

Get the most out of



Till User Guide

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Overview of the Till

The Till on FLEX is completely customisable as is covered in the **Setup: Till Buttons** manual.

Each patient as their own "**Till**". This is accessible one in their patient record by clicking on **Till** option within the menus on the left of the screen.

There is also a **Till** option for **Non Patient sale** which is accessible from the blue bar at the top of the screen, next to **Patient Sale**. (This will be explained further in this document).

🖅 Flex		
Logged in as Optinet Staff Member	Branch: Malvern (13763196) Version: 1.5.6.	27
🔺 Home 🛭 🌍 Mgr. Home	Patient Patient Sale Sale	Print 🕋 Email Receipt Receipt
Patients	Till: Miss Sam Heath	Gold Plan
appointments	Receipt Number:	<u></u>

Each patient's **Till** will have a list of all their previous receipts which can be viewed on the left of the screen under **Active Px Receipts**.

There is also a **Find Receipt** facility under this list to view all receipts from a specific date for *any* customer or non-patient sale.

s [€] Flex								
Logged in as Optinet Staff Member	Branch: Malvern (13763196) Version	: 15.627			SMS & Emai	Notifications: DISABLED	Monday	11.April 11:01:21 - 0 X
🔺 Home 🕋 Mgr. Home	Patient _ 者 Non Patie Sale Sale	nt 🗞 Print Receip	, 🚔 Er Rei	nail ceipt		🌠 Petty Cash 🛛 👬 Cas	h up 🔹 🛕 Override	🕐 🗄 Menu ·
Matients	Till: Miss Sam Heath	Gold Plan		**>	****	<u>98 (1</u>	(M) (M	
 Appointments Dispense Orders Til 	Receipt Number: #; 45617 Branch: Malvern Date: Details Date: 07/04/2022		.)	1	Balance to Pay E			0.00
Active Px Receipts Date Total • 07/04/2022 £18.00 6	Time: 12:09 Patient: Balance: £ 0:00 Ref #: 15951	Top Level		Cty	terns on Receipt.	Description		Amount + £20.00 (2) £20.00
05/04/2022 £500.00	Age: 22 Loyalty: Gold Plan	Frames	Lenses	Contact Lenses	E Discounts			£-2.00
05/04/2022 £35000 05/04/2022 £133.92 04/04/2022 £0.00	Account: @£ 296.75 Staff Details	Sundries	Solutions	Imaging	Discount (£) - Sundrie	65 *		£-2.00 £18.00
04/04/2022 £250.00	StatE Optinet Staff Member DO: DO:	Private Test	NHS Test	O. Fees	AMEX *			£18.00
Find Receipt Wednesday 02 Mar 2022		fees	Repair	Patient spend				
		Patient Topup	Price Check	Cheque				
Schernes Stock	-	Corporate	Bank Payment	AMEX				
Business Intelligence		Cash	Card	Vouchers				

Till Layout

Immediately left of the till buttons there are the following:

- o Receipt Number
- o Branch Name
- o Date and time of the receipt being generated

Patient Information

- o Balance
- o Reference number (Patient ID)
- Patients Age
- Any loyalty plan they may be on
- Account Is any money that is on their account

Staff Details

• The member of staff who has put this transaction through.

Till Buttons

• These buttons, when setup, will either require an amount to be typed in or have a list relevant to the button where items can be selected and subsequently added to the till.

Selling Pric	e	×
	Enter Selling Price for Repair	
		£0.00
	Confirm	

- The screenshot below is an example of the list which will be selectable.
- The stock items need to be setup with **Stock**. (Explained in separate Stock document).

