

## mini-POS

**1007 John Haddock Insurance Co. - Sales Order**

General Invoicing Shipping Foreign Trade E - Commerce **Payment**

On Account    Amount On Account . . . 0.00    Total Due . . . . . 397.32  
 Cash  
 **Check**  
 Credit Card

**Check**  
 Check Amt. Received . . 397.32  
 Amount Received . . . . 397.32  
 Amount Applied . . . . . 397.32  
 Change . . . . . 0.00

Check No. . . . . 1546  
 Driver's License No. . . . 2150 1245 125

POSCorrectText    Payment Applied   
 Applies-to ...  
 Applies-to ...  
 Jnl Template . . . CASHRCPT  
 Jnl Batch . . . . . DEFAULT  
 Cash Line No. . . . . 0  
 Check Line ... . . . . 10000  
 CrCard Line... . . . . 0  
**Status . . . . . Released**

Type	No.	Description	Location Code	Quantity	Reserved Quantity	Unit of Measure...	Unit Price Excl. Tax	Ta: Co:
Item	70000	Side Panel		10		PCS	47.30	MA

Item: 70000 Side Panel    Sales History

Order Line Functions Posting Posting Print... Help

The “Mini-POS” Granule adds the ability to capture customer payments on Sales Documents. This can be run in Real Time or After the Fact. Payment entry is designed to be quick and easy. You simply select the type of tender, Cash, Check, Credit Card, or On Account. The amount of the sale automatically fills in the Amount Received. If you receive more then the Sale Amount then the Change is calculated. You also have the ability to split the tendered amount or split some amount tendered and the remainder On Account.

Mini-POS has controls related to customer payment terms. The attending clerk is alerted if the customer is a Cash only customer. Other alerts allow multiple tender but none on account. Setup can make required Check and Credit Card information mandatory.

Daily receipts can be accumulated by user, cash drawer, or store. Reconciliation of the receipts can be reported.

Cash Drawer triggered by post and print is available. Posted Sales Documents maintain the tender history.

For “Walk in” sales, we recommend you setup one Customer (CASH) and set the payment terms to COD to force full payment at point of sale.

### **Key Features:**

Enter Real Time or after the fact.

Cash received goes to the “Cash Receipts Journal” automatically.

Ability to split tendered amount.

Handles returns on the Credit Memo Screen.

Easy to follow screen since it is just an extra TAB on SO Form.

Using the SO Form enables customers to call ahead, enter the order, pick the order, hold a sales desk, pay when pick up.

Designed for Version 4.0 and later, but we can integrate to a 3.X dB if needed.

## WORKFLOW:

Enter Sales Order as you would normally do:

2016 Cast Coatings Inc - Sales Invoice

General Invoicing Shipping Foreign Trade Payment

No. . . . . 2016 [edit]

Posting Date . . . . . 01/16/05

Sell-to Customer No. . . . . 10383 [up]

Document Date . . . . . 01/16/05

Sell-to Contact No. . . . . [up]

External Document No. . . . .

Sell-to Customer Name . . . . . Cast Coatings Inc

Salesperson Code . . . . . 1402 [up]

Sell-to Address . . . . . 203 W Southeastern Ave

Campaign No. . . . . [up]

Sell-to Address 2 . . . . .

Responsibility Center . . . . . EL [up]

Sell-to City . . . . . Gallien

**Status . . . . . Open**

Sell-to State / ZIP Code . . . . . MI 49113 [up]

Sell-to Contact . . . . . Judy

Ordered By . . . . .

Type	No.	Description	Location Code	Quantity	Unit of Measure...	Unit Price Excl. Tax	Tax Gro Code
Item	ACE.1.401	HM ACETONE 1GAL		2	GAL	10.49	TAXABLI
Item	BS10.4.277	BLENDING SOLVENT QT		1	[down] [up]	15.19	TAXABLI

Item BS10.4.277 BLENDING SOLVEN... Total Amount . . . 36.17

Invoice Line Functions Posting Help

When finishing the line entry, go to the new Payment Tab:

2016 Cast Coatings Inc - Sales Invoice

General Invoicing Shipping Foreign Trade **Payment**

On Account: Amount On Account . . . 0.00 Amount Including Tax . . . 36.17  
 Cash Payment Applied . . .   
 Check  
 Credit Card

Jnl Template . . .  
 Jnl Batch . . .  
 Cash Line No. . . 0  
 Check Line ... . . 0  
 CrCard Line... . . 0  
 Status . **Open**

Type	No.	Description	Location Code	Quantity	Unit of Measure...	Unit Price Excl. Tax	Tax Gro Code
Item	ACE. 1.401	HM ACETONE 1GAL	1	2	GAL	10.49	TAXABLI
▶ Item	BS 10.4.277	BLENDING SOLVENT QT	1	1	QT	15.19	TAXABLI

Item BS 10.4.277 BLENDING SOLVEN... **Total Amount. . . 36.17**

Invoice Line Functions Posting Help

Next Click on the Payment Type:

