



ESBER CASH REGISTER

<https://www.payschools.com/esber-cash-register/>

1-800-669-0792

QuikLunch Closing Procedures Help Guide

Closing Drawer at End of Service

Press the **Drawer** button, to close the current drawer.



The Close Drawer screen will display, allowing the cash and checks received to be reconciled.



Press the **Cancel** button to return to the **Sales** screen.


Enter **Cash Amount**: There are 2 options to enter cash at closing: CASH TOTAL or DENOMINATIONS



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In SDMS you select the option you prefer: Login to SDMS > QSP > Administration > Options



If changes are needed, such as the wrong amount was entered, press the **Backspace** icon  on the number pad.

Enter **Checks**: Press the **Check** button:

The screenshot shows a blue interface titled "CLOSE DRAWER". At the top, it says "CHECKS : 0 / 1" and has a "SELECT ALL" button. Below this is a table with a checkbox, "CHECK #", and "AMOUNT" columns. The "CHECK #" field contains "2583" and the "AMOUNT" field contains "\$25.00". At the bottom, there is a summary bar: "CASH : \$0.00 CHECK : \$0.00 TOTAL : \$0.00". Below the summary bar are four buttons: "CANCEL", "ENTER CASH", "ENTER CHECK ✓", and "PREVIEW CLOSE".

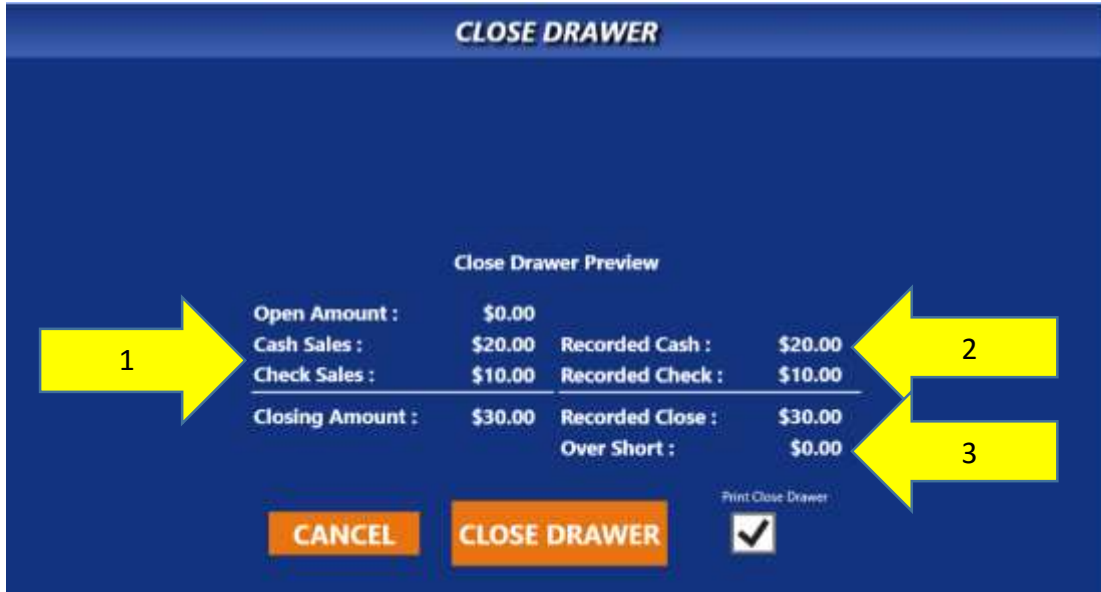
Confirm the amounts and check numbers were entered correctly during the serving period. Mark each of the checks collected confirmed selecting the box provided beside each check.

The screenshot shows the "CLOSE DRAWER" interface with "CHECKS : 1 / 1". The "SELECT ALL" button is now orange. The table below has a checked checkbox, "CHECK #", and "AMOUNT" columns. The "CHECK #" field contains "5555" and the "AMOUNT" field contains "\$10.00".

After you have entered all funds you select **Preview Close**

The screenshot shows the "CLOSE DRAWER" interface with "CHECKS : 1 / 1". The "SELECT ALL" button is orange. The table below has a checked checkbox, "CHECK #", and "AMOUNT" columns. The "CHECK #" field contains "5555" and the "AMOUNT" field contains "\$10.00". At the bottom, the summary bar shows: "CASH : \$0.00 CHECK : \$10.00 TOTAL : \$10.00". The "ENTER CHECK ✓" button is highlighted in yellow, and the "PREVIEW CLOSE" button is orange.

Close Drawer Preview window will open when the preview close button is selected.



1. Total funds recorded during sales period.
2. Total funds received by cashier during sales period.
3. OVERAGE/SHORTAGE is displayed in this field. Numbers in white indicate an overage, while numbers in parentheses and in red indicate a shortage. If the field is all zeros, then you are balanced.

