

Manager Workstation

Feature Reference

Date: June 18, 2019



Verifone[®]

Manager Workstation

Using This Feature Reference

This Feature Reference provides detailed information on how to configure and use the Manager Workstation feature on the Verifone Commander Site Controller.

This feature document contains the subsections listed below:

- **Overview** - This section contains a brief description, requirements and the supported hardware configurations for the Manager Workstation feature on the Site Controller.
- **Configuring** - This section contains information on how to configure feature access on the Site Controller.
- **Using** - This section describes using the feature.
- **Troubleshooting** - This section provides basic troubleshooting steps.

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Revision History

Date	Description
18 November 2016	Initial Documentation Release
09 April 2019	Added Reports section related to this feature and updated document with review comments.

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GLOSSARY OF TERMS

The following terms and definitions will assist with understanding the contents of the Feature Reference.

Term	Definition
ECR	Electronic Cash Register
MOP	Method of Payment
MWS	Manager WorkStation
T-Log	Transaction Log

2 OVERVIEW

The Manager Workstation feature provides a mechanism by which a Store Manager can review and approve closed Cashier Reports, submit Safe Drops and review and approve Daily Close reports away from the POS.

The purpose of this document is to provide an overview on the Manager Workstation feature, how to configure the Commander Site Controller to enable the Manager Workstation (MWS) feature and how to access the functionality.

Functionality

Two functional modes are available within the Manager Workstation:

- Cashier Mode
- Manager Mode

Functions available to the Cashier are limited to the following selections:

- Entering the final cashier's drawer tender count
- Printing the cashier report

Functions available to the Manager include the following:

- Cashier Drawer Count(s)
 - Option to enter cashier's drawer tender count, in lieu cashier entry.
 - Option to log a corrective adjustment amount for previously entered drawer counts for a Cashier Report associated with a Day Report under review.
- Print, reprint Cashier Reports
- Review Cashier Report Variance: Allows verifying transactions per cashier, posting adjustment entries for corrections, or to log accepted variances.
- Finalize Deposit: This calculates the expected cash deposit based on initial cash on-hand, cash sales, and other cash-related events during the reporting period.

System Requirements

Supported Hardware

- Commander Site Controller/RubyCi with Topaz
- Commander Site Controller/RubyCi with Ruby2

Supported Software

Commander systems Production Software Base 41+.

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CONFIGURING MANAGER WORKSTATION

All Commander Site Controller configuration is done through the Commander Configuration Client.

For functionality, the system requires the Manager Workstation feature be enabled. Once enabled, configuration also allows dictating the maximum number of Open Days that can be allowed for report review.

Configuration Client Access

Commander Site Controller

Access the Configuration Client for Commander Site Controller at the following address: <https://192.168.31.11/ConfigClient.html>, or by logging into the Configuration Manager in the CSR Functions on the Point of Sale terminal.

Login to ConfigClient using the Manager login name and current password.

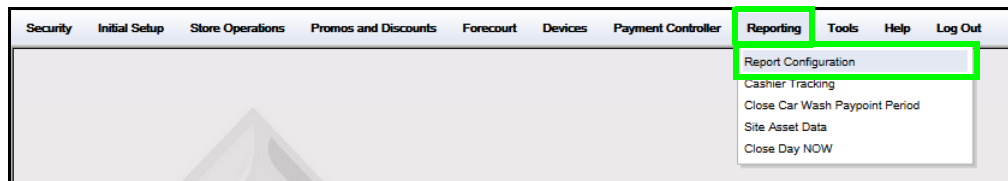
- User Name
- Password: (** the current valid Manager password **)

Enabling Manager Workstation



Manager Workstation is enabled by default. When this feature is enabled, the cashier is prompted to open the connected drawers on day-close. To stop this prompt, Manager Workstation Enabled box should be unchecked if the site doesn't support this feature.

1. Navigate to Reporting>Report Configuration.



2. Select the Manager Workstation tab.
3. Click to select and check **[Manager Workstation Enabled]**.

- Verify the **[Max Unaccepted Period Reports]** setting. This parameter determines how many unaccepted reports can be kept in queue for the manager to correct. When the reports in queue cross this number, the earliest one is auto closed. Verifone recommends max value as 3 if the close period type is **Day** and max value as 9 if close period type is **Shift**.
- Click **[Save]**.



Manager Workstation is enabled by default. When this feature is enabled, the cashier is prompted to open the connected drawers on day-close. To stop this prompt, Manager Workstation Enabled box should be unchecked if the site doesn't support this feature.

Enabling Document Exchange Permissions

The system exchanges XML documents using existing mechanisms within the software. Many of the MWS operations rely on the appropriate commands being enabled.

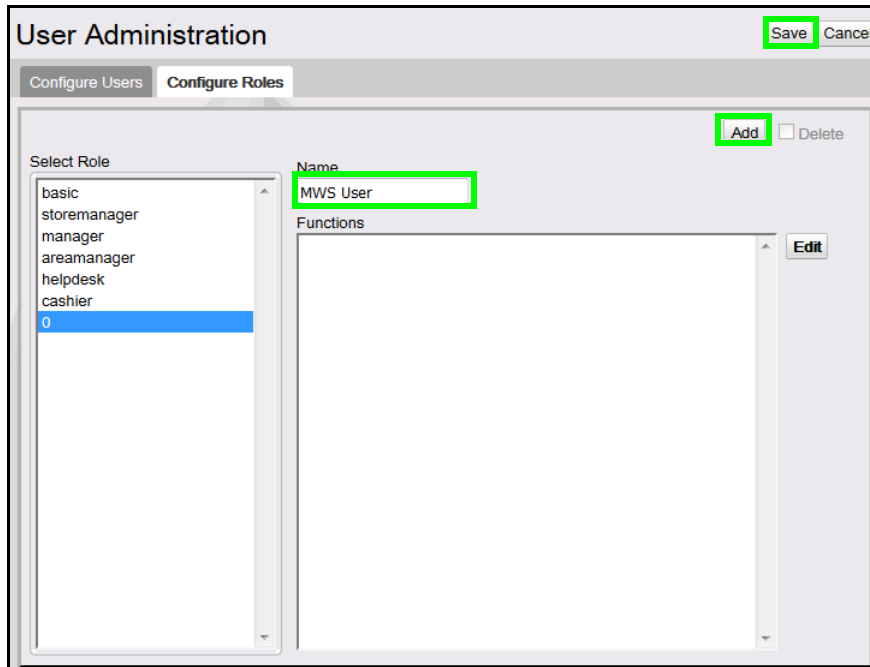


Best Practices recommendation is to create a new MWS User Role, enable the required commands for this new Role, and then assign the new Role to approved User accounts.

