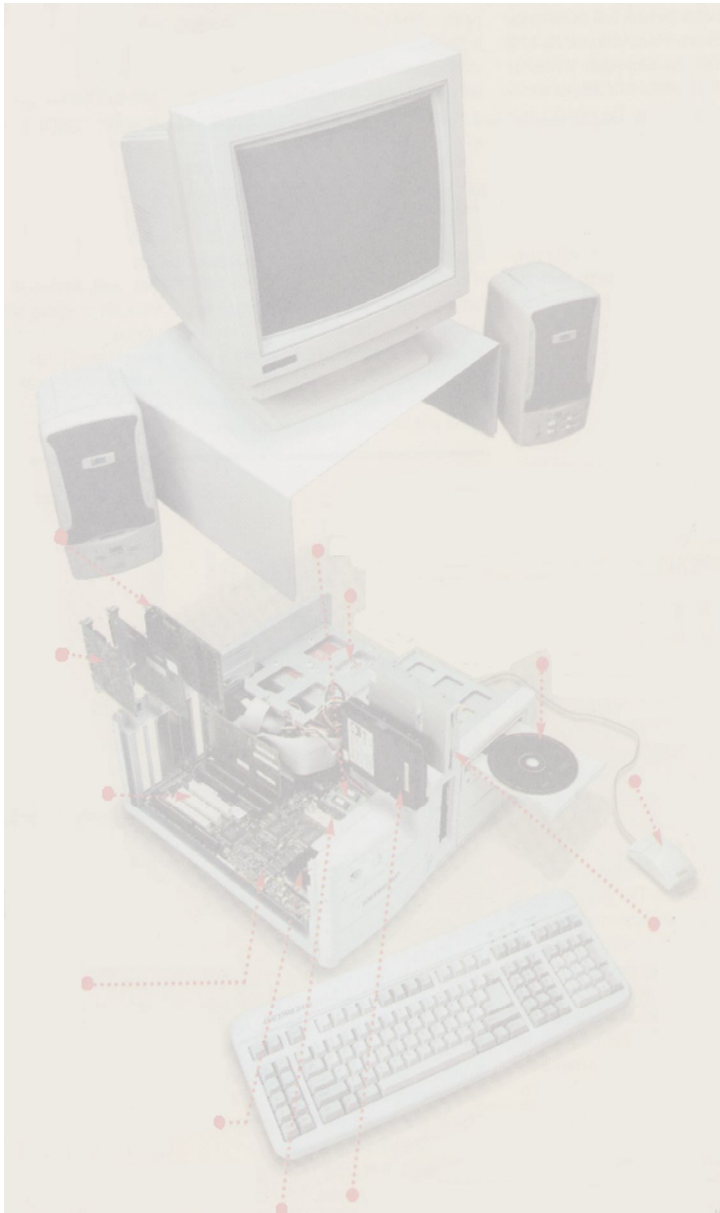


# ERS TECHNOLOGY



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ARCHIE SCORGIE

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CELESTE STEYN

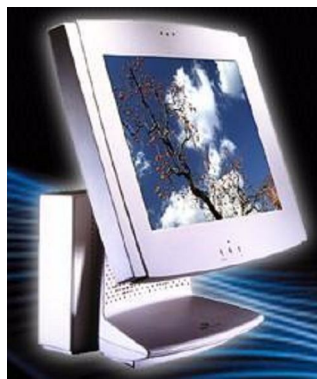
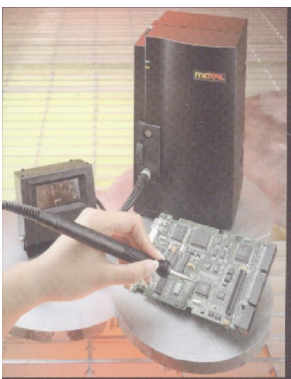
082 873-0829

DONOVAN BOPP

073 571-5298

WILLEM FOURIE

082 649-0009





## ERS POS MAIN MENU

- CONTACT DETAILS
  - INTRODUCTION
  - MAIN SCREEN FUNCTIONS
  - PUMP STATUS ICONS
  - SPECIAL FUNCTION KEYS
  - SPECIAL FUNCTION HOT KEYS
  - MANAGERS MENU
  - PROCESSING A SALE
  - END OF SHIFT REPORT
- 

### • CONTACT DETAILS

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## 2. INTRODUCTION

The ERSPOS system is a South African developed retail management system with the ability to give comprehensive control over the Forecourt and C-store.

The system can be configured as a single forecourt system or as a combined forecourt and C-store unit. Additional C-store unit can be added to the maximum of TEN units. The system then provides a Back-Office unit that will be link to all the Point Of Sale units.

### Forecourt System

#### STANDARD FEATURES:

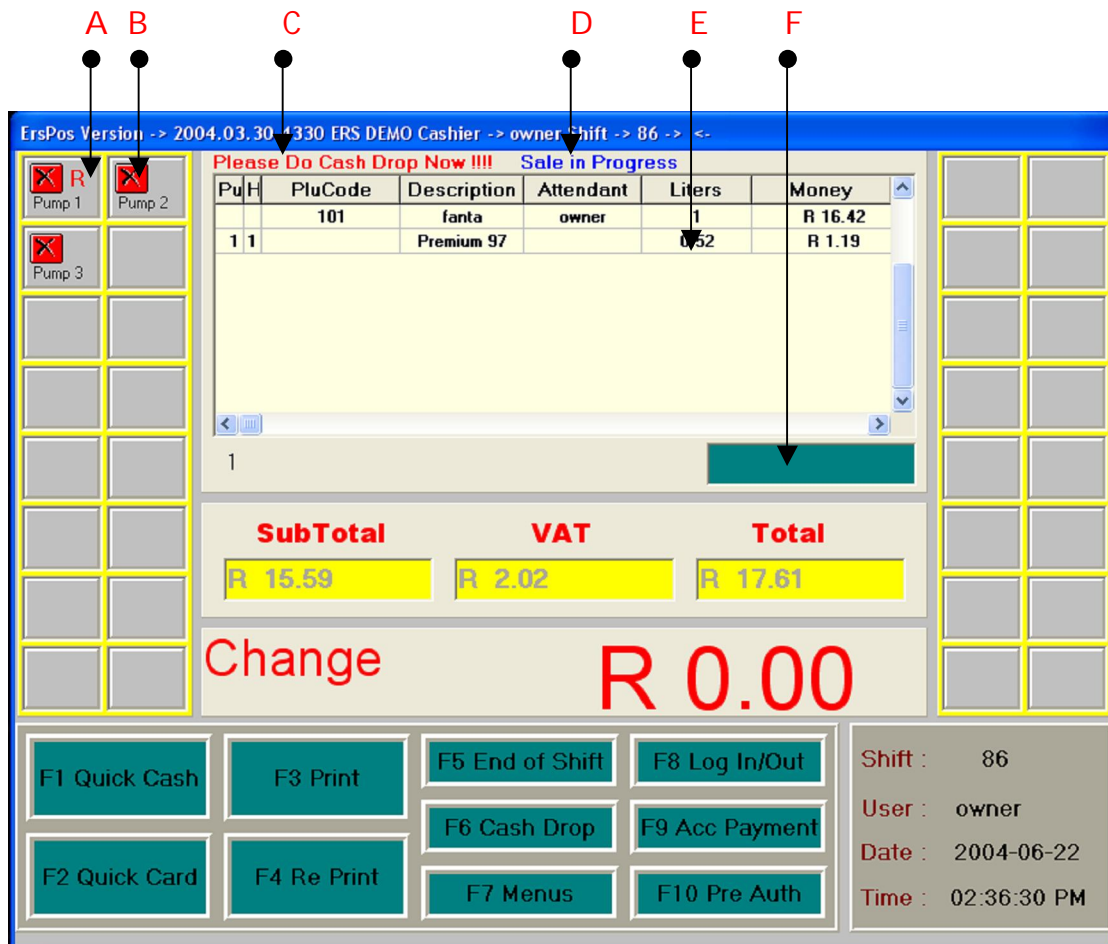
- User friendly
- Compatible with Tokheim, Agw, Gilbarco, Dresser Wayne pumps
- Full control over Forecourt as well as C-Store, with build in stock module
- Quick and Easy cashier operations for efficiency during peak periods
- Real time pump transactions up to 32 pumps
- Fuel price changes on a Pre-Set Date and Time
- Cash Drops and Cash Payouts
- Attendant tagging facility
- Debtor and Vehicle Tagging facility with active credit Limits
- Visible and audible status indicators for each pump fuelling position
- Password security on an individual basis set
- Cashier Log in / out monitoring
- Linked to ERS BACK OFFICE system (optional)
- Detailed Shift End Report

### Point Of Sale System

#### STANDARD FEATURES:

- User friendly
- Full control over C-Store with build in stock module
- Quick and Easy cashier operations for efficiency during peak periods
- Cash Drops and Cash Payouts
- Password security on an individual basis set
- Cashier Log in / out monitoring
- Linked to ERS BACK OFFICE system (optional)
- Detailed Shift End Report

- MAIN SCREEN FUNCTIONS



### Terminology and Pointers

- Pointer "A" Currency Symbol "R" to indicate that there is a sale outstanding against this pump.
- Pointer "B" Pump Status Icon, this Icon will change as the pump status changes.
- Pointer "C" Cash Drop Reminder.
- Pointer "D" Sale in Progress Indicator.
- Pointer "E" Sales Block.
- Pointer "F" Pump-PLU Code Input Block.

## Pump Status Icons



Stand Alone Status.



Pump Nozzle has been lifted but not yet authorized.



Pump has been disabled in ERSConfig.



Pump is busy dispensing fuel.



No communication to pump.



Pump is communicating to the PC but not in use at this stage.



There is Money to be verified by the PC.



Price per litre is being updated on the pump.

## SPECIAL FUNCTION KEYS

### *'F1' Quick Cash*

With the use of this key the system will not ask for any transaction detail such as, amount tendered, or any information around the customer detail.

This transaction will be posted to the **CASH** total of that shift.

### *'F2' Quick Card*

With the use of this key the system will not ask for any transaction detail such as any information around the customer detail.

This transaction will be posted to the **CARD** total of that shift.

### *'F3' Print*

With the use of this key the system will print a Receipt of the last transaction that has been processed.

### *'F4' Re Print*

With the use of this key the system will display a REPRINT screen.

Listed in this screen will be all the previous transactions of the current shift.

By moving the BLUE BAR up / down, with the pointer keys on the keyboard and then pressing the ENTER key on the transaction required, the system will Re Print the receipt for that transaction.

### *'F5' End Of Shift*

The use of this function key is to close a shift and open a new shift.

Please make sure that all ***outstanding sales*** and ***pump transactions*** has been cleared, and all pumps must be in ***IDLE*** status before commencing with this function.

### *'F6' Cash Drop*

With the use of this key the system will display a CASH DROP screen.

Depending on the way the system has been set-up, a number of different screens will be displayed. However, they all have the same function, to capture an amount of CASH to be dropped from the till drawer to the save, and at this moment the system will print a CASH DROP SLIP containing the detail of this drop. This function works together with **POINTER C** on the Main Screen as shown above. A cash Drawer limit can be set, and the moment that Limit has been reascend the text '***PLEASE DO CASH DROP NOW!!!***' will start to flash.

## SPECIAL FUNCTION HOT KEYS

### CTRL + 'F6'      Cash Payout

This Hot Key will prompt the system to display the Cash Payout screen. The user can pay a supplier a cash amount from his till. This payout will be logged to the End Of Shift Report and be deducted from the CASH total for this shift.

### CRTL + 'F11'    Manual Fuel Sale

This Hot Key will prompt the system to display the Manual Fuel Sale screen. This function will allow the user to create a manual fuel sale to a pump.

### CTRL + 'F12'    Void Sale

This Hot Key will prompt the system to display the Void Sale screen. This option allows the user to select a transaction to be void. This void will be logged to the End Of Shift Report.

### SHIFT + '?'      Stock search screen

This Hot Key will prompt the system to display the Stock Search Screen. With this screen active, the user can Alphabetically search for a stock item by its description.

### 'END'              Cancel Sale In Progress

This key will allow the user to cancel the Sale In Progress, **POINTER D** on the Main Screen, will clear the Sales Block, **POINTER E** on the Main Screen, will also be logged to the End Of Shift Report.

