

# User Guide

UNISOLV Version 8 – Invoicing Program




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## Module 2: Invoicing Program

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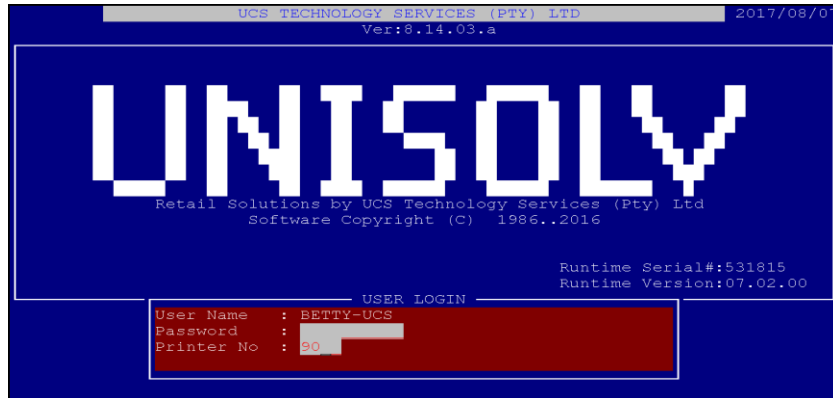
In this module you are shown how to:

-  Process various cash transactions
  -  Process debtors transactions
  -  How to do a cash up at the end of the day
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## 1. Log into the Invoicing Program



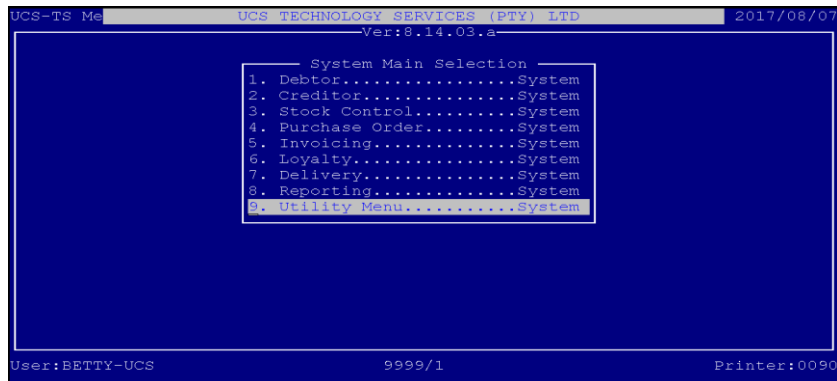
To Log in, enter the user number and password.

Also enter the printer number (if required) that you would be using to print reports.

The printer number entered will be the till / checkout you will be working on (Parameter either by <C>ashier, <P>oint)

This will take you to the Main Menu.

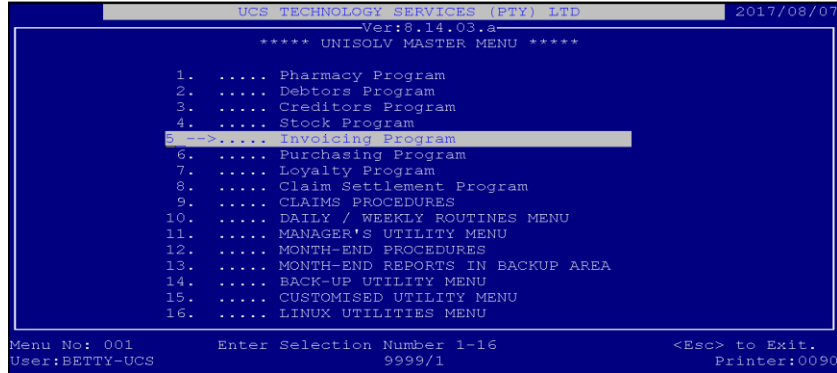
From the Main Selection Menu select option 9 “Utility Menu”.



This will take you to the Master Menu.

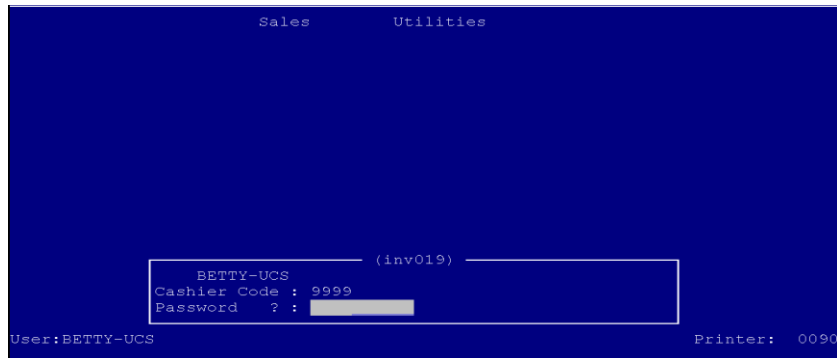
From the Master Menu, select:

**< 5 > Invoicing Program**



How to Navigate:

**You can either use the arrow keys to move to the option you wish to select or you can type the number of the option you wish to select. You will then arrive at the Invoicing Screen**



Cashier Code:

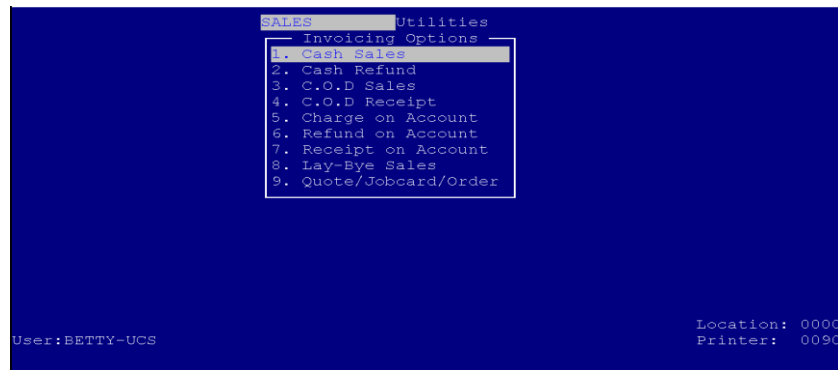
**Type in your cashier code (which will be the same as your user number) and press <ENTER>.**

