

SALES

POS LITE – ADD POINT OF SALE (POS) INVOICE

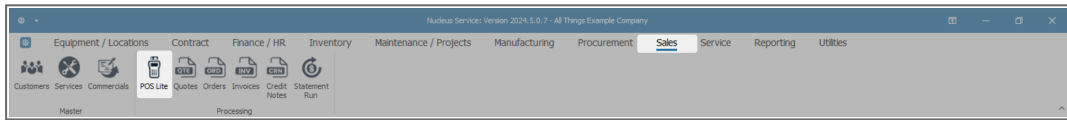
The POS (Point of Sales) Invoice screen was created as a simplified Over the Counter Invoice screen. With OTC Invoicing, stock must be manually issued after the invoice is created, but with POS Invoicing, stock is auto issued from the Auto Issue Warehouse. Only Inventory Items can be invoiced via this process.

Configuration Required:

- Company configuration flag:
 - AutoSaleIssue – enables auto sale stock issuing.
- Auto Issue [Warehouse Config](#) (1 auto issue warehouse per site)
 - Is Stock = 'Yes'
 - Is Asset = 'No'
 - Quarantine Location = 'No'
 - Is Default = 'No'
 - Auto Issue = 'Yes'
- [Sales Office](#) Config:
 - Identification of a customer as a cash sales account to be configured on the Sales Office. Ensure a Cash Sale Customer Account has been set up, linked to all sites and configured as the Cash Sales Account in the Sales Office(s).

- **User Config:**
 - The default site of the user is used to determine the auto issue warehouse and the cash sales account. Ensure that each user has a default site configured 'Default Site' in User Right screen for that user. (that they have security right access to).
 - For a multi-site environment, users must be in a site specific group (configured in user rights – AccessType: 'SITE').

Ribbon Select Sales > POS Lite



- The **POS Lite Invoices** listing screen will be displayed.

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceStatus	InvoiceStatusDesc	InvoiceValue	Currency	Status	TaxRate	InvoiceDate	Comments	SalesmanName	
KZIN0000023	6065001000	Sell Off Customer	Sales	P	Printed	4,830.00	ZAR	A		15.00	31 Jul 2024	POS Lite MHRA068001	Eden Rowan
KZIN0000024	6005715519	Carma Ousevff CC	Sales	N	New	6,486.00	ZAR	A		15.00	31 Jul 2024	INVPSL068001	Brian Portillo
KZIN0000025	6075468708	MHRA Burhill CC	Sales	P	Printed	10,488.00	ZAR	A		15.00	31 Jul 2024	Invoice068001	Brightie B
KZIN0000026	6065001001	Cash Sale Account	Sales	N	New	10,005.00	ZAR	A		15.00	31 Jul 2024	CashSaleInvoicePSLite	Eden Rowan
KZIN0000027	6099963015	Painter Burghall Solutions	Sales	N	New	4,226.25	ZAR	A		15.00	31 Jul 2024	CustomerInvoicePSLite	Drew Nelson
KZIN0000028	6075468708	MHRA Burhill CC	Sales	N	New	6,210.00	ZAR	A		15.00	31 Jul 2024	MHRA PSLite	Eden Rowan
KZIN0000029	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A		15.00	31 Jul 2024	CashSalePSLite	Eden Rowan
KZIN0000030	6085742234	Form Fair Publishing	Sales	N	New	5,313.00	ZAR	A		15.00	31 Jul 2024	FormFair PSLite068	Eden Rowan
KZIN0000031	6065001000	Sell Off Customer	Sales	N	New	5,313.00	ZAR	A		15.00	31 Jul 2024	PSLite068001	Faith Myers
KZIN0000032	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A		15.00	31 Jul 2024	Invoice068001	Brian Portillo
KZIN0000033	6075468708	MHRA Burhill CC	Sales	N	New	4,830.00	ZAR	A		15.00	31 Jul 2024	MHRA Lite 068001	Damen Holland
KZIN0000035	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A		15.00	03 Jun 2024	Customer PSLite068	Brightie B
KZIN0000036	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A		15.00	03 May 2024	PSLite	Drew Nelson
KZIN0000037	6065001001	Cash Sale Account	Sales	N	New	5,313.00	ZAR	A		15.00	31 Jul 2024	SP2020 PSL	Eden Rowan
KZIN0000038	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A		15.00	31 Jul 2024	PSLITE068	Eden Rowan
KZIN0000039	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A		15.00	30 Apr 2024	SelfOffCustomerPSL	Eden Rowan
KZIN0000040	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A		15.00	05 Apr 2024	CashSale 068001	Eden Rowan
KZIN0000041	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A		15.00	19 Apr 2024	CashSale068000	Eden Rowan
KZIN0000042	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A		15.00	14 Jun 2024	CustomerPSL	Eden Rowan
KZIN0000043	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A		15.00	18 Jun 2024	CashSale	Eden Rowan
KZIN0000044	6055478013	Warm Blade Systems	Sales	N	New	4,830.00	ZAR	A		15.00	25 Jun 2024	WarmBladePSL	Eden Rowan

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 or as required.

