



## MacromatiX – Financial

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**Financial** refers to money matters or transactions of some size or importance.

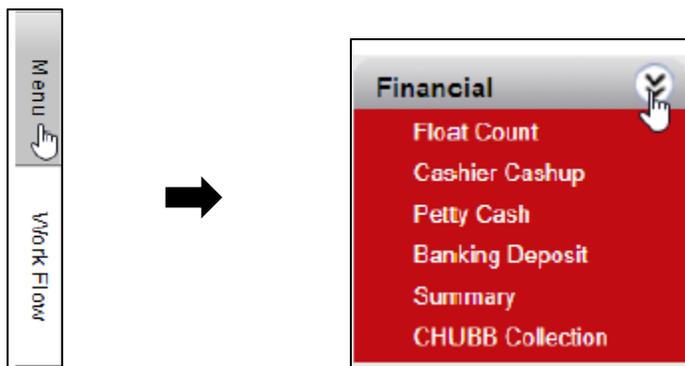
Financial is broken into six task categories which are:

- Float count
- Cashier Cashup
- Petty Cash
- Banking Deposit
- Summary
- CIT Collection

### **Menu Navigation**

There is a Menu tab next to the Work Flow. The Menu tab gives you access to extra tasks and functionality that is not always a daily or weekly process.

- Click on the Menu Tab and a list of task categories will appear



### **Float count**

The Float Count Entry function is used to enter a float into the drawer before any sales take place.

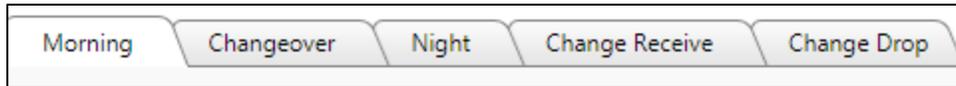
- Counting the contents of the store safe and recording the amount in MacromatX.

#### **How to enter a Float Count**

- Select **Float Count**



- A list of tasks will appear



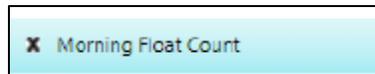
- Morning- opening
- Changeover -changes of shifts
- Night- closing
- Change Receive – the amount of cash that the manager has required change for from CIT Collection.
- Change drop- The box where change amount is dropped.

### Morning Float count

The Float Count Entry function is used to enter a float into the cashdrawer before any sales takes place.

### How to enter a morning Float Count

- From the Work Flow, select the Float Coun’ task from the current shift.



- Ensure that the correct store and date are selected. The date will default to your current day in all pages.

Store Name	Training Store 01	▼
Week Number	W: Week 28 Starts: 2020/07/07	▼
	2020	▼
Day of Week	Wednesday, 2020/07/08	▼

Enter the quantity of each roll, coin and note next to each denomination in the 'Loose' column. The system will calculate the total amounts in the 'Value' column and will display an overall total cash count amount in the 'Total Count' field.

	Rolls	Loose	Value
10c	R10 Roll		0,00
20c	R10 Roll		0,00
50c	R10 Roll		0,00
R1	0	0	0,00
R2	0	0	0,00
R5	0	5	25,00
10R		5	50,00
20R		0	0,00
50R		1	50,00
100R		10	1 000,00
200R		10	2 000,00
	CSTM Floats R		0,00
	Petty Cash R		0,00
	AOD R		0,00
	Total Count R		3 125,00
	Previous Balance R		3 109,00
	+ Change Received R		0,00
	- Change Dropped R		0,00
	Total Float R		3 109,00
(Target Float : R 0,00)			
	Variance R		16,00

if the Variance is in RED colour it indicates that the count float is over or short by R10 or more.

CSTM Floats \$	<input type="text" value="0.00"/>
Petty Cash Receipts \$	<input type="text" value="0.00"/>
AOD \$	<input type="text" value="0.00"/>

**CSTM Floats:** If part of your store float is already located in the cash registers.

**Petty Cash:** If your store has a Petty Cash float that is part of your Store Float.

**AOD:** Acknowledgement of Debt – When there is a shortage, the MOD has to sign an AOD that goes into the Petty Cash. This AOD amount will make up the shortage so the 'Total Count' will always balance.

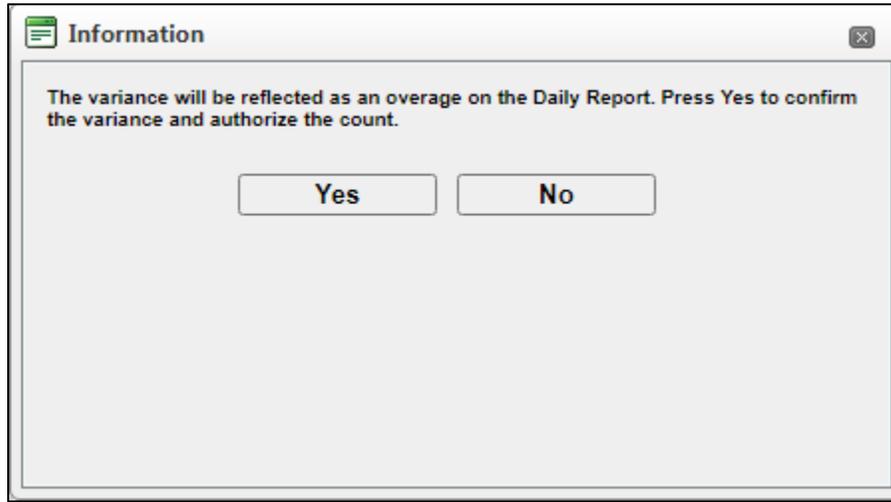
- The current MOD must authorize the night float count by entering in their Username and Password and selecting Authorize.

- A confirmation pop-up will appear once authorized with variance.

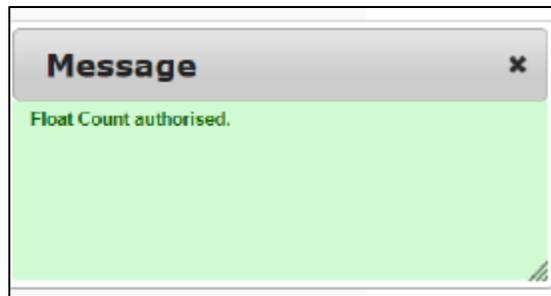
- MOD must click OK and enter comments then Authorize.

If there is a variance, an explanation in the Comments field will be compulsory. A notification alert can be sent to RGM's.

- Acknowledge the pop-up
- Select Yes to confirm



- A confirmation pop-up will appear



### Changeover Float Count

A shift changeover procedure is implemented that ensures that responsibility is transferred from the outgoing to the incoming person.

#### How to enter a changeover Float Count

- From the Work Flow, select the Float Count task from the current shift.