Password:

**Type in your password, and press <ENTER>.**

*When using the Invoicing Module, always take note of the menu bars either at the top or the bottom of the screen for they give you an indication as to what is required to be filled in the different fields or what keys can be used for the various sections.*

## 2. Invoicing Menu Option Descriptions



### a. Cash Sales

This option would be used to do a normal “**Cash Sale**” or charge for any outstanding levies on any prescriptions done for the customer. There are a number of options the client has to pay with and the system will record them separately:

Some of which are:

- **Cash**
- **Cheque**
- **Credit Card**
- **Vouchers**

### b. Cash Refund

This allows you to do a cash refund for a client. You will be able to record the client's details and reasons for the refund e.g. Broken Goods.

### c. COD Sales

If you do deliveries, you will be able to create a temporary COD account that will allow you to record the sale and delivery of goods. When the driver returns with the payment, the COD will then be paid in (See Below) and the account balance will be zero.

The system allows you to give out change in return for receiving a larger amount e.g. if the item costs R45.50 and the patient is going to pay with a R50 note, the system will let you give the driver the change of R4.50

### d. COD Receipt

When the driver returns after the delivery, you will then pay in the expected amount and the COD account balance will be zero.

If the COD Sale, COD Receipt is not processed within the same cash-up it will result in that specific till to be short on the change that was sent to the client. If the COD Receipt is processed the following day the Cash-up will then reflect an over with the money received.

**e. Charge on Account**

If you run accounts, this option would be used to charge a sale or levy to the customer's account.

**f. Refund on Account**

As with Cash Refund, although this refund will be relevant to a particular debtors account.

**g. Receipt on Account**

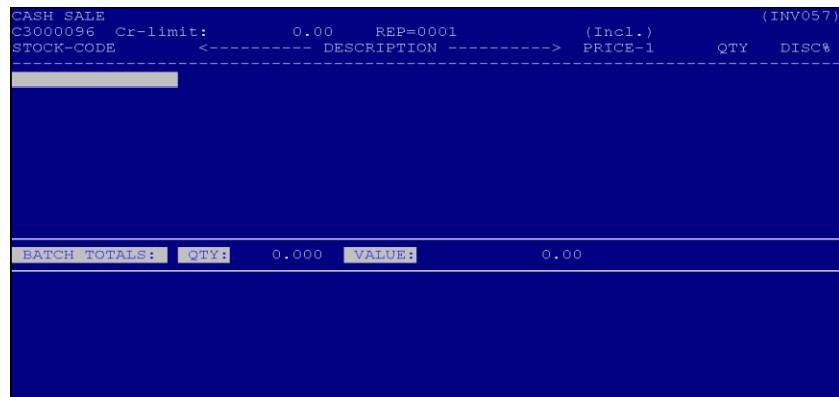
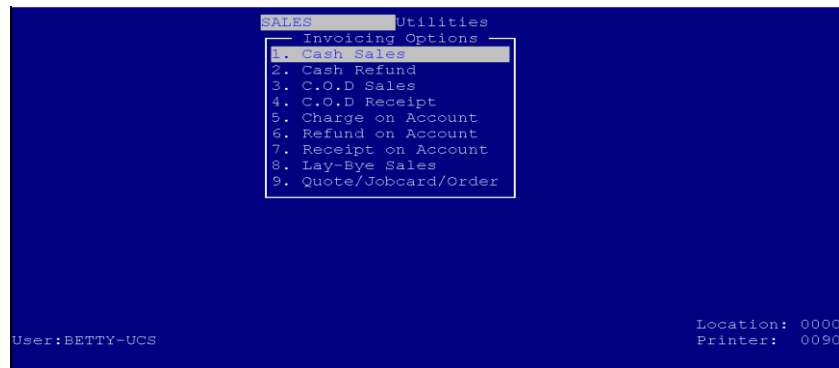
This option will be used when a customer who has an account wants to pay some money on the account. This will then reduce the amount outstanding on that particular account.

**3. Getting Started with Sales**

**a. Cash Sale**

From the Invoicing Program Main Menu move to the "SALES" option and select:

< 1 > Cash Sale



Stock Code:

You have the following four options at this point.

- Scan the item
- Type the stock code if known
- Scan the pharmacy barcode label to ring up a levy
- Type 101 if it was a script / levy
- Press <ENTER> to allow you to search via description.

If, for some reason the product does not have a barcode, leave the stock code field blank and press <ENTER>. This will then allow you to type in the description of the product.

```
CASH SALE (INV057)
C3000096 Cr-limit: 0.00 REP=0001 (Incl.) 33.33
STOCK-CODE <----- DESCRIPTION -----> PRICE-1 QTY DISC%
STOCK ENQUIRY
Description .... :
For Contain Search: <Tab>
For Generic Search: <Page-Up>
For Item-Code Search: <Page-Down>
For Short Desc Search: <F8>
```

Description:

Type the first few characters of the item you are looking for and press<ENTER>. This will display a list of items with possible matches. If the item you wish to sell is in the list, press the corresponding line number to select it, otherwise press <ENTER> to continue searching.

