

USER GUIDE 31

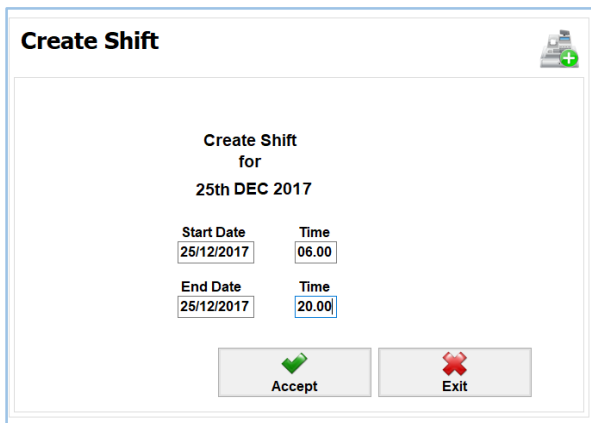
DAILY SALES SITE CLOSED PROCEDURE

What to do in Prism if your store is closed on Christmas Day or any other day throughout the year.

The next day to reconcile date in Prism is moved forward each day by the processing of daily sales; if there are no shifts to process, the date will not move on.

To move the date on manually a blank shift has to be created and processed.

- From the Prism Main Menu, select **Daily Sales**.
- If there are no shifts to reconcile you will be prompted “would you like to add a manual shift” - Select **YES**.
- If there are next day’s shifts (i.e. 26th Dec) to be reconciled, select **Amend shifts**, and add BEFORE processing next days.



Enter the following Details:

- **Start Date / Time:** Enter the time your site would normally start trading.
- **End Date / Time:** Enter the time your site would normally close.
- **Date** should default to missing date.
- (If asked Enter Cashier 01).
- Select **Accept**.

- Screen will prompt “do you wish to add another shift”; this is not necessary unless the store was closed for more than one day. Only one shift needs to be entered for each day the store is closed regardless of the number of shifts or POS onsite.
- The created shift will appear in the list of shifts waiting to be reconciled.
- Select manually created shift, it will contain all zero values, process as usual and accept the day.

FUEL SITES NOTE: When checking tank readings, type in the dip figures to ensure that the dip column value matches with the book column.
i.e. the opening and closing tank readings should be the same and the variance column will be all zero.
Do not carry any variance over to the following day, as this will corrupt wet stock.

Daily Tank Readings

Tank	Fuel	Book	Dip	Variance
01	Unleaded	15245	15245	0
02	Ultimate Unleaded	6797	6797	0
03	Ultimate Diesel	3667	3667	0
04	Diesel	36892	36892	0