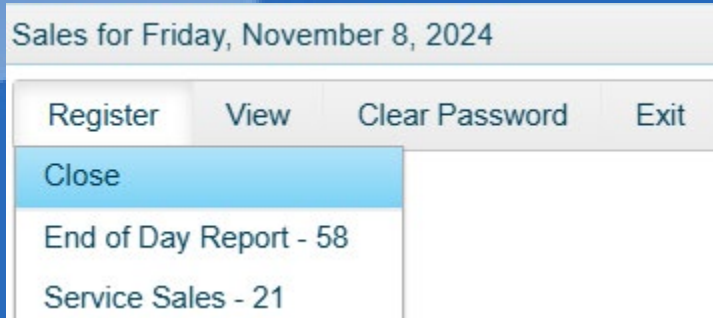
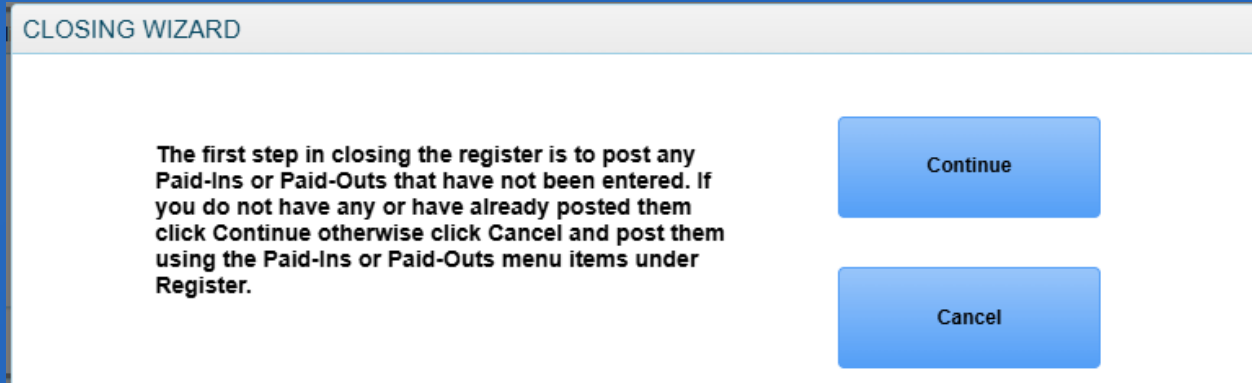


Closing the Register

1. Within the sales screen, click Register/Close.



2. You will be reminded to post any 'Paid Ins' or 'Paid Outs' that may have occurred throughout the day. Click 'Continue.'



3. The next step is to enter the amount of money you will be physically leaving in your cash drawer over-night. If that amount is 0, enter 0. If you need assistance counting the money, click 'Cash Count', otherwise type in the amount and click 'Accept.'

CASH REGISTER FLOAT

Enter the amount of cash that you will leave in the drawer to open the register with on your next day of operation. This is sometimes referred to as the Float.

Accept

Cancel

150.00 Cash Count

4. The Bank Deposits screen will appear. Click the 'Details' button next to any line item to get a detailed breakdown of that specific payment type. If you track Deposit numbers, enter that now. Otherwise just click 'Accept' to move on to the final closing screen.

BANK DEPOSITS

Date: Friday, November 8, 2024

Deposit No.

Receipt

Cash	<input type="text" value="1,401.37"/>	Cash Count	Details	Accept
Checks	<input type="text" value="0.00"/>		Details	
Trav Chks	<input type="text" value="0.00"/>		Details	
Credit Card 1	<input type="text" value="291.80"/>	Card Type	Details	No Deposit
Credit Card 2	<input type="text" value="75.00"/>	Visa	Details	
Credit Card 3	<input type="text"/>	MasterCard	Details	
Credit Card 4	<input type="text"/>		Details	Cancel

More Cards

TOTAL DEPOSIT

5. Review the final closing screen and if anything looks off, you can cancel out and review any necessary transactions. Otherwise, click the 'Accept' button to close.