The screenshot shows the 'Invoices' application interface. A data grid displays a list of invoices. A context menu is open over the row with InvoiceID 'KZIN000026', showing options: Add, Add New OTC Invoice, and Clear Filters. The grid columns include InvoiceID, CustomerCode, CustomerName, DeptName, InvoiceStatus, InvoiceStatusDesc, InvoiceValue, Currency, Status, TaxRate, InvoiceDate, Comments, and SalesmanName.

InvoiceID	CustomerCode	CustomerName	DeptName	InvoiceStatus	InvoiceStatusDesc	InvoiceValue	Currency	Status	TaxRate	InvoiceDate	Comments	SalesmanName
KZIN000023	6065001000	Sell Off Customer	Sales	Printed	P	4,830.00	ZAR	A	15.00	31 Jul 2024	POS Lite MHU068001	Eden Rowan
KZIN000024	6005715519	Carms Oacroft CC	Sales	New	N	6,486.00	ZAR	A	15.00	31 Jul 2024	BNPSL068001	Brian Portillo
KZIN000025	6075468708	MHRA Burhill CC	Sales	Printed	P	10,488.00	ZAR	A	15.00	31 Jul 2024	Invoice068001	Brightie B
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KZIN000027	6099963015	Painter Burghill Solutions	Sales	New	N	4,226.25	ZAR	A	15.00	31 Jul 2024	CustomerInvoicePSLite	Drew Nelson
KZIN000028	6075468708	MHRA Burhill CC	Sales	New	N	6,210.00	ZAR	A	15.00	31 Jul 2024	MHRA PS Lite	Eden Rowan
KZIN000029	6065001001	Cash Sale Account	Sales	New	N	4,830.00	ZAR	A	15.00	31 Jul 2024	CashSalePSLite	Eden Rowan
KZIN000030	6085742234	Form Fair Publishing	Sales	New	N	5,313.00	ZAR	A	15.00	31 Jul 2024	FormFair PS Lite068	Eden Rowan
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KZIN000035	6065001000	Sell Off Customer	Sales	New	N	4,830.00	ZAR	A	15.00	03 Jun 2024	Customer PS Lite068	Brightie B
KZIN000036	6065001000	Sell Off Customer	Sales	New	N	4,830.00	ZAR	A	15.00	03 May 2024	PS Lite	Drew Nelson
KZIN000037	6065001001	Cash Sale Account	Sales	New	N	5,313.00	ZAR	A	15.00	31 Jul 2024	SP2020 PSL	Eden Rowan
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KZIN000040	6065001001	Cash Sale Account	Sales	New	N	4,830.00	ZAR	A	15.00	05 Apr 2024	CashSale 068001	Eden Rowan
KZIN000041	6065001000	Sell Off Customer	Sales	New	N	4,830.00	ZAR	A	15.00	19 Apr 2024	CashSale068000	Eden Rowan
KZIN000042	6065001000	Sell Off Customer	Sales	New	N	4,830.00	ZAR	A	15.00	14 Jun 2024	CustomerPSL	Eden Rowan
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KZIN000044	6055478013	Warn Blade Systems	Sales	New	N	4,830.00	ZAR	A	15.00	25 Jun 2024	WarnBladePSL	Eden Rowan

ADD INVOICE

- Click on the **Add** button.



Short cut key: Right click on a row in the data grid to display the **Process** menu list. Click on **Add**.

