

SALES

POS LITE – PRINT POINT OF SALE (POS) INVOICE

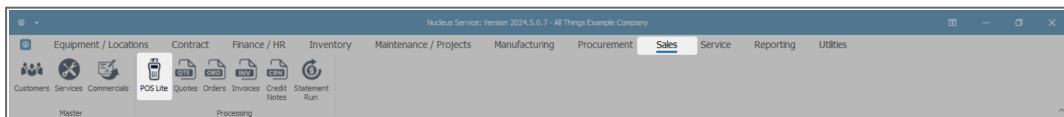
An Invoice is saved with Status: **New (N)** . The **Part Request** and **Stock Issue** will be processed at this time.

Once the invoice is **printed**, the transaction is posted to the company financial system, (e.g. Nucleus Service Accounts), 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.

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceStatus	InvoiceStatusDesc	InvoiceValue	Currency	Status	TaxRate	InvoiceDate	Comments	SalesmanName
KZIN000023	6065001000	Sell Off Customer	Sales	P	Printed	4,830.00	ZAR	A	15.00	31 Jul 2024	POS Lite MNU068001.	Eden Rowan
KZIN000024	6005715519	Carrs Ozcroft CC	Sales	N	New	6,486.00	ZAR	A	15.00	31 Jul 2024	INVPSL068001	Brian Portillo
KZIN000025	6075468708	MHRA Burhill CC	Sales	P	Printed	10,468.00	ZAR	A	15.00	31 Jul 2024	Invoice068001	Brightie B
KZIN000026	6065001001	Cash Sale Account	Sales	N	New	10,005.00	ZAR	A	15.00	31 Jul 2024	CashSaleInvoicePSLite	Eden Rowan
KZIN000027	6099963015	Painter Burghill Solutions	Sales	N	New	4,226.25	ZAR	A	15.00	31 Jul 2024	CustomerInvoicePSLite	Drew Nelson
KZIN000028	6075468708	MHRA Burhill CC	Sales	N	New	6,210.00	ZAR	A	15.00	31 Jul 2024	MHRA PS Lite	Eden Rowan
KZIN000029	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A	15.00	05 Apr 2024	CashSalePSLite	Eden Rowan
KZIN000030	6085742234	Form Far Publishing	Sales	N	New	5,313.00	ZAR	A	15.00	31 Jul 2024	FormFar PS Lite068	Eden Rowan
KZIN000031	6065001000	Sell Off Customer	Sales	N	New	5,313.00	ZAR	A	15.00	31 Jul 2024	PS Lite068001	Faith Myers
KZIN000032	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	31 Jul 2024	Invoice068001	Brian Portillo
KZIN000033	6075468708	MHRA Burhill CC	Sales	N	New	4,830.00	ZAR	A	15.00	31 Jul 2024	MHRA Lite 068001	Daman Holland
KZIN000035	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	03 Jun 2024	Customer PS Lite068	Brightie B
KZIN000036	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	03 May 2024	PS Lite	Drew Nelson
KZIN000037	6065001001	Cash Sale Account	Sales	N	New	5,313.00	ZAR	A	15.00	31 Jul 2024	SP2020 PSL	Eden Rowan
KZIN000038	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	31 Jul 2024	PS Lite068	Eden Rowan
KZIN000039	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	30 Apr 2024	SelfOffCustomerPSL	Eden Rowan
KZIN000040	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A	15.00	05 Apr 2024	CashSale 068001	Eden Rowan
KZIN000041	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A	15.00	19 Apr 2024	CashSale068000	Eden Rowan
KZIN000042	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	14 Jun 2024	CustomerPSL	Eden Rowan
KZIN000043	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A	15.00	18 Jun 2024	CashSale	Eden Rowan
KZIN000044	6055478013	Warn Blade Systems	Sales	N	New	4,830.00	ZAR	A	15.00	25 Jun 2024	WarnBladePSL	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.

