

Cashing Up

Customer Services

Sparkstone Technology Ltd



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Introduction

This document outlines the workflow for cashing up in the Sparkstone Retail EPOS System. These notes are designed to complement the training that you will have received on the Sparkstone Retail EPOS from a Sparkstone training consultant or system administrator. They are not intended to be a complete overview of the software but are designed to assist you at a later stage when you are away from the training session.

These notes have been compiled to reflect the configuration of the Sparkstone EPOS system at your site and as such may only contain information pertinent to the operations that you require. If additional modules are purchased at a later date, training notes will be provided as appropriate on completion of the associated training course.

Objectives

To provide an overview of the processes involved in cashing up.

Conventions Used

Menu paths will be indicated throughout this training manual in bold.

For example:

Back Office | Product file | Stock Records

Indicates that you should access Stock Records window from the Back Office using the Product File on the drop down navigation menu.

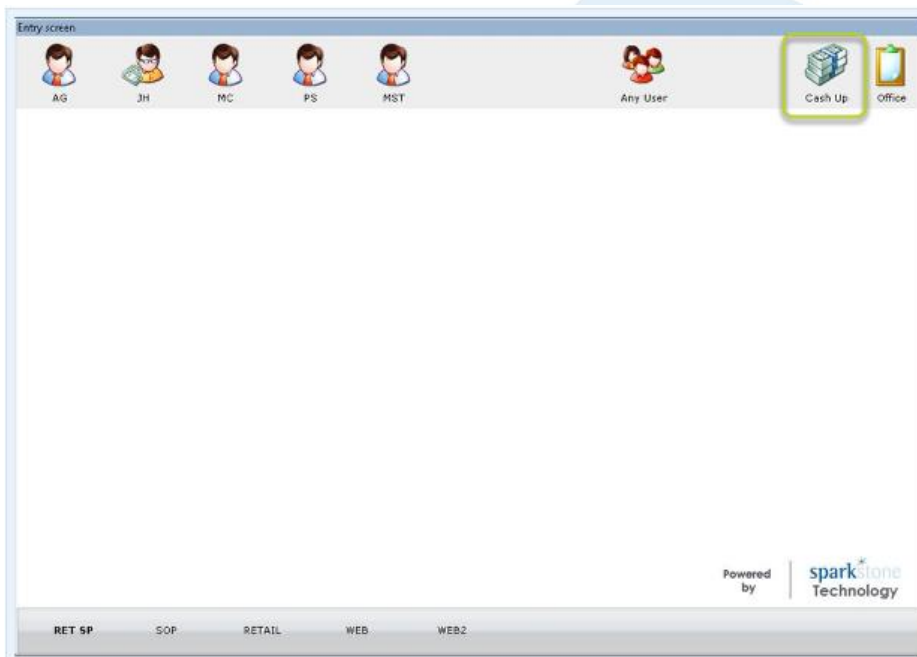
Cashing up

How to cash up

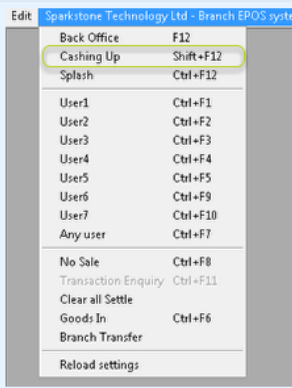
The cashing up button enables the user to cash up a till, produce a Z report and calculate the overs and unders for banking. Cashing up can also be frozen if you wish to cash it up later on.

Cashing up can be accessed from various ways:

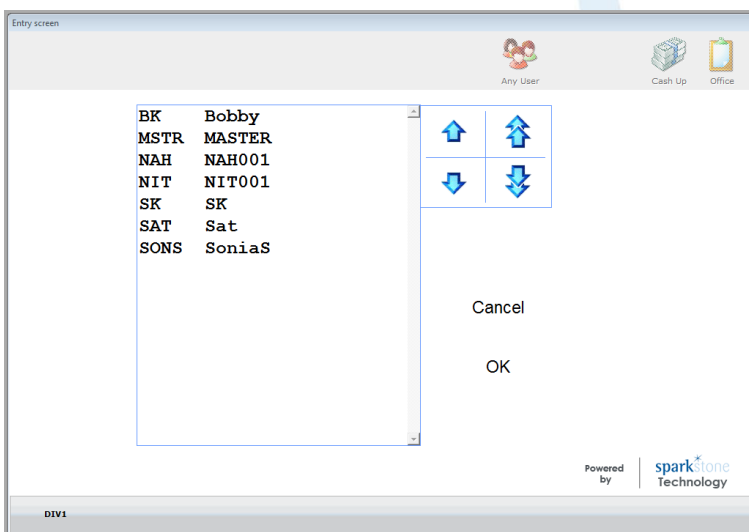
From the login screen of the Front End Tilling module:



