

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

SALES

POS LITE – ADD POINT OF SALE (POS) INVOICE

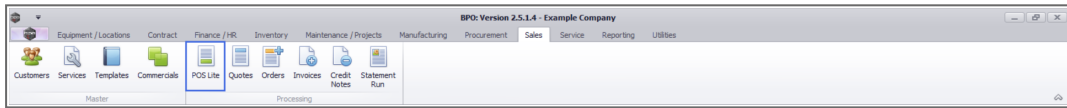
The POS (Point of Sales) Invoice screen was created as a simplified Over the Counter Invoice screen. With OTC Invoicing, stock must be manually issued after the invoice is created, but with POS Invoicing, stock is auto issued from the Auto Issue Warehouse. Only Inventory Items can be invoiced via this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

The screenshot displays the 'POS Lite Invoices Listing' screen. It features a table with the following columns: InvoiceNo, CustomerC, CustomerName, DeptCode, InvoiceStatus, InvoiceDescription, InvoiceValue, Currency, TaxRate, InvoiceDate, SalesmanName, and Comments. The table contains 26 rows of invoice data, including details like invoice numbers, customer names, and values.

InvoiceNo	CustomerC	CustomerName	DeptCode	InvoiceStatus	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName	Comments
INW0000522	CU5001	Cash Sales Account		P		534.92 ZAR		15.00	06/03/2023	Blanca Du Toit	test print dropte and picking
INW0000521	CU5001	Cash Sales Account		P		383.01 ZAR		15.00	06/03/2023	Blanca Du Toit	test
INW0000504	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Blanca Du Toit	test
INW0000503	CU5001	Cash Sales Account		N		575.00 ZAR		15.00	17/05/2019	Blanca Du Toit	Test otc invoice
INW0000490	CU5001	Cash Sales Account		N		172.50 ZAR		15.00	08/08/2018	Blanca Du Toit	test
INW0000440	CU5001	Cash Sales Account		P		8,625.00 ZAR		15.00	07/05/2018	Blanca Du Toit	test
INW0000439	CU5001	Cash Sales Account		P		26,790.00 ZAR		15.00	07/05/2018	Blanca Du Toit	test
INW0000391	CU5001	Cash Sales Account		N		0.00 ZAR		14.00	03/08/2017	Blanca Du Toit	test
INW0000387	CU5001	Cash Sales Account		P		589.95 ZAR		14.00	25/07/2017	Blanca Du Toit	test
INW0000383	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INW0000366	BOT0001	Bothas Networking inc		P	test	2,565.00 USD		14.00	20/06/2017	Blanca Du Toit	test
INW0000365	BIG0001	Big Bargains		P	test	342.00 ZAR		14.00	20/06/2017	Blanca Du Toit	test
INW0000358	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	15/06/2017	Judith Mudzengi	Retest Ticketing
INW0000357	CU5001	Cash Sales Account		N		589.95 ZAR		14.00	15/06/2017	Judith Mudzengi	Retest ticketing
INW0000334	DER001	Derton Technologies		N		615.60 ZAR		14.00	22/05/2017	Judith Mudzengi	v2.1.0.5 test
INW0000332	CU5001	Tasty Treats		N	POS LITE	1,593.90 ZAR		14.00	21/04/2017	Judith Mudzengi	POS LITE
INW0000331	HOP001	Hope Works		P	pos diff customer	615.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000330	DER001	Derton Technologies		P	pos diff customer1	2,053.20 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000329	DER001	Derton Technologies		P	pos diff customer	1,095.60 ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000328	CU5001	Cash Sales Account		N	pos invoice	589.95 ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INW0000327	CU5001	Cash Sales Account		N	pos invoice	1,757.78 ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INW0000326	CU5001	Cash Sales Account		P	8979pos	753.83 ZAR		14.00	21/04/2017	Judith Mudzengi	8979pos
INW0000325	CU5001	Cash Sales Account		P		589.95 ZAR		14.00	21/04/2017	Judith Mudzengi	POS
INW0000317	CU5001	Cash Sales Account		P		812.25 ZAR		14.00	11/04/2017	Blanca Du Toit	test
INW0000270	CU5001	Cash Sales Account		P	test	570.00 ZAR		14.00	01/09/2016	Blanca Du Toit	test
INW0000265	CU5001	Cash Sales Account		P	test	513.00 ZAR		14.00	01/09/2016	Blanca Du Toit	test

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.

