

# AQUILA

AP21 SIMPLE START: TILL BALANCE DAY & TILL BALANCE END OF DAY

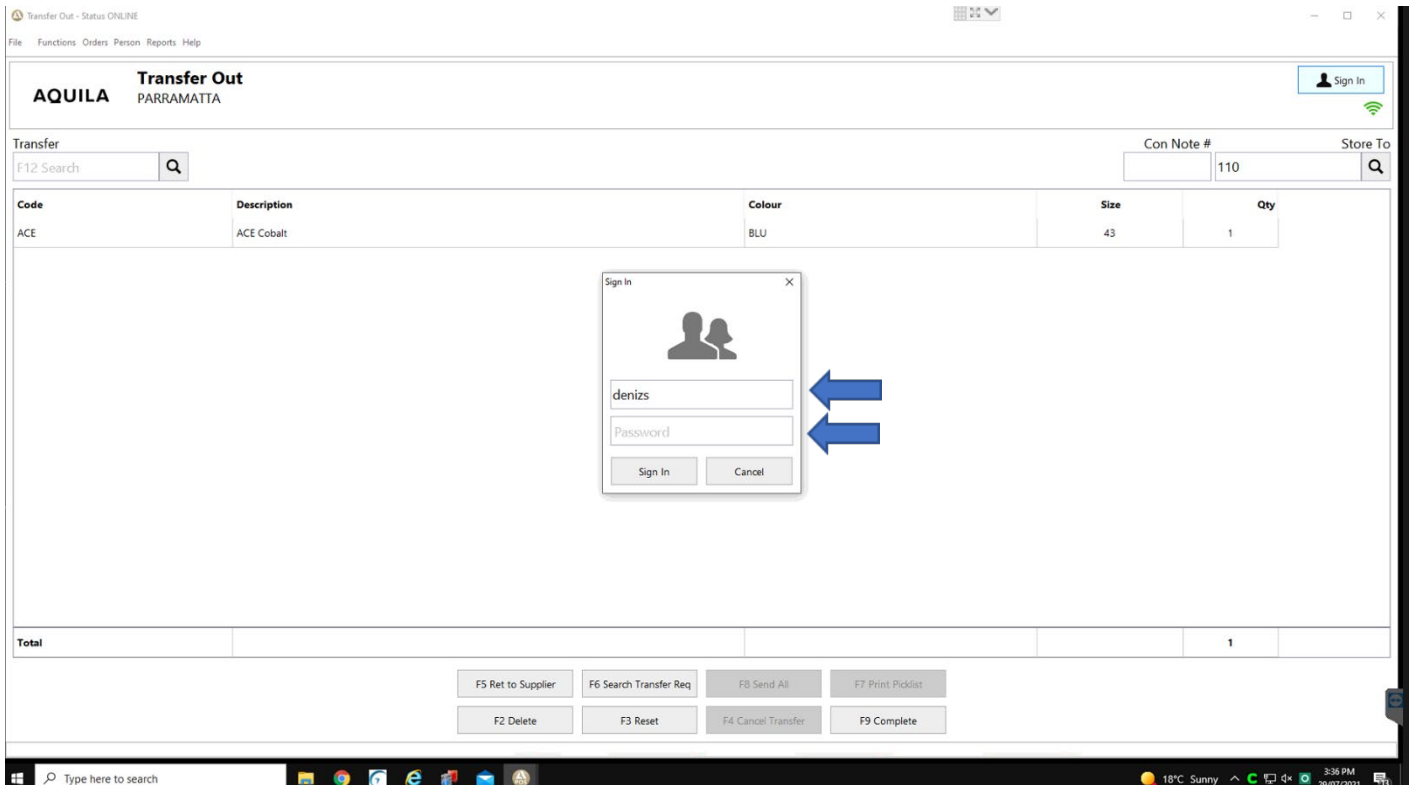
## SIMPLE AP21 START GUIDE:

To login in, you'll need to input **username** and **password**.

