

Balance Cash Drawer

1

POSitive Retail Manager - The Bluetique - Station: 1

File Edit Window Help

Invoice: 1373 By: POS Cashier: POS Date: 11/08/2010 Register: 1 - PL: Our Price

SCAN: [Yellow Field]

Locate Item [INS] Menu [ESC] Suspend [Pause] Recall Suspended

Description	Quantity	Price	Dsc.%	Total
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Bill To | Ship To | Note |

Quick Sale

↑ Show More Options [F2] Make AR Payment [F3] Return From Invoice [F4] Open Cash Drawer [F5]

↓ Exit Program [F6] Balance Register [F7] Show Slides [F8] Manager Mode [F9]

LineTotals:	0.00	SubTotal:	0.00
Taxable:	0.00	- Coupon:	0.00
SalesTax:	0.00	- Deposit:	0.00
Item Count:	0.00	Total:	0.00

0.00 Tender [F10]



IN KEYBOARD SALES MODE:

To Balance the Cash Drawer, you can either go to the Manager Mode or:

1. Select Show More Options Button (F2)
2. Select Balance Register Button (F7)

(NOTE: Only teachers & Managers will have access to Manager Mode)

Balance Cash Drawer

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Line Totals: 0.00 SubTotal: 0.00
 Taxable: 0.00 - Coupon: 0.00
 SalesTax: 0.00 - Deposit: 0.00
 Item Count: 0.00 Total: 0.00

Cursor Down Cursor Up

0.00

Touch Screen Sales

IN TOUCH SCREEN SALES MODE:

To Balance the Cash Drawer, you must go to Manager Mode.

1. Touch Manager Button

Balance Cash Drawer

Invoice: 1170 By: POS Cashier: POS Date: 10/11/2010 Register: 1 - PL: Our Price

SKU	Description	Quantity	Price	Disc.	Total
Quick Sale					

Line Totals: 0.00 SubTotal: 0.00
 Taxable: 0.00 - Coupon: 0.00
 SalesTax: 0.00 - Deposit: 0.00
 Item Count: 0.00 Total: 0.00

