



## 4 Reception Till - Administration

[www.gladstonemrm.com](http://www.gladstonemrm.com)



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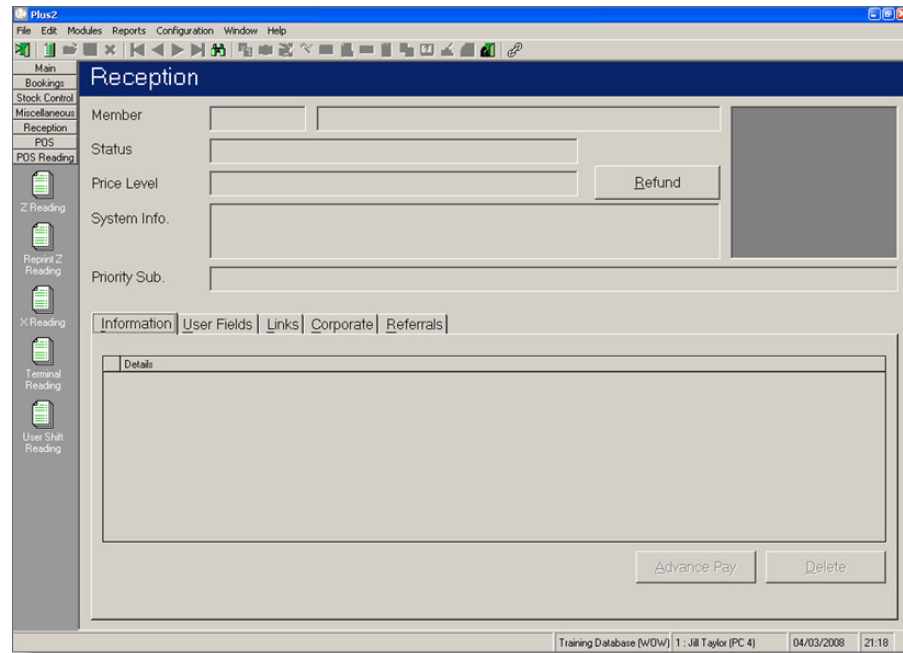
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## Reception Till - Administration



## Your Site Configuration

**POS Readings** - These can be accessed from the POS Reading tab on the left hand column or from the Reports menu

**User Shift Reading** - This reading gives a summary of all transactions made against a specified user ID. If the user has performed transactions at different PCs, then the shift reading will include transactions for more than one location. All transactions made since the shift was last reconciled for the user ID or the last Z reading was performed, are included.

**Terminal Reading** - This reading gives a summary of all transactions made against a specific terminal. All transactions made since the terminal was last reconciled or the last Z reading was performed, are included.

**X Reading** - This reading gives a summary of all transactions made by all users at each site on all terminals. All transactions made since the last Z reading was performed, are included.

**Z Reading** - This reading finalises all transactions made by all users at all terminals at each site since the last Z reading was performed.

**Reprint Z Reading** - It is possible to reprint any previous Z reading for the site.

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# Reception Till - Administration

The 'Terminal Reading' dialog box has three tabs: 'Options', 'Counted Totals', and 'Preview'. The 'Options' tab is active. It contains the following fields and options:

- PC ID: 4
- Counted Total: £0.00
- Reference: (empty text box)
- Print Payment Details:
- Print Sales Details:
- Print Cost Centre Details:
- Print Department Details:
- Print Product Details:
- Print Cashless Summary:
- Include Transactions From Office PCs:
- Include Transactions From Office PCs Only:
- Show Readings:

Buttons at the bottom: OK, Print, Cancel.

# Your Site Configuration

The 'User Shift Reading' dialog box has three tabs: 'Options', 'Counted Totals', and 'Preview'. The 'Options' tab is active. It contains the following fields and options:

- User ID: 1
- Counted Total: £0.00
- Reference: (empty text box)
- Print Payment Details:
- Print Sales Details:
- Print Cost Centre Details:
- Print Department Details:
- Print Product Details:
- Print Cashless Summary:
- Include Transactions From Office PCs:
- Include Transactions From Office PCs Only:
- Show Readings:

Buttons at the bottom: OK, Print, Cancel.

