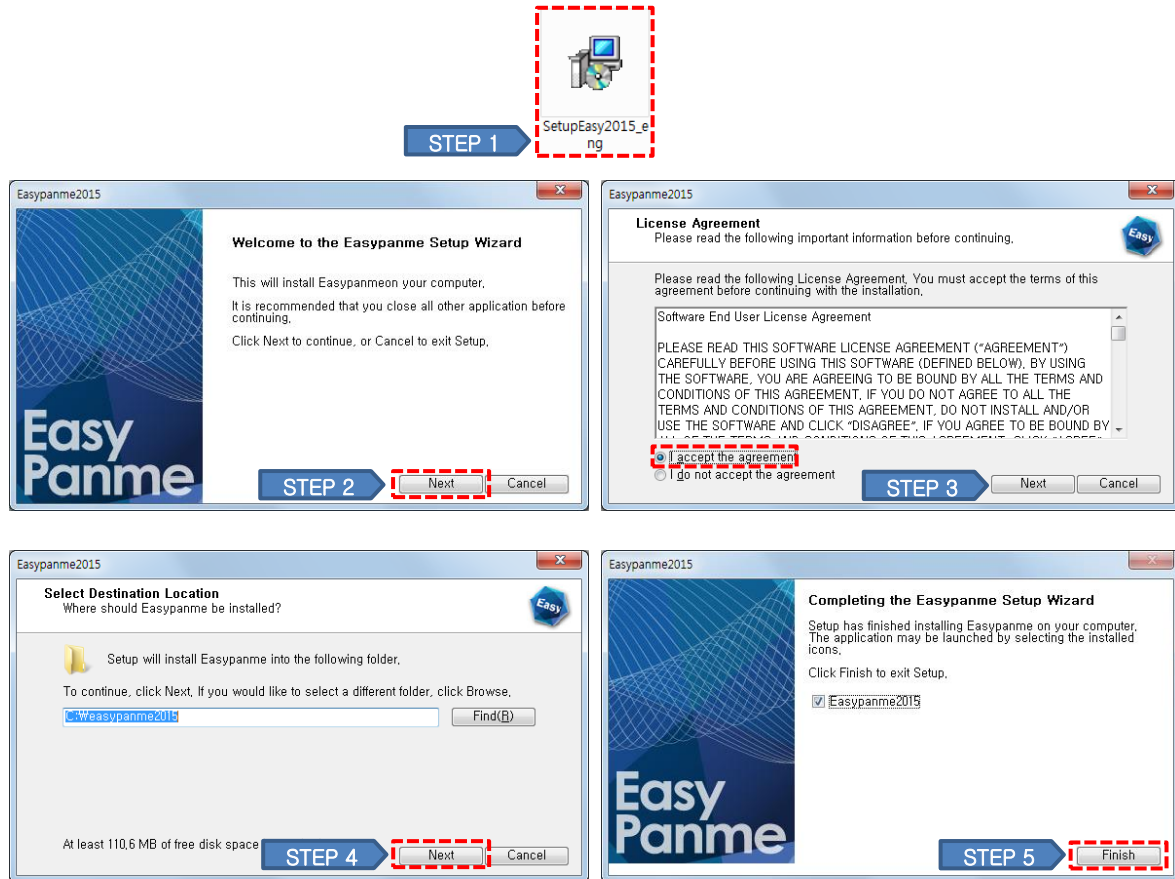


Easypanme Users Guide

Installation Manual & Usage Tutorial

1. Install the Easypanme

This chapter contains basic install instructions to get Easypanme.



STEP 1 > Run Setup file to install the Easypanme.

STEP 2 > Click [NEXT] button.

STEP 3 > Click [NEXT] if you accept the agreement.

STEP 4 > Click [NEXT] button. If you would like to install program in another location, click [Find] button and select a right folder.

STEP 5 > Click [Finish].

STEP 6 > Enter the CD-key and Registry-key received as you purchased. (If you want to try the program, click the [Trial]. It is available for free in 100 cases of slips.

STEP 7 > Enter the company information and click [Save].

Welcome

Enter your Product Key.
Please enter the CD-Key & Registry-Key.

Product Key

CD-Key:
[] - [] - [] - [] - []

Registry-Key:
[] - []

Trial OK Cancel

STEP 6

Company Information registration

Company Setting

Company Basic Information

Company Name:

Reg Number:

Representative:

Business category:

Item:

Contact

Tel:

Fax:

E-MAIL:

Address: ...

E-Tax invoice Information

Web ID:

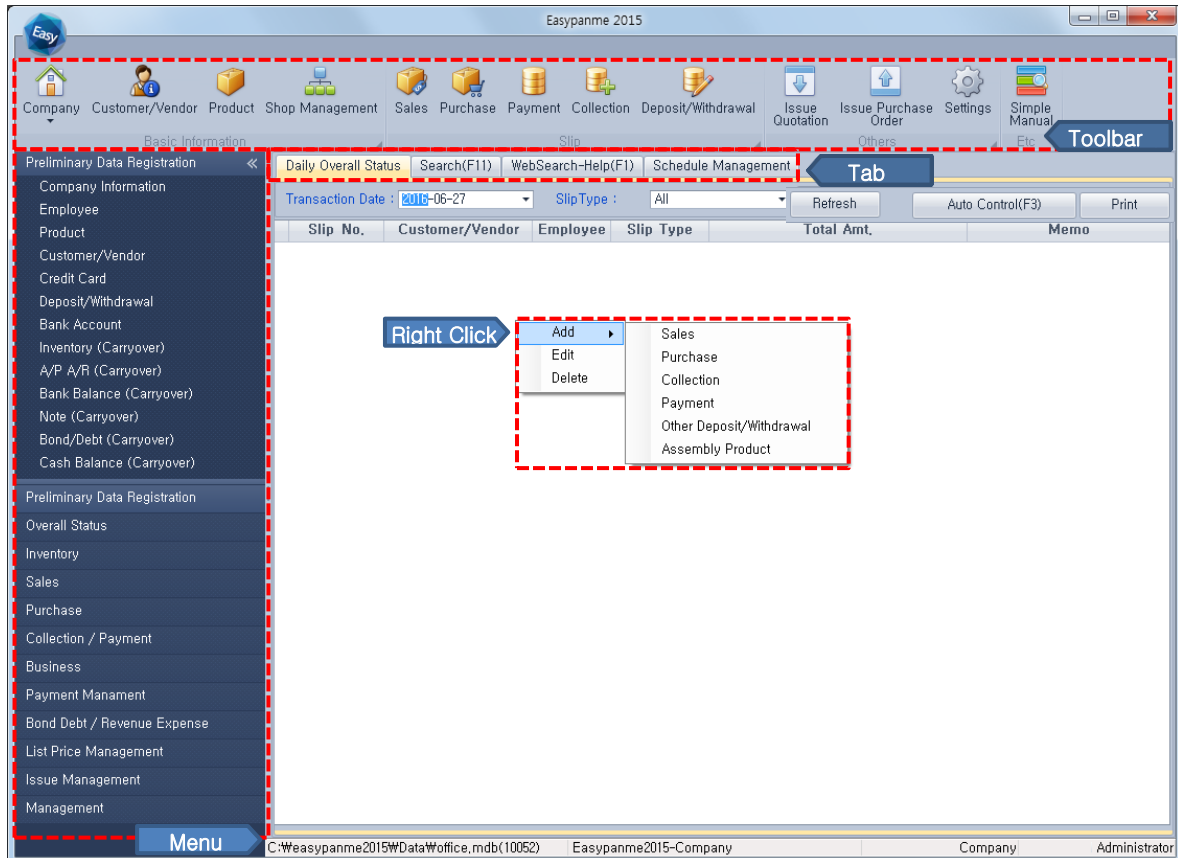
* Enter your login ID you use in the home page.
To use the electronic tax invoices issued and text message transfer feature, Please enter your ID.

STEP 7 Save Cancel

You can modify the company information in the menu of "Preliminary Data Registration >Company Information".

2. Screen Navigation

The first step to understand Easypanme is to have a basic knowledge of its various screens. The following sections describe how to navigate through the screens available in Easypanme and how to use the functionalities of the toolbar.



Toolbar - Toolbar is the topline of the dialog window in the system. It's the most useful function of icons.

Menu - Clicking on the menu, submenu is shown below.

Tab - Daily Overall Status tab, Full Search tab, Help tab, Schedule Management tab.

Right Click - If you right-click the background, you can add the slip immediately.

Right-click the slip list, you can modify or delete the slip information.

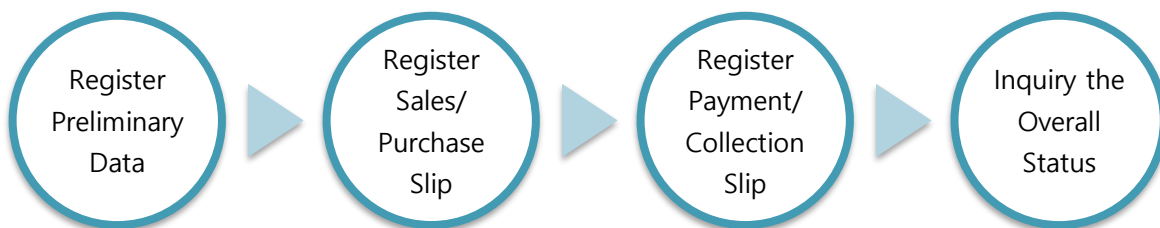
Shortcuts - F5 : Sales slip, F6 : Purchase slip, F7 : Payment slip, F8 : Collection slip
F9 : Deposit/Withdrawal slip

3. Summary

<How to issue the invoice>



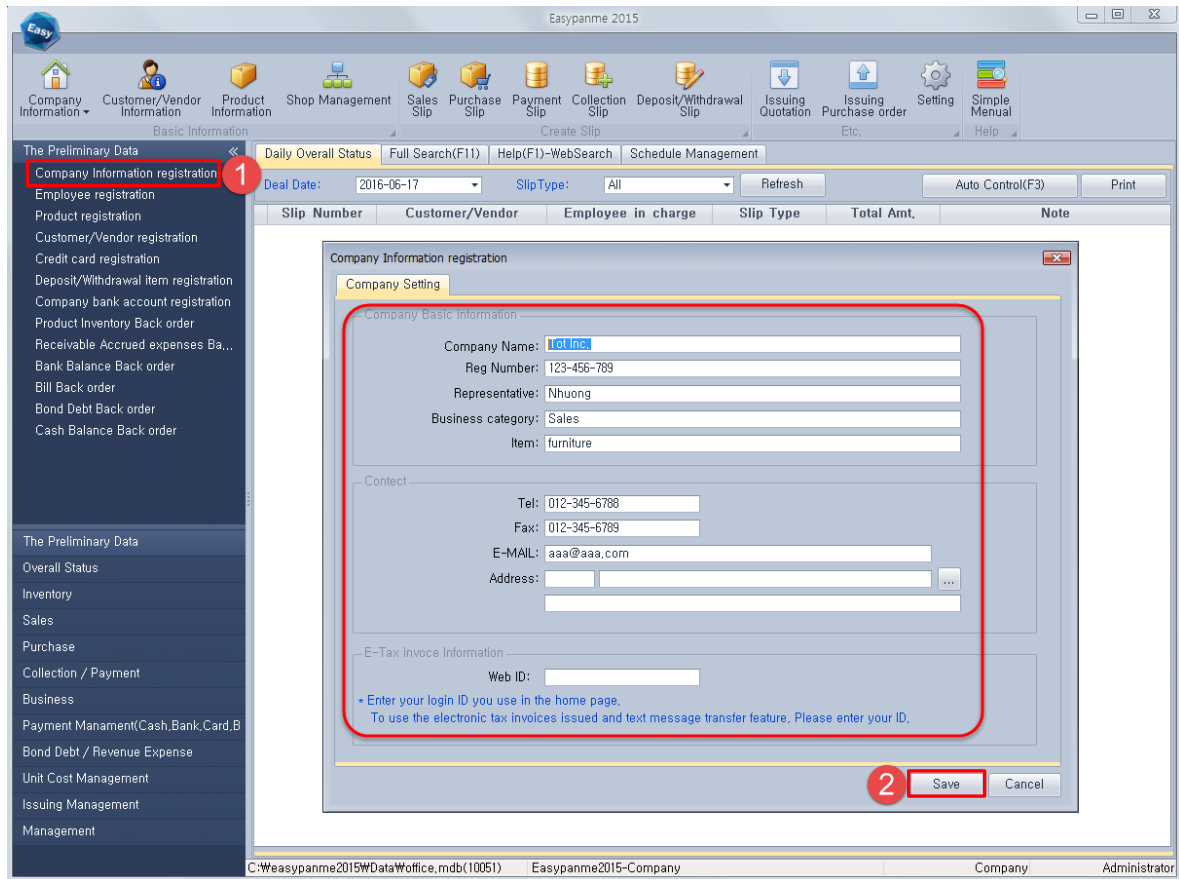
<How to lookup the report>



4. Register the preliminary data

It is the most important work to enter basic information in the use of Easypanme.

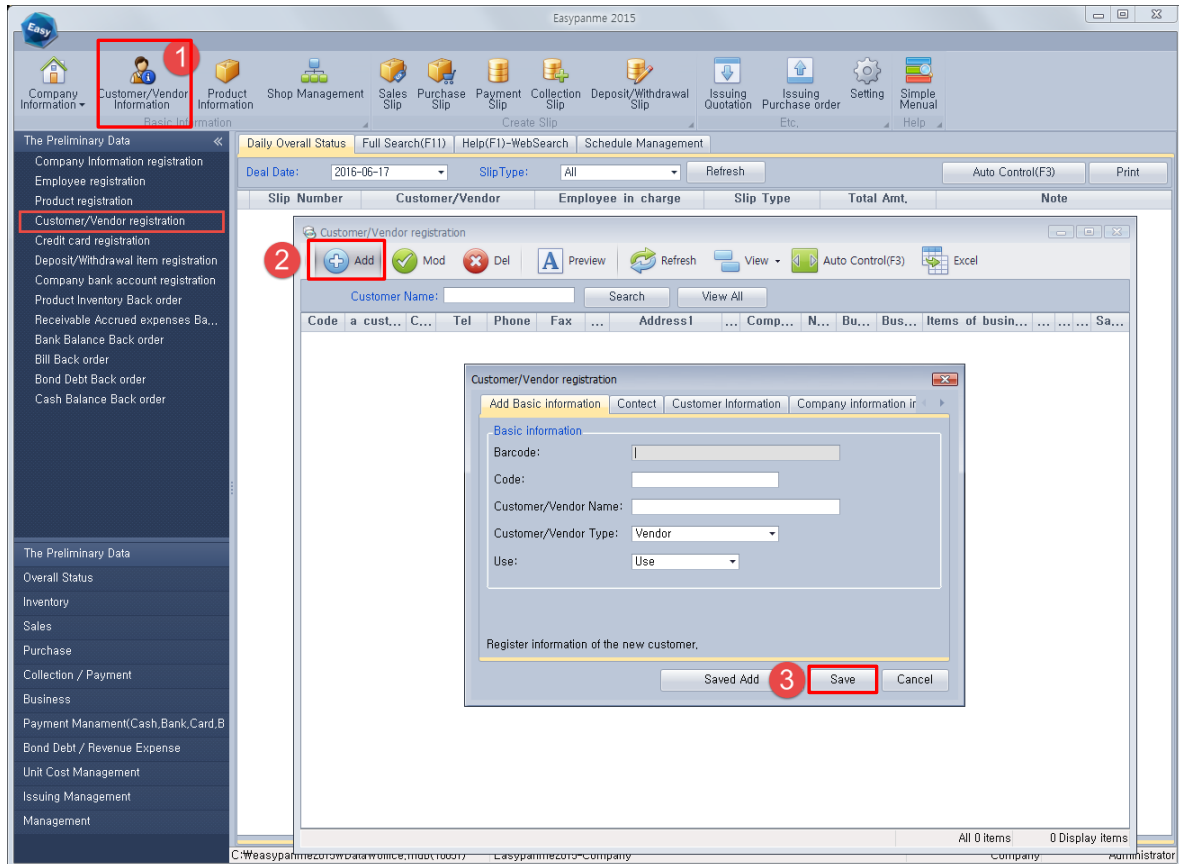
4.1 Register the company information



STEP 1> Click the Company Information registration menu.

STEP 2> Fill in all the necessary details such as company basic information, contact, web ID and click [Save] button.

4.2 Register the customer/vendor information



STEP 1> Click the customer/vendor information icon.

STEP 2> Click [Add] button.

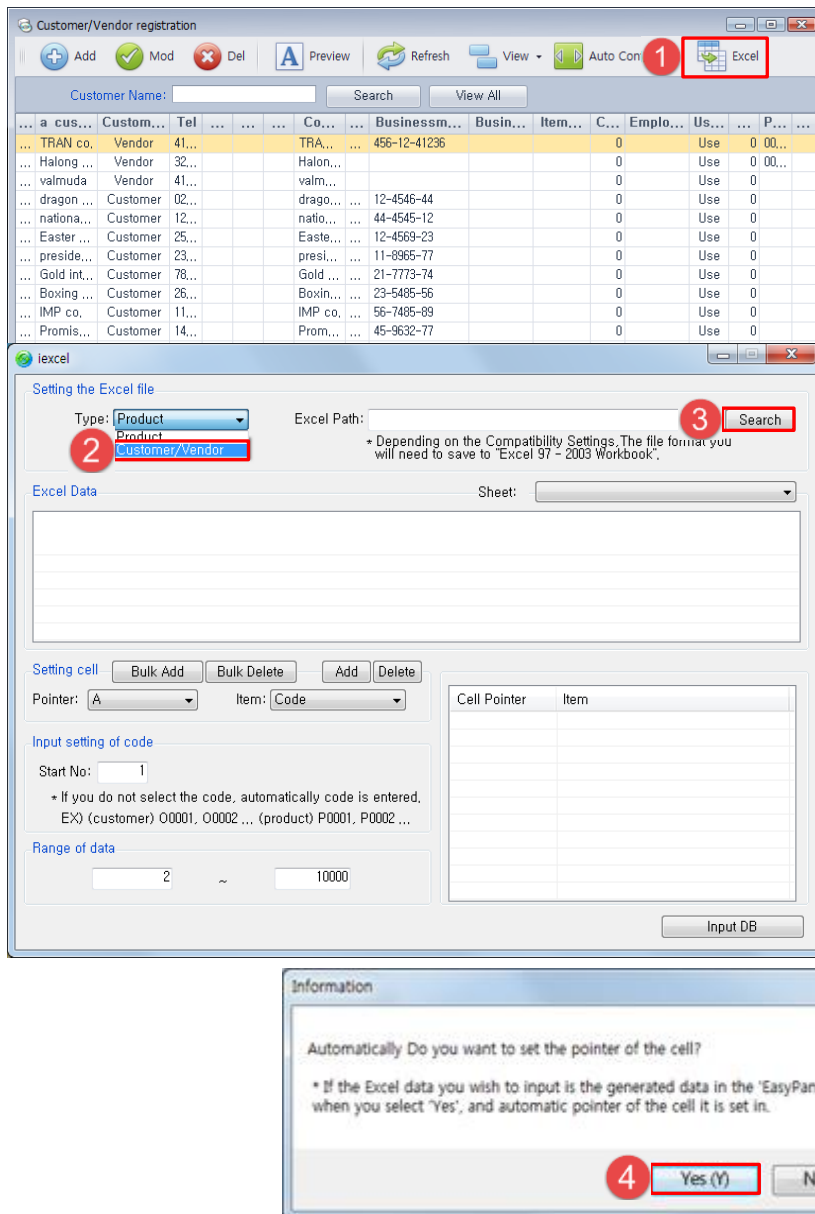
STEP 3> Fill in all the necessary details in each tab and click [Save] button. If you want to continue to add customer registration, click [Saved Add] button.

