



Documentation:  
**Cloud POS Light**

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# 1 Introduction

The Dynavision Cloud POS Light extension adds an intuitive user interface to Microsoft Dynamics 365 Business Central for all point-of-sale and cash register tasks.

All POS sales and payments can be registered and the daily closing can be automated. It is possible to automatically create a daily invoice to the financial POS transactions.

Following functionalities are implemented in the Cloud POS Light module:

- The developed interface is fully touch-friendly,
- It prints receipts and tickets,
- It integrates with a barcode scanner to scan price tags, gift vouchers, supplier discount barcodes, etc.
- It works with reverse vending machines like TOMRA, and
- It is possible to register Cash in and Cash out.

## 2 Installation

### 2.1 Extension

The Dynavision Cloud POS Light module is a separate Business Central extension.

1. Choose the search icon, enter **Extension Management**, and then choose the related link.
2. Choose **Manage** in the Action bar on the page and choose action **Extension Marketplace**.
3. In the search bar, enter **Dynavision Cloud POS Light** and install this app.
4. Activate the trial as described in following [Get Started guide](#).

## 3 General introduction

### 3.1 Licenses

A Dynavision License needs to be available in order to set up a POS terminal

*Example given: suppose there have two active companies in the production environment. company A has two terminals, company B has three terminals. This means that 5 licenses must be purchased, one for each terminal.*

When a company is copied, the terminals are by default set to **inactive** so that there is no problem with licenses. When the licenses are available, the terminals that are needed can be activated.

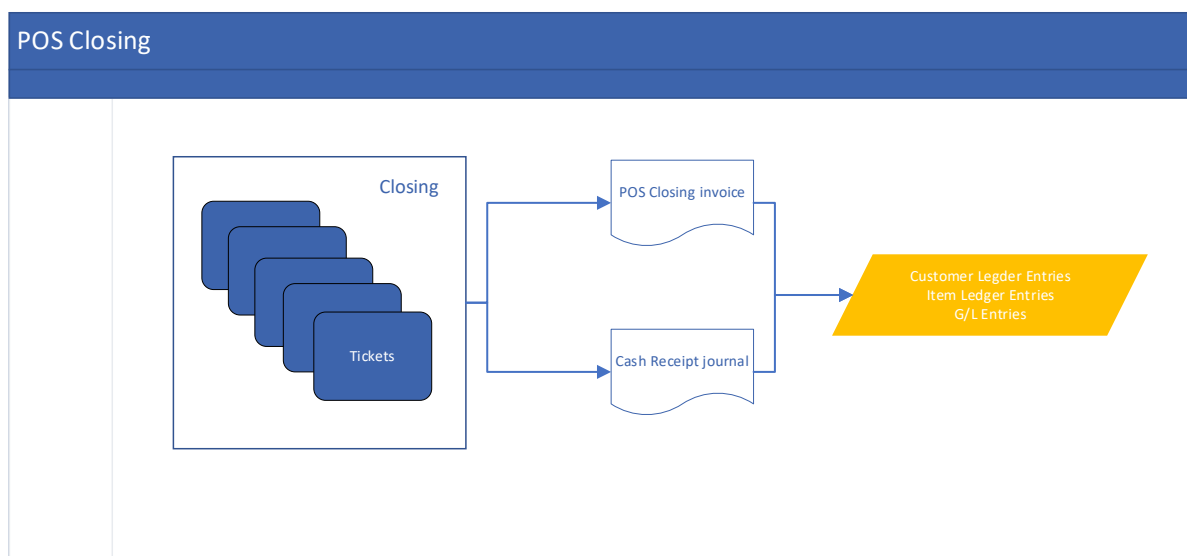
When setting up the application, two test licenses are provided free of charge per environment. These can be used by the consultant to activate a terminal in a test company and perform tests without changing licenses.

### 3.2 POS operation

In the Cloud POS Light, different types of tickets can be created. These are stored in a **POS Sales order**.

Each time a new ticket is created (of any type) it is added to the open **POS Closing** of that POS.

When the POS Closing is processed, the tickets are pushed into the system. At that point, the necessary entries are made.



## 3.3 Ticket Types

There are four types of tickets that can be created in the POS.

### 1. Normal tickets

This ticket is used when the sale is a private sale with no customer identification. All sales of these tickets are put on a cash closure invoice in the cash closure. There is no inventory check at the time the ticket is created and processed in the Cloud POS Light. The check occurs when the cash closing invoice is passed through to Business Central.

### 2. Linked payment tickets

If a sales invoice is posted on a customer in Business Central, it is possible to receive money for that invoice in the POS. Receiving the money from the customer for that invoice is stored on a separate ticket.

When the cash closure is posted, the payment is posted to a receipt journal. When the user forwards the journal, the payment is offset against the open invoice. In this way, the customer entry is closed.

### 3. Unlinked payment tickets

If a customer wishes to redeem an undefined debt, it is also possible to receive money from a customer without attaching a document to it.

Another scenario: someone wishes to collect an advance on a quotation or order at the POS without the document already existing.

Processing using the cash closure works in the same way as linked payments. The payment is defined on the customer as an open customer item.

### 4. Cash in/out tickets

If a user wants to put in or take out cash, this ticket can be created.

The money will be shifted against a cash i/o account. This account will also push these lines to the receipt journal. With chargeback, the money is shifted accounting-wise between the cash drawer and the cash i/o account.

Afterwards, the bookkeeper can mark off the shift with the necessary actual transaction represented by the cash i/o.

*Examples when this ticket can be used are:*

- a. I take money out of the drawer to buy a sandwiches.*
- b. I take money out of the drawer and put it in the safe.*
- c. I take money out of the drawer to deposit it in the bank.*
- d. I put money in the drawer because there is too little in it.*

The user who is performing the sales will not experience this distinction in tickets, this will be done automatically by the system.

The user who runs the cash close will see a clear overview per ticket type in which the distinction is clearly marked.

The usage of the Cloud POS Light and different tickets is explained in chapter [POS usage](#).

**Remark:** *If money is taken from the drawer, it must be registered using the Cash I/O ticket. The accounting department can then deduct this from the correct account.*

*If this is not done correctly, there will be an imbalance in the cash drawer account.*

## 4 Configuring the Cloud POS Light

In order to configure the Cloud POS Light to be used, following needs to be set up:

- **POS Setup** (general set up for the closing, cash drawer, sound effects etc).
- **Salespeople/Purchasers**: setting up the cashiers who will be using the POS in the shops.
- **User Setup**: preselect the POS login screen that will be shown when logging in to the POS by the cashier.
- **POS Terminal List**: set up the POS terminal that will be used by the cashier (look & feel, ticket settings, layouts, TOMRA voucher Setup, posting and closing settings, etc).

