

We are currently updating our site; thank you for your patience.

## SALES

### POS LITE – PRINT POINT OF SALE (POS) INVOICE

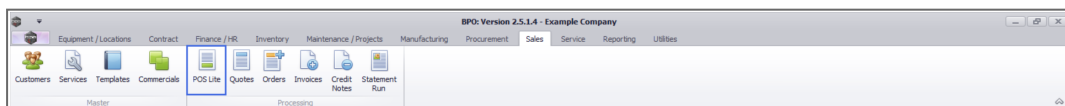
An Invoice is saved with Status: **New (N)** . The **Part Request** and **Stock Issue** will be processed at this time.

Once the invoice is **printed**, the transaction is posted to the company financial system (e.g. Evolution) and the status will change to **Printed (P)**.

From BPO2 v2.5.1.3:

- Two new flags have been introduced in Company Configuration ([POS Print Picking Slip](#) and [POS Print Delivery Note](#)) that will allow for the Picking Slip and / or Delivery Note to be printed when the Invoice is printed.
- A report layout has been provided for the Picking Slip to be printable from the POS Lite screen, which is inserted into the Custom Layout table. The value for the [OTC Sales Picking Slip Template config flag](#) is set to the description of the report layout.

**Ribbon** Select **Sales > POS Lite**



The **POS Lite Invoices Listing** screen will be displayed.

Invoices - BPO: Version 2.5.1.4 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Print Refresh Save Layout Workspaces

Processing Format

Drag a column header here to group by that column

InvoiceNo	CustomerC...	CustomerName	DeptCode	InvoiceStatus	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName	Comments
INW0000522	CU5001	Cash Sales Account		P		534.92 ZAR		15.00	06/03/2023	Blanca Du Toit	test print drone and picking ...
INW0000521	CU5001	Cash Sales Account		P		383.01 ZAR		15.00	06/03/2023	Blanca Du Toit	test
INW0000504	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Blanca Du Toit	test
INW0000503	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Blanca Du Toit	Test etc invoice
INW0000490	CU5001	Cash Sales Account		N		172.50 ZAR		15.00	08/08/2018	Blanca Du Toit	test
INW0000440	CU5001	Cash Sales Account		P		8,625.00 ZAR		15.00	07/05/2018	Blanca Du Toit	test
INW0000439	CU5001	Cash Sales Account		P		28,750.00 ZAR		15.00	07/05/2018	Blanca Du Toit	test
INW0000391	CU5001	Cash Sales Account		N		0.00 ZAR		14.00	03/08/2017	Blanca Du Toit	test
INW0000387	CU5001	Cash Sales Account		P		589.95 ZAR		14.00	25/07/2017	Blanca Du Toit	test
INW0000383	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INW0000366	BT0001	Botswana Networking inc		P	test	2,365.00 USD		14.00	20/06/2017	Blanca Du Toit	test
INW0000365	BSG001	Big Bargains		P	test	342.00 ZAR		14.00	20/06/2017	Blanca Du Toit	test
INW0000358	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	15/06/2017	Judith Mudzengi	Retest Ticketing
INW0000357	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	15/06/2017	Judith Mudzengi	Retest ticketing
INW0000334	DER001	Derton Technologies		N		615.60 ZAR		14.00	22/05/2017	Judith Mudzengi	v2.1.0.5 test
INW0000332	CU5001	Tasty Treats		N	POS LITE	1,593.90 ZAR		14.00	21/04/2017	Judith Mudzengi	POS LITE
INW0000331	HOP001	Hope Works		P	pos diff customer	615.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000330	DER001	Derton Technologies		P	pos diff customer 1	2,053.20 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000329	DER001	Derton Technologies		P	pos diff customer	1,095.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000328	CU5001	Cash Sales Account		N	pos invoice	589.95 ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INW0000327	CU5001	Cash Sales Account		N	pos invoice	1,757.78 ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INW0000326	CU5001	Cash Sales Account		P	8976pos	753.83 ZAR		14.00	21/04/2017	Judith Mudzengi	8976pos
INW0000325	CU5001	Cash Sales Account		P		589.95 ZAR		14.00	21/04/2017	Judith Mudzengi	POS
INW0000317	CU5001	Cash Sales Account		P		812.25 ZAR		14.00	11/04/2017	Blanca Du Toit	test
INW0000270	CU5001	Cash Sales Account		P	test	570.00 ZAR		14.00	21/09/2016	Blanca Du Toit	test
INW0000265	CU5001	Cash Sales Account		P	test	513.00 ZAR		14.00	01/09/2016	Blanca Du Toit	test

Open Windows

User : Blanca 10/03/2023 Version : 2.5.1.4 Example Company

This screen does not have a status filter, instead all New and Printed Invoices will be displayed. You can filter by the **Invoice Status** Column.

