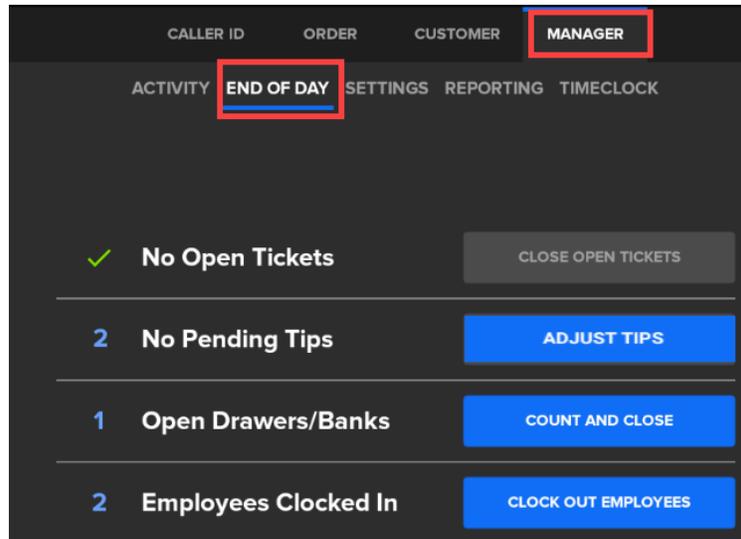


Manager Process Close Tickets

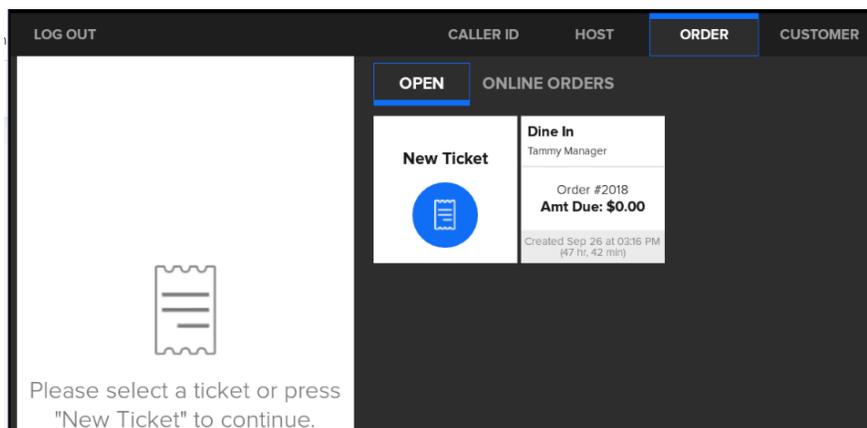


To find this screen, navigate to **Manager > End of Day**.

Tickets

An employee cannot clock out of the system unless all tickets are closed out. If a user forgets to clock out, there is the possibility there are still tickets open on the POS.

1. Tap **Close Open Tickets** to go to the Open Tickets screen.
2. From here, select **Show All** to view every employee's tickets.



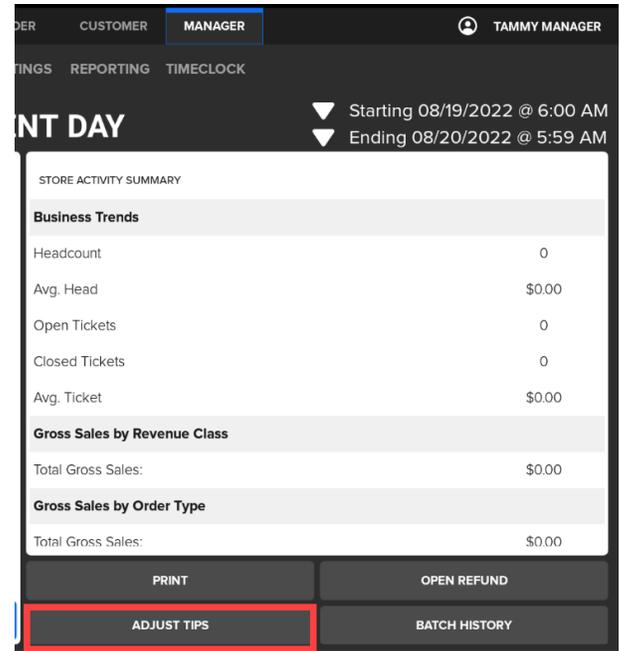
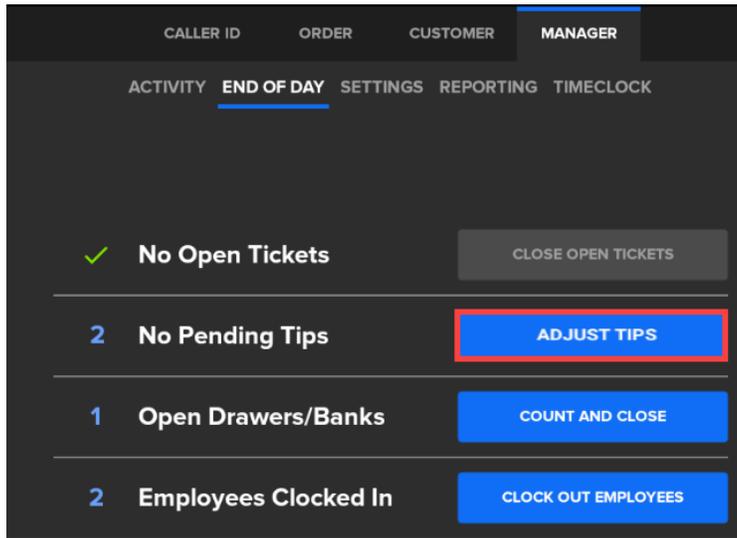
3. Select any ticket(s) remaining in the grid and settle or void them as needed.
4. Then return to **Manager > End of Day**.

