

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).

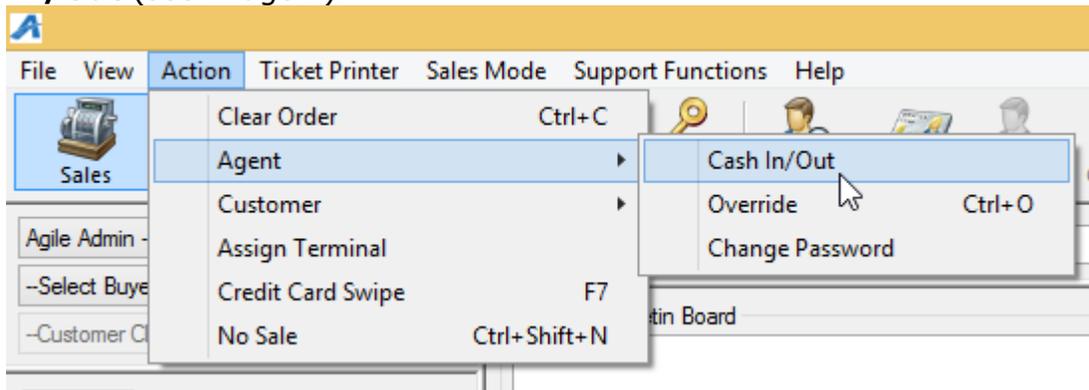
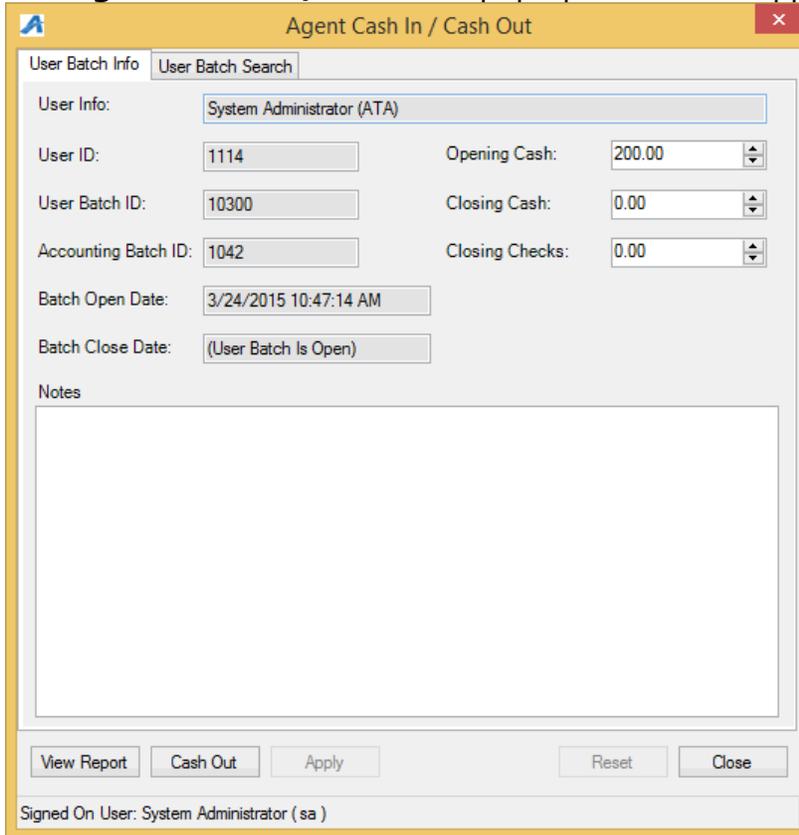


Image 1.

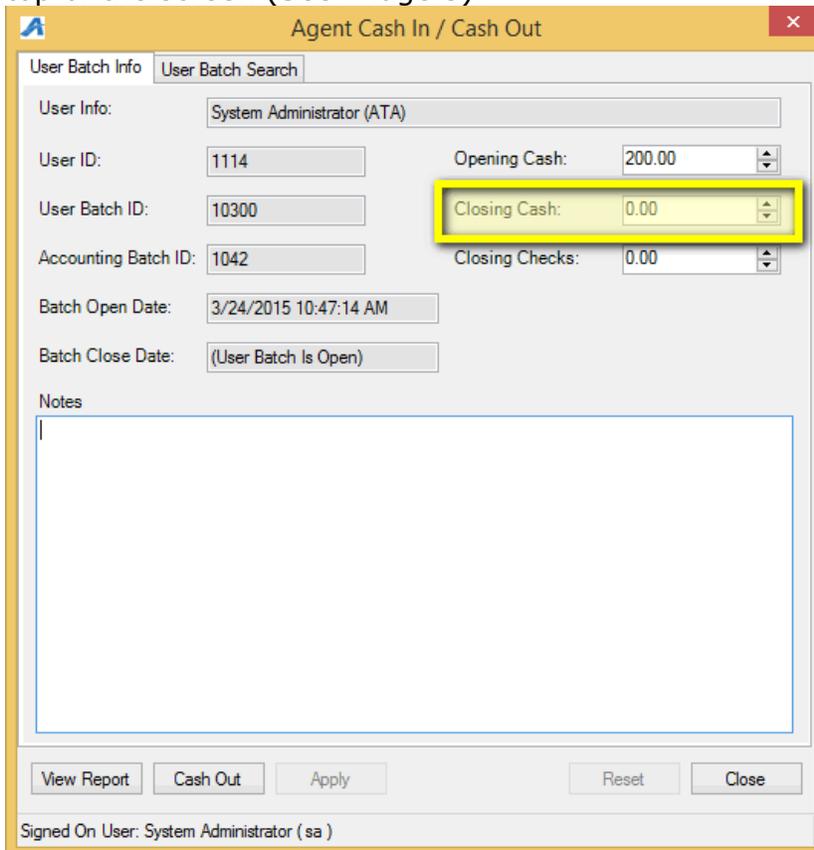
3. The **Agent Cash In/Cash Out** pop up screen will appear (See Image 2).



