Quick Reference Sheet
Receipting Station Reconciliation (Pre-End of Day) – EFTPOS Terminal to OneStop

The following describes the process to reconcile the EFTPOS transactions with OneStop before conducting End of Day.

**Open the EFTPOS Client Manager**

Double click on the green C in the footer bar:

Click on Ctrl Panel button to open the EFTPOS control panel:
In the control panel, select the “Settlement (F3)” tab:

Click on the Pre-Settle button:
The transaction listing displays in the viewing area. You can print the display or scroll down the listing to check your totals against your OneStop receipts.