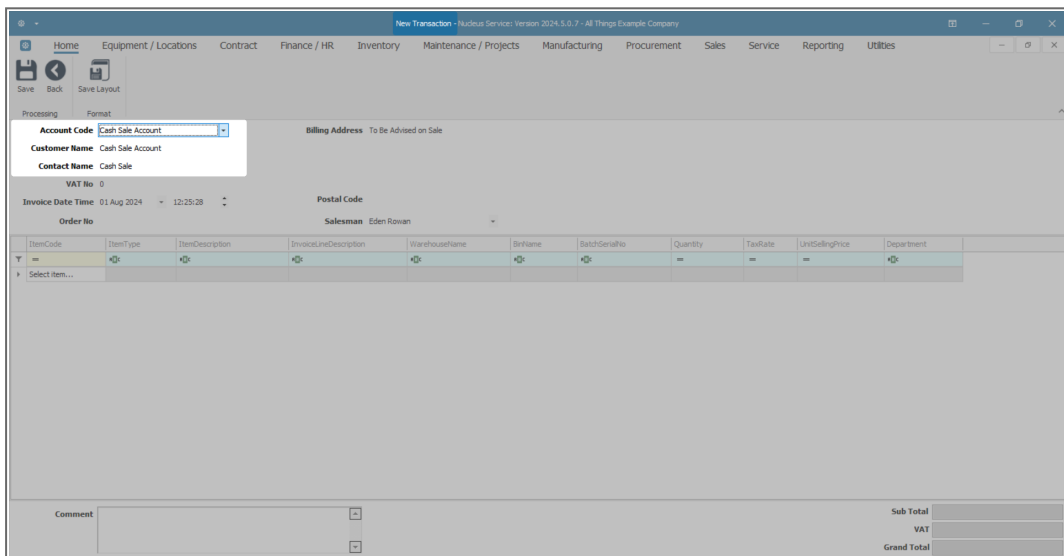
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KZIN000042	6065001000	Sell Off Customer	Sales	New	N	4,830.00	ZAR	A	15.00	14 Jun 2024	CustomerPSL	Eden Rowan
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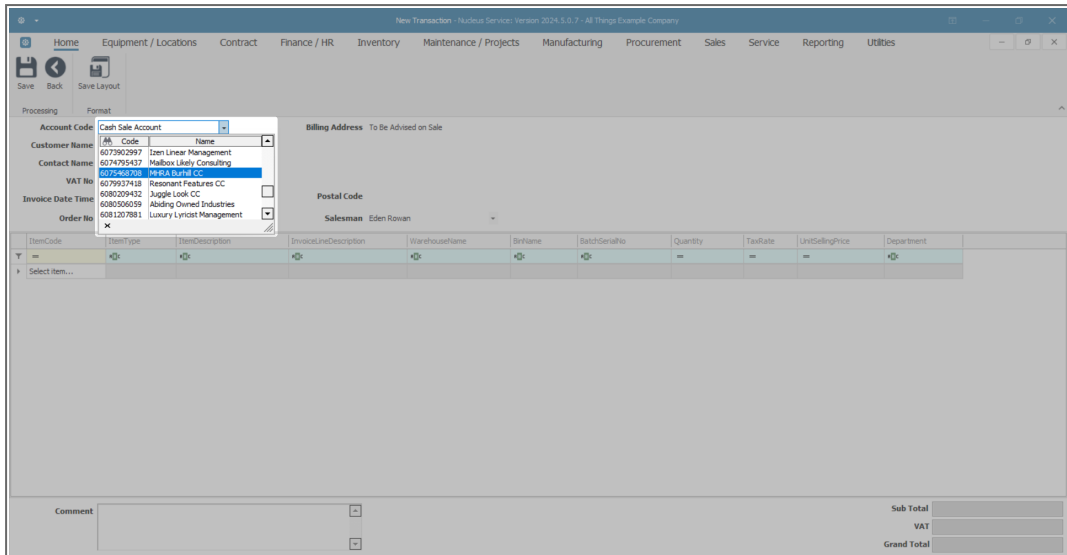
- The **POS Lite Invoice Maintain** screen will display.

INVOICE HEADER INFORMATION

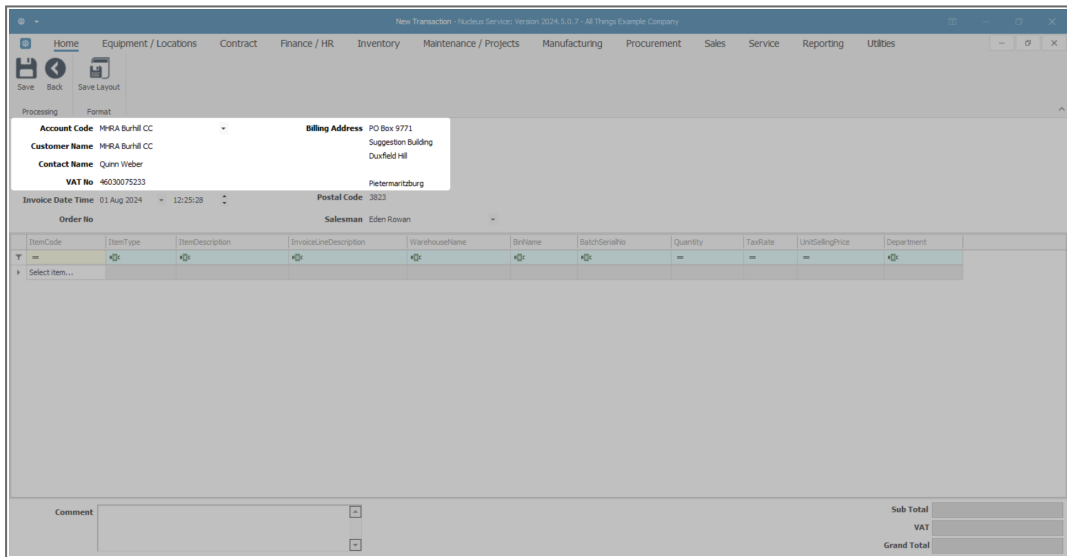
- The customer information and Salesman fields will auto populate based on the Default Customer Account configured in the [Sales Office](#), which should ideally be a Cash Sale Customer.
- If this is a **walk in** customer, you can then type in the information you would like to keep on record, such as the Contact Name and Billing Address. The financial transaction will post to the Cash Sale Account, but you will have the walk in customer's details on record.



- If this is an **existing** customer, you use the Account Code **drop-down menu** to select the customer.

