

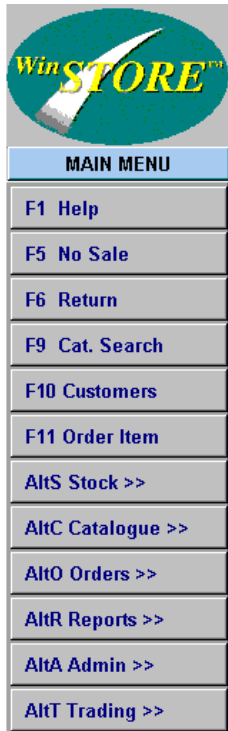
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# Trading

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## Trading Menu Overview



F1 Help - Online help  
F2 EOD Summary - End Of Day balancing and reports.

F3 Trans Log - Full transaction history.

F4 Vouchers - Full Gift Voucher history.

F5 No Sale - Open the cash Drawer.

F6 Reprint Docket - Reprint the last docket from this station.

F7 Input Style - Alter the input style between Barcode, Catalogue Number and Stock ID.

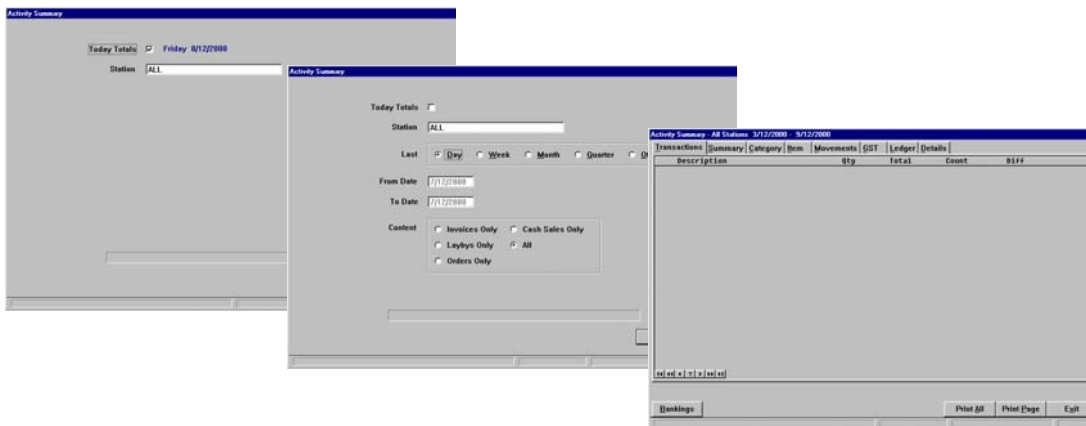
F8 Void - Reverse a completed sale transaction.

F9 Cash Out - Petty Cash transaction.

## EOD Summary

The EOD (End OF Day) Summary is primarily for balancing at end of day, but can be run for any date or date range. The summary contains information, not only of cash takings, but also Net Sales, GST collected, Category sales and gross profit and a posting report to use with your accounting software or Business Activity Statement. To access the EOD Summary...

1. Select Alt T Trading from the Main Menu.
2. Select F2 EOD Summary.  
If you require the current day, select OK or press enter, if you require a previous day or date range, press the space bar and select or enter your requirements.



### ***Tender Summary***

All takings for the period, it is the Total Banking figure that you balance to at the end of the day. Every sales transaction, whether it be a fully paid sale, an account sale, or an account payment, has a tender type. This tender type may be cash or EFTPOS or any other tender type that you have set within Admin-POS Codes-Tender Types. When an account sale is made, the total value of the sale is automatically tendered to the account type, i.e. Layby, invoice or order, the deposit is tendered to cash etc.

*E.g. If a customer orders an item at \$30.00 with a \$5.00 cash deposit. The \$5.00 is tendered to cash **and** the full value of \$30.00 is tendered to orders.*

All bankable tenders, i.e. cash, cheques, EFTPOS etc., appear within the top half of this summary and total to the Total Banking amount.

All non-bankable tenders, i.e. Laybys, Invoices, Orders, Vouchers, etc., appear below the Total Banking. These non-bankable tenders are for information only, e.g. total value placed on Invoice or total value of redeemed gift vouchers.

