

## For Nightly Deposit Reconciliation:

Click on “cash” and then “Location Cash Up,” or use the checklist to launch the deposit.

Location  
Location \*  
20001- Agawam  Skip auto polled slides

Date \*  
9/12/23

Cash Entry  
Credit Cards  
Custom Payments  
Payouts/Tips  
Bank Deposit  
Session Details  
Confirmation

Next

You will see a screen like above.

Make sure the date is current and you will check the box labelled “skip auto polled slides”. Don’t be alarmed when it takes a few moments for it to pull the data. It will then skip any page that doesn’t need to be edited. If you have a paid out – you will be required to check the payout screen and make sure it is applied to the correct pay out category.

Location - 24220- Naugatuck - Sep 11, 2023

Cash Entry - Completed  
Credit Cards - Completed  
Custom Payments - Completed  
Payouts/Tips - Completed  
Bank Deposit

Please enter all cash deposits dropped to safe or bank

+ Add Entry

Bag Number	Bank Deposit	Details	Total	Bank Deposit Type

Bank Deposit Total  
0

Cash Deposits are dropped directly to the bank

Next



# Nightly Cash Deposit



When you see the bank deposit page. You will fill out the following info:

- Bag Number: deposit bag number slip
- Bank Deposit: Name of the Bank
- Details: Notes about the deposit- if over/short, etc.
- Total: total amount of the deposit
- Bank Deposit Type: Choose Bank Deposit

Once all your information is entered, choose Next.

Session Details

Date \* 9/11/23

Close Time\* 11:00 PM

Net + Tax Sales \* 1787.9

Include Tips 126.06

Service Fee 4.2

Gift Cards Sold 0

Gift Cards Used 0

Loyalty Redemption

Next

On the session details page, you will need to enter the “close time” (the time you are making the deposit) and hit next.

## Confirmation

	CC Tips	POS Station	POS Station	POS Station	POS Station	Totals
Cash	-126.06	146.96	0.00	32.60	266.15	319.65
Credit Cards	0.00	26.97	0.00	87.75	125.17	728.02
Check	0.00	0.00	0.00	0.00	0.00	0.00
Custom Payments	0.00	74.11	0.00	0.00	0.00	724.89
Payouts/Tips	8.00	19.54	0.00	0.00	0.00	145.60
<b>Subtotal</b>	<b>-118.06</b>	<b>267.58</b>	<b>0.00</b>	<b>120.35</b>	<b>391.32</b>	<b>1,918.16</b>
Bank Deposit						334.19
Include Tips						126.06
Service Fee						4.20
Gift Cards Sold						0.00
Gift Cards Used						0.00
Loyalty Redemption						0.00
<b>Rec. Total</b>						<b>1,918.16</b>
<b>Recd Total</b>						<b>1,918.16</b>
<b>Total Sales</b>						<b>1,787.90</b>
<b>Variance</b>						<b>0.00</b>

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On the confirmation screen you will see a summary of all cash reconciliations. You will notice the variance will always be \$0.00. If not, please enter a Fran Connect or email [POS\\_support@brixholdings.com](mailto:POS_support@brixholdings.com) immediately.

If it is not \$0.00 it means, there is a system variance. **This variance is NOT cash over/short.**

**Please click Save and then go to CASH SHEET.**

Next please go to the cash sheet summary page. Here you will see your Cash Over/Shortage. **At the bottom of the page, you have a notes spot.**

Please enter notes on why your deposit is off.

Note: If you made a mistake, your owner or director can delete the cash sheet for you to redo, this can be done the next day.

**It is important that the deposit total is accurate to what you are putting into the deposit bag as you will be matching your bank deposit slip to that amount.**

Once you receive the bank slip back it is important to reconcile that you have a matching deposit.

Please go to Cash Management → Cash Sheets → Bank Reconciliation.

Bank Rec Report: Sep 4, 2023 - Sep 17, 2023

Day	Date	Opening Period	Rec. Total	Read Total	Variance	Bank Deposit	Banked	Credit Cards	Banked	Misc Deposits	Banked	Checks	Banked
SAT	Sep 9, 2023	5:00 to 12:0	4,583.54	4,257.54	0.00	1,457.60	!	2,491.95	!	0.00	!	0.00	!
SUN	Sep 10, 2023	12:0 to 23:0	3,181.27	3,018.56	0.00	645.62	!	1,512.59	!	0.00	!	0.00	!
MON	Sep 11, 2023	23:0 to 23:0	1,918.16	1,787.90	0.00	419.65	!	728.02	✓	0.00	✓	0.00	✓
<b>Total:</b>			<b>9,682.97</b>	<b>9,064.00</b>	<b>0.00</b>	<b>2,522.87</b>		<b>4,732.56</b>		<b>0.00</b>		<b>0.00</b>	

Compare the deposit slip from the bank to the “bank deposit” spot listed. If it matches, tap the yellow Exclamation point to be a green check mark. This will confirm that you have the slips from the bank.