



pcAmerica

One Blue Hill Plaza, 16th Floor, PO Box 1546

Pearl River, NY 10965

1-800-PC-AMERICA, 1-800-722-6374

(Voice) 845-920-0800 (Fax) 845-920-0880

Performing End of Day

Corner Liquor		FINANCIAL REPORT		Print Date: 10/18/2017 10:22:49 AM			
Store: 1001		Totals for period: 10/18/2017 10:20:04 AM - 10/18/2017 10:22:45 AM					
DESCRIPTION	AVG \$	QTY	AMOUNT	DESCRIPTION	AVG \$	QTY	AMOUNT
Sales Totals				Coupons Redeemed			
Net Sales			\$52.27	NONE			
Net Tax1			\$3.66				
Net Tax2			\$0.00				
Net Tax3			\$0.00				
Net Tax 4			\$0.00				
Net Tax 5			\$0.00				
Net Tax 6			\$0.00				
Grand Total			\$55.93				
Gift Cards Sold			\$0.00				
Store Credits Issued			\$0.00				
Grand Total + Gift Cards/Tips			\$55.93				
Discount For GC			\$0.00				
GT - DISC for GC			\$55.93				
Total Payouts			\$0.00				
Total Pickups			\$0.00				
Remaining			\$55.93				
Sale Types				Sales Breakdown			
Total Voided Sales			\$0.00	Cat: NONE			
Net Taxed Sales			\$52.27	Dept: LIQUOR			
Net Non-Taxed Sales			\$0.00	10 CANE RUM 3	\$19.99	1	\$19.99
Net Tax Exempt Sales			\$0.00	LIQUOR Subtotal:		1	\$19.99
				Dept % of Total Sales:			38.244%
				Dept: WINE			
				ALICE WHITE C	\$14.99	1	\$14.99
				WINE Subtotal:		1	\$14.99
				Dept % of Total Sales:			28.678%
				Dept: NON ALCOHOL			
				BARTENDERS DA	\$3.29	1	\$3.29
				BUSSETO SALAM	\$5.99	1	\$5.99
				NON ALCOHOL Subtotal:		2	\$9.28
				Dept % of Total Sales:			17.754%
				Dept: MISC ITEMS			
				LIME	\$0.89	2	\$1.78
				ORANGE	\$0.89	3	\$2.67
				LEMON	\$0.89	4	\$3.56
				MISC ITEMS Subtotal:		9	\$8.01
				Dept % of Total Sales:			15.324%
				NONE Subtotal:		13	\$52.27
				Cat % of Total Sales:			100.000%
				CATEGORIES TOTAL:		13	\$52.27
Expected Deposit Breakdown							
Total Cash Sales			\$8.57				
Total Debit/EBT Cashback			\$0.00				
Total AR Cash Payments			\$0.00				
Total Cash Payouts			\$0.00				
Total Expected Cash			\$8.57				
Total Check Sales			\$9.93				
Total AR Check Payments			\$0.00				
Total Expected Checks			\$9.93				
Total Expected Deposit			\$18.50				
Managers Reported Deposit			\$18.50				
Difference			\$0.00				

In order to close out a day at your store or restaurant, all checks must be closed, all employees must be clocked out, and End of Day must be performed.

If your payment processor requires that you manually batch, it is recommended that you do this prior to performing End of Day, optionally you can have the batch settlement run automatically with your end of day.

