

Retail - Checkout Procedures

Purpose To guide the agents on the correct process for completing end of day.

Logging into Manager Portal Follow these steps below to log into the manager portal.

Step	Action
1	Click the modules menu option within evolve.
2	Click Manager Menu.
3	Select a DC.
4	Enter Password. (Please see manager for password).
5	Click Checkout Menu.
6	Enter Password. (Please see manager for password).

****Important:** If someone is logged into the Manager menu, proceed to complete checkout from a different DC.

Clearing Manual Costings Follow these steps below to verify all manual costing activities. This step has to be completed for each DC before checkout can be completed.

Step	Action
1	Within the manager checkout menu click Manual Costing Activities
2	Anything entered with a zero cost has to have \$0.03 put in to notify corporate that a cost needs to be entered. Note: Receivers do not need to have any cost associated with transaction. You will not be able to complete checkout until this has been completed for each DC.

Verifying Deposits Verify each DC has keyed their deposits and they are at \$0 unless otherwise notified by admin or eBusiness. If cash over/short is off, email admin with DC and the amount off and proceed with checkout.

Completing Checkout Process Follow these steps to below to complete checkout at the end of the night.

Step	Action
1	The Assistant Manager on duty will verify all users are off all systems before checkout processes is started.
2	Within the checkout menu, click Start Checkout.
3	Click Initiate Checkout Process.
4	Click okay on Complete Checkout.
5	Once the pop up appears, click OK.

Contact Please see your manager with any questions.
