



POS User Guide End of Month

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Perform an End of Month Update

The Point of Sale End of Month routine carries out several important tasks;

- It rolls the POS into the next period, which will then enable reports to be produced based on sales for the period etc
- Any consignment stock (sold on behalf of a third party) will be transferred to the Creditor Invoice File in readiness for payment to the third party
- **Important:** Only Clear Finalised Invoices and Clear Stock Transaction when doing END OF YEAR.

Outstanding Accounts

If you allow your customers to purchase goods on account (to be paid later) you have two options for how to deal with unpaid accounts at the end of the year;

- Leave the accounts in the POS module as unpaid (to be paid the following year)
- Print a copy of the unpaid accounts and transfer them to the Debtors module to appear on School Fee or Sundry Fee statements.

Option 1: Leave the Accounts in POS as Unpaid

Path: **Sales > Invoice Reports**

This option requires that you do nothing, however you may wish to print a copy of all outstanding accounts to post to customers.

1.	Select the correct Shop Code.
2.	Select the Invoice Status of 'Active' these will be the invoices with a balance other than \$0.
3.	Select the Report Style of 'Invoice Report'. Most schools should have a customised invoice report with their school / shop logo on it.
4.	Select to Print the report.

Invoices can then be posted to customers.

Code	Description	Qty.	Unit	Unit Price	Total
HAT-CR	Crick et Hat	1.00	each	19.50	\$19.50
Total:					\$19.50
GST Included:					\$2.54
Payment Received:					\$0.00
Outstanding:					\$19.50

Option 2: Transfer Unpaid Invoices to Debtors / Sundries

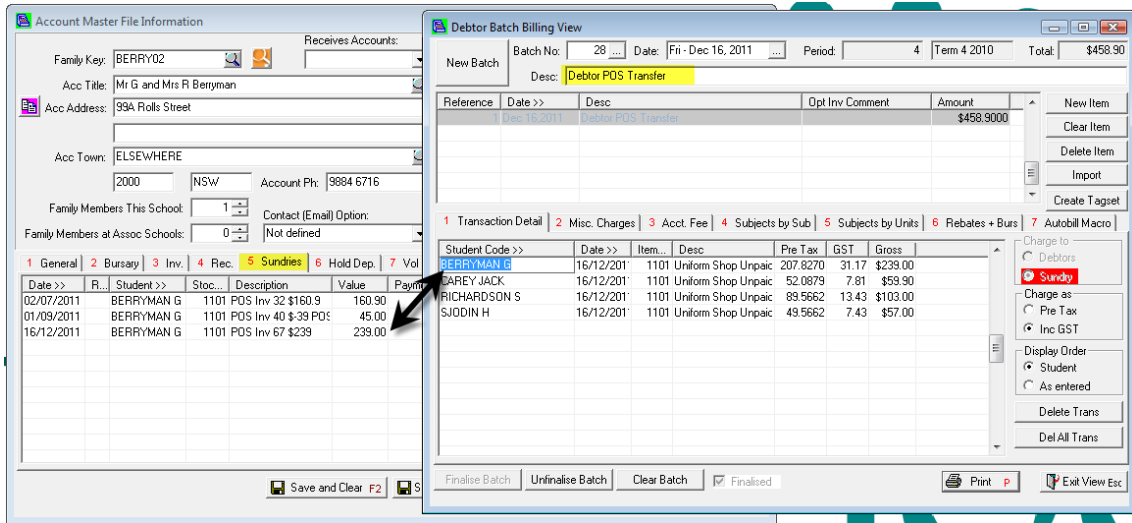
Path: Sales > Transfer to PCSchool

Unpaid Point of Sale accounts can be transferred to the Debtors module so that the outstanding balance appears on the Customers School Fee account (or Sundry account).

It is recommended that you print a copy of outstanding invoices (as per the instructions for option 1) to include with the Debtor / Sundry Account or to keep on file for your own records.

