



Opening and Closing a Batch

12 Steps [View on Tango](#)

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April 14, 2022

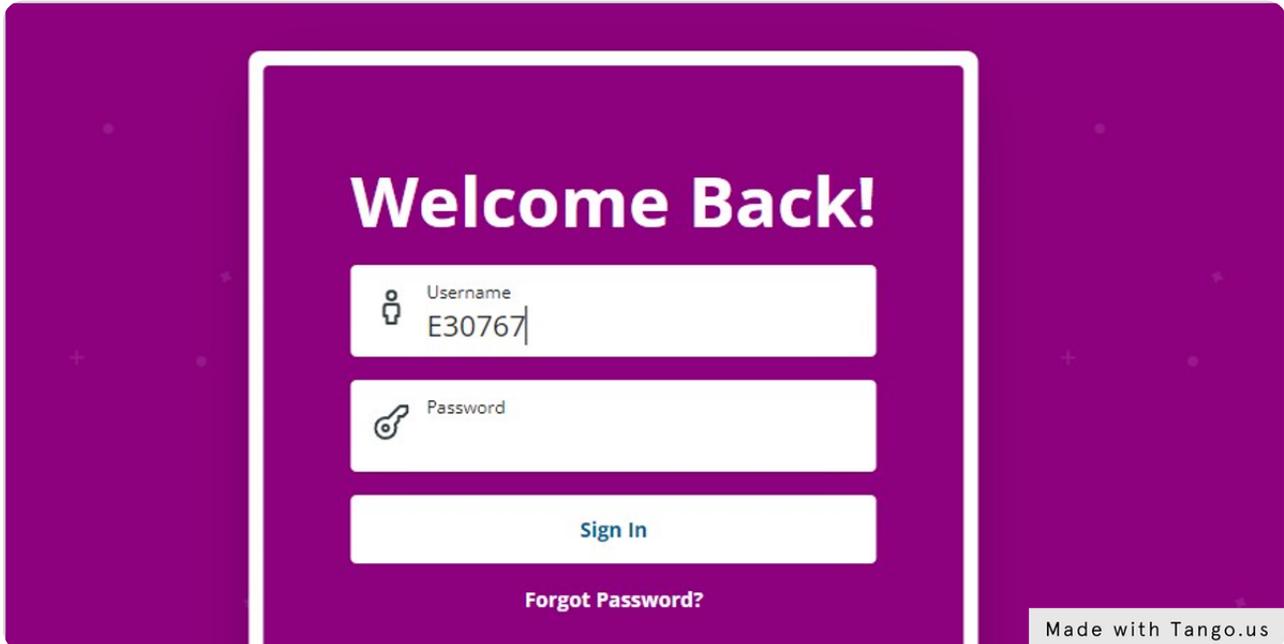
Last Updated
April 14, 2022

STEP 1

Go to RecTrac

STEP 2

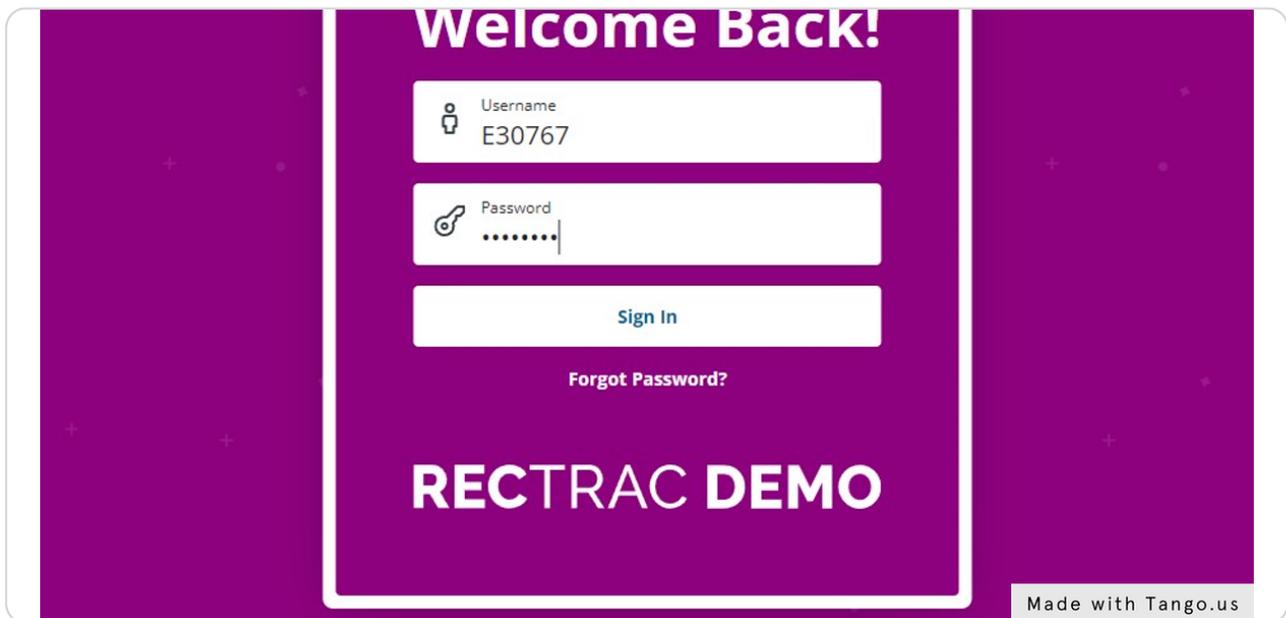
Enter your Username



The image shows a login interface with a dark purple background and a white-bordered central card. The card contains the text "Welcome Back!" in a large, bold, white font. Below