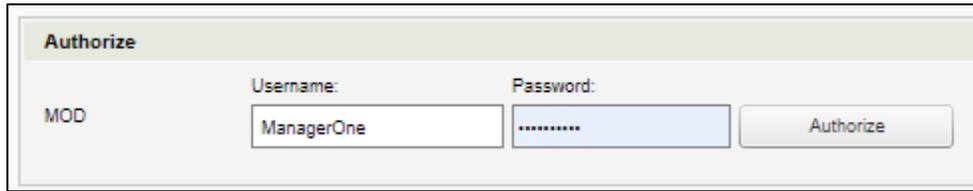
- Ensure that the correct store and date are selected. The date will default to your current day in all pages.

- Enter the quantity of each roll, coin and note next to each denomination in the 'Loose' column. The system will calculate the total amounts in the 'Value' column and will display an overall total cash count amount in the 'Total Count' field.

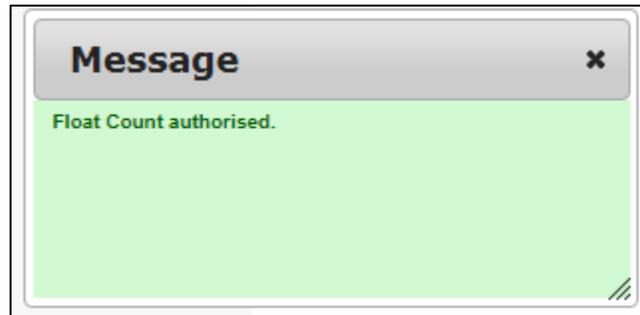
	Rolls	Loose	Value
10c	R10 Roll		0,00
20c	R10 Roll		0,00
50c	R10 Roll		0,00
R1	R50 Roll		0,00
R2	0	0	0,00
R5	0	0	0,00
10R		8	80,00
20R		12	240,00
50R		8	400,00
100R		8	800,00
200R		8	1 600,00
	CSTM Floats R		0,00
	Petty Cash R		0,00
	AOD R		0,00
	Total Count R		3 100,00
	Previous Balance R		3 100,00
	+ Change Received R		0,00
	- Change Dropped R		0,00
	Total Float R		3 100,00
(Target Float : R 0,00)			
	Variance R		0,00

If the Variance is in green color it indicates that the float count is balanced.

- The current MOD must authorize the Changeover by entering in their Username and Password and selecting Authorize.



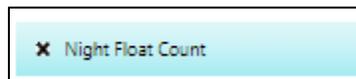
- A confirmation pop-up will appear once authorized.



## Night Float Count

### How to enter a night Float Count

- From the Work Flow, select the 'Float Count' task from the current shift.



- Ensure that the correct store and date are selected. The date will default to your current day in all pages.

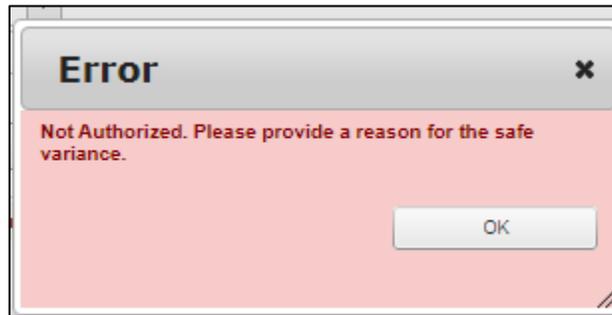
Enter the quantity of each roll, coin and note next to each denomination in the 'Loose' column. The system will calculate the total amounts in the 'Value' column and will display an overall total cash count amount in the 'Total Count' field.

	Rolls	Loose	Value
10c	R10 Roll		0,00
20c	R10 Roll		0,00
50c	R10 Roll		0,00
R1	0	0	0,00
R2	0	2	4,00
R5	0	1	5,00
10R			0,00
20R		0	0,00
50R		4	200,00
100R		9	900,00
200R		10	2 000,00
	CSTM Floats R		0,00
	Petty Cash R		0,00
	AOD R		0,00
	Total Count R		3 109,00
	Previous Balance R		3 100,00
	+ Change Received R		0,00
	- Change Dropped R		0,00
	Total Float R		3 100,00
(Target Float : R 0,00)			
	Variance R		9,00

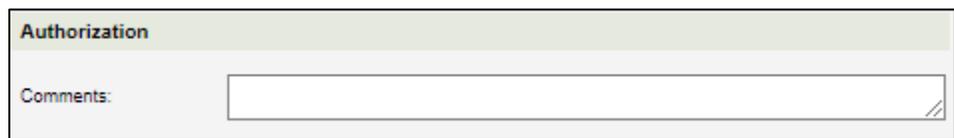
If the Variance is in yellow color it indicates that the count float is over or short by R9 or less.

- The current MOD must authorize the night float count by entering in their Username and Password and selecting Authorize.

- A confirmation pop-up will appear once authorized with variance.

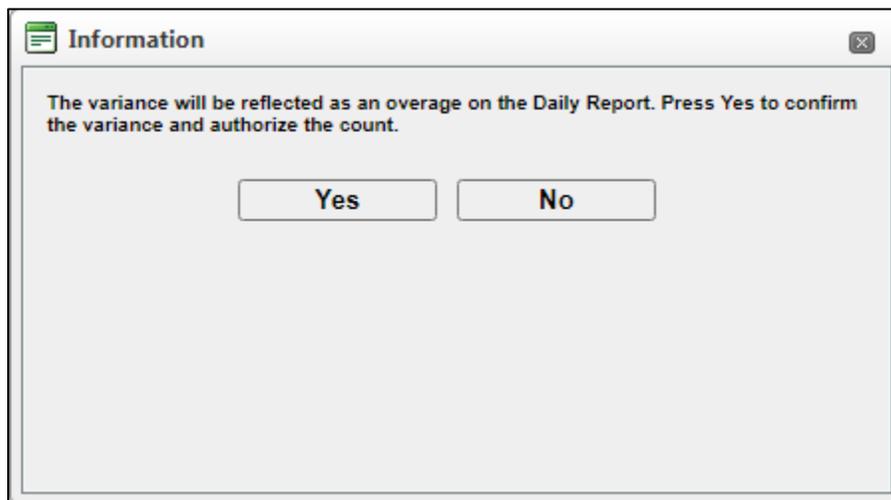


- MOD must click OK and enter comments then Authorize.

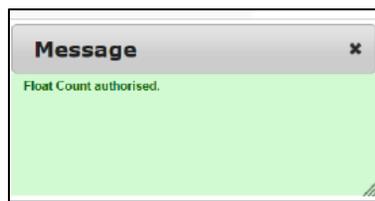


If there is a variance, an explanation in the Comments field will be compulsory. A notification alert can be sent to RGM's.

- Acknowledge the pop-up
- Select Yes to confirm
- Select NO for adjustments



- A confirmation pop-up will appear



## Change Receive

Change Receive is an entry in means to replace one thing for another or to become different

### How to enter a change receive Count

- From the Work Flow, select the 'Float Count' task from the current shift.



