

**Manual for
Managers**

**POS
9500 & 9600 series**

From software version 9.4 on

MANUAL

Inhoudsopgave

1. INTRODUCTION	7
1. 1. General	7
1. 2. Flexos POS.....	8
1. 3. Windows POS.....	8
1. 3. 1. Functioning	8
1. 3. 2. Keyboard and mouse	9
1. 3. 3. Site Controller window	11
1. 3. 4. HP Deskjet printer.....	12
2. OPT	15
2. 1. Closures	15
2. 2. Period reports	15
2. 3. Shift reports	15
3. PROGRAMMING THE RECEIPT	16
3. 1. Receipt header – site name and address.....	16
3. 2. Receipt footer layout	17
4. ITEM DEPARTMENTS.....	18
4. 1. Adding a (sub) item department	19
4. 2. Edit, block or delete a (sub)department	20
4. 3. Subdepartments	21
4. 4. Print list of departments	22
5. ITEMS	24
5. 1. Adding or editing items.....	25
5. 2. Linked item/ empties.....	28
5. 3. Edit the sales price.....	29
5. 4. Delete items and barcodes.....	30
5. 5. Stock adjustment.....	31
6. DEPARTMENTS AND OR ITEMS ON KEYS.....	33
6. 1. Defining departments and/or items on keys.....	33
6. 2. Print list of defined keys	35
7. SUPPLIERS – ITEM DELIVERIES.....	37
7. 1. Supplier setup	38
7. 2. Print supplier report	39
7. 3. Enter deliveries of items	40

7. 3. 1. Add or edit a delivery.....	40
7. 3. 2. Print a delivery.....	43
7. 3. 3. Activate delivery.....	43
7. 4. Deactivate a delivery.....	44
7. 5. Delete a delivery or lines in a delivery.....	44
8. METHODS OF PAYMENT.....	47
8. 1. Add a method of payment.....	49
8. 2. Modify methods of payment.....	51
8. 3. Print a list of methods of payment.....	52
8. 4. Method of payment key configuration.....	53
9. PAID IN AND PAID OUT.....	55
9. 1. Paid out and paid in configuration.....	55
9. 2. Totalisation of paid in and paid out.....	56
10. VAT RATES.....	58
11. PARAMETERS POS CONFIGURATION.....	60
12. DEFINE CASHIERS.....	63
12. 1. Define security levels.....	63
12. 2. Define operators (cashiers).....	66
13. FUEL PRICE CHANGE (UNIT PRICES).....	68
13. 1. Immediate fuel price change.....	68
13. 2. Future (timed) price change.....	69
13. 3. Fuel price change synchronised with the period closure.....	70
14. FUEL STOCK MANAGEMENT.....	71
14. 1. Measured stock (electronic level gauging).....	71
14. 2. Theoretical stock.....	72
14. 2. 1. Input reference volume.....	73
14. 2. 2. Input delivery data.....	74
15. PUMP(S) IN TEST MODE.....	75
16. PUMP(S) IN MANUAL MODE.....	77
17. ASSIGN PUMP(S) TO A CERTAIN POS.....	79
18. AUTOMATIC RELEASE.....	81
19. DETAILED INFO ON COMPLETED FUEL TRANSACTIONS.....	82
19. 1. General.....	82
19. 2. List of fuel transactions that have to be (partially) credited.....	85

20. BNA AND BARCODE READER FUNCTIONALITIES	87
21. MISCELLANEOUS.....	89
22. X cutover	90
22. 1. X cutovers of open shifts	90
22. 2. X cutovers of the Site Controller part (fuels)	90
23. SHIFT CLOSURES.....	91
23. 1. Shift report format.....	91
23. 2. Start and print a shift closure	92
23. 3. All shift closure information explained	92
24. PERIOD CUTOVER (DAILY CLOSURES).....	97
24. 1. Period report format.....	97
24. 1. 1. Period report format on the POS.....	97
24. 1. 2. Format for the site controller period closure	99
24. 2. Start a period closure	99
24. 3. All period closure information explained	100
24. 3. 1. POS period report	100
24. 3. 2. Integrated period report.....	103
24. 3. 3. The integrated period report explained	112
25. MONTH CUTOVER.....	116
25. 1. Month report format	116
25. 2. Start a month end.....	116
25. 2. 1. Automatic month end.....	116
25. 2. 2. Manual month closure.....	117
25. 3. Print last month closure	118
25. 4. Print month closure with or without items	119
25. 4. 1. Activation parameter 'Month with articles on/off'	119
25. 4. 2. Print month report with or without items	119
26. Fuel cutover	120
26. 1. Fuel cutover format	120
26. 2. Start a fuel cutover	120
27. PRICE CUTOVER	121
27. 1. Price cutover format	121
27. 2. Price cutover printout	121
28. HISTORIC SHIFT REPORT	122
28. 1. Historical shift report configuration.....	122
28. 2. Print a historic shift report for the POS	123

28. 3. Print a historic shift report for the OPT	124
29. HISTORICAL PERIOD REPORT	125
29. 1. Historical site controller period report (integrated report)	125
29. 1. 1. Historical site controller period report configuration.....	125
29. 1. 2. Print a historical site controller period report	125
29. 2. Historical POS period report.....	126
29. 2. 1. Historical POS period report configuration.....	126
29. 2. 2. Print an historical POS period report	127
30. HISTORICAL PRICE, FUEL AND MONTH CLOSURE	129
31. HISTORICAL REPORTING OF FUEL TRANSACTIONS.....	130
32. HISTORICAL RECEIPTS OF CLOSED SHIFTS.....	130
32. 1. POS sales	130
32. 2. OPT and BNA sales.....	130
33. SHOP REPORTS	132
33. 1. A list of all items	132
33. 2. A list of all items per department	133
33. 3. A stock value list	133
33. 4. A minimum stock list.....	135
34. EFT POLLING REPORT	136
35. MANUAL INVOICING	138
36. ADD A CUSTOMER	139
37. EDIT / DELETE / PRINT A CUSTOMER FILE	140
38. ADD AN ITEM.....	141
39. EDIT / DELETE / PRINT AN ITEM.....	142
40. THE SITE HEADER	144
41. EDIT VAT RATES	144
42. CREATE AN INVOICE / CREDIT NOTE	145
43. PRINT AN INVOICE	146
44. MAKE AN INVOICE AFTER A REFUELLING	146
45. SYSTEM TIME CHANGE	147
46. SEND AND RECEIVE MESSAGES.....	148
46. 1. Send messages	148
46. 2. Read messages	148
46. 3. Delete messages	148

47. TO BE CONFIGURED BY THE MANAGER	149
48. TO BE CONFIGURED BY THE TECHNICIAN	150
49. TO BE CONFIGURED BY THE HQ	151
50. APPENDIX	152
50. 1. PRODUCT CODES (= EFT RESTRICTION CODES)	152
50. 2. LEVEL GAUGING ERROR CODES	153

1. INTRODUCTION

This manual serves as a guideline for the manager when making modifications on the POS (Point Of Sales). Everything described in this manual can also be executed from the Back Office package called LMS.

This document provides the necessary information for, among other things, modifying the header and/or footer of the receipt, adapting items and item departments, defining and modifying certain parameters for method of payments, defining keys for items and/or method of payments, etc.

It is possible for some functions in a certain menu of your POS to be blocked. The oil company can make this request so that, for example, item departments and/or method of payments are identical in all the company's stations. Or because certain aspects are being adapted centrally, such as central management of the item database.

For certain functionalities, we refer to our specific manuals, as is the case for 'Rebates and Bonus' or 'Local customers'.

There is also a manual for the Back Office package called LMS. This package allows the manager to execute everything described in this manual from a separate PC. The LMS package contains extra features for orders and deliveries, stock management (also available in combination with the MicreLink handterminal).

1. 1. General

This manual applies to the FLEXOS POS as well as the WINDOWS POS, since both are functionally the same. Therefore, we only included a section on the specific differences in usage in this introduction.

On the WINDOWS POS, you will be able to use the mouse for programming and navigation in the menu's, as well as release a pump. However, the mouse cannot be used in the Site Controller window.

Here are some pointers concerning the codes used in this manual:

- 'abcdef...' In the menu, select the text 'abcdef' with the arrows on your keyboard.
- <XX> Press the XX button on the POS.
- Activate a selection or parameter by checking the boxes using the mouse or the <VOID> button (=space key).

BUTTON DEFINITION

- <MENU> Exit a menu without saving changes.
This button has the same function as 'Leave Menu' or 'Escape'.
You can go back to the sales window from any place in the menu's by pressing <MENU> several times.
- <ENTER> Confirm a selection.
Skip a field without modifying it.
Close an error message or warning with an <OK> button.
- <A>.. <Z> Alphabet keys to define items, (sub)item departments or method of payments.
Enter descriptions.

- <VOID> Show a space in a description.
Check a checkbox ..
- <OTHER> Show a list when available for a certain option.
In Flexos, this is indicated with a '+'. In Windows with '▼'.
- <CASH> This button has <TAB> as a second function (Tabulator).
It allows you to confirm all the parameters on a screen in one go or to skip to the next page.
- <CLEAR> Erase a wrong entry.
Erase one character in a description (←Backspace).

The following buttons have a second functionality that can be used in descriptions:

- <SUSPEND> *
- <DISCOUNT>
- <REFUND> -
- <PREPAY> (
- <RECEIPT>)

To make changes in programming, it is necessary to go through the entire menu by pressing the <ENTER> button, otherwise the changes will not be saved.
If all parameters in a certain window have been adapted, the changes can be completed by pressing the <CASH> button. Its second function is the tabulator.

1. 2. Flexos POS

- [x] and [] On the POS, the checkboxes are displayed in this way. In this manual, we will use the following depictions: and .
This selection can be made active by checking the checkbox using the <VOID> (=space key).

1. 3. Windows POS

1. 3. 1. Functioning

When the keyboard does not seem to react when you are typing, check whether the 'numlock' LED on the POS keyboard is on. This should be activated.

Make sure the status bar below is not visible. When this status bar is visible, use the mouse to click the POS window (grey part) to make it disappear again. This allows the POS part to be active again.

This status bar can never be visible!!!



1. 3. 2. Keyboard and mouse

The MICRELEC Windows system comes equipped with a POS keyboard or a PC keyboard (Azerty for Belgium) and a PC mouse.

The mouse is not really necessary during regular usage, but it can be used in the POS application. Moreover, it has to remain available when the MICRELEC Helpdesk is called upon.

A PC keyboard can be useful for programming (items, item departments, methods of payment, receipt header, ..) This peripheral is necessary when LMS (or the stripped version) has been installed locally on the MICRELEC Windows system.

Signalisation of NumLock and ShiftLock is made clear through the LEDs on the keyboard.

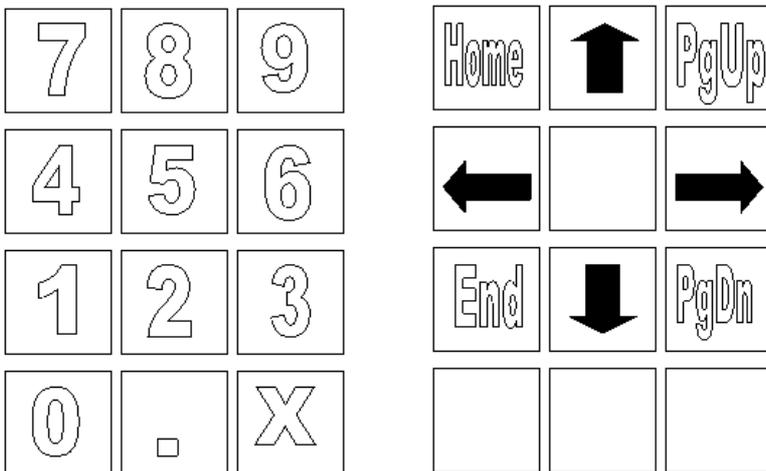
In normal circumstances, the settings should be as follows:

- NumLock LED is on, otherwise you will not be able to enter numbers and you will, for example, not be able to enter you access number to log on to the system.
- CapsLock LED (= ShiftLock LED) is off.

‘Navigate’ with the POS keyboard:

It can be useful to browse through a list faster, for example per page, or to immediately go to the beginning or end of the list. You can do this as is explained below:

- to navigate per line, use the buttons ‘▲’ and ‘▼’
- to slide to the left, keep the HELP-key pressed, while pressing ‘4’.
- to navigate to the right, keep the HELP-key pressed, while pressing ‘6’.
- to return to the previous page, keep the HELP-key pressed, while pressing ‘9’.
- to continue to the next page, keep the HELP-key pressed, while pressing ‘3’.
- to skip to the first line in a list, press HELP and ‘7’.
- to skip to the first line in a list, press HELP and ‘1’.



In case of a problem with the POS keyboard (or just a key on this board):

The PC keyboard can be used, if present. In any case, you can use the mouse.

Using the mouse:

You can navigate through the menu using the mouse.

In the Site Controller window, however, the mouse cannot be used.

Combinations of POS keyboard keys to use PC keys:

POS keyboard	PC keyboard
HELP + 9	Page Up
HELP + 3	Page Down
HELP + 7	Home
HELP + 1	End
HELP + 8	▲
HELP + 2	▼
HELP + 4	◀
HELP + 6	▶

Combinations of PC keyboard keys to use POS keys:

PC keyboard	PC keyboard
MENU	ESC
OTHER	<CTRL> + F10
CLEAR	← Backspace
CASH	<CTRL> + <SHIFT> + F8
CHEQUE	<CTRL> + <SHIFT> + F5
RECEIPT	<CTRL> + <SHIFT> + F10
REFUND	<CTRL> + <SHIFT> + F6
DISCOUNT	<CTRL> + <SHIFT> + F4
VOID	<CTRL> + F12
SUSPEND	<CTRL> + <SHIFT> + F7
SAFE	<CTRL> + <SHIFT> + F3
LOCK	<CTRL> + F9

1. 3. 3. Site Controller window

When you choose 'SITE CONTROLLER Window, you will see the Site Controller window. This window will appear on top of the POS window.

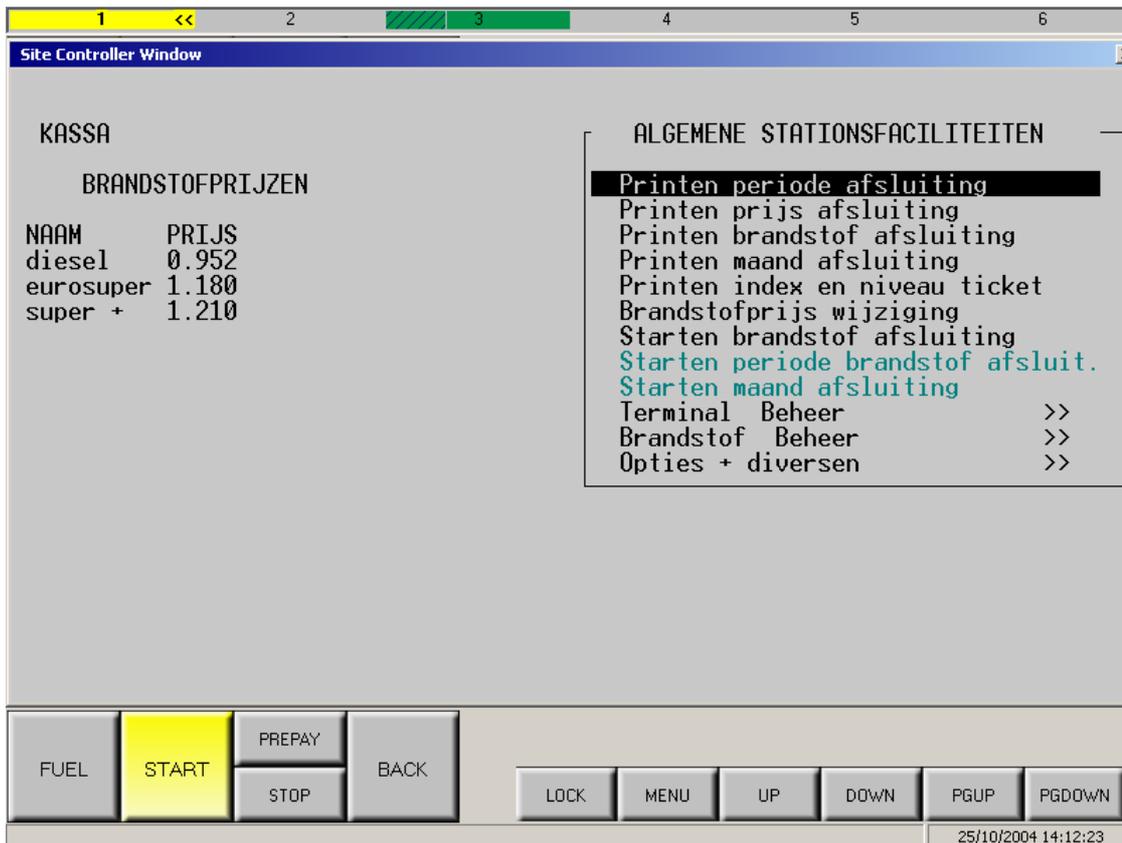
When this window is open, the pumps can still be released (or stopped). The status bar at the top of the screen shows which pump is unhooked (yellow color).

Other colors used in the status bar are:

YELLOW	unhooked pump
GREEN	pump released via the POS
BLUE	pump released via the OPT
LIGHT BLUE	pump released via the BNA (Bank Note Acceptor)
RED	pump in error

The mouse cannot be used in this Site Controller Window.

The Site Controller window can be closed by clicking <MENU> or <ESC>, or by clicking in the top right corner of the window.



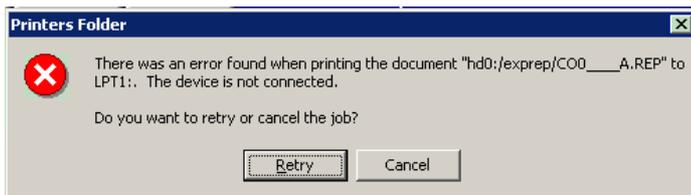
WARNING :

Closures started from the Site Controller window are only being printed on request. When we start a line in this Site Controller window, this line will no longer blink.

1. 3. 4. HP Deskjet printer

On some gas stations, an A4 document printer (for example HP Deskjet) is directly connected to the MICRELEC system allowing managers to print daily period reports, among others.

The printing of these reports via the A4 printer is processed by Windows. This means that if the report cannot be printed (for example there is no paper in the printer), a Windows message will appear on your screen.



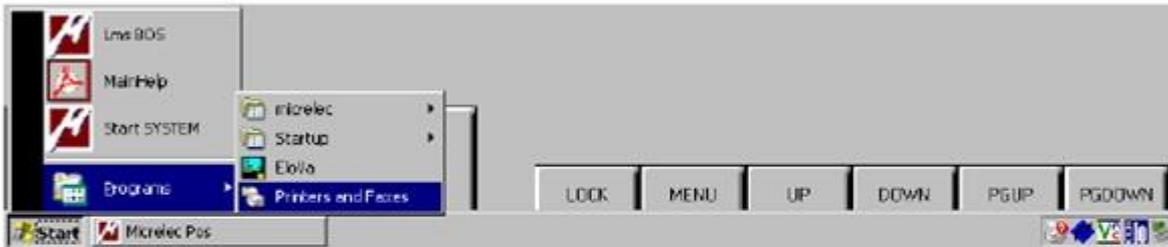
To cancel the printing of the last document, click 'Cancel'. If the printer error has been resolved, click 'Retry' to try printing the document again.

If you request the printing of several reports, these will be put in a waiting list. In case of issues, these documents will remain in the waiting list so that they can be printed when the printer error has been solved.

It can be necessary to delete documents in this waiting list, for example when you have made several attempts to print the same document. Use the POS keyboard and the mouse to do so.

Proceed as explained below:

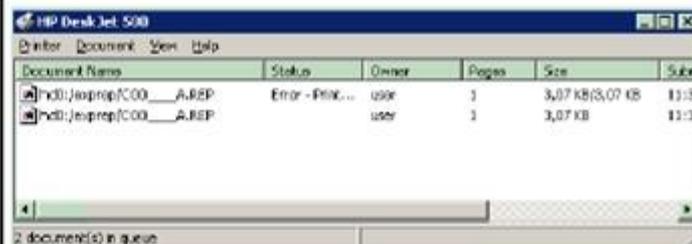
In the Site Controller window is open, click MENU to close it.
 On the cash register keyboard click HELP and W.
 Or: Press the Windows key  on the PC keyboard.
 The status bar appears.
 Choose 'Programs' and then 'Printers and Faxes'.



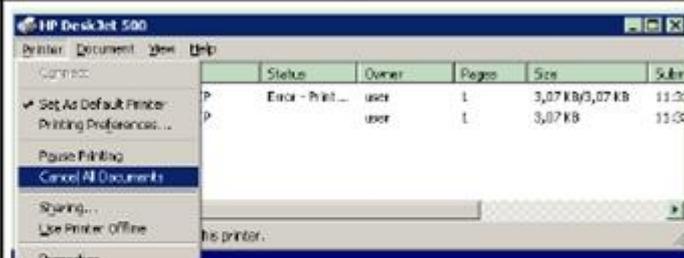
A window with all installed printers will appear.
 Double click the printer indicated with the check mark ✓.



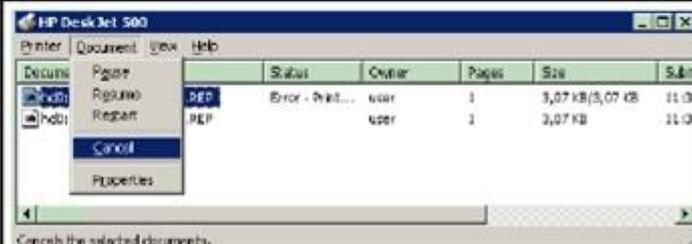
A window containing all the documents sent to this printer will appear.



To delete all documents from the waiting list, choose 'Printer' and then 'Cancel all documents'.



If you want to delete one report, select it and choose 'Document' and 'Cancel'.



When all desired documents have been deleted, close this window by clicking  in the top right corner.
 Click the cash register screen (blue part) to make the status bar at the bottom disappear.

WARNING:

If the keys on the POS keyboard do not react, check whether the status bar at the bottom of the screen (with the Start button) is visible. If this status bar is visible, use the mouse to click the POS screen (blue part). The status bar will disappear and you will be able to use the POS keyboard.



2. OPT

WARNING:

- In this manual, we will use the term OPT (Outdoor Payment Terminal) to refer to our MICRELEC terminals.
- The MICRELEC outdoor terminals can accept online and offline cards, depending on the gas station.
- For unmanned stations, the system can be incorporated in the OPT.

2. 1. Closures

OPT:

At unmanned sites, there will be automatic period closures every day at midnight.

At manned sites (with POS system), the closure is started from the POS, that is automatically triggering the OPT to close at the same time.

PTO BANKSYS (Belgium):

Bij het maken van een periodeafsluiting op de kassa wordt de PTO gelijktijdig mee afgesloten.

2. 2. Period reports

The total of the OPT transactions is mentioned in the period report produced by the Site Controller. You will find this information in the section 'Totals per terminal/per card type'.

ONLINE

→'opt/banc'

→'opt/maestro'

OFFLINE

→split up per card type

Example:

- 'opt/local card'
- 'opt/mtc'(Multi Tank Card)
- 'opt/travel'(Travelcard)

The data mentioned on the POS period report are the totals of all sales data of all shifts made during this period, the shifts on the POS as well as those on the OPT (only offline transactions).

2. 3. Shift reports

The offline sales on the OPT are totalised in a separate shift with cashier number 96 and POS number 99.

If there are several OPTs, this sales data is found in one shift.

Via 'Historic shift report' it is possible to get a list of all EFT (offline) transactions on the OPT.

3. PROGRAMMING THE RECEIPT

Parameter definition:

Company	The company number, maximum 4 digits long (informative).
Site	The 4-digit site number is automatically copied from the Site Controller configuration files (informative) and cannot be modified.
Name	This name, mostly gas station or company names, is printed in double width and in bold at the top of the receipt.
Address	The address of the gas station or the desired tekst that will appear as header on the receipt. In case of a three-stage or thermic printer, 5 address lines are printed by default (even though only 2 have been filled in). In case of a small printer, only the first 3 lines will be printed.
Phone number	Not used
Cheques payable to	This is the name that will automatically be printed on cheques (in case of a three-stage printer).

3. 1. Receipt header – site name and address

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'System configuration' +<ENTER>
- 'Site Name and Address' +<ENTER>

```

Company Nr.   Site Nr.   15
Name: (Printed double width)
  MICRELEC NV
Address:
POORTAKKERSTRAAT 90
9051 SINT-DENIJS-WESTREM
SALES@MICRELEC.BE
Telephone Number:
Cheques Payable To:
  
```

- Fill in the desired data and confirm each field with <ENTER>.

4. ITEM DEPARTMENTS

Item departments are groups of items belonging together. The (main) item department can be divided into subdepartments.

For example: There is an item department called 'Smoking products'. This department can be divided into the following subdepartments: cigarettes, cigars, tobacco, etc.

If you are selling based on open (sub) item departments, the item stock cannot be tracked. Stock management is only possible if sales are done at item level.

Parameter definition:

Department enabled	This is the (sub)department's status: enabled, blocked or deleted.
Department number	This number has to be between 1 and 90 (90 included). Numbers higher than 90 are reserved for special cases. For example, item department 99 and its subdepartments are always reserved for fuels. Departments 92 and 93 and their subdepartments are respectively used for PAID IN and PAID OUT.
Description	There is space for maximum 15 characters: 13 of those will be displayed on the screen, 15 on the receipt.
Department locked	This allows you to lock a department for editing.
Sell Price exception	When the department has been locked, it is possible to allow items belonging to this department to have editable prices.
Minimum price	This is the minimum price that is imposed on this (sub)department. For example: the minimum price for the department 'Smoking products' is 2,00, meaning that the POS will show an error message when a price lower than 2,00 is being introduced when selling smoking items via an 'open item department', in this case 'Smoking products' (that is, not selling at item level!). Because of this, major mistakes by the cashiers can be avoided.
Maximum price	This is the maximum price that is imposed on this (sub)department. For example: the maximum price for the department 'Smoking products' is 10,00, meaning that the POS will show an error message when a price higher than 10,00 is being introduced when selling smoking items via an 'open item department', in this case 'Smoking products' (that is, not selling at item level!). Because of this, major mistakes by the cashiers can be avoided.
Department key	Not used here.
Linked item	Not used.
EFT Options	Not used.
Refund allowed	This is connected to the 'REFUND' function. Can products belonging to this (sub)department be taken back? If activated, the cashier will be able to book a negative sale via the 'open department' using the <REFUND> key.

