

Splash V7

User Documentation

Table of Contents

Using Splash Point of Sale	1
Defining Your Point of Sale Location.....	1
Administering Point of Sale (POS)	3
<i>Updating Swim School Information</i>	4
Defining Point of Sale Locations.....	5
<i>Creating a New Location</i>	5
<i>Displaying a Location</i>	8
<i>Updating Location Details</i>	8
<i>Deleting a Location Record</i>	9
Entering Supplier Information	10
<i>Creating a New Supplier</i>	10
<i>Displaying a List of Suppliers</i>	11
<i>Finding a Supplier</i>	12
<i>Updating Supplier Details</i>	12
<i>Deleting a Supplier Record</i>	13
Managing Inventory	14
<i>Creating an Inventory Item</i>	15
<i>Displaying a List of Inventory items</i>	18
<i>Finding Inventory Items</i>	19
<i>Displaying Inventory items in the Portal</i>	20
<i>Updating Inventory Details</i>	20
<i>Deleting an Inventory Item</i>	21
Defining Price Levels	22
<i>Creating a New Price Level</i>	22
<i>Finding a Price Level Entry</i>	23
<i>Updating Price Level Details</i>	23
<i>Deleting a Price Level Record</i>	23
Ordering New Stock.....	24
<i>Creating a New Order</i>	24
<i>Displaying a List of Orders</i>	26
<i>Finding a Purchase Order</i>	26
<i>Updating an Existing Order</i>	27
<i>Receiving Items Into Stock</i>	27
<i>Deleting a Purchase Order</i>	28
Creating Discount Buttons.....	30
<i>Defining a Discount Button</i>	30
<i>Displaying a List of Discount Buttons</i>	31
<i>Finding a Discount Button</i>	31
<i>Updating Discount Button Details</i>	32
<i>Deleting a Discount Button</i>	32
<i>Reviewing Discounted Sale Items</i>	32
Entering Sales and Processing Payments	34
<i>Parts of the POS Window</i>	34
Processing a Sale.....	34
<i>Entering a Quick Sale for Products</i>	34
<i>Entering a Quick Sale for a Booking</i>	37
<i>Entering a Sale for a Combination of Bookings and Products</i>	38
<i>Defining Alternative Payment Methods</i>	41

<i>Removing an Item from the Sale</i>	43
<i>Discounting a Sale Item</i>	44
<i>Applying a Part Payment to a Booking</i>	45
Viewing a List of Sales.....	46
<i>Finding a Transaction</i>	47
<i>Viewing the Content of a Previous Sale</i>	48
<i>Reprinting a Receipt</i>	48
Deleting a Transaction	50
<i>Reversing a Transaction</i>	50
Printing Point of Sale Reports.....	51
<i>Generating a Report</i>	51
Sample Reports	54
<i>Individual Sales by Payment Type</i>	54
<i>Summary of Transactions</i>	55
<i>Individual Sales by Payment Type</i>	56
<i>Totals by Day</i>	57
<i>Totals by Week</i>	58
<i>Totals by Month</i>	59
<i>Totals by Year</i>	60
<i>Totals by Location</i>	61
<i>Sales by Group</i>	62
<i>Sales by Type</i>	63
<i>Sales by Category</i>	64
End of Day Procedures.....	65
<i>Recording an End of Shift</i>	65
Understanding Cashsheets.....	68
<i>Displaying a List of Cashsheets</i>	69
<i>Finding a Cashsheet</i>	70
<i>Viewing Cashsheet Details</i>	70
<i>Displaying a list of Daily Transactions</i>	70
<i>Deleting a Cashsheet Record</i>	71
<i>Printing a Cashsheet</i>	72
RGB Colour Palette	74

Using Splash Point of Sale

The first section of this guide addresses setting up each area of POS so it is ready for use.

Payment processing is accessed using the green dollar symbol on the top right corner of your screen. The full point of sale system, however is accessed via the Splash menu on the top left of your screen. Your user access privileges will define whether you can process a payment, run reports, enter new products, or order stock. If you have insufficient access to complete any task, please refer to your system administrator.

Defining Your Point of Sale Location

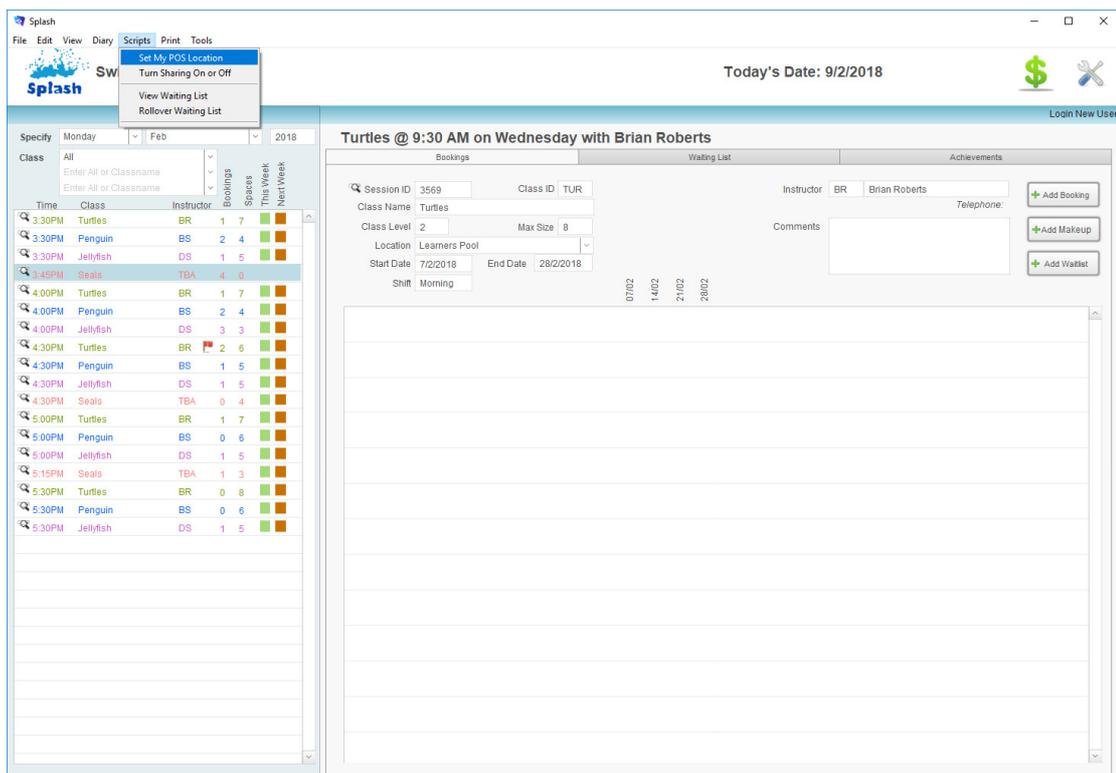
Your point of sale location determines the interface that will be displayed when you access the sale entry screen. Splash provides the flexibility to customise the user interface for multiple locations. The default location when you first begin using Splash is "POS 1".

Before you can begin using Splash Point of Sale (POS) system you must define your POS Location.

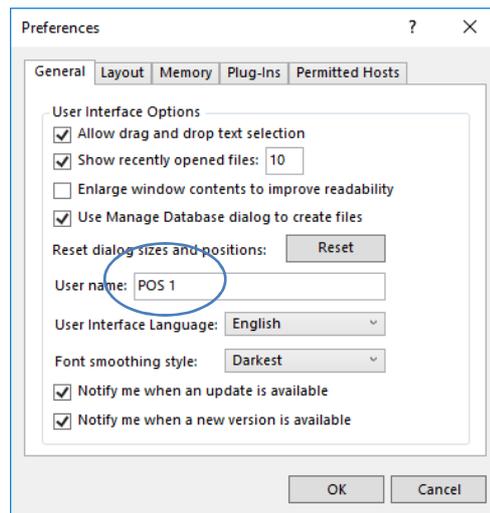
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Daily Diary** icon



3. Select **Set My POS Location** from the Scripts menu.



4. The Preferences dialog will be displayed on your screen.



5. If this is your first time accessing POS enter the default POS location of “**POS 1**” in the Other box.
6. Click OK to save the changes you have made.

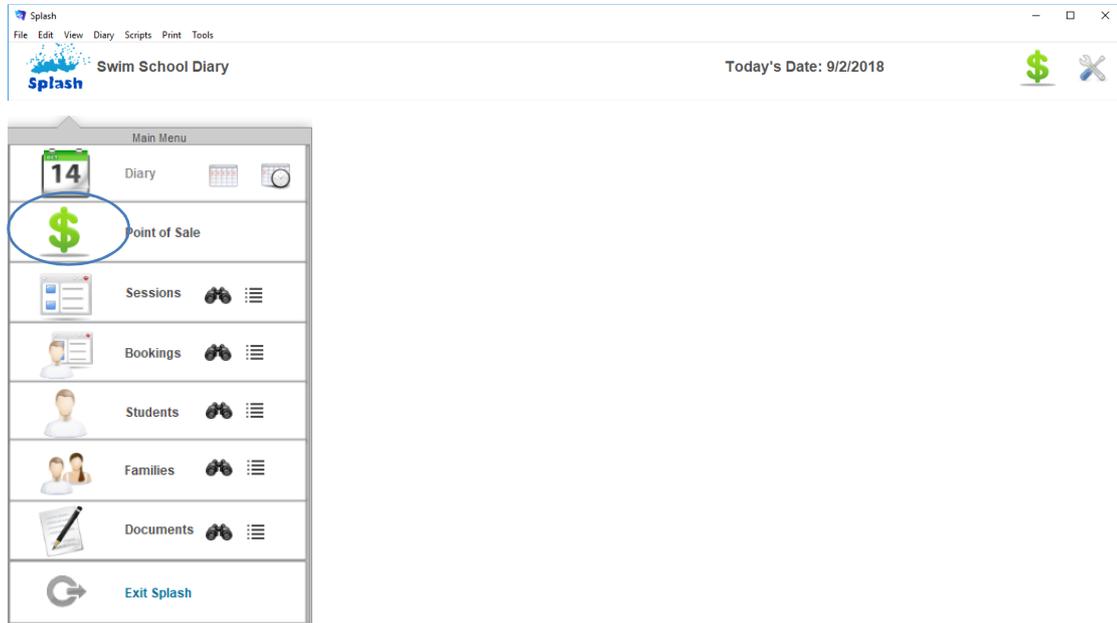
NB: If you have created multiple display options in the POS system, the above name should match the name of the interface you have defined. To define additional interface screens see “Defining Your Point of Sale Location” in this guide.

Administering Point of Sale (POS)

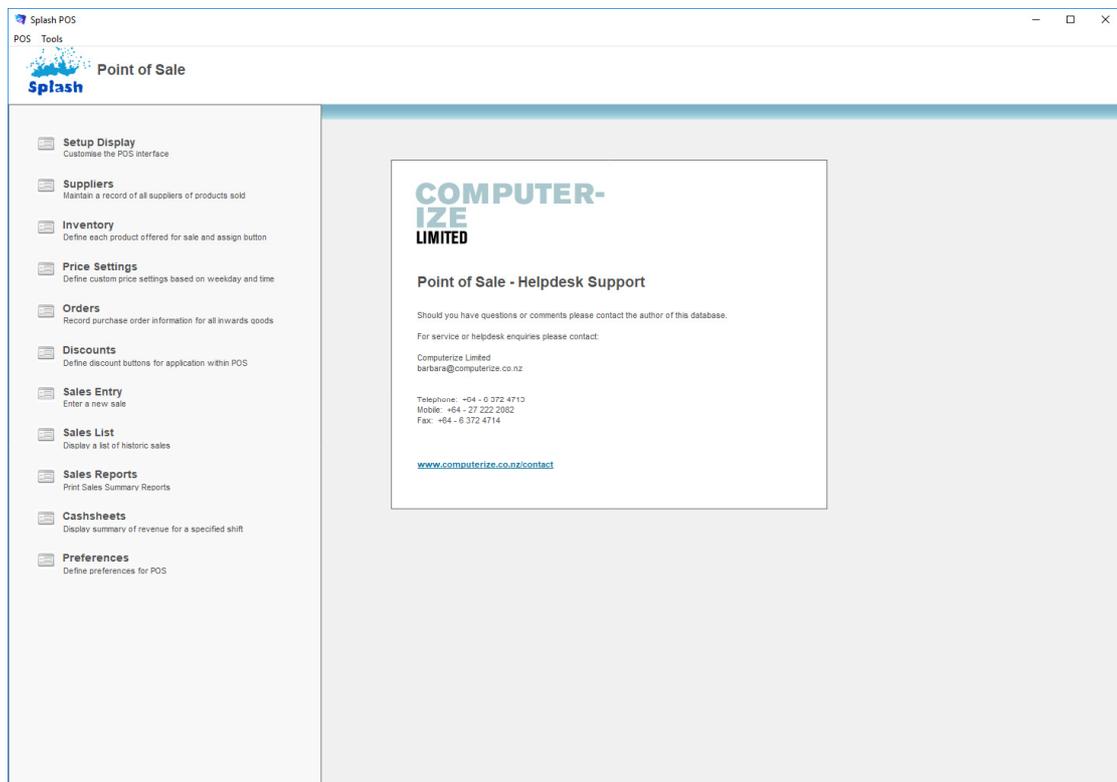
In order to use the Point of Sale system you will need to define the interface you wish to display and the products you wish to sell.

This section of the manual guides you through configuring POS to meet your needs.

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Point of Sale** icon



3. The POS administration screen will be displayed.

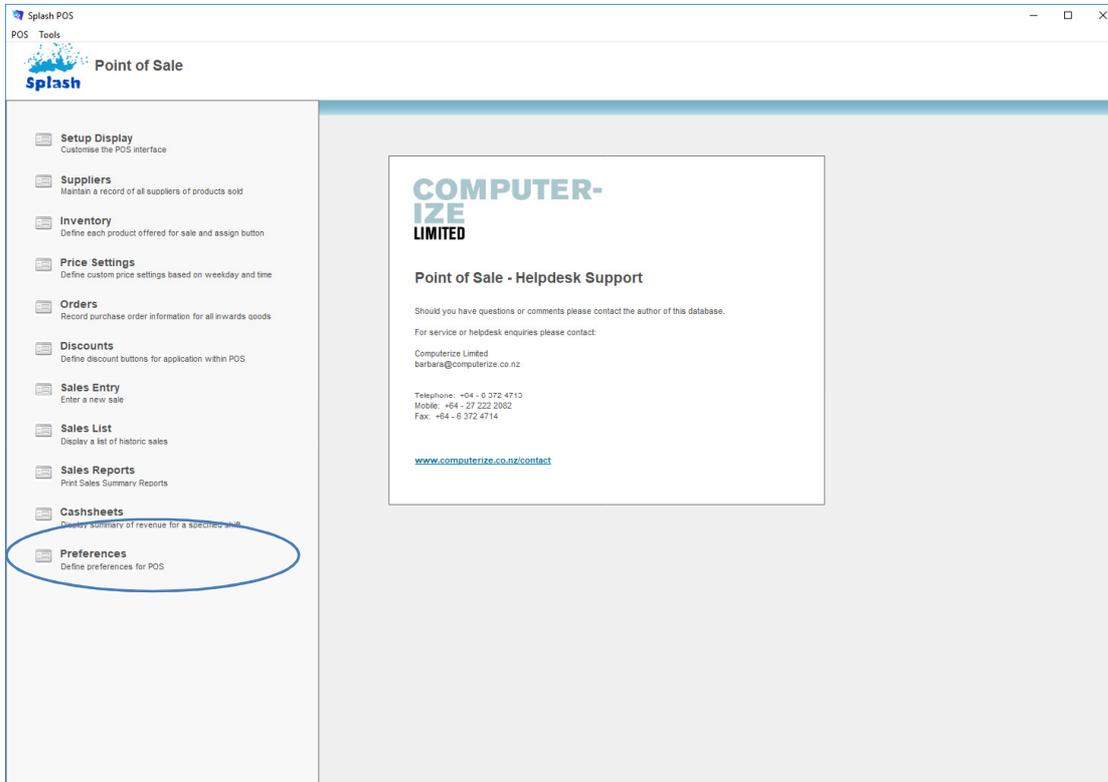


Updating Swim School Information

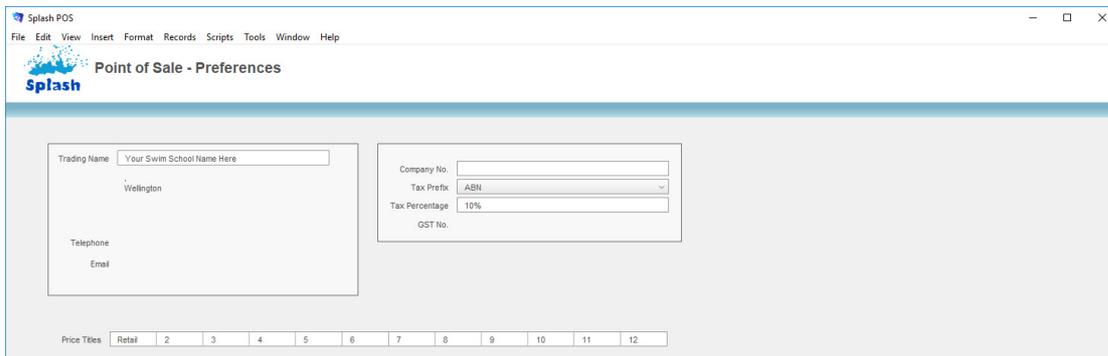
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Point of Sale** icon



3. Click once on the icon beside the word Preferences on the left of your screen.



4. The Point of Sale Preferences will be displayed on your screen
5. Complete your school trading name (it will be displayed on receipts) and your tax information.
6. Additional information about your Swim School can be updated in the Splash Preferences for School Details.



7. Complete as many fields as possible then click the Splash Menu button to return to the POS home screen. Your information is saved as you type.

NB: Remember to define your Tax Prefix (ABN – Australia ; GST – New Zealand) along with the current tax rate for your location.

The tax rate entered here will only be applied to nominated products, it will not be applied to all products.

Defining Point of Sale Locations

Locations are used to identify alternative interfaces for different workstations. Multiple workstations can share the same interface however in some instances you may wish to display a different interface for a different area of the business (a kiosk may use a different button configuration to the front desk).

When creating a Location you need to

- Define the Location name.
- Define the POS interface (button configuration).

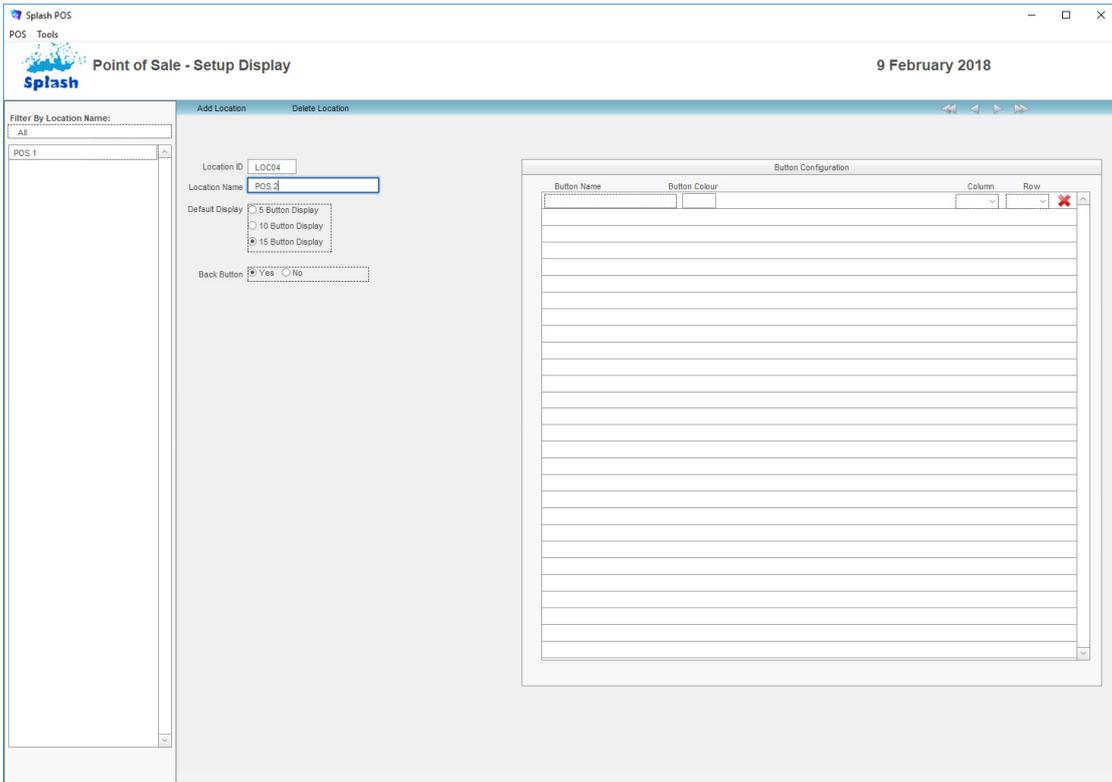
Creating a New Location

It may be easier to consider a location an interface design. Changing information in this screen will determine;

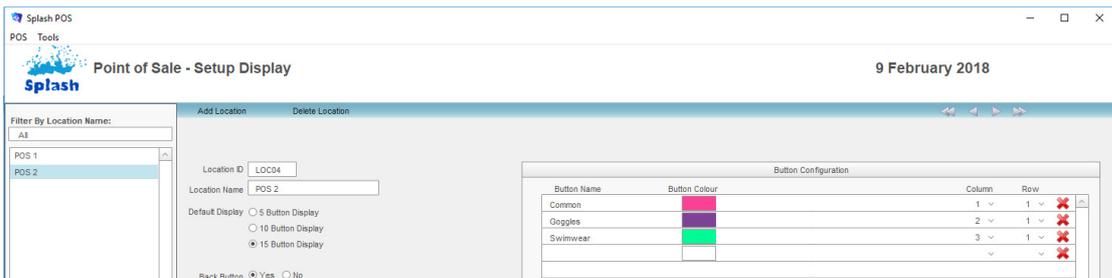
- which buttons are displayed when you process a payment,
 - where the buttons will be positioned, and
 - how each button will appear on the top left of the sales entry screen.
1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
 2. Click once on the icon beside the word **Setup Display** on the left of your screen to display the Point of Sale Setup Display screen.

Button Name	Button Colour	Column	Row
Common	Orange	1	1
Passes	Green	1	2
Bathers	Dark Green	2	1
Goggles	Blue	2	2
Accessories	Light Blue	3	1
Canteen	Dark Blue	4	1
Drinks	Purple	4	2
Ice Creams	Light Purple	4	3
Misc	Red	5	1

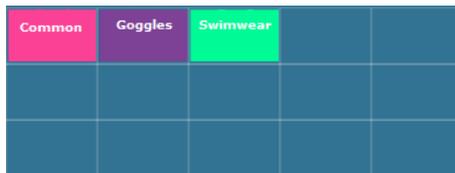
3. Click the **Add Location** button displayed in the blue stripe at the top of your screen to display a blank Location form.



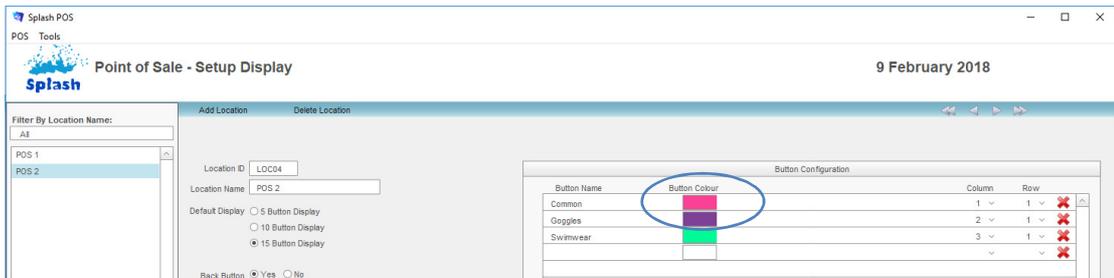
4. Define a Name for the required interface.
5. After entering the location defaults you now need to define the Button Configuration. The button configuration determines which buttons are displayed on the top left of your screen and their appearance.
6. The category buttons sit in a grid consisting of columns and rows. This screen gives you the ability to define each category button, its colour and the location it will sit within the grid.
7. Enter the names for each category button in the POS Interface fields at the right of the screen. Remember to define both the column and row where the button should reside.



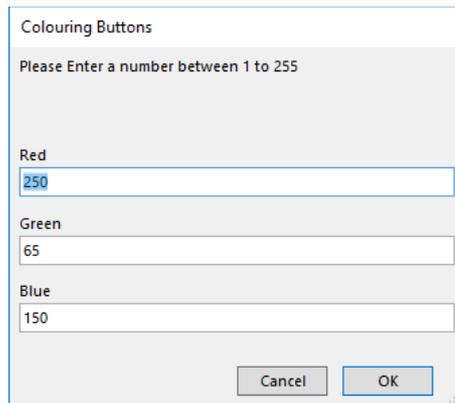
The above configuration would be displayed as follows;



8. Define the colour of each POS button by clicking the sample Button Colour.



9. Colours are defined using RGB settings. Enter numbers between 1 and 255 in the fields for Red (R), Green (G) and Blue (B). Click OK.



