

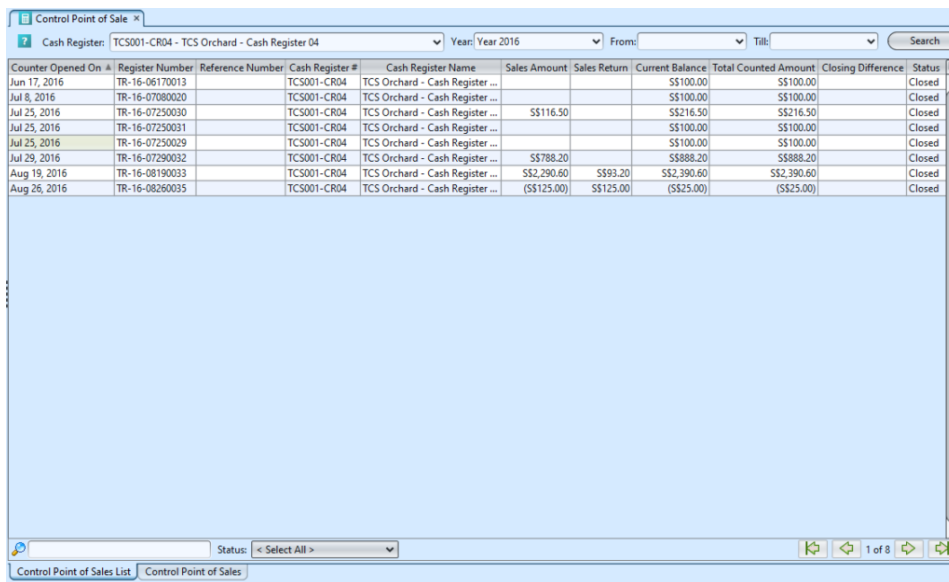
Control Point Of Sale

Control Point Of Sale (POS) view allow user to view POS Entry (cash register) status and daily closing balances. User also able to confirm the POS (cash register) closing balance and close the POS (cash register) from this view.

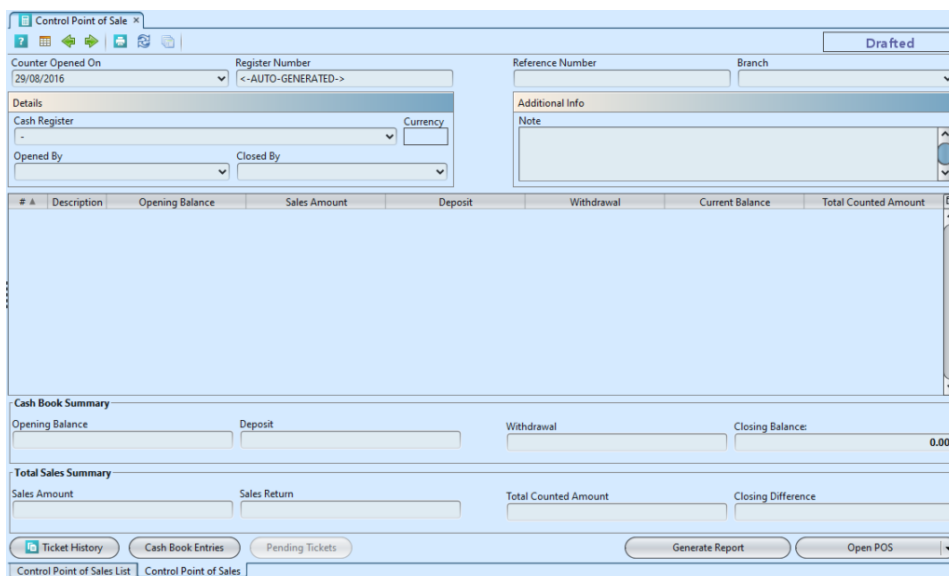
Below actions are available under Control Point Of Sale:

 Confirm POS Day Closing

 View, search, and print POS Closing report



Counter Opened On	Register Number	Reference Number	Cash Register #	Cash Register Name	Sales Amount	Sales Return	Current Balance	Total Counted Amount	Closing Difference	Status
Jun 17, 2016	TR-16-06170013		TCS001-CR04	TCS Orchard - Cash Register ...			\$5100.00	\$5100.00		Closed
Jul 8, 2016	TR-16-07080020		TCS001-CR04	TCS Orchard - Cash Register ...			\$5100.00	\$5100.00		Closed
Jul 25, 2016	TR-16-07250030		TCS001-CR04	TCS Orchard - Cash Register ...	\$5116.50		\$5216.50	\$5216.50		Closed
Jul 25, 2016	TR-16-07250031		TCS001-CR04	TCS Orchard - Cash Register ...			\$5100.00	\$5100.00		Closed
Jul 25, 2016	TR-16-07250029		TCS001-CR04	TCS Orchard - Cash Register ...			\$5100.00	\$5100.00		Closed
Jul 29, 2016	TR-16-07290032		TCS001-CR04	TCS Orchard - Cash Register ...	\$5788.20		\$5888.20	\$5888.20		Closed
Aug 19, 2016	TR-16-08190033		TCS001-CR04	TCS Orchard - Cash Register ...	\$52,290.60	\$593.20	\$52,390.60	\$52,390.60		Closed
Aug 26, 2016	TR-16-08260035		TCS001-CR04	TCS Orchard - Cash Register ...	(\$5125.00)	\$5125.00	(\$525.00)	(\$525.00)		Closed