- Navigate to Security>Manager Users.

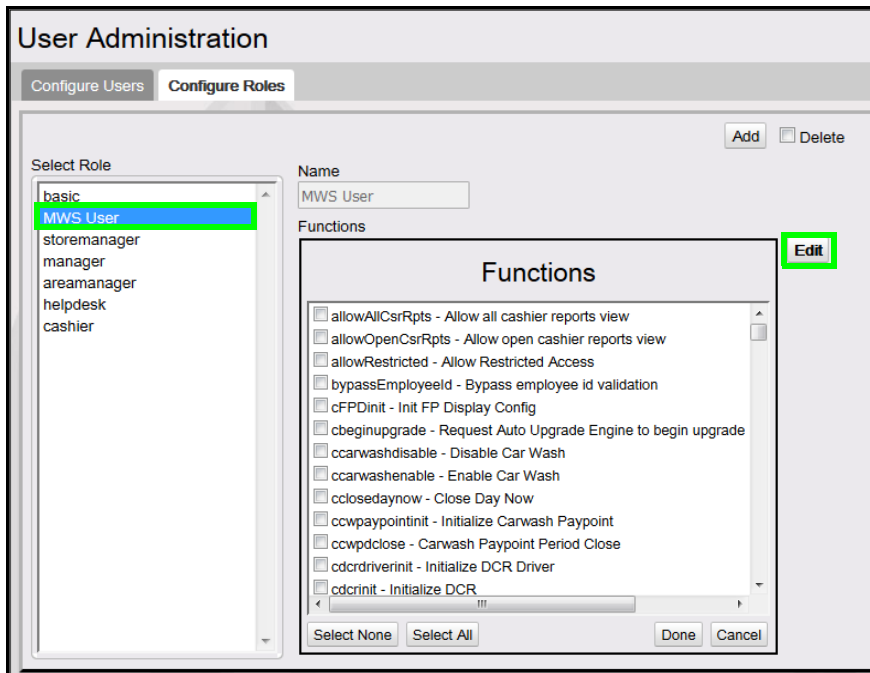
- Select the Configure Roles tab.
- Click **[Add]**.
- Edit and enter the **[Name]** (*MWS User*).

5. Click **[Save]** to create the Role.



6. Click to select the new MWS User Role.

7. Click **[Edit]** to access the Functions list.

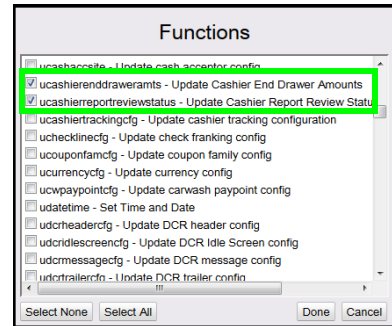


The Functions list is displayed with items listed alphabetically.

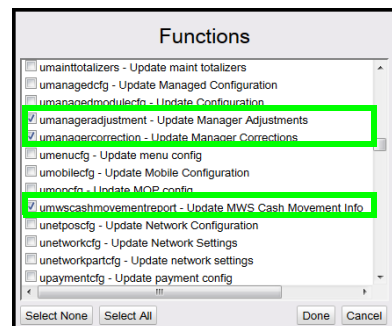
The following Functions must be enabled for Manager Workstation use:

- Ucashierenddraweramts
- Ucashierreportreviewstatus
- Umanageradjustment
- Umanagercorrection
- Umwscashmovementreport
- Ureportstatus
- Vcashierpdlist
- Vcashierrept
- Vmwscashierdraweramts
- Vmwscashmovementreport
- Vreportstatus
- Vtilleventreport

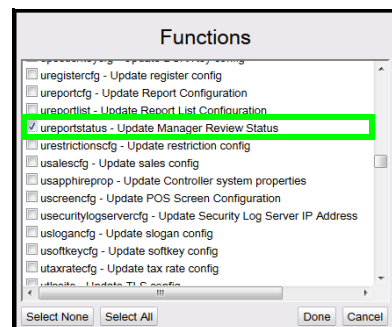
8. Scroll down the Functions list, locate, and check to enable *ucashierenddraweramts* and *ucashierreportreviewstatus*.



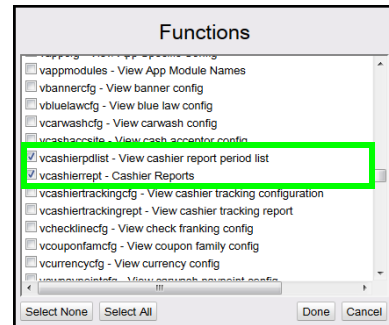
9. Scroll down the Functions list, locate, and check to enable *umanageradjustment*, *umanagercorrection* and *umwscashmovementreport*.



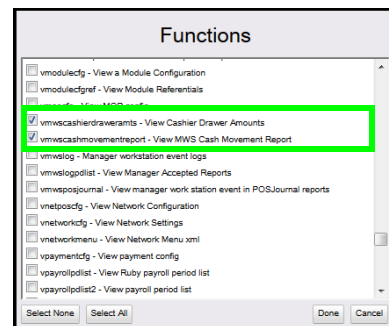
10. Scroll down the Functions list, locate, and check to enable *ureportstatus*.



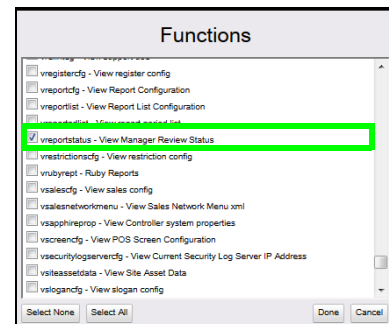
11. Scroll down the Functions list, locate, and check to enable *vcashierpdlist* and *vcashierrept*.



