



POS
Reconciliation
Guide

INDEX

Performing a Shift Reconciliation	1
Performing a Lottery Reconciliation	3
Performing a Daily Reconciliation	5



Overview of Reconciliation

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

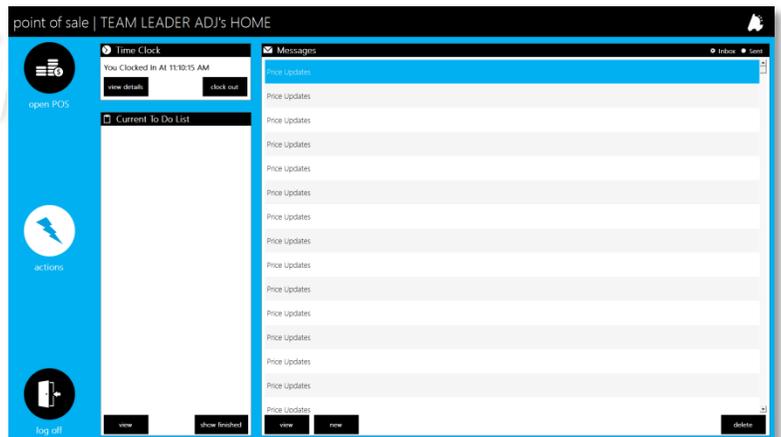
Reconciliation takes place in two phases. First is the Shift Reconciliation, performed by each cashier at the close of their shift. Second is the Daily Reconciliation, performed by the Manager at the end of the day (or beginning of the next day). This guide will cover both Shift and Daily Reconciliation.

Shift Reconciliation

1. Before performing a shift reconciliation, the **Register Z** button must be pressed in POS.



2. This will result in a register Z tape printing from the receipt printer, and will put you back on the POS Home Screen. Tap **Actions** to continue.



3. Tap **Reconciliation**

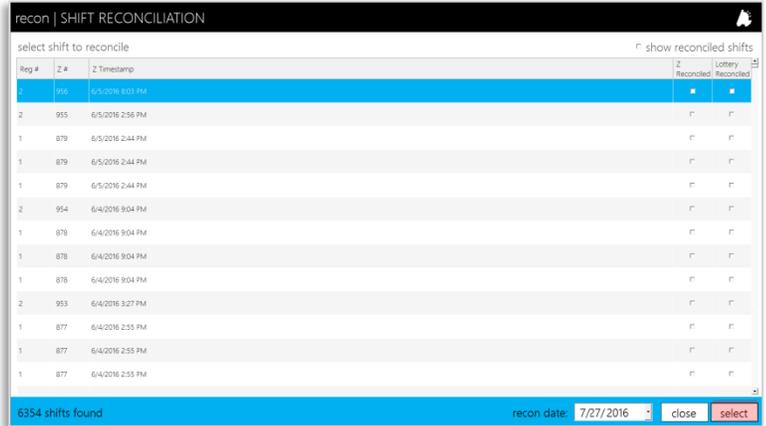


4. Tap **Shift Reconciliation**



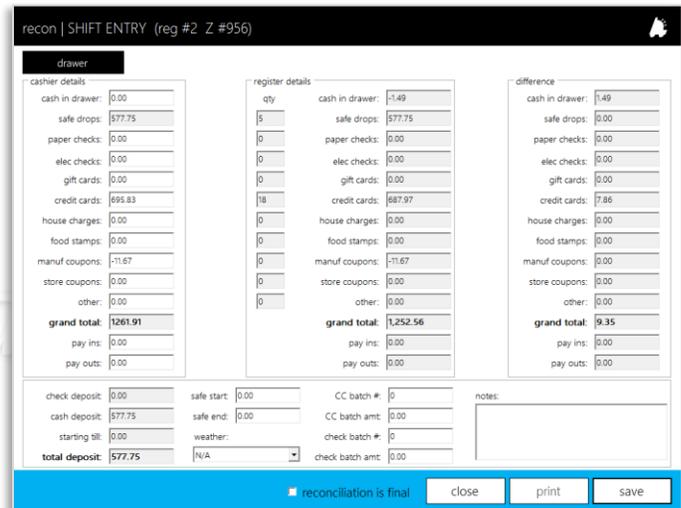


- From the recon | SHIFT RECONCILIATION screen, tap the Z # you wish to reconcile, and then tap the **Select** button at the bottom right.



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

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



- Fill out any remaining applicable information for **Safe Start** and **Safe End** totals as well as **CC** and **Check Batch** information at the bottom of the window (if applicable).