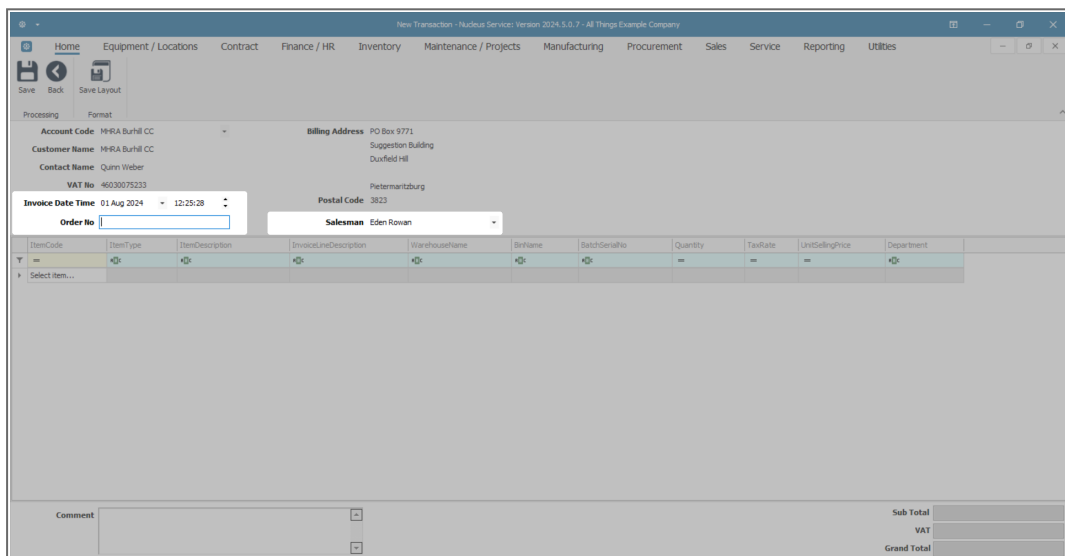


- The selected customer's detail will populate, including the Primary Contact and Billing Address. If required, you can type in the details for this specific invoice. This will not change any information on the customer itself, but you will have the details on record for this transaction.



- **Invoice Date and Time:** These fields will auto populate with the current date and time the invoice was created.

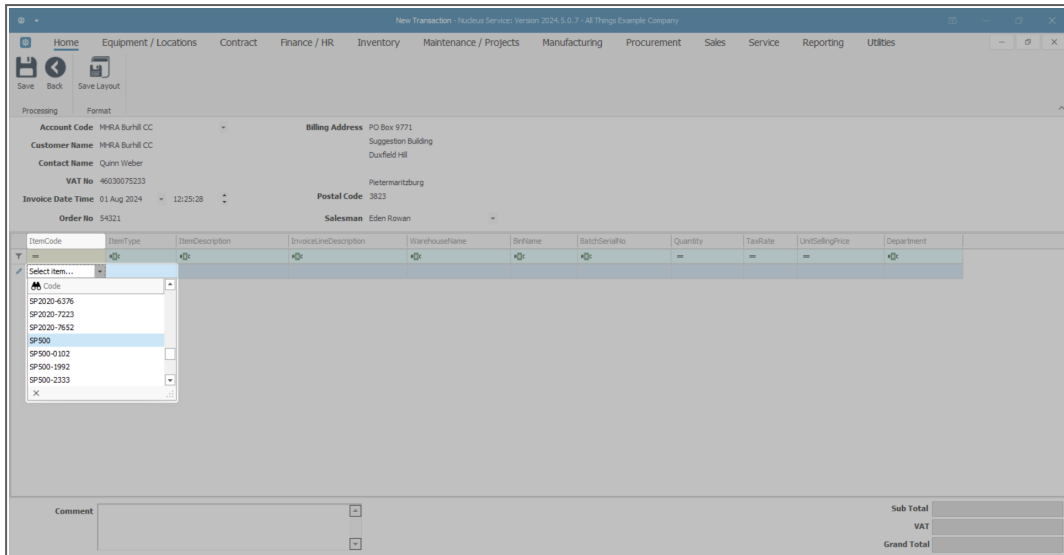
- **Invoice Date:** Type in or click on the **drop-down arrow** to use the calendar function to select an alternative date, if required.
- **Invoice Time:** Type in or use the **arrow** indicators to select an alternative time, if required.
- **Order No:** Click in the field to type in the order number if an order is linked to the cash sales invoice.
- **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.



