

# *myridas*<sup>TM</sup> *User Guide*

Version 7.8 for Great Plains 7.5

**Trade Counter**



**\*Also known as Front Counter**

Trinity Computer Services Limited

June 2004

# Contents

<b>CONTENTS .....</b>	<b>2</b>
<b>USING THIS GUIDE.....</b>	<b>4</b>
<b>ABOUT MYRIDAS.....</b>	<b>5</b>
<b>TRADE COUNTER .....</b>	<b>6</b>
<i>Till Users.....</i>	6
<b>SETUP .....</b>	<b>7</b>
1. POS TILL MAINTENANCE WINDOW .....	7
1.1 <i>Setting Up and Maintaining Till Details.....</i>	7
2. POS SITE MAINTENANCE WINDOW.....	9
2.1 <i>Setting Up Site Details for Trade Counter.....</i>	9
3. POS SUPERVISOR MAINTENANCE WINDOW.....	10
3.1 <i>Setting Up Users as Till Supervisors .....</i>	10
4. POS CASHIER MAINTENANCE WINDOW .....	11
4.1 <i>Setting Up Cashier Details .....</i>	11
5. POS DEBTOR MAINTENANCE WINDOW .....	12
5.1 <i>Setting Default Payment Types for Debtors.....</i>	12
<b>TRANSACTIONS .....</b>	<b>13</b>
6. SALES TRANSACTION ENTRY WITH TRADE COUNTER.....	13
6.1 <i>Logging On.....</i>	13
6.2 <i>Transaction Entry .....</i>	14
6.3 <i>Payments.....</i>	15
6.4 <i>Holding Transactions .....</i>	15
6.5 <i>Ending Transactions.....</i>	16
6.6 <i>POS Till Options window.....</i>	16
6.7 <i>Printing an X Read .....</i>	18
6.8 <i>POS Display.....</i>	19
6.9 <i>Receipt Printing .....</i>	20
7. POS OPEN TILL FOR BUSINESS WINDOW.....	21
7.1 <i>Opening Cash Till Functionality for Business.....</i>	21
8. POS CASHIER LOGON WINDOW .....	22
8.1 <i>Logging Cashiers onto the Till .....</i>	22
9. POS CASH PAID IN WINDOW .....	23
9.1 <i>Paying Cash into the Till .....</i>	23
10. POS CASH PAID OUT WINDOW .....	24
10.1 <i>Paying Cash out of the Till .....</i>	24
11. POS END OF DAY WINDOW .....	25
11.1 <i>Cashing Up and Closing the Till .....</i>	25
<b>REPORTS AND ENQUIRIES .....</b>	<b>27</b>
12. POS CASHING UP REPORT WINDOW .....	27
12.1 <i>Printing Cashing Up Reports.....</i>	27
13. POS AUDIT ENQUIRY WINDOW .....	29
13.1 <i>Viewing Audited Till Transactions.....</i>	29
<b>ROUTINES .....</b>	<b>31</b>
14. POS AUDIT PURGE WINDOW .....	31
14.1 <i>Purging Till Transactions .....</i>	31

**APPENDIX A..... 32**  
    ACCESS TO MYRIDAS WINDOWS..... 32  
        *Trade Counter*..... 32  
**APPENDIX B..... 35**  
    MYRIDAS REPORTS ..... 35  
**INDEX ..... 36**

## Using this Guide

The graphics in this document are best viewed or printed with Adobe Acrobat Reader version 4.0 or above.

This guide provides user notes for the Myridas Trade Counter module:

- Trade Counter



The mouse symbol has been used throughout the manual to help guide you to the location of windows in the software. See [Appendix A](#) for a list of Myridas windows and their location in the software.

A full range of tutorials is also available on our website, <http://www.trinitypartner.com>.

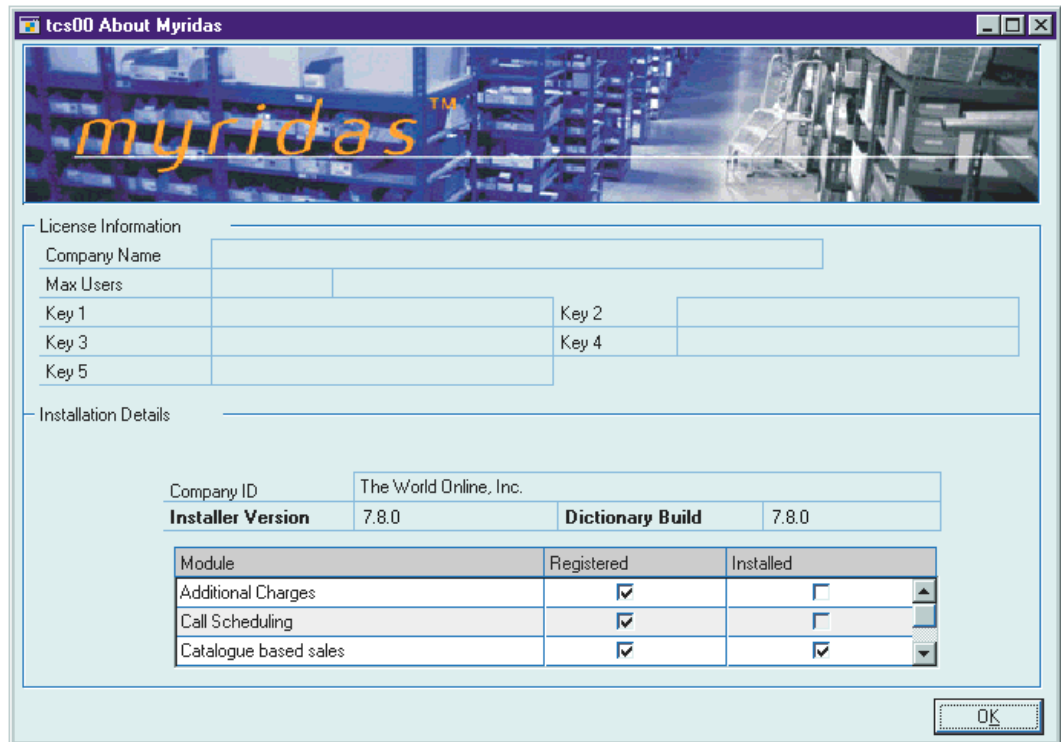
## About Myridas



*Cards >> Myridas Setup >> About Myridas*

Use the About Myridas window to check your license information and installation details. The window will tell you which Myridas modules you are registered to use and which have been installed on your system.

