



RMH BLIND CLOSEOUT AT THE STORE MANAGER

Retail Management Hero (RMH)

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Support is provided through the RMH support system: <http://support.rrdisti.com/account/login>.

RMH Product Website: www.rmhpos.com

Overview

After you perform a blind closeout from the RMH point-of-sale, you can use the RMH Store Manager program to enter closing amounts or generate X and Z reports. This way, you do not have to count your drawer in front of customers.

Closing a Batch

1. On the **Journal** menu, click **Update Batch Info**.
2. Specify the applicable filter criteria, and then click **OK**. The Store Manager displays the **Open and Blind Closed Batches** per your selection criteria.
3. Double-click the batch number you want to close.
4. Select **Enter Opening Amount**, **Enter Closing Amount**, **Generate X Report**, or **Generate Z Report** as necessary. If you selected **Enter Opening Amount** or **Enter Closing Amount**, enter the register amounts in the boxes for the appropriate tenders.

NOTE: If you selected **Generate X Report** or **Generate Z Report**, the Store Manager will queue the reports in the Recent Activities section.

5. To view, select a report and click **Open in Journal**. To print, select a report and click **Print**

NOTE: To update the **Open and Blind Closed Batches** list, click the **Refresh** button.

The screenshot shows the 'Retail Management Hero Store Manager - Registered' application. The interface includes a ribbon with 'File' and 'Home' tabs. The 'Home' tab contains buttons for 'Preview report', 'Opening', 'Closing', 'X', and 'Z'. Below these are 'Enter Amounts' and 'Generate Report' sections. A 'Recent activities (X/Z Reports)' section shows 'X Report' and 'Z Report' for 'Batch:13-Register1'. On the right, there are 'Open in Journal', 'Print', 'Refresh', 'Add', and 'Remove' buttons. The 'Journal' menu is open, showing 'View', 'Post Closed Batches', and 'Update Batch Info'. The main area displays a table titled 'Open & Blind Closed Batches' with columns: Batch #, Status, Register #, Opening Total, Closing Total, and Over/Short. The table contains four rows of data.

Batch #	Status	Register #	Opening Total	Closing Total	Over/Short
1	Blind Closed	1	\$100.00	\$200.00	
3	Blind Closed	1	\$0.00	\$0.00	
4	Blind Closed	1	\$500.00	\$600.00	
15	Open	1	\$0.00	\$0.00	