InvoiceNo	CustomerC...	CustomerName	DeptCode	InvoiceSt...	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName	Comments	
INW0000522	CU5001	Cash Sales Account		P					15.00	06/03/2023	Blanca Du Toit	test print drone and picking ...
INW0000521	CU5001	Cash Sales Account		P					15.00	06/03/2023	Blanca Du Toit	test
INW0000504	CU5001	Cash Sales Account		N					15.00	17/05/2019	Blanca Du Toit	test
INW0000503	CU5001	Cash Sales Account		N					15.00	17/05/2019	Blanca Du Toit	Test otc invoice
INW0000490	CU5001	Cash Sales Account		N					15.00	08/08/2018	Blanca Du Toit	test
INW0000440	CU5001	Cash Sales Account		P					15.00	07/05/2018	Blanca Du Toit	test
INW0000439	CU5001	Cash Sales Account		P					15.00	07/05/2018	Blanca Du Toit	test
INW0000391	CU5001	Cash Sales Account		N					14.00	03/08/2017	Blanca Du Toit	test
INW0000387	CU5001	Cash Sales Account		P					14.00	25/07/2017	Blanca Du Toit	test
INW0000383	CU5001	Cash Sales Account		N					14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INW0000366	BOT0001	Bothast Networking inc		P					14.00	20/06/2017	Blanca Du Toit	test
INW0000365	BIG0001	Big Bergans		P					14.00	20/06/2017	Blanca Du Toit	test
INW0000358	CU5001	Cash Sales Account		N		589.95	ZAR		14.00	15/06/2017	Judith Mudzengi	Retest Ticketing
INW0000357	CU5001	Cash Sales Account		N		589.95	ZAR		14.00	15/06/2017	Judith Mudzengi	Retest ticketing
INW0000334	DER001	Derton Technologies		N		615.60	ZAR		14.00	22/05/2017	Judith Mudzengi	v2.1.0.5 test
INW0000332	CU5001	Tasty Treats		N	POS LITE	1,593.90	ZAR		14.00	21/04/2017	Judith Mudzengi	POS LITE
INW0000331	HOP001	Hope Works		P	pos diff customer	615.60	ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000330	DER001	Derton Technologies		P	pos diff customer 1	2,053.20	ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000329	DER001	Derton Technologies		P	pos diff customer	1,095.60	ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000328	CU5001	Cash Sales Account		N	pos invoice	589.95	ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INW0000327	CU5001	Cash Sales Account		N	pos invoice	1,757.78	ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INW0000326	CU5001	Cash Sales Account		N	8976pos	753.83	ZAR		14.00	21/04/2017	Judith Mudzengi	8976pos
INW0000325	CU5001	Cash Sales Account		P		589.95	ZAR		14.00	21/04/2017	Judith Mudzengi	POS
INW0000317	CU5001	Cash Sales Account		P		812.25	ZAR		14.00	11/04/2017	Blanca Du Toit	test
INW0000270	CU5001	Cash Sales Account		P	test	570.00	ZAR		14.00	21/09/2016	Blanca Du Toit	test
INW0000265	CU5001	Cash Sales Account		P	test	513.00	ZAR		14.00	01/09/2016	Blanca Du Toit	test

ADD INVOICE

- Click on the **Add** button.



Short cut key: Right click to display the **Process** menu list. Click on **Add**.

