

Tally.ERP9

POS RETAIL SOLUTION

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About the Company

EE Software Technologies Pvt Ltd - EESTPL Strategic tie-up with Enterprise Partner enabled with Tally, Tally Development & Customization. **EESTPL** provides solutions for a dynamic environment where business and technology blend seamlessly. **EESTPL** approach focuses on novel methods of business combining IT innovation and adoption, keeping in purview an organization's current IT assets. **EESTPL** works with organizations across various segments to develop & customize Tally as per their business requirements.

EESTPL has clients and presence spread over in 15 countries that covers Africa – Middle East – South Asia & Asia Pacific.

Tally Enterprise Products / Add-ons Listing:

- Tally9LME – Power of Productivity
- Tally Property Management
- Tally Plastic Manufacturers
- Tally Investment Banking Solutions
- Tally Synchronization Solutions
- Tally POS & Bar Code System
- Tally Fixed Asset Management
- Tally Innovative Customized Enterprise Solutions

About – POS (Point of Sale)

POS is an acronym for **Point of Sale**. Point of Sale could mean a retail shop, a check-out counter in a shop or any other location, where a sales transaction takes place. The various **POS** equipment used in retail outlets are Cash registers, card readers and barcode scanners.

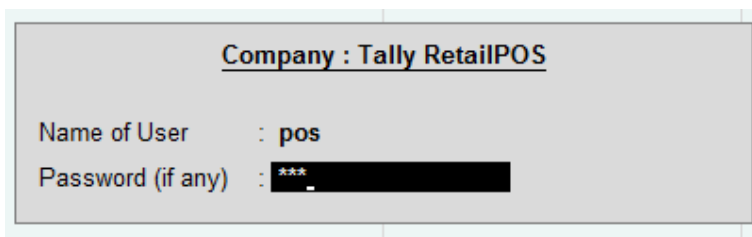
It is a computerized Cash Register which adds the sales total, computes the State sales tax or VAT calculates the change from the money tendered and automatically adjusts the store's inventory to debit the amount of inventory sold.

POS Module

Go to -> **Select Company**

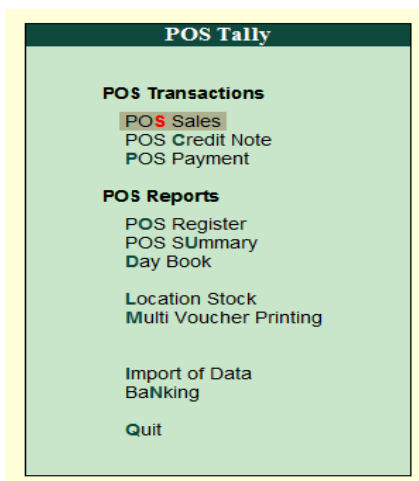
Login in as a User POS - for E.g. POS is a User and do the Following Procedures.

Displayed as shown:



POS Sales

Go to **Gateway of Tally-**



Creating a POS Sales with Single Payment Mode

Go to **Gateway of Tally** -> **POS** sales with single payment mode

1. Select the Location (**Godown**), from the **list of Locations**, you can select the **Main Location** or Tally.ERP 9 allows you to **create Location under the Main Location as per your requirements**. / **Sales Ledger** and **VAT/Tax Class** as applicable.
2. Select the **Item** using the **Bar code reader** to scan the bar code or select the Item from the list.
3. The **Rates** of the Item is picked up from **Set Standard Rates** screen (Stock Item Creation screen) or from the **Price List** screen.
4. Select **VAT/Tax** Ledger from the list of Ledger Accounts.
5. By default for the first time, the **POS** Invoice screen will appear in **Single Mode Payment**.

