

Lesson 10: Point of Sale (PoS)

Lesson Objectives

On completion of this lesson, you will be able to understand

- ❑ Configure Tally.ERP 9 to create POS Invoice
- ❑ Create POS invoice with / without voucher class
- ❑ Generate POS Invoice for single and multi-mode payment
- ❑ Enter zero valued entries in POS invoice
- ❑ Record batch-wise details in a POS Invoice
- ❑ Print the POS Invoice
- ❑ Generate and print POS Register

POS or **PoS** is an acronym for point-of-sale. Point of Sale can be a retail outlet, a checkout counter in a shop, or any other location where a sale transaction takes place.

POS system is a computerised cash register which adds up the sales totals, calculates the balance to be returned to buyer and automatically adjusts the inventory levels to reflect the quantity sold. The equipment required for POS to work effectively are cash registers, card readers, bar-code scanners and so on.

The Advantages of a **Point of Sale** system are :

- ❑ It helps to calculate sales and manage the cash drawer.
- ❑ It manages inventory and facilitates the barcode scanner operations.
- ❑ It offers a flexible and simpler way of querying your inventory and sales database.
- ❑ It helps you track product movement and the cost to push certain brands over others.
- ❑ It tracks and records the date and time of every sale made at your point of sale.

10.1 Features of Point of Sale (PoS) in Tally.ERP 9

The Salient features **Point of Sale (PoS)** in Tally.ERP 9 are as follows :

- ❑ Generates POS Invoice with date and time of the transaction.
- ❑ Generates POS related reports such as Cash Registers, Sales Registers and Inventory reports.
- ❑ Ensures management of gift cards, vouchers, admissions, discounts and so on.
- ❑ Allows multiple mode of payment for a single invoice.
- ❑ Eases Cash and Credit/Debit transactions and tracks balances to be tendered to buyers.
- ❑ Provides quantified tracking of sales and promotions.
- ❑ Allows for real time updation of inventory and the option of quickly matching inventory with floor counts.
- ❑ Helps in identifying consumer-purchasing patterns.
- ❑ Facilitates bar-code scanning of Stock Keeping Units (SKU's) or items.
- ❑ Ensures multi-level security control of cash and Inventory.
- ❑ Increases efficiency and productivity at the point of sale.

Tally.ERP 9's point of sale application can search your inventory database not only on item description or SKU but also by alias name, part number, keywords and so on. Stock summary reports can be used for viewing group-wise, category-wise, godown-wise, batch-wise and supplier-wise details of the stock items.

10.2 Configuring Point of Sale in Tally.ERP 9

Tally.ERP 9's Point of Sale module makes it easy to streamline your retail operations by automating the 'Check out' process for your customers. It takes a one-time configuration in Tally.ERP 9 for POS features to be activated.

Illustration for POS

Consider *M/s. City Super Market*, a leading retail chain, which deals in grocery products.

Create a new company **City Super Market** in Tally.ERP 9, maintaining **Accounts with Inventory**. The completed **Company Creation** screen appears as shown in figure.

10.2.1 Company Setup

Go to **Company Info. > Create Company**

- ❑ Create the company with the following details :

Company Creation		Ctrl + M	
Directory	: C:\Tally.ERP9\data		
Name	: City Super Market		
Mailing & Contact Details		Company Details	
Mailing Name	: City Super Market	Currency Symbol	: Rs.
Address	: No. 15, Block-I, 5th Floor BG Shopping Complex Jayanagar Bangalore	Maintain	: Accounts with Inventory
		Financial Year from	: 14-2009
		Books beginning from	: 14-2009
Statutory compliance for		Security Control	
State	: India	TallyVault Password (if any)	:
PIN Code	: Karnataka	Repeat Password	:
Telephone No.	: 560035	<i>(WARNING: forgetting your TallyVault password will render your data unusable!!)</i>	
Mobile No.	: 08022216710	Use Security Control	: ? No
E-Mail	: 9341599801	<i>(Enable Security to avail Tally.NET Features)</i>	
	: contact@citysupermkt.com		
Base Currency Information			
Base Currency Symbol	: Rs.	Show Amounts in Millions	: ? No
Formal Name	: Indian Rupees	Put a SPACE between Amount and Symbol	: ? Yes
Number of Decimal Places	: 2	Decimal Places for Printing Amounts in V	: ?
Is Symbol SUFFIXED to Amounts	: ? No	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Accept ? Yes or No </div>	
Symbol for Decimal Portion	: paise		

Figure 10.1 Company Creation – City Super Market

- Press **Y** or **Enter** to accept.

