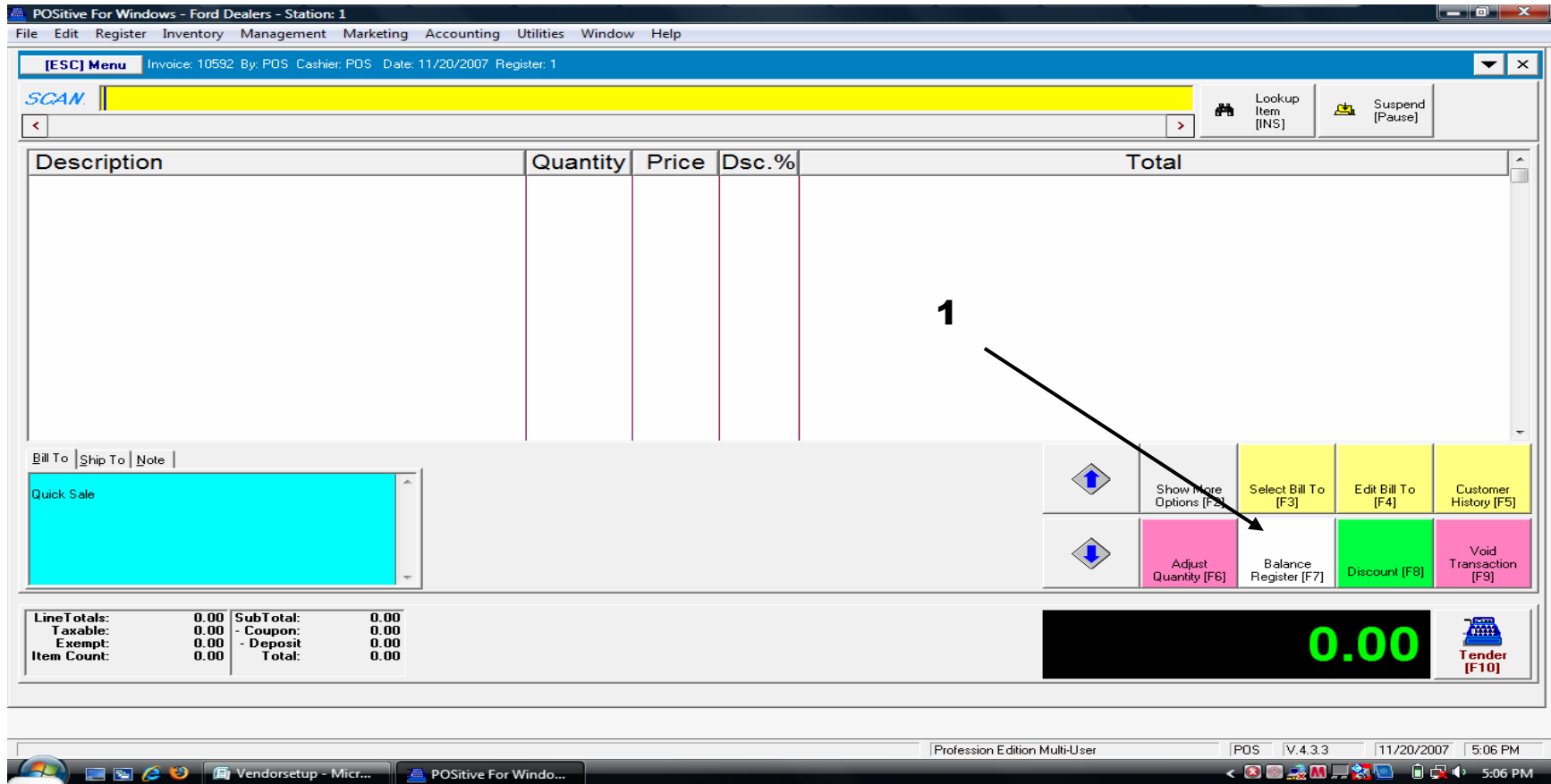


Balancing Cash Drawer

1

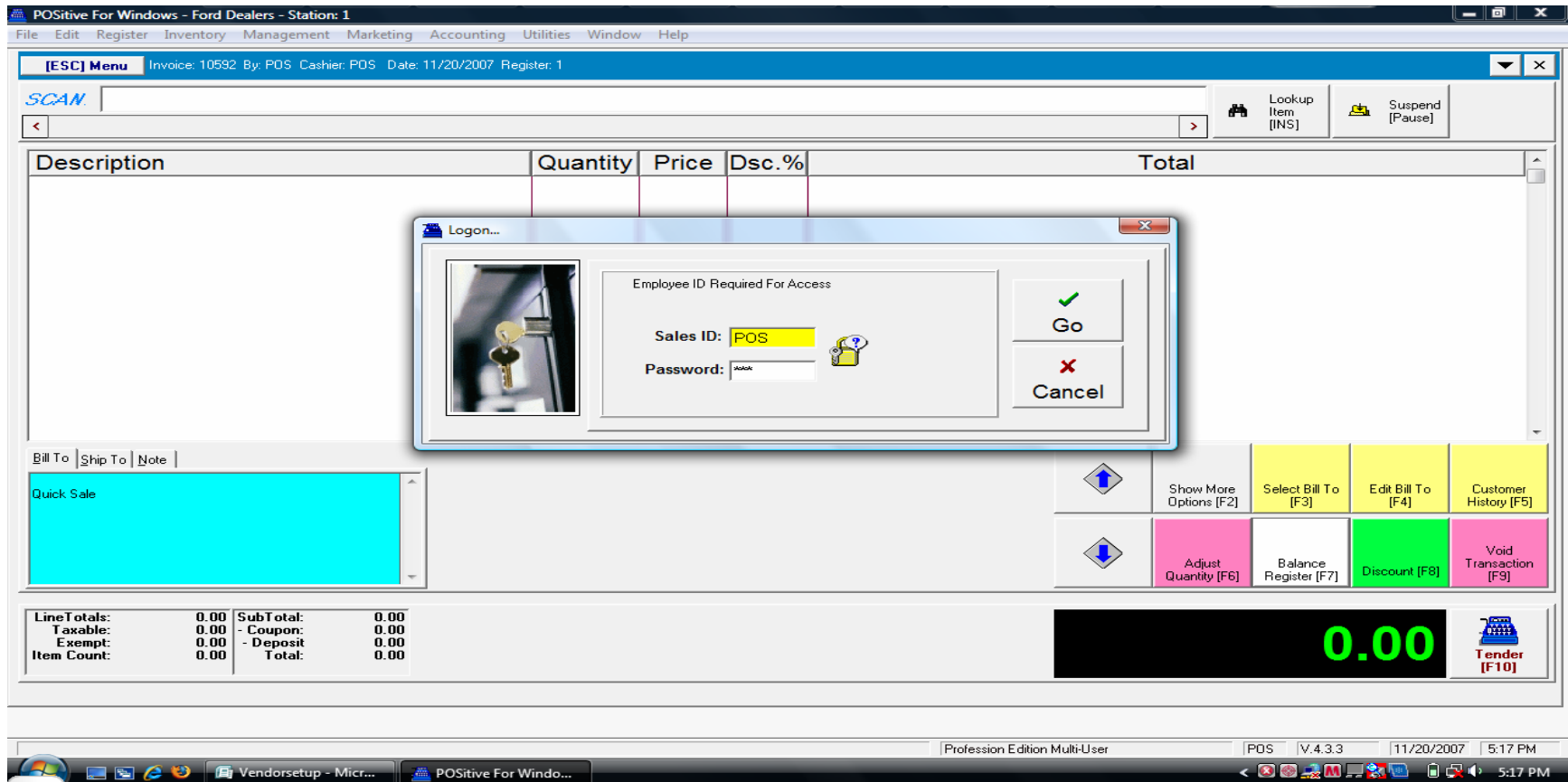


On the Sales Invoice Screen

