**Closing the Museum POS & Register at End of Shift**

Must be done by museum desk staff at the end of each shift before they leave for the night

**Closing the Register**

1. In Proxis click on File🡪 Close Register (s)
2. A pop-up window appears, click “okay” *(default radio button “40-Column Report” is filled in, and both check boxes below that are marked)*
3. Another pop-up box appears, click “okay”
4. End of shift receipt prints out to the receipt printer (if it does not print look in the staff black and white printer to see if it got sent there.) There are 2 parts to the receipt, take small part and staple on top of the longer part.

**Closing the Credit Card Machine**

1. Press “Batch” button
2. Press “Enter” when it says choose host
3. Press “Enter” when it says choose option 1. Close batch

**Closing the Cash Draw**

1. Look at the smaller end of shift report you stapled on top for your credit card, check and cash totals. Make sure you have the proper amount of checks, and that the credit card slips match both this end of shift report and the batch report you printed from the credit card machine. The credit card totals on the end of shift report are listed by the credit card company (Visa, etc.)
2. Look at the amount of cash taken in and deduct $200 to get the total amount you need to pull from the register (the draw starts with $200 each morning.) Take out cash from register.
3. Place cash, checks, credit card slips and end of shift report in deposit envelope (located in the second draw from the top at the museum desk). Write on the outside of the envelope the date, and your initials. Do not seal. Place in Bookeepers mailbox downstairs.
4. Count cash in draw and make sure there is $200 to start the next day with
5. Lock cash draw