

The [CSS] Cash Sale Process Manual


What Is A Sale?

A sale is the terminology for the action when money and invoice are exchanged for goods or services



CUSTOMER CENTRIC DESIGN

- **Identify** – CDP – customer data platform with extensive CRM
- **Connect** - Single or bulk blast e-mail, SMS, fax and snail-mail
- **Collaborate** - Local server to Web and mobile device data interchange
- **Live** - Food, Beverage and Retail points of sale with stock control and procurement
- **Play** - Schedule and manage Golf, SPA and Leisure activities
- **Rest** - Reservations, Lodging PMS, Leasing and Timeshare
- **Finance** - GAAP, IAS and IFRS financial control to balance sheet

-  Menu
-  Administration
-  Golfer
-  ActivityScheduler
-  SpaScheduler
-  Restaurateur
-  ShopKeeper
-  AssetManager
-  WebRes
-  InnSync
-  Fax Server
-  Phoneman
-  TimeKeeper
-  Configuration
-  EXEUP
-  Close Menu
-  Exit Menu



V4.1.7b11143 8d647da

Language: English (United Kingdom)

Database: CIMSODemo_V417 on vmserver

Location: MAIN Imperial Palace Rooms

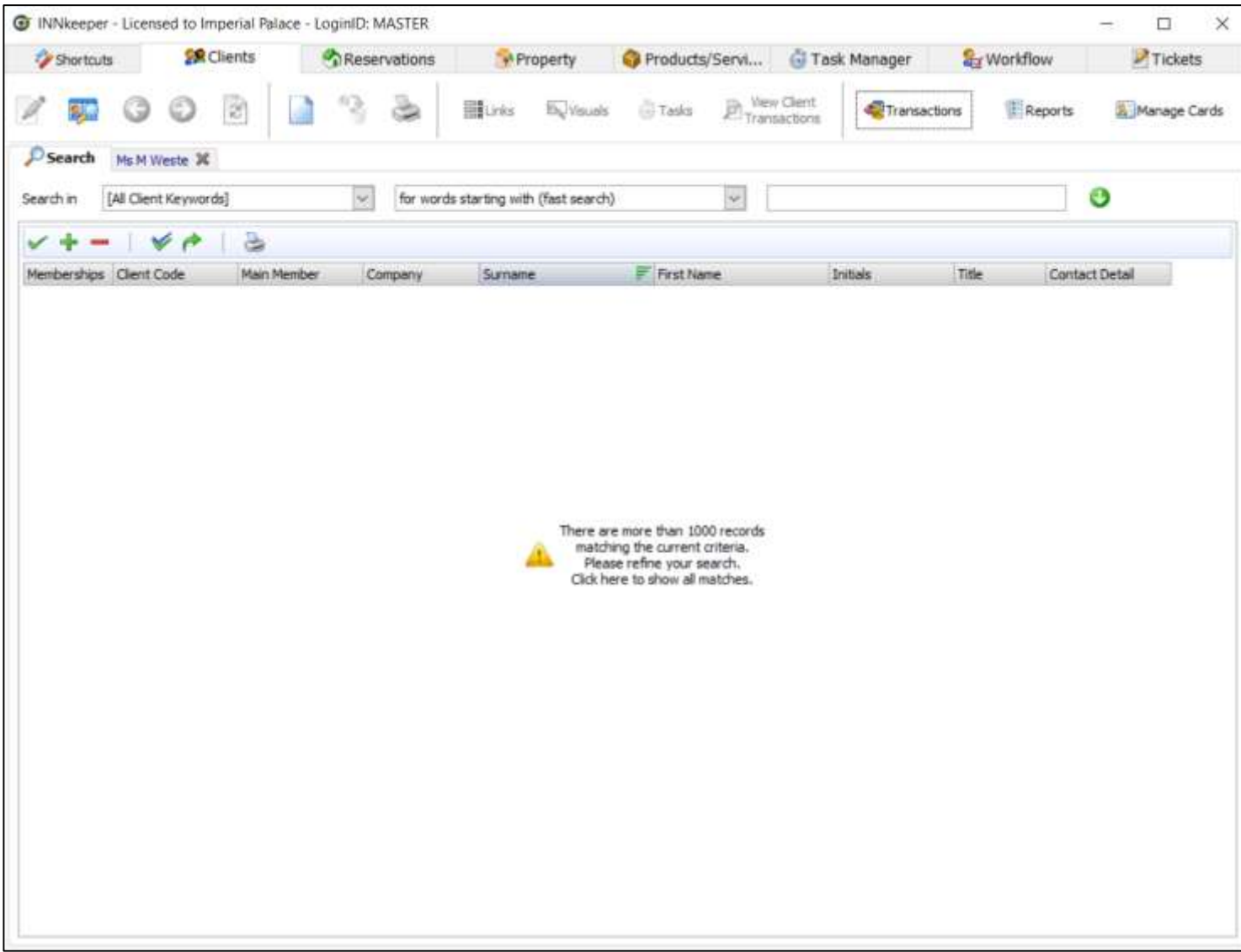
Login ID: master

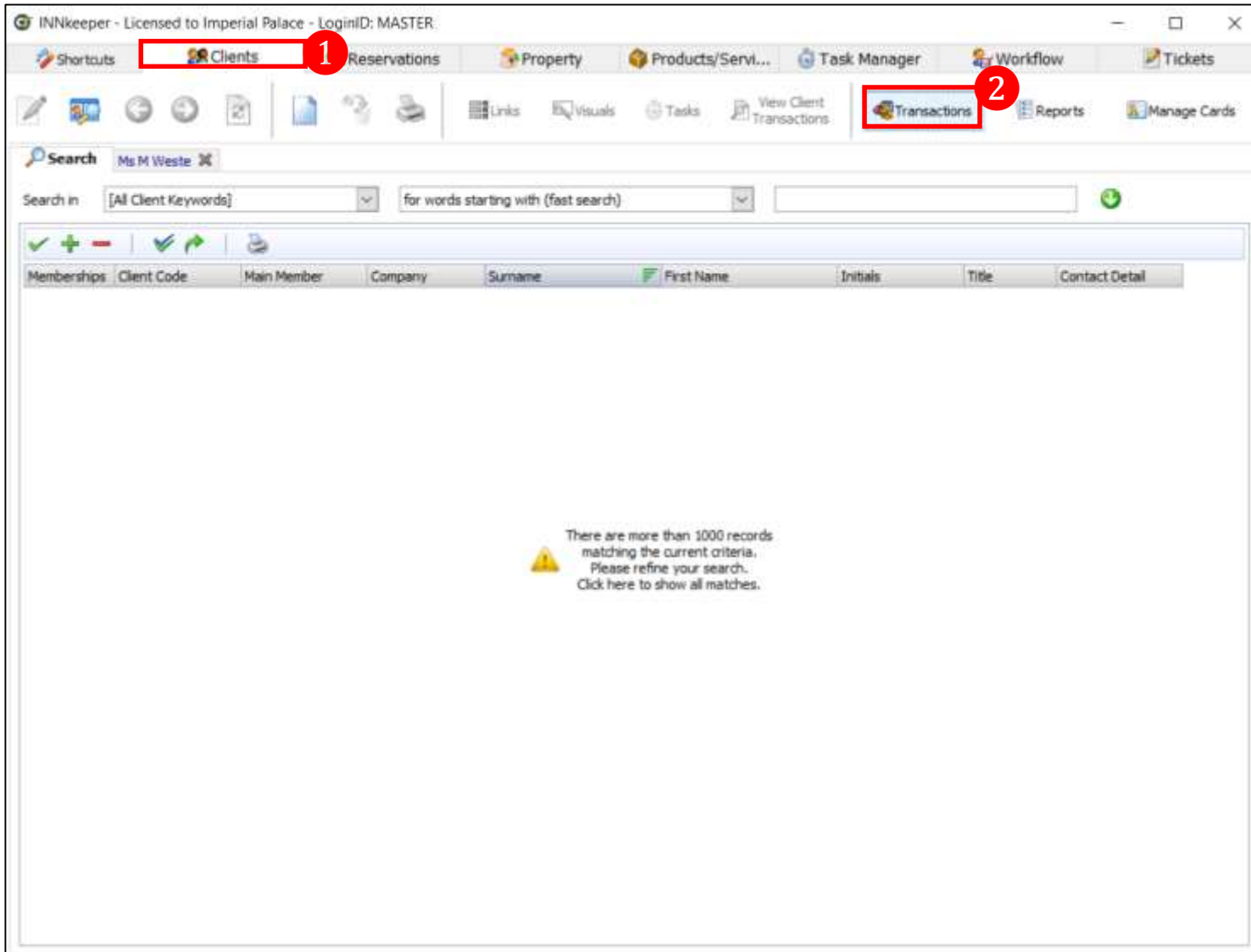
Password:

Identification Password Log In

Start your **CiMSO Menu**, select the **Administration**. Use your given **Login ID** and **Password** to log in

