

Cash Drawer Balancing (Manager)

Implementing Cash Drawer Balancing on your system has many benefits, including the ability to automate the process.

In this course, we show how to configure cash drawers, describe required options and security, and show the review process.

Topics

- Device Configuration
- Options and Security
- Reviewing Cash Drawers

Device Configuration

The first step in setting up Cash Drawer Balancing is to check each terminal's configuration.

In the browser menu, select Utilities, then Device Configuration.

Configured cash drawers show the model information.

If it shows Not Configured, double-click cash drawer 1 and select the model.

Then press Enter.

The system displays a window from which you can review notes about the device and test the connection.

If you don't test before choosing OK, the system prompts you to run the test.

Set up a second cash drawer for this terminal by repeating the process with Cash Drawer 2.

Before leaving Device Configuration, open the Misc Menu from the ribbon bar and select Set Retail Device Level.

Choose All Supported Devices and press Enter.

Close Device Configuration.

You must do this for each terminal.

Options and Security

With cash drawers configured, you can set up the options that control how the feature works.

Open Options Configuration from the System Management menu or type OPT in the launch bar.

Use the ID button to set the following options:

Option 5419 to enable Cash Drawer Balancing.

Choose how to accumulate totals. The options include by clerk, terminal, or store.

To print totals, make sure to set up a receipt printer.

Set option 5442 to balance at the end of the day or the following day.

Your choice here decides the balances shown in the Cash Drawer Balancing Viewer.

Options 5416 and 5428 relate to beginning cash.

Enter a default amount for beginning cash in Option 5416.

Option 5428 decides whether the system prompts clerks to enter or accept a beginning cash amount.

With this option set to No, the system assumes the cash drawers always start with the amount entered in Option 5416.

Option 5427 decides how bankcard payments and checks appear when printing totals.

You may choose one total or divide them by type.

Select Change to save the Option settings.

Next, set up security for Cash drawer balancing.

As a rule, Point of Sale clerks need the ability to access and make changes in the cash drawer balancing viewer.

To do this, set security bits 708 and 709 to yes and add them to the POS Clerk role.

However, you don't want them to see the expected amount on the totals receipt so set security bit 718 to No.

Likewise, set security bit 912 to No so a cashier can't view or change someone else's drawer.

Managers need the ability to access the viewer and make changes for any terminal, store, or clerk for which they have responsibility.

Therefore, set security bits 708, 709, 718, and 912 to Yes in the manager role.

Reviewing Cash Drawers

Use the Cash Drawer Balancing Viewer to check the activity in your store at any time throughout the day.

Cashiers can also use the viewer to enter their totals after counting their drawer in the back office.

Open the viewer from the Sales Review menu in the browser or type CBD in the launch bar and press Enter.

If cashiers marked their actuals as All Done, you're ready to review the totals entered for each cash drawer.

An easy way to find the drawers ready for review is to filter the Actuals Update for cells that have Y.

Then filter Approving User for any blanks.

Review the results and update as necessary.

Next mark the drawer as All Done.

This puts your login in the Approving User column.

To enter a comment, select the Miscellaneous button and choose Enter Comments.

The text you enter appears in the viewer Comments column.

As you can see, there are many ways to configure the Cash Drawer Balancing feature to suit your store's needs.

For more information about the specific options and security bits, refer to Online Help.

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