

ORIO STORE CALCULATOR — User Manual

Version 0.4.31 · A simple guide for store staff and managers

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1. What this app is

ORIO STORE CALCULATOR is an all-in-one app for running a retail store or pharmacy. With it you can:

- **Sell** items quickly and print BIR-style official receipts.
- **Track inventory** by product and by batch/expiry date.
- **Count cash** and check the drawer against expected sales.
- **See reports** — what's selling, what's low, what's expiring.
- **Manage staff** and what each person is allowed to do.
- **Monitor many branches** from one "Management" device.

It works **offline** — no internet needed for daily selling and stock work. Internet is only needed for Google Drive backup and (optionally) syncing branches.

Two roles to keep in mind - Staff / Cashier — sells, records stock, counts cash. - **Admin / Manager** — everything above, plus staff, settings, and reports. What you can see and tap depends on the user type your manager gave you.

2. Installing the app

1. Copy the installer file `ORIO-Store-Calculator-v0.4.31.apk` to the phone (via USB cable, a chat app, or a shared folder).
2. On the phone, open the file (e.g. from **Files** → **Downloads**) and tap it.
3. If Android warns "*For your security...*", tap **Settings** and allow "*Install unknown apps*" for the app you used to open it, then go back and tap **Install**.
4. When it finishes, tap **Open**. The icon on your home screen is labelled **ORIO STORE CALCULATOR**.

Updating later uses the same steps — your data stays in place.

Phone requirements: Android 7.0 or newer (works great on the latest Android 14/15 phones).

3. Signing in

The first time the app opens you'll see the **PIN** screen.

1. Enter the default PIN 1234 and tap **Sign in**.
2. You'll be asked to **set a new PIN** (4–8 digits). Choose one only you know, type it twice, and save.
3. From now on, sign in with **your** PIN.

Faster sign-in (optional). Once set up under **Settings**:

- **Fingerprint** — tap **Use fingerprint** on the sign-in screen.
- **Face** — tap **Sign in with face** and look at the camera.

Forgot your PIN? Ask a manager — they can reset it under **Admin** → **Manage Staff**.

Safety: after 5 wrong PINs the account locks for 15 minutes.

4. Finding your way around

- **Menu (top-left)** — opens the side drawer with every feature you're allowed to use (Store Calculator, Point of Sale, Stock Movement, Products, Reports, and more). Tap it from **any** screen.
- **Bottom bar** — quick tabs: **Dashboard**, **Products**, **Reports**, **Settings**.
- **Logout** — the door icon (top-right) or **Logout** at the bottom of the menu.

The **Dashboard** shows the day at a glance — today's sales, low-stock count, items expiring soon, and quick action buttons.

If a feature isn't in your menu, either your user type doesn't include it, or a manager has switched that module off.

5. Selling — Store Calculator

The **Store Calculator** is the fast, everyday way to sell — like a smart calculator that also subtracts stock.

1. Open **Menu** → **Store Calculator**.
2. **Add items** to the cart:
 - Tap **Scan** and scan the barcode, **or**
 - Search by name and tap the product.
3. Set the **quantity** for each line.
4. Check the running **total** at the bottom.
5. Tap **Charge / Done** to complete the sale.
6. If receipts are turned on, a receipt appears that you can **Share** or print. (Managers can toggle this in **Admin** → **Store Calculator** → **Issue receipt**.)

Selling here automatically **removes the items from stock** using the earliest-expiry batch first (see FEFO).

Use **Store Calculator** for speed. Use **Point of Sale** (next section) when you need a full BIR receipt with VAT and senior/PWD discounts.

6. Selling — Point of Sale (official receipts)

Point of Sale (POS) is the full checkout with VAT, discounts, payment types, and X/Z readings for BIR compliance.

Open the drawer for the day

1. **Menu** → **Point of Sale**.
2. The first sale of the day asks for your **opening cash** (the starting float in the drawer). Enter it to **open a session**.

