



Posnus User Guide

Complete Guide to Sales, Inventory, Administration, and Reporting

Version 2.0.0+18



Posnus welcome screen

Document language	English
Platform	Android phone and tablet
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Right-click this field and choose Update Field to refresh the contents.

Tip: In Microsoft Word, right-click the table of contents and select Update Field after editing this document.

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1. About Posnus

Posnus is an offline-first point-of-sale application for recording sales, maintaining product and stock data, administering staff, printing or exporting receipts, and reviewing sales and inventory reports. Core transaction data is stored on the device, so day-to-day sales can continue without an internet connection.

1.1 What You Can Do

- Create sales by selecting products or scanning a product barcode.
- Apply configured discounts, accept cash, card, or other payment methods, and calculate cash change.
- Print receipts to a configured Bluetooth or network printer, or save receipts as PDF files.
- Find, reprint, export, or void recorded transactions with an audit reason.
- Maintain categories, products, barcodes, prices, cost, images, and stock-tracking behavior.
- Record manual stock increases or reductions and perform controlled physical stock counts.
- Manage staff accounts and roles.
- Configure tax and discount rules.
- Review sales, profit, payment, void, stock-mutation, stock-count, and anomaly reports.
- Back up and restore data locally or through Google Drive.
- Choose the application language, currency, visual color theme, and receipt-logo behavior.

1.2 Phone and Tablet Layouts

On phones, Posnus uses a portrait layout and most detail screens open as a new page. On tablets, portrait and landscape are supported; list and detail panels may appear side by side. The available functions are the same unless a hardware feature, such as a camera or printer, is unavailable.

Screenshots: The screenshots in this guide use demonstration data. Store names, products, amounts, dates, colors, and available buttons may differ on your device.

2. Accounts, Roles, and Access

Access is role-based. A Manager can use operational, administration, settings, backup, and reporting features. Cashier and Internship accounts receive the operational menu and printer access.

Module	Manager	Cashier / Internship
Sales (POS)	Full access	Full access
Transactions / reprint	View, print, PDF, void with manager PIN	View, print, PDF; void requires an authorized manager PIN
Categories & Products	Create, edit, delete	Not shown
Stock Management	Update stock and stock count	Not shown
Staff	Create, edit, delete	Not shown
Tax & Discount	Create, edit, delete	Not shown
Reports	Sales and stock reports; CSV/PDF export	Not shown
Printer	Configure and select a printer	Available
Settings	Store, locale, currency, theme, receipt logo	Not shown
Backup & Restore	Local and Google Drive	Not shown

Security: Do not share a Manager PIN. It authorizes sensitive actions such as transaction voiding and password recovery.

3. First-Time Setup and Sign-In

3.1 First Launch

1. Open Posnus and tap Log In on the welcome screen.
2. On a fresh data set, enter username owner and password owner123.
3. Tap Log In.
4. Create a six-digit PIN and enter it again in Confirm PIN.
5. For the initial Manager account, enter and confirm a new password of at least six characters.
6. Tap Continue. Posnus opens Sales (POS).

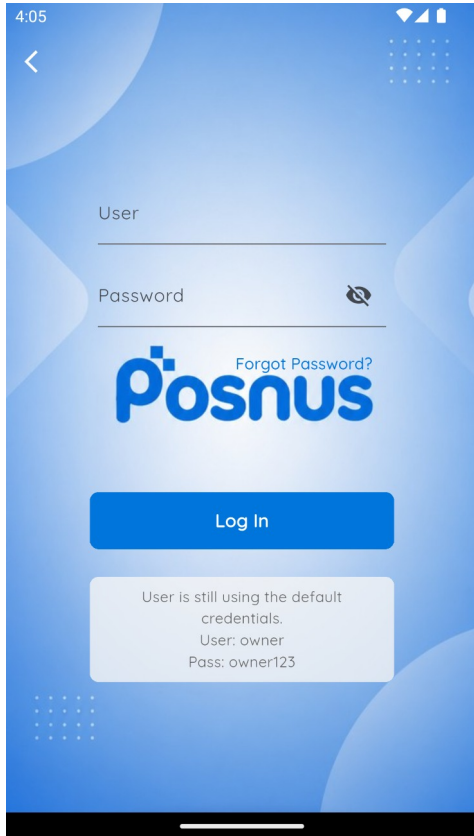


Figure 3.1 — Initial sign-in screen

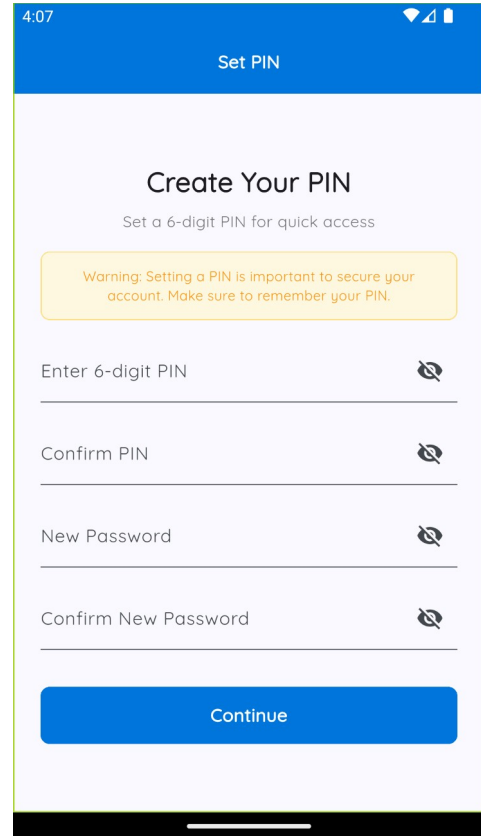


Figure 3.2 — Mandatory PIN and password setup

Important: The default owner credentials are intended only for first-time setup. Change the password immediately and keep the new password and PIN in a secure place.