Tips

1. When you enter the code, it appears below whether the code is available. And if you input the same first character of the code, it shows the following code.
2. When you press [Enter] key as filling in details, the cursor moves to the next blank.
3. Press [Esc] key to close the activated window without saving data.

<Customer/Vendor data in Excel format Input>

It describes how to enter customer data in Excel format in Easypanme.



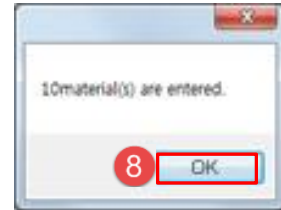
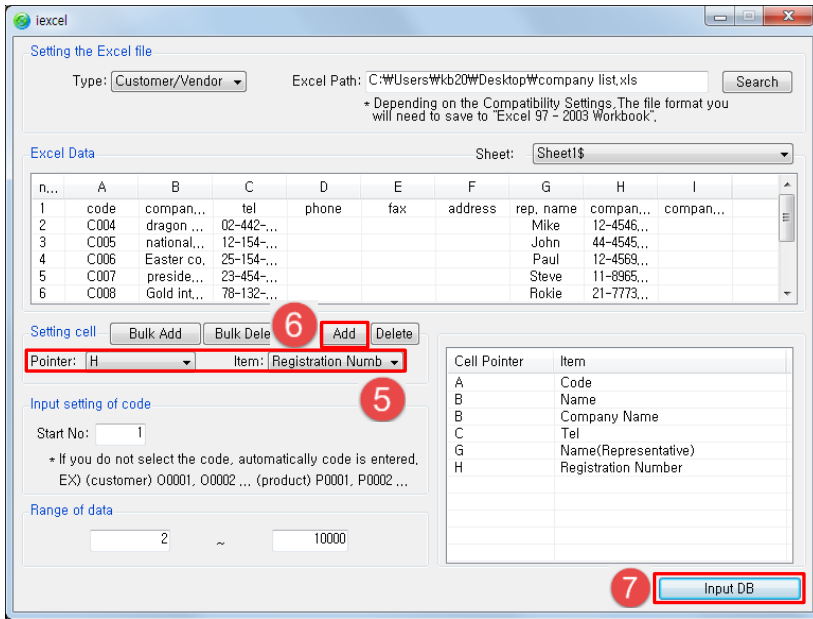
STEP 1> Click [Excel] button. Alternatively execute the "iexcel.exe" file in C:\weasypanme2015.

STEP 2> Select the data type Customer/Vender.

STEP 3> Click [Search] button and choose the excel file to input. In this case the excel file format is to be "Excel 97-2003 Workbook".

STEP 4> If the excel data format is "Easypanme data format", click [Yes], the others [No].

STEP 5> Select the pointer(column name) and matching item.

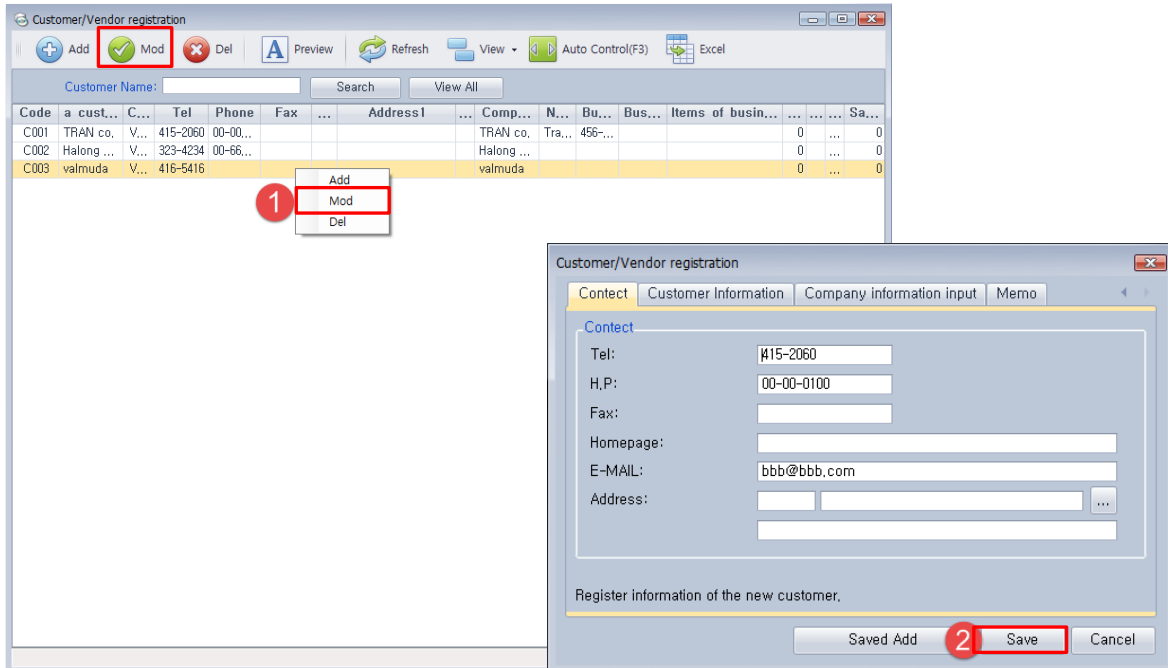


STEP 6> Click [Add] button and then added items are listed in right frame.

STEP 7> Click [Input DB].

STEP 8> Click [OK].

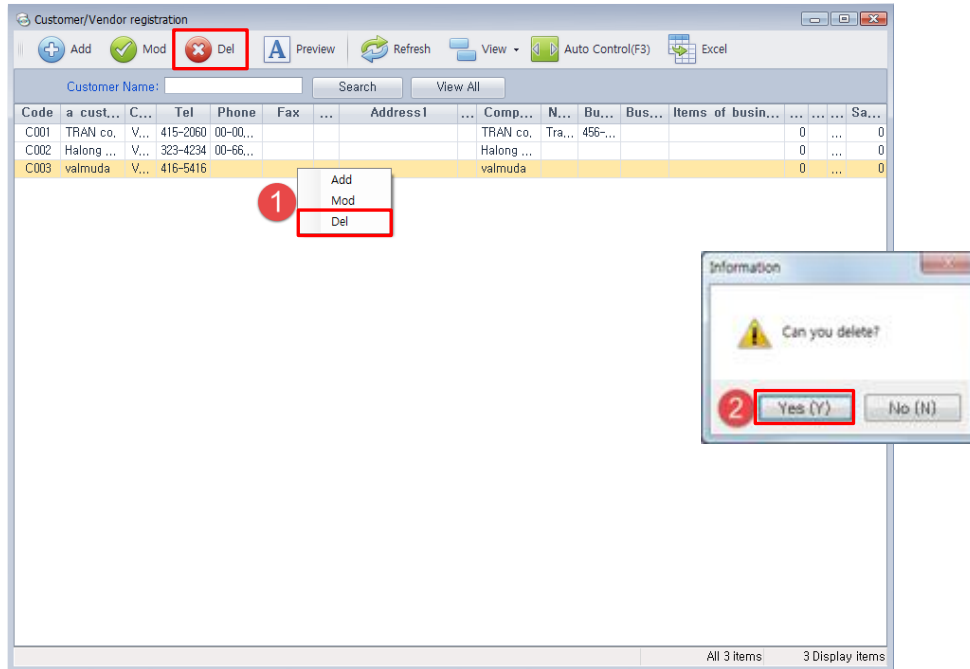
<Modify the customer information>



STEP 1> Right-click the selected list, and click [Mod]. Alternatively double-click the list or click [Mod] button in toolbar.

STEP 2> Modify the customer information and click [Save] button.

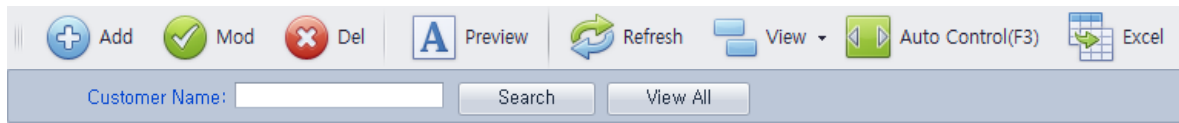
<Delete the customer information>



STEP 1> Right-click the selected list, and click [Del]. Alternatively click [Del] button in toolbar.

STEP 2> After checking the message, Click [Del] button.

<Icon explanation>



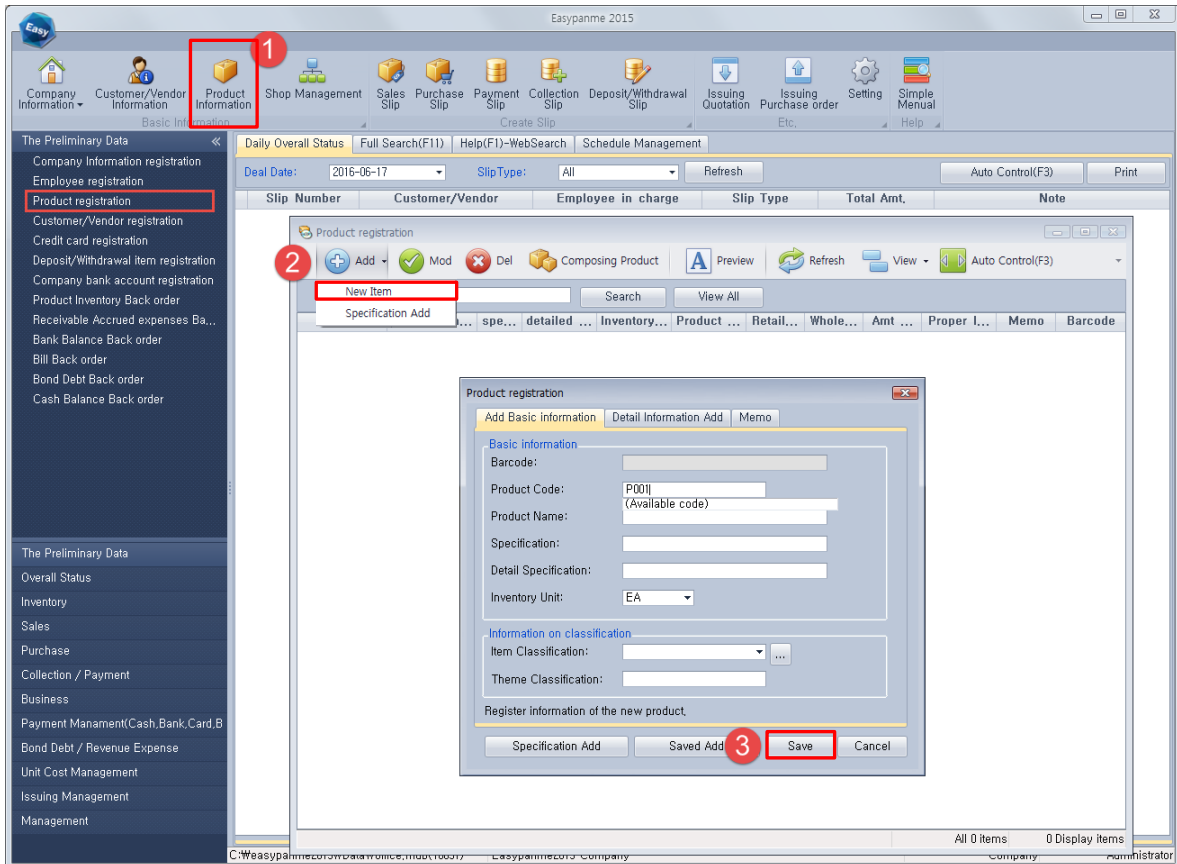
1. [Add] : Customer/vender information registration.
2. [Mod] : Amending customer/vender information.
3. [Del] : Deleting customer/vender information.
4. [Preview] : Users can print the customer/vender list.

1 Print as a preview
 2 Save the list in PDF file format
 3 Save the list in Excel file format
 4 Save the list in image file format
 5 Exit the preview

5. [Refresh] : Reload customer/vender list.
6. [View] : Uncheck in display contents if you want to remove unnecessary columns.

7. [Auto Control(F3)] : Adjust the width of the column automatically.
These settings will be maintained till users change it.
8. [Excel] : Input customer/vender data in Excel format to Easypanme.
9. [Search] : Find a specific customer name.
10. [View All] : Represent all customer/vender list.

4.3 Register the product information



STEP 1> Click Product information icon.

STEP 2> Click [Add] button. If you click [New Item], it appears a blank registration window. When you add the same product which has a different specification, click [Specification Add].

STEP 3> Fill in all the necessary details in each tab and click [Save] button. If you continue to add product registration, click [Saved Add] button.

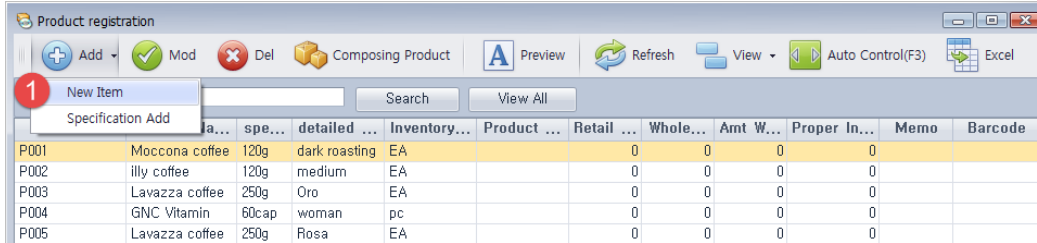
Tips

Inventory Unit: SET

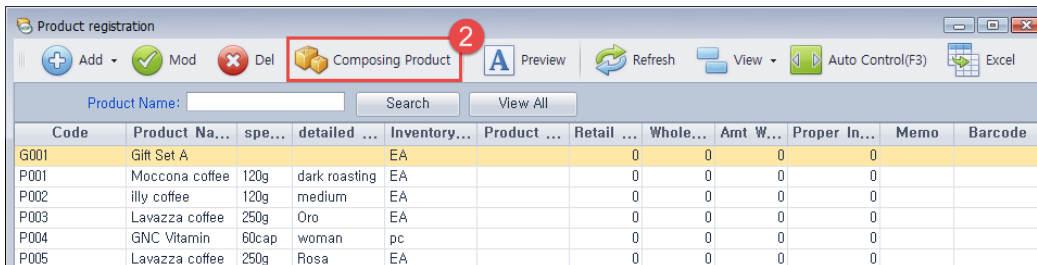
1. When you register the product, inventory unit can be added by entering directly.

<Register Composing Product>

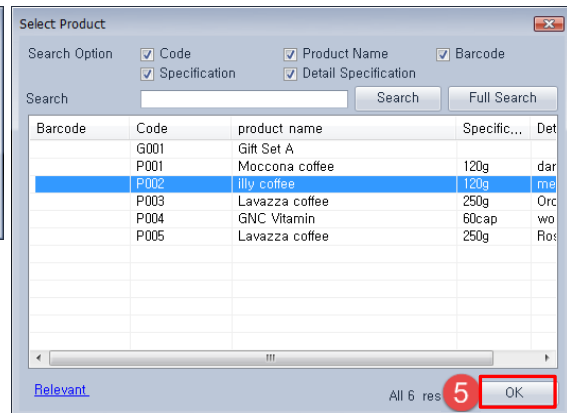
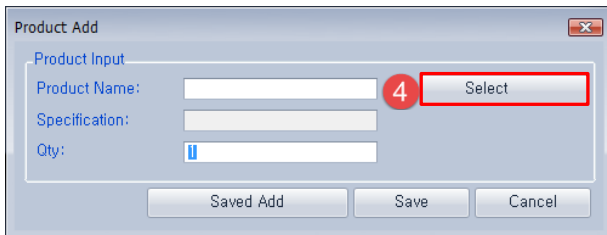
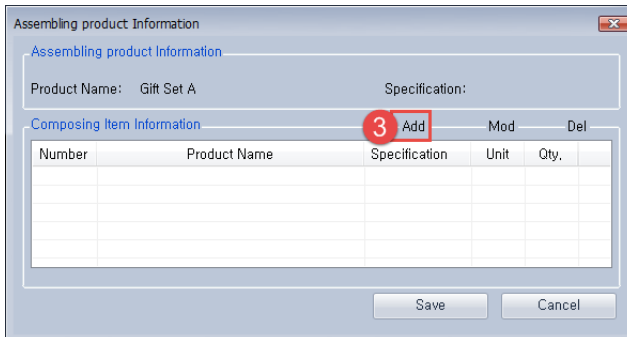
Composing product is goods made of a combination of two or more products, such as gift sets. Composing product should also be registered in the item information.



STEP 1 > Create new item as a composing product.



STEP 2 > Click [Composing Product] icon.



STEP 3 > Click [Add] button.

STEP 4 > Click [Select] button to assemble product.

STEP 5> Select products to combine and click [OK] button.

Assembling product Information

Assembling product Information

Product Name: Gift Set A Specification:

Composing Item Information Add Mod Del

Number	Product Name	Specification	Unit	Qty.
1	illy coffee	120g	EA	1
2	Lavazza coffee	250g	EA	1

6 Save Cancel

STEP 6> Click [Save] button. If you wish to change/ delete the components, click [Mod]/ [Del] button.

※ Composing product merely defines the configuration information for the set. Actual inventory is adjusted at the time to register the assembly slip.

4.4 Employee registration

This chapter describes how to register the employee and set the employee's access authorization.

