Assyst Point of Sale

On-Screen Balancing

User Guide

Version 4.09

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On-Screen Balancing

Cash balancing activities occur at most stores on a daily basis. Daily cash totals may be printed on demand using the 20 Action Code at the till, and are automatically printed with each End of Day completed.

Some stores may opt to balance cash using the hard-copy reports printed by the system. Assyst Point of Sale offers an option to perform balancing through the On-Screen Balancing tool.

On-Screen Balancing may be accessed by selecing the On-Screen button in the Balancing panel of the POS Functions ribbon group.

How On-Screen Balancing Works

Throughout the business day, totals for cash, cheque, and other tenders are updated upon completion of each transaction. These details are held in a **balancing file** until the End of Day runs. The balancing file may not be accessed directly.

When the End of Day runs, the system transfers the details from the balancing file to the **On-Screen Balancing file** and clears the accumulated totals in the balancing file. The **On-Screen Balancing file** may be accessed via On-Screen Balancing to help verify totals for each tender received.

NOTE: If no End of Day is run, Assyst Point of Sale will continue to accumulate summary details in the balancing file until an End of Day is executed.

Balance Methods

Balancing, whether using On-Screen Balancing or the hard copy Clerk or Register Reset reports, may be performed by:

- **Register –** Creates one report or balancing file for each cash register lane
- **Clerk –** Creates one report or balancing file for each individual cashier login
- **Store –** Creates one report or balancing file for the entire store including all lanes or register IDs.

All lanes must be configured to balance using the same method. It is not possible to mix and match balancing settings for different lanes.

If the method of cash balancing is to be changed, this should be completed after an End of Day and before any new transactions are processed.

Retention of On-Screen Balancing Files

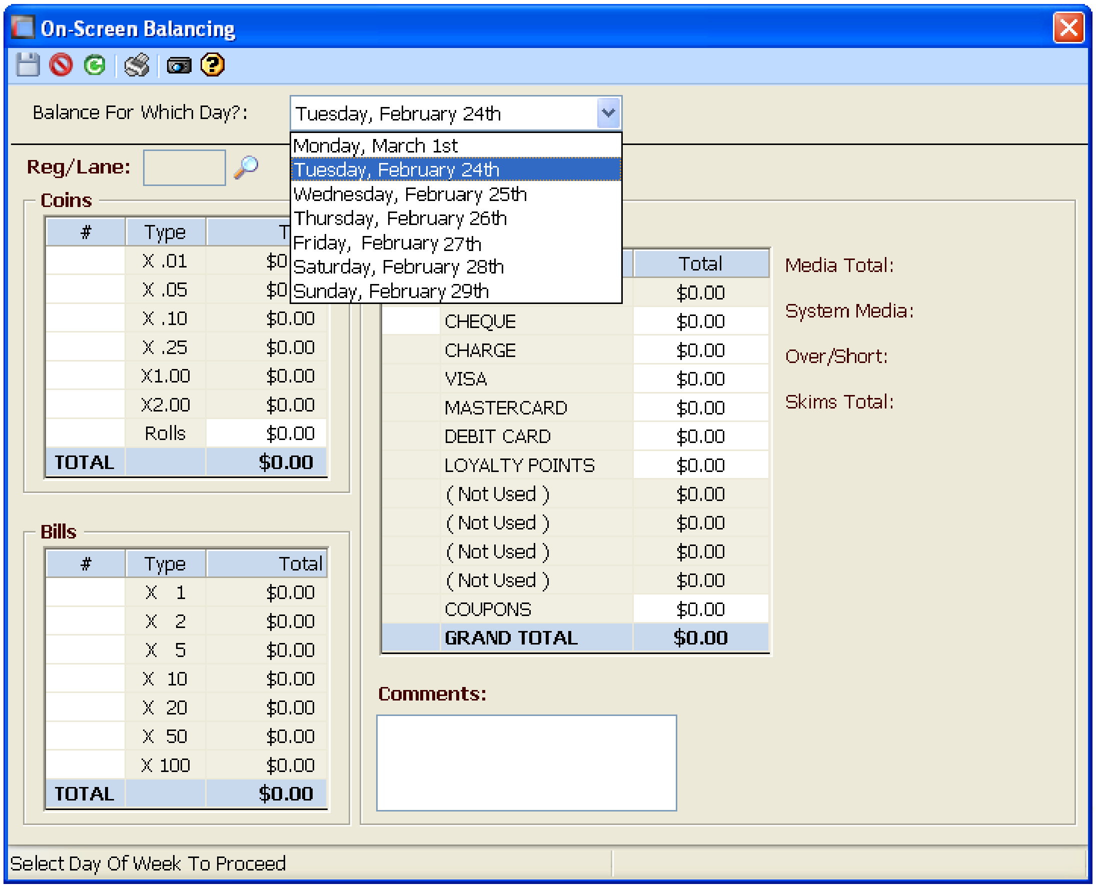
On-Screen Balancing files are retained for up to one calendar week. Assyst Point of Sale is capable of tracking one balancing file per lane, clerk or store for each day of the week.