3.2 Normal Sign-In

7. Open Posnus and tap Log In.
8. Enter the staff username and password.
9. Use the eye icon to show or hide the password when necessary.
10. Tap Log In. The menu is filtered according to the account role.

3.3 Forgot Password and PIN Protection

Tap Forgot Password? on the sign-in page to recover the Manager password. Enter the Manager PIN, then enter and confirm the new password. A normal login PIN is locked for 30 minutes after five failed attempts. During password recovery, three failed PIN attempts offer a full-data reset.

Data-loss warning: Reset All Data permanently clears the local operational database and recreates the default owner account. Use it only when no valid backup or Manager PIN is available.

3.4 Log Out

11. Open the navigation drawer.
12. Tap Logout at the bottom of the menu.
13. The saved session is cleared and the welcome screen returns.

4. Navigation and Common Controls

Tap the menu icon in the top-left corner to open the navigation drawer. The drawer header shows the store identity and current account; Managers can tap the header to open Store Settings.

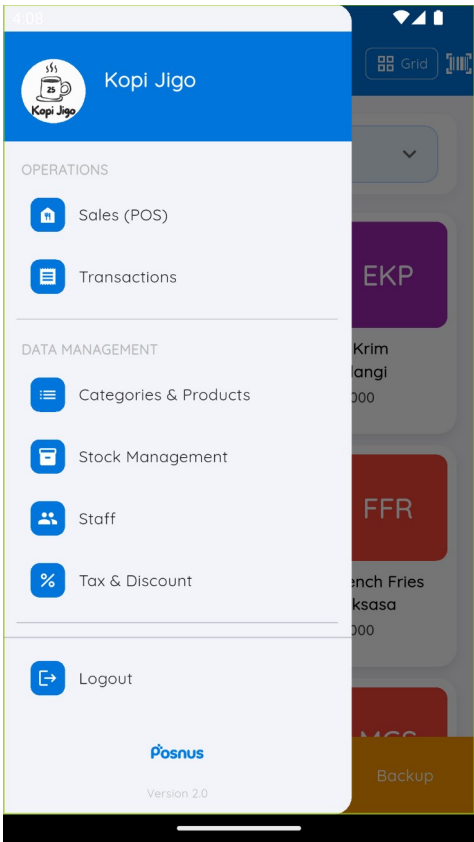


Figure 4.1 — Operations and data-management menu

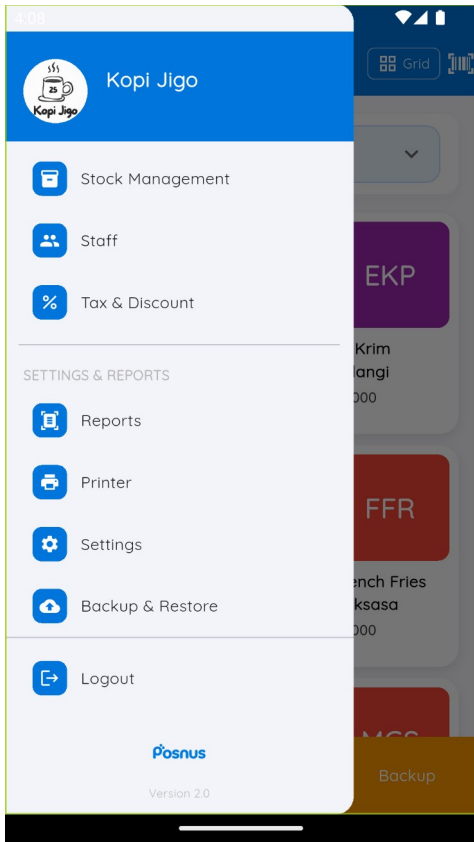


Figure 4.2 — Settings and reports menu

Control	Purpose
Back arrow	Return to the previous page. Unsaved forms may ask whether to save, discard, or cancel.
Menu icon	Open the main navigation drawer.
Blue + button	Create a new item on list pages.
Pencil / edit icon	Open an existing record for editing.
Red trash icon	Delete a record after confirmation.
Barcode icon	Open the camera scanner for a product barcode or transaction QR code.
Calendar icon	Choose a report or transaction date.
CSV / PDF icons	Export the currently applicable report data.
Orange backup reminder	Open Backup & Restore when the last backup is old or missing.

5. Sales (POS)

Sales (POS) is the main checkout workspace. Products can be viewed as a grid or compact list, filtered by category, searched, scanned by barcode, and added to the current order.

