

Triumph Point of Sale (Layby)

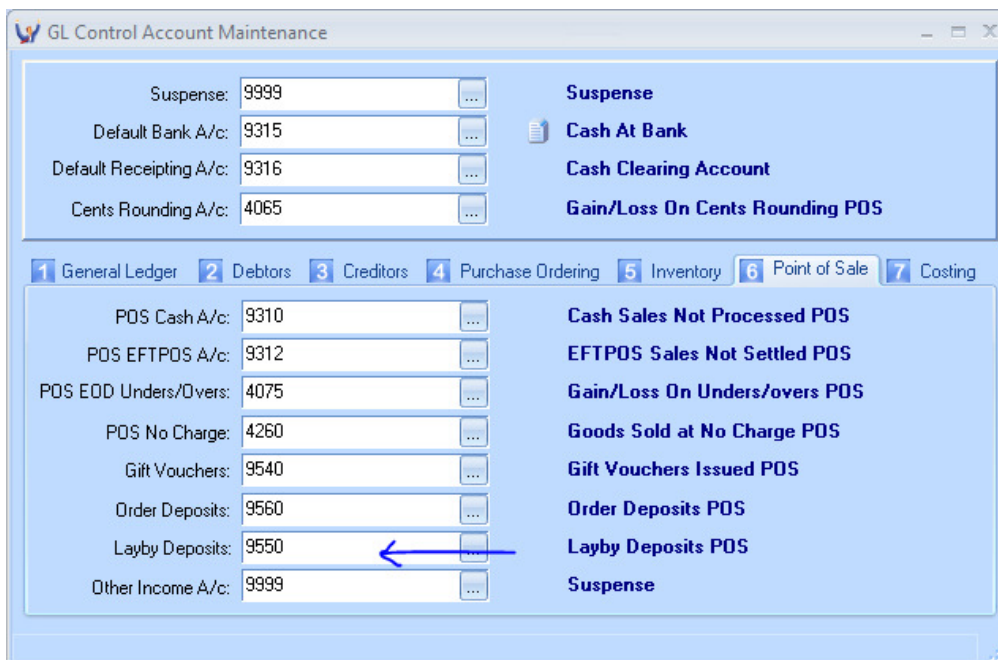
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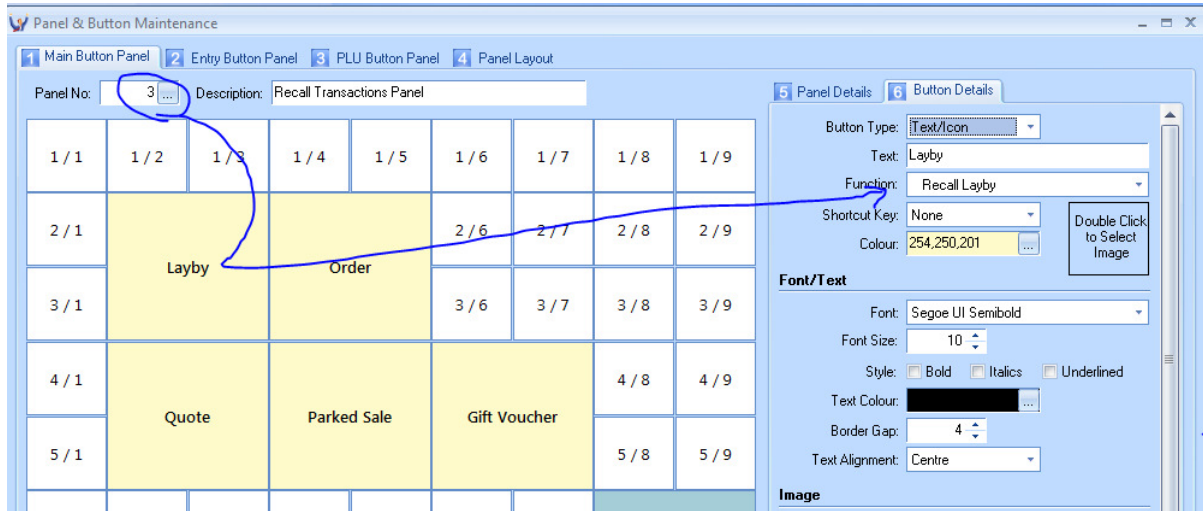
Setup

Ensure the following is in place:

