

Splash V6

User Documentation – Point of Sale

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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

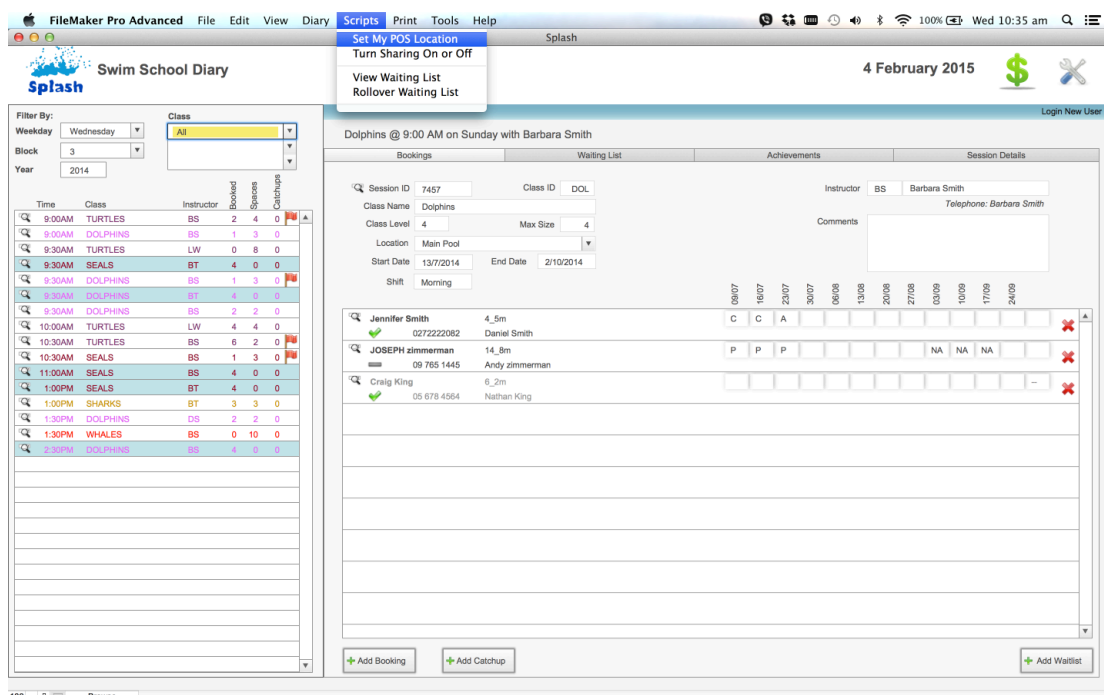
Your point of sale location determines the interface that will be displayed when you access the sale entry screen. Splash provides the flexibility to customise the user interface for multiple locations. The default location when you first begin using Splash is "POS 1".

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

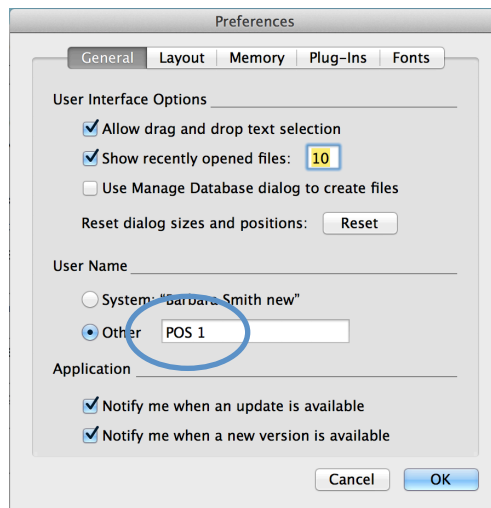
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Daily Diary** icon



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.

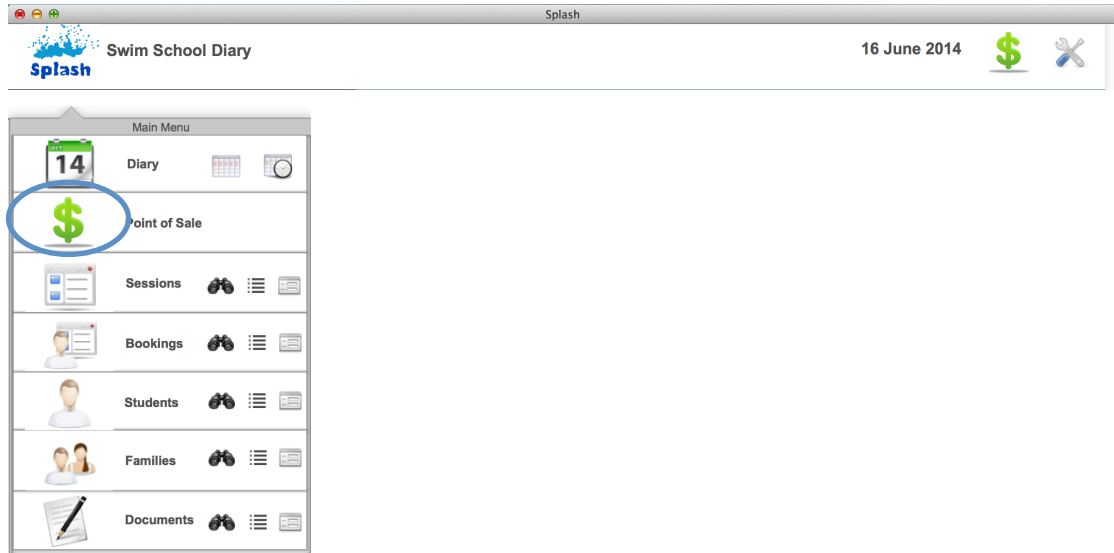
NB: If you have created multiple display options in the POS system, the above name should match the name of the interface you have defined. To define additional interface screens see “Defining Your Point of Sale Location” in this guide.

Administering Point of Sale (POS)

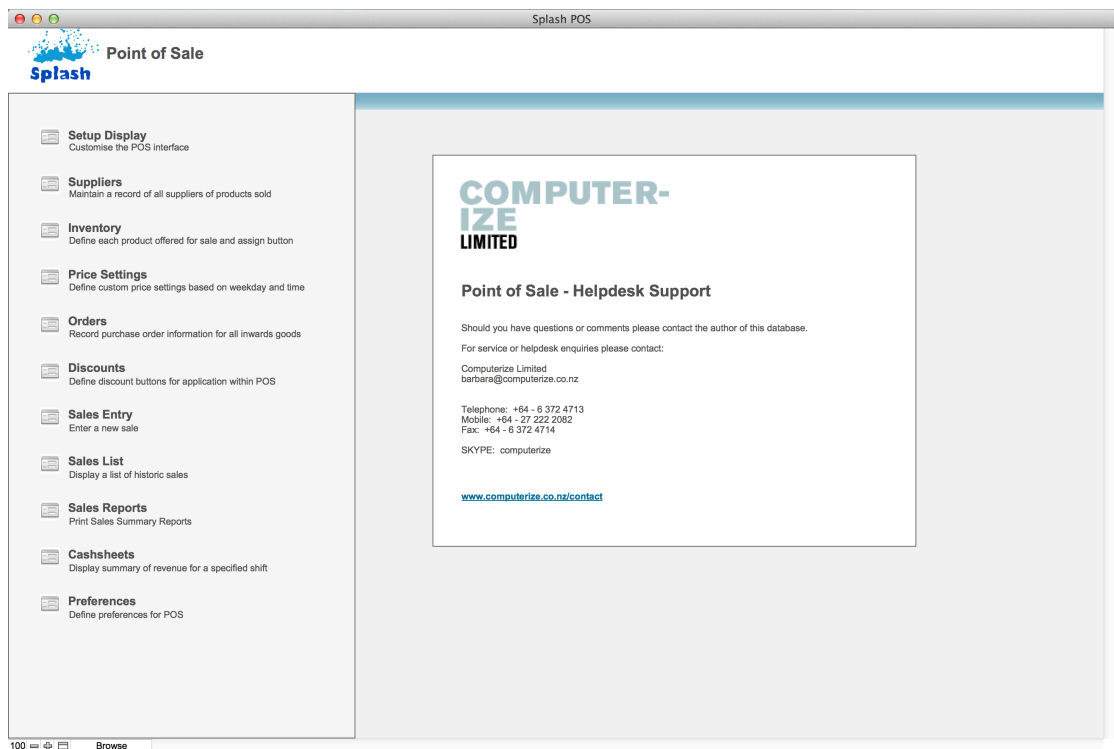
In order to use the Point of Sale system you will need to define the interface you wish to display and the products you wish to sell.

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.

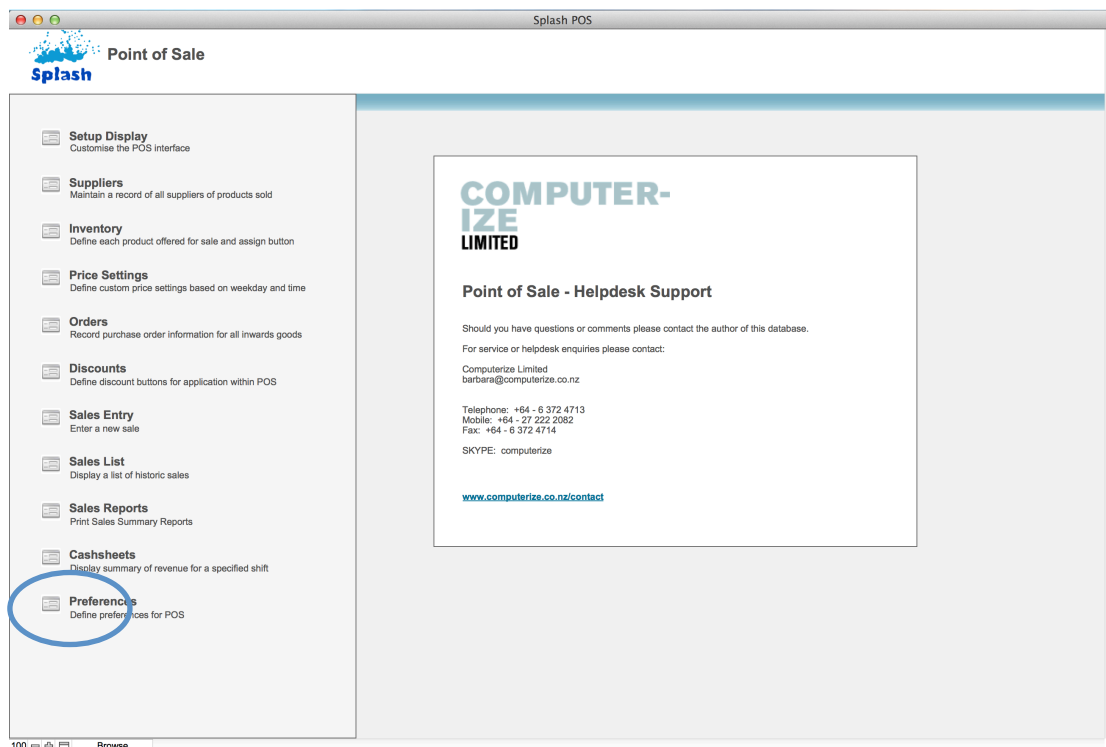


Updating Swim School Information

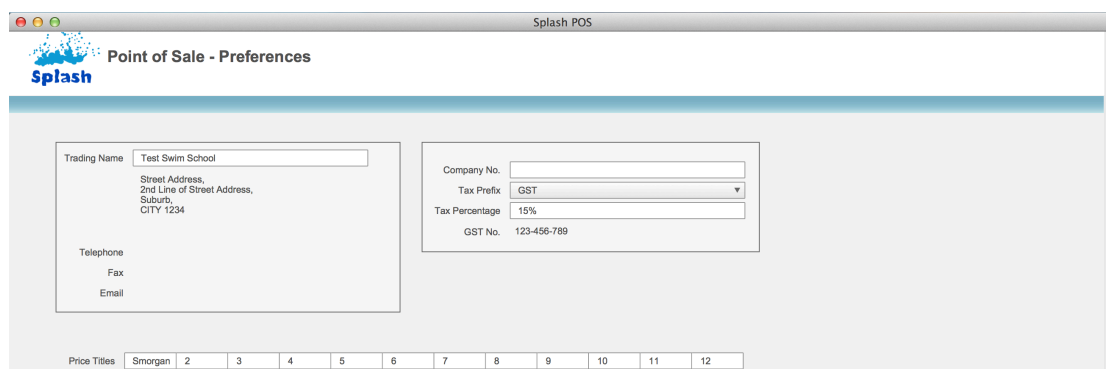
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Point of Sale** icon



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



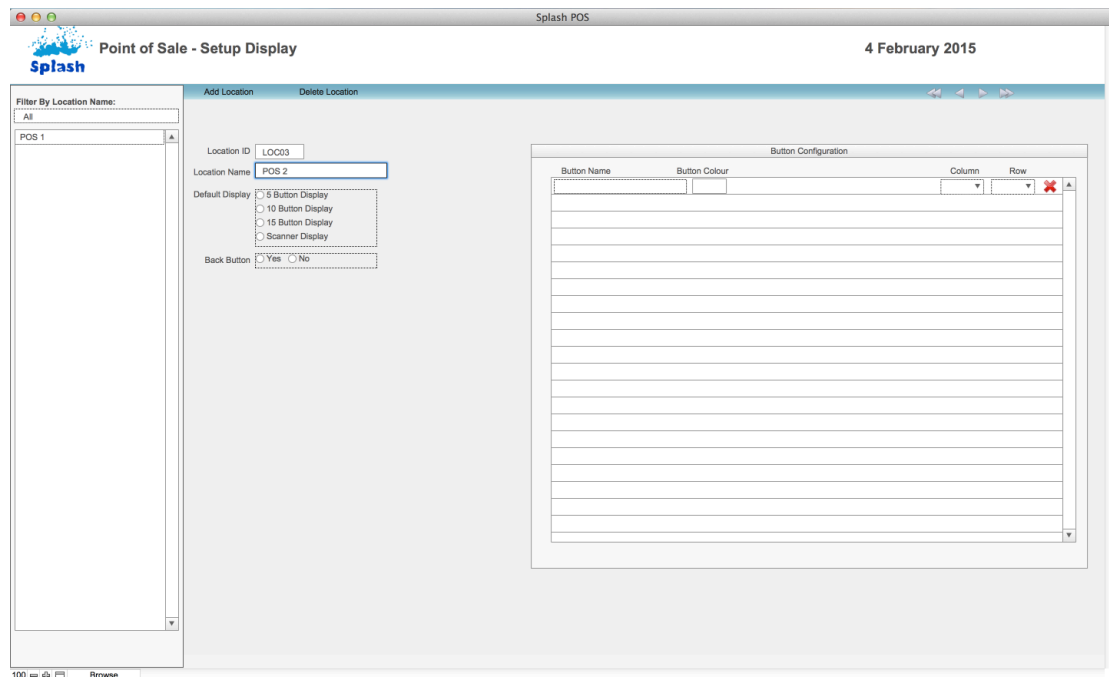
4. The Point of Sale Preferences will be displayed on your screen
5. Complete your school trading name (it will be displayed on receipts) and your tax information.
6. Additional information about your Swim School can be updated in the Splash Preferences for School Details.



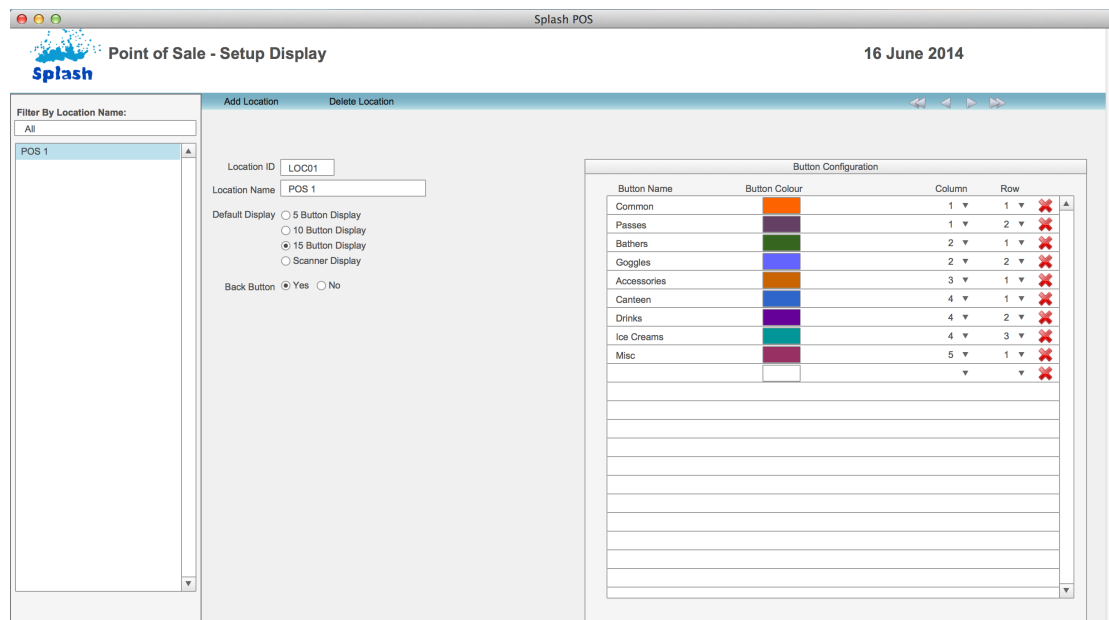
7. Complete as many fields as possible then click the Splash Menu button to return to the POS home screen. Your information is saved as you type.

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.



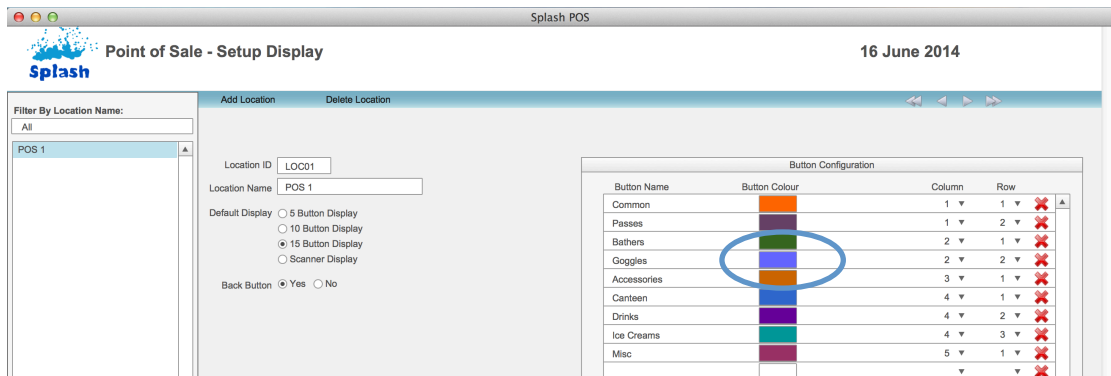
4. Define a Name for the required interface.
5. After entering the location defaults you now need to define the Button Configuration. The button configuration determines which buttons are displayed on the top left of your screen and their appearance.
6. The category buttons sit in a grid consisting of 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.



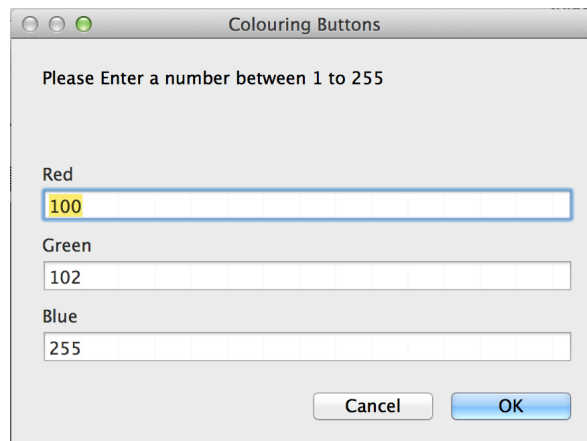
The above configuration would be displayed as follows;

Common	Bathers	Accessories	Canteen	Misc
Passes	Goggles		Drinks	
			Ice Creams	

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.

