

### **Opening the Regit Cash Register**

First Login to the register, double click the icon on desk top and use your password to log in.

1. Open the drawer (CTRL-O)
2. Select “View”(top of register screen,) Select “Drawer Totals”  
-this should read “0.00” as should all other totals.
3. Count and total the cash in the drawer.
4. Enter the total into the Cash box. Click OK.
6. Go Back to “View” and select “Drawer Totals.”
5. Print\* the drawer totals, (this will print on your receipt printer.) Put receipt in drawer. (This is the your new “start cash” receipt and will be stapled to your financial paperwork at closing.)  
\* Print button is on Drawer Totals Screen.
6. Close Drawer Totals Screen by clicking OK.

**Drawer is now open for business.**

### **Closing the Regit Cash Register**

1. Select “View” (at top of cash register screen) then select “Drawer Totals.” Click “Print” on the Drawer Totals screen-a receipt showing all totals will print on your receipt printer.
2. Open the cash drawer (CTRL-O)
3. Separate checks and charges
4. Minimize Regit Register

5. Open Checks Register (double click icon on desk top)
6. Complete the checks register.
  - A. Find the row with your date, enter your shift number, and enter each individual check amount in each cell of the row.. Use tab or arrow keys to move from cell to cell in the spreadsheet
  - B. Checks will be totaled for you in the Checks Deposit Column.
  - C. In the Total Checks Column, enter the checks amount from your printed Drawer Total receipt.
  - D. If there is a difference between your checks deposit total & your checks total, please note why in the notes and initials column.
  - E. Save!!!-Select "File" and "Save" or click on the Disk icon to save.**
  - F. Close checks register.
7. Maximize Regit Register.
8. Settle and Balance the Charge Machine.
9. Add together all charge totals, Mastercard, Discover/Novus, Visa, from your printed drawer totals receipt.
10. Compare Credit Card Balancing Report totals to the drawers charge totals, if they don't match, please note why on your Drawer Totals receipt.
11. Count and Total your cash deposit.
12. Select "Actions" (top toolbar of register screen) Select "Paid Out" Fill in the total of your cash deposit, then fill in the reason -Deposit Shift 1 or Shift 2
13. Fill out your bank ticket, checks and cash. Fill out your deposit bag as you normally would.
14. Open the Department Report, (shortcut to department report will be in your start menu, bottom left.)

15. Print Department report. BE SURE DEPARTMENT REPORT HAS COMPLETELY PRINTED BEFORE GOING TO NEXT STEP!  
Close Dept. Report.
16. Select "File" then select "Close Register"
17. By default, the 40 column report is selected. This is the report you want. Click OK. You will see a message warning you that drawer totals will be cleared-**PLEASE BE SURE YOU HAVE PRINTED YOUR DEPARTMENT REPORT!** Then click ok. The "Master Sales Report" and another Drawer Totals receipt will print on your receipt printer.
18. Cut drawer totals from Master Sales Report., mark ok by each type of total (charges, gift certs. Etc) if a total is incorrect please note why and write the correct total.
19. Count and Total the cash remaining in drawer. This number should match the Cash Total on the Drawer Totals Receipt that printed with the Master Sales Report. If totals do not match, write the correct total on the Drawer Totals receipt and a note as to why.
20. NEATLY Staple the start cash receipt, the Drawer totals receipt (both previous to and following your cash deposit pay out,) Master Sales Report, and deposit bag stub to the Department Report.
21. YOU ARE FINISHED! THANKS!