

Nightly Checklist

This document serves as a nightly checklist for full service and bar operations using the MicroSale point of sale system. It outlines the tasks that must be completed each night to ensure maximum efficiency and performance when it comes to daily operations.

Intended Restaurant Style:
Table Service, Bar Service or similar operation

Primary Audience:
Closing Manager

Boost Profits & Lower Loss



Lower labor costs

Review labor hours at the end of the day and ensuring employee' worked hours



Lower loss

Validate the day's voids, discounts, and cash deposits before finalizing the closeout



Reduce chargebacks

Confirm all tips and charges are entered and accurate before settling the credit card batch

Nightly Checklist

- ☒ All terminals are powered on and on the ID Screen
- ☒ All checks and takeout orders are closed
- ☒ All tips have been entered and validated
- ☒ All employee audits are closed
- ☒ All employees are clocked out (optional step)



All steps in this checklist (except employees off the clock) must be completed in order for the system to successfully close out and settle your credit card batch.



1 Are all POS terminals powered on and on the ID Screen?

This ensures all terminals' data is properly recorded and reset

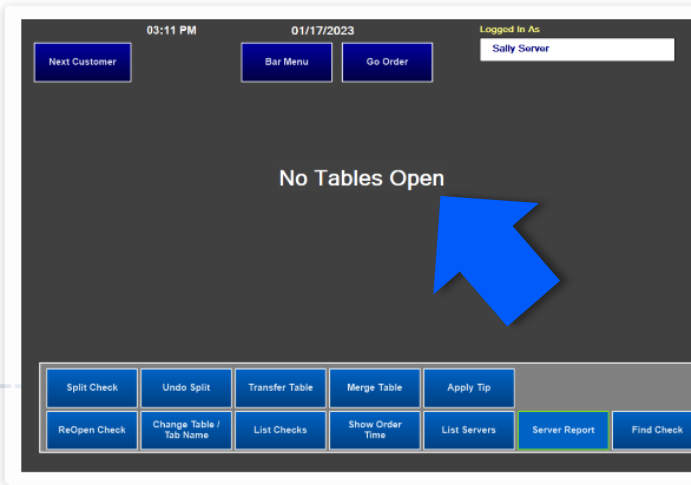


2 Are all checks closed and takeout orders closed?

How to look for open checks:

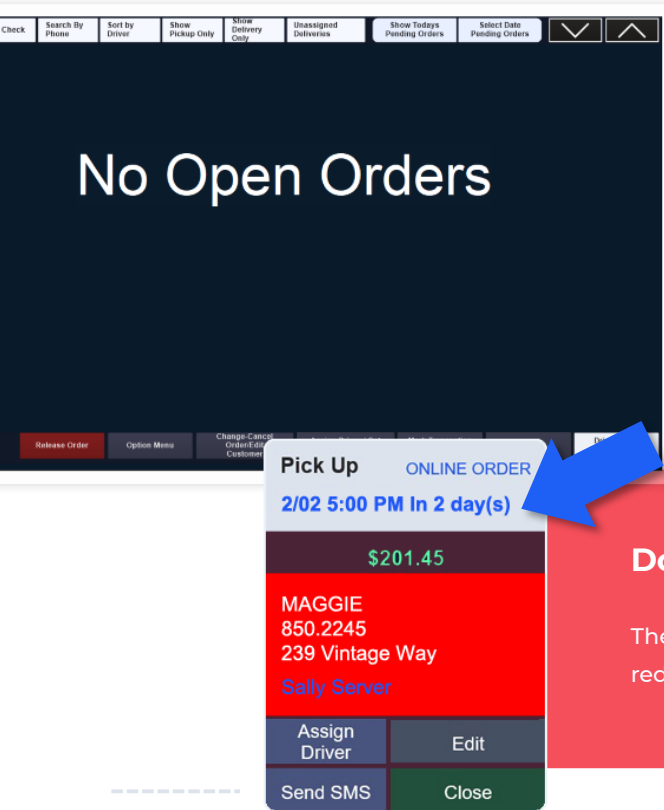
Login > Server Menu

An empty server menu (server screen) means there are no open checks or tabs



How to look for open phone/online orders:

Order Screen or Server Menu > Phone Orders



If you have open takeout orders that were not picked up:

- 1. Discount the check to \$0.00 and close to cash
A discount tracks as a deliverable good, removing the items from inventory (when using an integrated inventory program)
- 2. Void the check
A void adds the items back into inventory, assuming the food was never made.

Do not close future takeout orders (pending orders)

These pre-placed orders appear under "Pending Orders" and always have a red background (with a future date/time).



3 Did you verify all tips are entered and accurate?

After the batch settles, tips can only be added or adjusted on the processor’s side.



