

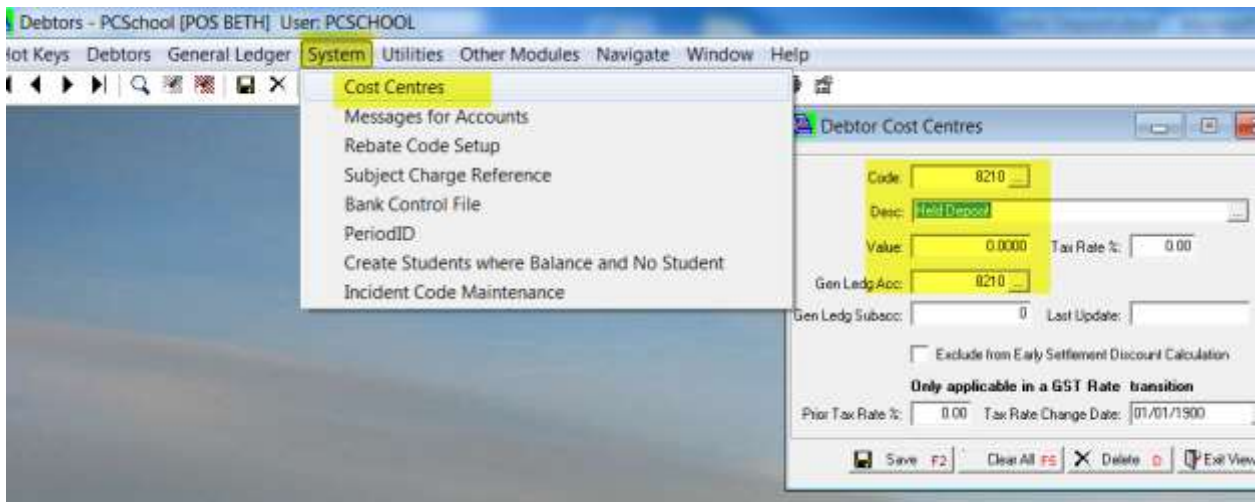
POS HELD DEPOSIT



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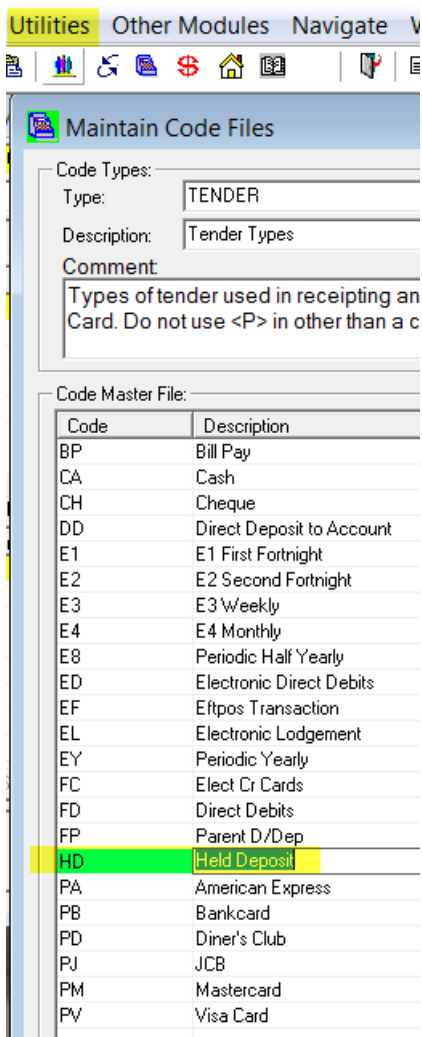
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Step 1 - In Debtors - set up a new Cost centre – e.g. Held Deposit

