

Splash V7

User Documentation

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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

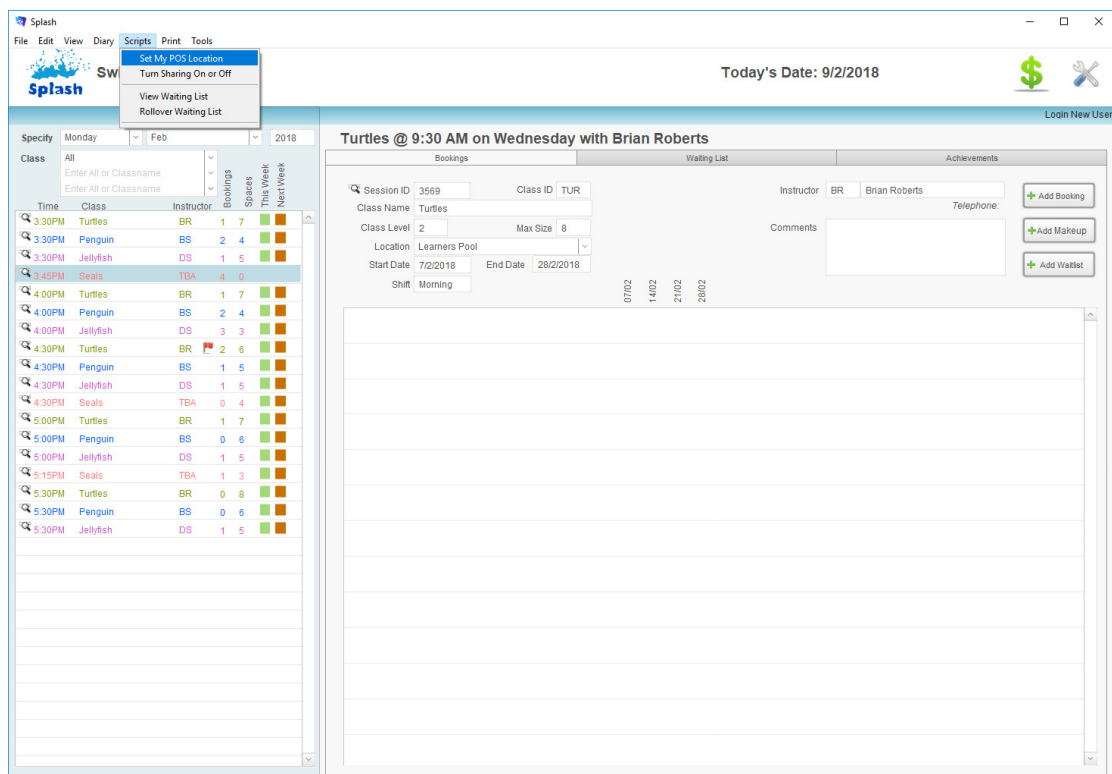
Your point of sale location determines the interface that will be displayed when you access the sale entry screen. Splash provides the flexibility to customise the user interface for multiple locations. The default location when you first begin using Splash is "POS 1".

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

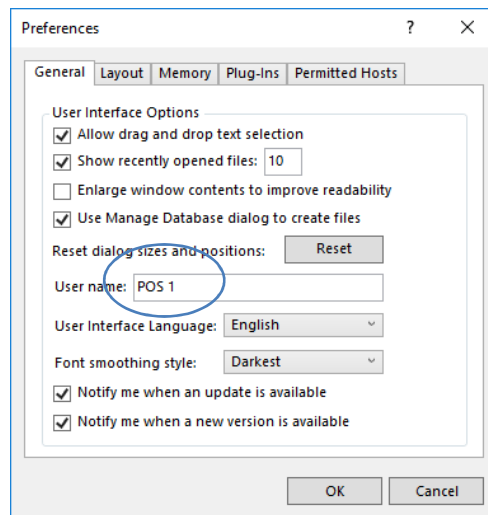
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Daily Diary** icon



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.

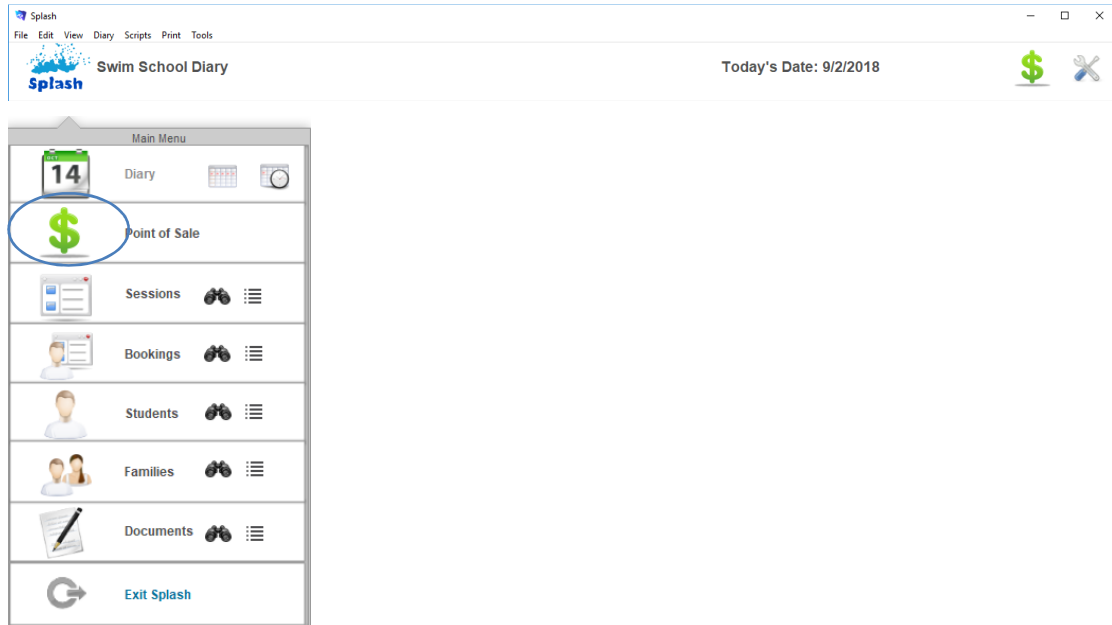
NB: If you have created multiple display options in the POS system, the above name should match the name of the interface you have defined. To define additional interface screens see “Defining Your Point of Sale Location” in this guide.

Administering Point of Sale (POS)

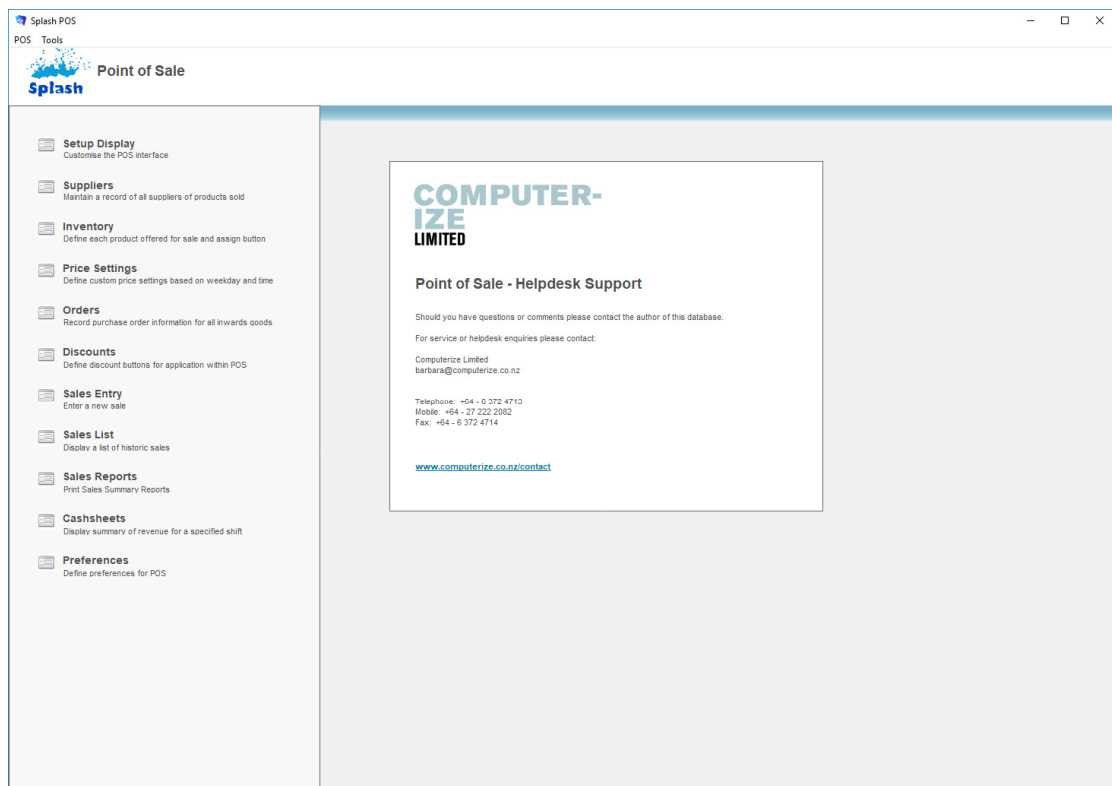
In order to use the Point of Sale system you will need to define the interface you wish to display and the products you wish to sell.

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.

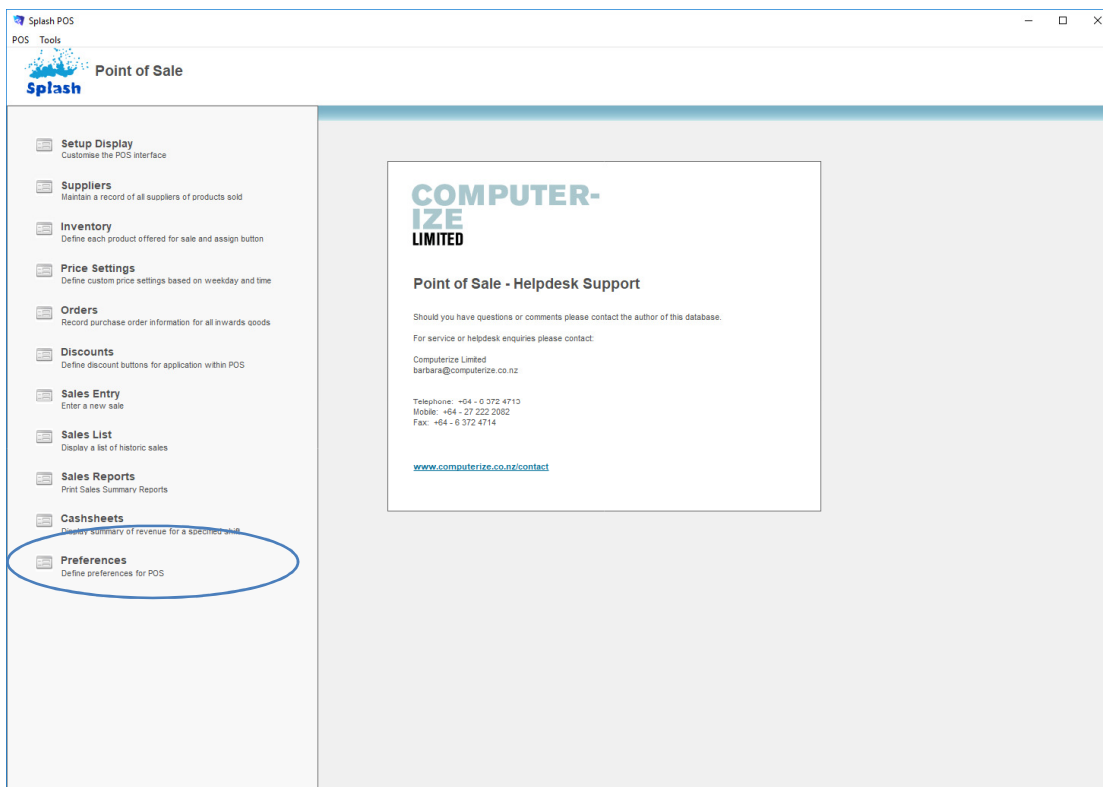


Updating Swim School Information

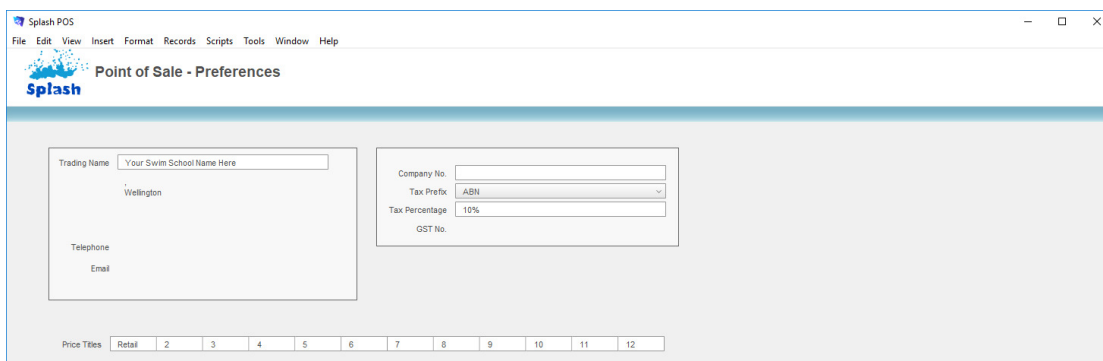
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Point of Sale** icon



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.

Defining Point of Sale Locations

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

When creating a Location you need to

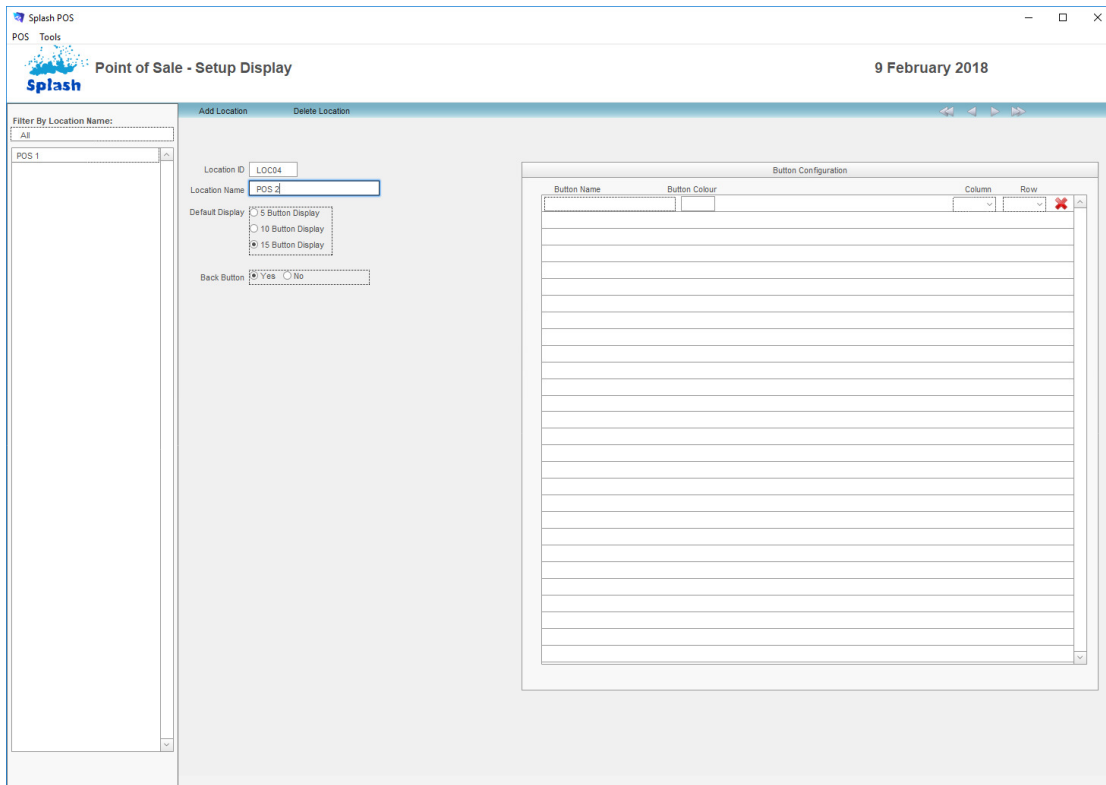
- Define the Location name.
- Define the POS interface (button configuration).

