Revel Cash Management

As we look for a new back-office solution in the new year the process for Revel Cash management will be different than the approach taken with Micros until such time.

Opening Procedures

1) Count drawers & Safe and record on white cash envelope.
2) Verify that they are correct to your store's amounts (100 per drawer and safe amount)

On Revel POINT OF SALE

1) Swipe MOD Card on the terminal of the drawer you are assigning
2) It should pop up automatically to Starting Amount Screen
3) The default is set to $100.
4) Once set the next screen to popup is assignment (assign to employee who will be on that station)

MID Shift Procedures/Closing Procedures

1) Swipe MOD Card on the terminal of the drawer you are preparing for the next shift
2) Click on Till located on the Dashboard screen
3) Select the Till to Close.
4) Press Open Cash Drawer to get the drawer open.
5) Press Checkout to count the drawer on the screen.
6) Count the money per quantity in each area .
7) Hit Next.
8) This screen will show any variances that might exist.
9) Note/research all variances in log. (variances will exist for any shortages)
10) Print Summary Report so you have the details needed to pull out.
11) Calculate the "Ending Cash Total" minus drawer amount ($100)
12) Remove the calculated amount from the drawer (ex. If it says ending cash total is 294.41, you would be pulling out 194.41 for your deposit). This will ensure the drawer has been restored to its original amount.
13) Re-Assign Till if Needed following Opening Instructions "revel pos"

End of Day Procedures

1) Use "end of day" initiate to close/batch the rest of the system.
2) Leave final drawer in Fountain 1 to count during END of Day and follow the steps.
3) Print Final Report- Cash due house is the truth to what your deposit should be. If it says cash due employee then you have a negative deposit- follow procedures that we have always used.
4) Count all money that you have collected throughout the day and make your deposit.
5) Verify that the safe is correct and recount on the white envelope.
6) Track deposit amount and cash due house amount on deposit log attached in front of red book/excel sheet

Server Banking Cash Out Notes:

1. Ensure all Credit Card tips have been entered.
2. Server clicks on reports, and runs there report
3. Server fills out this envelope slip with all the info and brings the enevelope with there cash & report to MOD to sign and verify.
4. Manager places money in Deposit bag to be counted at the end of shift, and places server envelope in white cash envelope.

TIP OUTS:

As employees on server banking enter their tips on the Credit Cards throughout the shift this often creates the scenario where the house will owe cash to the employee. This is represented at the end of shift, they hit reports- and print report. The last line with a calculation will say one of the following:

CASH DUE HOUSE: This is the amount of cash expected to be submitted and recorded on the server envelope

CASH DUE EMPLOYEE: This is the amount that should be given to the employee and recorded on the server envelope. This is done by using the "tip out" function on a drawer and giving that money to them.

If you owe all servers tips at the end of the day, follow the same procedure that you do previously. The tip out feature pulls the money from the drawer you choose. If that drawer is now below $100 at cash out, you close the drawer and then fix the drawer from either other deposit money you already have, or you leave it short and fix it the following day.

Helpful TIPS:

- Service staff can use all terminals **EXCEPT THEY CANNOT CLOSE ANY CHECKS TO CASH** on a terminal with a physical drawer.   If this is done by accident and the server closes one of THEIR checks to cash the drawer will expect the cash as well as the employee sales report (Server will be short cash on report/drawer till report will be over cash expected or reverse if the money changes hands) In the event an employee using server banking takes a fountain/drive through order and closes that order to cash the DRAWER WILL POP OPEN expecting the cash to be placed in the drawer.   To avoid the servers cash expected to be incorrect the employee should transfer ownership of the check to the fountain/drive through employee to make sure that both the drawer is complete and the sales report is correct for the fountain/drive through employee.
- Fountain and drive through staff should have matching till and sales reports but ultimately what matters is the cash due house on the sales reports and the drawer balance.
- If an employee using server banking assists a fountain/drive through employee make sure that the drawer has already been assigned to the fountain/drive through employee PRIOR to anyone using the terminal.   This will ensure that the physical drawer does not get assigned to an employee using server baking by accident.