

At the BEGINNING of the Day:

-Assigning a Drawer: log in to terminal (Terminal 1 – 100, Terminal 2, 200 etc)
Click MANAGER FUNCTIONS, click ASSIGN DRAWER and the drawer is now assigned to that specific terminal.

At the END of the Day:

-In ALOHA MANAGER:

Run your sales report. To do this, log in and go to REPORTS- POS- SALES- SALES-SUMMARY. Select the current day from the list and select view. It will then bring you to the screen where you may enter your deposits. You can enter them if you wish or just hit close. This is the report that you will use to balance the restaurant by scrolling down to DEPOSIT CALCULATED. This amount should equal the amount of cash (and checks) you have to deposit. This report also shows your non-cash payment totals (AMEX, VISA, MC, etc). Use these amounts to verify your CC settlement batch amounts.

-Back in the Front of House

Before you leave for the night make sure that there are no employees still clocked in. To do this, swipe your card, go to MANAGER FUNCTIONS-EMPLOYEES CLOCKED IN. This will print a list of the employees clocked in. If any of them have already left and are not supposed to be clocked in you will need to clock them out. This is done under the MANAGER FUNCTIONS-EMPLOYEES-EDIT CLOCK IN.