

## Enabling shift reports

### You will learn:

1. How to activate shift reports
2. How do shift reports work
3. How to access previous shift reports

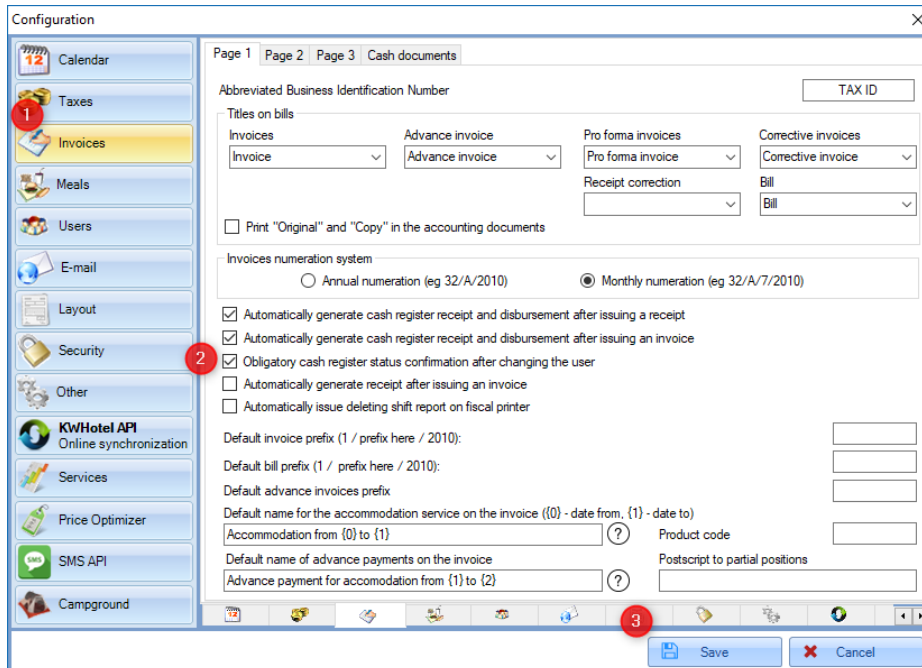
Deploying shift reports in KWHotel allows you to monitor the work of your staff. This includes:

- Controlling the cash flow during each shift
- Verifying the work time of each receptionist
- Finding cash discrepancies that require manager`s investigation

### 1. How to activate shift reports

#### Step by step instruction on how to enable shift reports in KWHotel.

1. Go to Tools > Configuration > Invoices
2. Turn on the following option: Obligatory cash register status confirmation after changing the user
3. Save changes



Configuration

Page 1 Page 2 Page 3 Cash documents

Abbreviated Business Identification Number

Titles on bills

Invoices	Advance invoice	Pro forma invoices	Corrective invoices
<input type="text" value="Invoice"/>	<input type="text" value="Advance invoice"/>	<input type="text" value="Pro forma invoice"/>	<input type="text" value="Corrective invoice"/>
		Receipt correction	Bill
		<input type="text"/>	<input type="text" value="Bill"/>

Print "Original" and "Copy" in the accounting documents

Invoices numeration system

Annual numeration (eg 32/A/2010)  Monthly numeration (eg 32/A/7/2010)

Automatically generate cash register receipt and disbursement after issuing a receipt

Automatically generate cash register receipt and disbursement after issuing an invoice

Obligatory cash register status confirmation after changing the user

Automatically generate receipt after issuing an invoice

Automatically issue deleting shift report on fiscal printer

Default invoice prefix (1 / prefix here / 2010):

Default bill prefix (1 / prefix here / 2010):

Default advance invoices prefix

Default name for the accommodation service on the invoice ({0} - date from: {1} - date to)