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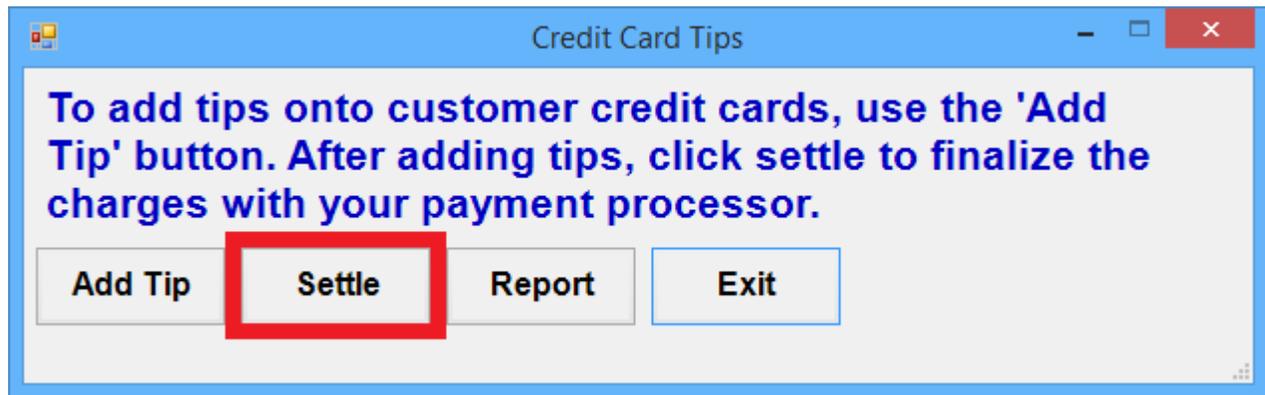
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Performing a Manual Batch

Manager

Options

1. Select the **Manager** or **Options** button.
2. Enter the administrator password (default: admin) where applicable.
3. Select **Administrative** then, **Credit Card Settlement**.



4. If there are any checks that need to have tips applied to them select **Add Tip**, enter the invoice number and then add the tip amount.
 - For more information about adding tips please see the document entitled [Configuring Tips in RPE](#).
5. Select **Settle**, you will receive notification that your credit cards settled.

Configuring End of Day Settings (Auto Settle)

If you would like to have CRE settle the credit card batch when the End of Day is performed, follow the steps below.

Manager

Options

1. Select the **Manager** or **Options** button.
2. Enter the administrator password (default: admin) where applicable.
3. Select **Setup** then, **Setup Screen**.

The screenshot shows the 'Setup Screen' window with the following configuration:

- Account Control | Company Info | Couponing | Hardware | Internet Features | Inventory | Invoice Settings
- Payment Processing | Quick Invoicing & Alerts | Quick-Add | Receipt | Reports
- Restaurant Features | Station Specifics | System Access | Touch Screen
- Processing | **Other Options** | Tips | Donations
- Floor Charge Amount: \$0.00
- Max Debit Cashback: \$0.00
- Batch Size: 300
- License Min: \$0.00
- Phone # Min: \$0.00
- No Credit Card Signatures Below: \$0.00
- Pre-Authorize Credit Cards (Bar Tabs) For \$: \$0.00
- Pre-Authorize Cards Prompt:
 - Force Preset Amount
 - Use Amount as Suggested
- When Starting a New Tab:
 - Do Nothing
 - Force Credit Card Pre-Auth
 - Allow Pre-Auth to be Bypassed
- Perform Batch Settlement On EndOfDay
- Perform Auto Settlement