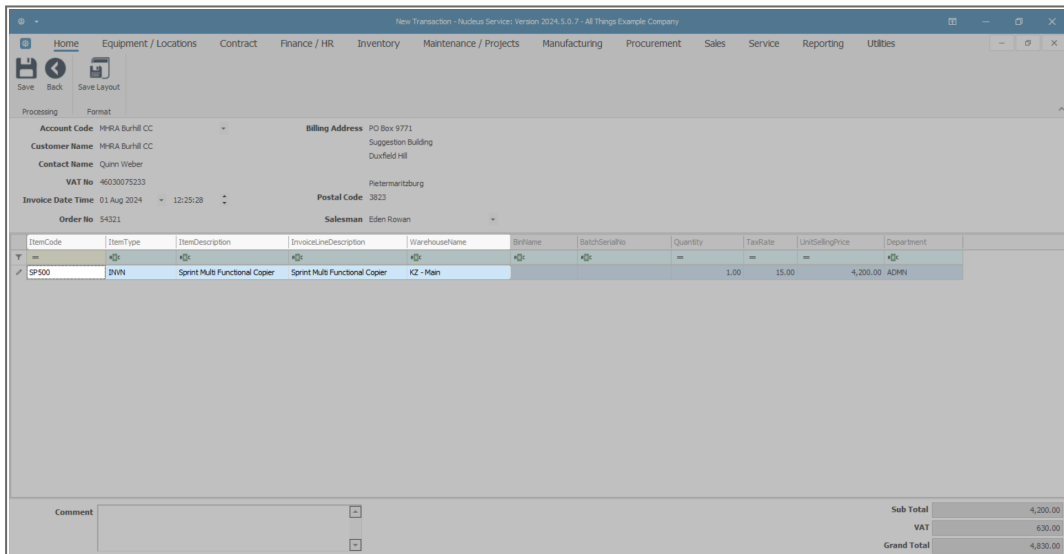
ADD ITEMS TO THE INVOICE

Item Code, Stock Codes and Part Number

- Click in the **Item Code** text box, and then on the **drop-down arrow** to display the list of **part codes** available in the **POS Auto Issue Warehouse**.
- Select the **part code** required.

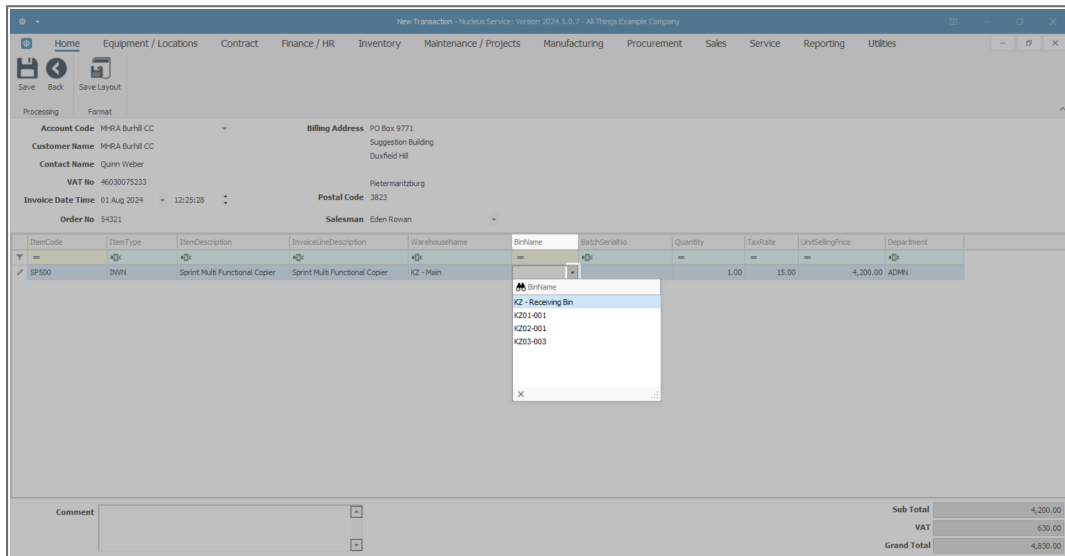


- Once you have selected the **Part Code** the **Item Code**, **Item Type**, **Item Description** and **Invoice Line Description** will populate based on the Item selected.
- The **Warehouse Name** will populate with the POS Auto Issue warehouse.



- From BPO2 v2.5.1.3, you have the ability to select the **Bin Name**, if you have multiple bins within the **POS Auto Issue Warehouse**.
- **Note** that only bins with stock will display.

