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# Funds Management

Category	BOS General
Course	Accountability
Version	1.2
Client	Generic
Software	2.16.100

Funds Management is a specific set of cash management functions, used to facilitate Armaguard change orders. Use these procedures as a base for writing your store-specific guidelines for funds management.

**Hints and Tips**

- ✓ Your business will have a cash management policy. Refer to this for guidelines about cash security, and the financial cash limits which you must maintain.
- ✓ **IMPORTANT:** There are two ways the purchase of change can be configured. This document covers both methods so you can use what you need. Refer to page 9 for details. In summary, your business will either be set up to:
  - receipt the change into the BOS stores cash reserves, but reconcile payment in an external banking system.
  - OR exchange funds for the change (*screens for this method are shown at the end of this document*).
- ✓ Funds Management consists of the following tasks:
  - System Store Open.
  - Float and Cash Counts at POS.
  - Ordering and receipting reserve change from Armaguard.
  - Two-Key Safe and Change Clearances at POS to clear excess cash from the tills.
  - Clearing the two-key safe in the BOS after Armaguard have done a cash collection.
  - System Store Close.
- ✓ Cash Management Terms:
  - **Register Drawer:** Contains cash in the till for change and refunds, within financial limits.
  - **Reserve Change Drawer:** Contains cash to replenish the register drawer as required, within financial limits.
  - **Two-key Safe:** A secure location to store excess cash from the register, for Armaguard collection.

## Procedure to Count Reserve Change at Store Open

Perform this procedure in the BOS to get opening balances, and to 'open' the store so that the POS can sign in.

1.	From the BOS <b>Funds Management</b> menu, select <b>Store Open</b> .	
2.	Enter valid POS login credentials; click <b>OK</b> . <i>*The Cash in Reserve Change Drawer screen is displayed.*</i>	
3.	Count the money (cash) in the reserve change drawer, and enter the amount. <i>* You can double-check the total Reserve Change value from your Register Clearance Sheet, or on the RCC Report for the previous day.*</i> <i>*The system is only matching the total, not the denominations. You can enter the amount in any field/s to sum to the total.*</i> <i>*Don't include the total change from POS clearances that has been put into the two-key safe, as this value doesn't affect the BOS Store Open amount.*</i>	
4.	Click <b>OK</b> . <i>*If the count doesn't balance to the system, a warning error is displayed; you can re-enter the correct values or save to accept the figure.*</i>	
		□

## Procedure to Count the Register Float at POS

The POS Operator should perform this procedure at the start and end of each shift, to ensure the amount of cash in the register balances against what the system expects.

### Hints and Tips

- ✓ Outcome of **Process Float**:
  - At lane open: the POS is ready for a transaction. On the BOS OnScreen Accountability screen, the lane status is set to open and the Opening Balance is recorded.

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	Tray Sale	Party Cash In	Party Cash Out	Total
1 Open	258.00	0.00	0.00	0.00	0.00	0.00	0.00	258.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	408.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

- At lane close: the operator is automatically signed out, and on the BOS OnScreen Accountability screen, all values for this lane are automatically reset to 0.00 and the status is set to 'closed'. The Total is the closing balance that was entered at POS – if this is different to what the system expected, the Total shows the amount that was saved (i.e. \$287, a variance of \$1.00 to the system expected value of \$288).

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	Tray Sale	Party Cash In	Party Cash Out	Total
1 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	408.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

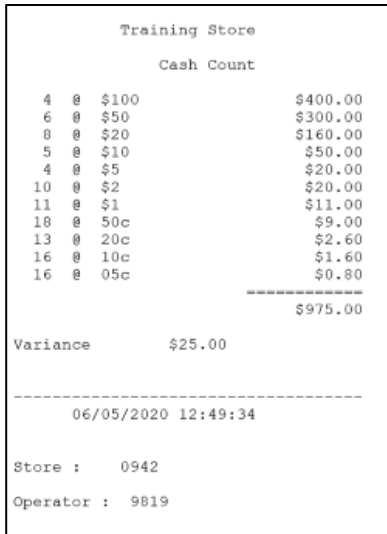
Total Cash in Cash Drawer **\$1,123.50**  
 Two Key Safe **\$8.00**  
 Reserve Change Drawer **\$1,520.00**  
 Reserve Change Receipted **\$8.00**

<p>1. <b>At:</b> The start of your shift</p> <p><b>then:</b> Sign into POS. The POS Float Menu screen automatically displays. Go to step 2.</p> <p>The end of your shift</p> <p>Press <b>Miscellaneous</b>. Press <b>Cash Movement</b>. Press <b>POS Close</b>. Go to step 2.</p>	<p>2. Count all the notes and coins for the float bag, and type the amount for each denomination.</p> <p><i>*For example, if you are have four \$50 notes, type 4 and select \$50.00.*</i></p> <p><i>* Sub Total updates as you enter each amount.*</i></p> <p><i>*The system is looking for the float to match what is auto-calculated in the BOS for this till – that is, for the opening float to match the closing float from the previous day, and for the closing float to match the system total in the till. It will warn if there is a variance, but you can save with one.*</i></p>
<p>3. Press <b>Process Float</b>.</p> <p><i>*At lane open: the POS is ready for a transaction.*</i></p> <p><i>*At lane close: the lane is automatically signed out.*</i></p>	<div style="text-align: right;"> </div>

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**Hints and Tips**

- ✓ The system is looking for your entry to match the Reserve Change amount the OnScreen Accountability screen (the same value is also on the RCC Summary report, within the Store Funds on Hand section).

