

We are currently updating our site; thank you for your patience.

SALES

INTRODUCTION TO POINT OF SALE (POS) LITE

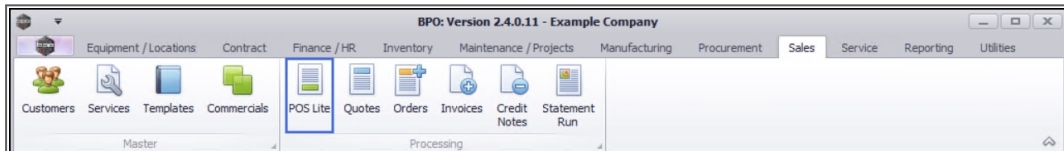
The POS (Point of Sales) Invoice screen was created as a simplified Over the Counter Invoice screen. With OTC Invoicing, stock must be manually issued after the invoice is created, but with POS Invoicing, stock is auto issued from the Auto Issue Warehouse. Only Inventory Items can be invoiced via this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



1. The **Invoices** listing screen will display with a list of all the Cash Sale Invoices that have been processed.

THE PROCESSING BUTTONS

2. From this screen you can utilize the following **Processing** buttons:
 - **Add** a new Transaction Invoice
 - **Print** the Tax Invoice

THE INVOICES DATA GRID

3. The data grid lists all the **Sales Transactions** that have been processed, in descending order.
4. An **Invoice Number** is automatically generated for each transaction and will follow sequentially.

InvoiceNo	CustomerC...	CustomerName	DeptCode	InvoiceStatus	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName
INV0000504	CUS001	Cash Sales Account		N		575.00	ZAR	15.00	17/05/2019	Bianca Du Toit
INV0000503	CUS001	Cash Sales Account		P		575.00	ZAR	15.00	17/05/2019	Bianca Du Toit
INV0000490	CUS001	Cash Sales Account		P		172.50	ZAR	15.00	08/08/2018	Bianca Du Toit
INV0000440	CUS001	Cash Sales Account		P		8,625.00	ZAR	15.00	07/05/2018	Bianca Du Toit
INV0000439	CUS001	Cash Sales Account		P		28,750.00	ZAR	15.00	07/05/2018	Bianca Du Toit
INV0000391	CUS001	Cash Sales Account		P		0.00	ZAR	14.00	03/08/2017	Bianca Du Toit
INV0000387	CUS001	Cash Sales Account		P		589.95	ZAR	14.00	25/07/2017	Bianca Du Toit
INV0000383	CUS001	Cash Sales Account		P		589.95	ZAR	14.00	14/07/2017	Judith Mudzengi
INV0000366	BOT001	Bothas Networking inc		P	test	2,565.00	USD	14.00	20/06/2017	Bianca Du Toit
INV0000365	BIG001	Big Bargains		P	test	342.00	ZAR	14.00	20/06/2017	Bianca Du Toit
INV0000358	CUS001	Cash Sales Account		P		589.95	ZAR	14.00	15/06/2017	Judith Mudzengi
INV0000357	CUS001	Cash Sales Account		P		589.95	ZAR	14.00	15/06/2017	Judith Mudzengi
INV0000334	DER001	Derton Technologies		P		615.60	ZAR	14.00	22/05/2017	Judith Mudzengi
INV0000332	CUS001	Tasty Treats		P	POS LITE	1,593.90	ZAR	14.00	21/04/2017	Judith Mudzengi
INV0000331	HOP001	Hope Works		P	pos diff customer	615.60	ZAR	14.00	21/04/2017	Judith Mudzengi
INV0000330	DER001	Derton Technologies		P	pos diff customer 1	2,053.20	ZAR	14.00	21/04/2017	Judith Mudzengi
INV0000329	DER001	Derton Technologies		P	pos diff customer	1,095.60	ZAR	14.00	21/04/2017	Judith Mudzengi
INV0000328	CUS001	Cash Sales Account		P	pos invoice	589.95	ZAR	14.00	21/04/2017	Judith Mudzengi
INV0000327	CUS001	Cash Sales Account		P	pos invoice	1,757.78	ZAR	14.00	21/04/2017	Judith Mudzengi
INV0000326	CUS001	Cash Sales Account		P	8976pos	753.83	ZAR	14.00	21/04/2017	Judith Mudzengi
INV0000325	CUS001	Cash Sales Account		P		589.95	ZAR	14.00	21/04/2017	Judith Mudzengi

