INDITION COMMERCE

Point of Sale

Go-Live Checklist — confirm every part is configured and tested before you take real money. Work top to bottom, tick each box, and sign off at the end.

Point of Sale Module · September 2026

© 2026 Indition Corp. All rights reserved. Indition™ and the Indition logo are trademarks of Indition Corp. All other product names, logos, and brands are the property of their respective owners.

How to use this checklist

Go through the phases in order. Do **everything in Stripe test mode first** (Phases A–H), then switch to live keys and re-test (Phase I). Don't go live until every **launch-blocker** below passes and the sign-off is complete.

Each row tells you *what to do* and *how to confirm it worked*. Use the right-hand column to record Pass / Fail / N/A. Items marked **(M)** need a Manager or Admin login.

⛔ Launch-blockers — these must pass before live money flows

1. StripeTerminal installed and its webhook endpoint live, reachable, delivering **200 OK**.
2. A **real card reader paired against test mode** and a full test sale completed end-to-end.
3. **One live $1 sale and immediate refund** on a production-paired reader.
4. Webhook **signing-secret rotation** procedure known and recorded (so a leaked secret can be replaced without downtime).
5. Each register's location enabled for POS (POS → Settings → Locations) and mapped to its online store, with its correct (live) Stripe Terminal Location ID on the location record.

Phases

1. A — Software install & enable
2. B — Store & staff
3. C — Stripe account & keys
4. D — Card reader hardware
5. E — Cash drawer & receipt printer
6. F — Register computer
7. G — Functional test sales
8. H — Reports & data checks
9. I — Switch to live & final test
10. J — First 30 days (post-launch)

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

A Software install & enable

	Do this	Confirm / expected result	Result
☐	**POS** module installed	The **POS** menu appears in the back office (Indition installs this during provisioning).	
☐	**StripeTerminal** module installed	**StripeTerminal** shows in the module manager (Indition installs this during provisioning).	
☐	Webhook endpoint live	The webhook URL (your-site/StripeTerminal/Webhook/receive) is registered with Stripe; proven by the Stripe test event in Phase C.	
☐	**InStorePickup** current (location records)	Your physical location(s) exist under In-Store Pickup → Stores (they populate the POS Locations panel) and show the *Stripe Terminal Location ID* field.	
☐	(M) Turn on **POS Module Enabled**	Master switch on in POS → Settings; `/pos/` loads a sign-in page (not a "not enabled" page).	
☐	(M) Enable at least one **Location**	In POS → Settings → Locations, the location shows *Enable POS* = ON and is mapped to its online store; save succeeds.	
☐	(M) Set **tax** mode	Live quoting left on, OR override on with a correct flat *Default Tax Rate*.	
☐	(M) Confirm **payment methods**	Only the methods you intend (Cash/Card ± Check/Split/Gift Card/Store Credit) are on.	
☐	(M) **Gift Cards** — decide and configure	Not using them: POS *Gift Card* tender left OFF. Using them: the **GiftCards** module is installed and enabled, *Gift Card* tender is ON, and the 🎁 button actually appears at payment (both switches are required). Split payment ON, since a card rarely covers the whole sale.	

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

☐	(M) **In-Store Credit** — decide and configure	Not using it: *Enable In-Store Credit* left OFF. Using it: store credit is set up (if the Settings section shows a set-up notice, contact Indition support to finish it), *Enable In-Store Credit* is ON, and *Accept store credit as payment* is set as you intend — leaving it off still lets balances be issued.	
☐	(M) **Store credit rules per location**	**Every** POS-enabled location's *issued here* and *accepted here* rules reviewed deliberately — not left on defaults by accident. Remember: changing them later never moves credit customers already hold.	
☐	(M) **Store credit limits**	*Credit expires after* and *Manual issue limit* set to your policy (0 = never / no cap). If you set an expiry, confirm with Indition support that the scheduled expiry job is running.	
☐	(M) **Store credit back office reachable**	Accounts, Ledger, and Liability screens open (if they do not, contact Indition support), and write access is limited to POS administrators — a POS manager can view but not adjust.	
☐	(M) Decide the **card processing fee**	Off, OR on with the right percent/fixed (default 2.9% + $0.30). Cash/check never charged.	
☐	(M) Set **receipt header/footer**	Text saved; will show on printed receipts.	

