



Quick Receipt Software

for Thermal Printer

Quick Receipt User Guide

Prepared by Quick Receipt Development Team
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1. SYSTEM REQUIREMENTS

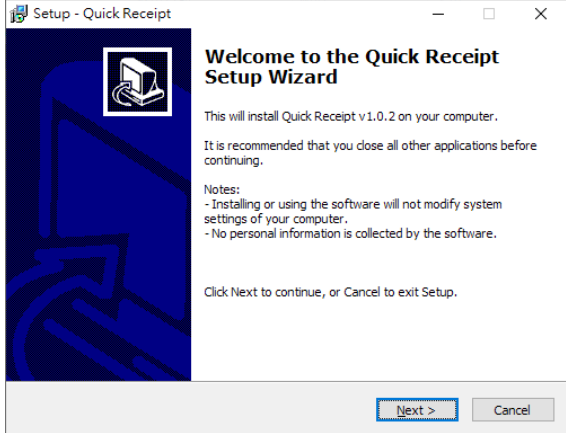
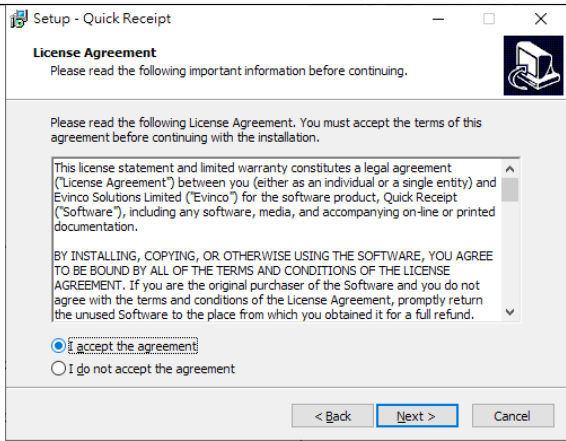
- Operating System:

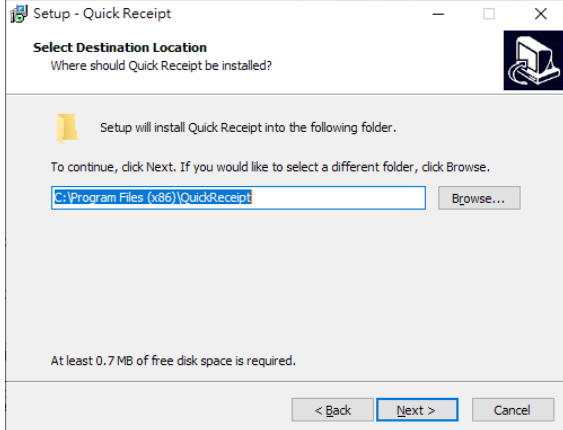
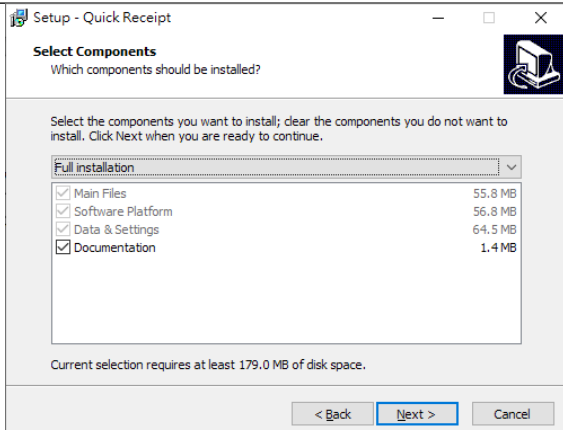
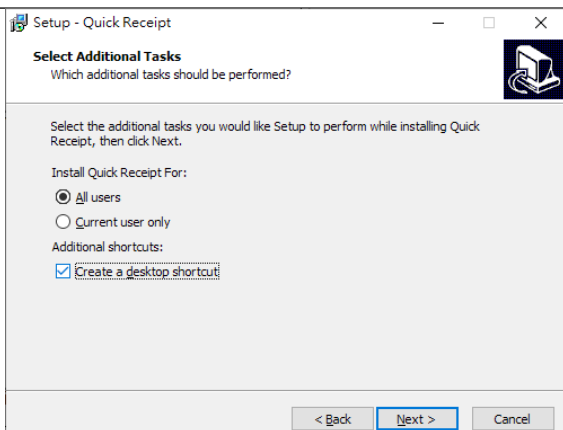
Microsoft Windows 11, 10, 8.1, 8, 7

MacOS 10.12 or later

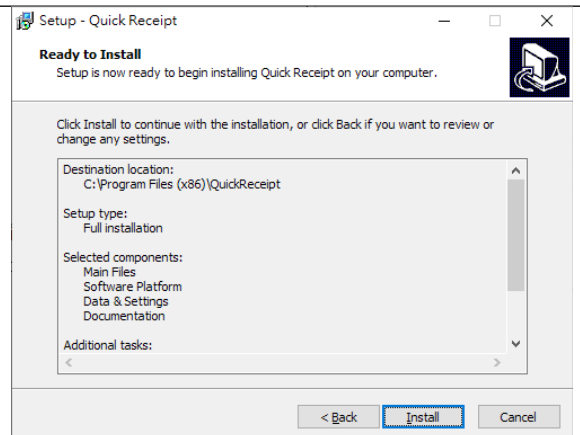
2. INSTALLATION FOR WINDOWS

2.1. Install

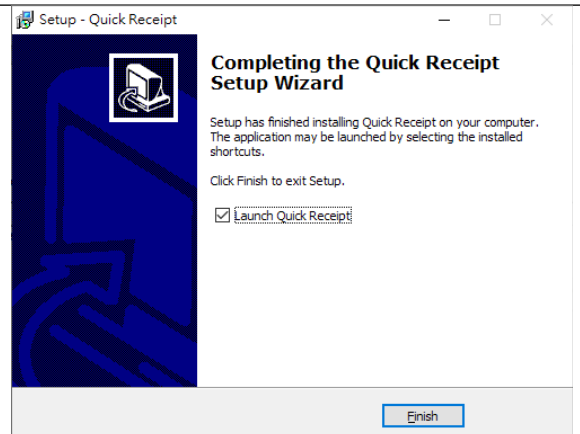
1. Installation Welcome Screen.	
2. Specify accept the license agreement or not.	

<p>3. Select the destination location.</p>	
<p>4. Select the components to be installed.</p>	
<p>5. Specify installation for all user or current user, and create Desktop Icon.</p>	

6. Start the installation.



7. Installation Finish.

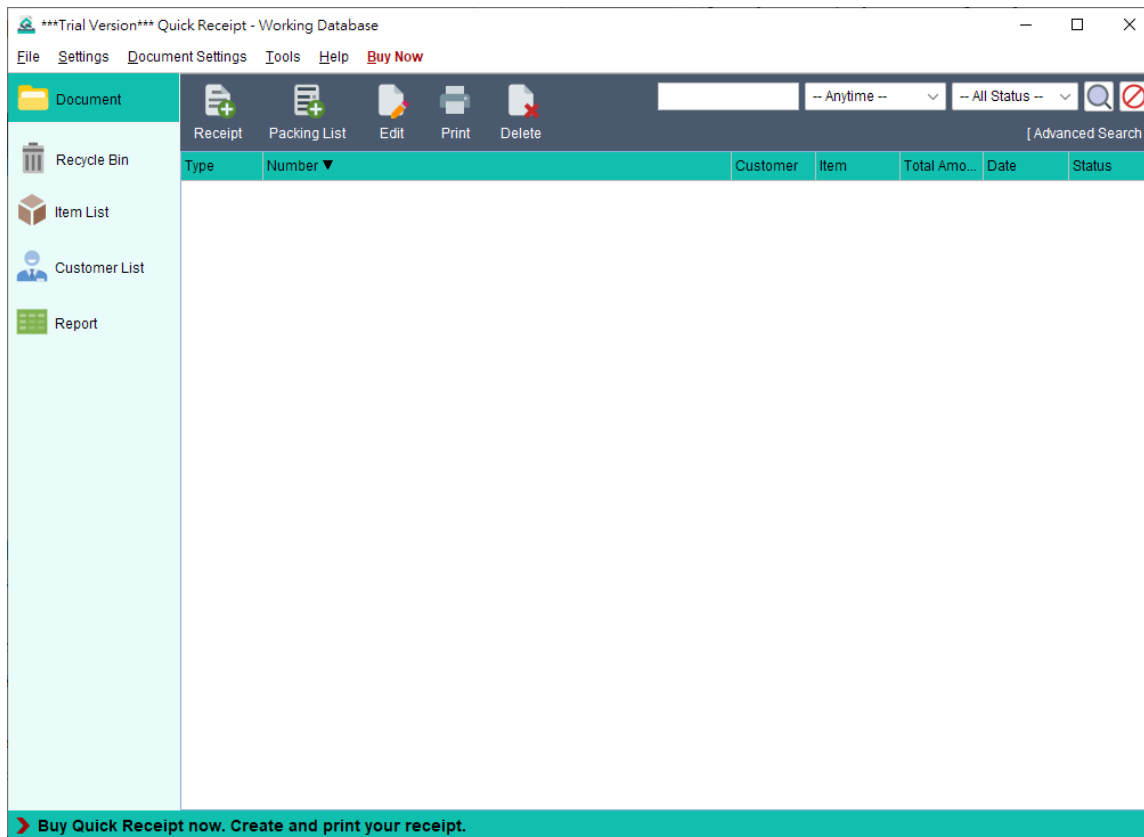


2.2. Uninstall

To uninstall Quick Receipt,

1. If you're using Quick Receipt, stop it.
2. Click Start, point to "Program Files > Quick Receipt".
3. Click "Uninstall Quick Receipt".
4. Follow the on-screen instructions. Quick Receipt will be uninstalled

3. USING QUICK RECEIPT



The main screen of Quick Receipt is shown above.

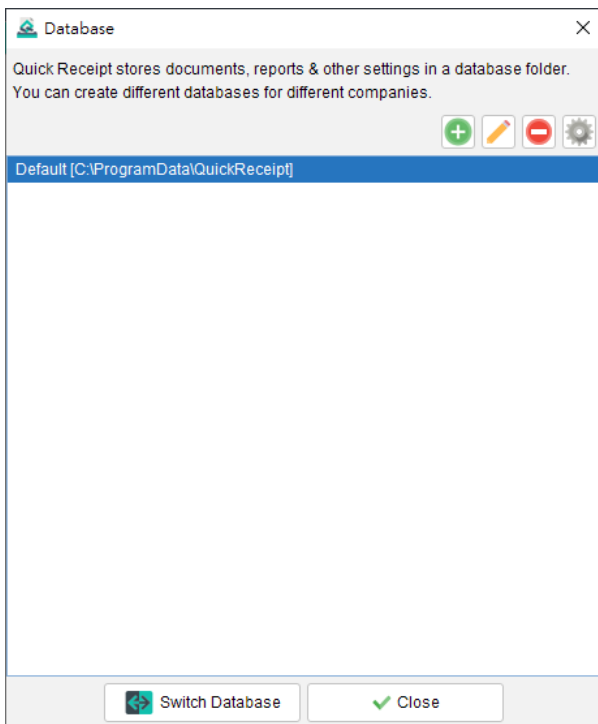
Menu bar at the top which has File, Document Settings, Tools, Help and Buy Now. "Buy Now" is shown in Trial Version only.

The Tools Box on the left allows you to switch between different Function Panels. They are Document Folder, Recycle Bin, Item List, Customer List and Report. User can create additional folders to manage documents, folders will also be listed in Tools Box.

Records will be listed in tabular format in the main area on the right. User can highlighted the record and click the button at the top to process. Popup menu will be shown when right-click on the record. The popup menu provides further function for the record.

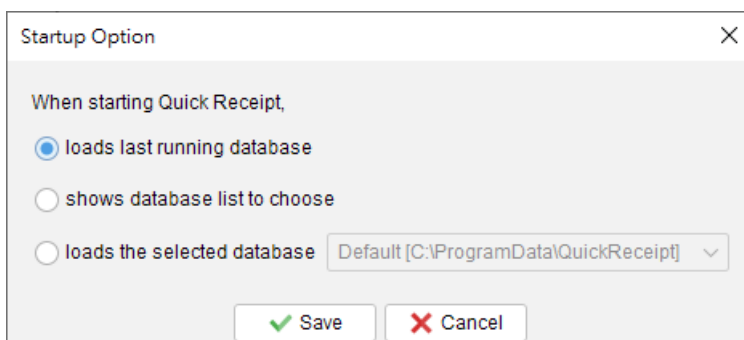
3.1. Database

Quick Receipt stores documents, reports and settings of your company in a database folder. User can create different databases for different companies. To manage your database, simply click menu “File > Switch Database”.



The first database in Quick Receipt is named as Default. You can click [+] button to add database. To switch other workspace, simply highlight the database and click “Switch Database” button.

