Closing a Till





- **1.** FROM THE DASHBOARD, TAP TILLS.
- **2.** SELECT A TILL.
- **3.** TAP CHECKOUT. (IF YOU HELD A TILL EARLIER, YOU WILL SEE THE TILL LISTED OPTION HERE).

		K Back Draw	er 1	
Sales Summary	Updated: Today 10:32:54 💍 🚥			
Not Salas	Daymonto	Starting Amount	\$395.00 >	r
\$ 0 00	\$ 0 00	Set on May 29, 2019 + 10:53 AM (Owned by Albus D	Albus D)	
0%	0%	[← Pay In	>	
Discounts	Voided	[→ Pay Out	>	
\$ 0.00	\$ 0.00	Safe Drop	>	
0 %	0 %			
*Compared to 1 Week Prior		д Open Cash Drawer		ement
e Management 1 Clocked in				-
ERATIONS		Print Cash Log		
Tills	Drawer 1			nts
Declined Payments		(II) Hold		-
Offline Payments		🖆 Checkout >		+- Store
: End of Day Process	Initiate			Cred

4. ENTER EACH BILL TYPE OR COIN TYPE. THE TOTAL AMOUNT WILL CALCULATE AUTOMATICALLY.

evel					Albus D.
		Corawer 1	Checkout	Next	
Sales Summary	Updated: Today 10:32:54 💍 🚥	* 1150		alloons	
Net Sales	Payments	* 050	00		er
\$ 0.00	\$ 0.00	Sum Total		\$0.00	
0 %	0 %	BILLS			
Discounts	Voided	\$1		Quantity	
\$ 0.00	\$ 0.00	\$2		Quantity	
0 %	0 %	\$5		Quantity	
	ared to 1 week Phot	\$10		Quantity	lement
Time Management	1 Clocked In	\$20		Quantity	
OPERATIONS		\$50		Quantity	
🚍 Tills	Not Set	\$100		Quantity	its
Declined Payments		0100		Quantity	-
Offline Payments		COINS			+
ːːːː End of Day Process	Initiate	\$0.01		Quantity	Credit
A		\$0.05		Quantity	
Dashboard		\$01		Quantity	





5. Next, tap Next to view the Checkout Summary. Verify that your cash amounts are correct. If you need to make adjustments, tap Checkout to return to the previous screen.

Vel				Albus D. (
		Checkout Checkout Summary	Submit	
Sales Summary	lated: Today 10:32:54 💍 🚥			
		Total Starting Cash	\$395.00 >	ar.
Net Sales	Payments	Pay Ins	\$5.00	
\$ 0.00	\$ 0.00	Pay Outs	-\$110.00	
0 %	0 %	Safe Drop	-\$150.00	
		Cash Transactions	\$0.00	
Discounts	Voided	Coins Dispensed	\$0.00	
\$ 0.00	\$ 0.00	Expected Cash In Till	\$140.00	
0 %	0 %	Total Ending Cash	\$140.00 >	
*Compared to 1	Week Prior			ement
		Variance	\$0.00	_
ïme Management	1 Clocked I	 Opened May 29, 2019 • 10:53 AM (Albus D) Closed May 29, 2019 • 11:55 AM (Albus D) 		
PERATIONS				
Tills Not Set		et		nts
Declined Payments				
offline Payments				+
<u>☆.</u> End of Day Process	Initiat	e		Credit
		🕞 Print Log		-
Ø	Q	Print Summary		

6. WHEN EVERYTHING IS ACCURATE, TAP SUBMIT. THE TILL WILL CLOSE AND SEND DATA TO THE SERVER.