

End of Day Cash Policy

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Introduction

1.1 Context / Purpose

To define the procedures required on end of day and start of day are followed on your till and credit card systems to ensure that sales, product cost, cash receipts, credit card receipts, petty cash and shop debtor data can be reported correctly on at head office.

Procedure – Cash up Routine

2.1 At end of day

Exiting your till and credit card system before you leave each evening is extremely important as sales data, cash receipts and credit card receipts need to be accounted for in the day they are taken. This is called closing an audit session on the MARS till.

The correct process takes less than 1 minute and must be done on your tills each evening after shop has closed. For shops with a number of tills, the less busy tills should be cashed up before the pharmacy closes where possible.

Action

1. Follow the suspend cash up procedure as follows;
 - a. From sales screen, select Menu>Auditing & Closedown> Create Z Report
 - b. Leave all amounts blank and click continue
 - c. Select suspend cash up
 - d. The system may take a few minutes to create the report
 - e. Once the report is created select cash up with printing
2. Select start new audit session.
3. Run end of day procedure on card terminal and print end of day report (can be done from Mars till – please see below)
4. Remove cash drawer and place in safe for counting first thing in the morning.

2.2 First thing in Morning or before you leave the pharmacy each evening

5. Remove last night's cash from safe.
6. On your till select Start new audit session.
7. Enter & confirm your float for today.
8. Once you have counted last night's cash this amount needs to be entered into the till as follows;
 - a. Menu > Audit & Close Down
 - b. Count suspended cash-up (remember to include your opening float in this count)
 - c. Highlight the till you wish to complete and select 'continue'
 - d. Enter the total amounts counted by cash denomination, then enter coupons, & vouchers if any.
 - e. Enter the total from credit card ZZ from last night
 - f. Enter cheques
 - g. Select print then print to receipt printer
 - h. This till print out will now show a section with the difference between what you have counted and what was expected called reconciliation
 - i. This difference is the cash short or over for the day

- j. If you incorrectly enter, miscount or mistype any amount as part of the cash count or forget to include float as part of your count. Please enter the correct amounts the following day so that the short/over should cancel each other for both days.

2.3 Producing credit card report with z read;

Please note the credit card Z report for your day can be printed from your Mars till where your Mars Till is integrated with your credit card terminal.

Go to Menu> Auditing and Closedown > Create Z report (Cash up)

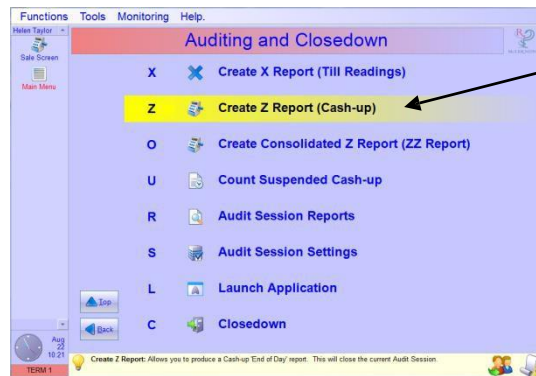


Select 'Z Report'

Please see attached MARS screen shots to help with completion of the above

SUSPENDED CASH-UP PROCEDURE

From the sales screen select MENU>AUDITING &

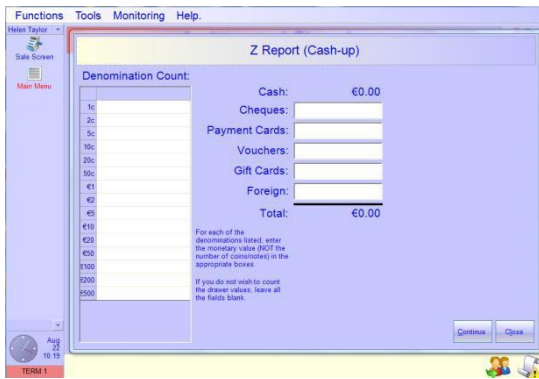


CLOSEDOWN>CREATE Z REPORT

Producing credit card report with z read;

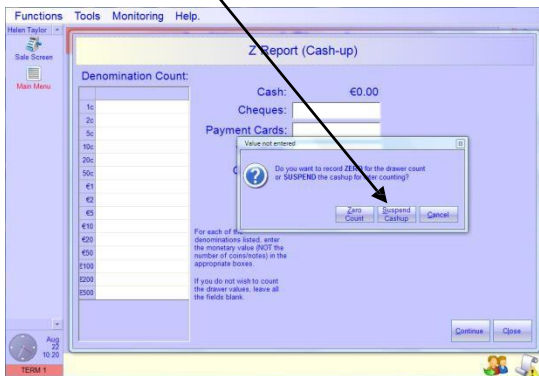
Go to Menu> Auditing and Closedown > Create Z report(Cash up)

Select 'Z Report'



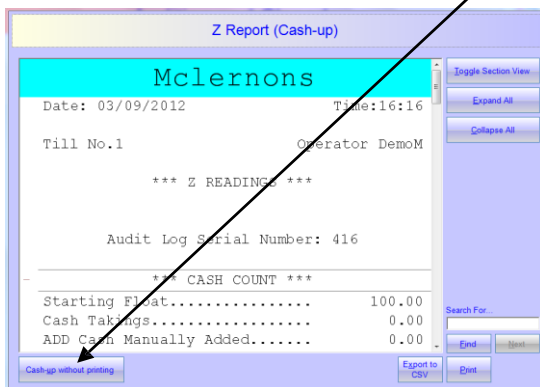
Leave the amounts blank and click 'Continue'

Select 'Suspend Cashup'



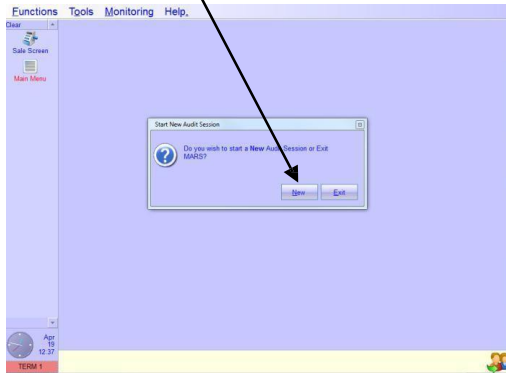
The system may take a few seconds to create the report.

Once the report is created select 'Cashup with printing'



START A NEW AUDIT SESSION OR CLOSE IF IT'S THE END OF DAY

Select 'New' to start a new Audit session these takings will be counted in the next till session.



Swipe your card at the start up screen to open the program as normal

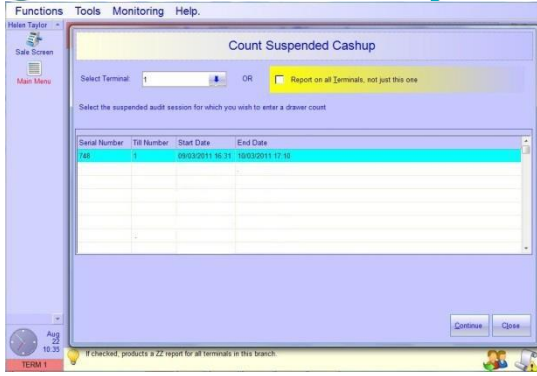
ONCE YOU HAVE COUNTED THE TILL DRAWER

THE AMOUNT NEEDS TO BE ENTERED INTO THE TILL

Select MENU>AUDITING & CLOSEDOWN>COUNT SUSPENDED CASH-UP



Highlight the cash up you want to complete and select 'Continue'

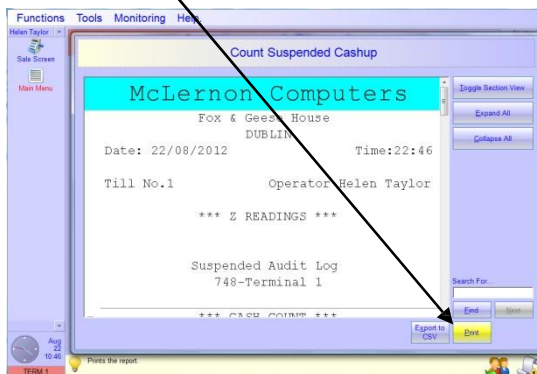


Enter the total amounts counted **CASH, COUPONS, CREDIT CARD PAYMENTS AND CHEQUES**



Then Select 'Continue'

Select 'Print' then print to the 'Receipt Printer'





This till print out will now show a section showing the difference between what you have counted and what was

expected called 'Reconciliation'

*** RECONCILIATION (EXCL VOUCHERS) ***	
Opening Float.....	100.00
Manual Additions.....	10.00
Manual Removals.....	-15.00
= Total Takings (in drawer)...	260.87
Expected Total in Drawer.....	355.87
Actual Total Counted	*Not Counted*
There was a Discrepancy of	*Not Counted*
= Total Takings (in drawer)...	260.87
Cashback to receive.....	10.00
= Total Takings (this log)....	270.87