Creating a New Location

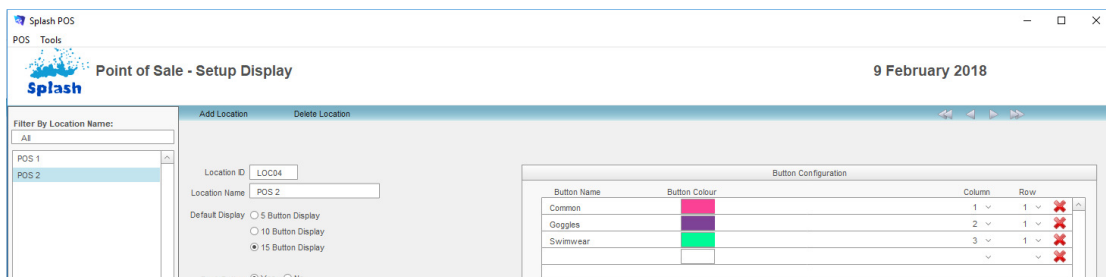
It may be easier to consider a location an interface design. Changing information in this screen will determine;

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

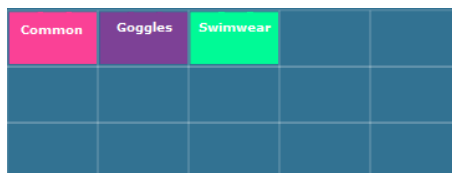
3. Click the **Add Location** button displayed in the blue stripe at the top of your screen to display a blank Location form.



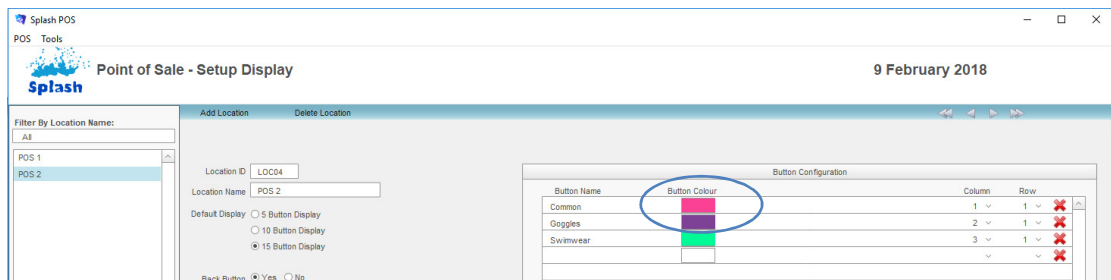
4. Define a Name for the required interface.
5. After entering the location defaults you now need to define the Button Configuration. The button configuration determines which buttons are displayed on the top left of your screen and their appearance.
6. The category buttons sit in a grid consisting of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



The above configuration would be displayed as follows;



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



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

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

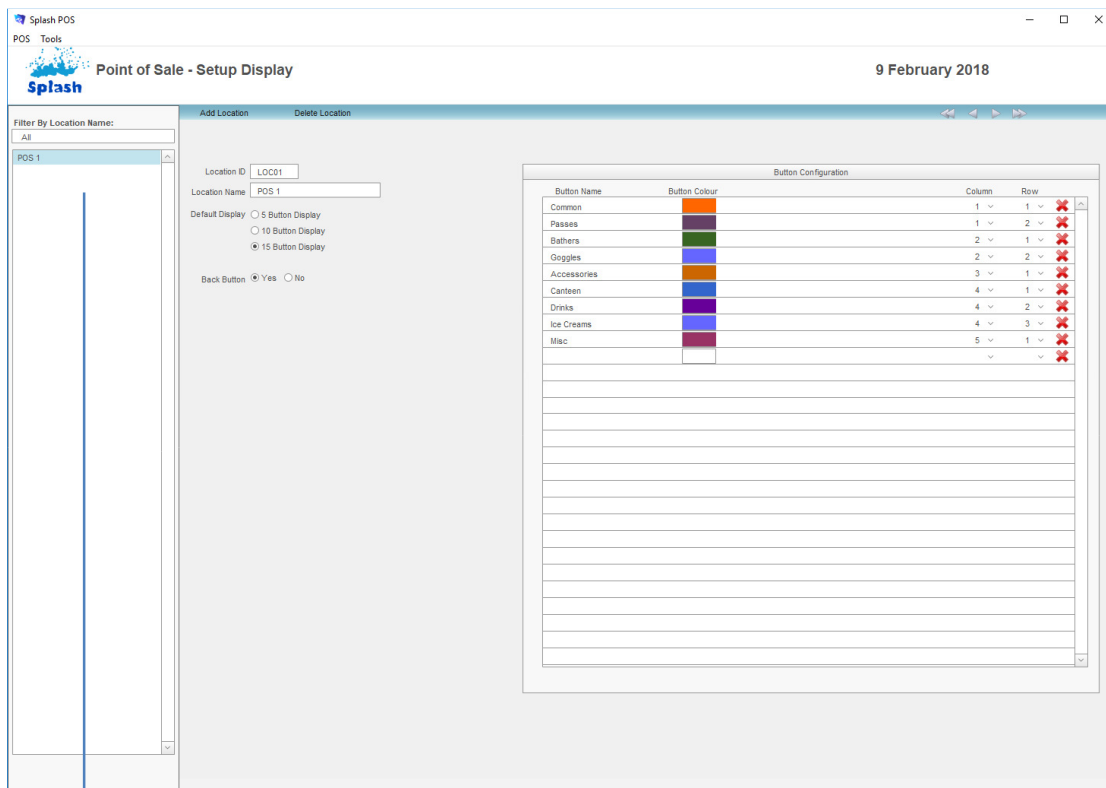
11. Repeat steps 7 through 9 until the required buttons have been defined.

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

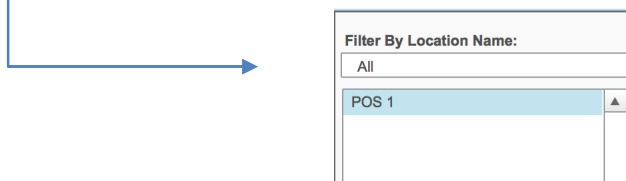
NB: For a comprehensive list of colours see the RGB Colour Palette (page 392).

Displaying a Location

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



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



Updating Location Details

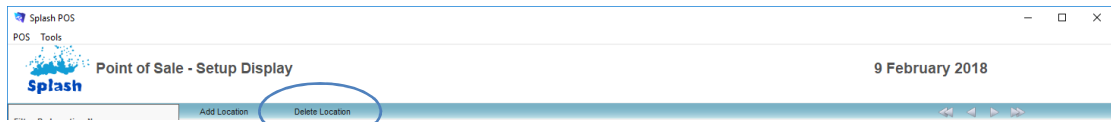
1. Use the **Displaying a Location** command to ensure the correct location is displayed on your screen.
2. Update any details as required.

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

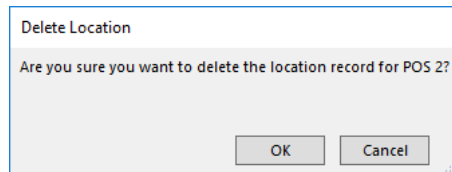
Deleting a Location Record

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

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



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



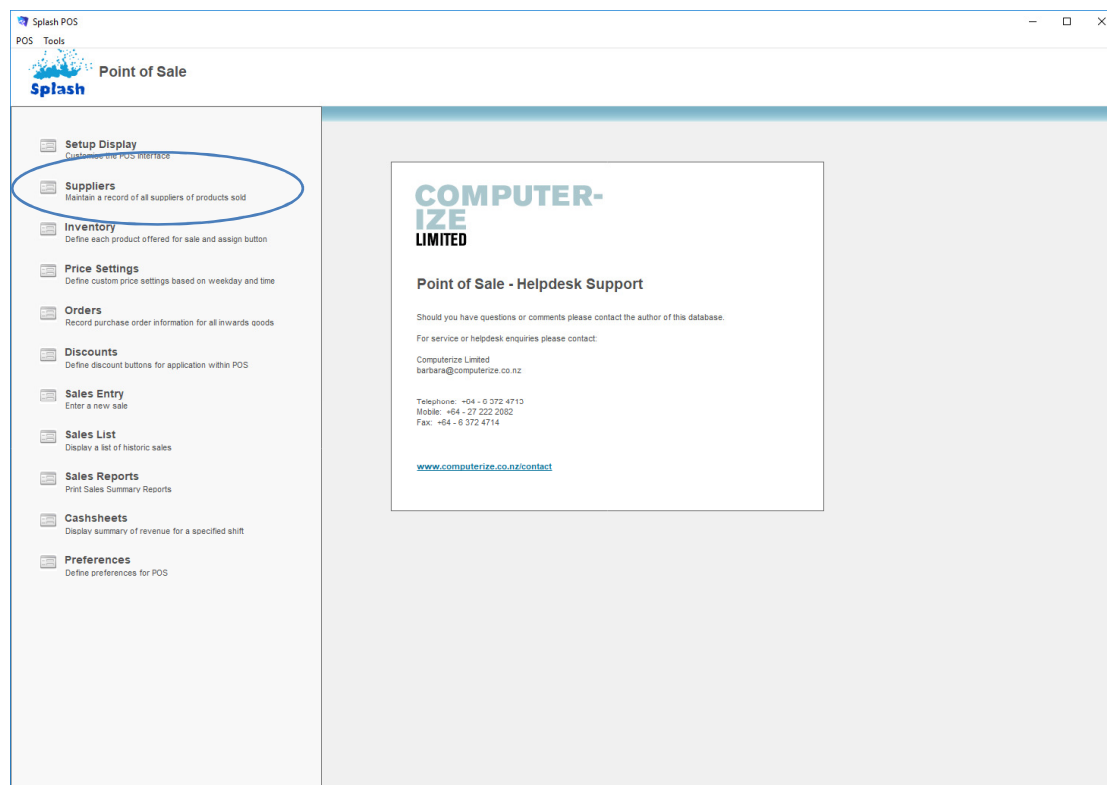
4. Click OK to delete the record, or Cancel to return to the form without making any changes.

Entering Supplier Information

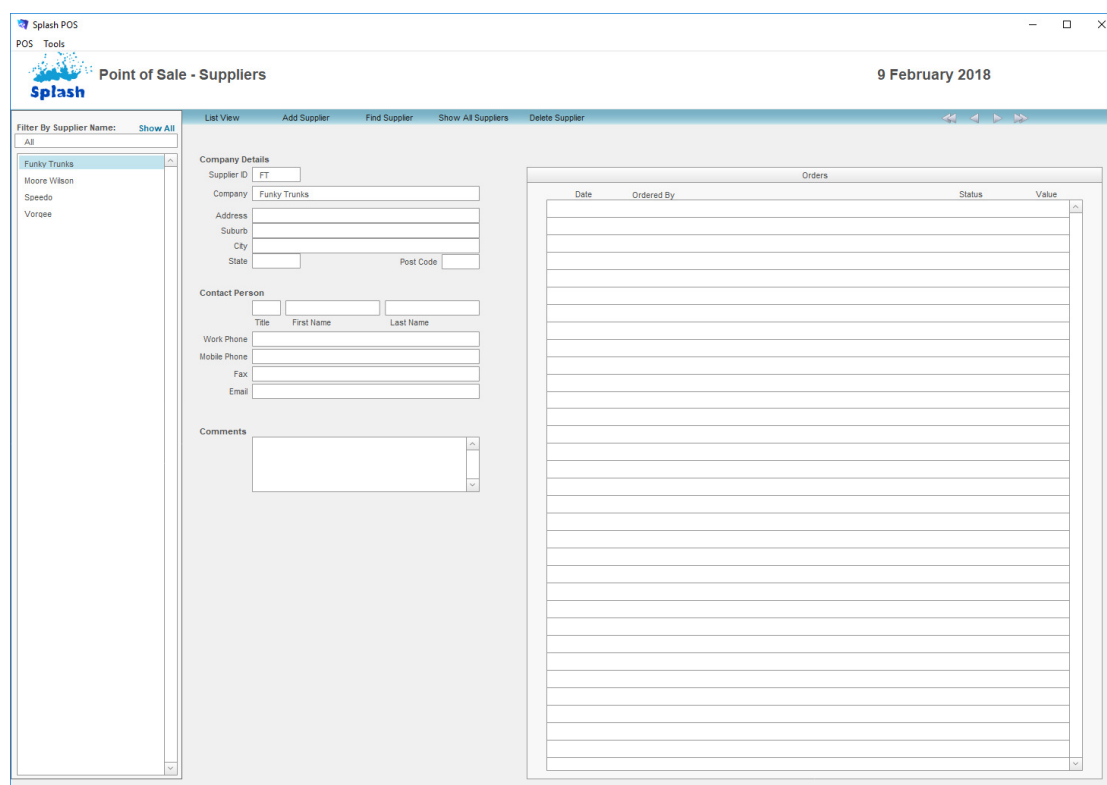
Although it is not essential for successful operation, it is recommended you create a supplier record for each company you will be purchasing stock from.

Creating a New Supplier

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



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



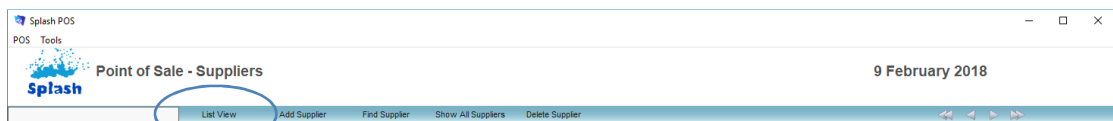
4. Click the **Add Supplier** button displayed in the blue stripe at the top of your screen to display a blank Supplier form.
5. Complete as many details as possible for the selected supplier.
6. When you have finished in the Supplier module, click the Splash Menu button to return to the POS home screen.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

NB: Each supplier must be created with a unique ID

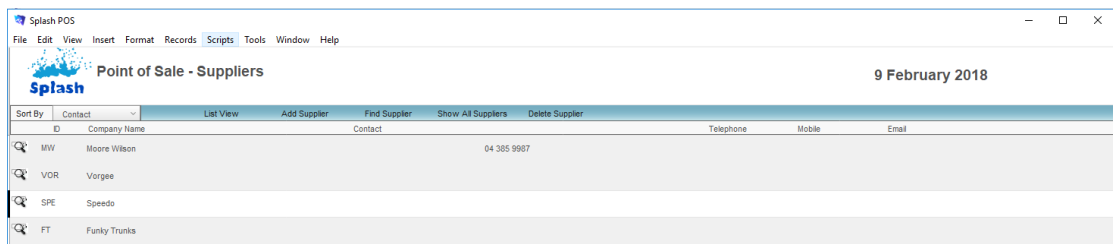
Displaying a List of Suppliers

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

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



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

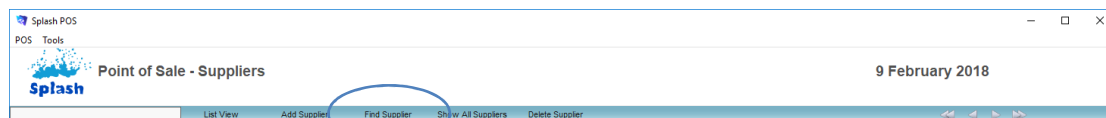


NB: Display the detail of a selected supplier by clicking the magnifying glass displayed to the left of the Supplier ID.

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

Finding a Supplier

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



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

A screenshot of the 'Search for a Supplier' dialog box. The dialog has a title bar with a magnifying glass icon and the text 'Search for a Supplier'. Below the title bar is a light blue header. The main area is white and contains several search fields, each with a magnifying glass icon in the text area: 'Supplier ID', 'Company', 'Contact Person', 'Address', 'Suburb', 'City', 'State', 'Post Code', 'Telephone', 'Mobile', and 'Email'. At the bottom of the dialog is a grey bar containing six buttons: 'Cancel' (with a close icon), 'New Request' (with a plus icon), 'Omit Records' (with a minus icon), 'Constrain Set', 'Extend Set', and 'Find Now' (with a magnifying glass icon).

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

Updating Supplier Details

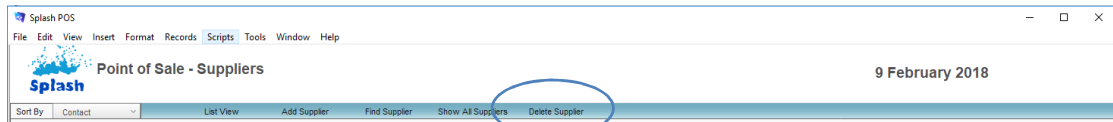
1. Use the **Finding a Supplier** command to ensure the correct supplier record is displayed on your screen.
2. Update any details as required.