*Tip: When doing a product search, the more you type in the description field, the narrower your search and vice versa. Also, the more you type, the more likely you are to make a mistake.*

```
CASH SALE (INV057)
C3000096 Cr-limit: 0.00 REP=0001 (Incl.) 33.33
STOCK-CODE <----- DESCRIPTION -----> PRICE-1 QTY DISC%
0000000000000062 COKE 330ML 8.55 1.000
BATCH TOTALS: QTY: 0.000 VALUE: 0.00
```

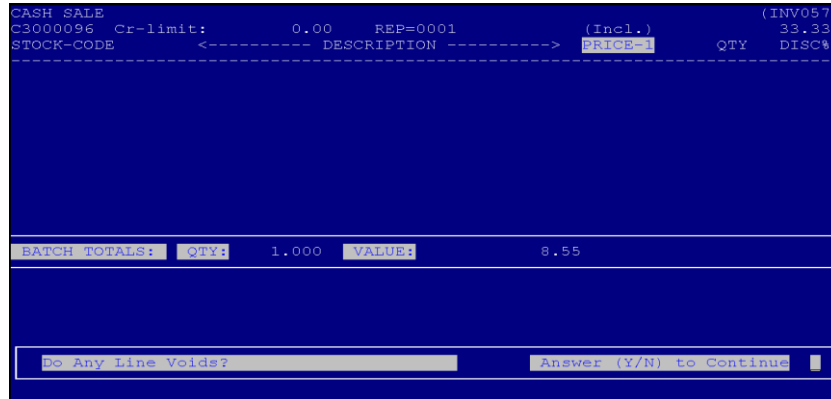


Price-1: If the parameter is switched on, you are able to enter on the price displayed or enter a new price for the item you are selling.

Quantity: If the parameter is switched on, you will be prompted to enter the quantity of the product being purchased. If it is switched off, you will have to scan each item that is being purchased.

Disc.%: If the parameter is switched on, it will allow you to enter a discount. Usually this will be built into a second price (Price-2) or a promotion price. If there is a promotion, the promotion price will be displayed when scanning the item.

Continue scanning or selecting the rest of the products being sold until finished.  
 At the next blank stock field, when all the products have been entered, press <TAB> to complete the sale.  
 The system will then display the amount due by the customer and what payment options the customer would be able to use.



**Do any Line Voids? Answer (Y/N) to Continue \_**

<Y> if there are any corrections that needs to be made on the docket before finalizing.

You will now be prompted for a Line void Password : <LINEVOID>



You now have the choice to Select **<A>ll**, **<L>ine**, **<P>age** or **<Esc> to Exit**

<b>&lt;A&gt;ll</b>	will void every item on all of the pages if more than one.
<b>&lt;L&gt;ine</b>	single line can be voided
<b>&lt;P&gt;age</b>	only a specific page can be voided

```
LINE VOID UTILITY
-----
No Stock-code      Description          Del   Price-In   Qty   Xfr-Qty
-----
01 0000000000000062 COKE 330ML                8.55   1.000
02 00000000000047788 ACC 200 EFF   TAB 200M   85.50   2.000
-----

Quantity to Line-Void:       Price (Inc):
Press <Tab> to Line-Void:                    <Esc> to Exit.
```

**Quantity to Line-Void** Here you can type in **<1>** if only one was charged. It will automatically move from Quantity to Line-Void to Xfr-Qty. Showing a **<1>**

You will be prompted to press **<Tab>** to Line-Void. As soon as you have pressed **<Tab>** you are finished with the line void. You will then be taken back to the sales screen where you can add more items or else press **<TAB>** to end the sale.

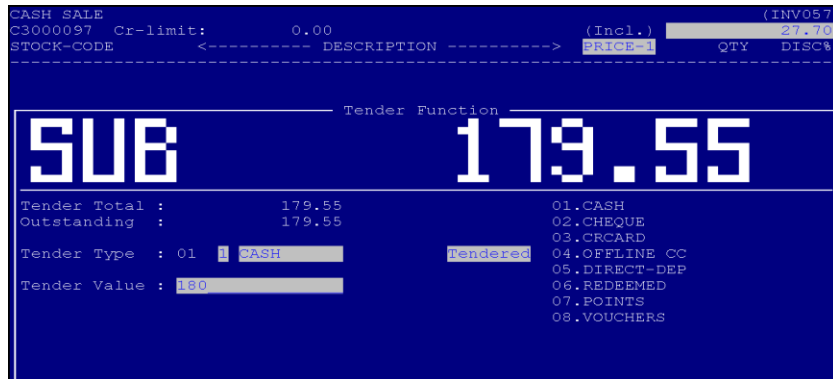
The cursor will again be standing under your stock code

In order to finalize this docket, you will need to press **<TAB>** once again. You will be prompted again "Do any Line voids **(Y/N)**

Here you will then answer **<N>** as you are done with the docket and need to go out of this screen.

If you do not require any line voids to be done, you can just answer **<N>** when prompted the first time, and you will automatically be taken to the payment screen.

Depending on how the parameters have been the screen may display a request for S/TTL Disc% enter past this field



Tender Type:

**Choose the method of payment the customer is going to use to pay the sale with.**

Tender Methods:

**Cash:** The customer will be able to tender more than what he is supposed to pay. The system will automatically calculate the change to be given. The system has various rounding functions now that the 1c , 2c and 5c have been discontinued. *(please note that this is parameter driven and the most popular choice is to round on cash tenders only)*

**Cheque:** If the customer wishes to pay by cheque, select this option. You will be able to capture the customer's details for the cheque. If connected, you would be able to authorize the cheque through CGS.

**Credit Card:** If the customer wishes to pay by credit card, you can capture some of the details for the customer.

#### **b. Charging up an amount owing on a prescription**

If the Invoicing Module is linked to the Dispensing Module, you will be able to charge the client at the Point of Sale for any outstanding amounts owing on a prescription whether it is a levy or a cash script, along with any other items from the "front shop".

The procedure is the same up until you get to scan the product. Instead of scanning the physical products, you can scan the pharmacy barcode label provided for all the drugs dispensed and if this option is not available you can type in the stock code "101".

When scanning the pharmacy barcode label, the system will automatically ring off ALL the levies outstanding for the particular patient.