Invoices - BPO: Version 2.5.1.4 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Print Refresh Save Layout Workspaces

Processing Format

Drag a column header here to group by that column

InvoiceNo	CustomerC...	CustomerName	DeptCode	InvoiceSt...	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName	Comments
INW0000522	CU5001	Cash Sales Account		P		534.92 ZAR		15.00	06/03/2023	Blanca Du Toit	test print drone and picking ...
INW0000521	CU5001	Cash Sales Account		P		383.01 ZAR		15.00	06/03/2023	Blanca Du Toit	test
INW0000504	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Blanca Du Toit	test
INW0000503	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Blanca Du Toit	Test etc invoice
INW0000490	CU5001	Cash Sales Account		N		172.50 ZAR		15.00	08/08/2018	Blanca Du Toit	test
INW0000440	CU5001	Cash Sales Account		P		8,625.00 ZAR		15.00	07/05/2018	Blanca Du Toit	test
INW0000439	CU5001	Cash Sales Account		P		28,750.00 ZAR		15.00	07/05/2018	Blanca Du Toit	test
INW0000391	CU5001	Cash Sales Account		N		0.00 ZAR		14.00	03/08/2017	Blanca Du Toit	test
INW0000387	CU5001	Cash Sales Account		P		589.95 ZAR		14.00	25/07/2017	Blanca Du Toit	test
INW0000383	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INW0000366	BT0001	Botswana Networking inc		P	test	2,365.00 USD		14.00	20/06/2017	Blanca Du Toit	test
INW0000365	BSG001	Big Bargains		P	test	342.00 ZAR		14.00	20/06/2017	Blanca Du Toit	test
INW0000358	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	15/06/2017	Judith Mudzengi	Retest Ticketing
INW0000357	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	15/06/2017	Judith Mudzengi	Retest ticketing
INW0000334	DER001	Derton Technologies		N		615.60 ZAR		14.00	22/05/2017	Judith Mudzengi	v2.1.0.5 test
INW0000332	CU5001	Tasty Treats		N	POS LITE	1,593.90 ZAR		14.00	21/04/2017	Judith Mudzengi	POS LITE
INW0000331	HOP001	Hope Works		P	pos diff customer	615.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000330	DER001	Derton Technologies		P	pos diff customer 1	2,053.20 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000329	DER001	Derton Technologies		P	pos diff customer	1,095.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000328	CU5001	Cash Sales Account		N	pos invoice	589.95 ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INW0000327	CU5001	Cash Sales Account		N	pos invoice	1,757.78 ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INW0000326	CU5001	Cash Sales Account		P	8976pos	753.83 ZAR		14.00	21/04/2017	Judith Mudzengi	8976pos
INW0000325	CU5001	Cash Sales Account		P		589.95 ZAR		14.00	21/04/2017	Judith Mudzengi	POS
INW0000317	CU5001	Cash Sales Account		P		812.25 ZAR		14.00	11/04/2017	Blanca Du Toit	test
INW0000270	CU5001	Cash Sales Account		P	test	570.00 ZAR		14.00	21/09/2016	Blanca Du Toit	test
INW0000265	CU5001	Cash Sales Account		P	test	513.00 ZAR		14.00	01/09/2016	Blanca Du Toit	test

Open Windows

User : Blanca 10/03/2023 Version : 2.5.1.4 Example Company

- Select the invoice you wish to Print.
- Click on the **Print** button.

