

CASH-UP PROCEDURE

At Register

Options → Cash Management → Cash Drop → Enter Amount → OK → Select User → OK → Log Off

On computer in office open TaPos – FOR EVERY CASHIER

CASH

Reports → Daily Reports → Accounts Operator Summary (view) → Scroll to user, print only that page.
→ Find Takings Analysis, circle cash total → Write amount of cash received → Write over/short

PASSES

Operator Summary → Circle free passes issued → Confirm number of passes on hand matches → Confirm Pass Logs Match (Make copy of pass log, 1 goes w/ passes in daily envelope, 1 goes attached to operator summary)

VOUCHERS/COUPONS

Reports → Daily Reports → Concession Sales By Operator → Look at Combo section → Compare physical coupons to report → Fill in Passes and Refund Log Envelope with coupon inventory

REFUNDS

Reports → Daily Reports → Refund Report → Match number of refunds on report, with the number of refunded tickets on hand → Match Refund Log. (Put refunded tickets and refund log inside Pass and Refund Log envelope and complete Tally Sheet, other copy of Refund log gets attached to operator summary)

Employee signs CA for any discrepancy- CASH, PASSES, VOUCHERS, REFUNDS

Entering Cash ups into TaPos

On computer open TaPos

Cashing up → Double click on the register you are cashing up

Enter the amount of cash you have

OK → Save

Deposit

Count the safe

All funds over the safe amount go in the deposit

All funds less than the safe amount, must be taken from the deposit

(You may need to adjust cash-ups to make the deposit number match)

TaPos main screen → Cashing up → *Look that all stations have been cashed up*

*Run shift report, CASH REMAINING SHOULD BE \$0.00***

Edit/View Current Cash → *These should all be zeros. If they are not repeat "Entering cash ups in Tapos"*

Bank Deposit → Hold shift and select all cash ups

Confirm your cash on hand matches your deposit

Enter Bag number

Fill out deposit slip → Two manager initials

Scan Deposit Slip and bag number, save in daily folder

Seal bag with deposit slip, and cash, drop in Safe