Enter the new item department number, for example <10> +<ENTER>. (If the department number already exists, the console will beep and show an error message. You can enter a new number).

The POS always suggests standard values, if those are correct, confirm with <ENTER>. If they need to be changed, enter the correct values and correct with the <ENTER> key. (The boxes can be checked using the <VOID> or space key).

When all parameters have been completed and confirmed with <ENTER>, the system will return to the list of existing departments. If you do not need to create a new department, press <MENU> to exit 'Department editing'.

REMARKS :

- It is possible that the access to creating (sub)departments has been blocked for certain companies to guarantee a unique list of item departments for all stations.
- If payment cards are being used, watch out for restriction codes. The Appendix includes a list of used restriction codes.
- A (sub)department can be active, blocked or deleted.
- Een (sub)artikelgroep kan op actief, geblokkeerd of gewist gezet worden.
 - Block department: this means that it is not possible to sell via an open item department An item belonging to this item department, however, can be sold.
 - Delete department: this means that the item department is being marked as deleted. It is only really deleted after all sales concerning this department exceed a preset period of time.

4. 2. Edit, block or delete a (sub)department

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Shop And Stock Maintenance' +<ENTER>
- 'Department Configuration' +<ENTER>
- 'Department Editing' +<ENTER>

DEPARTMENTS	
1	SMOKING PRODUCTS
2	CANDY
3	CHEWING GUM
4	CRISPS / SNACK
5	DRINKS
6	BEER
7	SANDWICH
8	FOOD
9	NON-FOOD
10	WINE / ALCOHOL
11	FROZEN
12	MAGAZINES

- Select the desired (sub)department + <ENTER>

DEPARTMENT CONFIGURATION	
Department enabled	<input checked="" type="checkbox"/>
Department number	2
Description	C <u>A</u> NDY
Minimum price	0,01
Maximum price	9999,99
Refund Allowed	Y
EFT Restriction code	25
2 nd restriction code	25
Linked item	0
Discount Group	1
Tax Code	13

- Navigate to the **parameter that needs to be modified** by pressing **<ENTER>**.
(The boxes can be checked using the **<VOID>** or space key.)
 - If the modification needs to be completed, go through the entire menu by pressing **<ENTER>**. The modification has been executed.
 - If the modification does not need to be executed, press **<MENU>**. You will be able to select another (sub)department.

REMARKS :

- If the Tax code of a (sub)department needs to be modified, the following question will appear on screen:

TAX Code has changed. Do you want to change the TAX Code for all Items belonging to this Department? Yes No
--

- If 'Yes', press **<ENTER>**. The tax rates of all items belonging to this (sub)department will also be changed.
 - If 'No', press **<↓> + <ENTER>**. The tax rates of all items belonging to this (sub)department will keep their old values.
- If the EFT code of a (sub)department needs to be modified, the following question will appear on screen:

EFT Restriction Code has changed. Do you want to change the EFT Restriction Codes for all Items belonging to this Department? Yes No
--

- If 'Yes', press **<ENTER>**. The EFT codes of all items belonging to this (sub)department will also be changed.
 - If 'No', press **<↓> + <ENTER>**. The EFT codes of all items belonging to this (sub)department will keep their old values.

4. 3. Subdepartments

It is possible to create an additional grouping of shop items: subdepartments.
(This way of working can only be activated by a technician).

The main item department has a certain number with 0 as subdepartment number. When creating a subdepartment, the number will be the department number + the subdepartment number.

Example

The department is 'Smoking products'; number: 1/0
 Subdepartments are: cigarettes number: 1/1
 cigars; number: 1/2
 tobacco; number: 1/3

Items are Marlboro, Marlboro light, L&M, etcetera.

Adding and/or editing these groups is done in the same way as adding and/or editing a regular department. The only difference is that you will need to enter a department number and, after that, a subdepartment number.

Example: department 2 = candy, subdepartment 1 is crisps.

DEPARTMENTS	
Department enabled	<input checked="" type="checkbox"/>
Department number	2/ 1
Description	CHIPS
Minimum price	0,01
Maximum price	9999,99
Refund Allowed	J
EFT Restriction code	25
2 nd EFT Restriction code	25
Linked Item	0
Discount Group	1
Tax code	13

REMARKS :

- A maximum of 90 subdepartments can be defined per department.
- How are the sales totalised?

Example

department 1 = Smoking products
 subdepartment 1 = Cigarettes
 subdepartment 2 = Cigars

item 1 = Marlboro	3,20	1 sold
item 2 = Belga	3,70	1 sold
item 3 = Havana cigar	5,00	1 sold

This is totalised as follows :

	Amount	Total
department 1/0 Smoking pr.	3	11,90
department 1/1 Cigarettes	2	6,90
department 1/2 Cigars	1	5,00

4. 4. Print list of departments

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Shop And Stock Maintenance' +<ENTER>
- 'Department Configuration' +<ENTER>

5. ITEMS

Each item has a unique item number, and/or one or more unique barcodes.

If you are selling entirely based on items (so no sales via open item departments), you will be able to manage your stock entirely on the POS.

Parameter definition :

Item enabled	Indicates whether an item can be sold at the POS. (This parameter cannot be modified via the POS).
Number	The item number can have a maximum of 6 digits (max. 999998).
Barcode	This is the barcode that is printed on (nearly) all item packaging. This is a EAN-barcode of minimum 7 and maximum 13 digits.
Description	The description can have a maximum of 15 characters and/or digits. On screen, only 13 characters are shown, on the receipt 15 characters are shown.
Department	Number and description of the (sub)department to which this item belongs. The list of departments can appear in a dropdown list when pressing <OTHER> (or 2x <OTHER> in case of department and subdepartment).
Sell price	The sales price (VAT included) of this item (=unit). It is also possible to enter a second sales price . This can be useful if the item price will change soon, for example in case of cigarettes. The manager can set the new sales price in advance and the cashier can (definitively) replace the old price by the new one after all items to be sold at the old price are sold; (See ' Operator manual – Activate new sales price '). The advantage of this method of working is that the manager can set a price and that the cashier can activate it.
Buy price	The purchase price (VAT excluded) of this item (=unit).
Current stock	The current number of units in stock for this item. The stock can also become a negative value, if the deliveries are not entered (in time).
Minimal stock	Here, you can enter the minimum amount of units for this item that has to be present in the shop. This parameter can also be used when making an automatic order via LMS.
Refund Allowed	Can this item be taken back and refunded ?
Item is Empty	An item that is considered an empty, is sold as a linked item to another item. It will automatically be considered as refund when it is entered separately onto the POS. This way, the system will also keep track of the stock when, for example, empty bottles are being returned.
Sell by Weight	Item sold per kilogram. When selling this item at the POS, the weight will have to be entered.
Sell by Volume	Item sold per litre. When selling this item at the POS, the volume will have to be entered.

- Price Entered when Sold** This function is used when items have a variable price. At the time of sale, the POS will ask to enter the price for this item.
- Sales Unit Description** In this field (maximum four positions), you can enter an abbreviation for the sales unit, for example pc. (piece), kg (kilogram), l (litre), etc. On the POS, this abbreviation will appear when entering a quantity for an order/delivery.
- Volumetric Unit** This is the weight or the content of the item. (This is used to calculate the price per kilogram or litre when printing the shelf labels).
- Linked Item** In this field, you can specify an item, by number or barcode, that will always be sold as second item with this item. This functionality is typically used for empties.
- EFT Restriction Codes** This are number that are tested upon in case of PTI or EFT payments.
Can this item be purchased with this card? This EFT code has to match the code used for the (sub)department to which this item belongs.
Code 1: This EFT restriction code is tested upon by the PTI when using company cards (in Belgium) and in case of 'Local credit accounts'.
Code 2: This EFT restriction code is tested upon by the EFT application (Electronic Fund Transfer: offline card processing).
- Tax Code** VAT rate for this item. The VAT code has to match the one used for the (sub)department to which this item belongs.

5. 1. Adding or editing items

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Shop And Stock Maintenance'+<ENTER>
- 'Item Configuration' '+<ENTER>
- 'Add / Edit item' +<ENTER>

ADD / EDIT ITEM

Barcode / Number / Name

- Scan the barcode (or enter the barcode manually), or enter the item number or name.
- If the barcode, item number of item name does not yet exist, you will see the following menu:

ITEM NOT FOUND

Insert New Item

Show Item List

- If you wish to create a new item, press <ENTER>. If not, you can choose to see the list of existing items.

ADD / EDIT ITEM			
Nr.67	Barcode		
Description			
Department 0/ ..			
Sell price	0,00	(0,00)	
Buy price	0,0000		
Current stock	0,00		
Minimal stock	0,00		
Refund Allowed	<input type="checkbox"/>	Item is Empty	<input type="checkbox"/>
Sell by Weight	<input type="checkbox"/>	By volume	<input type="checkbox"/>
Price Entered when sold	<input type="checkbox"/>		
Sales Unit Description (piece, Kg ,L,..)	!		
Volumetric unit. Kg, L,...	0,000 !		
Linked Item	0		
EFT Restriction code	1- 25	2- 25	
VAT code	12	VAT 6%	

- Fill in all parameters and confirm with **<ENTER>**.
(The boxes can be checked using the **<VOID>** or space key.)
- If the cursor is in the field 'Department', the list of existing departments will appear when pressing **<OTHER>** (or 2 x **<OTHER>** if the configuration is using a department and a subdepartment).
- A second barcode can be linked to this item.

ASSOCIATED BARCODES
Add Barcode to this Item
No Action

- If 'No', press **<↓>** + **<ENTER>**. There will not be a second barcode for this item.
- If 'Yes', press **<ENTER>**.
Scan the second barcode. This barcode is shown at the top of the item window.
- If there are no other barcodes, press **<MENU>** to leave this screen.
This item has been created.

To show the list of items:

- Press **<↓>** + **<ENTER>**.
 - The list of existing items appears on screen.
 - Choose the desired item and press **<ENTER>**.
- Or, enter the item name.
 - If the name exists, the item information will appear on screen.
 - If the name does not exist, the list of items will appear on screen.
Select the desired item and press **<ENTER>**.

ADD / EDIT ITEM			
Enabled			
Number 257	Barcode 5449000009289		
Description	COCA COLA		
Department 20/10	SOFT DRINKS		
Sell Price	1,85	(0,00)	
Buy Price	1,0500		
Current stock	117,00		
Current stock	220,00		
Refund Allowed	<input checked="" type="checkbox"/>	Item is Empty	<input type="checkbox"/>
Sell by Weight	<input type="checkbox"/>	By Volume	<input type="checkbox"/>
Price Entered when Sold	<input type="checkbox"/>		
Sales Unit Description	Piece		
Volumetric Unit	0,000 !		
Linked Item	0		
EFT Restriction Codes	1- 25	2- 25	
Tax code	12	Tax 6%	

- Modify the necessary parameters and confirm with **<ENTER>**.
(The boxes can be checked using the **<VOID>** or space key.)
- If the cursor is in the field 'Department', the list of existing departments will appear when pressing **<OTHER>** (or 2 x **<OTHER>** if the configuration is using a department and a subdepartment).

Save changes
Yes No

- If 'Yes', press **<ENTER>**. The changes are saved.
- If 'No', press **<↓>** + **<ENTER>**. The changes are not saved.
- A second barcode can be linked to this item.

ASSOCIATED BARCODES
Add Barcode to this Item
No Action

- If 'No', press **<↓>** + **<ENTER>**. There will not be a second barcode for this item.
- If 'Yes', press **<ENTER>**.
Scan the second barcode. This barcode is shown at the top of the item window.
- If there are no other barcodes, press **<MENU>** to leave this screen.
This item has been created.

REMARKS :

- To add an item, it is mandatory to enter an item number or barcode. Adding an item with only a description is not possible.
- The list of all existing (sub)departments will appear by typing <0> in the department field or by pressing <OTHER> in this field. This is an easy way to select a (sub)department.
- One and the same barcode can NEVER belong to two or more items.
- When creating a new item, the department VAT code and EFT restriction codes are automatically suggested.
- It is possible that the EFT Restriction code CANNOT be defined and that it is always copied from the corresponding (sub)department. (This is imposed by the company).
- The purchase price can be filled in when creating a new item.
When the item has been created, the purchase price can only be modified through a delivery for this item.
- The stock can only be filled in when creating a new item.
When this item has been created, the stock can only be modified through a stock adjustment or delivery.

5. 2. Linked item/ empties

Items that are always sold with another item, can be linked to the latter. This is the case, for example, for items that need a deposit.

When creating an item, the parameter '**Linked Item**' needs to be filled in. In this field, you can enter the linked item's number or the barcode, for example in case of empties.

When selling the base item, the base item, for example the bottle, and the linked item, the empty, will be sold.

In the linked item's configuration, the parameter '**Item is Empty**' needs to be checked. This parameter is important, since the linked item's behaviour can be different in both cases:

'ITEM IS EMPTY' IS NOT CHECKED

In this case, the item is a regular linked item.

When selling the base item, the linked item's stock will also decrease.

This linked item can also be sold separately like any other item in the database.

Example:

Base item: Marlboro	Stock: 127
Linked item: Lighter	Stock: 59

WHAT IS BEING SOLD:

2x Marlboro
2x Lighter

After the sale:

Marlboro	Stock: 125
Lighter	Stock: 57

'ITEM IS EMPTY' IS CHECKED

This linked item is specifically used in case of empties.

When selling the base item, the linked item's stock will NOT decrease. Only the stock of the EMPTY bottle will be tracked.

If this item is sold separately, this will automatically be considered as a refund. So, when taking back empties, you will never have to press <REFUND>.

When taking back empties, however, the stock of the EMPTY bottles will be adapted. In other words, the stock will increase.

EDIT SELL PRICE			
Enabled			
Number 257	Barcode	5449000009289	
Description	COCA COLA		
Department 20/10	SOFT DRINKS		
Sell price	1,85		(0,00)
Buy price	1,0500		
Current stock	117,00		
Minimal stock	220,00		
Refund Allowed	<input checked="" type="checkbox"/>	Item is Empty	<input type="checkbox"/>
Sell by Weight	<input type="checkbox"/>	By Volume	<input type="checkbox"/>
Price Entered when Sold	<input type="checkbox"/>		
Sales Unit Description	Piece		
Volumetric Unit	0,000 !		
Linked Item	0		
EFT Restriction Codes	1- 25		2- 25
Tax code	12		VAT 6%

Edit the sales price, and if necessary the second sales price, and confirm with **<ENTER>**.

REMARK:

Via this menu, only the sales price of regular items (type 1) can be edited.

The sales price of sales packs (type 2), baskets (type 4) and services (type 8) can only be edited via 'Item search'/'Sell Price Editing' starting from the sales screen.

5. 4. Delete items and barcodes

Starting from the sales screen:

- Press **<MENU>**
- 'Supervisor Menu' +<ENTER>
- 'Shop And Stock Maintenance' +<ENTER>
- 'Item Configuration' +<ENTER>
- 'Delete Item / Barcode' +<ENTER>

DELETE ITEM / BARCODE
Barcode / Number / Name

- Or, scan the barcode using the barcode reader (or enter the barcode manually), or, enter the item number, or, enter the description.
- The item information appears on screen.

Delete Barcode
Delete Item
Leave Menu

- If you do not wish to delete anything, press **<↓>** + **<↓>** + **<ENTER>** or press **<MENU>**. A new item number or barcode can be entered.
- If you wish to delete an item, press **<↓>** + **<ENTER>**.
THE ITEM AND ALL CORRESPONDING BARCODES HAVE BEEN DELETED.
- If you wish to delete one or more barcodes, press **<ENTER>**.

ITEM STOCK ADJUSTMENT	
Barcode	SKU 123456
Description	CHOCOLA
Opening stock	10

+ Stock Delivered	51
- Daily sales	16

Shop Stock	45

- Enter the current stock in the field '**Shop Stock**' + <ENTER>.

Save Stock Adjustment? Yes / No

- If 'No', press <↓> + <ENTER>. You can now select another item, if necessary.
- If 'Yes', press <ENTER>. The following message will appear.

Print the Stock Adjustment No Action

- If 'No', press <↓> + <ENTER>. THE STOCK ADJUSTMENT IS COMPLETED. No report will be printed.
- If 'Yes', press <ENTER>. THE STOCK ADJUSTMENT IS COMPLETEN. A REPORT WILL BE PRINTED.

The report will mention all parameters from before the stock adjustment and all parameters from after the adjustment. This can be used as proof of the adjustment.

The entered current stock is considered to be the new opening stock.

The deliveries and sales are reset to '0'.

REMARK:

After a stock adjustment, the number of deliveries and sales are reset to '0'.

If you wish to keep this history, you cannot execute a stock adjustment, but it is better to work with deliveries. (See chapter on deliveries of items).

2) If the key has not been defined yet:

POSSIBLE KEY TYPES

Open Department
Preset Department
Item

a. If you choose 'Open Department', press <ENTER>.

DEPT TO KEY TOP CONFIGURATION

Key Top Letter: A
Key Type: Open Dept
Department number. : <u>0</u>
Description :

- You can enter a department number.
If you do not know the department number, press '0' + <ENTER>. The (sub)department list appears on screen.
- Select the correct (sub)department and confirm with <ENTER>.

Save configuration?
Yes No

- If 'Yes', press <ENTER>. The key has been defined.
- If 'No', press <↓> + <ENTER>. The configuration has not been saved.

b. If you choose 'Preset Department', press <↓> + <ENTER>.

DEPT TO KEY TOP CONFIGURATION

Key Top Letter: B
Key Type: Preset Dept
Department number. : 23
Description. : SMOKING PRODUCTS
Preset Value: <u>0,00</u>

- You can enter a department number + <ENTER>.
- Enter the preset value that needs to be charged at the POS whenever you press this key + <ENTER>

Save configuration?
Yes No

- If 'Yes', press <ENTER>. The key has been defined.
- If 'No', press <↓> + <ENTER>. The configuration has not been saved.

KEY MAP REPORT

DATE: 23/09/00 TIME: 09:04

KEY DEPT DESCRIPTION

KEY	DEPT	DESCRIPTION
A	1	CIGARETTES
B	2	DRINKS
C	3	100 STIMOROL

>>> 2 (sub)department keys A - B

>>> Item 100 stimorol, belonging to (sub)department 3 on key C

REMARK:

In the column 'DEPT', the main department number is printed even if a subdepartment has been defined for the key.

7. SUPPLIERS – ITEM DELIVERIES

Before you will be able to enter orders and deliveries, you will have to define the suppliers. When activating a delivery, the stock of a certain item will increase with the delivered quantity (pieces).

In case of theft, these items can also be processed as a negative delivery with supplier 'Theft' for example (the minus sign is on the REFUND key on the POS keyboard). This means that a complete history is being kept of manipulations like these.

If these thefts are being processed via a stock adjustment, this adjustment can be printed, but there will be no history. Moreover, the newly entered quantity will be considered as opening stock (deliveries and sales are then reset to 0).

Parameter definition:

Number	Supplier number that is being used on the POS, maximum of 8 digits.
Name	The supplier's name, maximum of 30 characters.
Address	The supplier's address, 4 lines with a maximum of 30 characters.
Tel Nr	The supplier's phone number, maximum of 20 characters.
Delivery number	This is a continuous number, created by the POS every time a new delivery is entered.
Date – Time	The POS suggests the current date and time. If another date/time is needed, this has to be entered. For example: the time is set to tomorrow at 2.00PM and the delivery is already being activated at this moment, the stock adjustment will only update tomorrow at 2.00PM.
Supplier	The supplier is selected via his number (see 'Number' mentioned above).
Delivery Note Nr.	Reference mentioned on the supplier's delivery note, maximum of 20 characters.
Quantity	The delivered quantity in sales units. This means that if the item is sold per piece, it should also be entered per piece (for example, not in multipacks).
Buy Price	Purchase price, VAT excluded. This is also the only way of editing the purchase price in the item data base, once the item has been created.
Sell Price	Sales price, VAT included. After the stock change, the item will be sold at the new sales price.

7. 1. Supplier setup

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Shop And Stock Maintenance' +<ENTER>
- 'Supplier Setup' +<ENTER>
- 'Suppliers by Number' +<ENTER>
- The list of suppliers will appear on screen.

SUPPLIER DETAILS	
Number	Name
1	SUGRO
2	VALMA
3	DOHO
Insert New / Access via Supplier Number	

- To edit a supplier, select the correct supplier and press <ENTER>.

Edit supplier
Add new supplier
Delete supplier
No action

- If nothing needs to be edited, choose 'No action' + <ENTER> or press <MENU>. You will return to the list of suppliers.
- If you need to delete the supplier, choose 'Delete supplier' + <ENTER>. The supplier is deleted from the database. You will return to the list of suppliers.
- If you need to edit, choose 'Edit supplier' and press <ENTER>. You will see the following screen:

SUPPLIER DETAILS

Number: 22
Name: MICRELEC N.V.
Address: Poortakkerstraat 90
9051 Sint-Denijs-Westrem
BELGIE
BTW BE0641843456
Tel Nr.: Tel.32-(0)9 296 45 20

If you wish to add a new supplier:

- To to 'Add new supplier' + <ENTER>.
- Enter a new number + <ENTER>.

Edit supplier Add new supplier Delete supplier No action
--

- Choose 'Add supplier', and press <ENTER>.
- You can now enter all the supplier information.
- Confirm each field with <ENTER>

Another way to add a supplier:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Shop And Stock Maintenance' +<ENTER>
- 'Supplier Setup' +<ENTER>
- 'Suppliers by Number' +<ENTER>
- The list of suppliers will appear on screen.
- Choose the last line reading 'Insert New / Access via Supplier Number' +<ENTER>
- Enter a number +<ENTER>
- Choose 'Add supplier', and press <ENTER>.
- You can now enter all the supplier information.
- Confirm each field with <ENTER>

To leave the suppliers menu, press <MENU>.

7. 2. Print supplier report

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Shop And Stock Maintenance' +<ENTER>
- 'Supplier Setup' +<ENTER>
- 'Print Supplier Report' +<ENTER>

The list of suppliers is being printed.

SUPPLIER REPORT	

TIME : 09:45	DATE : 23/sep/2000
CODE	NAME
1	MICRELEC
	Poortakkerstraat 90
	9051 Sint-Denijs-Westrem
	09/296 45 20
2	SUGRO
	Kapelanielaan 10
	9140 temse
	03/710.03.11

The report mentions:

- Date and time
- Supplier number
- Supplier name
- Supplier's address
- Phone and/or fax

7. 3. Enter deliveries of items

Entering a delivery HAS TO be done in 3 steps:

- 1) Adding/ editing delivery
- 2) Printing delivery
- 3) Activating delivery

However, you DO NOT have to perform these 3 steps immediately in a row. The deliveries can be entered depending on the busyness on the station.

7. 3. 1. Add or edit a delivery

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Shop And Stock Maintenance' +<ENTER>
- 'Dry Stock Deliveries' +<ENTER>
- 'Add/Edit Operation Details' +<ENTER>

```

DRY STOCK DELIVERIES
-----
Add/Edit Operation Details
Activate Dry Stock Update
Print Operation Details
Leave Menu
    
```

- Press <ENTER>.

```

                DRY STOCK DELIVERIES
                -----
Operation   Delivery   Date       Time
Number     Note nr.
1          125         20/03/96   14:23 C
2          546         21/03/00   17:55
New Delivery / Access by Number
    
```

- In case of a new delivery, choose 'New Delivery' + <ENTER>
- The system suggests a document number.
- Press <ENTER>.

```

DRY STOCK OPERATION: 3
Date : 22/03/00   Time :
Supplier :
Note:
    
```

- Enter the parameters and confirm with **<ENTER>**.

DRY STOCK OPERATION : 3			
Item Number	Quantity	Buy Price	Sell Price
New Dry Stock Delivery Item			

- Choose **'New Dry Stock Delivery Item'**.
- Press **<ENTER>**. A new window will appear.

DRY STOCK DELIVERY	
Enter Barcode or SKU	<u>0</u>

- Scan the barcode or enter the item number. If the item number is incorrect, the list of existing items will appear on screen. The first record in the list is the first number higher that the entered number. In that case, select the correct item and press **<ENTER>**.

DRY STOCK DELIVERY	

Enter Barcode or SKU	100
Desc. :	STIMOROL GREEN
Quantity:	-
Buy Price :	
Sell Price:	

- Complete all fields + **<ENTER>**.
 - If another item was delivered by the same supplier, choose **'New Dry Stock Delivery Item'** + **<ENTER>**. Follow the same procedure as described above.
 - If all delivered items have been entered, press **2 x <MENU>**.
 - If an existing delivery needs to be edited or resumed:
 - Only deliveries that are NOT marked with 'C' or '*', can be edited.
 - Deliveries marked with 'C', are deliveries for which the stock update has already been done.
 - Deliveries marked with '*', are deliveries that have already been activated, but for which the stock update still needs to be done on a certain date/time.
- Select the correct delivery + **<ENTER>**.

Amend delivery details
Amend/Add delivery items
Delete this delivery

- If **'Amend delivery details'**, press **<ENTER>**.
This means editing the date, time, supplier or note number (delivery note).
Edit the general info.
Confirm with **<ENTER>**.
- If **'Amend/Add delivery items'**, press **<↓> + <ENTER>**.
Edit the desired lines or add new ones.
Follow the procedure as described above.
Press **2 x <MENU>**.

If a new delivery is similar to one that has already been entered, the latter can be copied to be used as new delivery. Only deliveries marked with 'C' can be copied. Follow the steps as described below:

- Select the correct delivery + **<ENTER>**.

