

"The Cash Count" beginning and end of day procedure

1 Click the "Go To" button in the Sales Screen

The screenshot displays the Club Prophet Sales Screen interface. At the top, there is a large light blue rectangular area. Below this, the screen is divided into several sections. On the left, there is a summary section with the following fields: Subtotal (\$0.00), Tax (\$0.00), Total (\$0.00), and Amount Due (\$0.00). The Amount Due field is highlighted in green. To the right of the summary section, there are two large blue rectangular areas labeled 'Umbrella' and 'EPOCH sunglasses'. Below these, there is a section for payment methods with buttons for 'Credit Card', 'Payment Methods', and 'Split Check'. At the bottom of the screen, there is a row of buttons: 'Exit', 'Goto' (highlighted with a red circle), 'Print Receipt', 'Key Pad', 'Invoice', 'Search', 'Coupon', 'Store: Barren River', and 'Multiple Discount'. The 'Goto' button is the one to be clicked according to the instruction.

City	Batch Discount	Delete Item	Clear Sale
Subtotal \$0.00			
Tax \$0.00		Tendered \$0.00	
Total \$0.00			
Amount Due \$0.00			
Payment	Amount	Ref Num	Member

Exit Goto Print Receipt Key Pad Invoice Search Coupon Store: Barren River Multiple Discount

2 Click "Cash Count"

Goto... ✕

StarterHut v3	Sales	Inventory	Customer	Report	Time Keeper	Email
Gift Card Balance	Cash Count	Assign Drawer				

3 Click "Cash Drawer Details"

Cash Count - Barren River ✕

Store Name:

Search (date/terminal/shift):

Terminal:
☐ BARREN-RIVER-PR
☐ DESKTOP-SP16KQC
☐ FSOLLC-GM03FVRH
☐ FSOLLC-PF55MVV6
☐ FSOLLC-PW06F7X7
☒ FSOLLC-PW09QMVH
☐ KDPBRD7ZLWY24

Shift # Shift Start: 8/19/2025 12:00 AM
Sales Date: 8/19/2025 Shift End: 8/19/2025 10:19 AM

Total Cash Drawer Summary:

Cash Drawer Total:
Cash Drawer Details
Custom:
Custom 2:
Traveler Checks:
Cash Drawer Total: \$0.00

FYI:
Customer Credits Redeemed
Payments received
Event Deposits Received
Gift Cert to Credit Book

-	<input type="text" value="\$0.00"/>	Cash Drawer Total
+	<input type="text" value="\$0.00"/>	Beginning Balance
+	<input type="text" value="\$0.00"/>	Payout
+	<input type="text" value="\$0.00"/>	Checks Received
+	<input type="text" value="\$0.00"/>	Credit & Debit Card Charges
+	<input type="text" value="\$0.00"/>	Other
+	<input type="text" value="\$0.00"/>	Other 2
+	<input type="text" value="\$0.00"/>	Gift Cards
+	<input type="text" value="\$0.00"/>	Member Charges (Net)
+	<input type="text" value="\$0.00"/>	Room Charges
-	<input type="text" value="\$0.00"/>	Customer Credits Redeemed
+	<input type="text" value="\$0.00"/>	Pre Paid Money Used for Cash Sales
-	<input type="text" value="\$0.00"/>	Employee tips
+	<input type="text" value="\$0.00"/>	Prior Deposits Made
+	<input type="text" value="\$0.00"/>	Coupon Redeemed
+	<input type="text" value="\$0.00"/>	Rounding
+	<input type="text" value="\$0.00"/>	Non-Integrated

Select End Shift Time
Shift Change
Calculate Totals
Delete shift
Wizard
Adjust Payment
Print to receipt
Print Preview

