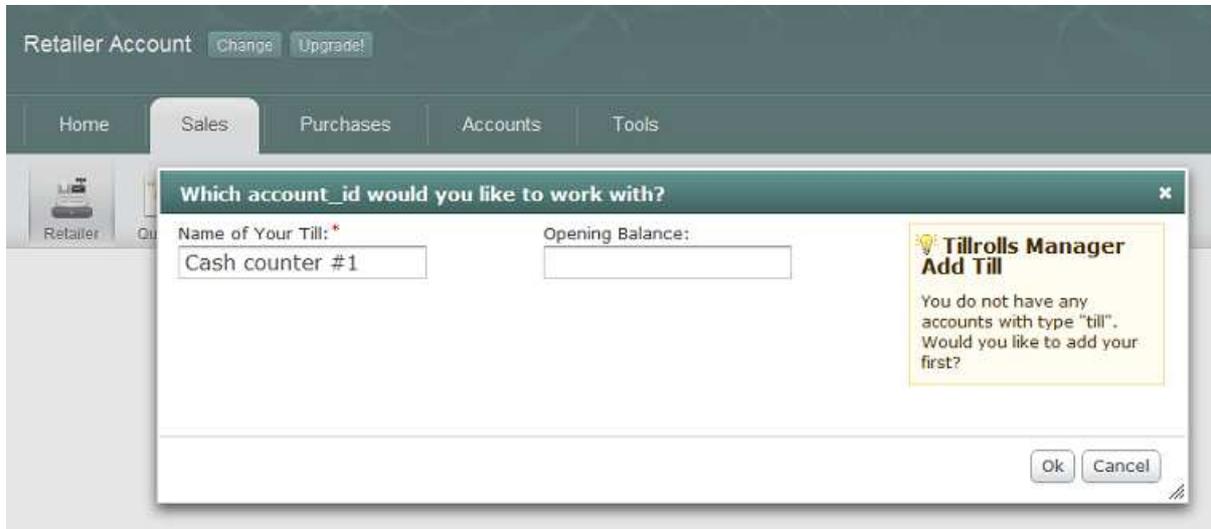


How to enter you're till takings.

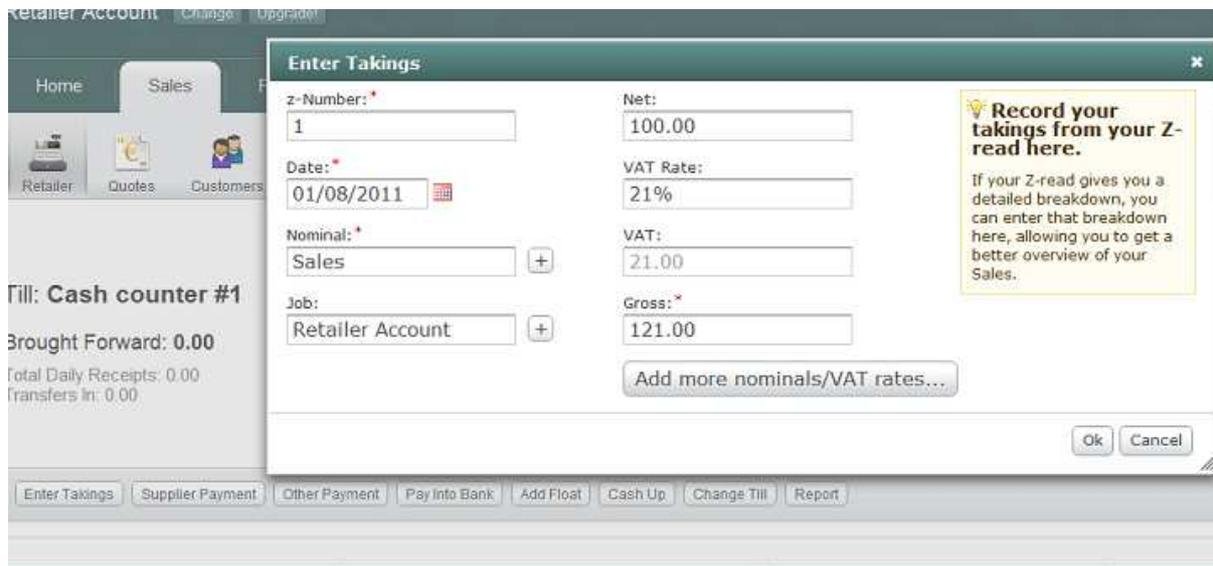
Go to Sales and then select Retailer

The first time you select retailer you will get a "Which Account id" box appear.



The screenshot shows a software interface with a 'Retailer Account' header and a 'Sales' tab selected. A dialog box titled 'Which account_id would you like to work with?' is open. It contains two input fields: 'Name of Your Till: *' with the value 'Cash counter #1' and 'Opening Balance:'. A yellow tooltip on the right says 'Tillrolls Manager Add Till' and 'You do not have any accounts with type "till". Would you like to add your first?'. 'Ok' and 'Cancel' buttons are at the bottom right.

If you have more than one till in your shop you can name them till 1 and till 2, if you want to leave the name at the default option just click the OK button.



The screenshot shows the 'Enter Takings' dialog box. It has several input fields: 'z-Number: *' (1), 'Date: *' (01/08/2011), 'Nominal: *' (Sales), 'Job: *' (Retailer Account), 'Net: *' (100.00), 'VAT Rate: *' (21%), 'VAT: *' (21.00), and 'Gross: *' (121.00). A yellow tooltip on the right says 'Record your takings from your Z-read here.' and 'If your Z-read gives you a detailed breakdown, you can enter that breakdown here, allowing you to get a better overview of your Sales.' There is an 'Add more nominals/VAT rates...' button. 'Ok' and 'Cancel' buttons are at the bottom right. The background shows the 'Retailer Account' page with 'Till: Cash counter #1' and 'Brought Forward: 0.00'.

Once you have selected the name for your till, the "Enter Takings" box will open up.

Enter the Z number from your till Z reading. Enter the date of the takings. Select the Sales Nominal

Select the vat rate, if you sell only at one vat rate you can enter the total of your takings in the Gross Box. If you sell at more than one vat rate you will click the "Add more nominal's/VAT rates" box.

Quick Edit
Delete

z-Number: *

Date: *

Viewing Till Records

Use this section to view the details of a previously entered Till Record, or click "Add" to add extra lines for different VAT rates or nominals to this existing record.

Nominal	Job	Net	VAT rate	VAT	Gross
<p>Add an extra till record</p> <p>Use this section to add an extra line to this Till Record.</p>					
Nominal: *	Job:	Net:	VAT rate: *	VAT:	Gross:
<input type="text" value="Sales"/>	<input type="text" value="Retailer Account"/>	<input type="text" value="176.21"/>	<input type="text" value="13.5%"/>	<input type="text" value="23.79"/>	<input type="text" value="200.00"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					
Sales	Retailer Account	100.00	21%	21.00	121.00
-	-	100.00	-	21.00	121.00

Click on the Add button and then select your Sales Nominal select your second vat rate and put in the Gross or net takings as per your Z reading from your till and click the Save button.

Once you have completed entering your daily takings click the OK button.