You When The Product Reduces To That Amount.

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### Adding Products

This Menu Will Appear On The Mobile App To Any User As Long As They Are Registered On The Platform Under Your Business. Before Adding A New Product, You'll Need To Open Categories and Brands And Add At-least One Of Each. This Is In Order To Assure Every Product Is Well Organized.

Location -->

Jan Mall (BL0001)

Featured

See All



Products



Units



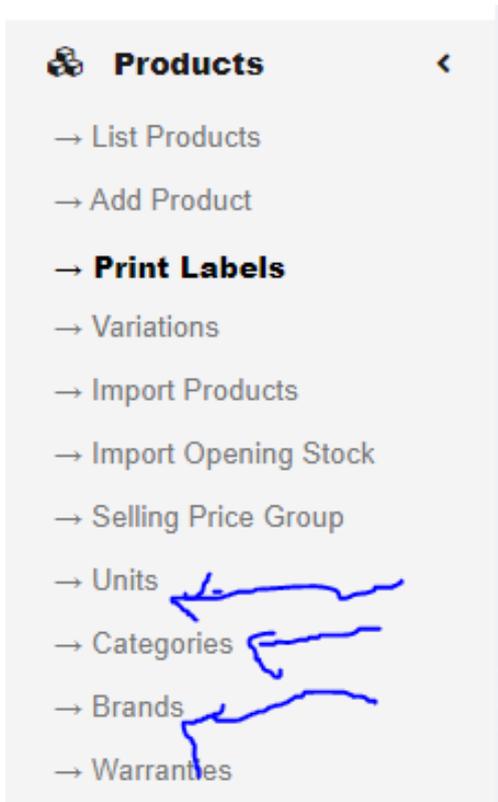
Categories



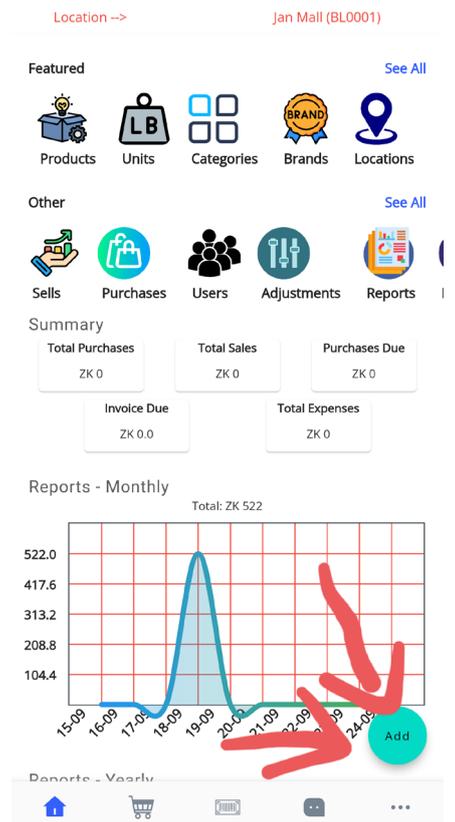
Brands



Locations



On The Web-Version, Simply Click On The Products, After It Expands, You Could Then Click On Units, Categories, Brands. Simply Follow Steps To Add Them. After That Simply Click The Add Product To Add A Product (Which Is Above Print Labels That Appears Bold In The Picture).



While On Mobile App, The Add Product Button Is Found On The Home-Page.

On Page 9, An Idea On Adding Products Via Mobile App Was Looked At, Lets Look At The Web

Add new product

The screenshot shows a web form for adding a new product. It contains several input fields and sections:

- Product Name:** A text input field.
- SKU:** A text input field with a help icon.
- Barcode Type:** A dropdown menu set to 'Code 128 (C128)'.
- Unit:** A dropdown menu set to 'Pieces (Pc(s))' with a plus icon.
- Brand:** A dropdown menu set to 'Trade Kings' with a plus icon.
- Category:** A dropdown menu set to 'Grocery-Gc'.
- Sub category:** A dropdown menu set to 'Please Select'.
- Business Locations:** A dropdown menu with a selected item 'Jan Mall (BL0001)'.
- Alert quantity:** A text input field.
- Manage Stock?:** A checked checkbox with a help icon. Below it, the text reads 'Enable stock management at product level'.
- Product Description:** A rich text editor with a toolbar and a text area. The text area shows '0 WORDS POWERED BY TINY'.
- Product image:** A file upload section with a 'Browse...' button. Below it, it says 'Max File size: 5MB' and 'Aspect ratio should be 1:1'.
- Product brochure:** A file upload section with a 'Choose File' button and 'No file chosen' text. Below it, it says 'Max File size: 5MB' and 'Allowed File: .pdf, .csv, .zip, .doc, .docx, .jpeg, .jpg, .png'.

Most Of The Fields Are The Same With Those On The Mobile App, But Because Of The Complexity, The Web-Version Has More Features That The Mobile-App Does Not Include, We Explain This Into 3 Phrases. Pharse 1:

**Barcode Type:** Since Some Barcodes May Be Printed Out, Code 128 Is Recommended.

**Manage Stock:** Which Is Ticked By Default Allows You To Enter Quantity. Turning This Off, Will Mean You Have Unlimited Amount Of The Particular Product.

**Product Description & Product Bronchure & Sub-Category** Are Too Be Mainly Used For Internal Use.

**Locations:** You Can Select Multiple Locations On Web, While The Mobile App Only Allows To Add To One

The screenshot shows the bottom part of the 'Add new product' web form. It contains several input fields and a table:

- Applicable Tax:** A dropdown menu set to 'None'.
- Selling Price Tax Type:** A dropdown menu set to 'Exclusive'.
- Product Type:** A dropdown menu set to 'Single'.
- Table:** A table with 4 columns: 'Default Purchase Price', 'x Margin(%)', 'Default Selling Price', and 'Product image'. The 'x Margin(%)' column has a value of '25.00'. The 'Product image' column has a 'Choose Files' button and 'No file chosen' text. Below it, it says 'Max File size: 5MB' and 'Aspect ratio should be 1:1'.
- Exc. tax\* and Inc. tax\*:** Two text input fields for tax information.

At the bottom of the form, there are three buttons: 'Save & Add Opening Stock', 'Save And Add Another', and 'Save'.

**Product Type:** Single And Variation. Single Is Most Popular And Is The Only One Available On Mobile

**Purchase Price:** The Original Amount Of The Product (Type In Exc. Tax\*)

**Margin:** The Percent Profit For System To Calculate

**Default Selling Price:** The Sells Price Of Product = Purchase Price + Profit Percent

**Save and Add Opening Stock:** Go And Add Quantity (For A New Product, Highly Recommended)

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### Quantity

Add Opening Stock

Location: Jan Mall (BL0001)

Product Name	Quantity Remaining	Unit Cost (Before Tax)	Subtotal (Before Tax)
Boom	98.00	Pc(s) 24.00	2,352.00
			Total Amount (Exc. Tax): 2,352.00

[Save](#)

After Clicking On Open Stock, Please Add The Quantity For The Specific Location, Then Click Save. Please This Must Be Done Only Once When Creating A Product. If You Want To Increase Quantity Please Increase Via The Purchases Module To Help In Accounting And Reporting.

Now That We Can Add Products, Lets Brifely Look At Pringting Barcodes And About Stock Management Before We Starting Making Transactions.

## Labels/Barcodes

[All Products](#) [Stock Report](#) [+ Add](#)

Show 25 entries [Export to CSV](#) [Export to Excel](#) [Print](#) [Column visibility](#) [Export to PDF](#)

Action	Product	Business Location	Unit Purchase Price	Selling Price	Current stock	Product Type	Category	Brand	Tax	SKU	Custom Field1	Custom Field2	Custom Field3	Custom Field4
	Boom	Jan Mall	ZK 20.00	ZK 24.00	98 Pieces	Single	Grocery	Trade Kings		6009644924226				
			ZK 90.00	ZK 126.00	97 Pieces	Single	Grocery	Zam Gold		7348008915371				
			ZK 20.00	ZK 24.00	96 Pieces	Single	Grocery	Trade Kings		6009711325710				

