

## How to do a cash up

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At the end of the day (or a shift), the supervisor would typically receive a moneybag from each cashier accompanied by the signed cash declaration slip. A detailed cash up procedure will now follow in the back office. To do that the cash up list from UltiSales is useful.

### **Remember:**

*As you move through UltiSales, context sensitive help is available if you press <F1> HELP.*

## **SOLUTION:**

### **Step 1:**

Go to 4-4-3-2 ('Cash-up list')

### **Step 2:**

Press <Ctrl><F7> to add the line numbers.

### **Step 3:**

Lines [1] & [2] – From date.. To date

These would default to the current date. Change if necessary.

### **Step 4:**

Lines [9] to [12]

Enter to get the report for all workstations or select specific workstations (tills).

### **Remember:**

*Note the functionality to specify workstations for this report. For example, at line [9] you can type in 1,4 (one comma four) – the resulting report would then be for workstations one and four only.*

### **Step 5:**

Press <F10> to start the report calculation.