COLUMN FILTERING

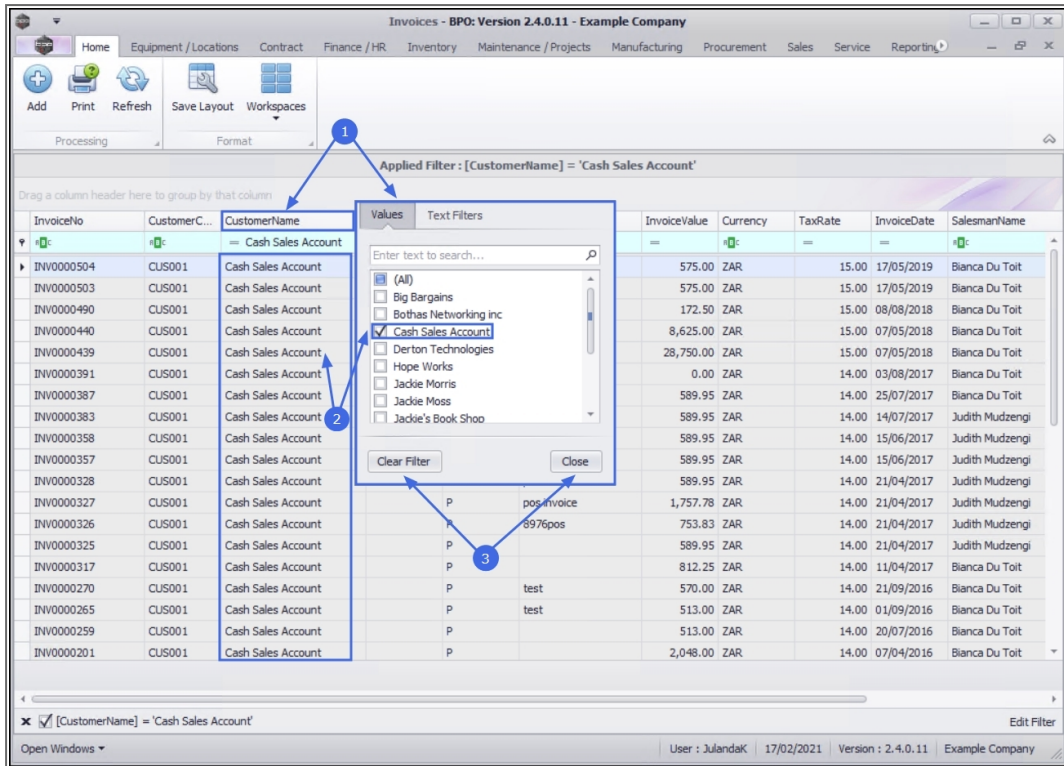
LIST BY CUSTOMER NAME

1. Click on the filter in the **Customer Name** field to display the **Filter option** screen.
2. Scroll to the Customer Name and click in the **check box** next to it.
 - For the purpose of this manual, **Cash Sales Account** has been selected.



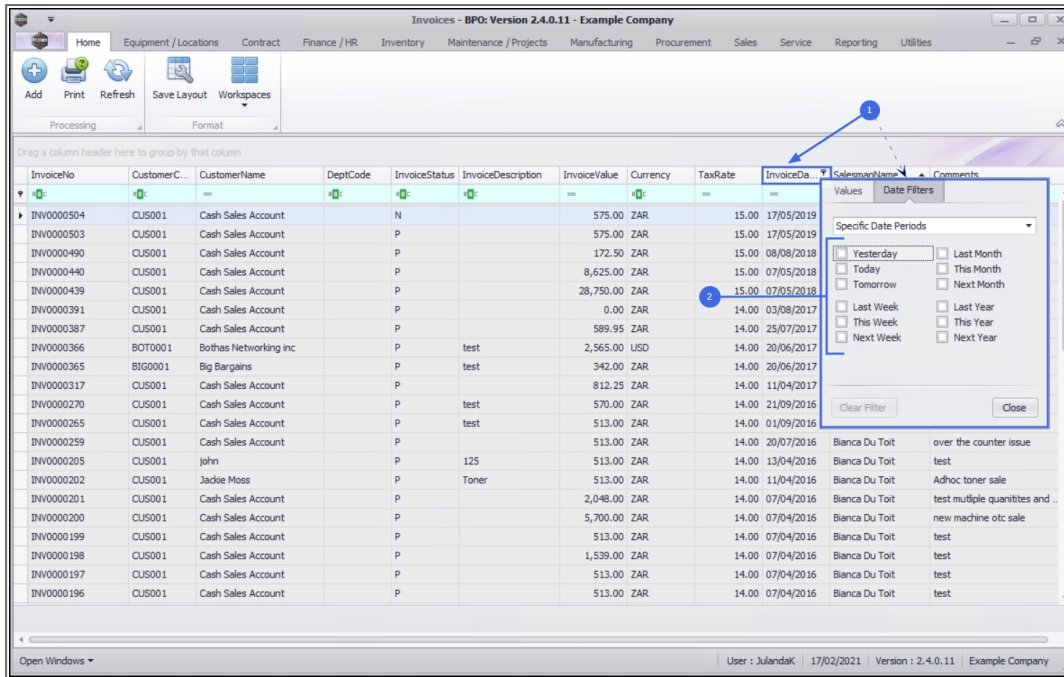
Note that only the Cash Sales Account entries are now listed.

