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Till Reconciliation

1. On the left hand side of the screen, double click on the 'EPOS' icon.



2. Double click on the 'Till Reconciliation' icon.



3. Fill in details as required. Under '**Report Type'** you can choose a detailed or summarised report. Click on the '**Report'** icon. (Using Till No. "0" will show information for all terminals) Follow

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Location: NEE Till No: 1 Salesperson: Date: 17/10/2016 Report Type © Detailed © Summary Export	Detailed Selection Image: Cash Image: Chegues Image: Credit Cards Image: Credit Cards Image: Credit Cards Image: Quichers/Coupons Image: Quichers/Coupons <td< th=""><th> ✓ Credit Notes Issued ✓ Credit Notes Redeemed ✓ News Accounts Charged ✓ Other Accounts Charged ✓ Other Account Paid ✓ Part Allowances ✓ Vouchers/Loyalty </th></td<>	 ✓ Credit Notes Issued ✓ Credit Notes Redeemed ✓ News Accounts Charged ✓ Other Accounts Charged ✓ Other Account Paid ✓ Part Allowances ✓ Vouchers/Loyalty
		Till Reconciliation

4. You can choose to Preview or Print this report.

If the figures in the Back Office do not coincide with the figures on the EPOS, then this means that Merlin Net has not polled and therefore the figures have not been updated. In order to do this, you need to **'Run Net'**.

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