### 4.1 POS Setup

1. Choose the search icon, enter **POS Setup**, and then choose the related link.
2. On the page that opens, some general settings can be specified that will be valid for all POS terminals that will be set up in the system.
3. Set up the fields in the **General Tab**.
  - a. **Terminal Nos.**  
Specifies the number series that will be used when creating the POS Terminals.
  - b. **Compressed Picture Width (px)**  
Specifies the number of pixels that will be used when compressing images to show on the POS terminal.
4. Set up the fields in the **Sound Effects Tab**.
  - a. **Invalid Barcode**  
Specifies the sound that will be played when scanning a Barcode that is not found in the system.
  - b. **Missing Price**  
Specifies the sound that will be played if a POS line is added without a unit price.
5. Set up the settings in the **Cash Drawer** if applicable.
  - a. **Enabled**  
Specifies if the cash drawer must be controlled from the POS terminal. This means that the drawer can be opened when needed from the POS terminal by receiving a certain trigger. See chapter [Peripherals](#) for more information.
  - b. **Identifier**  
Identifies the Cash Drawer that needs to be controlled from the POS terminal. This is a number that will be used by the **Dynavision Assistant** program to know which Cash Drawer to select.
  - c. **Method**  
Specifies the method used by the Dynavision Assistant to open the drawer. The options are:
    - i. Popup, and
    - ii. Socket.
  - d. **Search Pattern**  
Specifies the search pattern in case Method **Popup** is chosen. *It is advised to keep the default value in this field, [%1] ~.*

- e. **Server Port**  
Specifies the port used by Business Central to communicate with the Dynavision Assistant to open the cash drawer, in case Method **Socket** is chosen.
- 6. Set up the fields in the **Customer Screen Tab**.
  - a. **Identifier**  
Identifies the Customer Screen on which the information needs to be displayed for the customer. See chapter [Peripherals](#) for more information
  - b. **Search Pattern**
- 7. Set up the fields in the **Closing Tab**.
  - a. **Closing Report ID / Name**  
Specifies the report that will be used for the printout of the POS closing report.
  - b. **Closing Archive Report ID / Name**  
Specifies the report that will be used for the POS closing archive report.
  - c. **Archiving Date Formula**  
Enter the date formula to calculate which POS Closings will be archived.  
*Examples given: -14D , -1M.*
  - d. **Group Lines on Invoices**  
Indicates if certain POS ticket lines should be grouped into one line if possible.  
*Example given: 5 different ticket lines with different quantities of item A (with the same price). This line can be grouped into one line on the sales invoice by summing the quantities for this item at the same price.*

## 4.2 Salespeople/Purchasers

In the Salespeople/Purchasers page it is possible to add the cashiers that will be operating the POS terminal of the Reusable Packaging POS terminal.

1. Choose the search icon, enter **Salespeople/Purchasers**, and then choose the related link.
2. Choose the action **New** to add a new cashier or select an existing salespeople card to modify to set the POS settings for this person.
3. On the **Salesperson/Purchaser Card** fill in the necessary fields in the **General and Invoicing Tabs**.
4. In case the cashier needs to be set up to be able to operate the POS terminal, navigate to the **POS Tab** and fill in the needed information.
  - a. **POS User**  
Specifies if the salesperson can operate the POS terminal. When this field is enabled, the user will be selectable when starting the POS.
  - b. **POS Terminal No.**  
Specifies the default POS terminal that this Salesperson will operate. *This is optional.*
  - c. **Password**  
The password that the user uses to log in to the POS terminal can be managed. This password needs to be filled in when starting the POS terminal



when the system prompts with the question to enter the password for the user.

**i. Show Password**

View the password set up for the cashier.

**ii. Change Password**

When choosing this link, a screen will be shown in which a password can be entered.

5. In case the cashier needs to be set up to be able to operate the Reusable Packaging POS terminal, navigate to the **Reusable Packaging POS Tab** and fill in the needed information.
  - a. **Reusable Packaging POS User**  
Specifies if the salesperson can operate the Reusable Packaging POS terminal. When this field is enabled, the user will be selectable when starting the Reusable Packaging POS.
  - b. **Reusable Packaging POS Terminal No.**  
Specifies the default Reusable Packaging POS terminal that this Salesperson will operate. *This is optional.*
  - c. **Password**  
The password that the user uses to log in to the Reusable Packaging POS terminal can be managed. This password needs to be filled in when starting the Reusable Packaging POS terminal when the system prompts with the question to enter the password for the user.
    - i. **Show Password**  
View the password set up for the cashier.
    - ii. **Change Password**  
When choosing this link, a screen will be shown in which a password can be entered.

### 4.3 Link the Salesperson/purchaser to the user

In the User Setup it is possible to link the set up Salesperson/Purchaser that has been created to operate the (Reusable Packaging) POS terminal to a User ID.

Linking the User ID to the Salesperson/Purchaser will have the effect that, when the user is logged in on the BC system and starts the (Reusable Packaging) POS, the linked Salesperson/Purchaser will be preselected on the login screen. Additionally, the corresponding (Reusable Packaging) POS terminal that has been set on the Salesperson/Purchaser Card will be preselected.

If no Salesperson/Purchaser is linked to the logged in User ID, when starting the (Reusable Packaging) POS, the user will be presented with a screen of all possible salespersons that are set up to operate the (Reusable Packaging) POS terminal and can next log in with one of these cashiers.

*Remark: the preselection can still be overwritten and is not blocking.*

1. Choose the search icon, enter **User Setup**, and then choose the related link.
2. For the user ID to which the Salesperson/Purchaser needs to be linked, choose the code in the **Salesperson/Purchaser Code** column.



## 4.4 POS terminal list

The POS terminal list shows an overview of all set up POS terminals. New POS terminals can be created in this page and existing terminals can be modified.

1. Choose the search icon, enter **POS Terminal List**, and then choose the related link.
2. Choose the action **New** to create a new terminal or choose an existing terminal and edit.
3. Fill in the necessary information in the **General Tab**.
  - a. **No.**  
The number used to identify the POS terminal.
  - b. **Name**  
The name of the POS terminal.
  - c. **Active**  
Specifies if the terminal is active. When the terminal is active, it will be displayed in the POS terminal list and can be used by the cashier.
  - d. **POS Customer No.**  
Specifies the customer that will be used to book all POS Tickets when POS closing is performed. It is best practice to use separate customers per location (store).  
For this customer, price list lines can be added that will be used in the POS as the price of the items in the store. The language of the POS terminal will depend on the language set for the POS customer.
  - e. **Location Code / Name**  
Specifies the location from which the items are taken. At this location the stock will decrease when the POS closing is performed.
  - f. **Responsibility Center / Name**  
Specifies the Responsibility center linked to the POS terminal. This can be used to identify the shop in which the terminal is active.
  - g. **No. Series**  
Specifies the number series that will be used by the POS terminal.
  - h. **POS No. Series**  
Specifies the number series that will be used when creating POS Sales documents.
  - i. **Business Logic**  
Specifies the logic that is used by the POS on triggers and validations if applicable. By default this is set to Business Central, meaning the price calculation is done purely in Business Central.  
It is also possible to use an external POS Cash register that contains its own business logic. This means that price calculations would be performed externally and Business Central will no longer validate or transform these rules when they are received from the external source. In this case, None should be chosen.
  - j. **Offline POS**  
Specifies if the POS is offline or online. This can be necessary when the access to internet is temporarily lost. All information will be stored locally in this case and can then be processed afterwards in Business Central.