InvoiceNo	CustomerC...	CustomerName	DeptCode	InvoiceStatus	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName	Comments	
INW0000522	CU5001	Cash Sales Account		P		534.92	ZAR		15.00	06/03/2023	Blanca Du Toit	test print drone and picking ...
INW0000521	CU5001	Cash Sales Account		P		383.01	ZAR		15.00	06/03/2023	Blanca Du Toit	test
INW0000504	CU5001	Cash Sales Account		N		575.00	ZAR		15.00	17/05/2019	Blanca Du Toit	test
INW0000503	CU5001	Cash Sales Account		N		575.00	ZAR		15.00	17/05/2019	Blanca Du Toit	Test otc invoice
INW0000490	CU5001	Cash Sales Account		N		172.50	ZAR		15.00	08/08/2018	Blanca Du Toit	test
INW0000440	CU5001	Cash Sales Account		P		8,625.00	ZAR		15.00	07/05/2018	Blanca Du Toit	test
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INW0000391	CU5001	Cash Sales Account		N		6.00	ZAR		14.00	03/08/2017	Blanca Du Toit	test
INW0000387	CU5001	Cash Sales Account		P		589.95	ZAR		14.00	25/07/2017	Blanca Du Toit	test
INW0000383	CU5001	Cash Sales Account		N		589.95	ZAR		14.00	14/07/2017	Judith Mudzengi	POS Lite invoice
INW0000366	BOT0001	Bothast Networking inc		P	test	2,565.00	USD		14.00	20/06/2017	Blanca Du Toit	test
INW0000365	BIG0001	Big Bergans		P	test	342.00	ZAR		14.00	20/06/2017	Blanca Du Toit	test
INW0000358	CU5001	Cash Sales Account		N		589.95	ZAR		14.00	15/06/2017	Judith Mudzengi	Retest Ticketing
INW0000357	CU5001	Cash Sales Account		N		589.95	ZAR		14.00	15/06/2017	Judith Mudzengi	Retest ticketing
INW0000334	DER001	Derton Technologies		N		615.60	ZAR		14.00	22/05/2017	Judith Mudzengi	v2.1.0.5 test
INW0000332	CU5001	Tasty Treats		N	POS LITE	1,593.90	ZAR		14.00	21/04/2017	Judith Mudzengi	POS LITE
INW0000331	HOP001	Hope Works		P	pos diff customer	615.60	ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000330	DER001	Derton Technologies		P	pos diff customer 1	2,053.20	ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000329	DER001	Derton Technologies		P	pos diff customer	1,095.60	ZAR		14.00	21/04/2017	Judith Mudzengi	pos diff customer
INW0000328	CU5001	Cash Sales Account		N	pos invoice	589.95	ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INW0000327	CU5001	Cash Sales Account		N	pos invoice	1,757.78	ZAR		14.00	21/04/2017	Judith Mudzengi	pos invoice
INW0000326	CU5001	Cash Sales Account		P	8976pos	753.83	ZAR		14.00	21/04/2017	Judith Mudzengi	8976pos
INW0000325	CU5001	Cash Sales Account		P		589.95	ZAR		14.00	21/04/2017	Judith Mudzengi	POS
INW0000317	CU5001	Cash Sales Account		P		812.25	ZAR		14.00	11/04/2017	Blanca Du Toit	test
INW0000270	CU5001	Cash Sales Account		P	test	570.00	ZAR		14.00	21/09/2016	Blanca Du Toit	test
INW0000265	CU5001	Cash Sales Account		P	test	513.00	ZAR		14.00	01/09/2016	Blanca Du Toit	test

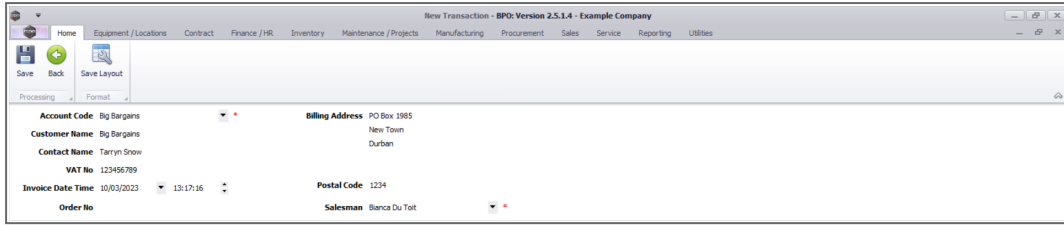
- The **POS Lite Invoice Maintain** screen will display.

INVOICE HEADER INFORMATION

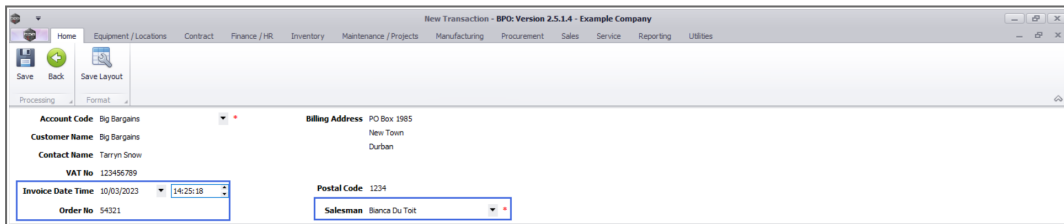
- The customer information and Salesman fields will auto populate based on the Default Customer Account configured in the [Sales Office](#), which should ideally be a Cash Sale Customer.
- If this is a **walk in** customer, you can then type in the information you would like to keep on record, such as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



