


# Point Of Sale (Sales module)

The purpose of the Point of Sale application is to handle direct sales transaction at the company's warehouse or designated area. Below actions are available under **"Point of Sale"**:

-  Create new sales transaction; update, delete, view and search for sales transaction details.

Point Of Sale

Customer: < Select All >

Sales Rep: < Select All >

Search

Year: Year 2016

From:

To:

Branch: < Select All >

Create New

Date	Document #	Reference #	Customer #	Customer Name	Sales Rep	Currency	Grand Total	Status
May 16, 2016	CSI-0005		4110.011/GU001	Guardian - HQ		SGD	\$5256.00	Confirmed
Jun 1, 2016	CSI-0006		4110.011/GU001	Guardian - HQ		SGD	\$529.07	Drafted
Jun 1, 2016	CSI-0007		4110.011/CO001	Cold Storage - HQ		SGD	\$54.27	Drafted
Jul 1, 2016	CSI-0008		4110.011/SA001	Sasa - HQ	EM05 - Elvy Ee	SGD	\$52.03	Confirmed

Status: Drafted / Confirmed

Total SGD: \$5289.34

1 of 3

Point Of Sales List

Point Of Sale

Point Of Sale

Document Date: 01/07/2016

Document Number: <-AUTO-GENERATED->

Reference Number:

Branch: HQ - Head Office

Customer:

Currency:

Warehouse: TED1 - Main Warehouse

Analytical Group:

Customer Location:

Contact Person:

Sales Representative:

Tax: Price Excludes Tax

Items / Articles

Taxes

Postings

Notes / Attachments

Applied Promotions

Product Brand: BD05 - L'Oreal Paris

Filter:

#	Product	Description	Uom	Quantity	Unit Price	Discount	Nett Price	Total Amount	Tax Rate
---	---------	-------------	-----	----------	------------	----------	------------	--------------	----------

Payment Means

Means	Memo	Amount
-------	------	--------

Total Amount Paid

Balance Amount

Comments / Remarks

Picking: ---

Total [Qty: 0 Discount: Tax: \$50.00] Grand Total:

Confirm Point Of Sale

Create New

Save

Revert

Delete

Point Of Sales List

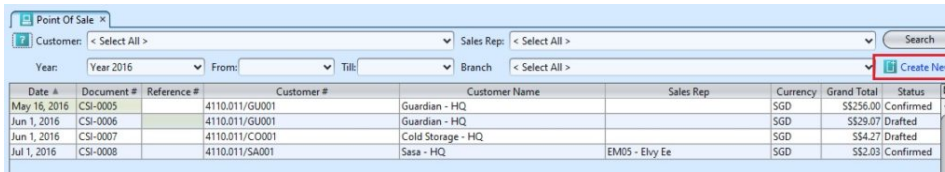
Point Of Sale

Field Name	Description	Mandatory Information
Document Date	Date of the sales document	Y

Document Number	Number of the sales document	Y
Reference Number	A unique number on sales document	N
Branch	A location, other than the main office, where business is conducted.	Y
Customer	Company's customers	Y
Customer Location	Company's location	Y
Contact Person	Self-explanatory	N
Warehouse	A place in which goods or merchandise are stored; a storehouse	Y
Analytical Group		N
Sales Representative	Internal representative	N
Tax	A compulsory contribution to state revenue, levied by the government on workers' income and business profits, or added to the cost of some goods, services, and transactions.	N
Items/Articles – Product	Name of product	Y
Items/Articles – Description	Description	N
Items/Articles – UOM	Item's type – Unit of Measure	Y
Items/Articles – Quantity	Quantity of item	N
Items/Articles – Unit Price	Unit price of item	N
Items/Articles – Discount	A deduction from the usual cost of something.	N
Items/Articles – Nett Price	Price after all deduction as for taxes, expenses, losses, etc	N
Items/Articles – Total Amount	Total amount for the item	Y
Items/Articles – Tax Rate	Tax Rate	N
Payment Means – Means	Method of payment for the sales document	Y
Payment Means – Memo	Memorandum.	N
Payment Means – Amount	Total amount of payment for the sales document	Y
Total Amount Paid	Total amount paid for the sales document	Y
Balance Amount	Balance amount owed (if any) for the sales document	Y
Comments/Remarks	Comments/Remarks	N