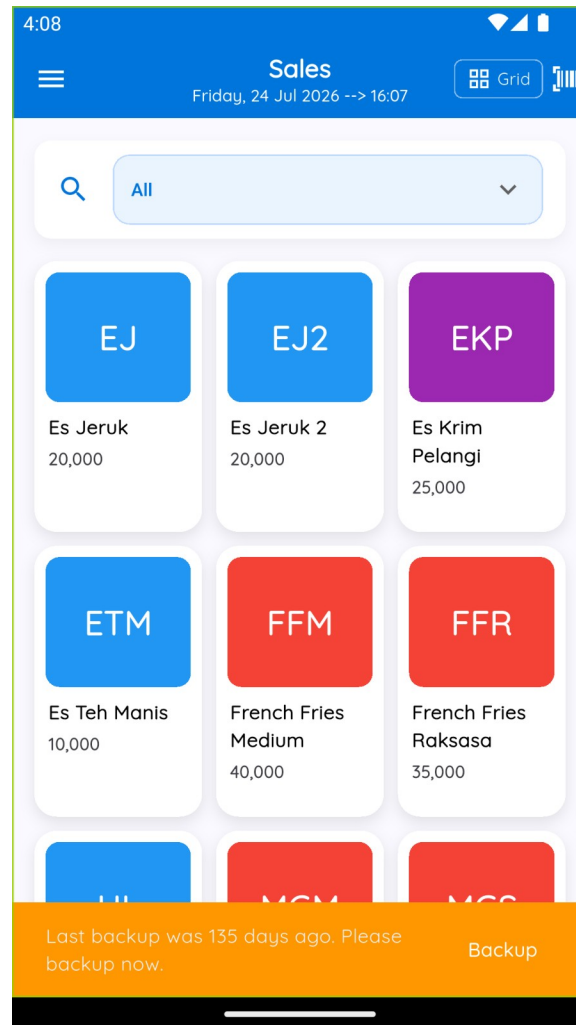


Figure 5.1 — Product grid on Sales (POS)

5.1 Find and Add Products

14. Use the category selector to show All products or one category.
15. Use the search toggle and search field to find a product by name.
16. Tap Grid or List in the app bar to change the product display.
17. Tap a product card to add one unit to the current order.
18. Alternatively, tap the barcode icon and point the camera at the product barcode. A matching product is added automatically.

Barcode result: If no product has the scanned barcode, Posnus displays “No product found for this barcode.” Add or correct the barcode in the product record.

5.2 Review the Cart

On a phone, use the cart bar at the bottom of the POS screen to open the current order. On a tablet, the cart appears beside the product list. Use + and – to change quantity, or remove an item from the order.

- Subtotal is the sum of product line amounts before tax and discount.
- Tax and discount totals are calculated from active configurations and the selected checkout discount.
- Tracked products reduce inventory when payment is completed.
- Untracked products can be sold without changing inventory.

5.3 Checkout and Discount

19. Open the current order and verify each product, quantity, and price.
20. Select an available discount when required. Only configured discount records appear.
21. Review item count, subtotal, discount, tax, and total.
22. Tap Continue to Payment.

5.4 Accept Payment

23. Choose Cash, Card, or Other.
24. Enter the payment amount. For cash, quick-amount buttons can fill common amounts.
25. Confirm that the payment amount is positive and is not lower than the total.
26. Tap Pay. Posnus saves the transaction atomically and updates tracked stock.

Checkout safety: Do not close the app while Pay is processing. If a payment appears interrupted, check Transactions before trying again to avoid a duplicate sale.

5.5 Receipt, Print, PDF, and Done

- Print sends the receipt to the configured Bluetooth or network printer.
- PDF creates and opens a shareable receipt file.
- Done clears the completed order and returns to Sales (POS).
- The receipt includes store details, cashier, items, payment, total, and change. Store logo display follows Store Settings.

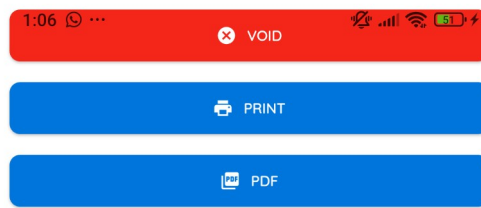


Figure 5.2 — Receipt actions: VOID, Print, and PDF

6. Transactions, Reprinting, and VOID

6.1 Find a Transaction

27. Open Transactions from the navigation drawer.
28. Choose Recent (3 days), All, or Select Date.
29. To search, enter at least three characters from an order number or transaction ID.
30. Optionally tap the barcode icon and scan the QR code printed on a Posnus receipt.
31. Tap the transaction row to open its details.

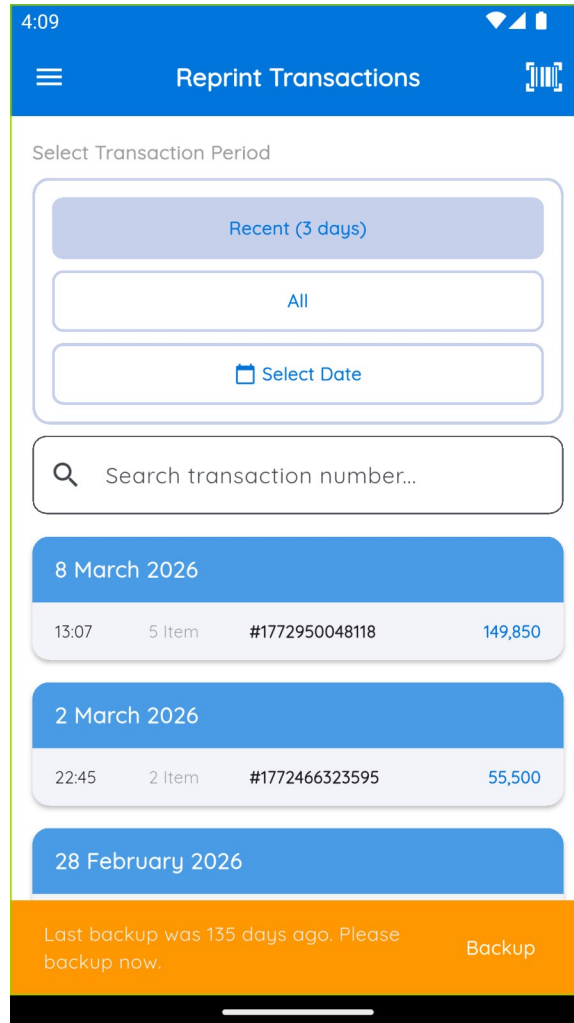


Figure 6.1 — Transaction period, search, and history

6.2 Transaction Details and Reprint

Transaction details show the transaction ID, date and time, item quantities and amounts, subtotal, tax, discount, total, payment method, and status. Use Print to reprint the receipt or PDF to generate another receipt file. A VOID badge identifies a cancelled transaction.