Select Select Stock Item Select Stock Item Item colspan="2">(Use CTRL+Click for multities) Barcode Q* Supplier Q* Brand Q* Description Q* Qty Q* Selling Price Q* Branch Q* Model Q* Size Item colspan="2">Item colspan="2" Item colspan="2" Colspan="2" Item colspan="2"	5	[™] Flex											
Select Select Stock Item Close CTL+Click for multities Barcode Supplier Brand Parade Description Q ² Qty Selling Price Branch Q ² Model Q ² Size I I I Frame 0 £000 Malvern I I I1 I I rayban Red 0 £1000 Malvern I I I2 CooperVision Ltd Cocoa Mint coco black 0 £2000 Malvern RayBan 52x52x52 I23546 Anglo American Ray Ban Rayban C1 52x52x52 Black 0 £250.00 Malvern RayBan 52x52x52 I23548 rayban Rayban C1 54x50x55 Red 0 £200.00 Malvern MJO2123 52x18x52 I23552 Maui Jim UK Limi Maui Jim Maui Jim 52x18x52 purple/red 1 £350.00 Malvern MJO2123 52x18x52 I23553 Maui Jim UK Limi Maui Jim Maui Jim 52x18x52 Blue/Black 0 £350.00 Malvern MJO2123 52x18x52	a												-
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Rancade Q Supplier Q Supplier Q Brand Q Description		Select Stoc	k item										
6 Barcode Q ² Supplier Q ² Branch Q ² Size 2 1 0 0 0 0 0 Model Q ² Size Size 11 0 12 0 0 0 10.00 Malvern 0	5										(Use CTRL-	+Click	for multi-sele
2 1 6 Frame 0 £000 Malvern 0 6000 11 0 10 rayban Red 00 £10.00 Malvern 0 6 12 CooperVision Ltd Coco Minte coco black 00 £0.00 Malvern 7 7 00123546 Anglo American Ray Ban Rayban C1 52x52x52 Black 00 125000 Malvern RayBan 52x52x52 123547 Anglo American Ray Ban Rayban C1 54x50x55 Red 00 125000 Malvern RayBan 54x50x55 123547 Anglo American Ray Ban Rayban C1 54x50x55 Red 00 12000 Malvern RayBan 54x50x55 123547 Maui JIM UK Limi Maui Jim 52x18x52 purple/red 00 £0.00 Malvern Mu02123 52x18x52 123552 Maui JIM UK Limi Maui Jim 52x18x52 Blue/Black 00 £150.00 Malvern Mu02123 52x18x52	5	Barcode 🔍	🕈 Supplier 🔍	Brand	♀ [‡] Description	٩	Qty 🔍	Selling Price ۹	Branch	٩	Model	٩	Size
I1 I	2	1			Frame		0	£0.00	Malvern				
12 CooperVision Ltd Cocoa Mint coco black 0 £0.00 Malvern RayBan 52x52x52 123547 Anglo American Ray Ban Rayban C1 52x52x52 Black 0 £250.00 Malvern RayBan 52x52x52 123547 Anglo American Ray Ban Rayban C1 54x50x55 Red 0 £250.00 Malvern RayBan 54x50x55 123548 - rayban rayban 60 £0.00 Malvern Mulvern 52x18x52 123552 Maui Jim UK Limi Maui Jim S2x18x52 purple/red 1 £350.00 Malvern MJO2123 52x18x52 123553 Maui Jim UK Limi Maui Jim Maui Jim 52x18x52 purple/red 0 £350.00 Malvern MJO2123 52x18x52	0	11			rayban Red		0	£10.00	Malvern				
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123547 Anglo American Ray Ban Rayban C1 54x50x55 Red 0 £250.00 Malvern RayBan 54x50x55 123548 Image: Comparison of the		00123546	Anglo American	Ray Ban	Rayban C1 52x52x52 Black		0	£250.00	Malvern	F	RayBan	52	2x52x52
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123552 Maui Jim UK Limi Maui Jim Maui Jim 52x18x52 purple/red 1 £350.00 Malvern MJO2123 52x18x52 123553 Maui Jim UK Limi Maui Jim Maui Jim 52x18x52 Blue/Black 0 £350.00 Malvern MJO2123 52x18x52	p -	123548			rayban		0	£0.00	Malvern				
123553 Maui Jim UK Limi Maui Jim Maui Jim 52x18x52 Blue/Black 0 £350.00 Malvern MJO2123 52x18x52		123552	Maui Jim UK Limi	Maui Jim	Maui Jim 52x18x52 purple/red		1	£350.00	Malvern	N	/JO2123	52	2x18x52
		123553	Maui Jim UK Limi	Maui Jim	Maui Jim 52x18x52 Blue/Black		0	£350.00	Malvern	N	/JO2123	52	2x18x52

- Buttons can used for several reasons. But must include payment types.
 - o Cash
 - o Card
 - o BACs
 - Vouchers etc.
- o Buttons could be setup for taking payment on account
- Spending from money collected on account
- Could have a price check button if required.

