

Cash Count

CPS Document 1.0

Table of Contents

| Version History | 2 |
|-----------------------------------|---|
| Overview | 3 |
| Before You Begin | 3 |
| Start of Day Procedure | 3 |
| End of Day/Shift Change Procedure | 6 |

Version History

| CPS Document Number | Date Issued | Prepared By | Purpose |
|---------------------|-------------|-------------|---------------|
| v1.0 | 6/7/2019 | ZR, AR | First release |
| | | | |

Overview

The Cash Count procedure is a daily operation used at opening and closing.

Before You Begin

Count the cash for your Cash Drawer total and your Beginning Balance total. Confirm these totals are correct!

Start of Day Procedure

Start of Day

1. When you first come in for the day, open the **Sales** module or the **F&B** module. From the top menu, select **Sales** and then **Cash Count**.

| 🕂 CI | ub Prophet Systems Eagle Resort [proshop] - [Food and B | /everage] | | | |
|----------|---|--------------------------|----------------------------|-----------|--|
| File | View Tools Go to Enabled QA & Support Mode S | ales Help | | | |
| 20 | Sold To A Cash Account | Cash Count | | | |
| arter | | F&B Report 나군 | | | |
| Hut | · · · · · · · · · · · · · · · · · · · | F&B Setting | | | |
| 8 | | Recurring Charges | | | |
| Bill | Qty It | Batch Member Credit | | | |
| Hut | | Batch Sales Charge | Return | Gift Card | |
| <u>د</u> | Click on Salas | Batch Sales Gift Card | | | |
| S | Click on Sales | Batch Transfer Gift Card | | | |
| ales B | Ale an allals an | View Batch Sales | | | |
| <u>×</u> | then click on | Transaction Editor | | | |
| Plata | Cash sound | | | | |
| Coll | Cash count | | | | |
| - octio | | | | | |
| Priv | | | Special | | |
| FB | | Seat Mod | lifier Edit Modifier Notes | | |
| Billin | | | | | |
| 75 | | | | | |
| iosk | | Open Food | | | |
| 20 | | | | | |

2. From the Cash Count screen, look at the Terminal field at the left to make sure the correct terminal is selected. Look at the Sales Date, Shift Start and Shift End fields. If any of these fields are inaccurate, you would want to correct them before proceeding.

| Terminal: | Search (date/t | erminal/shift): 6/7/2010 - PODCERS - 2 | |
|---|-----------------------|--|--------|
| ECR-WS126 | Search (date/t | errinal/shirt). 6/7/2019 - RODGERS - 2 | |
| □ ECR-WS127 □ ECR-WS131 | Shift # | 2 Shift Start: 6/ 7/2019 11:18 AM Select End | Shift |
| ECR-WS132 | Sales Date: 6/ 7/2019 | - Shift End: 6/ 7/2019 11:28 AM | |
| ECR-WS153 | | | |
| IPad2 - Terminal for IPad RODGERS | \$260.0 | 0 Cash Drawer Total Shift Cha | inge |
| 🗌 Test iPad CPS - Terminal for iPad 🗸 🗸 | - \$250.0 | 0 Beginning Balance | |
| | + \$0. | 00 Payout | Totals |
| Total Cach Drawor Summary | + \$0. | Make sure the right | at |
| | | Credit Card Charges Subrelow to coloridad | |
| Cash Drawer Total: \$260 | a anna Manu 👘 | | hift |
| Cash Drawer | nel le selectec | | |
| | + | Wizar | d |
| Custom: \$0.00 | \$0. | JO GITE Cards | |
| Custom 2: \$0.00 | \$0. | 0 Member Charges (Net) | |
| Traveler Checks: \$0.00 | T \$0. | 00 Room Charges Adjust Pay | ment |
| Cash Drawer Total: \$260.00 | - \$0. | 00 Customer Credits Redeemed | |
| | + \$0. | 00 Pre Paid Money Used for Cash Sales | |
| FYI: | F.Y.I: \$0. | 00 Other Tips (not member or credit card tips) | |
| Customer Credits Redeemed \$0.00 | + \$0. | 00 Prior Deposits Made | coint |
| | + \$0. | 00 Coupon Redeemed | ceipt |
| Payments received \$0.00 | , | | |
| Event Deposits Received \$0.00 | | Print Pres | view |
| Gift Cert to Credit Book \$0.00 | | | |
| Gift Certificates Redeemed \$0.00 | = \$10.0 | O Computed Balance Open Ca | ash |
| Returns Posted to Member Acct \$0.00 | + \$0.0 | Customer Credits Redeemed | er 👘 |
| Cash Back \$0.00 | + \$0.0 | Rain Check Net | Cash |
| | - \$0.0 | O Sales Transactions Drawe | er |
| Cash Pull Total \$0.00 | Over/Short: \$10.0 | | |
| | F.Y.I: \$0. | 00 Employee Member Charges Tips | Close |
| Bank Deposit Total \$0.00 | F.Y.I: \$0. | 00 Employee Credit Card Tips | CIUSE |
| | | | |