When starting Quick Receipt software, it will load last running database by default. User may change startup settings by clicking Settings button at the top-right corner.



3.2. Connect and Share same Database from different Quick Receipt

Quick Receipt is a standalone software, and does not have network or multi-user features.

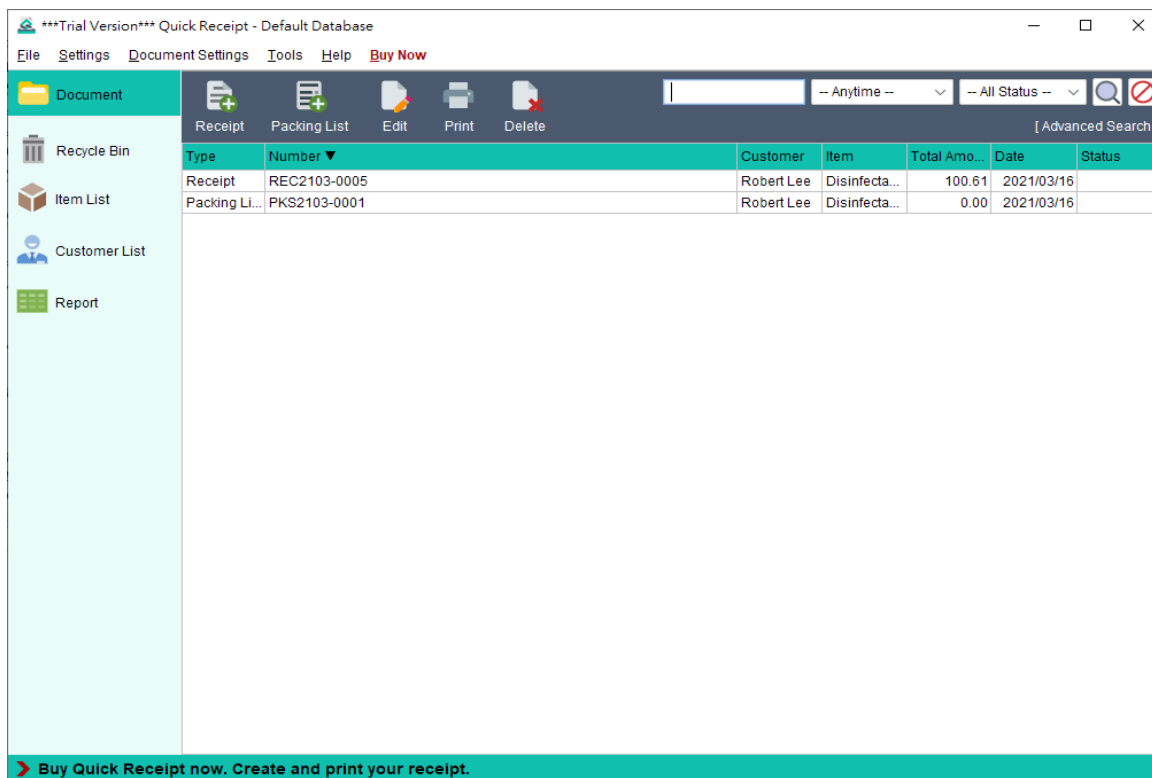
However, user can set the Database to a folder in local server or shared folder, so that Quick Receipt from different computers can access the same database folder.

In Quick Receipt of first computer, user can set database in menu "File > Switch Database" and create a new database in a network drive or shared folder.

In Quick Receipt of second computer, user also needs to create a new Database but choose "Connect existing database". Then click [Browse] button to choose the folder in local server or shared folder. Now Quick Receipt in two computers will connect and share the same database.

Quick Receipt in different computers cannot access same database at the same time. As the database is locked when Quick Receipt is running, Quick Receipt in other computers can only connect the same database in READ-ONLY mode.

4. DOCUMENT



This is the main screen to maintain document in Quick Receipt.

At the top is Icon Bar, which provide general function to process document.

Receipt – Create new Receipt

Packing List – Create new Packing List

Edit – Edit selected document

Print – Print selected document

Delete – Delete selected document and move it to Recycle Bin

Search function is provided on the right, which can be used to find and locate the document. Documents are listed in tabular format below. User can double-click on the document to edit it. Right-click on document will show popup menu which can further process the document.

4.1. Receipt

The screenshot displays the 'Receipt REC2103-0005' window. At the top, there's a menu bar with 'File' and 'Buy Now'. Below it is a toolbar with 'Save', 'Print', and 'Generate' icons. The main area is divided into three tabs: 'Document Details', 'Private', and 'Printed Records'. The 'Document Details' tab is active, showing fields for Date (2021/03/16), Customer Name (Robert Lee), Sales (Shop Manager), and RCPT# (REC2103-0005). Below these is a table with columns: Product, Price, Qty, and Total. The table contains two items: 'Disinfectant Spray' (Price: 12.50, Qty: 6, Total: 75.00) and 'Surgical Mask - Level 2' (Price: 14.80, Qty: 2, Total: 29.60). At the bottom left, there's a 'Notes' section with a text area containing 'All goods sold are non-exchangeable and non-refundable.' and buttons for 'Load from Notes Storage' and 'Add to Notes Storage'. At the bottom right, there's a 'Tax Exclusive' section with checkboxes for 'Sub-total', 'Discount (5.00%)', 'Service', 'Tax (1.25%)', 'Tax2', 'Grand Total', 'Tendered', and 'Change'. The 'Discount (5.00%)' and 'Tax (1.25%)' checkboxes are checked, showing values of 5.23 and 1.24 respectively. The 'Grand Total' is 100.61. On the right side of the window, there's a 'Sample Company' receipt preview showing the same information in a formatted layout.

This is the sample screen of Receipt. Layout and the fields may be varied depends on the design settings. At the top is Icon Bar, which has

Save – Save current document

Print – Print current document

Generate – Generate Packing List from current receipt

There are three tabs: Document Details, Private and Printed Records.

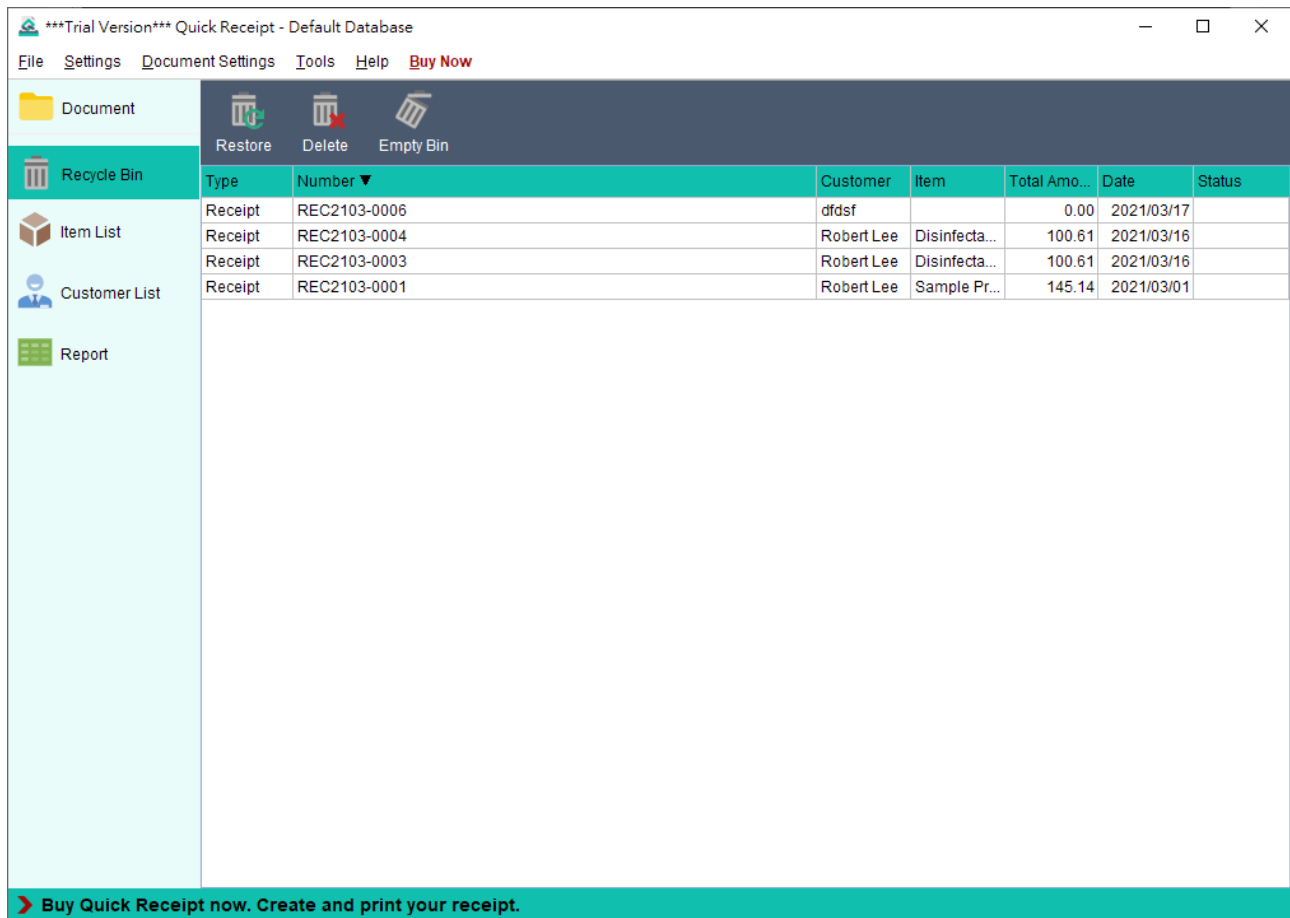
Document Details – User can prepare the document here. Document number is assigned automatically from user settings. User can specify the date, input customer and item information. Item information can be loaded from Item List by clicking [Add] button below the item table. Discount, Tax, Tendered can be enabled or disabled by user. To input

Printed Records – When the document is printed, a copy will be saved. The printed copies will be listed here. Click on the printing time will show the related printed copy.

[illegible]

4.3. Recycle Bin

Quick Receipt User Guide



The screenshot displays the 'Quick Receipt - Default Database' application window. The interface includes a menu bar with 'File', 'Settings', 'Document Settings', 'Tools', 'Help', and a 'Buy Now' button. A sidebar on the left contains icons for 'Document', 'Recycle Bin', 'Item List', 'Customer List', and 'Report'. The main area shows the 'Recycle Bin' view with a table of deleted receipts. Above the table are buttons for 'Restore', 'Delete', and 'Empty Bin'. The table has columns for 'Type', 'Number', 'Customer', 'Item', 'Total Amo...', 'Date', and 'Status'. A teal banner at the bottom reads: 'Buy Quick Receipt now. Create and print your receipt.'