10.2.2 Creating POS Voucher Type

The first step to enable POS Invoicing in Tally.ERP 9 is to create a **POS Invoice Voucher Type**. Using Voucher class, you can pre-define accounts, limit the list of ledgers for selection during voucher entry, automate ledger posting associated with stock items and create auto selection for duties, discounts and rounding off.

Go to **Gateway of Tally > Accounts Info. > Voucher Types > Create**

In the **Voucher Creation** screen,

1. Type the Name of Voucher Type as **POS Invoice**.
2. Select the Voucher Type as **Sales** from the list of voucher types.
3. Type the Abbreviation as **POS**.
4. **Method of Voucher Numbering** is set by default to **Automatic**, but can be set to **Manual** or **None**.
5. Set **Use Advance Configuration** to **Yes**. Tally.ERP 9 displays the **Secondary Voucher Type Creation** screen. Accept the default screen.
6. Set **Use EFFECTIVE Dates for Vouchers** to **No**.
7. Set **Make 'Optional' as Default** to **No**.
8. Set **Use Common narration and Narration for each entry** to **No**.
9. Set **Print after saving Voucher** to **Yes**.

10. Set **Use for POS Invoicing** to **Yes** and press **Enter**.
11. You will find two additional fields for messages and can use them as per your requirements. Type **Thank You** and **Visit Again** in the **Print Message 1** and **Print Message 2** fields respectively.
12. Specify the **Default Print Title** as **INVOICE**.
13. Under **Declaration**, you can enter the statutory declaration if applicable. The same will be printed in the Tax Invoice. For this exercise, leave it blank.
14. The **Name of Class** field is left blank as the Voucher Type is created without voucher class.

The completed **POS Invoice Voucher Type** screen appears as shown.

Voucher Type Creation		City Super Market		Ctrl + M
Name : POS Invoice				
(alias) :				
General		Printing		Name of Class
Type of Voucher	: Sales	Print after saving Voucher	? Yes	
Abbr.	: POS	Use for POS Invoicing	? Yes	
Method of Voucher Numbering	? Manual	Print Message 1	: Thank You	
Prevent Duplicates	? No	Print Message 2	: Visit Again	
Use Common Narration	? Yes	Default Print Title	: Invoice	
Narrations for each entry	? No	Declaration :		
				Accept ?
				Yes or No

Figure 10.2 Voucher Type Creation – POS Invoice

15. Press **Y** or **Enter** to **Accept**.

10.2.3 Creating Ledgers

Create **sales** and **purchases** ledgers in the books of **M/s. City Super Market**.
Go to **Gateway of Tally > Accounts Info. > Ledgers > Create**

Ledger	Under Group	Inventory Values are Affected
Purchases	Purchase Accounts	Yes
Sales	Sales Accounts	Yes

i. Creating Stock Items

Create stock items with **standard price**. To set **standard rates** for stock items, set **Allow Std. Rates for Stock Items** to **Yes** in **F12: Configure — Accts/Inventory Info**.

Go to **Gateway of Tally > Inventory Info. > Stock Items > Create**

1. **Name: Olive Oil**
2. **Under: FMCG.** (Press **ALT+C** to create stock group **FMCG** under primary)
3. **Units: Bottle.** (Press **ALT+C** to create a simple unit of measure **Bottle**)
4. **Set Standard Rates?: Yes.** Tally.ERP 9 displays a screen where the standard rates can be specified.
 - **Applicable from: 1-4-2009.**
 - Under **Standard Cost**, specify the rate as **125** and under **Standard Selling Price** specify the rate as **150**.

The **Standard Rates** screen appears as shown :

Stock Item: Olive Oil					
Standard Cost			Standard Selling Price		
Applicable From	Rate	per	Applicable From	Rate	per
1-Apr-2009	125.00	Bottle	1-Apr-2009	150.00	Bottle

Figure 10.3 Setting Standard Rates

5. Press **Y** or **Enter** to accept the standard rate settings.

The completed Stock Item creation screen displays as shown.

