| Documents |
Retail | hip
POS Sales | Catering

POS Receipts

The ***[POS Receipts]*** program issues “small” receipts on a mobile phone, tablet or computer. The program is kept as simple as possible, allows fast issuing of small receipts and supports cash and card payments.

It also allows a receipt from a paper receipt book to be transcribed and fiscalised afterwards, for situations when the POS device was out of order.

Main features:

- Integration with the Brix modules Daily Sales, materijalno and cashtill.
- Received/change calculator.
- Receipt fiscalisation.
- Entering a customer to issue an “R1” receipt with customer data. By entering the customer's OIB the data is fetched directly from the Court Register or the Register of Crafts.
- Simultaneous work on several mobile phones, tablets and computers in one shop.
- Printing on the shop's POS printer.

Toolbar

- — Opens the menu of the reports described below.
- — Shows and hides the list filter.
- — Opens this help page in a new window.

How to...

- Enter a customer and print an R1 invoice
  Entering or correcting the customer afterwards on an issued receipt.
- Void a receipt
  Void of a POS receipt or a fiscal scale receipt.
- Add a line description
  Description printed next to the receipt line.

List

About filters and finding data in lists

The list shows all receipts of the department for the selected day — POS receipts and receipts issued on the Fiskalna vaga SunMicro Fiscal device. The selected date is also shown in the title below the

form bar.

List filter:

- ***{Date}*** — The day whose receipts are shown. The icon enters today's date, and the icon opens the calendar.
- ***{Point of sale}*** — Limits the list to receipts issued at the selected point of sale, shown by number and name. When the field is empty (the selection is cleared with the icon in the field), receipts of all points of sale of the department are shown — see Locations.
- ***{Clerk}*** — Limits the list to receipts of the selected clerk.

Above the list a summary table by clerk is shown, with the columns **Clerk**, **Cash** and **Cards** — the total of each clerk's receipts paid in cash and by card.

List columns:

- **F1** — A tick means the receipt was fiscalised under the ***F1*** protocol.
- **Number** — Receipt number in the form *sequence number/business premises code/POS device number*.
- **Date** — Date and time the receipt was issued.
- **Amount** — Receipt total.
- — Prints the receipt on the POS printer. The icon is disabled when no POS printer is set on the workstation.

Selecting a receipt in the list opens the *Receipt - Edit* dialog, described below.

Buttons

- — Opens the *Receipt - Add* dialog for entering a new receipt — see entering a new receipt.

Receipt dialog

A new receipt is entered in the *Receipt - Add* dialog, which also opens with the button above the list of the Daily Sales form. Selecting an issued receipt opens the *Receipt - Edit* dialog with the tabs described below.

Entering a new receipt

- ***{Date}*** — Date and time the receipt is issued; the default is the current time. When a receipt from a paper receipt book is transcribed afterwards, the date of the paper receipt is entered. The icon enters today's date, and the icon opens the calendar.
- ***{Paragon invoice label}*** — Label of the receipt from the paper receipt book, when the receipt is transcribed afterwards.
- ***{Clerk}*** — Clerk issuing the receipt, selected from the drop-down list — see clerks.
- ***{Customer}*** — Customer for an R1 invoice. The icon shows the customer details, and the icon adds a new partner.
- Receipt lines, with the columns **Item**, **Qty**, **UoM**, **Unit Price** and **Amount**. The icon deletes

a line.
- ***{Total}*** — Receipt total including VAT. It is not entered.
- ***{Amount}*** — Amount received from the customer.
- ***{Change}*** — Amount to be returned to the customer. Calculated from the amount received and the total.

The receipt is closed with a payment method button:

- — Cash.
- — Card.

When a delivery service is selected, a button for *Cash on Delivery* is also shown — see delivery services.

Dialog header icons

In the *Receipt - Edit* dialog the following icons are shown on all tabs:

- — Prints a copy of the POS receipt on the POS printer.
- — Prints the receipt in A4 format as a PDF; with a customer entered, this is the R1 invoice.

Data tabs

The *Receipt - Edit* dialog has the following data tabs:

- ***~ RECEIPT ~***
  Receipt data, entering a customer, line description and void.
- ***~ TAX AND FEES ~***
  Recap of VAT, consumption tax and fees.
- ***~ FISCAL DATA ~***
  F1 fiscalisation data and the XML files exchanged with the Tax Administration.