**Readings** - The readings that tend to be performed by Reception Staff are either Terminal Readings or Shift Readings

There are a number of options that can be ticked in order to show information on production of the reading:- Print Payment, Sales, Cost Centre, Department, Product Details

**Include Transactions From Office PCs** - If selected this will include transactions from PCs designated as Reception and Office in the My Computer settings

**Include Transactions From Office PCs Only** - If selected this will only include transactions from PCs designated as Office in the My Computer settings

**Show Readings** - Selecting this will include details of all previous readings performed today.

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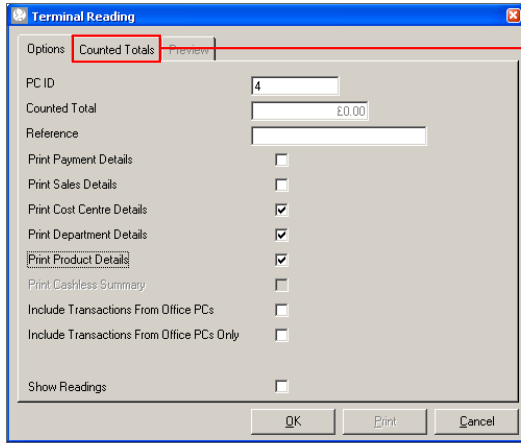
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# Reception Till - Administration



Terminal Reading Administration window showing configuration options. The 'Counted Totals' tab is selected and highlighted with a red box. A red arrow points from this box to the 'Counted Totals' tab in the adjacent window.

Options: **Counted Totals** | Preview

PC ID: 4

Counted Total: £0.00

Reference: [Empty field]

Print Payment Details:

Print Sales Details:

Print Cost Centre Details:

Print Department Details:

Print Product Details:

Print Cashless Summary:

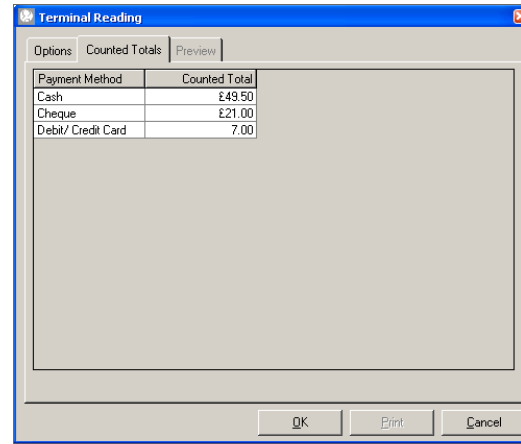
Include Transactions From Office PCs:

Include Transactions From Office PCs Only:

Show Readings:

Buttons: OK, Print, Cancel

# Your Site Configuration



Terminal Reading window showing the 'Counted Totals' tab. It displays a table of payment methods and their respective totals.

Payment Method	Counted Total
Cash	£49.50
Cheque	£21.00
Debit/ Credit Card	7.00

Buttons: OK, Print, Cancel

**Counted Totals** - The monies are declared by each different Payment Method in this screen. Click 'OK'

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## Reception Till - Administration

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Terminal Reading
Site ID      : W0W
User ID     : 1 Jill Taylor
PC ID      : 4
Date/Time  : 04/03/2008 21:52:50
Reference   :

Product Analysis (Sales)
ID          Description    Qty  Amount
-----
W0001      Casual Swimmin  12  £42.00
W0004      Under 3's Swim  3   £0.00
W0007      Breakfast Swim  3  £10.50
W0001      Swim Caps       3   £4.50
W0112      Zoggs Little R  1   £5.00
W0901      Vending Snacks  1  £23.50

Department Analysis (Sales)
ID          Description    Qty  Amount
-----
WPCAS      Pool Casual Se  18  £52.50
WSRES      Resale Stock    4   £9.50
WVEND      Vending         1  £23.50