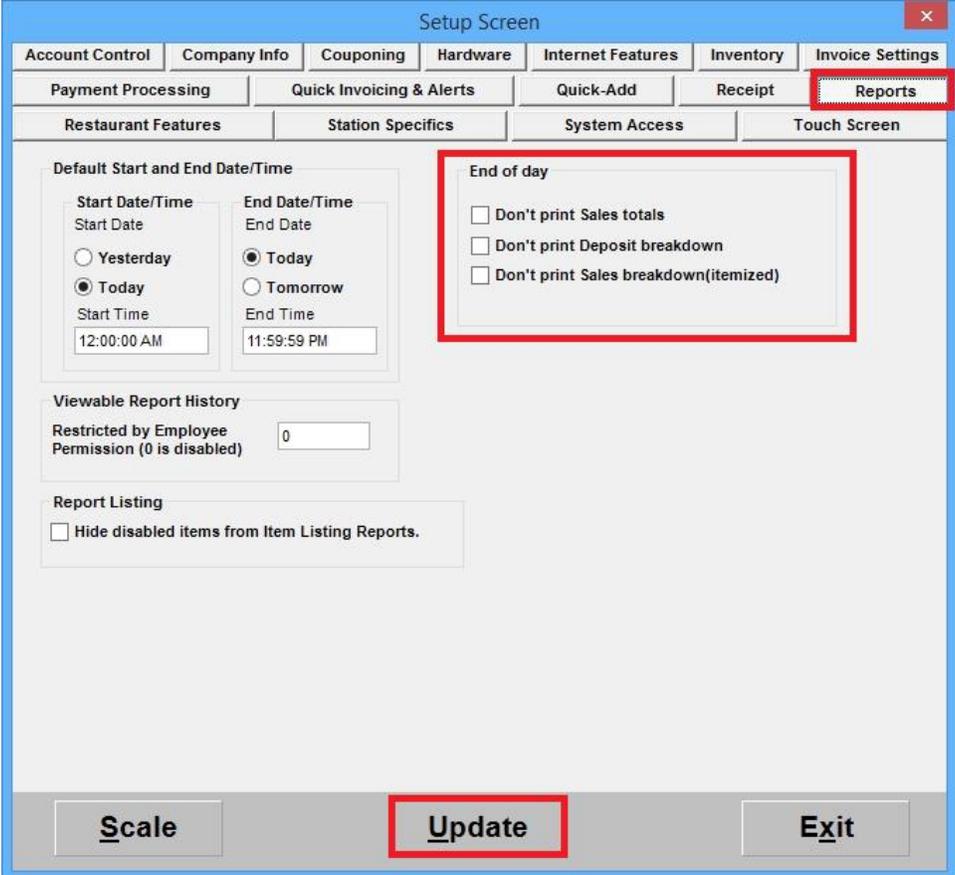
Buttons at the bottom: **Scale**, **Update** (highlighted), **Exit**

4. Select the **Payment Processing** tab.
5. Select the **Other Options** tab.
6. Select the **Perform Batch Settlement On EndOfDay**.
7. Select **Update** to save your changes.

Configuring End of Day Settings (Customize Report)

To configure what is included in the End of Day report, follow the steps below

 	<ol style="list-style-type: none">1. Select the Manager or Options button.2. Enter the administrator password (default: admin) where applicable.3. Select Setup then, Setup Screen.
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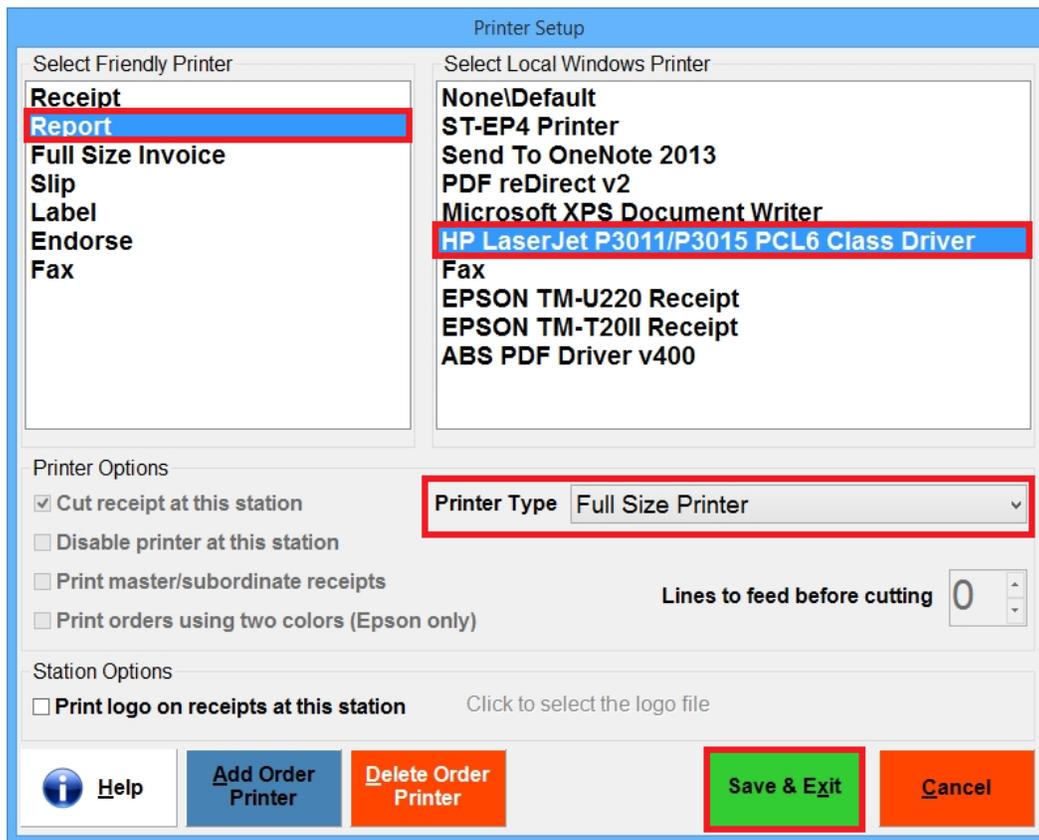
The screenshot shows the 'Setup Screen' window with the 'Reports' tab selected. The 'End of day' section is highlighted with a red box and contains three checkboxes: 'Don't print Sales totals', 'Don't print Deposit breakdown', and 'Don't print Sales breakdown(itemized)'. The 'Update' button at the bottom is also highlighted with a red box.

