

How to Cash up

Clerk:

Only do Safe Drops when the Register prompts you to do one. Do a Safe Drop for cash only; do not safe drop checks. Do not do a Safe Drop at the end of your shift!

At register screen, touch Log off, then Log off again. Remove till from cash drawer and obtain a credit card reading. The next clerk will sign in and insert their till.

Bring to office to set up drawer for next day.

At Back Office menu, log in your clerk password.



Click on Cash up button. Then click on the Cash Drawers button.

In the Cash Up section, choose the correct date that you are declaring this drawer for. Then double click on this date or click Change/Declare button.

Cash Drawers

Browse the drawmstr File

Clerk Name: **Show All Clerk** Beginning Date: 8/04/08 Ending Date: 1/07/09 Quick Date Filter: Yesterday

All Clerk Wednesday Wednesday User : Temp Mgr

Drawer ID	DeClared	Open Date	Close Date	Clerk ID	Display Name
XXXA0805	N	8/05/08	8/14/08	XX	MANAGER
XXXA0827	N	8/27/08	8/27/08	XX	MANAGER
XXXA1204	H	12/04/08	12/04/08	XX	MANAGER
XXXA1230	N	12/30/08	12/30/08	XX	MANAGER
XXXA0106	N	1/06/09	1/06/09	XX	MANAGER

Change // Declare Print Reconciliation Journal (All Clerk) Close

Then click on the DRAWER CALCULATOR button (located on the bottom left of the Cash Up declare page) to enter counts.

Changing a drawmstr Record

Clerk ID: 22 Clerk: Night Shift Date: 1/05/09 Time: 21:08:49 H

Rolls	Coins	Total	Total Cash
Pennies: <input type="text" value="0"/>	<input type="text" value="0"/> X 0.01 =	0.00	0.00
Nickels: <input type="text" value="0"/>	<input type="text" value="0"/> X 0.05 =	0.00	[F2] To Calculate
Dimes: <input type="text" value="0"/>	<input type="text" value="0"/> X 0.10 =	0.00	Checks <input type="text" value="0.00"/>
Quarters: <input type="text" value="0"/>	<input type="text" value="0"/> X 0.25 =	0.00	Credit Cards <input type="text" value="0.00"/>
Total Change		0.00	FoodStamps <input type="text" value="0.00"/>
Enter How Many of Each Bill			Safe Drops <input type="text" value="0.00"/>
Dollars: <input type="text" value="0"/> X \$ 1.00 =		0.00	WIC <input type="text" value="0.00"/>
Fives: <input type="text" value="0"/> X \$ 5.00 =		0.00	House Charge <input type="text" value="0.00"/>
Tens: <input type="text" value="0"/> X \$ 10.00 =		0.00	Mega Bucks Paid Out <input type="text" value="0.00"/>
Twenties: <input type="text" value="0"/> X \$ 20.00 =		0.00	Scratch Ticket Paid Out <input type="text" value="0.00"/>
Fifties: <input type="text" value="0"/> X \$ 50.00 =		0.00	Store Coupon <input type="text" value="0.00"/>
Hundreds: <input type="text" value="0"/> X \$ 100.00 =		0.00	Vendor Coupon <input type="text" value="0.00"/>
Total Bills		0.00	Vendor Paid Out <input type="text" value="0.00"/>
			Gift Cert <input type="text" value="0.00"/>
			<input type="text" value="0.00"/>
			<input type="text" value="0.00"/>
			GIFT CERT <input type="text" value="0.00"/>
			<input type="text" value="0.00"/>
			<input type="text" value="0.00"/>
			Total Drawer: 0.00

Drawer Calculator OK Cancel Print Declare Journal Print Department Totals Print Reconciliation

Do calculations shown in the How to Cash Up examples on the following pages.

How to Cash up

This **EXAMPLE** is based on \$200.00 start up drawer.

Enter \$200.00 in the "Start up" area.

1. Count ALL coins first. Click on the DRAWER CALCULATOR button; use this calculator to enter counts.

Example: Drawer has 21 quarters, 49 dimes, 16 nickels, 26 pennies.

$$26 \times .01 = .26$$

$$16 \times .05 = .80$$

$$49 \times .10 = \$4.90$$

$$21 \times .25 = \underline{\$5.25}$$

Total coins: \$11.21

	Rolls	Coins	Total
Pennies:	0	26 X 0.01 =	0.26
Nickels:	0	16 X 0.05 =	0.80
Dimes:	0	49 X 0.10 =	4.90
Quarters:	0	21 X 0.25 =	5.25
Total Change			11.21

Enter How Many of Each Bill	
Dollars:	0 X \$ 1.00 = 0.00
Fives:	0 X \$ 5.00 = 0.00
Tens:	0 X \$ 10.00 = 0.00
Twenties:	0 X \$ 20.00 = 0.00
Fifties:	0 X \$ 50.00 = 0.00
Hundreds:	0 X \$ 100.00 = 0.00
Total Bills	
0.00	

Start Up: 200.00 Close

Overage: \$0.21 Subtract Overage

Total Drawer: \$11.21 **Missing Money \$188.79**

2. Remove .21 cents from the drawer, place in deposit pile. The remainder of \$11.00 stays in drawer. Click on Subtract Overage. This will do the subtraction for you.