this, there are two input fields: the first is labeled "Username" with a person icon and contains the text "E30767"; the second is labeled "Password" with a key icon. Below the fields is a white "Sign In" button. At the bottom of the card is a link that says "Forgot Password?". In the bottom right corner of the purple area, there is a small white box with the text "Made with Tango.us".

STEP 3

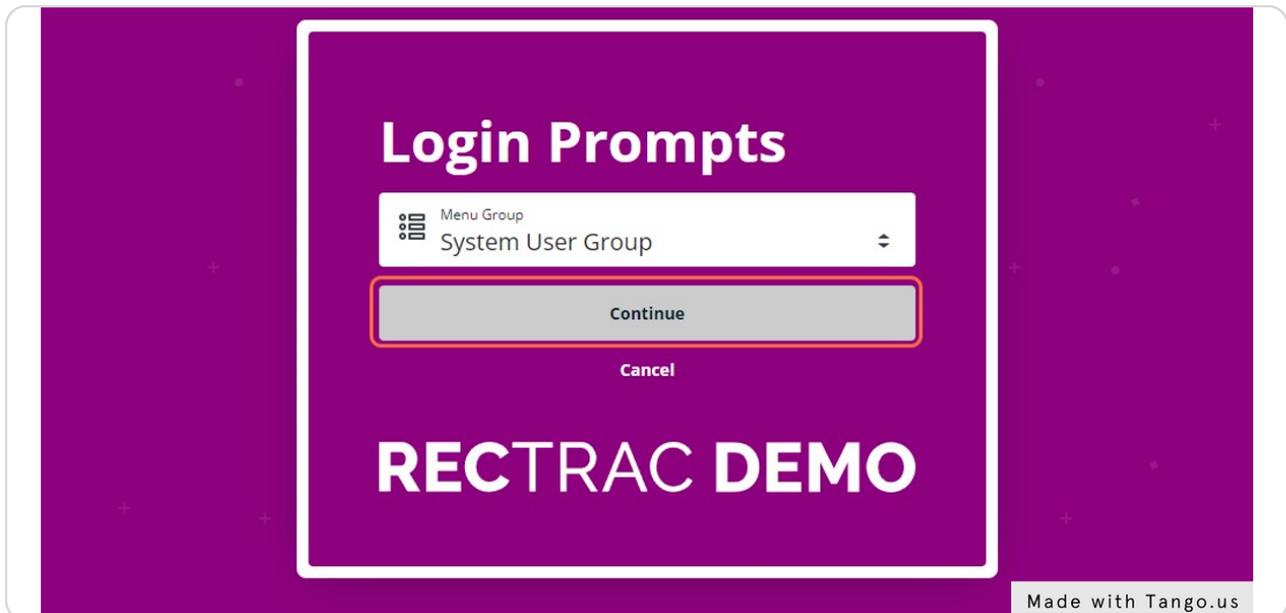
Enter Password and Select "Sign In"