When entering the stock code "101" and press <ENTER>, the system will then prompt the cashier with the RX number to be entered.

When either of the above options is used, the levy amount will automatically be added on the line and the system will continue to allow the cashier to enter more items onto the sale.

```

CASH SALE (INV057)
C3000100 Cr-limit: 0.00 (Incl.) 0.01
STOCK-CODE <----- DESCRIPTION -----> PRICE-QTY DISC%
-----
0000000000000101 RX SCRIPTSRX.NO: 20000058 90.94 1.000
-----
BATCH TOTALS: QTY: 1.000 VALUE: 90.94

```

**c. COD Sale**

From the Invoicing Program Main Menu, select:

**< 3 > COD Sale**

```

SALES Utilities
----- Invoicing Options -----
1. Cash Sales
2. Cash Refund
3. C.O.D Sales
4. C.O.D Receipt
5. Charge on Account
6. Refund on Account
7. Receipt on Account
8. Lay-Bye Sales
9. Quote/Jobcard/Order

User: BETTY-UCS Location: 0000
Printer: 0090

```

The COD sale option would be used if you want to deliver the goods to the customer. This option allows you to charge the items to a temporary account for the customer.

```

FIND AN ACCOUNT
Account No : 
<N>NEW Account
( <TAB> for Buy-Aid )

```

Account Number:

**At this point you could enter an account number (if the customer has a COD account already, with no amount outstanding), otherwise press <N> to create a new account.**

```

LOAD NEW C.O.D. ACCOUNT

C.O.D. Number:000235

Surname.... :MOKOENA                               Init: MB   Title: MRS
Address.... :123
             :ABC
Postal-Code :0122
Telephone No.:
Acc Sub-Type:00
Tax Ind (Y/N):Y
Comments   :

```

: Press <Enter> if Correct, <A>mend, <Esc> Exit

Enter all the relevant details for the customer.

Ensure that the address and telephone numbers are correct in order to deliver the goods and also to be able to reach the customer again.

Once you have either found the customer's account or created one, the sales procedure is the same as described in Cash Sales above.

At the end of the sale once you have pressed **<TAB>**, you will then be prompted to enter the amount the customer is going to pay. If the amount the customer is going to pay is more than the amount owing the system will calculate the change that is to be sent with the driver.

```

C.O.D. SALE                MRS MB MOKOENA                (INV030)
E5000014 Cr-limit:                (Incl.)                27.42
STOCK-CODE <-----> DESCRIPTION -----> PRICE=1 QTY DISC%
-----
0000000000047788 ACC 200 EFF TAB 200MG                85.50 2.000

```

---

```

BATCH TOTALS: QTY: 2.000 VALUE: 171.00

```

You will be prompted to press **<Tab>** to Line-Void. As soon as you have pressed **<Tab>** you are finished with the line void. You will then be taken back to the sales screen where you can add more items or else press **<TAB>** to end the sale.

The cursor will again be standing under your stock code

In order to finalize this docket, you will need to press **<TAB>** once again. You will be prompted again "Do any Line voids **(Y/N)**"

Here you will then answer **<N>** as you are done with the docket and need to go out of this screen.

If you do not require any line voids to be done, you can just answer **<N>** when prompted the first time, and you will automatically be taken to the payment screen. Depending on how the parameters have been the screen may display a request for S/TTL Disc% enter past this field

```

C.O.D. SALE          MRS MB MOKOENA          (INV030)
E5000014 Cr-limit:  (Incl.) 27.41
STOCK-CODE <----- DESCRIPTION -----> PRICE-1 QTY DISC%
-----
TOTAL >>> 171.00
[ TAX RATE 1 @ 14.00% = 21.00
[ TAX RATE 2 @ .00% = 0.00
[ TAX RATE 3 @ .00% = 0.00
Pay with CASH (Y/N) : Answer (Y/N) to Continue

```

You will now be asked how the customer will be paying - Pay Cash (Y/N) this is so the system will be able to round down if the answer is Yes for cash.

```

C.O.D. SALE          MRS MB MOKOENA          (INV030)
E5000014 Cr-limit:  (Incl.) 27.41
STOCK-CODE <----- DESCRIPTION -----> PRICE-1 QTY DISC%
-----
Amount to be Collected: TOTAL >>> 171.00
Change to be sent.....: Amount Due: 171.00
[ TAX RATE 1 @ 14.00% = 21.00
[ TAX RATE 2 @ .00% = 0.00
[ TAX RATE 3 @ .00% = 0.00

```

Amount to be collected:

**Type in the amount the driver needs to collect from the customer and <ENTER>. If the amount is more than the transaction's amount, the system will automatically calculate the change that need to be sent to the customer.**

**d. Charge on Account**

From the Invoicing Program Main Menu, select:

**< 5 > Charge on Account**

```

SALES Utilities
----- Invoicing Options
1. Cash Sales
2. Cash Refund
3. C.O.D Sales
4. C.O.D Receipt
5. Charge on Account
6. Refund on Account
7. Receipt on Account
8. Lay-Bye Sales
9. Quote/Jobcard/Order

User: BETTY-UCS                               Location: 0000
                                              Printer: 0090

```

```

FIND AN ACCOUNT
Account No : 
                                     <N>NEW Account
                                     ( <TAB> for Buy-Aid )

```

Account Number:

**At this point you could enter the customer's account number if known, otherwise press <ENTER> to search using the surname. If the customer does not have an account yet, press <N> to create a new account.**

```

FIND AN ACCOUNT
Surname... : MOKOENA                               Init:
Press <Tab> to do 'CONTAIN' search
1. MRS B MOKOENA                                   (C0)4584 SEC N
2. MRS BM MOKOENA                                  (S0)45840 SEC N
3.  BM MOKOENA                                     (S0)123
4. MRS MB MOKOENA                                  (C0)123
   ABC

Please Specify Line Number :  ( <A> For Address Two )