- k. Payment Terminal**  
Specifies the payment terminal on which payments are received for the POS terminal. *Remark: currently it is not possible to link to a payment terminal and send the amount that has to be paid to the terminal from the POS ticket. This amount needs to be inserted manually, but the connection can be used to verify if the payment has been made on the POS ticket.*
4. Fill in the information in the **Posting Tab**.
- a. Use POS Posting Default**  
Specifies if the POS Posting Default should be used when posting.
- b. POS Posting Default**  
Specifies the action to perform when a POS ticket is posted.  
The options are:
- i. Post + New**  
The ticket will be posted and a new ticket will be created and opened.
- ii. Post + Print + New**  
The ticket will be posted, it will be printed and a new ticket will be created and opened.
5. Fill in the information in the **Closing Tab**.
- a. Closing Difference Account**  
When creating a closing invoice there could occur a small rounding difference. This field specifies to which G/L account the rounding differences should be posted. These rounding differences are very small and therefore accepted for accounting purposes. It is best practice to set up a different account to post these differences.
- b. Receipt Jnl. Template**  
Specifies the Receipt journal template that is used to register receipts of payments.
- c. Receipt Jnl. Batch**  
Specifies the Receipt journal batch used for registering the payment receipts.  
*Remark: in the journal batch that is used for the POS closing, it is important that there is no Number series filled in. The reason behind this can be found in the section [POS Closure](#).*
- d. Receipt Jnl. Doc. No. Series**  
Specifies the number series that is used when receipt journal lines are created.  
*Remark: it is best practice to create an individual receipt journal template, batch and number series per terminal.*
- e. Sales Invoice Jnl. Template**  
Specifies the template that will be used for registering the sales invoices for the POS when closing.
- f. Create new Closing At**  
Specifies when the POS needs to perform a POS closing. By Default, a new closing is created when a certain time is exceeded. *Example given: each night at 0:00:00 a new closing should be created. When starting the new day, a new closing is used to register the sales of that day.*
6. Fill in the information in the **Scanner Setup Tab** if a scanner is used to register the items.

- a. Scanner Code/Scanner type**

Specifies the scanner that is used for scanning items on the POS Terminal.  
On the page to select the scanner, it is also possible to set up the scanners.  
How to set up the scanners can be found in the Peripherals manual.
- 7. Fill in the information in the **Interface Tab** to set up the quick actions and other settings for the POS interface.**
  - a. Lite Mode**

Specifies if javascript functionalities should be disabled in the POS terminal.  
This is useful when the functionalities give an error and block the usage of the terminal because of these errors.  
*Things like the quick actions tiles and the numeric keypad and payment button in the factbox will no longer be displayed when this field is enabled.*
  - b. Item Lookup Navigation**

Specifies where the Navigation should be displayed when looking up items (using the quick actions button **Items**).  
The options are:
    - i.** Left,
    - ii.** Right.
  - c. Item POS Categories Navigation**

Specifies where the Navigation should be displayed when looking up items (using the quick actions button **Categories**).  
The options are:
    - i.** Left,
    - ii.** Right.
  - d. Show Reusable Packaging**

Specifies if the Reusable Packaging items are displayed in the POS terminal when selling an item with linked Reusable Packaging.  
If disabled, the Reusable Packaging items will not be visible.
  - a. Group Lines**

Specifies if items that are added to a new POS ticket should be grouped on 1 line per item. If this is enabled, when adding a new item, a check will be done to see if that item is already present on the current POS ticket. If yes, the quantity of that line is increased and no new line is created.  
If this option is disabled, there will be a new line added for each item that is added to the POS ticket.  
*Remark: it is best practice to not group lines when using different Units of Measures for items.*
    - i. Remark:** *when the lines are grouped on the invoice, and the Dynavision Advanced promotions application was used to add item charges to the POS tickets, the item charge lines are not noted directly under the item line that they are linked to.  
The lines are sorted according to Type and No. This means that the Item Charges will be noted at the end of the invoice.*
  - e. Show Customer Screen Details**

Specifies if the Customer screen should be enabled and show details to the customer about the current POS ticket.

**f. Quick Actions**

Gives the possibility to choose the quick action tiles that need to be displayed on the POS terminal. Check the quick actions that need to be displayed.

8. Fill in the **Payment Methods Tab** with the payments that are supported and accepted by the POS terminal to pay a POS ticket.

**a. Payment Method Code**

Specifies the code used to identify the payment method.

*Remark: only payment methods for which a balancing account has been set up will be available to add as payment method.*

**b. Payment Method Description**

The description of the Payment Method.

**c. Cash**

Indicates if this payment method involves Cash. *This has an impact on the cash in/out and the dotnet offline POS.*

**d. Cash In/Out**

Specifies if a new Cash in/cash out document needs to be created when this payment method is used on a POS ticket.

If the Cash In/Out is active, this payment method will not be shown in the list of available payment methods when checking out a ticket at the POS. This can be used when money needs to be taken out of the cash drawer or money is inserted. *Example given: when transferring money from the Cash drawer to a vault or when adding money to the cash drawer to have more change.*

**e. Payment Terminal**

Specifies if the payment method is linked to a payment terminal.

**f. Default for Payment Terminal**

*When configuring for CCV.*

Indicates that only that payment method can be selected when checking out the POS ticket.

The actual used payment method will be specified at a later stage of the checkout process.

**g. Card Label Name**

*When configuring for CCV.*

Used to link the actual payment to the payment method after the payment is completed.

*Remark: CCV only returns the name of the payment method after the payment is completed.*

**h. Card Label Name Pattern**

*When configuring for CCV.*

This can be filled in when the Card Label Name is set to Custom Pattern. *This can be used in case the Card Label Name returned from CCV is not present in the options list.*

*After the Payment is completed via the CCV Terminal, the system will try to link the actual used Payment Method based on the fields above.*

*If no match can be found, the user is asked to select a Payment Method.*

If the selected Payment Method has no Card Label Name, the Card Label Name will be set to Custom Pattern and a Card Label Name Pattern will be filled in.

**i. Payment Option Code**

When configuring for PayNL.

Indicates which payment option will be used on the PayNL Payment Terminal. The payment will be linked to this Payment Method afterwards. Only payment methods with a payment option code will be shown when initiating the payment.

**j. Open Cash Drawer**

Specifies if the cash drawer should automatically be opened when selecting this payment method.

*Remark: For the rounding of CASH payments to 0.05 €, a payment method is created that books to a 7 general ledger account. No VAT should be set on this general ledger account. Book both positive and negative rounding on this ledger account. See Guideline at the link below:*

<https://www.cbn-cnc.be/nl/adviezen/afroding-van-betalingen-in-euro-0>.

*Rounding is applied only to regular ticket, not to "payment of linked documents"*

9. Fill in the **Vouchers Tab** to specify the vouchers that can be sold by the POS terminal and can be accepted by the POS terminal to pay a POS ticket.

**a. Type**

Select the Type of voucher that has to be set up.

The options are:

**i. Voucher**

A voucher will be generated by the system. This voucher can be set up to give to the customer instead of paying the amount in cash. There will be a payment method linked to this Type and the amount of the voucher will be deducted from the outstanding amount when used for payment.