4 Enter in your starting cash by denomination

Cash Drawer Details

	Number Of	x Value	Amount
Hundreds	<input type="text" value="0"/>	\$100.00	<input type="text" value="0.00"/>
Fifties	<input type="text" value="0"/>	\$50.00	<input type="text" value="0.00"/>
Twenties	<input type="text" value="0"/>	\$20.00	<input type="text" value="0.00"/>
Tens	<input type="text" value="0"/>	\$10.00	<input type="text" value="0.00"/>
Fives	<input type="text" value="0"/>	\$5.00	<input type="text" value="0.00"/>
Dollars	<input type="text" value="0"/>	\$1.00	<input type="text" value="0.00"/>
Quarters	<input type="text" value="0"/>	\$0.25	<input type="text" value="0.00"/>
Dimes	<input type="text" value="0"/>	\$0.10	<input type="text" value="0.00"/>
Nickles	<input type="text" value="0"/>	\$0.05	<input type="text" value="0.00"/>
Pennies	<input type="text" value="0"/>	\$0.01	<input type="text" value="0.00"/>

Manual Input

7	8	9	Back Space
4	5	6	Clear
1	2	3	Enter
0		.	

Cash Drawer Total:

5 Click "OK"

Cash Drawer Details X

	Number Of	x Value	Amount
reds	<input type="text" value="0"/>	\$100.00	<input type="text" value="0.00"/>
s	<input type="text" value="0"/>	\$50.00	<input type="text" value="0.00"/>
ities	<input type="text" value="0"/>	\$20.00	<input type="text" value="0.00"/>
	<input type="text" value="0"/>	\$10.00	<input type="text" value="0.00"/>
	<input type="text" value="0"/>	\$5.00	<input type="text" value="0.00"/>
's	<input type="text" value="0"/>	\$1.00	<input type="text" value="0.00"/>
:ers	<input type="text" value="0"/>	\$0.25	<input type="text" value="0.00"/>
;	<input type="text" value="0"/>	\$0.10	<input type="text" value="0.00"/>
:s	<input type="text" value="0"/>	\$0.05	<input type="text" value="0.00"/>
es	<input type="text" value="0"/>	\$0.01	<input type="text" value="0.00"/>

Manual Input

7	8	9	Back Space
4	5	6	Clear
1	2	3	Enter
0		.	

Cash Drawer Total:

6 Enter/Verify your beginning balance

Cash Count - Barren River

Store Name: Barren River

Search (date/terminal/shift): 8/19/2025 - FSOLLC-PW09QMVH - 1 (Incom

Terminal:
☐ BARREN-RIVER-PR
☐ DESKTOP-SP16KQC
☐ FSOLLC-GM03FVRH
☐ FSOLLC-PF55MMV6
☐ FSOLLC-PW06F7X7
☒ FSOLLC-PW09QMVH
☐ KDPBRD7ZLWY24

Shift # 1
Sales Date: 8/19/2025
Shift Start: 8/19/2025 12:00 AM
Shift End: 8/19/2025 10:20 AM

Select End Shift Time

Shift Change

Calculate Totals

Delete shift

Wizard

Adjust Payment

Print to receipt

Print Preview

Total Cash Drawer Summary:

Cash Drawer Total: \$0.00

Cash Drawer Details

Custom: \$0.00

Custom 2: \$0.00

Traveler Checks: \$0.00

Cash Drawer Total: \$0.00

FYI:

Customer Credits Redeemed \$0.00

Payments received \$0.00

Event Deposits Received \$0.00

Gift Cert to Credit Book \$0.00

Cash Drawer Total

\$0.00

- 200 Beginning Balance

+ \$0.00 Payout

+ \$0.00 Checks Received

+ \$0.00 Credit & Debit Card Charges

+ \$0.00 Other

+ \$0.00 Other 2

+ \$0.00 Gift Cards

+ \$0.00 Member Charges (Net)

+ \$0.00 Room Charges

- \$0.00 Customer Credits Redeemed

+ \$0.00 Pre Paid Money Used for Cash Sales

- \$0.00 Employee tips

+ \$0.00 Prior Deposits Made

+ \$0.00 Coupon Redeemed

+ \$0.00 Rounding

+ \$0.00 Non-Integrated

7 Click "Save And Close"

Custom 2: \$0.00

Traveler Checks: \$0.00

Cash Drawer Total: \$200.00

FYI:

