

Warrandyte Sports Club POS Procedure

A POS Manager must be appointed by your Club each time you use the Till. As POS Manager you will be responsible for all of the following:

Opening

1. Ensure that the people who are supporting you to operate the POS have been trained, or allow enough time to train them before you begin selling.
2. The following procedure applies to each till individually. If you open two tills you will need to balance them both.
3. It is not required that you turn your POS off so it should be on when you start. If not, start your POS by pressing the button at the rear lower right hand corner for 3 seconds.
4. After the start-up sequence, double tap the “Front House” icon.
5. After start-up, log-in using your Club’s two digit log-in code, then “Enter”.
6. Open the till (if not already open) by pressing the “No Sale” button
7. Place your club’s float into the till being sure to follow the float verification procedure required by your club.
8. When performing transaction be careful to press “cash” when you take cash and “EFTPOS” when you take a credit card.
9. Always use the EFTPOS machine marked WSG. Your club EFTPOS cannot be used for food or drinks.
10. Keep your EFTPOS docket in the till.

Closing

1. Prepare to count your till. If it is *end of day* you will want to announce “Last Drinks” or “Last Food” and perform the Kitchen/Bar close-down procedure, which may include locking the kitchen door if you have no assistant.
2. Remove your float amount from the total cash amount accumulated. Place all of the remaining cash into a bag.
3. Place all of the EFTPOS dockets into the bag.
4. Print off a Session Report as follows:
 - a. Press “More Functions”
 - b. Press “Cashiers Report”
 - c. Press “Report by Staff”
 - d. Press “Print”
5. Place the report into the bag.
6. Seal the bag and write your club and the date on the bag.
7. Place the bag into the safe.
8. Log off at the til.
9. Leave the POS machine on.

Purchases – the IGA Agreement

All orders are placed on Thursdays for delivery the following Thursday. If you require any additional or different stock please ensure that you have made your request one week +, in advance. Please order through the appointed purchasing person (currently Steve Goddard – sgoddard@gio.com.au)

Emergency Stock – Ad-hoc Purchasing

Note the following:

1. We have a purchasing agreement with Quinton’s Super IGA who have supplied us with purchasing tags, an agreed discount structure and an agreed purchasing procedure.
2. You need a tag to make an Ad-hoc purchase.
3. Purchases that are made Ad-hoc (not as per the Thursday/Thursday process) can be made across the counter and do not attract our usual IGA discount, but potentially a much smaller discount.
4. It is possible that larger Ad-hoc purchases cannot be supplied. It falls within our agreement that when we require Ad-hoc purchasing:
 - a. We first ask for supply,
 - b. If supply is not possible, we go to another supplier.
5. If you need to make a purchase for unexpected extra stock (ad-hoc purchase), first note the following:
6.
 - a. Is the stock you are purchasing to be sold? If not it is not a WSC purchase and you will have to ask your Club for the money to pay for your purchase.
 - b. Do you have a WSG IGA tag? If you haven’t, find someone who has. Cash purchases from IGA that aren’t made with a WSG IGA tag do not attract any discount. You will not need any money to make a purchase with a WSG IGA tag.
 - c. When you make an approved purchase from IGA, make sure you receive an IGA docket and place the docket on the docket spike and staple it with your session eftpos dockets at close-up.

Money Out

1. On some occasions you will need to take money out of the till. Note the following:
 - a. This can be only for sanctioned purchases, not personal loans.

- b. Any money removed must be replaced with a docket that reflects exactly the same amount as the money removed. Place this docket on the spike with your name and telephone number.
 - c. Record the money taken from the till as follows:
 - i. Press :More Functions”
 - ii. Press “Cash Out”
 - iii. Enter your pass codes.
 - iv. Enter the amount you need for purchase
2. Payment to suppliers – On the odd occasion you may be required to pay cash for a delivery. If so, note the following:
- a. The delivery must be accompanied by an invoice (not a delivery docket – if there is no invoice then payment will need to follow at a later date – notify Jeff on 0409 722 111)
 - b. All goods arriving need to be checked off against the docket/invoice. This will be your responsibility if you are going to pay for these goods.
 - c. Any delivery must be checked off against the delivery docket/invoice before it is brought into stock. Bring goods into stock is done in two parts
 - i. Sorting, de-boxing and shelving stock.
 - ii. Recording the stock in the POS system (not yet implemented)