**Username:** first name and first letter of your Surname as per screenshot. i.e., DenizS

**Password:** 1234 is your default password. Once applied you will be prompted to generate a new 4-digit pin.

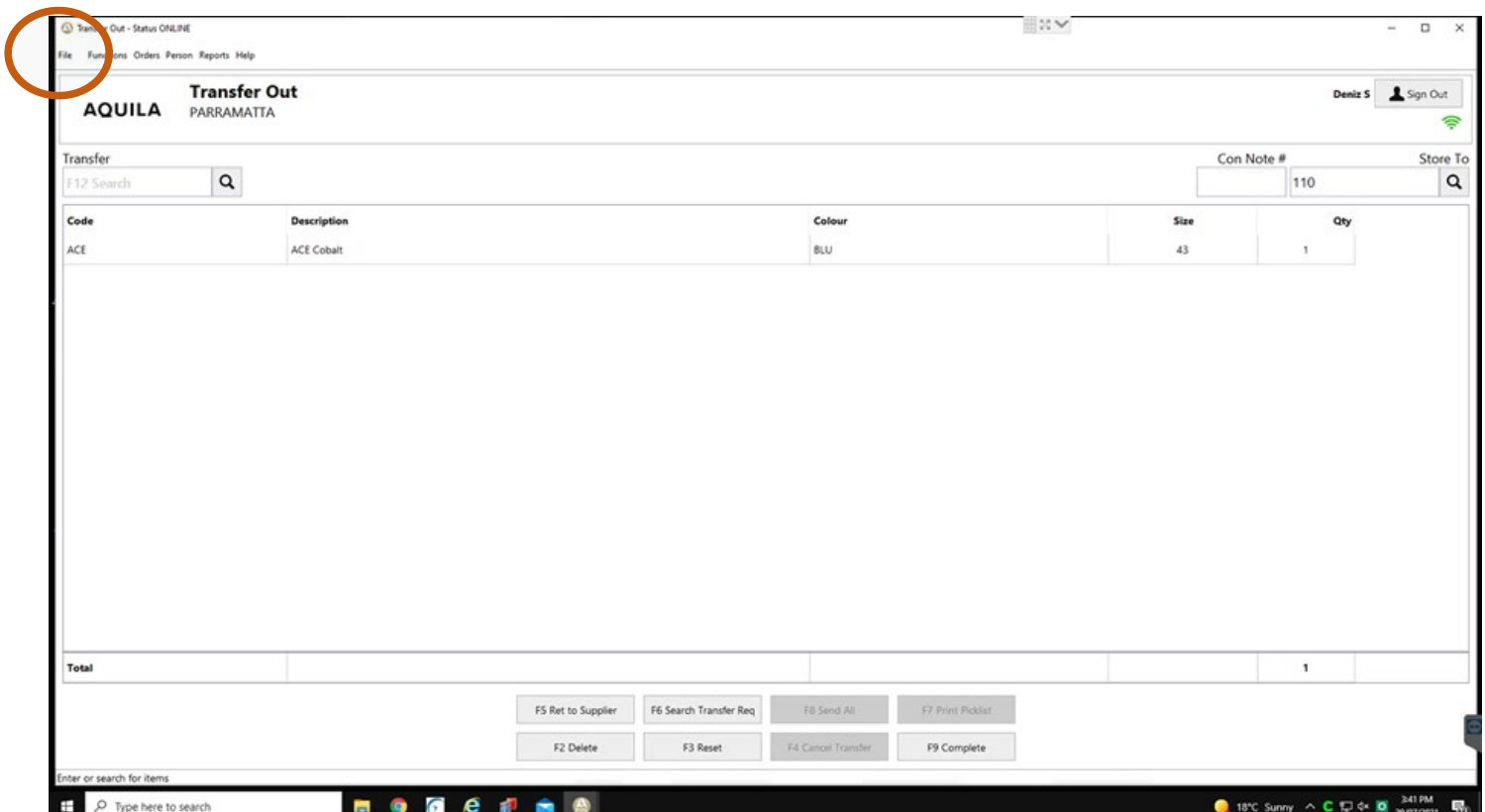
### 1.0



Once you sign in, you must count your till balance/float.