- Ensure that the correct store and date are selected. The date will default to your current day in all pages.
- Enter the quantity of each roll, coin and note next to each denomination in the 'Loose' column. The system will calculate the total amounts in the 'Value' column and will display an overall total cash count amount in the 'Total Count' field.

Change Received			
	Rolls	Loose	Value
10c	R10 Roll	<input type="text"/>	0,00
20c	R10 Roll	<input type="text"/>	0,00
50c	R10 Roll	<input type="text"/>	0,00
R1	R50 Roll	<input type="text"/>	0,00
R2	R50 Roll	<input type="text"/>	0,00
R5	R100 Roll	<input type="text"/>	0,00
10R		<input type="text"/>	0,00
20R		<input type="text"/>	0,00
50R		<input type="text" value="0"/>	0,00
100R		<input type="text" value="10"/>	1 000,00
200R		<input type="text" value="20"/>	4 000,00
Total R			<input type="text" value="5 000,00"/>

- The current MOD must authorize the Change Received by entering in their Username and Password and selecting Authorize.

- A confirmation pop-up will appear once authorized.



- As soon as the manager Authorize the Change Receive the information appears on the record column.

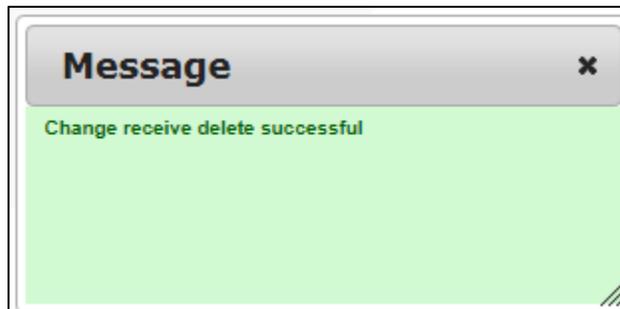
+ Add new record				
Time of Entry	Receive Amount	Authorized By	Deleted By	Delete
2020/07/08 03:59 PM	\$200,000.00	Manager One		<input type="checkbox"/>

### How to delete the record

- Tick the small box under delete

+ Add new record				
Time of Entry	Receive Amount	Authorized By	Deleted By	Delete
2020-07-23 02:22 PM	R 11 000,00	MX TEST		<input checked="" type="checkbox"/>

- The current MOD must authorize by entering in their Username and Password and selecting Authorize.
- A confirmation pop-up will appear once authorized.



## Change Drop

Change Drop Is when the manager gives the cash request to the CIT person for change.

- From the Work Flow, select the 'Float Count' task from the current shift.

Daily Work Flow 09-Jul-20  
Training Store 01  
Change Refresh

⚠ Previous Work Flow Incomplete

Menu

Work Flow

- ✘ Opening Shift
- ✘ Morning Float Count
- ✘ Print Daily Thaw Planner Report
- ✘ Cashier Cashup
- ✘ Deposit & Banking
- ✘ Petty Cash
- ✘ Change Receive
- ✘ Change Drop

- Select **Change Drop**

✘ Change Drop

- The following screen will appear as the manager will enter the quantity of each roll, coin & note next to each denomination in the 'Loose' column. The system will calculate the total amounts in the 'Value' column.

Change Dropped			
	Rolls	Loose	Value
10c	R10 Roll	<input type="text"/>	0.00
20c	R10 Roll	<input type="text"/>	0.00
50c	R10 Roll	<input type="text"/>	0.00
1R	R50 Roll	<input type="text"/>	0.00
2R	R50 Roll	<input type="text"/>	0.00
5R	R100 Roll	<input type="text"/>	0.00
10R		<input type="text"/>	0.00
20R		<input type="text"/>	0.00
50R		<input type="text" value="8"/>	400.00
100R		<input type="text" value="80"/>	8,000.00
200R		<input type="text" value="0"/>	0.00

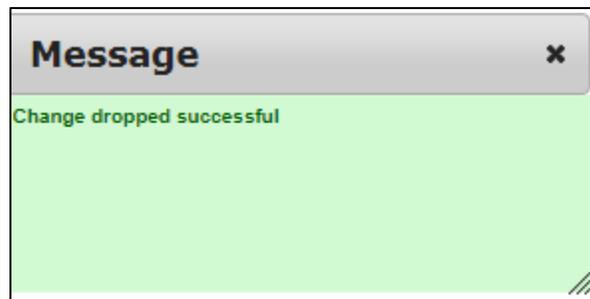
- The system will calculate the total amounts in the 'Value' column and will display an overall total cash amount in the 'Total' field.

A screenshot of a form field labeled 'Total \$' with the value '8,400.00' displayed inside a text box.

- The current MOD must authorize the Change drop by entering in their Username and Password and selecting Authorize.

A screenshot of an 'Authorize' dialog box. It contains a 'MOD' label, a 'Username:' field with 'ManagerOne', a 'Password:' field with masked characters, and an 'Authorize' button.

- A confirmation pop-up will appear once authorized.



- As soon as the manager Authorize the Change drop the information appears on the record column.

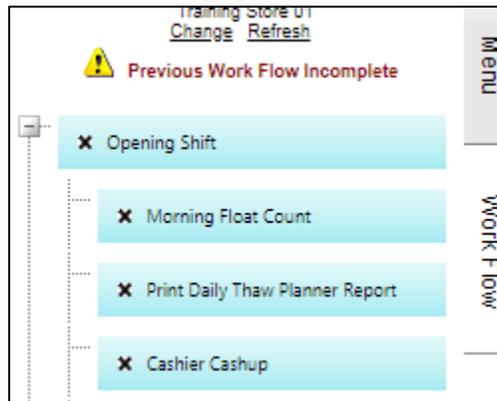
+ Add new record				
Time of Entry	Dropped Amount	Authorized By	Deleted By	Delete
2020/07/09 09:18 AM	\$8,400.00	Manager One		<input type="checkbox"/>
2020/07/09 09:20 AM	\$8,400.00	Manager One		<input type="checkbox"/>

## Cashier Cashup

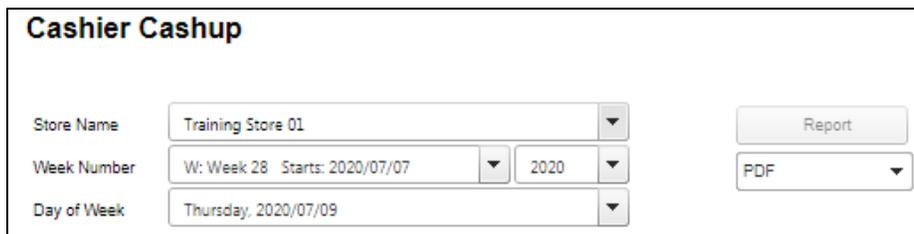
An accurate count of the cashier's register means the stores cash sales are kept safe and secure. It also means errors can be found and investigated quickly.

