

Safe Count

Counting the contents of the store safe and recording the amount in Fourth.

How to enter a Safe Count

Step 1. From the Workflow, select the 'Morning Safe Count', 'Changeover Safe Count' or 'Night Safe Count' task

Step 2. Or from the Menu tab, navigate to the Financial – Safe Count Page. There are three Safe Counts daily.



Step 3. Ensure that the correct store and date are selected. The date will default to your current day in all pages of the application.

Store Name	999 Test Store	3
Week Number	W: Week 23 Starts: 3/1/2021	2021
Day of Week	Sunday, 3/7/2021	

Step 4. Enter 'Coins', the total amount in safe.

Step 5. Enter 'Money in Registers', the total amount in registers. The system will calculate the total amounts in 'Total Count \$'. 'Store Safe Total \$' is the pre-set default safe amount configured for the store. It's default to \$1,250', \$1,000 or \$1,500. 'Total Count \$' should equal to 'Store Safe Total \$' to make \$0.00 variance.

Step 6. The variance threshold is set to \$1.50, if it exceeds the threshold, an email notification will be sent to district managers, and you will need to enter the reason in the Comments field to authorize.

Step 7. Click 'Authorize', a confirmation pop-up will appear once authorized.

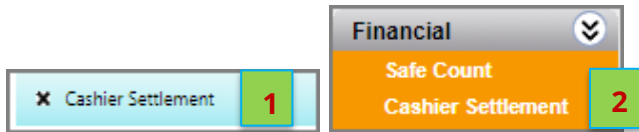
Cashier Settlement

Count down the cashier's register immediately after they log out of the POS.

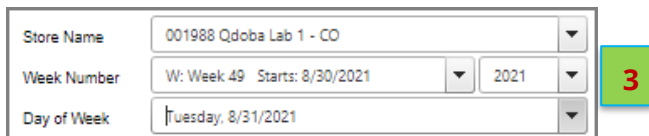
How to complete a Cashier Settlement

Step 1. From the Work Flow, select the 'Cashier Settlement' task

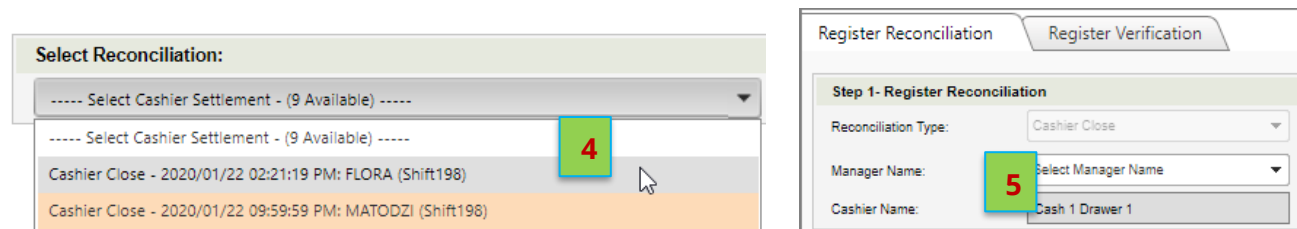
Step 2. Or from the Menu tab, navigate to the Financial – Cashier Settlement Page.



Step 3. The system will default to the current day. If you need to review a previous day select the relevant week and date from the drop-down list.



Step 4. From the 'Reconciliation' drop-down list, select the Cashier Close you are counting.



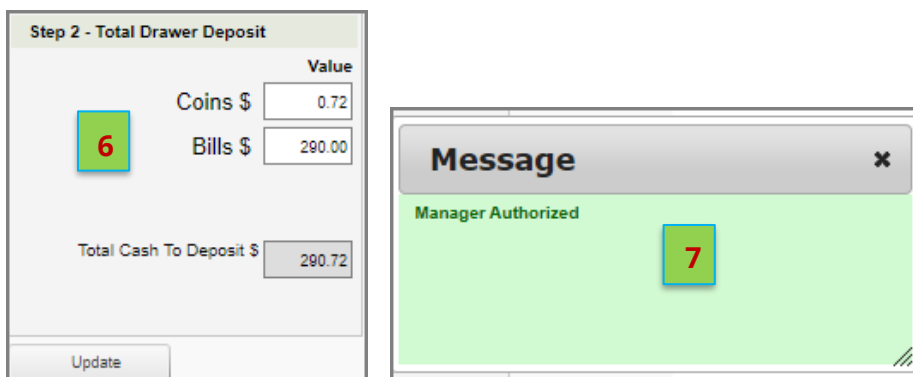
Step 5. Select the manager from the 'Manager Name' drop down list.