### ' - '                Remove One Item From Sale In Progress

This key will allow the user to delete one item out of the Sales Block, **POINTER E** on the Main Screen, this will also be logged to the End Of Shift Report.

### ' \* '                Multiply Stock Quantity

This key will allow the user to Multiply a stock item. Instead of scanning the item 3, 4 times the user can, by using this function, simply supply the number of item sold.

**HOW TO USE THESE FUNCTIONS WILL BE DISCUSSED IN DETAIL FURTHER IN THIS MANUAL**

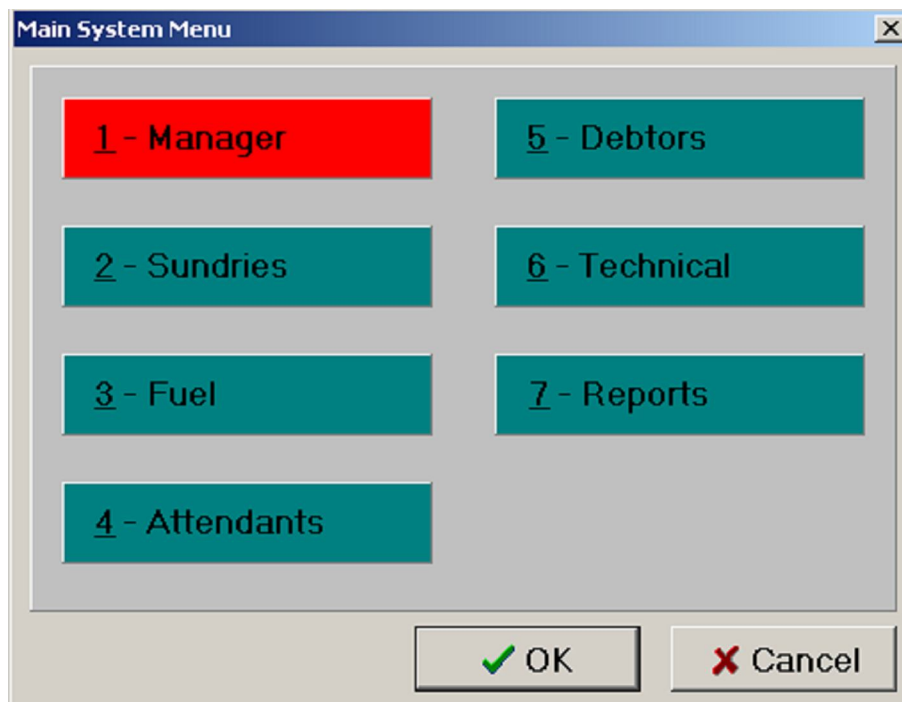
## ***'F7'Menus***

This option will give the user access to the system menus through the use of his/her User name and Password.

Included in this Menu are:

- |               |              |
|---------------|--------------|
| 1. Manager    | 5. Debtors   |
| 2. Sundries   | 6. Technical |
| 3. Fuel       | 7. Reports   |
| 4. Attendants |              |

We will discuss each menu in number order.



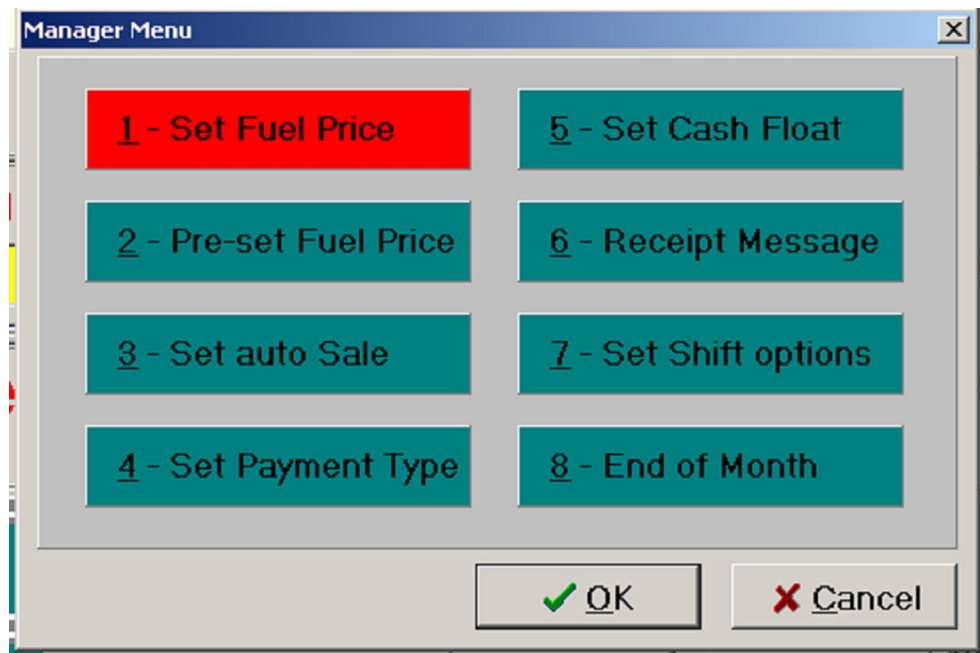


## 1. Manager

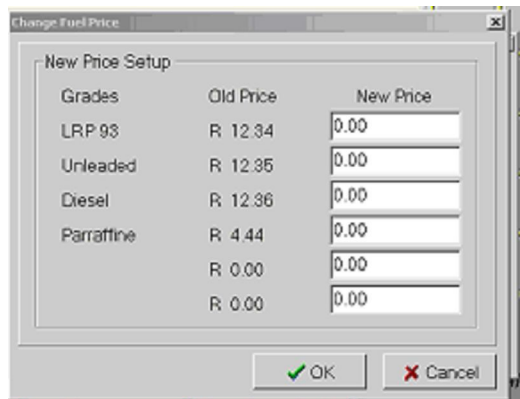
This option will give the user access to the system menus through the use of his/her User name and Password.

Included in this Menu are:

- |     |                    |     |                   |
|-----|--------------------|-----|-------------------|
| 1.1 | Set Fuel Price     | 1.5 | Set Cash Float    |
| 1.2 | Pre-Set Fuel Price | 1.6 | Receipt Message   |
| 1.3 | Set Auto Sale      | 1.7 | Set Shift Options |
| 1.4 | Set Payment Type   | 1.8 | End of Month      |



## 1.1 Set Fuel Price



The screenshot shows a 'Change Fuel Price' dialog box with a 'New Price Setup' section. It contains a table with three columns: 'Grades', 'Old Price', and 'New Price'. The table lists four fuel grades: LRP 93, Unleaded, Diesel, and Paraffine. Each grade has an 'Old Price' and a corresponding 'New Price' input field. The 'Old Price' values are R 12.34, R 12.35, R 12.36, and R 4.44 respectively. The 'New Price' fields are currently empty, showing '0.00'. At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons.

Grades	Old Price	New Price
LRP 93	R 12.34	0.00
Unleaded	R 12.35	0.00
Diesel	R 12.36	0.00
Paraffine	R 4.44	0.00

This option will give the user access to the system menus through the use of his/her User name and Password. This screen will allow the user to change the price per litre on the pump at that moment.

## 1.2 Pre-Set Fuel Price

Set Pre-Set Price

Choose Preset Time :

2008/04/22 01:04:40 PM  
2008/04/22 01:04:34 PM

Pre Set Price change not set.

New Price Setup

Grades	Old Price	New Price
LRP 93	R 12.34	0.00
Unleaded	R 12.35	0.00
Diesel	R 12.36	0.00
Paraffine	R 4.44	0.00
	R 0.00	0.00
	R 0.00	0.00

Clear Preset OK Cancel

This option will give the user access to the system menus through the use of his/her User name and Password. This screen will allow the user to allocate a specific Date and Time, with a new price per litre to the system to commence a Pre-Set Fuel price change.

### 1.3 Set Auto Sale



P	H	Time	FuelType	Attendant	Litres	Money
---	---	------	----------	-----------	--------	-------

? Drop    Print All Sales    Close

This option will give the user access to the system menus through the use of his/her User name and Password. This option will put the system in an Auto Scan Mode; no Cashier will be needed for the duration of this mode.

## 1.4 Set Payment Type

Number	Description	Add To Cash Totals	Add To Card Total
1	Cash	True	False
2	Card	False	True
3	Cheque	False	False
4	Debit	False	False
5	Bank Transfer	False	False
6	COD Account	True	False
7	ASSA CARDS	False	True

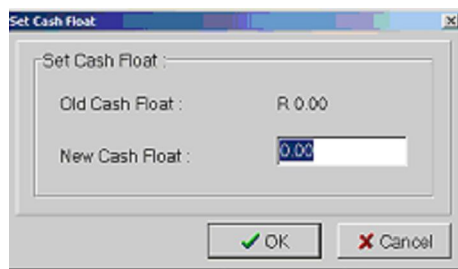
Please press the Enter Key to save changes

☒ New PayType

This option will give the user access to the system menus through the use of his/her User name and Password. This screen will allow the user to add new Payment Types to the system .A maximum of ten (10) Payment Types will be allowed.

## 1.5 Set Cash Float

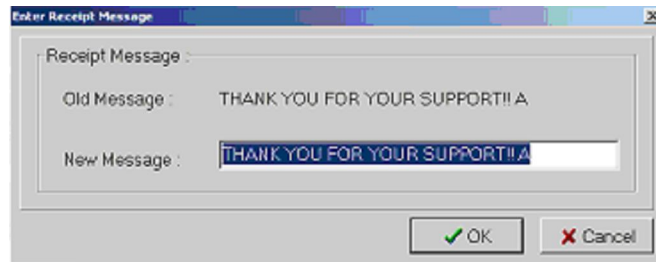
This option will give the user access to the system menus through the use of his/her User name and Password. This screen will allow the user to capture a Cash Float; this amount will then be excluded on the End Of Shift Report.



A screenshot of a Windows-style dialog box titled "Set Cash Float". The dialog box has a title bar with standard window controls. Inside, there is a label "Set Cash Float :". Below this, there are two labels: "Old Cash Float :" followed by the text "R 0.00", and "New Cash Float :" followed by a text input field containing "0.00". At the bottom of the dialog box, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

## 1.6 Receipt Message

This option will give the user access to the system menus through the use of his/her User name and Password. This screen will allow the user to capture a message that will be printed at the bottom of each Receipt.



The screenshot shows a Windows-style dialog box titled "Enter Receipt Message". Inside the dialog, there is a section labeled "Receipt Message :". Within this section, there are two labels: "Old Message :" followed by the text "THANK YOU FOR YOUR SUPPORT!! A", and "New Message :" followed by a text input field containing the same text "THANK YOU FOR YOUR SUPPORT!! A". At the bottom right of the dialog, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

## 1.7 Set Shift Options

**Set Shift Options**

**Authorise method :**

☒ Set Auto Authorise  
☐ Set tagging

☒ Set Pre-Pay  
☐ Print Shift at Shift End  
Error Count before showing Error: 10

**Shift Report options :**

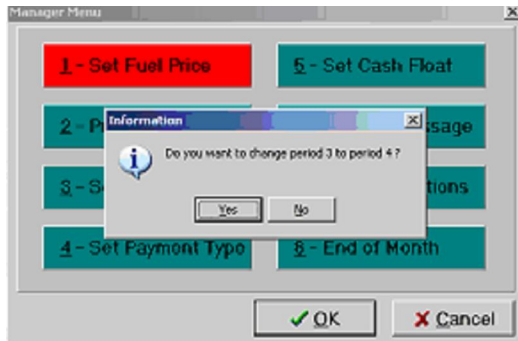
<input checked="" type="checkbox"/> Print Liters Per Grade	<input checked="" type="checkbox"/> Print Sundry Sales Short	<input type="checkbox"/>
<input checked="" type="checkbox"/> Print Liters Per Pump	<input checked="" type="checkbox"/> Print Attendant Total Sales	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Print Autosales per shift	<input checked="" type="checkbox"/> Print Attendant Car Count	<input type="checkbox"/>
<input checked="" type="checkbox"/> Print Manual Totalisers	<input checked="" type="checkbox"/> Print Attendant Total Liters	<input type="checkbox"/>
<input checked="" type="checkbox"/> Print Electronic Totalisers	<input checked="" type="checkbox"/> Print Cash Payouts	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Print Tank inventory	<input checked="" type="checkbox"/> Print Debtor transactions	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Print Sundry Sales Detail	<input checked="" type="checkbox"/> Print Closing Stock	<input type="checkbox"/>
<input type="checkbox"/> Print Special Group 1	<input type="checkbox"/> Closing Stock Group	ALL
Special Group 1: [dropdown]	<input type="checkbox"/> Print Electronic Tank Gauge Levels	<input type="checkbox"/>
<input type="checkbox"/> Print Special Group 2		
Special Group 2: [dropdown]		

OK Cancel

This option will give the user access to the system menus through the use of his/her User name and Password. This screen will allow a user to select some, or all the different Heading (Departments) on the End Of Shift Report. *Please note that any changes to the selection will only apply to End Of Shifts Reports from thereon forward and not to any Previous already created Reports.*



## 1.8 End of Month



This option will do an automatic backup of all files  
This option will give the user access to the system menus through the use of his/her User name and Password. This option will close the current Period and open a next Period. This function must only be used if no Back office is installed.