### How to complete a Cashier Cashup

- From the Work Flow, select the 'Cashier Cashup' task for your shift.



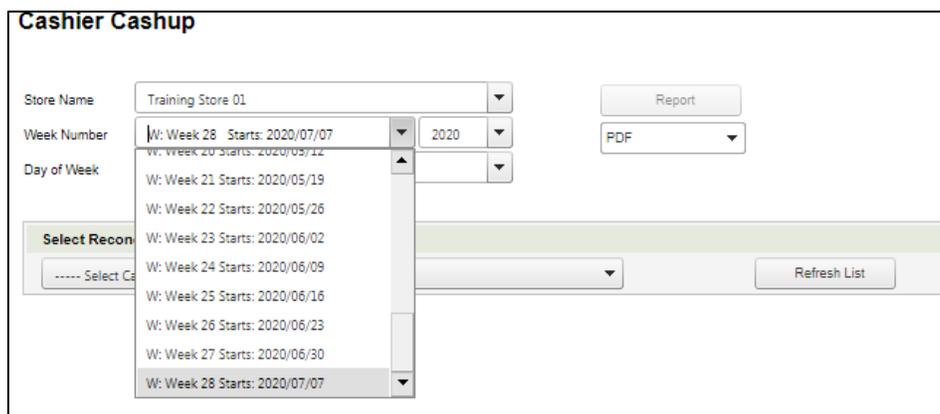
- The system will default to the current day.



The screenshot shows the 'Cashier Cashup' form. It has the following fields and controls:

- Store Name:** Training Store 01 (dropdown menu)
- Week Number:** W: Week 28 Starts: 2020/07/07 (dropdown menu), 2020 (dropdown menu)
- Day of Week:** Thursday, 2020/07/09 (dropdown menu)
- Report:** Button
- PDF:** Button with a dropdown arrow

- To review a previous day, select the relevant week and date from the drop-down list.



The screenshot shows the 'Cashier Cashup' form with the 'Week Number' dropdown menu open. The menu lists the following options:

- W: Week 28 Starts: 2020/07/07 (selected)
- W: Week 20 Starts: 2020/05/12
- W: Week 21 Starts: 2020/05/19
- W: Week 22 Starts: 2020/05/26
- W: Week 23 Starts: 2020/06/02
- W: Week 24 Starts: 2020/06/09
- W: Week 25 Starts: 2020/06/16
- W: Week 26 Starts: 2020/06/23
- W: Week 27 Starts: 2020/06/30
- W: Week 28 Starts: 2020/07/07

Other visible elements include the 'Store Name' dropdown, the 'Report' button, the 'PDF' dropdown, and a 'Refresh List' button at the bottom right.

From the Reconciliation drop-down list, select the Cashier you are cashing up.

- **Note:** For a Cashier Cashup to show in this list, the cashup procedure in Retail Office must be completed.

Cash > Actions >Cashup> Cashier > enter code of cashier that needs to be cashed up. After about 5 minutes that cashiers name would appear in the list below.

**Select Reconciliation:**

----- Select Cashier Settlement - (7 Available) -----

----- Select Cashier Settlement - (7 Available) -----

- Cashier Close - 2020/01/06 10:47:25 PM: MMAGAUTA (Shift182)
- Cashier Close - 2020/01/06 10:47:30 PM: RUDZANI (Shift182)
- Cashier Close - 2020/01/06 10:47:31 PM: THANDI (Shift182)
- Cashier Close - 2020/01/06 10:47:34 PM: ZOLEKA (Shift182)
- Cashier Close - 2020/01/06 10:47:37 PM: REGINA (Shift182)
- Cashier Close - 2020/01/06 10:47:46 PM: MOLEBOGENG (Shift182)
- Cashier Close - 2020/01/06 10:47:14 PM: ONLINE ORD (Shift182)

- As soon as you select the cashier, the following screen will appear.

Register Reconciliation    Register Verification

**Step 1 - Register Reconciliation**

Reconciliation Type:

Manager Name:

Cashier Name:

**Step 2 - Total Register Count (include drawer float)**

	Rolls	Loose	Value
10c	<input type="text" value="R10 Roll"/>	<input type="text"/>	0.00
20c	<input type="text" value="R10 Roll"/>	<input type="text"/>	0.00
50c	<input type="text" value="R10 Roll"/>	<input type="text"/>	0.00
1R	<input type="text" value="R50 Roll"/>	<input type="text"/>	0.00
2R	<input type="text" value="R50 Roll"/>	<input type="text"/>	0.00
5R	<input type="text" value="R100 Roll"/>	<input type="text"/>	0.00
10R		<input type="text"/>	0.00
20R		<input type="text"/>	0.00
50R		<input type="text"/>	0.00
100R		<input type="text"/>	0.00
200R		<input type="text"/>	0.00

Check that the 'Manager Name' drop down list has the correct name selected for the manager who is authorizing the Cashup.

**Step 1 - Register Reconciliation**

Reconciliation Type: Cashier Close

Manager Name: Manager One

Cashier Name: Select Manager Name  
Coco Correia  
Frikkie Papenfoes  
Manager One  
Margaret CSTM  
Milka Burger  
Nelson Mandela  
Robbie Wessels  
Shift LeadOne

**Step 2 - Total Register Count**

	Rolls	Loos
10c	R10 Roll	
20c	R10 Roll	
50c		

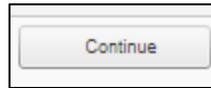
- The manager must enter the quantity of each roll, coin and note next to each denomination in the 'Loose' column. The system will calculate the total amounts in the 'Value' column.
- Float should be included.

**Step 2 - Total Register Count (include drawer float)**

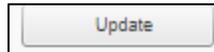
	Rolls	Loose	Value
10c	0	1	0.10
20c	0	5	1.00
50c	0	0	0.00
1R	0	9	9.00
2R	0	6	12.00
5R	0	52	260.00
10R		72	720.00
20R		5	100.00
50R		63	3,150.00
100R		5	500.00
200R		50	10,000.00
Total In Drawer \$			14,752.10

Update Continue

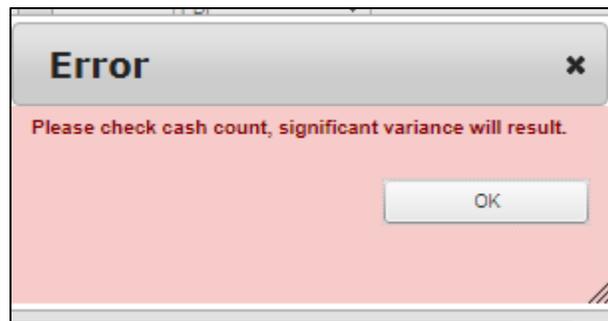
- Once the amounts are entered, the Manager must click 'continue' and Macromatix will check that the amount you have entered matches the sales amount expected.