For example, if today is Wednesday, tonight's End of Day will replace last Wednesday's balancing file(s) with today's balancing file(s).

NOTE: Running End of Day twice during the same day will result in the destruction of the previous On-Screen Balancing file with the accumulated details of the new On-Screen balancing file. The effect will not be cumulative.

Performing On-Screen Balancing

After selecting On-Screen Balancing, Assyst Point of Sale will default to balancing the previous day's sales activities. If balancing for another day, click on the Cancel button to select another date. Each date listed indicates a date for which an On-Screen Balancing file is available.



If balancing by **Register,** Assyst Point of Sale will require the selection of a **Reg/Lane** which indicates the lane ID designation associated with that till.

If balancing by **Clerk**, Assyst Point of Sale will require the selection of a **Clerk ID** which refers to the number used by the clerk to login at the till.

If balancing by **Store**, key in the Store number displayed on the daily Store Balancing report.

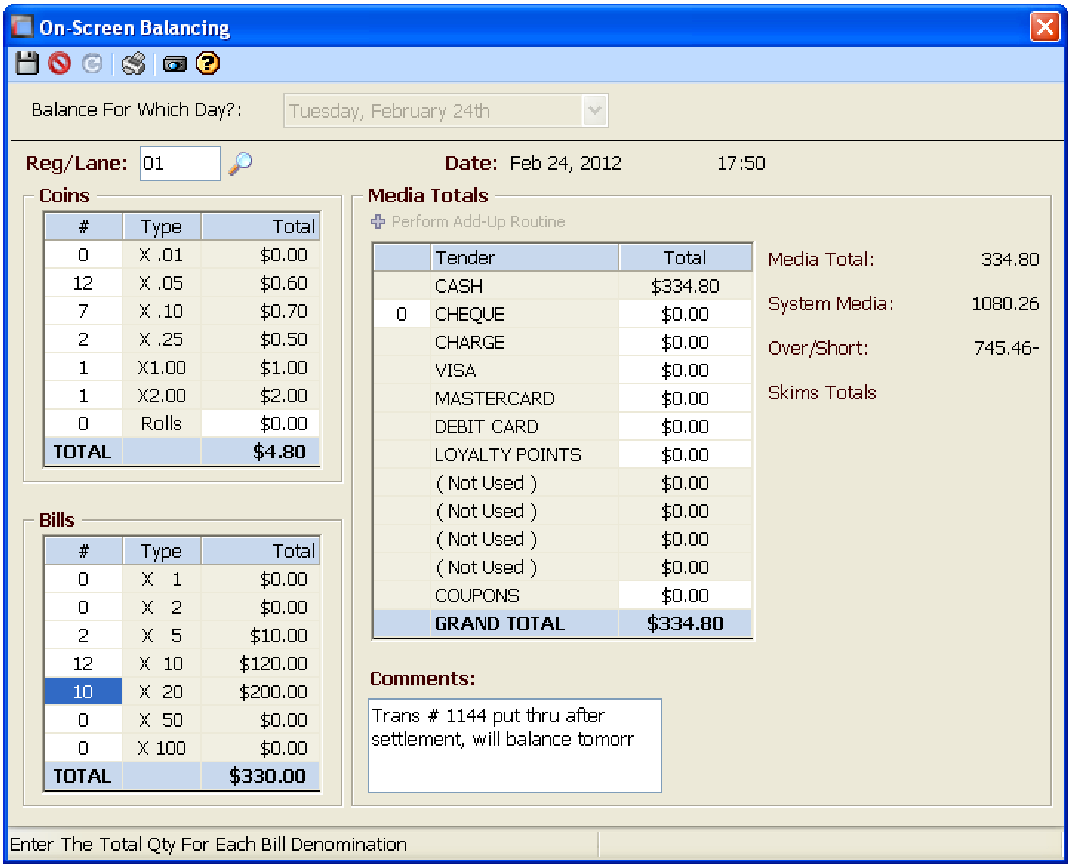
If the Store, Clerk or Lane ID is known, it may be keyed in. If not known, click on the icon to search for the desired Clerk or Lane ID.