6.3 Void a Transaction

32. Open a VALID transaction and tap VOID.
33. Enter a PIN belonging to an admin, Manager, or owner account.
34. Enter a reason of at least five characters.
35. Tap Confirm Void.

36. Verify that the transaction now shows VOID and that reports no longer count it as a valid sale.

For a normal void, quantities for stock-tracked items are returned to inventory and an audit record stores the reason, time, and authorized user. To correct a sale, void the original transaction and create a new sale with the correct data.

Testing mode: Void for testing forces the reason to TESTING and does not change stock. Use it only for controlled tests; the transaction is still marked VOID.

7. Categories and Products

Managers open Categories & Products to maintain the catalog. Categories organize the POS selector; products contain sale, cost, barcode, image, and stock behavior.

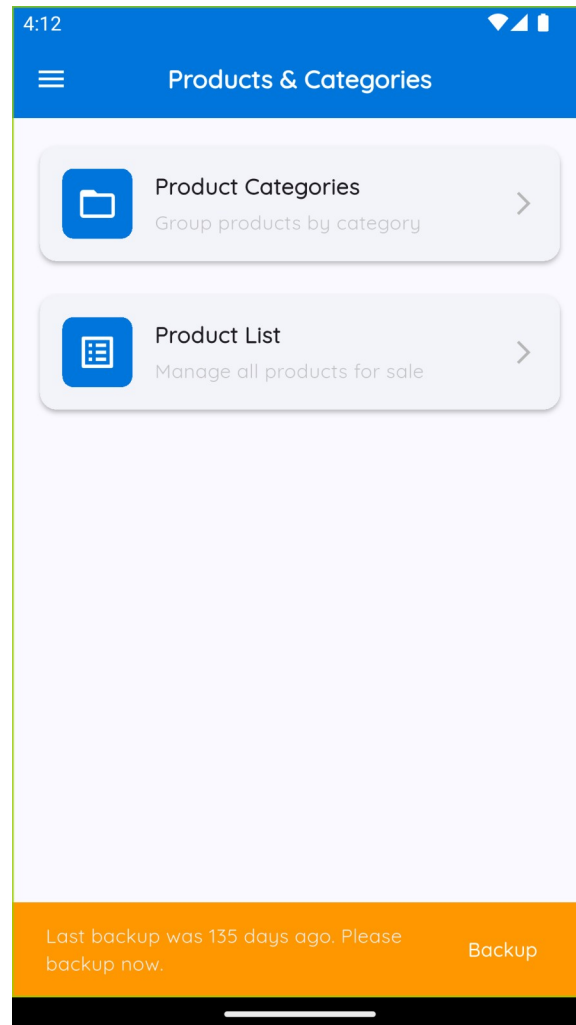


Figure 7.1 — Catalog administration landing page

7.1 Product Categories

37. Open Product Categories.
38. Tap + to add a category, enter its name, and tap Save.
39. Use the edit icon to rename an existing category.
40. Use the trash icon to delete a category and confirm the action.

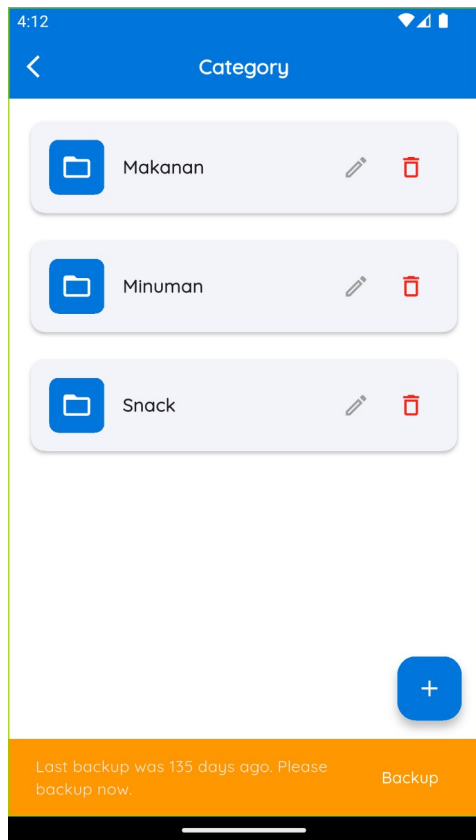


Figure 7.2 — Category list

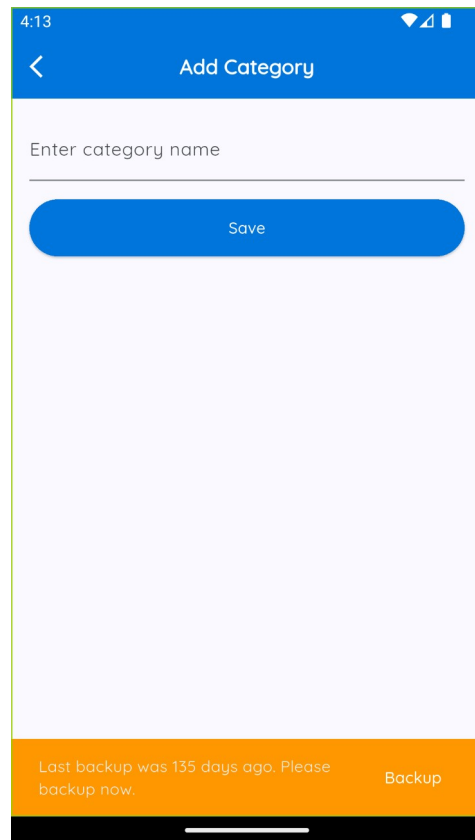


Figure 7.3 — Add Category

Before deletion: Move or remove products assigned to a category before deleting it. Confirm that the POS catalog still groups products correctly afterward.

