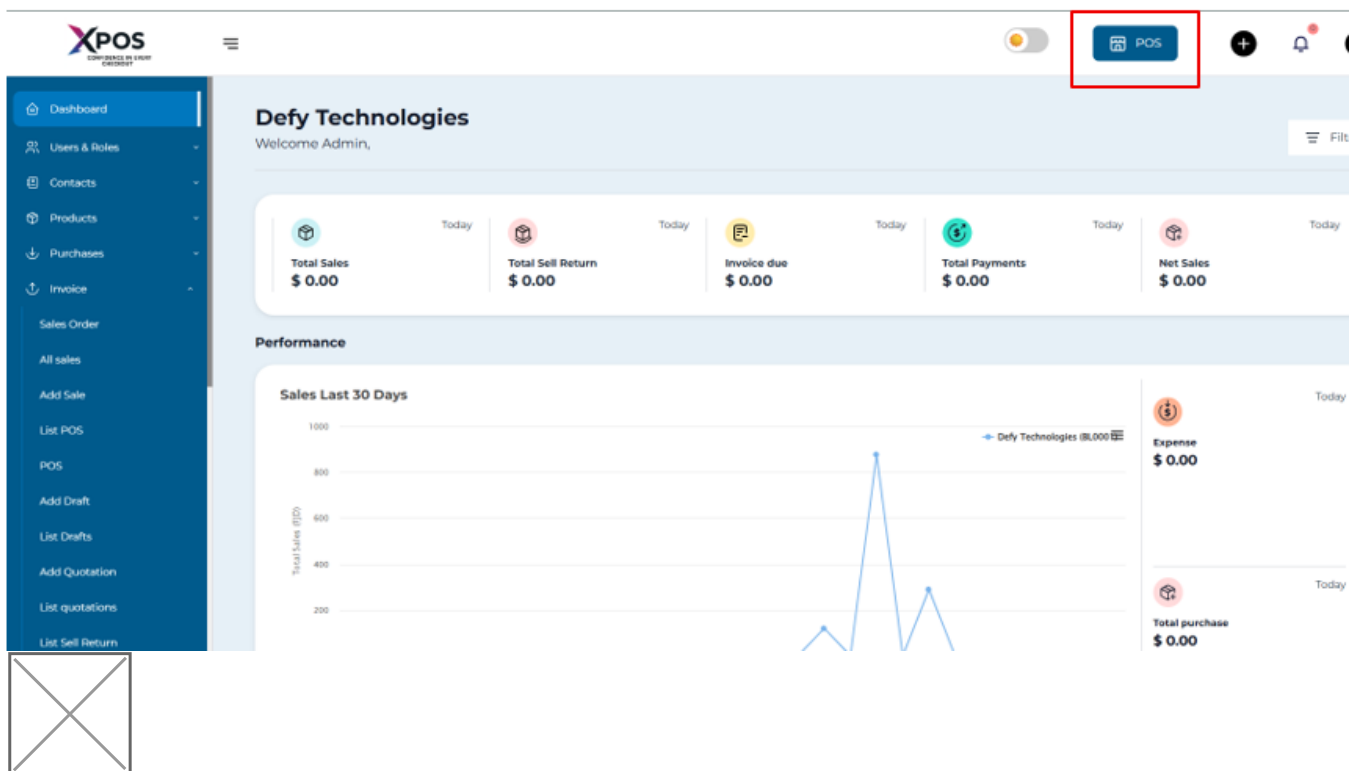


All Sales (Selling, Credit Sales, Draft, Quotation & Suspended Sales)

Step 1: Open the POS Screen

1. Click on **POS**



Step 2: Select a customer

1. By default, **Walk-In Customer** is selected.

The screenshot shows the POS interface with the header 'POS Location Defy Technologies 02/08/2026 13:17'. A dropdown menu for customer selection is open, showing 'Walk-In Customer' as the selected option. Below the dropdown is a search bar labeled 'Enter Product name / SKU / Scan bar code'. The main area is a table with columns 'Product', 'Quantity', and 'Subtotal'. On the right, there are product cards for 'A4 (1111)', 'Basketball Shoes (0004)', 'Iphone 14 Pro Max (0005)', 'Jordan (0006)', and 'Samsung S23 Ultra (0007)'. At the bottom, there are buttons for 'Cancel', 'Quotation', 'Draft', 'Suspend', 'Credit Sale', 'Multiple Pay', 'Cash', and a 'Total Payable' button. The status bar at the bottom shows 'Items: 0.00', 'Total: 0.00', 'Discount: 0.00', 'Shipping: 0.00', and 'Order Tax: 0.00'.

