

Chapter 10: Closing Procedure

Closing Procedures for United Auto Supply Stores

1. Park & lock all vehicles, remove Garmin GPS units, bring keys inside the building
2. All exterior doors & divider doors closed & locked
3. Check thermostat & adjust for closing temperature
4. Log out of Universe, ODT, Mapping, Messaging, Snap on cataloging on all terminals.

Cash up Procedure

Step 1:

1. M.1.21
2. Authorization Code
3. 2, enter
4. Can (V) View or (P) Print or END
5. Location #
6. You will use the current date.
7. If this report does not print, verify that you are BPI assigned. How to assign yourself to a printer:
From the main menu hit "X" and enter to get to TCL. Type the following commands at the ">".
>BPI.SP-ASSIGN Q1 - Enter to return to another >
>M - Enter to return to main menu
****("Q1" is the printer for location 2, your printer Q number will be your Location #)****

You should always print 2 copies of this report. One copy will get sent back in the luggage and you will keep one in a file for your store reference.

Step 2:

When looking at the report you want to look at the cash invoices, get the physical invoices, and then match them to the invoices listed on the report. Make sure to check them off as you go to avoid confusion. Also you want to make sure that the invoices have been paid and they are the correct payment type in Universe. If it matches, take report and fold around money, this portion may now go in the box to go back to Syracuse. If invoices do not have the correct payment type (eg. Cash, Check, MC/Visa, etc.) the payment type can be changed for non-charge invoices **only** in the M.1.20 screen. (Repeat for each invoice as necessary)

Step 3:

Close out credit card machine by doing 1.Credit, 6.More, 3.Close

Match all credit card receipts to the credit card report. Once everything has been verified and matches, clip the credit card receipts together and put them with the credit card report. Put everything in the CASH folder in the luggage. If you have an ROA, write the customer number and ROA on the credit card slip; then put with all the other credit card slips. When putting things in the luggage, make sure it is going into the proper folder and not between the folders. When in doubt please call.

WARNING:

Should your cash paid out be more than incoming cash for the day, the cash portion of your report will show a negative figure. DO NOT return any cash if this is the case. Your starting drawer for the following day will be short this amount and the cash office will send this amount back to you in the luggage.

*****When cash up procedure is complete, place luggage out of sight in hiding place*****

Step 4:

1. Lights out in the warehouse
2. Put cash box and luggage into a hiding place out of sight. You should have \$300 cash for the following days drawer (unless you had the previously mentioned paid out issue) and \$200 cash for making change for your drawer.
3. Lights off and then enter alarm code.
4. Crash bar set to lock and exit if applicable.
5. Do a quick visual inspection of the outside areas including parking lot, exterior lighting, vehicle etc. as you are leaving.