

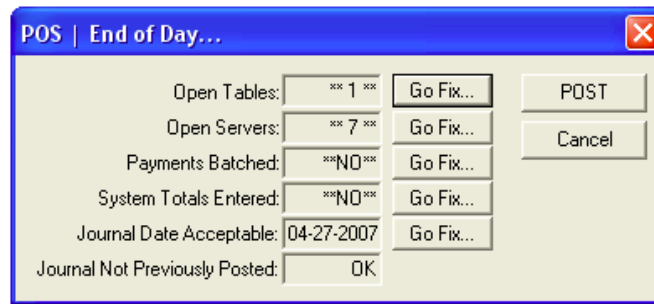
## EOD Guide

### Front of House:

- Run all server checkouts.
- Make sure all Servers & Bartenders are clocked out.
- Make sure all checks are closed (included any manager checks).
- Make sure any Manager Credit Card transactions have tips entered (even if it is a zero tip).

### Back of House:

- Open the BackOffice application.
- In BackOffice – POS – End Of Day

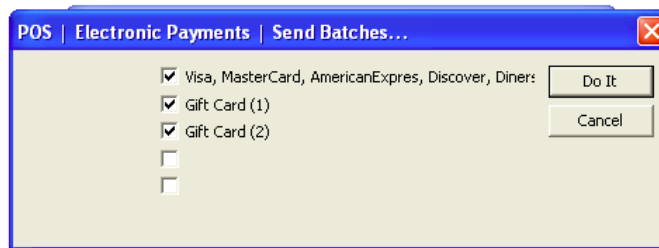


The screenshot shows a dialog box titled "POS | End of Day...". It contains several input fields and buttons. The fields are: "Open Tables:" with the value "\*\* 1 \*\*", "Open Servers:" with the value "\*\* 7 \*\*", "Payments Batched:" with the value "\*\*NO\*\*", "System Totals Entered:" with the value "\*\*NO\*\*", "Journal Date Acceptable:" with the value "04-27-2007", and "Journal Not Previously Posted:" with the value "OK". There are "Go Fix..." buttons next to each of the first four fields. On the right side, there are "POST" and "Cancel" buttons.

If the End of Day dialog box shows there are open tables, you may click Go Fix to see what tables are open and the servers they belong to. Any tables that are open must be closed from the front of the house. Before you go up front to close the open tables you MUST cancel out of the End Of Day process in BackOffice.

If the End of Day dialog box shows there are open servers, you may click Go Fix to see a list of all the servers that have not generated a Server Check Out (Front of House Program, Server Menu). You should typically make sure all servers have generated a Server Check Out before performing end of day. If a Server appears on this list and you have a Server Check Out Report for them, it is possible they rang in or closed a ticket after generating that Server Check Out.

Next you will process the credit and gift card batch. The End Of Day dialog will show "\*\*NO\*\*" in the Payments Batched section. Click Go Fix to batch the electronic payments.



The screenshot shows a dialog box titled "POS | Electronic Payments | Send Batches...". It contains a list of payment methods with checkboxes: "Visa, MasterCard, AmericanExpres, Discover, Diners" (checked), "Gift Card (1)" (checked), "Gift Card (2)" (checked), and two unchecked items. There are "Do It" and "Cancel" buttons on the right.

Now in The Electronic Payments dialog click Do It to send the batch. In the lower left of the dialog box you will see messages indicating the progress. Eventually you will see "batching completed" at which time you may click the Cancel button to resume End Of Day.

System Totals Entered will have a "\*\*NO\*\*" indicator. Click Go Fix to enter your cash & gift certificate amounts. When credit cards and gift cards were batched in the previous step, the totals for all of them were automatically filled in.

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	Ideal	Actual	Ideal	Actual
Cash	118.54	0.00	0.00	0.00
Visa	1364.83	0.00	0.00	0.00
Deposit	0.00	0.00	0.00	0.00
MasterCard	287.41	0.00	0.00	0.00
Discover	0.00	0.00	0.00	0.00
AMEX	310.45	0.00	0.00	0.00
Gift Cert	0.00	0.00	0.00	0.00
Gift Card	0.00	0.00	0.00	0.00
House Card	0.00	0.00	0.00	0.00
On Account	0.00	0.00	0.00	0.00

Gift Cards Sold		
Gift Certs:	0.00	0.00
Gift Card (1):	0.00	0.00
Gift Card (2):	0.00	0.00
Gift Card (3):	0.00	0.00
Gift Card (4):	0.00	0.00

On Acct Credit		
On Account:	0.00	0.00
On Acct (1):	0.00	0.00
On Acct (2):	0.00	0.00
On Acct (3):	0.00	0.00
On Acct (4):	0.00	0.00

If you have a negative cash deposit amount (as a result of a majority of credit transactions) enter a minus sign in front of the amount.

In the next step you have the opportunity to change the date that you will be closing out. If the date in the dialog box is correct, go ahead and click the POST button. If the date is incorrect click Go Fix to correct the date.

POS | End Of Day | Posting Date...

Select Journal Date:

May, 2007

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	29	30	1	2	3	4	5
19	6	7	8	9	10	11	12
20	13	14	15	16	17	18	19
21	20	21	22	23	24	25	26
22	27	28	29	30	31	1	2
23	3	4	5	6	7	8	9

Today: 5/4/2007

The current calendar date will have a red circle around it. If it is after midnight when you are posting end of day, you will need the previous day to be highlighted in blue as shown above. You are posting on the "date of business" (whatever the date was when you opened and started the shift).

The final step is to click the POST button. You will see several messages and blue progress bars at the top right of the screen indicating what onePOS is doing. The end result is that after you post end of day,

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that day of business is saved to a JOURNAL file (a permanent record of all the transactions of the day), and the system is reset so you are ready to begin a new day of business.

Note: You may receive several warning messages after clicking POST. If you know you are posting to the correct date and you are sure everyone is clocked out and all tables were closed, you may proceed past each warning.

The Daily Sales Report will automatically print and the Electronic Payments Batch Report will automatically print along with any other reports set up for automatic printing at End Of Day. Any reports set up to be e-mailed at End Of Day will also be sent automatically.

The Employees Clock In/Out dialog will automatically open to remind you to edit any employee time records that may be incorrect. If no time records need to be changed, simply close the dialog.