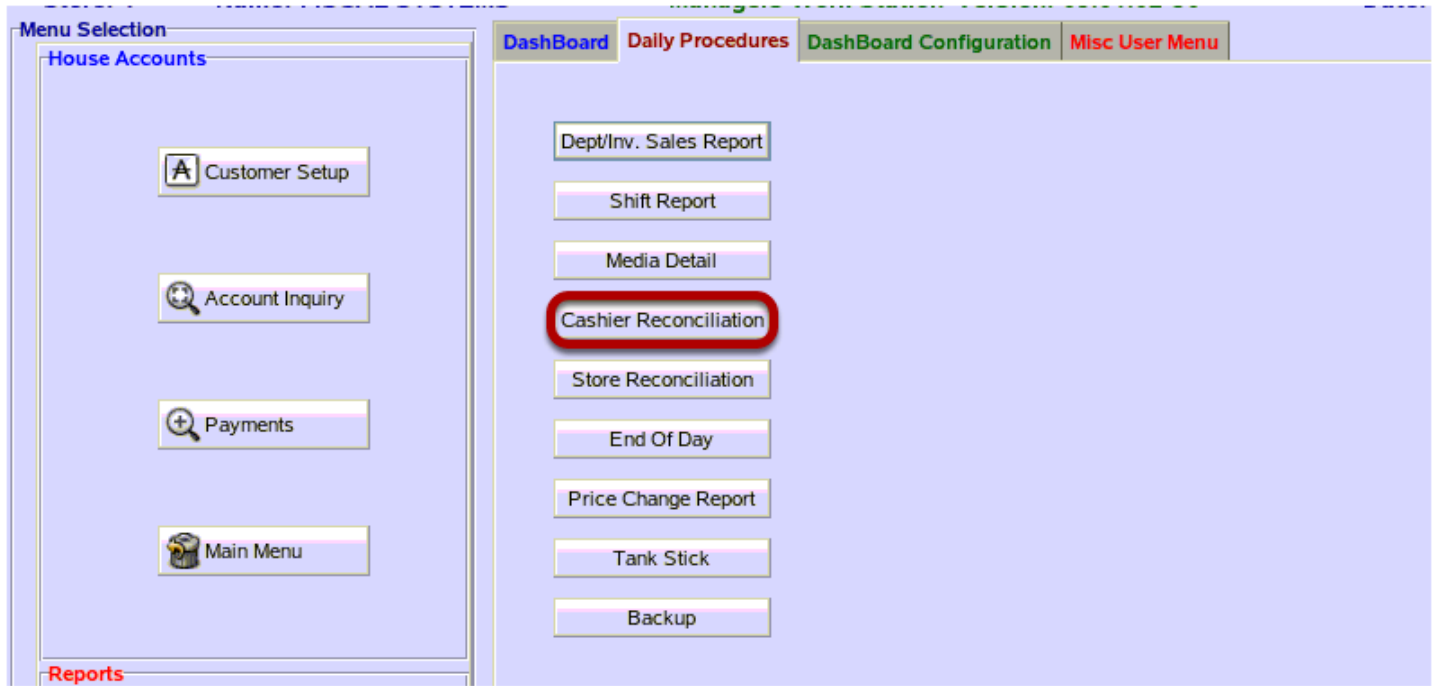


How Do I Declare Cashier Tills?

This lesson will teach you how to declare each cashier's till.

Daily Procedures



From the **Daily Procedures** tab, click on the "**Cashier Reconciliation**" button.

Cashier / Till Declaration

The screenshot shows the 'Cashier / Till Declaration' screen for 'Store: 1' on '04-09-2012'. The screen is divided into several sections. On the left, there are columns for 'CASH', 'LOOSE', 'ROLLED', and 'TOTALS'. Under 'CASH', there are rows for various coin denominations: Pennies, Nickles, Dimes, Quarters, Halves, Ones, Fives, Tens, Twenties, Fifties, and Hundreds. Each row has input fields for 'LOOSE' and 'ROLLED' amounts, and a 'TOTALS' column. Below these are 'TOTAL COINS:', 'TOTAL BILLS:', and 'TOTAL CASH:' sections. On the right, there are input fields for 'Cash', 'Check', 'Food Stamp', 'STORE GIFT CARD', 'OMNI', 'COUPON REDEEM', 'AMERICAN EXPRESS', 'VOYAGER', 'GIFT CERT. REDEEM', 'TRUCK FLEET', 'OUTSIDE CREDIT', 'GIFT CARD', and 'SINCLAIR CARD'. A 'Cashier Total' field is at the bottom right. A 'Select Method' dialog box is open in the center, titled 'Select By What Method to Declare Till', with three buttons: 'Cashier', 'Terminal', and 'Shift'. At the bottom of the screen, there are buttons for 'Accept', 'Cash', 'Tender Media', 'Variance', and 'Quit'.

