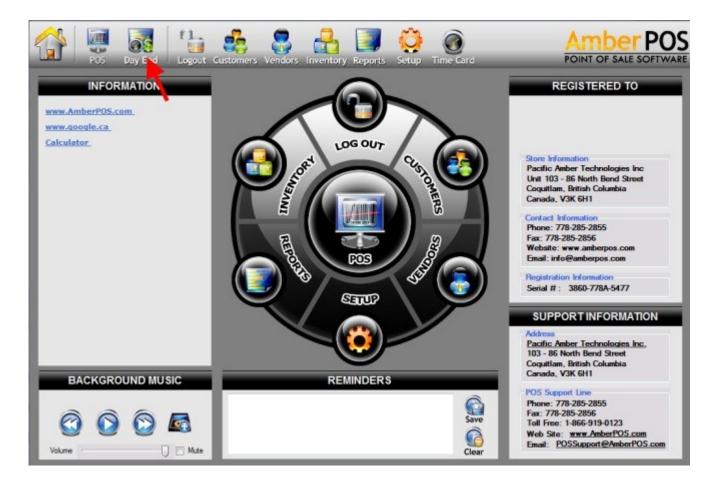
## How to: Close for the Day

## Click on DAY END on the top bar



## Section 1: Click on OPEN TILL

(IMPORTANT NOTE! Before going any further, make sure you have the morning's FLOAT in the BE-GINNING FLOAT field)

**Section 2**: Re-count money. You will be overriding the amounts that you added in the AM. Double click in each field to highlight it and be able to overwrite the amounts already in the fields. The amount shown in =TOTAL CASH DEPOSIT is the amount of cash you should take out and put in an envelope. The envelope should also contain the days receipts and the morning beginning float report. Please initial and write the date on the envelope front.

**Section 3**: This section shows any overs or shorts. Items in here should match up, if they don't, recount your money.

Section 4: Click on "SAVE PAYMENTS TOTALS", When a dialog box comes up that says:

"You are about to overwrite amounts, proceed?" Click YES. A report will print which you will put in with your sales and receipts for the day.

To finish click on the pink **CLOSE** button then the pink **LOGOUT** button and drop the envelope into the drop safe.

