



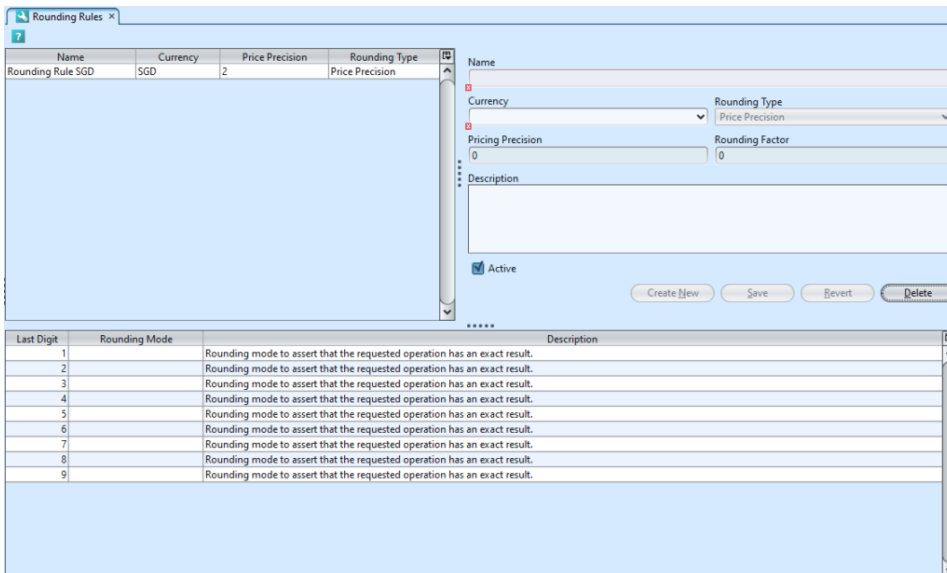


# Rounding Rules

Rounding Rules view allows user to create settings for rules of rounding off sales total amount for payment at the POS Entry (cash register). The following are the procedures to set up and use the POS Entry rounding feature:

-  Create POS Rounding Rules
-  Create POS Rounding Payment Means
-  Setup POS Settings for Rounding Rules
-  Rounding Off in POS Entry Payment



Field Name	Description	Mandatory Information
Name	Name of the rounding rules	Y
Currency	Self-explanatory	Y
Rounding Type	Self-explanatory	Y
Pricing Precision	Self-explanatory	Y
Description	Additional information for the rounding rules	N
Rounding Factor	Self-explanatory	Y
Active	Tick to activate the rounding rules	N
Last Digit	Last digit in total sales amount	Y
Rounding Mode	Rounding mode for the last digit	Y

Description	Description of the selected rounding mode for the last digit	Y
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## Create POS Rounding Rules:

1. In **“POS – (POS Settings) Rounding Rules”**, click **“Create New”** button on the middle right side of the screen
2. Fill in rule’s **“Name”**, for example **“Rounding Rule SGD”**
3. Select **“Currency”** from drop-down list, e.g. SGD
4. Pricing precision and rounding factor are set based on the selected currency. Currency is set in **“Accounts – (Masters) Currency”**

ISO Code #	Name	Symbol	Name	ISO Code	Currency Name	Symbol
BDT	Bangladeshi Taka	BDT	Singapore Dollar	SGD	Singapore Dollar	\$S
BND	Brunei Dollar	B\$	Rounding Factor	Pricing Precision	Decimal Symbol	Grouping Symbol
CHF	Swiss Franc	CHF	2	2	.	,
EUR	Euro	€	Negative Format	Place Symbol		
JPY	Japanese Yen	¥	<input type="radio"/> -\$12,345.67 <input checked="" type="radio"/> (\$12,345.67)	<input type="radio"/> After Amount <input checked="" type="radio"/> Before Amount		
MYR	Malaysian Ringgit	RM	Realized Gain A/C	Realized Loss A/C		
SGD	Singapore Dollar	\$S				
USD	US Dollars	\$				

5. Click **“Save”** button to save the rounding rules
6. Define the **“Rounding Mode”** for each **“Last Digit”** in a total sales amount in the table at bottom half of the screen. Below are the available rounding modes and descriptions:

- **None:** no rounding, e.g. if last digit is 5 (SGD 0.05), then no rounding is applied
- **Round Half Down:** round down to 0 or 5, e.g. if last digit is 2 (SGD 0.02) then round down to 0 (SGD 0.00), if last digit is 6 (SGD 0.06) then round down to 5 (SGD 0.05)
- **Round Down:** round down to 0, e.g. if last digit is 2 (SGD 0.02) then round down to 0 (SGD 0.00)
- **Round Half Up:** round up to 5 or 10, e.g. if last digit is 3 (SGD 0.03) then round up to 5 (SGD 0.05), if last digit is 9 (SGD 0.09) then round up to 10 (SGD 0.10)

