LOGIVISION

L-BOSS

CASHIER & SAFE BALANCING

Printed in Canada.

About the application

Logivision is a corporation specialized in the development of software for the retail industry with a particular focus on operation systems for front-end terminals. Innovative and always at the forefront of new technological developments, Logivision is committed to improving the service and products we provide to our customers.

Module overview

The back-end pickup option is fed by transactions done on the POS or on the back office menu. The Pickup module allows you to record loans, pickups and post declared amounts for specific cashiers. The safe balancing program is useful to track changes to the funds contained within the office safe. It carries an opening balance, allows withdrawals and deposits and monitors the loans and pickups made to cashiers. The end-of-period declaration produces an over-short variance that is visible on store financial reports.

Installing the option

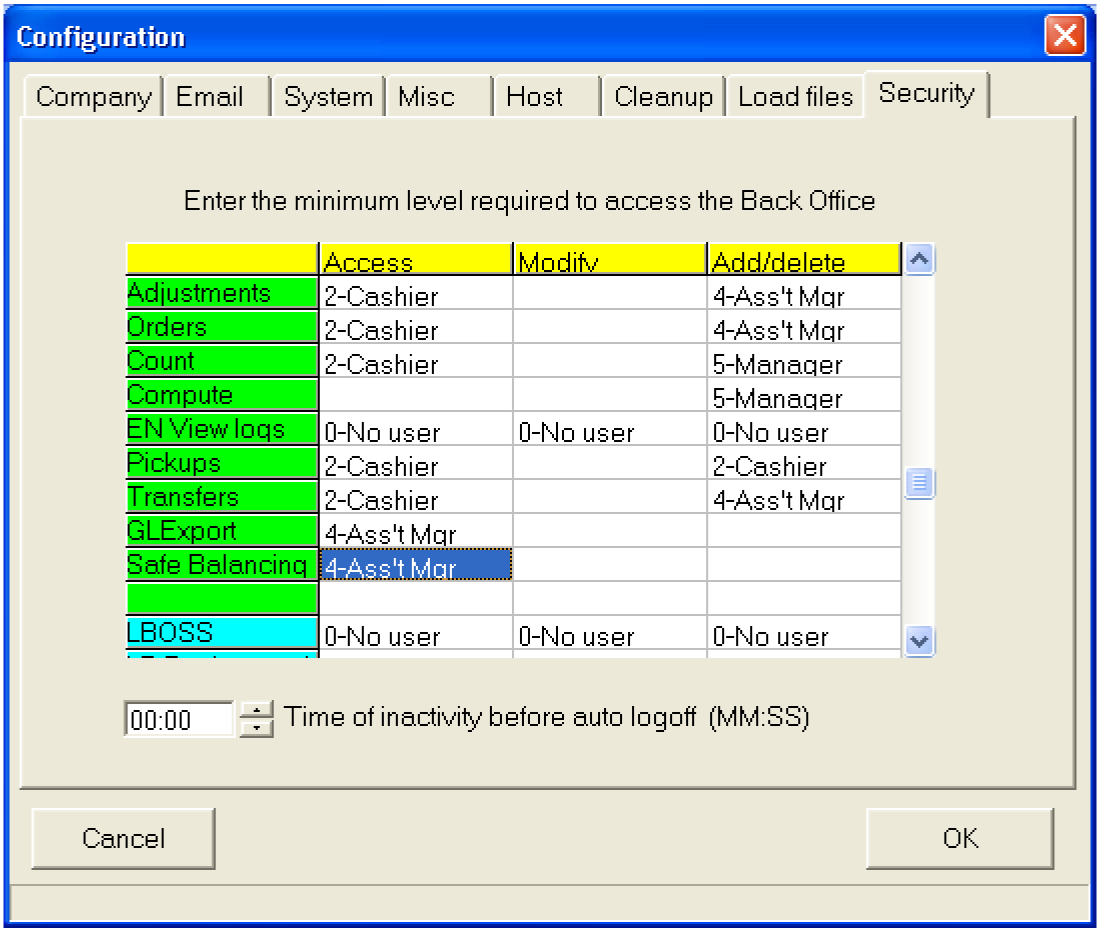
The back-end pickup module is included with the Entry module. The default L-BOSS installation creates the menu options to use the Pickup module and the Safe balancing option. This manual explains how to use the pickup function on both the back-end or on the POS. Entering a pickup or loan on the POS terminal may require changes to your POS keyboard or to the touch screen layout. It is not the purpose of this manual to explain how to create the pickup or loan buttons on the POS. Refer to the Pos Set-up help guide for that type of information or consult your dealer.

License required

This option requires activation on the license key. Verify with your dealer to know if you have purchased this option. The option called pickup also allows access to the safe balancing program.

Security settings

Security is set through the L-BOSS configuration menu, from the security tab. There are separate security settings for pickup and safe balancing.



Set the user level required to use the program.

Balancing type

Several balancing types are available: cashier balancing, terminal balancing or drawer balancing. The system cannot use more than one balancing method in the same store. So you need to evaluate the set-up options to make the correct choice for your installation.

Cashier balancing

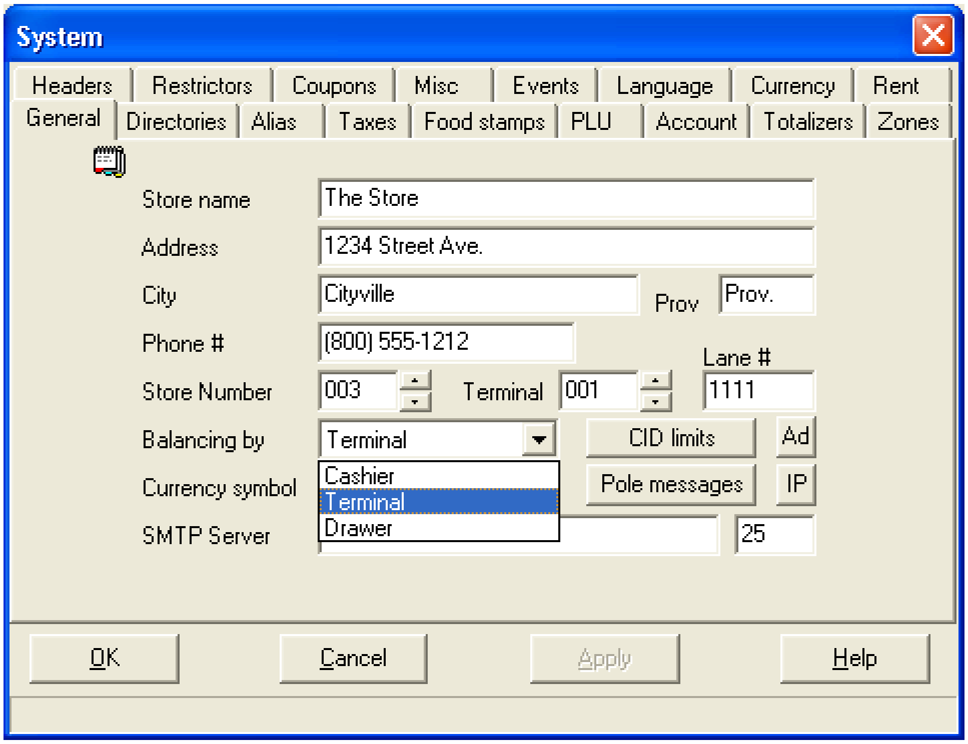
L-POS will track the drawer related information by cashier. Cashier balancing is the default method so no set-up changes are required.

Terminal balancing

Use this option to track drawer related totals by terminal. This means that the loans, pickups, declares, in drawer and over/short information will be tracked for each terminal but not for individual cashiers.

Selecting the terminal balancing option

The Terminal balancing option is selected from PosSetup | System | General tab | Balancing by field. This is a one-time set-up that **MUST** be executed at the POS station. The information is recorded into a file stored locally on the POS terminal. Although PosSetup can be executed from the back-office menu the required settings will not be sent to the POS terminal.



1- Select **Terminal** from the pull-down list in the **Balancing by** field.
2- The system already shows the ***Store number***, ***terminal*** number and may or may not display a ***Lane #***. You must set the ***Lane #*** to match the virtual cashier number you created in operator maintenance.
3- This change **MUST** be made directly on the POS terminal. The setting is not available from the back-end.

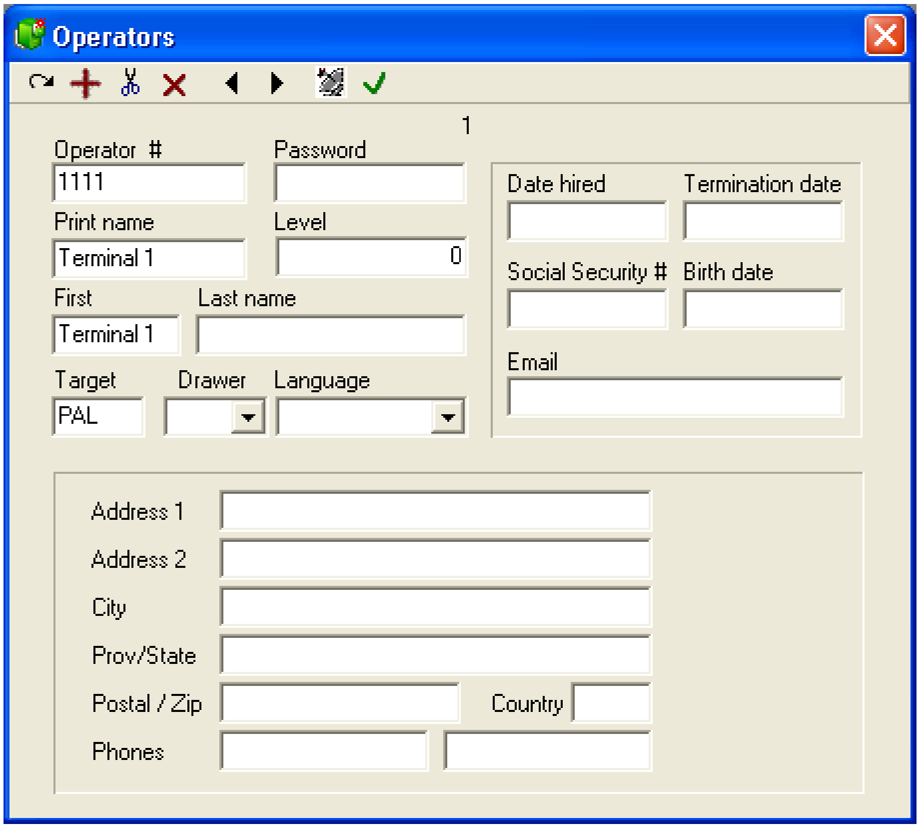
Once you have completed the changes and sent the virtual cashier records to the POS you are ready to begin balancing by terminal. Sign on using the normal method by entering the operator number and password for the operator working on the terminal.