Easypanme 2015

Company Information Customer/Vendor Information Product Information Shop Management Sales Slip Purchase Slip Payment Slip Collection Slip Deposit/Withdrawal Slip Issuing Quotation Issuing Purchase order Setting Simple Manual

The Preliminary Data Company Information registration **Employee registration 1** Product registration Customer/Vendor registration Credit card registration Deposit/Withdrawal Item registration Company bank account registration Product Inventory Back order Receivable Accrued expenses Ba... Bank Balance Back order Bill Back order Bond Debt Back order Cash Balance Back order

Daily Overall Status Full Search(F11) Help(F1)-WebSearch Schedule Management

Deal Date: 2016-06-22 Slip Type: All Refresh Auto Control(F3) Print

Slip Number Customer/Vendor Employee In... Slip Type Total Amt. Note

Employee registration

2 Add Mod Del Preview Refresh View Auto Control(F3)

Employee Name: Search View All

C...	Memo	P...	Department	Jo...	Phone	Tel	Address2	Address1	Po...	Resident...	Name

Employee

Basic information Use Authorization Contact Etc.

Basic information

Employee Code:

Employee Name:

Password:

Dept Name:

One's duties:

Register a new user(employee).

Saved Add 3 Save Cancel

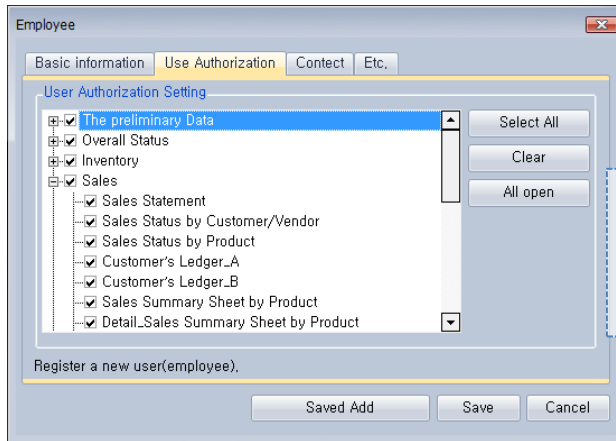
All 0 Items 0 Display Items

C:\Weasypanme2015\WData\Office.mdb(10051) Easypanme2015-Company Company Administrator

STEP 1> Click [Employee registration] menu.

STEP 2> Click [Add] button.

STEP 3> Fill in all the necessary details in each tab and click [Save] button. If you continue to add employee registration, click [Saved Add] button.

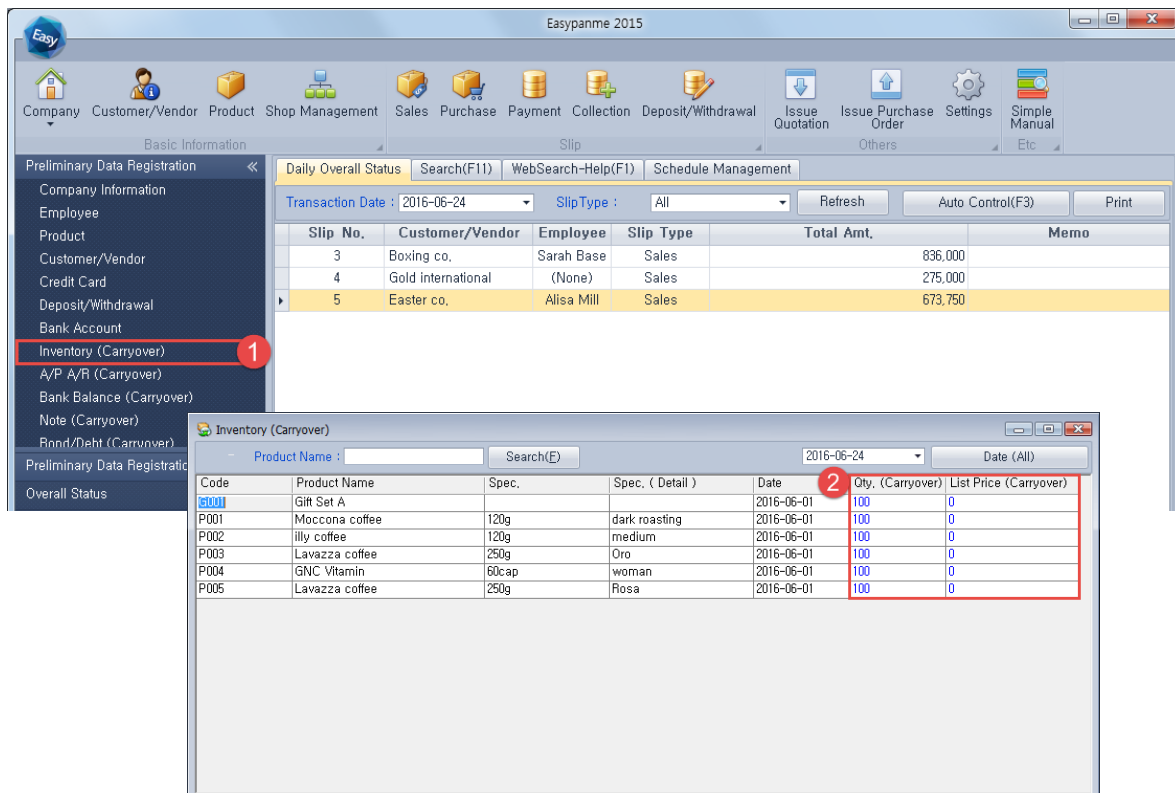


If administrator set the access rights of each employee, the employee can see only the checked menu when he log in.

※ Create the credit cards registration, bank account registration, deposit/withdrawal terms registration in the same way.

4.5 Register Carryover Information

The carryover process needs to determine the initial product inventory and cost of the goods.



STEP 1> Click Inventory(Carryover) menu in Preliminary Data Registration.

STEP 2> Enter the initial stock quantity and list price of each item.

STEP 3> Press  and exit the window.

※ Create A/P, A/R carryover, bank balance carryover, note carryover, bond/debt carryover, cash balance carryover in the same way.

5. Register Slips

5.1 Register Sales Slip

Slip is the most fundamental record which makes accounting data. Create the sales slip when you sold goods and services to customers.

The screenshot shows the 'Sales Slip' form in the Easypanme 2015 application. The form is divided into several sections:

- General:** Includes fields for Customer/Vendor(Barcode), Product(Barcode), Sales Date (2016-06-23), Customer, Employee in charge, and VAT Rates (VAT Excluded: 10%).
- Sales Product:** A table with columns for No., Type, Product name, Specif..., De..., Qty, Uni..., Suppl..., Surtax, and Memo. Buttons for Discount Apply, Add, Mod, and Del are present.
- Product Amt:** Fields for Supply Amt, Tax Amt, and Discount(-).
- Etc Amt:** Fields for Sundry Expenses, Card Fee(+), and Bank Fee.
- Cash Payment:** Buttons for Cash, Bill, Bank, and Card.
- Selected Customer:** Fields for Credit Limit, Last Trade, Account receivable, Accrued expenses, Fax, and Tel.
- Selected Product:** Fields for Last Sales, Last Unit Price, Inventory Reserves, and Proper Inventory Level.

At the bottom, there are buttons for 'Relevant Items>>', 'Saved Add', 'Save', and 'Cancel'.

STEP 1> Click [Sales Slip] icon. Alternatively press [F5].

STEP 2> Select the date when sales take place.

STEP 3> Click [...] and select the customer.

The 'Customer/Vendor' dialog box shows a search table with the following data:

Code	a customer's n...	Tel	Name of ...
C004	dragon co.	02-442-1216	Mike
C005	national co.	12-154-1578	John
C006	Easter co.	25-154-4656	Paul
C007	president co.	23-454-7969	Steve
C008	Boxing co.	26-157-1263	Thomas
C009	IMP co.	11-415-9632	Kim
C011	Promise co.	14-123-1234	Yolanda
C012	Global company	45-555-4246	Holand
C013	Asia co.	72-123-1225	Akin

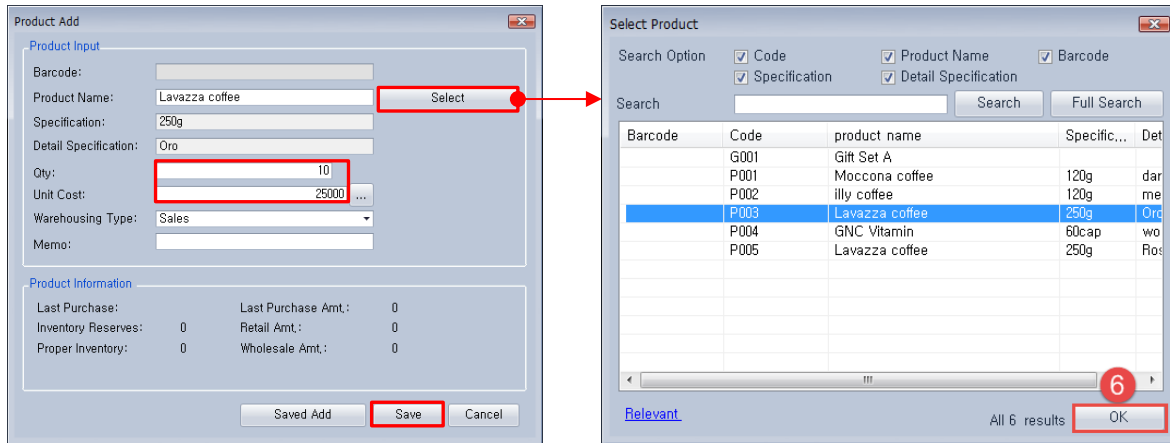
At the bottom, there is a 'Relevant' button (highlighted with a red box and a red circle 3) and an 'OK' button. The text 'All 10 results' is also visible.

If you didn't register customer in advance, click [Relevant] button to register immediately.

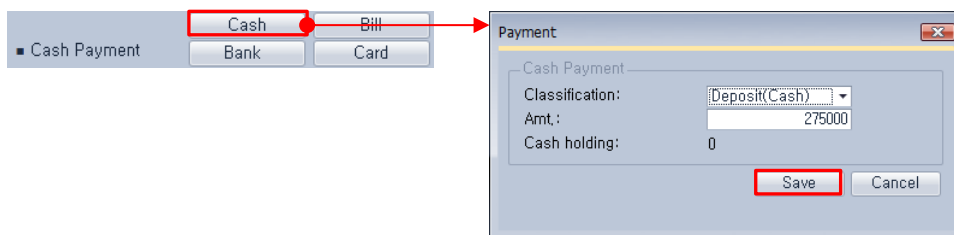
STEP 4> Click [...] and select the employee in charge.

STEP 5> Select VAT rate kinds.

STEP 6> Click [Add] button and select the sales product. After input the product quantity and unit cost, click [Save] button.



STEP 7> Select payment collection type and input the amount.




STEP 8> If there are discount amount or sundry expenses such as delivery fee, enter the amount and click [Save] button.

<Issue the Invoice>

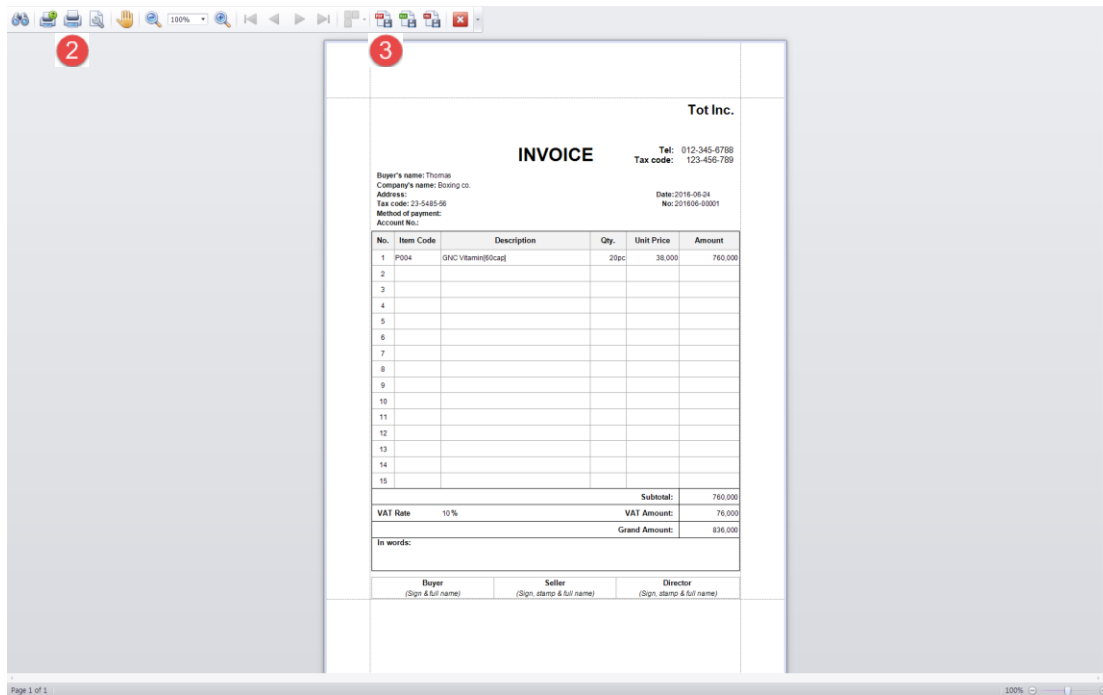
When you need to print the sales invoice, invoice can be made as sales slips information.



STEP 1> Click [Invoice] button in the sales slip window.

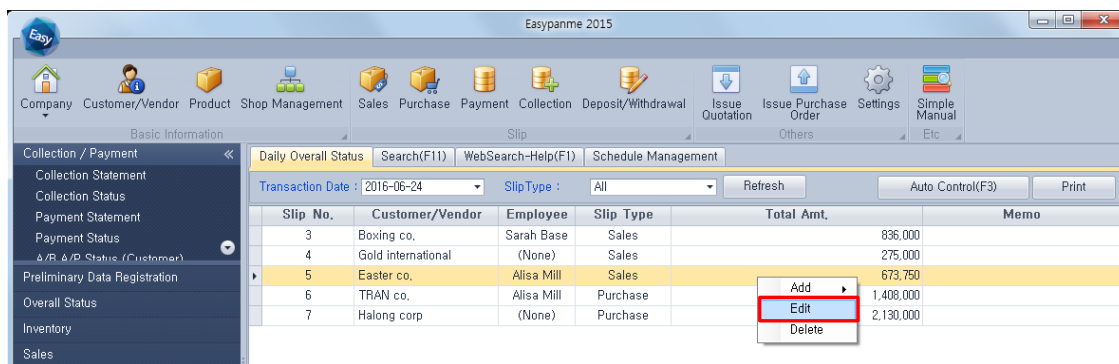
STEP 2> Click  to print as a preview.

STEP 3> You can save the invoice in PDF file format, Excel file format and Image file format.



<Modify the sales slip>

Right click on the sales slip and click [Edit] menu. Sales slip window will pop-up and enter right information. Alternatively double click the sales slip list, sales slip window will activate.



<Delete the sales slip>

Right click on the sales slip and click [Delete] menu. Be careful to delete all collection, payment information related to the slip.

Easypanme 2015

Company Information Customer/Vendor Information Product Information Shop Management Sales Slip Purchase Slip Payment Slip Collection Slip Deposit/Withdrawal Slip Issuing Quotation Issuing Purchase order Setting Simple Manual

Basic Information Create Slip Etc. Help

The Preliminary Data <<

Company Information registration
Employee registration
Product registration
Customer/Vendor registration
Credit card registration
Deposit/Withdrawal item registration
Company bank account registration
Product Inventory Back order

Daily Overall Status Full Search(F11) Help(F11)-WebSearch Schedule Management

Deal Date: 2016-06-24 Slip Type: All Refresh Auto Control(F3) Print

Slip Number	Customer/Vendor	Employee ...	Slip Type	Total Amt.	Note
2	Gold international	(None)	Sales	275,000	
3	Boxing co.	Sarah Base	Sales		

Add
Modify
Delete

5.2 Register Purchase Slip

Create the purchase slip when you bought goods and services from vendors.

The screenshot shows the 'Purchase Slip' form in the Easypanme 2015 application. The form includes fields for Customer/Vendor, Product, Purchase Date, Customer, Employee, and VAT Rates. It also features a table for 'Buy Product' and sections for 'Product Amt', 'Other Amt', and 'Payment'. The 'Selected Customer' and 'Selected Product' sections provide additional details. The form is annotated with red circles and numbers 1 through 8, indicating the steps for creating a purchase slip.

STEP 1 > Click [Purchase Slip] icon. Alternatively press [F6].

STEP 2 > Select the date when purchases take place.

STEP 3 > Click [...] and select the vendor.

The screenshot shows the 'Customer/Vendor' selection dialog box. It features a search option and a table with the following data:

Code	Customer Name	Tel	Representative
C001	TRAN co.	415-2060	Tran phi
C002	Halong corp	315-4234	
C003	valmuda	416-5416	

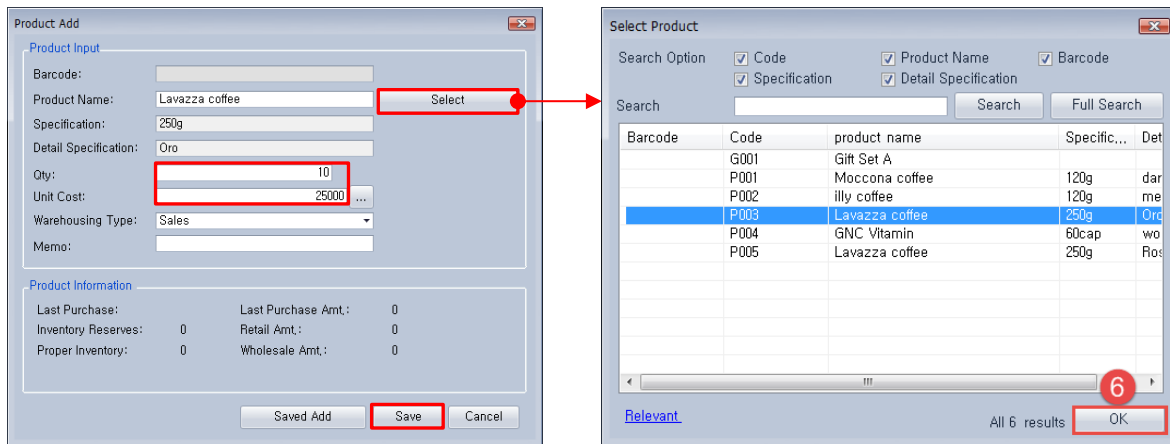
A red circle with the number 3 points to the C002 entry. The dialog also includes a 'Related' button and an 'OK' button.

