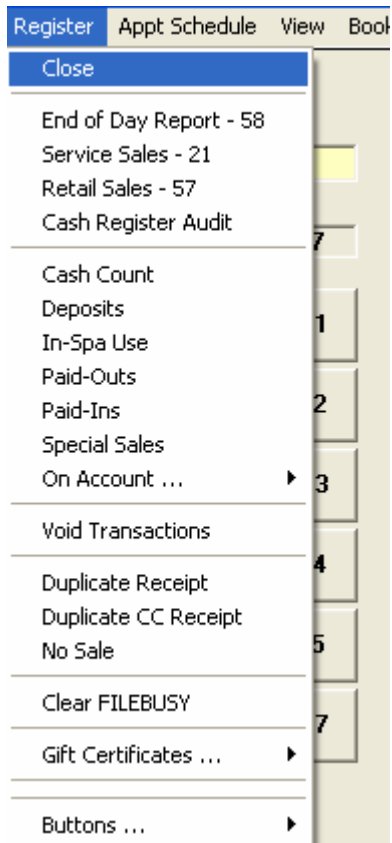


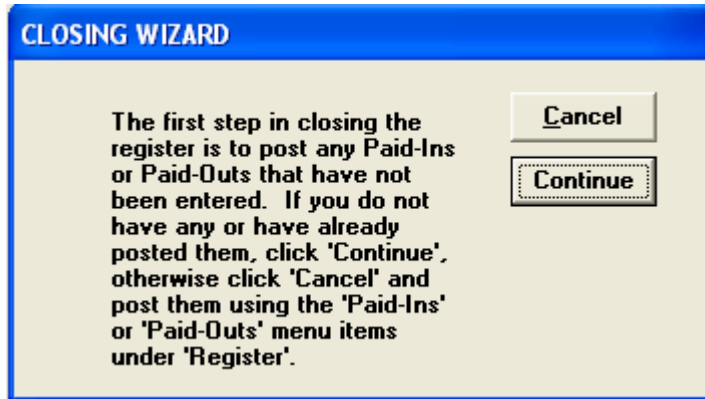
## Closing the Register

At the end of each day you will need to close your register. If you do not close at the end of the day, you will be prompted to do so at the beginning of the next day.

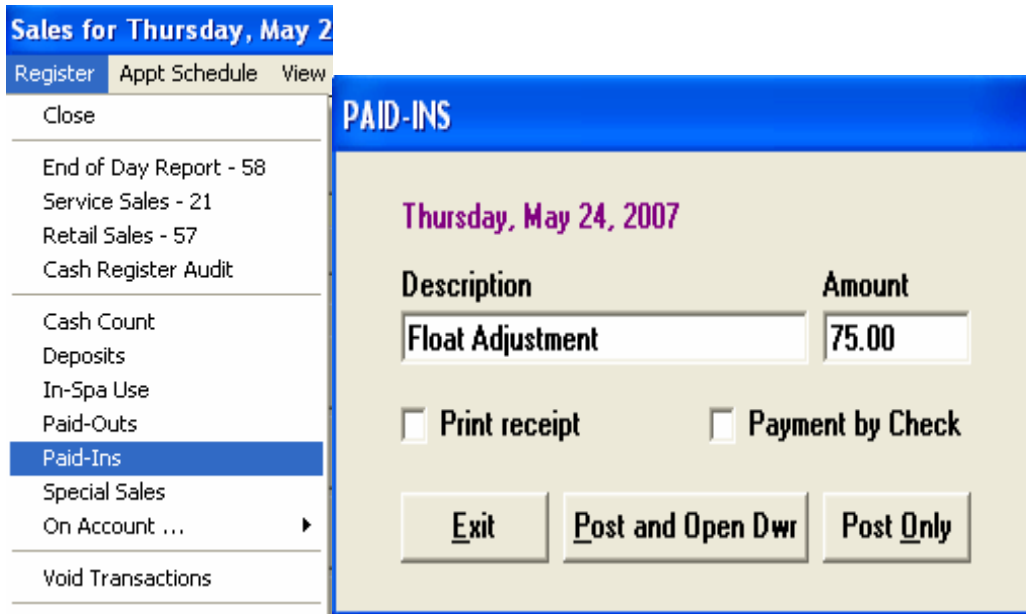
- 1) Go to the sales screen.
- 2) Select the 'Register' drop down menu, then 'Close'.



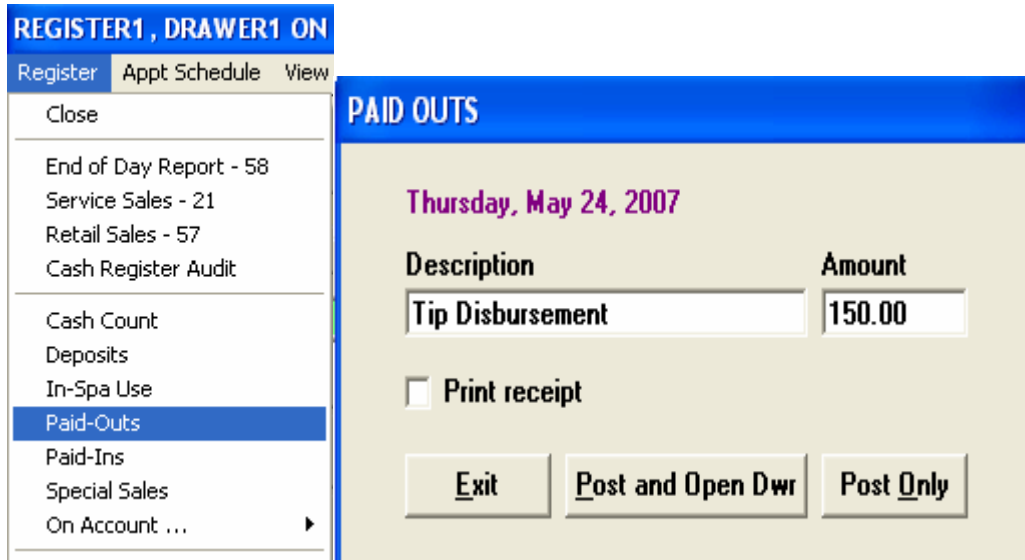
- 3) As the message below states, the first step in closing would be to post any "paid ins" or "paid outs"