Cost Centre Analysis (Sales)
ID          Description    Qty  Amount
-----
WPOOL      Pool            18  £52.50
WSALE      Sales           5  £33.00
```

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Tax Analysis (Sales)
Description  Qty  Amount
-----
STAND 17.5%      23  £85.50

Payment Analysis
ID          Description    Qty  Amount
-----
CASH        Cash           3  £50.50
CHQ         Cheque         1  £21.00
CARD        Debit/ Credit  1  £7.00
-----
                          5  £78.50

Non Banked Income
ID          Description    Qty  Amount
-----
VOUCH       Voucher        1  £7.00
-----
                          1  £7.00

User Entered Totals
ID          Amount    Entered  Variance
-----
CASH        £50.50    £49.50   -£1.00
CHQ         £21.00    £21.00    £0.00
CARD        £7.00     £7.00     £0.00
-----
Total       £78.50    £77.50   -£1.00

THERE IS AN UNACCEPTABLE VARIANCE
```

## Your Site Configuration

**Type of Reading** - The top line indicates the type of reading: Z Reading, X Reading, Terminal Reading, User Shift Reading, Z Reading Reprint.

**Site ID** - This is the ID of the site that has performed the reading.

**User ID** - The ID and name of the user performing the reading.

**PC ID** - This is the ID of the PC on which the reading has been performed.

**Date/Time** - This is the date and time of the reading.

There then appears a number of lines, depending on selection options:

**User Entered Totals -**

- If the amount entered is the exact amount, the words *'There is no variance'* will be printed.
- If the amount entered is within the allowed limit the words *'There is an acceptable variance'* will be printed.
- If it is more or less than the variance allowed, the words, *'THERE IS AN UNACCEPTABLE VARIANCE'* will be printed.

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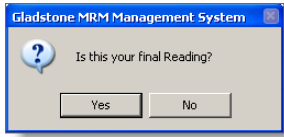
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## Reception Till - Administration

## Your Site Configuration



Selecting to perform a User Shift or Terminal Reading when clicking on 'Close' shows a question 'Is this your Final Reading?'.

This allows the user to say 'No' to either adjust the monies if required or to accumulate monies and/or readings throughout the day.

Clicking on 'Yes' will confirm the reading and reset the total to zero then log the User out of Plus2 to the desktop

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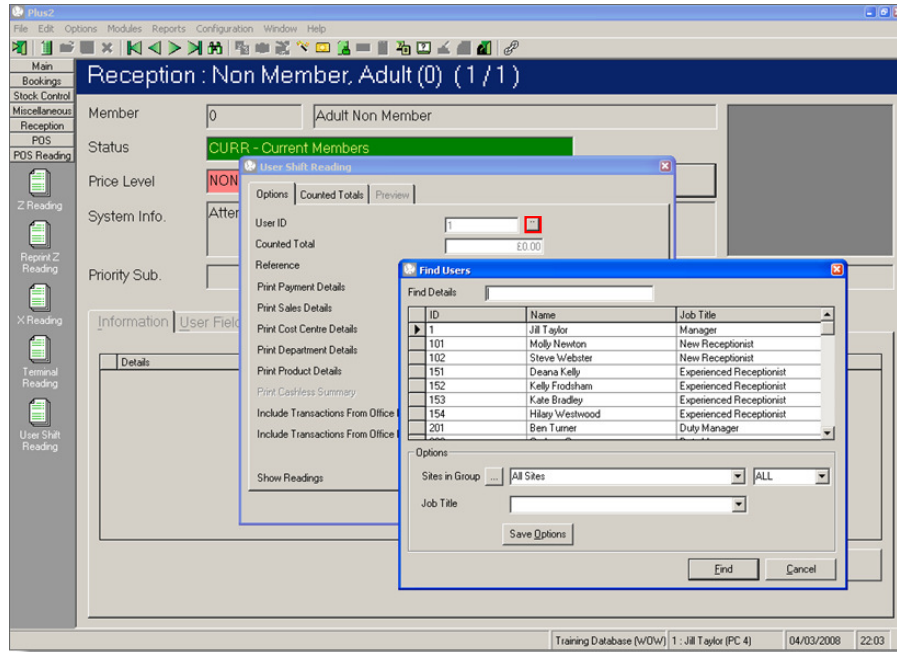
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# Reception Till - Administration

# Your Site Configuration



The **User Shift Reading** can allow the user to perform a shift reading for another user. By using the Ellipsis box, double click on the relevant user. This function is an Access Level under the POS Readings