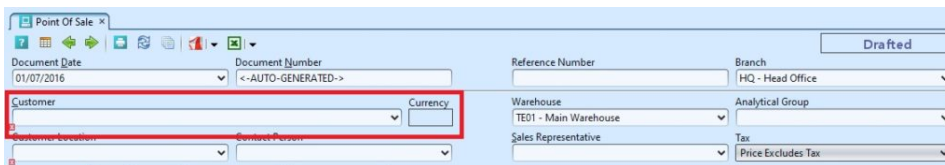
# Create New Sales Transaction

1. Click on **“Create New”** at the top right of screen of **“Point Of Sales List”** tab, it will open **“Point Of Sales”** tab with empty form



The screenshot shows the 'Point Of Sales List' interface. At the top, there are filters for Customer, Sales Rep, Year, From, To, and Branch. A 'Create New' button is highlighted in the top right corner. Below the filters is a table with columns: Date, Document #, Reference #, Customer #, Customer Name, Sales Rep, Currency, Grand Total, and Status. The table contains several rows of data, including transactions from May 16, 2016, to July 1, 2016.

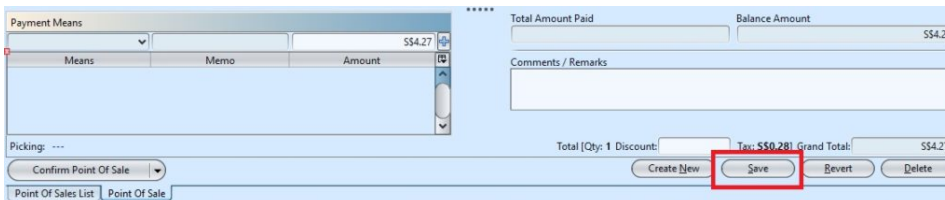
2. Select a customer from the **“Customer”** drop-down list on top left side of screen. It will fill up the form with the customer's info



The screenshot shows the 'Point Of Sales' form. The 'Customer' dropdown menu is open, displaying a list of customers. The form includes fields for Document Date, Document Number, Reference Number, Branch, Warehouse, Analytical Group, Sales Representative, and Tax. The 'Drafted' status is shown in the top right corner.

3. Fill up sales transaction's information on the top half of screen

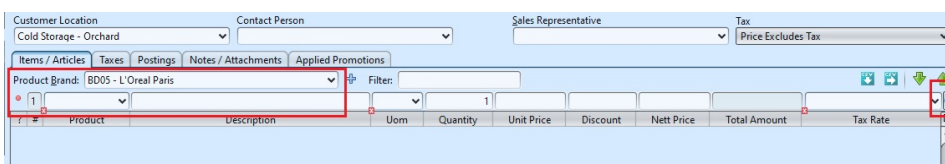
4. Click **“Save”** button at the bottom right side of screen



The screenshot shows the 'Point Of Sales' form with the 'Payment Means' section expanded. The 'Save' button is highlighted in the bottom right corner. The form includes fields for Total Amount Paid, Balance Amount, Comments / Remarks, and a summary section with Total Qty, Discount, Tax, and Grand Total.

5. Filter the products list by selecting a brand from **“Product Brand”** drop-down list. Add product into the sales transaction by searching for the product from the product drop-down list in the table on **“Items / Articles”** tab

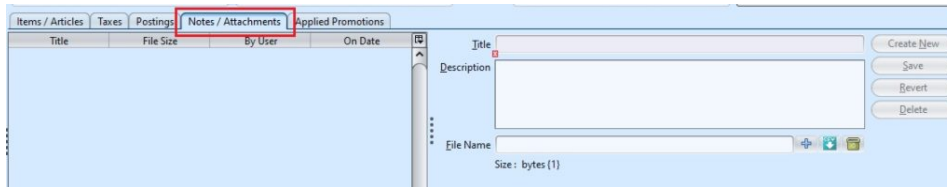
6. Enter the product's info and click **“+”** button to add the product into the sales transaction




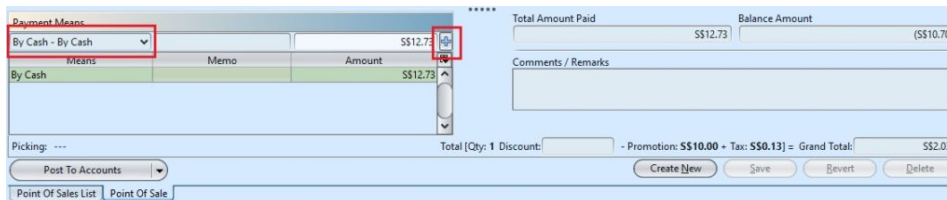
The screenshot shows the 'Items / Articles' tab. A table of products is displayed with columns: Product, Description, Uom, Quantity, Unit Price, Discount, Net Price, Total Amount, and Tax Rate. A '+' button is highlighted in the top right corner of the table. The 'Product Brand' dropdown menu is open, showing a list of brands.

