

Sales Report



Stand: Stadium Upper Stadium Lower Gym Pool Garfield North MPF Harding	Date:	Temperature:
Sport: Football Soccer Volleyball Basketball Wrestling Swim Track Baseball Softball Lacrosse Other:		
Sex: Boys Girls Level: Varsity JV Freshman Mid. School Youth St. Eds	Opponent:	

✓ **Complete the Sales Report below when closing - Use Pencil!**

1. FIRST Count the tips & Ring them up as the last sale on the iPad

- Ring up the 'End of Game Tips' as a single, final sale of the night on one of the iPads and add the cash to the Cash Drawer.

2. Count the Cash Drawer - this is the "Actual in Drawer" amount

- For each iPad Register, count all the cash in each drawer and write it in the **Actual in Drawer** below. (Note: this will still include the *Starting Cash* amount).

	Actual in Drawer	Expected in Drawer	Difference (+ / -)	Starting Cash	Actual - Starting =
iPad Register 1	\$	\$	\$	\$	\$
iPad Register 2	\$	\$	\$	\$	\$

3. "End" the Cash Drawer for each iPad Register

- On each iPad Register, go to **More > Reports > Current Drawer** and tap "End Drawer". Type in the amount from Step 3 in "Actual in Drawer".
- Get the "Expected in Drawer" from this screen and enter below along with the **Difference** between **Actual** and **Expected**.

4. Prepare the Deposit

- Subtract the **Starting Cash** amount from **Actual in Drawer** for each Register and add it together as the **Deposit Amount**
- Create the Cash Deposit with the **largest bills possible**.
- Sign and send photo of this form to Sales@GoLakewood.org
- Secure this report and Cash Deposit into a ZipLoc bag and secure it in the stand.

Deposit Amount
\$

Stand Manager Name _____ Signature _____

FFL Bank Account Number	0013152889
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Setup Sales Report:

1. Set the Sport, Level, Date and Temperature info at the top of the page
2. Enter your "**Starting Cash**" amount on step 3 for each iPad Register

Setup Volunteer Sign In Sheet

1. Start a Volunteer Sheet for volunteers to sign in
2. Secure this on a clipboard near the door. Ask everyone to PRINT their name
3. Send a photo of the sheet to hours@golakewood.org at the end of the night

Setup iPad Registers

- Connect the Register stand to power, Connect the Card Reader to the USB brick.
- Confirm you are connected to the Internet via Wifi  *



Square

- Open the **Square** App and log in using the 4 digit Access Code (1816)
- Go to **≡ More > Reports > Current Drawer** to start your cash drawer. Enter the *Starting Cash Bank* amount for the iPad Register and tap "**Start Drawer**" and "**Confirm Start Drawer**"
- Give it a "Description" for the event (ie "*Varsity Football vs Rocky River*")
- Go to **Checkout** and tap **Favorites or Menu** up top to begin making sales!

* Connecting to Wifi

1. Press the Home button
2. Tap to Open "Settings" app
3. Tap "Wifi", Look for NETWORKS
4. Network: **LKWD** & Password: **LKWDC21**



Settings

If the device cannot connect to the internet, you can still take in sales in **Offline** mode.

Please call/text **Vince Frantz at 216-272-8603** if the Device doesn't get an internet connection. Sales and Credit Card Payments will be synced up once the device is connected to the internet. Only swiping cards on the stand itself will work offline.