The screen will appear as below with the **Cash** and **Cash tendered** fields:

Displayed as shown:

Creating a Location (Godown):

You can select the **Main Location** or Tally.ERP 9 allows you to **create Location under the Main Location as per your requirements**

Name	: Main Location
Under	: Primary
Use for:	
Our Stock with Third Party	? No
Third Party Stock with us	? No

Create a **Location** (Store – Zayani) Under **Main Location**

Name	: Store-Zayani
Under	: Main Location
Use for:	
Our Stock with Third Party	? No
Third Party Stock with us	? No

Create the Ledger/Select from the List of Ledgers

Displayed as shown:



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Ledger Alteration		Tally RetailPOS	
Name : Party1		Total Op. Bal.	
		5,79,674.940 Dr	
		5,02,182.485 Cr	
		<u>Difference</u>	
		77,492.455 Dr	
Under : Sundry Debtors (Current Assets)		Mailing Details	
Pricing Level Applicable :		Name : Party1	
Maintain balances bill-by-bill ? Yes		Address :	
Default Credit Period : 60 Days			
Set Credit Limit : 60,000.000 Dr			
Inventory values are affected ? No			
		Tax Information	
		Sales Tax No. :	
		CST No. :	

Create the Item/Select from the List of Item

Item can be under Primary/Group (Select the group from the list of Group or else Create the Group)

Select the Appropriate Category

Displayed as shown:

Stock Item Creation (Secondary)		Tally RetailPOS	
Name : Item1			
Description :			
Under : Footwear		Tax Information	
Category : Footwear		Rate of Duty (eg 5) : 0	
Units : pcs			
Maintain in Batches ? No			
Set Components (BoM) ? No			
		Accept ?	
		Yes or No	

The POS Sales Creation screen is displayed as shown:



2. **Skip Qty field during POS Invoicing (faster entry):** By default, the same will be set to **Yes** so that while passing the Invoice, the cursor will skip the **Quantity** field. The user may set this option to No, to specify the required number of quantity.
3. **Allow modification of Rate field during POS Invoicing:** The rates are automatically picked as per the **Standard rates** defined in the **Stock Item master** or from the **Price List**. However, you can change the rate during entry, by setting this option to **Yes**.

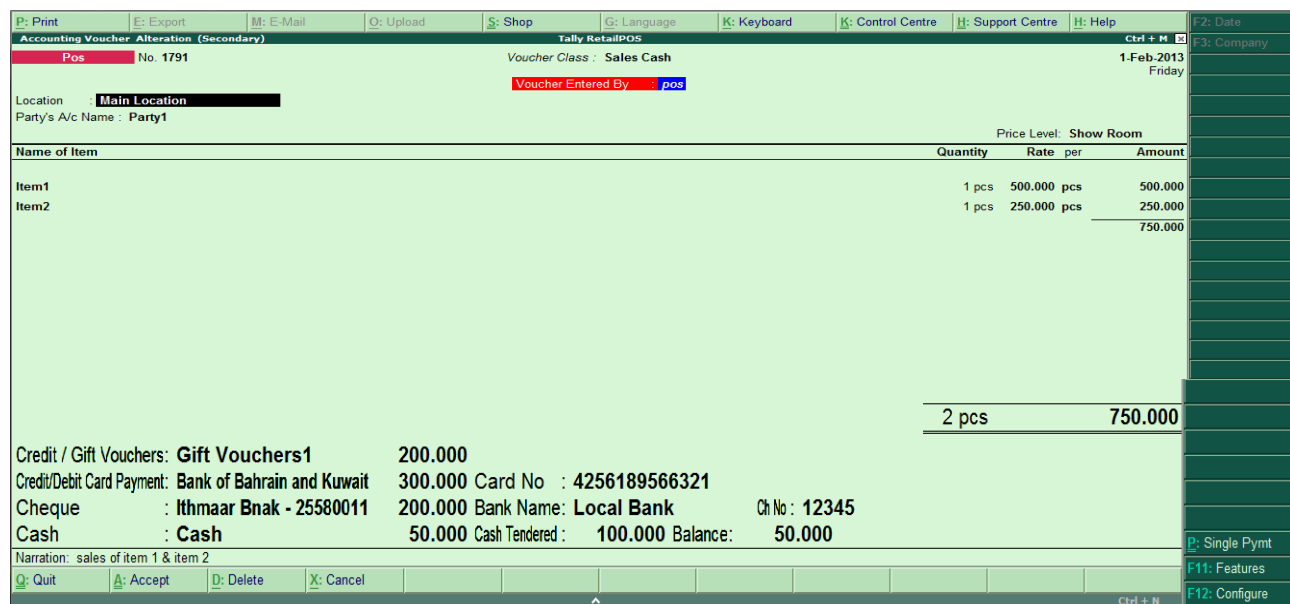
Creating a POS Sales with Multi Payment Mode