The screenshot shows a window titled "Agent Cash In / Cash Out" with a yellow border. It has two tabs: "User Batch Info" (selected) and "User Batch Search". The "User Info" field is set to "System Administrator (ATA)". The "User ID" is 1114, "Opening Cash" is 200.00, "User Batch ID" is 10300, "Closing Cash" is 0.00, "Accounting Batch ID" is 1042, and "Closing Checks" is 0.00. The "Batch Open Date" is 3/24/2015 10:47:14 AM, and the "Batch Close Date" is "(User Batch Is Open)". There is a "Notes" text area below. At the bottom, there are buttons for "View Report", "Cash Out", "Apply", "Reset", and "Close". The status bar at the bottom says "Signed On User: System Administrator (sa)".

Image 2.

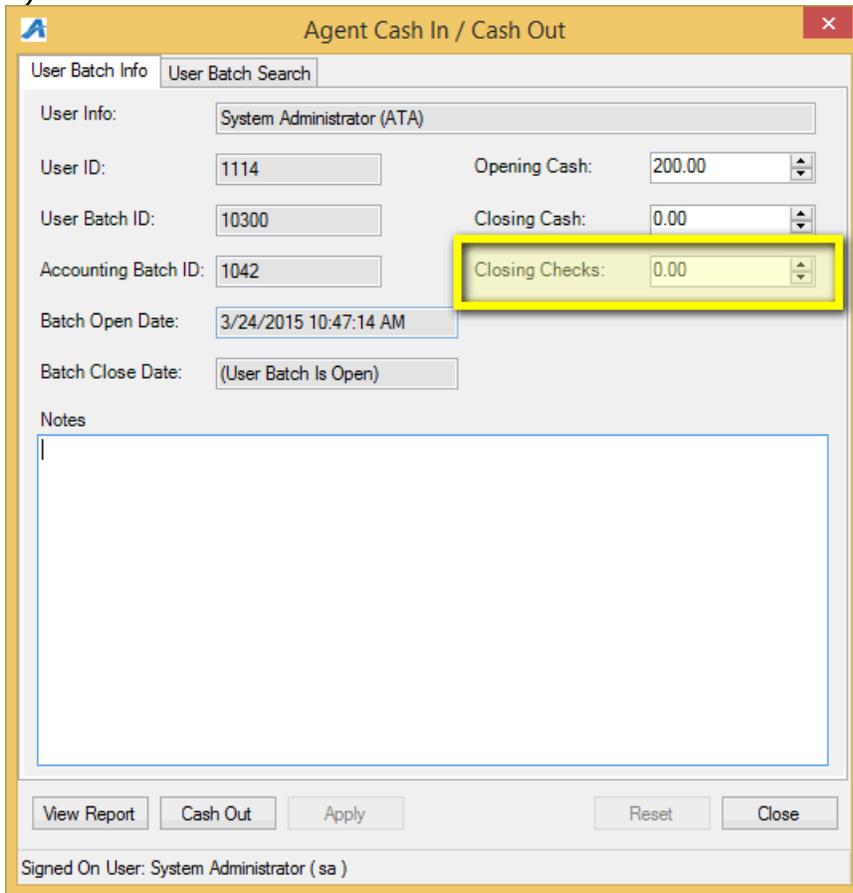
4. Once counted, enter the total cash that is in your drawer in the **Closing Cash** field at the top of the screen (See image 3).



This screenshot is identical to Image 2, but the "Closing Cash" field, which currently contains "0.00", is highlighted with a yellow rectangular box. This indicates where the user should enter the total cash counted in their drawer.

Image 3.

