



Store Manual

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Chapter 6: Cash Sale

Cash Sale Inventory

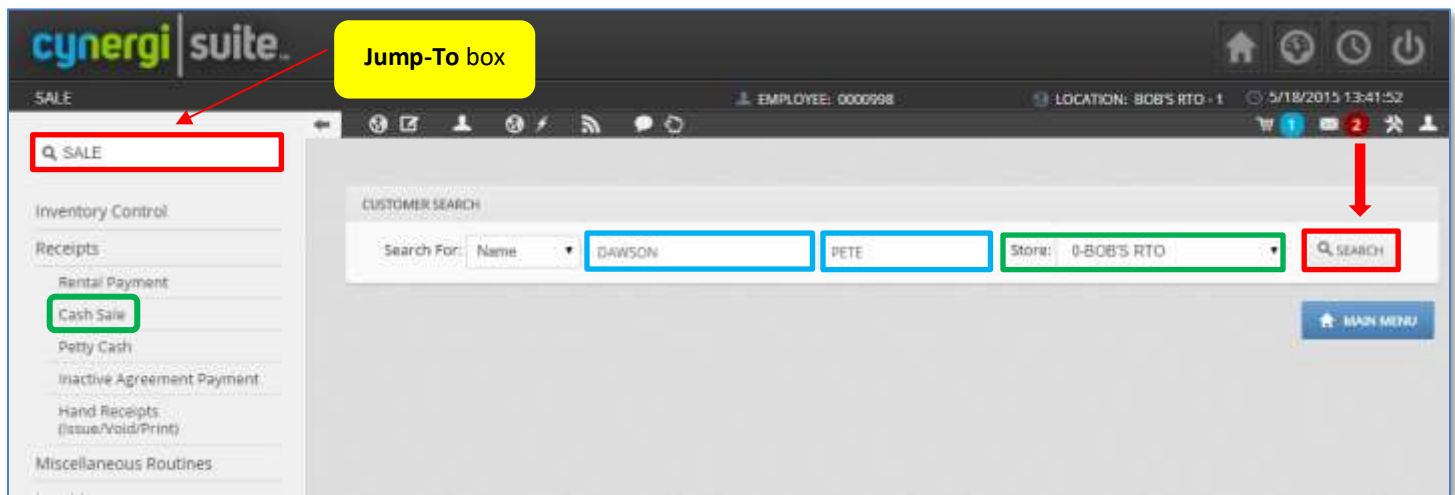
How to Process a Cash Sale

To process a Cash Sale, type **SALE** into the **Jump-To** box and press the **TAB** or **ENTER** key. You may also select it from your company's cynergi|suite menu.

Please Note: Your menu option may be different from what is shown below.

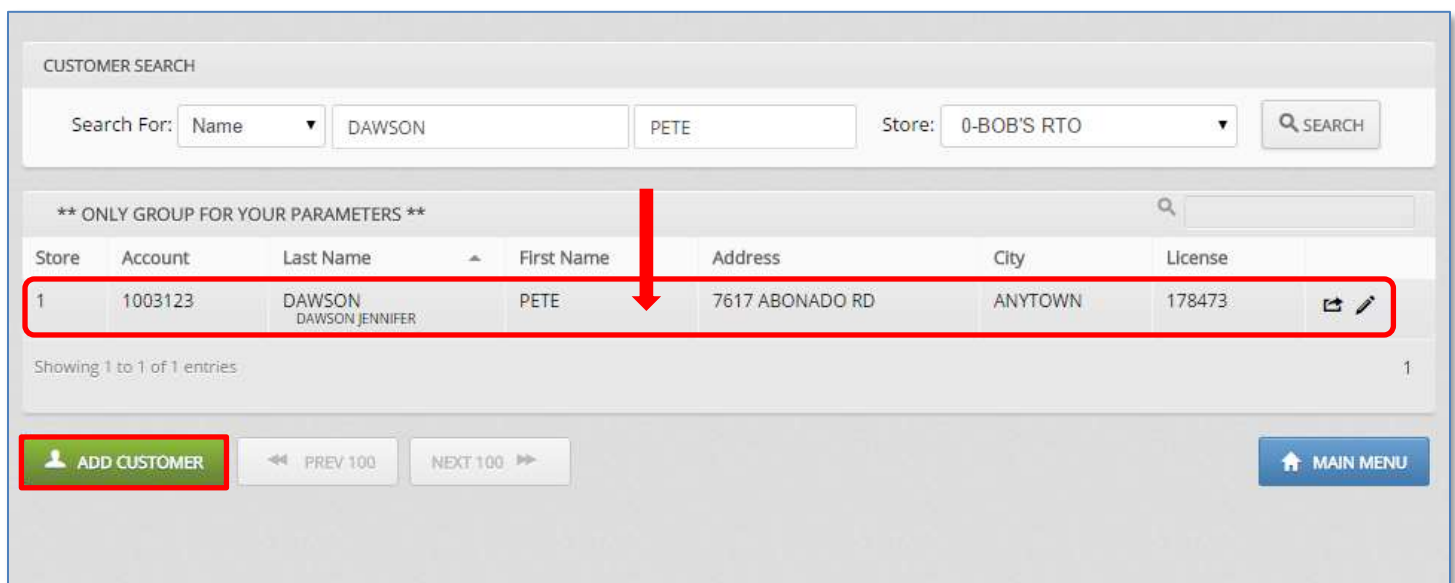
At the *Customer Search* screen, enter the customer's name and click the **SEARCH** button to continue.

Please Note: The **Store** location will default to **0** to enable a broader search for active and inactive customers.



The *Customer Search* results will be displayed below.

- Click anywhere on the line displaying the name of the customer for whom you are processing a *Cash Sale*.
- If the customer is not found, he or she may be added by clicking the **ADD CUSTOMER** button.



The *Sales Entry* screen will open for input of the inventory units to be sold. There are three methods available to enter or select inventory units for the cash sale.

- 1) **Model Number** (must be used in conjunction with Serial and Alt ID searches)
- 2) **Serial Number**
- 3) **Alt ID**

Please Note: For demonstration purposes, the process for adding units by **Serial Number** and **Alt ID** will be shown since this is the most common way of selecting inventory.

To begin, click within the **Serial Number** or **Alt ID** field, or press the **TAB** or **ENTER** key to move the cursor to these fields.

- If the **Serial Number** is known, it can be entered into the *Serial* field.

Serial:

- If the **Alt ID** is known, it can be entered into the *Alt ID* field.

Alt ID:

- If the **Serial Number** or **Alt ID** is not known, the *Inventory Lookup* may be used to search for available inventory. Please reference the end of this section for steps on **How to Use the Inventory Lookup Search Function (Add Inventory)**.

