

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

Control Point of Sale

Cash Register: TCS001-CR04 - TCS Orchard - Cash Register 04

Year: Year 2016

From:

To:

Search

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

Status: < Select All >

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Control Point of Sales List

Control Point of Sales

Control Point of Sale		Drafted					
Counter Opened On	Register Number	Reference Number	Branch				
29/08/2016	<-AUTO-GENERATED->						
Details		Additional Info					
Cash Register	Currency	Note					
-							
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	
Control Point of Sales List		Control Point of Sales				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

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

tab to confirm the cash register

The screenshot shows the 'Control Point of Sale' window with the status 'Drafted'. The 'Counter Opened On' is 22/08/2016 and the 'Register Number' is TR-16-08220034. The 'Cash Register' is TCS001-CR03 - TCS Macpherson - Cash Register 03, with a currency of SGD. The 'Opened By' is Chris Wirianto. The 'Additional Info' section has a 'Note' field. Below the details is a table with columns: #, Description, Opening Balance, Sales Amount, Deposit, Withdrawal, Current Balance, and Total Counted Amount. The table contains one row: 1, Cash, S\$100.00, and S\$100.00. At the bottom, there are summary sections for 'Cash Book Summary' and 'Total Sales Summary'. The 'Confirm Day Closing' button is highlighted with a red box.

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

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.

The screenshot shows the 'Control Point of Sale' window with the status 'Confirmed'. A 'Close Document?' dialog box is displayed in the center, asking 'Do you really wish to Close the selected Ticket Register (s)?' with 'Yes' and 'No' buttons. The 'Close POS' button at the bottom right is highlighted with a red box.

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
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

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	small change given by store manager Ali	\$550.00	\$5100.00
2	Visa / M	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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