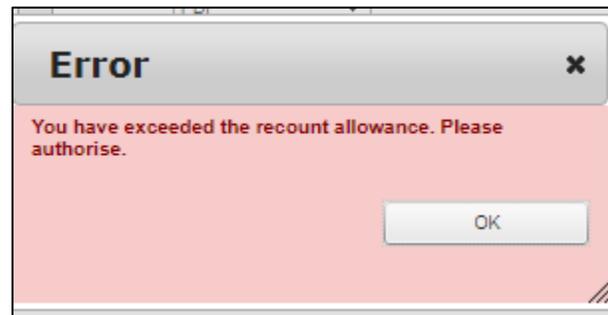
- The manager can click on Update to do adjustments.



- If there is a significant variance a warning will be displayed.
- There will be **three attempts** to enter in the register cash amount correctly. after the 3rd attempt, you will be forced to authorize and continue.



- After the 3rd attempt, you will be forced to authorize and continue.



- Manager will click on Authorize.

A screenshot of a web form titled "Step 3 - Manager Authorisation". On the left, the text "MOD" is displayed. To its right are two input fields: "Username:" with the value "ManagerOne" and "Password:" with a masked value of ".....". To the right of these fields is an "Authorize" button.

- A confirmation pop-up will appear once authorize.
- Once Authorized the "Register Verification" screen will appear.

This section will show many different forms of payment and skims that were processed from this register and will show the expected sales cash amount that should now be deposited in the safe.

Register Reconciliation		Register Verification
<b>Step 4- Register Verification</b>		
Cash Counted :	\$18,859.10	
- Float :	\$500.00	Float amount not to be banked
+ Petty Cash Short Dropped	\$0.00	
+ Drawer Skim	\$0.00	
+ Voucher	\$0.00	
+ Credit Card	\$0.00	
+ UBER	\$0.00	
+ MR D	\$0.00	
+ SATISFACTION	\$0.00	
+ WIWALLET	\$0.00	
+ ZAPPER	\$0.00	
+ ManualEntry	\$0.00	
+ Unknown from POS	\$0.00	
+ MISC1	\$0.00	
+ MISC5	\$0.00	
+ StaffMeal	\$0.00	
+ ONLINE	\$209.60	
Refunds	\$0.00	
Cash (Payment)	\$0.00	
= Total Tendered :	\$18,568.70	
- Total Sales :	\$209.60	
		Refresh Sales
= Cash Over :	\$18,359.10	Update

- The Cash Over/Short value field will turn Green if balanced. 
- The Cash Over/Short value field will turn Red if under or over. 
- If there is a variance over the acceptable threshold then a variance explanation is compulsory, and a notification will be sent to the RGM.

Variance Explanation

- The current MOD must authorize by selecting Authorize.

The screenshot shows a dialog box titled "Authorize". On the left, there is a label "MOD" next to a text input field containing "ManagerOne". To the right, there are two more input fields: "Username:" containing "ManagerOne" and "Password:" containing a series of asterisks. An "Authorize" button is positioned to the right of the password field.

- When selecting the next Cashier, notice that authorized cashier closes will now be showing in Green. Unauthorized Cashier Closes will be showing in Orange.

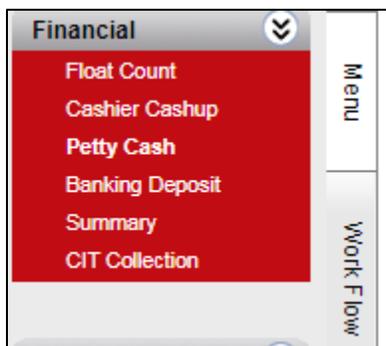
The screenshot shows a "Select Reconciliation:" dialog box. It features a dropdown menu with the text "----- Select Cashier Settlement - (3 Available) -----". Below the dropdown, three items are listed: "Cashier Close - 2020/05/18 08:59:44 AM: PATRICIA (Shift2821)" (orange background), "Cashier Close - 2020/05/18 09:11:47 AM: PATRICIA (Shift2822)" (green background), and "Cashier Close - 2020/05/18 06:34:22 PM: NSOVO (Shift2821)" (orange background). A "Refresh List" button is located in the top right corner.

## Petty Cash

Accurately recording the Petty Cash amounts allows for flexibility in managing the Restaurants miscellaneous income & expenses, whilst still ensuring control over cash management.

### How to Add a Petty Cash Record

- From the Menu tab, select the 'Financial' category, then select the 'Petty Cash' task.



- To add a new record, click the additional sign next to 'Add new record'

+ Add new record <span style="float: right;">Refresh</span>				
Type	Account	Invoice	Amount	Comments
Paid Out	<input type="text"/> * Required	<input type="text"/>	<input type="text"/>	ManagerOne <input checked="" type="checkbox"/> <input type="checkbox"/>
No records to display.				

- Enter the required information for the Petty Cash record
  - Type:** choose either paid out (withdrawal) or paid in (deposit)
  - Account:** select the account category for the Petty Cash record.
  - Invoice:** enter the receipt number.
  - Amount:** enter the total cost of the Petty Cash payment.
  - Comments:** enter a comment to explain what the money was spent on

Select tick icon to enter the Petty Cash record.

The page will load as it will now appear as a saved Petty Cash entry.

+ Add new record <span style="float: right;">Refresh</span>				
Type	Account	Invoice	Amount	Comments
Paid Out	Stationary	test456	\$300.00	notebooks <input type="checkbox"/> <input checked="" type="checkbox"/>
Paid Out	Food Expense	kih2563	\$650.00	ManagerOne <input type="checkbox"/> <input checked="" type="checkbox"/>

- A Petty Cash Record can be edited.

### How to Edit/delete a Petty Cash Record

#### To edit

To edit, click on the "pen" on the right-hand side of the Petty Cash record.

+ Add new record <span style="float: right;">Refresh</span>				
Type	Account	Invoice	Amount	Comments
Paid Out	Cleaning Expenses	123abc	\$100.00	New Mop and Bucket <input checked="" type="checkbox"/> <input type="checkbox"/>

- Update the required fields and click on the tick icon to save the changes.

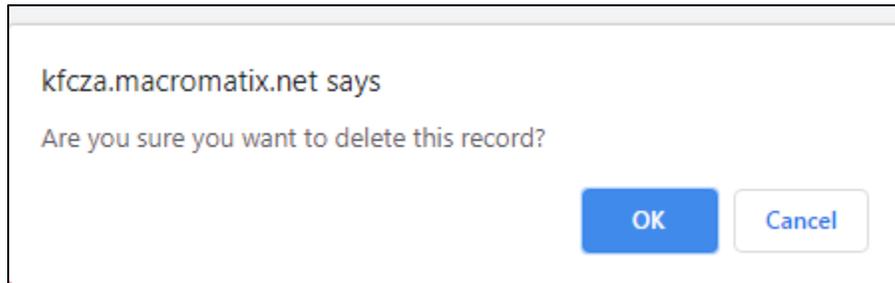
+ Add new record <span style="float: right;">Refresh</span>				
Type	Account	Invoice	Amount	Comments
Paid In	Short Drop	likh256	\$250.00	help <input checked="" type="checkbox"/> <input type="checkbox"/>

## To delete

To delete, click "cross" on the right-hand side of the Petty Cash record.