2. To select an existing customer:

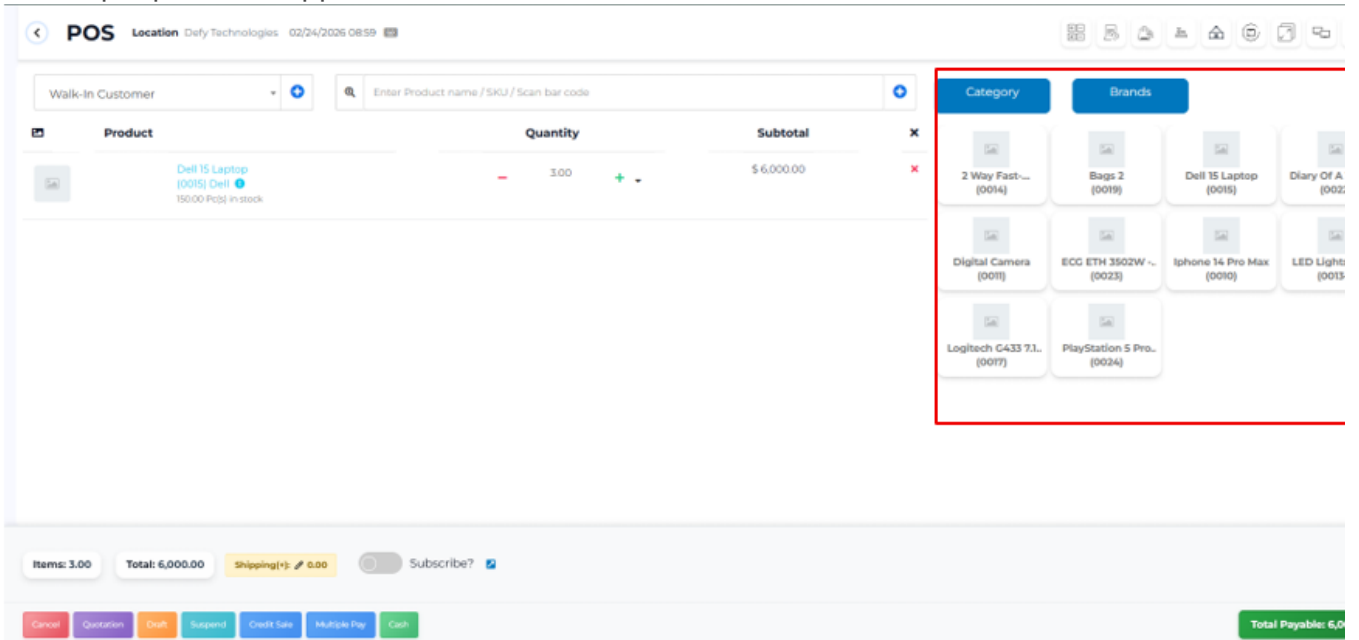
- Search by **Name, Email, or Phone Number**

The screenshot shows the POS interface with the 'Add a new contact' dialog box open. The dialog box has a title 'Add a new contact' and a close button. It contains fields for 'First Name*', 'Last Name*', 'Mobile*', 'Email*', 'Date Of Birth*', and 'Assigned To:'. There are also radio buttons for 'Individual' (selected) and 'Business', and a dropdown for 'Customer Group:'. At the bottom of the dialog are 'Save' and 'Close' buttons. The background shows the same POS interface as the previous screenshot, but with the dialog box overlaying it.

Step 3: Search and Add Products

1. Enter the **product name** in the search bar **or** scan the barcode.

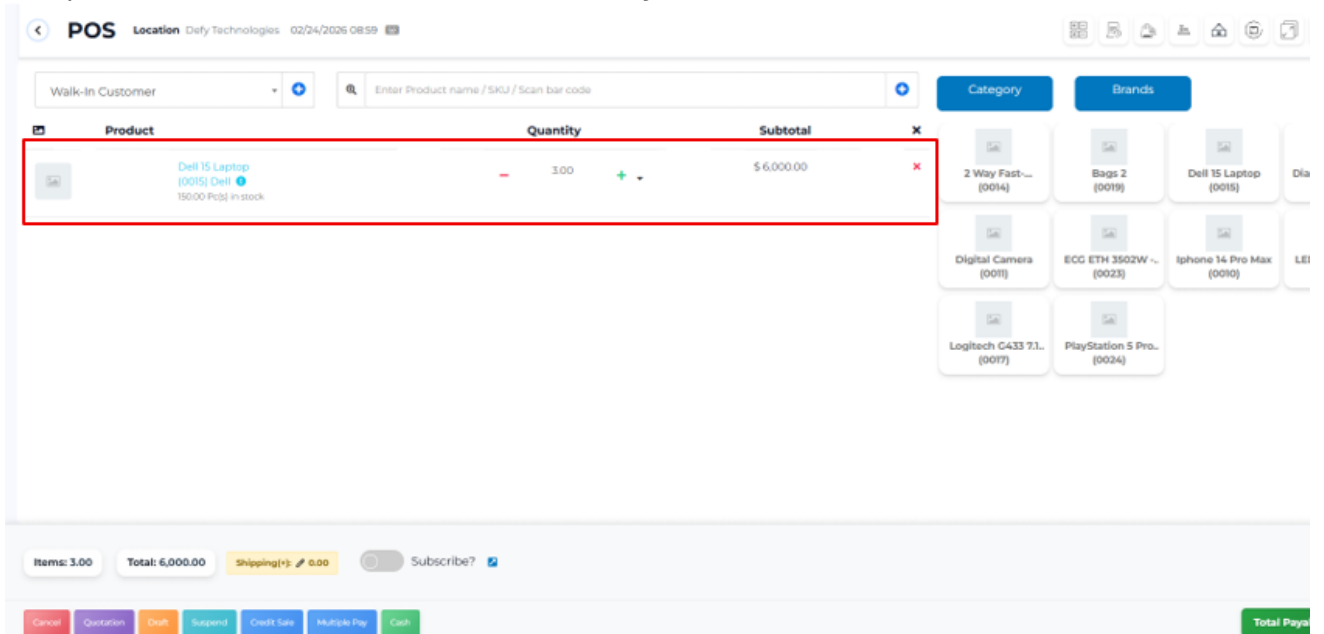
2. If multiple products appear:



- Select the correct product from the dropdown list.

