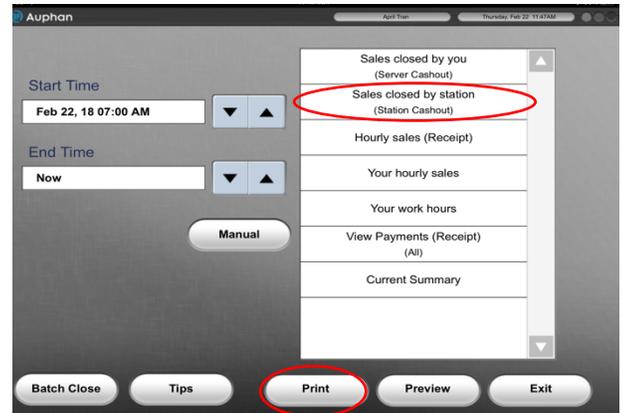


How to close the till:

1. **Print out the Cash Report** – Type in your password number then press the “Reports” button. Press “Sales Closed by Station” and print.



2. **Print out the Batch Report for both Debit machines** – Unlock the Debit machine press “3. Day Close” button. Wait until it is finished printing out then tear off paper. If it does not print properly please make sure to reprint.
3. **Place All three papers side by side** – Make sure you can see all the totals for Debit, MasterCard, Visa, Amex, etc...

HOST BALANCING REPORT				02-07-2018 21:14:10			
BATCH:	36			BATCH:	267		
HOST NET:	\$1,005.86			HOST NET:	\$189.92		
HOST COUNT:	25			HOST COUNT:	#6		
TERMINAL NET:	\$1,005.86			TERMINAL NET:	\$189.92		
TERMINAL COUNT:	25			TERMINAL COUNT:	#6		
DIFFERENCE (HOST - TERMINAL)				DIFFERENCE (HOST - TERMINAL)			
AMOUNT:	\$0.00			AMOUNT:	\$0.00		
COUNT:	0			COUNT:	#0		
BUSINESS DAY TERMINAL BALANCING REPORT				02-07-2018 21:14:14			
GW2293130302				GW2293130301			
CARD	TRAN	COUNT	AMOUNT(\$)	CARD	TRAN	#	AMOUNT(\$)
DP	SALES	14	621.29	DP	SALES	2	39.84
DP	RETURN	0	0.00	DP	RETURN	0	0.00
DP	NET	14	621.29	DP	NET	2	39.84
VI	SALES	8	280.91	VI	SALES	3	88.84
VI	RETURN	0	0.00	VI	RETURN	0	0.00
VI	NET	8	280.91	VI	NET	3	88.84
MC	SALES	3	103.66	MC	SALES	1	61.24
MC	RETURN	0	0.00	MC	RETURN	0	0.00
MC	NET	3	103.66	MC	NET	1	61.24
ALL	SALES	25	1,005.86	ALL	SALES	6	189.92
ALL	RETURN	0	0.00	ALL	RETURN	0	0.00
ALL	NET	25	1,005.86	ALL	NET	6	189.92

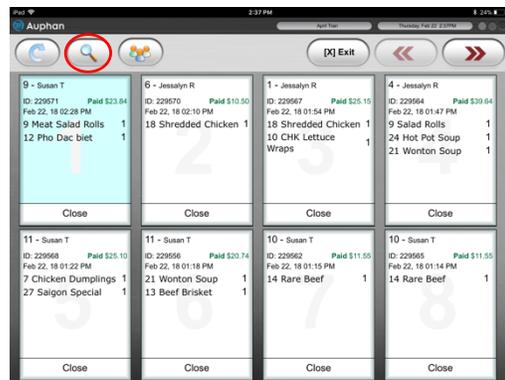
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CASH OUT REPORT			
Printed on: Feb 07, 18 09:16 PM			
Printed By: Jessalyn R			
From: Feb 07, 18 03:51 PM			
To: Feb 07, 18 09:16 PM			
Store: Little Saigon Vietnamese Cuisine (2009) Ltd.			
Closing Station: Local Station			
Payment Summary			
Cash (8):	\$250.68		
Non-Cash Tips:	(\$170.09)		
Net Cash Excl. Foreign \$:	\$80.59		
MasterCard (4):	\$164.90		
Visa (11):	\$369.75		
Debit (16):	\$561.13		
Gift Card (5):	\$164.46		
Total:	\$1440.83		
Revenue Summary			
Gross Sales:	\$1386.64		
Discounts:	(\$17.51)		
Refunds:	\$0.00		
Net Sales:	\$1369.13		
Other Charges:	\$0.00		
Amount Before Taxes:	\$1369.13		
GST (5%):	\$68.50		
PLT(10%):	\$3.20		
Taxes Collected:	\$71.70		
Total Revenue:	\$1440.83		
Non-Cash Tips			
Non-Cash Tips:	\$170.09		
(\$170.09 - \$0.00)			