12. Scroll down the Functions list, locate, and check to enable *vmwscashierdraweramts* and *vmwscashmovementreport*.

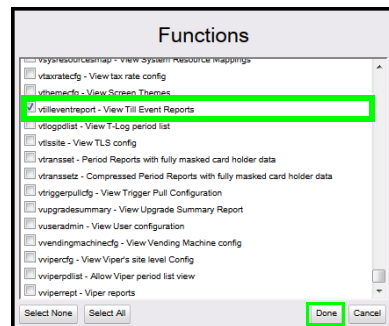


13. Scroll down the Functions list, locate, and check to enable *vreportstatus*.

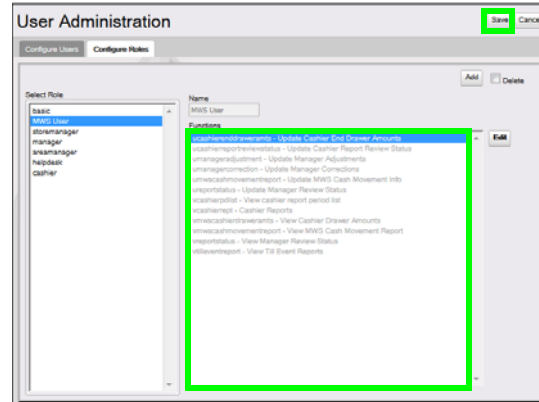


14. Scroll down the Functions list, locate, and check to enable *vtilleventreport*.

15. Click **[Done]**.



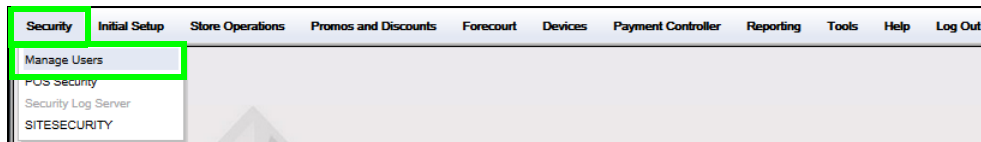
16. Confirm the selected Functions for the MWS User Role.
17. Click **[Save]**.



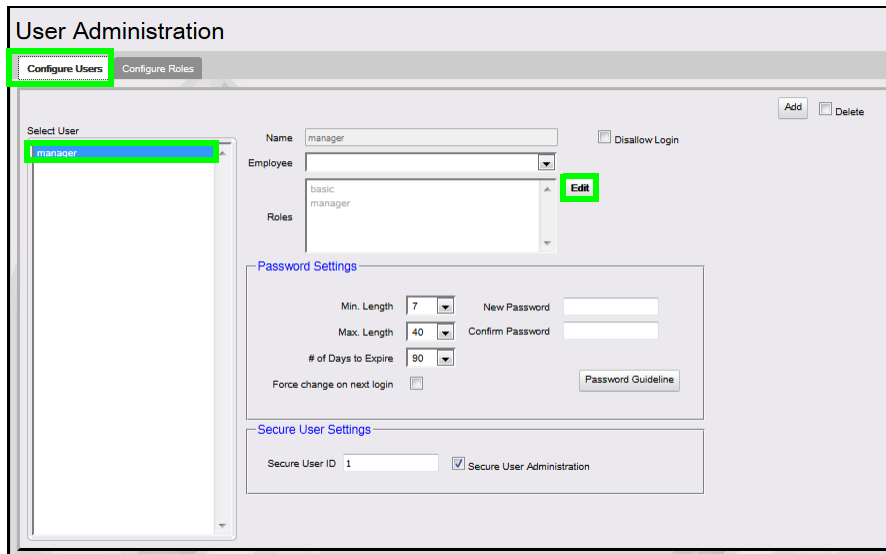
Enabling MWS User Permissions

Users requiring Manager Workstation access must be assigned access rights by associating the MWS Role to each User account.

1. Navigate to Security>Manager Users.



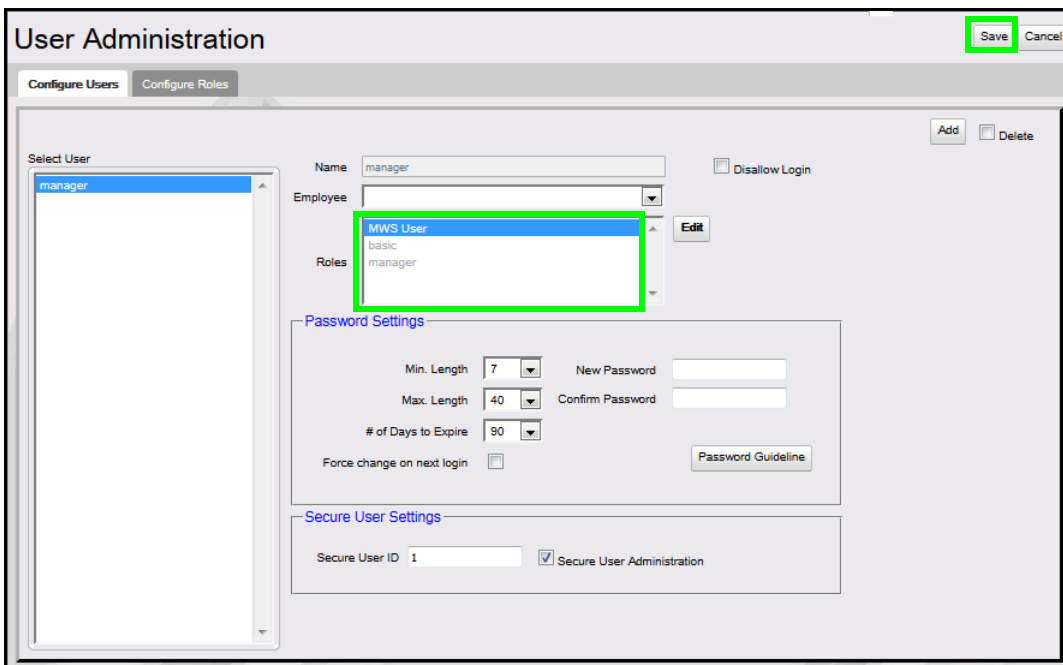
2. Select the Configure Users tab.
3. Click to select the User to assign the new MWS User Role.
4. Click **[Edit]**.



