

TOSCOGA Software

How do I...

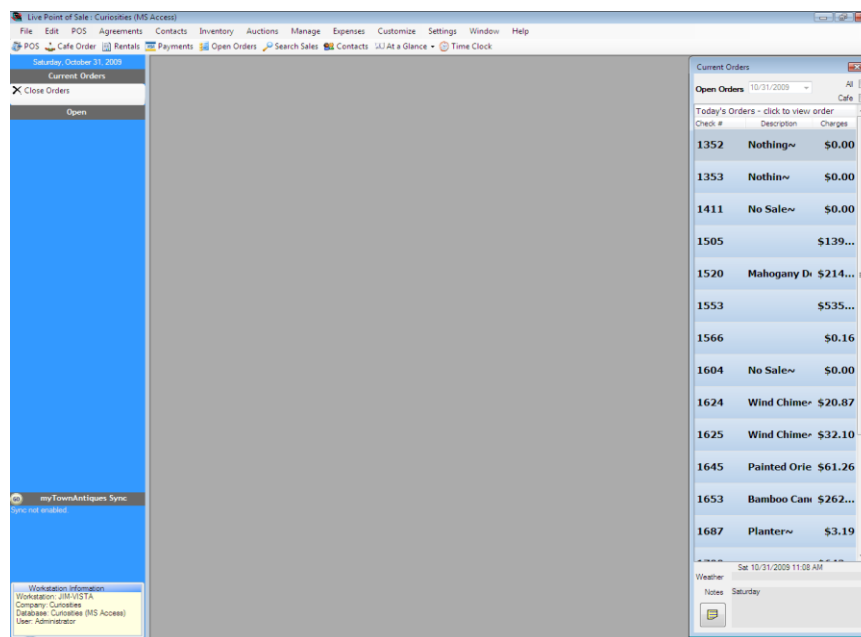
Edit a Previously Entered Sale

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Edit a Previously Entered Sale

You may edit previously entered sales tickets at any time. The system will handle all of the bookkeeping necessary to keep your dealer records accurate. If you have inadvertently entered a sale to the wrong dealer you can make the correction at any time. The system will correct dealer records even if the wrong dealer has already been paid for the item sold. It will subtract that payment from their next check.

From the Main Menu select 'POS' > 'Open Order List'. The system will display a list of all the tickets that have not been closed out since your last daily cash reconciliation on a panel on the right hand side of the screen. Check the 'All' check box to view the list of all tickets for the day.



Right click anywhere on the list to reveal the following options:

View Recap - The system will display the Order Recap screen for the order selected.

Enter Payment - The system will display the Payment Entry screen for the order selected.

Print Order - The system will display the Print Options screen for the order selected.

Find by Number - This option lets you locate a previously entered sales ticket by entering the ticket number. It will then display the Order Recap screen.

On the bottom of this screen is a small button that lets you keep a daily log of the amount of customer traffic and the general weather conditions of the day. This information is displayed on the myTownAntiques.com website and keeps your dealers informed of how things are going in the store and to judge how they are doing.