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
Sales Totals			
Net Sales			$52.27
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			
Total Voided Sales			$0.00
Net Taxed Sales			$52.27
Net Non-Taxed Sales			$0.00
Net Tax Exempt Sales			$0.00
Payment Types			
Cash			$8.57
Check			$9.93
Total Cash + Checks			$18.50
On Account			$0.00
Total Debit Cards			$0.00
Other:0			$37.43
Total Credit Cards:2			$37.43
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

DESCRIPTION	AVG $	QTY	AMOUNT
Coupons Redeemed			
NONE			
Sales Breakdown			
Cat: NONE			
Dept: LIQUOR			
10 CANE RUM 3	$19.99	1	$19.99
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**

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.
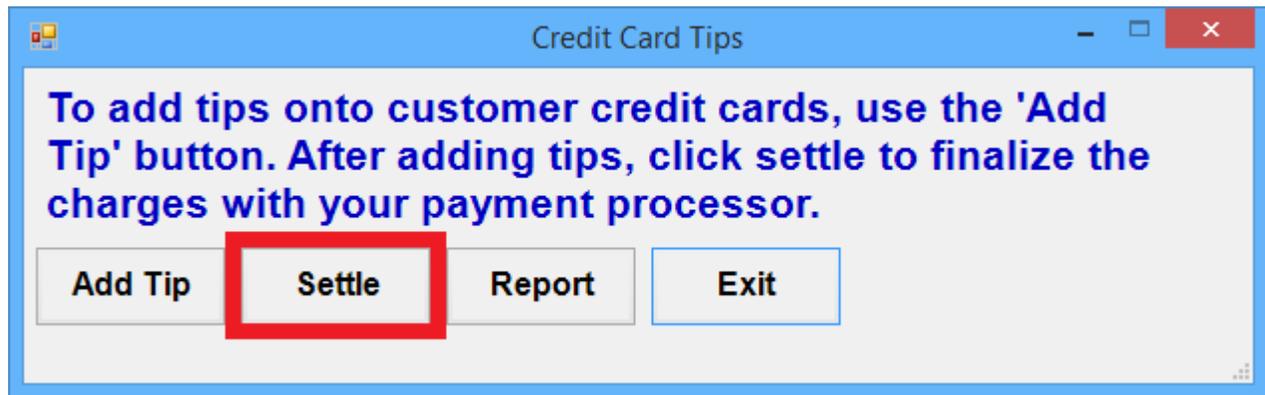
TABLE CONTENTS

Performing a Manual Batch

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<td>

Manager

Options

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<td>

1. Select the **Manager** or **Options** button.

2. Enter the administrator password (default: admin) where applicable.

3. Select **Administrative** then, **Credit Card Settlement**.

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Credit Card Tips

To add tips onto customer credit cards, use the 'Add Tip' button. After adding tips, click settle to finalize the charges with your payment processor.

Add Tip **Settle** **Report** **Exit**

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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.

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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.

1. Select the **Manager** or **Options** button.

2. Enter the administrator password (default: admin) where applicable.

3. Select **Setup** then, **Setup Screen**.

4. Select the **Payment Processing** tab.

5. Select the **Other Options** tab.

6. Select the **Perform BatchSettlement 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

<table>
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<td>

Manager

Options

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<td>

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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Setup Screen

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

Default Start and End Date/Time

Start Date/Time — Start Date
○ Yesterday
● Today
Start Time
12:00:00 AM

End Date/Time — End Date
● Today
○ Tomorrow
End Time
11:59:59 PM

End of day
☐ Don't print Sales totals
☐ Don't print Deposit breakdown
☐ Don't print Sales breakdown(itemized)

Viewable Report History
Restricted by Employee Permission (0 is disabled)   0

Report Listing
☐ Hide disabled items from Item Listing Reports.

Scale | **Update** | Exit

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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.

