

## Open/Close a Shift

### How to Open a Shift in VinNOW

1. From the main Customer Search Screen, either click on the cashier button or press the F2 key at the top of your keyboard.
2. VinNOW will display the Cashier Login screen. Enter your password and click the OK button. VinNOW will display the Open Register Shift Report window. Note: if you do not see the Open Register Shift Report, the previous shift was never closed. If you are on a new workstation or one that is not normally used for cashier and you do not get an open shift report, make sure that you have a receipt printer designated in Cashier Workstation Setup.
3. Enter in the actual number of each bill or coin in the drawer. Use the "Tab" key on your keyboard to advance through the fields. VinNOW will calculate the total amount for each bill and coin. Example: If you have \$100.00 in tens enter 10 not 100. For \$1.00 in quarters, you would enter 4. For rolled coin, count each roll as "1".

If you have counted more or less than your normal register opening amount, you should re-count the drawer prior to selecting "ok" to proceed with the open report. Adjust the numbers in the open register shift window if you find any differences.

Once you have entered in all the information, click OK. An open shift report will be generated. If you have appropriate security, you will be allowed to print the report.

**Note:** If you have people standing at your bar and your winery policy is that you do not take time to count the drawer, we suggest you enter in your normal starting amount (for example if your "bank" is \$200.00 enter in 2 one-hundred-dollar bills). That way the person doing the accounting will know you did not actually count the drawer in case you are over or short but you still start with the normal starting drawer amount so that VinNOW can calculate your totals at end of shift.

## How to Close a Shift

1. Enter your password to sign in to the Cashier Screen.
2. From the Register menu select Close Shift. You have the option to either close the shift and count the drawer at the register, or select "close pending" and count your register drawer and close the shift while at another computer.
3. Closing the shift: Select close shift and a screen will appear that allows you to enter in all cash and checks in your cash drawer from this shift. You will be able to see the register shift sales (if you have user permissions to view this information), enter in the cash left in the drawer, and any notes that pertain to the shift closing (per your winery procedures) If you wish to close the shift at that computer.

You can also select **Close Pending** so you can remove your drawer and take it to another computer that VinNOW is installed on and count the drawer there. In the back office, under the maintenance menu, register shifts, you can view and select your pending close shift. Selecting your shift by double clicking on the shift you wish to close (or highlight and select ok) it will bring up a standard close shift screen that you can then fill out.

Cash- Fill out the cash portion of the closed shift report as you did with the open shift report.

Checks - If you have checks to record, select the "check" button which will open up another window. In the "enter check amount" field, put in the total amount the check is for and press enter. When you are done tallying checks, close the box by selecting the "x" in the upper right corner of the check window. VinNOW will tally the checks and record the total amount in the check field.

Less Cash Left in drawer is the dollar amount you want to leave for the next shift. This is usually the same amount every day.

Total Cash Out is the amount to be removed from the drawer (cash sales for the day). Handle cash according to your winery's protocols.



NOTE: TSYS does not automatically close batches, you must close the batch on each of your PAX machines to make sure that the transactions are transmitted to TSYS for processing. For TSYS customers there is a check box on the close shift screen to also close the TSYS batch. This option is checked by default.

Note: For situations where you have had payouts or have less cash in the drawer than you started with, count and record the money that is actually in the drawer. If you normally keep \$200 In the drawer but only have \$194, record the \$194 as being left in the drawer. The next time when you open you will open counting \$194 on your open shift report, and then you can use the "add cash" option depending on your individual winery policy. Cashiers should always count and record what is actually in the drawer.

Note: When you close your last shift and all other users are logged out of VinNOW we recommend that you do a backup of your VinNOW database.