## 2. Sundries

The screenshot shows a software window titled "Create Sundries" with a sub-header "Add/Edit/Delete Sundry Items". The window contains several input fields for creating or editing a sundry item. The fields are arranged in a grid-like fashion. At the bottom, there are four buttons: "Back" (with a left arrow), "Next" (with a right arrow), "Add Stock", and "Cancel" (with a red X).

Field	Value
PLU Code :	47.1
Description :	Pine Gel (1LT)
Quantity :	-5
Size :	
VAT Rate %	14
Markup %	28.27
Cost :	R 10.26
Selling Excl :	R 13.16
VAT :	R 1.84
Selling Incl :	R 15.00

This option will give the user access to the Sundries maintenance menu through the use of his/her User name and Password. This Screen will allow the user to Create/Modify any stock items.

### 3. Fuel

Fuel Details

Tank number :

Amend Tank Level :

Last Level : 3,255

Tank Reorder :

Tank Volume :

Tank Grade :

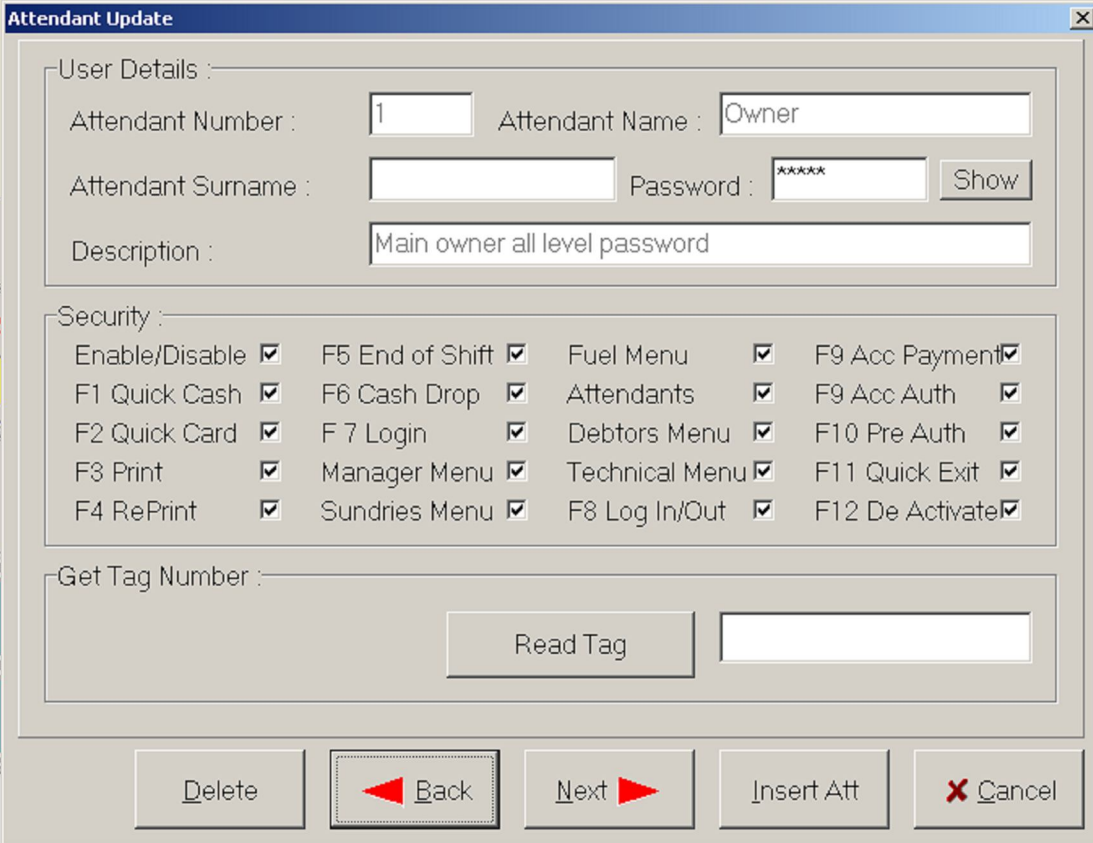
If PLU Code has been hi-lighted then Shift + D  
Deletes a record  
Shift + ? shows a search screen.

Tank Levels

Tank	Level
T1	~3,255
T2	~9,000
T3	~1,000
T4	~11,000
T5	~6,500

This option will give the user access to the Fuel maintenance menu through the use of his/her User name and Password. This Screen will allow the user to change fuel levels in his tanks and to add fuel drops to a tank.

## 4. Attendants



**Attendant Update**

User Details :

Attendant Number : 1 Attendant Name : Owner

Attendant Surname : Password : \*\*\*\*\* Show

Description : Main owner all level password

Security :

Enable/Disable <input checked="" type="checkbox"/>	F5 End of Shift <input checked="" type="checkbox"/>	Fuel Menu <input checked="" type="checkbox"/>	F9 Acc Payment <input checked="" type="checkbox"/>
F1 Quick Cash <input checked="" type="checkbox"/>	F6 Cash Drop <input checked="" type="checkbox"/>	Attendants <input checked="" type="checkbox"/>	F9 Acc Auth <input checked="" type="checkbox"/>
F2 Quick Card <input checked="" type="checkbox"/>	F7 Login <input checked="" type="checkbox"/>	Debtors Menu <input checked="" type="checkbox"/>	F10 Pre Auth <input checked="" type="checkbox"/>
F3 Print <input checked="" type="checkbox"/>	Manager Menu <input checked="" type="checkbox"/>	Technical Menu <input checked="" type="checkbox"/>	F11 Quick Exit <input checked="" type="checkbox"/>
F4 RePrint <input checked="" type="checkbox"/>	Sundries Menu <input checked="" type="checkbox"/>	F8 Log In/Out <input checked="" type="checkbox"/>	F12 De Activate <input checked="" type="checkbox"/>

Get Tag Number :

Read Tag

Delete Back Next Insert Att Cancel

This option will give the user access to the Attendants maintenance menu through the use of his/her User name and Password. This Screen will allow the user to Create/Modify any attendants/users and set the right, and password of each of the attendants/user.

## 5. DEBTORS

This option will give the user access to the Debtor maintenance menu through the use of his/her User name and Password. This Screen will allow the user to Create/Modify any Debtor and to create Vehicles for all the debtors.

**Add/Delete/Update Debtors Period :- 9**

**Debtor Information :**

Number :  Deposit :

Name :

Adress :

City :  Code :

Account Limit :  Tag/Card Nu:

Used forced order numbers on account ☒

Disable Account ☒

**00000FAD182D**

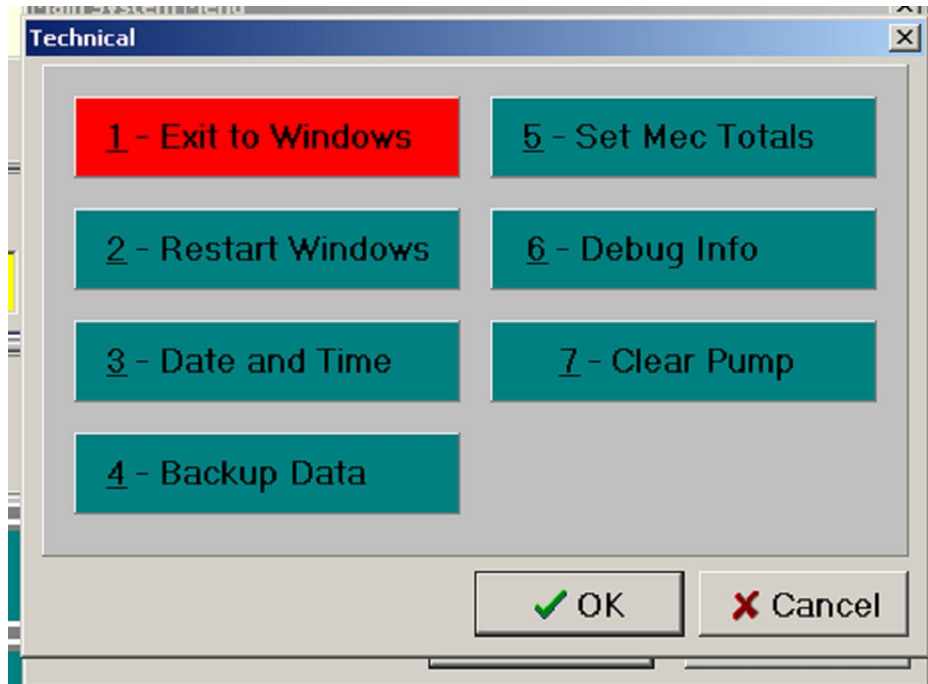
**Vehicle Information :**

Registration :  Driver :

Model :  Tag/Card Nu:

Odometer :  Forced order Numbers ☐

## 6. Technical



This option will give the user access to the Technical maintenance menu through the use of his/her User name and Password. Your local technician will mostly use this Screen.

## 7. Reports



This option will give the user access to the Reports menu through the use of his/her User name and Password. This Screen will display a number of Reports that can be printed.

---

---

### ***'F8' Log out/in***

This option will allow the user to log a cashier out and log a new cashier in without doing a shift change. If any changes have been made to a cashier's access levels to the system, he/she has to log out and then log back in, to allow the system to read and assign this new rights.



A screenshot of a Windows-style dialog box titled "Please logout Old User". It has a blue header bar with a close button (X) on the right. The dialog contains two text input fields: "Enter User name:" with the text "owner" entered, and "Enter password:" which is empty. Below the fields are two buttons: "OK" and "Cancel" (with a red X icon).



A screenshot of a Windows-style dialog box titled "Please log in New User". It has a blue header bar. The dialog contains two text input fields: "Enter User name:" with the text "owner" entered, and "Enter password:" with a single asterisk (\*) entered. Below the fields is a single "OK" button.



## F9' Account Payment

**Debtors Payment**

Payment Information

Number :

Name :

Description : Account Payment POS

Receipt Amount :  Receipt Number : 40035

BO Total : 0.00 FC Total : 0.00

Balance : 0.00

Payment Method : Cash

OK Cancel

This option will allow the user to process an account payment to a specific account. This function will on completion print a receipt for proof of payment and this payment will then be logged to the End Of Shift report.

## *'F10' Pre- Authorise*

This option can be configured to have one of three options:

- 1. Manual Authorise.**
- 2. Pre Set Manual Authorise.**
- 3. Depot Manual Authorise.**

### **1. Manual Authorise.**

With this configuration the system will allow the user to manually authorise a pump by supplying the pump number that needs to be authorised.

### **2. Pre Set Manual Authorise.**

With this configuration the system will allow the user to Pre Set a specific pump with a Pre Set Money value or a Pre Set litres quantity. This will then send this Pre Set information to the pump and the pump will then dispense no more than the Pre Set amount / quantity.

### **3. Depot Manual Authorise.**

With this configuration the system will allow the user to do a Pre Set on an Account on to a vehicle. All the information in this window has to be supplied. This will then in turn be added to the transaction and be posted to the accounting system. Information in this window is of utmost importance, and therefore it needs to be accurate. This information will be carried forward to all Depot, Vehicle and Consumption reports.

## **HOW TO USE THE “F” KEYS**

### **“F” keys on the main menu.**

#### **F1 – QUICK CASH**

This is a cash only option.

- Click the F1 tab on the screen.
- If there are sales to ring of, go the line on the top of the page and use the Enter key to ring of the sale.
- 

The system will not ask for any transaction detail such as amount tendered, or any information around the customer. This transaction will be posted to the CASH total of that shift.