If you see the error “Balancing terminal/drawer number not found” it means the number you entered in the **Lane #** field does not match with any of the virtual cashier records, or the virtual cashier records were not sent to the POS terminals (use the task “Deploy all changes”.)

If you see the error “Balancing terminal/drawer number must have a level of 0” it means the number you entered in the **Lane #** field is not using security level 0. Modify the level number field for each of the virtual cashier records you created and deploy the changes to the POS terminals.

Create virtual cashiers for terminal balancing

When you select balancing by terminal you will need to create several ***virtual*** cashiers. L-POS uses these ***virtual*** cashiers to record the balancing totals for all transactions done on the particular terminal. The cashiers are added to the system under the L-BOSS | Maintenance | Register | Operators menu:



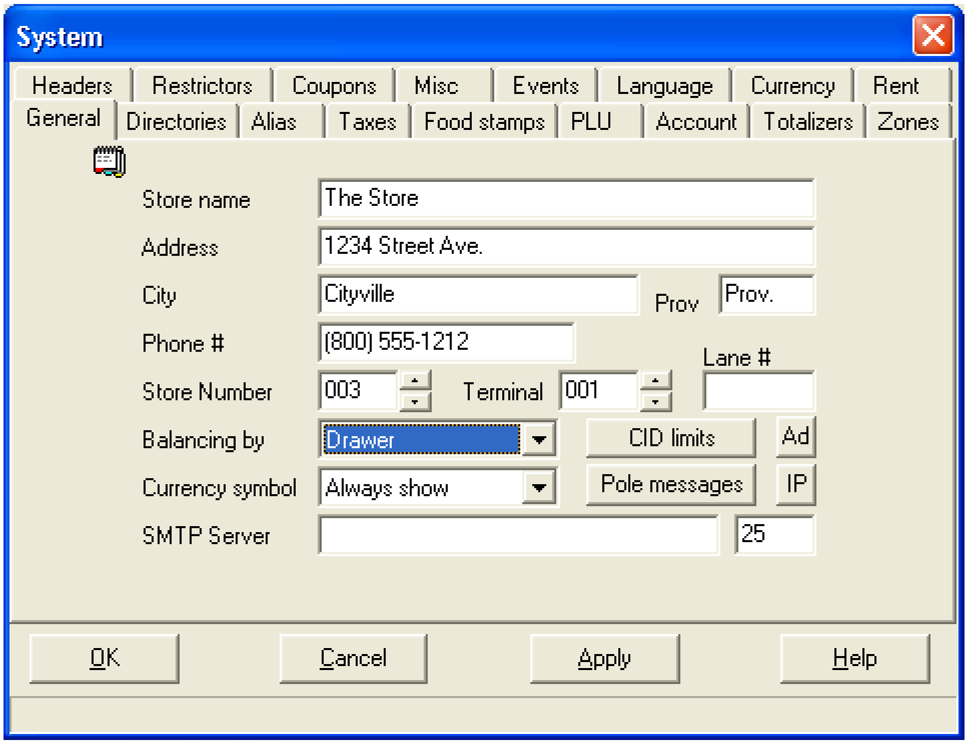
1. Use the  icon from the tool-bar. You must create one ***virtual*** cashier record per terminal. So if you have 4 terminals you will need to create 4 extra cashier records. We recommend using operator numbers 1111, 2222, 3333 etc. This is not compulsory. These numbers cannot be used as cashier id numbers for other operators.
2. Do not set any password for these operator records.
3. The print name and first name should say Terminal 1 for L-POS lane 1.
4. You **must** set the ***Level*** field to 0 (zero.)
5. The other fields are not used so they do not need to be entered.

Drawer balancing

Use this option to track drawer related totals by drawer. This means that the loans, pickups, declares, in drawer and over/short information will be tracked for each drawer but not for individual cashiers. This option is sometimes required when cashiers need to be balanced more than once per day with separate totals, as in the case of split shifts. Drawer balancing is not related to using a dual cash drawer system. The dual cash drawer system is used with the normal cashier balancing system. The drawer balancing option will prompt the operator who signs on to enter a ***drawer number***. This number is assigned to the physical tray the operator was given for the current shift. These drawer numbers need to be created in L-BOSS operator maintenance.

Selecting the drawer balancing option

The Drawer balancing option is selected from PosSetup | System | General tab | Balancing by field. This is a one-time set-up that **MUST** be executed at the POS station. The information is recorded into a file stored locally on the POS terminal. Although PosSetup can be executed from the back-office menu the required settings will not be sent to the POS terminal.



1- Select **Drawer** from the pull-down list in the **Balancing by** field.
2- This change **MUST** be made directly on the POS terminal. The setting is not available from the back-end.

Once you have completed the changes and sent the virtual cashier records to the POS you are ready to begin balancing by drawer. Sign on using the normal method by entering the operator number and password for the operator working on the terminal. Now you will be prompted to enter the "drawer" number the cashier is using. This is the number you have assigned to the cash drawer insert tray given to the operator for the current shift.

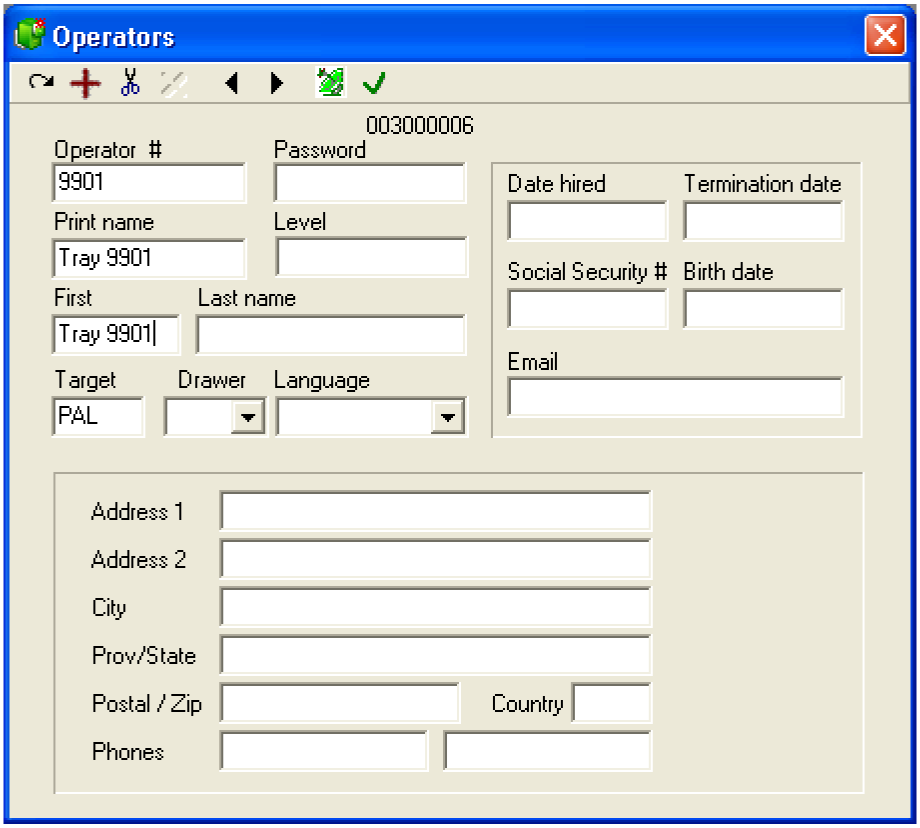
If you see the error "Balancing terminal/drawer number not found" it means the "drawer number" you entered does not match with any of the virtual cashier records, or the virtual cashier records were not sent to the POS terminals (use the task "Deploy all changes".)

If you see the error "Balancing terminal/drawer number must have a level of 0" it means the drawer number you entered is not using security level 0. Modify the level number field for each of the virtual cashier records you created and deploy the changes to the POS terminals.

Note: The interface to the TEC Electronic Cash Registers only supports Cashier balancing.