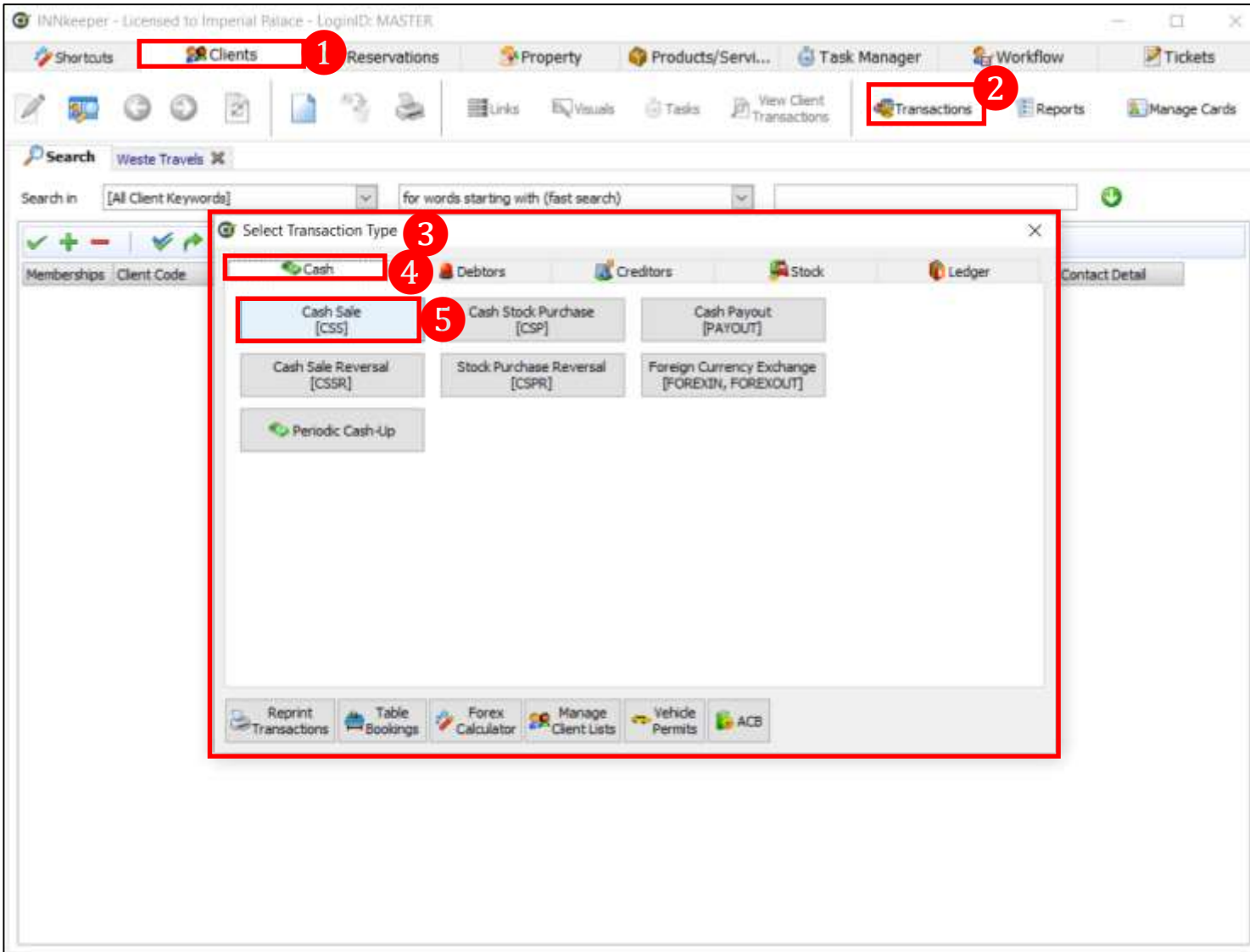
Once Logged into Administration, you are able to navigate through the Database