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

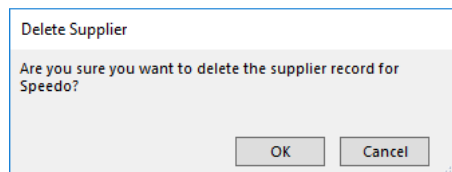
Deleting a Supplier Record

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

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



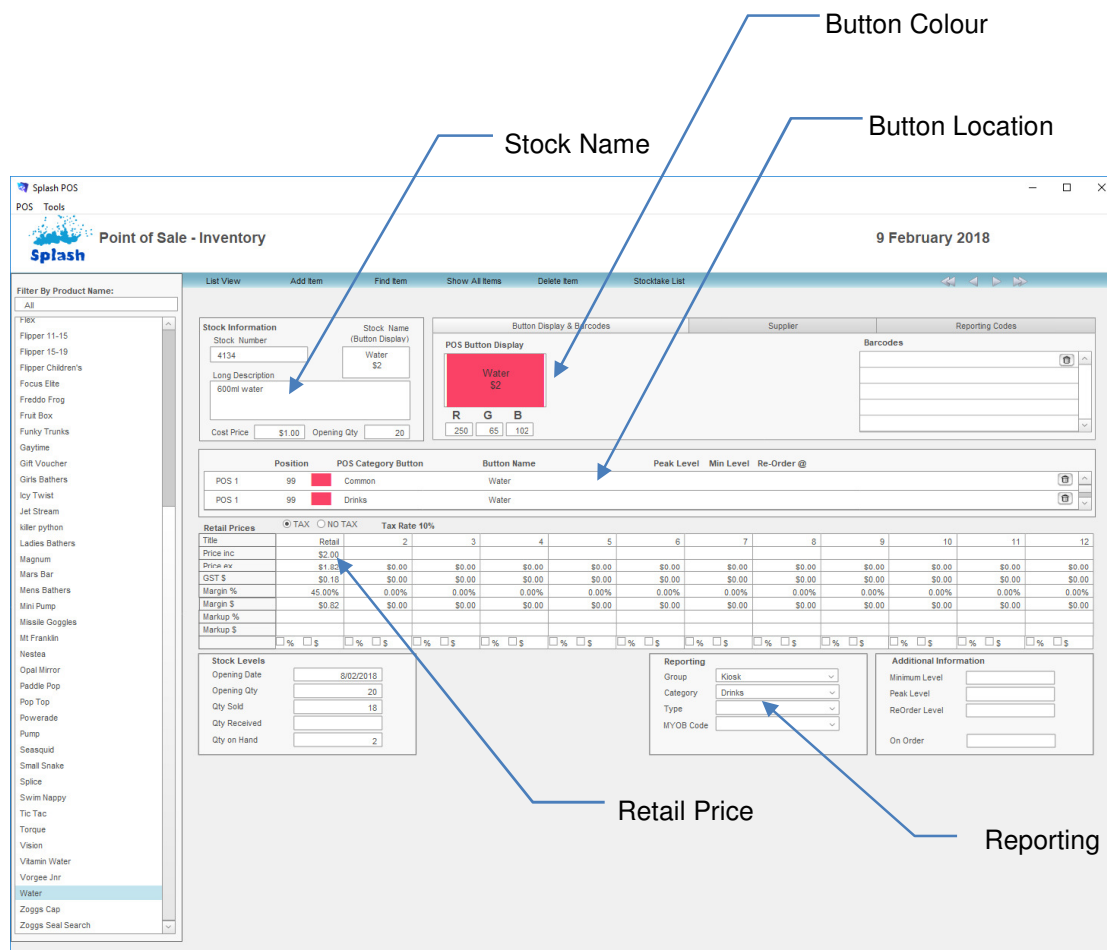
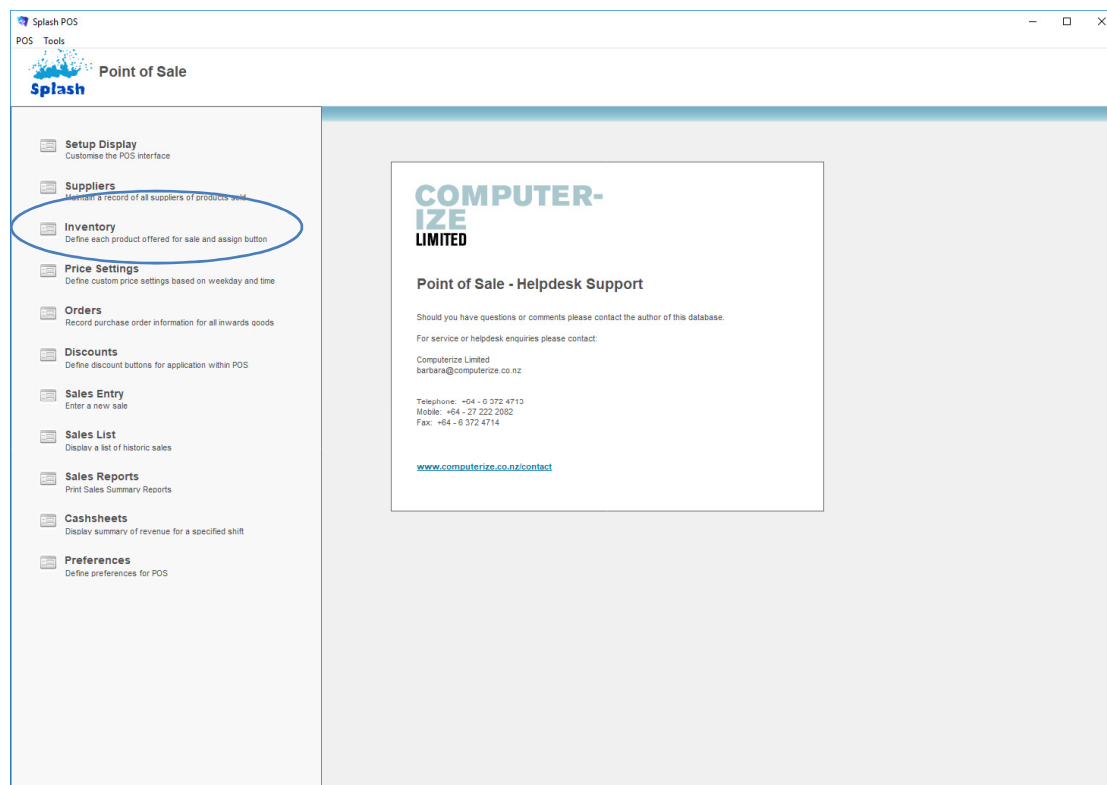
4. You will be asked to confirm you wish to delete the selected Supplier record.



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

Managing Inventory

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



Creating an Inventory Item

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

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

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

The screenshot displays the 'Point of Sale - Inventory' window in the Splash POS application. The window title bar shows 'Splash POS' and 'Point of Sale - Inventory' with a date of '9 February 2018'. The interface is divided into several sections:

- Filter By Product Name:** A list of products including 'Flipper 11-15', 'Flipper 15-19', 'Flipper Children's', 'Focus Elite', 'Freddo Frog', 'Fruit Box', 'Funky Trunks', 'Gaytime', 'Gift Voucher', 'Girls Bathers', 'Icy Twist', 'Jet Stream', 'killer python', 'Ladies Bathers', 'Magnum', 'Mars Bar', 'Mens Bathers', 'Mini Pump', 'Missile Goggles', 'Mt Franklin', 'Nestea', 'Opal Mirror', 'Paddle Pop', 'Pop Top', 'Powerade', 'Pump', 'Seasquid', 'Small Snake', 'Splice', 'Swim Nappy', 'Tic Tac', 'Torque', 'Vision', 'Vitamin Water', 'Vorpsee Jnr', 'Water', 'Zoggs Cap', and 'Zoggs Seal Search'.
- Stock Information:** Fields for 'Stock Number' (4134), 'Stock Name (Button Display)' (Water), 'Long Description' (600ml water), 'Cost Price' (\$1.00), and 'Opening Qty' (20).
- Button Display & Barcodes:** A section for 'POS Button Display' showing a red button with 'Water \$2' and 'R 250 G 65 B 102'.
- Retail Prices:** A table with columns for 'Title', 'Retail', and 'Tax Rate 10%'. The table shows prices for various products, including 'Water' at \$2.00.
- Stock Levels:** Fields for 'Opening Date' (8/02/2018), 'Opening Qty' (20), 'Qty Sold' (18), 'Qty Received', and 'Qty on Hand' (2).
- Reporting:** Fields for 'Group' (Kiosk), 'Category' (Drinks), 'Type', and 'MYOB Code'.
- Additional Information:** Fields for 'Minimum Level', 'Peak Level', 'ReOrder Level', and 'On Order'.

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 displays the 'Point of Sale - Helpdesk Support' window in the Splash POS application. The window title bar shows 'Splash POS' and 'Point of Sale'. The interface is divided into two main sections:

- Navigation Sidebar:** A list of options including 'Setup Display', 'Suppliers', 'Inventory', and 'Price Settings'. The 'Inventory' option is highlighted with a red circle.
- Main Content Area:** Displays the text 'COMPUTER-IZE LIMITED' and 'Point of Sale - Helpdesk Support'.

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

The screenshot shows the 'Point of Sale - Inventory' window for '9 February 2018'. The top menu bar includes 'List View', 'Add Item', 'Find Item', 'Show All Items', 'Delete Item', and 'Stocktake List'. The 'Add Item' button is circled in blue. Below the menu bar, there are tabs for 'Stock Information', 'Stock Name', 'Button Display & Barcodes', 'Supplier', and 'Reporting Codes'. The 'Stock Information' tab is active, showing fields for 'Stock Number' (4140), 'Long Description', 'Cost Price', and 'Opening Qty'. The 'Button Display & Barcodes' tab is also visible, showing a 'POS Button Display' section with an RGB color palette (R:39, G:65, B:102) and a 'Barcodes' section. A blue arrow points from the 'Add Item' button to the 'POS Button Display' section.

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

2. Defining the Button Colour

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

The 'POS Button Display' dialog shows a grey button with an RGB color palette (R:39, G:65, B:102). Below it is the 'Colouring Buttons' dialog, which prompts the user to 'Please Enter a number between 1 to 255'. It has input fields for 'Red' (39), 'Green' (65), and 'Blue' (102). At the bottom are 'Cancel' and 'OK' buttons.

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

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

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

3. Defining the POS Button Location

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

- 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.

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

4. Defining the Price of the Product

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

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

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

5. Defining Reporting Options

- 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.

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

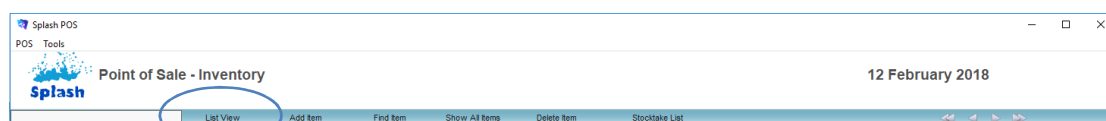
Displaying a List of Inventory items

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

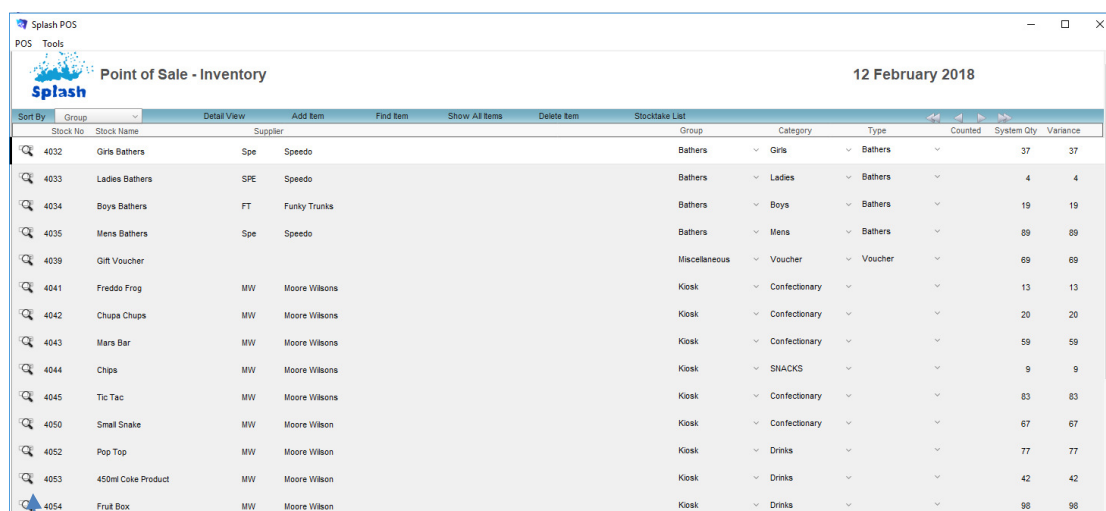
Listing Stock Items

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

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



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



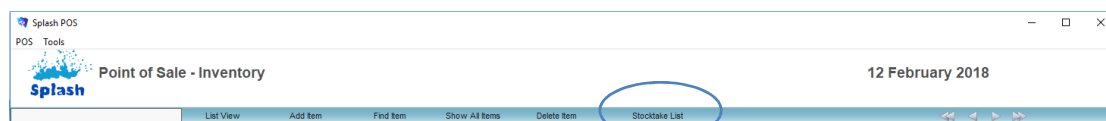
Stock No	Stock Name	Supplier	Group	Category	Type	Counted	System Qty	Variance
4032	Girls Bathers	Spe Speedo	Bathers	Girls	Bathers	37	37	
4033	Ladies Bathers	SPE Speedo	Bathers	Ladies	Bathers	4	4	
4034	Boys Bathers	FT Funky Trunks	Bathers	Boys	Bathers	19	19	
4035	Mens Bathers	Spe Speedo	Bathers	Mens	Bathers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

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

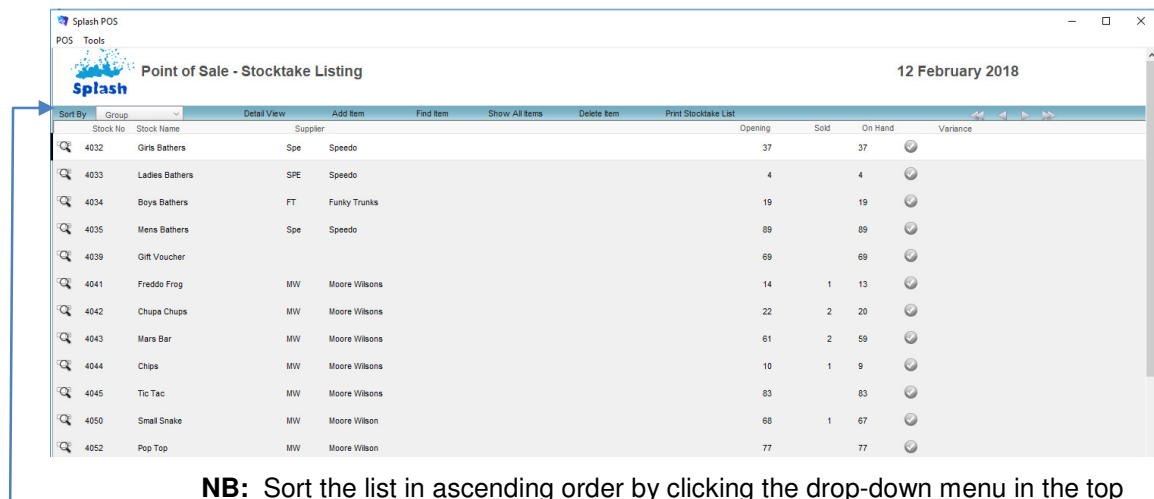
Listing Stocktake Results

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

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



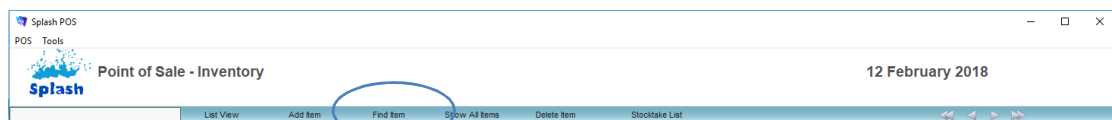
4. All records in the found set will be displayed in the list.