InvoiceNo	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 MNU068001.	Eden Rowan
KZIN000024	6005715519	Carrs Ozcroft CC	Sales	New	N	6,486.00	ZAR	A	15.00	31 Jul 2024	INVPSL068001	Brian Portillo
KZIN000025	6075468708	MHRA Burhill CC	Sales	Printed	P	10,468.00	ZAR	A	15.00	31 Jul 2024	Invoice068001	Brightie B
KZIN000026	6065001001	Cash Sale Account	Sales	New	N	10,005.00	ZAR	A	15.00	31 Jul 2024	CashSaleInvoicePSLite	Eden Rowan
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	05 Apr 2024	CashSalePSLite	Eden Rowan
KZIN000030	6085742234	Form Far Publishing	Sales	New	N	5,313.00	ZAR	A	15.00	31 Jul 2024	FormFar PS Lite068	Eden Rowan
KZIN000031	6065001000	Sell Off Customer	Sales	New	N	5,313.00	ZAR	A	15.00	31 Jul 2024	PS Lite068001	Faith Myers
KZIN000032	6065001000	Sell Off Customer	Sales	New	N	4,830.00	ZAR	A	15.00	31 Jul 2024	Invoice068001	Brian Portillo
KZIN000033	6075468708	MHRA Burhill CC	Sales	New	N	4,830.00	ZAR	A	15.00	31 Jul 2024	MHRA Lite 068001	Daman Holland
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
KZIN000038	6065001000	Sell Off Customer	Sales	New	N	4,830.00	ZAR	A	15.00	31 Jul 2024	PS Lite068	Eden Rowan
KZIN000039	6065001000	Sell Off Customer	Sales	New	N	4,830.00	ZAR	A	15.00	30 Apr 2024	SelfOffCustomerPSL	Eden Rowan
KZIN000040	6065001001	Cash Sale Account	Sales	New	N	4,830.00	ZAR	A	15.00	05 Apr 2024	CashSale 068001	Eden Rowan
KZIN000041	6065001001	Cash Sale Account	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
KZIN000043	6065001001	Cash Sale Account	Sales	New	N	4,830.00	ZAR	A	15.00	18 Jun 2024	CashSale	Eden Rowan
KZIN000044	6055478013	Warn Blade Systems	Sales	New	N	4,830.00	ZAR	A	15.00	25 Jun 2024	WarnBladePSL	Eden Rowan

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

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
KZIN0000042	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	14 Jun 2024	CustomerPSL	Eden Rowan
KZIN0000041	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A	15.00	19 Apr 2024	CashSale068000	Eden Rowan
KZIN0000040	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A	15.00	09 Apr 2024	CashSale 068001	Eden Rowan
KZIN0000039	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	30 Apr 2024	SellOffCustomerPSL	Eden Rowan
KZIN0000038	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	31 Jul 2024	PSLITE068	Eden Rowan
KZIN0000037	6065001001	Cash Sale Account	Sales	N	New	5,313.00	ZAR	A	15.00	31 Jul 2024	SP2020 PSL	Eden Rowan
KZIN0000036	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	03 May 2024	PSLite	Dreen Nelson
KZIN0000035	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	03 Jun 2024	Customer PSLite068	Brigitte B
KZIN0000033	6075468708	MHRA Burhill CC	Sales	N	New	4,830.00	ZAR	A	15.00	31 Jul 2024	MHRA Lite 068001	Danani Holland
KZIN0000032	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	31 Jul 2024	Invoice068001	Binar Portillo
KZIN0000031	6065001000	Sell Off Customer	Sales	N	New	5,313.00	ZAR	A	15.00	31 Jul 2024	PSLite068001	Faith Myers
KZIN0000030	6085742234	Form Fair Publishing	Sales	N	New	5,313.00	ZAR	A	15.00	31 Jul 2024	FormFair PSLite068	Eden Rowan
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	6099963015	Panier Burghill Solutions	Sales	N	New	4,226.25	ZAR	A	15.00	31 Jul 2024	CustomerInvoicePSLite	Dreen 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	Brigitte B
KZIN0000024	6005715519	Carro Ozcroft CC	Sales	N	New	6,486.00	ZAR	A	15.00	31 Jul 2024	INVPSL068001	Binar Portillo
KZIN0000023	6065001000	Sell Off Customer	Sales	P	Printed	4,830.00	ZAR	A	15.00	31 Jul 2024	POS Lite MHRA068001	Eden Rowan

Note: The Preview will open in a new screen . You can view by clicking on the Nucleus Service icon and clicking on the Preview tab in the taskbar.