To create a POS Invoice with **Multi Mode Payment**, click on the **Multi Mode Pymt** button in the Button bar, to account for receipt of payments through other modes like Gift vouchers, Credit card/Debit Card or by cheque/DD etc.

To enter POS Invoice with Multi Mode Payment:

Go to **Gateway of Tally -> POS sales with Multi Mode Payment:**

1. Select **Multi Mode Pymt** option from the Button Bar or press **Ctrl+P**.
2. Select the Location (**Godown**), **Sales Ledger** and **VAT/Tax Class** if applicable.
3. Select the **Item** using the **Bar code reader** to scan the bar code or select the Item from the list.
4. The **Rates** of the Item is picked up from **Set Standard Rates** screen (Stock Item master) or from the **Price List** screen.
5. Select **VAT/Tax** Ledger from the list of Ledger Accounts.
6. Allocate the Bill amount to the relevant modes of payment.



The screenshot shows the Tally POS Sales screen. At the top, there are menu options: P: Print, E: Export, M: E-Mail, Q: Upload, S: Shop, G: Language, K: Keyboard, K: Control Centre, H: Support Centre, H: Help. The main header area displays 'Pos No. 1791', 'Voucher Class : Sales Cash', and '1-Feb-2013 Friday'. Below this, the 'Location' is set to 'Main Location' and 'Party's A/c Name' is 'Party1'. A table lists items with columns for Name, Quantity, Rate, and Amount. Item1 is 1 pcs at 500.000, and Item2 is 1 pcs at 250.000, totaling 750.000. Below the table, payment modes are listed: Gift Vouchers1 (200.000), Credit/Debit Card Payment (300.000), Cheque (200.000), and Cash (50.000). The total cash tendered is 100.000, leaving a balance of 50.000. The bottom of the screen shows a narration 'sales of item 1 & item 2' and a button bar with Q: Quit, A: Accept, D: Delete, and X: Cancel.

7. Select **Gift voucher** from the list and enter the amount OR Select **Credit/Debit Card Payment** and enter the amount and the card number OR Select the **Cheque** and enter the **amount**, **Bank Name** and **Cheque Number** OR Select **Cash** ledger from the list and enter the amount to be paid.
8. Accept the **POS Sales** screen.

Printing a POS sales



On accepting the **POS Sales Invoice** screen, press **ALT+P** or click on **Print** button, Tally.ERP 9 prompts you to print. Press **ALT+S** or click on the **Select Printer** button and select the printer from the list. Currently, Tally.ERP 9 support **STAR TSP 600 Compatible**, **Epson TM T88iii Compatible** and **Epson TM U220 Compatible** printers.

Print Mode	POS Printers
Print Mode : Quick / Draft	Epson TM T88III Compatible
Compatibility : Epson TM U220 Compatible	Epson TM U220 Compatible
	STAR SP500 Compatible
	STAR TSP 600 Compatible
	Wep DR400 Compatible
	Wep TH 40 Compatible

Press **ALT+F** or click on the **Print Format** to select the print mode. You can either select the **Neat Mode** or **Quick /Draft**. In **Neat Mode** format you will be able to preview the POS Invoice where as in **Quick/Draft** mode you cannot preview the POS Invoice.

