



**PREPARED BY:**  
CNIC N946

**LAST UPDATED:**  
7/21/2023

# RECTRAC 3.1 EOS Cash Out

---

## Table of Contents:

- Section 1: [End Of Shift Cash Out Procedure](#)

FOR ASSISTANCE PLEASE CONTACT:  
+1.844.697.4357 | SUPPORT@CNICFFR.ORG



## End Of Shift Cash Out Procedure



To end your shift and cash out your drawer, click the log out button in the lower left hand corner of the screen.

Information

Do you want to Close Out your Batch?

Yes No

Click Yes to continue to the Cash Balancing Work Sheet screen.

Click No to log out of RecTrac and keep your drawer open.

Click the X in the upper right to cancel back to RecTrac.

## Cash Balancing Work Sheet

Cash Balancing Work Sheet Tender Balancing

|                                      |                   |                                      |                                     |
|--------------------------------------|-------------------|--------------------------------------|-------------------------------------|
| Hundreds Count ⓘ                     | Hundreds Amount ⓘ | Halves Count ⓘ                       | Halves Amount ⓘ                     |
| <input type="text" value="1"/>       | \$ 100.00         | <input type="text" value="0"/>       | \$ 0.00                             |
| Fifties Count ⓘ                      | Fifties Amount ⓘ  | Quarters Count ⓘ                     | Quarters Amount ⓘ                   |
| <input type="text" value="0"/>       | \$ 0.00           | <input type="text" value="0"/>       | \$ 0.00                             |
| Twenties Count ⓘ                     | Twenties Amount ⓘ | Dimes Count ⓘ                        | Dimes Amount ⓘ                      |
| <input type="text" value="0"/>       | \$ 0.00           | <input type="text" value="0"/>       | \$ 0.00                             |
| Tens Count ⓘ                         | Tens Amount ⓘ     | Nickels Count ⓘ                      | Nickels Amount ⓘ                    |
| <input type="text" value="0"/>       | \$ 0.00           | <input type="text" value="0"/>       | \$ 0.00                             |
| Fives Count ⓘ                        | Fives Amount ⓘ    | Pennies Count ⓘ                      | Pennies Amount ⓘ                    |
| <input type="text" value="0"/>       | \$ 0.00           | <input type="text" value="0"/>       | \$ 0.00                             |
| Ones Count ⓘ                         | Ones Amount ⓘ     | Other Coin Amount1 ⓘ                 |                                     |
| <input type="text" value="0"/>       | \$ 0.00           | <input type="text" value="\$ 0.00"/> |                                     |
| Other Bill Amount ⓘ                  |                   | Other Coin Amount2 ⓘ                 |                                     |
| <input type="text" value="\$ 0.00"/> |                   | <input type="text" value="\$ 0.00"/> |                                     |
|                                      |                   | Total Cash ⓘ                         | <input type="text" value="100.00"/> |

Next Cancel

On the Cash Balancing Work Sheet screen, enter in all counted tenders.

The amounts will auto calculate as well as the Total at the bottom.

When finished, click Next.



## End Of Shift Cash Out Procedure cont.

### Tender Balancing

Cash Balancing Work Sheet Tender Balancing

| Options |                               | Templates      |            | ☑ ( 0 )           |                   | Refresh |  | Payments |  | 1 to 6 of 6 |  |
|---------|-------------------------------|----------------|------------|-------------------|-------------------|---------|--|----------|--|-------------|--|
| Paycode | Description                   | Counted Amount | Over/Short | Calculated Amount | Over/Short Amount |         |  |          |  |             |  |
| 02      | Cash                          | \$ 100.00      | N/A        | \$ 0.00           | \$ 0.00           |         |  |          |  |             |  |
| 03      | Credit Card                   | \$ 0.00        | N/A        | \$ 0.00           | \$ 0.00           |         |  |          |  |             |  |
| 33      | Refund CC - Manual Card Entry | \$ 0.00        | N/A        | \$ 0.00           | \$ 0.00           |         |  |          |  |             |  |
| DNG     | Dine on the Go                | \$ 2.00        | N/A        | \$ 0.00           | \$ 0.00           |         |  |          |  |             |  |
| GC      | Gift Certificate              | \$ 0.00        | N/A        | \$ 0.00           | \$ 0.00           |         |  |          |  |             |  |
| RIK     | RIK                           | \$ 0.00        | N/A        | \$ 0.00           | \$ 0.00           |         |  |          |  |             |  |

Buttons: Post End of Shift, Prev, Cancel

On the Tender Balancing screen, review all tenders. Cash is generally the only tender that is manually entered; everything else will auto populate based on sales done during your shift. These amounts can't be changed on this screen. Click 'Post End of Shift' to finish the close out procedure. End of Shift paperwork will automatically print out and you will be logged out of RecTrac.