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

Finding Inventory Items

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



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

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

Displaying Inventory items in the Portal

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

Point of Sale - Inventory 9 February 2018

Filter By Product Name:

Stock Information: Stock Number: 4134, Stock Name (Button Display): Water, Long Description: 600ml water, Cost Price: \$1.00, Opening Qty: 20

Button Display & Barcodes: POS Button Display: Water \$2, Barcodes: [Barcode]

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

Retail Prices		Tax Rate 10%											
Title	Retail	2	3	4	5	6	7	8	9	10	11	12	
Price Inc	\$2.00												
Price exc	\$1.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
GST \$	\$0.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Margin %	45.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Margin \$	\$0.92	\$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: 8/02/2018, Opening Qty: 20, Qty Sold: 18, Qty Received: , Qty on Hand: 2

Reporting: Group: Kiosk, Category: Drinks, Type: , MYOB Code:

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

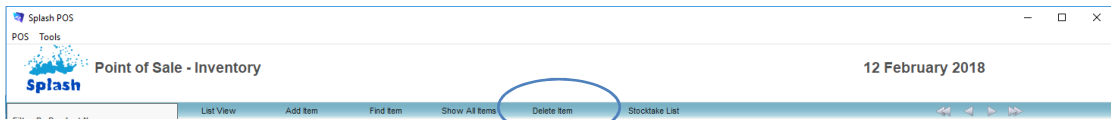
Updating Inventory Details

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.

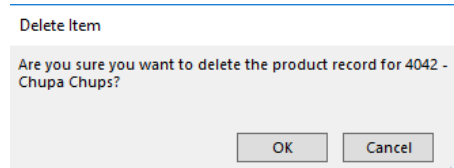
Deleting an Inventory Item

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

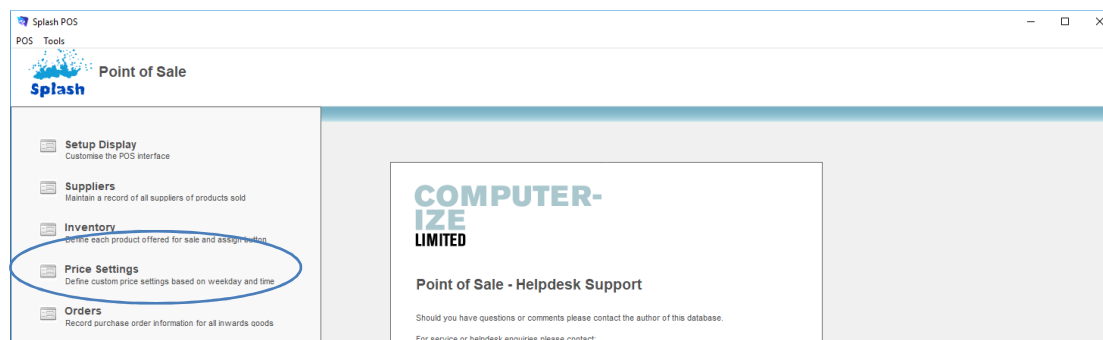
- Define the location the price level applies to.
- Define the weekday and timeframe when the price should be applied.
- Update the inventory item to ensure there is a price displayed in the related Price Level column.

Creating a New Price Level

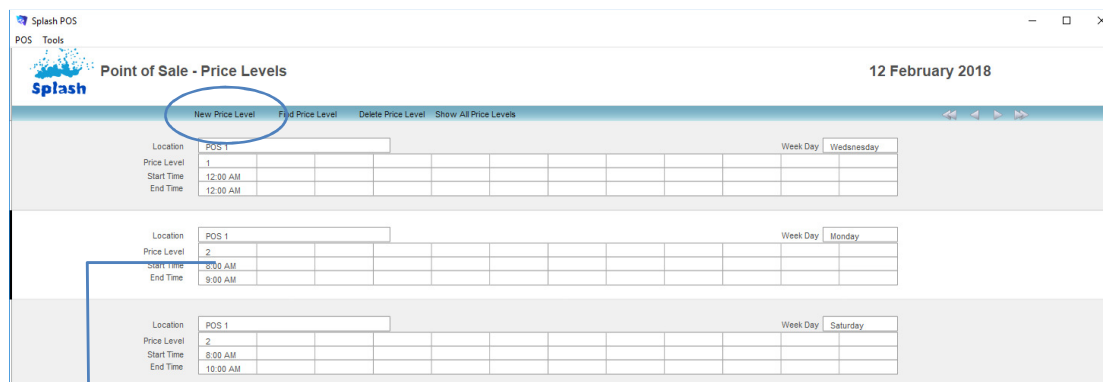
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **POS** icon



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



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

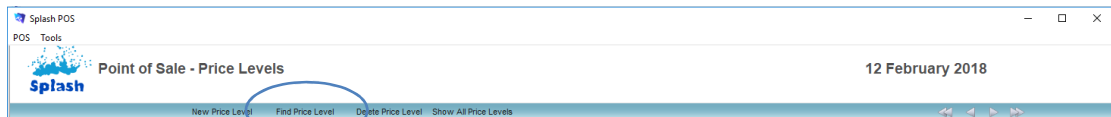


6. Describe where and when the special pricing should be applied by entering the Location, Weekday and Start-End times for the specified price level.
7. Exit the price level screen and return to inventory to ensure a price has been entered for the selected Price Level.

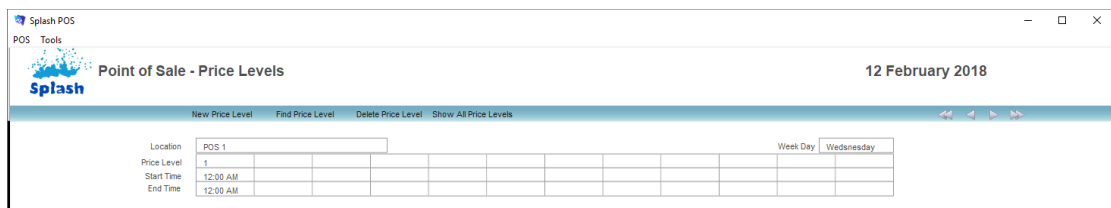
Retail Prices		<div><input checked="" type="radio"/> TAX <input type="radio"/> NO TAX</div> <div>Tax Rate 10%</div>											
Title	Retail	2	3	4	5	6	7	8	9	10	11	12	
Price inc	\$4.00	\$3.00	\$3.50										
Price ex	\$3.64	\$3.00	\$3.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
GST \$	\$0.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Margin %	100.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Margin \$	\$3.64	\$3.00	\$3.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Markup %													
Markup \$													
	<div><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"/></div>	<div><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"/></div>	<div><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"/></div>	<div><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"/></div>	<div><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"/></div>	<div><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"/></div>	<div><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"/></div>	<div><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"/></div>	<div><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"/></div>	<div><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"/></div>	<div><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"/></div>		

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.

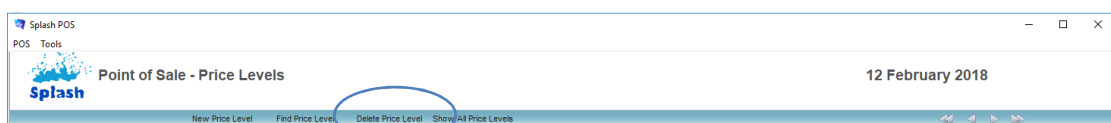
Updating Price Level Details

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.

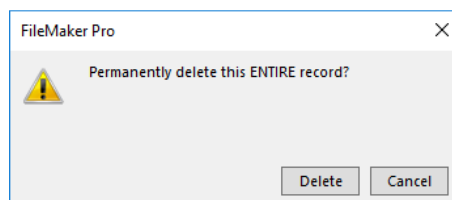
Deleting a Price Level Record

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.



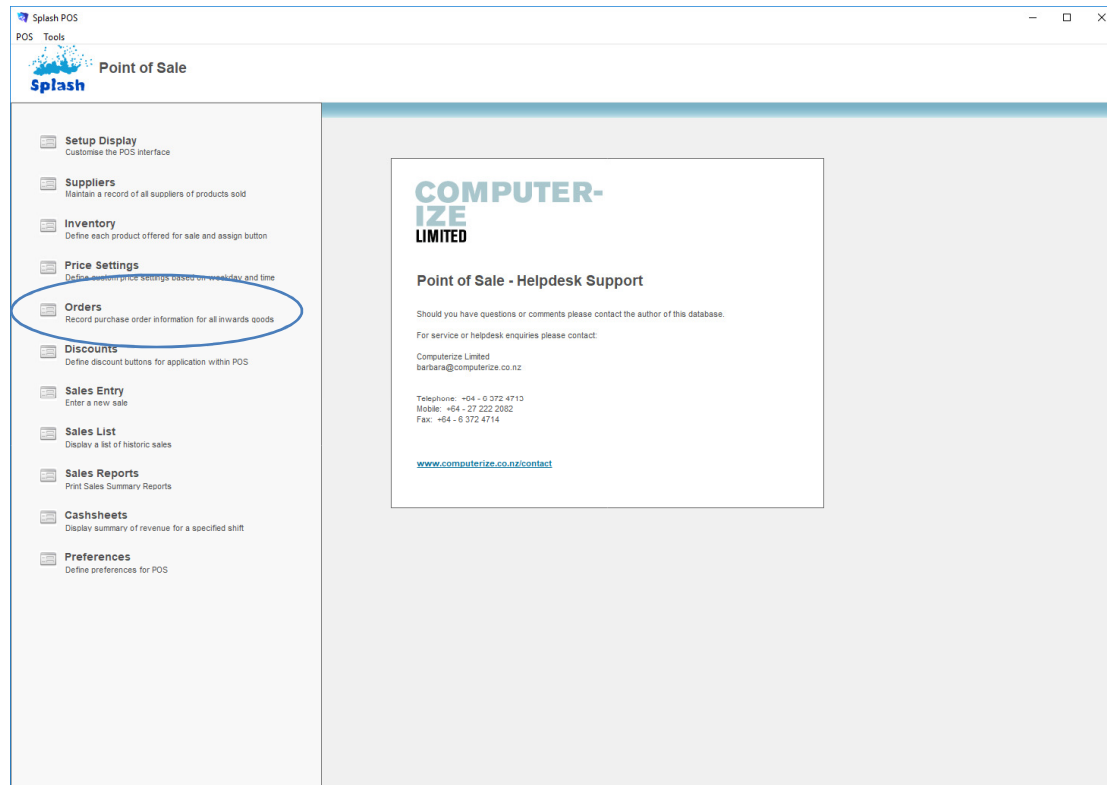
4. Click Delete to remove the record, or Cancel to return to the Price Level form without making any changes.

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.

Splash POS
POS Tools
Point of Sale - Orders
12 February 2018

Filter By Supplier Name:
All

12/02/18 OPEN

List View Add Order Find Order Show All Orders Delete Order

Order Date: 12/02/2018 Order Number: 46 Status: OPEN

Supplier Code: MW Moore Wilson

Location: POS 1 Ordered By:

Stock Number	Stock Name	Carton Size	Order Units	Units Ordered	Received	UnitEx \$	TotalEx \$
4041	Freddo Frog						
4042	Chupa Chups	1					
4050	Small Snake	20					
4060	Nestea						

Delivery Instructions

Subtotal
Freight
Tax \$0.00 10%
Total \$0.00

- Define which supplier the order is being placed with by selecting the supplier ID from the drop-down menu provided.
- Use the Location drop-down menu to define the location the stock items will be added to.
- 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.

Splash POS
POS Tools
Point of Sale - Orders
12 February 2018

Filter By Supplier Name:
All

12/02/18 OPEN

List View Add Order Find Order Show All Orders Delete Order

Order Date: 12/02/2018 Order Number: 46 Status: OPEN

Supplier Code: MW Moore Wilson

Location: POS 1 Ordered By:

Stock Number	Stock Name	Carton Size	Order Units	Units Ordered	Received	UnitEx \$	TotalEx \$
4041	Freddo Frog						
4042	Chupa Chups	1					
4050	Small Snake	20					
4060	Nestea						

Delivery Instructions

Subtotal
Freight
Tax \$0.00 10%
Total \$0.00

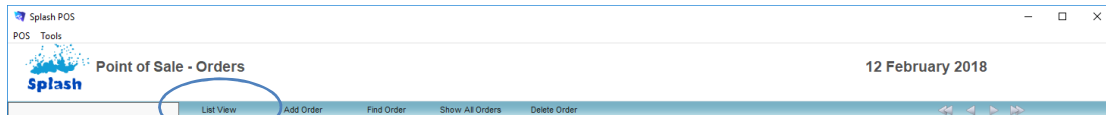
- Enter the required number of items in the Units Ordered column.

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

Displaying a List of Orders

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

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



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

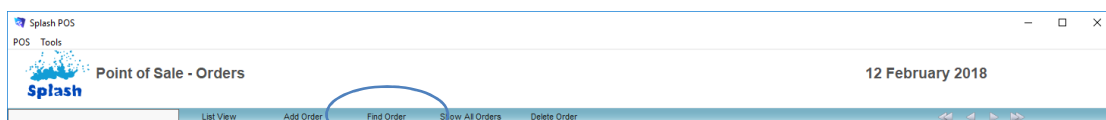
Sort By	Date	Order No.	Supplier	Status	Supplier Inv	Order Total	Ordered By
12/2/2018	46	Moore Wilson	OPEN		\$0.00		
1/2/2018	47	Funky Trunks	Closed		\$0.00		
12/1/2018	48	Speedo	Closed		\$0.00		

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

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

Finding a Purchase Order

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



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

Search for an Order

Supplier ID:

Supplier:

Order Date: Order No.:

Ordered By:

Status:

Order Items

Stock No:

Stock Name:

Qty Ordered:

Qty Received:

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

5. Enter the criteria for your find in the appropriate field/s.
6. Press ENTER or click the **Find Now** button to complete the find.
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 Point of Sale - Orders 12 February 2018

Filter By Supplier Name: All

Order Date: 12/02/2018 Order Number: 46 Status: OPEN

Supplier Code: MW Moore Wilson

Location: POS 1 Ordered By:

Stock Number	Stock Name	Carton Size	Order Units	Units Ordered	Received	UnitEx \$	TotalEx \$
4041	Freddo Frog	20	1	20	20	\$0.00	\$0.00
4042	Chupa Chups	60	1	60	60	\$0.00	\$0.00
4050	Small Snake	20	1	20	20	\$0.00	\$0.00
4060	Nestle	16	1	16	16	\$0.00	\$0.00

Delivery Instructions:

Subtotal: \$0.00
Freight:
Tax: \$0.00 10%
Total: \$0.00

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

Point of Sale - Inventory 12 February 2018

Filter By Product Name: Show All
ch

Stock Information
Stock Number: 4042
Stock Name (Button Display): Chupa Chups
Long Description: Chupa Chups
Cost Price: Opening Qty: 22

POS Button Display
Chupa Chups
R: 100 G: 255 B: 200

Reporting Codes

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

Retail Prices
TAX: NO TAX Tax Rate: 10%

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

Stock Levels
Opening Date: 22/09/2013
Opening Qty: 22
Qty Sold: 2
Qty Received: 60
Qty on Hand: 80

Reporting
Group: Kiosk
Category: Confectionary
Type: 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.

Point of Sale - Orders 12 February 2018

List View Add Order Find Order Show All Orders **Delete Order**

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

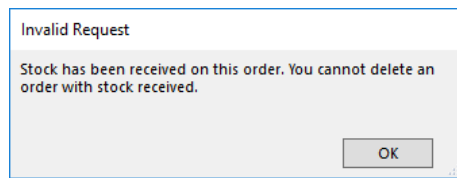
Delete Order

Are you sure you want to delete the cancelled order for Funky Trunks?

OK Cancel

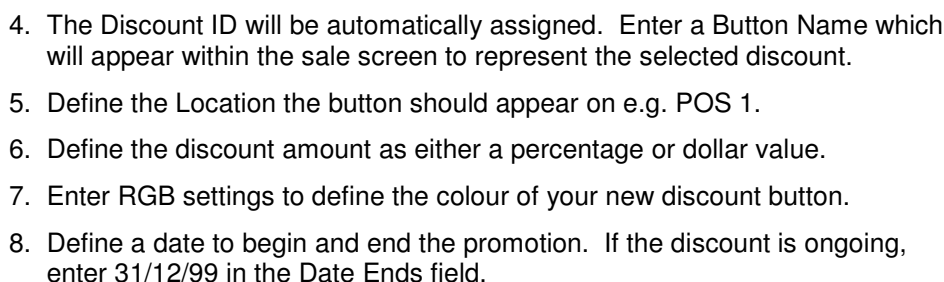
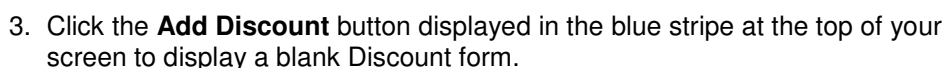
6. Click OK to delete the record, or Cancel to return to the Order form without making any changes.