### ***Sales Summary***

Sales and payments for the period, resulting in a Net Sales figure (ex GST). The first part summarizes the transactions by type, i.e. Sales - fully paid sales, Layby - total value of items placed on layby, Orders Paid - total value of order payments and deposits etc. The Transaction Total agrees with the Transaction Total on the Tender Summary.

The second part subtracts any amounts that are not Sales, e.g. Payments of any kind, Orders placed, Gift Vouchers sold, and the GST content of all Sales, Laybys and Invoices. Any Customer Orders collected are added in, as they are now Sales. This results in a net sales figure for the period.



The GST amount on this report is not relevant in any way for taxation purposes. It is a calculation only to produce a Net Sales figure. Refer to the GST Summary and the Ledger Posting for the correct GST figures.

### ***Category Summary***

A breakdown of the Net Sales figure into the respective stock categories. The average cost of items sold is totaled to give the gross profit of each category.



Certain categories may be excluded from being reported as sales. Refer to Admin-System Control Codes-Stock Codes-Categories-Activity Report Sales. Any excluded categories will be noted at the bottom of the printed report, e.g. 'Excludes GV of \$x.xx'.

### ***Stock Movements***

The value of stock, at cost, that has moved within the time period.

### ***GST Summary***

The GST Summary reports the GST collected on sales, invoices and payments and also the GST paid on stock received within the time period.



*GST on invoices is reported as collected in full when an item is placed on invoice, whereas GST on Laybys and Orders is collected only as payments are made. Gift Vouchers sold are exempt from GST.*

# End Of Day Balance

**Steps:**

1. Input a valid Operator ID.  
 ➤ The transaction indicator will display SALE and the Control Menu will change to the Main Menu.
2. Select Alt T Trading from the Main Menu then F2 EOD Summary from the Trading Menu.
3. Select the required Stations  
 ➤ Here you have four options, All for all stations, the station number for an individual station, 1+2 for two stations together or 1-3 for stations from 1 through to 3.
4. Select OK or enter to accept the current date.

5. Select Alt B Bankings.  
 ➤ This opens the Tender Counts input box.

Tender Description	Value	Qty
CSH Cash	0.00	0
EFT EFTPOS	0.00	0
C/C Credit Card	0.00	0
UCH Gift Voucher	0.00	0
CHQ Cheque	0.00	0
AMX amex	0.00	0
DIN Diners	0.00	0
EXT Est. Voucher	0.00	0
MIS Miscellaneous	0.00	0
PRE Pre-Payment	0.00	0
INV Invoice	0.00	0
LRY Layby	0.00	0

6. Select Alt C Cash.  
 ➤ Count the cash and input the counts into the appropriate fields. You can enter either the quantity of coins or notes into the left hand fields or the value into the right hand field. As you input, the figures on the right will increase to indicate value counted.

Coins	5c	10c	20c	50c	\$1	\$2	Total Cash
							\$0.00
							Less Float \$0.00
							Tendered \$0.00

7. Select Alt S Save.  
 ➤ This drops you back to the previous Tender Counts window to allow the input of the other tender types. If you have set a float value in your Station Defaults, this float amount will be automatically subtracted from the counted cash.

8. Select Alt I Input.  
 ➤ Arrow down and input any other tender amounts, i.e. EFTPOS, Credit Cards, Cheques etc.

9. Select Alt S Save.  
 ➤ This drops you back to the summary with your counted tenders showing any differences. You should be concerned only with the first part, up to the Total Banking figure. The amounts below this refer only to the totals placed on Layby, Order or Invoice etc., and are for information only, not amounts that can be balanced.

Description	Summary	Category	Item	Movements	QST	Ledger	Details
				Qty	Total	Count	Diff
EFT EFTPOS				2	117.85	117.85	0.00
CSH Cash				7	54.85	54.90	0.05
C/C Credit Card				1	19.95	19.95	0.00
Total Banking				10	\$192.65	\$192.70	\$0.05
INV Invoice				1	57.90	0.00	-57.90
ORD Order				2	57.90	0.00	-57.90
UCH Gift Voucher				1	30.00	30.00	0.00
LRY Layby				1	28.95	0.00	-28.95
PRE Pre-Payment				1	5.00	0.00	-5.00
Totals				16	\$372.40		
Customers/Avy Spend				14	26.60		

10. Finally, you have the options to Print All or Print Page.  
 ➤ The cash counts are printed but not retained by the system.

