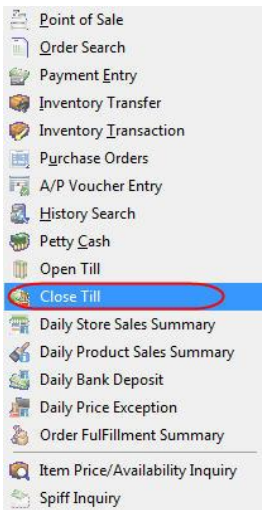
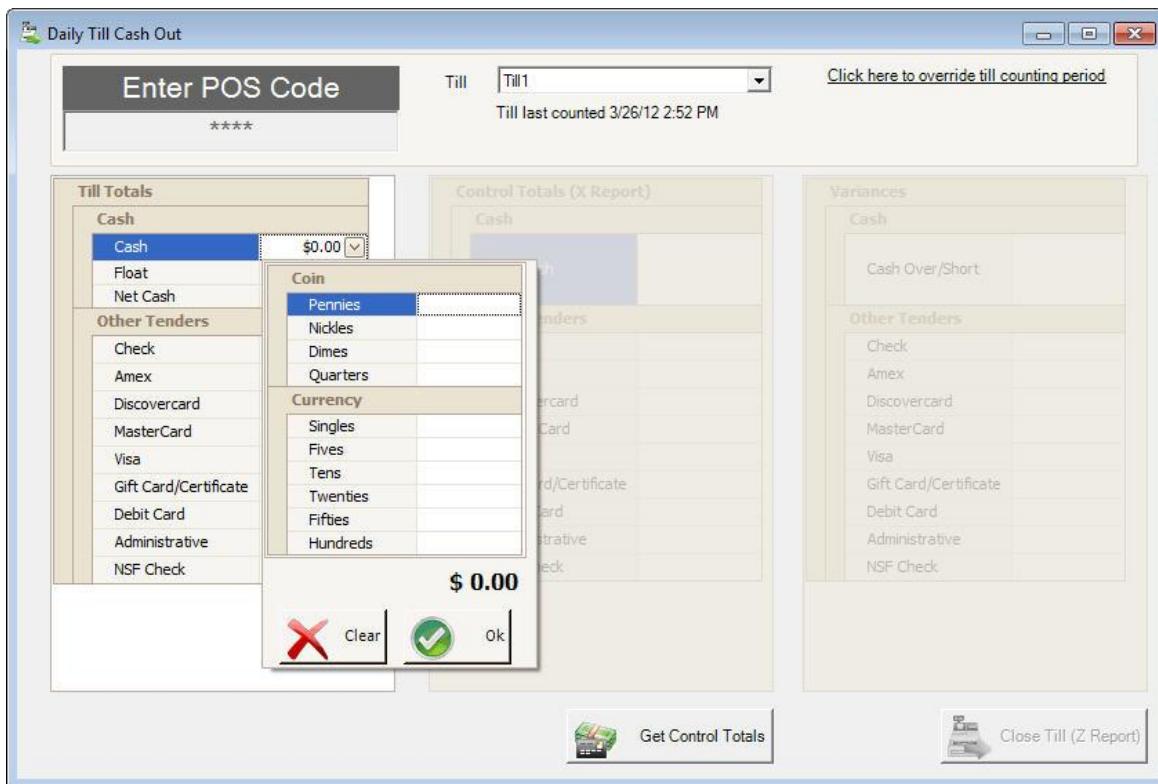


Solution: Closing a Cash Till

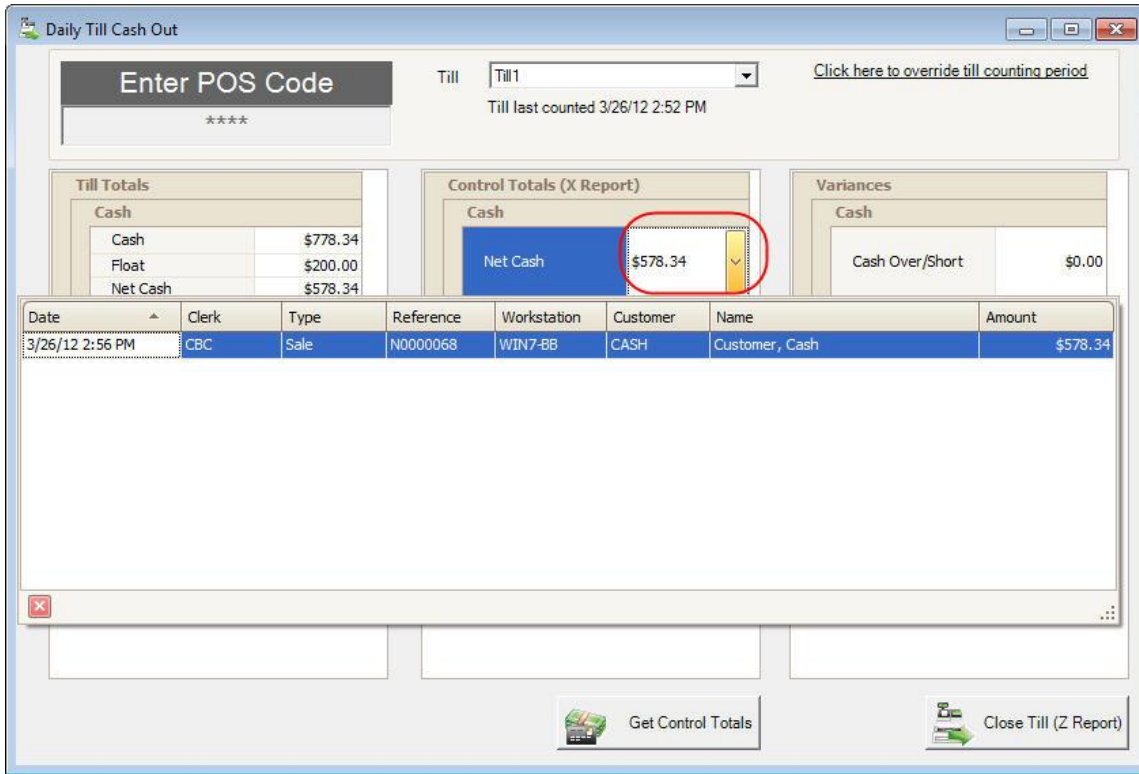
1. Click **Close Till** under the Daily Work menu.



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.



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.



- 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'

