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Category	BOS General
Course	Accountability
Version	1.0
Client	Generic
Software	2.14.100

# Reconcile Register Accountability

Perform this procedure for each register that has had sales during the period. If you have multiple tills for each register, you can delay reconciling & manually closing a period (e.g. on weekends).

### Hints and Tips

- ✓ Register accountability is where one cash float is allocated to a register until the close of the **period**, and multiple operators use the register during trade.
- ✓ Register accountability is usually used in stores:
  - that don't track cash flow (or variances) by each operator
  - that balance cash floats on a daily **period** (midnight to midnight), to reduce the risk of variances.
- ✓ **Register [0]** is for transactions performed on an RF device or the BOS; e.g. AR payments.
- ✓ **Cash floats:**
  - Recording the **Opening Balance** keeps clearances and any variances separate.
  - **Opening** and **Closing** balance fields may be set to hidden in your business.
  - If you **add change** to the register during trade (without swapping money out), record it as a negative against the **Opening Balance** field.
- ✓ Tender amount columns:
  - **Actual Amount \$:** what the system thinks the register has tendered during the period; **petty cash in/out** is reflected in the 'cash' amount.
  - **Current Register Amount \$:** the value of the clearances that you've recorded to-date.
  - **Variance \$:** the amount the system thinks is still in the register ([-] value), or over-cleared for this Payment Type (**Actual Amount** minus **Current Register Amount**).

### Procedure to Reconcile Register Accountability

1.	From the BOS <b>Accountability</b> menu, select <b>Register Accountability</b> .											
2.	On the <b>Entry</b> tab, select the <b>Register No.</b> that you want to balance.											
3.	Select the <b>Period</b> that you want to balance.											
4.	Click . <i>*The <b>Actual Amount</b> and <b>Current Register Amount</b> are populated with the amounts to-date.*</i>											
5.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>To:</b></td> <td style="width: 50%;"><b>then:</b></td> </tr> <tr> <td>record the opening float</td> <td>go to step 6.</td> </tr> <tr> <td>record clearances</td> <td>go to step 7.</td> </tr> <tr> <td>record the closing float</td> <td>go to step 8.</td> </tr> <tr> <td>close the period</td> <td>go to step 10.</td> </tr> </table>	<b>To:</b>	<b>then:</b>	record the opening float	go to step 6.	record clearances	go to step 7.	record the closing float	go to step 8.	close the period	go to step 10.	
<b>To:</b>	<b>then:</b>											
record the opening float	go to step 6.											
record clearances	go to step 7.											
record the closing float	go to step 8.											
close the period	go to step 10.											
6.	Complete the following steps to record the opening float amount: <ol style="list-style-type: none"> <li>a. In the <b>Register Amount</b> column against the <b>Opening Balance</b> field, type the float amount as a negative value; e.g. [-] [200].                               <i>*The opening balance is auto-populated (in the <b>Actual Amount</b> (\$) &amp; <b>Variances</b> fields) if you entered a <b>Closing Balance</b> the previous period; you can still increase (use a [-]) or decrease it.*</i> </li> <li>b. Continue or go to step 9.</li> </ol>											

**Hints and Tips**

- ✓ **Entering Clearances:**
  - You can record clearances any time while the period is open.
  - If your POS is configured to display a cash clearance alert message, the alert will display until the clearance is entered into the BOS.
  - Once you save a clearance, the amount displays on the **Bank Deposit** function to be 'banked'. This excludes account payments and gift certificates.

- ✓ The **History** tab lists all previous clearances entered on the **Entry** tab against this register/period.
  - This is useful to confirm the clearance amounts entered.
  - The **Total Variance** column displays any outstanding discrepancy; this is listed against the last clearance.

Start Date	Finish Date	ClearNo	Total Register	Total Variance
1/08/2011	1/08/2011 11:59:59 PM	1	180.53	0
1/08/2011	1/08/2011 11:59:59 PM	2	208	0
1/08/2011	1/08/2011 11:59:59 PM	3	324.76	0
1/08/2011	1/08/2011 11:59:59 PM	4	250	2.95

- ✓ All **variances** should be communicated to your manager. Action may include:
  - register use isolated to identify operator
  - review of security procedures.

- ✓ **Closing Float:** If you want a larger/smaller closing balance, record less/more in the **cash** field to be 'banked'.

- ✓ Click to view a printable format of the reconciliation data for a selected period.

Payment Type	Opening Balance	Daily Sales	Banked	General Ledger	Closing Balance
<b>Banking Tender</b>					
Cash	-3250.00	5508.95			3250.00
EFTPOS					
Manual EFT		324.76			
<b>Sub Total \$</b>	<b>-3250.00</b>	<b>5833.71</b>			<b>3250.00</b>
<b>Non-Banking</b>					
Gift Card					
Gift Certificate		130.53			
<b>Register Total \$</b>	<b>-3250.00</b>	<b>5964.24</b>			<b>3250.00</b>
Party Cash In		-140.00			
Party Cash Out		140.00			

- ✓ The **LAA report** function isn't used for register accountability.

- Complete the following steps to record clearances (the amount to be banked):
  - In the **Register Amount \$** column, type the total amount you've physically counted against the corresponding **Payment Type**.
  - From the **Reports** menu -> **Accountability**, run the **Cheque, EFT and Account Accountability** report to reconcile these tender types (& gift certificate & gift card) against their physical parts.
    - \* **EFTPOS and Gift Card** may be configured to auto-balance with the **Actual Amount** in your business.\*
    - \*If you enter an incorrect value, either over-type it, or press to clear all unsaved values.\*
- Continue or go to step 9.