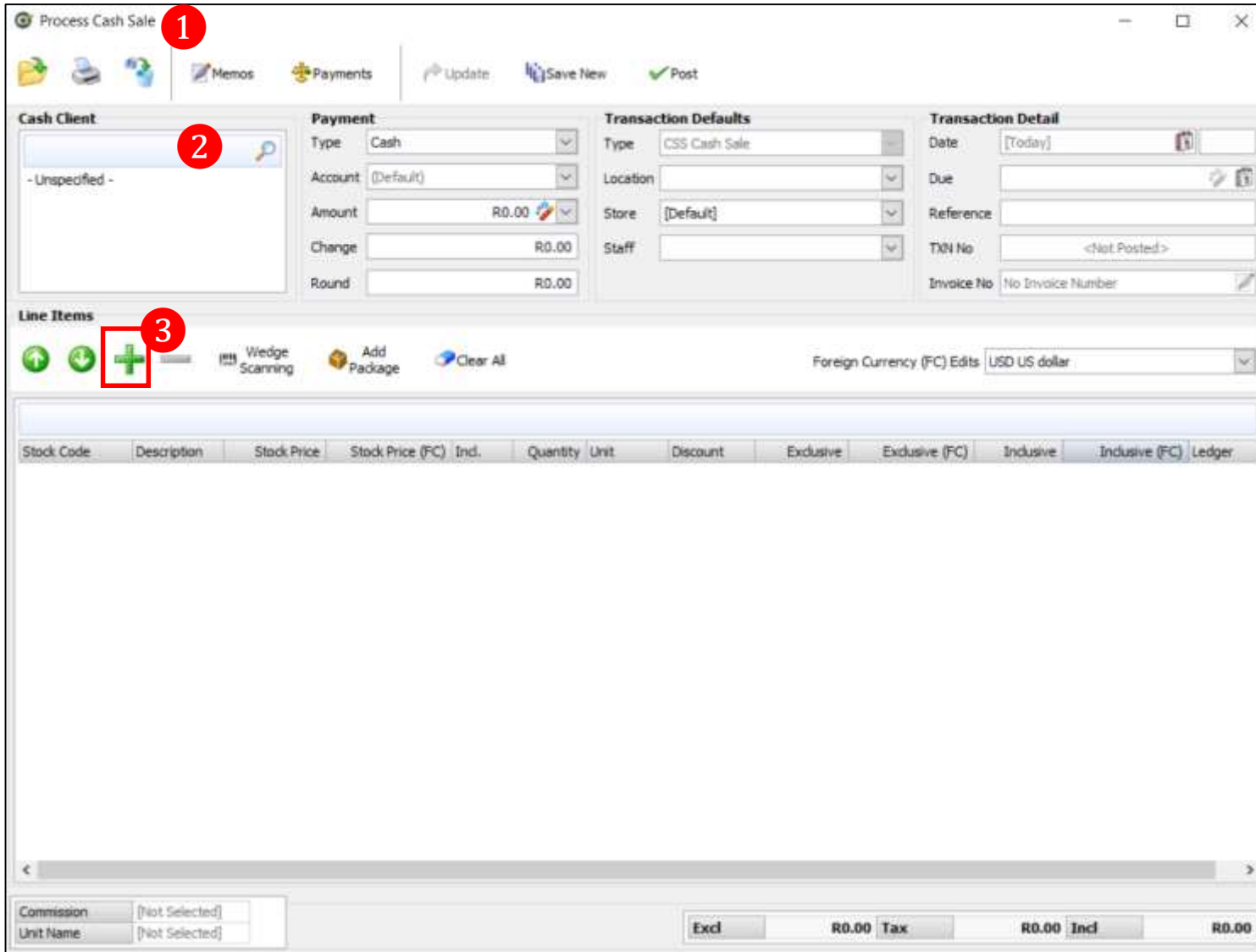
Navigation: The [CSS] Cash Sale Process

- 1 **Clients** tab
- 2 Select the **Transactions** button



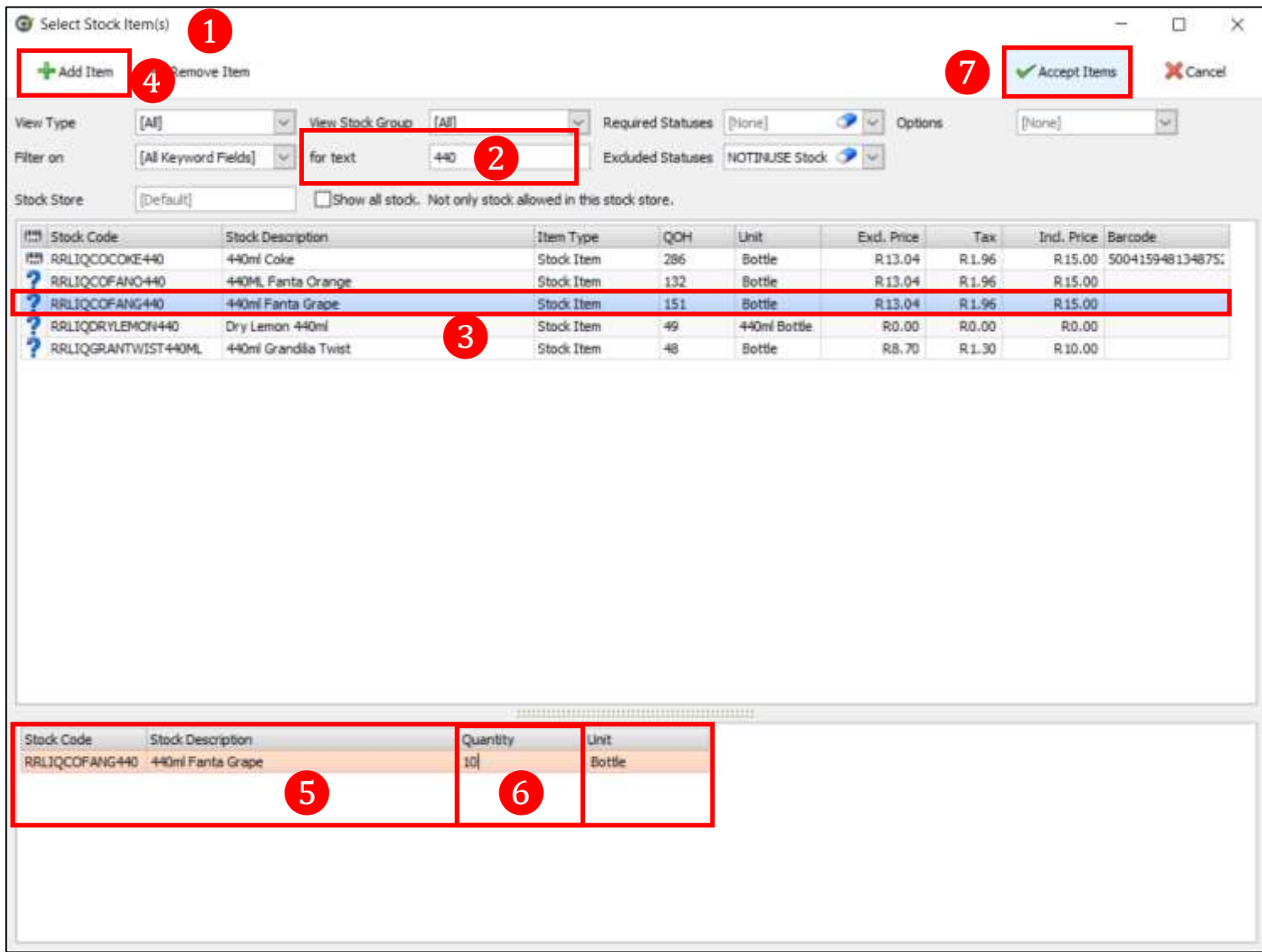
Navigation: The [CSS] Cash Sale Process

- 1 Clients tab
- 2 Select the Transactions button
- 3 Select Transaction Type window
- 4 Cash tab
- 5 Select the Cash Sale [CSS] button



The [CSS] Cash Sale Process:

- 1 **Process Cash Sale** window
- 2 **Cash Client:** to link a client profile to the cash sale; select the **Cash Client** (magnifying glass glyph) though, you do not need to link a client to cash payment. But this will be dependant to the regulations at your establishment
- 3 Select the **Add A New Item** (Green plus sign) button



Select Stock Item(s)

+ Add Item Remove Item

