




The [CSS] Cash Sale Save & Retrieval Process Manual

What Is A Sale?

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

-  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

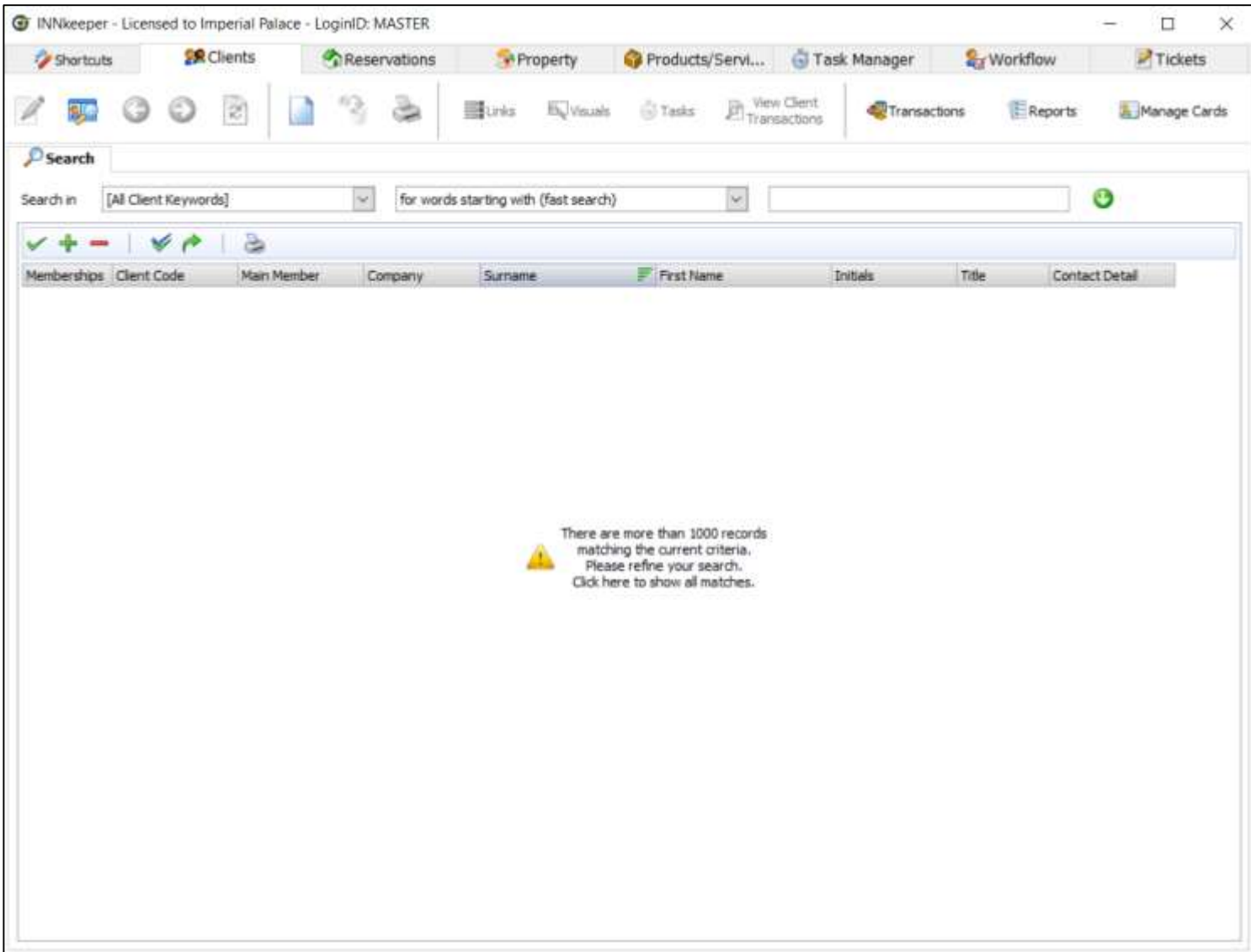
Location: MAIN Imperial Palace Rooms

Login ID: master

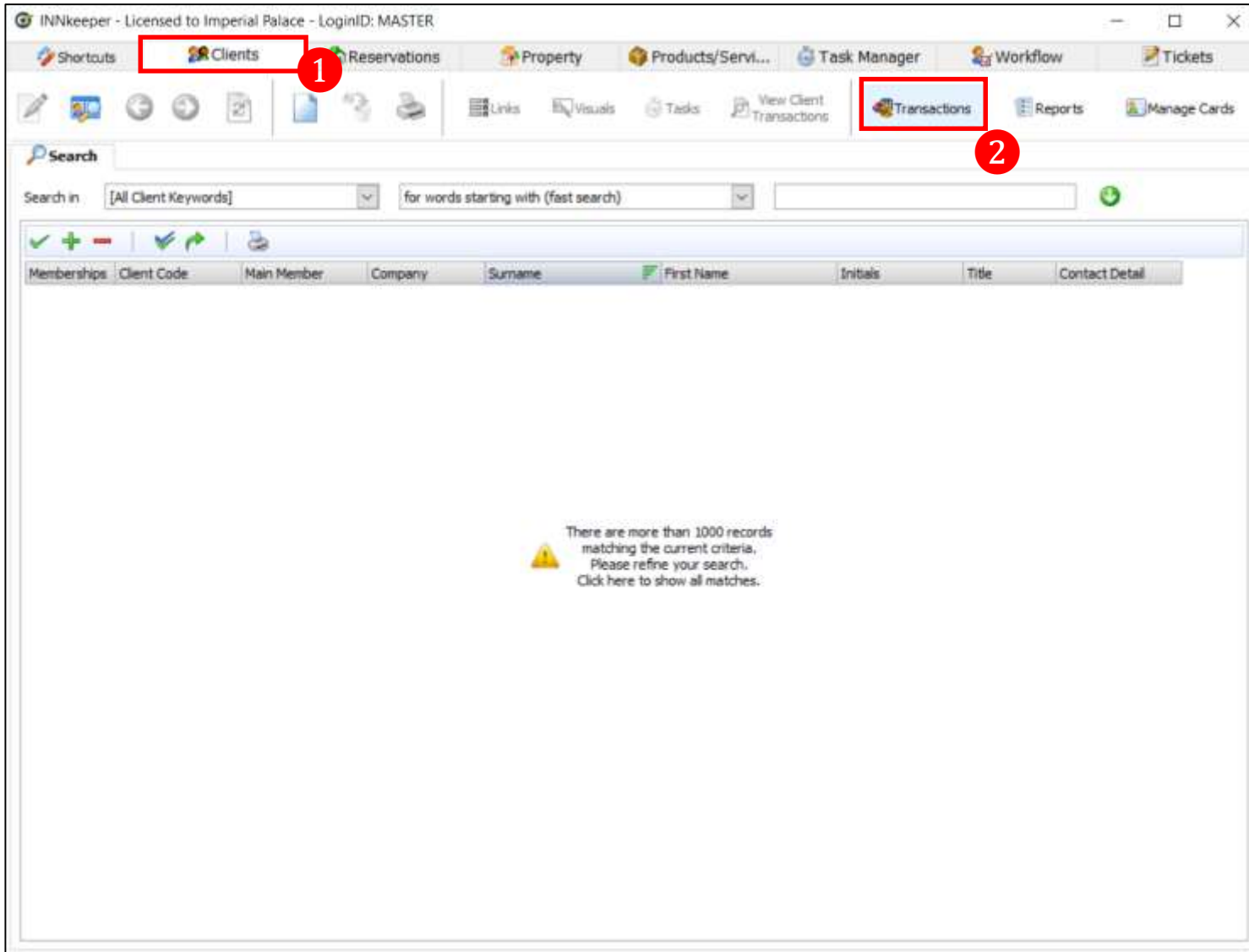
Password:

Identification Password Log In

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

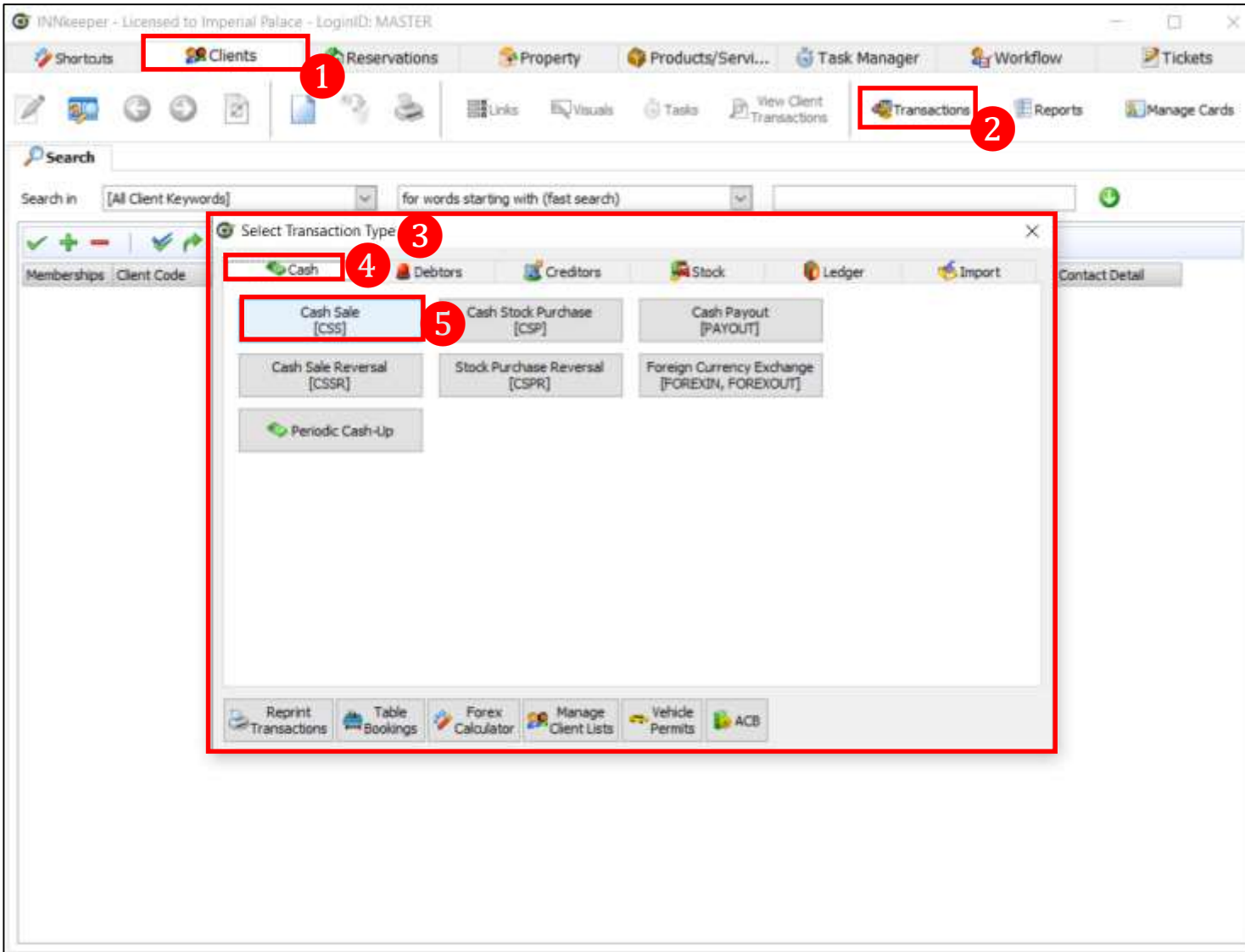


Once logged into Administration you are able to navigate through the database.



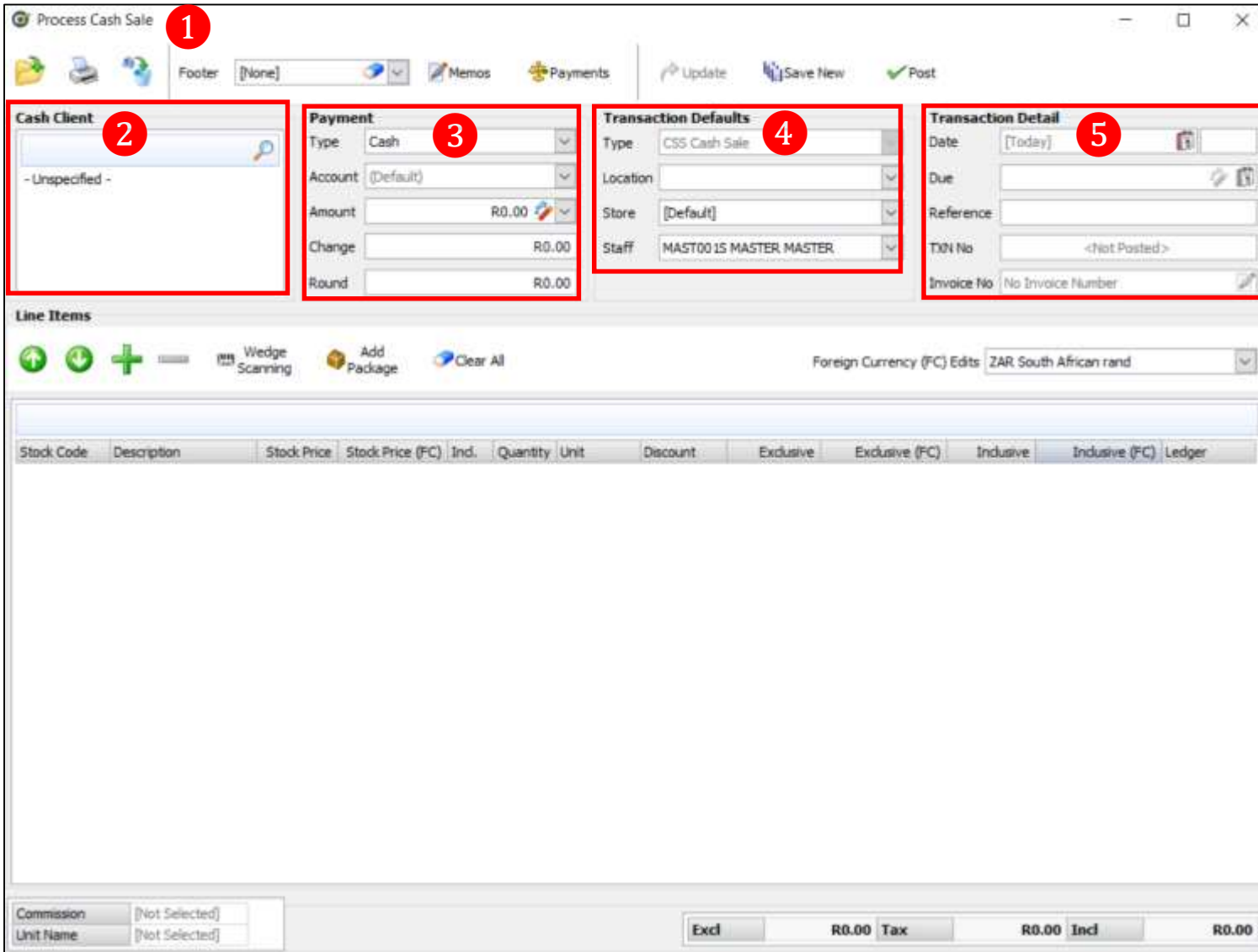
Navigation: The [CSS] Cash Sale Save & Retrieval Process

- 1 Clients tab
- 2 Select the Transactions button



Navigation: The [CSS] Cash Sale Save & Retrieval Process

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



1 Process Cash Sale

Footer: [None] | Memos | Payments | Update | Save New | Post

2 Cash Client: - Unspecified -

3 Payment: Type: Cash

4 Transaction Defaults: Type: CSS Cash Sale, Location: [Default], Store: [Default], Staff: MAST0015 MASTER MASTER

5 Transaction Detail: Date: [Today]

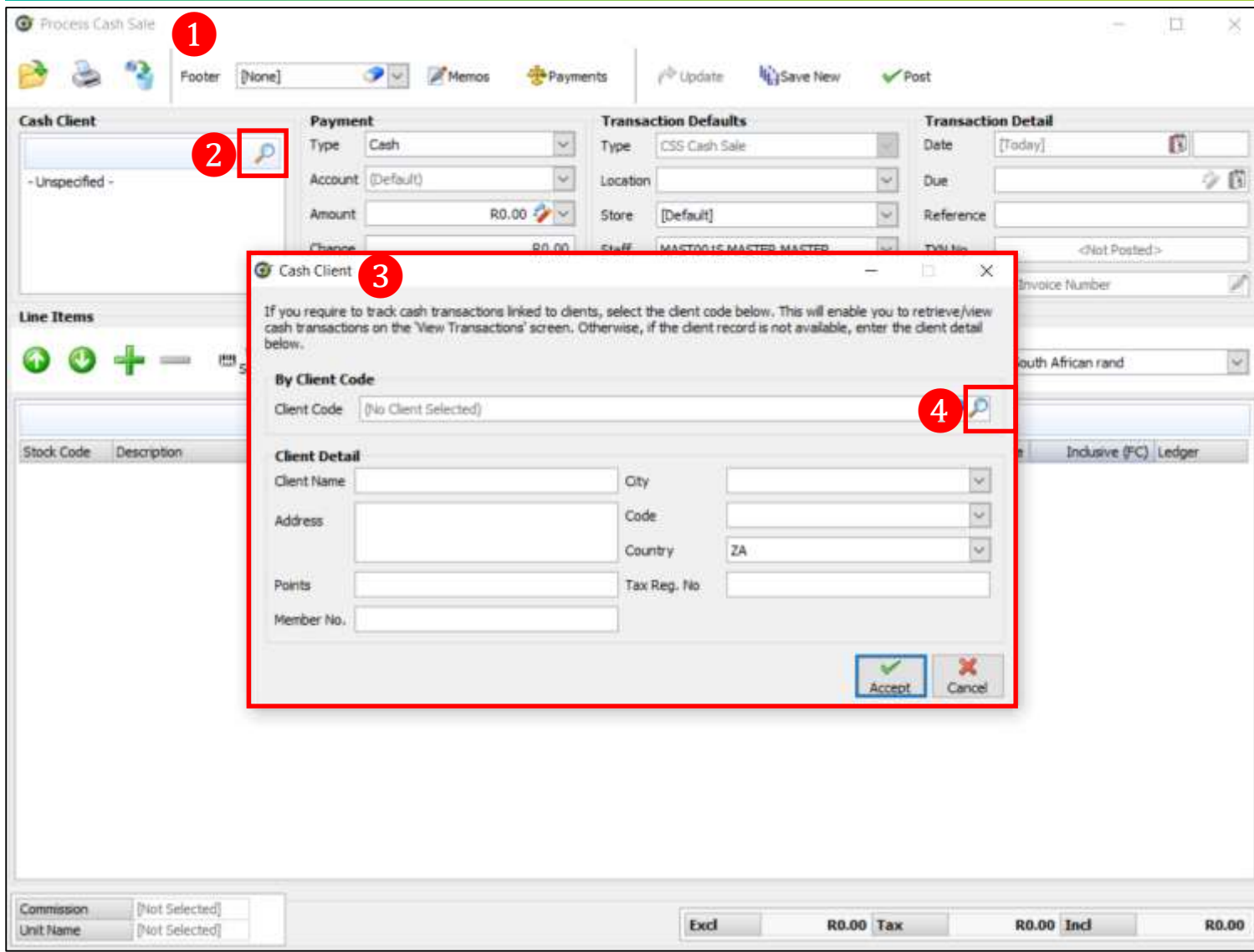
Line Items: Foreign Currency (FC) Edits: ZAR South African rand