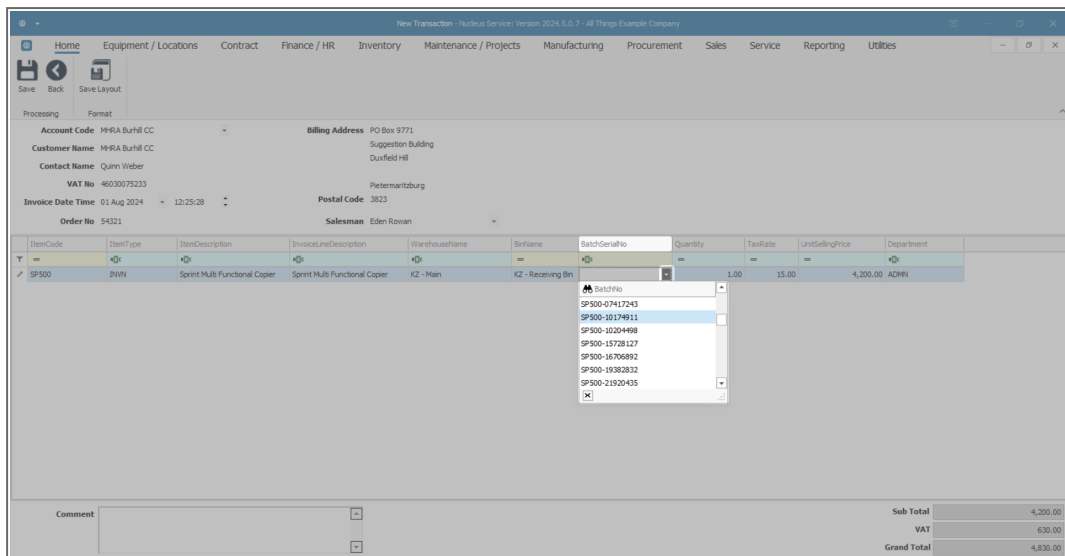
- For non serialised items, where Batch Tracking is not enabled, select the **Bin Name**.
 - or, if Batch Tracking is enabled, once the Batch Number is selected, the system will set the associated bin.
 - or, if selecting a Serial Number, the system will set the associated bin.



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 batches exist.
 - **Serial Number selection for A-Class and B-Class** (or serialised stock items). This applies to all environments.
- Taking the above notes into account, select the **Batch Number**, if required for **C-Class** items; or **Serial Number** for **A-Class** or **B-Class** items.



QUANTITY, UNIT SELLING PRICE AND DEPARTMENT

- **Quantity:** The quantity is set to **1** by default.
 - **Serialised Items (A- and B-Class)** - This will always be 1 as an individual serial number is selected.
 - **Non-serialised Items (C-Class)** - You can click in the text box to type in the quantity required, but cannot exceed the amount of stock in the bin, (and where batch tracking is enabled), the batch selected.
- **Unit Selling Price:** The unit selling price field will auto populate based on the commercial set on the customer. This amount can be modified, if applicable.
- **Department:** The department name will display as configured by the Sales Office.

The screenshot shows the POS Lite interface with the following details:

- Account Code:** MIRA Burhill CC
- Customer Name:** MIRA Burhill CC
- Contact Name:** Quinn Weber
- VAT No:** 46030075233
- Invoice Date Time:** 01 Aug 2024 12:25:28
- Order No:** 54321
- Billing Address:** PO Box 9771, Suggestion Building, Duxfield Hill, Pietermaritzburg, Postal Code 3823
- Salesman:** Eden Rowan

ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
SP500	INVIN	Sprint Multi Functional Copier	Sprint Multi Functional Copier	KZ - Main	KZ - Receiving Bin	SP500-10174911	1.00	15.00	4,200.00	ADMN

Totals: Sub Total: 4,200.00; VAT: 630.00; Grand Total: 4,830.00

Additional Invoice Items

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


The screenshot shows the POS Lite interface with the following details:

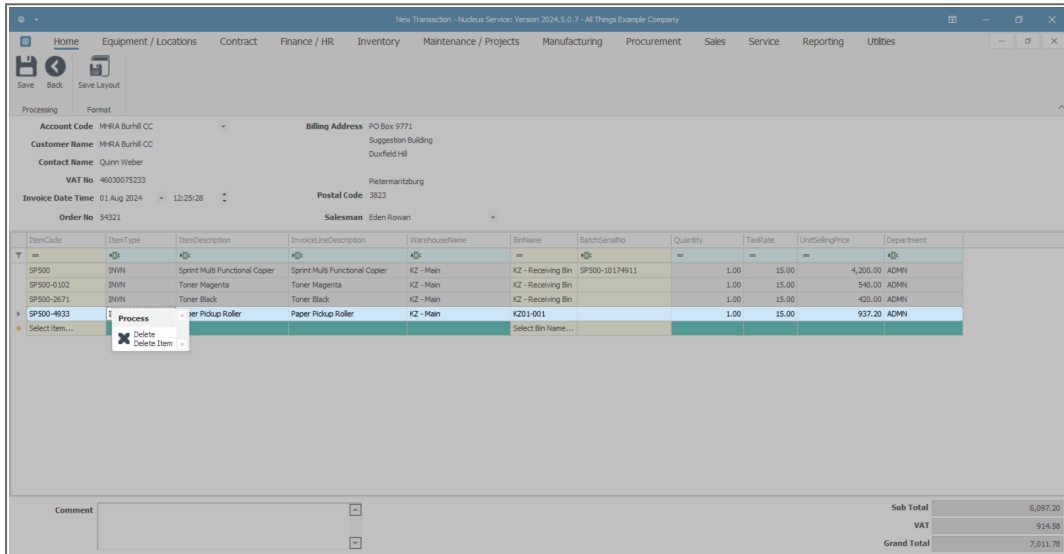
- Account Code:** MIRA Burhill CC
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ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
SP500	INVIN	Sprint Multi Functional Copier	Sprint Multi Functional Copier	KZ - Main	KZ - Receiving Bin	SP500-10174911	1.00	15.00	4,200.00	ADMN
Select Item...						Select Bin Name...				

