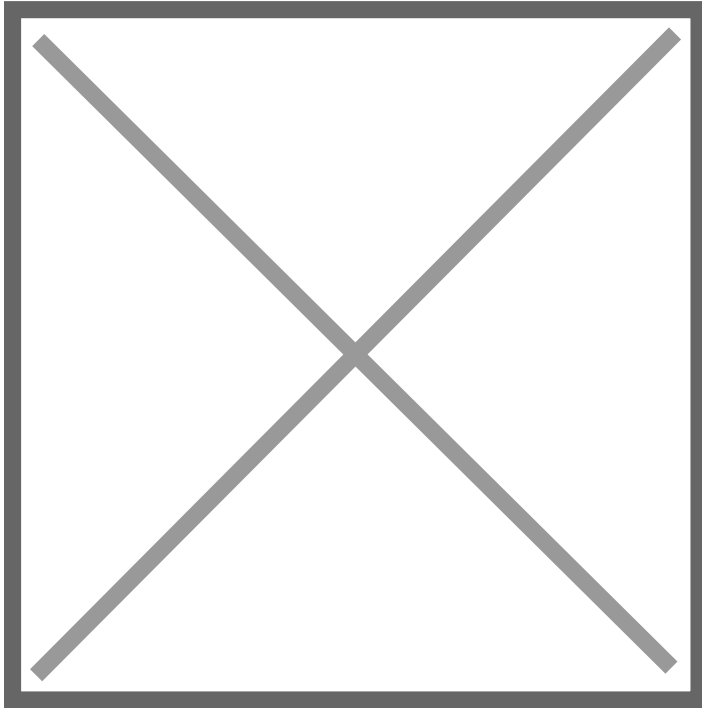


Point of Sales (POS) Invoice

Till Access Help

Debtors > Activity > Point of Sale Invoice



It's an access till with a keyboard that operates a mechanism for displaying and adding the amounts of cash received in individual sales.