Type	Account	Invoice	Amount	Comments		
Paid In	Short Drop	likh258	\$250.00	help		
Paid Out	Stationary	test458	\$300.00	notebooks		

- A confirmation pop-up will appear.



- Once click on "OK" the Petty Cash entry will be removed from the Petty Cash Record.

## Report

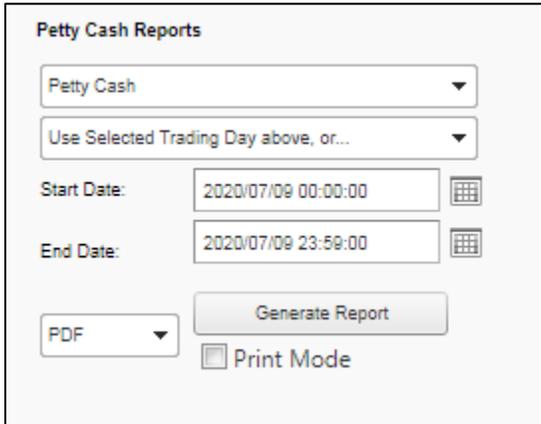
After the petty Cash has been created a report may be generated.

### How to generate the report

Click on reports

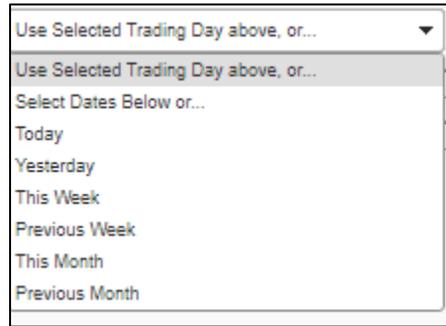


- The following screen will appear.

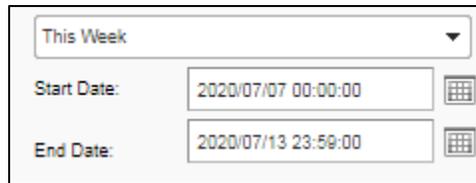


The "Petty Cash Reports" screen features a dropdown menu set to "Petty Cash" and another dropdown menu set to "Use Selected Trading Day above, or...". Below these are two date pickers: "Start Date" with the value "2020/07/09 00:00:00" and "End Date" with the value "2020/07/09 23:59:00". At the bottom, there is a dropdown menu set to "PDF", a "Generate Report" button, and a "Print Mode" checkbox which is currently unchecked.

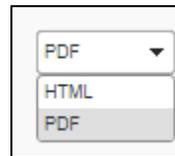
- Use the drop-down arrow to select the time frame that you want to generate the report for:



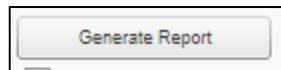
- Once the time frame is selected, the start date and end date will pick automatically up the dates.



- The report can either be printed on a PDF/ HTML.



- Select Generate Report



- The report will load and appear.

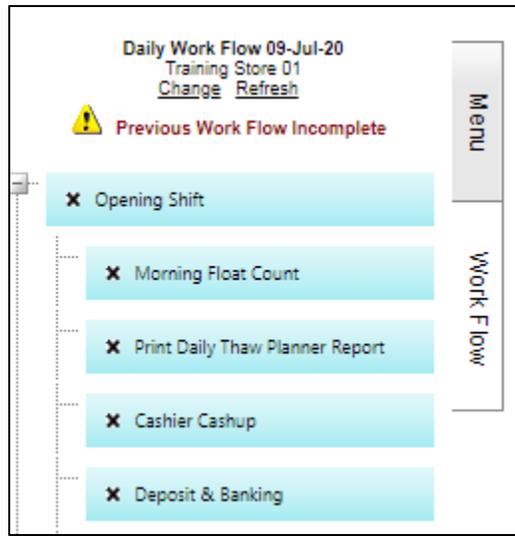
Paid In & Paid Out Summary				
KFCZA		Generated at: 7/9/2020 12:32:38 PM		
Store: Training Store 01		Dates: 7/9/2020 - 7/9/2020		
Thursday, July 9, 2020				
Type	Account	Invoice	Amount	Description
Paid Out	Stationary	test456	\$300.00	notebooks
Paid Out	Food Expense	kih2563	\$650.00	ManagerOne
Total Paid Out items: 2			\$950.00	
<b>Summary</b>				
Summary By Accounts		Paid In	Paid Out	
Food Expense		\$0.00	\$650.00	
Stationary		\$0.00	\$300.00	
<b>Totals</b>		\$0.00	\$950.00	

## Banking Deposits

A key process for Banking Deposits is to ensure the stores cash is secured in the Store safe quickly and accurately will reduce financial risk.

### How to complete a Deposit

- From your shift in the workflow, select the Deposit & Banking task.



- The following screen will appear

Actual Deposit	Bag No.	Deposited By	Witness
No records to display.			

Total of Cashier Deposit:

Amount Available:  (Available to drop)

Amount Dropped:  (Already dropped)

Final Close:

Skim Drop:

Change Drop:

Total Drop:

Reference Number:

Username:  Password:

Deposit Deposited By:     Print Mode

Currency	Total Amount	Available Amount	Deposited Amount
ZAR	R2 000,00	R2 000,00	R0,00

Receipt No	Cashier Name	Date	Expected Deposit
	REGINA Drawer Skim	2020-07-09 01:28 PM	R2 000,00
			R2 000,00

- Check that correct date is selected.
- On the “Deposit & Banking” tab, you will see 3 fields showing you the following amounts

Total of Cashier Deposit	<input type="text" value="R 2 000,00"/>
Amount Available:	<input type="text" value="R 2 000,00"/> (Available to drop)
Amount Dropped:	<input type="text" value="R 0,00"/> (Already dropped)

1. **Total of Cashier Deposit:** The total cash amount that has been processed from the authorized Cashier Cashup’s, up to the current time of day.
2. **Amount Available:** The total cash amount that is available to deposit into the safe.
3. **Amount Dropped:** The total cash amount that has been deposited into the safe today.

- Edit the following fields.