4. Select the **Reports** tab. Select the options to customize the End of day report.
 - Don't print Sales totals – Removes the sales totals section from the End of Day report
 - Don't print Deposit breakdown - Removes the Deposit breakdown section from the End of Day report
 - Don't print Sales breakdown(itemized) - Removes the sales breakdown section from the End of Day report
5. Select **Update** to save your changes.

Configuring a Report Printer

To configure which printer will print the end of day report, follow the steps below.

	<ol style="list-style-type: none">1. Select the Manager or Options button.2. Enter the administrator password (default: admin) where applicable.3. Select Setup then, Friendly Printer Setup.
	



The screenshot shows the 'Printer Setup' dialog box with the following configuration:

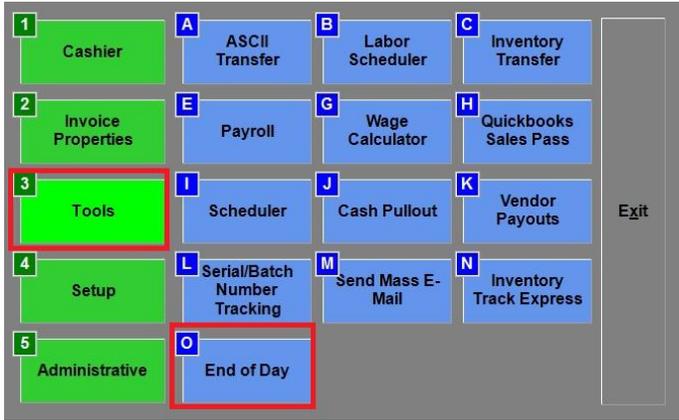
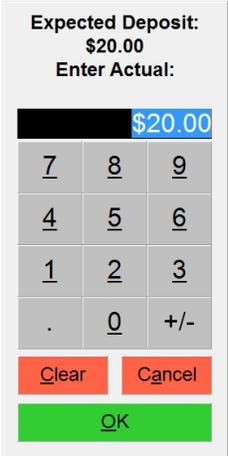
- Select Friendly Printer:** Report
- Select Local Windows Printer:** HP LaserJet P3011/P3015 PCL6 Class Driver
- Printer Options:**
 - Cut receipt at this station
 - Disable printer at this station
 - Print master/subordinate receipts
 - Print orders using two colors (Epson only)
- Printer Type:** Full Size Printer
- Lines to feed before cutting:** 0
- Station Options:**
 - Print logo on receipts at this station

Buttons at the bottom: Help, Add Order Printer, Delete Order Printer, Save & Exit (highlighted), Cancel.

