# Cashier

Users can use cashier to issue invoices for members, record purchase dates, sales, items and payment methods, etc.

Go to Point of Sale > Cashier

1

The cursor is preset at the member grid.

Users can directly enter the member number. Or enter all or part of the member number, phone number, ID card or name, the system will identify the member.

Click <Magnifying Glass>, to search for members using other information.

1a

After entering the member, the system will display the member's personal information.
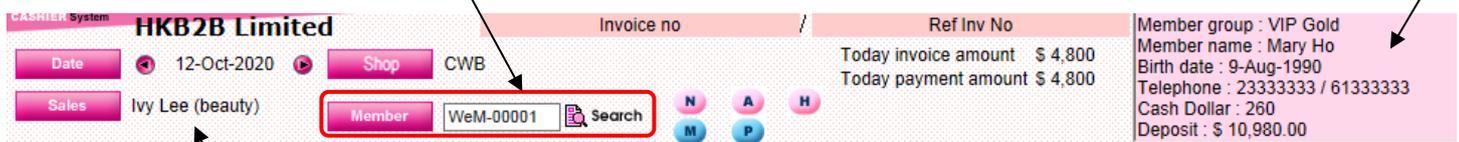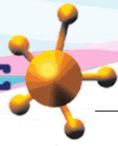

1b

User confirms the date, shop and sales are correct.

If the information needs to be modified, click the relevant function box to change the information.
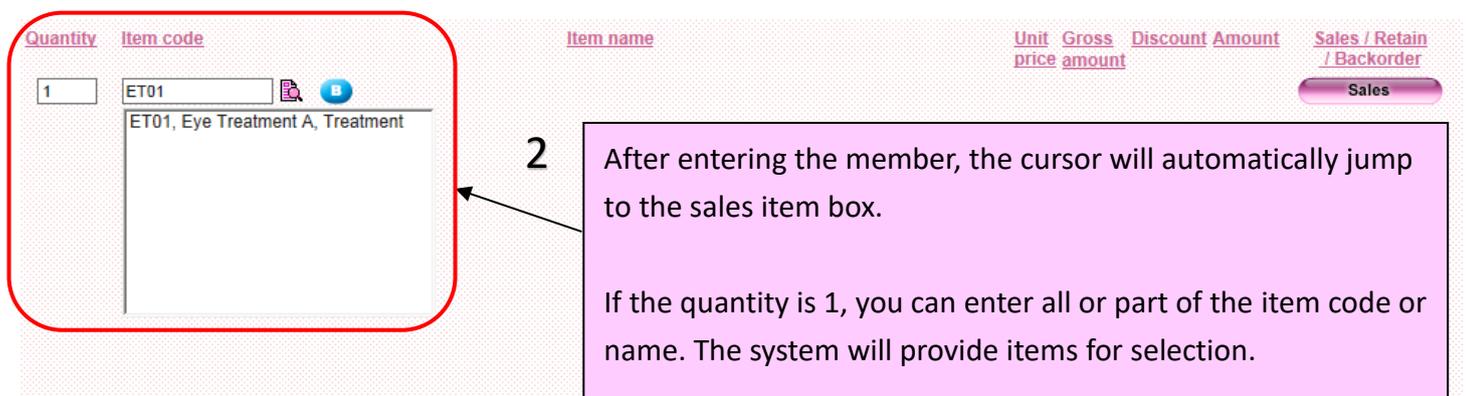
2

After entering the member, the cursor will automatically jump to the sales item box.

If the quantity is 1, you can enter all or part of the item code or name. The system will provide items for selection.

If the quantity is more than 1 and needs to be modified, press [Shift]+[Tab] on the keyboard to change the quantity.
Press [Tab] again to enter the item.

HKB2B Limited

香港灣仔軒尼斯道 48-62 號上海實業大廈 11 樓 1102 室

Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road,

Wan Chai, Hong Kong

Tel: (852) 2520 5128   Fax: (852) 2520 6636

Email: cs@hkb2b.com.hk   Website: http://hkb2b.com.hk

2a After entering the item, the item discount and amount will be automatically calculated. Users can change the discount and amount by themselves. Enter the deduction amount or percentage, press [Enter] on the keyboard, the system will automatically calculate the amount.

Quantity	Item code	Item name	Unit price	Gross amount	Discount	Amount	Sales / Retain / Backorder
1	ET01	Eye Treatment A	1000	$ 1,000	0	1000	Sales
		Expiry date : 12-Oct-2023 Nil promotion code Nil analysis code Sales: Ivy Lee(beauty) Remark:					
1	box E02	Eye Clean	2000	$ 2,000	10.00%	1800	Sales
		Nil promotion code Nil analysis code Sales: Ivy Lee(beauty) Remark:					
1	FT02	Facial Flexi Treatment	1200	$ 1,200	200	1000	Sales
		Expiry date : 12-Oct-2021 Nil promotion code Nil analysis code Sales: Ivy Lee(beauty) Remark:					
1		Please input item code B					Sales

3 After completing the input of the previous item, the cursor will automatically jump to the next sales grid for continue input.

