










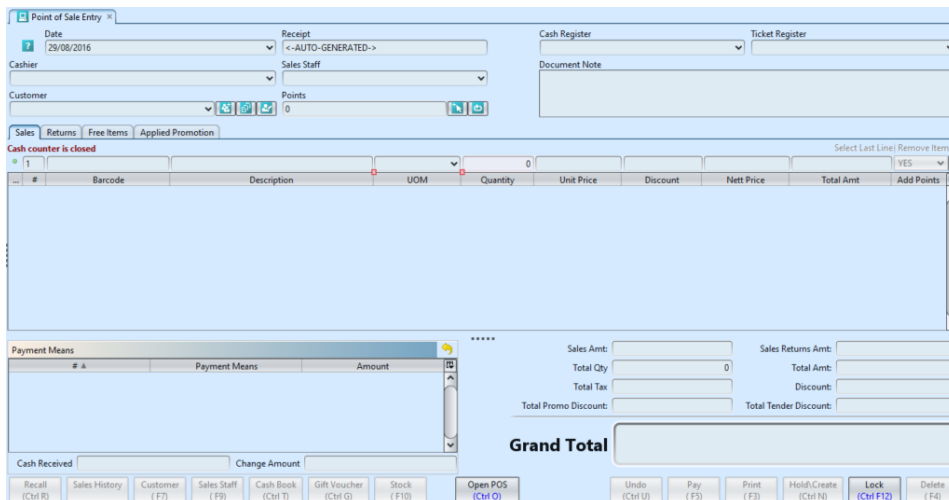


# Point Of Sale Entry

Point Of Sale Entry view allow user to process retail sales transactions, issue and redeem vouchers. Below actions are available under Point Of Sale Entry:

-  Create new sales transaction
-  Cancel approved sales transaction (admin only)
-  Delete drafted/pending sales transaction
-  Hold sales transaction (pending)
-  Recall (pending) sales transaction for payment
-  Recall sales transaction to print receipt
-  Lock & unlock cash register
-  Issue gift voucher
-  Check store(s) stock
-  Close POS (cash register)
-  View and search for sales transaction



The screenshot displays the 'Point of Sale Entry' software interface. At the top, there are fields for 'Date' (29/08/2016), 'Receipt' (<-AUTO-GENERATED->), 'Cash Register', and 'Ticket Register'. Below these are fields for 'Cashier', 'Sales Staff', 'Customer', and 'Points'. A 'Document Note' field is also present. The main area features a table with columns: #, Barcode, Description, UOM, Quantity, Unit Price, Discount, Nett Price, Total Amt, and Add Points. The table is currently empty. Below the table, there are sections for 'Payment Means' and 'Grand Total'. The 'Payment Means' section includes a table with columns: #, Payment Means, and Amount. The 'Grand Total' section displays various totals: Sales Amt, Total Qty, Total Tax, Total Promo Discount, Sales Returns Amt, Total Amt, Discount, and Total Tender Discount. At the bottom, there are buttons for 'Recall (Ctrl R)', 'Sales History', 'Customer (F7)', 'Sales Staff (F9)', 'Cash Book (Ctrl T)', 'Gift Voucher (Ctrl G)', 'Stock (F10)', 'Open POS (Ctrl O)', 'Undo (Ctrl U)', 'Pay (F5)', 'Print (F3)', 'Hold/Create (Ctrl N)', 'Lock (Ctrl F12)', and 'Delete (F4)'.

Field Name	Description	Mandatory Information
Date	Date of the sales transaction	Y
Receipt	Receipt number of the sales transaction	Y
Cash Register	Cash register code and name	Y
Ticket Register	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
Cashier	Cashier's name	Y
Sales staff	Sales staff who attended the customer	N
Customer	Registered customer's name	N
Loyalty Join On	Date when customer joined store's loyalty program	N
Points	Customer's loyalty points balance	N
Document Note	Additional note on the sales transaction	N
#	Product / item line number in the sales ticket	Y
Barcode	Barcode of the product	Y
Description	Description of the product	Y
Quantity	Quantity of the product customer is purchasing / returning	Y
Unit Price	Unit price per product	Y
Discount	Discount (% or amount) per product	Y
Nett Price	Nett price per product	Y
Total Amt	Total amount of the product customer is purchasing / returning after discount	Y
Add Points	Add (loyalty) points for registered customer for purchase of the product	Y
Sales Amt	Total value of sale of products for the transaction	N
Sales Returns Amt	Total value of returned of products for the transaction	N
Total Qty	Total number of quantity of products for the transaction	Y
Total Amt	Total amount for the transaction (sale and return)	Y
Total Tax	Total tax for the transaction (sale and return)	Y
Discount	Total discount for the transaction	Y
Grand Total	Total amount for the transaction after discount (sale and return)	Y
Cash Received	Total cash received for the transaction	Y
Change Amount	Total amount of change to customer for the transaction	Y

# Create New Sales Transaction

1. Click on **"Open POS"** (if not yet opened) button at the bottom of screen, it will open the cash register ready for transaction. Cashier to confirm the cash opening balance when opening the point of sale (cash register).

