



Cash Count

CPS Document 1.0

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Version History

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

Overview

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

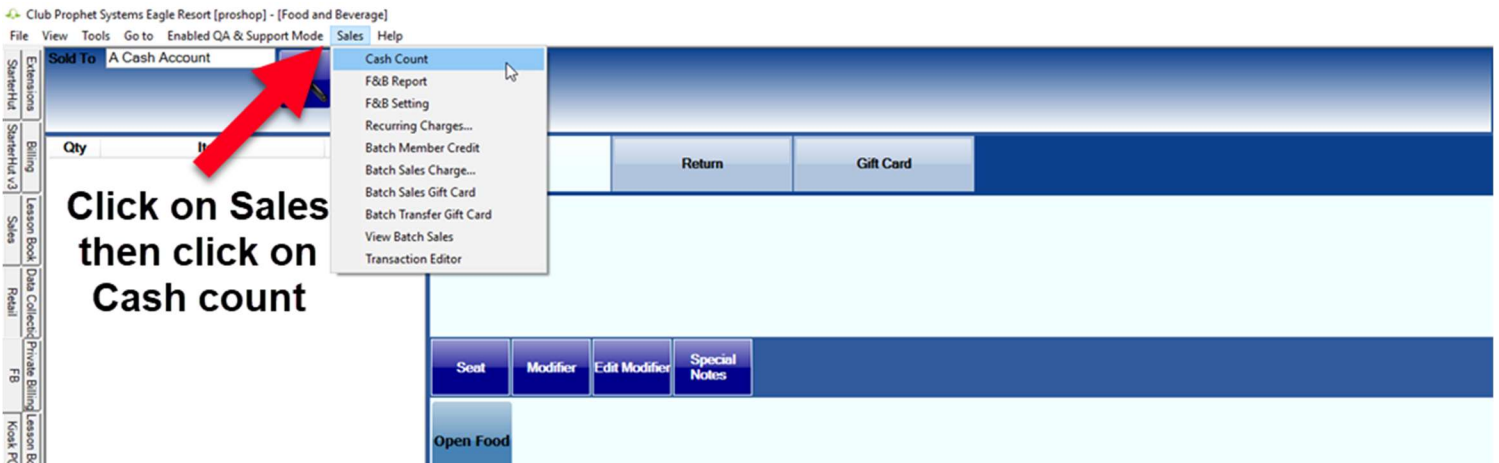
Before You Begin

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**.



- 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:

- ECR-WS126
- ECR-WS127
- ECR-WS131
- ECR-WS132
- ECR-WS153
- iPad2 - Terminal for iPad
- RODGERS
- Test iPad CPS - Terminal for iPad

Search (date/terminal/shift): 6/7/2019 - RODGERS - 2

Shift #: 2 Shift Start: 6/ 7/2019 11:18 AM

Sales Date: 6/ 7/2019 Shift End: 6/ 7/2019 11:28 AM

Total Cash Drawer Summary:

Cash Drawer Total: \$260.00

Custom: \$0.00

Custom 2: \$0.00

Traveler Checks: \$0.00

Cash Drawer Total: \$260.00

F.Y.I.:

Customer Credits Redeemed: \$0.00

Payments received: \$0.00

Event Deposits Received: \$0.00

Gift Cert to Credit Book: \$0.00

Gift Certificates Redeemed: \$0.00

Returns Posted to Member Acct: \$0.00

Cash Back: \$0.00

Cash Pull Total: \$0.00

Bank Deposit Total: \$0.00

\$260.00	Cash Drawer Total
-	\$250.00 Beginning Balance
+	\$0.00 Payout
+	\$0.00 Checks Received
+	\$0.00 Credit Card Charges Subr
+	\$0.00 Other
+	\$0.00 Other 2
+	\$0.00 Gift Cards
+	\$0.00 Member Charges (Net)
+	\$0.00 Room Charges
-	\$0.00 Customer Credits Redeemed
+	\$0.00 Pre Paid Money Used for Cash Sales
F.Y.I.:	\$0.00 Other Tips (not member or credit card tips)
+	\$0.00 Prior Deposits Made
+	\$0.00 Coupon Redeemed
=	\$10.00 Computed Balance
+	\$0.00 Customer Credits Redeemed
+	\$0.00 Rain Check Net
-	\$0.00 Sales Transactions
Over/Short:	\$10.00
F.Y.I.:	\$0.00 Employee Member Charges Tips
F.Y.I.:	\$0.00 Employee Credit Card Tips

Buttons: Select End Shift Time, Shift Change, Calculate Totals, Wizard, Adjust Payment, Print to receipt, Print Preview, Open Cash Drawer, Balance Cash Drawer, Save And Close

- 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.

