Quick Receipt Software

for Thermal Printer

Quick Receipt User Guide

Prepared by Quick Receipt Development Team
Last modified: 01/20/2022

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1. SYSTEM REQUIREMENTS

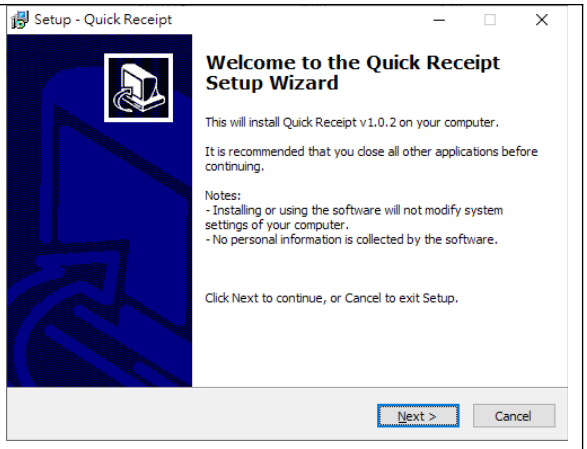
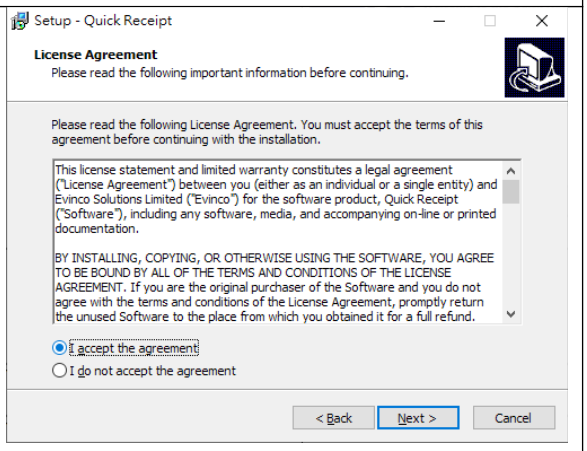
- Operating System:

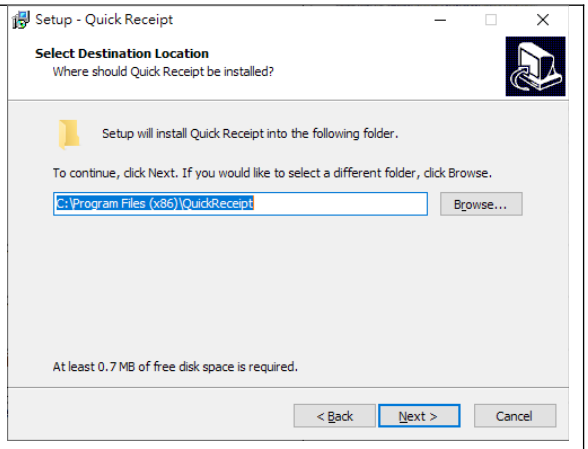
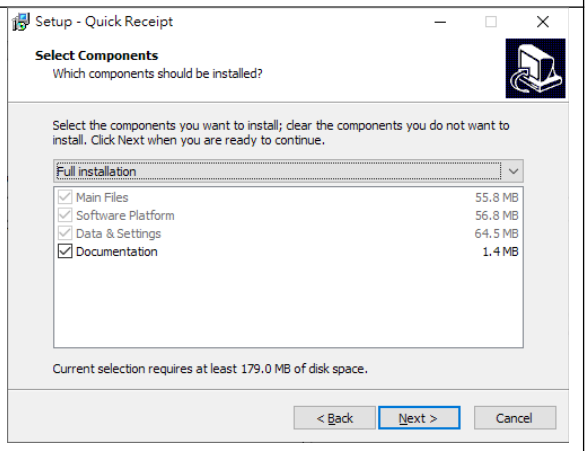
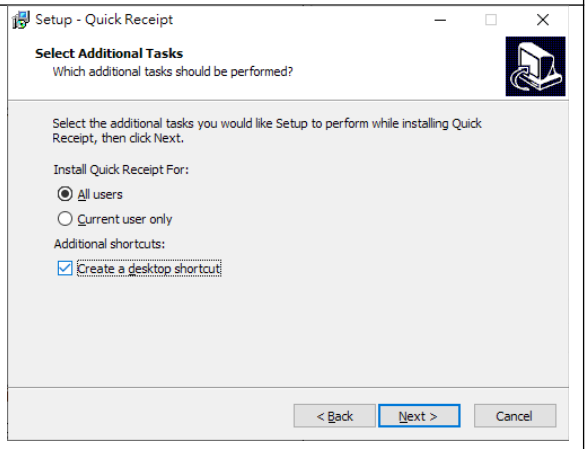
  Microsoft Windows 11, 10, 8.1, 8, 7

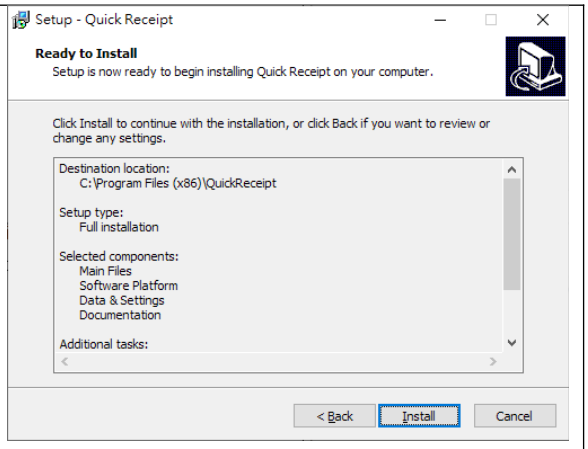
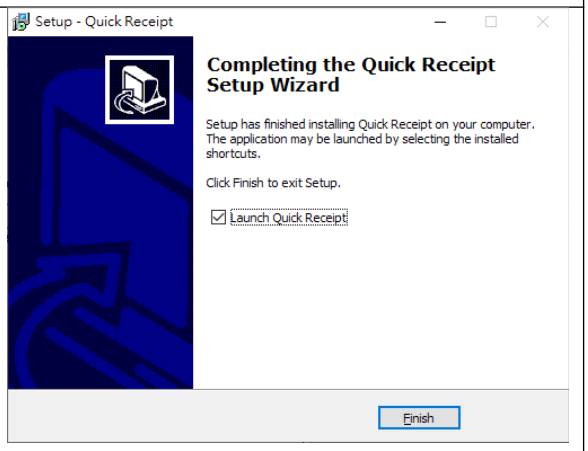
  MacOS 10.12 or later

2. INSTALLATION FOR WINDOWS

2.1. Install

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

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

6. Start the installation.	
7. Installation Finish.	

2.2. Uninstall

To uninstall Quick Receipt,

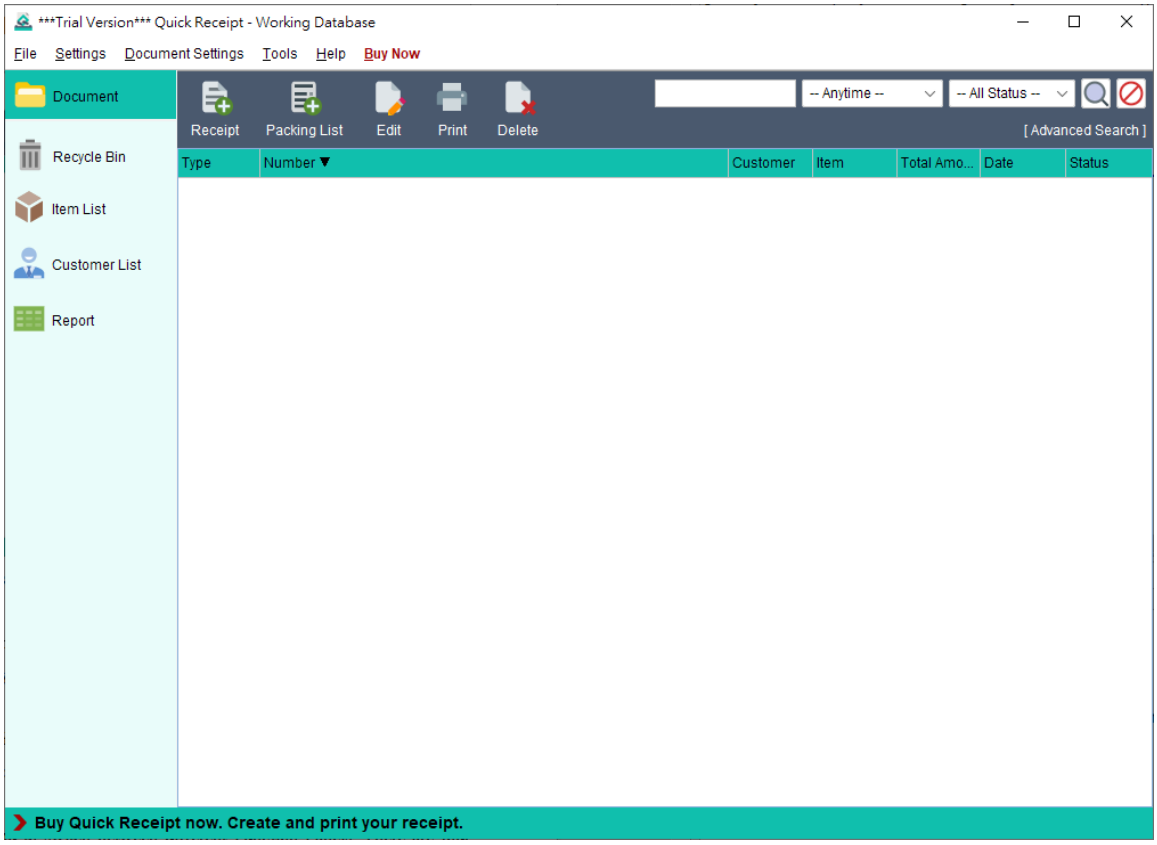
1. If you're using Quick Receipt, stop it.

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.

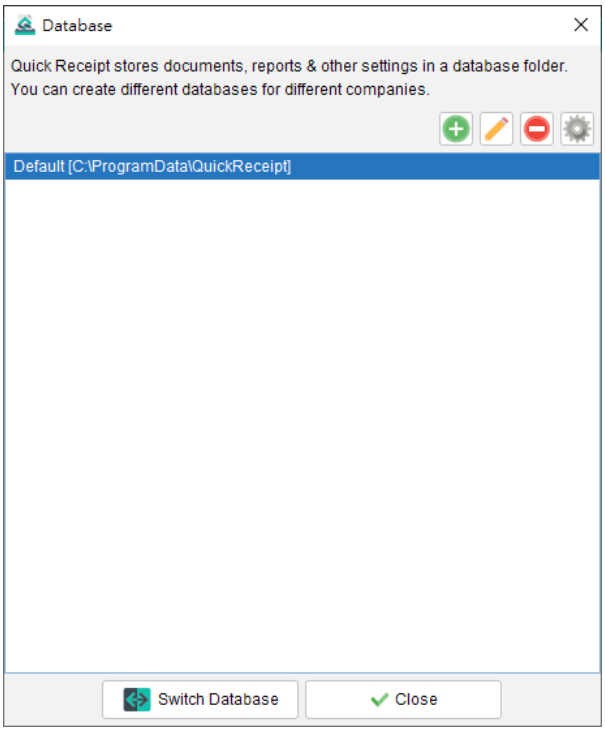
Menu bar at the top which has File, Document Settings, Tools, Help and Buy Now. "Buy Now" is shown in Trial Version only.

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.

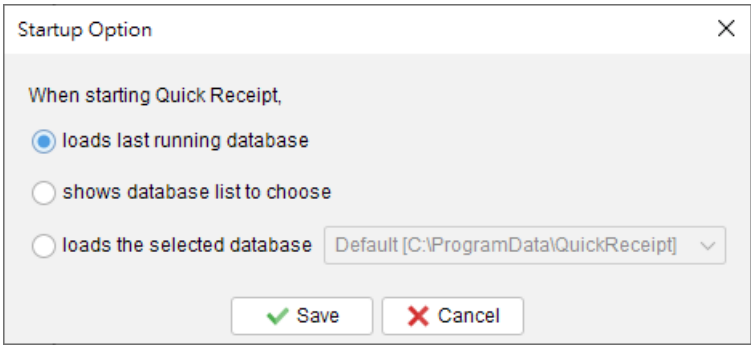
3.1. Database

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.

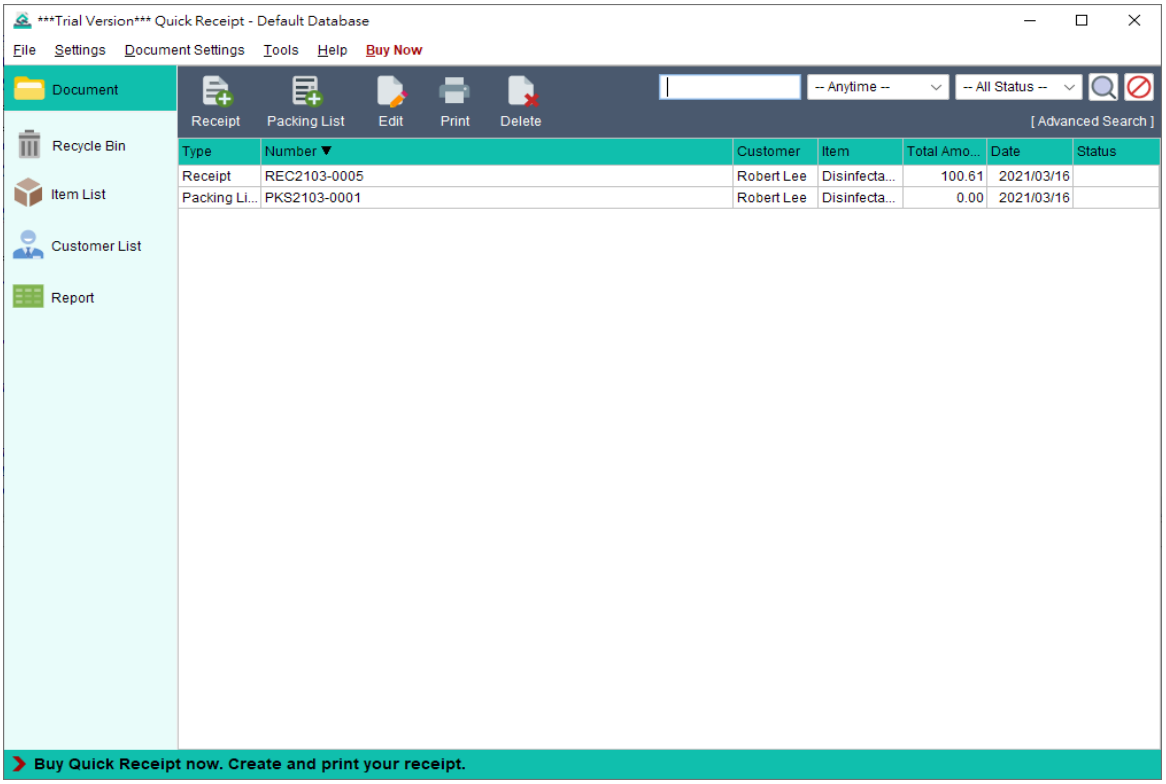
However, user can set the Database to a folder in local server or shared folder, so that Quick Receipt from different computers can access the same database folder.