STEP 4

Select Menu Group

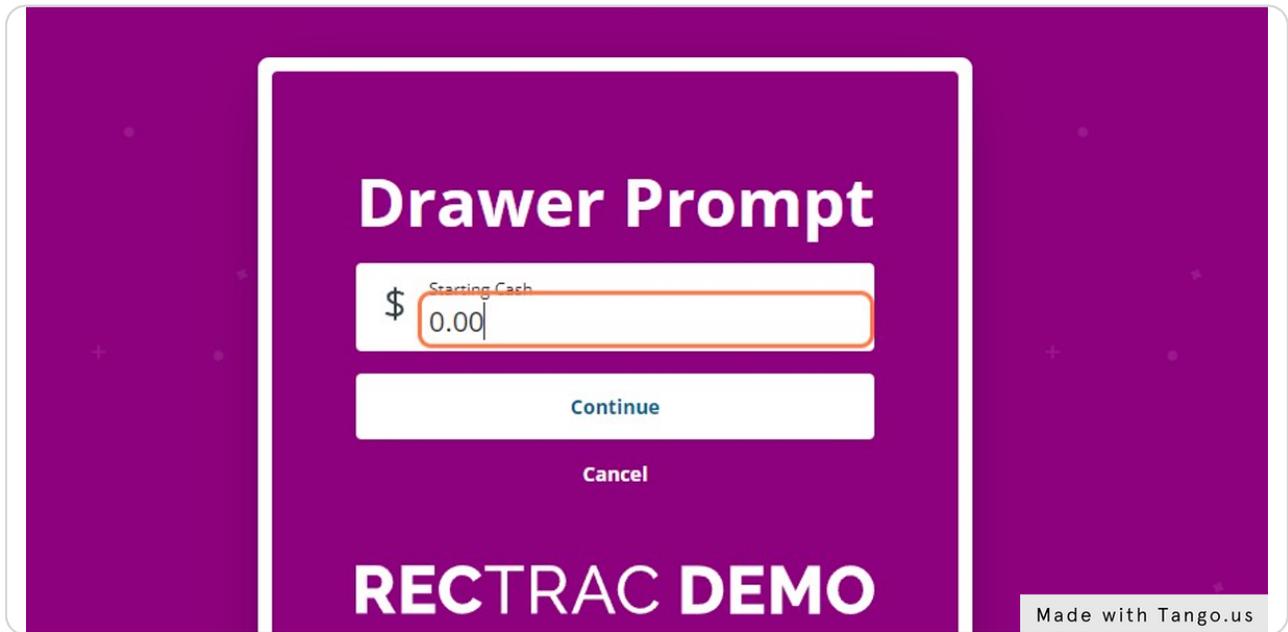
Depending on what you have access to, you may see this screen. Select the appropriate group and continue.