CLOSE REGISTER 1, DRAWER 1 11/08/24

<table border="0"> <tr><td>BEGIN REGISTER</td><td>1,401.37</td></tr> <tr><td>* CASH RECEIPTS</td><td>1,814.08</td></tr> <tr><td>TOTAL DEPOSITS</td><td>.00</td></tr> <tr><td>EXPECTED TOTAL</td><td>3,215.45</td></tr> <tr><td colspan="2">CASH DRAWER COUNT</td></tr> <tr><td><input type="text" value="0.00"/></td><td>Money in Drawer (Float)</td></tr> <tr><td>FINAL REG TOTAL</td><td>.00</td></tr> <tr><td>Over/Short</td><td>.00</td></tr> </table>	BEGIN REGISTER	1,401.37	* CASH RECEIPTS	1,814.08	TOTAL DEPOSITS	.00	EXPECTED TOTAL	3,215.45	CASH DRAWER COUNT		<input type="text" value="0.00"/>	Money in Drawer (Float)	FINAL REG TOTAL	.00	Over/Short	.00	<table border="0"> <tr><th colspan="2">SALES RECEIPTS</th></tr> <tr><td>* Cash</td><td>.00</td></tr> <tr><td>* Checks</td><td>185.00</td></tr> <tr><td>* Credit Cards</td><td>1,629.08</td></tr> <tr><td>* Traveller Checks</td><td>.00</td></tr> <tr><td>Gift Certificates</td><td>.00</td></tr> <tr><td>On Account</td><td>.00</td></tr> <tr><td>Series Sales</td><td>.00</td></tr> <tr><td>Hotel Charge</td><td>.00</td></tr> <tr><td>Other</td><td>.00</td></tr> <tr><td>Rewards Dollars</td><td>.00</td></tr> <tr><td>TOTALS</td><td>1,814.08</td></tr> <tr><td>TIPS</td><td>205.63</td></tr> <tr><td>Ser.Charge</td><td>.00</td></tr> <tr><td colspan="2">VOIDS</td></tr> <tr><td>Cnt</td><td>0</td></tr> <tr><td>Amount</td><td>0.00</td></tr> </table>	SALES RECEIPTS		* Cash	.00	* Checks	185.00	* Credit Cards	1,629.08	* Traveller Checks	.00	Gift Certificates	.00	On Account	.00	Series Sales	.00	Hotel Charge	.00	Other	.00	Rewards Dollars	.00	TOTALS	1,814.08	TIPS	205.63	Ser.Charge	.00	VOIDS		Cnt	0	Amount	0.00	<table border="0"> <tr><th colspan="2">DEPOSITS</th></tr> <tr><td>Cash</td><td>.00</td></tr> <tr><td>Checks</td><td>.00</td></tr> <tr><td>Credit Cards</td><td>.00</td></tr> <tr><td>Traveller Checks</td><td>.00</td></tr> <tr><th colspan="2">SALES BREAKDOWN</th></tr> <tr><td>Services</td><td>1,514.00</td></tr> <tr><td>Retail</td><td>51.00</td></tr> <tr><td>Returns</td><td>.00</td></tr> <tr><td>Professional</td><td>.00</td></tr> <tr><td>Gift Certs</td><td>.00</td></tr> <tr><td>Series</td><td>.00</td></tr> <tr><td>Other</td><td>.00</td></tr> <tr><td>Shipping</td><td>.00</td></tr> <tr><td>Memberships</td><td>.00</td></tr> <tr><td>In Salon</td><td>.00</td></tr> <tr><td>Sales Tax</td><td>4.65</td></tr> <tr><td>Service Dsc</td><td>.00</td></tr> <tr><td>Retail Dsc</td><td>.00</td></tr> <tr><td>Gift Cert Dsc</td><td>.00</td></tr> <tr><td>Paid Ins</td><td>.00</td></tr> <tr><td>Paid Outs</td><td>.00</td></tr> <tr><td>On Acct Pmts</td><td>.00</td></tr> </table>	DEPOSITS		Cash	.00	Checks	.00	Credit Cards	.00	Traveller Checks	.00	SALES BREAKDOWN		Services	1,514.00	Retail	51.00	Returns	.00	Professional	.00	Gift Certs	.00	Series	.00	Other	.00	Shipping	.00	Memberships	.00	In Salon	.00	Sales Tax	4.65	Service Dsc	.00	Retail Dsc	.00	Gift Cert Dsc	.00	Paid Ins	.00	Paid Outs	.00	On Acct Pmts	.00	<table border="0"> <tr><td>Accept</td></tr> <tr><td>Print</td></tr> <tr><td>Cancel</td></tr> </table>	Accept	Print	Cancel
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