


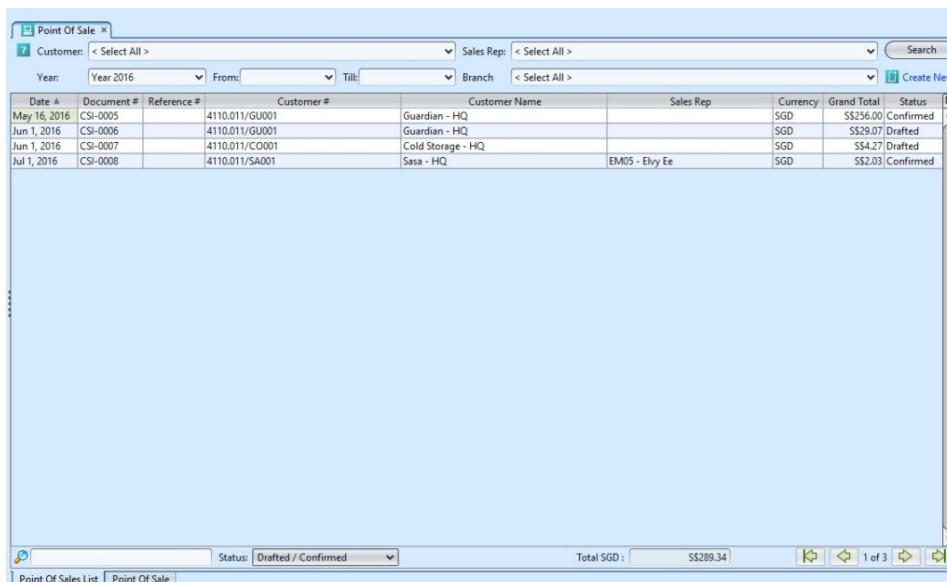


Point Of Sale (POS module)

The purpose of the Point Of Sale application is to handle direct sales transaction at the company's warehouse or designated area. Posting of retail transactions from POS Entry to account is done here. Below actions are available under **"Point of Sale"**:

-  Create new sales transaction;
-  Update, delete, view and search for sales transaction details.
-  View/Post POS Entry Day Closings to General Ledger



The screenshot displays the 'Point Of Sale' application window. At the top, there are search filters for Customer, Sales Rep, Year, From, Till, and Branch. Below these filters is a table listing sales transactions. The table has columns for Date, Document #, Reference #, Customer #, Customer Name, Sales Rep, Currency, Grand Total, and Status. The data shows three transactions: one confirmed for May 16, 2016, and two drafted for June 1, 2016. At the bottom, there is a status filter set to 'Drafted / Confirmed', a total SGD of \$5289.34, and a page indicator showing '1 of 3'.

Date	Document #	Reference #	Customer #	Customer Name	Sales Rep	Currency	Grand Total	Status
May 16, 2016	CSI-0005		4110.011/GU001	Guardian - HQ		SGD	\$5236.00	Confirmed
Jun 1, 2016	CSI-0006		4110.011/GU001	Guardian - HQ		SGD	\$529.07	Drafted
Jun 1, 2016	CSI-0007		4110.011/CO001	Cold Storage - HQ		SGD	\$54.27	Drafted
Jul 1, 2016	CSI-0008		4110.011/SA001	Sasa - HQ	EM05 - Ely Ee	SGD	\$52.03	Confirmed

Point Of Sale x

Document Date: 01/07/2016 Document Number: <-AUTO-GENERATED-> Reference Number: Branch: HQ - Head Office

Customer: Currency: Warehouse: TE01 - Main Warehouse Analytical Group: Sales Representative: Tax: Price Excludes Tax

Customer Location: Contact Person: Applied Promotions:

Items / Articles Taxes Postings Notes / Attachments Applied Promotions

Product Brand: BD05 - L'Oreal Paris Filter:

Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
			1					

Payment Means

Means	Memo	Amount

Total Amount Paid: Balance Amount:

Comments / Remarks:

Picking: --- Total [Qty: 0 Discount: Tax: \$50.00] Grand Total:

Confirm Point Of Sale Create New Save Revert Delete

Point Of Sales List Point Of Sale

Field Name	Description	Mandatory Information
Document Date	Date of the sales document	Y
Document Number	Number of the sales document	Y
Reference Number	A unique number on sales document	N
Branch	A location, other than the main office, where business is conducted.	Y
Customer	Company's customers	Y
Customer Location	Company's location	Y
Contact Person	Self-explanatory	N
Warehouse	A place in which goods or merchandise are stored; a storehouse	Y
Analytical Group		N
Sales Representative	Internal representative	N
Tax	A compulsory contribution to state revenue, levied by the government on workers' income and business profits, or added to the cost of some goods, services, and transactions.	N
Items/Articles – Product	Name of product	Y
Items/Articles – Description	Description	N
Items/Articles – UOM	Item's type – Unit of Measure	Y
Items/Articles – Quantity	Quantity of item	N
Items/Articles – Unit Price	Unit price of item	N
Items/Articles – Discount	A deduction from the usual cost of something.	N

Items/Articles – Nett Price	Price after all deduction as for taxes, expenses, losses, etc	N
Items/Articles – Total Amount	Total amount for the item	Y
Items/Articles – Tax Rate	Tax Rate	N
Payment Means – Means	Method of payment for the sales document	Y
Payment Means – Memo	Memorandum.	N
Payment Means – Amount	Total amount of payment for the sales document	Y
Total Amount Paid	Total amount paid for the sales document	Y
Balance Amount	Balance amount owed (if any) for the sales document	Y
Comments/Remarks	Comments/Remarks	N

Create New Sales Transaction

1. Click on **“Create New”** at the top right of screen of **“Point Of Sales List”** tab, it will open **“Point Of Sales”** tab with empty form

The screenshot shows the 'Point Of Sales List' interface. At the top, there are filters for Customer, Sales Rep, and Branch. Below these is a table with columns: Date, Document #, Reference #, Customer #, Customer Name, Sales Rep, Currency, Grand Total, and Status. The table contains four rows of data. A red box highlights the 'Create New' button in the top right corner.

2. Select a customer from the **“Customer”** drop-down list on top left side of screen. It will fill up the form with the customer’s info

The screenshot shows the 'Point Of Sales' form. The 'Customer' drop-down menu is highlighted with a red box. Other fields visible include Document Date, Document Number, Reference Number, Branch, Warehouse, Analytical Group, Sales Representative, and Tax.


3. Fill up sales transaction’s information on the top half of screen

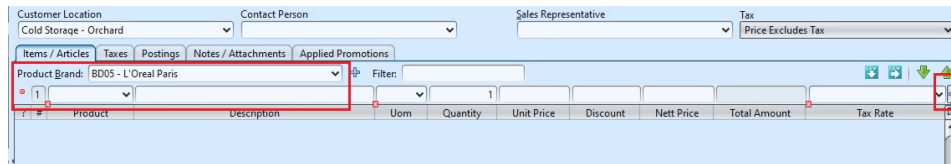
4. Click **“Save”** button at the bottom right side of screen

The screenshot shows the bottom section of the 'Point Of Sales' form. It includes fields for Total Amount Paid, Balance Amount, and Comments / Remarks. At the bottom, there are buttons for 'Confirm Point Of Sale', 'Create New', 'Save', 'Revert', and 'Delete'. The 'Save' button is highlighted with a red box.

5. Filter the products list by selecting a brand from

"Product Brand" drop-down list. Add product into the sales transaction by searching for the product from the product drop-down list in the table on **"Items / Articles"** tab

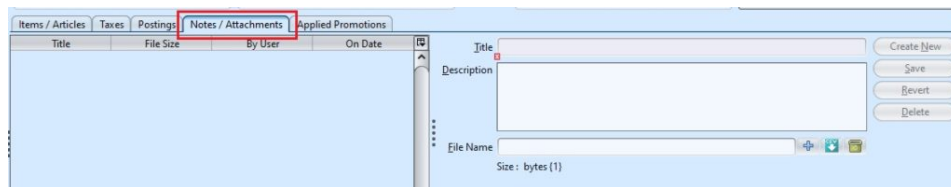
6. Enter the product's info and click  button to add the product into the sales transaction




Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
BD05 - L'Oreal Paris			1					

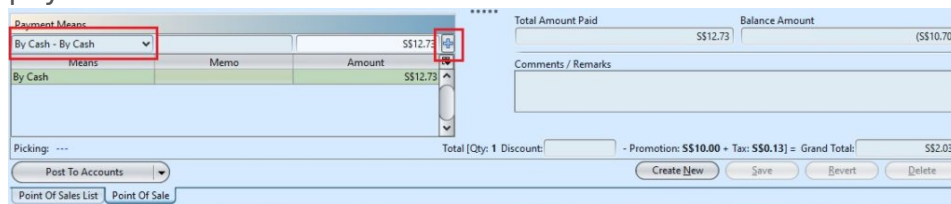
7. Repeat steps 5-6 to add more products into the sales transaction

8. Click on **"Notes / Attachments"** tab at the middle of screen to add notes or files attachment for the sales transaction



Title	File Size	By User	On Date
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9. Select payment means from **"Means"** drop-down list on bottom left side of the screen and click  button to make payment. It is possible to add multiple payment means for the transaction



Payment Means	Amount
By Cash - By Cash	S\$12.73

Total Amount Paid: S\$12.73 Balance Amount: (S\$10.70) Grand Total: S\$2.03

10. Click on **"Confirm Point Of Sales"** button at the bottom of screen to confirm the sales transaction

11. The item's promotion will shown from **Applied Promotions** tab if there is any.

Point Of Sale


Document Date: 01/07/2016 Document Number: CSI-0008 Reference Number: Branch: HQ - Head Office

Customer: 4110.011/SA001 - Sasa - HQ Currency: SGD Warehouse: TE01 - Main Warehouse Analytical Group: TT02 - Third Party


Customer Location: Sasa - HQ Contact Person: Sales Representative: EM05 - Elvy Ee Tax: Price Excludes Tax


Items / Articles Taxes Postings Notes / Attachments **Applied Promotions**

Promotion	Promotion Type	Product Code	Product	Free Product	Quantity	Discount %	Discount Amt	Nett Price	Total Applied Discount
Hari Raya Promo	Member Discount	BD05-005655	True Match Concealer 5.2ml - Fair/Light W1-2-3				\$510.00		\$510.00

12. The payment's amount need to be change from the Payment Mean after confirmed the document because the promotion only shown after confirmed it. After change the amount, click Enter or "  " button.

Payment Means

By Cash - By Cash  \$52.03

Means Memo Amount  \$52.03

By Cash

Picking: ---

Total Amount Paid: \$52.03 Balance Amount: \$52.03

Comments / Remarks

Total (Qty: 1 Discount: - Promotion: \$510.00 + Tax: \$50.13) = Grand Total: \$52.03

Post To Accounts

Point Of Sales List Point Of Sale

13. Click on **"Post To Accounts"** button at the bottom of screen to post the sales transaction to account. Tax entries applicable for the sales transaction will be automatically created under **"Taxes"** tab if any

Product Description Uom Quantity Unit Price Discount Nett Price Total Amount Tax Rate


1	BD05-005655	True Match Concealer 5.2ml - Fair/Light W1-2-3	Each	1	\$511.90		\$511.90	\$511.90	Sales Tax Account 7% SR
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Post Document?

Do you really wish to Post the selected Point Of Sale(s)?

