RekordPOS | Quick guide

Ring up a sale in seconds.

Search or scan, tap, take payment and print the bill.

The POS screen is the till. It is built so the busiest moment of your day takes the fewest taps: add the products, check the total, take the money, and you are done. This guide walks through one sale from start to finish.

IN THIS GUIDE

1. **Add the products**
   Scan a barcode, search, or tap the picture
2. **Choose the customer**
   Leave it as Guest, or pick a regular
3. **Discount and tax**
   Added to the total as you go
4. **Take payment and print**
   Choose how they paid, then press Sale

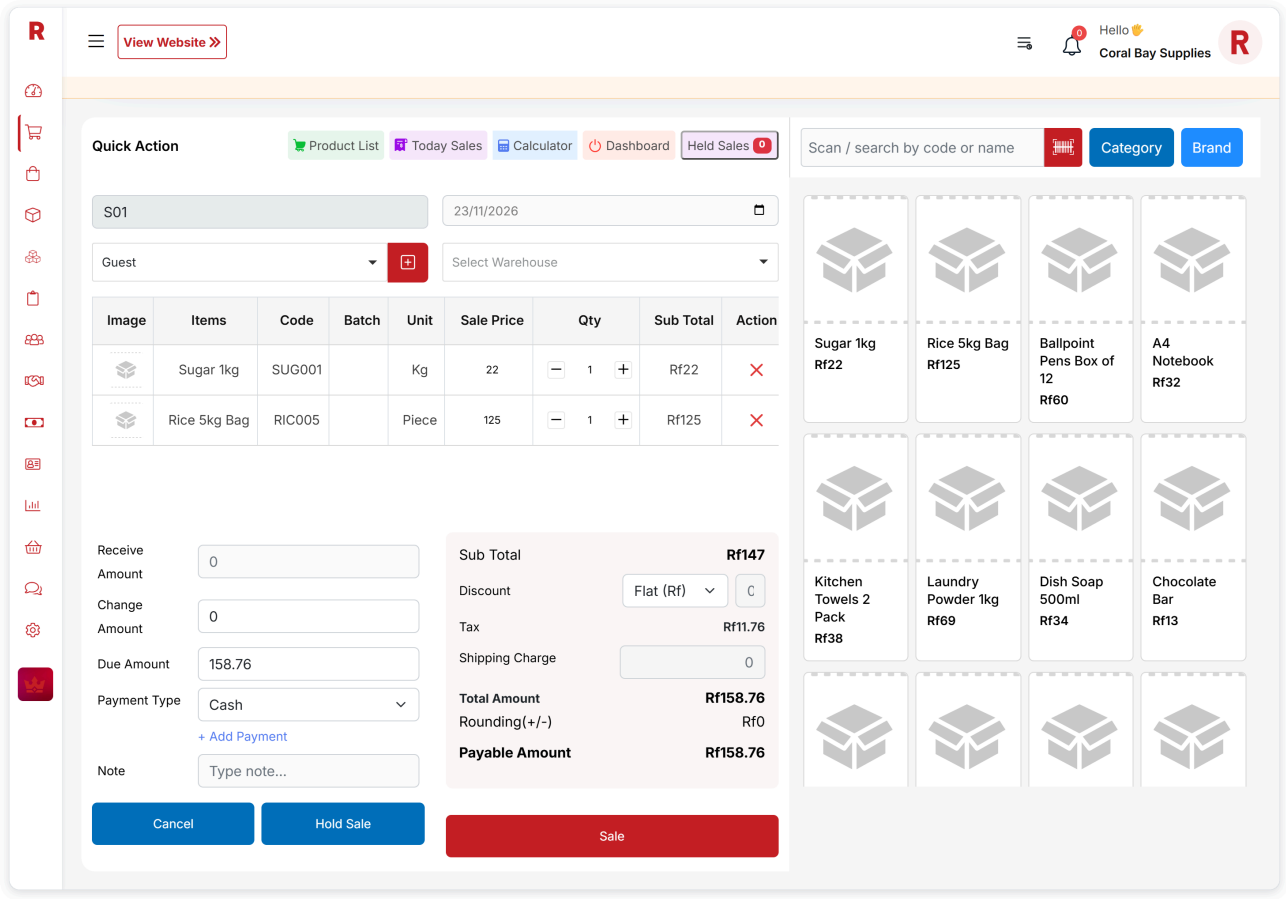
WHERE
Sales, then POS

TIME
Seconds a sale

WORKS ON
Computer, tablet and phone

1 Add the products

Open **Sales** and choose **POS**. On the right are your products. Tap one to add it to the bill on the left. To find a product, type its name or code in the box at the top, or click the box and **scan its barcode**. **Category** and **Brand** narrow the grid to one group.



Two products on the bill. The invoice number and date are filled in for you.

2 Change the quantity

Each line on the bill shows the price, a quantity with minus and plus buttons, and the sub total. Press the red cross at the end of a line to take the product off again.

3 Who is buying?

The customer box starts as **Guest**, which is right for a walk in sale. To sell to a regular customer, open the box and pick them, or press the red plus beside it to add a new customer on the spot. Choosing a customer lets you keep a record of what they buy and what they owe.

If you keep stock in more than one place, choose the **warehouse** the goods are coming from.

4 The totals

The panel on the right adds everything up: **Sub Total**, a **Discount** (a fixed amount or a percentage), the **Tax**, any **Shipping Charge**, and the **Payable Amount**. The tax is worked out from the rate set on each product.

5 Take the payment

Type what the customer gives you in **Receive Amount**. RekordPOS shows the **Change Amount** to hand back. If they pay less than the total, the difference becomes the **Due Amount**, and it is added to what that customer owes. Choose the **Payment Type**, such as Cash or Card, and press **Sale**.

> **Paying with two methods?** Press **Add Payment** under the payment type to split the bill, for example part cash and part card.

6 Hold a sale

A customer remembers one more thing, or goes to fetch their purse? Press **Hold Sale** to put the bill aside, and serve the next person. Press **Held Sales** at the top to bring it back. The red number shows how many are waiting. If you cannot see the Hold Sale button, ask the shop owner to switch it on in the settings.

7 The quick buttons

Along the top of the till are shortcuts. **Product List** shows your catalogue, **Today Sales** shows what you have sold so far, **Calculator** opens a calculator, and **Dashboard** takes you back to the main screen.

8 If something looks wrong

A product will not add

It may be out of stock, or switched off. Check it in the stock list.

The price is not right

Prices come from the product. Fix them there, not on the bill, unless it is a one off discount.

I pressed Sale by mistake

Open Sales List, find the bill, and use the row menu to edit it or to make a return.