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

B Store & staff

	Do this	Confirm / expected result	Result
☐	(M) Confirm the location's **POS mapping**	Under POS → Settings → Locations: *Enable POS* = ON, the right online store mapped, and (if using Inventory) the warehouse(s) and bins, with one primary across them.	
☐	(M) Assign each employee a **POS role**	Staff & Store Access shows Cashier / Manager / Admin as intended.	
☐	(M) Multi-store: set **stores + home store** per user	Each user has the right stores ticked and one home store.	
☐	Cashier can **sign in** to `/pos/`	A real cashier account signs in and reaches the Open Shift / register screen.	
☐	A no-role user is **blocked**	An account with no POS role cannot reach the register.	

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

C Stripe account & keys (test mode first)

	Do this	Confirm / expected result	Result
☐	Create a **Terminal Location**	Stripe → Terminal → Locations shows it; `tml_…` copied.	
☐	(M) Paste `tml_…` into the **location record**	The location's Stripe Terminal Location ID saved (In-Store Pickup → Stores).	
☐	(M) Save **Secret key** (`sk_test_…`)	Saved as *Test API Secret Key* in the store's Stripe Settings (Shop Setting → Store → Payment processors → Stripe). Not needed for a store with a connected Stripe account.	
☐	(M) Save **Publishable key** (`pk_test_…`)	Saved as *Test API Publishable Key* in the same dialog, with *Is Payment Live* off.	
☐	Create the **webhook endpoint**	URL `https://YOUR-DOMAIN/StripeTerminal/Webhook/receive` added with the six required events (reader action succeeded/failed/updated; payment_intent succeeded/failed/canceled).	
☐	(M) Save **Webhook signing secret** (`whsec_…`)	Contact Indition support to add it to your site.	
☐	Confirm the webhook is **reachable**	Stripe → Webhooks → "Send test event" returns 200.	
☐	**Connect stores only:** account approved	Each store's connected account is approved to accept card payments; "Events on connected accounts" enabled.	

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

D Card reader hardware (Stripe S700)

	Do this	Confirm / expected result	Result
☐	Power on the reader	Screen lights; reaches the status bar after ~30 s.	
☐	Join store **Wi-Fi** (passcode `07139`)	Status bar shows Wi-Fi icon + **Online**. Not a captive-portal/guest network.	
☐	(M) **Pair** the reader in POS → Card Readers	Generate the 3-word code on-device, add it within ~30 s; reader shows green **Active** and a `tmr_…` ID, serial, and device type `stripe_s700`.	
☐	(M) Set the reader as **default** for the store	★ Default badge on the reader.	
☐	Register connects to the reader	Reload `/pos/`; on the payment screen the reader shows as connected/ready and a test charge reaches it.	

No physical test card? Ask Indition support to enable Stripe's simulated reader for your account, then pair it as a non-default reader to run the full flow without tapping.

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

E Cash drawer & receipt printer (if used)

	Do this	Confirm / expected result	Result
☐	Choose how the **drawer opens**	One method per register: the Indition drawer helper (Windows), or the receipt printer's driver set to open the drawer (Mac, or Windows if preferred). Not both.	
☐	Drawer helper **running** on the register PC (Windows helper only)	The helper answers at the configured URL (e.g. `http://127.0.0.1:9100`); the receipt printer is the PC's default printer.	
☐	(M) Enable **Drawer Kick** + set Agent URL (Windows helper only)	Saved in POS Settings → Cash Drawer. Left off when the printer driver opens the drawer.	
☐	Test **Open Drawer** (no sale; Windows helper only)	Cash panel → Open Drawer pops the physical drawer.	
☐	**Cash drawer test** at every register	Helper: a cash sale and a cash refund (with *Auto-kick on cash sales* on), and a pay-in, pay-out, drop and pickup, each open the drawer, and each opening appears in **Reports → Drawer Activity**. Printer driver: the drawer opens each time a receipt prints (card sales too).	
☐	Receipt printer set as **default** with paper	The driver's paper size is the roll (for example Star *72mm * 2000mm*, Epson *Roll paper 80 x 2000 mm*) and it cuts at the end of each receipt.	
☐	(M) Choose the **receipt layouts**	In Point of Sale → Receipt Designer, the default sale and refund layouts are the ones you intend (the built-in *Indition basic* receipts are today's receipts). A new layout was test printed before **Make default**.	
☐	(M) Upload the **receipt printer logo** (if your layout prints one)	Receipt Designer → Manage Logos shows a solid black SVG or PNG (per location if you set that up), and the layout includes the Logo piece.	