Yes No

Payment Means

By Cash - By Cash  \$512.73

Means Memo Amount  \$512.73

By Cash

Picking: ---

Total (Qty: 1 Discount: - Promotion: \$510.00 + Tax: \$50.13) = Grand Total: \$52.03

Post To Accounts

Point Of Sales List Point Of Sale

Items / Articles Taxes Postings Notes / Attachments Applied Promotions

Taxes applicable for this invoice:

Product #	Product Name	Tax	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
BD05-005655	True Match Concealer 5.2ml - Fair/Light W1-2-3	Sales Tax Account 7% SR	\$511.90	\$50.13	\$511.90	\$50.13

14. A link to **"Picking"** transaction (Inventory module – Outbound) will be created at the bottom left of screen to process products' picking for the sales transaction

The screenshot shows a software interface with a 'Payment Means' table on the left and a summary section on the right. The 'Payment Means' table has columns for 'Means', 'Memo', and 'Amount'. The 'Amount' column shows '\$\$2.03'. Below the table, there is a 'Picking' field with the value 'PIC16-070232' highlighted by a red box. To the right of the 'Picking' field, there is a 'Total (Qty: 1 Discount: ...)' field. Below the 'Picking' field, there is a 'Generate Report' button highlighted by a red box. At the bottom of the interface, there are buttons for 'Point Of Sales List' and 'Point Of Sale'.

15. Click on **"Generate Report"** button to print the sales transaction document

Update Sales Transaction Details

1. Click on **"Point Of Sales List"** tab at the bottom of screen

2. Double click on sales transaction to be updated, it will bring up the details on **"Point Of Sales"** tab for the selected transaction. If a sales transaction's status is **"Confirmed"**, right click on the transaction and reopen the confirmed transaction first.

The screenshot shows a software interface with a 'Product Brand' dropdown menu and a table of products. A dialog box titled 'Re-Open Document?' is open in the center, asking 'Do you really wish to Re-Open the selected Point Of Sale(s) for editing?'. The dialog box has 'Yes' and 'No' buttons. Below the dialog box, there is a 'Payment Means' table with columns for 'Means', 'Memo', and 'Amount'. The 'Amount' column shows '\$\$12.73'. To the right of the 'Payment Means' table, there is a 'Total Amount Paid' field with the value '\$\$12.73'. Below the 'Payment Means' table, there is a 'Picking' field with the value '---'. At the bottom of the interface, there are buttons for 'Post To Accounts', 'Re-Open Point Of Sale' (highlighted by a red box), 'Create New', 'Save', 'Revert', and 'Delete'.

3. Make change(s) on the sales transaction information

4. Click on **"Save"** button at the bottom right of screen when done

5. Click on **"Revert"** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes

6. Click on **"Confirm Point Of Sales"** button at the

bottom of screen to confirm the sales transaction

7. Click on **"Post To Account"** button at the bottom of screen to post the sales transaction to account

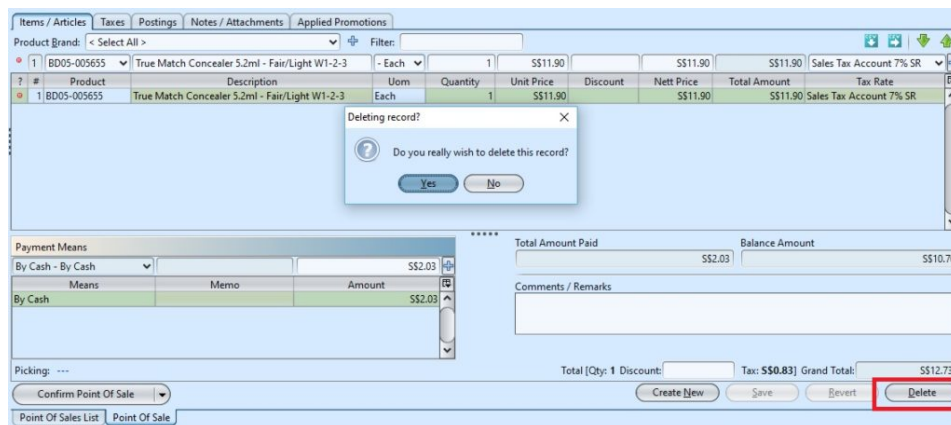
Delete Sales Transaction

1. Click on **"Point Of Sales List"** tab at the bottom of screen

2. Double click on sales transaction to be deleted, it will bring up the details on **"Point Of Sales"** tab for the selected transaction. If a sales transaction's status is **"Confirmed"**, right click on the transaction and reopen the confirmed transaction first

