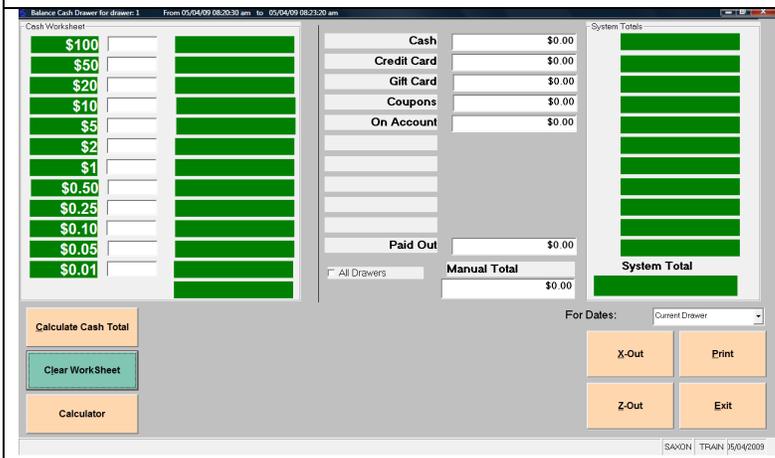
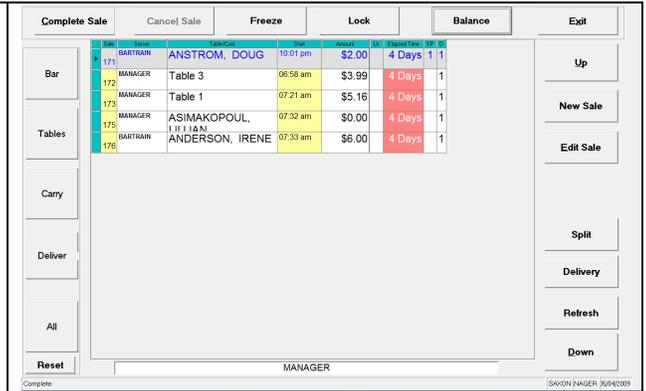
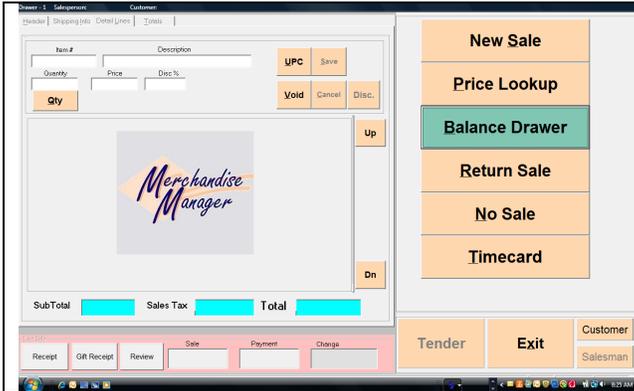


Merchandise Manager Balancing the cash drawer.

From the Standard Point of sale screen, cancel the current sale and select the Balance Drawer button.
 From the Restaurant screen, select the Balance Button.

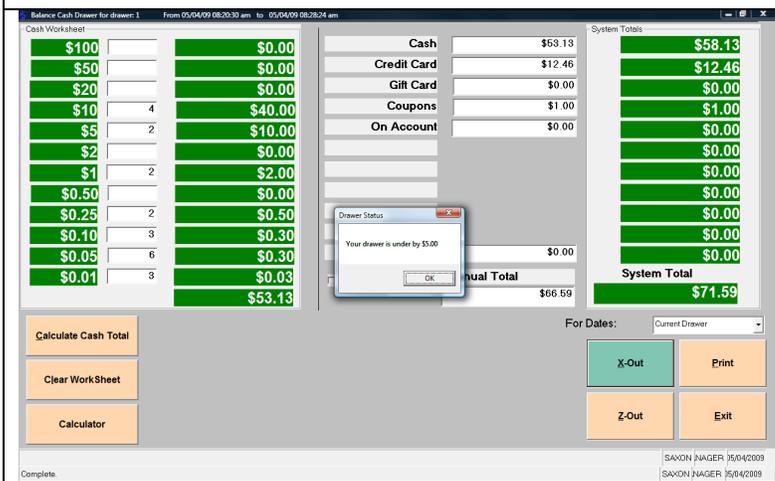


The top of the screen will show the current date / time and the last time this drawer was closed.

From here the operator can balance cash two ways.

One is to enter the number of each currency in the left column. If there are 4 ten dollar bills in the drawer, enter 4 in the box to the right of \$10. After all the denominations are entered, press the Calculate Cash Totals button. The total value of the cash will fill in the box to the right of Cash.

The operator can also just plug the cash total in the box to the right of Cash.