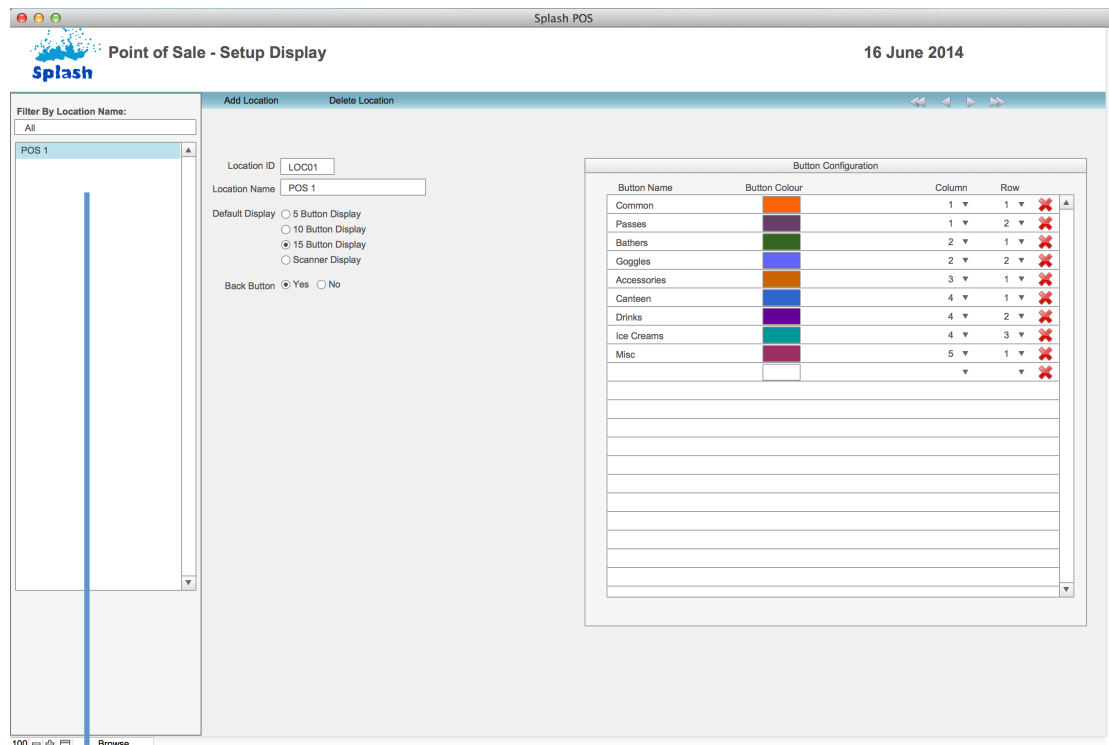
11. Repeat steps 7 through 9 until the required buttons have been defined.

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

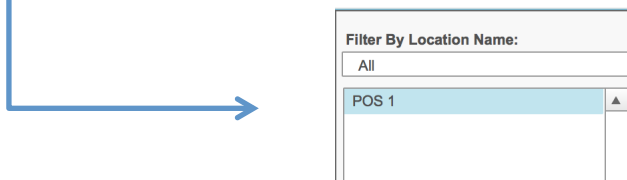
NB: For a comprehensive list of colours see the RGB Colour Palette (page 73).

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

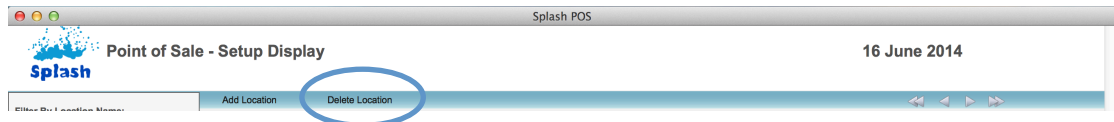
1. Use the **Displaying a Location** command to ensure the correct location is displayed on your screen.
2. Update any details as required.

Button Configuration				
Button Name	Button Colour		Column	Row
Common	Orange		1	1
Passes	Dark Purple		1	2
Bathers	Green		2	1
Goggles	Blue		2	2
Accessories	Orange		3	1
Canteen	Blue		4	1

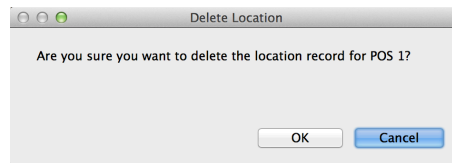
Deleting a Location Record

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.



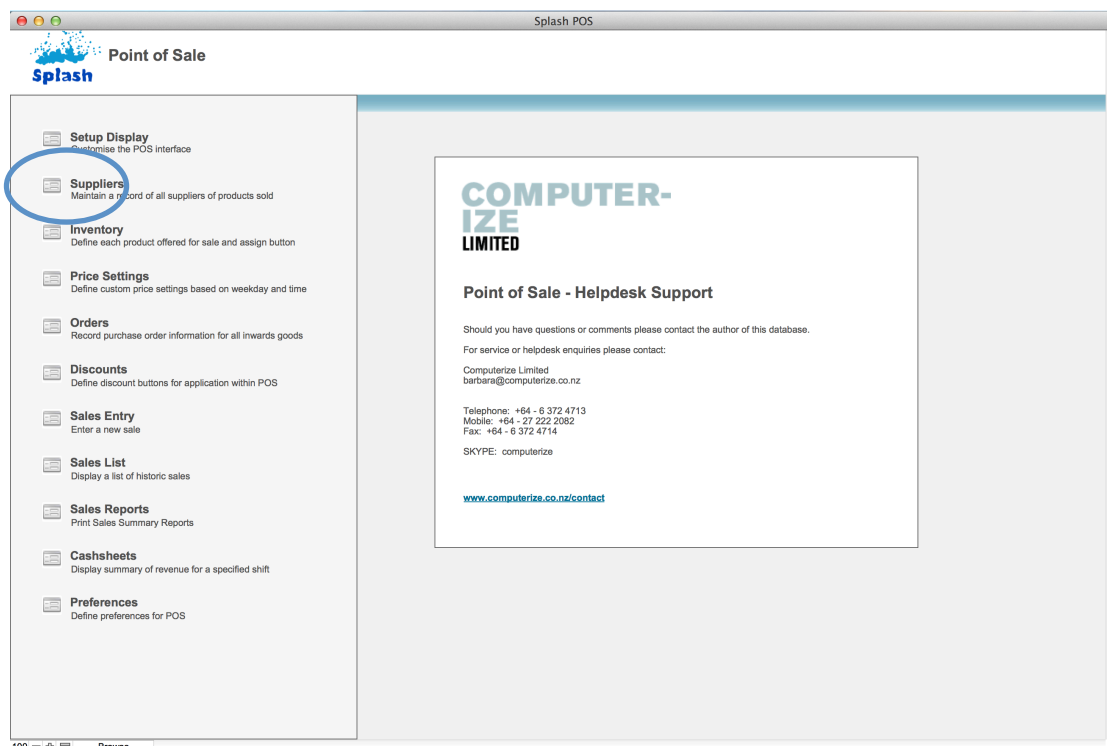
4. Click OK to delete the record, or Cancel to return to the form without making any changes.

Entering Supplier Information

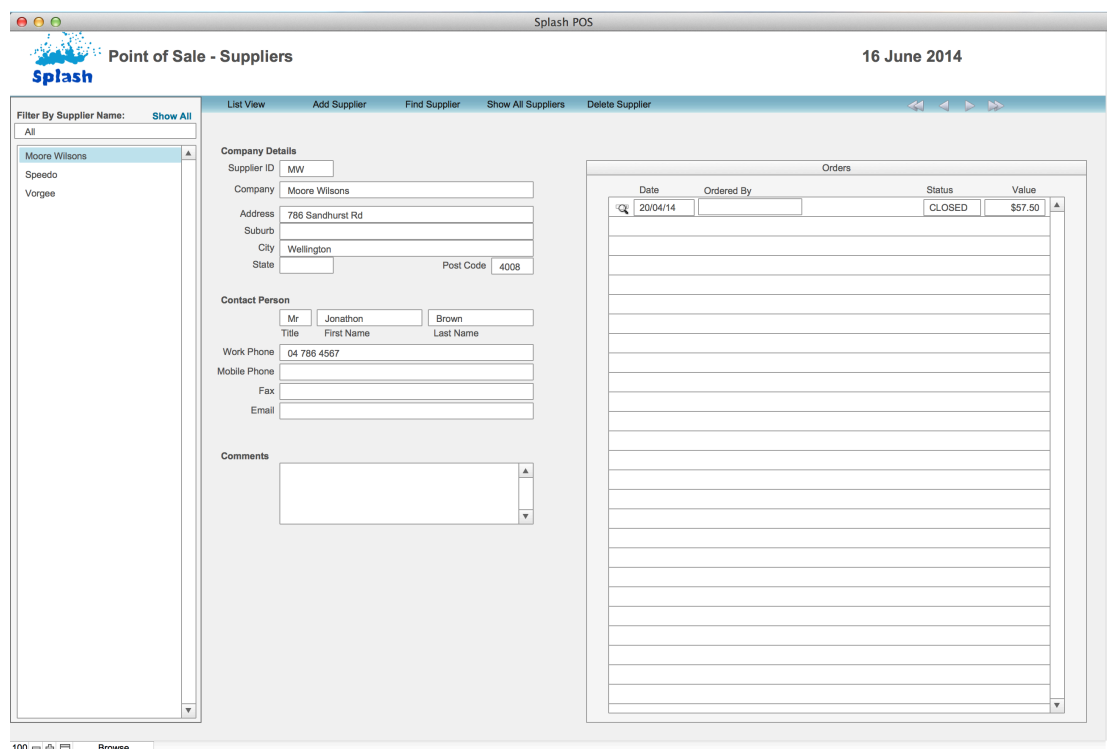
Although it is not essential for successful operation, it is recommended you create a supplier record for each company you will be purchasing stock from.

Entering 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 dialog has a title bar with 'Search for a Supplier' and a magnifying glass icon. It contains several search fields: 'Supplier ID', 'Company', 'Contact Person', 'Address', 'Suburb', 'City', 'State', 'Post Code', 'Telephone', 'Mobile', and 'Email'. Each field has a small magnifying glass icon to its right. At the bottom of the dialog are six 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

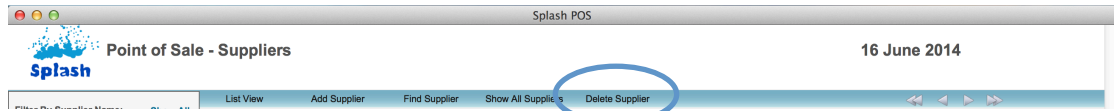
1. Use the **Finding a Supplier** command to ensure the correct supplier record is displayed on your screen.
2. Update any details as required.

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.

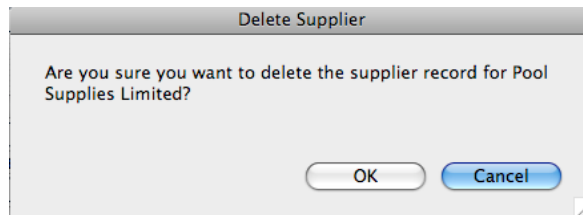
Deleting a Supplier Record

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.



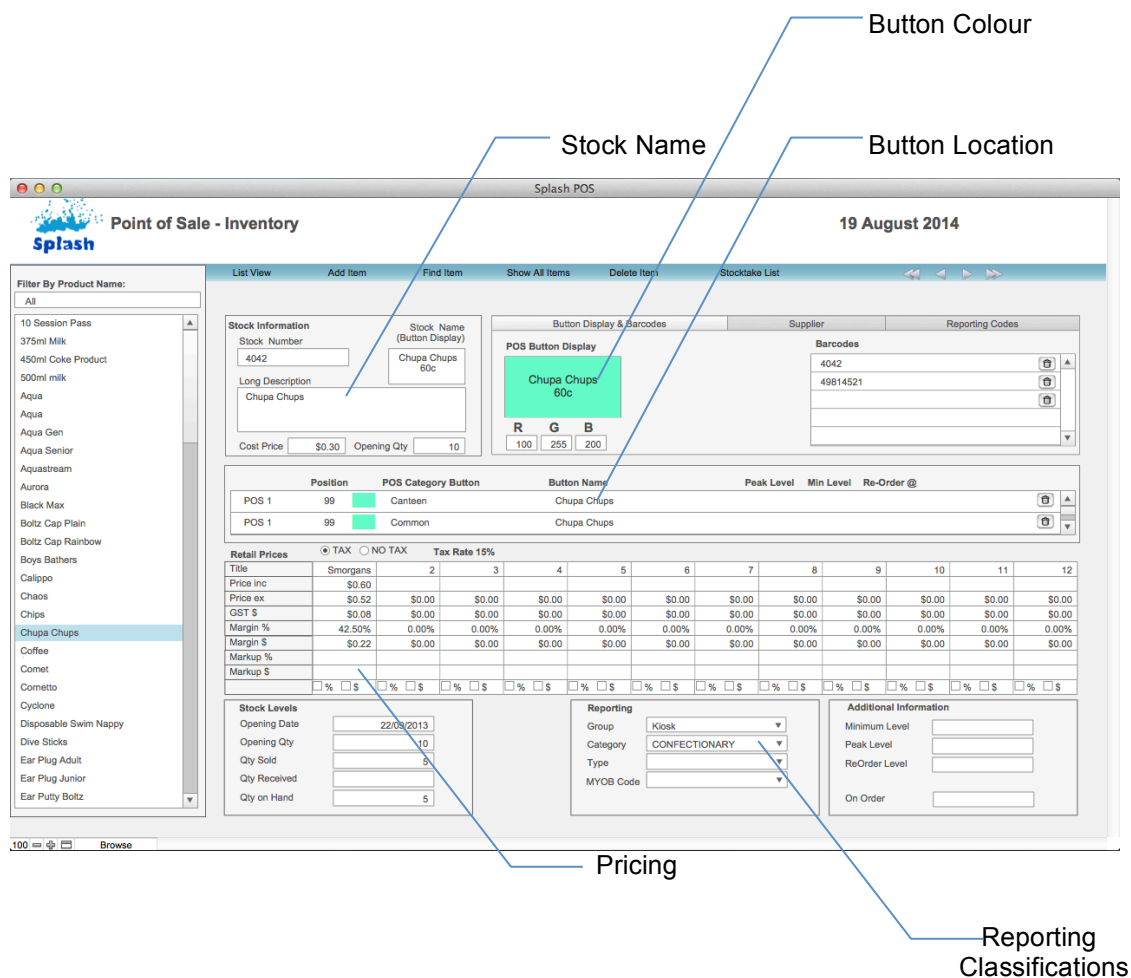
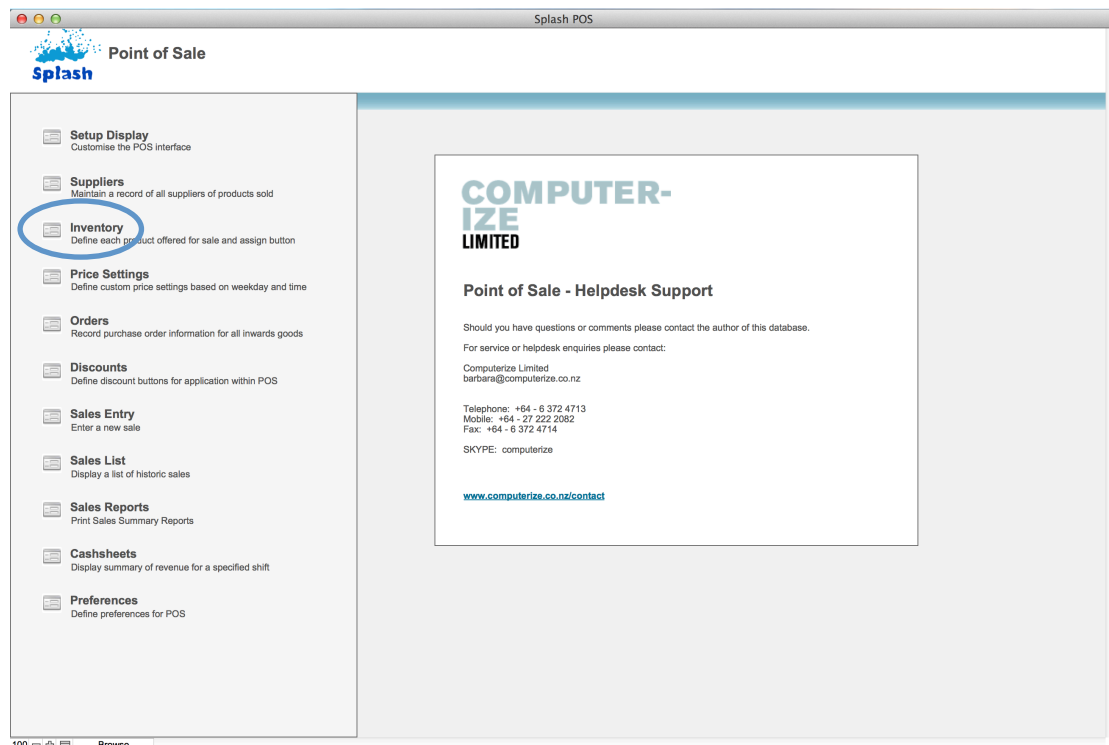
4. You will be asked to confirm you wish to delete the selected Supplier record.



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.



Entering 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 shows the 'Point of Sale - Inventory' screen in the Splash POS application. The interface includes a sidebar with a product list, a main area for item details, and a bottom section for reporting and stock levels. The 'Chupa Chups' item is selected, showing its stock number, description, cost, and opening quantity. A table of retail prices is displayed for different locations, and a reporting section allows for categorizing the item for sales tracking.

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' screen. On the left, a sidebar contains several menu items: 'Setup Display', 'Suppliers', 'Inventory' (which is circled in red), 'Price Settings', and 'Orders'. The main area of the screen displays the 'COMPUTER-IZE LIMITED' logo and the text 'Point of Sale - Helpdesk Support'.

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

Point of Sale - Inventory 19 August 2014

Filter By Product Name: All

10 Session Pass
375ml Milk
375ml Milk
450ml Cola Product
500ml milk
Aqua
Aqua
Aqua Gen
Aqua Senior
AquaStream
Aurora
Black Max
Boltz Cap Plain
Boltz Cap Rainbow
Boys Bathers
Calippo
Chaco
Chips
Chupa Chups
Coffee
Comet
Cometto
Cyclone
Disposable Swim Nappy
Dive Sticks
Ear Plug Adult
Ear Plug Junior
Ear Putty Boltz
Ear Wrap
Flash
Flex
Flipper 11-15
Flipper 15-19

List View **Add Item** Find Item Show All Items Delete Item Stocktake List

Stock Information
Stock Number: 4042
Stock Name (Button Display): Chupa Chups

Button Display & Barcodes
POS Button Display
R: 39 G: 65 B: 102

Supplier: Reporting Codes

Barcodes
4139

Position: POS Category Button Button Name Peak Level Min Level Re-Order @

Retail Prices		TAX		NO TAX		Tax Rate 15%													
Title	Smorgans	2	3	4	5	6	7	8	9	10	11	12							
Price inc																			
Price ex	\$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	\$0.00	\$0.00		
GST \$	\$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	\$0.00	\$0.00		
Margin %	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%	0.00%	0.00%		
Margin \$	\$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	\$0.00	\$0.00		
Markup %																			
Markup \$																			

Stock Levels
Opening Date: Opening Qty: Qty Sold: Qty Received: Qty on Hand:

Reporting
Group: Category: Type: MYOB Code:

Additional Information
Minimum Level: Peak Level: ReOrder Level: On Order:

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

2. Defining the Button Colour

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

POS Button Display

R: 39 G: 65 B: 102

Colouring Buttons

Please Enter a number between 1 to 255

Red: 50

Green: 225

Blue: 195

Cancel OK

6. Enter numbers between 1 and 255 within the fields for Red (R), Green (G) and Blue (B). See the RGB colour palette (page 73) 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.