Amend delivery details Amend/Add delivery items Delete this delivery
--

- Choose '**Amend delivery details**' + **<ENTER>**.

Delivery has been used and cannot be adapted. Do you want a copy? Yes No

- If '**No**', press **<↓>** + **<ENTER>**.
There will be no new delivery.
Press **<OK>** to remove the error message.
- If '**Yes**', press **<ENTER>**.
The selected delivery is copied to the new one.
The system will ask to complete the parameters for the new delivery.

DRY STOCK OPERATION: 5 Date : 23/09/00 Time :14:20 Supplier : 1 SUGRO Note: 0
--

- A new delivery will be created, and it will be identical to the previous one. If needed, edit the data on the new delivery.
 - If there are no changes in the deliveries items, press **<MENU>**.
 - If the delivery needs to be edited, before the quantities are taken in stock:

DRY STOCK DELIVERIES			
Operation Number	Delivery Note Nr.	Date	Time
1	125	20/03/96	14:23 C
2	546	21/03/00	17:55 C
3	12	21/03/00	10:12
4	69	22/03/00	12:35
5	512	23/09/00	14:20
New Delivery / Access by Number			

- Choose the new delivery in the list of existing ones + **<ENTER>**.
- Choose '**Amend/Add delivery items**' + **<ENTER>**.
- Edit the necessary lines or add new ones. Follow the procedure as described above.
- Press **2 x <MENU>**.

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Shop And Stock Maintenance' +<ENTER>
- 'Dry Stock Deliveries' +<ENTER>
- 'Add/Edit Operation Details' +<ENTER>

DRY STOCK DELIVERIES			
Operation Number	Delivery Note Nr.	Date	Time
1	125	20/03/96	14:23 C
2	546	21/03/00	17:55 C
3	12	21/03/00	10:12
4	69	22/03/00	12:35
5	512	23/09/00	14:20
New Delivery / Access by Number			

- Select the correct delivery + <ENTER>.

Amend delivery details
Amend/Add delivery items
Delete this delivery

- To delete the entire delivery, choose 'Delete this delivery' and press <ENTER>.

Delete the whole dry stock delivery?
Yes No

- If 'No', press <ENTER>. You will be able to select another delivery.
- If 'Yes', press <↓> + <ENTER>. The delivery will be completely deleted from the database.
- To delete item lines, choose 'Amend/Add delivery items' + <ENTER>.

DRY STOCK OPERATION : 3			
Item Number	Quantity	Buy Price	Sell Price
10233	120	6,75	10,00
10240	250	3,75	6,45
10245	100	13,17	21,25
New Dry Stock Delivery Item			

- Select the correct item line + **<ENTER>**.

Edit This Line
Delete This Line
No Action

- Choose '**Delete This Line**' and press **<ENTER>**.
The line has been deleted.
- If you need to delete other lines, select the correct line and press **<ENTER>**.
When all necessary lines have been deleted, press **2 x <MENU>**.

8. METHODS OF PAYMENT

The system can hold up to 99 methods of payments (or MOPs), of which the first are editable. The others are reserved for payment cards, PTI's totals, prepay and such.

In the editable methods of payment, there are 5 groups:

- 1) CASH: always method of payment number 1
- 2) CHEQUE: always method of payment number 2
- 3) FOREIGN CURRENCY: for example GB Pound, US Dollar, ...
- 4) OTHER METHODS OF PAYMENT: for example manual visa, test, drive-through, ...
- 5) VOUCHERS: for example coupons, fuel coupons,

Payment cards are not mentioned here as these are not configured by the manager. They are defined by a MICRELEC technician.

Vouchers:

The payment type 'Voucher' can be used for coupons or 'cheques', that can be used as currency.

Vouchers often have a barcode, allowing them to be scanned¹. However, they can also be entered the usual way via selection in the method of payment list or via a method of payment key. When selecting this method of payment, the amount of the voucher will have to be entered.

Typical for vouchers is that they can be entered or scanned during the sale. (This is in contrast with the other methods of payment that can only be registered when all the items have been entered).

An entered voucher can be cancelled in the same way as other sales lines, as long as you have not yet entered a method of payment, other than the type voucher.

A first group of vouchers are **coupons**. Those can only be used when their total amount is smaller or equal to the total amount of the purchased goods.

For this group, the parameter 'Refund Allowed' cannot be activated.

The second group of vouchers are **fuel coupons**, for example. They can be used to pay for the purchased goods, even if the total amount of these coupons is higher than the total amount of the purchase.

For this group, the parameter 'Refund Allowed' has to be activated.

For the method of payment 'Voucher', certain parameters are not used: Change (Overpayment) Allowed, Ask Float at Shift Start, Reconcile at Shift End, Ask For Authorisation if Value Above, Accepted Difference, Open Cash Drawer.

¹ Scanning vouchers will only be possible if the barcodes have been defined. This can only be done via TMS (POS import).

Parameter definition:

MOP Nr.	Each method of payment has a unique number from 1 to 99 (99 included).
MOP Desc	A maximum of 15 characters can be entered.
MOP Max Value	Maximum amount to be entered for a payment with this MOP. All amounts lower than this maximum amount are allowed, the maximum amount itself will always be refused. Complete this field with caution. It will allow you to avoid misunderstandings like entering an amount with one 0 to many, for example!!
MOP Min Value	Only to be completed for foreign currencies. Minimum amount to be entered for a payment with this MOP. All amounts higher than this minimum amount are allowed, the minimum amount itself will always be refused. This can, for example, be configured based on the amount of the smallest coin or note in that foreign currency.
MOP HALO	It is possible to establish a limited amount for a MOP, like a cheque. If the transactions amount for this MOP is higher than the established limit, the system will ask an authorisation number. This number can vary between 1 and 999999999. This parameter is also used for manual processing of credit cards.
Safe Drop Type	Safe Drop means taking money from the drawer to the safe. The type can be an amount (V) or a quantity (T). Safe Drop is only possible if the general parameter has been activated, see also 11. Parameters POS configuration .
Limit	This is the limit for the Safe Drop. When the limit has been exceeded, the error message 'Safe Drop Required' will appear on screen, but you will be able to carry on working at the POS. You will then be able to perform the Safe Drop when there are no customers present.
Refund Allowed	Is it allowed to refund the customer in this MOP, if a refund is done on the POS and the total amount of the transaction is negative. (In case of the MOP CASH, this parameter is of no importance. The amount the be paid can always become a negative one.)
Open Cash Drawer	The drawer will or will not open automatically when selecting this MOP.
Cash Drawer Nr.	Parameter only used for foreign currency. It is possible to stock foreign currency in a second cash drawer, separated from all other MOPS in the first drawer.
Allow VAT Print	This is always activated.
Float Used	If this function is active, the POS will ask to enter the opening money (=float) when starting a new shift.
Shift Reconcile	This means that the POS will ask to enter the counted amount for that MOP upon closing the shift.

Allow Change	If this function is active, then overpayment is allowed for this MOP. Example : To be paid: 24,50 EUR Paid: CHEQUE 25,00 Change: 0,50 (CASH)
Change in Foreign Curr. Possible	Parameter only used for foreign currency. If this function has not been activated, the POS will always show the change due in the main currency in case of overpayment. (In Belgium, it is required by law to return the change in EUR). If this function has been activated, the POS will allow to choose between returning change in the main currency or foreign currency in case of overpayment.
Round Rule	1 = No round off. 2 = Round down (0,09 --> 0,00). 3 = Round off (0,05 --> 0,10 and 0,04 --> 0,00). 4 = Round up (0,01 --> 0,10). 5 = Round down (0,9 --> 0,0). 6 = Round off (0,5 --> 1,00 and 0,4 -->0,00). 7 = Round up (0,1 --> 1,0).
New Exchange Rate	Parameter only used for foreign currency. The exchange rate has been configured in a way that 10000,- in the main currency is equal to XXXXX,XX in the foreign currency. For example: 10000 EUR = 6172,00 GBP If the configuration allows it, the system will use a preset exchange rate, that is a rate mentioned in this field will only be activated after the next period closure. The value XXXXX,XX has to be entered in 'New Exchange Rate'. It depends on the configuration whether this parameter is accessible or not.
Current Exchange Rate	Parameter only used for foreign currency. The exchange rate has been configured in a way that 10000,- in the main currency is equal to XXXXX,XX in the foreign currency. If the configuration allows it, the system will use an instant rate change. This means that, if this value has been modified, the next sale in this currency will take the new rate into account. The value XXXXX,XX has to be entered in 'Current Exchange Rate'. It depends on the configuration whether this parameter is accessible or not.
Variance Limit	This is the maximum difference allowed between the entered or counted amount and the theoretical amount at shift end.
Currency Symbol	This is the symbol typically used for this currency.. Maximum of 3 characters. The symbols £ and \$ are preset symbols. All other symbols have to be defined via 'Edit Symbol'.

8. 1. Add a method of payment

Cash and cheque are MOPs that can never be added. You will only be able to edit the parameters for these MOPs.

MOP CONFIGURATION			
Key MOP	DESCRIPTION	SYM	TYPE
1	CASH	EUR	1
2	CHEQUE	EUR	2
M3	GB POUND	GBP	5
Z4	DOORRIJDER	EUR	4
9	KORTINGSBON	EUR	10
48	EFT DKV	EUR	3
51	PTI VISA	EUR	8
59	PTI BANKCARD	EUR	8
60	PTI PROTON	EUR	8
89	PTI	EUR	8
90	LOKALE KLANTEN	EUR	90
92	(PREPAY)	EUR	1

REMARKS :

- It is possible that the creation of MOPs has been partially blocked for certain companies to guarantee a unique list of methods of payment for all stations. This means that the combination MOP number – description cannot be modified.
- A MOP cannot be deleted without intervention by a MICRELEC technician. It is important to be cautious when adding MOPs.

8. 4. Method of payment key configuration

It can be useful to print the list of MOPs first, because the key configuration is done based on the MOP numbers.

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Financial' +<ENTER>
- 'MOP Key Configuration' +<ENTER>

MOP KEY DEFINITION			
K	9	CREDIT	EUR
M	4	GB POUND	GBP
New Mop Key Map record			

If you want to edit or delete an existing key:

- Select the correct key and press <ENTER>.

Amend	Delete	No action
-------	--------	-----------

- If 'Amend', press <ENTER>. Enter the desired MOP number. THE MOP HAS BEEN ASSIGNED TO THE KEY.
- If 'Delete', press <↓> + <ENTER>. THE MOP KEY HAS BEEN DELETED.

If you want to define a new key:

- Select '**New Mop Key Map record**' and press <ENTER>.
- Press the desired alphabet key + <ENTER>.
- Enter the correct MOP number + <ENTER>.
THE MOP KEY HAS BEEN DEFINED.

To leave the menu 'Mop Key Definition', press <MENU>.

REMARKS:

- It is possible that the creation of MOPs has been blocked for a certain company.
- If the MOP have been configured for one level of alphabet keys, these have a higher priority as the (sub)departments or items that have or have not been defined on those same keys.
So, make sure that or a MOP, or an item/(sub)department has been assigned to that key.
If 26 keys (one level) are not enough to define MOPS as well as items/(sub)departments, an adjustment can be made to two levels. This means that 26 keys can be used for items/(sub)departments (first level), and 26 keys voor MOPS (2nd level). This can be configured by a MICRELEC technician.
If the MOPS are configured on the second level of alphabet keys, the <CHEQUE> key is used as shift key in the second level.

9. PAID IN AND PAID OUT

These are amounts that are added to or extracted from the POS without being related to a certain sale.

- An example of a paid in: extra change (shortage of bank notes or coins), ...
- An example of a paid out: internal use, payment in cash to the supplier, ...

As from software version 7.22, paid ins and paid outs are done in an entirely different way.

9. 1. Paid out and paid in configuration

Since the configuration for paid in and paid out reasons are done in a similar way, we will only describe the procedure for the creation of 'Paid out reasons'.

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Financial' +<ENTER>
- 'Paid Out Configuration' +<ENTER>

PAID OUT REASON		
Number	Description	Active
1	PAID OUT	<input checked="" type="checkbox"/>
2	MAILMAN	<input checked="" type="checkbox"/>
New Payment Reason / Direct access		

If you need to define a new paid out reason:

- Select 'New Payment Reason / Direct access' + <ENTER>.
- Enter the correct number + <ENTER>.

PAID OUT REASON	
Number:	3
Description:	
Minimum Amount:	0,00
Maximum Amount:	99999,00
Active:	<input checked="" type="checkbox"/>

- Choose 'Add new Payment Reason' + <ENTER>.
- Enter the **description**, maximum of 15 characters + <ENTER>.
- If needed, enter a minimum and maximum amount, and confirm each field with <ENTER>.
You will return to the list of existing paid out reasons. The new paid out reason has been created.

If you need to edit or delete an existing paid out reason:

- Select the correct paid out reason + <ENTER>.

PAID OUT REASON	
Number:	<u>2</u>
Description:	MAILMAN
Minimum Amount:	0,00
Maximum Amount:	99999,00
Active:	<input checked="" type="checkbox"/>

- If nothing needs to be edited, press '**No action**' + <ENTER> or press <MENU>. You will return to the list of existing paid out reasons and you will be able to select another one.
- If you want to delete, press <↓> + <ENTER>. A warning will appear on screen. Confirm if you want to delete or not. The paid out reason has been deleted.
- If you want to edit, press <ENTER>. The description, the minimum and maximum amounts can be edited.
- To deactivate a paid out reason, choose '**Disable**' and press <ENTER>. The paid out reason can no longer be used.

Press the <MENU> button several times to retrun to the sales screen.

9. 2. Totalisation of paid in and paid out

On the integrated period report, the totals of paid in and paid outs are mentioned separately, under MOP 106 (paid out) and 107 (paid in).

Example paid in of 12.00€ in cash

PAID IN TOTALS			
Number	Description	Quantity	Amount
1	PAID IN	1	12,00
		1	12,00

REMARK:

For certain gas stations, the **Extended Mode for paid in and paid out** will be activated, at the request of the company. This means that several MOPs can be chosen to pay (for example Cash, PTI, Other payment or Foreign currency).

Two new departments need to be created. Department 92 for paid in and department 93 for paid out, both with subdepartment 0. The subdepartments are used for the individual paid in and out. These subdepartments are not shown in 'Department configuration', but they do appear on department report.

These departments cannot be created via the POS. So, this cannot be done by the manager. They have to be created and sent via TMS or a Backoffice program. (The menus remain accessible, but they cannot be used).

The integrated period report totalises paid in and paid out as department sales.

The paid ins are totalised in department 92, the paid outs in department 93.

The subdepartments (92/1, 92/2, ... and 93/1, 93/2, ...) include the individual paid ins and paid outs.

Since it is possible to choose a method of payment, the individual MOPs (Cash, PTI, Coupons, ...) will include the sold goods as well as the paid ins and paid outs. This applies to the POS (shift and period) reports as well as to the integrated period report.

A paid out here is considered as a refund.



The totals on the integrated period report (Shop Total Drawer, Shop Total, Total) only include the sold goods (=turnover), so NO pain ins and paid outs.

This means that the sum of the used MOPs is NOT the same as the totals as mentioned on this report.

10. VAT RATES

The system uses VAT codes, a maximum of 9 different codes. Behind every code is a certain VAT rate.

Example:	VAT-code	VAT-rate
	11	0,00%
	12	6,00%
	13	21,00% (used for shop items)
	14	12,00%
	15	not used
	16	P 21,00% (used for fuels)
	17	not used
	18	not used
	19	not used

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Financial' +<ENTER>
- 'Tax Rates Configuration' +<ENTER>

TAKS RATE SETUP					
Type	Code	Description	Active Rate	Active from	Old Rate
1	1	BTW 0%	0,00%	03/07/01	0,00%
1	2	BTW 6%	6,00%	03/07/01	6,00%
1	3	BTW 21%	21,00%	03/07/01	21,00%
1	4	BTW 12%	12,00%	03/07/01	0,00%
1	5	-----	0,00%	03/07/01	0,00%
1	6	BTW-P 21%	21,00%	03/07/01	21,00%
New Tax Rate					

The Tax **Type** always remains 1.
The **code** can vary between 1 and 9.

To edit an existing code:

- Select the desired code + <ENTER>.

Add
Edit
Delete
No action

- If nothing needs to be edited, choose 'No action' + <ENTER> or press <MENU>. You will return to the list of existing Tax rates and you will be able to choose a new one.
- If 'Delete', press <↓> + <ENTER>. The VAT code has been deleted.
- If 'Edit', press <ENTER>. The description and the current rate can be edited. The old VAT rate is automatically copied to the field 'Old Rate'.

To add a new code:

- Choose '**New TAX Rate**' + <ENTER>.
- Enter a code + <ENTER>.

Add
Edit
Delete
No action

- Choose '**No action**' or press <MENU>.
You will return to the list of existing Tax rates and you will be able to enter a new code.
- Or choose '**Add**', and press <ENTER>.
The description and the current rate can be completed.
The date is automatically filled in and the field 'old rate' is reset to 0,00%.

Press the <MENU> button several times to return to the sales screen.

REMARK:

- It is possible that the access to the creation of VAT rates has been blocked for a certain company.
- If all fuels have the same VAT rate, VAT code 16 is used for fuel sales.
This relation between fuel / VAT code cannot be modified by the manager.
If, at the moment of the closures, a separate VAT total for fuel and shop sales is needed, it is necessary to assign another VAT code than '16' to the (sub)departments/items.
- If the fuels do NOT all have the same VAT rate, the correct VAT code will be communicated by a MICRELEC technician.

11. PARAMETERS POS CONFIGURATION

This chapter deals with a few general system parameters that can be modified by the manager.

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'System configuration' +<ENTER>
- 'POS configuration' +<ENTER>
- Edit the necessary parameters by checking the boxes using the <VOID> or space key. You can go through the entire menu using the <ENTER> key. If you need to navigate from page to page, you can use the <CASH> or <TAB> key.

Press the <MENU> button several times to return to the sales screen.

REMARK :

- If the gas station is equipped with several POS in parallel, or if the modification is done through LMS, you will have to press <LOCK> on the other POS after the modifications were made in the POS configuration.
- Via LMS, only the first screen (general parameters) is shown.
- To navigate to the next page in the POS configuration, press <TAB>.

Parameter definition:

FIRST SCREEN – GENERAL PARAMETERS

VAT Nr.	The gas station's VAT number preceded by the country code, e.g. BE123456789 (Belgium). It is possible that the VAT number can only be edited by a supervisor or a MICRELEC technician.
Receipt Auto Printing	Does the POS need to print a receipt automatically after each payment?
Forced Tendering	If this function is enabled, the system will force the operator to always enter the amount given by the customer BEFORE choosing the MOP (even if the customer gives the exact amount). This does not apply to the MOP CASH. For this MOP, the operator will always have to enter an amount.
Number of lines footer	This allows you to define how many lines are being printed at the bottom of the receipt. This can vary between 1 to 4. In case of a simplified invoice, there will always be 4 lines in the footer.
Safe Drop Enable	This is a general parameter for safe drops. Per MOP, the limit for safe dropping needs to be configured. If the limit has been reached, the system will warn the operator that money needs to be transferred to the safe.
Multiply Limit	An item can be sold maximum 99 times per sales line.
Bags for Safe Drop	When the operator brings money from the drawer to the safe, the system will also ask for a bag or envelope number used to put the money away.
VAT on the Receipt	This parameter has to be enabled at all times. If not, the VAT analysis will not be printed onto the receipt.

Slip Printer	This parameter does not always have to be enabled.
Print Cheques	This is only possible if there is a 3-stage printer. If this function is enabled, the system will ask if the cheque needs to be printed at the moment of the cheque payment.
Open Cash Drawer without Sales	Can the cash drawer be opened (without key) without a sales?
EFT Merchant Nr.	Not used.
Audit Roll Enable	This parameter needs to be enabled to track the electronic journal. If there is a 3-stage printer, the journal can be printed on the right roll.
Default Currency Symbol	Not used
<u>THE SECOND SCREEN CPM CONFIGURATION</u>	This is a parameter for a device that is used on a limited amount of gas stations (only in Belgium). The configuration is done by a technician.
<u>PICCOLINK CONFIGURATION</u>	This is a device used for stock-takings. The configuration is done by a technician.
<u>THIRD SCREEN – SIMPLIFIED INVOICE</u>	It is possible that the company asks NOT to modify this parameter.
Maximum amount	This is the limit of the amount for a simplified invoice. If the total amount for the sale is higher or equal to this value, the system will refuse printing a simplified invoice.
Invoice only for fuels	If this parameter is enabled, the system will refuse making a simplified invoice in case of shop sales or combined sales. If this function is not active, simplified invoices will be possible for all sales as long as they respect the amount limitation.
<u>FOURTH SCREEN – PRINTING MANUAL VOUCHERS</u>	Printing manual vouchers is a functionality on the POS that replaces the old manual processing of credit cards by pushing through card reliefs onto a voucher. It is possible to have certain formats printed by the 3-stage printer (like VISA, AMEX, EUROCARD, EUROSHELL).
	Some companies do not allow the use of this functionality, these gas stations will not be able to access this fourth screen.
Only read card	If this is enabled, the card will only be recognised on the POS by swiping the card through the card reader. If this is not enabled, the card can be identified on the POS by swiping the card through the card reader or by manually entering the card number onto the POS.
MOP XXXX	Here, the MOP number corresponding with that card type is entered. This means that for these 4 possible card types, a 'Other Payment' MOP has to be created (for example manual visa), so that the system under which MOP the sale has to be totalised when entering the card. If the MOP number is '0', the system will refuse this card.
Text 1 - text 5	These are 5 lines that are printed onto the voucher. Here, member numbers at VISA, etc. are often mentioned.

Example of a VISA voucher printed by a 3-stage printer:

4 5 0 6 1 2 3 4 5 6 7 8 9 0 1 2		
TEXT 1	26 / 01 / 02	10/02
TEXT 2		10
TEXT 3		EUR 31,62
TEXT 4		
TEXT 5		EUR 31,62

Annotations:

- Card expiry date points to 10/02
- Operator number points to 10

12. DEFINE CASHIERS

An operator or cashier number and access number can be defined for each operator.

The reports mention which shift was done by which operator.

Since not every user has the same rights, there are 4 access or security levels. Only the level 4 operators have access to all menus, if those have not been blocked.

12. 1. Define security levels

Some of the parameters mentioned in this manual are only accessible from a certain level.

The menus in the Supervisor Menu are only accessible for a level 4 operator, except for some exceptions. Levels 1 to 3 have access to:

- SITE CONTROLLER Window
- Shop and Stock Maintenance
- Cards / Assign Magnetic strip to customer: used if the module 'Local accounts' is enabled.

Parameters for all levels:

Void transaction	Cancel or void an entire transaction that has not yet been paid.
Void payment	Cancel or void MOPs, if the sale has not fully been paid.
Void fuel	Cancel or void fuel transactions, or, in other words, put transactions from the sales screen back to the pump screen.
Void dry goods	Cancel or void shop sales, as long as they have not yet been paid.
Refunds	Refund dry goods.
Receipts	Print receipts.
Discounts/ Bonuses	Assign discounts and bonuses on the POS. (Defining discounts and bonuses is done by the manager.)
Paid Out/Paid In	Register paid ins and paid outs on the POS. (Defining paid in and paid out reasons is done by the manager.)
Open drawer without selling	
Open, close, suspend shifts	Open and close shifts.

SECURITY LEVEL <u>2</u>	(1)
Void transaction	<input checked="" type="checkbox"/>
Void payment	<input checked="" type="checkbox"/>
Void fuel	<input checked="" type="checkbox"/>
Void dry goods	<input checked="" type="checkbox"/>
Refunds	<input checked="" type="checkbox"/>
Receipts	<input checked="" type="checkbox"/>
Discounts	<input type="checkbox"/>
Bonuses	<input type="checkbox"/>
Paid Out	<input type="checkbox"/>
Paid In	<input type="checkbox"/>
Open drawer without selling	<input checked="" type="checkbox"/>
Open, close, suspend shifts	<input checked="" type="checkbox"/>
Cashier Maintenance	<input type="checkbox"/>
.....	<input type="checkbox"/>
Setup security levels	<input type="checkbox"/>
Next	Cancel

- Select the desired parameter.
- Check the box (using the <VOID> or space key) if the parameter is allowed for that access level.
 To go to the next screen, choose 'Next' or press <CASH> or the <TAB> key.
 To leave the menu without saving the changes, choose 'Cancel'.
 To save the changes, go to the last page and press <OK>.

SECURITY LEVEL <u>2</u>	(2)
Period End	<input checked="" type="checkbox"/>
MOP maintenance	<input type="checkbox"/>
Tax maintenance	<input type="checkbox"/>
Item maintenance	<input type="checkbox"/>
Departments maintenance	<input type="checkbox"/>
System configuration	<input type="checkbox"/>
System time & date	<input type="checkbox"/>
.....	<input type="checkbox"/>
Next	Cancel

SSECURITY LEVEL <u>2</u>	(2)
.....	<input type="checkbox"/>
Disable SC Window.....	<input type="checkbox"/>
Disable Sales browser.....	<input type="checkbox"/>
.....	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
OK	Cancel

If the operator already exists:

- Select the desired operator +<ENTER>

USERS				
Nr.	Name	Password	Level	Active
1	OPER.1	1111	4	<input checked="" type="checkbox"/>
2	OPER.2	2222	3	<input checked="" type="checkbox"/>
10	OPER.10	AAAA	4	<input checked="" type="checkbox"/>
21	STUDENT	98765	1	<input type="checkbox"/>
New Operator / Direct Access				

Edit User
Add new User
Change Password
Delete User
No action

- If nothing needs to be changed, select '**No action**' +<ENTER>. You will return to the list of operators and you can select another one.
- If the operator has to be deleted, select '**Delete User**' +<ENTER>. The operator will be deleted.
- If the operator needs to be edited, select '**Edit User**' +<ENTER>. Edit the necessary parameters. And press <Save changes>.
- If only the password needs to be changed, select '**Change Password**' +<ENTER>. Enter the new password and confirm it. Press <ENTER> each time.

If you would like to create a new operator:

- Choose '**New Operator / Direct Access**' +<ENTER>.

