

RECONCILING SHIFTS

EARLY SHIFT POS 1 & 2

1. Make up float and remove from till – no need to completely bag float money – this will be going back into the till
2. Count cash, cheques and card receipts and enter values on “End of Day Cashing Up Sheet”
3. Start Legend ‘Close Shift’ procedure – REMEMBER to remove £70 float
4. When the ‘Cash Lift Screen’ appears input the totals for each denomination and credit card receipts from the End of Day Cashing Up Sheet
5. The total cash lift amount will appear in the top right hand corner – check that this matches the total on the cashing up sheet
6. In the ‘Cash Lift Screen Reference Box’ enter the following reference – **028/POS 1 your initials /Date**
7. If there is a significant variance refer to Front of House procedure before creating a Small Bag
8. If cash lift agrees or is within the agreed variance amount - create a Small Bag and Save
9. Log off for the next user – use proper log off Icon (red circle with white X)
10. Till receipt should be attached to ‘End of Day Cashing Up’ sheet
11. Place all cash, cheques, card receipts and cashing up information in cash bag
12. Keep cash bag in till.

Late Shift POS 2 (IF USED)

1. Before reconciling late shift check cash lift from early shift and highlight any discrepancies on the cashing up sheet
2. Follow steps 1 -8 for early shift reconciliation
3. Complete an final End of Day Cashing up Sheet

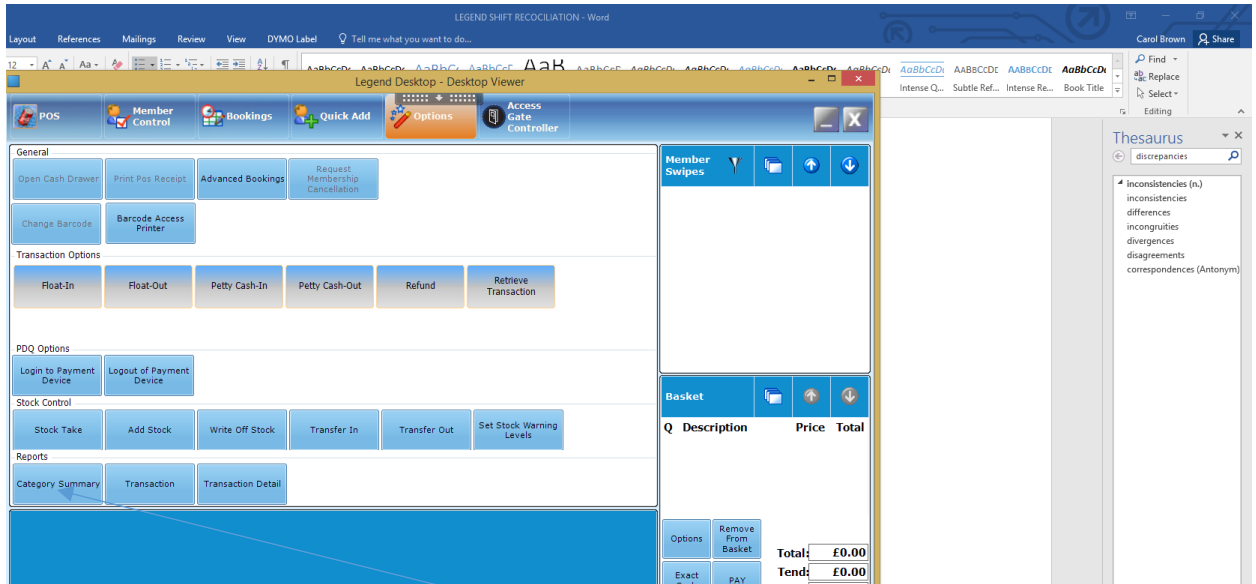
Late Shift POS 1

1. Before reconciling late shift check cash lift from early shift and highlight any discrepancies on the cashing up sheet
2. Follow steps 1 -8 for early shift reconciliation
3. Run an X report from credit card terminal and check that receipts from both shifts agree with the report (total number of receipts is recorded at the bottom of the report) this can be used to identify lost slips
4. Run a Z report from POS1 credit card terminal – this will clear all transaction – DO NOT process any payments after final Z report
5. Combine cash lift for both shifts and complete an final End of Day Cashing up Sheet
6. Place all cash, cheques, card receipts and cashing up information in cash bag Place cash bag in safe Create a BIG BAG – see Cash Management procedure
7. Run a Category Summary Report – procedure attached.

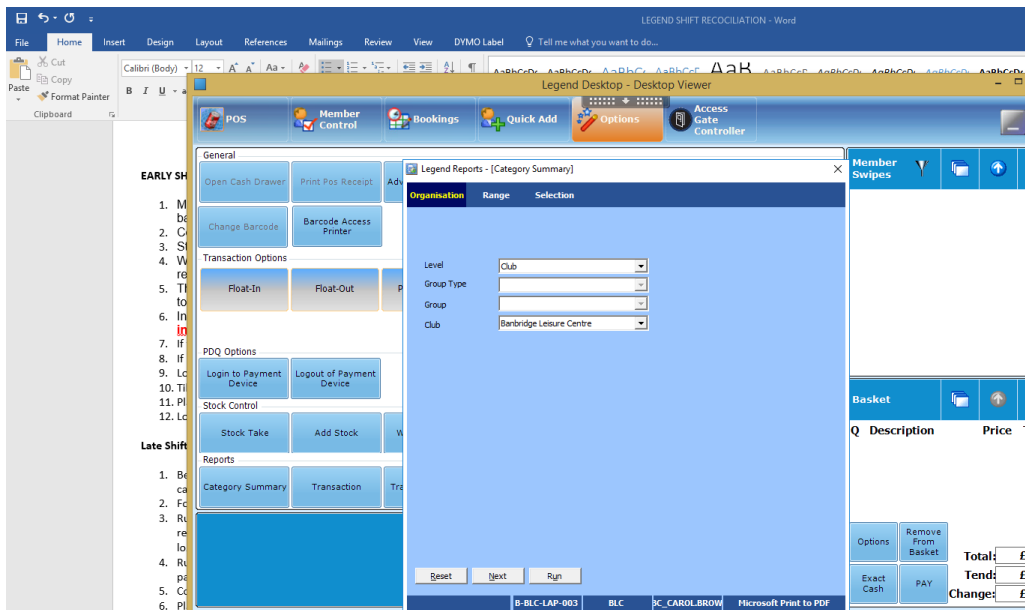
NOTE: When you have completed a shift reconciliation you will be asked if you want to begin the End of Day Process - Late shift or Single shift on POS 1 terminal – is the only shift reconciliation that should accept YES for this option

RUNNING A CATEGORY SUMMARY REPORT

- In Front of House App – click on Options tab on top menu bar



- Click on Category Summary button



- Organisation tab - select Banbridge Leisure Centre in the club field and click Run. This will give a the total daily income