2016 Cast Coatings Inc - Sales Invoice

General Invoicing Shipping Foreign Trade **Payment**

On Account  
 Cash  
 **Check**  
 Credit Card

Amount On Account . . . 0.00    Amount Including Tax . . . 36.17  
 Check  
 Check Amt. Received. 36.17    Payment Applied . . .   
 Amount Received . . . 36.17  
 Amount Applied . . . 36.17  
 Change . . . . . 0.00  
 Check No. . . . . 112  
 Driver's License No. . 112  
 Jnl Template .  
 Jnl Batch . . .  
 Cash Line No. 0  
 Check Line ... 0  
 CrCard Line... 0  
 Status . **Open**

Type	No.	Description	Location Code	Quantity	Unit of Measure...	Unit Price Excl. Tax	Tax Gro Code
Item	ACE.1.401	HM ACETONE 1GAL		1	2 GAL	10.49	TAXABLI
Item	BS10.4.277	BLENDING SOLVENT QT		1	1 QT	15.19	TAXABLI

Item BS10.4.277 BLENDING SOLVEN...    **Total Amount. . . 36.17**

Invoice Line Functions Posting Help

Notice how when you click the first payment type, like Check, the Default amount Received is the full amount, leaving zero On Account.

If the check is for a partial payment, or you will be splitting the amount tendered, you will change the amount in the Check Amt. Received field.

2016 Cast Coatings Inc - Sales Invoice

General Invoicing Shipping Foreign Trade **Payment**

On Account    Amount On Account . . . 6.17    Amount Including Tax . . . 36.17  
 Cash  
 Check  
 Credit Card

Check  
 Check Amt. Received. 30.00    Payment Applied . . . .   
 Amount Received . . . 30.00  
 Amount Applied . . . 30.00  
 Change . . . . . 0.00  
 Jnl Template . . . . .  
 Jnl Batch . . . . .  
 Cash Line No. . . . . 0  
 Check Line . . . . . 0  
 CrCard Line... . . . . 0  
 Status . **Open**

Type	No.	Description	Location Code	Quantity	Unit of Measure...	Unit Price Excl. Tax	Tax Gro Code
Item	ACE.1.401	HM ACETONE 1GAL		1	2 GAL	10.49	TAXABLI
Item	BS10.4.277	BLENDING SOLVENT QT		1	1 QT	15.19	TAXABLI

Item BS10.4.277 BLENDING SOLVEN...    **Total Amount. . . 36.17**

Invoice Line Functions Posting Help

The Remaining amount shows in the Amount on Account field. It is possible to post the invoice with a partial payment, and some on account, if the Payment terms allow Amount on Account.

Below, see how you can indicate if a Payment Term will allow an Amount on Account.

Payment Terms

Code	Allow On Account	Allow Cash	Allow Checks	Allow Credit Card	Due Date Calculation	Discount Date Calculation	Discount %
CASH		✓	✓	✓	-1D		0
CASHONLY		✓		✓	0D		0
CIA		✓	✓	✓	0D		0
COD	✓	✓	✓	✓	0D		0
DUR		✓	✓	✓	0D		0
HOLD					0D		0
NET	✓	✓	✓	✓	0D		0
NET1ST	✓	✓	✓	✓	CM+1D		0
NET10	✓	✓	✓	✓	10D		0

OK Cancel Help

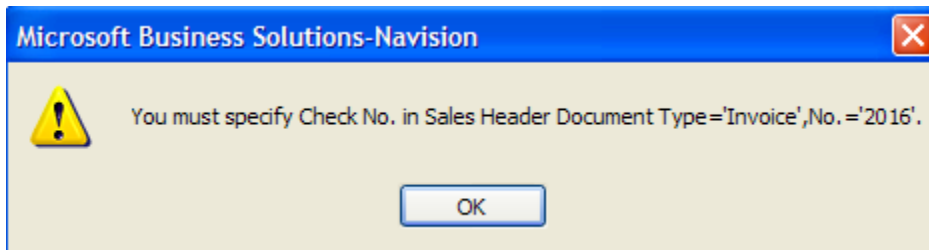
Continuing with the Invoice, let's say that the customer pays the remainder with a \$10.00 bill. We click on the Cash Payment Type and change the Cash Amt. Received to \$10.00. Notice the Change field shows \$3.83 which is the difference between the total amount

received and the amount due.

Type	No.	Description	Location Code	Quantity	Unit of Measure...	Unit Price Excl. Tax	Tax Gro Code
Item	ACE.1.401	HM ACETONE 1GAL		2	GAL	10.49	TAXABLI
Item	BS10.4.277	BLENDING SOLVENT QT		1	QT	15.19	TAXABLI

The transaction is completed when you change the Status to Received OR Post & Print; “Ship and Invoice”. This process also checks to see that all information that is required by your business rules is filled in.

I had not filled in the Check No. and a Drivers license No. so I have received the following message.



I can return to the Check entry screen by simply clicking on the Check Tender Type and fill in the Check No. and Driver’s License No.