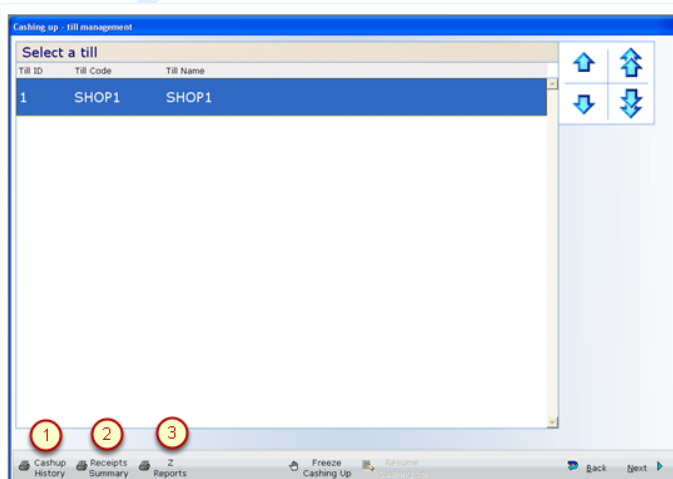
Additionally, selecting the company Menu by clicking on the company name at the top left hand side of the screen, then select Cashing up:



Once the option for cashing up has been selected, you need to logon to the system:



Next select the till that you wish to cash up. This will default to the till that you are on.



The following reports can be printed to provide information on the till selected:

1. Cashup history- information on when the till was last cashed up and the results of the cashing up.

Cashing Up History : Printed 8 OCT 14:00				
10021624	Till : 1	8 OCT	13:50	
Cash	Calculated :	79.20	Actual :	0.00
Cheque	Calculated :	0.00	Actual :	0.00
Cards	Calculated :	50.00	Actual :	0.00
Account	Calculated :	0.00	Actual :	0.00
Partx	Calculated :	0.00	Actual :	0.00
3rd Party	Calculated :	0.00	Actual :	0.00
Vouchers	Calculated :	0.00	Actual :	0.00

This shows the last time the till was cashed up and the calculated and actual totals of all of the settlement types recorded during cashing up.

2. Receipts summary

Sparkstone Technology Ltd							Page: 1
Southampton							Printed on 8 OCT (14:03)
Summary of receipts issued between 8 OCT and 8 OCT							Generated by MASTER
Sale number: 10021604		Date: 8 OCT 07:26		User: MASTER		Till: SHOP1	
Type	Qty	Stock Code	Stock Description	Gross before disc.	Disc.	Gross	
S	1	7	Alpine Whistling Kettle - Orange	12.49	0.00	12.49	
				Total Goods		12.49	
				Settled by	Cash	12.49	
Sale number: 10021605		Date: 8 OCT 07:26		User: MASTER		Till: SHOP1	
Type	Qty	Stock Code	Stock Description	Gross before disc.	Disc.	Gross	
S	1	0084756	Apple iPod nano (4gen) 16GB - Blue	79.20	0.00	79.20	
				Total Goods		79.20	
				Settled by	Cards	79.20	
Sale number: 10021606		Date: 8 OCT 07:27		User: MASTER		Till: SHOP1	
Type	Qty	Stock Code	Stock Description	Gross before disc.	Disc.	Gross	
S	1	0084756	Apple iPod nano (4gen) 16GB - Blue	79.20	0.00	79.20	
				Total Goods		79.20	
				Settled by	Vouchers	79.20	
Sale number: 10021607		Date: 8 OCT 07:27		User: MASTER		Till: SHOP1	
Type	Qty	Stock Code	Stock Description	Gross before disc.	Disc.	Gross	
S	1	0084532	Apple 73GB SAS Drive Module for XServe	1198.81	0.00	1198.81	
				Total Goods		1198.81	
				Settled by	Cheque	1198.81	

This shows the detailed transactions that have taken place that day and how they were settled.

