Solution: Closing a Cash Till

1. Click **Close Till** under the Daily Work menu.



2. Enter your **POS Code**. If you need to override the till counting period, click the link in the top right hand corner. Click in the down arrow in the box beside cash to bring up the cash breakdown screen. Enter your totals. When finished click the **OK** button.

Enter POS Code		Ţill	Till 1 Till 1 Till last counted 3/26/12 2:52 PM	Click here to override till counting perio		
ill Totals						
Cash						
Cash	\$0.00 🖌					
Float	Coin			Cash Over/Short		
Net Cash	Pennies					
Other Tenders	Nickles		muers			
Check	Dimes					
Amex	Quarters			Amex		
Discovercard	Currency	-	ercard	Discovercard		
MasterCard	Singles		Card	MasterCard		
Visa	Fives			Visa		
Gift Card/Certificate	Twenties		rd/Certificate	Gift Card/Certificate		
Debit Card	Fifties		lard	Debit Card		
Administrative	Hundreds		strative	Administrative		
NSF Check		-	ieck.	NSF Check		
	Clear	۰ کې ۱		25		

3. Click the **Get Control Totals** button to get the system totals. If there are any variances you can click the down arrow in the numbers under the Control Totals section. This will pop up a detailed list of the day's invoices.

💐 Daily	y Till Cash O	ut								
	Enter POS Code				Till Till Click her Till last counted 3/26/12 2:52 PM			Click here to override til	ere to override till counting period	
	Till Totals			Con	trol Totals (X Re	Totals (X Report)		Variances		
	Cash Cash Float Net Casl	h	\$778.34 \$200.00 \$578.34	C	a sh Net Cash	\$578.34		Cash Cash Over/Short	\$0.00	
Date	*	Clerk	Туре	Reference	Workstation	Customer	Name		Amount	
3/26/12	2 2:56 PM	CBC	Sale	N0000068	WIN7-BB	CASH	Customer, Cas	h	\$578.34	
×										
×									.:	

4. When you are done counting and reconciling, click the **Close Till (Z Report)** button. If there is a Cash Over/Short, a petty cash entry will be made to the **Cash Over / Short** petty cash account. The system will also prompt for a remark/comment pertaining to the cash over/short. When completed, a message will display '**Till Close Complete**'

Till Totals			Con	trol Totals (X)	Report)	Varia	INCES	
Cash	Cash			ash	nepore,	Cash		
Cash	\$778.	33						
Float	\$200.	00		Net Cash	\$578.34		Cash Over/Short	-\$0.
Net Cash	\$578.	33	-					
Other Tenders			Other Tenders			Other Tenders		
Check	\$0.	00		Check		_	Check	\$0.
Amex	sc	Cash Ove	r/Short C	omments			nex	\$0.
Discovercard	şq				10		scovercard	\$0.
MasterCard	\$414	Enter ar	ny special	l remarks/comm	ents regarding cash over/sho	rt amount	asterCard	\$0.
Visa	\$46:					1	sa 🛛	\$0.
Gift Card/Certificate	şç						ft Card/Certificate	\$0.
Debit Card	\$0						ebit Card	\$0.
Administrative	sc						Iministrative	\$0.
NSF Check	\$0						F Check	\$0.
		Ø) ()k	Cancel			

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