```

Surname:

**Type the first couple of characters of the surname you are looking for and press <ENTER>. You are also able to type in the initials for the customer. This will then display a list of surnames matching your search. If the surname you are looking for is in the list, press the corresponding line number to select it, otherwise press <ENTER> to continue searching.**

```

FIND AN ACCOUNT
Surname... : MOKOENA                               Init:
Press <Tab> to do 'CONTAIN' search
1. MRS B MOKOENA                                   (C0)4584 SEC N
2. MRS BM MOKOENA                                  (S0)45840 SEC N
3.  BM MOKOENA                                     (S0)123
4. MRS MB MOKOENA                                  (C0)123
                                                    ABC

Please Specify Line Number : █ ( <A> For Address Two )

```

After selecting the account or creating the account it will display on the screen to allow you to make sure whether you are going to charge to the correct account.

```

CHARGE ON ACCOUNT      MR T TEST                    (INVO05)
IS000015 Cr-limit:    (Incl.)                      26.47
STOCK-CODE             <----- DESCRIPTION -----> PRICE-1  QTY  DISC%
-----
000000000004776 PANADO SYR 120MG/                 38.50  2.000
-----
BATCH TOTALS:  QTY:  2.000  VALUE:  77.00

```

Once you have either found the customer's account or created one, the sales procedure is the same as that described in Cash and COD Sales above.

Press <TAB> to end the sale. The system is usually set up to print 2 invoices. One the customer would sign and would be kept for the record of receipt. The other would then go to the customer for their records.

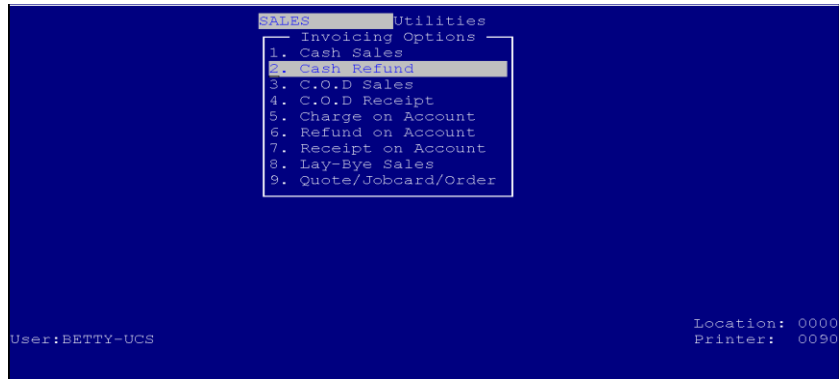
**e. Performing Refunds**

**i. Cash Refund**

From the Invoicing Program Main Menu, select:

**< 2 > Cash Refund**

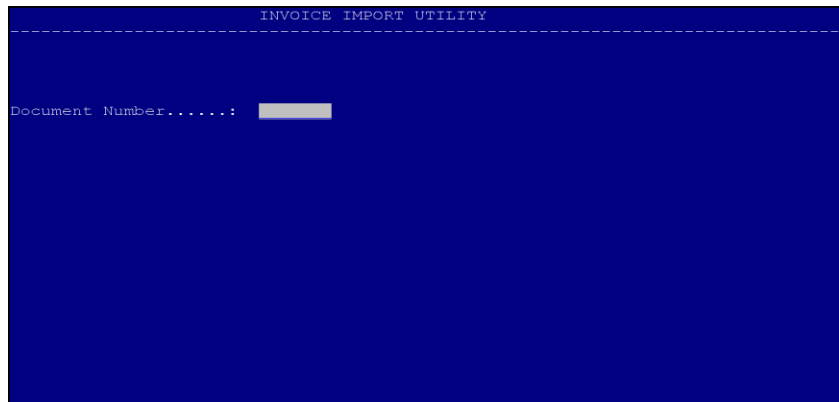




Surname: **Type the surname for the customer you are doing the refund for and press <ENTER>. This will also allow you to type the address details for the customer.**

You will notice that the screen for a refund is **RED**; this differs from the **BLUE** screen of processing a sale!

Depending on how your parameter is set up, any refund should preferably be linked to the Original Invoice. You will then have to quote the original invoice number in order to do a refund. **Reason for this – no item can be refunded unless you have proof of purchase.**

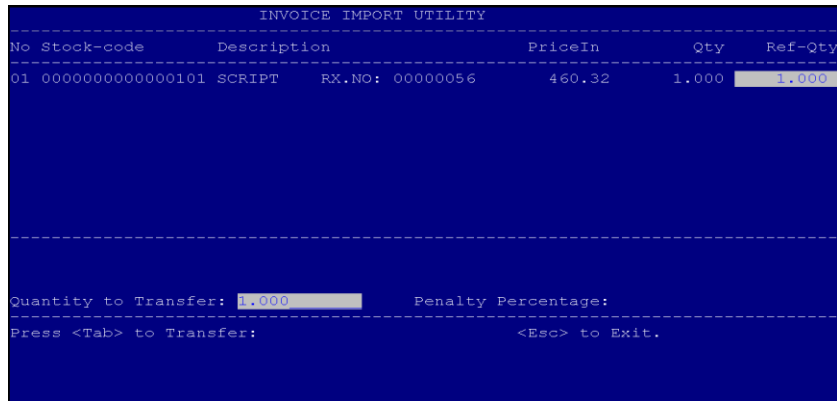


The items Purchased will automatically be picked by the system and shown.



You will be requested to follow the same procedure as with Line-Void.