Stock Code	Description	Stock Price	Stock Price (FC)	Incl.	Quantity	Unit	Discount	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger

Commission: [Not Selected] | Unit Name: [Not Selected] | Excl: R0.00 Tax: R0.00 Incl: R0.00

The [CSS] Cash Sale Save & Retrieval Process:

- 1** Process Cash Sale window
- 2** Cash Client: you usually do not link a client to cash sales, however you are able to if you would like to link a client profile
- 3** Cash Payment: this grid we will complete when concluding the transaction
- 4** Transaction Defaults: this is preset from configuration
- 5** Transactions Details: this is preset, however you are able to add in a reference



The [CSS] Cash Sale Save & Retrieval Process:

- 1 Process Cash Sale window
- 2 Cash Client: select the Search Client (magnifying glass glyph)
- 3 Cash Client window
- 4 Client Code: select the Search Client (magnifying glass glyph)

Client Search - 14 record(s) found **1**

Search Options
Search in [All Client Keywords] for words starting with **weste** **2**

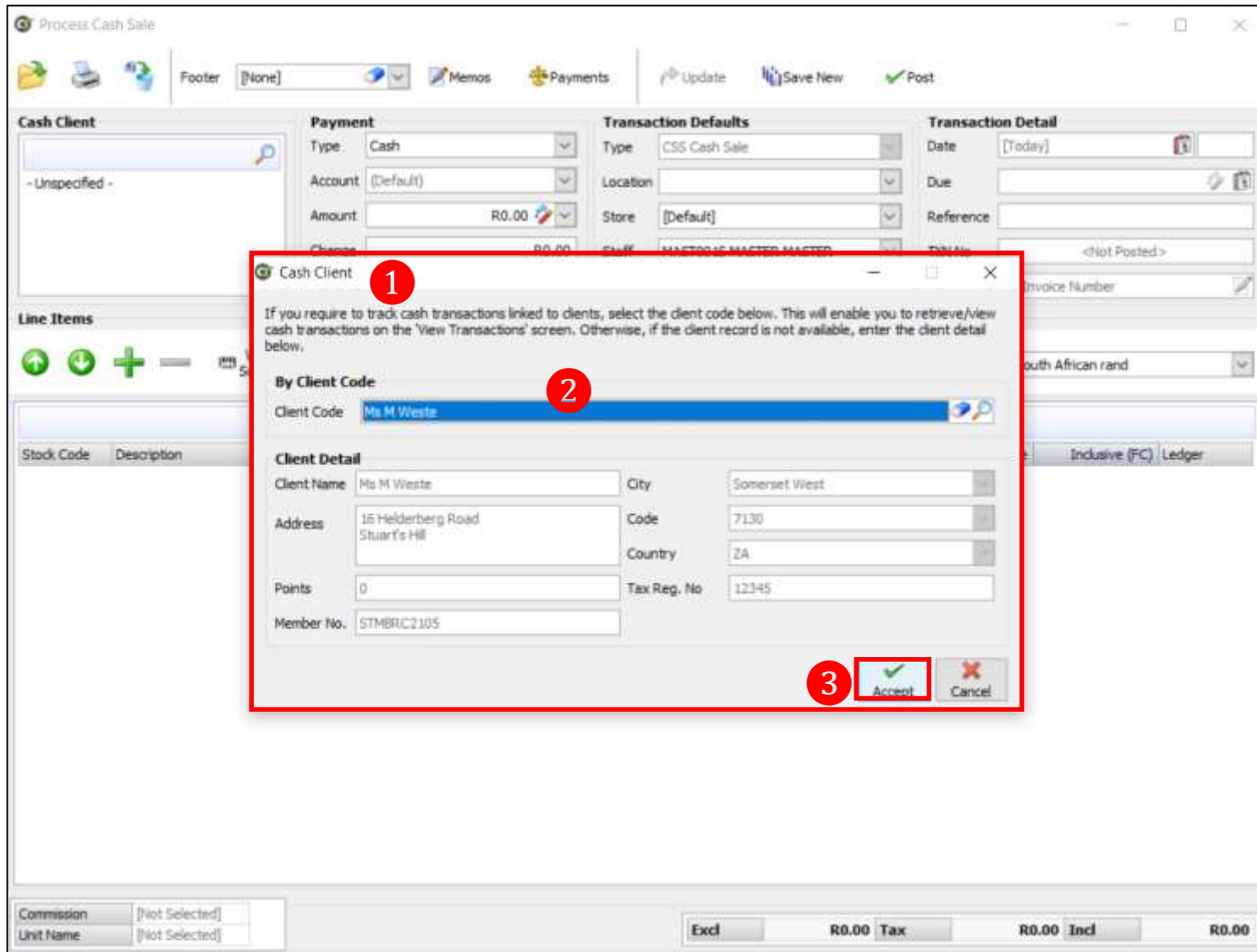
Type	Client Code	Main Member	Member Number	Member Join Date	Surname	First Name	Initials	Company	M
M	NWFA0001	[MAIN]							M
M	ROSE0006	[MAIN]			Rosenstein	Charles	C	Raubex	M
M	RRWE0002	[MAIN]			Weste	Samuel	S	Rayne Of Talent	Dr
M	RRWE0003	[MAIN]			Weste	David	D		M
M	RRWE0004	[MAIN]			Weste	Claire	C		M
M	RRWE0005	[MAIN]			Weste	Calvin	C		M
M	RRWE0006	[MAIN]			Weste	Damon	D		M
M	RRWE0007	[MAIN]			Weste	Hella	H		H
M	RRWE0008	RRWTRA0005			Weste	Cassidy	C		C
M	STRY0002	[MAIN]			Strydom	Dirk	D		M
M	WEST0003	[MAIN]	STMBRC2105	6 Jun 2018	Weste	Mikado	M	Rayne Of Talent	M
M	WEST0020	[MAIN]			weste	s	S	Rayne of Talent	Dr
M	WEST0021	RRWEST0003			Weste	Miranda	M	Rayne Of Talent	M
M	WTRA0005	[MAIN]	jhsuff	8 Apr 2019	Weste	Rayne	R	Weste Travels	M