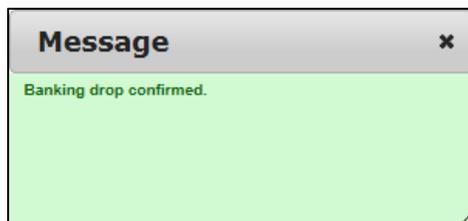
Final Close	<input type="text" value="R 500,00"/>
Skim Drop	<input type="text" value="R 500,00"/>
Change Drop	<input type="text" value="R 500,00"/>
Total Drop	<input type="text" value="R 1 500,00"/>
Reference Number	<input type="text" value="5050-2020-3232"/>

1. **Total Drop:** enter the total amount of cash that will be deposited in the safe. Includes final close, skim drop and change drop.
2. **Reference Number:** enter in the drop bag number. (These can’t be the same number during the same day).

- Enter in the Username and Password and select ‘Confirm Drop’.

	Username:	Password:	
Deposit Deposited By	<input type="text" value="MXTEST"/>	<input type="password" value="*****"/>	<input type="button" value="Confirm Drop"/>

- A confirmation pop-up will pop-up will appear once drop confirmed.



- Bank Deposit information will display.

	Actual Deposit	Bag No.	Deposited By	Witness
Deposit 1	R 280,00	505020203031	MX TEST	

## Summary Block

This block shows the total amounts of cash deposited and total amount made.

Once the manager confirms the drop, this block update automatically.

Currency	Total Amount	Available Amount	Deposited Amount
ZAR	R8 250,00	R8 250,00	R0,00

- **Currency:** set as per countries' currencies (ZAR)
- **Total Amount:** the total amount made.
- **Available Amount:** total amount that is available to bank\drop.
- **Deposited Amount:** the amount of cash that has been dropped\banked previously.

## Cashier Amount

This block shows the summary of totals per cashier, cashiers name, receipt number and date.

Receipt No	Cashier Name	Date	Expected Deposit
<input type="text"/>	NSOVO Drawer Skim	2020-02-10 05:24 PM	R3 634,50
<input type="text"/>	SIBONGILE Drawer Skim	2020-02-10 05:19 PM	R10 089,42
<input type="text"/>	THANDI Drawer Skim	2020-02-10 05:22 PM	R4 395,50
			<b>R18 119,42</b>

1. **Cashier name:** the name of the cashier
2. **Date:** this column shows the date and time.
3. **Expected Deposit:** shows the total amount that the cashier is expected to drop.

## Banking Release

- Enter in the Username and Password and select "Release "

**Banking Release**

Username:

- A confirmation pop-up will pop-up will appear once Rel.



## Report

Manager can generate the report after deposit.

### Steps of generating the report

- Click on the report bar next to confirm drop tab

Username:	Password:			
Deposit Deposited By	ManagerOne	*****	Confirm Drop	Report <input type="checkbox"/> Print Mode

- A pdf file will be downloaded on the system.

<b>Deposit Summary Auto Safe</b>						Generated at: 7/10/2020 8:45:02 AM	
KFCZA						Restaurant: Training Store 01	
						6/1/2020 to 6/30/2020	
<b>Deposits</b>							
Monday, June 8, 2020							
Deposit Prepared By	Total Auto Bill Deposits	Manual Drop (Cash)	Manual Drop (Checks)	Change Fund Deposits	Deposit Amount	Change Fund Received	Ending Change Fund Balance
Manager One	\$1,000.00	\$70.00	\$700.00	\$0.00	\$1,770.00	\$0.00	\$0.00

- **Deposit prepared by:** It shows the name of the manager who did the deposit.
- **Total Auto Bill Deposit:** it shows the final close amount.
- **Manual Drop cash:** it shows the skim drop amount
- **Manual drop check:** it shows the change drop amount.
- **Change Fund Deposit:**
- **Deposit amount:** it shows the total amount banked.
- **Change Fund Received:**
- **Ending Change Fund Balance:**

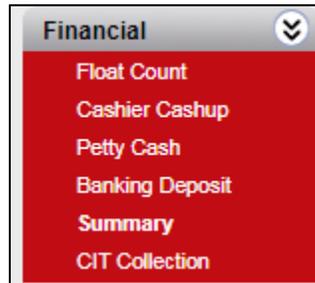
## Summary

Summary allows the RGM/Closing MOD the opportunity to review the summary of the day's financial transactions and to complete 2 important tasks before closing the Restaurant business day:

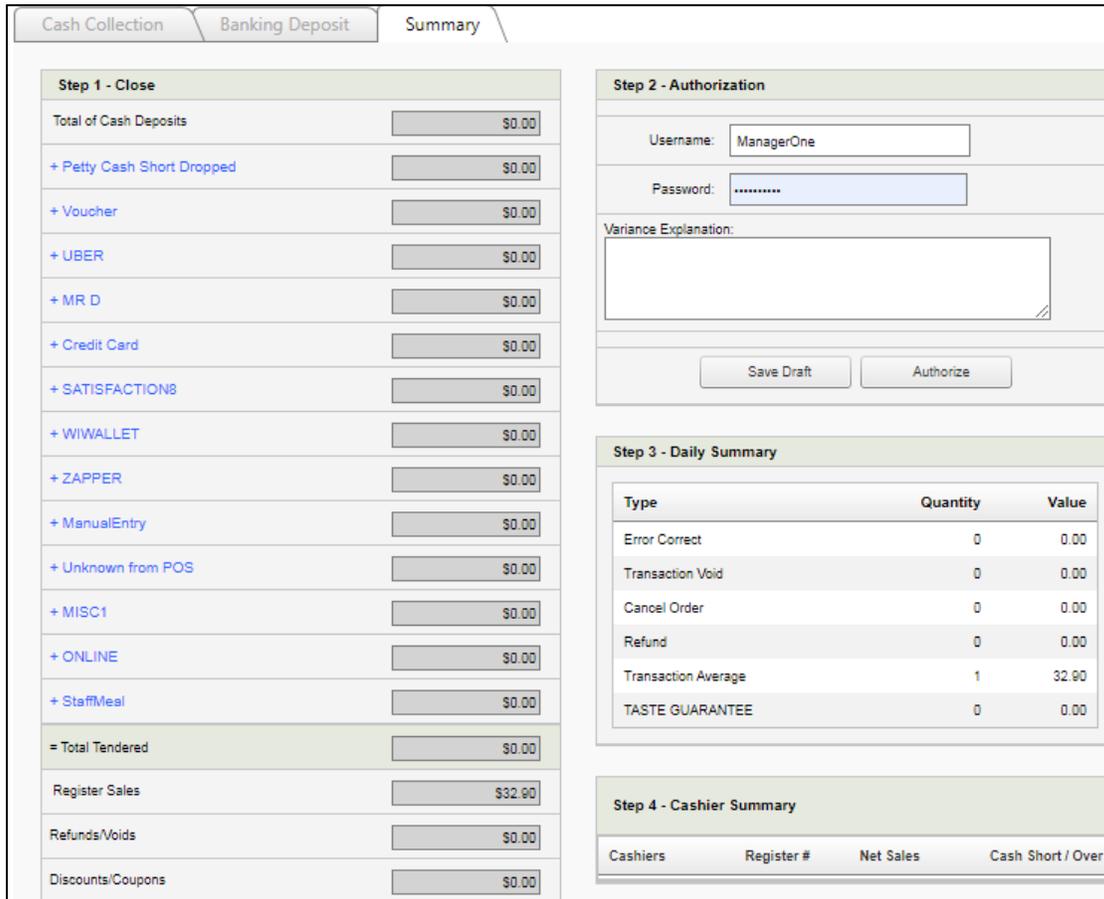
1. Ensure all Cashier Cashup's are authorized.
2. Ensure all Cash Deposits have been deposited in the safe and processed in MX.