Receipt

To the right of the screen is where the breakdown of the items purchased and payment made will show.

Balance to Pay £:	
	0.00
tems on Receipt:	
Description	* Amount *
✓ Items	£500.00 🛆
Patient Account Top-up *	£500.00
✓ Payments	£500.00
Patient Account Top-up - Card *	£500.00

Locking and Unlocking of Receipt

At the top of the page there is a picture of a padlock.

- $_{\circ}$ When the receipt is active the padlock will be open. i
- $_{\circ}$ When the payment has been taken the padlock will then be closed 🎍

IF a payment needs to be refunded or a change made to items selected within the till; the padlock will first need to be opened.

- Click on the closed padlock
- o Enter staff PIN number

Flex	×	
	Staff PIN is required	_
	Confirm Cancel	
-		

- Secondly double click on the receipt part of the screen
- A prompt will ask for staff pin again.
- Five options will then be available to you.

	Select an Action	🔀 Canc
Credit	Change Amount	Discount
-	Refund	/oid

Discount

- Click on the **Discount** button
- The following screen will require you to apply the discount

Confirm	n	Discounts		🗡 Close
Items Eligible Fo	pr Discount			
Description	Reglaze	Original Price	£40.00 Discounted Price £40.00	%0 Off
Description	Sundries	Original Price	£10.00 Discounted Price £10.00	%0 Off
		Original Total	£50.00 Discounted Total £50.00	%0 Off
Existing Credits	And Discounts On Selected Item		Apply New Discount	
•	Description	T Amount Q		
			Line 💋 T	otal
			Discount	count

- Discounts are applied in two ways.
- Line Discount Discounts on a single item (line) non the till receipt

OR

Total Discount – Discount every item on the receipt (Note total Discounts are % only)

Line Discount

- Click on the item you wish to discount; it will be highlighted orange when selected
- Click on Line Discount at the bottom right of the window.

`	🧹 Confirm			Discounts					🗡 Close
	Items Eligible Fo	or Discount							
	Description	Reglaze		Original Price	£40.00	Discounte	ed Price	£40.00	%0 Off
	Description	Sundries	_≊Flex™					£10.00	%0 Off
			Select			🗡 Ca	ncel		
			Select Disc	ount					
			÷ (Description 🔍	Amount 🔍	Percent	•		
			Discount (£)		0.00				
			Discount (%)		0.00				
			Free Item		100.00	v			
								£50.00	%0 Off
	Existing Credits	And Discounts On Selected Item							
	*	Description						Tot Disco	al punt

- Click on the amount and enter how much discount you wish to apply to this transaction.
- Enter the amount In the popup box

Credits / Dis	scounts	×
2	Enter the Discount Amount	
	£10.00	
	Confirm Cancel	

• This will be displayed in the discount window. Showing the original price and the discounted price. (as below).

Confirm	Discounts	🗡 Close
Eligible For Discount		
scription Reglaze	Original Price £40.00 Discounted Price	£30.00 %25 Off
scription Sundries	Original Price £10.00 Discounted Price	£10.00 %0 Off
on Condita And Discounts On Selected Item	Original Total £50.00 Discounted Total	£40.00 %20 Off
ng Credits And Discounts On Selected Item	Original Total £50.00 Discounted Total	£40.00 %20 Off
ng Credits And Discounts On Selected Item Description count (£) - Reglaze	Original Total £50.00 Discounted Total	£40.00 %20 Off
ng Credits And Discounts On Selected Item Description count (£) - Reglaze	Original Total £50.00 Discounted Total	£40.00 %20 Off Total Discount
ng Credits And Discounts On Selected Item	Original Total £50.00 Discounted Total	E40.00 %20 Off

- Existing Credits and Discounts on selected items will show the discount you have applied
- Click **Confirm** when all discounts have been applied.

