



Ticket History

Ticket History view allows user to view POS Entry (cash register) sales transaction tickets / receipts. User able to preview and print the sales tickets / receipts.

Below actions are available under **"Ticket History"**:

 View and search for ticket history (POS transaction) details

 Preview and print the sales tickets / receipts

Ticket History

Customer: < Select All > Cash Register: TCS001-CR04 - TCS Orchard - Cash Register 04 Search

Year: Year 2016 From: From: Till: Till: Sales Staff: < Select All >

| Date | Receipt # | Customer | Mobile | Sales Staff | Sales Amt | Total Qty | Sales Returns Amt | Sales Returns Qty | Grand Total | Points | Status | Paid On |
|--------------|-----------------|--------------|--------------|-------------|-------------|-----------|-------------------|-------------------|-------------|--------|--------|--------------------------|
| Aug 26, 2016 | CR04-16-0826014 | | | | | -1 | \$5125.00 | 1 | (\$5125.00) | | Closed | Aug 26, 2016 5:03:21 PM |
| Aug 26, 2016 | CR04-16-0826013 | Judy Hopps | +65 98745632 | | \$5120.00 | | \$580.00 | 1 | \$540.00 | 40 | Closed | Aug 26, 2016 4:59:10 PM |
| Aug 22, 2016 | CR04-16-0826012 | Emma Winston | +65 95135788 | Chris | \$590.00 | 1 | (\$513.20) | 2 | \$90.00 | 90 | Closed | Aug 22, 2016 5:42:51 PM |
| Aug 19, 2016 | CR04-16-0819010 | Peter Foxx | | Chris | \$51,243.80 | 12 | | | \$51,243.80 | 1,244 | Closed | Aug 19, 2016 3:30:55 PM |
| Aug 19, 2016 | CR04-16-0819009 | Peter Foxx | | Chris | \$5930.00 | 8 | | | \$5930.00 | 930 | Closed | Aug 19, 2016 12:06:55 PM |
| Jul 29, 2016 | CR04-16-0729008 | Tony Starr | | | \$539.00 | 30 | | | \$528.00 | 28 | Closed | Jul 29, 2016 11:10:49 AM |
| Jul 29, 2016 | CR04-16-0729007 | | | | \$539.00 | 30 | | | \$527.00 | | Closed | Jul 29, 2016 11:09:55 AM |
| Jul 29, 2016 | CR04-16-0729006 | Taylor Swift | | | \$5212.00 | 7 | | | \$5194.04 | 194 | Closed | Jul 29, 2016 11:03:46 AM |
| Jul 29, 2016 | CR04-16-0729005 | | | | \$5216.00 | 6 | | | \$5193.16 | | Closed | Jul 29, 2016 11:02:37 AM |
| Jul 29, 2016 | CR04-16-0729004 | | | | \$5190.00 | 2 | | | \$5190.00 | | Closed | Jul 29, 2016 10:57:54 AM |
| Jul 29, 2016 | CR04-16-0729003 | Judy Hopps | +65 98745632 | | \$5170.00 | 2 | | | \$5156.00 | 156 | Closed | Jul 29, 2016 10:57:20 AM |
| Jul 25, 2016 | CR04-16-0725001 | A T Chen | | | \$56.50 | 5 | | | \$56.50 | 7 | Closed | Jul 25, 2016 3:16:44 PM |
| Jul 25, 2016 | CR04-16-0725000 | | | | \$5110.00 | 1 | | | \$5110.00 | | Closed | Jul 25, 2016 12:04:40 PM |

Status: < All Tickets > 14 Total SGD: \$53,070.30 1 of 14

Ticket History

Date: 29/08/2016 Receipt: < -AUTO-GENERATED-> Cash Register: Ticket Register: Drafted

Cashier: Sales Staff: Document Note:

Customer: Points: 0

Sales Returns Free Items Applied Promotion

| # | Barcode | Description | UOM | Quantity | Unit Price | Discount | Nett Price | Total Amt | Add Points |
|---|---------|-------------|-----|----------|------------|----------|------------|-----------|------------|
| 1 | | | | 0 | | | | | |

Payment Means

| # | Payment Means | Amount |
|---|---------------|--------|
| | | |

Cash Received: Change Amount:

Sales Amt: Total Qty: Total Tax: Total Promo Discount: Sales Returns Amt: Total Amt: Discount: Total Tender Discount:

Grand Total

| 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 (sale and return) | Y |
| Total Amt | Total amount for the transaction (sale and return) | Y |
| Total Tax | Total tax for the transaction (sale and return) | N |
| Discount | Total discount for the transaction | N |
| Total Promo Discount | Total discount for the applied promotion(s) | N |
| Total Tender Discount | Total discount for the applied tender / payment means | N |
| Grand Total | Total amount for the transaction after discount (sale and return) | Y |
| Cash Received | Total cash received for the transaction | N |
| Change Amount | Total amount of change to customer for the transaction | N |

View and Search for Ticket History (POS transaction) Details

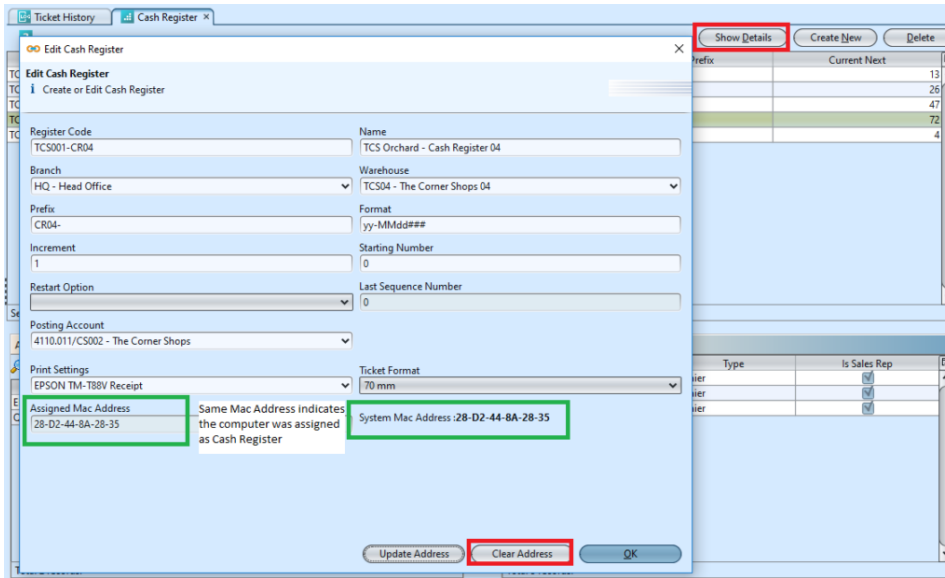
1. Click on "**Ticket List**" tab at the bottom of screen
2. Enter search parameter to filter the result, or type in the search textfield at the bottom of the screen. Click **Search** button to refresh the list.

| Date | Receipt # | Customer | Mobile | Sales Staff | Sales Amt | Total Qty | Sales Returns Amt | Sales Returns Qty | Grand Total | Points | Status | Paid On |
|--------------|-----------------|--------------|--------------|-------------|------------|-----------|-------------------|-------------------|-------------|--------|--------|--------------------------|
| Aug 26, 2016 | CR04-16-0826014 | | | | | -1 | \$125.00 | 1 | (\$125.00) | | Closed | Aug 26, 2016 5:03:21 PM |
| Aug 26, 2016 | CR04-16-0826013 | Judy Hopps | +65 98745632 | | \$120.00 | | \$580.00 | 1 | \$460.00 | 40 | Closed | Aug 26, 2016 4:59:10 PM |
| Aug 26, 2016 | CR04-16-0826012 | | | | | -2 | \$13.20 | 2 | (\$13.20) | | Closed | Aug 26, 2016 4:54:33 PM |
| Aug 22, 2016 | CR04-16-0822011 | Emma Winston | +65 95135788 | Chris | \$590.00 | 1 | | | \$590.00 | 90 | Closed | Aug 22, 2016 5:42:51 PM |
| Aug 19, 2016 | CR04-16-0819010 | Peter Foxx | | | \$1,243.80 | 12 | | | \$1,243.80 | 1,244 | Closed | Aug 19, 2016 3:30:55 PM |
| Aug 19, 2016 | CR04-16-0819009 | Peter Foxx | | Chris | \$930.00 | 8 | | | \$930.00 | 930 | Closed | Aug 19, 2016 12:06:55 PM |
| Jul 29, 2016 | CR04-16-0729008 | Tony Starr | | | \$39.00 | 30 | | | \$39.00 | 28 | Closed | Jul 29, 2016 11:10:49 AM |
| Jul 29, 2016 | CR04-16-0729007 | | | | \$39.00 | 30 | | | \$39.00 | | Closed | Jul 29, 2016 11:09:55 AM |
| Jul 29, 2016 | CR04-16-0729006 | Taylor Swift | | | \$212.00 | 7 | | | \$194.04 | 194 | Closed | Jul 29, 2016 11:03:46 AM |
| Jul 29, 2016 | CR04-16-0729005 | | | | \$216.00 | 6 | | | \$193.16 | | Closed | Jul 29, 2016 11:02:37 AM |
| Jul 29, 2016 | CR04-16-0729004 | | | | \$190.00 | 2 | | | \$190.00 | | Closed | Jul 29, 2016 10:57:54 AM |
| Jul 29, 2016 | CR04-16-0729003 | Judy Hopps | +65 98745632 | | \$170.00 | 2 | | | \$156.00 | 156 | Closed | Jul 29, 2016 10:57:20 AM |
| Jul 25, 2016 | CR04-16-0725001 | A T Chen | | | \$56.50 | 5 | | | \$56.50 | 7 | Closed | Jul 25, 2016 3:16:44 PM |
| Jul 25, 2016 | CR04-16-0725000 | | | | \$110.00 | 1 | | | \$110.00 | | Closed | Jul 25, 2016 12:04:40 PM |

