Release Note

Winpos Mega - Version 1043 SP4 Release

New Options for Handling Cash Floats, and Declarations

May 2023

Introduction

These changes provide options where there is a requirement for:

- A more 'structured' procedure in the POS for handling cash floats.
- Changes to declaration functionality, in both POS and Back Office.

Definitions

- **Z-Report**: the report generated at the end of a 'Trading Session' on the POS. All references in this document to 'Z-Report' are to the in-built ('hard-coded') POS Z-Report, and only to this report.
- **Trading Session**: the period from one Z-Report to another Z-Report.

Summary of Changes

Floats

- Option for a more structured procedure for handling cash floats in POS:
  - Automatically prompt for cash float when a Z-Report is completed.
  - Option for Z-Report re-print.

POS Declaration

- Optional changes to POS declaration function:
  - Combine Declaration and Z-Report into one
  - Optionally show 'In Drawer' amount in Declaration window.
  - Prompt when variances are detected, allow 1 retry to re-enter values.

Back Office 'Declare Takings'

- New option to exclude float value from Back Office 'Declare Takings' function.

New Settings

New setting to turn on 'Structured Float Processing'.

Provides a structured mechanism for handling float entry in the POS.

> **Parameters.Settings.REG.Structured float processing = True/False.**
> Default is False.
> When False, behaviour is as existing.
> See remainder of this document for further details.

New setting to combine POS Declaration and Z-Report functions into one.

Combines the Declaration and Z-Report functions into one. The functionality is triggered by pressing the Z-day Report button in the Menu window in the POS. If set, then Declaration happens first and when this is completed, the Z-Report follows automatically.

> **Parameters. Settings.REG.Declaration and Z-Report combined = True/False.**
> Default is False.
> When False, behaviour is as existing.

New setting to show 'In Drawer' amount in the Declaration window in the POS

Provides an option for showing the 'In Drawer' amount in the POS Declaration window instead of it being hidden ('bilnd' declaration) .

> **Parameters.Settings.REG.Declaration show In Drawer values = True/False**
> Default is False.
> When False, behaviour is as existing ('In Drawer' column is hidden).

New setting to exclude Float value from the In-Drawer value in the Back Office 'Declare Payments' function.

If set, then the value of the cash float is excluded from the Back Office 'Declare Payments' function. This supports use cases where the entire contents of the cash drawer (including float) is counted in the declaration by the POS, and then the cash drawer contents (excluding the float - which is left in the POS) are taken to a secure back office location for a Back Office declaration to take place.

> **Parameters. Settings.BackOffice.Declare payments In Drawer incl. Float = True/False.**
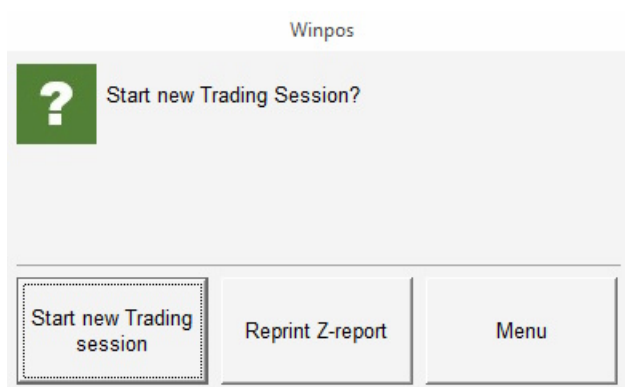> Default is True.
> When True, behaviour is as existing.

Details

"Start Trading Session"/Cash Float Entry

If **Parameters.Settings.REG.Structured float processing = True**, then the POS automatically displays a new pop-up on completion of the Z-report print:

"Start new Trading Session" button

- The cash drawer is fired open.
- The float entry box is displayed, allowing the default cash float value to be confirmed for the next Trading Session. The float value for the next Trading Session can also be amended and confirmed here.
- POS then returns to the main sales entry screen.
- **Note**: When **Structured float processing = True**, float entry is not automatically prompted for by the POS at any time other than when 'Start new Trading Session" is pressed.

"Reprint Z-report" button

- The last Z-Report is automatically reprinted
- The POS continues to display the "Start Trading Session/Reprint Z-Report/Menu" pop-up.

"Menu" button

- The "Start Trading Session/Reprint Z-Report/Menu" pop-up is closed.
- The POS "Menu" window is opened.
- Processing continues as normal.

Combined Declaration and Z-Day Report function

If **Parameters.Settings.REG.Declaration and Z-Report combined = True**, then when the Z-Day Report button is pressed, the button will behave as a combined Declaration/Z-Report function.

- The standard Declaration entry window will be displayed.

- The Declaration process behaves as existing up to the point that "Confirm" is pressed.