The Process Of Pringting Barcodes Is Only Available On The Webversion, After going to products, You shall see a list of products, Simple Click On The Drop-Down Menu, Then **Labels**. This Will Take You To Print Labels

Add products to generate Labels

Products	No. of labels	Packing Date
Boom	1	

Information to show in Labels

Product Name  Product Variation (recommended)  Product Price

Business name  Print packing date

Barcode setting:

[Preview](#)

You Can Simply Add Other Products And Add The Number Of Labels, After That Click Preview. You Can Print As Many As You Want, You Can Untick Some Of The Information You Don't Want. Importance Of Printing Products:

1. Can Put Them On **Shelves** Covered In Lammination To Show Product Name And Price For Customers.
2. Added To Products Without Barcodes For Better **Inventory** And **Checkup**.

**Note:** SKU Data Is The One Put Into The Barcode



Once You Click Preview, The Following Labels Can Be Printed Or Saved In Pdf Form To Be Printed Later

### Stock Management

When On The List Of Products, Click On Product Stock History

Boom (6009644924226)

Quantities In		Quantities Out		Totals	
Total Purchase	0.00 Pc(s)	Total Sold	2.00 Pc(s)	Current stock	98.00 Pc(s)
Opening Stock	100.00 Pc(s)	Total Stock Adjustment	0.00 Pc(s)		
Total Sell Return	0.00 Pc(s)	Total Purchase Return	0.00 Pc(s)		
Stock Transfers (In)	0.00 Pc(s)	Stock Transfers (Out)	0.00 Pc(s)		

Show 25 entries

Export to CSV Export to Excel Print Column visibility Export to PDF

Type	Quantity change	New Quantity	Date	Reference No
Sell	-2.00	98.00	09/18/2023 20:08	0001
Opening Stock	+100.00	100.00	01/01/2023 20:07	

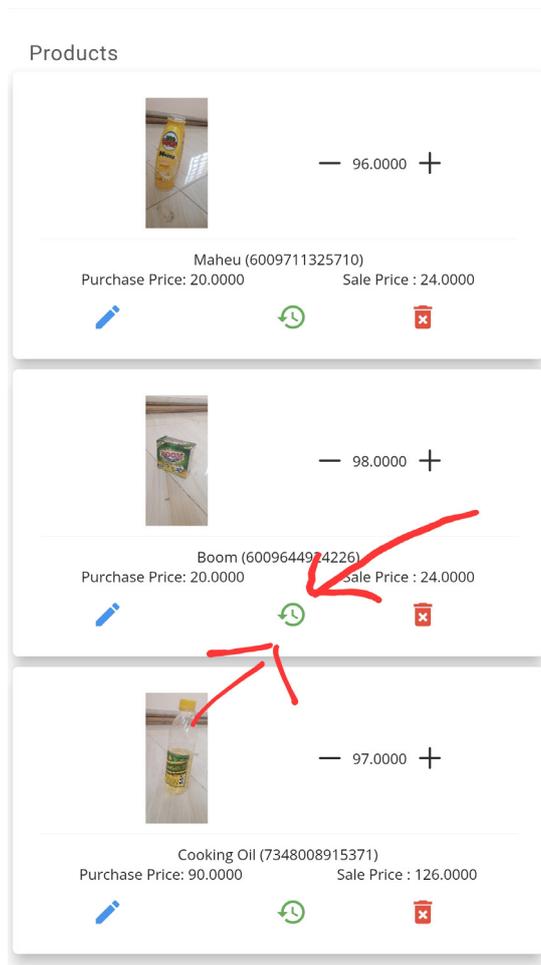
Showing 1 to 2 of 2 entries

Previous 1 Next

Like This You Can Check How The Product Was Moving.

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On The Mobile Phone, Simply Go To Home-page, Click On Products. When The Screen At The Left Appears, Click On The **Green Icon**. The Screen At The Right Will Be Loaded With Appropriate Details.