When both of these options are selected, the general details noted at the right of the screen will show the:

> **Media Total –** The running total of all tenders entered in On-Screen Balancing
>
> **System Media –** The total of all tenders collected at the selected till lane or by the clerk at all tills
>
> **Over / Short –** The difference between the Media Total and the System Media; negative values indicate a shortage
>
> **Skims Total –** If any skims were performed at the till by one or more clerks, the total of skims is displayed for reference

Entering Cash

After indicating the date and the lane/clerk/store ID, start keying in cash collected at the left of the window.



The Media Total will recalculate after the value of each coin or bill has been totalled, along with the **Cash** total at the top of the **Media Totals** table.

NOTE: Cash keyed into On-Screen Balancing should not include floats. Floats should be separated from cash deposits prior to commencing balancing.

Entering Cheques, Charges, and other Tenders

Where non-cash tenders are concerned, two options exist for entering balancing details.

Option 1 – Enter the total value received via the specified tender in the appropriately labelled section of the table

NOTE: This may be advisable for tenders such as various debit and credit card types where a settlement or adjudication report listing totals is available. Charges may also be entered in this way by keying in the CHARGE total on the lane/clerk/store balancing Reset report.

Option 2 – Use the Perform Add-Up Routine button to key in details of individual transactions for the system to calculate totals

NOTE: Cheques also have a quantity field which may be keyed in if Option 1 is used. This option is not available for the other non-cash tenders.

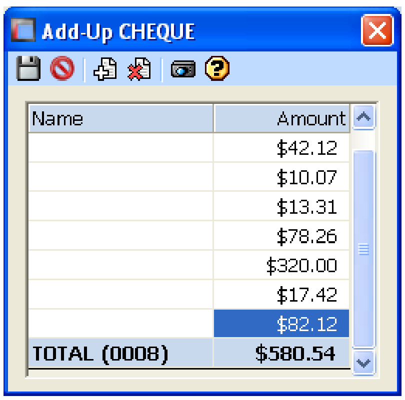
Using The Add-Up Routine

If using the second option, click on the tender for which the system is to calculate a total and click on the Perform Add-Up Routine button.

Assyst Point of Sale will display a form into which details of individual entries may be entered. Click on to create an Add-Up record for the tender and key details into each line.

NOTE: For cheques, a cheque number or client name may be keyed into the **Name** column. This name only prints on balancing summaries if the tender is configured to print one.

Press **Enter** after entering each slip into the Add-Up routine. A scrollbar will appear if more than 7 entries are listed.



