

Closing Out End Of Day

Closing out allows your system to finalize a day.

Process credit cards

Uploads reports for admin.

In order to close out for the day all tickets must be closed, all shift reports completed, all tills must be dropped, and all counts must be in.

On the top of the BrewPOS program choose your Shift Tab

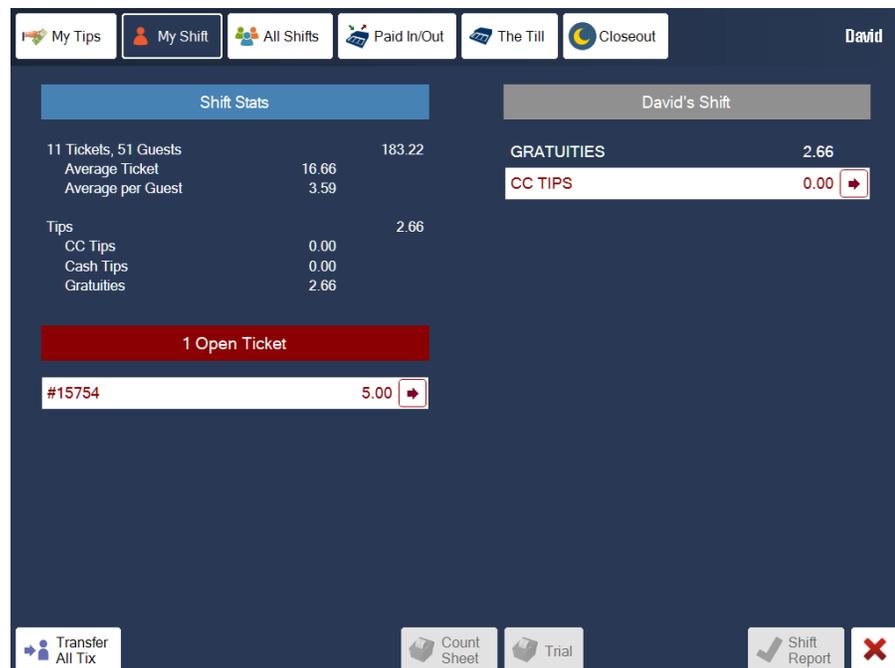


The My Shift button will show you any open tickets under your shift report. You must close out all open tickets in your shift to do your shift report.



Open tickets may be transferred to other users using the Transfer Tix Button

Touching on an open ticket will show you more detail about the ticket.



The screenshot shows the BrewPOS interface with the following elements:

- Navigation Bar:** My Tips, My Shift (selected), All Shifts, Paid In/Out, The Till, Closeout. User name: David.
- Shift Stats:**

11 Tickets, 51 Guests		183.22
Average Ticket	16.66	
Average per Guest	3.59	
Tips		
CC Tips	0.00	2.66
Cash Tips	0.00	
Gratuities	2.66	
- David's Shift:**

GRATUITIES	2.66
CC TIPS	0.00
- Open Tickets:**
 - 1 Open Ticket
 - #15754 5.00
- Bottom Bar:** Transfer All Tix, Count Sheet, Trial, Shift Report, Closeout.

The **All Shifts Button** will show you all open shifts and closed shifts.



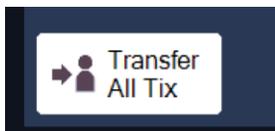
All shifts must be closed to before you can do the end of day close out

Open shifts are identifiable on the left side of the screen in red

Employees with enough permissions can complete shift reports that belong to others by touching the Shift in the report arrow



Just like in your own shift Open tickets can be transferred from the shift screen



Once all tickets are paid or transferred for a user the shift may be completed

Make sure the users tips are in.

Touching on a **GREEN** completed shift report will offer you the option of reopening or reprinting a closed shift.



Grey Shifts may only be reprinted. They belong to Dropped Tills that have been completed

Shifts that are part of drop should not be reopened.



Proceed to The Till Tab

This users with cash sales in the current till.

The paid in is the banks start or other paid ins for the day

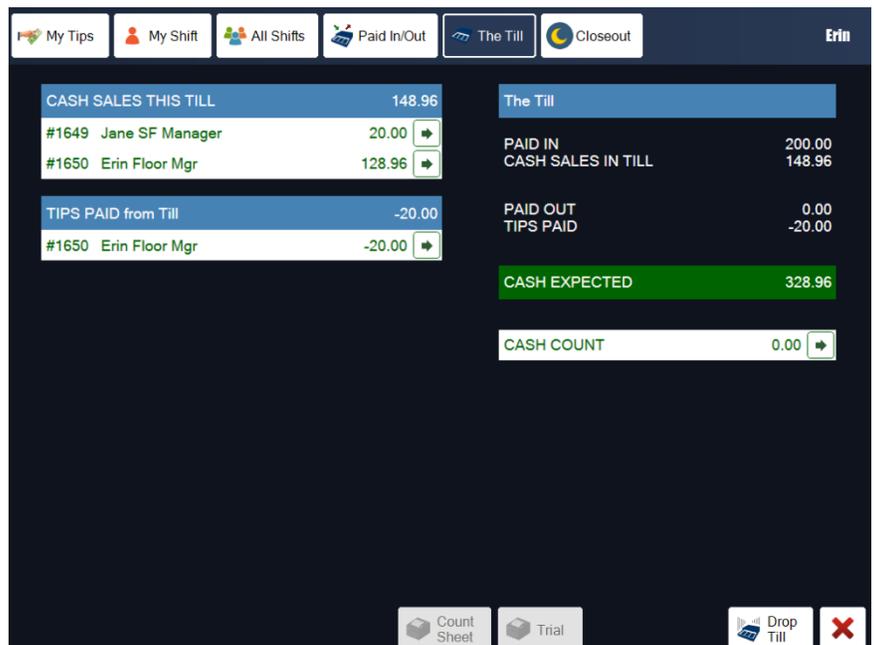
Paid outs are cash that was paid out

Cash expected is the total of all cash in the till including bank starts.