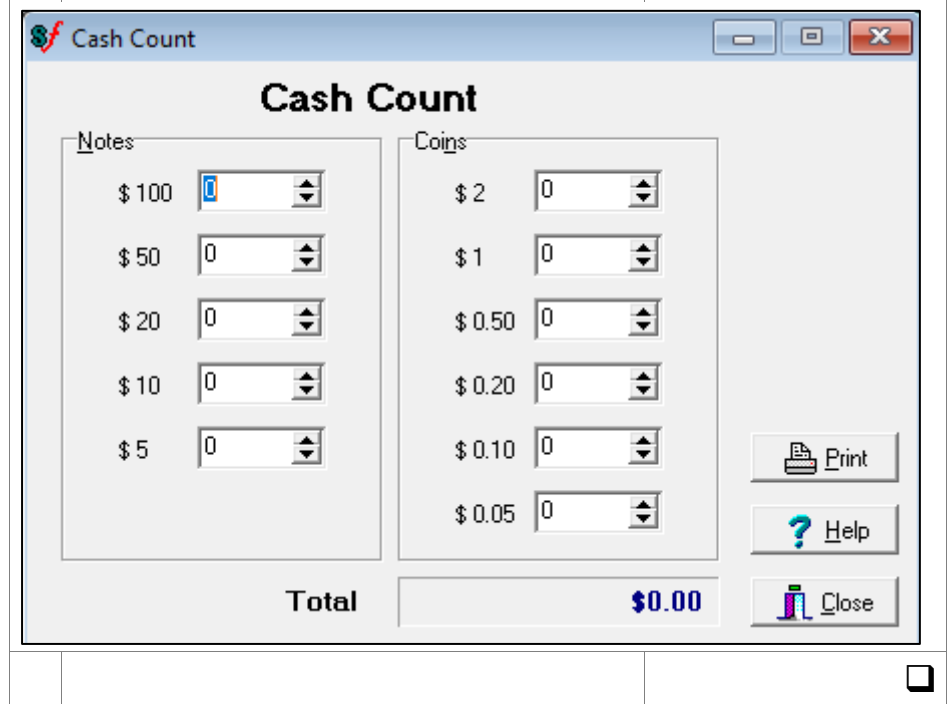


- ✓ If there is a variance, perform cash counts at each POS lane, to check they are correct to what the system expects. For example, if the register is \$20 over and the reserve change drawer is \$20 under, correct the error (i.e. by purchasing \$20 reserve change through POS), without moving any cash.

**Procedure to Count Reserve Change at BOS**

This procedure is done in the BOS, to check the physical cash in the Reserve Change Drawer matches against what the system expects there to be. Do this as frequently as your store process requires.

1. From the BOS **Funds Management** menu, select **Cash Count**.
2. Count all the notes and coins in the Reserve Change Drawer, and type the amount for each denomination.  
*\*For example, if you are have four \$50 notes, type 4 and select \$50.00.\**  
*\* Total updates as you enter each amount.\**  
*\*The system is only matching the total, not the denominations. You can enter the amount in any field/s to sum to the total.\**
3. Press **Print**.  
*\*The Cash Count slip prints, and any variance to the expected amount is noted.\**
4. Follow store process to file the Cash Count slip, and to investigate any variance.



## Procedure to Count Cash at POS

Perform this procedure to ensure the amount of cash in your register till balances to what the system expects. Do this as frequently as your store process requires.

### Hints and Tips

- ✓ If there is a variance:
  - Check to see if any cash has fallen behind or underneath the register.
  - Report it to the manager on duty.
  - If the variance is more than \$100 (over or under), report it to the Area Manager immediately.
  
- ✓ If a variance is reported, the manager should:
  - Count the reserve change drawer to check that the physical cash in it balances with the BOS expects there to be (see [Procedure to Count Reserve Change at BOS](#)). If there is a variance (i.e. the register is \$20 over and the reserve change drawer is \$20 under), correct the error (i.e. by purchasing \$20 reserve change through POS, without moving any cash).
  - Count the remaining registers in the store. If there is a variance, do not move cash to balance registers. Leave variances where they are found, to maintain visibility of where the cash has been placed. Focus on balancing your total store, rather than an individual cash drawer.

1.	On the POS, press <b>Miscellaneous</b> .	
2.	Press <b>Cash Movement</b> .	
3.	Press <b>Cash Count</b> <i>*The POS Cash Count menu is displayed and the cash drawer opens.*</i>	
4.	Count all the notes and coins in the drawer, and type the amount for each denomination. <i>*For example, if you are have four \$50 notes, type 4 and select \$50.00.*</i> <i>* Sub Total updates as you enter each amount.*</i>	
5.	Press <b>Process Cash Count</b> . <i>* The register prints a cash count receipt.*</i>	
6.	Close the register drawer.	
7.	Sign the receipt.	
8.	Follow store process to record the count. <i>*Such as record it on a Register Control Sheet.*</i> <i>*If a variance is shown at the bottom of the Cash Count receipt, see Hints and Tips to action it.*</i>	
9.	Place the receipt in the slot at the front of the register drawer.	☐