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

☐	(M) Set each **station's paper and layouts**	In Point of Sale → Stations, every station's Receipt Printing shows the roll its printer takes and the layouts you intend.	
☐	**Test print at every station**	Print a real sale from each register: nothing cut off on the right, the logo sharp (not speckled), your header/footer present, and the cut below the last line — never through the bar code.	

F Register computer

	Do this	Confirm / expected result	Result
☐	Up-to-date browser, full-screen/kiosk	`/pos/` loads clean and full-screen.	
☐	**Barcode scanner** connected	A scan on the Products tab adds the item automatically.	
☐	Internet reliable for register + reader	Both reach their services; a mid-charge drop recovers automatically.	
☐	Bookmark `/pos/`; "keep me signed in"	Cashiers can return quickly.	

G Functional test sales (test mode)

Run each transaction end-to-end on the real register. These prove the whole pipeline — pricing, tax, payment, inventory, and receipts — not just the configuration.

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

	Test	Confirm / expected result	Result
☐	**Open a shift** with a drawer count	Opening float recorded; "Shift opened" toast.	
☐	**Cash sale** + change due	Tender > total shows correct change; sale completes; drawer kicks (if enabled).	
☐	**Card sale** on the reader	"Approved"; receipt screen appears; sale recorded.	
☐	**Card fee** shows (if enabled)	Card screen shows "Subtotal … + card processing fee …"; cash sale shows no fee.	
☐	**Tax** is correct	Tax line matches the expected rate; tax-exempt customer zeroes it (green badge).	
☐	**Discount** (order + line)	Discount shows in red; tax recalculates on the discounted amount.	
☐	**Tip** prompt (if enabled)	Preset/custom/no-tip all work; tip adds to the card charge.	
☐	**Split payment** (if enabled)	Cash + card combine; Remaining reaches $0; sale completes.	
☐	**Save card on file** (if enabled)	Saved card appears as a one-tap button on the customer's next sale.	
☐	**Serialized item** sale	Serial validated (✓ Available); flips to sold after the sale.	
☐	**Fractional / by-the-unit** item	Quantity box accepts fraction/decimal; line total correct.	
☐	**Oversell block** (if on)	Cashier is stopped at payment; Manager sees "Authorize & Continue".	
☐	**Hold & recall**	F7 holds; F8 brings it back into an empty cart.	
☐	**Gift Card sale** (if enabled)	Code scans or types; balance shown; card covers the sale. Receipt shows `Gift Card •••• ####` and the amount — *no card code or authorization anywhere on it*.	

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

☐	**Gift Card split** (if enabled)	Card applied up to its balance, remainder taken in cash/card; one order, two payment lines; card left at $0.00.	
☐	**Gift Card rejections** (if enabled)	Empty, expired, cancelled, and unknown codes are each refused with a readable message; the sale stays unpaid. A Gift Card cannot buy a Gift Card product.	
☐	**Gift Card balance inquiry** (if enabled)	Balance, status, and expiry returned with no sale and no transaction created. An attached customer's own cards list automatically.	
☐	**Refund to store credit** (if enabled) **(M)**	Customer attached; the "spendable at…" wording matches this location's *issued here* rule; balance and a new ledger row appear on the customer's Store Credit tab.	
☐	**Spend store credit** (if enabled)	Store Credit button appears only with a customer attached; balance drops by exactly the amount applied; tender records as Store Credit, not cash.	
☐	**Refund a credit-paid sale** (if enabled) **(M)**	Refund to cash: the credit-funded share returns as *credit* and **no cash leaves the drawer** for it; balance goes back up. Nothing is refunded twice.	
☐	**Store credit scope** (multi-location, if enabled)	At a location whose *accepted here* rule excludes that credit, it is not offered and the blocked balance is explained on screen. A location always accepts credit it issued itself.	
☐	**Guest refusal** (if store credit enabled)	Store credit is neither offered nor issuable on a Guest sale, with a clear message.	
☐	**Refund** (cash & card)	Items return to stock; card refund settles to the original card.	
☐	**Exchange** (even / owed / due)	Even completes with no money; owed refunds the difference; due takes	