Create virtual cashiers for drawer balancing

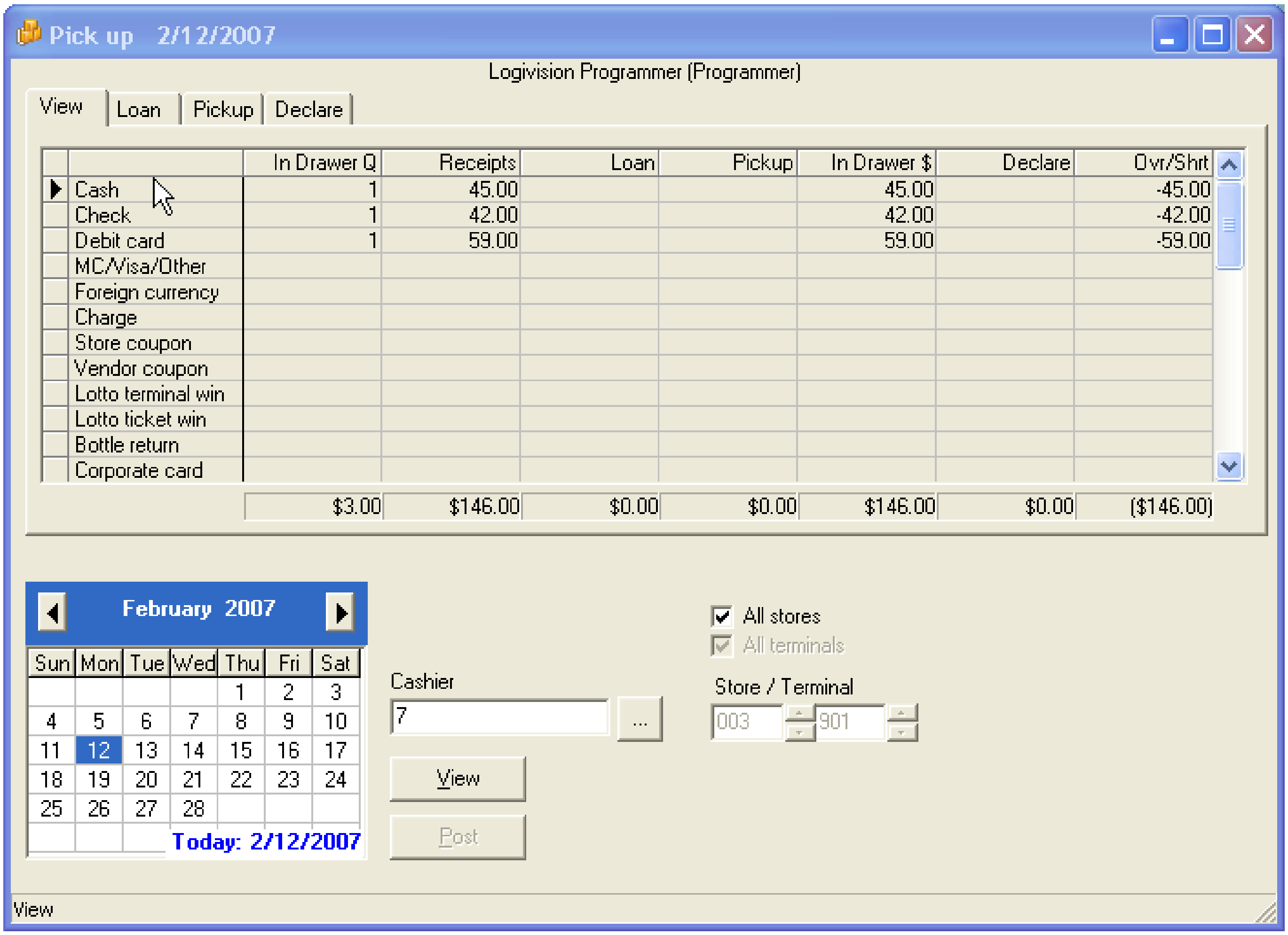
When you select balancing by drawer you will need to create several ***virtual*** cashiers. L-POS uses these ***virtual*** cashiers to record the balancing totals for all transactions done with the particular drawer (or cash drawer tray insert.) The cashiers are added to the system under the L-BOSS | Maintenance | Register | Operators menu:



6. Use the  icon from the tool-bar. You must create one ***virtual*** cashier record per cash drawer tray insert. So if you have 20 tray inserts you will need to create 20 extra cashier records. We recommend using operator numbers that fall outside the normal range of operators. This is not compulsory. These numbers cannot be used as cashier id numbers for other operators.
7. Do not set any password for these operator records.
8. The print name and first name should say Tray 9901 if you have labeled the tray 9901.
9. You **must** set the ***Level*** field to 0 (zero.)
10. The other fields are not used so they do not need to be entered.

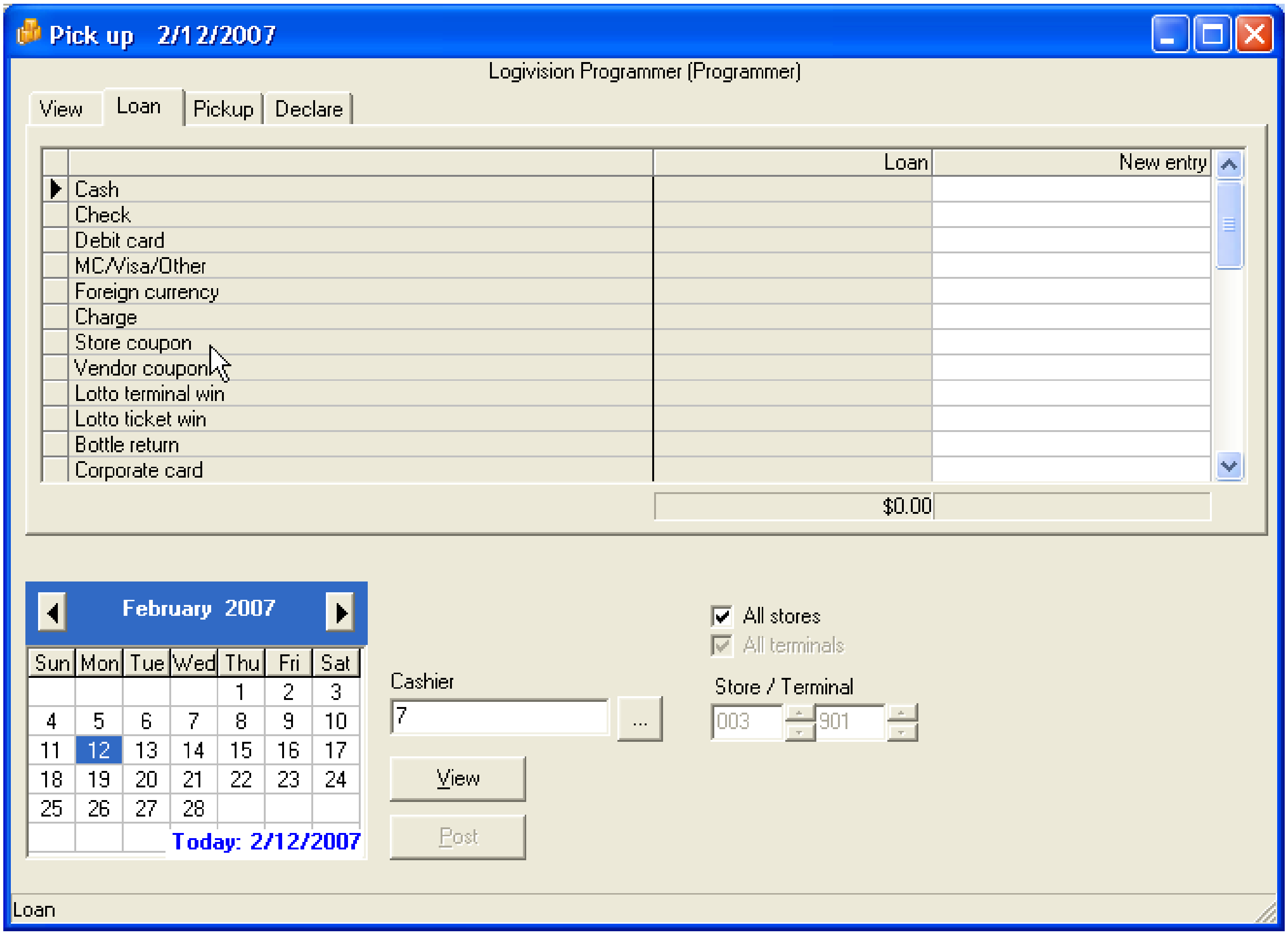
Entering back-end pickups & loans

Use this option to perform pickups and loans from the "back end", that is to say from an L-BOSS station. Entries made here are used to compile the financial information used and viewed in the reports, such as end of day, financial and cashier reports.



Select "Pick up" from the Entry application's "Module" menu to access the Pickup module. The pickup, loan and declare screen will appear. A sample screen shot is displayed above. The screen has several tabs. The default **View** tab displays information that has already been entered. These amounts cannot be edited by the user. The **Loan**, **Pickup**, and **Declare** tabs are where the operator makes new entries.