3. Click on **"Delete"** button at the bottom right side of screen

4. Click on **"Yes"** button on the pop-up window to confirm sales transaction deletion



View and Search for Sales Transaction Details

1. Click on **"Point Of Sales List"** tab at the bottom of screen

2. Enter search parameter to filter the result, i.e.

type in which customer to search for in the **"Customer"** text field box or select from drop-down list

Date	Document #	Reference #	Customer #	Customer Name	Sales Rep	Currency	Grand Total	Status
May 16, 2016	CSI-0005		4110.011/GU001	Guardian - HQ		SGD	\$5256.00	Confirmed
Jun 1, 2016	CSI-0006		4110.011/GU001	Guardian - HQ		SGD	\$529.07	Drafted
Jun 1, 2016	CSI-0007		4110.011/CO001	Cold Storage - HQ		SGD	\$54.27	Drafted
Jul 1, 2016	CSI-0008		4110.011/SA001	Sasa - HQ	EM05 - Elvy Ee	SGD	\$52.03	Posted

3. Result can be sorted alphabetically by clicking the fields' columns

Date	Document #	Reference #	Customer #	Customer Name	Sales Rep	Currency	Grand Total	Status
Jul 1, 2016	CSI-0008		4110.011/SA001	Sasa - HQ	EM05 - Elvy Ee	SGD	\$52.03	Posted
Jun 1, 2016	CSI-0006		4110.011/GU001	Guardian - HQ		SGD	\$529.07	Drafted

4. Double click on sales transaction to view full details of the transaction, it will bring up the details on **"Point Of Sales"** tab for the selected transaction

View/Post Point Of Sale (POS) Entry Day Closings to General Ledger

1. Click on **"Point Of Sales List"** tab at the bottom of screen
2. Enter search parameter to filter the result, or type in the search textfield at the bottom of the screen
3. Result can be sorted alphabetically by clicking the fields' columns
4. Double click on point of sales day closing's summary of tickets to view from the records table, it will bring up the details for the selected day closing's tickets summary on the form at the **"Point Of Sale"** tab
5. Check against all POS Entry sales transaction tickets (POS – (Transactions) Ticket History) on the document date whether the products and total quantity listed are correct
6. Taxes of the products for the point of sale

document are listed under **“Taxes”** tab

Taxes applicable for this invoice:							Base Taxable Sum:	\$51.90	Tax Sum:	\$50.13
Product #	Product Name	Tax	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt				
9D05-005655	True Match Concealer 5.2ml - Fair/Light W1-2-3	Sales Tax Account 7% SR	\$51.90	\$50.13	\$51.90	\$50.13				

7. Click **“Post To Accounts”** button to post the transactions to account. Posting can only be done if the products’ quantity exist in the inventory warehouse. Journal entries of the point of sale will be automatically created under **“Postings”** tab

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
1	BD05-005655	True Match Concealer 5.2ml - Fair/Light W1-2-3	Each	1	\$511.90		\$511.90	\$511.90	Sales Tax Account 7% SR

Post Document?
Do you really wish to Post the selected Point Of Sale(s)?

Yes No

Payment Means

By Cash - By Cash		\$512.73
Means	Memo	Amount
By Cash		\$512.73

Picking:

Post To Accounts

Point Of Sales List Point Of Sale

Total Amount Paid: \$512.73 Balance Amount: (\$510.70)
Comments / Remarks
Total [Qty: 1 Discount: - Promotion: \$510.00 + Tax: \$50.13] = Grand Total: \$52.03

Create New Save Revert Delete

8. A link to **“Picking”** transaction (Inventory module – Outbound) will be created at the bottom left of screen to process products’ picking for the Point Of Sale transactions

Payment Means

By Cash - By Cash		\$52.03
Means	Memo	Amount
By Cash		\$52.03

Picking: PIC16-070232

Generate Report

Point Of Sales List Point Of Sale

Total Amount Paid: \$52.03 Balance Amount:
Comments / Remarks
Total [Qty: 1 Discount: - Promotion: \$510.00 + Tax: \$50.13] = Grand Total: \$52.03

Create New Save Revert Delete