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</table>

Configuring a Report Printer

To configure which printer will print the end of day report, 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, **Friendly Printer Setup**.
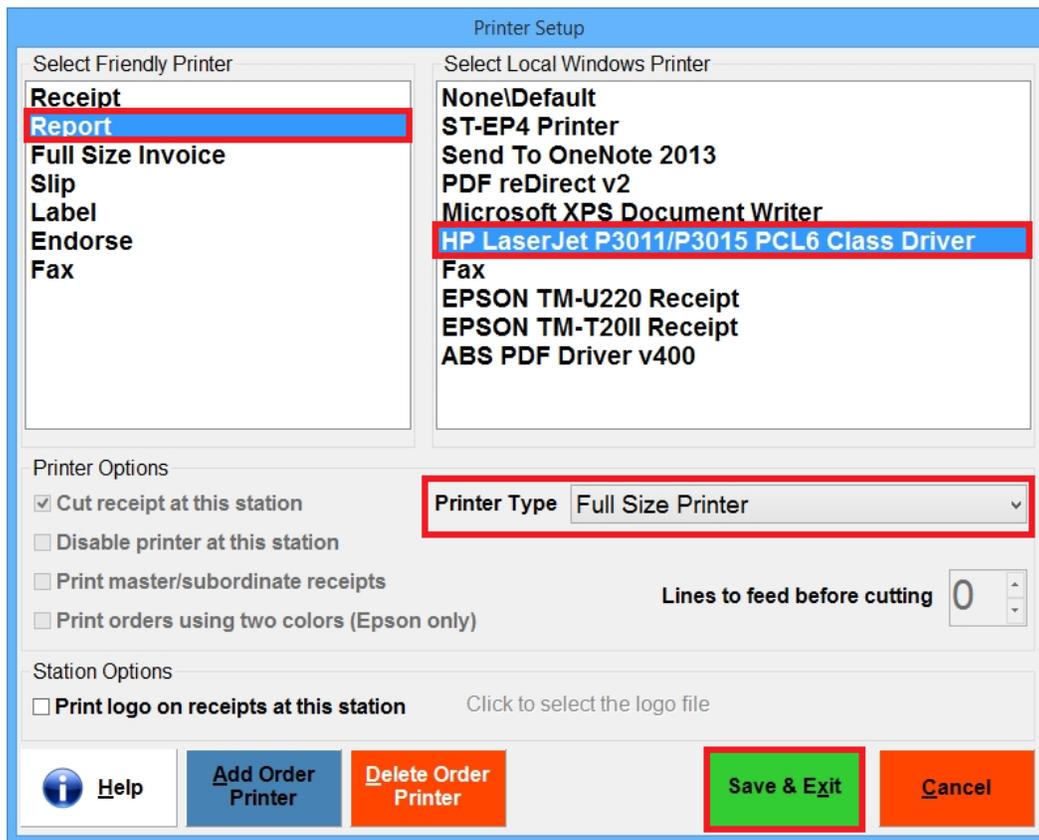
4. Under **Select Friendly Printer** select **Report**.

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.

	1. Select **Tools** and then **End of Day**.
	2. Provide the requested credentials of either the Administrator or any employee who has permission to perform an End of Day
	3. Count the cash in your cash drawer and enter the amount.
	4. Confirm the amount 5. 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.
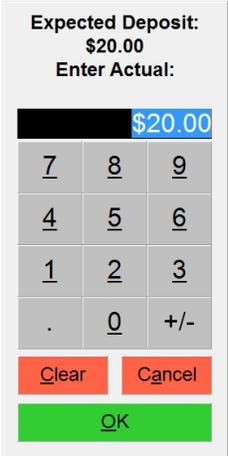
Granting and denying employees permission to perform End of Day

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.

1. Press **Options** or **Manager,** Select **Admin,** then Select **Employee Maintenance**.

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.

	1. Select **Reporting**.
	2. Select the **Daily Close – Reprint** category. 3. Select **Print**.
	4. Select the close out date. 5. The close out report from the selected date will be printed.
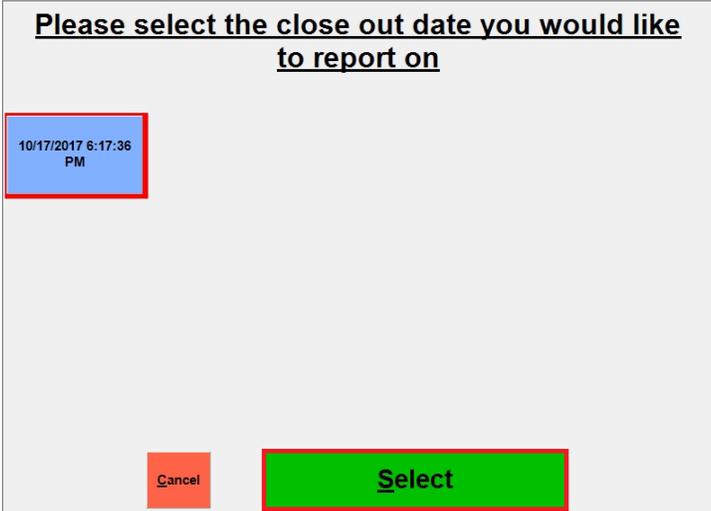
Configuring other Options for End of Day