    Processing then follows one of 3 cases:

    1. If there are any **variances** between the entered **Declaration Total** and the **In Drawer** amount for a Payment method, *and this **is the first time** that **Confirm** has been pressed*, a message is displayed:
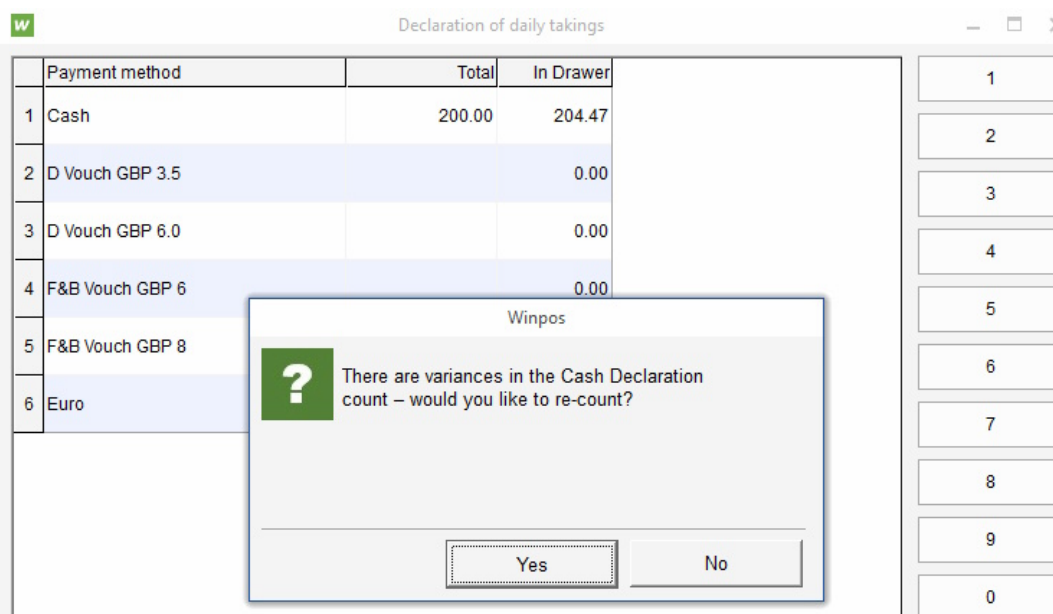
    - If **'Yes'** (re-count) is selected: the Declaration window is re-displayed, showing the previously entered amounts. The user now has one opportunity to re-count and re-enter the values and then Confirm when done.

    - If **'No'** (do not re-count) is selected: the Z-Report is automatically printed and the POS continues as normal.

        (**NOTE**: If **Parameters.Settings.REG.Structured float processing = True**, then the POS automatically displays the "Start Trading Session/Reprint Z-Report/Menu" pop-up described above).

    2. If there are **any variances** between the entered **Declaration** and the **In Drawer** amount, *and this **is not the first time** that **Confirm** has been pressed*, the POS automatically prints the Z-report and then continues as normal.

        (**NOTE**: If **Parameters.Settings.REG.Structured float processing = True**, then the POS automatically displays the "Start Trading Session/Reprint Z-Report/Menu" pop-up described above).

3. If there are **NO variances** between the **Declaration** and **In Drawer** amount then the Z-Report is automatically printed and the POS continues as normal.

- **NOTE**: When checking for variances, the POS also uses the existing settings: **REG.Declaration Maximum difference in drawer** and **REG.Declaration Level for maximum difference** in the normal way.

Show 'In Drawer' values on POS Declaration window

It is now possible to show the 'In Drawer' amount on the POS Declaration window, providing an option for customers who do not want to carry out 'blind' declarations.

This is controlled by a new setting: **Parameters.Settings.REG.Declaration show In Drawer values = True/False**

Default is False.

- **False**: behaviour is as existing ('In Drawer' column is hidden).
- **True**: the 'In Drawer' column is displayed on the Declaration window, to the right of the Total column:

Notes about Declaration of Cash

- The POS fires the cash drawer open when the Declaration window is first displayed if any payment types that are set to 'Declaration' are also set to 'Open Drawer'.
- The POS automatically displays the float amount for this 'Trading Session' in the 'Cash float inventory' box at the bottom of the Declaration window.
- Typically, the cashier counts all the physical cash, currencies, or other payment types which are configured to be declared. For cash, the value of any float will usually be counted in a declaration on the POS.

Declaration Print changes

- The float amount is now shown separately as "Remaining in Drawer (Float)", with value in brackets.
- The declared payment types and their values are separated from the float with title "Declaration".
- A line is output on the Declaration print for all Payment types and Currencies which are configured for 'Declaration'. If no value is entered in the Declaration on the POS for a Payment type/Currency, then a line is still output on the print, with value 0.
- Any declared amounts which are different from the In Drawer amount are highlighted with * on the print.

X- and Z-Report Prints - changes to Foreign Currencies section

- The name of the domestic currency has been removed from the "Total" text label.
- The text of the "Sales" column heading now includes the name of the domestic currency.
- The total value has been removed from the bottom of the "In Drawer" column (because it does not make sense to add up different currencies into one total value).

Back-Office Declaration

An option has been added to exclude the float amount from the 'In Drawer' cash figure in Back Office Declare Payments (Back Office > Declaration > Declare Payments). This makes it easier for back office staff who carry out the back office declaration to manage the float amount in businesses where the float physically remains with the POS at all times.

This option is controlled by a new setting: **Parameters. Settings.BackOffice.Declare payments In Drawer includes Float = True/False**.

Default is True.

- **True**: behaviour is as existing.
- **False**: excludes the float value.