Button Display & Barcodes		Supplier	Reporting Codes
POS Button Display <div style="border: 1px solid black; padding: 5px; text-align: center;">Chupa Chups 60c</div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> R 100 G 255 B 200 </div>			Barcodes <div style="border: 1px solid black; padding: 2px;"> 4042 49814521 </div>

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	Canteen	Chupa Chups		
POS 1	99	Common	Chupa Chups		

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.

Position	POS Category Button	Button Name	Peak Level	Min Level	Re-Order @
POS 1	99	Canteen	Chupa Chups		
POS 1	99	Common	Chupa Chups		

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

Position	POS Category Button	Button Name	Peak Level	Min Level	Re-Order @
POS 1	99	Canteen	Chupa Chups		
POS 1	99	Common	Chupa Chups		

Position	POS Category Button	Button Name	Peak Level	Min Level	Re-Order @
POS 1	99	Canteen	Chupa Chups		
POS 1	99	Common	Chupa Chups		

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		<input checked="" type="radio"/> TAX <input type="radio"/> NO TAX		Tax Rate 15%											
Title		2	3	4	5	6	7	8	9	10	11	12			
Price inc	Smorgans \$0.60														
Price ex	\$0.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
GST \$	\$0.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Margin %	42.50%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Margin \$	\$0.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Markup %															
Markup \$															
		<input type="checkbox"/> % <input type="checkbox"/> \$	<input type="checkbox"/> % <input type="checkbox"/> \$	<input type="checkbox"/> % <input type="checkbox"/> \$	<input type="checkbox"/> % <input type="checkbox"/> \$	<input type="checkbox"/> % <input type="checkbox"/> \$	<input type="checkbox"/> % <input type="checkbox"/> \$	<input type="checkbox"/> % <input type="checkbox"/> \$	<input type="checkbox"/> % <input type="checkbox"/> \$	<input type="checkbox"/> % <input type="checkbox"/> \$	<input type="checkbox"/> % <input type="checkbox"/> \$	<input type="checkbox"/> % <input type="checkbox"/> \$			

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.

Stock Levels Opening Date: 22/09/2013 Opening Qty: 10 Qty Sold: 5 Qty Received: Qty on Hand: 5	Reporting Group: Kiosk Category: CONFECTIONARY Type: MYOB Code: 	Additional Information Minimum Level: Peak Level: ReOrder Level: On Order:
--	--	---

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

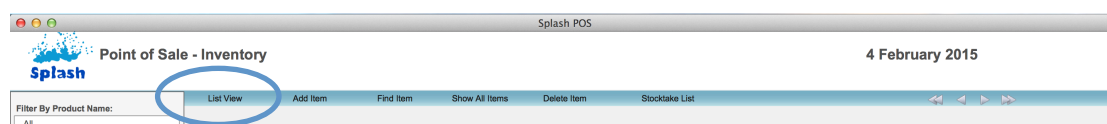
Displaying a List of Inventory items

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
2979	Lap Swim		Lap Swim	Lap Swim	Pass		-3	-3
4024	Lap Swim Senior		Lap Swim	Lap Swim	Pass			
4025	Lap Swim U15		Lap Swim	Lap Swim	Pass		-2	-2
4026	Lap Pass		Lap Swim	Lap Swim	Pass		-1	-1
4027	Sen Lap Pass		Lap Swim	Lap Swim	Pass			
4028	Aqua Gen		Aqua	Aqua	Pass			
4029	Aqua Senior		Aqua	Aqua	Pass			
4030	Aqua Pass		Aqua	Aqua	Pass			
4031	Aqua Senior Pass		Aqua	Aqua	Pass		-2	-2
4032	Girls Bathers	Spe	Speedo	Bathers	Girls	Bathers	-4	-4
4033	Ladies Bathers	Spe	Speedo	Bathers	Ladies	Bathers	10	10

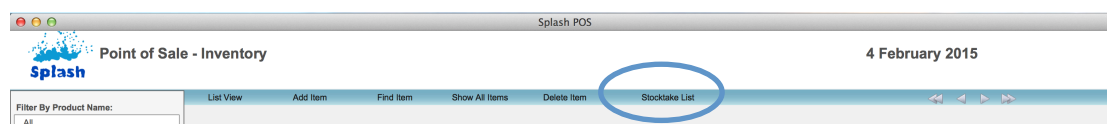


NB: Display the detail for a selected item by clicking the magnifying glass displayed to the left of the Stock No.

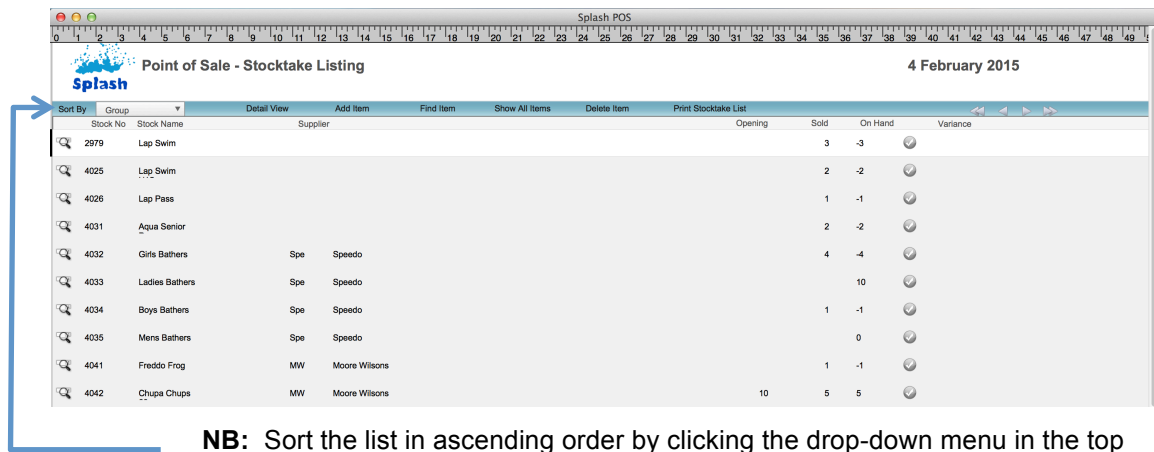
Listing Stocktake Results

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.



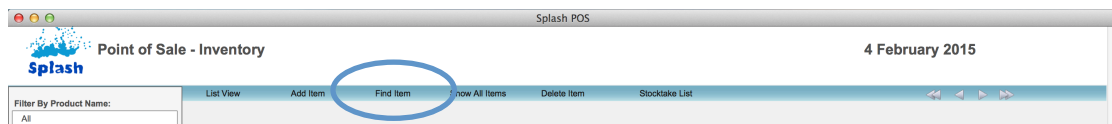
4. All records in the found set will be displayed in the list.



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.

Search for an Inventory Item

Stock No.

Stock Name

Long Description

Supplier

Group

Category

Type

Cost Price Opening Qty

Sell Price Qty Received

Tax Qty Sold

Tax Rate On Order

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.

Point of Sale - Inventory 9 February 2015

Filter By Product Name:

10 Session Pass
375ml Milk
450ml Coke Product
500ml milk
Aqua
Aqua Gen
Aqua Senior
AquaStream
Aurora
Black Max
Boltz Cap Plain
Boltz Cap Rainbow
Boys Bathers
Callipo
Chaos
Chips
Chupa Chups
Coffee
Comet
Cometto
Cyclone
Disposable Swim Nappy
Dive Sticks
Ear Plug Adult
Ear Plug Junior
Ear Putty Boltz

Stock Information
Stock Number: 4074
Stock Name (Button Display): Boltz Cap Plain
Long Description: Boltz Silicone Cap
Cost Price: Opening Qty:

POS Button Display
Boltz Cap Plain
R: 0 G: 204 B: 255

Barcodes
4074

Reporting Codes

Retail Prices TAX: ☐ TAX ☐ NO TAX Tax Rate 15%

Title	Smorgans	2	3	4	5	6	7	8	9	10	11	12
Price inc	\$9.95											
Price ex	\$8.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GST \$	\$1.30	\$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 \$	\$8.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Markup %												
Markup \$												

Stock Levels
Opening Date: 22/09/2013
Opening Qty:
Qty Sold:
Qty Received:
Qty on Hand:

Reporting
Group:
Category:
Type:
MYOB Code:

Additional Information
Minimum Level:
Peak Level:
ReOrder Level:
On Order:

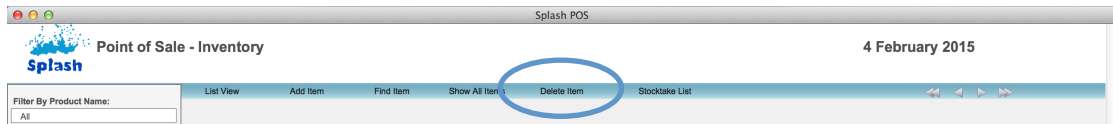
Updating Inventory Details

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.

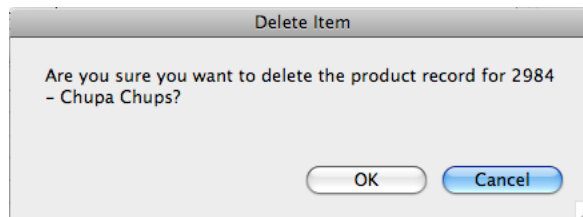
Deleting an Inventory Item

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

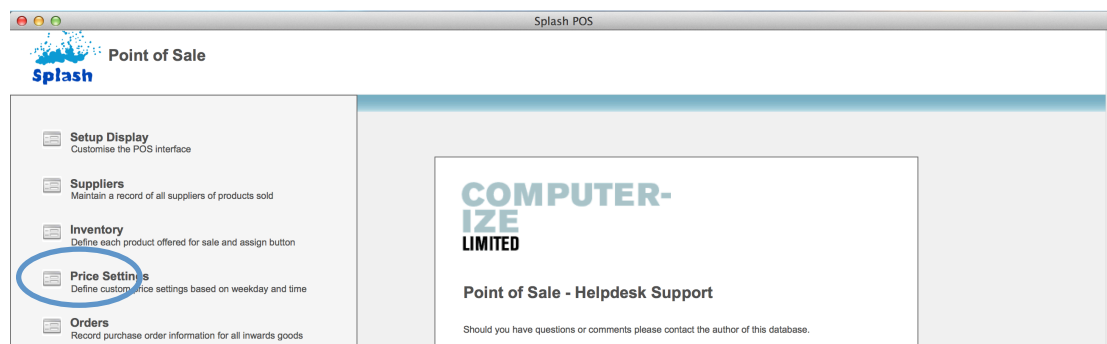
- Define the location the price level applies to.
- Define the weekday and timeframe when the price should be applied.
- Update the inventory item to ensure there is a price displayed in the related Price Level column.

Entering a New Price Level

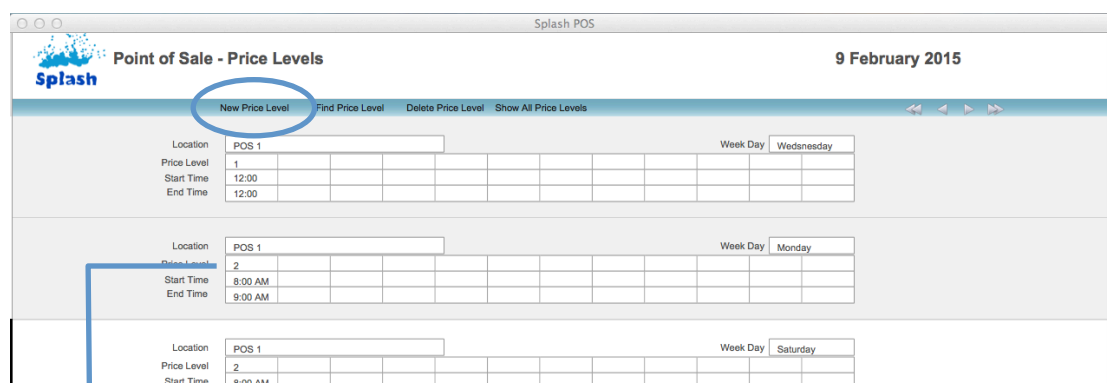
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **POS** icon



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.

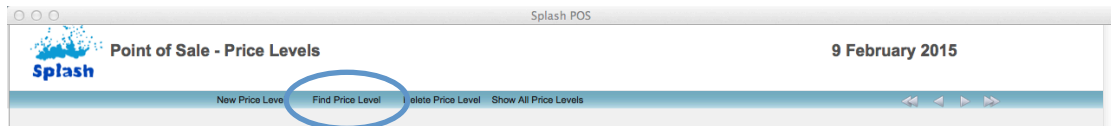


6. Describe where and when the special pricing should be applied by entering the Location, Weekday and Start-End times for the specified price level.
7. Exit the price level screen and return to inventory to ensure a price has been entered for the selected Price Level.

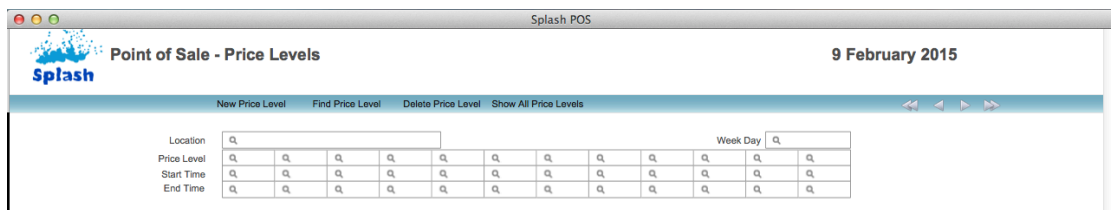
Retail Prices		Tax Rate 15%										
Title		2	3	4	5	6	7	8	9	10	11	12
Price inc	\$4.00	\$3.00										
Price ex	\$3.48	\$3.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
GST \$	\$0.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Margin %	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Margin \$	\$3.48	\$3.00	\$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.

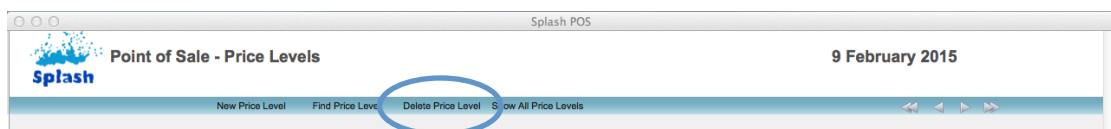
Updating Price Level Details

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.

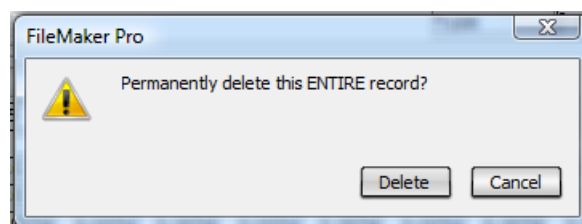
Deleting a Price Level Record

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.



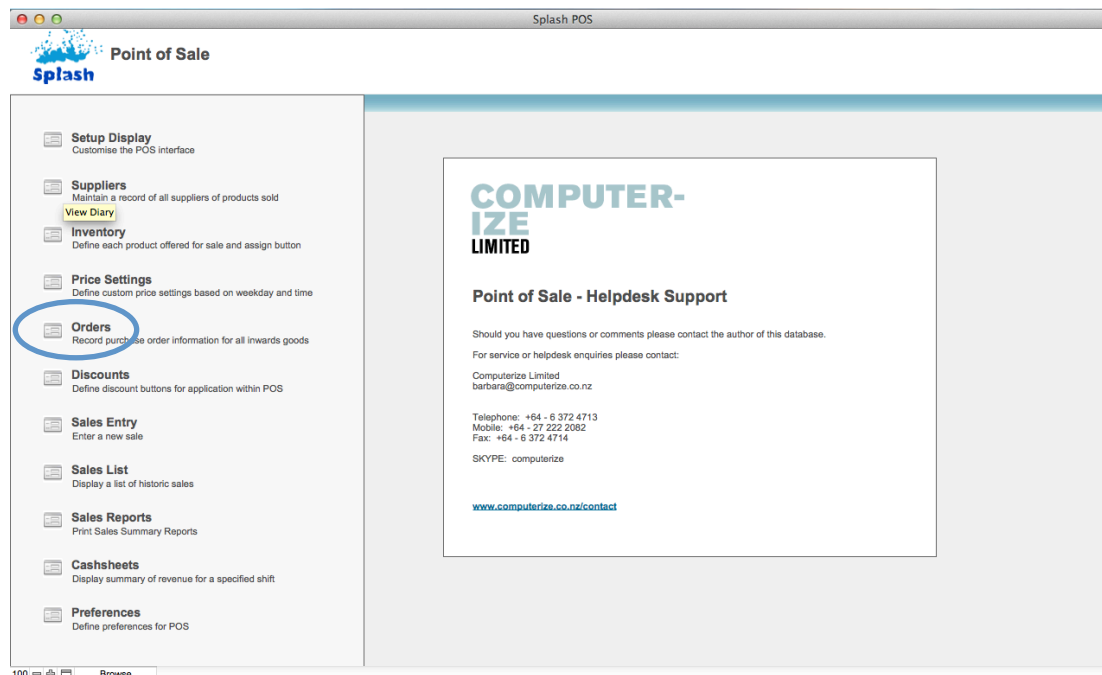
4. Click Delete to remove the record, or Cancel to return to the Price Level form without making any changes.

Ordering New Stock

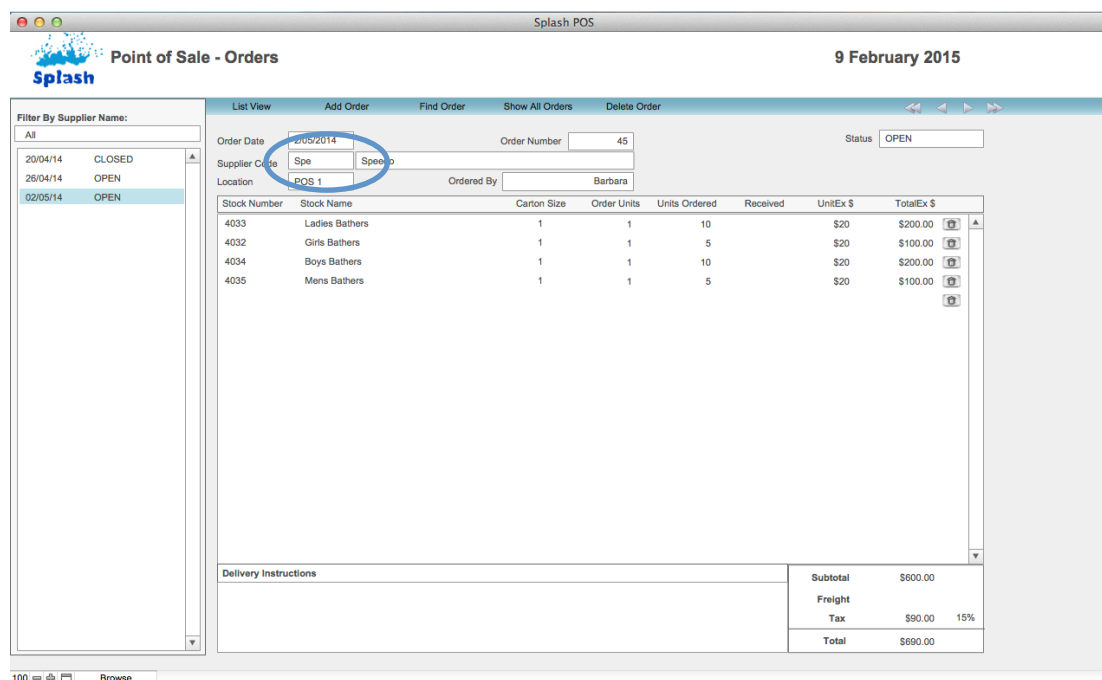
To ensure correct inventory levels are maintained within Splash POS all new stock should be receipted into your POS system. This involves generating a purchase order whenever new stock is either ordered or received. Correct use of Inventory and Orders allows you to correctly monitor your stock levels.