Accommodation from {0} to {1}  Product code

Default name of advance payments on the invoice  Postscript to partial positions

Advance payment for accommodation from {1} to {2}

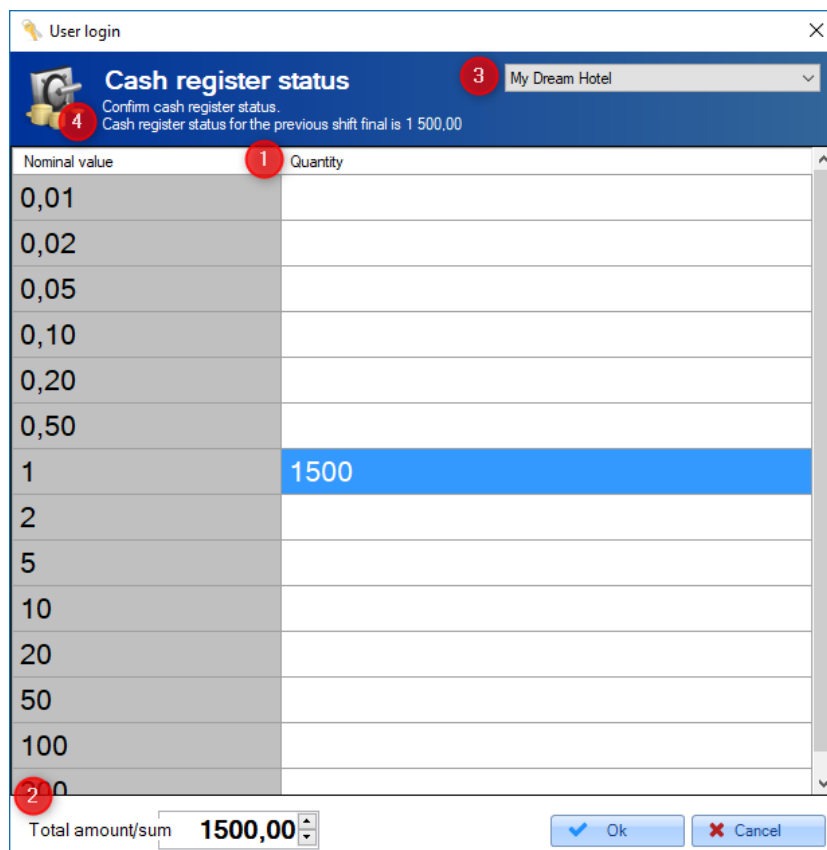
## 2. How do shift reports work?

**Part 1.** When logging in, every User (except for administrator) will have to insert the amount of cash currently held in the cash register.

This can be done in two ways. Either write amount for each denomination **(1)** or type the whole amount in the "Total amount" field **(2)**.

If you work with multiple properties, you can select the correct one from the list on the right **(3)**.

*Attention! In the upper left corner of the window **(4)** you will see the amount of cash calculated during the last shift. We highly recommend counting money manually, instead of copying the amount displayed. If cash is missing from the cash register, you won't notice it otherwise!*



Nominal value	Quantity
0,01	
0,02	
0,05	
0,10	
0,20	
0,50	
1	1500
2	
5	
10	
20	
50	
100	
0	

Total amount/sum

*If there is a cash discrepancy between the previous and current shift, the balance will be adjusted to meet the newly inserted value. In such situation a cash document called "Cashier login" is created.*

**Part 2.** Your shift will now begin. At first, you won't notice any difference - just continue your work with the program.

In the background, however, KWHotel monitors the reservations you create / delete, payments you receive and documents you create / delete.

**Part 3.** When you finish your work and try to change user or close KWHotel, a message will appear: "Another shift is open. Select 'Yes' to complete that shift".

If you click "Yes", a shift report will be displayed, summing up your work.

If there are any differences between the cash status from the previous and current shift, it will be visible in the report **(1)**.

## Shift report Andrea Kowalska

Date start: 29.10.2018 12:35:42

Date end: 29.10.2018 12:38:31

Amount calculated in the end of the previous shift: 4 700,00  
 Amount calculated in the beginning of the shift: 5 000,00  
**Difference: 300,00**

Summary of cash documents added by the user

CR: 2 580,00  
 CD: 0,00

Summary of cash documents added during the shift

CR: 2 580,00  
 CD: 0,00

Summary of bank documents added during the shift

Card: 0,00  
 Other: 0,00

Cash register - final balance: 7 280,00

CR and CD no related to fiscal documents

No.	Document no.	Customer	For	Cash
1	KP 3/10/2018		Cashier login	300,00
2	KP 4/10/2018	Jane Smithk	Accommodation from 05.11.2018 to 09.11.2018	2 280,00

Accepted reservations

No.	ID	Date from	Date to	Last name	Room group	Room	Amount	
1	366	05.11.2018	08.11.2018	Jane Smithk	SINGLE	Single III	2 280,00	2280,00