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



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.

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.

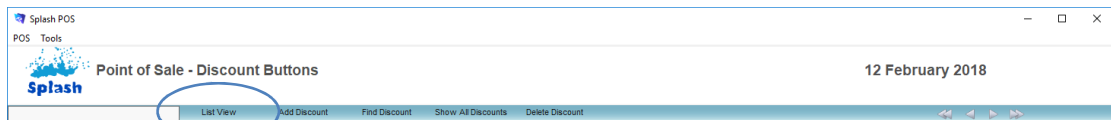


9. Click the Splash Menu button to complete the entry and return to the POS home screen.

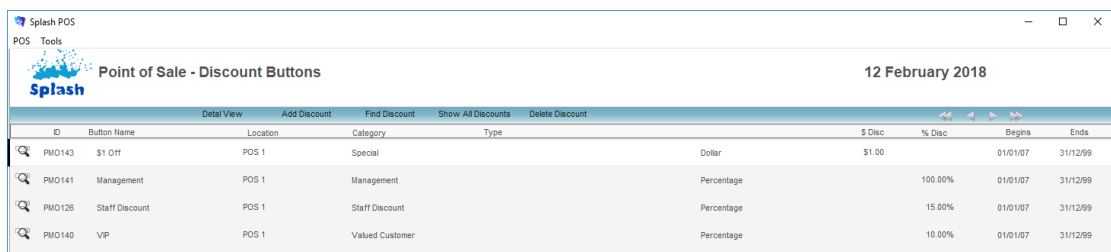
Displaying a List of Discount Buttons

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.

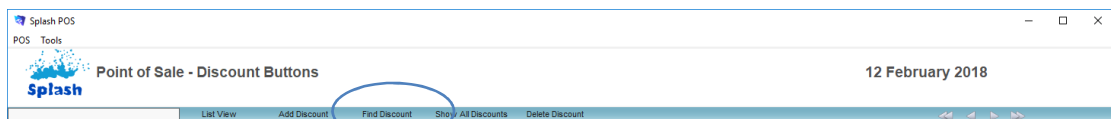
A screenshot of the Splash POS software interface showing a list of discount buttons. The window title is 'Point of Sale - Discount Buttons' and the date is '12 February 2018'. The 'List View' button in the top blue stripe is circled in blue. Below the stripe, there is a table with the following columns: ID, Button Name, Location, Category, Type, \$ Disc, % Disc, Begins, and Ends. The table contains four rows of data.

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.

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

Updating Discount Button Details

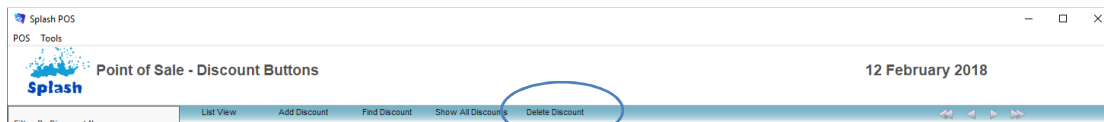
1. Use the **Finding a Discount Button** instructions to locate the record you wish to update.
2. The Discount Button entry form should be displayed on your screen.
3. Update any details as required.

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

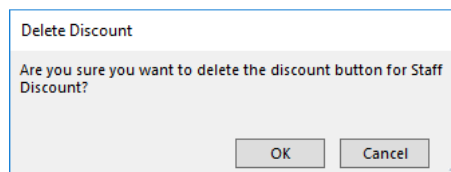
Deleting a Discount Button

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

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



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



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.

Splash POS
POS Tools
Point of Sale - Discount Buttons
12 February 2018

Filter By Discount Name: All

- \$1 Off
- Management
- Staff Discount**
- VP

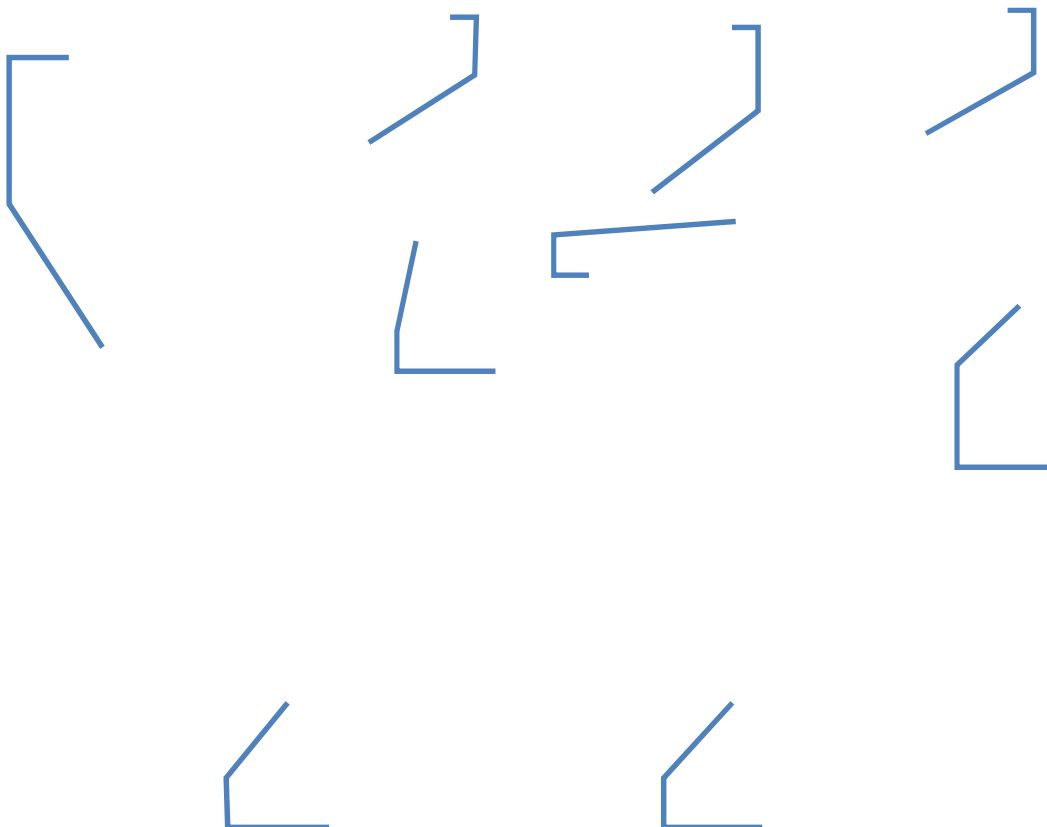
Discount ID: PMO128
 Button Name: Staff Discount
 Location: POS 1
 Category: Staff Discount
 Discount Type: Percentage
 Percent Off: 15%
 Date Begins: 1/1/2007
 Date Ends: 31/12/2099
 Requested By:
 Authorised By:
 Button Colour: R G B
 15 155 155

Discounts Applied

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

Entering Sales and Processing Payments

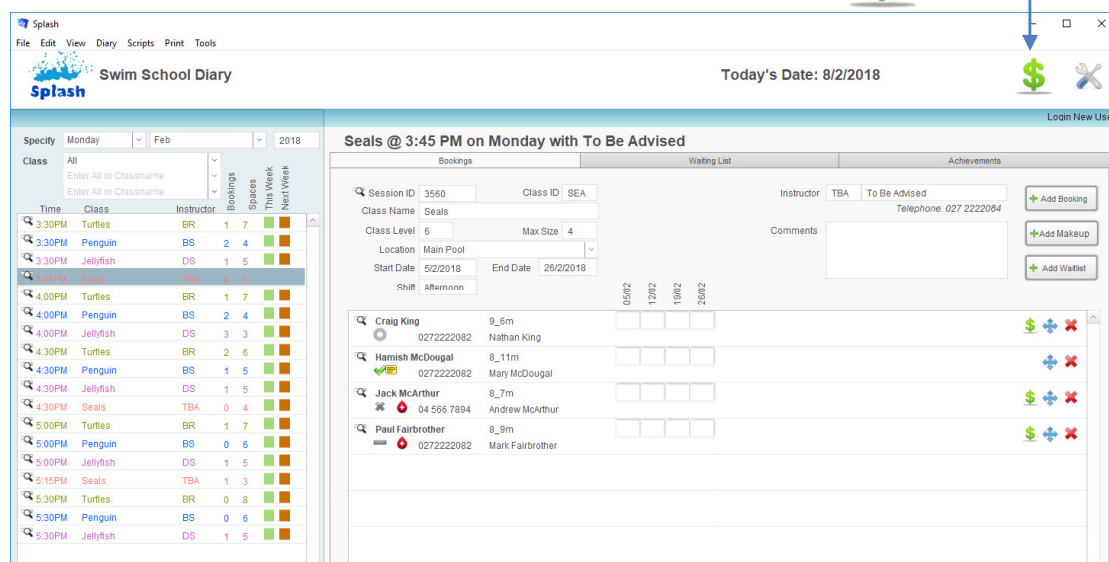
Parts of the POS Window

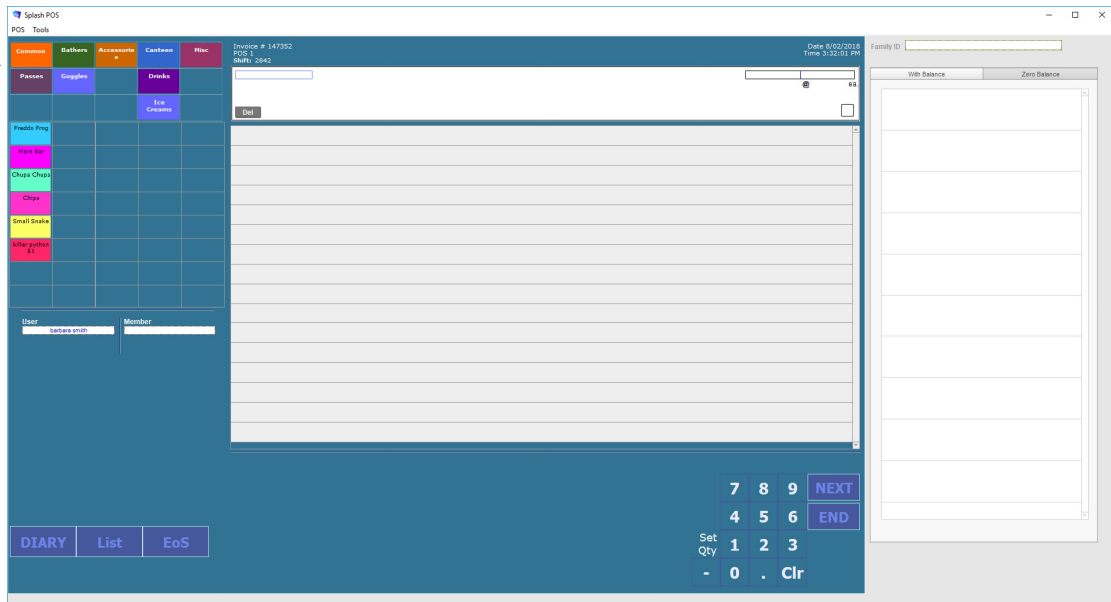


Processing a Sale

Entering a Quick Sale for Products

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

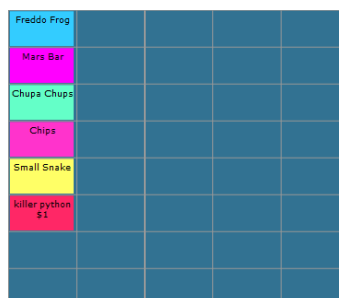




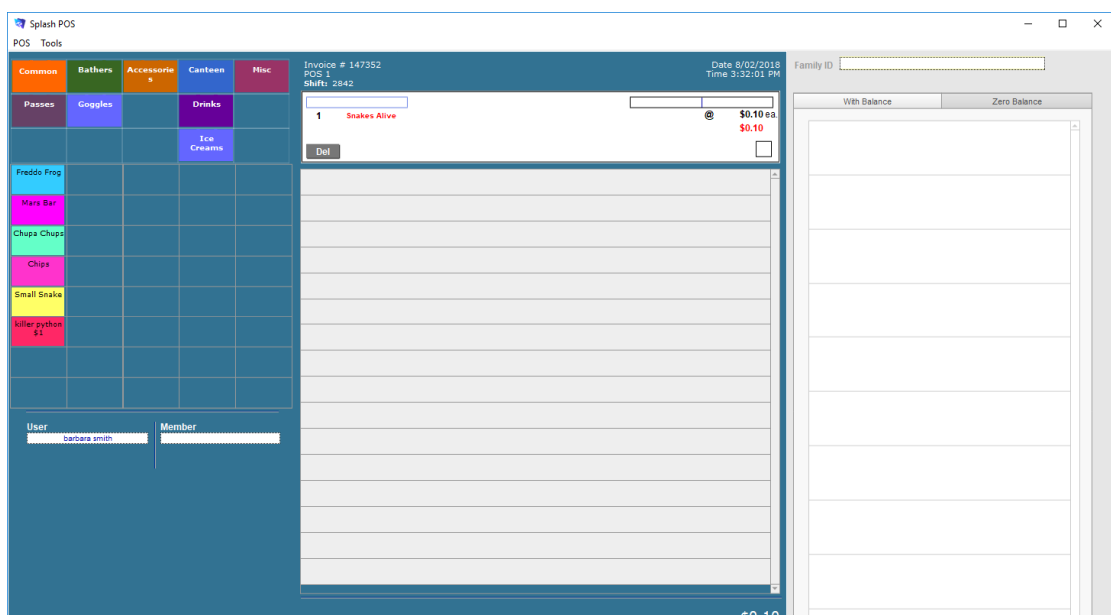
3. The POS interface will be displayed on your screen.
4. Use the panel on the top left of the screen to select the category which contains the button for the item being sold.



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



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



Invoice # 147352
POS 1
Shift: 2842

Date 8/02/2018
Time 3:32:01 PM

1 Snakes Alive \$0.10 ea
\$0.10

Del

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

7	8	9
4	5	6
1	2	3
0	.	Clr

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

Invoice # 147352
POS 1
Shift: 2842

Date 8/02/2018
Time 3:32:01 PM

1 Cornetto \$3.50 ea
\$3.50

Del

1	Snakes Alive	\$0.10
1	Chupa Chups	\$0.60
1	Mars Bar	\$2.00
1	Freddo Frog	\$0.60
1	Aquastream	\$12.95

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

END

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

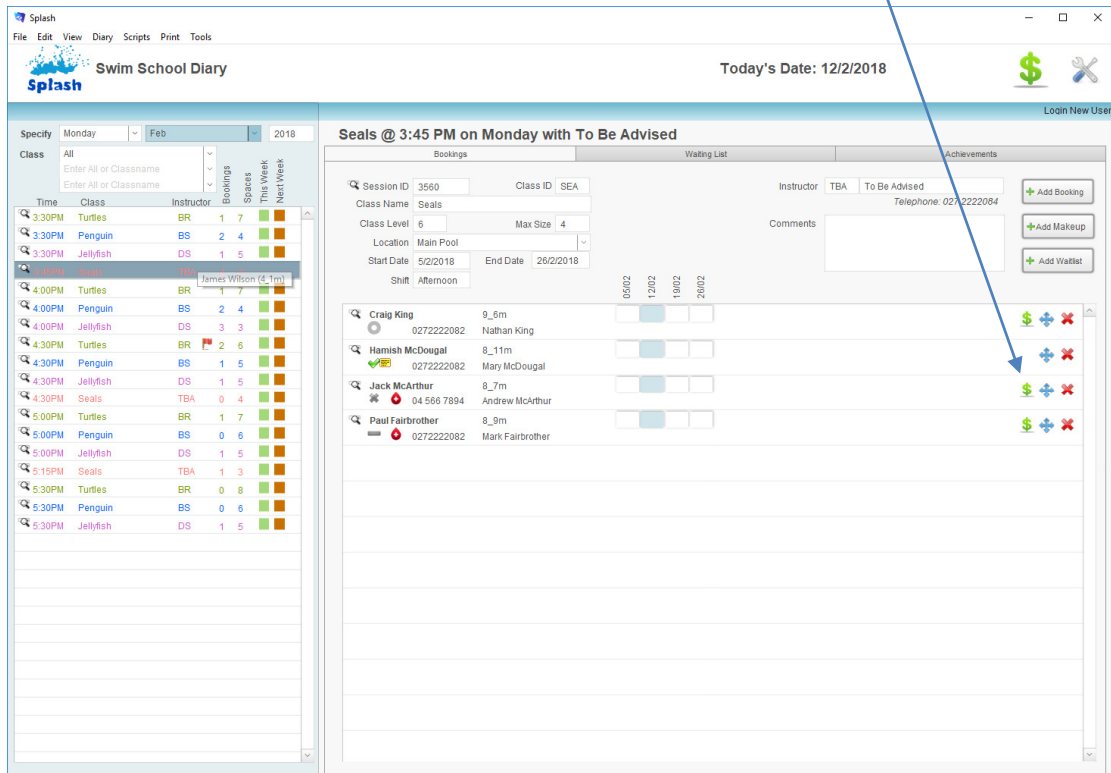
Payment Method

Cancel EftPOS Cash

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.