Make a sale

1. Add items (scan or search) and set quantities.
2. Apply a **discount** if needed:
 - **Senior Citizen / PWD** — 20%, VAT-exempt. You'll enter the ID number and name.
 - **BNPC** — 5%.
3. Choose the **payment method** — Cash, Card, GCash, Maya, etc.
4. For cash, type the **amount received**; the app shows the **change**.
5. Tap **Complete**. An **Official Receipt (OR)** is generated with a unique OR number.

Readings

- **X-reading** — a "read-only" total of sales so far today, without closing.

- **Z-reading** — the end-of-day total. It runs when you **close the session**.

Close the day

1. **Point of Sale** → **Close session** (or the **X/Z** button).
2. Enter the **counted cash** in the drawer.
3. The app shows **expected vs counted** and the **variance** (over/short), then records the Z-reading.

Made a mistake?

- A completed sale can be **voided** (with a reason). Voiding returns the items to stock. Voids are kept in the records for audit.

7. Cash drawer — Cash Count

Use **Cash Count** to track the money in the drawer through the day.

1. **Menu** → **Cash Count**.
2. **Opening float** — at the start of the day, record the starting cash.
3. **Count** — at any time, enter what you physically count. The app compares it to *opening float + sales so far* and shows the **variance**:
 - **+ (over)** — more cash than expected.
 - **- (short)** — less cash than expected.
4. **Closing count** — at end of day, do a final count.

A large variance is a flag to double-check the drawer, receipts, and any un-recorded payouts.

8. Products

The product catalogue is the master list of everything you sell.

View & search

- **Bottom bar** → **Products** (or **Menu** → **Products**).
- Search by name, brand, or generic name; filter by category.

Add a product (manager/allowed staff)

1. **Products** → **New (+)**.
2. Fill in the details:
 - **Name, Brand, Generic name** (optional).
 - **Barcode** — type it or tap scan.
 - **Department / Category / Sub-category**.
 - **Pieces per pack** — e.g. a box of 10 = 10.
 - **Cost** (your buy price) and **SRP** (selling price).
 - **Reorder point** — the low-stock trigger level.
 - **VAT type** and senior/PWD eligibility (for POS).
3. Save.

Edit / photo / notes

- Open a product to see its lots, on-hand quantity, price, and history.
- You can add a **photo**, **notes**, and edit any field.

Bulk add

- **Admin** → **Bulk import from CSV / Excel** to add many products at once from a spreadsheet.

9. Stock Movement (in / out / adjust)

Every change to your inventory is one of three actions. This keeps stock **accurate and traceable**.

Stock In — receiving new stock

1. **Menu** → **Stock Movement** → **Stock In**.
2. Pick the product (scan or search).
3. Enter the **lot/batch** and **expiry date**.
 - Tip: tap the **scan-document icon** next to *Expiry* to **photograph the label** — the app reads the date for you (OCR).
4. Enter **packs** and **loose pieces** received.
5. Submit. A new batch (lot) is created or topped up.

Stock Out — removing stock (not a sale)

1. **Stock Movement** → **Stock Out**.
2. Pick the product and enter the quantity.
3. The app automatically takes from the **earliest-expiry batch first** (FEFO) and shows you a preview.
4. Submit.

Normal selling already removes stock — use **Stock Out** for things like samples, transfers, or disposal that aren't sales.

Adjustment — correcting a batch

1. **Stock Movement** → **Adjustment**.
2. Pick the batch, choose **up** or **down**, enter the amount, and a **reason**: *Damage*, *Expired*, *Count correction*, or *Other*.
3. Submit.

History

- **Stock Movement** → **History** lists every movement. Filter by product, type, date range, or staff member. Tap any row for full details.

Golden rule: movements can't be edited or deleted. To fix an error, record a correcting **Adjustment**. This protects your audit trail.

10. Stock Count

Use **Stock Count** to compare what's physically on the shelf to what the app thinks you have.