Stock Item Creation		City Super Market	
Name	: Olive Oil		
(alias)	:		
Under	: FMCG	Tax Information	
Units	: Bottle	Tariff Classification	: Not Applicable
Set Standard Rates	? Yes	Rate of Duty (eg 5)	: 0
Opening Balance	:	Quantity	Rate per
			Accept ?
			Yes or No

Figure 10.4 Stock Item Creation – Olive Oil

- Press **Y** or **Enter** to accept the stock item creation screen.



- To view the field **Set Standard Rates**, set **Allow Standard Rates for Stock Items** to **Yes** in **F12: Configure**.
- In the **alias** column, the bar code details can be captured by simply scanning the bar code of the stock item using a bar code reader.

10.3 Entering POS Transactions

Let us consider the following transactions to illustrate Point of Sale in Tally.ERP 9.

10.3.1 Creating Purchase Invoice

On 1-4-2009, City Super Market purchased the following item.

Name of Item	Quantity	Rate	Amount
Olive Oil	100	125	12,500

- i. Make an entry of the transaction in a purchase voucher.



*In F11: Features (Inventory Features), set **Maintain Multiple Godowns** to **Yes**.*

6. **Name of item: Olive Oil**, Tally.ERP 9 displays the **Item Allocation for Olive Oil** screen
 - Enter the details as shown in the table.

Name of Item	Quantity	Rate	Per	Amount
Olive Oil	100	125	Bottle	12,500

7. Press **Enter**, Tally.ERP 9 displays the **Accounting Details for Olive Oil** screen
8. Accept the default screen.

The completed **Purchase Voucher** creation screen displays as shown.

Name of Item	Quantity	Rate per	Amount
Olive Oil	100 Bottle	125.00 Bottle	12,500.00
[End of List			

Narration: 100 Bottle

Accept ?
Yes or No

Figure 10.5 Purchase Voucher creation — Completed

9. Press **Y** or **Enter** to accept.

10.3.2 Creating POS Invoice with Single Payment Mode

On 6-4-2009, City Super Market sold the following item :

Name of Item	Quantity	Rate	Amount
Olive Oil	9	150	1,350

The customer pays Rs. 1,500 by cash.

i. Make an entry of the transaction in a sales voucher.

Go to **Gateway of Tally > Accounting Vouchers > F8: Sales**

1. Select the voucher type as **POS Invoice**.
2. Click on the button **Single Mode Payment** on the vertical button bar.



*By default, for the first time, the **POS Invoice** screen will appear in **Single Mode Payment**.*

3. Press **F2** and change the date to **6-4-2009**.
4. Enter the **POS Invoice No.**
5. Select the **Godown** as **Main Location**.



*Set **Allow Party Details** in **POS Invoice** to **No** in **POS Invoice Configuration***

6. Select the sales ledger as **Sales**.
7. Select the Name of Item as **Olive Oil**.
8. (Alternatively, the bar code on the stock item can be scanned with the help of the bar code reader and all the details are captured automatically. This is useful when there are numerous stock items and manual entry of each item proves to be a time consuming task.)
9. By default, Tally.ERP 9 displays the rate and amount for one unit of the stock item selected. To change the quantity, use the **backspace** key to shift the cursor on to the quantity column. Type **9** and press **Enter** to update the rate and amount details.



*If **Set Standard Rates** is activated, Tally.ERP 9 does not allow manual entry of rate for stock items.*

10. In the columns pertaining to payment details, Tally.ERP 9 shows the amount receivable, **1,350**. In the field **Cash Tendered**, enter the cash tendered by the customer, which is **1,500**. Tally.ERP 9 automatically calculates and displays the balance amount to be refunded as **150** in the **Balance** field.
11. Enter the narration if required.

The completed **POS Invoice** screen displays as shown.

Accounting Voucher Creation		City Super Market		Ctrl + M
POS Invoice No. CSM-01				6-Apr-2009 Monday
Godown : Main Location				
Sales Ledger : Sales				
Name of Item	Quantity	Rate per	Amount	
Olive Oil	9 Bottle	150.00 Bottle	1,350.00	
[End of List				
		9 Bottle		1,350.00
Cash	: Cash	1,350.00	Cash Tendered :	1,500.00 Balance : 150.00
Narration : Sale of Olive Oil				
				Accept ? Yes or No

Figure 10.6 POS Invoice – Single Mode Payment

12. Press **Y** or **Enter** to accept the screen.
13. On saving the voucher, Tally.ERP 9 asks for a confirmation to print the invoice.
14. Press **N** or **ESC** to reject

10.3.3 Creating POS Invoice with Multiple Payment Mode

On 9-4-2009, City Super Market sold the following item.

