



END OF DAY PROCEDURES

Step by Step Instructions:

All of this should be done by the manager only, unless it is his day off, then the process should only be done by the assistant manager.

1. Print your cash drawer report – screen number 3
2. Count down cash in drawer – Every day the drawer should start out with \$200.00. Count out your \$200.00 and put aside.
3. Count remaining money. Total should match the cash reported on your cash drawer report under cash column.
4. If there are any paper checks in your drawer, compare them to the check column on the cash drawer report.
5. Print reports from credit card machine – **DO NOT BATCH OUT YET!**
6. Compare reports to cash drawer report. Compare individual credit card and telecheck receipts to detail machine reports and cash drawer report. Make sure everything matches and balances. (if not, this is the time to fix any mistakes)
7. Make sure all credit card and telecheck receipts have customer's signature.
8. If everything balances and matches, you can now batch out the credit cards and telecheck.
9. Fill out deposit slip – put money and paper checks (if any) into bank bag. White copy of deposit slip should go in the bag with money. **NOT THE YELLOW!**
10. Fill out daily total sheet.
11. If there is any type of overage or shortage, please make your notes in the notes section explaining why. **DO NOT PUT "CALL ME"!**
12. Fax paperwork to Corporate before you leave for the night. **DO NOT FAX WHEN YOU GET TO WORK IN THE MORNING!**