

POSERA

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Closing your Day

Document version 1.0

In the closing your day section you will learn all the steps to complete the following:

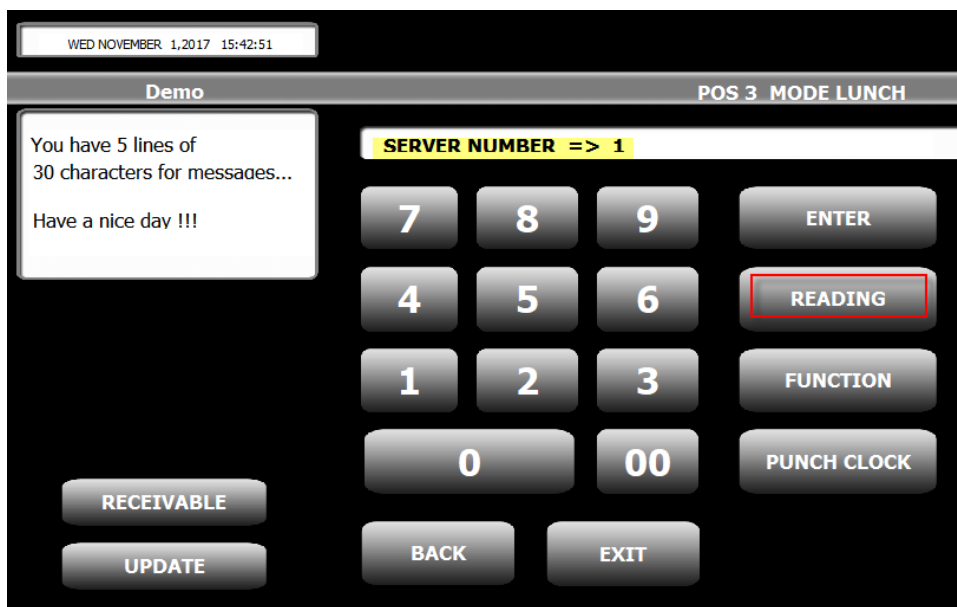
➤ **Taking a Personal Reading**

Personal Reading

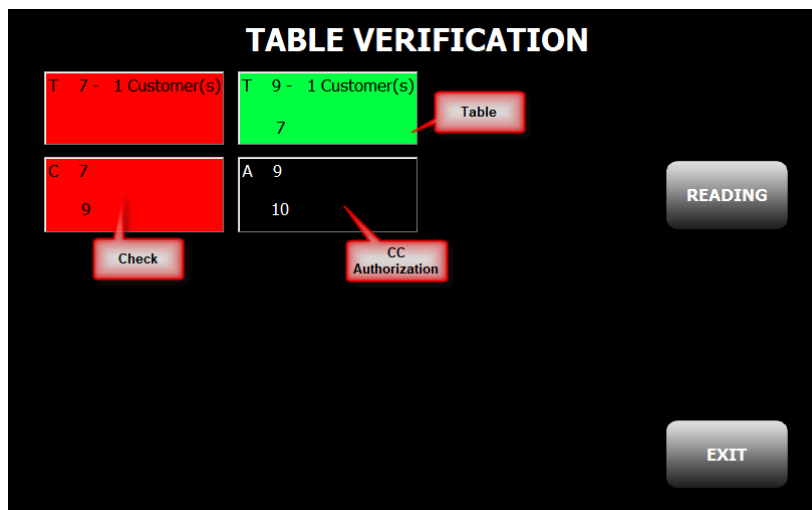
At the end of your shift you will need to take a personal reading to reconcile your day and see your sales information.

Before taking your reading you must close all open checks and finalize your tips.

From the Log-on Screen touch enter your server # and touch Reading:



If you have any open tables, checks or credit card authorizations they will appear:



Close all tables, checks or cc authorizations as instructed in other tutorials. Once they are closed, your financial information will be displayed.

The screenshot shows a financial report interface with the following data:

FINANCIAL REPORT
SERVER # 1 Peter
WED NOVEMBER 1, 2017
16:22:32

SALES DATA	
NET SALES	\$167.39
Sales tax	\$23.36
discount	\$12.51
SERVICE	\$0.00
GROSS SALES	\$190.75

Payment Area	
NET DEPOSIT	\$105.74
VISA	\$18.06
VISA EFT	\$66.95
TIPS PAID	\$10.22
TIPS DUE	\$10.22-

Statistics Area	
0	NO SALE
5	CUSTOMERS
0	TRANSFER

Buttons: OK, CANCEL

The net deposit line total represents Cash minus the tips total amount. In this example we can calculate that the total cash amount taken was \$115.96.

Touch OK to Print the financial report. The printed version will show more detail in all of the areas on the screen.