1. Click **Balance Register**
(Keyboard Shortcut, F7)

Balancing Cash Drawer

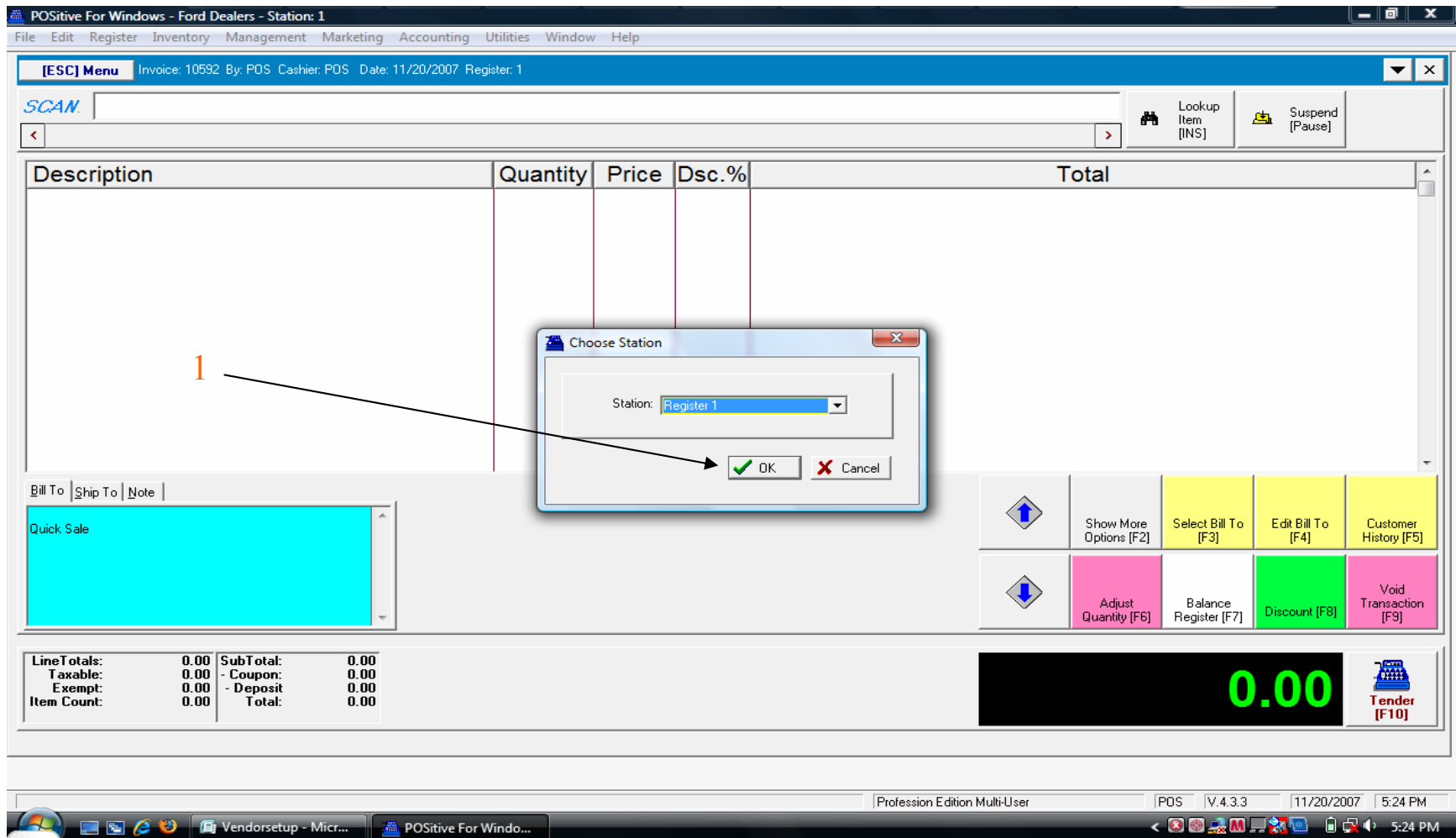
2



When Login appears