*The About Myridas window*



---

## Trade Counter

The Myridas Trade Counter module provides you with the functionality to use Great Plains sales functionality at the point of sale (POS). Trade Counter provides functionality for the setting up of tills, till users, supervisors and assigning sites and debtors till-specific settings. The module allows full integration with hardware such as cash drawers, customer POS displays, barcode scanners and receipt printers.

The main features of the Myridas Trade Counter module are:

- The facility to set up till users and assign them to a specific till
- Security will ensure that only users set up for trade counter can use trade counter functionality
- The facility to designate users as supervisors
- The facility to set tills as multi-user or restrict access to a single cashier
- Full integration with Great Plains sales transaction entry
- Full integration with hardware such as cash drawers and barcode scanners
- Customisable POS displays and receipt printing
- Multiple payment methods - pay by cash, cheque, credit card or on account
- The facility to record till floats and print X and Z Reads
- Full audit enquiry and purge facility

### Till Users

Till IDs are set up and assigned to a single user in the [POS Till Maintenance window](#). You can specify whether a single cashier only or multiple cashiers can use a till.

When a Great Plains session is started up with a user ID that has a till assigned to it, Trade Counter functionality will be implemented, and the session will be designated as a till user session. There will still be full access to Great Plains and Myridas functionality, but sales transaction entry will be restricted to Trade Counter functionality.

A user can be specified as a supervisor in the [POS Supervisor Maintenance window](#). Only supervisors can set up new cashiers and they have additional options when maintaining cashier details in the [POS Cashier Maintenance window](#) such as the facility to assign passwords and till opening options.

## Setup

### 1. POS Till Maintenance window



Setup >> Myridas Setup >> Trade Counter >> POS Till Maintenance

Use the POS Till Maintenance window to:

- Setup and maintain till details

*The POS Till Maintenance window*

#### 1.1 Setting Up and Maintaining Till Details

**To set up and maintain till details using the POS Till Maintenance window:**

1. Enter a User ID or select one using the lookup.

Note that if you enter a new user then a dialogue box will ask if you want to create the user now. Click Yes to create the user in the User Setup window.

2. Enter a Till ID.

Note that Till IDs must be unique for each individual user. You cannot assign a till ID to more than one user. Once a till ID has been assigned to a user ID then it cannot be unassigned. To assign an alternate till ID to a user you should first delete the details setup in this window.

3. Enter a Till Description.
4. Enter a Site ID or select one using the lookup.

The Sales Transaction Entry window will automatically default to the selected site ID when entering sales transactions on the displayed till.

Note that a site ID assigned to a user cannot be amended once invoices exist against the Till ID.

5. Enter a Default Invoice Type or select one using the lookup.

The Sales Transaction Entry window will automatically default to the selected default invoice type when entering sales invoices on the displayed till.

6. Enter a Default Return Type or select one using the lookup.

The Sales Transaction Entry window will automatically default to the selected default return type when entering sales returns on the displayed till.

7. Select Barcode Reader Available if a barcode scanner will be used with the selected till ID.

When entering sales transactions scanned barcodes will be converted into item numbers. Note that barcode details should be set up using the Myridas Distribution Enhancements module.

8. Select Barcode Scanner returns Check Digit if the barcode scanner to be used with the till is set to scan barcode check digits. See the Myridas Distribution Enhancements User Guide for further details.

9. Select Multi-user Till if more than one cashier will be using the displayed till.

If this option is selected then the Change Cashier option will be available from the [POS Till Options window](#). If the option is not selected then only the cashier that opened the till for business can logon to the till until end of day procedures have been run.

10. From the Till POD connected to port drop-down menu select the port that the POS display will be connected to.

11. From the Till Printer connected to port drop-down menu select the port that the Till printer will be connected to.

Note that the till printer should not be connected to a printer port.

12. Enter a Batch ID for Held Transactions or select one using the lookup.

If you select Hold Transaction from the [POS Till Options window](#) during sales transaction entry, the transaction will be held in the batch selected here.

13. Click Save to save details and close the window.

### *Deleting till details*

Click Delete to delete displayed till details for the displayed user ID. You cannot delete details if the till is currently in use.

## 2. POS Site Maintenance window



*Cards >> Myridas Cards >> Trade Counter >> POS Site Maintenance*

Use the POS Site Maintenance window to:

- Set up site details for trade counter

*The POS Site Maintenance window*

Note that this window is also available as an Extras option from the Great Plains Site Maintenance window.

### 2.1 Setting Up Site Details for Trade Counter

#### **To set up site details for trade counter using the POS Site Maintenance window:**

1. Enter a Site ID or select one using the lookup.
2. Enter a Shop Name. This name will be printed at the top of till receipts for all tills linked to the site using the [POS Till Maintenance window](#).
3. Enter a Receipt Footer. This text will be printed at the bottom of till receipts for all tills linked to the site using the POS Till Maintenance window.
4. Enter a POD Greeting. This will display on all tills linked to the site using the POS Till Maintenance window at the start of each transaction. If you do not enter text then by default Next Customer Please will be displayed on linked tills.

Note that there are two lines available for entering text.