STEP 5

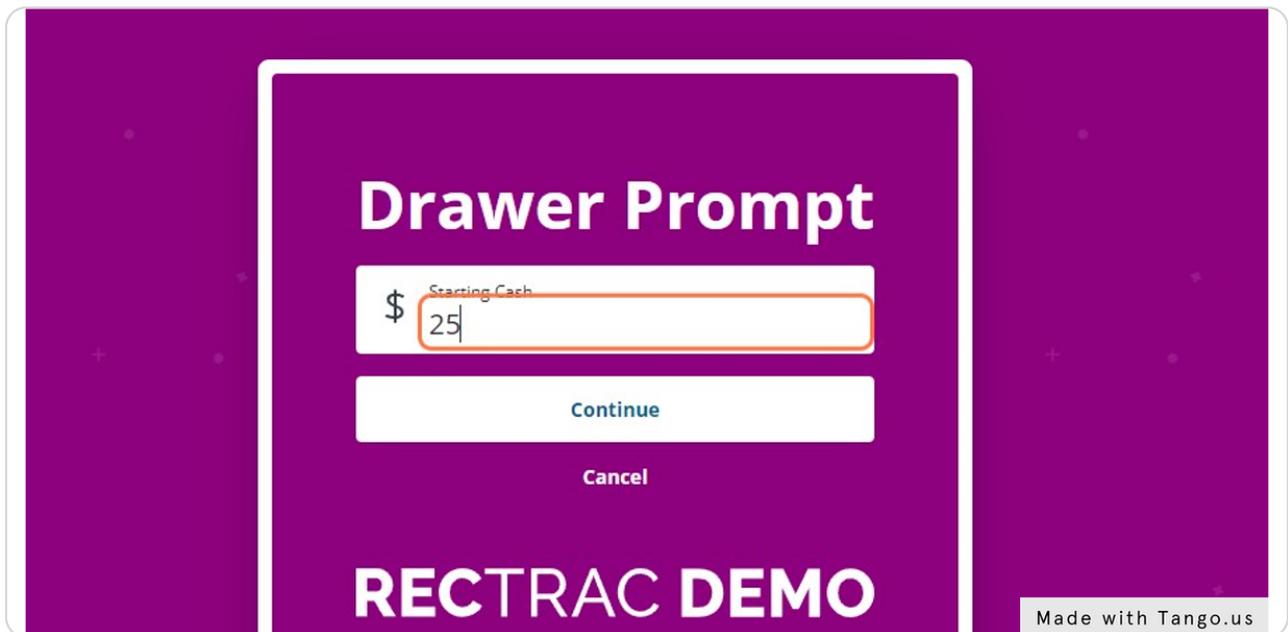
Click on Starting Cash

Enter the starting amount in your cash drawer.