The screenshot shows the 'Point of Sale Entry' window. A dialog box titled 'Open Cash Counter' is open, displaying a table with the following data:

#	Description:	Opening Balance
1	Cash	\$\$100.00

At the bottom of the window, the 'Open POS (Ctrl O)' button is highlighted with a red box. Other buttons visible include 'Close Later', 'OK', 'Cancel', 'Recall (Ctrl R)', 'Sales History', 'Customer (F7)', 'Sales Staff (F9)', 'Cash Book (Ctrl T)', 'Gift Voucher (Ctrl G)', 'Stock (F10)', 'Pay (F5)', 'Print (F3)', 'Hold/Create (Ctrl N)', 'Lock (Ctrl F12)', and 'Delete (F4)'.

Once opened, the **"Open POS"** button will change to **"Close POS"** button

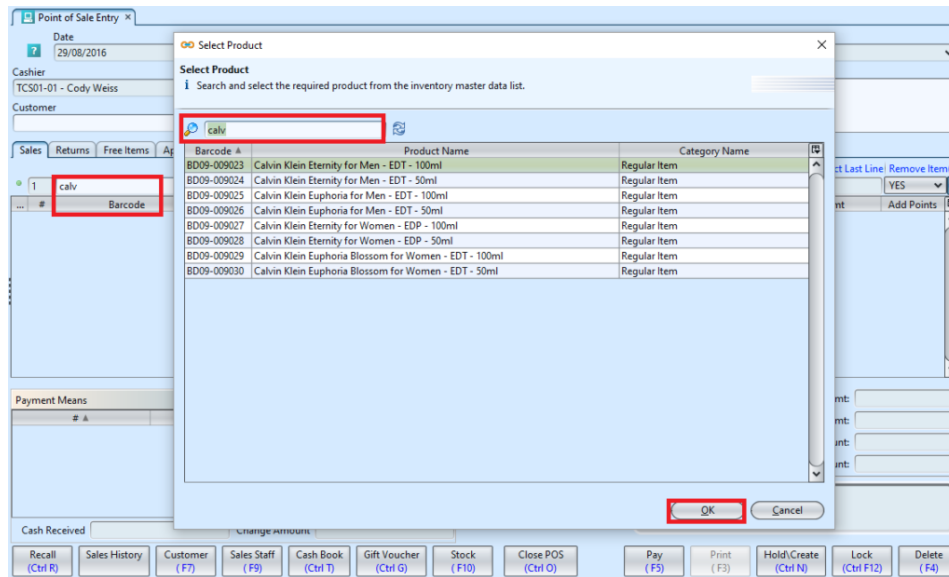
2. Select **"Sales Staff"** and **"Customer"** from drop down list where available, or using the buttons at the bottom of screen

The screenshot shows the main 'Point of Sale Entry' window. The 'Sales Staff' dropdown is set to 'Sales Staff' and the 'Customer' dropdown is set to 'Customer'. The 'Close POS (Ctrl O)' button is highlighted with a red box. Other buttons visible include 'Recall (Ctrl R)', 'Sales History', 'Customer (F7)', 'Sales Staff (F9)', 'Cash Book (Ctrl T)', 'Gift Voucher (Ctrl G)', 'Stock (F10)', 'Pay (F5)', 'Print (F3)', 'Hold/Create (Ctrl N)', 'Lock (Ctrl F12)', and 'Delete (F4)'.

3. Fill up sales transaction information by using barcode scanner or manually enter the product's barcode or name in the Barcode textfield under the

**"Sales"** tab in the middle of screen.

For manual sales transaction entry, cashier staff can search for a product by entering search parameter (i.e. partial product's barcode or name) in the **"Barcode"** textfield under **"Sales"** tab, and hit the ENTER button. A **"Select Product"** window will pop up. Select a product from the list using mouse double-click, the product information will fill up the **"Sales"** record table.



4. Once a product line entered, system will show available quantity in the store for the product. Cashier can modify the quantity for the entered sales line by selecting the sales line to be updated. Cashier can also modify discount and unit price, if he / she is given the access rights to do so. (see Organization (Masters) – Roles, Access Rights)

Point of Sale Entry

Date: 29/08/2016 Receipt: <- AUTO-GENERATED -> Cash Register: TCS001-CR04 - TCS Orchard - Cash Requi Ticket Register: TR-16-08290040

Cashier: TCS01-01 - Cody Weiss Sales Staff: Document Note:

Customer: Points: 0

Sales Returns Free Items Applied Promotion

Available Qty: 95 Each - Calvin Klein Eternity for Men - EDT - 50ml

#	Barcode	Description	UOM	Quantity	Unit Price	Discount	Nett Price	Total Amt	Add Points
1	BD09-009024	Calvin Klein Eter...	Each	2	\$580.00	10%	\$572.00	\$5144.00	YES

Payment Means

Sales Amt: \$5144.00 Sales Returns Amt:

Total Qty: 2 Total Amt: \$5144.00

Total Tax: \$59.42 Discount:

Total Promo Discount: Total Tender Discount:

**Grand Total \$5144.00**

Cash Received Change Amount

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)

Repeat steps 3-4 for additional sales items

5. Customer can also make return of product sold at the same time during the sales. Cashier to enter the returned product in the **"Returns"** tab. Returns can be done by receipt or product.

For sales return by product, scan / enter the product barcode in the **"Returns"** tab line.

