

### Prior to Installation

- Agree floats for each till. Each till will have to have a separate float assigned.
- Agree procedure for emptying the till drawers once you have cashed up
- Ensure that there is enough change to float all tills on Go Live day
- Ensure that staff who are involved in the cashing up procedure are aware of the new procedures.

### Cashing Up

Each till will have to run the cash up process at the close of business daily. You can run the cash up procedure on any PC connected to a till.

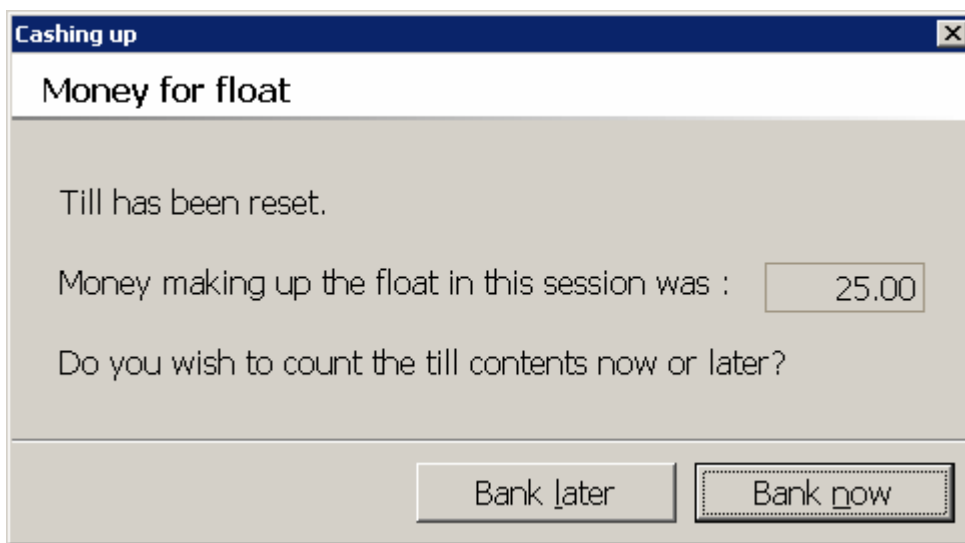
Using Peckham as an example, there are 3 PC's connected to till 1 (PTILL01) on the discharge counter and 3 PC's connected to till 2 (PTILL02) on the issue counter.

Peckham has to run the cash up procedure for till 1 from any of the PC's on the discharge counter and run a second cash procedure up for till 2 from any of the PC's on the issue counter. ***You do not need to run cash up on every PC.***

Monies from each till are to be counted separately in the back office.

### How to Cash Up

- Click on the Finance button at the bottom of the screen, a sub menu will be displayed. Select Cash up
- A warning message will be displayed, stating that no further sales should be processed whilst cashing up. Inform your colleagues that you are cashing up and no further till transactions are to be taken
- Click on the Yes button to continue
- The till will be then be reset and the option to Bank Now or Bank Later is given. Example shown below



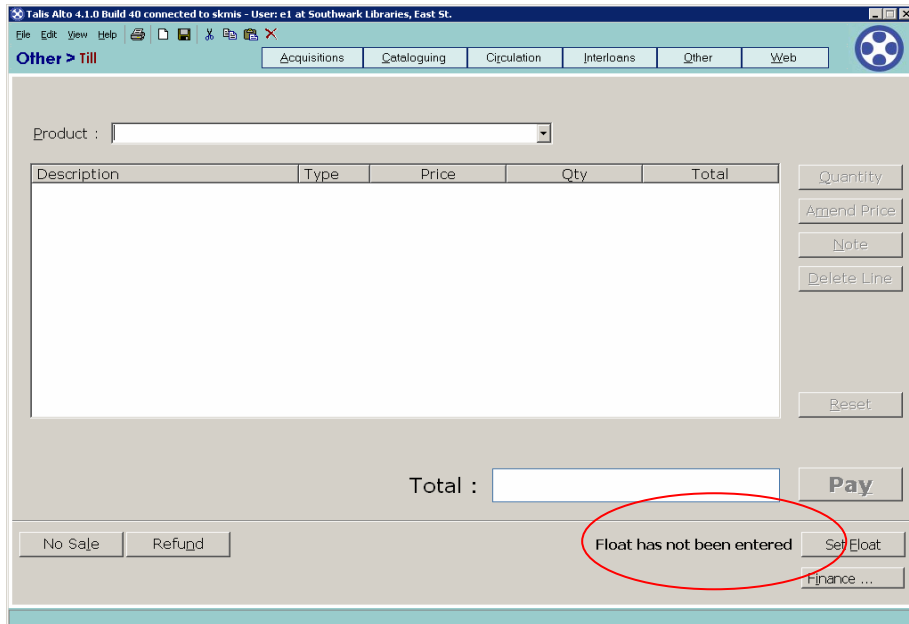
*Note: If you click on the Bank Now button, Talis Income Manager will require the counted cash figures to complete the transaction. **PLEASE DO NOT USE THIS OPTION.***

- Click Bank Later and a confirmation message will be displayed. Once you click on the OK button, transactions can continue on the other PC's connected to the Till
- A Z report will automatically print
- You should now assign the float for the following day's business.

