Selling (POS Screen), Credit Sales, Draft, Quotations & Suspended Sales

POS & Sales · https://spos.pk/docs/selling-pos-screen-credit-sales-draft-quotations-suspended-sales/

How to sell on the POS screen: cash, credit, card, draft and suspended sales.

How to sell on the POS screen

1. Open the **POS** screen and add products by scanning barcodes or searching by name.
2. Set the customer if the sale is on credit, and choose the payment method — cash, card or bank transfer.
3. For a sale you will finish later, use **Draft** or **Suspend** to park it and recall it from the recent sales list.
4. Use **Quotation** when a customer wants a price first — convert it to a sale when they confirm.
5. Complete the sale, print or SMS the invoice, and give the change shown on the screen.

Tip: suspended sales keep the counter moving — park one customer's sale, serve the next, then recall the first sale exactly as you left it.