USERS				
Nr.	Name	Password	Level	Active
1	OPER.1	1111	4	<input checked="" type="checkbox"/>
2	OPER.2	2222	3	<input checked="" type="checkbox"/>
10	OPER.10	AAAA	4	<input checked="" type="checkbox"/>
21	STUDENT	98765	1	<input type="checkbox"/>
New Operator / Direct Access				

- Complete all parameters.
- Press <Save changes>.

Press the <MENU> button several times to return to the sales screen.

REMARKS :

- If the operator has an open shift, it is impossible to delete him/her.
- NEVER DEACTIVATE an operator when he/she has an OPEN SHIFT. This would mean that the operator is being refused access to the system and will not be able to close his/her shift. Another cashier cannot open a shift either since there is one shift open.

will also appear saying 'PRICE NOT ACCEPTED'. This message disappears when you jump to another price field.

- If the price change is declined for 1 product, and if it is reset to 0.000, the new prices cannot be saved. Consequently, the current prices are kept.
- When entering the fuel prices for the first time, it is not possible to verify the maximum price change.

13. 2. Future (timed) price change

A future fuel price change is a modification of unit prices that will only apply at the programmed moment.

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Options + various' +<ENTER>
- 'Future (timed) price change' +<ENTER>
- In the bottom right corner of the screen, you will see :
Date:22/03 **Time:** 23:59
 This is always today at midnight.
- If another period in time is needed, enter the correct date and time.
- To keep the current date at midnight, press **2 x <ENTER>**.
- On the screen:

CONSOLE			
FUEL PRICES			
NAME	PRICE	22/03 23:59	
Diesel	0.993	0.993	
Eurosuper	1.163	1.163	
super+	1.193	1.193	

GENERAL SITE FACILITIES MENU	
Period cutover printout	
Price cutover printout	
Fuel cutover printout	
Month cutover printout	
Index and level ticket printout	
Fuel price change	
Start fuel cutover	
Start period cutover – fuel only	
Start month cutover	
Terminal Management	>>
Liquid Management	>>
Options + various	>>

- Select the fuel price to be changed using the **arrows**.
- Enter the new price and press <ENTER>.
 If you need to change another price, select it with the **arrows**, enter the price and press <ENTER>.
- If all new prices have been entered, press <MENU> or <ESC>.
- On the bottom right corner of the screen, you will see the next question: **CHANGE PRICES ? Y/N**
 - If the price change is OK, press <Y> + <ENTER>.
 THE PRICE CHANGE WILL BE CARRIED THROUGH AT THE PROGRAMMED MOMENT.
 The new prices will appear below the programmed date and time.
 - If the price change is not OK, press <N> + <ENTER>.
 NO PRICE CHANGE.

Press the <MENU> button several times to return to the sales screen.

REMARKS :

- Midnight is selected by entering 23:59 (as the system proposes) and NOT 24:00. The system does not know 24:00 as it skips from 23:59 to 00:00 (already the next day).
- Only one future fuel price change can be programmed. If this future price change is edited, the existing one is overwritten.
- A future fuel price change can also be cancelled by creating a new one, with date <0> + <ENTER>. The system will immediately ask to confirm. Press <Y> + <ENTER>. The programmed price change will be erased.

13. 3. Fuel price change synchronised with the period closure

For some stations, the future fuel price change is synchronised with the period closure. (This is set in the site configuration and is determined by the company).

This means that once the programmed moment has passed, the new prices will only be activated at the time of the next period closure.

So, it is important that the price change is programmed before the period is closed.

Changing the fuel prices will happen in 2 stages. First, the future (timed) fuel price change has to be set, then the period has to be closed.

Make sure that the preset date and time have passed at the time of the period closure.

Example:

The period will be closed 22/09 at 20u.

In the bottom right corner of the screen, you will see: **Date:**22/09 **Time:** 23u59 (This is always tonight at midnight).

For a price change that will be valid as from the next period closure, a time/date has to be entered, for example, 15 minutes BEFORE the period closure. In this case: 19:45.

On the screen: **Date:** 22/09 **Time:** 23:59.

The date is correct, press <ENTER>.

For the time, press: '1945' + <ENTER>.

For a price change at a later time, enter the correct date and time. The price change will be carried through at the moment of the next period closure after the set time/date.

Then, enter the fuel prices.

REMARKS:

The prices can NO LONGER be edited via an immediate fuel price change.

A fuel price change can no longer be programmed to be executed at a certain time.

14. FUEL STOCK MANAGEMENT

Fuel stock management implies that the status of the fuel stock in the tanks can be consulted at any time. At any time, you will be able to check whether there is still enough fuel.

Some gas stations are equipped with a level gauging system that continuously follows the product stock in the tanks. This is the **actual or measured stock**. Not all stations have this device. However, they can rely on the **theoretical stock**. Other stations have both options and can compare the difference between the measured and theoretical stock, making it easy to notice loss.

This data is also included in the index, fuel, price, period and month reports (all closure reports that can be obtained in the 'SITE CONTROLLER Window – Global SC Utilities').

The information appears in this order:

- The measured stock
- The theoretical stock
- The difference= measured stock – theoretical stock
- The last theoretical reference volumes or delivery volumes per tank

Example

Entry reference volume: 1 Su 21/3/00 -9:48 0->15800
 Entry delivery volume: 1 Su 21/3/00 -10:32 + 2500

14. 1. Measured stock (electronic level gauging)

Electronic level gauging systems are devices that are placed in tanks and that send data to a central device. This device is connected to the MICRELEC system. That way, the system is informed about the product height, the water level and sometimes even the product temperature in the tanks.

One of these level gauging systems can be connected: Stic, Elit, MTS, Hectronic, Veeder-Root, Petrovent, Red Jacket.

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Liquid Management>>' +<ENTER>

No	PROmm	PRO I	FREE I	WTR mm	WTR I	TEMP	MEASURED LIQUID STOCK
1 Su	0	0	20000	0	0	0,0	-
2 Eu	0	0	20000	0	0	0,0	-
3 Di	0	0	50000	0	0	0,0	-
4 S+	0	0	20000	0	0	0,0	-
5 Lg	0	0	10000	0	0	0,0	-
6 Di	0	0	30000	0	0	0,0	-

LIQUID MANAGEMENT MENU

Measured/Theoretical Stock

Input reference volume

Input delivery data

Press the <MENU> button several times to return to the sales screen.

You will see the following information:

1. Tank number
2. Product name
3. Product in the tank in millimetre
4. Product in the tank converted to litre

5. The free capacity of the tank (the volume that can be delivered). This is also described as ULL I (Ullage litre)
6. Water in the tank in millimetre
7. Water in the tank converted to litre
8. Product temperature (depending on the type of level gauging system)
9. Status of the level gauging system

14. 2. Theoretical stock

For the theoretical stock, the system assumes that certain reference levels are entered from the start. These levels drop according to the transactions that take place. Each fuel delivery has to be entered so that the theoretical stock can be correct.

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Liquid Management>>' +<ENTER>

No	PROmm	PRO I	FREE I	WTR mm	WTR I	TEMP	MEASURED LIQUID STOCK
1 Su	0	0	20000	0	0	0,0	-
2 Eu	0	0	20000	0	0	0,0	-
3 Di	0	0	50000	0	0	0,0	-
4 S+	0	0	20000	0	0	0,0	-
5 Lg	0	0	10000	0	0	0,0	-
6 Di	0	0	30000	0	0	0,0	-

LIQUID MANAGEMENT MENU
 Measured/Theoretical Stock
 Input reference volume
 Input delivery data

- Press <ENTER> to see the theoretical stock on screen.

No	PRO I	TANK I	FREE I	GEKOPPELD	THEORETICAL LIQUID STOCK
1 Su	0	20000	20000		
2 Eu	0	20000	20000		
3 Di	0	80000	80000	6	
4 S+	0	20000	20000		
5 Lg	0	10000	10000		

LIQUID MANAGEMENT MENU
 Measured/Theoretical Stock
 Input reference volume
 Input delivery data

You will see the following information:

1. Tank number
2. Product name
3. Product level in the tank in litre
4. The maximum capacity of the tank in litre (usually with a security margin of 5%)
5. The free capacity of the tank (the volume that can be delivered). This is also described as ULL I (Ullage litre)

It is important to indicate which tanks are connected. The 2 tanks form 1 big tank, this means that the maximum capacity of the tank is that of the 2 tanks together.

Example: In measured stock mode, tank 3 is a Diesel tank with a 50000 litre capacity, tank 4 a Diesel tank if 30000 litre. Because these are connected, for the theoretical stock, they constitute 1 big tank of 80000 litre.

14. 2. 1. Input reference volume

The reference volume has to be entered at the start up of the gas station, or to correct the theoretical stock using a rod for the manual gauging.

- 'Input reference volume' + <ENTER>

No	PRO I	TANK I	FREE I	CONNECTED	THEORETICAL LIQUID STOCK
1 Su	0	20000	20000		
2 Eu	0	20000	20000		
3 Di	0	80000	80000	6	
4 S+	0	20000	20000		
5 Lg	0	10000	10000		

LIQUID MANAGEMENT MENU

Measured/Theoretical Stock

Input reference volume

Input delivery data

Tank : __

- Enter the tank number + <ENTER>. Example. tank 1

Tank: 1 VOLUME (l):_

- Enter the volume in litre + <ENTER>. Example. 15800

Tank: 1 VOLUME (l):15800
SAVE THIS REFERENCE? Y/N_

- If 'No', press <N> + <ENTER>. Nothing will be modified.
- If 'Yes', press <Y> + <ENTER>. The entered reference volume will be saved.

No	PRO I	TANK I	FREE I	CONNECTED	THEORETICAL LIQUID STOCK
1 Su	15800	20000	4200		
2 Eu	0	20000	20000		
3 Di	0	80000	80000	6	
4 S+	0	20000	20000		
5 Lg	0	10000	10000		

LIQUID MANAGEMENT MENU

Measured/Theoretical Stock

Input reference volume

Input delivery data

This has to be repeated for every tank.

Press the <MENU> button several times to return to the sales screen.

Each transaction that takes place after the input of the reference volume, will decrease this volume with the quantity of litres that has been sold.

REMARKS :

It is not allowed to refuel between the manual gauging of the product in the tanks and the input of the reference volumes, otherwise, you will enter incorrect volumes.

If this should happen, however, the litres consumed during the refuelling have to be deducted from the reference volume of that product, before it is entered in the system.

14. 2. 2. Input delivery data

- 'Input delivery data' + <ENTER>

No	PRO I	TANK I	FREE I	CONNECTED	THEORETICAL LIQUID STOCK
1 Su	15800	20000	4200		
2 Eu	0	20000	20000		
3 Di	0	80000	80000	6	
4 S+	0	20000	20000		
5 Lg	0	10000	10000		

LIQUID MANAGEMENT MENU

Measured/Theoretical Stock

Input reference volume

Input delivery data

Tank : __

- Enter the tank number + <ENTER>. Example. tank 1

Tank: 1 VOLUME (l):_

- Enter the delivered volume in litre + <ENTER>. Example. 2500

Tank: 1 VOLUME (l):2500
SAVE THIS DELIVERY? Y/N_

- If 'No', press <N> + <ENTER>. Nothing will be modified.
- If 'Yes', press <Y> + <ENTER>. The entered delivery volume will be saved.

No	PRO I	TANK I	FREE I	CONNECTED	THEORETICAL LIQUID STOCK
1 Su	18300	20000	1700		
2 Eu	0	20000	20000		
3 Di	0	80000	80000	6	
4 S+	0	20000	20000		
5 Lg	0	10000	10000		

LIQUID MANAGEMENT MENU

Measured/Theoretical Stock

Input reference volume

Input delivery data

This has to be repeated for every tank.

Press the <MENU> button several times to return to the sales screen.

REMARKS :

- If test transactions are taking place, these transactions have to be re-entered as a delivery. (Provided that the product is put back in the tank.) This manual correction is not necessary if the automatic compensation has been activated in the system.
- It is not necessary to enter a delivery immediately. The system allows for the product volume to become negative. This means that entering the delivery data a few days late will not cause problems. The volume will be corrected as it is.

15. PUMP(S) IN TEST MODE

A pump is put in test mode if it is being worked on by, for example, a technician or a metrologist.

REMARK:

For some companies, you can NEVER use the test mode. However, there will be a special MOP called 'TEST' to write these transactions off to.

A pump in test mode behaves as follows:

- Unhooking the nozzle
 - The pump is released automatically (tonality beep-beep)
 - Next to the pump number, you will see 'Te' (instead of C1 for a transaction released by the POS).
 - The nozzle is put back; the transaction stops (tonality beep-beep-beep)
 - The transaction immediately disappears from the screen.
- With the <VIEW> key, the test transaction details can be consulted on screen as long as no new transaction is started on that pump.

The test transaction totals are always included on the period, price, fuel and month reports under 'Totals per terminal/per product'.

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Terminal Management >>' +<ENTER>
- 'Test X Pump allocation' +<ENTER>

	CONSOLE: ON	ATTENDED : OFF	TEST: OFF	
1	xx	xx	█	<div style="border: 1px solid black; padding: 5px;"> <p>TERMINAL MANAGEMENT MENU</p> <p>Console(s) on / off</p> <p>Attended mode on / off</p> <p>Test mode on / off</p> <p>Console X Pump allocation</p> <p>Attended X Pump allocation</p> <p>Test X Pump allocation</p> <p>Display pump 17-32 / 1-16</p> </div>
2	xx	xx	—	
3	xx	xx	—	
4	xx	xx	—	
5	xx	xx	—	
6	xx	xx	—	
7	xx	xx	—	
8	xx	xx	—	
9	xx	xx	—	
10	xx	xx	—	

- Use the **arrows** to select the correct pump, until the line of the desired pump is highlighted.
- Press <ENTER>, the status will change from '—' (not active, not in test mode) to 'XX' (pump in test mode). If necessary, several pumps can be put in test mode simultaneously.
- Press <MENU>.
- In the bottom right corner on the screen, you will see : '**CHANGE ALLOCATION? Y/N_**'
 - If '**No**', press <N> + <ENTER>
No pump has been put in test mode.
 - If '**Yes**', press <Y> + <ENTER>

Example: Pumps 3 and 4 have been allocated to test mode:

	CONSOLE: ON	ATTENDED : OFF	TEST: OFF	
1	xx	xx	—	<div style="border: 1px solid black; padding: 5px;"> <p>TERMINAL MANAGEMENT MENU</p> <p>Console(s) on / off</p> <p>Attended mode on / off</p> <p>Test mode on / off</p> <p>Console X Pump allocation</p> <p>Attended X Pump allocation</p> <p>Test X Pump allocation</p> <p>Display pump 17-32 / 1-16</p> </div>
2	xx	xx	—	
3	xx	—	xx	
4	xx	—	xx	
5	xx	xx	—	
6	xx	xx	—	
7	xx	xx	—	
8	xx	xx	—	
9	xx	xx	—	
10	xx	xx	—	

The pumps have been allocated to the test mode, and now the TEST terminal has to be activated.

- **'Test mode on /off'+ <ENTER>**
- In the bottom right corner, you will see: **'ENABLE THIS TERMINAL ? Y/N_'**
 - If **'No'**, press **<N> + <ENTER>**
The test mode was not activated.
 - If **'Yes'**, press **<Y> + <ENTER>**

	CONSOLE: ON	ATTENDED : OFF	TEST: OFF	
1	xx	xx	—	<div style="border: 1px solid black; padding: 5px;"> <p>TERMINAL MANAGEMENT MENU</p> <p>Console(s) on / off</p> <p>Attended mode on / off</p> <p>Test mode on / off</p> <p>Console X Pump allocation</p> <p>Attended X Pump allocation</p> <p>Test X Pump allocation</p> <p>Display pump 17-32 / 1-16</p> </div>
2	xx	xx	—	
3	xx	—	xx	
4	xx	—	xx	
5	xx	xx	—	
6	xx	xx	—	
7	xx	xx	—	
8	xx	xx	—	
9	xx	xx	—	
10	xx	xx	—	

Press the **<MENU>** button several times to return to the sales screen.

If the tests have been completed, do not forget to turn off the test mode. This is done in the same way as described above. ('Test mode' OFF, and put '—' back next to the pumps instead of 'XX')

REMARKS :

- There is a security margin of 1 hour. This means that the test mode will be switched off automatically after 1 hour. If the tests last longer, the test mode should be turned on again.
- If the product goes back in the tank after the works, do not forget to enter this volume back as delivery for the theoretical stock.
This manual correction is not necessary if the automatic compensation is enabled in the configuration.
- A pump can never be in test mode and manual mode at the same time.
If a pump is put in test mode, the manual mode for this pump will be automatically switched off.
If the station works with attendance during the day, the pump has to be put back in manual mode after the test have been completed.

16. PUMP(S) IN MANUAL MODE

This function is only used sporadically now, since self-service is available on most gas stations. If the pumps are put in manual mode, this means that there is always someone outside to SERVE the customers and to RECEIVE the payments.

Instead of putting pumps in manual mode, nowadays, most stations use the automatic release with 5 buffers per pump (5 unpaid transactions per pump). This allows customers to pay by card, which is not possible in manual mode.

A pump in manual mode behaves as follows:

- Unhooking the nozzle
 - The pump is released automatically (tonality beep-beep)
 - Next to the pump number, you will see 'po' (instead of C1 for a transaction released by the POS).
 - The nozzle is put back; the transaction stops (tonality beep-beep-beep)
 - The transaction immediately disappears from the screen.
- With the <VIEW> key, the test transaction details can be consulted on screen as long as no new transaction is started on that pump.

The test transaction totals are always included on the period, price, fuel and month reports under 'Totals per terminal/per product'.

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Terminal Management >>' +<ENTER>
- 'Attended X Pump allocation' +<ENTER>

	CONSOLE: ON	ATTENDED : OFF	TEST: OFF	
1	xx	█	—	<div style="border: 1px solid black; padding: 5px;"> <p>TERMINAL MANAGEMENT MENU</p> <p>Console(s) on / off</p> <p>Attended mode on / off</p> <p>Test mode on / off</p> <p>Console X Pump allocation</p> <p>Attended X Pump allocation</p> <p>Test X Pump allocation</p> <p>Display pump 17-32 / 1-16</p> </div>
2	xx	—	—	
3	xx	—	—	
4	xx	—	—	
5	xx	—	—	
6	xx	—	—	
7	xx	—	—	
8	xx	—	—	
9	xx	—	—	
10	xx	—	—	

- Use the **arrows** to select the correct pump, until the line of the desired pump is highlighted.
- Press <ENTER>, the status will change from '—' (not active, not in attended mode) to 'XX' (pump in attended mode).
If necessary, several pumps can be put in attended mode simultaneously.
- Press <MENU>.
- In the bottom right corner on the screen, you will see : '**CHANGE ALLOCATION? Y/N_**'
 - If '**No**', press <N> + <ENTER>
No pump has been put in test mode.
 - If '**Yes**', press <Y> + <ENTER>

Example: All pumps are allocated to the attended mode:

	CONSOLE: ON	ATTENDED : OFF	TEST: OFF	
1	xx	xx	—	TERMINAL MANAGEMENT MENU Console(s) on / off Attended mode on / off Test mode on / off Console X Pump allocation Attended X Pump allocation Test X Pump allocation Display pump 17-32 / 1-16
2	xx	xx	—	
3	xx	xx	—	
4	xx	xx	—	
5	xx	xx	—	
6	xx	xx	—	
7	xx	xx	—	
8	xx	xx	—	
9	xx	xx	—	
10	xx	xx	—	

The pumps have been allocated to the attended mode, and now the ATTENDED terminal has to be activated.

- **'Attended mode on /off'+ <ENTER>**
- In the bottom right corner, you will see: **'ENABLE THIS TERMINAL ? Y/N_'**
 - If **'No'**, press **<N> + <ENTER>**
The attended mode was not activated.
 - If **'Yes'**, press **<Y> + <ENTER>**

	CONSOLE: ON	ATTENDED : OFF	TEST: OFF	
1	xx	xx	—	TERMINAL MANAGEMENT MENU Console(s) on / off Attended mode on / off Test mode on / off Console X Pump allocation Attended X Pump allocation Test X Pump allocation Display pump 17-32 / 1-16
2	xx	xx	—	
3	xx	xx	—	
4	xx	xx	—	
5	xx	xx	—	
6	xx	xx	—	
7	xx	xx	—	
8	xx	xx	—	
9	xx	xx	—	
10	xx	xx	—	

Press the **<MENU>** button several times to return to the sales screen.

REMARKS :

Do not forget to turn off the attended mode in case of absence!!!

This is done in the same way as described above. Set the mode to ATTENDED OFF and put '—' next to the pumps instead of 'XX'.

17. ASSIGN PUMP(S) TO A CERTAIN POS

It is possible to make a certain pump available 'xx' or unavailable '—' for a certain POS in the same way this is done for the test or manual mode.

However, in doing this, there are far more possibilities, as long as those are provided in the site configuration.

Possibilities for a gas station with 1 POS:

1. 'xx': This pump is available for the POS. This means that the pump can be released by the POS and that the transactions will appear on the pump screen.
2. '—': This pump is not available for the POS. This means that the pump can no longer be released by the POS. The only way to use this pump is via the OPT.
3. '**': This pump is in automatic release provided that the general automatic release has been activated. This means that the pump will be automatically released when unhooking the nozzle, but when the transaction stops, it will remain on the pump screen to allow the operator to process the payment (the transaction will not automatically disappear like with the OPT, test mode or manual mode).
On the POS, '☺' will appear next to the pump number.

Possibilities for a gas station with more than 1 POS:

4. 'xx': This pump is available for all POS. This means that the pump can be released by any POS and that the transactions will always appear on the pump screen on each POS.
5. '—': This pump is not available for the different POS. This means that the pump cannot be released by any POS. Self-service is no longer possible for this pump (or pumps).
6. '**': This pump is in automatic release provided that the general automatic release has been activated for all POS (see C.6). This means that the pump will be automatically released when unhooking the nozzle, but when the transaction stops, it will remain on the pump screen to allow the operator to process the payment (the transaction will not automatically disappear like with the OPT, test mode or manual mode).
On the POS, '☺' will appear next to the pump number.
7. 'x1...x6': This pump is available for POS 1, 2 or 6, etc. This means that only that POS can release that pump and can settle the payment for that transaction. On the other POS, '||' will appear on the pump screen next to the pump number (=pump blocked for this POS).
8. '*1... *6': This pump is in automatic release provided that the general automatic release has been activated (see C.6), but only for POS 1, 2 or 6, etc. This means that the pump will be automatically released when unhooking the nozzle and will also appear like this on all the POS, but that the payment can only be done on the preset POS.
On the POS, '☺' will appear next to the pump number and on the other POS, '||' will appear on the pump screen next to the pump number.

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Terminal Management >>' +<ENTER>
- 'Console X Pump allocation' +<ENTER>

	CONSOLE: ON	ATTENDED : OFF	TEST: OFF	
1	xx	xx	—	TERMINAL MANAGEMENT MENU Console(s) on / off Attended mode on / off Test mode on / off Console X Pump allocation Attended X Pump allocation Test X Pump allocation Display pump 17-32 / 1-16
2	xx	xx	—	
3	xx	xx	—	
4	xx	xx	—	
5	xx	xx	—	
6	xx	xx	—	
7	xx	xx	—	
8	xx	xx	—	
9	xx	xx	—	
10	xx	xx	—	

- Use the **arrows** to select the correct pump, until the line of the desired pump is highlighted.
- Press **<ENTER>**, until the correct pump status appears on screen.
(If necessary, several pumps can be put in a certain mode simultaneously.)
- Press **<MENU>**.
- In the bottom right corner on the screen, you will see : '**CHANGE ALLOCATION? Y/N_**'
 - If '**No**', press **<N>** + **<ENTER>**
No pump has been put in test mode.
 - If '**Yes**', press **<Y>** + **<ENTER>**

Example: Pumps 1-4 are assigned to POS 1, pumps 5-7 to POS 2, pumps 8-10 to POS 3:

	CONSOLE: ON	ATTENDED : OFF	TEST: OFF	
1	x1	xx	—	TERMINAL MANAGEMENT MENU Console(s) on / off Attended mode on / off Test mode on / off Console X Pump allocation Attended X Pump allocation Test X Pump allocation Display pump 17-32 / 1-16
2	x1	xx	—	
3	x1	xx	—	
4	x1	xx	—	
5	x2	xx	—	
6	x2	xx	—	
7	x2	xx	—	
8	x3	xx	—	
9	x3	xx	—	
10	x3	xx	—	

The pumps have now been allocated to a certain POS.
Normally, the terminal CONSOLE is never turned off.
Press the **<MENU>** button several times to return to the sales screen.

REMARKS :

- If a pump is marked with '!', this means that a pump and/or nozzle has been blocked for that specific terminal (POS, manual or test) by the headquarters via TMS.
When a blocked nozzle is unhooked, this is processed as a time-out, which results in an immediate annulation of the pump reservation.
- Nozzles can be individually blocked, for example to stop the sale of 1 product on multi-product pumps.
- Terminals, pumps and nozzles that have been deactivated via TMS, can only be activated again via TMS.

18. AUTOMATIC RELEASE

Automatic release of pumps means that the pumps will start immediately after unhooking the nozzle, without intervention by the operator. The transactions, however, HAVE TO be processed at the POS.
THIS IS NOT THE MANUAL MODE.

Automatic release is often used on gas stations with service. In this case, there are 5 buffers per pump (5 unpaid transactions per pump). The transactions can be processed inside at the POS when a customer comes in to pay or when the 5 buffers are full.

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Options + various>>' +<ENTER>
- 'Autoauthorisation on/off OFF' +<ENTER>
- Press <ENTER> to turn ON (or OFF) the autoauthorisation.
- Press the <MENU> button several times to return to the sales screen.

REMARKS:

- The pumps in automatic release, get the following status on screen: '☺'
- Depending on the site configuration, it is possible that part of the pumps are in automatic release and the others are in self-service mode.
It is possible to have this option blocked.

19. DETAILED INFO ON COMPLETED FUEL TRANSACTIONS

The last 20.000 fuel transactions and their details are being kept by the system. They can be retrieved based on certain criteria.