3. **Z Reports-** These detail the sales and takings for the day. There is an option to print either a wide report of a receipt format which can be printed to screen or to the printer:

Screen report	
Z Report for till 1	
Date 3 NOV	Time 13:33
Gross Sales	3488.75
Less Refunds	-663.92
Net Sales	2824.83
Less Paid Outs	-106852.65
Result For Day	-104027.82
Credit Notes Issued	0.00
Cheques Issued	103881.41
Deposits Taken	50.00
Deposits Redeemed	-45.00
Money From Accounts	0.00
Sales Order Payments Taken	0.00
Sales Order Payments Redeemed	0.00
Takings	-141.41

The wide report provides more detail regarding the transactions that were put through, the date, time, stock code and values:

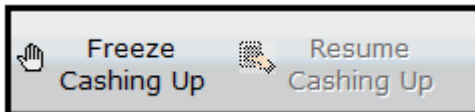
Screen report												
Sparkstone Technology Ltd										Page : 1		
Sales Report for till 1										Report Printed on 3 NOV at (13:34)		
Range : 3 NOV 1										Generated by MASTER		
Order no.	Date	Time	Week	Type	Item	Qty	Gross Value	VAT Amount	Net Value	Site	Till	User
10000004	22 AUG 13	14:18	21	S	TEST1	1	2.50	0.42	2.08	HO	1	MASTER
10000004	22 AUG 13	14:18	21	D	TEST1	0	(2.50)	(0.42)	(2.08)	HO	1	MASTER
10000004	22 AUG 13	14:18	21	S	TEST1	1	2.50	0.42	2.08	HO	1	MASTER
10000005	22 AUG 13	14:19	21	S	TEST1	1	2.50	0.42	2.08	HO	1	MASTER
10000005	22 AUG 13	14:19	21	S	TEST1	1	2.50	0.42	2.08	HO	1	MASTER
10000008	22 AUG 13	19:40	21	S	MISC	1	0.00	0.00	0.00	HO	1	MASTER
10000010	22 AUG 13	19:42	21	S	MISC	1	0.00	0.00	0.00	HO	1	MASTER
10000013	23 AUG 13	09:37	21	S	MISC	1	0.00	0.00	0.00	HO	1	MASTER
10000015	23 AUG 13	10:32	21	S	MISC	1	0.10	0.02	0.08	HO	1	MASTER
20000524	10 SEP 13	13:41	24	S	MISC	1	300.00	50.00	250.00	HO	2	MASTER
20000525	15 SEP 13	14:27	24	S	MISC	1	3.00	0.50	2.50	HO	2	MASTER
20000526	15 SEP 13	14:29	24	S	MISC	1	1.00	0.17	0.83	HO	2	MASTER
10000158	25 SEP 14	14:19	26	S	001966	1	192.26	32.04	160.22	HO	1	MASTER
10000164	25 SEP 14	16:28	26	S	DEPREF	1	10.00	0.00	10.00	HO	1	MASTER
10000164	25 SEP 14	16:28	26	S	RENTAL	1	0.00	0.00	0.00	HO	1	MASTER
10000167	25 SEP 14	17:06	26	S	DEPREF	1	10.00	0.00	10.00	HO	1	MASTER
10000167	25 SEP 14	17:06	26	S	INSURANCE	1	2.50	0.00	2.50	HO	1	MASTER
10000167	25 SEP 14	17:06	26	S	RENTAL	1	0.00	0.00	0.00	HO	1	MASTER
10000167	25 SEP 14	17:06	26	S	RENTDEL	1	25.00	0.00	25.00	HO	1	MASTER

In addition to these, a settlement summary is also printed out.

Screen report			
Settlement summary for till 1			
3 NOV			
13:40			
Cash	GBP	303.57	
Cheque			
CHEQUES ISSUED		-103881.41	
	GBP	-103125.40	
Cards			
	GBP	0.01	
Vouchers			
BACS		-253.00	
CHAPS		-950.00	
DEPOSIT		45.00	
	GBP	-1158.00	

Freezing cashing up

If you would like to delay the cashing up process, this can be done by selecting the **Freeze Cashing Up** button:



This will draw a line under the transactions recorded at that point and only these will be included in the cashing up calculation. They can be unfrozen and carry on the cashing up process by selecting **Resume Cashing Up**. Select **Next** to move on to the cash count screen:

Please enter values of cash counted.