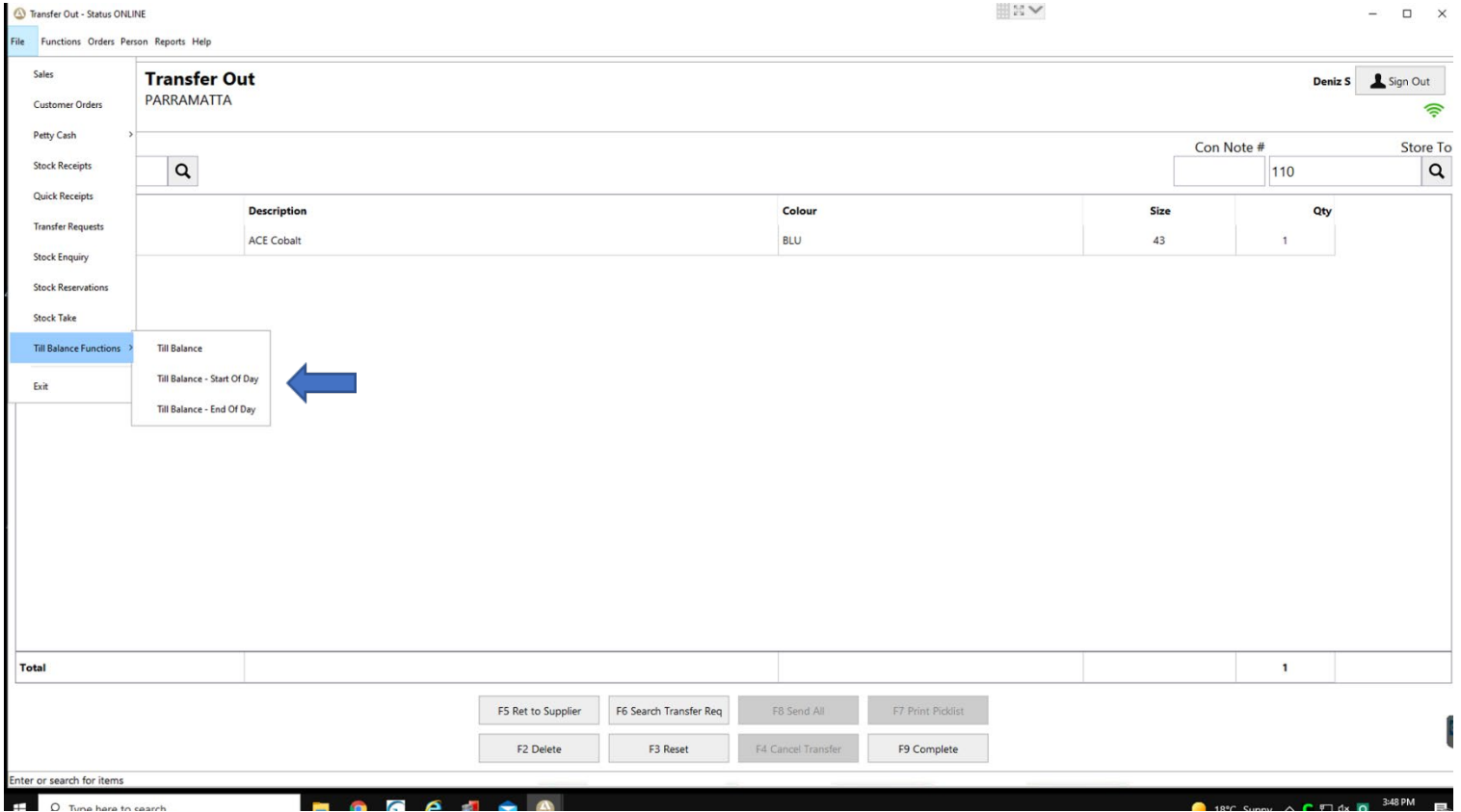
Click "File" in the top right-hand side of the screen and locate 'Till Balance functions'. (Refer to next page for screenshot)