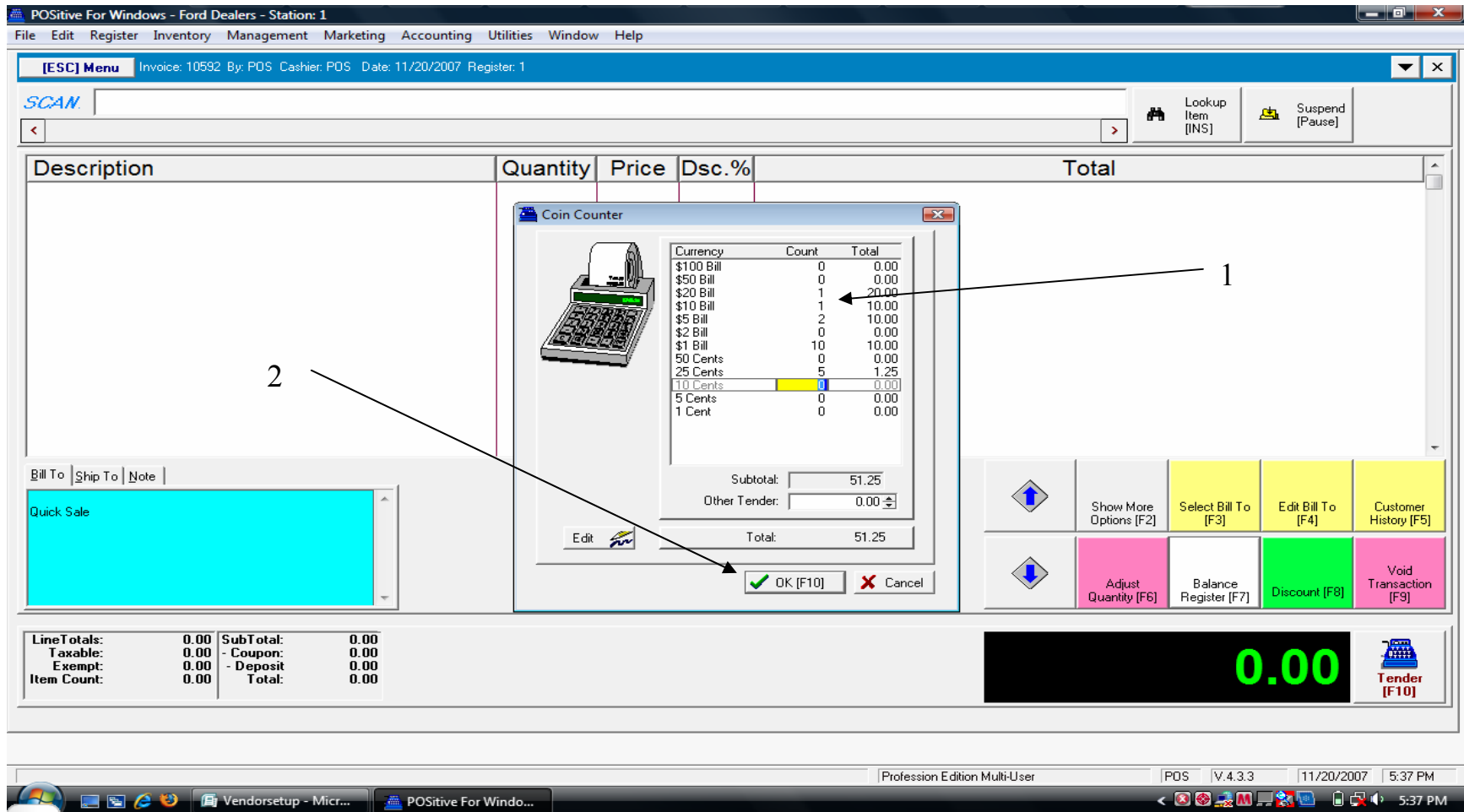
Enter ID and password

(by default managers and teachers can only balance the cash drawer)

