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.

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😁 Close	Cash Counter	Same Same			Description in the local division in the loc		×
Close Cas i Pleas	sh Counter e enter the counted amounts to	close the cash counte	er				
Counter	Opened On	Register Number		Referenc	e Number	Branch	
02/03/20	015 🗸	TKT-15-030003				HQ - Head Office	~
Details				Additio	nal Info		
Cash Register Currence			Currency	Note			
CC03 - Cash Register - Elvy 🗸 🗸			✓ MYR				
Opened	By	Closed By					
Elvy yea	• •	JL	•				~
#	Description:		Opening Balance			Counted	R.
1	Cash						-
2	Visa/Master						
3	Amex						
4	Nets						
							~
Clas	alatar						Cancal
Clos							

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.

Point of Sale Entry ×							
Date	Receipt	Receipt		Cash Register		Ticket Register	
03/03/2015	-AUTO-GENERATED->		CC03 - C	ash Register - Elvy	~	TKT-15-030003	~
Cashier	Sales Staff		Documen	it Note			
EMP003 - Elvy ee	v	~					
Customer	Loyalty Joined On Points						
✓ 2 10 10 10 10 10 10 10 10 10 10 10 10 10	✓ 0	x 🗠					
Sales Returns							
Available Qty: 1 Antoinette Liquid Eyeliner	Brown					Select Last Li	ne Remove Item(s)
• 1	toinette Liquid Eyeliner Brown	1	RM33.6190		RM33.6	190 RM33.6	2 YES 🗸 🖓
# Barcode	Description	Quantity	Unit Price	Discount	Nett Price	Total Amt	Add Points
• 1	Antoinette Liquid Eyeliner Br	1	RM33.6190		RM33.6	L90 RM33.6	52 YES
							•
Payment Means		•	•••••	Sales Amt:	RM33.62	Sales Returns Amt:	
# ▲ Paym	nent Means Am	nount 🛱		Total Qty	1	Total Amt:	RM33.62
		-		Total Tax	RM2.02	Discount:	
Cash Received	Gran	nd Total	RM33.62				
Recall (Ctrl R) Sales History (F11) Custome (F7)	r Sales Staff (F9) Cash Book (Ctrl T)	Gift Voucher (Ctrl G)	Stock Close P (F10) (Ctrl C	POS Pay D) (FS	Print (F3)	Hold\Create (Ctrl N) (Ctrl FI	2) Delete (F4)

The Ticket Listing Screen:

GO Ticket List			_		×				
Ticket List									
<i>S</i>			Stat	us Drafted	v 🕄				
Date	Document #	Customer	Grand Total	Status	I				
Mar 2, 2015	E-0002			Drafted	^				
Mar 2, 2015	E-0001	RC-15-020001 - Elizabeth Tan Liz		Drafted					
)•				
Delete			Re	call <u>C</u> ar	ncel				

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

Process Flow Diagram