5. Click to select and check [MWS User].
6. Click [Done].



7. Confirm the User's assigned Roles.
8. Click [Save].



4 USING MANAGER WORKSTATION

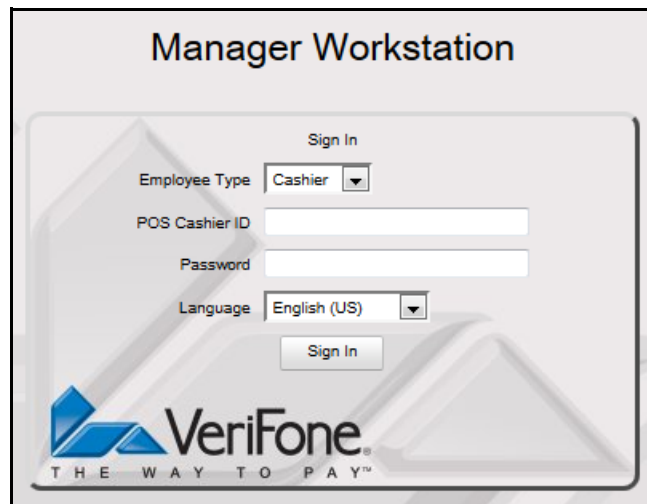
Accessing Manager Workstation

Access into the Manager Workstation is very similar to accessing the Commander Configuration Client.

Use a web browser to access MWS at the following Verifone POS Zone address:
<https://192.168.31.11/ManagerWorkstation.html>

Logging in as Cashier

1. Open a web browser and connect to the Manager Workstation.
2. Select the **[Employee Type]** from the drop-down menu: Cashier.
3. Enter the Cashier ID and Password.
4. Press **[Enter]**, or click **[Sign In]**.



Manager Workstation

Sign In


Employee Type

POS Cashier ID

Password

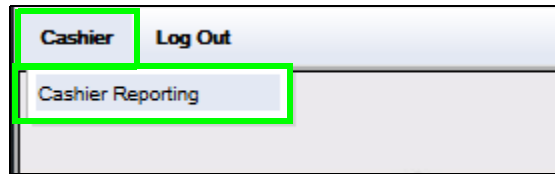
Language

Sign In

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Cashier Reporting

Navigate to Cashier > Cashier Reporting.



The logged in Cashier's Reports List shows all available Closed Cashier Reports within the reporting period associated with the logged in cashier account.

Cashier Reporting - Reports List

CSR # CSR Name

Seq #	Reg #	Closed	MOP Amounts Entry
003	178	2019-04-03T16:18:11-04:00	Pending
002	178	2019-04-02T14:59:43-04:00	Pending
001	178	2019-04-02T14:38:00-04:00	Pending
001	176	2019-04-01T17:22:50-04:00	Pending

* Click Seq # to view individual cashier report

Each entry shows MOP Amounts Entry status: Pending or Complete.

The Cashier may click the report number link for any reports marked as Complete to print or reprint the Cashier Report.

The Cashier may click to select a report number link to enter amounts for any reports marked as Pending. If more than one Report is "Pending", the Cashier must complete the oldest report first.

Editing Pending Reports

The Cashier may click to select the link to any reports marked as Pending to enter amounts.

The report header includes the Cashier ID and Name, the Report Sequence Number, the Register Number and the date/time stamp of when the report was closed.

The report body includes an entry for each MOP, configured to prompt for a cashier amount and provides a field into which amounts are entered.

The MOP configuration flag to permit zero entry is enforced in this form. MOPs configured to permit zero entry default to zero when no amount is entered.

The screenshot shows a web application interface for 'Manager Workstation' with the 'Cashier Reporting' section. The title is 'Cashier Reporting - Enter Amounts'. The form contains the following fields and elements:

- ID: 004
- Name: Cashier
- Rpt#: 245
- REG: 101
- Closed: 2015-07-09 14:59
- A table for 'Actual' amounts with three rows: CASH, CHECK, and COUPONS. The 'Total' row shows 0.00.
- Status: MOP Amounts Entry: Pending
- Buttons: Cancel and SAVE

After counting the till, the Cashier enters the counted amounts for Cash, Check, and Coupons.

Click **[Save]** to save the form contents, or to exit without saving, click **[Cancel]** to return to the Reports List screen.

Cashier Reporting Print Preview

After entering till amounts, a Reconciliation Report is generated comparing the ECR Totals with the Actual entered totals, and the variance between the two.

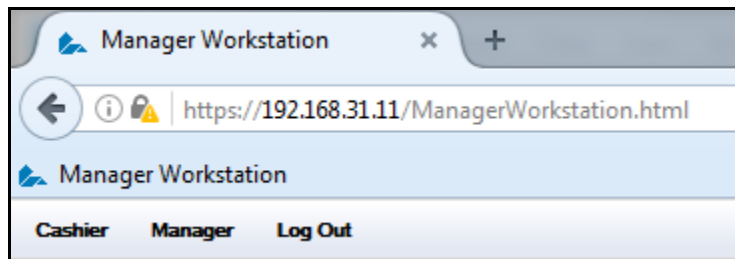
	ECR Total	Actual	Variance
CASH	1,541.22	1,541.22	0.00
CHECK	41.22	41.22	0.00
COUPONS	3.55	4.55	1.00
Total	1,585.99	1,586.99	1.00

The Cashier may opt to Print/Preview the Cashier Report. When selected, the output report will be generated and displayed on-screen in Preview mode, and is available to print. The system will return to the Reconciliation Report screen.

Click **[Cancel]** to return to the Reports List screen.

Logging in as Manager

1. Open a web browser and connect to the Manager Workstation.



2. Select the **[Employee Type]** from the drop-down menu: Manager.
3. Enter the User Name and Password.
 - User Name
 - Password: (** the current valid Manager password **)
4. Press **[Enter]**, or click **[Sign In]**.

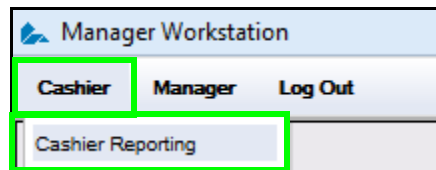
When logged in as Manager, there is access to both the Cashier menu and the Manager Menu.



The MWS functionality allows a Manager to enter a Cashier's drawer count amounts. Under normal conditions, the cashier will routinely enter their own drawer counts. However, there may be situations where the drawer counts must be entered by the store manager either because the cashier is not available or because store policies and procedures require it. When the Manager takes this action, the same entry form will be used for tender counts as when logged in as a Cashier.

Cashier Reporting

Navigate to Cashier>Cashier Reporting.



The Manager's Cashier Reports List shows all available Closed Cashier Reports within the reporting period for all cashier accounts.