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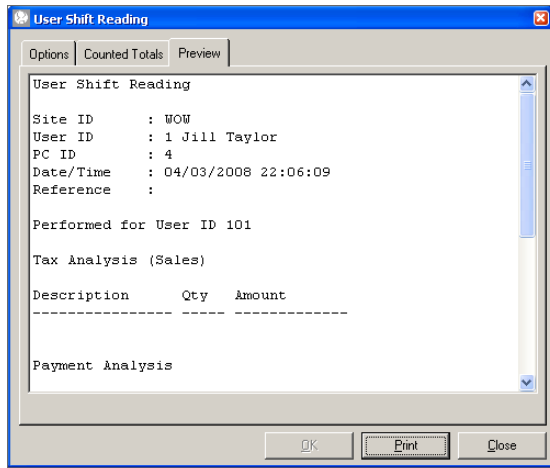
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# Reception Till - Administration

# Your Site Configuration



The reading will indicate which User performed the reading on behalf on the User ID

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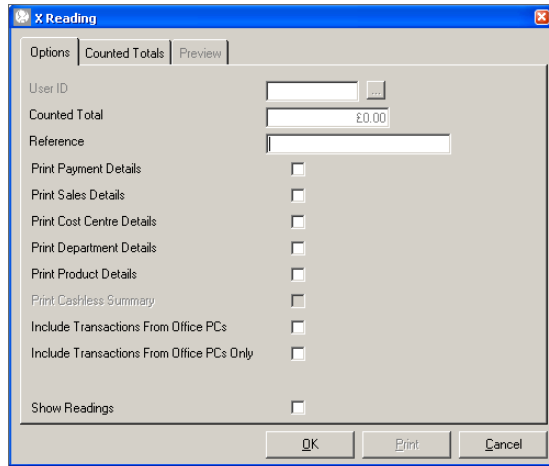
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# Reception Till - Administration

# Your Site Configuration



An X Reading can be performed at any time of the day and will contain all transactions regardless of the User or the Terminal at a site

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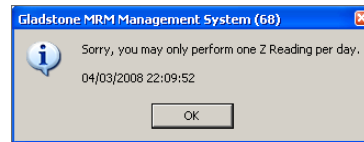
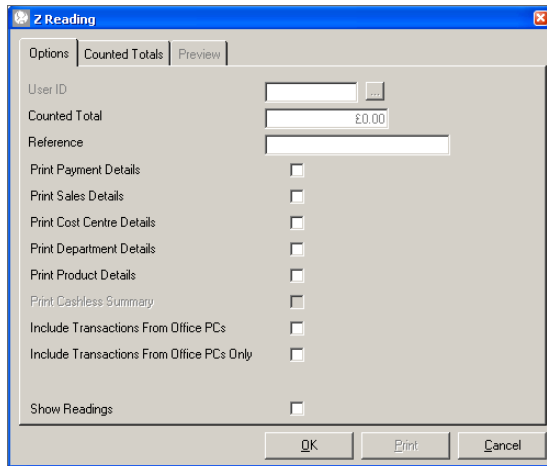
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# Reception Till - Administration

# Your Site Configuration



A **Z reading** reconciles all transactions since the last Z reading was performed. Only one Z reading can be produced per site for each day of operation. The Z reading cannot be performed before 3 pm.

If the Z reading is not run on the day of operation the Start of Day process the following day will run an Auto Z Reading for the previous day. The only options available to select on this reading are 'Include Transactions from Office PCs', 'Include Transactions from Office PCs only', and 'Show Readings'.

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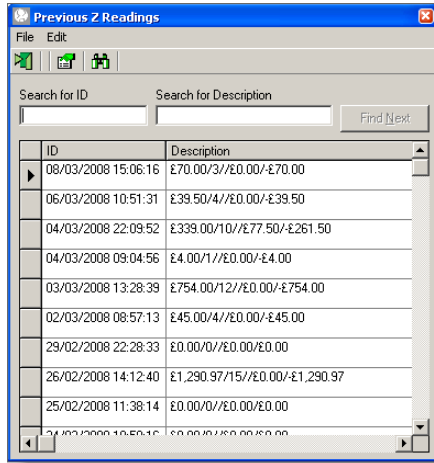
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# Reception Till - Administration

# Your Site Configuration



If more options/information is required or the reading needs to be printed a **Reprint Z Readings** option is available. The reprinted Z reading will reproduce the original Z reading exactly, even if some of the sales have subsequently been credited or voided

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