The following details are available for these fuel transactions:

- date
- transaction starting time
- transaction end time
- pump number
- nozzle number
- product
- which terminal allowed the transaction
- transaction amount
- number of litre for the transaction
- fuel unit price
- error code

19. 1. General

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Options + various >>' +<ENTER>
- 'Transactions + tank anal.>>' + <ENTER>
- 'Transactions'+ <ENTER>

DD/MM/JJ	HH:MM→DD/MM/JJ	HH:MM	TRANSACTIONS + TANK ANALYSIS
25/01/02	0:0→25/01/02	10: 25	Prepay transactions (too much)
PUMP:	0		Transactions
NOZZLE:	0		Tank analysis graph (quiet)
GRADE:	0		Tank analysis graph (trans.)
TERMINAL:	0		Tank analysis (alerts)
MOP:	0		Tank calibration + tank table
ERROR:	0		

Complete the parameters for the desired search result and confirm each field with <ENTER>.

- Enter the time span during which the system has to search. (A time period has already been entered from today midnight until now).
- Enter the pump number. Enter '0' for all pumps.
- Enter the pump nozzle (in case of multi-product pumps). Choose '0' for all nozzles.
- Choose the desired product. The product numbers are shown at the bottom of the screen. Enter the corresponding number. Choose '0' for all products.
- Choose the desired terminal. The terminal numbers are shown at the bottom of the screen. Enter the corresponding number. Choose '0' for all terminals.

- Choose the card. This only applies to transaction started via the OPT.
- Choose the error code. This can be used to search transactions during which an issue occurred. (See the list of error codes below).

If all parameters have been completed correctly:

- Press <MENU>.
- Left on the screen, you will see : '**ACCEPT NEW SELECTION? Y/N_**'
 - If '**No**', press <N> + <ENTER>
No change has been made.
 - If '**Ja**', press <Y> + <ENTER>
A list of the fuel transaction details corresponding this selection is being printed.

Example:

MICRELEC TEST 0001				
SC_TR_LG_XX				
25/01/0208:00 → 25/01/0209:25				
(1, 0, 0, 6, 0)				

25/01/02	08:15→ 08:16	1/1	Su	con1
12,50	12,30 L	1,016 /L		
25/01/02	09:08→ 09:10	1/3	Di	con1
42,75	56,70 L	0,754 /L		

Press the <MENU> button several times to return to the sales screen.

REMARK:

This can be used, for example, if you would like to know whether a transaction was released by the POS or OPT. Even if pumps have been put in test mode, you will be able to look for all transactions in test mode.

LIST OF ERROR CODES:

00	No error	62	Pulser 2 error right
01	Power failure	63	Pulser 3 error right
02	Reset / Watchdog	64	Pulser 4 error right
03	Battery error	65	Pulser 5 error right
04	Battery low	66	Pulser 6 error right
10	Hardware error	67	Pulser 7 error right
11	Valve error	68	pulser 8 error right
12	Switch error	69	Pulser 1 error left
20	General communication error	70	Pulser 2 error left
21	Character error (parity, overrun or framing error)	71	Pulser 3 error left
22	Block check error (CRC, LRC, ...)	72	Pulser 4 error left
23	Out of range characters	73	Pulser 5 error left
24	RX failure	74	Pulser 6 error left
25	TX failure	75	Pulser 7 error left
30	Maximum reached	76	Pulser 8 error left
31	Safety amount preset reached	77	Flow time-out
32	Safety volume preset reached	78	Reverse flow
33	Amount preset reached	79	High flow error
34	Volume preset reached	80	Low flow error
35	Preset exceeded	81	Pulses after nozzle in
40	General internal error	82	Blending error
41	RAM error	90	Application error
42	ROM error	91	Product code error
43	Calculation error	92	Unit-price error
50	General display error	93	Preset lower then unit-price
51	Display A error	94	Unit-price = 0
52	Display B error	95	Index error
53	Display not connected	96	Configuration error
54	Communication problems with display-board	97	Zero OPT transaction (Start-command received from OPT, but SC could not start pump)
60	Pulser error	99	Other error
61	Pulser 1 error right		

19. 2. List of fuel transactions that have to be (partially) credited

This is very important if the gas station is equipped with a BNA (Bank Note Acceptor). This functionality allows you to retrieve a list of all transactions that have to be (partially) credited. In other words, when the customer has entered more money into the BNA than what he actually uses.

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Options + various >>' +<ENTER>
- 'Transactions + tank anal.>>' +<ENTER>
- 'Prepay transactions (too much)' + <ENTER>

DD/MM/JJ	HH:MM→DD/MM/JJ	HH:MM	TRANSACTIONS + TANK ANALYSIS
25/01/02	0:0→25/01/02	10: 25	Prepay transactions (too much)
PUMP:	0		Transactions
NOZZLE:	0		Tank analysis graph (quiet)
GRADE:	0		Tank analysis graph (trans.)
TERMINAL:	0		Tank analysis (alerts)
MOP:	0		Tank calibration + tank table
ERROR:	0		

Complete the parameters for the desired search result and confirm each field with <ENTER>.

- Enter the time span during which the system has to search. (A time period has already been entered from today midnight until now).
- Enter the pump number. Enter '0' for all pumps.
- Enter the pump nozzle (in case of multi-product pumps). Choose '0' for all nozzles.
- Choose the desired product. The product numbers are shown at the bottom of the screen. Enter the corresponding number. Choose '0' for all products.
- Choose the desired terminal. The terminal numbers are shown at the bottom of the screen. Enter the corresponding number. Choose '0' for all terminals.
- For card and error codes, enter '0'. These parameters have no use for BNA transactions.

If all parameters have been completed correctly:

- Press <MENU>.
- Left on the screen, you will see : 'ACCEPT NEW SELECTION? Y/N_ '
 - If 'No', press <N> + <ENTER>
No change has been made.
 - If 'Ja', press <Y> + <ENTER>
A list of the fuel transaction details corresponding this selection is being printed.

Example:

MICRELEC TEST 0001				
SC_TR_LG_PP				
25/01/0208:00→ 25/01/0209:25				
(0, 0, 0, 5, 0)				

25/01/02	08:15	1/1	Su	bna1
8,75	(! 1,25)	9,75 L	0,897 /L	
25/01/02	09:08	1/3	Di	bna1
17,25	(! 2,75)	24,47 L	0,705 /L	

(! 2,75): The amount to be refunded to the customer.

In this example, the customer inserted 20,00 EUR in the BNA, but he only used up 17,25 EUR.

Press the <MENU> button several times to return to the sales screen.

20. BNA AND BARCODE READER FUNCTIONALITIES

Systems with BNA and barcode reader, have a few specific functionalities. These are described in detail below.

When bank notes are inserted into the BNA and when this amount is not used up entirely during the transaction, in other words, when the transaction is lower than the credit composed by the bank notes, a ticket with barcode will be printed. The system will assign an open credit to a barcode.

This barcode can be scanned at the OPT after which this credit will be considered as start for a new transaction. It is also possible to add bank notes to this credit. The customer can only use 1 barcode per transaction.

When the credit assigned to the barcode has been used up, the barcode expires. A new barcode can also be printed when this new credit has, again, not been used up entirely.

The barcode has to be scanned at the station where it was originally printed.

When a barcode is not recognised, a message will appear on the pinpad (no credit, tanking not possible). The customer will not be able to fill up.

The manager can also delete active barcodes, for example when the remaining credit is being refunded in cash after the transaction. To do so, open the Supervisor menu and the SITE CONTROLLER Window or open LMS on the back office, go to General SC Utilities and enter the following commands in this window:

- 'CLEARSTANx' + <ENTER>
x is the STAN number. This is the authorisation code mentioned on the ticket.
- CLEARBARCx...x + <ENTER>
x...x is the barcode number, that is also printed onto the ticket.

Each ticket is printed on demand by choosing the pump number and contains the following information:

- Authorisation code (STAN)
- Barcode
- A 6-line instruction for the customer on how to use the barcode.

REMARK :

- The barcode remains valid during 60 days.
- To avoid people scanning invalid barcodes, the scanner will temporarily stop working for 10 seconds after scanning the invalid barcode. The next try will be possible after those 10 seconds.
- Tickets can be printed at the OPT in the 15 minutes after the completion of the transaction. After these 15 minutes, the credit will expire. In this case, the customer can contact the station manager.
- The system has space for 1500 most recent barcodes. In other words, there is an automatic clean-up of the expired credits and barcodes.

The screenshot below is an example of a transaction list of payments with barcode:

05/03/14	10:56->10:56	1/1	Di	opt2	0,450 (!	4,550)	0,45L	1,001/L	(5,000	CASH +	0,000	BARC >>>	4,550	BARC	STAN	12	OK)
05/03/14	10:58->10:58	1/1	Di	opt2	0,700 (!	18,850)	0,70L	1,001/L	(15,000	CASH +	4,550	BARC >>>	18,850	BARC	STAN	13	MNG)
05/03/14	11:00->11:00	1/1	Di	opt2	0,400 (!	4,600)	0,40L	1,001/L	(5,000	CASH +	0,000	BARC >>>	4,600	BARC	STAN	14	MNG)
05/03/14	11:06->11:06	1/1	Di	opt2	0,450 (!	9,550)	0,45L	1,001/L	(10,000	CASH +	0,000	BARC >>>	9,550	BARC	STAN	15	OK)
05/03/14	11:58->11:58	1/0		opt2	0,000 (!	9,550)	0,00L	0,000/L										
05/03/14	12:21->12:21	1/1	Di	opt2	0,300 (!	9,700)	0,30L	1,001/L	(10,000	CASH +	0,000	BARC >>>	9,700	BARC	STAN	17	!!!)

There are 4 types of REMARKS that can appear in the last column:

- OK: barcode credit has been used up.
- MNG: barcode credit has been deleted by the manager.
- TO: barcode credit has been deleted due to a time-out.
When the barcode is not printed at the OPT in the next 15 minutes after the transaction, the barcode will expire.
When the barcode is not used in the 60 days after the transaction the barcode will expires.
- !!!: barcode credit is still active.
- p!!!: open barcode credit that was printed (as from version 920 fix 9)

Concerning the report, the following information will be included on the period closure:

- **“Expired credit as cash”**: cash credit was not entirely used up and was not assigned to a new barcode due to a technical issue or a 15-minute time-out.
- **“Expired credit as barcode”**: remaining cash credit is converted to barcode.
Example: 10 EUR cash, transaction of 0,35 EUR, 9,65 EUR is assigned to a barcode.
→ 9,65 EUR appears on the report.
- **“Barcode credit used”**: barcode is used as complete or partial credit. How much of this credit is used up for the transaction?
Example: barcode with a value of 9,65 EUR, transaction of 0,45 EUR, 0,45 EUR of the barcode credit was used up.
→ 0,45 EUR appears on the report.
- **“Barcode credit as cash”**: barcode credit was not entirely used up and was not assigned to a new barcode due to a technical issue or a 15-minute time-out.
- **“Barcode credit deleted by manager”**: the credit that was assigned to a barcode has been deleted by the manager.
- **“Barcode credit expired”**: how much has the system deleted in credits that was not used up during the 60 days after the transaction?
- The report does not mention when an old barcode expired and a new one is being printed.

21. MISCELLANEOUS

This part is about the products allowed via the Banksys OPT (Belgium):

Banksys checks the products sold via OPT:

- Gasoil is always refused (by Banksys)
Petroleum is not allowed by law and this will be blocked in the site configuration.
- LPG: It is not allowed to sell LPG when the station is unmanned.
The sale of LPG is blocked by pressing the <**LOCK**> key.

22. X cutover

X cutovers are intermediate closures that do not reset the totals to 0.

22. 1. X cutovers of open shifts

See Manual for Operators, chapter 'Intermediate sales totals (X-report)'.

22. 2. X cutovers of the Site Controller part (fuels)

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Options + various>>' +<ENTER>
- 'Perform X cutover' +<ENTER>

GENERAL SITE FACILITIES MENU

Period cutover printout
Price cutover printout
Fuel cutover printout
Month cutover printout

Depending on the information needed, select the correct closure with the **arrows + <ENTER>**.
The chosen type of report is being printed.

23. SHIFT CLOSURES

23. 1. Shift report format

The shift report format can be defined by the manager. The length of the report can vary from a header to a closure with very detailed information.

If there is only 1 shift per period, this report is usually limited to only the header.

If the shift report format has been modified, the report for the next closure will be printed according to the new format.

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Reports' +<ENTER>
- 'Report Configuration' +<ENTER>
- 'Shift End Report' +<ENTER>

SHIFT END REPORT CONFIGURATION		
Report Format Nr.	Description	Active
1	STANDARD	<input type="checkbox"/>
2	ALL	<input type="checkbox"/>
3	NOTHING	<input checked="" type="checkbox"/>
Add Report configuration		

These 3 format are already present in the system. They can be edited or a new format can be added. There is a maximum of 9 different formats.

ONLY ONE FORMAT CAN BE ACTIVE.

- Select an existing format or go to 'Add Report configuration' (if a new format is needed) + <ENTER>.

SHIFT END REPORT CONFIGURATION			
Report Format:1		Active: <input type="checkbox"/>	
Description : STANDARD			
Declared MOPs	<input type="checkbox"/>	Void Totals	<input checked="" type="checkbox"/>
Grade Totals	<input checked="" type="checkbox"/>	Cheque/EFT	<input type="checkbox"/>
Departments	<input checked="" type="checkbox"/>	Money Analysis	<input type="checkbox"/>
No Subdepts	<input type="checkbox"/>	Canister Totals	<input type="checkbox"/>
Payment Totals	<input checked="" type="checkbox"/>	Canister Analysis	<input type="checkbox"/>
No Dept Subtots	<input type="checkbox"/>	Refund Totals	<input checked="" type="checkbox"/>
Paid In/Out Tots	<input checked="" type="checkbox"/>	Item Movement	<input type="checkbox"/>
VAT Analysis	<input checked="" type="checkbox"/>	Beverage Dispen.	<input type="checkbox"/>

- If a new format is added, give it an unused number (between 1 and 9) + <ENTER>.
- Enable the format by checking the box. (Press <VOID> or space key)
- Enter a correct description +<ENTER>.
- Activate the information that needs to be printed onto the shift report.

Declared MOPs	These are the amounts entered at the end of a shift for each MOP. (This parameter can be enabled per MOP by the site manager)
No Subdepts	Enable this parameter, if you only need to see the totals per main department on the report. This can be useful if the list of departments and subdepartments is very extensive.
Payment Totals/No Dept Subtots	Disable this parameter, if you wish to see a breakdown per MOP per department. Watch out: At the moment, this functionality is only used for the breakdown of certain MOPs in Fuel (department 99) and Shop (department 98). (Configured by a MICRELEC technician)
Cheque/EFT	With this parameter, you can retrieve a list of the transactions paid by 'Cheque' or via 'EFT' (if EFT has been activated for the station). This list shows details for every transaction, among others the card number, the amount and the time.
Money Analysis	This shows an analysis of the CASH and the total amount that should be in the cash drawer.

After completing the parameters:

Save Changes ?
Yes No

- If 'No', press <↓> + <ENTER>. The changes have not been saved.
- If 'Yes', press <ENTER>. The changes have been saved.

For the next shift closure, the report will be printed according to the new format.

23. 2. Start and print a shift closure

See Manual for Operators, chapter 'Intermediate shift closure'.

23. 3. All shift closure information explained

The header on a shift report includes the following information: (this is printed for each shift closure and cannot be disabled)

- Continuous shift number
- Time of shift start and end.
- First and last ticket number during that shift (=number of customers during that shift)

With the implementation of the fiscal seal, the following information has been added to the header:

- Fiscal seal for the last transaction during this shift.
- Total shift turnover VAT included, total of discounts VAT included and the total without discounts. (This information is only printed on the POS printer. This is not printed if the parameter 'Declared MOPs' is enabled.)

SHIFT END

Shift number: 641 Kassa 01
 Report Printed on 14:04 - 30/01/02
 Shift Start 06:15 - 30/01/02
 Shift End 14:04 - 30/01/02
 Shift Start Sale Trans. 00011508
 Shift End Sale Trans. 00011727
 Shift 1 for Operator 10 MANAGER
 Site Number 00311

End Sale Trans. Legal Seal 87282245
 Bruto Total VAT inc. EUR 315,41
 Discount Total VAT inc. EUR0,00
 Netto total VAT inc. EUR 315,41

GRADE TOTALS

Fuel	Unit Price	Volume	Amount
SUPER	L 1= 0,982	97,28	95,53
DIESEL	L 1= 0,754	117,16	88,34
EUROSUP	L 1= 0,993	696,406	91,53
SUPER+	L 1= 1,016	479,67	487,34
(Discounts		0	0,00)
Total		1390,51	1362,74

DEPARTMENT TOTALS

Number		Qty	Amount
1	SMOKING PRODUCT	25	79,96+
1/ 1	CIGARETTES	23	74,86
1/ 2	CIGARS	2	5,10
2	DRINKS	85	115,50+
2/ 1	SOFT DRINKS	85	115,50
4	CRISPS/SNACK	15	11,10+
	Refund	1	-0,74
	SUBTOTAL	14	10,36
4/ 3	CHIPS/SNACK	15	11,10
	Refund	1	-0,74
	SUBTOTAL	14	10,36
	Sales	125	206,56
	Refund	1	-0,74
	(Discount	0	0,00)
	Total	124	205,82

GRADE TOTALS: Sold fuel during that shift and paid at the POS. This means: NO TRANSACTIONS AT OPT, BNA, in test or manual mode.

DEPARTMENT TOTALS: Shop sales totalised per (sub)department with mention of refunds, if needed.

PAYMENT TOTALS			
<u>Nr. Description</u>	<u>Qty</u>	<u>Volume</u>	<u>Amount</u>
CASH	15	EUR	818,18
CHEQUE	1	EUR	25,00
GB POUND	2	GBP	15,00
CREDIT	1	EUR	25,00
EFT DKV	3	EUR	172,00
PTI	2	EUR	504,08
TOTAL MAIN CURRENCY			
Amount			
PAYMENTS IN MAIN CURRENCY			1549,26
GB POUND	1	5,00	24,30
TOTAL EUR			1573,56
PAYMENT TOTALS DETAILS			
<u>Nr. Description</u>	<u>Qty</u>	<u>Volume</u>	<u>Amount</u>
42 EFT DKV		EUR	
/9900 Fuel			172,00
50>89 PTI VISA		EUR	117,20
/9800 Shop			29,69
/9900 Fuel			87,51
56>89 PTI BANKCARD		EUR	337,10
/9800 Shop			2,50
/9900 Fuel			334,60
58>89 PTI PROTON		EUR	49,78
/9800 Shop			6,45
1			
/9900 Fuel			43,33
21,55			
PAID OUT TOTALS			
<u>Nr. Description</u>	<u>Qty</u>	<u>Amount</u>	
1 INTERNAL USE	1	20,00	
	1	20,00	
PAID IN TOTALS			
<u>Nr. Description</u>	<u>Qty</u>	<u>Amount</u>	
1 LATE PAYMENT	1	25,00	
125,00			

PAYMENT TOTALS: The money received broken down into the different MOPs and expressed in the MOP currency.

TOTAL MAIN CURRENCY: A conversion of all MOP to the main currency. This only appears on the report in case of foreign currencies.

PAYMENT TOTALS DETAILS: Here, the MOPs are printed, broken down according to sub-MOP numbers. This is used for the online PTI totals. (If the PTI passes on the necessary info, example: PTI totals in Belgium and Interpay PTI totals in the Netherlands).

Each MOP is also broken down into 'Fuel' (Dept. 99/00) and 'Shop'(Dept. 98/00)

INTERNAL USE: 20,00 EUR was taken from the drawer for internal use.

25,00 was put back into the drawer. (Someone came by to pay an amount overdue without purchasing something else at the moment).

VAT ANALYSIS			
VAT %	Amount EUR	Rate	Amount ex. VAT EUR
VAT 0%	0,00	0,00	79,96
VAT 6%	6,00	0,59	9,77
VAT 21%	21,00	20,05	95,45
VAT 12%	12,00	0,0	00,00
VAT 21% P	21,00	236,51	1126,23
VOID TOTALS			
Item/Dept	Qty	Time	Value
Item Nr. 200			
MARLBORO	1,00	11:26	3,20
Total EUR			3,20
CHEQUE REPORT			
Sale Nr. /			
CHQ CARD NUMBER			Value
11624			25,00
Total EUR			25,00
EFT PAYMENT REPORT			
Sale Nr. /			
CARD NUMBER			Value
11510			
704324123477139=0604213			60,00
11520			
704310123412341=0312123			50,00
11533			
704310111122223=0403333			62,00
TOTAL EUR			172,00
MONEY ANALYSIS			
Fuel Sales			1362,74
(Fuel Discounts 0,00)			
Department Sales			206,56
(Department Discounts 0,00)			
Department Returns			- 0,74
Paid In			25,00
Paid Out			- 20,00
Total			1573,56
CASH ANALYSIS			
Payments			822,30
Float			500,00
Safe Drop			- 250,00
Exchange (not on CASH):			- 4,12
Amount to account for			1068,18
Declared Amount			1067,68
--> Difference			0,50

VAT ANALYSIS: The VAT totals per percentage (VAT 21%P is for the fuel transactions that where paid at the POS).

VOID TOTALS: The cancelled sales (Void BEFORE the payment. This is not the same as refund).

CHEQUE REPORT: Detail of the payments by cheque, with mention of the receipt number.

EFT PAYMENT REPORT: a summary of all offline card payments (EFT) with mention of the receipt number, card number and total amount of the transaction.

Total turnover: a complete financial analysis of the CASH payment:

- Total received in cash (main currency)
- Float at the beginning of the shift
- CASH amount to the safe (Safe Drop)
- The change reimbursed in cheque, foreign currency, other MOPs like a gift cheque, ...
- Counted amount at the end of the shift and declared on the POS by the operator.
- A shortage of 0,50 EUR

A complete analysis of received foreign currency, that have to be declared.

FOREIGN CURRENCY ANALYSIS				
UK POUND GBP				
Received				15,00
Float				0,00
Safe Drop				- 10,00
Amount to account for				5,00
Declared Amount				5,00
--> Difference				0,00
SAFE DROP				
Bag	MOP	Time		Value
1	CASH	30/01/02-11:20		EUR 250,00
2	GB POUND	30/01/02-12:10		GBP 10,00
REFUND TOTALS				
Item/dept		Qty	Time	Value
DEPT.0				
CRISPS PAPRIKA		1	10:10	0,74
TOTAL				0,74
ITEM MOVEMENT				
Description/Nr.	Price	Qty		Amount
< 0> 5410276113505				
CHIPS PAPRIKA	0,74	10		7,40
		-1		-0,74
=96,66				
<101>				
CRISPS ZOUT	0,74	5		3,70
<500> 54027008				
MARLBORO	3,20	20		64,00
<511> 54039001				
BELGA FILTER	3,62	2		7,24
<534>54030022				
BASTOS FILTER	3,62	1		3,62
<608>				
HAVANA	2,55	2		5,10
<914>				
WATER 1,5L	1,12	50		56,00
<921>				
COCA COLA 1,5L	1,74	30		52,20
<989>5449000021199				
COCA COLA 0,5L	0,73	10		7,30

SAFE DROP: Analysis of the safe drops (money brought to safe), for cash as well as for foreign currency. Time and bag number are mentioned.

REFUND TOTALS: Refunds of shop products (NOT VOIDS).

ITEM MOVEMENT: A complete list of sold items (+mention of refunds).

PERIOD END REPORT CONFIGURATION			
Report Format: 1		Active: <input type="checkbox"/>	
Description : STANDARD			
Grade Tots - POS	<input checked="" type="checkbox"/>	Profit/Departm.	<input checked="" type="checkbox"/>
Pump/Nozzle	<input checked="" type="checkbox"/>	No Subdepts	<input type="checkbox"/>
Wet Product	<input checked="" type="checkbox"/>	Payment Totals	<input checked="" type="checkbox"/>
Wet Indexes	<input type="checkbox"/>	No Dept Subtots	<input type="checkbox"/>
Terminal/Product	<input checked="" type="checkbox"/>	Pain In/Out Tots	<input checked="" type="checkbox"/>
Measured Wet Stk	<input type="checkbox"/>	VAT Analysis	<input checked="" type="checkbox"/>
Calcul. Wet Stk	<input type="checkbox"/>	Void Tots - Sales	<input type="checkbox"/>
Fuel Deliveries	<input type="checkbox"/>	Item Movement	<input type="checkbox"/>
Departments	<input checked="" type="checkbox"/>	Loyalty Analysis:	
No Subdepts	<input type="checkbox"/>	Nr. Of lines	<u>0</u>

- If a new format is added, give it an unused number (between 1 and 9) + **<ENTER>**.
- Enable the format by checking the box. (Press **<VOID>** or space key)
- Enter a correct description + **<ENTER>**.
- Activate the information that needs to be printed onto the shift report.

For a period closures, less parameters can be enabled than for a shift closure.

No Subdepts

Enable this parameter, if you only need to see the totals per main department on the report.
This can be useful if the list of departments and subdepartments is very extensive.

Profit/Departm.

$$= \left(\frac{\text{Tot. VKPexcl. BTW} - \text{Tot. AKP}}{\text{Tot. VKPexcl. BTW}} \right) \times 100 (\text{in } \%)$$

This calculation is based on the purchase and sales prices for all sold item in this department. If these prices have not been entered correctly, the profit on the report will not be a relevant value.

Payment Totals/ No Dept Subtots

Disable this parameter, if you wish to see a breakdown per MOP per department. Watch out: At the moment, this functionality is only used for the breakdown of certain MOPs in Fuel (department 99) and Shop (department 98). (Configured by a MICRELEC technician)

After completing the parameters:

Save Changes ?	
Yes	No

- If **'No'**, press **<↓>** + **<ENTER>**.
The changes have not been saved.
- If **'Yes'**, press **<ENTER>**.
The changes have been saved.

For the next period closure, the report will be printed according to the new format.

24. 1. 2. Format for the site controller period closure

The format for the period closure is defined just once in the site controller configuration. Mostly, the company defines the format for all sites.