3. If only one product matches:

- The product is added to the cart automatically.



4. To remove an added item, simply click the **X** on the right. See the screenshot for reference.

POS Location Defy Technologies 03/02/2026 14:09

Walk-In Customer

Enter Product name / SKU / Scan bar code

Category Brands

Product	Quantity	Price inc. tax	Subtotal
 2 Way Fast-Charging 20W Power Bank (0014) Hoco 11.00 Pc(s) in stock Lot & Expiry	1.00	150.00	\$ 150.00

Items: 1.00 Total: 150.00 Shipping(+): 0.00 Subscribe? ☒

Cancel Quotation Draft Suspend Credit Sale Multiple Pay Cash Total Payable: 150.00

Step 4: Modify Product Details (If required)

1. Click on the **product name** in the cart.

POS Location Defy Technologies 02/24/2026 08:59

Walk-In Customer

Enter Product name / SKU / Scan bar code

Category Brands

Product	Quantity	Subtotal
 Dell 15 Laptop (0015) Dell 150.00 Pc(s) in stock	3.00	\$ 6,000.00

Items: 3.00 Total: 6,000.00 Shipping(+): 0.00 Subscribe? ☒

Cancel Quotation Draft Suspend Credit Sale Multiple Pay Cash Total Payable: 6,000.00

2. Update any of the following:

- Selling price
- Tax
- Discount

POS Location Defy Technologies 02/24/2026 09:11

Walk-In Customer

Enter Product name / SKU / Scan bar code

Category Brands

Product	Quantity
 Digital Camera (0011) 23.00 Pc(s) in stock	1.00

Digital Camera - 0011

Unit Price: 300.00

Discount Type: Fixed Discount Amount: 0.00

Tax: VAT - G

Description:
 Add product IMEI, Serial number or other informations here.

Close

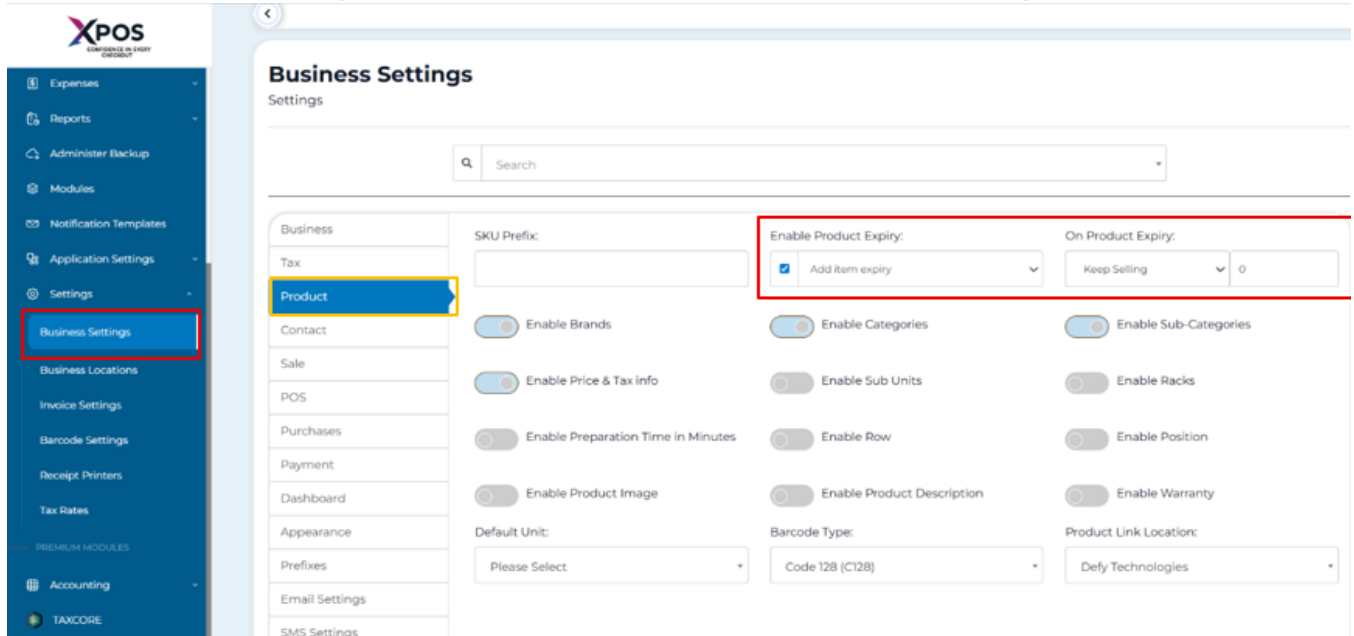
Items: 1.00 Total: 300.00 Shipping(+): 0.00 Subscribe? ☒

Cancel Quotation Draft Suspend Credit Sale Multiple Pay Cash Total Payable: 300.00

Note: Product-level tax editing is available only if **Inline Tax** is enabled
(*Business Settings → Tax → Enable Inline Tax in Purchase and Sell*).