How to verify tips:

Managers Menu > Credit Card Menu

List of Current Charges			
Servers	Charge Amt	Gratuity	Account Number
008 New Employee	24.56	0.00	XXX-XXXX-XXXX-0119
012 New Employee	54.03	8.00	XXX-XXXX-XXXX-0119
014 New Employee	7.49	0.00	XXX-XXXX-XXXX-0119
016 New Employee	3.74	0.00	XXX-XXXX-XXXX-0119
017 New Employee	2.20	0.00	XXX-XXXX-XXXX-0119
025 New Employee	1.67	1.00	XXX-XXXX-XXXX-0119
043 New Employee	9.45	0.00	XXX-XXXX-XXXX-0119
045 New Employee	9.83	0.00	XXX-XXXX-XXXX-0119
046 New Employee	9.83	53.00	XXX-XXXX-XXXX-0119
047 New Employee	9.83	0.00	XXX-XXXX-XXXX-0119
058 New Employee	1.61	0.00	XXX-XXXX-XXXX-0119
065 New Employee	7.49	2.00	XXX-XXXX-XXXX-0119

check Total

141.52

Tip Total

64.00

Batch Total

205.52

Reprint Batch

Print Batch

Batch Utilities

Batch Charges

Exit

1. Compare the signed credit card slip to the entered tip amount
2. If adjustments are needed, tap the incorrect tip within the Gratuity column
3. Exit when finished (do not select batch charges)



Do not close the batch during this step

The batch settles automatically after running the closeout. If you settle now (Batch Charges button), the charges will not attach to this day’s closeout report.

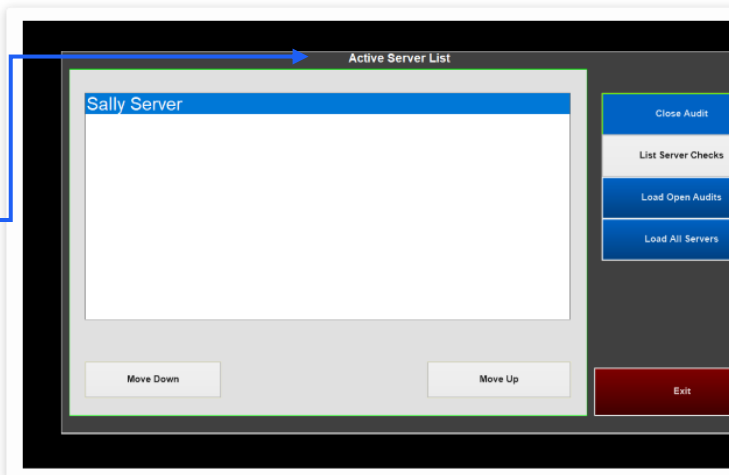
4 Are all employee audits (server reports) closed?



How to look for open audits:

Server Menu > Server Report > Server Audits

1. Tap an audit name, then **Close Audit**
2. The **Active Server List** displays open audits (by employee or audit name, such as “AM Drawer”, “PM Drawer”)



Alternatively, Close all audits at once:

Server Report > Server Audits > **Close All Server Audits**

1. Select **Close All Server Audits**
 2. Confirm the cash deposit by selecting Yes;
*** If cash deposit(s) are wrong, Select No and reenter the deposit.
(You can also edit this total before the closeout or following days through the Daily Sales Summary screen)
- If the system prompts that checks are open, please go back and close all checks before proceeding.



5

Are all employees clocked out?

Optional Step

If employees are still actively working, keep them on the clock. However, at the end of their shift, they must clock out in order to verify their worked hours for the day and to claim cash tips (if applicable).



How to look for employees on the clock:

Managers Menu > Reports Menu > Time Keeping Reports > **Who's on the clock**



Warning!
Depending on your system settings, the closeout may fail if employees are still on the clock.

At the start of the day tomorrow, verify the closeout ran by following this guide:

[Starting the Day: Verifying a Successful Closeout](#)

Complete.

If your system is set to run automated closeouts, your checklist tasks are complete.

To run the closeout manually, continue on.



Tips for Success

Having a manager perform the closeout is a great opportunity to review the day one last time.

If the system is manually closed, the software knows not to run the automated closeout.

Running a Manual Closeout



How to run a closeout:

Managers Menu > **Daily Close**

1. Tap Daily Close

2. Confirm the physical cash matches the “Cash from Audits”
3. Tap Close Daily Sales, then Yes to confirm

4. To print the Daily Sales Mix, tap Yes
You can print or email this at a later time. The report emails out when the closeout completes.

5. Tap Yes to settle the credit card batch

6. If it is also the end of your week, it'll prompt to run a Weekly Close Out, tap Yes

amount	
Cash to Account For	229.45
Cash from Audits	229.45
Bank Deposit 2	0.00
Bank Deposit 3	0.00
Bank Deposit 4	0.00
Closing Deposit	0.00
Safe adjustment	0.00
Total Voids	2.25
Total Discounts	4.66
Total Non Cash Tenders	28.30
Total Bank Deposits	229.00
Total Paid Outs	0.00
Deposits Paid In	0.00



The closeout may take several minutes as it pulls data from all terminals, automatically emails out reports, and resets data. Do not turn off the computer. When the process completes, it will exit the closeout screen automatically.