- Once finished, check the box for **reconciliation is final**.

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



- Tap **Save**, and you will be asked to confirm.



- Tap **Yes**, then **OK**, and your Shift Reconciliation is completed.



Lottery Reconciliation

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

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

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

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

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

continue

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



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

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

Bin #	Game	Game Name	Roll Qty	Start #	End #	Retail Ea	Total	Reg Sales	Variance	Total \$	Addr Books
1	1261	\$7,000,000 CASH BLOWOUT #1261	50	20	19	\$25.00	1	0	25.0000	\$0.00	
2	1237	\$10,000 A WEEK FOR LIFE #1237	50	49	49	\$20.00	0	0	0.0000	\$0.00	
3	1247	WILD BONANZA MULTIPLIER #1247	50	49	49	\$20.00	0	0	0.0000	\$0.00	
4	1241	\$1,000,000 CASHWORD #1241	50	18	18	\$10.00	0	0	0.0000	\$0.00	
5	1212	SET FOR LIFE #1212	50	11	11	\$10.00	0	0	0.0000	\$0.00	
6	1214	\$3,000,000 FRENZY #1214	50	49	49	\$10.00	0	0	0.0000	\$0.00	
7	1256	\$3,000,000 IN BENJAMINS #1256	50	6	6	\$10.00	0	0	0.0000	\$0.00	
8	1262	7 #1262	100	56	56	\$5.00	0	0	0.0000	\$0.00	
9	1232	JACKPOT PARTY #1232	100	83	83	\$5.00	0	0	0.0000	\$0.00	
10	1257	\$500,000 IN GRANTS #1257	100	71	71	\$5.00	0	0	0.0000	\$0.00	
11	1236	DOUBLE TRIPLE CASHWORD #1236	100	50	50	\$5.00	0	0	0.0000	\$0.00	
12	1248	WILD CASH #1248	100	66	66	\$5.00	0	0	0.0000	\$0.00	
13	1246	\$2,500 A WEEK FOR LIFE #1246	100	72	72	\$5.00	0	0	0.0000	\$0.00	
14	1243	SUPER \$777,777 #1243	100	57	57	\$5.00	0	0	0.0000	\$0.00	
15	1253	CROSSWAY CASH #1253	100	74	74	\$3.00	0	0	0.0000	\$0.00	

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

continue



- On the **Lotto Information** tab, enter dollar amounts and quantities in their appropriate fields. This information can all be found on the report printed from your lotto machine at the end of the day.

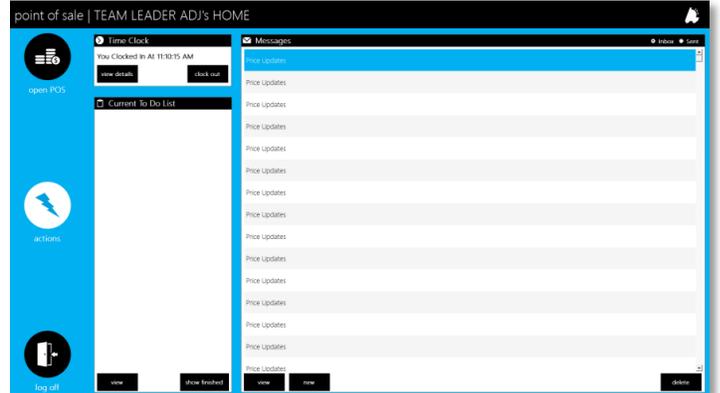
- Verify all information is correct, then check the **Reconciliation is Final** box, and tap **Save** to finish your reconciliation.

reconciliation is final



Daily Reconciliation

1. From the Home screen, tap Actions.



2. Tap Reconciliation.



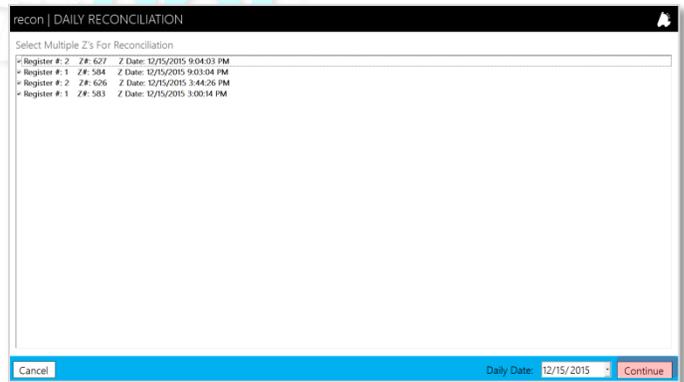
3. Tap Add Daily Reconciliation.



