



It's the end of your shift, and you are ready to leave for the day. There's just one more process you need to complete, Balancing your Cash Drawer.

The Cash Drawer Balancing tool in Point of Sale is there to streamline this 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'll record your drawer totals either online or manually.

Let's walk through the process, starting with opening your cash 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 their cash drawers.

If this is the case, simply press 'Enter' to accept the amount.

If your store does not designate a starting cash drawer amount, 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 a price and don't want to start a cash drawer session, you would press Escape here.

At the end of your shift, you will need to close and balance the cash drawer.

To do this, make sure your cursor is in the 'Item' field and then press the 'Misc' button from the Ribbon Menu.

Select the option 'Print totals and Close Cash Drawer' under the 'Activity' heading.

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

A window opens with several options, including Entering the Drawer Amounts , printing Totals and Closing the Drawer and Printing Cash Drawer Totals.



This menu also gives you an opportunity to Change the Beginning Cash Balance if you entered it incorrectly when you opened the drawer.

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

Let's look at the first option, 'Enter Drawer Amounts, Print Totals, Close Drawer'. This is commonly referred to as entering the totals 'Online'.

Remove your Beginning Cash amount and then start the process to count your drawer.

In the 'Enter Cash Drawer Actuals' window that appears, you'll enter the actual dollar amounts for each type of tender.

Depending on your security settings, the expected cash amount may be listed here or be blank.

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

Let's click '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 Five Dollar Bills, enter 3 next to the text box labeled 'Five'.

When you click 'OK', the system calculates the total and enters it in the 'Cash' section.

To enter your check totals, click the 'Checks' button.

The 'Calculate Checks total for this drawer' window allows you to enter the amount for each check you've accepted.

Simply type in the 'Check Amount' and press 'Ok'.

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



If you make an error when entering a check amount, just check the box next to the incorrect amount.

Click 'Delete' and reenter the correct amount.

When all the checks have been entered, click 'OK'.

The 'Checks' figure is updated.

Follow the same process for any of the other tender types you have accepted that day.

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

If you are using a third party source to process Credit and Debit cards, you will need to include them in this Drawer Balancing process.

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

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

This breakdown can be submitted to your manager.

Your drawer is now closed and its starting total is reset to \$0.00.

Eagle Point of Sale also offers manual options for closing and balancing your cash drawer.

Selecting Option 2 'Print totals and close cash drawer', will print your totals to your receipt printer and Close the drawer.

The screen will return to the log in prompt.

After removing the Beginning Cash, count your drawer and write in the amounts on the lines labeled 'Actual'

Turn this receipt in, along with your cash drawer, to your manager.



Choosing Option 3, 'Print cash drawer totals' will leave the cash drawer open but print the same information to the receipt printer.

Press 'Cancel' to close the dialog box.

Again, turn this receipt in with the handwritten totals to your manager.

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

Using the application to document cash, checks and other tender creates a transparent drawer reconciliation record.

Following these steps helps you count more efficiently, saves everyone time and allows your employer to easily sort out any discrepancies with the daily deposit.