Receipt number

The device you work on (mobile phone, tablet, computer) **does not create the receipt itself** — it is only a screen and keyboard; the receipt is created and fiscalised by Brix. Therefore all POS receipts of one department are issued under **one** POS device number and share **one** sequence of numbers, regardless of how many devices they are issued from.

Brix takes that number from the department's ***{Till - POS Receipts}*** — tab ***~ OTHER DATA ~***. An R1 receipt issued in this program carries the same number. The department's invoices are issued under a different number — ***{Till - Invoices}*** — and have their own number sequence.



POS receipts cannot be issued if the department has no ***{Till - POS Receipts}*** entered.

Detailed explanation: **Payment device number in the receipt number**.

Clerks

POS receipts are issued by Brix users. A user can issue POS receipts in a department when all of the following conditions are met:

- on the ***~ PERMISSIONS ~*** tab of the Users form the user has access to the department;
- on the ***~ PROGRAMS ~*** tab the ***[POS Receipts]*** program is switched on;
- the user is linked to an employee in the Employees form — the same email address is entered in both forms;
- the employee has an **entered clerk code**.

The clerk code and OIB on the POS receipt are taken from the linked employee.

Payment methods

A POS receipt is closed by selecting the payment method:

- *Cash*
- *Card*
- *Cash on Delivery* (only after a delivery service has been selected)

Only the payment methods defined for the department in which the POS receipt is issued are offered — see ~ PAYMENT METHODS ~. All payment methods are described in About payment methods, and the fiscalisation rules under the ***F1*** and ***F2.0*** protocols in Sending invoices to F1 or F2.0 fiscalisation.

Delivery services

If a ***{Delivery Service}*** is selected before the payment method, an additional icon for *Cash on Delivery* is shown.

If the courier pays immediately in *Cash* or by *Card*, the receipt is closed with that icon.
If the delivery service pays for the delivered goods later and periodically, the receipt is closed with the *Cash on Delivery* icon.

Limitations

- Only items with a defined price can be sold.
- The item price cannot be changed in a POS receipt.
- In companies using price control measures, Brix warns when a line is added if the item price is above the maximum allowed — see Maximum retail price. The warning does not block the sale; the price is corrected in the price list. The feature is enabled by support on request.
- A customer can be entered on or corrected in a receipt afterwards only until midnight of the day the receipt was issued, except on a receipt that has not yet been fiscalised — see entering and correcting the customer.

1. The price limitations above do not apply to services whose price can be entered when it is not in the price list. If a service has a price entered, it cannot be changed, regardless of the ***{PE}*** — Free ***P****rice* ***E****ntry* setting.
2. The department setting OJ_POSZAL switches stock control on or off, which blocks or allows the sale of items with insufficient stock.

Returnable packaging ("deposit")

The return of packaging (“deposit”) from customers is entered in POS receipts, after selecting the packaging type, as a **negative quantity**, e.g. “-3”.
The return does not need a separate receipt; it can be entered in the same receipt with other items.

Statement to the Tax Administration on late fiscalisation

When, because of a POS device failure or an internet outage, invoices reach ***F1*** fiscalisation after the legal deadline of 2 days (48 hours) from issue, the Tax Administration may request a statement. Brix produces it with the report F1 Late Fiscalisation Statement in **Menu > Reports > Sales Reports**: the first page is a ready letter in which MICRO PROCESS, as the producer of the software, explains the failure and the outage, and the second page is the list of invoices with late fiscalisation — invoice number, amount, issue date, date of last sending, ZKI and JIR. With the ***{Not Fiscalised}*** checkbox the list also includes invoices that were not fiscalised at all, together with the error message returned by the Tax Administration.

Reports

The report menu contains the *Financial Report* and *Sales of Goods/Services*, printed on the POS printer used for the POS receipts.

From:
https://wiki.micro-process.hr/ - **Brix - MICRO PROCESS**

Permanent link:
https://wiki.micro-process.hr/brix/en/small_bills

Last update: **29/10/2026 17:48**