Cursor Down Cursor Up

0.00

Exit Program Logout Go to Sales

Balance Reg. Daily Sales Summary Gift Certificates Edit Bill To

Invoice History Make AR Payment Note Edit Notes

Open Cash Drawer Report Center Price Check Return From Invoice

Discount Time Clock Show Costs Void

Manager Mode

1

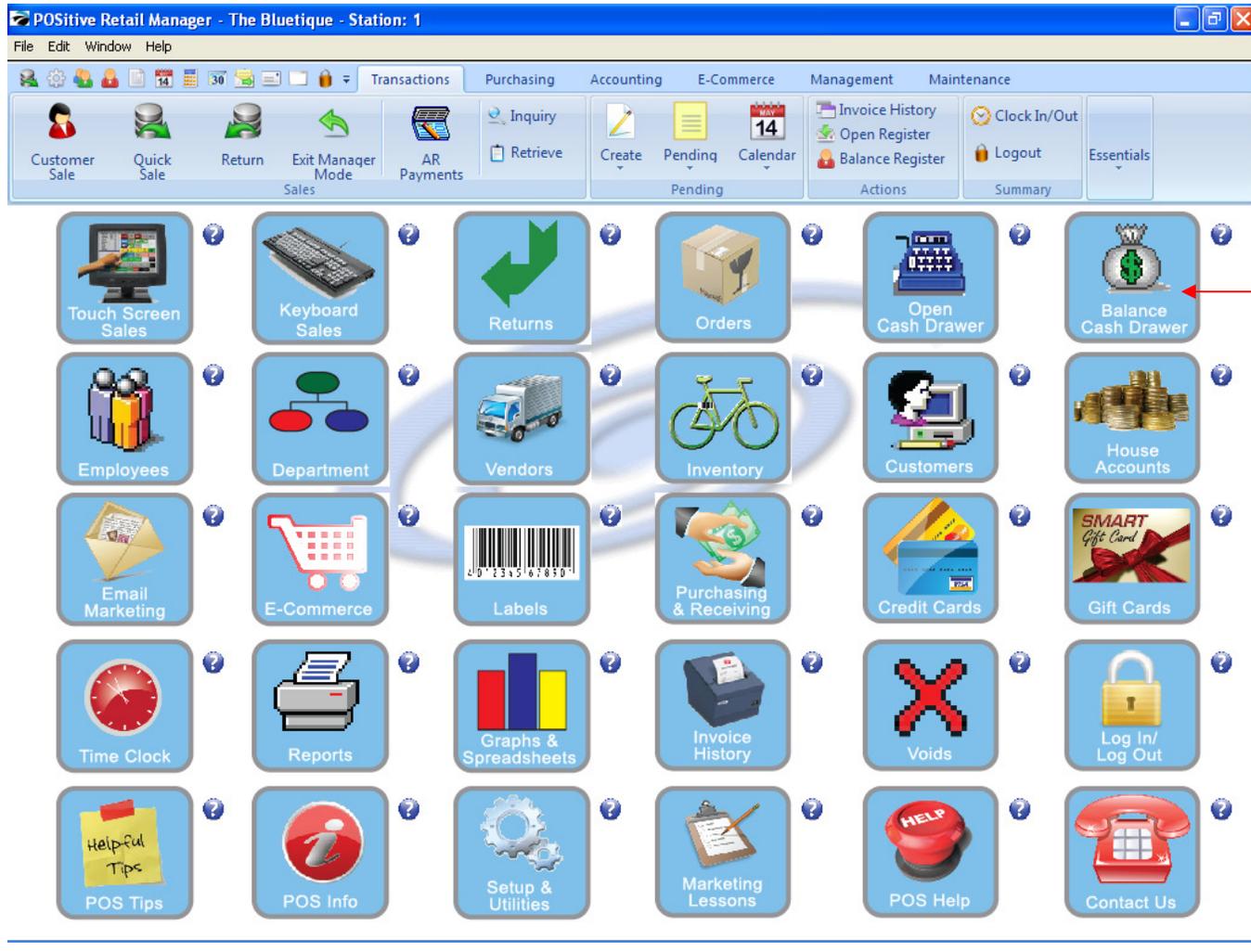


ON MANAGER BUTTON SCREEN:

1. Touch Balance Register Button

Manager Mode

(Balance Cash Drawer)



IN MANAGER MODE:

To Balance the Cash Drawer:

1. Select or Touch Balance Cash Drawer Button

Balance Cash Drawer

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Keyboard Sales Touch Screen Sales Manager Mode

Choose Station to Balance

Register	Department	Last Settled	Current Open Transactions
1	POS 1	10/28/2010	5 Transactions not posted

Continue [F10] Cancel

CHOOSE STATION TO BALANCE:

The default prompt is your current POS station number.
(You can select other station drawers to balance also)

1. Click Continue (F10) to begin the cash drawer balancing process.

Balance Cash Drawer

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Coin Counter

Tender	Quantity	Total
\$100 Bill	0	0.00
\$50 Bill	1	50.00
\$20 Bill	4	80.00
\$10 Bill	7	70.00
\$5 Bill	11	55.00
\$2 Bill	0	0.00
\$1 Bill	23	23.00
50 Cents	0	0.00
25 Cents	32	8.00
10 Cents	29	2.90
5 Cents	39	1.95
1 Cent	92	0.92
Subtotal:		291.77
Other Tender:		0.00
Total:		291.77

OK [F10] Cancel

COIN COUNTER:

1. When the cash drawer opens, count all denominations of coins and currency, including your opening bank. (You only need to count the quantity of bills and coins—the program will extend the dollar amount)
2. Click OK (F10) to finalize the cash count process.

