







CRS CASHIER TRAINING GUIDE FOR POS INVOICES

WELCOME TO POS INVOICE TRAINING!

We are delighted to teach you how to use POS Invoices in agrē! This guide is yours to keep. Feel free to write notes and comments in it for your future reference.

What you'll find:

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What is a POS Invoice?

A POS Invoice is an abbreviated version of the regular agrē invoice that's designed for speed! You can use a barcode scanner to quickly enter items onto the invoice, take the customer's payment, and print the tilltape receipt. Even without a barcode scanner you'll be able to enter a POS Invoice quickly using special keyboard shortcuts.

POS Invoices are much faster to enter but the trade-off is less flexibility you aren't able to add blends, or indicate a shipping address, there's no place for flagging purchases as prepaid, selecting a Lot Number (Lot#) or adding customer order number; you can't link to or import from a loadout ticket or work order, and some payment types may not be acceptable.

POS Invoices are formatted to print on "till-tape" instead of on an 8½ x 11 sheet of paper (but there is an option to print them that big if you need to).



Logging On

You will have received your **Citrix ID and password**, as well as your own **agrē User Name and password**, from your supervisor or from Tronia Support.

• navigate to www.tronia.com and then click Hosted Login.

 My Account
 Hosted Login

 Tip
 If you are unable to access the Hosted Login link, you can navigate directly to the login page: https://citrix.tronia.com

- in the User name and Password boxes, enter your Citrix ID and password.
- click Log On.
- click agrē



Hint: Unable to find the resource you need? Use Search to locate it for you.

- in the User Name and Password boxes, enter your agrē user name and password.
- click OK
- your training database can be used in conjunction with this guide



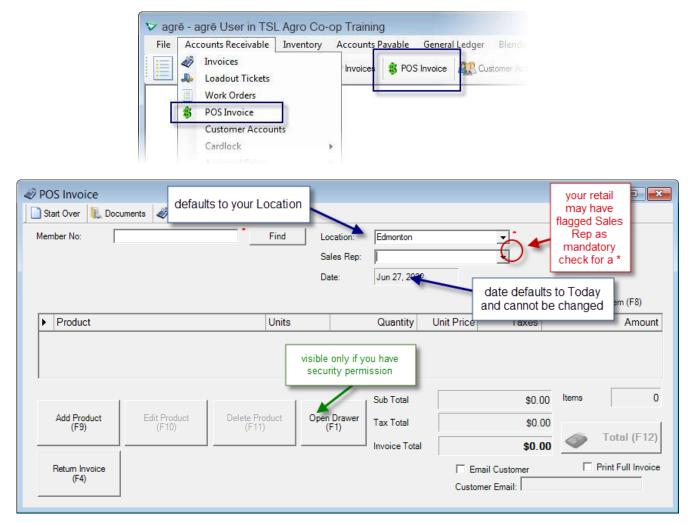


• your agrē database opens and you're ready to start adding POS Invoices

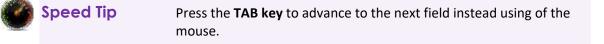


Adding POS Invoices

New POS invoices are added from the *Accounts Receivable* menu or from the toolbar quick button (*see page 34 to add if you don't see it*).



fields with red stars * are mandatory, others are optional



Start by typing or scanning the *Membership Number*. If your customer cannot remember their member number, or they can remember only part of their member number, please ask their name then click *Find* to search for them.



Quick Search looks at several fields for the text you type and returns all matches. For example, when quick searching for 436, the results would include all members with 436 as part of their member number as well as all members with 436 as part of their phone number. That could be a lot of members.

Find Customer Hend Dute Selection Get Find Customen Using	all or part of the member's first or last name/company name, member number, alias, contact name, or phone number
Quick Search: Ne K	> 4386 Martin, Lyle
Last Name (any portion) Customer Code (any portion) 436	all or part of the member number only
Phone Number (any portion): Contact Name (any portion):	click here before
City: Meeter Manter	scanning membership card

To narrow down the list of results, type what portion of the member number they can remember in *Customer Code* (which looks *only* at member number, not name or any other field) and/or type their name in *Quick Search*, then click *Find*.

Highlight the member then click *Use Selection*.

If you cannot find a member after searching using different criteria please consult with your supervisor

If the customer is *not* a member, use the Non-Member number. If you can't recall the non-member number, you can *Find* it the same way.

🥵 Find Customer				×
Find Dise Selection	Exit			
-Find Customers Using	K		Customer List	1
Quick Search:	non-member	>	1 NON-MEMBER,	
First Name (any portion)			209668 NON-MEMBER (FUEL),	6
	-		90000 NON-MEMBER,	4
Last Name (any portion):				2
Customer Code (any por	tion):			

If your association has multiple Non-Member accounts confirm with your supervisor which one to use.

Adding Items to POS Invoices

Adding Items with a Bar Code Scanner

Scan the first item. The scanned item is added to the POS Invoice with a default quantity of 1.

POS Invoice								(- • ×
📄 Start Over 🛛 👢	Documents 🧳 Full Invoic	e 🔇 Exit							
Member No:	43866	· · ·	Find Lo	cation:	Edmonton				
1	Martin, Lyle (43866)		Sa	lles Rep:	Pat Watson		•		
	PO Box 18 default Unit	s, default Un	nit Price, qua	antity de	efaults to 1		Г	Scan Retu	rn Item (F8)
Product		l	Units		Quantity	Unit Price	Taxes		Amount
▶ 4079034 -	STEALTH SLIPSTREA	M GLOVES L	EA		1.0	\$8.99	\$0.45		\$9.44
Add Product (F9) Retum Invoice (F4)	Edit Product (F10)	Delete Prod (F11)		Drawer F1)	Sub Total Tax Total Invoice Total		\$8.99 \$0.45 \$9.44 ail Customer mer Email: Imartin@		1 Total (F12) Print Full Invoice

Increasing Quantity of Scanned Items

If the member is taking more than one, you can scan the item again (which appends another product row of the same product with a quantity of 1), or edit the product row by **double-clicking** or by pressing either *Edit Product* or **F10**, and increase the quantity.

D	duct: 4079034		ess F9	AM GLOVES L	Find
Pro Uni				AM GLOVES L	Find
Qui Qui	antity Committed:	0.000 3 1 \$8.5	.0		is already on Quantity art typing the new value
	e Total:	\$9.4	14		
	Tax		Charge	Amo	ount
>	GST - Goods and S	ervices Tax	1	SC	0.45

Note If the scanned UPC is not found, inactive, or associated with multiple items you'll be prompted to add the item manually. Scanning the item again will open the *Add Product* window automatically.



Adding Items Manually

If you're not using a barcode scanner, add items manually by clicking the **Add Product** button, or by pressing the **F9 function key**.

Start Over	Documents	Full Invoice	😣 Exit	
Member No:	43866		F	ind
	Martin, Lyl PO Box 18 Westlock, 780.459.12	AB		
► Produ	ct			Units

Start by typing the *Product Code*. If you are unsure of the code, click *Find* to search for it.