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.
8. 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.

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

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

Sort By	Date	Order No.	Supplier	Status	Supplier Inv	Order Total	Ordered By
	20/4/2014	43	Moore Wilsons	CLOSED		\$57.50	
	26/4/2014	44	Speedo	OPEN		\$0.00	
	2/5/2014	45	Speedo	OPEN		\$690.00	Barbara

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

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



4. 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.

Splash POS 9 February 2015

Point of Sale - Orders

Filter By Supplier Name: All

Order Date: 2/05/2014 Order Number: 45 Status: OPEN

Supplier Code: Spe Supplier: Speedo Location: POS 1 Ordered By: Barbara

Stock Number	Stock Name	Carton Size	Order Units	Units Ordered	Received	UnitEx \$	TotalEx \$
4033	Ladies Bathers	1	1	10	10	\$20	\$200.00
4032	Girls Bathers	1	1	5	5	\$20	\$100.00
4034	Boys Bathers	1	1	10	10	\$20	\$200.00
4035	Mens Bathers	1	1	5	5	\$20	\$100.00

Delivery Instructions

Subtotal: \$600.00
Freight: \$90.00
Tax: 15%
Total: \$690.00

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.

Splash POS 9 February 2015

Point of Sale - Inventory

Filter By Product Name: All

Stock Information: Stock Number 4033 Stock Name (Button Display) Ladies Bathers

Long Description: Ladies Bathers

Cost Price: Opening Qty:

POS Button Display: Ladies Bathers

Supplier: 4033

Reporting Codes:

Position	POS Category Button	Button Name	Peak Level	Min Level	Re-Order @
POS 1	99	Bathers	Ladies Bathers		

Retail Prices: TAX NO TAX Tax Rate 15%

Title	Smorgans	2	3	4	5	6	7	8	9	10	11	12
Price Inc												
Price ex	\$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 \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Margin %	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Margin \$	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Markup %												
Markup \$												

Stock Levels: Opening Date 21/09/2013 Opening Qty Qty Sold Qty Received 10 Qty on Hand 10

Reporting: Group Bathers Category Ladies Type Bathers MYOB Code

Additional Information: Minimum Level Peak Level ReOrder Level On Order 0

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

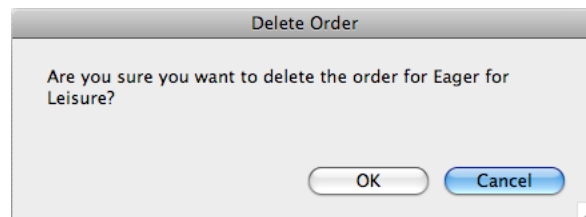
Deleting a Purchase Order

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.



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



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.

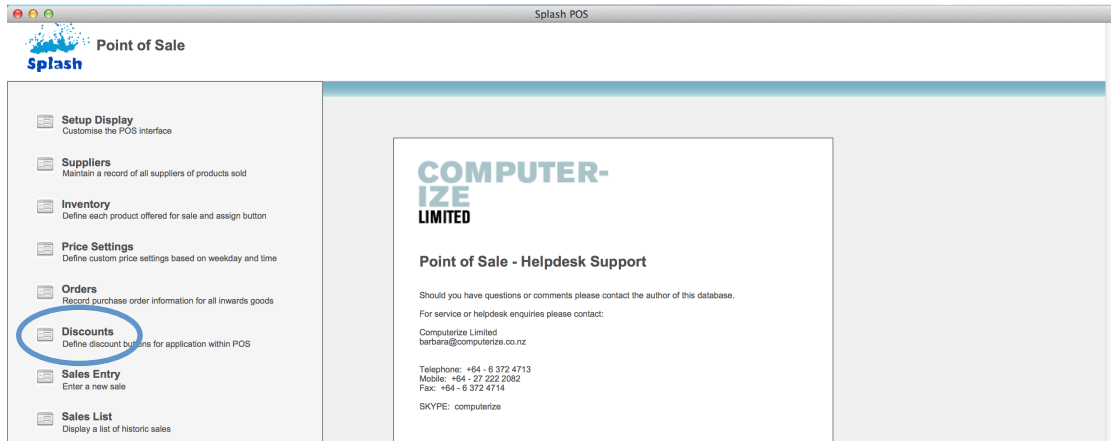


Creating Discount Buttons

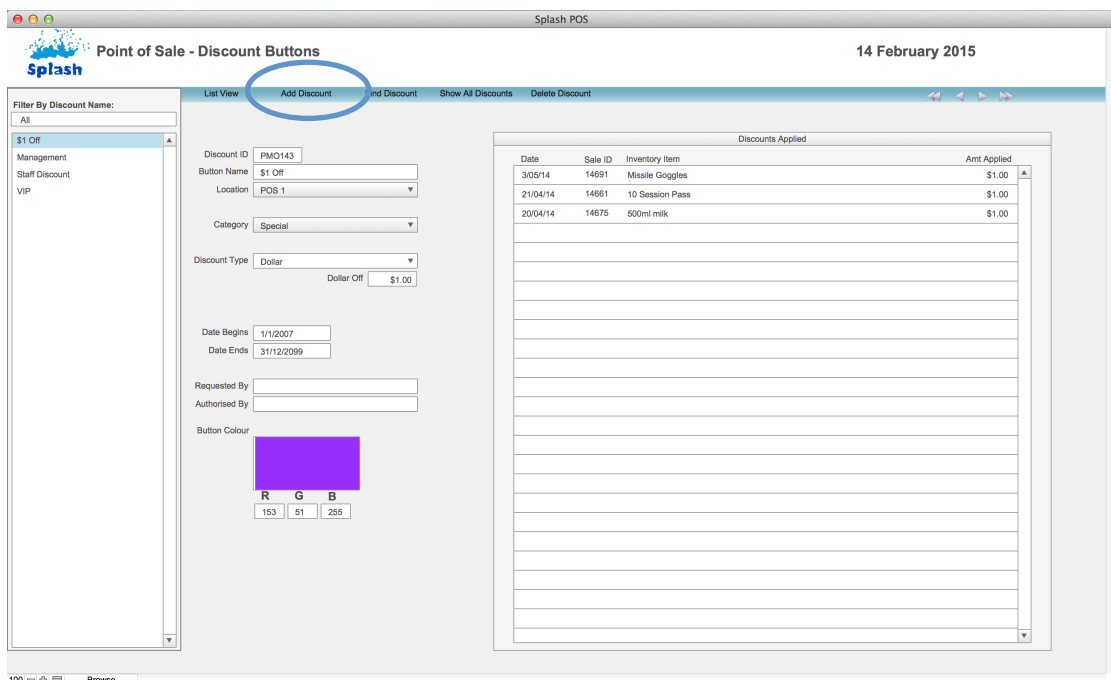
Discount buttons can be used to apply preset discounts as either amounts or percentages to products during the sale process. Discount buttons can only be used with the sale of products. See the bookings guide for applying a lesson discount.

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.

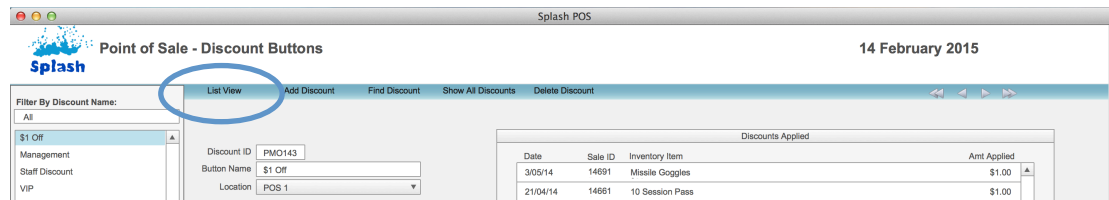


4. The Discount ID will be automatically assigned. Enter a Button Name which will appear within the sale screen to represent the selected discount.
5. Define the Location the button should appear on e.g. POS 1.
6. Define the discount amount as either a percentage or dollar value.
7. Enter RGB settings 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.
9. 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.

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 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.

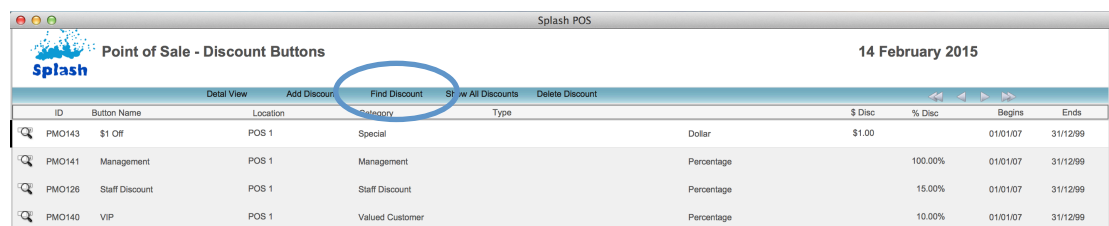
The screenshot shows the 'Point of Sale - Discount Buttons' window with a list of discount buttons. The 'List View' button in the top blue stripe is circled in blue.

ID	Button Name	Location	Category	Type	\$ Disc	% Disc	Begins	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

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 once on the **Find Discount** button displayed in the blue stripe at the top of your screen.



4. 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

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.

Point of Sale - Discount Buttons

14 February 2015

Filter By Discount Name: All

Discount ID: PMO143

Button Name: \$1 Off

Location: POS 1

Discounts Applied

Date	Sale ID	Inventory Item	Amt Applied
3/05/14	14691	Missile Goggles	\$1.00
21/04/14	14661	10 Session Pass	\$1.00

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?

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 14 February 2015

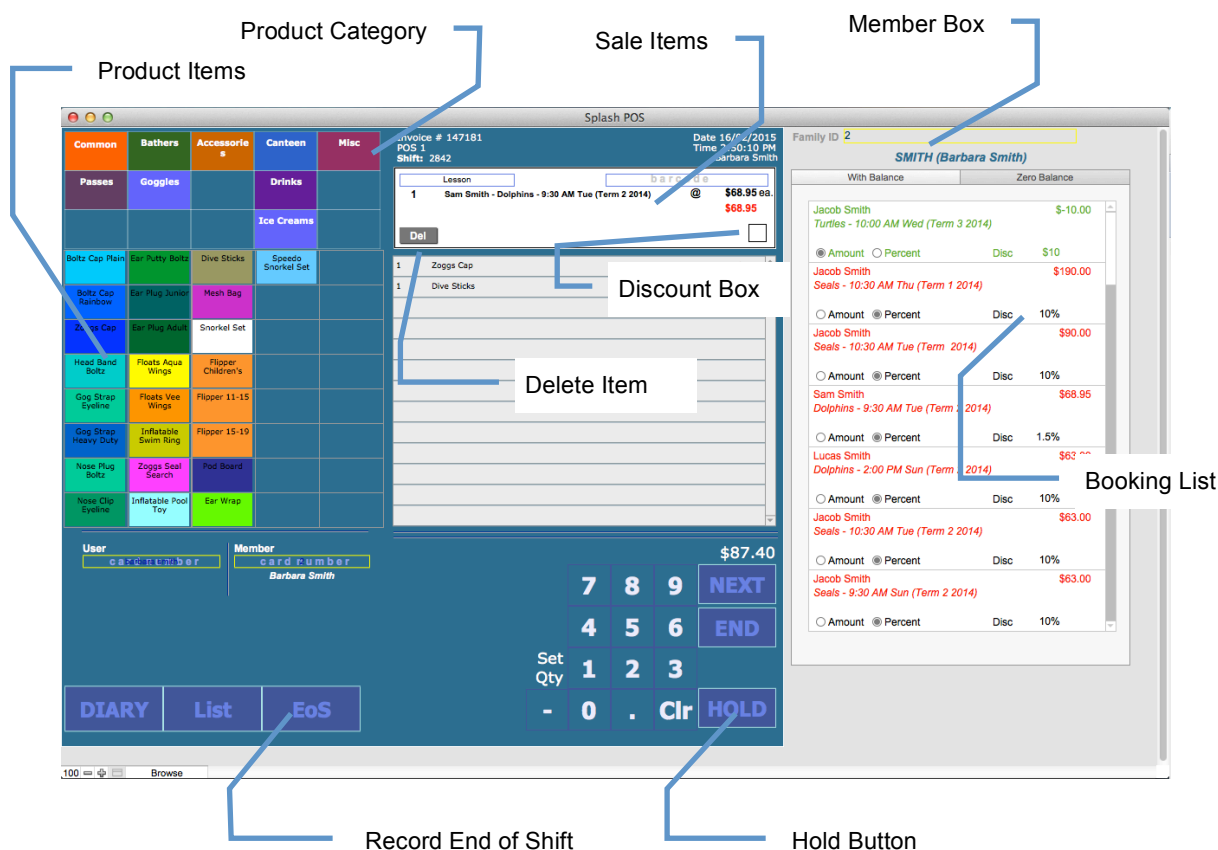
Filter By Discount Name: All

Discount ID: PMO126
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	Missile 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

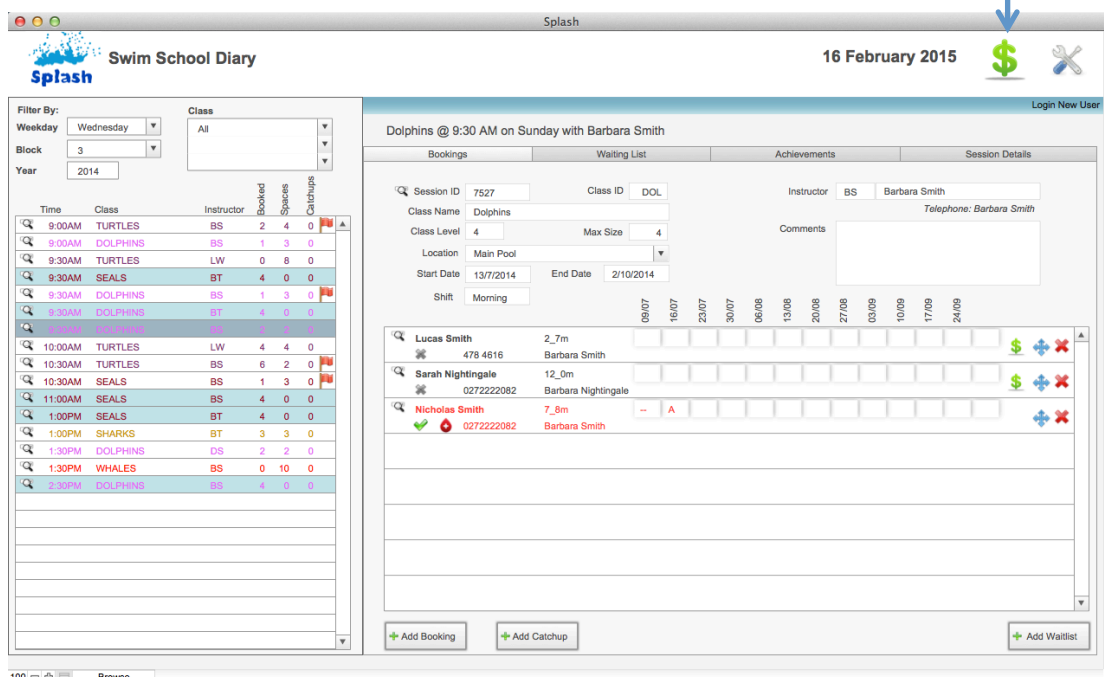
Parts of the POS Window



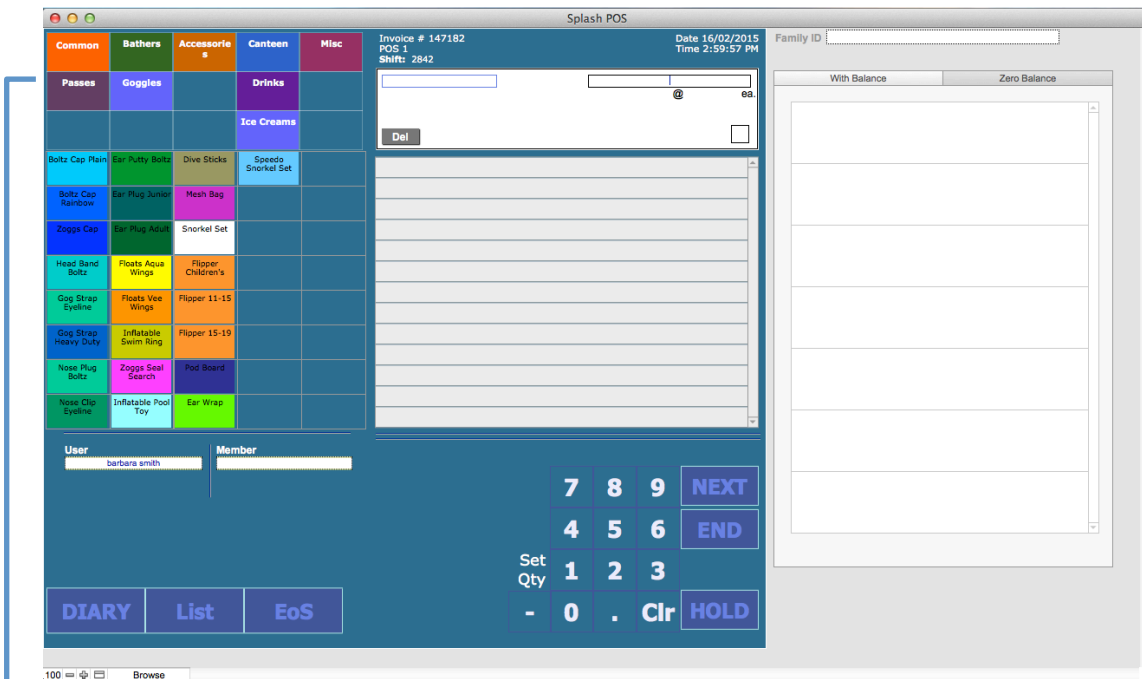
Processing a Sale

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 diary window.



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



4. Select the Product Category which contains the button for the item being sold.



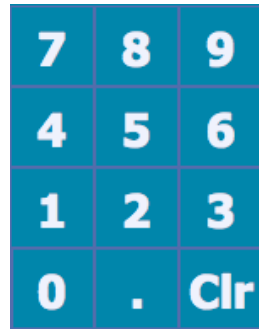
5. Click once on the product you wish to include in your sale.



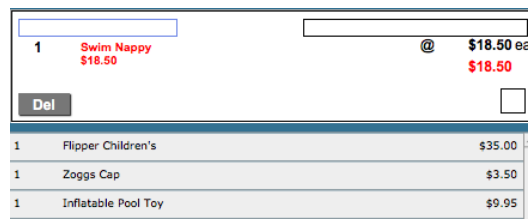
6. The item you have selected will move across to the top of the Sale Item box



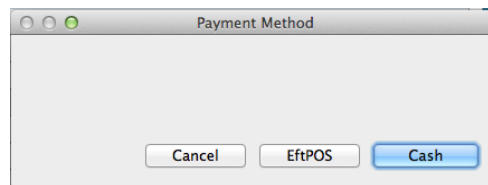
7. If you are selling multiple items of the same product click the **Clr** button, then select the actual quantity being sold.