Choose refund to be done by <L>ine or <P>age

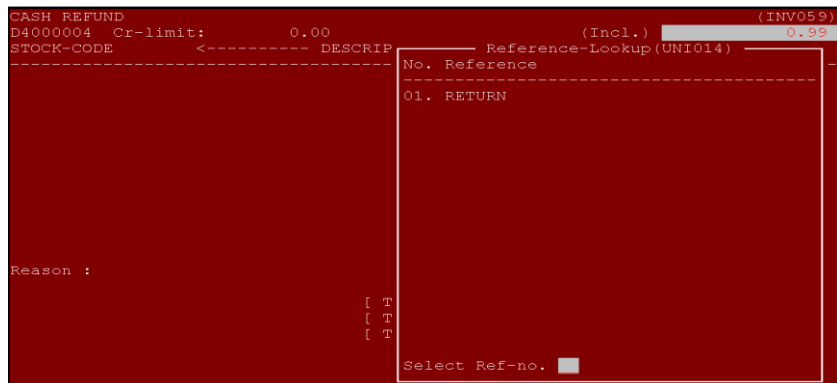


When you are finished press <Tab> again to Transfer stock  
As soon as you have pressed <Tab> the following screen will appear



**Want to Pass more Credits? Answer (Y/N) to Continue \_**

If you are finished with the refund you will answer <N>  
If you are not yet finished answer <Y> and follow the same procedure.



Select Reason:

**You will be prompted to select a reason for the refund. Select the corresponding line number for the reason you wish to select.**

The reason will then be displayed on the screen and you have the option to change this.

```
CASH REFUND (INV059)
D4000004 Cr-limit: 0.00 (Incl.) 0.99
STOCK-CODE <----- DESCRIPTION -----> PRICE-1 QTY DISC%
-----
TOTAL >>> 460.32
-----
Message:
[ TAX RATE 1 @ 14.00% = 56.53
[ TAX RATE 2 @ .00% = 0.00
[ TAX RATE 3 @ .00% = 0.00
```

```
CASH REFUND (INV059)
D4000004 Cr-limit: 0.00 (Incl.) 0.99
STOCK-CODE <----- DESCRIPTION -----> PRICE-1 QTY DISC%
-----
Tender Function
SUB 460.32
-----
Refund Total : 460.32 01.CASH
Outstanding : 460.32 02.CHEQUE
Tender Type :  03.CRCARD
Tender Value : 04.OFFLINE CC
05.DIRECT-DEP
06.REDEEMED
07.POINTS
08.VOUCHERS
```

Tender Type:

**Type in the method which you are going to use to refund the customer's money (normally cash).**

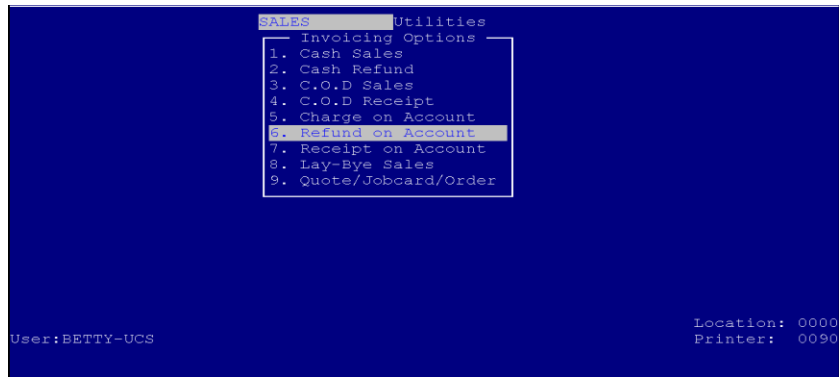
Tender Value:

**This is the amount you are returning to the customer.**

## ii. Refund on Account

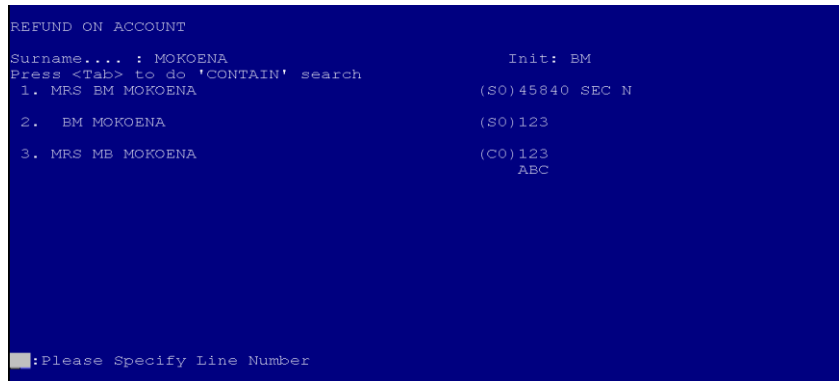
From the Invoicing Menu, select:

**<6>** Refund on Account



Account Number:

If you know the customer's account number, type it in and press **<ENTER>**, otherwise press **<ENTER>** to search via surname.



Surname:

Type in the first couple of characters of the surname you are looking for and press **<ENTER>**. This will display a list of all the matching surnames. If the surname you are looking for is in the list, select the corresponding line number, otherwise press **<ENTER>** to search again.

```

REFUND ON ACCOUNT                                STANDARD
Account No : 000211
Surname    : MOKOENA                               Init:BM    Title: MRS
Address    : 45640 SEC N                           Cred-Limit: 1000.00
Postal    :                                         Bud Limit: 0.00
          : PRETORIA                               Crd-Rating: 0
Postal-Code : 0122
Language   : E Occupation: TRAINER                 Balance BF: 2647.35-
ID No     : 8411040865082                          Current   : 2647.35-
Contact 1 :                                         30 Day   : 0.00
Relation 1 :                                         60 Day   : 0.00
Contact 2 :                                         90 Day   : 0.00
Relation 2 :                                         120 Day  : 0.00
Tel No1   :                                         Tel No2:  150 Day : 0.00
Cell No1  :                                         Cel No2:  180 Day : 0.00
Fax No    :                                         Tax No : -----
Acc Type  : S00 Comment :                               Acc Balance : 2647.35-
Branch    : 0000                                         Sett Disc.Previous: 0.00
Terms     : 01 Interest: N Rate %: 0.00               Sett Disc.Current: 0.00
: Enter if Correct, , <T>ransactions, Toggle <A>ddress, <H>istory, <P>rofile

```

The details of the account will be displayed on the screen. If it is the correct account, press **<ENTER>** otherwise press **<ESC>** to search again.

