Import Sale

POS & Sales · https://spos.pk/docs/import-sale/

Importing sales lets you bring many sales into Smart POS at once from a file, instead of entering each one by hand. It is useful when you move from another system, record sales made outside the shop, or need to add a large batch of past sales to your reports.

Import sale

1. Prepare a file of the sales you want to import, with the date, customer, products, quantities and prices in the format Smart POS expects.
2. Go to the sales or import section in Smart POS and choose the import sales option.
3. Upload your file and match each column in the file to the matching field in Smart POS, such as product, quantity and price.
4. Review the preview of the sales to be imported, check the totals and fix any rows with errors before you confirm.
5. Confirm the import, then check the sales list and a sales report to confirm the imported sales appear correctly.

Tip: Import a small test file first, so you can check the format and totals before importing a large batch of sales.