

Proshop Tee Times - End of Day Procedures

Every course is different, so your end of day procedures may be different than documented here. You may want to run extra reports, or skip some steps. If you need different reports, contact support and let us know what you need.

Recommended End of Day Procedures

After the last sale of the day:

1. Click on Sales | Blind Cash Close

Blind Cash Close

Hundreds	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
Fifties	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>
Twenties	<input type="text" value="6"/>	<input type="text" value="\$120.00"/>
Tens	<input type="text" value="12"/>	<input type="text" value="\$120.00"/>
Fives	<input type="text" value="12"/>	<input type="text" value="\$60.00"/>
Ones	<input type="text" value="18"/>	<input type="text" value="\$18.00"/>
Quarters	<input type="text" value="22"/>	<input type="text" value="\$5.50"/>
Dimes	<input type="text" value="18"/>	<input type="text" value="\$1.80"/>
Nickels	<input type="text" value="17"/>	<input type="text" value="\$0.85"/>
Pennies	<input type="text" value="33"/>	<input type="text" value="\$0.33"/>
Other	<input type="text"/>	<input type="text" value="\$0.00"/>
Total	<input type="text"/>	<input type="text" value="\$326.48"/>
Money Left in Drawer	<input type="text"/>	<input type="text" value="\$200.00"/>
Check Total	<input type="text"/>	<input type="text" value="\$45.00"/>

Notes

2. Count each denomination of cash in your drawer and enter the quantities in each field.
3. If the "Money Left in Drawer" field is available, enter the amount of cash left in drawer at the end of the day.
4. If the "Check Total" field is available, enter the total value of checks.
5. Enter any notes. For example, if the employee had to take money out to buy hotdog buns.
6. Click OK, and a mini-report will print on the receipt printer.
7. Paperclip the mini-report to the cash you want to deposit into night-drop bag.
8. Repeat this step for each sales station.

Note: The employee will not know how much cash is supposed to be in the drawer, so they will not know if the drawer is over or short.

We can modify the Blind Cash Close screen to hide or show the "Money Left in Drawer" and "Check Total" fields.

Alternate Procedure

If you want to track totals by employee instead of by register, you can have each employee do a Blind Cash Close after each shift.

Administrator Procedures

1. After your employees have completed their Blind Cash Closes, you can run the Blind Cash Close report, which will tell you if any POS Stations are over or under (and by how much). We can modify the Blind Cash Close report if you need something different.
2. Most courses run the Sales Details by Department report on the POS REPORTS tab of the reports menu.
3. Most courses run the Daily Accounting Report on the Accounting tab of the reports menu.

If you need modified versions of these reports, or a completely different report, let us know. We can also configure the system to email these (or other) reports to you on a nightly basis.