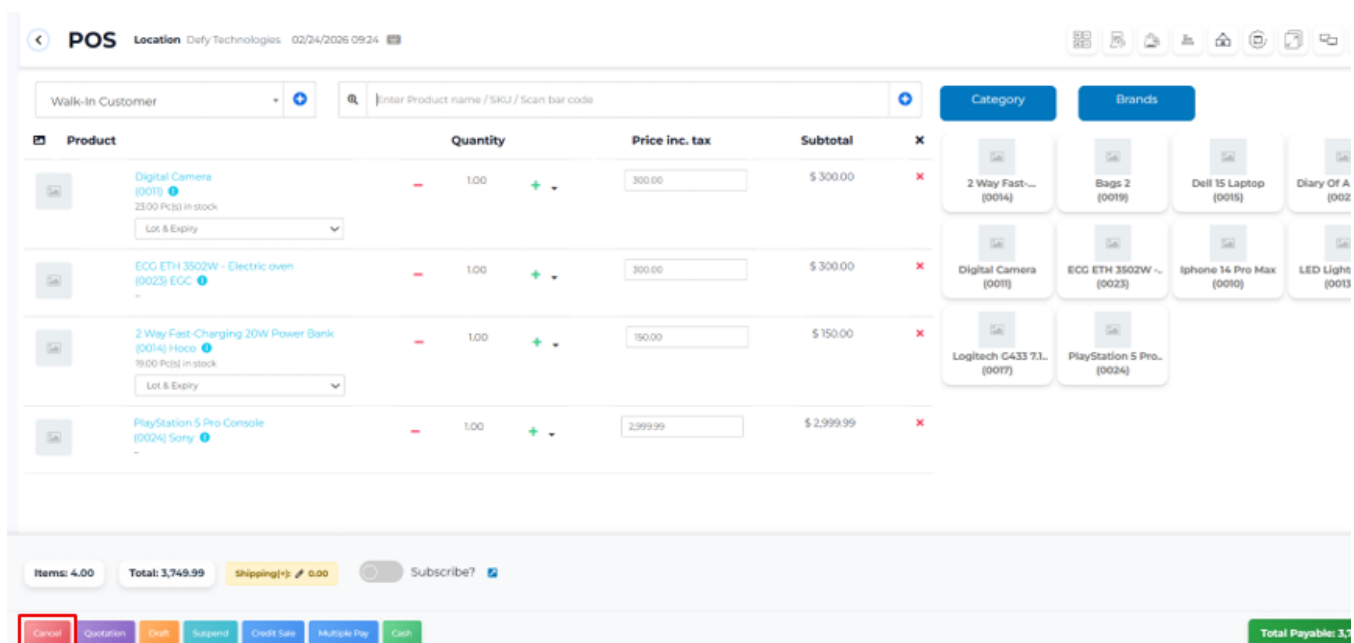
Step 5: Select Lot Number or Expiry Date (If enabled)

1. If lot tracking is enabled, choose the **lot number**.
2. go to **Business Settings → Product** → click on **enable product expiry**.



Step 6: Cancel the Sale (Optional)

1. Click **Cancel** if the transaction should not proceed.
2. Canceled sales are **not saved**, and **stock remains unchanged**.



Step 7: Finalize the Sale

Click **Finalize Payment**.

1. Select the **Multiple Pay**.

The screenshot shows the POS interface with a cart containing four items:

Product	Quantity	Price inc. tax	Subtotal
Digital Camera (0011) 23.00 Pcs in stock	1.00	300.00	\$ 300.00
ECG ETH 3502W - Electric oven (0023) ECG	1.00	300.00	\$ 300.00
2 Way Fast-Charging 20W Power Bank (0014) Hoco 19.00 Pcs in stock	1.00	150.00	\$ 150.00
PlayStation 5 Pro Console (0024) Sony	1.00	2,999.99	\$ 2,999.99

Items: 4.00 Total: 3,749.99 Shipping(+): 0.00

Buttons: Cancel, Quotation, Draft, Suspend, Credit Sale, **Multiple Pay**, Cash. Total Payable: 3,749.99

2. Enter the payment amount.

3. Click **Save** to complete the sale.

The screenshot shows the POS interface with a 'Payment' modal open. The modal contains the following information:

Advance Balance: \$ 0.00

Amount*: 3,749.99 Payment Method*: Cash

Payment Note:

Add Payment Row

Invoice Note: Invoice note Staff Note: Staff note

Summary:

- Total Items: 4.00
- Total Payable: \$ 3,749.99
- Total Paying: \$ 3,749.99
- Change Return: \$ 0.00
- Balance: \$ 0.00