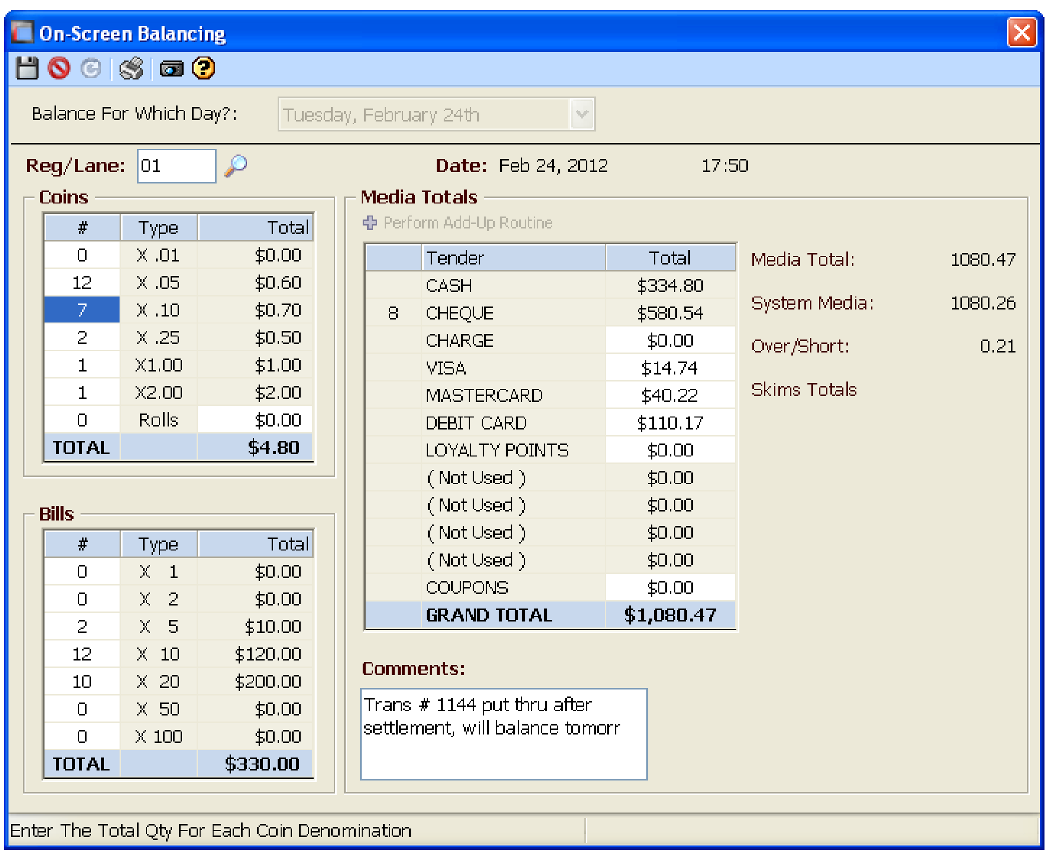
Pressing **Enter** after keying in an amount will result in a new line being displayed.

To delete a line from the Add-Up routine, click on the icon.

To save and exit from the Add-Up routine, click on the icon.

To exit and discard the modifications to the Add-Up routine, click on the icon.

If the Add-Up routine is used, the total value of transactions entered will be displayed in the On-Screen Balancing form. If used for the cheque tender, the total number of transactions will be displayed as well.



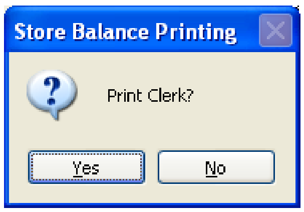
Finishing a Balancing Entry

After all balancing activities for the lane, clerk, or store are complete, final details may be printed.

Click on  to save the balancing entry.

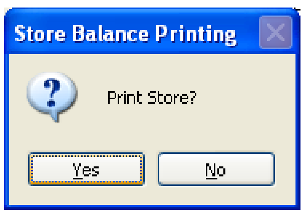
Printing Balancing Reports

After saving the balancing entry, Assyst Point of Sale displays a prompt asking whether to **print** a new lane, clerk, or store On-Screen Balancing report.



