

Counter Sale to Reconciled Work Period

This workflow follows a counter sale from the cashier’s cart through tender, receipt, inventory review, operating reports, and work-period close. It shows why checkout is only the first control point: the business must still explain stock movement, tender totals, deposits, payouts, returns, and material differences.

“ **Demonstration notice:** All displayed names, identifiers, amounts, contact information, and transactions are fictional. Tender results are seeded test states; no live card, ACH, or EMV request is made.

Workflow at a glance

Outcome	A completed sale reviewed within its work-period cutoff
Starts with	An open workstation, drawer, warehouse, and work period
Ends with	Close evidence and reports traced to source transactions
Primary roles	Cashier, shift lead, accounting reviewer
Brisk areas involved	POS, Sales, Inventory, Cash Drawers, Accounting, Reports
Common businesses	Retail, parts counters, farm stores, service counters
Approximate handoffs	Two

Why this workflow matters

A receipt confirms what the cashier finalized, but it does not explain the whole period. Supervisors still need to compare tender types, deposits, payouts, returns, cash activity, and over/short entries with the saved sales.

Brisk keeps those records available under one operating cutoff. That lets staff investigate a difference at its source instead of changing a close total to make it look correct.

Before you begin

The screenshot displays the BRISK POS system interface. At the top, a blue header bar contains the text "BRISK", "My site", "User: Cashier Demo", and "Tue 8/11/2026 8:02:18 AM". Below this, the main interface is divided into several sections. On the left, there is a large table with columns: "Item Description", "Price", "Quantity", "Tax", "Subtotal", and "Total". Below this table, there are fields for "SUBTOTAL", "TAX", "TOTAL", "AMOUNT PAID", and "BALANCE DUE". To the right of the main table, there is a section for "Customer:" with a dropdown menu "Select A Customer..." and a "Balance:" field showing "\$0.00" and a "Limit:" field showing "\$0.00". Below this, there is a "Search for an Item or Scan a Barcode..." field and a "Favorites" button. A progress bar indicates "Offline catalog ready: 3 items, 1 customers, 0 A/R rows, pricing and tax rules." Below the progress bar, there are two buttons: "Doc Demo Manufactured Goods" and "Doc Demo Purchased Goods". At the bottom of the interface, there is a row of buttons: "Open Drawer", "View Sales History", "Discount", "Save & Print", "Save & Email", "Save Only", "Suspend Sale", "POS Options", "Keyboard", "Numpad", "Override", "Exit POS", "Customer List", "New Customer", "Suspended Sales", "Account Payment", "Customer History", and "Payout". The bottom of the interface features a blue footer bar with the text "© 2026 Brisk Software Systems, LLC. All rights reserved.", "Open Source Licenses", and "John 3:7".

The cashier confirms workstation, drawer, customer, and warehouse context before scanning items.

- Required: configured workstation, cash drawer, warehouse, open work period, saleable items, tax setup, and cashier permissions.
- Required: an approved walk-in customer or the correct named customer.
- Optional: barcode scanner, receipt printer, and sandbox terminal.
- The [Offline POS Queue](#) is a recovery tool, not the normal successful path.

End-to-end steps

Modify Cancel New Create Copy Return < Previous Next > Attachments (0) Email

Sale Detail - DOC-SALE-1001 System ID: 3

Sale Summary All Fields Item Rows Sale Payments Sale Fulfillments Transactions Inventory Records

DOC-SALE-1001
Jan. 15, 2025, 9 a.m.

[DOC-C-001 | Contoso Garden Center \(Documentation Demo\)](#)
200 Sample Street
Exampleville, IL 60000

Memo: Documentation demo customer order.

Item	Quantity	Price	Total Price	Tax
DOC-ITEM-001 - Doc Demo Filter Cartridge	2.00	\$24.00	\$48.00	\$0.00
			Subtotal:	\$48.00
			Tax:	\$0.00
			Total:	\$48.00
Billing				
			Total Amount Paid:	\$0.00

A saved sale preserves lines, pricing, tax, payment, and fulfillment context after checkout.