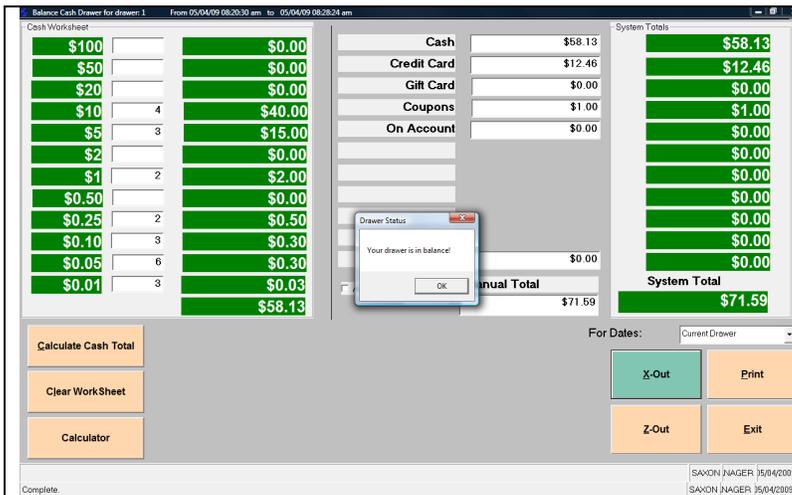


The operator will have to enter each of the other amounts in Credit Card, Gift Card, Coupons . . .

Your system will show only the types of payments you have set up.

When finished, press the X-Out button to see if your totals match the computers totals. If they do not, a message will display that the system is not in balance and by how much.

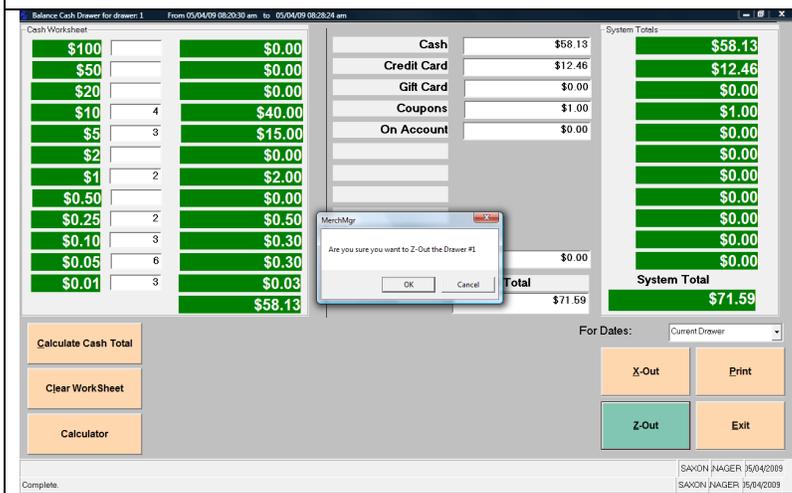
If it is not in balance, select Ok and try again.



Do this until pressing the X-Out button displays "Your drawer is in Balance" or until you cannot find the error and need to close the drawer out of balance.

When you are ready to finalize the closing select the Z-Out Button.

You can select the print button before the Z-Out. If you Select Z-Out without first printing, it will automatically print a receipt for you.



Answer OK to the message to finalize the close.

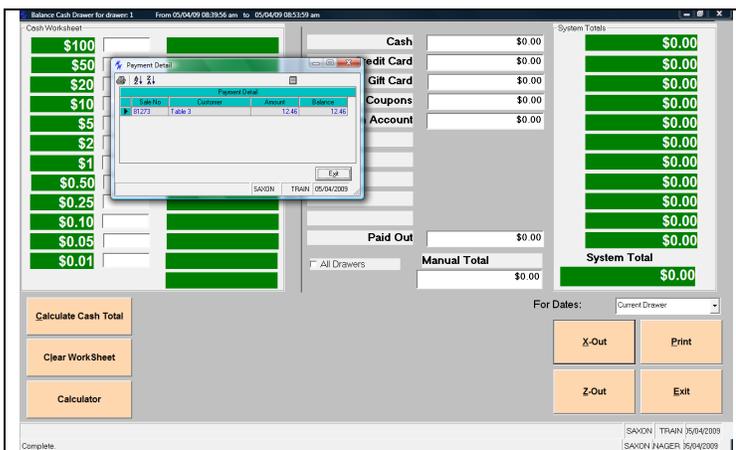
A receipt will print similar to:

5/4/2009	Saxon Club	8:34 am
Totals for Drawer #1		
5/4/2009 8:20:03 am		
5/4/2009 8:28:14 am		
Pymt Type	Amount Counted	System Amount
-----	-----	-----
Cash	58.13	58.13
Credit Card	12.46	12.46
Visa		12.46
Gift Card	0.00	0.00
Coupons	1.00	1.00
On Account	0.00	0.00
Paid Out	0.00	0.00
Totals	71.59	71.59
Cash in Drawer		58.13

The system is now date/time stamped that the z-out was performed at 5/4/2009 8:28 am. This will be the starting point for the next balance of the drawer.

The receipt that prints should go with the deposited money.

If you are keeping a starting amount of money in the drawer count that much out of the drawer before balancing. The system does not hold the startup amount. Replace the startup amount after the balance is complete.



If you are having trouble balancing a specific payment type, you can double click the green dollar amount in the System Totals column and all current payments of that type will list on the screen.