Loans

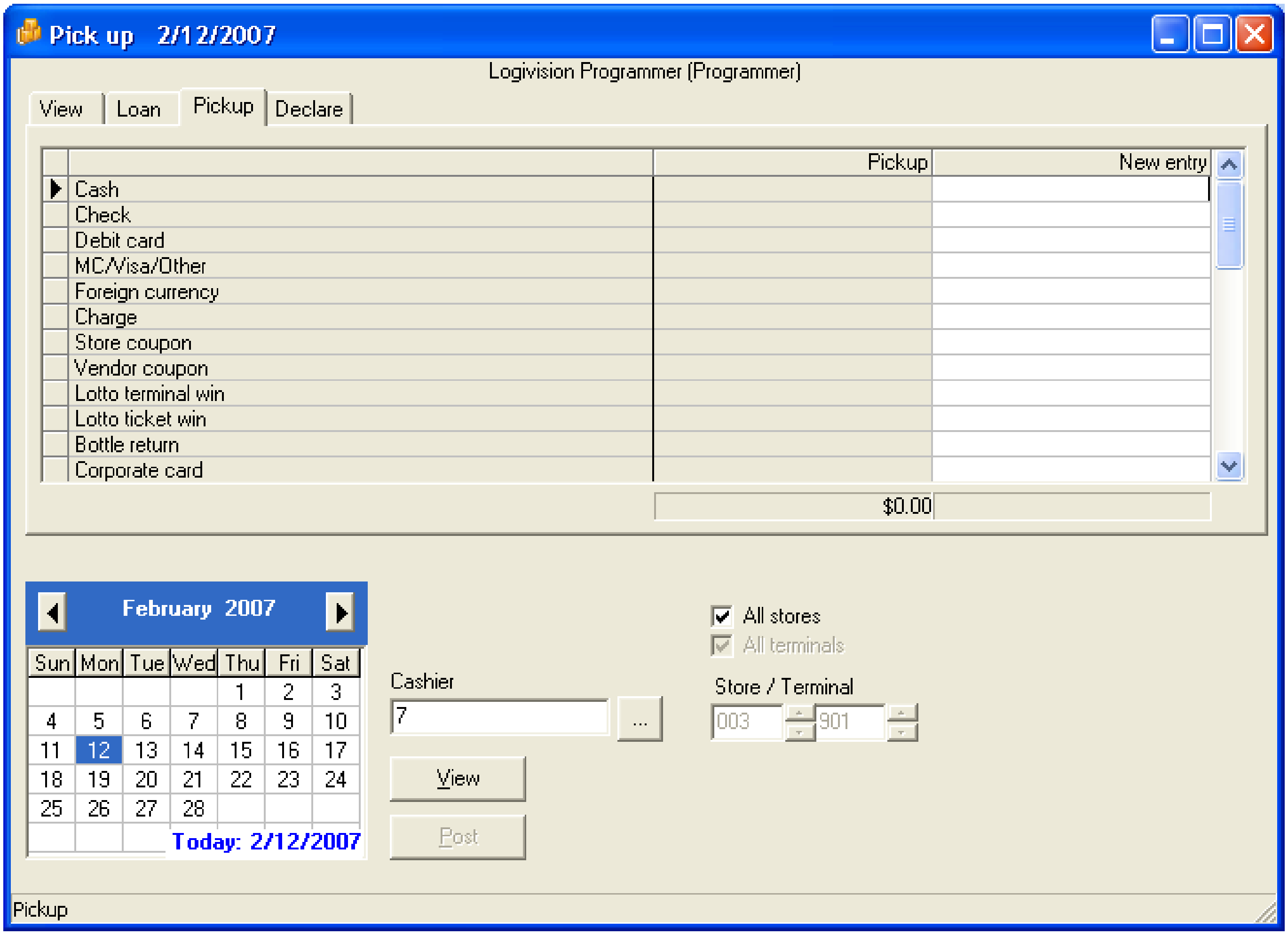


Use "loan" to give money to an operator. This is often the "float" amount the cashier is given to have enough change at the start of her shift. Some stores do not use the **Loan** function. They prefer to always consider the float as a constant; it is neither entered into the system nor considered when the cashier's money is counted at the end of day. Loans can be made on the POS terminals or on an L-BOSS workstation.

1- From the Pickup screen select the cashier who will receive the loan.
2- Select the transaction date.
3- Select the **Loan** tab.
4- Enter the loan amount in the **New entry** column on the row that corresponds to the tender type.
5- Press the [Post] button.

Note: To correct an entry you have made you need to make a new entry using the negative sign. You cannot delete an entry that has been posted.

Pickups

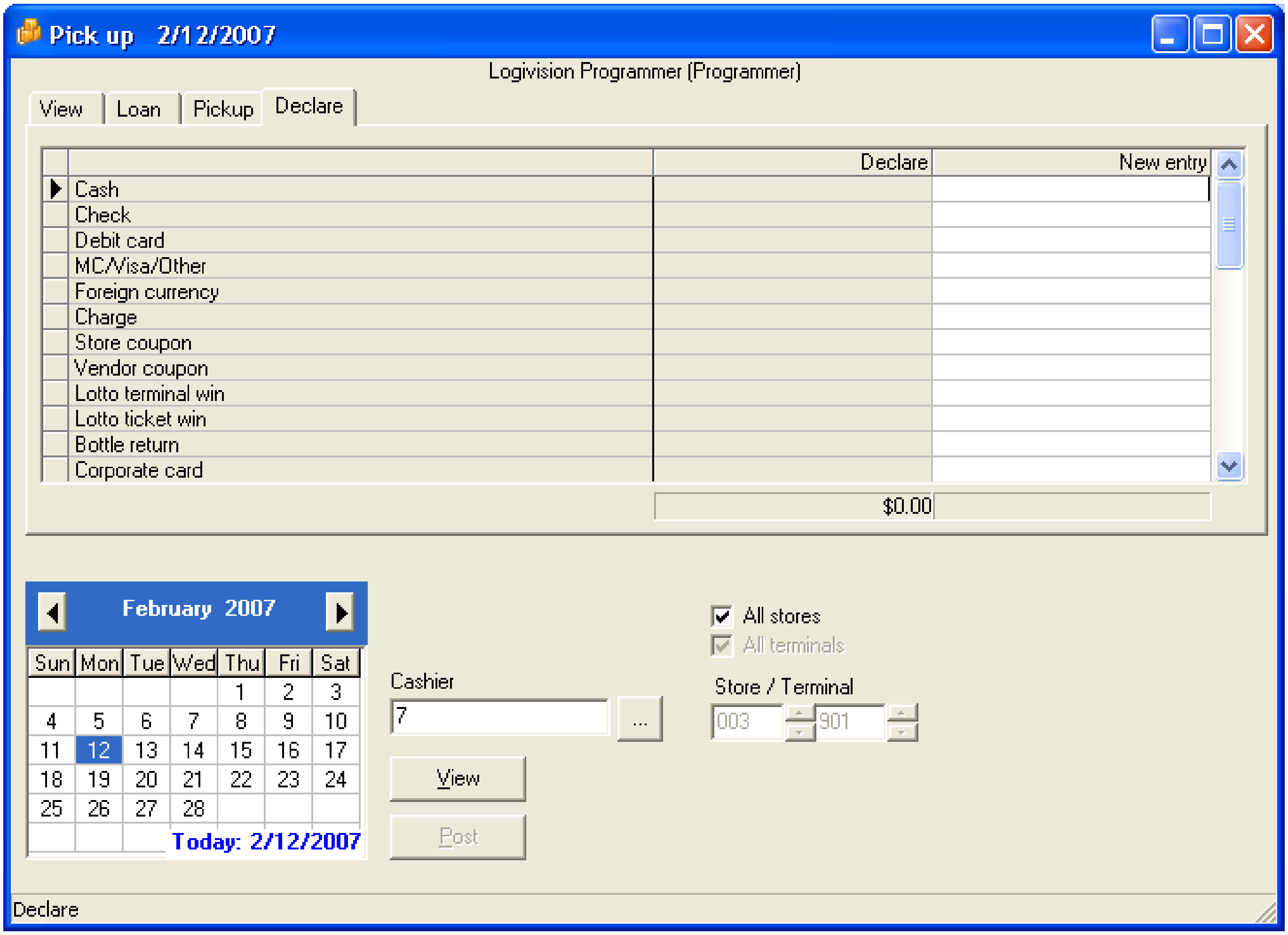


Use pickups to collect money from the operator. Pickups can be made on the POS terminals or on an L-BOSS workstation.

1- Select the cashier to collect money from.
2- Select the transaction date.
3- Select the **Pickup** tab.
4- Enter the loan amount in the **New entry** column on the row that corresponds to the tender type.
5- Press the [Post] button.

Note: To correct an entry you have made you need to make a new entry using the negative sign. You cannot delete an entry that has been posted.

Declare



Use **Declare** to enter a final drawer amount. This is basically the same as doing another pickup. If there is nothing to declare you need to enter 0 (zero) into any of the tender totals to produce the over short.

1- Select the cashier to declare the drawer amounts for.
2- Select the transaction date.
3- Select the **Declare** tab.
4- Enter the amount for each tender type in the **New entry** column.
5- Press the Post button.

Note: To correct an entry you have made you need to make a new entry using the negative sign. You cannot delete an entry that has been posted.

Note 2: All entries made to the pickup system are cumulative. A new entry does not replace a previous entry, it adds to it. You are allowed to use the negative sign if required.

Loans & Pickups on the POS

Loans

1- Press the [LOAN] button on your POS to begin LOAN mode on the POS.
2- Enter the amount of the first tender type to be loaned. If you have $150 of cash you can enter 15000 [CASH].
3- Enter the amount of the next tender type to loan. Press the [Tender key].
4- Press [LOAN] to terminate.

Multiplication entry

You can enter a [QTY].
For example if you want to compute 44 times $5.00 enter 44 [QTY] 500 [CASH].

Total for several media entries

You can make many entries for each tender type in the same LOAN transaction. Press the tender key after the last entry to print a total for that tender type in the transaction.

Pickups

1- Press the [PICKUP] button on your POS to begin PICKUP mode on the POS.
2- Enter the amount of the first tender type to be picked up. If you have $450 of cash you can enter 45000 [CASH].
3- Enter the amount of the next tender type to pick up. Press the [Tender key].
4- Press [PICKUP] to terminate.

Multiplication entry

You can enter a [QTY].
For example if you want to compute 44 times $5.00 enter 44 [QTY] 500 [CASH].