Name of Item	Quantity	Rate	Amount
Olive Oil	12	150	1,800

The customer pays Rs.900 by credit card, Rs.750 by cheque and Rs.150 by cash

i. Make an entry of the transaction in a sales voucher.

Go to **Gateway of Tally > Accounting Vouchers > F8: Sales**

1. Select the voucher type as **POS Invoice**.
2. Press **F2** and change the date to **9-4-2009**.
3. Enter the **POS Invoice No.**

4. Select the **Godown** as **Main Location**.
5. Click on the button **Multi Mode Payment** on the vertical button bar.
6. Select the sales ledger as **Sales**.
7. Select the Name of Item as **Olive Oil**.
8. **Quantity: 12 Bottles**
9. Tally.ERP 9 calculates and displays the rate and amount details.
10. In the columns pertaining to payment details make the following entries.
 - **Gift Vouchers:** Payment received through gift vouchers is entered here. Select **Not Applicable**.
 - **Credit/Debit Card Payment:** Select the name of the bank with which you have the arrangement for collecting the card receivables.
 - Select **HDFC Bank**. (Press **ALT+C** to create the ledger HDFC Bank - under Bank Accounts).
 - The amount is automatically filled with the amount of the invoice **1,800**, type **900**.
 - This will prompt you to enter the card number. Type **5425051703594662** and press **Enter**.
 - **Cheque:** Enter the name of the bank in which you deposit the cheques.
 - Select **HDFC Bank**. The amount column is automatically filled with the balance amount receivable, Type **750** and press **Enter**.
 - This will take you to the column **Bank Name**. Enter the name of the bank on which the cheque has been drawn.
 - Type **Citibank**. Tally.ERP 9 prompts you to fill in the cheque no. Type **653114** and press **Enter**.
 - **Cash:** Select the ledger **Cash** (pre-defined). Tally.ERP 9 automatically fills the balance amount receivable, **150**.
 - Enter the cash tendered by the customer, which is **200**.
 - Tally.ERP 9 automatically calculates and displays the balance amount to be refunded as **50**.
11. Skip the narration field by pressing **Enter**.

The completed **POS Invoice** screen displays as shown.

Accounting Voucher Creation		City Super Market		Ctrl + M
POS Invoice No. CSM-02				9-Apr-2009 Thursday
Godown : Main Location				
Sales Ledger : Sales				
Name of Item	Quantity	Rate per	Amount	
Olive Oil	12 Bottle	150.00 Bottle	1,800.00	
I End of List				
			12 Bottle	1,800.00
Gift Vouchers : I Not Applicable Credit/Debit Card Payment: HDFC Bank 900.00 Card No : 5425051703594662 Cheque : HDFC Bank 750.00 Bank Name : Citibank Ch No : 653114 Cash : Cash 150.00 Cash Tendered : 200.00 Balance : 50.00				
Narration:				Accept ? Yes or No

Figure 10.7 POS Invoice – Sales

12. Press **Y** or **Enter** to accept the screen.
13. On saving the voucher, Tally.ERP 9 asks for a confirmation to print the invoice.
14. Click **With Preview** button to see a preview of the invoice and press **Enter**.

The printed **POS Invoice** will appear as shown.

City Super Market				
No. 15, Block-I, 5th Floor				
BG Shopping Complex				
Jayanagar				
Bangalore				
Invoice				
Bill No. :	CSM-02	Time :	17:30 hrs	
Date :	9-4-2009			
Sl	Description	Qty	Rate	Amount
1	Olive Oil	12	150.00	1800.00
Total		12		1800.00
Cr/Dr Card	:		900.00	
Card No	:	xxxx xxxx xxxx	4662	
Cheque	:		750.00	
Cheque No.	:	653114, Citibank		
Cash	:		150.00	
Cash Tendered	:		200.00	
Balance	:		50.00	
Thank You				
Visit Again				

Figure 10.8 POS – Invoice



- ❑ You can configure the printer to alter paper dimensions. The standard paper size for a POS invoice is 4 inches by 11 inches.
- ❑ To accelerate the process of recording the sales invoice entries, create a voucher class by specifying the default ledger allocations for the payment details. If voucher classes are defined, Tally.ERP 9 will automatically display the ledger accounts for gift vouchers/ card/ bank/ cash in the POS Invoice.