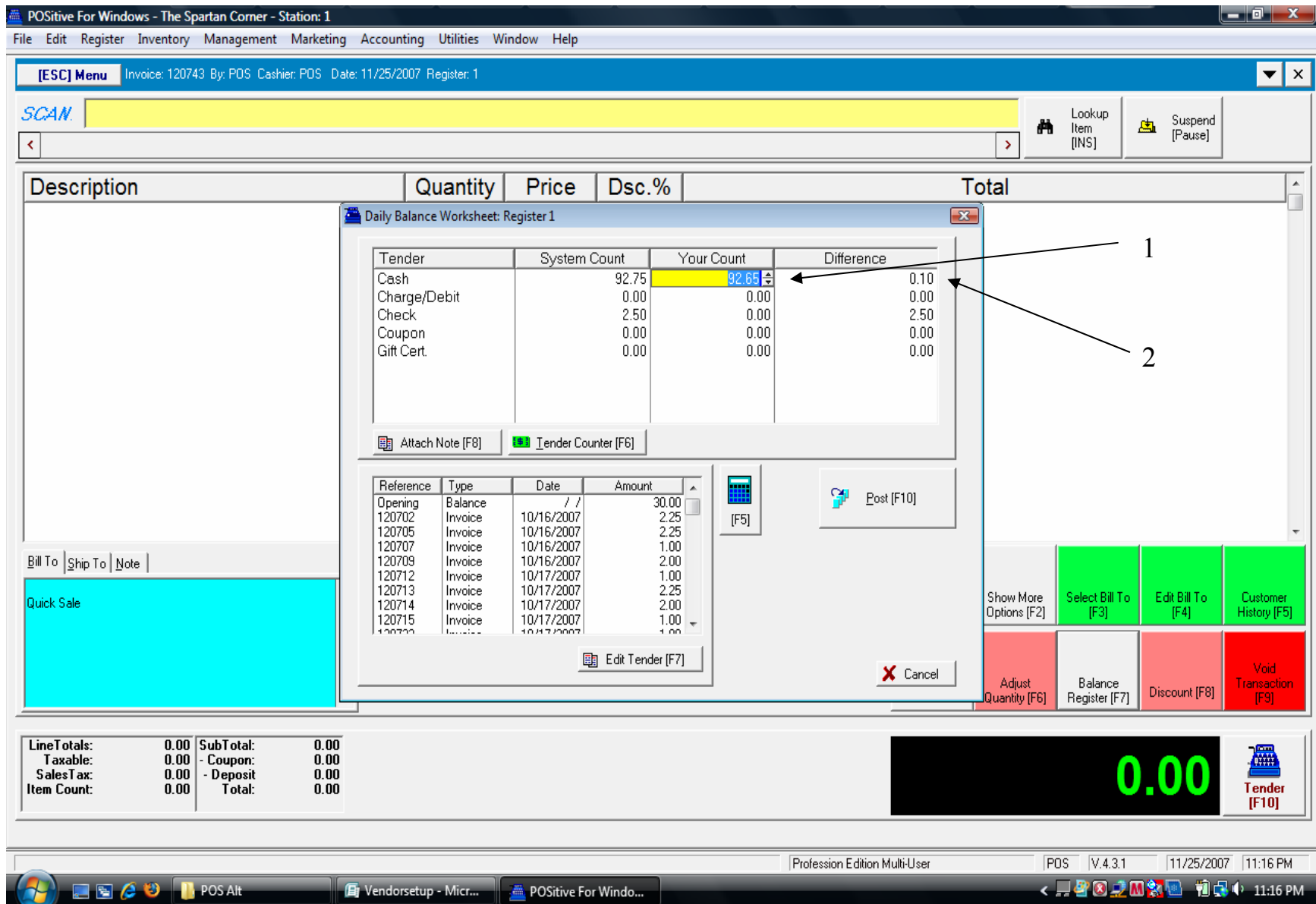


The default prompt is your current POS station number.
(You can select other stations drawers to balance them also)