3. From this point, continue the cash count by entering the total amount of each.

Drawer Calculator			
	Rolls	Coins	Total
Pennies:	<input type="text" value="0"/>	<input type="text" value="26"/> × 0.01 =	0.26
Nickels:	<input type="text" value="0"/>	<input type="text" value="16"/> × 0.05 =	0.80
Dimes:	<input type="text" value="0"/>	<input type="text" value="49"/> × 0.10 =	4.90
Quarters:	<input type="text" value="0"/>	<input type="text" value="21"/> × 0.25 =	5.25
Total Change			11.21

Enter How Many of Each Bill			
Dollars:	<input type="text" value="0"/>	× \$ 1.00 =	0.00
Fives:	<input type="text" value="0"/>	× \$ 5.00 =	0.00
Tens:	<input type="text" value="0"/>	× \$ 10.00 =	0.00
Twenties:	<input type="text" value="0"/>	× \$ 20.00 =	0.00
Fifties:	<input type="text" value="0"/>	× \$ 50.00 =	0.00
Hundreds:	<input type="text" value="0"/>	× \$ 100.00 =	0.00
Total Bills			0.00

Start Up: <input type="text" value="200.00"/>	<input type="button" value="Close"/>
Overage:	<input checked="" type="checkbox"/> Subtract Overage
\$0.21	
Total Drawer:	Missing Money
\$11.00	\$189.00

- Example: \$1 bills are counted from the coin count. (which is \$11.00)
The calculator will do the work for you. Just enter the amount of bills of each denominator that you wish to keep in the till. The calculator will prompt you to remove any overages of bills to place in the deposit pile. For example: There are \$42 ones. Drawer needs \$39 in order to make it balance to \$50. Remove \$3, place in deposit pile.
- Example: Twenty (20) \$5 bills are used in order to bring drawer to \$150.
- The remainder of the \$5 bills is placed in the deposit pile.
- Example: Five (5) \$10 bills are used to balance the drawer at \$200.00.
- The remainder of the \$10 bills is placed in the deposit pile.
- The higher denomination bills are not used for the drawer start up. These are placed in the deposit pile.

10. This pile is set to be calculated in the next step in Cash Up: Declaring the Drawer.

Drawer Calculator

	Rolls	Coins	Total
Pennies:	0	26 × 0.01 =	0.26
Nickels:	0	16 × 0.05 =	0.80
Dimes:	0	49 × 0.10 =	4.90
Quarters:	0	21 × 0.25 =	5.25
Total Change			11.21

Start Up:

Overage: \$0.21 **Subtract Overage**

Enter How Many of Each Bill			
Dollars:	39	× \$ 1.00 =	39.00
Fives:	20	× \$ 5.00 =	100.00
Tens:	5	× \$ 10.00 =	50.00
Twenties:	0	× \$ 20.00 =	0.00
Fifties:	0	× \$ 50.00 =	0.00
Hundreds:	0	× \$ 100.00 =	0.00
Total Bills			189.00

Total Drawer: \$200.00 **Drawer Bal:** \$0.00

11. Using the deposit pile, insert coin and bill counts in the Declare sections of the Cash Up. Enter Checks, credit cards and house charge amounts. Click on Print Declare and place with deposit.

Cashup VT65.22.16

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Cash Drawers

Changing a drawmstr Record

Clerk ID: XX Clerk: MANAGER Date: 12/04/08 Time: 12:21:15 H

Rolls	Coins	Total
Pennies: 0	1 × 0.01 =	0.01
Nickels: 0	0 × 0.05 =	0.00
Dimes: 0	2 × 0.10 =	0.20
Quarters: 0	0 × 0.25 =	0.00
Total Change		0.21

Enter How Many of Each Bill		
Dollars: 3	× \$ 1.00 = 3.00	
Fives: 19	× \$ 5.00 = 95.00	
Tens: 22	× \$ 10.00 = 220.00	
Twenties: 15	× \$ 20.00 = 300.00	
Fifties: 1	× \$ 50.00 = 50.00	
Hundreds: 0	× \$ 100.00 = 0.00	
Total Bills		668.00

Total Cash	
668.21	
[F2] To Calculate	
Checks	182.06
Credit Cards	290.16
Food Stamps	0.00
Safe Drops	0.00
WIC	0.00
House Charge	66.72
Mega Bucks Paid Out	20.00
Scratch Ticket Paid Out	6.00
Store Coupon	1.00
Vendor Coupon	0.00
Vendor Paid Out	0.00
Gift Cert	0.00
Credit	0.00
Canadian	0.00
DEBIT	0.00
Total Drawer:	1,233.15

Buttons: **Print Declare**, **Journal**, **Print Department Totals**, **Print Reconciliation**

Buttons: **OK**, **Cancel**

12.