

Full Service Functions: Quick Reference

1. Opening an audit: Enter Manager ID number and touch **OK**. This will take you to the Manager's Menu. Touch the **Sales Audit** button in the upper left corner of the screen. Select an employee from the list and touch **Start Audit**. If you want to allow your servers to begin their own audits select the register option "Allow server to start own audit" from the full service tab of register options. When this option is selected, as a server enters in his/her ID number and hits OK Micro\$ale will tell that employee that an audit is required to begin a check and then will ask them if they would like to start one at this time. Select OK and an audit will be started. If you are using the Time Clock function when an employee "Clocks In" Micro\$ale will begin an audit for that employee at that time.
2. Voiding a closed check: From the Manager's Menu touch the **Void Check** button. Select the check that you would like to void from the list by check number. If you would like to void a single item, touch the item and then touch the **Void Item** button. When you have selected all the items to be voided, touch the **Done** button. Micro\$ale will then ask you for a void reason. Select one from the list. This will take you to the Amount Tendered screen so you can re-tender the check. If you would like to void the entire check, touch the **Void Check** button. This will void all items on that check.
3. Closing an audit: From the Server Screen touch the **Server Reports** button. Depending on the security level of the employee touching this button Micro\$ale will either print the audit automatically or take you to the Server Reports menu. From the Server Reports menu touch the button "Server Audits". On the left-hand side of the screen select the server whose audit you would like to close the touch the "Sales Report" button on the right. Micro\$ale will ask you if you want to print the audit, touch **Yes**. Then it will ask you if you want to close the audit, touch **Yes**. If you forget to close a server's audit do not worry. Micro\$ale will automatically close all server's audit during the nightly close-out.
4. Closing the day: From the Manager's Menu touch the **Reports Menu**. Touch the **Daily Close Out** button. Using the **Show Number Pad** button, enter the amount of your bank deposit (total cash collected) and touch **Done**. Then touch the box next to "Deposit 1" on the left side of the screen. Repeat this process if you have more than one deposit. If you have any manual voids, discounts, or paid outs, you can enter them the same way you have entered your deposits. When you are done, touch the **Close Daily Sales** button on the bottom of the screen. Micro\$ale will ask you if you are sure, touch **Yes**. It will then ask you if you would like a daily product mix. This is optional, so touch **Yes** or **No** as desired. Micro\$ale will then begin the close out process. When it is finished printing the report, it will ask you if you want a second copy. This is also optional. Micro\$ale will then continue to close out. This may take a few moments. When Micro\$ale has finished, it will tell you the close out is complete. Touch **OK** and the system will be reset for the next day. If you are using integrated credit cards with Micro\$ale then it will prompt you to settle the batch at this time. Select Yes or No as desired and your batch will be settled and a report will print.

5. **IMPORTANT:** Run a Weekly Close Out report *once per week* (on the same day each week) after the Nightly Report – On the *Reports Menu*, touch *Weekly Close Out*. Micro\$ale will ask you to confirm this decision. Touch *Yes*. Then choose *Yes* or *No* to print a Weekly Sales Mix. When it is complete touch *OK*.

NOTE: This is when Micro\$ale makes backups of the financial databases, runs regular maintenance on them, and resets them for the next week. Failing to run regular Weekly Closeouts will cause the system to run more slowly over time.

Definition of Micro\$ale Sales Terms

1. Gross Sales: All Sales generated including Voids and Discounts (**No Taxes**)
 2. Net Sales: Gross Sales minus Voids minus Discounts (**No Taxes**)
 3. **Adjusted Gross Total** = Net *Sales* + Net *Sales Tax* - *manual* discounts and voids
 4. **Total Accounted for** = Deposits + Non-Cash Tenders + Paid Outs
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