

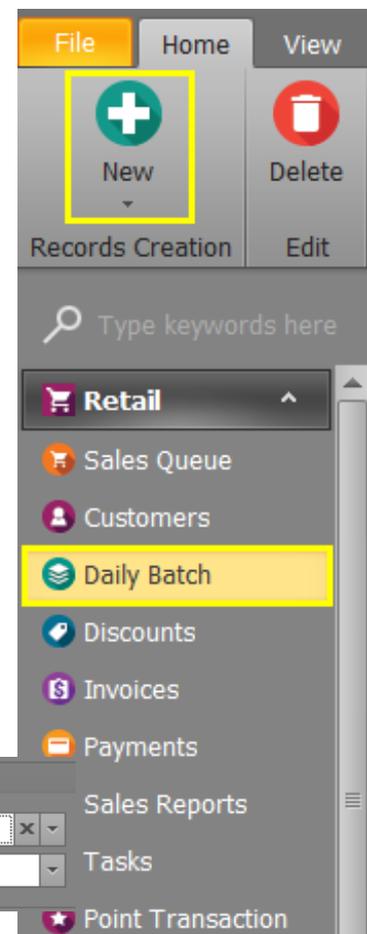
Create a Daily Batch

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A "Daily Batch" is a manager-operated task to "close out the day" and know the ending amounts for all of your employees and registers. Once the Daily Batch occurs at the end of each shift or business day, all cash drawers are reconciled to make sure transactions were conducted and recorded properly. Daily Batch data includes amount of cash received by employee, number of hours worked by employee, average sales per hour, total sold, and much more. This article with detail how to run the a Daily Batch.

To perform a Daily Batch, a manager can follow the steps below:

- Step 1 - From the **Retail** module in the navigation pane, select the **Daily Batch** section. Here, you will see a list of all of the previous daily batches. Click the **New** button in the ribbon to begin a new daily batch. A new daily batch will open in detail view.
- Step 2 - Set the **Batch Status** to In Process until amounts have been verified. Set the **Batch Date** to match the desired date of transactions for running the daily batch. **Save** the batch.



- Step 3 - Once the batch has been saved, all of the employees who have conducted transactions on the Batch Date will appear in the **Employee Batches** section at the bottom of the batch. Double-click on the username

of the employee who will be closing out their drawer for the day or finishing their shift. This will open up their employee-specific daily batch detail window where they can verify their closing amounts.

#	Employee	Total Paid	Tax	Discount	Cash	Credit Card	Total Sold	Discrepancy	Grams Sold	# Of Sales
1	Green, John	\$15.26	\$1.34	\$10.08	\$15.26	\$0.00	\$13.92	\$0.00	0	1

- Step 4 - In the employee-specific detail window in the **Cash Verified** field, enter the total amount of cash the employee took in on the specified day. In the **Credit Card Verified** field, enter the total amount of payments accepted via credit card on the specified day.

- Step 5 - Click **Save**.

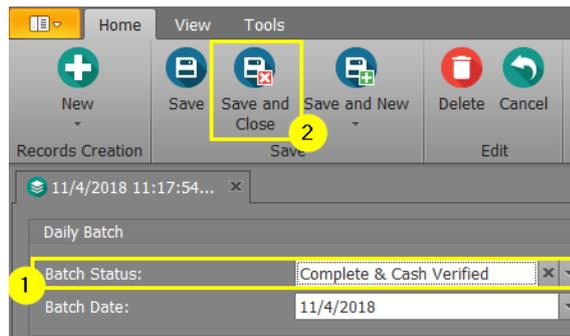
- If there is a discrepancy between the amount of cash verified and the amount that should be in the drawer, this discrepancy will appear in the **Cash Discrepancy** field:
- If there is a discrepancy between the **Credit Card Verified** amount and the amount that was actually accepted via Credit Card, that discrepancy will appear in the **Credit Card Discrepancy** field.

- Step 6 - Click **Save and Close** to close the employee-specific detail

window.



- Step 7 - Repeat steps 4-7 for all remaining employees in this batch.
- Step 8 - Once all employees listed in the Employee Batches section have verified their Cash and Credit Card amounts and saved that information, change the **Batch Status** to "Complete & Cash Verified" and click **Save and Close**.



Congratulations! You've completed your Daily Batch!

