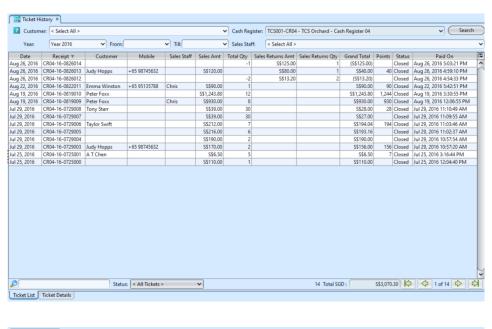
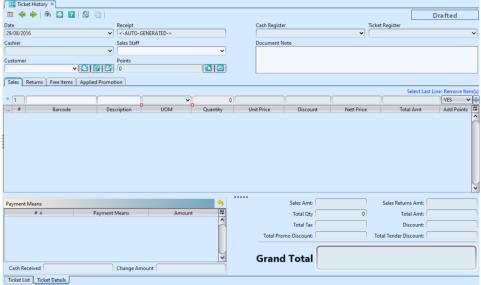
Ticket History

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

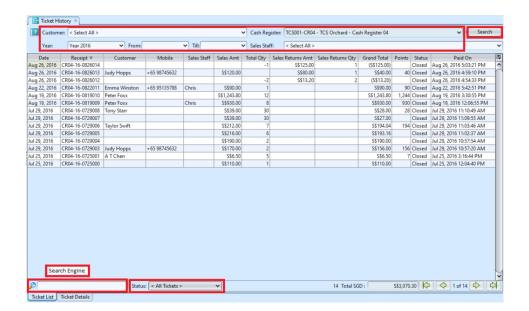




Field Name	Description	Mandatory Information
Date	Date of the sales transaction	Υ
Receipt	Receipt number of the sales transaction	Υ
Cash Register	Cash register code and name	Υ
Ticket Register	Ticket grouping number for a session of opened cash register until it is closed. This is used as reference number for Point of Sale invoice posting	Υ
Cashier	Cashier's name	Υ
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	Υ
Barcode	Barcode of the product	Υ
Description	Description of the product	Υ
Quantity	Quantity of the product customer is purchasing / returning	Υ
Unit Price	Unit price per product	Υ
Discount	Discount (% or amount) per product	Υ
Nett Price	Nett price per product	Υ
Total Amt	Total amount of the product customer is purchasing / returning after discount	Υ
Add Points	Add (loyalty) points for registered customer for purchase of the product	Υ
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)	Υ
Total Amt	Total amount for the transaction (sale and return)	Υ
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)	Υ
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

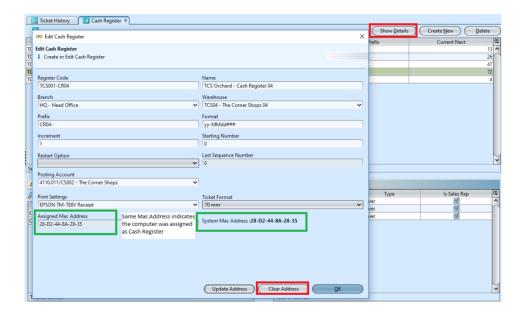
- 1. Click on "Ticket List" tab at the bottom of screen
- 2. Enter search parameter to filter the result, or type in the search textfield at the bottom of the screen. Click **Search** button to refresh the list.



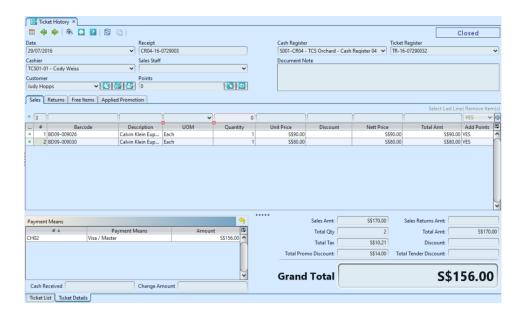
NOTE: If user's computer was assigned to a Cash Register, user will only able to view Ticket History from the Cash Register.

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
- 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

 - Preview
 - **⇔** Cancel