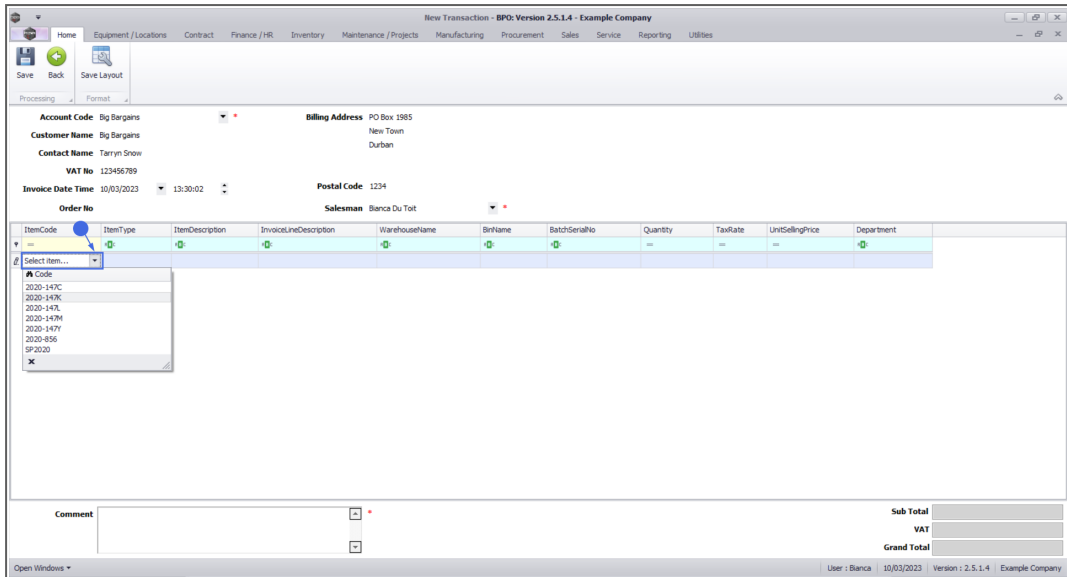
- **Invoice Date and Time:** These fields will auto populate with the current date and time the invoice was created.
 - **Invoice Date:** Type in or click on the drop-down **arrow** to use the calendar function to select an alternative date, if required.
 - **Invoice Time:** Type in or use the **arrow** 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.



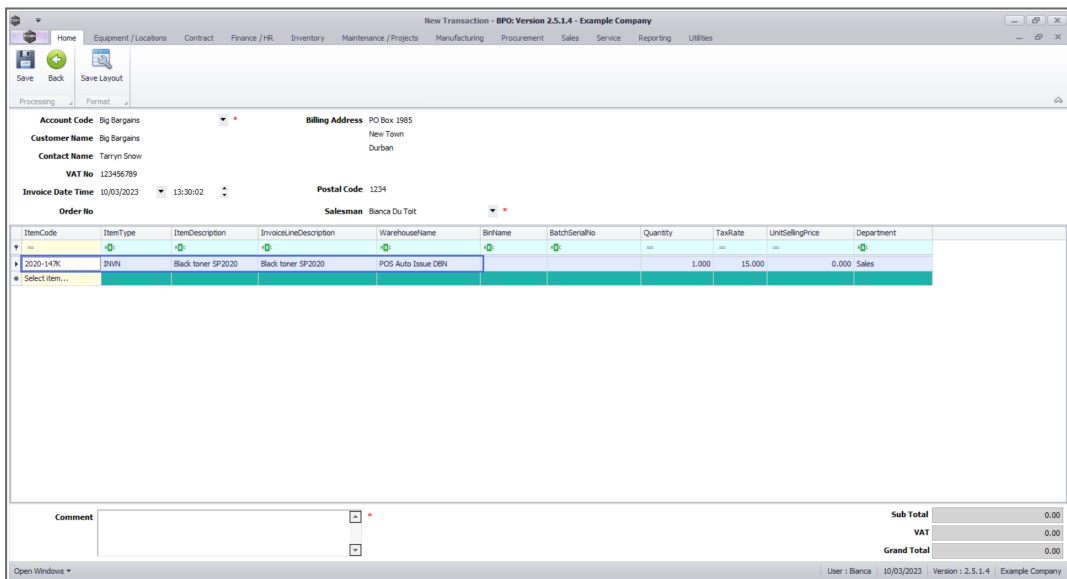
ADD ITEMS TO THE INVOICE

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.