If you didn't register vendors in advance, click [Relevant] button to register immediately.

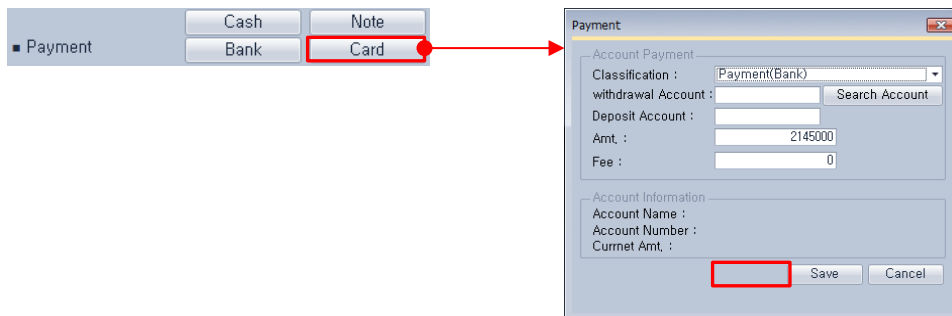
STEP 4 > Click [...] and select the employee in charge.

STEP 5 > Select VAT rate kinds.

STEP 6> Click [Add] button and select the purchase product. After input the product quantity and unit cost, click [Save] button.



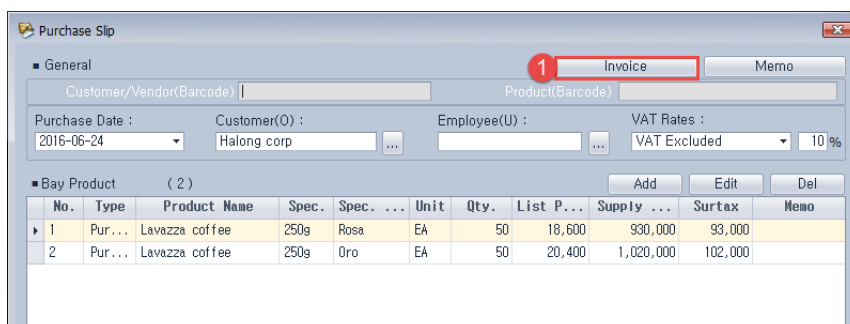
STEP 7> Select payment type and input the amount.




STEP 8> If there are discount amount or other expenses, enter the amount and click [Save] button.

<Issue the Invoice>

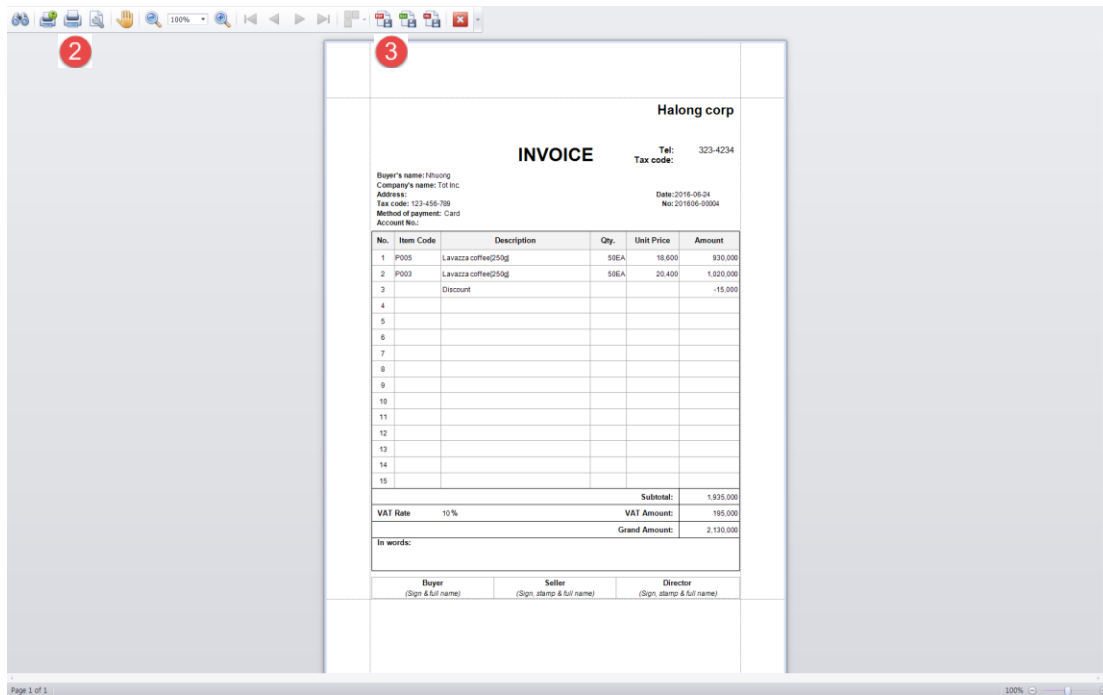
When you need to print the purchase invoice, invoice can be made as purchase slips information.



STEP 1> Click [Invoice] button in the purchase slip window.

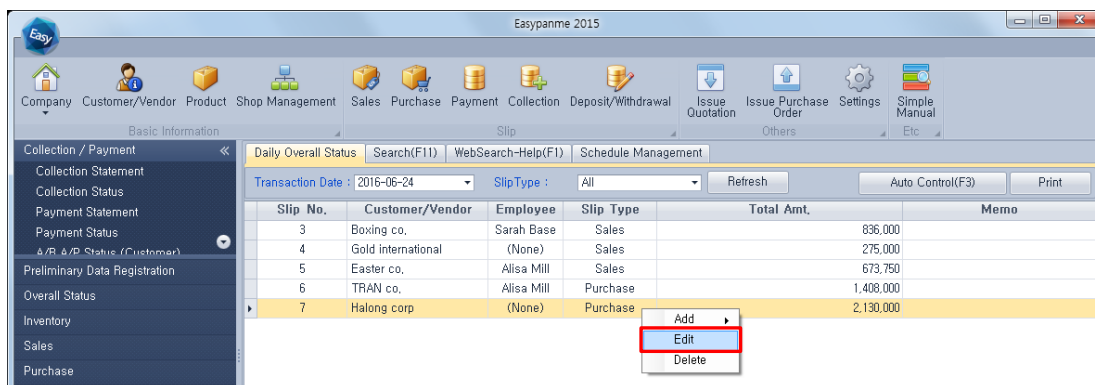
STEP 2> Click  to print as a preview.

STEP 3> You can save the invoice in PDF file format, Excel file format and Image file format.



<Modify the purchase slip>

Right click on the purchase slip and click [Edit] menu. Purchase slip window will pop-up and enter right information. Alternatively double click the slip list, purchase slip window will activate.



<Delete the purchase slip>

Right click on the purchase slip and click [Delete] menu. Be careful to delete all collection, payment information related to the slip.

Easypanme 2015

Company Customer/Vendor Product Shop Management Sales Purchase Payment Collection Deposit/Withdrawal Issue Quotation Issue Purchase Order Settings Simple Manual Etc

Basic Information Slip

Daily Overall Status Search(F11) WebSearch-Help(F1) Schedule Management

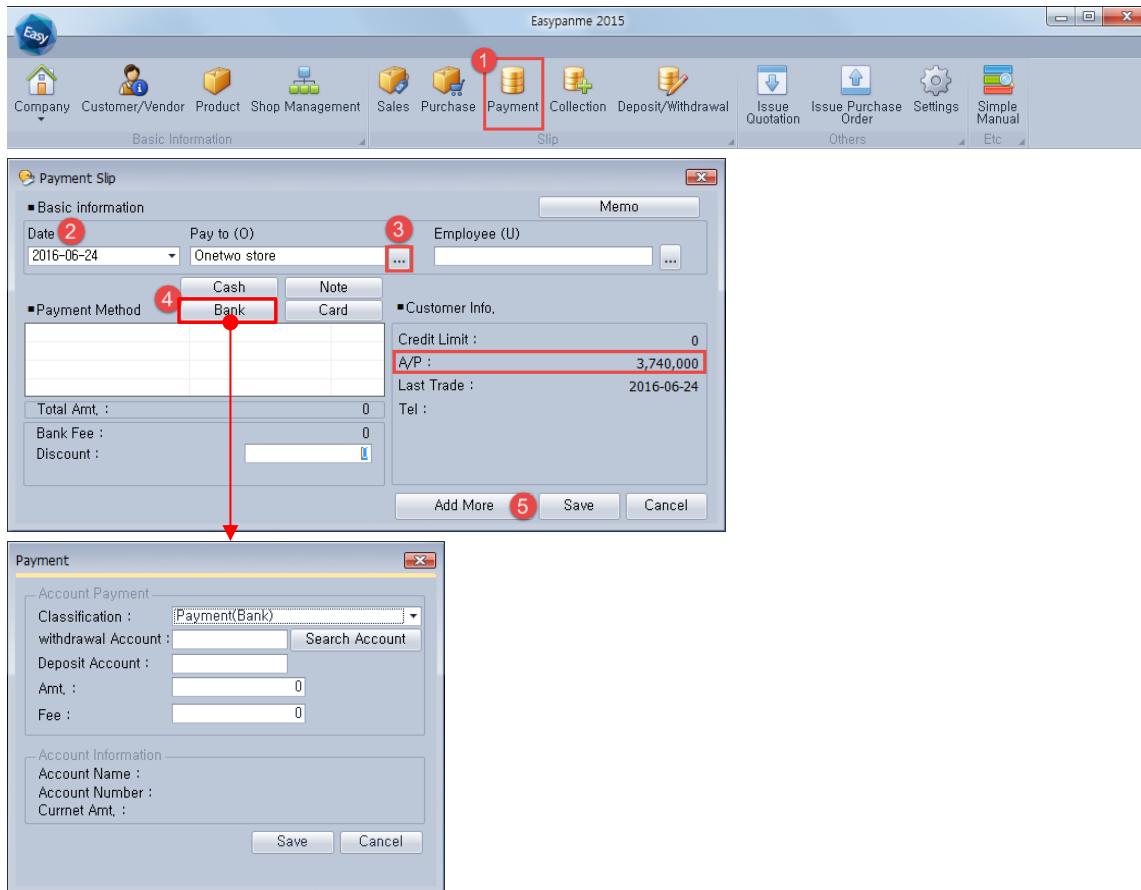
Transaction Date : 2016-06-24 Slip Type : All Refresh Auto Control(F3) Print

Slip No.	Customer/Vendor	Employee	Slip Type	Total Amt.	Memo
3	Boxing co.	Sarah Base	Sales	836,000	
4	Gold international	(None)	Sales	275,000	
5	Easter co.	Alisa Mill	Sales	673,750	
6	TRAN co.	Alisa Mill	Purchase	1,408,000	
7	Halong corp	(None)	Purchase	2,130,000	

Add Edit Delete

5.3 Register Payment Slip

If you create a purchase slip and be paid on a different date, register payment slip on payment date.



STEP 1 > Click [Payment] icon. Alternatively press [F7].

STEP 2 > Select date when payment takes place.

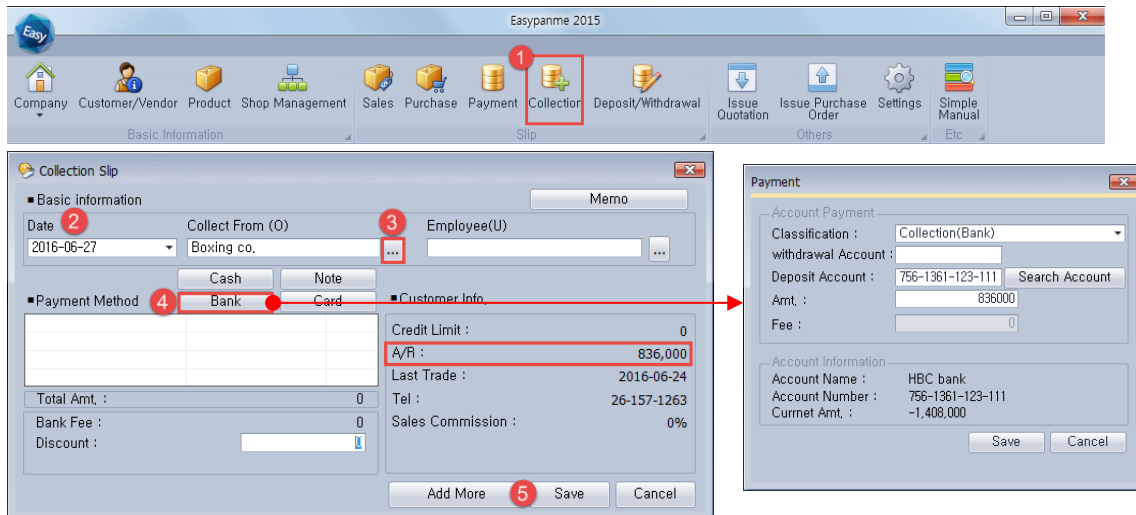
STEP 3 > Select the vendors pay to. When the vendor is selected, it's displayed A/P in right frame.

STEP 4 > Select the payment method and input the account.

STEP 5 > Click [Save] button.

5.4 Register Collection Slip

If you create a sales slip and collect payments on a different date, register collection slip on collection date.



STEP 1> Click [Collection] icon. Alternatively press [F8].

STEP 2> Select date when collection takes place.

STEP 3> Select the customer collect from. When the customer is selected, it's displayed A/R in right frame.

STEP 4> Select the collection method and input the account.

STEP 5> Click [Save] button.

5.5 Register Deposit/Withdrawal Slip

This chapter describes how to manage the deposit and withdrawal of payments, expenses such as meal pay, salary and so on.

The screenshot shows the Easypanme 2015 software interface. The main menu at the top includes icons for Company, Customer/Vendor, Product, Shop Management, Sales, Purchase, Payment, Collection, and Deposit/Withdrawal (highlighted with a red circle and '1'). Below the menu is the 'Deposit/Withdrawal Amt.' form. The 'Basic information' section has a 'Date' field (2) set to '2016-06-27' and an 'Item(Q)' dropdown (3). The 'Payment Method' section (4) has 'Bank' selected. The 'Related Item' section shows 'Total (This Month): (None)' and 'Total (This Year): (None)'. A 'Payment' form is open on the right, showing 'Classification: Collection(Bank)', 'withdrawal Account: Deposit(Bank)', and 'Deposit Account: Withdraw(Cash)'. The 'Save' button is highlighted with a red circle and '5'. Below the main form is a 'Deposit/Withdrawal' list with columns for Code, Deposit/Withdrawal, Related Item, and Unit. The first row, 'A0001 Cash deposited to Bank', is highlighted with a red box. A 'Related' button is also visible at the bottom left of the list.

Code	Deposit/Withdrawal	Related Item	Unit
A0001	Cash deposited to Bank	None	Deposit
A0002	Cash withdrawn from Bank	None	Deposit
A0003	import commission	None	Deposit
A0004	Paid Commission	None	Withdraw
A0005	Revenue Interest	None	Deposit
A0006	Paid Interest	None	Withdraw
A1001	meal pay	None	Withdraw
A1002	Company Dinner	None	Withdraw
A1003	Newspaper/Books	None	Withdraw
B1001	Transportation Fee	None	Withdraw
B1002	Toll	None	Withdraw
B1003	Business Trip	None	Withdraw
C1001	Refueling	None	Withdraw

STEP 1 > Click [Deposit/Withdrawal] icon. Alternatively press [F9].

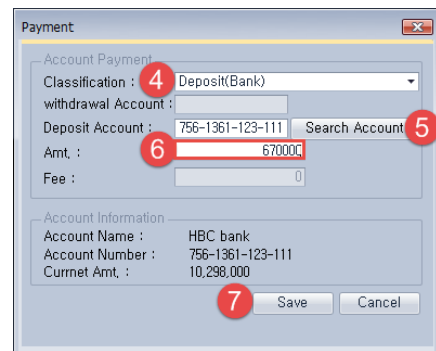
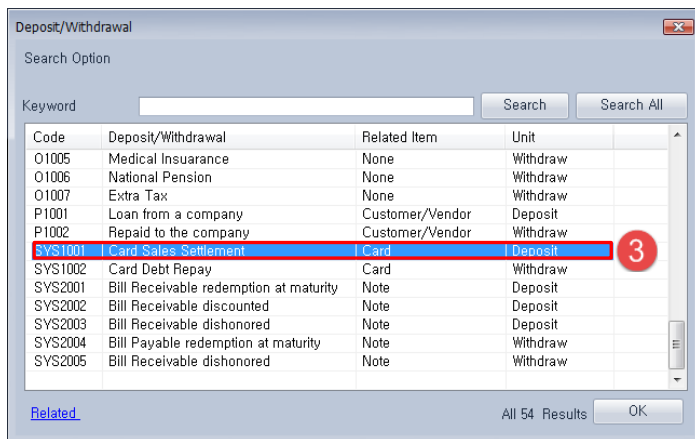
STEP 2 > Select date when deposit/withdrawal takes place.

STEP 3 > Select the deposit/withdrawal item. There are deposit or withdrawal of 54 items previously stored in the preliminary data registration. You can add a new item in the related menu if necessary. However, it is recommended not to change often.

STEP 4 > Select the payment method and input the account.

STEP 5 > Click [Save] button.

<Deposit payment from credit card for sales>



STEP 1,2> Same above.

STEP 3> Select item "Card Sales Settlement".

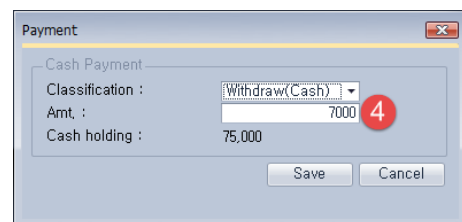
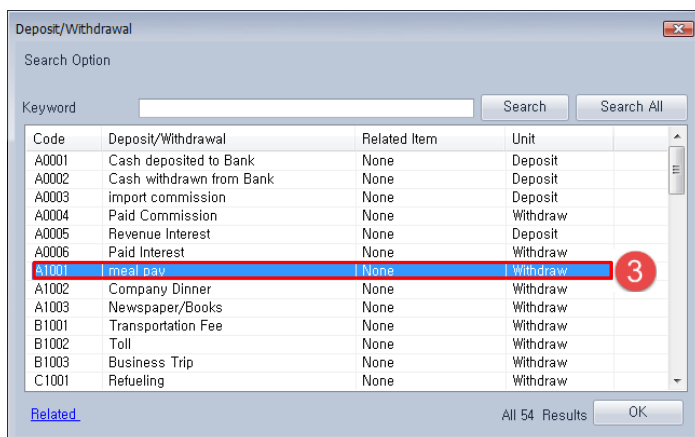
STEP 4> Click [Bank] in payment method. And select "Deposit(Bank)"

STEP 5> Click [Search Account] and select bank account.