You will be prompted for the original docket number

```

                                INVOICE IMPORT UTILITY
-----
Document Number.....: 5000015

```

```

                                INVOICE IMPORT UTILITY
-----
No Stock-code   Description                PriceIn    Qty    Ref-Qty
-----
01 0000000000047788 ACC 200 EFF          TAB 200MG    85.50    2.000
-----
Amend By <L>ine or <P>age : █                <Esc> to Exit

```

You will be requested to follow the same procedure as with Line-Void.

Choose refund to be done by **<L>**ine or **<P>**age



```

REFUND ON ACCOUNT MR T CALDWELL (INV006)
J0011342 Cr-limit: 9501.63 (Incl.) 15.54
STOCK-CODE <----- DESCRIPTION -----> PRICE-1 QTY DISC%
-----
0.00 TOTAL >>> 498.37
Re-Print Docket (Y/N) : N
Reference..... : 00000001 [ TAX RATE 1 @ 14.00% = 61.20
Age Month (0-6).... : 0 [ TAX RATE 2 @ 14.00% = 0.00
[ TAX RATE 3 @ 14.00% = 0.00

```

Print docket:

**If you wish to print the docket for the customer, press “Y” and <ENTER>.**

**f. Account Receipts**

**i. COD Receipt**

From the Invoicing Main Screen, move to the “SALES” option and select:

**< 4 > COD Receipt**

```

SALES Utilities
  Invoicing Options
  1. Cash Sales
  2. Cash Refund
  3. C.O.D Sales
  4. C.O.D Receipt
  5. Charge on Account
  6. Refund on Account
  7. Receipt on Account
  8. Lay-Bye Sales
  9. Quote/Jobcard/Order
User: BETTY-UCS Location: 0000
Printer: 0090

C.O.D. PAYMENT
Account Number:

```

COD Account Number:

**Type the account number for the customer the COD was done for. If you do not know the account number, press <ENTER> to search via surname.**

```

C.O.D. PAYMENT
Surname... : MOKOENA                               Init:
1. MRS B MOKOENA                                   (C0)4584 SEC N
2. MRS MB MOKOENA                                   (C0)123
                                                    ABC

Please Specify Line Number : █

```

Surname:

Type the first couple of characters of the surname you are looking for and press <ENTER>. This will display a list of matching surnames. If the surname you are looking for is displayed on the screen, press the corresponding line number, otherwise search again.

```

C.O.D. PAYMENT
Account No: 000214
Surname... : MOKOENA                               Init: B   Title: MRS
Address... : 4584 SEC N
Reference- : █233

```

Reference:

Type the document number for the original COD that was done on the account.

This will display the amount the customer had to pay.

```

C.O.D. PAYMENT
Account No: 000214
Tender Function
SUB 9.20
Tender Total : 9.20
Outstanding : 9.20
Tender Type : 01 | CASH | tendered
Tender Value : 9.20
01.CASH
02.CHEQUE
03.CRCARD
04.OFFLINE CC
05.DIRECT-DEP
06.REDEEMED
07.POINTS
08.VOUCHERS

```

Tender Type:

Choose the method of payment the customer used.

- Cash:** If the customer paid using cash
- Cheque:** If the customer paid using a cheque. If you are linked with CGS, you are able to authorize cheques.





Account Number:

If you know the account number for the customer you wish to do a receipt for, type it in and press <ENTER>.

```
FIND AN ACCOUNT
Surname... : MOKOENA                               Init:
Press <Tab> to do 'CONTAIN' search
 1. MRS B MOKOENA                                   (C0)4584 SEC N
 2. MRS BM MOKOENA                                  (S0)45840 SEC N
 3.  BM MOKOENA                                     (S0)123
 4. MRS MB MOKOENA                                   (C0)123
   ABC

Please Specify Line Number :  ( <A> For Address Two )
```

Surname:

Type the first couple of characters of the surname you are looking for. This will display a list of the matches. If the surname you are looking for is in the list, press the corresponding line number, otherwise press <ENTER> to continue searching.

```
RECEIPT ON ACCOUNT                                STANDARD
Account No : 000211
Surname    : MOKOENA                               Init:BM   Title: MRS
Address    : 45840 SEC N                           Cred-Limit: 1000.00
Postal    :                                         Bud Limit: 0.00
           PRETORIA                                Crd-Rating: 0
Postal-Code : 0122
Language   : E Occupation: TRAINER                 Balance BF: 2647.35-
ID No     : 8411040865082                          Current   : 2647.35-
Contact 1 :                                         30 Day   : 0.00
Relation 1 :                                         60 Day   : 0.00
Contact 2 :                                         90 Day   : 0.00
Relation 2 :                                         120 Day  : 0.00
Tel No1   :                                         Tel No2:  150 Day  : 0.00
Cell No1  :                                         Cel No2:  180 Day  : 0.00
Fax No    :                                         Tax No   :
Acc Type  : S00 Comment :                           Acc Balance : 2647.35-
Branch    : 0000                                         Sett Disc.Previous: 0.00
Terms    : 01 Interest: N Rate %: 0.00              Sett Disc.Current: 0.00
█ : Enter if Correct, , <T>ransactions, Toggle <A>ddress, <H>istory, <P>rofile
```

This will display the details of the account selected. If it is the correct account, press <ENTER> otherwise press <ESC> to search again.

```
RECEIPT ON ACCOUNT                                MOKOENA                                BM (INV020)
Reference Number : 123
Payment Amount   : 200.00 Due : 2647.35-
Discount (%)    : 0.00
Discount (R)    : 0.00
Credit Account With..... : 200.00
```

Payment Amount:

**Type the amount the customer is paying on the account.**

If there are any relevant discounts that need to be given to the customer, enter them at this point. The system will automatically calculate the amount that needs to be credited on the account and the exact amount the customer needs to pay.