When the **Serial Number** or **Alt ID** has been entered, press the **TAB** or **ENTER** key. The Model of the inventory unit will automatically appear.

- The *Delivery Date* field will be highlighted with the current business day. Press the **TAB** or **ENTER** key to move past to the next field unless the *Delivery Date* needs to be changed from today's date.
- The *Price* field will display the unit's *Cash Sale Price* (may be changed with proper security).
- Leave *Quantity* set to 1.00 if selling a serialized inventory unit.
- Press **TAB** or **ENTER** to move across the remaining fields.

ADD INVENTORY

Model: CLTOSA21557416 Serial: X7139544Q Alt ID: 9544Q

Delivery: 5/18/15

Price: 199.990 Quantity: 1.00 Total: 9.99 Spiff: 0.00

Model	Description	Serial	Price	Quantity	Total	SPIFF	Delivery
CLTOSA21557416	LAPTOP	X7139544Q	199.990	1	199.99	.00	5/18/15

Buttons: ADD INV, NOTE, TENDER SALE, BACK, MAIN MENU

The unit selection is now complete.

- Additional units may be added to the Cash Sale transaction by clicking the **ADD INV** (Add Inventory) button.
- The **BACK** button will take you back if needed.
- The **X** icon to the right of the unit will remove the inventory unit from the list.

Click the **TENDER SALE** button to continue.

ADD INVENTORY

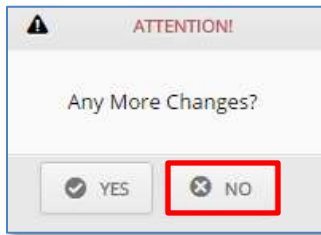
Model: Serial: Alt ID:

Delivery: Price: 0.000 Quantity: 0.00 Total: 0.00 Spiff: 0.00

Model	Description	Serial	Price	Quantity	Total	SPIFF	Delivery
CLTOSA21557416	LAPTOP	X7139544Q	199.990	1	199.99	.00	5/18/15

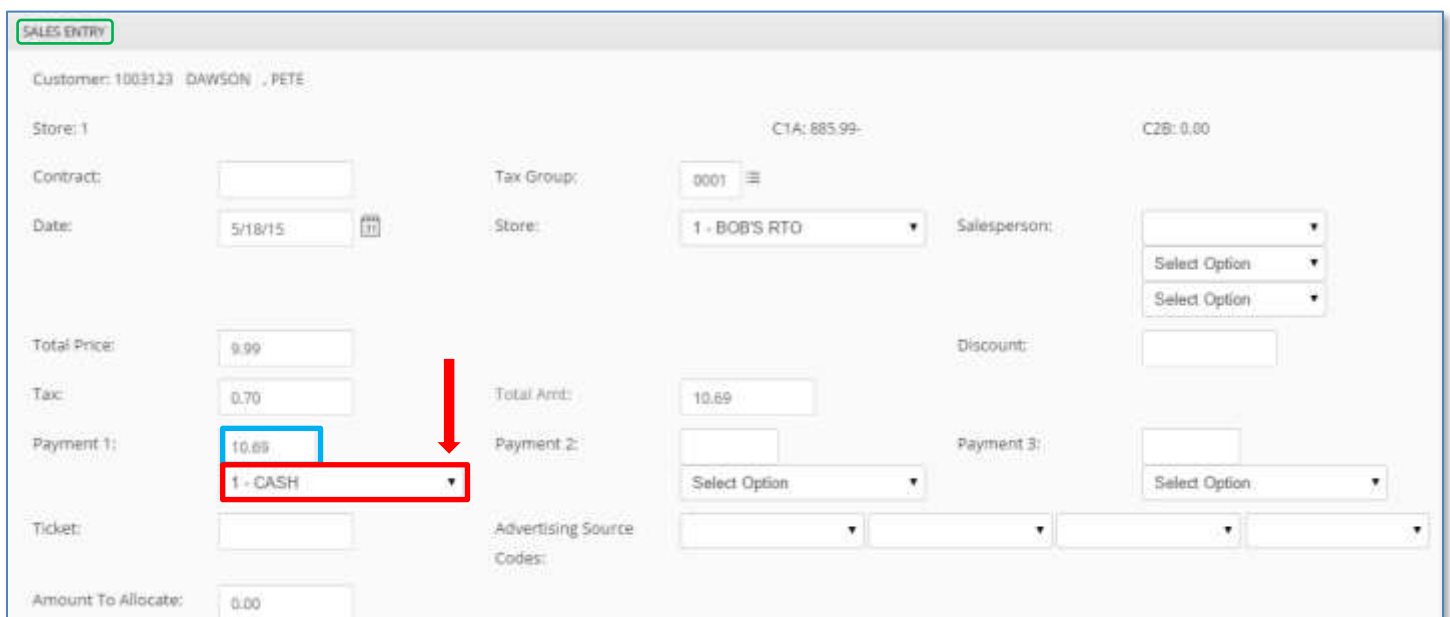
Buttons: ADD INV, PACKAGES, TENDER SALE, BACK, MAIN MENU

At the *Any More Changes* prompt, click **NO** to continue.

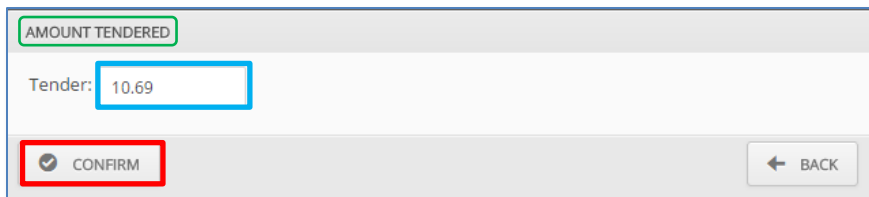


The *Sales Entry* screen will open. There are a few required prompts that need to be completed before finishing a Cash Sale. Initially, the **Payment 1** field will be highlighted with the total due.

- The **Payment 1** field displays the amount due. *Do not change the amount on this screen.*
- Select the **Tender/Pay Form** from the pick list.
- Press **TAB** or **ENTER** to continue.



- The **Amount Tendered** screen will open. Enter the amount tendered into the **Tender** field.
- Click **CONFIRM** to continue.



- After clicking **CONFIRM**, the **Ticket** (Agreement) field will be highlighted. Press **TAB** or **ENTER** and it will be populated automatically.
- The **Advertising Source** field will require a minimum of one selection. Select the code from the pick list.
- Continue to press **TAB** or **ENTER** to continue.