If you are required to count the till you may enter it here at time of drop, or later on the close out screen.

Drop Your till

- Button is in lower right corner

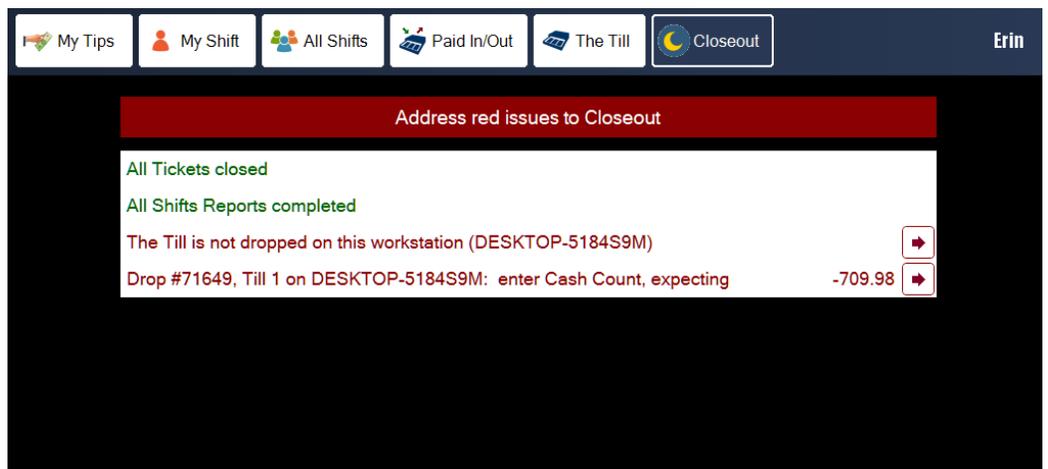


Once your till is dropped, Choose the Closeout tab



On the closeout screen you will need to handle any lines in red before you can close out.

You can address each red line by touching the red arrow on the line



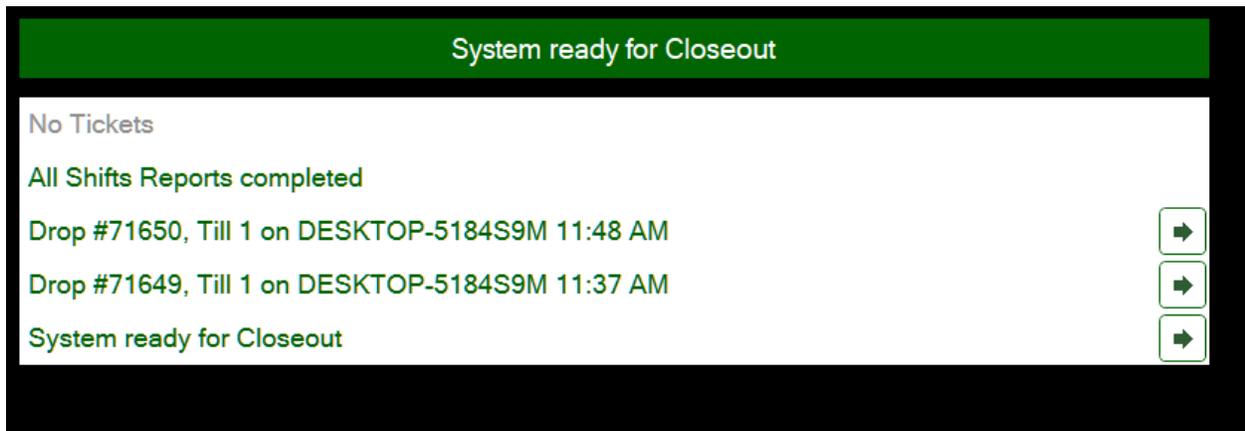
You must close all tickets to a payment method, walkouts, or tabs to closeout.

You must close all shift reports before the system will allow you to close out.

- You may be required to receive and count a servers shift money if applicable
If you have multiple tills in your system you must drop all tills in order to close out.
- BrewPOS will allow you to drop those tills remotely if necessary. *(we recommend you go to the till to do the drop so you can take the cash out of it)*

You MAY be required to count your tills before you can closeout.

Once all issues are handled the close out screen will turn Green



The screenshot shows a system interface with a green header bar at the top containing the text "System ready for Closeout". Below the header, the main content area has a white background and displays the following text: "No Tickets", "All Shifts Reports completed", "Drop #71650, Till 1 on DESKTOP-5184S9M 11:48 AM", "Drop #71649, Till 1 on DESKTOP-5184S9M 11:37 AM", and "System ready for Closeout". To the right of the last three lines of text, there are three vertically stacked buttons, each containing a right-pointing arrow.

You may now choose the Closeout
button. **THIS CAN NOT BE UNDONE**