Closing Drawer/Bank With Open Tickets on POS

You can still close out the drawers/banks if there are open tickets on the POS terminal. However, employees need to close out open tickets on the POS terminal for them to be able to clock out.

Manager Process Adjust Tips

An employee cannot close their drawer/bank while they have pending credit card tips. As a Manager, you can check for open tips by selecting [Adjust Tips](#). Here, you can view all transactions that still need tip adjustments. Alternatively, you can get to the tip adjustment screen by going to **Manager > Activity > Adjust Tips**.



Refer to [Adjust Tips on SkyTab POS](#) for additional information.

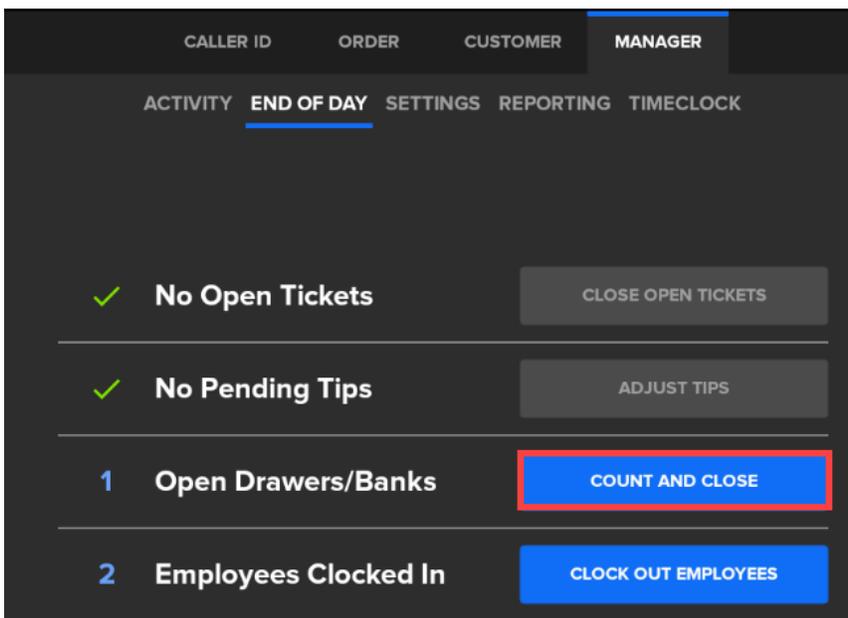
Return to **Manager > End of Day**.

