

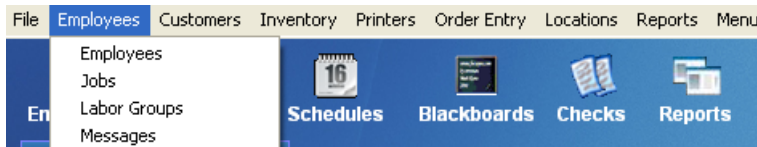
Cash Drawers



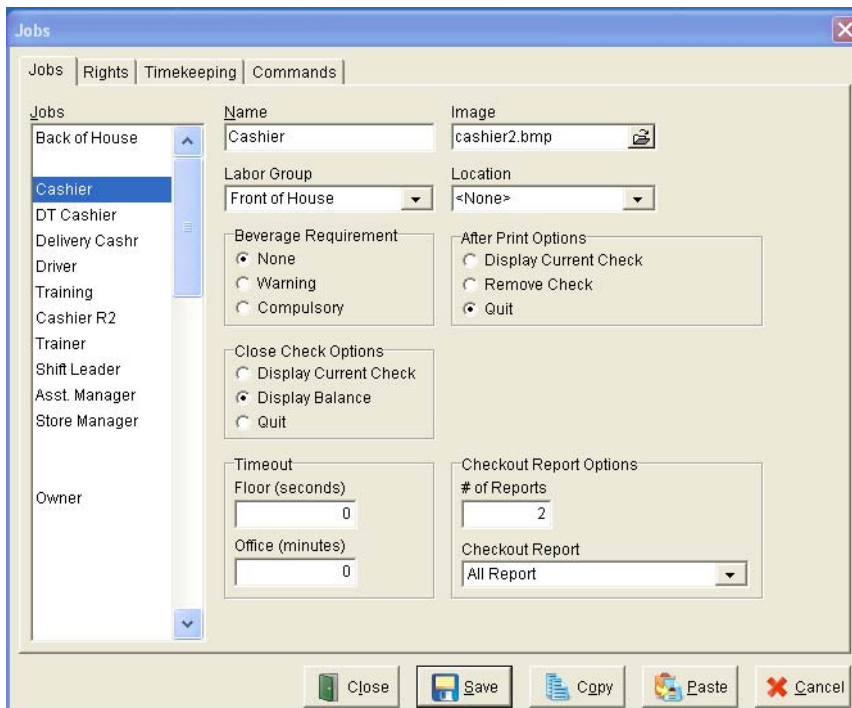
The drawer function is used to track an employee's activity with sales and cash handling. One employee is assigned to a drawer and the money in it. Once an employee closes a drawer it can be re-opened for another. All activity with drawers can be tracked by employee and register using the All Report.

Configure drawer options for the Job code

1. select employees from tool bar
2. select jobs



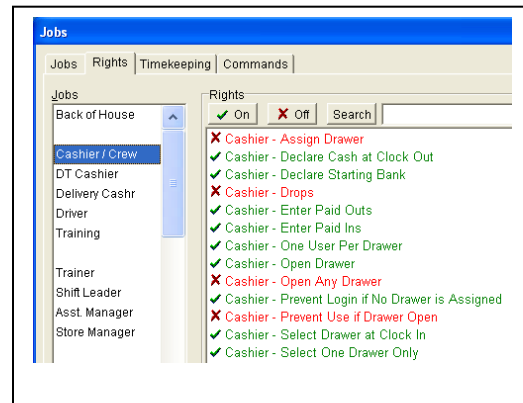
3. select the job(s) that will work with drawers
 - select the checkout report options
 - number of reports is the number of reports that will print when drawer is closed
 - checkout report is the report that will print when drawer is closed; the all report is the default



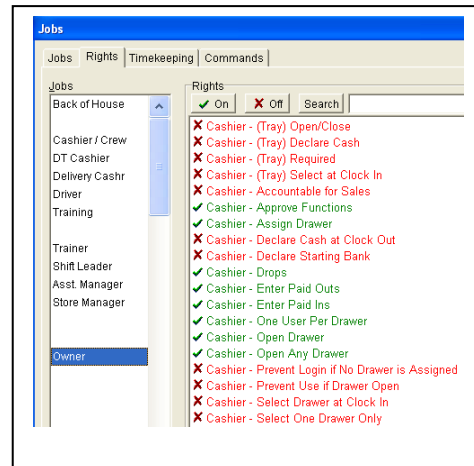
Cash Drawers



4. select the rights tab
5. double-click to turn rights on or off
6. turn on cashier rights
 - cashier – declare cash at clock out
 - cashier – declare starting bank
 - this is at clock in
 - cashier – one user per drawer
 - cashier – open drawer
 - cashier – prevent login if no drawer assigned
 - cashier – select drawer at clock in
 - cashier – select one drawer only



7. turn on manager rights
 - cashier – approve functions
 - cashier – assign drawer
 - cashier – one user per drawer
 - cashier – open drawer
 - cashier – open any drawer
 - allows user access to all cash drawers (including cash drawers that they have not been assigned)



8. select save
9. select close

Cash Drawers



Opening a drawer

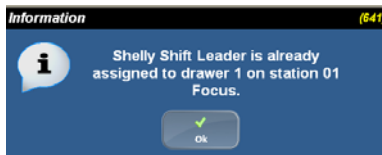
An employee opens a drawer at clock in (customizable by job code). For accountability only one employee uses a drawer at a time, although job code flags enable a manger to use any drawer.

