TALLORDER SOLUTIONS

ENABLING PRO-FORMA

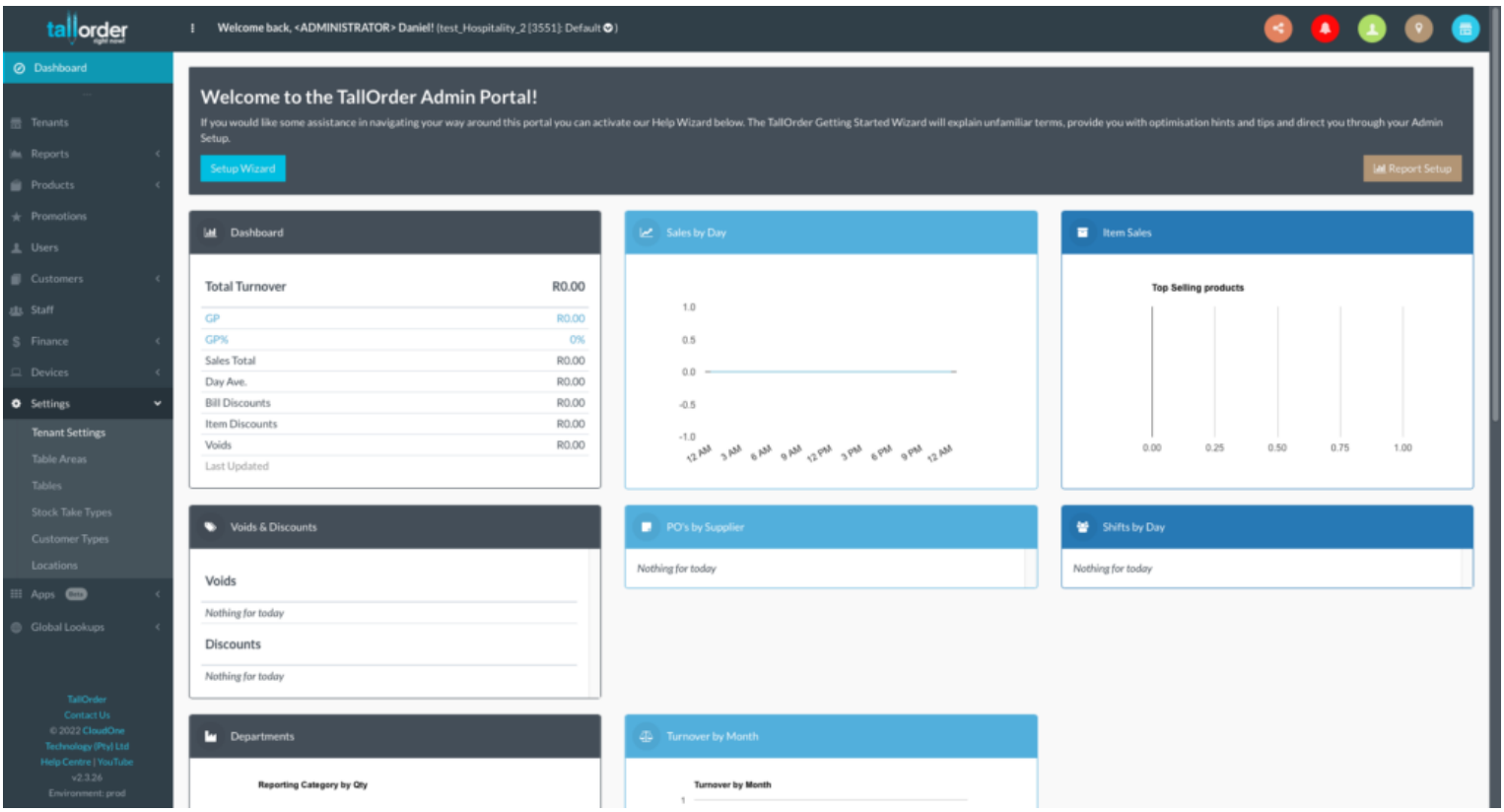
Workshop17 Tabakhuis, Corner of Tabak and Louws Street Paarl, Cape Town, 7646

Enabling Pro-Forma

When logged into the merchant you have created and you want to enable Pro-Forma invoices, follow the below steps.