STEP 6> Enter amount from credit card company.

STEP 7> Click [Save] button.

<Withdraw expense for meal pay>



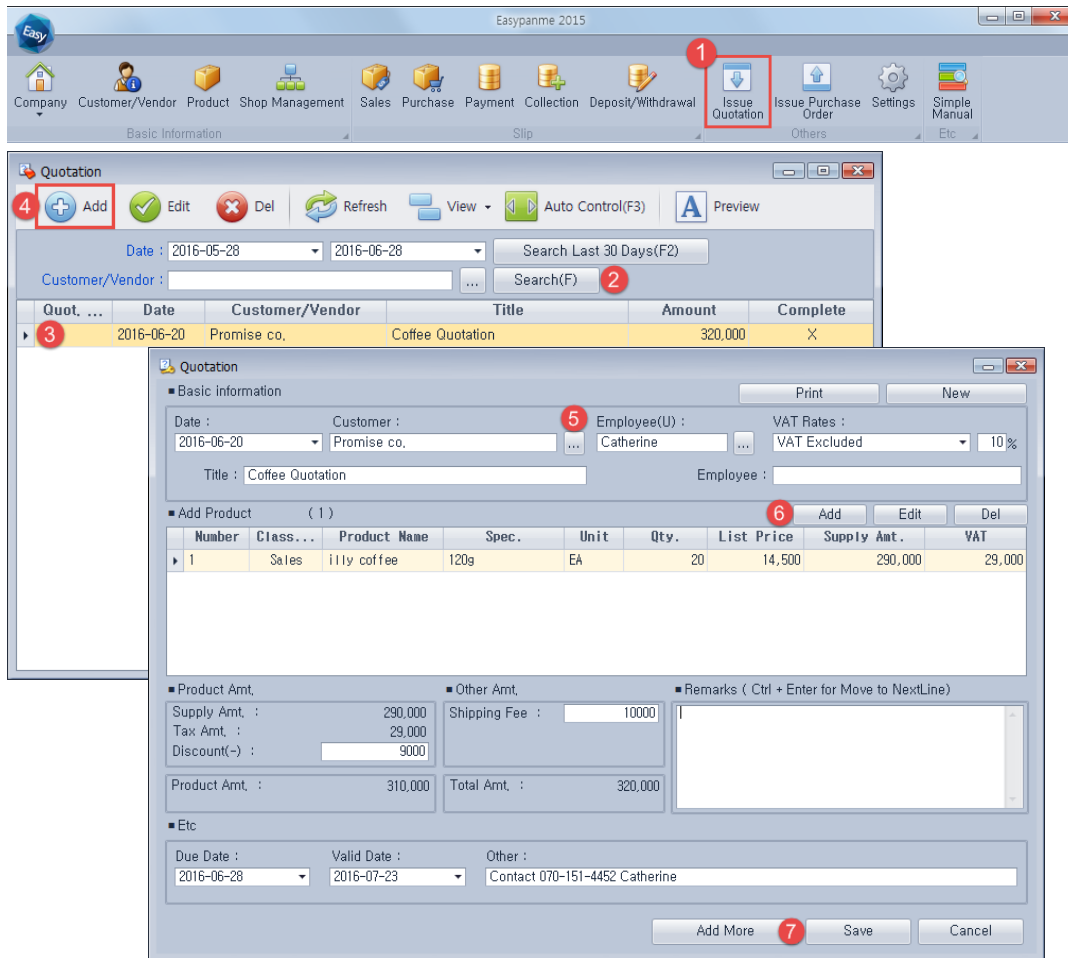
STEP 1,2> Same above.

STEP 3> Select item "Meal pay".

STEP 4> Enter amount and click [Save] button.

6. Issue Quotation & Purchase Order

6.1 Issue Quotation



STEP 1> Click [Issue Quotation] icon.

STEP 2> Users can search for quotation by date or customers.

STEP 3> Double click the list, quotation window will pop-up and users can look up the quotation or edit the information.

STEP 4> Click [Add] icon to register new quotation.

STEP 5> Enter date, customer, employee in charge, VAT rate, title and so on.

STEP 6> Click [Add] button to select product for quotation.

STEP 7> Enter other discount or expense, valid date and click [Save] button.

Quotation

Basic information Print 8 New 9

Date : 2016-06-20 Customer : Promise co. Employee(U) : Catherine VAT Rates : VAT Excluded 10%

Title : Coffee Quotation Employee :

Add Product (1) Add Edit Del

Number	Class...	Product Name	Spec.	Unit	Qty.	List Price	Supply Amt.	VAT
1	Sales	illy coffee	120g	EA	20	14,500	290,000	29,000

Tot Inc.
 Employ: Inusung
 Tel: 012-345-6788
 Customer's name: Promise co. Date: 2016-06-20
 Employ: No: 2
 Due Date: 2016-06-20

Quotaion

No.	Item Code	Description	Qty.	Unit Price	Amount
1	P002	illy coffee 120g	20EA	14,500	290,000
2					-9,000
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
Subtotal:					291,000
VAT Amount:					29,000
Grand Amount:					320,000

Remarks:

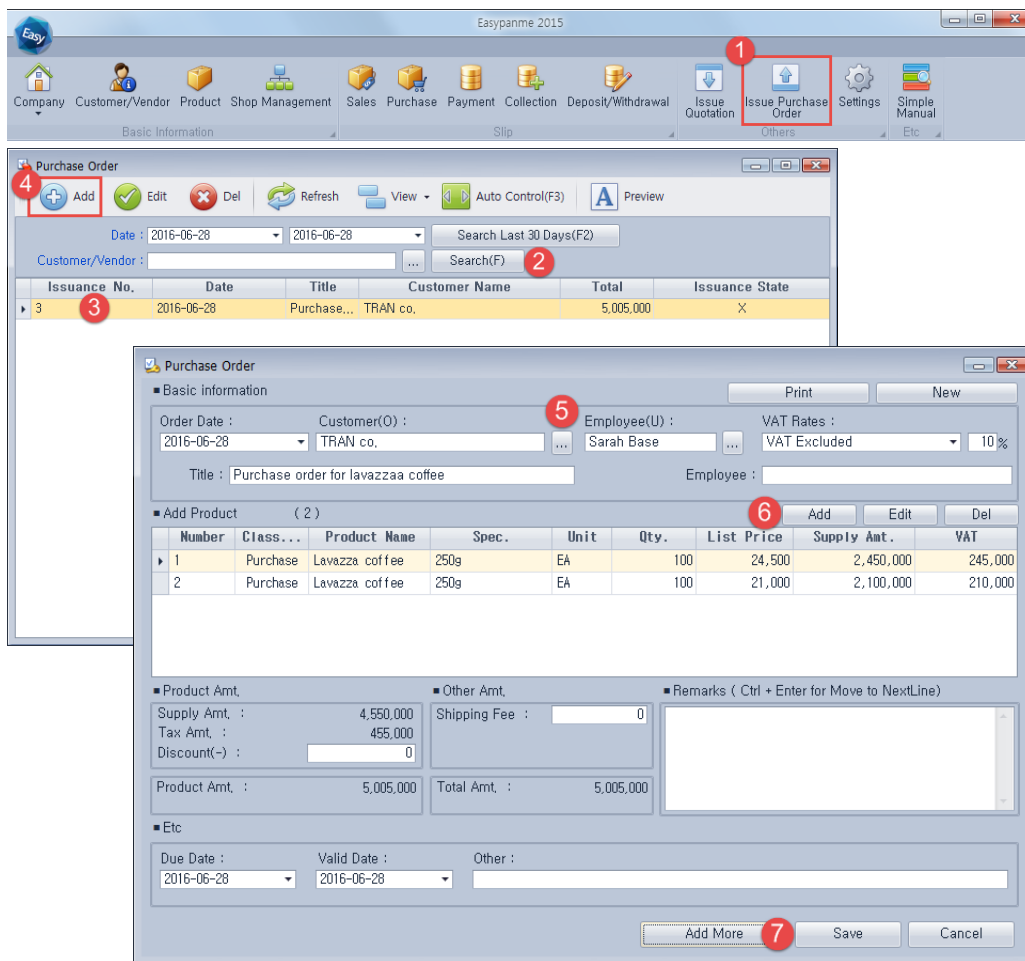
Exc term: Contact 070-151-4452 Catherine

Page 1 of 1 100%

STEP 8> Click [Print] button to print quotation. Click [🖨️] to print as a preview. Users can save the quotation in PDF, Excel, image file format.

STEP 9> When sales is occur as a quotation, click [New] button to register a sales slip immediately.

6.2 Issue Purchase Order



STEP 1 > Click [Issue Purchase Order] icon.

STEP 2 > Users can search for purchase order by date or customers.

STEP 3 > Double click the list, purchase order window will pop-up and users can look up the purchase order or edit the information.

STEP 4 > Click [Add] icon to register new purchase order.

STEP 5 > Enter date, customer, employee in charge, VAT rate, title and so on.

STEP 6 > Click [Add] button to select product for purchase.

STEP 7 > Enter other discount or expense, valid date and click [Save] button.

Purchase Order

Basic information

Order Date : 2016-06-28 Customer(O) : TRAN co. Employee(U) : Sarah Base VAT Rates : VAT Excluded 10%

Title : Purchase order for lavazzaa coffee Employee :

Add Product (2)

Number	Class...	Product Name	Spec.	Unit	Qty.	List Price	Supply Amt.	VAT
1	Purchase	Lavazza coffee	250g	EA	100	24,500	2,450,000	245,000
2	Purchase	Lavazza coffee	250g	EA	100	21,000	2,100,000	210,000

Tot Inc.

Employee: 18150003
Tel: 012-345-6788

Customer's name: TRAN co. Date: 2016-06-28
Employee: No: 3

Due Date: 2016-06-28

Purchase Order

No.	Item Code	Description	Qty.	Unit Price	Amount
1	P003	Lavazza coffee(250g)	100EA	24,500	2,450,000
2	P005	Lavazza coffee(250g)	100EA	21,000	2,100,000
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
Subtotal:					4,550,000
VAT Amount:					455,000
Grand Amount:					5,005,000

Remarks:

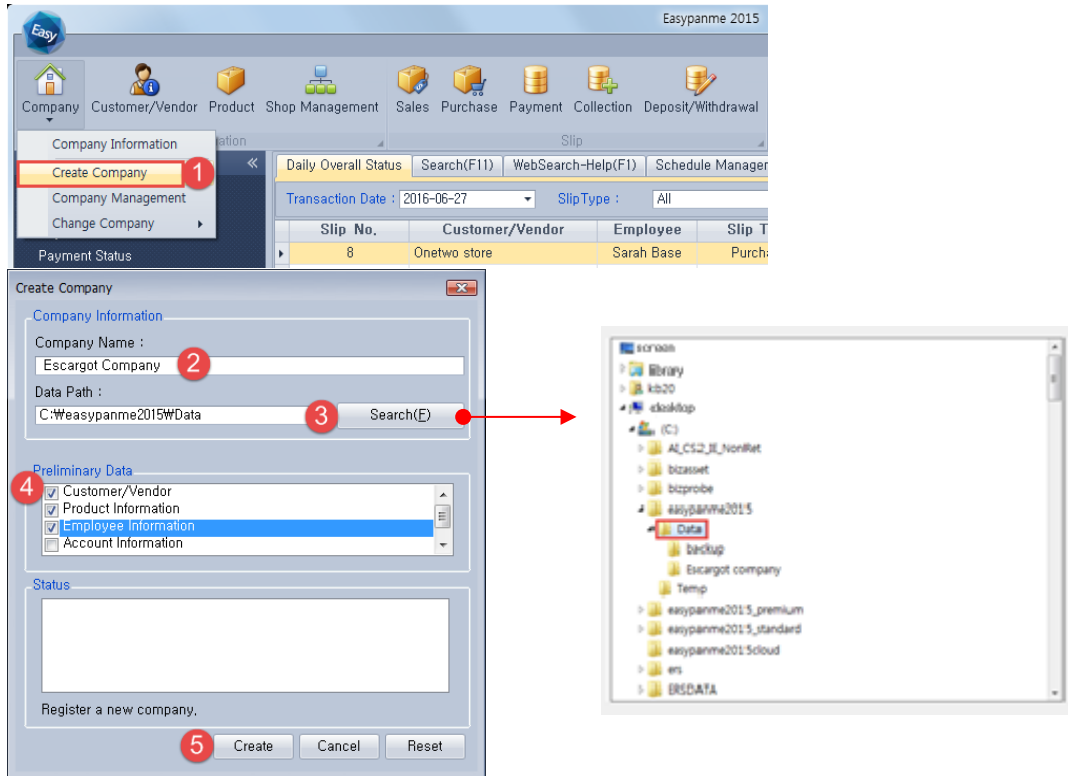
Exc term:

STEP 8> Click [Print] button to print purchase order. Click [] to print as a preview. Users can save the purchase order in PDF, Excel, image file format.

STEP 9> When purchase is occur as a quotation, click [New] button to register a purchase slip immediately.

7. Create New Company

Easypanme can manage two or more separate businesses company into one program. This chapter describes how to create new company and change company.



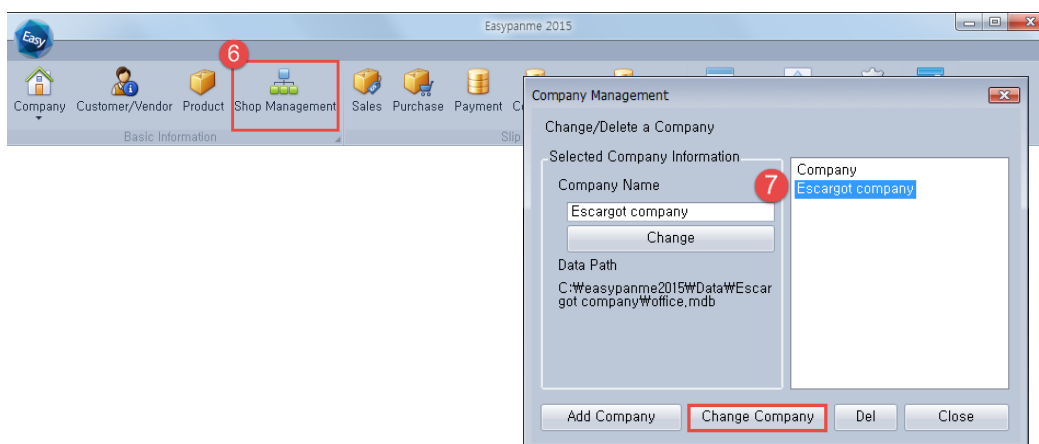
STEP 1> Click "Create Company" menu.

STEP 2> Enter new company's name.

STEP 3> Select the folder where the data is stored.

STEP 4> Check if you use the existing business information

STEP 5> Click [Create] button.



STEP 6> Click [Shop Management] icon.

STEP 7> Select other company and click [Change Company] button.

8. Look up the Report

8.1 Daily Overall Status

It shows all slips registered on a specific day.

The screenshot shows the 'Easypanme 2015' application window. The 'Daily Overall Status' report is displayed for the date 2016-06-27. The report table is as follows:

Slip No.	Customer/Vendor	Employee	Slip Type	Total Amt.	Memo
8	Onetwo store	Sarah Base	Purchase	3,740,000	
11	Boxing co.	(None)	Collection	836,000	
12	(None)	(None)	Cash deposit..	200,000	
14	(None)	(None)	meal pay	45,000	
15	Global company	Catherine	Sales	209,000	

Below the screenshot, a printed version of the report is shown with the following details:

Daily Overall Status(All) Date : 2016-06-27

Slip No.	Customer/Vendor	Employee	Slip Type	Total Amt.	Memo
8	Onetwo store	Sarah B	Purchase	3,740,000	
11	Boxing co.	(None)	Collection	836,000	
12	(None)	(None)	Cash depo	200,000	
14	(None)	(None)	meal pay	45,000	
15	Global company	Catherin	Sales	209,000	

STEP 1> Select transaction date to view.

STEP 2> Click [Refresh] button, it shows all slips registered for selected day. And you can sort the slip list selecting slip type.

Double click the list, the related slip window will pop up.

STEP 3> Click [Print] button to print the list.

8.2 Overall Status

Slip Status menu shows all slips registered for a specific period.

The screenshot shows the Easypanme 2015 software interface. The top menu bar includes options like Company, Customer/Vendor, Product, Shop Management, Sales, Purchase, Payment, Collection, and Deposit/Withdrawal. The 'Slip Status' menu is highlighted with a red box and a '1'. Below it, the 'Slip Status' window is open, showing a search filter for '2016-06-29' and a 'Search(E)' button with a '2'. The main window displays a list of transactions with columns for Slip No., Date, Cod., Name (Related Com...), Code..., Name (Employ...), Transaction, Amt., and Memo. A 'Preview' icon with a '3' and a 'Tracking Report' button with a '4' are also visible.

Slip No.	Date	Cod.	Name (Related Com...)	Code...	Name (Employ...)	Transaction	Amt.	Memo
3	2016-06-24	C009	Boxing co.	S001	Sarah Base	Sales	836,000	
4	2016-06-24	C008	Gold international			Sales	275,000	
5	2016-06-24	C006	Easter co.	S002	Alisa Mill	Sales	673,750	
6	2016-06-24	C001	TRAN co.	S002	Alisa Mill	Purchase	1,408,000	
7	2016-06-24	C002	Halong corp			Purchase	2,130,000	
						(Daily account:2016-06-24)	5,322,750	
8	2016-06-27	C014	Onetwo store	S001	Sarah Base	Purchase	3,740,000	
11	2016-06-27	C009	Boxing co.			Collection	836,000	
12	2016-06-27					Cash deposited to Bank	200,000	
14	2016-06-27					meal pay	45,000	
						(Daily account:2016-06-27)	4,821,000	
13	2016-06-28					Card Sales Settlement	670,000	
						(Daily account:2016-06-28)	670,000	
						(Monthly account:2016-06)	10,813,750	
						(Total)	10,813,750	

STEP 1> Click [Slip Status] menu in [Overall Status].

STEP 2> Set the date range to view or click [...] button to select a customer/vendor. Clicking [Search] button, it shows all slips list registered.

