



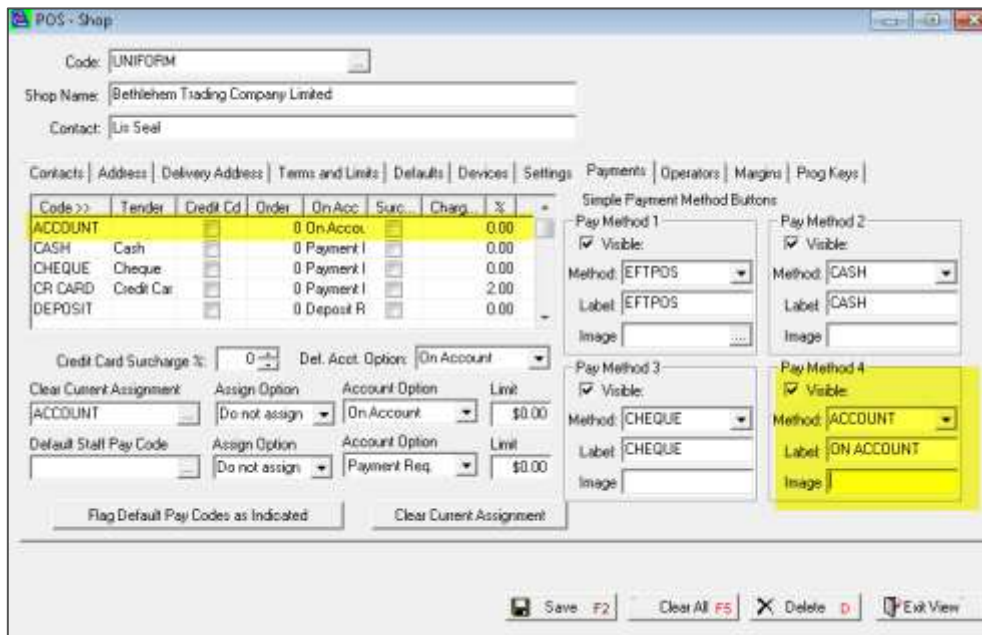
Goods sold and paying off items (Layby) in POS

Step 1 – Set up Account in the Payment Method

Path: System → Shop Details → Payments

See the following link to show you how to set up the Account as a Tender type:

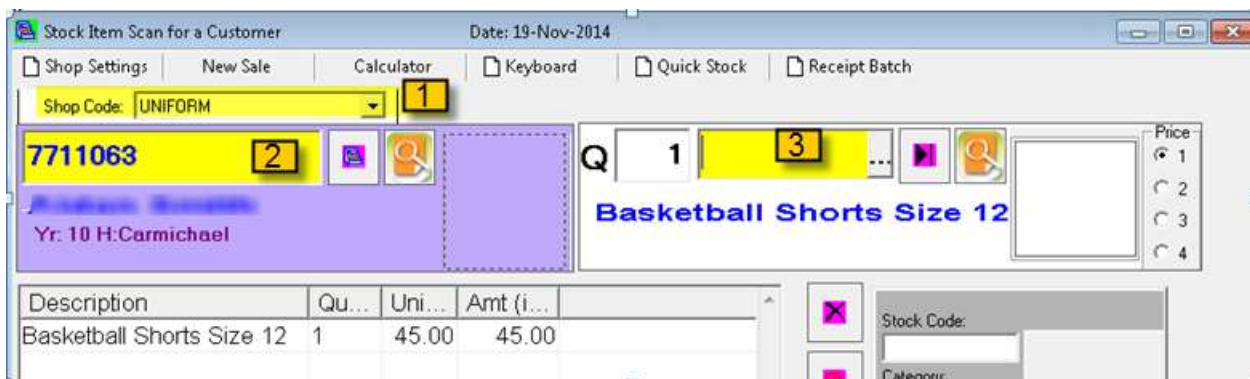
<http://www.pcschool.net/wp-content/pcschool-uploads/pos/possetup.pdf>