Customer Credits Redeemed \$0.00

Payments received \$0.00

Event Deposits Received \$0.00

Gift Cert to Credit Book \$0.00

Gift Certificates Redeemed \$0.00

Returns Posted to Member Acct \$0.00

Cash Back \$0.00

Cash Pull Total \$0.00

Bank Deposit Total \$0.00

DepositId 250819

Shift Note

+ \$0.00 member Charges (net)

+ \$0.00 Room Charges

- \$0.00 Customer Credits Redeemed

+ \$0.00 Pre Paid Money Used for Cash Sales

- \$0.00 Employee tips

+ \$0.00 Prior Deposits Made

+ \$0.00 Coupon Redeemed

+ \$0.00 Rounding

+ \$0.00 Non-Integrated

= ***** Computed Balance

+ \$0.00 Customer Credits Redeemed

+ \$0.00 Rain Check Net

- ***** Sales Transactions

Adjust Payment

Print to receipt

Print Preview

Open Cash Drawer

Balance Cash Drawer

Save And Close

8 End of Day/Shift Click "Go To"

The screenshot shows a POS system interface. On the left, there is a transaction summary section with the following fields:

City	Batch Discount	Delete Item	Clear Sale
Subtotal	\$0.00		
Tax	\$0.00	Tendered	\$0.00
Total	\$0.00		
Amount Due	\$0.00		
Payment	Amount	Ref Num	Member

Below the summary section, there are two large blue buttons labeled "Umbrella" and "EPOCH sunglasses". To the right of these buttons are three smaller blue buttons labeled "Credit Card", "Payment Methods", and "Split Check". At the bottom of the interface, there is a row of buttons: "Exit" (red), "Go To" (blue, highlighted with an orange circle), "Print Receipt" (grey), "Key Pad", "Invoice", "Search", "Coupon", "Store: Barren River", and "Multiple Discount".

9 Click "Cash Count"

The screenshot shows a "Goto..." menu window with a close button (X) in the top right corner. The menu contains several blue buttons arranged in two rows:

StarterHut v3	Sales	Inventory	Customer	Report	Time Keeper	Email
Gift Card Balance	Cash Count	Assign Drawer				

The "Cash Count" button in the second row is highlighted with an orange border.

10 Click "Cash Drawer Details"

Cash Count - Barren River

Store Name: Search (date/terminal/shift):

Terminal:
☐ BARREN-RIVER-PR
☐ DESKTOP-SP16KQC
☐ FSOLLC-GM03FVRH
☐ FSOLLC-PF55MVV6
☐ FSOLLC-PW06F7X7
☒ FSOLLC-PW09QMVH
☐ KDPBRD7ZLWY24

Shift #: Shift Start: Select End Shift Time
Sales Date: Shift End:

Total Cash Drawer Summary:
Cash Drawer Total:

Custom:
Custom 2:
Traveler Checks:
Cash Drawer Total: \$200.00

FYI:
Customer Credits Redeemed
Payments received
Event Deposits Received
Gift Cert to Credit Book

Cash Drawer Total
- Beginning Balance
+ Payout
+ Checks Received
+ Credit & Debit Card Charges
+ Other
+ Other 2
+ Gift Cards
+ Member Charges (Net)
+ Room Charges
- Customer Credits Redeemed
+ Pre Paid Money Used for Cash Sales
- Employee tips
+ Prior Deposits Made
+ Coupon Redeemed
+ Rounding
+ Non-Integrated