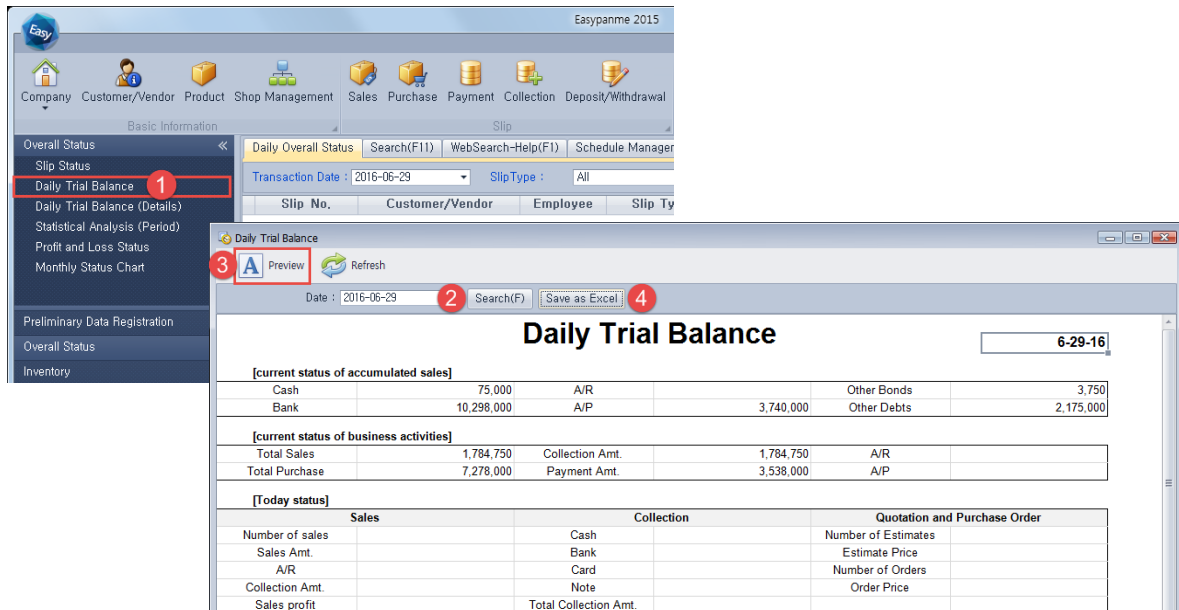
STEP 3> Click [Preview] icon to print the list.

Slip No.	Date	Related Compa	EmpName (Employee	Transaction	Amt.	Memo	
3	2016-06-24	C009	Boxing co.	S001	Sarah Base	Sales	836,000
4	2016-06-24	C008	Gold international			Sales	275,000
5	2016-06-24	C006	Easter co.	S002	Alisa Mill	Sales	673,750
6	2016-06-24	C001	TRAN co.	S002	Alisa Mill	Purchase	1,408,000
7	2016-06-24	C002	Halong corp			Purchase	2,130,000
						(Daily account:2016-06-2	5,322,750
8	2016-06-27	C014	Onetwo store	S001	Sarah Base	Purchase	3,740,000
11	2016-06-27	C009	Boxing co.			Collection	836,000
12	2016-06-27					Cash deposited to Bank	200,000
14	2016-06-27					meal pay	45,000
						(Daily account:2016-06-2	4,821,000
13	2016-06-28					Card Sales Settlement	670,000
						(Daily account:2016-06-2	670,000
						(Monthly account:2016-06	10,813,75
						(Total)	10,813,75

STEP 4> Double click the list, or click [Tracking Report] button to view corresponding slip information.

8.3 Daily Trial Balance

Daily trial balance menu shows daily account for a specific day.

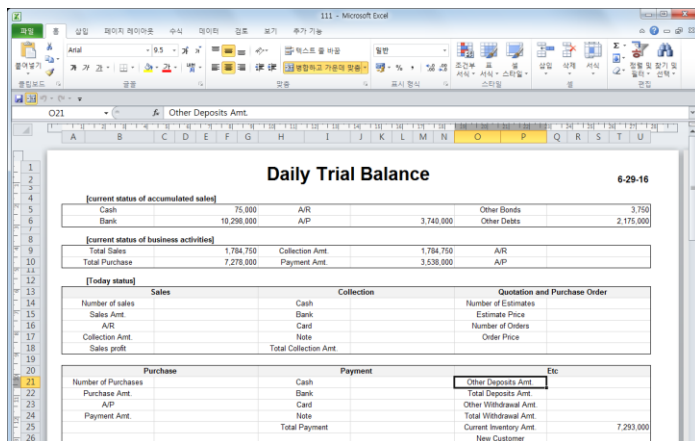


STEP 1> Click [Daily Trial Balance] menu in [Overall Status].

STEP 2> Set the date to view. Clicking [Search] button, it shows daily account such as collection and payment.

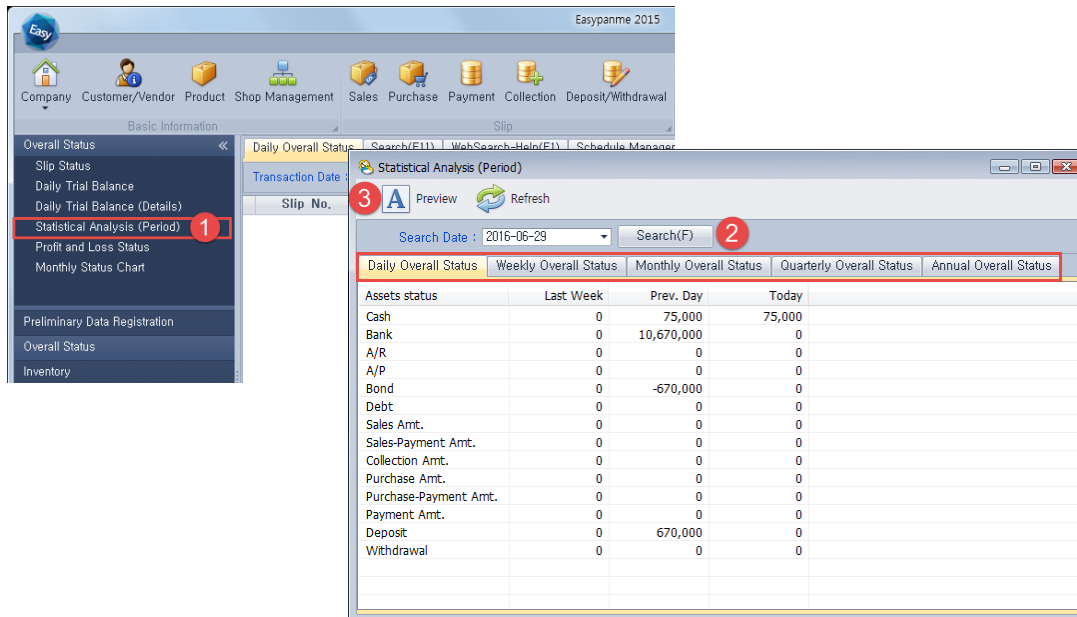
STEP 3> Click [Preview] icon to print the list.

STEP 4> When you click [Save as Excel], daily trial balance table will be saved Excel file format.



8.4 Statistical Analysis

Statistical Analysis menu shows periodical account for a specific date.



STEP 1> Click [Statistical Analysis] menu in [Overall Status].

STEP 2> Set the date to view. Clicking [Search] button, it shows Daily/ Weekly/ Monthly/ Quarterly/ Annual overall status in each tab.

STEP 3> Click [Preview] icon to print the list.

Statistical Analysis (Period)

Date : 2016-06-29

■ Daily Overall Stats				
Assets status	Last Week	Prev. Day	Today	
Cash	0	75,000	75,000	
Bank	0	10,670,000	0	
A/R	0	0	0	
A/P	0	0	0	
Bond	0	-670,000	0	
Debt	0	0	0	
Sales Amt.	0	0	0	
Sales-Payment Amt.	0	0	0	
Collection Amt.	0	0	0	
Purchase Amt.	0	0	0	
Purchase-Payment Amt.	0	0	0	
Payment Amt.	0	0	0	
Deposit	0	670,000	0	
Withdrawal	0	0	0	

■ Weekly Overall Stats								
Assets status	06-23	06-24	06-25	06-26	06-27	06-28	06-29	
Cash	0	275,000	275,000	275,000	75,000	75,000	75,000	
Bank	0	-1,408,000	0	0	1,036,000	10,670,000	0	
A/R	0	836,000	0	0	-836,000	0	0	
A/P	0	3,538,000	0	0	3,740,000	0	0	
Bond	0	673,750	0	0	0	-670,000	0	
Debt	0	2,130,000	0	0	45,000	0	0	
Sales Amt.	0	1,784,750	0	0	0	0	0	
Sales-Payment Amt.	0	948,750	0	0	0	0	0	
Collection Amt.	0	0	0	0	836,000	0	0	
Purchase Amt.	0	3,538,000	0	0	3,740,000	0	0	
Purchase-Payment Amt.	0	3,538,000	0	0	0	0	0	
Payment Amt.	0	0	0	0	0	0	0	
Deposit	0	0	0	0	0	670,000	0	
Withdrawal	0	0	0	0	45,000	0	0	

8.5 Profit and Loss Status

Profit and Loss Status menu shows sales amount, purchase amount, profit, expense, etc for a specific date range.

The screenshot shows the 'Easypanme 2015' software interface. On the left, a navigation menu is visible with 'Profit and Loss Status' highlighted and marked with a red circle and the number '1'. The main window displays the 'Profit and Loss Status' dialog box. The 'Date' is set to '2016-06-29' and the 'Period' is set to 'Monthly'. A 'Search(F)' button is marked with a red circle and the number '2'. A 'Preview' icon is marked with a red circle and the number '3'. The dialog box contains a table with the following data:

Classification	Sum	2016-06
I.Sales Amt.	1,784,750	1,784,750
-Supply Amt.	1,622,500	1,622,500
-Tax Amt.	162,250	162,250
-Discount	0	0
-Shipping Fee	0	0
II.Sales Cost	0	0
III.Purchase Amt.	7,278,000	7,278,000
-Supply Amt.	6,630,000	6,630,000
-Tax Amt.	663,000	663,000
-Discount	15,000	15,000
-Shipping Fee	0	0
IV.Gross Profit(-II)	1,784,750	1,784,750
VI.Expense	45,000	45,000
V.Profit	0	0
Net Profit(IV-V-VI)	1,739,750	1,739,750
VII.Collection Amt.	1,784,750	1,784,750
VIII.Payment Amt.	3,538,000	3,538,000
A/R	0	0
A/P	3,740,000	3,740,000
IX.Other Bonds	3,750	3,750
X.Other Debts	2,175,000	2,175,000

STEP 1 > Click [Profit and Loss Status] menu in [Overall Status].

STEP 2 > Set the date and period to view. Clicking [Search] button, it shows profit and loss list.

STEP 3 > Click [Preview] icon to print the list.

Profit and Loss Status

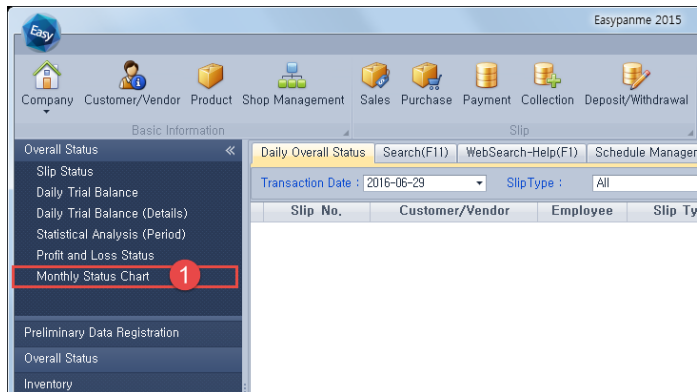
2016-06-29 ~ 2016-06-29

* Monthly

Classification	Sum	2016-06
I.Sales Amt.	1,784,750	1,784,750
-Supply Amt.	1,622,500	1,622,500
-Tax Amt.	162,250	162,250
-Discount	0	0
-Shipping Fee	0	0
II.Sales Cost	0	0
III.Purchase Amt.	7,278,000	7,278,000
-Supply Amt.	6,630,000	6,630,000
-Tax Amt.	663,000	663,000
-Discount	15,000	15,000
-Shipping Fee	0	0
IV.Gross Profit(-II)	1,784,750	1,784,750
VI.Expense	45,000	45,000
V.Profit	0	0
Net Profit(IV-V-VI)	1,739,750	1,739,750
VII.Collection Amt.	1,784,750	1,784,750
VIII.Payment Amt.	3,538,000	3,538,000
A/R	0	0
A/P	3,740,000	3,740,000
IX.Other Bonds	3,750	3,750
X.Other Debts	2,175,000	2,175,000

8.6 Monthly Status Chart

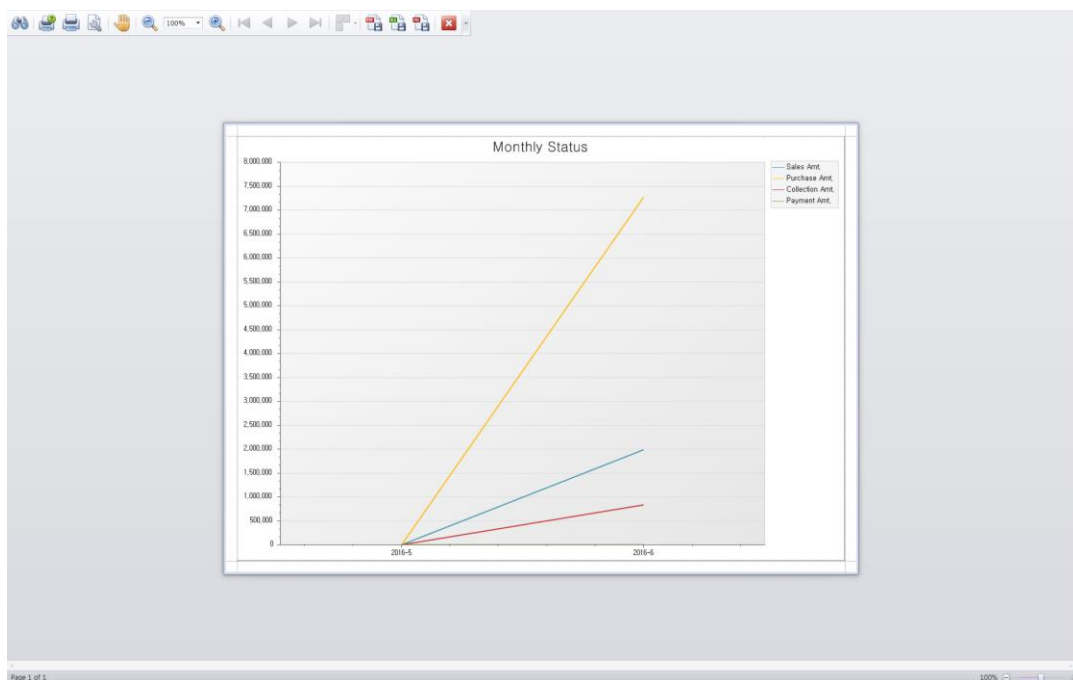
Monthly Status Chart menu shows the trend for purchasing, sales, collections, payment for a specific period.



STEP 1 > Click [Monthly Status Chart] menu in [Overall Status].

STEP 2 > Set the date and click [Search] button.

STEP 3 > Click [Preview] icon to print the chart.



9. Inventory Management

9.1 Warehousing Inquiry

Warehousing Statement menu indicates how many products came in by the date for a specific period.

Warehousing Status menu shows how many products came in by the product for a specific period.

The screenshot displays the Easypos 2015 software interface. The top menu bar includes options like Company, Customer/Vendor, Product, Shop Management, Sales, Purchase, Payment, Collection, and Deposit/Withdrawal. The 'Inventory' menu is open, showing 'Warehousing Statement' (marked with a red '1') and 'Warehousing Status' (marked with a red '1').

The 'Warehousing Statement' window is shown below, with a date range of 2016-06-01 to 2016-06-30. It features a table with columns: Slip No., Qty., Date, Type, Product Code, Product Name, Spec., Spec. CD, Unit, List Price, Inventory, Customer, and Employee. The table lists various coffee products and their quantities.

The 'Warehousing Status' window is shown below that, with a date range of 2016-05-30 to 2016-06-30. It features a table with columns: Product Code, Product Name, Spec., Spec. (Details), Prev. Qty., Qty., Inventory Price, and Total. The table lists coffee products and their quantities.

STEP 1> Click [Warehousing Statement]/ [Warehousing Status] menu in [Inventory].

STEP 2> Set the date range to view or click [...] button to select a product. Clicking [Search] button, it shows warehousing list.

STEP 3> Click [Preview] icon to print the list.

STEP 4> Double click the list, or click [Tracking Report] button to view corresponding slip information.(Except carryover quantity)

9.2 Release Inquiry

Release Statement menu indicates how many products came out by the date for a specific period.

Release Status menu shows how many products came out by the product for a specific period.

The screenshot shows the Inventory software interface. On the left, a menu is open with 'Release Statement' and 'Release Status' highlighted. The main window is divided into two sections: 'Release Statement' and 'Release Status'.

Release Statement Window:

- Buttons: Preview (3), Refresh (4), Tracking Report (4), View, Auto Control(F3)
- Date: 2016-05-30 ~ 2016-06-30
- Customer/Vendor: [...]
- Product: [...]
- User: [...]
- Search: Search(F) (2)

Date	Produ...	Product...	Spec.	Spec. (...	Unit	Qty.	Cost ...	Invento...	Total ...	Profit	Custo...	Empla...	Type	Slip No.
2016-06-24	P004	GNC Vita...	60cap	woman	pc	20	0	0	836,000	836,000	Boxing ...	Sarah B...	Sales	3
2016-06-24	P003	Lavazza ...	250g	Oro	EA	10	0	0	275,000	275,000	Gold Int...		Sales	4
2016-06-24	P001	Moccona...	120g	dark roa...	EA	20	0	0	220,000	220,000	Easter co.	Alisa Mill	Sales	5
2016-06-24	P002	Ily coffee	120g	medium	EA	25	0	0	453,750	453,750	Easter co.	Alisa Mill	Sales	5
		(Daily accou...				75			1,784,750	1,784,750				
2016-06-27	P001	Moccona...	120g	dark roa...	EA	20	0	0	209,000	209,000	Global ...	Catherine	Sales	15
		(Daily accou...				20			209,000	209,000				
		(Monthly acc...				95			1,993,750	1,993,750				

Release Status Window:

- Buttons: Preview (3), Refresh, View, Auto Control(F3)
- Date: 2016-05-30 ~ 2016-06-30
- Product: [...]
- Search: Search(D)

Product Code	Product Name	Spec.	Spec. (Details)	Prev. Qty.	Qty.	Total Price	Total Cost Pr...	Total Qty.
G001	Gift Set A			0	0	0	0	0
P001	Moccona coffee	120g	dark roasting	0	40	429,000	0	40
P002	Ily coffee	120g	medium	0	25	453,750	0	25
P003	Lavazza coffee	250g	Oro	0	10	275,000	0	10
P004	GNC Vitamin	60cap	woman	0	20	836,000	0	20
P005	Lavazza coffee	250g	Rosa	0	0	0	0	0
P006	Maxim coffee	1kg	bean	0	0	0	0	0
	(Total)				95	1,993,750	0	95

STEP 1 > Click [Release Statement]/ [Release Status] menu in [Inventory].