£50	0.00	£2	4.00
£20	160.00	£1	2.00
£10	200.00	50p	0.50
£5	10.00	20p	0.40
		10p	0.10
		5p	0.05
		2p	0.02
		1p	0.01
£	370.00	£	7.08
		£	377.08

0.01

7 8 9

4 5 6 Next Row

1 2 3

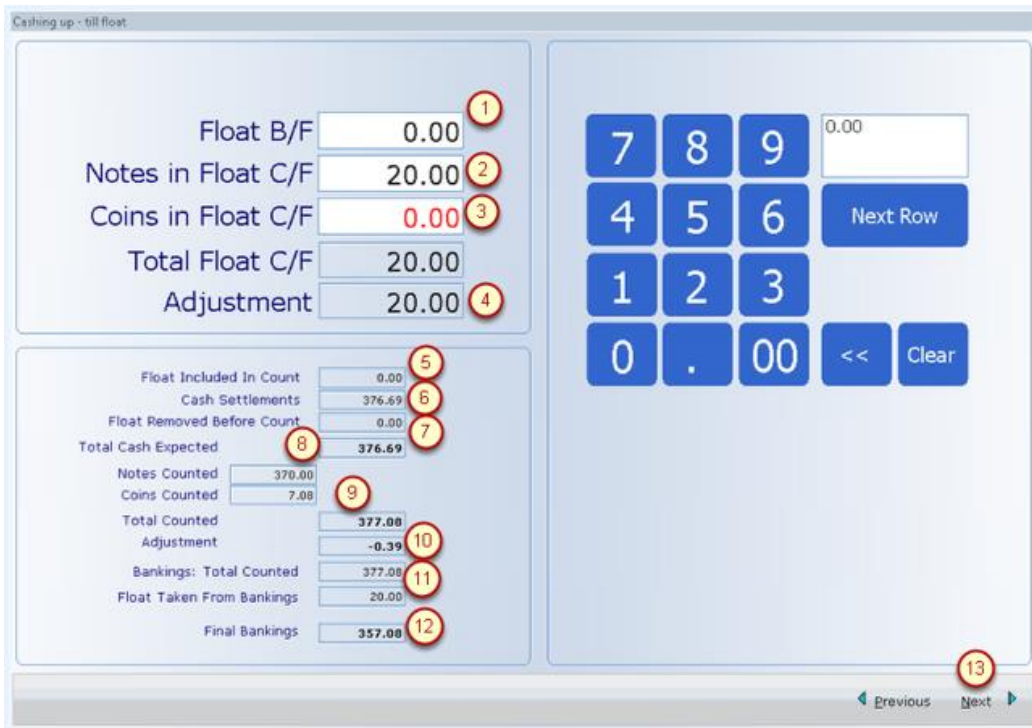
0 . 00 << Clear

1 Open till drawer

3 < Previous Next >

At this point, the actual cash counted can be entered.

Use the button (1) to open the till drawer. Then enter the values of the coins and notes in the till drawer by using the keypad or the keyboard. If an invalid denomination is entered, a warning will be given. When you are happy with the figures, click **Next**.



Field	Value
Float B/F	0.00
Notes in Float C/F	20.00
Coins in Float C/F	0.00
Total Float C/F	20.00
Adjustment	20.00
Float Included In Count	0.00
Cash Settlements	376.69
Float Removed Before Count	0.00
Total Cash Expected	376.69
Notes Counted	370.00
Coins Counted	7.08
Total Counted	377.08
Adjustment	-0.39
Bankings: Total Counted	377.08
Float Taken From Bankings	20.00
Final Bankings	357.08

Till Float Adjustments

If you maintain a float in the till and you wish to adjust the float this will affect the total cash to be banked.

1. The float brought forward (from the previous day) is displayed. This can be adjusted if necessary.
2. Tab to move into the **Notes in Float C/F** field and enter the value of the notes that will be left in the till.
3. Tab to move into the **Coins in float C/F** field and enter the appropriate value.
4. The calculated adjustment to bankings is shown here.

Below the float adjustment calculation the breakdown of the bankings figure is shown.

5. This show the amount brought forward in the float from the previous day
6. This shows the total recorded in the system as settlements by **cash** (other settlements are dealt with at the next stage).
7. This shows the amount left in the till as a float after cashing up.
8. This shows how much cash we would therefore expect to have available for banking.
9. Shows the actual count of notes and coins as entered from the previous screen.
10. Shows the under/over adjustment between what was expected and what was actually counted.
11. Repeats the actual amount counted and the carry forward float to be removed
12. Shows the actual count less the carry forward float as the cash that can be banked.

