

# CHANGE FUND

## WALKTHROUGH


Scenario: Cashier starts his/her shift and needs to set the cash already in the drawer before making sales transactions

For Boutique, click F1-Option or hit F1 on your keyboard.

Welcome to our Store  
Enjoy shopping

**0.00**  
Pesos (Php)

Qty	Unit	Product	Unit Price	Discount	Total
0	item(s)		Subtotal	0.00	0.00

  CHECKOUT

F2-Detail   F3-Search   F4-Clerk   F5-Cust   F6-Drawer  
F7-Level   F8-Frank   F9-Repeat   F10-Lock   F11-Save   F12-Lookup

ONLINE


Select **Change Fund** or go to **Enter Option #:**, input 4 and press Enter

**Options**

[1] Subtotal Discount	[91] Cashier Report
[2] Subtotal Discount %	[92] X Reading
[3] Senior Discount	[93] Z Reading
<b>[4] Change Fund</b>	[94] Tenant Data
[5] Pickup Amount	[95] Sales Book
[7] Open Sales Record	[96] Export Sales
[8] Void Current Transaction	[97] Reset Configuration
[9] Reprint Last Receipt	[98] Change Password
[10] Debit Card Inquiry	[99] Sign off
[11] Time Card	

Enter Option #:

Tip: You can access this screen by entering 0 in product entry

 Close

For F&B and Spa, click Options

Select **Change Fund**

The screenshot shows the Alliance Access System Menu interface. At the top, there is a navigation bar with several tabs: Dine In, Individual, Pickup, Delivery, Queue, Counter, and Options. The 'Options' tab is currently selected. Below the navigation bar, the main area is titled 'System Menu'. It contains two columns of buttons. The 'Change Fund' button in the left column is highlighted with a red oval. Other buttons in the left column include Pickup Amount, Reprint Last Receipt, Frank Last Receipt, Open Sales Record, Debit Card Inquiry, Time Card, Open Drawer, and Change Password. Buttons in the right column include Cashier Report, X Reading, Z Reading, Tenant Data, Sales Book, Reset Configuration, and Sign Off.

System Menu Options	
Change Fund	Cashier Report
Pickup Amount	X Reading
Reprint Last Receipt	Z Reading
Frank Last Receipt	Tenant Data
Open Sales Record	Sales Book
Debit Card Inquiry	Reset Configuration
Time Card	Sign Off
Open Drawer	
Change Password	

Input the amount of petty cash and click OK to continue with cashiering transactions.

**Enter Change Fund**

Cashier: Cashier  
T/M # 0001

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Amount: \* 1004.50

 OK  Cancel