

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**: <u>first name</u> and <u>first letter of your Surname</u> 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									
Transfer Out - Status ONLI	NE								- 🗆 X
File Functions Orders Pers	on Reports Help								
AQUILA	Transfer O								L Sign In
Transfer							Co	on Note #	Store To
F12 Search	Q							110	Q
Code		Description			Colour		Size	Qty	
ACE		ACE Cobalt			BLU		43	1	
Total				denizs Password Sign In	Cancel				
Iour									
			F5 Ret to Supplier	F6 Search Transfer Req	F8 Send All	F7 Print Picklist			
			F2 Delete	F3 Reset	F4 Cancel Transfer	F9 Complete			
				-					
P Type here to s	search	🛤 🌖 👩 🤅	i 🌮 📄 🚷				0	18°C Sunny ^ C 및 여	(× 3:36 PM 29/07/2021

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

	ansfer Out RRAMATTA						Deniz S	Sign Out
Transfer						Cont	Note #	Store
F12 Search	Q					Cont	110	Ston
Code	Description			Colour		Size	Qty	
ACE	ACE Cobalt			BLU		43	1	
Total							1	
Total		FS Ret to Supplier	F6 Search Transfer Req	F& Send All	F7 Print Piddlet		1	

1.2

	ransfer Out - Status ONLIN Functions Orders Pers							××			- 🗆 ×
	Sales Customer Orders	Transfer Ou PARRAMATTA	t							Deniz S	L Sign Out
)	Petty Cash > Stock Receipts	Q						[Con Note #		Store To
	Quick Receipts Transfer Requests Stock Enquiry		Description ACE Cobalt			Colour BLU		Size 43	1	Qty	
1	Stock Reservations Stock Take										
	Till Balance Functions >	Till Balance Till Balance - Start Of D Till Balance - End Of D									
	L										
То	tal								1		
				F5 Ret to Supplier	F6 Search Transfer Req	F8 Send All	F7 Print Picklist				
				F2 Delete	F3 Reset	F4 Cancel Transfer	F9 Complete				
Enter	or search for items										
-	O Tune here to a	earch		é 📲 🗢 🔼					18℃ Suppy A	n 🗆 dx 🛛	o 3:48 PM 📃

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

1.3

Sale Entry - Status ONLI File Functions Orders P						27				- 🗆 X
AQUILA	Sale Entry PARRAMATTA								Deniz S	L Sign Out
F12 Search	Q									
Code	Descrip	tion			Colour	Size	Qty	Price	Disc	Net
Total				Till Balance This will close all oper Do you wish to control This will close all operative Do you wish to control This will close all operative This will close all operat	n windows and you will lose any incomplete transacti Yes No	×				
						Sales Rep:	Deniz S			
F4 Discount	Alt+S Change Sales Rep F7 Return F3 Reset	F8 Payment History Alt+R Recall F2 Delete	Alt+Z Reserve			Juies Rep.	00112.0		F9	Payment
Fear items to call or deal		TE Delete	And C Patalon resolution							

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 <u>\$</u> icon under **count to proceed**,

1.4				
Functions Orders Pe				>
AQUILA	Till Balance - Start Of Day PARRAMATTA			Deniz S 🛓 Sign Out
ſender		Expected	Counted	Variance Count
CASH		100.00		-100.00
5_Voucher				
Offline EFT/CC				
Offline AMEX				
otal		100.00		-100.00
oat	0.00 F5 Change Float			
oat ash To Bank	0.00 F5 Change Float			
		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

Till Balance - Start Of Day - Status ONLINE
 File Functions Orders Person Reports Help

AQUILA	Till Balance - Start Of Day PARRAMATTA		
		🔕 CASH Count	×
Tender		Denomination	n Count
INTEFTPOS			- o
CASH		100	. 0
G_Voucher		200	. 0
Offline EFT/CC		500	. 0
Offline AMEX		\$1	0
Account		\$2	0
		\$5	0
		\$10	0
		\$20	0
		\$50	2
		\$100	
			Total 100.00
			Expected 100.00
			Variance 0.00
Total		ОК	Cancel
loat	0.00 F5 Change Float		
Cash To Bank	0.00		

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

1.6

3 Till Balance - Start Of Day - Status ONLINE		-> 25	(— ,) (
le Functions Orders Person Reports Help				
Till Balance - Start Of Day AQUILA PARRAMATTA			Deniz S 💄 Sigr	n Out
Tender	Expected	Counted	Variance	Count
INTEFTPOS				
CASH	100.00	100.00		
G_Voucher		,		
Offline EFT/CC				(
Offline AMEX				
Account				
Total	100.00	100.00		
Float 100.00 F5 Change Float				
Cash To Bank 0.00		\frown		
	F3 Recount	F9 Complete		

> Click yes, to finalise the process.