RECEIPT ON ACCOUNT MOKOENA BM (INV020)

Reference Number : 123

Tender Function

**SUB 200.00**

Tender Total : 200.00  
Outstanding : 200.00

Tender Type : 01  CASH  TENDERED

Tender Value :

01.CASH  
02.CHEQUE  
03.CRCARD  
04.OFFLINE CC  
05.DIRECT-DEP  
06.REDEEMED  
07.POINTS  
08.VOUCHERS

Tender Type:

**Choose the method of payment the customer used.**

- Cash:** If the customer paid using cash
- Cheque:** If the customer paid using a cheque. If you are linked with CGS, you are able to authorize cheques.
- Credit Card:** If the customer paid using a credit card.

Tender Value:

**Type in the amount you have received from the customer. Only when tender type "Cash" has been selected, can the amount entered differ from the amount the customer needs to pay.**

RECEIPT ON ACCOUNT MOKOENA BM (INV020)

Reference Number : 123

Payment Amount : 200.00 Due : 2647.35-

Discount (%) : 0.00  
Discount (R) : 0.00

Credit Account With..... : 200.00

Receipt Number...R7000007:

Re-Print Docket (Y/N):

NO CHANGE

Print Docket:

**Print a docket for the customer as proof of payment that a payment was made on the account.**

## TRANSACTION REFERENCES:

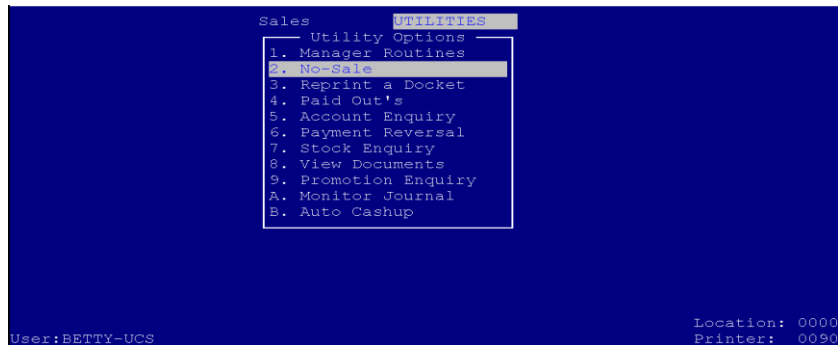
Each transaction number printed on an invoice has this reference in the front to help the user identify the transaction type. This is also printed on the invoice audit trail.

Transaction Type	Reference
Cash Sale	C
Cash Refund	D
COD Sale	E
COD Receipt	R
Charge on Account	I
Refund on Account	J
Receipt on Account	R
Lay-By Sale	L
Paid Out's	P

### 4. Utilities

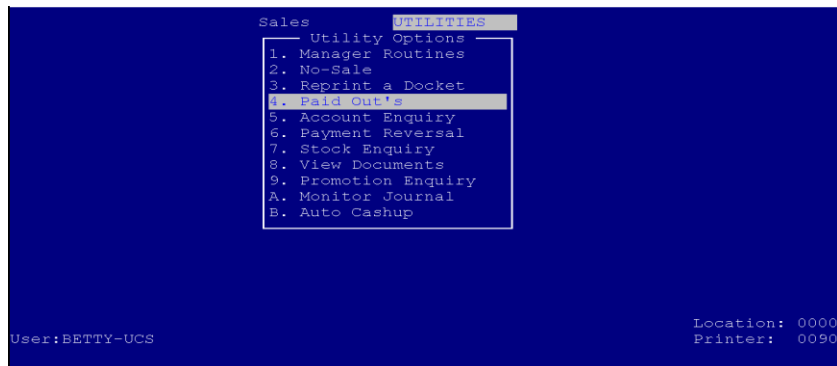
#### b. No-Sale

This option is found under **<Utilities>** on the Invoicing module. This option will open the till without making a sale. This will also be recorded in the invoice audit trail.



#### c. Paid Out's

The Paid out option can be blocked to a certain amount for a transaction as well as have a monthly limit. The paid out's made on the till will also reflect on the daily cash-up reports. This should please be used in a managerial capacity only.



#### d. Auto Cashup

This function will clear the specific till the cashier was working on to a zero balance. This is necessary to regulate the floats as well as overs/unders per cashier.

If this function is not performed properly and the till not cleared, a next cashier will continue ringing up new sales together with the 1<sup>st</sup> cashiers sales. This will result in a huge shortage for 2<sup>nd</sup> cashier. As the money was taken out and balanced but the system does not correspond.

```
Sales      UTILITIES
----- Utility Options
1. Manager Routines
2. No-Sale
3. Reprint a Docket
4. Paid Out's
5. Account Enquiry
6. Payment Reversal
7. Stock Enquiry
8. View Documents
9. Promotion Enquiry
A. Monitor Journal
B. Auto Cashup

User: BETTY-UCS                               Location: 0000
                                              Printer: 0090
```

#### e. Reprint a docket

This option is found under <Utilities> on the Invoicing module. You would need to know what the docket number is in order to reprint the sale. Each of the following Transactions has a reference that is used within the Unisolv system, and need to be remembered for future enquiries.

```
Sales      UTILITIES
----- Utility Options
1. Manager Routines
2. No-Sale
3. Reprint a Docket
4. Paid Out's
5. Account Enquiry
6. Payment Reversal
7. Stock Enquiry
8. View Documents
9. Promotion Enquiry
A. Monitor Journal
B. Auto Cashup

User: BETTY-UCS                               Location: 0000
                                              Printer: 0090
```