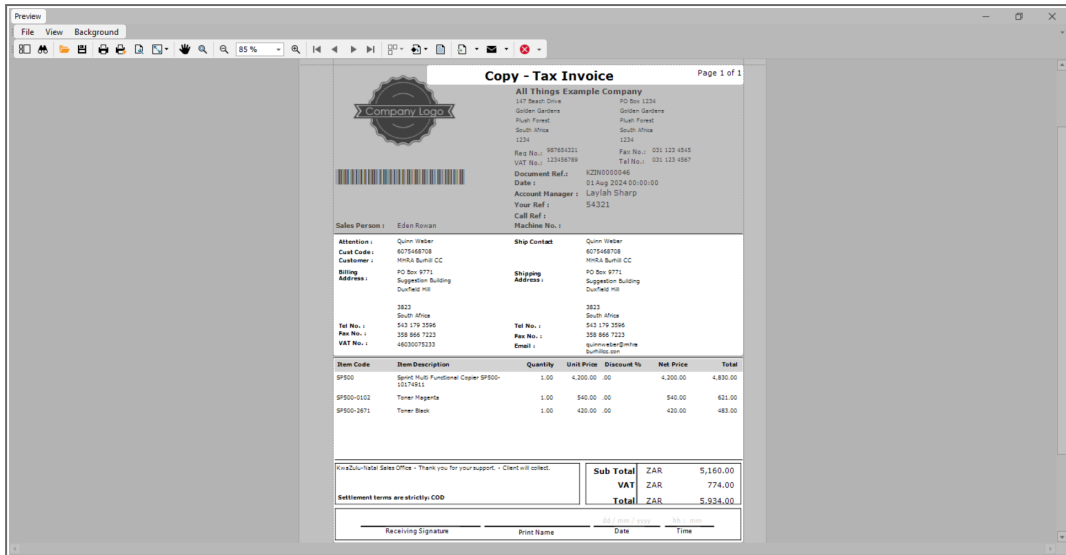
TAX INVOICE PREVIEW

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



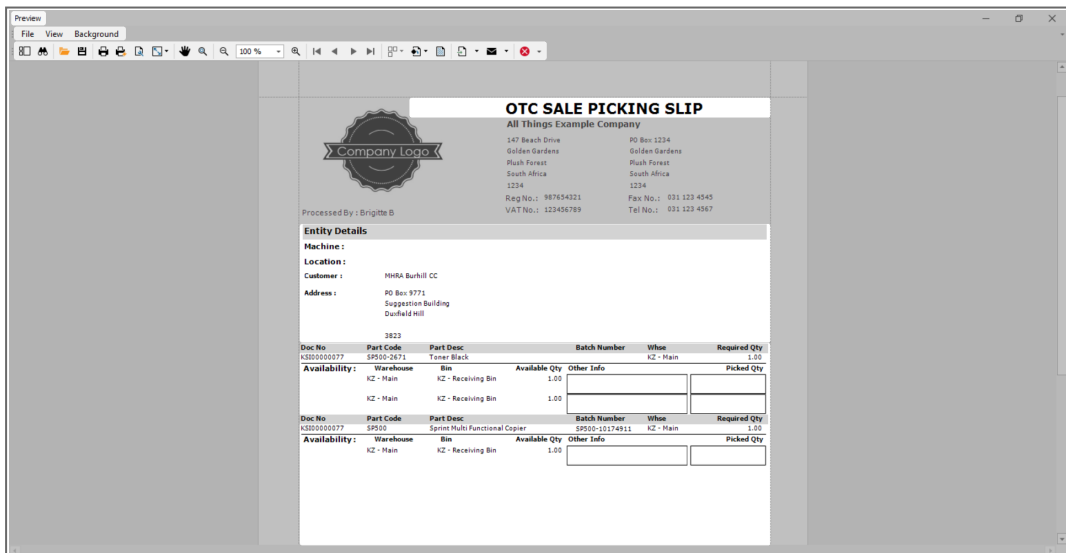
Note that when you print the Invoice for the first time, it will display **Tax Invoice**. The next time you print the Invoice, it will display **Copy - Tax Invoice**.

- 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.



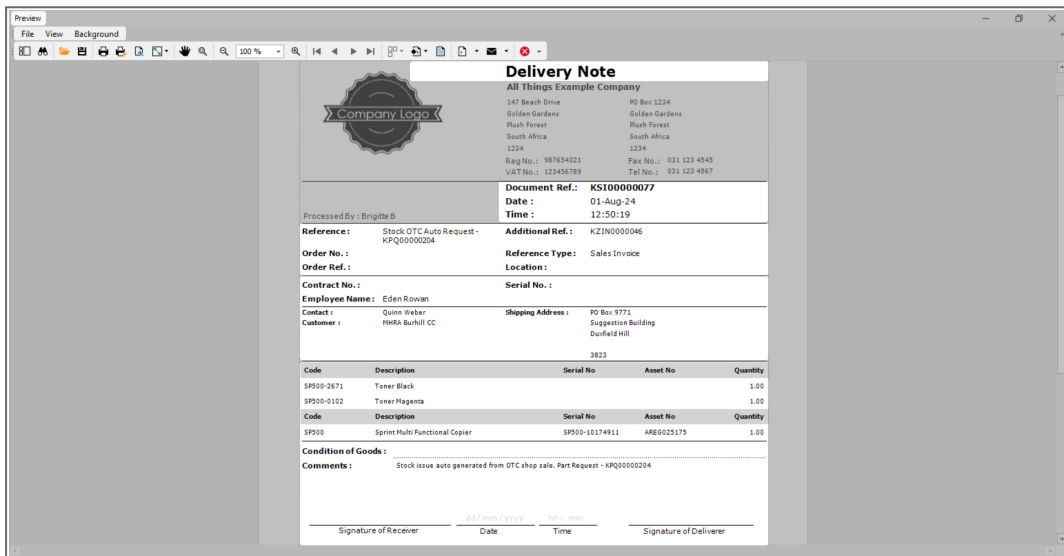
PICKING SLIP PREVIEW

- 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.