11 Enter in all the cash in the drawer by denomination

Cash Drawer Details

	Number Of	x Value	Amount
Hundreds	<input type="text" value="0"/>	\$100.00	<input type="text" value="0.00"/>
Fifties	<input type="text" value="0"/>	\$50.00	<input type="text" value="0.00"/>
Twenties	<input type="text" value="10"/>	\$20.00	<input type="text" value="\$200.00"/>
Tens	<input type="text" value="0"/>	\$10.00	<input type="text" value="0.00"/>
Fives	<input type="text" value="0"/>	\$5.00	<input type="text" value="0.00"/>
Dollars	<input type="text" value="0"/>	\$1.00	<input type="text" value="0.00"/>
Quarters	<input type="text" value="0"/>	\$0.25	<input type="text" value="0.00"/>
Dimes	<input type="text" value="0"/>	\$0.10	<input type="text" value="0.00"/>
Nickles	<input type="text" value="0"/>	\$0.05	<input type="text" value="0.00"/>
Pennies	<input type="text" value="0"/>	\$0.01	<input type="text" value="0.00"/>

Manual Input

<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="9"/>	<input type="text" value="Back Space"/>
<input type="text" value="4"/>	<input type="text" value="5"/>	<input type="text" value="6"/>	<input type="text" value="Clear"/>
<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="Enter"/>
<input type="text" value="0"/>		<input type="text" value="."/>	

Cash Drawer Total:

12 Click "OK"

Cash Drawer Details X

	Number Of	x Value	Amount
reds	0	\$100.00	0.00
s	0	\$50.00	0.00
ties	10	\$20.00	\$200.00
	0	\$10.00	0.00
	0	\$5.00	0.00
's	0	\$1.00	0.00
ers	0	\$0.25	0.00
;	0	\$0.10	0.00
ps	0	\$0.05	0.00
es	0	\$0.01	0.00

Manual Input

7	8	9	Back Space
4	5	6	Clear
1	2	3	Enter
0		.	

Cash Drawer Total: \$200.00

OK
Cancel

13 Click "Print to receipt"

\$0.00		\$0.00		
\$0.00	+	\$0.00	Room Charges	Adjust Payment
\$0.00	-	\$0.00	Customer Credits Redeemed	
\$0.00	+	\$0.00	Pre Paid Money Used for Cash Sales	
\$0.00	-	\$0.00	Employee tips	
\$0.00	+	\$0.00	Prior Deposits Made	Print to receipt
\$0.00	+	\$0.00	Coupon Redeemed	
\$0.00	+	\$0.00	Rounding	
\$0.00	+	\$0.00	Non-Integrated	
\$0.00	=	*****	Computed Balance	Print Preview
\$0.00	+	\$0.00	Customer Credits Redeemed	
\$0.00	+	\$0.00	Rain Check Net	
\$0.00	-	*****	Sales Transactions	
\$0.00				Open Cash Drawer
\$0.00				Balance Cash Drawer
\$0.00				Save And Close

14 Click "Save and Close"

☐ KDPBRD7ZLWY24

Total Cash Drawer Summary:
 Cash Drawer Total: **\$200.00**

 Custom: **\$0.00**
 Custom 2: **\$0.00**
 Traveler Checks: **\$0.00**
Cash Drawer Total: \$200.00

FYI:
 Customer Credits Redeemed **\$0.00**
 Payments received **\$0.00**
 Event Deposits Received **\$0.00**
 Gift Cert to Credit Book **\$0.00**
 Gift Certificates Redeemed **\$0.00**
 Returns Posted to Member Acct **\$0.00**
 Cash Back **\$0.00**
 Total **\$0.00**
 Total **\$0.00**

+	\$200.00	Beginning Balance
+	\$0.00	Payout
+	\$0.00	Checks Received
+	\$0.00	Credit & Debit Card Charges
+	\$0.00	Other
+	\$0.00	Other 2
+	\$0.00	Gift Cards
+	\$0.00	Member Charges (Net)
+	\$0.00	Room Charges
-	\$0.00	Customer Credits Redeemed
+	\$0.00	Pre Paid Money Used for Cash Sales
-	\$0.00	Employee tips
+	\$0.00	Prior Deposits Made
+	\$0.00	Coupon Redeemed
+	\$0.00	Rounding
+	\$0.00	Non-Integrated
=	*****	Computed Balance
+	\$0.00	Customer Credits Redeemed
+	\$0.00	Rain Check Net
-	*****	Sales Transactions