1. Printing a POS Sales in Single Mode Payment

The **POS Sales** in preview mode

ABC Company No. 225, 9th Cross, AMC Road Bangalore VAT TIN : 72451285236				
Bill No. : 6	Time : 17:24 hrs			
Date : 1-9-2008	User : A			
Party : Customer A				
Address : 482, Ali Asker Road, Hyderabad				
Buyer's VAT TIN : 32567845231				
SI Description	Qty	Rate	Amount	
Batch Mfg Dt.				
1 Item 1	10	55.00	550.00	
Output VAT @ 4%		4 %	22.00	
Total	10		572.00	
Cash :	572.00			
Cash Tendered :	600.00			
Balance :	28.00			
Thank You Visit Again				

1. Printing a POS Sales in Multiple Mode Payment

The **POS Sales** in preview mode

ABC Company			
No. 225, 9th Cross, AMC Road Bangalore			
VAT TIN	: 72451285236		
Bill No. : 3	Time : 17:08 hrs		
Date : 1-9-2008	User : A		
Party : Customer A			
Address : 301 Regency Buildings, 2134 Colaba Seaface, Mumbai			
Buyer's VAT TIN	: 32567845231		
SI Description	Qty	Rate	Amount
Batch Mfg Dt. Exp Dt.			
1 Item 1	10	900.00	9000.00
Batch123 1-4-2008 30-6-2008			
Output VAT @ 4%	4 %		360.00
Total	10		9360.00
Gift Voucher	:	1000.00	
Cr/Dr Card	:	2000.00	
Card No	:	xxxx xxxx xxxx 0299	
Cheque	:	4000.00	
Cheque No.	:	561991, Local Bank	
Cash	:	2360.00	
Cash Tendered	:	2500.00	
Balance	:	140.00	
Thank You Visit Again			

3. Print Configurations in POS Invoice:

Press **F12** or click on **F12: Configure** button and set the required options:

POS Invoice Printing Configuration	
Title of Document	: POS Invoice
Method to use for Stock Item Name	: Name Only
Print Item Name in one line	? Yes
Print Serial No.	? Yes
Print Rate Column	? Yes
Print Additional Description(s) for Item Name	? No
Print Batch Details	? Yes
Print Mfg Date	? Yes
Print MRP/Marginal	? No
Print Card / Cheque No.	? Yes
Print whole Card Number	? Yes
Print VAT Analysis of Items	? Yes
Print Narration	? Yes
Print Default Name & Address of Party	? Yes

1. Set **Print Item Name in One Line** to **Yes** to print the Item details in a single line. If print format is set to **Neat Mode** then Tally.ERP 9 will compress the name of the Item and prints in one single line. However, if the print format is set to **Quick Draft Mode** then Tally.ERP 9 truncates the text and prints in multiple lines.
2. Set **Print Serial No.** to **Yes** to print the serial number.



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3. Set **Print Rate Column** to **Yes** to print the rate column.
4. **Print Additional Description(s) for Item Name** is set to **No** by default, set this option to **Yes**, if you wish to print additional description for each item in the POS bill.
5. Set **Print Batch Details** to **Yes** to print the **Manufacturing Date** and **Expiry Date**.
6. Set **Print MRP/Marginal** to **Yes** to print MRP on POS Invoice.
7. Set **Print Card/Cheque No.** to **Yes** to print the Card/Cheque number.
8. **Print whole Card Number** is set to **No** by default, which will print only last 4 digit of card number. Set this option to **Yes** to print the 16 digit card number on the POS Invoice.
9. Set **Print VAT Analysis of Item** to **Yes** to print the VAT Analysis on POS Invoice.
10. Set **Print Narration** to **Yes** to print the Narration on POS Invoice.
11. Set **Print Default Name & Address of Party** to **Yes** to print the Narration on POS Invoice.

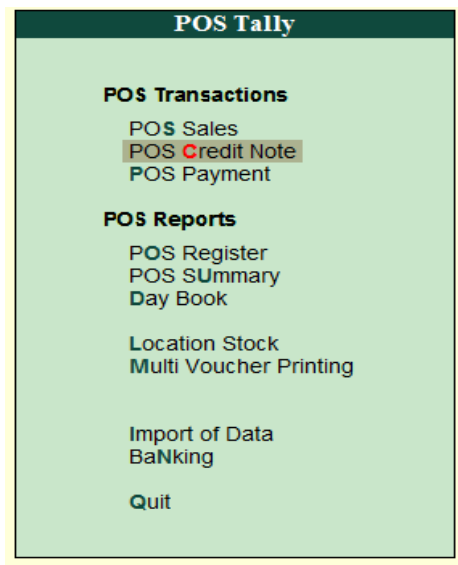
Accept the **Print** screen to view the **POS sales** in preview mode (Only for Neat Mode format).