10. The colour representing the numbers you have entered will be displayed in the button configuration list.

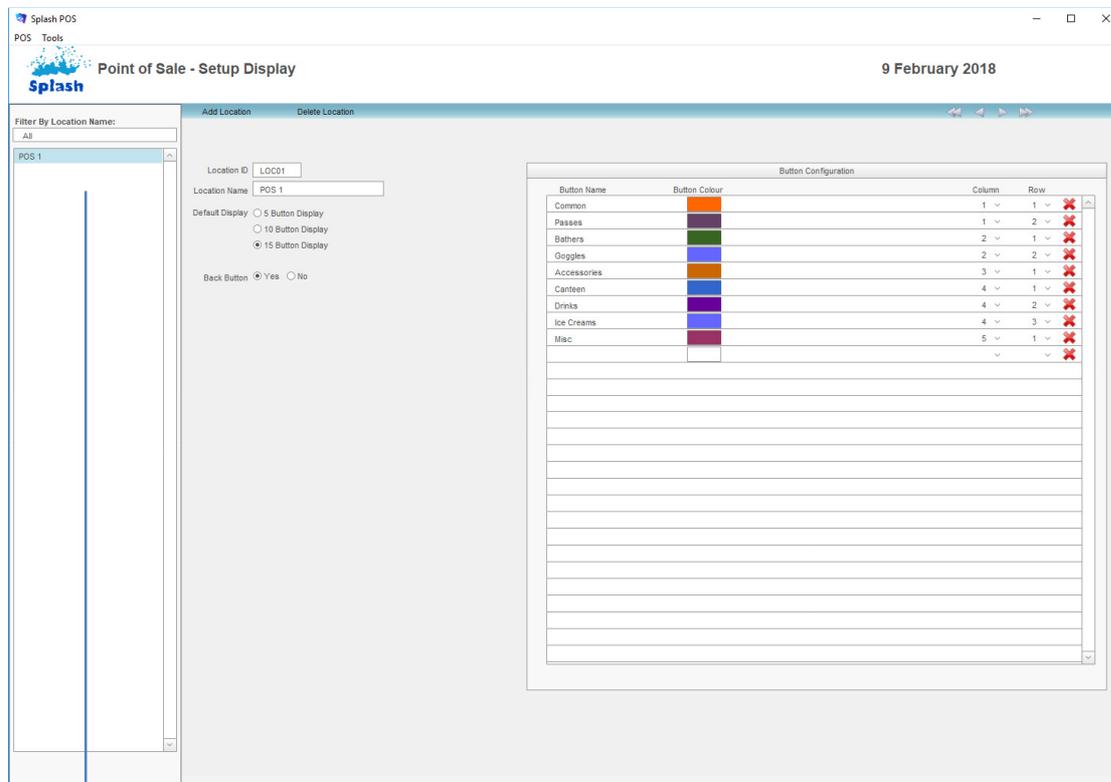
11. Repeat steps 7 through 9 until the required buttons have been defined.

12. When you have finished click the Splash Menu button to return to the POS home screen. Your information is saved as you type.

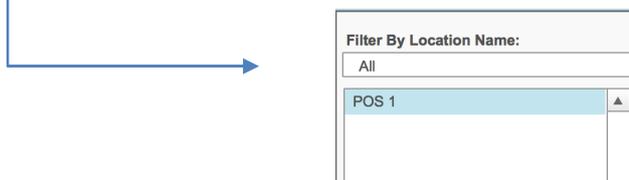
NB: For a comprehensive list of colours see the RGB Colour Palette (page 392).

Displaying a Location

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Setup Display** on the left of your screen to display the Point of Sale Setup Display screen.



3. Use the list on the left of your screen to click once on the location you wish to display.



Updating Location Details

1. Use the **Displaying a Location** command to ensure the correct location is displayed on your screen.
2. Update any details as required.

Button Name	Button Colour	Column	Row
Common	Orange	1	1
Passes	Purple	1	2
Bathers	Green	2	1
Goggles	Blue	2	2
Accessories	Orange	3	1
Canteen	Blue	4	1
Drinks	Purple	4	2
Ice Creams	Blue	4	3
Misc	Purple	5	1

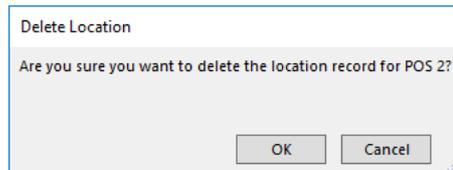
Deleting a Location Record

Location records can only be deleted in Setup Display. Deleting a Location will remove all POS interface settings for the selected Location.

1. Use the **Displaying a Location** command to ensure the correct location is displayed on your screen.
2. Click once on the **Delete Location** button displayed in the blue stripe at the top of your screen.



3. You will be asked to confirm you wish to delete the selected Location record.



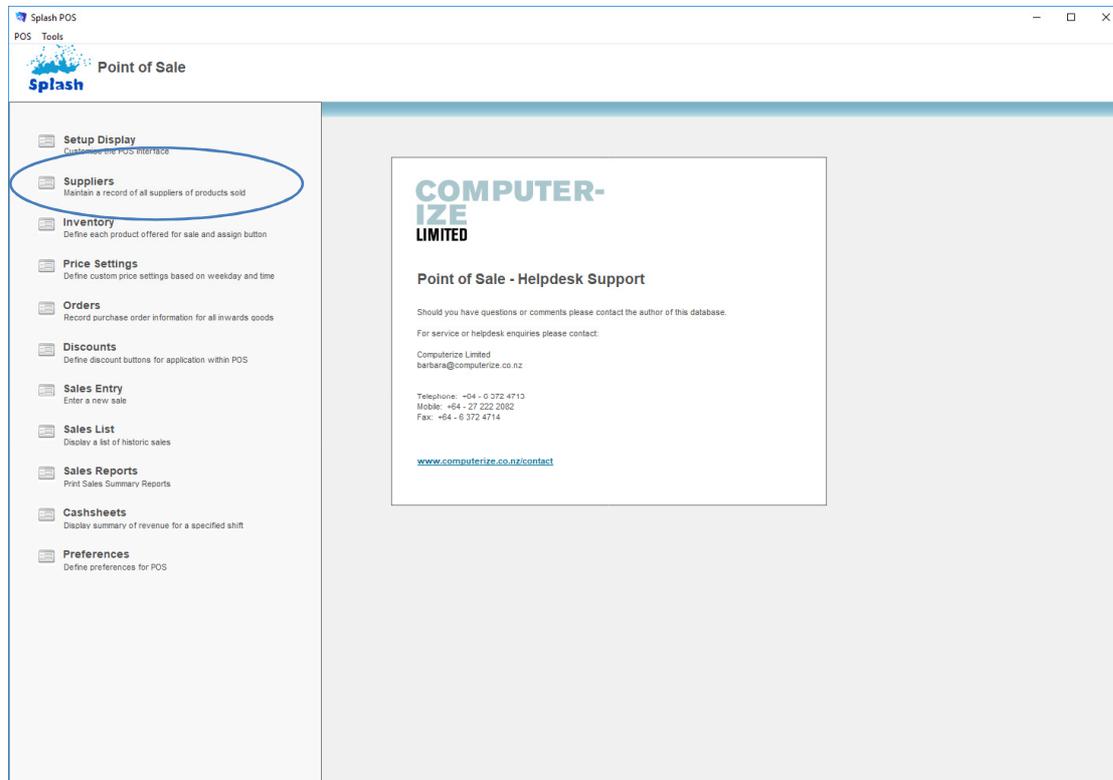
4. Click OK to delete the record, or Cancel to return to the form without making any changes.

Entering Supplier Information

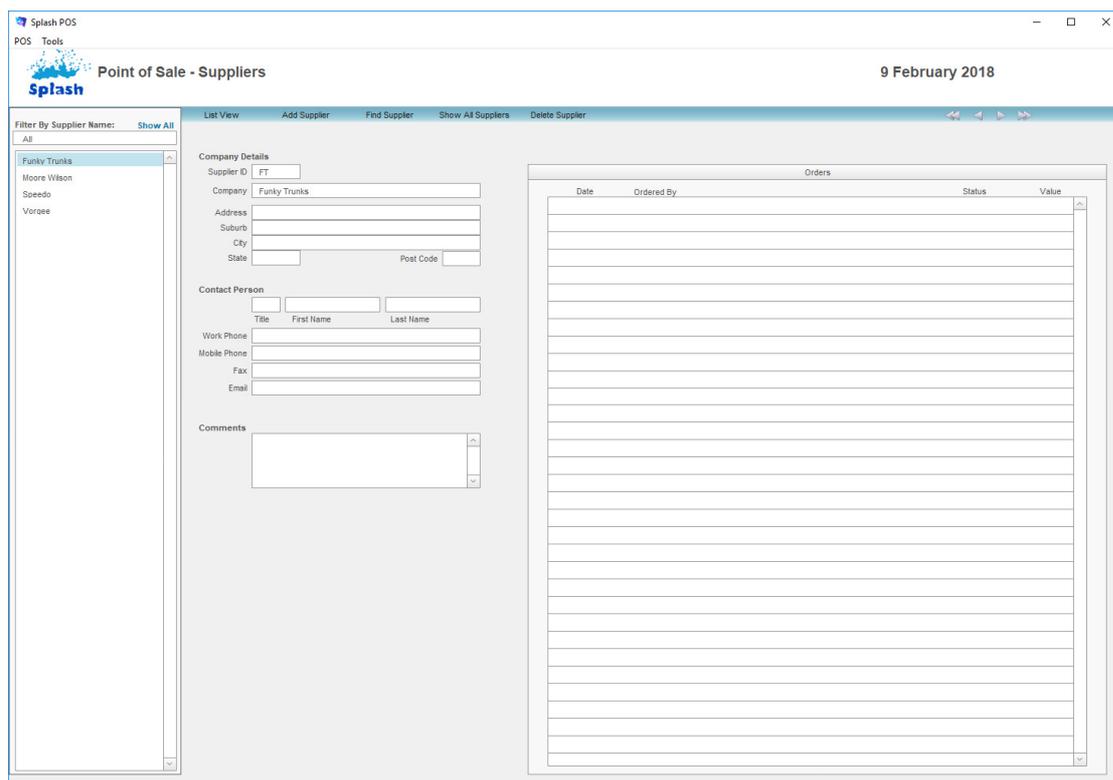
Although it is not essential for successful operation, it is recommended you create a supplier record for each company you will be purchasing stock from.

Creating a New Supplier

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Suppliers** on the left of your screen.



3. The Point of Sale – Suppliers screen will be displayed.



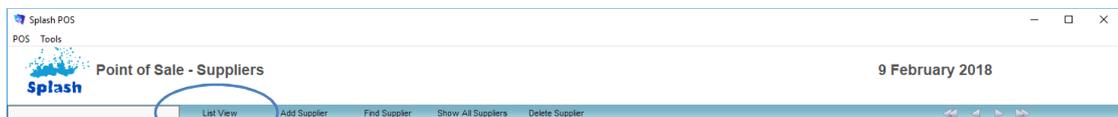
4. Click the **Add Supplier** button displayed in the blue stripe at the top of your screen to display a blank Supplier form.
5. Complete as many details as possible for the selected supplier.
6. When you have finished in the Supplier module, click the Splash Menu button to return to the POS home screen. Your information is saved as you type or when you exit the screen.

NB: Each supplier must be created with a unique ID

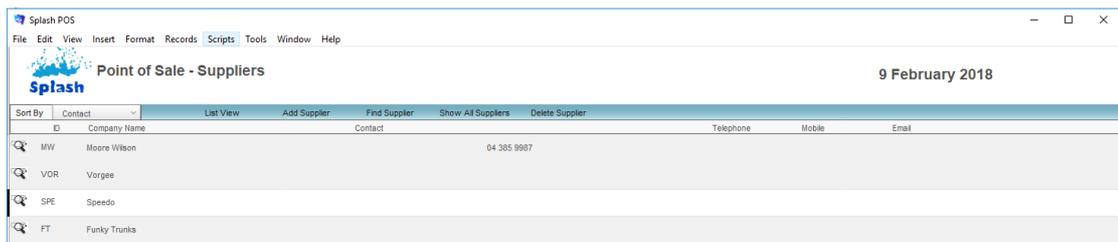
Displaying a List of Suppliers

Each record in your supplier module can be displayed in either a form view or as part of a list. List view displays all records in the found set.

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Suppliers** on the left of your screen.
3. Click once on the **List View** button displayed in the blue stripe at the top of your screen.



4. All records in the found set will be displayed in the list.

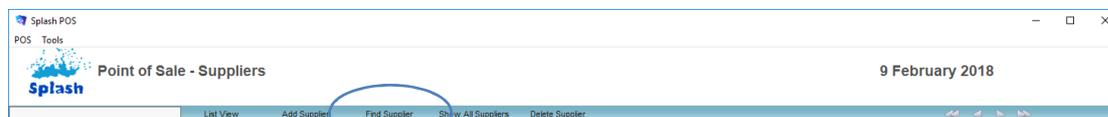


NB: Display the detail of a selected supplier by clicking the magnifying glass displayed to the left of the Supplier ID.

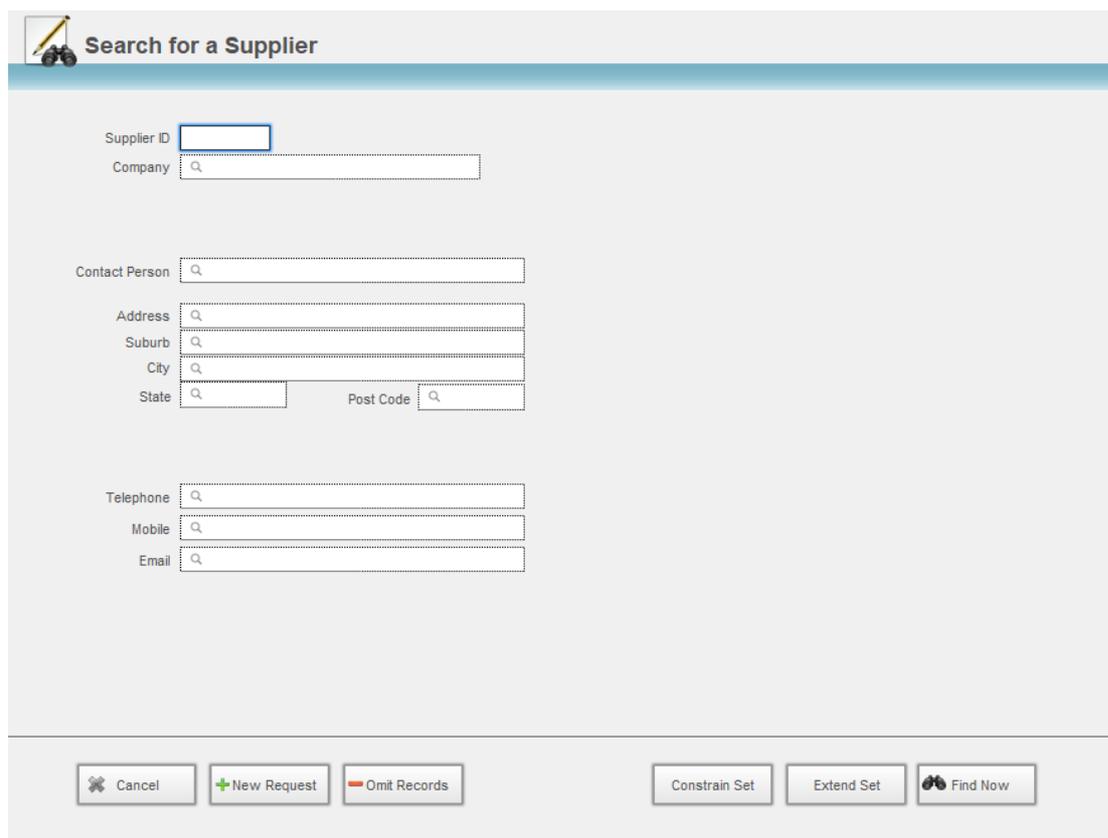
NB: Sort the list in ascending order by selecting the sort order from the Sort By field.

Finding a Supplier

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Suppliers** on the left of your screen.
3. Click once on the **Find Supplier** button displayed in the blue stripe at the top of your screen.



4. The Search for a Supplier dialog box will be displayed on your screen.

A screenshot of the 'Search for a Supplier' dialog box. The title bar says 'Search for a Supplier'. The form contains the following fields:

- Supplier ID:
- Company:
- Contact Person:
- Address:
- Suburb:
- City:
- State: Post Code:
- Telephone:
- Mobile:
- Email:

At the bottom of the dialog are several buttons: 'Cancel', '+ New Request', '- Omit Records', 'Constrain Set', 'Extend Set', and 'Find Now'.

5. Enter the criteria for your find in the appropriate field/s.
6. Press ENTER or click the **Find Now** button to complete the find.
7. If one record is located the record will be displayed on the Supplier form. If multiple records are located the found set will be displayed in the list view.

Updating Supplier Details

1. Use the **Finding a Supplier** command to ensure the correct supplier record is displayed on your screen.
2. Update any details as required.

NB: A supplier ID should not be changed after stock has been entered and orders have been placed. Changing the Supplier ID will remove all links to previous orders.

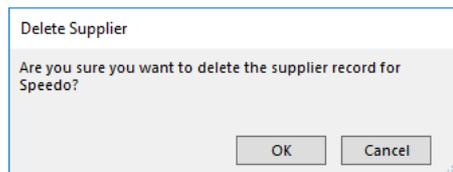
Deleting a Supplier Record

Supplier records can be deleted from within either the Supplier entry form or list view.

1. Use the **Finding a Supplier** command to ensure the correct supplier record is displayed on your screen.
2. If working in List View, click the goggles to display the relevant Supplier entry form.
3. Click once on the **Delete Supplier** button displayed in the blue stripe at the top of your screen.



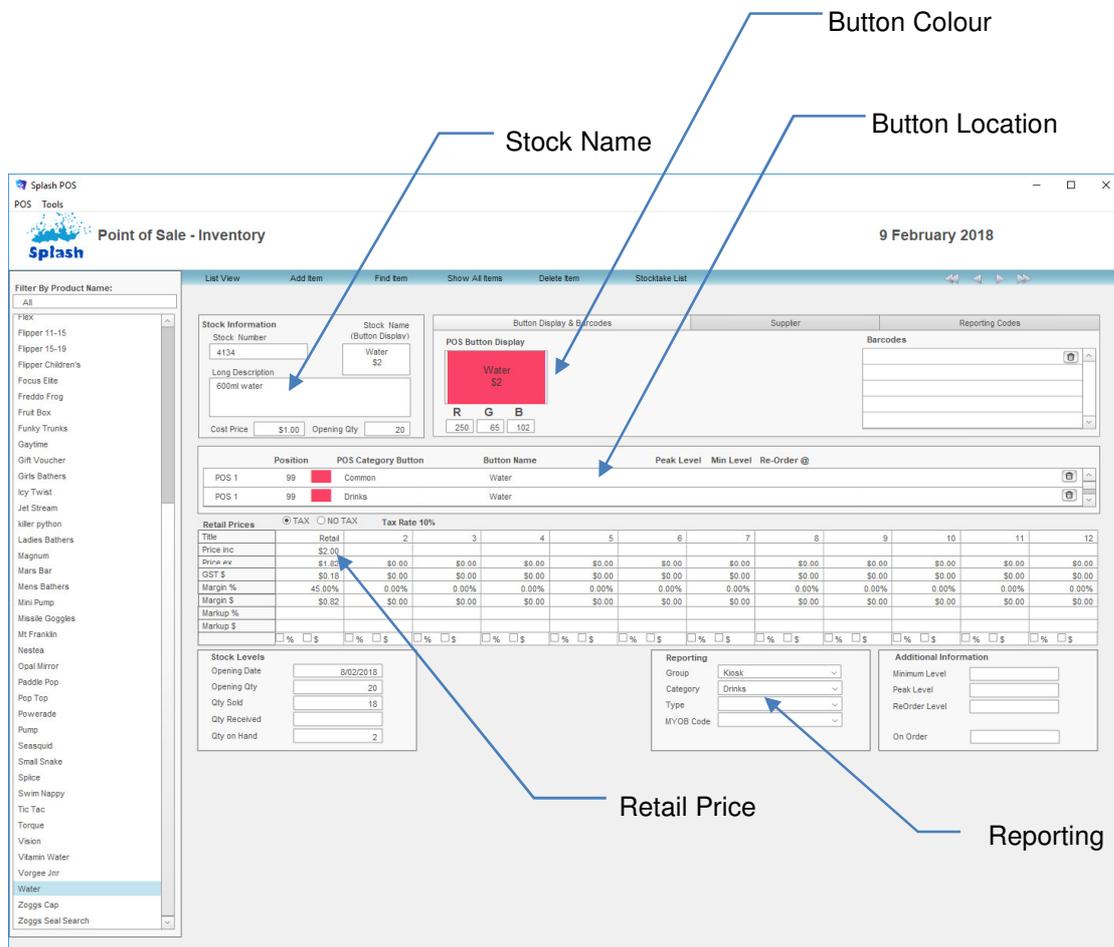
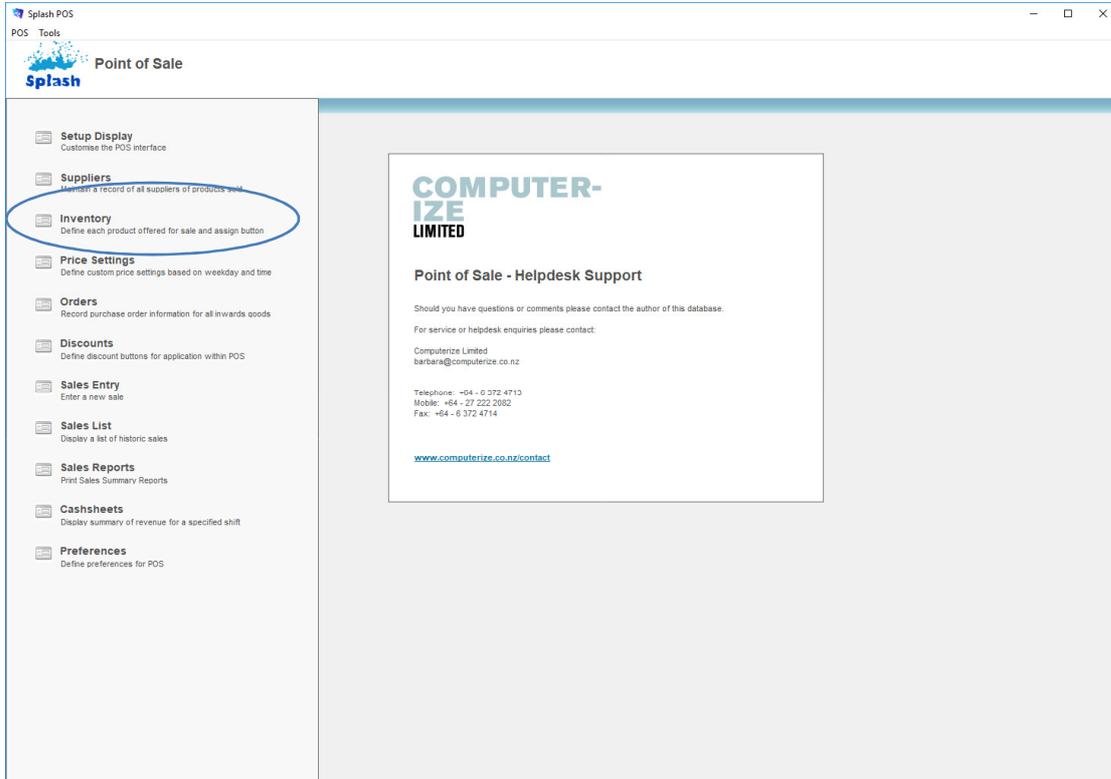
4. You will be asked to confirm you wish to delete the selected Supplier record.



5. Click OK to delete the record, or Cancel to return to the supplier form without making any changes.

Managing Inventory

Splash POS recognises all bookings as products within a sale. In addition to bookings you may need to process products for sale through the POS system. This section of the manual guides you through entering the products you wish to sell.



Creating an Inventory Item

Entering a new stock item is a five-step process. All five steps should be completed when a new item is created.

1. Define the stock item name
2. Define the button colour
3. Define the location for the POS button
4. Define the price of the product
5. Define the classifications for reporting

Each of the above steps is completed within the Point of Sale – Inventory screen. When you have completed all of the above steps the stock item will be available for use in the sale entry screen.

The screenshot displays the 'Point of Sale - Inventory' window. On the left, a list of products is shown, with 'Water' selected. The main area contains several sections: 'Stock Information' with fields for Stock Number (4134), Stock Name (Water), and Cost Price (\$1.00); 'Button Display & Barcodes' showing a red button labeled 'Water \$2'; 'Supplier' and 'Reporting Codes' sections; a table for 'POS Category Button' with columns for Position, Category, and Button Name; and a 'Retail Prices' table with columns for Title, Retail, and Tax Rate (10%).

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **POS** icon



1. Defining a New Stock Item

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Inventory** on the left of your screen.

The screenshot shows the 'Point of Sale' administration interface. The left sidebar contains a menu with 'Inventory' highlighted and circled in red. The main content area features the logo for 'COMPUTER-IZE LIMITED' and the text 'Point of Sale - Helpdesk Support'.

- Click the **Add Item** button displayed in the blue stripe at the top of your screen to display a blank Inventory form.

The screenshot shows the 'Point of Sale - Inventory' window for '9 February 2018'. The top navigation bar includes 'List View', 'Add Item', 'Find Item', 'Show All Items', 'Delete Item', and 'Stocktake List'. The 'Add Item' button is circled in blue. The second screenshot shows the 'Add Item' form with a blue arrow pointing to the 'POS Button Display' button, which is also circled in blue. The form includes fields for Stock Information (Stock Number: 4140), Long Description, Cost Price, and Opening Qty. It also features a 'POS Button Display' section with 'R', 'G', and 'B' color selection buttons and numerical input fields (39, 65, 102). A 'Retail Prices' table is visible, along with 'Stock Levels' and 'Reporting Information' sections.