STEP 2 > Set the date range to view or click [...] button to select a product. Clicking [Search] button, it shows product release list.

STEP 3 > Click [Preview] icon to print the list.

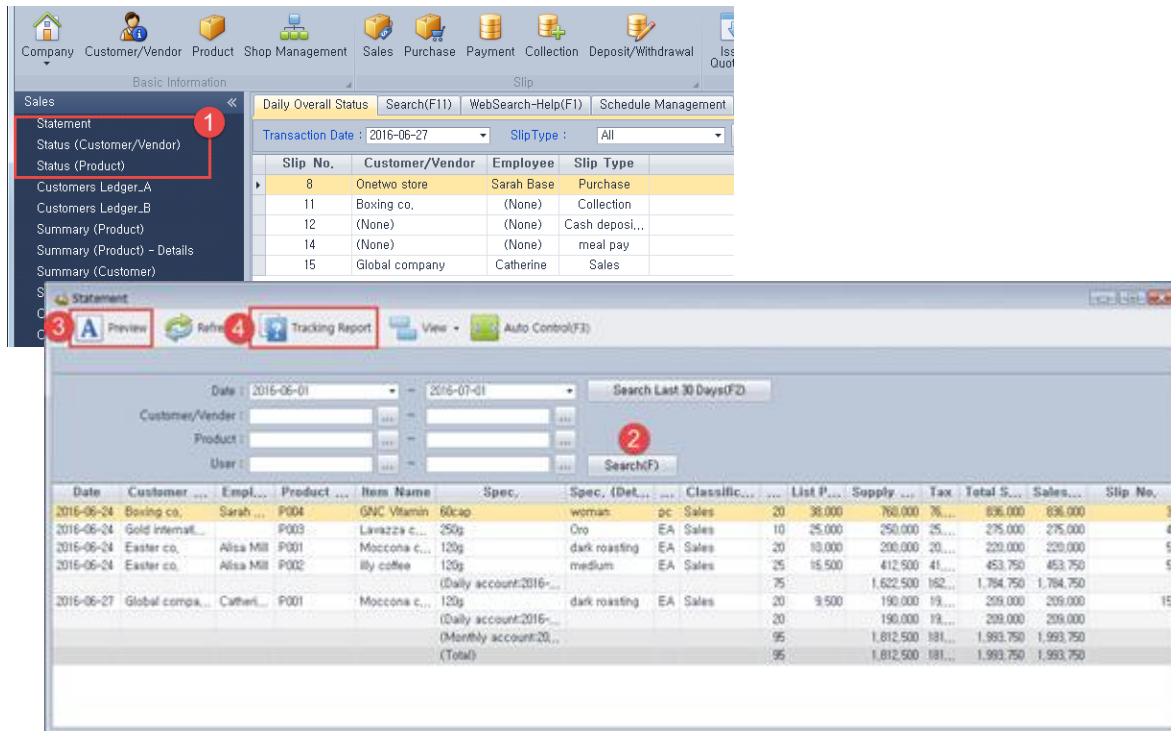
STEP 4 > Double click the list, or click [Tracking Report] button to view corresponding slip information.

※ InOut Statement, InOut Status, Inventory Status menu can be viewed in the same way.

10. Sales Management

10.1 Sales Statement

Sales Statement menu shows all sale slips registered for a specific period.



STEP 1 > Click [Sales Statement] menu in [Sales].

STEP 2 > Set the date range to view or click [...] button to select a customer/vender or product. Clicking [Search] button, it shows all sales slip list registered by the date.

STEP 3 > Click [Preview] icon to print the list.

Statement															2016-07-01
Date	Customer Name	Employee	Product Code	Item Name	Spec.	Spec. (Details)	Unit	Classification	Qty.	List Price	Supply Price	Tax	Total Sales	Sales Profit	Slip No.
2016-06-	Boxing co.	Sarah Bai	P004	GNC Vitami	60cap	woman	pc	Sales	20	36,000	760,000	76,0	836,000	836,000	3
2016-06-	Gold internatio		P003	Lavazza cof	250g	Oro	EA	Sales	10	25,000	250,000	25,0	275,000	275,000	4
2016-06-	Easter co.	Alisa Mill	P001	Moccona co	120g	dark roasting	EA	Sales	20	10,000	200,000	20,0	220,000	220,000	5
2016-06-	Easter co.	Alisa Mill	P002	illy coffee	120g	medium	EA	Sales	25	16,500	412,500	41,2	453,750	453,750	5
				(Daily account:2016...					75		1,622,500	162,	1,784,750	1,784,75	
2016-06-	Global compa	Catherin	P001	Moccona co	120g	dark roasting	EA	Sales	20	9,500	190,000	19,0	209,000	209,000	15
				(Daily account:2016...					20		190,000	19,0	209,000	209,000	
				(Monthly account:20...					95		1,812,500	181,	1,993,750	1,993,75	
				(Total)					95		1,812,500	181,	1,993,750	1,993,75	

STEP 4 > Double click the list, or click [Tracking Report] button to view corresponding slip information.

※ Sales>Status menu indicates how many products sold out by the customer or by the product for a specific period.

10.2 Customer Ledger Inquiry

Customer ledger_A menu shows all sales and collection information for one customer for a specific period. Customer ledger_B menu contains more details than ledger_A.

The screenshot shows the 'Sales' menu with 'Customers Ledger_A' selected (1). The main window displays a table of transactions for 'Boxing co.' from 2016-06-01 to 2016-07-01. The table includes columns for Date, Info, Sales, Collection Amt, A/R Balance, Slip No., and Memo. The total sales and collection amount are both 836,000.

Date	Info	Sales	Collection Amt	A/R Balance	Slip No.	Memo
	(Prev. Day A/R)			0		
2016-06-24	Product sales	836,000	0	836,000	3	
	>>> GNC Vitamin, 60cap, wa...	760,000				
	>>> VAT(VAT Excluded)	76,000				
	(Daily account:2016-06-24)	836,000	0			
2016-06-27	Credited price collection	0	836,000	0	11	
	(Daily account:2016-06-27)	0	836,000			
	(Monthly account:2016-06)	836,000	836,000			
	(Total)	836,000	836,000			

STEP 1> Click [Customer ledger_A] menu in [Sales].

STEP 2> Click [...] button to select a customer/vendor.

STEP 3> Set the date range to view. Clicking [Search] button, it shows all sales and collection information list registered by the date.

STEP 4> Click [Preview] icon to print the list. Double click the list, or click [Tracking Report] button to view corresponding slip information.

Date	Info	Sales	Collection Amt	A/R Balance	Slip No.	Memo
	(Prev. Day A/R)			0		
2016-06	Product sales	836,000	0	836,000	3	
	>>> GNC Vitamin, 60ca	760,000				
	>>> VAT(VAT Excluded)	76,000				
	(Daily account:2016-06)	836,000	0			
2016-06	Credited price collectio	0	836,000	0	11	
	(Daily account:2016-06)	0	836,000			
	(Monthly account:2016	836,000	836,000			
	(Total)	836,000	836,000			

10.3 Summary Inquiry

Summary (Product) menu shows all the trading aggregation by the product for a specific period. Summary (Customer) menu shows all the trading aggregation by the customer for a specific period. Detail menu contains more information.

The screenshot shows the 'Sales' application interface. On the left is a navigation menu with the following items: Statement, Status (Customer/Vendor), Status (Product), Customers Ledger_A, Customers Ledger_B, Summary (Product), Summary (Product) - Details, Summary (Customer), Summary (Customer) - Details, Customers Ledger, and Customers Ledger (Details). The 'Summary (Product)' and 'Summary (Customer) - Details' items are highlighted with a red box.

The main window displays a 'Daily Overall Status' header with search and help options. Below it, a table shows transaction details for the date 2016-06-27. The table has columns: Slip No., Customer/Vendor, Employee, and Slip Type.

Slip No.	Customer/Vendor	Employee	Slip Type
8	Onetwo store	Sarah Base	Purchase
11	Boxing co.	(None)	Collection
12	(None)	(None)	Cash deposi...
14	(None)	(None)	meal pay

Below the transaction table are two summary windows. The first is 'Summary (Product)' for the date range 2016-06-01 to 2016-07-01. It shows a table with columns: Prod..., Product Name, Spec., Spec. (D..., Qty., Supply Pr..., Tax Amt, Total Sales, Sales C..., Sales Profit.

Prod...	Product Name	Spec.	Spec. (D...	Qty.	Supply Pr...	Tax Amt	Total Sales	Sales C...	Sales Profit
P001	Moccona coffee	120g	dark roasting	40	390.000	39.000	429.000	0	429.000
	(Total Item Mocco...			40	390.000	39.000	429.000	0	429.000
P002	illy coffee	120g	medium	25	412.500	41.250	453.750	0	453.750
	(Total Item illy coff...			25	412.500	41.250	453.750	0	453.750
P003	Lavazza coffee	250g	Oro	10	250.000	25.000	275.000	0	275.000
	(Total Item Lavazz...			10	250.000	25.000	275.000	0	275.000
P004	GNC Vitamin	60cap	woman	20	760.000	76.000	836.000	0	836.000

The second window is 'Summary (Customer)' for the same date range. It shows a table with columns: Custom..., Customer/Vendor Na..., Qty., Supply Price, Tax Amt, Total Sales, Sales Cost, Sales Profit.

Custom...	Customer/Vendor Na...	Qty.	Supply Price	Tax Amt	Total Sales	Sales Cost	Sales Profit
C005	Easter co.	45	612.500	61.250	673.750	0	673.750
C006	Gold International	10	250.000	25.000	275.000	0	275.000
C009	Boxing co.	20	760.000	76.000	836.000	0	836.000
C012	Global company	20	190.000	19.000	209.000	0	209.000
	(Total)	95	1.812.500	181.250	1.993.750	0	1.993.750

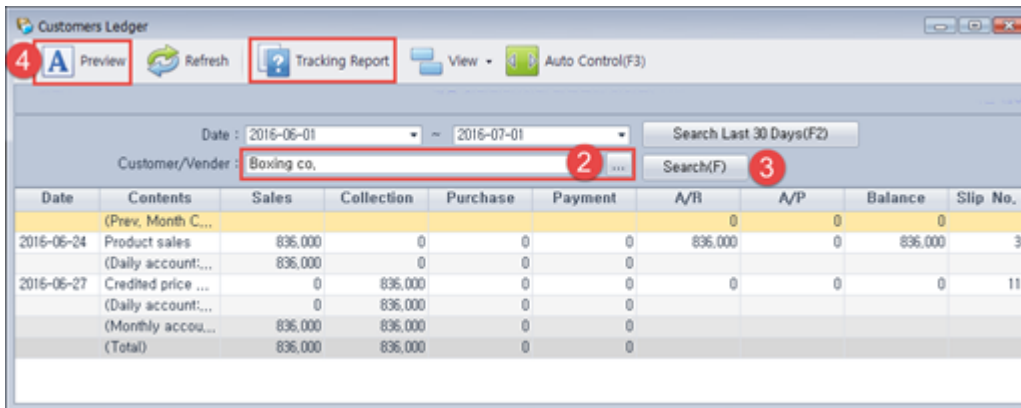
10.4 Customer Ledger

Customer ledger menu shows all the transactions for one customer for a specific period. Customer ledger (Detail) menu contains more information.

The screenshot shows the 'Sales' application interface. On the left is a navigation menu with the following items: Statement, Status (Customer/Vendor), Status (Product), Customers Ledger_A, Customers Ledger_B, Summary (Product), Summary (Product) - Details, Summary (Customer), Summary (Customer) - Details, Customers Ledger, and Customers Ledger (Details). The 'Customers Ledger' item is highlighted with a red box and a red circle containing the number '1'.

The main window displays a 'Daily Overall Status' header with search and help options. Below it, a table shows transaction details for the date 2016-06-27. The table has columns: Slip No., Customer/Vendor, Employee, and Slip Type.

Slip No.	Customer/Vendor	Employee	Slip Type
8	Onetwo store	Sarah Base	Purchase
11	Boxing co.	(None)	Collection
12	(None)	(None)	Cash deposi...
14	(None)	(None)	meal pay
15	Global company	Catherine	Sales



STEP 1 > Click [Customer ledger] menu in [Sales].

STEP 2 > Click [...] button to select a customer/vender.

STEP 3 > Set the date range to view. Clicking [Search] button, it shows all transaction list registered by the date.

STEP 4 > Click [Preview] icon to print the list. Double click the list, or click [Tracking Report] button to view corresponding slip information.

Customers Ledger										2016-07-01
Date: 2016-06-01 ~ 2016-07-01										
Customer/Vender: Boxing co.										
Date	Contents	Sales	Collection	Purchase	Payment	A/R	A/P	Balance	Slip No.	
	(Prev. Month					0	0	0		
2016-06	Product sales	836,000	0	0	0	836,000	0	836,000	3	
	(Daily accoun	836,000	0	0	0					
2016-06	Credited pric	0	836,000	0	0	0	0	0	11	
	(Daily accoun	0	836,000	0	0					
	(Monthly acc	836,000	836,000	0	0					
	(Total)	836,000	836,000	0	0					

※ Purchase, Collection/ Payment menu can be viewed in the same way.

11. Business Management

11.1 Sales Status by Employee

This menu indicates sales conditions by employee.

Employee No.	Employee C...	Employee Name	Prev. Day A/R	Sales in Period	Collection in Peri...	A/R
1	S001	Sarah Base	0	636,000	0	636,000
2	S002	Alisa Mill	0	673,750	673,750	0
3	S003	Catherine	0	209,000	0	209,000
(Total)				1,718,750	673,750	1,045,000

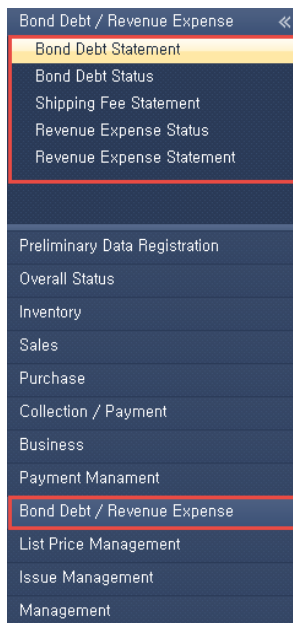
11.2 Payment Management

This menu indicates bank account, credit card, Note statement.

Date	Deposit	Withdrawal	Balance	Contents	Employee	Slip No.	Memo
			0	(Prev. Day Balance)			
2016-05-24	275,000	0	275,000	Product Sale loan received/Gold int...		4	
	275,000	0		(Daily account:2016-05-24)			
2016-05-27	0	200,000	75,000	Other Deposit/Withdrawal(Cash dep...		12	
	0	200,000		(Daily account:2016-05-27)			
	275,000	200,000		(Monthly account:2016-06)			
	275,000	200,000		(Total)			

11.3 Bond Debt/ Revenue Expense Management

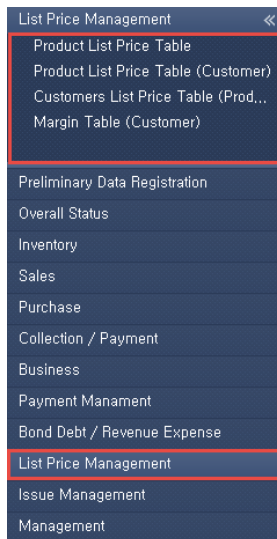
This menu indicates bond, debt, revenue, expense information.



Code	Group Name	Item Name	Total
A1001	Welfare Fee	meal pay	45,000
		(Group total:Welfare Fee)	45,000
		(Total)	45,000

11.4 List Price Management

This menu indicates product list price, customer list price, margin information.