Balance Cash Drawer

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Daily Balance Worksheet: POS 1

Tender	System Count	Your Count	Difference
Cash	292.00	291.77	-0.23
Charge/Debit	29.00	29.00	0.00
Check	43.26	43.26	43.26
Coupon	0.00	0.00	0.00
EBT	0.00	0.00	0.00
Gift Cert.	0.00	0.00	0.00

Attach Note [F8] Tender Counter [F6]

Reference	Type	Date	Amount
1289	Invoice	10/28/2010	43.26

Post [F10]

Total Put On Account: 0.00

Edit Tender [F7] Cancel

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COMPLETE THE DAILY BALANCE WORKSHEET FOR YOU REGISTER:

1. Enter the amount of all other tender—Checks, coupons, gift certificates, charge & debit sales.
2. All transactions for each type of tender are listed in the reference box on the lower left.
3. When all tender has been entered—Click the tab to POST (F11)
4. The difference Column shows +/-, based on your entry. A \$0.00 means you agreed with the POS System & reconciled correctly.

Balance Cash Drawer

Positive Retail Manager - The Bluetique - Station: 1

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Daily Balance Worksheet: POS 1

Tender	System Count	Your Count	Difference
Cash	292.00	291.77	-0.23
Charge/Debit	29.00	29.00	0.00
Check	43.26	43.26	0.00
Coupon	0.00	0.00	0.00
EBT			0.00
Gift C			0.00

Register Balance Alert

Tender	System Count	Your Count	Difference
Cash	292.00	291.77	-0.23

Your Count does not match what the System has reported. If this is correct, enter your Sales ID to continue. Otherwise press ESCAPE to make corrections.

Sales ID:

OK [F10] Cancel

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Register Balance Alert

If the your count doesn't match the system account, you will receive an alert

1. Type in your Sales ID, in the box
2. Click OK (F10) to proceed

Balance Cash Drawer

The screenshot shows the 'Positive Retail Manager' software interface. The main window is titled 'Daily Balance Worksheet: POS 1'. It contains a table with the following data:

Tender	System Count	Your Count	Difference
Cash			0.00
Charge/Debit			0.00
Check			0.00
Coupon			0.00
EBT			0.00
Gift Cert.			0.00

Below the table is a 'Reference' table:

Reference	Type	Date	Amount
Opening	Balance	10/28/2010	35.00
1295	Invoice	10/29/2010	5.00

The 'Positive Alert!' dialog box is overlaid on the table, asking: 'This will post your Register Balance to history. Are you sure this is what you want to do?'. The 'Yes' button is highlighted with a red arrow and a red '1'.

Register Balance Alert

If your cash count matches the register cash count, you will receive this post
 1. Click the YES button to POST to history.

Balance Cash Drawer

The screenshot shows the POS software interface with the 'Daily Balance Worksheet' window open. The worksheet contains the following data:

Tender	System Count	Your Count	Difference
Cash	292.00	291.77	-0.23
Charge/Debit	29.00	29.00	0.00
Check	43.26	43.26	0.00
Coupon	0.00	0.00	0.00
EBT	0.00	0.00	0.00
Gift Cert.			

The 'Final Balance' dialog box is overlaid on the worksheet, showing the following values:

- Cash In Register: 291.77
- Leave In Register: 35.00
- Your Cash Deposit: 256.77

Red arrows indicate the following steps:

- 2: Points to the 'Leave In Register' field in the dialog box.
- 3: Points to the 'OK [F10]' button in the dialog box.

FINAL BALANCE:

Carry forward you starting bank for the next sales shift.

1. Your previous starting bank is shown as the default to leave in register.
2. Below is the amount of your Cash Deposit –The difference of cash in register minus total cash.
NOTE: Subtract the \$ left in the register from total cash and the balance equals your cash deposit.
3. Click OK (F10) to continue

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Daily Balance Worksheet:

Tender	System Count	Your Count	Difference
Cash	0.00	0.00	0.00
Charge/Debit	0.00	0.00	0.00
Check	0.00	0.00	0.00
Coupon	0.00	0.00	0.00
EBT	0.00	0.00	0.00
Gift C			0.00

Report:

Options Change Printer

Samsung ML-2010 Series
Copies: 1

Preview Print Cancel

Total Put On Account: 0.00

Edit Tender [F7] Cancel

1

END OF DAY REPORTS:

