

How to handle when an item is out of stock in the POS?

After scanning an item bar code for a sale transaction, and if the item has insufficient available stock due to inventory discrepancy, a message window will pop-up to notify the cashier.

- Cashier can still proceed with the sale by clicking on **“Yes”** button.
- The Inventory Stock will be reserved but the posting of the Point of Sale Invoice (generated automatically after daily closing) would not be possible because of the missing quantities in the inventory. A stock adjustment will have to be made for the missing quantity before and then only would the POS invoice be postable.

The screenshot displays a POS system interface. At the top, there's a 'Point of Sale Entry' header. Below it, various fields are populated: Date (02/03/2015), Receipt (<-AUTO-GENERATED->), Cash Register (CC03 - Cash Register - Elvy), Ticket Register (TKT-15-030003), Cashier (EMP003 - Elvy ee), Sales Staff, Customer, and Loyalty Joined On Points (0). A 'Sales' tab is active, and a message 'Requested product not found.' is shown. A table lists items with columns for #, Barcode, Description, Quantity, Unit Price, Discount, Nett Price, Total Amt, and Add Points. A dialog box titled 'Shortage Quantity Confirmation' is centered, asking 'Sufficient stock is not available for this product. Do you really wish to continue to sales the product(s)?' with 'Yes' and 'No' buttons. Below the table, there's a 'Payment Means' section with a table for #, A, Payment Means, and Amount. To the right, summary fields show Sales Amt, Sales Returns Amt, Total Qty, Total Amt, Total Tax, and Discount. A large 'Grand Total' field is at the bottom right. At the very bottom, a row of buttons includes 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), and Delete (F4).