

Processing BTS Booklists Through the POS System

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1 Afternoon Tasks

- Count the papers.
- Change the posters.
- Make a float for each till.
- Count the treasury.
- Count the scratchies.
- Take out rubbish.

After you've closed

- Print register, eftpos, and ePay reports.
- Photocopy reports
- Lock the scratchie drawer and treasury.
- Cover and lock the scratchies.
- Send EOD photos.
- Put end of day and money in safe.

As you're leaving

- Close and lock the safe.
- Turn off the office light and lock the door.
- Turn of the shop lights (check that any window lights are off too).
- Set the alarm.
- Check that all of the shop doors are locked.