5. Enter a POD Closed. This will display on all tills linked to the site using the POS Till Maintenance window at the end of each transaction. If you do not enter text then by default Position Closed will be displayed on linked tills.

Note that there are two lines available for entering text.

6. Click Save to save entries and close the window.

Note that you can click Clear at any point to clear any entries made in the window. Entries can be amended for specific sites as required.

*Deleting site  
trade counter  
details*

Click Delete to delete trade counter details set up for a site.

### 3. POS Supervisor Maintenance window

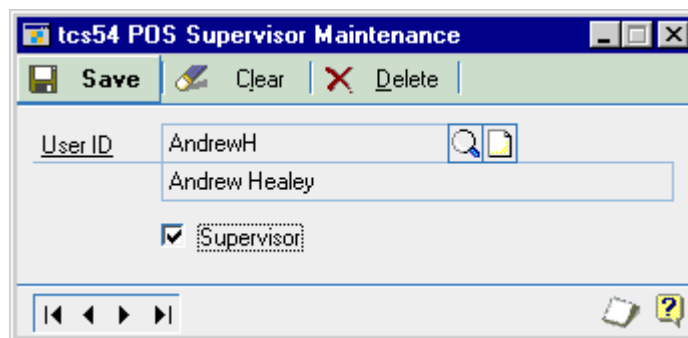


*Setup >> Myridas Setup >> Trade Counter >> POS User Maintenance*

Use the POS Supervisor Maintenance window to:

- Set up users as till supervisors

*The POS  
Supervisor  
Maintenance  
window*



Note that this window is also available as an Extras option from the Great Plains User Setup window.

#### 3.1 Setting Up Users as Till Supervisors

##### **To set up users as till supervisors using the POS Supervisor Maintenance window:**

1. Enter a User ID or select one using the lookup.
2. Select the supervisor checkbox to set the displayed user as a supervisor.

Users that are setup as supervisors have extra options in the [POS Cashier Maintenance window](#).

3. Click Save to save entries and close the window.

Note that you can click Clear at any point to clear any entries made in the window.

*Deleting supervisor details*

Click Delete to delete supervisor details.

## 4. POS Cashier Maintenance window



Setup >> Myridas Setup >> Trade Counter >> POS Cashier Maint.

Use the POS Cashier Maintenance window to:

- Set up cashier details

*The POS Cashier Maintenance window*

### 4.1 Setting Up Cashier Details

**To set up cashier details using the POS Cashier Maintenance window:**

1. Enter a Cashier ID or select one using the lookup.

Note that only a user set up to be a supervisor in the [POS Supervisor Maintenance window](#) can create new Cashier IDs.

2. Enter a Cashier Name.
3. If required enter a password for the cashier. The password will be encrypted on screen.

Note that users not set up to be supervisors in the POS Supervisor Maintenance window will not have the option to create or amend passwords.

4. Select the Open Till Drawer option to give the displayed cashier authority to open the till drawer for non-sales transactions.

Note that users not set up to be supervisors in the POS Supervisor Maintenance window will not have access to the open till drawer option.

5. Click Save to save entries and close the window.

Note that you can click Clear at any point to clear entries made in the window.

*Deleting  
cashier IDs*

Click Delete to delete a cashier ID.

## 5. POS Debtor Maintenance window



*Cards >> Myridas Cards >> Trade Counter >> POS Debtor Maint.*

Use the POS Debtor Maintenance window to:

- Set default payment types for debtors

*The POS  
Debtor  
Maintenance  
window*

Note that this window is also available as an Extras option from the Great Plains Debtor Maintenance window.

### 5.1 Setting Default Payment Types for Debtors

#### To set default payment types for debtors in the POS Debtor Maintenance window:

1. Enter a Debtor ID or select one using the lookup.
2. If the selected debtor ID will be used as a cash account then select the Cash Account checkbox. Selecting this option will mean that during transactions for this debtor payments must be made - only one cash payment per transaction will be permitted in the Sales Payment Entry window but other payments (e.g. by cheque) may also be made. You cannot save sales transactions for cash account debtors, though they can be held in the batch selected in the [POS Till Maintenance window](#). The debtor must pay the transaction in full and it must be posted.

Note that the currency ID for the debtor must be set to functional currency to select it as a cash account. You cannot select a cash account for a debtor ID if it is set up for Myridas Consolidated Invoicing or it is an internal debtor (see Inter-Site Transfers).

Also note that to reduce time during transaction entry it is recommended that cash account debtors are set an unrestricted credit limit.

3. Select a Default Payment Type from the drop-down menu. Options are Cash Payment, Cheque Payment or Credit Card Payment. The option selected will be used as the default payment type in the Sales Payment Entry window.
4. Click Save to save entries and close the window.

Note that you can click Clear at any point to clear entries made in the window.

Click Delete to delete POS debtor settings.

*Deleting debtor settings*

## Transactions

### 6. Sales Transaction Entry with Trade Counter




*Transactions >> Sales >> Sales Trn Entry*

*The Great Plains Sales Transaction Entry window*

The Great Plains Sales Transaction Entry window has extensive new functionality when used with the Myridas Trade Counter module. If you entered Great Plains as a user set up for trade counter then the following functionality will be applicable.

#### 6.1 Logging On

When opened the system will check to see if the till is already in use. The first time the Sales Transaction Entry window is selected in a working day (or after the end of day routine has been run, see the [POS End of Day window](#)) the [POS Open Till For Business window](#) will be displayed (see [Opening Cash Till Functionality For Business](#)). The till drawer will open automatically to allow the float to be checked or entered. Cashier details should be entered then the Sales Transaction Entry window will be displayed. Communication with till hardware (barcode

 scanner, receipt printer, etc) will be validated. If there are problems communicating with hardware then a warning message will be displayed and the Sales Transaction Entry window will not open.