## Procedure to Perform a Clearance at POS

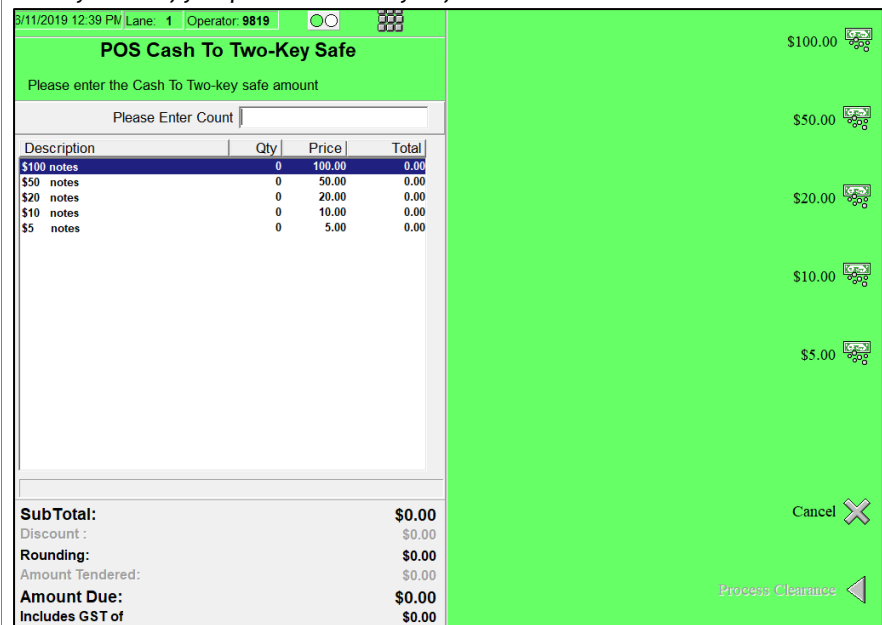
Perform this procedure to keep the register float within cash limits.

### Hints and Tips

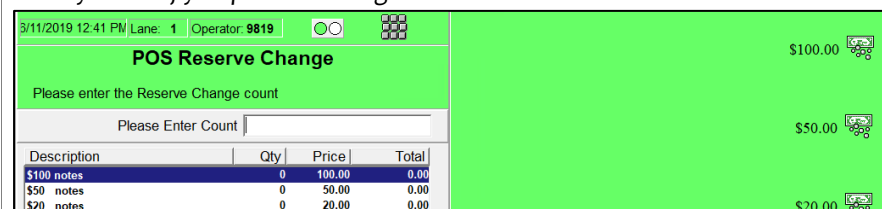
- ✓ To keep the register float within cash limits and to maintain store security, POS operators should clear excess cash regularly from their drawers.
- ✓ **Two-Key Safe Clearances**
  - POS may be configured to display a warning message when the cash in the register drawer exceeds a set amount. The POS operator must perform a Cash Clearance as soon as possible. This will stop the warning from displaying (the clearance automatically updates the POS and the BOS system values).
  - Refer to [TECH-2p Configure a Cash Clearance Fact Sheet](#).

10.	On the POS, press <b>Miscellaneous</b> .	
11.	Press <b>Cash Movement</b> .	
12.	Select the required option, depending on the type of clearance you want to perform: <b>To:</b> clear the excess cash to the store safe (to be collected by Armaguard) use the excess cash for future change requirements, or to purchase reserve change from Armaguard <b>then:</b> press <b>Two Key Safe</b> . press <b>Change Clearance</b> .	
13.	Type your ID and PIN. <i>*The Cash to Two Key Safe (or POS Reserve Change) screen displays &amp; the cash drawer opens.*</i>	
14.	Count the cash you want to clear. <i>*Follow your store policy for maximum clearance amounts allowed.*</i>	

### What you see if you pressed Two Key Safe



### What you see if you pressed Change Clearance



**Hints and Tips**

- ✓ Clearances are automatically recorded in the BOS OnScreen Accountability screen (within the **Funds Management** menu). See below for which fields are updated.
- ✓ **2 Key Safe Clearance Result:**
  - The POS Cash Drawer in the till is reduced by the clearance amount.
  - The POS lane 2-key safe amount is increased.
  - The Total 2 key Safe amount is increased.
  - The Total Cash in Cash Drawer amount is decreased (at the lane and store totals level).
- ✓ **Cash Clearance Result:**
  - The POS Cash Drawer in the till is reduced by the clearance amount.
  - The POS lane **Reserve Change** amount is increased by the clearance amount.
  - The **Reserve Change Drawer** total is increased by the clearance amount.
  - The **Reserve Change Receipted** (or **Change Purchase Holding Area**) total is not affected, as it is related only to BOS Cash Movements.

**Before any Cash Clearances:**

POS	Date	Opening Balance	Sale	Reserve Change	Reserve Purchase	TwoKey Sale	Petty Cash In	Petty Cash Out	Total
1	Open	268.00	567.00	0.00	0.00	0.00	0.00	0.00	835.00
2	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.00
3	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.95

**Total Cash in Cash Drawer: \$1,769.50**  
**Two Key Safe: \$0.00**  
**Reserve Change Drawer: \$375.00**  
**Reserve Change Receipted: \$0.00**

After POS1 clearances: Cash Change clearance of \$180, and a Two Key safe clearance of \$500.

POS	Date	Opening Balance	Sale	Reserve Change	Reserve Purchase	TwoKey Sale	Petty Cash In	Petty Cash Out	Total
1	Open	268.00	567.00	180.00	0.00	500.00	0.00	0.00	2513.00
2	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48.00
3	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.95

**Total Cash in Cash Drawer: \$1,089.50**  
**Two Key Safe: \$500.00**  
**Reserve Change Drawer: \$1,155.00**  
**Reserve Change Receipted: \$0.00**

15. Type the amount of each denomination in the clearance.  
*\*For example, if you are clearing four \$50 notes, type 4 and select \$50.00.\**  
*\* Sub Total updates as you enter each amount.\**
16. Press **Process Clearance**.  
*\*The register requests confirmation of the amount; only click Yes if the amount on the screen matches the physical cash you are clearing.\**  

Screen if you do a Two Key Safe Clearance

Description	Qty	Price	Saving	Total
\$100 notes	2	100.00		200.00
\$50 notes	4	50.00		200.00
\$20 notes	5	20.00		100.00
\$10 notes	0	10.00		0.00
\$5 notes	0	5.00		0.00

**SubTotal: \$500.00**  
**Discount: \$0.00**  
**Rounding: \$0.00**  
**Amount Tendered: \$0.00**  
**Amount Due: \$500.00**  
**Includes GST of: \$0.00**
- Screen if you do a Change Clearance
17. Remove the cash and close the cash drawer.  
*\*The register prints a clearance receipt; the receipt records the Clearance Number which has been recorded for this till today.\**
18. Sign the clearance receipt; your POS may require a supervisors signature too.
19. Follow your store process to record and store the cash securely.  
*\*Such as record it on a Register Clearance Sheet.\**



## Procedure to Order Change at POS

Perform this procedure when your till is getting low on specific denominations. It will be replenished from the Reserve Change Drawer.