Control Point of Sale - Drafted

Counter Opened On: 29/08/2016
 Register Number: <-AUTO-GENERATED->
 Reference Number:
 Branch:
 Additional Info:
 Note:
 Cash Register:
 Currency:
 Opened By:
 Closed By:

#	Description	Opening Balance	Sales Amount	Deposit	Withdrawal	Current Balance	Total Counted Amount

 Cash Book Summary
 Opening Balance:
 Deposit:
 Withdrawal:
 Closing Balance: 0.00
 Total Sales Summary
 Sales Amount:
 Sales Return:
 Total Counted Amount:
 Closing Difference:
 Ticket History | Cash Book Entries | Pending Tickets | Generate Report | Open POS

Field Name	Description	Mandatory Information
Counter Opened On	Date of the POS Entry (cash register) is opened	Y
Register Number	Ticket grouping number for a session of opened cash register until it is closed. This is used as reference number for Point of Sale invoice posting	Y
Reference Number	Code for easy search reference	Y
Branch	Company's branch name	N
Cash Register	Cash register code and name	Y
Currency	Currency used by the cash register for transactions	Y
Opened By	Name of staff who opened the cash register	Y
Closed By	Name of staff who closed the cash register	N
Note	Additional note on the sales transactions	N
Description	Type of payment mean(s) used during sales transactions	Y
Opening Balance	Starting amount when POS was opened	N
Sales Amount	Sales amount collected for the payment mean(s)	Y
Deposit	Total amount of manual deposit (Cash In) made for the payment mean(s)	Y
Withdrawal	Total amount of manual withdrawal (Cash Out) made for the payment mean(s)	Y
Current Balance	System count total amount of the received payment mean(s)	Y
Total Counted Amount	Manual counted total amount of the received payment mean(s)	Y

Confirm POS Day Closing

1. Double-click a drafted cash register record to view more details of its daily transaction records, it will be shown on **"Control Point of Sales"** tab
2. Enter **"Total Counted Amount"** for each payment means line, then press ENTER key

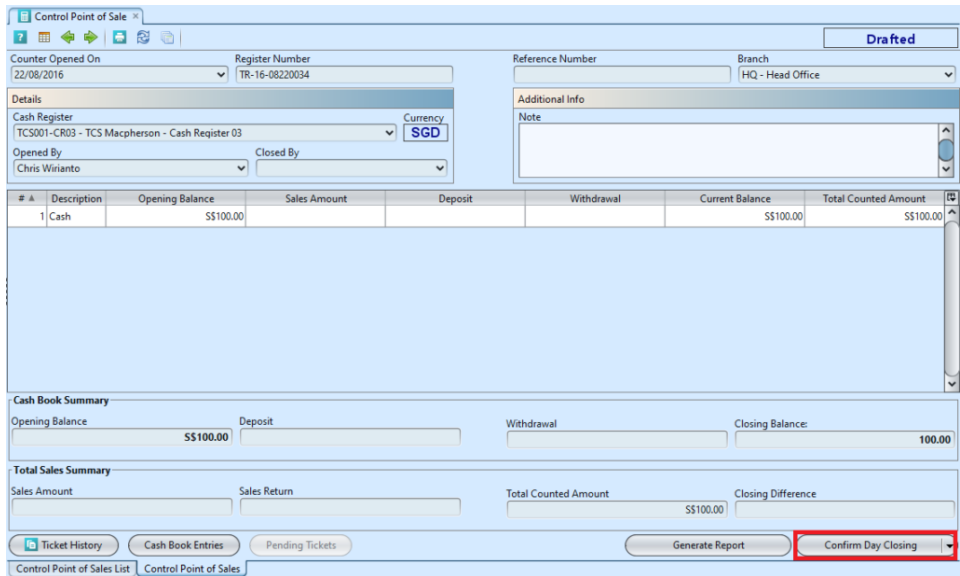
The screenshot shows the 'Control Point of Sale' application window. At the top right, a 'Drafted' status is indicated in a red box. The main form contains several input fields: 'Counter Opened On' (22/08/2016), 'Register Number' (TR-16-08220034), 'Reference Number', 'Branch' (HQ - Head Office), 'Cash Register' (TCS001-CR03 - TCS Macpherson - Cash Register 03), 'Currency' (SGD), 'Opened By' (Chris Wirianto), and 'Closed By'. Below the form is a table with the following data:

#	Description	Opening Balance	Sales Amount	Deposit	Withdrawal	Current Balance	Total Counted Amount
1	Cash	S\$100.00				S\$100.00	100

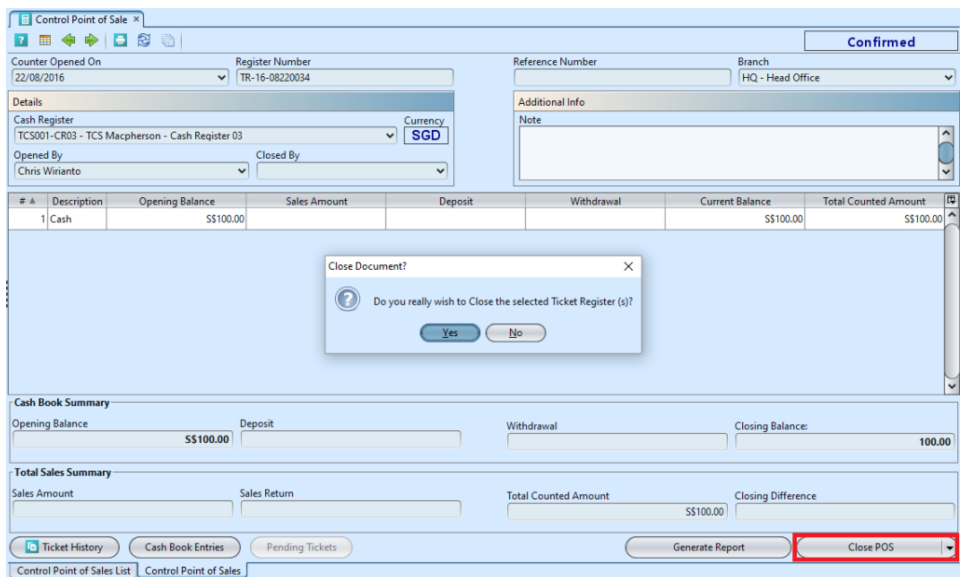
The 'Total Counted Amount' field in the table is highlighted with a red box.

3. Click on **"Confirm Day Closing"** button at the bottom right of screen of **"Control Point of Sales"**

tab to confirm the cash register



4. Click on **“Close POS”** button at the bottom right of screen of **“Control Point of Sales”** tab to close the cash register. Once closed, this session cannot be reopened.



View, Search, and Print POS Closing Report

1. Select search parameter from drop down list or enter search parameter to filter the result at **“Control Point of Sales List”** tab, i.e. type in cash register name in the search textfield box, at bottom

of screen

Counter Opened On	Register Number	Reference Number	Cash Register #	Cash Register Name	Sales Amount	Sales Return	Current Balance	Total Counted Amount	Closing Difference	Status
Jun 17, 2016	TR-16-06170013		TCS001-CR04	TCS Orchard - Cash Register ...			\$5100.00	\$5100.00		Closed
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Jul 25, 2016	TR-16-07250030		TCS001-CR04	TCS Orchard - Cash Register ...	\$5116.50		\$5216.50	\$5216.50		Closed
Jul 25, 2016	TR-16-07250031		TCS001-CR04	TCS Orchard - Cash Register ...			\$5100.00	\$5100.00		Closed
Jul 25, 2016	TR-16-07250029		TCS001-CR04	TCS Orchard - Cash Register ...			\$5100.00	\$5100.00		Closed
Jul 29, 2016	TR-16-07290032		TCS001-CR04	TCS Orchard - Cash Register ...	\$5788.20		\$5888.20	\$5888.20		Closed
Aug 19, 2016	TR-16-08190033		TCS001-CR04	TCS Orchard - Cash Register ...	\$52,290.60	\$593.20	\$52,390.60	\$52,390.60		Closed
Aug 26, 2016	TR-16-08260035		TCS001-CR04	TCS Orchard - Cash Register ...	(\$5125.00)	\$5125.00	(\$525.00)	(\$525.00)		Closed

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






3. Double-click a cash register record to view more details of its daily transaction records, it will be shown on **"Control Point of Sales"** tab

4. Click on **"Ticket History"** button at the bottom left of screen of **"Control Point of Sales"** tab to view ticket history of the cash register

5. Click on **"Cash Book Entries"** button at the bottom left of screen of **"Control Point of Sales"** tab to view cash book log history of the cash register

#	Description	Type	Memo	Amount	Total Counted Amount
1	Cash Deposit	Deposit	small change given by store manager Ali	\$550.00	\$5100.00
2	Visa / M Withdrawal	Withdrawal	exchange small change with store manager Ali	\$550.00	\$5334.00

6. Click **“Generate Report”** button at the bottom right of screen to **print POS Closing Report**, a window will show up with options to:

-  Select a Report Format: A4 or Letter format
 -  Print: print the POS Closing report
 -  Export: select option to export as PDF or Excel file
 -  Preview: preview the report
 -  Cancel: cancel print and close the window
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