7.2 Product List

The Product List is grouped by category. Each row shows the product name, price, stock when tracked, an edit control, and a delete control.

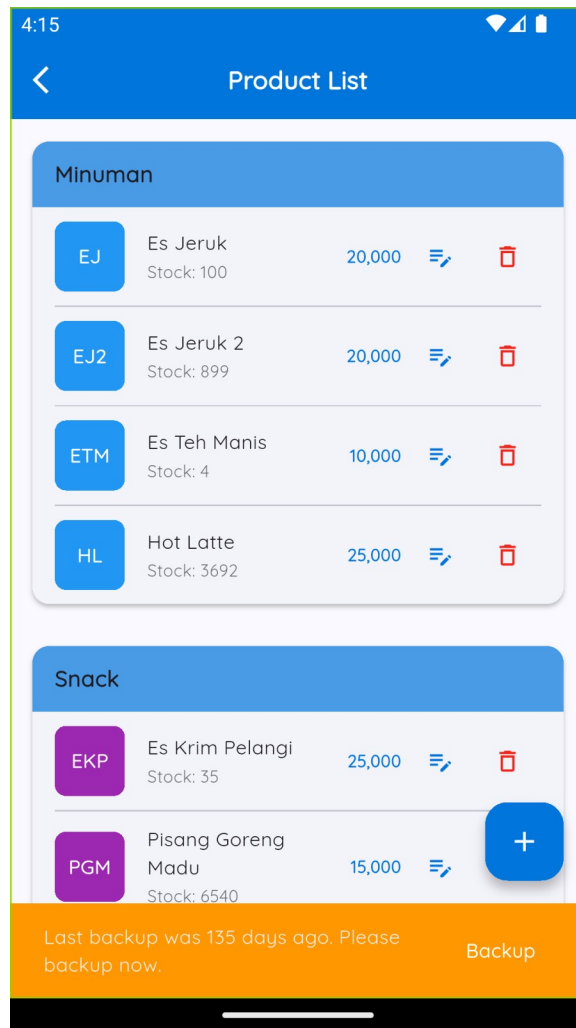


Figure 7.4 — Product list grouped by category

7.3 Add a Product

Field / Control	Explanation
Product Name	Required name displayed in POS, receipts, and reports.
Category	Required category used for catalog grouping and filtering.
Sale Price	Required selling price; must be greater than zero.
Cost of Goods Sold	Cost used by margin and profitability reports.
Barcode	Optional barcode. Enter it manually or use the scanner button.
Monitor Stock	When on, initial stock is required and sales reduce stock. When off, the item remains sellable without inventory changes.
Initial Stock	Opening quantity for a newly tracked product; cannot be negative.
Color	Displays a colored initials tile when no product image is used.
Image	Choose a file or take a picture. A product image is required when Image display mode is selected.

41. Open Product List and tap +.
42. Complete the required name, category, and sale price fields.

43. Enter cost and barcode when available.
44. Choose whether inventory should be monitored, then enter initial stock if monitoring is enabled.
45. Choose Color or Image for the product display and provide the required value.
46. Tap Save.

7.4 Edit or Delete a Product

- Tap the edit icon to change product data, then save the changes.
- When leaving an edited form, choose Save, Don't Save, or Cancel if Posnus detects unsaved changes.
- Tap the trash icon to delete a product. Historical transaction lines remain part of existing transactions.
- Changing Monitor Stock affects future stock behavior; review the current quantity before enabling it on an existing item.

8. Stock Management

Stock Management contains manual stock adjustment and Stock Count. Only products with Monitor Stock enabled participate.