24. 2. Start a period closure

See Manual for Operators chapter “The standard closure of shift and period (daily closure)”.

CLOSURE OPT

Unmanned sites:

Every day at midnight, there will be an automatic period closure.

In actual practice, the period closure is started at 23u50 since the processing can be time-consuming. This means that the closure will be completed before midnight;

Manned sites (with POS):

The period closure on the OPT will be started when the period closure is started on the POS.

The information on the POS period report include the totals of all sales of all shifts during this period, the shift on the OPT included.

24. 3. All period closure information explained

24. 3. 1. POS period report

PERIOD END			
Report printed on	14:04 - 30/01/02		
Till 01	Period number 9		
Period Start	06:15 - 30/01/02		
Period End	22:04 - 30/01/02		
Till	Shift Nr	Ticket	Range
1	641	11508	11727
2	642	11728	11730
EFT STATUS			
04/04/2003	16:33 Active		
EFT SERVER: MICRELEC			
TERMINAL NUMBER: 000000			
BLACKLIST INFORMATION			
Version :	00000000/00/00		
Transfer in progress : TRANSACTION TRANSFER INFO			
Version :	00000000/00/00		
Transfer in progress :	N		
Last sent period number :	0		
Transactions to be sent :	2		
Used transaction file space :	1%		
GRADE TOTALS - POS			
Grade	Unit Price	Volume	Amount
SUPER	L 1= 0,982	97,28	95,53
DIESEL	L 1= 0,754	117,16	88,34
EUROSUP	L 1= 0,993	696,40	691,53
SUPER+	L 1= 1,016	479,67	487,34
(Discount			0 0,00)
Total	1390,51		1362,74

The period report header is printed for each period closure and cannot be disabled.

At the top of the report, you will see the shifts that have been opened during this period (shift number is the continuous shift number).

EFT status report: this is printed if the station used EFT, or payment cards that are processed offline (like DKV cards). (This part of the POS period cannot be disabled).

FUELS: sold fuels in that period that have been paid at the POS + OPT offline.
SO NO OPT online, BNA or manual or test transactions.

DEPARTMENT TOTALS			
Nr. Description	Qty		Amount
1 SMOKING PRODUCTS	25		79,96+
1/ 1 CIGARETTES	23		74,86
1/ 2 CIGARS	2		5,10
2 DRINKS	85		115,50+
2/ 1 SOFT DRINKS	85		115,50
4 CRISPS/SNACK	15		11,10+
Refund	1		-0,74
SUBTOTAL	14		10,36
4/ 3 CRISPS/SNACK	15		11,10
Refund	1		-0,74
SUBTOTAL	14		10,36
Sales	125		206,56
- Refund	1		-0,74
(Discount			00,00)
Total			124 205,82
PROFIT PER DEPARTMENT			
Department	Value ex.VAT	Profit	
Nr. Description	Purch.	Sale	(%)
1/ 1 CIGARETTES	70	75	6,96
1/ 2 CIGARS	0	5	100,00!
2/ 1 SOFT DRINKS	71	95	26,01
4/ 3 CRISPS/SNACK	7	10	30,21
	147	185	20,57
PAYMENT TOTALS			
Nr. Description	Qty	Volume	Amount
CASH	15	EUR	818,18
CHEQUE	1	EUR	25,00
GB POUND	2	GBP	15,00
CREDIT	1	EUR	25,00
EFT DKV	3	EUR	172,00
PTI	2	EUR	504,08
TOTAL MAIN CURRENCY			
Amount			
PATMENTS IN MAIN CURRENCY			1549,26
GB POUND	15,00		24,30
TOTAL EUR			1573,56
PAYMENT TOTALS - DETAILS			
Nr. Description	Qty	Volume	Amount
42 EFT DKV	EUR		
/9900	Fuel	172,00	3215,30
50>89 PTI VISA	EUR		117,20
2			
/9800 Shop			29,69
1			
/9900 Fuel			87,51
			291,45
56>89PTI BANKCARD	EUR		337,10
6			
/9800 Shop			2,50
1			
/9900 Fuel			334,60
			6354,65

58>89 PTI PROTON	EUR		49,78
2			
/9800 Shop			6,45
1			
/9900 Fuel			43,33
			21,55
PAID OUT TOTALS			
Nr. Description		Qty	Amount
1 EIGEN GEBRUIK		1	20,00
		1	20,00
PAID IN TOTALS			
Nr. Description		Qty	Amount
1 ACHTERST. BET.		1	25,00
		1	25,00
VAT ANALYSIS			
Nr. Description		Amount	Amount
	Rate	inc. VAT	ex. VAT
%		EUR	EUR
VAT 0%	0,00	0,00	79,96
VAT 6%	6,00	0,59	9,77
VAT 21%	21,00	20,05	95,45
VAT 12%	12,00	0,00	0,00
VAT 21%P	21,00	236,51	1126,23
ITEM MOVEMENT			
Nr. Description	Price	Qty	Amount
< 0>5410276113505			
CRISPS PAPRIKA	0,74	10	7,40
		-1	-0,74
			=96,66
<101>			
CRISPS ZOUT	0,74	5	3,70
<500>54027008			
MARLBORO	3,20	20	64,00
<511>54039001			
BELGA FILTER	3,62	2	7,24
<534>54030022			
BASTOS FILTER	3,62	1	3,62
<608>			
HAVANA	2,55	2	5,10
<914>			
WATER 1,5L	1,12	50	56,00
<921>			
COCA COLA 1,5L	1,74	30	52,20
<989>5449000021199			
COCA COLA 0,5L	0,73	10	7,30

DEPARTMENT TOTALS: the shop sales totalised per (sub)department with mention of refunds, if needed.

$$= \left(\frac{\text{Tot. VKP excl. BTW} - \text{Tot. AKP}}{\text{Tot. VKP excl. BTW}} \right) \times 100$$

PROFIT PER DEPARTMENT:

If the calculated profit is higher than 50%, you will see a ! (exclamation point).

PAYMENT TOTALS: The money received broken down into the different MOPs and expressed in the MOP currency.

All MOPs will be converted to the main currency. This only appears on the report in case of foreign currencies.



PAYMENT TOTALS DETAILS: Here, the MOPs are printed, broken down according to sub-MOP numbers. This is used for the online PTI totals. (If the PTI passes on the necessary info, example: PTI totals in Belgium and Interpay PTI totals in the Netherlands).

Each MOP is also broken down into 'Fuel' (Dept. 99/00) and 'Shop'(Dept. 98/00)

INTERNAL USE: 20,00 EUR was taken from the drawer for internal use.

25,00 was put back into the drawer. (Someone came by to pay an amount overdue without purchasing something else at the moment).

VAT ANALYSIS: The VAT totals per percentage (VAT 21%P is for the fuel transactions that where paid at the POS).

ITEM MOVEMENT: A complete list of sold items (+mention of refunds).

24. 3. 2. Integrated period report

Below, you will find an example of an integrated period report, first printed on an A4-printer, then printed on a ticket printer. The explanation comes after both reports.

The period closure (SC report) consists of 2 parts:

- A fuel part (site controller part)
- A shop part (POS part).

In an A4 printer is connected to the MICRELEC system, a report will automatically be printed on this A4 printer upon the creation of closure.

If there is a single or 3-stage printer, the printing of the report has to be started manually. This does not have to happen immediately after the closure, you can do this later. You will find an example of such a report later on.

MICRELEC SINT-DENIJS-WESTREM

0100100/3/1234/ 1/ 1

PERIOD-CUTOVERTICKET 1234

Activated by : console

From : 22/04/02-19:58

To :23/04/02-13:56

Pump / nozzle totals and indexes (A)

PUMP / NOZZLE / PRODUCT	VOLUME	AMOUNT	TRANSACTIONS	INDEX VOLUME	INDEX AMOUNT
1/ 1 Euro 95	514,99	576,79	12	1052831,18	331190,95
1/ 2 Super+ 98	59,77	70,17	3	214019,55	488152,68
1/ 4 Diesel	1406,12	1089,74	34	1548437,92	444656,44
1	1980,88	1736,70	49	2815288,65	264000,07
2/ 1 Euro 95	357,35	400,23	8	752799,90	668034,71
2/ 2 Super+	984,08	4,79	1	132930,60	302530,96
2/ 3 Diesel	363,4	2281,65	6	643906,73	29396,55
2	724,85	686,67	15	1529637,23	999962,22
3 Lpg	190,22	68,67	4	806100,74	573857,13
4 Lpg	101,61	36,68	3	350770,13	252649,48
5/ 1 Euro 95	173,96	194,84	4	552299,20	221073,70
5/ 2 Super	16,58	19,90	3	153507,82	354721,86
5/ 3 Diesel	458,17	355,08	10	160057,00	257379,03
5	648,72	569,82	17	865864,02	833174,59
6/ 1 Euro 95	232,36	260,24	5	391750,89	864346,38
6/ 2 Super	37,10	44,52	2	90497,01	211111,84
6/ 3 Diesel	633,74	491,15	1	8152118,35	247306,94
6	903,20	795,91	25	634366,25	322765,16
Total :	4549,47	3894,45	113	7002027,02	246408,65

Product totals (B)

PRODUCT	VOLUME	AMOUNT	TRANSACTIONS	INDEX VOLUME	INDEX AMOUNT
Diesel	2861,45	2217,62	68	133568,25	102691,32
Euro 95	1278,66	1432,10	29	117981,74	128746,72
Super+ 98	63,86	74,96	4	11405,49	13077,74
Lpg	291,83	105,35	7	54538,95	18805,28
Super	53,68	64,42	5	4272,84	5005,14

Terminal / product totalss (C)

TERMINAL/PRODUCT	VOLUME	AMOUNT	TRANSACTIONS
opt/Diesel	497,54	385,59	16
opt/Euro 95	373,05	417,82	8
opt/Lpg	81,55	29,44	2
opt	952,14	832,85	26
console/Diesel	1804,62	1398,58	46
console/Euro 95	905,62	1014,28	21
console/Super+ 98	63,86	74,96	4
console/Lpg	210,26	75,91	5
console/Super	53,68	64,42	5
console	3038,04	2628,15	81
opt2/Diesel	559,31	433,45	6
opt2	559,31	433,45	6

100/3/1234/ 1/ 2

Terminal / mode of payment totals (D)

TERMINAL/MOP	VOLUME	AMOUNT	TRANSACTIONS
opt/banc	842,83	737,70	23
opt/int. comp	109,31	94,45	3
opt 822	952,14	832,15	26
opt2/lokale kaart	559,31	433,45	6
opt2	559,31	433,45	6

Price per unit at end of cutover (E)

PRODUCT	PRICE
Diesel	0,775
Euro 95	1,120
Super+ 98	1,174
Lpg	0,361
Super	1,200

Tank levels (F)
Measured

TANK	PRODUCT	PRODUKT	ULL	WATER	WATER	STATE	TEMPERATURE	PRODUCT
PRODUCT	mm	Lit	Lit	mm	Lit			Lit
1 Euro 95	1805	15659	3422	0	0	OK	14,7	15665
2 Super+ 98	931	5227	9287	0	0	OK	14,9	5228
3 Diesel	1843	24519	4798	0	0	OK	18,4	24451
4 Lpg	59	14160	8640	0	0	OK		14160
5 Super	573	3472	15608	0	0	OK	14,1	3476

Theoretical

TANK PRODUCT	PRODUKT mm	ULL Lit	DIFFERENCE
1 Euro 95	16142	2939	- 483
2 Super+ 98	5424	9090	- 197
3 Diesel	24983	4334	- 464
4 Lpg	14545	8255	- 385
5 Super	3170	15910	302



**Deliveries (G)
Theoretical**

1 Euro 95	23/04/02- 7:46	+9963
2 Super+ 98	23/04/02- 7:45	+3004
3 Diesel	23/04/02- 7:46	+ 18001

Measured

1 Euro 95	23/04/02- 6:45	+9923
2 Super+ 98	23/04/02- 6:50	+2996
3 Diesel	23/04/02- 6:50	+ 18051

**MICRELEC
PERIOD-CUTOVERTICKET 1234
CONSOLE**

0100100/3/1234/ 2/ 1

23/04/01-13:56

Modes of payment

CONSOLE 1 OPERATOR 10 JOHN
SHIFT 1 From :23/04/02- 6:47

NR.MOP	TRANSACTIONS	AMOUNT EUR	START	SALE	ENTERED	ENTERED EUR	DIFFERENCE EUR	VOLUME
/11 CASH	114	1256,26	0,00	1256,26	0,00	0,00	0,00	1139,71
/22 CHEQUE		19,96	0,00	9,96	0,00	0,00	0,00	0,00
/ 323 EFT LOCAL CARD	10	823,68	0,00	823,68	0,00	0,00	0,00	998,01
/ 403 EFT DKV	4	199,04	0,00	199,04	0,00	0,00	0,00	207,89
/ 431 PTI VISA	13	0,00	0,00	30,00	0,00	0,0	00,0	026,79
/ 441 Pti EUROCARD	2	55,26	0,00	55,2	60,00	0,00	0,00	34,18
/ 601 Pti BANKCARD	5	98,55	0,00	98,55	0,00	0,00	0,00	72,15
/ 611 Pti EDC/MAESTRO	1	56,27	0,00	56,2	70,00	0,00	0,00	0,00
/ 621 Pti PROTON	2	13,29	0,00	13,2	90,00	0,00	0,00	0,00
/ 991 PTI ONLINE 215	11	253,37	0,00	253,37	0,00	0,0	00,00	0,00
SHOP/1040 TOTAL DRAW.	115	122,76	0,00	0,00	0,00	0,00	0,00	0,00
FUEL/1040 TOTAL DRAW.	54	1143,46	0,00	0,00	0,00	0,00	0,00	0,00
SHOP/1050 TOTAL	140	347,61	0,00	0,00	0,00	0,00	0,00	0,00
FUEL/1050 TOTAL	75	2194,70	0,00	0,00	0,00	0,00	0,00	0,00
/1060 PAID OUT	1	0,00	0,00	0,00	100,00	100,00	100,00	0,00
/1080 TOTAL DRAWER	115	1266,22	0,00	0,00	0,00	0,00	0,00	0,00
/1100 TOTAL EFT	14	1022,72	0,00	0,00	0,00	0,00	0,00	0,00
/1100 TOTAL	140	2542,31	0,00	0,00	0,00	0,00	0,00	0,00
Total :		2542,31				100,00	100,00	2478,73

CONSOLE 99 OPERATOR 96 OPT
SHIFT 1 From :22/04/02-19:58

NR.MOP	TRANSACTIONS	AMOUNT EUR	START	SALE	ENTERED	ENTERED EUR	DIFFERENCE EUR	VOLUME
/ 323 EFT LOCAL CARD	6	433,45	0,00	433,45	0,00	0,00	0,00	559,31
SHOP/1050 TOTAL	6	0,00	0,00	0,00	0,00	0,00	0,00	0,00
FUEL/1050 TOTAL	6	433,45	0,00	0,00	0,00	0,00	0,00	0,00
/1100 TOTAL EFT	6	433,45	0,00	0,00	0,00	0,00	0,00	0,00
/1100 TOTAL	6	433,45	0,00	0,00	0,00	0,00	0,00	0,00
Total :		433,45				0,00	0,00	559,31

TOTAL :

	TRANSACTIONS	AMOUNT EUR	START	SALE	ENTERED	ENTERED EUR	DIFF. EUR	VOLUME
1 CASH	114	1256,26	0,00	1256,2	60,00	0,00	0,00	1139,71
2 CHEQUE	1	9,96	0,00	9,96	0,00	0,00	0,00	0,00
32 EFT LOCAL CARD	16	1257,13	0,00	1257,13	0,00	0,00	0,00	1557,32
40 EFT DKV	4	199,04	0,00	199,04	0,00	0,00	0,00	207,89
43 Pti VISA	1	30,00	0,00	30,00	0,00	0,00	0,00	26,79

44 Pti EUROCARD	2	55,26	0,00	55,26	0,00	0,00	0,00	34,18
60 Pti BANKCARD	5	98,55	0,00	98,55	0,00	0,00	0,00	72,15
61 Pti EDC/MAESTRO	1	56,27	0,00	56,27	0,00	0,00	0,00	0,00
62 Pti PROTON	2	13,2	90,00	13,29	0,00	0,00	0,00	0,00
99 PTI ONLINE	11	253,37	0,00	253,37	0,00	0,00	0,00	0,00
104 SHOP TOTAL DRAW.115		122,7	60,00	0,00	0,00	0,00	0,00	0,00
104 FUEL TOTAL DRAW. 54		1143,46	0,00	0,00	0,00	0,00	0,00	0,00
105 SHOP TOTAL	146	347,61	0,00	0,00	0,00	0,00	0,00	0,00
105 FUEL TOTAL	81	2628,15	0,00	0,00	0,00	0,00	0,00	0,00
106 PAID OUT	1	0,00	0,00	0,00	100,00	100,00	100,00	0,00
108 TOTAL DRAWER	115	1266,22	0,00	0,00	0,00	0,00	0,00	0,00
110 TOTAL EFT	20	1456,17	0,00	0,00	0,00	0,00	0,00	0,00
110 TOTAL	146	2975,76	0,00	0,00	0,00	0,00	0,00	0,00
Total :		2975,76				0,00	0,00	3038,04

100/3/1234/ 2/ 2

Departments

CONSOLE 1 OPERATOR 10 JOHN
SHIFT 1 From :23/04/02- 6:47

NR.	DEPARTMENTS	QUANTITY	AMOUNT	RETURN	AMOUNT
10	QUICK SHOP	33	31,43	0	0,00
10/10	CANDY BARS	27	27,51	0	0,00
10/20	CHEWING GUM	5	2,90	0	0,00
10/30	CANDY	1	1,02	0	0,00
20	CAR SHOP	7	16,58	0	0,00
20/10	OIL	1	7,15	0	0,00
20/20	AUTO ACCESS	.6	9,43	0	0,00
40	TOBACCO SHOP	85	299,60	0	0,00
40/10	CIGARETTES	68	238,77	0	0,00
40/20	TOBACCO	17	60,83	0	0,00
99	FUEL	2478,73	2194,70	0,00	0,00
99/ 1	SUPER	53,68	64,42	0,00	0,00
99/ 3	DIESEL	1245,31	965,13	0,00	0,00
99/ 4	LPG	210,26	75,91	0,00	0,00
99/ 5	EURO 95	905,62	1014,28	0,00	0,00
99/ 8	SUPER+ 98	63,86	74,96	0,00	0,00
Total :					
	SHOP	125	347,61	0	0,00
	FUEL	2478,73	2194,70	0,00	0,00

CONSOLE 99 OPERATOR 96 OPT
SHIFT 1 From :22/04/02-19:58

NR.	DEPARTMENTS	QUANTITY	AMOUNT	RETURN	AMOUNT 99
	FUEL	559,31	433,45	0,00	0,00
99/ 3	DIESEL	559,31	433,45	0,00	0,00
Total :					
	SHOP	0	0,00	0	0,00
	FUEL	559,31	433,45	0,00	0,00

PERIOD 115 From :22/04/02-19:58

NR.	DEPARTMENTS	QUANTITY	AMOUNT	RETURN	AMOUNT
10	QUICK SHOP	33	31,43	0	0,00
10/10	CANDY BARS	27	27,51	0	0,00
10/20	CHEWING GUM	5	2,90	0	0,00
10/30	CANDY	1	1,02	0	0,00
20	CAR SHOP	7	16,58	0	0,00
20/10	OIL	1	7,15	0	0,00
20/20	AUTO ACCESS	6	9,43	0	0,00
40	TOBACCO SHOP	85	299,60	0	0,00

40/10	CIGARETTES	68	238,77	0	0,00
40/20	TOBACCO	17	60,83	0	0,00
99	FUEL	3038,04	2628,15	0	0,00
99/ 1	SUPER	53,68	64,42	0,00	0,00
99/ 3	DIESEL	1804,62	1398,58	0,00	0,00
99/ 4	LPG	210,26	75,91	0,00	0,00
99/ 5	EURO 95	905,62	1014,28	0,00	0,00
99/ 8	SUPER+ 98	63,86	74,96	0,00	0,00
Total :					
	SHOP	125	347,61	0	0,00
	FUEL	3038,04	2628,15	0,00	0,00
VAT					
NR.	VAT	VAT	AMOUNT	TOTAL	
11	VAT 0%	0,00	299,60	299,60	
12	VAT 6%	1,77	29,66	31,43	
13	VAT 21%	2,88	13,70	16,58	
16	VAT 21% P	456,13	2172,022	628,15	

Integrated period report printed on the ticket printer:

MICRELEC 0100

100/3/1234/ 1/ 1

PERIOD-CUTOVERTICKET 1234

Activated by : console

From :22/04/02-19:58

To :23/04/02-13:56

Pump / nozzle totals (A)

PO/NO	PRO	VOLUME	AMOUNT	TRANS.
1/ 1	Eu	514,99	576,79	12
1/ 2	Su	59,7	7 70,17	3
1/ 4	Di	1406,12	1089,74	34
1		1980,88	1736,70	49
2/ 1	Eu	357,35	400,23	8
2/ 2	Su	4,08	4,79	1
2/ 3	Di	363,42	281,65	6
2		724,85	686,67	15
3	Lg	190,22	68,67	4
4	Lg	101,61	36,68	3
5/ 1	Eu	173,96	194,84	4
5/ 2	Su	16,58	19,90	3
5/ 3	Di	458,17	355,08	10
5		648,72	569,82	17
6/ 1	Eu	232,36	260,24	5
6/ 2	Su	37,10	44,52	2
6/ 3	Di	633,74	491,15	18
6		903,20	795,91	25
Total :		4549,47	3894,45	113

PO/NO	PRO	IND. VOLUME	IND. AMOUNT
1/ 1	Eu	1052831,18	331190,95
1/ 2	Su	214019,55	488152,68
1/ 4	Di	1548437,92	444656,44
1		2815288,65	264000,07
2/ 1	Eu	752799,90	668034,71
2/ 2	Su	132930,60	302530,96
2/ 3	Di	643906,73	29396,55
2		1529637,23	999962,22
3	Lg	806100,74	573857,13
4	Lg	350770,13	252649,48
5/ 1	Eu	552299,20	221073,70
5/ 2	Su	153507,82	354721,86
5/ 3	Di	160057,00	257379,03
5		865864,02	833174,59
6/ 1	Eu	391750,89	864346,38
6/ 2	Su	90497,01	211111,84
6/ 3	Di	152118,35	247306,94
6		634366,25	322765,16
Total :		7002027,02	246408,65

PO/NO PRO TOO MUCH, TOO LITTLE

Product totals (B)

PRODUCT	VOLUME	AMOUNT	TRANS.
Di	2861,45	2217,62	68
Eu	1278,66	1432,10	29
Su	63,86	74,96	4
Lg	291,83	105,35	7
Su	53,68	64,42	5

PRODUCT	IND. VOLUME	IND. AMOUNT
Di	133568,25	102691,32
Eu	117981,74	128746,72
Su	11405,49	13077,74
Lg	54538,95	18805,28
Su	4272,84	5005,14

Terminal / product totals (C)

TER	PRO	VOLUME	AMOUNT	TRANS.
opt/	Diesel	497,54	385,59	16
opt/	Euro	95373,05	417,82	8
opt/	Lpg	81,55	29,44	2
opt		952,14	832,85	26
console/	Diesel	1804,62	1398,58	46
console/	Euro	95905,62	1014,28	21
console/	Super+	98 63,86	74,96	4
console	/Lpg	210,26	75,91	5
console/	Super	53,68	64,42	5
console		3038,04	2628,15	81
opt2/	Diesel	559,31	433,45	6
opt2		559,31	433,45	6

Terminal / mode of payment totals (D)

TER	MOP	VOLUME	AMOUNT	TRANS.
opt/	banc	842,83	737,70	23
opt/	int. Comp	109,31	94,45	3
opt	822	952,14	832,15	26
opt2/	lokale kaart	559,31	433,45	6
opt2		559,31	433,45	6

Price per unit at end of cutover (E)

PRODUCT	PRICE
Diesel	0,775
Euro 95	1,120
Super+ 98	1,174
Lpg	0,361
Super	1,200

Tank levels (F)

Measured

TNK	PRO	PRO mm	PRO Lit	ULL Lit
1	Eu	1805	15659	3422
2	Su	931	5227	9287
3	Di	1843	24519	4798
4	Lg	59	14160	8640
5	Su	573	3472	15608

TNK	PRO	WAT mm	WAT Lit	STATE
1	Eu	0	0	OK
2	Su	0	0	OK
3	Di	0	0	OK
4	Lg	0	0	OK
5	Su	0	0	OK

TNK	PRO	TEMP.	PRO Lit
1	Eu	14,71	5665
2	Su	14,95	228
3	Di	18,42	4451
4	Lg		14160
5	Su	14,13	476

Theoretical

TNK	PRO	PRO Lit	ULL Lit	DIFF.
1	Euro 95	16142	2939	- 483
2	Super+ 98	5424	9090	- 197
3	Diesel	24983	4334	- 464
4	Lpg	14545	8255	- 385
5	Super	3170	15910	302

Deliveries (G)
Theoretical

1 Euro 95	23/04/02- 7:46	+9963
2 Super+ 98	23/04/02- 7:45	+3004
3 Diese	23/04/02- 7:46	+ 18001

Measured

1 Euro 95	23/04/02- 6:45	+9923
2 Super+ 98	23/04/02- 6:50	+2996
3 Diesel	23/04/02- 6:50	+ 18051

MICRELEC 0100
100/3/1234/ 2/ 1
PERIOD-CUTOVERTICKET 1234
CONSOLE

23/04/02-13:56

Mode of payments

CONSOLE 1 OPERATOR 10 JOHN
SHIFT 1

From:23/04/02- 6:47

NR.	PAYMENTS.	VOLUME	AMOUNT	TRANS.
1	CASH	1139,71	1256,26	114
2	CHEQUE	0,00	9,96	1
32	EFT LOC. CARD	998,01	823,68	10
40	EFT DKV	207,89	199,04	4
43	Pti VISA	26,79	30,00	1
44	Pti EUROCARD	34,18	55,26	2
60	Pti BANKCARD	72,15	98,55	5
61	Pti EDC/MAESTR	0,00	56,27	1
62	Pti PROTON	0,00	13,29	2
99	PTI ONLINE	2150,00	253,37	11
SH	TOT. DRAW	0,00	122,76	115
FU	TOT. DRAW	0,00	1143,46	54
SH	TOTAL	0,00	347,61	140
FU	TOTAL	0,00	2194,70	75
106	PAID OUT	0,00	0,00	1
108	TOT. DRAW	0,00	1266,22	115
110	TOTAL EFT	0,00	1022,72	14
110	TOTAL	0,00	2542,31	140

