

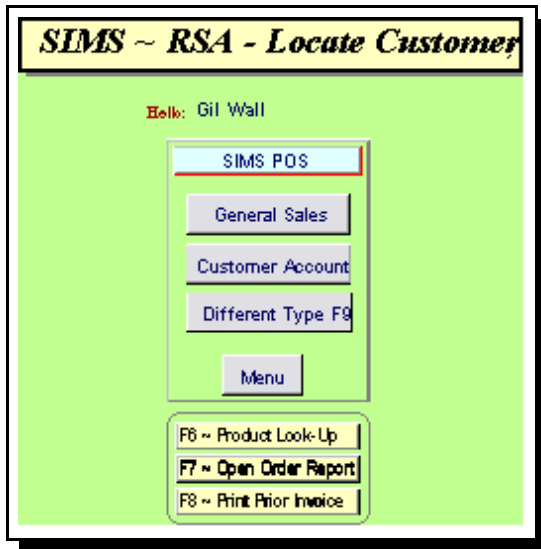
Customer Services F9



POS Tags

- **SIMS POS** - Ring up items.
- **A/R Payment** - Post a payment on a Clients open account.
- **Refund / Store Credit**. Accept a return and process it for a money refund or Store credit. Refund has a invoice number field allowing you to enter the invoice number of the prior invoice.
 - ✓ **Store credits are posted to the customer's account. So if you do not have an account created for that client and do not want to create a record for that person. Then a receipt is printed so the customer can return the slip for a Later purchase. The additional credit will be applied to the 'All General Sales' account and will be ever present. Put payout will not be affected unless the clerk applies the Moines.**
- **Vendor Payout** - Is a Pop Up dialog box providing record of payouts by the clerk. A payout tag is printed for this transaction.
- **Return Funds** - Insufficient funds a return check or credit card stop payment. It is best to create an account for this customer. This customer now is a client that owes your business money.
- **Return Funds Payin** - This a Pop Up dialog box to accept the payment of Return Funds.

SIMS POS



Hello: Clerk's name

White box: is the *Name* of tab type selected.

General Sales: is the in house register for over the counter sales.

Customer Account: is Clients that purchase on store credit.

F6 - Product Look-Up - A display feature showing the details of your inventory.

F7 - Open Order Report - A report to show all orders open (Quotations) including Refunds, Voids, and Credits tickets.

F8 - Print Prior Invoice - Allows reprinting on any invoice/ticket in the system.