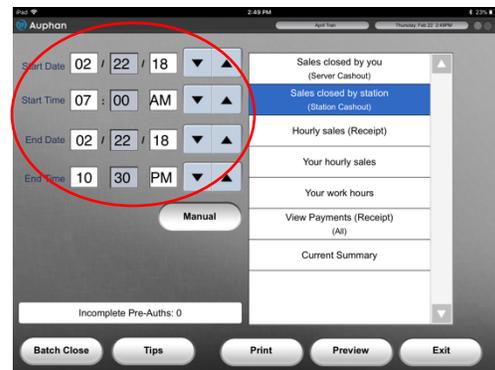
4. **Match the Debit totals with the computer totals** – The transaction amount and the total cards used should match. ****Reminder the Debit Machine is never wrong**** Make sure your physical copies match the ones on the computer.

**IF ALL NUMBERS MATCH PROCCEED TO #9. IF IT DOES NOT MATCH
PROCCEED TO THE NEXT STEP.**

5. **Match the Debit Totals** – Using a calculator add the two Debits totals together and it should match with the computer. If the numbers do not match that means, the till is wrong. Here are the ways you can solve the problem:
 - a. **Finding the missing number** – Start by doing the above, minus the debit totals with the computer totals. For Example: Add the two MasterCard Totals together $\$76.53 + 146.93 = \223.46 . Now, Minus that with the Computer's MasterCard total $\$223.46 - \301.43 (total from computer) = $-\$77.97$. $\$77.97$ is what you need to look for in your physical receipts. ****Reminder the total includes the tip****
 - b. **Mix and Match** - Highlight the "Reports" button and swipe the override card. Click on "View Payments (Receipts)" and print. Match all the totals with the ones from the Debit Machines. From there you will find the missing payment.
6. **Fixing the wrong payment** - Once you have found the Physical receipt you'll need to fix it in the computer. Click on "More" then click on "List Closed Invoices" then click the button that looks like a magnifying glass. Once you do that a window will pop up asking for the Invoice ID, On the physical receipt look for the ID #. It should have 6 Digits. For Example, "222691". After entering that number, it should bring you to a new page, press "Change Payments". **Note that the payment should be wrong.** What you want to do now is click on the wrong payment, type in the correct amount then the payment type.



7. **Print out a new Cash Report** – Type in your password number then press the “Reports” button. Press “Sales Closed by Station” and click on “Manual”. Now manually change the time to the first Cash Report. **Note if you do not change the time and date correctly your numbers will be off.**



8. **Match the Debit totals to the computer totals** – The transaction amount and the total cards used should match.
9. **Take out the Net Cash** – If all numbers match you can now take out the “Net Cash Excl. Foreign \$”. If the total is in brackets that means you made more tips than cash sales. In that case your float will be negative that number. For Example, the Net Cash was (\$30.25) you would minus the float with the negative Net Cash; $\$140 - 30.25 = \109.75 . The total would be your new float. If a manager is there ask he/she to balance the float again. If it is at night and you know they will be working leave a note on the till and if it comes to it put your tips in the till to bring it back to your float and let the manager know.

Note: Your Float may be different