### 1.1



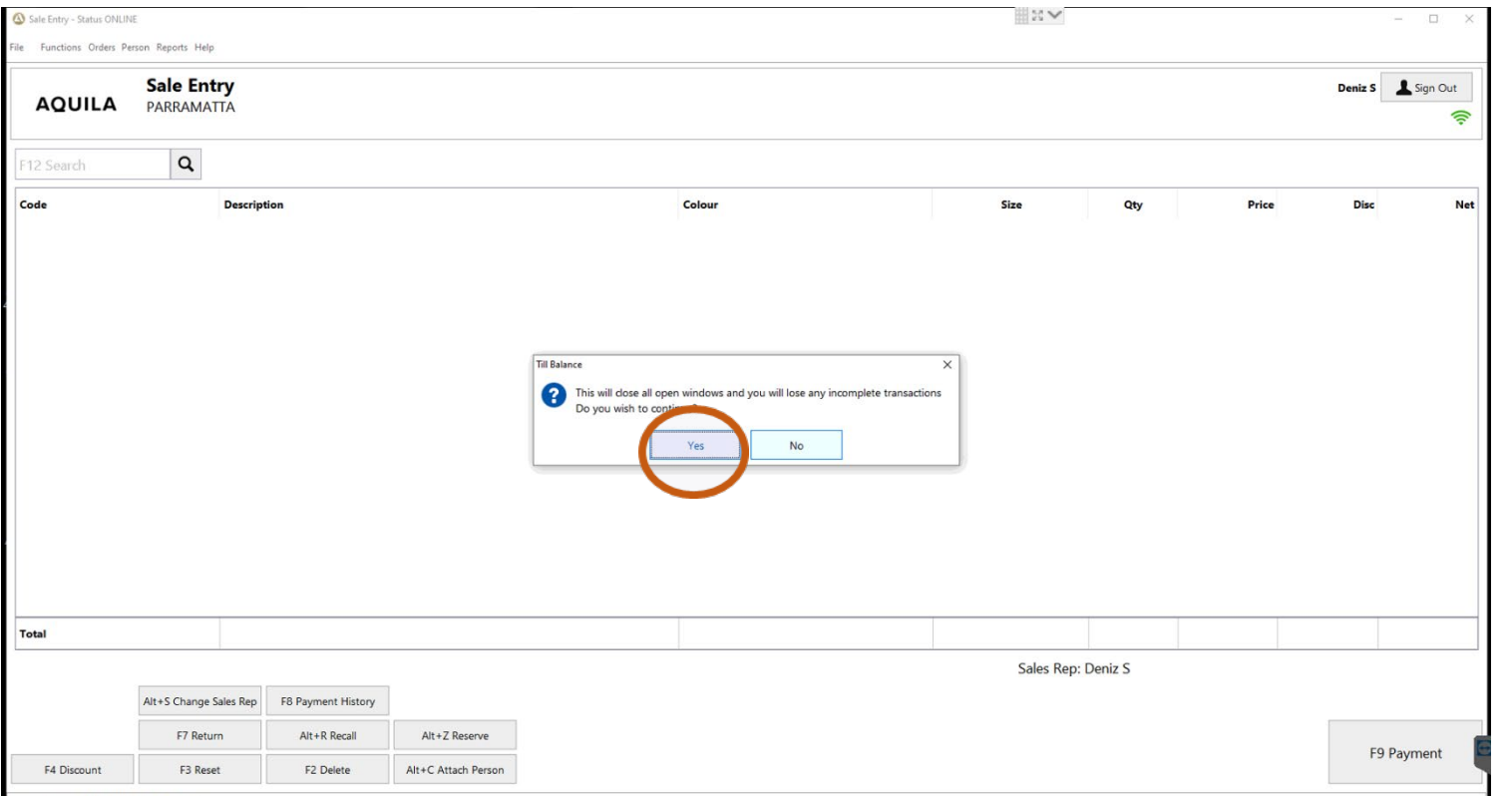
Click, Till Balance – Start of day.

### 1.2



This will prompt a caution message, **click yes**, to continue to process Till Balance – Start Of Day.

### 1.3



Now, you'll be prompted to the screen below.

**Note:** Premium stores till balance should be: \$100

DFO till balance should be: \$150

Click the dollar **\$** icon under **count** to proceed,

### 1.4

**AQUILA** Till Balance - Start Of Day  
PARRAMATTA

Tender	Expected	Counted	Variance	Count
INTEFTPOS				
CASH	100.00		-100.00	
G_Voucher				
Offline EFT/CC				
Offline AMEX				
Account				
<b>Total</b>	<b>100.00</b>		<b>-100.00</b>	

Float: 0.00 [F5 Change Float]  
Cash To Bank: 0.00

[F3 Recount] [F9 Complete]

**All tills must be counted accurately. (Every coin and every note).**

**Populate the accurate cash as per unit, not by dollar amount**

i.e., \$100 with physical notes of \$50 x 2.

➤ Click OK,

### 1.5

**AQUILA** Till Balance - Start Of Day  
PARRAMATTA

Tender	Expected	Counted	Variance	Count
INTEFTPOS				
CASH				
G_Voucher				
Offline EFT/CC				
Offline AMEX				
Account				
<b>Total</b>				

Float: 0.00 [F5 Change Float]  
Cash To Bank: 0.00

**CASH Count**

Denomination	Count
5c	0
10c	0
20c	0
50c	0
\$1	0
\$2	0
\$5	0
\$10	0
\$20	0
\$50	2
\$100	0

Total: 100.00  
Expected: 100.00  
Variance: 0.00

[OK] [Cancel]

- Now, **Expected** cash & **Counted** cash is flash
- Click **'Complete'**

### 1.6

**AQUILA Till Balance - Start Of Day**  
PARRAMATTA

Tender	Expected	Counted	Variance	Count
INTEFTPOS				
CASH	100.00	100.00		
G_Voucher				
Offline EFT/CC				+
Offline AMEX				
Account				
<b>Total</b>	<b>100.00</b>	<b>100.00</b>		

Float:  F5 Change Float

Cash To Bank:

F3 Recount **F9 Complete**

- Click yes, to finalise the process.

