Daily GL Push

The Daily GL takes all the sales and daily information from the POS system that needs to go into accounting and centralizes it in one location allowing you to easily audit and push your data through to your accounting software with your approval based on the chart of accounts. As a point of reference efish does an independent calculation of your end of day totals in comparison to the POS.

Navigate to **[Accounting > Daily GL]**

1. Select your location from the **[Location Drop-Down]**
2. Select your Date Preset from the **[Date Preset Drop-Down]**
   - Date Range – you can enter your own Start/End Date to the right.
   - Or select one of the presets (Current Week, Last Week, Current Period, Last Period)
   - **Note:** the **[Slide Range Arrows]** will move your date range forward or backward by weekly increments. The **[Slide Per Day Arrows]** will move your date range forward or backward by daily increments.
3. Click **[Load]**

This will load the Cash Summary, Day Totals, Notes, and any alerts for each day in the selected range

Cash Summary: Displays a summary of your cash for the day, including any cash that comes in minus any paid outs.

Day totals: Displays any non-cash debits and credits.

Details: Click on the **Green** **[View Details]** link which will show you payment types, sales types, discounts, taxes, etc. The format in view details can be set up any way you wish under **[Administration > Location > Payment types.]**

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Alerts: efish intelligently has Flags/Alerts set up to identify any issues such as (missing deposits, cash over/short mismatch, accounts that are not mapped) and shows you where you need to go to manage or correct any issues.

- **For example:** The image below shows that no deposits were found in a blue alert under the "Notes" section, within the blue alert there is a green Link that says [Click here to Manage]. by clicking that link it will take you directly to the location in efish where you can correct that issue. Such as the **"Add/Edit GM entry"** section in this case where you can add a deposit under the Cash Reconciliation Tab.

Account Mapping issues: For the GL push to work correctly your accounts need to be mapped, efish will highlight accounts in red when they need to be mapped along with a "Not Mapped" message. If you see this message you will need to map these before they system will allow you to push them.

1. In a duplicate window navigate to [Administration > Location > Categories Tab]
2. Select the location you are working with and click [Go].
3. Only map the accounts that showed in red on the Daily GL page. (efish will identify items to be mapped in red one at a time so as not to overwhelm you with information.)

- For Sales select a Sales Account in the left [Sales Account Drop-Down]
- For Discounts/Promo/Comps select an account in the right [Promo/Comp Account Drop-Down]
- Ignore the "Alcohol" Column
- If you want the item to show up within recipes then click the [Checkbox] under "Show in Recipes"
- Make sure when done you click on [Submit Changes] at the bottom of the page.
- Once your accounts are mapped correctly you can return to the Daily GL page, re-load the page with the refresh button in your browser and continue to push those days. (if you do not refresh your page after mapping, the changes will not be pushed through.)

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Pushing your Data: Once you have corrected any issues identified by efish and have mapped all your accounts you may push your data over to your accounting software very easily:

1. Simply click the **green** **[Toggle All]** link in the upper left. This will select all days in the current range (it will skip any with mapping issues)

2. Click the **[Notify me when complete]** box if you wish to be notified once the push is complete.

3. Click the **blue** **[Push Button]**

- **Note:** you do not need to stay on this page after you click the **blue** **[Push Button]** the push will continue in the background.

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