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



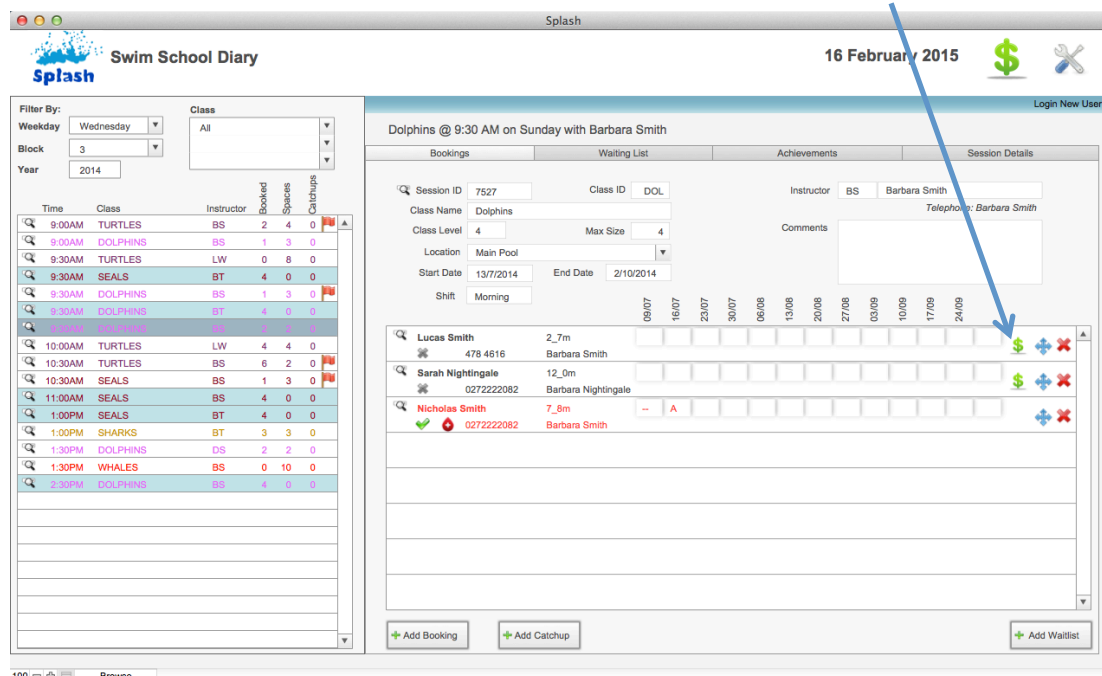
10. When all items have been defined, click the **END** button.
11. You will be asked to define the payment method for the selected sale. Choose EftPOS or Cash to complete the sale and return to the POS screen, or click Cancel to return to the sale without processing the payment.



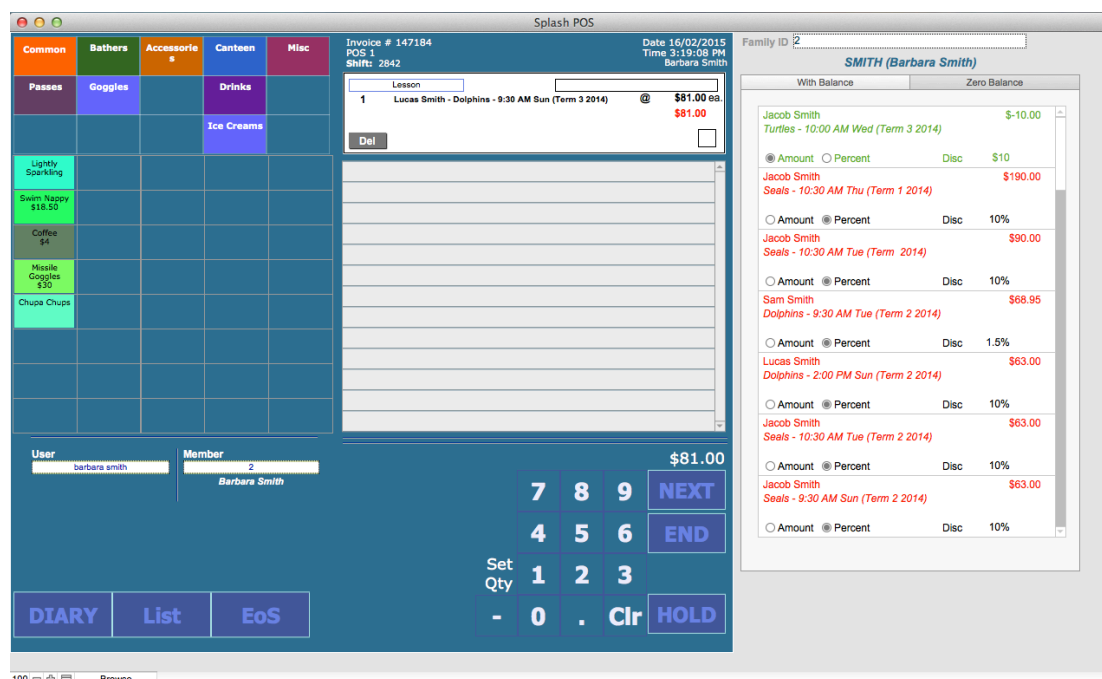
Entering a Quick Sale for a Booking

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.

END

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.

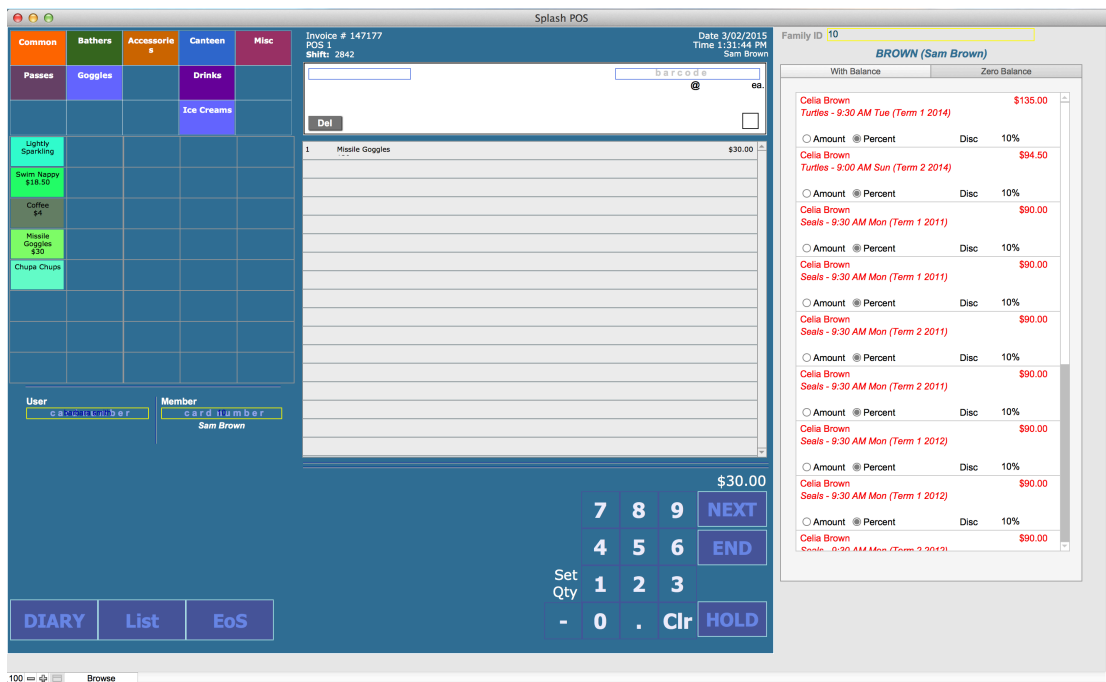


3. The POS interface will be displayed on your screen.
4. Click once within the Family ID field on the right of the screen.

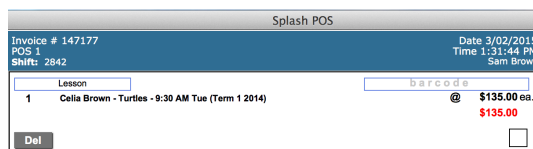
5. The Select a Family dialog will be displayed on your screen. Begin typing the family name (or part thereof) in the filter field. The content of the list will be revised as you type.

Select a Family				
Enter all or part of the family name to display fewer records. Select the family name from the list below...				
Filter: <input type="text" value="bro"/>				
Brown	Peter	234 any street, Wellington 4568		Mary
Brown	Sam	04 564 3212	345 Nowhere St, Brooklyn, Wellington 4009	Bobby, Celia, Amanda, paul

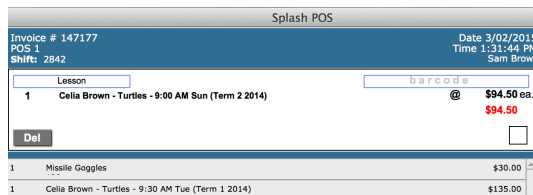
6. When you have identified the correct family simply click anywhere within the required row.
7. You will be returned to the POS screen, all existing bookings for the selected family will be displayed in the panel on the right of the screen.



8. 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.



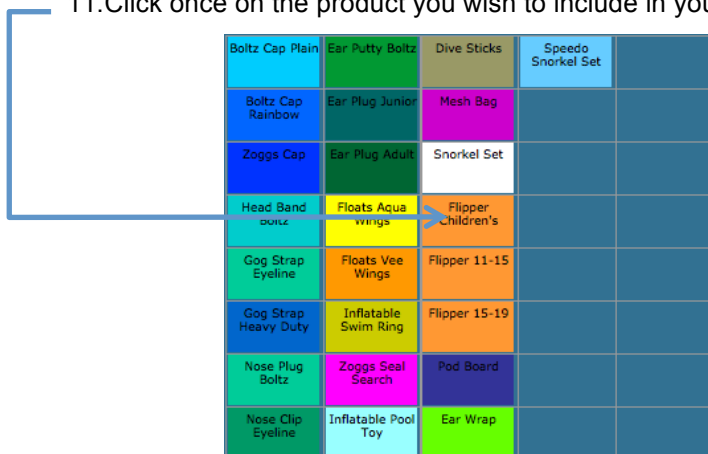
9. Repeat step 9 until all bookings have been defined for the sale.



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



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



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

1	Flipper Children's	@	\$35.00 ea.
			\$35.00
Del		<input type="checkbox"/>	

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

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

15. 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 a 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.

Brown	Peter	234 any street, Wellington 4568	Mary
Brown	Sam	04 564 3212 345 Nowhere St, Brooklyn, Wellington 4009	Bobby, Celia, Amanda, paul

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.

The screenshot shows the 'Splash POS' application window. At the top, it displays 'Invoice # 147177', 'POS 1', 'Shift: 2842', 'Date 3/02/2015', 'Time 1:31:44 PM', and 'Sam Brown'. The left sidebar has a grid of product categories: Common, Bathers, Accessories, Canteen, Misc, Passes, Goggles, Drinks, Ice Creams, Lightly Sparkling, Swim Nappy, Coffee, Missile Goggles, and Chupa Chups. The central area shows a list of items, with 'Missile Goggles' selected at \$30.00. The right sidebar shows a detailed view of the selected item, including its name, price, and a list of related items. The bottom right has a numeric keypad and buttons for 'NEXT', 'END', and 'HOLD'.

8. Select any bookings and products that need to be included in the sale.
9. Repeat step 8 until all items have been defined for the sale.
10. When all bookings and products have been defined for the sale, click the **Next** button to define each method of payment.
11. The End Sale screen will be displayed.

NEXT

The screenshot shows the 'Splash POS' application window. At the top, it displays 'Invoice # 147177', 'POS 1', 'Shift: 2842', 'Date 3/02/2015', 'Time 1:31:44 PM', and 'Sam Brown'. The left sidebar has a grid of payment methods: CASH, EFTPOS, CREDIT CARD, GIFT VOUCHER, CHEQUE, AMEX, INTERNET, MANAGEMENT, PROMO, DIRECT DEBIT, SESSION PASS, and JOURNAL. The central area shows a list of items, with 'Missile Goggles' selected at \$30.00. The right sidebar shows a detailed view of the selected item, including its name, price, and a list of related items. The bottom right has a numeric keypad and buttons for 'BACK', 'END', and 'HOLD'.

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 methods. Simply select the required method of payment and update the amount being paid for each method.

DEL	CreditCard	2842	\$200.00
DEL	Cash	2842	59.5
DEL			

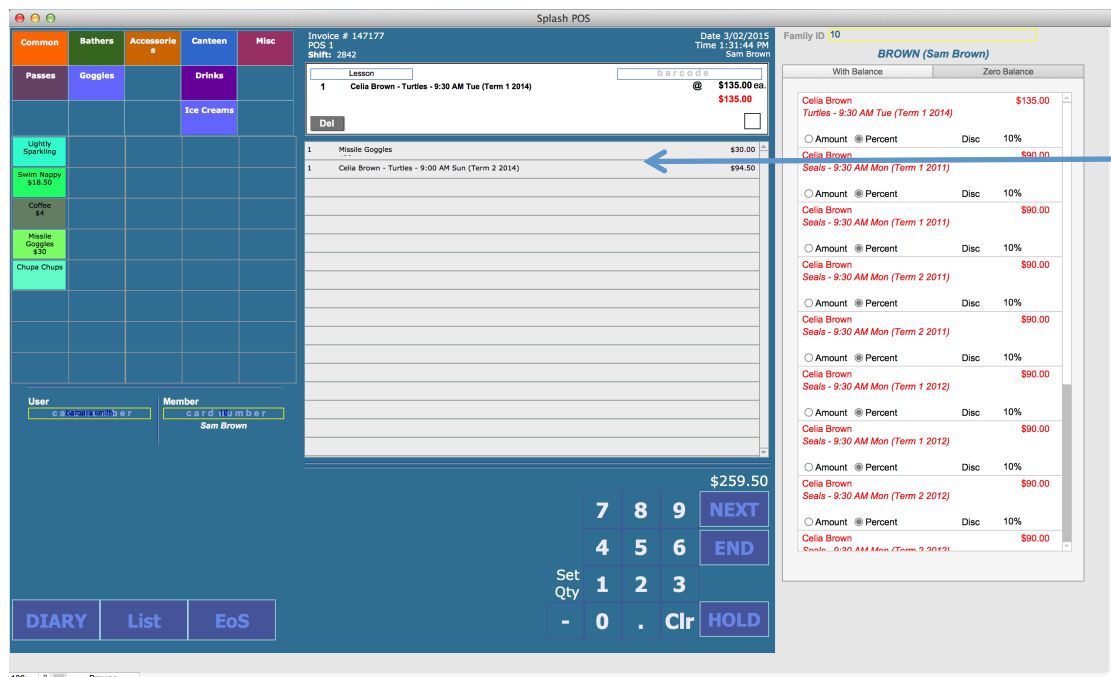
14. To complete the sale, click the **End** button.



Removing an Item from the Sale

An item may be deleted from the sale at any time before the transaction has been finalised. A transaction is considered finalised when you have successfully ended a transaction. In order to remove an item from the transaction it must be displayed at the top of the sale item list.

If the item you wish to remove is not displayed at the top of the list, simply click on the item to return it to the top.



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 and it will move to the top of the list.
3. Click the **Del** button
4. Complete your sale by clicking the End or Next button.

Applying a Discount to 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/s you wish to sell.
5. A discount can be applied to a product 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.

1	Missile Goggles	\$30
		Del

barcode	@	\$30.00 ea.
		\$30.00

Tuesday, 3 February 2015 3:22pm User

Invoice Number: 147177

STAFF DISCOUNT

STAFF DISCOUNT

VIP

MANAGEMENT

\$1 OFF

POS 1

Item Name
Missile Goggles

Quantity
1

Item Price/Payment Amount
\$30.00

Admend Price
\$25.50

Amount Applied (per item)
\$4.50

Cancel Commit

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.

1	Missile Goggles	\$30
		Del

barcode	@	\$25.50 ea.
		\$25.50

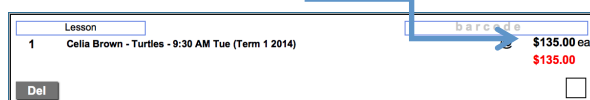
10. Complete your sale by clicking the **End** or **Next** button.

Applying a Part Payment to a Booking

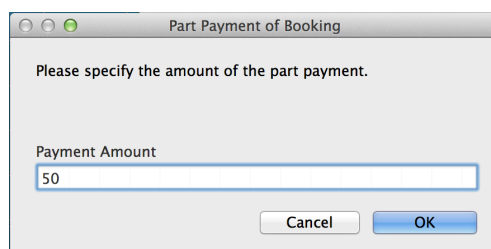
Part payments are only available for bookings. Products must be paid in full at the time the sale is made.



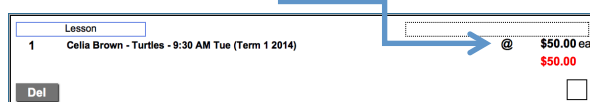
1. Ensure the Diary is displayed on your screen.
2. Click the \$ button displayed on the top right of the screen.
3. The POS interface will be displayed on your screen.
4. Select the booking you wish to process a payment for.
5. A part payment can only be defined while the booking appears in the sale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



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

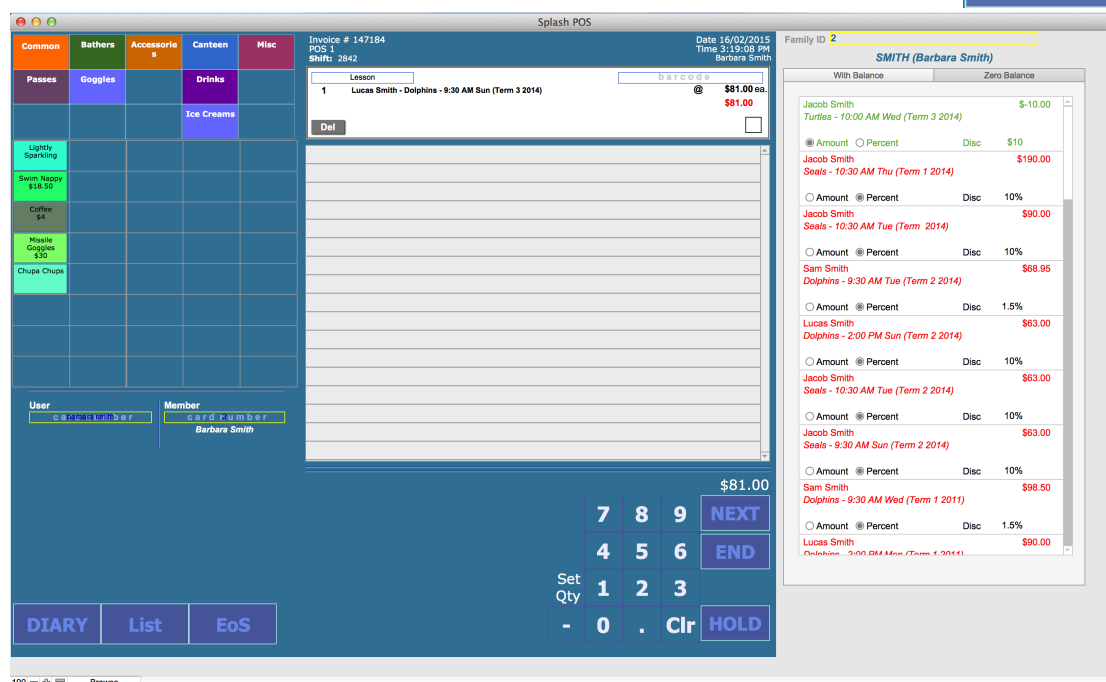
NB: The above command does not reduce the price of the initial booking; it simply applies a part payment to the outstanding balance.

Working with Held Sales

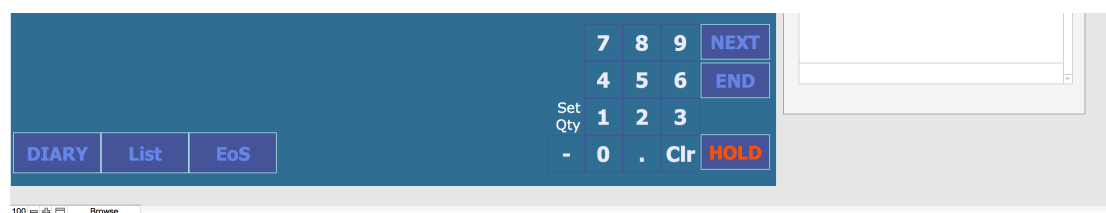
Placing a Sale on Hold

There may be instances where you are unable to complete the current transaction, however need to begin another. Placing a transaction on hold provides the ability to park the current transaction before it is finalised. You can then continue processing other transactions and simply recall the held transaction at a later time to complete it.

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 bookings and products you wish to process a payment for.
5. Click the **HOLD** button.



6. The selected sale will disappear from your screen and the HOLD button will be highlighted to show there is a held sale.