4 After finish inputting all items, press [Enter] again on the keyboard, the cursor will jump to the cash box. If the member pays in cash, click <Cash>, the payable amount will automatically entered into the box.

Remarks	Payment	Payment method	$		$
		Unpaid amount	3,800.00	Subtotal	3,800.00
				Invoice discount	0.00
Cash	0			Member discount	0.00
Visa	0			**Total amount**	3,800.00
Deposit	Deposit Payment				
Installment	Pay Later				

Item : Facial Flexi Treatment (FT02)
List price : $ 1,200.00
Item discount :
Volume discount :

>=Quantity	Fixed price	Unit discount	Total discount	Bonus	Expiry date
10	$ 200		10%		

Start date :
End date :

◀ Show keypad

4a If you need to enter another payment method, click <Payment>.

Subtotal	$ 3,800.00		
Invoice discount	0		
Member discount	0		
Total amount	3800		

Enter the payment amount in the appropriate payment method and click <OK>.

Payment method

Cash	0	Visa	0	
EPS	3800	Cheque	0	
Bank of China master card	0	Union Pay	0	
Contra Account	0	Octopus Card	0	
HSBC Visa 24 month installment	0	Cash Dollar	0	

Unpaid amount $ 0.00

OK   Cancel
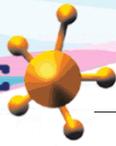
CASHIER System — HKB2B Limited

		Invoice no /	Ref Inv No	Member group : VIP Gold
Date	12-Oct-2020	Shop CWB	Today invoice amount $ 4,800	Member name : Mary Ho
Sales	Ivy Lee (beauty)	Member WeM-00001 Search	Today payment amount $ 4,800	Birth date : 9-Aug-1990

Telephone : 23333333 / 61333333
Cash Dollar : 260
Deposit : $ 10,980.00

Quantity	Item code	Item name	Unit price	Gross amount	Discount	Amount	Sales / Retain / Backorder	
1	ET01	Eye Treatment A	1000	$ 1,000	0	1000	Sales	
		Expiry date : 12-Oct-2023 Nil promotion code Nil analysis code Sales: Ivy Lee(beauty) Remark:						
1	box E02	Eye Clean	2000	$ 2,000	10.00%	1800	Sales	
		Nil promotion code Nil analysis code Sales: Ivy Lee(beauty) Remark:						
1	FT02	Facial Flexi Treatment	1200	$ 1,200	200	1000	Sales	
		Expiry date : 12-Oct-2021 Nil promotion code Nil analysis code Sales: Ivy Lee(beauty) Remark:						
1		Please input item code B						

5

> After completing the input, click <Print & OK> or <OK> to submit the invoice.

Remarks	Payment	Payment method	$	
		EPS	3,800.00	Subtotal 3,800.00
				Invoice discount 0.00
				Member discount 0.00
Cash	0			**Total amount 3,800.00**
Visa	0			
Deposit	Deposit Payment			
Installment	Pay Later			

List price : $ 1,200.00
Item discount :
Volume discount :

>=Quantity	Fixed price	Unit discount	Total discount	Bonus	Expiry date
10		$ 200			
5			10%		

Promotion code :
Analysis code :
Start date :
End date :

Show keypad

PRINT & OK   **OK**
Cancel   Close

Invoice PSI-00311HK saved

OK
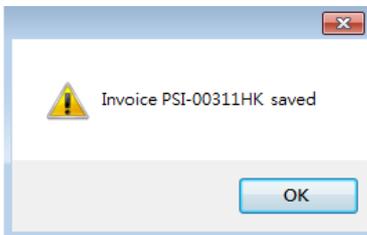
> If the invoice is successfully submitted, the system will display the invoice number.

HKB2B Limited

Invoice

| Member :	Mary Ho	Invoice date :	12-Oct-2020 11:27 am
Member code :	WeM-00001	Invoice no :	PSI-00311HK
Shop :	CWB	Prepared by :	Ivy Lee (beauty)

Code	Name	Quantity	Unit Price	Discount	Total amount
ET01	Eye Treatment A	1	$ 1,000	--	$ 1,000
	Ivy Lee / Expiry date 12-Oct-2023				
E02	Eye Clean	1 box	$ 2,000	10%	$ 1,800
	Ivy Lee				
FT02	Facial Flexi Treatment	1	$ 1,200	$ 200	$ 1,000
	Ivy Lee / Expiry date 12-Oct-2021				

	Subtotal	$ 3,800
	Total amount	$ 3,800
	Payment by	
	EPS	**$ 3,800**

> If you select <Print & OK>, the system will pop up the invoice for printing.