View Type: [All] View Stock Group: [All] Required Statuses: [None] Options: [None]

Filter on: [All Keyword Fields] for text: 440 Excluded Statuses: NOTINUSE Stock

Stock Store: [Default] Show all stock. Not only stock allowed in this stock store.

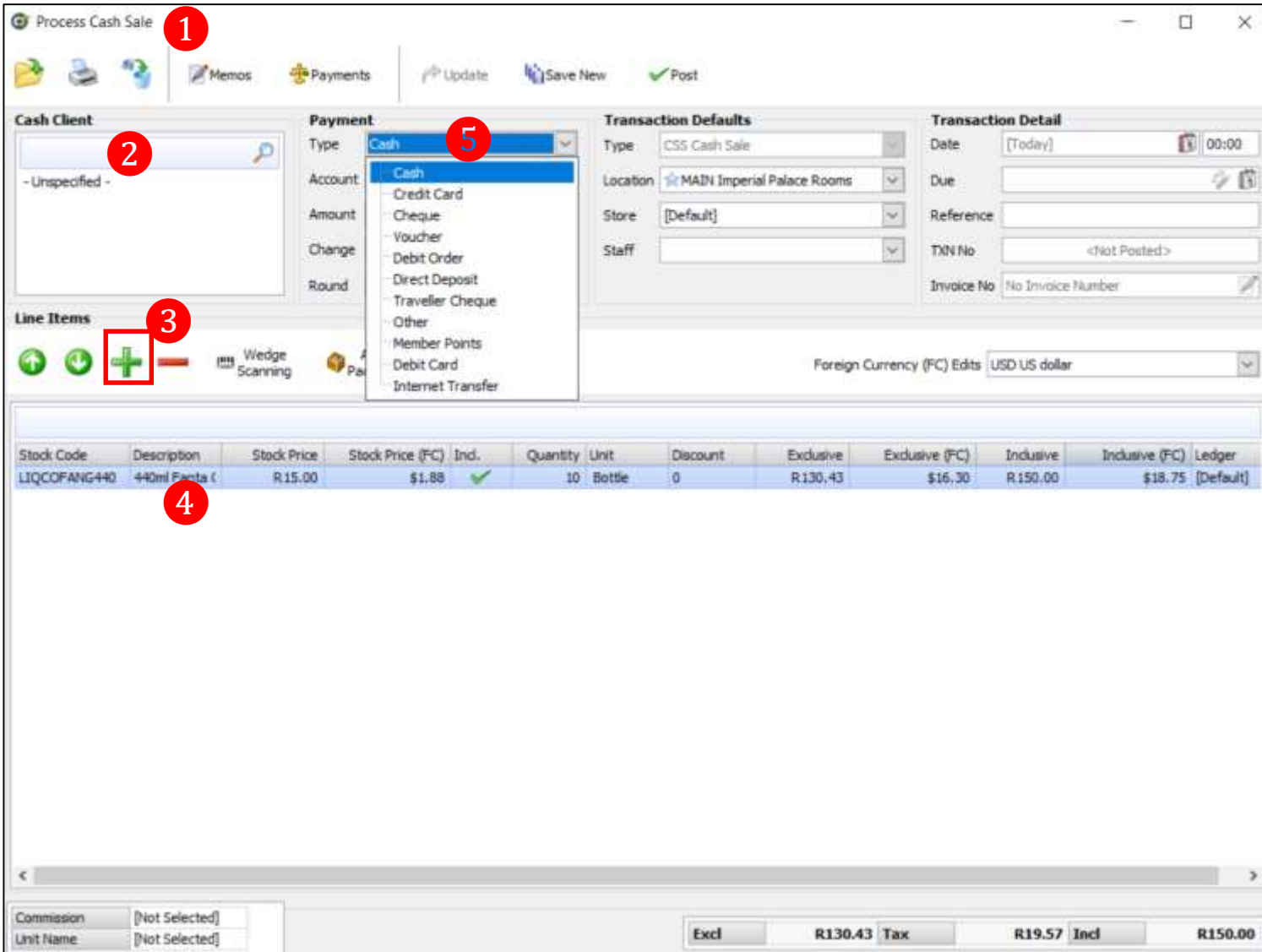
Stock Code	Stock Description	Item Type	QOH	Unit	Excl. Price	Tax	Ind. Price	Barcode
RRLIQCOCKE440	440ml Coke	Stock Item	286	Bottle	R13.04	R1.96	R15.00	500415948134875;
RRLIQCOFANO440	440ML Fanta Orange	Stock Item	132	Bottle	R13.04	R1.96	R15.00	
RRLIQCOFANG440	440ml Fanta Grape	Stock Item	151	Bottle	R13.04	R1.96	R15.00	
RRLIQDRYLEMON440	Dry Lemon 440ml	Stock Item	49	440ml Bottle	R0.00	R0.00	R0.00	
RRLIQGRANTWIST440ML	440ml Grandia Twist	Stock Item	48	Bottle	R8.70	R1.30	R10.00	