10.3.4 Creating POS Invoice using Voucher Class

On 18-4-2009, City Super Market sold the following item :

Name of Item	Qty	Rate	VAT	Amount
Milk 500ML	10	95	12.5%	1,068.75

The customer submits Sodexo Gift Voucher worth Rs.250, pays Rs. 600 by credit card and Rs.218.75 by cash

In Tally.ERP 9, you can create a voucher type with voucher class as shown :



In F11: Statutory and Taxation Features,

- ❑ *Set Enable Value Added Tax (VAT) to Yes*
- ❑ *Set Set/Alter VAT Details to Yes*

In the Company VAT Details screen,

- ❑ *Select State as Karnataka*
- ❑ *Type of Dealer as Regular*
- ❑ *Regular VAT Applicable from 1-4-2009*
- ❑ *Fill in the Tax Information as applicable.*

i. Create Voucher Type → POS Invoice with Class

Go to **Gateway of Tally > Accounts Info. > Voucher Types > Create**

1. Type the name of the Voucher Type as **POS Invoice with Class**.
2. Select the Voucher Type as **Sales** from the List of Voucher Types.
3. Type the Abbreviation as **POS**.
4. **Method of Voucher Numbering** is set by default to **Automatic**, but can be set to **Manual** or **None**.
5. Set **Use Advance Configuration** to **No**.
6. Set **Use EFFECTIVE Dates for Voucher** to **No**.
7. Set **Make 'Optional' as Default** to **No**.
8. Set **Use Common narration and Narration for each entry** to **No**.
9. Set **Print after saving Voucher** to **Yes**.
10. Set **Use for POS Invoicing** to **Yes** and press **Enter**.
11. You will find two additional fields for messages and can use them as per your requirements. Type **Thank You** and **Visit Again** in the **Print Message 1** and **Print Message 2** fields respectively.
12. Specify the **Default Print Title** as **INVOICE**.
13. Under **Declaration**, you can enter the statutory declaration if applicable. The same will be printed in the Tax Invoice.
14. Mention the **Name of Class** as **POS Invoice** and press **Enter** to view the **Voucher Class** screen.



*The options to enable various **Multi-mode Payment Ledgers** are set to **Yes** by default. But you need to create necessary ledger as applicable. The ledgers **Sodexo Gift Coupons** and **Citibank** have not been created before. You need to create the ledgers **Sodexo Gift Coupons** under **Sundry Debtors** and **Citibank** under **Bank Accounts** in secondary ledger creation mode.*

15. Enter the details as given in the table

Default Ledger Accounts for POS Invoice	Enable	Ledger Name
Gift Vouchers	Yes	Sodexo Gift Coupons
Credit/Debit Card Payment	Yes	Citibank
Cheque/DD	Yes	HDFC Bank
Cash	Yes	Cash

16. Under **Default Accounting Allocations for each Item in Invoice** enter the following details.

- ❑ **Ledger Name:** Create Ledger **Sales @ 12.5%** under **Sales Account** by selecting the appropriate **VAT/Tax Class**.
- ❑ **VAT/Tax Class:** **Sales @ 12.5%**
- ❑ **Percentage %:** **100**
- ❑ The options **Rounding Method** and **Rounding Limit** are automatically skipped.
- ❑ **Override using Item Default:** **No**

17. Under **Additional Accounting Entries to be added in Invoice**, enter the following details.

- ❑ **Ledger Name:** Create ledger **Output VAT @ 12.5%** under **Duties and Taxes**. Select the **Type of Duty/Tax** as **VAT** and **VAT/Tax Class** as **Output VAT @ 12.5%**.
- ❑ **Type of Calculation:** **On VAT Rate**
- ❑ **Value Basis:** **12.5%**
- ❑ **Rounding Method:** **Not Applicable**
- ❑ **Rounding Limit:** **Automatically Skipped**
- ❑ **Remove if Zero:** **Yes**

The resultant screen displays as shown.

