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Elite Enterprise Solutions

HISABONLINE / CUSTOMER LEARNING SERIES

QuickBooks Point of Sale 18.0

Visual Interface Guide

Recognise the screen. Understand the controls.
Work with greater confidence.

HisabOnline.com | Revised edition 2.0 |

01 / USING THIS GUIDE

A clearer view of your POS

A screen-by-screen introduction using the screenshots for this edition.

Follow the numbered markers

Find the numbered marker on the screenshot, then read its matching explanation below. Orange outlines identify the area being discussed.

SCREEN / TOPIC	PAGE
Home and Navigator	03
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Your screen may differ

The guide follows the POS screenshots. Sample dates, amounts and records are illustrative; the images do not independently establish the exact installed release. Edition, permissions and preferences can affect visible options.

02 / HOME & NAVIGATOR

Find your starting point

Use the main screen to open retail tasks and return to familiar work areas.

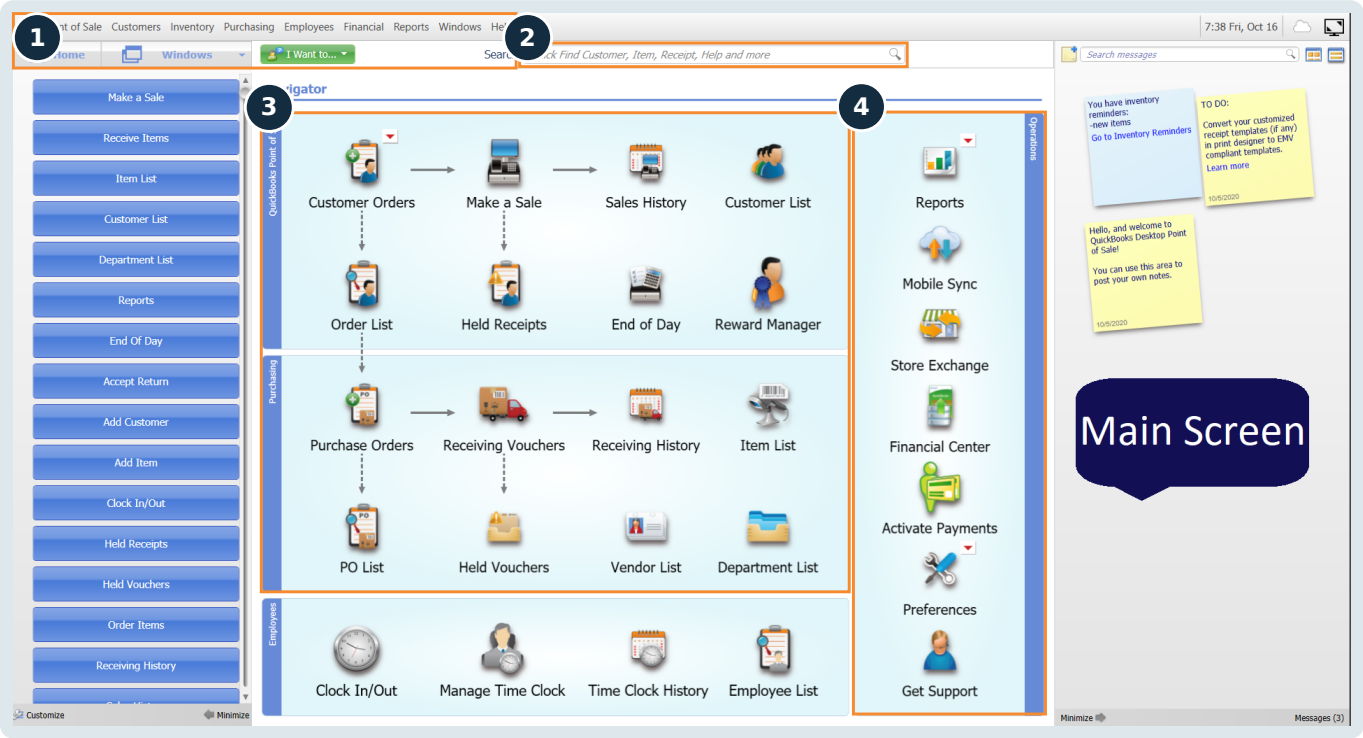


Figure 1. Main screen. Numbered outlines are guide annotations.

