

iLabPOS - How to Find Cash Sales with a very High Value

Version 1.0

June, 2022

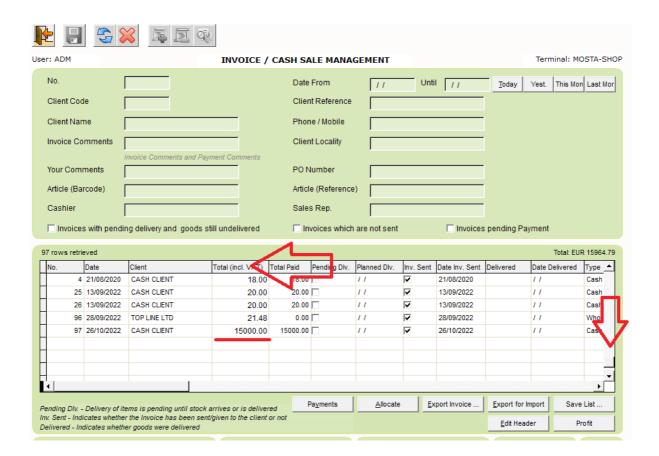
iLabMalta Ltd. Page 1

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".



iLabMalta Ltd. Page 2