STEP 6

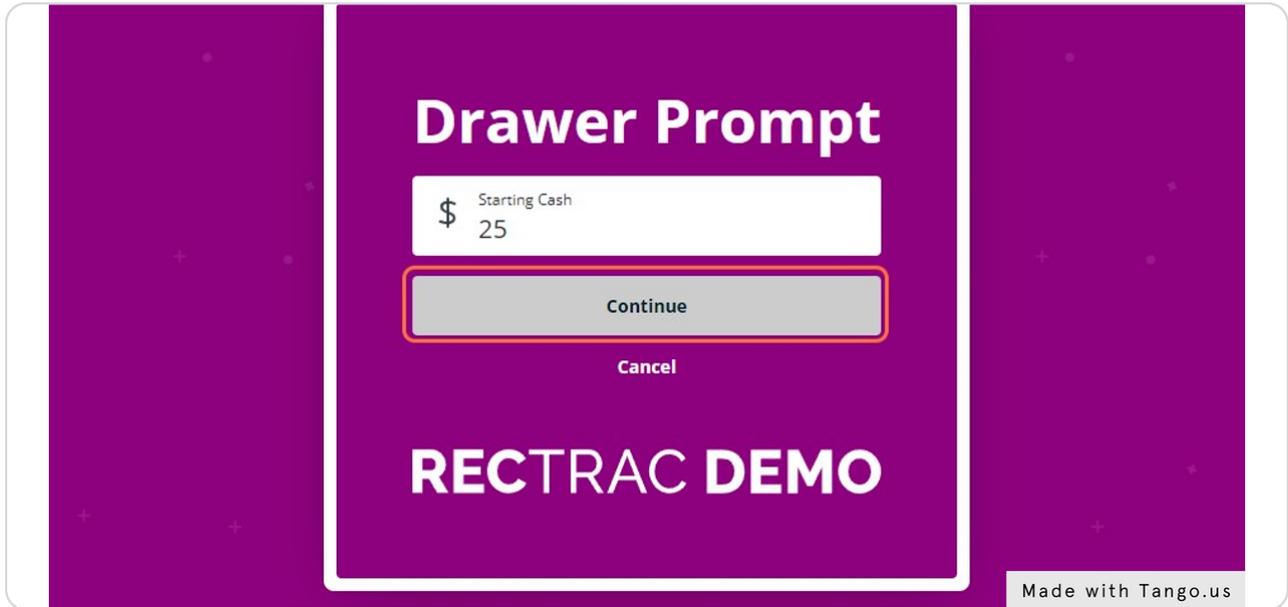
Enter Starting Cash Amount



STEP 7

Click on Continue

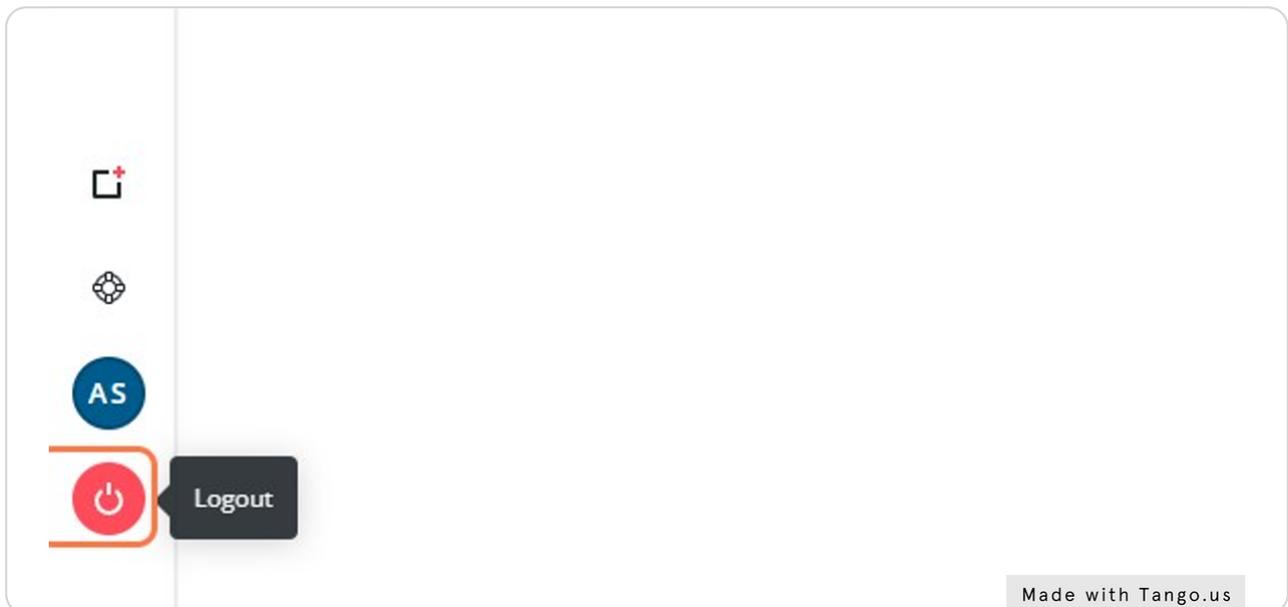
After you continue, you will be logged in and ready to start processing sales!



