



V6.09 Training Manual



Point of Sale Transactions



Find the freedom to focus on what matters with Nimbus

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Document Information

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Overview

The Nimbus Point of Sale (POS) application can be used for both Cash Sales and Credit Sales.

When the POS application is used, the following procedure takes place:

1. Items being sold are entered; today's date is used if no date is entered.
2. The method of payment is entered.
3. The transaction is posted. Upon posting:
 - a. A POS Job is automatically created.
 - b. An invoice is automatically generated.
 - c. The POS Job is automatically closed.

This means that, since the customer is waiting, the POS application allows users to bypass normal Nimbus procedures, i.e. a job does not need to be created first. Instead, the focus is on entering items sold and generating the invoice. (Because the creation of a job is important for the integrity/structure of the Nimbus system, a POS Job is created automatically without the user being aware that this is happening. The **Supervisor** for a POS Job is the **Cashier** entered at the time of sale.)

POS Sale

Entering Header and Grid Details

To process a cash or charge sale:

1. From the **Enquiry** menu, click on the **Contacts** menu item.
2. Use the filters to determine if a Debtor Account is held in the database for the customer. (A Debtor Account has been set up if the 'D' item is displayed in the **Edit Debtor** column for that contact.)
 - a. If a Debtor Account is held, click the 'S' item held in the **New POS** column for that customer. This action opens the POS form; the customer name is automatically entered in the **Customer** field.

Contacts : Search addresses. Drill to Client, Supplier or relationship data.
 Filter : Edit Debtor equals D

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Shortname	Name	Street	Suburb	City	Client	Edit Debtor	New Job	SLA	Closed	Phone	Calls	New Call	New Prospect	New POS	rev SO
A1 Con	A1 Concrete Pumping Ltd	128 Main Rd	Stoke	Nelson	A1 Con	D	J		0	5443199	1	Call	P	S	1
ADCInt	ADC International	1327 Broadway		New York	ADCInt	D	J		0			Call	P	S	1
AutoElec	Automotive Electrical	25 Tay Street	SunnySide	Nelson 7020	AutoElec	D	J		0	+64 (03) 208 1508	3	Call	P	S	1
Baily	Baily & Sons Ltd	56 Long St	Stoke	Gore	Baily	D	J		0	+64 (03) 208 1381		Call	P	S	1
Baldrick	Baldrick Plumbers	29 Manners Street	Browns Bay	Auckland	Baldrick	D	J		0	+64 (09) 215 7351		Call	P	S	1
Barilett	GB Barilett & Co Ltd	27 Horse Road		Marlborough	Barilett	D	J		0	+64 (03) 208 2777		Call	P	S	1
Benzi	Benzi Knees Pickup Serv	453 Main Street	Highland Park	Auckland	Benzi	D	J		0	+64 (09) 208 1254		Call	P	S	1
Blight	Blight Electrical	49 Todd Road		New Plymouth	Blight	D	J		0	+64 (06) 356 4561		Call	P	S	1
Bloomers	Bloomers Floral Display	354 Daisy Road	Ilam	Christchurch	Bloomers	D	J		0	+64 (03) 208 2016		Call	P	S	1

POS Sale - Optimum 03

Customer: Baily & Sons Ltd
 Debtor Warning:
 Order Number:
 Invoice Date: 22-Mar-2013
 Invoice Notes:
 Cashier: Office
 Division: Div1
 Debtor GST Exempt:

Payment Due Details
 GST Excl Amount: 0.00
 GST Amount: 0.00
 GST Incl Amount: 0.00

