Advanced Business Manager Pty Ltd
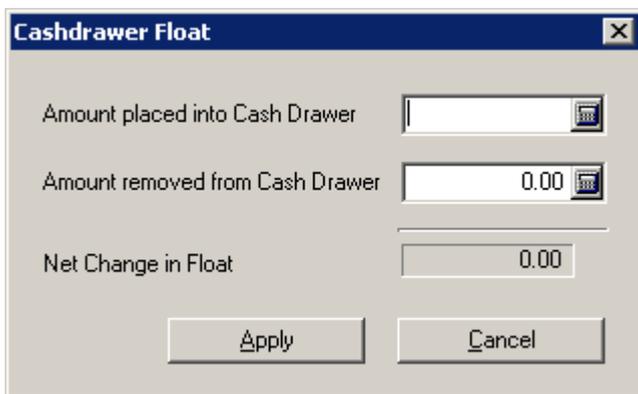
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Support Bulletin # 116
ABM Quick Sale POS end of Day

Under the Cash Drawer button there are three options

Float in/out

This option should only be used when cash is placed in or taken out of the cash draw (not including cash sales). This is regardless of whether it is at the end of day or in the middle of the day. If a certain amount of cash is removed from the cash draw at the end of the day, this needs to be recorded and subsequently a new cash amount is placed in the cash draw to start a new POS session for the new day, this needs to be recorded. If cash is taken out of the till for sundry expenses, this needs to be recorded.

End of Day Cashup

Used to record amount of Cash, Cheques and Credit cards transactions are in the cash draw at the end of day or when POS operator has finished shift. The value of Cash and Cheques is recorded in whatever Bank account has been defined in Tools -> Options -> Banking -> Bank account. As this is a POS environment, a Bank Clearing account should be used Tools -> Options -> Banking -> Bank account because you would not want the POS transactions to go into a live Bank account that gets reconciled. A transfer from cash clearing account to live Bank account can be performed in ABM from the amount of cash and cheques actually being banked.

The credit card accounts used by ABM Quick Sale POS are any account that is in the account group "Credit Card Accounts". When sales are entered against the credit card, ABM posts the transaction to the relevant credit card account. When the end of day cashup is performed, a subsequent transaction is posted against the same credit card account. If there is a discrepancy the discrepancy remains in the credit card ledger account and can be dealt with in whatever way is required by transferring to a ledger under overs account.

End of Day Cashup

Enter the total amounts of each Payment Method in the boxes below.

Payment Method	Counted $
Cash	
Cheque	
CC	
Mastercard	
Visa	

When all amounts are entered, click the OK button below to print the end of day cashup report and close the session

OK   Cancel

End of Day Sales Report

This report summarises the sales transactions for the current session and is cleared to zero when the end of day cashup is performed. It is important to print this report prior to the end of day cashup.

Summary for Con as at Thursday, December 29, 2011, at 10:49 AM

Total Sales		880.00
Account Receipts		880.00
Less:		
	Returns	0.00
	Discounts Given	0.00
	Account Refunds	0.00
	Account Sales	-880.00
	Total Receipts	880.00
Receipts and Refunds Summary		
	Cash	880.00
	Cheque	0.00
	CC	0.00
	Mastercard	0.00
	Visa	0.00
	Total Receipts	880.00
Cash Drawer Reconciliation		
	Cash at start	200.00
	Receipts and Refunds	880.00
	Float Inserted	0.00
	Float Removed	-200.00
	Total in Cash Drawer	880.00

Summary | Transactions

Transactions for Con as at Thursday, December 29, 2011, at 10:49 AM

Time	Type	Reference	Sales Code	Customer	Sale	Cash	Cheque	CC	Mastercard	Visa
12:40	Sale	SI00903	Anne	Cash Sales	880.00	880.00				
				Totals	880.00	880.00	0.00	0.00	0.00	0.00