Create New Cash Drawer

Cash Drawer List « First Previous Page 1 of 1 Next Last »

Search & Filter Options

There are no Cash Drawers in the system matching the current selection.

Drawer identity matters because tender activity must be reviewed against the correct physical till.

1. **Cashier — confirm operating context.** Open [Point of Sale](#). Verify workstation, warehouse, open work period, and the [Cash Drawer](#) that matches the physical till.
2. **Cashier — build the cart.** Select the authorized walk-in or named customer. Scan or search two or three stocked items, then confirm quantity, unit, price, discount authorization, tax, fulfillment, and total.
3. **Cashier — accept the actual tender.** Select cash or the supported test tender, verify references, and finalize once. Do not retry an uncertain processor attempt until the sale and provider history have been checked.
4. **Cashier — verify completion.** Review the completed [Sale](#) and receipt. Confirm the displayed payment and fulfillment states match what happened, then review item history for the processed inventory effect.
5. **Shift lead — review the period.** Compare sales, tenders, cash, deposits, payouts, returns, and over/short activity. Use [Work Period Reports](#) with one deliberate cutoff.

6. **Shift lead or accounting — close after exceptions are resolved.** Use [Close Accounting Periods](#) to close the intended work period. A closed period is not automatically reconciled; retain the report and explanation for any approved variance.

What Brisk keeps connected

Tue, Aug 11, 2026

Search Here

Search For...

My site > Accounting > Date Range Report

Cancel

Email

Accounting Reports by Date

Get accounting information from a user-defined date range

Date: Today Start Date: 8-11-2026 End Date: 8-11-2026

Apply Date Filter

Available Reports

Apply one defined cutoff before comparing sales, tenders, deposits, and exception totals.

Sale List < First Previous Page 1 of 1 Next Last >

Search Here

Sale	Customer	Total	Payment Status	Created At
DOC-SALE-1001	DOC-C-001 Contoso Garden Center (Documentation Demo)	\$48.00	Draft	01/15/2025 03:00 PM

Pay

Save

Options

Pay

Save

Options

The sales register supplies detail behind the period totals.

Action	Result or downstream record	Where to verify it
Finalize the cart	Saved sale, lines, totals, tender and receipt context	Sale detail and receipt
Process fulfillment	Item movement for qualifying rows	Item inventory history
Record cash, deposit, payout, or return	Period activity with its own source record	Drawer and period reports
Close the work period	Saved cutoff and close detail	Work Period detail and close reports

Handoffs and controls

Closing creates a boundary after staff resolve material differences; it does not reconcile inaccurate source records.

The cashier supplies completed sales and physical tender evidence. The shift lead reviews the drawer and exceptions; accounting relies on the saved cutoff and source records. Supervisory overrides require the authorized user—never shared credentials. The sale stays authoritative for checkout while the work period supplies the cutoff.

Exceptions and safe corrections

- Wrong item before finalization: correct the cart.
- Duplicate-submission uncertainty: search Sales and provider history before retrying.
- Completed sales error: use the supported return or void tied to the original transaction.
- Offline ticket: inspect each queued item and live Sales before retrying; do not use **Retry All** without individual verification.
- Drawer difference: trace deposits, payouts, returns, tender selection, and timestamps. Closing does not repair missing activity.

Related documentation

Start here

- [Point of Sale](#)

Continue with

- [Sales](#)
- [Cash Drawers](#)
- [Work Periods](#)

Related controls and reports

- [Work Period Reports](#)
- [Offline POS Queue](#)
- [Close Accounting Periods](#)

Could Brisk Simplify This Process for Your Team?

See how this workflow could be configured around your records, permissions, approvals, and reporting requirements.

[Request a focused Brisk demonstration](#)

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