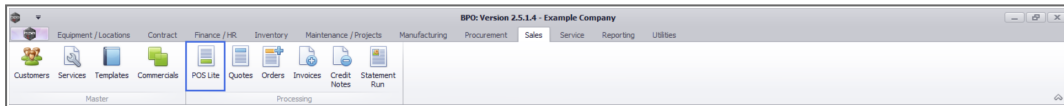


## SALES

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

The point of sale (POS) feature enables a Customers to do sales transactions or process payments for products where the Customer has a stock outlet facility to the public. Using the point of sale feature will normally apply to C-Class stock items but may include A-Class and B-Class stock as well.

**Ribbon Access:** Sales > POS Lite



1. The **Invoices** listing screen will be displayed.
2. From here you can view a list of all the **Cash Sale Invoices** that have been processed.
3. Click on **Add**.



Short cut key: **Right click** to display the **Process** menu list. Click on **Add**.

The screenshot displays a software interface for managing invoices. The window title is "Invoices - BPO: Version 2.5.1.4 - Example Company". The interface includes a menu bar with options like Home, Equipment/Locations, Contract, Finance/HR, Inventory, Maintenance/Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu bar are buttons for Add, Print, Refresh, Save Layout, and Workspaces. The main area contains a table with the following columns: InvoiceNo, CustomerC..., CustomerName, DeptCode, InvoiceStatus, InvoiceDescription, InvoiceValue, Currency, TaxRate, InvoiceDate, SalesmanName, and Comments. The table lists various invoices, including test invoices and actual sales transactions.

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 dnote 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 otc 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		6,625.00 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	BO70001	Bothat Networking inc		P	test	2,565.00 USD		14.00	20/06/2017	Blanca Du Toit	test
INW0000365	BSG0001	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 dff customer	615.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos dff customer
INW0000330	DER001	Derton Technologies		P	pos dff customer 1	2,053.20 ZAR		14.00	21/04/2017	Judith Mudzengi	pos dff customer
INW0000329	DER001	Derton Technologies		P	pos dff customer	1,095.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos dff 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

4. The **New Transaction** screen will display.

## INVOICE HEADER INFORMATION

- **Account Code:** This field will populate by default based on the Customer Account configured in the **Sales Office**, which should ideally be a Cash Sale Customer.
  - Click on the down **arrow** to display the **Account Code** menu.
    - Select an alternative customer code from this list, if a specific customer is being invoiced.

InvoiceNo	CustomerC...	CustomerName	DeptCode	InvoiceSt...	InvoiceDescription...	InvoiceValue...	Currency	TaxRate	InvoiceDate	SalesmanName	Comments
INW0000522	CU5001	Cash Sales Account		P				15.00	06/03/2023	Blanca Du Toit	test print dnote and picking ...
INW0000521	CU5001	Cash Sales Account		P				15.00	06/03/2023	Blanca Du Toit	test
INW0000504	CU5001	Cash Sales Account		N				15.00	17/05/2019	Blanca Du Toit	test
INW0000503	CU5001	Cash Sales Account		N				15.00	17/05/2019	Blanca Du Toit	Test otc invoice
INW0000490	CU5001	Cash Sales Account		N				15.00	08/08/2018	Blanca Du Toit	test
INW0000440	CU5001	Cash Sales Account		P				15.00	07/05/2018	Blanca Du Toit	test
INW0000439	CU5001	Cash Sales Account		P				15.00	07/05/2018	Blanca Du Toit	test
INW0000391	CU5001	Cash Sales Account		N				14.00	03/08/2017	Blanca Du Toit	test
INW0000387	CU5001	Cash Sales Account		P				14.00	25/07/2017	Blanca Du Toit	test
INW0000383	CU5001	Cash Sales Account		N				14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INW0000366	ROT001	Bothast Networking inc		P				14.00	20/06/2017	Blanca Du Toit	test
INW0000365	BIG0001	Big Bergans		P				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

- **Customer Name:** If an account code for a customer was selected, then the customer name will auto populate, alternatively if this is a walk in customer - type a customer name.
- **Contact Name:** If an account code for a customer was selected, then this field will be populated with the name of the contact person for the Customer, alternatively if this is a walk in customer - type the name of the contact person.
- **VAT No:** This field will populate with the VAT number linked to the customer if a Customer Code was selected, alternatively type in the VAT number if required.
- **Invoice Date and Time:** These fields will auto populate with the current date and time the invoice was created.
  - **Invoice Date:** Type in or click on the drop-down **arrow** to use the calendar function to select an alternative date, if required.
  - **Invoice Time:** Type in or use the **arrow** indicators to select an alternative time, if required.
- **Order No:** Click in the field to type in the order number if an order is linked to the cash sales invoice.