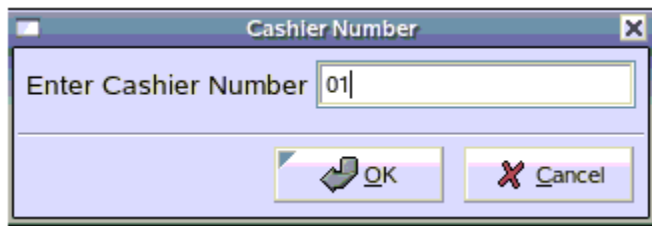
The **Cashier / Till Declaration** is used by the cashier to declare their registers and see how over or short they are for their shift. The **Cashier / Till Declaration** screen is used again by the manager at the end of day to verify register totals.

Select Method

The screenshot shows the 'Select Method' dialog box, titled 'Select By What Method to Declare Till'. It contains three buttons: 'Cashier', 'Terminal', and 'Shift'. The 'Cashier' button is highlighted with a red rectangular border.

From the **Select Method** screen, click on a method. The recommended method is by **Cashier**.

Cashier Number

A dialog box titled "Cashier Number" with a close button (X) in the top right corner. It contains a text input field with the label "Enter Cashier Number" and the value "01". Below the input field are two buttons: "OK" with a mouse cursor icon and "Cancel" with a red X icon.

Cashier Number

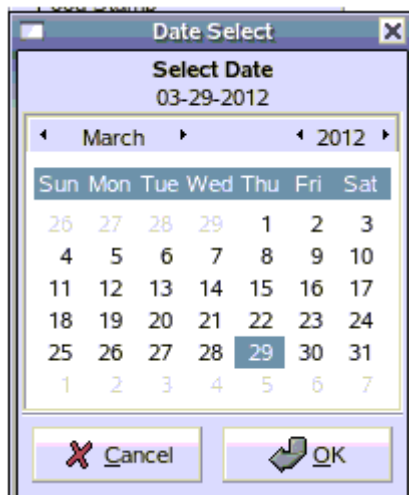
Enter Cashier Number 01

OK Cancel

From the **Cashier Number** screen, type in the cashier number and click on the **"OK"** button.

Note: This prompt will vary depending on the method selected in the previous step. Additional prompts are **Enter Terminal Number** or **Enter SELECT SHIFT 1-4**.

Date Select

A dialog box titled "Date Select" with a close button (X) in the top right corner. It contains a "Select Date" section showing "03-29-2012". Below this is a calendar for March 2012. The date 29 is selected. At the bottom are "Cancel" and "OK" buttons.

Date Select

Select Date
03-29-2012

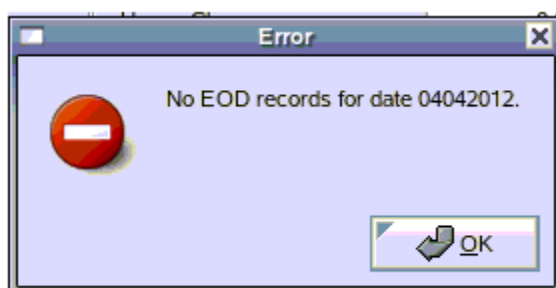
March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Cancel OK

From the **Date Select** screen, click on the date of the reconciliation. Use the arrows beside the current month to change the month and the arrows beside current year to change the year. Then, click on the **"OK"** button.

Error

An error dialog box titled "Error" with a close button (X) in the top right corner. It features a red circle with a white minus sign icon. The text inside says "No EOD records for date 04042012." At the bottom right is an "OK" button with a mouse cursor icon.

Error

No EOD records for date 04042012.

OK

If there are no records for the cashier on the selected date, this error message will appear. Click on the **"OK"** button. This will bring you back to the **Cashier Number** screen.

