

How to account for Faculty sales when the POS is DOWN

1. Use ala carte form when selling to customers
2. At end of breakfast service, go to manager's computer and open a till.
3. Enter all Faculty sales for Breakfast.
4. Close till.
5. Do the same 4 steps above for Lunch sales as well.
6. At the end of the day, count all money collected.
7. Enter deposit through:
 - a. Front of House
 - b. Point of Service
 - c. Day End Processing
 - d. Bank Deposit

DO NOT ENTER DEPOSIT INTO DAILY ENTRY