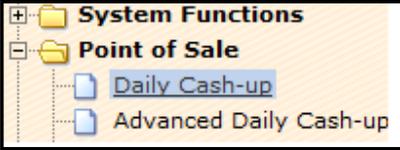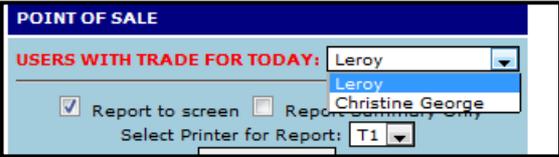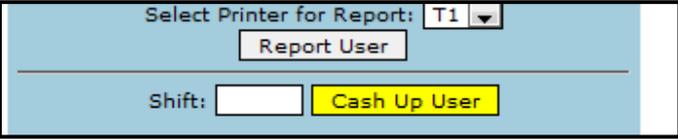# CASH UP USERS

- *Done by Shift Manager.*

STEPS TO FOLLOW	VISUAL REFERENCE
1. ALL open tables for the User must first be closed before user's cash up can commence. ***Be sure to switch QUICK MODE off when closing tables.***	
2. In back office, click on POINT OF SALE; Click on DAILY CASH UP.	
3. Select CASH UP on required date.	
4. Select from User to cash up from the **USERS WITH TRADE FOR TODAY** menu in the blue block. ***If the Users name does not appear in the list of available Users the User still has open trade on the POS.***	
5. Click on CASH UP USER (yellow block). *Users with open tables CANNOT be cashed up!*	
6. On user line, scroll to far right side of screen and click on SP to print user turnover report.	

7.	User turnover report will print.	TIMESTAMP: 09-09-2015 00:14:02 ********************************* USER: Leroy ********************************* TURNOVER REPORT ********************************* COVERS: 0 FOOD: R 116.00 BEVERAGES: R 838.00 CIGARETTES: R 312.00 ~~T.TYPE:~~~~~~~~~~~~~~~~~~~~~~~
8.	Compare user credit card total on user cash up slip to user's printed turnover report CREDIT CARD total.	WINES QTY: 1 ================================== TOTAL GROSS T/O: R 1,266.00 TOTAL C.CARD : R 85.00 TOTAL ACCOUNTS : R 0.00 TOTAL DISCOUNTS : R 62.00
9.	If user credit card totals and user turn over report credit card totals do not balance, re-check and re-add all credit card slip totals. **Possible reasons:** *12.1 Table cashed off incorrectly as CASH payment instead of CARD PAYMENT. To rectify:* ✓ Click on user name. ✓ Detailed green user turn over report will open. ✓ Click on EDIT next to incorrect total. ✓ Add correct credit card amount in CREDIT CARD column. ✓ Click on MODIFY DATA. ✓ Cash will reflect zero, credit card column will reflect correct credit card payment for table.	

12.2 Table cashed off incorrectly as CASH payment instead of CARD PAYMENT. To rectify: ✓ Click on user name ✓ Detailed green user turn over report will open. ✓ Click on EDIT next to total ✓ Modify incorrect credit card amount to zero. ✓ Click on MODIFY DATA. ✓ Cash column will update automatically. **12.3 Missing credit card slip. To rectify:** In case of missing credit card slips, total of missing amount should be paid in by user before shift ends or should be billed to user's account. Credit card machines can be checked for missing slips AFTER banking the following morning for mistakes to be rectified (ie checking for a missing credit card slip).	
10. User's credit card slips total and turn over report credit card total should balance.	
11. User to hand in cash amount, reflected at TOTAL CASH on USER TURNOVER REPORT.	
12. User cash should balance with TOTAL CASH as reflected on user turn over report.	
13. Repeat steps 1-20 for every user.	