Cashing Out in AMS Sales and close out a Daily User Batch

Each organization has their own cash handling policies. The cash handling information listed below, along with the instructional steps on closing out your *Daily User Batch* at the end of your shift, are suggested best practices that Agile has found to be useful for our clients. **ALWAYS follow your own organizations policies and procedures when handling cash.** If you do not know what your organizations policies are, contact your manager for standard operating procedures.

1. Ping your Cash Drawer to count total cash in the drawer (Agile recommends pulling the drawer out of the register and counting the money in a secure room away from customers).

2. Click on **Action** in the menu at the top of the screen. Then select **Agent/Cash In/Out** (see image 1).
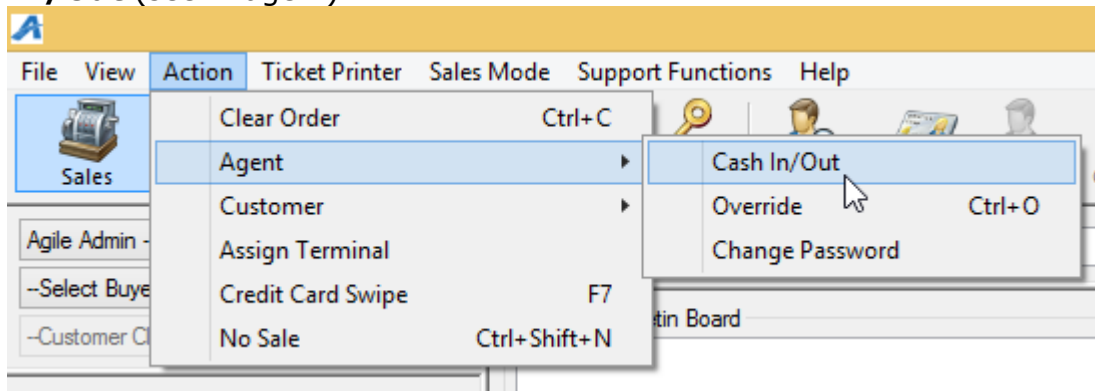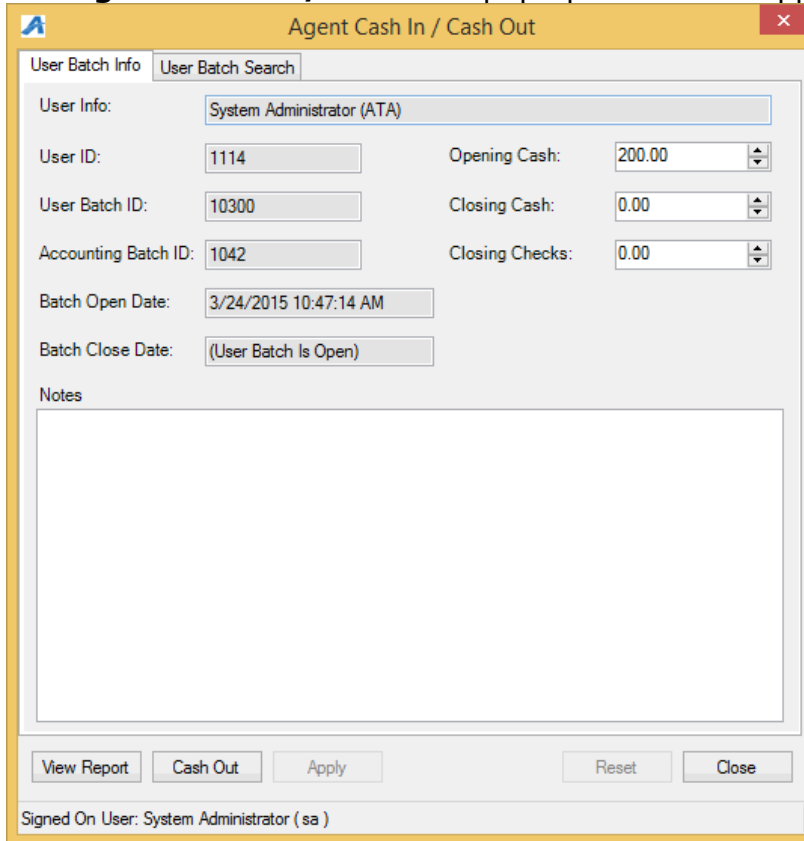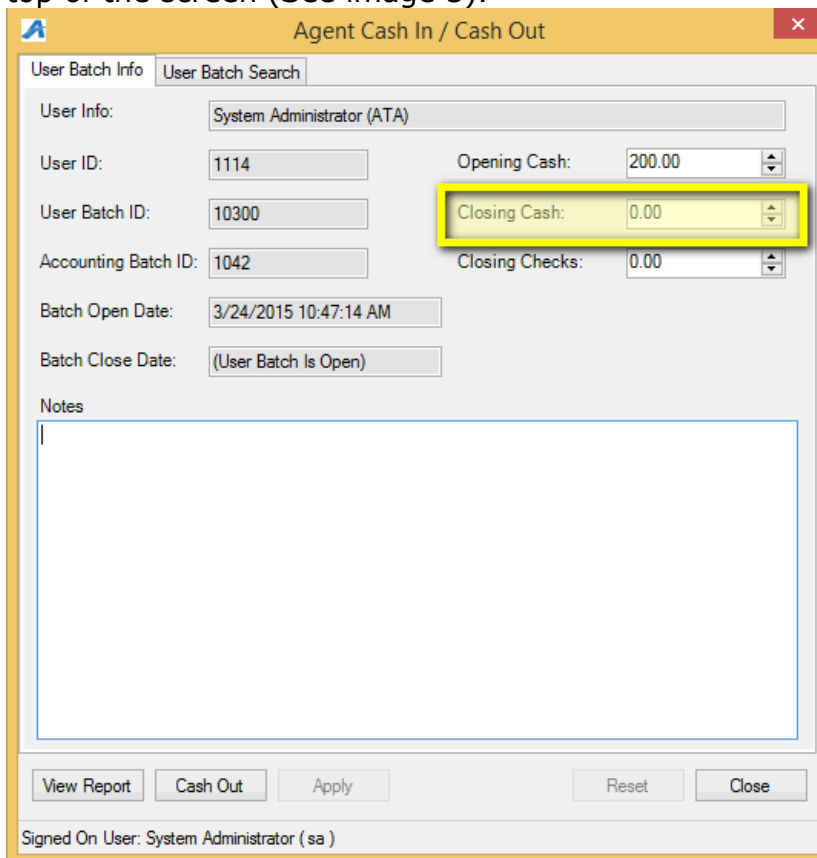