Cashier Manager Log Out						
Cashier Reporting - Reports List						
CSR #	CSR Name	Seq #	Reg #	Closed	MOP Amounts Entry	
2	CSR2	005	101	11-20-16 15:25	Pending	
4	CSR4	004	101	11-19-16 15:32	Pending	
3	CSR3	003	101	11-18-16 15:30	Complete	
3	CSR3	002	101	11-17-16 15:37	Complete	
2	CSR2	001	101	11-16-16 15:29	Pending	

* Click Seq # to view individual cashier report

Reports are sorted with the most recent report at the top. Each record shows the associated cashier, register number, and the closed date and time.

Each entry shows the MOP Amounts Entry status: Pending or Complete.

The Manager may click any report number link for reports marked as Complete to print or reprint the Cashier Report.

The Manager may click to select any report number link to enter amounts for any reports marked as Pending. If more than one Report is "Pending", the oldest report must be completed first.

Editing Pending Reports

The Manager may click to select the link to any cashier's reports marked as Pending to enter amounts.

The report header includes the Cashier ID and Name, the Report Sequence Number, the Register Number and the date/time stamp of when the report was closed.

The report body includes an entry for each MOP, configured to prompt for a cashier amount and provides a field into which amounts are entered.

The MOP configuration flag to permit zero entry is enforced in this form. MOPs configured to permit zero entry default to zero when no amount is entered.

Manager Workstation Cashier Reporting Log Out

ID: 004
Name: Cashier Cashier Reporting – Enter Amounts

Rpt#: 245 REG: 101 Closed: 2015-07-09 14:59

	Actual
CASH	
CHECK	
COUPONS	
Total	0.00

MOP Amounts Entry: Pending

Cancel SAVE

After counting the till, the Manager enters the counted amounts for Cash, Check, and Coupons.

Click **[Save]** to save the form contents, or to exit without saving, click **[Cancel]** to return to the Reports List screen.

Manager Review

When Manager Review is selected, the system displays list of closed Daily Reports, sorted with the most recent reports at the top of the list.

Daily Reports List		
Seq #	Closed at POS	Daily Report Accepted
003	02-04-16 16:30	N
002	02-04-16 15:35	Y
001	02-03-16 11:21	Y

The Daily Report accepted value = Y indicated the report is finalized.

A value = N indicates the report is closed at the POS, but is not yet finalized.

The Manager may click on the report link to access the report details.

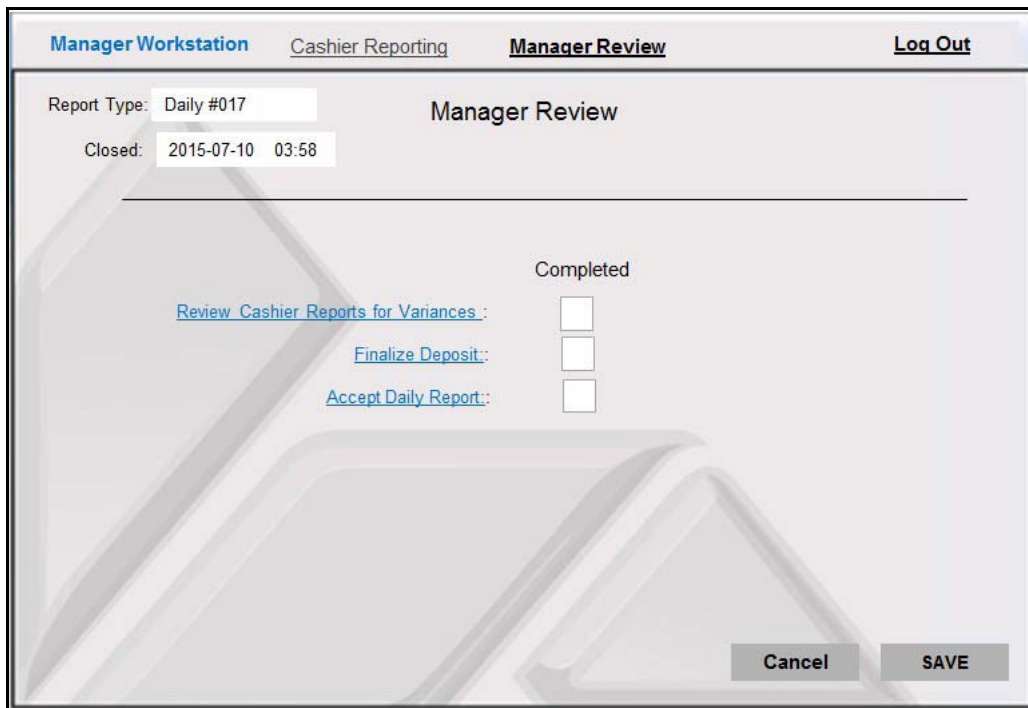
When viewing the report details, if the report has been accepted, the report may be viewed, but no edits are allowed.

Detailed Daily Report

When a report link is selected to view the report details, the form shows the functions required to complete the processing of the Daily Report.

The form must be completed in sequence from top to bottom:

- Review Cashier Reports for Variance
- Finalize Deposit
- Accept the Daily Report



The screenshot shows a web application interface for a Manager Workstation. At the top, there are navigation links: "Manager Workstation", "Cashier Reporting", "Manager Review" (which is underlined and bolded), and "Log Out". Below the navigation, the form displays "Report Type: Daily #017" and "Closed: 2015-07-10 03:58". The main heading is "Manager Review". Underneath, there is a section titled "Completed" with three checkboxes. The first checkbox is next to the link "Review Cashier Reports for Variances:", the second is next to "Finalize Deposit:", and the third is next to "Accept Daily Report:". At the bottom right of the form, there are two buttons: "Cancel" and "SAVE".

The Manager may complete the Review for Variances, mark it completed then find the need to mark it incomplete so that an adjustment can be posted on a variance fund while finalizing the deposit. This is accepted functionality, and is only restricted when the report has been marked as Accepted.


Manager clicks link for "Review Cashier Reports for Variances".

Review Cashier Reports for Variances

When the Manager clicks the link for *Review Cashier Reports for Variances*, the system shows all underlying cashier reports associated with the day being reviewed.