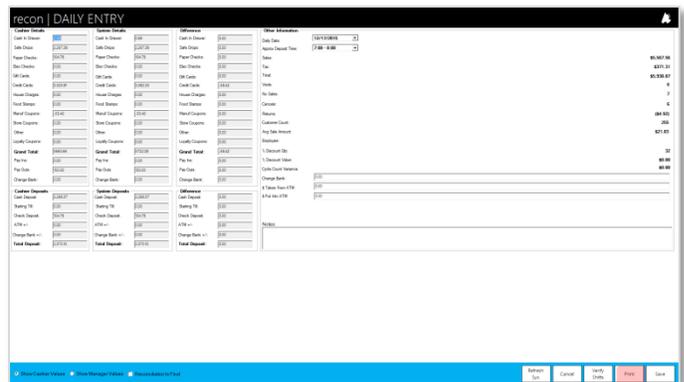
4. Verify that the correct register Z's are selected and tap Continue.

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

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

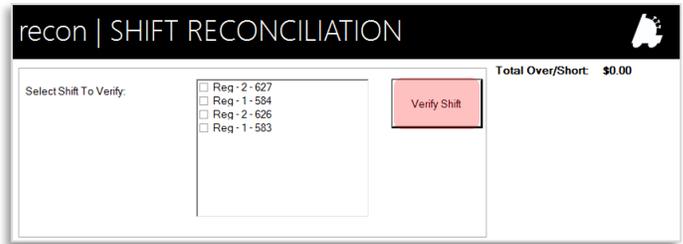


5. The recon | Daily Entry screen shows the totals entered by the cashier on their Shift Reconciliations. Tap Verify Shifts to add manager totals for each shift.

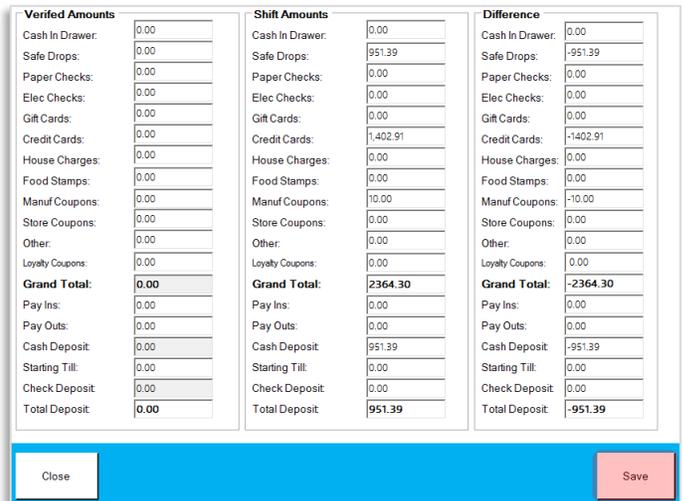




- On the **recon | Shift Reconciliation** screen, tap one of the shifts to verify; then tap **Verify Shift**. This will populate the **Shift Amounts** with the cashier totals

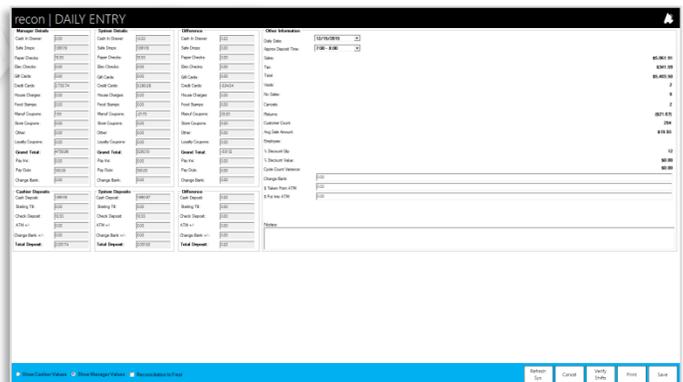


- Fill in the **Verified Amounts** column with the total tenders from the shift you have selected. Once finished, tap **Save**.



- Repeat steps 6 and 7 until all shifts are verified.

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



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

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

- Once all values are entered and verified, tap the **Reconciliation is Final** box, then tap **Save**.



- You will be asked to validate the **Reconciliation Date**, and then asked if you want to save the **Reconciliation Data**. Tap **Yes** for both questions, and your daily reconciliation is completed.