3

4

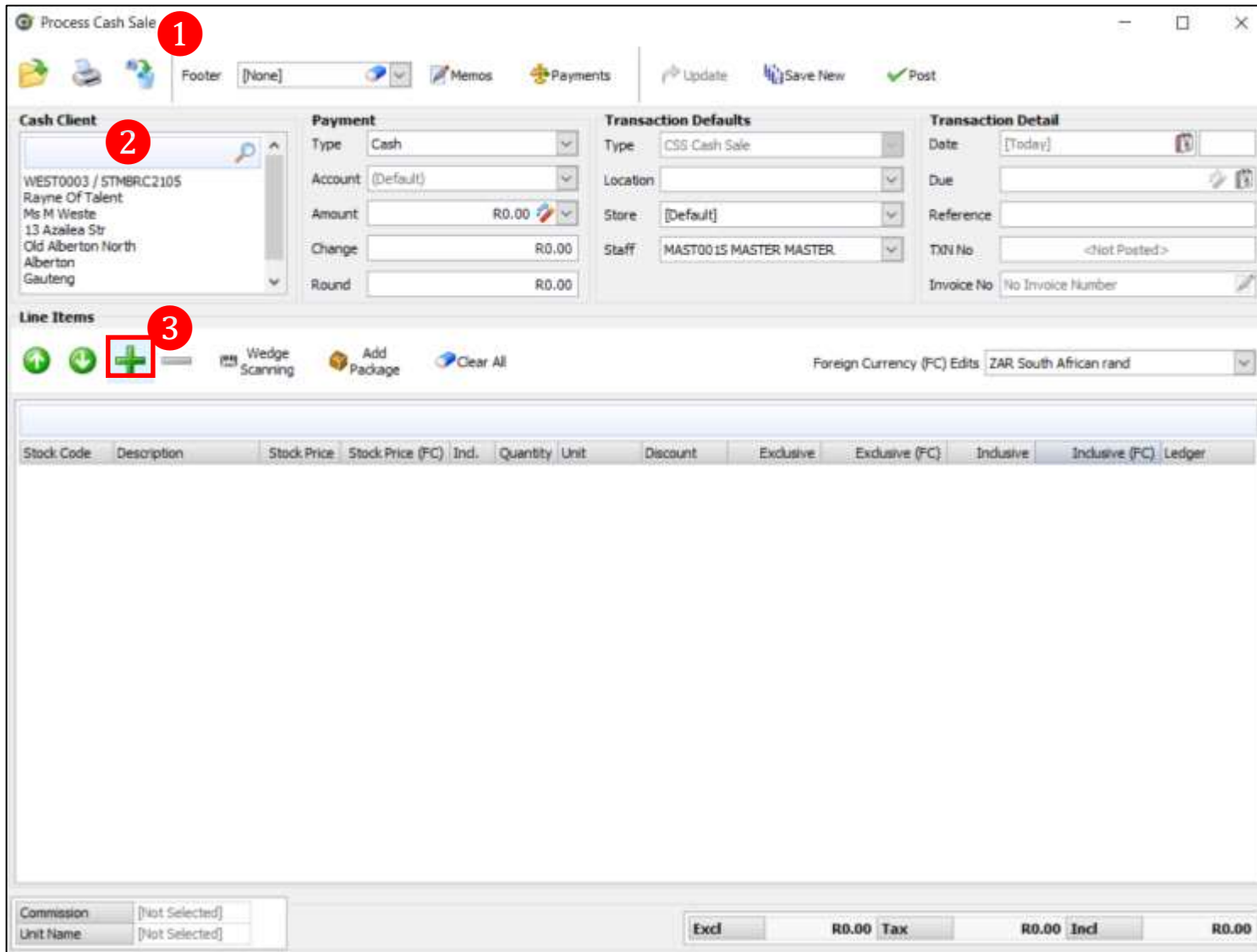
The [CSS] Cash Sale Save & Retrieval Process: Linking the Profile

- 1 Client Search** window
- 2 Fast-Search:** type in the name / surname of the required profile
- 3 Locate & Select:** select to highlight the required profile
- 4** Select the **Select** button



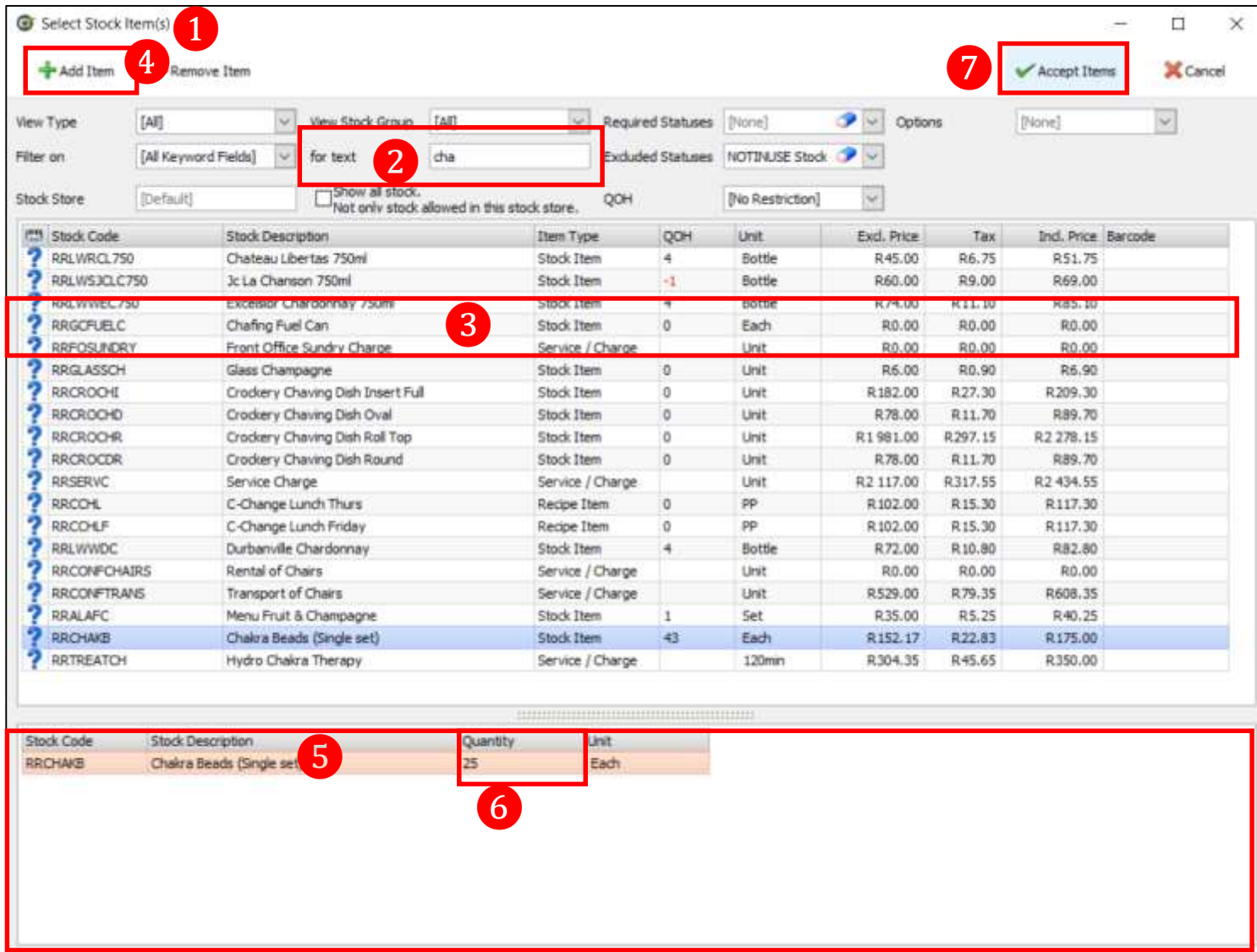
The [CSS] Cash Sale Save & Retrieval Process:

- 1 Cash Client window
- 2 Client Code: the linked profile
- 3 Select the **Accept** button



The [CSS] Cash Sale Save & Retrieval Process:

- 1 Process Cash Sale window
- 2 Cash Client: linked client profile
- 3 Select the **Add Line item** (green plus glyph)



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 **Bottom Grid**: the item has now been added to the list, allowing us to select more items if we require.

6 **Quantity**: type in the amount required

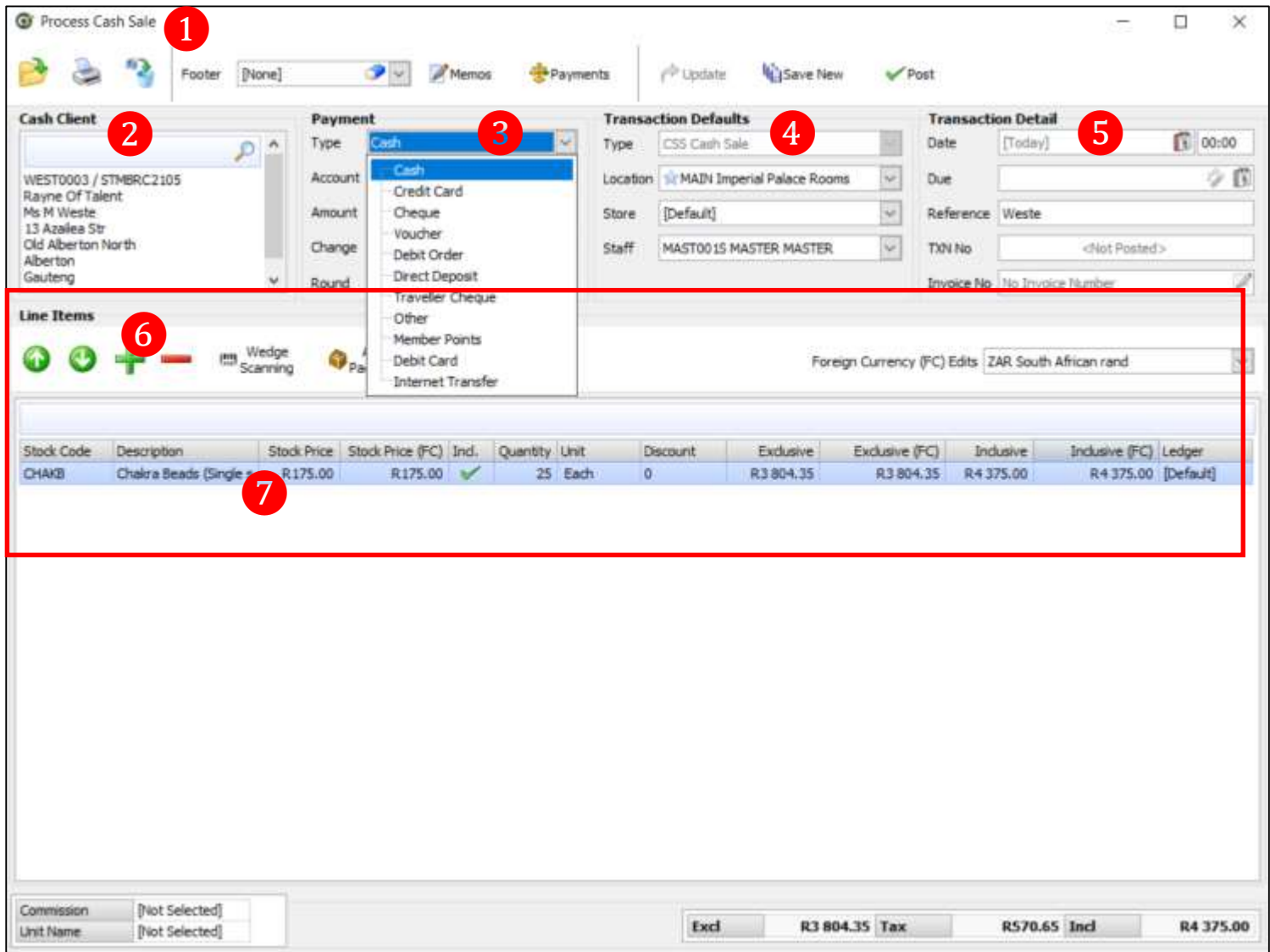
7 Select the **Accept Item** button, after adding all items required to the list in the bottom grid.