1. **Menu** → **Stock Count**.
2. Go lot by lot and enter the **counted** quantity.
3. The app shows the **difference** vs the system.
4. **Commit** the count — differences become **Count correction** adjustments, so your records match reality.

11. Purchase Orders

Track what you've ordered from suppliers and receive it into stock.

1. **Menu** → **Purchase Orders** → **New**.
2. Add products and quantities; choose the supplier.
3. **Save / Send** the order.
4. When goods arrive, open the PO and **Receive** — this adds the items to stock (you confirm lots and expiry as you receive).

You can also create a PO straight from the **Low Stock** report.

12. Reports & Order Suggestion

Menu → **Reports** (or the **Reports** tab):

Report	What it tells you
Stock Value	Total money tied up in inventory, by product/category.
Low Stock	Items at or below their reorder point.
Expiring Soon	Batches expiring within a chosen number of days.
Reorder Level	Suggested reorder levels from sales speed.
Dispensing Summary	Top items sold/dispensed over a period.
Movement Trend	In/out/adjust activity per day.
Price List	Current selling prices.
Staff Activity	What each staff member recorded.
Lot Search	Find a batch quickly (useful for recalls).
Inventory Export	Export inventory to CSV.

Every report can be **exported / shared** as a file.

Order Suggestion (**Menu** → **Order Suggestion**) recommends *how much* to reorder based on how fast each product sells, so you don't overstock or run out.

13. Alerts & notifications

- **Daily stock alerts** — turn on under **Settings** → **Notifications** to get a reminder each day about low stock and items expiring soon. You choose the hour.
 - **Check now** — run the check immediately from **Settings**.
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14. For managers — Admin

Menu → **Admin** (managers only). Sections:

- **Data**
 - *Backup & Restore* — see section 15.
 - *Bulk import from CSV / Excel* — add many products at once.
 - *Departments & Categories* — define your product groupings.
 - *Reset all data* — wipe data (with a backup prompt first). Use carefully.
- **Multi-store** — see section 16.
- **Staff**
 - *Manage Staff* — add, edit, remove employees; reset PINs.
 - *Add Employee* — create a new account.
 - *User Types & Permissions* (super-admin) — create roles and choose exactly what each role can View / Edit / Add for every feature.
 - *Modules* — switch whole features on or off for this store.
- **Stock Movement** — sales-speed tiers and reorder-level recompute.
- **Store Calculator** — toggle whether a receipt is shown after each sale.
- **Audit** — *Staff Activity*; the full **Log of Activities** is in the menu.
- **Account** — change your PIN, edit the **Store Profile** (name, address, contact), and view your **License**.

Setting up staff (quick recipe)

1. **Admin** → **Add Employee** — name + temporary PIN; they change it at first login.
 2. **Admin** → **User Types & Permissions** — create roles like *Cashier* or *Supervisor* and tick what each can do.
 3. Assign the role when creating/editing the employee.
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15. Backup & restore

Your data lives on the phone. **Back it up** so you never lose it.

1. **Admin** → **Backup & Restore** (or **Settings** → **Backup to Google Drive**).
2. Tap **Sign in** and choose your Google account.
3. Tap **Back up now** — a copy is saved to your **private** Google Drive app space (only this app can see it). The latest 10 backups are kept.

Restore (e.g. on a new phone):

1. Sign in to the same Google account.
2. Tap the **restore** icon next to a backup and confirm.

3. The app replaces local data with the backup — restart when done.

Back up at end of day, and always before **Reset all data**.

16. Many stores — Store & Management modes

If you run more than one branch, one device can act as the **Management** console that watches all the others.

Each device is set to one **mode** (a super-admin sets this):

- **Store mode** — the normal selling/stock app (the default).
- **Management mode** — a read-only dashboard that monitors every store.

To change a device's mode: Admin → Multi-store → "This device is" → choose **Store** or **Management**. The app reloads into the chosen interface.

Getting a store's data to Management

Option A — File (works everywhere, no Google needed):

1. On the **store** phone: Admin → Multi-store → **Export snapshot to file**.
2. Send that file to the manager (chat, email, USB, shared folder).
3. On the **Management** device: tap **Import** (top-right) and pick the file(s). You can import several stores at once.