- Enter the Stock Name and Long description for the item you wish to sell.

2. Defining the Button Colour

- Click once on the grey button displayed on your screen to display the Colouring Buttons dialog.

The 'POS Button Display' dialog box shows a grey button with 'R', 'G', and 'B' labels below it, and numerical input fields containing 39, 65, and 102.

The 'Colouring Buttons' dialog box prompts the user to enter a number between 1 to 255 for Red, Green, and Blue. The input fields contain 39, 65, and 102 respectively. There are 'Cancel' and 'OK' buttons at the bottom.

- Enter numbers between 1 and 255 within the fields for Red (R), Green (G) and Blue (B). See the RGB colour palette (page 392) of this document for a selection of colours. Click OK.

7. The button will be displayed as it will appear in the sale entry screen.

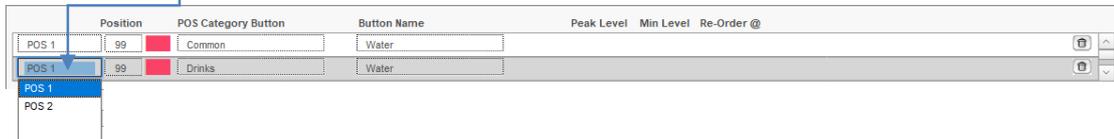


NB: Add the price to the button name if you would like to have the price displayed without selecting the item.

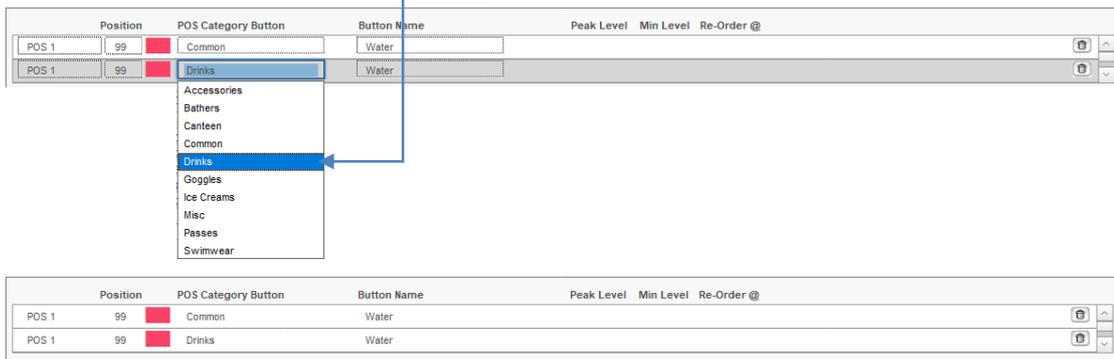
3. Defining the POS Button Location

Position	POS Category	Button	Button Name	Peak Level	Min Level	Re-Order @
POS 1	99	Common	Water			
POS 1	99	Drinks	Water			

1. Select the POS Location (interface) the button should appear in using the drop-down menu provided. Repeat this step for as many locations as required.



2. Choose the category the button will appear within by selecting it from the POS button drop-down menu.



4. Defining the Price of the Product

1. Click the Tax Rate button to define whether the item attracts GST or not.
2. Define the retail price (price inc) of the selected product.

Retail Prices	TAX	NO TAX	Tax Rate 10%	1	2	3	4	5	6	7	8	9	10	11	12
Title	Retail														
Price inc	\$2.00														
Price ex	\$1.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GST \$	\$0.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Margin %	45.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Margin \$	\$0.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Markup %															
Markup \$															

3. This screen is vital to successful calculation of GST and for monitoring stock levels.

5. Defining Reporting Options

4. When you first create a product remember to enter the current number of items held in stock. If you are about to place your first order, enter zero in the opening quantity field.



5. The Group, Category, and Type fields are used for reporting purposes only. All sales can be summarised by each of the three classifications.

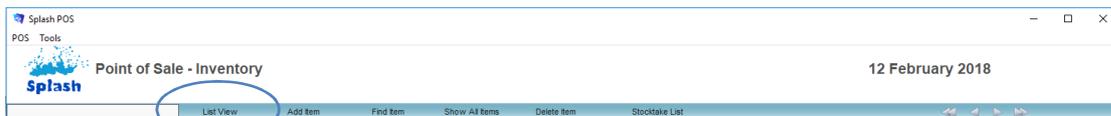
Displaying a List of Inventory items

Each item of inventory can be displayed in either a form view or as part of a list. List view displays all records in the found set. Two list options have been provided within the POS system; Standard List and Stocktake List

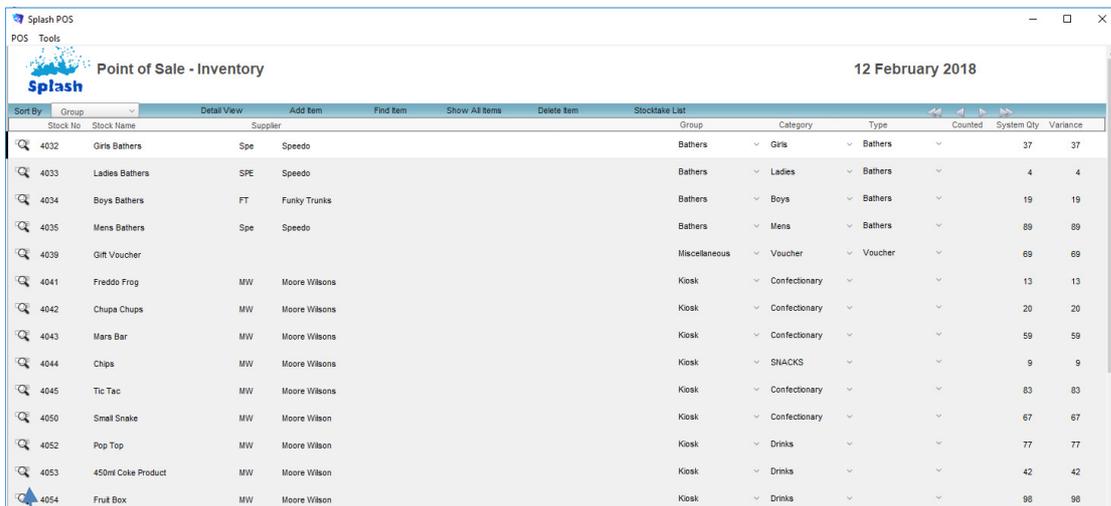
Listing Stock Items

This list contains a list of each inventory item along with the reporting classifications for each product. It also displays the current stock levels and the last counted value.

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Inventory** on the left of your screen.
3. Click once on the **List View** button displayed in the blue stripe at the top of your screen.



4. All records in the found set will be displayed in the list.



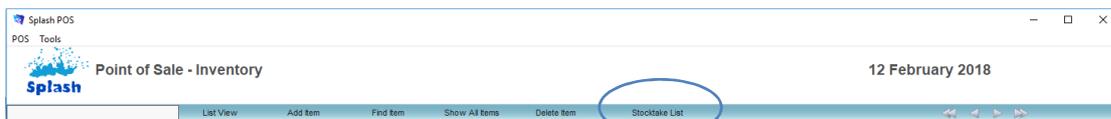
Stock No	Stock Name	Supplier	Group	Category	Type	Counted	System Qty	Variance
4032	Girls Bathers	Spe Speedo	Bathers	Girls	Bathers	37	37	
4033	Ladies Bathers	SPE Speedo	Bathers	Ladies	Bathers	4	4	
4034	Boys Bathers	FT Funky Trunks	Bathers	Boys	Bathers	19	19	
4035	Mens Bathers	Spe Speedo	Bathers	Mens	Bathers	89	89	
4039	Gift Voucher		Miscellaneous	Voucher	Voucher	69	69	
4041	Freddo Frog	MW Moore Wilsons	Kiosk	Confectionary		13	13	
4042	Chupa Chups	MW Moore Wilsons	Kiosk	Confectionary		20	20	
4043	Mars Bar	MW Moore Wilsons	Kiosk	Confectionary		59	59	
4044	Chips	MW Moore Wilsons	Kiosk	SNACKS		9	9	
4045	Tic Tac	MW Moore Wilsons	Kiosk	Confectionary		83	83	
4050	Small Snake	MW Moore Wilson	Kiosk	Confectionary		67	67	
4052	Pop Top	MW Moore Wilson	Kiosk	Drinks		77	77	
4053	450ml Coke Product	MW Moore Wilson	Kiosk	Drinks		42	42	
4054	Fruit Box	MW Moore Wilson	Kiosk	Drinks		98	98	

NB: Display the detail for a selected item by clicking the magnifying glass displayed to the left of the Stock No.

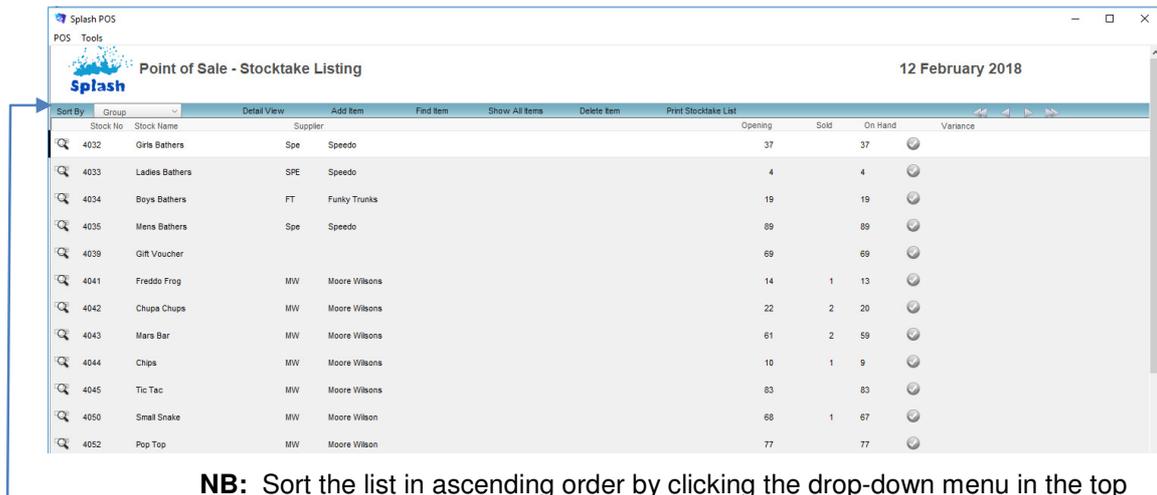
Listing Stocktake Results

This list contains a list of products including the current stock level and the most recent stocktake count. It also contains the variance between on hand and counted values.

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Inventory** on the left of your screen.
3. Click once on the **Stocktake List** button displayed in the blue stripe at the top of your screen.



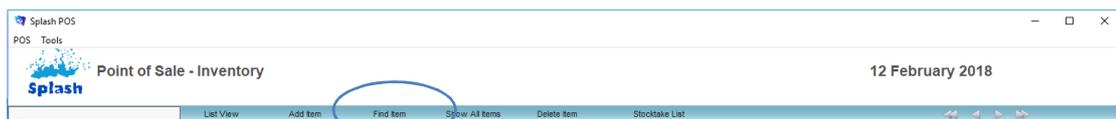
4. All records in the found set will be displayed in the list.



NB: Sort the list in ascending order by clicking the drop-down menu in the top left corner of your screen.

Finding Inventory Items

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Inventory** on the left of your screen.
3. Click once on the **Find** button displayed in the blue stripe at the top of your screen.



4. The **Search for an Inventory Item** dialog box will be displayed on your screen.

5. Enter the criteria for your find by typing your request in the corresponding field/s.
6. Click the **Find Now** button.
7. If one record is located the record will be displayed on the Inventory detail screen. If multiple records are located the found set will be displayed in the list view.

Displaying Inventory items in the Portal

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Inventory** on the left of your screen.
3. The Inventory data entry screen will be displayed, enter the name (or part thereof) of the product you wish to display in the filter field at the top of the portal list on the left of your screen.
4. Click once on the product item you wish to update.
5. The portal row will be highlighted to indicate the active record. The details of the selected inventory item will be displayed on the right of your screen.

The screenshot shows the 'Point of Sale - Inventory' window for '9 February 2018'. On the left is a list of products with 'Water' selected. The main area displays details for 'Water' (Stock Number: 4134, Cost Price: \$1.00, Opening Qty: 20). It includes a 'POS Button Display' showing 'Water \$2' with 'R 250', 'G 65', and 'B 102'. Below is a table of 'Retail Prices' with columns for Title, Retail, and various tax rates. At the bottom, there are sections for 'Stock Levels' (Opening Date: 8/02/2018, Opening Qty: 20, Qty Sold: 18, Qty Received, Qty on Hand: 2) and 'Reporting' (Group: Kiosk, Category: Drinks, Type, MYOB Code). An 'Additional Information' section contains fields for Minimum Level, Peak Level, ReOrder Level, and On Order.

Updating Inventory Details

1. Use the **Finding Inventory items** instructions (or select the item in the portal) to locate the record you wish to update.
2. The Inventory entry form should be displayed on your screen.
3. Update any details as required.

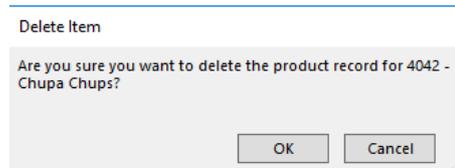
Deleting an Inventory Item

Inventory items can be deleted from within either the Inventory entry form or list view. Anyone who has access to POS administration has the ability to remove an inventory item.

1. Use the **Finding Inventory Items** instructions (or select the item in the portal) to locate the record you wish to delete.
2. Click once on the **Delete Item** button displayed in the blue stripe at the top of your screen.



3. You will be asked to confirm you wish to delete the selected Inventory item.



4. Click **OK** to delete the record, or **Cancel** to return to the inventory item form without making any changes.

Defining Price Levels

Price settings provide the ability to customise the price for each inventory item based on the location, the weekday and time it is sold e.g. you may elect to reduce the price of a specific product at peak times. Price Settings in Splash POS will ensure the correct price is applied to an item when a sale is made. When creating a new price level you need to

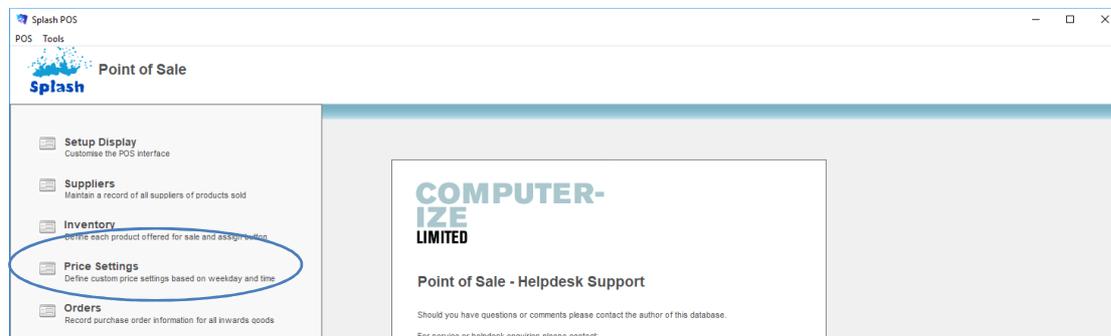
- Define the location the price level applies to.
- Define the weekday and timeframe when the price should be applied.
- Update the inventory item to ensure there is a price displayed in the related Price Level column.

Creating a New Price Level

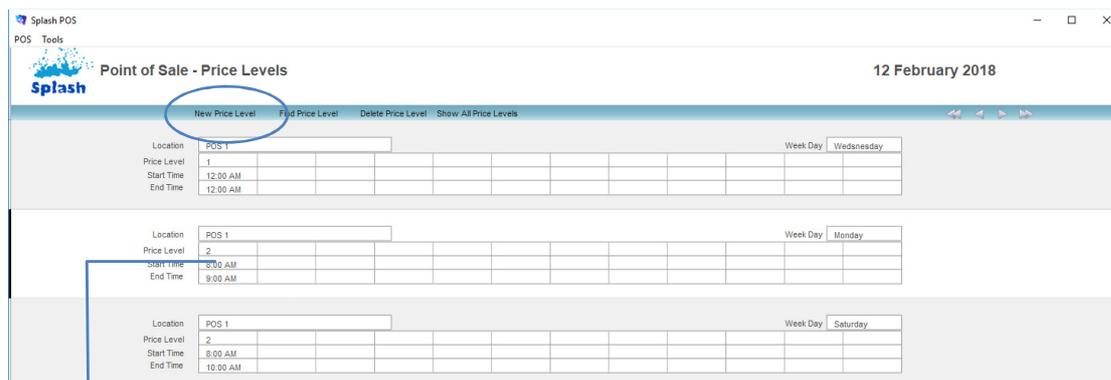
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **POS** icon



3. POS administration options will be displayed on your screen.



4. Click once on the **Price Settings** button to display the Price Settings entry form.
5. Click the **New Price Level** button displayed in the blue stripe at the top of your screen to display a blank Location form.



6. Describe where and when the special pricing should be applied by entering the Location, Weekday and Start-End times for the specified price level.
7. Exit the price level screen and return to inventory to ensure a price has been entered for the selected Price Level.

Retail Prices		TAX		NO TAX		Tax Rate 10%											
Title	Retail	2	3	4	5	6	7	8	9	10	11	12					
Price inc	\$4.00	\$3.00	\$3.50														
Price ex	\$3.64	\$3.00	\$3.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
GST %	\$0.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Margin %	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Margin \$	\$3.64	\$3.00	\$3.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Markup %																	
Markup \$																	

Finding a Price Level Entry

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Price Settings** on the left of your screen.
3. Click the **Find Price Level** button displayed in the blue stripe at the top of your screen to display a blank Location form.



4. The Point of Sale – Price Levels screen will change to find mode (small magnifying glasses will be displayed in each field).



5. Enter the criteria for your find in the appropriate field/s.
6. Press ENTER to complete the find.

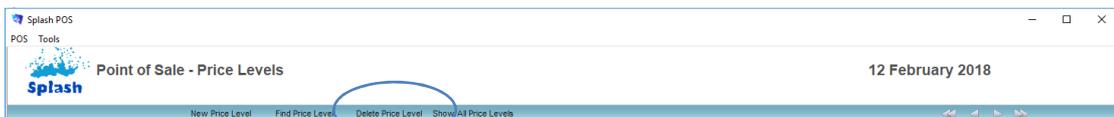
Updating Price Level Details

1. Use the **Finding a Price Level Entry** command to locate the record you wish to update.
2. The Price Level entry form should be displayed on your screen.
3. Update any details as required.

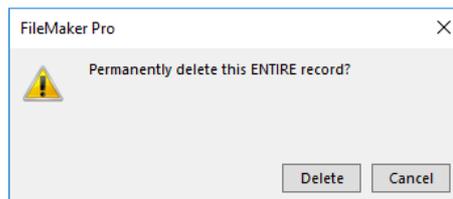
Deleting a Price Level Record

Price Setting records can be deleted from the Price Level entry form. Deleting a Price Level will prevent Splash from applying a special price when a sale is made.

1. Ensure the appropriate Price Level record is displayed on your screen.
2. Click once on the **Delete Price Level** button displayed in the blue stripe at the top of your screen.



3. You will be asked to confirm you wish to delete the selected Price Level record.



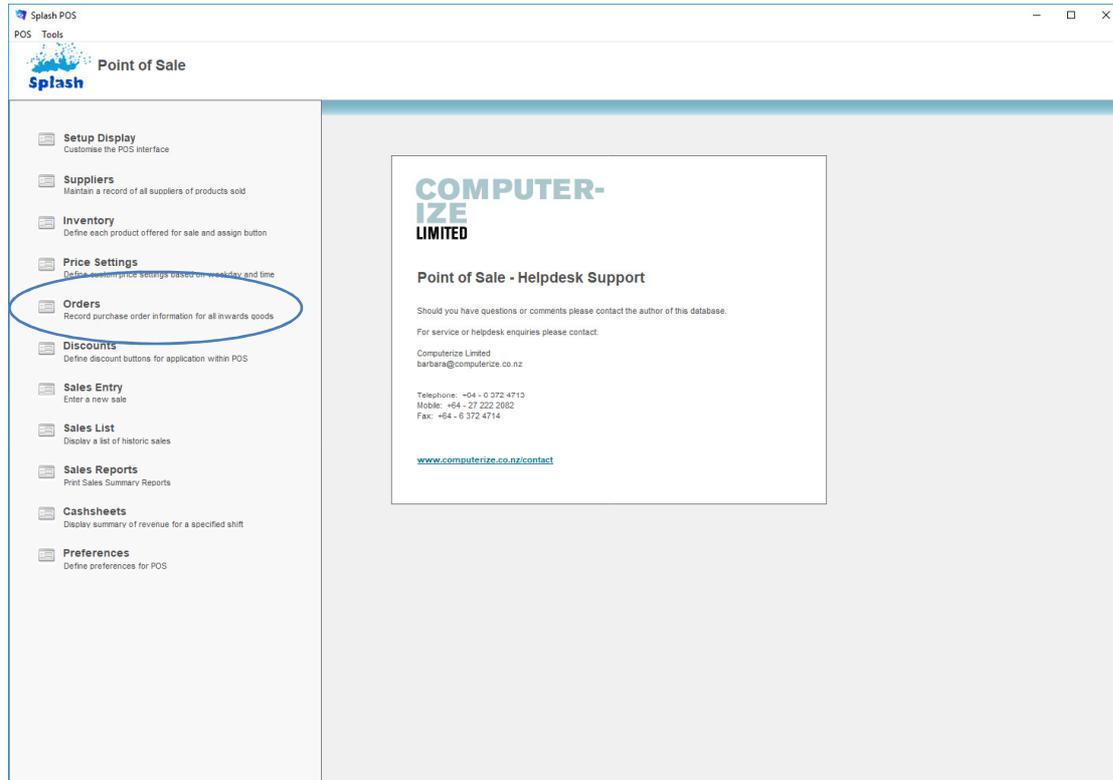
4. Click Delete to remove the record, or Cancel to return to the Price Level form without making any changes.

Ordering New Stock

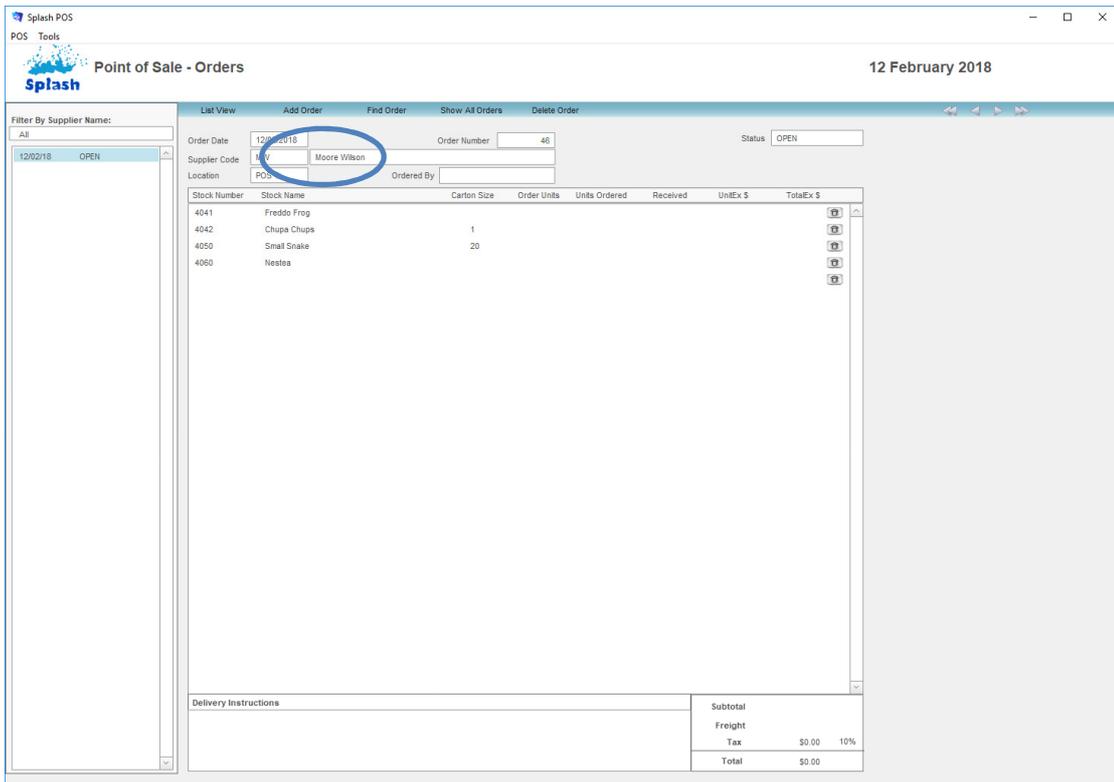
To ensure correct inventory levels are maintained within Splash POS all new stock should be receipted into your POS system. This involves generating a purchase order whenever new stock is either ordered or received. Correct use of Inventory and Orders allows you to correctly monitor your stock levels.