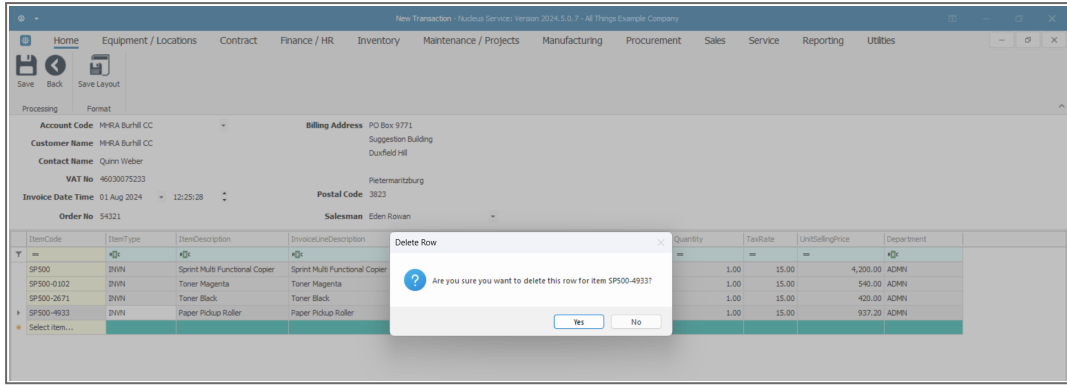
Totals: Sub Total: 4,200.00; VAT: 630.00; Grand Total: 4,830.00

DELETE ITEM

- Incorrect line items can be removed from the invoice before saving it.
-  **Right click** on the line item you wish to remove to display the **Process** menu.
- Click on **Delete - Delete Item**.



- When you receive the **Delete Row** message to confirm -
 - **Are you sure you want to delete this row for item []**.
- 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.

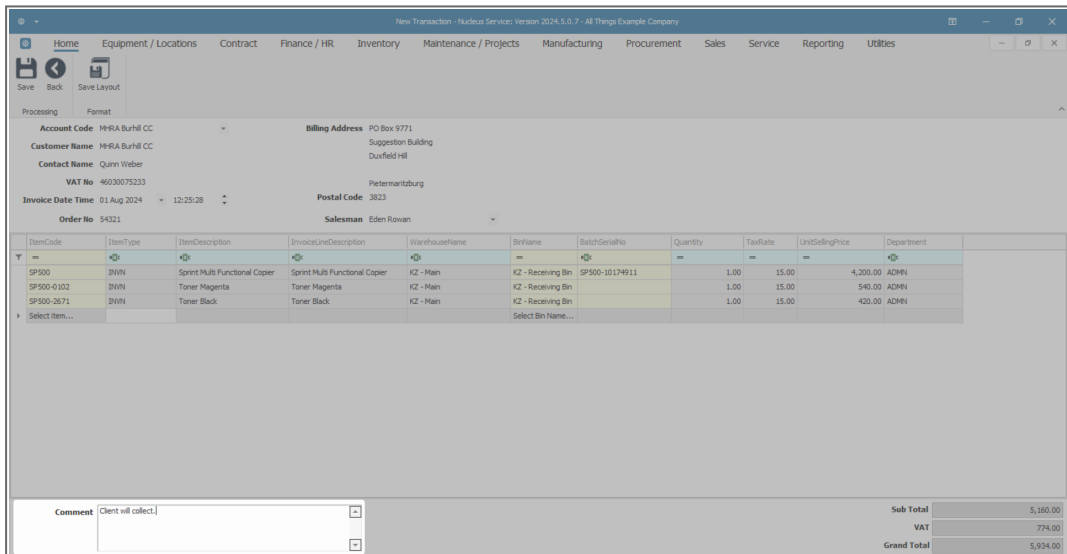


COMMENT TEXT BOX

- 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.