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

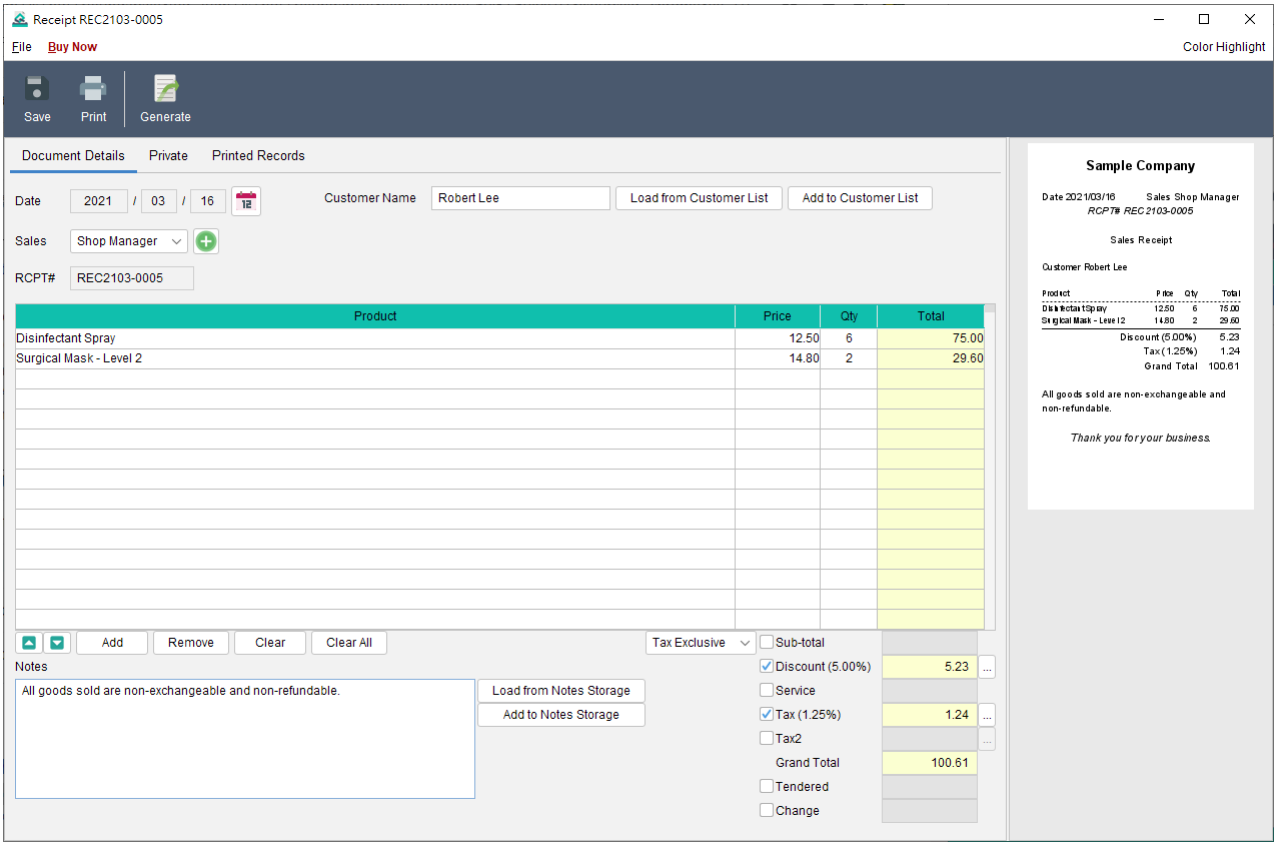
Edit – Edit selected document

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



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.

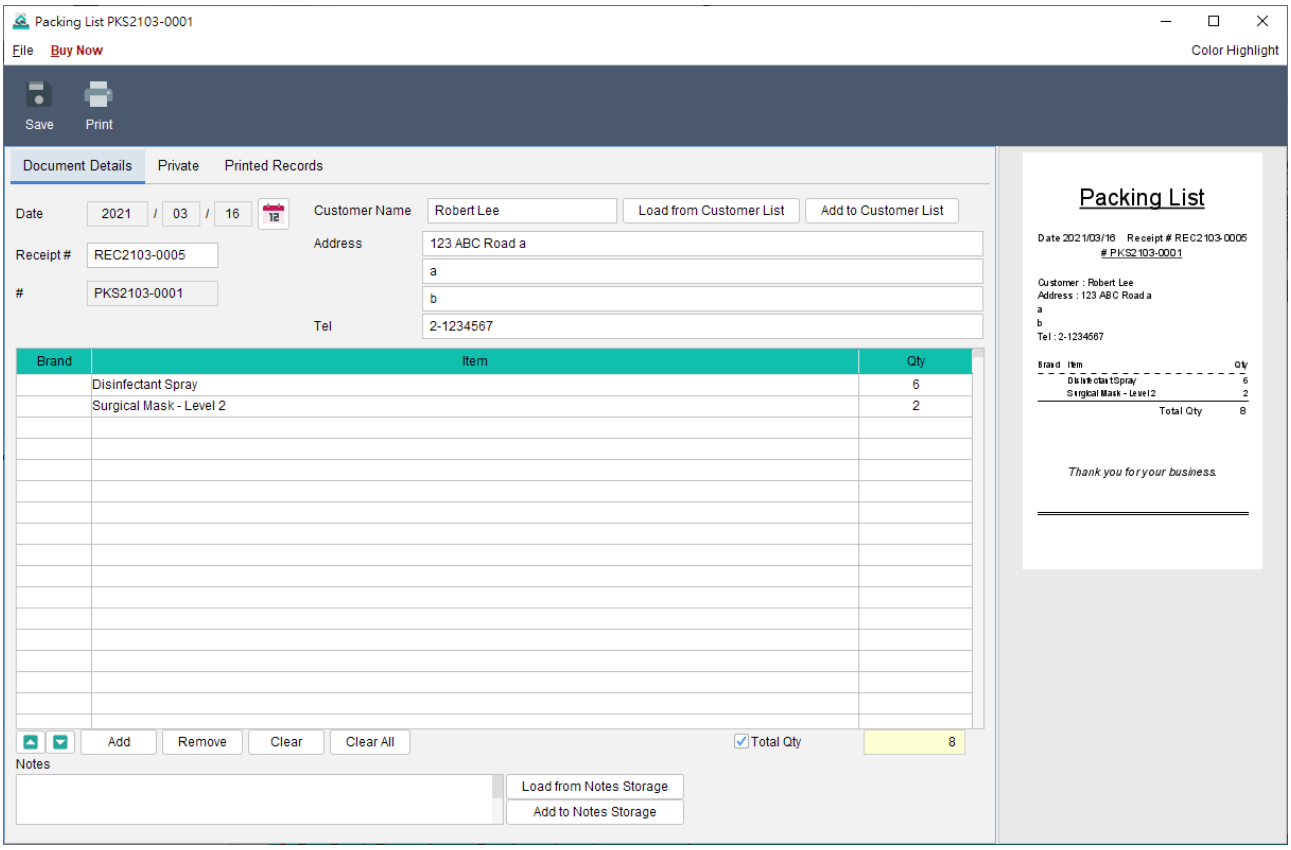
Document Details – User can prepare the document here. Document number is assigned automatically from user settings. User can specify the date, input customer and item information. Item information can be loaded from Item List by clicking [Add] button below the item table. Discount, Tax, Tendered can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

Discount or Tax, simply click [...] button on the right which can input percentage or value. Total and other related fields will be calculated automatically.

Private – User can set the document status and write down private comment here. All the information under this tab will not be shown in the output document.

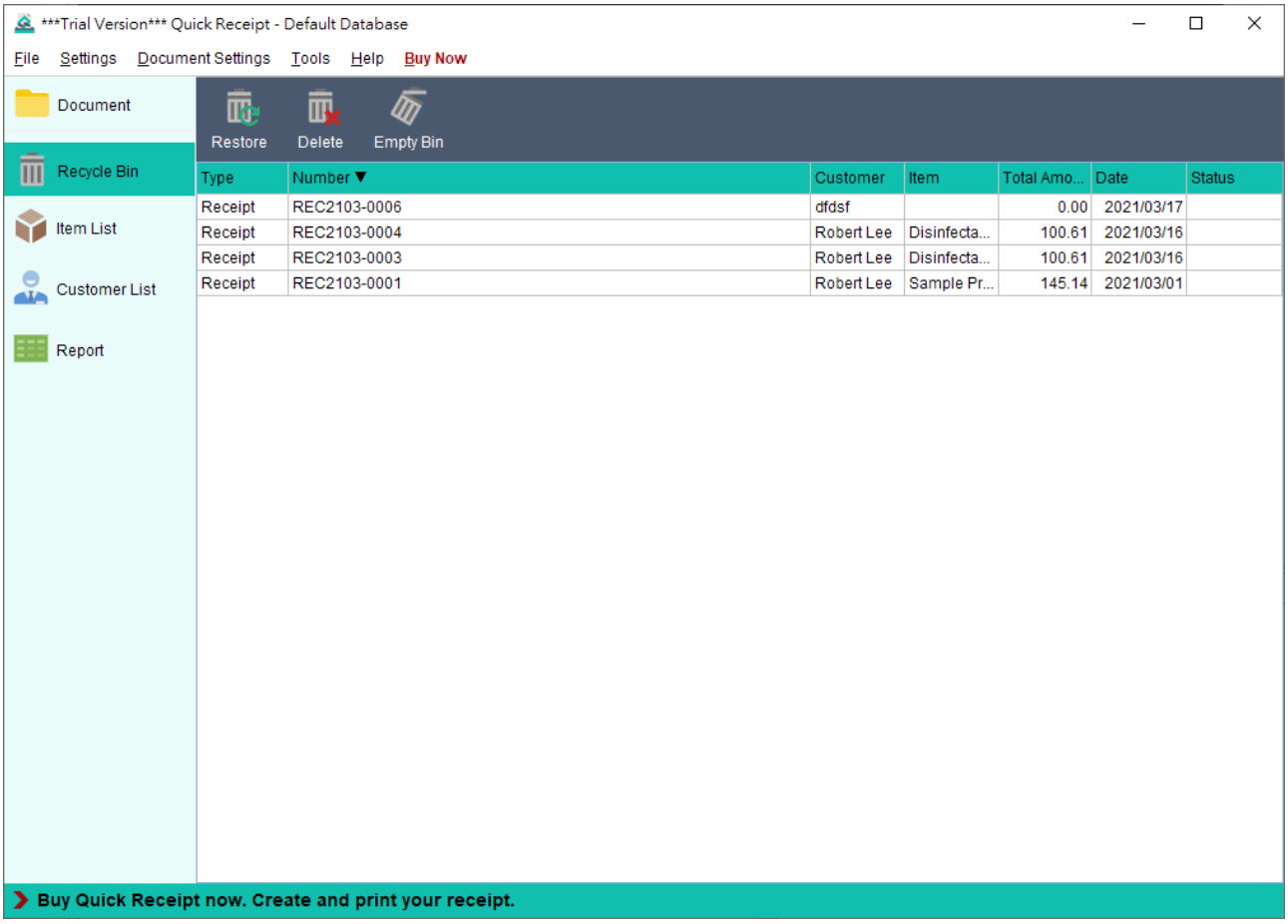
Printed Records – When the document is printed, a copy will be saved. The printed copies will be listed here. Click on the printing time will show the related printed copy.

4.2. Packing List



Packing List has similar interface as Receipt. It also has the same three tabs Document Details, Private and Printed Records.