If the Sales Transaction Entry window is selected when the till has already been opened for business then the [POS Cashier Logon window](#) will be displayed. If the till is set to be multi-user in the [POS Till Maintenance window](#) then a new cashier can be selected. If the till is not set to be multi-user and a new cashier ID is entered, then a dialogue box will be displayed with the warning that only the cashier who opened the till for business can logon.



Note that if the last logged on user does not have a password then the POS Cashier Logon window will not be displayed and the Sales Transaction Entry window will open directly. Cashiers can be changed by selecting the change cashier option from the [POS Till Options window](#).


## 6.2 Transaction Entry

When the Sales Transaction Entry window is displayed the type will default to Invoice. Returns may also be selected but users will be unable to select other types. The type ID will default to that set in the [POS Till Maintenance window](#).

The site ID will default to that set in the POS Till Maintenance window.

### Debtor Entry

On entry or selection of a debtor ID the system will check that the debtor is not an internal debtor (see Myridas Inter-Site Transfers)

 If the selected debtor ID is an internal debtor or is set up for consolidated invoicing then a warning message will be displayed and you will be unable to select the debtor.

Note that additional rules are applicable where a debtor is set up as a cash account:

- payment will be forced and validated as equal to or greater than the amount required.
- sales transactions cannot be saved, though they can be held in the batch selected in the [POS Till Maintenance window](#).

### Item Entry

If the barcode reader available option was selected for the till in the POS Till Maintenance window then a barcode reader can be used during item entry. The item number and unit of measure will be imported into the transaction, with a quantity of 1. The quantity can be amended as required.

If an item cannot be found from the scanned barcode then the item details should be entered following standard Great Plains procedure.

If the barcode reader available option was not selected for the till in the POS Till Maintenance window then items should be entered into transactions following standard Great Plains procedure.

### 6.3 Payments

Payment for items can be made in one of three ways:

- Enter a quantity in the Amount Received field.
- Click the Amount Received expansion button to display the Sales Payment Entry window and enter an amount.
- If the debtor is not a cash account debtor then you need not enter a quantity paid. The transaction amount will be added to the debtor account. You must enter an amount paid for cash account debtors.

No under or overpayments are allowed with the Trade Counter module. If you enter an Amount (not Amount Received) in the Sales Payment Entry window then the POS Change Due window will be displayed.

*The POS  
Change Due  
window*

P.O.S. Change Due	
Total Due	\$42.50
Cash Tendered	\$50.00
Change Due	\$7.50
OK	

The Change Due will be displayed. Click OK to close the window.

Note that this is for cash payments only.

### 6.4 Holding Transactions

Transactions with completed item lines can be held by selecting the Hold Transaction option in the [POS Till Options window](#). All held transactions will be held in the batch ID selected for the till in the [POS Till Maintenance window](#).

To recover held transactions select Find Held Transactions in the POS Till Options window. The POS Held Transaction Lookup window will be displayed with all currently held transactions for the cashier/till ID/site combination. Select a transaction and click select to display it in the Sales Transaction Entry window. You cannot recover transactions if there is an unsaved transaction currently in the Sales Transaction Entry window.

The batch ID will need to be cleared before posting the transaction.

Note that you cannot hold transactions that have incomplete item lines (or where the Sales Item Detail Entry window is open). Transactions with payments entered cannot be held until you have cleared any payments.

## 6.5 Ending Transactions

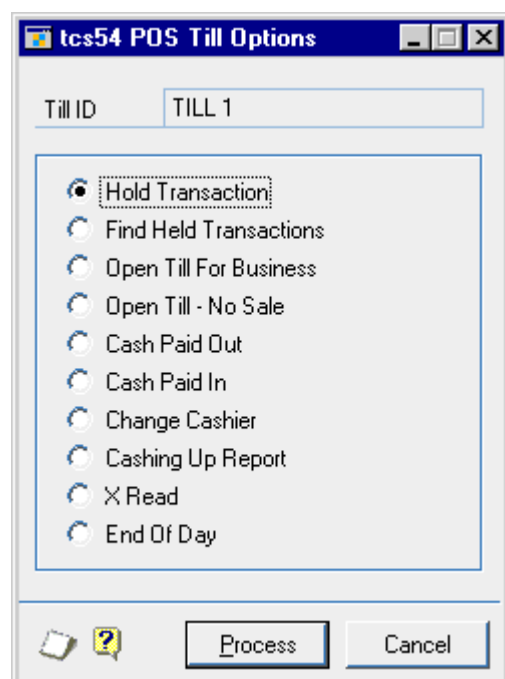
Transactions can be ended by posting or saving as with non-trade counter sales transaction entry. You cannot post transactions that have a batch ID entered. You should clear the batch ID then click Post. If the debtor has made a cash or cheque payment clicking Post will open the till drawer to allow payment entry and a receipt (or credit slip for a return transaction) will be printed.

## 6.6 POS Till Options window



*Routines >> Myridas Routines >> Trade Counter >> POS Till Options*

*The POS Till  
Options  
window*



This window is also available as an Extras option in the Sales Transaction Entry window.

The POS Till Options window provides the user with multiple options that can be selected when in the Sales Transaction Entry window. See the relevant sections of the manual for further details. To select an option click Process, or click Cancel to close the window.

Till Option	Functionality
Hold Transaction	Holds the current transaction (see <a href="#">Holding Transactions</a> ).
Find Held Transactions	Opens the POS Held Transaction Lookup window (see <a href="#">Holding Transactions</a> ).
Open Till For Business	Opens the <a href="#">POS Open Till For Business window</a> if the till has not already been opened.
Open Till - No Sale	Opens the till drawer if the current cashier has the Open

	Till Drawer option selected in the <a href="#">POS Cashier Maintenance window</a> .
Cash Paid Out	Opens the <a href="#">POS Cash Paid Out window</a> and opens the till drawer.
Cash Paid In	Opens the <a href="#">POS Cash Paid In window</a> and opens the till drawer.
Change Cashier	Opens the <a href="#">POS Cashier Logon window</a> if the current cashier has the Open Till Drawer option selected in the <a href="#">POS Cashier Maintenance window</a> .
Cashing Up Report	Opens the <a href="#">POS Cashing Up Report window</a> defaulting the site ID and till ID to the defaults for the till it was called from.
X Read	Displays the <a href="#">POS X Reading window</a> and opens the till drawer.
End of Day	Opens the <a href="#">POS End Of Day window</a> . You must close the Sales Transaction Entry window before the POS End Of Day window will display.

Note that the POS Till Options window will close automatically when you select an option.

## 6.7 Printing an X Read



*Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select X Read and click Process*

Use the POS X Reading window to:

- Print X Reads

*The POS X Reading window*

The POS X Reading window will be displayed allowing you to enter any comments as required.

Click OK and the X Read will be printed from the till.

	<b>X READ</b>
	Date : 24/07/03, Time : 12 : 05 : 34
Till Details →	User ID : AndrewH Till ID : TILL 1 Cashier : Andrew Healey
	Open since - Date : 24/07/03 , Time : 08 : 27
	X Read Number : 1
	Number of No Sales : 0
Non-Transaction Details →	Paid In : 0 : 0.00
	Paid Out : 0 : 0.00
Transaction Details →	Cash In : 1 : 127.50
	Cash Out : 1 : 42.50
	Cheques : 0 : 0.00
	Crd. Card In : 0 : 0.00
	Crd. Card Out : 0 : 0.00
Till Details →	Float : : 100.00
	Expected Drawer Value : : 185.00

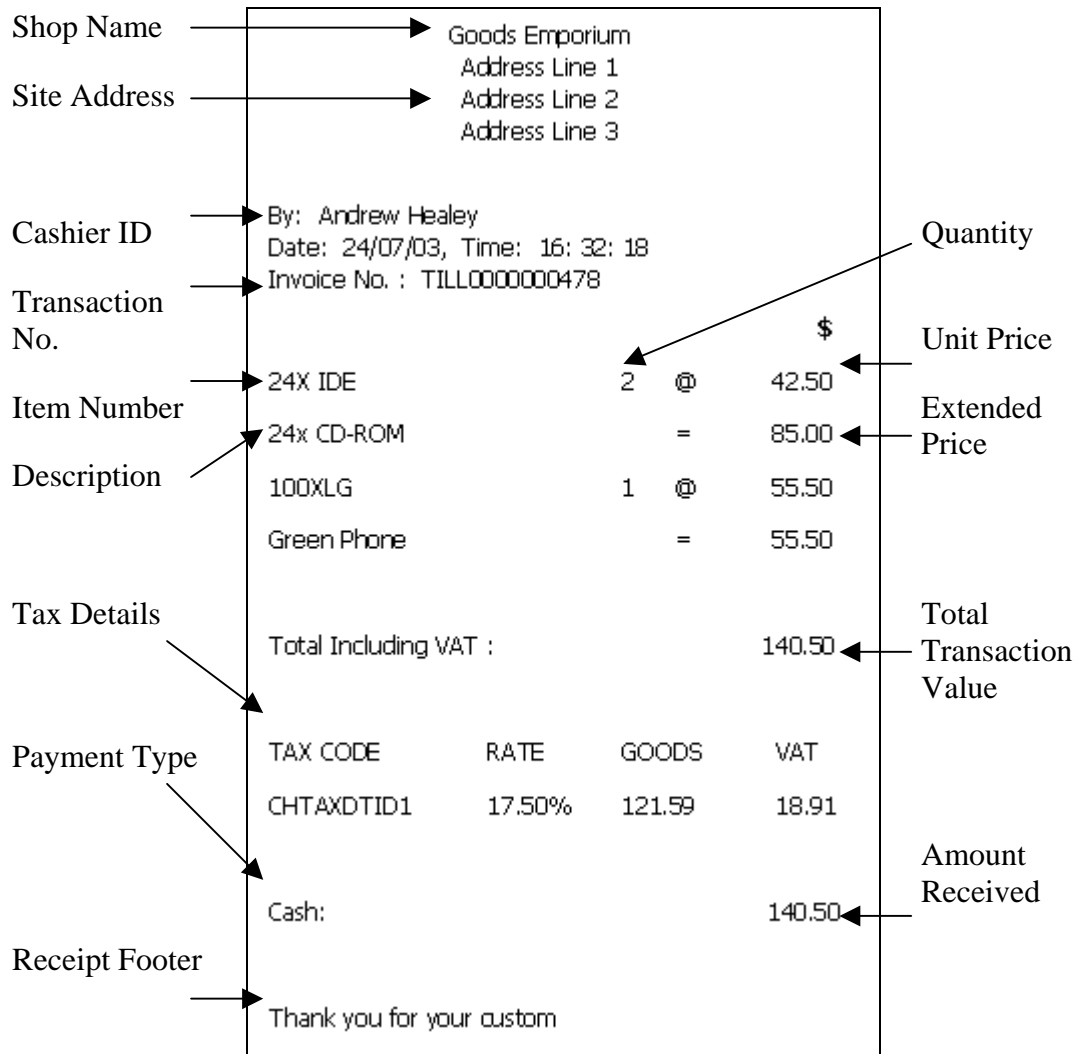
## 6.8 POS Display

If your till is connected to a POS display then the following table details what will be displayed at various transaction points.

<b>Till Action</b>	<b>Display</b>
Open the Sales Transaction Entry window	Displays the POD Greeting set in the <a href="#">POS Site Maintenance window</a>
Close the Sales Transaction Entry window	Displays the POD Closed set in the <a href="#">POS Site Maintenance window</a>
Debtor selected in sales transaction	Cash account debtor - displays "Cash Sale"  Non-cash account debtor - displays debtor name
Item selected in sales transaction	Displays item description and default price for one item
Item quantity/price amended in sales transaction	Displays item description and amended price for amended item quantity  Note that quantity free promotion items will be displayed with a price of zero
Amount received entered into Sales Transaction Entry window	Total due displayed
Amount Received expansion button clicked	Total due displayed
Amount entered into Sales Payment Entry window	Amount received and change due displayed
Transaction completed	Displays the POD Greeting set in the <a href="#">POS Site Maintenance window</a>

## 6.9 Receipt Printing

Receipts printed from the Myridas Trade Counter module provide full transaction details.



For returns transactions, similar details will be printed out, detailing transaction credits and with a line for the customer signature.

## 7. POS Open Till For Business window



*Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select Open Till For Business and click Process*

Use the POS Open Till For Business window to:

- Open cash till functionality for business

*The POS  
Open Till For  
Business  
window*

This window will also be displayed the first time the Sales Transaction Entry window is selected in a working day (or after the end of day routine has been run, see the [POS End of Day window](#)). The till will open when you select this window.

### 7.1 Opening Cash Till Functionality for Business

**To open cash till functionality for business using the POS Open Till For Business window:**

1. The till ID assigned to the current user will be displayed.
2. Enter an Opening Cashier ID or select one using the lookup.

Note that if the till is not set up as a multi-user till in the [POS Till Maintenance window](#) then no other cashier IDs will be able to use the till until the end of day routines have been run.

3. Enter a password if required. This is set up in the [POS Cashier Maintenance window](#).
4. Enter the opening float for the till. This is the amount of cash in the till at the start of business.
5. Click OK to close the window. A dialogue box will tell you to ensure that the till drawer is closed before proceeding. Ensure that the drawer is closed and click OK. If you opened the window through the Sales Trn Entry palette then the Sales Transaction Entry window will be displayed.

## 8. POS Cashier Logon window



*Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select Change Cashier and click Process*

Use the POS Cashier Logon window to:

- Log cashiers onto the till

*The POS Cashier Logon window*

This window will also be displayed if a cashier with a password is already logged onto the till when the Sales Transaction Entry window is selected from the palette.



Note that if the till is not set up to be a multi-user till in the [POS Till Maintenance window](#) then a warning will be displayed that you can only log onto the till with the cashier ID that opened the till in the [POS Open Till For Business window](#).

### 8.1 Logging Cashiers onto the Till

**To log cashiers onto the till using the POS Cashier Logon window:**

1. The window will open with the currently logged on cashier displayed.
2. Enter a Cashier ID or select one using the lookup.
3. Enter a password if required.

Note that you can enter any comments as required in the Comments field.

4. Click OK. If you opened the window through the Sales Trn Entry palette then the Sales Transaction Entry window will be displayed.

## 9. POS Cash Paid In window



*Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select Cash Paid In and click Process*

Use the POS Cash Paid In window to:

- Pay cash into the till

*The POS  
Cash Paid In  
window*

tcs54 POS Cash Paid In	
Till ID	TILL 1 Till for user andrewh
Cash Paid In	\$10.0000
Comments	Required change
<div style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </div>	

### 9.1 Paying Cash into the Till

**To pay cash into the till using the POS Cash Paid In window:**

1. The current Till ID will be displayed.
2. In the Cash Paid In field enter the amount that is to be put into the till.

Note that you can enter any comments as required in the Comments field.

3. Click OK to close the window. The till drawer will open to allow the cash payment. A dialogue box will remind you to close the till drawer before proceeding.

## 10. POS Cash Paid Out window



*Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select Cash Paid Out and click Process*

Use the POS Cash Paid Out window to:

- Pay cash out of the till

*The POS  
Cash Paid  
Out window*

### 10.1 Paying Cash out of the Till

**To pay cash out of the till using the POS Cash Paid Out window:**

1. The current Till ID will be displayed.
2. In the Cash Paid Out field enter the amount that is to be taken from the till.  
Note that you can enter any comments as required in the Comments field.
3. Click OK to close the window. The till drawer will open to allow the cash withdrawal. A dialogue box will remind you to close the till drawer before proceeding.

## 11. POS End Of Day window



*Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select End Of Day and click Process*

Use the POS End Of Day window to:

- Cash up and close the till

*The POS End  
Of Day  
window*

tcs54 POS End Of Day	
Cashing Up Report	
Till ID	TILL 1
Till for user andrewh	
Expected Drawer Value	\$110.0000
Total Cash	\$110.0000
Total Cheques	\$0.0000
Total Credit Cards	\$0.0000
Difference	\$0.0000
Comments	

The till drawer will open when you select the POS End Of Day window to allow cashing up.

### 11.1 Cashing Up and Closing the Till

**To cash up and close the till using the POS End Of Day window:**

1. The current Till ID will be displayed. The displayed Expected Drawer Value consists of:

$$\text{Opening Float value} + \text{Total Cash In} + \text{Cash Paid In} + \text{Cheque Value In} - \text{Total Cash Out} - \text{Cash Paid Out}$$

2. Enter the Total Cash, Total Cheques and Total Credit Cards as counted in the till. The Difference will be displayed when you have entered details. The Difference consists of:

$$\text{Expected Drawer Value} - \text{Entered Cash} - \text{Entered Cheques}$$

3. Click Z Read. A Z Read will be printed from the till. Z Reads provide a detailed audit of the days transactions that the till has been used for. A dialogue box will ask if the Z Read printed successfully. Click Yes or Reprint if you require a reprint. Z Reads can only be reprinted at this point.

Z READ		
Date : 24/07/03, Time : 16 : 59 : 04		
Till Details →	User ID : AndrewH	
	Till ID : TILL 1	
	Cashier : Andrew Healey	
Open since - Date : 24/07/03 , Time : 08 : 27		
	X Read Number :	1
	Number of No Sales :	0
Non-Transaction Details →	Paid In :	0 : 0.00
	Paid Out :	0 : 0.00
Transaction Details →	Cash In :	1 : 127.50
	Cash Out :	1 : 42.50
	Cheques :	0 : 0.00
	Crd. Card In :	0 : 0.00
	Crd. Card Out :	0 : 0.00
Till Details →	Float :	: 100.00
	Expected Drawer Value :	: 185.00
Transaction Summary →	Cash Entered :	: 185.00
	Cheques Entered :	: 0.00
	Cred. Cards Entered :	: 0.00
Till Summary →	Actual Drawer Value :	: 185.00
	Discrepancy:	: 0.00

Note that you cannot process end of day details until you have printed a Z Read.

- The Z Read button will now be disabled.
- If required click the Cashing Up Report button to display the [POS Cashing Up Report window](#).
- Click Process. If you have not printed a cashing up report a dialogue box will warn you that you have not yet printed a cashing up report and asking if you wish to proceed. Select Yes or No as required.

If there are held transactions against the till a dialogue box will ask if you want to continue, print a held transaction report, or cancel. Select as required.

- When the details have been processed the till will be closed for the day. Close the window.

## Reports and Enquiries

### 12. POS Cashing Up Report window



*Reports >> Myridas Reports >> Trade Counter >> POS Cashing Up Report*

Use the POS Cashing Up Report window to:

- Print Cashing Up Reports

*The POS  
Cashing Up  
Report  
window*

The POS Cashing Up Report window is also available from the [POS Till Options window](#) and the [POS End Of Day window](#).

#### 12.1 Printing Cashing Up Reports

**To print cashing up reports using the POS Cashing Up Report window:**

1. All site IDs will be selected by default. To select a range of site IDs click From and enter range values or select them using the lookups.

Note that if you opened the window from the [POS Till Options window](#) then the current site ID and till ID will be selected by default. If you opened the window from the [POS End Of Day window](#) then the current till ID will be selected by default.

2. All till IDs will be selected by default. To select a range of till IDs click From and enter range values or select them using the lookups.
3. All debtor IDs will be selected by default. To select a range of debtor IDs click From and enter range values or select them using the lookups.
4. All cashier IDs will be selected by default. To select a range of cashier IDs click From and enter range values or select them using the lookups.
5. All dates will be selected by default. To select a range of dates click From and enter range values.
6. From the Report On drop-down menu select Current Data or Historical Data. Current Data reports on the current till session data; Historical Data reports data from all sessions within the selected range.
7. From the Report Format drop-down menu select Detail or Summary to print a detailed or summary only report.
8. Click Print to print the report.

Note that you can click Clear at any point to clear your selection.

## 13. POS Audit Enquiry window



*Enquiries >> Myridas Enquiries >> Trade Counter >> POS Audit Enquiry*

Use the POS Audit Enquiry window to:

- View audited till transactions

*The POS  
Audit Enquiry  
window*

Till ID	Session No.	Date/Time Opened	Opening Cashier	Opening Float
TILL 1	2	22/07/03 12:58:59	ANDREW H	\$100.0000
TILL 1	3	23/07/03 11:56:51	ANDREW H	\$100.0000
TILL 1	4	23/07/03 12:49:43	ANDREW H	\$100.0000
TILL 1	5	23/07/03 17:50:15	SALLY HAYCOCK	\$100.0000
TILL 1	6	25/07/03 13:17:06	ANDREW H	\$100.0000
TILL 1	7	25/07/03 15:53:13	ANDREW H	\$100.0000

Transaction	Number	Value
Cash In	2	\$170.0000
Cash Out	1	\$42.5000
Paid In	0	\$0.0000
Paid Out	0	\$0.0000
Cheques In	0	\$0.0000
Credit Cards In	0	\$0.0000
Credit Cards Out	0	\$0.0000

Total Invoice Transactions	2
Total Return Transactions	1
End Of Day:	
Entered Cash	\$227.5000
Entered Cheques	\$0.0000
Entered Credit Cards	\$0.0000

### 13.1 Viewing Audited Till Transactions

**To view audited till transactions in the POS Audit Enquiry window:**

1. All till IDs will be selected by default. To select a range of till IDs click From and enter range values or select them using the lookups. If you select a range then click Redisplay.
2. Till ID/session number records will be displayed in the scrolling window. Click on a line to view a session breakdown in the lower half of the window.
3. To view further details on a session click on a line then click the Zoom button. A transaction breakdown will be displayed in the POS Audit Enquiry - Detail window.

*The POS  
Audit Enquiry  
- Detail  
window*

Date/Time	Transaction Type	Doc. Type	Document Number
25/07/03 15:55:20	Invoice	Invoice	TILL00000000000009
25/07/03 15:59:04	Z Read		
25/07/03 16:01:52	Return	Return	TILL RETURN
25/07/03 16:14:05	Invoice	Invoice	TILL00000000000010
25/07/03 16:35:47	Z Read		

Click on a line to view transaction comments in the Comments field.

Click OK to close the POS Audit Enquiry - Detail window and return to the POS Audit Enquiry window.

4. Click OK to close the POS Audit Enquiry window.

## Routines

### 14. POS Audit Purge window

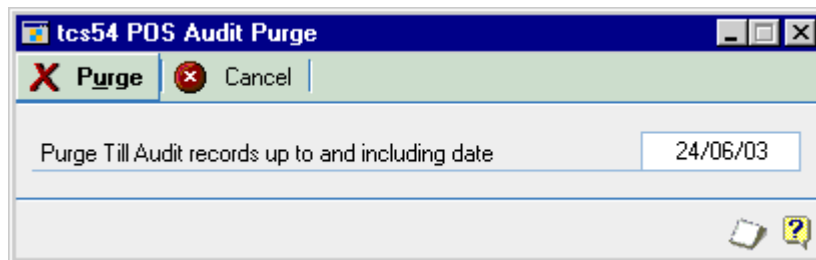


*Routines >> Myridas Routines >> Trade Counter >> POS Audit Purge*

Use the POS Audit Purge window to:

- Purge till transactions

*The POS  
Audit Purge  
window*



#### 14.1 Purging Till Transactions

**To purge till transactions using the POS Audit Purge window:**



1. One month prior to the current date will be displayed by default. Enter an alternate date as required.
2. Click Purge. A dialogue box will ask if you are sure you want to purge till audit records. Click Purge to continue. All till session history up to the selected date inclusive will be purged.

