



**BPA Touch Screen POS
End Of Day**

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SUMMARY


The number one thing that our technicians are asked once our customers have their system programmed is “How do I close out my POS System at the end of the day.” This guide will walk you through the process of running your end of day reports and closing out your BPA Touch Screen POS system. Below is a list of functions that you will want to make sure you run every day. This guide also contains optional steps for gathering additional information from the system.

PROCEDURES

- 1) [Print The Daily Sales Report](#)
- 2) [Close The Cash Drawer](#)
- 3) [Post Table Sales](#)
- 4) [Backup And Exit](#)

DAILY SALES REPORT

The daily sales report is a simple and convenient report that you can run as part of your end of day for either an individual employee or for a daily total. It is the only report in the system that is designed to be printed on your receipt printer. To run this report, simply go to **Touch Screen POS→Daily Sales Report**.



Daily Sales And Tips Report

DAILY SALES REPORT

Employee ("000" = All Employees): **KB**

Start Date: 02/14/2012

Start Time: 00:00 End Time: 24:00

Print **View** **Exit**

You can enter "000" for a report of total sales or you may enter an individual employee number. This report lists total sales, tax, invoice count, as well as a summary of sales by product type.

CLOSING THE CASH DRAWER

The Close Cash Drawer function will assist you in making sure your drawer matches your sales and allow you to track and report on differences that may arise.

CHANGING THE CASH DRAWER NUMBER

If you are planning on having your employees count down their drawer at the end of each shift you will need to be acquainted with assigning a new cash drawer number to that particular station at the shift change. This will ensure that no further sales are wrung up under that drawer number once the employee removes the drawer from the station. To change the cash drawer number simply go to **Touch Screen POS>POS Manager Functions>Misc Definitions**. Select the **Manager** option on the left.

The screenshot shows the 'Manager Options' screen. On the left is a vertical menu with options: Touch Point of Sale, Receipt Printing, Point of Sale Devices, **Manager** (highlighted in blue), and Passwords. The main area is titled 'Manager Options' and contains an 'Employee management' section. This section includes a dropdown menu for 'Log employees in using:' set to 'Employee numbers', a checkbox for 'Print employee time clock totals on receipt printer at clock out', a text input field for 'Assign terminal cash drawer number (01-99):' containing '01', and a checkbox for 'Show room charge button on Cashout screen'.

Next to “Assign terminal cash drawer number” simply enter a new 2 digit number. Once you have changed the cash drawer number any new sales that are wrung in on that station will be applied to the new drawer number.

CLOSING THE DRAWER

Closing out the drawer can be done by going to **Touch Screen POS→End Of Day Processing→Close Cash Drawer**. Enter the cash drawer number you are closing and hit Enter.

Beginning Cash:		\$100.00
	Count	Amount
Pennies	1	\$0.01
Nickles:	4	\$0.20
Dimes:	5	\$0.50
Quarters:	10	\$2.50
Halves:	0	\$0.00
Ones:	20	\$20.00
Twos:	0	\$0.00
Fives:	10	\$50.00
Tens:	5	\$50.00
Twenties:	6	\$120.00
Fifties:	0	\$0.00
Hundreds:	0	\$0.00
Ending Cash:		\$243.21
Cash Till Difference:		\$143.21

Checks:	\$0.00
Credit/Debit Cards:	\$126.67
EBT Payments:	\$0.00
Gift Cards:	\$0.00
Travelers Checks:	\$0.00
Total Cash Drawer:	\$369.88
Total Sales:	\$269.88
Credit Memos Given:	\$0.00
Credit Memos Used:	\$0.00
On Account Sales:	\$0.00
Cash Drawer Payouts:	\$0.00
Total Deposit:	\$269.88
Cash Drawer Off By:	\$0.00

In the beginning cash amount field enter the amount that was in the drawer when you started the day. Use the denominations on the left side of your screen to help you count down the amount in your drawer at the end of the day. You will see the ending cash amount at the bottom of the screen change, along with the cash till difference.

The system automatically fills in the checks, credit cards, EBT, gift cards, and total sales fields for you based on the sales that have been closed under that cash drawer number.