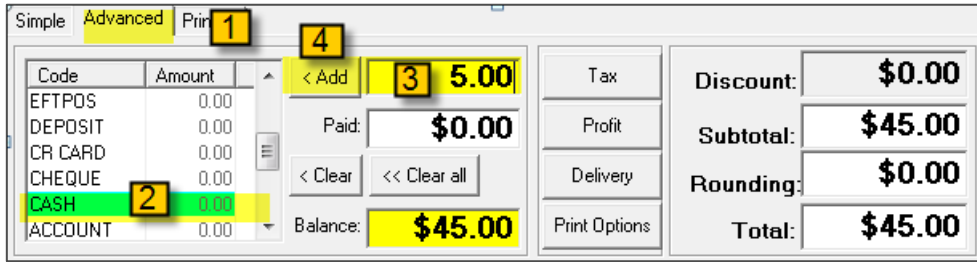
Step 2 – Selling an item

Path: Sales → Product Sales

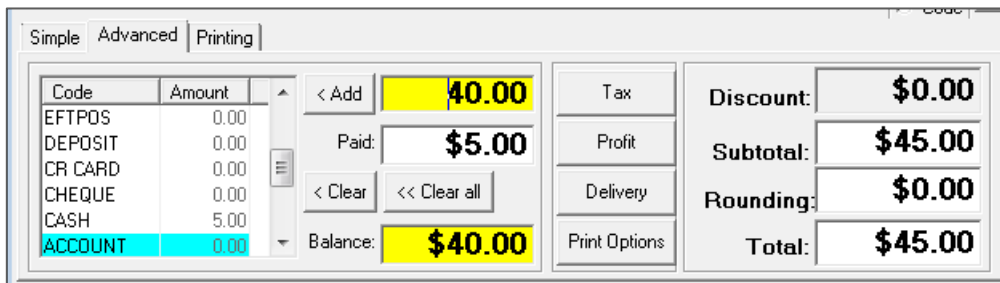
(in this example we are selling the item and receive a \$5 cash payment)



1.	Select Correct shop to selling from
2.	Select your Customer (If you can not find the customer - see the following link to setup http://www.pcschool.net/wp-content/pcschool-uploads/pos/poscustomers.pdf)
3.	Select the Item to sell

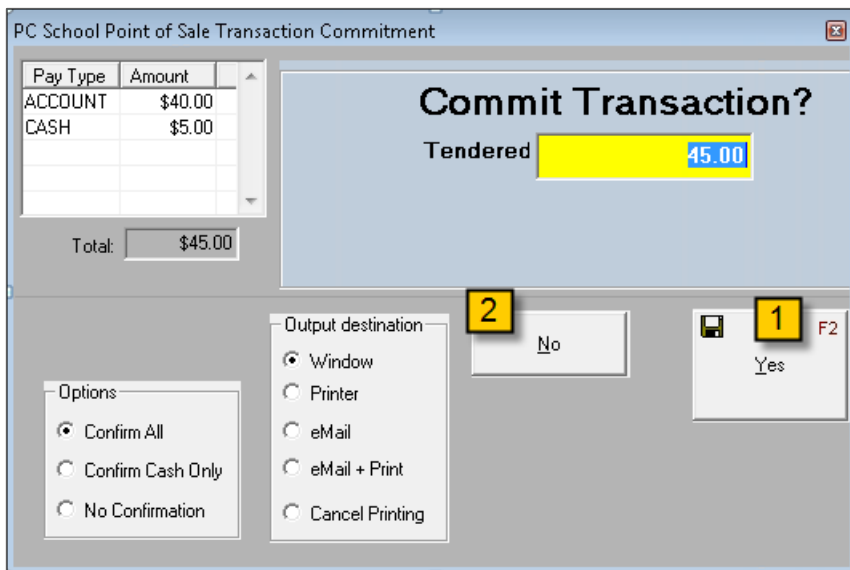


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|----|-------------------------|
| 1. | Select the Advanced tab |
| 2. | Select the Cash |
| 3. | Then type in \$5.00 |
| 4. | Select Add |



- | | |
|----|---|
| 1. | Select Account |
| 2. | The balance should display – if not type the amount in the amount |
| 3. | Select Add |

When the total is reached a Pop up screen will appear -



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|----|--|
| 1. | YES to confirm - the invoice will print as per example below |
| 2. | No to return to previous screen |

