

How to: Close for the Day

Click on DAY END on the top bar

The screenshot displays the Amber POS software interface. At the top, a navigation bar contains several icons: Home, POS, Day End (highlighted with a red arrow), Logout, Customers, Vendors, Inventory, Reports, Setup, and Time Card. The Amber POS logo and 'POINT OF SALE SOFTWARE' are in the top right corner.

The main interface is divided into several sections:

- INFORMATION:** Contains links for www.AmberPOS.com, www.google.ca, and [Calculator](#).
- REGISTERED TO:** Contains sections for Store Information, Contact Information, and Registration Information.
- SUPPORT INFORMATION:** Contains sections for Address and POS Support Line.
- BACKGROUND MUSIC:** Features playback controls (play, stop, previous, next) and a volume slider with a mute checkbox.
- REMINDERS:** Includes 'Save' and 'Clear' buttons.

The central part of the interface features a circular menu with icons and labels for: LOG OUT, CUSTOMERS, VENDORS, SETUP, POS, REPORTS, and INVENTORY.

Section 1: Click on OPEN TILL

(IMPORTANT NOTE! Before going any further, make sure you have the morning's FLOAT in the BEGINNING 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, re-count 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.

Amber POS
POINT OF SALE SOFTWARE

DayEnd Date: Fri Feb 10, 2012

By Store
By Till/Dept: AMBERTECH03-HP
By Cashier: admin

Open Till Reload

Payment Type	Expected	Payment Amount	Over/(Short)
Cash	\$464.80	\$0.00	-\$464.80
A/R	\$1,276.80	\$1,276.80	\$0.00
Store Credit	-\$784.00	-\$784.00	\$0.00
Gift Cert	\$0.00	\$0.00	\$0.00
Visa	\$0.00	\$0.00	\$0.00
M/C	\$189.28	\$0.00	-\$189.28
Debit	\$0.00	\$0.00	\$0.00
Amex	\$0.00	\$0.00	\$0.00
Cheque	\$0.00	\$0.00	\$0.00
US Cash	\$0.00	\$0.00	\$0.00
Deposit	\$0.00	\$0.00	\$0.00
Points	\$0.00	\$0.00	\$0.00
Discover	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Total:	\$1,146.88		-\$654.08

Totals

Gross Sales:	\$1,146.88
Hst	\$122.88
Tax2	\$0.00
Total Net Sales:	\$1,024.00
Total Discount:	\$0.00
+ Paid In:	\$0.00
- Paid Out:	\$0.00
+ Deposit:	\$0.00
+ Gift Cert (P):	\$0.00
+ Interest:	\$0.00
Total A/R:	\$1,724.80
Paid to A/R:	-\$448.00
Net A/R:	\$1,276.80
Inventory Cost:	\$725.50
Promo GC:	\$0.00

Float Totals Calculator

Coins	Bills	Total
\$100.00 x 0		\$0.00
\$50.00 x 0		\$0.00
\$20.00 x 0		\$0.00
\$10.00 x 0		\$0.00
\$5.00 x 0		\$0.00
\$2.00 x 0		\$0.00
\$1.00 x 0		\$0.00
\$0.25 x 0		\$0.00
\$0.10 x 0		\$0.00
\$0.05 x 0		\$0.00
\$0.01 x 0		\$0.00

Total Cash: \$0.00
+ Cash Drop: \$0.00
- Beginning Float: \$0.00
= Total Cash Deposit: \$0.00

Create GL (Jan) Print Day End Report Print Paid In/Out Post Paymenttech Transaction Batch

Save Payment Totals Close