

## Daily Procedures Checklist

**IMPORTANT!** Follow the order of this list when completing each task.  
Skip the tasks that are not necessary for your venue.



**Perform a Y-Read on each Point of Sale Terminal**



**Enter any "Additional Revenue" and process any Account Payments in SiPOS**

*For example; Public Telephone Money, Pool Table, Gaming Revenue etc.*



**Perform a Y-Read on the Office Location (or the location that is set for SiPOS)**



**Enter all "Actual" figures into Till Balance**

*Sysnet Toolbar > Till balancing > Double click on the Station (Till) to be balanced*

**Process all available tills in Till Balance**



**Complete an End of Shift**

*\*End of Shift may be programmed to run automatically in your venue.  
Sysnet Toolbar > Processing > End of Shift (select ALL locations)*

### Optional Reports

- |                            |                        |
|----------------------------|------------------------|
| ✓ Cash Balance             | ✓ POS Points Exception |
| ✓ User Cash Balance        | ✓ Standard Profit      |
| ✓ Debtor Sales             | ✓ GST Profit           |
| ✓ Revenue Breakdown        | ✓ Restock Report       |
| ✓ Members Points Exception | ✓ Mix & Match Report   |

**F.Y.I.**

### Automatic reports

Any of these reports can be automatically printed when the End of Period processes are performed. Select the required reports for each type of process in: *Processing > Options > End of...*



**Complete an End of Day**

*\*\*End of Day may be programmed to run automatically  
Sysnet Toolbar > Processing > End of Day*

### Optional Reports

- |                     |                         |                             |
|---------------------|-------------------------|-----------------------------|
| ✓ Cash Balance      | ✓ Flash Report          | ✓ Time Sales                |
| ✓ Tender Balance    | ✓ Revenue & Tenders     | ✓ False Transactions        |
| ✓ Debtor Sales      | ✓ Price Changes         | ✓ Item Price Level Counts   |
| ✓ Guest Sales       | ✓ Promo (Canada only)   | ✓ QSA Reports (Canada only) |
| ✓ Guest Revenue     | ✓ Stock Daily Summary   | ✓ User Reports              |
| ✓ New Members       | ✓ Stock Transfers       | ✓ Void Reports              |
| ✓ Points Redeemed   | ✓ Production            | ✓ Wastage Reports           |
| ✓ Revenue (Current) | ✓ Mix & Match           |                             |
| ✓ Revenue (To Date) | ✓ Discount Sales Profit |                             |
| ✓ Revenue (Covers)  | ✓ Negative Quantity     |                             |



**Perform a Daily Backup of Sysnet**

*Sysnet Toolbar > Processing > Backup Sysnet*

*Select Backup Method as "Daily" and back up to an external drive (USB Key, SD Flash Card etc.)*