4.3. Recycle Bin

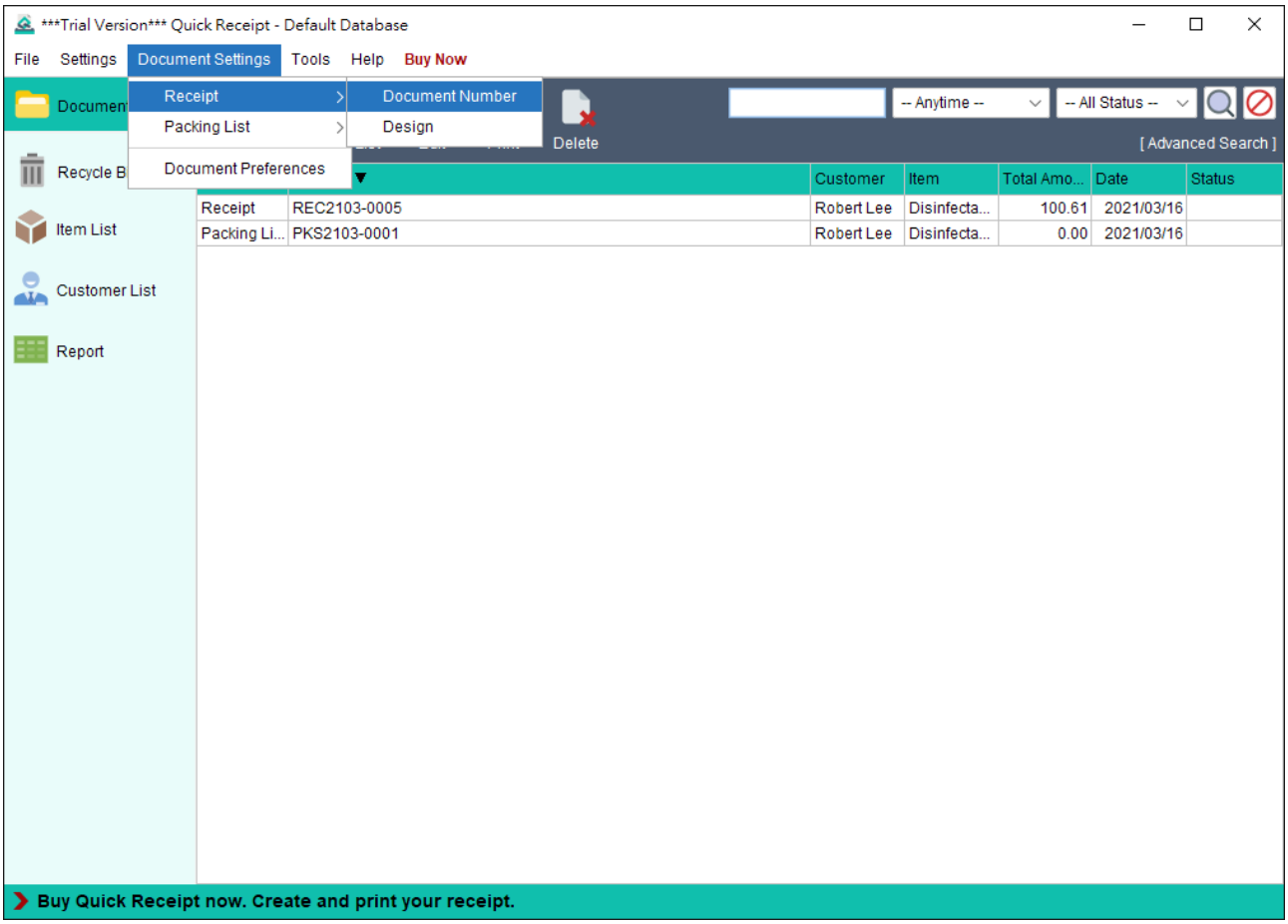


All deleted documents will be put into Recycle bin. Document can be restored from Recycle bin back to document folder. If document is deleted from Recycle Bin, it will be permanently deleted.

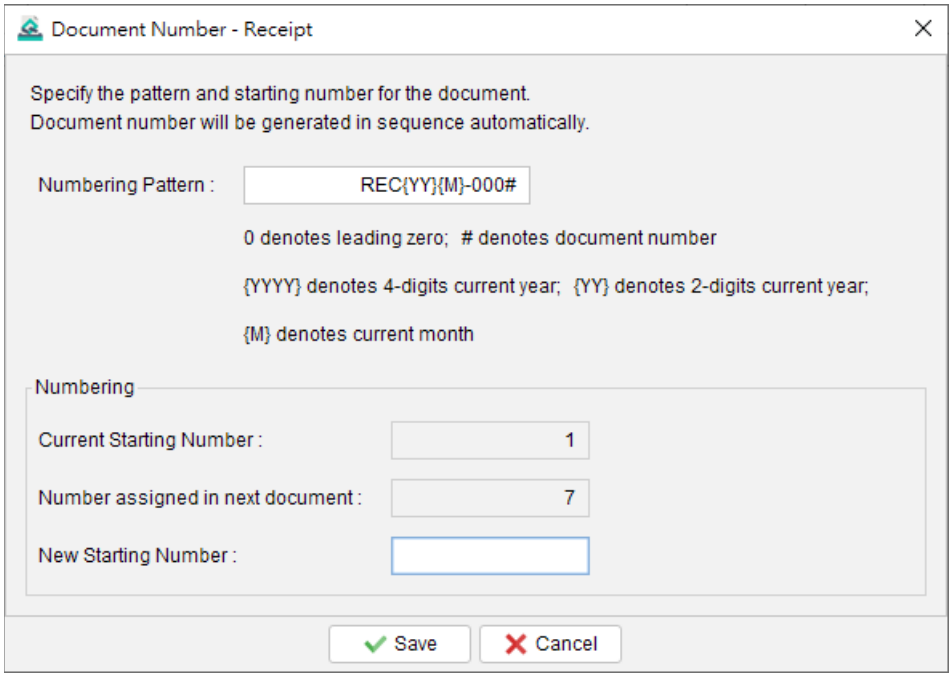
5. DOCUMENT SETTINGS

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”.



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

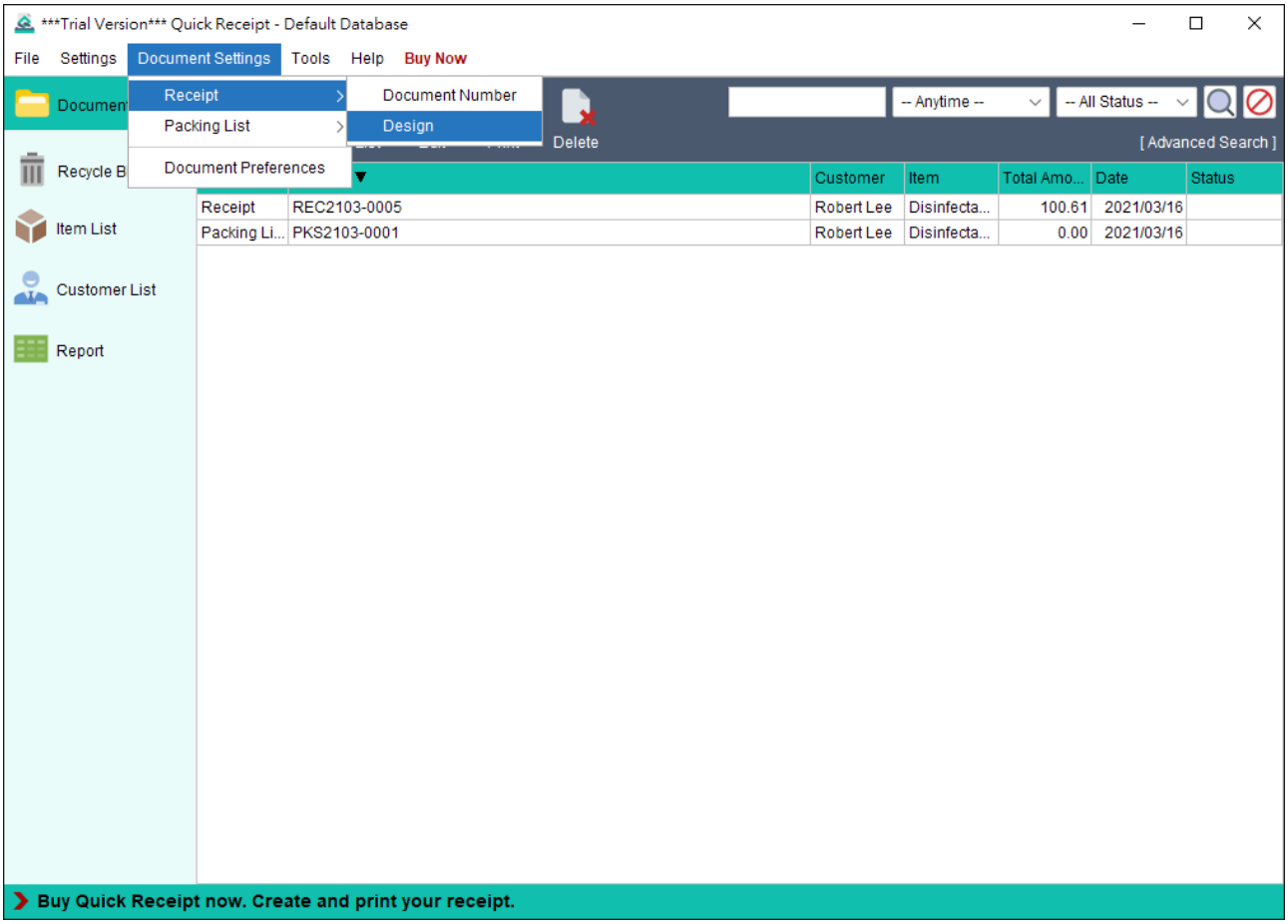
Current Number: 345678 => Output: REC345678

Example 3 Numbering Pattern: REC{YYYY}0000#

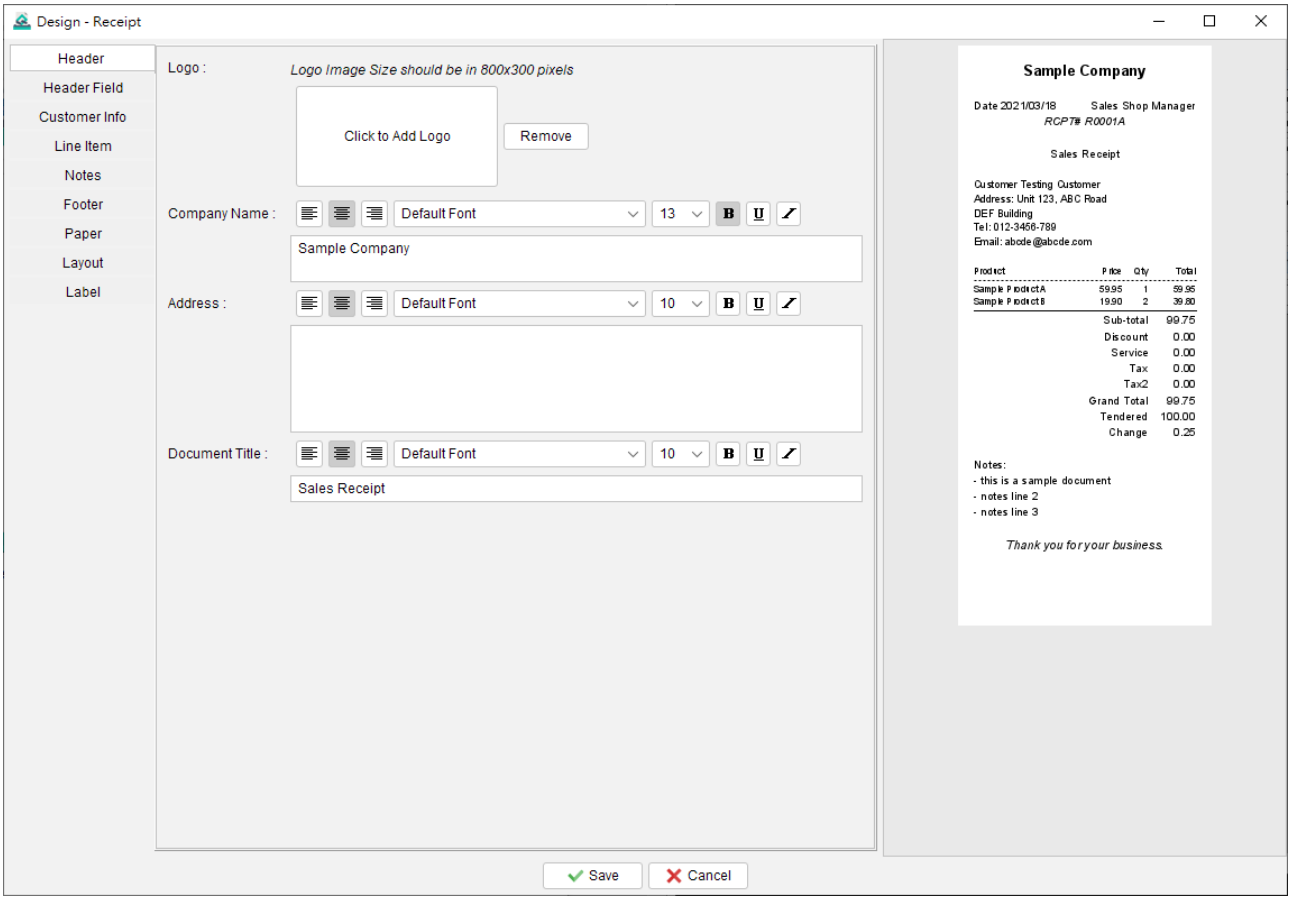
Current Number: 23 => Output: REC202100023

Current Number: 345678 => Output: REC2021345678

5.2. Design



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

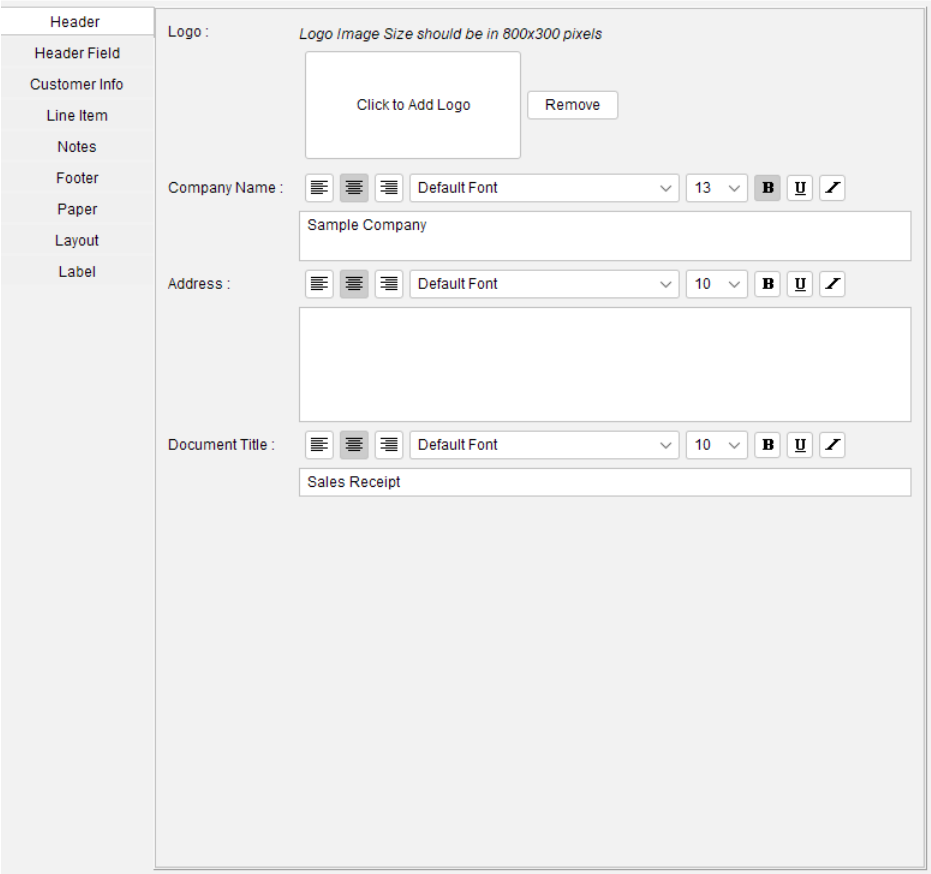


The design setting of document are split into few parts:

