

Open Business Day

Point of Success Software

Go to Point of Success Order Program > Manager > Tills and Banks

Select New, click on Opening Cash button and enter the opening amount of money for the corresponding till.

Click on the Staff button and select the employee to assign.

For locations with more than one cash drawer, select appropriate cash drawer number.

Add any additional tills, driver banks or server banks as needed.

Close Business Day

Ensure all tickets are closed. Go to View Tickets and close any tickets that are open.

Go to Point of Success Order Program > Manager > Tills and Banks

Select till to close from tills and banks list. Select "Close" and confirm.

A Till Reconciliation report will print—staff turns in amount based on report.

Select till and select "Reconcile." Choose Balanced, Over or Short depending on the amount turned in with the till.

Once received, save them in a secure location.

To watch a video on Opening & Closing the day:

Go to pointofsolutions.net/videos-manager

Or pointofsolutions.net>click client portal and follow to Videos

(Password Required)