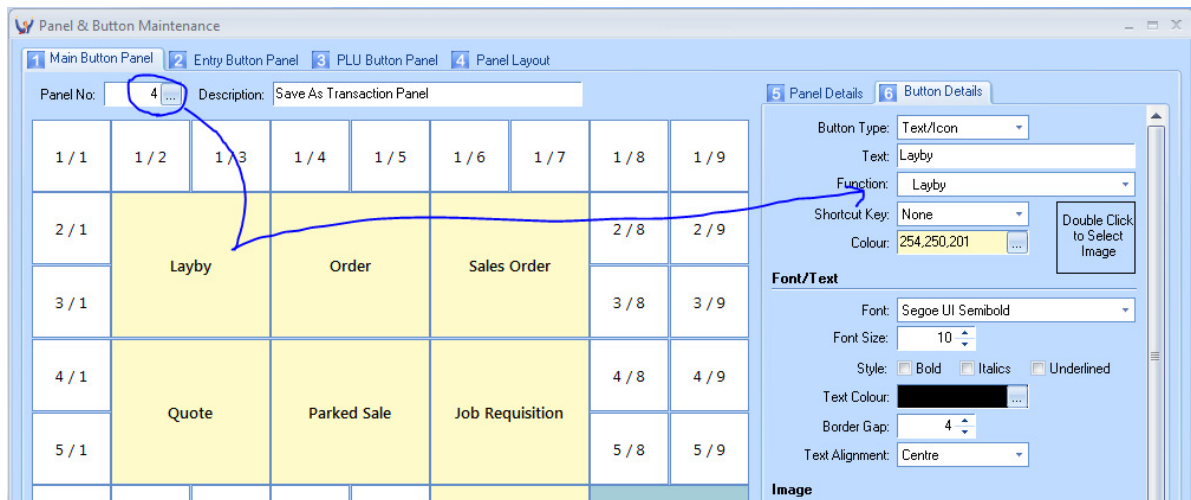
1. General Ledger Control Account Maintenance *(S-S-G-C)*



2. Point of Sale Panel & Button Maintenance *(P-F-P)*
 - a. Panel 3: Recall Transaction Panel



b. Panel 4: Save as Transaction Panel



- Point of Sale Security Maintenance ^(P-F-S) Ensure the user's group is able to see Panel 3 and 4 Layby buttons.



Processing

1. Add the stock items reserved for layby and save as a 'Layby' – Triumph Point of Sale ^(P-T-S):

Triumph Point Of Sale - DEMONSTRATION COMPANY (dem)

Subtotal	\$18.04	Void All	Open	Save As
SYSADM				
1 x Endeavour Ruled Office Pads - A4	\$9.02			
1 x Endeavour Ruled Office Pads - A4	\$9.02			
	\$0.00			
			7	8
			9	X

Enter the debtor code and/or customer name:

Account Enquiry	Account Notes	Sales History	Delivery Details	Profile	Extended Desc.	Sales Details	Discount	Account Receipt
Debtor Code:	<input type="text"/>	Phone:	<input type="text"/>					
Name:	Fiona Shaw	Fax:	<input type="text"/>					
Address:	<input type="text"/>	<input type="checkbox"/>	Update/Create					
Email:	<input type="text"/>	PO No:	<input type="text"/>					

Enter through the remaining fields (or populate the fields with relevant information)

2. Enter a deposit

		Next
Layby		
Goods:	\$18.04	
Deposit:	\$5.00	
On Layby:	\$13.04	



Next >

If you didn't enter a debtor code then the system will ask you for a method of payment:

Cash/EFTPOS/Account or other

Cash
EFTPOS
Account
Other Cards
Gift Voucher

WHEN YOU SELECT:

- CASH/CHQ/CREDITCARDS – AFTER THE POS RULE-OFF, A BANK DEPOSIT WILL NEED TO BE PROCESSED BEFORE YOU SEE IT ON THE BANK RECONCILIATION
- EFTPOS – YOU WILL NEED TO PROCESS THIS MANUALLY INTO YOUR EFTPOS MACHINE – BUT AFTER THE POS RULE-OFF, IT WILL BE DIRECTED STRAIGHT INTO YOUR BANK GL – WITHOUT THE NEED TO DO A BANK DEPOSIT
- ACCOUNT PAYMENT – SUBSEQUENT DEPOSITS/PAYMENTS TO A PARTICULAR LAYBY TRANSACTION MUST BE PROCESSED THROUGH POS LAYBY – NOT THROUGH A NORMAL RECEIPT TO THE DEBTOR ACCOUNT.

