

End of Night Closing Cash

Before End of Day

- (1) **BEFORE MIDNIGHT (12am)** → **ENTER YOUR WASTE LOG**
- (2) **AFTER LOCKING DOORS & BEFORE END OF DAY** → **DO YOUR NPU'S**
- (3) Cash up all cashiers → All POS should be cleared zero or have a positive/negative → Click save when finished → View/Edit cash should be zero if not you will need to cash up that money.
- (4) Count the safe → Make sure it is \$14,000 → Then count the deposit.
- (5) On the main "Cashing Up" screen → highlight all totals then click "Bank Deposit" → This must match the amount you have for the deposit. Click View/Edit cash if you need to Add/Remove Money.
- (6) Pull deposit bag and deposit slip and fill them out completely. Two signatures on Deposit Slip & BAG
- (7) Enter the bag number on the bank deposit screen in TAPOS → Save then exit.

(8) Seal the bag number on the bank deposit slip and money inside → Then drop in safe. Cash is now done.

(9) Make sure waste (before 12am) and NPU's are done.

Now you can End the Day.

FROM HERE YOU USE THE WEEKLY GROSS SHEET
INSTRUCTIONS