CONSOLE 99 OPERATOR 96 OPT				
SHIFT 1				
NR.	MOP.	VOLUME	AMOUNT	TRANS.
32	EFT LOC. CARD	559,31	433,45	6
SH	TOTAL	0,00	0,00	6
FU	TOTAL	0,00	433,45	6
110	TOTAL EFT	0,00	433,45	6
110	TOTAL	0,00	433,45	6

Total :

		VOLUME	AMOUNT	TRANS.
1	CASH	1139,71	1256,26	114
2	CHEQUE	0,00	9,96	1
32	EFT LOC. CARD	1557,32	1257,13	16
40	EFT DKV	207,89	199,04	4
43	Pti VISA	26,79	30,00	1
44	Pti EUROCARD	34,18	55,26	2
60	Pti BANKCARD	72,15	98,55	5
61	Pti EDC/MAESTR	0,00	56,27	1
62	Pti PROTON	0,00	13,29	2
99	PTI ONLINE	0,00	253,37	11
SH	TOT. DRAW	0,00	122,76	115
FU	TOT. DRAW	0,00	1143,46	54
SH	TOTAL	0,00	347,61	146
FU	TOTAL	0,00	2628,15	81
106	PAID OUT	0,00	0,00	1
108	TOT. DRAW	0,00	1266,22	115
110	TOTAL EFT	0,00	1456,17	20
110	TOTAL	0,00	2975,76	146

Departments

CONSOLE 1 OPERATOR 10 JOHN			
SHIFT 1			
NR.	DEPARTMENTS	QTY.	AMOUNT
10	QUICK SHOP	35	31,43
10/10	CAND YBARS	27	27,51
10/20	CHEWING GUM	5	2,90
10/30	CANDY	1	1,02
20	CAR SHOP	7	16,58
20/10	OIL	1	7,15
20/20	AUTO ACCESS	.6	9,43
40	TOBACCO SHOP	89	299,60
40/10	CIGARETTES	68	238,77
40/20	TOBACCO	17	60,83
99	FUEL	2478,73	2194,70
99/ 1	SUPER	53,68	64,42
99/ 3	DIESEL	1245,31	965,13
99/ 4	LPG	210,26	75,91
99/ 5	EURO	95905,62	1014,28
99/ 8	SUPER+ 98	63,86	74,96

DEPARTMENTS	RETURN	AMOUNT
-------------	--------	--------

CONSOLE 99 OPERATOR 96 OPT			
SHIFT 1			
		VOLUME	AMOUNT
99	FUEL	559,31	433,45
99/ 3	DIESEL	559,31	433,45

DEPARTMENTS		RETURN	AMOUNT
PERIOD 115		From :22/04/02-19:58	
NR.	DEPARTMENTS	QTY.	AMOUNT
10	QUICK SHOP	35	31,43
10/10	CANDY BARS	27	27,51
10/20	CHEWING GUM	5	2,90
10/30	CANDY	1	1,02
20	CAR SHOP	7	16,58
20/10	OIL	1	7,15
20/20	AUTO ACCESS.	6	9,43
40	TOBACCO SHOP	89	299,60
40/10	CIGARETTES	68	238,77
40/20	TOBACCO	17	60,83
99	FUEL	3038,04	2628,15
99/ 1	SUPER	53,68	64,42
99/ 3	DIESEL	1804,62	1398,58
99/ 4	LPG	210,26	75,91
99/ 5	EURO	95905,62	1014,28
99/ 8	SUPER+ 98	63,86	74,96
VAT			
NR.	VAT	VAT	AMOUNT
11	VAT 0%	0,00	299,60
12	VAT 6%	1,77	29,66
13	VAT 21%	2,88	13,70
16	VAT 21% P	456,13	2172,02
NR.	VAT	TOTAL	
11	VAT 0%	299,60	
12	VAT 6%	31,43	
13	VAT 21%	16,58	
16	VAT 21% P	2628,15	

24. 3. 3. The integrated period report explained

24. 3. 3. 1) Fuel part

In the **fuel part** you will find all fuel transactions that have taken place on this station during the period mentioned at the top of the report (from:... to:...) (OPT, BNA, test, ... included) and the level information of the fuel tanks.

The first 3 breakdowns (A, B and C) are about the same fuel transactions, but they are divided in a different way. The total of sold fuels is only mentioned for part A (Totals and indexes per pump/per nozzle), but this total also applies for B and C.

The number of transactions mentioned on the report also include null operations.

You will also see volume and amount indexes, per pump and per nozzle (A), as well as per product (B). These are software counters that keep track of sales.

If the counter are equipped with indexes, these are copied. If not, the system will create software indexes.

Header

- Site name + number
- Right: Site number / Type of closure / Closure number / Site Controller (1) or POS (2) / Page number

- Type of closure, that is period closure + closure number (4 digits max.)
- Started from :
'console' → The POS ordered the closure.
'RMS' → Closure was started remotely (from HQ).
- Start date/time of the closure: as from this point in time, the transactions are added up.
- End date/time of the closure: up until this point in time, the transactions are added up.

A. TOTALS AND INDEXES PER PUMP/PER NOZZLE

Breakdown of the fuel transactions per pump.

In case of multi-product pumps, there is a breakdown of the totals and indexes per pump and per nozzle.

If there is a BNA, the columns 'too much' and 'too little' will be mentioned.

'**Too much**' means that there are customers that have not used up the entire amount they have inserted into the BNA. '**Too little**' will occur if the pumps do not have flaps for low flow, causing the pump to give more product than the inserted amount. (These are always small amounts).

B. TOTALS PER PRODUCT

Breakdown of fuel transactions per product, with indexes per product.

C. TOTALS PER TERMINAL PER PRODUCT

The fuel transactions will be broken down according to the different terminals.

- OPT: Transactions paid via the OPT.
In case of more than 1 OPT, each OPT is mentioned separately (opt, opt2, ...).
Console: Transactions paid via the POS (=all POS shifts)
- BNA: Transactions paid via the BNA (Bank Note Acceptor).
- Test: Test transactions
- Manual: Transactions done in manual mode. (This is very rarely used.)

A general total per terminal is mentioned.

D. TOTALS PER TEMRINAL PER CARD TYPE

Breakdown of OPT transactions per card type. (Only if there is an OPT on site).

Only for Belgium

If there is a Banksys OPT, it will close at the same time as the POS when a period closure is started.

The period report will mention the Banksys OPT closure number (bookkeeping period number) next to 'opt' (see example report nr. 822).

E. PRICE PER UNIT AT END OF CUTOVER

The unit prices at the time of closing.

(Only in case of price closure, this part will mention the prices at the beginning of the closure).

F. TANK LEVELS

Measured

This information is only mentioned in case of an electronic level gauging system.

The conversion of the product height in mm to volume in litre is done based on the tank tables.

If there is no communication with the level gauging system, the status is 'NO COM'.

(Other error message: see appendix).

The product temperature in the fuel tank is mentioned if the level gauging system provides this information.

The last column contains the product volume considering the temperature compensation: this is the converted product volume at 15°C.

Theoretical

The theoretical or calculated stock can be tracked by the manager by entering all fuel deliveries.

Product volume in litre= entered reference volume + deliveries – sold fuel

Free volume= tank capacity – product volume

If both the measured and calculated stock is kept, product loss can be easily detected.
Difference= measured volume – calculated volume.

REMARK:

In the site configuration, the total volume of fuel tanks is defined with a security margin of 5%.

G. DELIVERIES

The theoretical deliveries and reference modifications that have been entered by the manager during this period are printed onto this period report.

In case of a level gauging systems, the measured (=detected) deliveries are mentioned.

24. 3. 3. 2) Shop part

The **shop part** includes all sales via the POS and the OPT (only offline transactions).

Header

- Site name + number
- Type of closure, that is period closure + closure number
- Shop part
- Date/time of closure

MOPS

Summary of the MOPs used per shift, and the total for that period.

(= total POS + total offline transactions OPT).

If 1 sale has been paid with several MOPs, for example with a coupon and CASH, the number of transactions for each of these MOPs will increase.

The A4 report: the number mentioned next to the MOP has the format xxy, xx being the MOP nr. and y begin the type of MOP.

Type of MOP:

- 1 : Cash
- 2 : Cheque
- 3 : EFT MOP (offline)
- 4 : Other Payment
- 5 : Foreign currency
- 8 : PTI-group 1
- 9 : PTI-group 2
- 10: Voucher

Payments with bank card, EDC/Maestro and most credit cards (Visa, Eurocard, Amex, Diner, etc.) are processed **online** (via PTI).

They are totalised under 'PTI bank card', 'PTI VISA', 'PTI EUROCARD', etc. (1)

A few totals are mentioned as well:

PTI ONLINE/Online POS transactions (not via OPT) (2) (3)

Belgium : MOP 89 –PTI by Banksys

Luxemburg: MOP 99 – Cetrel PTI

The Netherlands: MOP 99 – Online transactions via Interpay

TOTAL DRAWER/ Total of MOPS that end up in the drawer. Example: Cash, Cheque, Vouchers, Foreign Currency, etc. This total is also broken down into SHOP and FUEL.

TOTAAL EFT EFT payments: offline transactions on the POS and OPT

Not all gas stations use EFT.

EFT transactions in the report: local card and DKV.

TOTAL= TOTAL DRAWER + PTI ONLINE + TOTAL EFT

This total is also broken down into SHOP and FUEL.

REMARKS:

- If there is a breakdown into fuel and shop, the shop line will show the real number of transactions. The fuel line will mention the number of times that this MOP was used for a fuel sale.

Example:

2x SHOP sale paid VISA

17 x FUEL sale paid VISA

48 x SHOP/FUEL sale paid VISA

The report SHOP VISA PTI 67 transactions.

FUEL VISA PTI 65 transactions.

- The online transactions via the OPT (MOP 89) are only mentioned in the site controller part under 'opt/banc'.
- In Belgium, a lot of stations have a Smah PTI by Banksys connected onto the PO. The PTI is also closed at the same time as the POS shift. The closure number of the PTI is mentioned after 'PTI-ONLINE'.

DEPARTMENTS

Sales and refund per department and subdepartment (if subdepartments are used) for each shift and for the entire period.

The department 99 contains fuels sold at the POS and OPT (offline transactions). This group is always subdivided into subdepartments.

Below, you will find the general total subdivided into shop and fuel.

VAT

In the VAT analysis, a subdivision into shop and fuel is made.

The VAT reference number 16 (mostly indicated with 'P') gives VAT rates for fuel, but only for transactions paid via the POS and the OPT (offline), so no transactions via the BNA, OPT Banksys (Belgium, OPT (online), test or manuel mode.

If there are several VAT rates for fuel, there will be several codes with mention 'P'.

25. MONTH CUTOVER

The month end or monthly closure shows shop totals as well as fuel totals and is the sum of all period closures during that month.

25. 1. Month report format

The month report format is set just once in the site controller configuration. In most cases, the company determines the format for all its stations.

The details mentioned on the month report match those mentioned on the period report. The only difference is that the month report can show the totals per item.

The manager can determine whether the list of sold items needs to be printed onto the month report.

25. 2. Start a month end

25. 2. 1. Automatic month end

On the last day of the month at midnight, a period closure and a month closure will be started, even if a period closure has already been made that day. This closure will start at 11:50PM, to make sure that the closure is been done before midnight.

This period and month closure are not printed automatically.

It is possible to start a period closure earlier that day.

If this period closure is done during a certain time span BEFORE the start of the automatic period and month closure, the month closure will also be done.

This time span is set to 1 hour by default. This means that if a period closure is started BEFORE 10.50PM, the month closure will NOT be done.

At midnight, an automatic period and month closure will be started.

If there is still an open shift at the time of the automatic period and month closure, this shift will be closed.

A red screen with the following warning will appear:



- Press <OK> to remove this message.
- Choose '**Open shift**' to continue working on the POS.
- The automatic shift, period and month closure will NOT be started if there is an outstanding sale or if a sale has been suspended.

EINDE MAAND MENU

End Month at next period
Do not End the Month
Close IX & TAX on Till
Last IX & TAX report
Leave Menu

- Choose '**End Month at next period**' + <ENTER>.
- This month closure is started automatically with the next period closure.
This month closure is not automatically printed.

REMARK:

If the month closure has been activated, it can still be deactivated **before** the period closure is started.
Starting from the sales screen:

- Press <MENU>
- '**Supervisor Menu**' +<ENTER>
- '**Closure options**' +<ENTER>
- '**Month End Menu**' +<ENTER>

EINDE MAAND MENU

End Month at next period
Do not End the Month
Close IX & TAX on Till
Last IX & TAX report
Leave Menu

- Choose '**Do not End the Month**' + <ENTER>.
- The month closure has been deactivated.

Enabling the parameter '**End Month at next period**' can also be done via LMS.

25. 3. Print last month closure

Starting from the sales screen:

- Press <MENU>
 - '**Supervisor Menu**' +<ENTER>
 - '**SITE CONTROLLER Window**' +<ENTER>
 - '**Month cutover printout**' +<ENTER>
- The last month closure is being printed.

25. 4. Print month closure with or without items

The month report can be printed with or without a list of the sold items.

WATCH OUT:

The report can be very long if you do decide to have all the sold items printed on it.

When a month closure is being started, the system will take into account the parameter '**Month with articles on/off**'. If this parameter is ON, the month closure will be made WITH mention of items. If this parameter is OFF, the month closure will be made WITHOUT mention of items.

It is also possible, however, to print an historic month report using the other way.

25. 4. 1. Activation parameter 'Month with articles on/off'

Follow the procedure described below to enable the printing of items on the month report.

Starting from the sales screen:

- Press <MENU>
- '**Supervisor Menu**' +<ENTER>
- '**SITE CONTROLLER Window**' +<ENTER>
- Select '**Options + various**' +<ENTER>
- Select '**Month with articles on/off OFF**'
With the <ENTER> key, this option can be switched on or off.
In the future, the month report will be made as configured.

REMARK:

If you print the last month report via '**Month cutover printout**' in the '**General SC Utilities**' menu, it will always be printed according to the format that was configured at the time of the closure.

(Example: If the parameter was enabled in January at the time of the closure, you will get a report WITH items. If the parameter was disabled in February, you will get a report WITHOUT items.)

25. 4. 2. Print month report with or without items

It is possible to print month reports afterwards in both ways (with or without items). Proceed as described below.

Starting from the sales screen:

- Press <MENU>
- '**Supervisor Menu**' +<ENTER>
- '**SITE CONTROLLER Window**' +<ENTER>
- Select '**Options + various**' +<ENTER>
- Select '**Month with articles on/off OFF**'
With the <ENTER> key, this option can be switched on or off.
- Choose '**Print historical report**+<ENTER>
- On the screen, you will see: '**Report number :**'
Enter the number for the desired closure +<ENTER>
- Choose '**Month cutover printout**' +<ENTER>
The month report is printed.

WARNING:

Do not forget to adapt the parameter for the next month cutover, if needed.

Printing historical shift report
Please wait...

Another shift can be selected for printing.

Press <MENU> several times to return to the sales screen.

28. 3. Print a historic shift report for the OPT

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Reports' +<ENTER>
- 'Historical shift report' +<ENTER>
- 'Outdoor (Terminal) Shifts' +<ENTER>

HISTORICAL SHIFT REPORT				
Shift Oper Till	Shift Start	Shift End	Period Nr.	
96 99	03/10/00	04/10/00	1	
96 99	04/10/00	04/10/00	2	
96 99	04/10/00	05/10/00	3	
96 99	05/10/00	06/10/00	4	

- Select the desired shift.
The OPT shifts are marked with operator number 96 and PO number 99.
The OPT shift only contains offline transactions.

Printing historical shift report
Please wait...

Another shift can be selected for printing.

Press <MENU> several times to return to the sales screen.

REMARK:

A second OPT, will have POS number 98.

If there are several OPTs, the info will be gathered in one shift (Operator 96, POS 99).

29. HISTORICAL PERIOD REPORT

Here, there will also be a distinction between the POS period report and the site controller (integrated) period report.

By default, the POS period reports will be saved onto the system during 2 months.
The integrated period reports have a rotation of the 10 last reports.

29. 1. Historical site controller period report (integrated report)

29. 1. 1. Historical site controller period report configuration

The format or configuration for the historical period report is defined just once in the site controller configuration. In most cases, the company defines the format for all its sites.

29. 1. 2. Print a historical site controller period report

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Options + various' +<ENTER>
- 'Print historical report' +<ENTER>
- At the bottom of the screen : 'Report number:'
- Enter the report/cutover number + <ENTER>
- On the screen :

GENERAL SITE FACILITIES MENU ----- Period cutover printout Price cutover printout Fuel cutover printout Month cutover printout

- Press <ENTER>
The report is printed.

REMARK :

De laatste tien periodeafsluitingen van de site controller blijven bewaard en kunnen steeds afgedrukt worden.
Het laatste perioderapport kan afgedrukt worden via:

- 'SITE CONTROLLER Window' +<ENTER>
- 'Period cutover printout' +<ENTER>

29. 2. Historical POS period report

29. 2. 1. Historical POS period report configuration

The format/configuration for printing a historical period report can be defined by the manager. The length of the report can vary if more information needs to be printed.

How to edit the format?

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Reports' +<ENTER>
- 'Report configuration' +<ENTER>
- 'Historical Period Report' +<ENTER>

HISTORICAL PERIOD REPORT CONFIGURATION		
Format Nr.	Description	Active
1	STANDARD	<input checked="" type="checkbox"/>
2	EVERYTHING	<input type="checkbox"/>
Add Report configuration		

These 2 formats are already present. They can be edited or you can add a new format. There is a maximum of 9 different formats.

ONLY ONE FORMAT CAN BE ACTIVATED.

- Select an existing format or go to 'Add Report configuration' (if you need a new format) + <ENTER>.

HISTORICAL PERIOD REPORT CONFIGURATION			
Report Format:1	Active:		<input checked="" type="checkbox"/>
Description : STANDARD POS			
Grade Tots - POS	<input checked="" type="checkbox"/>	Profit/Departm.	<input type="checkbox"/>
Pump/Nozzle	<input checked="" type="checkbox"/>	No Subdepts	<input type="checkbox"/>
Wet Product	<input checked="" type="checkbox"/>	Payment Totals	<input checked="" type="checkbox"/>
Wet Indexes	<input type="checkbox"/>	No Dept Subtots	<input type="checkbox"/>
Terminal/Product	<input checked="" type="checkbox"/>	Paid In/Out Tots	<input checked="" type="checkbox"/>
Measured Wet Stk	<input type="checkbox"/>	VAT Analysis	<input checked="" type="checkbox"/>
Calcul. Wet Stk	<input type="checkbox"/>	Void Tots - Sales	<input type="checkbox"/>
Fuel Deliveries	<input type="checkbox"/>	Item Movement	<input checked="" type="checkbox"/>
Departments	<input checked="" type="checkbox"/>	Loyalty Analysis:	
No Subdepts	<input type="checkbox"/>	Nr. Of lines	—

- If a new format is added, you have to assign an unused number to it (between 1 and 9) + <ENTER>.
- Activate the format by checking the checkbox. (To do so press <VOID>)
- Enter the correct description + <ENTER>.
- Enable the information that needs to be printed onto the shift report.

No Subdepts

Enable this parameter, if you only wish to see the totals per main department on the report. This can be useful when the list of departments and subdepartments is very extended.

Profit/ Departm. =
$$\left(\frac{\text{Tot. VKPexcl. BTW} - \text{Tot. AKP}}{\text{Tot. VKPexcl. BTW}} \right) \times 100 \text{ (in \%)}$$

This calculation is based on the purchase and sales price of all sold items in this department. If these prices are not completed correctly, there will be no relevant value for the profit calculation.

Payment Totals/ No Dept Subtots Disable this parameter, if you wish to see a breakdown per MOP per department.

Watch out: at this moment, this function is only used for the breakdown of some MOPs in Fuel (dept 99) and Shop (dept 98). (Configured by a technician).

After selecting the desired parameters:

Save changes?	
Yes	No

- If **'No'**, press <↓> + <ENTER>. The modification will NOT be saved.
- If **'Yes'**, press <ENTER>. The modifications are saved.

When you have a historical POS period report printed after this configuration, this report is printed according to the selected format.

29. 2. 2. Print an historical POS period report

Starting from the sales screen:

- Press <MENU>
- **'Supervisor Menu'** +<ENTER>
- **'Reports'** +<ENTER>
- **'Historical Period Report'** +<ENTER>

HISTORICAL PERIOD REPORT	
Period Number	Period Start date
10	03/10/00
11	04/10/00
12	05/10/00
13	06/10/00
14	07/10/00
15	09/10/00

- Select the desired period based on the cutover number and start date + <ENTER>.

Print period cutover XX

Another shift can be selected for printing.

Press <MENU> several times to return to the sales screen.

REMARK:

- The number on the POS period closure does not always match the number on the site controller period report (this number can go up to 9999).
- If the site has an OPT, the information on the POS period report matches the totals of all the sales data of all shifts during this period, including the shift of the OPT (This shift only contains offline transactions).

30. HISTORICAL PRICE, FUEL AND MONTH CLOSURE

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Options + various' +<ENTER>
- 'Print historical report' +<ENTER>
- Enter : 'Report number :'
- Enter the closure number +<ENTER>

On the screen :

```
GENERAL SITE FACILITIES MENU
-----
Period cutover printout
Price cutover printout
Fuel cutover printout
Month cutover printout
```

- Select the desired report using the arrows + <ENTER>
The report you selected is being printed.

REMARK :

Per cutover type, the last 10 reports are saved and can always be printed.

31. HISTORICAL REPORTING OF FUEL TRANSACTIONS

See above.

32. HISTORICAL RECEIPTS OF CLOSED SHIFTS

Receipts are saved by the POS for 40 days and these can be printed. This applies to POS sales as well as to OPT or BNA transactions.

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Reports' +<ENTER>
- 'Historical Receipts' +<ENTER>

32. 1. POS sales

- 'Indoor (POS) Shifts' +<ENTER>
- Select the desired shift based on POS number, shift number, operator and date + <ENTER>
 - If you want to print a list of several receipts, select 'Print Range of Receipts' + <ENTER>. Enter the first and last transaction number, confirm each entry with <ENTER>. On the screen: 'Print'
 - If correct, press <VOID> + <ENTER> to check the checkbox. The list containing the selected range is printed.
 - If the range is not correct, press <Esc>.
 - If you need just one historic receipt, select 'Print One Specific Receipt' + <ENTER>. The list of receipts appears on screen. Select the transaction based on transaction number, time and amount. Confirm with + <ENTER>.
 - If you have found the desired transaction, press <ENTER>. The receipt is printed.
 - If not, press <MENU> to return to the list of receipts.

Press <MENU> several times to return to the 'Supervisor menu'.

32. 2. OPT and BNA sales

- Choose 'Outdoor (Terminal) shifts' +<ENTER>
- Select the desired 'shift' based on POS number and date + <ENTER>

For BNA: Choose POS number '80' (or 81, 82,... for additional BNAs)
For PTO: Choose POS number '90' (or 91, 92,... for additional OPTs)
For OPT2010: Choose POS number '99'

- If you want to print a list of several receipts, select '**Print Range of Receipts**' + <ENTER>. Enter the first and last transaction number, confirm each entry with <ENTER>. On the screen: '**Print**'
 - If correct, press <VOID> + <ENTER> to check the checkbox. The list containing the selected range is printed.
 - If the range is not correct, press <Esc>.
- If you need just one historic receipt, select '**Print One Specific Receipt**' + <ENTER>. The list of receipts appears on screen. Select the transaction based on transaction number, time and amount. Confirm with + <ENTER>.
 - If you have found the desired transaction, press <ENTER>. The receipt is printed.
 - If not, press <MENU> to return to the list of receipts.

Press <MENU> several times to return to the '**Supervisor menu**'.

REMARK:

Receipts can also be looked up via '**Sales Browser**'. (See 'Manual for Operators'). This option allows you to search via MOPs or card number instead of receipt number.

33. SHOP REPORTS

You can print several reports concerning items sorted by number, barcode, department, etc.

WARNING:

Some of these reports can contain a lot of data and printing can be time consuming. It is not possible to suspend the printing task.

33. 1. A list of all items

This function allows you to print a list of all items belonging to one (main) department or all items belonging to a certain range (from one item number (or barcode) to another item number (or barcode)).

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Reports' +<ENTER>
- 'Dry Stock Reports' +<ENTER>
- 'Alle Item Report' +<ENTER>

- If all items of one specific department have to be printed:
 - 'By Department'+ <ENTER>
 - Select the desired department from the list + <ENTER>. The list of items is printed; sorted by item number.
 - Press <MENU> several times to return to the sales screen.
- If you want to print a range of items (specified by 2 item numbers or barcodes):
 - 'By Range'+ <ENTER>
 - Enter the **lowest** item number of barcode + <ENTER>
 - Enter the **highest** item number of barcode + <ENTER>
 - The list of items is printed, sorted by number or barcode.
 - Press <MENU> several times to return to the sales screen.

Example:

Date 10/01/02	Time 11:53
Operator 10	Shift 1
ITEMS REPORT	
100 STIMOROL Dep. 2 CANDY	
57626482	
Sold 54	Price 0,57
Stock 11,00	VAT 12 6,00%
101 VITTEL Dep. 6 DRINKS	
5400141051971	
Sales .87	Price 0,77
Stock -67,00	VAT 13 21,00%

Sold = quantity of sold pieces (as from the last stock modification for that item)

Stock= quantity in stock at the moment.