**ii. Gift Card**

A gift card is created for a customer and an amount can be specified for this gift card when selling this on the POS terminal. the amount of the certificate will be entered as a negative line on the receipt

*Remark: VAT has to be paid on gift vouchers.*

**iii. Vendor Coupon**

These are coupons that are applied to items by suppliers. These vouchers are not created in Business Central until they are scanned. These vendor coupons are inserted as a negative line when scanned.

**b. Code**

The code used to identify the voucher.

**c. No. Series**

Specifies the number series used to create the voucher type.

**d. Item No.**

Specifies the Non-inventory item that is created for the type of voucher. This item is used to register and process the voucher in Business Central.

**e. Expiration Time**

Specifies the period of validity of the voucher. When the date is exceeded, the voucher will no longer be accepted by the POS terminal and Business Central.

**f. Payment Method Code**

Specifies the payment method that is registered when a voucher is used to pay the POS ticket. The amount on the voucher will be deducted from the outstanding amount.

**g. Minimum Amount**

Specifies the minimum amount for a voucher. *This can be used when Example given gift cards can only be bought for an amount starting from 20 euros.*

**h. Delimiter**

Specifies the character used to separate barcodes when scanning.

*Remark: This character must also be set on the scanner.*

**i. Report ID**

Specifies the layout that will be used for the printout of the voucher.

**10. Fill in the Printer Selections Tab** to specify the printers used for POS tickets and the layout.

Through the printer selection you can select which reports are printed from which printer. For example, it is possible to select a different printer for the vouchers than for the receipts.

**a. Report ID / Caption**

Specifies the Report that needs to be printed

**b. Printer Name**

Specifies the printer that needs to be used to print the report that is specified.

**11. Specify the information in the DotNetLegacy Tab.**

**a. Default Search field Customers**

Specifies the search field that will be used when a customer needs to be found.

The options are:

- i.** Name,
- ii.** Address,
- iii.** Zip Code,
- iv.** City,
- v.** VAT Number.

**b. Default Search field Items**

Specifies the search field that will be used when an item needs to be found.

The options are:

- i.** Item No.,
- ii.** Item Vendor,
- iii.** Description,
- iv.** Vendor,
- v.** Search name.

**12. Fill in the layout information for the POS Sales orders in the Layout Setup Tab.**

**a. Report ID / Name**

Specifies the report that is used when printing the POS Sales order.

**b. Archive Report ID / Name**

Specifies the report that is used to generate the archived POS Sales Order.



13. Specify the ticket settings in the **Ticket Tab**.

a. **Sold By Label**

Specifies the Text that will be printed as a label before printing the information of the POS terminal from which the sale has been made.

b. **Address Block**

Specifies the text block that will be used to structure the address information that will be printed on the POS ticket.

c. **Address source type**

Displays from where the address data is retrieved.

This is customizable in the Report Layout settings for the POS Ticket report.

d. **Address title (source)**

Indicates the title that will be printed before the address block on the POS ticket.

This is customizable in the Report Layout settings for the POS Ticket report.

e. **Sold by label (source).**

Indicates where the value for the label of sold by will be retrieved.

This is customizable in the Report Layout settings for the POS Ticket report.

f. **Address information**

These fields contain the address information.

14. Finally specify the **Tomra Voucher Setup** if applicable.

a. **Type**

Specifies the type of TOMRA Voucher that is can be registered.

The options are:

- i. Offline,
- ii. Api,
- iii. FTP.

b. **Prefix**

Specifies the prefix with which the scanned TOMRA barcodes should start.

c. **Skip Checksum Validation**

Specifies if the checksum validation of the scanned barcodes should be skipped. *Remark: this field is by default active when using the FTP type and cannot be edited for this type.*

d. **API**

*When API is selected as Type.*

i. **API Url**

Specifies the URL of the TOMRA API.

ii. **API Username**

Specifies the username that is used to call the TOMRA API.

iii. **API Password**

Specifies the password that is used to call the TOMRA API.

e. **FTP**

*When FTP is selected as Type.*

i. **FTP Code (Verify)**

Specifies the FTP code for verifying TOMRA tickets.

ii. **FTP Path (Verify)**

Specifies the sub path that has to be added to the FTP URL for verifying the TOMRA tickets.

- iii. **FTP Full Path (Verify)**  
Displays the full FTP URL formed by the FTP Code and the FTP Path.
- iv. **FTP Code (Consume)**  
Specifies the FTP code for consuming TOMRA tickets.
- v. **FTP Path (Consume)**  
Specifies the sub path that has to be added to the FTP URL for consuming the TOMRA tickets.
- vi. **FTP Full Path (Consume)**  
Displays the full FTP URL formed by the FTP Code and the FTP Path.
- vii. **File Extension**  
Specifies the file extension of the TOMRA tickets.
- viii. **File Prefix**  
Specifies the file prefix that TOMRA ticket files might have.

#### 4.4.1 Item Card – Item POS Category Code

In the POS terminal, quick action tiles are available that allows to manually look up items (using the items view or item categories) and add these items to the ticket. This can be useful when an item does not scan for example.

The items that are listed and the different categories that can be browsed are determined by the **Item POS Category Code** that can be specified on the Item Card (in the general tab).

*Remark: this category is inherited by underlying item units. On the item units of measure, this field is not visible. The managing of the POS categories can be done by using the dedicated page **Item POS Categories**.*

#### 4.4.2 Item POS Categories

1. Choose the search icon, enter **Item POS Categories**, and then choose the related link.
2. On the page that opens, the item categories that are displayed in the POS can be created and managed. It is possible to create main categories and subcategories.  
*Remark: a subcategory can be created by choosing the action **New** and selecting the Parent category on the Item POS Category Card.*
3. Choose the action **New** or select an existing category that needs to be modified.
4. On the **Item POS Category Card** fill in the necessary information to set up the category.
  - a. **Code**  
The code used to identify the Item POS Category.
  - b. **Description**  
The description of the Item POS Category.
  - c. **Parent Category**  
If this is a child category, select the parent category to which this child category needs to be linked.

**d. Negative Quantity**

Specifies if items with a negative quantity can be added to the Item POS Category.

**e. Item UoM's**

Displays an overview of the Item Unit of Measures that are added to this Item POS Category. It will display the Item No. and description, the code and the quantity per unit of measure. This makes it possible to find different UoM's that are sold in the store *e.g. a clip of 6 bottles can be sold, but also one bottle or a crate of 24 bottles.*

Choose the action **Select Item Unit of Measures...**, which can be found in the Actions bar on the card, to add the different UoM's to the Item POS category.