7. Repeat steps 5-6 to add more products into the sales transaction

8. Click on **“Notes / Attachments”** tab at the middle of screen to add notes or files attachment for the sales transaction

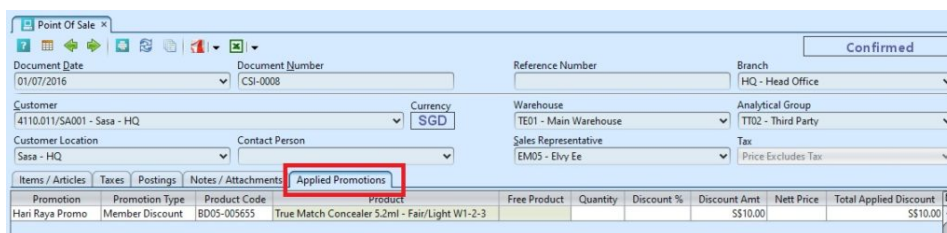



9. Select payment means from **“Means”** drop-down list on bottom left side of the screen and click “” button to make payment. It is possible to add multiple payment means for the transaction



10. Click on **“Confirm Point Of Sales”** button at the bottom of screen to confirm the sales transaction

11. The item's promotion will shown from **Applied Promotions** tab if there is any.



12. The payment's amount need to be change from the Payment Mean after confirmed the document because the promotion only shown after confirmed it. After change the amount, click Enter or “” button.

Payment Means

By Cash - By Cash	Means	Memo	Amount
By Cash			\$52.03

Picking: ---

Total (Qty: 1 Discount: --- - Promotion: \$510.00 + Tax: \$50.13) = Grand Total: \$52.03

Post To Accounts

Point Of Sales List Point Of Sale

13. Click on **"Post To Accounts"** button at the bottom of screen to post the sales transaction to account. Tax entries applicable for the sales transaction will be automatically created under **"Taxes"** tab if any

Post Document?

Do you really wish to Post the selected Point Of Sale(s)?

Yes No

Payment Means

By Cash - By Cash	Means	Memo	Amount
By Cash			\$512.73

Picking: ---

Total (Qty: 1 Discount: --- - Promotion: \$510.00 + Tax: \$50.13) = Grand Total: \$52.03

Post To Accounts

Point Of Sales List Point Of Sale

Items / Article Taxes Postings Notes / Attachments Applied Promotions

Taxes applicable for this invoice:

Product #	Product Name	Tax	Taxable Amount	Tax Amount	Taxable Base Amt	Tax Base Amt
8005-005655	True Match Concealer 5.2ml - Fair/Light W1-2-3	Sales Tax Account 7% SR	\$51.90	\$50.13	\$51.90	\$50.13

14. A link to **"Picking"** transaction (Inventory module – Outbound) will be created at the bottom left of screen to process products' picking for the sales transaction

Payment Means

By Cash - By Cash	Means	Memo	Amount
By Cash			\$52.03

Picking: PIC16-070232

Total (Qty: 1 Discount: --- - Promotion: \$510.00 + Tax: \$50.13) = Grand Total: \$52.03

