

LEGACY USER GUIDE INDEX

Title	Contents – Note all Prism 2 Iridium 2 unless stated.
Processing Consumables	Process to prevent high stock of non sales items.
Data Housekeeping	Identify and mark for deletion any barcodes that have not been sold.
Managing Cash to ATM	Reconciling cash to ATM and commissions received (applicable to all commission products).
Controlling Wastage	Manual & HHT entry of write offs, reporting and tips on monitoring.
Lottery and Scratch card Reconciliation	Recommended best practice for reconciling the lottery and scratch card sales and for posting the Camelot invoice and commission received.
Sales Analysis Reports	Examples of weekly sales, comparing week to week
Meal Deal Promotion	Traditional 3 trigger Sandwich type promotion,
Auto Ordering	Process and preparation required to auto order stock
IR2 POS users	Creating & maintaining POS users, & Templates IR2 with description of options most commonly restricted
POS Explorer	Including print transaction, function count & find across shifts
Fuel Bunkering	Sales, deliveries, commission processing and reporting of bunkered fuel.
Vat reporting in Prism	Details of what vat reports and audit trails available,
HHT Guide	9 Pages of everything HHT including trouble shooting
Site closed (Christmas) procedures	Adding a missing day into Daily Sales, advancing next day to reconcile
POS Receipts	How to change message on bottom of till receipt.
Month End processing	What needs to be checked / completed before
Weighed and Weighted stock control	What is weighed & weighted stock, and how to maintain stock control.
Inventory Health Check	Using inventory health check and revaluation of stock.
Using Standing Orders	Creating and adding standing orders
SEL checking HO.	Label checking for HO linked sites