Savings/ Cheque				
EFTPOS				
Card:	SQ	Savings/Cheque		
Goods:	\$5.00	Card No:	<input type="text"/>	
Cash Out:	\$0.00	Name:	Fiona Shaw	
Total:	\$5.00	Authorisation:	<input type="text"/>	

Print the docket to your usual printer:



DEMONSTRATION COMPANY
Level 44
275 George Street
SYDNEY NSW 2000
Tel:(02) 9000-1000 Fax:(02) 9000-2000
www.democompany.com.au
A.B.N.12-123-456-789

LAYBY DOCKET - 100

Fiona Shaw

0692	1.00 @ 9.02	9.02*
Endeavour Ruled Office Pads - A4		
0692	1.00 @ 9.02	9.02*
Endeavour Ruled Office Pads - A4		
Deposit		\$5.00
Payments		5.00
Change		\$0.00
<hr/>		
EFTPOS (SQ)		5.00
<hr/>		
Items		2.00
* Tax		1.64
<hr/>		
Layby Value		18.04
Less Deposit		5.00
Balance Now Owning		\$13.04
Title of the goods shall not pass from supplier to purchaser until payment has been received in full.		
100	SYSADM	11/03/15 11:06:36

3. Make a further deposit on a layby.

Void All	Open	Save As	Close	Save/Commit Transaction
	7	8	9	Find Prior
			Find Next	Cash

Layby Deposit		\$0.00		
Layby N...	Date	Amount	Total Paid	Name
100	11-Mar-2015	\$18.04	\$5.00	Fiona Shaw
84	16-Mar-2014	\$132.00	\$20.00	Action News

Select your incomplete layby, and OK to display



Triumph Point Of Sale - DEMONSTRATION COMPANY (dem)

Layby Deposit \$0.00

SYSADM Fiona Shaw

1 x Endeavour Ruled Office Pads - A4	\$9.02
1 x Endeavour Ruled Office Pads - A4	\$9.02
11-Mar-2015 EFTPOS SQ Payment	\$5.00

Summary

Layby Deposit: \$0.00
Payments: \$0.00
Balance: \$0.00

Triumph BUSINESS SYSTEMS

Operator: 7 8 9 [X] 4 5 6 CE 1 2 3 Enter 0 00 .

Till Options

Sale Line Customer Voucher Sale

Pay In Full Notes Extended Desc. Reprint Delete

Layby No.: 100
Name: Fiona Shaw
This Deposit: \$0.00
Layby Value: \$18.04
Deposits: \$5.00
Outstanding: \$13.04

Enter the 'This Deposit' field value – as above and print the receipt:



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LAYBY DEPOSIT - 100

Fiona Shaw

Subtotal	13.04
Rounding	0.01
This Deposit	\$13.05
Payments	13.05
Change	\$0.00
Cash	13.05

101 SYSADM 11/03/15 11:17:57

AS WITH ANY PRINTED FORM, THESE CAN BE AMENDED TO SUIT YOUR BUSINESS REQUIREMENTS. CONTACT YOUR CONSULTANT TO DISCUSS.



What to expect

What next

- End of day Point of sale rule-off will show the layby payments along with other payments
- Point of Sale banking (P-S-P) will send this money through to the bank account for reconciliation with other till takings

Journals Created:

- Layby deposit (money received) prior to goods changing ownership. At this stage there is no actual sale since the goods have not change ownership, but the deposit is still a liability

Dr Liability account – Cash or EFTPOS Clearing acct (Type REC)	\$	
Cr Liability account – Deposits POS (Type: LAY)		\$

- finalise the layby and therefore recognise the sale and clear the liability (when the goods change hands and ownership)

Dr Liability account – Deposits POS (Type: SLS)	\$	
Cr Sales account – Full sale value of layby		\$
Cr Liability account – GST Payable		\$
Dr Cost of sales – Closing Stock	\$	
Cr Asset – Stock on hand		\$



Reports

- Held transaction report (P-R-H) – Transaction: Laybys lists all Laybys on hand. This should be reconciled to your Layby Liability account

Held Transactions Report

1 Format 2 Selections

Options

Transactions: Laybys ←

Status: Open

Cover Page

HELD TRANSACTIONS REPORT

DEMONSTRATION COMPANY



Transaction Details				Payment Details	
Docket Ref. No.	Date	Name	Amount	Total Paid Last	Deposit and Amount
Laybys					
84	16/03/2014	Action News	132.00	20.00	20.00
100	11/03/2015	Fiona Shaw	18.04	18.04	11/03/2015 13.04
Grand Total of 2 transaction s listed			150.04	38.04	

- Point of sale reports with filter for laybys:
 - o Sales Breakdown report (P-R-B)
 - o Sales Summary report (P-R-S)

Sales Breakdown Report

1 Format 2 Selections

Report Period

Day From: 11-Mar-2015 To: 11-Mar-2015

Week

Month

Calendar Year

Financial Year

Date Range

All

Options

Print Style: Both Graph & Details

Graph Figure: Sales Figure Excluding Tax

Graph Top N: 10

Include Orders/Laybys: ←

Whole Dollars:

Below GP% Only: