

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.



4. Click on **Print**.



| 2 Preview | | | | | | | - 8 | × |
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| | 4 | | Tax 1 | Invoice | | Page 1 of 1 | | |
| | 5 | ~ 1 | Example Co | mpany | | | | |
| | Com | | Area | so name | New Town | | | |
| | 1 | // | City | | Durban | | | |
| | ~ | | South Africa 1234 | | South Africa 1234 | | | |
| | | | Reg No.: 00000 | 00asa4521 | Fax No.: 031 12 4545 | | | |
| | | | VAT No.: 00000 | 00 | Tel No.: 031 123 4567 | | | |
| | | | Document Ref Date : | 10/03/20 | 23 00:00:00 | | | |
| | | | Account Mana | ger: Bianca (| Du Toit | | | |
| | | | Your Ref: | 54321 | | | | |
| | Sales Person : | Bianca Du Toit | Call Ref : Machine No. : | | | | | |
| | Altertine | Tartus Spore | Ship Contact | Tarryn Son | | | | |
| | Cust Code : | B0G0001 | Ship Contact | BIG0001 | | | | |
| | Customer : | Big Bargains | | Big Bargain | 18 | | | 14 |
| | Address : | PO Box 1985 New Town | Shipping Address : | PO Box 198 New Town | 5 | | | |
| | | Durban | | Durban | | | | |
| | | 1234 | | 1234 | | | | |
| | Tel No. : | 031 123 4567 | Tel No. : | 031 123 45 | 67 | | | |
| | Fax No. : VAT No. : | 122486780 | Fax No. : | bianca dut | ait@co2 | | | |
| | | 123436/63 | Email : | co.za | | | | |
| | Item Code | Item Description | Quantity | Unit Price Dis | count % Net Price | Total | | |
| | 2020-147K | Black toner SP2020 20170731 | 1.00 | 395.74 .00 | 395.74 | 455.10 | | |
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TAX INVOICE PREVIEW

5. 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.

- 6. 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.
- 7. Close the Preview window when done.



| 2 Preview | | | | | | | | | - @ x |
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| | | | OTC SAL | | ING SLIP | | | | |
| | \lesssim | 5 | Street No and Road | d Name | PO Box 1234 | | | | |
| | Company Lo | go 🕻 | Area | | New Town | | | | |
| | $\langle \cdot \rangle$ | | South Africa | | South Africa | | | | |
| | | | 0000 | | 1234 | | | | |
| | Processed By : Bianca Du Toit | | Reg No.: 000000 VAT No.: 000000 | 0asa4521 0 | Fax No.: 031 12 4545 Tel No.: 031 123 4567 | | | | |
| | Entity Details | | | | | | | | |
| | Machine : | | | | | | | | |
| | Location : | | | | | | | | |
| | Customer: big bargi | uns | | | | | | | |
| | Address: PO Box 1 New Tow | 185 | | | | | | | |
| | Durban | | | | | | | | |
| | 1234 | | | | | | | | |
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- 8. You will return to the *Invoices* listing screen.
- 9. Note that the *Invoice Status* for the invoice has changed to **P Printed**.

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| | | | Date : | 10/03/20 | 23 00:00:00 | | | | |
| Proc | cessed By : Bianca D | u Toit | Time : | 15:08:50 | | | | | |
| Ref | ference : | Stock OTC Auto Request - PQ00003974 | Additional Rel | .: INV0000 | 523 | | | | |
| Ord | der No. : | | Reference Typ | e: Sales Inv | oice | | | | |
| Ord | der Ref. : | | Location : | | | | | | |
| Con | ntract No.: | | Serial No. : | | | | | | |
| Emj | ployee Name : | Bianca Du Toit | | | | | | | U |
| Custo | tomer: B | ig Bargains 21 456 7897 | Shipping Address | PO Box 191 | 15 | | | | |
| Cont | tact: T | arryn Snow | | Durban | | | | | |
| Cont | tact Mobile No : | | | 1234 | | | | | |
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