[Manager Workstation](#) [Cashier Reporting](#) **Manager Review** [Log Out](#)

Report Type: **Review Cashier Reports for Variances**
 Closed: **Cashier Reports List**

 (Ctrl)

CSR ID	CSR Name	REG#	Report#	Closed:	MOP Amts	MGR Verified
001	George Lucas	101	245	2015-07-09 14:59	Y	N
004	Calvin Klein	101	042	2015-07-10 00:49	Y	N
006	James Bond	101	124	2015-07-10 03:57	Y	N
011	Rodney Jones	102	245	2015-07-09 14:23	Y	N
014	Elizabeth Bennett	102	003	2015-07-10 00:06	Y	N
013	Josh Groban	102	074	2015-07-10 03:58	Y	N

The Manager can select to print the Safe Drop Report, which includes all Safe Drops and all Safe Drop Corrections, and may be used to verify posted vs. actual safe drops on a transaction by transaction basis.

Each cashier line entry includes the Cashier ID and Name, Register#, Report Sequence#, closed date and time, the status for MOP Amounts Entered, and the value of the Manager Verification.

The Manager may click on a CSR ID link to review the non-sales information for that specific cashier report.

- If the MOP Amounts for that cashier report = N, the system will prompt the Manager to enter the amounts.
- If MOP Amounts for that cashier report = Y, the system displays the cashier details for that report.

Any adjustments to be made must be made against a cashier report. To view their report details, the Manager clicks the link of the appropriate cashier ID.

Click **[Cancel]** to return to the previous *Manager Review* Screen.

Manager Adjustments

When a Cashier ID is selected to view the cashier's detailed report, the system shows the cash-based non-sales transactions for that cashier and offers the option to post adjustment.

Manager Workstation Cashier Reporting **Manager Review** Log Out

Report Type: Daily #017 Review Cashier Reports for Variances
 Closed: 2015-07-10 03:58 Cashier Details

Trans#	Reference#	Paid Out		Paid In		MOP
		Safe Drop	Other Pd Out	Safe Loan	Other Pd In	
1010258	031	200.00				CASH
1010325	032	100.00				CASH
1010345	033	400.00				CASH
1010355	011				12.00	CASH
1010377	034	200.00				CASH
1010387	035	190.00				CASH
1010389	058			100.00		CASH
1010401	036	200.00				CASH
1010405	037	100.00				CASH
1010409	059			8.00		CASH
1010510	038	5.00				CASH
Totals		1,395.00	0.00	108.00	12.00	

MGR Adjustment Print Variance Detail This Cashier (Ctrl) Cancel SAVE

The Manager may click **[Print Variance Details]** to print the details for the selected Cashier Report. After printing, control returns to the current screen.

To post the needed adjustment, the Manager clicks **[MGR Adjustment]**.

Manager Workstation Cashier Reporting **Manager Review** Log Out

Report Type: Daily #017 Review Cashier Reports for Variances
 Closed: 2015-07-10 03:58 Cashier Details

CSR# 001 Rpt# 245

MGR Adjustment Adjustment Type: Select Function

Amount []
 Reference# []

Cancel SAVE

MGR Adjustment Print Variance Detail This Cashier Cancel SAVE

The Manager completes the following:

- Selects the appropriate Adjustment Type from the drop-down menu:
 - Safe Drop/Safe Loan
 - Pay Out/Pay In
- Enters the Amount (required) and Reference# (optional)
 - The amount may be a positive or negative value.
 - Based on Adjustment type and sign of entry, the system will post as follows:
 - Safe Drop/Safe Loan is Positive Amount: posted as Safe Drop
 - Safe Drop/Safe Loan is Negative Amount: posted as Safe Loan
 - Pay Out / Pay In is Positive: posted as Pay Out
 - Pay Out/Pay In is Negative Amount: posted as Pay In

The screenshot displays the 'Manager Workstation' interface. At the top, there are navigation links: 'Manager Workstation', 'Cashier Reporting', 'Manager Review', and 'Log Out'. The main window is titled 'Review Cashier Reports for Variances' and shows 'Report Type: Daily #017' and 'Closed: 2015-07-10 03:58'. A 'Cashier Details' section is visible. A modal dialog box titled 'MGR Adjustment' is open, with the following fields and values:

Field	Value
Adjustment Type	Safe Drop/Safe Loan
Amount	5.00
Reference#	131

Buttons for 'Cancel' and 'SAVE' are present at the bottom of the dialog box. The background window also has buttons for 'MGR Adjustment', 'Print Variance Detail This Cashier', 'Cancel', and 'SAVE'.

Click [Save] to add the adjustment, or [Cancel] to close and exit without saving.

Manager Workstation Cashier Reporting **Manager Review** Log Out

Report Type: Daily #017 Review Cashier Reports for Variances
 Closed: 2015-07-10 03:58 Cashier Details

CSR# 001 Rpt# 245		Paid Out		Paid In		MOP
Trans#	Reference#	Safe Drop	Other Pd Out	Safe Loan	Other Pd In	
1010258	031	200.00				CASH
1010325	032	100.00				CASH
1010345	033	400.00				CASH
1010355	011				12.00	CASH
1010377	034	200.00				CASH
1010387	035	190.00				CASH
1010389	058			100.00		CASH
1010401	036	200.00				CASH
1010405	037	100.00				CASH
1010409	059			8.00		CASH
1010510	038	5.00				CASH
MGR	131	5.00				CASH
Totals		1,400.00	0.00	108.00	12.00	

MGR Adjustment Print Variance Detail This Cashier Cancel SAVE

After being saved, the saved Manager's Adjustment is displayed as a separate entry in the Cashier's Details Report, with adjustments included in the column totals.

The adjustment is posted to the Transaction Log as the appropriate transaction type (Safe Loan, Safe Drop, Pay In, Pay Out), and is flagged as *Manager Entered*.

Multiple adjustments are permitted, with each edit represented and stored separately.

Manager Entered Drawer Counts

Under normal conditions, the cashier may routinely enter their own drawer counts. However, there may be situations where the drawer counts must be entered by the store manager either because the cashier is not available or because store policies and procedures require it.

If the MOP amounts for the cashier have not been entered and the manager clicks the link for that specific report, the system responds with a prompt to enter the Final Drawer Counts.

Manager Workstation Cashier Reporting **Manager Review** Log Out

Report Type: Daily #017 Review Cashier Reports for Variances
 Closed: 2015-07-10 03:58 Cashier Reports List

CSR ID	CSR Name	REG#	Report#	Closed:	MOP Amts	MGR Verified
001	George Lucas				9	N
004	Calvin Klein				49	Y
006	James Bond				57	Y
011	Rodney Jones				3	Y
014	Elizabeth Bennett	102	003	2015-07-10 00:06	N	N
013	Josh Groban	102	074	2015-07-10 03:58	N	N

Print Safe Drop Report All Cashiers Cancel SAVE

This Cashier has not yet entered Final Drawer counts
 Do you want to enter Final Drawer Counts instead of waiting for the Cashier to do it?