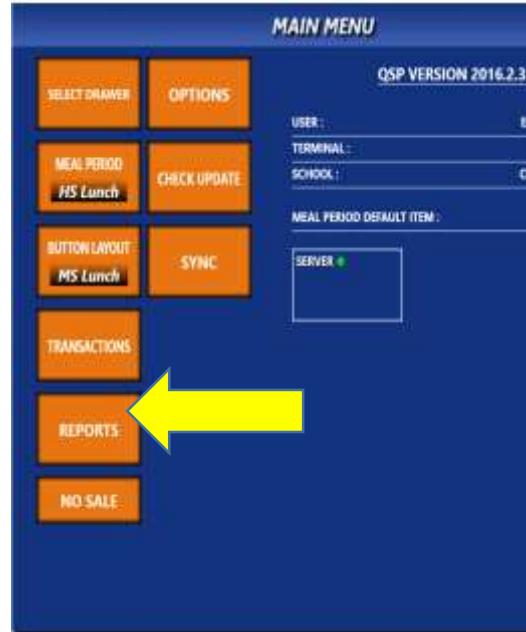
If the check/cash totals are **NOT** correct and a mistake was made entering the amounts, press the **Cancel** button to return to the drawer funds screen and make corrections. If you want to correct a transaction you must also click Cancel again to return to Service/Sales Mode.

Print Close Drawer Report is defaulted to unchecked. You must press box to check to print when you select Close Drawer.

If the totals are correct, press the **Close Drawer** button to confirm and close the drawer.

Print prior Closed Drawer Reports:

Select **Menu** > Select **Reports** > Select **Close Drawer Report** > Select **Closed Drawer Report to Print** > Select **Print**



Select Report

Close Drawer Report

Close Drawer Report : Select Drawer


OpenDate	ClosedDate	SchoolName	TerminalName	Cashier	DrawerId
2/12/2016 8:38:00 AM	2/12/2016 8:46:00 AM	Charlie High School	Melissa Drescher	Eber Cash Register	34c47e86-a53e-453a-bd89-a2b94b5da90
2/11/2016 2:24:00 PM	2/11/2016 11:59:00 PM	Charlie High School	Melissa Drescher	Eber Cash Register	c06dc2db-f6b5-4c68-949a-8125825960a5
2/11/2016 1:06:00 PM	2/11/2016 1:34:00 PM	Charlie High School	Melissa Drescher	Eber Cash Register	553528dd-e905-4c14-a7d1-eee629a024b0
2/11/2016 10:46:00 AM	2/11/2016 1:06:00 PM	Charlie High School	Melissa Drescher	Eber Cash Register	f5dabccc-d50e-4fe9-9a80-149b06e128c3

PRINT


BACK

QuikLunch Reports


Printing or Viewing Reports:

1. Log into SDMS (Student Data Management System)
2. Click Reports
3. Hover over QuikLunch Reports, then Hover over Sales Reports
Then click on **Daily Drawer**
4. **Run Daily Drawer Report**
 - a. Choose your School
 - b. Choose the Cashier or run it for All Cashier
 - c. Click on **Generate Report**
 - a. Click on 
 - b. Click on PDF
 - c. Click on **Open with Adobe reader**
 - d. Click on **OK**
 - e. Click on the printer icon
 - f. Click **Print**
 - g. Click on the X on the top right corner to close

Go back to step 2

5. Click Reports
6. Hover over QuikLunch Reports, then Hover over Sales Reports
Then click on **Transactions**
7. **Transaction Reports**
 - a. Choose your School
 - b. Click on Detail
 - c. Checkmark "Include Deposit" and "Include Over/Short"
 - d. Click on **Generate Report**
 - e. Click on 
 - f. Click on PDF
 - g. Click on **Open with Adobe reader**
 - h. Click on **OK**
 - i. Click on the printer icon
 - j. Click **Print**
 - k. Click on the X on the top right corner to close

Go back to step 2

8. Click Reports
9. Hover over QuikLunch Reports, then Hover over **State Reports**
Then click on **(OH CN6/7/7K/7S or PA MEAL PROGRAM REPORT)**
- 10. Run State Forms**
 - a. Click on the appropriate state form required. **(OH CN6/7/7K/7S or PA MEAL PROGRAM REPORT)**
 - b. Choose School
 - c. 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, i.e.... May/June, August/September).
 - d. Click on **Generate Report**
 - e. Click on 
 - f. Click on PDF
 - g. Click on **Open with Adobe reader**
 - h. Click on **OK**
 - i. Click on the printer icon
 - j. Click **Print**
 - k. Click on the X on the top right corner to close

These steps can be followed to view and print all of the reports available.

Please do not hesitate to contact the Esber Cash Register Support Staff for any help or questions. 1-800-669-0792, www.ecrpos.org