Point of Sale Entry

Date: 29/08/2016 Receipt: <- AUTO-GENERATED -> Cash Register: TCS001-CR04 - TCS Orchard - Cash Requi Ticket Register: TR-16-08290040

Cashier: TCS01-01 - Cody Weiss Sales Staff: Document Note:

Customer: Points: 0

Sales Returns Free Items Applied Promotion

Find Receipt

Sales Return By Product

#	Barcode	Description	UOM	Quantity	Unit Price	Total Discount	Nett Price	Total Amt
1	BD09-009028	Calvin Klein Eternity for Women - E...	Each	1	\$585.00	\$59.50	\$585.50	\$585.50

Payment Means

Sales Amt: \$5144.00 Sales Returns Amt: \$585.50

Total Qty: 1 Total Amt: \$558.50

Total Tax: \$53.83 Discount:

Total Promo Discount: Total Tender Discount:

**Grand Total \$558.50**

Cash Received Change Amount

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)

For sales return by receipt, find the receipt by entering the receipt number\*, and select which product to return.

**\*Note:** Sales return by receipt can only be done during the same session of POS Entry. If the POS session with the receipt has been closed, cashier can

only process the sales return by product.

Barcode	Description	Quantity	Returned Qty	Unit Price	Total Amount
BD09-009024	Calvin Klein Eternity for Men - EDT - 50ml	2		S\$80.00	S\$144.00

6. If there is any promotion relevant to the sales transaction (i.e. period, product, retail customer, store, total amount, etc.), any free items and discount will be calculated during the ticket payment (click **“Pay”** button) or when the ticket is put on hold (click **“Hold\Create”** button).

Click on **“Pay”** button at the bottom of screen to make payment, the **“Payment for Ticket”** window will show up.

Price	Discount	Nett Price	Total Amt	Add Points
S\$19.90		S\$19.90	S\$238.80	YES
S\$23.90		S\$23.90	S\$573.60	YES
S\$80.00		S\$80.00	S\$240.00	YES

Sales Amt: S\$1,052.40

Sales Returns Amt:

Total Qty: 39

Total Amt: S\$1,052.40

Total Tax: S\$59.00

Discount:

Total Promo Discount: S\$150.54

Total Tender Discount:

Grand Total S\$901.86

Pay (F5) | Print (F3) | Hold\Create (Ctrl N) | Lock (Ctrl F12) | Delete (F4)

**Ticket History**

**Approved**

Date: 30/08/2016 Receipt: CR04-16-0830019

Cashier: TC501-01 - Cody Weiss Sales Staff

Customer: Judy Hopps Points: 0

Cash Register: CR04 - TCS Orchard - Cash Register 04 Ticket Register: TR-16-08290040

Document Note:

**Applied Promotion**

Promotion	Promotion Type	Product Code	Product	Free Product	Quantity	Discount %	Discount Amt	Nett Price	Total Applied Disco...
T03-Flat Discount by Purchase Qua...	Flat Discount By Purchase ...	BD04-002565	Lip Polish Glam 15 9...		10	15.00%			\$335.82
T03-Flat Discount by Purchase Qua...	Flat Discount By Purchase ...	BD04-002567	Big Eye Mascara 8.7...		20	20.00%			\$114.72

**Payment Means**

#	Payment Means	Amount
CH03	Amex	\$5901.85
CH10	Rounding Adj.	\$50.01

Cash Received: Change Amount:

**Grand Total** **\$5901.86**

Ticket List Ticket Details

7. Fill up textfield with payment amount next to the appropriate payment method. Click on the payment mean button to pay in full using one payment mean. Customer can choose to pay using voucher or multiple payment means.

**Payment for ticket CR04-16-0829015**

*i* Payment

Total Amount:

S\$58.50

←

CE

C

Rounding Adjustment:

7

8

9

Tender Discount:

4

5

6

Total Sales (Rounded):

S\$58.50

1

2

3

CASH

0

.

VISA / MASTER

AMEX

NETS

CHECK

TT

DINERS

Pay Using Voucher

Show All Vouchers

Select ▲	Serial #	Issued To	Valid Till	Face Value	
<input type="checkbox"/>	VCH16-070004		Sep 8, 2016	S\$13.70	▲
<input type="checkbox"/>	VCH16-070007	Peter Foxx	Jan 14, 2017	S\$10.00	●
<input type="checkbox"/>	VCH16-080008	Peter Foxx	Feb 10, 2017	S\$10.00	▼

OK

Cancel

7. Click on **“OK”** button at the bottom of **“Payment for Ticket”** screen to complete sales transaction. The POS ticket will be printed on the ticket printer.





### Simplified Invoice

Samoocha Demo Pos Pte Ltd  
France  
Tel :  
Email:

GST ID. No : 001013104640

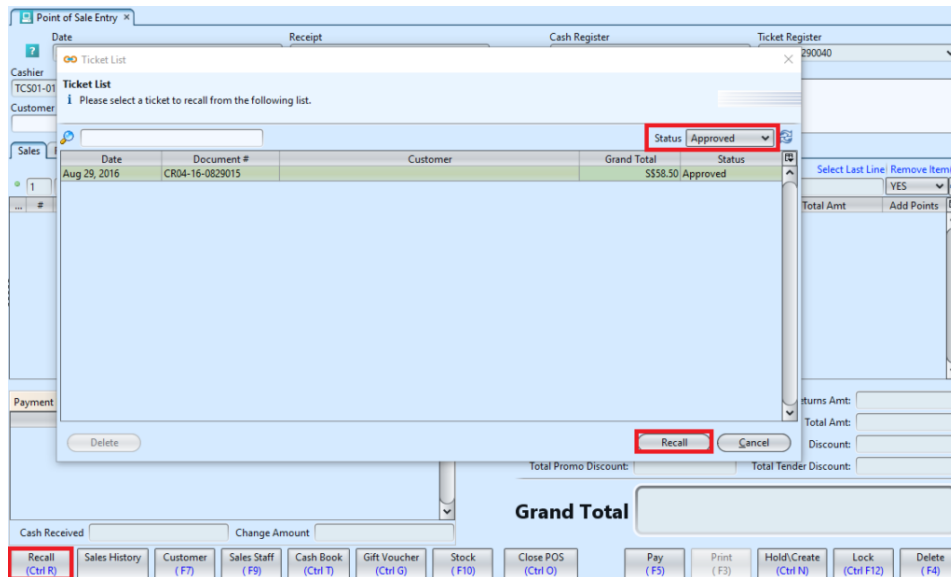
Date	: 29/Aug/16 06:03:51 PM		
Invoice No	: CR04-16-0829015		
Ref Number	: TR-16-08290040	SGD	
BD09-009024	Calvin Klein Eternity for		
2	80.00 (10.0)%	SR	144.00
BD09-009028	Calvin Klein Eternity for		
-1	95.00 (10.0)%	SR	(85.50)
Items Count	1		
Total Amount (GST)	58.50		
Total Promo Discount	0.00		
tenderDiscount	0.00		
Total Sales	58.50		
Visa / Master Paid	58.50		
Tax	Tax Rate	Taxable Amt	Tax Amt
SR	7.0%	214.49	3.83

You were served by Cody Weiss



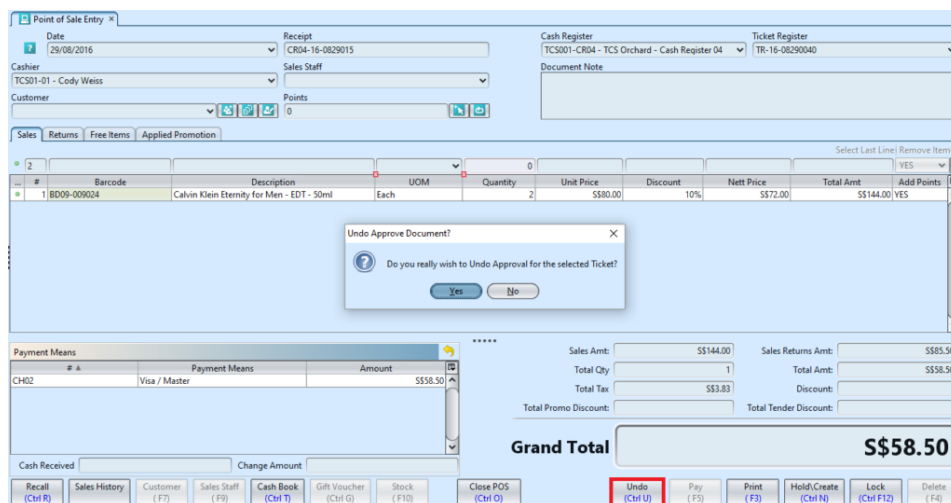
## Cancel Approved Sales Transaction (Admin Only)

1. Click on **"Open POS"** (if not yet opened) button at the bottom of screen
2. Click on **"Recall"** button at the bottom left of screen
3. Select **Status** as **Approved** from drop-down list at top-right side of screen



4. Select an approved sales ticket transaction to be cancelled from the list in the table, then double-click on it or click the **"Recall"** button on the bottom-right of the pop-up window

5. Click on **"Undo"** button at the bottom of screen



6. Click on **"Yes"** button on the pop-up window to confirm sales cancellation. The sales ticket status will be pending (draft)

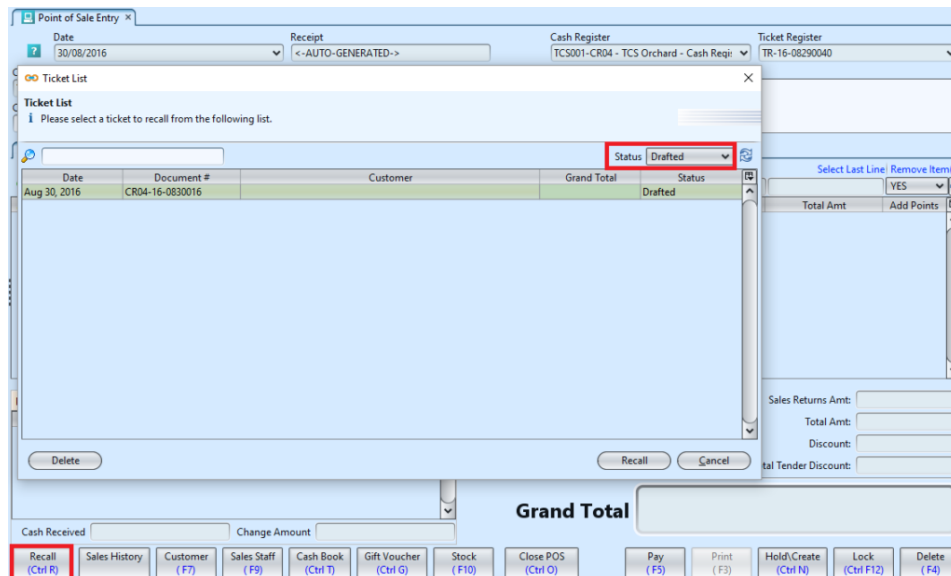
## Delete Drafted/Pending Sales Transaction