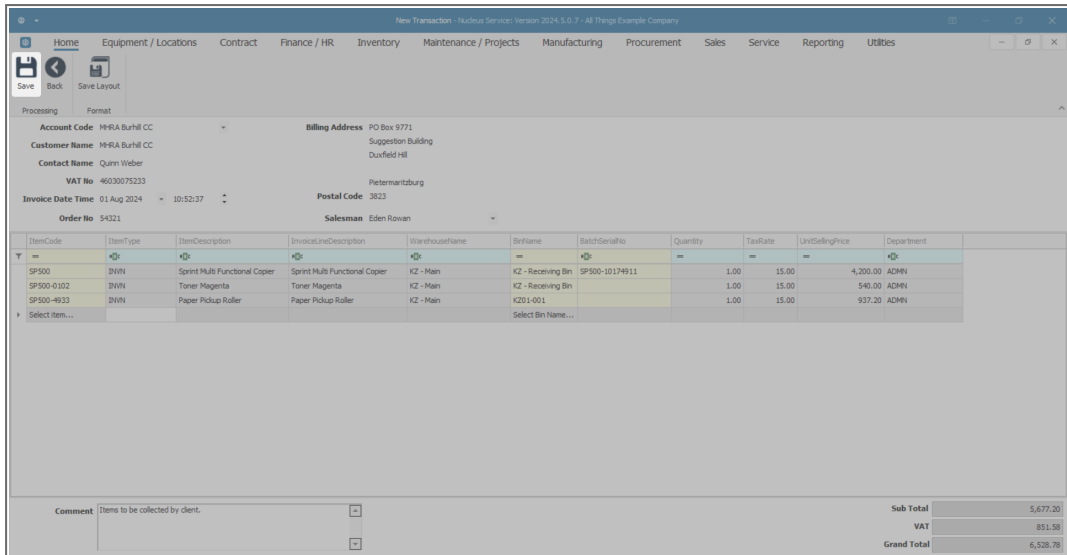


Note that this is a mandatory field.

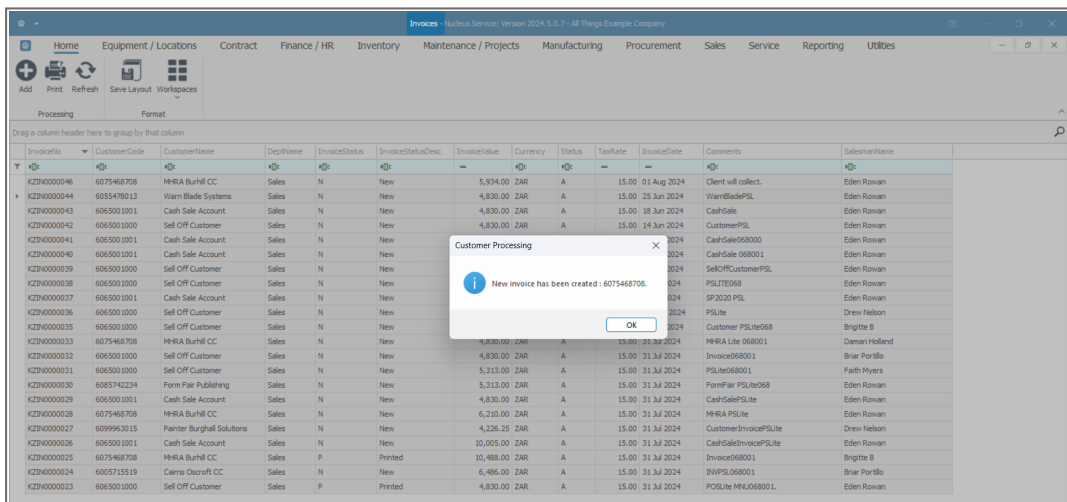


SAVE THE INVOICE

- Click on **Save**.



- You will return to the **Invoices** listing screen.
- You will receive the **Customer Processing** message to confirm -
 - **New invoice has been created : []**
- Click on **OK**.



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



POS Lite - Add Point of Sale (POS) Invoice

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceStatus	InvoiceStatusDesc	InvoiceValue	Currency	Status	TaxRate	InvoiceDate	Comments	SalesmanName
KZIN0000046	6075468708	MHRA Burhill CC	Sales	N	New	5,934.00	ZAR	A	15.00	01 Aug 2024	Client will collect.	Eden Rowan
KZIN0000044	6055478013	Warr Blade Systems	Sales	N	New	4,830.00	ZAR	A	15.00	25 Jun 2024	WarrBladePSL	Eden Rowan
KZIN0000043	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A	15.00	18 Jun 2024	CashSale	Eden Rowan
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KZIN0000029	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A	15.00	31 Jul 2024	CashSalePSLite	Eden Rowan
KZIN0000028	6075468708	MHRA Burhill CC	Sales	N	New	6,210.00	ZAR	A	15.00	31 Jul 2024	MHRA PSLite	Eden Rowan
KZIN0000027	6099630115	Panier Burghill Solutions	Sales	N	New	4,226.25	ZAR	A	15.00	31 Jul 2024	CustomerInvoicePSLite	Drew Nelson
KZIN0000026	6065001001	Cash Sale Account	Sales	N	New	10,005.00	ZAR	A	15.00	31 Jul 2024	CashSaleInvoicePSLite	Eden Rowan
KZIN0000025	6075468708	MHRA Burhill CC	Sales	P	Printed	10,488.00	ZAR	A	15.00	31 Jul 2024	Invoice068001	Brightie B
KZIN0000024	6005715519	Carnis Ozcroft CC	Sales	N	New	6,486.00	ZAR	A	15.00	31 Jul 2024	INVPSL068001	Brian Portillo
KZIN0000023	6065001000	Sell Off Customer	Sales	P	Printed	4,830.00	ZAR	A	15.00	31 Jul 2024	POS Lite MNU068001	Eden Rowan

Related Topics

- [Sales POS Lite - Introduction](#)
- [Sales POS Lite - Add POS Invoice](#)
- [Sales POS Lite - Print the Invoice](#)

MNU.068.001