- 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

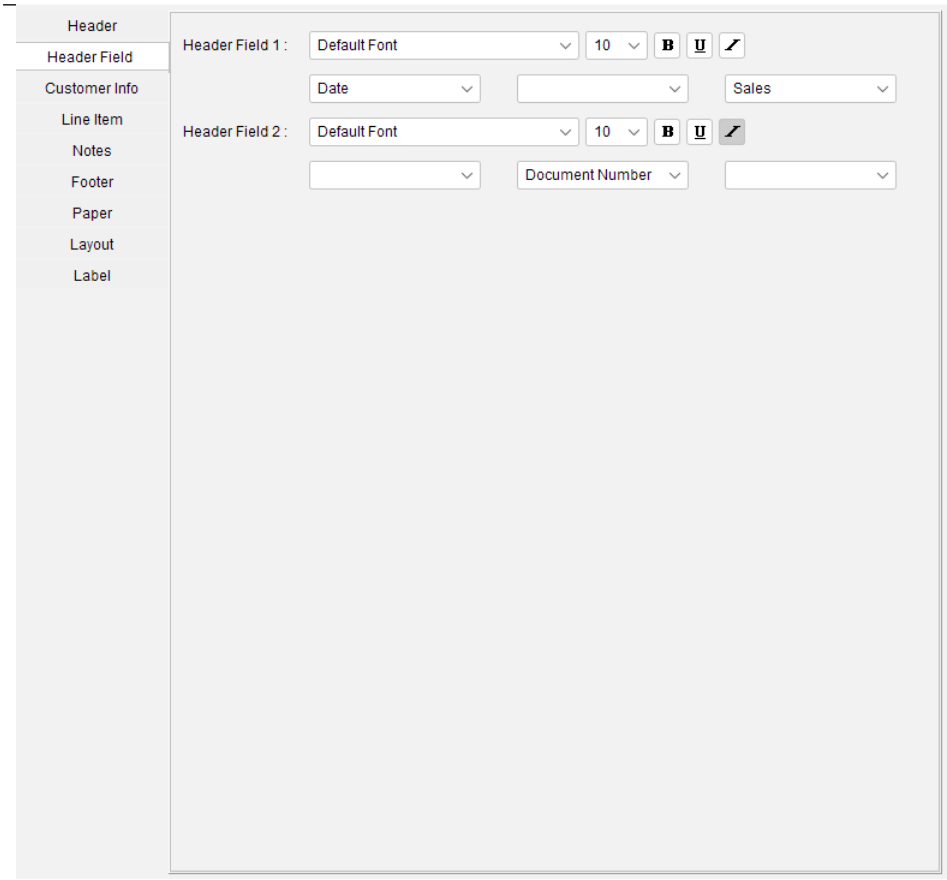


In Header, it allows to set Company Logo. Name, Address and also document title.

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.

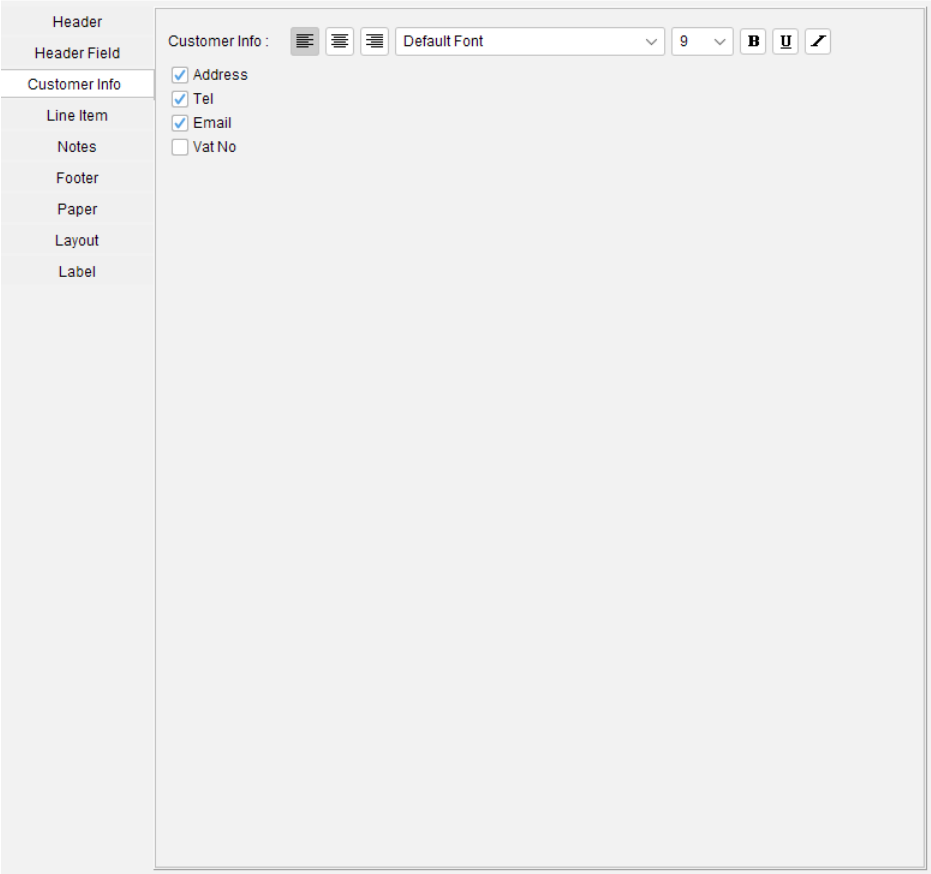
Company Name, Address, and Document title can be set with different font type, size, style and alignment.

5.2.2. Header Field



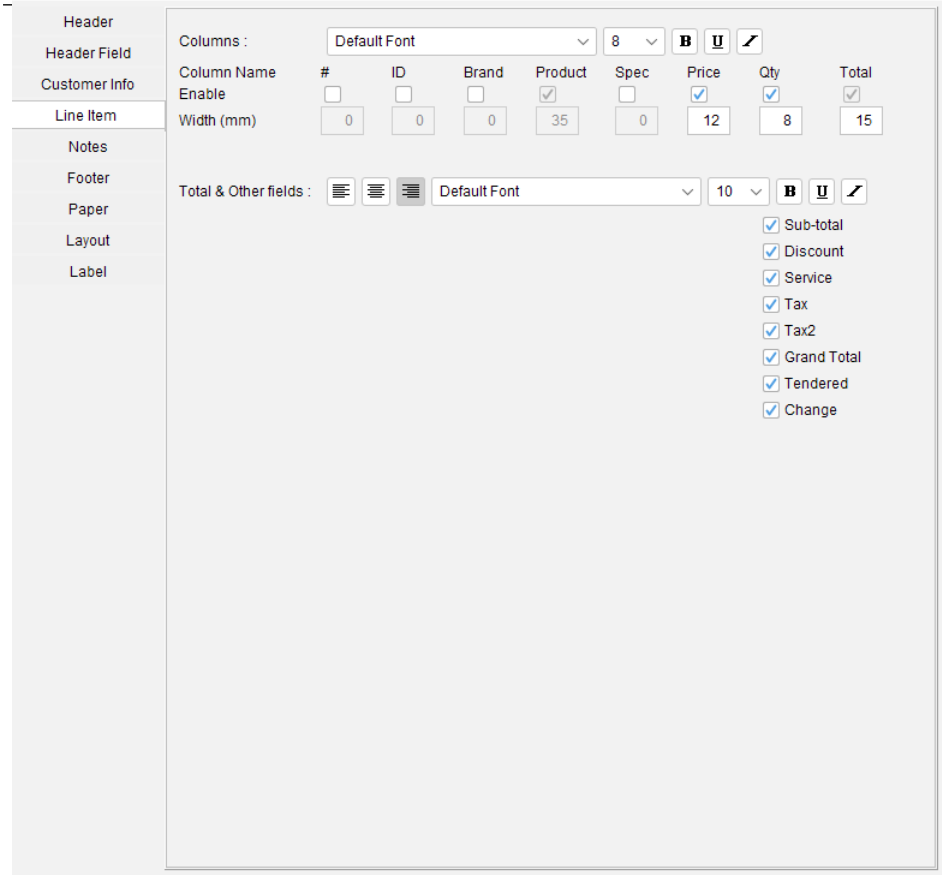
Header Fields are the predefined fields in the document. They are Document Number, Date, Date-time and Sales Person. These fields can be set in two lines and in Left/Center/Right position.

5.2.3. Customer Info



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



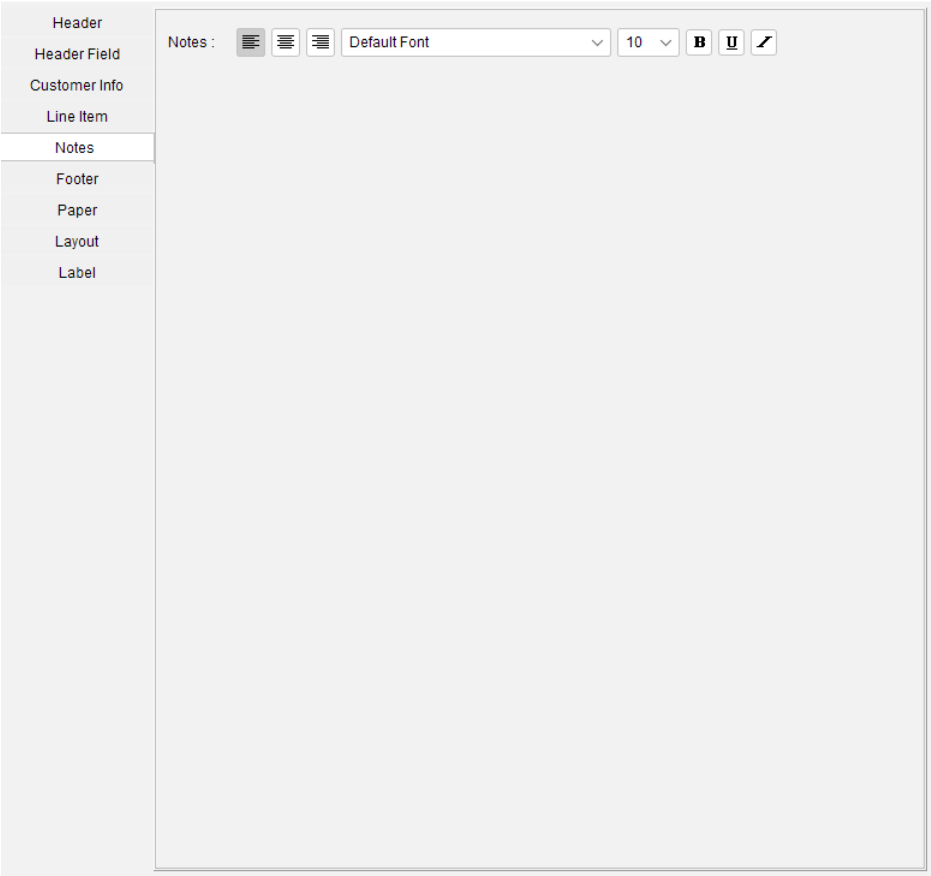
There are two parts to set in Line Item: Columns and Total section that under line item.

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.

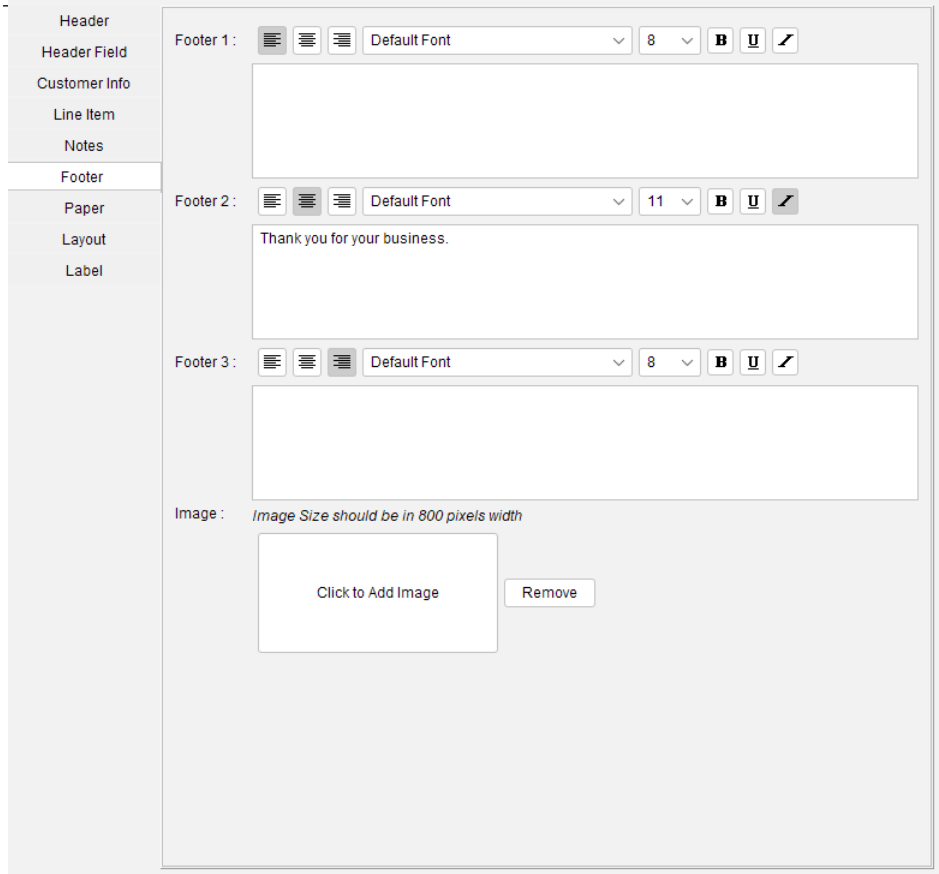
User can set different font, size and style for the two parts.