Splash POS
POS Tools

Invoice # 147371
POS 1
Shift: 2842

Date: 12/02/2018
Time: 1:30:11 PM
Andrew McArthur

Family ID: 23
MCARTHUR (Andrew McArthur)

With Balance: Zero Balance

Jack McArthur
Seals - 3:45 PM Mon (Term Jun 2017) \$54.00

Jack McArthur
Seals - 3:45 PM Mon (Term Jul 2017) \$90.00

Jack McArthur
Seals - 3:45 PM Mon (Term Aug 2017) \$72.00

Jack McArthur
Seals - 3:45 PM Mon (Term Sep 2017) \$72.00

Jack McArthur
Seals - 3:45 PM Mon (Term Oct 2017) \$72.00

Jack McArthur
Seals - 3:45 PM Mon (Term Nov 2017) \$72.00

Jack McArthur
Seals - 3:45 PM Mon (Block Dec 2017) \$54.00

Jack McArthur
Seals - 3:45 PM Mon (Block Jan 2018) \$54.00

Melanie McArthur
Penguin - 3:30 PM Wed (Block Jan 2018) \$72.00

Melanie McArthur
Penguin - 3:30 PM Wed (Block Feb 2018) \$72.00

Percent Disc 10

Set Qty 1 2 3

- 0 . Clr

DIARY List EoS

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



Entering a Sale for a Combination of Bookings and Products

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



Splash POS
POS Tools

Invoice # 147352
POS 1
Shift: 2842

Date: 8/02/2018
Time: 3:32:01 PM

Family ID:

With Balance: Zero Balance

Snakes Alive

Set Qty 1 2 3

- 0 . Clr

DIARY List EoS

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

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

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

Family Name	Address	Family Members
Smith	Unknown	0272222082
Smith	Bridget	0272222082 1243 Any Street, Wellington
Smith	Barbara	0272222082 6A Erlestoke Crescent, Churton Park, Wellington 4001 Jacob, Sam, Nicholas, Lucas
Smith	Daniel	0272222082 89 Roberta Road, Tawa 4008 Jason, Phillip, Jennifer, John

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

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

Invoice # 147353 Date 8/02/2018
 POS 1 Time 3:39:53 PM
 Shift: 2842 Barbara Smith

Lesson	barcode	
1 Nicholas Smith - Turtles - 11:00 AM Thu (Term Sep 2017)		\$59.40 ea \$59.40

Del

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

Invoice # 147353 Date 8/02/2018
 POS 1 Time 3:39:53 PM
 Shift: 2842 Barbara Smith

Lesson	barcode	
1 Nicholas Smith - Turtles - 11:00 AM Thu (Term Sep 2017)		\$59.40 ea \$59.40
1 Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block Aug 2017)		\$73.80
1 Lucas Smith - Penguin - 4:30 PM Mon (Term Aug 2017)		\$72.00
1 Nicholas Smith - Turtles - 11:00 AM Thu (Term Aug 2017)		\$74.25
1 Lucas Smith - Penguin - 4:30 PM Mon (Term Sep 2017)		\$72.00

Del

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

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

Common	Bathers	Accessories	Canteen	Misc
Passes	Goggles		Drinks	
			Ice Creams	

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

Pop Top	Powerade			
450ml Coke Product	375ml Milk			
Fruit Box	500ml milk			
Mt Franklin	Coffee \$4			
Pump	Water \$2			
Mini Pump				
Vitamin Water				
Heater				

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

Lesson	barcode	
1 600ml water		\$2.00 ea \$2.00

Del

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

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

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

END

Defining Alternative Payment Methods

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



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

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

The screenshot shows the Splash POS interface. On the left is a product grid with categories: Common, Bathing, Accessories, Canteen, and Misc. The main area displays an invoice for POS 1, Shift 2842, dated 8/02/2018. The invoice lists several bookings, including Nicholas Smith - Turtles and Jacob (Jake) Smith - Penguin. A payment summary on the right shows a total of \$351.45. At the bottom, there are buttons for DIARY, List, EoS, and a numeric keypad.

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



The screenshot shows the Splash POS interface for payment method selection. The top section displays the invoice details: Invoice # 147177, POS 1, Shift 2842, dated 3/02/2015. The main area shows a list of items with their prices, including Missile Goggles, Celia Brown - Turtles, and Celia Brown - Turtles. A payment summary on the right shows a total of \$259.50. At the bottom, there are buttons for DIARY, List, EoS, and a numeric keypad.

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

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

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

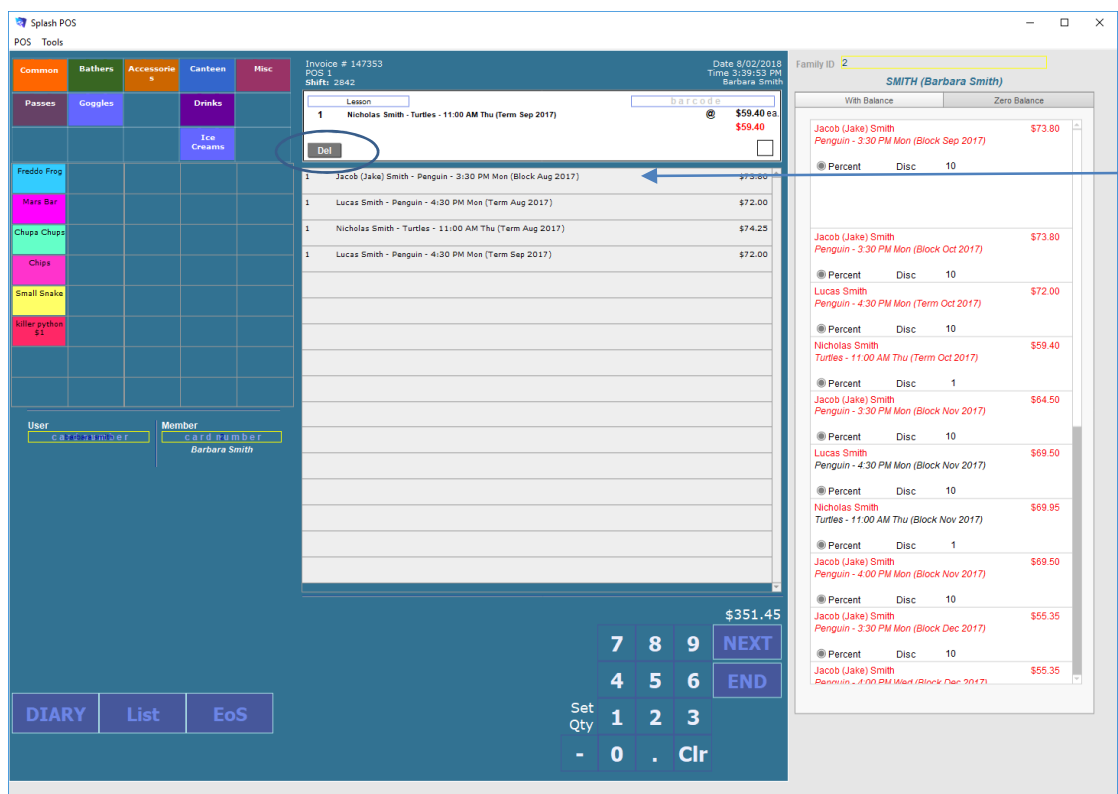
DEL	CreditCard	2842	\$200.00
DEL	Cash	2842	151.45
DEL			

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

END

Removing an Item from the Sale

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



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

Discounting a Sale Item



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

Invoice # 147355
POS 1
Shift: 2842
Date: 8/02/2018
Time: 3:49:49 PM

1	Vorgee Missile Goggles	@	\$30.00 ea
			\$30.00

Del

Thursday, 8 February 2018 3:51pm User

Invoice Number: 147355

STAFF DISCOUNT

STAFF DISCOUNT
VIP
MANAGEMENT
\$1 OFF

POS 1

Item Name
Vorgee Missile Goggles

Quantity
1

Item Price/Payment Amount
\$30.00

Admend Price
\$29.00

Amount Applied (per item)
\$1.00

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 Vorgee Missile Goggles @ \$29.00 ea

\$29.00

Del

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

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

Applying a Part Payment to a Booking

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



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



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

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



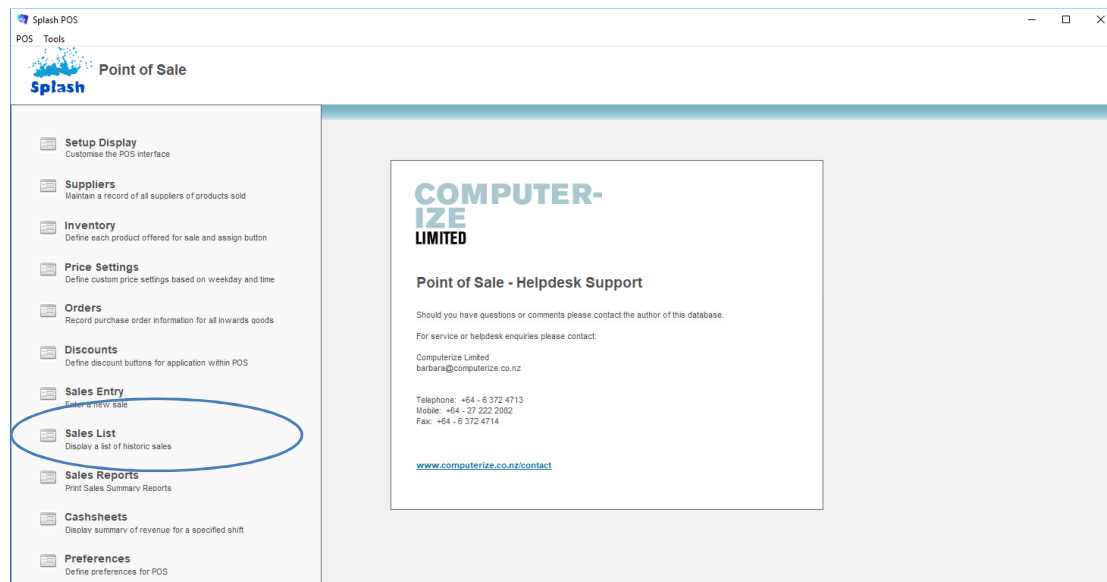
10. Repeat steps 4 through 9 until all relevant bookings have been selected.
11. Complete your sale by clicking the **End** or **Next** button.

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

Viewing a List of Sales

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

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



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

The screenshot shows the 'Point of Sale - Sales List' screen for 12 February 2018. The table lists sales records with columns for Date, Sale ID, Family ID, Family, Item Total, Sale Total, Tax, Receipt, Amt Paid, Payment Type, Shift, Location, and Ended. A blue arrow points from the 'View Receipt' label to the 'Receipt' column, and another blue arrow points from the 'Print Receipt' label to the 'Print' icon in the 'Receipt' column.

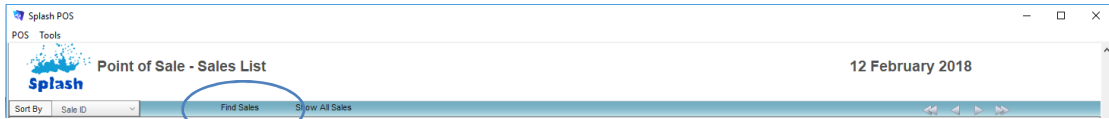
Sort By	Sale ID	Date	Sale ID	Family ID	Family	Item Total	Sale Total	Tax	Receipt	Amt Paid	Payment Type	Shift	Location	Ended
		25/01/2018	4:01 PM	147323	15	THOMSON (Anthony Thomson)	\$85.00	\$85.00	\$0.00	\$85.00	Cash	2842	POS 1	X
		25/01/2018	4:02 PM	147324	2	SMITH (Barbara Smith)	\$125.00	\$125.00	\$0.00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

View Receipt

Print Receipt

Finding a Transaction

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



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

A screenshot of the 'Search for a Sale' dialog box. The dialog has a title bar with a pencil icon and the text 'Search for a Sale'. The main area contains several search criteria fields: 'Location' (text box), 'Date' (text box), 'Family ID' (text box), 'Contact Name' (text box), 'Sale ID' (text box), and 'Entered By' (text box). There are also checkboxes for 'End Clicked', 'Payment Variation', and 'Payment Date Variation'. At the bottom of the dialog are six buttons: 'Cancel', 'New Request' (with a green plus icon), 'Omit Records' (with a red minus icon), 'Constrain Set', 'Extend Set', and 'Find Now' (with a magnifying glass icon).

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

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

Viewing the Content of a Previous Sale

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

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

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

Invoice 147324

YOUR SWIM SCHOOL NAME HERE
Wellington
Telephone:

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

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

Thank you for your payment for the following items:

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

Total Inc GST \$125.00
GST Amt \$0.00

Payment Method
Eftpos \$125.00

Close Print

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

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

Reprinting a Receipt

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

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

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

YOUR SWIM SCHOOL NAME HERE
 . Wellington
 Telephone:

ABN:

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

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

Thank you for your payment for the following items:

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

Message

Do you want to PRINT or EMAIL the client receipt?

Cancel Email Print

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

Changing Receipt Paper Size

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

Splash System Defaults Today's Date: 12/2/2018

Swim School Default Settings

Default City For All New Records

Default Paper Size
☒ A4 ☐ US Letter

Allow Catchup Bookings
☒ Yes ☐ No

Set Automatic Rollover of Bookings
☒ Yes ☐ No

Automatically Print Receipts
 Ask

Documents Bookings Student Lists Shifts Public Holidays Custom Reports

Default Paper Size ☒ A4 ☐ US Letter
 Confirmation and Reminders ☒ A4 ☐ US Letter
 Receipts ☐ A5 ☒ Custom

Display Address on Correspondence ☒ Yes ☐ No
 Display Logo on Correspondence Header ☒ Yes ☐ No
 Display Logo on Report Header ☒ Yes ☐ No

COMPUTER-IZE LIMITED
 Helpdesk Support

NB: Set at Custom for 80mm.

Deleting a Transaction

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

Reversing a Transaction

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

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



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

Printing Point of Sale Reports

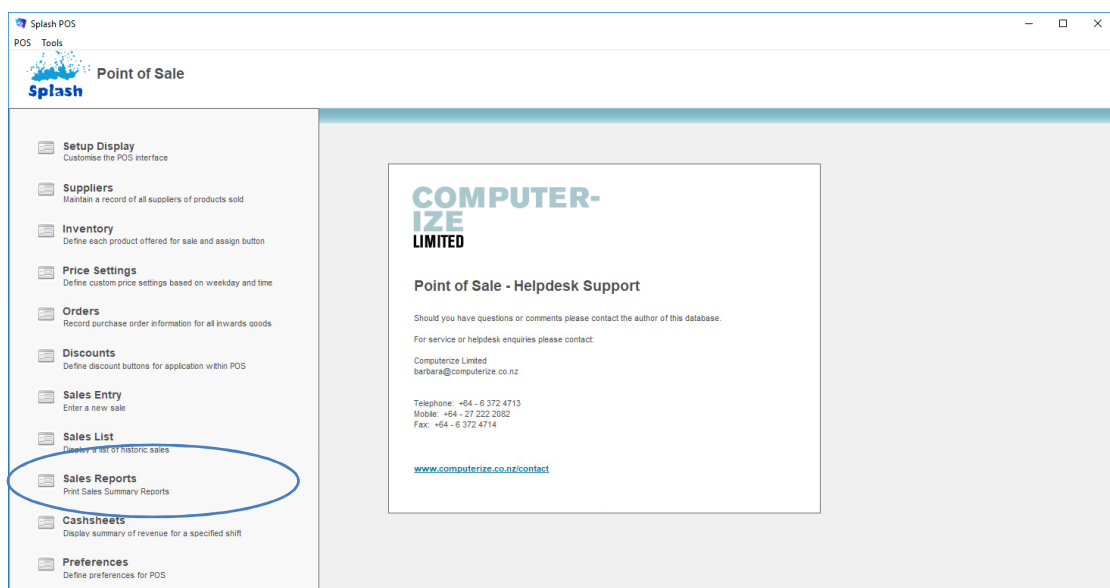
Access to this area of the database is restricted to those with POS setup access. Use this area of the POS system to generate reports which contain summaries of either products sold or monies received.