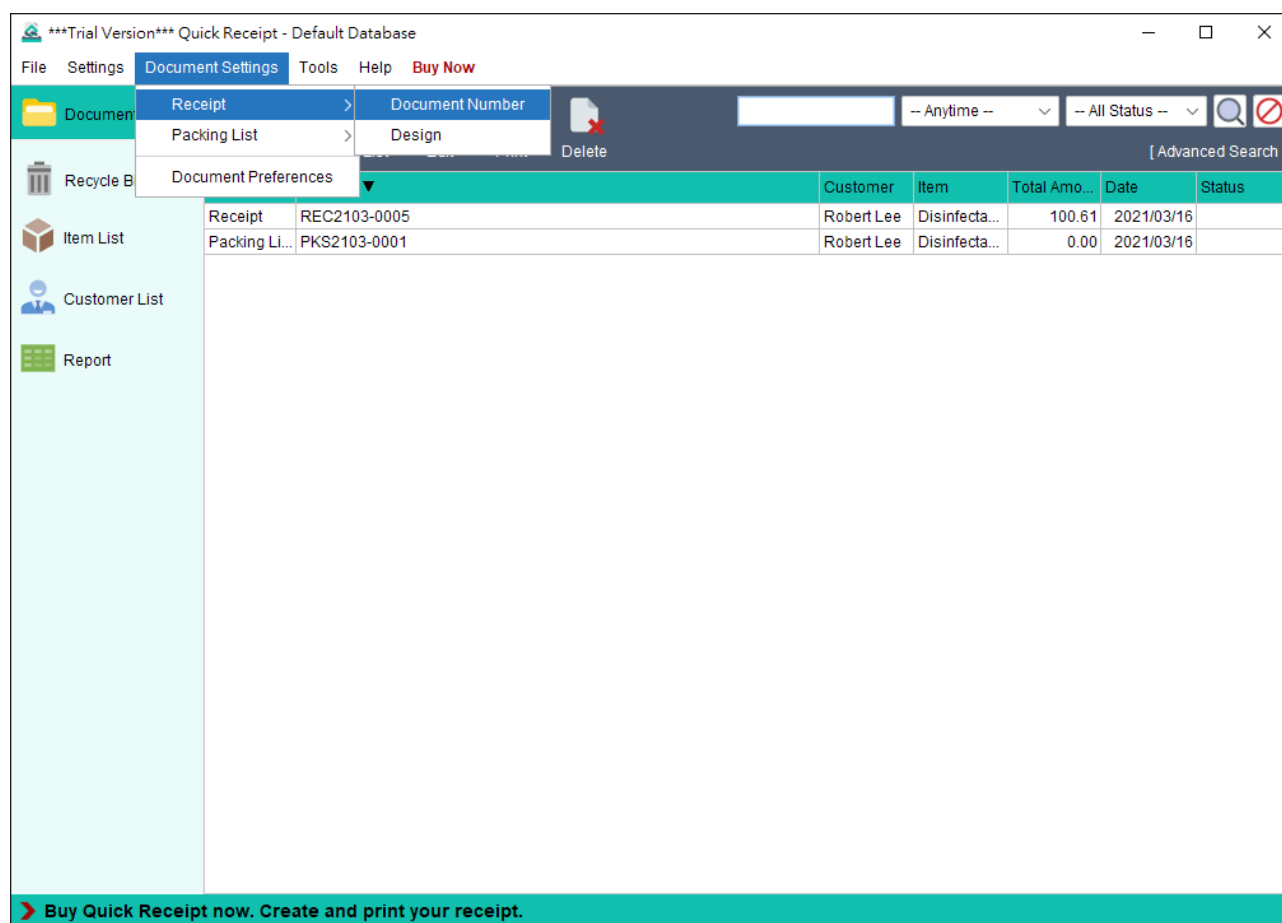
Type	Number ▼	Customer	Item	Total Amo...	Date	Status
Receipt	REC2103-0006	dfdsf		0.00	2021/03/17	
Receipt	REC2103-0004	Robert Lee	Disinfecta...	100.61	2021/03/16	
Receipt	REC2103-0003	Robert Lee	Disinfecta...	100.61	2021/03/16	
Receipt	REC2103-0001	Robert Lee	Sample Pr...	145.14	2021/03/01	

All deleted documents will be put into Recycle bin. Document can be restored from Recycle bin back to document folder. If document is deleted from Recycle Bin, it will be permanently deleted.

5. DOCUMENT SETTINGS

Quick receipt allows user to customize document to fit business needs. User can set their own document number sequence, design document layout, specify company information in header or footer, adjust item column in the document, etc.

5.1. Document Number



To set Document Number, click menu "Document Settings", choose Document Type and select "Document Number".

Document Number - Receipt

Specify the pattern and starting number for the document.
Document number will be generated in sequence automatically.

Numbering Pattern :

0 denotes leading zero; # denotes document number
{YYYY} denotes 4-digits current year; {YY} denotes 2-digits current year;
{M} denotes current month

Numbering

Current Starting Number :

Number assigned in next document :

New Starting Number :

User can specify the numbering sequence and pattern for the document to fit company need.

- 0 – treat as the leading zero.
- # - treat as the current document number
- {YYYY} - 4-digits current year
- {YY} - 2-digits current year
- {M} - Current month

Example 1 Numbering Pattern: REC#-A

Current Number: 23 => Output: REC23-A

Current Number: 345678 => Output: REC345678-A

Example 2 Numbering Pattern: REC0000#

Current Number: 23 => Output: REC00023

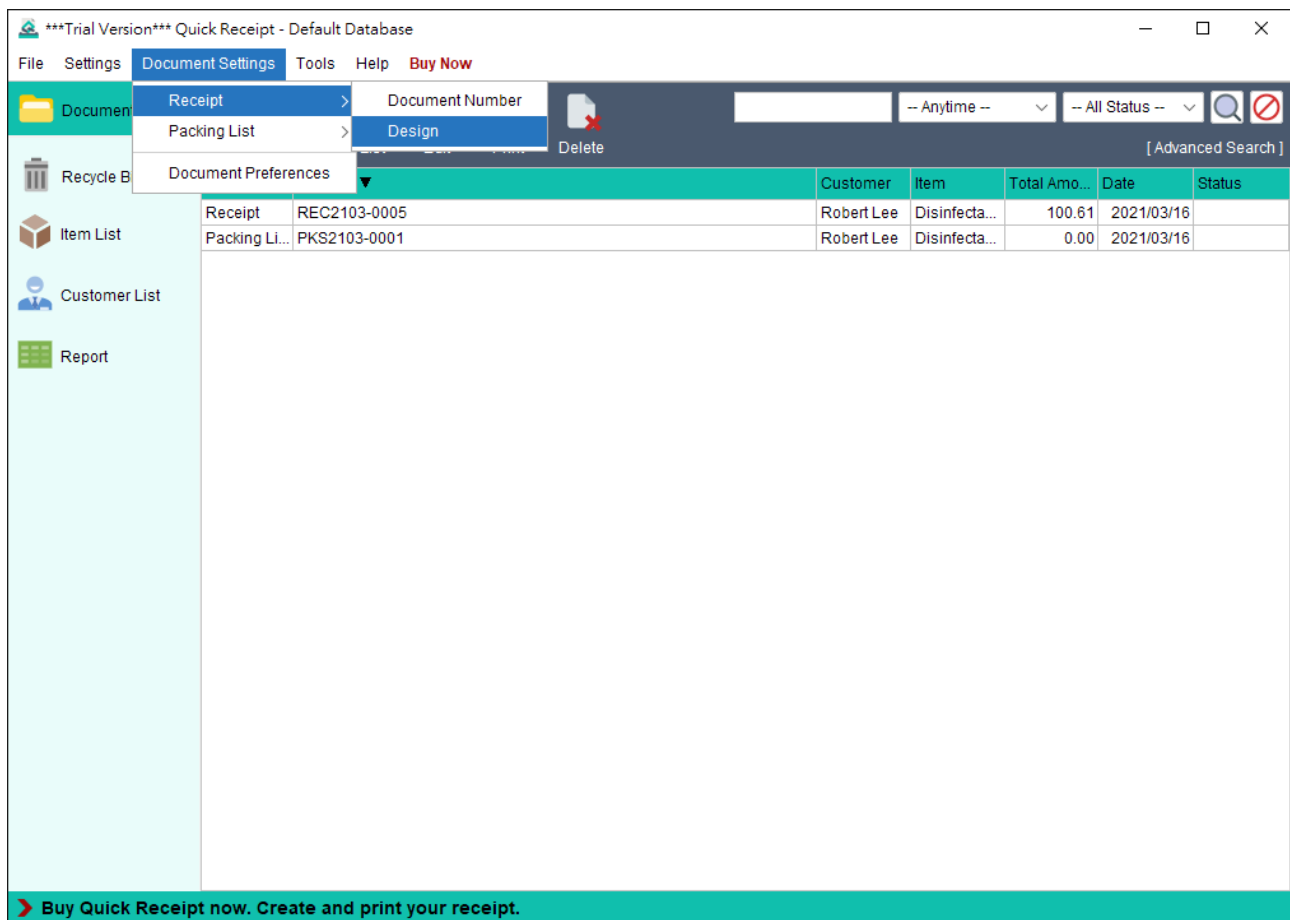
Current Number: 345678 => Output: REC345678

Example 3 Numbering Pattern: REC{YYYY}0000#

Current Number: 23 => Output: REC202100023

Current Number: 345678 => Output: REC2021345678

5.2. Design



To design Document, click menu “Document Settings”, choose Document Type and select “Design”.

Design - Receipt

Header

Header Field

Customer Info

Line Item

Notes

Footer

Paper

Layout

Label

Logo : *Logo Image Size should be in 800x300 pixels*

Click to Add Logo Remove

Company Name : Default Font 13 B U

Sample Company

Address : Default Font 10 B U

Document Title : Default Font 10 B U

Sales Receipt

Save Cancel

Sample Company

Date 2021/03/18 Sales Shop Manager
RCP7# R0001A

Sales Receipt

Customer Testing Customer
Address: Unit 123, ABC Road
DEF Building
Tel: 012-3456-789
Email: abode@abode.com

Product	Price	Qty	Total
Sample Product A	59.95	1	59.95
Sample Product B	19.90	2	39.80
Sub-total			99.75
Discount			0.00
Service			0.00
Tax			0.00
Tax2			0.00
Grand Total			99.75
Tendered			100.00
Change			0.25

Notes:

- this is a sample document
- notes line 2
- notes line 3

Thank you for your business.

The design setting of document are split into few parts:

- Header
- Header Field
- Customer Info
- Line Item
- Notes
- Footer
- Paper
- Layout
- Label

The document preview is provided on the right. It will refresh automatically.

5.2.1. Header

The screenshot shows a web-based configuration interface for a receipt header. On the left is a vertical sidebar with a list of menu items: Header, Header Field, Customer Info, Line Item, Notes, Footer, Paper, Layout, and Label. The 'Header' item is selected and highlighted. The main content area is titled 'Header' and contains several configuration sections. The 'Logo' section at the top has a note 'Logo Image Size should be in 800x300 pixels' and a large rectangular area with a 'Click to Add Logo' button and a 'Remove' button. Below this is the 'Company Name' section, which includes a text input field containing 'Sample Company' and a set of formatting controls (font type, size, bold, italic, underline, and a link icon). The 'Address' section follows, with a text input field and similar formatting controls. The 'Document Title' section at the bottom has a text input field containing 'Sales Receipt' and the same set of formatting controls. The interface is clean and uses a light gray color scheme.

In Header, it allows to set Company Logo. Name, Address and also document title.

Company Logo should be in GIF, JPG or PNG format and the size should be 800x300 pixels. If the size of image is different from the suggested size, the image will be stretched to fit into the document. Color image will be converted into Black & White automatically.

Company Name, Address, and Document title can be set with different font type, size, style and alignment.

5.2.2. Header Field

The screenshot displays a software interface for configuring receipt headers. On the left is a vertical sidebar with a list of sections: Header, Header Field, Customer Info, Line Item, Notes, Footer, Paper, Layout, and Label. The 'Header Field' section is currently selected. The main area of the interface is divided into two horizontal sections, 'Header Field 1' and 'Header Field 2'. Each section contains a dropdown menu set to 'Default Font', a size dropdown set to '10', and three icons: a bold 'B', an underlined 'U', and a diagonal slash icon. Below these, 'Header Field 1' has three additional dropdown menus: 'Date', an empty field, and 'Sales'. 'Header Field 2' has three dropdown menus: an empty field, 'Document Number', and another empty field.

Header Fields are the predefined fields in the document. They are Document Number, Date, Date-time and Sales Person. These fields can be set in two lines and in Left/Center/Right position.

5.2.3. Customer Info

The screenshot displays a software interface for creating a receipt. On the left is a vertical sidebar with a list of sections: Header, Header Field, Customer Info, Line Item, Notes, Footer, Paper, Layout, and Label. The 'Customer Info' section is currently selected and highlighted. The main area of the interface shows the 'Customer Info' configuration. At the top, there are three icons (list, table, and another list) followed by a 'Default Font' dropdown menu, a font size dropdown set to '9', and buttons for bold (B), underline (U), and italic (I). Below these are four checkboxes: 'Address' (checked), 'Tel' (checked), 'Email' (checked), and 'Vat No' (unchecked). The rest of the main area is a large, empty light gray box.

Customer Information is set with Customer Name by default. User can enable other fields for customer info, includes: Address, Tel, Email and Vat No.

5.2.4. Line Item

Quick Receipt User Guide

The screenshot displays the 'Line Item' configuration section of the Quick Receipt User Guide. On the left, a vertical sidebar lists various sections: Header, Header Field, Customer Info, Line Item (selected), Notes, Footer, Paper, Layout, and Label. The main content area is divided into two parts: 'Columns' and 'Total & Other fields'.

Columns Section:

- Columns :** A dropdown menu set to 'Default Font', a size dropdown set to '8', and buttons for Bold (B), Underline (U), and Italic (I).
- Column Name:** A table with columns: #, ID, Brand, Product, Spec, Price, Qty, and Total.
- Enable:** A row of checkboxes corresponding to the columns above. The 'Product' checkbox is checked.
- Width (mm):** A row of input fields. The values are: # (0), ID (0), Brand (0), Product (35), Spec (0), Price (12), Qty (8), and Total (15).

Total & Other fields Section:

- Total & Other fields :** A dropdown menu set to 'Default Font', a size dropdown set to '10', and buttons for Bold (B), Underline (U), and Italic (I).
- Checkboxes:** A list of checkboxes for various fields: Sub-total, Discount, Service, Tax, Tax2, Grand Total, Tendered, and Change. All checkboxes are checked.

