

How to enter a sales Item in the POS?

The sales item entry screen will allow the cashier to scan the item of sales and print a ticket. To check for stock availability Scan barcode item and press enter. The total quantities available will appear
(shop only)

The screenshot displays the 'Point of Sale Entry' window. At the top, there are fields for Date (02/03/2015), Receipt (<-AUTO-GENERATED->), Cash Register (CC03 - Cash Register - Elvy), and Ticket Register (TKT-15-030003). Below these are fields for Cashier (EMP003 - Elvy ee, circled in red), Sales Staff (SR001 - Hazel Ho), and Customer (Loyalty Joined On Points). A 'Document Note' field is also present. The main area is a table with columns: #, Barcode, Description, Quantity, Unit Price, Discount, Nett Price, Total Amt, and Add Points. Below the table is a 'Payment Means' section with a table for #, Payment Means, and Amount. To the right of the payment section are fields for Sales Amt, Sales Returns Amt, Total Qty, Total Amt, Total Tax, and Discount. A large 'Grand Total' field is at the bottom right. The bottom toolbar contains buttons for Recall (Ctrl R), Sales History (F11), Customer (F7), Sales Staff (F9, circled in red), Cash Book (Ctrl T, circled in red), Gift Voucher (Ctrl G), Stock (F10), Close POS (Ctrl O), Pay (F5), Print (F3), Hold/Create (Ctrl N), Lock (Ctrl F12), and Delete (F4).