

## Cashing Up Procedure

1. Print off the **End of Day Report** and **Z Totals Report** from the PDQ Machine
2. **2 Person Process** - On the **End of Day Report** get the tips figure (if any) and take this amount of money from the till and put it into the tips bowl.
3. **2 Person Process** – Count the float and put this to one side.
4. **2 Person Process** – Count the remaining money in full view of the camera. Notes should be counted 1 by 1. Write the total cash figure onto the cashing up bag. Put the money into the cashing up bag and seal shut. Both parties sign the bag to confirm the contents.  
***Note – any shortfall of money in the bag is the responsibility of the 2 people signing.***
5. On the main till screen go into **OPTIONS > TILL-CASHING UP**
6. You will be prompted to enter your login again. This will ensure we capture the correct person cashing up.  
***Note - only Level 2 and above users can cash up***

7. You will be presented with the following **PDQ Details** screen.

THE CHINESE BUFFET CashingUpTILL PDQ Details THE CHINESE

PDQ Card Sales 0.00

PDQ Card Tips 0.00

Till Card Sales £1000.00

Difference £1000.00

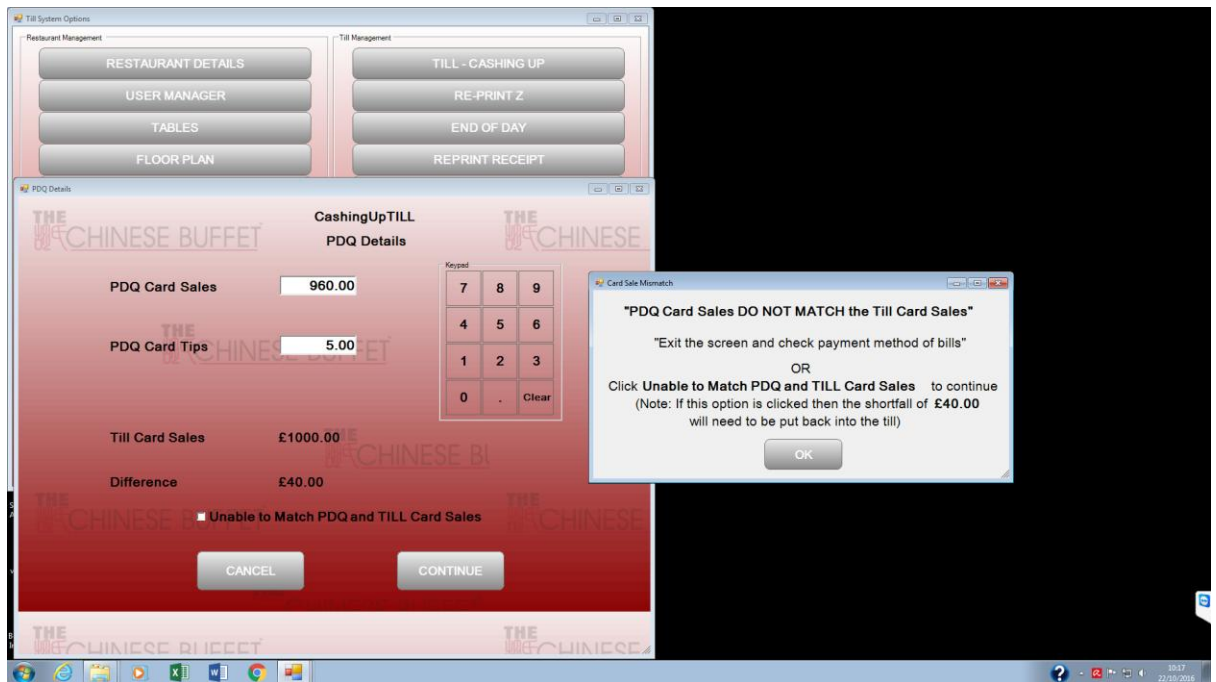
Unable to Match PDQ and TILL Card Sales

CANCEL CONTINUE

Keypad

7	8	9
4	5	6
1	2	3
0	.	Clear

8. On you **End of Day Report** get the **PDQ Card Sales** value and **PDQ Card Tips** value and enter this into the screen and then click **CONTINUE**



- If the **PDQ Card Sales** value you have entered (this is case £960) is less than what the till is expecting (£1000) you will get the message above.