# Transaction Log

The full and itemised listing of every transaction that has taken place, from the most recent going back to the original installation. Transactions are never deleted, only archived by month. From here you can trace all activity, specifically to find problems if and when you don't balance. The Transaction Log may also be printed, refer to Chapter 11. Reports.

To access:

1. Select Alt T Trading from the Main Menu.
2. Select F3 Tran Log.  
 ➔ The current month is displayed with the most recent transaction at the top.

Date	Time	Type	ID	Title	Qty	Net	Tender \$	Discount	Stn	Op
DEC 11 11:00:53		CSH	00000000	ALL	1	25.95	25.95		1	10
DEC 11 11:00:53		CSH	00000000	CELLS, THE	1	30.95			1	10
DEC 11 11:00:53		CSH	00000000	CELLS, THE	1	5.00			1	10
DEC 11 11:00:53		IND	00000000	A LOT LOVIN' LOVIN'	1	28.95	57.90		1	10
DEC 11 11:00:53		IND	00000000	DANGEROUS	1	28.95			1	10
DEC 11 11:00:53		IND	00000000	GREATEST HITS	1	28.95			1	10
DEC 11 11:00:53		IND	00000000	GHOST OF TOR JORD, T	1	28.95			1	10
DEC 11 11:00:53		IND	00000000	INDUSTRIAL	1	5.00			1	10
DEC 11 11:00:53		IND	00000000	INCESTICIDE	1	28.95			1	10
DEC 11 11:00:53		IND	00000000	INDUSTRIAL	1	5.00			1	10
DEC 11 11:00:53		IND	00000000	MY LOVE IS YOUR LOVE	1	28.95			1	10
DEC 11 11:00:53		IND	00000000	SIAMISE DREAM	1	28.95			1	10
DEC 11 11:00:53		IND	00000000	ACTING BABY	1	28.95			1	10
DEC 11 11:00:53		IND	00000000	BANG ON	1	9.95			1	10
DEC 11 11:00:53		IND	00000000	CD CASE	1	39.95			1	10
DEC 11 11:00:53		IND	00000000	BEST OF MICHAEL JACK	1	19.95			1	10
DEC 11 11:00:53		IND	00000000	\$98.00 GIFT VOUCHER	1	38.00			1	10
DEC 11 11:00:53		IND	00000000	PLEASE PLEASE ME	1	28.95			1	10
DEC 11 11:00:53		IND	00000000	BEST OF JAMES REYNE	1	28.95			1	10
DEC 11 11:00:53		IND	00000000	ENVOY OF ANGELS	1	9.00			1	10
DEC 11 11:00:53		IND	00000000	ENVOY OF ANGELS	1	10.00			1	10

There are 17 columns, some off the screen to the right, use the right arrow to view.

- Month** To view previous months, select Alt M Month/ Year, highlight the required month and press enter.
- Time** The time the transaction occurred, day-hour-minute-second (DDHHMMSS).
- Type** Type of transaction. See next page for more information.
- ID** The ID of the item. Typically this would be the Stock ID, but could also be a Gift Voucher number or stock category.
- Title** Title of the item
- Qty** Quantity of items
- Net** Value of the item, (may be cost or retail depending on the transaction type).
- Tender Type** Method of payment (if any)
- Tender \$** The amount tendered
- Discount** Discount applied (if any)
- Stn** Station number where the transaction occurred.
- Op** Operator that performed the transaction.
- Docket** Docket number
- Reference** Any additional references of the transaction (E.g. customer name, if a customer order)
- Su** Supervisor (if the transaction required a supervisor code)
- Artist** Artist of the item
- Tender** Ordered Transaction Number
- Reference 2** Second reference, e.g. If an order, the order number, or the Gift Voucher number if a voucher redemption.