📣 Add In	voice Product Row	×
🖉 Update	(F9) 🗘 Refresh (F10) 🔇 Exit (F12)	
Product:	GATORGOLD - GatorGold Concentrate (2x10L)	Find
Units:	✓	

Quick Search looks at several fields for the text you type and returns all matches. For example, when quick searching for **reg**, the results would include all items with **reg** as part of the product code as well as all items with **reg** as part of the product description, UPC, or manufacturer.

☞ Find Product		×
A Find Use Selection Revious Search Find Protects Using Quick Search: reg	searches all or part of: product code, product description, short description, UPC code, manufacturer product code, supplier product code, supplier alternate product code, brand]
Product Code (any portion): Product Description (any portion):		
UPC Code: Supplier / Manuf. Product Code:		

Type what portion you can remember in *Quick Search*, then click *Find*.

If a long list of items is retrieved, you can use additional criteria to narrow down the results. Try selecting a *Product Group*, *Product Type*, *Manufacturer*, or *Brand*, then click *Find* again.

Find Product	
Find Use Selection	👫 Previous Search 🔞 Exit
Find Flaguets Using	
Quick Search:	reg
Product Code (any portion)	в П
Product Description (any pr	ortion):
UPC Code:	
Supplier / Manuf. Product C	iode:
Product Type:	60ENERGY-FUELS
Product Group:	60ENERGY-AUTO PRODUC A
Project:	60ENERGY-FUELS
Product Characteristic:	60ENERGY-LUBRICANTS 60ENERGY-PROPANE
Manufacturer:	60ENERGY-RETAIL SERVIC 60ENERGY-RETAIL SERVIC
Supplier:	60ENERGY-RETAIL SERVIC

Highlight the item then click *Use Selection*.

💝 Find Product		press F7 to view Quantity on Hand	×
A Find Use Selection A Previous Search II Price & QoH (F7)	8		
Find Products Using		Product List	ſ
	\vdash	3003 - REGULAR DYED	
Quick Search: reg	>	3005 - REGULAR	
Product Code (any portion):		REG - Cardlock Unleaded Gas	
Product Description (any portion):			
UPC Code:		@a	
Supplier / Manuf. Product Code:		×	

If you cannot find an item after searching using different criteria please consult with your supervisor.

Products added manually don't have a default quantity so you'll need to enter one before you press **F9** or click the button to **Update**.

Product:	3005 - REGULAR	▼ Fin
Units:	LT - Litre	*
Quantity on H	Hand: 876.317 De	Quantity must be manually entered
Quantity:		
Unit Price:	\$1.229 * Pa	cinc Price can be changed (if security permits)



Speed Tip

If you're not using a barcode scanner press the **TAB key** to advance to the next field instead using of the mouse.

For *prepaid* fuel purchases (and other items with tax-included pricing) you can enter the **Unit Price** and the **Line Total**, then agrē will calculate the **Quantity** for you.

Product: 30	05 - REGULAR		▼ Find
Units: LT	- Litre		
Quantity on Hand:	917.0 Details	1	
Quantity:	default pri	ice or update manua	ally
Unit Price:	\$1.229 Pricing	Taxes are incl	uded
	()		257450.VD
Line Total:	\$50.00 enter the	e total including taxe	s
Line Total: Line Comments:	\$50.00 enter the	e total inclu <mark>d</mark> ing taxe	s
(\$50.00 enter the	e total including taxe	s
Line Comments:	S50.00 enter the Quantity on Hand:	e total including taxe 917.0	s
Line Comments:	Quantity on Hand:	917.0	is Igrē calculates quantity
Line Comments:	Quantity on Hand:	917.0	1

Removing Items

4	PO	S Invoice											- • ×
	🗋 Sta	art Over 👢 🛛	ocuments)	nvoice 🛷 🕹	e 😢 Exit								
	Mem	ber No:	43866		*	Find	Lo	ocation:	Edmonton		-		
			Martin, Ly	yle (43866)			Sa	ales Rep:	Pat Watson		•		
			PO Box 1 Westlock	-			Da	ate:	Jun 27, 2022				
			780.459.1								Г	Scan Ret	turn Item (F8)
		Product				Units			Quantity	Unit Price	Taxes		Amount
-	Þ	3005 - REG	JLAR			LT			50.0	\$1.899	\$4.52		\$94.95
	 Star	rt Scanning				ſ		1	Sub Total		\$90.43	Items	1
		Add Product (F9)	E	Edit Product (F10)	Delete Pro (F11)			Drawer (F1)	Tax Total		\$4.52		
									Invoice Total		\$94.95	Ŷ	Total (F12)
		Retum Invoice (F4)									nail Customer ner Email: ^{[I.martin@}		Print Full Invoice s.com

To remove a product row, select it and press F11 or click Delete Product.

To confirm the deletion, click **Yes**.

committe	low Removal			
?	Are you sure yo	ou want to remov	ve 3005 - REGULAR fro	om this invoice?

0	Speed Tip	Enter = No Tab, then Enter = Yes
ALC: NO		

Editing Items

4	≥ Pi	OS Invoice											- • •
	<u>)</u> s	Start Over 👢 D	ocuments	Sull Invoice	🔇 Exit								
	Me	ember No:	43866		•	Find	Lo	cation:	Edmonton		-		
			-	le (43866)			Sa	les Rep:	Pat Watson		-		
			PO Box 1 Westlock,	-			Da	ate:	Jun 27, 202	2			
			780.459.1									Scan Ref	turn Item (F8)
	Γ	Product				Units			Quantity	Unit Price	Taxes		Amount
+	Ľ	695916 - C.G	OLD BL	UE COLA		CS			1.0	\$0.00	\$0.00		\$0.00
	 Sta	art Scanning											
		un toounning		1		1		1	Sub Total		\$0.00) Items	1
		Add Product (F9)	E	dit Product (F10)	Delete Pro (F11)			Drawer F1)	Tax Total		\$0.0	0	1
	_								Invoice Total	I	\$0.0	0	Total (F12)
		Return Invoice								E	mail Customer	Γ	Print Full Invoice
		(F4)								Custo	mer Email: I.martin	@martinfarm	s.com

To edit a product, select the row and either press F10, double-click it, or click Edit Product.

When editing items you can change the *Unit Type* (which will likely change the price).

🧳 Edit Invoice Proc	Juct Row X
Update (F9)	Refresh (F10) 🔇 Exit (F12)
Product: 6959	16 - C.GOLD BLUE COLA Find
Units: CS -	Case 🔽
EA - CS -	Each Case
Quantity on Hand:	2.0 Details
Quantity:	1.0
Unit Price:	\$7.50 Pricing
hunowh	5

You can also change the *Quantity*.

If the *Check Inventory* warning blinky appears, it means the Quantity on Hand is less than the Quantity the member is taking. Finish the transaction, take note of the item, and notify your supervisor.