- **Round Up:** round up to 10, e.g. if last digit is 9 (SGD 0.09) then round up to 10 (SGD 0.10)

Last Digit	Rounding Mode	Description
1	Round Half Down	Rounding mode to round towards "nearest to lower (Half)".
2	Round Half Down	Rounding mode to round towards "nearest to lower (Half)".
3	Round Half Up	Rounding mode to round towards "nearest neighbor" unless both neighbors are equidistant, in which case round up.
4	Round Half Up	Rounding mode to round towards "nearest neighbor" unless both neighbors are equidistant, in which case round up.
5	None	
6	Round Half Down	Rounding mode to round towards "nearest to lower (Half)".
7	Round Half Down	Rounding mode to round towards "nearest to lower (Half)".
8	Round Half Up	Rounding mode to round towards "nearest neighbor" unless both neighbors are equidistant, in which case round up.
9	Round Half Up	Rounding mode to round towards "nearest neighbor" unless both neighbors are equidistant, in which case round up.

## Create POS Rounding Payment Means:

1. In **"POS – (Masters) Payment Means"**, click **"Create New"** button at the bottom of the screen
2. Fill in payment means information at bottom half of screen
3. Select **"Point Of Sales Rounding"** from drop-down list of **"Payment Type "**
4. Select **"YES"** from drop-down list of **"Allow In POS "** for this sales rounding to show up in Point Of Sale (POS)

Payment Code	Name	Payment Type	Account	Journal
CH04	Nets	Giro	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH05	Check	Check	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH06	TT	Transfer	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH07	Diners	CreditCard	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
CH08	Loyalty Points	Reward Points	6290.02 - Provision for Reward Points	General Journal
CH09	Voucher	Voucher	6290.01 - Provision for Voucher	General Journal
CH10	Rounding Adj.	Point Of Sales Rounding	3090.05 - Closing Difference - POS	Sales Journal - SGD
TT01	TT - Bank HSBC	Transfer	4010.01 - Bank - HSBC	Bank - HSBC - SGD Journal
TT02	TT - Bank OCBC	Transfer	4010.02 - Bank - OCBC	Bank - OCBC - SGD Journal
TT03	TT - Bank DBS	Transfer	4010.03 - Bank - DBS	Bank - DBS - SGD Journal

Selected row 11 from the Total 14 records.

Payment Code: CH10

Name: Rounding Adj.

Payment Type: Point Of Sales Rounding

Account: 3090.05 - Closing Difference - POS

Bank A/c: [Dropdown]

Journal: Sales Journal - SGD

Bank Charge A/c: [Dropdown]

Interest A/c: [Dropdown]

Allow In POS: YES

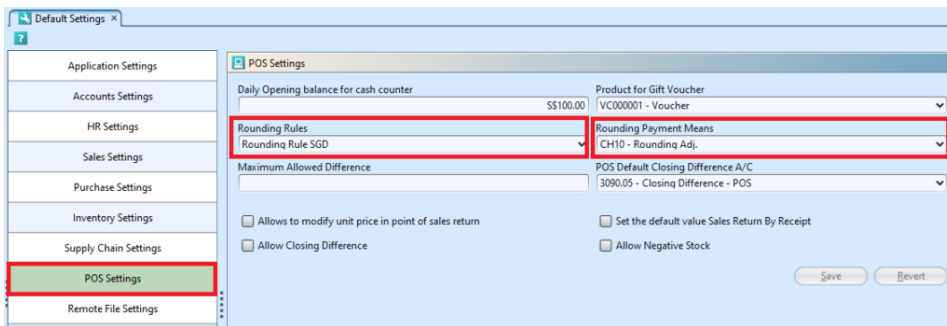
Description: Rounding Adjustment for POS Total Sales Amount

Buttons: Create New, Save, Revert, Delete

5. Click **"Save"** button to save

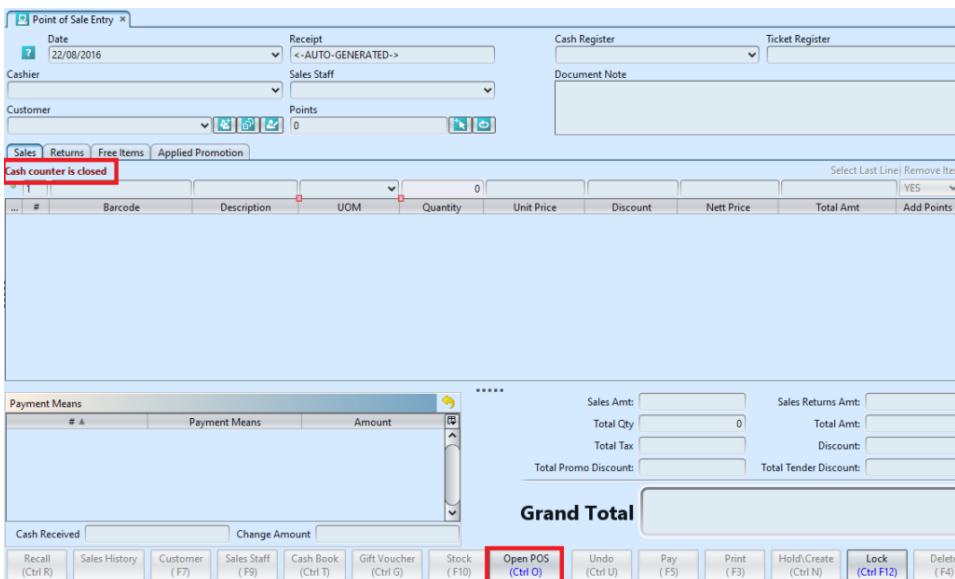
# Setup POS Settings for Rounding Rules (Admin only)