#### **F2- QUICK CARD**

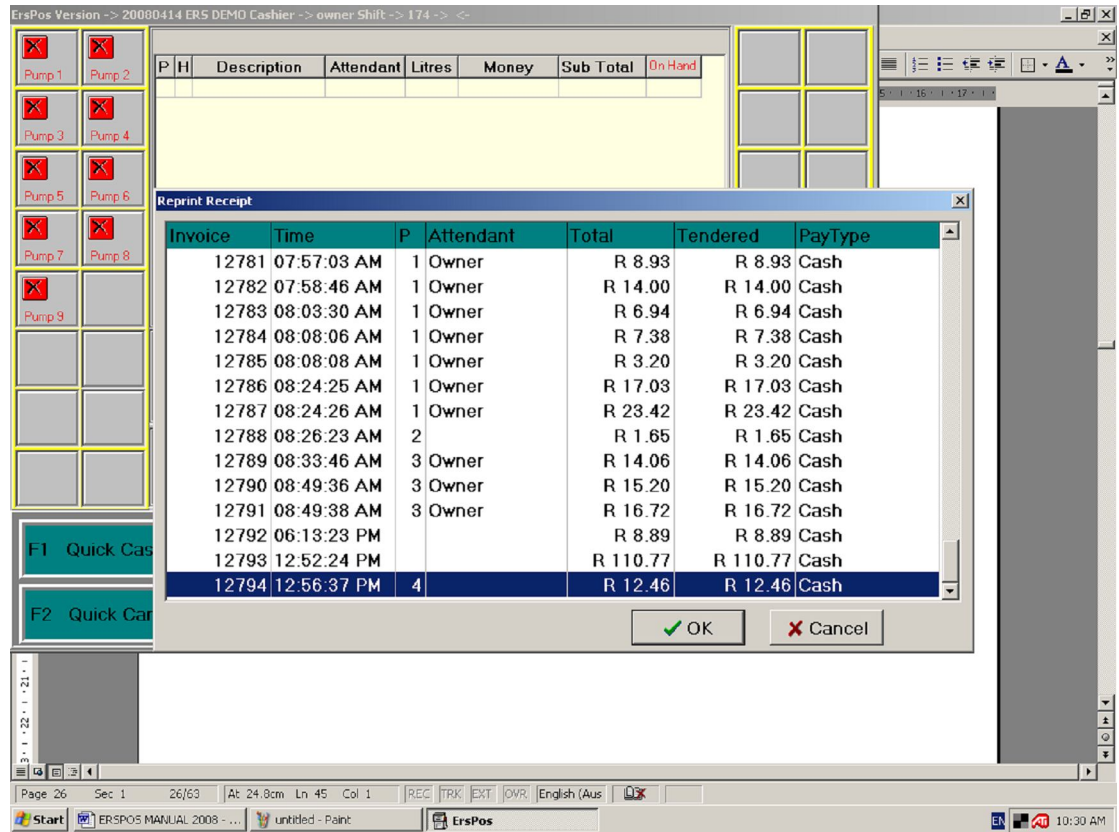
This option is for card payments only. Garage/Credit/Debit cards.  
This transaction will be posted to the CARD total of this shift.

#### **F3 – PRINT**

This will print a receipt for the sale currently on the screen.

## F4- RE PRINT

When choosing this option the system will display a REPRINT screen



Listed in this screen will be all the previous transactions of the current shift.  
By moving the BLUE BAR up/down, with the mouse pointer you can choose the transaction that needs a reprint.  
Press enter on the chosen transaction and the receipt will be printed.

## F5 END OF SHIFT

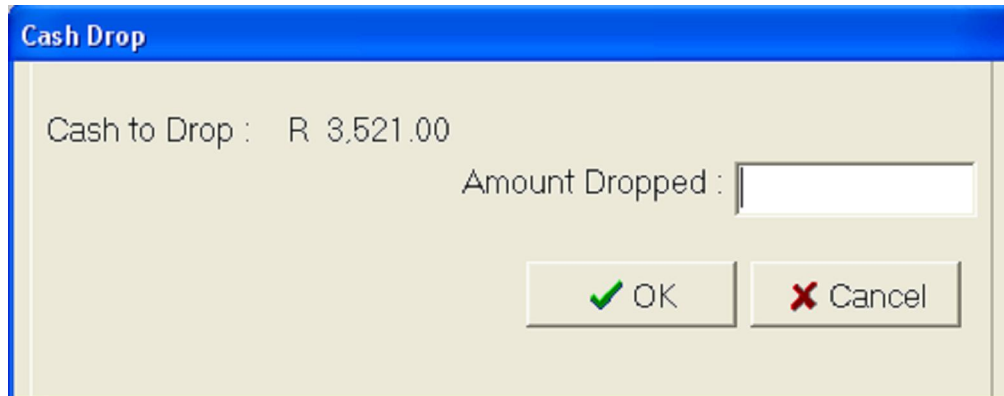
This will automatically do a shift end of the current shift.

## F6 CASH DROP

This function will give an amount of the money to be dropped and an actual amount that will be dropped after a shift end must be put in the space provided. There are two ways of doing a cash drop

## Option A:

If the system is set-up to display only the Cash Total on the screen, the screen lay out will look like this:



A screenshot of a software dialog box titled "Cash Drop". The dialog has a blue title bar. Inside, the text "Cash to Drop : R 3,521.00" is displayed. Below this, the text "Amount Dropped :" is followed by an empty text input field. At the bottom right, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

On this screen, the user needs only to enter a amount *smaller or equals to the amount been show that is available to be drop.*

On completion of this function, a bag number will be requested by the system that can be tide up with the bag number of the cash collection company's bag number, a cash drop receipt will also be printed that must be dropped with the money in the same bag.

This drop will then be captured on the End of Shift Report.

If the system has been set-up to show a breakdown of currency units, please refer to the section called **Option B**.

### ***Option B:***

**Cash Drop**

	Nur	Description	Drop	Amount	Amount Drop	Count
▶	1	Cash	True	R 3,521.00	R 0.00	5
	2	Card	False			
	3	Cheque	False			
	4	Debtor	False			
	5	mastercard	True			

Available Amount : 3521.00

Amount Dropped : 2000.00

Count	200	100	50	20	10	5	2
	5	10					

Use TabKey to move to next moneytype, and ENTER key to post Drop

OK Cancel

In this window the user first have to select in the top grid the payment type he wants to drop, and then enter on the payment type.

The system will then in **RED** shows”:

“**Available Amount: 3521.00**” this will then be an indication of the available amount that can be dropped against this payment type.

The user then needs to supply the system with the number of e.g. R200 rand notes, and then by pressing the *tab* key, the system will move to the next currency type block.

At the same time the system will show the total money to be dropped in the block: Amount Dropped block. On completion of this function, a bag number will be requested by the system that can be tide up with the bag number of the cash collection company’s bag number, a cash drop receipt will also be printed that must be dropped with the money in the same bag.

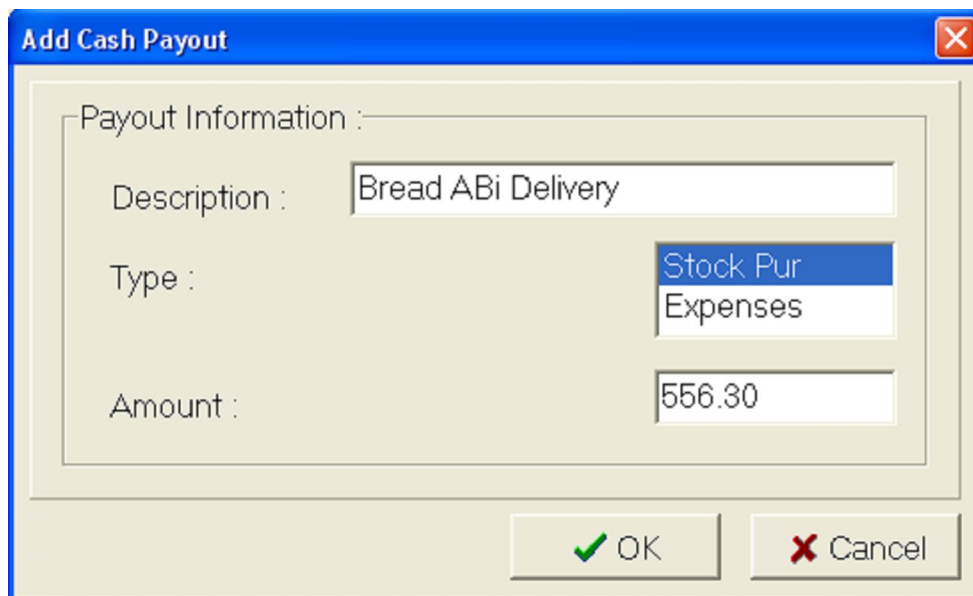
This drop will then be captured on the End of Shift Report.

## CTRL + 'F6' Cash Payout

By using this combination of 'Keys', the system will display the following screen.:

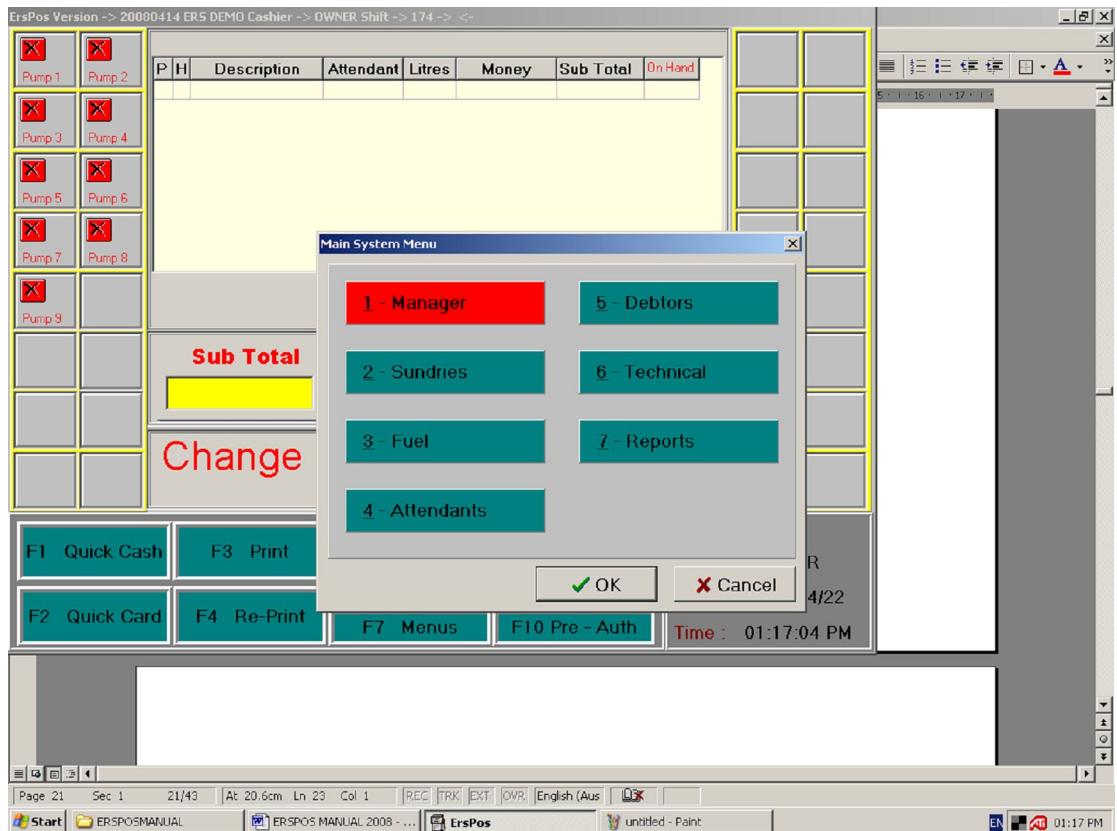
This option will allow the user to do a cash pay out for a delivery.

This pay out will then be locked to the End Of Shift report and be deducted from the cash total for that shift.



The screenshot shows a Windows-style dialog box titled "Add Cash Payout" with a blue title bar and a close button (X) in the top right corner. The dialog has a light beige background. Inside, there is a section labeled "Payout Information :". Below this label, there are three input fields: "Description :" with the text "Bread ABi Delivery", "Type :" with a dropdown menu showing "Stock Pur" (highlighted in blue) and "Expenses", and "Amount :" with the value "556.30". At the bottom of the dialog, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

## MAIN MENU SCREEN



This menu is only access able with the use of a password, which will be set up by the manager. Only personnel with the necessary right can use this option.