5.2.5. Notes



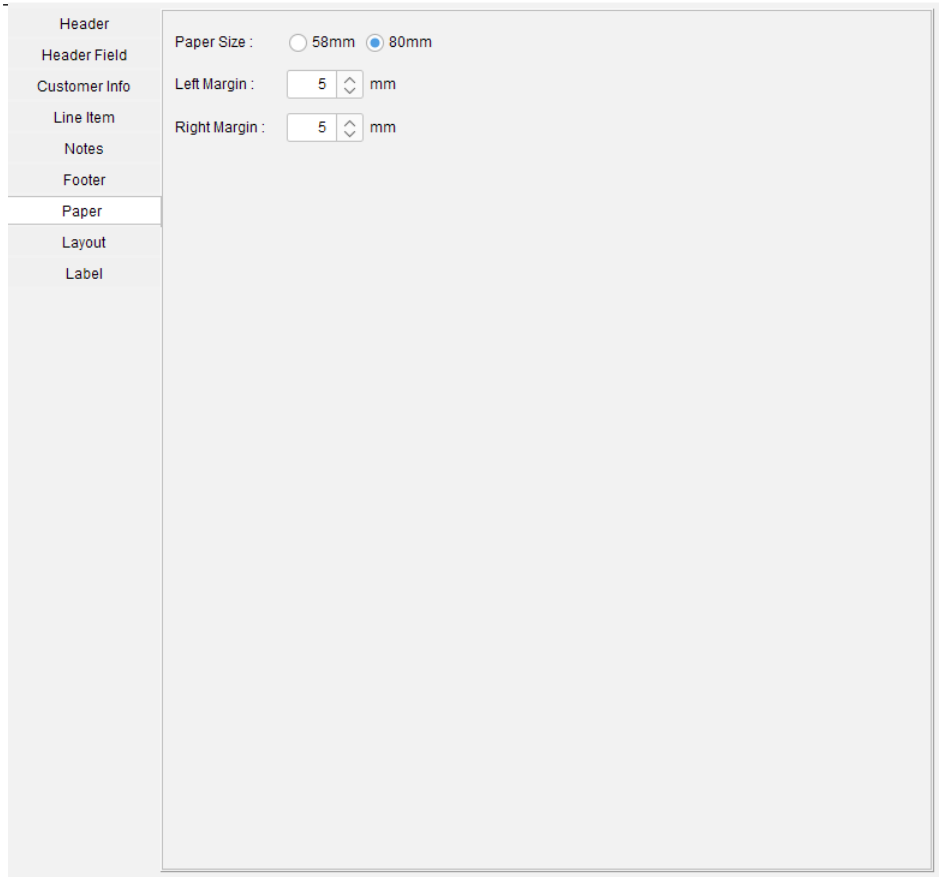
User can set alignment, font, size and style for the notes.

5.2.6. Footer



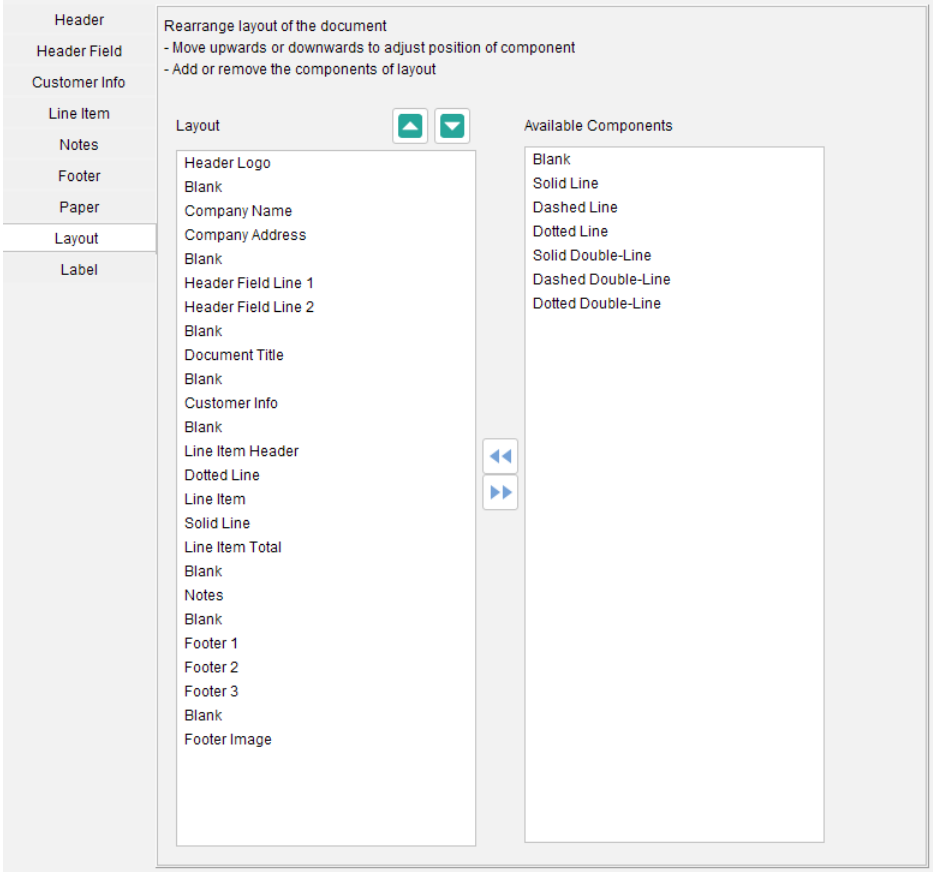
Three footer fields are provided. Each footer can be set with its own font style. It also allows to set a footer image.

5.2.7. Paper



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

5.2.8. Layout

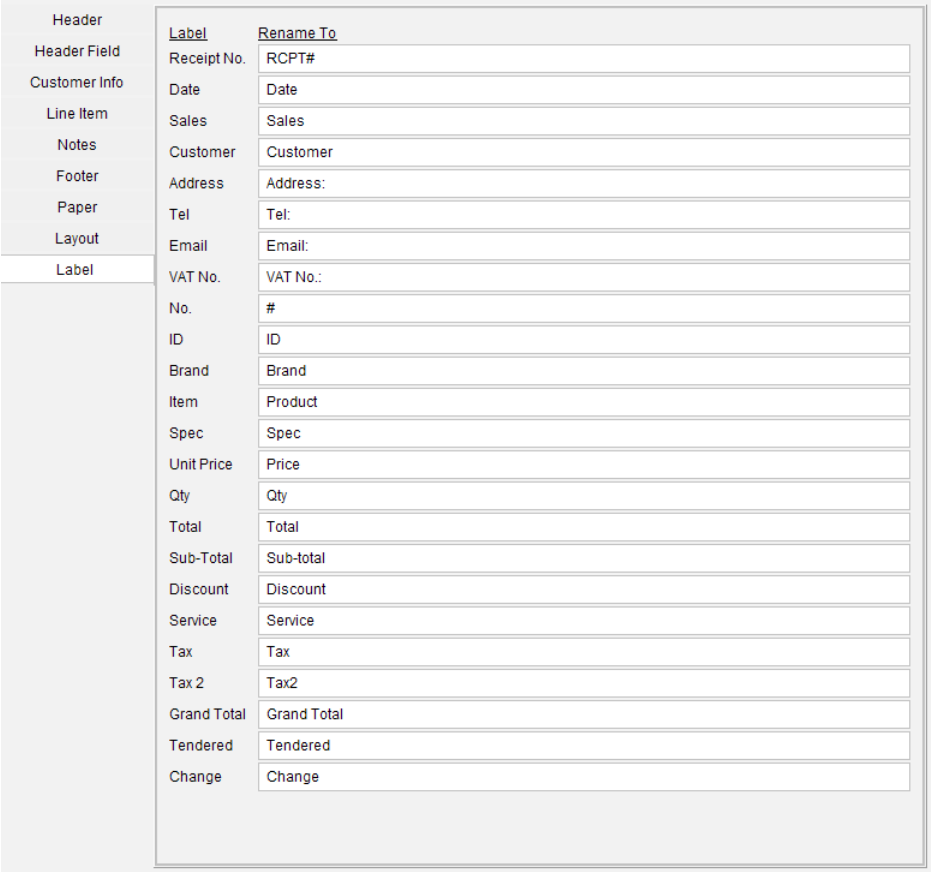


The layout of document is aligned in vertical order. User can highlight the components in the layout and click green arrow button to move it upwards or downwards.

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.

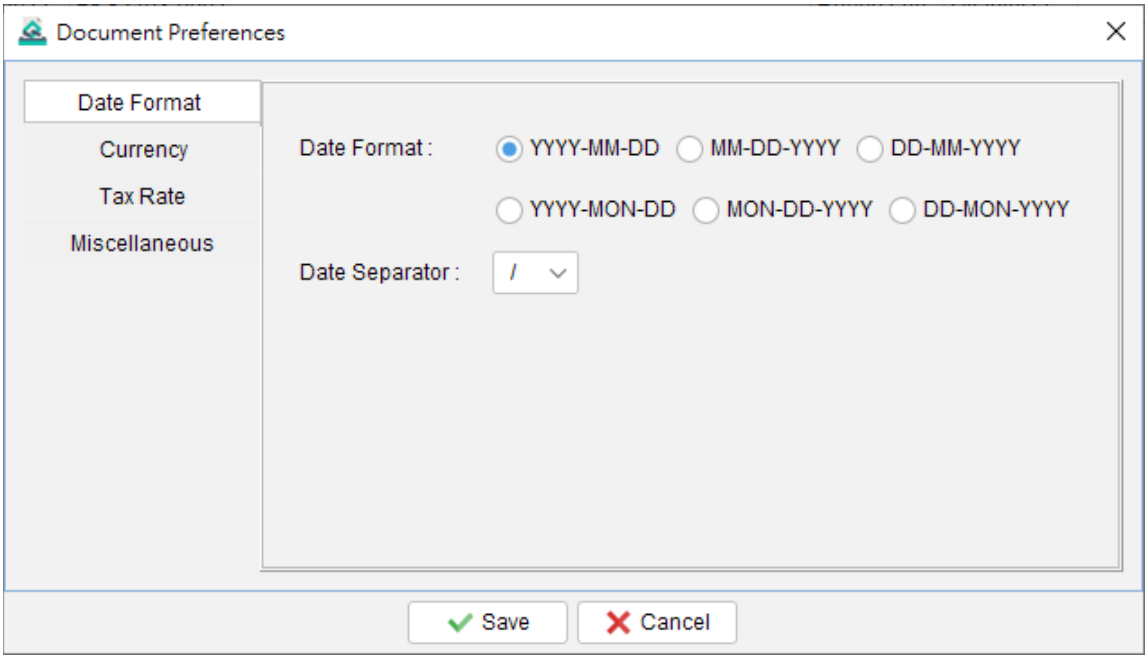
Besides those standard components, there are Blank, Solid Line, Dash Line, Dotted Line and Double Line which can be added to the layout.

5.2.9. Label



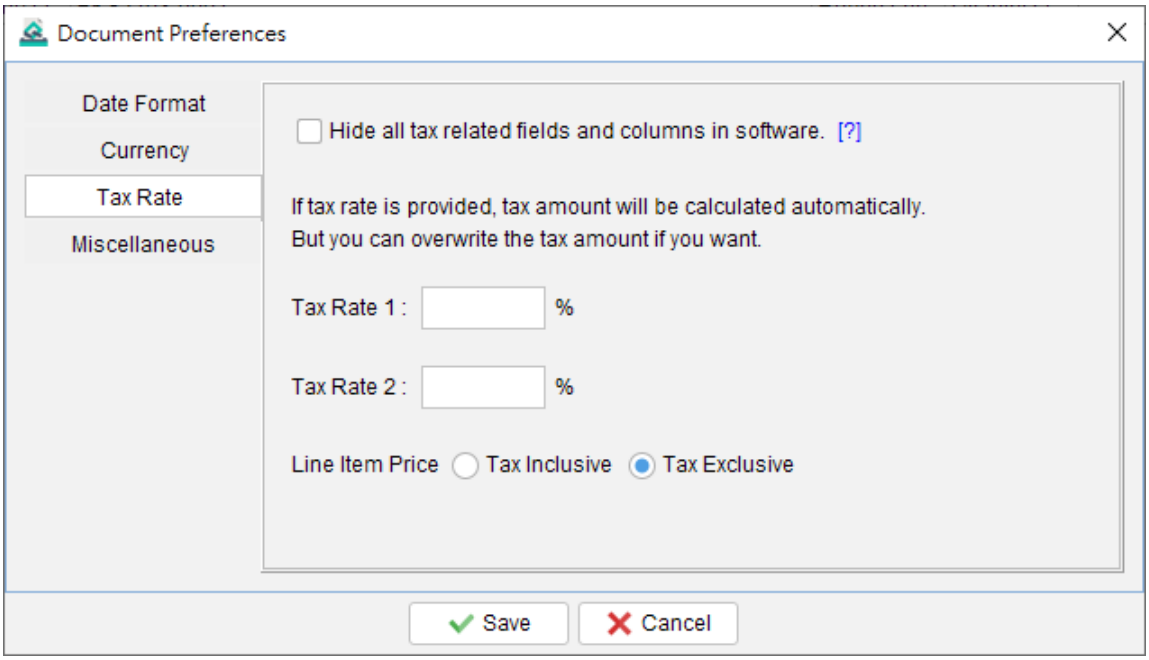
Labels in the document are preset, but user can rename the label. For example, rename Date to “Receipt Date”.

5.3. Document Preferences

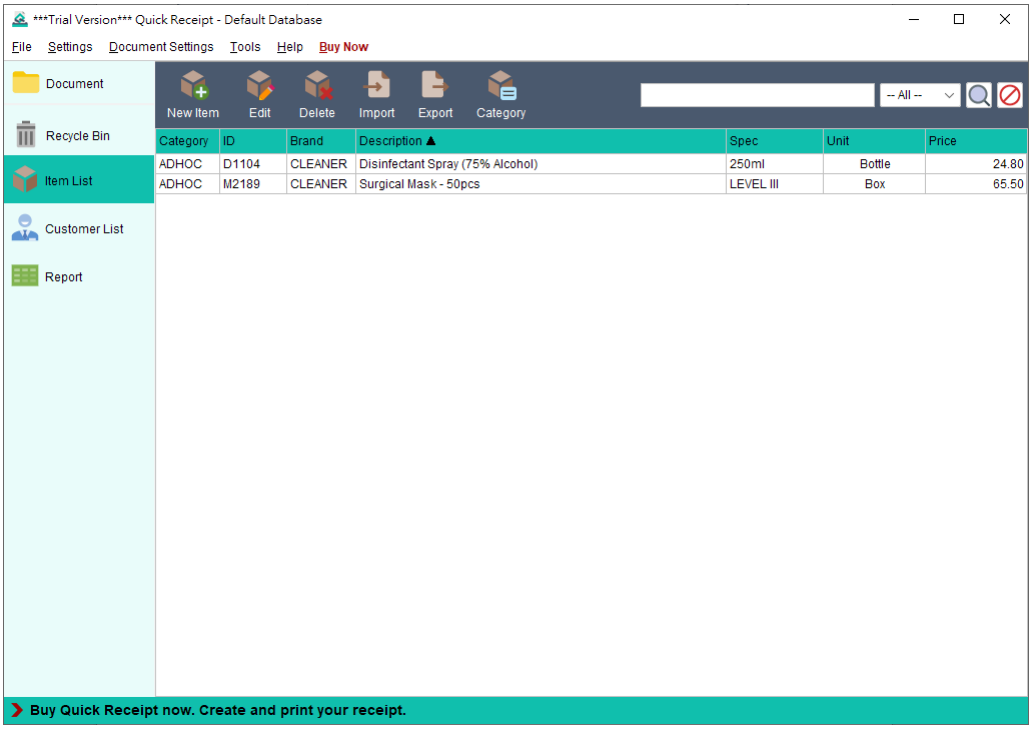


In Document Preferences, user can set Date Format, Currency and Tax Rate.