Select the **Next** button to enter the final count of all settlements:



Cashing up - final count

Gross sales	1947.32
Refunds	0.00
Net sales	1947.32
Paid outs	-25.00
Result for day	1922.32
Credit notes issued	0.00
Cheques issued	0.00
Deposits taken	0.00
Deposits redeemed	0.00
Account payments	200.00
SO payments taken	0.00
SO payments redeemed	0.00
Takings	2122.32

	Actual	Overs/Unders
1. CASH	377.08	0.39
2. CHEQUE	104.41	0.00
3. CARDS	296.45	0.00
4. ACCOUNT	1198.81	0.00
5. PARTX	50.00	0.00
6. 3RD PARTY	0.00	0.00
7. VOUCHERS	0.00	-95.96
Tendered Total	2122.32	2026.75 95.57

7 8 9 0.00
4 5 6 Next Row
1 2 3
0 . 00 << Clear

Z Reports Paid Outs Report Settlement Report Sales Report Chq Issued Report Previous Erish ✓

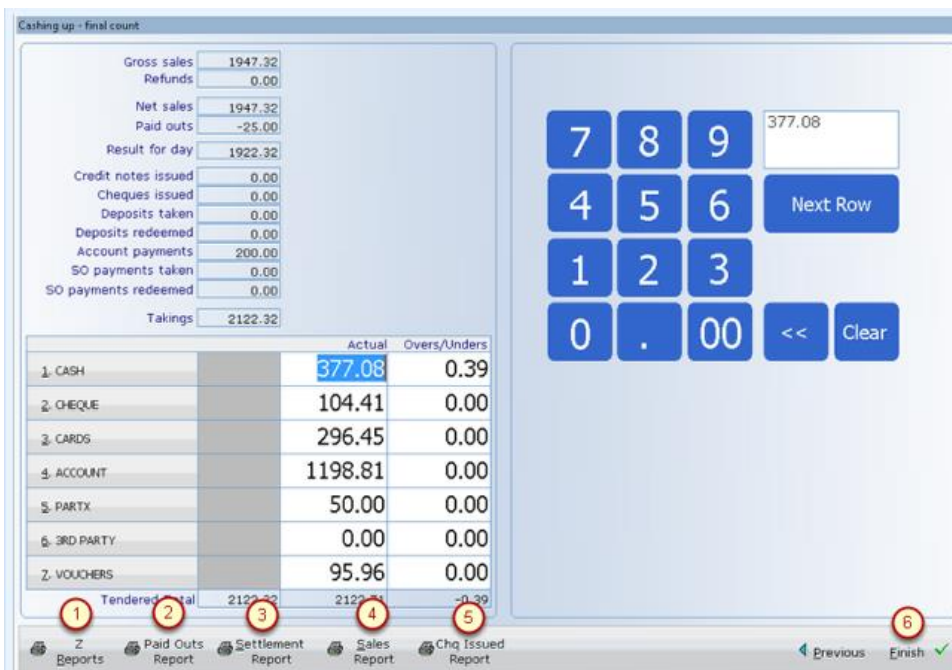
The Final Count

1. The calculation at the top of the screen shows the total sales less refunds for the period being cashed up.
2. These are then reduced by the paid outs to provide a total result for the day.
3. This result is then adjusted for other transactions that will have had an effect on the expected total settlements – e.g. account payments received will be added.
4. The final number shows the **expected takings** for the period.

Below the expected takings calculation is the entry screen for **actual settlements**.

5. The actual cash amount is already completed using the figure that was entered on the previous screen.
6. The other settlement types will be shown as zero and may have an over/under value which will indicate where a settlement is expected.
7. Enter the values of all other the other settlement types in the till and the overs/unders will recalculate.

At this point, reports can be printed:



Cashing up - final count

Gross sales	1947.32
Refunds	0.00
Net sales	1947.32
Paid outs	-25.00
Result for day	1922.32
Credit notes issued	0.00
Cheques issued	0.00
Deposits taken	0.00
Deposits redeemed	0.00
Account payments	200.00
SO payments taken	0.00
SO payments redeemed	0.00
Takings	2122.32

	Actual	Overs/Unders
1. CASH	377.08	0.39
2. CHEQUE	104.41	0.00
3. CARDS	296.45	0.00
4. ACCOUNT	1198.81	0.00
5. PARTX	50.00	0.00
6. 3RD PARTY	0.00	0.00
7. VOUCHERS	95.96	0.00
Tendered Total	2122.32	-0.39

Navigation: Z Reports, Paid Outs Report, Settlement Report, Sales Report, Chq Issued Report, Previous, Finish ✓

1. **Z Reports** - These produce the same reports as above - with an extra report that shows the difference between expected and actual.

2. **Paid outs** - This report provides a list of the paid outs.

3. **Settlement Report.**

4. **Sales Report.**

5. **Chq Issued Report.** This report lists the cheques that need to be issued.

6. Select **Finish** committing the cashing up data and clearing all the cashing up values back to zero.