4. Under **Select Friendly Printer** select **Report**.
5. Under **Select Local Windows Printer** select your installed full size printer. **Example**; HP LaserJet
6. Under **Printer Type** select **Full Size Printer**.
7. Select **Save & Exit**.

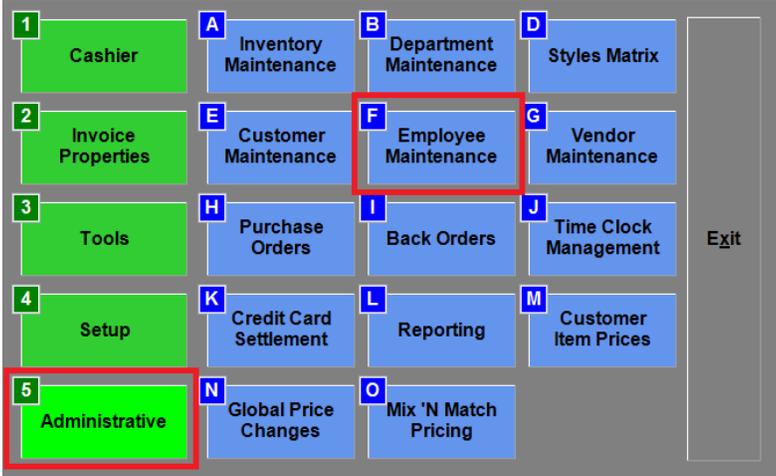
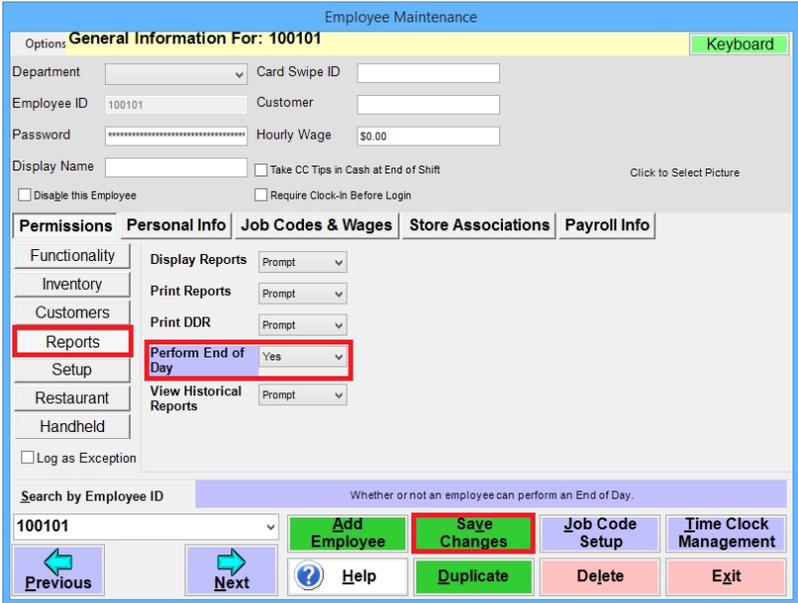
Performing End of Day

To perform End of Day, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

 <p>1 Cashier 2 Invoice Properties 3 Tools 4 Setup 5 Administrative</p> <p>A ASCII Transfer B Labor Scheduler C Inventory Transfer E Payroll G Wage Calculator H Quickbooks Sales Pass I Scheduler J Cash Pullout K Vendor Payouts L Serial/Batch Number Tracking M Send Mass E-Mail N Inventory Track Express O End of Day</p> <p>Exit</p>	<ol style="list-style-type: none">1. Select Tools and then End of Day.
	<ol style="list-style-type: none">2. Provide the requested credentials of either the Administrator or any employee who has permission to perform an End of Day
	<ol style="list-style-type: none">3. Count the cash in your cash drawer and enter the amount.
	<ol style="list-style-type: none">4. Confirm the amount5. After selecting yes, retrieve the close out report from the appropriate printer. This report will detail the day's activities and whether the drawer contained too much or too little cash.