Stock Code Stock Description Quantity Unit

RRLIQCOFANG440 440ml Fanta Grape 10 Bottle

The [CSS] Cash Sale Process:

- 1 Select Stock Item(s) window
- 2 Fast-Search: type in the description of the item you require
- 3 Locate & Select: select to highlight the required item
- 4 Select the Add Item button
- 5 The Added Item on the lower grid
- 6 Quantity column: type in the quantity required
- 7 Select the Accept Item button



1 Process Cash Sale window

2 Cash Client

3 Add A New Item (Green plus sign glyph) button

4 The Added Item(s)

5 Payment - Type: use the drop down to access the list of options, select the relevant option. In this example, **Cash** has been selected

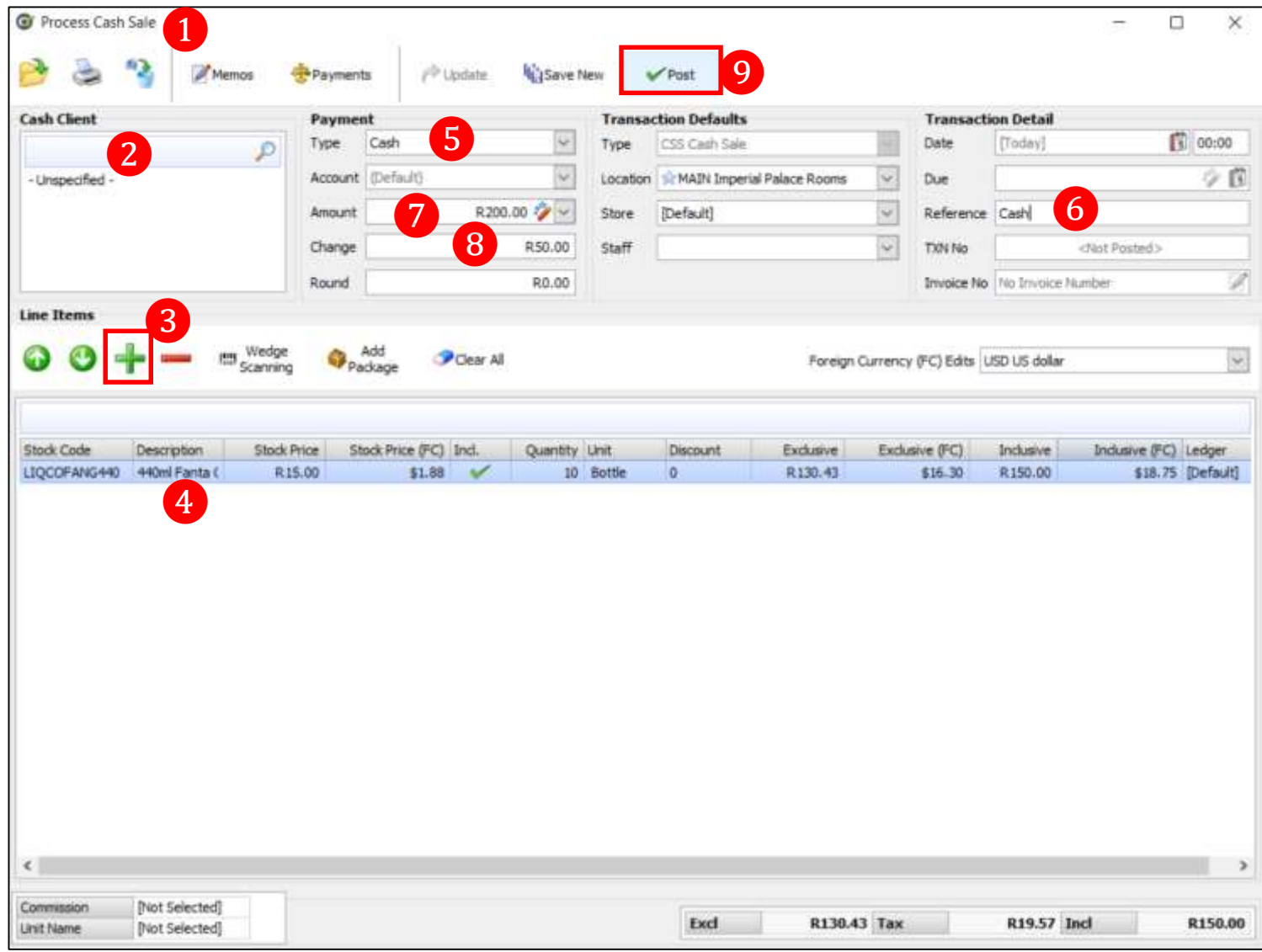
Stock Code	Description	Stock Price	Stock Price (FC)	Ind.	Quantity	Unit	Discount	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
LIQCOFANG440	440ml Fanta (R15.00	\$1.88	✓	10	Bottle	0	R130.43	\$16.30	R150.00	\$18.75	[Default]