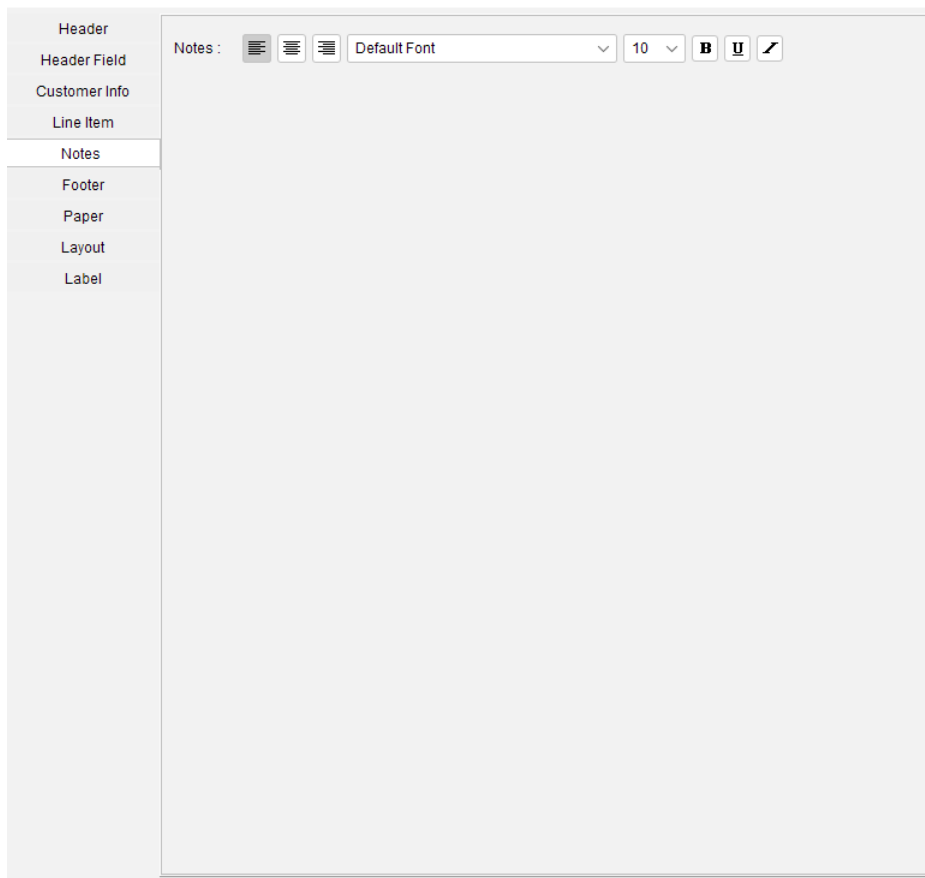
There are two parts to set in Line Item: Columns and Total section that under line item.

User can specify the columns and its width. The “Product” and “Total” columns are fixed, and the width of Product column will be adjusted automatically.

For the Total section, there are Sub-Total, Discount, Tax, and other fields in Receipt. User can check the box of the required fields. For the Packing List, it has Total Quantity field.

User can set different font, size and style for the two parts.

5.2.5. Notes



User can set alignment, font, size and style for the notes.

5.2.6. Footer

Quick Receipt User Guide

The screenshot displays the 'Footer' configuration section of the Quick Receipt User Guide. On the left, a vertical sidebar lists various sections: Header, Header Field, Customer Info, Line Item, Notes, Footer (highlighted), Paper, Layout, and Label. The main content area is titled 'Footer' and contains three footer fields, each with a text input area and a set of formatting controls (font style, size, bold, italic, underline, and a link icon). Footer 1 is set to 'Default Font' with size 8. Footer 2 is set to 'Default Font' with size 11 and contains the text 'Thank you for your business.'. Footer 3 is set to 'Default Font' with size 8. Below the footer fields, there is an 'Image' section with a note 'Image Size should be in 800 pixels width' and two buttons: 'Click to Add Image' and 'Remove'.

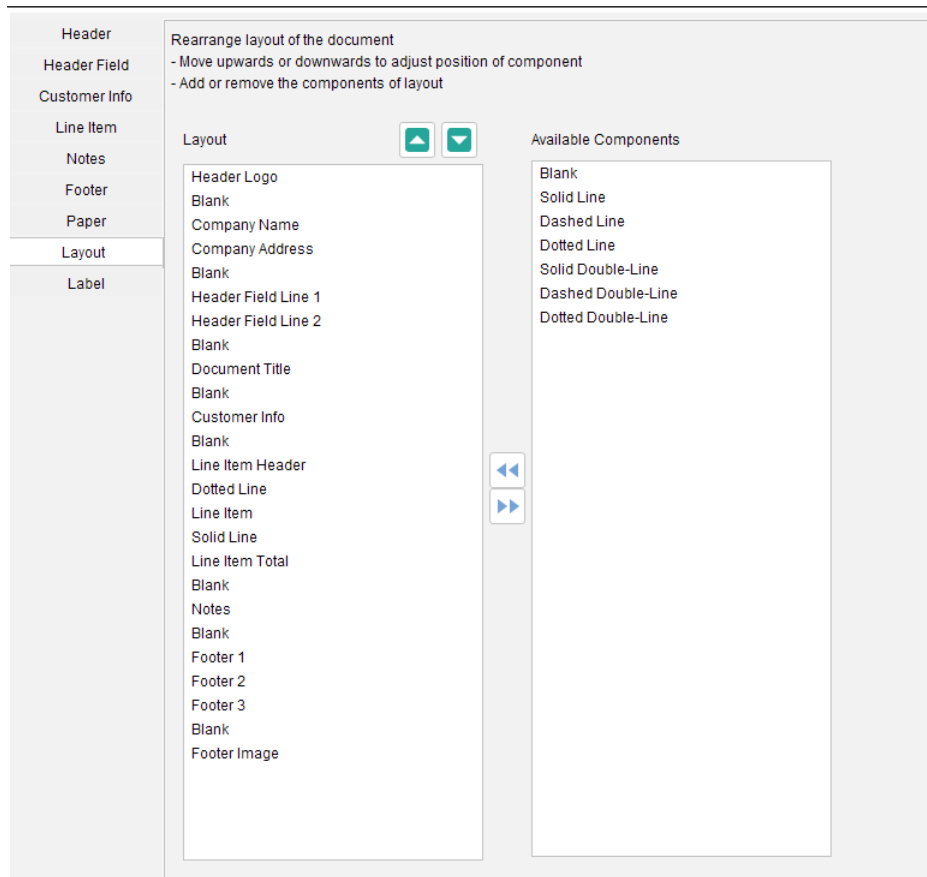
Three footer fields are provided. Each footer can be set with its own font style. It also allows to set a footer image.

5.2.7. Paper

Header	Paper Size : <input type="radio"/> 58mm <input checked="" type="radio"/> 80mm
Header Field	
Customer Info	Left Margin : <input type="text" value="5"/> <input type="button" value="v"/> mm
Line Item	Right Margin : <input type="text" value="5"/> <input type="button" value="v"/> mm
Notes	
Footer	
Paper	
Layout	
Label	

Quick Receipt software supports two paper sizes for thermal printer: 58mm and 80mm. User can also adjust the printing margin.

5.2.8. Layout



The layout of document is aligned in vertical order. User can highlight the components in the layout and click green arrow button to move it upwards or downwards.

If the component is not required, highlight the component and click arrow button to remove it. For example, if the receipt does not need to have Customer info, user can highlight "Customer Info" and click blue arrow button to move it to Available Components on the right.

Besides those standard components, there are Blank, Solid Line, Dash Line, Dotted Line and Double Line which can be added to the layout.

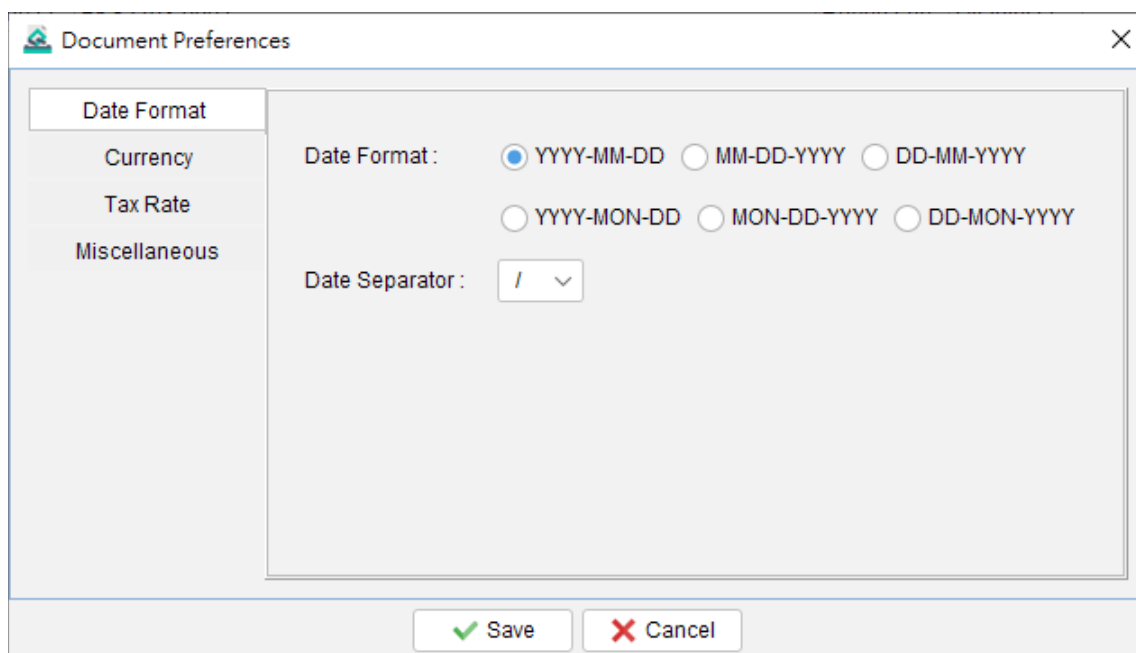
5.2.9. Label

Quick Receipt User Guide

Header	Label	Rename To
Header Field	Receipt No.	RCPT#
Customer Info	Date	Date
Line Item	Sales	Sales
Notes	Customer	Customer
Footer	Address	Address:
Paper	Tel	Tel:
Layout	Email	Email:
Label	VAT No.	VAT No.:
	No.	#
	ID	ID
	Brand	Brand
	Item	Product
	Spec	Spec
	Unit Price	Price
	Qty	Qty
	Total	Total
	Sub-Total	Sub-total
	Discount	Discount
	Service	Service
	Tax	Tax
	Tax 2	Tax2
	Grand Total	Grand Total
	Tendered	Tendered
	Change	Change

Labels in the document are preset, but user can rename the label. For example, rename Date to “Receipt Date”.

5.3. Document Preferences



The screenshot shows the 'Document Preferences' dialog box with the 'Date Format' tab selected. The left sidebar contains four options: 'Date Format', 'Currency', 'Tax Rate', and 'Miscellaneous'. The main area displays the 'Date Format' settings. The 'Date Format' field has five radio button options: 'YYYY-MM-DD' (selected), 'MM-DD-YYYY', 'DD-MM-YYYY', 'YYYY-MON-DD', 'MON-DD-YYYY', and 'DD-MON-YYYY'. The 'Date Separator' is set to a dropdown menu showing a forward slash (/).

Document Preferences

Date Format

Currency

Tax Rate

Miscellaneous

Date Format : ☒ YYYY-MM-DD ☐ MM-DD-YYYY ☐ DD-MM-YYYY
☐ YYYY-MON-DD ☐ MON-DD-YYYY ☐ DD-MON-YYYY

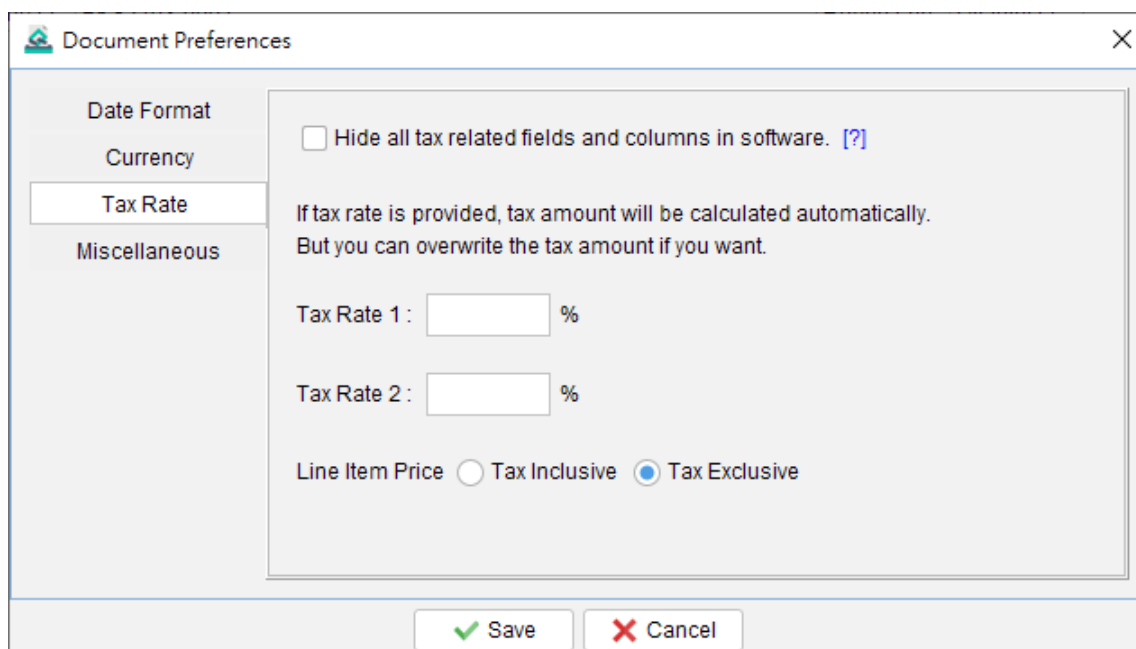
Date Separator : /

Save Cancel

In Document Preferences, user can set Date Format, Currency and Tax Rate.

