

## Steps for accepting a check and \$5 gift check

Business Checks should only be accepted for catering or Non-profit Pre-paid fundraiser events. (Personal checks should not be accepted.)

For fixed priced smoothies:

1. Go to Community Sales (on top left of the screen)
2. Select the appropriate Price Level (1, 2, or 3)
3. Select the correct quantity
4. Select the correct size (E= 8oz, T= 12 oz, S= Small, M= Medium, and L= Large)
5. Select the correct smoothies flavor (Repeat steps 3-5 until all flavors are entered)
6. Select the correct type of off-site (School Lunch = Choice Lunch, Fundraiser =Non-Profits & All School Events (even school lunches), Catering = All catering)
7. Enter name of organization
8. Select check on tender screen
9. Select OK
10. Print receipt
11. Place receipt and check in drawer/ drop with drawer checkout

For Gift Checks: (OLD JAMBA GIFT CERTIFICATES- THESE ARE RARE~)

1. Enter guests order as normal (Transactions must be over \$5)
2. Select To Go
3. Enter Guests Name
4. Select "Check" on tender screen
5. Select \$5 for total
6. There may still be a balance due, if so select the appropriate payment option (cash or charge)
7. Print receipt
8. Place receipt and check in drawer/ drop with drawer checkout

For Paperwork (Gift checks and Business Checks)

1. Enter the check by its self in Aloha CF as a deposit, enter a second deposit on the same day for cash deposited.
  - a. On the Daily Sales report you will show an overage for the amount of the check.
  - b. If the amount differs from the check, subtract the check amount to find the variance.
2. To complete the deposit – On the slip all cash must be entered as normal and each check should be listed on the deposit. Include cash and checks in the total money deposited. This number should be the number entered on the control sheet. (If completing a bank bag- all cash money should be placed in the top compartment with a copy of the deposit slip and then sealed, all checks and the original deposit slip should be in the bottom compartment, only seal if night dropping deposit.)
3. Enter the total deposit (Cash and Check) in the control sheet. The employee cash over/short should be over the amount of the check. To verify cash over/short you can enter just the cash amount.
4. Scan the receipt and attach to weekly paperwork. Email receipt to [paperwork@blendedstar.com](mailto:paperwork@blendedstar.com) and attach receipt to weekly paperwork for DM. Please make a note in email that a check was accepted.