1. **Click OK to begin the cash drawer balancing process.**

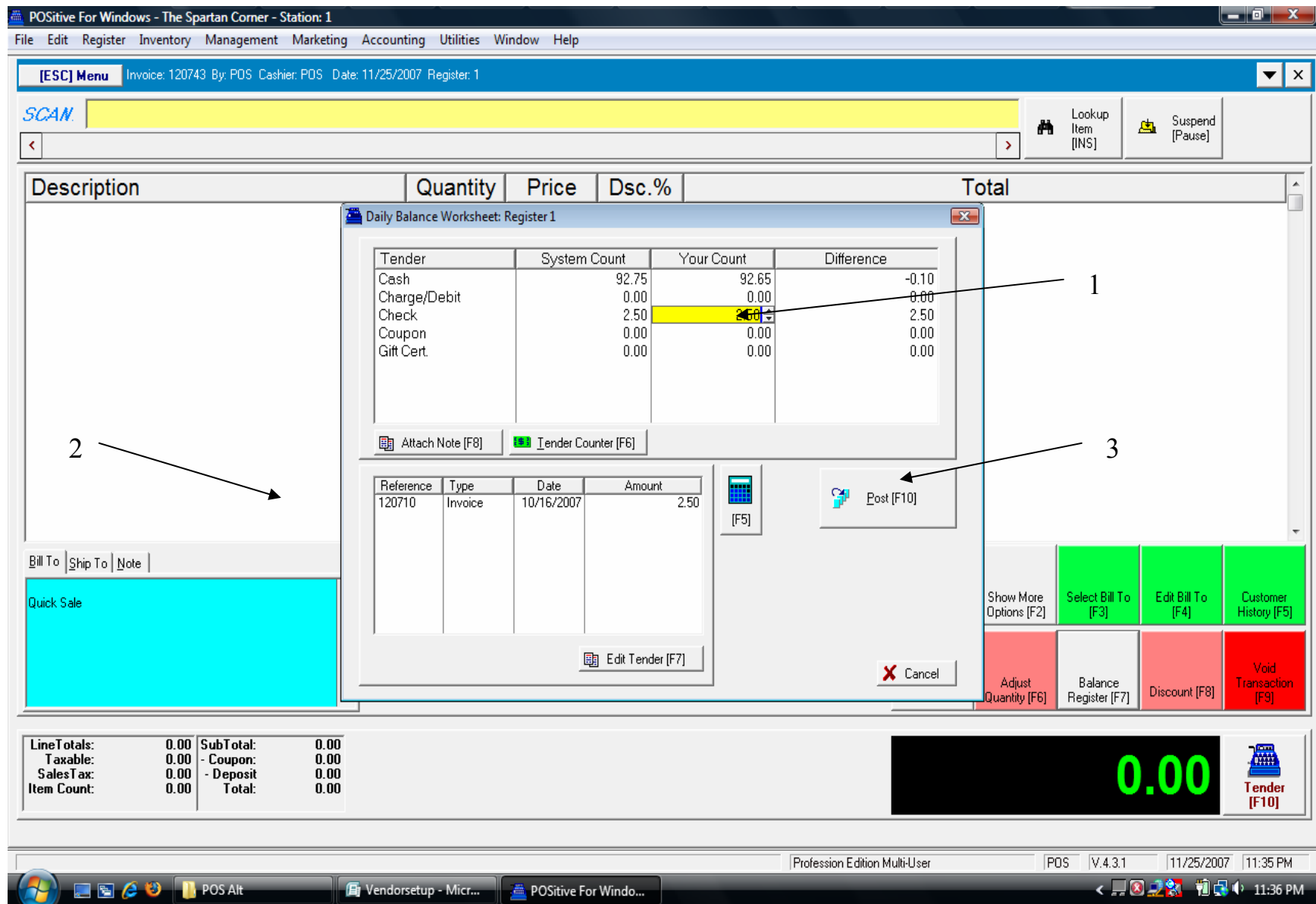


1. When the cash drawer opens, count all denominations of coins and currency, including your opening bank.
(You only need to count the number of bills and coins - the program will extend the dollar amount)
2. Click OK to finalize the balancing process.



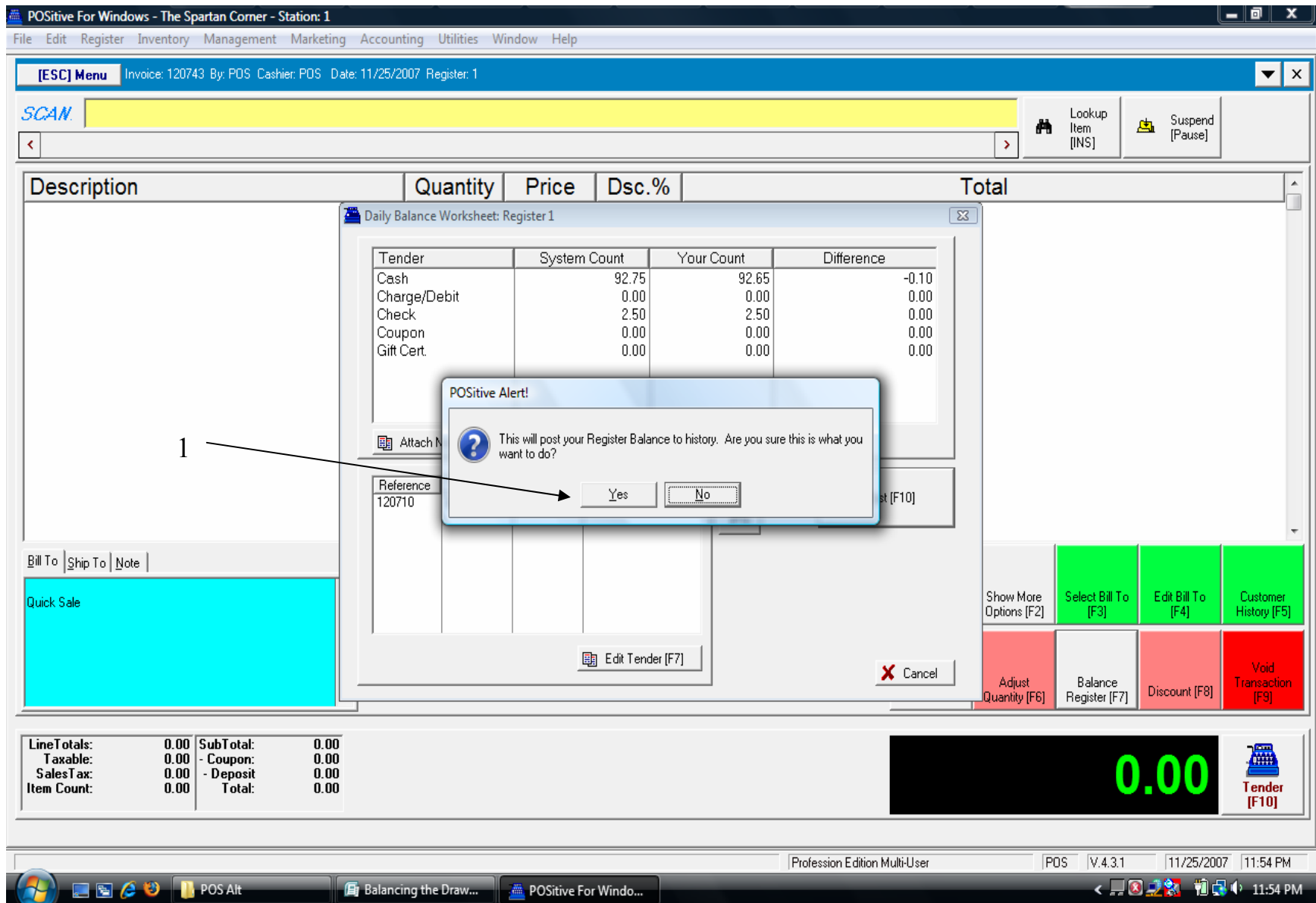
Complete the Daily Balance Worksheet for your register.

