



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 X

Customer: < Select All >

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

Search

Year: Year 2016

From:

To:

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 26, 2016	CR04-16-0826012					-2	\$513.20	2	(\$513.20)		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			\$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 List

Ticket Details

Ticket History

Drafted

Cash Register

Ticket Register

Document Note

Date

29/08/2016

Receipt

<-AUTO-GENERATED->

Cashier

Sales Staff

Customer

Points

0

Sales

Returns

Free Items

Applied Promotion

Select Last Line

Remove Item

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

Payment Means

#	Δ	Payment Means	Amount

Cash Received

Change Amount

Ticket List

Ticket Details

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.

The screenshot shows the 'Ticket History' window. At the top, there are filters for 'Customer' (set to '< Select All >'), 'Cash Register' (set to 'TCS001-CR04 - TCS Orchard - Cash Register 04'), 'Year' (set to 'Year 2016'), 'From' (empty), 'To' (empty), and 'Sales Staff' (set to '< Select All >'). A 'Search' button is on the right. Below the filters is a table of transactions with columns: Date, Receipt #, Customer, Mobile, Sales Staff, Sales Amt, Total Qty, Sales Returns Amt, Sales Returns Qty, Grand Total, Points, Status, and Paid On. The table contains 14 rows of data. At the bottom, there is a 'Search Engine' button and a status bar showing '14 Total SGD: \$53,070.30' and '1 of 14'.

Date	Receipt #	Customer	Mobile	Sales Staff	Sales Amt	Total Qty	Sales Returns Amt	Sales Returns Qty	Grand Total	Points	Status	Paid On
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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-assigned 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.

Edit Cash Register

Create or Edit Cash Register

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

Branch: HQ - Head Office Warehouse: TCS04 - The Corner Shops 04

Prefix: CR04- Format: yy-MMdd##

Increment: 1 Starting Number: 0

Restart Option: Last Sequence Number: 0

Posting Account: 4110.011/CS002 - The Corner Shops

Print Settings: EPSON TM-T88V Receipt Ticket Format: 70 mm

Assigned Mac Address: 28-D2-44-8A-28-35 Same Mac Address Indicates the computer was assigned as Cash Register

System Mac Address: 28-D2-44-8A-28-35

Update Address Clear Address OK

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

Ticket Details

Date: 29/07/2016 Receipt: CR04-16-0729003 Cash Register: S001-CR04 - TCS Orchard - Cash Register 04 Ticket Register: TR-16-07290032

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

Customer: Judy Hopps Points: 0

Sales Returns Free Items Applied Promotion

#	Barcode	Description	UOM	Quantity	Unit Price	Discount	Nett Price	Total Amt	Add Points
1	BD09-09026	Calvin Klein Eup...	Each	1	\$590.00		\$590.00	\$590.00	YES
2	BD09-09030	Calvin Klein Eup...	Each	1	\$580.00		\$580.00	\$580.00	YES

Payment Means

#	Payment Means	Amount
CH02	Visa / Master	\$156.00

Cash Received: Change Amount:

Sales Amt: \$5170.00 Sales Returns Amt: Total Amt: \$5170.00

Total Qty: 2 Total Tax: \$510.21 Discount: Total Promo Discount: \$514.00 Total Tender Discount:

Grand Total \$156.00


Ticket List Ticket Details

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
