

POS Reconciliation Guide

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Overview of Reconciliation

Reconciliation is the process of closing out a shift and recording the physical amount of tenders on hand against the tender amounts recorded by the system. This allows for tracking of any discrepancies between system totals and on hand tenders.

Reconciliation takes place in two phases. First is the Shift Reconciliation, performed by each cashier at the close of their shift. Second is the Daily Reconciliation, performed by the Manager at the end of the day (or beginning of the next day). This guide will cover both Shift and Daily Reconciliation.

Shift Reconciliation

- Before performing a shift reconciliation, the Register Z button must be pressed in POS.
 This will result in a register Z tape printing from the receipt printer, and will put you back on the POS Home Screen. Tap Actions to continue.
 Tap Reconciliation
- 4. Tap Shift Reconciliation



SHIFT RECONCILIATION From the recon | SHIFT RECONCILIATION screen, tap the Z # you wish to reconcile, and then tap the Select button at the bottom right.

select	shift to	reconcile rshow	v reconci	led shifts
Reg #	Z #	Z Timestamp	Z Reconciled	Lottery Reconciled
2				
2	955	6/5/2016 2:56 PM	Γ.	r
1	879	6/5/2016 2:44 PM		r.
1	879	6/5/2016 2:44 PM	Γ.	r
1	879	G/5/2016 2:44 PM	•	с.
2	954	6/4/2016 9.04 PM	r	e -
1	878	6/4/2016 9:04 PM		с.
1	878	6/4/2016 9.04 PM	-	r.
1	878	6/4/2016 R04 PM		e .
2	953	6/4/2016 3:27 PM	r	r
1	877	6/4/2016 2:53 PM		с.
1	877	6/4/2016 2:55 PM	г	r.
1	877	6/4/2016 2:55 PM		e.
6354 s	hifts fo	ound recon date: 7/27/2016	close	select

6. Next, on the **recon | SHIFT ENTRY** screen, enter the amount of each tender found in the cash drawer.

If your POS has the **Shift Recons Are Blind** option set, both the **Register Details** and **Difference** sections will be blank.

- 7. Fill out any remaining applicable information for Safe Start and Safe End totals as well as CC and Check Batch information at the bottom of the window (if applicable).
- 8. Once finished, check the box for **reconciliation is** final.

If you are doing Lottery Recon next, then you will not need to check this box, or tap Save. Instead, you will tap Continue to start the lottery portion of the reconciliation

- 9. Tap Save, and you will be asked to confirm.
- 10. Tap Yes, then OK, and your Shift Reconciliation is completed.

recon SHIFT	ENTRY (reg	#2 Z #956	ō)					
drawer		_	register det	ails			difference	
cash in drawer:	0.00		atv	cash in drawer:	-1.49		cash in drawer:	1.49
safe drops:	577.75		5	safe drops:	577.75		safe droos:	0.00
nanor chacks	0.00		0	naper checkr	0.00		nanar chackr	0.00
paper criecks.	0.00			paper criects.	0.00		paper criecks.	0.00
elec checks:	0.00			elec checks:	0.00		elec checks:	0.00
gift cards:	0.00		0	gift cards:	0.00		gift cards:	0.00
credit cards:	695.83		18	credit cards:	687.97		credit cards:	7.86
house charges:	0.00		0	house charges:	0.00		house charges:	0.00
food stamps:	0.00		0	food stamps:	0.00		food stamps:	0.00
manuf coupons:	-11.67		0	manuf coupons:	-11.67		manuf coupons:	0.00
store coupons:	0.00		0	store coupons:	0.00		store coupons:	0.00
other:	0.00		0	other:	0.00		other:	0.00
grand total:	1261.91			grand total:	1,252.56		grand total:	9.35
pay ins:	0.00			pay ins:	0.00		pay ins:	0.00
pay outs:	0.00			pay outs:	0.00		pay outs:	0.00
check deposit:	0.00	safe start: 0.	00	CC batch #:	0	notes:		
cash deposit	577.75	safe end: 0.	00	CC batch amt	0.00			
starting till:	0.00	weather:		check batch #:	0			
total deposit:	577.75	N/A	٣	check batch amt:	0.00			
				reconciliation is	final	close	print	save

reconciliation is final



Lottery Reconciliation

 If your POS has the Shift Recon Force Lottery option set, then your Shift Entry page in POS will have three more tabs for lottery reconciliation; tapping Continue will start your Lottery reconciliation on the Lottery Activations Tab.