Product Stock History			
Date	Amount	Paid	Others
	Opening Stock		100.00
	Total Adjusted Stock		0.00
	Total Purchase		0.00
	Total Purchase Returns		0.00
	Total Purchase Transfer		0.00
	Total Sells		2.00
	Total Sells Returns		0.00
	Total Sells Transfer		0.00
	<b>Current Stock</b>		<b>98.00</b>
	<small>If Current Stock is different from calculations, it could be that products on transfer have not yet been completed</small>		
2023-09-18		Sell	-2
2023-01-01		Opening Stock	100.0000

Now That We Have Added Products To Our System And Have Atleast One Location, We Can Look At The Next Chapter: **Pos**.

# Pos

This Pos Chapter Is Very Important, For You To Use The Pos, You Need Atleast One Product In Stock, So That You Can Sell It, On Desktop, Open Pos Easily By Click This Icon.



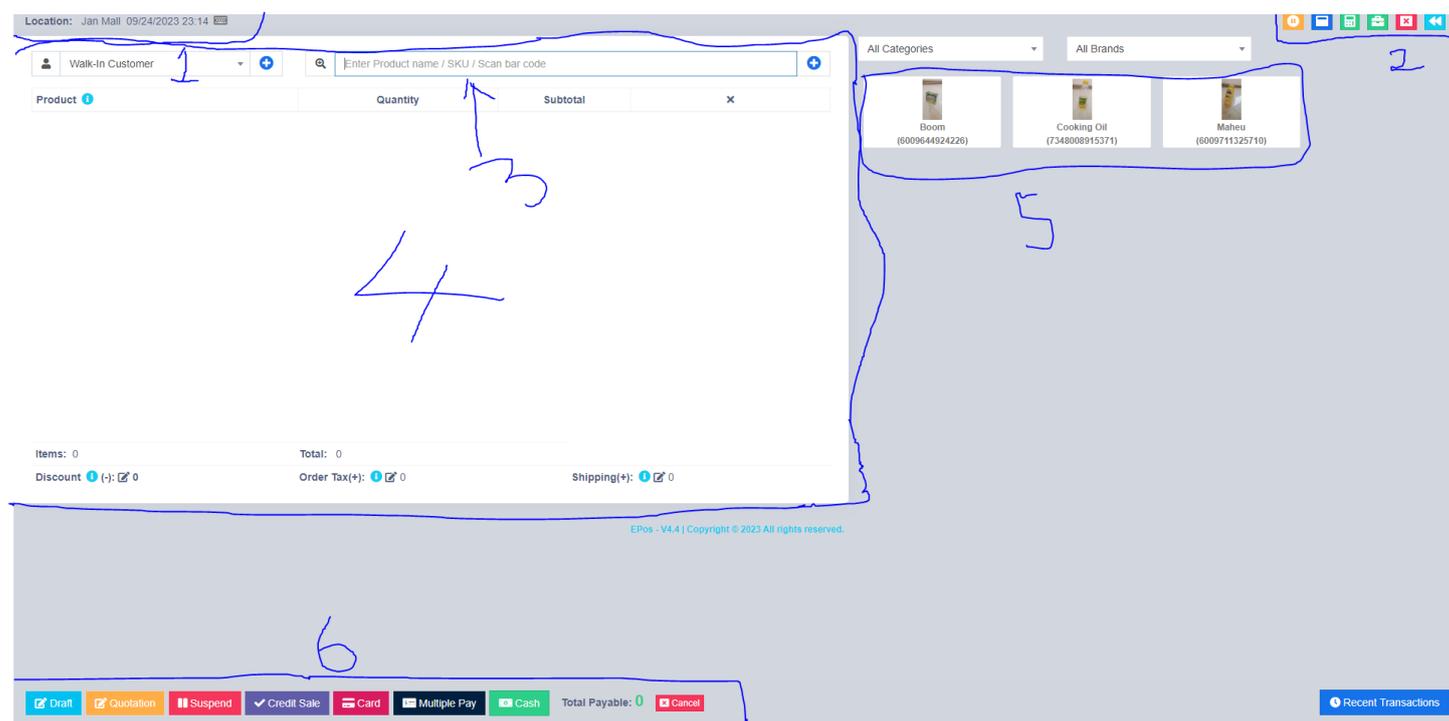
For The First Time, You'll Need To **Register**, After Clicking Pos, The Following Screen will Appear.