Select **[Yes]** to display the Actual Amounts entry form.

Manager Workstation Cashier Reporting **Manager Review** Log Out

ID: 001 Name: George Cashier Reporting – Enter Amounts

Rpt#: 245 REG: 101 Closed: 2015-07-09 14:59

	Actual
CASH	
CHECK	
COUPONS	
Total	0.00

MOP Amounts Entry: Pending Cancel SAVE

Manager Workstation | Cashier Reporting | **Manager Review** | Home | Logout | Log Out

ID: 001
Name: George | Cashier Reporting – Enter Amounts

Rpt#: 245 | REG: 101 | Closed: 2015-07-09 14:59

	Actual
CASH	1541.22
CHECK	41.22
COUPONS	4.55
Total	1586.99

MOP Amounts Entry: Pending

Cancel | **SAVE**

The manager enters the drawer amounts and selects [Save].

Manager Workstation | Cashier Reporting | **Manager Review** | Home | Logout | Log Out

ID: 001
Name: George | Cashier Reporting – Reconciliation Table

Rpt#: 245 | REG: 101 | Closed: 2015-07-09 14:59

	ECR Total	Actual	Variance
CASH	1,541.22	1,541.22	0.00
CHECK	41.22	41.22	0.00
COUPONS	3.55	4.55	1.00
Total	1,585.99	1,586.99	1.00

MOP Amounts Entry: Complete
Entered by: Manager

MGR Corrections

Cancel | Print / Preview Cashier Report

The system displays the Cashier Reporting Reconciliation Table showing the ECR Total amounts, the Actual amounts, and the calculated Variance.

The system posts the actual drawer counts to TLog and marks it as Manager Entered.

Manager Corrections

The Manager Corrections function is the only way to adjust an entry to a Non-CASH MOP and it must be posted against the previously entered actual drawer counts of a Cashier Report.

Manager Workstation Cashier Reporting **Manager Review** Log Out

Report Type: Daily #017 Review Cashier Reports for Variances

Closed: 2015-07-10 03:58 Cashier Reports List

CSR ID	CSR Name	REG#	Report#	Closed:	MOP Amts	MGR Verified
001	George Lucas	101	245	2015-07-09 14:59	Y	N
004	Calvin Klein	101	042	2015-07-10 00:49	Y	N
006	James Bond	101	124	2015-07-10 03:57	Y	N
011	Rodney Jones	102	245	2015-07-09 14:23	Y	N
014	Elizabeth Bennett	102	003	2015-07-10 00:06	N	N
013	Josh Groban	102	074	2015-07-10 03:57	N	N

Print Safe Drop Report All Cashiers Cancel SAVE

When the Manager clicks on the link for the desired Cashier Report, the system displays the Manager view of the Reconciliation table for the selected report.

Manager Workstation Cashier Reporting **Manager Review** Log Out

ID: 001 Name: George Cashier Reporting – Reconciliation Table

Rpt#: 245 REG: 101 Closed: 2015-07-09 14:59

	ECR Total	Actual	Mgr Correx	Corr Actual	Variance
CASH	1,541.22	1,541.22	0.00	1,541.22	0.00
CHECK	41.22	41.22	0.00	41.22	0.00
COUPONS	3.55	4.55	0.00	4.55	1.00
Total	1,585.99	1,586.99	0.00	1,586.99	1.00

Note:
• Manager Corrections are NOT reflected on reprinted Cashier Report

MOP Amounts Entry: Complete Entered by: Manager MGR Corrections Cancel Print / Preview Cashier Report

Manager's View:

The first 2 columns are identical to that shown in the Cashier's View.

Mgr Correx: the net amount of corrective adjustments posted against this cashier for this report.

Corr Actual: the Corrected Actual Count, calculated from the Actual +/- any corrective adjustments.

Variance: the difference between the ECR Total and the Corr Actual values.

To post the Manager Correction, click **[MGR Corrections]**.

Manager Workstation Cashier Reporting **Manager Review** Log Out

ID: 001 Name: George Cashier Reporting – Reconciliation Table

Rpt#: 245 REG: 101 Closed: 2015-07-09 14:59

	ECR Total	Actual	Mgr Correx	Corr Actual	Variance
CASH	1,541.22	1,541.22	0.00	1,541.22	0.00
CHECK	41.22	41.22	0.00	41.22	0.00
COUPONS	3.55	4.55	0.00	4.55	1.00
Total	1,585.99	1,586.99	0.00	1,586.99	1.00

Note:
• Manager Corrections are NOT reflected on reprinted Cashier Report

MOP Amounts Entry: Complete Entered by: Manager Save Cancel Print / Preview Cashier Report

In Manager Correction mode, the values in the Corrective Actual column become editable.

The Manager may enter the desired value(s), or leave the existing value(s).



Only positive values are permitted.

Click [Save] to commit changes, or [Cancel] to exit without saving changes.

The screenshot shows a web application interface for "Cashier Reporting - Reconciliation Table". At the top, there are navigation tabs: "Manager Workstation", "Cashier Reporting", "Manager Review", and "Log Out". Below the tabs, the user ID is "001" and the name is "George". The title of the page is "Cashier Reporting - Reconciliation Table".

Key information displayed includes: Rp#: 245, REG: 101, and Closed: 2015-07-09 14:59.

	ECR Total	Actual	Mgr Correx	Corr Actual	Variance
CASH	1,541.22	1,541.22	0.00	1,541.22	0.00
CHECK	41.22	41.22	0.00	41.22	0.00
COUPONS	3.55	4.55	0.00	3.55	1.00
Total	1,585.99	1,586.99	0.00	1,586.99	1.00

Below the table, there is a "Note" section with a bullet point: "Manager Corrections are NOT reflected on reprinted Cashier Report". At the bottom, there are buttons for "Save", "Cancel", and "Print / Preview Cashier Report". The "Save" button is highlighted with a green border. The "Entered by: Manager" text is also visible.

In this example, the value entry for COUPONS has been changed from 4.55 to 3.55.

After reviewing edits, the Manager clicks [Save].



Variance is not recalculated until the form is saved.