Buttons: Close, Finalize Payment

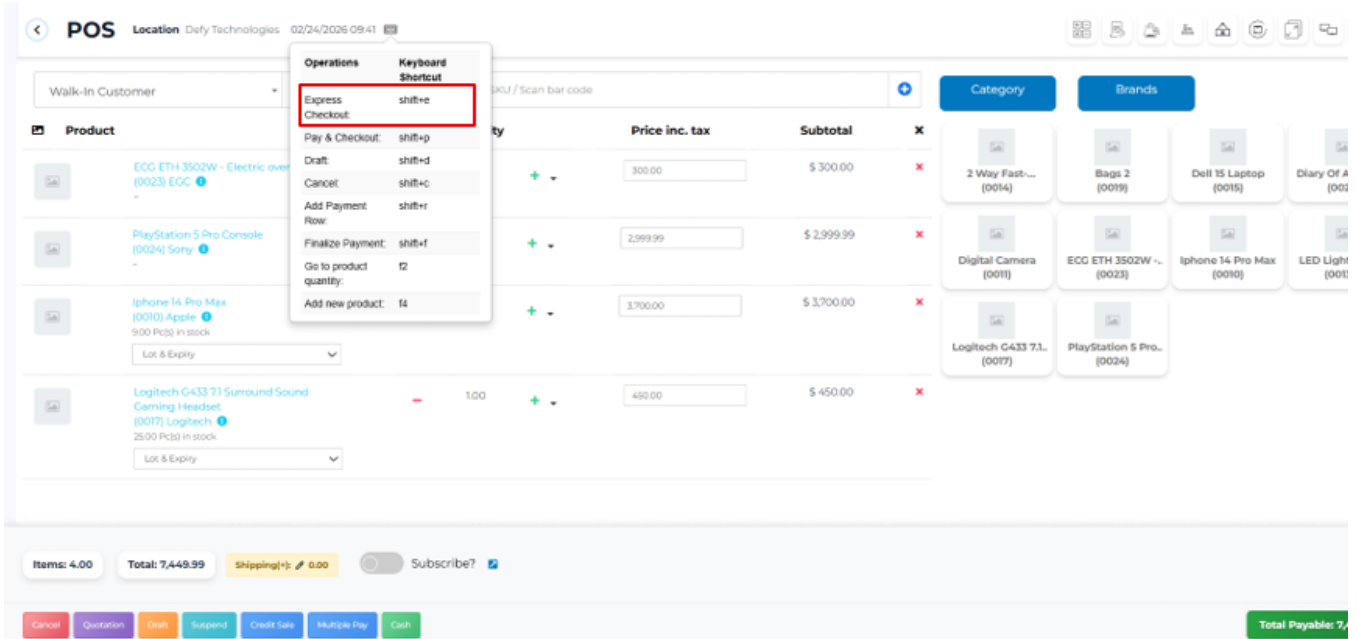
Step 8: Print the Invoice

1. After saving, select the **Print Invoice** option.
2. Ensure margin settings are set to **Default** for correct printing.

Step 9: Use Express Checkout (Optional)

1. Click **ctrl+e**. It will Enable Express Checkout Automatically.

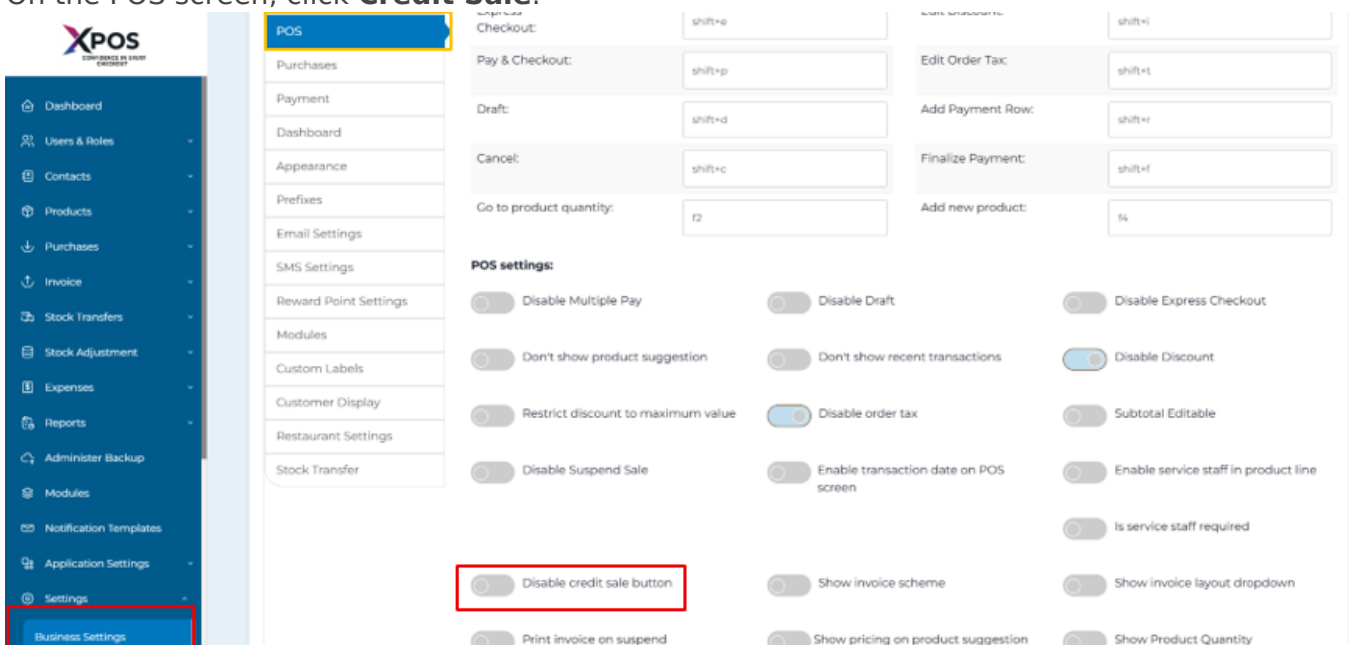
- The system:
 - Marks the sale as **Paid**
 - Sets the payment method to **Cash**
 - Skips the payment screen
- Invoice printing depends on location settings.



Step 10: Make a Credit Sale (Optional)

A. Full Credit Sale

- Enable credit sales:
 - Go to **Settings** → **Business Settings** → **POS**
 - Enable **Show Credit Sale Button**
- On the POS screen, click **Credit Sale**.



B. Partial Credit Sale

Example: Invoice total = \$1,000

Customer pays = \$700

Steps:

1. Click **Multiple Pay**
2. Select payment method and enter **\$700**
3. Finalize payment
4. Remaining amount is saved as customer credit.

