

Cash Drawer Balancing (Cashier)

Intro video Narration

Topics

- Open Cash Drawer
- Close Cash Drawer Online
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Open Cash Drawer

At the start of the shift, when you sign on to point of sale, the system may prompt you to enter the beginning cash drawer.

If your store defaults the starting amount for the drawer, press Enter to accept it and close the prompt.

Otherwise, count the beginning cash, enter the dollar amount, and choose OK.

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

The system keeps a running tally of the transactions throughout the day.

Close Cash Drawer Online

At the end of the shift, you'll need to close and balance the cash drawer.

Make sure your cursor is in the item field and select the Misc button from the Ribbon Menu.

Under the Activity heading, select the option Print Totals and Close Cash Drawer.

If you are using Keyboard Shortcuts this will appear as option K.

The Print Totals and Close Cash Drawer Menu opens giving you several options including:

- entering the drawer amounts and then closing it,
- simply closing the cash drawer,
- printing the cash drawer totals,
- or, change the beginning balance.

Choose the option that conforms to your store's policies.

When selecting the first option, Enter drawer amounts then close cash drawer, the system opens the Enter Cash Drawer Actuals window.

Use this window to enter the actual dollar amounts in your cash drawer for each type of tender.

Depending on your system set up, you may see the expected amount listed for the various tenders or these amounts may be blank.

Selecting the buttons on the right side of this window opens calculators that help you quickly total your drawer.

This is how it works when you choose Cash.

The calculator window opens for you to enter the count of each denomination and coin.

For example, if you have three fives, enter 3 next to the Five denomination.

When finished, choose OK.

The system calculates the total and enters it in the Cash box on the Actuals screen.

To enter check totals, choose the Checks button.

Enter the amount for each individual check accepted in the check calculator window and press Enter.

The system adds the check to the list and you're ready to enter the next check amount.

If you make a mistake when entering a check amount, enable the check box by the incorrect amount, choose Delete, and reenter the correct amount.

When you complete entering all the checks, choose OK. The system totals the checks and enters the amount on the Actuals screen.

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

If your store processes Credit Cards through the system, there is no need to count Bank Cards, Gift Cards, Debit Cards, or Store Merchandise cards.

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

When you complete the drawer count, choose All Done.

The system sends a summary containing the breakdown of your daily totals to your receipt printer. Submit this breakdown to your manager.

Your drawer is closed, and its starting total reset to \$0.00. (narrate as zero dollars)

Close Cash Drawer Manually

Point of Sale also offers a manual option for closing and balancing your cash drawer.

If your manager asks you to use option 2: Close cash drawer or option 3: Print cash drawer totals when you're closing your cash drawer, follow these steps.

After removing the Beginning Cash, count the drawer and fill in the actuals.

When finished, select All Done.

Turn this in, along with the totals receipt printout and your cash drawer, to your manager.

As you can see, the cash drawer balancing procedure is straightforward.

The bottom line for you is an efficient and transparent cash drawer reconciliation.

In this course, we showed how to open the cash drawer and establish the opening balance.

We also described the procedures for closing the cash drawer online and manually.

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