Total for several media entries

You can make many entries for each tender type in the same pickup transaction. Press the tender key after the last entry to print a total for that tender type in the transaction.

Cashier Reports

Several reports are available to help with cashier balancing.

From the L-BOSS menu select the reports menu and open the Cashiers folder. The Cashier sales report and the Cashier over-short report both contain the information required to view the cashier's payment data.

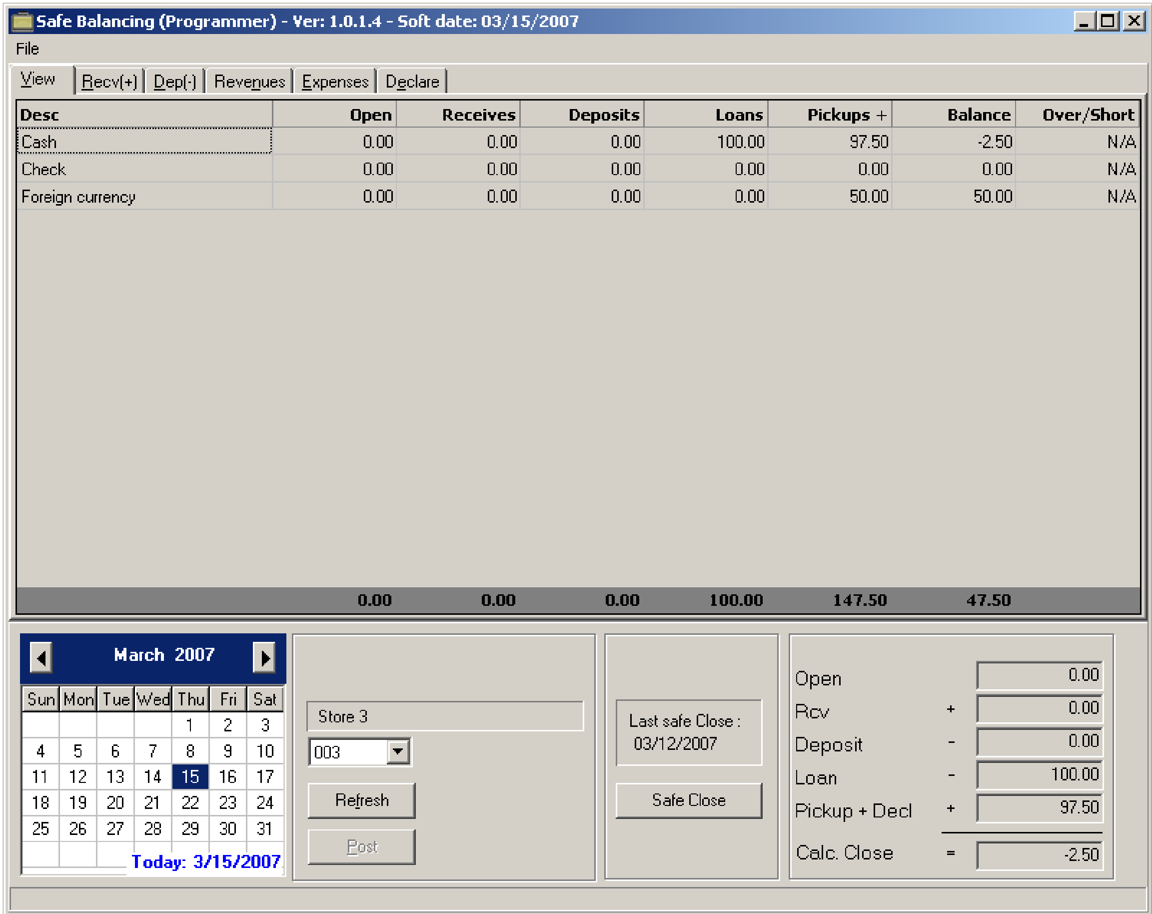
Cashier sales

This report lists all information collected for the cashier. It includes the balancing information in a list where each information type is displayed for each payment type. It shows the amounts received for sales, the Loans made to the cashier, the pickups received from the cashier, the in drawer amounts, the declared amounts, and the over-short amounts.

Cashier over – short

The cashier over-short report is a quick view of the balancing information only for each cashier.

Safe balancing



Sample screen

Settings

Edit C:\Lboss\Server.ini to add the values required for loan, pickup and declare in the balancing of the safe totals.

1- Locate the [Entry] section. If it is not there create a section called [Entry].
2- Add these keys:
PickupOffset=2200
LoanOffset=-2200
DeclareOffset=2200

Other settings for the Safe balancing option need to be made by editing the C:\LBOSS\Safebal.ini file. Use a text editor such as Notepad to modify the file. Modifying the program with a real word processor may corrupt the file contents and make it unusable by L-BOSS.

[General]
IsWorkstation=0
ButtonWidth=125

ButtonRows=4

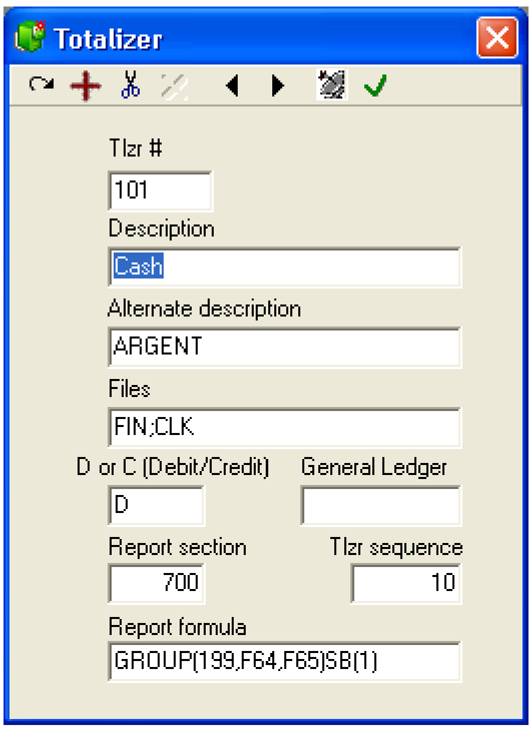
IsWorkstation=0 means Safebal is running on the L-BOSS server. Set this value to 1 to run on a work-station.

ButtonWidth=125 is the default setting for the width of the buttons on the miscellaneous revenues and expenses tables. This key may not be present in the file because the system will use a hidden default value of 125. To change the button width, add the key in the *General* section and specify the width you want for your buttons.

The **ButtonRows** value is used to specify the number of rows the system will use on the miscellaneous expense and revenue tabs.

Tender totals

You must assign special values to the tender totalizers to use them in the safe balancing program. This allows you to determine which totals you will track in the safe. In the screen shot you see Cash, Check, and Foreign currency as tender types that can be deposited, paid out, etc. This section explains how to add the totals you need to the list.



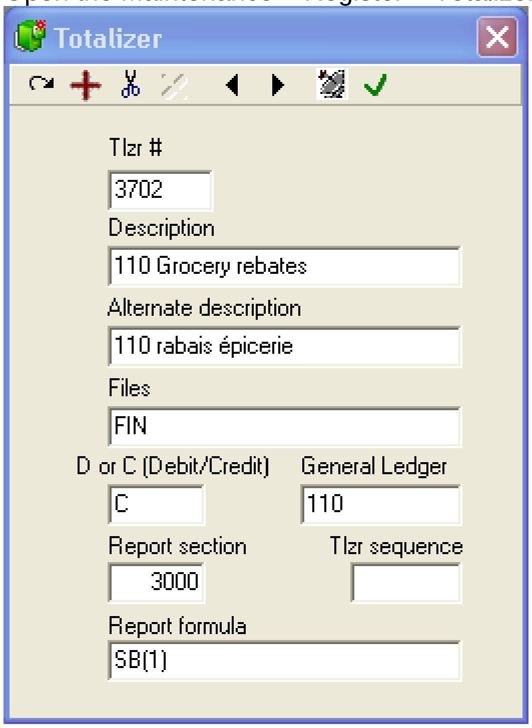
Access the L-BOSS, Maintenance, Register, Totalizer tab. Locate the tender totalizer you wish to modify. The tender totalizers are in the range of 101 to 198. A special value must be entered in the Report formula field.

1- You need to add **SB(1)** to the existing data in the report formula field.
2- Repeat this operation for each tender totalizer that you want to use with the safe balancing module.

Miscellaneous G/L account totals

You must enter special values on the totals you will use to track miscellaneous revenues or miscellaneous expenses.

Open the Maintenance > Register > Totalizer menu option.



1- Select an existing totalizer not required for your normal operations or create a new totalizer.
2- In the **Files** field assign the value FIN.
3- You must enter the general ledger account number in the **General ledger** field.
4- Assign the **report section** to 3000.
5- You need to add **SB(1)** to the existing data in the **report formula** field.
6- Repeat this operation for each miscellaneous receive (3701-3799) or miscellaneous deposit (3801-3899) totalizer that you want to use with the safe balancing module.

Miscellaneous expenses form – GL Dep(-)

By default no buttons will appear on the **GL (Dep-)** form when it is accessed. You can place as many buttons as required to affect specific GL accounts and payment types.
Open the **LBOSS\Safebal.ini** file. Locate the **[POButton]** section header. You need to define the number of buttons and the totalizers those buttons will use when pressed in the Safe balancing program. Here is a simple entry that will display 3 buttons that use totals 3801, 3802 and 3803.
[POButton]
ButtonCount=3
Tlz1=3801
Tlz2=3802
Tlz3=3803

ButtonCount=x is the number of buttons that will appear on the form.
Tlz1 is the total to use for button 1.
Tlz2 is the total to use for button 2. Etc.

