

# POS Screen

You can make fast sales using POS page. It provide you more features to add fast sales for your walk-in customers. Generate and print POS invoice in one click. In POS page you can add products in one click and generate invoices. You can search product by brand or category. Following steps is to make a POS sale :

- Select a customer
- Add at least one product
- Apply discount, tax, shipping etc.
- Collect payment
- Generate or print POS invoice

The screenshot displays the POS interface with the following elements:

- Navigation:** "Go Back Vault Space" at the top left.
- Location and Customer:** "Location: Kiosk Makanan (SMKPU)" and "Walk-In Customer" with a plus button to add a new customer.
- Product Selection:** A grid of product cards including Choki Choki Individual, Choki Choki Pack, CornTaz, Dutch Lady 200ml, F&N Zapple 500ml, Gardenia, Gardenia Breakthru, Gardenia Butterscoth, Gardenia Roti Krim Season, Gardenia Roti Krim, Mineral Water 1L, and Mineral Water 500ml. Each card shows the product image, name, SKU, and stock status.
- Search and Filter:** A search bar "Enter Product name / SKU / Scan bar code" and a brand filter "All Brands".
- Current Order Summary:** A table on the right showing the order details:

Current Order		Clear All
Total	0.00	
Items	0.00	
Order Tax (+)	0.00	
Shipping (+)	0.00	
Packing Charge (+)	0	
Discount	0.00	
<b>Total Payable</b>	<b>0.00</b>	
- Buttons:** "Continue to Payment" and "More" buttons at the bottom right.
- Recent Transactions:** A button at the bottom left to view recent transactions.

POS Screen.

## Selling Products, Changing Product Price, Tax & Discount, Lot number & Expiry

Go to -> Sell -> POS

### Selecting Customer:

By default, there is "Walk-In Customer". You can search for a customer by name/customer id or phone number or can add new customer by clicking the plus (+) button "Add Customer".

### Searching & Adding Product:

Enter Product Name Or scan the barcode to search the product. If multiple products are matched then it displays the dropdown of products, selects the product from it. Or if there is a single product then it directly gets added to cart.

## Changing Product Price, Tax & Discount for a product:

The screenshot shows the Vault Space POS interface. At the top, there's a 'Go Back' button and 'Vault Space' title. Below that, 'Location' is set to 'Kiosk Makanan (SMKPU)' and 'Walk-In Customer'. A search bar contains 'Enter Product name / SKU / Scan bar code'. The product grid displays items like Chokl Chokl Individual, CornToz, Dutch Lady 200ml, F&N Zapple 500ml, Gardenia, Gardenia Breakthru, Gardenia Butterscoth, Gardenia Roti Krim Season, Gardenia Roti Krim, Mineral Water 1L, and Mineral Water 500ml. The 'Current Order' section shows 'Gardenia Breakthru 86668' (1.00 units, RM 4.30) and 'Super Ring 86660' (1.00 units, RM 3.00). The order summary table is as follows:

Total	7.30
Items	2.00
Order Tax (+)	0.00
Shipping (+)	0.00
Packing Charge (+)	0
Discount	0.00
<b>Total Payable</b>	<b>7.30</b>

- After the products get added, click on the product name to modify product price, tax & discounts.

Option for different tax in products will be shown only if Inline tax is enabled. You can enable it from Business Settings -> Tax -> Enable Inline Tax in purchase and sell

## Selecting Lot number for a product

- If lot number is enabled then it will show the option to select lot number. ([Enabling Lot number](#))

## Selecting Expiry for a product

- **Expiry Date:** If the expiry date is enabled then it will show the option to select lot number. ([Enabling expiry](#))

## Cancel Sales:

To cancel the sales click on the cancel button. Cancel invoices are not saved in the system, so no stock will be deducted.

To finalize the invoice click on **Finalize – Add the payment options and save it.**

On save it will display an invoice printing option.

