End of Night CC Closing Checklist for Management:

1. **Ensure all servers have entered in their tips for that day.**

2. **After all tips have been entered, Submit tips/Capture authorizations.**
   - ❏ Navigate to admin.lavu.com
   - ❏ Log into the admin control panel.
   - ❏ Select the Reports tab.
   - ❏ Select the first blue icon for reports, labeled "End of Day Batching Version 1."
   - ❏ From the date drop down, select the date you are editing.
   - ❏ When the page has loaded with selected dates information, scroll to the bottom of the page.
   - ❏ On the users drop down, select "all users."
   - ❏ When the page has loaded, enter any remaining tips to the orders listed on this screen.
   - ❏ Select Submit tip changes/ Capture Authorizations when all tips have been entered.

3. **Settle Credit Batch.**
   The final step in this process is to ensure the batch is settled. If the location is set to auto batch with the gateway, verify the time the autobatch is set for and ensure that the time is well after the latest the location has ever had staff on site and entering tips and well before the location's opening time for the next day.

   For manually batching customers, please follow the listed instructions below to settle your batch. If you are uncertain what your location is setup for, please contact your gateway.

   Manually Batching:
   1. Navigate to admin.lavu.com
   2. Log into the admin control panel.
   3. Select the Reports tab.
      a. If using the new control panel view, this is located on the left hand side of the page
      b. If using the old control panel view, this is located at the top of the page.
   4. Select the first blue icon for reports, labeled "End of Day Batching Version 1."
   5. From the date drop down, select the date you are closing.
   6. Note: Before closing the batch, ensure that all tips are entered for any unbatched dates. Manually closing the batch for any date will close all prior dates as well.
   7. When you are absolutely certain there are no more tips to be entered and your location has closed all current transactions and submitted the tips for those transactions, select Settle Credit Card Batch at the bottom of the page.
   8. A pop up asking if you are sure may appear for certain gateways as will a secondary check. Proceed until the page either says successful or reloads.
   9. All tips and Credit Card transactions will now be settled.