Till number – select the till number from the drop down arrow

Password – to enter the users' password

Enter button – enter login details

Close button – to close till access screen

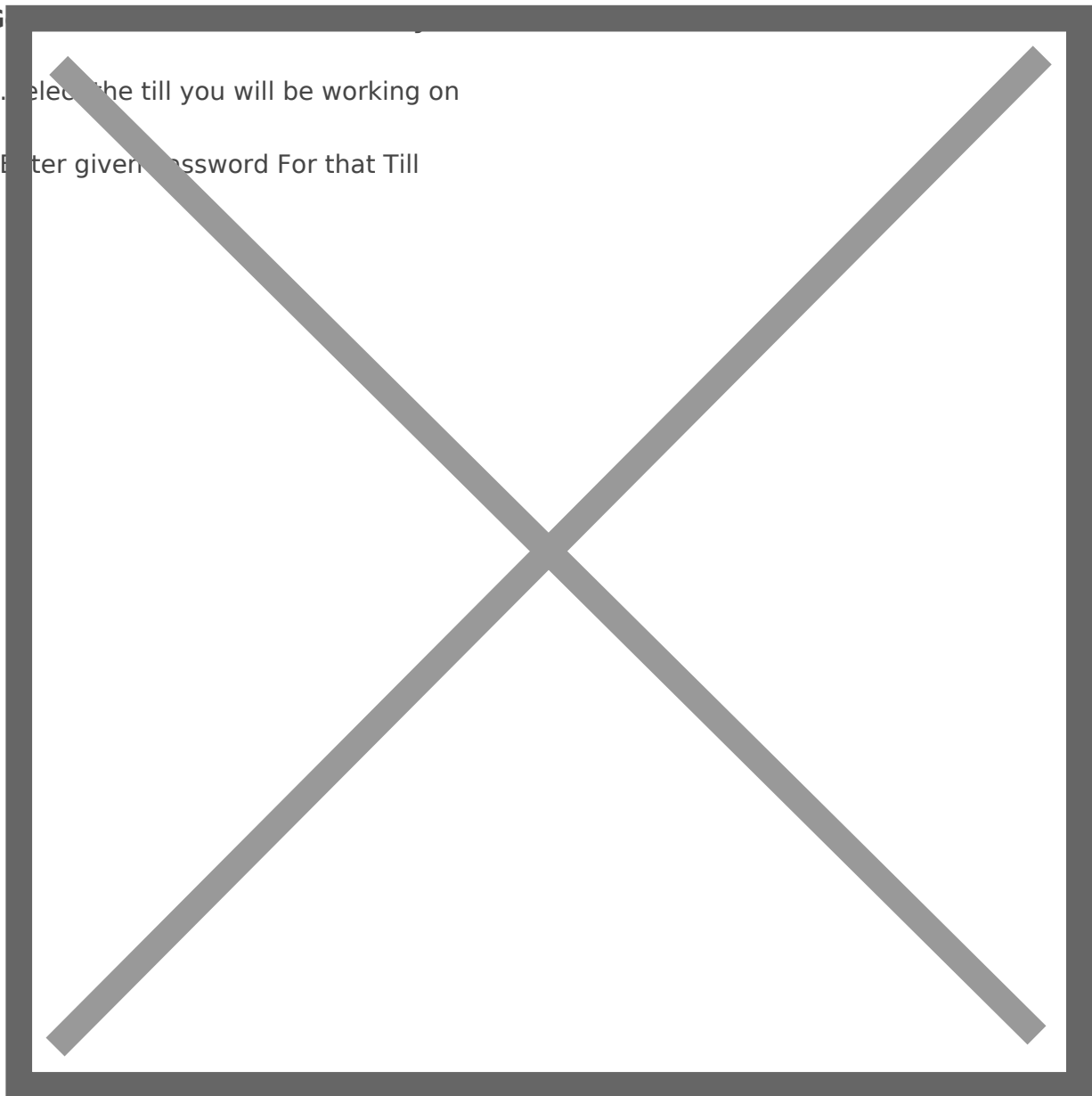
Point of Sale Invoice