Creating a New Order

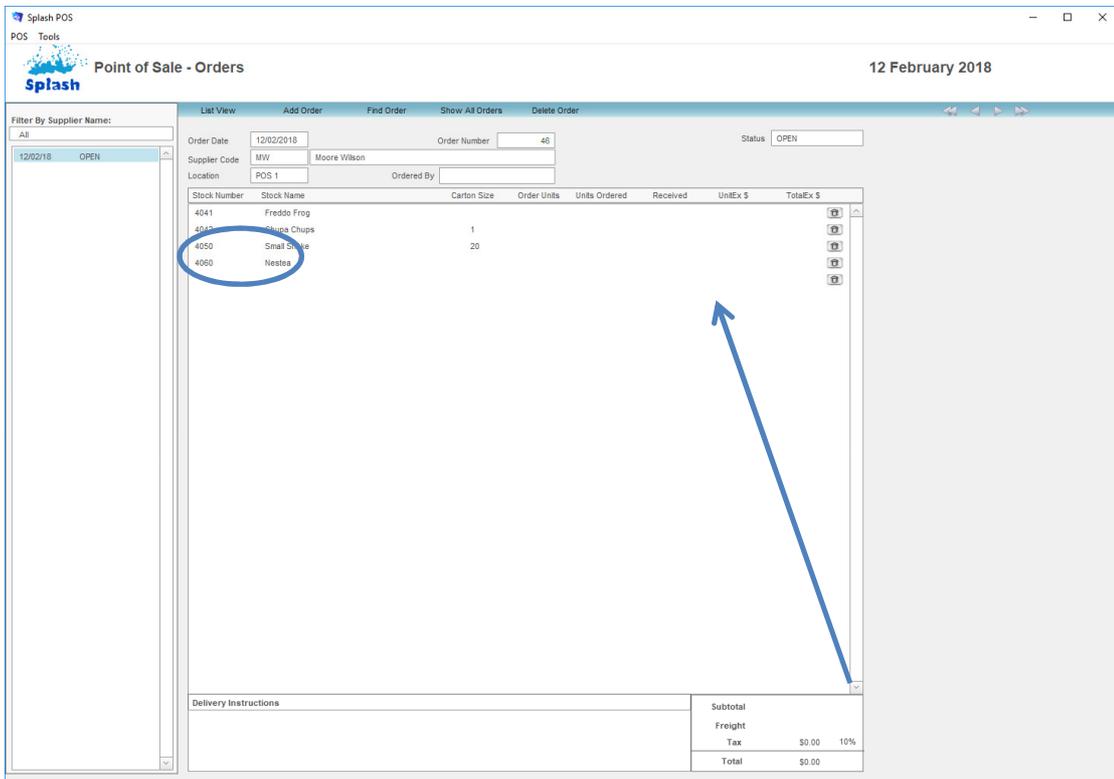
1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Orders** on the left of your screen.



3. Click the **Add Order** button displayed in the blue stripe at the top of your screen to display a blank Order form.



4. Define which supplier the order is being placed with by selecting the supplier ID from the drop-down menu provided.
5. Use the Location drop-down menu to define the location the stock items will be added to.
6. The Stock Number field will display a list of items sold by the selected supplier. Select the item/s you wish to order by choosing each item from the drop-down menu provided.



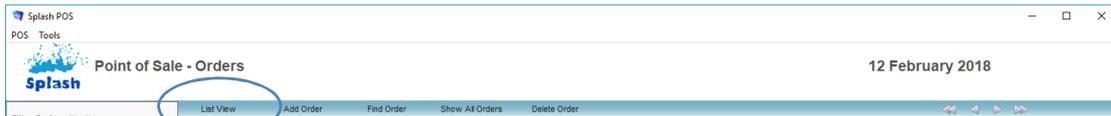
7. Enter the required number of items in the Units Ordered column.

- Click the POS Menu button to complete the entry and return to the POS home screen.

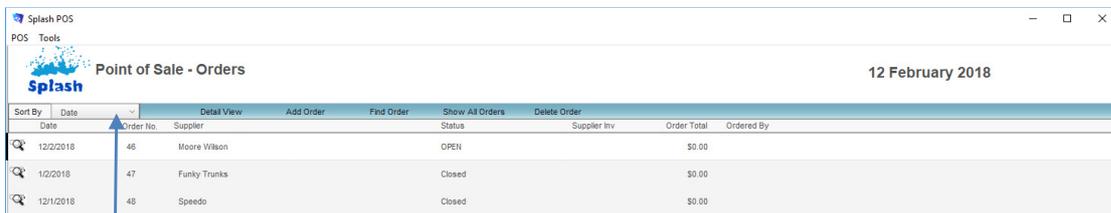
Displaying a List of Orders

Each record in the Purchase Order module can be displayed in either the form view or as part of a list. List view displays all records in the found set.

- Ensure the POS Administration options are displayed on your screen.
- Click once on the icon beside the word **Orders** on the left of your screen.
- The Order entry screen will be displayed.
- Click once on the **List** button displayed in the blue stripe at the top of your screen.



- All records in the found set will be displayed on your screen.

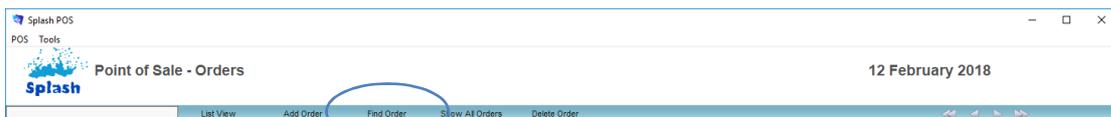


NB: Display the detail of a selected order by clicking the magnifying glass displayed to the left of the Order Date.

NB: Sort the list in ascending order by selecting the sort by drop-down menu on the top left corner of your screen.

Finding a Purchase Order

- Ensure the POS Administration screen is displayed (see Administering Point of Sale).
- Click the icon to the left of the word **Orders** on the left of your screen.
- Click once on the **Find Order** button displayed in the blue stripe at the top of your screen.



- The Search for an Order dialog box will be displayed on your screen.

Search for an Order

Supplier ID:

Supplier:

Order Date: Order No.:

Ordered By:

Status:

Order Items

Stock No:

Stock Name:

Qty Ordered:

Qty Received:

5. Enter the criteria for your find in the appropriate field/s.
6. Press ENTER or click the **Find Now** button to complete the find.
7. If one record is located the record will be displayed on the Order form. If multiple records are located the found set will be displayed in the list view.

Updating an Existing Order

1. Use the **Finding a Purchase Order** command to locate the Purchase Order you wish to update.
2. The Order entry form should be displayed on your screen.
3. Update any details as required.

NB: There are some restrictions on what can be updated after an order has been closed.

Receiving Items Into Stock

1. Use the **Finding a Purchase Order** command to locate the Purchase Order you wish to update.
2. The Order entry form should be displayed on your screen.

The screenshot shows the 'Point of Sale - Orders' window. The main area displays order details for Order Number 46, dated 12/02/2018, with status 'OPEN'. A table lists items with columns for Stock Number, Stock Name, Carton Size, Order Units, Units Ordered, Received, UnitEx \$, and TotalEx \$. The 'Received' column for 'Chupa Chups' (Stock Number 4042) is circled in blue, with a blue arrow pointing to it from the bottom right. The summary section at the bottom right shows Subtotal \$0.00, Freight, Tax \$0.00 (10%), and Total \$0.00.

Stock Number	Stock Name	Carton Size	Order Units	Units Ordered	Received	UnitEx \$	TotalEx \$
4041	Freddo Frog	20	1	20	20	\$0.00	\$0.00
4042	Chupa Chups	60	1	60	60	\$0.00	\$0.00
4050	Small Snake	20	1	20	20	\$0.00	\$0.00
4000	Nestea	16	1	16	16	\$0.00	\$0.00

3. Enter the quantity received for each stock item
4. Click the Splash Menu button or select another order to update the entry and return to the POS home screen.

The screenshot shows the 'Point of Sale - Inventory' window for 'Chupa Chups'. The 'Qty Received' field in the 'Stock Levels' section is highlighted with a blue circle and an arrow pointing to it from below. The 'Retail Prices' table is also visible.

Title	Retail	2	3	4	5	6	7	8	9	10	11	12
Price Inc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Price av	\$0.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GST \$	\$0.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Margin %	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Margin \$	\$0.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Markup \$												

NB: The Qty Received field in the Inventory item record will be updated when new stock is received as per the above instructions.

Deleting a Purchase Order

Purchase order records can be deleted from within either the Order entry form or list view. They can only be deleted if the stock has not been received.

1. Use the **Finding a Purchase Order** command to locate the Purchase Order you wish to update.
2. The Order entry form should be displayed on your screen.
3. If working in List View, click the magnifying glass to display the Order entry form.
4. Click once on the **Delete Order** button displayed in the blue stripe at the top of your screen.

The screenshot shows the 'Point of Sale - Orders' window for 'Funky Trunks'. The 'Delete Order' button in the top menu bar is circled in blue.

5. You will be asked to confirm you wish to delete the selected Purchase Order record.

The dialog box contains the following text: "Delete Order", "Are you sure you want to delete the cancelled order for Funky Trunks?", and buttons for "OK" and "Cancel".

6. Click OK to delete the record, or Cancel to return to the Order form without making any changes.

NB: You cannot delete an order if items have already been received into stock.

Invalid Request

Stock has been received on this order. You cannot delete an order with stock received.

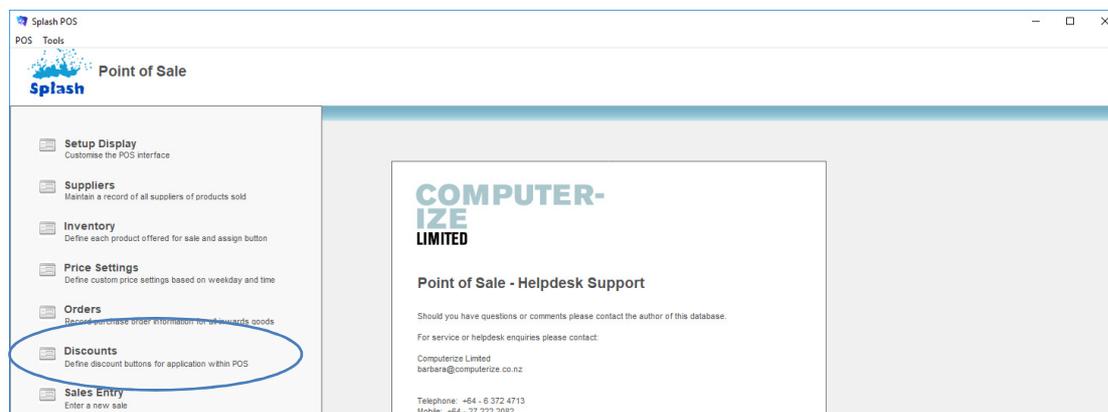
OK

Creating Discount Buttons

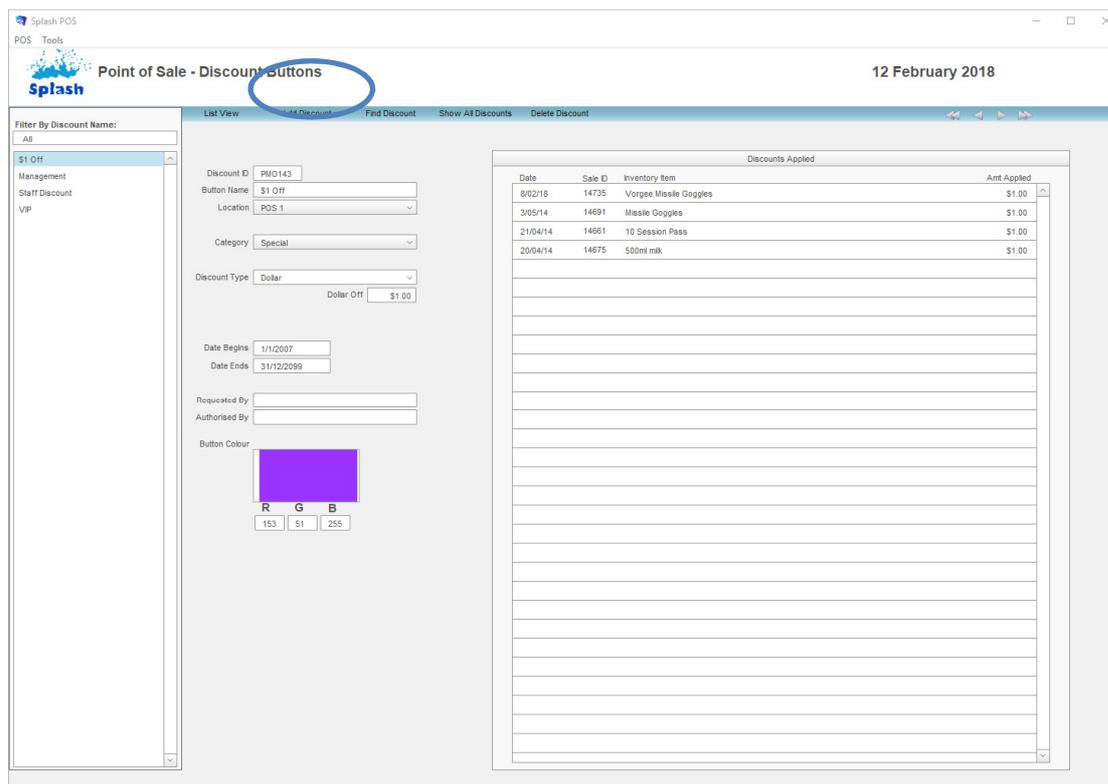
Discount buttons can be used to apply preset discounts as either amounts or percentages to products during the sale process. Discount buttons can only be used with the sale of products. See the bookings guide for applying a lesson discount.

Defining a Discount Button

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Discounts** on the left of your screen.



3. Click the **Add Discount** button displayed in the blue stripe at the top of your screen to display a blank Discount form.



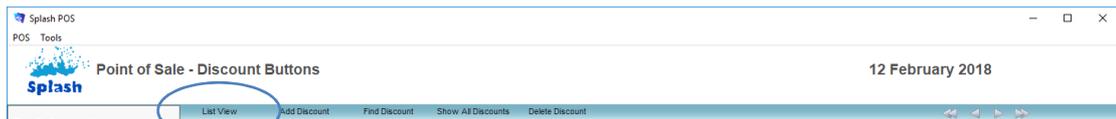
4. The Discount ID will be automatically assigned. Enter a Button Name which will appear within the sale screen to represent the selected discount.
5. Define the Location the button should appear on e.g. POS 1.
6. Define the discount amount as either a percentage or dollar value.
7. Enter RGB settings to define the colour of your new discount button.
8. Define a date to begin and end the promotion. If the discount is ongoing, enter 31/12/99 in the Date Ends field.

- Click the Splash Menu button to complete the entry and return to the POS home screen.

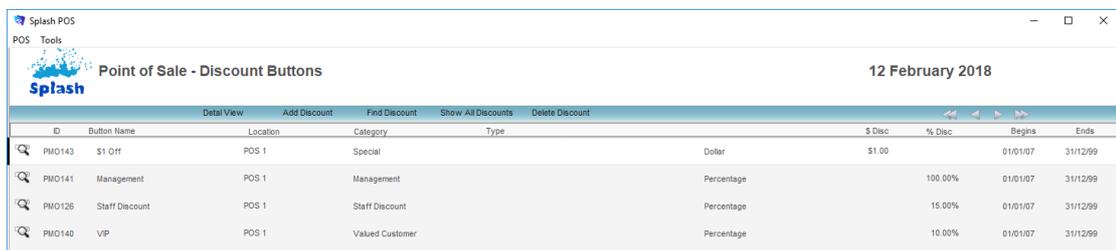
Displaying a List of Discount Buttons

Each record in your Discount module can be displayed in either the form view or as part of a list. List view displays all records in the found set.

- Ensure the POS Administration screen is displayed (see Administering Point of Sale).
- Click once on the icon beside the word **Discounts** on the left of your screen.
- Click once on the **List View** button displayed in the blue stripe at the top of your screen.



- All records in the found set will be displayed in the list.

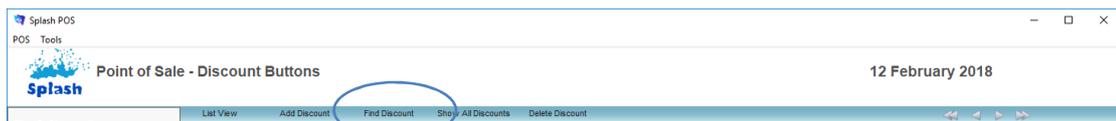


ID	Button Name	Location	Category	Type	\$ Disc	% Disc	Begin	Ends
PMO143	\$1 Off	POS 1	Special	Dollar	\$1.00		01/01/07	31/12/99
PMO141	Management	POS 1	Management	Percentage		100.00%	01/01/07	31/12/99
PMO126	Staff Discount	POS 1	Staff Discount	Percentage		15.00%	01/01/07	31/12/99
PMO140	VIP	POS 1	Valued Customer	Percentage		10.00%	01/01/07	31/12/99

NB: Display the detail of a selected discount button by clicking the magnifying glass displayed to the left of the record ID.

Finding a Discount Button

- Ensure the POS Administration screen is displayed (see Administering Point of Sale).
- Click once on the icon beside the word **Discounts** on the left of your screen.
- Click once on the **Find Discount** button displayed in the blue stripe at the top of your screen.



- The **Search for a Discount Button** dialog box will be displayed on your screen.

Search for a Discount Button

Promo ID

Button Name

Location

Category

Discount Type

Percent Off

Dollar Off

Date Begins

Date Ends

Requested By

Authorised By

Buttons: Cancel, New Request, Omit Records, Constrain Set, Extend Set, Find Now

5. Enter the criteria for your find in the appropriate field/s.
6. Press ENTER or click the **Find Now** button to complete the find.

Updating Discount Button Details

1. Use the **Finding a Discount Button** instructions to locate the record you wish to update.
2. The Discount Button entry form should be displayed on your screen.
3. Update any details as required.

NB: Amending an existing discount button will only affect future use of the button. All existing transactions will not be affected.

Deleting a Discount Button

Discount Button records can be deleted from within either the entry form or list view.

1. Use the **Finding a Discount Button** instructions to locate the record you wish to delete.
2. Ensure the appropriate Discount Button record is displayed on your screen.
3. If working in List View, click the magnifying glass to display the Discount Button entry form.
4. Click once on the **Delete Discount** button displayed in the blue stripe at the top of your screen.



5. You will be asked to confirm you wish to delete the selected record.

Delete Discount

Are you sure you want to delete the discount button for Staff Discount?

Buttons: OK, Cancel

6. Click OK to delete the record, or Cancel to return to the Discount form without making any changes.

Reviewing Discounted Sale Items

Splash POS maintains a history of all discounted items. This section of the manual describes how you can review the discounts which have been applied.

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Discounts** on the left of your screen.
3. Use the **Finding a Discount** instructions to locate the record you wish to review.
4. All instances where the discount button has been used will be displayed within the portal on the right of the screen.

Point of Sale - Discount Buttons

12 February 2018

Filter By Discount Name: All

Discount ID: PMD128
 Button Name: Staff Discount
 Location: POS 1
 Category: Staff Discount
 Discount Type: Percentage
 Percent Off: 15%

Date Begins: 1/1/2007
 Date Ends: 31/12/2099

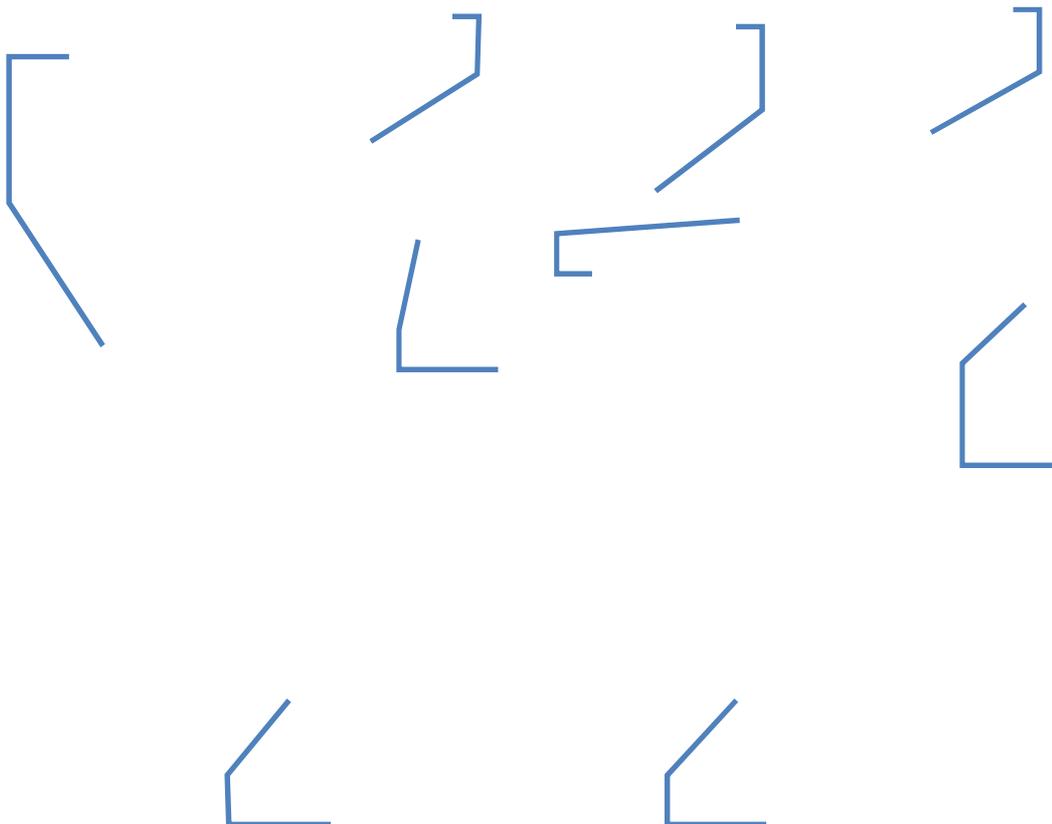
Requested By:
 Authorised By:

Button Colour: R: 15, G: 155, B: 155

Date	Sale ID	Inventory Item	Amt Applied
3/02/15	14717	Misile Goggles	\$4.50
27/06/14	14694	Meteor	\$2.84
27/06/14	14694	Meteor	\$2.84
20/04/14	14675	Nestea	\$0.53
5/04/14	14668	450ml Coke Product	
22/09/13	14654	Pop Top	-\$0.50
22/09/13	14656	Small Snake	-\$3.90

Entering Sales and Processing Payments

Parts of the POS Window



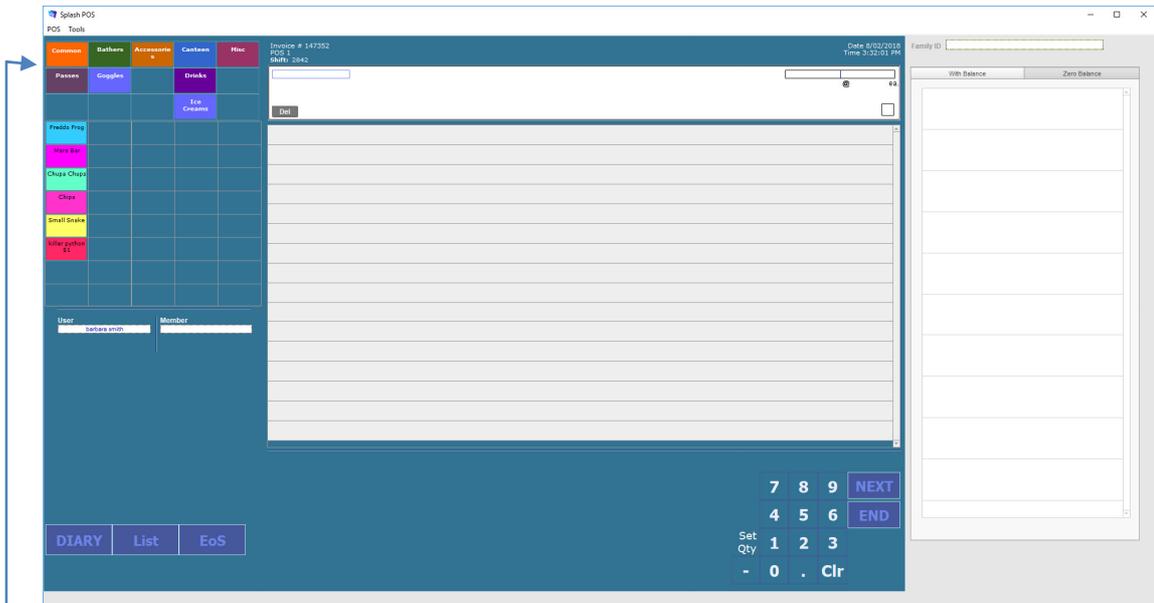
Processing a Sale

Entering a Quick Sale for Products

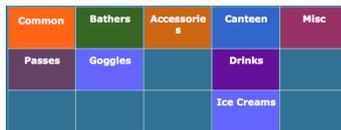
1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the window.



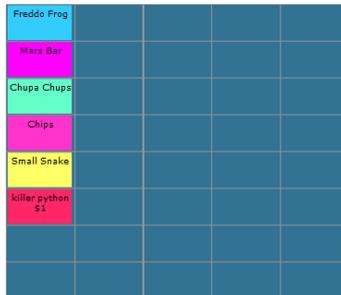
A screenshot of the 'Splash Swim School Diary' software interface. The window title is 'Splash' and the menu bar includes 'File', 'Edit', 'View', 'Diary', 'Scripts', 'Print', and 'Tools'. The main header shows 'Swim School Diary' and 'Today's Date: 8/2/2018'. On the top right, there is a green dollar sign icon and a 'Login New User' link. The interface is divided into several panes. On the left, there is a 'Specify' pane with a calendar for Monday, Feb 2018, and a list of classes with columns for Time, Class, Instructor, Bookings, and Spacing. The main area is titled 'Seals @ 3:45 PM on Monday with To Be Advised' and contains a 'Bookings' pane with search filters (Session ID, Class ID, Instructor, Class Name, Class Level, Location, Start Date, End Date, Shift) and a list of bookings with columns for Name, Session ID, Class, and a status icon. On the right, there are 'Waiting List' and 'Achievements' panes, and a 'Comments' text area. At the bottom right, there are buttons for '+ Add Booking', '+ Add Makeup', and '+ Add Waitlist'.



