

# Execu/Touch® POS *End of Shift* Instructions

**End of Shift:** Prior to leaving you close any open checks, you should print your reports, and you should balance your sales and your cash and other payments.

1. Select Display Checks > Open Checks. Enter your three-digit number when prompted for served. Close any open checks. Nothing will display if you have no open checks.
2. Select Main Menu > Print Reports.
  - ◆ Print Cashier Report. Verify cash, room or account charges, and credit card charges. Verify credit card, and account or room charge tips.
  - ◆ Optionally, print register totals. Optionally print Server Sales and Tips.
3. Put cash in the drop envelope or give to the person assigned. Put signed checks, cc receipts, and all reports in the report envelope for the manager or night auditor. Note any discrepancies.

**End of day:** Run End of Day close only after all POS outlets have closed. Run End of Day only once per day.

## ***All POS stores/outlets:***

1. Select Display Checks > Open Checks. All servers. Close any open checks. Nothing will display if you have no open checks.
2. If you're unable to close a check because of a payment issue, close the check to an Account Charge and notify your manager.
3. Select Main Menu > Print Reports.
  - ◆ Print Cashier Report. Verify cash, room or account charges, and credit card charges. Verify charged tips.
  - ◆ Print register totals.
  - ◆ Optionally print Server sales and tips.
  - ◆ Print other reports as instructed by management.
  - ◆ Print Flash Report.
4. Make sure all POS workstations are at the blue log-in screen.

## ***POS store/outlet running End of Day close:***

1. Select Main Menu > Supervisor > Close Day. Follow the screen prompts.
2. Put cash in the drop envelope or give to the person assigned. Put signed checks, cc receipts, and all reports in the report envelope for the night auditors. Make a note of any discrepancies between the reports and actual sales or receipts.

## **Quick Notes**

***Split checks:*** This is on the Total screen.

***Combine checks:*** This is on the Table Selection screen.

***Transfer a check:*** Select and open the check to transfer. Go to Options > Transfer this check.

***Multiple tendering:*** Go to total. Select the first amount. At "Amount to pay Visa (etc)" enter the amount for that payment.

Continue for each payment. Apply the tip to the appropriate payment type. You'll stay on the Total screen until the check has been fully paid.

***Finding a check:*** If you don't see the check at the expected table go to Display Checks.

***Unlock check:*** First make sure the check is not open on any terminal. Then go to Supervisor > Unlock Check.

***Caution:*** If you void a closed check, you'll also void the payment.

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