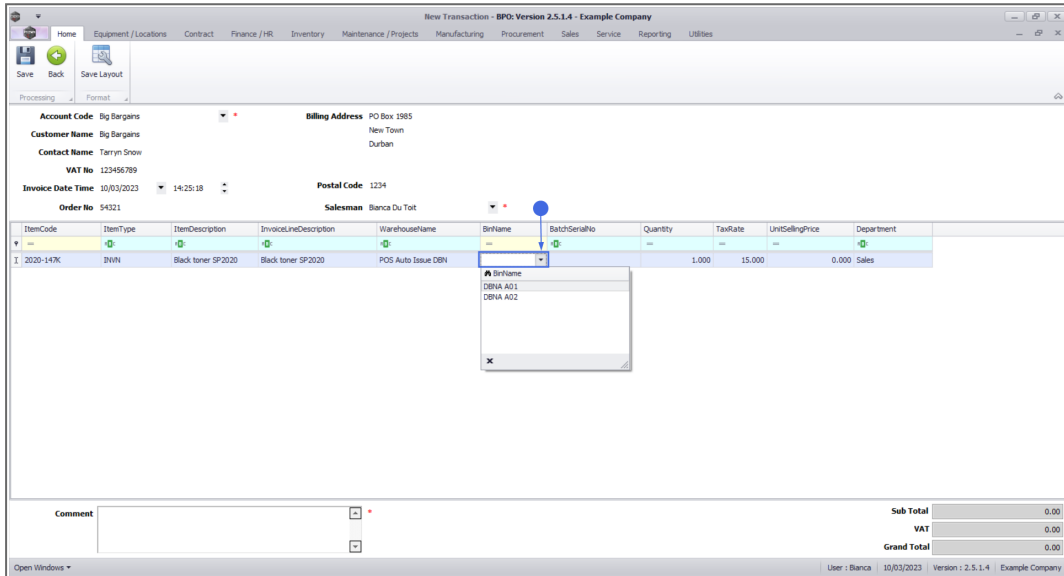


- Once you have selected the **Part Code** the **Item Code**, **Item Type**, **Item Description** and **Invoice Line Description** will populate based on the Item selected.
- The **Warehouse Name** will populate with the POS Auto Issue warehouse.



- 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**.

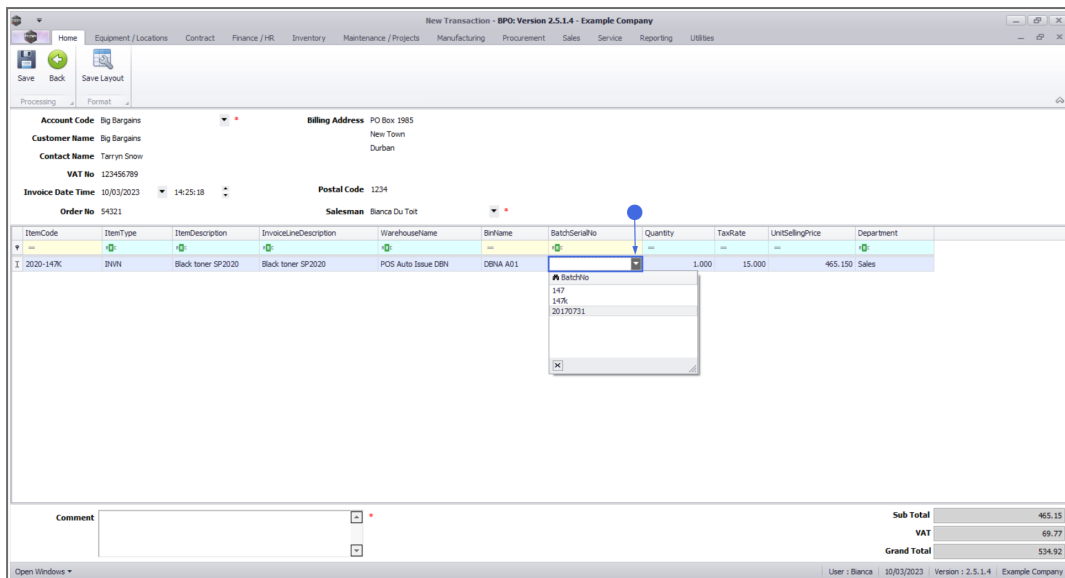
- **Note** that only bins with stock will display.
- For non serialised items, where Batch Tracking is not enabled, select the **Bin Name**.
 - or if Batch Tracking is enabled, once the Batch Number is selected, the system will set the associated bin.
 - or if selecting a Serial Number, the system will 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 batch 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- or B-class items.



ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
I 2020-147K	INN	Black toner SP2020	Black toner SP2020	POS Auto Issue DBN	DBNA A01		1.000	15.000	465.150	Sales

Sub Total	465.15
VAT	69.77
Grand Total	534.92

QUANTITY, UNIT SELLING PRICE AND DEPARTMENT

- **Quantity:** The quantity is set to **1** by default.
 - **Serialized Items (A- and B-Class)** - This will always be 1 as an individual serial number is selected.
 - **Non-serialized 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 will display **Sales**, as configured by the Sales Office.

New Transaction - BPO: Version 2.5.1.4 - Example Company

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Account Code: Big Bargains | Billing Address: PO Box 1985, New Town, Durban

Customer Name: Big Bargains | Contact Name: Tarryn Snow

VAT No: 123456789 | Invoice Date Time: 10/03/2023 14:25:18 | Postal Code: 1234

Order No: 54321 | Salesman: Bianca Du Tot

ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
I 2020-147K	INN	Black toner SP2020	Black toner SP2020	POS Auto Issue DBN	DBNA A02	20170731	1.000	15.000	395.740	Sales
Select item...										

Comment: []

Sub Total: 395.74
VAT: 59.36
Grand Total: 455.10

User: Bianca | 10/03/2023 | Version: 2.5.1.4 | Example Company

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. Continue adding items as required.

New Transaction - BPO: Version 2.5.1.4 - Example Company

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Save | Back | Save Layout

Account Code: Big Bargains | Billing Address: PO Box 1985, New Town, Durban

Customer Name: Big Bargains | Contact Name: Tarryn Snow

VAT No: 123456789 | Invoice Date Time: 10/03/2023 14:25:18 | Postal Code: 1234

Order No: 54321 | Salesman: Bianca Du Tot

ItemCode	ItemType	ItemDescription	InvoiceLineDescription	WarehouseName	BinName	BatchSerialNo	Quantity	TaxRate	UnitSellingPrice	Department
I 2020-147K	INN	Black toner SP2020	Black toner SP2020	POS Auto Issue DBN	DBNA A02	20170731	1.000	15.000	395.740	Sales
I SP2020	INN	SP2020 Sprint Colour	SP2020 Sprint Colour Multi Func	POS Auto Issue DBN	DBNA A01	2020-9895	1.000	15.000	5,400.000	Sales
Select item...										


Comment: []

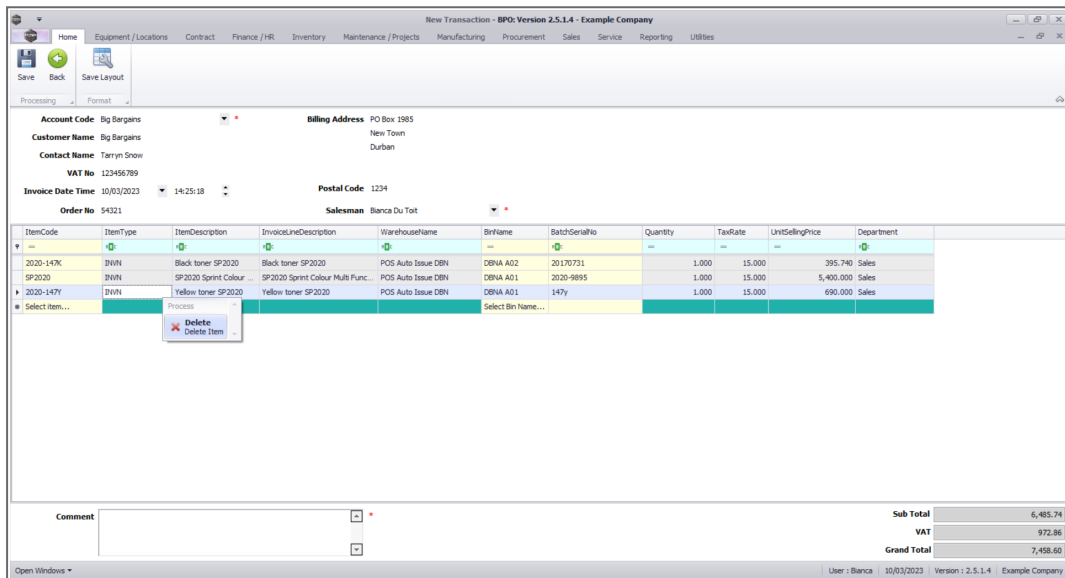
Sub Total: 5,795.74
VAT: 869.36
Grand Total: 6,665.10

