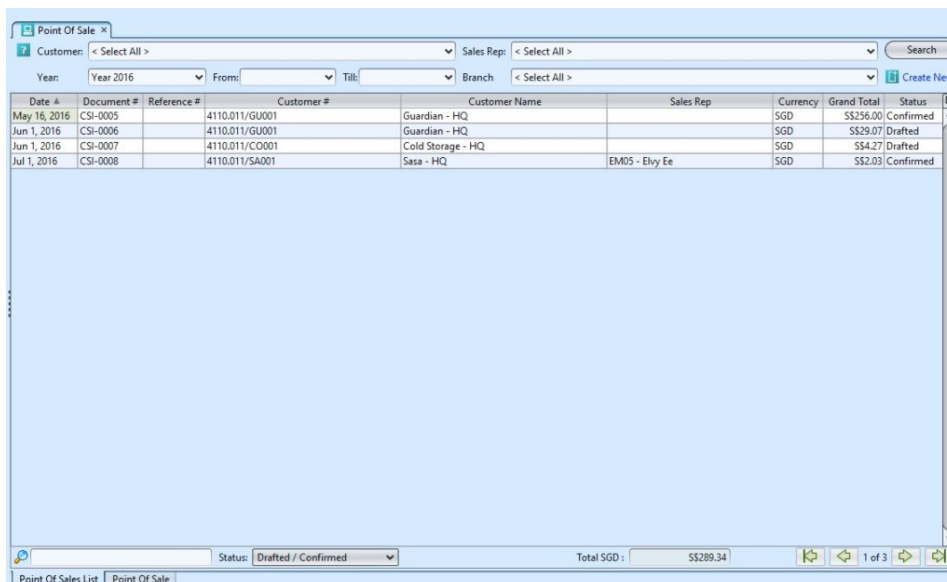


# Point Of Sale (POS module)

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 and filter options for Customer, Sales Rep, Year, From, Till, and Branch. Below this 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. At the bottom, there is a status filter set to 'Drafted / Confirmed', a 'Total SGD' of 5289.34, and navigation controls.

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	\$520.07	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: | Contact Person: | Sales Representative: | Tax: Price Excludes Tax

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

Product Brand: BD05 - L'Oreal Paris | Filter: | 1

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

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

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	Confirmed


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

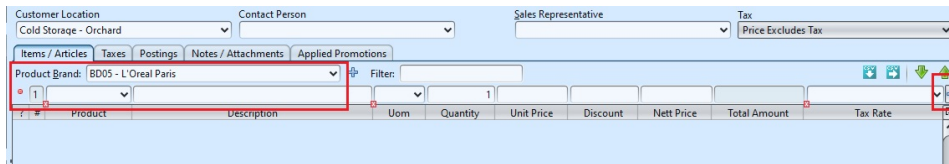
3. Fill up sales transaction’s information on the top half of screen

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

5. Filter the products list by selecting a brand from

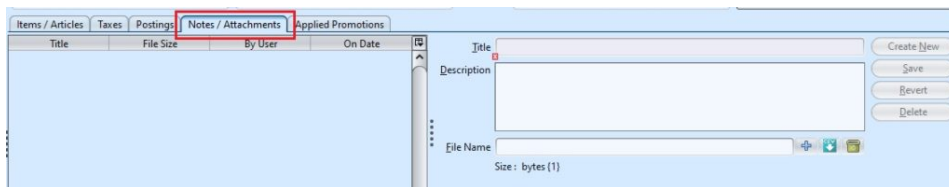
**“Product Brand”** drop-down list. Add product into the sales transaction by searching for the product from the product drop-down list in the table on **“Items / Articles”** tab


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



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

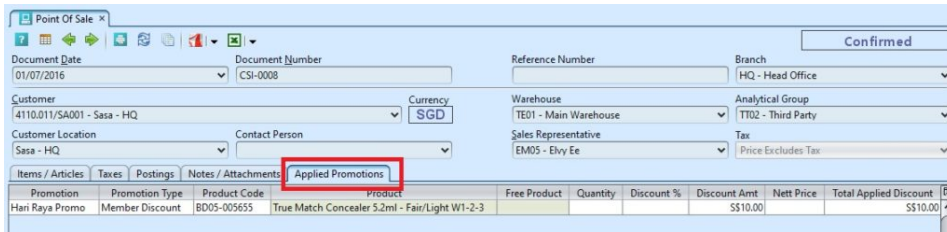



9. Select payment means from **“Means”** drop-down list on bottom left side of the screen and click  button to make payment. It is possible to add multiple payment means for the transaction