Estimate: Trading Company Limited
 Invoice No: 1000
 Invoice Date: 19/11/2014

GST NUMBER: 69 401 090
Wednesday, November 19, 2014
Invoice: 9,970.00
 Sales person: 4.00

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SMITH Aidan
 Mr and Mrs Smith
 123 Main Street
 Sydney NSW 1500

Code	Description	Qty.	Unit	Unit Price	Total
BB-SH-12	Basketball Shorts Size 12	1	each	\$45.00	\$45.00
Total:					\$45.00
GST Included:					\$5.87
Payment Received:					\$5.00

Customer account example:

Point of Sale - Customer

Code: **SMITH AIDAN B** Barcode: 7711063

Surname: Smith Givenname: Aidan

Balance: 40.00

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Shop	Invoice	Date	Deliver to	Ordered by	Inv amount	Paid ...	Transfe...	Balance
UNIFORM	8996	19/11/2014			45.00	5.00	0.00	\$40.00
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

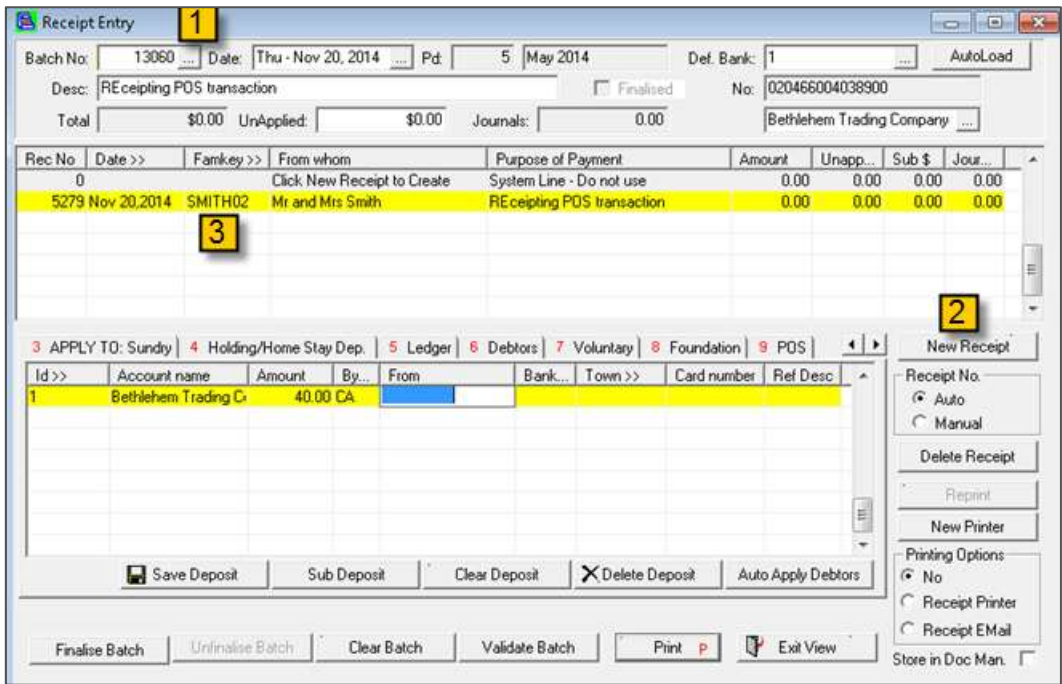
Stock code	Description	Quantity	Unit price	Amount	Tax	Inc Amount
BB-SH-12	Basketball Shorts Size 12	1.0000	\$45.00	\$45.00	\$5.87	\$45.00

Step 3 – Customer then to paying off the balance

(The POS person needs to have access to Receipt entry otherwise the customer will have to go to the Reception area to pay the balance off or part)
 Then the customer would need to take the receipt to the Uniform shop to collect the item.

To receipt the money via POS

Path: Sales → Receipt entry



- | | |
|----|----------------------------------|
| 1. | Select a batch |
| 2. | New Receipt |
| 3. | Receipt the monies to the FamKey |



- | | |
|----|---|
| 1. | Select POS tab #9 |
| 2. | Select the Customer via the drop down box |
| 3. | Select item to pay – and in the Payment tab -
- if only one item - you can Auto Apply
- if several amounts showing enter the amount under payment and then Apply. |