### Hints and Tips

- ✓ **Change Purchase Result:**
  - The POS Cash drawer till is increased by the amount of change purchased (as you adding to the till, not swapping notes out).
  - The POS lane **Reserve Change** amount is increased by the change purchase amount.
  - The **Total Cash in Cash Drawer** amount is increased.
  - The **Reserve Change Drawer** total is decreased by the change purchase amount.

### Before a Change Purchase:

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Open	280.00	667.00	180.00	0.00	500.00	0.00	0.00	251.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	438.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.95

Total Cash in Cash Drawer **\$1,039.50**  
 Two Key Sale **\$500.00**  
 Reserve Change Drawer **\$1,155.00**  
 Reserve Change Receipted **\$0.00**

### After a Change Purchase of \$35

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Open	280.00	667.00	180.00	35.00	500.00	0.00	0.00	281.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	438.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.95

Total Cash in Cash Drawer **\$1,124.50**  
 Two Key Sale **\$500.00**  
 Reserve Change Drawer **\$1,120.00**  
 Reserve Change Receipted **\$0.00**

```

||cChange Purchase

  3 @ $5          $15.00
 10 @ $1          $10.00
 10 @ c50         $5.00
 10 @ c20         $2.00
 30 @ c10         $3.00
=====
Purchase Total          $35.00
||cA7/05/2020 8:19:23 AM

Store: 0942      Till: 1
Operator: 9819

-----
Operator Signature

-----
Supervisor Signature
    
```

1. On the POS, press **Miscellaneous**.
  2. Press **Cash Movement**.
  3. Press **Change Purchase**.
  4. Type the amount you need for each denomination (notes and coin).
    - \*For example, if you need four \$50 notes, type **4** and select **\$50.00**.\*
    - \* **Sub Total** updates as you enter each amount.\*
- 7/05/2020 8:16 AM Lane: 1 Operator: 9819

**POS Change Purchase**

Please enter the Change Purchase count

Please Enter Count |

Description	Qty	Price	Saving	Total
\$100 notes	0	100.00	0.00	0.00
\$50 notes	0	50.00	0.00	0.00
\$20 notes	0	20.00	0.00	0.00
\$10 notes	0	10.00	0.00	0.00
\$5 notes	0	5.00	0.00	0.00

Sub Total: **\$0.00**  
 Discount: **\$0.00**  
 Rounding: **\$0.00**  
 Amount Tended: **\$0.00**  
 Amount Due: **\$0.00**  
 Includes GST of **\$0.00**
5. Press **Process Change Order**.
  6. Press **Yes** to confirm.
    - \* The register prints a change purchase receipt.\*
- 7/05/2020 8:14 AM Lane: 1 Operator: 9819

**Change Purchase Confirmation**

Change Purchase ? \$35.00

Description	Qty	Price	Saving	Total
\$100 notes	0	100.00	0.00	0.00
\$50 notes	0	50.00	0.00	0.00
\$20 notes	0	20.00	0.00	0.00
\$10 notes	0	10.00	0.00	0.00
\$5 notes	3	5.00	15.00	15.00
7. Sign the receipt, and obtain a supervisors signature too.
  8. Follow your store process to record and collect the change order.
    - \*Such as record it on a Register Control Sheet.\*



## Procedure to Order Reserve Change

You order change to replenish note and coin denominations back to your Store's policy for reserve change limits.

### Hints and Tips

- ✓ If your business is configured to only receipt reserve change in the BOS, all reconciliation and payment is handled by an external store system.
  - There will be a scheduled task to extract the receipted data from the BOS.
- ✓ If your business is configured to record the purchase of change as an exchange of funds, your OnScreen Accountability will show a Change Purchase Holding Area (as shown below):

#### Before Reserve Change Order

POS Status	Opening Balance	Take	Reserve Change	Reserve Purchase	Two Key Sale	Petty Cash In	Petty Cash Out	Total
1 Open	207.00	720.00	180.00	95.00	500.00	0.00	0.00	362.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	406.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.95

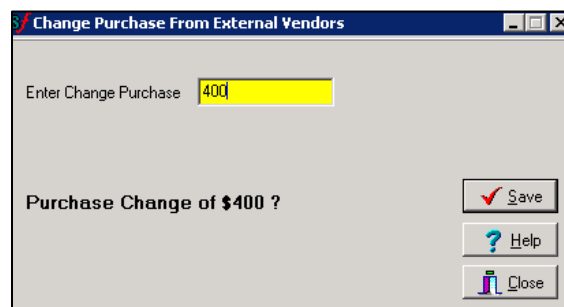
Total Cash in Cash Drawer **\$1,198.50**  
 Two Key Sale **\$500.00**  
 Reserve Change Drawer **\$1,665.00**  
 Change Purchase Holding Area **\$495.00**

