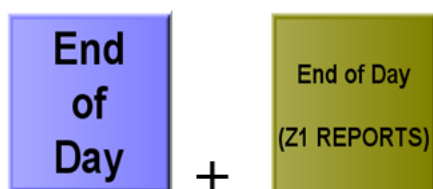


POINT OF SALE (POS) END OF DAY PROCESS

This document lists the processes you need to go through at the end of every service day.

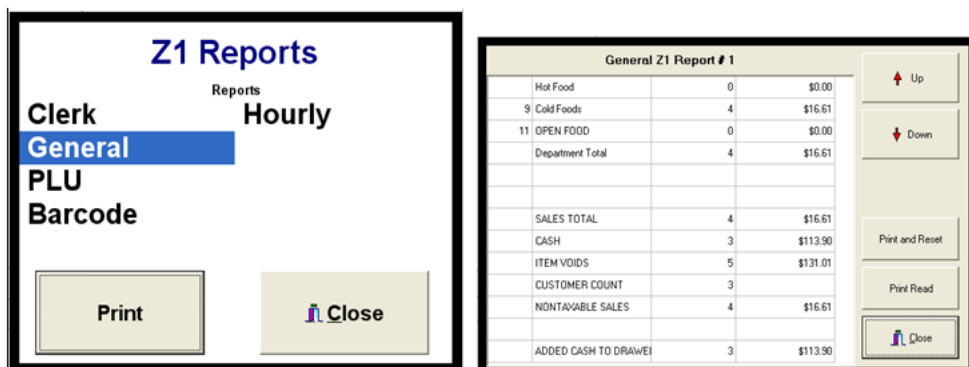
1. Close the Terminal(s)

At the end of every service day each Terminal needs to be closed for the day to shut off the sales for that day.



Tip: If you press “End of Day” and see “Entry Error”, it means you have not finalised the last sale. You need to go back to “Main Screen” and either complete the sale by accepting some cash, or void the items in the list. Once the transaction is complete then press “End of Day” again.

Select “Print” and then “Print and Reset” to notify the system that you have completed sales for the day:



If you are asked to “Clear Report” then confirm “Yes”.

When the reset is complete, you can then perform the inPOS Stock Manager end of day process to collect your sales data.

When you have completed operation for the day, go to the Terminal, click “End of Day” and then “Close Terminal, Close Down”:

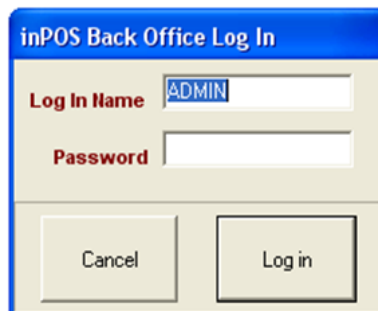
2. Import the Financial Information into the Back Office

The daily financial information needs to be imported to the central Back Office via the inPOS Stock Manager.

Double-click the inPOS Stock Manager icon on your desktop, or run Stock Manager from the Windows Start Menu on the bottom left of the screen:



When Stock Manager has launched, you will be asked to log in. The standard setup is username ADMIN and a blank password, so just click "Login":

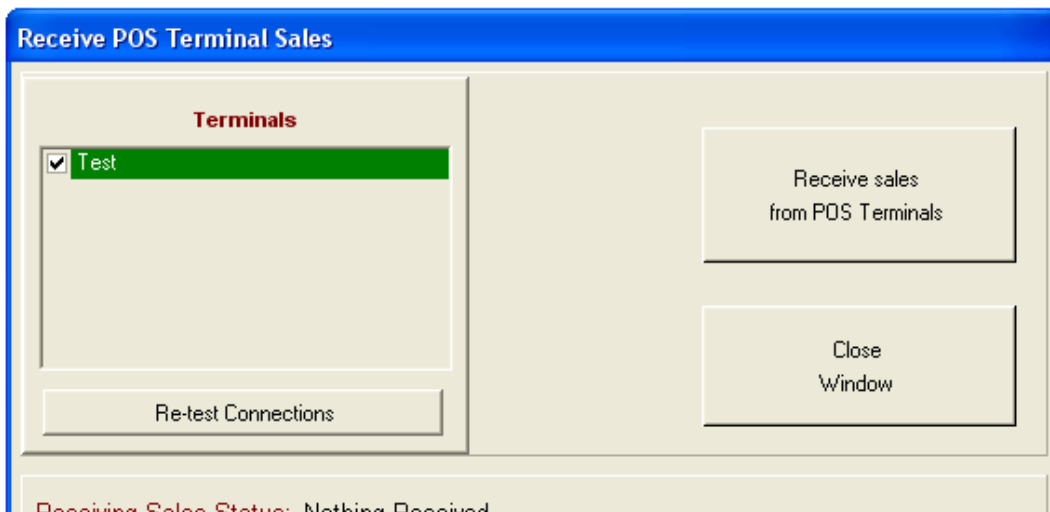
The image shows a dialog box titled 'inPOS Back Office Log In'. The dialog box has a blue title bar and a light beige background. It contains two text input fields. The first field is labeled 'Log In Name' and contains the text 'ADMIN'. The second field is labeled 'Password' and is empty. Below the input fields are two buttons: 'Cancel' and 'Log in'.