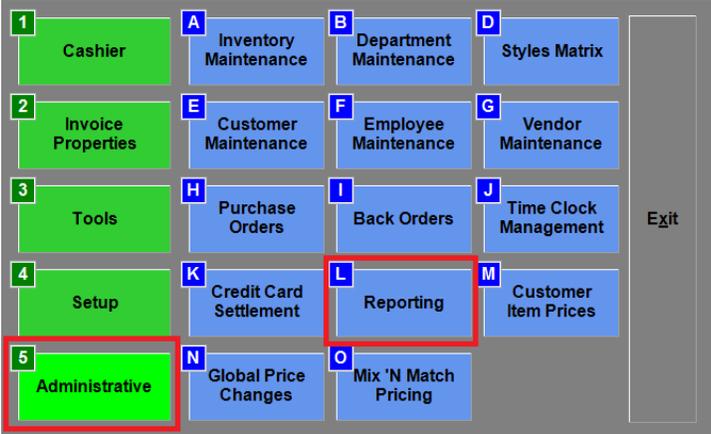
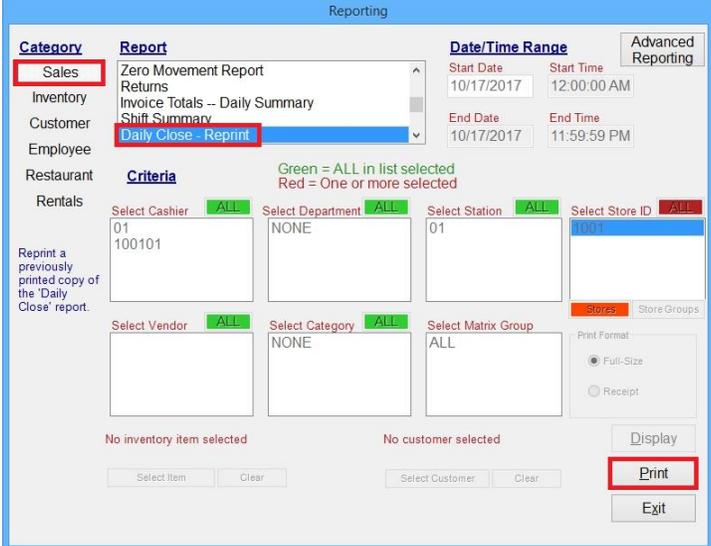
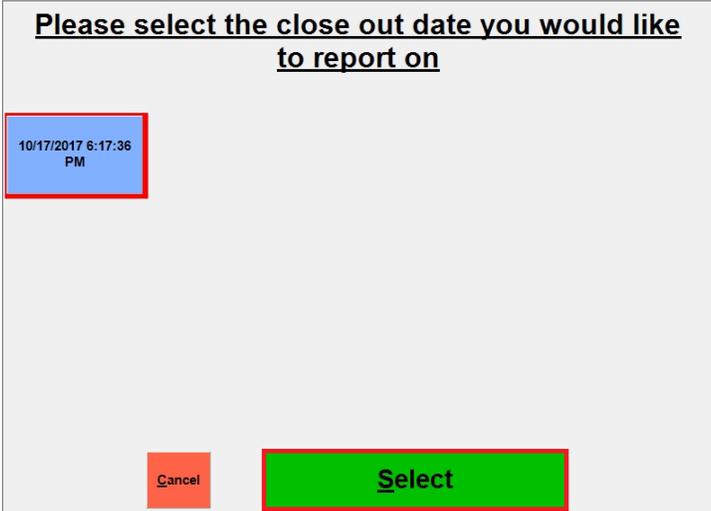
Granting and denying employees permission to perform End of Day

You can decide whether or not individual employees can perform End of Day. To do so, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