#### After Recording a Reserve Change Order of \$400

POS Status	Opening Balance	Take	Reserve Change	Reserve Purchase	Two Key Sale	Petty Cash In	Petty Cash Out	Total
1 Open	207.00	720.00	180.00	95.00	500.00	0.00	0.00	362.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	406.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.95

Total Cash in Cash Drawer **\$1,198.50**  
 Two Key Sale **\$500.00**  
 Reserve Change Drawer **\$1,265.00**  
 Change Purchase Holding Area **\$95.00**

1.	Prepare your change order. <i>*Work out how much of each denomination is required, according to your stores policy for reserve change limits.*</i>	
2.	Clear the required amount of cash to use to purchase the reserve change; if there isn't sufficient funds in the Reserve Change Drawer. <i>*Refer to Procedure to Perform a Clearance at POS; choose the <b>Change Clearance</b> option.*</i>	
3.	Place the change order with Armaguard. <i>*Contact your local Armaguard depot by phone. They'll deliver the change with your next cash collection.*</i>	
4.	ONLY if your system is configured to action the purchase of change in the BOS as an exchange of funds (see hints and tips for <a href="#">Procedure to Receipt Reserve Change in the BOS</a> ), then you need to record the purchase in the BOS: <ol style="list-style-type: none"> <li>a. From the <b>Funds Management</b> menu, select <b>Change Purchase</b>.</li> <li>b. In <b>Enter Change Purchase</b>, type the dollar value of change you got from Armaguard.</li> <li>c. Click <b>Save</b>, and <b>Yes</b> to confirm.</li> <li>d. Click <b>Yes</b> to print the Change purchase report.</li> <li>e. Save the report.</li> <li>f. Click <b>Close</b>.</li> </ol> <i>*The OnScreen Accountability screen will show the <b>Reserve Change Drawer</b> and <b>Change Purchase Holding Area</b> reduced by this amount.*</i>	





## Procedure to Receipt Reserve Change in the BOS

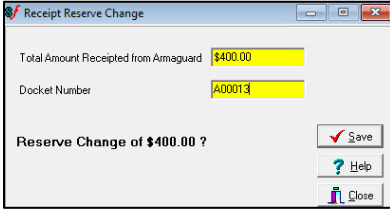
Use the Receipt Change / Receipt Reserve Change function to record cash change reserves purchased from Armaguard.

### Hints and Tips

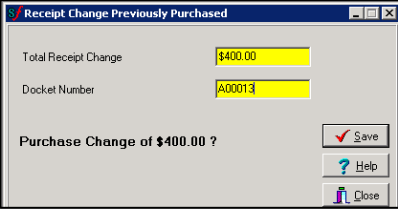
- ✓ **IMPORTANT:** There are two ways the purchase of change may be actioned within the BOS. Your business will either be set up to:
  - Record the exchange of funds for the change in the BOS
  - OR only receipt the change into the stores BOS cash reserves (payment will be reconciled in an external store system).
  
- ✓ **If you Exchange Funds:**
  - The Funds Management menu lists a Change Purchase screen and a Reserve Change screen, and the OnScreen Accountability shows a **Change Purchase Holding Area**.
  - You record the purchase in the Change Purchase screen; this will decrease the Reserve Change Drawer AND The Change Purchase Holding Area by this amount.
  - You record the receipt in the Reserve Change screen; the Holding Area AND the Reserve Change Drawer both increase by this amount.
  - Tech Support: This method is set in System Params | SFBOS\_OpAccountability: 3.
  
- ✓ **If you Receipt Change Direct:**
  - The Funds Management menu only lists Receipt Reserve Change.
  - The OnScreen Accountability shows **Reserve Change Received**. This amount includes all reserve receipts for the day. The **Reserve Change Drawer** value remains unchanged when you **receipt reserve change**.
  - As part of store close (including auto store close), the total **Reserve Change Receipts** form part of the 'expected' store close value. After BOS Store Close, the **Reserve Change Received** value is reset to [0.00].
  - Tech Support: This method is set in System Params | SFBOS\_OpAccountability: 4.

1. From the BOS **Funds Management** menu, select **Receipt Change** (or **Receipt Reserve Change** if this the option you see).
2. In **Total Amount Received**, type the dollar value of change you got from Armaguard.
3. Type the **Docket Number** issued by Armaguard.  
 \*Maximum of 10 alphanumeric values.\*
 


**Receipt Change Function**



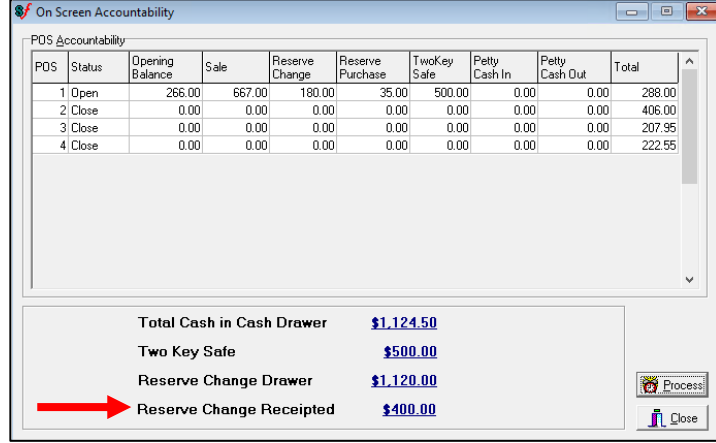
**Receipt Reserve Change Function**


4. Click **Save**, and **Yes** to confirm.
5. Click **Close**.
6. You can go to the **Funds Management** menu -> **Screen Accountability** function to see the total amount of Change Purchase / Reserve Change Received during this Open period.  
 \*Click **Process** to update the figures\*.