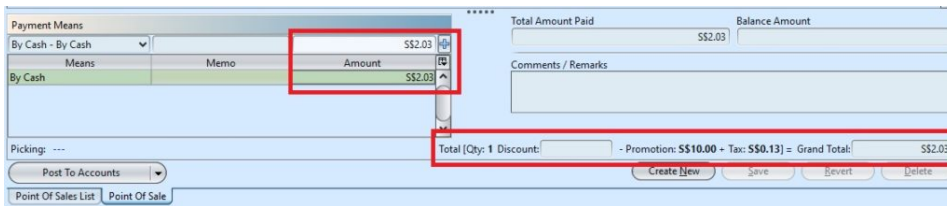


10. Click on **“Confirm Point Of Sales”** button at the bottom of screen to confirm the sales transaction

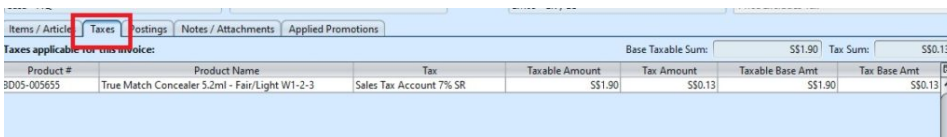
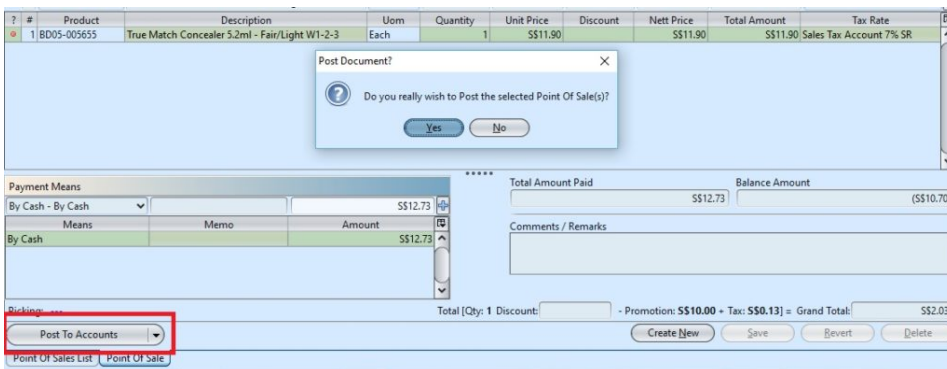
11. The item’s promotion will shown from **Applied Promotions** tab if there is any.



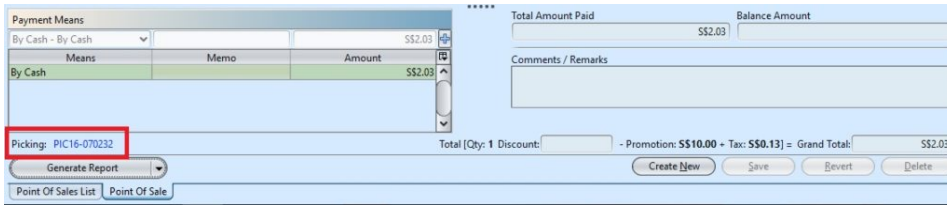
12. The payment's amount need to be change from the Payment Mean after confirmed the document because the promotion only shown after confirmed it. After change the amount, click Enter or "  " button.