Manager Process Count and Close Drawers/Banks

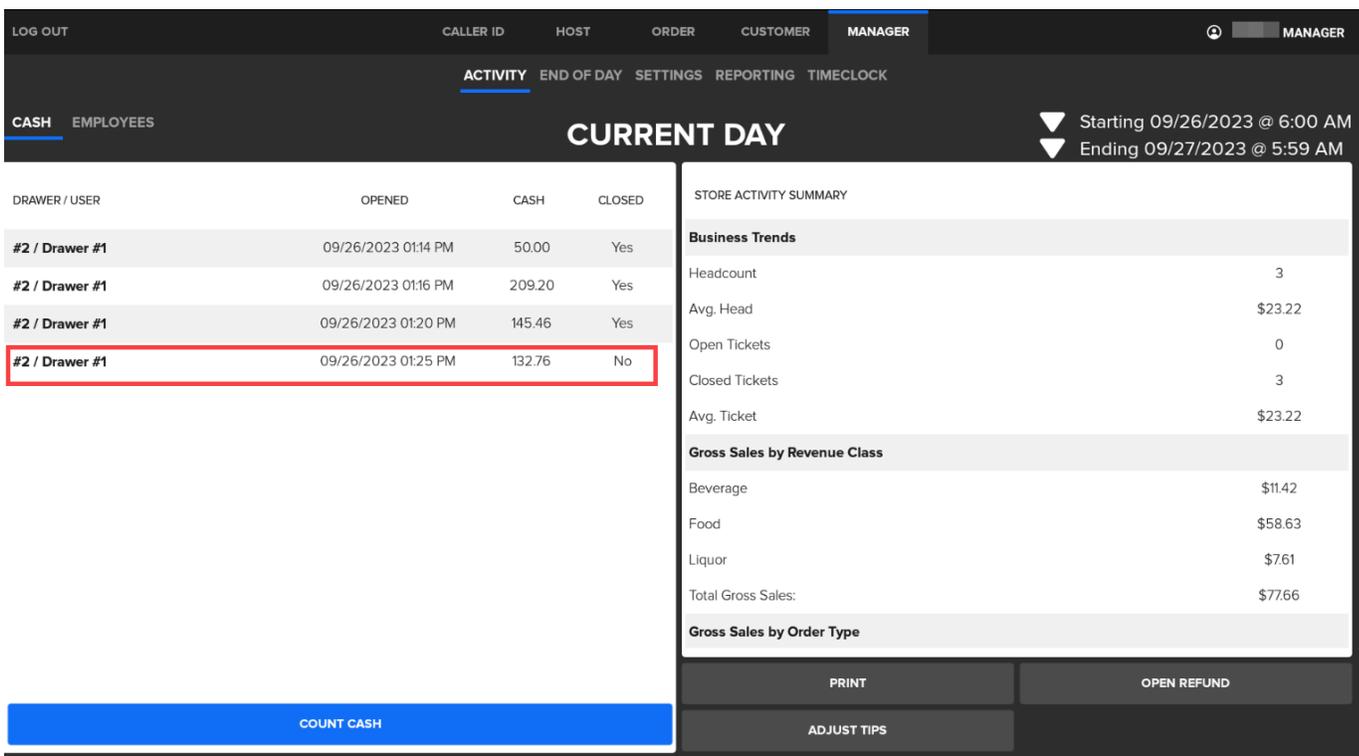
An employee's employee bank should ideally be closed out before they clock out of the system. A manager can view and close all of the employee drawers/banks.

To view the Drawer/Bank list:

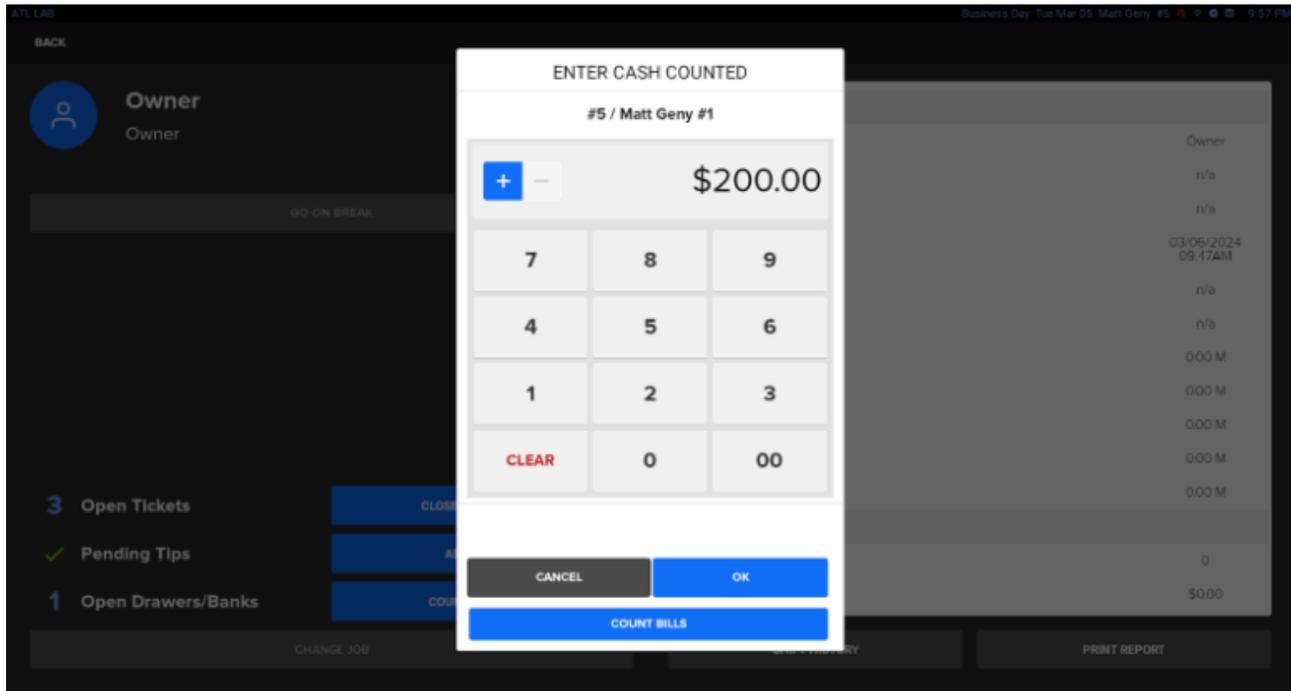
1. Tap **Count and Close** from the Manger > End of Day screen. Alternatively, tap **Activity** at the top of the window.