User: Bianca | 10/03/2023 | Version: 2.5.1.4 | Example Company

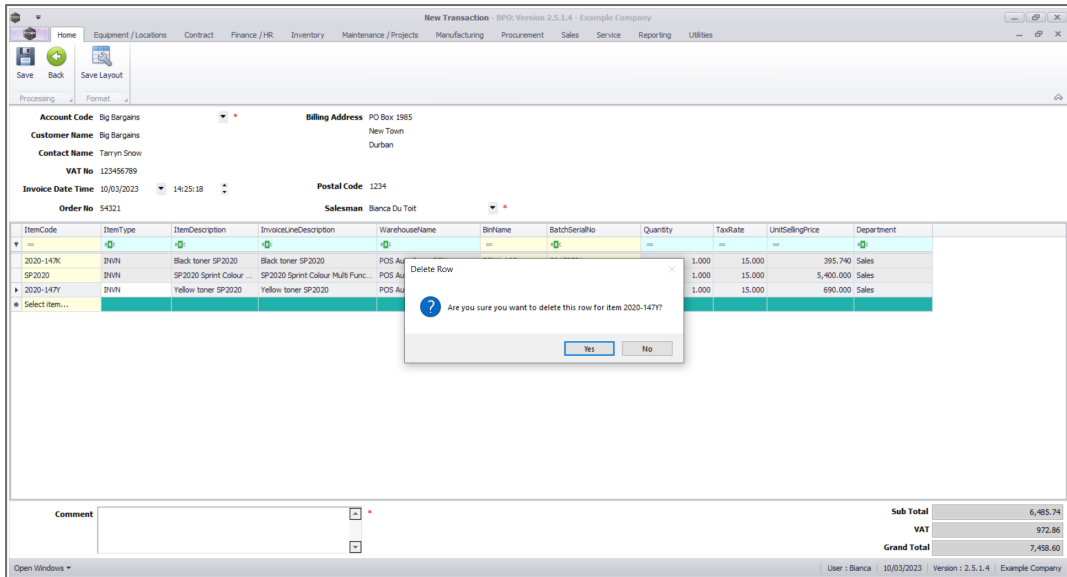
DELETE ITEM

Incorrect line items can be removed from the invoice before it has been saved.

-  **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 [item code].**
- 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.

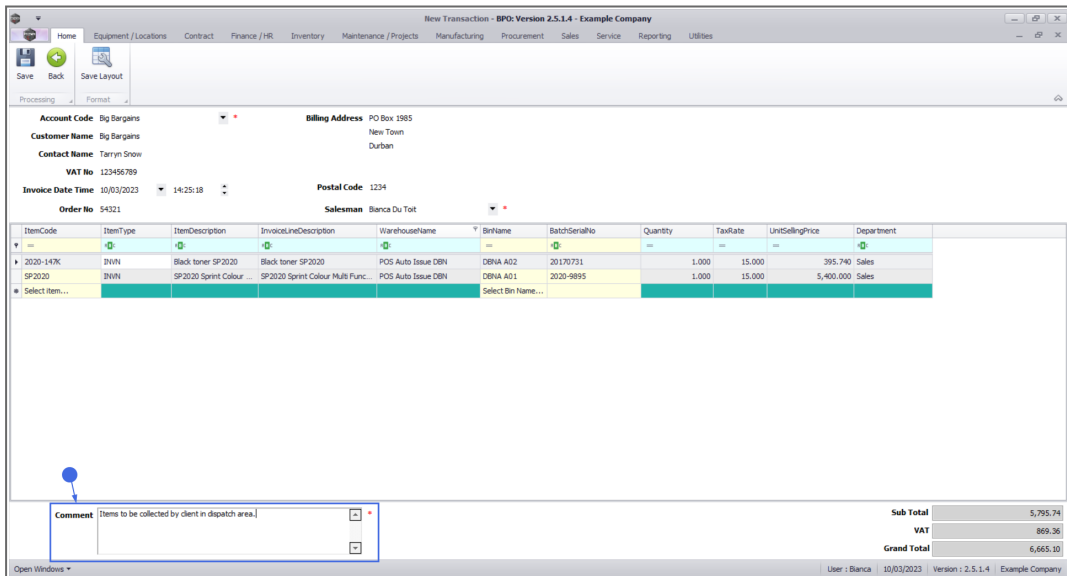


COMMENT TEXT BOX

1. 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

2. Click on **Save**.

- When you receive the **Customer Processing** message to confirm;
 - **New invoice has been created : [customer code]**
- Click on **OK**.