Update (F9)	Refresh (F10)	😢 Exit (F1	(2)				
oduct:	695916 - C.GOLD BL	UE COLA		-	Find		
iits:	EA - Each		<u> </u>		- 9		
uantity on Han uantity: uit F 🔽 C.GC		5.0	Details Check Inve	ntory 3	×		
ne] On Han		3.0000	Minimum On Hand:				
ne (0.0000	Maximum On Hand:				
- Comm							
- On Ho	ld:	0.0000	Transaction Quantity:		5.0		
+ On Or	der:	0.0000	View Details Report	does a	nother		
Position	e 🗌	3.0000	Show Other Locations	locatio any on			
5-9	Inventory Summa	у		any on	nanu?		
`	COLD BILLE COLA	(695916) EA	11				
				Committed	On Hold	On Order	Positio
	Location		On Hand	0	0		
	Location Dog River		-1	0	0	0	
	Location			0	0	0	
	Location Dog River Edmonton	Duse	-1	0	0	0	
	Location Dog River Edmonton St. Albert Stony DTF Wareh Stony Plain		-1 3 0	0	0	0	
	Location Dog River Edmonton St. Albert Stony DTF Wareh		-1 3 0 0	0 0 0	0	0 0 0	

If you're looking up availability of an item (the item is not actually present) click **Details** then **Show Other Locations** to see if another location within your association has more on hand. The default price should automatically populate for the item but if it doesn't, or you need to change it, click *Pricing* and review the *Current Prices* tab, the *Sale Prices* tab, and the Sales History tab (security may restrict what you can select) to choose the best applicable price.

Update (200 2		efresh (F10) 10 ac/320g ju	🔇 Exit		- 04490		-	• Find	
its:	1	IU - JUC		9.000	<u>.</u>	•				
antity on antity: it Price:	Hand	: 	12	0.0 3.0 •	Details Pricing	4				
💙 Pricin	ng Int	fo for N	limble 40 a	5.5.		Refine SG				×
🕑 Updat	te	💲 Cost	Details 🤞	Calcula	tor 🔇 Exi	t				
Product Use Thi	nis Pri	ce:	limble 40 ac		replaces Re Reset To Sug	-	S <mark>ale P</mark> ri on sale a		ne)	
Use Thi Suggesi	nis Pri sted P	ce: [rice: [Reset To Sug	gg (or not o		t this tir	ne)	1
Use Thi Suggesi	nis Pri sted P nt Pric	ce: [rice: [526		Reset To Sug	gg (or not o	on sale a	t this tir	3	etail Price
Use Thi Suggesi	nis Pri sted P nt Pric Loc Edri	ce: [/rice: [es No cation nonton	526		listory (2) Price Leve Retail	gg (or not o	on sale a	t this tir	3	\$260.00
Use Thi Suggest Curren	nis Pri sted P nt Pric Loc Edri	ce: [/rice: [es No	526		History (2) Price Leve Retail P2	gg (or not o	on sale a	t this tir	3	\$260.00 \$257.40
Use Thi Suggest Curren	nis Pri sted P nt Pric Loc Edri	ce: [/rice: [es No cation nonton	526		listory (2) Price Leve Retail	gg (or not o	on sale a	t this tir	3	\$260.00
Use Thi Suggest Curren	nis Pri sted P nt Pric Loc Edri	ce: [rice: es No cation nonton	526	000 00 Sales H	listory (2) Price Leve Retail P2 P3 B4	gg (or not o	on sale a	t this tir	3	\$260.00 \$257.40 \$254.80
Use Thi Suggest Curren	nis Pri sted P nt Pric Loc Edri	ce: [rice: es No cation nonton	Sale Prices	Sales H	listory (2) Price Leve Retail P2 P3 B4 Sales Quantity	(or not of S S History (2) Unit Price	ales Hi	t this tir	Location	\$260.00 \$257.40 \$254.80 \$252.20 Paid By
Use Thi Suggest Curren	nis Pri sted P nt Pric Loc Edri	ce: [rice: es No cation nonton	Sale Prices	0.00 F 000 Sales F s memb te 017	listory (2) Price Leve Retail P2 P3 P4 Sales	(or not of S	ales Hi	story		\$260.00 \$257.40 \$254.80 \$252.20

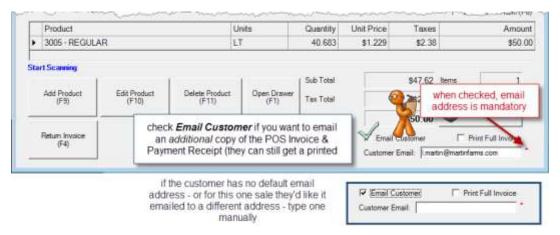
No default price, a price of **\$888.88**, or an unusually **high price** are all indicators the price must be changed.

🧳 Edit Invoi	ce Product Row	×
Update (FS) 🕄 Refresh (F10) 😵 Exit (F12)	
Product:	3005 - REGULAR	▼ Find
Units:	LT - Litre	
Quantity on H Quantity: Unit Price: Line Total: Line Commen	Quantity on Hand: 917.0	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
	Quantity: Unit Price: Line Total:	\$10,000.00
	Line Total:	5

Finalizing the Transaction

Emailing the Customer Receipt (optional)

Before accepting payment, ask the customer if they would like the receipt emailed to them (please confirm with your supervisor that emailing is available).



The **Customer Email** address will default to the email address(es) on the Customer tab of their account.

The invoice/receipt can be emailed to more than one email address, just separate them with a semi colon.eg. l.martin@martinfarms.com; pat@agroaccountingsolutions.ca

Full Size Invoice

You can just print a regular invoice report, or you can flip from a POS invoice to a full invoice.

Print Full Invoice

Before accepting payment, check **Print Full Invoice** if the customer would prefer an $8\frac{1}{2} \times 11$ full-size invoice/payment receipt printed from a regular printer, not the till tape printer (please confirm with your supervisor if/when to ask the customer if they want a full size invoice/receipt).¹



The option of a full-size invoice/receipt may be based on the items being bought. For example, at your association cashiers ask the customer when anything with a warranty - like batteries - is purchased.

When printing a full-size invoice/receipt **no Merchant Copy** is printed.

¹ Print Full Invoice may be checked by default, but it can be unchecked if needed.

Flip to Full Invoice

If you need to switch the customer's purchase to a full-size invoice, select *Full Invoice*.

All the details you have entered so far will be copied to the full invoice.

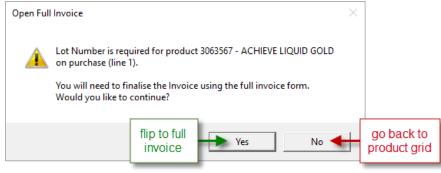
POS Invoid	ce			
Start Over	[Documents	🧳 Full Invoice 🚽	Exit	need to flip to a Full Invoice ?
Member No:	43866	-	•	(maybe to flag as prepaid or select a Lot#?) all info entered will be copied over
	Mərtin, Lv	le (43866)	~	

For example, a full invoice is needed to flag a purchase as *Prepaid* or to add a *Lot Number*.