3. From the Cash Count screen, select the Beginning Balance field and enter today's beginning balance value. An input window will appear for entering the value.



4. Confirm the Cash Drawer Total and the Beginning Balance values are correct on the Cash Count screen. Click **Save And Close** in the bottom right. This will start your shift for the day!

| | Cash Co | ount | | | X |
|-----------------------------------|--|----------------|------------|---|---------------------|
| Terminal: | | Search (da | to/torn | ainal/shift): 6/7/2010 - BODCERS - 2 | |
| ECR-WS126 | ~ | ocuren (de | recy corri | | |
| ECR-WS127 | Shift | # | 2 | Shift Start: 6/ 7/2019 11:18 AM | Select End Shift |
| ECR-WS131 | Calas Da | the lot minera | 1 | Chift Fods and an and an and a | Time |
| C ECR-WS153 | Sales Da | ice: 6/ //2019 | Ý | Shire End: 6/ //2019 11:28 AM | |
| ☐ iPad2 - Terminal for iPad | | | | and president and the second | |
| RODGERS | | \$2 | 20.00 | Cash Drawer Total | Shirt Change |
| Test iPad CPS - Terminal for iPad | ~ | - \$2 | 50.00 | Beginning Balance | |
| | | + | \$0.00 | Payout | Calculate Totals |
| Total Cash Drawer Summary: | | + | \$0.00 | Checks Received | |
| Cash Drawer Total: | \$220.00 | + | \$0.00 | Credit Card Charges Submitted | Delete shift |
| | \$220.00 | + | \$0.00 | Other | Derete sint |
| Cash Dra | wer Details | + | \$0.00 | Other 2 | |
| Custom: | \$0.00 | + | \$0.00 | Gift Cards | Wizard |
| Custom 2: | \$0.00 | + | \$0.00 | Member Charges (Net) | |
| Traveler Checks: | \$0.00 | + | \$0.00 | Room Charges | Adjust Payment |
| Cash Drawer Total: | \$220.00 | - | \$0.00 | Customer Credits Redeemed | |
| | | + | \$0.00 | Pre Paid Money Used for Cash Sales | |
| FYI: | F.' | Y.I: | \$0.00 | Other Tips (not member or credit card tips) | |
| Customer Credits Redeemed | \$0.00 | + | \$0.00 | Prior Deposits Made | |
| - | | + | \$0.00 | Coupon Redeemed | Print to receipt |
| Payments received | \$0.00 | | | | |
| Event Deposits Received | \$0.00 | | | | Print Preview |
| Gift Cert to Credit Book | \$0.00 | = (\$3 | 80.00) | | |
| Gift Certificates Redeemed | \$0.00 | + | \$0.00 | GIIER SENSE EINE | Open Cash Drawer |
| Returns Posted to Member Acct | \$0.00 | + | \$0.00 | Close to start shift | |
| Cash Back | \$0.00 | | \$0.00 | Sales Transactions | Balance Cash |
| Cook Bull | () () () () () () () () () () () () () | Charts (\$3 | 10.001 | | Drawer |
| Total | \$0.00 | | *0.00 | | |
| | Г. | 1.1. | \$0.00 | Employee Member Charges Tips | Save And Close |
| Bank Deposit Total | \$0.00 F. | Y.I: | \$0.00 | Employee Credit Card Tips | |
| Shift Note | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Ľ | | | | | |