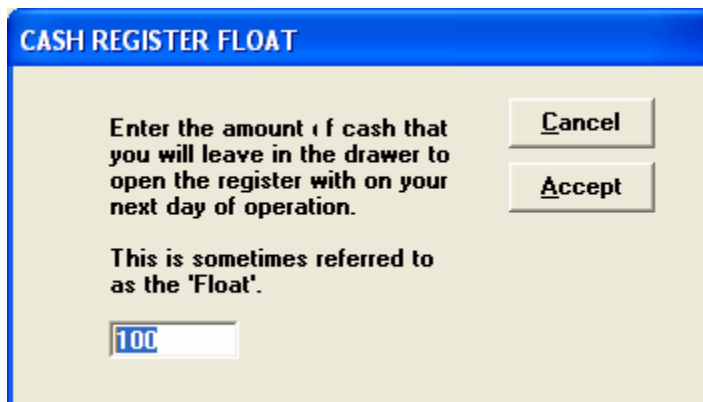
- 3) A “paid in” would be done if you needed to add money to your drawer because you might have given out more cash than you took in (possibly giving money back on credit card payments) and you want to be sure the amount you’re leaving in the drawer is the same every night. Click Register/Paid In.



- 4) A “paid out” might be done if you have taken in tips on credit cards and now at the end of the day you want to pay your operators their tips from the money in the drawer.



- 5) Once you have added you “paid ins” or “paid outs” or if you do not need to do them at all, the next step in closing is to set your ‘Float’. This is the money that you are closing with and will also be in your cash drawer at the beginning of the following day. It is highly recommended that the float be kept the same each day, as tracking drawer discrepancies are made much easier by this.



- 6) The third step is the deposit screen (only for current day closings). In this screen you will have a breakdown for all types of payments; Cash, Checks, and Credit Cards (broken down by Card Type). Entering a Deposit Number is optional but would refer to your actual bank number.

**BANK DEPOSITS**

Date **Monday, May 14, 2007**

Deposit No.

Print receipt

Cash	<input type="text" value="212.84"/>	<input type="button" value="Cash Count"/>	<input type="button" value="Details"/>	<input type="button" value="Accept"/>
Checks	<input type="text" value="775.73"/>		<input type="button" value="Details"/>	<input type="button" value="No Deposit"/>
Trav Chks	<input type="text" value="0.00"/>	Card Type	<input type="button" value="Details"/>	
Credit Card 1	<input type="text" value="110.00"/>	Mastercard	<input type="button" value="Details"/>	
Credit Card 2	<input type="text" value="119.13"/>	Visa	<input type="button" value="Details"/>	
Credit Card 3	<input type="text"/>		<input type="button" value="Details"/>	
Credit Card 4	<input type="text"/>		<input type="button" value="Details"/>	
		<input type="button" value="More Cards"/>		
<b>TOTAL DEPOSIT</b>	<input type="text" value="1,217.70"/>			

6) The Final step is to review the closing report. This report gives you a complete sales breakdown for this register for the day. When you click accept the “Over/Short” should be “.00”, if this is the case your drawer is correct. If it is a positive number you are over and cash needs to be removed from the drawer to get to the float amount for the following day. If it is a negative number you are short of the money required to open the drawer with the amount stated. If you are over or short this is something that may need to be looked into further to find the cause.

**CLOSE REGISTER 1, DRAWER 1 05/14/07**

Accept  
Print  
Cancel

**SALES RECEIPTS**

\* Cash 212.84  
\* Checks 775.73  
\* Credit Cards 119.13  
Traveller Checks .00  
  
Gift Certificates .00  
On Account .00  
Series Sales .00  
Hotel Charge .00  
Other .00  
Rewards Dollars .00

**DEPOSITS**

Cash 212.84  
Checks 775.73  
Credit Cards 229.13  
Traveller Checks .00

BEGIN REGISTER 100.00  
\* CASH RECEIPTS 1,107.70  
TOTAL DEPOSITS 1,217.70  
EXPECTED TOTAL -10.00

TOTALS 1,107.70

CASH DRAWER COUNT  
100 Money in Drawer (Float)

TIPS .00

FINAL REG TOTAL .00

Over/Short 10.00

	Cnt	Amount
VOIDS	0	0.00

**SALES BREAKDOWN**

Services 1,035.00  
Retail 30.00  
Returns .00  
Professional .00  
Gift Certs .00  
Series .00  
Other .00  
Shipping .00  
  
In Salon .00  
Sales Tax 42.70  
Service Dsc .00  
Retail Dsc .00  
Paid Ins .00  
Paid Outs .00  
On Acct Pmts .00

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