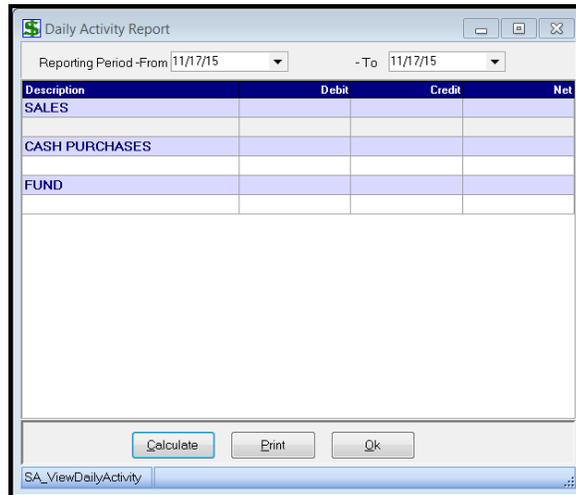## *Daily Activity Report*

This procedure is used to view and print a report of Sales, Sales Taxes Payable, Pay Outs and Funds received and dispersed.
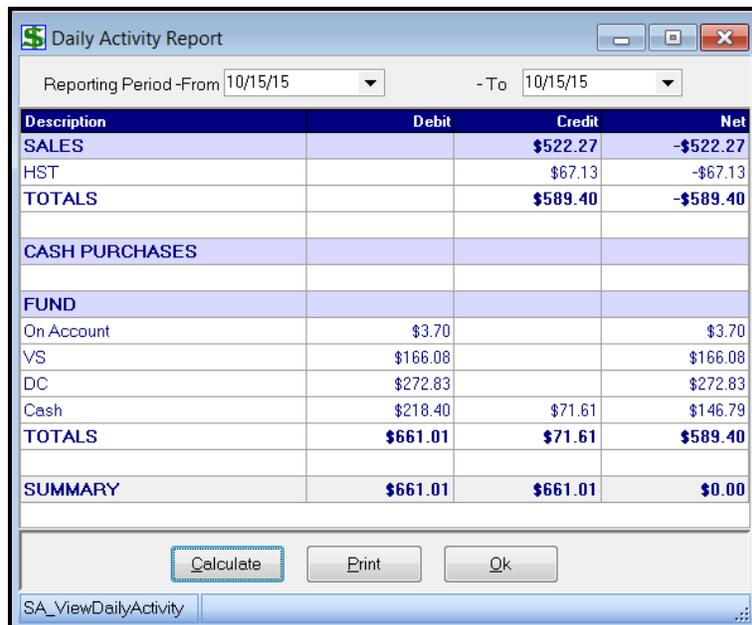
1.  Under Daily Sales choose Reports and then choose Daily Activity and the following window should appear



2.  Make sure the dates at the top are correct and then click the Calculate button



3.  Click the Print button to get a report on your Receipt printer.
4.  Close all windows until you are back at the Main Menu

## *Deposit Entry*

This procedure is used to record deposits to the bank.

1. Under Daily Sales, choose Deposit
2. The following window should appear:



Each fund is listed with the "On Hand" amounts according to the system.  You must do the following:
1. Compare each fund to the actual amounts as follows:
   a. Cash amount should agree with the Deposit slip.
   b. Debit and Credit card amounts should agree with the Interact machine.

**NOTE:**    **If any of the funds are short or over you must reconcile them.  This is possible for the Interact transactions if you print a detail report from the Interact machine.  This is not possible for the fund "Cash".  To display the detailed information for a fund, do the following:**

1. Click on the plus symbol to the left of the fund.
2. For any sales where the Tendered Type is incorrect you must:
   a. Input a new invoice exactly like the incorrect one, but with negative amounts
   b. Input a second invoice correctly

Once you have cleaned up the errors you must "Reconcile" the funds as follows:
1. Click on the appropriate fund
2. Click on the Reconcile button at the top of the screen and the following window should appear:
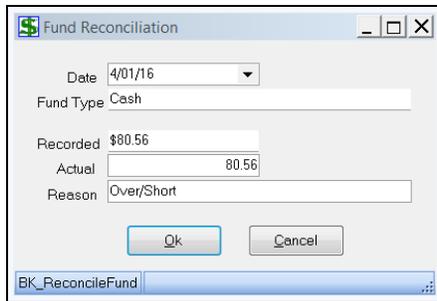
3. Input the actual amount of the fund and click the OK button.  The system will calculate the change and add a detail line for that fund
4. Repeat steps 1 to 3 for any other fund that does not agree with the actual.