STEP 8

Click on Logout and End Session

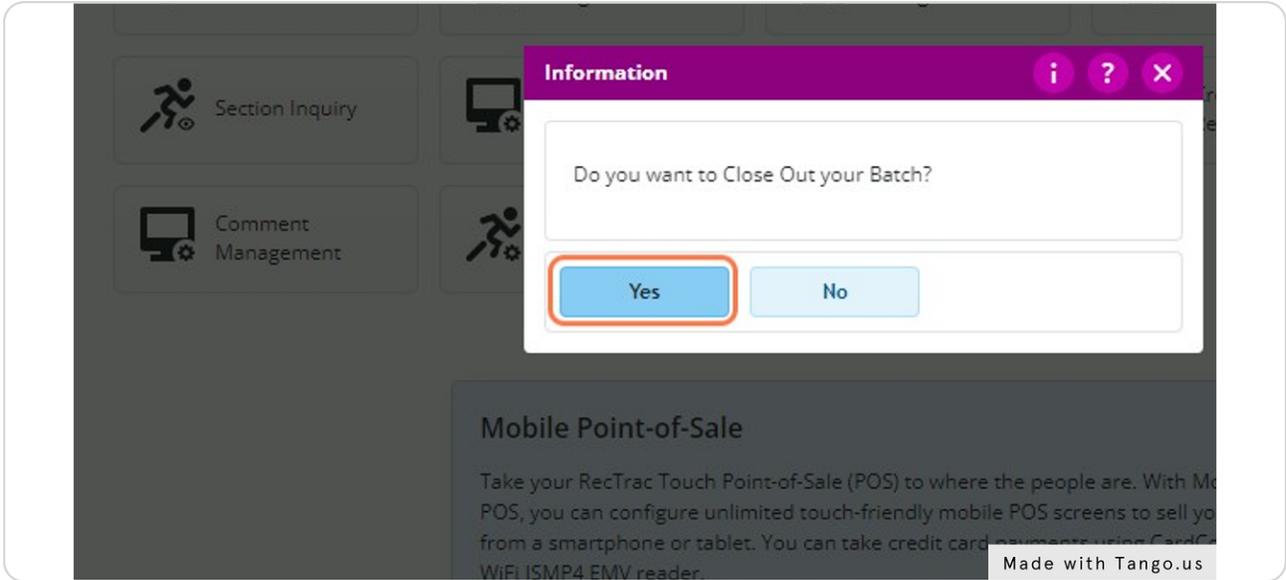
When you are ready to close your batch, select the logout icon.



STEP 9

Click on Yes

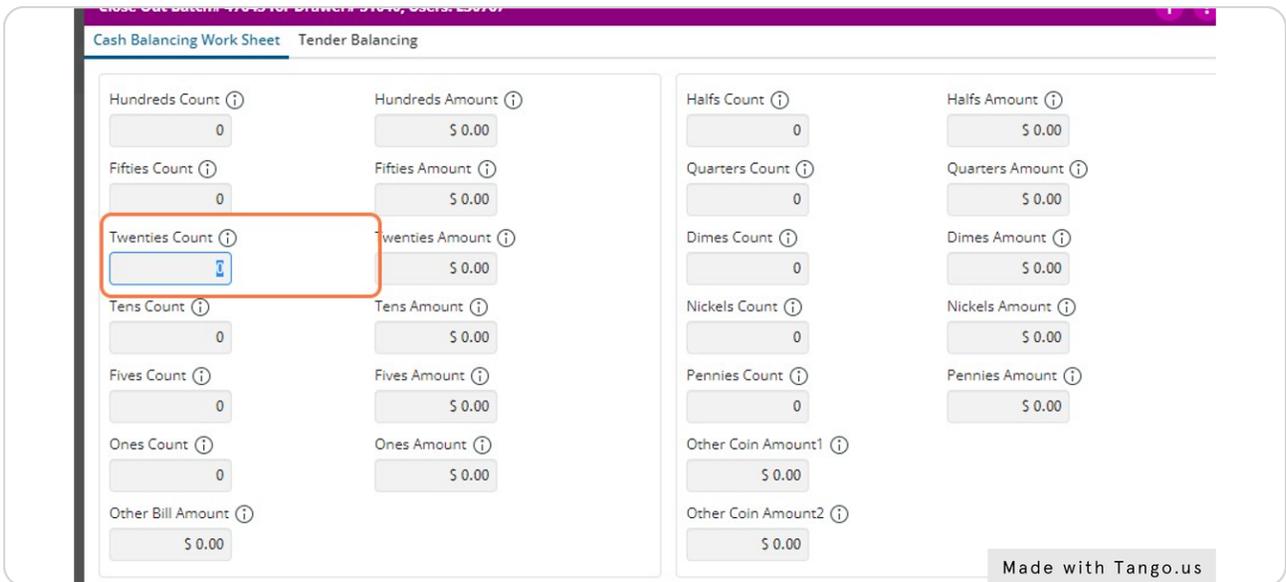
Click yes to close out your batch.
If you DO NOT want to close your batch, you can select "No" and you will be able to log back in and continue later.



