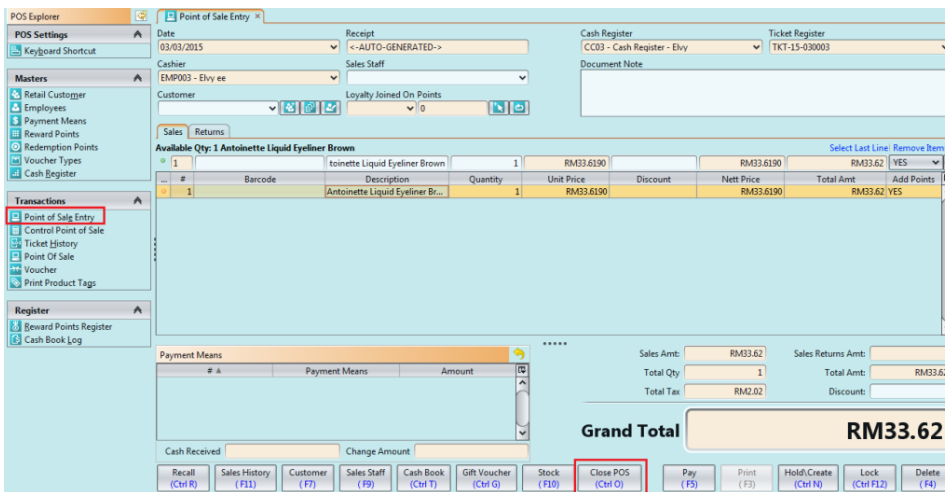


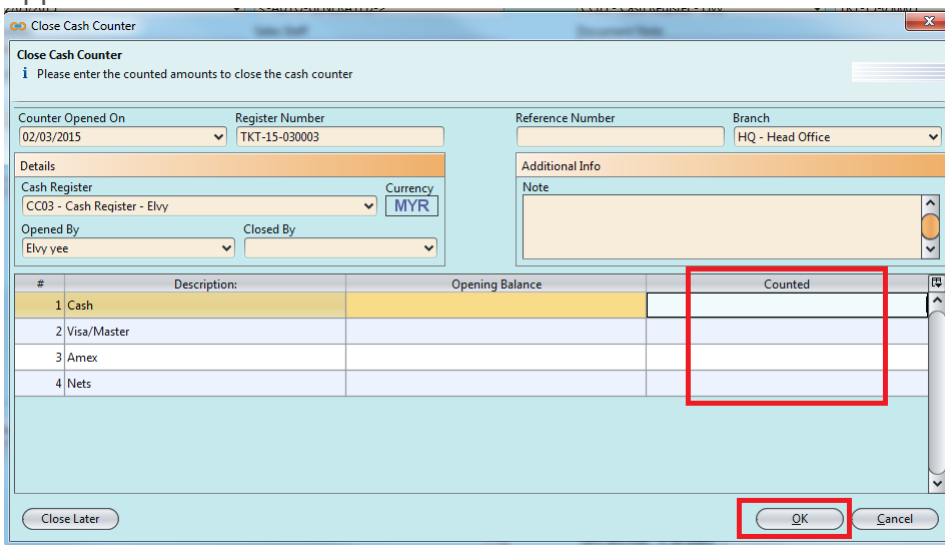
# How to do the daily closing of the POS transactions?

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

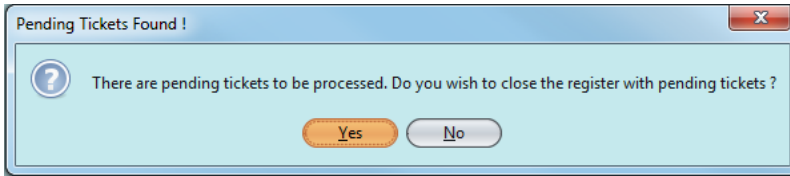
1. Open Point of Sale Entry under POS tab
2. Click **“Close POS”** button



