

HelpSheet005.

Dealing with Customer Sales & Payments.



KCPOS

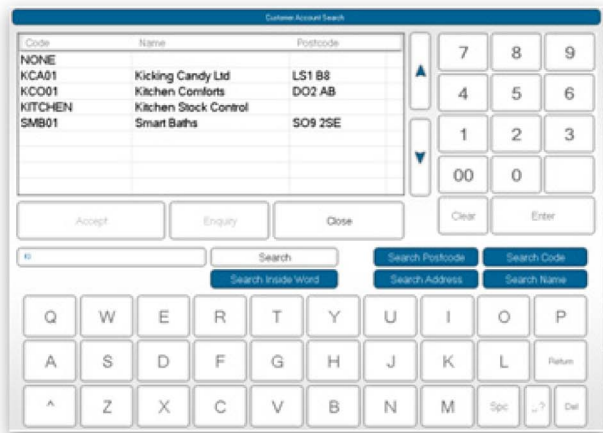
Following a review of our support calls and account management feedback we have compiled this helpsheet to clarify the processes involved in customer sales & payments.

Sales On Accounts.

To sell against a customer account you first need to select Account Sale then locate the customer account using the search window provided. You can search by Account code; Name; Postcode; Address.



Once the account has been selected the display underneath management panel will change to the customers name.



You then continue with the sale as normal selecting the relevant products, when you tender the sale you can either select to pay or part pay by cash / cheque / card or select the on account icon



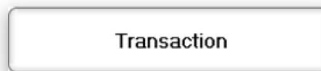
at the top of the short keys.

Payments On Accounts.


To take a payment on a customer account you should ensure that there are no products selected in the sale window and then select



and go to



and select  from the menu on the right. Confirm that you have no items in the sale window by selecting OK when prompted.

Help
 so much more than a till...
01/06/2011 10:23:50 (Wednesday)
Bill Total £0.00

Sign Off
Connected to main data source

Method	Amount
Cash	£200.00

£1	Account	Cheque
£5	Cash	Manager
£10	Card	▲
£20	Tender Types	▼
Kicking Candy Ltd		
Back To Products		

Print Bill	Park	Receipt Reprint
Void Trn	Void Line	Clear Input
7	8	9
4	5	6
1	2	3
00	0	Enter

Payment

Operator: David

Bill Total	£0.00	Print VAT Details	
Change Due	£0.00	Save As Order	
Foreign Due	£0.00	Delivery Address	

Multibuy Discounts

Description	Amount