1. Click on **"Open POS"** (if not yet opened) button at

the bottom of screen

2. Click on **"Recall"** button at the bottom left of screen

3. Select **Status** as **Drafted** from drop-down list at top-right side of screen



4. Select a drafted sales ticket transaction to be deleted from the list in the table, then double-click on it or click the **"Recall"** button on the bottom-right of the pop-up window

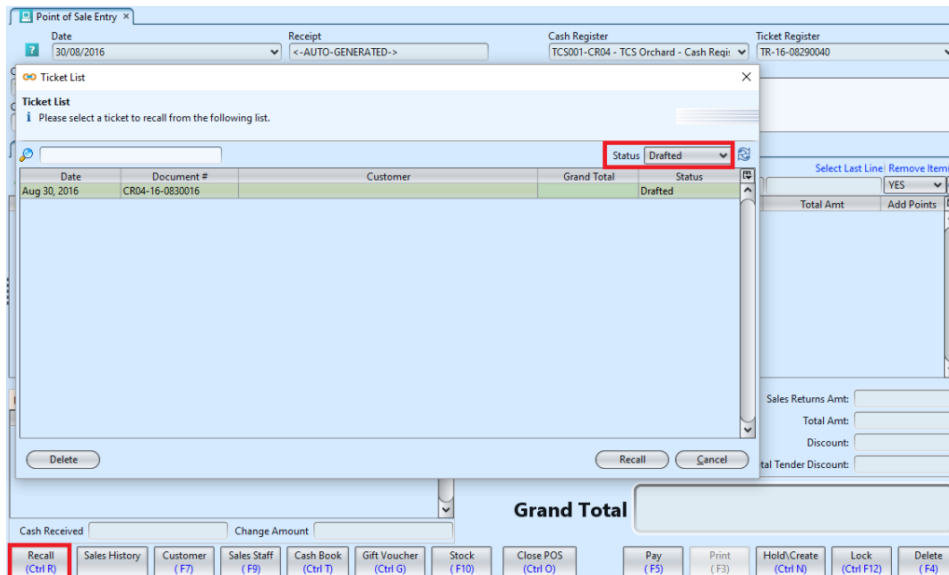
5. Click on **"Delete"** button at the bottom of screen

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

## Hold Sales Transaction (Pending)

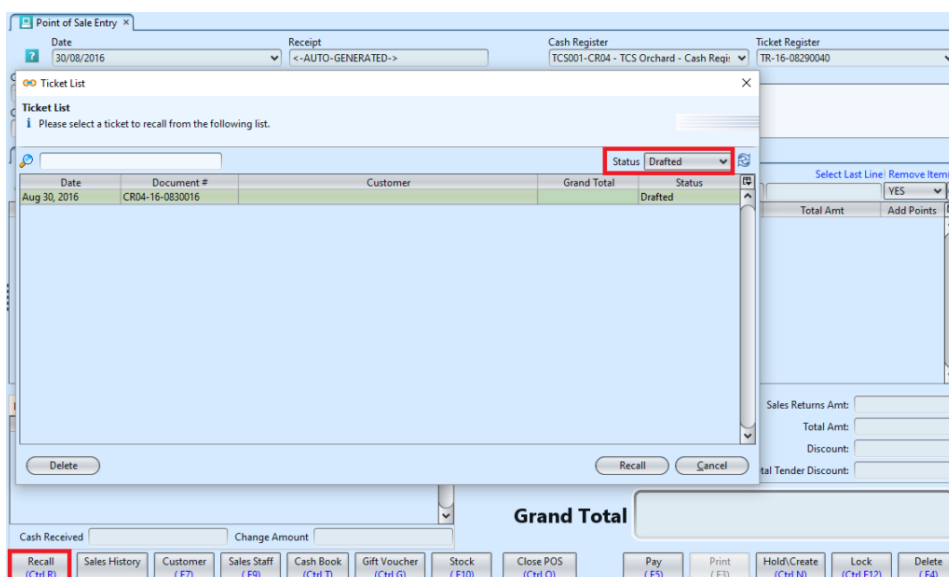
1. During sales transaction, click on **"Hold\Create"** button at the bottom of screen, it will save the current transaction and create a new one

2. Click on **"Recall"** button at the bottom left of screen to recall back the pending sales transaction



## Recall (pending) Sales Transaction for Payment

1. Click on **"Open POS"** (if not yet opened) button at the bottom of screen
2. Click on **"Recall"** button at the bottom left of screen
3. Select a drafted sales ticket transaction to be deleted from the list in the table, then double-click on it or click the **"Recall"** button on the bottom-right of the pop-up window