Payment Type	Actual Amount (\$)	Current Register Amount (\$)	Register Amount (\$)	Variance (\$)
Opening balance	0.00	0.00	-250.00	-250.00
Cash	508.95	0.00	300.00	-208.95
EFTPOS	324.76	0.00	0.00	-324.76
Gift Certificate	130.53	0.00	130.53	0.00
Gift Card	0.00	0.00	0.00	0.00
Closing Balance	0.00	0.00	0.00	0.00
<b>Total Actual Amount:</b>	<b>964.24</b>	<b>0.00</b>	<b>180.53</b>	<b>-783.71</b>

- Complete the following steps to record the closing float balance:
 

<b>To:</b>	<b>then:</b>
treat the closing float as a final cash clearance	in the <b>Register Amount \$</b> column against the <b>Cash</b> field, type the closing float amount.
use the closing balance as the next opening balance	in the <b>Register Amount \$</b> column against the <b>Closing Balance</b> field, type the closing float amount.

  - \*This final 'clearance' should make the **Total Variance \$0.00**; any variance should be reviewed.\*

Payment Type	Actual Amount (\$)	Current Register Amount (\$)	Register Amount (\$)	Variance (\$)
Opening balance	0.00	-250.00	0.00	-250.00
Cash	508.95	506.00	0.00	-2.95
EFTPOS	324.76	324.76	0.00	0.00
Gift Certificate	130.53	130.53	0.00	0.00
Gift Card	0.00	0.00	0.00	0.00
Closing Balance	0.00	0.00	250.00	250.00
<b>Total Actual Amount:</b>	<b>964.24</b>	<b>711.29</b>	<b>250.00</b>	<b>-2.95</b>

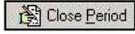
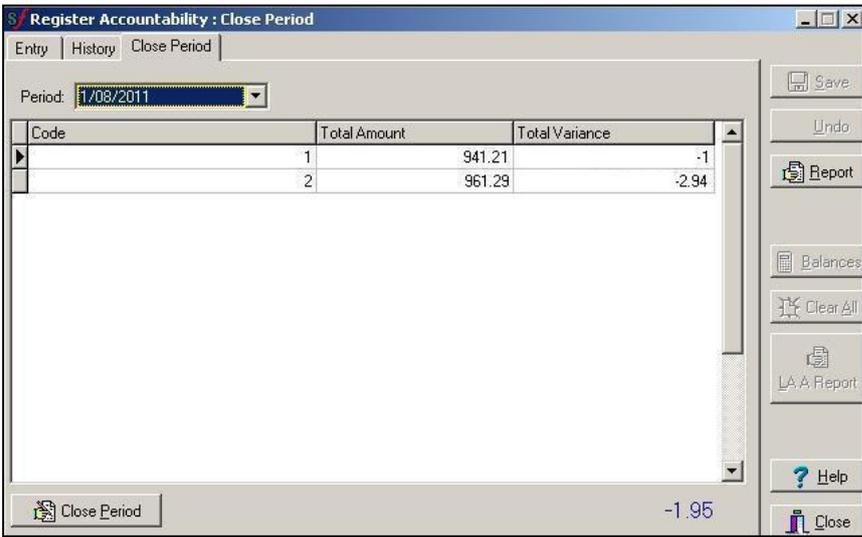
- Click .
  - \*The grid is cleared.\*
  - \*If you save an incorrect clearance or closing balance, enter a negative [-] amount to offset the error.\*



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**Hints and Tips**

- ✓ **Closing a Period:**
  - Values cannot be edited once the period is closed, unless your system allows **Period (re)Open** (BOS System -> **Properties** -> **Operator Accountability** tab).
  - If enabled, you should only **re-open and edit a period** if you use the same opening balance each day, and before trade occurs in the next period, to limit undesired flow-on effect.
  
- ✓ Your system may be configured to close the period for every register:
  - manually on the BOS Accountability screen
  - automatically at a nominated time, if the 'auto store close' utility has been installed on the BOS. If no sales figures are found (e.g. it's a public holiday), SUREfire populates dummy data to derive variances of \$0.00.
  
- ✓ **Columns:**
  - **Code:** register number; only registers with sales activity during the period are displayed.
  - **Total Amount:** the dollar value of all clearances recorded (*populated from the **Current Register Amount** column on the **Entry** tab*)
  - **Total Variance:** the total dollar value of funds that aren't accounted for; a negative value indicates you're missing money, a positive value indicates you've cleared too much tender (*populated from the **Variance** column on the **Entry** tab*).

10.	<p>Complete the following steps to close the period once you're reconciled every register.  <i>*Don't perform this step if the <b>Auto Store Close</b> utility runs.*</i></p> <ol style="list-style-type: none"> <li>a. Click the <b>Close Period</b> tab.</li> <li>b. Select the <b>Period</b> that you want to close.  <i>*A summary of clearance activity for each register that had sales activity is displayed.*</i></li> <li>c. Check that any <b>Total Variance</b> displayed is an acceptable and understood amount.  <i>*If required, confirm and correct the variance on the <b>Entry</b> tab.*</i></li> <li>d. Click .</li> <li>e. Click <b>Yes</b> to continue.</li> </ol> <p><i>*The message <b>Period Closed</b> is displayed at the bottom of the screen.*</i></p>	
		
11.	<p>Click  to exit the accountability function.</p>	
12.	<p>Run the required reports:</p> <ul style="list-style-type: none"> <li>• <b>Reports -&gt; Accountability -&gt; Register Accountability All Registers report:</b> displays the activity and takings for each register, and the customer count.</li> <li>• <b>Reports -&gt; Accountability -&gt; Company Accountability:</b> displays a one page store total of the POS activity and takings, and the customer count.</li> </ul> <p><i>*The amounts are what the system thinks was tendered; any petty cash taken out is included in the cash amount.*</i></p>	
		