
How to run the End of Day Wizard

Summary:

This article is a guideline to using the End of Day Wizard. The End of Day Wizard is designed to guide you through the steps needed to balance the Register(s) and verify that transactions made on all computer Terminals correspond.

Article Applies to: Shortcuts 7.2 and 7.3

What is a Register? What is a Terminal?

Before running the End of Day Wizard for the first time, it is strongly recommended that you familiarize yourself with following information:

A Register refers to the physical cash drawer(s). A Terminal refers to any point of access to the Shortcuts program (i.e. any computer with Shortcuts installed). You may have 1 or more Terminals linked to a single register or you may have several computer Terminals linked to more than 1 Register. If you have multiple Terminals and/or multiple Registers it is imperative that you know which Terminals correspond with which Register(s).

Terminals are Setup in the Terminal Setup screen (Setup Menu – Configuration – Sales Setup Menu – Terminals).

Example 1 – Standalone:

This example shows a simple 'standalone' setup. There is 1 terminal processing transactions using Shortcuts and all takings are contained in a single Register.

Terminal 1

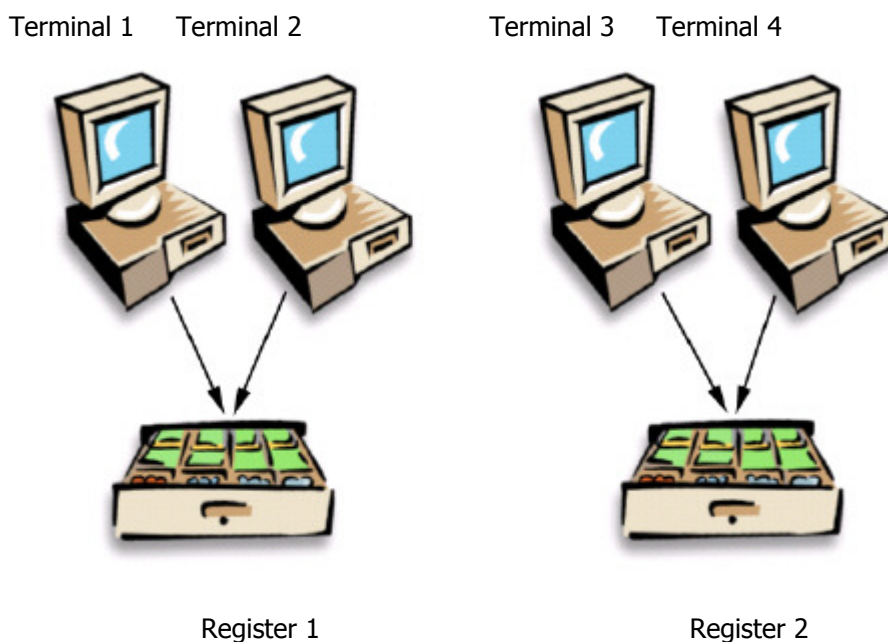


Register 1

If you wanted to balance the takings in Register 1, you would need to select Terminal 1 when you run the End of Day Wizard.

Example 2 – Network:

This example shows a 'network' setup. There are 4 terminals processing transactions using Shortcuts and there are 2 registers that contain the takings. Terminal 1 and Terminal 2 are linked to Register 1. Therefore, the takings from any transactions processed on Terminal 1 and/or Terminal 2 will be contained in Register 1. Terminal 3 and Terminal 4 are linked to Register 2. Therefore, the takings from any transactions processed on Terminal 3 and/or Terminal 4 will be contained in Register 2.



When running the End of Day Wizard, you need to select the Terminals that make up the register you will be balancing.

- If you wanted to balance the takings in Register 1 only, you would need to select Terminal 1 and Terminal 2 when you run the End of Day Wizard.
- If you wanted to balance the takings in Register 2 only, you would need to select Terminal 3 and Terminal 4 when you run the End of Day Wizard.
- If you wanted to balance the takings in Register 1 and Register 2 combined, you would need to select Terminal 1, Terminal 2, Terminal 3 and Terminal 4 when you run the End of Day Wizard.

Note: When running the end of day wizard in a network environment point of sale on all relevant terminals will be locked to prevent changes being made to end of day figures.

What is a Session?