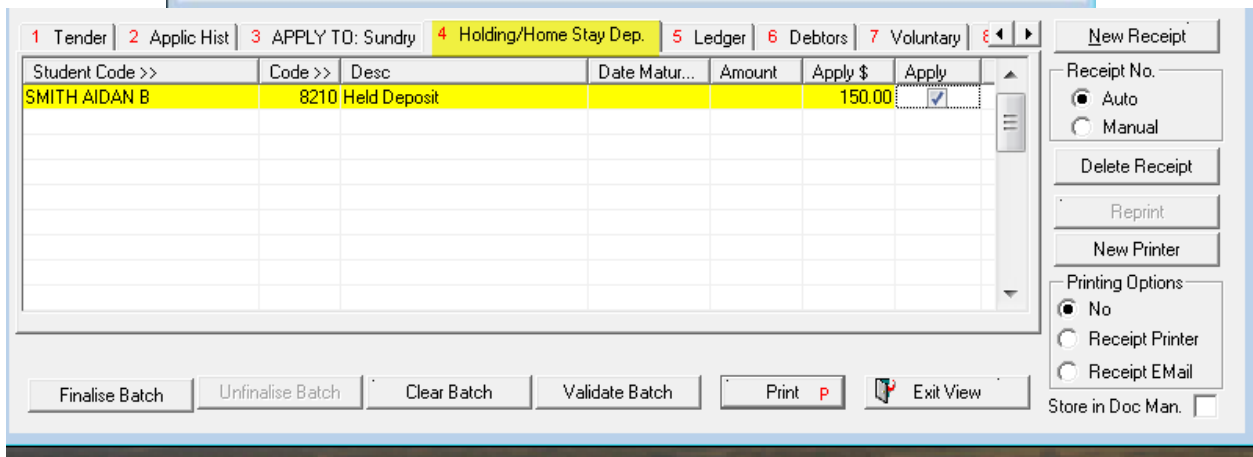


Step 2 – Set up Tender type

- under Utilities – Maintain Codes Files

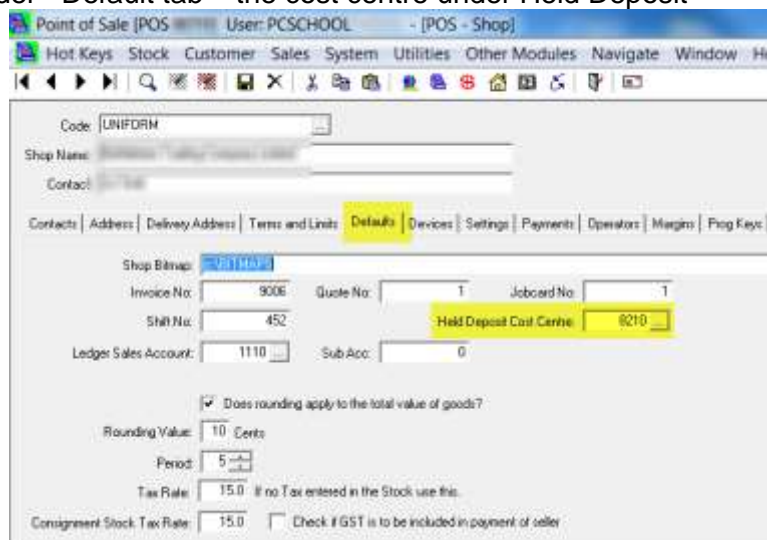


Step 3 - When receipting monies in Debtors receipt to the Held Deposit

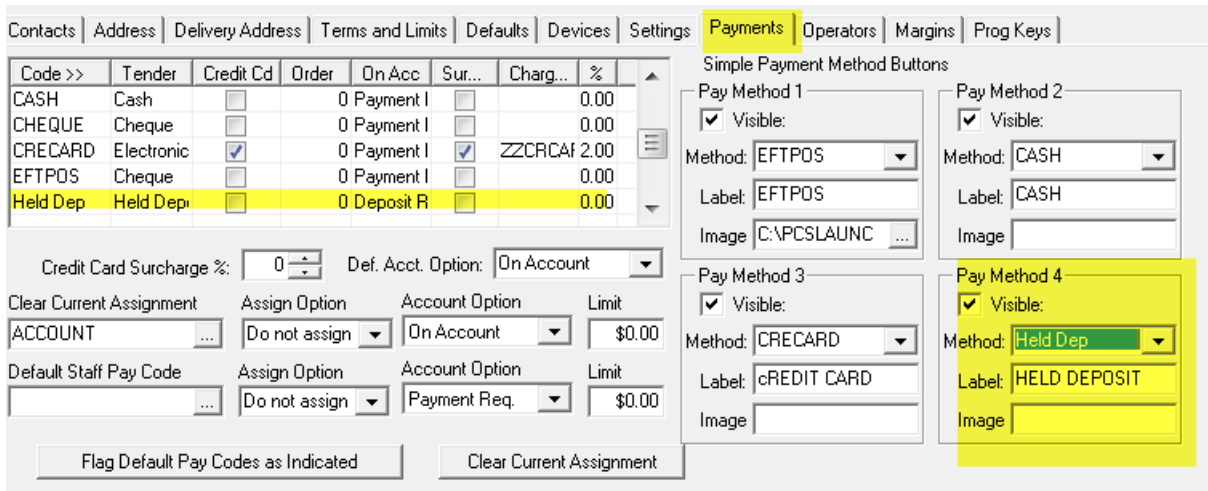


Step 4 - In POS module – setup the following:

