

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)**.

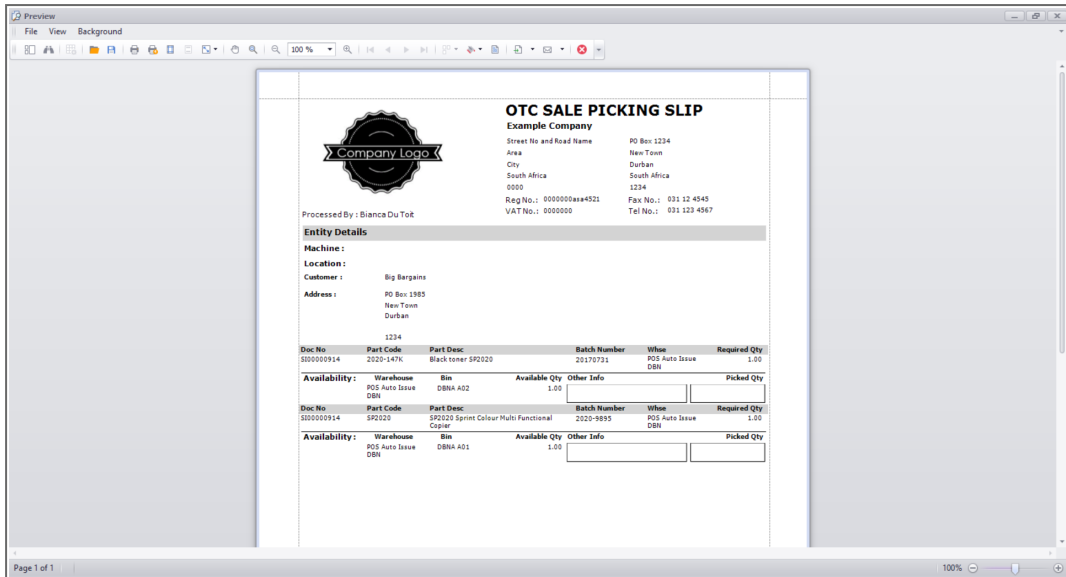
Ribbon Access: Sales > POS Lite

1. The **Invoices** listing screen will display.
2. Here you can view a list of all the **Cash Sale Invoices** that have been processed.
3. Select the **row** of the invoice you wish to print.

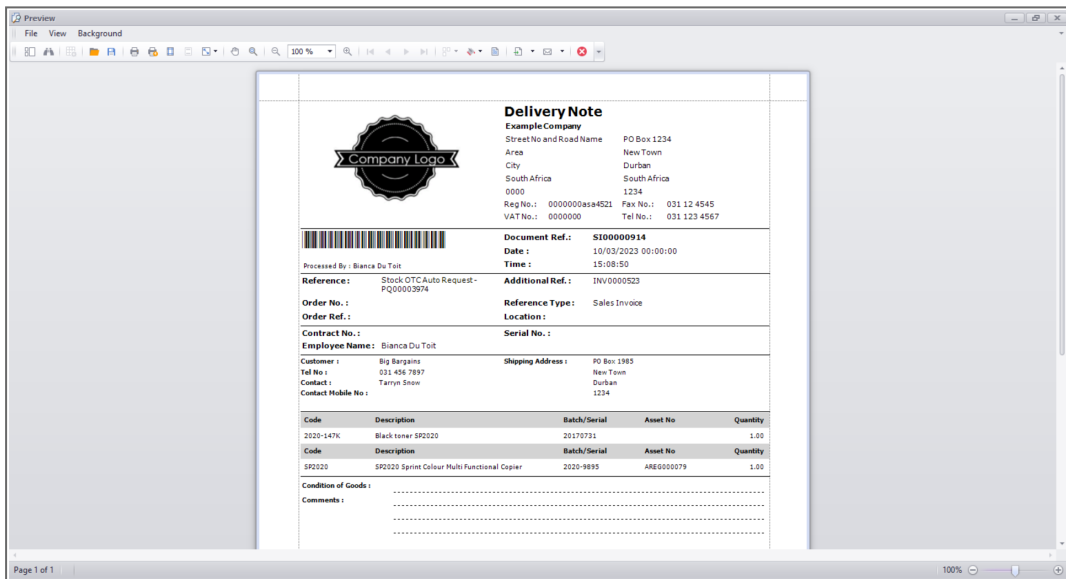


Note that the **Invoice Status** is currently **N - New**.

4. Click on **Print**.



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



MNU.068.002