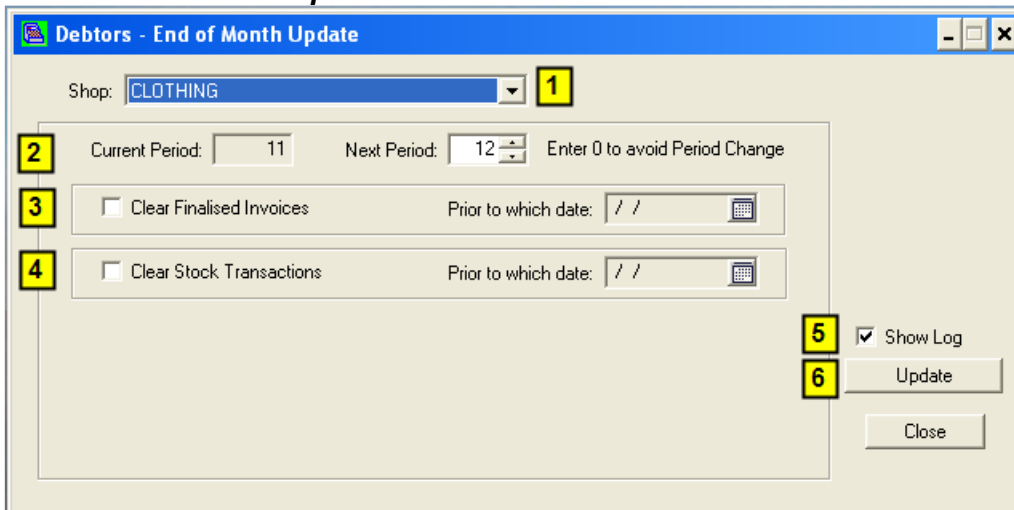
1. Select the correct [Shop] Code.
2. Select the Debtor [Cost Centres] for the Uniform Shop:
NOTE: You **must** have two cost centres created (via the Debtors Module) for items without GST and items with GST.
3. Select the [Date], or leave blank to transfer all unpaid invoices.
4. Select to transfer the outstanding amount to the:
Debtors or to the **Sundry** area within family accounts.
5. Select [Begin Process] to start the transfer.
Once the transfer is complete the 'POS-Debtors Integration' view will disappear.

In the Debtors Module the system will create a finalised Debtor POS Transfer batch in the Debtor Batch Billing View, these transactions will then appear in the Invoice or Sundries area of the Family Master File Account as shown below.



Perform an End of Month

Path: System > End of Month Update



1.	[Shop] select the Shop you wish to perform the End of Month for.
2.	[Current Period] Leave the [Next Period] as the default or change to 0 (zero) if you wish to remain in the current period, this option may be used to bring consignment stock sales into the Creditor Invoice File for payment.
3.	[Clear Finalised Invoices] - END OF YEAR ONLY Will delete all finalised invoice information from the customer file.
4.	[Clear Stock Transactions] END OF YEAR ONLY . Will delete all stock transaction information from the stock file.
5.	[Show Log] select to print a log of customers / stock affected by the update.
6.	[Update] to begin the process.

Consignment items

Once the End of Month has been performed you may view any payments to sellers of consignment stock through the Creditor Module.

Path: Finance > Creditors > Creditor Payments > Outstanding Invoices tab

The screenshot shows a window titled "Creditor Payments" with three tabs: "1 Payment Criteria", "2 Outstanding Invoices", and "3 Selected Invoices". The "Outstanding Invoices" tab is active, displaying a table with the following data:

Code	Name	Inv No >>	Date >>	Description	Hold	Due	Tax withh...	Due Date >>	Disc Amt	Disc Date...	Proposed...	Electroni...	Paym...	Tag
BIAL001	Mr A Bialostoki	000336	21/08/2009	000336 - Shirt Qty = 1	<input type="checkbox"/>	0.00	0.00		0.00		0.00		Cheque	<input type="checkbox"/>
BIAL001	Mr A Bialostoki	000337	21/08/2009	000337 - short Qty = 1	<input type="checkbox"/>	10.00	0.00		0.00		0.00		Cheque	<input type="checkbox"/>
BIAL001	Mr A Bialostoki	000341	22/08/2009	000341 - Shirt Qty = 1	<input type="checkbox"/>	10.00	0.00		0.00		0.00		Cheque	<input type="checkbox"/>
BIAL001	Mr A Bialostoki	000342	22/08/2009	000342 - Shorts Qty = 1	<input type="checkbox"/>	16.88	0.00		0.00		0.00		Cheque	<input type="checkbox"/>
BIAL001	Mr A Bialostoki	000346	21/09/2009	000346 - Graphic Calculator (12	<input type="checkbox"/>	78.75	0.00		0.00		0.00		Cheque	<input type="checkbox"/>

Below the table, there are buttons for "Add Tagged to Selection", "UnTag All", and "Tag All". At the bottom, there are summary fields:

Date to Record Payment	Expected Value Tagged	Expected Approx Payout
21/09/2009	\$0.00	\$10.00

Here the consignment stock payments will be displayed with the Customer (seller) code and name, the stock barcode will be used as the Invoice Number as well as in the Description together with the stock name and quantity sold. The amount Due will be the agreed cost excluding GST.