**OnScreen Accountability – Amount of Change Purchase**



**OR Reserve Change Received during this Open Period.**




**Hints and Tips**

- ✓ The Two Key Safe report shows an itemised record of m 2 Key Safe Clearances done at POS, since the last 2 Key Safe Clearance was actioned in the BOS.
- ✓ There are 2 Two-Key Safe Reports under BOS Reports | Accountability: the 2Key Safe Progress Report, and the 2 Key Safe Clear Report.
  - Before you clear the Two Key Safe in the BOS, the Progressive Report shows details of 2 key safe clearances done at POS, including the amounts, operator, date time etc.
  - After you clear the two key safe in the BOS, all this information is transferred onto the 2 Key Safe Cleared Report, and the Progressive Report is reset to blank.
- ✓ Outcome of a 2 Key Safe Clearance:
  - The Two Key Safe store total is reset to \$0.00.
  - The 2 Key Safe Progressive report is reset to blank.

**Before 2-Key Safe Clearance**

POS	Status	Opening Balance	Sale	Reverse Change	Reverse Purchase	TwoKey Safe	Party Cash In	Party Cash Out	Total
1	Open	260.00	667.00	180.00	35.00	500.00	0.00	0.00	280.00
2	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	405.00
3	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.95

Total Cash in Cash Drawer: **\$1,124.58**  
 Two Key Safe: **\$500.00**  
 Reserve Change Drawer: **\$1,120.00**  
 Reserve Change Receipted: **\$0.00**

**After 2-Key Safe Clearance**

POS	Status	Opening Balance	Sale	Reverse Change	Reverse Purchase	TwoKey Safe	Party Cash In	Party Cash Out	Total
1	Open	260.00	667.00	180.00	35.00	500.00	0.00	0.00	280.00
2	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	405.00
3	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.95

Total Cash in Cash Drawer: **\$1,124.58**  
 Two Key Safe: **\$0.00**  
 Reserve Change Drawer: **\$1,120.00**  
 Reserve Change Receipted: **\$500.00**

**Procedure to Clear the Two-Key Safe in the BOS**

Complete this procedure to record the two-key safe clearance in the BOS, after Armaguard have completed a cash collection at your store.

1. From the BOS **Funds Management** menu, select **Two Key Safe Clearance**.  
 \* The Clearing Two Key Safe window is displayed.\*  
 \*The **Amount in Two Key** value is auto-calculated from two-key clearances performed at POS. It accumulates until you record a cash collection.\*
2. Click **Save**, then **Yes** to confirm.
3. Click **Yes** to print the Two Key Safe report.  
 \*The report automatically prints to the default printer installed.\*

(Before the Two Key Safe is cleared, you can optionally run the Progressive Report)

Two-Key Safe Progressive Report						
Store Number : 0942		Brand : Liquorland		Report Printed : 7/05/2020		Time : 9:23am
Store Location : Melbourne			Region : Victoria			
STATUS = PROGRESSIVE						
Seq Docket #	Clearance Date	POS #	Op #	Operator Name	Transaction Id	Amount
1	7/05/2020 8:08:37AM	1	9,819	9819, 9	321	500.00
Total Two-Key Safe Holding for Today :						\$500.00
Total Two-Key Safe Holding for Store :						\$500.00
Total Number of Two-Key Safe Clearances :						1

(After the Two Key Safe is cleared, The Two Key Safe report automatically prints)

Two-Key Safe Report						
Store Number : 0942		Brand : Liquorland		Report Printed : 7/05/2020		Time : 9:25am
Store Location : Melbourne			Region : Victoria			
STATUS = CLEARED						
Seq Docket #	Clearance Date	POS #	Op #	Operator Name	Transaction Id	Amount
1	7/05/2020 8:08:37AM	1	9,819	9819, 9	321	\$500.00
Total Two-Key Safe Holding for Today :						\$500.00
Total Two-Key Safe Holding for Store :						\$500.00
Total Number of Two-Key Safe Clearances :						1

4. If you need another copy of the report, from the **Reports** menu, click **Accountability -> Two-Key Safe – Cleared report**; Click **Print**  
 \*You usually give one copy to Armaguard, and file one copy for audit records.\*
5. Distribute copies of the report.



## Procedure to Perform a Store Close

Perform this procedure to ‘close’ the store for funds reconciliation.

### Hints and Tips

- ✓ Your system may be configured to auto store close, if you don't perform a manual store close.
- ✓ The BOS Store Close action does two things:
  - It adds Reserve Change Receipts to the Drawer amount, to obtain the expected amount of the Reserve Change drawer. (If your system shows Change Purchase Holding Area instead, this value stays the same.)
  - It resets the amount of Reserve Change Received to zero.
  - The Reserve Change Drawer value stays the same.

Before Store Close (after all lanes have been closed)  
 POS1 had a \$1.00 variance, recording a closing balance of \$287 instead of \$288).