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



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

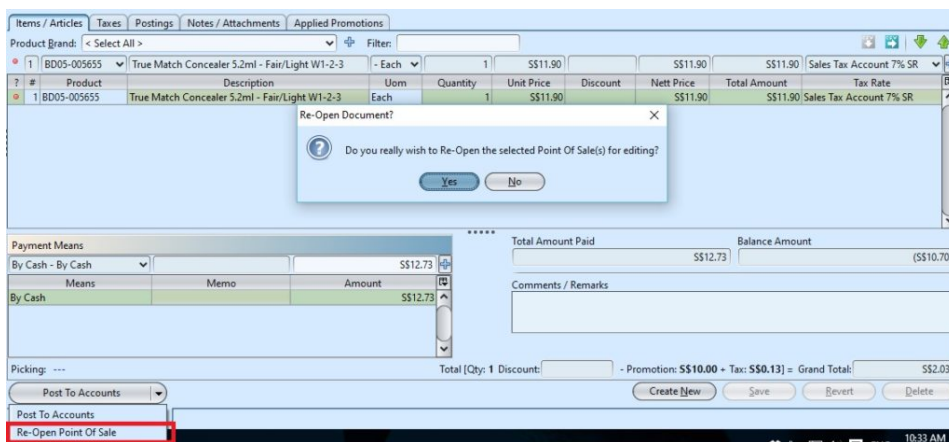


15. Click on **"Generate Report"** button to print the sales transaction document

## 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.



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

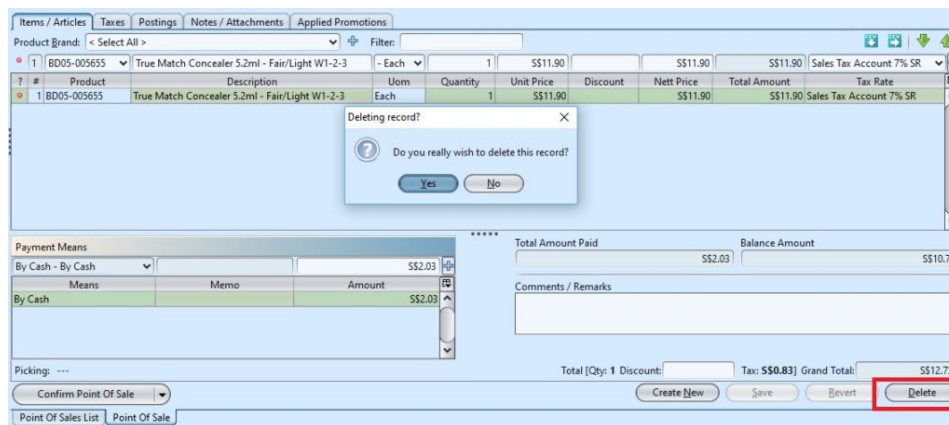
## Delete Sales Transaction

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

The screenshot shows the 'Point Of Sale' window with search filters: Customer: < Select All >, Sales Rep: < Select All >, Year: Year 2016, From: , Till: , Branch: < Select All >. Below the filters is a table of sales transactions:

Date	Document #	Reference #	Customer #	Customer Name	Sales Rep	Currency	Grand Total	Status
May 16, 2016	CSI-0005		4110.011/GU001	Guardian - HQ		SGD	\$5296.00	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	Posted

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

The screenshot shows the same 'Point Of Sale' window as above, but the 'Customer #' column header in the table is highlighted with a red box, indicating it has been selected for sorting.

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

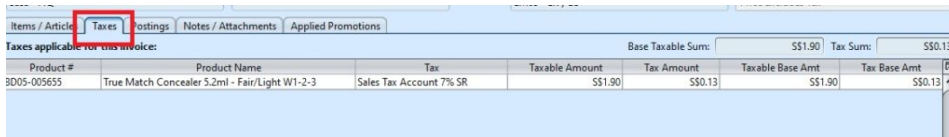
4. Double click on point of sales day closing's summary of tickets to view from the records table, it will bring up the details for the selected day closing's tickets summary on the form at the **“Point Of Sale”** tab

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

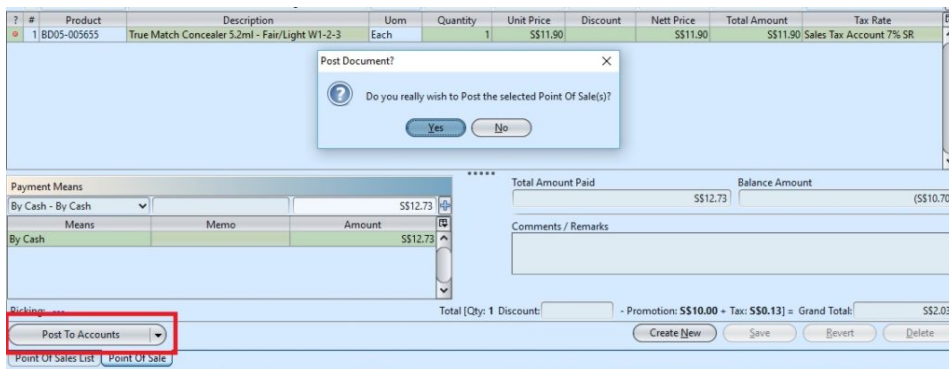


document are listed under **"Taxes"** tab



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



Post Document?

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

Yes No

Payment Means

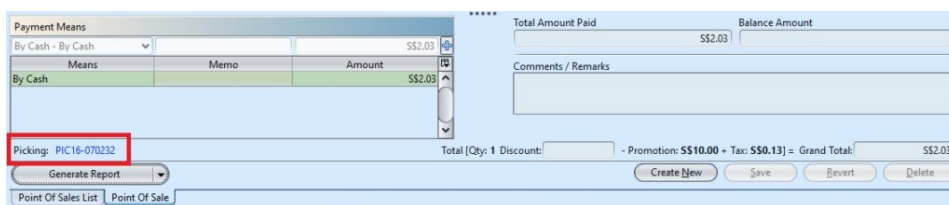
Means	Memo	Amount
By Cash - By Cash		\$512.73

Total Amount Paid: \$512.73    Balance Amount: (\$510.70)

Picking: **Post To Accounts**

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

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

Means	Memo	Amount
By Cash - By Cash		\$52.03

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

Picking: **PIC16-070232**

Generate Report

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