Cashier Till Declaration

The screenshot shows the 'Cashier Till Declaration' window. At the top, it displays 'Store: 1' and the date '04-09-2012'. Below this, the cashier's name 'John Doe' is shown. The main area is titled 'CASHIER / TILL DECLARATION'. It is split into two columns. The left column is for 'CASH' and 'TOTALS', with sub-sections for 'LOOSE' and 'ROLLED' coins and bills. The right column is for 'TENDER MEDIA', listing various cards and their amounts. At the bottom, there are buttons for 'Accept', 'Cash', 'Tender Media', 'Variance', and 'Quit'.

CASH	LOOSE	ROLLED	TOTALS
Pennies	0	0	0.00
Nickles	0	0	0.00
Dimes	0	0	0.00
Quarters	0	0	0.00
Halves	0	0	0.00
TOTAL COINS:			0.00
Ones	0		0.00
Fives	0		0.00
Tens	0		0.00
Twenties	0		0.00
Fifties	0		0.00
Hundreds	0		0.00
TOTAL BILLS:			0.00
TOTAL CASH:			0.00

TENDER MEDIA	Amount
Cash	0.00
Check	0.00
Food Stamp	0.00
House Charge	29.34
DISCOVER CARD	0.00
MASTER CARD	0.00
VISA CARD	0.00
WRIGHT EXPRESS CARD	0.00
GIFT CARD	0.00
SINCLAIR CARD	0.00
STORE GIFT CARD	0.00
OMNI	0.00
COUPON REDEEM	0.00
AMERICAN EXPRESS	0.00
VOYAGER	0.00
GIFT CERT. REDEEM	0.00
TRUCK FLEET	0.00
OUTSIDE CREDIT	0.00
Cashier Total	29.34

Button Overview

"Accept" - Saves the information on this screen after the user has entered or modified it.

"Cash" - Allows the user to enter the exact count of money in the register drawer at the end of their shift. The Cash section on the left side of the **Cashier Till Declaration** screen remains grayed out until the button is clicked.

"Tender Media" - Allows the user to edit the amounts for each tender media listed on the right side of the screen. The tender media from the register will already have the credit tenders from the register.

"Variance" - Allows the manager to verify register totals and make adjustments.

"Quit" - Exits the **Cashier Till Declaration** screen.

Enter Drawer Cash

1

Cashier Till Declaration

Store: 104-09-2012

CASHIER / TILL DECLARATION

Cashier John Doe

CASH	LOOSE	ROLLED	TOTALS
Pennies	0	0	0.00
Nickles	0	0	0.00
Dimes	0	0	0.00
Quarters	0	0	0.00
Halves	0	0	0.00
TOTAL COINS:			0.00
Ones	0		0.00
Fives	0		0.00
Tens	0		0.00
Twenties	0		0.00
Fifties	0		0.00
Hundreds	0		0.00
TOTAL BILLS:			0.00
TOTAL CASH:			0.00

Cash	0.00	STORE GIFT CARD	0.00
Check	0.00	OMNI	0.00
Food Stamp	0.00	COUPON REDEEM	0.00
House Charge	29.34	AMERICAN EXPRESS	0.00
DISCOVER CARD	0.00	VOYAGER	0.00
MASTER CARD	0.00		0.00
VISA CARD	0.00	GIFT CERT. REDEEM	0.00
WRIGHT EXPRESS CARD	0.00	TRUCK FLEET	0.00
GIFT CARD	0.00	OUTSIDE CREDIT	0.00
SINCLAIR CARD	0.00		
Cashier Total			29.34

Accept

Cash

Tender Media

Variance

Quit

From the **Cashier Till Declaration** screen, click inside **Cash**. Type in the amount of cash counted.

Note: You can click on the **"Cash"** button to enter in exact dollars and in cents on the left side of the screen. This will automatically update the **Cash** field on the right side of the screen.

CASH	LOOSE	ROLLED	TOTALS
Pennies	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.03"/>
Nickles	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0.05"/>
Dimes	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0.10"/>
Quarters	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
Halves	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0.00"/>
TOTAL COINS:			<input type="text" value="0.18"/>
Ones	<input type="text" value="0"/>		<input type="text" value="0.00"/>
Fives	<input type="text" value="2"/>		<input type="text" value="10.00"/>
Tens	<input type="text" value="0"/>		<input type="text" value="0.00"/>
Twenties	<input type="text" value="0"/>		<input type="text" value="0.00"/>
Fifties	<input type="text" value="0"/>		<input type="text" value="0.00"/>
Hundreds	<input type="text" value="0"/>		<input type="text" value="0.00"/>
TOTAL BILLS:			<input type="text" value="10.00"/>
TOTAL CASH:			<input type="text" value="10.18"/>