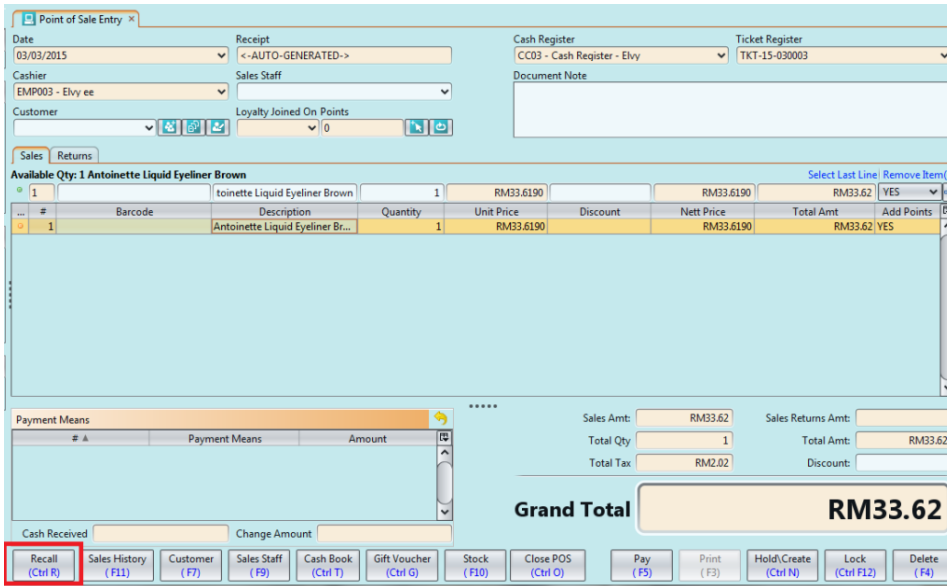
This will bring you to the next screen **“Closing Cashier Counter”**. The cashier would then :3. Enter the counted amounts during the closing for each payment methods, then click **“OK”** button4. If some transaction tickets are still pending payments, a message will appear.



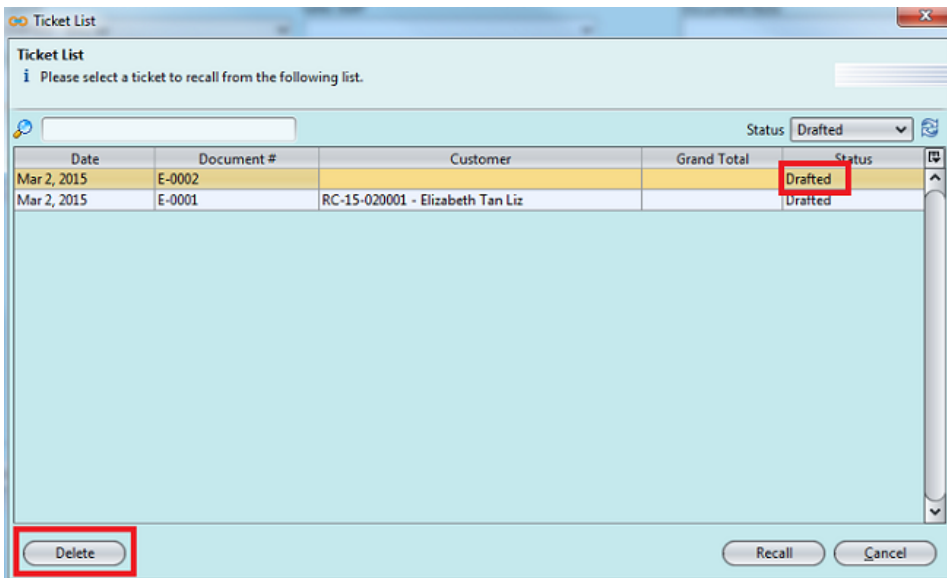
**They need to be deleted before closing the cashier.**



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



The Ticket Listing Screen:



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

# Process Flow Diagram