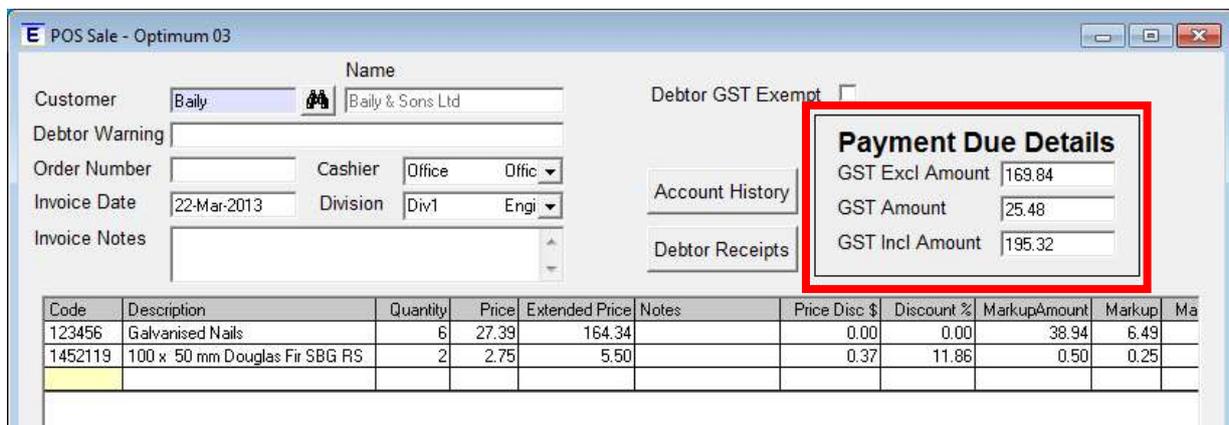
Code	Description	Quantity	Price	Extended Price	Notes	Price Disc \$	Discount %	MarkupAmount	Markup	MarkupPC

Payment / Tender Details
 Cash Amount:
 EFTPOS Amount:
 Credit Card Amount:
 Credit Card Name:
 Cheque Amount:
 Bank: WT Westpac
 Branch: Nelson
 Drawer: Baily & Sons Ltd

OK
Cancel

- b. If a Debtor Account is NOT held, there are two options to deal with this situation:
 - If a complete sales history for this customer IS NOT required, use the 'Cash Sales' debtor account. Use the filters to find the 'Cash Sales' Debtor Account and then click the 'S' item held in the **New POS** column. This action opens the POS form.
 - If a complete sales history for this customer IS required, create a new Debtor Account. Click the 'New' item held in the **Edit Debtor** column for that customer. (Refer to the 'Processing Debtors' training notes for further instructions.)
3. Any warnings about this debtor will appear in the **Debtor Warning** field.
4. Click the **Account History** button to view past transactions for this Debtor, if required.
5. Press **Tab** to follow Tab order.
6. Choose the appropriate Division for the sale. Use the drop down list to make the selection. (If you only have one Division relevant to POS Sales, then ask your Nimbus Consultant to make this the default choice.)
7. If the customer has an order number, enter this in the **Order Number** field. Press **Tab**; this action takes you to the POS grid skipping several fields. Go back to these fields (explained below) if required.
 - a. The system picks up your user name and automatically enters this in the **Cashier** field. If another name is to be used, select this name from the drop-down list. Compulsory field.

- b. The system picks up today's date and automatically enters this in the **Invoice Date** field. Enter another date, if required. Compulsory field.
 - c. If any text needs to be printed on the invoice, enter this in the **Invoice Notes** field.
8. Enter the POS transaction in the grid, as follows:
- a. Enter the code for the item being sold in the **Code** field. A lookup is available, if required.
Once a code has been selected, note that:
 - The description for this code is automatically displayed in the **Description** field.
 - The selling price for this code is automatically displayed in the **Price** field.
 - b. Enter the number of units being sold in the **Quantity** field. Press **Tab**. This action automatically calculates a total sell price (number of units being sold multiplied by the sell price for each item) and displays the result in the **Extended Price** field.
 - c. If required, edit the amount in the **Price** field and then press **Tab** to recalculate the amount displayed in the **Extended Price** field.
 - d. Enter any notes regarding this sale in the **Notes** field.
 - e. Use the next line in the grid to enter any other items being sold.
9. As the items are being entered, the total amount due is constantly being calculated. These amounts are displayed in the **Payment Due Details** section of the form, as shown below.



Code	Description	Quantity	Price	Extended Price	Notes	Price Disc \$	Discount %	MarkupAmount	Markup	Ma
123456	Galvanised Nails	6	27.39	164.34		0.00	0.00	38.94	6.49	
1452119	100 x 50 mm Douglas Fir SBG RS	2	2.75	5.50		0.37	11.86	0.50	0.25	

10. Grid edit command options are available by right-clicking on the line item to edit. To delete a row, right-click on the line item to delete and select **Delete Row**. To insert another row, right-click anywhere in the grid and select **Insert Row**. To copy a cell above, right-click on the cell to be edited and select **Copy Cell above**; this action inserts the data held in the cell above into the selected cell. Note that this action copies cell data only, not row data.