Stock Code	Stock Description	Item Type	QOH	Unit	Excl. Price	Tax	Ind. Price	Barcode
RRLWRCL750	Chateau Libertas 750ml	Stock Item	4	Bottle	R45.00	R6.75	R51.75	
RRLWS3CL750	3c La Chanson 750ml	Stock Item	-1	Bottle	R60.00	R9.00	R69.00	
RRGWVCL750	Excelsior Chardonnay 750ml	Stock Item	4	Bottle	R74.00	R11.10	R85.10	
RRGCFUELC	Chafing Fuel Can	Stock Item	0	Each	R0.00	R0.00	R0.00	
RRFOSUNDRY	Front Office Sundry Charge	Service / Charge		Unit	R0.00	R0.00	R0.00	
RRGLASSCH	Glass Champagne	Stock Item	0	Unit	R6.00	R0.90	R6.90	
RRCROOHI	Crocery Chaving Dish Insert Full	Stock Item	0	Unit	R182.00	R27.30	R209.30	
RRCROOHD	Crocery Chaving Dish Oval	Stock Item	0	Unit	R78.00	R11.70	R89.70	
RRCROOHR	Crocery Chaving Dish Roll Top	Stock Item	0	Unit	R1 981.00	R297.15	R2 278.15	
RRCROOCDR	Crocery Chaving Dish Round	Stock Item	0	Unit	R78.00	R11.70	R89.70	
RRSERVC	Service Charge	Service / Charge		Unit	R2 117.00	R317.55	R2 434.55	
RRCOHL	C-Change Lunch Thurs	Recipe Item	0	PP	R102.00	R15.30	R117.30	
RRCOHLP	C-Change Lunch Friday	Recipe Item	0	PP	R102.00	R15.30	R117.30	
RRLWDC	Durbanville Chardonnay	Stock Item	4	Bottle	R72.00	R10.80	R82.80	
RRCONFCHAIRS	Rental of Chairs	Service / Charge		Unit	R0.00	R0.00	R0.00	
RRCONFTRANS	Transport of Chairs	Service / Charge		Unit	R529.00	R79.35	R608.35	
RRALAFCC	Menu Fruit & Champagne	Stock Item	1	Set	R35.00	R5.25	R40.25	
RRCHAKB	Chakra Beads (Single set)	Stock Item	43	Each	R152.17	R22.83	R175.00	
RRTREATCH	Hydro Chakra Therapy	Service / Charge		120min	R304.35	R45.65	R350.00	

Stock Code	Stock Description	Quantity	Unit
RRCHAKB	Chakra Beads (Single set)	25	Each

The [CSS] Cash Sale Save & Retrieval 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** **Bottom Grid**: the item has now been added to the list, allowing us to select more items if we require.
- 6** **Quantity**: type in the amount required
- 7** Select the **Accept Item** button, after adding all items required to the list in the bottom grid.



1 Process Cash Sale window

2 Cash Client

3 Payment - Type: use the drop down to select the form of payment

4 Transaction Defaults

5 Transactions Details

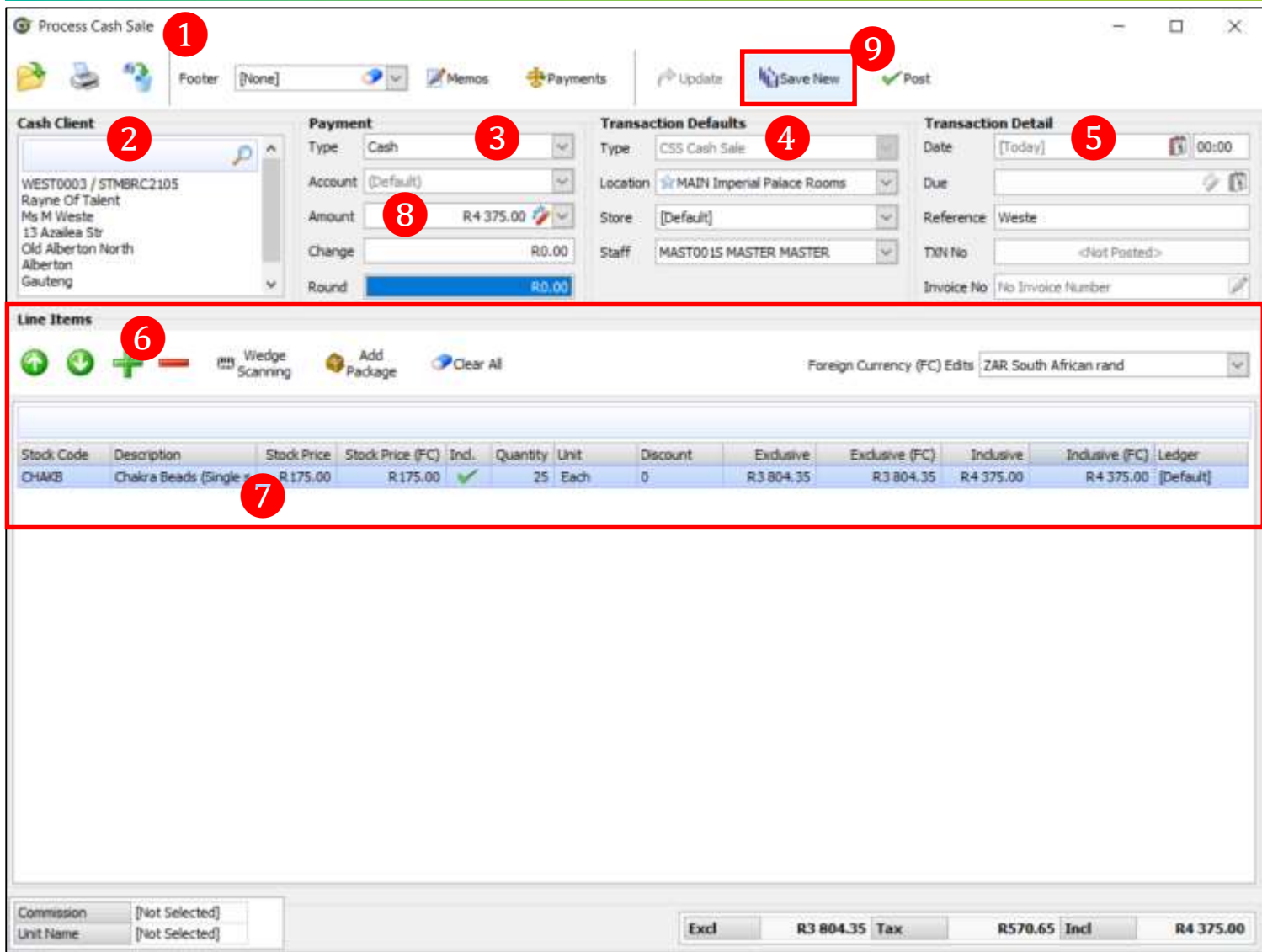
6 Add A New Item (Green plus sign) button

7 Item(s) are now reflecting in the Line Items grid

Stock Code	Description	Stock Price	Stock Price (FC)	Ind.	Quantity	Unit	Discount	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
CHAKB	Chakra Beads (Single	R.175.00	R.175.00	✓	25	Each	0	R3 804.35	R3 804.35	R4 375.00	R4 375.00	[Default]

The [CSS] Cash Sale Save & Retrieval Process:

- 1** Process Cash Sale window
- 2** Cash Client
- 3** Payment - Type: use the drop down to select the form of payment
- 4** Transaction Defaults
- 5** Transactions Details
- 6** Add A New Item (Green plus sign) button
- 7** Item(s) are now reflecting in the Line Items grid



Process Cash Sale (1)

Footer: [None] | Memos | Payments | Update | **Save New** (9) | Post

Cash Client (2): WEST0003 / STMBRC2105, Rayne Of Talent, Ms M Weste, 13 Azalea Str, Old Alberton North, Alberton, Gauteng

Payment (3): Type: Cash (3), Account: [Default], Amount: R4 375.00 (8), Change: R0.00, Round: R0.00

Transaction Defaults (4): Type: CSS Cash Sale (4), Location: MAIN Imperial Palace Rooms, Store: [Default], Staff: MAST0015 MASTER MASTER

Transaction Detail (5): Date: [Today] (5) 00:00, Due: , Reference: Weste, TXN No: <Not Posted>, Invoice No: No Invoice Number

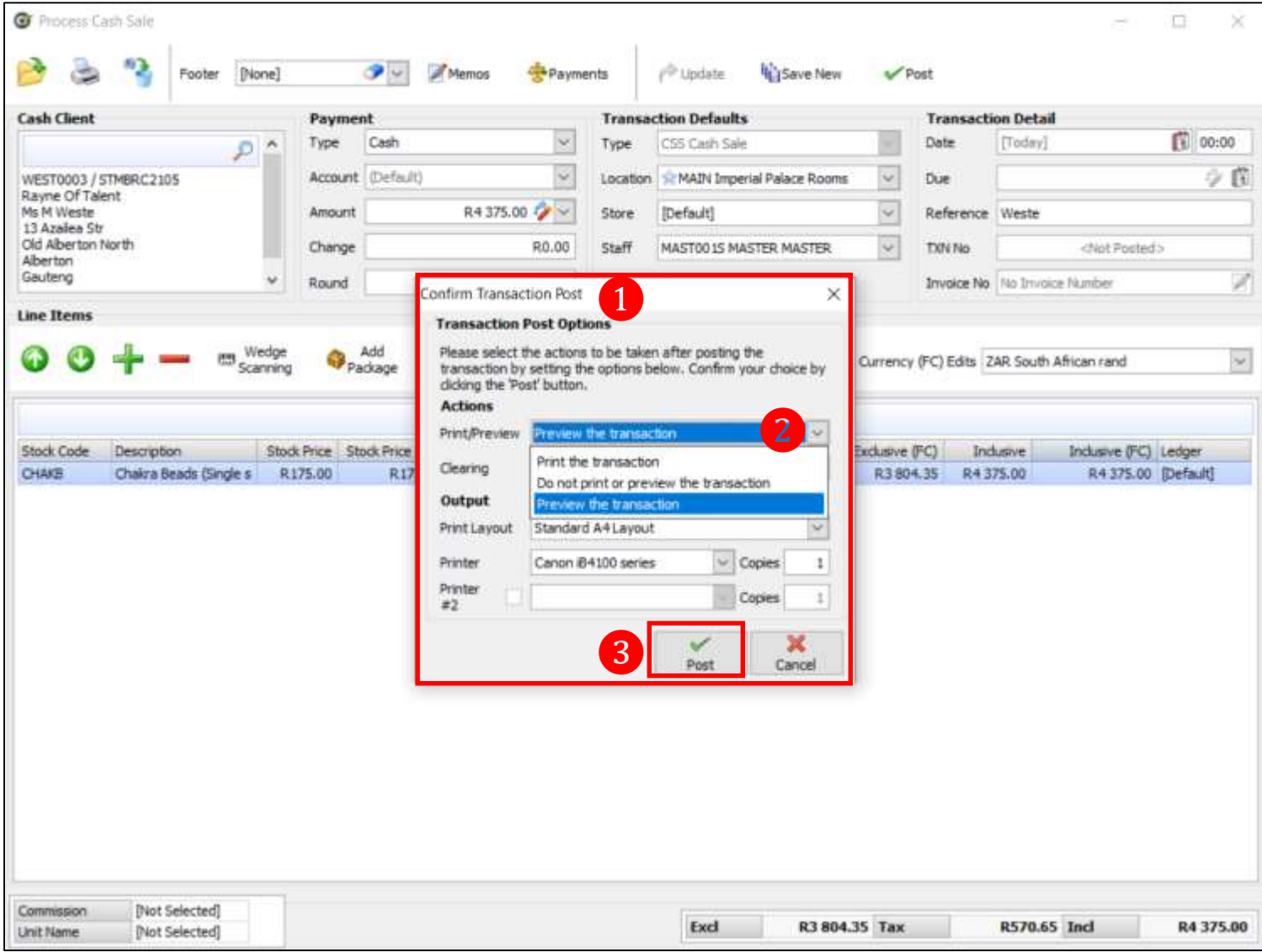
Line Items (6): Foreign Currency (FC) Edits: ZAR South African rand

Stock Code	Description	Stock Price	Stock Price (FC)	Incl.	Quantity	Unit	Discount	Exclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
CHAKB	Chakra Beads (Single	R.175.00	R.175.00	✓	25	Each	0	R3 804.35	R3 804.35	R4 375.00	R4 375.00	[Default]

Commission: [Not Selected] | Unit Name: [Not Selected] | Excl: R3 804.35 | Tax: | R570.65 | Incl: R4 375.00

The [CSS] Cash Sale Save & Retrieval Process:

- 1 **Process Cash Sale** window
- 2 **Cash Client**
- 3 **Payment - Type:** use the drop down to select the form of payment
- 4 **Transaction Defaults**
- 5 **Transactions Details**
- 6 **Add A New Item** (Green plus sign) button
- 7 **Item(s)** are now reflecting in the **Line Items** grid
- 8 **Amount:** type in the amount received
- 9 Select the **Save Item** button



Process Cash Sale

Footer: [None] | Memos | Payments | Update | Save New | Post

Cash Client
WEST0003 / STMBRC2105
Rayne Of Talent
Ms M Weste
13 Azalea Str
Old Alberton North
Alberton
Gauteng

Payment
Type: Cash
Account: (Default)
Amount: R4 375.00
Change: R0.00
Round: []

Transaction Defaults
Type: CSS Cash Sale
Location: MAIN Imperial Palace Rooms
Store: (Default)
Staff: MAST0015 MASTER MASTER

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

Line Items

Stock Code	Description	Stock Price	Stock Price
CHAKB	Chakra Beads (Single s	R.175.00	R.17

Confirm Transaction Post

Transaction Post Options

Please select the actions to be taken after posting the transaction by setting the options below. Confirm your choice by clicking the 'Post' button.