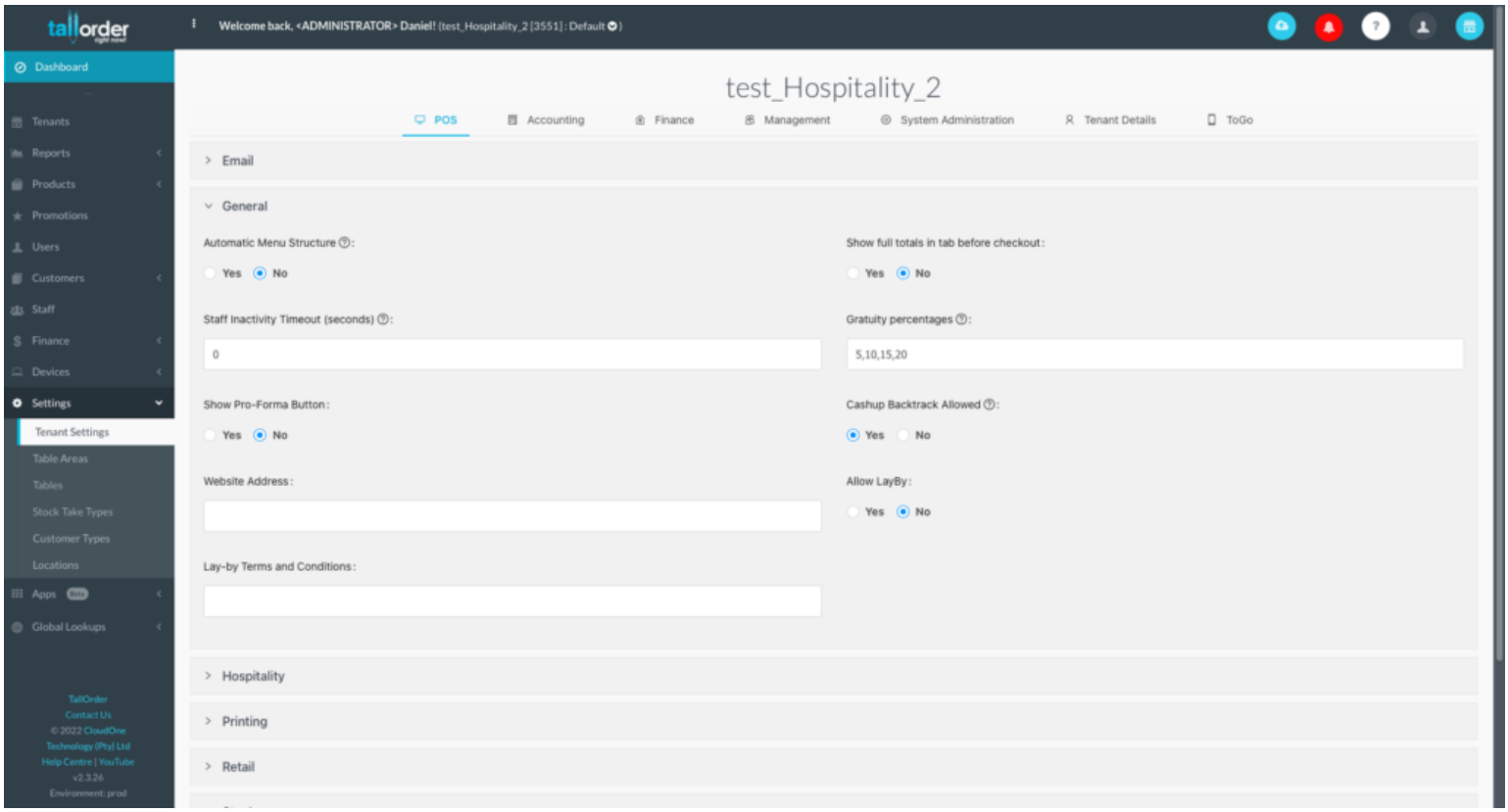
Step 1

Click on **Tenant Settings** under the **Admin Nav Bar -> Settings ->Tenant Settings option**