POS	Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	Trailer Sale	Party Cash In	Party Cash Out	Total
1	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	287.00
2	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	486.00
3	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.95

Total Cash in Cash Drawer **\$1,123.58**  
 Two Key Sale **\$0.00**  
 Reserve Change Drawer **\$1,128.00**  
 Reserve Change Received **\$408.00**

After Store Close (you can see this screen after next store open)

POS	Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	Trailer Sale	Party Cash In	Party Cash Out	Total
1	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	288.00
2	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	486.00
3	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4	Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.95

Total Cash in Cash Drawer **\$1,123.58**  
 Two Key Sale **\$0.00**  
 Reserve Change Drawer **\$1,528.00**  
 Reserve Change Received **\$0.00**

1.	All POS lanes must be signed out before you can perform a store close. <i>*Make sure the operators have recorded closing float (or done a cash count before they sign out). See Procedure to Count the Register Float at POS.*</i>	
2.	From the BOS <b>Funds Management</b> menu, select <b>Store Close</b> .	
3.	Enter valid POS login credentials.	
4.	In the Cash in Reserve Drawer section, enter all the denominations applicable, to form the calculated “expected” store close figure. <i>*If your system uses Change Holdings, you only enter the total cash that’s in the reserve change drawer.*</i> <i>*If your system uses Reserve Change Receipts, you must enter the total cash that’s in the reserve change drawer, plus the reserve change received (as shown in the OnScreen Accountability). The Store Close Amount should be = Cash in Reserve Drawer + Reserve Change Receipt amount, otherwise a discrepancy is detected.*</i> <i>* The total from POS Clearances is irrelevant to BOS Close.*</i>	
5.	Click <b>Close</b> . <i>*A warning displays if the total entered does not balance to the expected system value; edit or continue to accept the error.*</i>	

**Hints and Tips**

- ✓ **Register Error** shows any variances reported when the float was entered at POS (during open or POS close).

6. The Report RCC Summary is displayed.  
 \*This report is also in Reports | Accountability.\*

RCC Summary			
Store Number : 0942		Brand : Liquorland	
Store Location : Melbourne		Report Printed : 07/05/2020 Time : 10:49: Region : Victoria	
Start Date : 07/05/2020		End Date : 07/05/2020	
<b>Store Funds On Hand</b> Closing Float \$1,123.50 Two Key Safe \$0.00 Reserve Change \$1,520.00 Cheques \$0.00 <b>Store Closing Cash \$2,643.50</b>		<b>Store Funds Cleared</b> Two Key Safe \$500.00 Bank - Cheques \$0.00 <b>Total Store Funds Cleared \$500.00</b>	
<b>Other Tenders</b> EFTPOS Online \$0.00 EFTPOS Offline \$0.00 Customer Accounts \$0.00 Gift Vouchers \$0.00 Coupons \$0.00 <b>Total Other Tenders \$0.00</b>		<b>Miscellaneous</b> Gift Vouchers Sold \$0.00 Home Delivery Nett Sales \$0.00 Float Variance \$0.00 Petty Cash \$0.00 Customer Account Payments \$0.00 Store Opening Cash -\$2,077.50 <b>Total Miscellaneous -\$2,077.50</b>	
Sales \$667.00 Returns \$0.00 Discounts \$0.00 Rounding \$0.00 Register Error -\$1.00 <b>Sales Total \$666.00</b>		Store Closing Cash \$2,643.50 Total Store Funds Cleared \$500.00 Total Other Tenders \$0.00 Total Miscellaneous -\$2,077.50 <b>Register Total \$1,066.00</b>	
Total of Actual GST Collected :		\$60.64	
Petty Cash	Pay In	Pay Out	
Total Petty Cash			
Gift Vouchers Redeemed			
Total Gift Vouchers Redeemed			

7. At the end of the store week, after you have counted the reserve change and closed the store in BOS, print the **Register Operations Report** for the current week.  
 \*i.e. print this every Sunday before midnight, after performing the store close. Your business may schedule this report to print automatically every Sunday night instead.\*  
 \*This report is located within the **Reports** menu -> **Accountability**.\*  
 \* The report shows register counts and variances by Register by Day for the week; you should export the report to **Excel 2/1 (XLS)** so you can notate an explanation next to any variances.\*



Register Operation Report																
Store Number : 0942		Brand : Liquorland		Region : Victoria				Report Printed : 7/05/2020				Time : 11:17am				
Store Location : Melbourne																
Start Date : 4/05/2020		End Date : 10/05/2020														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday			
Date	04/05/2020		05/05/2020		06/05/2020		07/05/2020		08/05/2020		09/05/2020		10/05/2020			
Operators			9819		9819		9819		0		0		0			
Section 1	No.	\$	No.	\$	No.	\$	No.	\$	No.	\$	No.	\$	No.	\$	No.	Total
Sales	0	\$0.00	6	\$424.00	1	\$755.00	4	\$656.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$2,047.00
GST	0	\$0.00	0	\$56.91	0	\$68.73	0	\$60.64	0	\$0.00	0	\$0.00	0	\$0.00	0	\$186.28
Returns	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Discounts	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Voided Intra	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Voided Transactions	0	\$0.00	1	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Price Overrides	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Suspended Items Not Returned	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
No Sales	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Section 2																
Gift Voucher SOH	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Gift Voucher Error	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Reserve Change Total	0	\$0.00	0	\$975.00	0	\$975.00	0	\$1,320.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$975.00
Opening Reserve Change Variance	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Closing Reserve Change Variance	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Opening Floor Variance	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Floor Cash In	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Floor Cash Out	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Store Reg Error	0	\$0.00	0	-\$142.00	0	\$0.00	0	-\$11.00	0	\$0.00	0	\$0.00	0	\$0.00	0	-\$153.00