Accepting Payments

Immediate payment is required for all POS Invoices. After all items have been added, click **Total** or press **F12** to accept payment.

lember No:	43866		Find	Location:	Edmonton		× *	
	Martin, Lyle PO Box 18 Westlock, A	ъB		Sales Re Date:	p: Jun 26, 201	9	•	
	780.459.120)0						Scan Return Item (F8
Product				Units	Quantity	Unit Price	Taxes	Amoun
3005 - RE	GULAR			LT	40.683	\$1.229	\$2.38	\$50.0
Add Product (F9)		lit Product (F10)	Delete Produc (F11)	Open Drawe (F1)	er Sub Total Tax Total Invoice Tota	d	\$47.62 \$2.38 \$50.00	Items 1 Total (F12)
Retum Invoi (F4)	ce		if allowed p cash draw			Customer		Print Full Invoice



some customers or products may *require* a full invoice if prompted, select **Yes/OK** to flip and add the required information

The *Invoice Payment* window opens and defaults to the tender area.

Start typing the 1st letter of the payment type (e.g. "c" for cash) then press "c" again or use the down arrow to scroll through all payment types starting with "c" (like Charge Acct), or use your mouse to select a tender type from the dropdown menu.

🗇 Invoice Payment				×
🔚 Save (F9) 🔇 Exit (F12)				
Payment Type	Amount	Total Amount	Amount Tendered	Change Due
× •				
	ng payment typ or use to select fr			
			Credit Override	Remove Payment (F10)
Not Credit Restricted (N)		Invo	pice Total:	\$51.25
		Pay	This Amount:	\$0.00
		Tota	al Change Due:	\$0.00

If you selected the wrong payment type, or the member changes their mind about how they want to pay, select *Remove Payment* or press **F10** to remove a payment type.

Saving the Payment

Save the Payment. If applicable to the payment type, the cash drawer will open automatically ...

- before hitting Save -		ave (F9) S Exit (F12)	Amount	Total Amount	Amount Tendered	Change Due
the Payment Type correct?			Contraction of the second seco	A CONTRACTOR OF A CONTRACTOR O	Amount Tendered	Change Due
Press F10 to remove it!	>*	Debit Card	\$50.00	\$50.00		

... and a new POS Invoice pops up so you're ready for the next customer.

Manually Opening the Cash Drawer

If you accept payment by a tender type that *doesn't* open the cash drawer automatically, it can be opened manually by pressing **F1** or by selecting **Open Drawer**.

Start Over 🛛 📜 Do	cumenta 🥔 Full Invoic	e 🔞 Exit				
J Start Over	cumenta veni invoici					
Member No:		* Find	Location:		+	
			Sales Rep:		.	
			Date:	Jun 27, 2022		
			Date.	Jour Li, Lorr		
					Г	Scan Return Item (F8)
Product		Units	[L	Jnit Price Taxes	Amou
and the branch states of the		Lastration of		if you have	normania constant	
			security p	ermission		
					40.00	Items
	in announced in	Contract of the second	K	Sub Total	\$0.00	tiens
Add Product	Edit Product (F10)	Delete Product (F11)	Open Drawer (F1)	Tax Total	\$0.00	
	n 1970	0.0000	,	Invoice Total	\$0.00	S Total (F1)
(F9)				Invoice Total	\$0.00	1 - The State of t
					Email Customer	Print Full Invo

Open Drawer works only if you have security permission *and* a compatible receipt printer set up in your configuration options (at either the company or user level - *see Page 34*) as it is the printer, not agrē, that sends the signal to the cash drawer to open.

Cash Payments

When the customer is paying with **cash**, tab over to the **Amount Tendered** and type in the amount the customer gave you. Tab once more and agrē will calculate the **Change Due**.

Invoice Payment T = (510)			enter what the customer gave & TAB off	Contest and a second se
Save (F9) Sevit (F12)	Amount	Total Amount	Amount Tendered	Change Due
Cash	\$45.00	\$45.00	\$50.00	\$5.00
Not Credit Restricted (N)			Credit Override	Remove Payment (F10)
		Invo	ice Total:	\$45.00
				1
l.	agrē calculates	Pay	This Amount:	\$45.00

If you *Save* too early (before tabbing off) agrē will not calculate the change.

	nvoice Payment				×
	Save (F9) 😵 Exit (F12)				
	Payment Type	Amount	Total Amount	Amount Tendered	Change Due
>* Cash		\$45.00 \$45.00		50 00	
Not	Credit Restricted (N)	if you Save you tab off, c not calcu	hange is lated	Credit Override	Remove Payment (F10)
			Invoi	ice Total:	\$45.00
			Pay	This Amount:	\$45.00
			Tata	I Change Due: 🔪	\$0.00

You'll need to check the receipt and calculate the amount of change to return to the customer.

Multiple Tender Types

If the customer is paying with multiple tender types, agrē can do the math for you. Select as many tender types as you need.

Save (9)	3 Ext (F12)			when	n using multiple pay	ment
and the second se	ent Ty Card		Amount 	Total Amount 8899-25	types,	enter Amount of 1 before selecting 2nd	st type
	je Ácc	. Jo		/		unt of 2nd payment s to remaining amo	
Debit	4	Payment Type	Am	and the second sec	tal Amount	Amount Tendered	Change Due
	1	Debit Card Visa		0.00 9.25	\$450.00		

Credit Override

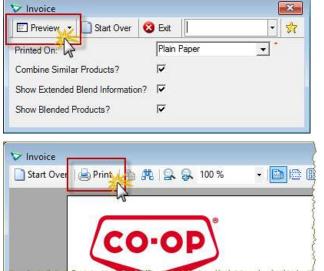
If a member who would not normally be able to charge a purchase has received permission to do so, you - or another agrē user with *Credit Override* security permission - can override the credit restriction and allow the member to charge the purchase.

POS Invoice					
📄 Start Over 🛛 🗓 Documents 🛷	Full Invoice 🔇 Exit				
Member No: 10816	•	Find Locati	ion: Edmonton		
Adams, Marc (1	0816)	Sales	Rep:	•	_
Invoice Payment				×	
🔚 Save (F9) 😵 Exit (F12)					Scan Return Item (F8)
Payment Type >* Charge Acct	Amount \$125.00	Total Amount \$125.00	Amount Tendered	Change Due	Amount \$125.00
>* Charge Acct	\$125.00	\$125.00			
Charge Account Credit Restricted	Che Pi U	eck Security	ger	Remove Payment (F10) × \$125.00 \$125.00 \$0.00 \$0.00	05 Items 1 95 00 Total (F12) Frint Full Invoice

Notes	Members with Credit Restriction A: Charge account credit restricted <i>will not be allowed to Charge on Account</i> - payment must be tendered at the time of sale.
	Members with Credit Restriction B: Charge account & cheque credit restricted will not be allowed to Charge on Account AND payment should not be tendered by Cheque (however this is not enforced by agrē).
	Credit Restrictions can be overridden by any user with security permission.