Sl	Description	Mfg Dt.	Qty	Rate	Amount
	Batch			Exp Dt.	
1	Item 1		10	900.00	9000.00
	Batch123	1-4-2008		30-6-2008	
	Discount				(-)900.00
	Item 1		1	Free	..
Output VAT @ 4%				4 %	324.00
Total			11		8424.00
VAT @ 4 %		on	8100.00		324.00
				Total Tax	324.00
Gift Voucher : 1000.00 Cr/Dr Card : 2000.00 Card No : 5176213255220299 Cheque : 5000.00 Cheque No. : 321456, Local Bank Cash : 424.00 Cash Tendered : 500.00 Balance : 76.00					
Sale of Item 1 to Customer C					
Thank You Visit Again					

The Invoice displays the company name and address, TIN, CST, Bill number, time, date, user name, serial number, description, quantity, rate, amount, Batch number, Expiry date, Manufacturing date, Free Item (if any), discount (if any) Vat analysis, payment mode details, balance to be paid to the customer and the print message.

POS Credit Note

Go to **Gateway of Tally -> POS Credit Note**



Creating POS Credit Note

1. Select the **Party** from the list and select the **Sales Ledger** from the List
2. Select the **Item** using the **Bar code reader** to scan the bar code or select the Item from the list.
3. The **Rates** of the Item is picked up from **Set Standard Rates** screen (Stock Item Creation screen) or from the **Price List** screen.
4. Select **VAT/Tax** Ledger from the list of Ledger Accounts.

The **POS Credit Note** Creation screen is **displayed** as shown:



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Tally

P: Print E: Export M: E-Mail O: Upload S: Shop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help F2: Date
Accounting Voucher Alteration (Secondary) Tally RetailPOS Ctrl + M F3: Company

POS Credit Note No. 1 31-Jan-2013 Thursday

Ref: [Redacted]

Party's A/c Name : Party1 Price Level : Show Room
Current Balance : 500,000 Cr Credit Limit: 60,000,000 Dr
Sales Ledger : Sales Credit

Name of Item	Quantity	Rate	per	Amount
Item1	5 pcs	200.000	pcs	1,000.000

Narration:

5 pcs 1,000.000

Q: Quit A: Accept D: Delete X: Cancel Ctrl + N

(0/0) Tally Messages

F1: Acct Invoice
F2: As Voucher
F3: Post-Dated
F4: Optional
F11: Features
F12: Configure

POS Payment

Go to Gateway of Tally -> POS Payment

POS Tally

POS Transactions

- POS Sales
- POS Credit Note
- POS Payment

POS Reports

- POS Register
- POS Summary
- Day Book

Location Stock

Multi Voucher Printing

Import of Data

BaNking

Quit

Creating POS Payment – Petty Cash Voucher

1. Select the **Bank Account** from the list
2. Select the **Party** from the list.
3. Set the **Method of Adj.** Here it as **Agst Ref**
4. Select **VAT/Tax** Ledger from the list of Ledger Accounts.

The **Petty Cash Voucher** Creation screen is **displayed** as shown:

[illegible]

POS Register

POS Register lists all transactions made over a particular day and by default displays the last invoice entry date of a **POS** invoice. Each **POS** Invoice is further drilled down to obtain the lowest level of information.