Invoices - BPO: Version 2.5.1.4 - Example Company

Home Equipment / Locations Contract Finance / HR Inventory Maintenance / Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Print Refresh Save Layout Workspaces

Processing Format

Invoice header here to group by that column

InvoiceNo	CustomerC...	CustomerName	DeptCode	InvoiceStatus	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName	Comments
INV0000523	RIG0001	Big Bargains		N	54321	6,665.10	ZAR	15.00	10/03/2023	Blanca Du Toit	Items to be collected by de...
INV0000522	CU5001	Cash Sales Account		P		534.92	ZAR	15.00	06/03/2023	Blanca Du Toit	test print drone and pickin...
INV0000521	CU5001	Cash Sales Account		P		383.01	ZAR	15.00	06/03/2023	Blanca Du Toit	test
INV0000504	CU5001	Cash Sales Account		N		575.00	ZAR	15.00	17/05/2019	Blanca Du Toit	test
INV0000503	CU5001	Cash Sales Account		N		575.00	ZAR	15.00	17/05/2019	Blanca Du Toit	Test otc invoice
INV0000490	CU5001	Cash Sales Account		N		172.50	ZAR	15.00	08/08/2018	Blanca Du Toit	test
INV0000440	CU5001	Cash Sales Account		P		8,625.00	ZAR	15.00	07/05/2018	Blanca Du Toit	test
INV0000439	CU5001	Cash Sales Account		P		20,750.00	ZAR	15.00	07/05/2018	Blanca Du Toit	test
INV0000391	CU5001	Cash Sales Account		N		0.00	ZAR	14.00	03/08/2017	Blanca Du Toit	test
INV0000387	CU5001	Cash Sales Account		P		589.95	ZAR	14.00	25/07/2017	Blanca Du Toit	test
INV0000383	CU5001	Cash Sales Account		N		589.95	ZAR	14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INV0000366	BOT0001	Botivas Networking inc		P	test	2,565.00	USD	14.00	20/06/2017	Blanca Du Toit	test
INV0000365	BIG0001	Big Bargains		P	test	342.00	ZAR	14.00	20/06/2017	Blanca Du Toit	test
INV0000358	CU5001	Cash Sales Account		N		589.95	ZAR	14.00	15/06/2017	Judith Mudzengi	Retest Ticketing
INV0000357	CU5001	Cash Sales Account		N		589.95	ZAR	14.00	15/06/2017	Judith Mudzengi	Retest ticketing
INV0000334	DER001	Derton Technologies		N		615.60	ZAR	14.00	22/05/2017	Judith Mudzengi	v2.1.0.5 test
INV0000332	CU5001	Tasty Treats		N	POS LITE	1,593.90	ZAR	14.00	21/04/2017	Judith Mudzengi	POS LITE
INV0000331	HOP001	Hope Works		P	pos diff customer	615.60	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000330	DER001	Derton Technologies		P	pos diff customer 1	2,053.20	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000329	DER001	Derton Technologies		P	pos diff customer	1,095.60	ZAR	14.00	21/04/2017	Judith Mudzengi	pos diff customer
INV0000328	CU5001	Cash Sales Account		N	pos invoice	589.95	ZAR	14.00	21/04/2017	Judith Mudzengi	pos invoice
INV0000327	CU5001	Cash Sales Account		N	pos invoice	1,757.78	ZAR	14.00	21/04/2017	Judith Mudzengi	pos invoice
INV0000326	CU5001	Cash Sales Account		P	8976pos	753.83	ZAR	14.00	21/04/2017	Judith Mudzengi	8976pos
INV0000325	CU5001	Cash Sales Account		P		589.95	ZAR	14.00	21/04/2017	Judith Mudzengi	POS
INV0000317	CU5001	Cash Sales Account		P		812.25	ZAR	14.00	11/04/2017	Blanca Du Toit	test
INV0000270	CU5001	Cash Sales Account		P	test	570.00	ZAR	14.00	21/09/2016	Blanca Du Toit	test

Open Windows

User : Blanca 10/03/2023 Version : 2.5.1.4 Example Company

## TAX INVOICE PREVIEW

- The **Tax Invoice** for the sale will display in the **Preview** screen.