You are advised to exit the Cashing Up routine (by clicking **CANCEL**) and check the payment method of all bills to find which bill(s) have been posted with the wrong payment method.

**Note – DO NOT take random bill and change the payment method to get the till to balance. All bills MUST be flagged with the correct payment method.**

If you are unable to identify which bill(s) that have been posted with the wrong payment method you will need to tick **Unable to Match PDQ and TILL Card Sales** to continue. **However you will need to put the money back into the till to make up this shortfall – In the example above this will be £40.00**

**Note – in the example above the tips of £5.00 is NOT part of the PDQ Card Sales. PDQ Card Sales and PDQ Tips are entered in separately.**

You will now be presented with the following **Cash Details** screen.

**CashingUpTILL**  
**Cash Details**

Money to be TAKEN OUT of the TILL for card tips - £0.00  
Money to be PUT INTO the TILL for missing PDQ Payments - £40.00

£ 50	<input type="text" value="0"/>	50 p	<input type="text" value="0"/>
£ 20	<input type="text" value="0"/>	20 p	<input type="text" value="0"/>
£ 10	<input type="text" value="0"/>	10 p	<input type="text" value="0"/>
£ 5	<input type="text" value="0"/>	5 p	<input type="text" value="0"/>
£ 2	<input type="text" value="0"/>	2 p	<input type="text" value="0"/>
£ 1	<input type="text" value="0"/>	1 p	<input type="text" value="0"/>

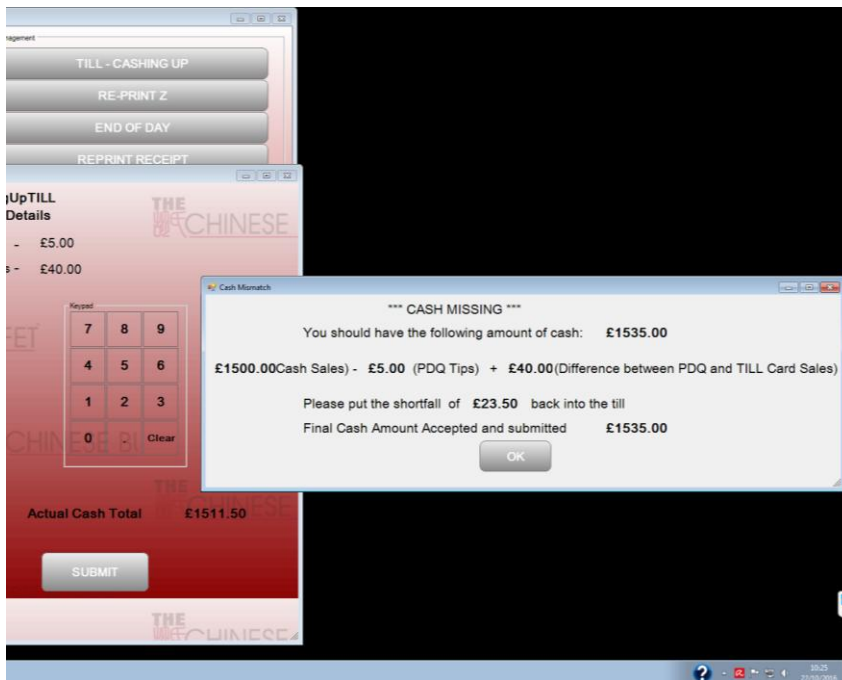
Withdraw Cash  Actual Cash Total £0.00

Keypad

7	8	9
4	5	6
1	2	3
0	.	Clear

10. Enter the **TOTAL** Cash and click **SUBMIT**.

The Total Cash is the cash you have bagged up already plus any shortfalls in Card Sales – In this case £40.00