Step 6. In the panel labelled 'Step 2 – Total Drawer Deposit' enter the total amount of cash that was in the register. Enter 'Bills \$' only since the store don't count coins.

The amount entered should **EXCLUDE cash tip payouts** and **register drawer amount of \$250**. Select 'Update' to update 'Total Cash to Deposit \$'.

THE BILLS ENTERED SHOULD BE THE CASH TO DEPOSIT AFTER COUNTING DOWN THE DRAWER.

Step 7. The Manager click 'Authorize'.



Step 8. You will then be re-directed to the

Register Verification

tab to review the totals. This section

displays the many different forms of payment that were processed from this register and will show the expected sales cash amount that should now be deposited in the safe.

Step 9. 'Cash (Payment)' is the amount that the system expects and 'Cash Counted \$' is what you entered and authorized.

Step 10. Enter the tips paid out in '+ Tips Cash Payout'. NOTE: the tendered tips will show \$0.00 for Monkey Media tips, this is because the tip is assigned to the "Virtual Cashier" for Monkey Media orders. Store should add up the Monkey Media order tips paid out from the current shift that have been pushed to the POS + any tips tendered section. The tips tendered line would only apply for catering orders that were paid at register with a credit card and the guest included a tip.

'Tip Collected' shows how much cash tip the system expects. 'Tip Collected' should equal to '+Tips Cash Payout'.

Tips Collected	\$100.00	Tips Collected	\$0.00
+ Tips Cash Payout	\$100.00	+ Tips Cash Payout	\$0.00

Step 11. Enter cash tips paid out (if any) and click "Save Draft" to update the Cash over Short for the drawer. Cash over Short will show the drawer variance. The variance threshold is set to +/- \$10, if it exceeds the threshold, you must enter 'Variance Explanation' in order to authorize. An email notification will be sent to District Managers.

Tips Collected	\$0.00	
+ Tips Cash Payout	\$0.00	
= Total Tendered \$:	\$1,587.39	
- Total Sales \$:	\$1,603.76	
		<input type="button" value="Refresh Sales"/>
= Cash Short \$:	(\$16.37)	<input type="button" value="Save Draft"/>
Variance Explanation		

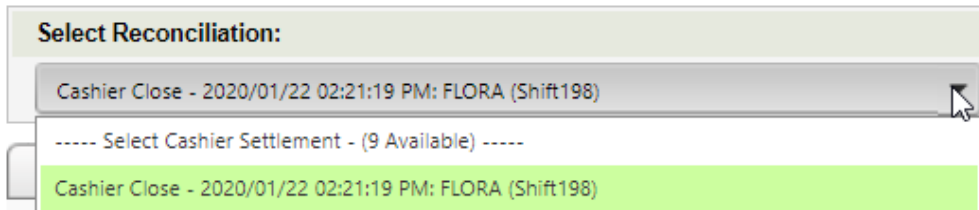
Step 12. If there is no variance, '= Cash Over/Short' will be green without a 'Variance Explanation' box visible.

= Cash Over/Short :	\$0.00
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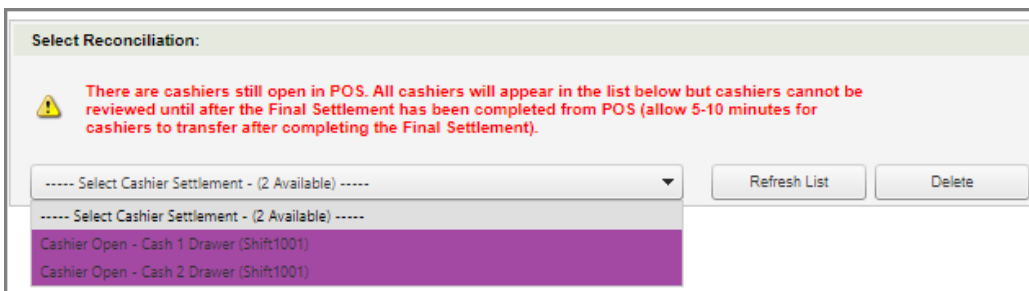
Step 13. Click

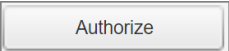
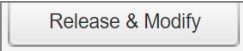
after review and confirm. This completes the drawer settlement.