After the Manager saves corrections, editing is turned off for the Corrected Actual column.

For each MOP in the Cashier Report, the system subtracts the Actual value from Corrected Actual value and posts that amount, which may be positive or negative, as a Manager Correction entry against that MOP.

Multiple Manager Corrections may be processed against a single cashier's report. In that case, the following rules apply:

- Calculated differences between Actual and Corrected Actual will be posted each time the function is processed.
- The MGR Correx column will reflect aggregate totals of all corrections posted to that MOP.

- Variances between Actual and Corrected Actual values will be recalculated each time.

Manager Workstation Cashier Reporting Manager Review Log Out

ID: 001
Name: George Cashier Reporting – Reconciliation Table

Rpt#: 245 REG: 101 Closed: 2015-07-09 14:59

	ECR Total	Actual	Mgr Correx	Corr Actual	Variance
CASH	1,541.22	1,541.22	0.00	1,541.22	0.00
CHECK	41.22	41.22	0.00	41.22	0.00
COUPONS	3.55	4.55	-1.00	3.55	0.00
Total	1,585.99	1,586.99	-1.00	1,585.99	0.00

Note:
• Manager Corrections are NOT reflected on reprinted Cashier Report

MOP Amounts Entry: Complete
Entered by: Manager

MGR Corrections Cancel Print / Preview Cashier Report

Mark Cashier Reports as Verified

After the Manager completes the Safe Drop audit of comparing the posted to the actual safe drops, the Manager sets the Cashier Report as *Verified*, denoted by "Y".

Manager Workstation Cashier Reporting Manager Review Log Out

Report Type: Daily #017 Review Cashier Reports for Variances
Closed: 2015-07-10 03:58 Cashier Reports List

CSR ID	CSR Name	REG#	Report#	Closed:	MOP Amt	MGR Verified
001	George Lucas	101	245	2015-07-09 14:59	Y	Y
004	Calvin Klein	101	042	2015-07-10 00:49	Y	N
006	James Bond	101	124	2015-07-10 03:57	Y	N
011	Rodney Jones	102	245	2015-07-09 14:23	Y	N
014	Elizabeth Bennett	102	003	2015-07-10 00:06	N	N
013	Josh Groban	102	074	2015-07-10 03:57	N	N

Print Safe Drop Report All Cashiers Cancel SAVE

When all Cashier Reports for Variances for a particular day have all been marked as Verified and the form saved, click **Print Safe Drop Report All Cashiers**.

Manager Workstation Cashier Reporting Manager Review Log Out

Report Type: Daily #017 Review Cashier Reports for Variances
Closed: 2015-07-10 03:58 Cashier Reports List

CSR ID	CSR Name	REG#	Report#	Closed:	MOP Amt	MGR Verified
001	George Lucas	101	245	2015-07-09 14:59	Y	Y
004	Calvin Klein	101	042	2015-07-10 00:49	Y	Y
006	James Bond	101	124	2015-07-10 03:57	Y	Y
011	Rodney Jones	102	245	2015-07-09 14:23	Y	Y
014	Elizabeth Bennett	102	003	2015-07-10 00:06	Y	Y
013	Josh Groban	102	074	2015-07-10 03:58	Y	Y

Print Safe Drop Report All Cashiers Cancel SAVE

5 REPORTING

This section shows examples of each report section within MWS and an explanation of each field.

Print Preview Cashier Report

Cashier Reconciliation Information					
Closed Cashier Report					
Store #	AB123	CSR Name	STORE MANAGER, 2	Reg #	101
Open	2019-02-25 11:20	Close	2019-02-26 15:34	Seq #	002
MOP	ECR Total	Actual	Mgr Correx	Variance	
CASH	0.20	60.00	0.00	59.80	
TOTAL	0.20	60.00	0.00	59.80	
CASH PASSED: \$ _____					
TO: _____					
CASHIER SIG: _____					
MOP Amounts Entry: Complete					
Entered By: STORE MANAGER					
<input type="button" value="Close"/> <input type="button" value="Print"/>					

Report Details

- Store #: Store ID.
- CSR Name: The cashier name.

- *Safe ID: ID of the safe.*
- *Drop Time: Time of safe drop.*
- *Ref #: Reference number.*
- *MOP: Method of Payment.*
- *Amount: Amount dropped in safe.*
- *Reg #: Register number.*
- *CSR: Cashier Name.*
- **Totals by MOP - Safe Drop: A list of the MOP and the total amount of that MOP dropped in the safe.**

Print Variance Details

Cashier Reconciliation Information						
Reconciliation Table - All Cashiers						
Store # AB123		Period: DAY		Seq # 001		
Open: 2018-10-02 10:13		Close: 2018-10-04 10:04				
ID	Name	MOP	ECR Total	Actual	Mgr Correx	Variance
1	CORPORATE Reg # 167 Seq # 001	CASH	8.18	0.00	0.00	-8.18
		TOTAL	8.18	0.00	0.00	-8.18
1	CORPORATE Reg # 168 Seq # 001	CASH	17.07	0.00	0.00	-17.07
		TOTAL	17.07	0.00	0.00	-17.07
1	CORPORATE Reg # 170 Seq # 002	CASH	79.39	0.00	0.00	-79.39
		TOTAL	79.39	0.00	0.00	-79.39
1	CORPORATE Reg # 170 Seq # 001	CASH	13.98	0.00	0.00	-13.98
		TOTAL	13.98	0.00	0.00	-13.98
1	CORPORATE Reg # 169 Seq # 002	CREDIT	20.28			
		TOTAL	0.00	0.00	0.00	0.00
		MISC MOP	20.28			
		GROSS	20.28			
1	CORPORATE Reg # 169 Seq # 001	CREDIT	30.42			
		TOTAL	0.00	0.00	0.00	0.00
		MISC MOP	30.42			
		GROSS	30.42			

Close Print

Report Details

- *Store Number: Store Number.*
- *Period: Period for which the report was generated.*

- *Open: Date and Time of period open.*
- *Close: Date and Time of period close.*
- Seq#: Sequence number.
- *ID Name: Name of the cashier who performed the transaction, register number and sequence number.*
- *MOP: Method of payment used for the transaction.*
- ECR Total: Electronic cash register total.
- Actual: The amount entered by the closing cashier after counting the mop in the drawer.
- Manager Correx: The amount that the manager corrected.
- Variance: Actual Amount - Manager Correction.