X Read 1

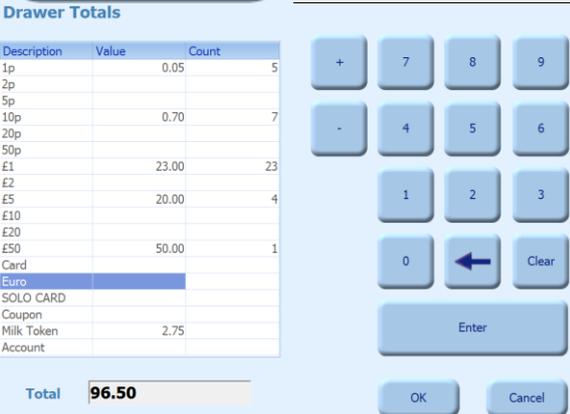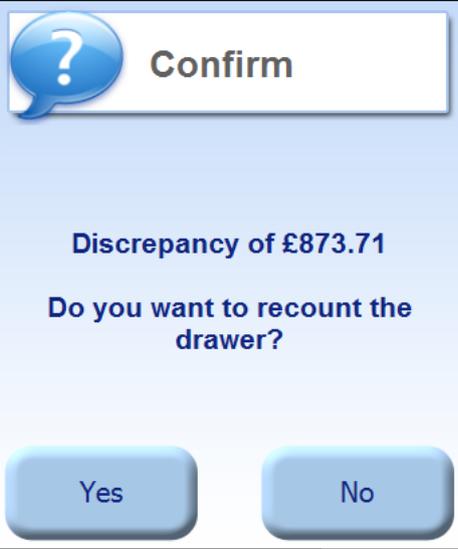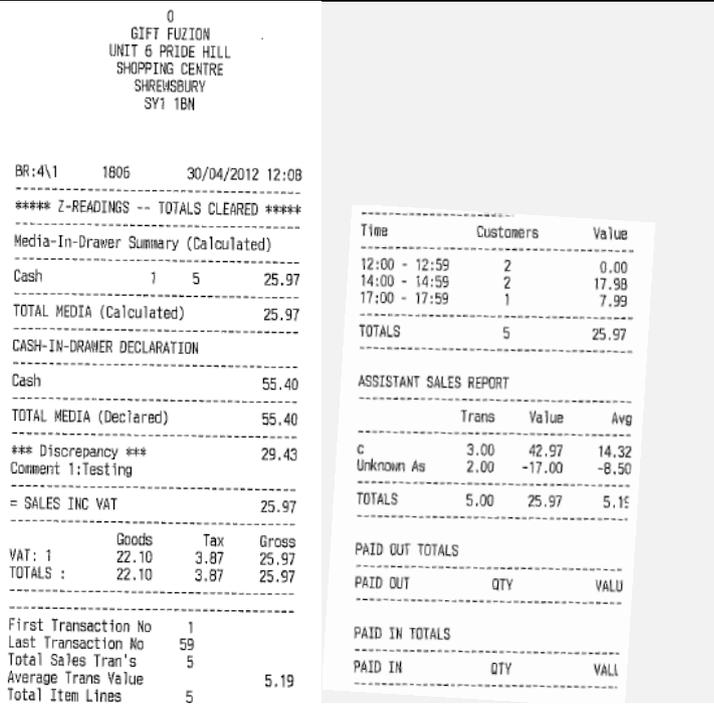| Step	Instruction	Example
1	An X Read allows a defined cashier to be able to view a brief report about what value of cash is in the till drawer at any given time.	X Read 1
2	If a cashier presses the X Read button the POS printer will produce a report. This can then be used at a defined period of time to check the content of the cash drawer.	BR:4\1　　1806　　30/04/2012 12:07 ------------------------------- ************* X-READINGS ************* ------------------------------- Media-In-Drawer Summary (Calculated) ------------------------------- Cash　　　　　1　　5　　25.97 ------------------------------- TOTAL MEDIA (Calculated)　　25.97 ------------------------------- TOTAL MEDIA (Calculated)　　25.97 = SALES INC VAT　　　　　25.97 ------------------------------- 　　　　　Goods　　Tax　　Gross VAT VT1　22.10　3.87　25.97 TOTALS :　22.10　3.87　25.97 ------------------------------- TRANSACTION VOIDS　2　　0.00 ITEM REFUNDS　　　1　　24.99 NO SALES　　　　3　　0.00 ------------------------------- First Transaction No　1 Last Transaction No　57 Total Sales Tran's　5 Average Trans Value　　5.19 Total Item Lines　　5 Average Item Value　　5.19 Average Items/Tra'n　1