SALES ENTRY

Customer: 1003123 DAWSON, PETE

Store: 1 CIA: 885.99 C2B: 0.00

Contract: Tax Group: 0001

Date: 5/18/15 Store: 1 - BOB'S RTO Salesperson:

Total Price: 9.99 Discount:

Tax: 0.70 Total Amt: 10.69

Payment 1: 10.69 Payment 2: Payment 3:

Ticket: 1034761 Advertising Source: CURRENT CUST

Amount To Allocate: 0.00 Total Amount: 10.69 Total Change Due: 0.00

Model	Serial	Price	Quantity	Total	Spiff	Delivery
CLTD5A21557416	X7139544Q	9.990	1.00	9.99	0.00	5/18/15

Showing 1 to 1 of 1 items

Click **SAVE** to continue.

MORE CHANGES

Any More Changes: No

At the *Transfer Location* prompt, press the **SAVE** button to confirm the transfer of the inventory from idle to sold. (9001 = customer home location for Store 1).

TRANSFER LOCATION

Trans Serialized Inventory To: 9001

Click **YES** to continue if there are no changes.

ATTENTION!

Any More Changes?

YES NO

To print the Delivery Receipt, click **YES**.

ATTENTION!

Print the Delivery Receipt?

YES NO

Delivery Notes may be entered but are not required. Leave blank or click **SAVE** to continue.

DELIVERY NOTES

DELIVER AT 2:00 PM TODAY

SAVE

Confirm the correct printer has been selected. Click **SAVE** to continue.

DELIVERY RECEIPT PRINTER

LP101

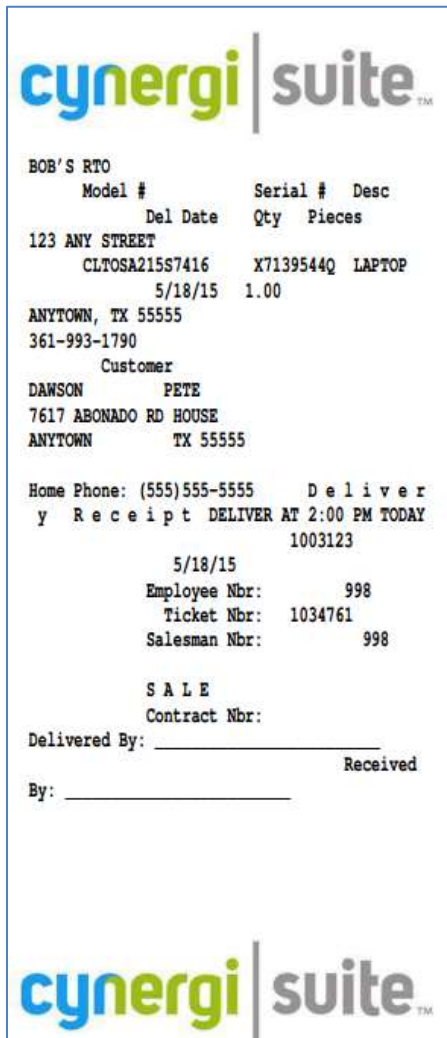
SAVE

The Cash Sale is now complete. A Cash Sale receipt and a Delivery Receipt will print on the printer.

Cash Sale Receipt Example

	Model #	Serial #	Desc	Price	Qty	Total
BOB'S RTO 123 ANY STREET ANYTOWN, TX 55555 361-993-1790	CLTOSA215S7416	X7139544Q	LAPTOP	9.990	1.00	9.99
Customer DAWSON PETE 7617 ABONADO RD HOUSE ANYTOWN TX 55555						
	ASK US ABOUT OUR SPECIAL OF THE WEEK					
Employee Nbr:	1003123	5/18/15			9.99	
Ticket Nbr:	998				0.70	
Salesman Nbr:	1034761				0.00	
Contract Nbr:	998					
		S A L E			10.69	
	10.69	Cash		Change	0.00	

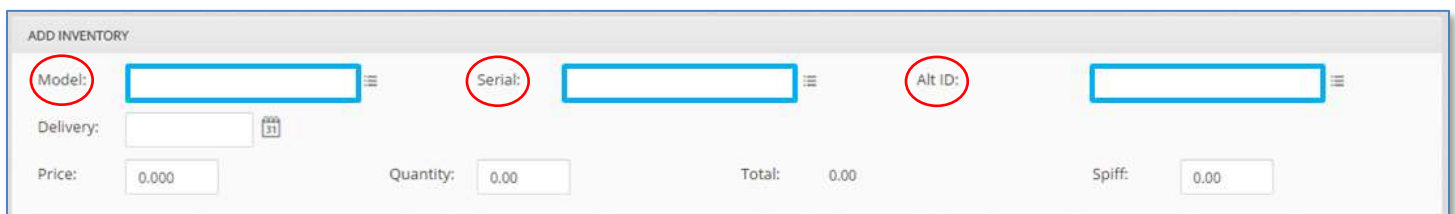
Delivery Receipt Example



How to Use the Inventory Lookup Search Function (Add Inventory)

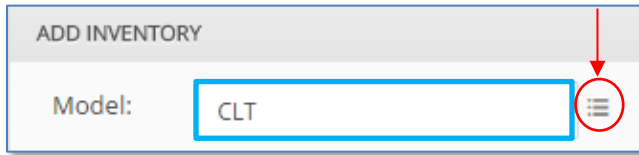
After selecting a customer, the *Sales Entry* screen will display and will be ready for input of inventory units. There are three methods available to enter or select inventory units for the cash sale.

- Model Number (must be used in conjunction with Serial and Alt ID searches)
- Serial Number
- Alt ID



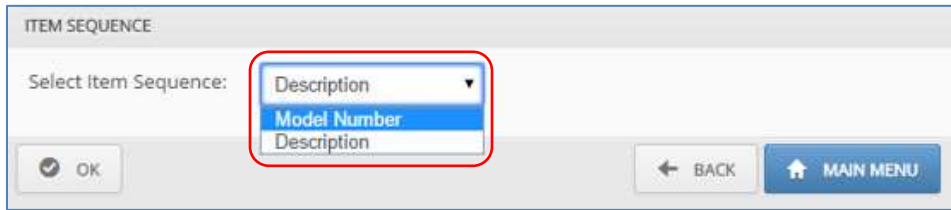
Model Number

Enter the partial or full Model number and press the **TAB** or **ENTER** key, or click on the **three bars** to the right of the *Model* field. The example below shows entering the first three characters of the model number CLTOSA215S7416.



This opens the additional search options with the model number search.

- Selecting **Model Number** will sort the search results by model *number*.
- Selecting **Description** will sort the search results by model *description*.



For this demonstration, Model Number was selected. Click on the line with the Model Number you wish to select.