Printing the POS Payment Receipt

CO-OP									
	TSL Ag	ro Co-op Ltd							
	Store: Date: Reference #: Sales Rep: Created By:								
Sold To: 1112									
	r, Mike	•							
Quantity U REGULAR (3005	nit Pric	e Amount							
) LT \$1.0	0 \$50.001							
STEALTH SLIPS	TREAM GLO	/ESL (4079034)							
	EA \$10.								
	Sub Total:	\$60.00							
	PST-SK	\$0.60							
PST-SK	[Incl Pumps]	\$2.83							
	GST	\$0.50							
GST	[Incl Pumps]	\$2.38							
	Total:	\$61.10							
	DebitCard	\$61.10							
GST#: 1020239	23RT 021								
	Customer Co	ору							
Printed On: Jan 3	0, 2018 4:59 PM	1							



After the payment information has been entered and saved, the receipt will be printed automatically.

The selected **Default Report Printer** config options (see Page34) determine to which printer agrē sends the POS Payment receipt, and whether it displays on-screen first.

Depending on the tender type settings:

- a second Merchant Copy of the invoice may also display
- the Merchant Copy may have a signature line for the member to sign (for example if the tender type is Charge on Account the member must sign it)

Taxes for tax-included items are itemized.

If you chose to *Print Full Invoice* the report criteria window may open.

Select *Preview* and the full invoice will display.

Print the invoice.

An 8½ x 11 full-size combined invoice/payment receipt will print on a regular printer.

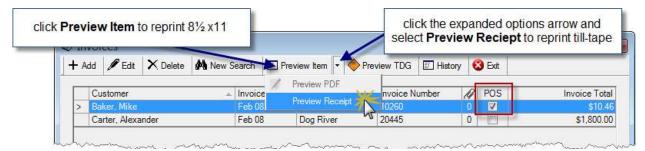
Reprinting the POS Payment Receipt

Payment receipts for POS Invoices are reprinted from the *Invoices* home form.