Generate Report

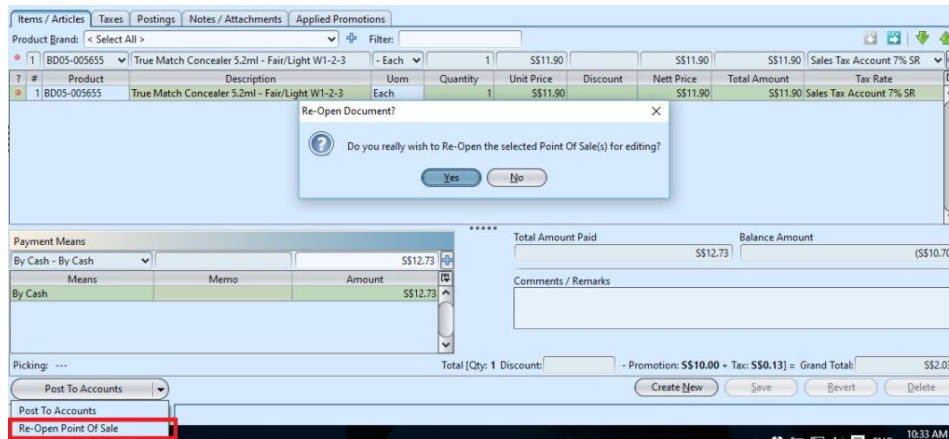
Point Of Sales List Point Of Sale

13. Click on **"Generate Report"** button to print the sales transaction document

## Update Sales Transaction Details

1. Click on **"Point Of Sales List"** tab at the bottom of screen

2. Double click on sales transaction to be updated, it will bring up the details on **"Point Of Sales"** tab for the selected transaction. If a sales transaction's status is **"Confirmed"**, right click on the transaction and reopen the confirmed transaction first.



3. Make change(s) on the sales transaction information

4. Click on **"Save"** button at the bottom right of screen when done

5. Click on **"Revert"** button at the bottom right of screen or refresh icon at the top of the screen to roll back the changes

6. Click on **"Confirm Point Of Sales"** button at the bottom of screen to confirm the sales transaction

7. Click on **"Post To Account"** button at the bottom of screen to post the sales transaction to account

## Delete Sales Transaction

1. Click on **"Point Of Sales List"** tab at the bottom of screen

2. Double click on sales transaction to be deleted, it will bring up the details on **"Point Of Sales"** tab for the selected transaction. If a sales transaction's status is **"Confirmed"**, right click on the transaction and reopen the confirmed transaction

first

3. Click on **“Delete”** button at the bottom right side of screen

4. Click on **“Yes”** button on the pop-up window to confirm sales transaction deletion

The screenshot shows a software interface for managing sales transactions. A modal dialog box titled "Deleting record?" is centered on the screen, asking "Do you really wish to delete this record?" with "Yes" and "No" buttons. The background form includes tabs for "Items / Articles", "Taxes", "Postings", "Notes / Attachments", and "Applied Promotions". It displays a table of items with columns for Product, Description, Uom, Quantity, Unit Price, Discount, Net Price, Total Amount, and Tax Rate. Below this, there are sections for "Payment Means" (showing "By Cash" with an amount of \$52.03), "Total Amount Paid" (\$52.03), "Balance Amount" (\$510.70), and "Comments / Remarks". At the bottom, there are buttons for "Create New", "Save", "Revert", and "Delete" (which is highlighted with a red box).

## View and Search for Sales Transaction Details

1. Click on **“Point Of Sales List”** tab at the bottom of screen

2. Enter search parameter to filter the result, i.e. type in which customer to search for in the “Customer” text field box or select from drop-down list

The screenshot shows the "Point Of Sale" search results. A red box highlights the search filters at the top: "Customer: < Select All >", "Sales Rep: < Select All >", "Year: Year 2016", "From:", "To:", and "Branch: < Select All >". Below the filters is a table with the following data:

Date	Document #	Reference #	Customer #	Customer Name	Sales Rep	Currency	Grand Total	Status
May 16, 2016	CSI-0005		4110.011/GU001	Guardian - HQ		SGD	\$256.00	Confirmed
Jun 1, 2016	CSI-0006		4110.011/GU001	Guardian - HQ		SGD	\$529.07	Drafted
Jun 1, 2016	CSI-0007		4110.011/CO001	Cold Storage - HQ		SGD	\$54.27	Drafted
Jul 1, 2016	CSI-0008		4110.011/SA001	Sasa - HQ	EM05 - Elvy Ee	SGD	\$52.03	Posted

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

The screenshot shows the "Point Of Sale" search results table. A red box highlights the "Customer #" column header, indicating that clicking it will sort the results alphabetically by customer number. The table data is the same as in the previous screenshot.

4. Double click on sales transaction to view full details of the transaction, it will bring up the

details on ***“Point Of Sales”*** tab for the selected transaction

---