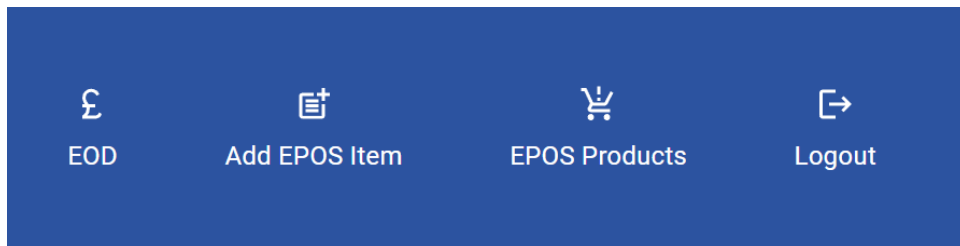


EOD FEATURE RELEASE

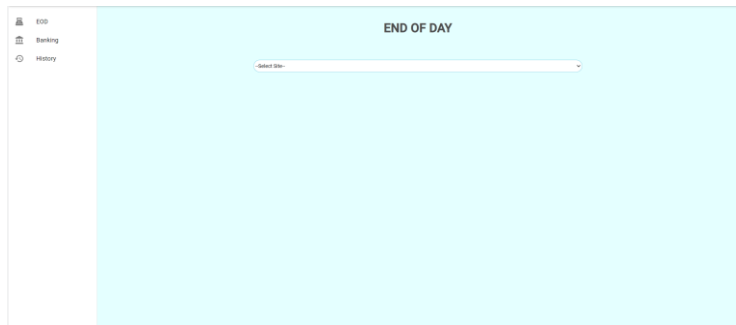
A new feature has been released to NitroPOS. It is important to read this document. Online training will also be organised by Head Office to go in detail about this new feature.

This new feature is taking over your Excell sheets and will automatise a lot of the process for you, as it is already connected with eposnow and the fuel system.

To access this feature please login into NitroPOS on your own manager login, the same one you use to add or modify epos items. You will notice a new link on the navigation bar call EOD (End Of Day)



When you click on it, a new screen will open:



It will by default open on the EOD tab, only directors and Nadeem will have access to the other 2 tabs, as this will be for the money bags. While you will see the tabs, you will not be able to see the contents of them.

If you are a multisite manager, you will see a selector box to choose which site you will be doing the end of day for. Otherwise, this step will be missed, and you will only have access to your site.

1.- Group the shifts

Once you have selected a site or you are logged in as a one site only manager, you will be prompted with a list of shifts.

Just like PRISM, this step cannot be undone once you click next, please make sure that you have selected the right shifts.

Click on all the shifts that you are going to group.

BRAESIDE ONLY – Your shifts for grouping are Night + Morning + Afternoon, this means all the ones that end on the same day.

Remember this step cannot be undone, you could unmark a shift if you got it wrong, but once you press “Next” you will not be able to come back. Once an EOD has started you will need to finish to be able to do other days.

If for any reason you cannot finish and EOD once you have started it, when you login the next session you will be prompted to finish that EOD.

2.- Shifts reconciliation

Once you click next you will be prompted to finalise the shifts, as they were on the day, this data is taken from eposnow and will give you the expected from eposnow and an input field to enter the actual. The discrepancy is automatically calculated for you:

Till	Staff	Date	Expected	Actual	Discrepancy
RT Till 2 Bearsden	MATHEW SIMPSON	Fri, 17 Mar 2023 16:14:21 GMT	229.06	£ <input type="text"/>	0
Tubbees Till 1 Bearsden	LEWIS	Fri, 17 Mar 2023 17:29:31 GMT	291.50	£ <input type="text"/>	0
RT Till 1 Bearsden	Keane	Fri, 17 Mar 2023 16:36:45 GMT	1530.10	£ <input type="text"/>	0
Tubbees Till 2 Bearsden	EUAN	Fri, 17 Mar 2023 15:15:35 GMT	108.42	£ <input type="text"/>	0
RT Till 2 Bearsden	HASEEB	Fri, 17 Mar 2023 07:10:45 GMT	403.14	£ <input type="text"/>	0
Tubbees Till 1 Bearsden	Fallon	Fri, 17 Mar 2023 09:49:36 GMT	8.50	£ <input type="text"/>	0

Ensure you put all the actual figures from the safe drops from each person that was on the till on that day. Then press “Next” button.

The next step will give you the expected amount from eposnow and how much cash is expected after you have your shift reconciliation.

You will be prompted to input the cash for each denomination. *Please note there is no input for £100 notes, if you come across one, please count extra £100 on your £50 denomination.*

This example has been exaggerated so you can see the difference between the eposnow and the shift reconciliation.

When you click "Next Step". You will be prompted to confirm your discrepancy. If you are not expected a discrepancy, maybe your denominations have been inputted wrong. In this case you can click cancel and will go back to the denomination. Once you click "SEND" you cannot undo the step.