1 Top menus, Home and Windows

The menus group program functions. Home returns to the starting area; Windows helps you switch between open work.

2 Quick Find

Use the search field to look for a customer, item, receipt or help topic.

3 Navigator workflows

The central icons group sales, purchasing and employee tasks. Choose the named activity you need.

4 Operations shortcuts

Reports, Financial Center and Preferences are grouped on the right.

03 / SALES RECEIPT

Understand the checkout screen

Review the selected items and customer before recording payment or saving the receipt.

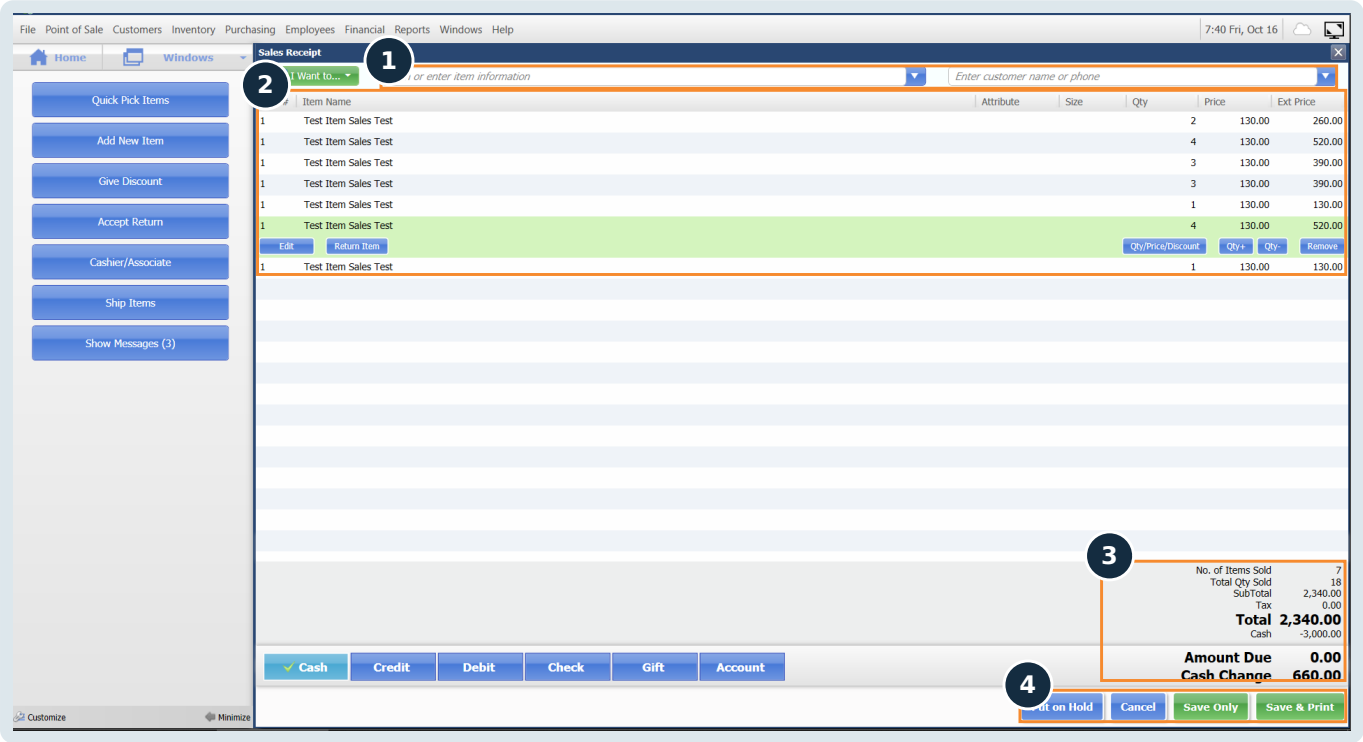


Figure 2. Sales Receipt. See page 5 for enlarged controls.

1 Find an item or customer

Scan or enter item information in the left field. Use the separate customer field on the right to associate the sale.

2 Receipt lines

Check the item, quantity, price and extended price. The selected line is highlighted green.

3 Totals and payment result

Review the total, amount due and change. The supplied example shows a completed cash entry; its figures are not defaults.

