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SUREfire SYSTEMS

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Category	BOS General
Course	Accountability
Version	1.0
Client	Supabarn
Software	2.12.100

Hints and Tips

✓ Operator accountability is where a cash register float is allocated to a particular register operator. When they leave a POS terminal, they either lock the devise, or take their float with them and log on to another POS if required.

✓ All the cash floats are balanced daily.

✓ Use the **Operator Accountability report** as a guide to balance the tenders against.

✓ Use the **Cheque, EFT and Account Accountability report** to reconcile the individual EFT receipts received against the value reported.

✓ You can also run the **Company Accountability report**; this contains the same information as the last page on the Cashier Accountability – All Operators report (store totals for each tender type).
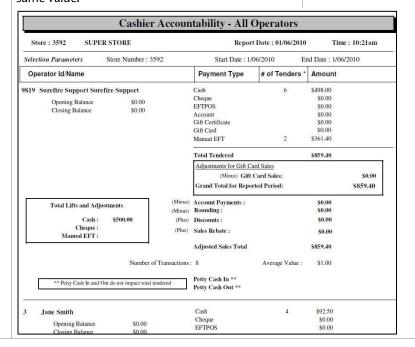
Reconcile Operator Accountability

Track the funds moving through your store, so that you can identify any discrepancies.

Procedure to Reconcile Operator Accountability - BASIC

1.	Balance the cash floats for each operator at the end of every day *(or before trade the next day)*.	
2.	Run (or obtain) the Sales Totals dockets from POS every day (from the **MISC** menu). *Sales should be run after the operator finishes their shift, or at the end of the day to show all totals from all operators.*	
3.	From the BOS **Reports** menu, select **Accountability**, then **Operator Accountability – All Operators.**	
4.	Select the required **Start Date** and **End Date**.	
5.	Click **OK.** *The report is displayed.*	
6.	If required, click the **Print** icon to print the report. *Click the **Print Setup** icon first, if you need to select a different printer.*	
7.	Compare the **Cash** field value to the physical cash counted and/or to the sales totals. *99.9% of the time the two reports should have the same value.*	

```
Sales Totals for Store 3592 Till 1
        1/06/2010 10:09:07 AM
-----------------------------------
    Operator Name: Jane (Op ID 3)

Cash              4        $92.50
Manual EFTPOS     2       $314.50

Total Sales              $407.00
Number of Sales             5
Average Sale             $81.40

Total Cash                $92.50
-----------------------------------
Operator Name: Surefire Support (Op ID 9

Cash              6       $498.00
Manual EFTPOS     2       $361.40

Total Sales              $859.40
Number of Sales             8
Average Sale            $107.43

Total Cash               $498.00
```

Cashier Accountability - All Operators

Store : 3592 SUPER STORE		Report Date : 01/06/2010	Time : 10:21am
Selection Parameters Store Number : 3592		Start Date : 1/06/2010	End Date : 1/06/2010

Operator Id/Name		Payment Type	# of Tenders *	Amount
9819 Surefire Support Surefire Support		Cash	6	$498.00
		Cheque		$0.00
Opening Balance	$0.00	EFTPOS		$0.00
Closing Balance	$0.00	Account		$0.00
		Gift Certificate		$0.00
		Gift Card		$0.00
		Manual EFT	2	$361.40
		Total Tendered		**$859.40**
		Adjustments for Gift Card Sales		
		(Minus) Gift Card Sales:		$0.00
		Grand Total for Reported Period:		**$859.40**

Total Lifts and Adjustments				
		(Minus) Account Payments :		$0.00
		(Minus) Rounding :		$0.00
Cash: $500.00		(Plus) Discounts :		$0.00
Cheque :		(Plus) Sales Rebate :		$0.00
Manual EFT :		**Adjusted Sales Total**		**$859.40**

Number of Transactions : 8	Average Value :	$1.00

** Petty Cash In and Out do not impact total tendered	Petty Cash In **	
	Petty Cash Out **	

3 Jane Smith		Cash	4	$92.50
		Cheque		$0.00
Opening Balance	$0.00	EFTPOS		$0.00
Closing Balance	$0.00			

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Hints and Tips

✓ The Physical EFT receipts are usually transferred at the time of a clearance, or when floats are returned.

8.	Follow your stores process to investigate any discrepancies.	
9.	From the BOS **Reports** menu, select **Accountability**, then **Cheque, EFT and Account Accountability**.	
10.	Select the required **Start Date** and **End Date**.	
11.	Click **OK**.	
12.	If required, click the **Print** icon to print the report. *Click the **Print Setup** icon first, if you need to select a different printer.*	
13.	Compare the Manual EFT amounts reported to the physical EFT receipts.	

14.	Follow your stores process to investigate any discrepancies.	
		☐