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	Bianca Du Toit	test print dnote and picking ...
INW0000521	CU5001	Cash Sales Account		P		383.01 ZAR		15.00	06/03/2023	Bianca Du Toit	test
INW0000504	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Bianca Du Toit	test
INW0000503	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Bianca Du Toit	Test otc invoice
INW0000490	CU5001	Cash Sales Account		N		172.50 ZAR		15.00	08/08/2018	Bianca Du Toit	test
INW0000440	CU5001	Cash Sales Account		P		8,625.00 ZAR		15.00	07/05/2018	Bianca Du Toit	test
INW0000439	CU5001	Cash Sales Account		P		28,750.00 ZAR		15.00	07/05/2018	Bianca Du Toit	test
INW0000391	CU5001	Cash Sales Account		N		0.00 ZAR		14.00	03/08/2017	Bianca Du Toit	test
INW0000387	CU5001	Cash Sales Account		P		889.95 ZAR		14.00	25/07/2017	Bianca Du Toit	test
INW0000383	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INW0000366	BOT0001	Botshat Networking inc		P	test	2,565.00 USD		14.00	20/06/2017	Bianca Du Toit	test
INW0000365	BIG0001	Big Bargains		P	test	342.00 ZAR		14.00	20/06/2017	Bianca 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 dff customer	615.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos dff customer
INW0000330	DER001	Derton Technologies		P	pos dff customer 1	2,053.20 ZAR		14.00	21/04/2017	Judith Mudzengi	pos dff customer
INW0000329	DER001	Derton Technologies		P	pos dff customer	1,095.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos dff 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	Bianca Du Toit	test
INW0000270	CU5001	Cash Sales Account		P	test	570.00 ZAR		14.00	21/09/2016	Bianca Du Toit	test
INW0000265	CU5001	Cash Sales Account		P	test	513.00 ZAR		14.00	01/09/2016	Bianca Du Toit	test

User : Bianca | 10/03/2023 | Version : 2.5.1.4 | Example Company

- **Billing Address:** If a Customer Code was selected, then the billing address will populate with the address linked to the customer, alternatively type in a billing address for the customer.
- **Postal Code:** The postal code will populate with the Postal Code linked to the Customer Code selected, alternatively type the postal code for the customer.
- **Salesman:** The salesman field will populate with the employee currently logged onto the system. Click on the drop-down **arrow** to select a different salesman, if required.

## ADD ITEMS TO THE INVOICE

### *Item Code, Stock Codes and Part Number*

5. Click in the **Item Code** text box to display the down arrow.
6. Click on the down **arrow** to display a list of **stock codes** specific to the POS Auto Issue warehouse on the drop down menu.
7. Select the required **part number** from the list.
  - The example has item **2020-147K** selected.

## BATCH SERIAL NUMBER

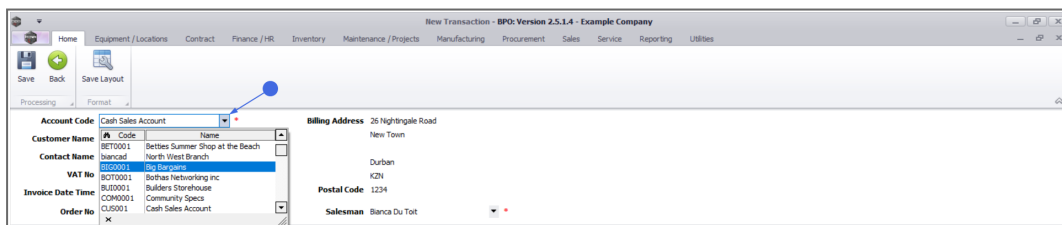
This field serves **two** purposes depending on the **part type**:

- **Batch Number selection** for **C-class** (or non-serialised stock items). Note that this is only required for Batch Tracking environments where multiple stock batch exist.
- **Serial Number selection** for **A-class** and **B-class** (or serialised stock items). This applies to all environments.

### **Batch Tracking environment for C-Class items**

The example explains the process for batch tracking environments for C-class items.