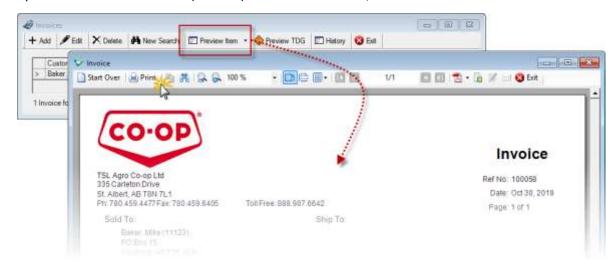
File	Acc	counts Receivable Inventory	Accounts Payable General Ledger Blending Agronomy Reports Window Help
🂲 PO	<i>4</i> 9 	Invoices	Ticket 📗 Work Order 🛛 😵 Make a Blend 🧟 Customer Account 🖉 Purch. Invoice 🐥 Purch. Order 🏂 Messages 🔇 Ext
		Work Orders	
	\$	POS Invoice Customer Accounts	+ Add / Edit X Delete MA New Search I Preview Item - O Preview TDG I History S Exit
		CRM +	Customer Invoice Date Location Invoice Number
	~~~	Interest Charges	> Baker, Mike     Aug 14, 2018     St. Albert     100033     □     ✓     \$1.28

Accounts Receivable > Invoices (or click the Invoices toolbar button)

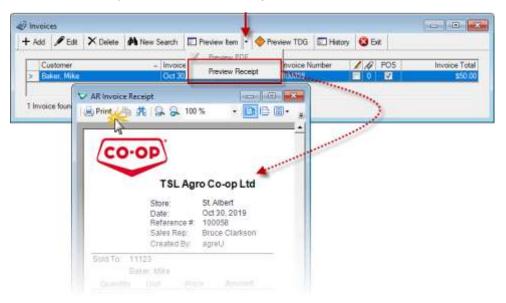
All invoices created today are listed by default. You can *Search* for invoices created on other dates if you need to reprint one that is not shown.



To reprint the invoice at full-size (8½ x 11) select *Preview Item*, then *Print*.



To reprint the invoice on till-tape, select *Preview Receipt*, then *Print*.



# **Fixing Mistakes**



If a mistake is made or details of the sale need to be changed, please consult with your supervisor for specific instructions on how to correct that particular error. Additional **security permission** may be required to correct some types of mistakes.

Any changes in agrē must match mainframe so additional steps outside of agrē may be required.

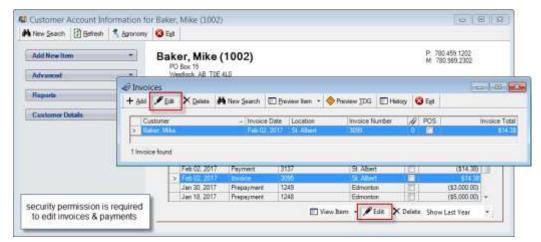
Here are some guidelines (retails may have their own specific policies):

## **SAME DAY Invoice Edits**

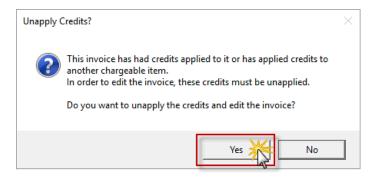
An invoice can be edited only on the same day it was created. TLog data is sent to the mainframe every night, and once the mainframe receives an invoice it cannot be edited.

**Note** If the error isn't found until the NEXT DAY and the POS invoice has already been received by the mainframe, it cannot be edited. You'll need to "return" the wrong product and "exchange" it for the right one (*see Page 31 for more details about POS Returns*).

POS Invoices are edited from the *Invoices* window or from the *Customer Account*.



Customer Account or Accounts Receivable > Invoices (or click the Invoices toolbar button) Before an Invoice can be edited, you must Unapply Credits from the immediate payment.



The *Edit Invoice* window opens. Make your changes.

Save 🕻	X Delete	🛱 Refresh	Carl Split	History	😽 View Credit	View Prepayment	E View WO A
Reference:	10018	8	*				
Customer:	43866	Martin, Lyle				✓ Find Ad	d. Ó
Invoice Da	te: Jun 2	7, 2019 💌	]* (	Due Date:	Jul 27, 2019	<b>•</b> *	
Customer an	nd Shipping	Purchases (	(1) Return	s   Totals   In	mediate Payment		

You will be unable to change the *Invoice Date* or the *Customer*, and any payments or credits applied originally will be reapplied automatically when *Saving* your changes.

lit avoice	100058					7		
Save X	Delete	🛚 🗟 Spit 🔟	History 🔱 Vier	w Credit 🛛 🔃 View Pi	repayment 🔲 View	WO Activity	Eat	
ference.	100058	•				Location:	S. Abet	
stomer:	11123 Balcer, Mice			· Find	5 J. Mills	Created By:	agre User	
	Oct. 30, 2019 Shipping Purchases		Date: Nov 29, 2				Invoice Total:	\$50.00

If you change your mind about making changes, click *Exit*. Then click **OK** to confirm.



#### 1. SAME DAY Product Correction

If the incorrect product error is caught on the SAME DAY the POS Invoice was entered, it can be edited (see *Same Day Invoice Edits* above), and the product corrected.

200	re X Delete 🚯 R	lit 🗵 History 😽	View Credit	View Prepaymer	nt 🔟 View WC	O Activity	🔇 Exit		
fer	rence: 100049	e product row				Location:	St. Albert		-
sto	omer: 11123 Baker, Mi	ie productrow	~	* Find A	dd	Created E	ly: agre User		
oic	ce Date: Jan 20, 2020	Due Date: 1+eb 1	9,2020 -	*			Invoice Tota	e l	\$610.00
	Product	Quantity							
>			\$510.00	\$0.00	\$510.00	1	Dog River	- Parcente-on	
>	3053923 - ROUNDUP TRANSORB I DEPOSIT - Drum Deposit (EA)		\$510.00 \$100.00		\$510.00 \$100.00	(F)	Dog River Dog River		
>	3053923 - ROUNDUP TRANSORB H	IC 11 1.0					and the method		
> Pur	3053923 - ROUNDUP TRANSORB H	IC 11 1.0			\$100.00		Dog River	Edit Row	Remove Row
	3053923 - ROUNDUP TRANSORB   DEPOSIT - Drum Deposit (EA)	IC 11 1.0		\$0.00	\$100.00 Row		Dog River		Remove Row

The correct product may have different pricing so the customer may have over- or under-paid. Please confirm how to handle any pricing difference with your supervisor.

🧳 Edit Invoi	ce Purcha	se - Row 1				Find the right product	×
Update	🔹 Refresh	😵 Exit					
Product: Units: Location:	3034949 EA - Ead		EATHE	RMAX 115	L •	Ţ. Find	
Quantity on H Quantity: Unit Price: Line Total:		0.0 1.0 \$1,024.00 \$1,024.00			consult	a price difference, your supervisor epay?	ĸ

If the error isn't found until the NEXT day the POS invoice will have already been received by the mainframe and cannot be edited. You'll need to "return" the wrong product and "exchange" it for the right one on a new POS Invoice (see Page 31 for more details about POS Returns).

#### 2. SAME DAY Payment Type Correction

Credits from a payment don't need to be unapplied from the invoice before correcting the **Payment Type**.

A New Search	D Refresh	Agro	nomy 1	Eut					a marked	1000		
Add New Ite					r, Mike (1	1123)			P: 780.459 P2 780.555 M: 780.985	5.1212 1.2302		
a Invoice					took AR TOF 41	0			er: Miketia	kerFarms@gmal.ca		
Loadout T Work Ord	1 10 10 10 IN 10	ments										
g Blend	0	🖉 Eck	× Dele	60 <b>65</b> 1	Vew Search	] Preview Rem 🔸	E History	Ext				
	Cust	omer			Payment Date	- Location	Total	Payment Reference	Tracking #	1 A P2	ment Type	
Advanced	Marti	n, Lyfe (43	866)		Jun 27, 2019	Edmonton	\$50.00	300189		0 De	bit Card	
	Bake	r, Mike (11	(123)		Jun 10, 2019	St. Albert	(\$450.00)	300130		0 Ch	arge Acid	
Reports	Eake	r, Mike (11	1123)		Jun 04, 2019	St. Albert	\$1,840.00	300125		0 De	bit Cerd	
and the same	Bean	Heather (	23242)		Jun 04, 2019	Edmonton	\$900.00	300187		0 De	bit Card	
Customer D	179 Paym	ents found	t:									
		_	_	1.00	2194 2012	11	300124	DR MINIT	1631	(21,040.00)		_
					Jun 04, 2019	Invoice	100055	S Albert	123	\$1,840.00		
				. 1	May 21, 2019	Losdout Ticket	SALOT00005	St Albert	11			
					May 09, 2019	Payment	300034	Dog River	1.1	(\$910.00)		
				1	May 09, 2019	Invoice	100039	Oog River	121	\$810.00	~	
								/iew Item 🚽 🖉 Ed	it 🗙 Delete	Show Last Year		

Payments can be edited from the *Customer Account* or from the *Payments* window.

Customer Account or Accounts Receivable > AR Payments

Select the correct *Payment Type* and *Save* the payment.

Save G Ed		
Customer	Baker, Mike (11123)	Credits Appl-
Reference	300128	Dete
Date:	Jun ()4, 2019 🛫	j Jun dik
Location:	St. Abert	-
Paid Amount:	\$1,540.00 Select correct	t l
Tendered Amout:	Payment Typ	e
Total.	\$1.840.00	_
Payment Type:	Debit Card	
Tracking/Cheque 4	Farm Credit	