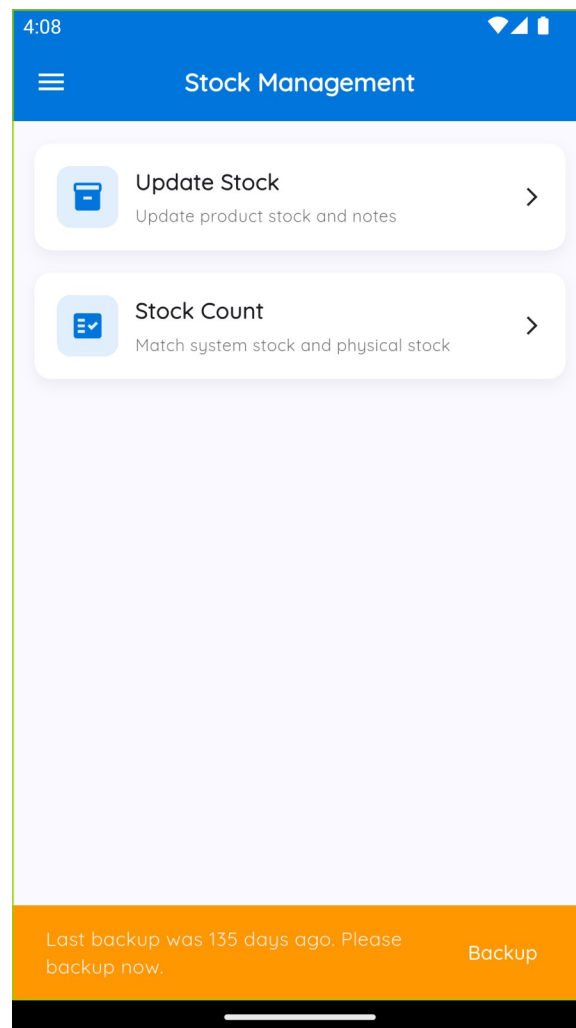


Figure 8.1 — Stock Management

8.1 Manual Stock Update

47. Open Stock Management > Update Stock.
48. Select a tracked product from the list.
49. Choose Add Stock or Reduce Stock.
50. Enter a quantity greater than zero.
51. Add an optional note describing the adjustment.
52. Tap Save. Posnus records the quantity before and after the mutation.

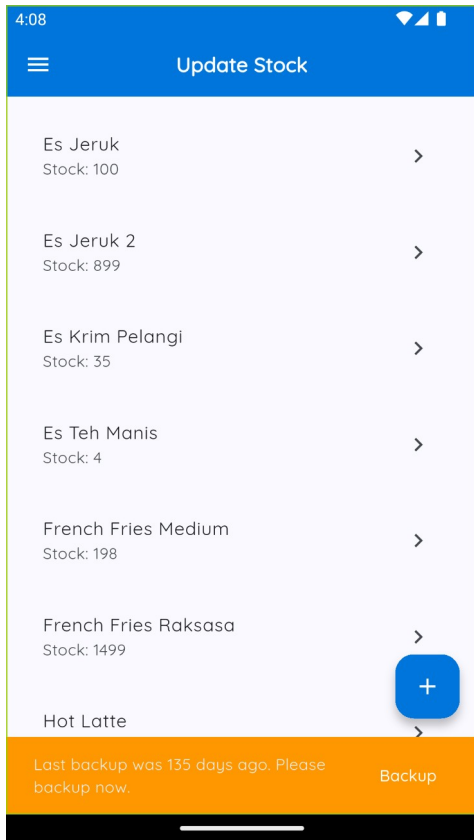


Figure 8.2 — Select a tracked product

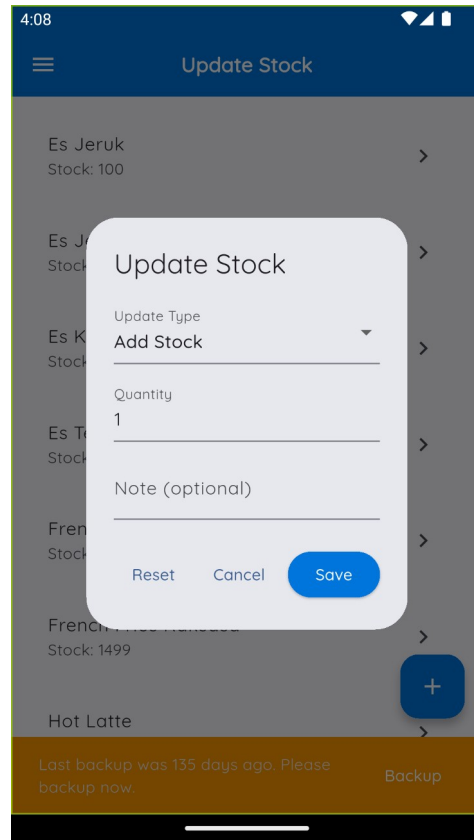


Figure 8.3 — Stock adjustment form

Audit practice: Use a clear note such as “Supplier delivery”, “Damaged item”, or “Opening correction”. Avoid editing stock only to hide an unexplained variance.

8.2 Stock Count

53. Open Stock Management > Stock Count.
 54. Tap Start New Count, enter a count name and optional note, and create the draft.
 55. Add one product, add products by category, or select all tracked products.
 56. Search by product name or SKU and filter All, Uncounted, or Discrepancies.
 57. Open each item, enter the physical quantity and optional note, then confirm the quantity.
 58. Review System Qty, Physical Qty, Difference, and progress.
 59. Tap Approve Stock Count and confirm. If progress is incomplete, Posnus warns before approval.
- Approving a stock count finalizes the document and posts inventory corrections for differences. An approved count is read-only. Investigate large differences before approval.

9. Staff Management

Managers use Staff to create and maintain local accounts. The list supports searching, viewing details, editing, and deletion.

9.1 Add Staff

60. Open Staff and tap +.
61. Enter Name, Username, and Password.
62. Choose Cashier, Manager, or Internship.
63. Tap Save.
64. On the staff member's first sign-in, create and confirm the six-digit PIN when requested.

Role	Recommended Use
Manager	Owner or supervisor who maintains data, settings, stock, users, reports, and backups.
Cashier	Day-to-day selling and transaction/receipt operations.
Internship	Restricted operational access comparable to a non-manager account.

9.2 Edit or Delete Staff

- Select a staff record and tap Edit to change the name, username, password, or role.
- When editing, leave the password blank to keep the current password.
- Tap Delete and confirm to remove an account.
- Do not delete the only Manager account. Keep at least one known Manager PIN for void authorization and recovery.

10. Tax and Discount

Managers configure reusable tax and discount adjustments. Seeded Tax and Discount records may be inactive with a zero value until edited.

10.1 Add an Adjustment

65. Open Tax & Discount and tap +.
66. Enter a descriptive name.
67. Choose Adjustment Type: tax or discount.
68. Choose Value Type: percentage or fixed.
69. Enter the value and tap Add Setting.