Step 11: View or Edit Sales Records

1. Go to **Sell → List Sales** to view completed sales.
2. Go to **Sell → Drafts** to view draft sales.
3. Sales and drafts can be edited before finalization.

Step 12: Create Drafts or Quotations

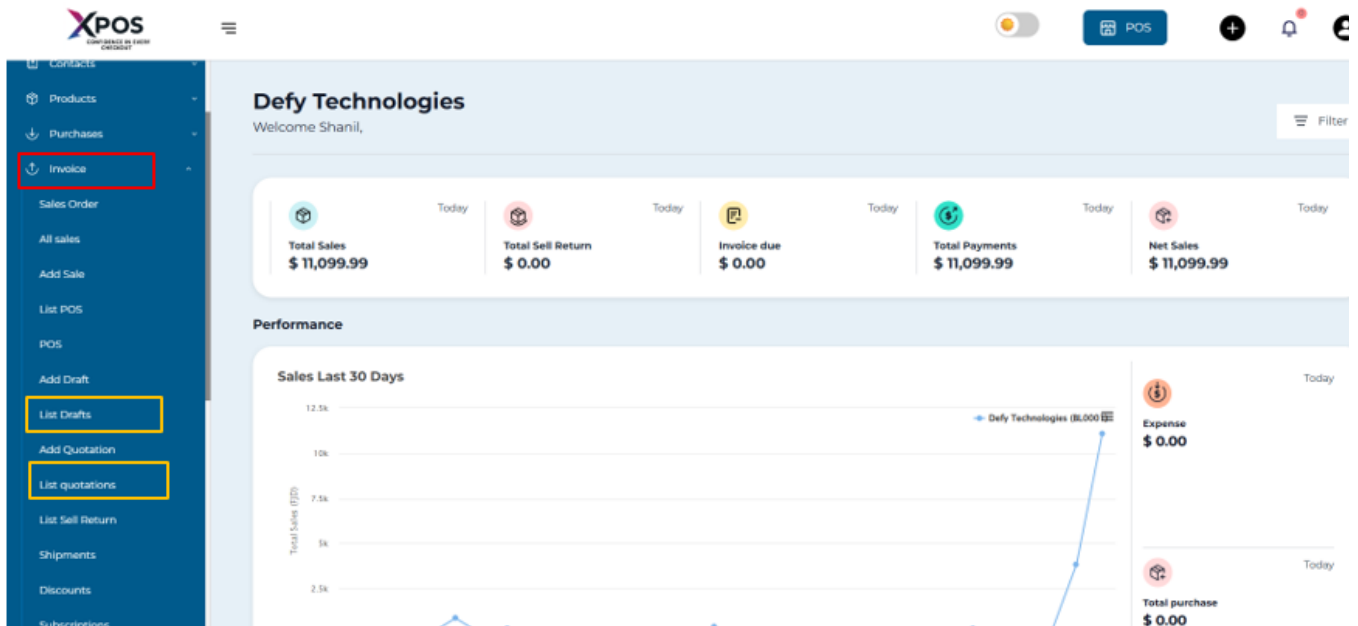
1. During a sale, select **Draft** or **Quotation**.
2. Save the transaction.
3. Stock is **not deducted**.

The screenshot displays the POS system interface for 'Defy Technologies' on 02/24/2026 at 09:57. The interface includes a search bar, a product list, and a summary section. The product list shows four items: '2 Way Fast-Charging 20W Power Bank', 'Digital Camera', 'Logitech G433 7.1 Surround Sound Gaming Headset', and 'Iphone 14 Pro Max'. The summary section shows 'Items: 4.00', 'Total: 4,600.00', 'Shipping: 0.00', and 'Subscribe?'. The bottom navigation bar includes buttons for 'Cancel', 'Quotation', 'Draft', 'Suspend', 'Credit Sale', 'Multiple Pay', 'Cash', and 'Total Payable: 4,600.00'.