7. You can now continue processing other sales.

Retrieving a Held Sale

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, The hold button will be highlighted to indicate there is a held sale.
4. Display the held sale by clicking the **Hold** button.
5. The held sale will appear on your screen.

HOLD

Splash POS

Invoice # 147184
POS #: 2842
Shift: 2842

Date: 16/02/2015
Time: 3:19:08 PM
Barbara Smith

Family ID 2

SMITH (Barbara Smith)

Common Bathers Accessories Canteen Misc

Passes Goggles Drinks

Ice Creams

Lightly Sparkling
Swim Nappy \$18.50
Coffee \$4
Missile Goggles \$30
Chupa Chups

User:
Member:

1 Lucas Smith - Dolphins - 9:30 AM Sun (Term 3 2014)

Barcode

Del

\$81.00

7 8 9 NEXT
4 5 6 END
Set Qty 1 2 3
- 0 . Clr HOLD

DIARY List EoS

100 = Browse

With Balance Zero Balance

Jacob Smith
Turtles - 10:00 AM Wed (Term 3 2014) \$-10.00
Amount Percent Disc \$10
Jacob Smith
Seals - 10:30 AM Thu (Term 1 2014) \$190.00
Amount Percent Disc 10%
Jacob Smith
Seals - 10:30 AM Tue (Term 2014) \$90.00
Amount Percent Disc 10%
Sam Smith
Dolphins - 9:30 AM Tue (Term 2 2014) \$68.95
Amount Percent Disc 1.5%
Lucas Smith
Dolphins - 2:00 PM Sun (Term 2 2014) \$63.00
Amount Percent Disc 10%
Jacob Smith
Seals - 10:30 AM Tue (Term 2 2014) \$63.00
Amount Percent Disc 10%
Jacob Smith
Seals - 9:30 AM Sun (Term 2 2014) \$63.00
Amount Percent Disc 10%
Sam Smith
Dolphins - 9:30 AM Wed (Term 1 2011) \$98.50
Amount Percent Disc 1.5%
Lucas Smith
Dolphins - 9:00 AM Mon (Term 1 2014) \$90.00

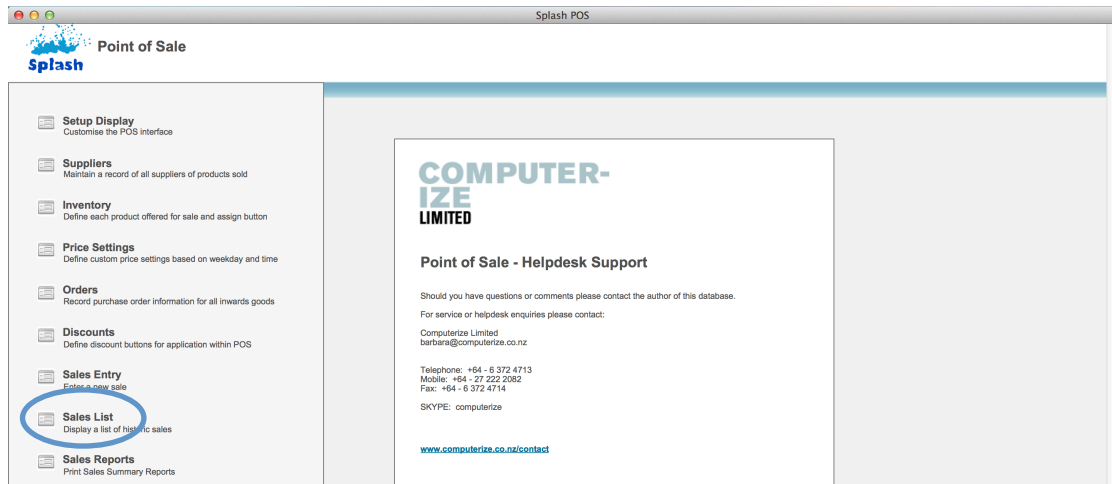
6. Complete the sale by clicking the END or NEXT button.

NB: The End of Shift cannot be processed while you have a held sale.

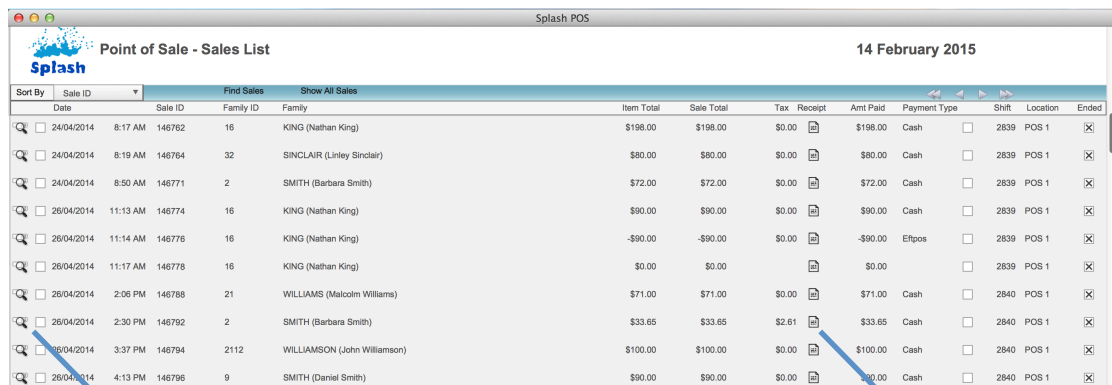
Viewing a List of Sales

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.



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	
24/04/2014	8:17 AM	146762	16 KING (Nathan King)	\$198.00	\$198.00	\$0.00		\$198.00	Cash	<input type="checkbox"/>	2839 POS 1		
24/04/2014	8:19 AM	146764	32 SINCLAIR (Linley Sinclair)	\$80.00	\$80.00	\$0.00		\$80.00	Cash	<input type="checkbox"/>	2839 POS 1		
24/04/2014	8:50 AM	146771	2 SMITH (Barbara Smith)	\$72.00	\$72.00	\$0.00		\$72.00	Cash	<input type="checkbox"/>	2839 POS 1		
26/04/2014	11:13 AM	146774	16 KING (Nathan King)	\$90.00	\$90.00	\$0.00		\$90.00	Cash	<input type="checkbox"/>	2839 POS 1		
26/04/2014	11:14 AM	146776	16 KING (Nathan King)	-\$90.00	-\$90.00	\$0.00		-\$90.00	Eftpos	<input type="checkbox"/>	2839 POS 1		
26/04/2014	11:17 AM	146778	16 KING (Nathan King)	\$0.00	\$0.00			\$0.00		<input type="checkbox"/>	2839 POS 1		
26/04/2014	2:06 PM	146788	21 WILLIAMS (Malcolm Williams)	\$71.00	\$71.00	\$0.00		\$71.00	Cash	<input type="checkbox"/>	2840 POS 1		
26/04/2014	2:30 PM	146792	2 SMITH (Barbara Smith)	\$33.65	\$33.65	\$2.61		\$33.65	Cash	<input type="checkbox"/>	2840 POS 1		
26/04/2014	3:37 PM	146794	2112 WILLIAMSON (John Williamson)	\$100.00	\$100.00	\$0.00		\$100.00	Cash	<input type="checkbox"/>	2840 POS 1		
26/04/2014	4:13 PM	146796	9 SMITH (Daniel Smith)	\$90.00	\$90.00	\$0.00		\$90.00	Cash	<input type="checkbox"/>	2840 POS 1		

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.

Splash POS

Splash

Point of Sale - Sales List

14 February 2015

Sort By

Sale ID

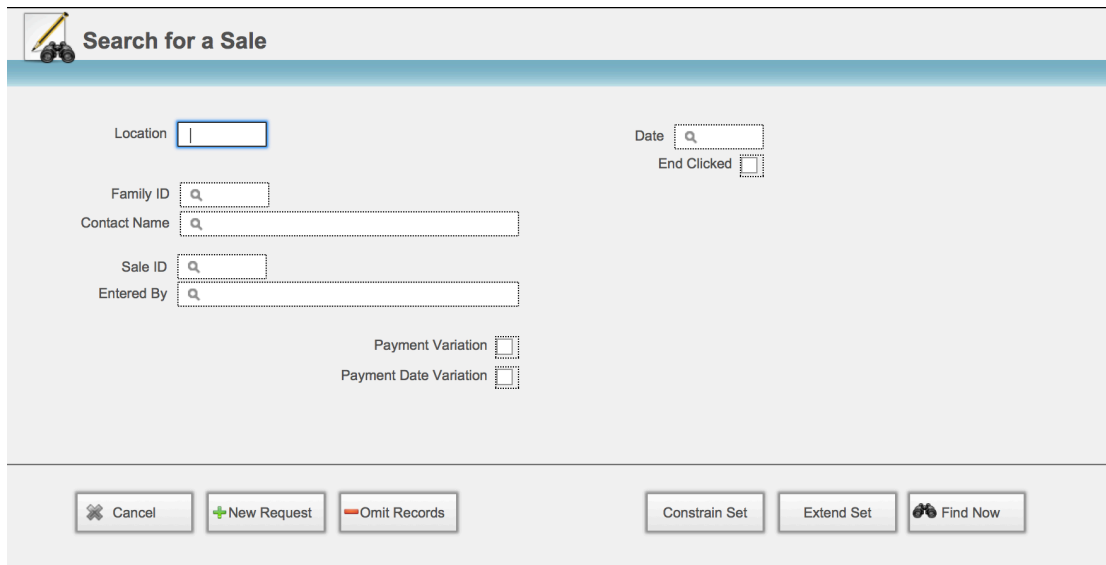
▼

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"/> 24/04/2014 8:17 AM 146762 16 KING (Nathan King) \$196.00 \$196.00 \$0.00 \$196.00 Cash <input type="checkbox"/> 2839 POS 1 <input checked="" type="checkbox"/>												
<input type="checkbox"/> 24/04/2014 8:19 AM 146764 32 SINCLAIR (Linley Sinclair) \$80.00 \$80.00 \$0.00 \$80.00 Cash <input type="checkbox"/> 2839 POS 1 <input checked="" type="checkbox"/>												
<input type="checkbox"/> 24/04/2014 8:50 AM 146771 2 SMITH (Barbara Smith) \$72.00 \$72.00 \$0.00 \$72.00 Cash <input type="checkbox"/> 2839 POS 1 <input checked="" type="checkbox"/>												
<input type="checkbox"/> 26/04/2014 11:13 AM 146774 16 KING (Nathan King) \$90.00 \$90.00 \$0.00 \$90.00 Cash <input type="checkbox"/> 2839 POS 1 <input checked="" type="checkbox"/>												
<input type="checkbox"/> 26/04/2014 11:14 AM 146776 16 KING (Nathan King) -\$90.00 -\$90.00 \$0.00 -\$90.00 Eltpos <input type="checkbox"/> 2839 POS 1 <input checked="" type="checkbox"/>												
<input type="checkbox"/> 26/04/2014 11:17 AM 146778 16 KING (Nathan King) \$0.00 \$0.00 \$0.00 <input type="checkbox"/> 2839 POS 1 <input checked="" type="checkbox"/>												
<input type="checkbox"/> 26/04/2014 2:06 PM 146788 21 WILLIAMS (Malcolm Williams) \$71.00 \$71.00 \$0.00 \$71.00 Cash <input type="checkbox"/> 2840 POS 1 <input checked="" type="checkbox"/>												
<input type="checkbox"/> 26/04/2014 2:30 PM 146792 2 SMITH (Barbara Smith) \$33.65 \$33.65 \$2.61 \$33.65 Cash <input type="checkbox"/> 2840 POS 1 <input checked="" type="checkbox"/>												
<input type="checkbox"/> 26/04/2014 3:37 PM 146794 2112 WILLIAMSON (John Williamson) \$100.00 \$100.00 \$0.00 \$100.00 Cash <input type="checkbox"/> 2840 POS 1 <input checked="" type="checkbox"/>												
<input type="checkbox"/> 26/04/2014 4:13 PM 146796 9 SMITH (Daniel Smith) \$90.00 \$90.00 \$0.00 \$90.00 Cash <input type="checkbox"/> 2840 POS 1 <input checked="" type="checkbox"/>												

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



Search for a Sale

Location

Date

End Clicked ☐

Family ID

Contact Name

Sale ID

Entered By

Payment Variation ☐

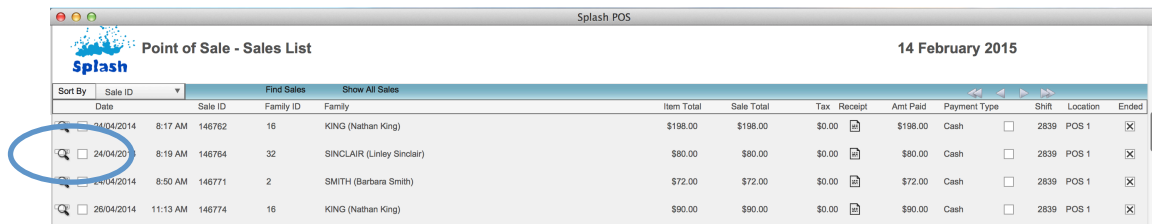
Payment Date Variation ☐

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.

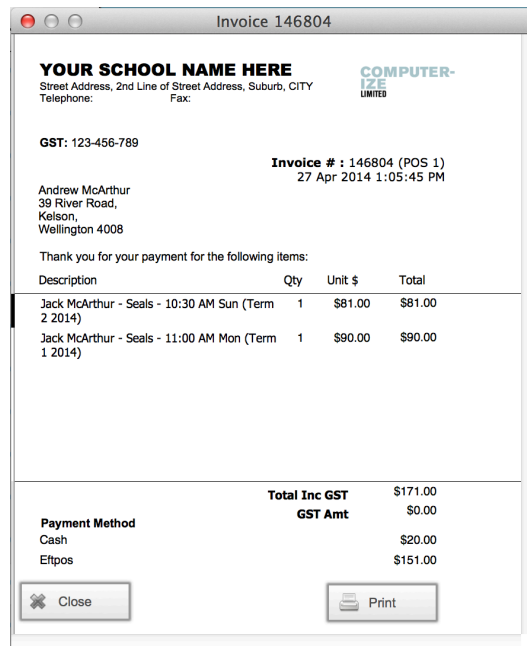
NB: The New Request button can be used to define additional find criteria (e.g. Date = 10/4/05 **AND** Date = 3/4/05).

Viewing the Content of a Previous Sale

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



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

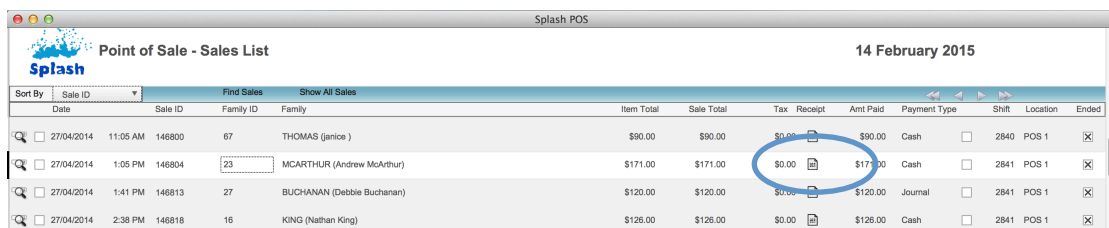


3. The selected transaction will be displayed on your screen.
4. Click the Close button to close the dialog without printing, or click the Print button to print a copy of the receipt.

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.



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

TEST SWIM SCHOOL

Street Address, 2nd Line of Street Address,
Suburb, CITY
Telephone: Fax:

GST: 123-456-789

Sun, 27 Apr 2014 1:05:45 PM

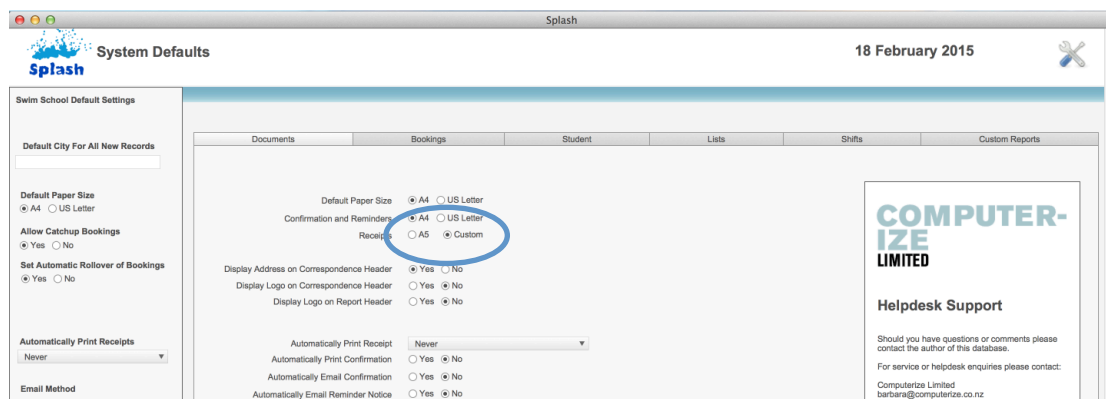
TAX INVOICE 146804

Qty	Description	Total
1	Jack McArthur - Seals -	\$81.00
	@	\$81.00
1	Jack McArthur - Seals -	\$90.00
	@	\$90.00
CASH		\$20.00
EFTPOS		\$151.00
Total Inc GST		\$171.00
GST Amt		\$0.00
Change		\$0.00

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

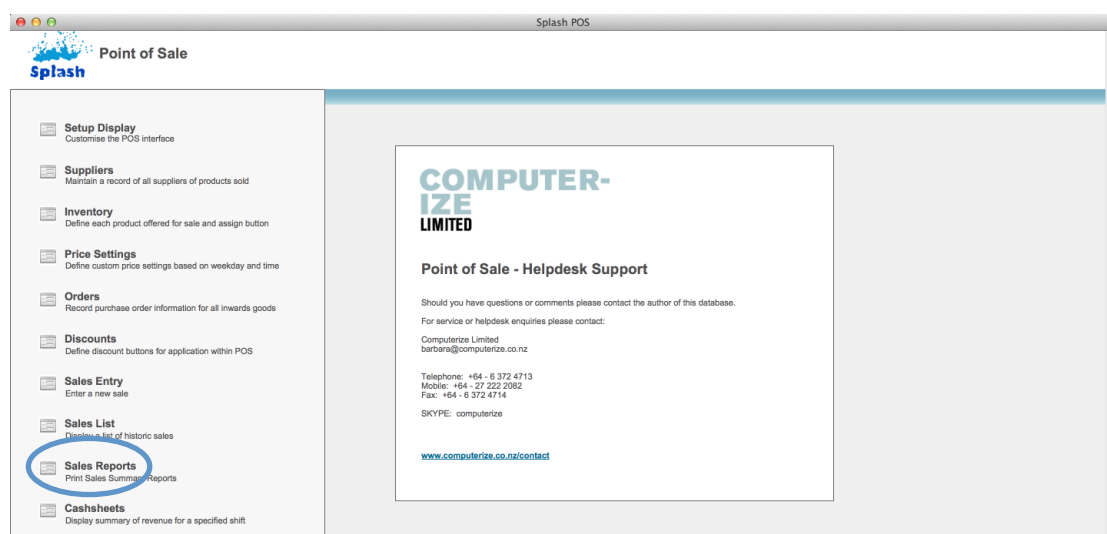
Access to this area of the database is restricted to those with POS setup access. Use this area of the POS system to generate reports which contain summaries of either products sold or monies received.

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

Point of Sale - Sales Reports

Step 1 : Locate Data for Reporting

Step 2: Choose Report Format
Report Title
Show Detail ☒

Step 3: Enter Report Title
Report Title
Report Date

Step 4: Produce Report

- 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)

- 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.

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

- 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).

The screenshot shows the 'Point of Sale - Sales Reports' window. It has four steps: Step 1: Locate Data for Reporting (Find Data button), Step 2: Choose Report Format (Report: Sales by Category, Show Detail checkbox), Step 3: Enter Report Title (Report Title: Sales by Category, Report Date: May 2014), and Step 4: Produce Report (Print and Cancel buttons).