 <p>The screenshot shows a main menu with various options. A red box highlights the 'Administrative' option (labeled 5). Another red box highlights the 'Employee Maintenance' option (labeled F). Other options include Cashier, Invoice Properties, Tools, Setup, Inventory Maintenance, Customer Maintenance, Purchase Orders, Credit Card Settlement, Global Price Changes, Department Maintenance, Back Orders, Reporting, Mix 'N Match Pricing, Styles Matrix, Vendor Maintenance, Time Clock Management, and Customer Item Prices. An 'Exit' button is also visible.</p>	<ol style="list-style-type: none">1. Press Options or Manager, Select Admin, then Select Employee Maintenance.
 <p>The screenshot shows the 'Employee Maintenance' form for employee 100101. The 'Reports' tab is selected and highlighted with a red box. Within the 'Reports' section, the 'Perform End of Day' option is set to 'Yes' and is also highlighted with a red box. The 'Save Changes' button is highlighted with a red box. Other tabs include Permissions, Personal Info, Job Codes & Wages, Store Associations, and Payroll Info. The form includes fields for Department, Employee ID, Password, Display Name, and Hourly Wage. At the bottom, there are buttons for Previous, Next, Add Employee, Save Changes, Job Code Setup, Time Clock Management, Help, Duplicate, Delete, and Exit.</p>	<ol style="list-style-type: none">2. Select an employee.3. Select the Reports tab.4. Set the permission for Perform End of Day.5. Select Save Changes.

Reprinting close out reports

To print close out reports from previous days, select **Manager** from the login screen, provide the requested credentials, and follow these steps.

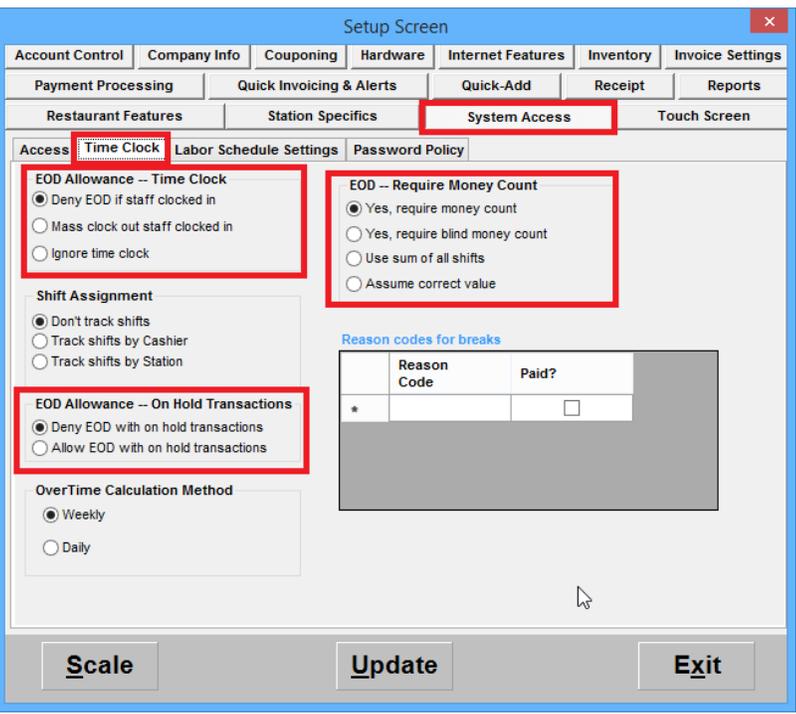
 <p>A screenshot of a software main menu. It features a grid of buttons. The 'Reporting' button is highlighted with a red border. Other buttons include Cashier, Invoice Properties, Tools, Setup, Administrative, Inventory Maintenance, Customer Maintenance, Purchase Orders, Credit Card Settlement, Global Price Changes, Department Maintenance, Employee Maintenance, Back Orders, Mix 'N Match Pricing, Styles Matrix, Vendor Maintenance, Time Clock Management, and Customer Item Prices. A vertical 'Exit' button is on the right.</p>	<ol style="list-style-type: none">1. Select Reporting.
 <p>A screenshot of the 'Reporting' screen. The 'Sales' category is selected, and 'Daily Close - Reprint' is chosen from the report list. The date range is set to 10/17/2017. The 'Print' button is highlighted with a red box. Other options include 'Full-Size' and 'Receipt' print formats.</p>	<ol style="list-style-type: none">2. Select the Daily Close – Reprint category.3. Select Print.
 <p>A screenshot of a date selection dialog box. The text reads 'Please select the close out date you would like to report on'. A date and time '10/17/2017 6:17:36 PM' is selected and highlighted with a red box. At the bottom, there are 'Cancel' and 'Select' buttons, with 'Select' highlighted in green.</p>	<ol style="list-style-type: none">4. Select the close out date.5. The close out report from the selected date will be printed.