It could also be set to list all the transactions made over a period. Press **F2: Period** on the button bar or press the keys **Alt+F2**. To view the list of **POS** Invoice Statement:
Go to **Gateway of Tally -> POS Register**

POS Tally

POS Transactions

- POS Sales
- POS Credit Note
- POS Payment

POS Reports

- POS Register
- POS Summary
- Day Book
- Location Stock
- Multi Voucher Printing
- Import of Data
- BaNking
- Quit



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P: Print	E: Export	M: E-Mail	O: Upload	S: Shop	G: Language	K: Keyboard	K: Control Centre	H: Support Centre	H: Help	F1: Condensed
POS Register										F2: Date
List of All POS Vouchers										F2: Period
Tally RetailPOS										F3: Company
1-Jan-2013 to 1-Feb-2013										F4: Chg Vch
Date	Vch Type	Vch No.		Gift Vouchers	Credit/Debit Card Pymt	Cheque	Cash	Total		F5: Columnar
31-1-2013	Pos	1790					500.000	500.000		F6: Extract
	Sales Cash		500.000							F7: Show Profit
1-2-2013	Pos	1791		200.000	300.000	200.000	50.000	750.000		
	Sales Cash		750.000							
Total:				200.000	300.000	200.000	550.000	1,250.000		F8: Other Rep
										F9: Inv Rep
										F10: Acc Rep
										F11: Features
										F12: Configure
										F12: Range
										F12: Value

Press **ALT+F1** or click on **F1: Detailed** button to view the **POS** Invoice in detailed format with all the tax details.

Configuration		Format	
Format	: Detailed	Condensed	
Show Inventory Details also	? Yes	Detailed	
Select vouchers to show	: All Vouchers		
Appearance of Names	: Name (Alias)		
Sorting Method	: Default		

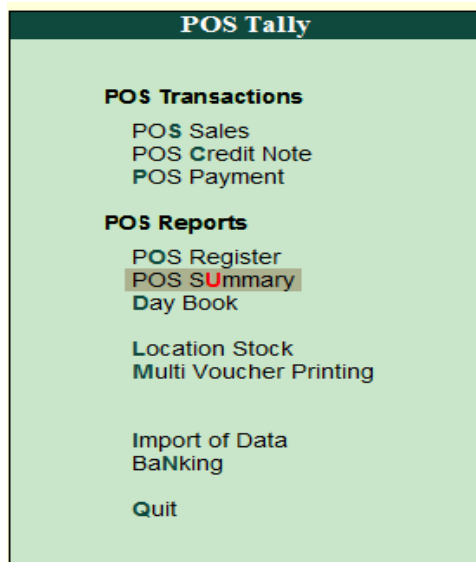
Set **Show Inventory Details** also to **Yes** and view the List of All **POS** Vouchers with Inventory details

POS Register										F2: Date
Tally RetailPOS										F2: Period
List of All POS Vouchers										F3: Company
1-Jan-2013 to 1-Feb-2013										F4: Chg Vch
Date	Vch Type	Vch No.		Gift Vouchers	Credit/Debit Card Pymt	Cheque	Cash	Total		F5: Columnar
31-1-2013	Pos	1790					500.000	500.000		F6: Extract
	Sales Cash		500.000							F7: Show Profit
	Item1	1 pcs	500.000							
1-2-2013	Pos	1791		200.000	300.000	200.000	50.000	750.000		
	Sales Cash		750.000							
	Item1	1 pcs	500.000							
	Item2	1 pcs	250.000							
Total:				200.000	300.000	200.000	550.000	1,250.000		F8: Other Rep
										F9: Inv Rep
										F10: Acc Rep
										F11: Features
										F12: Configure
										F12: Range
										F12: Value