NOTE – If a discount is being applied *after* payment has initially been taken. FLEX will prompt you to do a refund on the system.

Total Discount

- o Click on Total Discount at the bottom right of the discount screen
- Click on the discount you wish to apply, this is shown above, as per the line discount.
- Click Select. The total discount and the new selling prices will then be displayed against each item in the discount window. Will show line discount.
- o Click **Confirm**

Applying a Credit

- o Double click on the item you want to credit
- Enter staff pin (this can be set up to be only certain staff members if required)
- Select the **Credit** button from the pop-up window (as before)
- All items which can have a credit applied are listed.

Confirn	n	Credits	🗡 Close
Items Eligible To	O Credit		
Description	Solutions 1	Original Price £25.00	iscounted Price £22.05 %12 Off
Description	Retinal Imaging	Original Price £50.00 D	viscounted Price £39.20 %22 Off
		Original Total £75.00	Discounted Total £61.25 %18 Off
Existing Credits	And Discounts On Selected Item	Apply New C	redit
\$	Description	T Amount 🤍	
Gold Plan - So	olutions 1	£-2.50	4
Discount (%)	- Solutions 1	£-0.45	Credit £ (P Credit %

- Click either Credit £ or Credit %. These are bottom right of the credit window.
- When you click on this, a **credit** amount screen will come up. It will contain the full amount of the item you have clicked on.
- o Confirm
- The amount will now appear in the box at the bottom of the screen, called the **Existing Credit and Discounts on selected items**.
- Against the item the original price will again be displayed but the discounted price will no be zero.

\checkmark	Confirm	1	Credits	🗡 Close
lte	ems Eligible To	Credit		
	Description	Solutions 1	Original Price £25.00 Discounted Price £0.00	%100 Off
	Description	Retinal Imaging	Original Price £50.00 Discounted Price £39.20	%22 Off
			Original Total £75.00 Discounted Total £39.20	%48 Off
Ex	isting Credits	And Discounts On Selected Item	Apply New Credit	
		Description	T Amount 🤍 🔸	
	Gold Plan - Sc	lutions 1	£-2.50	
	Discount (%) -	Solutions 1	£-0.45 / Credit £ / Credi	it %
	Credit - Soluti	ons 1	£-22.05	

• If a **payment** has been taken against the item credited, then a refund will be required.

🖊 Confirm	Refunds	🗡 Close
You Must Refund	Max That Can Be Re	funded
£39.20	£39	.20
Add A Refund		
Amount	£0.00	Add
Payment Method	▼	Refund
	Refund Voucher	

• The amount which qualifies to be refunded will appear in the **You must Refund** and the **Max That Can Be Refunded** boxes.

- Add the refund amount in the box
- Select the payment method. This will be the payment method originally used.
 I.e. Cash
- Click Add Refund to the right of the amount box.
- Once the refund is applied it will appear in the bottom portion of the window as below

🗸 Confirm	Refunds	🗡 Close
You Must Refund	Max That Can Be	Refunded
£0.00) £(0.00
Add A Refund		
Amount	£0.0	0 Add
Payment Method		Refund
	Refund Voucher	
Refunds		
Cash	Amount	£39.20 🗙

- o Click **confirm**
- $_{\odot}$ The till will now have the refund applied and the balance at zero.
- The padlock is now in the locked position again.
- \circ $\,$ Each credit and refund done will be listed on the receipt side of the screen.
- This can be printed for the patient.
- o If there is an NHS Voucher to refund, press the Reduce Voucher button
- Enter the value of the voucher (usually 100% of the value)
- o Click Confirm

Void

Only till lines that **have not** been cashed up can be voided; the void button appears greyed out if there are no items/payments that can be voided on the receipt. Till lines that have not been cashed up are displayed with an asterisk * on the till.

