Altru Daily Procedures

For Point of Sale Terminals

1. Turn on Receipt Printer
   1. Cash drawer will not open if receipt printer is off.
2. Open Chrome (you must use Chrome to be able to print receipts)
3. Login into [Altru](https://altrurig05bo3.blackbaudhosting.com/76238_b56fe79f-574f-4689-8751-27700ab5dcd1/browser/brandingpages/altru/default.aspx?DatabaseName=AD02C949-470A-410E-858D-CE800A61C0BF)
   1. If you are the ONLY one working for the day you can log in with your personal account.
   2. If you are sharing the cash drawer you should log in with the shared POS account
      1. Email: [artvictoredwards@gmail.com](mailto:artvictoredwards@gmail.com)
      2. Password…Not posted here for security
4. From **Sales** open **Count Initial Cash**
   1. Enter the total amount of cash in the drawer
   2. In reference enter “Drawer opened by + your name”
5. From **Sales** open **Daily Sales** or **Advances Sales** depending on the type of transaction you are doing.
   1. Complete sales transactions as needed.
      1. The cash drawer will open automatically if you have a **cash** sales transaction.
      2. **Checks** should be slipped through the left slot of the cash drawer.
      3. **Credit Card** Slips should be signed then put in the right slot of the cash drawer.
   2. To open the cash drawer without a sale.
      1. Sales > No sale/open cash drawer
6. At the end of your shift/day you must **close your drawer**.
   1. From **Sales** open **Close Drawer**
      1. Count and enter the total amount of cash in the drawer.
      2. Count the number and total value of checks.
      3. Verify the credit card receipts match the payments listed.
      4. Click **Save**
      5. When asked if you would also like to submit choose **Yes**.
   2. From the **Closed Drawer Report** check the View Transactions box then View Report.
      1. Click on the Export icon then save to PDF.
      2. Save this report to the shared server under Altru> Closer Drawer Reports with the date then your initials (ie 2-25-18 CM)
7. If you logged in under your own account to complete any sales transactions other than back office, you must close your drawer at the end of your shift.

Need a refresher on using daily sales? Check out this [video](https://www.youtube.com/watch?v=V3ZLa1kRCKs&feature=youtu.be).

Check out additional videos [here](https://www.blackbaud.com/howto/altru-videos.aspx).