To Create a point of sale invoice in WebAccounting

G

1. Select the till you will be working on

2. Enter given password For that Till



1. Capture Invoice Details > that will be the

short description

Reference

Order Number etc

Sales Rep

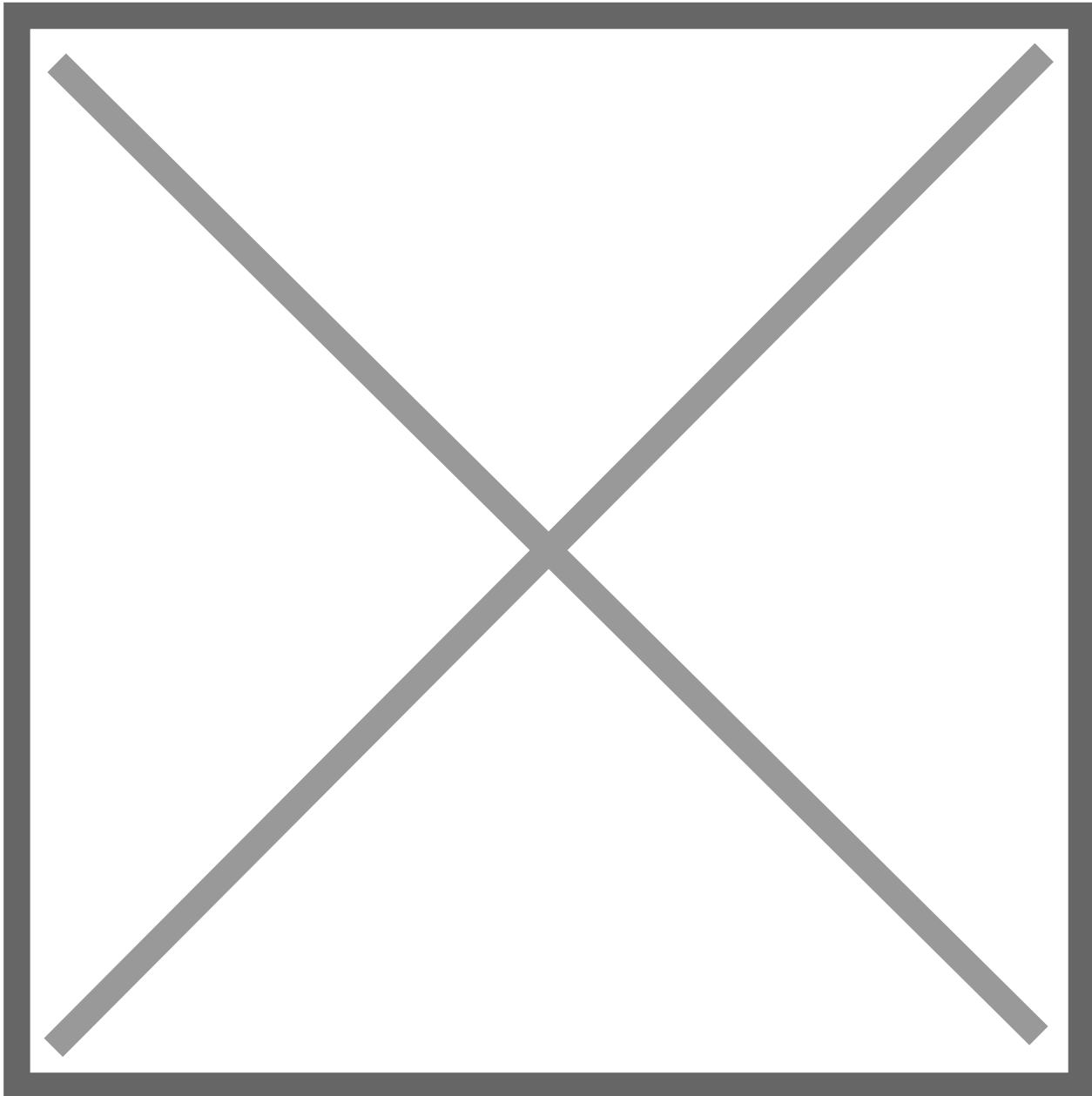