This is to highlight what can be voided / Changed.

Voiding a sales item will also void any linked credits and discounts.

To Void an item

- Double click on the item
- Enter staff pin

Confirm				١	🗡 Cle					
Total Total	ltems Credits	£35.00 £7.00	£35.00 Total Payments £0.00 £7.00 Total Refunds £0.00				Balance	Balance £28.0		
Description	Private Test			Туре	ltem		Amount	£35.00	Void	
Description	Gold Plan - P	rivate Test		Туре	Discount		Amount	£-7.00	🔲 Void	
Voidable Paymer	nts —									

- Click on the times you want to void, this will put a tick next to them.
- Click **confirm**
- Flex will ask if you are sure you want to void.
- o Click Void
- The till receipt will display zero balance and have not items on the receipt.

Changing a Price

If a price is on the system incorrectly and only noticed during a transaction, the price can be changed on the till.

- Double Click the item to be changed (unlike the other over-ride options, the item clicked is the items directly affected.
- Enter your staff pin
- Select Change Amount
- Enter the amount in the popup box.

Flex		×
?	Enter a new amount for Private Test	
	£35.00	
	Confirm Cancel	

• This is only available if **Cash up** has **NOT** been done.

Price Check

To check a price, you will need a **Price Check** button setup. This is done within the setup menu. (Online Manual available)

Once this button is set up, press the relevant button. It will ask you for a barcode to be entered. If you have a scanner, simply scan the item and the price will be shown. If not, then simply enter the items bar code as its setup on FLEX.

The product information, description, colour, size, and the price will then be displayed for you.



Sell Multiple Items

To sell multiple quantities of an item, click QTY button which is above the till buttons. (as below). The button will grey out once pressed.



Sell the item(s) by pressing the relevant button on the till, FLEX will as how many of this item are you selling. For each product you will need to click on the **QTY** button again if you want more than one of them.

• Enter the quantity of the item you want to sell.



- If selling an item that isn't priced in stock, enter the amount.
- If the item is priced, FLEX will simply add the item by amount you have requested. (In this example 6 items)

Description	♦ Amount
✓ Items	£150.00 🖆
Solutions 1 *	£25.00

Printing & Emailing Receipts

Printing

- Set a printer up to print receipts to your specific printer in the setup section of FLEX.
- When a receipt is ready to be printed, in the blue bar the top of the Till screen in flex, there is a **Print Receipt** button. Click this and your receipt will print out.



Email Receipt

 Click on email receipt – This will be setup in branch setup with the smpt information required.

Note: Receipts cannot be emailed to non-patients.

A copy of any emails sent will be saved in the correspondence log.

Petty Cash

- The Petty Cash function allows users to log and record small amounts of money taken out of the till for things such as milk, stationery etc
- Click on the **Petty Cash button** on the blue bar at the top of the till screen.

\min Petty Cash



- \circ Select the member of staff who is receiving the money in the Given to column
- Description what they are buying
- Group i.e Stationery etc