Miscellaneous revenues form - GL Recv(+)

By default no buttons will appear on the **GL (Recv+)** form when it is accessed. You can place as many buttons as required to affect specific GL accounts and payment types.

Open the **LBOSS\Safebal.ini** file. And find the **[RAButton]** section header. You need to define the number of buttons and the totalizers they will use when pressed in the Safe balancing program. Here is a simple entry that will display 3 buttons that use totals 3701, 3702 and 3703.
[RAButton]
ButtonCount=3
Tlz1=3701
Tlz2=3702
Tlz3=3703

ButtonCount=x is the number of buttons that will appear on the form.
Tlz1 is the total to use for button 1.
Tlz2 is the total to use for button 2. Etc.
N.B. If you set the system to use 14 buttons, but you only define Tlz1 to Tlz5, the system will repeat the Tlz5=xx value for all the Tlz values you did not assign.

Overview of safe balancing transactions

The term safe and office may both be used in this document as reference to the safe totals. The office transactions include:

Use the **Recv (+)** tab to add into safe balance (without affecting a specific GL account for the revenue)
Use the **Dep(-)** tab to remove from safe balance (without declaring a specific reason such as a bank deposit.)
Revenues adds to safe balance for the revenue account you chose, such as a rebate payment from a supplier.
GL dep will remove from safe balance for the expense account you select, such as returning found money to a customer who claims it.
Declare is used to input actual counts against the calculated safe balance.
Safe Close will terminate the safe balancing period and move the closing safe amount to the next period opening balance.

Computed safe balance

The View screen shows a Balance column. The system computes a safe balance as follows:

Open Balance + **Receives** + **Miscellaneous Receives**
+ **Pickups + POS Declares – Loans** - **Deposits** - **Miscellaneous Deposits** = **Closing balance** (or Calculated safe balance)

Safe over/short

When the **SAFE DECLARE** operation is used:

+ **Declared** safe balance
- **System Calculated close** balance
= **Over / Short.**

Open balance

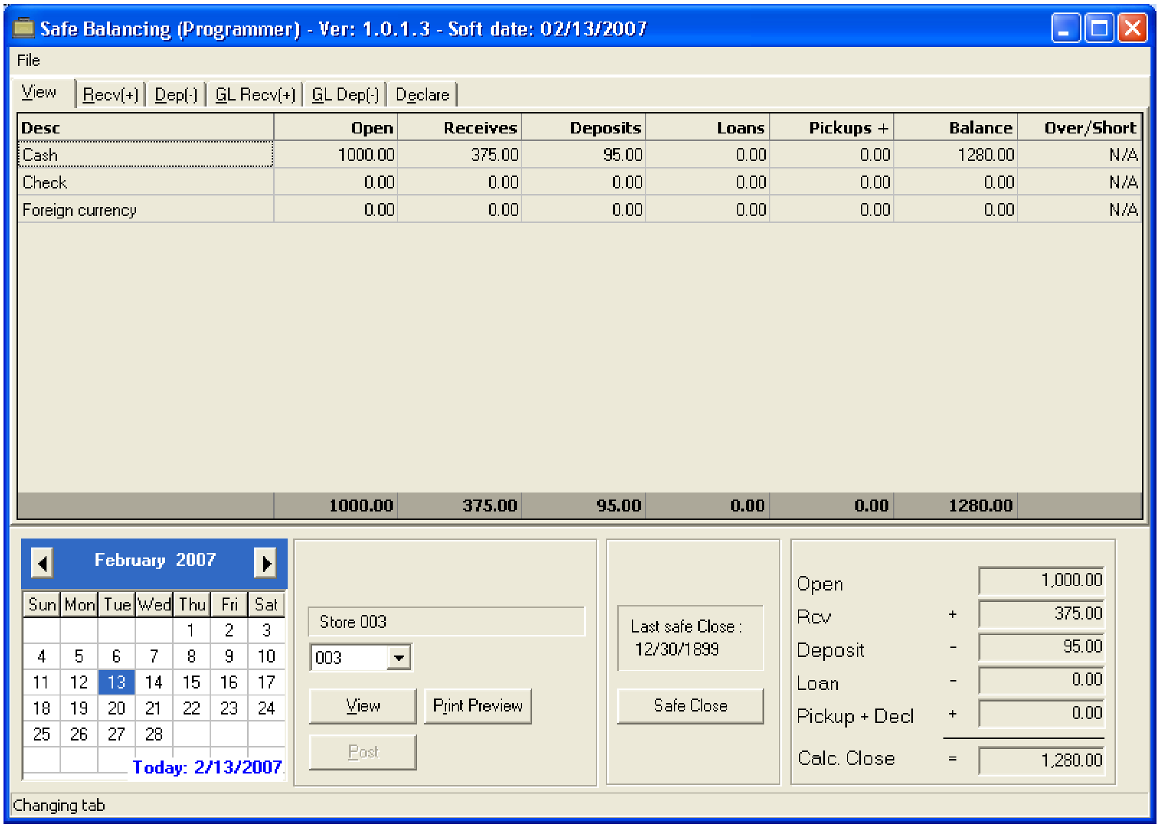
The amount in **Balance** is used as **open** for next period when the **SAFE CLOSE** function is executed. Restrictions: Once the SAFE CLOSE function is executed you can not make any more entries to the current date or to any previous periods. It is never possible to work on a future date.

Set the Open balance on a new system:

Select a previous date and use the **Declare** tab to enter the amount you have in the safe for each tender type. Do this before any loans or pickups are made for the current date. Then use the SAFE CLOSE button to set those amounts over to the start of the current period.

Operations

Open the Safe Balancing program by selecting LBOSS > Special Menu > Safe balancing.

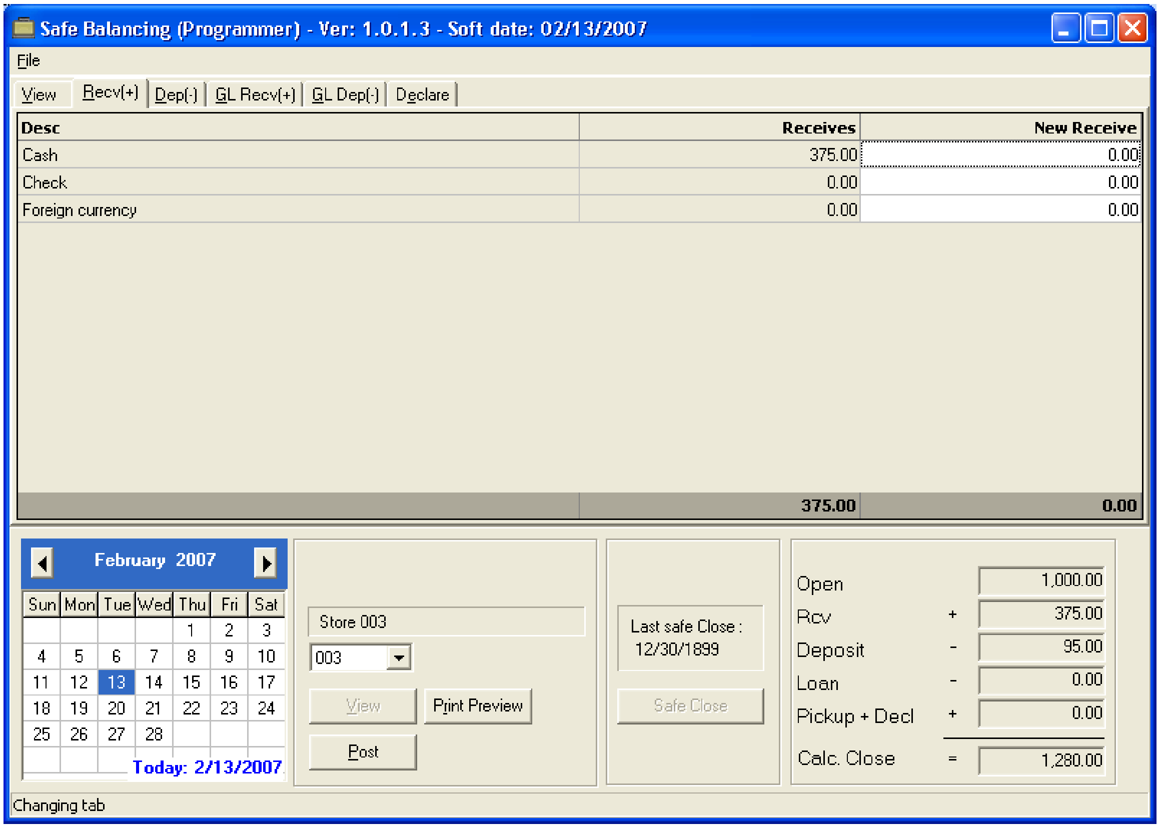


Safe balancing form

1- Select the date.
2- Press [View] to refresh screen with system data for the date selected.
3- Select transaction type by clicking the required tab.
4- Make data entry.
5- Press the [Post] button to save the entry.
6- Press [View] to view the updated data.