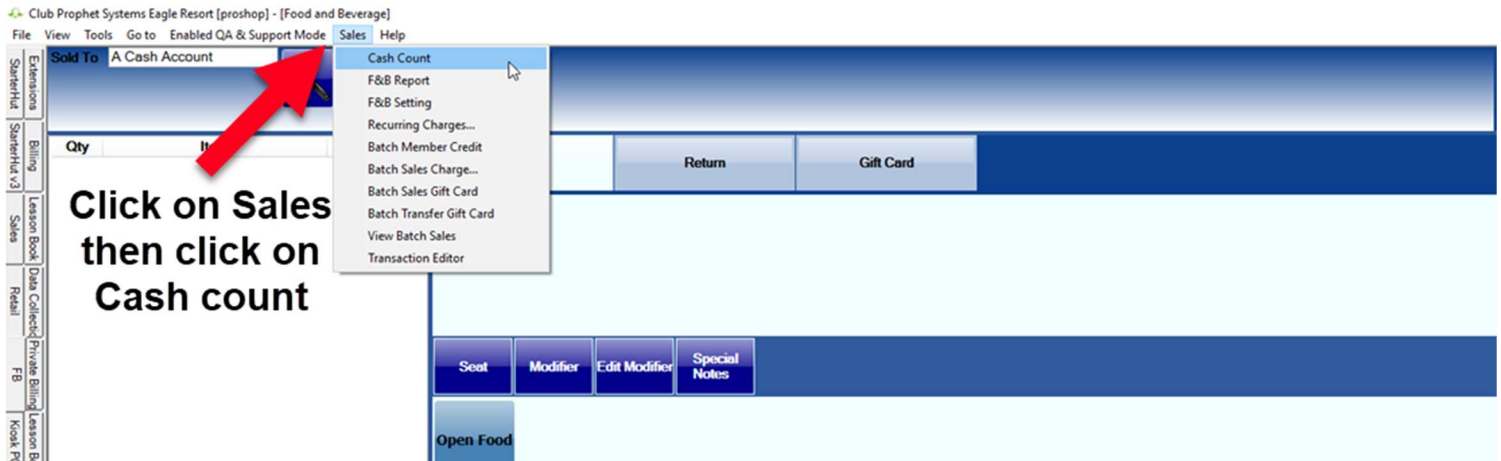
- Confirm the Cash Drawer Total and the Beginning Balance values are correct on the Cash Count screen. Click **Save And Close** in the bottom right. This will start your shift for the day!

Shift #	2	Shift Start:	6/ 7/2019 11:18 AM
Sales Date:	6/ 7/2019	Shift End:	6/ 7/2019 11:28 AM

Amount	Description
\$220.00	Cash Drawer Total
\$250.00	Beginning Balance
\$0.00	Payout
\$0.00	Checks Received
\$0.00	Credit Card Charges Submitted
\$0.00	Other
\$0.00	Other 2
\$0.00	Gift Cards
\$0.00	Member Charges (Net)
\$0.00	Room Charges
\$0.00	Customer Credits Redeemed
\$0.00	Pre Paid Money Used for Cash Sales
\$0.00	Other Tips (not member or credit card tips)
\$0.00	Prior Deposits Made
\$0.00	Coupon Redeemed
(\$30.00)	Computer Credits Redeemed
\$0.00	Customer Credits Redeemed
\$0.00	Rail
\$0.00	Sales Transactions
(\$30.00)	Over/Short:
\$0.00	F.Y.I. Employee Member Charges Tips
\$0.00	F.Y.I. Employee Credit Card Tips

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**.