Z Read 1

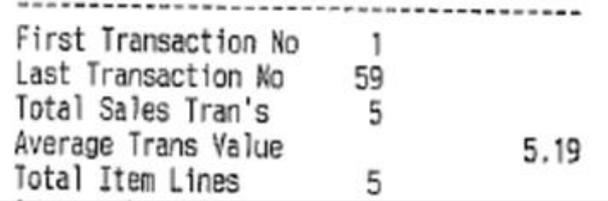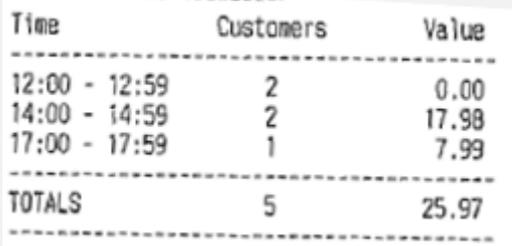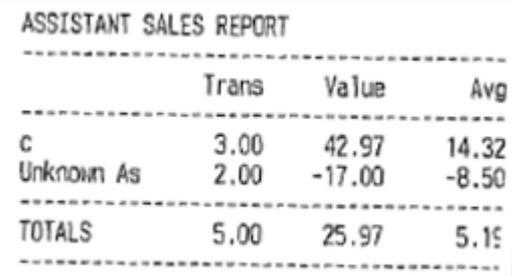| Step	Instruction	Example
1	A Z Read allows a defined cashier to be able to close the sales period on the POS terminal and count the value of cash that is in the till drawer.	Z Read 1
2	Pressing the Z Read button will start the cashing up process. **Till Declaration** A cahier is able to count the value of all monetary denominations and enter the values into the Drawer Totals Screen Click on OK to commit the data.	**Drawer Totals** Description	Value	Count 1p	0.05	5 2p 5p 10p	0.70	7 20p 50p £1	23.00	23 £2 £5	20.00	4 £10 £20 £50	50.00	1 Card Euro SOLO CARD Coupon Milk Token	2.75 Account Total　96.50
	Discrepancy If there is a discrepancy in the amount declared and the expected amount in the drawer the system will request the entry of a comment. **Note** – The user is not told if the	Discrepancy of £873.71, please enter a comment Testing reason code OK

	discrepancy is over or under. Click OK to commit the reason	
	A Cashier is asked if the drawer should be recounted. This will allow for mistakes and corrections to be entered. Select Yes to recount and reenter the declarations Select NO to commit the data	**Confirm** Discrepancy of £873.71 Do you want to recount the drawer? Yes No
	A report is printer at the receipt printer and can be bundled with the cash.	(receipt image)

Receipt content:

```
                 0
           GIFT FUZION
        UNIT 6 PRIDE HILL
        SHOPPING CENTRE
           SHREWSBURY
            SY1 1BN


BR:4\1     1806      30/04/2012 12:08
------------------------------------
***** Z-READINGS -- TOTALS CLEARED *****
------------------------------------
Media-In-Drawer Summary (Calculated)
------------------------------------
Cash           1     5       25.97
------------------------------------
TOTAL MEDIA (Calculated)       25.97
------------------------------------
CASH-IN-DRAWER DECLARATION
------------------------------------
Cash                         55.40
------------------------------------
TOTAL MEDIA (Declared)        55.40
------------------------------------
*** Discrepancy ***           29.43
Comment 1:Testing
------------------------------------
= SALES INC VAT               25.97
------------------------------------
            Goods    Tax    Gross
VAT: 1      22.10    3.87    25.97
TOTALS :    22.10    3.87    25.97
------------------------------------
First Transaction No    1
Last Transaction No    59
Total Sales Tran's      5
Average Trans Value          5.19
Total Item Lines        5
```

```
------------------------------------
Time          Customers      Value
------------------------------------
12:00 - 12:59      2          0.00
14:00 - 14:59      2         17.98
17:00 - 17:59      1          7.99
------------------------------------
TOTALS             5         25.97
------------------------------------
ASSISTANT SALES REPORT
------------------------------------
              Trans    Value     Avg
------------------------------------
C              3.00    42.97    14.32
Unknown As     2.00   -17.00    -8.50
------------------------------------
TOTALS         5.00    25.97    5.19
------------------------------------
PAID OUT TOTALS
------------------------------------
PAID OUT        QTY            VALU
------------------------------------
PAID IN TOTALS
------------------------------------
PAID IN         QTY            VALU
------------------------------------
```

Z Read breakdown
The data that is printed upon request has many aspects of information on it. This section will detail all the elements printed.