MODEL NUMBER			
C1A:	88.03	C2B:	0.00
ITEM LIST			
Model	Discontinued	Description 1	Description 2
CLTOS U205-S5057		LAPTOP	1.8 160HD 1.0RAM DVDRW
CLTOSA105S2081		LAPTOP	CEL M 380 40HD 256 CDRW/DV
CLTOSA105S2101		LAPTOP	CEL420 512 60HD CDRW/DVD
CLTOSA205S5855		LAPTOP	A-VISTA
CLTOSA205XXSPEC		LAPTOP	VISTA DUAL HD 240MB DVDRW
CLTOSA215S4747		LAPTOP	TURION 64 200HD 1024 DVDRW
CLTOSA215S5802		LAPTOP	1.0GB DDR2 120HD DVD+R/RW
CLTOSA215S5839		LAPTOP	2.GIG 256RAM 160HD CDRW/D
CLTOSA215S7416		LAPTOP	AMD64 2.0GIG 120HD DVDRW
CLTOSA55S1063		LAPTOP	CEL M370 40HD 256 DVD/CDRW
CLTOSA55S1064		LAPTOP	CEL M 380 40HD 512 CDRW/DV
CLTOSA65S1762		LAPTOP	2.8 512 60HD DVDRW +/-
CLTOSA9S9013X		LAPTOP	15.4 SCREEN
Reg Prc: 9.990 Sale Prc: 9.990 Pmt/#M: 0.00 / 18 Pmt/#W: 0.00 / 78			
<input type="button" value="➡"/> <input type="button" value="⬅"/> <input type="button" value="➕ ADD ITEM"/>			<input type="button" value="⬅ BACK"/>

The Model Number has been selected from the list. The Serial Number field is then highlighted.

- The full Serial Number may be entered directly into the field.
- The Inventory Lookup may be used by clicking on the three bars to the right of the Serial field.

Select **Look up Inventory** and click **OK** to continue.

The Model Number will be populated. Click the **SEARCH** button to search for available inventory units with this Model Number. The search **Location** will default to your store's idle inventory location.*

The search results will display all idle units found with model number CLTOSA21557416. To select the unit for cash sale, click anywhere on the line displaying the unit details.

*** LAST RESULTS GROUP ***

Model #	SN#	Loc	Alt#	Status	Desc	Rec	Last Rent	Last Return	Cost	RSV	AR
CLTOSA21557416	1990815	1	00100066	N	LAPTOP	5/19/15			586.00	586.00	
CLTOSA21557416	125576891	1	00100067	N	LAPTOP	5/19/15			586.00	586.00	
CLTOSA21557416	1894536678	1	00100068	N	LAPTOP	5/19/15			586.00	586.00	

Showing 1 to 3 of 3 entries

DETAILS

Model #: CLTOSA21557416 Serial #: 1894536678 2nd Description: AMD64 2.0GIG 120HD DVD Payment/#Months: 0.00/ 0
 Regular Price: 9.990 Sale Price: 9.990 Fabric: Payment/#Weeks: 0.00/ 0
 Color:

◀ FIRST 100 NEXT 100 ▶ ⬅ BACK 🏠 MAIN MENU

The unit information is displayed in all three search fields. Click **ADD INV** to complete the final step of selecting the inventory using the Model Number lookup.

ADD INVENTORY

Model: Serial: Alt ID:

Delivery:

Price: Quantity: Total: 9.99 Spiff:

RESULTS

Model	Description	Serial	Price	Quantity	Total	SPIFF	Delivery
No results found							

Showing 0 to 0 of 0 entries.

ADD INV NOTE TENDER SALE ⬅ BACK 🏠 MAIN MENU

To complete the cash sale, click **TENDER SALE** and continue the steps found previously in this section (under **How to Process a Cash Sale**).

ADD INVENTORY

Model: Serial: Alt ID:

Delivery:

Price: Quantity: Total: 0.00 Spiff:

RESULTS

Model	Description	Serial	Price	Quantity	Total	SPIFF	Delivery
CLTOSA21557416	LAPTOP	1990815	299.990	1	299.99	.00	5/19/15

Showing 1 to 1 of 1 entries.


ADD INV PACKAGES **TENDER SALE** ⬅ BACK 🏠 MAIN MENU

Serial Number and Alt ID


The inventory selection search/inventory lookup:

The **Serial Number** and **Alt ID (Alternate ID)** inventory lookup functions work in the same way.

- The Serial search will only search for Serial Numbers and the Alt ID search will only search for alternate IDs.
- If the complete Serial Number is entered in the **Serial Number** field, press **ENTER** and the unit will be selected.
- If the complete Alternate ID is entered in the **Alt ID** field, press **ENTER** and the unit will be selected.

To search for inventory using either type of search, click on the **Inventory Lookup** icon .

Please Note: This search is typically used if you do not have either the Serial Number or Alt ID Number available.

For this demonstration, Serial Number is selected. To begin the search, click on the  icon for the type of search you wish to perform (Serial or Alt ID).

Select **Look up Inventory** from the pick list. Click **OK** to continue.

The **Inventory Maintenance** screen will open. There are several search options available from this screen.

- **Serial Number:** A complete or partial serial number may be entered.
- **Alt ID:** A complete or partial alternate ID number may be entered.
- **Model Number:** A complete or partial model number may be entered.
- **Last Rented Date:** A last rented date may be entered.
- **Location:** Can be used to search for Idle. *Ex: On-Rent, In Service, Loaners*
- **Status:** Selections are available to search by specific Inventory Status. *Ex: All Idle, New, Previously Rented, Sold, Paid-Out, Junked, and Skipped*
- **Description:** A complete or partial description may be entered.

Please Note: All search fields may be left blank for the broadest possible search.

When the search criteria has be entered, click the **SEARCH** button.

The screenshot shows the 'INVENTORY MAINTENANCE' search interface. It features a grid of input fields:

- Serial Number: [Text Input]
- Alt ID: [Text Input]
- Model Number: [Text Input]
- Last Rented Date: [Date Picker]
- Location: [Dropdown Menu showing '1-BOB'S RTO']
- Status: [Dropdown Menu showing 'Select Option', 'I-Idle (R and N)', 'R-Re-Rental', 'N-New']
- Region: [Text Input]
- Description: [Text Input]
- Color Code: [Text Input]
- Fabric Code: [Text Input]
- Primary Color Code: [Text Input]
- Primary Fabric Code: [Text Input]

 At the bottom left, a red arrow points to a button labeled 'SEARCH'. At the bottom right, there are 'BACK' and 'MAIN MENU' buttons.