STEP 10

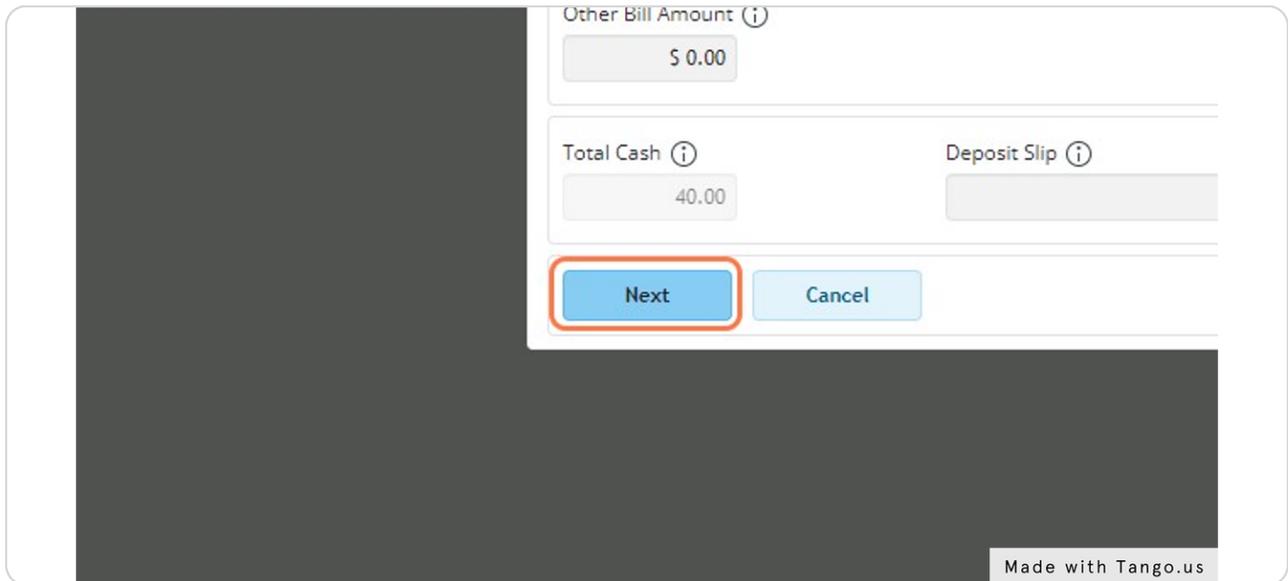
Enter cash amounts

Enter the tenders in your drawer, including any starting bank.