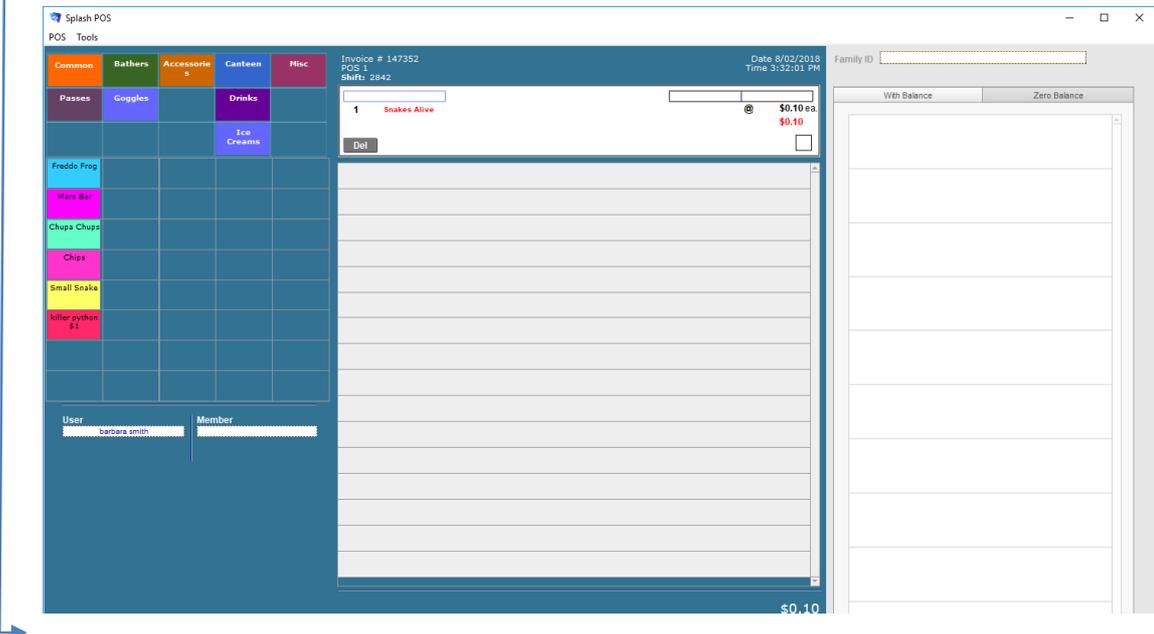
3. The POS interface will be displayed on your screen.
4. Use the panel on the top left of the screen to select the category which contains the button for the item being sold.

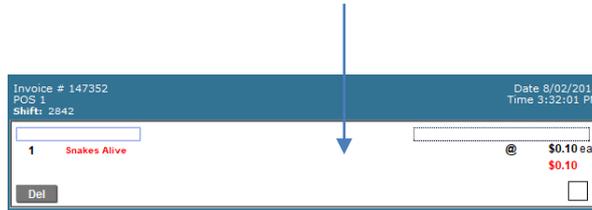


5. Click once on the product you wish to include in your sale.

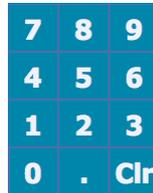


6. The item you have selected will move across to the Sale Item box





7. If you are selling multiple items of the same product click the **Clr** button, then select the actual quantity being sold.



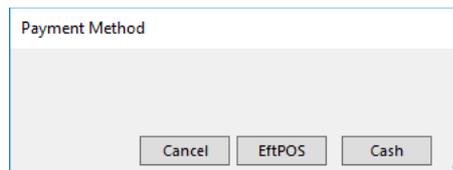
8. Repeat steps 4 through 7 until all products have been define for the sale.
9. As you enter additional items they will move further down the scree within the sale items area of the screen.



10. When all items have been defined, click the **END** button.



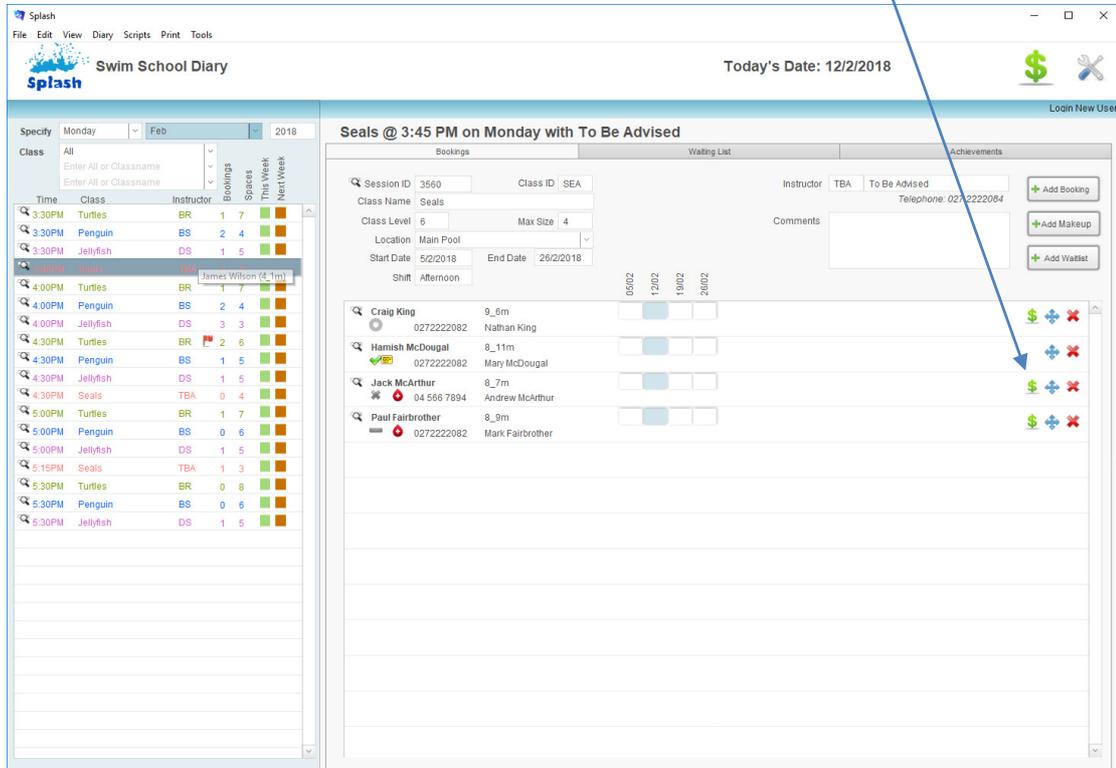
11. You will be asked to define the payment method for the selected sale. Choose EftPOS or Cash to complete the sale and return to the POS screen. Click Cancel to export the dialog box without completing the sale.



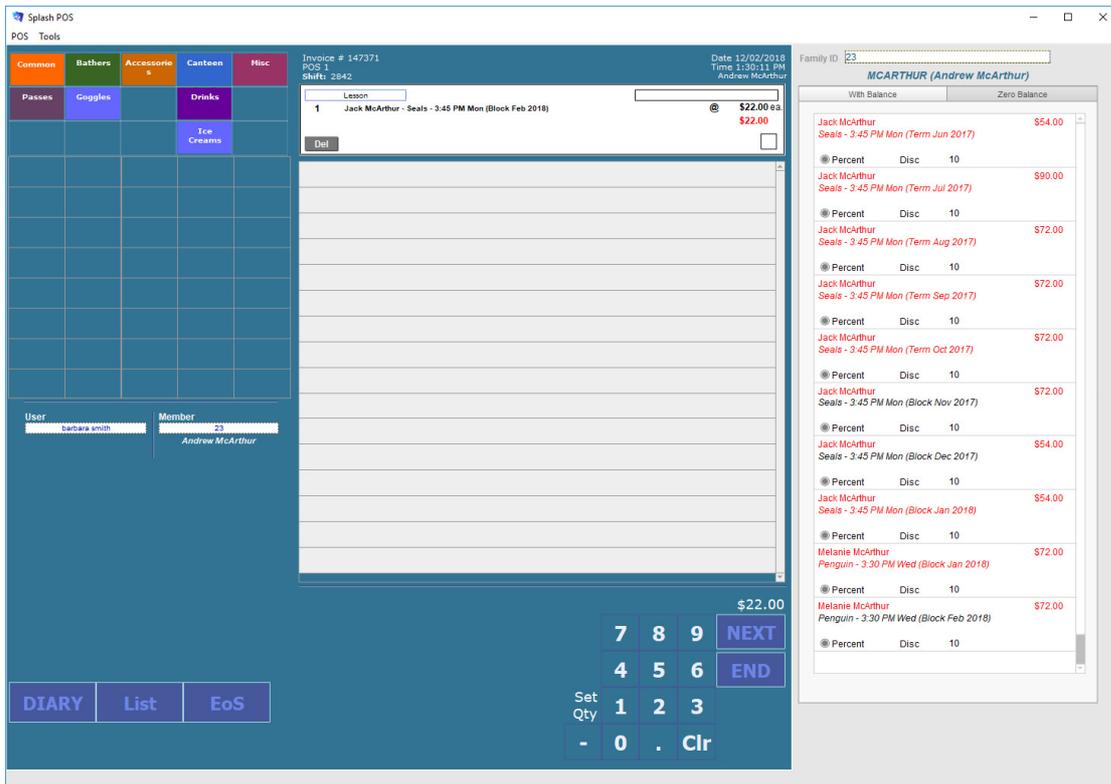
Entering a Quick Sale for a Booking

Clicking the green dollar symbol displayed within the booking line triggers a quick sale for the selected booking. After selecting the dollar sign a sale will be created, the family will be selected and the selected booking information will be added to the sale.

1. Ensure the Diary is displayed on your screen.
2. Click the \$ displayed in the row for the booking you wish to pay.



3. The POS interface will be displayed on your screen.
4. The selected booking will be moved to the sale item portal and all bookings for the selected family will be displayed in the panel on the right of the screen.

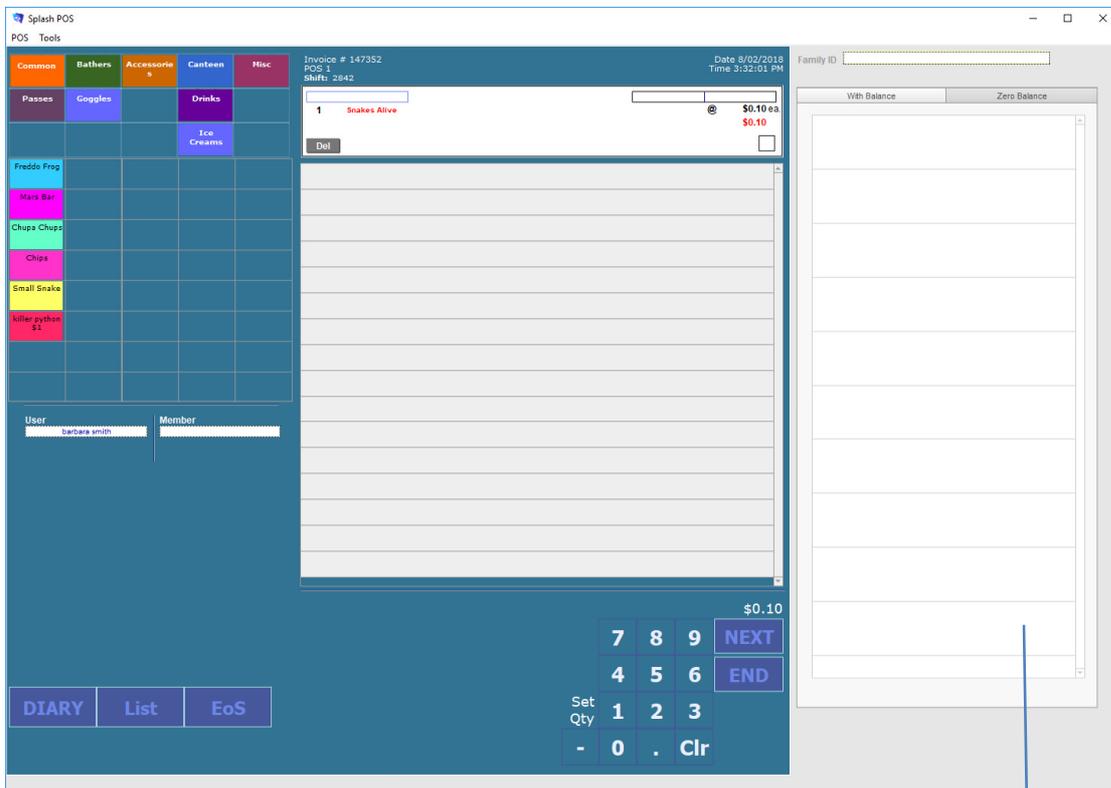


5. Select additional bookings or amend the payment amount of the existing item.
6. When all items for the sale have been selected, click the END or NEXT button to complete the sale.



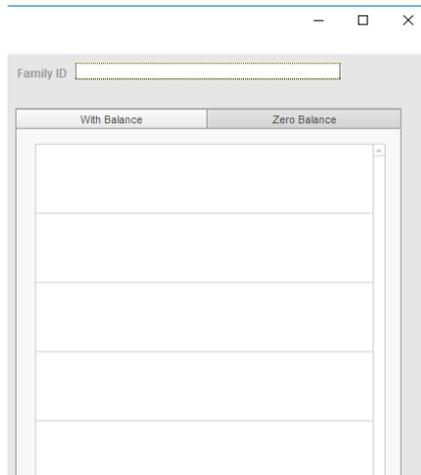
Entering a Sale for a Combination of Bookings and Products

1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the window.



3. The POS interface will be displayed on your screen.

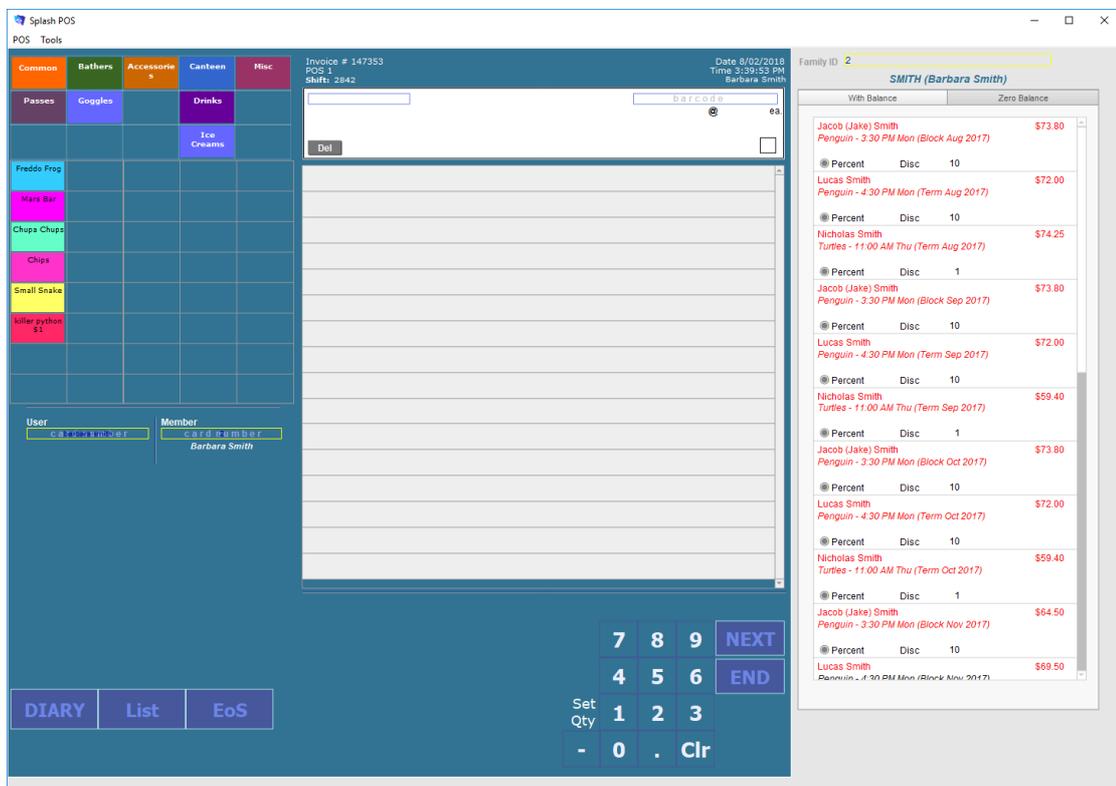
- Click once within the Family ID field on the right of the screen.



- The Select Family dialog will be displayed on your screen. Enter the family name (or part thereof) in the filter field. The content of the list will be revised as you type.



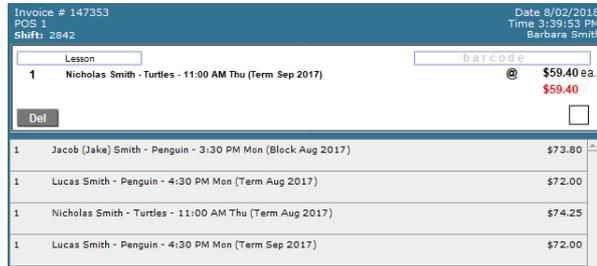
- When you have identified the correct family simply click anywhere within the required row.
- You will be returned to the POS screen, all existing bookings for the selected family will be displayed in the panel on the right of the screen.



- Click once on the booking you wish to enter a payment for. The booking details will be copied to the sale item area of the screen.

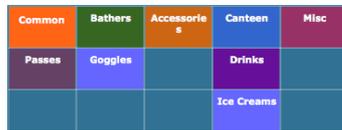


9. Repeat step 9 until all bookings have been defined for the sale.



10. When all bookings have been added, use the left panel of the screen to select the products which need to be added.

11. You are now ready to add products to your sale. Select the Product Category which contains the button for the item being sold.



12. Click once on the product you wish to include in your sale.



13. The item you have selected will move across to the top of the Sale Item box



14. Repeat steps 10 through 12 until all products have been defined for the sale.

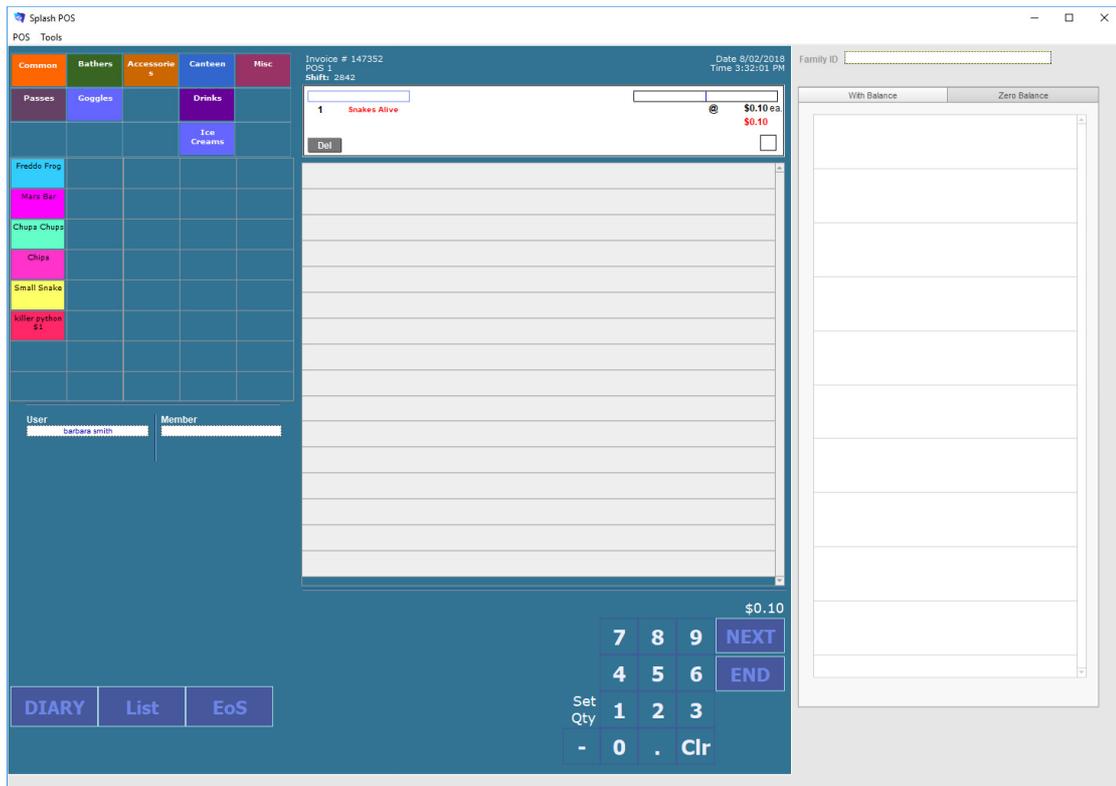
15. When all items have been selected, click the END button.

16. You will be asked to define the payment method for the selected sale. Choose EftPOS or Cash to complete the sale and return to the POS screen or click Cancel to return to the sale without processing the payment.



Defining Alternative Payment Methods

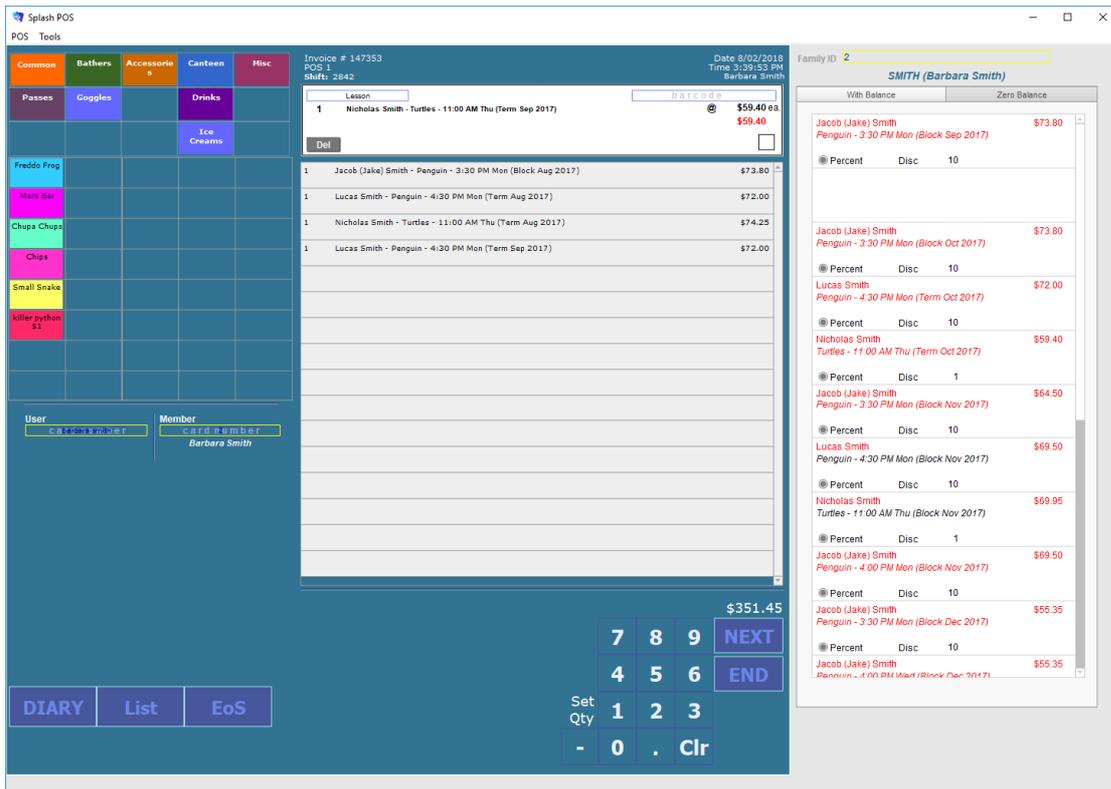
1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the window.



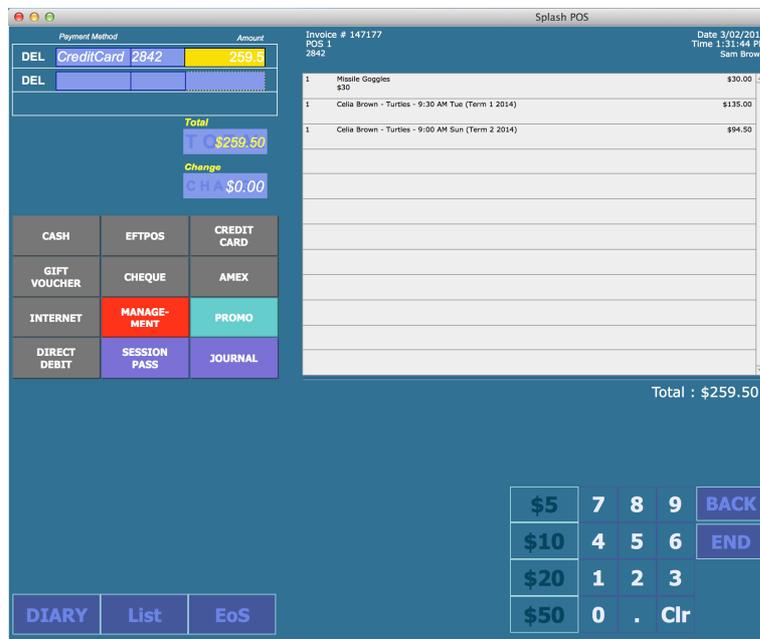
3. The POS interface will be displayed on your screen.
4. Click once in the Family ID field on the right of the screen.
5. The Select Family dialog will be displayed on your screen. Enter the family name (or part thereof) in the filter field. The content of the list will be revised as you type.



6. When you have identified the correct family simply click anywhere within the required row.
7. You will be returned to the POS screen, all existing bookings for the selected family will be displayed in the panel on the right of the screen. This area is displayed in two cards ; with balance and zero balance.