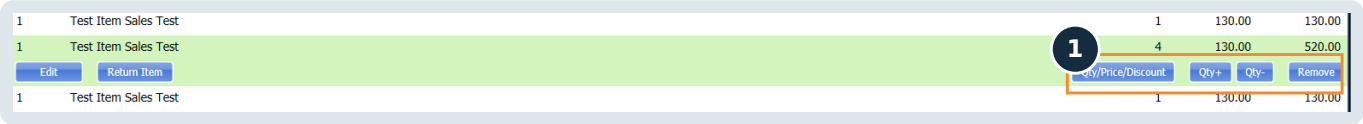
4 Finish or pause

Put on Hold pauses the receipt. Save Only and Save & Print are completion choices. Confirm the details before saving.

04 / CHECKOUT DETAILS

See the smaller controls

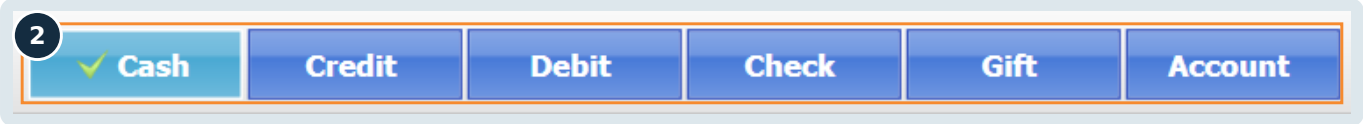
These enlarged crops come from the same Sales Receipt screenshot on page 4.



Detail A. The selected receipt line and its action buttons.

1 Adjust the selected item

Qty/Price/Discount opens changes for the selected line. Qty+ and Qty- adjust quantity. Remove removes the line. Recheck the receipt totals after any approved change.



2 Record the tender

The row shows Cash, Credit, Debit, Check, Gift and Account. Use only the payment method authorised for your business. A visible card button does not prove that integrated processing is available.

3 Save after reviewing

Use the appropriate completion button only when the receipt and payment details are correct. Follow your store’s procedure for held receipts and cancellations.

A useful final check

Confirm the customer, items, quantities, prices, payment received and change before handing over the goods or receipt.

05 / SALES HISTORY

Find an existing transaction

Search and filter the history before selecting a receipt for review.