Cash	<input type="text" value="10.18"/>	STORE GIFT CARD	<input type="text" value="0.00"/>
Check	<input type="text" value="0.00"/>	OMNI	<input type="text" value="0.00"/>
Food Stamp	<input type="text" value="0.00"/>	COUPON REDEEM	<input type="text" value="0.00"/>
House Charge	<input type="text" value="29.34"/>	AMERICAN EXPRESS	<input type="text" value="0.00"/>
DISCOVER CARD	<input type="text" value="0.00"/>	VOYAGER	<input type="text" value="0.00"/>
MASTER CARD	<input type="text" value="0.00"/>		<input type="text" value="0.00"/>
VISA CARD	<input type="text" value="0.00"/>	GIFT CERT. REDEEM	<input type="text" value="0.00"/>
WRIGHT EXPRESS CARD	<input type="text" value="0.00"/>	TRUCK FLEET	<input type="text" value="0.00"/>
GIFT CARD	<input type="text" value="0.00"/>	OUTSIDE CREDIT	<input type="text" value="0.00"/>
SINCLAIR CARD	<input type="text" value="0.00"/>		
Cashier Total			<input type="text" value="39.52"/>

Accept Cash Tender Media Variance Quit

Click on the **"Accept"** button.

Question

Question

Print Cashier Report

☐ No ☐ Yes

From the **Question** screen, click on the **"Yes"** button to print the **Cashier Report** or the **"No"** button to accept changes and not print a report.

Printer Select

Printer Select

Select Printer:

If you click on the **"Yes"** button, then you will be prompted to select a printer. Click the **"OK"** button to print to the default printer or click in the drop down box to select a different printer then click the **"OK"** button.

Variance



From the **Cashier Till Declaration** screen, click on the **"Variance"** button. The manager uses the **"Variance"** button to verify cashier's tenders against what the register says they should have,

Manager Code



Type in the manager code, then click on the **"OK"** button.

Till Variance

The screenshot shows the 'Till Variance' window with the following data:

Approved: N	Count	Register Dollars	Cashier Dollars	Adjust Dollars	Variance Dollars
Cash	2	10.72	10.18	0.00	-0.54
Check	0	0.00	0.00	0.00	0.00
Food Stamp	0	0.00	0.00	0.00	0.00
House Charge	0	29.34	29.34	0.00	0.00
DISCOVER CARD	0	0.00	0.00	0.00	0.00
MASTER CARD	0	0.00	0.00	0.00	0.00
VISA CARD	0	0.00	0.00	0.00	0.00
WRIGHT EXPRESS CARD	0	0.00	0.00	0.00	0.00
GIFT CARD	0	0.00	0.00	0.00	0.00
SINCLAIR CARD	0	0.00	0.00	0.00	0.00
STORE GIFT CARD	0	0.00	0.00	0.00	0.00
OMNI	0	0.00	0.00	0.00	0.00
COUPON REDEEM	0	0.00	0.00	0.00	0.00
AMERICAN EXPRESS	0	0.00	0.00	0.00	0.00
VOYAGER	0	0.00	0.00	0.00	0.00
	0	0.00	0.00	0.00	0.00
GIFT CERT. REDEEM	0	0.00	0.00	0.00	0.00
TRUCK FLEET	0	0.00	0.00	0.00	0.00
OUTSIDE CREDIT	0	0.00	0.00	0.00	0.00

Below the table, there are fields for Pickup: 0.00, Payout: 0.00, Loan: 0.00, and Payin: 0.00. At the bottom right, the Total Variance is 0.54. At the bottom, there are buttons for Approve, Adjust, Print, and Cancel.

The **Till Variance** screen has all of the Tenders displayed on the left side of the screen.

Count displays the system counts for each tender.

Register Dollars displays what the system says was sold

Cashier Dollars displays what the cashier says they sold.

Adjust Dollars is where the manager makes adjustments.

Variance Dollars displays the difference between cashier dollars and registers dollars.