Tax Rate % set in Document Preferences will be used as default value in the document. User can override it in the document if needed.



6. ITEM LIST



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

<u>Tool Bar</u>

New – Add a new item.

Edit – Edit selected item.

Delete – Delete selected item.

Import – Import item from XLS file.

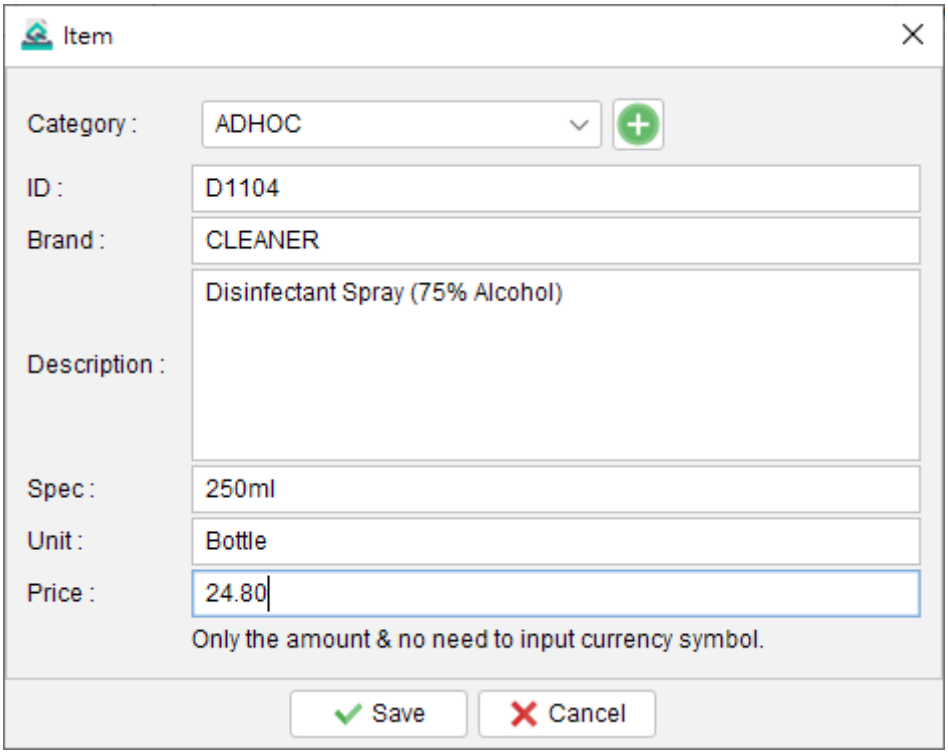
Export – Export item list into XLS file.

Category – Define category for Item

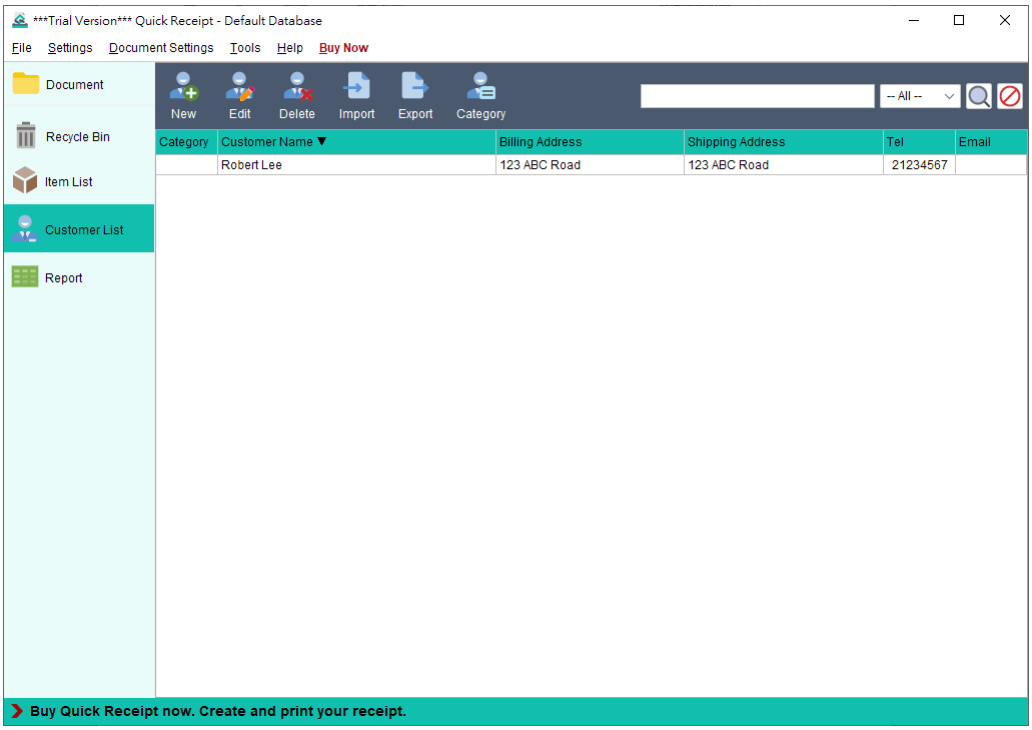
Search box is provided on the right.

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.



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.

<u>Tool Bar</u>

New – Add a new customer.

Edit – Edit selected customer.

Delete – Delete selected customer.

Import – Import customer from XLS file.

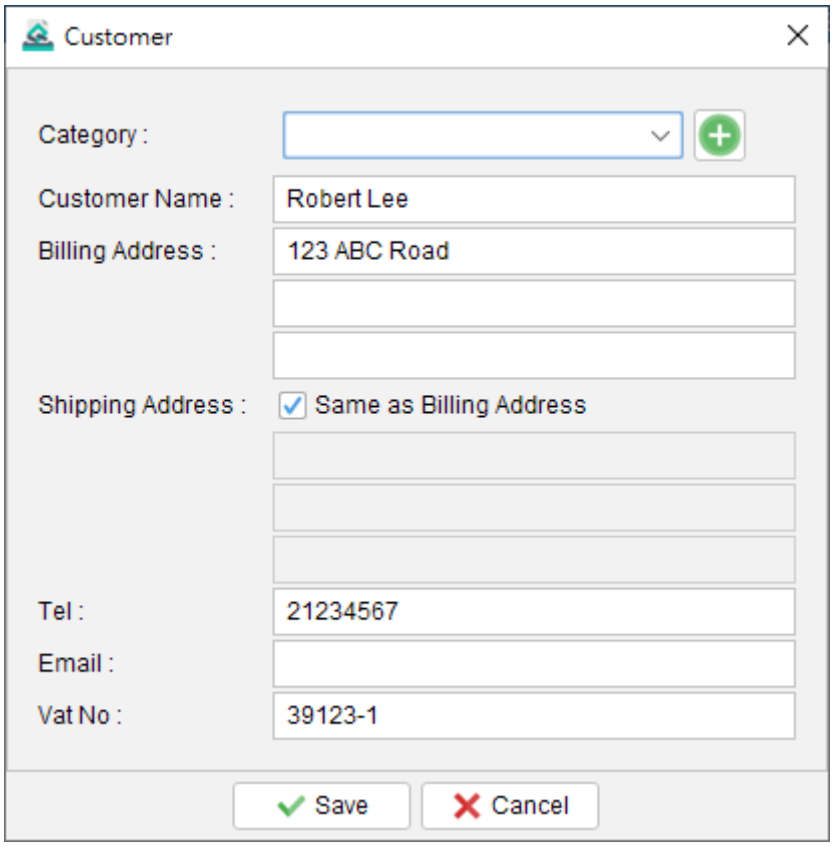
Export – Export customer list into XLS file.

Category – Define category for Customer

Search box is provided on the right.

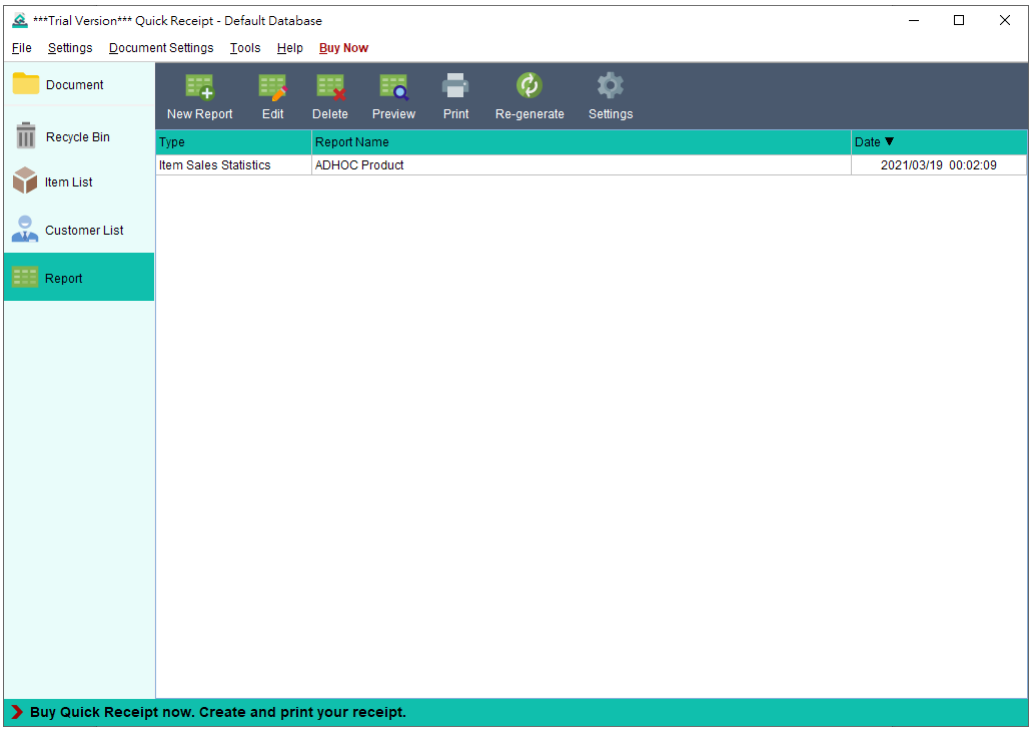
Customers are listed in the table. User can click on the header to sort the table accordingly.

Follow is the screenshot to edit a customer.



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.



<u>Tool Bar</u>

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.

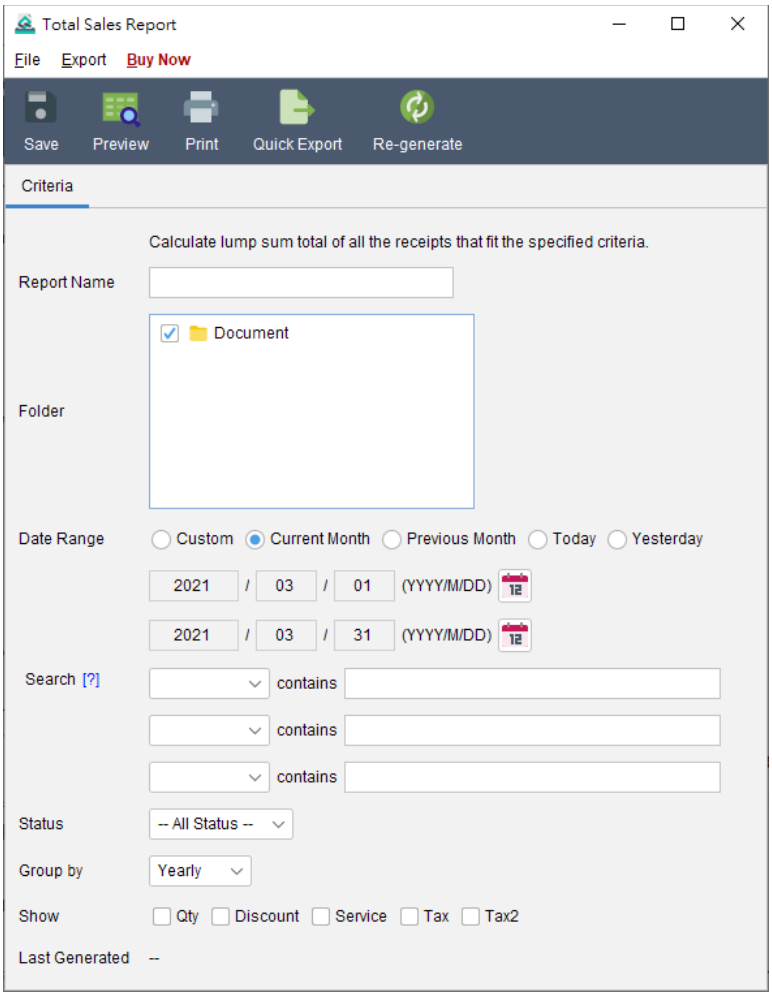
Preview – Preview selected report in PDF format.