	-							-						-	
Ele	11 TM	Nh	n Pa	atier	1		Print		email						
FIG															
1	с	lose													
	-	-	-	-	-	-				-					
et	ty (Cash	n Ei	ntr	ies										
<		Ap	oril 20	022		>									
Mor	Tue	Wed	Thu	Fri	Sat	Sun									
				1	2	3									
4	5	6	7	8	9	10									
11	12	13	14	15	16	17									
18	19	20	21	22	23	24									
25	26	27	20	20	20										
25	26	27	28	29 6	30										
25	26 3	27	28 5 Today	29 6 v	30 7										
25	26 3	27 4	28 5 Today	29 6 y	30 7	1 8									
25	26 3 G	27 4 iven	28 5 Today to	29 6 y	30 7	1 8	Description		e Group		Gross Amount	VAT Amount	† Date 🎜	Time	
2	26 3 G	27 4 iven	28 5 Today to	29 6 y	30	1	Description		+ Group Stationary	-	Gross Amount 0.00	VAT Amount £0.00	* Date 3 19/04/2022	Time 09:42	2
25	26 3 G	27 4 iven	28 5 Today to	29 6 y	30	1	Description		e Group Stationary	•	Gross Amount 0.00	VAT Amount £0.00	* Date 3 19/04/2022	Time 09:42	2
25	26 3 G	27 4 iven	28 5 Today to	29 6 y	30	8	Description		e Group Stationary Stationary	•	Gross Amount 0.00	VAT Amount £0.00	* Date 7 19/04/2022	Time 09:42	2
25	26 3 G	27 4 iven	28 5 Today to	29 6 y	30	1	Description		e Group Stationary Stationary Canteen	-	Gross Amount 0.00	VAT Amount £0.00	* Date 7 19/04/2022	Time 09:42	2
25	26 3 G	27 4 iven	28 5 Today	29 6 y	30	1 8	Description		e Group Stationary Stationary Canteen Post	·	Gross Amount 0.00	VAT Amount £0.00	* Date 7 19/04/2022	Time 09:42	2
25	26 3 G	27 4 iven	28 5 Today to	29 6 y	30 7	1 8	Description	la anti-	^e Group Stationary Stationary Canteen Post Travel	v	Gross Amount 0.00	VAT Amount £0.00	Date 7	Time 09:42	2
25	26 3 G	27 4 iven	28 5 Today	29 6 y	30 7	1 8	Description		e Group Stationary Stationary Canteen Post Travel Cleaning	•	Gross Amount 0.00	VAT Amount £0.00	Date 7	Time 09:42	2
25	26 3 G	27 4 iven 1	28 5 Today to	29 6 y	30 7	1 8	Description		e Group Stationary Stationary Canteen Post Travel Cleaning VATable	×	Gross Amount 0.00	VAT Amount £0.00	Date 7	Time 09:42	2

- Enter the amount, if VATable then the system will enter the amount of VAT automatically when you select the appropriate group.
- This will be date and time stamped.
- This carries through to the end of day CASH UP

-	Fle	X													×
	/	C													
	×	C	ose												
	Petty Cash Entries														
	<	_	Ар	ril 20	022	_	>								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun								
					1	2	3								
	4	5	6	7	8	9	10								
	18	12	20	21	22	23	24								
	25	26	27	28	29	30	1								
			1	ſoday	/										
	¢	G	vent	to				Description	÷	Group	Gross Amount	VAT Amount	Date 7	Time	•
	Ms S	Hea	th		N	/ilk		Description	Cantee	n	2.00	£0.00	19/04/2022	09:42	-
		, nea							Curree		2100	20100	10/01/2022	0011L	
															\bigtriangledown

Mark Receipt as Received

An item needs to be marked as collected to update the status of the NHS Voucher for processing. It's good practice to mark all items as **collected** when the patient has collected them. All Sight Test fees are marked as ready to be claimed automatically, but frames and lenses etc., need to be marked as collected on the till before the money can be claimed.

• To mark an item as collected, double-click on the shopping bag towards the top of the till screen, the button is shown below:



o Select a date from the calendar and click select

2	Flex	M			_	_		x				
			_									
\checkmark	🗸 Select 🏹 Canc											
Co	Collection Date											
	<		Ap	oril 20	22		>					
	Mon	Tue	Wed	Thu	Fri	Sat	Sun					
					1	2	3					
	4	5	6	7	8	9	10					
	11	12	13	14	15	16	17					
	18	19	20	21	22	23	24					
	25	26	27	28	29	30						
				Today								



Cash Up

Cash up should be done as soon as the practice closes and there are going to be no further transactions taken.

 Cash up is found on the Till Screen on the blue bar at the top of the window. (As below)

2	Patient _ Sale	Non Patient Sale	Print Receipt	Emai Receip	💋 Petty Cash	👬 Cash up 🔹	Override	🕐 🗄 Menu -

- o Select Cash up
- The first time that Cash up is selected there must be a float amount entered.