HKB2B Limited

香港灣仔軒尼斯道 48-62 號上海實業大廈 11 樓 1102 室

Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road,

Wan Chai, Hong Kong

Tel: (852) 2520 5128   Fax: (852) 2520 6636

Email: cs@hkb2b.com.hk   Website: http://hkb2b.com.hk

In addition to paying the full amount immediately, members can also pay later and pay in installments, as well as deduct the deposit payment.

Pay later

If the member pay the full balance next time, click <Pay Later>.
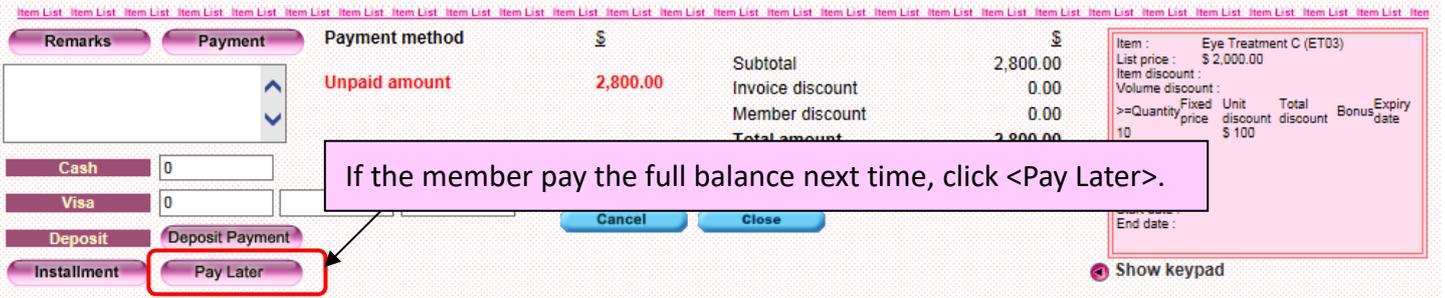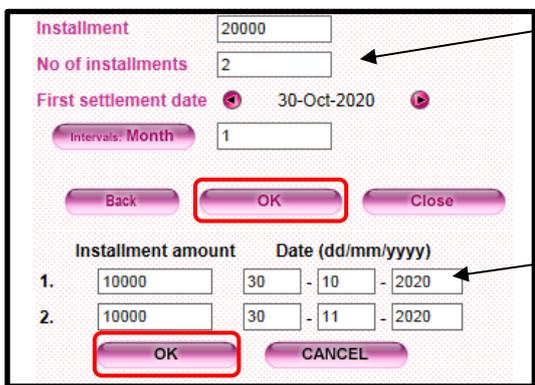
The invoice will show the next due date. The system presets the "payment due date" as one month later. Users can go to Point of Sale > Setup (Instalment) to change the pay later expect collection date.

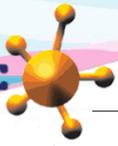|		
Subtotal		$ 2,800
Total amount		$ 2,800
Unpaid amount		$ 2,800
Due date	12-Nov-2020	$ 2,800

Instalment

Member can pay in multiple installments, click <Installment>.

Users can enter number of instalments, first settlement date and intervals month. Click <Intervals Month> can change the interval to "Day". Finsih entering, click <OK>.

The system will make an installment schedule based on the input data, and the user can modify it.
Press <OK> to save.

The installment schedule will be shown on the invoice.

Subtotal		$ 26,000
Total amount		$ 26,000
Payment by		
Cash		$ 6,000
Unpaid amount		$ 20,000
Due date	30-Oct-2020	$ 10,000
Due date	30-Nov-2020	$ 10,000

HKB2B Limited

香港灣仔軒尼斯道 48-62 號上海實業大廈 11 樓 1102 室

Room 1102, Shanghai Industrial Investment Building, 48-62 Hennessy Road,

Wan Chai, Hong Kong

Tel: (852) 2520 5128   Fax: (852) 2520 6636

Email: cs@hkb2b.com.hk   Website: http://hkb2b.com.hk

Deduction on deposit payment

Payment method	$		$
	Subtotal		4,800.00
Unpaid amount	**4,800.00**	Invoice discount	0.00
	Member discount		0.00
			4,800.00

Remarks   Payment

Cash 0
Visa 0
Deposit   Deposit Payment
Installment   Pay Later

If the member uses the deposit payment to pay, click <Deposit Payment>.

Item : Eye Flexi Treatment A (EFT01)
List price : $ 1,600.00
Item discount :
Volume discount :
Promotion code :
Analysis code :
Start date :
End date :

Show keypad

The invoice will show that the member used the deposit payment.

Subtotal	$ 4,800
Total amount	$ 4,800
Payment by	
Deposit	$ 4,800