> To enable lottery recon, from your POS Home Screen, go to Actions > Settings > Settings > Recon Settings, and check the **Shift Recon Force Lottery Box.**

If more than one register Z is performed daily, you will also need to check **Lottery Uses Multiple Z's**

recon SHIFT	ENTRY (reg	#1 Z #565	52)						A
drawer	lottery ad	tivations	lottery gar	mes	lotto in	formation			
cashier details			register det	ails				difference	
cash in drawer:	0.00		qty	cash	in drawer:	609.60		cash in drawer:	-609.60
safe drops:	0.00		0		safe drops:	0.00		safe drops:	0.00
paper checks:	0.00		0	pa	per checks:	0.00		paper checks:	0.00
elec checks:	0.00		0		lec checks:	0.00		elec checks:	0.00
gift cards:	0.00		0		gift cards:	0.00		gift cards:	0.00
credit cards:	0.00		0	0	redit cards:	0.00		credit cards:	0.00
house charges:	0.00		0	hous	se charges:	0.00		house charges:	0.00
food stamps:	0.00		0	fo	od stamps:	0.00		food stamps:	0.00
manuf coupons:	0.00		0	manu	f coupons:	0.00		manuf coupons:	0.00
store coupons:	0.00		0	stor	e coupons:	0.00		store coupons:	0.00
other:	0.00		0		other:	0.00		other:	0.00
grand total:	0.00			gr	and total:	609.60		grand total:	-609.60
pay ins:	0.00				pay ins:	0.00		pay ins:	0.00
pay outs:	0				pay outs:	0.00		pay outs:	0.00
check deposit	0.00	safe start 0	.00	1 4	CC batch #:	0	notes:		
carb deposit	0.00	cofe and:	00		batch amt	0.00	-		
casil deposit	0.00	sale enu. Jo			Dater ante	0.00			
starting till:	0.00	weather:		che 1	eck batch #:	м Мариканана Марикан			
total deposit:	0.00	N/A	•	check	batch amt:	0.00			
				recond	iliation is	final	close	print	continue

2. On the Lottery Activations tab, select a book from the dropdown menu to activate, and enter the serial number from the back of the book, then click Activate Book. Repeat for all books that have been activated today

Note that this **does not** remove the need to scan the book to activate it on the lottery machine. It is only a way to keep track of what has been activated on that machine.

drawer	lottery activations	lottery games	lotto informa	tion	
elect book to activ	ate \$3,000,000 FRENZY #1214		▼ book #: 1214	•	activate boo
revious activation:	5				
Game #	Game			Book #	
					remove
					 remove
					 remove
					 remove

3. Once finished with lottery activations, click Continue to move on to the Lottery Games section.

continue

4. On the Lottery Games tab, enter the starting and ending numbers of all your scratch-off games for the day. Note that the starting numbers are filled automatically from the previous day's reconciliation (if one exists).

If necessary, verify that your **Sort Direction** for the scratch-off tickets is set correctly. To do so, from your **POS Home** screen, go to **Actions** > **Settings** > **Settings** > **Recon Settings**. From here you can set your sort direction to count up (Ascending) or down (Descending).

	drawer	lottery activations	ttery games	lot	to inform	nation					
in #	Game	Game Name	Roll Qty	Start #	End #	Retail Ea	Total	Reg Sales	Variance	Total \$	Addtl Books
	1261	\$7,000,000 CASH BLOWOUT #1261	50	20	19	\$25.00	1	0	25.0000	\$0.00	
	1237	\$10,000 A WEEK FOR LIFE #1237	50	49	49	\$20.00	0	0	0.0000	\$0.00	
	1247	WILD BONANZA MULTIPLIER #1247	50	49	49	\$20.00	0	0	0.0000	\$0.00	
	1241	\$1,000,000 CASHWORD #1241	50	18	18	\$10.00	0	0	0.0000	\$0.00	
	1212	SET FOR LIFE #1212	50	11	11	\$10.00	0	0	0.0000	\$0.00	
	1214	\$3,000,000 FRENZY #1214	50	49	49	\$10.00	0	0	0.0000	\$0.00	
	1256	\$3,000,000 IN BENJAMINS #1256	50	6	6	\$10.00	0	0	0.0000	\$0.00	
	1262	7 #1262	100	56	56	\$5.00	0	0	0.0000	\$0.00	
	1232	JACKPOT PARTY #1232	100	83	83	\$5.00	0	0	0.0000	\$0.00	
	1257	\$500,000 IN GRANTS #1257	100	71	71	\$5.00	0	0	0.0000	\$0.00	
	1236	DOUBLE TRIPLE CASHWORD #1236	100	50	50	\$5.00	0	0	0.0000	\$0.00	
	1248	WILD CASH #1248	100	66	66	\$5.00	0	0	0.0000	\$0.00	
	1246	\$2,500 A WEEK FOR LIFE #1246	100	72	72	\$5.00	0	0	0.0000	\$0.00	
	1243	SUPER \$777,777 #1243	100	57	57	\$5.00	0	0	0.0000	\$0.00	
	1253	CROSSWAY CASH #1253	100	74	74	\$3.00	0	0	0.0000	\$0.00	
ashie	Total: \$2	5.00 Register To	otal: \$0.00		^	Variance	\$25.00			** **	L

5. Once all games have their start/end numbers entered correctly, click **Continue** to proceed to the **Lotto Information** tab.

continue

6. On the Lotto Information tab, enter dollar amounts and quantities in their appropriate fields.

amounts and quantities in their appropriate fields. This information can all be found on the report printed from your lotto machine at the end of the day.

 recon: Still FENTRY (reg # 1 2 #\$564)

 drawer
 lottery activations
 lottery games
 lotter formation

 online sales:
 00
 07;
 reg online sales:
 00
 online sales variance:
 220;

 online carbies:
 00
 07;
 reg online sales:
 00
 online carbies:
 00
 online carbies:

7. Verify all information is correct, then check the **Reconciliation is Final** box, and tap **Save** to finish your reconciliation.

reconciliation is final

Daily Reconciliation

1. From the Home screen, tap Actions.



+ ×

ADD DAILY RECONCILIATION

- 2. Tap Reconciliation.
- 3. Tap Add Daily Reconciliation.
- 4. Verify that the correct register Z's are selected and tap **Continue**.