		×
6	Enter opening float	
6		£0.00
	Confirm Cancel	

- This is only required once *unless* the closing float was zero at the previous cash up.
- o Click confirm
- On the left there is the opportunity to add any additional float which may have been added to the till
- Petty Cash can also be added here.
- Enter the denominations of the cash in the till in the centre part of the screen.
- o Under Other Payments on the right
- Enter in any other amounts i.e. Card payments, double click on the 0.00 and add the amount which you will have recorded from your card machine when doing the Z Reading.
- o Click Next 🥕

	Cash	up record for 19/0	4/2022		👗 Canc
Last Cash Up was at: 19/04/2022 13:32					interview Next
Previous day's closing float	Notes £50 Qty	1 £50 Amt	50.00	Other Payments Count Cheques and Card	Payments
opening roat 2000	£20 Qty	1 £20 Amt	20.00	Payment Method	Amount 🤍 •
inter here any additional float you have added	£10 Qty	£10 Amt		Card	£10.00
Additional Float £0.00	£5 Qty	£5 Amt		Cash	£70.00
Petty Cash taken from the till	Coins				
Petty Cash £0.00	£2 Qty	£2 Amt			
_	£1 Qty	£1 Amt			
	50p Qty	50p Amt			
	20p Qty	20p Amt			
	10p Qty	10p Amt			
	5p Qty	5p Amt			
	2p Qty	2p Amt			
	1p Qty	1p Amt			

• If everything balances at this point the screen will look similar to the screenshot below.

Save and Lock	Save	Cash up	record for 19/0	04/2022	≽ Pri	nt 🝷	🗡 Cancel
Back							
Last Cash Up was at: 19/04/2	2022 13:32						
Sales Figures					Banking and Float		
* Payment	Method: 🔍 Comp	uted Amount: 🔍 🕴 I	Manual Amount: 🔍	Difference 🤍 •	Additional Float	£0.00	
Card		£80.00	£80.00	£0.00	Closing Float	£0.00	
Cash		£0.00	£0.00	£0.00			
					To be banked (Cash)	£0.00	
					To be banked (Chq)	£0.00	
					Notes		
				_			
				Y			

• If there is a discrepancy the amounts will be highlighted in red in the **difference** column

ash Up	was at:	19/04/2022 13:32	2						
	Color 5						Depline and Dept		
	Sales Fi	gures		· · · · · · · · · · · · · · · · · · ·			Banking and Float		
	Cand	Payment Method:	۹	Computed Amount: Q	Manual Amount: 🤇	Difference	Additional Float	£0.00	
	Card			£80.00	£ 10.00	£-70.00	Closing Float	£0.00	
	Casil			20.00	270.00	270.00	To be banked (Cash)	£70.00	
							To be banked (Chq)	£0.00	
							Notes		
						\bigtriangledown			

Amendments

• Amendments can be made in the **Banking and Float** - for example if you're not banking any cash today, change the To be banked (Cash) amount to zero and it will be automatically added to the closing float.

Sales Figures					Banking and Float	
 Payment Metho Cash Card Credit Note Corporate Cheque 	d: 🔍 ^e Comj	evited Amount: £73.00 £612.25 £1,572.25 £200.00 £2,015.00	Manual Amount: Q [*] £73.00 £612.25 £1,572.25 £200.00 £2,015.00	Difference • • £0.00 £0.00 £0.00 £0.00	Additional Float Closing Float To be banked (Cash) To be banked (Chq)	£0.00 £143.28 £0.00 £2,015.00

- The '**Save**' button saves the record, it can be continued by reopening the cash up screen.
- The 'Save and Lock' button saves and locks the record.
- The 'Cancel' button removes the record.
- Once the till balances and there are no further transactions to put through the till. Save and Lock can be clicked. Only when all transactions are done. This CAN NOT be reversed.
- If there is a need to put through another transaction at this point then **Save** can be clicked which will allow the cashing up to be continued later.
- The following message will display as a last check to make sure the cash up can be locked.



Optinet Support are UNABLE to rectify cashing up records once they have been locked!

You will be prompted as to whether you wish to print the Cashing-Up Summary.

NOTE - The **Payments** and/or **Petty Cash** reports can be printed from the **Print** button. They are also available in the Reporting section of **Business Intelligence**.