NOTE: If user's computer was assigned to a Cash Register, user will only able to view Ticket History from the Cash Register.

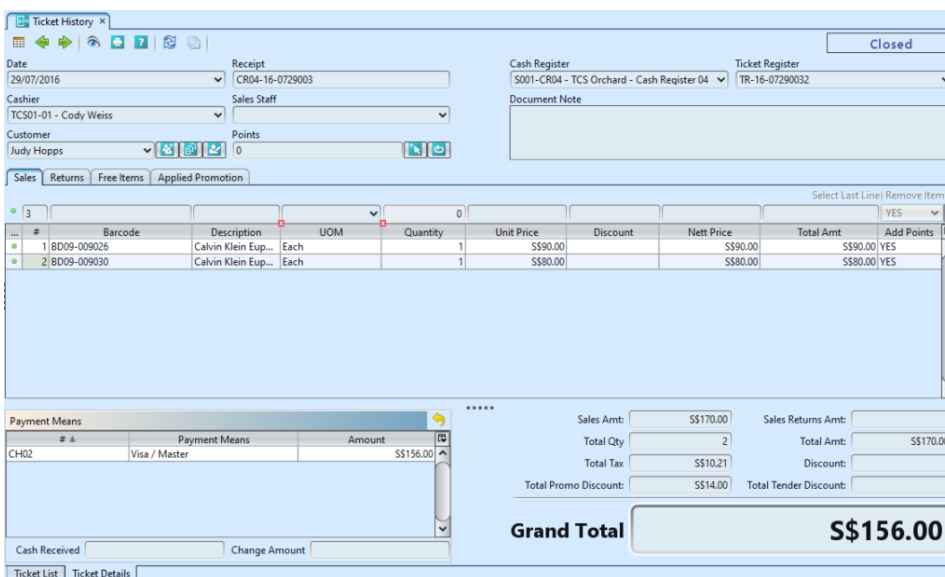
To view all Cash Registers Ticket History, user will need to un-assign their computer from being linked with any of the Cash Register. Follow the following steps to do so:

1. Open POS (Masters) Cash Register
2. Select the Cash Register then click "**Show Details**" button
3. Check if the same value in "**Assigned Mac Address**" and "**System Mac Address**". If so click "**Clear Address**" button. This will allow user to view ALL Cash Register tickets in Ticket History.



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

4. Double click on transaction ticket to view from the records table, it will bring up the details for the selected transaction ticket on the form at the **"Ticket Details"** tab




Preview and Re-Print the Retail Sales Tickets / Receipts

1. Click on **"Ticket List"** tab at the bottom of screen

2. Double click on transaction ticket to view from the records table, it will bring up the details for the selected transaction ticket on the form at the

"Ticket Details" tab

3. Click on print  button, it will pop up windows with options to:

 Print

 Export (to PDF / Excel File)

 Preview

 Cancel