Register Operation Report																
Store Number : 0942		Brand : Liquorland		Region : Victoria				Report Printed : 7/05/2020				Time : 11:17am				
Store Location : Melbourne																
Start Date : 4/05/2020		End Date : 10/05/2020														
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday			
Date	04/05/2020		05/05/2020		06/05/2020		07/05/2020		08/05/2020		09/05/2020		10/05/2020			
Operators			9819		9819		9819		0		0		0			
Section 1	No.	\$	No.	\$	No.	\$	No.	\$	No.	\$	No.	\$	No.	\$	No.	Total
Sales	0	\$0.00	6	\$424.00	1	\$755.00	4	\$656.00	0	\$0.00	0	\$0.00	0	\$0.00	6	\$2,047.00
GST	0	\$0.00	0	\$56.91	0	\$68.73	0	\$60.64	0	\$0.00	0	\$0.00	0	\$0.00	0	\$186.28
Returns	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Discounts	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Voided Intra	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Voided Transactions	0	\$0.00	1	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Price Overrides	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Suspended Items Not Returned	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
No Sales	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Section 2																
Gift Voucher SOH	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Gift Voucher Error	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Reserve Change Total	0	\$0.00	0	\$975.00	0	\$975.00	0	\$1,320.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$975.00
Opening Reserve Change Variance	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Closing Reserve Change Variance	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Opening Floor Variance	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Floor Cash In	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Floor Cash Out	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00
Store Reg Error	0	\$0.00	0	-\$142.00	0	\$0.00	0	-\$11.00	0	\$0.00	0	\$0.00	0	\$0.00	0	-\$153.00



## Alternative Screens that Show if your System is set to Exchange Funds (System Param: 3)

### Page 2: Store and Lane Open Balances

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Open	267.00	0.00	0.00	0.00	0.00	0.00	0.00	267.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

Total Cash in Cash Drawer **\$1,123.50**  
 Two Key Sale **\$0.00**  
 Reserve Change Drawer **\$1,520.00**  
 Change Purchase Holding Area **-\$495.00**

### Lane Closing Balances

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	362.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

Total Cash in Cash Drawer **\$1,190.50**  
 Two Key Sale **\$0.00**  
 Reserve Change Drawer **\$1,665.00**  
 Change Purchase Holding Area **-\$495.00**

### Page 3: Cash Count

```

Training Store
Cash Count
16 @ $100 $1,600.00
1 @ $50 $50.00
0 @ $20 $0.00
1 @ $10 $10.00
1 @ $5 $5.00
0 @ $2 $0.00
0 @ $1 $0.00
0 @ 50c $0.00
0 @ 20c $0.00
0 @ 10c $0.00
0 @ 5c $0.00
-----
$1,665.00

Variance $0.00

-----
12/05/2020 09:41:37

Store : 0942
Operator : 9819
    
```

### Page 6: Before Cash Clearances

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Open	267.00	720.00	0.00	0.00	500.00	0.00	0.00	1,087.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

Total Cash in Cash Drawer **\$1,843.50**  
 Two Key Sale **\$0.00**  
 Reserve Change Drawer **\$1,520.00**  
 Change Purchase Holding Area **-\$495.00**

### After Cash Clearance and 2 Key Safe at POS

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Open	267.00	720.00	180.00	0.00	500.00	0.00	0.00	327.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

Total Cash in Cash Drawer **\$1,163.50**  
 Two Key Sale **\$500.00**  
 Reserve Change Drawer **\$1,700.00**  
 Change Purchase Holding Area **-\$495.00**

### Page 7: Before a Reserve Purchase at POS

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Open	267.00	720.00	180.00	0.00	500.00	0.00	0.00	327.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

Total Cash in Cash Drawer **\$1,163.50**  
 Two Key Sale **\$500.00**  
 Reserve Change Drawer **\$1,700.00**  
 Change Purchase Holding Area **-\$495.00**

### After a Reserve Purchase at POS of \$35

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Open	267.00	720.00	180.00	0.00	500.00	0.00	0.00	362.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

Total Cash in Cash Drawer **\$1,190.50**  
 Two Key Sale **\$500.00**  
 Reserve Change Drawer **\$1,665.00**  
 Change Purchase Holding Area **-\$495.00**

### Page 10: Before a Two Key Safe Clear

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Open	267.00	720.00	180.00	0.00	500.00	0.00	0.00	362.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

Total Cash in Cash Drawer **\$1,190.50**  
 Two Key Sale **\$500.00**  
 Reserve Change Drawer **\$1,665.00**  
 Change Purchase Holding Area **-\$495.00**

### After a Two Key Safe Clear

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Open	267.00	720.00	180.00	35.00	500.00	0.00	0.00	362.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

Total Cash in Cash Drawer **\$1,190.50**  
 Two Key Sale **\$0.00**  
 Reserve Change Drawer **\$1,665.00**  
 Change Purchase Holding Area **-\$495.00**

### Page 11: After all lanes closed

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	362.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

Total Cash in Cash Drawer **\$1,190.50**  
 Two Key Sale **\$0.00**  
 Reserve Change Drawer **\$1,665.00**  
 Change Purchase Holding Area **-\$495.00**

### After Store Close

POS Status	Opening Balance	Sale	Revenue Change	Revenue Purchase	TwoKey Sale	Party Cash In	Party Cash Out	Total
1 Open	267.00	720.00	180.00	35.00	500.00	0.00	0.00	362.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	496.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	207.95
4 Close	0.00	0.00	0.00	0.00	0.00	0.00	0.00	222.55

Total Cash in Cash Drawer **\$1,190.50**  
 Two Key Sale **\$0.00**  
 Reserve Change Drawer **\$1,665.00**  
 Change Purchase Holding Area **-\$495.00**

### Page 12: RCC Report

New Update: 098			Serial: 10000000	Machine: 10000000	Report Date: 09/05/20	Time: 09:41
New Funds Due						
1 Open	267.00	720.00	180.00	0.00	500.00	0.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00
4 Close	0.00	0.00	0.00	0.00	0.00	0.00
Total New Funds Due: 998.00						
Other Totals						
1 Open	267.00	720.00	180.00	35.00	500.00	0.00
2 Close	0.00	0.00	0.00	0.00	0.00	0.00
3 Close	0.00	0.00	0.00	0.00	0.00	0.00
4 Close	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Totals: 998.00						
Grand Total: 1996.00						