End of Day/Shift Change Procedure

1. At the end of the day or shift change, open the **Sales** module or the **F&B** module. From the top menu, select **Sales** and then **Cash Count**.

| 🕹 Ch | Jb Pr | rophet System | s Eagle Re | sort [proshop] - [Food a | and Be | verage] | | | | | | | | |
|-------------------|-------|---------------|------------|--------------------------|----------|------------|-----------------|------|---------|--------------|---------|---|-----------|--|
| File | View | v Tools Go | to Enab | oled QA & Support Mod | le Sa | les Help | | | | | | | | |
| 80 | So | ld To A Ca | sh Acco | unt | | Cash Cou | int | • | | | | | | |
| tens | | | | | | F&B Repo | ort | 13 | | | | | | |
| Hut | | | | | N | F&B Settin | ng | | | | | | | |
| 8 | | | | | | Recurring | Charges | | | | | | | |
| Bill | | Qty | | P. | | Batch Mer | mber Credit | | | | | | | |
| Hut | | | | - | | Batch Sale | es Charge | | | | Return | | Gift Card | |
| <u> <u> </u> </u> | | Clie | | n Cala | _ | Batch Sale | es Gift Card | | | | | | | |
| Sa | | CIIC | ĸΟ | n Sales | 5 | Batch Tran | nsfer Gift Card | | | | | | | |
| iles In Bo | | the | n 0 | liek on | | View Batch | h Sales | | | | | | | |
| £ | | the | n c | IICK ON | | Transactio | on Editor | | | | | | | |
| R | | <u> </u> | ah | agunt | _ | | | | _ | | | | | |
| Colle | | Ua | SI | count | | | | | | | | | | |
| S. | | | | | | | | | | | | _ | | |
| Priva | | | | | | | | | | | Special | | | |
| FB FB | | | | | | | Seat | _ M | odifier | Edit Modifie | Notes | | | |
| illing | | | | | | | | | | l | J | | | |
| K S | | | | | | | | | | | | | | |
| son l | | | | | | | Open Fo | od | | | | | | |
| 88 | | | | | | | | | | | | | | |

2. From the Cash Count screen, look at the Terminal field at the left to make sure the correct terminal is selected. Look at the Sales Date, Shift Start and Shift End fields. If any of these fields are inaccurate, you would want to correct them before proceeding.

