

Rotary Club of Grande Prairie Dream Home Lottery

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Captain's Guide to Balancing Sales and finding Sales Reports

At the end of each shift, CAPTAINS need to balance money with their sales summary. The Sales Summary is on the laptops, and can be found by:

Clicking **Order Log** and a summary of the day's transactions will appear. You may need to scroll to the bottom of the screen.

Total Sales should match the total revenue collected (in debit/credit, cash, cheque/money order). If your money matches the sales total, please proceed to filling out the **Brown Sales Summary Envelope**.

Use one brown envelope per day.

If you do not balance, please try to troubleshoot your transactions in the summary log with the reports from the hand held terminals. If you are not able to balance, please get in touch with your Supervisor.