

## Cashing Out Using the POS and Closing a Daily User Batch

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

1. Ping your Cash Drawer to count the total cash and any checks 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 the **Action** (Gears) button in the menu at the top of the screen. Then, select **Cash In/Out** (See Image 1).

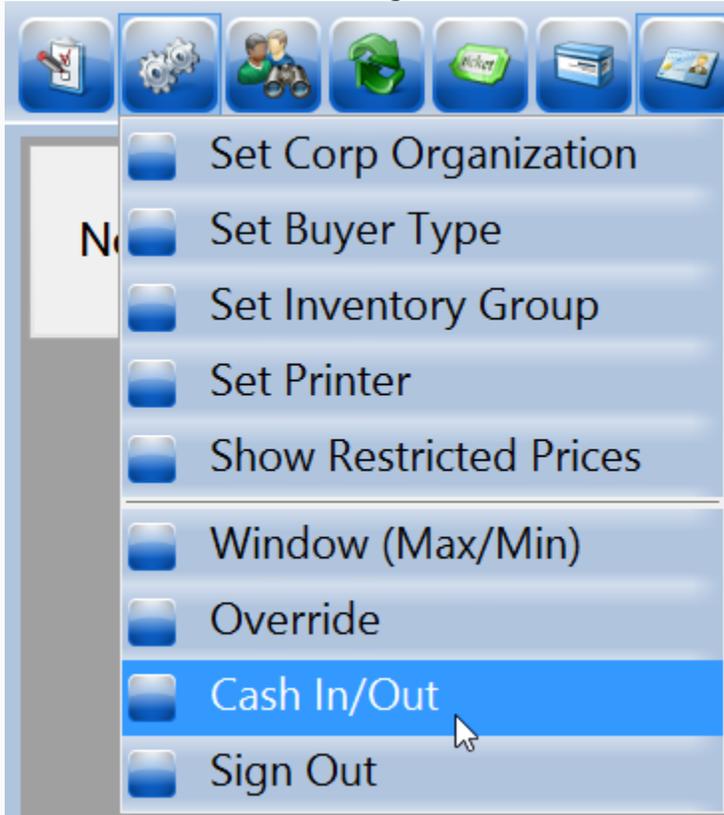
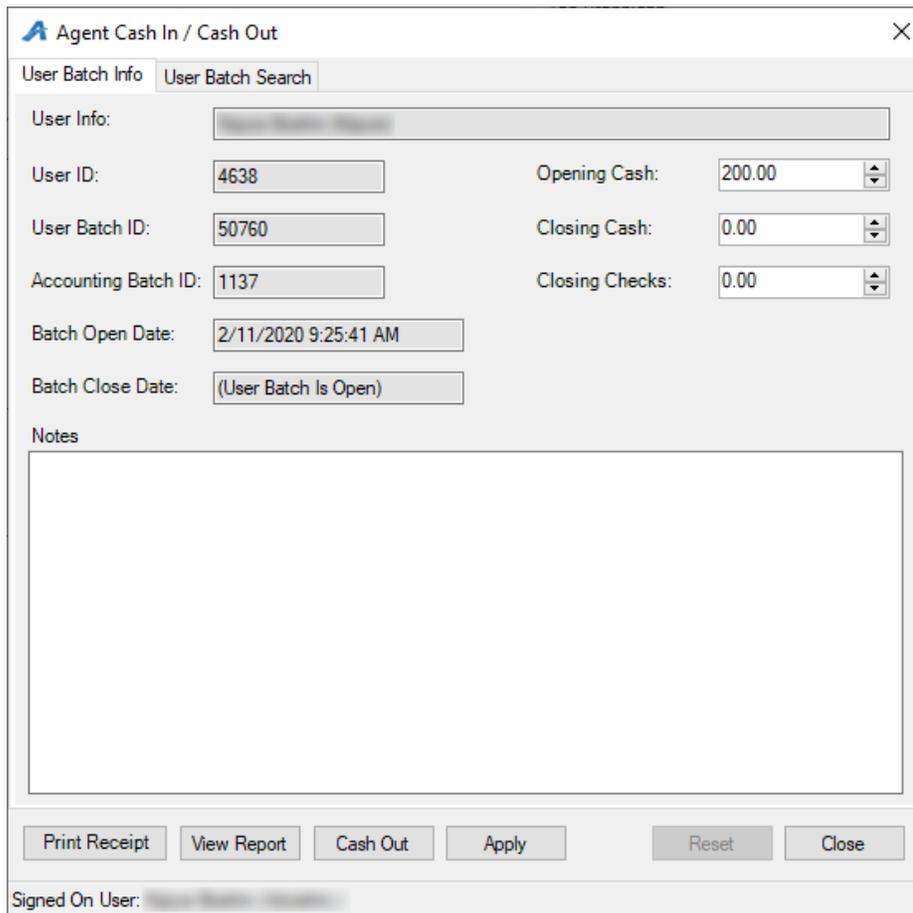