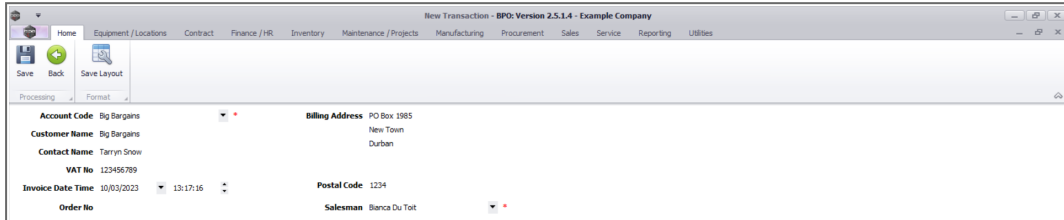
8. The **Item Type**, **Item Code** and **Invoice Line Description** fields will populate according to the **Item Code** selected above.
9. **Batch Serial No:** If your system is configured for **Batch Tracking C-Class items**, and you are invoicing a **non-serialised** item, then you will need to select the stock batch that you are issuing from the **Batch Serial No** column.
  - i. Click in the **Batch Serial No** field to display a down arrow.
  - ii. The **Batch Serial No** drop-down menu will display.
  - iii. Select the **batch number** from which you wish to issue this stock item.



### **QUANTITY, UNIT SELLING PRICE AND DEPARTMENT**

10. **Quantity:** The quantity is set to **1** by default. Click in the text box to type in or use the directional arrows to select the quantity required.

11. **Unit Selling Price:** The unit selling price field will auto populate, but the amount can be modified, if applicable.
12. **Department:** The department will display **Sales**, as configured by the [Sales Office](#).




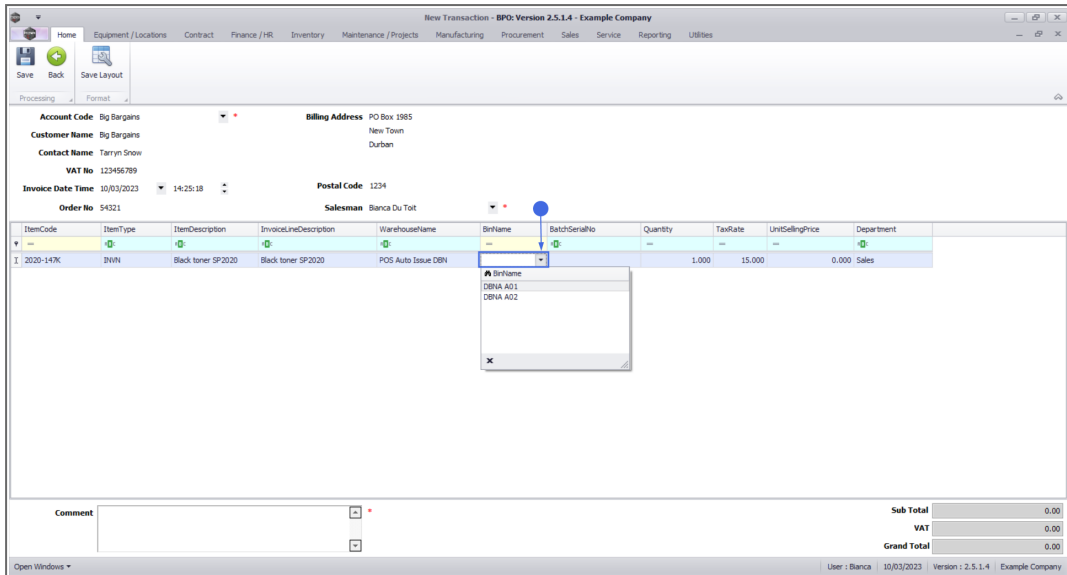
## Additional Invoice Items

13. After completing an Item line, press the **Enter** or **Tab** key or click anywhere in the data grid to open a new Item line. Continue adding items as required.

## DELETE ITEM

Incorrect line items can be removed from the invoice before it has been saved.