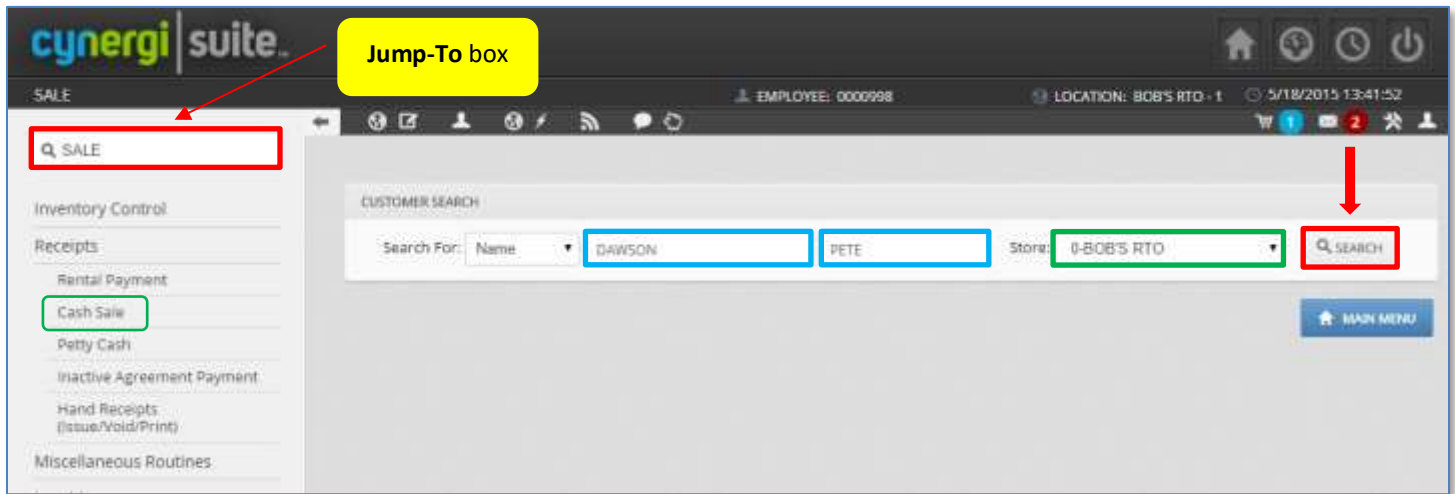
Process a Cash Sale Refund

To process a **Cash Sale Refund**, type **SALE** into the **Jump-To** box and press the **TAB** or **ENTER** key. You may also select it from your company's cynergi|suite menu.

Please Note: Your menu option may be different from what is shown below.

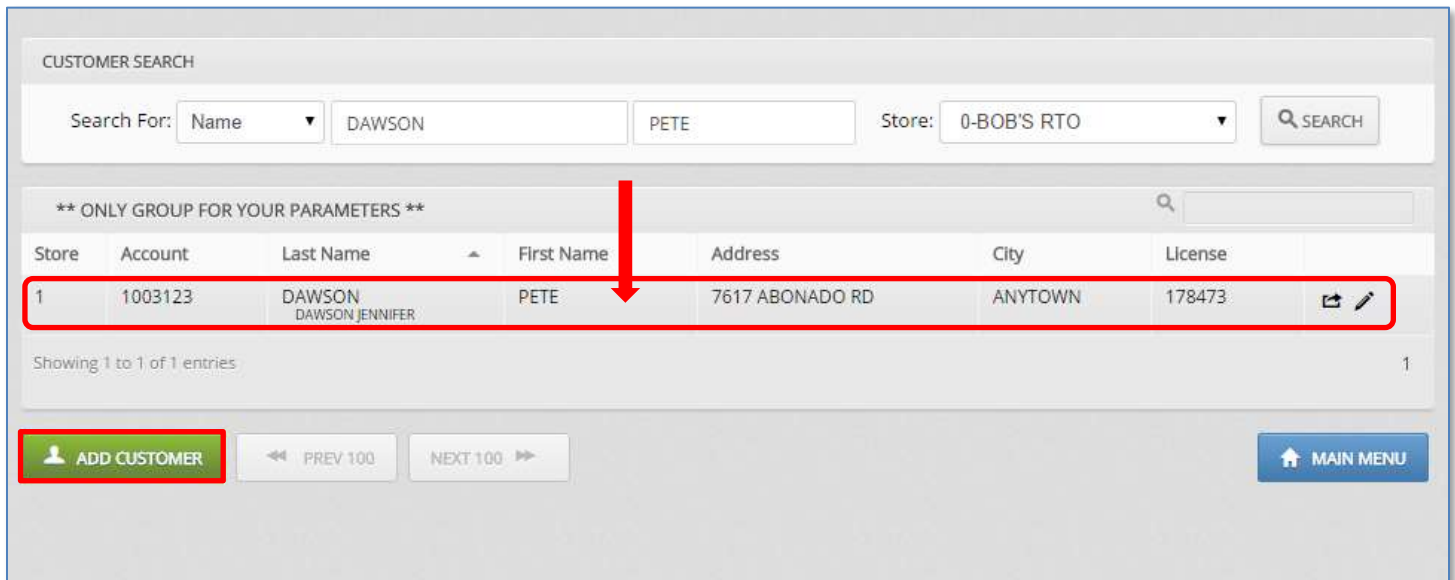
At the *Customer Search* screen, enter the customer's name and click the **SEARCH** button to continue.

*Please Note: The **Store** location will default to **0** to enable a broader search for active and inactive customers.*



The *Customer Search* results will then be displayed below.

- Click anywhere on the line displaying the *Customer Name* for whom you are processing a *Cash Sale*.
- If the customer is not found, you can add the customer by clicking the **ADD CUSTOMER** button.



The same *SALES ENTRY* screen that would normally be used to process a cash sale will open. Instead of going through the add inventory process, click the **PREVIOUS TICKETS** button to process a **Cash Sale Refund**.

To select the Cash Sale transaction to refund there are two options available.

- **BY DATE** = Will display the list of previous cash sales by date.
- **BY CUST/TICKET** = Will display the list of previous cash sales by Agreement/Ticket number.

Click on the desired listing method to continue.

Select the cash sale transaction to be refunded by clicking anywhere on the line displaying the original transaction.

SALES TICKET

Customer: DAWSON , PETE Account: 1003123

INPUT TICKET

Ticket: PO:

Reference:

RESULTS

Customer	Ticket	Seq	Contract	Store	Date	Amount	PO	Ref
1003123	123456			1	5/18/15	214.00		✕
1003123	1034761			1	5/18/15	10.59		✕
1003123	1034766			1	5/19/15	107.00		✕

Showing 1 to 3 of 3 entries

SELECT DIFF CUSTOMER

BACK

The **SALES TICKET** screen will open, displaying the cash sale detailed information.