1. Your cash count from the previous screen has been forwarded to this screen.
2. Your count is compared to the program's system count—note any differences.



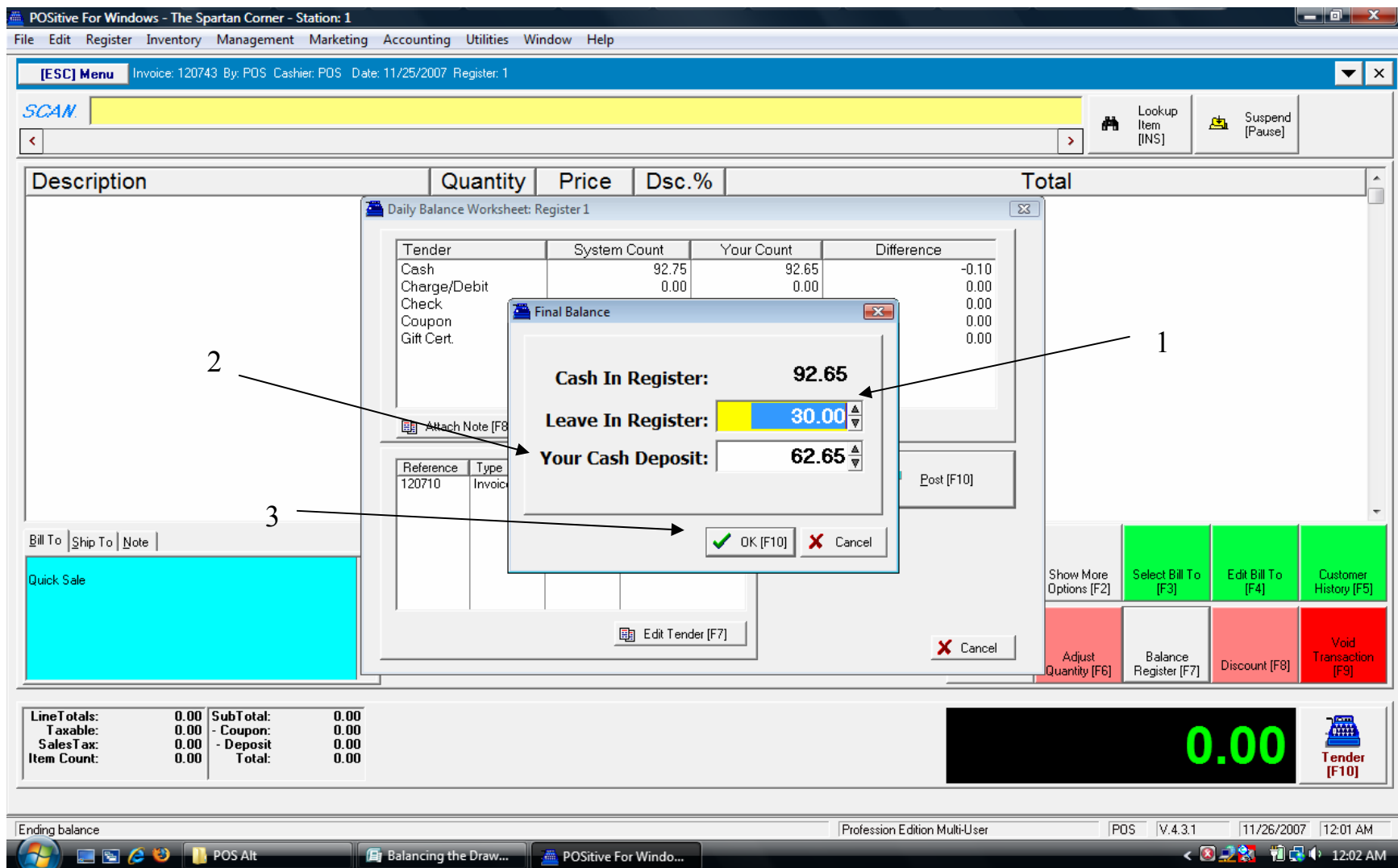
Complete the Daily Balance Worksheet for your register.