8. Click once on the booking you wish to process a payment for. The booking details will be copied to the sale item area of the screen.
9. Repeat step 8 until all bookings have been defined for the sale.
10. When all bookings and products have been defined for the sale, click the **Next** button to define the method of payment.
11. The End Sale dialog will be displayed on your screen.



12. Choose the payment method by clicking the appropriate payment buttons on the left of your screen.

CASH	EFTPOS	CREDIT CARD
GIFT VOUCHER	CHEQUE	AMEX
INTERNET	MANAGEMENT	PROMO
DIRECT DEBIT	SESSION PASS	JOURNAL

13. Payments may be split across multiple payment types. Simply select the required method of payment and update the amount being paid for each selection.

DEL	CreditCard	2842	\$200.00
DEL	Cash	2842	151.45
DEL			

14. To complete the sale, click the **End** button.



Removing an Item from the Sale

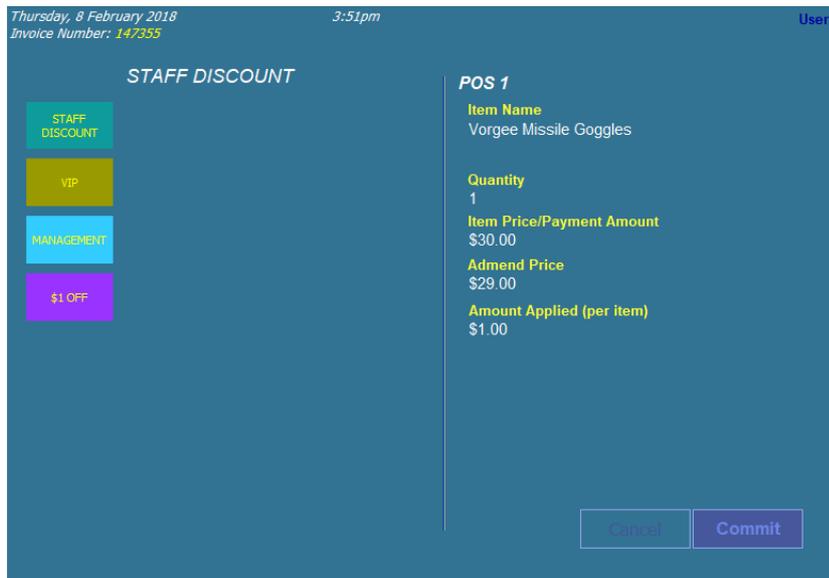
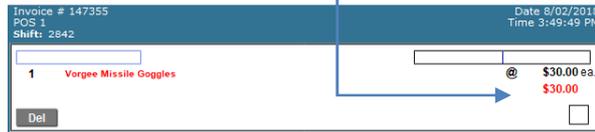
An item may be deleted from the sale while it is displayed at the top of the sale item screen. If the item you wish to remove is not displayed at the top of the list, simply click on it to return it to the top. An item cannot be removed from the sale after the sale has been completed.

1. Ensure the item you wish to remove is displayed in the sale item area at the top of the screen.
2. If the item is not displayed at the top of the list, simply click the required item.
3. Click the **Del** button
4. Complete your sale by clicking the End or Next button.

Discounting a Sale Item



1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the screen.
3. The POS interface will be displayed on your screen.
4. Select the product you wish to sell.
5. A discount can be applied to an item while it is displayed at the top of the sale item list.
6. Click the Discount box at the right of the sale item screen to display the Staff Discount screen.



7. Either click an existing discount button or enter the amended price on the right of the screen.
8. Click Commit to return to your sale screen.
9. A cross will be displayed in the discount box when an item has been discounted.



10. Complete your sale by clicking the **End** or **Next** button.

NB: A history of all discounts is recorded in the Discounts area of Splash POS.

Applying a Part Payment to a Booking

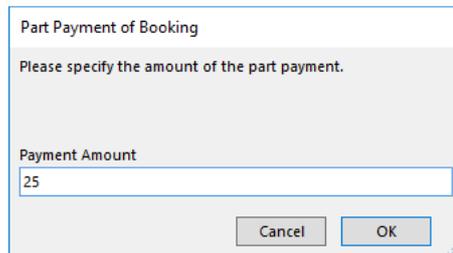
Part payments are only available for bookings. Products must be paid in full at the time of purchase.



1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the screen.
3. The POS interface will be displayed on your screen.
4. Select the booking you wish to process a payment for.
5. A part payment can only be defined while the booking appears in the sale item area at the top of the list.
6. Click the unit price written in black.



7. The Part Payment of Booking dialog will be displayed on your screen.
8. Enter the amount of the payment you would like to apply and click OK.



9. The booking will be displayed with a revised unit price..



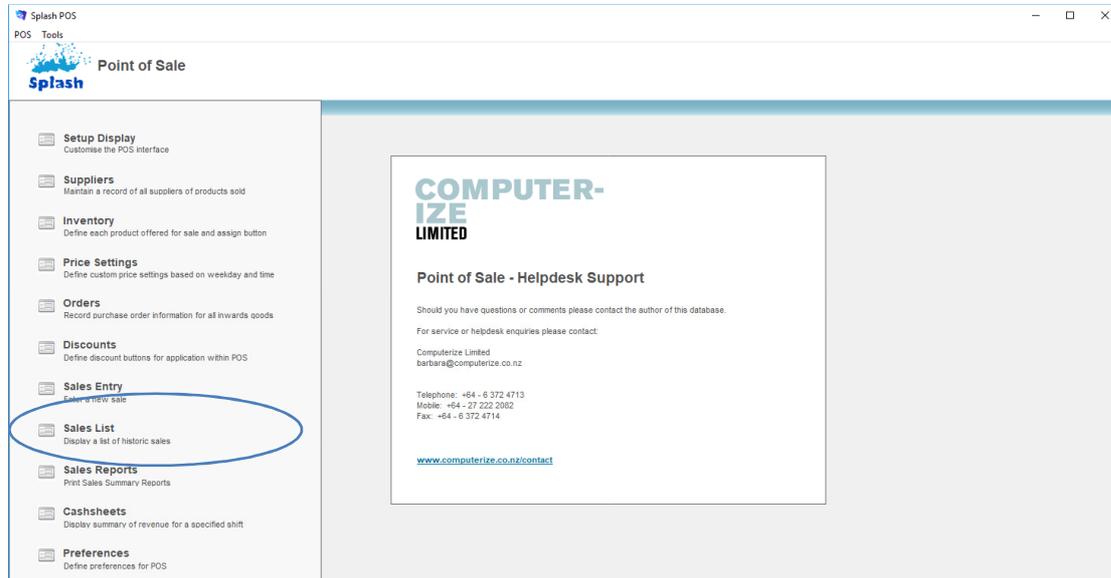
10. Repeat steps 4 through 9 until all relevant bookings have been selected.
11. Complete your sale by clicking the **End** or **Next** button.

NB: The above command does not reduce the price of the initial booking, it simply applies a part payment to the outstanding balance.

Viewing a List of Sales

Each record in your Sales module can be displayed as part of a list. List view displays all records in the found set.

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon to the left of **Sales List** on the left of your screen.



3. A list of sales will be displayed on your screen.

The screenshot displays the 'Point of Sale - Sales List' for the date 12 February 2018. The table below shows a list of sales records with various columns including Date, Sale ID, Family ID, Family, Item Total, Sale Total, Tax, Receipt, Amt Paid, Payment Type, Shift, Location, and Ended. Arrows from the labels 'View Receipt' and 'Print Receipt' point to the respective icons in the table.

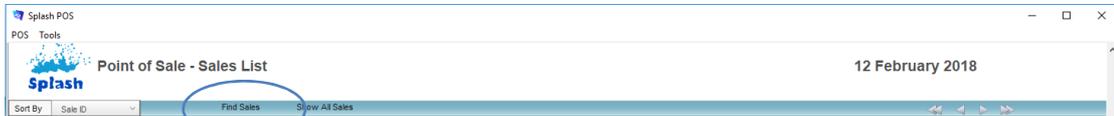
Sort By	Sale ID	Date	Sale ID	Family ID	Family	Item Total	Sale Total	Tax	Receipt	Amt Paid	Payment Type	Shift	Location	Ended
	<input type="checkbox"/>	25/01/2018	4:01 PM 147323	15	THOMSON (Anthony Thomson)	\$85.00	\$85.00	\$0.00		\$85.00	Cash	<input type="checkbox"/>	2842 POS 1	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	25/01/2018	4:02 PM 147324	2	SMITH (Barbara Smith)	\$125.00	\$125.00	\$0.00		\$125.00	Eftpos	<input type="checkbox"/>	2842 POS 1	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	25/01/2018	4:03 PM 147325	21	WILLIAMS (Malcolm Williams)	\$75.00	\$75.00	\$0.00		\$75.00	Eftpos	<input type="checkbox"/>	2842 POS 1	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	25/01/2018	4:03 PM 147326			\$0.00				\$0.00		<input type="checkbox"/>	2842 POS 1	<input type="checkbox"/>
	<input type="checkbox"/>	25/01/2018	4:10 PM 147327	2	SMITH (Barbara Smith)	\$0.00	\$0.00	\$0.00		\$0.00	Journal	<input type="checkbox"/>	2842 POS 1	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	25/01/2018	4:10 PM 147328	15	THOMSON (Anthony Thomson)	\$0.00	\$0.00	\$0.00		\$0.00	Journal	<input type="checkbox"/>	2842 POS 1	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	25/01/2018	4:10 PM 147329	21	WILLIAMS (Malcolm Williams)	\$0.00	\$0.00	\$0.00		\$0.00	Journal	<input type="checkbox"/>	2842 POS 1	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	25/01/2018	4:10 PM 147330	2	SMITH (Barbara Smith)	\$0.00	\$0.00	\$0.00		\$0.00	Journal	<input type="checkbox"/>	2842 POS 1	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	02/02/2018	4:03 PM 147331	20	MCDUGAL (Mary McDougall)	\$72.00	\$72.00	\$0.00		\$72.00	Cash	<input type="checkbox"/>	2842 POS 1	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	02/02/2018	4:03 PM 147332			\$0.00				\$0.00		<input type="checkbox"/>	2842 POS 1	<input type="checkbox"/>
	<input type="checkbox"/>	02/02/2018	4:04 PM 147333	23	MCARTHUR (Andrew McArthur)	\$50.00	\$50.00	\$0.00		\$50.00	Cash	<input type="checkbox"/>	2842 POS 1	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	02/02/2018	4:04 PM 147334			\$0.00				\$0.00		<input type="checkbox"/>	2842 POS 1	<input type="checkbox"/>
	<input type="checkbox"/>	02/02/2018	4:04 PM 147335	18	FAIRBROTHER (Mark Fairbrother)	\$100.00	\$100.00	\$0.00		\$100.00	Cash	<input type="checkbox"/>	2842 POS 1	<input checked="" type="checkbox"/>

View Receipt

Print Receipt

Finding a Transaction

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon to the left of **Sales List** on the left of your screen.
3. Click once on the **Find Sales** button displayed in the blue stripe at the top of your screen.



4. The **Search for a Sale** dialog box will be displayed on your screen.

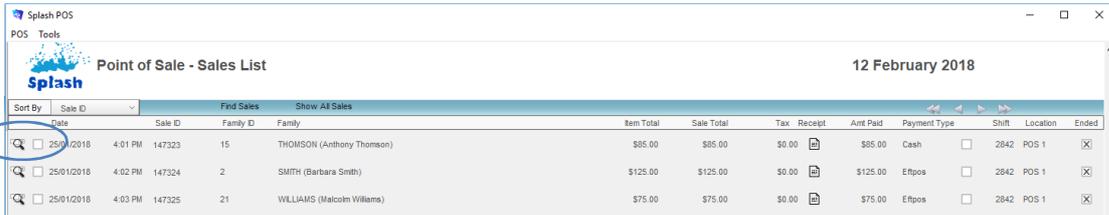
A screenshot of the 'Search for a Sale' dialog box. The title bar says 'Search for a Sale'. The dialog contains several search criteria fields: 'Location', 'Date', 'Family ID', 'Contact Name', 'Sale ID', and 'Entered By', each with a magnifying glass icon. There are also checkboxes for 'End Clicked', 'Payment Variation', and 'Payment Date Variation'. At the bottom, there are buttons for 'Cancel', 'New Request', 'Omit Records', 'Constrain Set', 'Extend Set', and 'Find Now'.

5. Enter the criteria for your find in the appropriate fields.
6. Click the **Find Now** button.
7. The result of your find will be displayed in the list view.

NB: The New Request button can be used to define additional find criteria (e.g. Date = 10/4/05 **AND** Date = 3/4/05).

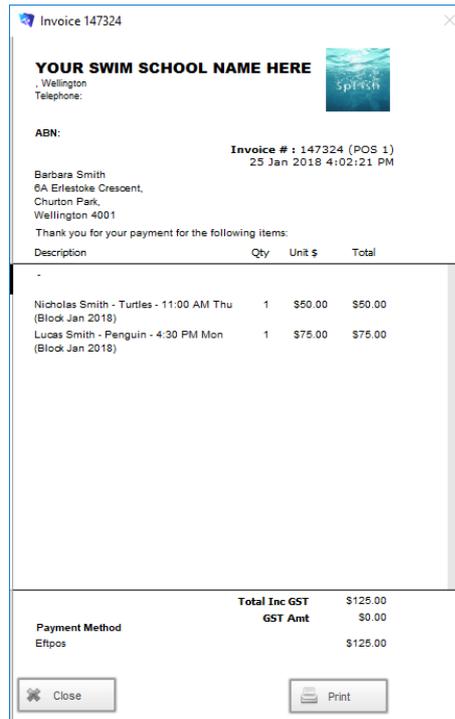
Viewing the Content of a Previous Sale

1. Use the **Finding a Transaction** function to locate the sale record you wish to view.



Sort By	Sale ID	Find Sales	Show All Sales										
Date	Sale ID	Family ID	Family	Item Total	Sale Total	Tax	Receipt	Amt Paid	Payment Type	Shift	Location	Ended	
<input type="checkbox"/> 25/01/2018	4:01 PM 147323	15	THOMSON (Anthony Thomson)	\$85.00	\$85.00	\$0.00		\$85.00	Cash	<input type="checkbox"/>	2842 POS 1	<input type="checkbox"/>	
<input type="checkbox"/> 25/01/2018	4:02 PM 147324	2	SMITH (Barbara Smith)	\$125.00	\$125.00	\$0.00		\$125.00	Eftpos	<input type="checkbox"/>	2842 POS 1	<input type="checkbox"/>	
<input type="checkbox"/> 25/01/2018	4:03 PM 147325	21	WILLIAMS (Malcolm Williams)	\$75.00	\$75.00	\$0.00		\$75.00	Eftpos	<input type="checkbox"/>	2842 POS 1	<input type="checkbox"/>	

2. Click the magnifying glass to the left of the transaction you wish to view.



Invoice 147324

YOUR SWIM SCHOOL NAME HERE
Wellington
Telephone:

ABN:

Invoice #: 147324 (POS 1)
25 Jan 2018 4:02:21 PM

Barbara Smith
6A Eristoke Crescent,
Churton Park,
Wellington 4001

Thank you for your payment for the following items:

Description	Qty	Unit \$	Total
Nicholas Smith - Turtles - 11:00 AM Thu (Block Jan 2018)	1	\$50.00	\$50.00
Lucas Smith - Penguin - 4:30 PM Mon (Block Jan 2018)	1	\$75.00	\$75.00

Total Inc GST \$125.00
GST Amt \$0.00

Payment Method Eftpos \$125.00

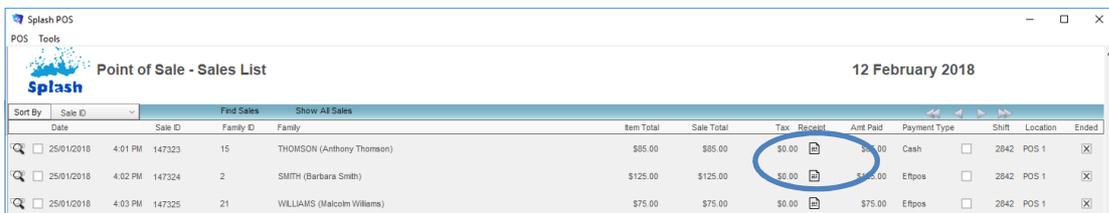
Close Print

3. The selected transaction will be displayed on your screen.
4. Click the Close button to close the dialog without printing, or click the Print button to print a copy of the receipt.

NB: Receipts may also be viewed and reprinted from the Accounts tab card in the family file.

Reprinting a Receipt

1. Use the **Finding a Transaction** function to locate the sale record you wish to reprint.



Sort By	Sale ID	Find Sales	Show All Sales										
Date	Sale ID	Family ID	Family	Item Total	Sale Total	Tax	Receipt	Amt Paid	Payment Type	Shift	Location	Ended	
<input type="checkbox"/> 25/01/2018	4:01 PM 147323	15	THOMSON (Anthony Thomson)	\$85.00	\$85.00	\$0.00		\$85.00	Cash	<input type="checkbox"/>	2842 POS 1	<input type="checkbox"/>	
<input type="checkbox"/> 25/01/2018	4:02 PM 147324	2	SMITH (Barbara Smith)	\$125.00	\$125.00	\$0.00		\$125.00	Eftpos	<input type="checkbox"/>	2842 POS 1	<input type="checkbox"/>	
<input type="checkbox"/> 25/01/2018	4:03 PM 147325	21	WILLIAMS (Malcolm Williams)	\$75.00	\$75.00	\$0.00		\$75.00	Eftpos	<input type="checkbox"/>	2842 POS 1	<input type="checkbox"/>	

2. Click the receipt button to the right of the invoice total for the required transaction.

YOUR SWIM SCHOOL NAME HERE
 . Wellington
 Telephone:

ABN: **Invoice # : 147324 (POS 1)**
 25 Jan 2018 4:02:21 PM

Barbara Smith
 6A Erlestoke Crescent,
 Churton Park,
 Wellington 4001

Thank you for your payment for the following items:

Description	Qty	Unit \$	Total
Nicholas Smith - Turtles - 11:00 AM Thu (Block Jan 2018)	1	\$50.00	\$50.00
Lucas Smith - Penguin - 4:30 PM Mon (Block Jan 2018)	1	\$75.00	\$75.00
Total Inc GST			\$125.00
Payment Method			GST Amt
Eftpos			\$0.00
			\$125.00

Message

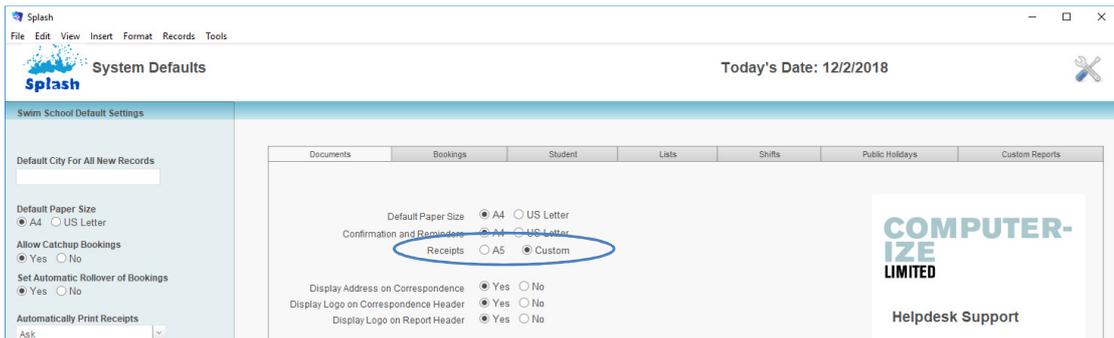
Do you want to PRINT or EMAIL the client receipt?

Cancel Email Print

NB: Receipts may also be viewed and reprinted from the Accounts tab card in the family file.

Changing Receipt Paper Size

The default format for your receipts can be defined as either A5 or 80mm (standard eftpos receipt). Define the format you require by selecting it within the System Defaults.



NB: Set at Custom for 80mm.

Deleting a Transaction

Splash POS Payment records cannot be deleted. If you have processed a payment in error, you should reverse the payment rather than attempt to delete it.

Reversing a Transaction

A reversal is created by creating an identical transaction, however, enter either the amount or the quantity as a negative rather than a positive value.

1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the window.
3. Define the amount of the payment to be reversed by selecting the appropriate products or bookings.
4. If you are returning items to stock, create the reversal by selecting the stock item and entering a negative number in the **Qty** field.
5. If you are not returning items to stock but wish to credit an amount for either a product or a booking simply enter the value of the item as a negative value.
6. To complete the sale, click the **Sale** or **Next** button.



NB: Make sure you select the correct payment method – if you are giving cash back to the client select cash as the payment type.

Printing Point of Sale Reports

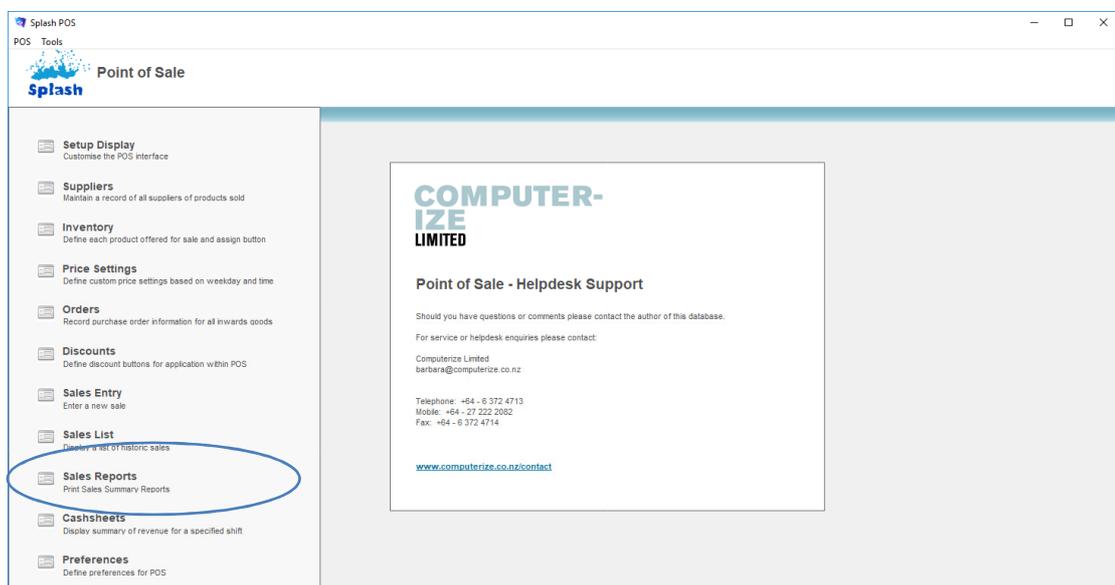
Access to this area of the database is restricted to those with POS setup access. Use this area of the POS system to generate reports which contain summaries of either products sold or monies received.

All reports follow the same four step process.

1. Locate the Data for Reporting
2. Choose Report Format
3. Enter Report Title
4. Produce Report

Generating a Report

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the words **Sales Reports** on the left of your screen.

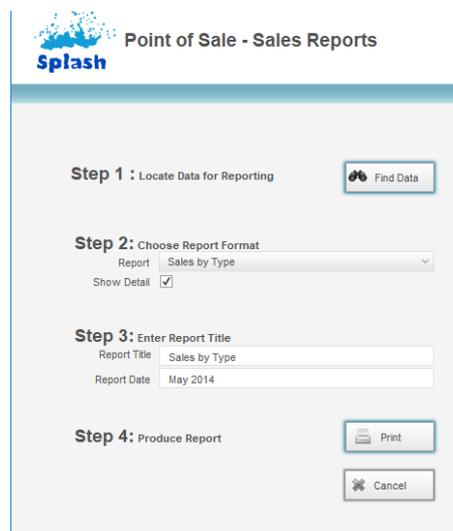


3. The Point of Sale – Sales Reports Screen will be displayed.

1. Locating Report Data

Step one involved locating the data you wish to include in your report. This function operates the same way as all other find commands in Splash.

4. Click the Find Data button to display the Sale Reports Find Screen



5. Enter the search criteria for the data you wish to include in your report (remember you can enter a date range ... symbols, or specify an entire month by entering only the month and year in the following format mm/yyyy)

6. Click the Find button to complete the find.

2. Choose Report Format

After completing the find you will be returned to the Sales Reports dialog where you now need to select the type of report you wish to generate.

7. Select the Report Type from the drop-down menu supplied at step 2.

8. Define whether you wish to show detail in your report. When clicked **Show Detail** will ensure each individual transaction is displayed along with totals rather than a summary totals for the found items.

3. Enter Report Title

9. Enter the Title you wish to appear on the top of the report.

10. Enter a report date to appear on the report (optional).

Point of Sale - Sales Reports

Step 1 : Locate Data for Reporting Find Data

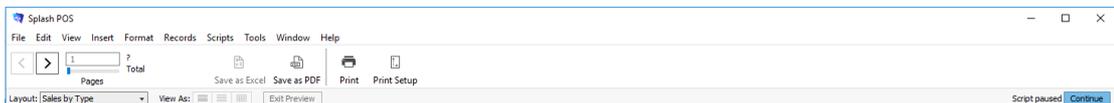
Step 2: Choose Report Format
Report: Sales by Type
Show Detail:

Step 3: Enter Report Title
Report Title: Sales by Type
Report Date: Year to Date 2018

Step 4: Produce Report Print Cancel

11. Click the **Print** button.

12. The report will be displayed on your screen, click the Continue button or press ENTER to display the print dialog.



13. The print dialog will be displayed on your screen. The appearance of the dialog will differ for each printer type. Ensure Records Being Browsed is selected in the dialog before choosing to print.