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



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**

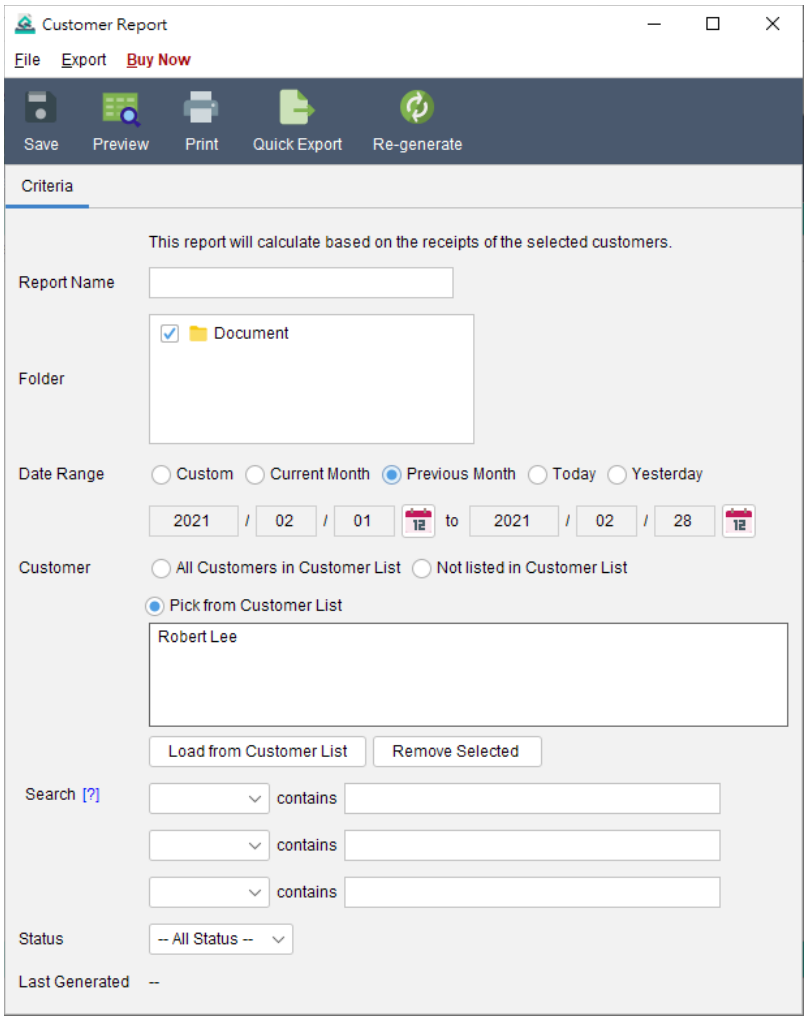
Period	Number of Sales	Qty	Discount	Grand Total
2021/03/01 - 2021/03/31	1	8.00	5.23	100.61

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



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

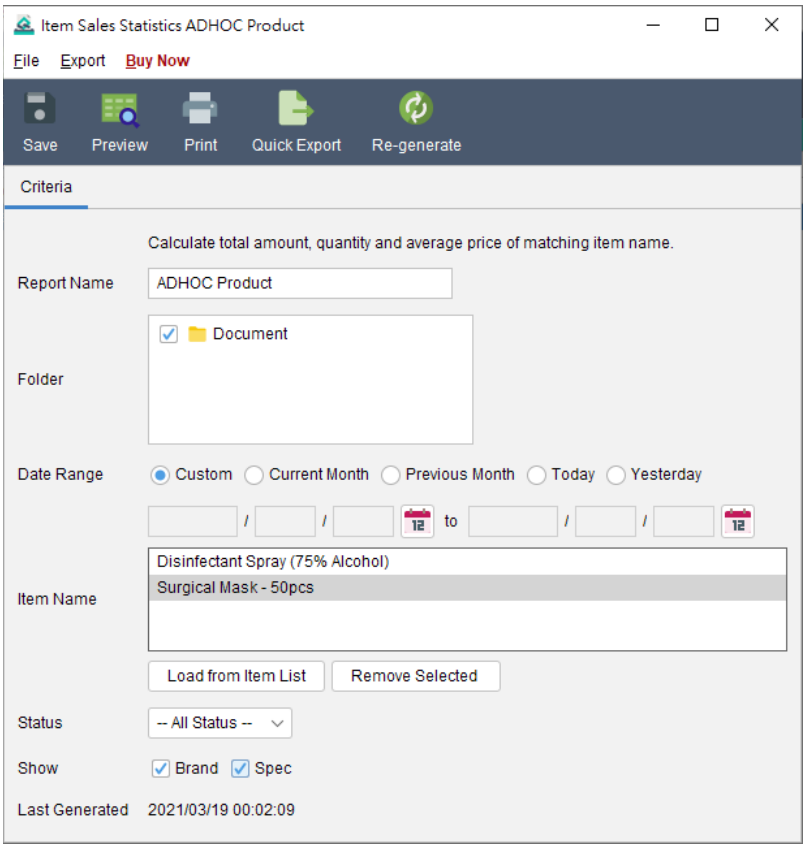
Customer	Number of Sales	Quantity Sold	Sales Amount	Avg. Quantity Per Sales	Avg. Sales Amount	Last Sales Date
Robert Lee	**1**	**8.00**	**100.61**	**8.00**	**100.61**	**2021/03/16**

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 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

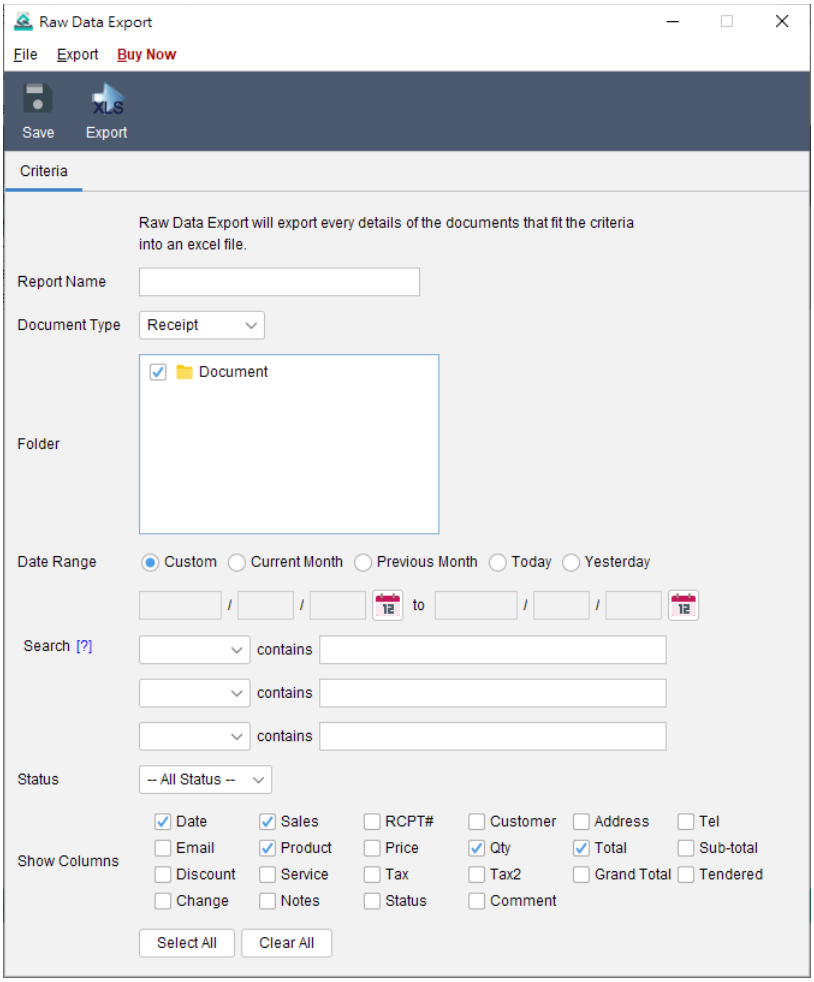
Brand	Item	Spec	Quantity Sold	Total Amount	Avg. Price
	Disinfectant Spray (75% Alcohol)		**6.00**	**148.80**	**24.80**
	Surgical Mask - 50pcs		**2.00**	**131.00**	**65.50**

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



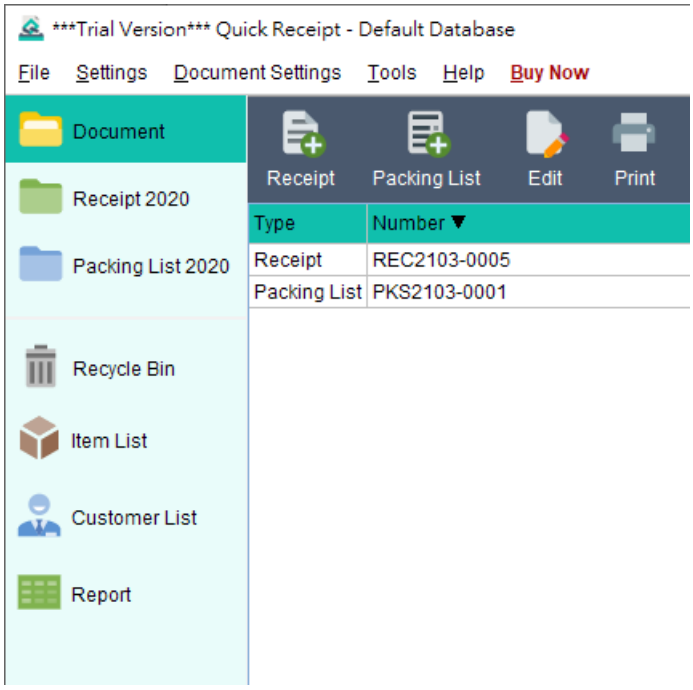
Raw Data Export allows user to get details information of the document created in Quick Receipt. The report will retrieve all selected documents from selected folder. Only those documents within the specified Date Range will be getting into calculation. User can leave the date field blank if there is 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.

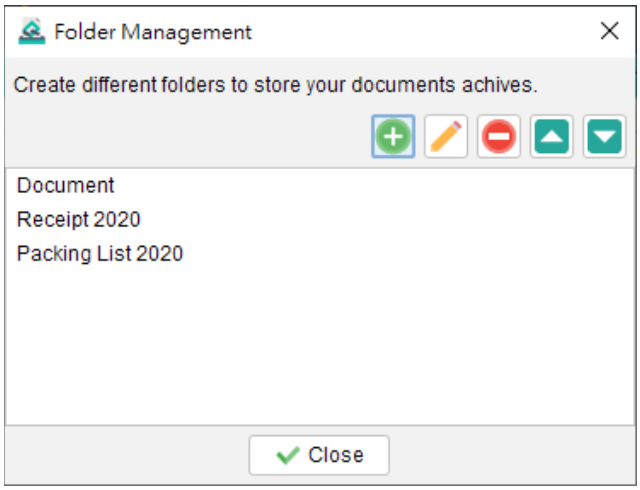
Raw Data Export can only be exported into Excel format.

9. SETTINGS

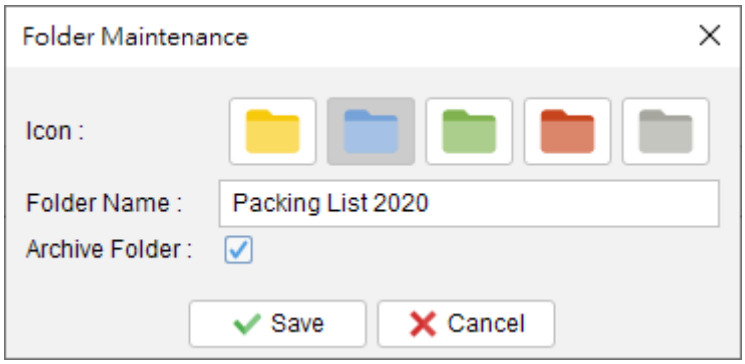
9.1. Folder Management



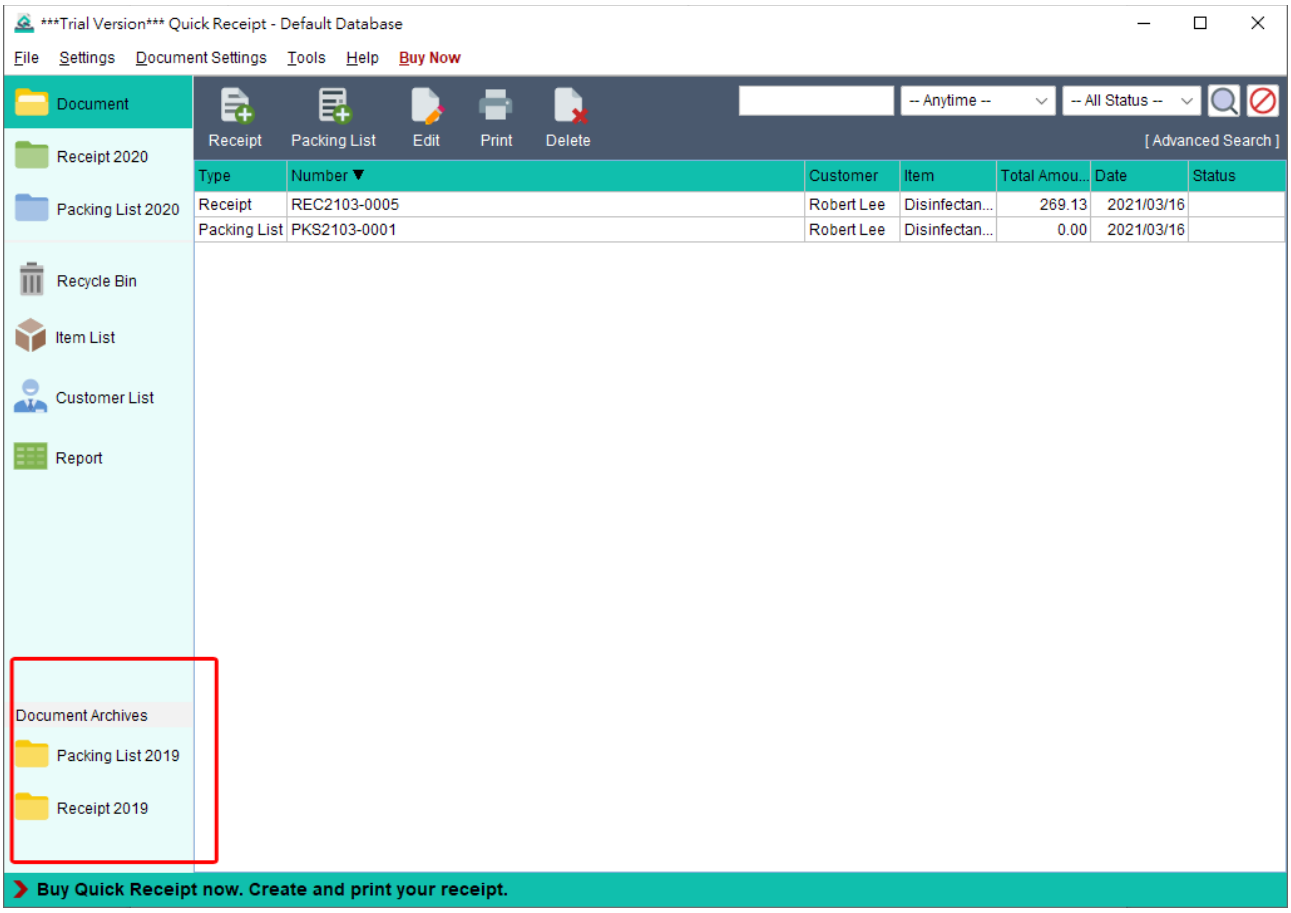
In Quick Receipt, by default, there is only one folder called "Document". But user can create other folders to organize the documents. In menu “Settings > Folder Management”, user can maintain folder list.