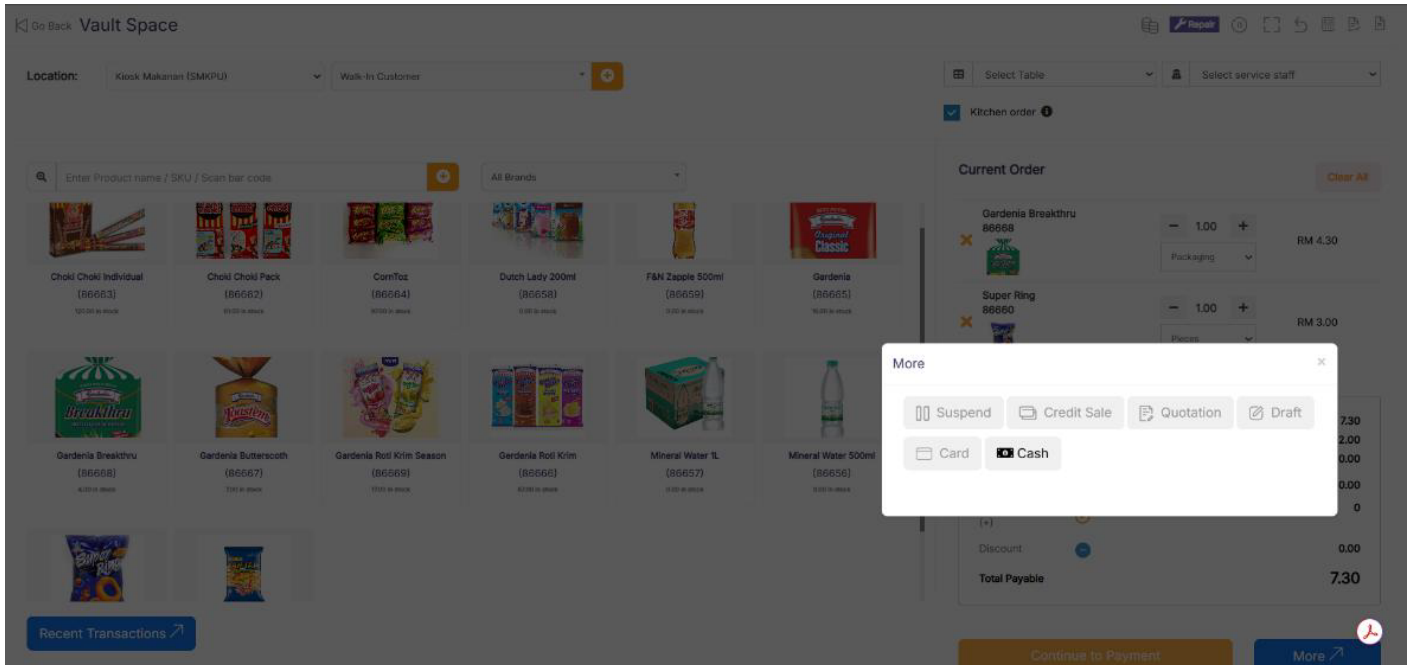
For invoice to print correctly – The Margins options should be set to “Default”.

List of sales can be viewed from Sell -> List Sales.

List of drafts can be viewed from Sell -> Drafts.

Both Sell & Drafts can be edited to make any changes.

**Express Checkout:** Express Checkout means the sale will be marked as Paid and the payment method will be cash. No separate payment screen will be displayed. Printing of invoice depends on the business location settings.



## 100% Credit Sales

- To sell on credit to the customer you first need to enable this button by going to **Settings -> Business Settings -> POS -> Show Credit Sale Button**
- Then on the POS screen, you will be able to see a button “Credit Sale”, simply click this button to make sales on credit.