And click on save invoice

2. Enter item details

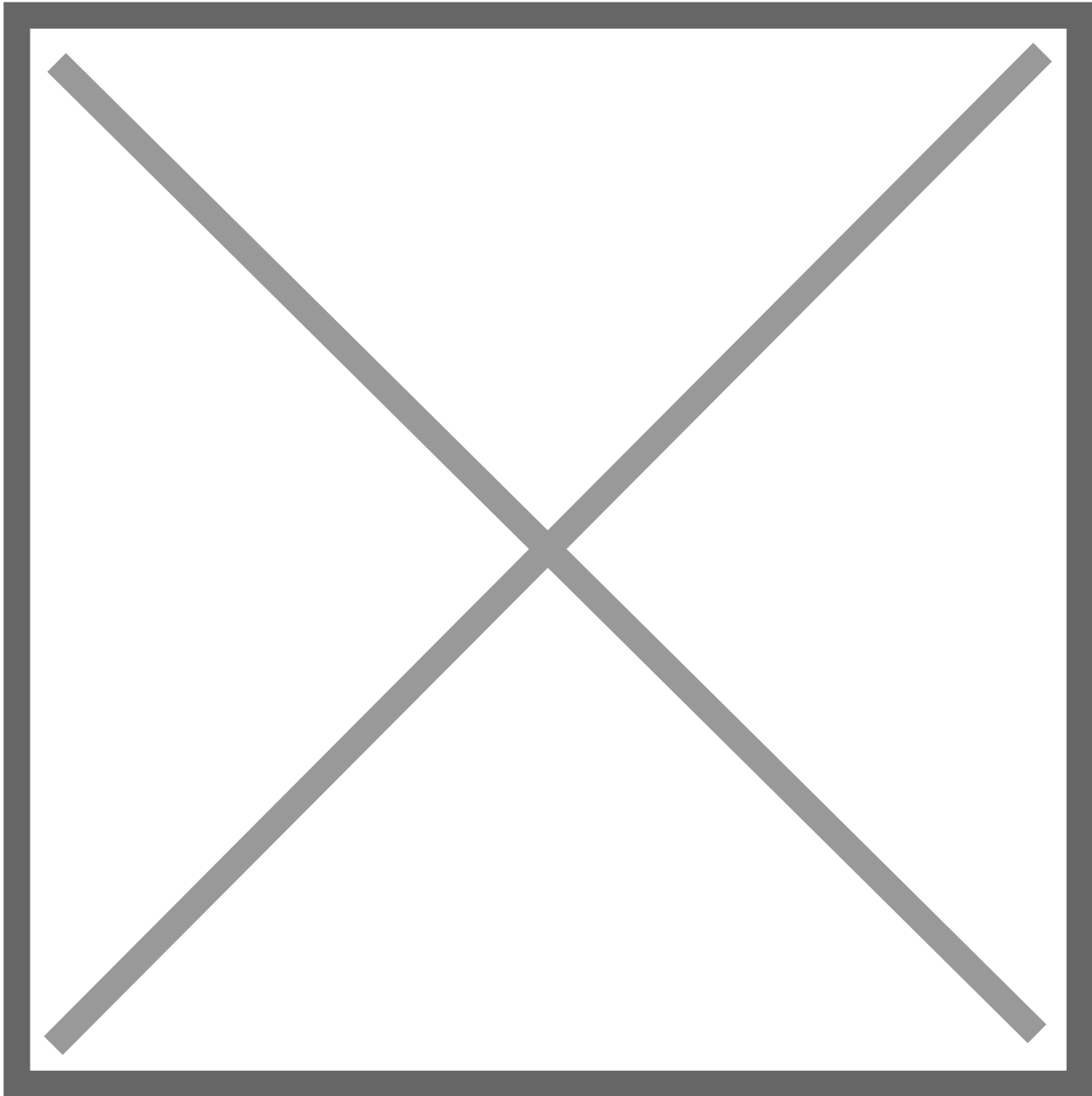
Add the list of items to be sold

Enter invoice Lines by selecting the item code

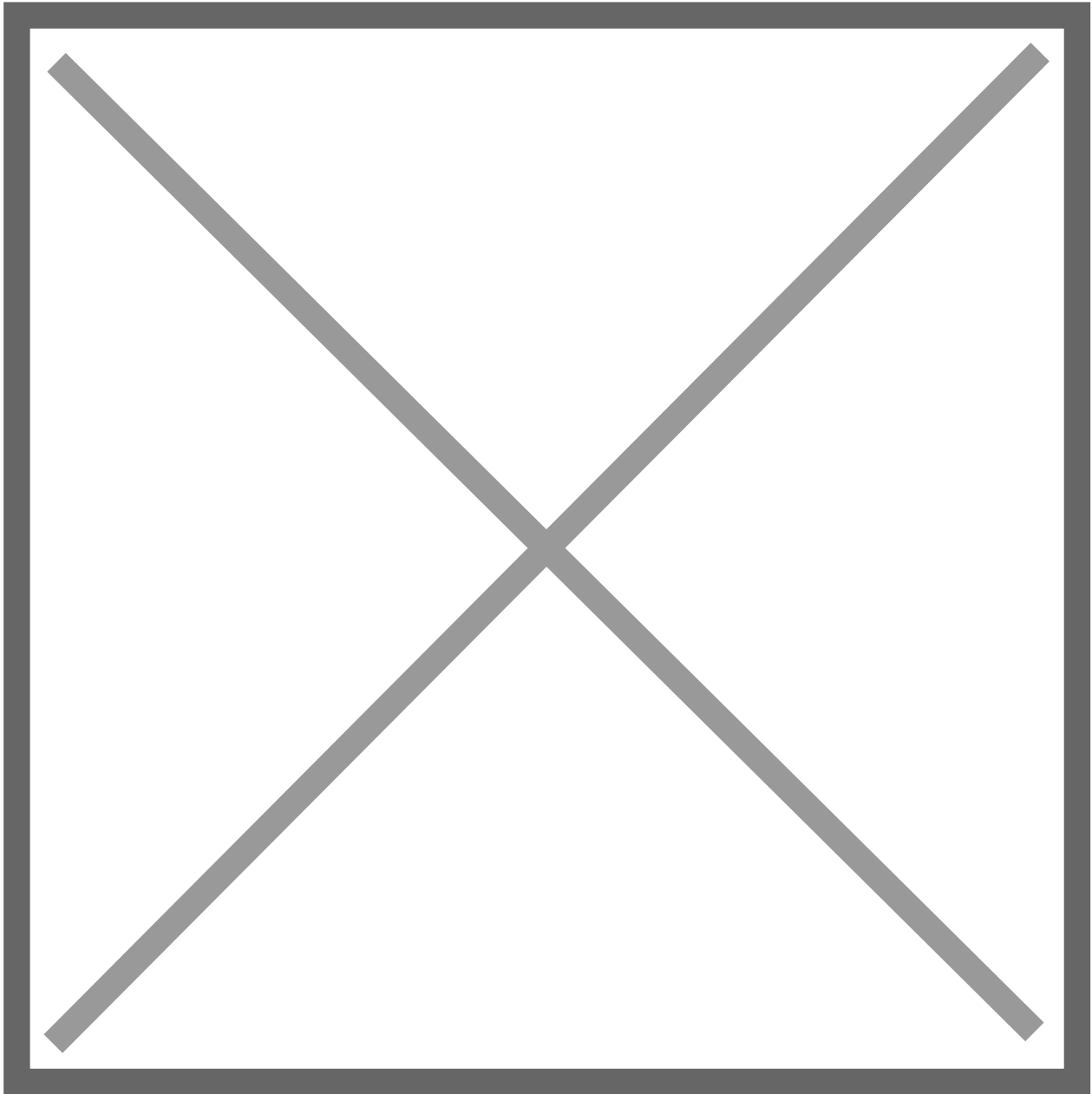
3. Click on Add line to invoice and save invoice