2. Highlight which drawer/bank you want to close and select **Count Cash**. A pop-up will appear stating the drawer(s)/bank(s) have not been removed. Tap **Yes** to proceed.



- When the number pad displays, enter the amount of money you counted for each drawer/bank you have. If you only have one drawer/bank, enter that one drawer's value. If you have multiple drawers/banks, enter the cash counted for each drawer/bank one after the other, using the arrows to switch drawers/banks.

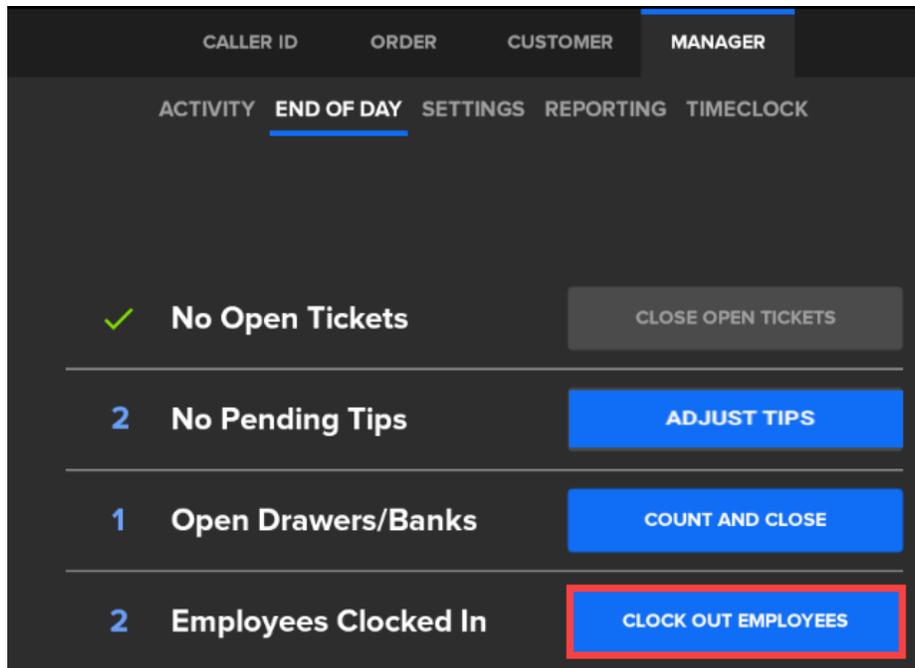


- Tap **Ok** to verify you are finished counting.
- Tap **Print** if you need to print a record of the cash count.
- Tap **Finish** when you are done to be returned to the Activity screen.
- Tap the **End of Day** tab to return to the EOD process.

