End of Day

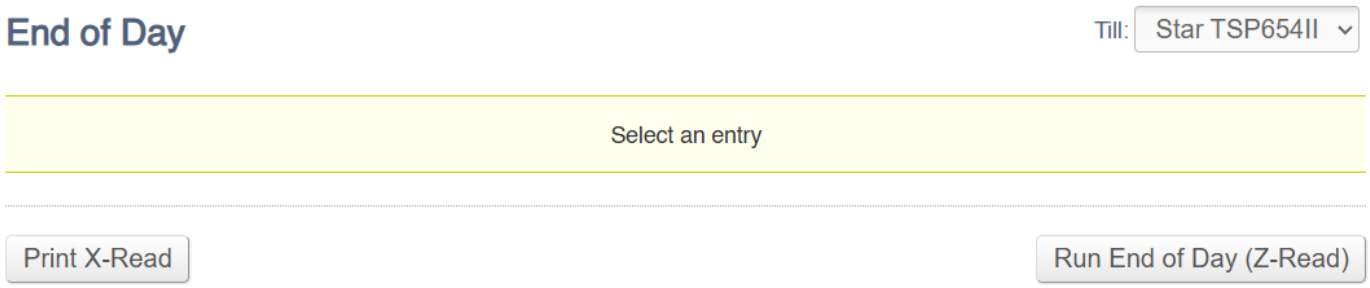
Tills

A till is defined as a device which is connected to a Receipt Printer; all payments are linked first to Stores, and then to Receipt Printers if one is available.

X Reads

If a Superuser is logged into the CMS on a device that is connected to a till, it is possible to complete an X read.

This will print a summary of all transactions and payments put through that till since the last End of Day (Z read) was completed.



Z Reads

This is used to cash up a till at the end of the day or at the end of a shift. Because the cashing up process is timestamped, it is possible to cash up multiple times in a single day.

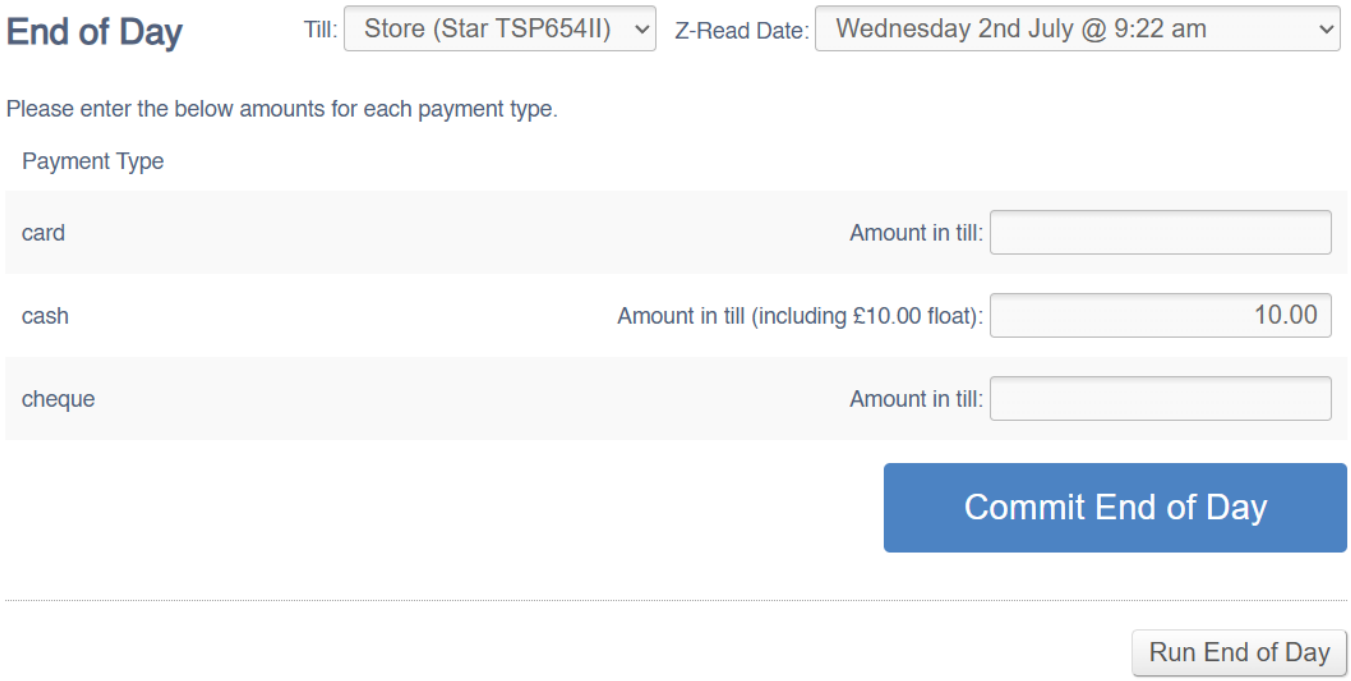
When this is run, it will complete a Z Read for every payment either:

- since 00:01 on that same day, or
- if another Z Read has been completed on that day, it will process for all payments from that Z Read

> Data may be retroactively logged by using the drop down at the top of the screen.

Each payment type that was taken on that day will be displayed, along with a box to enter that day's takings. The User should enter the amount as counted, and that will be recorded.

> Integrated payment types, such as Elavon Retail Cloud, will not appear on this list, as they are automatically accounted for.



Each till must be cashed up independently; these will be based on linked receipt printers. it will also be possible to cash up 'back office', which covers all payments added from a Store that are not linked to a receipt printer. This will include all payments entered into the CMS.

> When payments are added, they are linked to a Store, based on the Store from which the CMS user is currently working. If necessary, the current Store can be amended on the Dashboard, but their default Store is controlled within their User in the CMS.

Submitted data can later be viewed on the Till Discrepancies report.

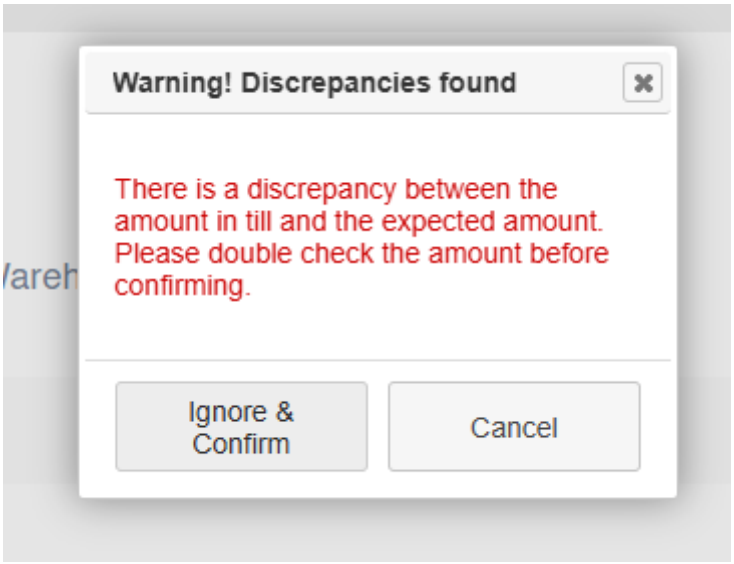
Account Payments

Payments added to Accounts and charged to accounts (e.g. pay on account) will be included within the end of day figures.

For example, you have taken £500 in cash for sales orders at Till A, as well as £75 in cash to balance a historical customer account. When completing the end of day process, the system will expect you to enter £575 as cash in the till.

Discrepancies

In the event of a discrepancy, a warning will be shown and the user will be given the option to review the data entered.



Revision #4
Created 6 May 2025 13:49:18 by Mike
Updated 13 November 2026 13:09:51 by Mike