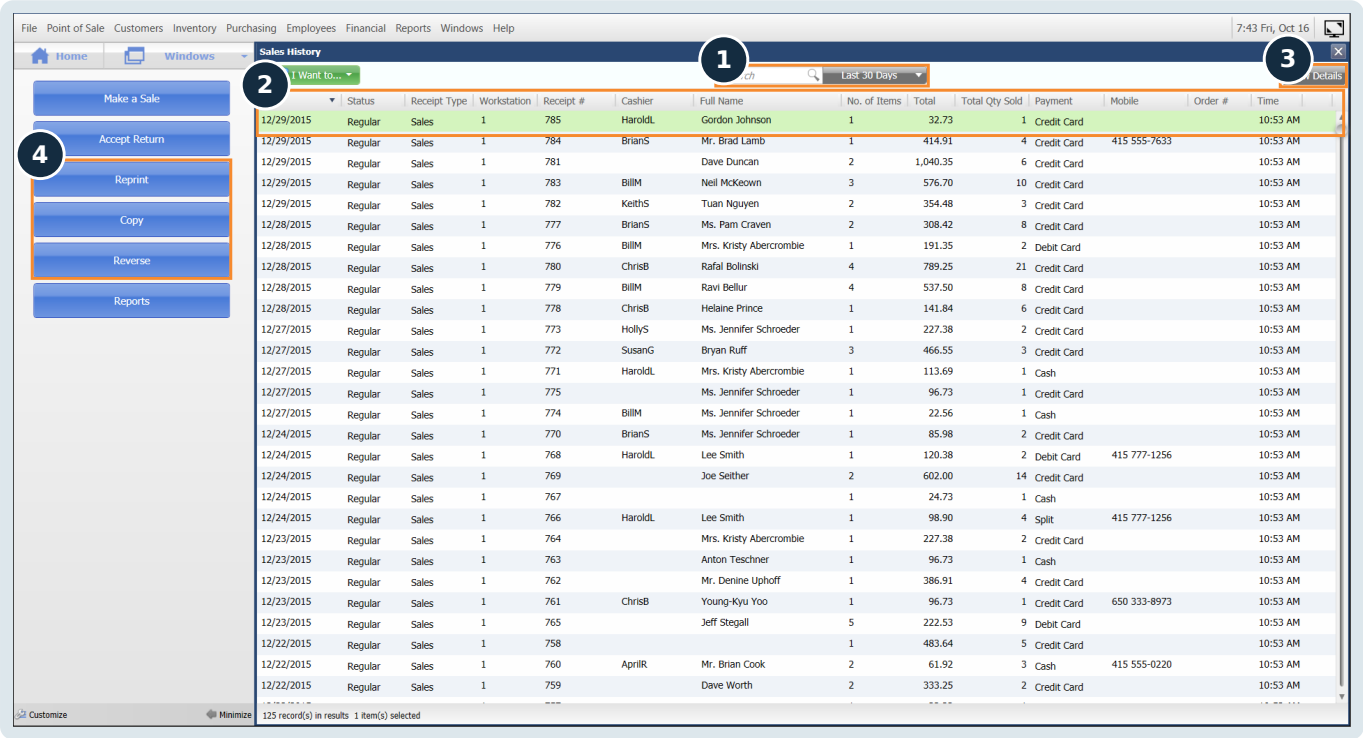


Figure 3. Sales History. Record details shown are supplied examples.

1 Search and period filter

Use Search and the date-range selector to narrow the displayed transactions. Check the period before assuming a receipt is missing.

2 Transaction list

Compare the date, receipt number, customer, cashier, total and payment method. Select the correct row first.

3 Show Details

Open the details for the selected transaction to inspect the receipt more closely.

4 Receipt actions

Reprint, Copy and Reverse are different actions. Use Reverse only under an approved correction procedure.

06 / ITEM LIST

Find the right item

Search the list, select the item and review its information before making changes.