Setting	Behavior
Tax + percentage	Adds the configured percentage to the eligible subtotal.
Tax + fixed	Adds a fixed amount.
Discount + percentage	Subtracts the configured percentage when selected or active in checkout.
Discount + fixed	Subtracts a fixed amount.

10.2 Review, Edit, and Delete

Select a record to see its status, adjustment type, value type, and value. Tap Edit to change it or Delete to remove it. Always test a sample order after changing financial rules and verify subtotal, tax, discount, and total before accepting payment.

11. Reports

Reports has two areas: Sales Report and Stock Report. Managers can choose a time basis, inspect summary and detail sections, and export data. Voided or otherwise non-valid transactions are separated from valid sales.

11.1 Sales Report

70. Open Reports > Sales Report.
71. Choose Daily, Weekly, Monthly, Yearly, or Period.
72. Use the calendar icon to choose the anchor date, or choose start and end dates for Period.
73. Review summary values, best-selling products, payment-method totals, breakdown tables, and VOID/non-valid audit data.
74. Tap CSV to export complete tabular data or PDF to export the summary report.
 - Sales summary includes total sales and transaction counts for the selected range.
 - Net margin uses sales and product cost information; missing or inaccurate cost data reduces report accuracy.
 - Best-selling products ranks products by quantity and/or sales value.
 - Payment-method summary separates Cash, Card, and Other.
 - Daily, weekly, and monthly breakdowns appear where applicable.
 - VOID audit sections show counts, values, and transaction details excluded from valid sales.

11.2 Stock Report

75. Open Reports > Stock Report.
76. Choose Daily, Weekly, Monthly, Yearly, or Period and set the date range.
77. Use Management view for stock overview, counts, anomalies, and per-product balances.
78. Use Mutation view, select a category or product/SKU, set From and Until dates, and tap Show Report.
79. Use CSV or PDF to export the stock report.
 - Incoming and outgoing mutation totals show stock movement for the selected range.
 - Recent Stock Count lists count documents and approval details.
 - Stock Anomaly includes negative stock, low stock, and stale stock indicators.
 - Stock per Product lists SKU/product ID, product, category, and current stock.
 - Mutation detail lists date, reference/transaction number, incoming, outgoing, and running balance.

Report accuracy: For reliable profit and stock reports, maintain cost values, enable Monitor Stock only where appropriate, record manual adjustments with notes, and approve stock counts after review.

12. Printer Setup

Printer settings are available to all signed-in roles. Posnus supports Bluetooth and network printer configurations with selectable paper width.

80. Open Printer and tap +.
81. Enter a Printer Name.
82. Choose the connection type.
83. For a network printer, enter the IP address. For Bluetooth, select or enter the printer/MAC address.
84. Choose the supported paper size, such as 58 mm or 80 mm.
85. Tap Save, then open the saved printer to review or edit it.
86. Run a low-value test sale and use Print on the receipt.

Permissions: Allow Bluetooth, nearby-device, location, camera, and file permissions when Android requests them. The exact permission names depend on the Android version and hardware.

- If printing fails, verify that the printer is powered on, paired or reachable on the network, and uses the configured paper width.
- A network printer and the Android device must normally be on the same reachable network.
- PDF remains available when no physical printer is configured.

13. Store and Application Settings

Managers open Settings, or tap the store header in the drawer, to maintain the store identity and regional display options.

13.1 Store Identity and Receipt Logo

- Name and Address appear in store identity and receipt output.
- Choose Logo imports a store logo; Remove Logo clears it.
- Show Logo on Printer Receipt controls the thermal receipt header.
- Show Logo on PDF Receipt controls the PDF receipt header.

13.2 Language, Currency, and Theme

- Supported languages: Bahasa Indonesia, English, Tagalog, and Urdu.
- Changing language normally selects that language's default currency; the currency can then be changed independently.
- Currency controls price, receipt, and report formatting. None displays numbers without a currency symbol.
- Available visual vibes include Blue, Green, Red, Khaki, Yellow, Light Purple, and Light Pink.
- The Grid/List choice on POS is remembered as a device setting.

After locale changes: Review one product price and a sample receipt to confirm decimal separators, grouping, and currency labels are correct for the store.

14. Backup and Restore

Backup & Restore displays backup health and the dates of the last local and Google Drive backups. An orange reminder appears when a backup is overdue.

14.1 Create a Backup

87. Open Backup & Restore and tap Backup.
88. Choose whether to Include product images.
89. Tap Backup to Drive for Google Drive or Backup to Local for a JSON file on the device.
90. Wait for the success message and verify that the Last Backup status changes.

Without embedded images, backups stay smaller and store image-location references. During restore, Posnus copies an image again only if the original local or Drive file remains accessible. With embedded images, the backup is larger and both backup and restore take longer.

14.2 Restore Data

91. Open Backup & Restore and tap Restore.
92. Choose Restore from Drive or Restore from Local.
93. Select the backup file.
94. Read the overwrite warning carefully.
95. Tap Yes, Restore and wait for completion.
96. Reopen key lists and reports to verify categories, products, users, transactions, and stock.

Overwrite warning: Restore replaces current operational data with the selected backup. Create a fresh backup before restoring whenever the current data might still be needed.

14.3 Recommended Backup Routine

- Back up at the end of each trading day.
- Keep at least one local copy outside the device and one cloud copy when Google Drive is available.
- Include product images periodically, especially after major catalog changes.
- Test restoration on a spare device or controlled environment before relying on a backup policy.