Actions

Print/Preview: Preview the transaction

Clearing: Print the transaction, Do not print or preview the transaction

Output

Print Layout: Standard A4 Layout

Printer: Canon iB4100 series | Copies: 1

Printer #2: [] | Copies: 1

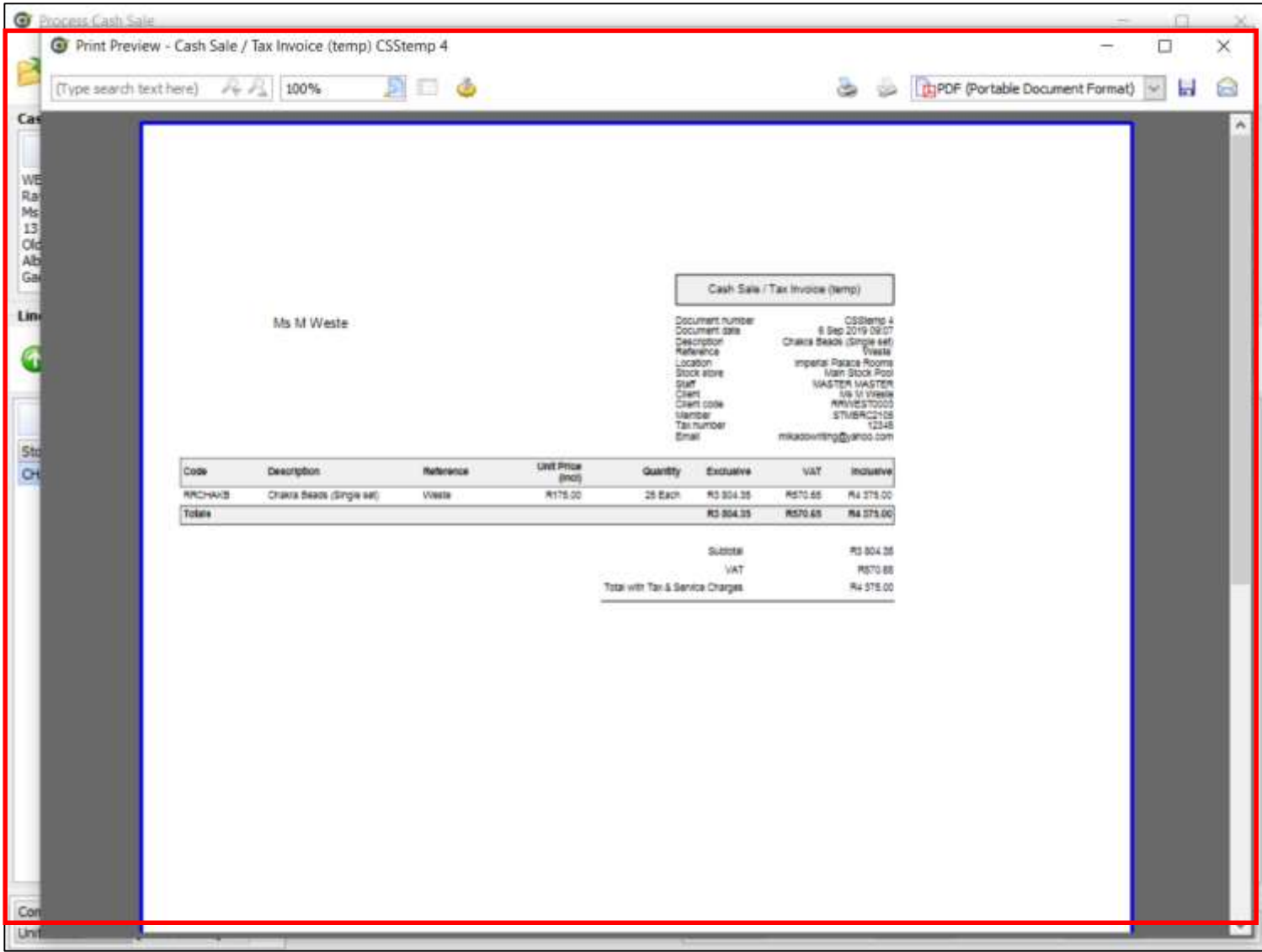
Buttons: Post, Cancel

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

Excl: R3 804.35 Tax: R570.65 Incl: R4 375.00

The [CSS] Cash Sale Save & Retrieval Process:

- 1 Confirm Transaction Post window
- 2 Print/Preview
- 3 Select the Post button



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

The **Information** window, confirming the transaction has been saved

Process Cash Sale

Footer [None] | Memos | Payments | Update | Save New | Post

Cash Client
 WEST0003 / STMBC2105
 Rayne Of Talent
 Ms M Weste
 13 Azalea Str
 Old Alberton North
 Alberton
 Gauteng

Payment
 Type: Cash
 Account: [Default]
 Amount: R4 375.00
 Change: R0.00
 Round: R0.00

Transaction Defaults
 Type: CSS Cash Sale
 Location: MAIN Imperial Palace Rooms
 Store: [Default]
 Staff: MAST0015 MASTER, MASTER

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

Line Items
 Foreign Currency (FC) Edits: ZAR South African rand

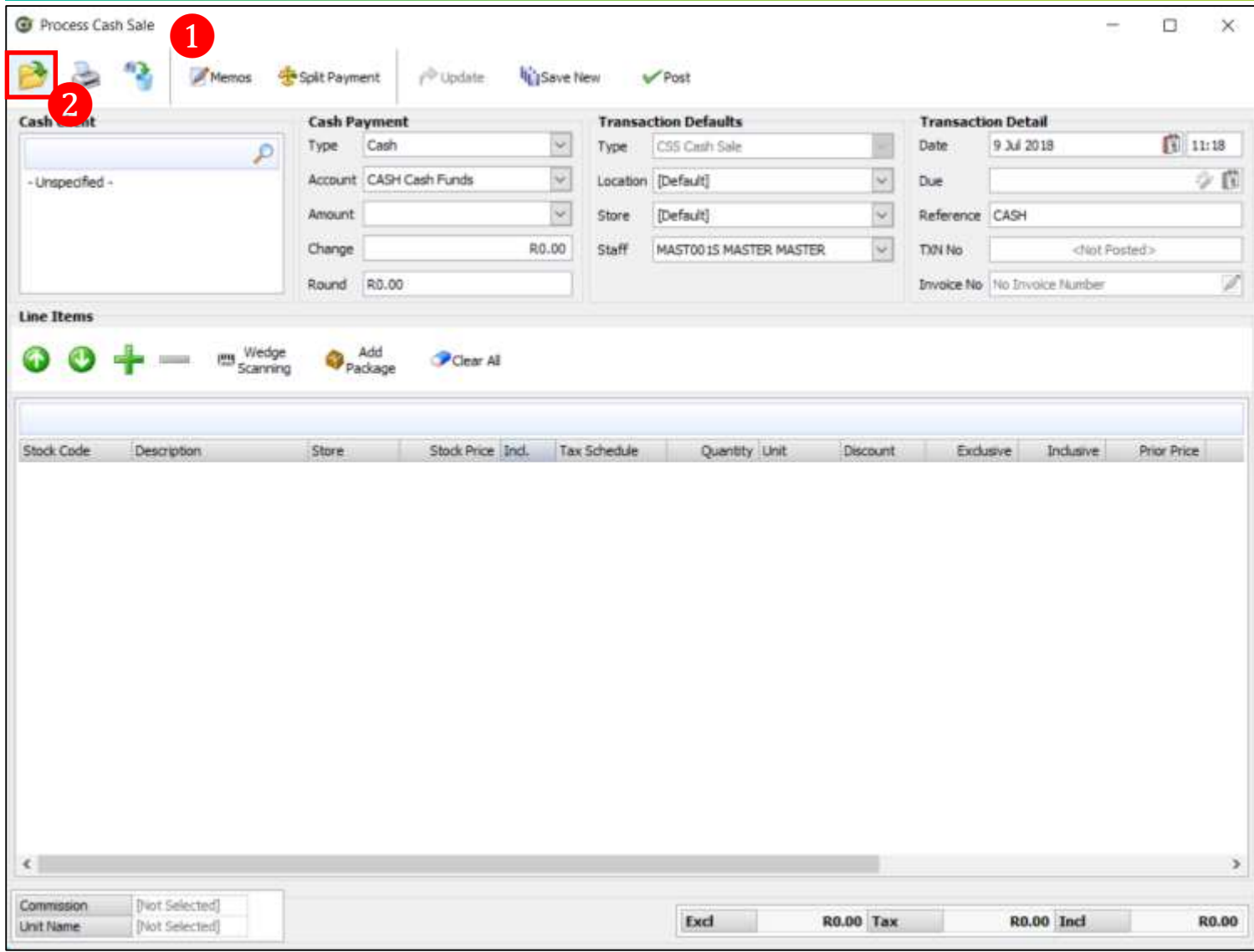
Stock Code	Description	Stock Price	Stock Price (FC)	Ind.	Inclusive	Exclusive (FC)	Inclusive	Inclusive (FC)	Ledger
CHAKB	Chakra Beads (Single s	R.175.00	R.175.00	✓	804.35	R3 804.35	R4 375.00	R4 375.00	[Default]

Information window: Transaction has been saved. [OK]

Commission [Not Selected] | Unit Name [Not Selected]

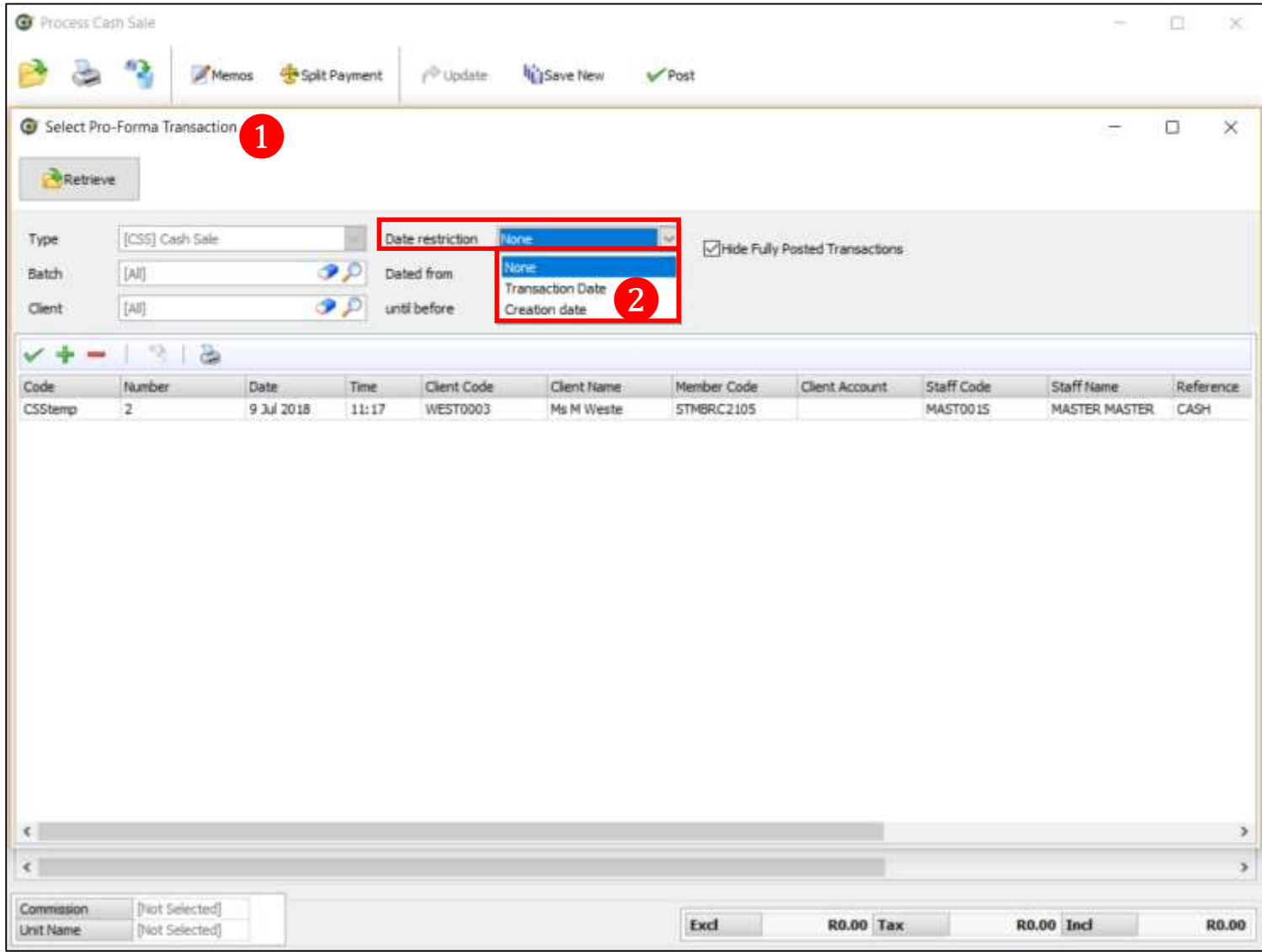
Excl R3 804.35 Tax R570.65 Incl R4 375.00