## 1.1 Set Fuel Price



The image shows a software dialog box titled "Change Fuel Price". It contains a section labeled "New Price Setup" with a table of fuel grades and their prices. The table has three columns: "Grades", "Old Price", and "New Price". The "New Price" column contains text input boxes. The grades listed are Premium 97, Premium 93, Unleaded, and Sasol. Below these, there are two rows with "Old Price" values of "R 0.00" and "New Price" input boxes containing "0.00". At the bottom of the dialog are "OK" and "Cancel" buttons.

Grades	Old Price	New Price
Premium 97	R 2.30	2.50
Premium 93	R 2.40	2.60
Unleaded	R 2.50	2.80
Sasol	R 2.60	2.80
	R 0.00	0.00
	R 0.00	0.00

This window will allow the user to set new prices per grade. **Please make sure that you have set all the grade prices correctly before you press Enter on the OK button.**

No grade must have a Zero Price in its NEW PRICE edit box, if the price has remained the same please re-enter the old price.

On pressing Enter on the OK button the system will send the NEW PRICES to the pumps.

## 1.2 Pre-Set Fuel Price

On displaying this screen, and there is no Pre-Set Fuel Price been set, the screen window will look like this.

It will in BLUE TEXT have 'Pre Set Price change not set.' This will then be an indication that there is no scheduled Price Change been set.

**Set Pre-Set Price**

Choose Preset Time :

2004-06-23 08:10:11 AM  
2004-06-23 08:09:37 AM

Pre Set Price change not set.

New Price Setup

Grades	Old Price	New Price
Premium 97	R 2.30	0.00
Premium 93	R 2.40	0.00
Unleaded	R 2.50	0.00
Sasol	R 2.60	0.00
	R 0.00	0.00
	R 0.00	0.00

Clear Preset OK Cancel

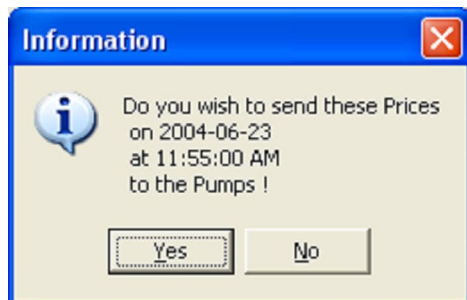
. **How to set a scheduled Price Change on the system.**

The user need to start with the date- by clicking on the arrow in the date box, the system will display a calendar. Please select a date by clicking on a date, the calendar will then be closed and the date selected, will be displayed in the date box.

Move then to the time box and select, by clicking on the TWO DIGETS of the time you want to change, and then use the up-down arrow to change the desired time.

**(Please note that a price change must not be set for “00.00.00 AM”).** Now the user must supply a price to all the grades, no grade must have a ZERO PRICE in the NEW PRICE edit boxes.

Enter through all the boxes to get to the OK button, entering on this button, the next Information dialog window will be displayed, please verify the date and time of this Pre Set Fuel Price.



On conformation of this dialog window, the Pre Set Fuel Price Change window will look like this. It will in RED TEXT have 'Pre Set for 2004-06-23 11:55:00 AM '. This will then be an indication that there is scheduled Price Change been set.

Set Pre-Set Price

Choose Preset Time :

2004-06-23

08:14:40 AM

2004-06-23

08:14:22 AM

Pre Set set for 2004-06-23 11:55:00 AM

New Price Setup

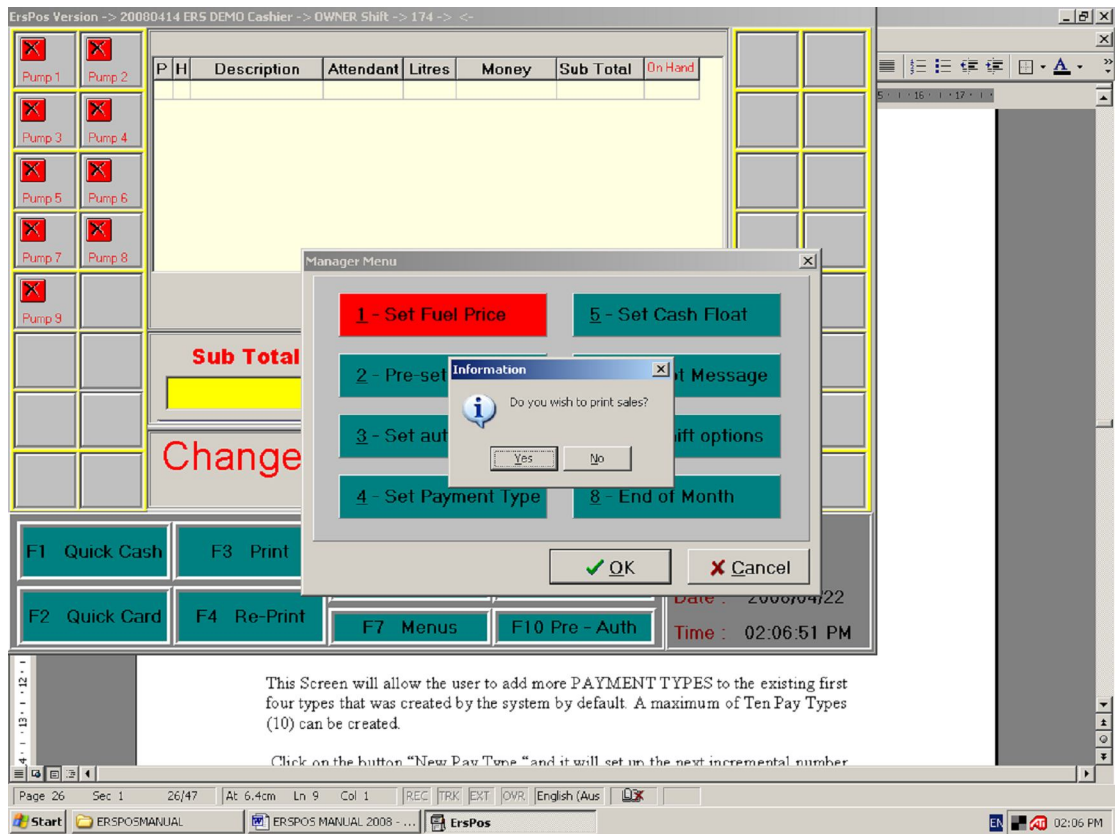
Grades	Old Price	New Price
Premium 97	R 2.30	2.50
Premium 93	R 2.40	2.40
Unleaded	R 2.50	2.60
Sasol	R 2.60	2.70
	R 0.00	0.00
	R 0.00	0.00

Clear Preset

OK

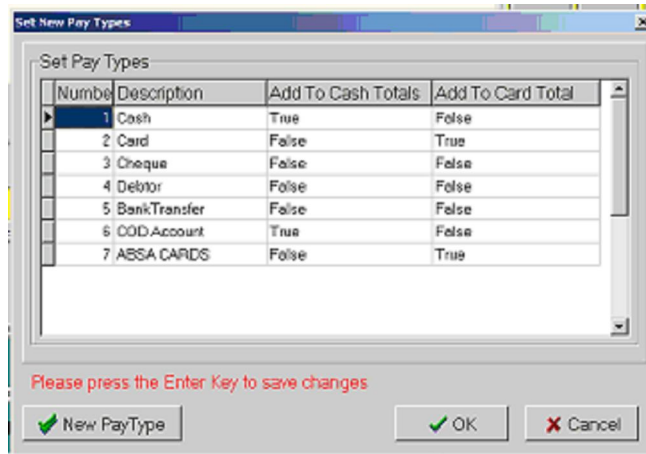
Cancel

## 1.3 Set Auto Sale



With this option if you choose “Yes” the system will automatically print a receipt after each fuel transaction.  
If you choose “No” then no receipt will be printed.  
For this option no cashier is necessary.

## 1.4 Set Payment Type



This Screen will allow the user to add more PAYMENT TYPES to the existing first four types that was created by the system by default. A maximum of Ten Pay Types (10) can be created.

Click on the button “New Pay Type “and it will set up the next incremental number, type in the description of the new Pay Type, each Pay Type must be set to TRUE if this Pay Type is to be handled by the system as CASH.




Setting CDROP to TRUE will allow the system to add all transactions against this Pay Type to the CASH total, and therefore it will be included in the CASH DROP total.

**Set New Pay Types**

Set Pay Types

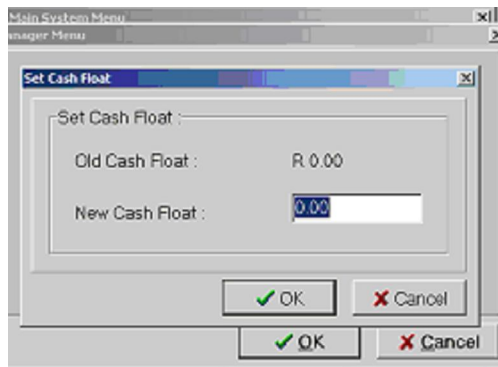
Number	Description	CDrop
1	Cash	True
2	Card	False
3	Cheque	False
4	Debtor	False
5	mastercard	False

Please press TAB to save changes

 New PayType  OK  Cancel

## 1.5 Set Cash Float

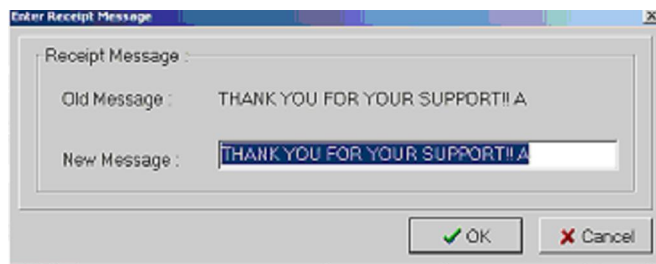
This option will give the user access through the password. It will allow the user to capture as cash float, this amount will then be excluded at the end of shift report.





## 1.6 Receipt Message

This will allow the user to put in any messages the they want to be printed on their receipts, for all the customers or for individual customers.



## 1.7 Set Shift Options

The first part of this screen will allow the user to Enable or Disable the *tagging system*.

It will also change the End Of Shift printing function, and the error count on the pumps.

**Set Shift Options**

Authorise method :

Set Auto Authorise ☐ Set Pre-Pay ☐

Set tagging ☒ Print Shift at Shift End ☒

Error Count before showing Error

Shift Report options :

Print Liters Per Grade ☒ Print Sundry Sales Short ☐

Print Liters Per Pump ☒ Print Attendant Total Sales ☐

Print Autosales per shift ☐ Print Attendant Car Count ☐

Print Manual Totalisers ☒ Print Attendant Total Liters ☐

Print Electronic Totalisers ☒ Print Cash Payouts ☒

Print Tank inventory ☒ Print Debtor transactions ☐

Print Sundry Sales Detail ☒ Print Closing Stock ☒

Print Special Group 1 ☒ Closing Stock Group

Special Group 1

Print Special Group 2 ☒

Special Group 2

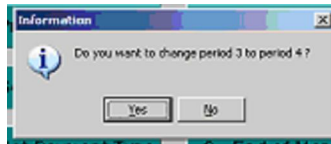
☒ OK ☒ Cancel

The second part will be used to Enable or Disable sections on the *End Of Shift report*.

The selection of items been Enabled, will then be used by the system to create a customised End Of Shift Report, every time that an End Of Shift function is been called.

*Please note that any changes to the selection will only apply to future End Of Shift Reports.*

## 1.8 End of month



This option will close the current period/shift and open the next period/shift.

## 2. Sundries

This window will allow the user to Create new stock items, or to modify any detail on existing stock items.