IMPORTANT: You must perform the End of Day process on each register before doing this process in Stock Manager, see above.

From the main screen, click “Activities” and “Receive POS Terminal Sales”:



Click “Receive sales from POS Terminals



“Receiving Sales Status:” should report Success and you can click “Close Window”.

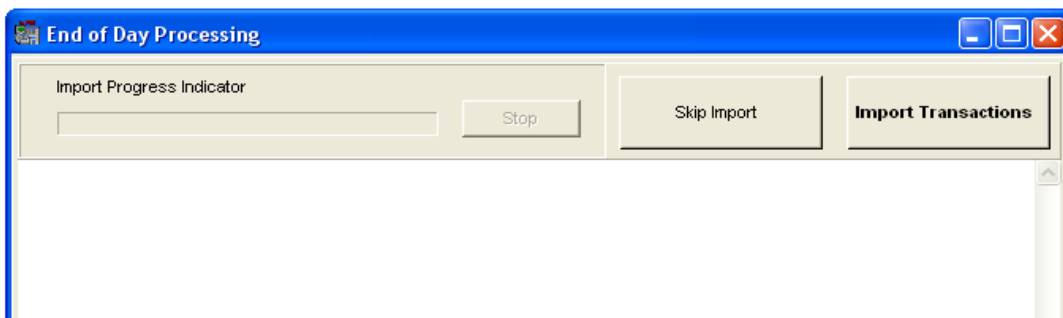
If you see a red line under “Terminals” then you do not have communication with the terminal(s). You will need to check your network settings with the IT department.

Click “Close Window” to return to the main screen.

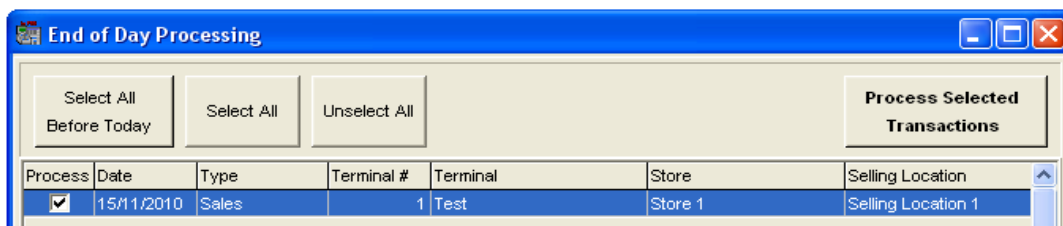
Now click “End of Day Processing”:



Click “Import Transactions”:



Ensure the transactions for today are all ticked in the list below and click “Process Selected Transactions”:



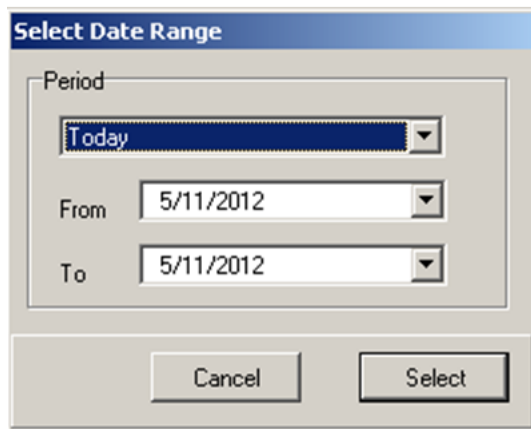
Click “Close” to return to the main screen. The End of Day Processing is complete. All your sales have been saved in the back office, and your inventory levels have been adjusted.

3. Printing End of Day Reports

Run the End of Day Report from the Back Office. This report is known as the Z1 Report.

This report gives you the end of day transactions that the POS terminals produce.

Double-click the “General Resets” and select “Today” and “Select”.



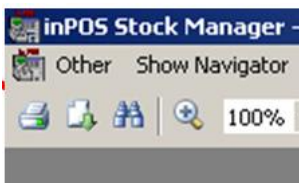
The dialog box titled "Select Date Range" has a "Period" dropdown menu set to "Today". Below it are "From" and "To" date fields, both set to "5/11/2012". At the bottom are "Cancel" and "Select" buttons.

inPOS Demo			
General Resets			
From 5/11/2012 to 5/11/2012			
Reset Time	Terminal	Z Number	
05/11/2012 11:01 AM	Terminal1	67	view

Choose the report that you wish to print and click on “view”

inPOS Demo		
General Reset		
Terminal: Terminal1	Reset Time: 05/11/2012 11:01 AM	
Clerk: Manager	Z Number: 67	
Departments		
Department	Qty	Total
Shorts	2.000	\$24.26
Blouses	2.000	\$22.10
	4.000	\$46.36
Functions		
CASH	2	\$169.00
	2	\$169.00
CUSTOMER COUNT	2	\$0.00
GST SALES	4	\$46.36
GST RECEIVED	4	\$4.21
ADDED CASH TO DRAWER	2	\$169.00

You will see the above report. When you are ready to print click on the "Print" button and select your printer icon.



Need Help?

For help call the Customer Services Team on 1300 361 769.