5. After filling in the information on the **Item POS Category Card**, choose the action **Select Items...** to select the items that need to be added to the Item POS Category. This will make sure that these items can be found on the POS in the corresponding category.
6. *Remark: these actions, Select Items... and Select Item Unit of Measures... are also available on the list view of the **Item POS Categories**.*
7. It is possible to add an image that will be displayed on the POS for the Item POS Category. This makes it possible to visualize the category to find items more quickly. *Remark: an image can also be set for the **Item Unit of Measures** in the **Item Card**. This item will then be displayed on the POS on the tiles of the corresponding items.*

*Remark: the import of images for the Item Unit Measures can also be performed using the **Import Item Pictures** page. This can be performed for a range of item units in one go. This import works with the standard import of item images using a ZIP File. More information can be found in the Microsoft Docs: [Importing many article images from a ZIP file - Business Central | Microsoft Docs](#).*

## 5 Configuring the Reusable Packaging POS

When working with Reusable Packaging (Dynavision Reusable Packaging module) it is also possible to configure a Reusable Packaging POS in which these items can be registered when a customer returns these items.

A ticket can be printed that can be deducted from the outstanding amount in the POS ticket for that customer when he makes a purchase, or it can be converted to a voucher if needed.

As described in section [Salespeople/Purchasers](#), a cashier needs to be set up that can operate the Reusable Packaging POS by setting the field **Reusable Packaging POS User**.

This can also be linked to the User ID to make the logging in for the cashier more efficient.

## 5.1 Reusable Packaging POS terminal list

The Reusable Packaging POS terminal list shows an overview of all set up Reusable Packaging POS terminals. New terminals can be created in this page and existing terminals can be modified.

1. Choose the search icon, enter **Reusable Packaging POS Terminal List**, and then choose the related link.
2. Choose the action **New** to create a new terminal or choose an existing terminal and edit.
3. Fill in the necessary information in the **General Tab**.
  - a. **No.**  
The number used to identify the POS terminal.
  - b. **Name**  
The name of the POS terminal.
  - c. **Active**  
Specifies if the terminal is active. When the terminal is active, it will be displayed in the POS terminal list and can be used by the cashier.
  - d. **Location Code / Name**  
Specifies the location at which the returned items will be stored. At this location the stock will increase when the ticket of the Reusable Packaging POS terminal is processed.
  - e. **Responsibility Center / Name**  
Specifies the Responsibility center linked to the terminal. This can be used to identify the shop in which the terminal is active.
  - f. **No. Series**  
Specifies the number series that will be used by the terminal.
4. Fill in the information in the **Scanner Setup Tab** if a scanner is used to register the items.
  - a. **Scanner Code/Scanner type**  
Specifies the scanner that is used for scanning Reusable Packaging items on the terminal.  
On the page to select the scanner, it is also possible to set up the scanners. How to set up the scanners can be found in the Peripherals manual.
5. Set up the interface in Lite mode if necessary.
  - a. **Lite Mode**  
Specifies if javascript functionalities should be disabled in the POS terminal. This is useful when the functionalities give an error and block the usage of the terminal because of these errors.  
*Things like the quick actions tiles and the numeric keypad and payment button in the factbox will no longer be displayed when this field is enabled.*
6. Fill in the **Printer Selections Tab** to specify the printers used for printing the tickets and the layout.  
Through the printer selection you can select which reports are printed from which printer.
  - a. **Report ID / Caption**  
Specifies the Report that needs to be printed

- b. Printer Name**  
Specifies the printer that needs to be used to print the report that is specified.
- 7. Fill in the layout information for the POS Sales orders in the **Layout Setup Tab**.
  - a. Report ID / Name**  
Specifies the report that is used when printing the returned Reusable Packaging report.  
*Remark, this will usually be the same Report that is specified in the Printer selections tab (71096775).*
- 8. Specify the ticket settings in the **Ticket Tab**.
  - a. Sold By Label**  
Specifies the Text that will be printed as a label before printing the information of the terminal from which the ticket has been printed.
  - b. Address information**  
These fields contain the address information.
- 9. It is also possible to add **Quick Actions** that will be displayed on the Reusable Packaging POS terminal. This can be used to display up to the 10 most used Reusable packaging items to make registration of the return of these items more efficient.  
*Remark: these actions are not available when using the terminal in Lite mode.*
  - a. Quick Action Caption**  
Specifies what will be displayed as the caption of the quick action on the terminal user interface.  
The options are:
    - i.** Item No.,
    - ii.** Item Description, and
    - iii.** Unit Price.
  - b. Quick Action (X) Item No.**  
Select the items that need to be shown as Quick actions.

## 6 POS usage

### 6.1 Logging in to the POS

1. Choose the search icon, enter **POS**, and then choose the related link.
2. The next page that opens shows an overview of the available users and the POS terminals that the user can operate in the **POS Terminals Tab** when a user is selected from the list.
3. Select the user that is used to log in to the POS terminal and select the Terminal that needs to be used and choose the action **OK**.
4. If a password is set up for the selected cashier, this password will need to be entered in the following screen. *If no password is set, the password screen will not be displayed.*
5. The terminal UI opens, and the user can now register sales from the POS terminal.

## 6.2 POS User interface

Following actions are available on the POS interface that is opened.

### 1. Home

#### a. New Ticket

By choosing this action, a new ticket is opened in which the sale in the POS can be registered.

#### b. Delete Lines

Delete all the lines on the current POS ticket.

#### c. Post

Finalize the document. The current POS ticket will be posted and depending on the posting preferences set in the **POS Posting Default** settings in the POS terminal, a new ticket is opened or the ticket is printed and a new ticket is opened.

#### d. Suspend

This action makes it possible to suspend the ticket temporarily and handle it later. After suspending the ticket, it is possible to create new tickets and use the normal functionality of the POS terminal.

In the factbox pane the suspended tickets can be viewed in the **Suspended Tickets** factbox.

The suspended ticket can be reopened by choosing the action **Get Suspended Ticket** that can be found by selecting **Other Documents** in the actions bar.

It is also possible to open a suspended ticket that has been suspended on another POS terminal by choosing the function **Get Suspended Ticket other POS**.

#### e. Pay

By choosing this action, the list of set up payment options is shown from which a payment option can be selected. This payment method will be used to register the payment of the current POS ticket.

Select the Payment Method and enter the amount that is paid using that method.

#### f. Manual Scan

This action opens the input page in which the barcode of an item can be entered.

These items are added to the ticket.

*Remark: it is possible to specify the quantity of an item by using a formula when entering the item barcode. Example given: 5\*1001, this means quantity 5 of item with code 1001.*

*This can be useful when the connected scanner is not working as expected.*

#### g. Check For Promotions

Choose this function if promotions are used to check for the items on the ticket if certain promotions are active on these items. If promotions are found that are valid, they will be applied and noted on the POS ticket.

#### h. Reprint Ticket

In case the POS ticket layout needs to be reprinted, it is possible by choosing this function.

**i. Change Printer**

It is possible to change the default printer set for this POS terminal for the current session. When choosing the action, the Printer can be selected on the page that opens.

*This can be useful when the default printer is not behaving as expected and another printer needs to be used for the day.*

*Remark: when the POS is closed and opened again, the default set printer in the POS terminal will be set as the printer again.*

**j. Open Customer Screen**

This function opens the Customer Screen. In order to display this Customer Screen on a second monitor, follow the steps noted below:

- 01.** Open page in new browser window.
- 02.** Run Re-position to move the new browser window to the second screen using the Dynavision Assistant application (see peripheral manual).

The Customer Screen displays the POS ticket information in a format set up for the customer. This information is divided into 4 "zones".

