

## #3 - POS “COMMUNIQUÉ”

### Daily Deposit

**DAILY DEPOSIT** (not the employee deposit) see explanation on the difference

**Employee deposit** -

Each employee will complete their own deposit in the system after their shift  
Common user then the last person for the day will complete this deposit

**Daily deposit** - the Manager/Bar supervisor confirms the money that was collected the night before is accurate. They will then enter the amount into the back office. (actually counting the floats as well as the cash for the employee deposit). Cash accountability.

Point of Sale (module)

File

Daily deposit

Ensure the date is correct (the date default to the day prior) on a Monday the date will be Sunday– just use the arrow and find the correct date for each deposit)

Enter the amount of deposit

OK

If you do not do a Daily deposit you will see the deposit on the DSR is **BLUE**, once the Manager/Bar Supervisor completes the Daily Deposit the deposit is now in **BLACK**.

Then you will continue to print the DND DSR to send to NPF