3. **Close** the screen if you are happy with your selection or **Clear Filter** to reset the filter to the default list.



LIST BY DATE

1. Click on the filter in the **Invoice Date** field to display the **Filter option** screen.
2. The **Date Filters** options will display.
 - Click in the **check box** next to the date periods(s) you wish to display.
 - More than one check box can be ticked, if required.



LIST BY VALUES

3. Click on the **Values** tab to display the date values from the Invoices listing screen.
4. Click on the **check box(es)** you wish to display.
 - For the purpose of this manual we have selected **2017** to display all the information for the year 2017.



Note that the information returned will only be for 2017. The Invoice Date column will only displays 2017 dates.

5. **Close** the if you are happy with your selection or **Clear Filter** to reset the filter to the default list.

The screenshot displays the 'Invoices - BPO: Version 2.4.0.11 - Example Company' application window. The main area contains a table of invoices with columns: InvoiceNo, CustomerC..., CustomerName, DeptCode, InvoiceStatus, InvoiceDescription, InvoiceValue, Currency, TaxRate, and InvoiceDate. An applied filter is shown at the top: '[InvoiceDate] >= '01/01/2017' And [InvoiceDate] < '01/01/2018''. A 'Values Date Filters' dialog box is open over the 'InvoiceDate' column, showing a calendar view for the year 2017 with months April through August selected. Blue arrows and numbers 3, 4, and 5 point to the dialog box, the filter text, and the 'Clear Filter' button respectively.

InvoiceNo	CustomerC...	CustomerName	DeptCode	InvoiceStatus	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate
INV0000391	CUS001	Cash Sales Account		P		0.00	ZAR	14.00	03/08/2017
INV0000387	CUS001	Cash Sales Account		P		589.95	ZAR	14.00	25/07/2017
INV0000366	BOT0001	Bothas Networking inc.		P	test	2,565.00	USD	14.00	20/06/2017
INV0000365	BIG0001	Big Bargains		P	test	342.00	ZAR	14.00	20/06/2017
INV0000317	CUS001	Cash Sales Account		P		812.25	ZAR	14.00	11/04/2017
INV0000383	CUS001	Cash Sales Account		P		589.95	ZAR	14.00	14/07/2017
INV0000358	CUS001	Cash Sales Account		P		589.95	ZAR	14.00	15/06/2017
INV0000357	CUS001	Cash Sales Account		P		589.95	ZAR	14.00	15/06/2017
INV0000334	DER001	Derton Technologies		P		615.60	ZAR	14.00	22/05/2017
INV0000332	CUS001	Tasty Treats		P	POS LITE	1,593.90	ZAR	14.00	21/04/2017
INV0000331	HOP001	Hope Works		P	pos diff customer	615.60	ZAR	14.00	21/04/2017
INV0000330	DER001	Derton Technologies		P	pos diff customer 1	2,053.20	ZAR	14.00	21/04/2017
INV0000329	DER001	Derton Technologies		P	pos diff customer	1,095.60	ZAR	14.00	21/04/2017
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INV0000326	CUS001	Cash Sales Account		P	8976pos	753.83	ZAR	14.00	21/04/2017
INV0000325	CUS001	Cash Sales Account		P		589.95	ZAR	14.00	21/04/2017

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