- 01.** Information about the last scanned or added item to the ticket.  
*Remark: the linked Reusable Packages are not displayed)*
- 02.** The totals will be shown to the customer. These totals are the **Amount Including VAT, Paid Amount** and **Balance**.
- 03.** Details information containing all lines on the current POS ticket.  
*Remark: this will display the Reusable Packaging items linked to the items noted on the ticket. The most recently added items will be displayed at the top of the lines (reverse sorting).*
- 04.** Payments that are registered on the current POS ticket will be shown.  
*Example given: a part is already paid cash, the remaining balance can be paid by card.*

**2. Other Documents**

**a. New Payment Document**

A payment document can be created if a payment is received from a customer at the POS terminal, not regarding a POS ticket that is created for the customer.

After choosing this action, a screen will be opened in which the information can be entered concerning the POS Payment Document.

**01. Customer No. / Name**

The customer for which the payment document is created.

**02. Linked to Document**

It is possible to link an outstanding posted sales invoice from this customer in order to load this document in the Payment Document.

This document can be retrieved by choosing the action **Link Document**.

*Unlinking a document can be done by choosing the action **Unlink Document**.*

**03. Lines**

If a document is linked, the lines on that selected document will be shown.

Choose the **Pay** action in order to register a payment that is collected for the document if linked, or a free amount if no document is linked.

Finally the document needs to be posted by choosing the action **Post**.

**b. New Cash in/Out Document**

If it is necessary to take money out of the cash drawer or to insert money in the cash drawer, a Cash in/Out document can be created.

After choosing this option, a screen will be opened in which information can be entered concerning the document.

**01. Payment Type**

Select if the document is concerning a cash in or a cash out payment type.

**02. Reason Code / Description**

Select the reason code that will be noted for this transaction in the journals.

**03. Lines**

Will display the lines that are noted on the document. This will be the amount of cash in or out the cash drawer. This can be specified by choosing the action **Pay** and entering the amount that is taken out or put into the cash drawer.

After entering all lines, choose the action **Post** to finalize the document.

**c. New Voucher**

This action makes it possible to create new Vouchers. When choosing this action, a screen opens in which the Voucher can be chosen, and the amount can be inserted for the voucher.

After filling in the fields and selecting **OK** the question will be asked if the voucher needs to be printed. This voucher will be printed according to the printer settings in the POS Terminal Card.

The Voucher will be added in the lines of the POS ticket.

**d. New Giftcard**

This action makes it possible to create new Gift Cards. When choosing this action, a screen opens in which the Gift Card can be chosen, and the amount can be inserted for the Gift Card.

After filling in the fields and selecting **OK** the question will be asked if the Gift Card needs to be printed. This Gift Card will be printed according to the printer settings in the POS Terminal Card.

The Gift Card will be added in the lines of the POS ticket.

**e. Choose Giftcard**

When choosing this action, Gift Cards that are still valid and are registered in Business Central can be selected and added to the current POS ticket. This makes it possible to manually select the Gift Card that is used for payment.

The gift card can be deleted from the open POS ticket, but once the ticket is posted, this cannot be deleted.



**f. Choose Empties Ticket**

When choosing this action, an overview of the printed empties tickets will be opened (*These are the empties tickets printed with the Reusable Packaging POS Terminal*). In this overview, the empties ticket that needs to be added to the POS ticket needs to be selected and the amount will be deducted from the outstanding amount of the POS ticket.

*Remark: it is also visible if an empties ticket is already linked to another document. When trying to select this Empties ticket, the question will appear to transfer the ticket from the current linked document to the current POS ticket.*

**g. Get Suspended Ticket**

After choosing this action, an overview of the suspended tickets, that are suspended on the current POS terminal will be shown. Select the ticket that needs to be reopened and this one will be opened and displayed on the POS terminal.

*Remark: In the Factbox **Suspended Tickets** in the Factbox pane it is also possible to retrieve the suspended ticket using the action **Unsuspend Ticket** in the line of the suspended ticket that needs to be retrieved.*

**h. Get Suspended Ticket other POS**

This action has the same functionality as the action mentioned above, with the difference that in this overview, the tickets that are suspended on other POS terminals will also be displayed and can be selected.

The POS screen displays different information concerning the current POS ticket.

**1. Scanner Status**

Shows if the system is ready to accept scanning input from the Scanner set up for the POS terminal.

**2. Quick Actions**

The quick actions field displays tiles for the quick actions that are enabled in the POS Terminal Card.

The tile **Items** makes it possible to manually look up an item that needs to be added to the document. The tile **Categories** makes it possible to manually look up an item, based on the set up **Item POS Categories**, that needs to be added to the POS Ticket. This screen will show the items that are added to the category, as well as the defined subcategories that are defined within this category.

**3. Lines**

Displays the items and vouchers that are added to the POS ticket.

Once all information is noted on the POS ticket, the payment of the ticket can be registered using the action **Pay** in the payment section of the POS screen.

The configured payment methods can be selected, like voucher, to be used as payment for the ticket. Select the method and the action **Add Payment** and specify the amount that will be paid. By default the open amount will be noted in the Input field.

In case the amount is negative on the POS ticket, the action **New Voucher** can be selected to create a voucher for the remaining amount to return to the customer.

### 6.2.1 Registering empties

When working with Reusable Packaging items (*Dynavision Reusable Packaging module*) the linked empties will automatically be added to the POS Lines if applicable.

It is also possible to process the returned empties of a customer.

The return of empties can be registered in four ways:

**1. Manually by entering the item code**

Choosing **Manual Scan** and entering the item code of the empties item. Choose **OK** and check the quantity. The quantity needs to be set to a negative quantity to indicate that the item is returned.

**2. Manually by using the Category quick tile**

Choose the tile in the quick actions **Categories** and navigate to the Empties Category that is set up.

*Remark: create this Category and add all empties items that can be returned. Make sure the field **Negative Quantity** is enabled for this Category. This will make sure that the item is correctly added with a negative quantity to the POS ticket.*

**3. Via scanning of a printed empties ticket**

Scan the barcode noted on the empties ticket. This ticket can either be printed from a Reusable Packaging POS terminal or by a TOMRA machine (if set up).

**4. By using the action Choose Empties Ticket**

Choose the action **Choose Empties Ticket** and select the empties ticket that needs to be added to the current POS ticket.

## 6.3 Reusable Packaging POS

### 6.3.1 Logging in to the Reusable Packaging POS

1. Choose the search icon, enter **Reusable Packaging POS**, and then choose the related link.
2. The next page that opens shows an overview of the available users and the terminals that the user can operate in the **Reusable Packaging POS Terminals Tab** when a user is selected from the list.
3. Select the user that is used to log in to the terminal and select the Terminal that needs to be used and choose the action **OK**.
4. If a password is set up for the selected cashier, this password will need to be entered in the following screen. *If no password is set, the password screen will not be displayed.*
5. The terminal UI opens, and the user can now register the return of empties from the terminal.

## 6.3.2 Reusable Packaging POS User interface

Following actions are available on the interface that is opened.