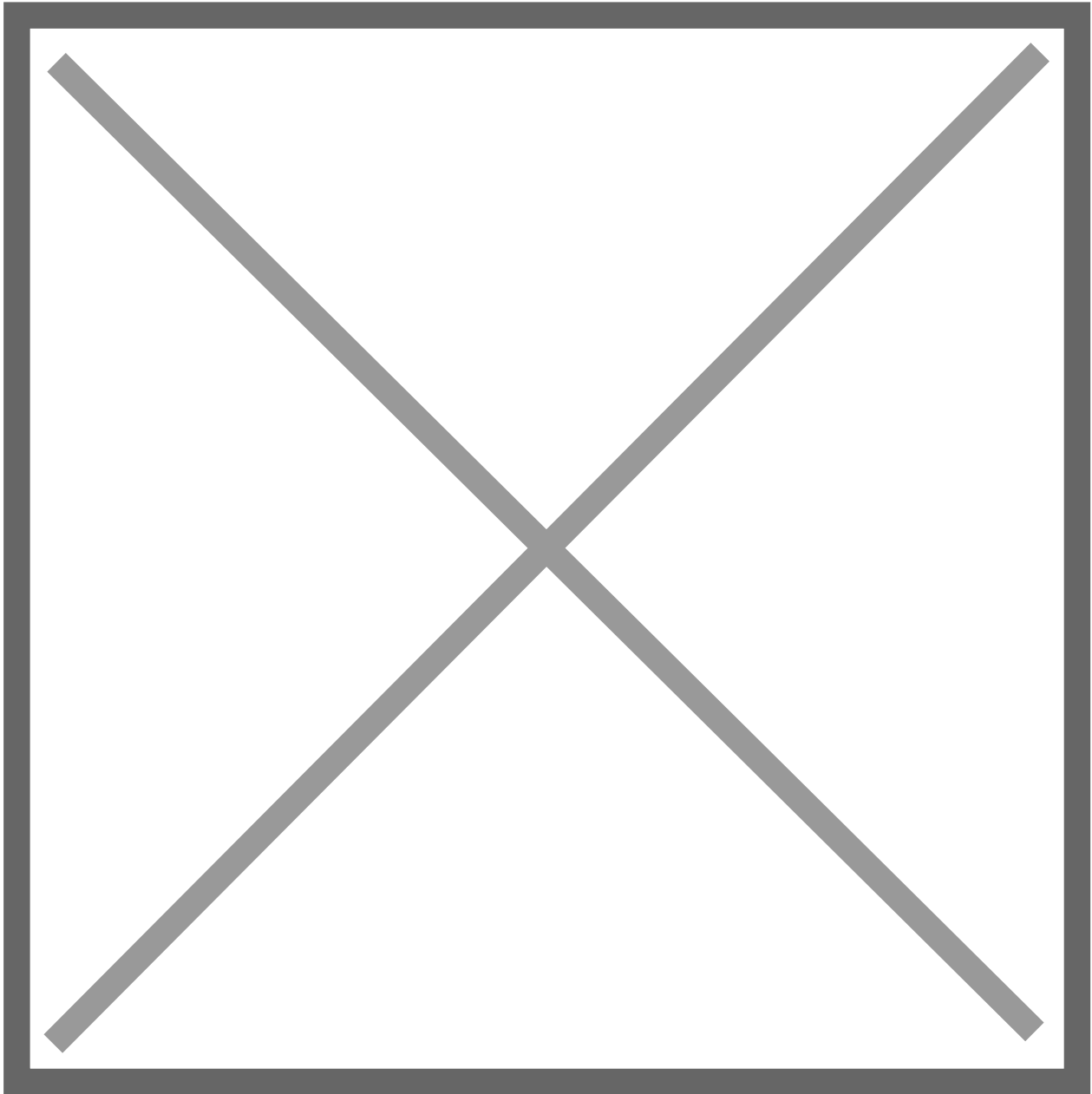
Line added successfully



1. Go to Payment option TAB
2. Select the payment method on the drop down
3. Add the payment amount
4. This is the total of the invoice
5. The change after the payment rendered will be shown here