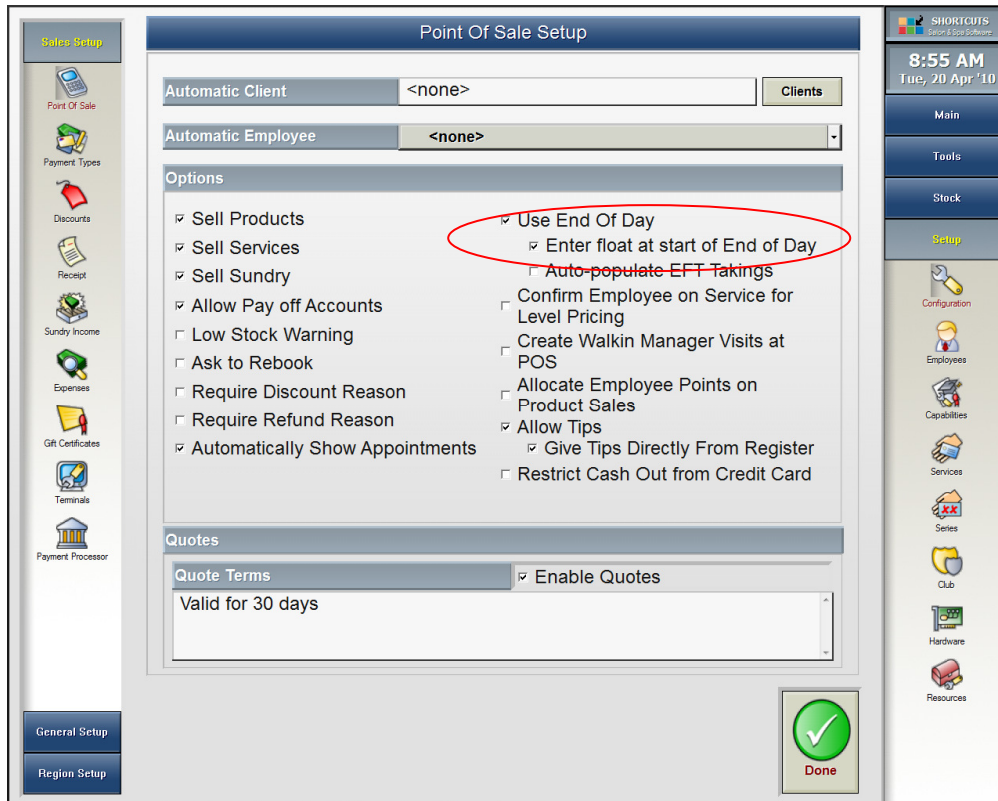
When you run the End of Day Wizard and balance the Register(s) you are closing a Session. A Session refers to a series of transactions within a time period. This time period typically represents one trading day and would normally be performed at the end of the day. However, the End of Day Wizard can be used to balance the Register(s) at any time depending upon the needs of your business. For example, you may wish to run the End of Day Wizard at the end of each trading day; prior to the days last transaction (allowing subsequent transactions to carry over), or; you may wish to run the End of Day Wizard every few days for banking purposes.

If you wish to use the End of Day Wizard, you will need to ensure that the *Use End of Day Wizard* option is turned ON (ticked) in the Point of Sale Setup screen (Setup Menu – Configuration – Sales Setup Menu – Point of Sale Setup). If this option is selected, the End of Day button appears on the Transaction screen. If you do not want to use the End of Day Wizard turn this option OFF (not ticked). The Print button will replace the End of Day button in the Transaction screen allowing you to print daily transaction reports directly from the Transaction screen.

What is a Float?

This is the small sum of money, available before any money is received for goods sold, which is used for giving customers change. Shortcuts can be configured to enter the float at the start, or the end of your end of day process. If your float is fixed and does not change on a daily basis the float would usually be entered at the start of end of day. If your float changes on a daily basis depending on how much cash you have in the register the float would be entered at the end of end of day process. To change when the float is entered use the following option:

Setup Menu (Navigation Bar) > Configuration Icon > Sales Setup (Navigation Bar) > Point of Sale Icon



End of Day Button

The End of Day button allows you to launch the End of Day Wizard. The End of Day Wizard is designed to guide you through the steps needed to balance the Register(s) and verify that transactions made on all computer terminals correspond.