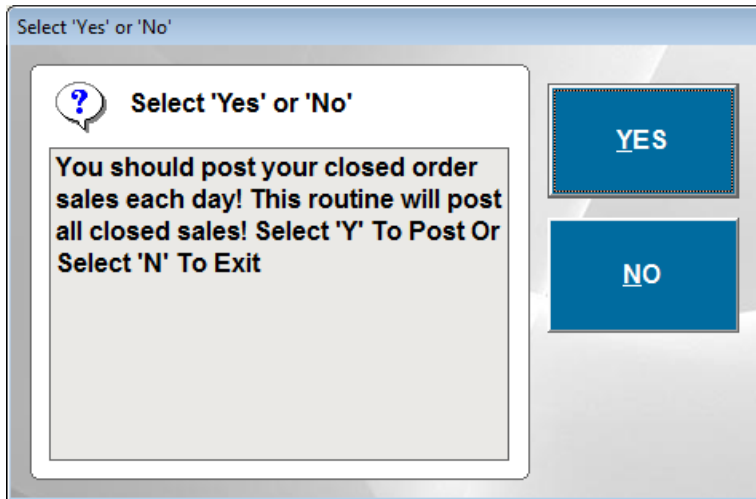
Once you have entered the beginning and ending till the “Cash Drawer Off By” amount in the bottom right corner should come out to zero if the drawer is exactly on.

Once you are satisfied with the numbers entered here simply select OK. You will be asked if you would like to print a Cash Drawer Audit Report. After making your selection you will be asked if you are ready to close and clear the cash drawer. Selecting Yes will set all the totals in the drawer back to zero for the next day or shift. Selecting No will leave all the amounts entered in the cash drawer close screen.

POSTING POS SALES

Posting POS sales is a function that should be run every night. Posting the sales does a number of things: It records the sales permanently in the system, it populates certain reports such as your monthly and yearly sales reports, it records your sales in the general ledger, it posts any on account sales to the account, and it deducts inventory quantities from inventory. Even if you are not using many of these functions it is still important to post to keep the software running optimally.

To post your POS sales simply go to **Touch Screen POS→End Of Day Processing→Post POS Sales**.



The system will notify you that this is something that you should do every night and ask you if you would like to continue. Select Yes to continue posting. The system will then notify you that it is posting sale and then ask if you would like to print a posting report. This report is broken down by cashier. Each cashier's totals will print on this report. The report includes such information as sales/cashier, total sales and total number of transactions. You will need a full size 8 ½ x 11 printer to print this report.

ADDITIONAL REPORTS

For many customers the reports discussed above are typically sufficient information to document your daily sales. However they may not give you all the information you are looking for. Here we will note several additional reports that our customers find useful as part of their end of day. Please keep in mind that this is by no means an extensive list of reports in the system.

SUMMARY SALES REPORT

The summary sales report can be found by going to **Touch Screen POS→POS Manager Functions→POS Reports→Summary Sales Report**. This report lists much of the same information that the posting report does, however it allows you to specify a time frame. If you forget to post for a day your posting report will show multiple days worth of sales when you post. You can run this report to get totals for just one day or you may choose to run it for a week or more.

PRODUCT COST REPORT

Many times our customers like to see their total product costs or the total quantity of particular items sold for the day. The product cost report gives you this information. It can be found by going to **Touch Screen POS→POS Manager Functions→POS Reports→Product Cost Report**. This report may be run for one day or an extended period.

SALES BY PRODUCT TYPE AND HOUR

This report is useful to show you two types of information. It will break down your sales by the product types that you have defined on your particular products. It also will show you the hours of the day when you generate the majority of your sales which can assist you in properly staffing your business as well as setting your hours of operation. This report is located under **Touch Screen POS→POS Manager Functions→POS Reports→Sales By Product Type and Hour**.

BACKUP AND EXIT


Running a backup and exit in the system accomplishes two things. The first is obvious: It backs up your data so in the event of a system failure your information can easily be restored. The second thing this accomplishes is a function we call packing. Every order that is entered into the system creates temporary records in the system that must be cleared out occasionally. Over time if this is not done you will notice the POS screen running increasingly slow. When the backup and exit is run it cleans out these temporary records to keep your system running at top speed.

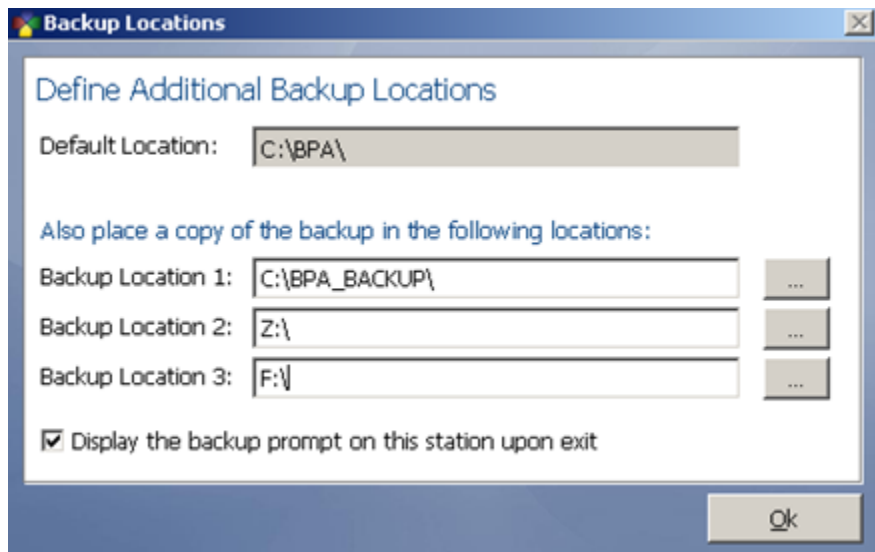
Our latest Business Plus Accounting update contains expanded backup functionality. We now allow you to specify multiple backup locations for your Business Plus Accounting software. For example, you can create a backup somewhere on your server computer, on another computer on the network, or on an external hard drive.