All reports follow the same four step process.

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

Generating a Report

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

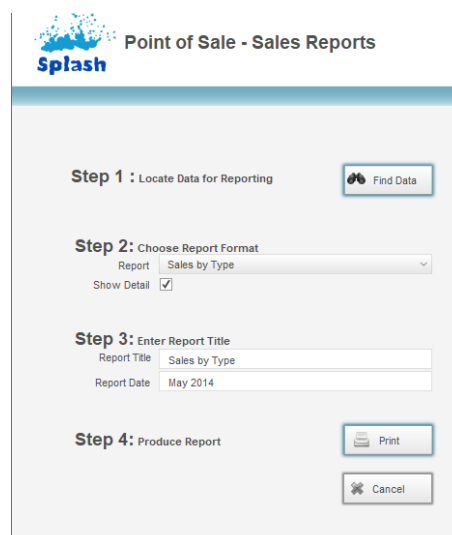


3. The Point of Sale – Sales Reports Screen will be displayed.

1. Locating Report Data

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

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



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

6. Click the Find button to complete the find.

2. Choose Report Format

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

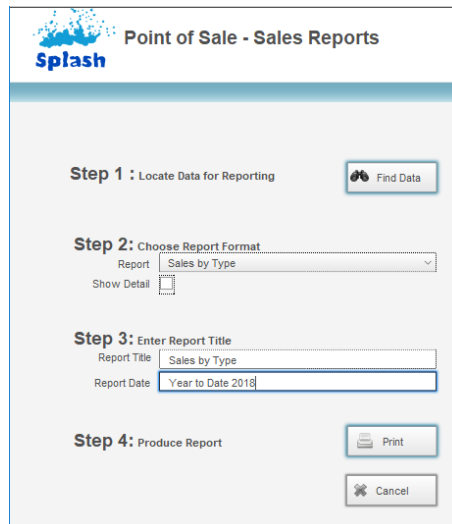
7. Select the Report Type from the drop-down menu supplied at step 2.

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

3. Enter Report Title

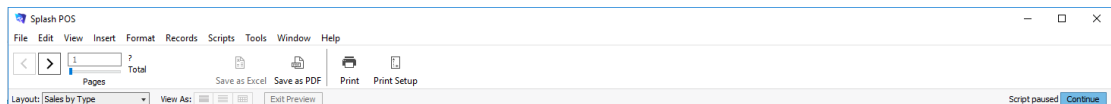
9. Enter the Title you wish to appear on the top of the report.

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

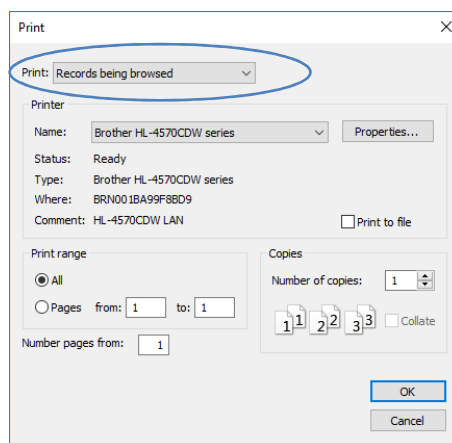


11. Click the **Print** button.

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



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



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

Sample Reports

Individual Sales by Payment Type

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

Without Detail

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

With Detail

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

Pg.

Printed at 15U12 on Wednesday, 14 February 2018

Summary of Transactions

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

Without Detail

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

With Detail

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

Individual Sales by Payment Type

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

Without Detail

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

With Detail

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

Totals by Day

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

Without Detail

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

With Detail

Totals By Day				
	QTY	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,096.60	\$19.63	\$2,076.97
Wednesday, 17 January 2018		\$302.40		\$302.40
Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$92.25		\$92.25
Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$1.35		\$1.35
Lucas Smith - Penguin - 4:30 PM Mon (Term Jul	1	\$90.00		\$90.00
Nicholas Smith - Turtles - 11:00 AM Thu (Term Jul	1	\$59.40		\$59.40
Nicholas Smith - Turtles - 11:00 AM Thu (Term Jun	1	\$59.40		\$59.40
Thursday, 25 January 2018		\$285.00		\$285.00
Jenny Williams - Turtles - 10:30 AM Thu (Block Feb	1	\$34.50		\$34.50
Jenny Williams - Turtles - 10:30 AM Thu (Block Jan	2	\$40.50		\$40.50
Lucas Smith - Penguin - 4:30 PM Mon (Block Feb	1	\$1.20		\$1.20
Lucas Smith - Penguin - 4:30 PM Mon (Block Jan	2	\$73.80		\$73.80
Nicholas Smith - Turtles - 11:00 AM Thu (Block Feb	1	\$5.45		\$5.45
Nicholas Smith - Turtles - 11:00 AM Thu (Block Jan	2	\$44.55		\$44.55
Robert Thomson - Starfish - 5:00 PM Tue (Block Feb	1	\$13.00		\$13.00
Robert Thomson - Starfish - 5:00 PM Tue (Block Jan	2	\$72.00		\$72.00
Friday, 02 February 2018		\$222.00		\$222.00
Hamish McDougal - Seals - 3:45 PM Mon (Block Feb	1	\$72.00		\$72.00
Jack McArthur - Seals - 3:45 PM Mon (Block Feb	1	\$50.00		\$50.00
Paul Fairbrother - Seals - 3:45 PM Mon (Block Feb	1	\$100.00		\$100.00
Thursday, 08 February 2018		\$458.70	\$4.83	\$453.87
Aquastream	1	\$12.95	\$1.18	\$11.77
Chips	1	\$1.90	\$0.17	\$1.73
Chupa Chups	2	\$1.20	\$0.10	\$1.10
Cometto	1	\$3.50	\$0.32	\$3.18
Freddo Frog	1	\$0.60	\$0.05	\$0.55
Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$73.80		\$73.80
Lucas Smith - Penguin - 4:30 PM Mon (Term Aug	1	\$72.00		\$72.00
Printed on Wednesday, 14 February 2018				
Page 1				

Totals by Week

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

Without Detail

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

With Detail

Totals By Week				
	QTY	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,096.80	\$19.83	\$2,076.97
Week 3		\$302.40		\$302.40
Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$92.25		\$92.25
Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$1.35		\$1.35
Lucas Smith - Penguin - 4:30 PM Mon (Term Jul	1	\$90.00		\$90.00
Nicholas Smith - Turtles - 11:00 AM Thu (Term Jul	1	\$59.40		\$59.40
Nicholas Smith - Turtles - 11:00 AM Thu (Term Jun	1	\$59.40		\$59.40
Week 4		\$285.00		\$285.00
Jenny Williams - Turtles - 10:30 AM Thu (Block Feb	1	\$34.50		\$34.50
Jenny Williams - Turtles - 10:30 AM Thu (Block Jan	2	\$40.50		\$40.50
Lucas Smith - Penguin - 4:30 PM Mon (Block Feb	1	\$1.20		\$1.20
Lucas Smith - Penguin - 4:30 PM Mon (Block Jan	2	\$73.80		\$73.80
Nicholas Smith - Turtles - 11:00 AM Thu (Block Feb	1	\$5.45		\$5.45
Nicholas Smith - Turtles - 11:00 AM Thu (Block Jan	2	\$44.55		\$44.55
Robert Thomson - Starfish - 5:00 PM Tue (Block Feb	1	\$13.00		\$13.00
Robert Thomson - Starfish - 5:00 PM Tue (Block Jan	2	\$72.00		\$72.00
Week 5		\$222.00		\$222.00
Hamish McDougal - Seals - 3:45 PM Mon (Block Feb	1	\$72.00		\$72.00
Jack McArthur - Seals - 3:45 PM Mon (Block Feb	1	\$50.00		\$50.00
Paul Fairbrother - Seals - 3:45 PM Mon (Block Feb	1	\$100.00		\$100.00
Week 6		\$476.80	\$6.46	\$470.14
600ml water	2	\$4.00	\$0.36	\$3.64
Aquastream	1	\$12.95	\$1.18	\$11.77
Chips	1	\$1.90	\$0.17	\$1.73
Chupa Chups	2	\$1.20	\$0.10	\$1.10
Coffee	1	\$4.00	\$0.36	\$3.64
Cornetto	1	\$3.50	\$0.32	\$3.18
Freddo Frog	1	\$0.60	\$0.05	\$0.55
Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$73.80		\$73.80

Printed on Wednesday, 14 February 2018

Page 1

Totals by Month

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

Without Detail

Totals By Month				
	Qty	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,006.80	\$19.83	\$2,076.97
January		\$587.40		\$587.40
February		\$1,509.20	\$19.83	\$1,489.57
Total Included in Report		\$2,006.80	\$19.83	\$2,076.97

With Detail

Totals By Month				
	Qty	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,006.80	\$19.83	\$2,076.97
January		\$587.40		\$587.40
Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$92.25		\$92.25
Jacob (Jake) Smith - Penguin - 3:30 PM Mon (Block	1	\$1.35		\$1.35
Jenny Williams - Turtles - 10:30 AM Thu (Block Feb	1	\$34.50		\$34.50
Jenny Williams - Turtles - 10:30 AM Thu (Block Jan	2	\$40.50		\$40.50
Lucas Smith - Penguin - 4:30 PM Mon (Block Feb	1	\$1.20		\$1.20
Lucas Smith - Penguin - 4:30 PM Mon (Block Jan	2	\$73.80		\$73.80
Lucas Smith - Penguin - 4:30 PM Mon (Term Jul	1	\$90.00		\$90.00
Nicholas Smith - Turtles - 11:00 AM Thu (Block Feb	1	\$5.45		\$5.45
Nicholas Smith - Turtles - 11:00 AM Thu (Block Jan	2	\$44.55		\$44.55
Nicholas Smith - Turtles - 11:00 AM Thu (Term Jul	1	\$59.40		\$59.40
Nicholas Smith - Turtles - 11:00 AM Thu (Term Jun	1	\$59.40		\$59.40
Robert Thomson - Starfish - 5:00 PM Tue (Block Feb	1	\$13.00		\$13.00
Robert Thomson - Starfish - 5:00 PM Tue (Block Jan	2	\$72.00		\$72.00
February		\$1,509.20	\$19.83	\$1,489.57
600ml water	3	\$6.00	\$0.54	\$5.46
Aquastream	2	\$25.90	\$2.36	\$23.54
Benjamin Williams - Turtles - 10:00 AM Thu (Term Jun	1	\$54.00		\$54.00
Caroline Thomson - Shrimps - 9:30 AM Thu (Term Jun	1	\$54.00		\$54.00
Chips	1	\$1.90	\$0.17	\$1.73
Chupa Chups	2	\$1.20	\$0.10	\$1.10
Coffee	2	\$8.00	\$0.72	\$7.28
Cometto	1	\$3.50	\$0.32	\$3.18
Flex	1	\$19.95	\$1.81	\$18.14
Fredddo Frog	1	\$0.60	\$0.05	\$0.55
Fruit Box	1	\$1.90	\$0.17	\$1.73
Hamish McDougal - Seals - 3:45 PM Mon (Block Feb	1	\$72.00		\$72.00
Printed on Wednesday, 14 February 2018				
Page 1				

Totals by Year

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

Without Detail

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

With Detail

Totals By Year				
	QTY	TOTAL INC	TOTAL GST	TOTAL EX
Pos 1		\$2,371.40	\$22.51	\$2,348.89
2017		\$274.80	\$2.88	\$271.92
600ml water	4	\$8.00	\$0.72	\$7.28
Jake Smith - Penguin - 3:30 PM Mon (Block Nov	4	\$8.30		\$8.30
Jake Smith - Penguin - 3:30 PM Mon (Term Jun 2017)	2	\$54.00		\$54.00
Jake Smith - Penguin - 4:00 PM Mon (Block Nov	1	\$3.30		\$3.30
Jessica Sinclair - Shrimps - 10:00 AM Thu (Term Jul	1	\$54.00		\$54.00
Jessica Sinclair - Shrimps - 10:00 AM Thu (Term Jun	1	\$54.00		\$54.00
Lucas Smith - Penguin - 4:30 PM Mon (Block Nov	1	\$3.30		\$3.30
Lucas Smith - Penguin - 4:30 PM Mon (Term Jul	1			
Lucas Smith - Penguin - 4:30 PM Mon (Term Jun	1	\$54.00		\$54.00
Nicholas Smith - Turtles - 11:00 AM Thu (Block Nov	1	\$3.30		\$3.30
Paula Schwass - Turtles - 3:30 PM Mon (Term Nov	1	\$3.30		\$3.30
Water	12	\$24.00	\$2.16	\$21.84
William Jessop - Turtles - 10:30 AM Thu (Term Nov	3	\$5.30		\$5.30
2018		\$2,096.60	\$19.63	\$2,076.97
	1			
600ml water	3	\$6.00	\$0.54	\$5.46
Aquastream	2	\$25.90	\$2.36	\$23.54
Benjamin Williams - Turtles - 10:00 AM Thu (Term Jun	1	\$54.00		\$54.00
Caroline Thomson - Shrimps - 9:30 AM Thu (Term Jun	1	\$54.00		\$54.00
Chips	1	\$1.90	\$0.17	\$1.73
Chupa Chups	2	\$1.20	\$0.10	\$1.10
Coffee	2	\$8.00	\$0.72	\$7.28
Cornetto	1	\$3.50	\$0.32	\$3.18
Flex	1	\$19.95	\$1.81	\$18.14
Freddo Frog	1	\$0.60	\$0.05	\$0.55
Fruit Box	1	\$1.90	\$0.17	\$1.73
Hamish McDougal - Seals - 3:45 PM Mon (Block Feb	1	\$72.00		\$72.00
Printed on Wednesday, 14 February 2018				
Page 1				

Totals by Location

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

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

With Detail

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

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

Sales by Group

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

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

With Detail

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

Sales by Type

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

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

With Detail

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

Sales by Category

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

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

With Detail

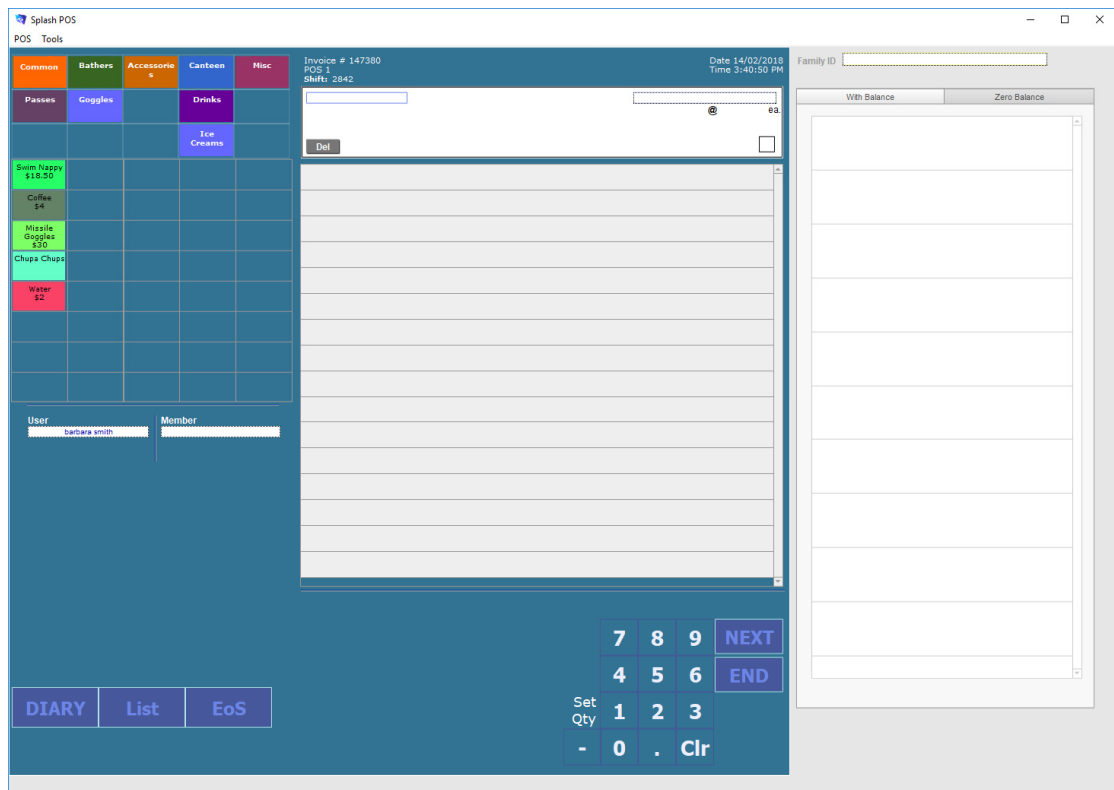
Sales By Category - Year To Date 2018					
	Number Sold	Total Sales Inc GST	Total Sales Ex GST	Total GST	% Total Sales
Confectionary	6	\$5.90	\$5.38	\$0.52	0.30%
Chupa Chups	2	\$1.20	\$1.10	\$0.10	
Freddo Frog	1	\$0.60	\$0.55	\$0.05	
Mars Bar	2	\$4.00	\$3.64	\$0.36	
Snakes Alive	1	\$0.10	\$0.09	\$0.01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

End of Day Procedures

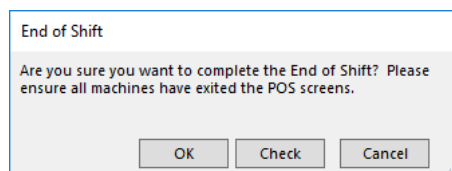
At the end of each business day you should reconcile the takings in your till drawer with transactions entered in the Splash POS system. End of day procedures begin in the sale entry screen.