Print

Print: Records being browsed

Printer
Name: Brother HL-4570CDW series
Status: Ready
Type: Brother HL-4570CDW series
Where: BRN001BA99F8BD9
Comment: HL-4570CDW LAN

Print range
 All
 Pages from: 1 to: 1
Number pages from: 1

Copies
Number of copies: 1
 Collate

OK Cancel

14. Click the Print button to produce the report, or Cancel to return to the Sales Report screen without printing.

Sample Reports

Individual Sales by Payment Type

This report displays a list of all transactions for a specified date along with totals for each method of payment. When selecting this report type you will be asked to define the date for reporting.

Without Detail

Summary by Payment Type - Year to Date 2018										
	Account	Cash	Cheque	CreditCard	Eftpos	Internet	Mgment	Promo	Voucher	Other
POS 1	\$0.00	\$801.35	\$0.00	\$502.40	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17/01/2018	\$0.00	\$0.00	\$0.00	\$302.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25/01/2018	\$0.00	\$85.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2/02/2018	\$0.00	\$222.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8/02/2018	\$0.00	\$258.70	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9/02/2018	\$0.00	\$17.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/02/2018	\$0.00	\$217.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals	\$0.00	\$801.35	\$0.00	\$502.40	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

With Detail

Summary by Payment Type - Year to Date 2018										
	Account	Cash	Cheque	CreditCard	Eftpos	Internet	Mgment	Promo	Voucher	Other
POS 1	\$0.00	\$716.35	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2/02/2018	\$0.00	\$222.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14733 Mary McDougal	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14733 Andrew McArthur	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14733 Mark Fairbrother	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8/02/2018	\$0.00	\$258.70	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14735 Cash Sale	\$0.00	\$4.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14735 Cash Sale	\$0.00	\$19.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14735 Barbara Smith	\$0.00	\$151.45	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14735 Daniel Smith	\$0.00	\$83.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9/02/2018	\$0.00	\$17.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14735 Cash Sale	\$0.00	\$2.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14735 Cash Sale	\$0.00	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14736 Cash Sale	\$0.00	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14736 Cash Sale	\$0.00	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14736 Cash Sale	\$0.00	\$3.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14736 Cash Sale	\$0.00	\$3.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12/02/2018	\$0.00	\$217.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14737 Barbara Smith	\$0.00	\$217.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals	\$0.00	\$716.35	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Pg. Printed at 15U12 on Wednesday, 14 February 2018

Summary of Transactions

This report displays a list of all sale items grouped by date of payment.

Without Detail

Summary of Transactions				
	Payments Received	Items Paid For	Invoice Total	
17 January 2018				
POS 1	\$302.40	\$302.40	\$302.40	
Transaction Balanced	\$302.40	\$302.40	\$302.40	
Cashsheet Total	\$302.40	\$302.40	\$302.40	

With Detail

Summary of Transactions				
	Payments Received	Items Paid For	Invoice Total	
08 February 2018				
POS 1	\$458.70	\$458.70	\$458.70	
Transaction Balanced	\$458.70	\$458.70	\$458.70	
8/2/2018 2:54 PM	147338	Cash Sale	\$0.00	\$0.00
8/2/2018 2:56 PM	147339	Cash Sale	\$0.00	\$0.00
8/2/2018 2:58 PM	147340	Cash Sale	\$0.00	\$0.00
8/2/2018 2:58 PM	147341	Cash Sale	\$0.00	\$0.00
8/2/2018 2:58 PM	147342	Cash Sale	\$0.00	\$0.00
8/2/2018 2:59 PM	147343	Cash Sale	\$0.00	\$0.00
8/2/2018 3:00 PM	147344	Cash Sale	\$0.00	\$0.00
8/2/2018 3:00 PM	147345	Cash Sale	\$0.00	\$0.00
8/2/2018 3:01 PM	147346	Cash Sale	\$0.00	\$0.00
8/2/2018 3:03 PM	147347	Cash Sale	\$0.00	\$0.00
8/2/2018 3:03 PM	147348	Cash Sale	\$0.00	\$0.00
8/2/2018 3:23 PM	147349	Cash Sale	\$0.00	\$0.00
8/2/2018 3:29 PM	147350	Cash Sale	\$4.50	\$4.50
8/2/2018 3:29 PM	147351	Cash Sale	\$0.00	\$0.00
8/2/2018 3:39 PM	147352	Cash Sale	\$19.75	\$19.75
8/2/2018 3:49 PM	147353	Barbara Smith	\$351.45	\$351.45
8/2/2018 3:49 PM	147354	Cash Sale	\$0.00	\$0.00
8/2/2018 3:57 PM	147355	Daniel Smith	\$83.00	\$83.00
9/2/2018 11:15 AM	147356	Cash Sale	\$0.00	\$0.00
Cashsheet Total	\$458.70	\$458.70	\$458.70	

Individual Sales by Payment Type

This report displays a list of all transactions for a specified date along with totals for each method of payment. When selecting this report type you will be asked to define the date for reporting.

Without Detail

Individual Sales by Payment Type	
Wednesday, 14 February 2018	\$592.85
CASH	\$201.65
CREDITCARD	\$167.90
EFTPOS	\$223.30
TOTAL PAYMENTS REPORTED	\$592.85

With Detail

Individual Sales by Payment Type	
Wednesday, 14 February 2018	\$592.85
CASH	\$201.65
3:16 PM 147375 Anthony Thomson	\$159.95
3:16 PM 147376 Cash Sale	\$41.70
CREDITCARD	\$167.90
3:15 PM 147373 Robyn Schwass	\$167.90
EFTPOS	\$223.30
3:16 PM 147374 Malcolm Williams	\$168.30
3:17 PM 147378 Cash Sale	\$55.00
TOTAL PAYMENTS REPORTED	\$592.85

Totals by Day

This report displays the total sales grouped by date of payment.

Without Detail

Totals By Day			
	QTY	TOTAL INC	TOTAL GST
Pos 1		\$2,096.60	\$19.63
Wednesday, 17 January 2018		\$302.40	
Thursday, 25 January 2018		\$285.00	
Friday, 02 February 2018		\$222.00	
Thursday, 08 February 2018		\$458.70	\$4.83
Friday, 09 February 2018		\$17.90	\$1.63
Monday, 12 February 2018		\$217.75	\$0.18
Wednesday, 14 February 2018		\$592.85	\$12.99
Total Included in Report		\$2,096.60	\$19.63

With Detail

Totals By Day				
	QTY	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,096.60	\$19.63	\$2,076.97
Wednesday, 17 January 2018		\$302.40		\$302.40
Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$92.25		\$92.25
Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$1.35		\$1.35
Lucas Smith - Penguin - 4:30 PM Mon (Term Jul	1	\$90.00		\$90.00
Nicholas Smith - Turtles - 11:00 AM Thu (Term Jul	1	\$59.40		\$59.40
Nicholas Smith - Turtles - 11:00 AM Thu (Term Jun	1	\$59.40		\$59.40
Thursday, 25 January 2018		\$285.00		\$285.00
Jenny Williams - Turtles - 10:30 AM Thu (Block Feb	1	\$34.50		\$34.50
Jenny Williams - Turtles - 10:30 AM Thu (Block Jan	2	\$40.50		\$40.50
Lucas Smith - Penguin - 4:30 PM Mon (Block Feb	1	\$1.20		\$1.20
Lucas Smith - Penguin - 4:30 PM Mon (Block Jan	2	\$73.80		\$73.80
Nicholas Smith - Turtles - 11:00 AM Thu (Block Feb	1	\$5.45		\$5.45
Nicholas Smith - Turtles - 11:00 AM Thu (Block Jan	2	\$44.55		\$44.55
Robert Thomson - Starfish - 5:00 PM Tue (Block Feb	1	\$13.00		\$13.00
Robert Thomson - Starfish - 5:00 PM Tue (Block Jan	2	\$72.00		\$72.00
Friday, 02 February 2018		\$222.00		\$222.00
Hamish McDougal - Seals - 3:45 PM Mon (Block Feb	1	\$72.00		\$72.00
Jack McArthur - Seals - 3:45 PM Mon (Block Feb	1	\$50.00		\$50.00
Paul Fairbrother - Seals - 3:45 PM Mon (Block Feb	1	\$100.00		\$100.00
Thursday, 08 February 2018		\$458.70	\$4.83	\$453.87
Aquastream	1	\$12.95	\$1.18	\$11.77
Chips	1	\$1.90	\$0.17	\$1.73
Chupa Chups	2	\$1.20	\$0.10	\$1.10
Cornetto	1	\$3.50	\$0.32	\$3.18
Freddo Frog	1	\$0.60	\$0.05	\$0.55
Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$73.80		\$73.80
Lucas Smith - Penguin - 4:30 PM Mon (Term Aug	1	\$72.00		\$72.00

Printed on Wednesday, 14 February 2018 Page 1

Totals by Week

This report displays the total sales grouped by date of payment.

Without Detail

Totals By Week				
	QTY	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,096.80	\$19.83	\$2,076.97
Week 3		\$302.40		\$302.40
Week 4		\$285.00		\$285.00
Week 5		\$222.00		\$222.00
Week 6		\$476.80	\$6.46	\$470.14
Week 7		\$810.80	\$13.17	\$797.43
Total Included in Report		\$2,096.80	\$19.83	\$2,076.97

With Detail

Totals By Week				
	QTY	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,096.80	\$19.83	\$2,076.97
Week 3		\$302.40		\$302.40
	Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$92.25	\$92.25
	Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$1.35	\$1.35
	Lucas Smith - Penguin - 4:30 PM Mon (Term Jul	1	\$90.00	\$90.00
	Nicholas Smith - Turtles - 11:00 AM Thu (Term Jul	1	\$59.40	\$59.40
	Nicholas Smith - Turtles - 11:00 AM Thu (Term Jun	1	\$59.40	\$59.40
Week 4		\$285.00		\$285.00
	Jenny Williams - Turtles - 10:30 AM Thu (Block Feb	1	\$34.50	\$34.50
	Jenny Williams - Turtles - 10:30 AM Thu (Block Jan	2	\$40.50	\$40.50
	Lucas Smith - Penguin - 4:30 PM Mon (Block Feb	1	\$1.20	\$1.20
	Lucas Smith - Penguin - 4:30 PM Mon (Block Jan	2	\$73.80	\$73.80
	Nicholas Smith - Turtles - 11:00 AM Thu (Block Feb	1	\$5.45	\$5.45
	Nicholas Smith - Turtles - 11:00 AM Thu (Block Jan	2	\$44.55	\$44.55
	Robert Thomson - Starfish - 5:00 PM Tue (Block Feb	1	\$13.00	\$13.00
	Robert Thomson - Starfish - 5:00 PM Tue (Block Jan	2	\$72.00	\$72.00
Week 5		\$222.00		\$222.00
	Hamish McDougal - Seals - 3:45 PM Mon (Block Feb	1	\$72.00	\$72.00
	Jack McArthur - Seals - 3:45 PM Mon (Block Feb	1	\$50.00	\$50.00
	Paul Fairbrother - Seals - 3:45 PM Mon (Block Feb	1	\$100.00	\$100.00
Week 6		\$476.80	\$6.46	\$470.14
	600ml water	2	\$4.00	\$3.64
	Aquastream	1	\$12.95	\$11.77
	Chips	1	\$1.90	\$1.73
	Chupa Chups	2	\$1.20	\$1.10
	Coffee	1	\$4.00	\$3.64
	Cometto	1	\$3.50	\$3.18
	Freddo Frog	1	\$0.60	\$0.55
	Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$73.80	\$73.80

Printed on Wednesday, 14 February 2018 Page 1

Totals by Month

This report displays the total sales grouped by date of payment.

Without Detail

Totals By Month				
	QTY	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,096.80	\$19.83	\$2,076.97
January		\$587.40		\$587.40
February		\$1,509.20	\$19.83	\$1,489.57
Total Included in Report		\$2,096.80	\$19.83	\$2,076.97

With Detail

Totals By Month				
	QTY	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,096.80	\$19.83	\$2,076.97
January		\$587.40		\$587.40
<i>Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block</i>	1	\$92.25		\$92.25
<i>Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block</i>	1	\$1.35		\$1.35
<i>Jenny Williams - Turtles - 10:30 AM Thu (Block Feb</i>	1	\$34.50		\$34.50
<i>Jenny Williams - Turtles - 10:30 AM Thu (Block Jan</i>	2	\$40.50		\$40.50
<i>Lucas Smith - Penguin - 4:30 PM Mon (Block Feb</i>	1	\$1.20		\$1.20
<i>Lucas Smith - Penguin - 4:30 PM Mon (Block Jan</i>	2	\$73.80		\$73.80
<i>Lucas Smith - Penguin - 4:30 PM Mon (Term Jul</i>	1	\$90.00		\$90.00
<i>Nicholas Smith - Turtles - 11:00 AM Thu (Block Feb</i>	1	\$5.45		\$5.45
<i>Nicholas Smith - Turtles - 11:00 AM Thu (Block Jan</i>	2	\$44.55		\$44.55
<i>Nicholas Smith - Turtles - 11:00 AM Thu (Term Jul</i>	1	\$59.40		\$59.40
<i>Nicholas Smith - Turtles - 11:00 AM Thu (Term Jun</i>	1	\$59.40		\$59.40
<i>Robert Thomson - Starfish - 5:00 PM Tue (Block Feb</i>	1	\$13.00		\$13.00
<i>Robert Thomson - Starfish - 5:00 PM Tue (Block Jan</i>	2	\$72.00		\$72.00
February		\$1,509.20	\$19.83	\$1,489.57
600ml water	3	\$6.00	\$0.54	\$5.46
Aquaastream	2	\$25.90	\$2.36	\$23.54
<i>Benjamin Williams - Turtles - 10:00 AM Thu (Term Jun</i>	1	\$54.00		\$54.00
<i>Caroline Thomson - Shrimps - 9:30 AM Thu (Term Jun</i>	1	\$54.00		\$54.00
Chips	1	\$1.90	\$0.17	\$1.73
Chupa Chups	2	\$1.20	\$0.10	\$1.10
Coffee	2	\$8.00	\$0.72	\$7.28
Cometto	1	\$3.50	\$0.32	\$3.18
Flex	1	\$19.95	\$1.81	\$18.14
Freddo Frog	1	\$0.60	\$0.05	\$0.55
Fruit Box	1	\$1.90	\$0.17	\$1.73
Hamish McDougal - Seals - 3:45 PM Mon (Block Feb	1	\$72.00		\$72.00

Printed on Wednesday, 14 February 2018 Page 1

Totals by Year

This report displays the total sales grouped by date of payment.

Without Detail

Totals By Year				
	QTY	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,371.40	\$22.51	\$2,348.89
2017		\$274.80	\$2.88	\$271.92
2018		\$2,096.60	\$19.63	\$2,076.97
Total Included in Report		\$2,371.40	\$22.51	\$2,348.89

With Detail

Totals By Year				
	QTY	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,371.40	\$22.51	\$2,348.89
2017		\$274.80	\$2.88	\$271.92
600ml water	4	\$8.00	\$0.72	\$7.28
Jake Smith - Penguin - 3:30 PM Mon (Block Nov)	4	\$8.30		\$8.30
Jake Smith - Penguin - 3:30 PM Mon (Term Jun 2017)	2	\$54.00		\$54.00
Jake Smith - Penguin - 4:00 PM Mon (Block Nov)	1	\$3.30		\$3.30
Jessica Sinclair - Shrimps - 10:00 AM Thu (Term Jul)	1	\$54.00		\$54.00
Jessica Sinclair - Shrimps - 10:00 AM Thu (Term Jun)	1	\$54.00		\$54.00
Lucas Smith - Penguin - 4:30 PM Mon (Block Nov)	1	\$3.30		\$3.30
Lucas Smith - Penguin - 4:30 PM Mon (Term Jul)	1			
Lucas Smith - Penguin - 4:30 PM Mon (Term Jun)	1	\$54.00		\$54.00
Nicholas Smith - Turtles - 11:00 AM Thu (Block Nov)	1	\$3.30		\$3.30
Paula Schwass - Turtles - 3:30 PM Mon (Term Nov)	1	\$3.30		\$3.30
Water	12	\$24.00	\$2.16	\$21.84
William Jessop - Turtles - 10:30 AM Thu (Term Nov)	3	\$5.30		\$5.30
2018		\$2,096.60	\$19.63	\$2,076.97
600ml water	3	\$6.00	\$0.54	\$5.46
Aquastream	2	\$25.90	\$2.36	\$23.54
Benjamin Williams - Turtles - 10:00 AM Thu (Term Jun)	1	\$54.00		\$54.00
Caroline Thomson - Shrimps - 9:30 AM Thu (Term Jun)	1	\$54.00		\$54.00
Chips	1	\$1.90	\$0.17	\$1.73
Chupa Chups	2	\$1.20	\$0.10	\$1.10
Coffee	2	\$8.00	\$0.72	\$7.28
Cornetto	1	\$3.50	\$0.32	\$3.18
Flex	1	\$19.95	\$1.81	\$18.14
Freddo Frog	1	\$0.60	\$0.05	\$0.55
Fruit Box	1	\$1.90	\$0.17	\$1.73
Hamish McDougal - Seals - 3:45 PM Mon (Block Feb)	1	\$72.00		\$72.00

Printed on Wednesday, 14 February 2018 Page 1

Totals by Location

This report displays the total sales grouped by the location the payment was processed.

Sales By Location - Year To Date 2018					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
POS 1	79	\$1,778.55	\$1,769.03	\$9.52	99.77%
POS 2	4	\$4.00	\$4.00		0.23%
Total Sales	83	\$1,782.55	\$1,773.03	\$9.52	

With Detail

Sales By Location - Year To Date 2018					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
POS 1	79	\$1,778.55	\$1,769.03	\$9.52	99.77%
600ml water	7	\$14.00	\$12.74	\$1.26	
Aquastream	1	\$12.95	\$11.77	\$1.18	
Chips	1	\$1.90	\$1.73	\$0.17	
Chupa Chups	2	\$1.20	\$1.10	\$0.10	
Coffee	1	\$4.00	\$3.64	\$0.36	
Cornetto	1	\$3.50	\$3.18	\$0.32	
Freddo Frog	1	\$0.60	\$0.55	\$0.05	
Hamish McDougal - Seals - 3:45 PM	1	\$72.00	\$72.00		
Jack McArthur - Seals - 3:45 PM Mon	1	\$50.00	\$50.00		
Jacob (Jake) Smith - Penguin - 3:30 PM	1	\$73.80	\$73.80		
Jacob (Jake) Smith - Penguin - 3:30 PM	1	\$92.25	\$92.25		
Jacob (Jake) Smith - Penguin - 3:30 PM	1	\$1.35	\$1.35		
Jacob (Jake) Smith - Penguin - 3:30 PM	1	\$73.80	\$73.80		
Jake Smith - Penguin - 3:30 PM Mon	4	\$8.30	\$8.30		
Jake Smith - Penguin - 3:30 PM Mon	2	\$54.00	\$54.00		
Jake Smith - Penguin - 4:00 PM Mon	1	\$3.30	\$3.30		
Jenny Williams - Turtles - 10:30 AM Thu	1	\$34.50	\$34.50		
Jenny Williams - Turtles - 10:30 AM Thu	2	\$40.50	\$40.50		
Jessica Sinclair - Shrimps - 10:00 AM	1	\$54.00	\$54.00		
Jessica Sinclair - Shrimps - 10:00 AM	1	\$54.00	\$54.00		
Lucas Smith - Penguin - 4:30 PM Mon	1	\$1.20	\$1.20		

Pg. 1 Printed at 4:30 PM on Monday, 12 February 2018

Sales by Group

This report displays a summary of sale items summarised by product group.

Sales By Group - Year To Date 2018						
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales	
Goggles	3	\$95.95	\$92.13	\$3.82	5.20%	
Kiosk	31	\$63.20	\$57.50	\$5.70	3.24%	
Not Defined	5	\$384.00	\$384.00		21.66%	
Parent & Child	22	\$458.00	\$458.00		25.83%	
Preschool	21	\$696.40	\$696.40		39.28%	
School Age	1	\$85.00	\$85.00		4.79%	
Total Sales	83	\$1,782.55	\$1,773.03	\$9.52		

With Detail

Sales By Group - Year To Date 2018						
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales	
Goggles	3	\$95.95	\$92.13	\$3.82	5.20%	
Aquastream	1	\$12.95	\$11.77	\$1.18		
Phillip Smith - Penguin - 4:00 PM Mon	1	\$54.00	\$54.00			
Vorgee Missile Goggles	1	\$29.00	\$26.36	\$2.64		
Kiosk	31	\$63.20	\$57.50	\$5.70	3.24%	
600ml water	7	\$14.00	\$12.74	\$1.26		
Chips	1	\$1.90	\$1.73	\$0.17		
Chupa Chups	2	\$1.20	\$1.10	\$0.10		
Coffee	1	\$4.00	\$3.64	\$0.36		
Cornetto	1	\$3.50	\$3.18	\$0.32		
Freddo Frog	1	\$0.60	\$0.55	\$0.05		
Mars Bar	2	\$4.00	\$3.64	\$0.36		
Nippys 375ml Milk	1	\$2.50	\$2.27	\$0.23		
Powerade	1	\$3.80	\$3.45	\$0.35		
Pump Water	1	\$3.60	\$3.27	\$0.33		
Snakes Alive	1	\$0.10	\$0.09	\$0.01		
Water	12	\$24.00	\$21.84	\$2.16		
Not Defined	5	\$384.00	\$384.00		21.66%	
Hamish McDougal - Seals - 3:45 PM	1	\$72.00	\$72.00			
Jack McArthur - Seals - 3:45 PM Mon	1	\$50.00	\$50.00			
Lucas Smith - Penguin - 4:30 PM Mon	1	\$90.00	\$90.00			
Lucas Smith - Penguin - 4:30 PM Mon	1	\$72.00	\$72.00			

Sales by Type

This report displays a summary of sale items grouped by product type.

Sales By Type - Year To Date 2018					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
Goggles	2	\$41.95	\$38.13	\$3.82	2.15%
Hot Drinks	1	\$4.00	\$3.64	\$0.36	0.21%
Kiosk	30	\$59.20	\$53.86	\$5.34	3.04%
Lesson	50	\$1,677.40	\$1,677.40		94.61%
Total Sales	83	\$1,782.55	\$1,773.03	\$9.52	

With Detail

Sales By Type - Year To Date 2018					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
Goggles	2	\$41.95	\$38.13	\$3.82	2.15%
Aquastream	1	\$12.95	\$11.77	\$1.18	
Vorgee Missile Goggles	1	\$29.00	\$26.36	\$2.64	
Hot Drinks	1	\$4.00	\$3.64	\$0.36	0.21%
Coffee	1	\$4.00	\$3.64	\$0.36	
Kiosk	30	\$59.20	\$53.86	\$5.34	3.04%
600ml water	7	\$14.00	\$12.74	\$1.26	
Chips	1	\$1.90	\$1.73	\$0.17	
Chupa Chups	2	\$1.20	\$1.10	\$0.10	
Cornetto	1	\$3.50	\$3.18	\$0.32	
Freddo Frog	1	\$0.60	\$0.55	\$0.05	
Mars Bar	2	\$4.00	\$3.64	\$0.36	
Nippys 375ml Milk	1	\$2.50	\$2.27	\$0.23	
Powerade	1	\$3.80	\$3.45	\$0.35	
Pump Water	1	\$3.60	\$3.27	\$0.33	
Snakes Alive	1	\$0.10	\$0.09	\$0.01	
Water	12	\$24.00	\$21.84	\$2.16	
Lesson	50	\$1,677.40	\$1,677.40		94.61%
Hamish McDougal - Seals - 3:45 PM	1	\$72.00	\$72.00		
Jack McArthur - Seals - 3:45 PM Mon	1	\$50.00	\$50.00		
Jacob (Jake) Smith - Penguin - 3:30 PM	1	\$73.80	\$73.80		

Pg. 1 Printed at 4:22 PM on Monday, 12 February 2018

Sales by Category

This report displays a summary of sale items summarised by product category.