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. 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.
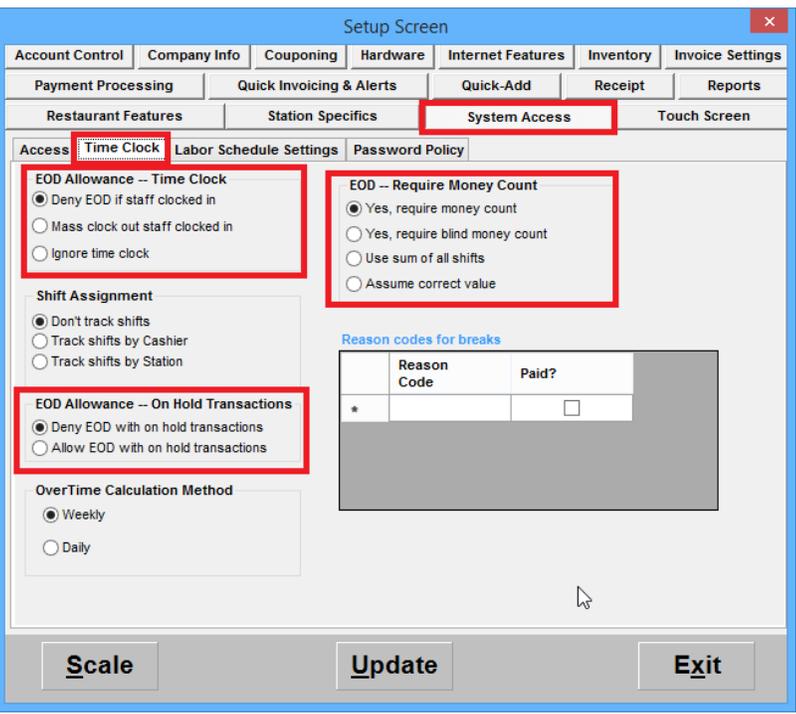
EOD Allowance

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.
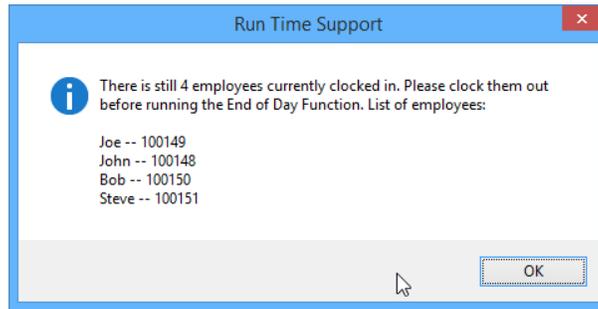

Mass Clock out staff clocked in – If any employees are clocked in it will prompt you to verify that you want to automatically clock out all employees that are clocked in at once.
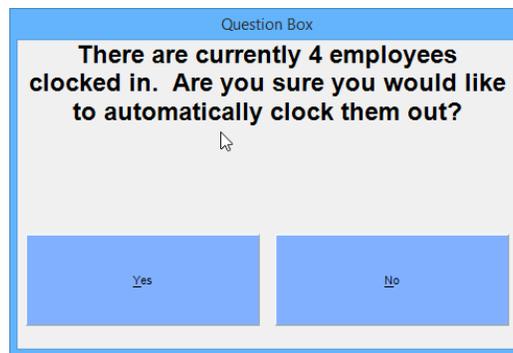
Ignore time clock – Allows you do perform an end of day regardless if employees are clocked in or out.

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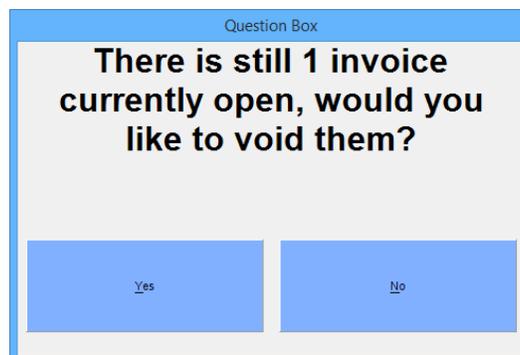
Allow EOD with on hold transactions – Allows you do perform an end of day regardless if any invoices are still on hold.