1. In **"Organization – (Settings) Default Settings"**, click **"POS Settings"** from the list of modules
2. Select the rounding off rule to use from the **"Rounding Rules"** drop-down list
3. Select **"Rounding Adj."** as the rounding off payment means for POS Entry (cash register) from the **"Rounding Payment Means"** drop-down list
4. Click **"Save"** button



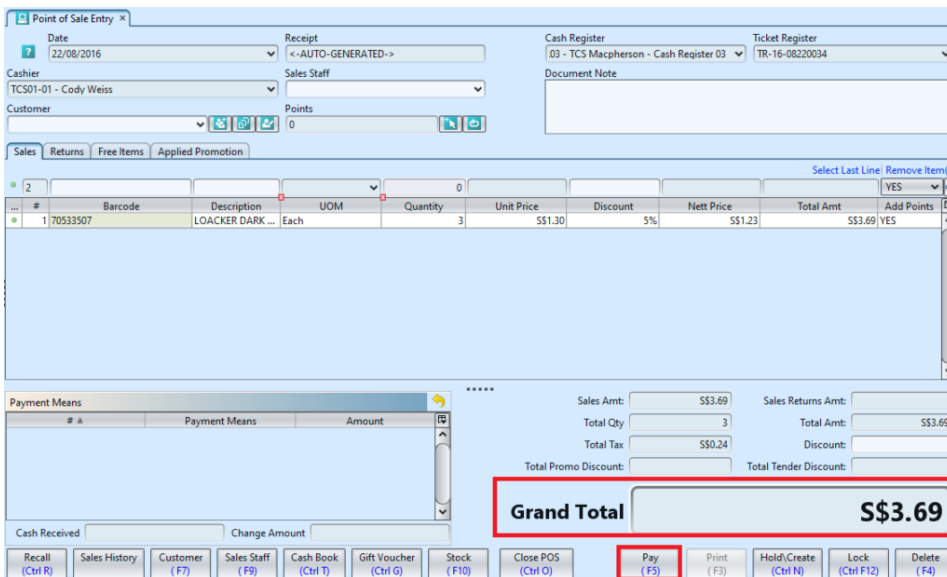
## Rounding Off in POS Entry Payment

1. In **"GOOMI POS – (Transactions) POS Entry"**, click **"Open POS"** button (if not yet opened)



2. Scan product's barcode for sales transaction and click  button to add the product

3. Click "Pay" button to process payment by customer



Point of Sale Entry

Date: 22/08/2016 Receipt: <-AUTO-GENERATED-> Cash Register: 03 - TCS Macpherson - Cash Register 03 Ticket Register: TR-16-08220034

Cashier: TCS01-01 - Cody Weiss Sales Staff: Sales Staff Document Note: [Empty]

Customer: [Empty] Points: 0

#	Barcode	Description	UOM	Quantity	Unit Price	Discount	Nett Price	Total Amt	Add Points
1	170533507	LOCKER DARK ...	Each	3	\$51.30	5%	\$51.23	\$53.69	YES

Payment Means


#	Payment Means	Amount

Sales Amt: S\$3.69 Sales Returns Amt: [Empty]  
Total Qty: 3 Total Amt: S\$3.69  
Total Tax: S\$0.24 Discount: [Empty]  
Total Promo Discount: [Empty] Total Tender Discount: [Empty]

**Grand Total S\$3.69**

Buttons: Recall (Ctrl R), Sales History, 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)

4. During payment, the sales total amount will be adjusted according to the rounding rule selected



Point of Sales Payment CR03-16-0822045

Payment for ticket CR03-16-0822045

Payment

Total Amount:	S\$3.69
Rounding Adjustment:	S\$0.01
Tender Discount:	[Empty]
Total Sales (Rounded):	S\$3.70

CASH 3.70  
VISA / MASTER [Empty]  
AMEX [Empty]  
NETS [Empty]  
CHECK [Empty]  
TT [Empty]  
DINERS [Empty]

Pay Using Voucher Show All Vouchers

Select	Serial #	Issued To	Valid Till	Face Value

Buttons: OK, Cancel