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



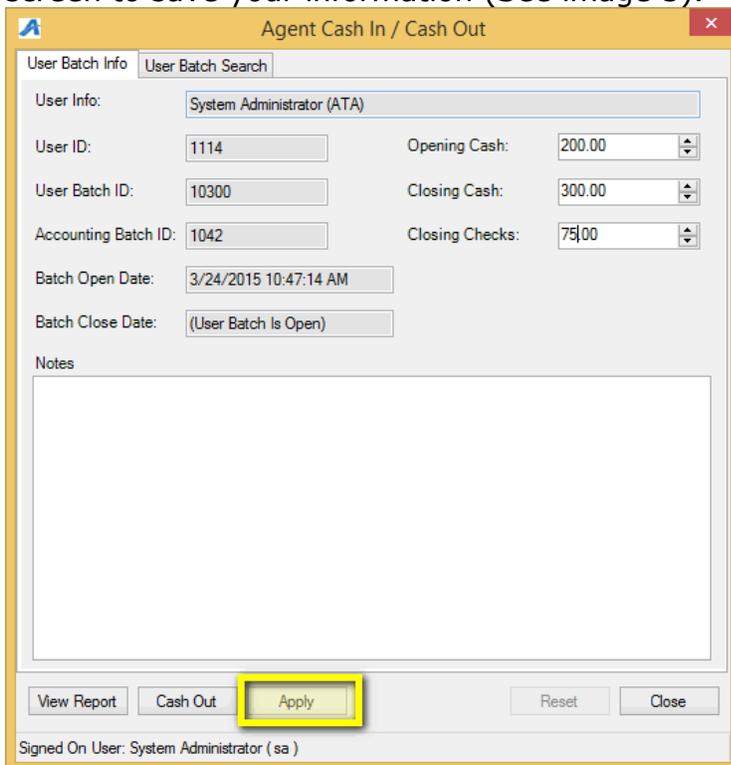
The screenshot shows the 'Agent Cash In / Cash Out' window with the following data:

Field	Value
User Info	System Administrator (ATA)
User ID	1114
User Batch ID	10300
Accounting Batch ID	1042
Batch Open Date	3/24/2015 10:47:14 AM
Batch Close Date	(User Batch Is Open)
Opening Cash	200.00
Closing Cash	0.00
Closing Checks	0.00

Buttons at the bottom: View Report, Cash Out, Apply, Reset, Close. Signed On User: System Administrator (sa)

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).



The screenshot shows the 'Agent Cash In / Cash Out' window with the following data:

Field	Value
User Info	System Administrator (ATA)
User ID	1114
User Batch ID	10300
Accounting Batch ID	1042
Batch Open Date	3/24/2015 10:47:14 AM
Batch Close Date	(User Batch Is Open)
Opening Cash	200.00
Closing Cash	300.00
Closing Checks	75.00

Buttons at the bottom: View Report, Cash Out, Apply, Reset, Close. Signed On User: System Administrator (sa)

Image 5.

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

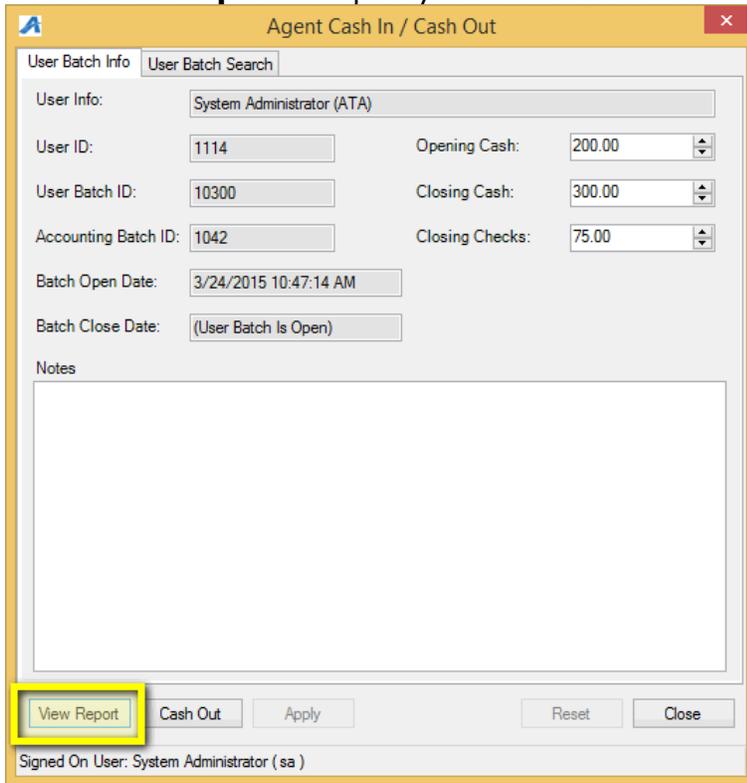


Image 6.

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).

User Batch Audit

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User Batch:	103000	Accounting Batch:	103000
Open Date:	2/6/2015 5:58:05 PM	Open Date:	2/6/2015 7:10:09 AM
Close Date:	2/6/2015 9:15:29 PM	Close Date:	2/7/2015 7:10:11 AM
User Name:	System Administrator (sa)	Org:	

Reconciliation	Cash	Checks	Total
Opening Till	\$200.00		\$200.00
Sales	\$744.00	\$0.00	\$744.00
To be accounted for	\$944.00	\$0.00	\$944.00
Closing Till	\$944.00	\$0.00	\$944.00
Over / (Short)	\$0.00	\$0.00	\$0.00

Notes: MOD:Steve
STAFF:Dennis, Nadine
WEATHER:Very Cold

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)