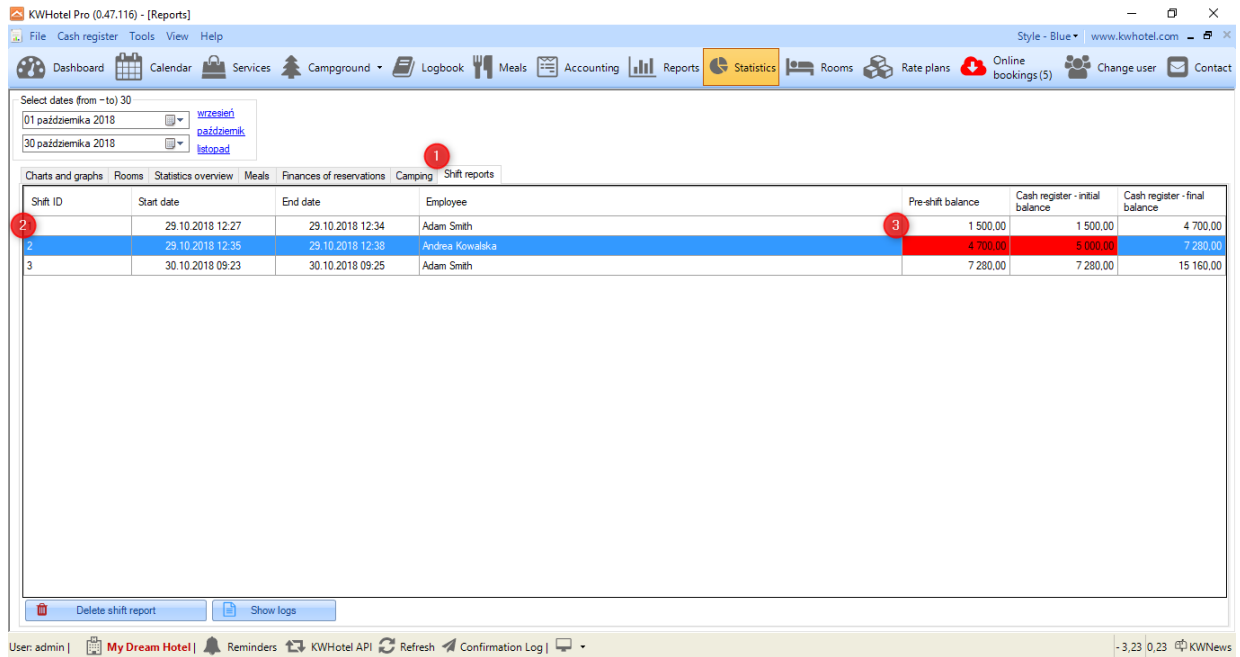
Deleted reservations

No.	ID	Date from	Date to	Last name	Room group	Room	Amount	
1	367	06.11.2018	08.11.2018	Karen Kintaj	DOUBLE	Double III	1 800,00	0,00

### 3. How to access previous shift reports?

Admin user can access shift reports in the Statistics module > Shift reports **(1)**. Just double click the report you want to see in detail **(2)**.

Cash discrepancies are highlighted red **(3)**.



The screenshot shows the 'Shift reports' section of the KWHotel Pro software. The interface includes a navigation menu at the top with options like Dashboard, Calendar, Services, Campground, Logbook, Meals, Accounting, Reports, Statistics, Rooms, Rate plans, Online bookings (5), Change user, and Contact. Below the menu, there is a date selection filter for the month of October 2018. The main content area displays a table of shift reports with columns for Shift ID, Start date, End date, Employee, Pre-shift balance, Cash register - initial balance, and Cash register - final balance. The table contains three rows of data. The second row is highlighted in blue, and the third row is highlighted in red, indicating a cash discrepancy. Red circles and numbers 1, 2, and 3 are overlaid on the image to indicate the steps: 1 points to the 'Shift reports' menu item, 2 points to the second row of the table, and 3 points to the red-highlighted row.

Shift ID	Start date	End date	Employee	Pre-shift balance	Cash register - initial balance	Cash register - final balance
1	29.10.2018 12:27	29.10.2018 12:34	Adam Smith	1 500,00	1 500,00	4 700,00
2	29.10.2018 12:35	29.10.2018 12:38	Andrea Kowalska	4 700,00	5 000,00	7 280,00
3	30.10.2018 09:23	30.10.2018 09:25	Adam Smith	7 280,00	7 280,00	15 160,00