Running the End of Day Wizard (entering Float at the start)

The End of Day Wizard will essentially take you through 4 steps:

Step 1: Selecting the Terminal(s) and specifying New Float Amount(s)

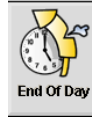
Step 2: Entering the Takings

Step 3: Verifying Results

Step 4: Printing Reports

Simply follow the instructions below to perform an End of Day procedure.

1. Click the **End of Day button** in the Transaction screen to launch the End of Day Wizard.



- If you are running the End of day Wizard for the first time the First Time Balanced screen will appear. Using the keyboard **enter the Float** value for the previous day/session for each register that you intend to balance into the Previous Float field. Press the Done button to proceed.

Register Name	Previous Float
tail	100.00...

- Step 1 will appear on the screen displaying all active Terminals.
- Tick to **select the Terminals** that you wish to include in the End of Day Wizard. Remember, if more than 1 Terminal shares a Register you must select all Terminals linked to that Register. The Last Float field for each Terminal will display the last recorded Float amount. The date and time each Terminal was last balanced is displayed in the Last Balanced column. If you need to change the float click to select the New Float field, and then click again to edit the selected Float Amount if it is different from the Last Float amount.

Balance	Register Name	Float	New Float	Last Balanced
<input checked="" type="checkbox"/>	tail	100.00	100.00	No Date Available

Float Difference: 0.00

- Using the keyboard, type in the relevant amount for the New Float. If more than 1 Terminal shares a Register you only need to enter the New Float amount into the New Float field for 1 Terminal. The float difference (if any) will be displayed in the Float Difference field. Any float differences will be reflected in the final cash banking total (e.g. if the new float contains an extra \$20 the cash banking total will be \$20 more than the actual cash received that session).
- Click the **Next button** to continue. Step 2 will appear on the screen.

Note: If no transactions have been recorded on the selected register(s) since the last End of day procedure took place, a message will appear saying, "There have been no transactions on the selected Register(s) since the last balance. Do you want to continue?" Click the Yes button to continue or the No button to cancel this request.

Note: If there are any unsettled cash-outs for expenses you will receive a warning message "The selected sessions have new outstanding Cashouts. It is suggested your return to POS to settle them".

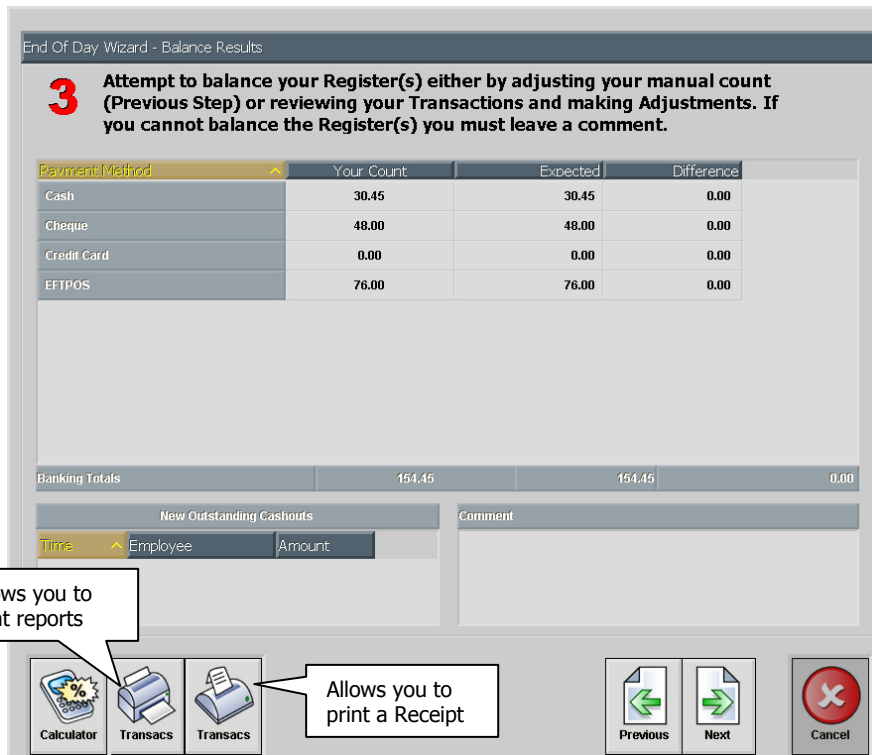
Note: If the new float amount entered exceeds the cash available a message will appear saying "Not enough cash available to fulfill this float. If you continue it is assumed this difference will be made up from monies other than cash takings". Click the yes button to continue or the no button to return to Step 1 and change the new float amount. *(Note: If you are putting money in, ensure you hit No Sale, select reason "Transfer Money In", and enter the amount, then you will not receive the new float exceeds the cash available message).*

