

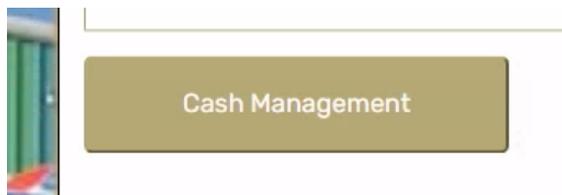
# Cash Lift & Reconciliation

## Lift

When you need to lift cash from the till, you need to press Admin (bottom left)



Then press Cash Management (bottom left)



Then you will be presented with several options, if you are simply completing a cash lift, you can press Lift



Select the tender you are lifting, ie CASH (Pound Sterling) by touching it on the screen and then enter the amount you have lifted in the field at the top of the screen, followed by Enter (bottom left)

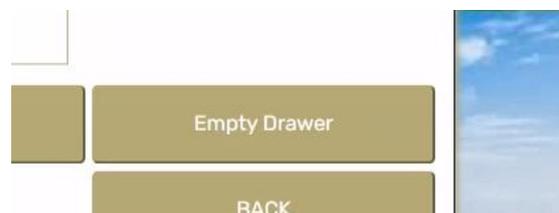


Once you have completed the lift, press Submit at the bottom of the screen



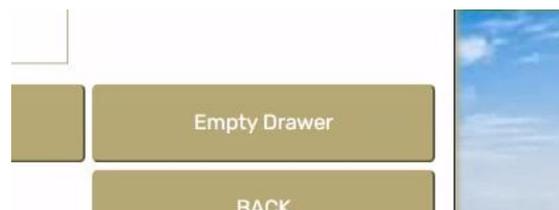
## End Of Day – Empty Drawer

When you need to remove all the money from the till, in Cash Management, you press Empty Drawer



You then need to enter what tenders you are removing from the cash drawer EXCLUDING YOUR FLOAT

Touch the tender type and enter the amount in the field at the top of the screen, followed by Enter (bottom left)



Once you have completed all tenders press Submit at the bottom of the screen



This will then produce a slip of paper confirming what you have submitted taking out the cash drawer.

## Reconcile – Reset Totals

Press, Admin then Cash Management and then Reconcile (bottom left)



And then press Submit, this will show any discrepancies and print a slip

Press Print receipt, and then OK to go back to the main screen

A screenshot of a reconciliation summary screen. At the top, there is a header bar with the following information: 'Park 00001', 'TB 0001', 'Transaction 00000472', 'Operator No Hope', 'Customer UNKNOWN', and 'Date 04/02'. Below the header, the text 'Reconciliation processed - press OK to continue' is displayed. The main content is a table with the following data:

<input type="checkbox"/>	Cheque	£15.89	-	-
<input checked="" type="checkbox"/>	Pound Sterling	£3,779.65	£0.00	-£3,779.65
<b>TOTAL VALUE</b>				<b>-£3,779.65</b>

At the bottom of the screen, there are two buttons: 'OK' and 'Print Receipt'.

Your Cash totals will now be reset and ready for your next trading day