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.

The screenshot shows a report preview window titled 'Summary by Payment Type - YTD 2015'. It includes a table with columns for Account, Cash, Cheque, CreditCard, Effpos, Internet, Mgment, Promo, Voucher, and Other. The data is for POS 1 and includes dates 3/02/2015 and 16/02/2015. A 'Continue' button is visible on the right.

Account	Cash	Cheque	CreditCard	Effpos	Internet	Mgment	Promo	Voucher	Other
POS 1	\$0.00	\$36.95	\$0.00	\$0.00	\$81.00	\$0.00	\$0.00	\$0.00	\$0.00
3/02/2015	\$0.00	-\$30.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16/02/2015	\$0.00	\$66.95	\$0.00	\$0.00	\$81.00	\$0.00	\$0.00	\$0.00	\$0.00

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.

The screenshot shows a 'Print' dialog box. It includes fields for Printer (Brother HL-4570CDW series), Presets (Default Settings), Copies (1), and Pages (All). The 'Print' section has three options: 'Records being browsed' (selected), 'Current record', and 'Blank record, showing fields as formatted'. The 'Print' button is highlighted.

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 - May 2014										
	Account	Cash	Cheque	CreditCard	Eftpos	Internet	Mgment	Promo	Voucher	Other
POS 1	\$0.00	\$1728.70	\$0.00	\$283.50	\$988.10	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00
1/05/2014	\$0.00	\$204.50	\$0.00	\$0.00	\$243.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00
2/05/2014	\$0.00	\$301.00	\$0.00	\$0.00	\$97.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3/05/2014	\$0.00	\$1223.20	\$0.00	\$283.50	\$647.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grand Totals	\$0.00	\$1728.70	\$0.00	\$283.50	\$988.10	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00

With Detail

Summary by Payment Type - YTD 2015										
	Account	Cash	Cheque	CreditCard	Eftpos	Internet	Mgment	Promo	Voucher	Other
POS 1	\$0.00	\$1728.70	\$0.00	\$283.50	\$988.10	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00
1/05/2014	\$0.00	\$204.50	\$0.00	\$0.00	\$243.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00
14688 Martha Taylor	\$0.00	\$108.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14688 David Jones	\$0.00	\$6.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14688 Linley Sinclair	\$0.00	\$0.00	\$0.00	\$0.00	\$243.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14689 Andy zimmerman	\$0.00	\$54.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14689 Debbie Buchanan	\$0.00	\$36.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14690 Cash Sale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$0.00	\$0.00	\$0.00
2/05/2014	\$0.00	\$301.00	\$0.00	\$0.00	\$97.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14689 Anthony Thomson	\$0.00	\$189.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14689 Barbara Smith	\$0.00	\$0.00	\$0.00	\$0.00	\$97.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14690 Cash Sale	\$0.00	\$4.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14690 Daniel	\$0.00	\$108.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3/05/2014	\$0.00	\$1223.20	\$0.00	\$283.50	\$647.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14691 Patricia O'Donnell	\$0.00	\$108.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14691 Nicola Robinson	\$0.00	\$345.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14691 Cash Sale	\$0.00	\$18.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14691 Barbara Smith	\$0.00	-\$1.00	\$0.00	\$0.00	\$188.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14691 Anthony Thomson	\$0.00	\$475.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14692 David Anderson	\$0.00	\$0.00	\$0.00	\$283.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14692 Cash Sale	\$0.00	\$19.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Pg.

Printed at 13024 on Wednesday, 18 February 2015

Summary of Transactions

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

Without Detail

Summary of Transactions				
01 May 2014		Payments Received	Items Paid For	Invoice Total
POS 1		\$447.50	\$447.50	\$447.50
Transaction Balanced		\$447.50	\$447.50	\$447.50
Cashesheet Total		\$447.50	\$447.50	\$447.50

With Detail

Summary of Transactions					
			Payments Received	Items Paid For	Invoice Total
01 May 2014					
POS 1			\$447.50	\$447.50	\$447.50
Transaction Balanced			\$447.50	\$447.50	\$447.50
1/5/2014 11:15 AM	146880	Martha Taylor	\$108.00	\$108.00	\$108.00
1/5/2014 11:15 AM	146881	Cash Sale	\$0.00	\$0.00	\$0.00
1/5/2014 11:25 AM	146882	Andrew McArthur	\$0.00	\$0.00	\$0.00
1/5/2014 11:26 AM	146883	David Jones	\$6.50	\$6.50	\$6.50
1/5/2014 11:26 AM	146884	Cash Sale	\$0.00	\$0.00	\$0.00
1/5/2014 11:27 AM	146885	Cash Sale	\$0.00	\$0.00	\$0.00
1/5/2014 12:40 PM	146886	Cash Sale	\$0.00	\$0.00	\$0.00
1/5/2014 5:03 PM	146887	Martha Apollo	\$0.00	\$0.00	\$0.00
1/5/2014 5:03 PM	146888	Linley Sinclair	\$243.00	\$243.00	\$243.00
1/5/2014 5:56 PM	146889	Cash Sale	\$0.00	\$0.00	\$0.00
1/5/2014 6:43 PM	146890	Andy zimmerman	\$54.00	\$54.00	\$54.00
1/5/2014 6:40 PM	146891	Debbie Buchanan	\$36.00	\$36.00	\$36.00
1/5/2014 6:40 PM	146892	Cash Sale	\$0.00	\$0.00	
1/5/2014 6:42 PM	146893	Cash Sale	\$0.00	\$0.00	
1/5/2014 6:42 PM	146894	Cash Sale	\$0.00	\$0.00	
1/5/2014 6:43 PM	146895	Cash Sale	\$0.00	\$0.00	
1/5/2014 8:54 PM	146896	Cash Sale	\$0.00	\$0.00	
Cashesheet Total			\$447.50	\$447.50	\$447.50

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	
Thursday, 01 May 2014	\$477.50
CASH	\$204.50
EFTPOS	\$243.00
INTERNET	\$30.00

With Detail

Individual Sales by Payment Type			
Thursday, 01 May 2014			\$477.50
CASH			\$204.50
11:15 AM	146880	Martha Taylor	\$108.00
11:26 AM	146883	David Jones	\$6.50
6:43 PM	146890	Andy zimmerman	\$54.00
6:40 PM	146891	Debbie Buchanan	\$36.00
EFTPOS			\$243.00
5:03 PM	146888	Linley Sinclair	\$243.00
INTERNET			\$30.00
5:51 PM	146908	Cash Sale	\$30.00

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		\$3,050.30	\$41.49
Thursday, 01 May 2014		\$477.50	\$3.91
Friday, 02 May 2014		\$398.50	\$4.43
Saturday, 03 May 2014		\$2,174.30	\$33.15
Total Included in Report		\$3,050.30	\$41.49

With Detail

Totals By Day				
	Qty	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$3,050.30	\$41.49	\$3,008.81
Thursday, 01 May 2014		\$477.50	\$3.91	\$473.59
Lesson	11	\$447.50		\$447.50
Missile Goggles	1	\$30.00	\$3.91	\$26.09
Friday, 02 May 2014		\$398.50	\$4.43	\$394.07
Boys Bathers	1			
Lap Pass	1			
Lap Swim	2	\$4.00	\$0.52	\$3.48
Lesson	5	\$364.50		\$364.50
Missile Goggles	1	\$30.00	\$3.91	\$26.09
Saturday, 03 May 2014		\$2,174.30	\$33.15	\$2,141.15
Aqua Senior	1			
Coffee	1	\$4.00	\$0.52	\$3.48
Freddo Frog	1	\$0.60	\$0.08	\$0.52
Lap Swim	1	\$4.00	\$0.52	\$3.48
Lesson	25	\$1,920.00		\$1,920.00
Missile Goggles	5	\$149.00	\$19.42	\$129.58
Strobe	1	\$15.20	\$1.98	\$13.22
Swim Nappy	1	\$18.50	\$2.41	\$16.09
Vorgee Jnr	3	\$63.00	\$8.22	\$54.78
Total Included in Report		\$3,050.30	\$41.49	\$3,008.81

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		\$11,356.65	\$123.45	\$11,233.20
Week 9		\$312.78		\$312.78
Week 12		\$1,040.80	\$0.86	\$1,039.74
Week 13		\$135.00		\$135.00
Week 14		\$180.00		\$180.00
Week 16		\$17.80	\$2.34	\$15.46
Week 17		\$835.15	\$30.74	\$804.41
Week 18		\$6,428.80	\$67.24	\$6,361.56
Week 24		\$294.15	\$16.31	\$277.84
Week 26		\$45.67	\$5.96	\$39.71
Week 27		\$82.00		\$82.00
Week 42		\$202.00		\$202.00
Week 43		\$140.00		\$140.00
Week 44		\$1,642.70		\$1,642.70
Total Included in Report		\$11,356.65	\$123.45	\$11,233.20

With Detail

Totals By Week					
		QTY	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1			\$11,356.65	\$123.45	\$11,233.20
Week 9			\$312.78		\$312.78
	Lap Swim	1			
	Lesson	4	\$312.78		\$312.78
Week 12			\$1,040.60	\$0.86	\$1,039.74
	Gaytime	1	\$3.00	\$0.39	\$2.61
	Girls Bathers	3			
	Lesson	13	\$1,034.00		\$1,034.00
	Magnum	1	\$3.60	\$0.47	\$3.13
Week 13			\$135.00		\$135.00
	450ml Coke Product	1			
	Lesson	3	\$135.00		\$135.00
Week 14			\$180.00		\$180.00
	Lesson	2	\$180.00		\$180.00
Week 16			\$17.80	\$2.34	\$15.46
	-	2			
	Nestea	4	\$14.00	\$1.84	\$12.16
	Powerade	1	\$3.80	\$0.50	\$3.30
Week 17			\$835.15	\$30.74	\$804.41
	10 Session Pass	1	\$165.25	\$21.55	\$143.70
	Fruit Box	1	\$2.50	\$0.33	\$2.17
	Funky Trunks	2	\$40.00	\$5.22	\$34.78
	Lap Swim	1	\$4.00	\$0.52	\$3.48
	Lesson	20	\$599.50		\$599.50
	Nestea	1	\$3.50	\$0.46	\$3.04
	Pop Top	1	\$1.90	\$0.25	\$1.65
	Swim Nappy	1	\$18.50	\$2.41	\$16.09
Week 18			\$6,428.80	\$67.24	\$6,361.56
Printed on Wednesday, 18 February 2015					
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		\$11,356.65	\$123.45	\$11,233.20
March		\$1,488.38	\$0.86	\$1,487.52
April		\$4,411.45	\$58.83	\$4,352.62
May		\$3,050.30	\$41.49	\$3,008.81
June		\$339.82	\$22.27	\$317.55
July		\$82.00		\$82.00
October		\$1,984.70		\$1,984.70
Total Included in Report		\$11,356.65	\$123.45	\$11,233.20

With Detail

Totals By Month				
	Qty	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$11,356.65	\$123.45	\$11,233.20
March		\$1,488.38	\$0.86	\$1,487.52
450ml Coke Product	1			
Gaytime	1	\$3.00	\$0.39	\$2.61
Girls Bathers	3			
Lap Swim	1			
Lesson	20	\$1,481.78		\$1,481.78
Magnum	1	\$3.60	\$0.47	\$3.13
April		\$4,411.45	\$58.83	\$4,352.62
-	2			
10 Session Pass	1	\$165.25	\$21.55	\$143.70
Chupa Chups	5	\$3.00	\$0.39	\$2.61
Coffee	1	\$4.00	\$0.52	\$3.48
Fruit Box	1	\$2.50	\$0.33	\$2.17
Funky Trunks	2	\$40.00	\$5.22	\$34.78
Girls Bathers	1			
killer python	1	\$1.00	\$0.13	\$0.87
Lap Swim	1	\$4.00	\$0.52	\$3.48
Lesson	64	\$3,960.50		\$3,960.50
Meteor	1	\$18.95	\$2.47	\$16.48
Missile Goggles	3	\$90.00	\$11.73	\$78.27
Nestea	5	\$17.50	\$2.30	\$15.20
Pop Top	1	\$1.90	\$0.25	\$1.65
Powerade	1	\$3.80	\$0.50	\$3.30
Small Snake	1	\$0.10	\$0.01	\$0.09
Sunday Mail	1	\$2.50	\$0.33	\$2.17
Super Stream	1	\$12.95	\$1.69	\$11.26
Swim Nappy	1	\$18.50	\$2.41	\$16.09
Vorgee Jnr	3	\$63.00	\$8.22	\$54.78
Printed on Wednesday, 18 February 2015				
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		\$11,674.60	\$135.52	\$11,539.08
2013				
2014		\$11,356.65	\$123.45	\$11,233.20
2015		\$317.95	\$12.07	\$305.88
Total Included in Report		\$11,674.60	\$135.52	\$11,539.08

With Detail

Totals By Year				
	Qty	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$11,674.60	\$135.52	\$11,539.08
2013				
	<i>Aqua Senior</i>	1		
2014		\$11,356.65	\$123.45	\$11,233.20
	-	9		
	10 Session Pass	1	\$165.25	\$21.55
	450ml Coke Product	1		\$143.70
	Anthony Apollo - Dolphins - 1:30 PM Wed (Term 3	3	\$27.00	\$27.00
	Anthony Apollo - Dolphins - 9:30 AM Sun (Term 2	2	\$18.00	\$18.00
	Aqua Senior	1		
	Aurora	2	\$30.40	\$3.96
	Barry Robinson - Dolphins - 2:30 PM Wed (Term 3	3	\$27.00	\$27.00
	Billy Jones - Seals - 9:30 AM Sun (Term 2 2014)	2	\$18.00	\$18.00
	Billy Jones - Seals - 9:30 AM Wed (Term 3 2014)	3	\$27.00	\$27.00
	Boys Bathers	1		
	Brendon Nightingale - Seals - 1:00 PM Wed (Term 2	2	\$9.00	\$9.00
	Bridgette Robinson - Turtles - 9:00 AM Wed (Term 2	2	\$13.50	\$13.50
	Bruce Taylor - Dolphins - 9:00 AM Sun (Term 2 2014)	2	\$18.00	\$18.00
	Caroline Thomson - Seals - 9:30 AM Fri (Term 2 2014)	2	\$18.00	\$18.00
	Caroline Thomson - Seals - 9:30 AM Fri (Term 3 2014)	4	\$36.00	\$36.00
	Celia Brown - Seals - 11:00 AM Wed (Term 3 2014)	3	\$27.00	\$27.00
	Celia Brown - Turtles - 9:00 AM Sun (Term 2 2014)	2	\$27.00	\$27.00
	Chupa Chups	5	\$3.00	\$0.39
	Coffee	2	\$9.00	\$1.04
	Corey Morrison - Seals - 1:00 PM Sun (Term 2 2014)	2	\$18.00	\$18.00
	Corey Morrison - Seals - 1:00 PM Wed (Term 3 2014)	3	\$27.00	\$27.00
	Craig King - Turtles - 9:00 AM Sun (Term 2 2014)	2	\$27.00	\$27.00
	Craig King - Turtles - 9:30 AM Sun (Term 3 2014)	3	\$40.50	\$40.50
	David King - Dolphins - 2:00 PM Fri (Term 2 2014)	2	\$18.00	\$18.00
Printed on Wednesday, 18 February 2015				
Page 1				

Totals by Location

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

Sales By Location - Ytd 2015					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
POS 1	61	\$3,050.30	\$3,008.81	\$41.49	100.00%
Total Sales	61	\$3,050.30	\$3,008.81	\$41.49	

With Detail

Sales By Location - Ytd 2015					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
POS 1	61	\$3,050.30	\$3,008.81	\$41.49	100.00%
Aqua Senior	1				
Boys Bathers	1				
Coffee	1	\$4.00	\$3.48	\$0.52	
Freddo Frog	1	\$0.60	\$0.52	\$0.08	
Lap Pass	1				
Lap Swim	3	\$8.00	\$6.96	\$1.04	
Lesson	41	\$2,732.00	\$2,732.00		
Missile Goggles	7	\$209.00	\$181.76	\$27.24	
Strobe	1	\$15.20	\$13.22	\$1.98	
Swim Nappy	1	\$18.50	\$16.09	\$2.41	
Vorgee Jnr	3	\$63.00	\$54.78	\$8.22	
Total Sales	61	\$3,050.30	\$3,008.81	\$41.49	

Sales by Group

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

Sales By Group - May 2014					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
Aqua	1				
Bathers	1				
Goggles	10	\$272.00	\$236.54	\$35.46	7.86%
Kiosk	1	\$4.00	\$3.48	\$0.52	0.12%
Lap Swim	4	\$8.00	\$6.96	\$1.04	0.23%
Lesson	41	\$2,732.00	\$2,732.00		90.80%
Not Defined	3	\$34.30	\$29.83	\$4.47	0.99%
Total Sales	61	\$3,050.30	\$3,008.81	\$41.49	

With Detail

Sales By Group - Ytd 2015					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
Aqua	1				
Aqua Senior	1				
Bathers	1				
Boys Bathers	1				
Goggles	10	\$272.00	\$236.54	\$35.46	7.86%
Missile Goggles	7	\$209.00	\$181.76	\$27.24	
Vorgee Jnr	3	\$63.00	\$54.78	\$8.22	
Kiosk	1	\$4.00	\$3.48	\$0.52	0.12%
Coffee	1	\$4.00	\$3.48	\$0.52	
Lap Swim	4	\$8.00	\$6.96	\$1.04	0.23%
Lap Pass	1				
Lap Swim	3	\$8.00	\$6.96	\$1.04	
Lesson	41	\$2,732.00	\$2,732.00		90.80%
Lesson	41	\$2,732.00	\$2,732.00		
Not Defined	3	\$34.30	\$29.83	\$4.47	0.99%
Freddo Frog	1	\$0.60	\$0.52	\$0.08	
Strobe	1	\$15.20	\$13.22	\$1.98	
Swim Nappy	1	\$18.50	\$16.09	\$2.41	
Total Sales	61	\$3,050.30	\$3,008.81	\$41.49	

Sales by Type

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

Sales By Type - May 2014					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
Bathers	1				
Hot Drinks	1	\$4.00	\$3.48	\$0.52	0.12%
Lesson	37	\$2,792.00	\$2,792.00		92.79%
Not Defined	17	\$246.30	\$206.37	\$39.93	6.86%
Pass	5	\$8.00	\$6.96	\$1.04	0.23%
Total Sales	61	\$3,050.30	\$3,008.81	\$41.49	

With Detail

Sales By Type - Ytd 2015					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
Bathers	1				
Boys Bathers	1				
Hot Drinks	1	\$4.00	\$3.48	\$0.52	0.12%
Coffee	1	\$4.00	\$3.48	\$0.52	
Lesson	37	\$2,792.00	\$2,792.00		92.79%
Lesson	37	\$2,792.00	\$2,792.00		
Not Defined	17	\$246.30	\$206.37	\$39.93	6.86%
Freddo Frog	1	\$0.60	\$0.52	\$0.08	
Lesson	4	-\$60.00	-\$60.00		
Missile Goggles	7	\$209.00	\$181.76	\$27.24	
Strobe	1	\$15.20	\$13.22	\$1.98	
Swim Nappy	1	\$18.50	\$16.09	\$2.41	
Vorgee Jnr	3	\$63.00	\$54.78	\$8.22	
Pass	5	\$8.00	\$6.96	\$1.04	0.23%
Aqua Senior	1				
Lap Pass	1				
Lap Swim	3	\$8.00	\$6.96	\$1.04	
Total Sales	61	\$3,050.30	\$3,008.81	\$41.49	

Sales by Category

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

Sales By Category - May 2014					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
Aqua	1				
Boys	1				
Drinks	1	\$4.00	\$3.48	\$0.52	0.12%
Lap Swim	4	\$8.00	\$6.96	\$1.04	0.23%
Lesson	41	\$2,732.00	\$2,732.00		90.80%
Not Defined	3	\$34.30	\$29.83	\$4.47	0.99%
Vorgee	10	\$272.00	\$236.54	\$35.46	7.86%
Total Sales	61	\$3,050.30	\$3,008.81	\$41.49	