Adjust Dollars

Approved: Y	Count	Register Dollars	Cashier Dollars	Adjust Dollars	Variance Dollars
Cash	2	10.72	10.18	0.54	0.00
Check	0	0.00	0.00	0.00	0.00
Food Stamp	0	0.00	0.00	0.00	0.00
House Charge	0	29.34	29.34	0.00	0.00
DISCOVER CARD	0	0.00	0.00	0.00	0.00
MASTER CARD	0	0.00	0.00	0.00	0.00
VISA CARD	0	0.00	0.00	0.00	0.00
WRIGHT EXPRESS CARD	0	0.00	0.00	0.00	0.00
GIFT CARD	0	0.00	0.00	0.00	0.00
SINCLAIR CARD	0	0.00	0.00	0.00	0.00
STORE GIFT CARD	0	0.00	0.00	0.00	0.00
OMNI	0	0.00	0.00	0.00	0.00
COUPON REDEEM	0	0.00	0.00	0.00	0.00
AMERICAN EXPRESS	0	0.00	0.00	0.00	0.00
VOYAGER	0	0.00	0.00	0.00	0.00
	0	0.00	0.00	0.00	0.00
GIFT CERT. REDEEM	0	0.00	0.00	0.00	0.00
TRUCK FLEET	0	0.00	0.00	0.00	0.00
OUTSIDE CREDIT	0	0.00	0.00	0.00	0.00

Pickup: 0.00 Payout: 0.00 Loan: 0.00 Payin: 0.00

Total Variance: 0.00

Buttons: Approve, Adjust, Print, Cancel

If any of the amounts in the **Variance Dollars** display totals are not \$0.00, this indicates that the cashier is over or short on their drawer total declaration and a variance exists. The till should be recounted, as well as all other receipts and reports should be rechecked as well.

If an error is found then click the **"Adjust"** button.

The **Adjust Dollars** column will appear to have activated its fields for editing. Click inside any fields that may be necessary to edit. (Don't forget the decimal {.} and/or minus sign {-} when required.) Remember to watch the effect each adjustment is having on the corresponding **Variance Dollars** field to the right. If the new balance of the **Variance Dollars** field doesn't equal \$0.00 immediately after the enter key is pressed then there is still a variance.

Adjust Dollars	Variance Dollars
0.54	-0.00
0.00	0.00

In this example, the cashier was short \$0.54. \$0.54 was entered into the **Adjust Dollars** column for cash. The **Variance Dollars** column will change as you enter adjustments into the **Adjust Dollars** column.

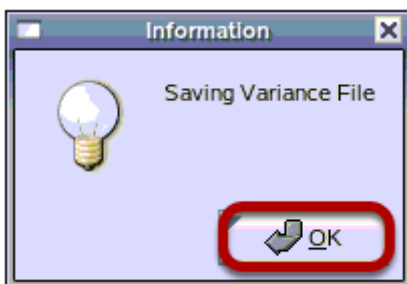
Approve



Occasionally the **Till Declaration** screen may continue to be out of balance even after adjustments have been made. That may of course be due to unavoidable circumstances. Then again the **Cashier Till Declaration** may be absolutely perfect down to the last penny. In which case, all that is required is that the manager approves the **Cashier Reconciliation Report** and then prints it. The **Cashier Reconciliation Report** presents a summary of the information displayed in the **Till Variance** screen. It also provides spaces for cashier and manager signatures.

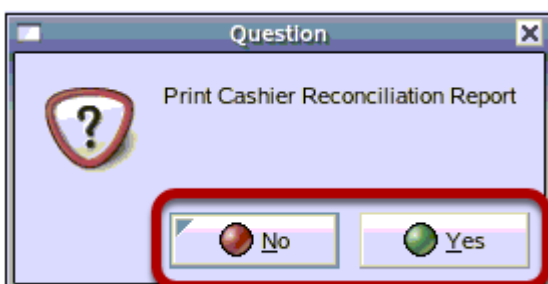
Once the Total Variance is correct, click on the "**Approve**" button.

Information



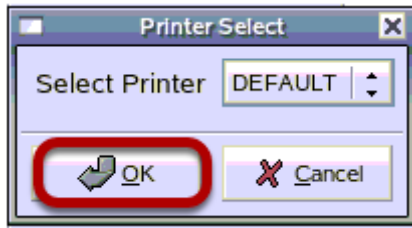
From the **Information** screen, click on the "**OK**" button.

Question



From the **Question** screen, click on the "**Yes**" button to print the **Cashier Reconciliation Report** or the "**No**" button to accept changes and not print a report.

Printer Select



If you click on the **"Yes"** button, then you will be prompted to select a printer. Click the **"OK"** button to print to the default printer or click in the drop down box to select a different printer then click the **"OK"** button.