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Category	BOS General
Course	Accountability
Version	1.0
Client	Generic
Software	2.14.100

# Reconcile Operator Accountability

Perform this procedure for each operator 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 or late-night trade).

**Hints and Tips**

- ✓ Operator accountability is where a cash float is allocated to each operator for their shift. When they leave a register, they either lock it or take their float with them and log on to another register if required.
- ✓ Operator accountability is usually used in stores:
  - that have register lanes
  - permit only one operator to use a register at a time
  - record cash lifts through the POS, to provide greater validation of operator activity.
- ✓ **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 (from 2.14+).
  - 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
  - **Register Amount \$:** the amount you're recording/clearing; payment types can be configured to auto-clear.
  - **Variance \$:** the amount the system thinks is still in the register ([-] value), or over-cleared for this tender (**Actual** minus **Current Amount**).

## Procedure to Reconcile Operator Accountability

1.	From the BOS <b>Accountability</b> menu, select <b>Operator Accountability</b> .																																																																		
2.	On the <b>Entry</b> tab, select the <b>Operator Id</b> that you want to balance.																																																																		
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4.	Click . <i>*The <b>Actual Amount</b> and <b>Current Register Amount</b> are populated with the amounts to-date.*</i>	<table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Payment Type</th> <th>Actual Amount (\$)</th> <th>Current Register Amount (\$)</th> <th>Register Amount (\$)</th> <th>Variance (\$)</th> </tr> </thead> <tbody> <tr> <td>Opening balance</td> <td>250.00</td> <td>0.00</td> <td>0.00</td> <td>-250.00</td> </tr> <tr> <td>Cash</td> <td>1751.40</td> <td>1751.40</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>EFTPOS</td> <td>283.45</td> <td>0.00</td> <td>283.45</td> <td>0.00</td> </tr> <tr> <td>Gift Certificate</td> <td>346.44</td> <td>0.00</td> <td>0.00</td> <td>-346.44</td> </tr> <tr> <td>Gift Card</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Closing Balance</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td colspan="5"><b>Total Actual Amount:</b> 2631.29</td> </tr> <tr> <td colspan="5"><b>- Received On Acct:</b> 0.00</td> </tr> <tr> <td colspan="5"><b>- Petty Cash In:</b> 0.00</td> </tr> <tr> <td colspan="5"><b>+ Petty Cash Out:</b> 70.00</td> </tr> <tr> <td colspan="5"><b>- Cash Loan:</b> 0.00</td> </tr> <tr> <td colspan="5"><b>Total Sales:</b> 2701.29</td> </tr> </tbody> </table>	Payment Type	Actual Amount (\$)	Current Register Amount (\$)	Register Amount (\$)	Variance (\$)	Opening balance	250.00	0.00	0.00	-250.00	Cash	1751.40	1751.40	0.00	0.00	EFTPOS	283.45	0.00	283.45	0.00	Gift Certificate	346.44	0.00	0.00	-346.44	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> 2631.29					<b>- Received On Acct:</b> 0.00					<b>- Petty Cash In:</b> 0.00					<b>+ Petty Cash Out:</b> 70.00					<b>- Cash Loan:</b> 0.00					<b>Total Sales:</b> 2701.29				
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6.	If required, 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].   *Opening balance is auto-populated (<b>Actual &amp; Variance</b>) if you use a standard float or entered a <b>Closing Balance</b> the previous period; you can still increase (use a [-]) or decrease it.*                         </li> <li>b. Continue or go to step 9.</li> </ol>	<table border="1" style="margin-top: 10px;"> <thead> <tr> <th>Register Amount (\$)</th> <th>Variance (\$)</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>-250.00</td> </tr> <tr> <td>0</td> <td>0.00</td> </tr> <tr> <td>0</td> <td>-508.95</td> </tr> <tr> <td>0</td> <td>0.00</td> </tr> </tbody> </table>	Register Amount (\$)	Variance (\$)	0	-250.00	0	0.00	0	-508.95	0	0.00																																																							
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**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 a cash lift is recorded at POS, OR 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 **Lifts** tab lists all previous cash lifts performed by the operator this period.



- Click **Lifts** to view the lifts in a printable format.
- Two-key safe lifts don't display.

