

Point of Sale

Bill in seconds at the counter, post to the ledger in the back office

AccSoft POS is the counter screen of AccSoft ERP. Cashiers pick items from pictures or scan barcodes, take cash, card or split payments, hold and recall bills, and close the day with a Z report. Every sale updates stock, debtors and the General Ledger in the ERP, so the shop and the accounts are never out of step.

The screenshot displays the AccSoft POS interface for a cashier named Sanduni. The top section shows a grid of 24 item images with their respective codes and descriptions. Below this is a bill grid table. To the right, a 'Cash Sales' summary shows totals and tendered amounts. At the bottom, there are two rows of function-key buttons.

Code	Description	Qty	Rate	Disc %	Disc Amt	Amount	X
GR-0004	SAMBA RICE 5kg	1	2,150.00		0.00	2,150.00	✖
GR-0002	FRESH MILK 1L	2	520.00		0.00	1,040.00	✖
GR-0005	CEYLON TEA 200g	1	890.00		0.00	890.00	✖
GR-0001	AQUA WATER 1L	3	120.00		0.00	360.00	✖
GR-0003	CREAM BISCUITS 200g	2	260.00	10	52.00	468.00	✖
GR-0009	EGGS TRAY OF 10	1	640.00		0.00	640.00	✖

Cash Sales Summary:

- Date: 23-09-2026
- Ref No: 00214
- Cust: Cash
- TOTAL: 5,548.00
- TENDERED: 6,000.00
- BALANCE: 452.00

Function-Key Commands:

- Item [F2], Customer [F3], Cash [F5], Credit Card [F6], Multiple Payment [F7], Memo [F9], Discount, Save & Print [F4], Hold [F10], Discard [F12]
- Backup, Drawer, Stock, Z Reports, Reports, Add Line, Return, Search [F8], Preference
- Session: Day End

POS main screen: item pictures, bill grid, totals and function-key commands

Fast billing

Item pictures, barcode scanning and a function key on every command

Any payment

Cash, card, cheque, voucher and credit, split across one bill

Cash under control

Logged drawer openings, Z reports per cashier and a reconciled Day End

Part of the ERP

Sales, stock and takings post to AccSoft ERP as they happen

The main screen

One screen does the whole sale, laid out for a touch screen or a keyboard.

- Item Images: a picture grid of your fast-moving items. Tap a picture to add it to the bill, scan the barcode, or press F2 and type the code
- Bill grid: Code, Description, Qty, Rate, Disc %, Disc Amt and Amount per line, with a delete cross on every line and in-place editing
- Totals panel: Cash Sales or the selected customer, date, reference number, and TOTAL, TENDERED and BALANCE in large figures the customer can read
- Held invoices, Search All and On-Screen Keyboard for counters without a physical keyboard
- Command buttons along the foot, every one with a function key, so an experienced cashier never touches the mouse

Command buttons, and what each one does

Button	Key	What it does
Item	F2	Add an item by code or search
Customer	F3	Bill a credit customer instead of Cash, with their price level and credit limit from the ERP
Cash	F5	Cash sale with tendered and balance
Credit Card	F6	Card sale with card type and reference
Multiple Payment	F7	Split one bill across cash, card, cheque, voucher and credit
Memo	F9	A note printed on the bill
Discount		Line or bill discount by percentage or amount, within the cashier's limit
Save & Print	F4	Post the sale and print the receipt
Hold	F10	Park a bill and recall it from Held Invoices at any counter
Discard	F12	Cancel the bill on screen
Backup		Back up the POS data from the counter
Drawer		Open the cash drawer without a sale, logged against the cashier
Stock		Stock on hand and price for any item without leaving the bill
Z Reports		Cashier's end-of-shift summary of sales and takings by payment type
Reports		The POS Report Center
Add Line		Insert a blank line to type item, quantity and rate
Return		Take goods back against a bill, refund or credit, and restore stock
Search	F8	Find a past bill by number, customer or item to reprint or return
Preference		Printer, drawer, scanner, display and receipt settings for the counter
Day End		Reconcile the drawer, close the session and post the day to the ERP

Key features

Fast billing

- Item picture grid for touch screens, barcode scanning and code entry for keyboards
- Function keys on every command, so the mouse is optional
- Editable quantity, rate and discount per line, within cashier limits
- Multiple counters per shop, each with its own cashier, drawer and printer