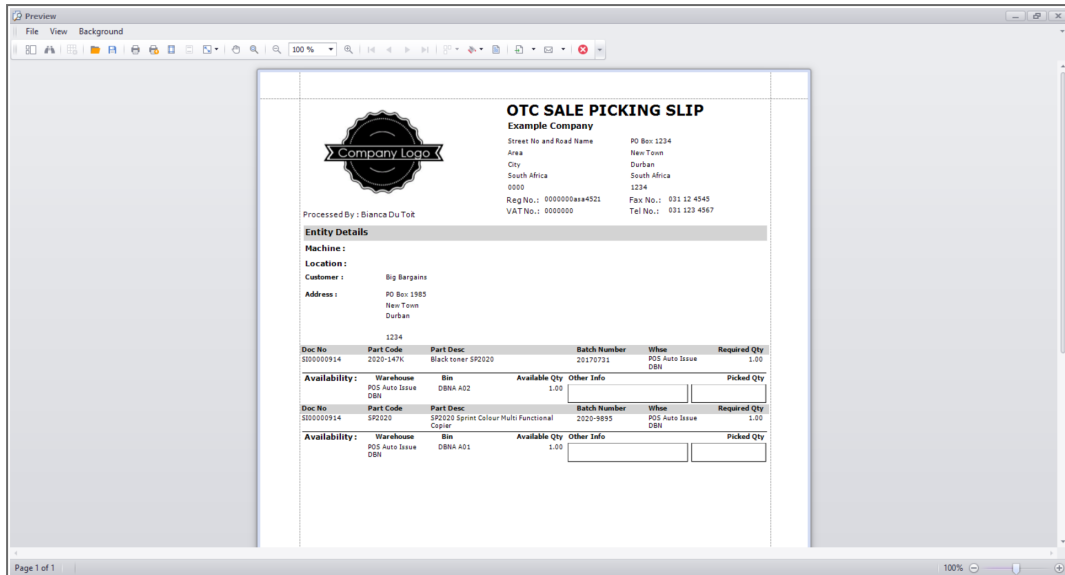


Note that when you print the Invoice for the first time, it will display **Tax Invoice**. The next time you print the Invoice, it will display **Copy - Tax Invoice**.

- From the preview screen you can make cosmetic changes to the document as well as **Save**, **Zoom**, **Add a Watermark**, **Export** or **Email** the tax invoice.
- Close** the Preview window when done.



- If you have the [POSPrintPicking](#) flag enabled, the **Picking Slip Preview** will display.
- From the preview screen you can make cosmetic changes to the document as well as **Save, Zoom, Add a Watermark, Export** or **Email** the tax invoice.
- **Close** the Preview window when done.



**OTC SALE PICKING SLIP**  
Example Company

Street No and Road Name: PO Box 1234  
Area: New Town  
City: Durban  
South Africa: 0600  
Reg No.: 00000000000000000000  
VAT No.: 00000000

PO Box 1234  
New Town  
South Africa  
1234  
Fax No.: 031 12 4545  
Tel No.: 031 123 4567

Processed By: Bianca Du Toit

**Entity Details**

**Machine:**

**Location:**

**Customer:** Big Bargains  
**Address:** PO Box 1585  
New Town  
Durban

Doc No	Part Code	Part Desc	Batch Number	Whse	Required Qty
000000014	SP200	Black toner SP2000	20170731	POS Auto Issue DBN	1.00
<b>Availability:</b> Warehouse: POS Auto Issue DBN Bin: DBNA A02 Available Qty: 1.00 Other Info: Picked Qty:					
Doc No	Part Code	Part Desc	Batch Number	Whse	Required Qty
000000014	SP200	SP200 Sprint Colour Multi Functional Colour	2020-9895	POS Auto Issue DBN	1.00
<b>Availability:</b> Warehouse: POS Auto Issue DBN Bin: DBNA A01 Available Qty: 1.00 Other Info: Picked Qty:					

## DELIVERY NOTE PREVIEW

- If you have the [POSPrintDeliveryNote](#) flag enabled, the **Delivery Note Preview** will display.
- From the preview screen you can make cosmetic changes to the document as well as **Save, Zoom, Add a Watermark, Export** or **Email** the tax invoice.
- **Close** the Preview window when done.

- You will return to the **Invoices** listing screen.
- Note that the **Invoice Status** for the invoice has changed to **P - Printed**.

MNU.068.002