Image 1.

3. The **Agent Cash In/Cash Out** pop up screen will appear (See Image 2).

Image 2.

4. Once counted, enter the total cash that is in your drawer in the **Closing Cash** field at the top of the screen (See image 3).

Image 3.

5. If you took any checks as payment, enter those in the **Closing Checks** filed (See image 4).

Image 4.

6. Once you have entered your closing information, click on Apply at the bottom of the screen to save your information (See image 5).

Image 5.

7. Click **View Report** to open your **User Batch Audit** report for the day (See Image 6).

Image 6.

8. At the top of the User Batch Audit report, you will see the **Reconciliation** summary that will show your Opening Till, your Closing Till, Total Sales ,Total Cash to be accounted for, and if you are over, short or balance (See image 7).

Image 7.

NOTE: If your drawer does not balance, it is recommended you figure out why and type in the notes field the reasoning and also explain to your supervising manager why you are not balanced.

9. Once you balance, go back to your **Cash In/Out** window and click on the "**Cash Out**" Button (See image 9).

Agent Cash In / Cash Out	

User Batch Info | User Batch Search

User Info: System Administrator (ATA)

User ID: 1114   Opening Cash: 200.00

User Batch ID: 10300   Closing Cash: 0.00

Accounting Batch ID: 1042   Closing Checks: 0.00

Batch Open Date: 3/24/2015 10:47:14 AM

Batch Close Date: (User Batch Is Open)

Notes

View Report | **Cash Out** | Apply | Reset | Close

Signed On User: System Administrator (sa)