### 1.7

**AQUILA Till Balance - Start Of Day**  
PARRAMATTA

Tender	Expected	Counted	Variance	Count
INTEFTPOS				
CASH	100.00	100.00		
G_Voucher				
Offline EFT/CC				+
Offline AMEX				
Account				
<b>Total</b>	<b>100.00</b>	<b>100.00</b>		

Float:  F5 Change Float

Cash To Bank:

F3 Recount **F9 Complete**

Continue? Complete Till Balance?

Yes No

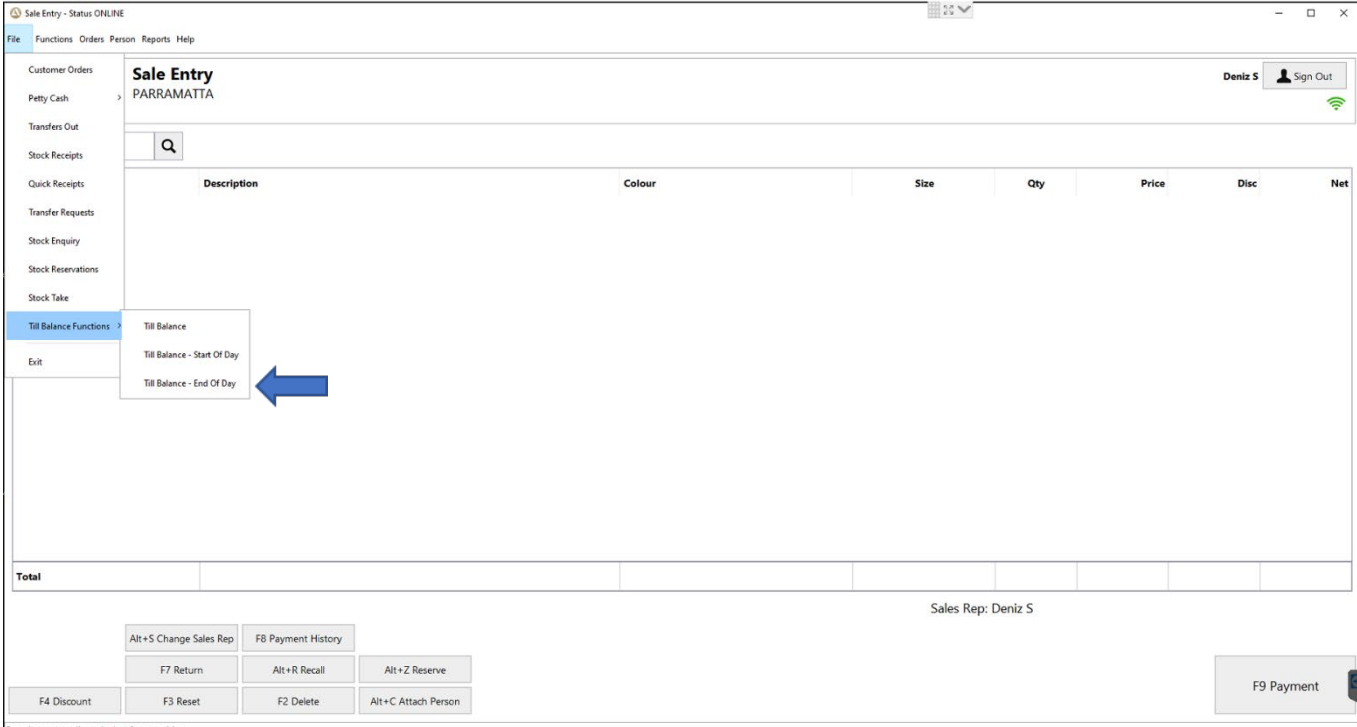
Note: Without completing the **'Till Balance: start of day'**, You will not be able to use your POS or process sales.

# END OF DAY – TILL CLOSE:

To Till Balance – End of day.