14.  **Right click** on the line item you wish to remove to display the **Process** menu.
15. Click on **Delete** - Delete Item

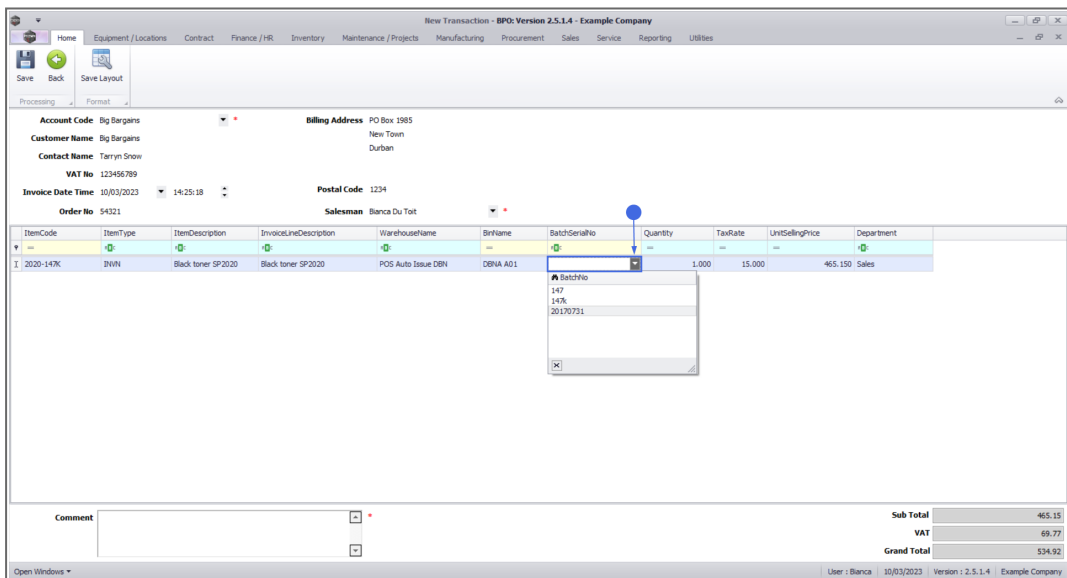


16. When you receive the **Delete Row** message to confirm;

- **Are you sure you want to delete this row for item [item code].**

17. Click on **Yes** to delete the row item, or

- Click on **No** to ignore the request and to leave the item row on the invoice.





## COMMENT TEXT BOX

18. Click in the **Comment** text box to type in a comment for the invoice.  
The comment will display on the Invoice when it is printed.



Note that this is a mandatory field.

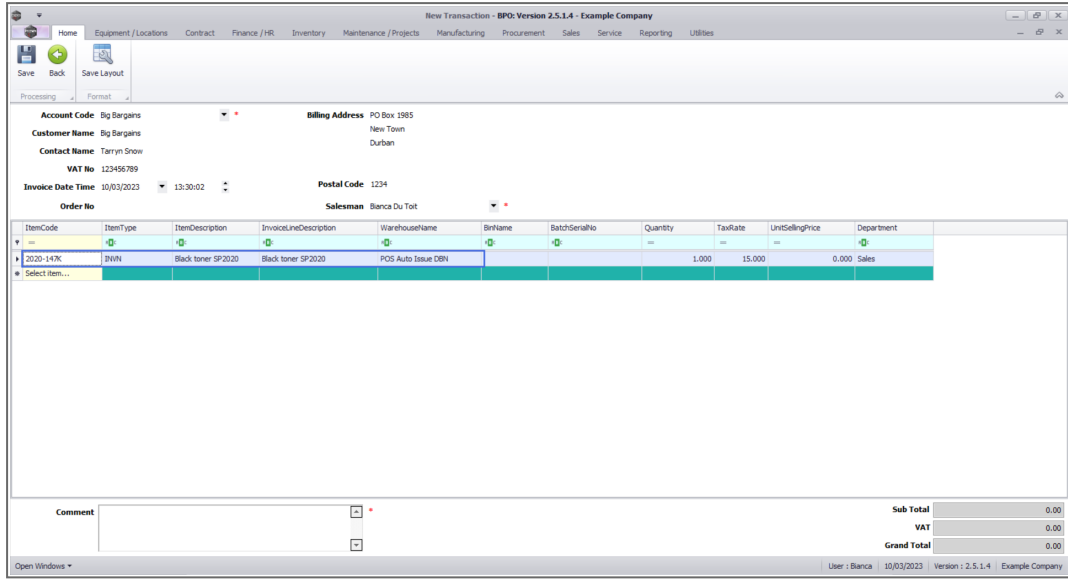
## SAVE THE INVOICE

19. Click on **Save**.

20. When you receive the **Customer Processing** message to confirm;
- **New invoice has been created : [customer code]**

21. Click on **OK**.

The **Invoices** listing screen will be updated with the newly created POS Invoice.



MNU.068.001