Sales By Category - Year To Date 2018					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
Confectionary	6	\$5.90	\$5.38	\$0.52	0.30%
Drinks	23	\$51.90	\$47.21	\$4.69	2.66%
Frozen	1	\$3.50	\$3.18	\$0.32	0.18%
Googles	1	\$12.95	\$11.77	\$1.18	0.66%
Lesson	50	\$1,677.40	\$1,677.40		94.61%
SNACKS	1	\$1.90	\$1.73	\$0.17	0.10%
Vorgee	1	\$29.00	\$26.36	\$2.64	1.49%
Total Sales	83	\$1,782.55	\$1,773.03	\$9.52	

With Detail

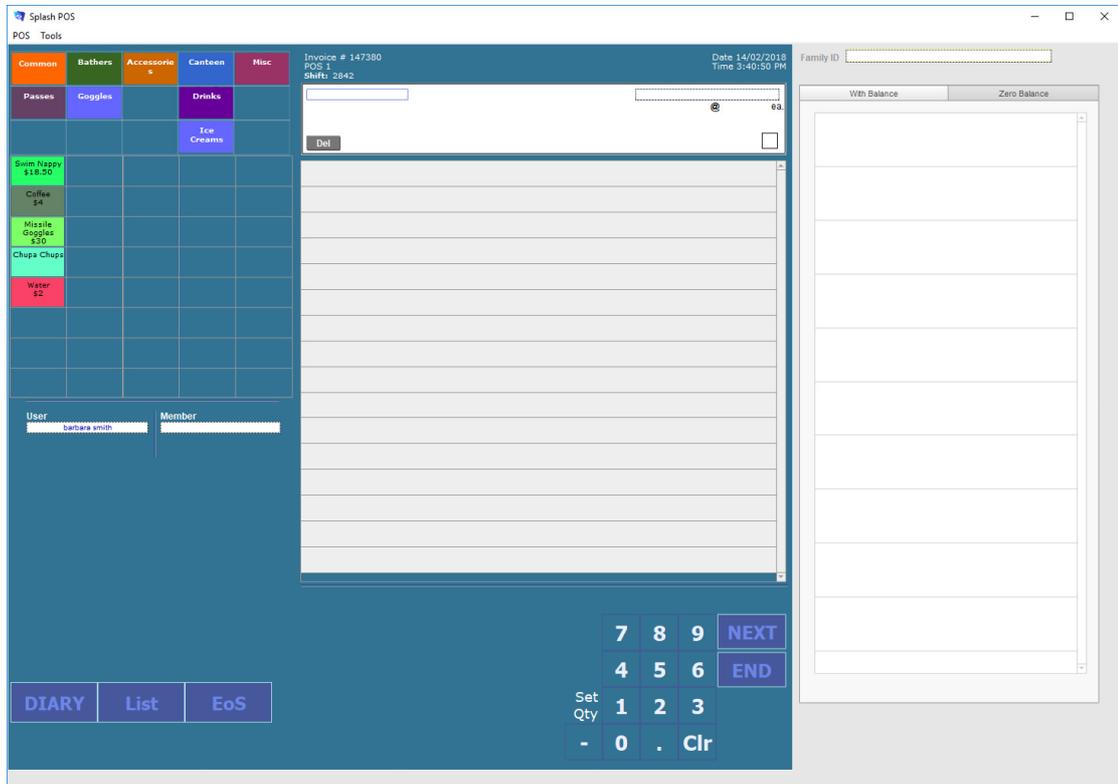
Sales By Category - Year To Date 2018					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
Confectionary	6	\$5.90	\$5.38	\$0.52	0.30%
Chupa Chups	2	\$1.20	\$1.10	\$0.10	
Freddo Frog	1	\$0.60	\$0.55	\$0.05	
Mars Bar	2	\$4.00	\$3.64	\$0.36	
Snakes Alive	1	\$0.10	\$0.09	\$0.01	
Drinks	23	\$51.90	\$47.21	\$4.69	2.66%
600ml water	7	\$14.00	\$12.74	\$1.26	
Coffee	1	\$4.00	\$3.64	\$0.36	
Nippys 375ml Milk	1	\$2.50	\$2.27	\$0.23	
Powerade	1	\$3.80	\$3.45	\$0.35	
Pump Water	1	\$3.60	\$3.27	\$0.33	
Water	12	\$24.00	\$21.84	\$2.16	
Frozen	1	\$3.50	\$3.18	\$0.32	0.18%
Cornetto	1	\$3.50	\$3.18	\$0.32	
Googles	1	\$12.95	\$11.77	\$1.18	0.66%
Aquastream	1	\$12.95	\$11.77	\$1.18	
Lesson	50	\$1,677.40	\$1,677.40		94.61%
Hamish McDougal - Seals - 3:45 PM	1	\$72.00	\$72.00		
Jack McArthur - Seals - 3:45 PM Mon	1	\$50.00	\$50.00		
Jacob (Jake) Smith - Penguin - 3:30 PM	1	\$73.80	\$73.80		
Jacob (Jake) Smith - Penguin - 3:30 PM	1	\$92.25	\$92.25		

End of Day Procedures

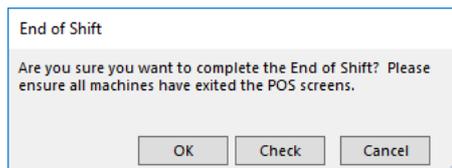
At the end of each business day you should reconcile the takings in your till drawer with transactions entered in the Splash POS system. End of day procedures begin in the sale entry screen.

Recording an End of Shift

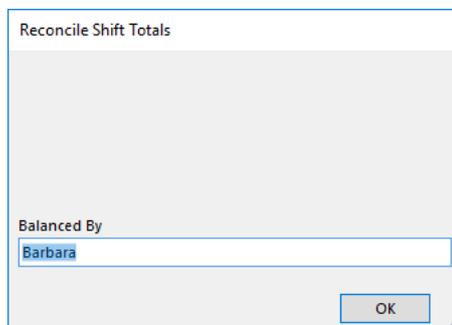
1. Click the POS \$ on the top right corner of the diary to ensure the POS Sale Entry screen is displayed.



2. Click once on the **EoS** (End of Shift) button displayed on the lower left of your screen.



3. You will be asked whether you want to end the shift or simply check the takings for the current shift.



4. You will be prompted to enter your name.

Reconcile Shift Totals
POS Tools

Reconcile Shift Totals

Overview	Actual Cash	Transactions
ACTUAL Coins		
5's	2	\$0.10
10's	15	\$1.50
20's	27	\$5.40
50's	8	\$4.00
1's	12	\$12.00
2's	10	\$20.00
Coin Value		\$43.00
ACTUAL Notes		
\$5's	22	\$110.00
\$10's	30	\$300.00
\$20's	24	\$480.00
\$50's	4	\$200.00
\$100's		\$0.00
Notes Value		\$1,090.00
Total Cash Counted		\$1,133.00
EFTPOS Receipts		\$535.30
Credit Card Receipts		\$680.90
Cheques		
Amex Receipts		
Counted Total Cash / Receipts		\$2,349.20
System Total Cash / Receipts		\$2,349.20
Variance		\$0.00
NOTES: Midday balance for staff change over.		
Done		

- The Reconcile End of Shift dialog will be displayed on your screen. You will need to enter your takings in the fields provided on this dialog.
- Enter a breakdown of the cash you have counted from your till drawer. Enter the eftpos totals that have been printed from your eftpos machine.
- The figures you enter will be reconciled against the transactions you have processed. Any discrepancy between your takings and Splash will be displayed in the Variance field.

Reconcile Shift Totals
POS Tools

Reconcile Shift Totals

Overview	Actual Cash	Transactions
Other Payments		
Accounts		
Direct Debit	\$22.20	
Internet		
Journal		
Promotion		
Redeemed Gift_Vouchers		
Management		
Other		
Session Pass		
Total Other Payments	\$22.20	
Theoretical Cash / EFTPOS	\$2,349.20	
Total Invoices / Sales	\$2,371.40	
System Totals in POS / Actual Cash		
Cash	\$1,133.00	\$1,133.00
EFTPOS	\$535.30	\$535.30
Credit Cards	\$680.90	\$680.90
Cheques		
Amex		
Total Cash / EFTPOS	\$2,349.20	\$2,349.20
Variance		\$0.00
NOTES: Midday balance for staff change over.		
Done		

- If there is a variance between the system figures and your counted receipts enter a reason within the Notes field. You cannot proceed without entering a Note when a variance occurs
- Click the Done button to save the information and return to the POS Sale Entry screen.
- The cashsheet will be printed when you click the Done button.

Cashsheet for 9/02/2018

Shift : 2842

Closed:

Balanced by: Barbara

	POS Totals	Actual Cash on Hand
Cash	\$1133.00	\$1133.00
EFTPOS	\$535.30	\$535.30
CreditCards	\$680.90	\$680.90
Cheques		
SubTotalB	<u>\$2349.20</u>	<u>\$2349.20</u>

Additional Payments

Till Variance \$0.00

Midday balance for staff change over.

Accounts	
Internet	
Journal	
Promotion	
Redeemed Gift Vouchers	
Management	
Other	
SubTotalA	<u>\$22.20</u>
Total Invoices / Sales	<u>\$2371.40</u>

<u>ACTUAL Coins</u>		<u>ACTUAL Notes</u>	
5's	<input type="text" value="2"/> \$0.10	\$5's	<input type="text" value="22"/> \$110.00
10's	<input type="text" value="15"/> \$1.50	\$10's	<input type="text" value="30"/> \$300.00
20's	<input type="text" value="27"/> \$5.40	\$20's	<input type="text" value="24"/> \$480.00
50's	<input type="text" value="8"/> \$4.00	\$50's	<input type="text" value="4"/> \$200.00
\$1's	<input type="text" value="12"/> \$12.00	\$100's	<input type="text" value=""/> \$0.00
\$2's	<input type="text" value="10"/> \$20.00		
	\$43.00		
		Total Cash Counted	\$1,090.00
		Total Cheques	\$1,133.00
		Total	\$1,133.00

Understanding Cashesheets

Each cashsheet contains a breakdown of transactions and takings for a specified shift. A shift can be any duration – you may have a single shift each day or multiple shifts within each day.

Each cashsheet compares the actual transactions with your counted takings for the day.

The screenshot shows the 'Point of Sale - Cashesheet' window for 14 February 2018. The 'Overview' tab is active, displaying the following data:

Other Payments		System Totals in POS / Actual Cash	
Accounts		Cash	\$1,133.00 / \$1,133.00
Direct Debit	\$22.20	EFTPOS	\$535.30 / \$535.30
Internet		Credit Cards	\$680.90 / \$680.90
Journal		Cheques	
Promotion		Amex	
Redeemed Gift_Vouchers		Total Cash / EFTPOS	\$2,349.20 / \$2,349.20
Management			
Other			
Session Pass			
Total Other Payments	\$22.20		
Theoretical Cash / EFTPOS	\$2,349.20		
Total Invoices / Sales	\$2,371.40		

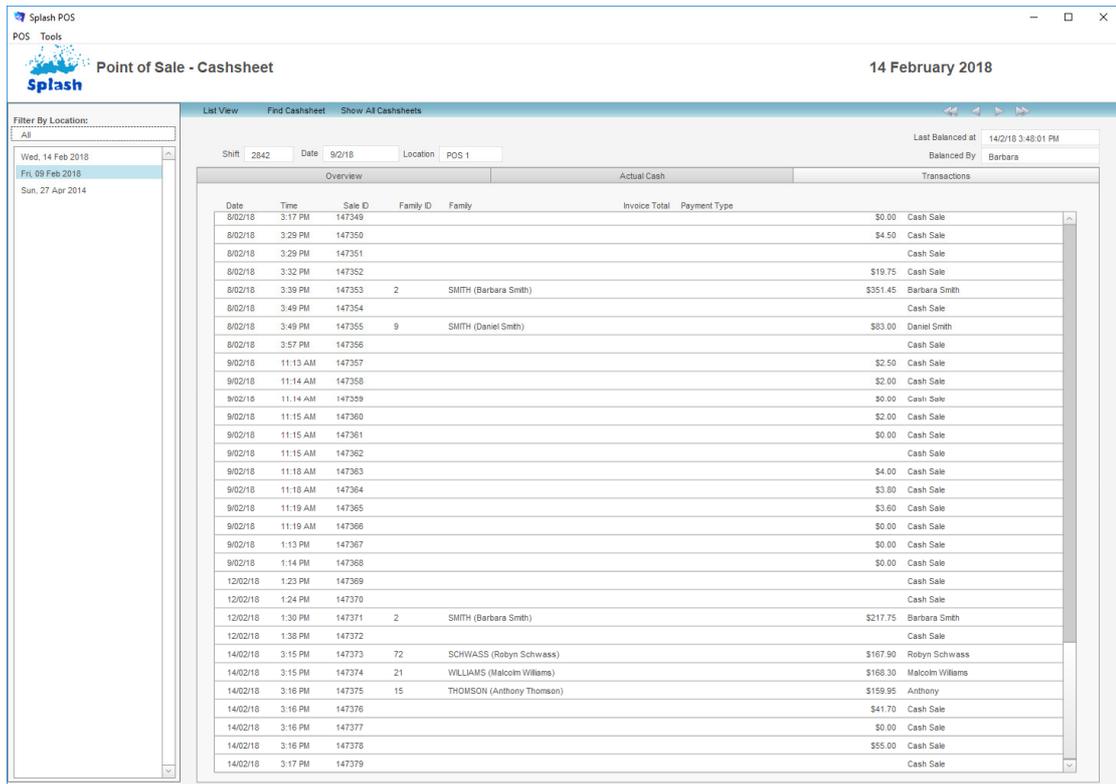
Additional information shown includes 'Variance: \$0.00' and a note: 'Midday balance for staff change over.' Buttons for 'Get Figures' and 'Print' are also visible.

The cashsheet overview displays the totals of all money received by payment method. It also displays the total transactions keyed and a comparison between what was processed and your physical cash on hand.

The screenshot shows the 'Actual Cash' tab of the 'Point of Sale - Cashesheet' window for 14 February 2018. It displays the following data:

ACTUAL Coins			ACTUAL Notes		
5's	2	\$0.10	\$5's	22	\$110.00
10's	15	\$1.50	\$10's	30	\$300.00
20's	27	\$5.40	\$20's	24	\$480.00
50's	8	\$4.00	\$50's	4	\$200.00
\$1's	12	\$12.00	\$100's		\$0.00
\$2's	10	\$20.00			
Coin Value		\$43.00	Notes Value		\$1,090.00
			Total Cash Counted		\$1,133.00

The second tab card in the cashsheet displays a record of the actual cash which was counted at the end of the shift. These numbers can be viewed but not changed after the End of Shift is processed.

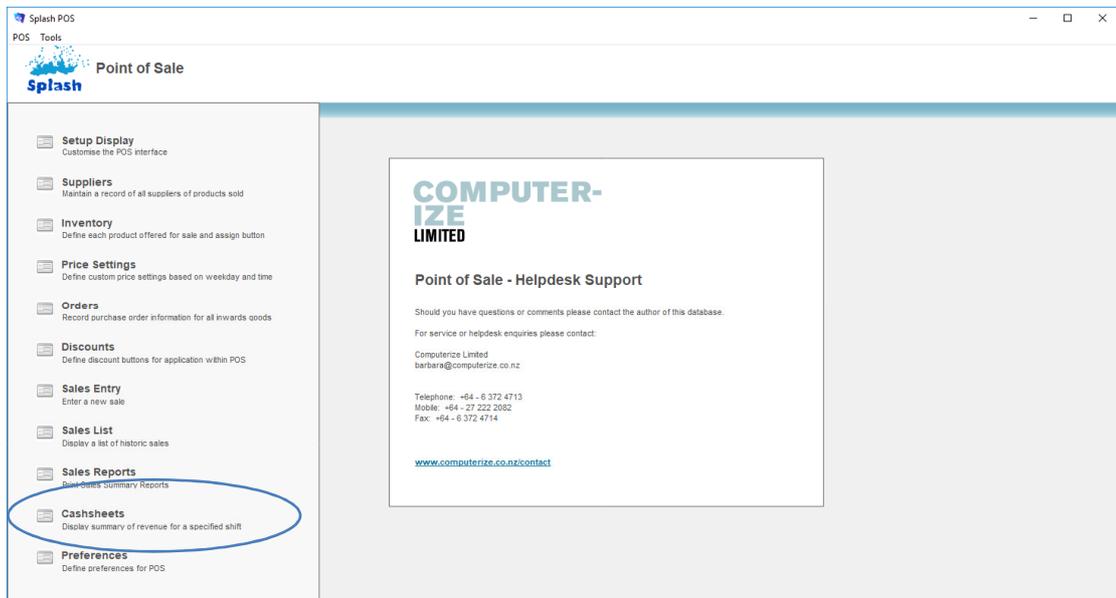


The final tabcard in the cashsheet displays a list of all transactions entered during the shift.

Displaying a List of Cashesheets

Each record in your Cashesheet module can be displayed in either a form view or as part of a list. List view displays all records in the found set.

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Cashesheet** on the left of your screen.



3. The Point of Sale – Cashesheet Screen will be displayed.
4. Click once on the **List View** button displayed in the blue stripe at the top of your screen.



5. All records in the found set will be displayed in the list.

Sort By	Date	Shift	Location	Detail View	Find Cashesheet	Show All Cashesheets	Shift Total	Other Pmts	Cash	Etpos	Credit Card	Amex	Cheque	POS Cash/Etpos	Actual Cash/Etpos	Variance
	27/04/14	2841	POS 1				\$6550.62	\$333.00	\$4183.07	\$1549.10	\$495.45			\$6217.62	\$6216.85	-\$0.77
	09/02/18	2842	POS 1				\$2371.40	\$22.20	\$1133.00	\$535.30	\$680.90			\$2349.20	\$2349.20	\$0.00
	14/02/18	2843	POS 1												\$0.00	\$0.00

NB: Display the detail of a selected cashsheet by clicking the goggles displayed to the left of the date.

Finding a Cashesheet

1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Cashesheet** on the left of your screen.
3. Click once on the **Find Cashesheet** button displayed in the blue stripe at the top of your screen.



4. A blank Cashesheet will be displayed on your screen.
5. Enter the criteria for your find in the appropriate field/s.
6. Press ENTER or click the **Continue** button to complete the find.

Viewing Cashesheet Details

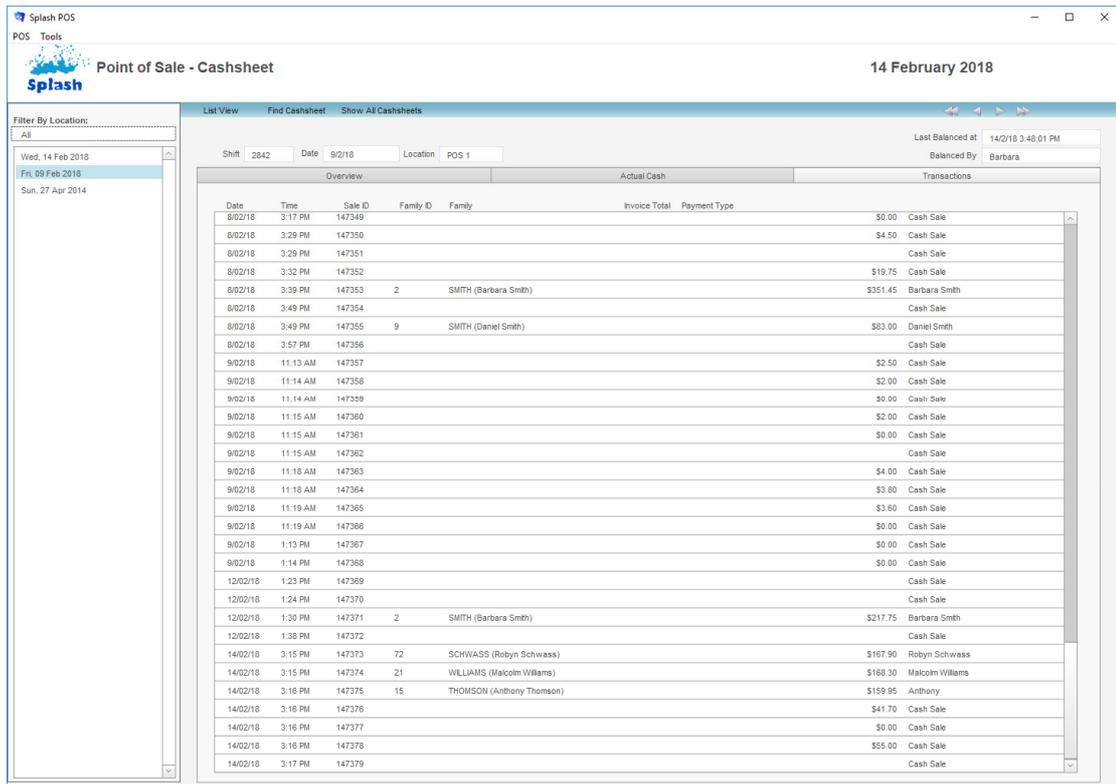
1. Use the **Finding a Cashesheet** function to locate the record you wish to view.
2. The Cashesheet entry form should be displayed on your screen.
3. Update any details as required.

Displaying a list of Daily Transactions

In addition to displaying system totals, the cashsheet record also contains a list of all transactions processed on the selected date.

1. Use the **Finding a Cashesheet** function to locate the record you wish to view.
2. The Cashesheet entry form should be displayed on your screen.
3. Click once on the Transactions tab card located on the right of your screen.





4. This screen displays a single line for each transaction, it does not display the method of payment or the content of each transaction.

Deleting a Cashesheet Record

Cashesheet records cannot be deleted.

Printing a Cashesheet

Although the cashsheet is always printed at the time the End of Shift is performed there are times when you may need to reprint a historic report. This report displays the system total and actual receipts for a selected date.

1. Use the **Finding a Cashesheet** function to locate the cashsheet you wish to print.
2. Click the **Print** button displayed in the centre of your screen.

The screenshot shows the 'Point of Sale - Cashesheet' window for 14 February 2018. The interface includes a sidebar with a date filter, a main data entry area, and a summary table.

Other Payments

Accounts	
Direct Debit	\$22.20
Internet	
Journal	
Promotion	
Redeemed Gift_Vouchers	
Management	
Other	
Session Pass	
Total Other Payments	\$22.20
Theoretical Cash / EFTPOS	\$2,349.20
Total Invoices / Sales	\$2,371.40

System Totals in POS / Actual Cash

Cash	\$1,133.00	\$1,133.00
EFTPOS	\$535.30	\$535.30
Credit Cards	\$680.90	\$680.90
Cheques		
Amex		
Total Cash / EFTPOS	\$2,349.20	\$2,349.20

Variance: \$0.00

NOTES:
Midday balance for staff change over.

3. The cashsheet report will be sent directly to the printer..

Cashsheet for 9/02/2018

Shift : 2842

Closed:

Balanced by: Barbara

	POS Totals	Actual Cash on Hand
Cash	\$1133.00	\$1133.00
EFTPOS	\$535.30	\$535.30
CreditCards	\$680.90	\$680.90
Cheques		
SubTotalB	<u>\$2349.20</u>	<u>\$2349.20</u>

Additional Payments

Till Variance \$0.00

Midday balance for staff change over.

Accounts	
Internet	
Journal	
Promotion	
Redeemed Gift Vouchers	
Management	
Other	
SubTotalA	<u>\$22.20</u>
Total Invoices / Sales	<u>\$2371.40</u>

<u>ACTUAL Coins</u>		<u>ACTUAL Notes</u>	
5's	<input type="text" value="2"/> \$0.10	\$5's	<input type="text" value="22"/> \$110.00
10's	<input type="text" value="15"/> \$1.50	\$10's	<input type="text" value="30"/> \$300.00
20's	<input type="text" value="27"/> \$5.40	\$20's	<input type="text" value="24"/> \$480.00
50's	<input type="text" value="8"/> \$4.00	\$50's	<input type="text" value="4"/> \$200.00
\$1's	<input type="text" value="12"/> \$12.00	\$100's	<input type="text" value=""/> \$0.00
\$2's	<input type="text" value="10"/> \$20.00		
	\$43.00		
		Total Cash Counted	\$1,090.00
		Total Cheques	\$1,133.00
		Total	\$1,133.00

RGB Colour Palette

255, 255, 255	255,255,204	255,255,153	255,255,102	255,255,51	255,255,0
255,204,255	255,204,204	255,204,153	255,204,102	255,204,51	255,204,0
255,153,255	255,153,204	255,153,153	255,153,102	255,153,51	255,153,0
255,102,255	255,102,204	255,102,153	255,102,102	255,102,51	255,102,0
255,51,255	255,51,204	255,51,153	255,51,102	255,51,51	255,51,0
255,0,255	255,0,204	255,0,153	255,0,102	255,0,51	255,0,0
204,255,255	204,255,204	204,255,153	204,255,102	204,255,51	204,255,0
204,204,255	204,204,204	204,204,153	204,204,102	204,204,51	204,204,0
204,153,255	204,153,204	204,153,153	204,153,102	204,153,51	204,153,0
204,102,255	204,102,204	204,102,153	204,102,102	204,102,51	204,102,0
204,51,255	204,51,204	204,51,153	204,51,102	204,51,51	204,51,0
204,0,255	204,0,204	204,0,153	204,0,102	204,0,51	204,0,0
153,255,255	153,255,204	153,255,153	153,255,102	153,255,51	153,255,0
153,204,255	153,204,204	153,204,153	153,204,102	153,204,51	153,204,0
153,153,255	153,153,204	153,153,153	153,153,102	153,153,51	153,153,0
153,102,255	153,102,204	153,102,153	153,102,102	153,102,51	153,102,0
153,51,255	153,51,204	153,51,153	153,51,102	153,51,51	153,51,0
153,0,255	153,0,204	153,0,153	153,0,102	153,0,51	153,0,0

102,255,255	102,255,204	102,255,153	102,255,102	102,255,51	102,255,0
102,204,255	102,204,204	102,204,153	102,204,102	102,204,51	102,204,0
102,153,255	102,153,204	102,153,153	102,153,102	102,153,51	102,153,0
102,102,255	102,102,204	102,102,153	102,102,102	102,102,51	102,102,0
102,51,255	102,51,204	102,51,153	102,51,102	102,51,51	102,51,0
102,0,255	102,0,204	102,0,153	102,0,102	102,0,51	102,0,0
51,255,255	51,255,204	51,255,153	51,255,102	51,255,51	51,255,0
51,204,255	51,204,204	51,204,153	51,204,102	51,204,51	51,204,0
51,153,255	51,153,204	51,153,153	51,153,102	51,153,51	51,153,0
51,102,255	51,102,204	51,102,153	51,102,102	51,102,51	51,102,0
51,51,255	51,51,204	51,51,153	51,51,102	51,51,51	51,51,0
51,0,255	51,0,204	51,0,153	51,0,102	51,0,51	51,0,0
0,255,255	0,255,204	0,255,153	0,255,102	0,255,51	0,255,0
0,204,255	0,204,204	0,204,153	0,204,102	0,204,51	0,204,0
0,153,255	0,153,204	0,153,153	0,153,102	0,153,51	0,153,0
0,102,255	0,102,204	0,102,153	0,102,102	0,102,51	0,102,0
0,51,255	0,51,204	0,51,153	0,51,102	0,51,51	0,51,0