# **Balancing Cash Drawer**

POSitive For Windows - Ford Dealers - Station: 1					
File Edit Register Inventory Management Marketing Accounting U	tilities Window	Help			
[ESC] Menu Invoice: 10592 By: POS Cashier: POS Date: 11/20/2007 Regis	ster: 1				▼ ×
SCAN					1
				A Item A Suspend N Item [Pause]	
Description	Quantity	Price	Dsc.%	Total	î
				1	
					-
Bill To Shin To Note					
					III
Quick Sale				Show More Select Bill To Edit Bill To Options [P3] [F3] [F4]	Lustomer History [F5]
					Void
				Quantity [F6] Register [F7] Discount [F8]	[F9]
					1
Taxable: 0.00 Subfotal: 0.00 Toxable: 0.00 - Coupon: 0.00					<u>7</u>
Item Count: 0.00 - Deposit 0.00				0.00	Tender
<u> </u>					
		_	_	Profession Edition Multi-User POS V.4.3.3 11/20/2007	5:06 PM
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On the Sales Invoice Screen

1. Click Balance Register (Keyboard Shortcut, F7)

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A POSitive For Windows - Ford Dealers - Station: 1	
File Edit Register Inventory Management Marketing Accounting Utilities Window Help	
[ESC] Menu Invoice: 10592 By: POS Cashier: POS Date: 11/20/2007 Register: 1	▼ ×
SCAN.	Lookup Item [Pause]
Description Quantity Price Dsc.%	Total
Enclose ID Required For Access Sales ID: POS Password:	Go X Cancel
Bill To Ship To Note Current Control Note Current Control Note Current	Show More Options [F2]     Select Bill To [F3]     Edit Bill To [F4]     Customer History [F5]
	Adjust Balance Quantity [F6] Register [F7] Discount [F8] [F3]
LineTotals:         0.00         SubTotal:         0.00           Taxable:         0.00         - Coupon:         0.00           Exempt:         0.00         - Deposit         0.00           Item Count:         0.00         Total:         0.00	0.00
	Profession Edition Multi-User         POS         V.4.3.3         11/20/2007         5:17 PM
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When Login appears

## Enter ID and password

(by default managers and teachers can only balance the cash drawer)



The default prompt is your current POS station number. (You can select other stations drawers to balance them also)

1. Click OK to begin the cash drawer balancing process.



1. When the cash drawer opens, count all denominations of coins and currency, including your opening bank.

(You only need to count the number of bills and coins - the program will extend the dollar amount)

2. Click OK to finalize the balancing process.



Complete the Daily Balance Worksheet for your register.

- 1. Your cash count from the previous screen has been forwarded to this screen.
- 2. Your count is compared to the program's system count—note any differences.



Complete the Daily Balance Worksheet for your register.

- 1. Enter the amount of all paper tender—checks, coupons, gift certificates, credit and debit sales.
- 2. All transactions for each type of tender are listed in the reference box on the lower left.
- 3. When all tender has been entered—click the tab to POST (F11)

POSitive For Windows - The Spartan Corner - Station: 1					_ @ X
File Edit Register Inventory Management Marketing Accou	unting Utilities Window Help				
[ESC] Menu Invoice: 120743 By: POS Cashier: POS Date: 11/25	/2007 Register: 1				▼ ×
SCAN.				Lookup	rt, Suspend
<				> [INS]	[Pause]
Description	Quantity Price	Dsc.%	Тс	otal	
a Daily	Balance Worksheet: Register 1	1	X	] ]	
	anden Dustern	0	Difference		
	ash System	92.75 92.65	-0.10		
	narge/Debit neck	0.00 0.00 2.50 2.50	0.00		
Co Gi	oupon ft Cert	0.00 0.00	0.00		
		0.00			
	POSitive Alert!				
	Attach N	Register Balance to history. Are you su	re this is what you		
	want to do?				
12 Re	0710	Yes No	st [F10]		
					·
Bill To Ship To Note					
Quick Sale				Show More Select Bill To	Edit Bill To Customer
				Uptions [F2] [F3]	[F4] History [F5]
	E	Edit Tender [F7]	<b>X</b> a t l		Void
			👗 Lancel	Adjust Balance Quantity [F6] Register [F7]	Discount [F8]
LineTotals: 0.00 SubTotal: 0.00 Taxable: 0.00 - Coupon: 0.00					
SalesTax: 0.00 - Deposit 0.00 Item Count: 0.00 Total: 0.00				L L	
1					
			Profession Edition Multi-User	P05 V431	11/25/2007 11:54 PM
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## Finalize the Posting by sending the Register Balance to History.

**1.** Click the Yes tab to POST to History.



### Carry Forward Your Starting Bank for the next sales shift.

- 1. Your previous starting bank is shown as the default to carry forward.
- 2. Note the amount of your Cash Deposit—Separate from your closing bank.
- 3. Click OK to continue.

POSitive For Windows - The Spartan Corner - Station: 1		
File Edit Register Inventory Management Marketing	Accounting Utilities Window Help	
[ESC] Menu Invoice: 120743 By: POS Cashier: POS Date	: 11/25/2007 Register: 1	▼ ×
SCAN.		Lookup Item [INS] Suspend [Pause]
Description	Quantity Price Dsc.%	Total
1 Bill To Ship To Note	Daily Balance Worksheet: Register 1         Tender       System Count       Your Count       Diffe         Cash       92.75       92.65       0.00       0.00         Charge/Debit       0.00       0.00       0.00       0.00       0.00         Check       2.50       2.50       2.50       0.00	irence       -0.10       0.00       0.00       0.00       0.00
Quick Sale	Edit Tender (F7)	Show More Options [F2] Select Bill To [F4] Customer History [F5] Adjust Adjust Balance Discount [F8] Void Transaction
LineTotals: 0.00 SubTotal: 0.00 Taxable: 0.00 - Coupon: 0.00 SalesTax: 0.00 - Deposit 0.00 Item Count: 0.00 Total: 0.00		<b>0.00</b>
	Profession I	Edition Multi-User POS V.4.3.1 11/26/2007 1:02 AM
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Print a Register Balance Report for the shift.

**1.** Click OK to Print (or Preview first) to your default report printer.



### The Shift Register Balance Report - Match and include with your register deposit.

1. Click the Print This Page icon to send to the report printer.

Preview: CategorySummaryReport					
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				1	

Register Sales Category Summary

Register: 1

Register: 1 11/26/2007

% Of Sales / Qnty Refunds / Qnty Discounts / Qnty Total Sales Category FOOD PREP 5.00 0.00 0.00 0.00 7.15 6.51 7.15 0.00 24.24 PRETZELS 26.00 24.24 0.00 0.00 0.00 0.00 22.09 SLUSHIES 33.86 30.85 33.86 31.00 0.00 0.00 0.00 0.00 SNACK COMBOS 44.50 22.00 0.00 0.00 0.00 0.00 44.50 40.55 Totals: 109.75 Sales: 84.00 Refunds: 0.00 0.00 0.00 0.00 Discounts: Less Transaction Discounts: 0.00 0.00 Less Trade-Ins: 0.00 0.00 Total: 109.75 📰 🔄 🌽 🐌 🕞 Balancing the Draw... < 🔇 🚳 🍰 🕅 💻 🚼 💁 👘 🙀 🕩 2:17 PM POS Alt 👛 POSitive For Windo...

The Shift Category Summary Report - (Report that automatically follows by default), Print or Preview)

#### 1. Click the Print This Page icon to send to the report printer.



Finalize the Posting by sending the Register Balance to History.

1. Click OK to Complete Balancing and return to the Sales Invoice Screen.