| | | Cash Count - 🗌 | | | |
|-----------------------------------|-----------------|-------------------|---------------|--|------------------------|
| Terminal: | | Sear | ch (date/term | ninal/shift): 6/7/2019 - RODGER | 5 - 2 |
| CR-WS126 | ^ | ol :// # | | 6/7/2019 - RODGER | 5 - 2 |
| □ ECR-WS127 □ ECR-WS131 | | Shift # | 2 | 5hitt 5 6/7/2019 - RODGERS | 5 - 1 |
| ECR-WS132 | | Sales Date: 6/ 7/ | 2019 - | Shift 7/20/2018 - ECR-W | 5132 - 1 (Incompleted) |
| ECR-WS153 | | - | | 5/4/2017 - ECR-WS | 127 - 1 (Incompleted) |
|] iPad2 - Terminal for iPad | | | WARED DR | Cash Drafter Tr7/24/2016 - ECR-W | 5132 - 1 (Incompleted) |
| Test iPad CPS - Terminal for iPad | ~ | | Jon G | IN CINCING O13 - ECR-W | 5047 - 1 (Incompleted) |
| | 2 | a | | ad see allog a contract of the second s | 0 - 1 (Incompleted) |
| | | | າແມດອ້າ ເອກ | | Calculate Totals |
| Total Cash Drawer Summary: | | + 1 | ceen.c | ountshere | |
| Cash Drawer Total: | \$260.00 | + 🗆 | \$0.00 | Credit Card Charges Submitted | Delete shift |
| | Ma | | \$0.00 | Other | Delete Shire |
| Cash Dra | awer Details | | \$0.00 | Other 2 | |
| | CONCO | i verminel | \$0.00 | Cit Carda | Wizard |
| Custom: | fo.00 | | \$0.00 | Girc Cards | |
| Custom 2: | ner ean | Daragradi | \$0.00 | Member Charges (Net) | |
| Traveler Checks: | \$0.00 | + | \$0.00 | Room Charges | Adjust Payment |
| Cash Drawer Total: | \$260.00 | | \$0.00 | Customer Credits Redeemed | |
| 1.000 | 4200.00 | + | \$0.00 | Pre Paid Money Used for Cash Sales | |
| EXI: | | F.Y.I: | \$0.00 | Other Tips (not member or credit ourd to | 1 |
| Customer Credits Redeemed | \$0.00 | + | \$0.00 | other rips (not member or creat card of | ²⁵ |
| | They considered | | \$0.00 | Prior Deposits Made | Print to receipt |
| Property received | ±0.00 | + | \$0.00 | Coupon Redeemed | |
| Fayments received | \$0.00 | | | | |
| Event Deposits Received | \$0.00 | | | | Print Preview |
| Gift Cert to Credit Book | \$0.00 | | ¢10.00 | | |
| Gift Certificates Redeemed | \$0.00 | = | \$10.00 | Computed Balance | Open Cash |
| Returns Posted to Member Acct | \$0.00 | + | \$0.00 | Customer Credits Redeemed | Drawer |
| Cash Back | \$0.00 | + | \$0.00 | Rain Check Net | |
| CUSH-DUCK | \$0.00 | - | \$0.00 | Sales Transactions | Balance Cash |
| Cash Pull Total | \$0.00 | Over/Short: | \$10.00 | | Drawer |
| Totar | 4.0.00 | E.Y.T: | \$0.00 | Employee Member Charges Tips | |
| | | | \$0100 | employee memory shoring as mps | Save And Close |

3. At left, below the Terminal field, select the **Cash Drawer Details** button. A pop-up window opens for entering the number of bills you have for each denomination.

| | Number Of | x Value | Amount | | Manua | al Input | |
|----------|-----------|----------|----------|---|-------|----------|-------|
| Hundreds | 1 | \$100.00 | \$100.00 | | | | |
| -ifties | 2 | \$50.00 | \$100.00 | | | | Deals |
| wenties | 3 | \$20.00 | 0.00 | 7 | 8 | 9 | Space |
| Tens | 0 | \$10.00 | 0.00 | | | | |
| ives | 0 | \$5.00 | 0.00 | | - | 6 | Class |
| Dollars | 0 | \$1.00 | 0.00 | 4 | 5 | 0 | Clear |
| Halfs | 0 | \$0.50 | 0.00 | | | | 1 |
| Quarters | 0 | \$0.25 | 0.00 | 1 | 2 | 3 | |
| Dimes | 0 | \$0.10 | 0.00 | | | | Futon |
| Nickles | 0 | \$0.05 | 0.00 | | | | Enter |
| ennies | 0 | \$0.01 | 0.00 | | 0 | • | |
| | P | | | | | | |

- 4. Enter the number of bill for each denomination into the Cash Drawer Details window. Once you enter everything in, select the **OK** button.
- 5. The final steps are different, depending on whether it is "Shift Change" or "End of Day."
 - a. *If you are doing an "End of Day" procedure,* after entering your Cash Drawer Details, select **Save and Close** at the bottom right. You are done!
 - b. If you are doing a "Shift Change," after entering your Cash Drawer Details, select **Shift Change** at the right. A prompt opens to say: "You are about to perform a Shift Change..." and you must click **Yes** to confirm. Select **Save and Close** at the bottom right.



Next Steps: After you complete your Shift Change, the next shift follows the Start of Day procedure to begin a new shift.

If you are unable to count your cash drawer on the same terminal your shift was on, before another shift is set to take over, then skip step 1 thru step 4 and just do step 5b to close out your session on that terminal. Then at another terminal proceed to do step 1 thru step 4 to enter your cash count, then click **Save and Close**.