Processing Discounts

Discounts may or may not apply to a POS transaction. If they apply, follow the steps below.

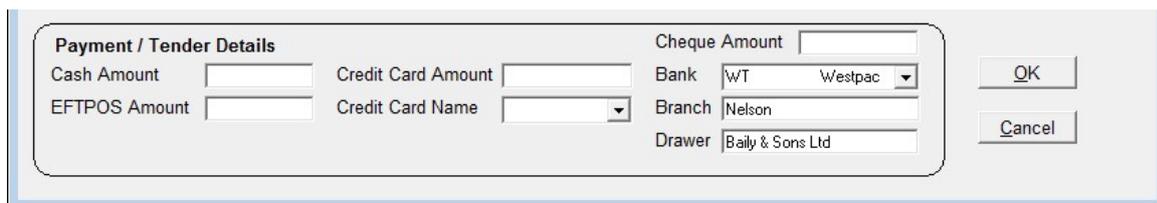
1. Use the scroll bar to view the columns held in the far right of the grid. Note that this area of the grid also displays the **List Price** and **Cost Price** columns. The list price is a second sell price. Refer to these two prices when determining a discount amount.
2. Enter the % discount to be given in the **Discount %** field and then press **Tab**. Nimbus automatically calculates the \$ discount amount and displays this in the **Discount \$** field. Alternatively, enter the \$ discount amount in the **Discount \$** field and then press **Tab**. Nimbus automatically calculates the % discount and displays this in the **Discount %** field.

Processing Payment Details

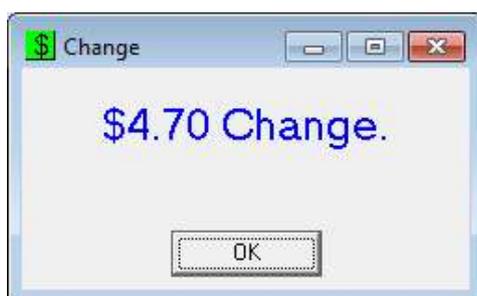
POS transactions are normally paid immediately using cash, cheque, EFTPOS or credit card. Because of this, all payments made are processed at the time of sale.

To enter **Cash** or **EFTPOS** amounts received:

1. In the **Payment / Tender Details** section of the form (below the grid), enter the amount received in the **Cash Amount** or **EFTPOS amount** field, as appropriate.



2. Click the **OK** button to post the transaction. This action also calculates the change to be given, if any. Adjustments are made for cash rounding. Rounding is to the nearest 0.10 cents with 0.01 to 0.05 being rounded down and 0.06 to 0.09 being rounding up. For example, if the cash amount paid is \$80.00 and the total amount owing is \$75.28, the amount due will be rounded up to \$75.30 and the change due will be \$4.70. Nimbus will notify the user of the amount of change to be given.

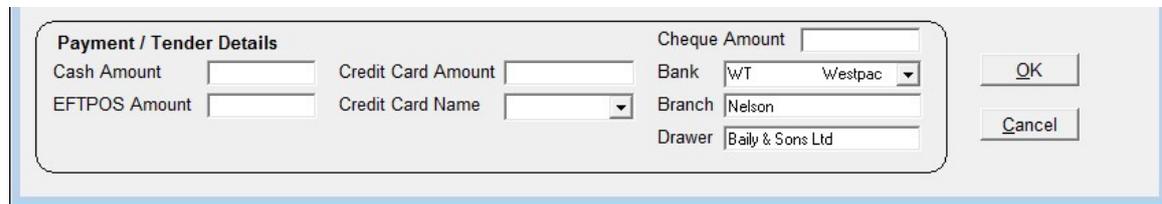


3. Click the **OK** button on the Change dialog box to proceed; this action will generate an invoice if the Cash Sale debtor was used. If a client was used, then the invoice will spool. To print the spooled invoice, use the Reprints item on the Office menu. (A rounding line item will appear on the invoice if rounding was applied to the transaction.) Print the invoice and then issue the invoice to the customer, together with any change.

Note: The way POS handles the printing of invoices is configurable per site. The standard is to only print Cash Sale invoices immediately, with other options set to spool for printing later. You can discuss the other options with your Nimbus Consultant.

To enter Credit Card amounts received:

1. In the **Payment / Tender Details** section of the form (below the grid), enter the amount received in the **Credit Card Amount** field.