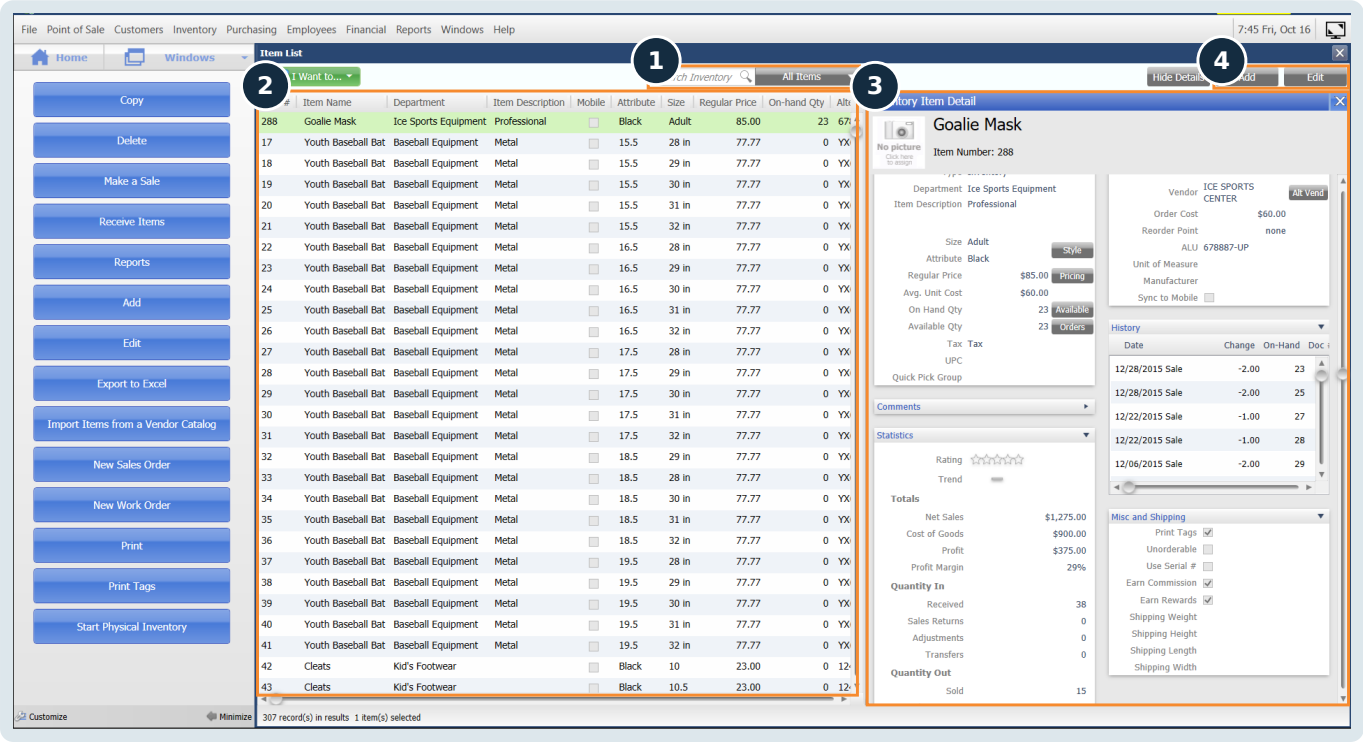


Figure 4. Item List with the detail panel open. Enlarged panel on page 8.

1 Search and item filter

Use Search Inventory and the All Items selector to focus the list.

2 List rows and columns

Compare the item number, name, department, attribute, size, price and quantity. Similar names can represent different variants.

3 Inventory Item Detail

The right-hand panel describes the selected record. In this example, the selected item is Goalie Mask, item number 288.

4 Add and Edit

Add starts a new record; Edit changes the selected record. Check for an existing item before creating a duplicate.

07 / INVENTORY DETAIL

Read one item in context

An enlarged crop of the right-hand panel from page 7. The interface itself is unchanged.

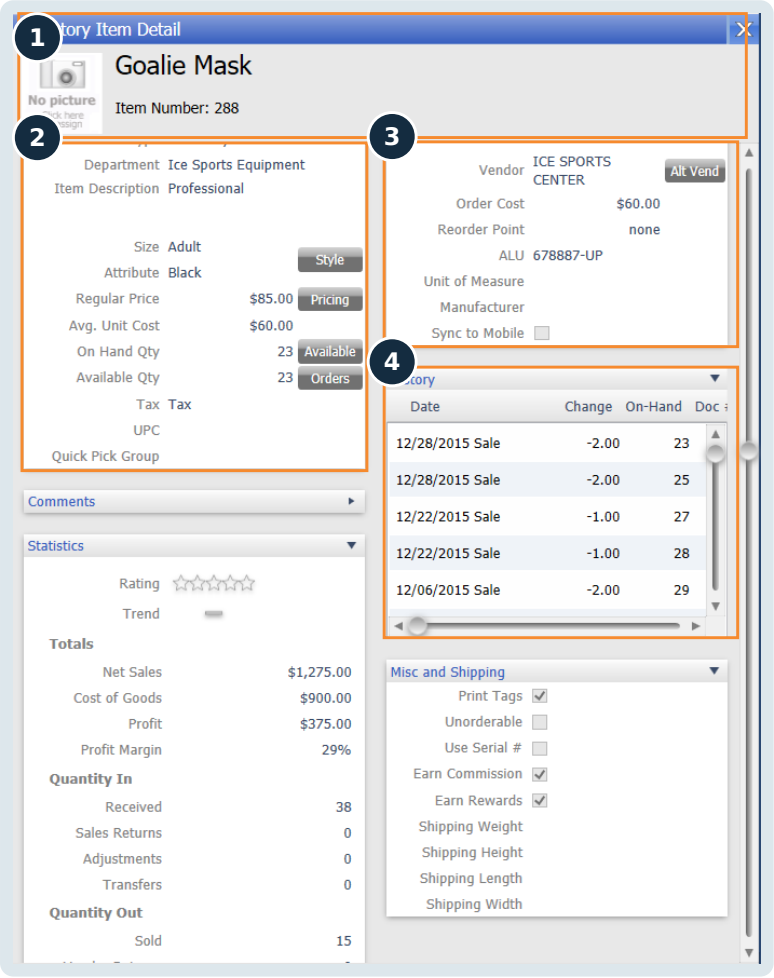


Figure 5. Enlarged Inventory Item Detail panel.

1 Confirm the identity

Check the name and item number before reviewing or changing the record.

2 Basic item information

Review department, size, attribute, price, cost and stock quantities.