With Detail

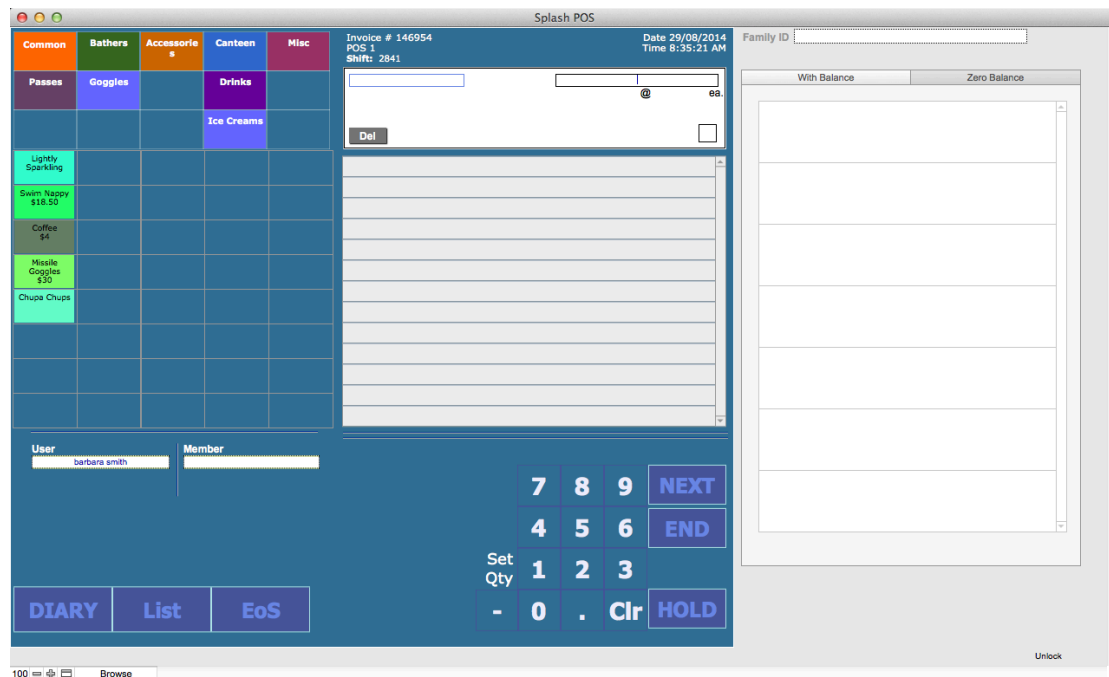
Sales By Category - Ytd 2015					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
Aqua	1				
Aqua Senior	1				
Boys	1				
Boys Bathers	1				
Drinks	1	\$4.00	\$3.48	\$0.52	0.12%
Coffee	1	\$4.00	\$3.48	\$0.52	
Lap Swim	4	\$8.00	\$6.96	\$1.04	0.23%
Lap Pass	1				
Lap Swim	3	\$8.00	\$6.96	\$1.04	
Lesson	41	\$2,732.00	\$2,732.00		90.80%
Lesson	41	\$2,732.00	\$2,732.00		
Not Defined	3	\$34.30	\$29.83	\$4.47	0.99%
Freddo Frog	1	\$0.60	\$0.52	\$0.08	
Strobe	1	\$15.20	\$13.22	\$1.98	
Swim Nappy	1	\$18.50	\$16.09	\$2.41	
Vorgee	10	\$272.00	\$236.54	\$35.46	7.86%
Missile Goggles	7	\$209.00	\$181.76	\$27.24	
Vorgee Jnr	3	\$63.00	\$54.78	\$8.22	
Total Sales	61	\$3,050.30	\$3,008.81	\$41.49	

End of Day Procedures

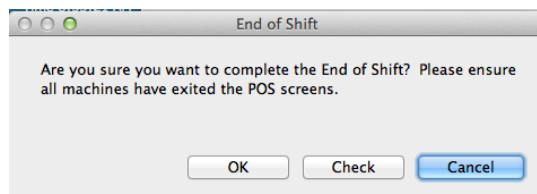
At the end of each business day you should reconcile the takings in your till drawer with transactions entered in the Splash POS system. End of day procedures begin in the sale entry screen.

Recording an End of Shift

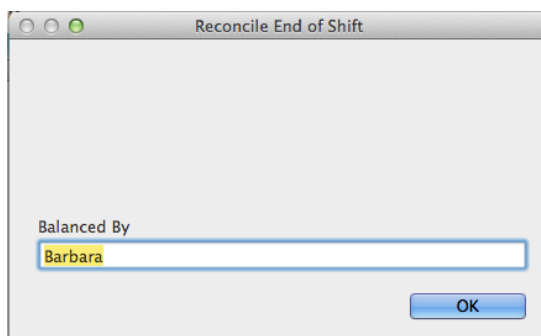
1. Click the POS \$ on the top right corner of the diary to ensure the POS Sale Entry screen is displayed.



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 End of Shift

Overview	Actual Cash	Transactions
ACTUAL Coins		
5's	40	\$2.00
10's	23	\$2.30
20's	15	\$3.00
50's	34	\$17.00
\$1's	50	\$50.00
\$2's	34	\$68.00
Coin Value		\$142.30
ACTUAL Notes		
\$5's	18	\$90.00
\$10's	125	\$1,250.00
\$20's	135	\$2,700.00
\$50's		\$0.00
\$100's		\$0.00
Notes Value		\$4,040.00
Total Cash Counted		\$4,182.30
EFTPOS Receipts		\$1,549.10
Credit Card Receipts		\$485.45
Cheques		
Amex Receipts		
Counted Total Cash / Receipts		\$6,216.85
System Total Cash / Receipts		\$6,217.62
Variance		-\$0.77
NOTES: Unknown Variance		
Done		

5. 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.
6. 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.
7. 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 End of Shift

Overview	Actual Cash	Transactions
Other Payments		
Accounts		
Direct Debit	\$162.00	
Internet	\$51.00	
Journal	\$120.00	
Promotion		
Redeemed Gift_Vouchers		
Management		
Other		
Session Pass		
Total Other Payments	\$333.00	
Theoretical Cash / EFTPOS	\$6,217.62	
Total Invoices / Sales	\$6,550.62	
System Totals in POS / Actual Cash		
Cash	\$4,183.07	\$4,182.30
EFTPOS	\$1,549.10	\$1,549.10
Credit Cards	\$485.45	\$485.45
Cheques		
Amex		
Total Cash / EFTPOS	\$6,217.62	\$6,216.85
Variance		-\$0.77
NOTES: Unknown Variance		
Done		

8. 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
9. Click the Done button to save the information and return to the POS Sale Entry screen.
10. The cashsheet will be printed when you click the Done button.

Cashsheet for 27/04/2014

Shift : 2841

Closed: 29/08/2014 8:39:13 AM

Balanced by: Barbara

	POS Totals	Actual Cash on Hand
Cash	\$4183.07	\$4182.30
EFTPOS	\$1549.10	\$1549.10
CreditCards	\$485.45	\$485.45
Cheques		
SubTotalB	<u>\$6217.62</u>	<u>\$6216.85</u>

Till Variance -\$0.77

Unknown Variance

Additional Payments

Accounts	
Internet	\$51.00
Journal	\$120.00
Promotion	
Redeemed Gift Vouchers	
Management	
Other	
SubTotalA	<u>\$333.00</u>
Total Invoices / Sales	<u>\$6550.62</u>

ACTUAL Coins			ACTUAL Notes		
5's	<input type="text" value="40"/>	\$2.00	\$5's	<input type="text" value="18"/>	\$90.00
10's	<input type="text" value="23"/>	\$2.30	\$10's	<input type="text" value="125"/>	\$1,250.00
20's	<input type="text" value="15"/>	\$3.00	\$20's	<input type="text" value="135"/>	\$2,700.00
50's	<input type="text" value="34"/>	\$17.00	\$50's	<input type="text"/>	\$0.00
\$1's	<input type="text" value="50"/>	\$50.00	\$100's	<input type="text"/>	\$0.00
\$2's	<input type="text" value="34"/>	\$68.00			
		\$142.30			\$4,040.00
			Total Cash Counted		\$4,182.30
			Total Cheques		
			Total		\$4,182.30

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 '18 February 2015'. The 'Overview' tab is selected. It displays a summary of payments and a comparison between system totals and actual cash.

Other Payments	
Accounts	
Direct Debit	\$162.00
Internet	\$51.00
Journal	\$120.00
Promotion	
Redeemed Gift Vouchers	
Management	
Other	
Session Pass	
Total Other Payments	\$333.00
Theoretical Cash / EFTPOS	\$6,217.62
Total Invoices / Sales	\$6,550.62

System Totals in POS / Actual Cash	
Cash	\$4,183.07 / \$4,182.30
EFTPOS	\$1,549.10 / \$1,549.10
Credit Cards	\$485.45 / \$485.45
Cheques	
Amex	
Total Cash / EFTPOS	\$6,217.62 / \$6,216.85

NOTES: Unknown Variance

Variance: -\$0.77

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. It displays a breakdown of actual cash counted by denomination.

ACTUAL Coins	
5's	40 \$2.00
10's	23 \$2.30
20's	15 \$3.00
50's	34 \$17.00
\$1's	50 \$50.00
\$2's	34 \$68.00
Coin Value	\$142.30

ACTUAL Notes	
\$5's	18 \$90.00
\$10's	125 \$1,250.00
\$20's	135 \$2,700.00
\$50's	\$0.00
\$100's	\$0.00
Notes Value	\$4,040.00

Total Cash Counted: \$4,182.30

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 screenshot shows the 'Transactions' tab. It displays a list of all transactions entered during the shift.

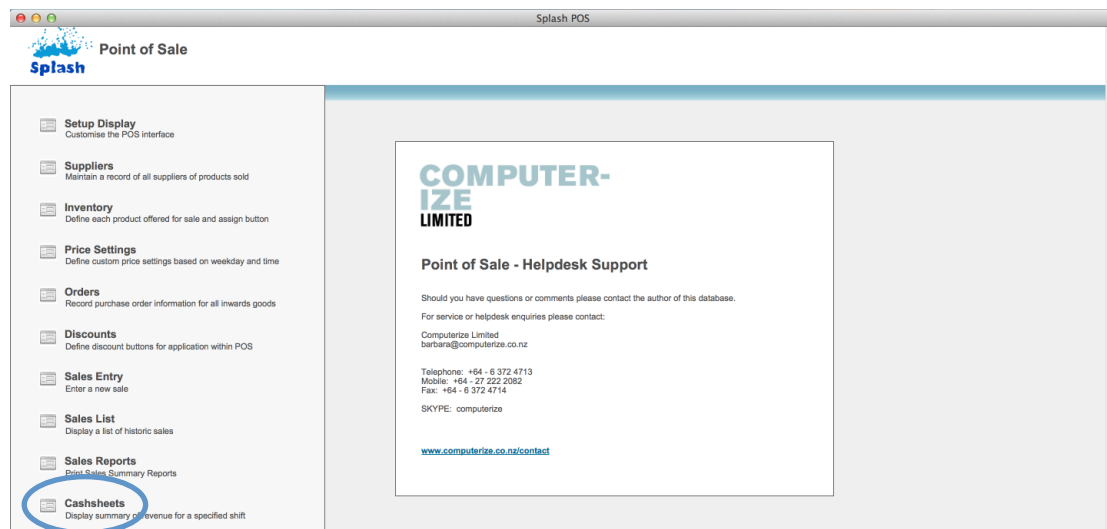
Date	Time	Sale ID	Family ID	Family	Invoice Total	Payment Type
27/04/14	5:36 PM	146827	16	KING (Nathan King)	\$108.00	Nathan King
27/04/14	5:36 PM	146828			\$0.00	Cash Sale
28/04/14	11:46 AM	146829	14	ZIMMERMAN (Andy zimmerman)	\$108.00	Andy zimmerman
28/04/14	11:47 AM	146830			\$0.00	Cash Sale
28/04/14	11:49 AM	146831	23	MCARTHUR (Andrew McArthur)	\$162.00	Andrew McArthur
28/04/14	11:50 AM	146832			\$0.00	Cash Sale
28/04/14	12:43 PM	146833	2	SMITH (Barbara Smith)	\$102.00	Barbara Smith
28/04/14	12:43 PM	146834			\$0.00	Cash Sale
28/04/14	12:48 PM	146835			\$21.00	Cash Sale
28/04/14	12:48 PM	146836			\$21.00	Cash Sale
28/04/14	12:49 PM	146837	2	SMITH (Barbara Smith)	\$27.00	Barbara Smith
28/04/14	12:51 PM	146838			\$0.00	Cash Sale
28/04/14	2:57 PM	146839	2	SMITH (Barbara Smith)	\$100.00	Barbara Smith
28/04/14	2:58 PM	146840			\$0.00	Cash Sale
28/04/14	3:01 PM	146841	15	THOMSON (Anthony Thomson)	\$180.00	Anthony
28/04/14	3:02 PM	146842			\$0.00	Cash Sale
28/04/14	3:31 PM	146843			\$0.00	Cash Sale
28/04/14	4:09 PM	146844			\$0.00	Cash Sale
28/04/14	4:09 PM	146845				Cash Sale
28/04/14	4:09 PM	146846				Cash Sale
29/04/14	12:46 PM	146847	21	WILLIAMS (Malcolm Williams)	\$108.00	Malcolm Williams
29/04/14	12:47 PM	146848			\$0.00	Cash Sale
29/04/14	12:47 PM	146849	46	SOLOMAN (Matthew Solomon)	\$108.00	Matthew
29/04/14	12:48 PM	146850			\$0.00	Cash Sale

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

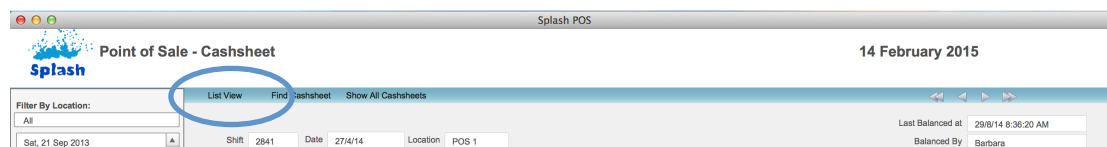
Displaying a List of Cashesheets

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.

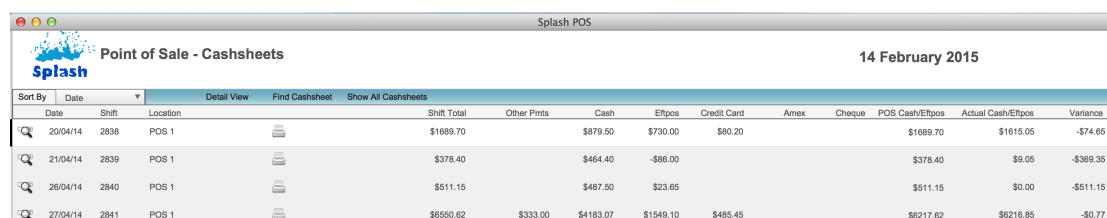
1. Ensure the POS Administration screen is displayed (see Administering Point of Sale).
2. Click once on the icon beside the word **Cashesheet** on the left of your screen.



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.

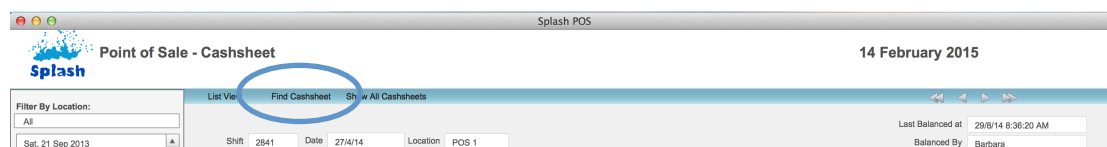


Sort By	Date	Detail View	Find Cashesheet	Show All Cashesheets	Shift Total	Other Prints	Cash	Etpos	Credit Card	Amex	Cheque	POS Cash/Etpos	Actual Cash/Etpos	Variance
Q	20/04/14	2838	POS 1		\$1689.70		\$879.50	\$730.00	\$80.20			\$1689.70	\$1615.05	-\$74.65
Q	21/04/14	2839	POS 1		\$378.40		\$464.40	-\$86.00				\$378.40	\$9.05	-\$369.35
Q	26/04/14	2840	POS 1		\$511.15		\$487.50	\$23.65				\$511.15	\$0.00	-\$511.15
Q	27/04/14	2841	POS 1		\$6550.62	\$333.00	\$4183.07	\$1549.10	\$485.45			\$6217.62	\$6216.85	-\$0.77

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.

- Press ENTER or click the **Continue** button to complete the find.

Viewing Cashsheet Details

- Use the **Finding a Cashsheet** function to locate the record you wish to view.
- The Cashsheet entry form should be displayed on your screen.
- 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.

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

Date	Time	Sale ID	Family ID	Family	Invoice Total	Payment Type
1/05/14	11:13 AM	146880	33	TAYLOR (Martha Taylor)	\$108.00	Martha Taylor
1/05/14	11:15 AM	146881			\$0.00	Cash Sale
1/05/14	11:15 AM	146882	23	MCARTHUR (Andrew McArthur)	\$0.00	Andrew McArthur
1/05/14	11:25 AM	146883	73	JONES (David Jones)	\$6.50	David Jones
1/05/14	11:26 AM	146884			\$0.00	Cash Sale
1/05/14	11:27 AM	146885			\$0.00	Cash Sale
1/05/14	11:28 AM	146886			\$0.00	Cash Sale
1/05/14	12:40 PM	146887	51	APOLLO (Martha Apollo)	\$0.00	Martha Apollo
1/05/14	5:03 PM	146888	32	SINCLAIR (Linley Sinclair)	\$243.00	Linley Sinclair
1/05/14	5:03 PM	146889			\$0.00	Cash Sale
1/05/14	6:30 PM	146890	14	ZIMMERMAN (Andy zimmerman)	\$54.00	Andy zimmerman
1/05/14	6:39 PM	146891	27	BUCHANAN (Debbie Buchanan)	\$36.00	Debbie
1/05/14	6:40 PM	146892				Cash Sale
1/05/14	6:42 PM	146893				Cash Sale
1/05/14	6:42 PM	146894				Cash Sale
1/05/14	6:42 PM	146895				Cash Sale
1/05/14	6:43 PM	146896				Cash Sale
2/05/14	12:08 PM	146897	15	THOMSON (Anthony Thomson)	\$189.00	Anthony
2/05/14	12:10 PM	146898			\$0.00	Cash Sale
2/05/14	12:30 PM	146899	2	SMITH (Barbara Smith)	\$97.50	Barbara Smith
2/05/14	12:31 PM	146900			\$0.00	Cash Sale
2/05/14	2:58 PM	146901			\$4.00	Cash Sale
2/05/14	3:00 PM	146902			\$0.00	Cash Sale
2/05/14	4:12 PM	146903	?		\$0.00	
2/05/14	4:12 PM	146904	9	SMITH (Daniel Smith)	\$108.00	Daniel

- 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 Cashsheet Record

Cashsheet 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.

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

Cashesheet for 27/04/2014

Shift : 2841

Closed: 29/08/2014 8:39:13 AM

Balanced by: Barbara

	POS Totals	Actual Cash on Hand
Cash	\$4183.07	\$4182.30
EFTPOS	\$1549.10	\$1549.10
CreditCards	\$485.45	\$485.45
Cheques		
SubTotalB	\$6217.62	\$6216.85

Till Variance -\$0.77

Unknown Variance

Additional Payments	
Accounts	
Internet	\$51.00
Journal	\$120.00
Promotion	
Redeemed Gift Vouchers	
Management	
Other	
SubTotalA	\$333.00
Total Invoices / Sales	\$6550.62

ACTUAL Coins		ACTUAL Notes	
5's	40	\$5's	18
10's	23	\$10's	125
	\$2.00		\$90.00
	\$2.30		\$1,250.00

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
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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
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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