Click on **Yes** to print the On-Screen Balancing report or **No** to save without printing the report.

If the On-Screen balancing report is selected for print and pertains to a clerk or lane, a further prompt to **print** a summarized On-Screen balancing report for the store appears.



Click on **Yes** to print the On-Screen Balancing report for the store or **No** to save without printing the report.

Clearing Balancing Reports

If the option to print clerk/lane or store balancing has been selected, one further prompt will appear for each report type selected to print.

This option, asking whether to **Clear Clerk**, **Clear Lane**, or **Clear Store**, should only be accepted when all balancing activities for the lane, clerk or store are complete.

The **Clear** option will:

> **For Clerk/Lane Balancing –** Transfer the totals from the balancing report to store totals and rezero the on-screen balancing details including system media for the clerk or lane printed.
>
> **For Store Balancing –** Rezero the on-screen balancing details including system media for the store.

NOTE: The any store balancing record has been cleared it not be retrieved again. This process is irreversible.

Many stores will clear each clerk or lane record as it is balanced but will never clear store balancing. This is fine.

Not Using On-Screen Balancing

Use of On-Screen Balancing is not mandatory. This tool exists as an aid to balancing cash by performing routine calculations.

If circumstances dictate that cash for certain days will not be balanced for more than one week, ensure that the clerk/register/store **Reset** reports are retained. These reports are an acceptable substitute for On-Screen balancing.

Appendix – Sample Cash Balancing Report

```
       Clerk On-Screen (11/12/09)

REGISTER #: 01                                        PRINTED: 11/12/10  14:07
--------------------------------------------------------------------------------
SALES INFORMATION:            #     SYSTEM TOTAL
                           ------   ------------

   CURRENT GROSS GROUP  50655     646,034.62
   GROSS SALES            448       7,063.00
   VOIDS                    1           1.00
   LOYALTY DISCOUNTS
   ITEM DISCOUNTS          33          77.19
   SALE DISCOUNTS
   STOCK RETURNS            3          37.54
   NET SALES W/TAX                  6,947.27

   PAID OUTS               15         201.00
   RCVD/ON-ACCOUNT          8         409.74
   TOTAL ACCOUNTABLE                7,156.01

TENDER INFORMATION:
      -------- Coins ---------            -------- Bills ---------
      |    6 X .01 |    0.06 |            |      X   1 |          |
      |      X .05 |         |            |      X   2 |          |
      |    1 X .10 |    0.10 |            |      X   5 |          |
      |    3 X .25 |    0.75 |            |      X  10 |          |
      |      X1.00 |         |            |    3 X  20 |   60.00  |
      |    1 X2.00 |    2.00 |            |      X  50 |          |
      |      ROLLS |         |     2.91   |      X 100 |          |     60.00
      ------------------------            ------------------------

                              #     SYSTEM TOTAL        CLERK TOTAL OVER/SHORT
                           ------   ------------       ------------ ------------

      TOTAL CASH             134          62.69               62.91        0.22
      TOTAL CHEQUE             9       1,934.96            1,934.96
      TOTAL CHARGE            24         884.70              884.70
      TOTAL VISA              10         618.91              594.14        24.77-
      TOTAL MASTERCARD        14       1,351.09            1,351.09
      TOTAL DEBIT CARD        47       2,279.39            2,304.16        24.77
      TOTAL LOYALTY POINTS     4          20.27               20.27
      TOTAL COUPONS            2           4.00                4.00
                           ------   ------------       ------------ ------------
                                       7,156.01            7,156.23        0.22

COMMENTS:
          ______________________________

MEMO TOTALS:
      # OF NOSALES            2                  SIGN-IN TIME              7.86
      # OF NEGATIVE SALES     2     18.14-       SALES/HOUR              883.87
      # OF MINUS VOIDS                           YTD SHORT
      # OF TRAN. VOIDS        7    100.46        YTD OVER
      # OF CUSTOMERS        234                  YTD OVER/SHORT
      RESET NUMBER          372
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