Image 1.

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



The screenshot shows the 'Agent Cash In / Cash Out' window with the following fields and values:

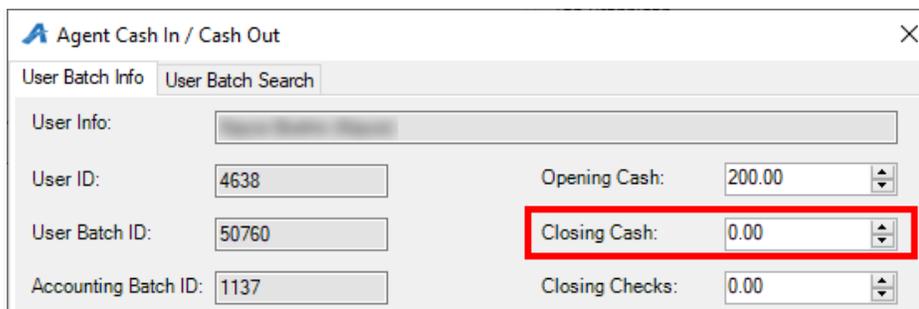
Field	Value
User Info:	[Redacted]
User ID:	4638
User Batch ID:	50760
Accounting Batch ID:	1137
Batch Open Date:	2/11/2020 9:25:41 AM
Batch Close Date:	(User Batch Is Open)
Opening Cash:	200.00
Closing Cash:	0.00
Closing Checks:	0.00

Buttons at the bottom: Print Receipt, View Report, Cash Out, Apply, Reset, Close.

Signed On User: [Redacted]

Image 2.

4. In the **Closing Cash** field at the top of the screen, enter the total amount of cash in the drawer (See Image 3).

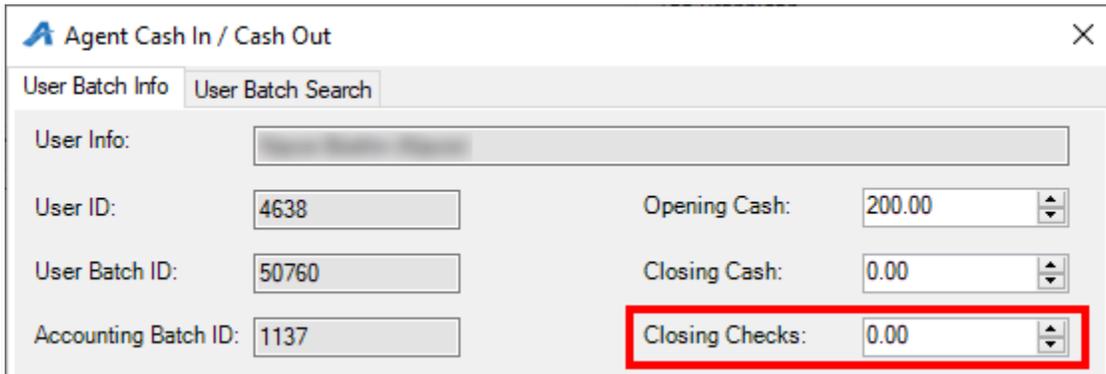


The screenshot shows the 'Agent Cash In / Cash Out' window with the 'Closing Cash' field highlighted in red. The values are the same as in Image 2:

Field	Value
User Info:	[Redacted]
User ID:	4638
User Batch ID:	50760
Accounting Batch ID:	1137
Opening Cash:	200.00
Closing Cash:	0.00
Closing Checks:	0.00

Image 3.