Archive Folder

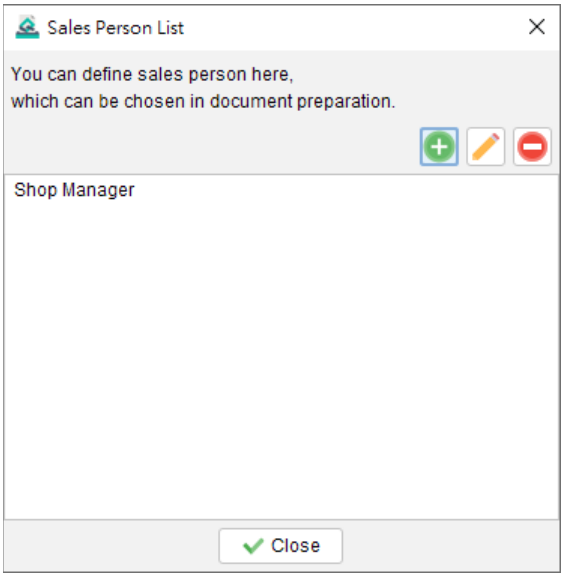


Folder can be set as Archive. Archive folders are listed at the bottom. It is designed to store old documents. Documents that stored in archived folder are not editable.



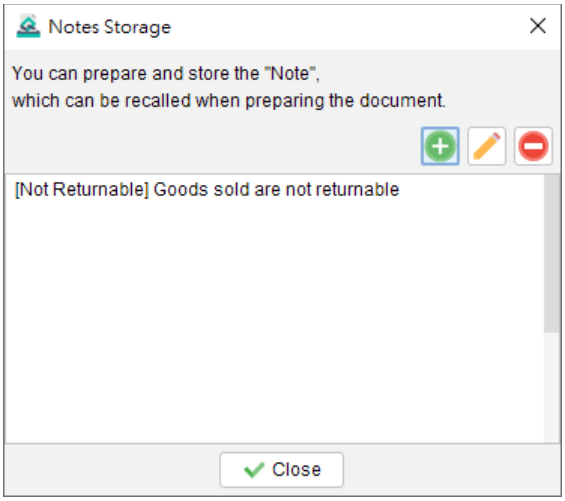
9.2. Sales Person List

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.



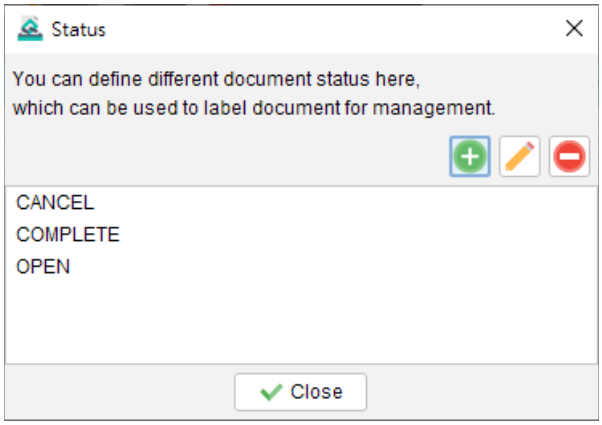
9.3. Notes Storage

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.



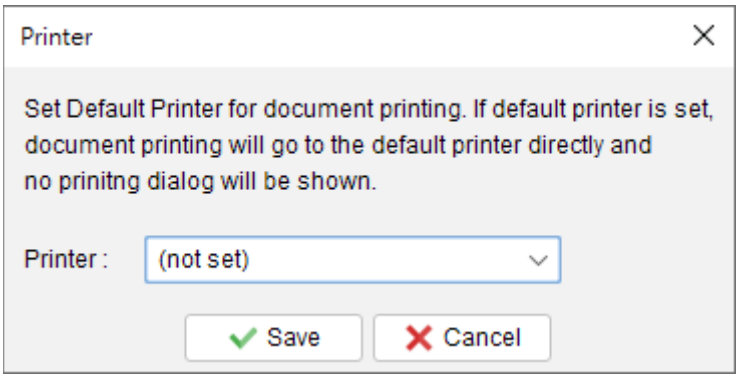
9.4. Document Status

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.

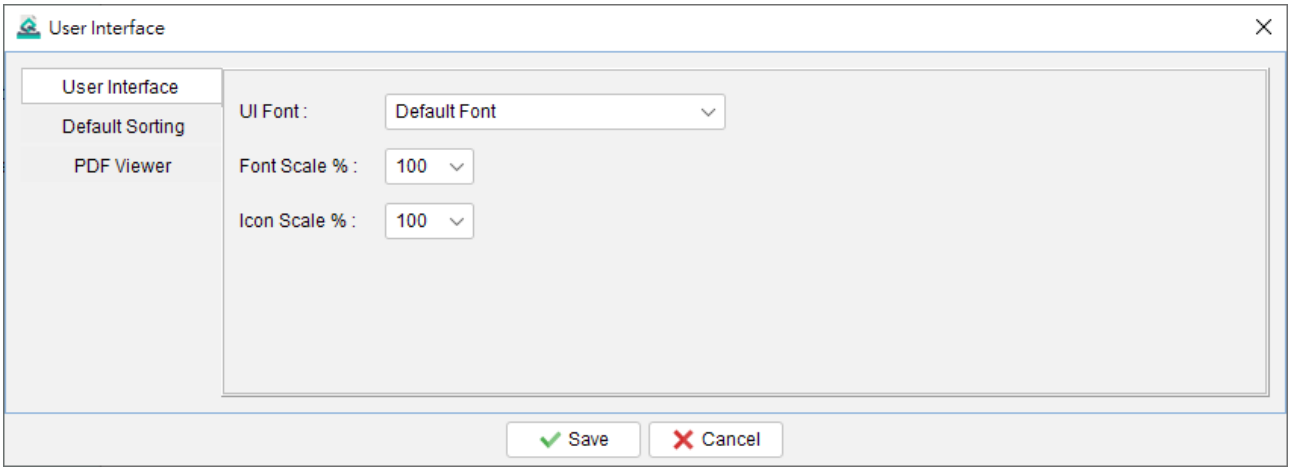


9.5. Printer

Set default printer for document printing.



9.6. User Interface

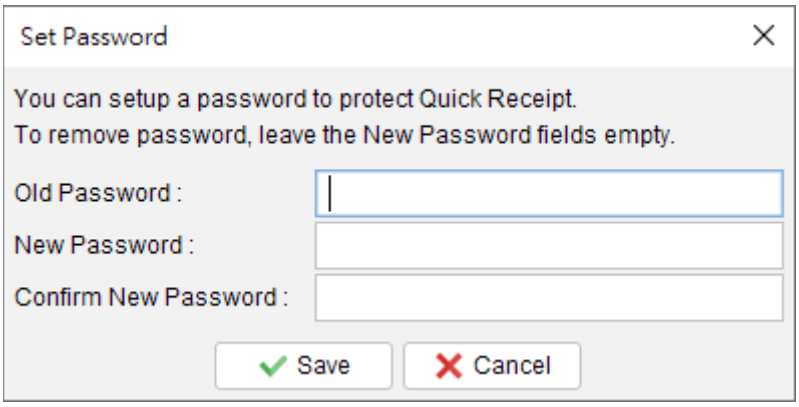


User can adjust settings for user interface, includes Font, Enlarge or Reduce Font and Icon size, and also default settings.

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

10. TOOLS

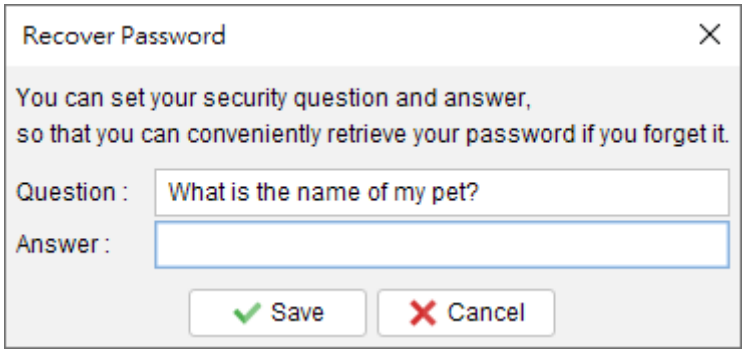
10.1. Set Password



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.

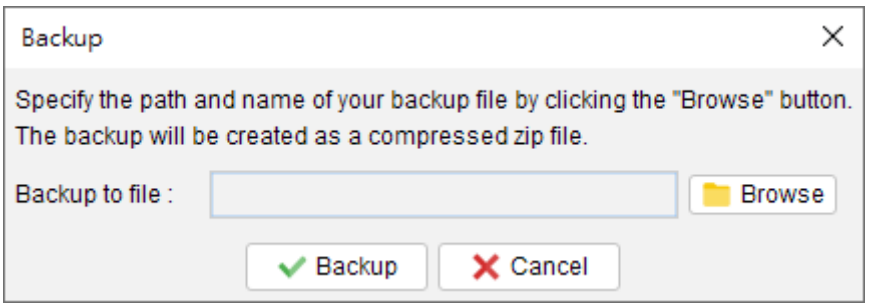
10.2. Recover Password Option



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.

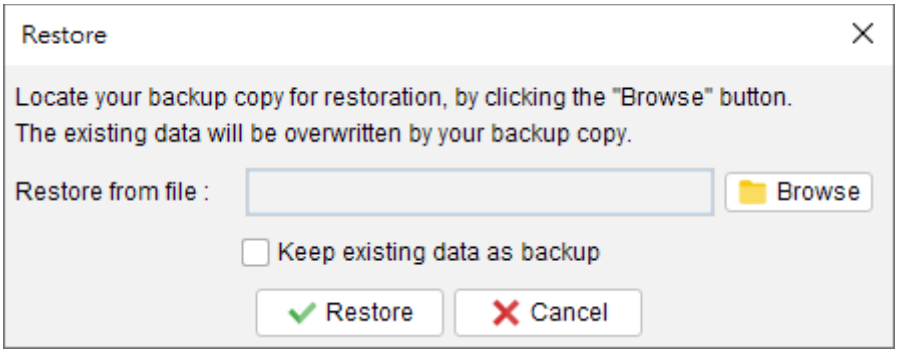
10.3. Backup



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.

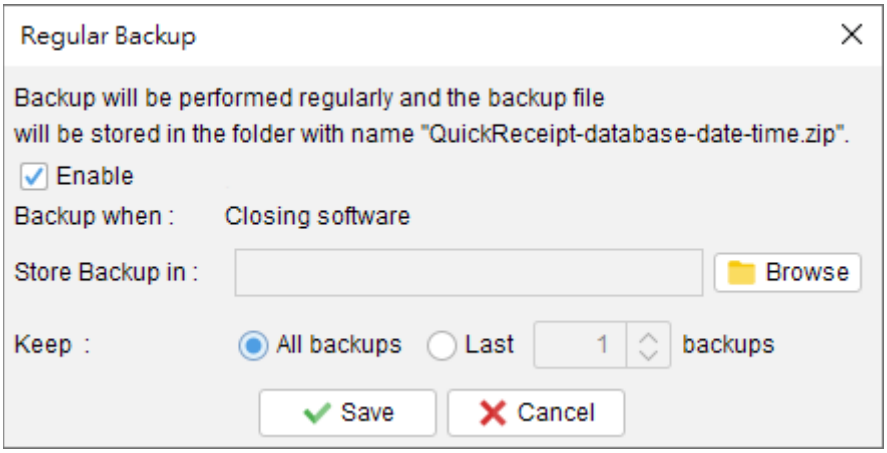
10.4. Restore



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

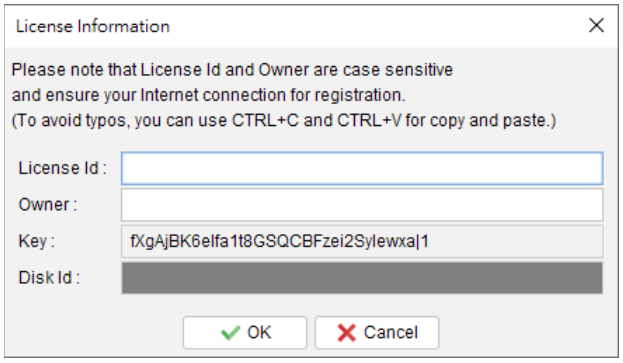
11.1. Trial Version

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.



(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)

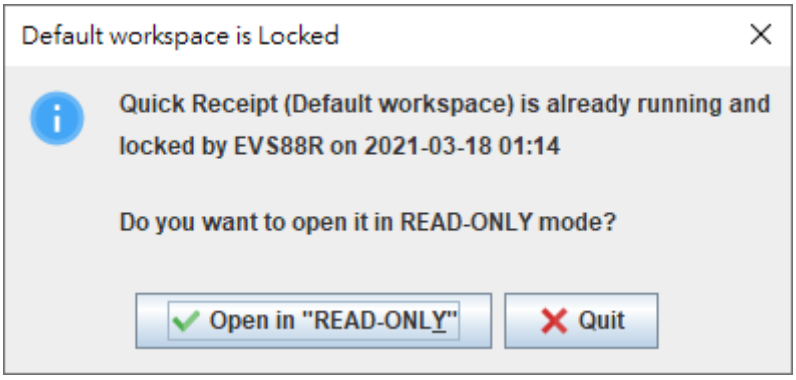
https://www.evinco-software.com/quick-receipt/sample/importItem.xls

- "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.