Voucher Type Class		City Super Market					Ctrl + M
Name : PO	Class : POS Invoice						
(alias)	Default Ledger Accounts for POS Invoice :						
	Enable	Ledger Name					
	: Yes	Sodexo Gift Coupons					
	: Yes	Citibank					
	: Yes	HDFC Bank					
	: Yes	Cash					
Type of Voucher	Default Accounting Allocations for each Item in Invoice						
Abbr.	Ledger Name	VAT/Tax Class	Percentage %	Rounding Method	Rounding Limit	Override using Item Default ?	
Method of Voucher	Sales @ 12.5%	Sales @ 12.5%	100 %			No	
Use Advance Co							
Use Common Narra	Narrations for each						
	Additional Accounting Entries (e.g. Taxes / Other charges) to be added in Invoice						
	Ledger Name	Type of Calculation	Value Basis	Rounding Method	Rounding Limit	Remove if Zero ?	
	Output VAT @ 12.5%	On VAT Rate	12.50%	Not Applicable		Yes	

Figure 10.9 Voucher Type Class

18. Accept to save the Voucher Type Class creation screen.
19. Press **Y** or **Enter** to accept the Voucher Type creation screen.

ii. Create Stock Item → Milk 500ML under FMCG with opening balance of 50 Nos.

1. **Name: Milk 500ML**
2. **alias:** Leave it blank
3. **Under: FMCG**
4. **Units: Nos**
5. **Alter Standard Rates ? : Yes**
6. The Standard Rates screen for Milk 500ML displays. Set the **Standard Cost as Rs.75 per Nos** and **Standard Selling Price as Rs.95 per Nos**, all applicable from **April 2009**.
7. Under **Tax Information**, enter the **Rate of VAT(%) as 12.50**
8. Enter the quantity as **50**.
9. Tally.ERP 9 displays the **Stock Item Allocation of: Milk 500ML**. Select the **Godown as Main Location** and **Quantity as 50 Nos**. Leave the other fields blank.
10. Accept the screen to complete stock item creation.

iii. Make an entry of the transaction in a Sales Voucher.

Go to **Gateway of Tally > Accounting Vouchers > F8: Sales Voucher**

1. Select the voucher type as **POS Invoice with Class**.
2. Select Voucher Class as **POS INVOICE**

The screen displays as shown.

<u>Voucher Type</u>		
Name	: POS Invoice with Class	Voucher Class List
Class	: POS Invoice	<input type="checkbox"/> Not Applicable
		POS Invoice

Figure 10.10 Selection of Voucher Class

3. Press **F2** and change the date to **18.4.2009**
 4. Tally.ERP 9 displays the **Godown** as **Main Location**.
 5. **Name of Item: Milk 500ML**
 6. **Quantity: 10 Nos**
- Tally.ERP 9 automatically calculates and displays the **Rate, Amount** and **VAT details**.
7. Enter the payment details as follows :

Ledger	Amount	Other Details
Sodexo Gift Coupons	250	
Citibank	600	Card No.: 5712854711219030
HDFC Bank	-----	-----
Cash	218.75	Cash Tendered: 300 (Tally.ERP 9 calculates and displays the balance amount 81.25)

The completed **POS Invoice with class** screen displays as shown.

Accounting Voucher Creation		City Super Market		Ctrl + M
POS Invoice with Class No. 1		Voucher Class : POS Invoice		18-Apr-2009 Saturday
Godown : Main Location				
Name of Item	Quantity	Rate per	Amount	
Milk 500ML	10 Bottle	95.00 Bottle	950.00	
Output VAT @ 12.5%		12.50%	118.75	
			10 Bottle	1,068.75
Gift Vouchers	: Sodexo Gift Coupons	250.00		
Credit/Debit Card Payment	: Citibank	600.00	Card No	: 5712854711219030
Cheque	: HDFC Bank			
Cash	: Cash	218.75	Cash Tendered	: 300.00 Balance : 81.25
Narration :				
				Accept ? Yes or No

Figure 10.11 POS Invoice with Voucher Class

8. Press **Y** or **Enter** to accept the screen.
 - Tally.ERP 9 takes you to the Voucher Printing screen.
 - Click on the **With Preview** button and press **Enter**.

The printed **POS Invoice** displays as shown.