2. From the drop-down list in the **Credit Card Name** field, select the type of credit card being used.
3. Click the **OK** button to post the transaction. This action also calculates the change to be given, if any. The payable amount and the bankcard amount are usually the same so no change will be given.
4. Click the **OK** button on the Change dialog box to proceed; this action will generate the invoice. Print the invoice and then issue the invoice to the customer, together with any change (if applicable).

Processing Charges to a Debtor Account

The POS application can also charge amounts owing to a **Debtor Account**. There are 2 ways this could occur:

- When the amount being paid is less than the amount owed.
- When the amount owed is not paid immediately.

Note that if you are posting a POS transaction to the 'Cash Sales' Debtor Account, users will not be allowed to charge a balance owing to this account, i.e. Nimbus will not allow the transaction to be completed.

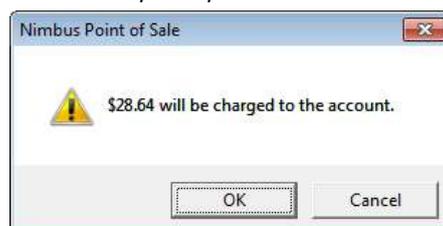
To process an amount owing to a **Debtor Account**:

1. Enter the POS transaction in the grid, as previously explained.
2. Assuming the amount being paid is less than the amount owed; enter the payment details in the **Payment / Tender Details** section, as previously explained. If no amount is to be paid, skip this step.
3. Click the **OK** button to post the transaction. You will be prompted with the amount that will be charged to the Debtor Account (assuming you haven't used the 'Cash Sales' Debtor Account), as shown below.

If the POS transaction totals \$78.64 and no amount is to be paid, the prompt reads:



If the POS transaction totals \$78.64 and \$50.00 has been paid towards this, the prompt reads:



- If you don't want an amount to be charged to the account, click the **Cancel** button. Otherwise click the **OK** button to continue; this action will generate an invoice and pool it for printing. Print and issue invoice.

Packing Slips

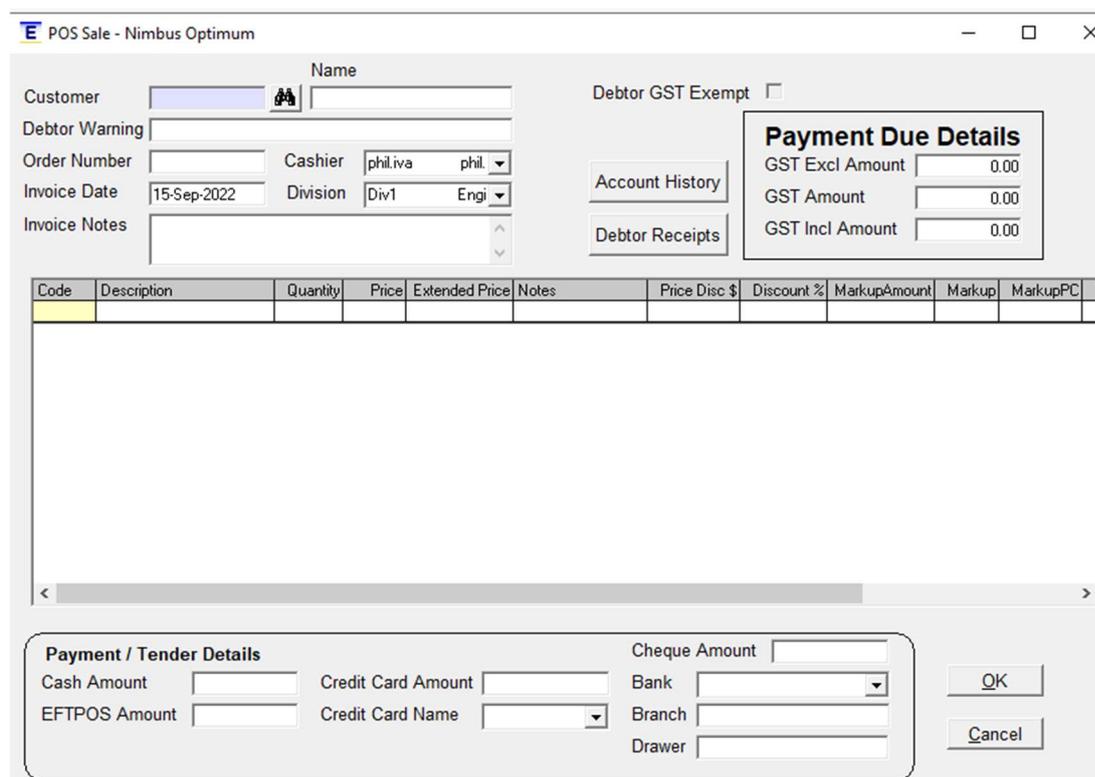
The POS application can be used to generate and print a Packing Slip, if required. A setting in the POS Setup will need to be switched on before the system will print Packing Slips; see your Nimbus Consultant. Once this setting has been activated, the Packing Slip will be generated after the **OK** button (to post the POS transaction) is clicked. The Packing Slip is displayed on the screen ready for printing.