1.7

(3) Till Balance - Start Of Day - File Functions Orders Perso					- O X
AQUILA	Till Balance - Start Of Day PARRAMATTA			Deniz S	Sign Out
Tender		Expected	Counted	Variance	Count
CASH		100.00	100.00		
G_Voucher					
Offline EFT/CC					٩
Offline AMEX					
		Continue?	te all Balance?		
Total		100.00	100.00		
Float Cash To Bank	100.00 F5 Change Float 0.00	F3 Recount	F9 Complete		

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

Functions Orders Pr Customer Orders Petty Cash Transfers Out	Sale Entry PARRAMATTA											
Transfers Out		ARRAMATTA									Sign C	Dut
	Q											
Stock Receipts	-											_
Quick Receipts	Descript	ion			Colour		Size	Qty	Price	e Disc		Ne
Transfer Requests												
Stock Enquiry												
Stock Reservations												
Stock Take												
Till Balance Functions	> Till Balance											
Exit	Till Balance - Start Of Day											
	Till Balance - End Of Day											
Total												
							Sales Rep:	Deniz S				
	Alt+S Change Sales Rep	F8 Payment History										
	F7 Return	Alt+R Recall	Alt+Z Reserve								9 Payment	

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

CASH

EFT/CC

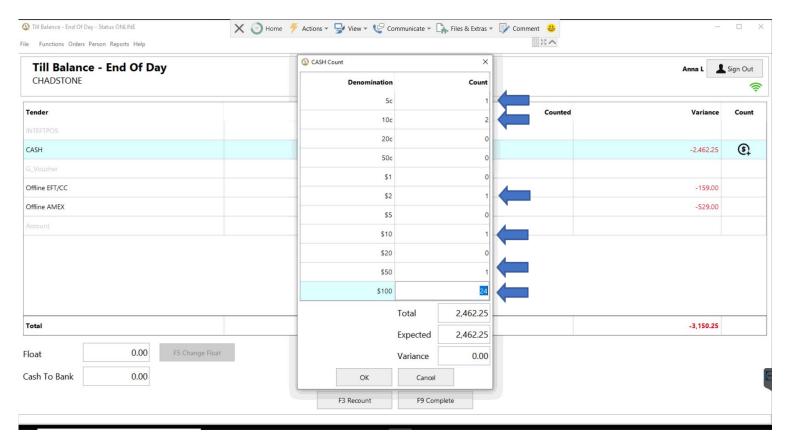
AMEX

Click, each section to populate appropriately.

Till Dalaman Fad Of David					
Till Balance - End Of Day CHADSTONE	II 💓 II 2 orders to pack Show		Anna L 💄 Sign Out		
ender	Expected	Counted	Variance Count		
CASH	2.462.25		-2.462.25		
5_Voucher					
Offline EFT/CC	159.00		-159.00		
Offline AMEX	529.00		-529.00		
Total	3,150.25		-3,150.25		
	3,150.25		-3,150.25		
Total Ioat 0.00 F5 Change Float	3,150.25		-3,150.25		
	3,150.25		-3,150.25		

CASH section:

> Populate according to physical cash units. I.e., as per image.



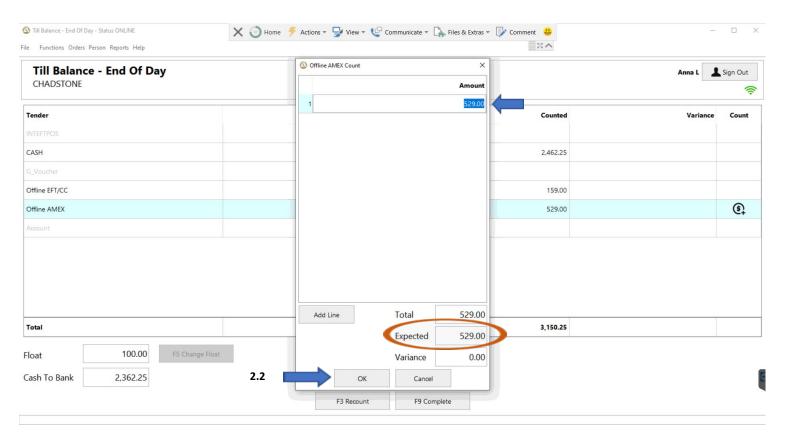
EFT/CC Section:

- > Populate according to **Expected** EFT/CC recordings. I.e., as per image.
- Once populated, click OK. (2.1)

Till Balance - End Of Day	(Offline EFT/CC Count		×		Anna L	Sign Out
CHADSTONE			Amount			Jigh Out
Tender	1		159	Counted	Variance	Count
INTEFTPOS						
CASH					-2,462.25	
G_Voucher						
Offline EFT/CC					-159.00	ঞ
Offline AMEX					-529.00	
	Add Line	Total	0.00			
Total		Expected	159.00		-3,150.25	
Float 0.00 F5 Change Float		Variance	-159.00			
	2.1 ок	Cancel				

AMEX section:

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



Now, repeat steps;

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

AQUILA