



“HOW TO” CLOSE SHIFT



BOSSII SUGGESTED CLOSING PROCEDURES

STEP 1 – FIX ANY MISTAKES / OVER RINGS / VOIDS / REOPEN TRANSACTIONS

BOSSII POS

Check for mistakes or over rings in the till. ***If you have any***, then complete the below steps:

Subject to access level privilege

{OPTIONS},
{MANAGER OPTIONS},
{TRANSACTION VIEWER},

Click

{SHOW ALL},
{SHOW OPEN}, or
{SHOW FINISHED} {TRANSACTIONS}

Scroll down the list to find the particular transaction or {FIND RECEIPT} and enter the receipt number, highlight it, and then press:

{VIEW DETAILS}
{REOPEN RECEIPT}

You will then be asked,

“Which table would you like the transaction opened to”.

Choose a table to open the transaction to. (This can be any table)

Once the transaction is moved to an Open Table, press:

{VIEW PAYMENTS}

A transaction that was paid off via ***Integrated*** Card will require a card to be present to be reversed. Highlight the transaction and press:

{REVERSE PAYMENT}, then reverse to the payment method required

Choose {CANCEL}, to exit

The transaction is now a normal live transaction and is available to be edited, deleted or added to. The {VOID} button now also becomes available, from there you will be able to change the transaction as required and finalize the bill.



STEP 2 – OPEN TABS

BOSSII POS

Check on any one of the POS terminals to see if any open Tabs remain at end of day.

Best practice is to deal with them every day prior to close of shift so that there are no open tables left open overnight

CHECK ALL {TABLE AREAS}

STEP 3 – REMOVE CASH DRAWER

BOSSII POS

On each POS terminal press

{OPEN CASH DRAWER}

And remove the cash drawer from each POS terminal in preparation for balancing nights takings.

STEP 4 – REVIEWING OR CHANGING AN EMPLOYEES ACTUAL WORKED TIME IN BOSSII POS

Nb: This can be done at any time including once the employee has started or finished their shift

From the sales screen go to

{OPTIONS}

{MANAGER OPTIONS}

{EMPLOYEE TIME CLOCK}

{EMPLOYEES ROSTERED AND STARTED}

{CHANGE TIMES}

Highlight the staff member to be edited and choose {EDIT}

Change the actual times worked

Select {SAVE}



Select {FINISHED}

STEP 5 – BOSSII CLOSE SHIFT

NB: Best practice would be to leave this step to very last in case you have staff still working. Staff can then use this terminal to clock out from

The final step in the POS closing checklist is to close off the shift on the POS terminals **AND** if available any iPads individually:

- {OPTIONS}
- {MANAGER OPTIONS}
- {SHIFT FUNCTIONS}
- {EXIT BOSSII}

Close the POS launcher also

- { X EXIT }

On your final POS terminal itself, choose:

- {OPTIONS}
- {MANAGER OPTIONS}
- {SHIFT FUNCTIONS}

Here the options of {CLOSE SHIFT} and {EXIT BOSSII} appear.

In the case of the **final** POS terminal, choose {CLOSE SHIFT}

Tick ALL the checkbox's in the Close Shift list, Choose {CLOSE SHIFT} once all close shift questions have been answered and then {EXIT BOSSII}.

At this point, the Shift has been closed for the day regardless of time of day or night.



STEP 6 – BOSSII ADMIN PAYMENT RECONCILIATION

BOSSII ADMIN

To complete the cash up, go to:

{BOSSII ADMIN} from the homepage then

{MANAGEMENT},

{REPORTS},

From the {DAILY/WEEKLY REPORTS} section double click

{CASH UPS}

Ensure the date is correct on the top field and choose the required POS till to balance.

Nb: Only POS tills that have made sales will show in the Cashup

Fill out the nominated cash float out from the takings. Anything above and beyond the normal float amount is to be taken as cash takings

Enter in the

1. Cash takings for the day,
2. The net card total for the day (using integrated cards the total for each eft machine will automatically appear),
3. Petty cash (any petty cash transactions will be totalled automatically herein if you have entered them into bossii via Petty Cash)
4. Any Over-rings that have NOT been addressed as per above
5. Any other payment that would have affected the cash drawer balance

Complete the same process for all Tills that have a balance of payments to reconcile to.

Now that all Cash Ups have been entered and balanced choose the LOCKED button to close the cash up. BOSSII will then ask “Do you want to Close the Cashup for xx/xx/xx?”

Choose {YES}

The Lock screen changes from Green to Red and the {PRINT} button will now appear should you wish to print/email/save the Cashup



{MANAGEMENT},

{REPORTS},

From the {DAILY/WEEKLY REPORTS} section double click

{DEPOSIT SLIP}

Enter the date parameters of the cash deposit slip

Enter the cash to be banked in the white fields

Click OPEN to close the Deposit Slip and press print for 2 copies to be created

STEP 7 (OPTIONAL) – REVIEWING OR CHANGING AN EMPLOYEES ACTUAL WORKED TIME IN BOSSII ADMIN

This step is only required should you wish to amend the start and/or finish times of Staff that have finished their shift AFTER the close shift process has been completed. Should Step 5 not be completed the days shift will not appear in Shift Information

BOSSII ADMIN

{MANAGEMENT},

{SHIFT INFORMATION}

CHOOSE THE PARTICULAR DAYS SHIFT TO AMEND

Nb: Should the shift not appear, Step 5 has not been completed

{CHANGE STAFF TIMES}

Highlight the staff member members shift entry to be edited and choose the {EDIT} button below

Should you wish to enter a break, choose the {NEW BREAK} button and choose {New}, this will bring a choice list of staff that this new break should be added to

Change the actual times worked as required

Select {SAVE} & Select {BACK}

***** Close all copies of BOSSII Admin prior to leaving the venue for the night to ensure all end of night procedures can operate effectively *****