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

type in customer name in the search textfield box, at top right of screen

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

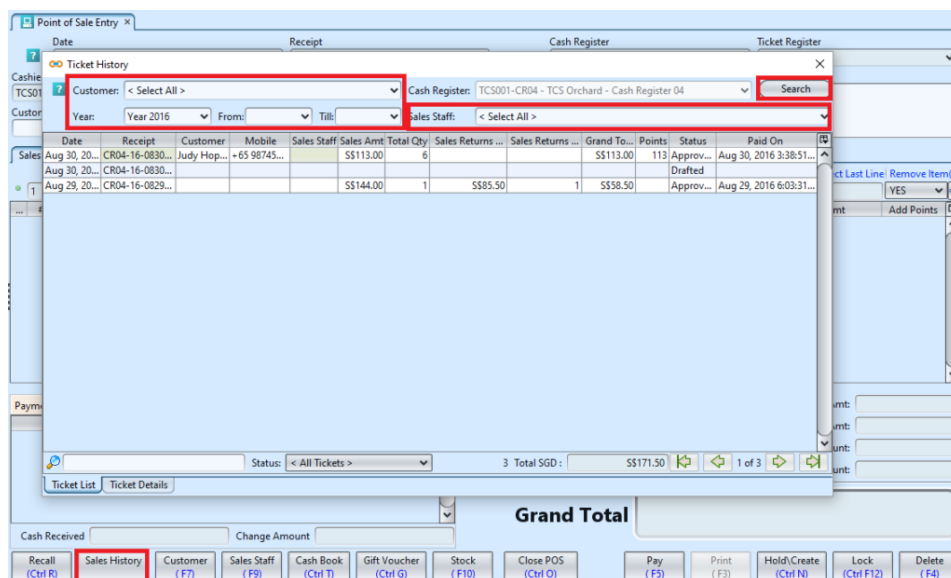
6. Click on **"Pay"** button at the bottom right of screen to make payment for the recalled sales ticket

## Recall Sales Transaction to Print Receipt

1. Click on **"Open POS"** (if not yet opened) button at the bottom of screen

2. Click on **"Sales History"** button at the bottom left of screen

3. Enter search parameter to filter the result, i.e. type in customer name in the search textfield box, at top right of screen

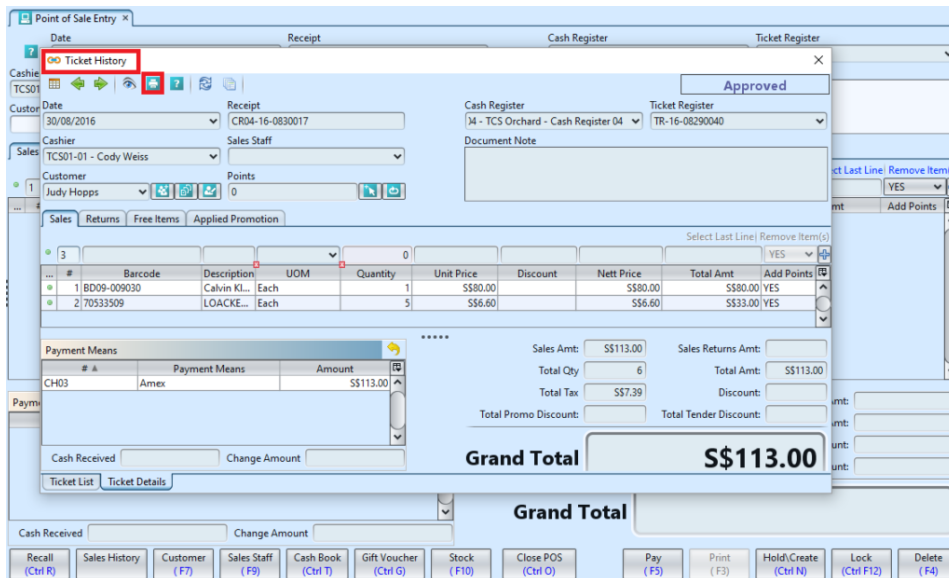


4. Result can be sorted alphabetically by clicking the fields' columns

5. Select an approved sales transaction from the list of tickets in the table to print receipt. Double-click on the sales transaction record to see the

ticket's details

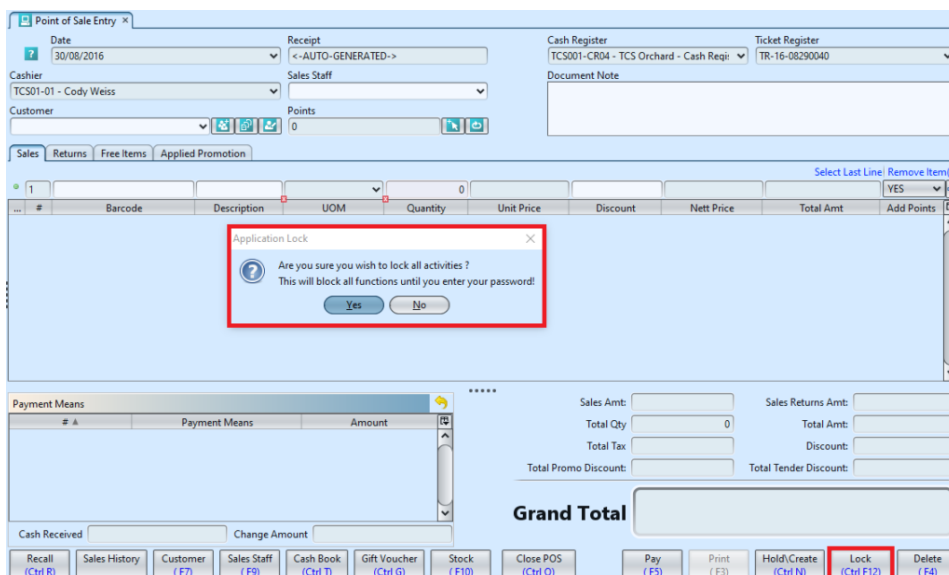
7. Click on print  button at the top of screen to print receipt