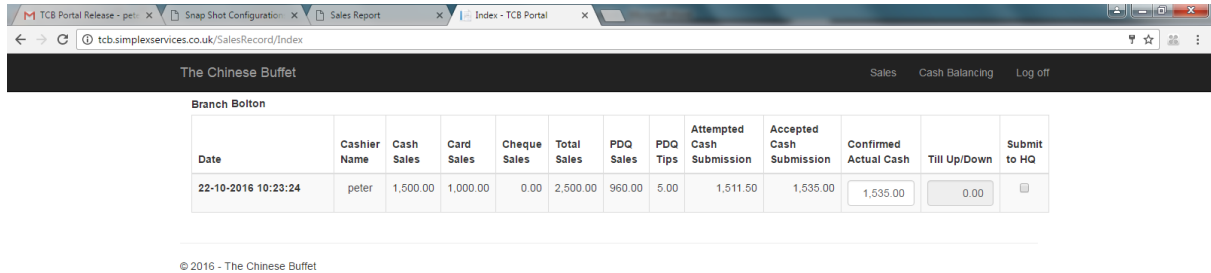
11. If the **Actual Cash Total** you are trying to submit is less than the cash total the till is expecting you will get the above message. In this pop up box you will get a breakdown of what the actual cash total should be. You will need to make up any shortfall in cash. In the above example you will need to make up the shortfall of £23.50 from the cash sales.

***Note – If you attempt to submit a total that is less than what is expected the system will record the total you have attempted to submit.***

12. Put the £40 shortfall from the card sales plus £23.50 shortfall from the cash sales into another bag, seal, write on the total and sign. Hand this bag and the original bag to the duty manager.

## Web Portal

1. Log into <http://tcb.simplexservices.co.uk/SalesRecord/Index> using your issued username and password.
2. Once you log in you will be presented with the following **Sales** screen



The screenshot shows a web browser window with the URL [tcb.simplexservices.co.uk/SalesRecord/Index](http://tcb.simplexservices.co.uk/SalesRecord/Index). The page title is "The Chinese Buffet" and it includes navigation links for "Sales", "Cash Balancing", and "Log off". The main content area displays a table for "Branch Bolton" with the following data:

Date	Cashier Name	Cash Sales	Card Sales	Cheque Sales	Total Sales	PDQ Sales	PDQ Tips	Attempted Cash Submission	Accepted Cash Submission	Confirmed Actual Cash	Till Up/Down	Submit to HQ
22-10-2016 10:23:24	peter	1,500.00	1,000.00	0.00	2,500.00	960.00	5.00	1,511.50	1,535.00	1,535.00	0.00	<input type="button" value="Submit"/>

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3. Open up the cashing up bag and check the money. You should have £1535 in total (£1524.40 cash and a £10.40 receipt). If you are happy that the total amount you have matches what's on the screen you click **Submit to HQ**. If not, you can change the **Confirmed Actual Cash** value.

***Note – Your Confirmed Actual Cash cannot be less than what the till was expecting for that day***

- Once you have **Submit to HQ** this record will disappear off your **Sales** screen. A record will be added onto you **Cash Balancing screen** as below (click Cash Balancing to view).

The Chinese Buffet Sales Cash Balancing Log off

Branch Bolton

		Cash Onsite		1,535.00
Date	Description	In	Out	
22-10-2016	Actual Cash-22-10-2016 10:23:24	1,535.00	0.00	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #4CAF50; color: white; border: none; padding: 2px 5px;" type="button" value="+"/>

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- Within the **Cash Balancing** screen you can now add in the withdraw cash receipt of £10.50. All cash expenses should be recorded in this screen

The Chinese Buffet Sales Cash Balancing Log off

Branch Bolton

		Cash Onsite		1,524.50
Date	Description	In	Out	
22-10-2016	Actual Cash-22-10-2016 10:23:24	1,535.00	0.00	
22-10-2016	Asda	0.00	10.50	<input style="background-color: #2196F3; color: white; border: none; padding: 2px 5px;" type="button" value="edit"/> <input style="background-color: #F44336; color: white; border: none; padding: 2px 5px;" type="button" value="delete"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="background-color: #4CAF50; color: white; border: none; padding: 2px 5px;" type="button" value="+"/>

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