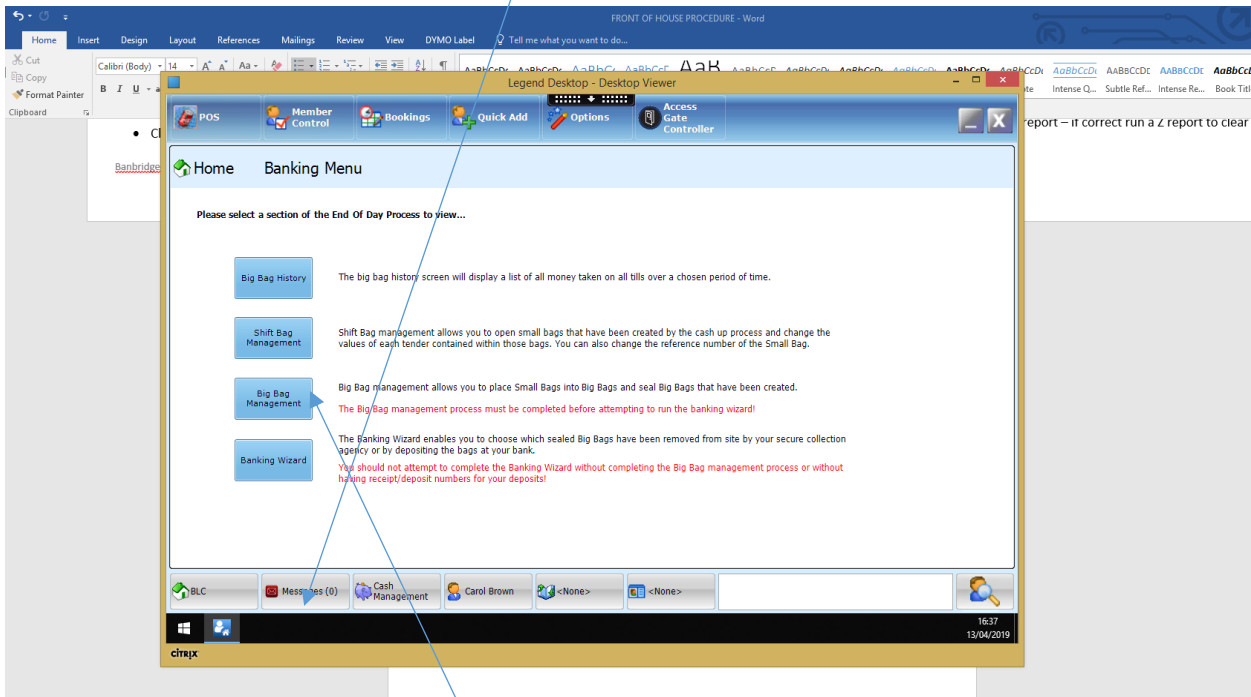


END OF DAY PROCESS – COMPLETED ON POS1 AT CENTRE CLOSURE

CREATING A BIG BAG

- Click on Cash Management Button



- Click on Big Bag Management
- Click on Create New Big Bag
- Enter your username and password
- Enter the reference number – BLC/POS1/ staff Initials/Date created
- Click Next – the following screen will list all small bags created.
- Check the date references on each small bag, there should be one small bag for each Cash Lift Report, or number of shifts for the current date
- Tick each individual small bag (or select all if all small bags relate to the current date) and move into new Big Bag
- A total Cash Lift will be displayed for all small bags moved across – check that the amount displayed agrees with the total income recorded on the Daily Cash Sheet before sealing the big bag

NOTE: If there are any discrepancy, **DO NOT** seal the bag. The bag can be sealed later when the discrepancy has been investigated.