TESSERACT ERP · USER MANUAL

Point of sale

A fast till for your counter. Sales update stock and the books instantly, and every shift ends with a cash count.

Before you start

1. Open **Point of sale** and add a **register** (for example "Front till").
2. Choose the warehouse it sells from and the cash account its cash goes to.
3. Make sure your products have prices and, for goods, **Track inventory** switched on.

Open a shift

1. Choose the register and click **Open shift**.
2. Count the cash in the drawer and enter it as the **opening float**.

Sell

1. Search or scan products to add them to the cart. Change quantities or remove lines as needed.
2. Pick a customer, or leave it as **Walk-in**.
3. Click **Pay**. Take cash, card or mobile money, or split the payment between them.
4. For cash, enter what the customer handed over; the change is shown.
5. Print the 80 mm receipt or skip it.

> A sale made by mistake can be **voided** from the shift's sales list; stock and money are put back.

Close the shift

1. Click **Close shift**.
2. Count the cash in the drawer and enter it.
3. Tesseract compares it with the expected cash (float + cash sales) and shows any over or short amount, which is posted to the books.
4. The shift summary shows sales by payment method.

Tips

- Open one shift per register per cashier.
- Bank the cash at the end of the day and record it as a journal entry from cash on hand to the bank.