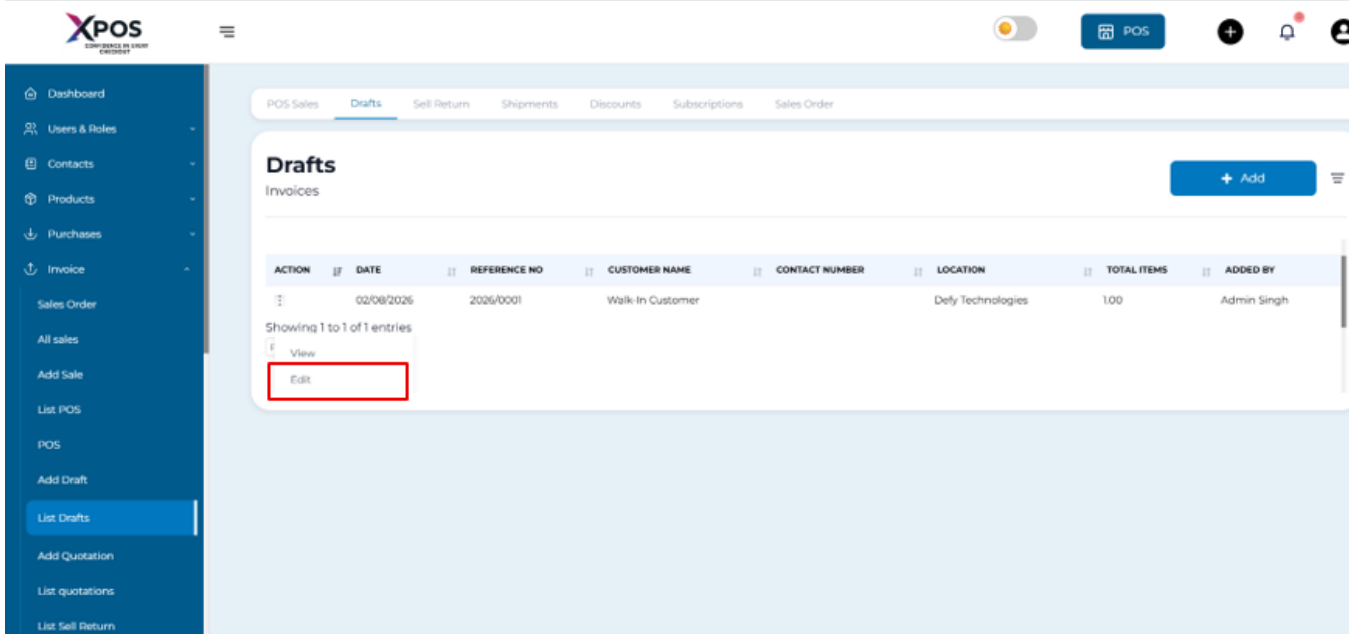
Product	Quantity	Price inc. tax	Subtotal
2 Way Fast-Charging 20W Power Bank (0014) Hoco	1.00	150.00	\$ 150.00
Digital Camera (0011) 28.00 Pcs in stock	1.00	300.00	\$ 300.00
Logitech G433 7.1 Surround Sound Gaming Headset (0077) Logitech	1.00	450.00	\$ 450.00
Iphone 14 Pro Max (0010) Apple	1.00	3,700.00	\$ 3,700.00

Step 13: Convert Draft or Quotation to Sale

1. Go to **Invoice** → **List Drafts** or **Sell** → **List Quotations**



2. Click **Actions** → **Edit**



3. Change status to **Final**
4. Save the transaction.

Step 14: Copy a Quotation

1. Go to **Invoice** → **List Quotations**
2. Click **Actions** → **Copy Quotation**

Step 15: Use Suspended Sales

1. Click the **Suspended Sales (cyan button)** on the POS screen.
2. Enter a reference (e.g., Table number or Room number).

3. Resume and finalize the sale when required.

Product	Quantity	Price inc. tax	Subtotal
Logitech G433 7.1 Surround Sound Gaming Headset (0017) Logitech	2.00	450.00	\$ 900.00
PlayStation 5 Pro Console (0024) Sony	3.00	2,999.99	\$ 8,999.97
ECG ETH 3502W - Electric oven (0023) ECG	1.00	300.00	\$ 300.00
Iphone 14 Pro Max (0010) Apple	1.00	3,700.00	\$ 3,700.00

Step 16: Accept Payments

1. Choose a payment method:

- **Cash**
- **Card**
- **Multiple Pay**

Payment

Advance Balance: \$ 0.00

Amount: 13,899.97

Payment Note:

Invoice Note:

Payment Method:

- Cash
- Advance
- Card
- Cheque
- Bank Transfer
- Other
- WireTransfer
- Voucher
- MobileMoney
- Custom Payment 4
- Custom Payment 5
- Custom Payment 6
- Custom Payment 7

Total Items: 7.00

Total Payable: \$ 13,899.97

Total Paying: \$ 13,899.97

Change Return: \$ 0.00

Balance: \$ 0.00

Close Finalize Payment

2. Use **Multiple Pay** when:

- Customer uses more than one payment method

- Change return is required

Payment

Advance Balance: \$ 0.00

Amount:* 13,899.97 Payment Method:* Cash

Payment Note:

Amount:* 0.00 Payment Method:* Cash

Payment Note:

Add Payment Row

Invoice Note: Invoice note Staff Note: Staff note

Close Finalize Payment

Total Items: 7.00

Total Payable: \$ 13,899.97

Total Paying: \$ 13,899.97

Change Return: \$ 0.00

Balance: \$ 0.00

Step 17: Pay Supplier Due Amount

1. Go to **Contacts** → **Suppliers**
2. Click **Actions** → **Pay Due Amount**

Xpos

Dashboard Users & Roles Contacts Suppliers Customers Customer Groups Import Contacts

