POS Receipts | Daily Sales

~ RECEIPT ~

The tab shows the data of a single POS receipt or of a receipt issued on the Fiskalna vaga SunMicro Fiscal device. The *Receipt - Edit* dialog opens by selecting a receipt on the ***~ BASIC ~*** tab of the Daily Sales form; the ***[POS Receipts]*** program uses the same dialog.

Fields

- ***{Number}*** — Receipt number in the form *sequence number/business premises code/POS device number* — see Payment device number in the receipt number. It cannot be changed.
- ***{Date}*** — Date and time the receipt was issued. It cannot be changed.
- List of receipt lines, with the columns **Name**, **Description**, **Qty**, **UoM**, **Unit Price** and **Amount**. A line description is entered by clicking the line in the **Description** column and saved with the SAVE button; the added description is printed on the receipt next to the line.
- ***{Method of Payment}*** — Payment method of the receipt. Shown only.
- ***{Discount}*** — Discount amount on the whole receipt.
- ***{Total}*** — Receipt total including VAT. It is not entered.
- ***{ZKI}*** and ***{JIR}*** — Issuer protection code and unique invoice identifier — see ***~ FISCAL DATA ~***.
- ***{Clerk}*** — Code of the clerk who issued the receipt.
- ***{Serial number}*** — Serial number of the fiscal scale the receipt was taken from. Empty for POS receipts issued in Brix.
- ***{Customer}*** — Customer (partner) entered on the receipt. The icon shows the customer details, and the icon adds a new partner. The conditions for entering are described below.
- ***{Paragon invoice label}*** — Label of the receipt from the paper receipt book, when the receipt is transcribed afterwards.

Buttons

- SAVE — Saves the entered customer and the line descriptions.
- VOID — Voids the receipt — see voiding a receipt.

Entering and correcting the customer

On a POS receipt or a receipt issued on the Fiskalna vaga SunMicro Fiscal device the customer can be entered or corrected afterwards under the following conditions:

- **Time limit** — The customer can be entered or corrected only **until midnight of the day** the receipt was issued.
- **Exception for non-fiscalised receipts** — If the receipt has not yet passed ***F1*** fiscalisation (e.g. it is waiting to be sent later because of a connection outage), the customer can be entered or corrected until the receipt is sent to fiscalisation.

- **After that deadline** — The receipt is voided with the VOID button, and a new receipt with the customer data is entered with the button above the list of the Daily Sales form. The procedure is the same for fiscal scale receipts and POS receipts; the new receipt is issued under the department's ***{Till - POS Receipts}***.

Entering or correcting the customer does not create a new receipt: the receipt keeps its number, and Brix sends the change of the receipt data to the Tax Administration in the subsequent delivery procedure, which is repeated every hour.

After the customer is entered and saved, the icon in the dialog header prints the R1 invoice in A4 format as a PDF.

Voiding a receipt

With the VOID button Brix immediately creates and fiscalises the void. In the receipt list of the daily sale, the voided receipt and its void are shown in red.

The void of a receipt issued on the Fiskalna vaga SunMicro Fiscal device carries the ***{Void}*** number of that scale's point of sale and its own number sequence starting from 1 — the procedure and conditions are described in Storniranje računa.

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