Configuring other Options for End of Day

There are other options that can affect how the End of Day Function works. You can find these options in the **Setup Screen**. To find them press **Options** or **Manager** and follow the setup below.

1 Cashier	B Cost Markup	C Customer Loyalty	D Price Levels	Exit
2 Invoice Properties	E Display Setup	F General Invoice Notes	G Setup Screen	
3 Tools	H Online Ordering Setup	I Tax Rates	J Touch Screen Configuration	
4 Setup	K Friendly Printer Setup	L Barcode Express	M Price Batches	
5 Administrative	N Self Service Configuration	O Virtual Pole Configuration		

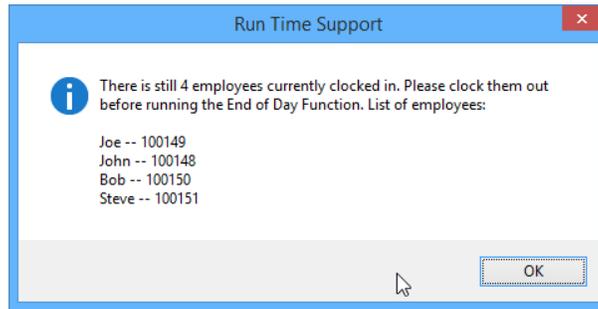
1. Press **Setup(4)** follow by **Setup Screen(G)**.



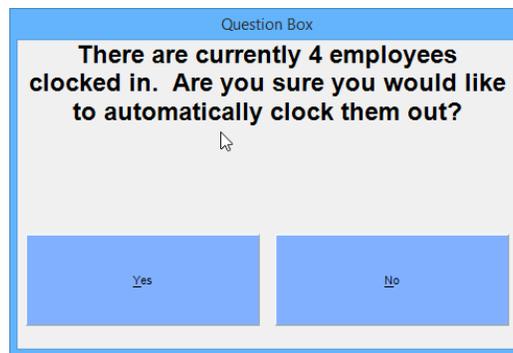
2. Press the **System Access**, followed by the **Time Clock** tab, from here you can make changes to the End of Day feature.

EOD Allowance

Deny EOD if staff are clocked in – this requires all staff to be clocked out before the end of day function can be performed. If employees are not clocked out and you try to do an End of Day, a list will appear of the employees that are clocked in along with their ID numbers.

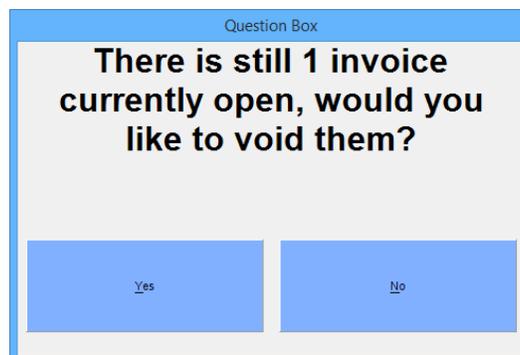


Mass Clock out staff clocked in – If any employees are clocked in it will prompt you to verify that you want to automatically clock out all employees that are clocked in at once.



Ignore time clock – Allows you do perform an end of day regardless if employees are clocked in or out.

Deny EOD with on hold transactions – This will prompt you to void any invoices that are still on hold before performing an End of Day



Allow EOD with on hold transactions – Allows you do perform an end of day regardless if any invoices are still on hold.