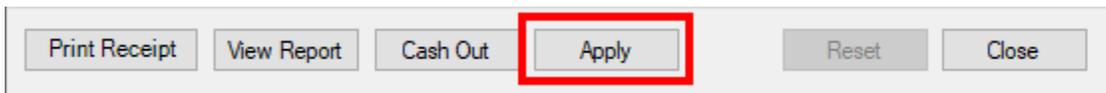
5. If you took any checks as payment, enter the total amount into the **Closing Checks** field (See Image 4).



The screenshot shows a window titled "Agent Cash In / Cash Out" with a close button (X) in the top right corner. Below the title bar are two tabs: "User Batch Info" (selected) and "User Batch Search". The "User Batch Info" tab contains several input fields and dropdown menus. On the left side, there are four fields: "User Info:" (with a blurred input), "User ID:" (with the value "4638"), "User Batch ID:" (with the value "50760"), and "Accounting Batch ID:" (with the value "1137"). On the right side, there are three fields: "Opening Cash:" (with the value "200.00"), "Closing Cash:" (with the value "0.00"), and "Closing Checks:" (with the value "0.00"). The "Closing Checks:" field is highlighted with a red rectangular border.

Image 4.

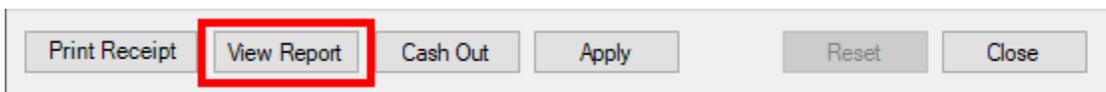
6. Once you have entered your closing information, click **Apply** at the bottom of the screen to save your information (See Image 5).



The screenshot shows a horizontal row of buttons at the bottom of the window. From left to right, the buttons are: "Print Receipt", "View Report", "Cash Out", "Apply", "Reset", and "Close". The "Apply" button is highlighted with a red rectangular border.

Image 5.

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



The screenshot shows a horizontal row of buttons at the bottom of the window. From left to right, the buttons are: "Print Receipt", "View Report", "Cash Out", "Apply", "Reset", and "Close". The "View Report" button is highlighted with a red rectangular border.

Image 6.

- At the top of the User Batch Audit report, you will see the **Reconciliation summary**. This will show your Opening Till, Closing Till, Total Sales, and the total amount of cash to be accounted for at the end of the shift. If you are short, there will be parentheses around the number at the bottom of the list. If you are over or at balance, the number will have no parentheses. Any notes entered on the Agent Cash In/Cash Out window will be displayed at the bottom of the report (See Image 7).

2/11/2020 3:37:43 PM

**User Batch Audit** Page 1 of 1

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User Batch: █████-50760      Accounting Batch: █████-1137  
 Open Date: 2/11/2020 9:25:41 AM      Open Date: 9/16/2019 4:39:05 AM  
 Close Date:      Close Date:  
 User Name: ██████████      Org: █████

Reconciliation	Cash	Checks	Total
Opening Till	\$200.00		\$200.00
Sales	\$0.00	\$0.00	\$0.00
To be accounted for	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$200.00</b>
Closing Till	\$300.00	\$75.00	\$375.00
Over / (Short)	<b>\$100.00</b>	<b>\$75.00</b>	<b>\$175.00</b>

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

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Sales by Event/Item

Image 7

**NOTE:** If your drawer does not balance, it is recommended you find the cause, type the explanation into the notes field, and explain to your supervising manager why you are not balanced.

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