7. Enter your takings minus the float:

- a. Enter the appropriate amounts for Cash:
- b. In the Notes section, enter the appropriate amount(s) into the Count or Value fields for each denomination.
- c. In the Coins section, enter the appropriate amount(s) into the Count or Value fields for each denomination.
- d. Alternatively you can enter the total Cash Value directly into the Cash field in the Other section.
- e. In the Other section, enter the appropriate Values for each relevant payment type.

8. Click the **Next button** to continue. A message will appear asking "Are you sure your manual count is correct?".

9. Click the **Yes button** to continue or the No button to double check your manual count before continuing. If you click Yes, Step 3 will appear on the screen. All relevant Payment Methods and their Manual Counts will be displayed on the screen along with any discrepancies (Overs and Unders).



10. If there are no discrepancies, click the **Next** button to continue. If there are discrepancies you can either:
11. Click the Previous button to return to Step 2 and review your manual counts. If they are incorrect make the appropriate adjustments and click the Next button to return to Step 3

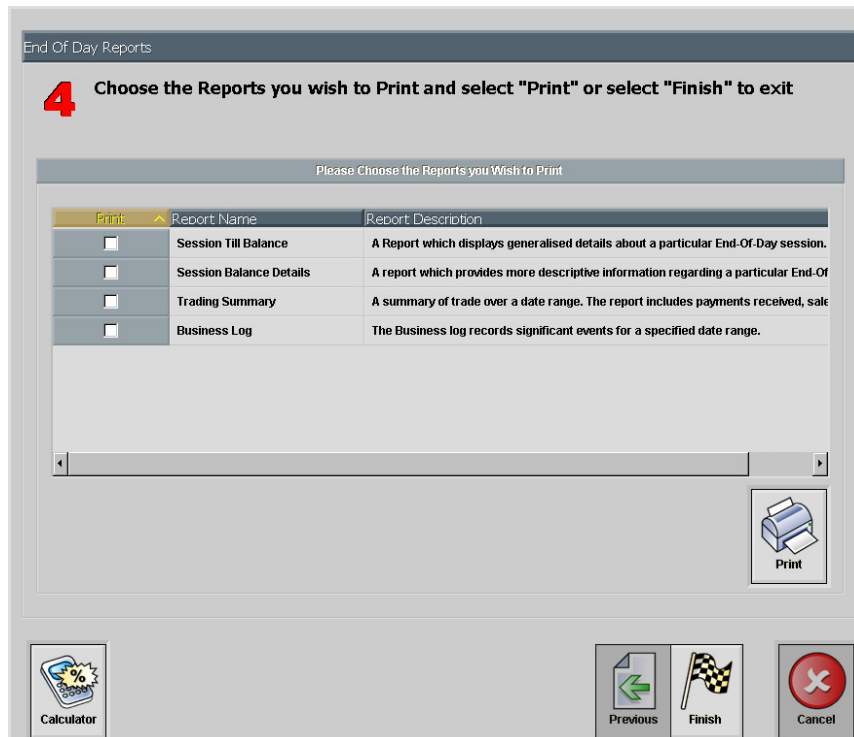
And/Or

Click the Previous button to return to Step 2 and review your manual counts. If they are correct or if any adjustments made still produce discrepancies when you return to Step 3 you may need to review the transactions from this Session and rectify any human errors (Main Menu (Navigation Bar) - Point of Sale icon - Transaction screen), i.e.:

- Change a Payment Type for a Transaction (see the Users Guide)
- Delete a Transaction (see the Users Guide)
- Delete a Partial Transaction (see the Users Guide)
- Process a New Transaction

After rectify any human errors, click the End of Day Wizard icon (Main Menu) to return to the End of Day Wizard.