We recommend that you back up your BPA software every day. However, if you forget to backup your system, after 7 days, a reminder will appear letting you know that a backup needs to be performed. We also recommend that you backup your BPA software to an external hard drive or a thumb drive so in the event that your computer crashes or is stolen your data can be easily restored.

SETTING UP BACKUP LOCATIONS

Backup locations are setup in **Touch Screen POS→POS Manager Functions→Misc**

Definitions. Click on the “Business System” option, then click the  button.

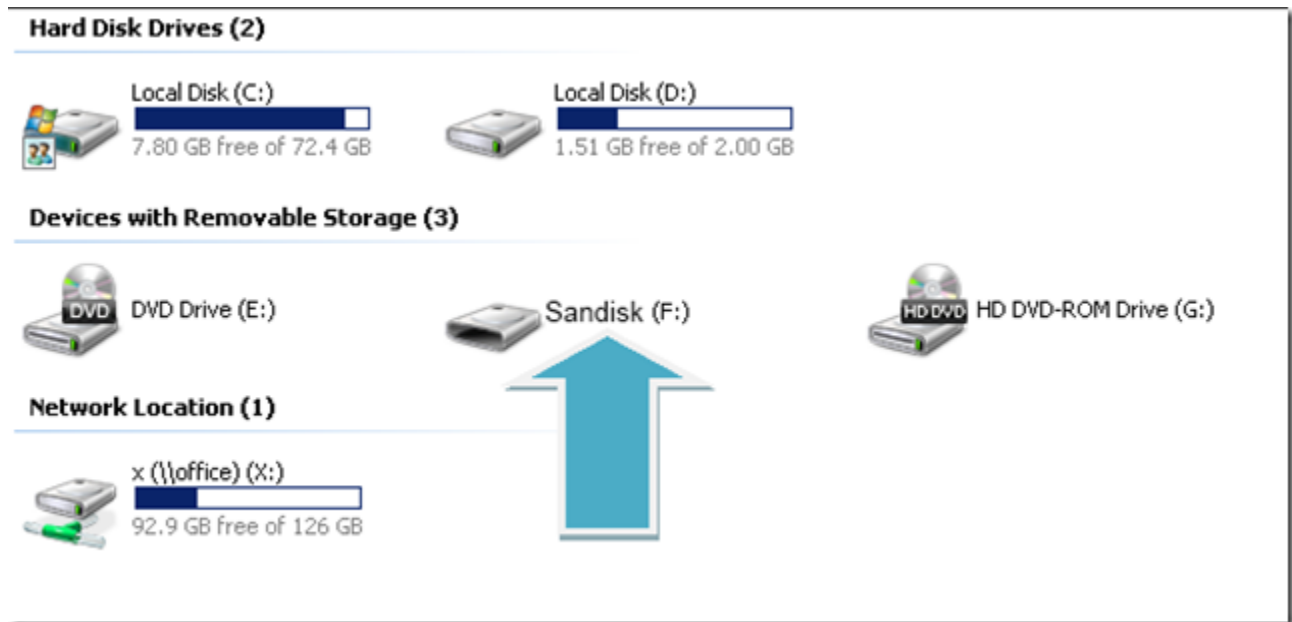


When performing a backup, BPA will automatically create a backup onto the main server computer. You will be able to see this backup by going to My Computer (or Computer in Windows Vista/7)-->C drive-->BPA. However, you may also specify a different folder on the server computer by using one of the additional backup locations.

It is recommended that you have a dedicated external hard drive or thumb drive for backups. This drive should always be plugged into your server computer.

NOTE: If you are backing up to a thumb drive, we recommend that you purchase at least a 2GB thumb drive.

After you have plugged the external drive or thumb drive into the server computer, Windows will then assign it a Drive Letter (i.e. F: or G:). You will need to find this drive letter, and add it to one of your backup locations. To find its drive letter, go to My Computer (or Computer in Windows Vista/7) and take note of the drive letter.



HOW TO PERFORM A BACKUP

1. Close the BPA Software on all of your client (secondary) systems.
2. On the server(main) computer, exit the software on this system. When you exit, you will be presented with the option to Backup and Exit. Go ahead and choose Backup and Exit.

