

Cash Drawer Balancing (Cashier)

It's the end of your shift and you're ready to leave for the day.

There's just one more process you need a complete - balancing your cash drawer.

Likely the "Cash for balancing" tool in POS is there to assist you with the end of day cash drawer closing process.

After opening a cash drawer session, the system tracks daily totals by clerk or by terminal depending on your store's procedures.

At the end of your shift you record your drawer totals either online or manually.

Let's walk through the process starting with opening your cash drawer.

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Open Drawer

When you start your shift, you may be prompted to enter the beginning cash drawer balance after you sign on.

Most stores will set the default starting amount for the cash drawers. If this is the case, simply press "Enter" to accept the amount.

Otherwise count the beginning cash, type the correct dollar amount in the box, and click OK.

Note that if you just need to look up an item or check the price, and don't want to start a cash drawer session, you would press "Escape" or "Cancel" here.

Now you're ready to ring up sales and complete your shift just as you normally would.

In the background the system is keeping a running tally of the transactions.

Closing Online

When it's the end of your shift, you need a close and balance the cash drawer.

To do this, make sure your cursor is in the "Item" field and then press the "Miscellaneous" button from the ribbon menu and select the option "Print Totals and Close Cash Drawer" in the "Activity" heading.

If you're using tip or shortcuts, this will appear as option K.

A window opens with several options including entering the drawer amounts and closing the drawer, simply closing the drawer, and printing the drawer totals.

Notice that this menu also gives you an opportunity to correct the beginning cash balance if you entered it incorrectly when you open the drawer.

The option you'll select depends on your store's procedures.

Let's look at the first option "Enter drawer amounts and close cash drawer" commonly referred to "Entering the totals online".

In the "Enter Cash Drawer Actuals" window that appears you enter the actual dollar amounts in your cash drawer for each type of tender.

Depending upon how your system was set up, the expected amount may be listed for the various tenders or these amounts may be blank.

The buttons on the right side of the window bring up calculators that help you quickly total your drawer.

Let's hit "Cash" to see how this works.

The calculator window allows you to simply enter the count of each denomination and coin.

For example, if you have three fives, enter three next to the five denomination.

When you click OK, the system calculates the total and enters it in the cash box on the "Actuals" screen.

To edit your check totals, click the "Checks" button.

The "Check calculator" window allows you to enter the amount for each check it accepted.

Just type the check amount and press "Enter".

That check is added to the list here and you're ready to enter the next check amount.

If you make a mistake when entering a check amount, just check the box by the incorrect amount, then click "Delete" and reenter the correct amount.

When all the checks have been entered, click OK.

The system totals the check and enters the amount on the actual screen.

Follow the same process for any of the other tenders you normally counted at the end of the day or shift.

If your store processes credit cards to the Eagle, there's no need to count bank cards, gift cards, debit cards, or store merchandise cards.

If you're using a third-party source to process these types of tender, you would need to include them in your drawer balancing.

When you have completed counting the drawer, click "All Done".

A summary containing a breakdown of your daily totals prints to your receipt printer.

This breakdown should be submitted to your manager.

The drawer is then closed and it's starting to reset to \$0.00.

Closing Manually

Eagle point of sale also offers easy manual option for closing and balancing your cash drawer.

If your manager asked you to use option 2 "Close cash drawer" or option 3 "Print Cash Drawer Totals" window, when you're closing your cash drawer, you'll follow these steps.

Start by selecting the option your manager asked you to use. With either one a cash drawer totals receipt prints.

After removing the beginning cash, cancel drawer and fill in the actuals.

Turn these in along with the cash drawer to your manager.

As you can see, the cash drawer balancing procedure in Eagle is straightforward and to the point.

Following the steps helps you count your drawer more efficiently and allows your manager to easily sort out any discrepancies with the daily deposit saving time and ensuring increased accuracy.

The bottom line for you is an easier, faster, and more transparent drawer reconciliation.

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