Tax Rate % set in Document Preferences will be used as default value in the document.

User can override it in the document if needed.



The screenshot shows the 'Document Preferences' dialog box with the 'Tax Rate' tab selected. The left sidebar contains four options: 'Date Format', 'Currency', 'Tax Rate' (selected), and 'Miscellaneous'. The main area displays the 'Tax Rate' settings. At the top, there is a checkbox labeled 'Hide all tax related fields and columns in software. [?]'. Below this, a text block states: 'If tax rate is provided, tax amount will be calculated automatically. But you can overwrite the tax amount if you want.' There are two input fields for 'Tax Rate 1' and 'Tax Rate 2', each followed by a '%' symbol. At the bottom, the 'Line Item Price' is set to 'Tax Exclusive' with a selected radio button.

Document Preferences

Date Format

Currency

Tax Rate

Miscellaneous

☐ Hide all tax related fields and columns in software. [?]

If tax rate is provided, tax amount will be calculated automatically.
But you can overwrite the tax amount if you want.

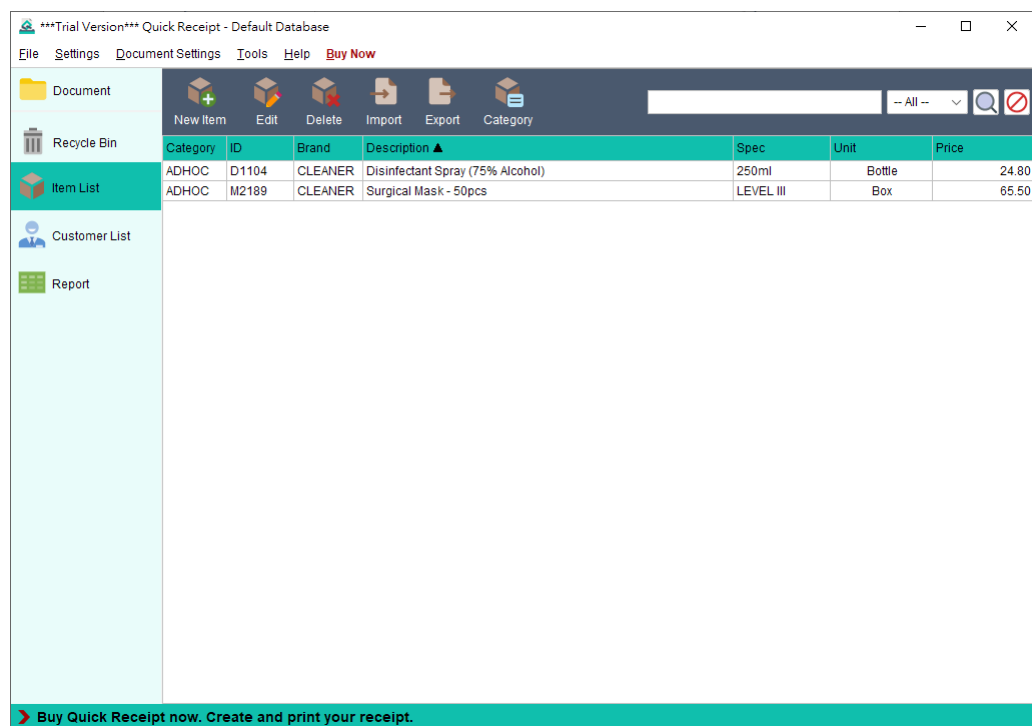
Tax Rate 1 : %

Tax Rate 2 : %

Line Item Price ☐ Tax Inclusive ☒ Tax Exclusive

Save Cancel

6. ITEM LIST



Item List provides storage for all item information. The item information can be loaded into document easily.

Tool Bar

New – Add a new item.

Edit – Edit selected item.

Delete – Delete selected item.

Import – Import item from XLS file.

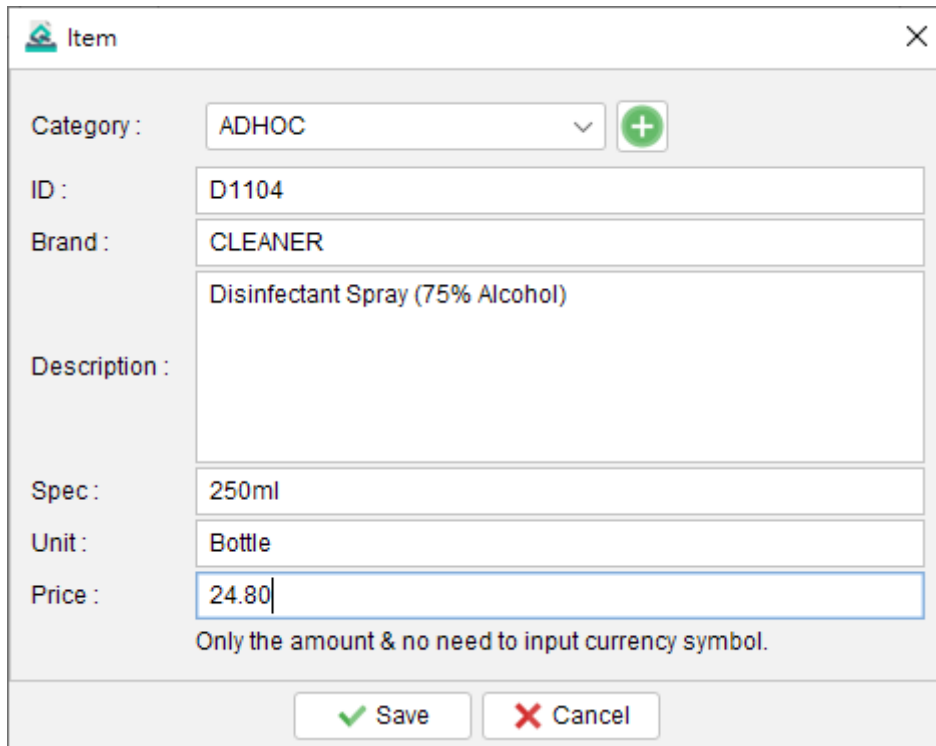
Export – Export item list into XLS file.

Category – Define category for Item

Search box is provided on the right.

Items are listed in the table. User can click on the header to sort the table accordingly.

Follow is the screenshot to edit an Item.



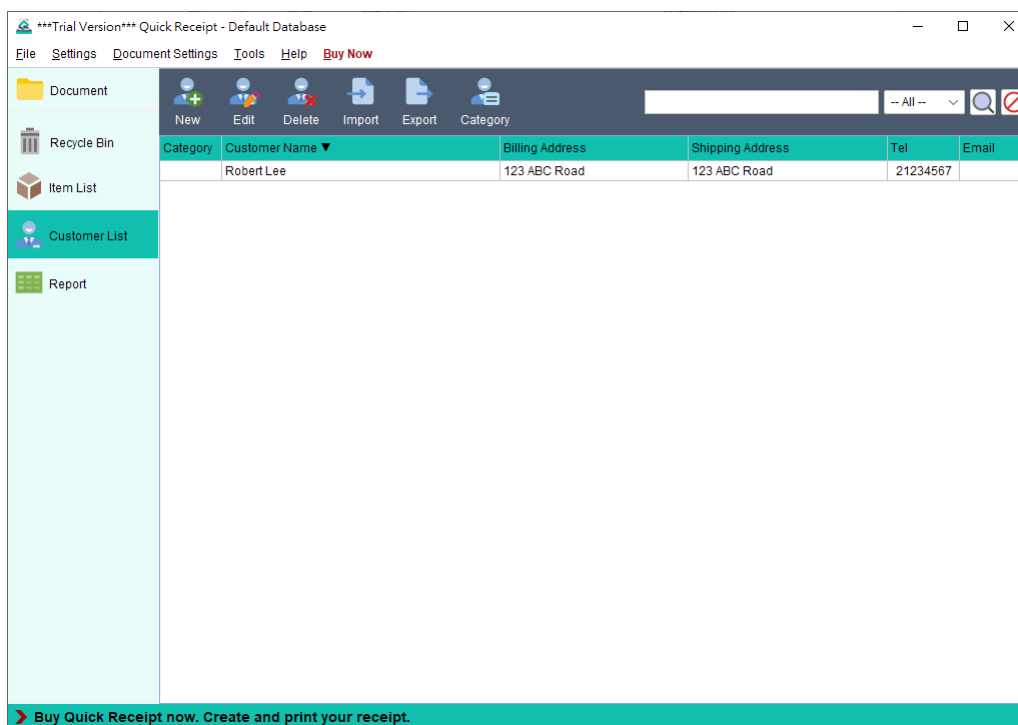
The screenshot shows a window titled 'Item' with a close button (X) in the top right corner. The form contains the following fields and controls:

- Category :** A dropdown menu showing 'ADHOC' and a green '+' button to the right.
- ID :** A text input field containing 'D1104'.
- Brand :** A text input field containing 'CLEANER'.
- Description :** A large text area containing 'Disinfectant Spray (75% Alcohol)'.
- Spec :** A text input field containing '250ml'.
- Unit :** A text input field containing 'Bottle'.
- Price :** A text input field containing '24.80'.

Below the Price field, there is a note: 'Only the amount & no need to input currency symbol.'

At the bottom of the form, there are two buttons: a green checkmark icon followed by 'Save' and a red X icon followed by 'Cancel'.

7. CUSTOMER LIST



Customer List provides storage for all customer information. User can manage the customer information and load the customer information into the document easily.

Tool Bar

New – Add a new customer.

Edit – Edit selected customer.

Delete – Delete selected customer.

Import – Import customer from XLS file.

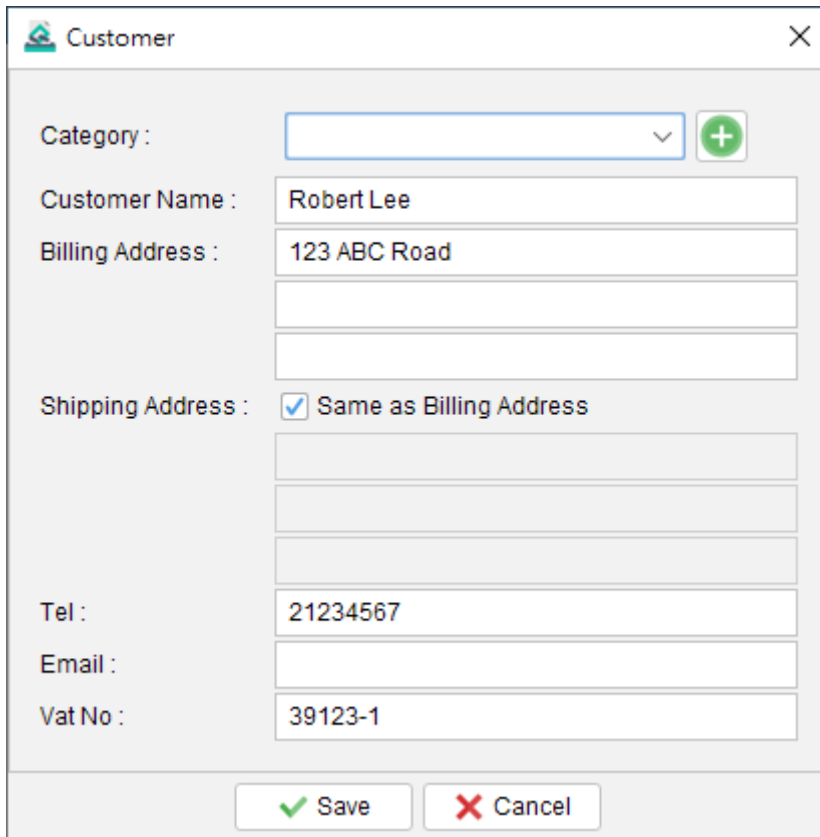
Export – Export customer list into XLS file.