**To deposit the money, do the following:**

1. Click the "+" button to the left of the applicable fund.  This will display the individual amounts that make up the total as shown below for Visa:



2. Assuming we want to select all 3 of the above Visa amounts we right click in the detail section and choose "Select All".  The screen would appear as follows:
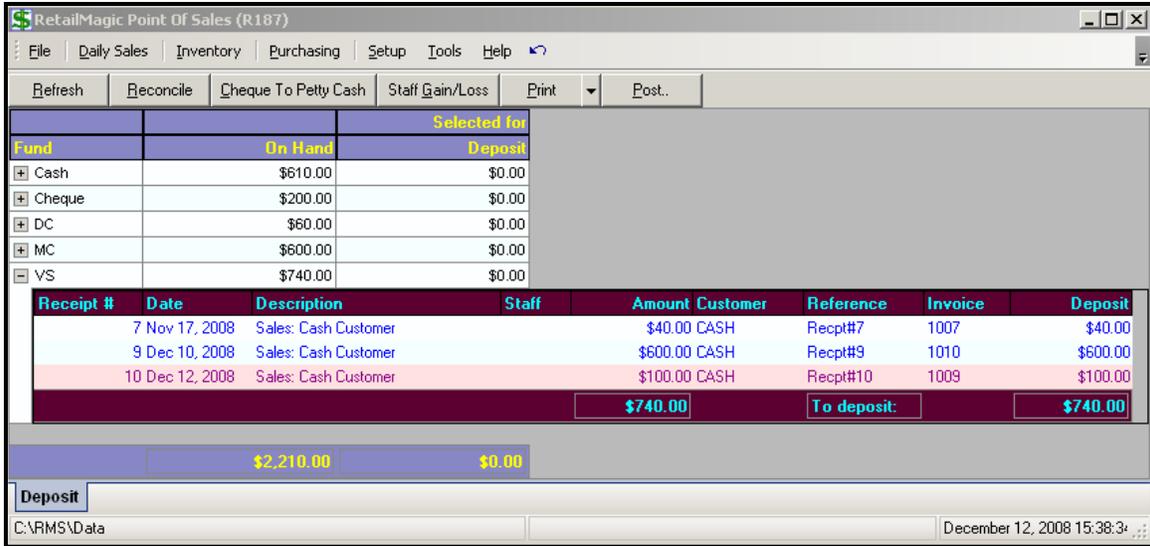
3. Notice that the lines have turned blue and there is an amount in the far right "Deposit" column.
4. Once selected, click the Refresh button and the details window will disappear:
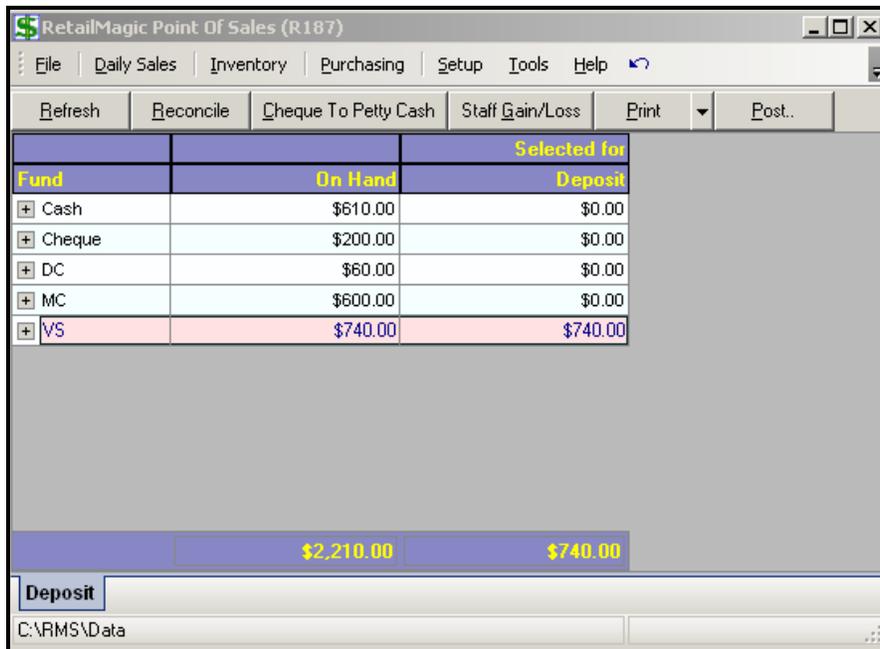


5. The "Selected for Deposit" column displays the total of the individual amounts selected earlier.
6. Click the "Post" button at the top of the window and the following window should appear:
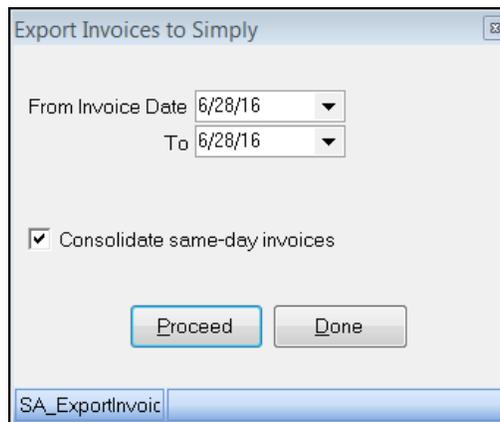
7. Click the OK button.
8. Repeat steps 1 to 8 for each fund until all funds are at zero, ready to start the next day.
9. Close this window to return to the main menu

## *Create Export (.IMP) File of Sales Transactions*

This procedure is used to export the day's sales transactions to a .IMP file to import the information in to Sage (formerly Simply Accounting).

1. Under Daily Sales, choose Export Invoices to Simply
2. The following window should appear:



3. Input the date (or range of dates) to export.
4. If you want all the sales for one day to be consolidated to one invoice for Simply, put a check in the box "Consolidate same-day invoices".
5. Click the "Proceed" button.
6. When prompted, click the "OK" button. The window will display the location and file name.
7. Click the "OK" button. The file is now ready to import in to Simply.