Cashing In and Creating a Daily User Batch in AMS

Any user who logs into Agile Sales to begin their shift must start by opening their Cash In User Batch. The User Batch allows your organization to track your sales for the day.

1. Login to Agile Ticketing Solutions with your username and password. If you haven't received your user credentials, please contact your system administrator to set up your username and password. (See Image 1)

Username			
Password			
Domain	agiledemo	1	
	Sales	OAdmin	Gate Contro

2. Once logged in, you will see "Action" in the menu at the top of the screen. Click Action
> Agent -> Cash In/Out. (See Image 2)

File View	Action	Ticket Printer S	ales Mode Suppo	ort Functions Help
	Cle	ear Order	Ctrl+C	19 1 th m 1
Sales	Ag	jent	•	Cash In/Out
	Cu	istomer	÷.	Override Ctrl+O
Agile Theatre	As	sign Terminal		Change Password
Select Buye	Cr	edit Card Swipe	F7	
Customer Cl	No	Sale	Ctrl+Shift+N	nu, Jan 15 2015 🗐 🔻 Inventory 🖸

(Image 2)

📌 Agent Cash In / C	Cash Out			X
User Batch Info User	Batch Search			
User Info:	Kayce Boehm (Kayce)			
User ID:	4638	Opening Cash:	0.00	
User Batch ID:	50718	Closing Cash:	0.00	
Accounting Batch ID:	1137	Closing Checks:	0.00	
Batch Open Date:	10/1/2019 2:47:28 PM]		
Batch Close Date:	2/11/2020 9:05:07 AM]		
Notes				_
Print Receipt Vi	ew Report Cash In	Apply F	Reset Close	
Signed On User: Kayce E	Boehm (kboehm)			
			(Image	31

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

4. Click the **"Cash In"** button at the bottom of the screen to start your batch for the day. (See Image 4)

Print Receipt	View Report	Cash In	Apply	Reset	Close
					(Image 4)

5. Count your beginning cash bank and type it into the **Opening Cash** field at the top of the screen. (See Images 5 and 6)

Opening Cash:	0.00	+	Opening Cash:	250.00	÷
Closing Cash:	0.00	÷			(Image 6
Closing Checks:	0.00	÷			
losing Checks:	0.00	÷			

6. Once you have entered your **Opening Cash**, click **Apply** at the bottom of the screen. (See Image 7)

[Print Receipt	View Report	Cash In	Apply	Reset	Close	
						(Image 7)

7. Add any special notes in the **Notes** field (i.e. The manager on-duty for the shift, the exact start time of the shift, etc.). (See Image 8)

Votes	
Manager On Duty - Joe Smith	
4 [†] ×	
12	
	02101456000
	(Image

8. Once you have entered your **Notes**, click **Apply** at the bottom of the screen to save your information. (See Image 9)

Print Receipt	View Report	Cash In	Apply	Reset	Close
					(Image 9)

9. Once you have completed your opening procedures for your user batch, click the **Close** button to close the screen. (See image 10)

Print Receipt	View Report	Cash In	Apply	Reset	Close	
					(Image 1)))

10. You are now ready to start processing sales for the day.

NOTE: Entering in your cash bank will allow you to track your cash sales for the day and balance at the end of your shift. Agile itemizes all sales processed through your user batch and allows you to pull this information on your user batch report by clicking on **View Report.**

Click here to learn how to <u>Cash Out to close your Daily User Batch and to view your User</u> <u>Batch Report</u>.