NOTE: Cashier's that have already been settled will display in **Green**. Cashier's that need to be closed will be displayed in **Orange**.



NOTE: If cashiers checkouts are still open on the POS, they will appear in the reconciliation list until they are closed on the POS. You cannot perform Cashier Settlement until the POS checkout report is run on the POS.



NOTE: After the authorization,  button will change to .

If there is an error after authorization, click  to unauthorize the settlement and start over.

NOTE: For the registers with **no cash** transaction like virtual registers (credit cards only), the system will close them automatically at 2:00am local time. However, for whatever reason if there is **cash** payment, then the store will need to manually perform Cashier Settlement (follow Step 1-13). **Auto-close** only works for **non-cash registers**.

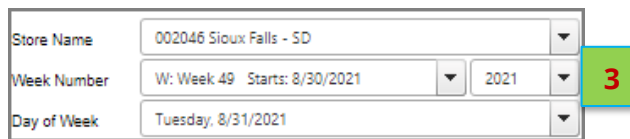
Banking Deposit

Ensuring the stores cash is secured in the store safe after Cashier Settlement.

How to complete a Deposit

Step 1. From the Workflow, select the 'Banking Deposit' task.

Step 2. Or from the Menu tab, navigate to the Financial – Banking Deposit Page.



Step 3. Check that correct date is selected.

Step 4. On the 'Banking Deposit' tab, you will see the following 3 fields:

Total of Cashier Deposit		\$823.00	
Amount Available:	4	\$0.00	(Available to drop)
Already Deposited		\$823.00	(Already dropped)

- **Total of Cashier Deposit:** The total cash amount that has been processed from the authorized Cashier Settlement's, up to the current time of day.
- **Amount Available:** The total cash amount that is available to deposit into the safe.
- **Amount Dropped:** The total cash amount that has been deposited into the safe today.

Total of Cashier Deposit		\$940.00	
Amount Available:		\$940.00	(Available to drop)
Already Deposited		\$0.00	(Already dropped)
Drop Amount:	5	\$940.00	

Step 5. In '**Drop Amount**', enter the amount of cash you are about to deposit. The system will default 'Drop Amount' = 'Amount Available'.

The store should only enter **ONE** deposit a day.

Step 6. Enter the last 4-digits of the deposit bag number in 'Receipt No'. Post a deposit with a completed bank deposit slip and deposit bag number.

Step 7. Select 'Confirm Drop'.

A screenshot of the 'Receipt No' field and a 'Confirm Drop' button. The 'Receipt No' field is highlighted with a red '6'. The 'Confirm Drop' button is highlighted with a red '7'.

Step 8. You will then see the bank deposit listed showing the deposited amount.

Step 9. All cash collected from cashier closes (Cashier Settlement) will be listed below.

Before selecting "Authorize" banking, make sure 'Deposited Amount' = Total cashier close 'Expected Deposited'.

Currency	Total Amount	Available Amount	Deposited Amount
USD	\$823.00	\$0.00	\$823.00

Receipt No	Cashier Name	Date	Expected Deposit
Final Count	Cash 1 Drawer 1 Final Close	8/30/2021 11:01 PM	\$532.00
Final Count	Cash 1 Drawer 1 Final Close	8/30/2021 02:26 PM	\$291.00
Final Count	Cash 2 Drawer 2 Final Close	8/30/2021 10:52 PM	\$0.00
Final Count	Cash 2 Drawer 2 Final Close	8/30/2021 02:25 PM	\$0.00
Final Count	Com Manager Final Close	8/31/2021 02:00 AM	\$0.00
Final Count	Com2 Manager Final Close	8/31/2021 02:00 AM	\$0.00
			\$823.00

NOTE: On the Banking Deposit tab, after the authorization, button will change to . However, this is a misleading because you **cannot** un-authorize already authorized deposited banking. The 'Release' button is only used in the next tab, 'Banking Summary'.

Banking Release
 Only used in the Banking Summary tab to unauthorize Banking Summary.
 Can't release already authorized deposits in the Banking Deposit tab.

NOTE: Since you can't un-authorize already authorized deposit, if you make a mistake entering incorrect deposit amount then you will need to enter another deposit to balance.