The screenshot shows the 'Point of Sale Entry' window. At the top, there are tabs for 'Date', 'Receipt', 'Cash Register', and 'Ticket Register'. The 'Ticket History' button is highlighted in the top left. The main area displays a receipt for a customer named Judy Hopps, with a total amount of \$113.00. The receipt includes a list of items: 1 BD09-009030 Calvin K... Each \$580.00 and 2 70533509 LOACKE... Each \$56.60. The 'Grand Total' is \$113.00. The bottom of the screen has a toolbar with buttons for 'Recall', 'Sales History', 'Customer', 'Sales Staff', 'Cash Book', 'Gift Voucher', 'Stock', 'Close POS', 'Pay', 'Print', 'Hold/Create', 'Lock', and 'Delete'.

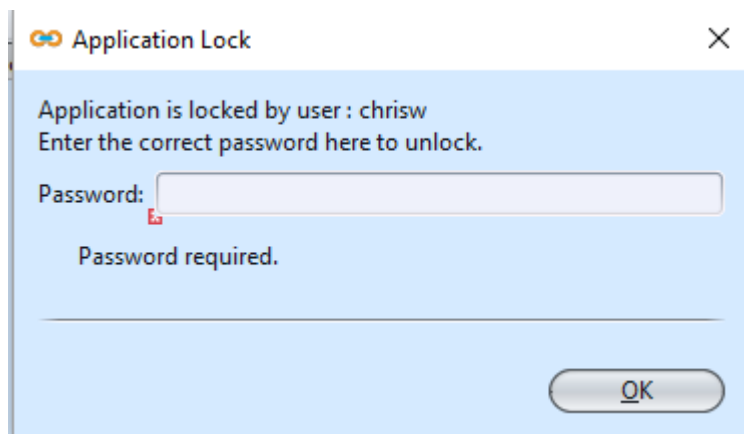
## Lock & Unlock Cash Register

1. Click on **“Lock”** button at the bottom of screen and click **“Yes”** button



The screenshot shows the 'Point of Sale Entry' window with the 'Application Lock' dialog box open. The dialog box asks 'Are you sure you wish to lock all activities? This will block all functions until you enter your password!' and has 'Yes' and 'No' buttons. The 'Lock' button in the bottom toolbar is highlighted. The background shows the same receipt as the previous screenshot, but the 'Grand Total' is now \$0.00.

2. Enter (current) user's login password to unlock the cash register



## Issue Gift Voucher

1. Click on ***"Open POS"*** (if not yet opened) button at the bottom of screen
2. Select ***"Sales Staff"*** and ***"Customer"*** from drop down list where available, or using the buttons at the bottom of screen
3. Click on ***"Gift Voucher"*** button at the bottom of screen
4. Fill in details of the gift voucher and click ***"Ok"*** button

**Issue Voucher**

Issue New Voucher

Enter quantity of vouchers to issue: 1

Issued On: 30/08/2016

Serial #: <-AUTO-GENERATED->

Voucher Type: \$100 Gift Voucher - Gift

Face Value: S\$100.00

Valid From: 30/08/2016

Valid Till: 30/11/2016

Issued To:

Issued By:

Issue At: 04 - TCS Orchard - Cash Register 04

☐ Redeemed

Description:

OK Cancel

5. Click on **"Pay"** button at the bottom of screen to make payment, **"Payment for Ticket"** form will show up. Fill up textfield with payment amount next to the appropriate payment method

6. Click on **"OK"** button at the bottom of **"Payment for Ticket"** screen to complete sales transaction

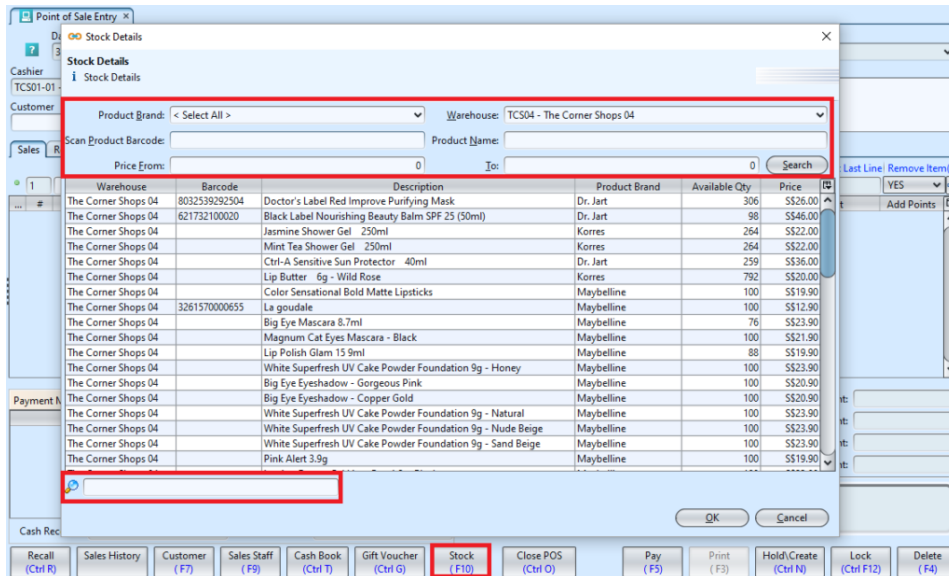
## Check Store(s) Stock

1. Click on **"Stock"** button at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in product name in the search textfield box, at bottom of screen. Click **Search** button to refresh the



search result.