Retrieving The Saved Transactions



To retrieve the cash transaction we saved:

- 1 The **Process Cash Sale** window
- 2 Select the **Retrieve A Saved Proforma Transaction** (yellow folder glyph) button



Process Cash Sale

Select Pro-Forma Transaction **1**

Retrieve

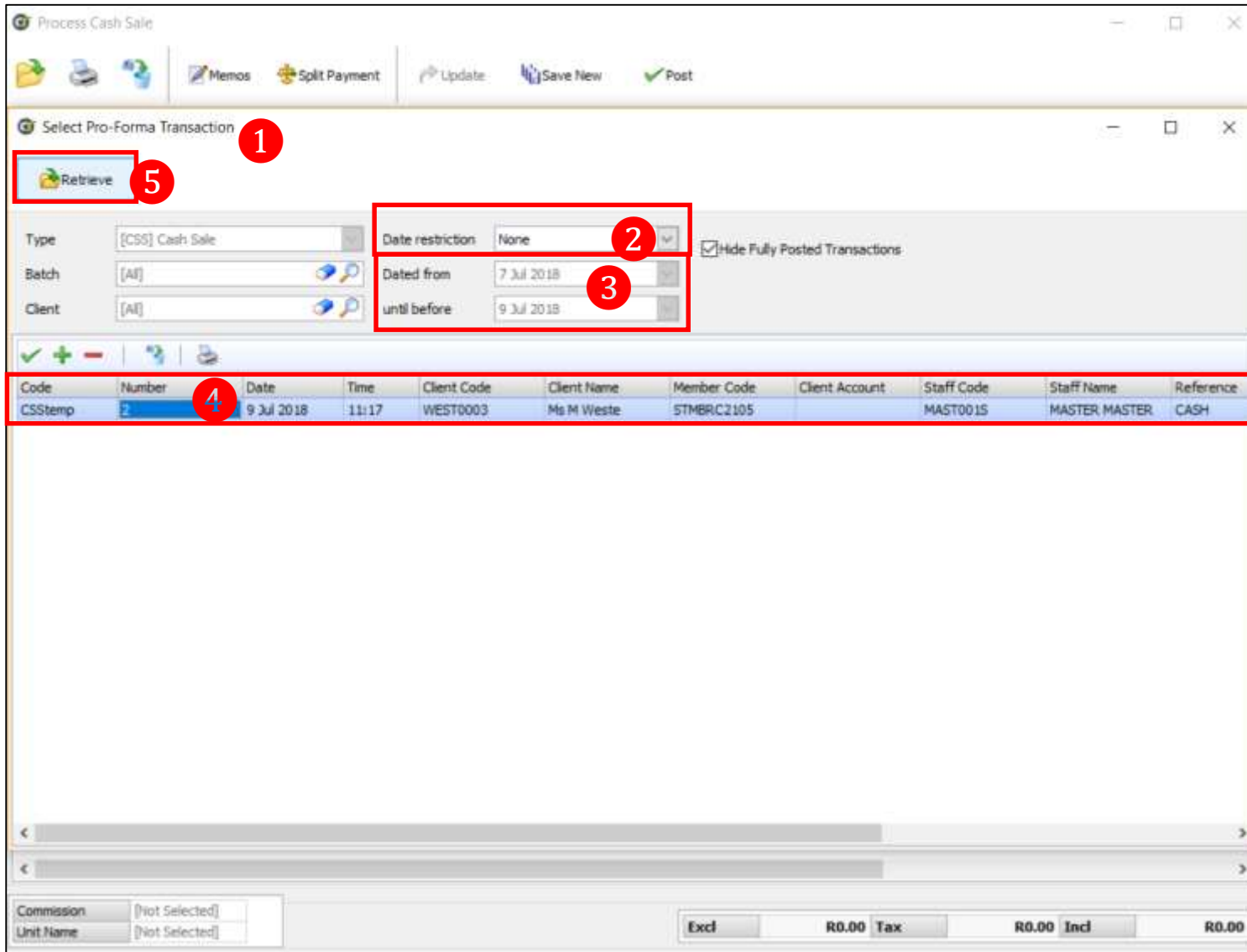
Type: [CSS] Cash Sale Date restriction: **None** Hide Fully Posted Transactions:

Batch: [All] Dated from: **None** until before: **None** **2**

Code	Number	Date	Time	Client Code	Client Name	Member Code	Client Account	Staff Code	Staff Name	Reference
CSStemp	2	9 Jul 2018	11:17	WEST0003	Ms M Weste	5TMBRC2105		MAST0015	MASTER MASTER	CASH

Commission: [Not Selected] Unit Name: [Not Selected] Excl: R0.00 Tax: R0.00 Incl: R0.00

- 1** The **Select Pro-Forma Transactions** window
- 2** **Date Restriction:** the recommended option is the **None**, which will retrieve all open pro-forma transactions.



Process Cash Sale

Select Pro-Forma Transaction

Retrieve

Type: [CSS] Cash Sale Date restriction: None

Batch: [All] Dated from: 7 Jul 2018

Client: [All] until before: 9 Jul 2018

Code	Number	Date	Time	Client Code	Client Name	Member Code	Client Account	Staff Code	Staff Name	Reference
CSSTemp	7	9 Jul 2018	11:17	WEST0003	Ms M Weste	5TMBRC2105		MAST0015	MASTER MASTER	CASH

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

Excl R0.00 Tax R0.00 Incl R0.00

- 1 The **Select Pro-Forma Transactions** window
- 2 **Date Restriction:** option – **None**
- 3 **Date Range:** select the calendars to select the date range for **Dated From** and **Until Before**
- 4 **Locate & Select:** select the transaction required to **Highlight** it
- 5 Select the **Retrieve** button

Process Cash Sale

Memos Split Payment Update Save New Post

Cash Client
 WEST0003 / STMBC2105
 Rayne Of Talent
 Ms M Weste
 13 Azalea Str
 Old Alberton North
 Alberton
 Gauteng

Cash Payment
 Type: Cash
 Account: CASH Cash Funds
 Amount: []
 Change: (R) 3 555.00
 Round: R0.00

Transaction Defaults
 Type: CSS Cash Sale
 Location: [Default]
 Store: [Default]
 Staff: MAST0015 MASTER MASTER

Transaction Detail
 Date: 9 Jul 2018 11:18
 Due: []
 Reference: CASH
 TXN No: 2
 Invoice No: No Invoice Number

Line Items
 Wedge Scanning Add Package Clear All

Stock Code	Description	Store	Stock Price	Incl.	Tax Schedule	Quantity	Unit	Discount	Exclusive	Inclusive	Prior Price
LIQDRYLEMON44	Dry Lemon 440ml	Restaurant Bc	R9.90	✓	VAT (Sales)	24	440ml Bottle	0	R206.61	R237.60	R9.79
LIQCOCKE440	440ml Coke	Restaurant Bc	R15.00	✓	VAT (Sales)	12	Bottle	0	R156.52	R180.00	R5.97
MENONLAMBCOF	Lamb Combo & Chips	Prep Kitchen £	R189.00	✓	VAT (Sales)	12	Unit	0	R1 972.17	R2 268.00	R0.00
VENUEHIRE	Venue Hire Fee	Prep Kitchen £	R869.40	✓	VAT (Sales)	1	Unit	0	R756.00	R869.40	R0.00

Commission [Not Selected]
 Unit Name [Not Selected]

Excl R3 091.30 Tax R463.70 Incl R3 555.00

To process the Cash sale, refer to the following manual for assistance:

TD-SOPFTRCSS Cash Sale

Thank you!