City Super Market			
No. 15, Block-I, 5th Floor			
BG Shopping Complex			
Jayanagar			
Bangalore			
INVOICE			
Bill No. : 1	Time : 18:10 hrs		
Date : 18-4-2009			
Sl Description	Qty	Rate	Amount
1 Milk 500ML	10	95.00	950.00
Output VAT @ 12.5%		12.50 %	118.75
Total	10		1068.75
VAT @ 12.50 % on	950.00		118.75
	Total Tax		118.75
Gift Voucher :	250.00		
Cr/Dr Card :	600.00		
Card No :	xxxx xxxx xxxx 9030		
Cash :	218.75		
Cash Tendered :	300.00		
Balance :	81.25		
Thank You Visit Again			

Figure 10.12 POS Invoice with VAT Details – Printed

10.4 POS Reports

10.4.1 POS Register

POS Register provides the list of Invoices. These Vouchers are collated and listed together for a period to give meaningful information. Each POS Invoice is further drilled down to obtain the lowest level of information.

To view the list of **POS Invoice Statement**,

Go to **Gateway of Tally > Display > Accounts Books > POS Register**

- Click **F1: Detailed**



*POS Register option will appear, only if the option **Use for POS Invoicing** is activated in **Voucher Type** and at least one entry has been made.*

The **POS Register** displays as shown.

POS Register		City Super Market				Ctrl + M	
List of All POS Vouchers			1-Apr-2009 to 18-Apr-2009				
Date	Vch Type	Vch No.	Gift Vouchers	Credit/Debit Card Payment	Cheque	Cash	Total
6-4-2009	POS Invoice	CSM-01				1,350.00	1,350.00
	Sales						1,350.00
9-4-2009	POS Invoice	CSM-02		750.00	900.00	150.00	1,800.00
	Sales						1,800.00
18-4-2009	POS Invoice with Class	1	250.00	600.00		218.75	1,068.75
	Sales @ 12.5%						950.00
	Output VAT @ 12.5%						118.75
Total:			250.00	1,350.00	900.00	1,718.75	4,218.75

Figure 10.13 POS Register - Detailed



You can also view the inventory details in **POS Register** by setting **Show Inventory Details** also to **Yes** in **F12: Configure**.

- To print the POS Register, press **Alt+P**.

The printed **POS Register** displays as shown.

City Super Market No. 15, Block-I, 5th Floor BG Shopping Complex Jayanagar Bangalore POS Register 1-Apr-2009 to 18-Apr-2009							
						Page 1	
Date	Vch Type	Vch No.	Gift Vouchers	Credit/Debit Card	Cheque	Cash	Total
6-4-2009	POS Invoice Sales	CSM-01		1,350.00		1,350.00	1,350.00
	Olive Oil			9 Bottle	1,350.00		
9-4-2009	POS Invoice Sales	CSM-02		750.00	900.00	150.00	1,800.00
	Olive Oil			1,800.00	12 Bottle	1,800.00	
18-4-2009	POS Invoice with Class Sales @ 12.5%	1	250.00	600.00		218.75	1,068.75
	Milk 500ML			950.00	10 Bottle	950.00	
	Output VAT @ 12.5%			118.75			
Total:			250.00	1,350.00	900.00	1,718.75	4,218.75

Figure 10.14 POS Register – Printed



POS Invoicing can also be used for billing **Pharmaceutical products** in the following manner.

- Set **Use Security Control** to **Yes** in Company Creation/Alteration screen and create the user login name using the security feature in Tally.ERP 9. The user who logs in to Tally.ERP 9 with the name of the user and password can print the POS Invoice with the user name.
- Set **Maintain Batch-wise Details** and **Set Expiry Dates for Batches** to **Yes** in the **F11:Features** screen.
- Set **Use different Actual & Billed Quantities** to **Yes** in **F11: Features** screen to specify the free items.
- Set **Separate Discount column on Invoices** to **Yes** to specify the discount on any items while making a POS sales invoice.

Points to Remember

- ❑ POS, an abbreviation for Point-of-Sale can mean a retail shop, a check-out counter in a shop, or a variable location where a sales transaction occurs.
- ❑ Tally allows the generation of POS Invoice with / without the use of a voucher class.
- ❑ In single-mode payment, the POS invoice will consist of only fields pertaining to cash.
- ❑ In multi-mode payment, any number of modes can be created for recording the amount received from the customer.
- ❑ The POS invoice will display the amount allowed as a discount with a negative sign.
- ❑ The POS invoice will display the rate as '0' when the items are given free of cost to the customer.
- ❑ When items with batch details are sold the same is displayed in the POS invoice.