Comment:	CL GHC Cards Learning MasterCard Store Coupons Vendor Coupons Visa	

#### 3. SAME DAY Invoice Delete

CAUTION	Deleting an invoice is <i>not</i> recommended!	
	Processing a return ( <i>see page 31</i> ) is the preferred process to correct mistakes. Please consult with your supervisor before deleting any transactions.	Ŷ

An invoice can be deleted only on the same day it was created. TLog data is sent to the mainframe every night, and once the mainframe has received an invoice it cannot be deleted.

POS Invoices are deleted from the *Invoices* window or from the *Customer Account*.

and Tenters [163 General	Agronomy	C EXI							
Add New Item			er, Mike	(1002)				P: 780.4 M: 780.5	59.1202 389.2302
Advanced		ls/	estlock AB TO	E 41.0					
	@ Invoi	ces							
Reports	+ Add	a nearly between the	X Delete	A New Search	E greview tem	Preview IDG	E History	😮 Eyt	
Customer Details	110	stomer.	-	+ Invoio	e Date Location	Invoice N	umber	Ø POS	Invoice To
		for Mike			2017 -5. Abert	3095	and the second second	0	involce ro
	1 Invoid	ce found							
	-	-	Feb 02, 2017	Payment	3137	St. Alber	t (2		(\$14.38)
		3	A REAL PROPERTY.	2 July Multiple Control of Con	3095	St Alber			-\$14.28
			Jan 30, 2017	terminal programming with an excitation	1.0993	Edmonto			(\$3.000.00)
			Jan 18, 2017	Prepayment	1248	Edmonto	n		(\$5,000.00) +
curity permission is	A REAL PROPERTY OF A								

Customer Account or Accounts Receivable > Invoices

A POS Invoice cannot be deleted until its immediate payment has been deleted so you'll be prompted to delete both at the same time.

ete Invoice/Payment?		
This Invoice has a Payment atta In order to delete the invoice, th		
	11A - 62	u 100.
Do you want to delete the invoi	ce and the payment?	
delete BOTH the POS		
and the second	1	
Invoice and its	🔶 Yes	No
and the second	- Yes	No
Invoice and its	Yes don't delete a	1

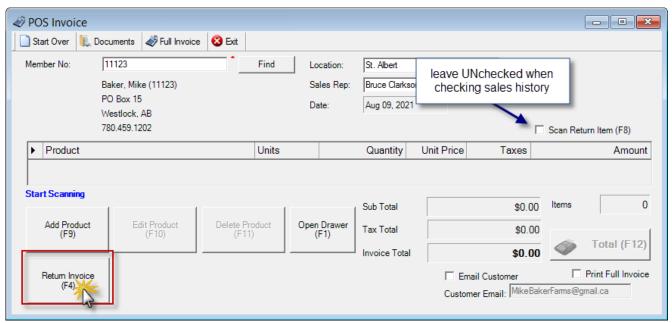
All deleted *invoices* are included automatically in the *Deleted Invoices data export*. All deleted *payments* are included automatically in the *Deleted Payments/Prepayments data export*.

## **Returns & Correcting Past Transactions**

Please consult with your supervisor for your retail's specific policy on returns.



When a member is returning an item, you can easily look up their sales history and find the last price they paid.



Create a new POS Invoice and select Return Invoice.

#### For Items Purchased from Your Association

#### 1. Customer Return by Date Range/Sales History

*Date Range* is the default. Details about products purchased in the last 30 days are displayed.

Optionally change the *Location* if the product being returned was purchased elsewhere (click *Refresh List* to update). Check the item(s) being returned, enter the *Quantity*, then click *Use Selected Rows*.

Use <u>S</u> elect	St. Albert	eview <u>I</u> tem	start O <u>y</u>	Date	Range is d ays - can be e					
	Date Range: This Product	Jul 10 <start th="" ty<=""><th>), 2021 💌</th><th>1.01.</th><th>e Location if n</th><th>Find Ir Include Associated</th><th>Products 🗹 S</th><th>can Product</th><th>Full Invoice inst of POS Invoic</th><th></th></start>	), 2021 💌	1.01.	e Location if n	Find Ir Include Associated	Products 🗹 S	can Product	Full Invoice inst of POS Invoic	
Referenc	ce Number					Refresh List				*
	Quantity Purcha	ise Qty Q	ty Available	nvoice Reference	Invoice Date	Product	Unit Price	Location	Payment Type	(
	0.0	3.0	3.0	100251	Jul 29, 2021	3015849 - LIBERTY 108 L (DR)	\$637.50	St. Albert		
<b>V</b>	1.0 🔨	3.0	3.0	100251	Jul 29, 2021	DEPOSIT - Drum Deposit (EA)	\$100.00	St. Albert		
	0.0	💙 Quar	ntity is posit	ive i0	Jul 27, 2021	3063567 - ACHIEVE LIQUID GOLD (JU)	\$230.00	St. Albert	Farm Credit	
	0.0	10.0	10.0	100250	Jul 27, 2021	3016847 - PROMESSE TIMOTHY (EA)	\$370.00	St. Albert	Farm Credit	

The price, prepay status, taxes, cost, etc. of the return will match the sale but may be changed (to edit the price due to a restocking fee, for example). If you make changes you will be prompted to enter your override credentials (see #4 below).

If the item was not purchased in the last 30 days, expand the date range or return by *Product*.

💱 POS Invoice Return
Use Selected Rows E Preview Item Start Ov expand date range
Location: St. Albert
O Date Range: Jul 10, 2021 ▼ to Aug 09, 2021 ▼
C This Product Start typing or use find>
Reference Number     No Rows Returned ×
search by Product Qty Available Invoice Reference Invo
No invoices found.
ОК
Select All Deselect All No Purchases found

#### 2. Return by Product

Choose *This Product* and scan the item (or type the *Product Code/Item Number* - use *Find* if you need to look it up), then click *Refresh List*. Check the item(s) being returned, enter the *Quantity*, then click *Use Selected Rows*.

	St. Albert Date Range:	review <u>I</u> tem			e or <b>Find</b> or start <b>Scannning</b> ge Location if needed			if item has Lo return it on Full Invoice ins of POS Invoi	a stead
1 •	This Product		LIBERTY 108 L		Find Include Associated F	Products 🔽 S	can Product	011 03 1100	
Referen	nce Number								
	Quantity Purch	ase Qty Qty	Available Invoice Reference	Invoice Date	Product	Unit Price	Location	Payment Type	G
	0.0	3.0	3.0 100251	Jul 29, 2021	3015849 - LIBERTY 108 L (DR)	\$637.50	St. Albert		1
	1.0 🗨	3.0	3.0 100251	Jul 29, 2021	DEPOSIT - Drum Deposit (EA)	\$100.00	St. Albert		
				Jul 27, 2021	3063567 - ACHIEVE LIQUID GOLD (JU)	\$230.00	St. Albert	Farm Credit	
	0.0	Ouant	tity is positive	00127,2021					

If the customer has no sales history for the item AND it is not an item that can be returned without proof of purchase, kindly tell the customer you are sorry but it appears that the item was not purchased from your association. You may want to consult with your supervisor.



#### 3. Customer Return with Receipt

If the customer is returning an item with the receipt, cross-reference the price shown on the sales receipt with the price of the return.

Type the *Reference Number* from the original sales invoice and select *Refresh List*. Check the item(s) being returned, enter the *Quantity*, then click *Use Selected Rows*.

Location:	oice Return cted Rows St. Albert Date Range This Produ	E Preview its	10, 202 2	Dyer SExit to Aura 09, 202 RefNo from sale		Find Include Associate	ed Products 🔽 S	can Product	if item has Lot# return it on a Full Invoice instead of POS Invoice	ł
	Quantity	Purchase Qty	Qty Available	Invoice Reference	Invoice Date	Product	Unit Price	Location	Payment Type	6
	Quantity 0.0	Purchase Qty 3.0		Invoice Reference 100251	Invoice Date Jul 29, 2021	Product 3015849 - LIBERTY 108 L (DR)		Location St. Albert	Payment Type	C
Đ			3.0		A CONTRACTOR OF A CONTRACTOR O		\$637.50		Payment Type	Ć

#### For all Returns

The item(s) are added with a *negative* **Quantity** and the return **Price** matches the sales price automatically.