By default, all register Z's for the previous day are selected, so if you're reconciling the previous day, you can just tap **Continue**.

If you are reconciling a different day, then you can tap the **Daily Date** box and select the day you wish to reconcile. Doing so will automatically select all register Z's for that day.

 The recon | Daily Entry screen shows the totals entered by the cashier on their Shift Reconciliations. Tap Verify Shifts to add manager totals for each shift.



Retresh Canoli Verity Price Sys 6. On the recon | Shift Reconciliation screen, tap one of the shifts to verify; then tap Verify Shift. This will populate the Shift Amounts with the cashier totals

 recon
 SHIFT RECONCILIATION

 Select Shift To Verify:
 Reg-2-627

 Reg-1-554
 Reg-2-626

 Reg-1-553
 Verify Shift

7. Fill in the Verified Amounts column with the total tenders from the shift you have selected. Once finished, tap Save.

- 8. Repeat steps 6 and 7 until all shifts are verified.
- Once all shifts are verified, tap Close to return to the recon | Daily Entry screen. Add values for Change Bank, as well as money Taken from ATM and money Put into ATM if applicable.

Note that the left column now shows Manager Details rather than Cashier Details.

The radio buttons at the bottom left can be used to switch between cashier values and manager values.

- 10. Once all values are entered and verified, tap the **Reconciliation is Final** box, then tap **Save**.
- You will be asked to validate the Reconciliation Date, and then asked if you want to save the Reconciliation Data. Tap Yes for both questions, and your daily reconciliation is completed.

Safe Drops:			Cash In Drawer	0.00	Cash In Drawer	0.00
	0.00		Safe Drops:	951.39	Safe Drops:	-951.39
Paper Checks:	0.00		Paper Checks:	0.00	Paper Checks:	0.00
Elec Checks	0.00		Elec Checks	0.00	Elec Checks	0.00
Gift Cards:	0.00		Gift Cards:	0.00	- Gift Cards:	0.00
Credit Cards:	0.00		Credit Cards:	1,402.91	Credit Cards:	-1402.91
House Charges:	0.00		House Charges:	0.00	House Charges	0.00
Food Stamps:	0.00		Food Stamps:	0.00	- Food Stamps:	0.00
Manuf Caupanau	0.00		Manuf Caupanau	10.00	Manuf Caupana	-10.00
Manui Coupons.	0.00		Manul Coupons.	0.00	Stars Coupons.	0.00
Store Coupons:	0.00		Store Coupons:	0.00	Store Coupons:	0.00
Other:	0.00		Other:	0.00	Other:	0.00
Loyalty Coupons:	0.00		Loyalty Coupons:	0.00	Loyalty Coupons:	0.00
Grand Total:	0.00		Grand Total:	2364.30	Grand Total:	-2364.30
Pay Ins:	0.00		Pay Ins:	0.00	Pay Ins:	0.00
Pay Outs:	0.00		Pay Outs:	0.00	Pay Outs:	0.00
Cash Deposit	0.00		Cash Deposit	951.39	Cash Deposit	-951.39
Starting Till:	0.00		Starting Till:	0.00	Starting Till:	0.00
Check Deposit	0.00		Check Deposit:	0.00	Check Deposit	0.00
Total Deposit	0.00		Total Deposit	951.39	Total Deposit	-951.39
Obstac IPP Bits Obstac Ottack IPP GPC And All Cafe IPP GPC And All Cafe IPP IPP All Cafe IPP IPP All Cafe IPP IPP All Cafe IPP IPP And Caper IPP IPP	Image Bits Counties Dial Get Carlis Dialitica Credit Carlis	p.88 520 520 520 520 520 520 520 520 520 520	Tex Text Text Win Text Distance Carolin Carolin Carolin Carolin Carolin Control Contro			
Carbier Depends Carbier Depends Carb Depend	Fillen Card Devel	122	5 Taken Fran ATM 020 8 Fut Hee ATM 020			
lating 78 ECO Stating 78 Neck Deposit 19.55 Oreck Deposit	0.00 Stating Til 15.55 Check Deposit:	0.00 0.00				
TH 4 ¹ [00] ATH 4 ¹ angs Bark 4 ¹ ; [00] Oange Bark 4 ¹ ;	000 A7M e/- 000 Orange Bask e/:	0.00 0.00	Notes			
	Recordation In Prov				Mag. Sa	Cancel Vietly Si-Pe
Show Cashier Values 💌 Show Manager Values					3(1	396
Show Cashier Values 🔍 Show Managar Values						



For assistance with configurations, please contact Technical Support at Support@FasTraxPOS.com