Category – Define category for Customer

Search box is provided on the right.

Customers are listed in the table. User can click on the header to sort the table accordingly.

Follow is the screenshot to edit a customer.



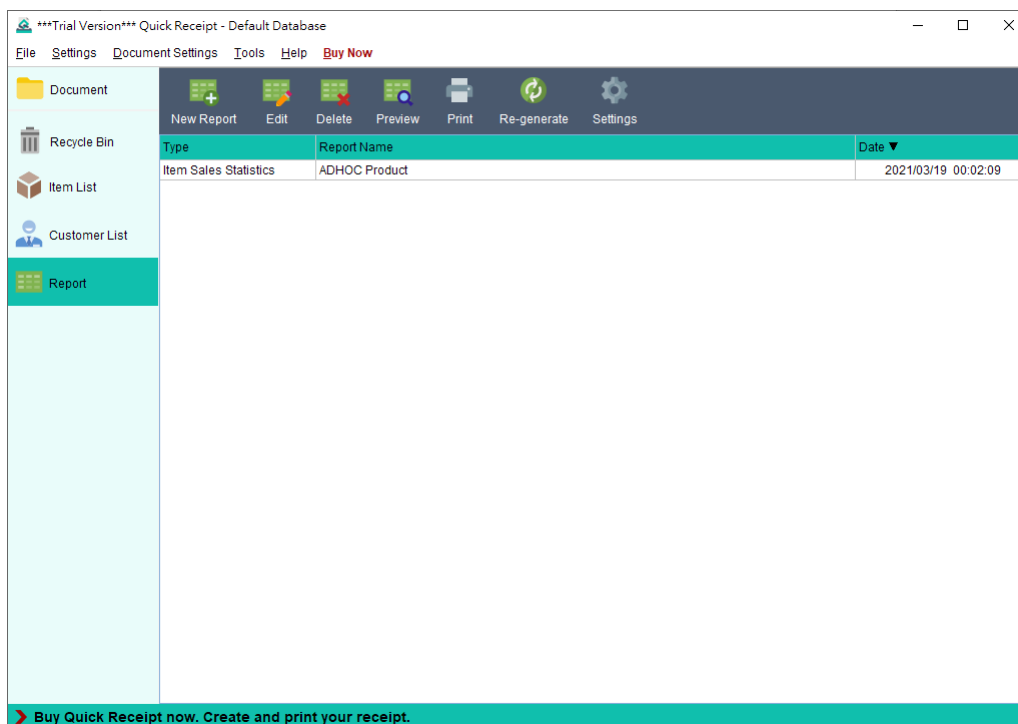
The screenshot shows a 'Customer' edit window with the following fields and values:

Field	Value
Category :	[Empty dropdown menu]
Customer Name :	Robert Lee
Billing Address :	123 ABC Road
Shipping Address :	<input checked="" type="checkbox"/> Same as Billing Address
Tel :	21234567
Email :	[Empty text box]
Vat No :	39123-1

At the bottom of the form are two buttons: a green 'Save' button and a red 'Cancel' button.

8. REPORT

Quick Receipt provides four types of report, which cover Sales, Item and Customer perspectives. Report can be exported into PDF or Excel format.



Tool Bar

New – Add new report. There are four types of Report

- Total Sales Report
- Customer Report
- Item Sales Statistics
- Raw Data Export

Edit – Edit selected report.

Delete – Delete selected customer.

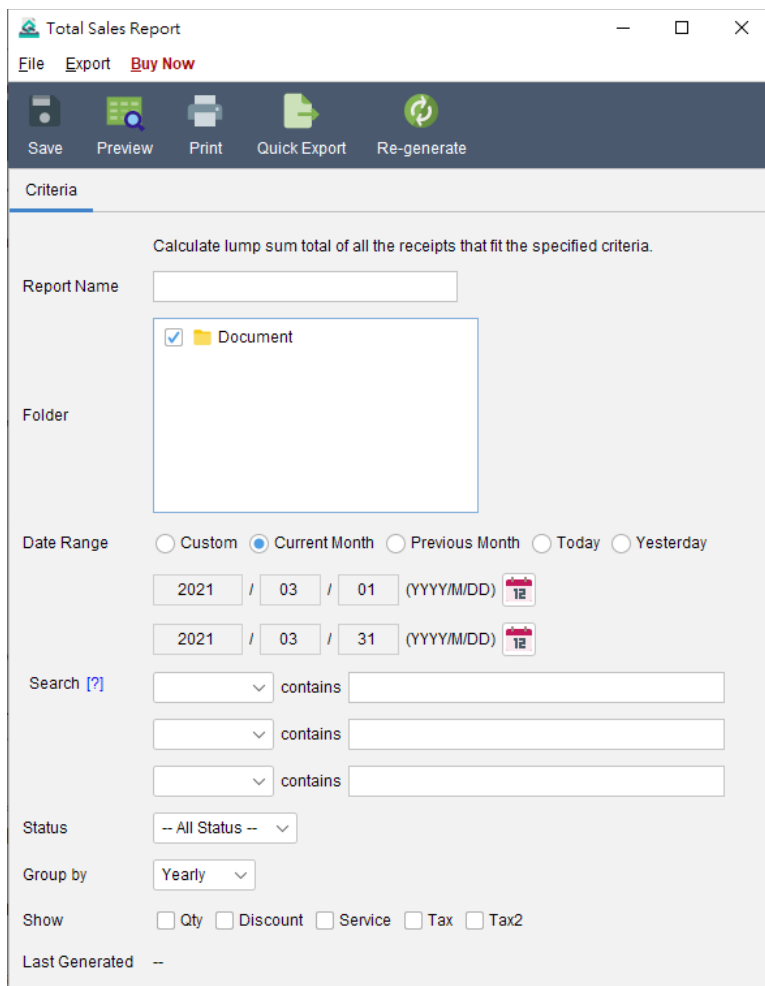
Preview – Preview selected report in PDF format.

Print – Print selected report.

Re-generate – Re-process selected report.

Reports are listed in tabular format. User can click on the header to sort the reports accordingly.

8.1. Total Sales Report



The screenshot shows the 'Total Sales Report' application window. At the top, there is a title bar with the window name and standard minimize, maximize, and close buttons. Below the title bar is a menu bar with 'File', 'Export', and 'Buy Now' (in red). A toolbar contains icons for 'Save', 'Preview', 'Print', 'Quick Export', and 'Re-generate'. The main area is titled 'Criteria' and contains the following fields:

- Report Name:** A text input field.
- Folder:** A file explorer window showing a 'Document' folder selected.
- Date Range:** Radio buttons for 'Custom', 'Current Month' (selected), 'Previous Month', 'Today', and 'Yesterday'. Below are two date pickers: the first shows '2021 / 03 / 01' and the second shows '2021 / 03 / 31', both with a calendar icon.
- Search [?]:** Three rows, each with a dropdown menu and a text input field, all labeled 'contains'.
- Status:** A dropdown menu showing '-- All Status --'.
- Group by:** A dropdown menu showing 'Yearly'.
- Show:** Checkboxes for 'Qty', 'Discount', 'Service', 'Tax', and 'Tax2'.
- Last Generated:** A label followed by a '--' symbol.

Total sales report calculates lump sum total of the receipts, and can be group by day, week, month or year. User can specify different criteria (Folder, Date Range, Search, and Status) for the report.

Report will run against selected folder and retrieve all the receipts under it. Only those receipts within Date Range will be getting into calculation. User can leave the date field blank if there is no limitation on the period.

Total Sales Report - 2021 Monthly Sales

(Generated on 2021/03/19 00:36:04)

Criteria

Folder : Document
Date : 2021/03/01 to 2021/03/31
Status : All Status

Total Number of Sales: 1

Total Sales Amount: 100.61

Period	Number of Sales	Qty	Discount	Grand Total
2021/03/01 - 2021/03/31	1	8.00	5.23	100.61

Page 1

Above is the sample output.

Report calculation will be updated when it is saved. The updated time is shown as the "Last Generated". User can also click [Re-generate] button to process the report calculation again.

8.2. Customer Report

The screenshot shows the 'Customer Report' application window. At the top, there is a title bar with the text 'Customer Report' and standard window controls. Below the title bar is a menu bar with 'File', 'Export', and 'Buy Now'. A toolbar contains icons for 'Save', 'Preview', 'Print', 'Quick Export', and 'Re-generate'. The main area is titled 'Criteria' and contains the following fields and controls:

- Report Name:** A text input field.
- Folder:** A dropdown menu showing 'Document' with a checkmark.
- Date Range:** Radio buttons for 'Custom', 'Current Month', 'Previous Month' (selected), 'Today', and 'Yesterday'. Below are date pickers for '2021 / 02 / 01' and '2021 / 02 / 28'.
- Customer:** Radio buttons for 'All Customers in Customer List', 'Not listed in Customer List', and 'Pick from Customer List' (selected). Below is a text input field containing 'Robert Lee'.
- Search:** Three rows of dropdown menus followed by 'contains' text and input fields.
- Status:** A dropdown menu showing '-- All Status --'.
- Last Generated:** A text field showing '--'.

Buttons 'Load from Customer List' and 'Remove Selected' are located below the customer selection field.

Customer Report shows sales statistics by customer. User can choose specify date range, and select customers that get calculated in the report.

Customer Report - Robert Lee

(Generated on 2021/03/19 00:43:43)

Criteria

Folder : Document
Date : Unspecified
Customers : Robert Lee
Status : All Status

Customer	Number of Sales	Quantity Sold	Sales Amount	Avg. Quantity Per Sales	Avg. Sales Amount	Last Sales Date
Robert Lee	1	8.00	100.61	8.00	100.61	2021/03/16

Page 1

Above is the sample output.

Report calculation will be updated when it is saved. The updated time is shown as the "Last Generated". User can also click [Re-generate] button to process the report calculation again.

8.3. Item Sales Statistics

Item Sales Statistics ADHOC Product

File Export Buy Now

Save Preview Print Quick Export Re-generate

Criteria

Calculate total amount, quantity and average price of matching item name.

Report Name ADHOC Product

Folder ☒ Document

Date Range ☒ Custom ☐ Current Month ☐ Previous Month ☐ Today ☐ Yesterday

12 / 12 to 12 / 12

Item Name Disinfectant Spray (75% Alcohol)
Surgical Mask - 50pcs

Load from Item List Remove Selected

Status -- All Status --

Show ☒ Brand ☒ Spec

Last Generated 2021/03/19 00:02:09

Item Sales Statistics calculates the sales information (Quantity, Amount, and Average Price) of the item that with matching item name. User can also specify the folder and date range as the report criteria.

Item Sales Report - ADHOC Product

(Generated on 2021/03/19 00:47:10)

Criteria

Folder : Document
Date : Unspecified
Items : Disinfectant Spray (75% Alcohol), Surgical Mask - 50pcs
Status : All Status

Brand	Item	Spec	Quantity Sold	Total Amount	Avg. Price
	Disinfectant Spray (75% Alcohol)		6.00	148.80	24.80
	Surgical Mask - 50pcs		2.00	131.00	65.50

Page 1

Above is the sample output.

Report calculation will be updated when it is saved. The updated time is shown as the "Last Generated". User can also click [Re-generate] button to process the report calculation again.

8.4. Raw Data Export

The screenshot shows the 'Raw Data Export' window with the following sections:

- Criteria**: A sub-header for the selection criteria.
- Report Name**: A text input field.
- Document Type**: A dropdown menu set to 'Receipt'.
- Folder**: A list box containing 'Document' with a checked checkbox.
- Date Range**: Radio buttons for 'Custom', 'Current Month', 'Previous Month', 'Today', and 'Yesterday'. Below are date pickers for start and end dates.
- Search**: Three rows of dropdown menus followed by 'contains' and text input fields.
- Status**: A dropdown menu set to '-- All Status --'.
- Show Columns**: A grid of checkboxes for various fields: Date, Sales, RCPT#, Customer, Address, Tel, Email, Product, Price, Qty, Total, Sub-total, Discount, Service, Tax, Tax2, Grand Total, Tendered, Change, Notes, Status, and Comment. 'Date', 'Product', 'Qty', and 'Total' are checked.
- Buttons**: 'Select All' and 'Clear All' buttons at the bottom.