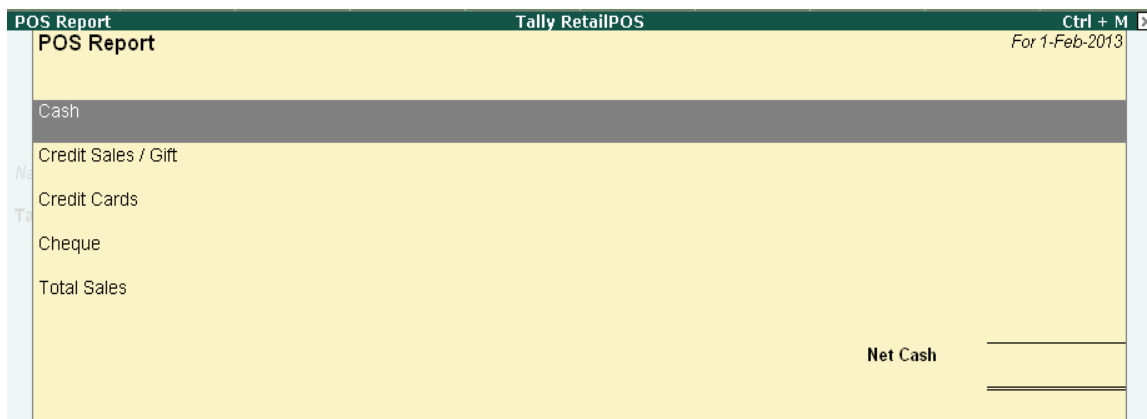
POS Summary

POS Summary lists all the **POS** Reports- Cash, Credit Sales/ Gift, Credit Card, Cheque, Total Sales in single shot, once you press enter it will list all the transactions made over a particular day and by default displays the last invoice entry date of a **POS** invoice. Each POS Invoice is further drilled down to obtain the lowest level of information.

Go to **Gateway of Tally -> POS Summary**



Click on **POS Summary** -> **Cash**





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Press **ALT+F1** or click on **F1: Detailed** button to view the **POS** Invoice in detailed format with all the tax details.

To view the list of POS Statements

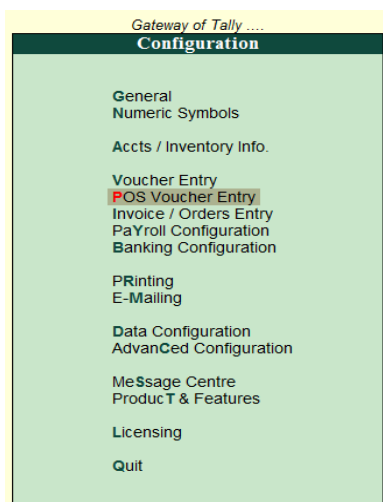
POS Register							Ctrl + M
Tally RetailPOS							
List of All POS Vouchers							F2: Date
Date	Vch Type	Vch No.	Gift Vouchers	Credit/Debit Card Pymt	Cheque	Cash	Total
31-1-2013	Pos	1790				500.000	500.000
	Sales Cash						
1-2-2013	Pos	1791	200.000	300.000	200.000	50.000	750.000
	Sales Cash						
Total:			200.000	300.000	200.000	550.000	1,250.000
Q: Quit Enter: Alter D: Delete X: Cancel Z: Duplicate A: Add Vch I: Insert Vch R: Remove Line U: Restore Line U: Restore All Space: Select Space: Select All							Ctrl + N

You can **generate** this kind of **reports** for Credit Sales/ Gift, Credit Card, Cheque, Total Sales as well.

How to Configure POS ?

Login as Administrator and do the Following Procedures

Go to **Gateway of Tally > F12 > POS Voucher Entry**





Select the **Options** appropriately:

Displayed as shown:

<u>POS Voucher Entry Configuration</u>	
<u>POS Configuration</u>	
Auto Select POS Voucher for POS Sales Entry ?	Pos
Auto Select POS Voucher for POS Credit Note Entry ?	
Auto Select POS Voucher for POS Payment Entry ?	

<u>POS Voucher Entry Configuration</u>	
<u>POS Configuration</u>	
Auto Select POS Voucher for POS Sales Entry ?	Pos
Auto Select POS Voucher for POS Credit Note Entry ?	
Auto Select POS Voucher for POS Payment Entry ?	

<u>POS Voucher Entry Configuration</u>	
<u>POS Configuration</u>	
Auto Select POS Voucher for POS Sales Entry ?	Pos
Auto Select POS Voucher for POS Credit Note Entry ?	POS Credit Note
Auto Select POS Voucher for POS Payment Entry ?	



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