

Closing Procedures:

Inventory counts:

- 1) Go to Inventory in rti and click on inventory reports
- 2) Click on the 'forms' tab
- 3) Select Daily Inventory Count Form
- 4) Click on Print
- 5) Count all items listed.
- 6) In RTI under 'Inventory' click on 'Inventory Counts'
- 7) Click on Add
- 8) Click on Daily
- 9) Enter all counts
- 10) Click on ok

To Close Registers:

- 1) Log in with pin number
- 2) Manager Functions
- 3) Manage Drawers
- 4) Select drawer to close
- 5) Checkout

To Balance Drawers:

- 1) Go to RTI
- 2) Go to Utilities and 'import pos data' click on
- 3) Click on 'confirm import' once its done running
- 4) Go to 'cash management' click on 'tills'
- 5) Find the till you want to balance and double click on it
- 6) The left hand POS column is for items that are on the checkout slip (eg. How much cash, credit cards, gift cards you are supposed to have)
- 7) The right hand 'TILL' column is for the amounts that you actually have. (How much cash you actually have, what the total amount of credit cards you have from the batch inquiry are, and if there are any gift cards.)
- 8) Near bottom it will have over/short, if that is \$5.00 +/- then a write up must be done on whose till it is.
- 9) Select who was running on the till under cashier name
- 10) Put your name under counted by
- 11) Click ok
- 12) Repeat for any remaining tills
- 13) Do a safe count
- 14) Click on deposits
- 15) Click on Add
- 16) Click on Drawer
- 17) Select the drawers this deposit is for
- 18) Double count all monies from tills and make sure that it matches, if it does not an error under 'tills' has occurred, go back to tills and fix.
- 19) If correct click on ok
- 20) Fill out deposit slip, white copy goes in bag, yellow copy gets stapled to weekly paperwork.
- 21) Staple any employee meals, refunds, paid in/out to the weekly paperwork.
- 22) Put deposit and tills into bottom compartment of safe
- 23) (Closing Only)Go to 'daily cash sheet' under cash management and make sure that nothing looks off.
- 24) (Closing Only)Staple all register checkouts together and leave on desk so opening manager can verify.

Daily Variance:

- 1) Once all tills are counted and imports done click on 'inventory' and then inventory reports, change the date to today and click on print.
- 2) Recount any items that aren't right or have a big variance.
- 3) At bottom the Grand Total and variance number should be positive.