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 -

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Total Cash Drawer Summary:

Cash Drawer Total: \$260.00

Cash Drawer Details

Custom: \$0.00

Custom 2: \$0.00

Traveler Checks: \$0.00

Cash Drawer Total: \$260.00

F.Y.I:

Customer Credits Redeemed: \$0.00

Payments received: \$0.00

Event Deposits Received: \$0.00

Gift Cert to Credit Book: \$0.00

Gift Certificates Redeemed: \$0.00

Returns Posted to Member Acct: \$0.00

Cash Back: \$0.00

Cash Pull Total: \$0.00

Search (date/terminal/shift): 6/7/2019 - RODGERS - 2

Shift #: 2 Shift Start: 6/7/2019 - RODGERS - 2

Sales Date: 6/7/2019 Shift End: 6/7/2019 - RODGERS - 1

6/20/2018 - ECR-WS132 - 1 (Incompleted)

6/24/2018 - ECR-WS046 - 1 (Incompleted)

5/4/2017 - ECR-WS127 - 1 (Incompleted)

7/24/2016 - ECR-WS132 - 1 (Incompleted)

7/24/2013 - ECR-WS047 - 1 (Incompleted)

8/1/2013 - ECGLF10 - 1 (Incompleted)

Calculate Totals

Delete shift

Wizard

Adjust Payment

Print to receipt

Print Preview

Open Cash Drawer

Balance Cash Drawer

Save And Close

You can change shifts and see other cash counts here

Make Sure Correct Terminal is still selected

- 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
Hundreds	<input type="text" value="1"/>	\$100.00	<input type="text" value="\$100.00"/>
Fifties	<input type="text" value="2"/>	\$50.00	<input type="text" value="\$100.00"/>
Twenties	<input type="text" value="3"/>	\$20.00	<input type="text" value="0.00"/>
Tens	<input type="text" value="0"/>	\$10.00	<input type="text" value="0.00"/>
Fives	<input type="text" value="0"/>	\$5.00	<input type="text" value="0.00"/>
Dollars	<input type="text" value="0"/>	\$1.00	<input type="text" value="0.00"/>
Halfs	<input type="text" value="0"/>	\$0.50	<input type="text" value="0.00"/>
Quarters	<input type="text" value="0"/>	\$0.25	<input type="text" value="0.00"/>
Dimes	<input type="text" value="0"/>	\$0.10	<input type="text" value="0.00"/>
Nickles	<input type="text" value="0"/>	\$0.05	<input type="text" value="0.00"/>
Pennies	<input type="text" value="0"/>	\$0.01	<input type="text" value="0.00"/>

Manual Input			
<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="9"/>	<input type="text" value="Back Space"/>
<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="Clear"/>
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="Enter"/>
<input type="text" value="0"/>		<input type="text" value="."/>	

Cash Drawer Total:

- Enter the number of bill for each denomination into the Cash Drawer Details window. Once you enter everything in, select the **OK** button.
- The final steps are different, depending on whether it is “Shift Change” or “End of Day.”
 - 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!*
 - 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.*

Cash Count - Eagle Crest Resort

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Search (date/terminal/shift): 6/7/2019 - RODGERS - 2

Shift #: 2 Shift Start: 6/ 7/2019 11:18 AM
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Total Cash Drawer Summary:
Cash Drawer Total: \$260.00
Cash Drawer Details
Custom: \$0.00
Custom 2: \$0.00
Traveler Checks: \$0.00
Cash Drawer Total: \$260.00

FYI: Make Sure to Click yes when ready

Event Deposits Received \$0.00
Gift Cert to Credit Book \$0.00
Gift Certificates Redeemed \$0.00
Returns Posted to Member Acct \$0.00
Cash Back \$0.00

Cash Pull Total \$0.00
Bank Deposit Total \$0.00

\$260.00
- \$250.00
+ \$0.00 Payout
+ \$0.00 Checks Received
+ \$0.00 Credit Card Charges Submitted
+ \$0.00 Other
+ \$0.00 Other 2
+ \$0.00 Gift Cards
+ \$0.00 Member Charges (Net)
+ \$0.00 Room Charges

Confirm
? You are about to perform a shift change. Are you sure you want to perform this action?
Yes No

Computed Balance \$10.00
Customer Credits Redeemed \$0.00
Rain Check Net \$0.00
Sales Transactions \$0.00

Over/Short: \$10.00
F.Y.I: \$0.00 Employee Member Charges Tips
F.Y.I: \$0.00 Employee Credit Card Tips

Select End Shift Time
Shift Change
Calculate Totals
Delete shift
Wizard
Adjust Payment
Print to receipt
Print Preview
Open Cash Drawer
Balance Cash Drawer
Save And Close

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**.