Option B — Google Drive (automatic, needs setup):

1. All devices sign in to the **same** Google account.
2. On each **store**: Admin → Multi-store → **Sync to management via Google Drive**.
3. On **Management**: tap the **[Sync]** (sync) icon to fetch the latest. (*Drive sync works on Android. On Windows, use file Import.*)

A "snapshot" is a small summary of a store's sales, stock, cash, and staff activity at one moment — not the whole database.

17. The Management interface

When a device is in **Management mode**, the bottom bar changes to five monitoring tabs:

- **Overview** — combined totals across all stores: today's sales, total inventory value, number of open alerts, and which stores need attention.
- **Stores** — a card per store with quick numbers and a **freshness badge** (how recent the data is). Tap a store to open its dashboard.
- **Per-store dashboard** (tap a store) — tabs for **Sales, Stock, Cash, Staff, Inventory** with mini charts and top lists.
- **Compare** — put stores **side by side**:
 - *Matrix* — stores in rows, metrics in columns, best/worst highlighted.
 - *Metric* — pick one number (e.g. today's sales) and rank every store.
- **Activity** — a combined activity log across all stores.

- **Alerts** — low stock, expiring items, stale data, and cash variances across every store.

Top-right buttons: **Import** files · **[Sync]** fetch from Drive · **[More]** menu (Google sign-in, **Switch to Store mode**, log out).

Management is **view-only** — it shows what stores report; it doesn't change a store's data.

18. Licensing

- The app starts on a **free trial**. The remaining days show under **Settings** → **License** and **Admin** → **License**.
- When licensed, you'll see "**Licensed** · **N days left**."
- If the license/trial **expires**, the app becomes **read-only**: you can still view data and reports, but **cannot record new sales or stock** until a valid key is entered.
- To activate: **License** → **paste your ORIO... key**. Keys are tied to your device.

A coloured strip appears at the top of every screen when the license is close to expiry (orange) or expired (red).

19. Troubleshooting & FAQ

I can't sign in. Use the right PIN. After 5 wrong tries the account locks for 15 minutes. Ask a manager to reset your PIN.

A feature is missing from my menu. Your user type may not include it, or a manager switched that module off (**Admin** → **Modules**).

The app says "read-only" and won't save. The license/trial has expired. A manager enters a valid key under **License**.

Stock looks wrong. Do a **Stock Count** and commit it; differences become count-correction adjustments and fix the records.

Google sign-in fails (Drive backup/sync). The store's Google project must be set up by the owner first. Until then, use **file Export/Import** for branch syncing — it needs no Google account.

Will updating the app delete my data? No. Installing a newer APK keeps your existing data.

Does it need internet? No for daily selling and stock. Yes only for Google Drive backup/sync.

20. Word list (glossary)

- **FEFO** — *First Expiry, First Out*. Stock is sold/removed from the batch that expires soonest, to reduce waste.
- **Lot / Batch** — a group of items received together, with one expiry date.
- **Pieces per pack** — how many sellable pieces are in one pack/box.
- **SRP** — *Suggested Retail Price*, your selling price.
- **Cost** — your buying price (used for inventory value).
- **Reorder point** — the stock level that flags an item as "low".

- **VAT** — *Value-Added Tax* (12%).
- **SC / PWD** — *Senior Citizen / Person With Disability* — 20% VAT-exempt discount.
- **BNPC** — a 5% discount program.
- **OR number** — the unique **Official Receipt** number for a sale.
- **X-reading** — a sales total taken during the day without closing.
- **Z-reading** — the end-of-day sales total that closes the session.
- **Variance** — the difference between counted cash and expected cash.
- **Snapshot** — a small summary of a store sent to the Management device.
- **Read-only mode** — viewing allowed, but no new records, after the license expires.

End of manual · ORIO STORE CALCULATOR v0.4.31