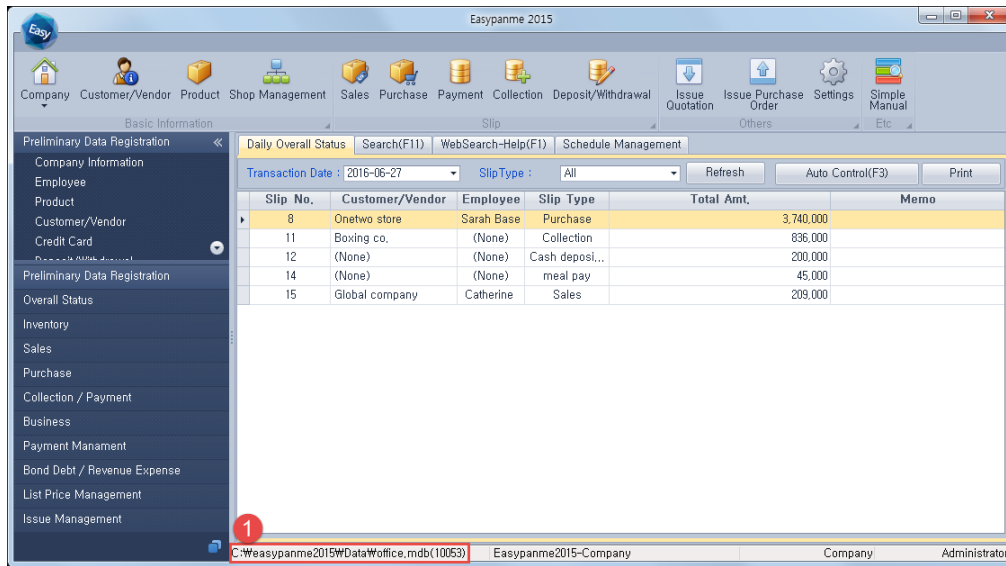
Customer...	Customer Name	Total Sales (Cos...	Total Sales	Sales Profit
C001	TRAN co,	0	0	0
C002	Halong corp	0	0	0
C003	valmuda	0	0	0
C004	dragon co,	0	0	0
C005	national co,	0	0	0
C006	Easter co,	0	673,750	673,750
C007	president co,	0	0	0
C008	Gold international	0	275,000	275,000
C009	Boxing co,	0	836,000	836,000
C010	IMP co,	0	0	0
C011	Promise co,	0	0	0
C012	Global company	0	209,000	209,000
C014	Onetwo store	0	0	0
C013	Asia co,	0	0	0
	(Total)	0	1,993,750	1,993,750

12. Data Back up & Restoration

12.1 Data Back up

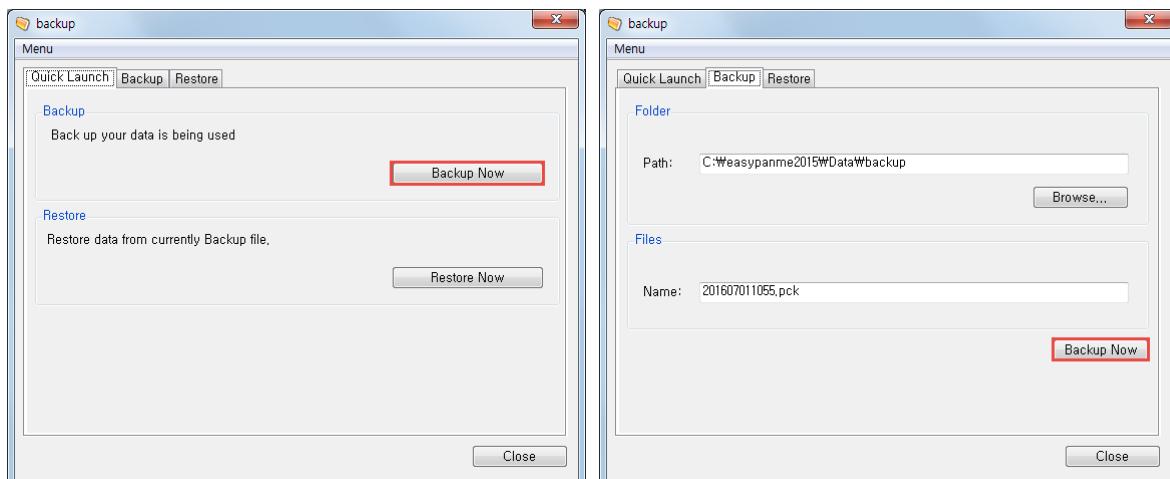
Data is automatically backed up in user's PC when closing the program. Users are responsible for managing the data in user's hard disk.

This chapter describes how to back up the data when you install a new computer or when you wish to keep the data aside.



STEP 1> Users can see the path where the data is stored in the bottom of the main screen.

Keep the entire data folder when you install the program in new PC. And paste to the folder after installation.

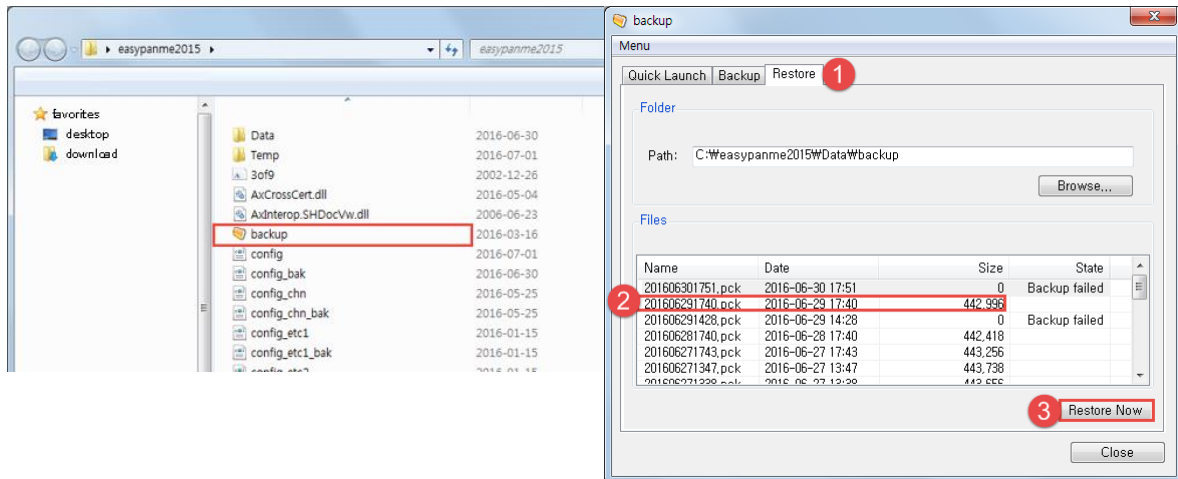


Alternatively execute "backup.exe" file in C:\weasypanme2015 folder. And Click [Backup Now] button.

12.2 Data Restoration

When an error occurs in the data storage it can be restored to the last data.

Data restoration process shall be conducted in the state shut down the program.



STEP 1> Execute "backup.exe" file in C:\Weasypanme2015 folder. Click [Restore] tab.

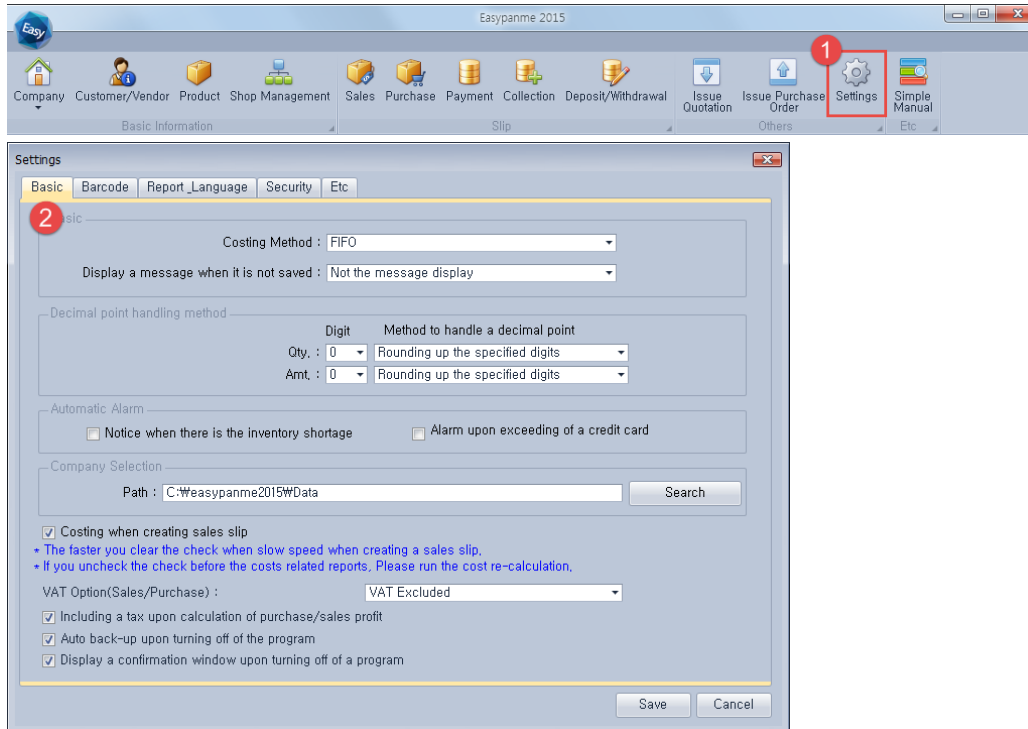
STEP 2> Select the backup file to be restored. If file size is zero, the file is inappropriate to restore. The backup file name(*.pck) represents the backup time.

STEP 3> Click [Restore Now] button. And data will be recovered to a restore point.

13. Settings

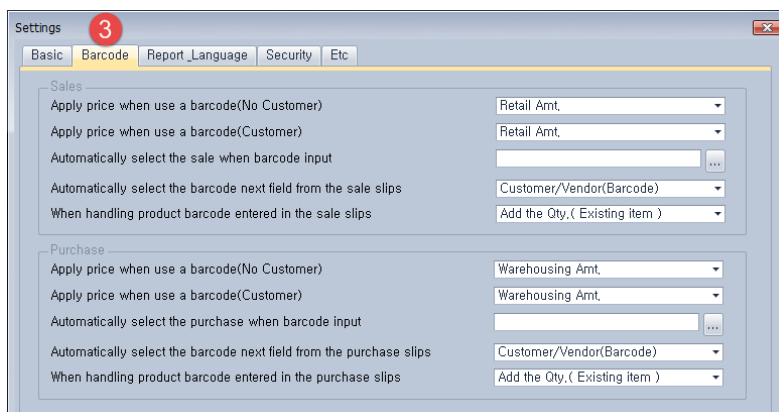
13.1 Setting Configurations

This chapter explains how to set configuration of Easypanme.

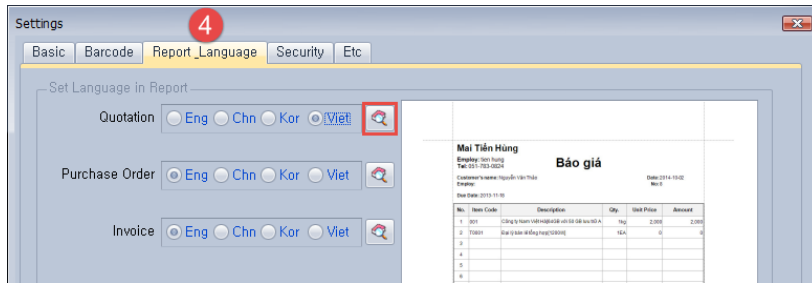


STEP 1 > Click [Settings] icon.

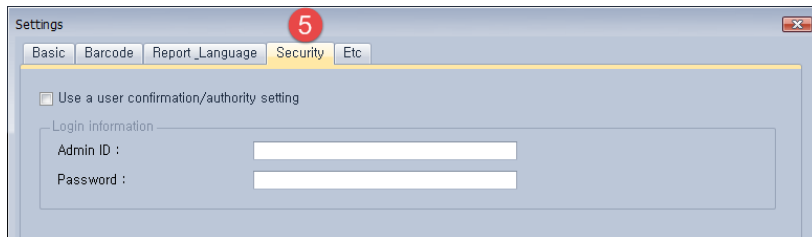
STEP 2 > Set the costing method, decimal point handling method, VAT option, etc in the [Basic] tab.



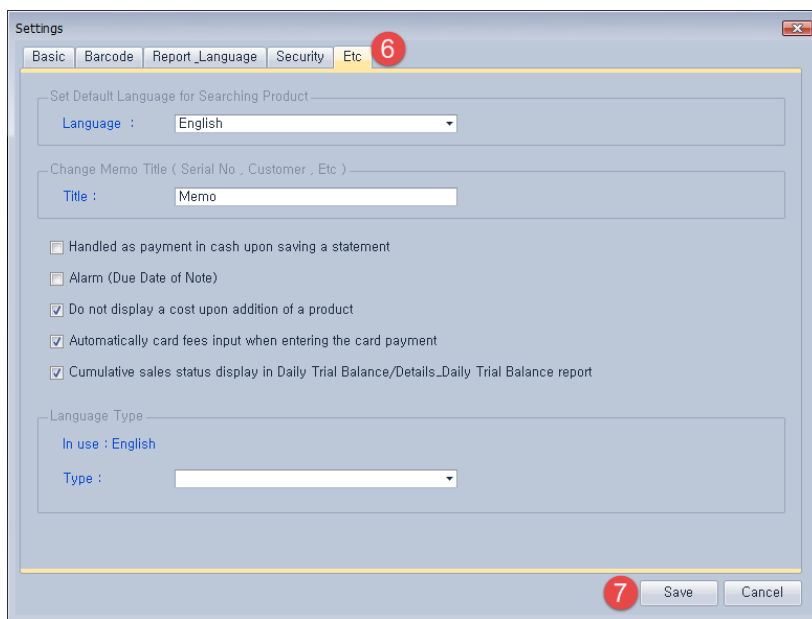
STEP 3 > Define the value when scanning a barcode in the [Barcode] tab.



STEP 4> Select the report language in the [Report_Language] tab. Clicking [🔄] button, report in the selected language preview is displayed in the right frame.



STEP 5> Set the username and password to log in the program for security.



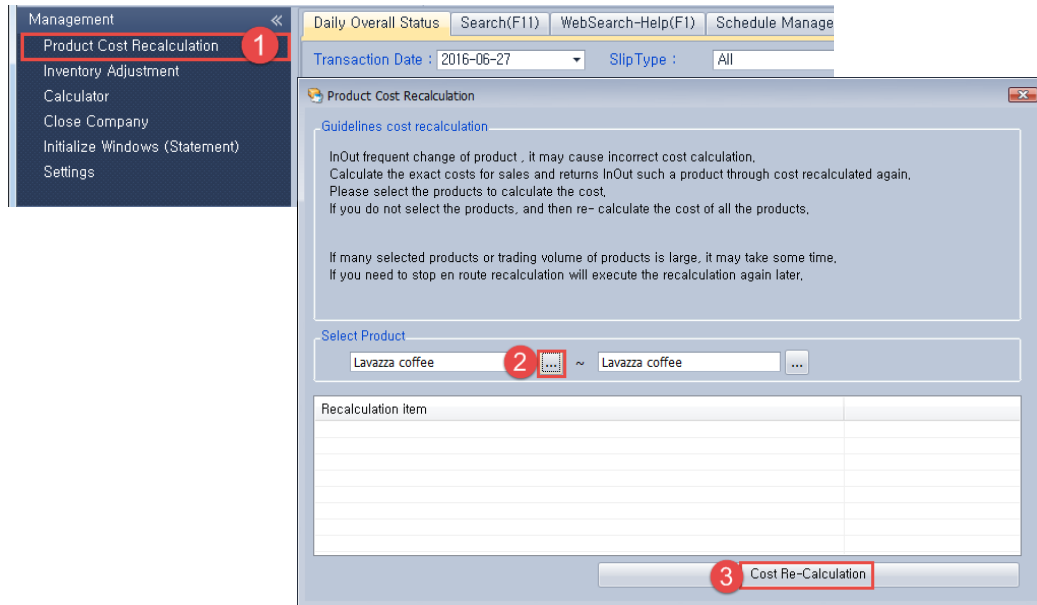
STEP 6> Set the language for searching product and other configuration.

STEP 7> Click [Save] button. All settings are applied after the program restarted.

13.2 Product Cost Recalculation & Inventory Adjustment

<Product Cost Recalculation>

As purchasing the product products cost rise or fall by the exchange rate or market conditions. In this case recalculate the product cost.



STEP 1> Click [Product Cost Recalculation] menu in [Management].

STEP 2> Click [...] to select product to be recalculated.

STEP 3> Click [Cost Re-Calculation] button. If many products selected or trading volume is large, it may take a long time.

<Inventory Adjustment>

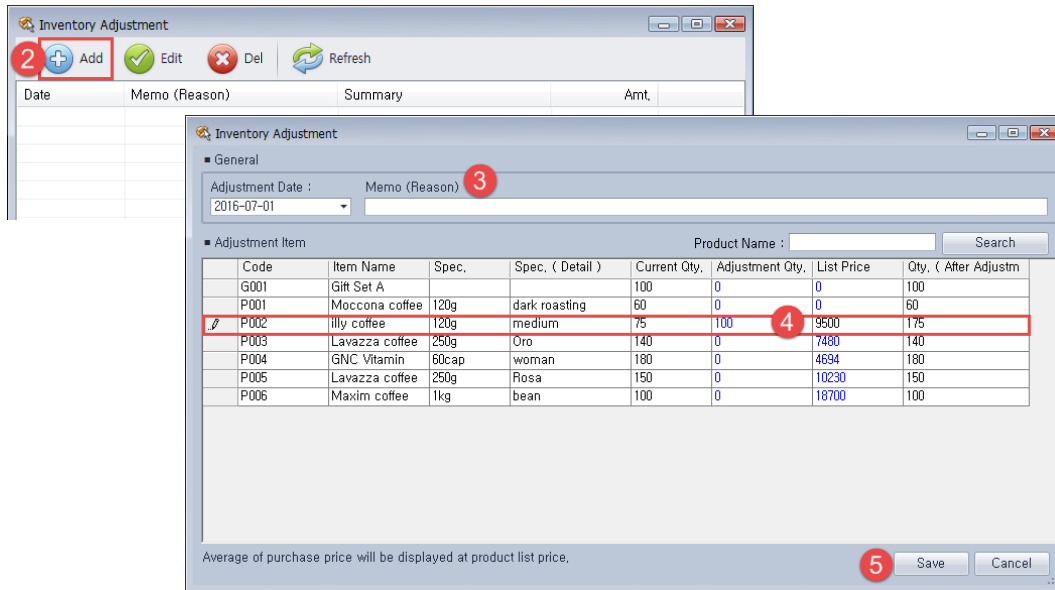
As operating data the actual inventory and inventory on the program cannot match because of input missing, damaged goods or loss. In this case it needs to adjust the inventory.



STEP 1> Click [Inventory Adjustment] menu in [Management].

STEP 2> Click [Add] button.

STEP 3> Input the date and adjustment reason.

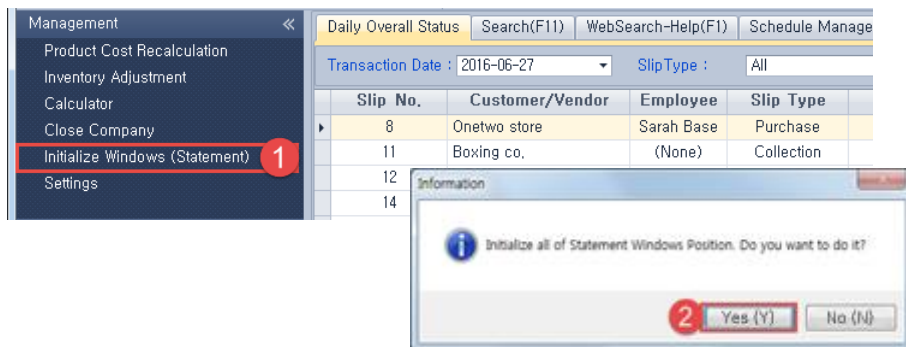


STEP 4> Enter adjustment quantity of the product.

STEP 5> Click [Save] button. It is recommended to recalculate product cost for adjusted product.

13.3 Initialize Windows (Statement)

If you don't see the slips you clicked or slips don't come up the statement window, it needs to initialize the window position.



STEP 1> Click [Initialize Windows] menu in [Management].

STEP 2> Click [Yes] button. And slips and statement window will be rearranged.

THANK YOU!

If you have any questions in use of EASYPANME, please contact us.

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