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

InvoiceNo	Customer...	CustomerName	DeptCode	InvoiceStatus	InvoiceDescription	InvoiceValue	Currency	TaxRate	InvoiceDate	SalesmanName	Comments
INW0000523	8160001	Big Bargains		N	54321	6,665.10 ZAR			15/03/2023	Blanca Du Toit	Items to be collected by cle...
INW0000522	CU5001	Cash Sales Account		P		534.92 ZAR			15/03/2023	Blanca Du Toit	test print drobe and picking ...
INW0000521	CU5001	Cash Sales Account		P		383.01 ZAR			15/03/2023	Blanca Du Toit	test
INW0000504	CU5001	Cash Sales Account		N		575.00 ZAR			15/05/2019	Blanca Du Toit	test
INW0000503	CU5001	Cash Sales Account		N		575.00 ZAR			15/05/2019	Blanca Du Toit	Test otc invoice
INW0000490	CU5001	Cash Sales Account		N		172.50 ZAR			15/08/08/2018	Blanca Du Toit	test
INW0000440	CU5001	Cash Sales Account		P		8,625.00 ZAR			15/07/05/2018	Blanca Du Toit	test
INW0000439	CU5001	Cash Sales Account		P		28,750.00 ZAR			15/07/05/2018	Blanca Du Toit	test
INW0000391	CU5001	Cash Sales Account		N		0.00 ZAR			14/03/08/2017	Blanca Du Toit	test
INW0000387	CU5001	Cash Sales Account		P		589.95 ZAR			14/02/25/07/2017	Blanca Du Toit	test
INW0000383	CU5001	Cash Sales Account		N		589.95 ZAR			14/02/14/07/2017	Judith Muizeng	POS Lite invoice
INW0000366	BOT0001	Bothas Networking INC		P	test	2,365.00 USD			14/02/20/06/2017	Blanca Du Toit	test
INW0000365	8160001	Big Bargains		P	test	242.00 ZAR			14/02/20/06/2017	Blanca Du Toit	test
INW0000358	CU5001	Cash Sales Account		N		589.95 ZAR			14/02/15/06/2017	Judith Muizeng	Retest Ticketing
INW0000357	CU5001	Cash Sales Account		N		589.95 ZAR			14/02/15/06/2017	Judith Muizeng	Retest ticketing
INW0000334	DER001	Derton Technologies		N		615.60 ZAR			14/02/22/05/2017	Judith Muizeng	v2.1.0.5 test
INW0000332	CU5001	Tasty Treats		N	POS LITE	1,593.90 ZAR			14/02/21/04/2017	Judith Muizeng	POS LITE
INW0000331	HCP001	Hope Works		P	pos diff customer	615.60 ZAR			14/02/21/04/2017	Judith Muizeng	pos diff customer
INW0000330	DER001	Derton Technologies		P	pos diff customer 1	2,053.20 ZAR			14/02/21/04/2017	Judith Muizeng	pos diff customer
INW0000329	DER001	Derton Technologies		P	pos diff customer	1,095.60 ZAR			14/02/21/04/2017	Judith Muizeng	pos diff customer
INW0000328	CU5001	Cash Sales Account		N	pos invoice	589.95 ZAR			14/02/21/04/2017	Judith Muizeng	pos invoice
INW0000327	CU5001	Cash Sales Account		N	pos invoice	1,757.78 ZAR			14/02/21/04/2017	Judith Muizeng	pos invoice
INW0000326	CU5001	Cash Sales Account		P	8976pos	753.83 ZAR			14/02/21/04/2017	Judith Muizeng	8976pos
INW0000325	CU5001	Cash Sales Account		P		589.95 ZAR			14/02/21/04/2017	Judith Muizeng	POS
INW0000317	CU5001	Cash Sales Account		P		812.25 ZAR			14/02/11/04/2017	Blanca Du Toit	test
INW0000270	CU5001	Cash Sales Account		P	test	570.00 ZAR			14/02/21/09/2016	Blanca Du Toit	test

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