### How to authorize the Summary page

- From the Closing shift Work Flow, select **Summary**.



- The following screen will appear.

A screenshot of the "Summary" page in a software application. The page has three tabs: "Cash Collection", "Banking Deposit", and "Summary", with "Summary" selected. The page is divided into four main sections: "Step 1 - Close", "Step 2 - Authorization", "Step 3 - Daily Summary", and "Step 4 - Cashier Summary".  
**Step 1 - Close** is a table with the following items:

Item	Amount
Total of Cash Deposits	\$0.00
+ Petty Cash Short Dropped	\$0.00
+ Voucher	\$0.00
+ UBER	\$0.00
+ MR D	\$0.00
+ Credit Card	\$0.00
+ SATISFACTIONS	\$0.00
+ WIWALLET	\$0.00
+ ZAPPER	\$0.00
+ ManualEntry	\$0.00
+ Unknown from POS	\$0.00
+ MISC1	\$0.00
+ ONLINE	\$0.00
+ StaffMeal	\$0.00
= Total Tendered	\$0.00
Register Sales	\$32.90
Refunds/Voids	\$0.00
Discounts/Coupons	\$0.00

  
**Step 2 - Authorization** contains a "Username" field with "ManagerOne", a "Password" field with "\*\*\*\*\*", and a "Variance Explanation" text area. Below these are "Save Draft" and "Authorize" buttons.  
**Step 3 - Daily Summary** is a table with the following data:

Type	Quantity	Value
Error Correct	0	0.00
Transaction Void	0	0.00
Cancel Order	0	0.00
Refund	0	0.00
Transaction Average	1	32.90
TASTE GUARANTEE	0	0.00

  
**Step 4 - Cashier Summary** is a table with the following headers:

Cashiers	Register #	Net Sales	Cash Short / Over
----------	------------	-----------	-------------------

Review the Cashier Summary in Step 4. This is a list of the Cashier Cashup's. If all cashiers are showing highlighted in green, the user may continue.

Step 4 - Cashier Summary			
Cashiers	Register #	Net Sales	Cash Short / Over
FLORA	0	4,818.78	0.00

If all cashiers are showing highlighted in orange, it means that the cashiers are not yet authorized

- Go back to cashier reconciliation page.

Step 4 - Cashier Summary			
Cashiers	Register #	Net Sales	Cash Short / Over
BUSI	0	2,757.74	0.00
LEAH	0	10,391.83	0.00
ONLINE ORD	0	182.26	18,359.10
ABIGAIL	0	18,337.39	0.00
REGINA	0	25,205.83	0.00
ABIGAIL	0	173.83	0.00

The cashiers highlighted in orange have not been authorised yet. Please go to the cashier reconciliation page and ensure all cashiers have been completed.

- If there is a Cash Short or Over amount that is above your acceptable business threshold - enter in a Variance Explanation. A notification alert will be sent to RGM's and above.
- Enter in a Username and Password and select Authorize.

Step 2 - Authorization	
Username:	<input type="text" value="ManagerOne"/>
Password:	<input type="password" value="*****"/>
Variance Explanation:	<input type="text"/>
<input type="button" value="Save Draft"/> <input type="button" value="Authorize"/>	

**If there is a significant variance, first ensure that:**

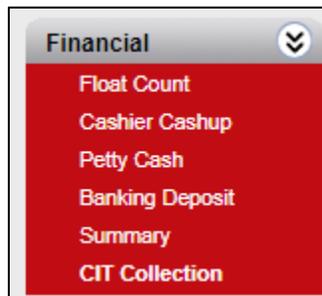
- All cashup's have been closed and authorized in Macromatix.
- All sales cash has been recorded as deposits and authorized in Macromatix.

**CIT Collection**

CIT Collection is used to accurately and safely remove the cash from the store. This improves the security of the store's profits. It tracks the cash flow right through to the cash collection process; it enables finances to be easily reconciled and for errors to be identified.

**How to Complete a CHUBB Collection**

- From the Menu, select the Financial category and click the **CIT Collection**.



- On the CIT Collection tab, there will be list of deposits that have not been collected by the bank yet. Next to each deposit tick the **Confirm** box to show the deposit was collected by the bank.

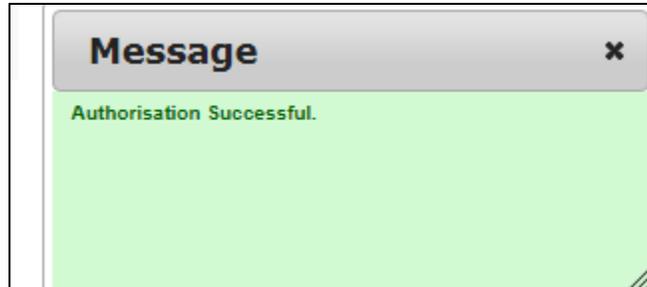
Bag No	Deposit Amount	Confirm
Thursday, 2/13/2020		
123	\$1,000.00	<input checked="" type="checkbox"/>
456	\$500.00	<input checked="" type="checkbox"/>
Day Total	\$1,500.00	

- In the **Receipt Number** field, enter in the reference number from the CIT security collection receipt.

Receipt Number:

- The Manager must enter their Username and Password and click 'Authorize'.

- A confirmation pop-up will appear



- The manager can print the report by clicking on the report tab.
- The following screen will appear

- Select the type of report by clicking on the drop-down arrow.
- Select the dates and click on Generate

The report will show the following:

<b>Cash Banking Reconciliation</b>						
<b>KFCZA</b>				Report Date: 10-Jul-2020		
From: 10-Feb-2020 - to - 10-Feb-2020						
-----						
Entity	Date	Bag No	Expected Amount	Confirm	CHUBB Amount	Variance
KFC Lab 105 (Soda Fountain/Coffee)						
	10-Feb-20	808090904545	\$ 18 119,42	Yes	\$ 18 119,42	\$ 0,00

- **Entity:** will show the store name.
- **Date:** will show the date for CIT collection
- **Bag number:** the drop bag number the cash was in
- **Expected Amount:** the total amount that the CIT collection should collect from the store.
- **Confirm:**
- **CIT Amount:** the total amount that the CIT collected from the store.
- **Variance:** will show any shortage\over amount collected by CIT collected