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.



Delivery Note
All Things Example Company

147 Beach Drive PO Box 1234
Golden Gardens Golden Gardens
Plush Forest Plush Forest
South Africa South Africa
1234 1234
Reg No.: 987654321 Fax No.: 031 123 4545
VAT No.: 123456789 Tel No.: 031 123 4567

Document Ref.: **KS100000077**
Date : 01-Aug-24
Time : 12:50:19

Processed By : **Bright B**

Reference: Stock OTC Auto Request - KPQ00000204 Additional Ref.: KZIN0000046
Order No.: Order Ref.: Location: Reference Type: Sales Invoice
Contract No.: Serial No.:

Employee Name: Eden Rowan
Contact: Quinn Weber Shipping Address: PO Box 9771
Customer: MIRA Burhill CC Suggestion Building
Durfield Hill
3923

Code	Description	Serial No	Asset No	Quantity
SP50-2471	Toner Black			1.00
SP50-0102	Toner Magenta			1.00
Code	Description	Serial No	Asset No	Quantity
SP500	Sprint Multi Functional Copier	SP500-10174911	ARE0025175	1.00

Condition of Goods :
Comments : Stock issue auto generated from OTC shop sale. Part Request - KPQ00000204

Signature of Receiver _____ Date _____ Time _____ Signature of Deliverer _____

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



POS Lite - Print Point of Sale (POS) Invoice

InvoiceNo	CustomerCode	CustomerName	DeptName	InvoiceStatus	InvoiceStatusDesc	InvoiceValue	Currency	Status	TaxRate	InvoiceDate	Comments	SalesmanName
KZIN0000046	6075468708	MHRA Burhill CC	Sales	P	Printed	5,934.00	ZAR	A	15.00	01 Aug 2024	Client will collect.	Eden Rowan
KZIN0000044	6055478013	Warn Blade Systems	Sales	N	New	4,830.00	ZAR	A	15.00	25 Jun 2024	WarnBladePSL	Eden Rowan
KZIN0000043	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A	15.00	18 Jun 2024	CashSale	Eden Rowan
KZIN0000042	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	14 Jun 2024	CustomerPSL	Eden Rowan
KZIN0000041	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A	15.00	19 Apr 2024	CashSale068000	Eden Rowan
KZIN0000040	6065001001	Cash Sale Account	Sales	N	New	4,830.00	ZAR	A	15.00	05 Apr 2024	CashSale068001	Eden Rowan
KZIN0000039	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	20 Apr 2024	SellOffCustomerPSL	Eden Rowan
KZIN0000038	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	11 Jul 2024	PSLITE068	Eden Rowan
KZIN0000037	6065001001	Cash Sale Account	Sales	N	New	5,313.00	ZAR	A	15.00	31 Jul 2024	SP2020 PSL	Eden Rowan
KZIN0000036	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	03 May 2024	PSLite	Drew Nelson
KZIN0000035	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	03 Jun 2024	Customer PSLite068	Brightie B
KZIN0000033	6075468708	MHRA Burhill CC	Sales	N	New	4,830.00	ZAR	A	15.00	31 Jul 2024	MHRA Lite 068001	Damen Holland
KZIN0000032	6065001000	Sell Off Customer	Sales	N	New	4,830.00	ZAR	A	15.00	31 Jul 2024	Invoice068001	Brian Portillo
KZIN0000031	6065001000	Sell Off Customer	Sales	N	New	5,313.00	ZAR	A	15.00	31 Jul 2024	PSLite068001	Faith Myers
KZIN0000030	6085742234	Form Fax Publishing	Sales	N	New	5,313.00	ZAR	A	15.00	31 Jul 2024	FormFax PSLite068	Eden Rowan
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	11 Jul 2024	MHRA PSLite	Eden Rowan
KZIN0000027	6099963015	Painter Burghill Solutions	Sales	N	New	4,226.25	ZAR	A	15.00	11 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	Carns Ozcoff 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	PSLite MNU068001	Eden Rowan

Related Topics

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

MNU.068.002