12. If there are now no discrepancies, click the **Next button** to continue. If there are still unresolved discrepancies you must enter a comment into the comment field before proceeding (e.g. counted money 3 times, can't get to balance). Please note, every action performed after the End of Day Wizard has been launched will be recorded in the Security Log, including adjustments to manual counts and transactions. The Wizard Complete message will appear asking "Are you sure you want to finish this wizard?"
13. Click the **Yes button** to continue. Step 4 will appear on the screen.



14. Tick the relevant Print column to select any **reports** you would like to print for this session.

15. Click the **Print** button.

16. Click **the Finish** button to complete this Wizard and return to the Transaction screen.

Note: If you choose to use the end of day wizard you must always use this feature. If you decided at any point not to use the end of day wizard (balance manually using reports) Shortcuts will not record that this balance has been performed.

Note: The end of day wizard will balance the terminals from the last date that the end of day wizard was performed. If you have not balanced for 3 days then all transactions for the last 3 days will be included.

Running the End of Day Wizard (entering Float at the end)

The End of Day Wizard will essentially take you through 4 steps:

Step 1: Selecting the Terminal(s)

Step 2: Entering the Takings

Step 3: Verifying Results

Step 4: Enter Updated Float Amount

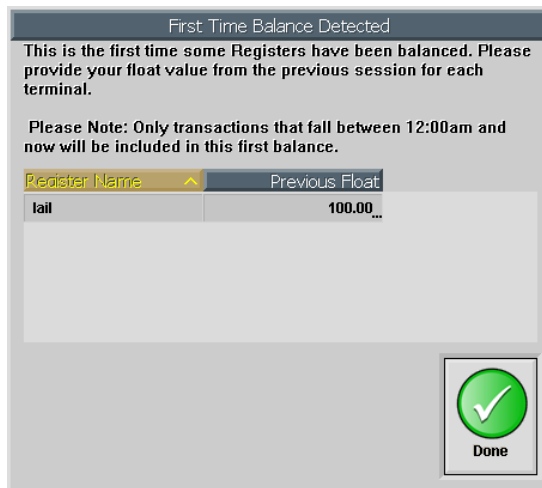
Step 5: Printing Reports

Simply follow the instructions below to perform an End of Day procedure.

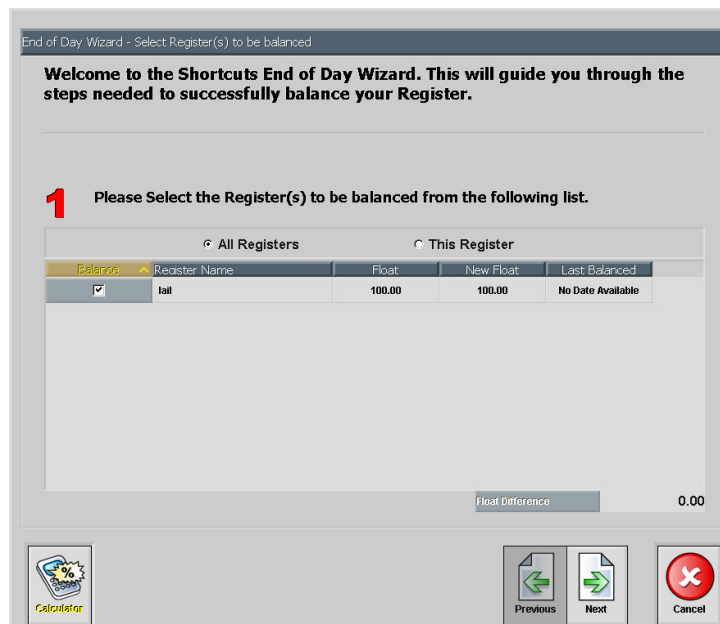
1. Click the **End of Day button** in the Transaction screen to launch the End of Day Wizard.



2. If you are running the End of day Wizard for the first time the First Time Balanced screen will appear. Using the keyboard **enter the Float** value for the previous day/session for each register that you intend to balance into the Previous Float field. Press the Done button to proceed.