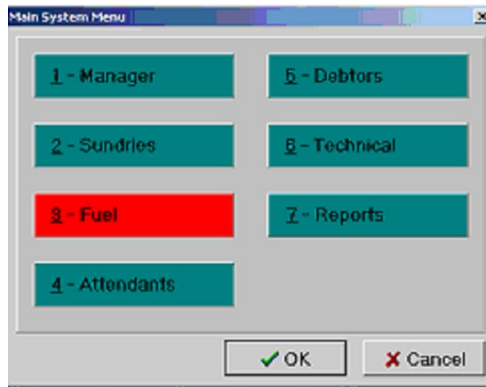
*Please make sure when creating a new item, that you supply a correct cost price Excl. VAT for this item, to work properly.*

The screenshot shows a software window titled "Create Sundries" with a close button (X) in the top right corner. The main area is titled "Add/Edit/Delete Sundry Items". It contains several input fields for creating or editing a stock item:

- PLU Code : 101
- Description : Fanta 250 ml
- Quantity : 60
- Size : 250 ML
- VAT Rate % : 14
- Markup % : 20
- Cost : R 12.00
- Selling Excl : R 14.40
- VAT : R 2.02
- Selling Incl : R 16.42

At the bottom, there are four buttons: "Back" (with a left arrow), "Next" (with a right arrow), "Add Stock", and "Cancel" (with a red X).

### 3. FUEL



This option will give the user access to the fuel maintenance menu through the password system and will allow the user to change fuel levels.

No grade can have a Zero price in the NEW PRICE edit box, if the price has remained the same please re-enter the price.

On pressing the OK button the system will send the NEW PRICE to the pumps.

**Please make sure that you are using the correct tank number to the correct fuel type**

Choose the Tank number that needs to be amended/changed.  
Go to Amend tank levels and do the adjustments.  
Make all the necessary changes to this options.  
By using the NEXT button you can go the next tank and so on.

**Fuel Details**

Tank number :  If PLU Code has been hi-lighted then Shift + D Deletes a record Shift + ? shows a search screen.

Amend Tank Level :

Last Level :

Tank Reorder :

Tank Volume :

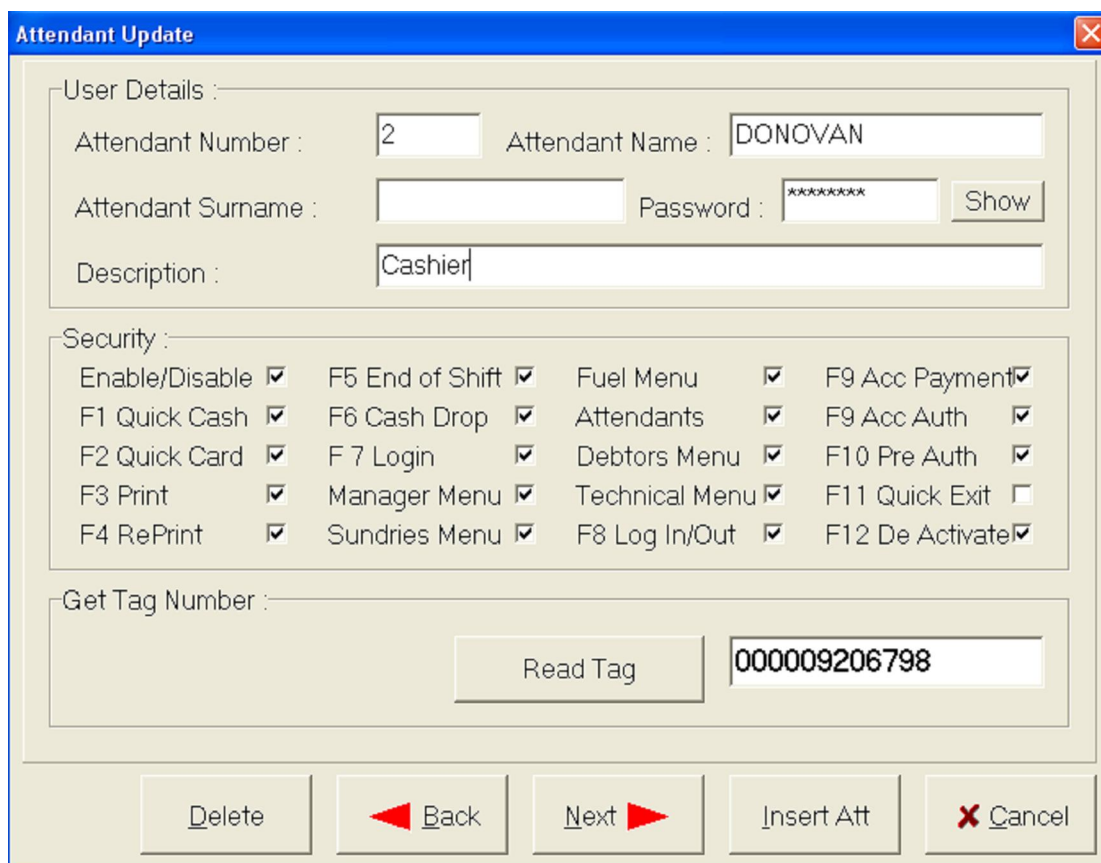
Tank Grade :

**Tank Levels**

Tank	Level
T1	~3,255
T2	~9,000
T3	~1,000
T4	~10,500
T5	~7,000

◀ Back    Next ▶    Add Fuel Drop    ✕ Cancel

#### 4. Attendants



**Attendant Update**

User Details :

Attendant Number : 2 Attendant Name : DONOVAN

Attendant Surname : Password : \*\*\*\*\* Show

Description : Cashier

Security :

Enable/Disable	<input checked="" type="checkbox"/>	F5 End of Shift	<input checked="" type="checkbox"/>	Fuel Menu	<input checked="" type="checkbox"/>	F9 Acc Payment	<input checked="" type="checkbox"/>
F1 Quick Cash	<input checked="" type="checkbox"/>	F6 Cash Drop	<input checked="" type="checkbox"/>	Attendants	<input checked="" type="checkbox"/>	F9 Acc Auth	<input checked="" type="checkbox"/>
F2 Quick Card	<input checked="" type="checkbox"/>	F 7 Login	<input checked="" type="checkbox"/>	Debtors Menu	<input checked="" type="checkbox"/>	F10 Pre Auth	<input checked="" type="checkbox"/>
F3 Print	<input checked="" type="checkbox"/>	Manager Menu	<input checked="" type="checkbox"/>	Technical Menu	<input checked="" type="checkbox"/>	F11 Quick Exit	<input type="checkbox"/>
F4 RePrint	<input checked="" type="checkbox"/>	Sundries Menu	<input checked="" type="checkbox"/>	F8 Log In/Out	<input checked="" type="checkbox"/>	F12 De Activate	<input checked="" type="checkbox"/>

Get Tag Number :

Read Tag 000009206798

Delete Back Next Insert Att Cancel

This window will allow the user to Add new Attendants/Users to the system, as well as changing any detail to that Attendant/ User.

Each Attendant/User must have an Attendants Name and Password. This will be used every time the system prompts the user for his User Name and Password.

Then each user must be assigned a set of rights that will give him/ her access to certain Menu's and Functions.

The READ TAG button must be used to allocate a tag to each Attendant.

By clicking on this button, the system will read the new tag at Pump number One (1), the Attendant must then tag his new tag on this pump, and lift the nozzle for the system to read the new tag number and assign it to the Attendant.

## 5. Debtors

**Add/Delete/Update Debtors Period :- 1**

Debtor Information :

Number : 1 Deposit : R 200.00

Name : Abc Super Stores

Address : 23 Blood Street

City : Randburg Code :

Account Limit : R 500.00

Used forced order numbers on account ☒

Disable Account ☐

**52496**

Read Tag

Post Number

Vehicle Information :

Registration : LFG399GP Driver : DONOVAN

Model : Mazda

Odometer : 254815 Forced order Numbers ☒

Read Tag

Post Number

◀ Back Next ▶ = Payment + Invoice ✕ Cancel

This window will allow the user to Add New Debtors, and to create all the vehicles belonging to this account, as well as changing any detail, to any account or, to any vehicle.

This window will also be used to allocate a Tag Number to an account or, to a vehicle.

To allocate a Tag to a Debtor, click on the “Read Tag” button in the top block marked “Debtor Information”, and then tag the new tag on pump, and lift the nozzle for the system to read the tag.

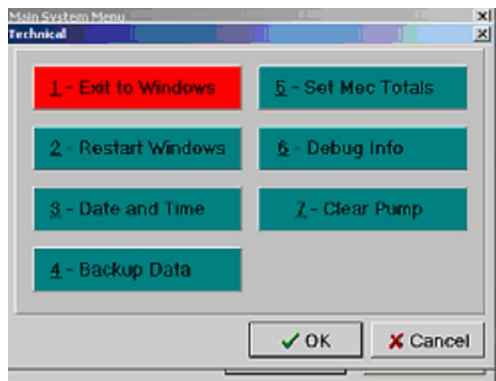
To allocate a tag to a vehicle repeat the same procedure, but click on the button in the bottom block marked “Read Tag”, if the system has read a tag from the pump the tag number will be displayed in red, then click on “Post Number”, this will then post this tag number to the specific Debtor / Vehicle.

The block marked; as “Account Limit” will be used by the system to verify that a transaction can be allowed/allocated to this account, or if the account has exceeded its limits, and will therefore not authorized the pump or allow any more transactions on that account.

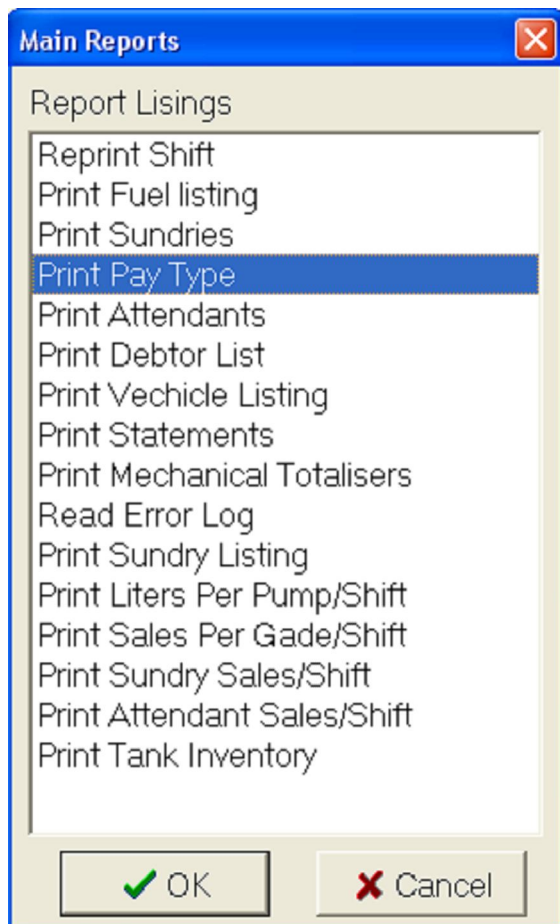


## 6. Technical

The service technician or an authorised person will mainly use this section.



## 7. Reports



This option will display a window whereby the user can select from a range of reports.

By moving up-down trough the listing and then Enter on that option, will allow the selected report to be printed.

## "F8" Log In/Out



Please log in New User

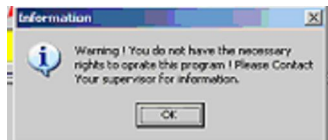
Enter User name: owner

Enter password: \*

OK

This option will allow the user to log a cashier out and log a new cashier in without doing a shift end. If any changes have been made to the cashiers access levels to the system, the cashier must log out and then log in again , to allow the system to read and assign the new rights.