Open Cash Register

Cash in hand:\*

Open Register

Simply Enter The Price, Then The Pos Screen Will Appear



1. Locations: If You Have Mulptile Location, They'll Appear There.
2. Actions: Including The Blue Button At The Right Corner Do Show Very Important Actions.
3. Barcode: Its Where The Cursor Should Be When Scanning Barcode Or One Can Search Via Name.
4. Display: Shows The Products Being Bought.
5. Products: Shows Products Available In A Specific Location.
6. Payment: Payment Options

Will Examine The Above 6 On The Next Pages

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### 1. Location

When You Have A Multiple Location, They'll Appear in a drop-down menu. If Not The Primary, Will Be Hard-Written.

Changing Locations Will Get The Selected Location's Products & Quantity, Any Order That Was not Processd Will Be Void.

Location:

### 2. Actions

Since There are 7 Icons, We Shall View Each In-order, Starting With Repair.



1. **Repair**: Repair Module Is An Advanced Module Used By Shops That Mainly Repair Things. By Clicking, They'll Be Redirected To The Pos Made For Repairing Products.

2. **Suspend(Pause Button Icon)** : A sales that couldn't Be Completed, Ususally used when a customer forgot something and now you have to attend to a new one. You'll need to suspend the transaction, then when the old customers, you can retrieve their Order. This functions similar to draft.

3. **Calculator Without Buttons (Blue Background)**: Will Make Pos Become Full-Screen.

4. **Calculator With Buttons (Green Background)** : Brings Up A Calculator

5. **Registar Details (Brief-Cases)**: Opens All Transactions During The Time The Registar Was Opened.

6. **Close Register (X - Icon)**: Means Close Register, The Cashier Can Confirm Details, Write A Note And Call it A Day.

### 3. Barcode

We Shall Divide Into 2 Parts, Customer And Product Searcher.

1. **Customers**: Customers are needed in every business, for very regular customers, there is need to Know How Much They Consume. For Non-Regular Customers, Please Use Default Customer (Walk In Customers), Customers who cam regularly though, we advised to save their data, simply search them by name. Saving customer data also allows easily giving of credit sales to them knowing they shall re- turn one day.

2. **Product Search**: Is the search bar next to the customer bar. In this bar you can enter sku/name. Whatever data is entered, when the length reaches three, the system will try adding a matching product. Every time the product is found, the data entered is wiped-out, so that you can add another product. We highly encourage to use a barcode scanner.

#### 4. Display

Product <span>?</span>	Quantity	Subtotal	✕
Boom 6009644924226 Trade Kings <span>?</span>	<input type="text" value="1.00"/>	ZK 24.00	✕
	<input type="text" value="1.00"/>		
	Pieces <span>▼</span>		

Items: 1.00

Total: 24.00

Discount ? (-):

Order Tax(+): ?

Shipping(+): ?

The Display part is very to understand, simply add products through either clicking on the products in the product section or enter sku information in the product search field. Regardless the down part includes unqiue features you need to be aware off.

**Discount:** If you wanted to apply a discount to an order, you can apply it from here. By simply entering how much the discount is. Whether its Percentage of the total or a fixed figure.

**Order Tax:** you can also select what tax shuld be applied, by default your default tax is applied.

**Shipping:** Shipping will involve address and shipping fees, this is important if you ship to other people rather than those who come to your shop.

#### 5. Products

Shows Prod-  
ucts Available.  
You Can Filter  
Via Brands Or  
Categories.