Contacts Manage your Suppliers

Show 25 Export to CSV Export to Excel Print Column visibility Export to PDF

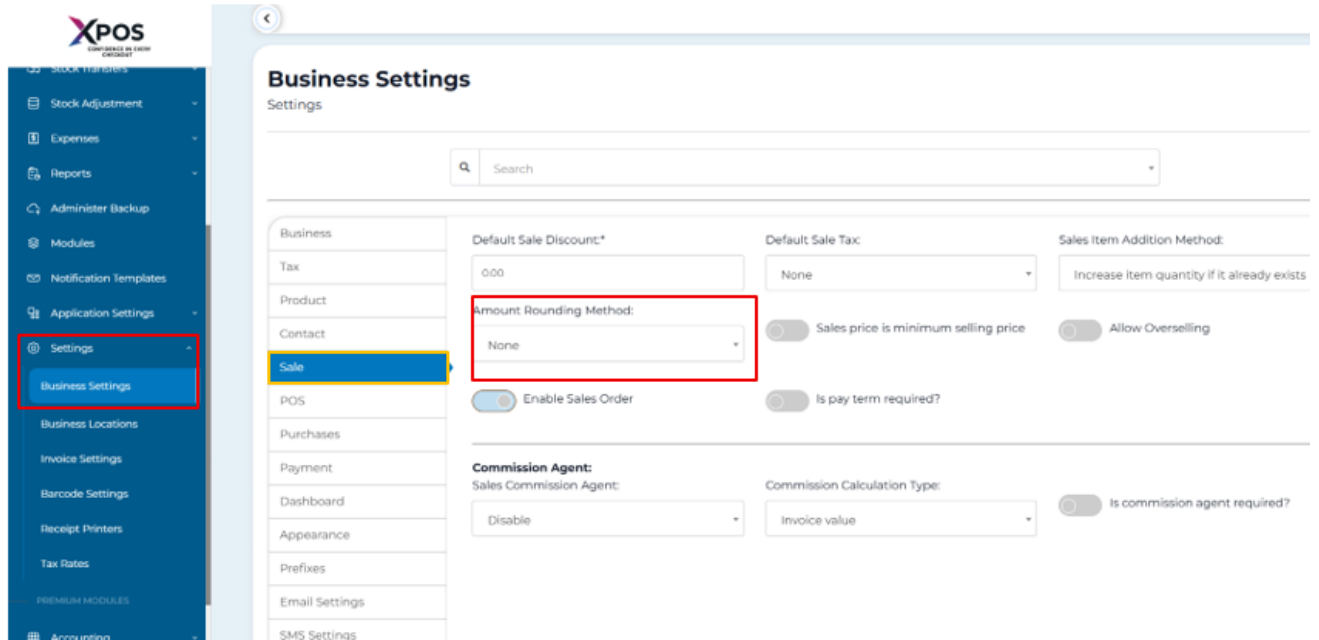
ACTION	CONTACT ID	BUSINESS NAME	NAME	EMAIL	MOBILE	TOTAL PURCHASE DUE	TOTAL PURCHASE RETURN DUE
Pay	CO0002	XPOS Demo Company		demopos@defy.com.fj	7771688	\$ 0.00	\$ 0.00
View							
						\$ 0.00	\$ 0.00

3. Enter payment details and save.

Step 18: Enable Sales Amount Rounding

1. Go to **Settings** → **Business Settings** → **Sales**
2. Select a rounding method:
 - Nearest whole number

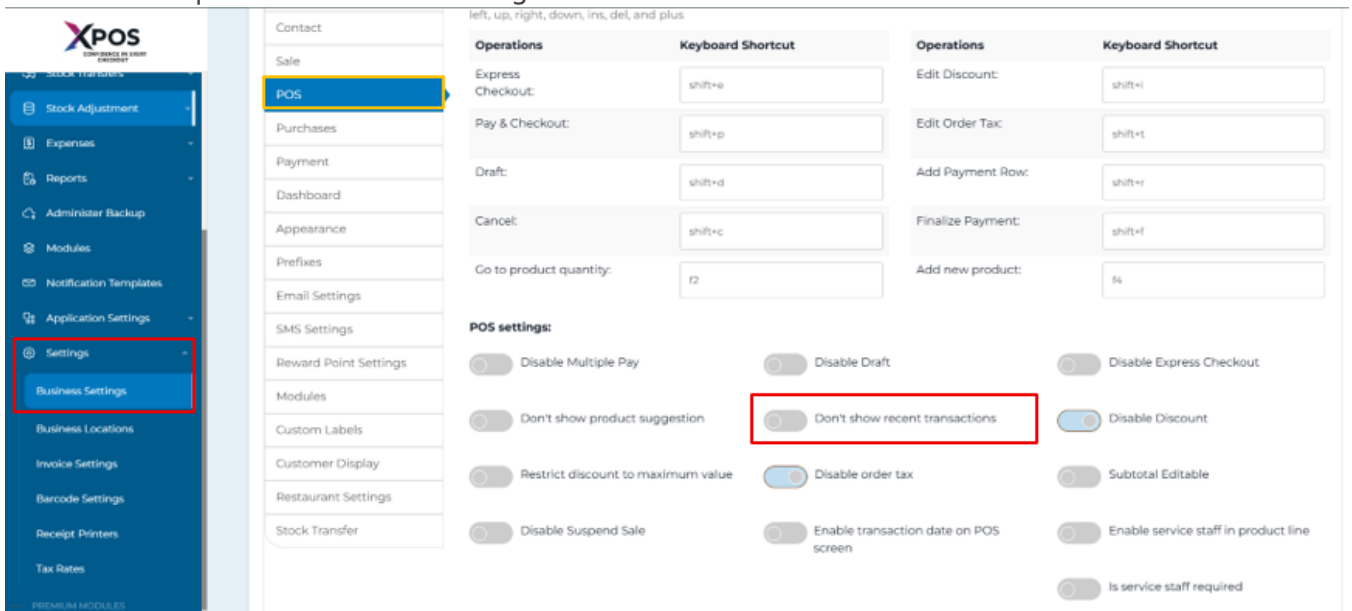
- Nearest decimal (e.g., 0.05)



Step 19: Add Sales for a Past Date

From POS Screen

1. Go to **Business Settings** → **POS**
2. Enable **Transaction Date on POS Screen**
3. Select the required date while selling.



From Sales Screen

1. Go to **Invoice** → **Add Sale**
2. Select the desired **Sale Date**
3. Save the transaction.

Revision #5

Created 2026-01-31 04:23:35 UTC by Shanil Verma

Updated 2026-03-02 02:22:20 UTC by Shanil Verma