

Daily Close Out

You must perform this daily function to close the system out, print the daily reports, and reset the sales to prepare for the next day. MicroSale will print and archive all of the sales information including sales revenue, non-sales revenue, taxes, voids, discounts, paid outs, and credit cards.

To close out the day press the *Daily Close* button on the Managers Menu or the Reports Menu. All checks and audits must be closed before you run the Daily Closeout.

Important Note: If you are running in 24-Hour Operations mode, only sales from the closed audits will be included on each Daily Closeout report.

If MicroSale processes any credit cards offline, then the authorization number will appear as "OFFLINE" on the printed charge slip and on the Credit Card Batch screen. MicroSale will automatically try to obtain authorizations for offline charges during the normal batch settlement process (during the Daily Closeout). The manager can manually attempt to authorize the offline charges at any time from the Credit Card Menu under Batch Utilities by clicking the *Process Offline Charges* button. MicroSale will also automatically poll all of the terminals to look for (lost) charges that were written to another terminal's Approvals.mdb database due to network communication failures. Again, the manager can initiate this function manually if they know that a terminal lost its communication to the server and was storing charges locally. There is a *Search All Terminals Lost Charges* button on the *Credit Card Menu* under *Batch Utilities*.

Daily Sales Report Screen

In the upper left corner of the screen you will see the sales information for the current business day. These totals cannot be changed. In the upper right corner of the screen, you will see the non-cash tenders and paid outs.

If an adjustment to a tender total or paid out is needed, press the **Erase** button on the right side of the screen and touch the box that you want to clear. Next, press the **Keyboard** button on the right side of the screen. This will bring up a number pad on the screen. Enter the correct dollar amount with a decimal point and press **Done**. Next, touch the appropriate box, and the number will be entered there. If you have entered paid outs throughout the day from the Managers Menu, they will be displayed here. If you did not enter the paid outs, you can enter them now. Repeat these steps until all of your non-cash tenders and paid out totals are correct.

Manual Voids	<input type="text" value="0.00"/>
Manual Discounts	<input type="text" value="0.00"/>
Bank Deposit 1	<input type="text" value="0.00"/>
Bank Deposit 2	<input type="text" value="0.00"/>
Bank Deposit 3	<input type="text" value="0.00"/>
Bank Deposit 4	<input type="text" value="0.00"/>
Closing Deposit	<input type="text" value="0.00"/>
Change Fund +/-	<input type="text" value="0.00"/>

The next part of the screen is for manual voids and discounts that were not entered in the system beforehand and bank deposits that you want recorded in the system. Enter the Manual Voids, Manual Discounts, and Bank Deposits for the day using the same method as above with the non-cash tenders and paid outs.

As you enter information on this screen, MicroSale will calculate the total voids, discounts, non-cash tenders, cash deposits, paid outs, and paid ins and display the overage or shortage, if any, in the *Daily Totals* box.

Once you have entered all of the numbers into the system, you are ready to close out. Press the **Close Daily Sales** button on the right side of the screen. It will ask you if you would like to print a Daily Sales Mix, select *Yes* or *No*. Ensure the printer has finished printing before you

answer *No* so that you can easily print the report again if the paper runs out or gets jammed in the printer. When you answer “no” to printing another copy, MicroSale will close out the system, archive all sales data, and reset for the next day. MicroSale will display a message that the Close Out is complete.

If you are using our integrated credit card interface (processing your credit card transactions directly through MicroSale), MicroSale will ask you if you want to settle the credit card batch. It will alert you to the number of charges without a gratuity applied and give you a chance to exit the batch settlement to apply any remaining tips. Then MicroSale will send the credit card batch to the card processor. A “**Sending...**” message will be displayed on the bottom of the screen while the batch is being sent. When the close out is complete, press **OK**. MicroSale will print the batch summary and a confirmation chit showing the total settled by the processor.

After the system has been closed out, a summary of the day’s information can be viewed on the *Daily Sales Summary* screen showing every day’s sales data grouped by weeks.

Verifying Daily Close Out was Complete

1. Go to the *Managers Menu* to *Reports Menu*, and press **Sales Report**.
The Sales figures should all be zero except for the WTD (week-to-date) sales totals.
2. Go to the *Managers Menu* to *Reports Menu*, and press **Daily Sales Summary**.
There will be a column for each date on which a Daily Closeout was run successfully.

Verifying that the Credit Card Batch was Settled

1. Go to the *Managers Menu* and press **Credit Card Menu**.
2. The onscreen spreadsheet will be empty if the batch was settled.