### Available Options:

- Alt M Month/Year** Select to view a previous month.
- Alt D Details** Displays full details of the highlighted line.
- Alt F Filter** To view specific date range, operator, station or item.
- Alt L Loyalty** Select to force an item onto a customers loyalty. Refer to chapter 8. Loyalty.
- Alt E EOD** Select to insert a manual end of day marker. (Only available if manual EOD is enabled in System Defaults).
- Alt X Exit** Exits the transaction log.

## *Transaction Types*

All the transaction types are colour-coded for visual ease.

CASH BALANCE	Yellow	Cash Balance
CASH TAKINGS	Yellow	Cash Takings
CASH DRAWER	Yellow	No Sale
CLUB	Yellow	Loyalty Club Adjustment
INCR	Orange	Invoice Payment
INDB	Navy	Invoice Purchase
LBCR	Orange	Layby Payment
LBDB	Navy	Layby Purchase
LBPU	Black	Layby Collection
ORCR	Orange	Order Payment
ORDB	Navy	Order Purchase
ORPU	Black	Order Collection
PPDB	Navy	Prepayment used
PPCR	Orange	Prepayment made
RECV	Blue	Received Stock
RETN	Red	Refund or Exchange
SALE	Black	Sale
SOH-	Green	Reduce Stock On Hand
SOH+	Pink	Increase Stock On Hand
SORD	Red	Cancelled supplier order
SORD	Grey	Supplier order
TF_I	Pink	Transfer In
TF_O	Green	Transfer Out
MPRO	Grey	Maintenance to Stock
MCUS	Grey	Maintenance to Customer



The highlighted line may appear a different colour. To view the correct colour of the transaction line move the highlighter off the line.

On some transactions, a description of the abbreviation appears in the artist field to clarify the transaction line.

E.g.   ORDB       Order Received (Customer order)  
      ORDB       Price Adjustment

# Manual End Of Day Markers

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With Manual EOD disabled, a 'day' is based on the time and date of transactions, i.e. a day is from midnight to midnight. This assumes that any balance and banking will be performed after the close of trading. Enabling Manual EOD allows you to insert an end of day mark at any point, the EOD balance then ignores the actual end of day (midnight), and your day becomes from one end of day mark to the next.

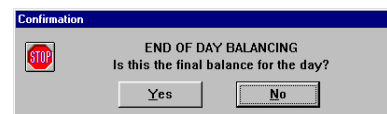
Once you have enabled Manual EOD in the System Defaults, an EOD marker can be inserted in two ways. Either manually from the transaction log or automatically when balancing.

## To Enable Manual EOD:

1. Select Alt A Admin from the Main Menu.
2. Select F2 System then Alt 2 Details 2.
3. Select either Station or All for Manual EOD Control
  - Station requires that each workstation will be balanced separately and an EOD marker inserted for each station each day.
  - All requires that one balance is done for all stations and only one EOD marker will be inserted each day.
4. Select Alt Y Apply.
5. You must now set an initial EOD marker within the transaction log. Select Alt T Trading from the Main Menu then F3 Tran Log.
  - Find and highlight the first transaction for the current day.
6. Select Alt E EOD.
  - You will be prompted to confirm that the EOD date is correct. The marker will then be inserted below the highlighted line. The next end of day that you run will read from this marker.

## EOD Balance

The end of day balance is performed in the same way as described on the previous pages with one exception. After inputting your cash counts, on exit you will be prompted if this is the final balance, select Yes to insert the EOD mark or No if a further final balance is to be performed later in the day.



## Removing An Incorrect EOD Marker

An incorrect EOD marker may be removed and reinserted at a different point.

