End of Day Management

At the end of day and before finalizing the Z Report, Winning Tickets (actually money paid **OUT** to customers) in exchange for tickets must first balance in the Tab Wizard system to continue accumulation of running game(s) totals.

1. Select **Report > Daily Reports > X Report > Print**
2. **The Out column is the first column to look at as this is the money paid out to customers with winning tickets**. *This column above all, must match for Gambling Commission satisfaction*.
3. Pull the drawer from each game, one at a time and **add the total value of all winning tickets**. This total **must match the X Report "OUT"** column (Money paid out to winners).
4. Write the physical value next to each game OUT value of the X Report

Managing Winning Tickets / Money OUT

What if the Numbers Don't Match the Valued Winners?

1. **If Total Value of Winning tickets matches the Total Out Column**, there is nothing left to do. Bag the winning tickets with previous same game tickets and put in the office. *Do not put them back in the drawer. Move on to the next game.*

2. **More Tickets Than the Total Out Column** of the X Report, this means the transaction was never rang through the system as an **OUT** or may have been rang out of the wrong game. Or, the game was an incorrect Exchange transaction.

   The difference needs to be Added back into the game.
      1. **Subtract** the **Out** Column **from** the **Actual Count**.
      2. In Tab Wizard, select the **Game Star** and the **game** in question.
      3. Enter the **$difference from step 1** above **> OUT > ACCEPT**
      4. Go to **Reports > Daily Reports > X Report** (*Verify the Out is now correct*)

3. **Less Tickets Than the Total Out Column** of the daily X Report, this means there was too much money given, or mistakenly rang out of the system to the winner**.** **The difference needs to be voided from the game**.

The difference needs to be Subtracted from the **Out Column**.

1. In Tab Wizard, select the **Game Star** and the **game** in question.
2. Enter the **$difference from step 1** above **> OUT > VOID > ACCEPT**
3. Go to Reports > Daily Reports > X Report (Verify the Out is now correct)
4. When all games have been balanced for the OUT columns, the total NET Column should balance with Cash in Drawer.

Balancing Cash (Money IN to the Game)

Sometimes this happens however, we need to know what to do with overages and shortages of money. There is always a reason for a shortage and an overage.

Too Much cash: This means there was too much money put into the till without ringing up a transaction as **$$ IN**. When there is more than one game in play, it is difficult to determine which game the money was supposed to go into. It is best to separate this overage until a game is pulled.

 If a game is short when pulled, apply the amount needed from the overage into the game that is short. Ring the transaction as IN transaction to balance the game to be pulled.

Too Little cash: This normally means that there were many winners for the day and the amount of shortage was paid out to the customer over the starting till amount. Replenish the starting till amount with company funds and accept the loss.

End of Day Finalization

Now that all values are verified on the X Report, you can now finalize the day by generating a Z Report

1. Select **Report > Daily Reports > Z Report > Accept** *(A hard copy will be printed for your records)*
2. Select **Reports > Game Reports > Game Status Report** *(Take note of all games that have met their Targets (Net) and note games highlighted Purple. **Print** for your records (not required) and mark games to pull.*
3. Select **Game > Pull Game**
4. Select Game(s) noted on the report *(one at a time)* needing to be pulled

5. Tare the Scale at **0.000Lbs**.
6. Pull the drawer from the drawer *(if any)*
7. Pull the flare and any extra paper, etc
8. Place the bowl with remaining tickets on the scale
9. Enter the **Ending Weight** into Tab Wizard **> OK**
10. Leave the Tare Weight at default **> OK**
11. **Accept** the Game Pull and follow your state requirements for pulled games.

Put New Games into Play

Before putting a new game into play, Always re-weigh the bowl before pouring new tickets in to verify the new game in play is accurate in weight:

1. Re-w tare scale at 0.000Lbs
2. Place empty Bowl on scale
3. Select Main > Dispenser Setup
4. Verify/Edit the Tare Weight is the same as the Dispenser Number on screen
5. Put new game(s) into play

You're now ready to start the new day!