

Regit Point of Sale **Closing Month Procedure**

Done the last day of each month.
Close drawer as usual in the evening.

Log into Regit Office

Queries-Sales and Discount Queries are important for financial purposes and product sales projection.

Open Database Product 1.

Query-“Load Query “

1. “100 Plus Month”(Remember you can adjust this dollar amount, \$25 is appropriate for new locations.)

-Export, Save as “Month Name” Sales. E-mail attached “.csv” file to district manager.

-Adjust columns so they will all print on a 8.5” by 11” page. Print and save for your records.

-Review to evaluate your key products and forecast product/fragrance sales over the next month, the next year/same month.

-Close Query

2. “IN STORE DISCOUNTING”

-Adjust columns so they will all print on a 8.5” by 11” page. Print and save for your records.

-Add together the Month Sales dollar totals from the ½ Price UPC Items. (1/2 Price SCC and ½ Price Misc. Vendor.)

-List each individual total in the Notes column of your Financial Spreadsheet.

-Close Query

3. “Promotional Sales Month”

-Adjust columns so they will all print on a 8.5” by 11” page. Print and save for your records.

-Add together the Month Sales dollar totals from all Promotionally ½ Priced SCC items.

-List total in the Notes column of your Financial spreadsheet.

Discount Queries

Combine Discount Month Sales Totals for Misc Vendor/SCC and Promotional items. Enter Dollar amount in the last row of the “Discounts” column of your Financials Spreadsheet.

Close queries and exit Database Product 1.

Reports-“Sales Report”-Totals should match your Financial Spreadsheet.

1. Print Master Sales Report (make sure this prints to a 8.5” by 11” sheet, it may default to your receipt printer. If so, use “Print Set- Up” to chose your standard printer.)
 2. Print Misc. Sales Info. Report.
 3. Compare “Total Sales” and “Total Sales and Sales Tax” totals to the Net Sales and Tax 1 Sales columns of your Financial Spreadsheet.
 4. Compare Misc. Sales Info for Gift Certificates-Issued and Redeemed to the Gift Tender and Gift Issued columns of your Financial Spreadsheet.
- Close Reports.

Closing & Archiving the Month

***Before you proceed to this step make sure all the above have been completed.**
Open Utilities.
“Close Month”-Archive as “Month Name”

Month Sales Have Now Been Returned to ZERO.

All Month Closing Reports/Queries should be put in your monthly financial folder and stored with the month records.