Receive into the safe

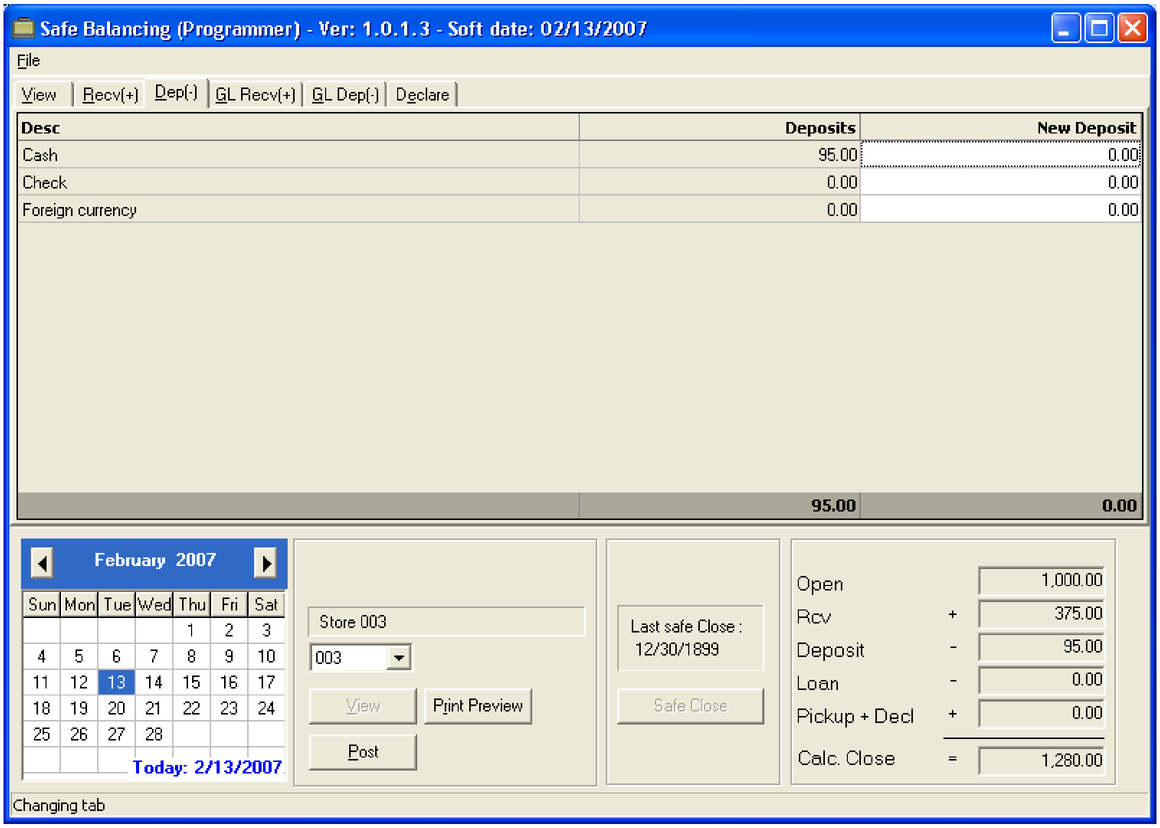
You will need to receive into safe whenever you add money to the safe. Note that money can be added to the safe using the GL Recv. tab as well.



1. Select the Recv(+) tab from the safe balancing main form.
2. The form shows all receives that have been made since the last Safe close.
3. Enter the amount in the New Receive column for each tender type you are adding into the safe.
4. You must press enter to save the amount in the entry field.
5. Press [Post] to record the transaction entry.
6. Press [View] to view the updated data.

Deposit from the safe

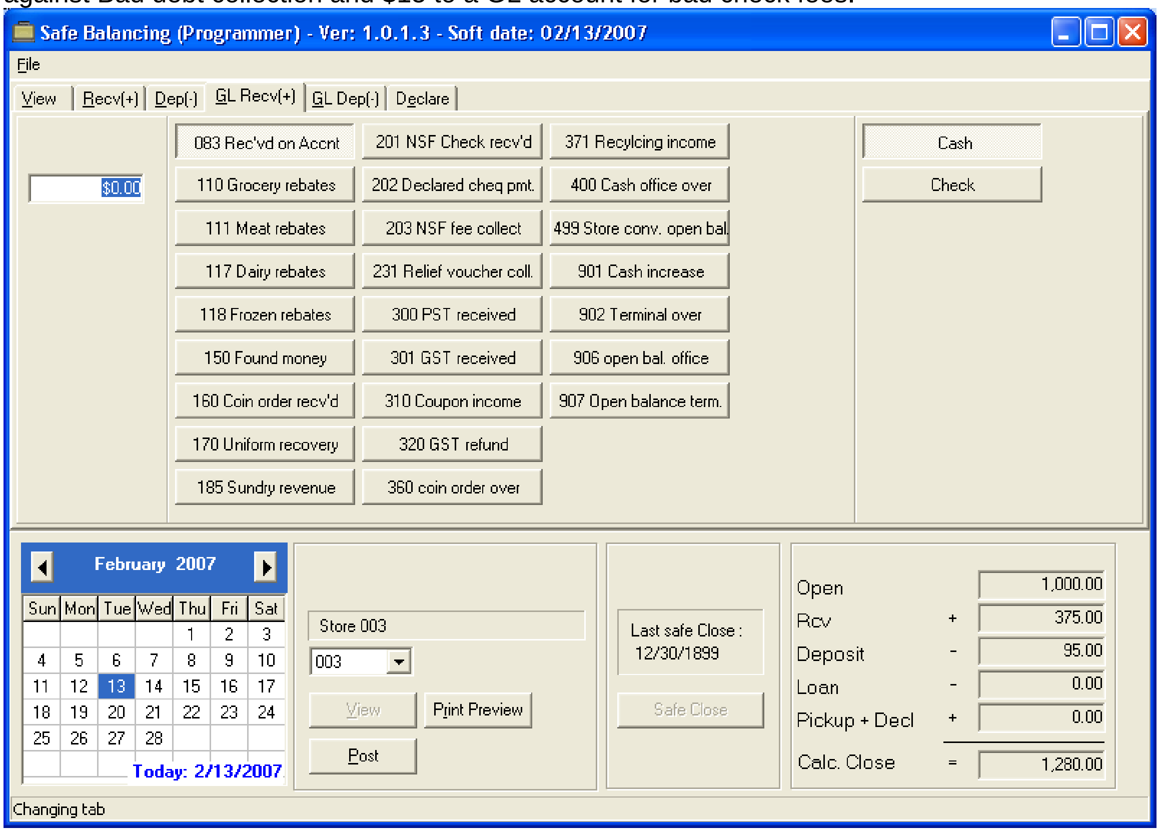
You will need to deposit from the safe whenever you remove money from the safe. You may also use the GL Dep. Tab to remove money from the safe.



1. Select the Dep(-) tab from the safe balancing main form.
2. The form shows all deposits that have been made since the last Safe close.
3. Enter the amount in the New deposit column for each tender type you are removing from the safe.
4. You must press enter to save the amount in the entry field.
5. Press [Post] to record the transaction entry.
6. Press [View] to view the updated data.

Miscellaneous Revenues into the safe

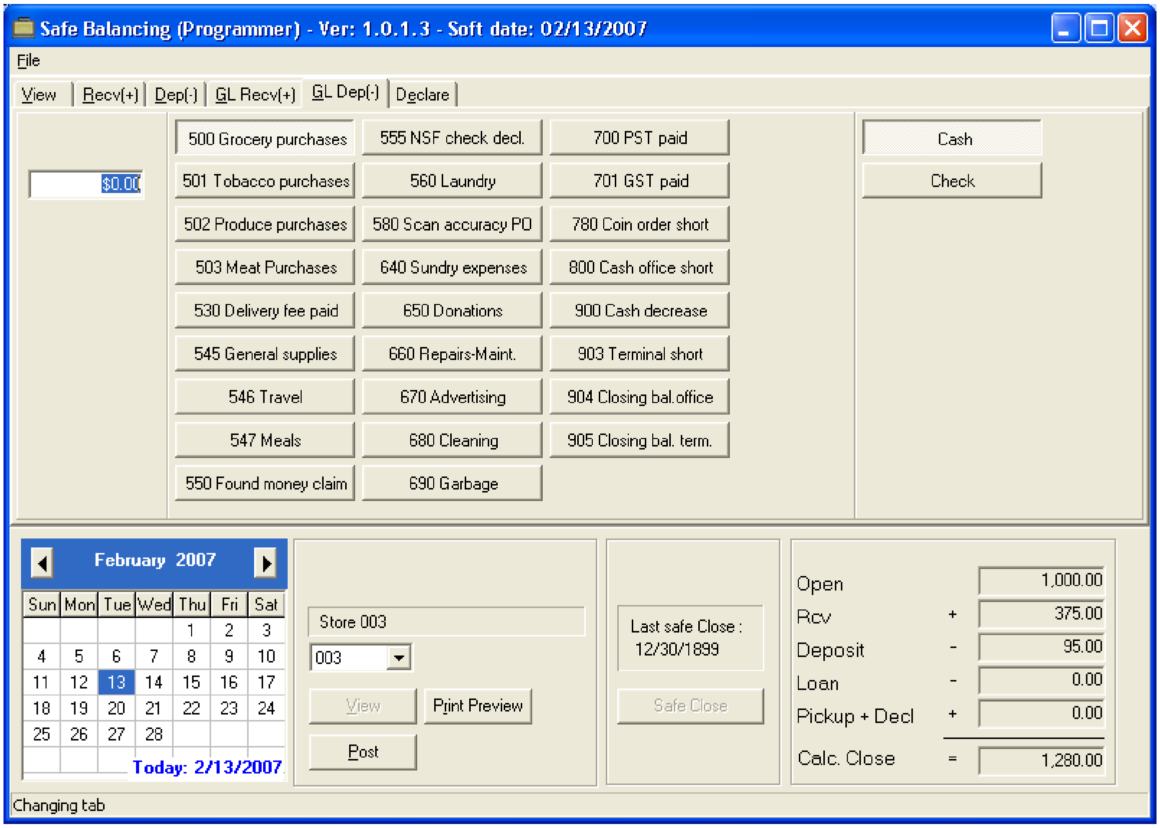
You may need to receive into safe for miscellaneous reasons. The miscellaneous reason allow you to select a specific receive type, normally associated with a specific GL account number. This may be the case if someone gave you an NSF check, then came to pay it back with some type of transaction fee. Your system could be configured to receive $300 in cash to the GL account against Bad debt collection and $15 to a GL account for bad check fees.