All Categories ▼

All Brands ▼



**Boom**  
(6009644924226)



**Cooking Oil**  
(7348008915371)



**Maheu**  
(6009711325710)

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## 6. Payment Options



1. **Draft:** A Draft Is A Sale Sentenced To Be Completed Later, Unlike Suspended Sales, Drafts Can be turned in Quotations and Invoices.
2. **Quotation:** similar to draft but different. A quotation is an invoice generated to which the sell may happen later. when poeple ask for a quotation, simply add products and click on quotation, a quotation shall be generated for them.
3. **Suspend.** As view earlier, this is the button that suspends the transaction while the one above brings back suspended transactions.
4. **Credit-Sale:** Credit-Sale is when you want the transaction to be sold on credit. You'd need to adjust the credit balance limit from the customer page.
5. **Card:** Simply helps with transactions that were swiped by card. Mainly requires to fill bank reference number, other card details are un-ncesseary.
6. **Multiple Pay:** is when a customer uses different methods of paayment like 10 by cash then the rest by bank.
7. **Cash:** Obvioulsy the most common, simply click on it after the customer pays by Cash.

## POS ON THE PHONE

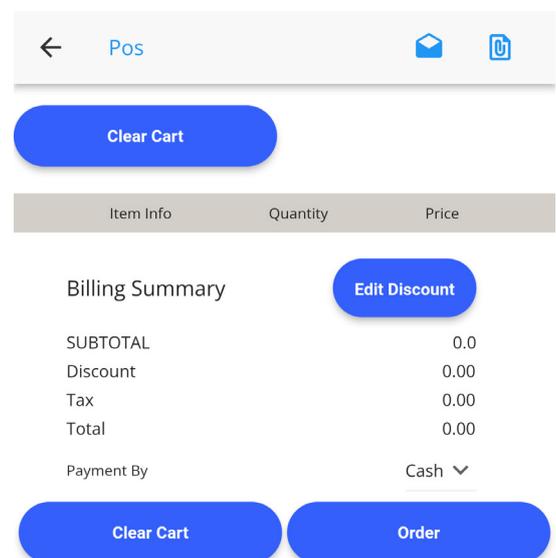
on the phone however, the pos takes up three screens each found at thhe bottom.

Cart(First Icon): This is where the Transaction is Made.

Barcode(Second Icon): This is where you scan barcodes of products you want to sell.

Message(Third Icon): This screen shows a page with all your products. Especially if the product has no barcode. You can simply search and click on it, automatically adding it to the pos(Cart).