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

		payment.	
☐	**Void** permissions	Cashier blocked (unless self-void on, own open shift); Manager can void.	
☐	**Receipt delivery**	Print, Email, and Text each work (Email/Text need a customer on file).	
☐	**Cash movements**	Pay-in/out, drop, pickup each record and (if enabled) kick the drawer.	
☐	**Close shift (Z report)**	Count entered; expected vs counted variance shown; Z report prints; session closes.	

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

H Reports & data checks

	Do this	Confirm / expected result	Result
☐	Sale recorded correctly	The test sale appears under **POS → Recent Sales** and in **POS → Reports** (Daily Summary & Sessions) with the card payment and correct total.	
☐	Webhook delivery healthy	Stripe → Webhooks → recent deliveries all 200 OK.	
☐	(M) **Sessions report**	Your test shift appears with correct float, sales count, total, and reconciliation.	
☐	(M) **Cash Movements report**	Your test movements appear, colour-coded, with reasons.	
☐	(M) **Daily Summary** + Excel export	Today shows sales/refunds/net; Export Excel downloads.	
☐	(M) **Sales Analytics**	Cards, daily-gross trend, and top SKUs populate.	
☐	Connect routing (if used)	Stripe → Developers → Logs show the right `Stripe-Account` on payment-intent creation, not just reader processing.	
☐	Stored-value tenders on the reports (if used)	X and Z reports show **Gift Card** and **Store Credit** as their own tender lines — never folded into Cash or Credit Card — and the figures reconcile to the Gift Card ledger and the store-credit ledger for the session.	
☐	(M) Store credit liability (if used)	The **Liability** screen shows the outstanding balance created by your tests, and every movement has a matching ledger entry with the till that made it.	
☐	**Clean up test data**	Refund/void test transactions; agree whether test orders are purged before launch.	

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

I Switch to live & final test

	Do this	Confirm / expected result	Result
☐	Create **live** Terminal Location	New `tml_…` from Stripe live mode.	
☐	Create **live** webhook (same six events)	Live endpoint added; new `whsec_…` copied.	
☐	(M) Replace all keys with **live** values	`sk_live_…` and `pk_live_…` saved in the store's Stripe Settings with *Is Payment Live* on (or *Live Mode* on for a connected-account store); live `whsec_…` added by Indition support; live `tml_…` saved on the location record.	
☐	(M) **Re-pair the reader** against live keys	Reader shows Active with a live `tmr_…` (test-mode pairing won't carry over; no simulated reader in live).	
☐	**Live $1 sale + immediate refund**	Real card approved; refund settles. (Launch-blocker.)	
☐	Record the **webhook-secret rotation** steps	A written one-paragraph procedure exists so the `whsec_…` can be rotated without downtime. (Launch-blocker.)	

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.

J First 30 days (post-launch)

	Do this	Confirm / expected result	Result
☐	Monitor **webhook delivery**	Alert if the failure rate exceeds ~1%.	
☐	Reconcile **Z reports vs deposits** daily	Variances are small and explained.	
☐	Spot-check **refunds & voids**	They match Stripe and inventory.	
☐	Confirm **tax** on real receipts	Rates correct for the store's jurisdiction.	
☐	Keep the reader on Wi-Fi for **firmware updates**	Reader stays current.	
☐	Train staff on **refunds, exchanges, end-of-day**	Each cashier has run them once supervised.	

Production sign-off

By signing, the people below confirm all launch-blockers and the phases above have passed for this store, and the register is approved to take live payments.

Store / location: _____ **Date:** _____

_____ _____

Installer / technician Store manager

_____

Owner / approver

© Indition. Companion documents: *Point of Sale Setup Guide* and *Point of Sale User Manual*. Help: support@indition.com

© 2026 Indition Corp · Indition™ is a trademark of Indition Corp. All rights reserved.