Commission: [Not Selected]
Unit Name: [Not Selected]

Excl: R130.43 Tax: R19.57 Incl: R150.00

The [CSS] Cash Sale Process:

- 1** Process Cash Sale window
- 2** Cash Client
- 3** Add A New Item (Green plus sign glyph) button
- 4** The Added Item(s)
- 5** Payment - Type: use the drop down to access the list of options, select the relevant option. In this example, **Cash** has been selected



The screenshot shows the 'Process Cash Sale' window with the following elements highlighted by red circles and numbers:

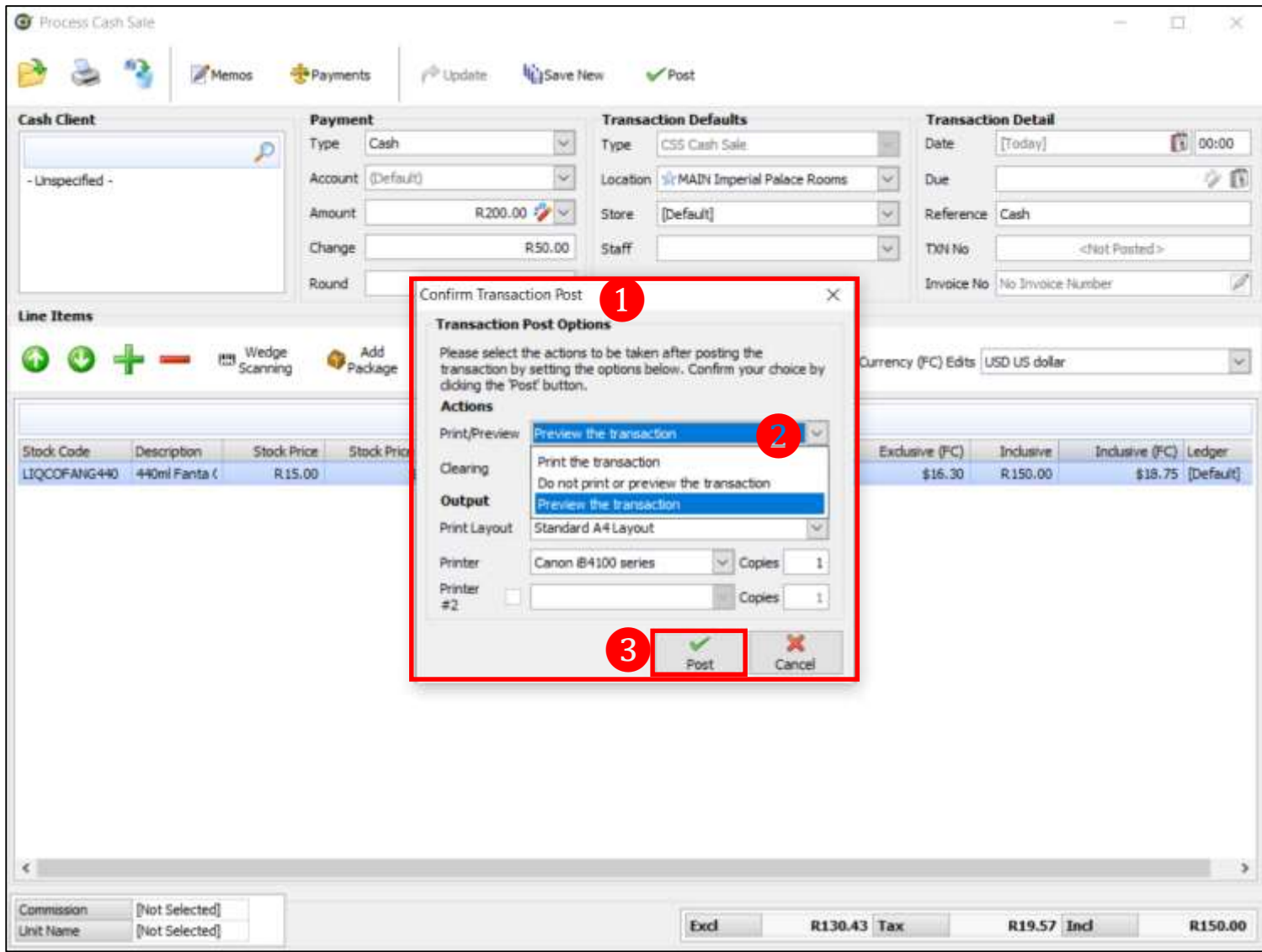
- 1**: The window title bar 'Process Cash Sale'.
- 2**: The 'Cash Client' dropdown menu.
- 3**: The green plus sign button in the 'Line Items' section.
- 4**: A line item in the table: LIQCOFANG490 - 440ml Fanta (
- 5**: The 'Payment Type' dropdown menu set to 'Cash'.
- 6**: The 'Reference' field containing 'Cash'.
- 7**: The 'Payment Amount' field set to 'R200.00'.
- 8**: The 'Payment Change' field set to 'R50.00'.
- 9**: The 'Post' button in the top right corner.