3 Vendor and replenishment

Review the vendor, order cost and reorder details.

4 Movement history

Check dated stock changes and their supporting transactions before proposing a correction.

08 / REPORT CENTER

Choose the right report

Start with the business question, then choose a report and review its options.

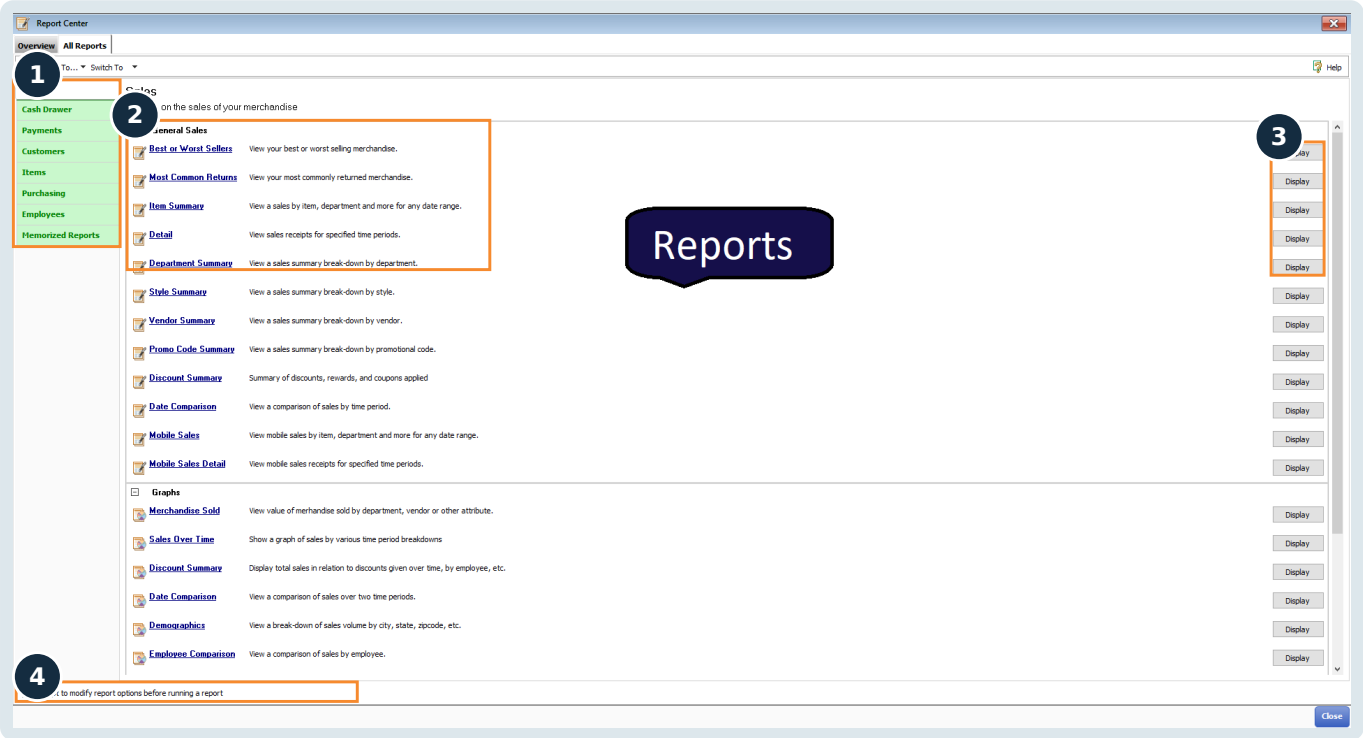


Figure 6. Report Center.

1 Report categories

The left column groups reports for sales, cash drawer, payments, customers, items, purchasing and employees.

2 Report names

Read the name and description to choose the report that answers your question.

3 Display

Use the Display button beside the report you want to open.

4 Review options before running

The checkbox at the bottom can prompt you to modify report options. Check dates and filters before interpreting the results.

09 / DASHBOARD

Review the business at a glance

Use summaries to identify questions, then open the supporting report for detail.