STEP 11

Click on Next after adding all the funds

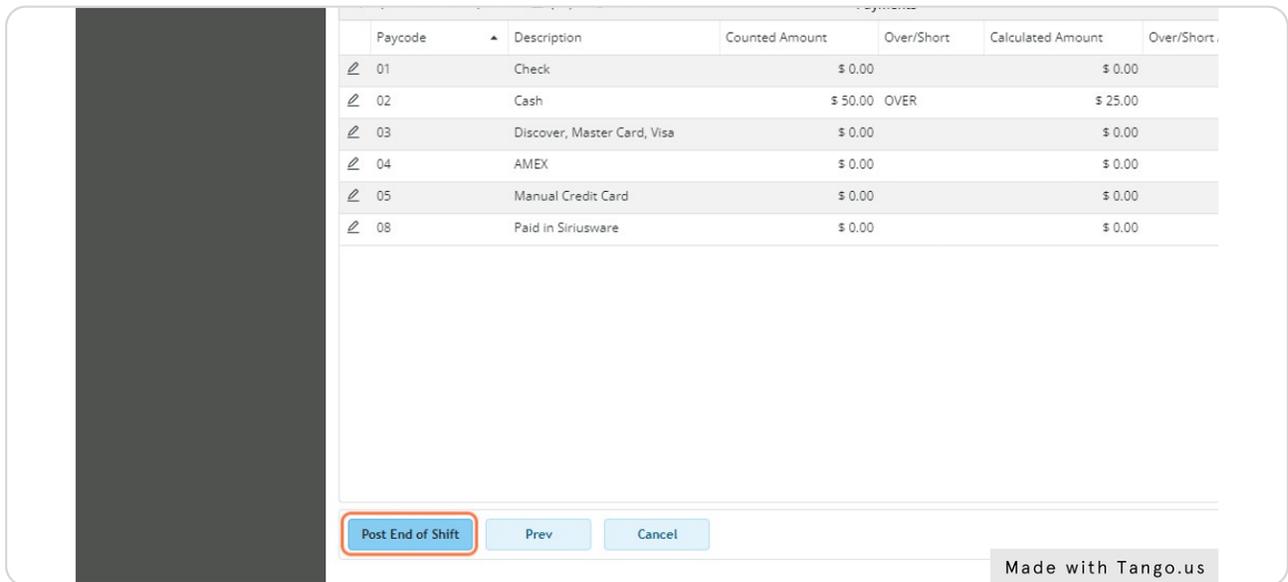


A screenshot of a software interface showing a form with several input fields. The 'Other Bill Amount' field contains '\$ 0.00'. The 'Total Cash' field contains '40.00'. There is an empty 'Deposit Slip' field. At the bottom of the form, there are two buttons: 'Next' and 'Cancel'. The 'Next' button is highlighted with a red rectangular border. A watermark 'Made with Tango.us' is visible in the bottom right corner.

STEP 12

Click on Post End of Shift

On the second End of Shift page, you will have the opportunity to review all fund amounts. If you are over/ short it will reflect on this page. After you have posted end of shift you are done!



A screenshot of a software interface showing a table with columns: Paycode, Description, Counted Amount, Over/Short, Calculated Amount, and Over/Short. The table contains six rows of data. Below the table, there are three buttons: 'Post End of Shift', 'Prev', and 'Cancel'. The 'Post End of Shift' button is highlighted with a red rectangular border. A watermark 'Made with Tango.us' is visible in the bottom right corner.

Paycode	Description	Counted Amount	Over/Short	Calculated Amount	Over/Short
01	Check	\$ 0.00		\$ 0.00	
02	Cash	\$ 50.00	OVER	\$ 25.00	
03	Discover, Master Card, Visa	\$ 0.00		\$ 0.00	
04	AMEX	\$ 0.00		\$ 0.00	
05	Manual Credit Card	\$ 0.00		\$ 0.00	
08	Paid in Siriusware	\$ 0.00		\$ 0.00	

Created in seconds with

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