Click the **REFUND** button to continue.

Customer: 1003123 DAWSON , PETE Ticket: 1034766 Add: 998

Contract: Flipped Ticket: Flipped Amt:

Date: 5/19/15 Store: 1 Sales Person: 3-APEX BART

Total Price: 100.00 Trade: Discount:

Tax Group: 0001 Tax: 7.00 Total Amount: 107.00

Payment 1: 107.00 Payment 2: Payment 3:

Advertising Source Codes: TELEVISION Ticket: 1034766

Pending: Bill To: Carryout: Y

Next Due:

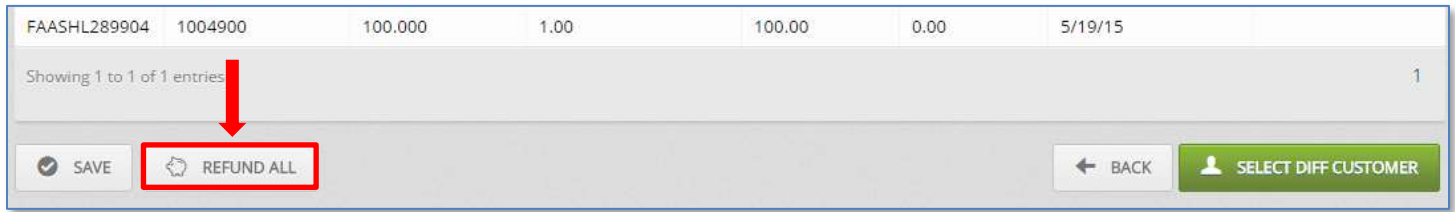
RESULTS

Model	Serial	Price	Quantity	Total	Spiff	Delivery	Refund
FAASHL289904	1004900	100.000	1.00	100.00	0.00	5/19/15	

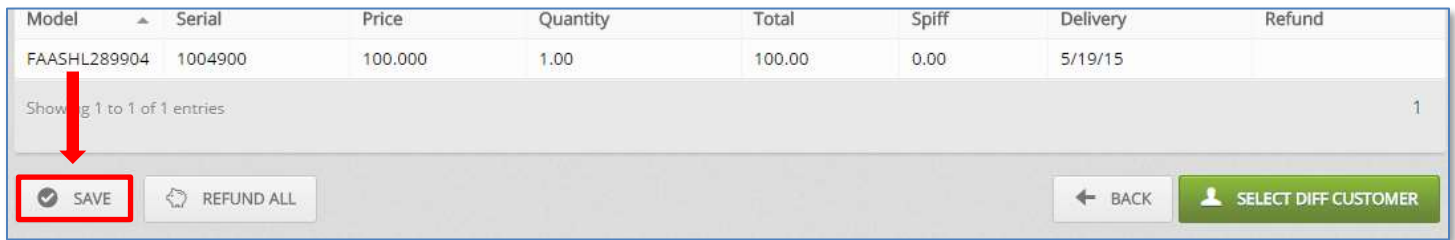
Showing 1 to 1 of 1 entries

SAVE REPRINT **REFUND** BACK SELECT DIFF CUSTOMER

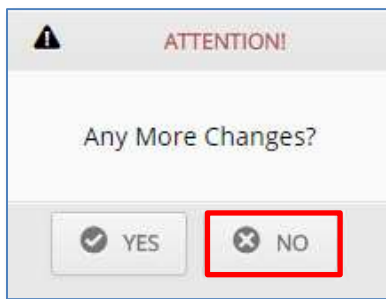
The same screen will reappear. The refund button has changed to **REFUND ALL**. Click the **REFUND ALL** button to continue.



The same screen will appear again. Click the **SAVE** button to continue.



If changes are needed, click **YES**. Otherwise, click **NO**.



The **SALES TICKET** screen will now be in “Refund Mode” (all dollar amounts will be negative).
Click the **SAVE** button to continue.

SALES TICKET

In Refund Mode

Customer: 1003123 DAWSON, PETE Ticket: 1034766 Add: 998

Contract: [] Flipped Ticket: [] [] Flipped Amt: []

Date: 5/20/15 [31] Store: 1 Sales Person: 3-APEX BART [v]
[v] Select Option [v]
[v] Select Option [v]

Total Price: 100.00- Trade: [] Discount: []

Tax Group: 0001 [≡] Tax: 7.00- Total Amount: 107.00-

Payment 1: 107.00- Payment 2: [] Payment 3: []
1 - CASH [v] Select Option [v] Select Option [v]

Advertising Source Codes: TELEVISION [v] [v] [v] Ticket: 1034766
Carryout: Y

Pending: [] [31] Bill To: []

Next Due: [] [31]

RESULTS

Model	Serial	Price	Quantity	Total	Spiff	Delivery	Refund
FAASHL289904	1004900	100.000	1.00	100.00	0.00	5/19/15	Y

Showing 1 to 1 of 1 entries

[✓] **SAVE** [REPRINT] [REFUND] [←] BACK [SELECT DIFF CUSTOMER]

The **Return Location for Serialized Inventory** screen will be displayed.

- Return Location = the default “Idle” location for the store where the unit was originally sold.
- Return Status = the status that will be assigned to the inventory unit.

Click the **SAVE** button to continue.

RETURN LOCATION FOR SERIALIZED INVENTORY

Return Location: 1

Return Status: R

[✓] **SAVE**

Click the **SAVE** button to continue.

CHANGES

PO: []

[✓] **SAVE**

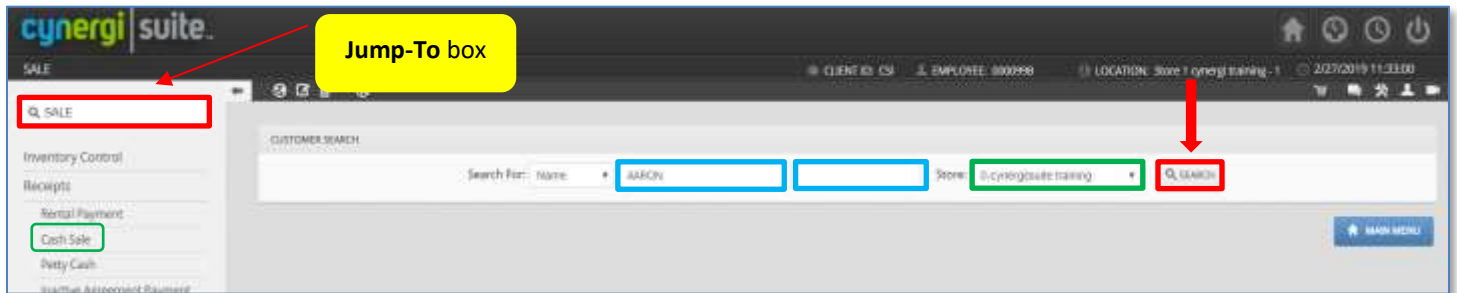
Cash Sale Miscellaneous Inventory (Non-Serialized)

How to Process a Cash Sale of Miscellaneous Inventory

To process a Cash Sale, type **SALE** into the **Jump-To** box and press the **TAB** or **ENTER** key. You may also select it from your company's cynergi|suite menu.