Note that you can click Cancel at any point to close the window.

## Appendix A

### Access to Myridas Windows

#### Trade Counter

Window Name	 Menu Access	 Other Access
POS Audit Enquiry	Enquiries >> Myridas Enquiries >> Trade Counter >> POS Audit Enquiry	
POS Audit Enquiry - Detail		Enquiries >> Myridas Enquiries >> Trade Counter >> POS Audit Enquiry >> select a line and click Zoom
POS Audit Purge	Routines >> Myridas Routines >> Trade Counter >> POS Audit Purge	
POS Cash Paid In		Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select Cash Paid In and click Process
POS Cash Paid Out		Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select Cash Paid Out and click Process
POS Cashier Logon		Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select Open Till For Business and click Process  Transactions >> Sales >> Sales Trn Entry - will be displayed if a cashier with a password is already logged onto the till when the Sales Transaction Entry window is selected from the palette.
POS Cashier Maintenance	Setup >> Myridas Setup >> Trade Counter >> POS Cashier Maint.	

POS Cashing Up Report	Reports >> Myridas Reports >> Trade Counter >> POS Cashing Up Report	Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select Cashing Up Report and click Process  Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select End Of Day and click Process >> Cashing Up Report button
POS Debtor Maintenance	Cards >> Myridas Cards >> Trade Counter >> POS Debtor Maint.	Cards >> Sales >> Debtor >> Extras >> Trade Counter
POS End Of Day		Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select End Of Day and click Process
POS Open Till For Business		Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select Open Till For Business and click Process  Transactions >> Sales >> Sales Trn Entry - will be displayed the first time the Sales Transaction Entry window is selected in a working day (or after the end of day routine has been run)
POS Site Maintenance	Cards >> Myridas Cards >> Trade Counter >> POS Site Maintenance	Cards >> Inventory >> Site >> Extras >> Trade Counter
POS Supervisor Maintenance	Setup >> Myridas Setup >> Trade Counter >> POS User Maintenance	Setup >> System >> User >> Extras >> Trade Counter
POS Till Maintenance	Setup >> Myridas Setup >> Trade Counter >> POS Till Maintenance	
POS Till Options	Routines >> Myridas Routines >> Trade Counter >> POS Till Options	Transactions >> Sales >> Sales Trn Entry >> Extras >> Till Options

---

POS X Reading		Transactions >> Myridas Transactions >> Trade Counter >> POS Till Options >> select X Read and click Process
---------------	--	---

---

## Appendix B

### Myridas Reports

Myridas provides multiple reports to increase information visibility.

<b>Report Name</b>	<b>Module</b>	<b>Functionality</b>
Cashing Up report	Trade Counter	Prints till/session details
Held Transaction report	Trade Counter	Prints details of currently held transactions

## Index

- A**
- Audit Purge..... 31
  - Auditing Tills..... 29
- C**
- Cashier passwords ..... 11
  - Cashiers
    - changing ..... 22
    - logging on..... 22
    - setting up ..... 11
  - Cashing Up ..... 25
    - reports..... 27
- D**
- Debtors
    - default payment types ..... 12
- H**
- Holding Transactions..... 15
    - report ..... 26
- L**
- Logging On..... 13
- M**
- Multi-user tills ..... 7
- P**
- Payment Methods ..... 15
  - Payments..... 15
    - paying cash into the till ..... 23
    - paying cash out of the till ..... 24
  - Point of sale ..... 6
  - POS Audit Enquiry window ..... 29
  - POS Audit Purge window..... 31
  - POS Cash Paid In window..... 23
  - POS Cash Paid Out window ..... 24
  - POS Cashier Logon window ..... 22
  - POS Cashier Maintenance window .... 11
  - POS Cashing Up Report window ..... 27
  - POS Change Due window ..... 15
  - POS Debtor Maintenance window .... 12
  - POS Display ..... 19
    - settings..... 9
  - POS End Of Day window..... 25
  - POS Open Till For Business window . 21
  - POS Site Maintenance window ..... 9
  - POS Supervisor Maintenance window 10
  - POS Till Maintenance window..... 7
  - POS Till Options window..... 16
- Printing
- cashing up reports ..... 27
  - receipts..... 20
  - X read ..... 18
  - Z read ..... 25
- R**
- Receipt Footer ..... 9
  - Receipts..... 20
- S**
- Sales Transaction Entry ..... 13, 14
    - debtors ..... 14
    - ending transactions ..... 16
    - holding transactions ..... 15
    - items..... 14
  - Shop Name..... 9
  - Sites
    - setting up for trade counter ..... 9
  - Supervisors..... 6, 10
- T**
- Till sessions..... 6
  - Till Users..... 6
    - logging on ..... 13
    - setting as supervisors ..... 10
    - setting up till details..... 7
  - Tills
    - audits..... 29
    - closing..... 25
    - display..... 19
    - history ..... 29
    - multi-user..... 7
    - opening for business ..... 21
    - purging history..... 31
    - setting up details ..... 7
  - Trade Counter ..... 6
    - opening the till for business ..... 21
    - sales transaction entry ..... 13
    - setting up sites ..... 9
- U**
- User sessions ..... 6
- X**
- X Read ..... 18
- Z**
- Z Read..... 25