2016 Cast Coatings Inc - Sales Invoice

General Invoicing Shipping Foreign Trade **Payment**

On Account    Amount On Account . . . 0.00    Amount Including Tax . . . 36.17  
 Cash  
 Check  
 Credit Card

Check  
 Check Amt. Received. 30.00    Payment Applied . . . .   
 Amount Received . . . 40.00  
 Amount Applied . . . 36.17  
 Change . . . . . 3.83  
 Check No. . . . . 56007  
 Driver's License No. . 4563 332 76 84

Jnl Template .  
 Jnl Batch . . .  
 Cash Line No. 0  
 Check Line ... 0  
 CrCard Line... 0  
 Status . **Open**

Type	No.	Description	Location Code	Quantity	Unit of Measure	Unit Price	Tax Gro Code
Item	ACE.1.401	HM ACETONE 1GAL		2	GAL	10.49	TAXABLI
Item	BS10.4.277	BLENDING SOLVENT QT		1	QT	15.19	TAXABLI

Item BS10.4.277 BLENDING SOLVEN...    **Total Amount. . . 36.17**

When the entry is complete you have 2 options: Post & Print OR Release.

If you Release the order, the payment is recorded in the Cash Receipts Journal as specified in the User ID setup. The payment information is no longer editable, but you can toggle the Tender types to see the payment detail if you need to.

You can reopen a sales order if an error has been made.

We will follow that correction process later. First let's look at the payment information that is recorded.

If you just Post and Print, the Cash Receipts Journal is also updated with the amount(s) received.

Below you will see the payment entries:

DEFAULT Default Journal - Cash Receipt Journal

tch Name . . . . . DEFAULT

Posting Date	Doc... Type	Document No.	Account Type	Account No.	Description	Payment Option	Credit Card Type	Amount	Doc Typ
09/14/03	Pay...	34421-1063	Customer	10009	A B C Saw & Tool Inc	Check	None	-300.00	Ord
09/14/03	Pay...	5565-1063	Customer	10009	A B C Saw & Tool Inc	Credit Card	VISA	-466.06	Ord
09/14/04	Pay...	CASHS103...	Customer	10012	A K Industries Inc	Cash	None	-300.00	Ord
09/14/04	Pay...	409-S103303	Customer	10012	A K Industries Inc	Check	None	-663.60	Ord
10/20/04	Pay...	CASHS103...	Customer	TOMJON	Cash payment applied to Sale	Cash	None	-347.47	Ord
01/16/05	Pay...	CASH2016	Customer	10383	Cash payment applied to Sale	Cash	None	-6.17	Inv
01/16/05	Pay...	56007-2016	Customer	10383	Cast Coatings Inc	Check	None	-30.00	Inv

The History of this document will also show the payment allocation. See Below:

The mini-POS “Invoice” will show the amount received against the Invoice.

<b>Visit us on-line at: <a href="http://www.yournamehere.com">www.yournamehere.com</a></b>		
Amount Subject to	Amount Exempt fr	Subtotal: 497.30
497.30	0.00	Invoice Discount: 0.00
		Total Sales Tax: 20.84
		Total Due: 518.14
Check Number CK 3202	Drivers Lic. No. *****0999	Cash: 0.00
Cr. Card Type VISA	Credit Card No.	Check: 550.00
		Credit Card: 0.00
<b>Customer Signature:</b> _____		Change/Balance Due: -31.86

## **Triggering a Cash Drawer:**

Navision can interface to Greenleaf software, Inc. CommX program  
You can download a demonstration version.

<http://www.greenleafsoftware.com>

When you post the Sales Document the OCX automation is triggered to activate the serial port which opens the Cash Drawer.

## **CASH DRAWER CODE INSTALLATION:**

Before you actually start in on the user setups, you will need to go into the code on the Sales Header Table. The global function OpenCashDrawer() will have been either imported with the table or put in when merging the object. You will need to un-rim out the code and change the local variable: GreenleafCommx from type code to OCX and set the automation to the software package being used to operate the cash drawer. We tried to write the code so that you would only need to select your software package BUT you may need to modify the code to properly handle the software. If you would like to get a copy of the software we used to test the code you can download a trial version from the following website:

<http://www.greenleafsoftware.com>

Once the code has been set to your cash drawer software, you will need to set up the users and the payment terms that your cashiers will use.

## **Mini-POS Scenarios**

### Sales Order Screen – Existing Customer

1. Customer calls in the order in advance.
2. Use POS's SO Screen to enter the order.
3. Customer comes in for product pick up.
4. Customer pays with Cash, Check, Credit Card. (or On Account)

### Pure POS Environment. (CASH Customer)

1. CASH customer brings item to the counter.
2. Use POS's SO Screen to enter.
3. Enter the items being purchased. (Bar Code would be helpful here.)
4. Collect Cash, Check or Credit Card.
5. Enter amount(s) tendered.
6. Post and print. (Receipt.)

### RETURNS – Use Credit Memo for a return:

1. Customer brings an item back to the counter.
2. Enter CM.
3. Print CM as a receipt.

Business Rules per company will control this process. Issue Cash, Check, or Credit Card CM.

Ask for a demonstration of this product today.

Cost Control Software Inc  
15443 Oak Road  
Carmel, IN 46033

(317) 846-6025