Customers and credit

- Cash sales by default; select a customer for credit sales, price levels and loyalty
- Credit limits and outstanding balance from Sales & Debtors checked at the counter
- Returns credited to the customer or refunded in cash

Cash control and shift handling

- Drawer opening logged against the cashier
- Z report per cashier at shift end
- Day End reconciles the drawer, closes the session and posts to the ERP
- Backup from the counter

Payments

- Cash, credit card, cheque, voucher and customer credit
- Split payments across several methods on one bill
- Tendered and balance shown in large figures for the customer
- Held bills recalled by any cashier at any counter

Stock at the counter

- Stock on hand and price lookup for any item, any location
- Every sale reduces stock the moment it is saved
- Returns put stock back with the reason recorded
- Serial number capture for phones, electronics and appliances

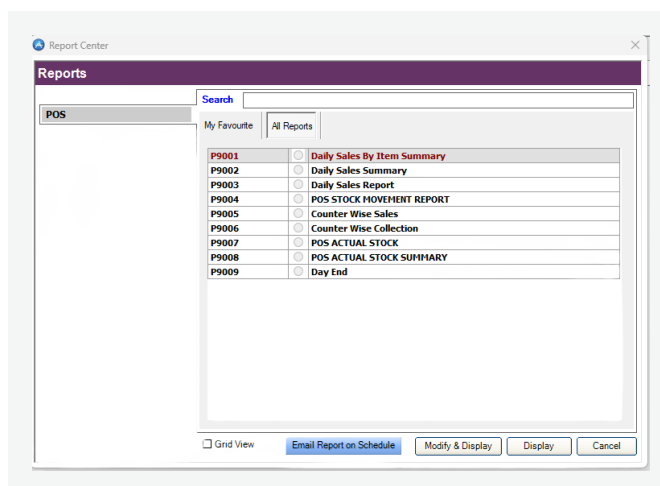
Integrated with AccSoft ERP

- Sales post to Sales & Debtors, stock to Inventory and takings to Cash Book & General Ledger
- Items, prices, customers and locations maintained once in the ERP
- Works offline at the counter and syncs to the ERP
- Receipts with logo, VAT registration number and VAT and SSCL breakdown

Reports

Nine POS reports from the Report Center, filterable by date, counter and cashier, with Email Report on Schedule for the owner.

- Daily Sales By Item Summary
- Daily Sales Summary
- Daily Sales Report
- POS Stock Movement Report
- Counter Wise Sales
- Counter Wise Collection
- POS Actual Stock
- POS Actual Stock Summary
- Day End



Why AccSoft POS?

One system, not two	The POS is part of AccSoft ERP, so there is no import from a separate till system and no re-keying of the day's sales.
Built for the counter	Function keys, item pictures, held bills, split payments and large totals are what a busy cashier needs at 6 pm on a Saturday.
Cash under control	Logged drawer openings, Z reports per cashier and a reconciled Day End mean every rupee is accounted for.
Built for Sri Lanka	VAT and SSCL on the receipt, local bill printers and cash drawers, and support from Colombo.
Proven since 1998	AccSoft Solutions has supported Sri Lankan businesses for over 25 years, with more than 5,000 installations.

Who uses AccSoft POS

- Supermarkets, minimarts and grocery chains
- Pharmacies and cosmetics counters
- Hardware, electrical and spare parts shops
- Mobile phone and electronics showrooms with serial number capture
- Bakeries, cafes and restaurants with counter sales
- Showrooms that sell over the counter and on credit from the same stock

Frequently asked questions

Does the POS work if the network or internet goes down?

Yes. The counter keeps billing locally and syncs to the ERP when the connection returns, so a network fault never stops the queue.

Can one bill be paid partly in cash and partly by card?

Yes. Multiple Payment [F7] splits one bill across cash, card, cheque, voucher and customer credit.

Can we hold a bill while the customer gets another item?

Yes. Hold [F10] parks the bill and any cashier can recall it from Held Invoices.

How do returns work?

Return finds the original bill, takes the goods back into stock and refunds in cash or credits the customer, with the reason recorded.

How is the day closed?

Each cashier runs a Z report at shift end. Day End then reconciles the drawer against takings by payment type, closes the session and posts the day's sales, stock and cash to the ERP.

Can we run more than one counter?

Yes. Each counter has its own cashier login, drawer and printer, and the Counter Wise Sales and Counter Wise Collection reports show each one separately.

See AccSoft POS at the counter

Book a free demo and we will set up a counter with your own items and pictures, then run a sale, a hold, a return and a Day End.

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