

How to do the daily closing of the POS transactions?

In order to do a closing of the POS e.g. end of the work day the following procedural steps must be completed:-

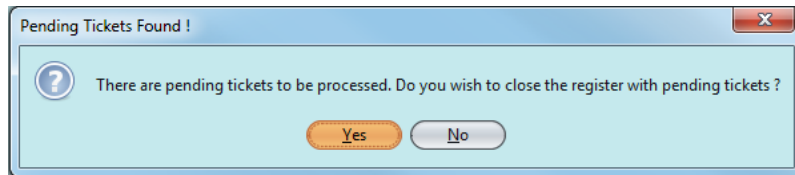
1. Open Point of Sale Entry under POS tab
2. Click **"Close POS"** button

The screenshot shows the 'Point of Sale Entry' window in the POS Explorer. The 'Close POS' button, located at the bottom center of the window, is highlighted with a red box. The window displays various fields for transaction entry, including Date, Receipt, Cash Register, Ticket Register, Cashier, Sales Staff, Customer, and Loyalty. A table of sales items is visible, showing 'Antoinette Liquid Eyeliner Brown' with a quantity of 1 and a unit price of RM33.6190. The 'Grand Total' is displayed as RM33.62. The 'Close POS' button is labeled with '(Ctrl O)'.

This will bring you to the next screen **"Closing Cashier Counter"**. The cashier would then :3. Enter the counted amounts during the closing for each payment methods, then click **"OK"** button4. If some transaction tickets are still pending payments, a message will appear.

The screenshot shows the 'Close Cash Counter' dialog box. It prompts the user to enter counted amounts to close the cash counter. The dialog includes fields for Counter Opened On, Register Number, Reference Number, Branch, Cash Register, Currency, Opened By, and Closed By. A table with columns for #, Description, Opening Balance, and Counted is present. The 'Counted' column is highlighted with a red box. The 'OK' button at the bottom right is also highlighted with a red box.

They need to be deleted before closing the cashier.



5. Select the Point Of Sales entry then click on the **"Recall"** button, which will bring you to the Ticket List screen.

The "Point of Sale Entry" screen shows a transaction for "Antoinette Liquid Eyeliner Brown". The "Recall" button is highlighted with a red box. The screen also displays a table of items, payment means, and a grand total of RM33.62.

#	Barcode	Description	Quantity	Unit Price	Discount	Nett Price	Total Amt	Add Points
1		Antoinette Liquid Eyeliner Brown	1	RM33.6190		RM33.6190	RM33.62	YES

#	Payment Means	Amount

Grand Total: **RM33.62**

Buttons: Recall (Ctrl R), Sales History (F11), Customer (F7), Sales Staff (F9), Cash Book (Ctrl T), Gift Voucher (Ctrl G), Stock (F10), Close POS (Ctrl O), Pay (F5), Print (F3), Hold/Create (Ctrl N), Lock (Ctrl F12), Delete (F4).

The Ticket Listing Screen:

The "Ticket List" screen shows a list of tickets. The "Drafted" status is highlighted with a red box. The "Delete" button is also highlighted with a red box.

Date	Document #	Customer	Grand Total	Status
Mar 2, 2015	E-0002			Drafted
Mar 2, 2015	E-0001	RC-15-020001 - Elizabeth Tan Liz		Drafted

Buttons: Delete, Recall, Cancel.

Then **Select the sales transaction**, which are in draft status , then click on the delete button to delete the transactions.

Process Flow Diagram