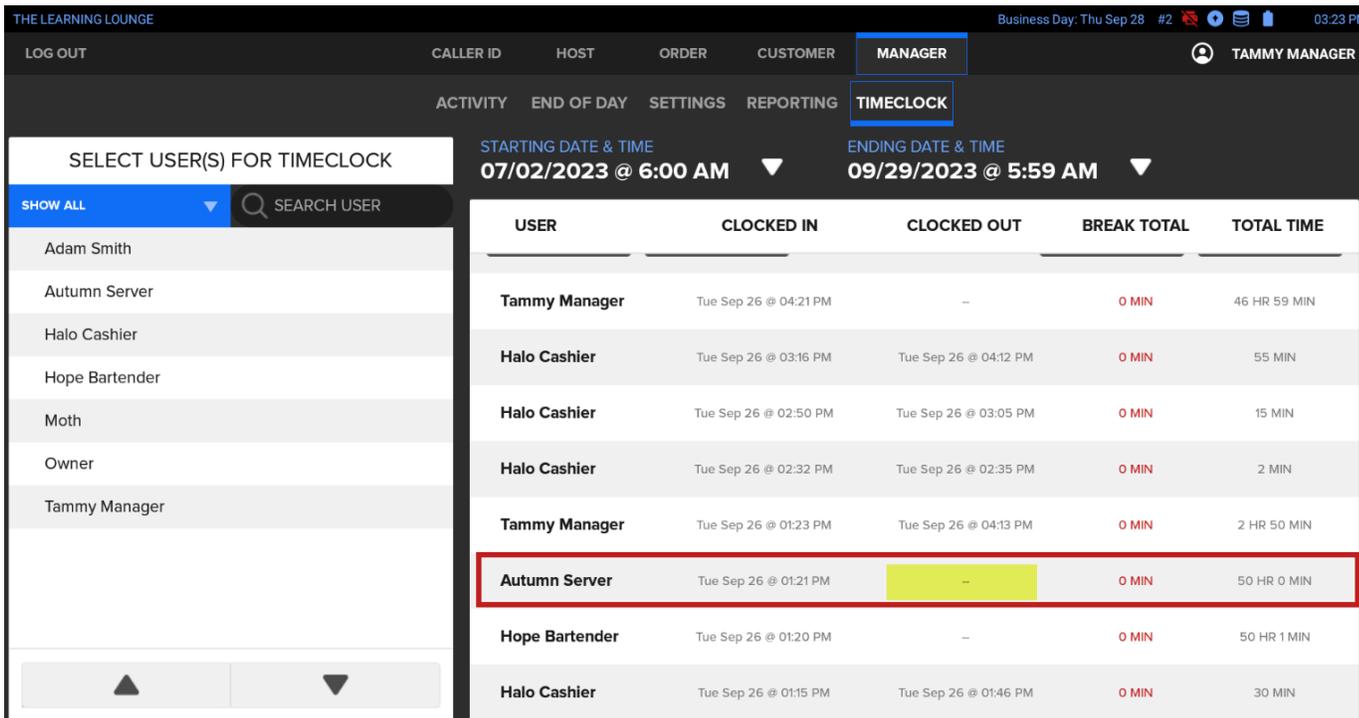
For additional information, visit the [End of Day - Activity Summary Equations on SkyTab POS](#) article.

Manager Process Clock Out Employees

The final step of the End of Day process is to make sure all employees are clocked out for the day. At least one employee will be clocked in (the closing manager or supervisors). To clock out other employees, select **Clock Out Employees**.



1. Select the employee(s) with no 'CLOCKED OUT' value listed.



2. Touch the 'Clock Out' field.

USER	CLOCKED IN	CLOCKED OUT	BREAK TOTAL	TOTAL TIME
Tammy Manager	Tue Sep 26 @ 01:23 PM	Tue Sep 26 @ 04:13 PM	0 MIN	2 HR 50 MIN
Autumn Server	Tue Sep 26 @ 01:21 PM	--	0 MIN	50 HR 2 MIN

Server	09/26/23 1:21 PM	Clock Out	0 MIN	50 HR 2 MIN
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Cash Tips: Notes:

DELETE SHIFT SHIFT REPORT CANCEL SAVE

3. A pop-up message asks if you are sure you want to clock out this employee. Tap **Ok**.

ARE YOU SURE?

This will clock out the selected employee, are you sure?

CANCEL OK

4. Select the date/time to clock out the employee and then **Save**.

5. Select **Save** again on the timeclock screen.

USER	CLOCKED IN	CLOCKED OUT	BREAK TOTAL	TOTAL TIME
Tammy Manager	Tue Sep 26 @ 01:23 PM	Tue Sep 26 @ 04:13 PM	0 MIN	2 HR 50 MIN
Autumn Server	Tue Sep 26 @ 01:21 PM	Tue Sep 26 @ 11:26 PM	0 MIN	10 HR 5 MIN

Server	09/26/23 1:21 PM	09/26/23 11:26 PM	0 MIN	10 HR 5 MIN
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Cash Tips: Notes:

DELETE SHIFT SHIFT REPORT CANCEL SAVE

Hope Bartender	Tue Sep 26 @ 01:20 PM	--	0 MIN	50 HR 7 MIN
Halo Cashier	Tue Sep 26 @ 01:15 PM	Tue Sep 26 @ 01:46 PM	0 MIN	30 MIN