## "F9" Account Payment



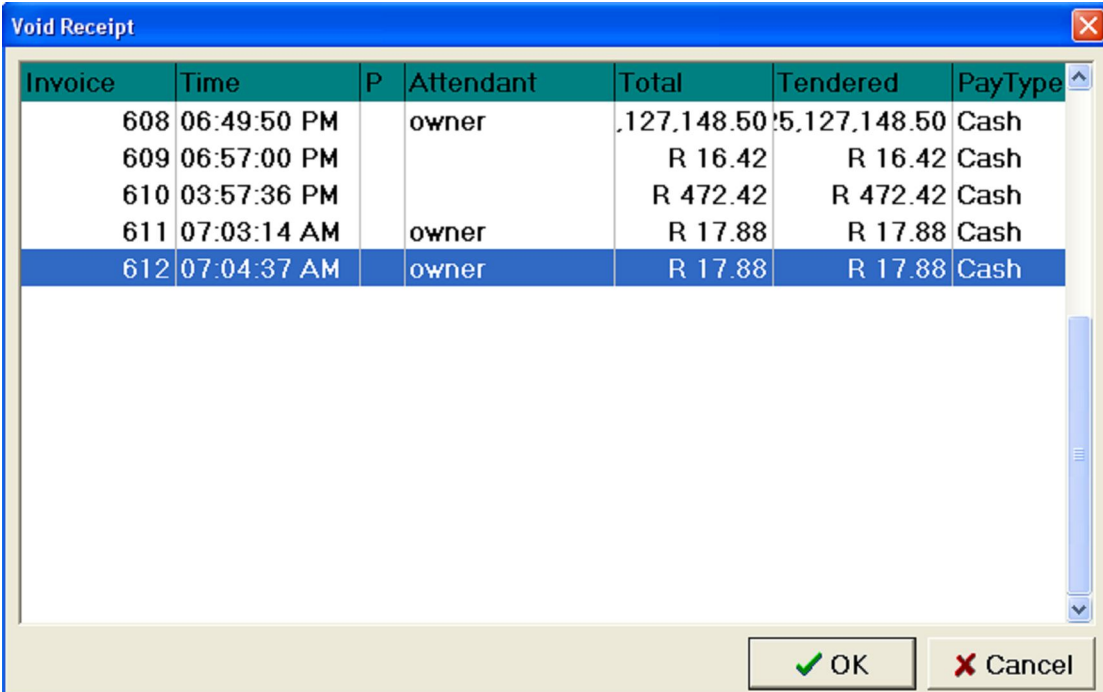
This option will allow the user to process an account payment to a specific account. This function will on completion print a receipt for proof of payment and this payment will then be logged to the End Of Shift report.

## CTRL + 'F12' Void Sale

By using this combination of 'Keys,' the system will display the following screen. This option will allow the user to move up/down on all previous transactions for the current shift, and then press Enter on the required sale to be voided.

This Void out will then intern be locked to the End Of Shift report and, if this sale was a fuel sale, the sale will then be posted to that pump an be shown as outstanding money.

If there are stock items it will be reversed to the stock file, and the on hand quantity will be updated with the sale quantity.



The screenshot shows a window titled "Void Receipt" with a table of transactions. The table has columns: Invoice, Time, P, Attendant, Total, Tendered, and PayType. The transactions listed are:

Invoice	Time	P	Attendant	Total	Tendered	PayType
608	06:49:50 PM		owner	127,148.50	5,127,148.50	Cash
609	06:57:00 PM			R 16.42	R 16.42	Cash
610	03:57:36 PM			R 472.42	R 472.42	Cash
611	07:03:14 AM		owner	R 17.88	R 17.88	Cash
612	07:04:37 AM		owner	R 17.88	R 17.88	Cash

At the bottom of the window, there are two buttons: "OK" (with a green checkmark icon) and "Cancel" (with a red X icon).

## • PROCESSING A SALE

In processing a sale, a number of aspects need to be kept in mind e.g.

Whether it is a fuel sale, or a stock item sale, or a combination of these to.

Further, the cashier must also indicate what method of payment he/she has received from the customer.

The starting point of any type of transaction is that the cashier must supply either a pump number or a Plu Code number.

This number has to be type into the Plu Code input box (Figure A), then press the Enter Key.

The image shows a software interface for processing a sale. On the left, there is a numeric input field containing the number '23466425555'. Below this field, the word 'Total' is displayed in red. To the right of the input field is a numeric keypad with buttons for digits 0-9 and a decimal point. The interface has a yellow header bar and a grey background.

Figure A

If a pump number has been used, the following window will be displayed: (Figure B).

In this window the cashier must verify that the correct pump number, and transaction is displayed and then press Enter on *correct* transaction.

The image shows a window titled 'Pump Number 1'. Inside the window is a table with the following data:

Time	Attendant	FuelType	PPL	Liters	Money
09:23:43 AM	OWNER	Premium 97	R 3.20	37.5	R 120.00
09:23:51 AM	OWNER	Premium 97	R 3.20	93.75	R 300.00

At the bottom of the window, there are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red X icon. The window has a blue title bar and a grey background.

Figure B

The system will then take the selected sale, and write it to the sales block (Figure C). At the same time the Sub Total, Vat, and Total blocks will be updated with the amount outstanding.

If a Plu number of a stock item has been entered, the system will write the sale into the sales block (Figure C).

In Both these cases the words “Sale in Progress!!!!” in blue, will start to flash on the top of the sales block (Figure C).

**Sale in Progress !!!!!!!**

P	H	PluCode	Description	Attendant	Litres	Money
1	1		Premium 97	OWNER	37.5	R 120.00
		57005010	OROL PEPPER	OWNER	1	R 3.90

**Sub Total**

R 123.42

**VAT**

R 0.48

**Total**

R 123.90

Figure C

The next step is to decide on the method of payment.

1. **Quick Cash**
2. **Quick Card**
3. **Manual selection of Payment Type**

### 1. Quick Cash

If the cashier has no need for the system to calculate the Change on this transaction, and also no detailed cash receipts are needed, he can by simply pressing the “F1” key process this transaction.

### 2. Quick Card

If the cashier has received a card as payment type, and does not need detailed Cash slip he can process this transaction by pressing “F2”.

### 3. Manual selection of Payment Type

By pressing enter on a blank Plu Code input box (Figure A) the system will display the next window (Figure D).

In this window the cashier can by moving up / down trough the selection select the correct payment type.

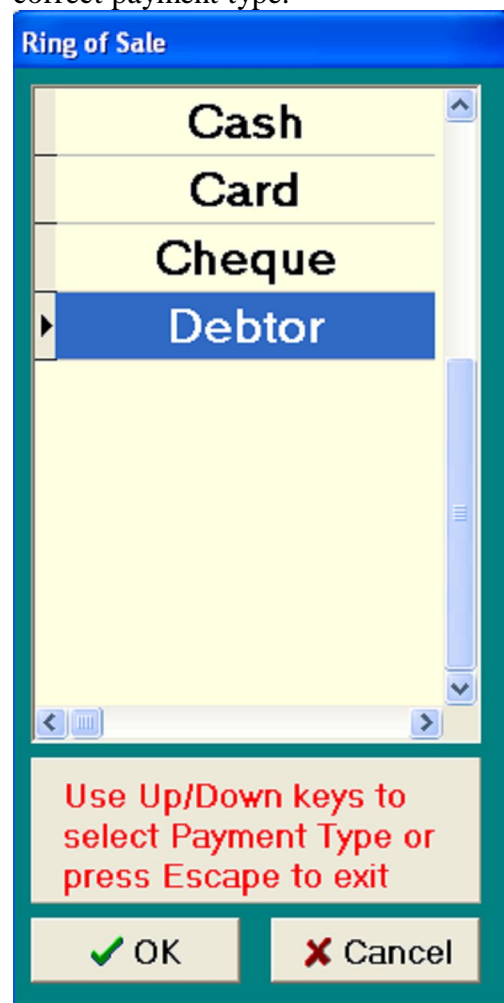


Figure D

If cash has been selected, the system will then display the following window: (Figure E). At this time the cashier has to enter an amount equals to the amount received from the customer to allow the system to calculate the correct amount of change.

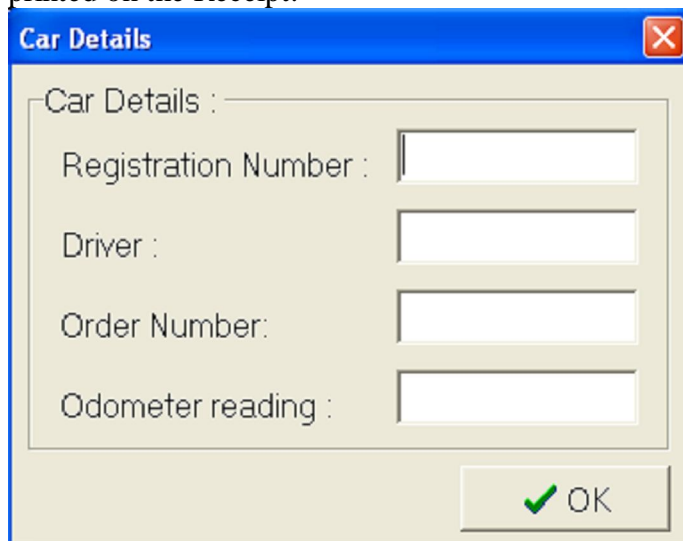
The image shows a software window titled "Cash Ringoff". It contains a section labeled "Pay Details :". Inside this section, there are two labels: "Amount Oustanding :" followed by a text box containing the value "123.90", and "Amount Tendered :" followed by an empty text box. Below the "Pay Details" section are three buttons: "+ Equal", a green checkmark icon followed by "OK", and a red X icon followed by "Cancel".

Figure E

After pressing Enter on this window the system will then on the next window (Figure F) prompt the cashier for the registration number of the car, the drivers name, the order number, and the odometer reading of the car.



The more information that has been captured on this window, the more detail can be printed on the Receipt.



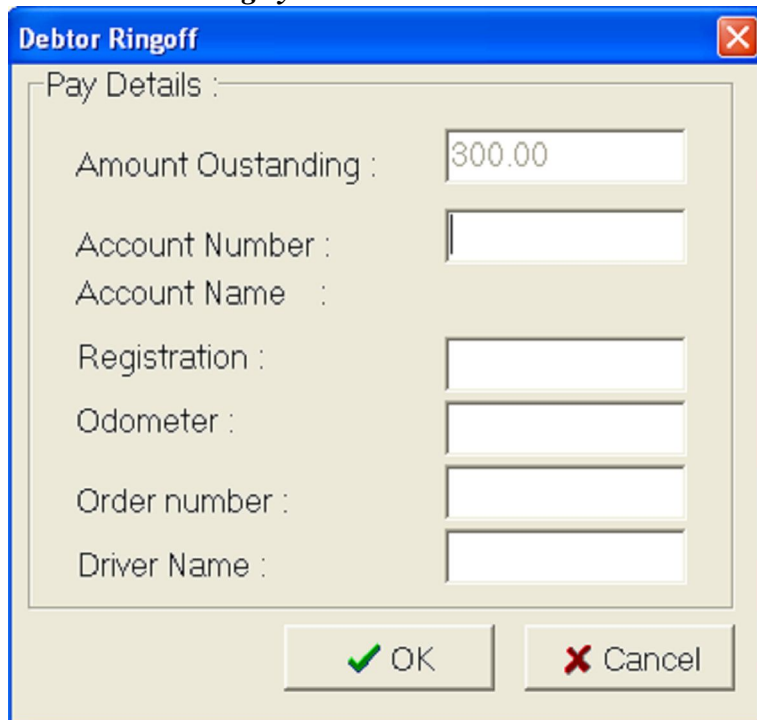
A dialog box titled "Car Details" with a blue header bar and a close button (X) in the top right corner. The main area is a light beige rectangle containing the label "Car Details :". Below this label are four input fields, each preceded by a label: "Registration Number :", "Driver :", "Order Number:", and "Odometer reading :". At the bottom right of the dialog is a button with a green checkmark icon and the text "OK".

Figure F

If on Figure D the method of payment selection was debtor, the system will then show the following window: (Figure G).

At this time the cashier needs to supply the system with the correct Account information starting with the Account Number, and then the vehicle registration number, odometer reading, order number and driver name.