Recording an End of Shift

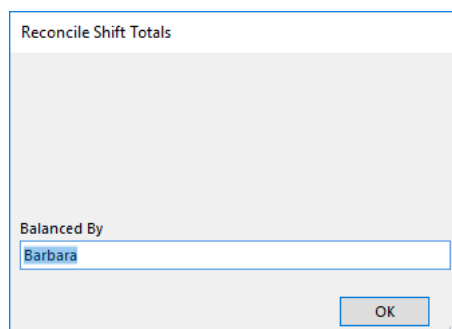
1. Click the POS \$ on the top right corner of the diary to ensure the POS Sale Entry screen is displayed.



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



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



4. You will be prompted to enter your name.

Reconcile Shift Totals

POS Tools

Reconcile Shift Totals

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

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 Shift Totals

POS Tools

Reconcile Shift Totals

Overview	Actual Cash	Transactions																								
<p>Other Payments</p> <table border="1"> <tr><td>Accounts</td><td></td></tr> <tr><td>Direct Debit</td><td>\$22.20</td></tr> <tr><td>Internet</td><td></td></tr> <tr><td>Journal</td><td></td></tr> <tr><td>Promotion</td><td></td></tr> <tr><td>Redeemed Gift_Vouchers</td><td></td></tr> <tr><td>Management</td><td></td></tr> <tr><td>Other</td><td></td></tr> <tr><td>Session Pass</td><td></td></tr> <tr><td>Total Other Payments</td><td>\$22.20</td></tr> <tr><td>Theoretical Cash / EFTPOS</td><td>\$2,349.20</td></tr> <tr><td>Total Invoices / Sales</td><td>\$2,371.40</td></tr> </table>			Accounts		Direct Debit	\$22.20	Internet		Journal		Promotion		Redeemed Gift_Vouchers		Management		Other		Session Pass		Total Other Payments	\$22.20	Theoretical Cash / EFTPOS	\$2,349.20	Total Invoices / Sales	\$2,371.40
Accounts																										
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Cash	\$1,133.00	\$1,133.00																								
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Cheques																										
Amex																										
Total Cash / EFTPOS	\$2,349.20	\$2,349.20																								
<p>Variance \$0.00</p> <p>NOTES: Midday balance for staff change over.</p> <p>Done</p>																										

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 9/02/2018

Shift : 2842

Closed:

Balanced by: Barbara

	POS Totals	Actual Cash on Hand	
Cash	\$1133.00	\$1133.00	
EFTPOS	\$535.30	\$535.30	
CreditCards	\$680.90	\$680.90	
Cheques			
SubTotalB	<u>\$2349.20</u>	<u>\$2349.20</u>	
Additional Payments		Till Variance	\$0.00
		Midday balance for staff change over.	
Accounts			
Internet			
Journal			
Promotion			
Redeemed Gift Vouchers			
Management			
Other			
SubTotalA	<u>\$22.20</u>		
Total Invoices / Sales			
	<u>\$2371.40</u>		

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

Understanding Cashesheets

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

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

The screenshot shows the 'Point of Sale - Cashesheet' window for 14 February 2018. The 'Overview' tab is active, displaying a summary of payments and cash totals. The left sidebar shows a list of dates with 'Fri, 09 Feb 2018' selected. The main area includes a 'Shift' field (2842), 'Date' (9/2/18), and 'Location' (POS 1). The 'Other Payments' section lists various payment methods with their respective amounts. The 'Actual Cash' section shows 'System Totals in POS' and 'Actual Cash' for different payment methods. The 'Total Cash / EFTPOS' is \$2,349.20. The 'Variance' is \$0.00. A 'NOTES' section contains the text 'Midday balance for staff change over.'

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

System Totals in POS / Actual Cash	
Cash	\$1,133.00 / \$1,133.00
EFTPOS	\$536.30 / \$536.30
Credit Cards	\$680.90 / \$680.90
Cheques	
Amex	
Total Cash / EFTPOS	\$2,349.20 / \$2,349.20

Variance: \$0.00

NOTES: Midday balance for staff change over.

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 'Point of Sale - Cashesheet' window for 14 February 2018, with the 'Actual Cash' tab selected. The left sidebar is the same as the previous screenshot. The main area displays the 'Actual Cash' section, which includes a table for 'ACTUAL Coins' and a table for 'ACTUAL Notes'. The 'Coin Value' is \$43.00 and the 'Notes Value' is \$1,090.00. The 'Total Cash Counted' is \$1,133.00.

ACTUAL Coins		
5's	2	\$0.10
10's	15	\$1.50
20's	27	\$5.40
50's	8	\$4.00
1's	12	\$12.00
2's	10	\$20.00
Coin Value		\$43.00

ACTUAL Notes		
5's	22	\$110.00
10's	30	\$300.00
20's	24	\$480.00
50's	4	\$200.00
100's		\$0.00
Notes Value		\$1,090.00

Total Cash Counted: \$1,133.00

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.

Splash POS
POS Tools
Point of Sale - Cashsheet
14 February 2018

Filter By Location:
All
Wed, 14 Feb 2018
Fri, 09 Feb 2018
Sun, 27 Apr 2014

List View Find Cashsheet Show All Cashsheets

Shift 2842 Date 9/2/18 Location POS 1

Last Balanced at 14/02/18 3:48:01 PM
Balanced By Barbara

Overview				Actual Cash		Transactions	
Date	Time	Sale ID	Family ID	Family	Invoice Total	Payment Type	
8/02/18	3:17 PM	147349			\$0.00	Cash Sale	
8/02/18	3:29 PM	147350			\$4.50	Cash Sale	
8/02/18	3:29 PM	147351				Cash Sale	
8/02/18	3:32 PM	147352			\$19.75	Cash Sale	
8/02/18	3:39 PM	147353	2	SMITH (Barbara Smith)	\$351.45	Barbara Smith	
8/02/18	3:49 PM	147354				Cash Sale	
8/02/18	3:49 PM	147355	9	SMITH (Daniel Smith)	\$83.00	Daniel Smith	
8/02/18	3:57 PM	147356				Cash Sale	
9/02/18	11:13 AM	147357			\$2.50	Cash Sale	
9/02/18	11:14 AM	147358			\$2.00	Cash Sale	
9/02/18	11:14 AM	147359			\$0.00	Cash Sale	
9/02/18	11:15 AM	147360			\$2.00	Cash Sale	
9/02/18	11:15 AM	147361			\$0.00	Cash Sale	
9/02/18	11:15 AM	147362				Cash Sale	
9/02/18	11:18 AM	147363			\$4.00	Cash Sale	
9/02/18	11:18 AM	147364			\$3.80	Cash Sale	
9/02/18	11:19 AM	147365			\$3.60	Cash Sale	
9/02/18	11:19 AM	147366			\$0.00	Cash Sale	
9/02/18	1:13 PM	147367			\$0.00	Cash Sale	
9/02/18	1:14 PM	147368			\$0.00	Cash Sale	
12/02/18	1:23 PM	147369				Cash Sale	
12/02/18	1:24 PM	147370				Cash Sale	
12/02/18	1:30 PM	147371	2	SMITH (Barbara Smith)	\$217.75	Barbara Smith	
12/02/18	1:38 PM	147372				Cash Sale	
14/02/18	3:15 PM	147373	72	SCHWASS (Robyn Schwass)	\$167.90	Robyn Schwass	
14/02/18	3:15 PM	147374	21	WILLIAMS (Malcolm Williams)	\$168.30	Malcolm Williams	
14/02/18	3:16 PM	147375	15	THOMSON (Anthony Thomson)	\$159.95	Anthony	
14/02/18	3:16 PM	147376			\$41.70	Cash Sale	
14/02/18	3:16 PM	147377			\$0.00	Cash Sale	
14/02/18	3:16 PM	147378			\$55.00	Cash Sale	
14/02/18	3:17 PM	147379				Cash Sale	

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

Displaying a List of Cashsheets

Each record in your Cashsheet 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 **Cashsheet** on the left of your screen.

Splash POS
POS Tools
Point of Sale

Setup Display
Customise the POS interface

Suppliers
Maintain a record of all suppliers of products sold

Inventory
Define each product offered for sale and assign button

Price Settings
Define custom price settings based on weekday and time

Orders
Record purchase order information for all inwards goods

Discounts
Define discount buttons for application within POS

Sales Entry
Enter a new sale

Sales List
Display a list of historic sales

Sales Reports
Business Summary Reports

Cashsheets
Display summary of revenue for a specified shift

Preferences
Define preferences for POS

COMPUTER-IZE LIMITED

Point of Sale - Helpdesk Support

Should you have questions or comments please contact the author of this database.

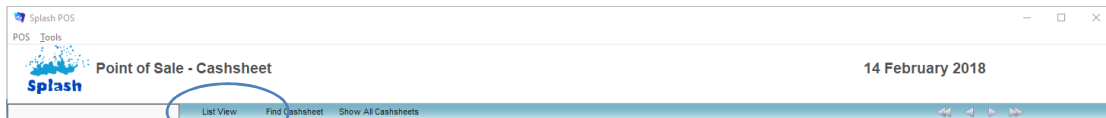
For service or helpdesk enquiries please contact:

Computerize Limited
barbara@computerize.co.nz

Telephone: +64-6 372 4713
Mobile: +64-6 27 222 3082
Fax: +64-6 372 4714

www.computerize.co.nz/contact

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



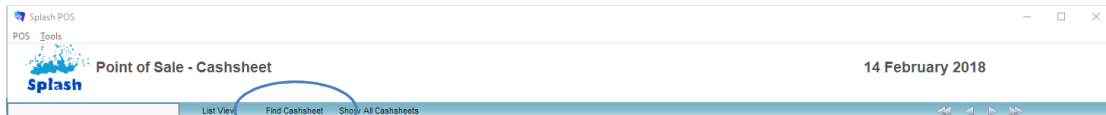
5. All records in the found set will be displayed in the list.

Sort By	Date	Shift	Location	Shift Total	Other Pmts	Cash	Etpos	Credit Card	Amex	Cheque	POS Cash/Etpos	Actual Cash/Etpos	Variance
	27/04/14	2841	POS 1	\$6550.62	\$333.00	\$4183.07	\$1549.10	\$485.45			\$6217.62	\$6216.85	-\$0.77
	09/02/18	2842	POS 1	\$2371.40	\$22.20	\$1133.00	\$535.30	\$680.90			\$2349.20	\$2349.20	\$0.00
	14/02/18	2843	POS 1									\$0.00	\$0.00

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

Finding a Cashsheet

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



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

Viewing Cashsheet Details

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

Displaying a list of Daily Transactions

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

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



Splash POS
POS Tools
Point of Sale - Cashsheet
14 February 2018

Filter By Location:
All
Wed, 14 Feb 2018
Fri, 09 Feb 2018
Sun, 27 Apr 2014

List View Find Cashsheet Show All Cashsheets

Shift 2842 Date 9/2/18 Location POS 1

Last Balanced at 14/2/18 3:48:01 PM
Balanced By Barbara

Overview				Actual Cash		Transactions	
Date	Time	Sale ID	Family ID	Family	Invoice Total	Payment Type	
8/02/18	3:17 PM	147349					\$0.00 Cash Sale
8/02/18	3:29 PM	147350					\$4.50 Cash Sale
8/02/18	3:29 PM	147351					Cash Sale
8/02/18	3:32 PM	147352					\$19.75 Cash Sale
8/02/18	3:39 PM	147353	2	SMITH (Barbara Smith)			\$351.45 Barbara Smith
8/02/18	3:49 PM	147354					Cash Sale
8/02/18	3:49 PM	147355	9	SMITH (Daniel Smith)			\$83.00 Daniel Smith
8/02/18	3:57 PM	147356					Cash Sale
9/02/18	11:13 AM	147357					\$2.50 Cash Sale
9/02/18	11:14 AM	147358					\$2.00 Cash Sale
9/02/18	11:14 AM	147359					\$0.00 Cash Sale
9/02/18	11:15 AM	147360					\$2.00 Cash Sale
9/02/18	11:15 AM	147361					\$0.00 Cash Sale
9/02/18	11:15 AM	147362					Cash Sale
9/02/18	11:18 AM	147363					\$4.00 Cash Sale
9/02/18	11:18 AM	147364					\$3.80 Cash Sale
9/02/18	11:19 AM	147365					\$3.60 Cash Sale
9/02/18	11:19 AM	147366					\$0.00 Cash Sale
9/02/18	1:13 PM	147367					\$0.00 Cash Sale
9/02/18	1:14 PM	147368					\$0.00 Cash Sale
12/02/18	1:23 PM	147369					Cash Sale
12/02/18	1:24 PM	147370					Cash Sale
12/02/18	1:30 PM	147371	2	SMITH (Barbara Smith)			\$217.75 Barbara Smith
12/02/18	1:38 PM	147372					Cash Sale
14/02/18	3:15 PM	147373	72	SCHWASS (Robyn Schwass)			\$167.90 Robyn Schwass
14/02/18	3:15 PM	147374	21	WILLIAMS (Malcolm Williams)			\$168.30 Malcolm Williams
14/02/18	3:16 PM	147375	15	THOMSON (Anthony Thomson)			\$159.95 Anthony
14/02/18	3:16 PM	147376					\$41.70 Cash Sale
14/02/18	3:16 PM	147377					\$0.00 Cash Sale
14/02/18	3:16 PM	147378					\$55.00 Cash Sale
14/02/18	3:17 PM	147379					Cash Sale

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

Deleting a 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.

The screenshot shows the 'Point of Sale - Cashesheet' window for the date 14 February 2018. The interface includes a sidebar with a date filter set to 'Fri, 09 Feb 2018'. The main area displays a 'Find Cashesheet' section with fields for Shift (2842), Date (9/2/18), Location (POS 1), and a 'Get Figures' button. Below this is a table with columns for 'Overview', 'Actual Cash', and 'Transactions'. The 'Actual Cash' column shows a total of \$2,349.20. The 'Transactions' column shows a total of \$2,349.20. The 'Overview' column shows a total of \$2,371.40. The 'System Totals in POS / Actual Cash' table shows a total of \$2,349.20 for both. The 'Variance' is \$0.00. The 'NOTES' section contains the text 'Midday balance for staff change over.'.

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

System Totals in POS	Actual Cash
Cash	\$1,133.00
EFTPOS	\$535.30
Credit Cards	\$680.90
Cheques	
Amex	
Total Cash / EFTPOS	\$2,349.20

Variance
\$0.00

NOTES:
Midday balance for staff change over.

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

Cashsheet for 9/02/2018

Shift : 2842

Closed:

Balanced by: Barbara

	POS Totals	Actual Cash on Hand	
Cash	\$1133.00	\$1133.00	
EFTPOS	\$535.30	\$535.30	
CreditCards	\$680.90	\$680.90	
Cheques			
SubTotalB	\$2349.20	\$2349.20	
			Till Variance \$0.00
Additional Payments			Midday balance for staff change over.
Accounts			
Internet			
Journal			
Promotion			
Redeemed Gift Vouchers			
Management			
Other			
SubTotalA	\$22.20		
Total Invoices / Sales			
			\$2371.40

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

RGB Colour Palette

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

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