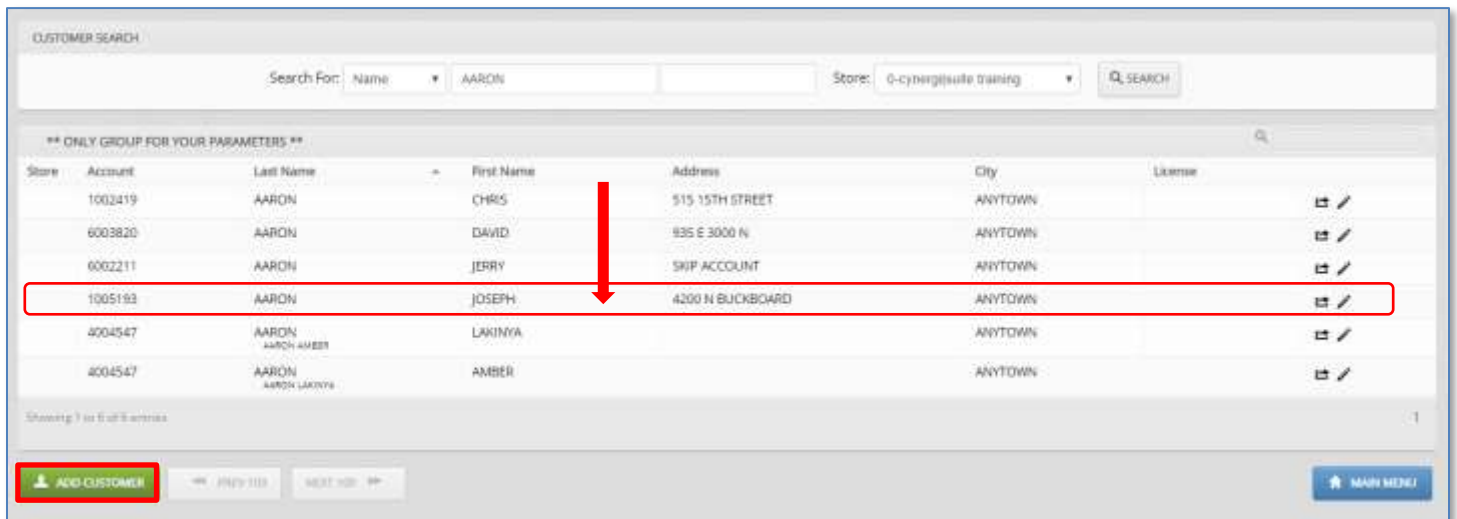
At the *Customer Search* screen, enter the customer's name and click the **SEARCH** button to continue.

Please Note: The **Store** location will default to **0** to enable a broader search for active and inactive customers.



The *Customer Search* results will be displayed below.

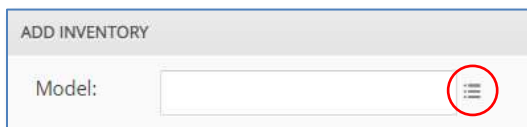
- Click anywhere on the line displaying the *Customer Name* for whom you are processing the *Cash Sale*.
- If the customer is not found, they may be added by clicking the **ADD CUSTOMER** button.



The *Sales Entry* screen will open for input of the Miscellaneous Inventory units to be sold.

Please Note: Since Miscellaneous Inventory units do not have a Serial or ALT ID number, the **Model Number** field must be used.

- Enter the Model number of the Miscellaneous Inventory unit being sold
OR
- To search through the list of existing Model Numbers, click the three lines to the right of the **Model:** field. A partial entry may be used to narrow the scope of the search.



After entering the full or partial model number press the **TAB** or **ENTER** key.

The screenshot shows the 'SALES ENTRY' screen. At the top, there's a 'SALES ENTRY' header. Below it, customer information is displayed: Store: 1, Customer: AARON JOSEPH, Account: 1005193, CTA: 0.00, Address: 4200 N BUCKBOARD PKA, Home Phone: (555)555-5555, C2B: 0.00, City: ANYTOWN TX 55555, Work Phone: (555)555-5555, Items Sold: 0, Comments: (empty text area), Total Amount: 0.00, Taxable Amount: 0.00, Total w Tax Amount: 0.00. Below this are buttons for 'PREVIOUS TICKETS', 'EDIT COMMENT', and 'CUSTOMER CHANGE'. The 'ADD INVENTORY' section has a search bar with 'POWER' entered, and fields for Serial, Alt ID, Delivery, Price (0.00), Quantity (0.00), Total (0.00), and Spiff (0.00). The 'RESULTS' section shows a table with columns: Model, Description, Serial, Price, Quantity, Total, SPIFF, Delivery. It currently displays 'No results found'. At the bottom are buttons for 'ADD INV', 'PACKAGES', 'TENDER SALE', 'BACK', and 'MAIN MENU'.

When entering the partial model, the next prompt will offer the option to search by **Model Number** or **Description**. Select which method to use from the pick list. Click **OK** to continue.

The screenshot shows the 'ITEM SEQUENCE' screen. It has a 'Select Item Sequence:' dropdown menu with options: 'Description', 'Model Number', and 'Description'. The 'Model Number' option is highlighted. A blue arrow points to this option. Below the dropdown is an 'OK' button (circled in red), a 'BACK' button, and a 'MAIN MENU' button.

The search results will be shown in the **Item List**. Select the Model by clicking anywhere on the line displaying the information.

MODEL NUMBER

C1A: 100 C2B: 0.00

ITEM LIST

Model	Discontinued	Description 1	Description 2
POWERCORD		POWER CORD	
LSSOU895-PWR-HR		POWER HEAD/RECL.	SOFA/LOVE
LSSOU316-PWR HDRST		POWER HEAD/RECL.	SOFA/LOVE
LSASH8150215/18		POWER HEAD/RECL.	SOFA/LOVE
LSASH2920074/87		POWER SOFA & LOVE	
LSSOU739-31/41 PW		POWER SOFA/ROC/REC LOVE	SOFA & LOVESEAT
MHARL R0516		POWERBEATS2WIRELESS	HEADPHONES

The Miscellaneous Inventory Model number information will be populated in the following fields.