### 1. New Reusable Packaging Ticket

By choosing this action, a new ticket is opened in which the return of empties can be registered.

### 2. Delete Lines

Delete all the lines on the current POS ticket.

### 3. Manual Scan

This action opens the input page in which the barcode of an (empties) item can be entered.

These items are added to the ticket.

*Remark: it is possible to specify the quantity of an item by using a formula when entering the item barcode. Example given: 2\*990450, this means quantity 2 of item with code 990450.*

*This can be useful when the connected scanner is not working as expected.*

### 4. Print and New Ticket

Print the Reusable Packaging POS Ticket and create and open a new ticket.

### 5. Print

Print the Reusable Packaging POS Ticket.

### 6. Change Printer

It is possible to change the default printer set for this POS terminal for the current session. When choosing the action, the Printer can be selected on the page that opens.

*This can be useful when the default printer is not behaving as expected and another printer needs to be used for the day.*

*Remark: when the POS is closed and opened again, the default set printer in the POS terminal will be set as the printer again.*

The screen displays different information concerning the current Reusable Packaging POS ticket.

### 1. Quick Actions

The quick actions field displays tiles for the quick actions that are set up in the Reusable Packaging POS Terminal Card.

The tile **Items** makes it possible to quickly select an empties item that needs to be added to the document, without the need of entering/scanning the barcode for the item. *Can be useful to set up most used empties items, in case the scanner does not work as expected.*

### 2. Scanner Status

Shows if the system is ready to accept scanning input from the Scanner set up for the terminal.

### 3. Status

Displays the current status of the currently opened ticket.

### 4. Reusable packaging POS Terminal Code

Displays the code of the currently selected terminal.

### 5. Ticket info

Displays the ticket information of the currently opened ticket.

## 6. Lines

Displays the empties items that are added to the ticket.

### a. Total Amount

Displays the sum of the line amounts.

### b. Number of Items

Displays the number of items that are added to the lines of the ticket.

*Remark: this is the sum of the quantities that are noted on the ticket.*

### 6.3.3 Process Expired Tickets

If tickets have been created and printed for a long time, but the ticket is not used in a certain period of time, it is possible to use a report to process these unposted, expired tickets. This report will suggest the general journal lines and item journal lines based on the expired tickets. These tickets will not be deleted, but will receive a status **Expired**.

More information about this functionality can be found in the [Dynavision Reusable Packaging Manual](#).

## 7 POS Closure

After each session of POS sales, a POS closing needs to be executed (*E.g. at the end of each day*).

1. Choose the search icon, enter **POS Closing List**, and then choose the related link.
2. On the page that opens, a list of all POS sessions will be shown. This overview shows the closed and open sessions.  
*Closings that are fully processed and thus posted will be colored green. This makes it possible to see which closings still need processing and which are already completed.*
3. When selecting a POS Closing, the page opens with the information of the closing. This will display the sales and payments that have occurred in the POS Session.
4. If all information is correct, choose the action **Mark as Verified**. This action will mark the closing as verified, meaning that no new tickets can be added to this closing.
5. After the Closing is marked as Verified, the closing can be processed.  
Choose the action **Create/Post** to create and post invoices and journal lines.

The closing works as follows:

- a. A receipt journal document will be created for the document payments.  
An unposted invoice will be created for the Closing.  
The number series specified on the **POS Terminal** is used to determine the number on the document that is created.
- b. This number is saved on the header of the closing. *Remark: this number cannot be edited or cleared.*
- c. If the lines of the journal are deleted and the action **Create/Post** is executed again, the same number is used again, because this is explicitly assigned to the closing.
- d. This number is also used to populate the factboxes with the correct linked postings. And to check if all linked payments are posted.

*Remark: because the document Number is used throughout the posting process it is not possible to edit the document number. The renumber function on the Receipt journal is*

*disabled if the lines are related to a POS closing.*

If there are open tickets for the session that is posted, an overview will be shown with these tickets. These need to be completed or deleted in order to post the POS Closing.

It is possible to group the lines for the closing on the invoice if needed.

**e. Remark:** *when the lines are grouped on the invoice, and the Dynavision Advanced promotions application was used to add item charges to the POS tickets, the item charge lines are not noted directly under the item line that they are linked to.*

*The lines are sorted according to Type and No. This means that the Item Charges will be noted at the end of the invoice.*

6. The unposted invoice on the POS customer can be viewed in the factbox. If the invoice is posted, it will automatically be deducted from the POS closing. The payment transactions will also be noted in the factboxes.
7. Post the Receipt Journal.
8. After posting all needed documents, the POS Closing status will be changed to **Closed**.
9. Choose the action **X-Report** to print the intermediate total of the current POS session. The execution of this session will not permanently close the POS closing.
10. Choose the action **Z-Report** to print the POS Closing. To perform this action the POS closing needs to be verified.

### 7.1.1 Additional POS closing checks

The following checks were added to the cash reconciliation to prevent erroneous cash reconciliations from being booked:

#### 1. Checking "balance"

Both in the creation of the POS Invoice, and in the final posting of the POS Closure, it is checked that the "balance" (see factbox of POS Closure) = 0.

This is to avoid closing of tickets that have not been paid in full.

#### 2. Check payments on POS Invoice

When booking a Cash Invoice, it is verified that the linked payments cover the full invoice amount.

The Cash Invoice must be fully paid/capped when posted.

## 7.2 Archive of POS Closing

It is possible to archive all POS closings that have already been fully processed in a separate table in order to keep the list of POS closings clean and orderly.

The archiving can be done choosing the action **Archive Document** on an opened POS closing that needs to be archived or by choosing the search icon, entering **Archive POS Closing** and choosing the related link.

When using **Archive POS Closing**, a Posting date needs to be specified. It is possible to use operators in the date field. *Example given: archive all closings with posting date before 27/07/2023: "<27/07/23".*

*Remark: the archiving can also be scheduled.*

The archived closings can be viewed by navigating to the **POS Closing Archives** page.

The page can be accessed by choosing the action **POS Closing Archives** on **the POS Closing List** page that needs to be archived or by choosing the search icon, entering **POS Closing Archives** and choosing the related link.

## 7.3 POS Closing Credit Memo

Use case: A customer returns an item and receives a refund (cash). The POS ticket gets closed. No other transactions are done on the POS.

In the POS closing list, the negative closing is posted. This results in a sales invoice with a negative amount.

When trying to post this invoice, an error is received that the document cannot be posted.

### Solution

1. **Reopen** the negative sales invoice and choose the action **Move Negative Lines...** that can be found via the **Actions > Functions > Other** actions on the actions bar in the header of the document.
  - a. Because a linked refund is found on the invoice, a warning is shown indicating that these linked payments will have to be revised after posting the credit memo that will be created.
2. Open the Created Credit Memo and select the **Payment Method Code**. *This should be the same as the payment method used on the POS ticket.*
3. Post the Credit Memo.
4. On the invoice, navigate to the **Payment Methods**. Choose the action **Fill remaining Amount** that can be found by choosing **Actions** in the tab. This will make sure the payment information is set up correctly in order to invoice. *The total of the payment methods should match the invoice amount. The invoice will be completely paid.*
  - a. *This step should only be executed in case there is a remaining positive amount on the invoice.*
5. **Post** the invoice.
6. The POS closing can now be completed.

