

Triumph Point of Sale (Layby)

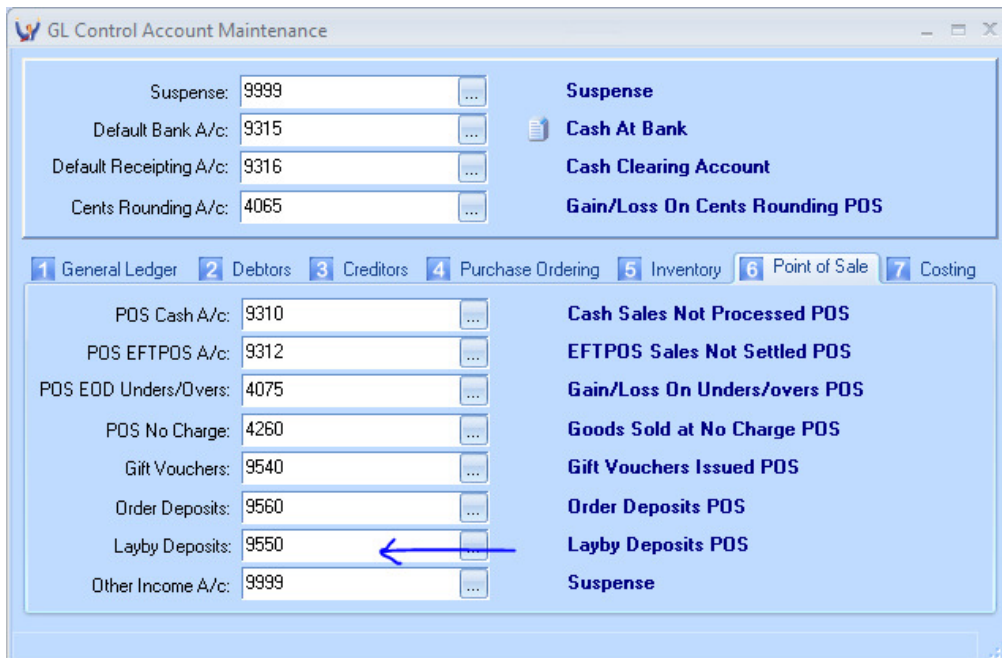
Contents

Setup	1
Processing	3
What to expect.....	7
What next.....	7
Journals Created:	7
Reports.....	8

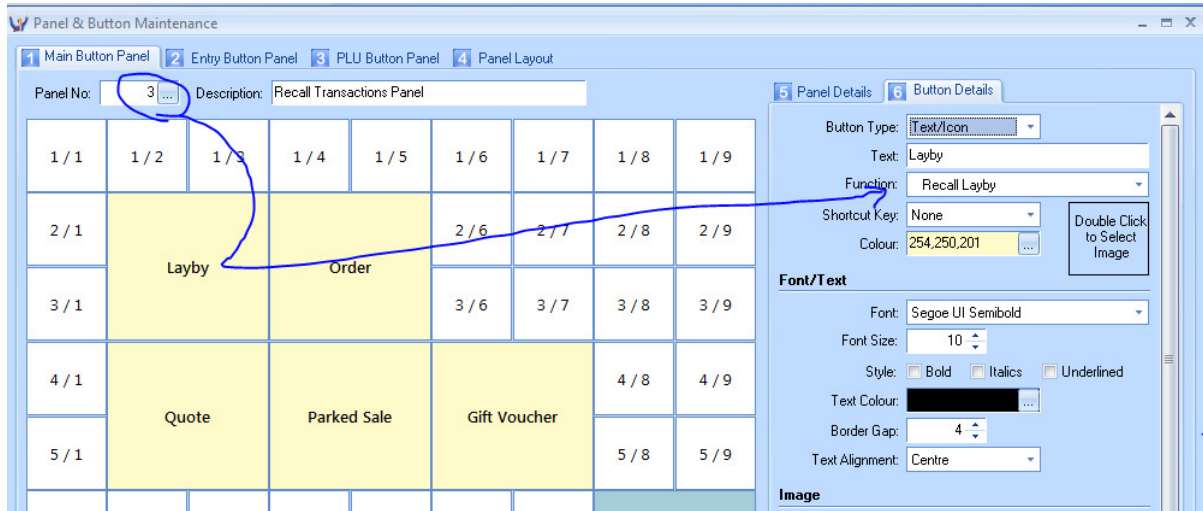
Setup

Ensure the following is in place:

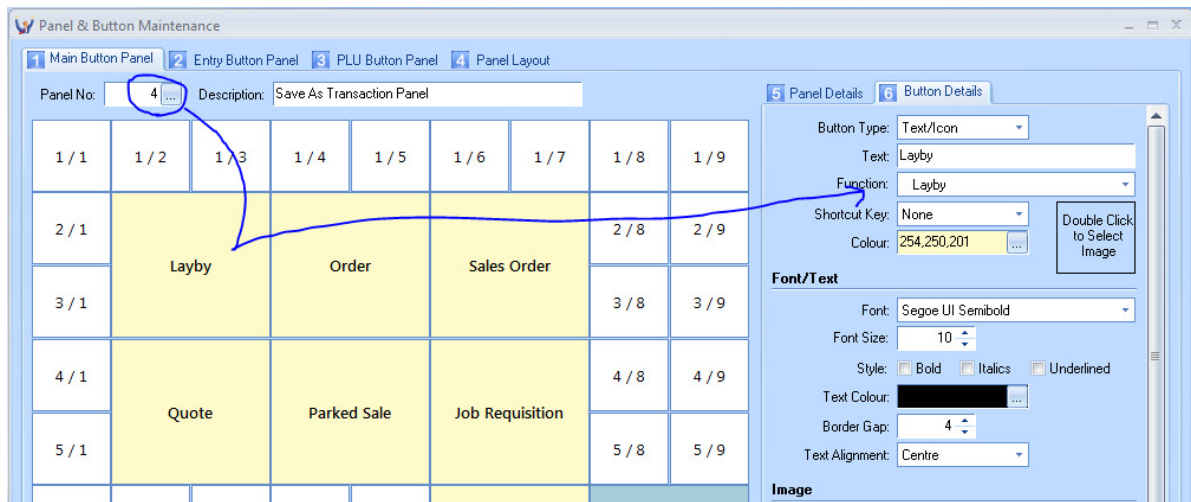
1. General Ledger Control Account Maintenance *(S-S-G-C)*



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

Table with transaction details: 0692 1.00 @ 9.02 9.02*, Endeavour Ruled Office Pads - A4, Deposit \$5.00, Payments 5.00, Change \$0.00, EFTPOS (SQ) 5.00, Items 2.00, * Tax 1.64, Layby Value 18.04, Less Deposit 5.00, Balance Now Owning \$13.04. Includes terms: Title of the goods shall not pass from supplier to purchaser until payment has been received in full.

3. Make a further deposit on a layby.

Software interface showing a keypad with buttons like 'Open', 'Save As', 'Close', 'Find Prior', 'Find Next', 'Cash'. Below is a 'Layby Deposit' table with columns: Layby N..., Date, Amount, Total Paid, Name. Row 1: 100 11-Mar-2015 \$18.04 \$5.00 Fiona Shaw. Row 2: 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 .

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:



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 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 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)