***It is of utmost importance, that the information on this screen is correct, and that no block has been left blank. This information will later be used to update the Debtor Accounting system as well as the Vehicle Consumption reports.***



A dialog box titled "Debtor Ringoff" with a blue header bar and a close button (X) in the top right corner. The main area is a light beige rectangle containing the label "Pay Details :". Below this label are six input fields, each preceded by a label: "Amount Oustanding :", "Account Number :", "Account Name :", "Registration :", "Odometer :", "Order number :", and "Driver Name :". The "Amount Oustanding :" field contains the value "300.00". At the bottom of the dialog are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

Figure G

- ***End Of Shift Report***

A typical End Of Shifty Report will Look like this:

SHIFT NUMBER # 1900

ERS Demo Service Station

Start : 2004-01-23 05:38:21 PM

Stop : 2004-01-24 07:16:03 AM

-----  
In - DOCTOR 2004-01-23 05:38:21 PM

Out - DOCTOR 2004-01-24 07:16:03 AM  
-----

*The First part of the report are dedicated to the time the shift has Started and stoped. It will also indicate at what time witch Cashiers was Logged In and Logged Out.*

TOTAL LITERS & MONEY PER GRADE

Grade	PPL	Litres	Money/Sold
Premium 93	3.77	804.152	3,031.47
Unleaded	3.77	335.108	1,263.29
Sasol	3.77	406.856	1,533.75
Diesel	3.65	217.536	793.99
Sasol Unl	3.77	131.580	496.04
Totals		1,895.232	7,118.54

*TOTAL LI TRES & MONEY PER GRADE. This section will display the total litres, and total money received per grade.*

TOTAL LITERS & MONEY PER PUMP

Pump	Hose	Litres	Money/Sold
1	1	78.484	295.86
2	1	152.468	574.77
3	1	18.576	70.02
4	1	160.292	604.28
5	1	173.288	653.26
6	1	336.892	1,269.98
7	1	161.820	610.03
8	1	157.328	593.10
9	1	0.000	0.00
10	1	145.140	547.15
11	1	82.240	310.03
12	1	79.588	300.03
13	1	131.580	496.04
14	1	217.536	793.99

Totals	1,895.232	7,118.54
--------	-----------	----------

**TOTAL LITERS & MONEY PER PUMP.** *This section will display the total Litres and money dispense on each pump per hose.*

**TOTALISERS PER LITRE MECANICAL.**

*This section will in a theoretical manner, show the Opening – Closing Readings on the Mechanical Totalisers on the pump.*

*It will thereby deduct the closing from the opening reading, to display the amount of litres sold per pump, per hose.*

*The opening and closing readings must also balance back to the readings that are taken manually by the cashiers.*

*It is very important to do a manual check of these totalisers to the actual readings on the pump at this time.*

*It will insure that no pump has been switch to Stand Alone and that no fuel has been dispensed without the system knowing about the sale.*

TOTALISERS PER LITRE MECANICAL					
-----					
P	H	Open	Close	L/SOLD	
-----					
1	1	244196.7	244275.2	78.5	_____
2	1	552930.6	553083.1	152.5	_____
3	1	416832.8	416851.4	18.6	_____
4	1	225635.9	225796.2	160.3	_____
5	1	262676.5	262849.8	173.3	_____
6	1	647744.5	648081.4	336.9	_____
7	1	255634.2	255796.0	161.8	_____
8	1	793732.2	793889.5	157.3	_____
9	1	861539.9	861539.9	0.0	_____
10	1	282141.5	282286.6	145.1	_____
11	1	295531.1	295613.3	82.2	_____
12	1	211873.1	211952.7	79.6	_____
13	1	729949.1	730080.6	131.6	_____
14	1	610418.9	610636.5	217.5	_____
-----					
Totals			1,895.2		

### **ELECTRONIC TOTALISERS.**

*This section will print on the top line of each pump / hose, a "Theoretical" reading and on the second line an "Actual" reading. It is important that the top and bottom readings are always the same.*

*This will indicate that no sale has been done on the pump without the system recording this transaction.*

*If a pump has been switch to Stand Alone and a transaction been done the system will, at the bottom of this report shows: Standalone Litres*

*Pump / Hose : 1/ 1 204.6*

*This will indicate that a sale has been done on Pump 1 Hose 1 of 204.6 litres.*

### **ELECTRONIC TOTALISERS**

-----				
Pump	Theoretical	L/Close	R/Close	
P H	Actual	L/Close	R/Close	
-----				
1 1	122,914.2		480,649.72	
	123,118.8		481,420.85	
2 1	284,004.6		65,393.64	
	283,852.1		64,818.87	
3 1	370,060.2		664,783.54	
	370,060.1		664,783.54	
4 1	245,849.3		691,859.34	
	245,849.3		691,859.34	
5 1	445,652.9		729,516.41	
	445,652.9		729,516.41	
6 1	554,960.8		118,594.14	
	554,960.8		118,594.14	
7 1	368,590.1		66,200.07	
	368,590.2		66,200.07	
8 1	349,920.9		390,443.99	
	349,920.9		390,443.99	
9 1	408.2		1,539.21	
	408.2		1,539.21	
10 1	639,996.4		147,351.20	
	639,996.4		147,351.20	
11 1	26,447.3		100,445.32	
	26,447.4		100,445.32	
12 1	156,485.8		614,045.43	
	156,485.8		614,045.43	
13 1	19,487.4		73,992.11	
	19,487.4		73,992.11	
14 1	10,383.2		37,898.04	
	10,383.2		37,898.04	
-----				

Standalone Litters

Pump / Hose : 1/ 1 204.6

### **TANK INVENTORY.**

*These sections will on a theoretical base, show the Opening, Closing, Drops, L/Sold per tank.*

TANK INVENTORY				
Tank	Opening	Closing	Drops	L/Sold
1	5,308	5,177	0	132
2	2,626	2,376	0	250
3	10,449	10,292	0	157
4	82,249	81,444	0	804
6	21,135	20,800	0	335
7	12,606	12,389	0	218
Totals				1,895

### **SUNDRY CLOSING STOCK.**

*This Section will show the closing quantity of a group of stock items if it's been set-up.*

SUNDRY CLOSING STOCK			
Code	Description	Close	Quan

### **SUNDRY DETAILS.**

*This section will show the number of stock items been sold as well as the total value of that sale.*

SUNDRY DETAILS			
Code	Description	Quan	Totals
35	GRAND-PA SACH	1	1.50
58	CHAPPIES	5	1.00
61	WILSONS TOFFE	1	0.25
63	MILK ON TAP 5	1	1.58
100	MILK ON TAP 1	22	69.30
111	CLASSIC ECLAI	5	1.00
150	BIG TIME LOLL	1	0.40
151	MOTTOES	1	0.20
207	STROKES FORU	1	0.80
1025	LION MATCHES	2	0.60
1555	TAXI MENTHOL	1	3.70
6002	R.W. HOUT	2	19.90
54490482	POWERADE MOUN	1	5.50
57005324	STIMOROL MENT	1	3.60
60010612	BEECH-NUT S/M	1	1.10
60068835	NES CARAVAN	1	2.70

60071521	HALLS SPEARMI	2	7.30
60094391	PANADO	1	1.50
87126396	FANTA 500ML	1	4.50
5449000009067	COCA-COLA 2L	4	43.20
5449000010131	TAB 340ML	2	7.30
5449000098535	VANILLA COKE	1	3.80
6001025292900	AERO CHUNKY	1	3.95
6001060071416	BENSON & HEDG	2	24.50
6001060240317	EMBASSY LIGHT	1	10.20
6001065234809	RUM&RAISIN	1	7.65
6001065303000	CAD P.S SMALL	1	2.75
6001069297817	GRAFFITI W/CH	1	2.10
6001069311513	FARM STYLE WH	2	10.20
6001120081492	MINI ORG. WIN	2	5.80
6001134087305	CREAME SODA 2	1	10.80
6001156230062	FIVE ROSES TE	1	6.00
6001237012822	PETER STUYVES	1	12.25
6001237024825	LEXINGTON FIL	1	12.25
6001237212826	DUNHILL LIGHT	1	13.00
6001253010178	ALBANY WHITE	2	10.20
6001324299556	ENERGADE MIXE	1	5.60
6001335703820	GAU BLONDES S	2	24.50
6001432000150	PUFFS CHUTNEY	1	4.90
6001651015225	SAHAWI	5	33.50
6002444000060	VALPRE STILL	1	6.30
6002664000031	2 L MILK	1	10.15
6006347000042	CHARCOAL-5KG	1	12.80
6007053000104	TOTAL SAE 30	2	17.50
6007053000265	TOTAL 20W50 5	3	30.00
6007105000021	TELKOM R20	2	40.00
6007358132821	PRINCETON	1	8.60
6009510800456	N/N 40G SMOKE	1	2.10
6009602210859	MANCHESTER AP	1	6.50
6009665690018	CELL C	1	35.00
9770018708007	HUISGENOOT	1	9.45
9771019209128	AUTO TRADER	1	13.00

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Total

572.28

### **SUNDRY SALES.**

*This section will show the total sales of stock items and give a breakdown of the vat received, and non-vat items.*

#### SUNDRY SALES

Type	Excl	VAT	Incl
Inclusive	403.73	56.52	460.25
Exclusive	112.03	0.00	112.03
Total			572.28

### **ATTENDANT ANALYSIS - TOTAL SALES.**

*This section shows the money value of fuel and stock sales per Attendant*

#### ATTENDANT ANALYSIS - TOTAL SALES

Number	Name	Totals
7	SIPHO	40.02
8	THOMAS	2,198.13
10	WITNESS	70.00
11	LUCKY	2,137.43
20	ZACHARIA	2,412.96
21	LUCAS	260.00
Total		7,118.54

### **ATTENDANT ANALYSIS - CAR COUNT.**

*This section will show the number of fuel transaction been done per Attendant.*

#### ATTENDANT ANALYSIS - CAR COUNT

Number	Name	Served
7	SIPHO	1
8	THOMAS	28
10	WITNESS	1
11	LUCKY	30
20	ZACHARIA	38
21	LUCAS	1
Total		99

### **ATTENDANT ANALYSIS - LITERS COUNT.**

*This section will show the total litres sold per Attendant.*

#### ATTENDANT ANALYSIS - LITERS COUNT

Number	Name	Litres
7	SIPHO	10.616
8	THOMAS	585
10	WITNESS	18.568
11	LUCKY	569.78
20	ZACHARIA	642.3
21	LUCAS	68.968
Total		1895.232

### **ACCOUNT TRANSACTIONS.**

*This section will show all transactions been captured as Account transactions. This detail must be used to reconcile the payment type breakdown further down the report. This section must also be used to verify that the cashiers have selected the right Accounts.*

#### ACCOUNT TRANSACTIONS

Acc Num	Acc Name	Amount
1803	JOHAN POTGIETE	100.01
200	DRIVEWAY VEH E	144.94
Total		R 244.95

#### ACCOUNT PAYMENTS.

*This section will report if any Account Payments has been received during the shift. This detail should be checked to see that the cashiers have selected the correct Account.*

#### ACCOUNT PAYMENTS

Acc Num	Acc Name	Type	Amount
	Cash Total	R	0.00
	Card Total	R	0.00
	Cheque Total	R	0.00
Total		R	0.00

#### END OF SALE.

*This section will report all the transactions that has been cancelled by the cashier. Every time the cashier press the 'END' key to cancel a Sale In Progress this section gets updated.*

#### END OF SALE

Nu	Cashier	Time	Amount
1	DOCTOR	06:31:31 PM	4.50
2	DOCTOR	07:01:23 PM	8.75
3	DOCTOR	07:46:00 PM	20.01
4	DOCTOR	09:06:13 PM	19.55
5	DOCTOR	09:54:32 PM	4.64
6	DOCTOR	10:11:18 PM	1.90
7	DOCTOR	10:34:20 PM	3.00
8	DOCTOR	12:34:30 AM	208.31
Total		R	270.66



### RECEIPT VOIDS.

*This section will report all the sales that have been voided by the cashier. Every time the cashier press 'CTRL + F12' and void a sale of the listing this section gets updated.*

#### RECEIPT VOIDS

Nu Cashier	Time	Amount
0		0.00
Total		R 0.00

### CASH PAYOUTS.

*This section will show a list of all Cash Payouts that has been bone during this shift.*

#### CASH PAYOUTS

Nu Description	Time	Amount
0		0.00
Total		R 0.00

### CASH DROPS.

*This section will show a list of all Cash Drops that has been bone during this shift.*

#### CASH DROPS

Nu Cashier	Time	Amount
0	12:00:00 AM	0.00
Total		R 0.00

### SALES SUMMARY.

*This part adds the total pump sales and total stock sales together to show the Total Sales amount.*

#### SALES SUMMARY

Total Pump Sales	7,118.54
Total Sundry Sales	572.28
Total Sales -	7,690.82

**BANKING BREAKDOWN.**

*This section does a breakdown of the total sales by Payment types. This makes it easier to balance the shift and the cash drawer.*

**BANKING BREAKDOWN**

Sale Type	Sale Count	Total Sales
Cash	127	5,837.20
Card	9	1,607.67
Cheque	0	0.00
Debtor	2	244.95
Totals		7,689.82

**CASH IN TILL**

*This section take to total Cash sales an deduct the Cash Drop total, and the Cash Payout total if there where any.*

**Cash in Till**

Total Cash Sales -	5,837.20
Minus Cash Drops -	0.00
Minus Cash Payouts -	0.00
Total Excl Float -	5,837.20