## 8 Layouts

The layouts used for all printouts of the POS are part of Dynavision Layout module. It is important that the layouts are generated at setup.

*Warning: do not just re-generate the default settings again. This will overwrite everything.*

1. Choose the search icon, enter **Report Layout Setup**, and then choose the related link.
2. Select the **POS Ticket** layout, or add the layout in order to set it up.
  - a. How to set up layouts is described in the Dynavision Layout manual.
3. Navigate to the **POS Tab** to specify how the address information and e-mail address need to be printed on the POS tickets

### a. Address block

In address block, a text block can be selected or formatted that determines the structure of the address information on the printed POS ticket.

*Note: If an address block is selected on the POS Terminal, it takes precedence over the address block set on the report layout.*

On the **Text Block Card** page, a code and description is entered.

Using the lines on this page, certain data can be printed on the POS ticket.

It is also always possible to change the order of an existing text block configuration.

### a. Field name

Specifies the field that should be printed.

### b. Title

Specifies a title to be printed before the field value.

This can be made to be language dependent.

### c. Title separation

This specifies how the title and field are separated when printing.

The options are:

- i. New line,
- ii. Space,
- iii. Comma,
- iv. Semicolon,
- v. Colon,
- vi. Dash, and
- vii. Dash with spaces.

### d. Field separation

Specifies how the different data from the field should be separated. The same options as the Title Separation are available.

### e. Example

*informative* - Shows the result based on the current settings of the line.

## 2. Address

Specifies from which card the address has to be retrieved.

The possible selections are Responsibility Center and POS terminal.

## 3. Address Title

Optionally specifies a title that will be printed before the address block on the ticket layout.



#### 4. Sold by Label

Specifies from which card the "Sold by" label should be retrieved. Either Responsibility Center or POS terminal can be selected.

## 9 Usage of vouchers and Gift Card on Sales Orders and Sales Invoices

It is also possible to use Vouchers and Gift Cards, that are sold from the POS on Sales Orders and on Sales Invoices.

Navigate to the Sales order or invoice on which the Gift Card or Voucher needs to be added.

### 9.1 Voucher

Choose the action **Scan Voucher or Gift Card**, or **Choose Voucher** in the header to add or select the voucher that needs to be added to the document.

The selected Voucher will be added to the document as a linked Payment.

### 9.2 Gift Card

Choose the action **Scan Voucher or Gift Card**, or **Choose Gift Card** in the header to add or select the gift card that needs to be added to the document.

The Gift card will be added to the sales lines of the sales document.

## 10 Process Expired Vouchers and Gift Cards

If vouchers or gift cards have been created and printed for a long time, but is has not been used in a certain period of time, it is possible to use a report to process these unused, expired vouchers or gift cards.

The report will suggest the general journal lines and item journal lines based on the expired vouchers or gift cards. These vouchers or gift cards will not be deleted, but will receive a status **Expired**.

In order to view an overview of the vouchers of gift cards that will be marked as expired, it is possible to use the **Analyze** view, in order to filter out the lines that have an Expiration date before a certain date and will thus be marked as expired when running the report with that date.

## 10.1 Calculate Expiration Date

It is not required for a Voucher or Gift Card to have an expiration date. This date is however needed in order to determine the Vouchers and Gift Cards that need to be processed as expired.

In order to fill in the expiration date for the (selection of) vouchers and gift cards, an action has been added to the **Voucher List** page.

Only vouchers that were not added to a document or do not have status Expired will be assigned an expiration date.

1. Navigate to the **Voucher List** page. Select the Vouchers and gift cards for which the expiration date needs to be filled in.
2. Choose the action **Calculate Expiration Date Vouchers**.
3. Fill in the information needed on the Report Page.
  - a. **Expiration Date**  
Specifies the expiration date that will be filled in for the selected vouchers.
  - b. **Expiration Date Formula**  
Specifies the date formula to calculate the expiration date.
  - c. **No.**  
Specifies the selection of Voucher numbers and Gift Cards from which the Expiration Date needs to be filled in using the Date Formula.
  - d. **Expiration Date**  
It is possible to change the expiration date of vouchers or gift cards with a certain expiration date, or for vouchers of gift cards that have an empty expiration date.
4. After specifying the needed information on the Report Page, choose OK to assign the Expiration Date to the (selected) vouchers or gift cards.

## 10.2 POS Setup – Expired Vouchers

Before the expired vouchers can be processed, some setup needs to be specified on the POS Setup page.

1. Choose the search icon, enter **POS Setup**, and then choose the related link.
2. Navigate to the tab **Expired Voucher** and fill in the necessary fields.
  - a. **Journal Template Name**  
Specifies the general journal template name, used to register expired vouchers.
  - b. **Journal Template Batch**  
Specifies the general journal template batch, used to register expired vouchers.
  - c. **General Journal Description**  
Specifies the description that will be used in the general journal to register expired vouchers.
  - d. **Gen. Journal Account**  
Specifies the account that will be used in the general journal to register expired vouchers.

## 10.3 Process Expired Vouchers

1. On the **Voucher List** page, choose the action **Process Expired Vouchers** to generate general journal lines for the selected tickets that are expired.
2. Fill in the fields on the report page that opens to process the selected tickets.
  - a. **Expired Vouchers Date**

Specifies the date from which vouchers are set to expired. Tickets with this date or earlier will be processed. This can be filled in manually, or the field **Expired Vouchers Date Formula** can be filled in, which will recalculate the date using the date formula.
  - b. **Expired Vouchers Date Formula**

Specifies the date formula to calculate the expired Vouchers Date.
  - c. **Posting Date**

Specifies the posting date used in the general journal to register expired vouchers.
  - d. **Open General Journal**

Specifies if the General journal should be opened after processing the expired vouchers.
  - e. **Filter: Vouchers**

Displays the current selection of vouchers, and makes it possible to filter the vouchers that need to be processed
3. After specifying all information, choose **OK** to execute the report.
4. The message will be shown with the number of vouchers that will be changed to **Expired**. Choose **Yes** to continue the processing of the vouchers. If **No** is chosen, no action will be taken and the vouchers will remain unchanged.
5. After confirming the previous message, the vouchers will be processed. If the vouchers conform the selected parameters, the status of the unposted vouchers will be set to **Expired**. *Remark: this status will remain on the ticket, even when the created journal lines are not posted.*

### 10.3.1 Retention policy

There is a retention policy included for the Vouchers and Gift Cards with status **Expired**. This retention policy is standard set to 3 months. The Reusable packaging tickets, that have been changed to expired 3 months before the current work date will be automatically deleted. *There is no archive for these expired tickets.*

# 11 Peripherals

Linking peripherals to the POS is possible.

Following peripherals can be linked:

- Ticket printer via printnode,
- The cash drawer via Dynavision Assistant Tool or via printer driver,
- Second checkout screen, and
- Barcode scanners.

More information about the Peripherals can be found in the separate manual **Peripherals Manual POS**. Each page contains the necessary setup fields and an the option to test the connection.