7. Step 1 will appear on the screen displaying all active Terminals.
8. Tick to **select the Terminals** that you wish to include in the End of Day Wizard. Remember, if more than 1 Terminal shares a Register you must select all Terminals linked to that Register. The float field for each terminal will display the last recorded float amount.. The date and time each Terminal was last balanced is displayed in the Last Balanced column. Click the next button to continue.



9. Click the **Next button** to continue. Step 2 will appear on the screen.

Note: If no transactions have been recorded on the selected register(s) since the last End of day procedure took place, a message will appear saying, "There have been no transactions on the selected Register(s) since the last balance. Do you want to continue?" Click the Yes button to continue or the No button to cancel this request.

Note: If there are any unsettled cash-outs for expenses you will receive a warning message "The selected sessions have new outstanding Cashouts. It is suggested your return to POS to settle them".

10. Enter your takings including the float:
 - a. Enter the appropriate amounts for Cash (Not that the count includes the float amount)
 - b. In the Notes section, enter the appropriate amount(s) into the Count or Value fields for each denomination.

- c. In the Coins section, enter the appropriate amount(s) into the Count or Value fields for each denomination.
- d. Alternatively you can enter the total Cash Value directly into the Cash field in the Other section.
- e. In the Other section, enter the appropriate Values for each relevant payment type.

End Of Day Wizard - Enter Takings

2 Please enter your takings (minus the float: \$100.00) for the Register(s) being Balanced.

Notes			Coins			Other	
Name	Count	Value	Name	Count	Value	Name	Value
\$5			5c	1	0.05	Cash	30.45
\$10	1	10.00	10c			Cheque	48.00
\$20	1	20.00	20c	2	0.40	Credit Card	
\$50	0	0.00	50c			EFTPOS	76.00
\$100	0	0.00	\$1				
			\$2				
		2			3		
		30.00			0.45	154.45	

Calculator Previous Next Cancel

17. Click the **Next button** to continue. A message will appear asking "Are you sure your manual count is correct?" ?
18. Click the **Yes button** to continue or the No button to double check your manual count before continuing. If you click Yes, Step 3 will appear on the screen. All relevant Payment Methods and their Manual Counts will be displayed on the screen along with any discrepancies (Overs and Unders).

End Of Day Wizard - Balance Results

3 Attempt to balance your Register(s) either by adjusting your manual count (Previous Step) or reviewing your Transactions and making Adjustments. If you cannot balance the Register(s) you must leave a comment.

Payment Method	Your Count	Expected	Difference
Cash	30.45	30.45	0.00
Cheque	48.00	48.00	0.00
Credit Card	0.00	0.00	0.00
EFTPOS	76.00	76.00	0.00
Banking Totals	154.45	154.45	0.00

New Outstanding Cashouts

Time	Employee	Amount

Comment

Calculator Transacs Transacs Previous Next Cancel

Allows you to print reports

Allows you to print a Receipt

19. If there are no discrepancies, click the **Next** button to continue. If there are discrepancies you can either:
20. Click the Previous button to return to Step 2 and review your manual counts. If they are incorrect make the appropriate adjustments and click the Next button to return to Step 3

And/Or

Click the Previous button to return to Step 2 and review your manual counts. If they are correct or if any adjustments made still produce discrepancies when you return to Step 3 you may need to review the transactions from this Session and rectify any human errors (Main Menu (Navigation Bar) - Point of Sale icon - Transaction screen), i.e.:

- Change a Payment Type for a Transaction (see the Users Guide)
- Delete a Transaction (see the Users Guide)
- Delete a Partial Transaction (see the Users Guide)
- Process a New Transaction

After rectify any human errors, click the End of Day Wizard icon (Main Menu) to return to the End of Day Wizard.

21. If there are now no discrepancies, click the **Next button** to continue. If there are still unresolved discrepancies you must enter a comment into the comment field before proceeding (e.g. counted money 3 times, can't get to balance). Please note, every action performed after the End of Day Wizard has been launched will be recorded in the Security Log, including adjustments to manual counts and transactions. The Wizard Complete message will appear asking "Are you sure you want to finish this wizard?"
22. Click the **Yes button** to continue. Step 4 will appear on the screen.