	Media in Drawer Summary (Calculated)	• **Cash**: The amount of cash the till has calculated you have taken • **Total Media (Calculated):** The total of all media (ie cash, cheque ect) that the till has calculated you have taken Cash 1 5 25.97 TOTAL MEDIA (Calculated) 25.97
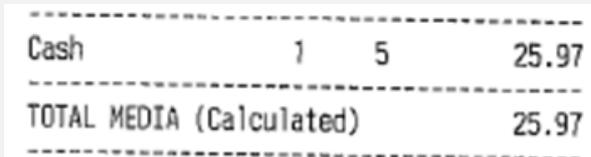
	Cash in Drawer Declaration	• **Cash:** The amount of cash you have declared when entering what you have in the drawer • **Total Media (Declared):** The total of all media (ie cash, cheque etc.) that you have declared when entering what you have in the till ```\n--\nCASH-IN-DRAWER DECLARATION\n--\nCash 55.40\n--\nTOTAL MEDIA (Declared) 55.40\n--\n```
	Discrepancy * 29.43**	• **Discrepancy** This is the difference between what the till has calculated you should have and what you have actually declared you have. • **Comment 1:** This is the reason you entered to explain the discrepancy ```\n--\n*** Discrepancy *** 29.43\nComment 1:Testing\n--\n```
		• **Float In**: This is the amount of float you entered at the start of day. • **Sales Inc VAT:** This is the total media calculated figure from above minus the float amount. i.e. how much of the money in the draw is from sales. ```\n--\n= SALES INC VAT 25.97\n--\n```
	VAT 1 **NOTE** - This continues for the other VAT groups.	• **Goods:** This is the net value (before VAT) of all items sold from VAT rate 1. • **Tax:** This is the VAT amount of all items sold from VAT rate 1. • **Gross:** This is the gross value (with VAT) of all items sold from VAT rate 1. ```\n--\n Goods Tax Gross\nVAT: 1 22.10 3.87 25.97\nTOTALS : 22.10 3.87 25.97\n--\n```
	Transaction Data	• **First Transaction No:** This is the first transaction to be calculated in the z-read • **Last Transaction No:** This is the last transaction to be calculated in the z-read • **Total Sales Tran's:** The total number of sales transaction in the z-read • **Average Transaction Value:** The average value of all transactions in the z-read

		Total Items Lines: This is the number of items sold during the z-read **Average Item Value:** The average value of all items sold during the z-read **Average Items/Trans:** The average number of items per transaction First Transaction No 1 Last Transaction No 59 Total Sales Tran's 5 Average Trans Value 5.19 Total Item Lines 5
	Z Read 3 – SCREEN SHOT REQD	**First Transaction No:** This is the first transaction to be calculated in the z-read **Last Transaction No**: This is the last transaction to be calculated in the z-read **Total Sales Tran's**: The total number of sales transaction in the z-read **Average Transaction Value:** The average value of all transactions in the z-read **Total Items Lines:** This is the number of items sold during the z-read **Average Item Value:** The average value of all items sold during the z-read **Average Items/Tra'n**: The average number of items per transaction
	Hourly Sales report	Hourly sales Report This is a breakdown of your hourly sales. This can be disabled. Time Customers Value 12:00 - 12:59 2 0.00 14:00 - 14:59 2 17.98 17:00 - 17:59 1 7.99 TOTALS 5 25.97
	Assistant Sales Report	This is a breakdown of how much each cahier took on the till. This can be disabled. ASSISTANT SALES REPORT Trans Value Avg C 3.00 42.97 14.32 Unknown As 2.00 -17.00 -8.50 TOTALS 5.00 25.97 5.19
	Paid in \ out	This details any payments made to or taken from the POS

		terminal. Reason codes must be attributed to each payment.
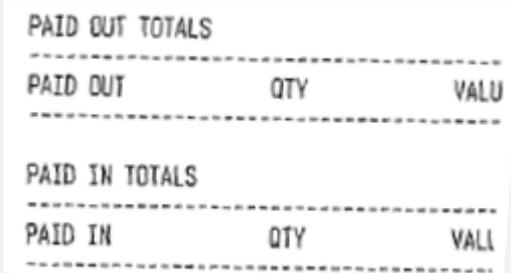
Z Read 1 Reprint

Step	Instruction	Example
1	Selecting Z Read 1 Reprint will produce a the last Z read from the printer.	