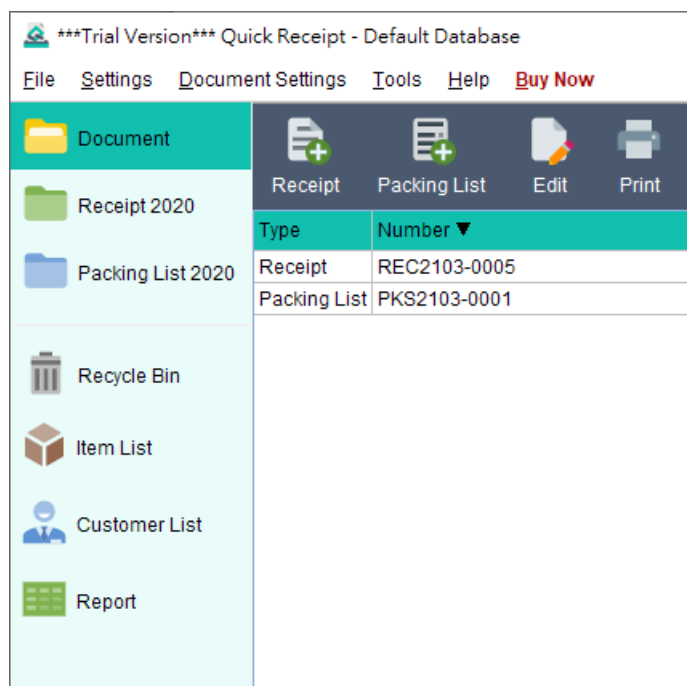
Raw Data Export allows user to get details information of the document created in Quick Receipt. The report will retrieve all selected documents from selected folder. Only those documents within the specified Date Range will be getting into calculation. User can leave the date field blank if there is no limitation on the period.

Check the box to select the fields of the document and shown in the report. If any line item column is selected, the document will be spanned as multiple rows according to the number of line items.

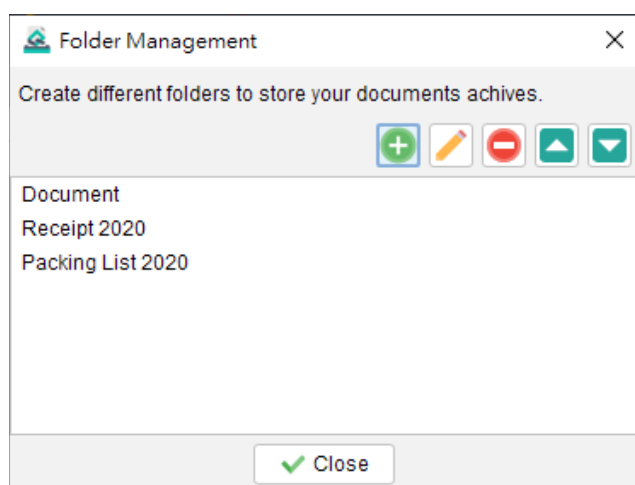
Raw Data Export can only be exported into Excel format.

9. SETTINGS

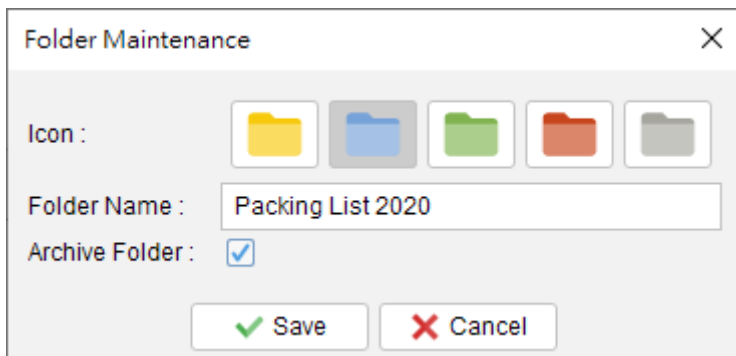
9.1. Folder Management



In Quick Receipt, by default, there is only one folder called "Document". But user can create other folders to organize the documents. In menu "Settings > Folder Management", user can maintain folder list.

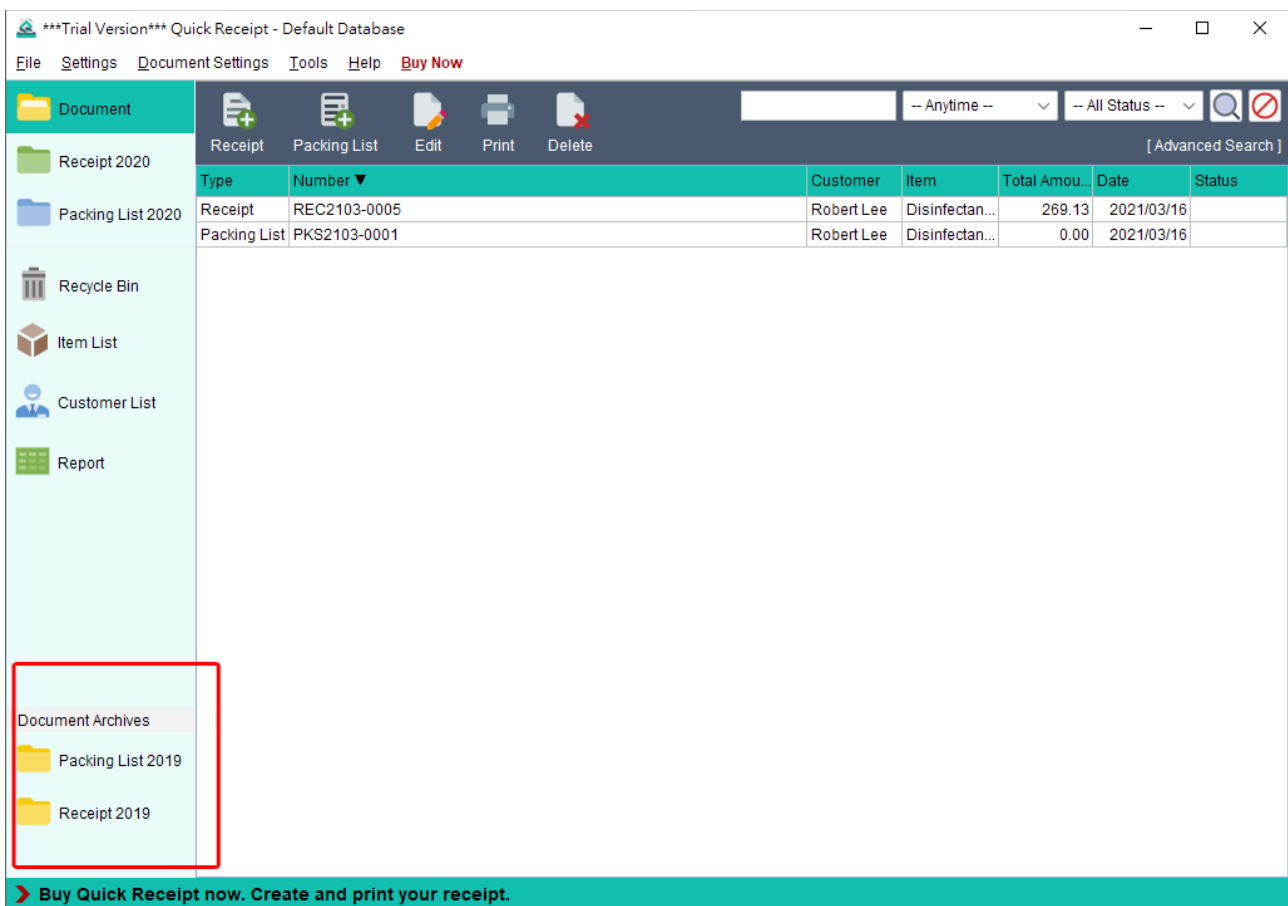


Archive Folder



The 'Folder Maintenance' dialog box allows users to configure folder settings. It includes an 'Icon' section with five folder icons (yellow, blue, green, red, and grey). The 'Folder Name' field is set to 'Packing List 2020'. The 'Archive Folder' checkbox is checked. At the bottom, there are 'Save' and 'Cancel' buttons.

Folder can be set as Archive. Archive folders are listed at the bottom. It is designed to store old documents. Documents that stored in archived folder are not editable.



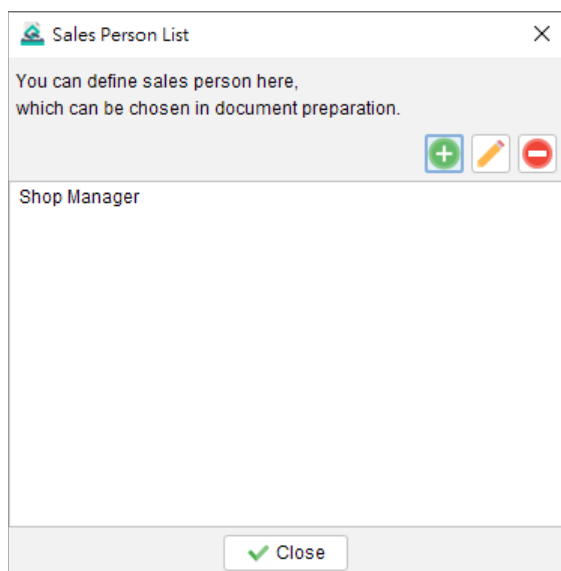
The screenshot shows the 'Quick Receipt - Default Database' application. The left sidebar contains a list of folders: 'Document', 'Receipt 2020', 'Packing List 2020', 'Recycle Bin', 'Item List', 'Customer List', 'Report', and 'Document Archives'. The 'Document Archives' folder is highlighted with a red box. The main area displays a table of documents.

Type	Number	Customer	Item	Total Amou...	Date	Status
Receipt	REC2103-0005	Robert Lee	Disinfectan...	269.13	2021/03/16	
Packing List	PKS2103-0001	Robert Lee	Disinfectan...	0.00	2021/03/16	

At the bottom of the interface, there is a teal banner with the text: 'Buy Quick Receipt now. Create and print your receipt.'

9.2. Sales Person List

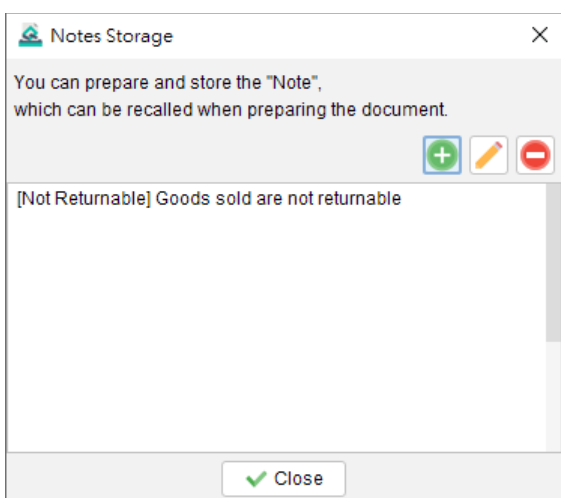
User can maintain your own Sales Person list, which can be chosen when preparing document. To maintain the list, click the icon at the top-right corner to add, edit or delete.



9.3. Notes Storage

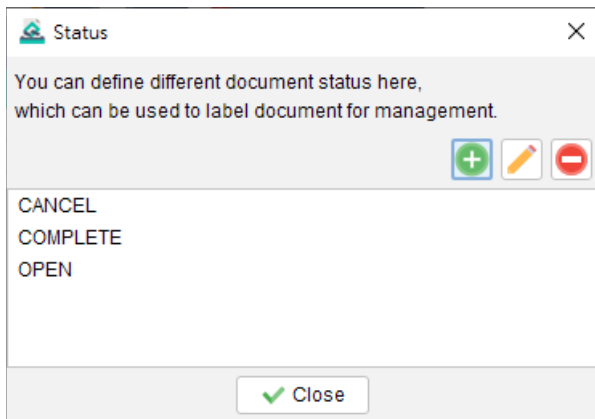
When preparing document, user can load the notes directly from this Notes Storage.

User can maintain your notes here. Click the icon at the top-right corner to add, edit and delete. The format will be preserved as what you typed in.



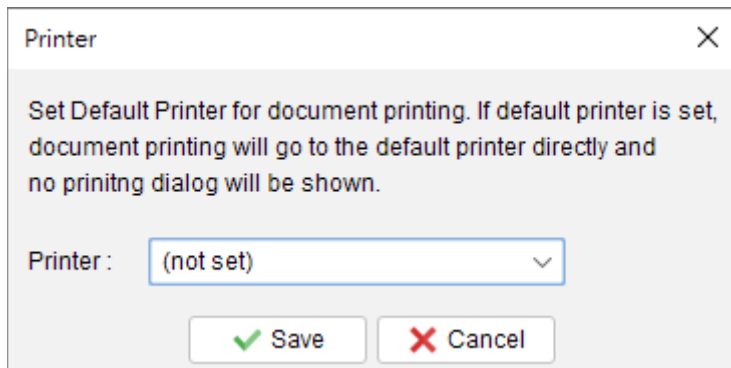
9.4. Document Status

Documents in Quick Receipt can be marked with a status. User can maintain Document Status List here. Click icon at the top-right corner to add, edit or delete status.