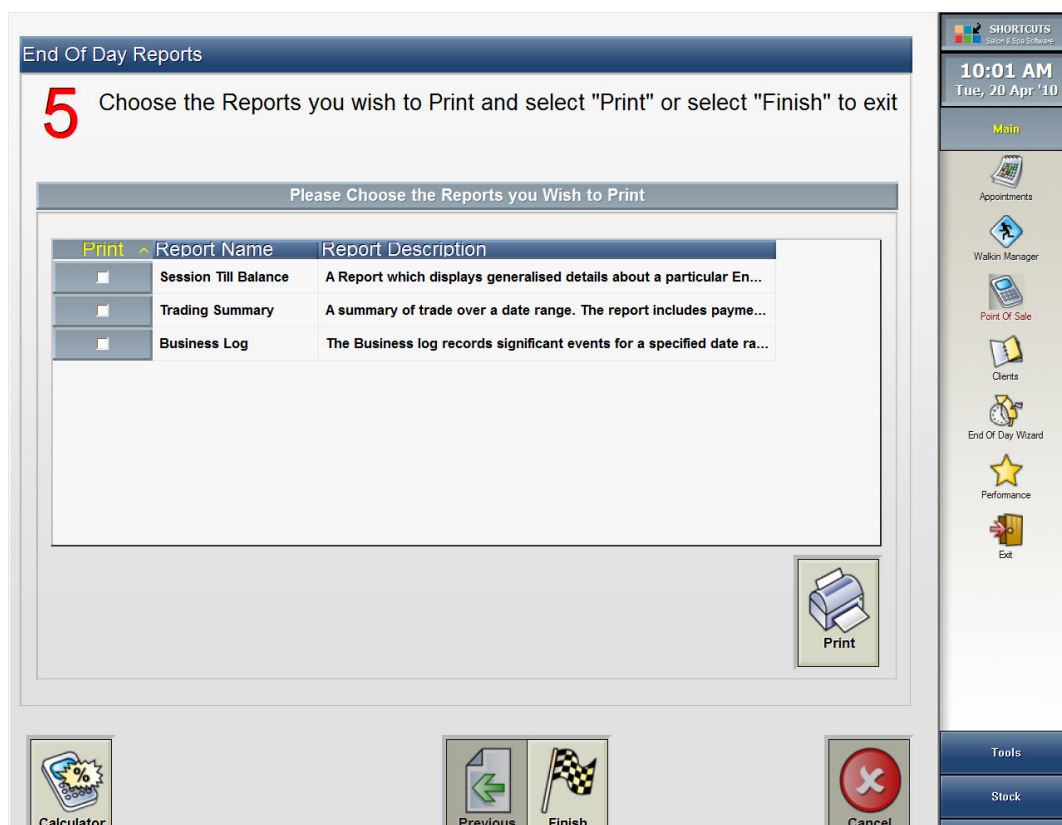
23. If any float amounts are different from the last float amounts (if you wanted to change the amount of float available in a terminal for example), click to select the New Float field, and then click again to edit the selected float amount. Using the keyboard, type in the relevant amount for the new float. If more than one terminal shares a register, you only need to enter the new float field for one terminal.

The float difference (if any) will be displayed in the Float Difference field. Any float differences will be reflected in the final cash banking total (e.g. If the new float contains an extra \$20, the cash banking total will be \$20 more than the actual, the cash banking total will be \$20 more than the actual cash received that session)

Note: If the new float amount entered exceeds the cash available a message will appear saying "Not enough cash available to fulfill this float. If you continue it is assumed this difference will be made up from monies other than cash takings". Click the yes button to continue or the no button to return to Step 4 and change the new float amount

24. Click the Next button to continue. The Wizzard Complete message will appear asking "Are you sure you want to finish this wizard"

25. Click the Yes button to continue to Step 5



26. Tick the relevant Print column to select any **reports** you would like to print for this session.

27. Click the **Print** button.

28. Click **the Finish** button to complete this Wizard and return to the Transaction screen.

Note: If you choose to use the end of day wizard you must always use this feature. If you decided at any point not to use the end of day wizard (balance manually using reports) Shortcuts will not record that this balance has been performed.

Note: The end of day wizard will balance the terminals from the last date that the end of day wizard was performed. If you have not balanced for 3 days then all transactions for the last 3 days will be included.