



## **iLabPOS – How to Find Cash Sales with a very High Value**

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# **Version 1.0**

June, 2022

## 1. How To

If you are issuing a quarterly or yearly sales report and you are finding that your sales are abnormally high, it can be that one of your cashiers made a mistake when saving a Cash Sale. Sometimes it happens that a cashier mistakenly scans a barcode in the quantity field, and the cash sale is saved with a huge value. If you do not do daily reconciliation, then you would not find such mistakes on time.

To find sales with a very high value that are probably mistakes, go to "Sale" >> "Invoice Management". Double click on the column header "Total (incl. VAT)" to sort the sales starting from the sale with the least amount and finishing with the highest. Then scroll to the very bottom using the scroll bar on the right to see the sale with the highest amount. You can also use the Date Filters to filter for example sales in the last quarter, or only in this year.

As you can see below, cash sale with number 97 has an abnormal value of EUR 15000. You need to register a contra-entry against this sale to level out the wrong figures. To register a contra-entry against this sale, follow the User Manual "Returns, Credit Notes and Gift Vouchers".

User: ADM      **INVOICE / CASH SALE MANAGEMENT**      Terminal: MOSTA-SHOP

No.       Date From  /  /  Until  /  /       Today    Yest.    This Mon    Last Mon

Client Code       Client Reference

Client Name       Phone / Mobile

Invoice Comments       Client Locality

*Invoice Comments and Payment Comments*

Your Comments       PO Number

Article (Barcode)       Article (Reference)

Cashier       Sales Rep.

☐ Invoices with pending delivery and goods still undelivered      ☐ Invoices which are not sent      ☐ Invoices pending Payment

97 rows retrieved      Total: EUR 15964.79

No.	Date	Client	Total (incl. VAT)	Total Paid	Pending Div.	Planned Div.	Inv. Sent	Date Inv. Sent	Delivered	Date Delivered	Type
4	21/08/2020	CASH CLIENT	18.00	18.00	<input checked="" type="checkbox"/>	//	<input checked="" type="checkbox"/>	21/08/2020		//	Cash
25	13/09/2022	CASH CLIENT	20.00	20.00	<input checked="" type="checkbox"/>	//	<input checked="" type="checkbox"/>	13/09/2022		//	Cash
26	13/09/2022	CASH CLIENT	20.00	20.00	<input checked="" type="checkbox"/>	//	<input checked="" type="checkbox"/>	13/09/2022		//	Cash
96	28/09/2022	TOP LINE LTD	21.48	0.00	<input type="checkbox"/>	//	<input checked="" type="checkbox"/>	28/09/2022		//	Who
97	26/10/2022	CASH CLIENT	15000.00	15000.00	<input type="checkbox"/>	//	<input checked="" type="checkbox"/>	26/10/2022		//	Cas

Pending Div. - Delivery of items is pending until stock arrives or is delivered  
 Inv. Sent - Indicates whether the Invoice has been sent/given to the client or not  
 Delivered - Indicates whether goods were delivered

Payments    Allocate    Export Invoice ...    Export for Import    Save List ...    Edit Header    Profit