Closing Procedures For QSP
Esber Cash Register 1-800-669-0792

When Lunch Is Done-

1. Click or touch the **ESC** key on the left center screen. (*If there is an active patron or items in the subtotal screen, click or touch yes, then click or touch the **ESC** key again*).

2. Click or touch the **CLOSE CASH DRAWER** key on the screen.

3. Enter your money:
    a. Touch the white box next to the denomination you are entering.
    b. Type or tap in the quantity of that denomination you have (4 quarters, not 1.00 in quarters)
    c. Repeat for each denomination.
    ! Note: *If you use the keyboard to type in the quantities, you can use the TAB key to move to the next denomination.*

4. Click or touch the **NEXT** button.

5. Enter your checks:
    a. Click or touch the white box beside TOTAL, and ensure the 0's disappear.
    b. Enter the total amount in checks.

6. Click or touch the **NEXT** button.
    a. *The VERIFY TOTALS screen will appear. The top left totals are the monies entered by the user. The top right totals are the monies recorded during sales. Any discrepancies are shown below on the left as OVER/SHORT. Numbers in black indicate an overage, while numbers in parentheses and in red indicate a shortage.*

7. Click or touch **TRIAL CLOSE**.

8. Click or touch **FINAL CLOSE**.

9. Print the **BALANCING REPORT**:
    a. Touch or Click BALANCING REPORT
    b. Click or touch the middle two boxes to remove the X from them. (leave Cash and Check Details X'd)
    c. Touch or Click RUN REPORT
    d. Touch or click the printer icon on the top right of the report screen.
    e. Click or touch OK on the printer screen.
    f. Click or touch X on the top right corner
    g. Click or touch EXIT

10. When exiting POS, touch or click **EXIT** 2 or 3 times, then touch or click **CANCEL**, touch or click **ESC**, then **YES**. You are now out of the POS.

Printing Daily Reports:
1. Log into QSP Manager
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2. Go to **STANDARD REPORTS**.

3. Run the **Sales Transaction Detail Report**:
    a. Click on **SALES TRANSACTION DETAIL REPORT**.
    b. Choose Cafeteria (if you have multiple schools)
    c. Under the Cashiers box, click on **SELECT ALL**
    d. Move the slider bar located on the right side all the way down.
    e. Under the Terminals box, click on **SELECT ALL**
    f. Click on the ✓'s in the boxes to remove them with the exception of **CHECK DETAILS.**
    g. Click on **RUN REPORT**, located as a tab on the top left of the report screen.
    h. Click on the printer icon located at the top right.
    i. Click on **OK** to print report.

4. Running State Forms:
    a. In Manager, go to **CUSTOM REPORTS**
    b. Click on the appropriate state form required. (**OH CN6/7/7K/7S or PA MEAL PROGRAM REPORT**)
    c. Choose School (if you have multiple schools)
    d. Each report will default to the current month. To change dates, click on the calendar icon next to the **BEGIN:** and **END**: and click on the appropriate dates. (You can combine months together if you need, ie… May/June, August/September).
    e. Click on **RUN REPORT**
    f. Click on the printer icon in the top left
    g. Click **OK** on the print screen

5. Running Backups At The End Of Day:
 In most cases, daily backups are run from the **QSP DAILY BACKUP** folder located on the Windows desktop.
    a. Double click the **QSP DAILY BACKUP** folder.
    b. Double click the current day. A black window will appear and show files being copied.
    c. Check to make sure the backup was completed successfully. There will be a long file name followed by "*1 FILE COPIED*" up to 2 times. After the second file copies, "*PRESS ANY KEY TO CLOSE*" will appear.
    d. Press the **space bar** or **ENTER** key on the keyboard and the black window will disappear.
    e. Click on the X located in the top right corner of **the QSP DAILY BACKUP** window.
! Note: *If the backup screen says anything other than noted in item 3, call your tech or our office for help.*