Alternative Methods of Processing a POS Sale

Depending on your role in the organisation, as well as your access rights to the different menus, you may prefer using one of the following methods for processing a POS transaction.

To process a POS transaction without using the Contacts web report:

- From the **Office** menu, click on the **POS** menu item; which will open the POS form



Repeat the instructions [above](#) to process the POS sale.

Credit Sales

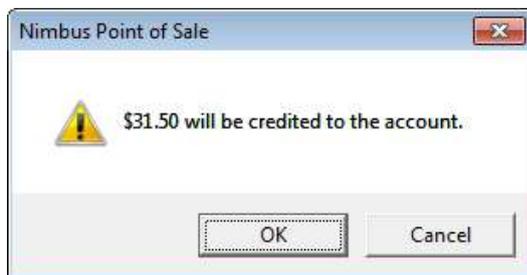
A Credit sale is used to process the return of goods. This can be done using the POS transaction type and will generate a credit entry against a Debtor Account. A credit note is also generated.

To process a Credit Sale:

- Open the POS application as for Sales, and process as per a normal sale using the steps previously detailed.

2. Enter the credit transaction in the grid, as follows:
 - a. Enter the code for the item being returned in the **Code** field.
 - b. Enter the number of units being returned in the **Quantity** field as a negative. Press **Tab**. This action automatically calculates a total credit amount (number of units being returned multiplied by the sell price for each item) and displays the result in the **Extended Price** field.
 - c. Use the next line in the grid to enter any other items being returned.

If the credit is being posted to a **Debtors Account** it is not necessary to enter any amounts in the **Payments/Tender Details** section of the form. Click the **OK** button to post the credit transaction. Users will be notified of the amount that will be credited to the Debtor's account, as shown below. If this is correct, click the **OK** button to continue. A credit Packing Slip will be automatically generated; print if required. A credit note will be spooled for printing later and sending to the customer.



If the credit is being processed against the **Cash Sale** account and the refund is being given in cash it is not necessary to enter any amounts in the **Payments/Tender Details** section of the form. Click the **OK** button. A message will appear notifying of the change to be issued. Press **OK** to generate a Credit Note for the customer.



If the refund is being given by EFTPOS, enter the Amount credited back to the card in the **EFTPOS** field in the **Payments/Tender Details** section of the form as a negative.

Note that when a credit transaction has been posted, Nimbus will automatically update the Stock Ledger (with the return of any goods), the Debtors Ledger (with a credit entry posted to the Debtor Account), and the General Ledger.

Deposit List Report

The Deposit List report displays a list of the items that will appear in the next Deposit Slip to be printed. It lists all cash sales as well as any cash refunds if issued. This report can be used to balance cash takings before printing the **Deposit Slip**.

To print a hard copy of the Deposit List report:

1. From the **Office** menu, click on the **Deposit List** menu item.

Deposit List : Deposit transactions waiting to be printed
 Filter : No Filter

Refresh Report Print Export Clear Sort Clear Filters Save Report Setting Clear Report Settings

Slip	Posted By	Debtor	Ref No	Trans Date	Date Time Posted	Total	Cash	Cheque	EFTPOS
DSlip	Brian	CorkerC	2032	17/11/2014	17/11/2014 22:12	\$741.84	\$0.00	\$0.00	\$741.84
DSlip	Brian	SignsUn	2034	22/11/2014	22/11/2014 22:18	\$560.00	\$0.00	\$0.00	\$560.00

2. To print the report click on the print icon, and choose the **Internal** option.