Price= sales price (VAT incl.).

Dep.= item departement.

33. 2. A list of all items per department

This function allows you to print a list of all items belonging to one (main) department sorted by item number or barcode.

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'Reports' +<ENTER>
- 'Dry Stock Reports' +<ENTER>
- 'Item by Department' +<ENTER>
 - If all items have to be printed sorted by number: 'Report by SKU'+ <ENTER>
 - If all items have to be printed sorted by barcode: 'Report by Barcode'+ <ENTER>
- Select the desired department + <ENTER>
- The list of items belonging to the selected department will be printed, sorted by number or barcode.

Press <MENU> several times to return to the sales screen.

Example

Date 10/01/02	Time 11:53	Date 10/01/02	Time 11:53
Operator 10	Shift 1	Operator 10	Shift 1
ITEM BY DEPT:		ITEM BY DEPT:	
100 STIMOROL Dep. 2 CANDY		100 STIMOROL CHERRY Dep. 2 CANDY	
57626482		57625393	
Sold 54	Price 0,57	Sold 54	Price 0,57
Stock 11,00	VAT 12	Stock 11,00	VAT 12
	6,00%		6,00%
103 HOLLYWOOD Dep. 2 CANDY		250 STIMOROL CHLORO Dep. 2 CANDY	
		57626482	
Sold 87	Price 0,72	Sold 87	Price 0,57
Stock -67,00	VAT 12	Stock -67,00	VAT 12
	6,00%		6,00%

Sold = quantity of sold pieces (as from the last stock modification for that item)

Stock= quantity in stock at the moment.

Price= sales price (VAT incl.).

Dep.= item department.

REMARKS:

Sorted by number: all items appear on the list, even though the item number is '0'.

Sorted by barcode: only the items with barcode are printed.

It is only possible to print a list of all items of the main department. If the subdepartment has been selected, all items of the main department will be printed.

33. 3. A stock value list

This function allows you to print a stock value list of all items belonging to one (main) department, or of all items in a certain range, or to print the stock value for one item. The report mentions the purchase price, the sales price and the stock value.

Starting from the sales screen:

- Press <MENU>
 - 'Supervisor Menu' +<ENTER>
 - 'Reports' +<ENTER>
 - 'Dry Stock Reports' +<ENTER>
 - 'Stock Valuation' +<ENTER>
- If all items of one department have to be printed:
 - 'By Department'+ <ENTER>
 - Select the desired department + <ENTER>. The list of items is printed, sorted nu item number.
 - If you wish to print a range of items (from a certain item number or barcode to another item number or barcode):
 - 'By Range'+ <ENTER>
 - Enter the **lowest** item number of barcode + <ENTER>
 - Enter the **highest** item number of barcode + <ENTER>
 - The list of items is printed, sorted by number or barcode.
 - If only one item needs to be printed:
 - 'By SKU or EAN' + <ENTER>
 - Enter the item number or barcode + <ENTER>
 - The stock valuation report for that item is printed.

Press <MENU> several times to return to the sales screen.

Example:

```

Date 10/01/02 Time:53
Operator 10 Shift 1
STOCK VALUATION
250 STIMOROL AG Nr. 2 CANDY
57626482 Stock = 23,000
Purchase price = 0,35 ---> 8,05
Sales price = 0,57 ---> 13,11
103 HOLLYWOOD AG Nr.2 CANDY
Stock = 36,000
Purchase price = 0,48 ---> 17,28
Sales price = 0,72 ---> 25,92
Dept. PURCHASE PRICE = 25,33
Dept. SALES PRICE = 39,03
  
```

Stock= quantity in stock at the moment.
 Dept.= item departement.

The total purchase price and sales price for that department appears at the bottom of the report.

REMARKS:

- If the stock value is printed for an entire department, the total purchase and sales values for that department are calculated.
 In case of a range of items, there will be no total.
- It is only possible to print a list of all items of a department. If the sub department has been selected, all items of that main department will be printed.

34. EFT POLLING REPORT

The EFT polling report provides information about the blacklist of offline cards, but also about the transactions paid with an EFT card.

This report is automatically printed with each period closure, but can also be printed manually by the manager.

Starting from the sales screen:

- Press <MENU>
 - 'Supervisor Menu' + <ENTER>
 - 'Reports' + <ENTER>
 - 'EFT Polling Report' + <ENTER>
- Het EFT-rapport wordt afgedrukt.

General information

EFT STATUS		
10/10/2000 10:09	Active	EFT active on site.
EFT SERVER: MICRELEC		Where is the server located? Who manages transactions and the blacklist?
TERMINAL NUMBER: XXXXXX		Account number for the server.
BLACKLIST INFORMATION		Version number, increases with each new black list info. Date of the last black list.
Version: 000038	06/10/00	Is there communication between the server and the system (blacklist) AT THIS MOMENT?
Transfer in progress:	N	
TRANSACTION TRANSFER INFORMATION		Version number, increases with each reception of transaction. Date of the last call.
Version: 000054	06/10/00	Is there communication between the server and the system (transactions) AT THIS MOMENT?
Transfer in progress:	N	
Last sent period number:	5	This refers to the last call, all transactions including those coming from the POS period closure (nr. 5) sent to the server.
Transactions to be sent:	124	There are 124 transactions that still have to be retrieved by the server. These belong to the POS period closure nr. 5 or higher. (See REMARK)
Used transaction file space:	7%	

7% of the buffering in the system is already being used by these 127 transactions.

Press <MENU> several times to return to the sales screen.

REMARKS:

- In normal circumstances, each night the system is called by MICRELEC or another server company. During this call, a new blacklist (or an update version) is sent to the station and at the same time the EFT transactions are retrieved.
- Only the EFT transactions of closed period are read. Therefore, make sure that a period closure is done every day. Otherwise, the final payment of card transactions will be postponed.
- If the transactions have been retrieved successfully by MICRELEC, this will only be confirmed during the next call. This means that the number of transactions of the previous day are totalised in the number of transactions to be sent.
- If there have not been calls for several days due to circumstances (for example due to a technical defect of the telephonic connection or modem), all transactions of the previous period are retrieved in one go.
- The system can buffer about 3000 EFT transactions (this is the number of transactions that have not yet been retrieved by the server).

- At 80% buffer filling, the operator is warned that the number of EFT transactions is limited. At 95% filling, the entire EFT application is stopped. No cards can be accepted until the transactions made are retrieved by the server.

36. ADD A CUSTOMER

Proceed as explained below:

- **'Customer'** +<ENTER>
The system asks for a customer number or description.
- To add a new customer, press <0> + <ENTER>

Customer number: VAT number : Name : Description : Address: City : Postal code :
--

- Use the alphabet keys to enter the customer name + <ENTER>
- You can select another field using the arrows.
- Enter all information using the alphabet keys and confirm each entry with <ENTER>.
- When all fields have been completed, press <MENU>.
- In the bottom right corner: **'Save customer ? Y / N'**
- To confirm, press <Y>+<ENTER>

If certain mandatory fields have not been completed, the cursor will return to the fields to be completed.

REMARKS:

- A maximum of 2300 customers can be saved onto the system.
- The field 'Customer nr.' and 'Description' cannot be edited.
The field 'Description' is automatically edited when you edit the customer's name. The letters in the 'Description' field are used to look up a customer.
- If the invoicing is done via LMS, the system makes a distinction between capitalized and lower-case letters. (Take this into account, for example, when looking up a name or description).
- The following fields have to be completed:
 - Name and city
 - Address line one or two: one of both is mandatory.
 - Postal code: maximum 6 positions, the first 4 have to be numerical.
 - VAT number: there is a check for Belgian VAT number starting with 'BE'. If you enter a VAT number that does not start with 'BE', the system will assume that this is a foreign code and, consequently, it will not be checked.
- If you have deleted a field by pressing <ENTER>, the content can be put back by pressing <MENU>.

37. EDIT / DELETE / PRINT A CUSTOMER FILE

Looking up a customer can be done in different ways: based on number, a list of search criteria or the general customer list.

- **'Customer'** + <ENTER>
The system will ask a customer number or description.
 - Or enter the **<customer number>** + <ENTER>
The customer file appears on screen.
 - Or enter the **<first letter of the customer's name>** + <ENTER>
 - If the system finds matching results, a list will appear on screen.
Select the correct customer using the arrows + press <ENTER>
The customer file appears on screen.
 - If the system does not find a match, the following message will appear on screen: **'Not found'**. At this point, a new customer can be added.
 - If you do need to add a new customer, press 2 x <MENU>.
 - Or, press <ENTER>.
The list of all existing customers appears on screen.
Select the correct customer using the arrows + press <ENTER>
The customer file appears on screen.

When the customer file appears on screen, you will see the following menu on the right hand side of the screen:

Edit
Delete
Print
Print list

- Or, choose **'Edit'** + <ENTER>
 - Use the arrows to select the field that needs to be edited + <ENTER>.
 - Edit what needs to be edited and confirm with <ENTER>.
 - Has everything been modified ?
Press <MENU>
 - On the screen : **'Save customer ? Y / N'**
 - If the modifications need to be saved, press <Y> + <ENTER>.
 - If the modifications DO NOT need to be saved, press <N> + <ENTER>.
- Or, **'Delete'** + <ENTER>
 - On the screen : **'Delete ? Y / N'**
 - If the customer file needs to be erased, press <Y> + <ENTER>.
 - If the customer file DOES NOT have to be erased, press <N> + <ENTER>.
- Or, **'Print'** + <ENTER>
The selected customer file is printed.
- Or, **'Print list'** + <ENTER>
 - Choose whether the list has to be printed 'Sorted by number' or 'Alphabetically'.
A list of customer files (if these exist) is printed the way you asked.

REMARK :

When creating an invoice, the customer data is saved along with the invoice. This means that a customer file can be edited or deleted, even if there is still an invoice for that customer.

38. ADD AN ITEM

- **'Item'** +<ENTER>
The system will ask to enter an item number or description.
- To create a new item, press <0> +<ENTER>
- Enter the item description using the alphabet keys + <ENTER>
- Select the field for VAT using the arrows.
Enter the correct VAT code and confirm with <ENTER>.
- Has all the info been entered ?
Press <MENU>.
- In the bottom right corner on the screen: '**Save item ? Y / N**'
- To confirm, press <Y>+<ENTER>

REMARK :

The fuel products, as they are defined in the site controller configuration, are already present. Shop items will have to be created only if these will be invoiced.

39. EDIT / DELETE / PRINT AN ITEM

Looking up an item can be done in different ways: based on number, a list of search criteria or the general customer list.

- **'Item'** +<ENTER>
The system will ask to enter an item number or description.
 - Or, enter the <item number> + <ENTER>
The item file appears on screen.
Or, enter the <first letters of the item name> + <ENTER>
If the system finds matching results, a list will appear on screen.
Select the correct item using the arrows and confirm with <ENTER>.
The item file will appear on screen.
If the system does not find a match, the following message will appear on screen: **'Not found'**. At this point, a new item can be added.
 - Or, press <ENTER>.
The entire item list appears on screen.
Select the correct item using the arrows and confirm with <ENTER>.
The item file appears on screen.

When the item file appears on screen, you will see the following menu on the right hand side of the screen:

Edit
Delete
Print
Print list

- Or, **'Edit'** + <ENTER>
 - Use the arrows to select the field that needs to be edited + <ENTER>.
 - Edit what needs to be edited and confirm with <ENTER>.
 - Has everything been modified ?
Press <MENU>
 - On the screen :**'Save item ? Y / N'**
 - If the modifications need to be saved, press <Y> + <ENTER>.
 - If the modifications DO NOT need to be saved, press <N> + <ENTER>.
- Or, **'Delete'**+<ENTER>
 - On the screen :**'Delete ? Y / N'**
 - If the item file needs to be erased, press <Y> + <ENTER>.
 - If the item file DOES NOT have to be erased, press <N> + <ENTER>.
- Or, **'Print'**+ <ENTER>
The selected customer file is printed.
- Or, **'Print list'**+ <ENTER>
A list of 100 items is printed (if these exist), sorted by number, starting with the item that is visible on screen.

REMARKS :

- It is not always allowed to add, edit or delete an item. This depends on the company. Some only allow invoicing fuel products.
- When creating an invoice, the item data is saved along with the invoice. This means that an item can be edited or deleted, even if there is still an invoice containing this item.

40. THE SITE HEADER

For certain systems, depending on the company, the site name can be entered. This is then printed onto the invoices (right below the invoice number).

- **'Site Header'** +<ENTER>
- Enter the site name +<ENTER>. (Only this field will be printed.)
- Press <MENU>.
- On the screen :'**Save header ? Y / N**'
 - If the modifications need to be saved, press <Y> + <ENTER>.
 - If the modifications DO NOT need to be saved, press <N> + <ENTER>.

41. EDIT VAT RATES

- **'VAT Rates'** +<ENTER>
- Select the VAT rate that needs to be edited using the arrows + <ENTER>.
- Edit the VAT rate and confirm with <ENTER>.
- Has everything been modified that needs to be modified ?
Press <MENU>
- On the screen :'**Save rates ? Y / N**'
 - If the modifications need to be saved, press <Y> + <ENTER>.
 - If the modifications DO NOT need to be saved, press <N> + <ENTER>.

REMARK :

- The VAT rates have to be entered before you start invoicing.
- The VAT rate 'A' has a fixed link to the fuel products!!
- The decimal separator does not have to be entered, as it is added automatically.
- If the VAT rate is lower than 10.00%, the digit has to be preceded by '0'. Example: 09.50%.
- It is not always allowed to add, edit or delete VAT rates. This depends on the company.

42. CREATE AN INVOICE / CREDIT NOTE

- 'Invoice / Credit note' +<ENTER>
 - If you want to create a new invoice, press <0> + <ENTER> or <F> + <ENTER>.
 - If you want to create a new credit note, press <C> + <ENTER>. (Watch out: the system will only accept a capital 'C')

The invoice or credit note number is completed automatically.

A customer can be selected by:

- Or entering the <Customer number> + <ENTER>.
- Or entering the <Description> + <ENTER>.
- Or entering the first letters of the <Description> + <ENTER>.
The list of customers will appear on screen. Select the correct customer using the arrows + <ENTER>.
- Or press 2 x <ENTER>.
The entire list of customers appear on screen. Select the correct customer + <ENTER>.

Has the customer been entered? You can continue only after doing so.

- Use the arrows to go to the **item field**, choose by:
 - Or entering the <Item Number> + <ENTER>.
 - Or entering the <Description> + <ENTER> (case sensitive).
 - Or pressing 2 x <ENTER>. The item list appears on screen.
- Select the correct items using the arrows + <ENTER>.
- Use the arrows to go to the **price field** (VAT incl.).
- Enter the amount (VAT incl.) in Eurocents + <ENTER>. The price VAT excluded and the VAT rate automatically appear on screen.
- The volume is calculated and can be modified, if necessary.
- If other items have to be added, use the arrows to go to the next field and repeat the same procedure.
- If you need to erase a line on the invoice, go to the item description and press <CLEAR> or <BACKSPACE>.

At this point, it is still possible to edit the **invoice or credit note date**.

This means that the date can be turned back with 15 days. (Example: today is 23/05, so the date can be changed back to 08/05).

Use the arrows to go the date field and edit the date + <ENTER>.

Is the invoice or credit note complete ?

- Press <MENU>
- On the screen : 'Save invoice ? Y / N'
 - If the modifications need to be saved, press <Y> + <ENTER>.
 - If the modifications DO NOT need to be saved, press <N> + <ENTER>.
- The invoice or credit note is printed twice.

REMARKS :

- You can make up to 200 invoices / credit notes. To go beyond this number, the period has to be closed first or the invoices have to be retrieved via TMS. The method used depends on the company.
- For some stations it is possible to edit an invoice that has already been saved. This, however, depends on the company.

- The invoice or credit note number can have 2 formats: SSSYYMMNNNN or SSSSNNNN. This depends on the company. Below are the symbol definitions :
 - SSS: the site number.
 - YY: the year.
 - MM: the month.
 - NNNN: the continuous number from 0000 to 9999.
- The maximum sales lines per invoice / credit note is 8, because 1 sales line can take up to 3 lines on the invoice. Only 24 lines are available per document.
- The total amount per invoice / credit note is limited to 9999,99 EUR. There is no limit for the amount per sales line.

43. PRINT AN INVOICE

It is possible to reprint an invoice.

- **'Invoice'** +<ENTER>
- Enter the invoice number (4 last digits) +<ENTER>
- The invoice appears on screen, along with the question: **'Print invoice/credit note? Y/N'**.
 - If the invoice has to be printed, press <Y> + <ENTER>. The invoice is printed twice.
 - If the invoice does not need to be printed, press <N> + <ENTER>.

44. MAKE AN INVOICE AFTER A REFUELLING

- **'Pump number'** + <ENTER>.
- Enter the pump number + <ENTER>.
- The pump's last 5 transactions (transactions via OPT, BNA, etc. included) appear on screen.
- Select the correct transaction + <ENTER>.
- The invoice appears on screen.
- Complete all remaining field.

45. SYSTEM TIME CHANGE

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'System configuration' +<ENTER>
- 'System Time Change' +<ENTER>

SYSTEM TIME CHANGE	
New time (HH:MM)	10:23
IMPORTANT: You are not allowed to change the date. Time change is limited to 1 hour around the current time.	
If more serious change of date and time is needed, please contact you service company.	

- Enter the new time and confirm with <ENTER>.
The time has been changed.

WARNING:

If the date or time are turned back, be very careful!!

NEVER go back further than the starting hour / date of the open shift. For example: when switching to winter time, the clock is turned back 1 hour.

If the shift is started at 8AM, the hour change has to be done AFTER 9AM to make sure the starting hour of the shift (8AM) is not exceeded.

Preferably, change the time at night after the period closure.

REMARK:

If the time has to be changed more than an hour, do so in different stages.

46. SEND AND RECEIVE MESSAGES

This function is only available if it has been purchased.

If your station is being called via TMS (Tele Management System), you can send and receive messages.

The messages appear on screen. They will also be printed onto all Site Controller reports that are printed via the ticket printer.

Starting from the sales screen:

- Press <MENU>
- 'Supervisor Menu' +<ENTER>
- 'SITE CONTROLLER Window' +<ENTER>
- 'Options + various' +<ENTER>
- 'Remove company mail'

46. 1. Send messages

- 'New message' +<ENTER>
- On the screen:
 - **TO:** enter the recipient's e-mail address. Use the <SAFE/&> key to add the @ symbol. An address without @ is not accepted.
 - **SUBJECT:** 1 line of 70 characters for the subject of this message.
 - **MESSAGE:** this part contains 15 lines of 80 characters.
- When the message has been completed, press <MENU>.
- On the screen: 'Save message ? Y / N'
 - If the message has to be saved, press <Y> + <ENTER>.
 - If the message DO NOT have to be saved, press <N> + <ENTER>.

46. 2. Read messages

- 'Read message' +<ENTER>
- The message appears on screen. They will also be printed onto the Site controller reports printed via the ticket printer. (Closures, index and level report, historical reports).
If you have received several messages, these will all be shown and printed after one another.

46. 3. Delete messages

- 'Delete message' +<ENTER>
- The message will be deleted. If the message is not being deleted, it will always be printed onto the Site Controller reports.
If there are more messages, these will be deleted at the same time.

47. TO BE CONFIGURED BY THE MANAGER

- The receipt **header**.
- The receipt **footer**.
- **Number of footer lines** to be printed onto the receipt.
- Does the system have to **automatically** print a **receipt** after each payment?
- Is it **obligatory** for the operator to always enter the **amount given** by the customer onto the POS?
- Does the system have to print a **journal**? (only possible on a 3-stage printer).
- Does the 3-stage printer have to **print cheques**?
- Does the operator have to enter **float** when opening a shift?
- Does the operator have to enter **counted amounts** when closing a shift?
- Are **safe drops** (transferring money to the safe) allowed during the shift?
- Edit the **configuration** of the A-Z **keys**.
For items / (sub)departments.
For MOPS.
- **Maximum value** for **simplified invoices**.
- Do **simplified invoices** need to be limited to just **fuel sales**?
- Configuration for the processing of **manual vouchers** (replacement for the carbon copies).
- Change time.
- Edit the **format** for:
 - Shift closure
 - Period closure
 - Historical shift closure
 - Historical period closure

48. TO BE CONFIGURED BY THE TECHNICIAN

- Is foreign currency allowed or not?
- Does the receipt have to be printed line by line?
- Does it have to be possible to release pumps from the LOCK screen?
- Does the system have to make an automatic month closure? If so, does it have to be synchronised with the first or last day of the month?
- Can the shift be closed immediately or does it always have to be suspended first?
- Does the POS have to activate the LOCK screen automatically after the shift closure?
- Can the POS allow only one period (daily) closure per day?
- Can there still be fuel transactions on the pump screen (=fuel transactions that have not been settled yet) when the period closure has to take place
- Does the item always have to copy VAT codes and/or EFT restriction codes from the (sub)department to which it belongs?
- Can the manager add or edit (sub)departments?
- Can the manager add methods of payment?
- Can the period closure only take place after 20.00PM?
- Can methods of payments also be defined on keys?
- Defining items / (sub)departments and methods of payment on the A-Z keys.
- Is it enough to activate 1 level of 26 keys, or does this have to be expanded to 2 levels so that the (sub)departments/items are on the first level and the methods of payment on the second level (<CHEQUE> + <A-Z> key)?
- Is the new currency rate immediately activated or only after the first period closure?
- When printing a cheque, does the card number have to be entered?
- Are manual vouchers allowed or not?
- Will the system use subdepartments?
- Synchronised shift closure on the PTI.
- Can the item stock be edited via the 'stock adjustment' function?
- Will the 'Discount' module be used?
- Can the manager add or edit suppliers?
- Can items be defined? Only in subdepartments?
- Can the operator make simplified invoices?
- Can (sub)departments be defined onto keys? Or only items?
- Is it allowed to just have a refund as a separate sale?
- Is the 'Bonus' module used?
- Forced period closure at midnight? Only on the last day of the month? (Necessary for the automatic month closure)
- Is it allowed to edit VAT codes?
- Is it allowed to edit access levels?
- Can keys be defined for items/(sub)departments?
- Can keys be defined for methods of payment?

49. TO BE CONFIGURED BY THE HQ

The next points can be modified upon request. To do so, contact the MICRELEC technical service.

- Pumps / tanks / OPT / BNA / POS (one or more) / ... + all mutual relations.
- Format for the integrated period, fuel, price and month cutovers.
- On which printer does the report have to be printed: single printer, thermal printer, 3-stage printer or HP printer (A4 format).
- Is the automatic release of pumps allowed?
- How many buffers have to be configured for each pump (by default 2 or a maximum of 5 unsettled transactions per pump)
- Is the prior one-time release of the pumps allowed, and what is the time between the prior release and the unhooking of the nozzle? (by default 1 min or maximum 8 hours).
- Is preset allowed? Or is prepay allowed?
- Can the future timed price change only be activated if it is synchronised with the first period closure?

50. APPENDIX

50. 1. PRODUCT CODES (= EFT RESTRICTION CODES)

Belgium + The Netherlands

MICRELEC Nr.	Description
1	Super MLV
2	Normal
3	Diesel
4	LPG
5	Euro-Super
6	House-Fuel
7	Euro Normal
8	Super+
9	Diesel Car
10	Diesel Truck
11	Oil Petrol Motor
12	Oil Diesel Motor
13	Petroleum
14	Mixed
20	Smoking products
25	Non-alcoholic drinks
30	Alcoholic drinks
35	Candy
40	Food
45	Magazines/Papers
50	Non Food
55	Phone/Fax
60	Lubricants
61	Coolant
62	Anti-Freeze
63	Auto parts
64	Auto accessories
65	Batteries
66	Tires
67	Car products
68	Car wash
69	Car rental
70	Reparations
71	Service (Incl. reparations at relocation)
72	Toll, Tunnel, Road tax
73	Truck Service (Tank-, Clean)
74	Ferries, Euro tunnel

CCV Nr.	Description
21	Super Plus
22	Euro Loodvrij
24	Shell pura
26	Super LVV 98
30	Diesel
34	Auto gas
35	Two stroke
36	Red gas oil
37	Petroleum
41	Petrol motor oil
42	Diesel motor oil
43	Lubricants
44	Camera shop
45	Parking
46	Coolant
47	Taxi serice
51	Tires
52	Batteries
53	Parts
54	Services
60	Third party works
61	Tank Cleaing
62	Wage
65	Car wash
70	Shop 0%
71	Shop Low
72	Shop High
73	Tobacco
74	Sweets
75	Food&Snacks
76	Ice
77	Food
78	Specialties
79	Accessories
80	Drinks (non-alc)
81	Magazines/Papers
82	Flowers

75	Road maps	83	Caution
80	Shop 0%	84	Packaging
81	Shop L%	85	Rental
82	Shop M%	86	Phone/Fax
83	Shop H%	92	Voucher

50. 2. LEVEL GAUGING ERROR CODES

General:

OK	
NO COM	No communication
OK – 98	Delivery in progress

For the level gauging systems STIC and ELIT there are specific error codes:

Level gauging STIC:

BD CON	Bad connection- The level gauging system is defective or there is no connection.
BD COM	Bad host request – Wrong info received from the site controller
BD DAT	Bad data – Info received from the level gauging system not ok.
CONTAM	Contamination- Contamination due to water droplets or mud.
TMP OR	Temperature out of range – The temperature exceeds the range of -10°C and 35 °C In this case, the temperature is set to 15°C.
PR OR	Product level out of range – The tank is completely full or empty.

Level gauging ELIT:

TXD FL	Transducer failure
TRIM 2	Trim error 2 – Reference measurement between the product and the water is too small.
TRIM 1	Trim error 1 - Reference measurement between the product and the air is too small.
PS TOP	Passed top - Top has been exceeded
PS BOT	Passed bottom – Bottom has been crossed.
TOP HI	Top too high - Top cannot be found.
BOT LW	Bottom too low – Bottom cannot be found
TA EMP	Tank empty - Tank is empty
TA OVF	Tank overflow – Overfilling
CAL	Calibration – Calibration is done at night at 3AM for the detection of water level. This calibration is also done after a power interruption.