Cashing up Report

• To view your Cashing Up Report, you can press YES when you have SAVED and LOCKED the cashing up window.



0

To get back to these reports in the future, or if this prompt does not appear, you can **View Previous** under the **Cash Up** tab as below;



o Click Next

	Cash up	record for 01/04/202 (readonly)	2		X Cance
ast Cash Up was at: 01/04/2022 15:53					A Next
evious day's closing float	£50 Qty	£50 Amt		Other Payments Count Cheques and Card	Payments
Opening Float £20.00	£20 Qty	1 £20 Amt	20.00	0	
nter here any additional float you have added	£10 Qty	£10 Amt		Payment Method	Amount C
Additional Float £0.00	£5 Qty	£5 Amt		Cash	£0.00
etty Cash taken from the till	Coins				2000
Petty Cash £0.00	£2 Qty	£2 Amt			
	£1 Qty	£1 Amt			
	50p Qty	50p Amt			
	20p Qty	20p Amt		EFT Settle	ement
	10p Qty	10p Amt			
	5p Qty	5p Amt			
	2p Qty	2p Amt			
	1p Qty	1p Amt			
					THE Average of the second

 \circ $\,$ Then Click on Print on the blue bar at the top of the window.

	Cash uj	p record for 01/0 (readonly)	04/2022	🧞 Prin	t -	🗡 Can
Back Cash Up was at: 01/04/2022 15:53					5	
Sales Figures				Banking and Float		
Payment Method:	Computed Amount: ຊື	Manual Amount: 🤍	Difference 🤍 •	Additional Float	£0.00	
Card	£340.93	£340.93	£0.00	Closing Float	£20.00	
Call	2000	2000	20.00	To be banked (Cash)	£0.00	
				To be banked (Chq)	£0.00	
				Notes		
						V Loc

o Click on Payment Details

	Cash u	p record for 01/ (readonly)	04/2022	≽ Pri	nt • 🗡	Cance
Back Last Cash Up was at: 01/04/2022 15:53				🐟 Petty Ca	sh t Details	
Sales Figures				Banking and Float	· · · ·	
* Payment Method: •	Computed Amount: 🤍	Manual Amount: 9	Difference Q •	Additional Float	£0.00	
Cash	£340.93 £0.00	£340.93 £0.00	£0.00	Closing Float	£20.00	
				To be banked (Cash)	£0.00	
				To be banked (Chq)	£0.00	
				Notes		
			~			
						Locked
etailed report of todays payments.						_

• The print will be as below:

						K Close
Display Find Print Copy 100% Page Width Entre Page Copy 2007 General Clipboard Zoom	100% 🕀	A single Tx	No Ges Display mode	Thumbhai pane	1 / 1 r 1 y y Pages	Move Selection Mode
			Payme	ents Details Incl	uded In Cashing Up	
Branch: Malvern Payment Method:	Card			Cashup 01/0	4/2022 15:53	
	Amount	Туре	Transaction Date	Transaction Time	Patient Name	Patient #
	£307.50	Payment	31/03/2022	11:33	Heath, Sam (Miss)	15951
	£33.43	Payment	31/03/2022	11:37	Heath, Sam (Miss)	15951
Method Total:	£340.93					

• Alternatively, go to the Reporting tab of Business Intelligence.

(You may or may not be able to get to this screen and / or report, depending on your Staff Role setup)

Reporting	Report Section							
General General Reports	-		92		25		eGC S	
stock († Stock furm Anvother († Submitisione)	, TH.,	Correspondence	Orders	Stock	Appointments	OPS	NHS England	
Payments HS England Claims #Ophthalmic Claims	Available Reports							
Pre-Visit Netffications	Title Sharcos ty Prc Sharcos Castring Up Overview Compression Com	Seree Seree	Date Range day (Wick) (Constant)	Month Vest Selected Datas From 01/04	0002 []) (Quarter 2) (Quart	ar 4.) (¥10.)	
	Payments by Group Payments by Group Payments by Group (Inc.	Collectio						6