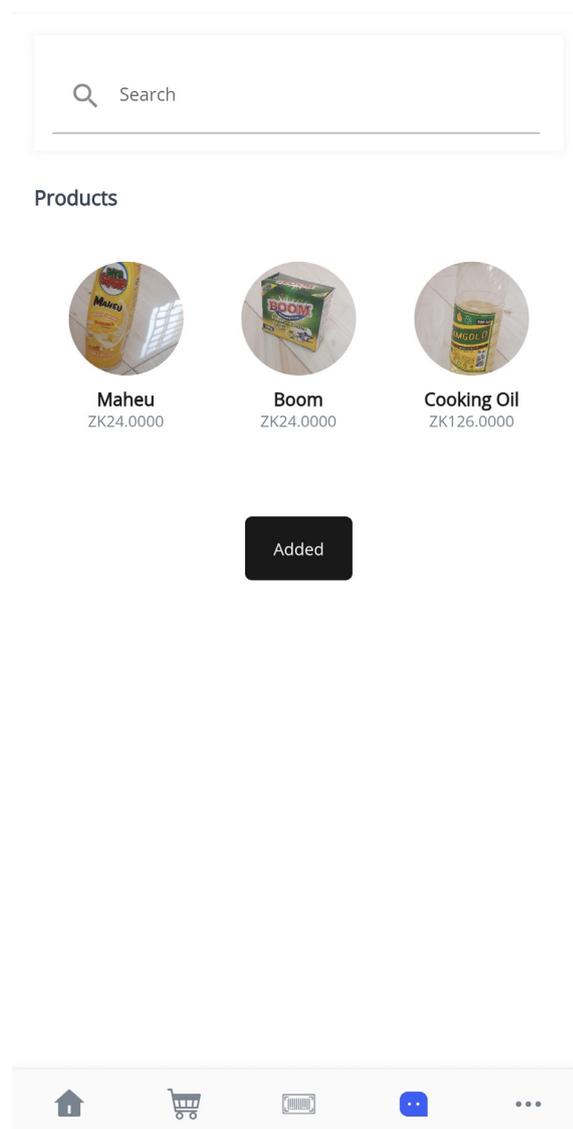
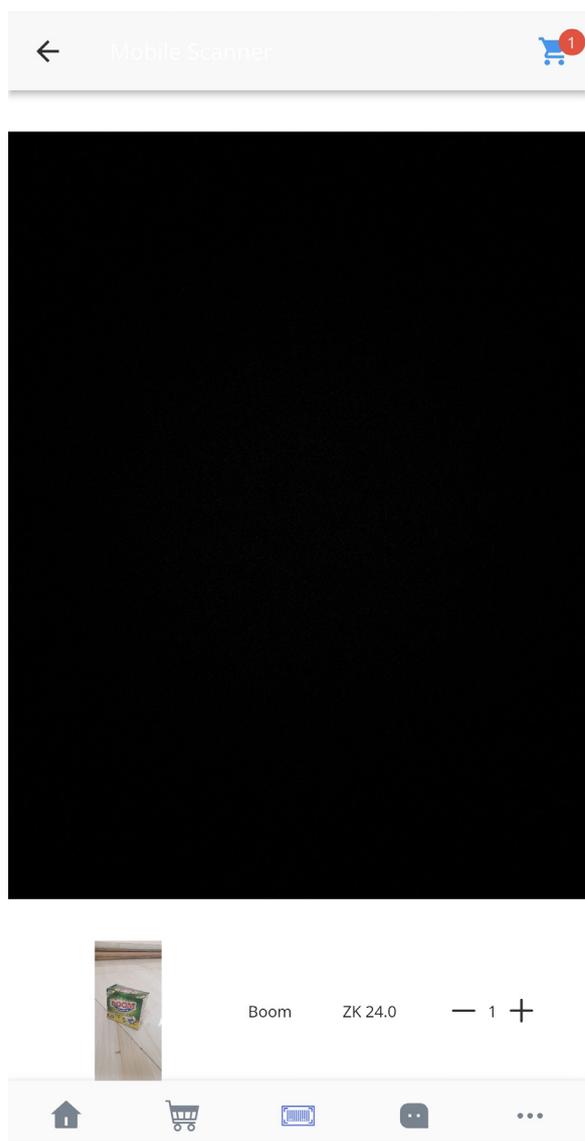
The Normal



### The Normal Logic

Barcode Screen/ Products Screen -> Cart Screen

Assuming Someone Wanted To Buy Boom, After Scanning The Product, It Will Appear At The Bottom, I Can adjust the quantity as shown in the first-screen. If perhaps no barcode, then you can click on the message icon, it will show all products available. By Simply tapping on the product you want, A popup saying added will appear.



After Adding Boom, Lets Go Back To The Pos Screen To Examine More.

Note: Adding the same products more than once increase the quantity. ON the barcode page, Each barcode can only be scanned once a time, to scan multiple times simply leave the bar-code screen by either ging to the pos or products page, the come back to the pos page.

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### Finalizing A Transaction

Unlike the desktop that has multiple options, the Mobile App faces the following limitations:

1. Assumes all customers are walking in customers.
2. Assumes all Transactions are by cash (So No Bank Or Credit)
3. CANNOT generate suspended sales (Drafts work the same way as suspended sales on phone).
4. Operates Without A Registrar, Meaning You Don't Put Opening & Closing Balances.

In The Picture, At The Left, Clicking On The First Icon, Will add the products to a **quotation**. Long pressing on the icon will take you to the quotations screen.

The second icon is the **draft icon**, long pressing it will take you to the drafts page. If because a customer forgot something and you had to attend to another, simply add to drafts, then after the customer, long press the drafts to go the drafts screen, there simply click on the here button, to retrieve the list of products then back button to come back.

Order Button, Will make a sale of cash. In all of these three cases, the products in the cart will disappear and the sell is marked completed.

Unlike on Desktop where you could edit Tax, Discount and Shipping, On Mobile only Discount is available.