1. Enter the amount of all paper tender—checks, coupons, gift certificates, credit and debit sales.
2. All transactions for each type of tender are listed in the reference box on the lower left.
3. When all tender has been entered—click the tab to POST (F11)



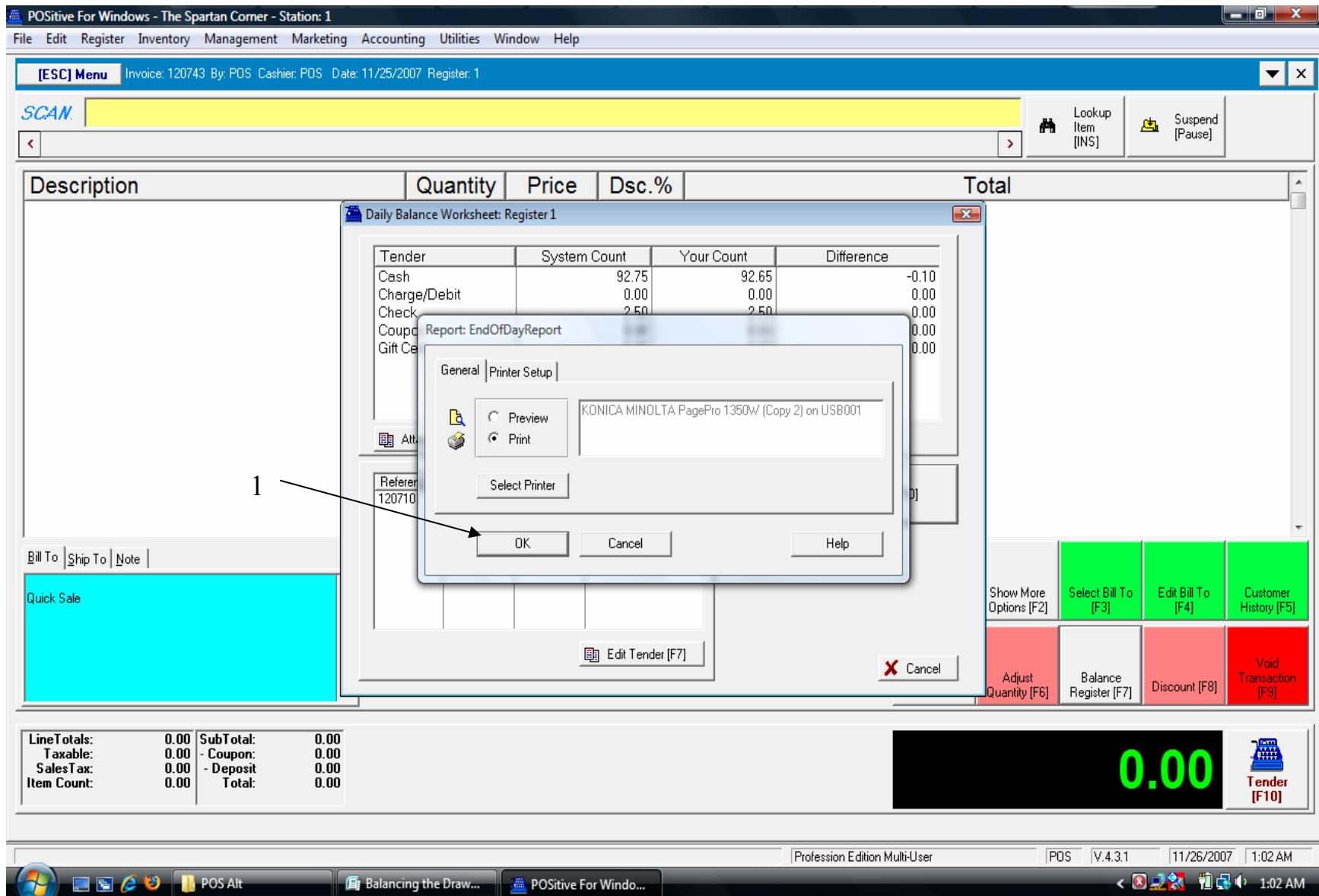
Finalize the Posting by sending the Register Balance to History.

1. Click the Yes tab to POST to History.



Carry Forward Your Starting Bank for the next sales shift.

1. Your previous starting bank is shown as the default to carry forward.
2. Note the amount of your Cash Deposit—Separate from your closing bank.
3. Click OK to continue.



Print a Register Balance Report for the shift.

1. Click OK to Print (or Preview first) to your default report printer.

Preview: EndOfDayReport

1

Register Balance Report

Register: 1
By: POS
Date: 11/26/2007

The Spartan Corner
Confidential

Summary

	Cash	Checks	Charges	Coupons	Gift	Food Stamps
Your Count:	92.65	2.50	0.00	0.00	0.00	0.00
Less Starting Balance:	30.00					
Actual Cash Received:	62.65					
Computer Reported:	62.75	2.50	0.00	0.00	0.00	0.00
OVER:	0.00	0.00	0.00	0.00	0.00	0.00
SHORT:	-0.10	0.00	0.00	0.00	0.00	0.00
Change Left In Register:	30.00					

Total Sales w/out Tax: 65.25

Print ALL pages KONICA MINOLTA PagePro 1350w (Copy 2) on USB001 Pg. 1 of 1 154%

The Shift Register Balance Report - Match and include with your register deposit.