Print a Register Balance Report

1. Click OK to Print (or Preview) to your default report printer.

Balance Cash Drawer

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

Page	Size
1	17,908

Register Balance Report

Register: 1
By: POS
Date: 10/29/2010

The Etiquette
Confidential

Summary

	Cash	Checks	Charges	Coupons	Gift	Food Stamps
Your Count:	102.00	78.00	31.24	0.00	0.00	0.00
Less Starting Balance:	35.00					
Actual Cash Received:	67.00					
Computer Reported:	67.00	78.00	31.24	0.00	0.00	0.00
OVER:	0.00	0.00	0.00	0.00	0.00	0.00
SHORT:	0.00	0.00	0.00	0.00	0.00	0.00
Change Left In Register:	35.00					

Total Sales w/out Tax:	105.00
Tax Collected:	0.24
Tax 1 Collected:	0.24
Tax 2 Collected:	0.00
Total Sales:	105.24
-Ending Balance:	35.00
+Starting Balance:	35.00
+Gift Cert. Sold:	71.00
Total:	176.24

Cash:	67.00
Check:	78.00
Subtotal:	145.00
Charge:	31.24
Your Deposit:	176.24

Zoom: 100% 1 pages, 17.5Kb



REGISTER BALANCE REPORT:

(NOTE: Look for any mistakes on report.)

The Register Balance Report– Match and include with your register deposit.

1. Click the Print page icon to send to the report printer.

Balance Cash Drawer

Report Preview

File

Page: 1 of 1 Step: 20

Pages To Print: Search: Copies: 1

1

Register: 1 12/15/2010

Register Sales Category Summary

Category	Sales / Qnty	Refunds / Qnty	Discounts / Qnty	Total	% Of Sales
APPAREL OPEN	6.00	6.00	0.00	6.00	1.19
BEVERAGE OPEN	2.00	2.00	0.00	2.00	0.40
CANDY OPEN	5.00	1.00	0.00	5.00	0.99
FROZEN BEVERAGE	4.00	4.00	0.00	4.00	0.79
GIFT CARDS	250.00	5.00	0.00	250.00	49.63
GUM	1.24	2.00	0.00	1.24	0.25
LAB NOTEBOOK	82.50	5.00	0.00	82.50	16.38
SHORTS & PANTS	111.00	6.00	0.00	111.00	22.04
SNACKS OPEN	2.00	2.00	0.00	2.00	0.40
SWEATSHIRT HOODIES	40.00	2.00	0.00	40.00	7.94
Totals:					
Sales:	503.74	35.00			
Refunds:	0.00	0.00			
Discounts:	0.00	0.00			
Less Transaction Discount	0.00	0.00			
Less Trade-Ins	0.00	0.00			
Total	503.74				

Zoom: 100% 1 pages, 22.8Kb



Register Sales Category Summary:

(NOTE: Look for any mistakes on report.)

The Shift Category Summary Report (Report that automatically follows by default) Print or Preview

1. Click the Print page icon to send to the report printer.

Balance Cash Drawer

The screenshot shows the 'POSITIVE Retail Manager' interface. The main window is 'Daily Balance Worksheet: POS 1'. It contains a table with the following data:

Tender	System Count	Your Count	Difference
Cash	292.00	291.77	-0.23
Charge/Debit	29.00	29.00	0.00
Check	43.26	43.26	0.00
Coupon	0.00	0.00	0.00
EBT	0.00	0.00	0.00
Gift Cert.	0.00	0.00	0.00

A 'Positive Alert!' dialog box is displayed over the table, with the message: 'Done! Your Register Balance has been posted.' The dialog has an 'OK' button. A red arrow points from the number '1' to this 'OK' button.

Below the table, there is a 'Reference' and 'Type' section with one entry: Reference 1289, Type Invoice. At the bottom right, there is a 'Total Put On Account' field with the value 0.00. Buttons for 'Post [F10]', 'Edit Tender [F7]', and 'Cancel' are also visible.

REGISTER BALANCE POSTED:

Finalize the Posting by sending the register balance to history

1. Click OK to complete balancing and return to Manager Mode.