

System3 POS Closing Procedure

System3 POS closing procedures are designed to provide you with an outline of how end-of day procedures should be completed.

Depending on whether you allow your servers to print clock outs, you do not need to print the 'Z' report at the end of the night.

- ❑ As each server finishes their shift, have them print a copy of their Server Log Out. The servers should simply count their cash on hand and remit the amount listed next to 'Server Drop'. They should also remit all *non-Cash signature receipts* that they have collected throughout the course of the shift.
- ❑ The manager matches those totals up to the printed Clock Out Report / Z Report.
- ❑ Repeat this process for each server.
- ❑ When each server is finished their non-cash oriented duties at the end of the night, and are free to leave, have them Clock Out. **NOTE:** If employees are allowed to clock out with open orders, be sure to check the top of the clock out to see if any open orders are listed.
- ❑ If cash drawers are being used, follow the same procedure but ensure that the starting float is turned in as well. Be sure to verify any Paid In/Out chits that have been placed in the till.
- ❑ Once all of the employees have been taken care of, the manager can run any reports they wish to view. We recommend running the Closing report at this time as it provides a snapshot of the days activities including Tender & Department totals and some general information.
- ❑ If you are using the Credit Card interface, you can run the batch at this point. Most managers tend to run the batch the next morning before the start of business. This does not affect System3 POS in any way. A good practice before running the batch is to compare the credit card totals between **System3** and **911** to *ensure they match*. This verifies that no servers rang through a credit card under the wrong type.

When you are ready to go home, you may run the Clear & Store. If you have the system set to Clear & Store automatically, you do not need to run it yourself.

This concludes the end of day procedures for System3 POS. You are ready for the next business day. **NOTE:** If you have the Clear & Store set to run automatically, all you have to do at the end of the night is collect Logouts to ensure that all funds are turned in. The rest is up to you.