Stock Code	Description	Stock Price	Stock Price (FC)	Incl.	Quantity	Unit	Discount	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
LIQCOFANG490	440ml Fanta (R15.00	\$1.88	✓	10	Bottle	0	R130.43	\$16.30	R150.00	\$18.75	[Default]

Summary Totals: Excl R130.43 Tax R19.57 Incl R150.00

The [CSS] Cash Sale Process:

- 1** Process Cash Sale window
- 2** Cash Client
- 3** Add A New Item (Green plus sign glyph) button
- 4** The Added Item(s)
- 5** **Payment - Type:** use the drop down to access the list of options, select the relevant option. In this example, **Cash** has been selected
- 6** **Reference:** type in the reference, it is recommended to Type in the Surname as well
- 7** **Payment – Amount:** type in the amount the client has given you
- 8** **Payment – Change:** if there is change it will reflect here
- 9** Select the **Post** button



The [CSS] Cash Sale Process:

- 1 Confirm Transaction Post window
- 2 Print/Preview: use the drop down to access the list of options
- 3 Select the Post button

Process Cash Sale

Print Preview - Cash Sale / Tax Invoice CSS 9593

(Type search text here) 100%

PDF (Portable Document Format)

Cash Sale / Tax Invoice

Document number: CSS 9593
 Document date: 10 Jun 2019 09:46
 Description: 440ml Fanta Grape
 Reference: Cash
 Location: MAIN Imperial Palace Rooms
 Stock store: BAR Restaurant Bar Stock Pool
 Staff: MAST0013 MASTER MASTER

Code	Description	Reference	Amount	VAT	Total
CSS 9593	440ml Fanta Grape	Cash	R130.43	R19.57	R150.00
Totals			R130.43	R19.57	R150.00

Subtotal: R130.43
 VAT: R19.57
Total with Tax & Service Charges: R150.00

Payment Breakdown

Cash Sale Payment, Cash	R200.00
Cash Sale Payment, Cash (Change)	(R50.00)

Commission [Not Selected]
 Unit Name [Not Selected]

Excl R130.43 Tax R19.57 Incl R150.00

The **Print Preview**: you are able to **Print, Fax, Save and Email** the receipt

Process Cash Sale

Memos Payments Update Save New Post

Cash Client
- Unspecified -

Payment
Type: Cash
Account: [Default]
Amount: R200.00
Change: R50.00
Round: R0.00

Transaction Defaults
Type: CSS Cash Sale
Location: MAIN Imperial Palace Rooms
Store: [Default]
Staff: []

Transaction Detail
Date: [Today] 00:00
Due: []
Reference: Cash
TXN No: <Not Posted>
Invoice No: No Invoice Number

Line Items

Wedge Scanning Add Package Clear All Foreign Currency (FC) Edits: USD US dollar

Stock Code	Description	Stock Price	Stock Price (FC)	Incl.	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
LIQCOFANG440	440ml Fanta C	R15.00	\$1.88	✓	R130.43	\$16.30	R150.00	\$18.75	[Default]

Commission [Not Selected]
Unit Name [Not Selected]

Excl: R130.43 Tax: R19.57 Incl: R150.00

Information

Transaction has been posted.

OK

The **Information** window, confirming the transactions have successfully posted

Thank you!