1. Click the Print This Page icon to send to the report printer.

Preview: CategorySummaryReport

Register: 1 11/26/2007

Register Sales Category Summary

Category	Sales / Qty		Refunds / Qty		Discounts / Qty		Total	% Of Sales
FOOD PREP	7.15	5.00	0.00	0.00	0.00	0.00	7.15	6.51
PRETZELS	24.24	26.00	0.00	0.00	0.00	0.00	24.24	22.09
SLUSHIES	33.86	31.00	0.00	0.00	0.00	0.00	33.86	30.85
SNACK COMBOS	44.50	22.00	0.00	0.00	0.00	0.00	44.50	40.55

Totals:

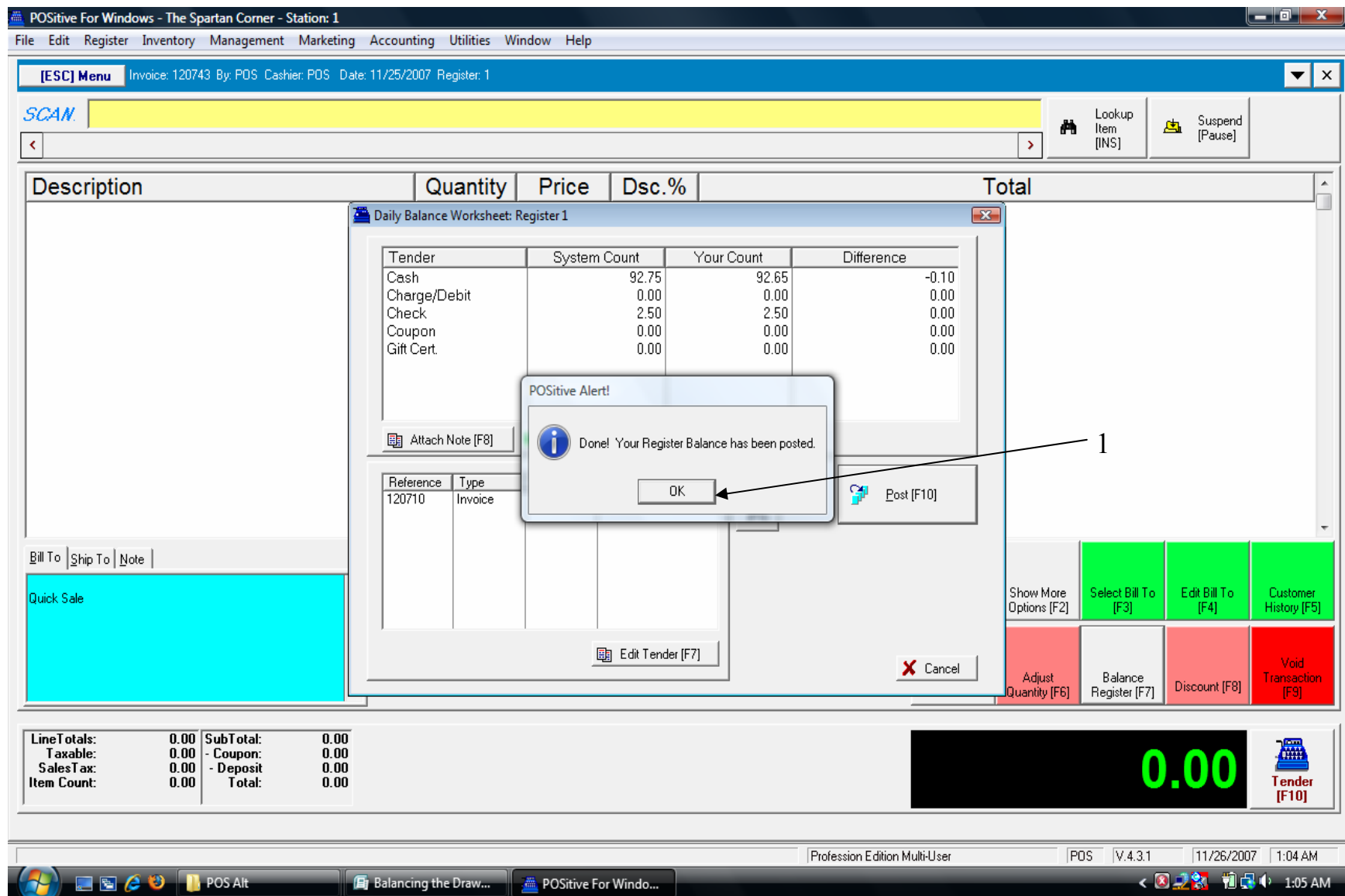
Sales:	109.75	84.00
Refunds:	0.00	0.00
Discounts:	0.00	0.00
Less Transaction Discounts:	0.00	0.00
Less Trade-Ins:	0.00	0.00
Total:	109.75	

1

Balancing the Draw... POS Alt POSitive For Windo... 2:17 PM

The Shift Category Summary Report - (Report that automatically follows by default), Print or Preview)

1. Click the Print This Page icon to send to the report printer.



Finalize the Posting by sending the Register Balance to History.

1. Click OK to Complete Balancing and return to the Sales Invoice Screen.