Date	Time	Payment	Lift Type	Amount	Supervisor
22/12/2011	19:09:26	Cash	Lift	\$590.00	8819

  

Total Cash Lifts and Adjustments:	\$500.00
Total Cheque Lifts and Adjustments:	\$0.00
Total Manual EFT Lifts and Adjustments:	\$0.00

- ✓ The **History** tab lists all previous clearances entered on the **Entry** tab against this operator.
  - This is useful to confirm the clearance amounts entered.
  - The **Total Variance** displays any outstanding discrepancy.

- ✓ All **variances** should be understood. Run the **Reports -> Accountability -> Cashier Variance** report for a printable format.

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

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

- 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 **Undo** to clear all unsaved values.\*
  - Go to step 9.

Opening balance	250.00	0.00	0.00	-250.00
Cash	1751.40	1751.40	0.00	0.00
EFTPOS	283.45	0.00	283.45	0.00
Gift Certificate	346.44	0.00	346.44	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>2631.29</b>	<b>2034.85</b>	<b>346.44</b>	<b>-250.00</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	250.00	0.00	0.00	-250.00
Cash	1751.40	1751.40	0.00	0.00
EFTPOS	283.45	0.00	283.45	0.00
Gift Certificate	346.44	346.44	0.00	0.00
Gift Card	0.00	0.00	0.00	0.00
Closing Balance	0.00	0.00	250	0.00
<b>Total Actual Amount:</b>	<b>2631.29</b>	<b>2034.85</b>	<b>346.44</b>	<b>-250.00</b>

- Click **Save**.
  - \*The grid is cleared.\*
  - \*If you saved 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**.
  - 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.
  - The **Close Period** tab can be used instead of the **Op Summary** screen, however it won't warn if a variance is outside the configured limit.
- ✓ Your system will be configured to close the period for every operator either:
  - manually on the BOS Accountability screen
  - automatically if the 'auto store close' utility has been installed on the BOS. If no sales figures are found (e.g. it's a holiday), SUREfire uses dummy data to derive variances of \$0.00.
- ✓ The **Op. Summary** function is useful to confirm that any variance is within an acceptable % before you close the period.
  - **Cash Sales:** populated from the **Actual Amount** column.
  - **Cash Cleared:** populated from the **Current Register Amount**.
  - **Cash in POS:** the amount the system thinks is still in the till ([ - ] value), or over-cleared for this tender.
  - **Other Sales:** the sale value of non-cash tender types.
  - **Other Cleared:** the value of non-cash tenders cleared.
  - **Other in POS:** the amount (variance) of non-cash tender not cleared yet ([ - ] value), or over-cleared.
  - **Total Variance:** the total 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.
  - **Variance %:** the **Total Variances** as a % of the **Total Actual Amount**.

10. Complete the following steps to close the period once you've reconciled every operator.
  - \*Don't perform this step if the **Auto Store Close** utility runs.\*
  - \*You can access this screen without selecting an operator at step 2.\*
  - a. Click **Op. Summary**.
  - b. Select the **Period** that you want to close.
    - \*A summary of clearance activity for each operator that had sales activity is displayed.\*
  - c. Check that any **Total Variance** displayed is an acceptable and understood amount.
    - \*If required, confirm and correct the variance on the **Entry** tab.\*
  - d. Click **Close Period**.
    - \*A warning is displayed if operators have a variance greater than the configured limit.\*
  - e. Click **Yes** to continue.
    - \*The message **Period Closed** is displayed at the bottom of the screen.\*

Operator	Cash sales	Cash Cleared	Cash in POS	Other Sales	Other Cleared	Other In POS	Total Variance	Variance In Percentage
9819	1821.40	1821.40	0.00	283.45	0.00	-283.45	-283.45	13.47
11	283.45	0.00	-283.45	0.00	0.00	0.00	-283.45	100.00
<b>Total</b>	2104.85	1821.40	-283.45	283.45	0.00	-283.45	-566.90	

Buttons: Clear Operator, Close Period, Help, Close

11. Click **Close** to exit the function.
12. Run the required reports:
  - a. **Reports -> Accountability -> Operator Accountability All Operators report:** displays the activity and takings for each operator, and the customer count.
  - b. **Reports -> Accountability -> Company Accountability:** displays a one page store total of the POS activity and takings, and the customer count.
  - \*The amounts are what the system thinks was tendered; any petty cash taken out is included in the cash amount.\*