### Steps:

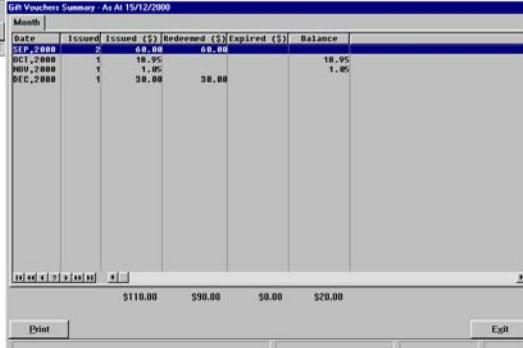
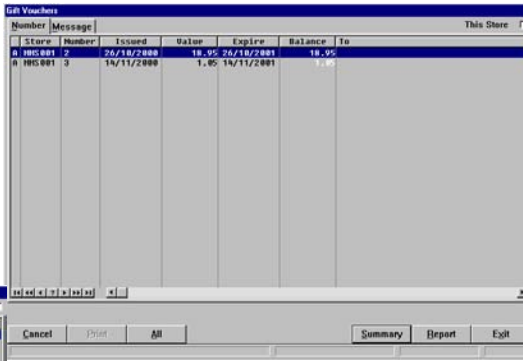
1. Select Alt T Trading from the Main Menu then F3 Tran Log.
2. Locate and highlight the marker to be removed.
3. Select Alt E EOD.
  - Select Yes to remove marker.

## Gift Vouchers

To access:

1. Select Alt T Trading from the Main Menu.
2. Select F4 Vouchers from the Trading Menu.

Here you find a full record of all unredeemed or partially unredeemed Gift Vouchers. By selecting Alt A All, the redeemed vouchers will also be displayed.



The Gift Vouchers screen displays a table with the following data:

Store	Number	Issued	Value	Expire	Balance	To
A	105001 2	26/10/2000	18.95	26/10/2001	18.95	
A	105001 3	16/11/2000	1.05	16/11/2001	1.05	

The Gift Vouchers Summary screen displays a table with the following data:

Month	Date	Issued	Issued (\$)	Redeemed (\$)	Expired (\$)	Balance
SEP, 2000		2	60.00	60.00		
OCT, 2000		1	18.95			18.95
NOV, 2000		1	1.05			1.05
DEC, 2000		1	30.00	30.00		

Select Alt S Summary to summarise, by month, all vouchers sold.

## F5 No Sale

To open the cash drawer without processing a sale select F5 No Sale. This same option is available from the Main Menu. A No Sale is recorded in the transaction log along with the initials of the operator.

- Refer to the Administration - POS Menu manual for information about setting up Operator IDs and Staff Levels.

## Reprint Docket

This option is operator and station specific. Select Alt T Trading, F6 Reprint Docket to produce a reprint of the last transaction performed on this station by this operator.

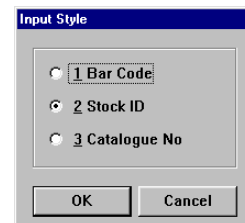


## Input Style

To access:


1. Alt T Trading from the Main Menu.
2. F7 Input Style from the Trading Menu.

Select from the three available options. This then retains the selection as the default input style.



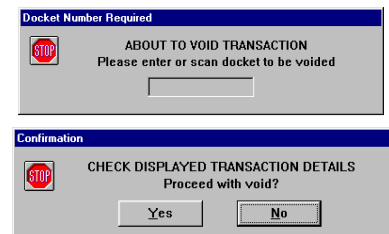
## Voiding Sales Transactions

Any (only) sales transaction may be voided (reversed) using this function.

 Refer to the Administration - System Defaults manual for information allowing voids.

### Steps:

1. Select Alt T Trading from the Main Menu then F8 Void
  - A prompt opens requesting the docket number.
2. Input the docket number.
  - The transaction is found and input to the screen and a confirmation prompt opens.
3. Select Yes to complete the void.



## Cash Out

Cash Out is an alternative Petty Cash function.

 Refer to the Operation - Stock manual for info on setting up Petty Cash Items.

### Steps to use Cash Out for Petty Cash:

Petty cash is taking cash out of the till similar to a refund.

1. Input a valid Operator ID.
  - The transaction indicator will display SALE and the Control Menu will change to the Main Menu.
2. Select Alt T Trading from the Main Menu then F9 Cash Out.
  - The transaction indicator will display CASH OUT and the Control Menu will change to the Sales Menu.
3. Input PC.
  - If you have set up more than one Petty Cash item you will be prompted to select from a list, if only one petty cash item exists you are prompted to input the amount.
4. Input the amount required.
5. Subtotal (press the + key on the numeric pad).
6. Press enter on Cash and then enter again to complete the transaction.