1. Select the GL Recv(+) tab from the safe balancing main form.
2. Enter the amount you are putting into the safe.
3. Select the receive type from the buttons in the middle.
4. Select the payment type you are adding to the safe.
5. Press [Post] to record the transaction entry.
6. Press [View] to view the updated data.

Miscellaneous Expenses from the safe

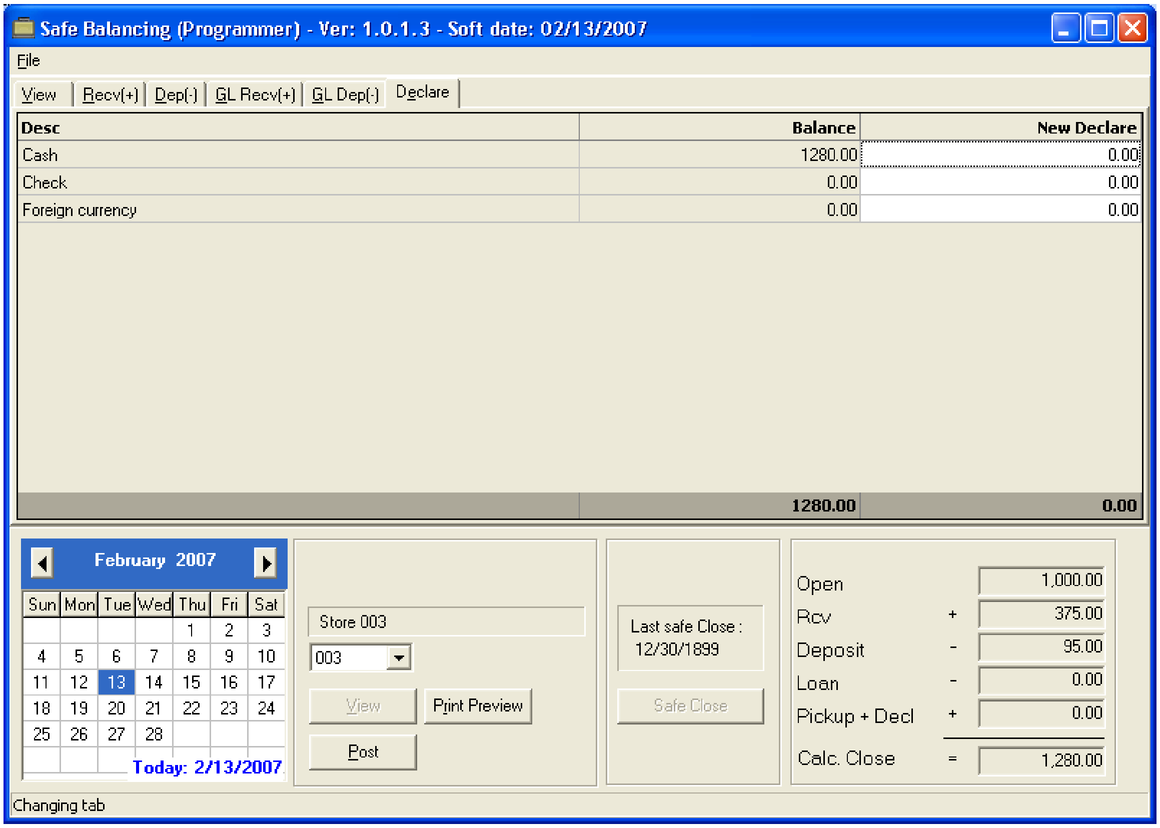
You may need to remove funds from the safe for miscellaneous reasons. The miscellaneous reasons allow you to select a specific deposit type, normally associated with a specific GL account number. This may be the case if you want to pay someone to sponsor an event, or any other reason.



1. Select the GL Dep(-) tab from the safe balancing main form.
2. Enter the amount you are removing from the safe.
3. Select the deposit reason from the buttons in the middle.
4. Select the payment type you are removing from the safe.
5. Press [Post] to record the transaction entry.
6. Press [View] to view the updated data.

Declare

The declare function is used to enter the actual amounts in the safe after a safe count. Enter the amount on hand into each tender type you control with the safe balancing module.



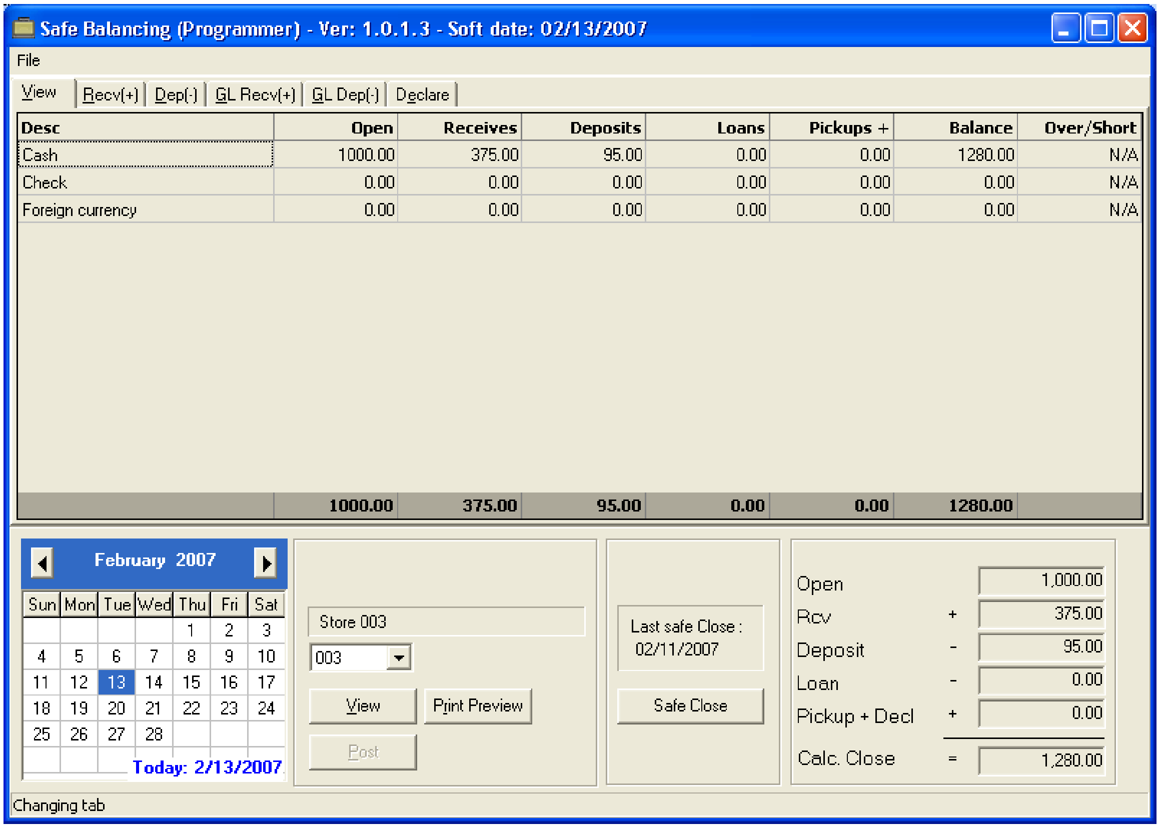
1. Select the **Declare** tab from the safe balancing main form. The system displays the current balance. This balance may be different than the balance amount computed by the system due to “declares.” The system calculated balance is displayed on the “View” tab above the calendar:

2. Enter the amount you have counted for each tender stored in the safe.
3. Press [Post] to record the transaction entry.
4. A message will appear confirming the data entry.
5. The Over/short will be the difference between the declared amount and the calculated balance. The declared amount will replace the amount in the balance column on the View tab as soon as the data is posted.

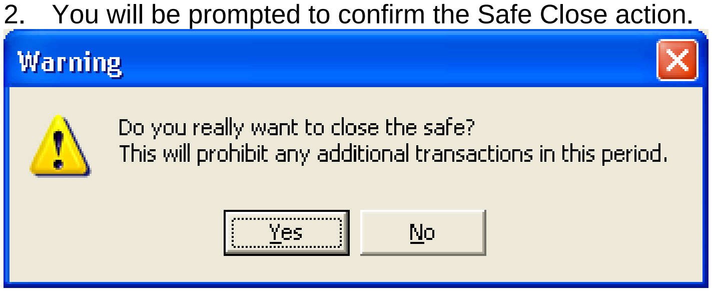
N.B. You may use the declare function as often as required in the period. Each new declared amount replaces the current “Balance” amount.

Safe close

The Safe close function is used to terminate the period and create the opening balance for the subsequent balancing period.



1. From the view tab press the Safe close button.
2. You will be prompted to confirm the Safe Close action.



N.B. Once the safe has been closed no further transactions are permitted in the current period.

Open balance

When the **SAFE CLOSE** function is executed the **Balance** is used as **open** for next period.

Reviewing transactions

Transactions made on the safe balancing terminal can be reviewed and printed using the Electronic journal or L-Tracker programs.

Reports

The safe balancing information can be viewed or printed by using the Safe balancing report from the Financial reports folder.