3. Click on **“OK”** button at the bottom of screen to close the Stock Details window

## Close POS (Cash Register)

1. To close the cash register at the end of the sales day, click on **“Close POS”** button at the bottom of screen

2. If there is any pending ticket(s), cashier can delete the tickets. Click **Recall** button and delete the ticket(s).

3. Cashier to enter the counted amount for each payment means in the **“Close Cash Counter”** window. Click on **“OK”** button at the bottom of screen when done.

**Close Cash Counter**

**Open Cash Counter**  
Please enter the counted amounts to close the cash counter

Counter Opened On: 29/08/2016  
Register Number: TR-16-08290040  
Reference Number:   
Branch: HQ - Head Office

**Details**  
Cash Register: TCS001-CR04 - TCS Orchard - Cash Register 04  
Currency: SGD  
Opened By: Chris Wirianto  
Closed By:

**Additional Info**  
Note:

#	Description:	Opening Balance	Current Balance	Counted
1	Cash	\$S\$100.00	\$S\$100.00	
2	Visa / Master		\$S\$58.50	
3	Amex		\$S\$1,034.85	
4	Nets			
5	Check			
6	TT			
7	Diners			
8	Rounding Adj.		\$S\$0.01	

Close Later OK Cancel

If the entered counted amount does not match with the current balance, system will prompt warning to cashier if he/she still want to proceed with closing.

**Close Cash Counter**

**Open Cash Counter**  
Please enter the counted amounts to close the cash counter

Counter Opened On: 30/08/2016  
Register Number: TR-16-08300042  
Reference Number:   
Branch: HQ - Head Office

**Details**  
Cash Register: TCS001-CR04 - TCS Orchard - Cash Register 04  
Currency: SGD  
Opened By: Chris Wirianto  
Closed By:

**Additional Info**  
Note:

#	Description:	Opening Balance	Current Balance	Counted
1	Cash	\$S\$100.00	\$S\$220.00	\$S\$210.00
2	Visa / Master			
3	Amex			
4	Nets			
5	Check			
6	TT			
7	Diners			
8	Rounding Adj.			

Closing Amounts Mismatch !  
Cash counted balance does not match with current balance !  
Do you wish to still proceed with closing ?  
OK Cancel

Close Later OK Cancel

If closing difference is not allowed in the G00MI setting, cashier to contact store manager to resolve the POS closing difference.

**Close Cash Counter**

**Open Cash Counter**  
Please enter the counted amounts to close the cash counter

Counter Opened On: 30/08/2016    Register Number: TR-16-08300042    Reference Number:    Branch: HQ - Head Office

**Details**

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

Opened By: Chris Wirianto    Closed By:    Additional Info: Note

**Closing Error!**  
Closing difference not allowed, Please verify your counted amount entry!

OK

#	Description:	Counted
1	Cash	SS210.00
2	Visa / Master	
3	Amex	
4	Nets	
5	Check	
6	TT	
7	Diners	
8	Rounding Adj.	

Close Later    OK    Cancel

4. Store manager can print the **“Point of Sales Closing”** report from **“POS (Transactions) – Control Point of Sale”**



### Point of Sales Closing Report

Date : 29-Aug-2016    Doc No : TR-16-08290040  
Opened By : chrisw    Currency : SGD

ROC No : 362380H    GST Registration No : 001013104640

Cash Register : TCS Orchard - Cash Register 04    Closing By : Chris Wirianto

#	Payment Means	Open Balance	Sales Amount	Current	Counted Amt	Variance
1	Cash	100.00	0.00	100.00	100.00	0.00
2	Visa / Master	0.00	58.50	58.50	58.50	0.00
3	Amex	0.00	1,034.85	1,034.85	1,034.85	0.00
4	Rounding Adj.	0.00	0.01	0.01	0.01	0.00

## View and Search for Sales Transaction

1. Click on **“Open POS”** (if not yet opened) button at the bottom of screen
2. Click on **“Sales History”** button at the bottom left of screen
3. Enter search parameter to filter the result at **“Ticket List”** tab, i.e. type in customer name in the

search textfield box, at bottom of screen

The screenshot shows the 'Point of Sale Entry' application. A 'Ticket History' window is open, displaying a search filter for 'Year 2016' and a list of sales transactions. The 'Sales History' button in the bottom toolbar is highlighted with a red box.

Date	Receipt	Customer	Mobile	Sales Staff	Sales Amt	Total Qty	Sales Returns ...	Sales Returns ...	Grand To...	Points	Status	Paid On
Aug 30, 20...	CR04-16-0830...	Judy Hop...	+65 98745...		S\$113.00	6			S\$113.00	113	Approv...	Aug 30, 2016 3:38:51...
Aug 30, 20...	CR04-16-0830...										Drafted	
Aug 29, 20...	CR04-16-0829...				S\$144.00	1	S\$85.50	1	S\$58.50		Approv...	Aug 29, 2016 6:09:31...

Grand Total: S\$171.50

Buttons: Recall (Ctrl R), Sales History (F7), Customer (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. Result can be sorted alphabetically by clicking the fields' columns

5. Double-click sales transaction record to view more details, it will be shown on **"Ticket Details"** tab