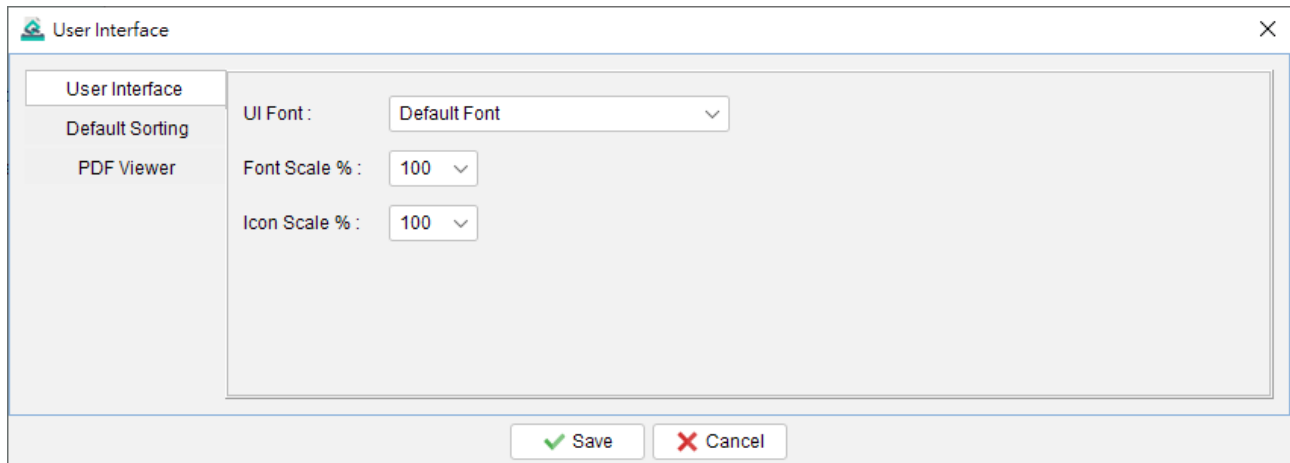


9.5. Printer

Set default printer for document printing.



9.6. User Interface

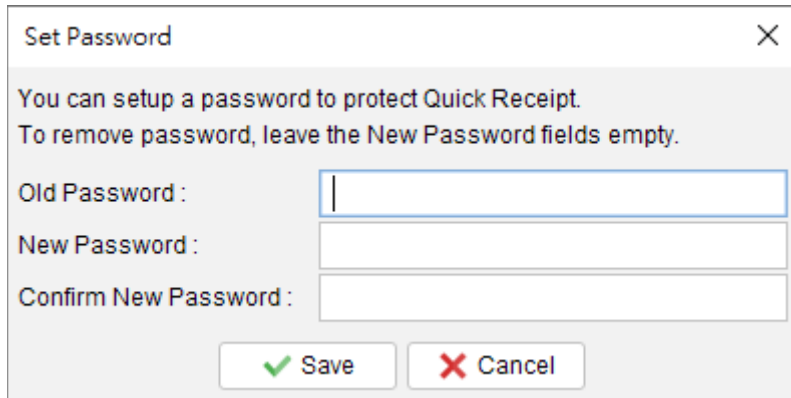


User can adjust settings for user interface, includes Font, Enlarge or Reduce Font and Icon size, and also default settings.

Software need to restart to effective the changes made on user interface.

10. TOOLS

10.1. Set Password

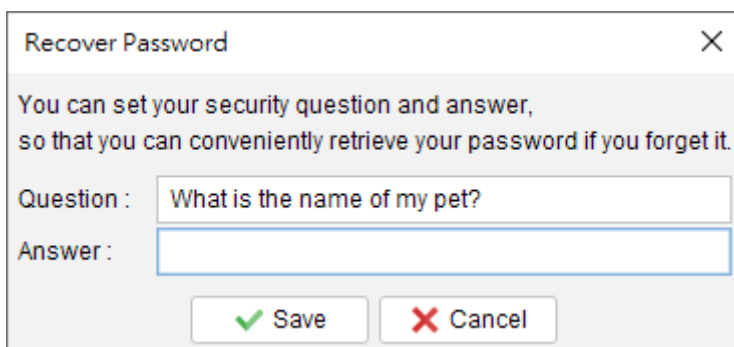


The 'Set Password' dialog box has a title bar with a close button (X). The main text reads: 'You can setup a password to protect Quick Receipt. To remove password, leave the New Password fields empty.' Below this, there are three input fields: 'Old Password:', 'New Password:', and 'Confirm New Password:'. At the bottom, there are two buttons: a green 'Save' button with a checkmark icon and a red 'Cancel' button with an X icon.

To enhance security of the system, user can set a password for Quick Receipt. Every time user starts Quick Receipt, a dialog will be prompted to input password.

To remove the password settings, fill-in the old password and leave other fields blank. Click [Save] to remove it.

10.2. Recover Password Option

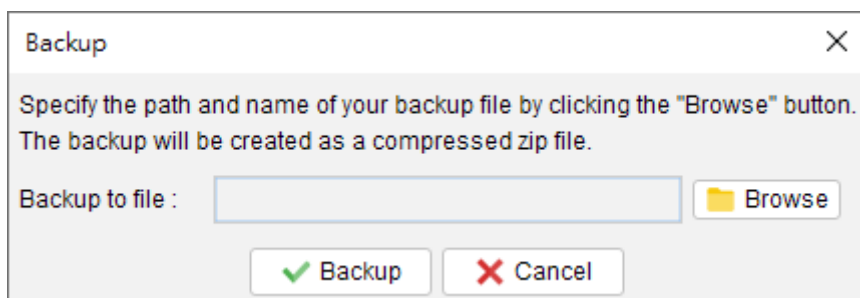


The 'Recover Password' dialog box has a title bar with a close button (X). The main text reads: 'You can set your security question and answer, so that you can conveniently retrieve your password if you forget it.' Below this, there are two input fields: 'Question:' and 'Answer:'. The 'Question:' field contains the text 'What is the name of my pet?'. At the bottom, there are two buttons: a green 'Save' button with a checkmark icon and a red 'Cancel' button with an X icon.

User can set a question and answer as the recover password option.

User can click [Forget Password] button in the Password Dialog. Quick Receipt will show this preset question. If user answer the question correctly, the password will be shown out. To set this "Password Recover Option", user must input the password to confirm he has the access right on the Quick Receipt.

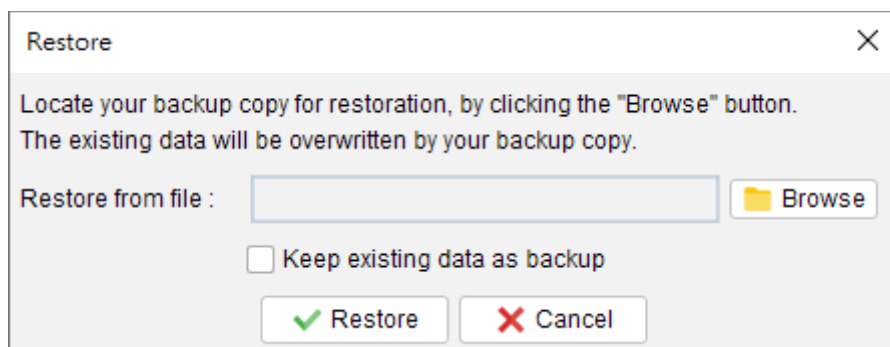
10.3. Backup



User can create a backup for all the data in Quick Receipt. It will backup all the documents, reports, customer list, supplier item, item list, and all the software settings.

Click the [Browse] button, and provides a filename to backup. The backup will be made in zip format.

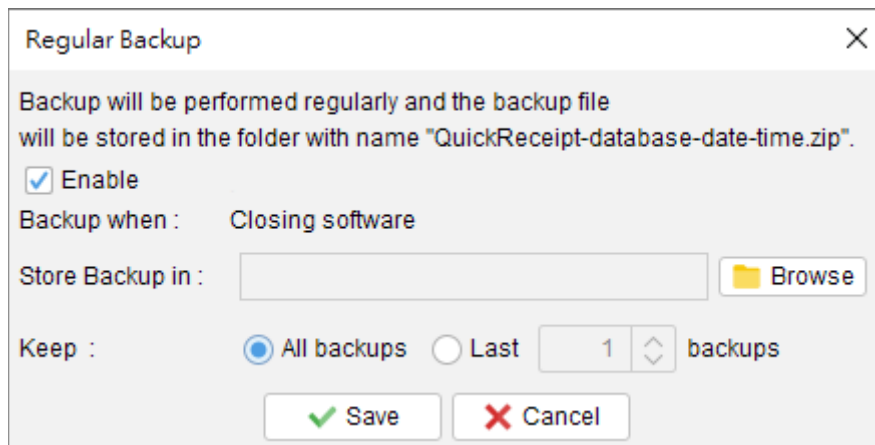
10.4. Restore



User can restore the backup data to the system.

Click the [Browse] icon, and locate your backup zip file. The document, report, data and all the software settings will be restored from the zip file.

10.5. Regular Backup



User can enable the regular backup feature. Quick Receipt will make a backup when closing the software. It allows to choose how many backup copies to be kept. Click the [Browse] icon, and locate your backup folder.

The document, settings, and data will be backup in zip format and saved in the selected folder.

11. REGISTER

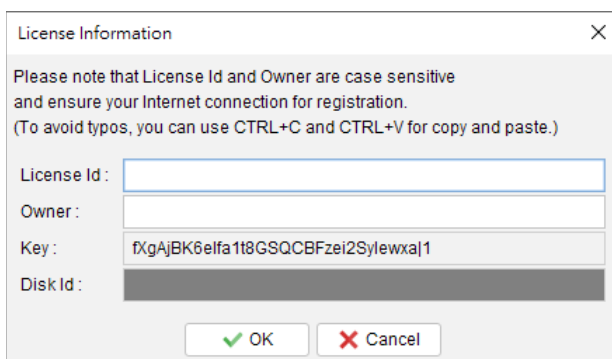
11.1. Trial Version

The Trial Version of Quick Receipt provides same functionality as the registered version, but only allowed to create 25 documents in total. To get rid of the restriction of Trial Version, you need to obtain a license and register your Quick Receipt copy.

11.2. Registration

To register the Quick Receipt,

(1) Go to menu "Help > Register", registration window is shown out.

A screenshot of the 'License Information' dialog box. The dialog has a title bar with a close button (X). Inside, there is a note: 'Please note that License Id and Owner are case sensitive and ensure your Internet connection for registration. (To avoid typos, you can use CTRL+C and CTRL+V for copy and paste.)'. Below the note are four input fields: 'License Id:' (empty), 'Owner:' (empty), 'Key:' (containing the text 'fXgAjBK6elfa1t8GSQCBFzei2Sylewxa|1'), and 'Disk Id:' (a dark gray field). At the bottom are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red X icon.

(2) Fill in the "License Id" and "Owner" information and click "OK" to register. Please ensure the Internet connection when registration is in process. Afterward, restart the Quick Receipt to effective the license.

Note: If firewall is setup and block the connection of registration, the registration cannot be completed. You may temporarily disable the firewall to allow the registration go through.

11.3. Why I can't do registration?

Please check and make sure the Internet is online, and no firewall rule is set to block the Internet connection.

12. IMPORT FILE FORMAT

Quick Receipt allows to import customers, and items information from an Excel file.

Please note the following when preparing the import file

1. First row is the column header. Please leave it untouched.
2. The records should be listed row by row.
3. Leave the field blank if it is not applicable.

Sample Import file can be downloaded below

- "Items" (XLS)

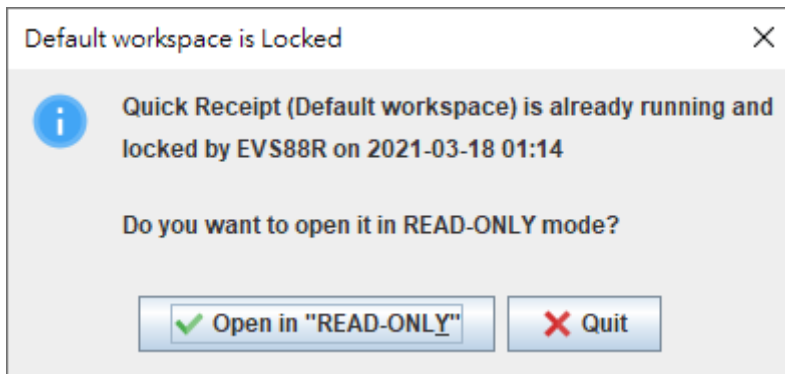
<https://www.evinco-software.com/quick-receipt/sample/importItem.xls>

- "Customers" (XLS)

<https://www.evinco-software.com/quick-receipt/sample/importCustomer.xls>

13. DATABASE LOCKED

13.1. Database locked / Read-Only Mode



Quick Receipt is a standalone software and will lock database when running.

If a second instance try to run on the same database at the same time, the above dialog will be shown. User can choose to run Quick Receipt in READ-ONLY mode.

In READ-ONLY mode, user can only view information but cannot create or edit document, customer/item information or software settings. User can view, print, preview document but cannot create or edit document.