Select *Total* to issue a refund.

🧳 POS I	Invoice											- • •
Start C	Over  🛼 🛛	ocuments	Note Full Invoice	😣 Exit								
Member	r No:	11123			Find	Lo	cation:	St. Albert		-		
		Baker, Mik PO Box 15 Westlock, 780.459.12	AB				antity is egative		, ma	tches s price	Scan Retu	urn Item (F8)
PI	roduct				Units			Quantity	Unit Price	Taxes		Amount
► D	EPOSIT -	Drum Dep	osit (EA)		EA			-1.0	\$100.00	\$0.00		(\$100.00)
	Scanning dd Product	_	dit Product	Delete P		0	Desure	Sub Total		(\$100.00)	Items	1
Ad	(F9)		(F10)	(F1			Drawer F1)	Tax Total		\$0.00	~	T-4-1 (E10)
								Invoice Total		(\$100.00)		Total (F12)
	tum Invoice (F4)									nail Customer mer Email: ^{MikeBak}		Print Full Invoice mail.ca

Invoice Payment					×	
🔚 Save (F9) 🔇 Exit (F12)						
Payment Type >* Visa	Amount Total Amount (\$100.00) (\$100.00)		Store	-	st. Albert	-
		Credit	Sales	ence#: 1 Rep: E	ul 29, 20 00039 Iruce Cla greU	
Not Credit Restricted (N)	match return tender type to original sales tender type	Tota	Quantity Unit	Price		iount
		hang	GST#: 102023923RT (	Visa	-	0.00

#### Match the *Payment Type* to the tender type on the original sale.

#### All returns require a customer signature on the Merchant Copy.

Please consult with your supervisor before putting returned items back into inventory as not all returned or exchanged products will be suitable for resale.



#### Exchanges

If the customer is exchanging the returned item for another, add the additional item manually or by scanning so that the transaction balances to \$0 (returning an item and scanning the same item from off the shelf).

The *Return Receipt* includes the sales invoice number.

	TSL Agr	ro Co-op Ltd
	Reference #:	Bruce Clarkson
Sold To: 11	123	
Ba	ker, Mike	
Quantity	Unit Pric	e Amount
STEALTH SLI	PSTREAM GLOV	/ESL (4079034)
-1		)0 (\$10.00)G
	ginal Invoice: 10013	
STEALTH SLI	PSTREAM GLOV	
1	EA \$10.0	)0 \$10.00 G
	Sub Total:	\$0.00
	GST	\$0.00
	Total:	\$0.00
1	GST	\$0.00 \$0.00

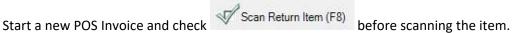
#### 4. Customer Return with No Proof of Purchase - Requires Override

If the customer did not purchase the item from you, it can be added manually. You may need to consult with your supervisor.



These types of items may be:

- drums or totes purchased elsewhere for return of deposit
- **Private Label** items and your retail's policy states those items can be returned without question
- your retail's policy is to return all items you know you stock without question



A user with permission to return unpurchased items must enter their agrē **User Name** and **Password**. Override permission must be granted *each time* a return product row is added.

Check Security	×
Override the Return Restriction? Please provide credentials:	
User Name:   Password:	
ОК	Cancel

- If you have override permission, enter your own credentials (this is required due to common use of devices agrē needs to confirm the logged in user is the same user processing the return)
- If you do not have override permission, another user with override permission (e.g. your supervisor) must enter their credentials.

Scan the item. It will be added to the POS Invoice with a *negative* quantity.

You will also be prompted to enter Override Credentials if you *Add Product* with a negative quantity.

5. Defective Product to be Returned to Supplier/Manufacturer

Please consult your supervisor.

6. **Returned Product to be Excluded from Inventory** 

Please consult with your supervisor .





# **Toolbar Customization**

As you'll be using Point of Sale invoices on a regular basis, add the **POS Invoice toolbar shortcut** if it is not already there.

💲 POS Invoice
---------------

🔚 Sav	re 🗊 Res	et to Default	😢 Exit	
Check	the toolbar	buttons you v	vant see:	
	Show	Toolbar B	utton	^
		-	-	
>	V	Customer	Account	
>	<ul> <li>Image: A start of the start of</li></ul>	POS Invoi		Up
>			ce	
>	V	POS Invoi	ce	Up Down



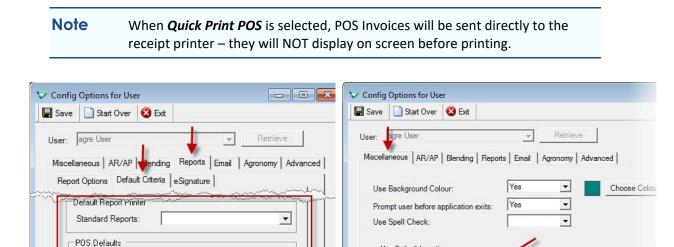
Use **Up/Down** to change the order of the shortcuts.

# **Configuration Options for POS Invoices**

There are a few POS Invoice configuration options that can be set at the **user level** to make agrē work more like you do.

## **Printers & Default Location**

agrē needs to know which printer *each user* will use for printing *POS Invoices* on till-tape and which one will be used for printing *Standard Invoices* (the  $8\frac{1}{2} \times 11$  ones).



Edmonton

Use Default Location

Default Location:

☑ Customer Search

File > Config Options > User

-

•

POS Receipt Printer:

Quick Print POS

-

Inventory Receipt Search

## Font Size

Select **POS Invoice: Large Fonts = Yes** if you'd like the fonts and buttons to display a little larger.

Joure	e 📄 Start Over	🔇 Exit		
Jser:	agre User		▼ Retriev	e
Misce	laneous AR/AP	Blending	orts Email Agronomy	Advanced
Г	Accounts Receiva	ble	10 00 00 00 00 000	
	Work Order Typ	be:		
				125
	AR Payment Me	thod:		
	AR Payment Me POS Invoice: La	20		

13	art Over	L. Documents	🔊 Full Invok	ar 🕹 ext							
Иe	mber Na	POBox	<b>Mike (11123</b> 15	_	Find	Location Soles Rep Date:	St. Abert Bruce Carkson Jun 04, 2018		•	Large F	ont
		Westlock 780.459							⊤ Scan	Return Item (FS)	
1	Produ	uct				1	Units	Quantity	Price	Taxes	Amount
	POP	- Canad	a Dry Cra	nberry	Ginger A	le 355n	EA	1.0	\$1.79	\$0.09	\$1.88
	DEP3	355 - DE	POSIT (3	55 ML)			EA	1.0	\$0.10	\$0.01	\$0.11
ita	rt Scanning	a .						Sub Total	-	\$1,89 Iten	ns 2
1	Add Prod (F9)		fit Product (F10)	Delete I				Tax Total	-	\$0.10 F Pr	int Full Invoice
-								Invoice Total		\$1.99	Total (F12

13	Rat Over	L Documents	Full Invoice	😮 Ext							
Me	mber No:	11123			Find	Location:	2: Abet		-	<u>-</u> 27 5	2.5
		Baker, Mik				Sales Rep.	Bruce Clarkson	1	*	Regula	ar Font
		PO Box 15 Weatlock. / 780.459.12	AB			Date:	Jun 04, 2018		r	- Scan P	leturn hem (Fi
3	Product	i.				Units	Quantity	Unit Price	Taxe	IS	Amoun
	POP -	Canada Dry C	ranberry Ginge	r Ale 355	mL	EA	1.0	\$1.79	\$0.0	19	\$1.88
	DEP35	5-DEPOSIT	(355 ML)			EA	1.0	\$0.10	\$0.0	It	\$0.1
Sta	Add Prod		dit Product	Delete P		ſ	Sub Total		\$1.89	hems	2
	(F9)	uci E	(F10)	(F1			Tax Total		\$0.10	I Print	Full Invoice
		in the second					Invoice Total		\$1.99	100	Total (F1

Start Over	Full Invoice	C) Ext	6 .		
Payment Type	An	ount	Total Amount	Amt Tendered	Change Due
>* Debit Card	S	1.99	\$1.99		
		-		Diedt Overide	Remove Payment (F10)
Large Font			Inv	Deck Overnde	Remove Payment (F10)
Large Font					

]5	Rart Over	L Documents	4	Full Inve	lice	C) Ext				
	Payment Ty	уре	T		A	mount	Total Am	wunt]	Amount Tendered	Change Du
2	Debit Card	1973		4.1.1		\$1.99	5	\$1.99	100000000000000000000000000000000000000	
								_	Creck Overnde	Remove Payment (#10
	Regula	r Font						Invo	Crecill Override	Remove Payment (F10
	Regula	r Font								