- setup under– Default tab – the cost centre under Held Deposit

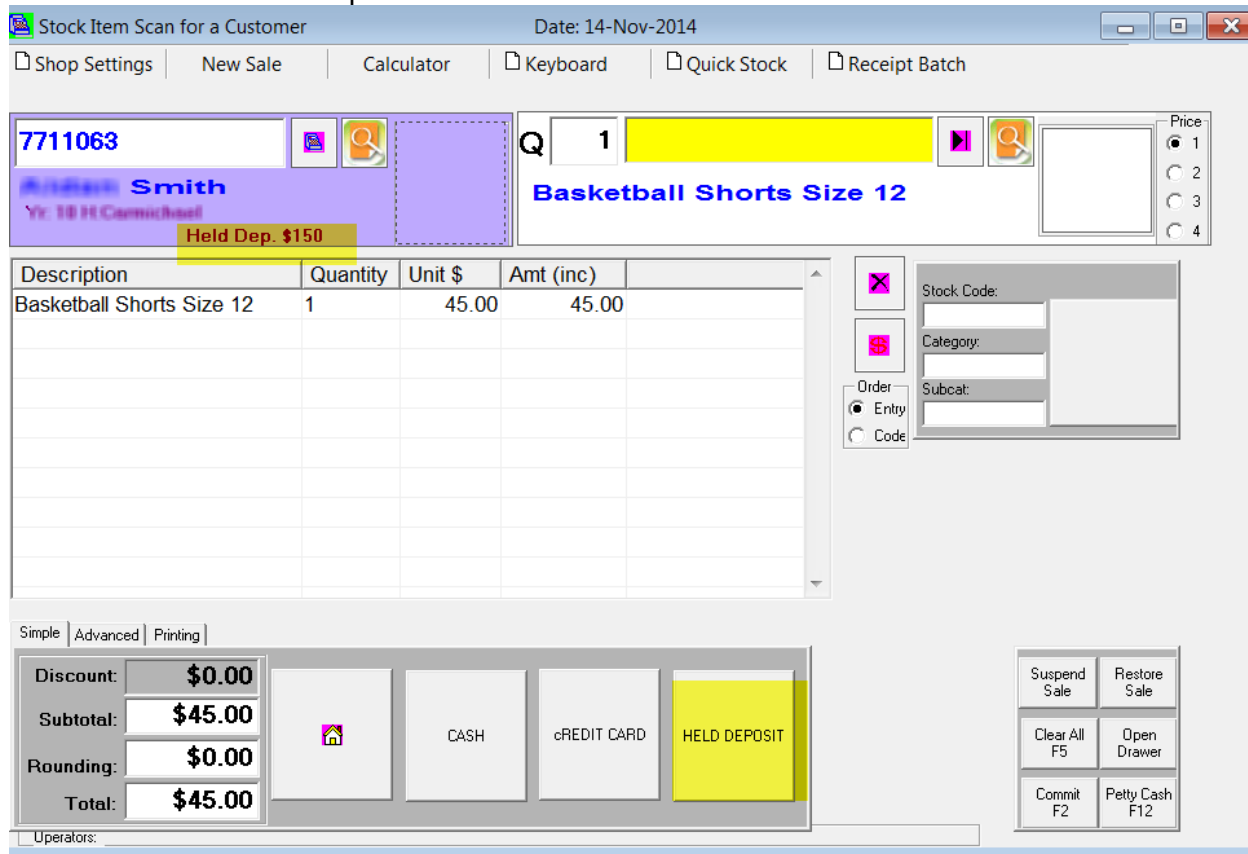


Step 5 - Setup Payment button



Step 6 -Making the Sale against the Held Deposit

- Select the customer and underneath will show the Held Deposit amount
- Select items to sell
- Select Held Deposit to make the sale



If you now call up that Student his balance has been reduced e.g.



In Debtors his balance has been reduced e.g.

Family Key: SMITH02 Receives Accounts: Both Parents Father: Mother:

Acc Title: Mr and Mrs Smith

Acc Address: Account Ph: 542 0157

Family Members This School: 2 Contact (Email) Option: Mother

Family Members at Assoc Schools: 0 Tender:

1 General | 2 Bursary | 3 Inv. | 4 Rec. | 5 Sundries | 6 Hold Dep. | 7 Vol P/ments | 8 Stud Disc.. | 9 Comments | C

Date dep >>	Studkey >>	Item c...	Item desc	Amount	D
14/11/2014	SMITH AIDAN B	8210	Held Deposit	105.00	

In Pos his account will show the balance = 0.00 owing

Point of Sale - Customer

Code: SMITH Barcode: 7711063

Surname: Smith Givenname: Aidan

Balance: 0.00

General | Financials | Comments | Invoices | Jobs | Quotes | Receipts | Address | Billing | Payments

Shop	Invoice	Date	Deliver to	Ordered by	Inv amount	Paid a...	Transfer ...	Balance
UNIFORM	9007	14/11/2014			45.00	0.00	0.00	\$0.00
UNIFORM	8257	24/04/2014			108.90	108.90	0.00	\$0.00
UNIFORM	7245	22/01/2014			59.90	59.90	0.00	\$0.00
UNIFORM	3366	04/09/2012			29.80	29.80	0.00	\$0.00
UNIFORM	2901	23/05/2012			63.80	63.80	0.00	\$0.00

Stock code	Description	Quantity	Unit price	Amount	Tax	Inc Amount
BB-SH-12	Basketball Shorts Size 12	1.0000	\$45.00	\$45.00	\$5.87	\$45.00

Comments

Invoices to Display: All Outstanding

Save ... Clear All Exit View