- Repeat steps, 1.0 to 1.2 although click, Till Balance – End of Day
- Repeat step 1.3

## 2.0



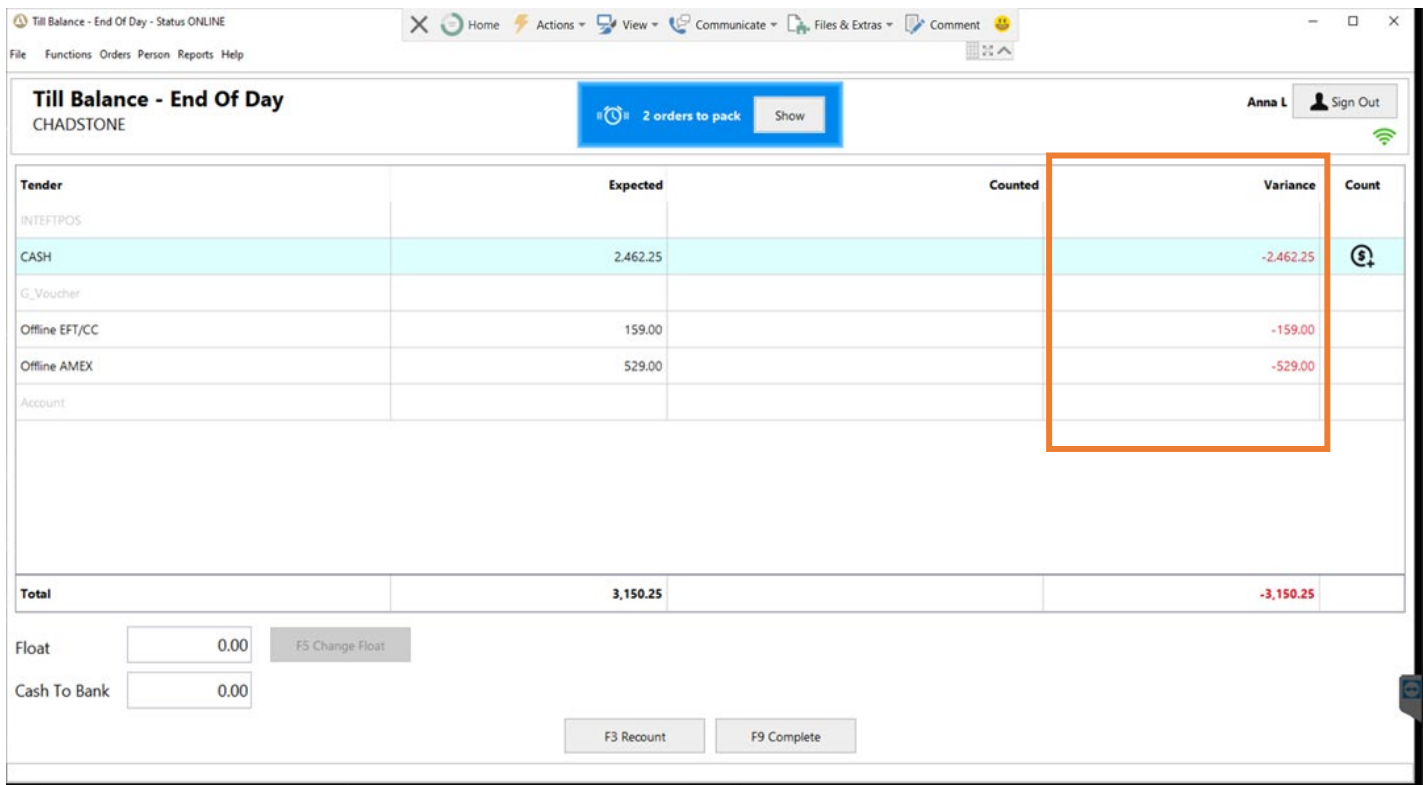
Here, you'll need to populate each individual section.

**CASH**

**EFT/CC**

**AMEX**

Click, each section to populate appropriately.





**AMEX section:**

- Populate according to Expected AMEX recordings. I.e., as per image.
- Once populated, click OK. (2.2)

**Till Balance - End Of Day**  
CHADSTONE

**Offline AMEX Count**

	Amount
1	529.00

Total 529.00  
Expected 529.00  
Variance 0.00

2.2

	Counted	Variance	Count
	2,462.25		
	159.00		
	529.00		⊕
<b>Total</b>	<b>3,150.25</b>		

Float 100.00 F5 Change Float  
Cash To Bank 2,362.25

OK Cancel  
F3 Recount F9 Complete

Now, repeat steps;

**1.6 & 1.7** to finalise Till Balance – End Of Day.

# AQUILA