

BGEN-3b Page | 1 of 3

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 Accountability menu, select Operator Accountability .											
2.	On the Entry tab, select the Operator Id that you want to balance.											
3.	Select the Period that you want to balance.											
4.	Click . <i>*The Actual Amount and Current Register Amount are populated with the amounts to-date.*</i>											
5.	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">To:</td> <td style="width: 50%;">then:</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>	To:	then:	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.	
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record the opening float	go to step 6.											
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record the closing float	go to step 8.											
close the period	go to step 10.											
6.	If required, complete the following steps to record the opening float amount: <ol style="list-style-type: none"> a. In the Register Amount column against the Opening Balance field, type the float amount as a negative value; e.g. [-] [200]. <i>*Opening balance is auto-populated (Actual & Variance) if you use a standard float or entered a Closing Balance the previous period; you can still increase (use a [-]) or decrease it.*</i> b. Continue or go to step 9. 											

BGEN-3b Page | 2 of 3

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	19:08:26	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
Total Actual Amount:	2631.29	2034.85	346.44	-250.00

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

To: treat the closing float as a final cash clearance

then: in the **Register Amount \$** column against the **Cash** field, type the closing float amount.

use the closing balance as the next opening balance

in the **Register Amount \$** column against the **Closing Balance** 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
Total Actual Amount:	2631.29	2034.85	346.44	-250.00

- Click **Save**.

The grid is cleared.

If you saved an incorrect clearance or closing balance, enter a negative [-] amount to offset the error.



BGEN-3b Page | 3 of 3

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
Total	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.*