Step 2

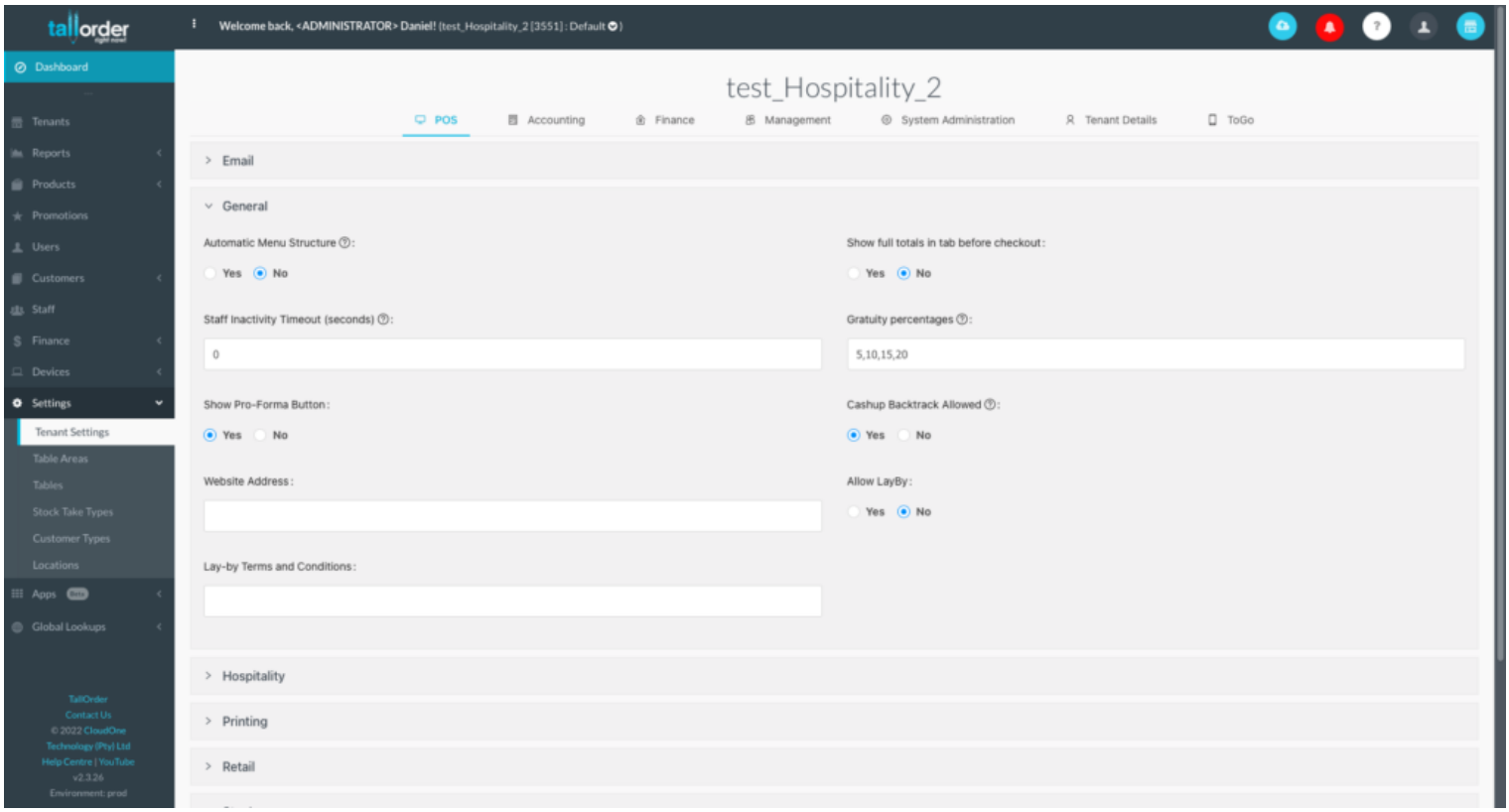
The top header by default will load as **POS** and the **General** sub-heading



Step 3

Underneath the **General** sub-heading you will see the setting as **Show Pro-Forma Button** defaulted to **No**

If you want to enable it, set it to **Yes** and publish per location – this will now enable ability to generate a pro-forma in POS


tallorder
Welcome back, <ADMINISTRATOR> Daniel! (test_Hospitality_2 [3551] : Default)
Dashboard
Tenants
Reports
Products
Promotions
Users
Customers
Staff
Finance
Devices
Settings
Tenant Settings
Table Areas
Tables
Stock Take Types
Customer Types
Locations
Apps
Global Lookups
TallOrder
Contact Us
© 2022 CloudOne Technology (Pty) Ltd
Help Centre | YouTube
v2.3.26
Environment: prod
test_Hospitality_2
POS
Accounting
Finance
Management
System Administration
Tenant Details
ToGo
Email
General
Automatic Menu Structure :
Yes
No
Show full totals in tab before checkout :
Yes
No
Staff Inactivity Timeout (seconds) :
0
Gratuity percentages :
5,10,15,20
Show Pro-Forma Button :
Yes
No
Cashup Backtrack Allowed :
Yes
No
Website Address :
Allow LayBy :
Yes
No
Lay-by Terms and Conditions :
Hospitality
Printing
Retail