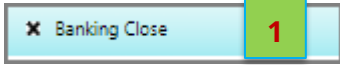
For example, if the total deposit is \$600 but you entered \$6,000 then you will need to make another deposit for negative the amount of -\$5,400.

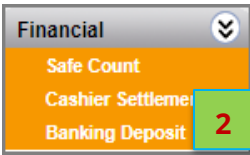
If the total deposit is \$6,000 but you entered \$600, then you will need to make another deposit for \$5,400.

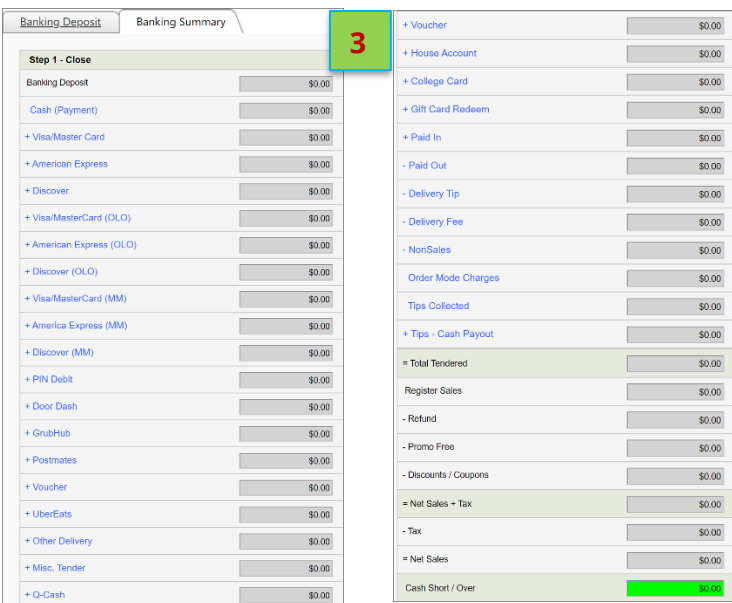
Banking Summary

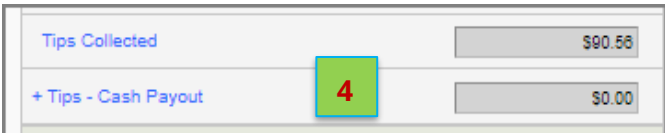
This screen allows the store manager the opportunity to review the summary of the day's financial transactions.

How to review & release Deposit Banking Summary

Step 1. From the Workflow, select the 'Banking Close' task. 

Step 2. Or from the Menu tab, navigate to the Financial – Banking Deposit Page – Banking Summary tab. 

Step 3. The Banking Summary tab displays the deposit total plus consolidated information of financial data for the day. 

Step 4. Verify 'Tips Collected' match '+ Tips - Cash Payout'. If they don't, you need to release and modify the Cashier Settlement for tips that were entered incorrectly. NOTE: this will be the cashier with an Over/Short 

Step 4 - Cashier Summary			
Cashiers	Register #	Net Sales	Cash Short / Over
FLORA	0	4,818.78	0.00
MATODZI	0	7,816.44	0.00

Step 5. Review 'Step 4 - Cashier Summary'. This is a list of the Cashier Settlement's. If all cashiers are showing highlighted in green, you can continue.

If you see this message below, please go back to your Cashier Settlement task and complete the cashiers that are not authorized yet.

The cashiers highlighted in orange have not been authorised yet. Please go to the cashier reconciliation page and ensure all cashiers have been completed.

Step 6. If there is a Cash Short/ Over amount that is +/- \$10 you will need to enter in a Variance Explanation. An email notification will be sent to district managers.

The screenshot displays two overlapping windows. The background window has a header 'Cash Short / Over' and a red box containing the value '\$324.62'. The foreground window is titled 'Step 2 - Authorization' and contains a text area labeled 'Variance Explanation:'. Below the text area are two buttons: 'Save Draft' and 'Authorize'. A green box with the number '6' is positioned over the 'Variance Explanation' text area, and another green box with the number '7' is positioned over the 'Authorize' button.

Step 7. Select 'Authorize' to authorize banking summary.

NOTE: If there is a significant variance, first ensure that

- All settlements have been closed and authorized.
- All sales cash has been recorded as deposits and authorized.