## Half Credit & half payment Sales

Suppose invoice amount is \$1000, customers pays \$700 cash and \$300 is credit amount on him, then follow these steps:

1. Click on multiple pay button
2. Select the payment method and enter the amount paid by the customer. (\$700 in our example)
3. Click finalize payment.
4. Now, the pending amount is automatically added as credit amount on him (or amount to be taken from the customer)

## Previous sale amount in Sales

If a sale is made for the customer for a subsequent time for the same product, the previous amount in which the product is sold will be shown for reference in add sale screen.

This feature can also be used for purchase of same products from a supplier.

This feature is available in version 4.7.8 and above

## Draft & Quotation

Draft is useful if you want to create a quotation before sales.

Marking a sales as Draft or Quotations will not deduct the available stock.

You can view all Quotations & Drafts from List Quotation or List Draft respectively. Existing draft/Quotation can be edited to make it as final sales.

## Convert Draft/Quotation to Sale invoice

1. To convert a draft/quotation to sale invoice, follow the steps below
2. Go to List draft / List quotation. Click on the action button.
3. Select edit in the dropdown.
4. Change the status from draft/Quotation to Final and save it.

## Suspended Sales

Suspend Sales means unfinished sale or hold Sale.

Suspended sales stock gets deducted from available stock. You can view all suspended sales by clicking on the Yellow Color button present in very top right of screen (above the date).

### Some Use Case of Suspended sales

1. In a grocery store, if you have suspended button, you can suspend particular customers sales and entertain another customer, when his comeback you can proceed with his sale.
2. In Restaurant, you can suspend the order of customers if not yet paid, and finish it when they finish eating and paid their order, so you can proceed to final sales. You can put Table 1, Table 2, Table 3... so when they finish it's easy to identify table 3 going to pay.
3. In hotel lots of customers check in stay for 2 nights and order some foods and customers say, just charge to room 024. So you can suspend their orders and edit if there is some additional order and suspend again. Until final it when they pay their bills. on Hotel, on Reference Number: Room 009, Room 012

## Card / Multiple Pay / Cash

- **Multiple Pay:** Used when the customer wants to pay with different payment methods like some amount by card, some by cash and some other payment methods. *This option is also used when the customer doesn't pay the exact tender amount and you need to calculate the Return Change.*
- **Card:** Used when the customer wants to pay the complete invoice by card.
- **Cash:** Used when customer pay the exact amount of invoice by cash. If the customer pays less or more amount then the invoice amount then use Multiple Pay to get change return.

## Adding payments from Contact

Go to contact -> Suppliers. Click on actions for the supplier and it will show "Pay Due amount", click on it and pay the amount. "Pay Due amount" this option is not displayed if there is no payment due.

## Adding/Editing Payment Method or Pay-Via

Follow [Add/Edit Pay-Via / payment method.](#)

## Rounding Mechanism for total Sales amount or total payable

Rounding helps to round the total payable to nearest currency exchange available.

To enable rounding go to **Settings -> Business Settings -> Sales** and choose the **Amount rounding method**

### Amount rounding method

1. Round to nearest whole number: It will round the payable value to nearest whole number. For example, **1.49** will be rounded to 1.00, and 1.51 will be rounded to 2.00
2. Round to nearest decimal (multiple of 0.05): It will round the payable value to nearest decimal number that is a multiple of 0.05. For example 1.49 will be rounded to 1.50, 1.51 will be rounded to 1.50, 1.59 will be rounded to 1.60, 1.54 will be rounded to 1.55

Similarly, all other round to nearest decimal number works as per the multiplier.

## Adding sale of a past date

In SenangUrus Business, sales can also be added for past dates.

### Adding past date sales in POS screen

1. **Enable date selection:** By default, in POS screen all sales are recorded for current datetime. To add sales for past date enable datetime selection by going to **Business Settings > POS Tab > Enable transaction date on POS screen**
2. **Pick date while doing sales:** Once date is enabled (above step 1) you can now select date in POS screen while making sales, with this the sales will be added for that datetime.

# Adding past date sales in Sales screen

No additional steps are required here, this screen already has the option to select Sale Date. Select that particular datetime to record sales of that.

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