15. Barcode and QR Scanning

Scanner Location	Expected Code	Result
Sales (POS)	Product barcode	Adds the matching product to the current order.
Add/Edit Product	Product barcode	Fills the product barcode field.
Transactions	Posnus transaction QR code	Opens the matching transaction detail.

- Grant camera permission when prompted.
- Hold the code inside the scanner frame with even lighting and avoid glare.
- On tablets, the front camera and a framed scanning view may be used; phones normally use the rear camera.
- A scanned value must match the value stored in the relevant product or transaction.

16. Posnus Keyboard (Android)

The Android build includes an optional Posnus on-screen keyboard. It works in text fields across Android and adds shortcuts for reusable text, live product-stock lookup, and receipt lookup.

16.1 Enable and Select the Keyboard

97. Open Android Settings.
98. Go to System > Languages & input > On-screen keyboard > Manage on-screen keyboards. The exact path varies by device.
99. Enable Posnus Keyboard and acknowledge Android's input-method warning.
100. Open a text field and use the Android keyboard selector, or long-press the Posnus space bar, to choose Posnus Keyboard.

Privacy: Android warns that any enabled keyboard can see typed content. Enable Posnus Keyboard only on a trusted device and avoid entering unrelated sensitive credentials with it.

16.2 Keyboard Utility Buttons

Button	Tap	Long-Press
Auto Text	Choose a saved snippet and insert it into the active field.	Open the Auto Text editor to add, edit, or delete snippets.
Stock	Search local products, see stock status/quantity, and insert product information.	Open the full Posnus stock-search page.
Invoice	Enter an invoice/transaction ID and open its receipt in Posnus.	Open the receipt shortcut page in Posnus.

- Auto Text includes starter snippets and stores custom snippets locally on the device.
- Stock search uses the Posnus local product database and returns up to 20 name matches.
- Stock status highlights out-of-stock, low-stock, and available quantities.
- The Invoice shortcut switches to Posnus so the receipt can be opened, printed, or exported.
- Use ?123 to switch between letters and symbols; Shift changes letter case.

17. Offline Operation and Data Safety

- Core catalog, account, transaction, stock, tax/discount, and stock-count data are stored locally.
- Internet access is required for Google Drive backup/restore and may be used for diagnostics, but normal local sales do not depend on it.
- Local app data can be lost if the app is uninstalled, Android clears storage, the device fails, or Reset All Data is confirmed.
- Product photos referenced outside the backup can disappear if the source file is moved or deleted.
- Keep the Android clock, date, and time zone correct because transaction and report periods depend on them.

18. Troubleshooting

Problem	What to Check
Cannot sign in	Confirm username and password case, use the eye icon, wait if PIN is locked, or use Forgot Password with the Manager PIN.
Product missing from POS	Confirm the product exists, has a category, and refresh/reopen Sales. Check the active category filter and search.
Barcode not found	Open the product, correct its barcode, save, and scan again.
Cannot complete payment	Cart must contain items; payment must be positive and at least the order total.
Stock did not change	Confirm Monitor Stock is enabled. Testing-mode VOID intentionally does not alter stock.
Stock is incorrect	Review manual mutations, transaction VOID status, and approved stock counts before applying a correction.
Printer not found	Power on and pair the Bluetooth printer or verify network IP/reachability and Android permissions.
Receipt logo missing	Select a valid store logo and enable the appropriate printer/PDF logo switch.
Report total looks wrong	Check date range, device date/time, VOID status, active tax/discount settings, and product cost values.
Backup fails	Check storage permission and free space for local backup, or internet/Google account access for Drive.
Restore result is unexpected	Stop entering new data, preserve the backup file, and restore the last known-good backup only after reviewing its date.

18.1 Information to Include in a Support Request

- Application version shown on the welcome screen or drawer footer.
- Device model and Android version.
- Exact date and time of the problem.
- Signed-in role and the menu being used.
- Transaction ID, product name/SKU, or stock-count name when relevant.
- A screenshot of the full screen and the exact error text.
- Whether the issue still occurs after reopening the app.

19. Daily Operating Checklist

Opening

- Confirm the correct store, account, date, time, currency, and printer.
- Check low-stock or anomaly indicators where relevant.
- Verify that key products and prices appear in Sales (POS).

During Trading

- Verify the cart and total before payment.
- Use clear notes for manual stock changes.
- Void incorrect sales instead of hiding or manually rewriting their history.
- Keep Manager PIN authorization controlled.

Closing

- Review daily sales and payment-method totals.
- Review VOID transactions and their reasons.
- Resolve material stock anomalies or prepare a stock count.
- Create and verify a local or Google Drive backup.
- Log out on shared devices.

Appendix A — Quick Menu Reference

Menu	Main Functions
Sales (POS)	Search/scan products, cart, discount, payment, receipt.
Transactions	Recent/all/date filtering, search, QR lookup, reprint, PDF, VOID.
Categories & Products	Category and product CRUD, price/cost/barcode/image, stock tracking.
Stock Management	Manual stock in/out and controlled physical stock count.
Staff	Staff search, detail, create, edit, delete, and role assignment.
Tax & Discount	Percentage or fixed tax/discount configuration.
Reports	Sales and stock analytics, audit detail, CSV and PDF.
Printer	Bluetooth/network printer and paper size.
Settings	Store identity, receipt logo, language, currency, visual theme.
Backup & Restore	Backup status, local/Drive backup, local/Drive restore.

Appendix B — Document Notes

This guide describes the functions present in Posnus version 2.0.0+18. Labels may change with language selection, screen size, Android permissions, or later application updates.

End of Guide