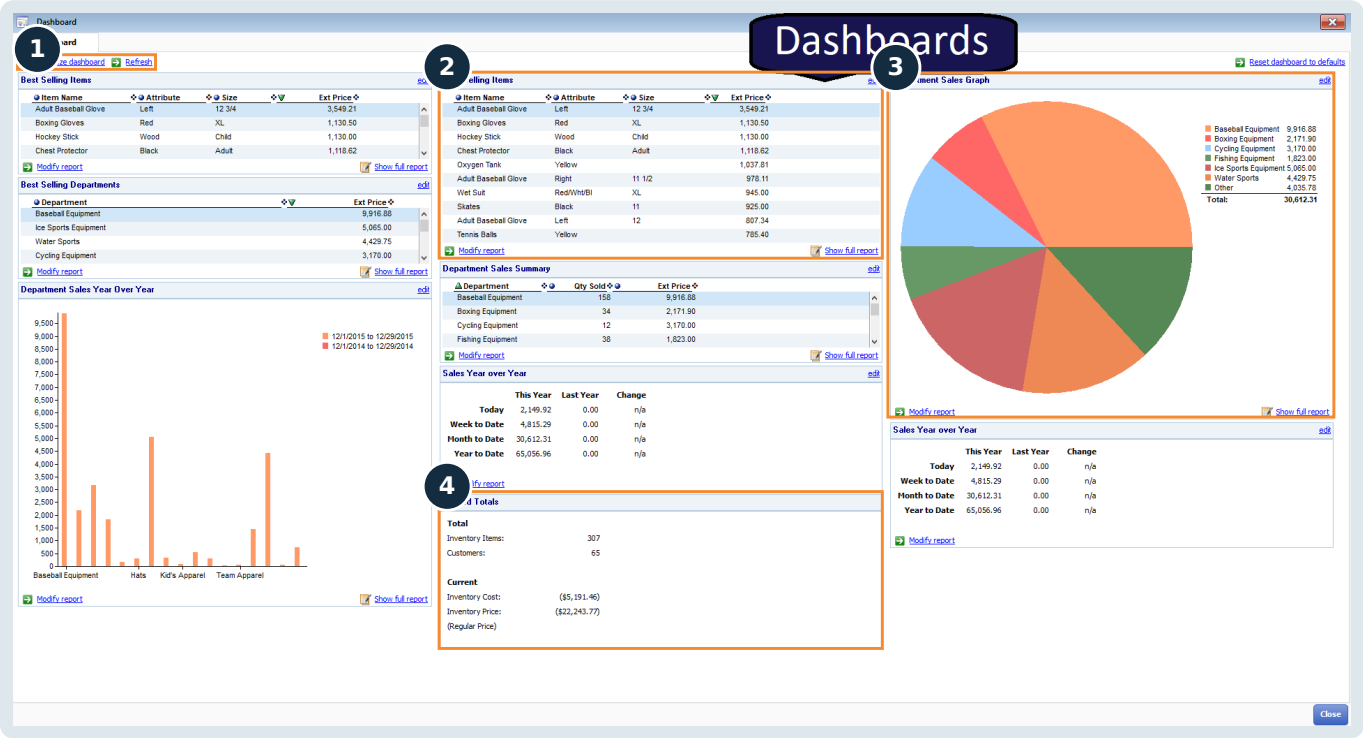


Figure 7. Dashboard.

1 Customise and refresh

Use the visible dashboard controls to review the layout or refresh the displayed information.

2 Best-selling items

Review the summary and use Show full report when you need to investigate the underlying detail.

3 Department graph

Compare the departments, then inspect the report and its date range before drawing conclusions.

4 Record totals and inventory values

This panel summarises counts and values. Unexpected or negative figures need investigation; they are not recommended target values.

10 / QUICK REFERENCE

Use the screen with confidence

A short routine for everyday use and clear support requests.

YOUR TASK	START WITH
Record a sale	Home > Make a Sale
Review a receipt	Sales History, then search or filter
Check an item	Item List, then select the record
Run a report	Report Center, then category and Display
Review summaries	Dashboard, then the supporting full report

When you need help

Tell HisabOnline the screen name, the action you attempted, the result you expected and the exact error message. Share a screenshot with private customer and payment information removed.

Legacy services

QuickBooks Desktop POS is discontinued. Mobile Sync, Intuit Store Exchange and POS Payments may still appear in old interfaces, but Intuit’s connected services have ended.

About this edition

Product status: Intuit - QuickBooks Desktop POS discontinuation.

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