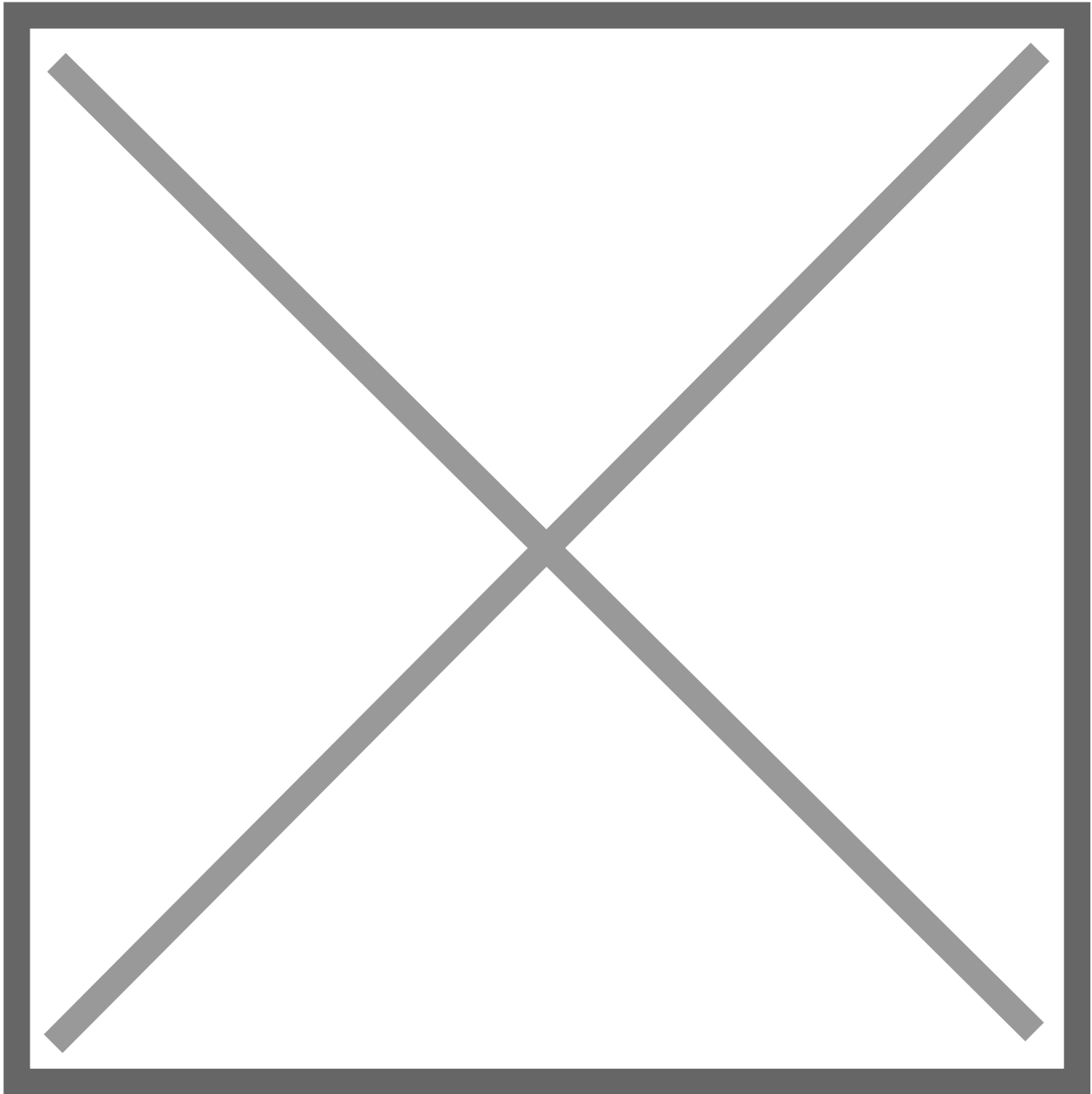


The captured payment amount will appear on the grid and the change due will show in red if it was more than the invoice amount.



Once all the required information is added

The invoice can be processed.



Revision #1

Created 1 August 2023 21:33:04 by Paige

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