*Note: The re-floating procedure has to be decided locally until clarification has been received from the LMF.*

### How to Assign a Float

- The message “Float has not been entered” is displayed at the bottom of the screen. As shown below

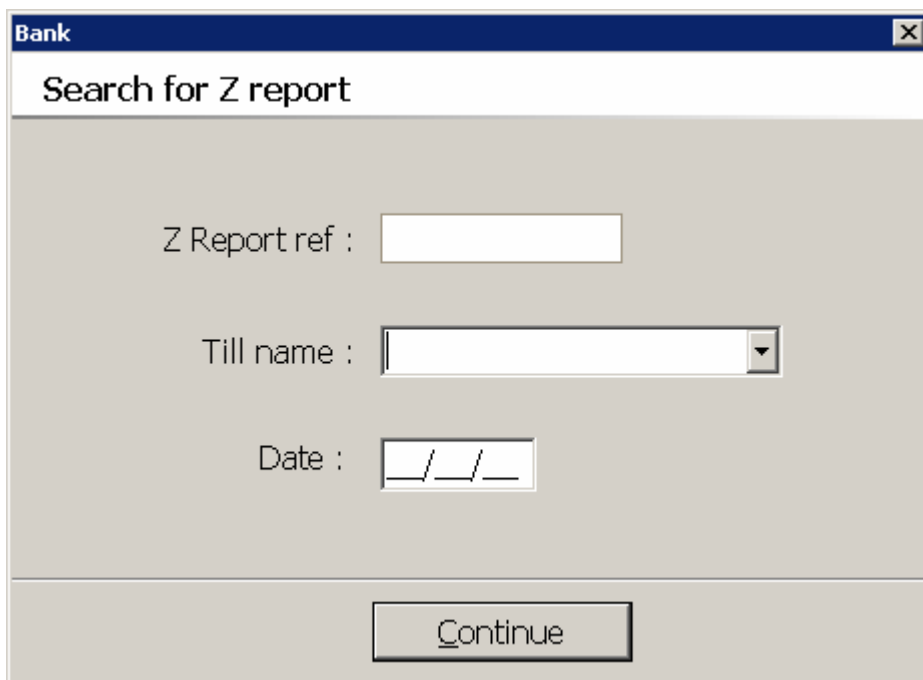


- Click on Set Float to assign a float amount
- Type in the float amount and then click on OK
- A confirmation message will be displayed, Click OK to accept the float amount or Cancel if a mistake has been made
- The “Float has not been entered” message and the Set Float button will disappear.
- The float for the following day should remain in the till drawers. The rest of the money can now be removed from the till drawer and placed in the back office for counting.

### How to Bank

*Note: Banking should be done either on the day of the cash up or the following day. Please ensure that you bank against the correct Z report.*

- Once the money has been counted in the back office, access the till function within Talis Alto.
- Click on the Finance button and select the Bank option
- You can search for your Z report either by the Z report ref, the Till name or a specific date. Example shown below



The screenshot shows a dialog box titled "Bank" with a close button in the top right corner. Below the title bar is a section titled "Search for Z report". This section contains three input fields: "Z Report ref :", "Till name :", and "Date :". The "Z Report ref" field is a standard text box. The "Till name" field is a dropdown menu. The "Date" field is a date picker with a format of \_\_/\_\_/\_\_. At the bottom of the dialog is a "Continue" button.

- Once you have selected your search criteria, click on the Continue button
- Highlight the appropriate Z report and then click on the View Z Report button.
- A copy of the Z report will be displayed. Check again to make sure that it's the required Z report for banking

- Click on the Next button and the counted Cash Form will be displayed.  
Example shown below

Counted totals form ✕

Z report ref. : 12      Till : Demo Till

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**Cash totals**  
Please enter the value of the cash in the till, or use the calculator to add up the denominations.  
All cash totals exclude the float for this session.

Actual :        Cash variance :   
 Expected :

**Non cash payments**  
If required, use F2 to edit the actual no. or actual value of the non cash payments.

Method	Exp. n...	Exp. value	Actual no.	Actual value	Variance
Cheque	0	0.00	0	0.00	0.00

**Total in drawer**

Expected :     Actual :       Variance :

Money making up float for this session was :

*Note : Talis Income Manger automatically totals up all the days transactions and will populate the Expected box on this form with the overall cash total with should be in the drawer. The Float amount has been excluded from this total. Cheques will not be included in the Expected cash total*

- Enter the actual amount of counted cash not including the float into the Actual field.

**PLEASE SHOW ANY CASH VARIANCE'S ON THIS FORM**

- Click on the Till Roll button to view the day's transactions and look for any mistakes which might account for any Cash Variance.
- **Please print the Till Roll for your records, as you are not able to view Till Roll history after the banking process has been completed**
- Click on the Save button once you are satisfied that the till is correct
- If there were any cash differences, a confirmation message will be displayed. Click Yes to continue
- Click Yes to complete banking