3.- Bag Reference

Once your money has been counted, it should be placed onto a cash bag to be collected by Nadeem or the directors and been taken to the bank. The refence for the cash bag should be inserted here. This will allow us to track the bags without the whatsapp texts.

4.- Refunds

When you click "Next Step" a loader will appear and the next screen might take a few seconds to load, as the system will be checking the refunds done on the day. Your staff will be using the reasons at the till, but if you need to change one of them, you can select the most appropriate one and insert any notes you consider are needed. Although a note is not needed, it is recommendable if you have several refunds and would like to explain to accounts.

The reason selected on the drop down will be the one staff marked on the till at the time of the refund.

If no refunds were done on the day, the system will tell you no refunds were done. Please just press "Next Step"

Product	Value	Reason
BLOODY MARY BLUE SOUR RASPBERRY	£5.99	Item
ELF BAR LOSET MARY BLUEBERRY	£5.99	Item

5.- Discounts

Like the previous step, once you click “Next Step” a loader will appear, and the Discount reasons will appear after a few seconds. This section works exactly like the previous section but for the discounts instead.

Confirm Discounts and reasons		
Product	Amount	Reason
CAPRI-SANH-ORANGE	0.60	Manager Approval
Pepsi Max PM75 Can	0.10	Manager Approval
Pepsi Max PM75 Can	0.20	Manager Approval
Kells Original with Chicken in Jelly 100	0.65	Manager Approval

Insert any notes for this section.

NEXT STEP

6.- Payouts & Lottery

Once the section is loaded, this step will show you your payouts and lottery sales.

Like on the previous section if no payouts or lottery sales you will just have to press “Next Step”.

This section will present in two possible tables.

Confirm Payouts & Lottery		
Type	Expected	Actual
LOTTERY SALES	£112	<input type="text"/>

Confirm Supplier Payouts			
Type	Expected	Actual	Supplier
SUPPLIER	£2.50	<input type="text"/>	--Select Supplier--

The first one will show payouts and lottery sales; you will need to put your actual sales or payouts. The second one, will show your payouts for suppliers, as you can see above, this table also has a drop down to select the supplier. You will need to upload images of the paperwork at the end of the process.

7.- Drive Offs

If your site doesn't have fuel, you will skip this step and the one after, so you don't need to read it and can pass directly to step 9.

If your site has fuel, you will be prompted to select if any drive off was paid in this screen.

Any Drive Off Paid?

--Please Choose--

NEXT STEP

If you select Yes, the system will check your pending drive offs and no means of payment (NMOP) on the drive off system and will show you the registration number, amount and date of the drive off.

Select a Drive Off

MT16EGZ - £25.22

NEXT STEP

When you select that drive off it will be marked as paid on the drive off system on clicking "Next Step". This now makes important that your staff is up to date with how the drive off system works and that all drive off are reported, as this will not allow you to continue otherwise.

If you select NO, as you might have realised by now you cannot go back at all on this system, so you will be prompted to confirm if you are sure there is no drive offs to be paid.

Please confirm

Are you sure there is no drive off?

CANCEL SEND

On Cancel you will be able to select Yes, on Send you will move to the next step.

8.- Key Fuels

Like in previous steps here you will see your expected key fuels sales, and an input box for the Actual sales. There is also a box for notes, if your actual and expected do not match please leave a notes for the accounts department.

PLEASE INPUT YOUR KEYFUEL ACTUAL SALES

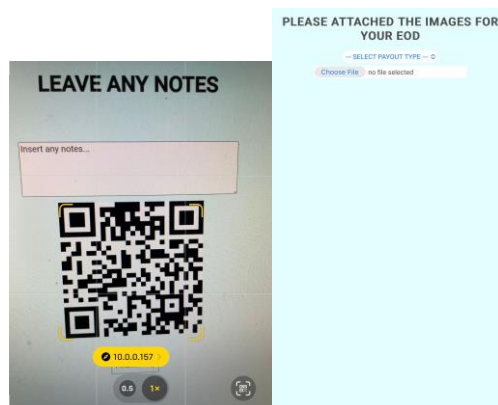
Expected	Actual
275.35	<input type="text"/>

Insert any notes...

9.- Add your images

As your EOD is expected to be done on your back-office computer this step will prompt you with a QR code. You can scan this code with your personal phone or your store phone.

Once you have scanned the QR code with your mobile phone it will take you to a page to take images of the paperwork:



Once you take an image it will appear on your screen for you to double check it is clear for accounts. If you have NEWSPAPER COUPONS, you don't have to take pictures of them, but you must input the numbers for the barcodes.



Once you have all the images submitted, the screen will show you a message prompting you to return to your computer.

Once here you can add any extra notes if needed and finally press “Finalise Day”.

Please make sure to do your EOD in chronological order.