Please Note: If the full Model Number was entered in the search and the model was found, the previous two steps shown above will not take place.

- **Model:** The Miscellaneous Inventory Model number
- **Serial:** Will show MISC to confirm this is a Miscellaneous Inventory Model
- **Delivery Date:** Will be highlighted with the current business day
- **Price:** Displays the unit's *Cash Sale Price*. If the amount needs to be changed, it should be done here (requires proper security).
- **Quantity:** Will default to 1.00, but can be adjusted as needed to sell multiple units

Click the **ADD INV** button to confirm the model and quantity being sold.

ADD INVENTORY

Model: POWERCORD Serial: MSC Alt ID:

Delivery: 2/27/19

Price: 39.990 Quantity: 1.00 Total: 0.00 Spff: 0.00

RESULTS

Model	Description	Serial	Price	Quantity	Total	SPFF	Delivery
No results found							

Showing 0 of 0 items

ADD INV NOTE TENDER SALE BACK MAIN MENU

The Miscellaneous Model selection is now complete.

- Other Models may be added to the Cash Sale transaction by entering another model number and quantity
- The **BACK** button will exit out of the screen
- Clicking the **X** icon to the right of the Unit will remove the non-serialized inventory unit from the list.

Click the **TENDER SALE** button to continue.

ADD INVENTORY

Model: Serial: Alt ID:

Delivery:

Price: 0.000 Quantity: 0.00 Total: 0.00 Spff: 0.00

RESULTS

Model	Description	Serial	Price	Quantity	Total	SPFF	Delivery
POWERCORD	POWER CORD	MSC	39.990	1.00	39.99	00	2/27/19

Showing 1 of 1 items

ADD INV PACKAGES TENDER SALE BACK MAIN MENU

At the *Any More Changes* prompt, click **NO** to continue. Click **YES** to return to the previous screen.

ATTENTION!

Any More Changes?

YES NO

The **Sales Entry** screen will open.

- The **Payment 1** field displays the calculated total amount due. *Do not change the amount on this screen unless processing a split payment form.*
- Select the **Tender/Pay Form** from the pick list.
- Click **PROCESS PAYMENT** to continue.

SALES ENTRY

Customer: 1005193 AARON , JOSEPH

Store: 1 C1A: 3748 C2B: 0.00

Contract: Tax Group: TX: 08

Date: 2/27/19 Store: 1 - Store 1 cynergi harrington Salesperson: Select Option

Total Price: 39.99 Total Amt: 42.99 Discount: Select Option

Tax: 3.00 Payment 1: 42.99 Payment 2: Select Option

Payment 1: 1 - CASH

Ticket: Advertising Source Codes: Select Option

Amount To Allocate: 0.00

RESULTS

Model	Serial	Price	Quantity	Total	Split	Delivery
POWERCORD	MISC	39.99	1.00	39.99	0.00	2/27/19

Showing 1 of 1 entries

PROCESS PAYMENT BACK MAIN MENU

- The **Amount Tendered** screen will open. Enter the amount tendered into the **Tender** field.
- Click **CONFIRM** to continue.

AMOUNT TENDERED

Tender: 50.00

CONFIRM BACK

- After clicking **CONFIRM**, the *Select Option* field will be highlighted.
- Press **TAB** or **ENTER** to move across the screen to the Advertising Source field.
- The **Advertising Source Codes** field will require a minimum of one selection. Select a code from the pick list.
- Click **PROCESS PAYMENT**.

Customer: 1005183 AARON , JOSEPH
 Store: 1
 Contract: Tax Group: Tax1
 Date: 2/27/19
 Store: 1 - Store 1 cynergi training
 Salesperson: Select Option
 Total Price: 39.99
 Tax: 3.00
 Total Amt: 42.99
 Payment 1: 42.99
 Payment 2: Select Option
 Payment 3: Select Option
 Ticket: Advertising Source Codes: [Red dashed box]
 Amount To Allocate: 0.00
 Total Amount Tendered: 50.00
 Total Charge Due: 7.01

Model	Serial	Price	Quantity	Total	Split	Delivery
POWERCORD	MISC	39.99	1.00	39.99	0.00	2/27/19

Showing 1 of 1 of 3 items

PROCESS PAYMENT BACK SAVE MENU

Click **SAVE** to continue.

MORE CHANGES
 Any More Changes: No
SAVE PO OR INVOICE EDIT BACK

To print the Delivery Receipt, click **YES**.

ATTENTION!
 Print the Delivery Receipt?
YES NO

Delivery Notes may be entered but are not required. Leave blank or click **SAVE** to continue.

DELIVERY NOTES
 DELIVER AT 2:00 PM TODAY
SAVE

Confirm the correct printer has been selected. Click **SAVE** to continue

DELIVERY RECEIPT PRINTER

LP101

SAVE

The Cash Sale is now complete. A Cash Sale receipt and a Delivery Receipt will print on the printer.

Cash Sale Receipt

```

Store 1 cynergi training      Sale Date
ANYTOWN, TX                  2/27/19
(555)555-5555                15:58:55

-----
Customer
JOSEPH AARON                 Cust Nbr
4200 N BUCKBOARD PLA         1005193
2184 E CELIA CRT BOISE       Invoice
ANYTOWN TX 55555             362068

-----
Cashier:                      H
Salesperson:                   H
*****
*** ITEM(S) SOLD ***
\0334\000\000
Item      Qty  Amount \0335\000\000
\0338\000\000
POWER CORD 1.00  39.990
-----
Purchase Amount:  39.99
Sales Tax:        3.00
-----
Total Purchase:  42.99
Am. Tendered:    50.00
Change Due:      7.01
*****
Payment Form Summary
CASH: 42.99

-----
ASK ABOUT OUR MONTHLY SPECIAL

TAX TEXAS STATE  1.40
TAX TEXAS COMM  0.60
    
```

Cash Sale Delivery Receipt

```

Store 1 cynergi training      Sale Date
ANYTOWN, TX                  2/27/19
(555)555-5555                15:50:54

-----
Customer
AARON JOSEPH                 Cust Nbr
4200 N BUCKBOARD PLA         1005193
2184 E CELIA CRT BOISE       Ticket
ANYTOWN TX 55555             362068
Home Phone: (555)555-5555

-----
Employee Nbr : 998
Salesman Nbr : 998
Contract Nbr :
Delivery Date: 2/27/19

-----
\0334\000\000
Item      Ser #  Descip. \0335\000
POWERCORD MISC  POWER CORD

-----
*** This is a Delivery Receipt ****

Delivered By: _____

Received By : _____ ****
    
```