1. clock in
2. select drawer
 - if ringing on register 1 select 01 Focus Drawer 1
 - if ringing on register 2 select 02 Backup Drawer 1



3. select save

note: if another employee is already assigned a message will appear



4. enter starting bank; select ok



5. enter access code
6. ring

Cash Drawers



Closing a drawer

The report can be viewed before or after closing the drawer. Drawer will not show an over/short until after the closing \$amount is entered and drawer is closed.

1. count drawer
2. clock out
3. declare drawer amount; this includes the bank

Declare Drawer Amount

| | | | |
|-------------------|---|---|---------------|
| \$100 X | 0 | = | \$0.00 |
| 50 X | 0 | = | \$0.00 |
| 20 X | 0 | = | \$0.00 |
| 10 X | 0 | = | \$0.00 |
| 5 X | 0 | = | \$0.00 |
| 1 X | 0 | = | \$0.00 |
| .50 X | 0 | = | \$0.00 |
| .25 X | 0 | = | \$0.00 |
| .10 X | 0 | = | \$0.00 |
| .05 X | 0 | = | \$0.00 |
| .01 X | 0 | = | \$0.00 |
| Total Cash | | | \$0.00 |

Navigation buttons: 7, 8, 9, OK, 4, 5, 6, Next, 1, 2, 3, C, 0, <, Cancel

4. select yes to confirm cash entered

Confirm (70)

You have entered Cash of \$239.64. Is this correct?

Yes No

5. employee is now clocked out; the all report will print at the receipt printer automatically

Cash Drawers



Example All Report

The all report will display the employee, the register, sales activity, total accountable, declared cash, net cash, over/short amount.

- total accountable is employee's total sales
- declared cash is the \$amount employee counted in drawer

| All Report | | |
|---|----|---------|
| Kahala Enterprise | | |
| All Report Page 1 | | |
| 4/11/2012 10:26:24 AM | | |
| ===== | | |
| EMPLOYEE Shelly S. | | |
| JOB Cashier | | |
| TIME 4/11/12 9:22 AM - 4/11/12 10:20 AM | | |
| TOTAL TIME 00:58 | | |
| DRAWER 01 Focus 1 | | |
| STATION 01 Focus | | |
| REVENUE CENTER Surf City Squez | | |
| ===== | | |
| SUMMARY | | |
| Average Check | 2 | 48.47 |
| Average Guest | 2 | 48.47 |
| Average Time | | 0:00:24 |
| Voids | 0 | 0.00 |
| No Sale Count | 0 | |
| Error Correct | 0 | |
| Discounts | 0 | 0.00 |
| ===== | | |
| SALES AND TAXES | | |
| SCS - Extras | 49 | 24.50 |
| SCS - Frt Smth | 9 | 18.75 |
| SCS - Swt Smth | 22 | 53.69 |
| ===== | | |
| Total | 80 | 96.94 |
| ===== | | |
| Subtotal | | 96.94 |
| Inclusive Tax | | 0.00 |
| Subtotal Disc | | 0.00 |
| ===== | | |
| Net Sales | | 96.94 |
| Food Tax | | 6.55 |
| ===== | | |
| Total Tax | | 6.55 |
| ===== | | |
| Total Sales | | 103.49 |
| Paid Outs | | 0.00 |
| Paid Ins | | 0.00 |
| CC Tip Fee | | 0.00 |
| Refunds | | 0.00 |
| ===== | | |
| TOTAL ACCOUNTABLE | | 103.49 |
| ===== | | |

| PAYMENT SUMMARY | | | |
|----------------------------|--------|------|--------|
| Gross Cash | 2 | | 103.49 |
| Paid Outs | 0 | | 0.00 |
| CC Tip Fee | | | 0.00 |
| Tips Paid Out | | | 0.00 |
| ===== | | | |
| Net Cash | | | 103.49 |
| Check | 0 | | 0.00 |
| Credit Cards | 0 | | 0.00 |
| House Account | 0 | | 0.00 |
| Gift Cert. | 0 | | 0.00 |
| Visa | 0 | | 0.00 |
| M/C | 0 | | 0.00 |
| Amex | 0 | | 0.00 |
| Discover | 0 | | 0.00 |
| Gift Card Redm | 0 | | 0.00 |
| Gift Card Redm | 0 | | 0.00 |
| Cust. Account | 0 | | 0.00 |
| College Card | 0 | | 0.00 |
| ===== | | | |
| TOTAL PAYMENTS | | | 103.49 |
| ===== | | | |
| GRATUITIES | | | |
| Declared Tips | | | 0.00 |
| Tipped Sales | | | 0.00 |
| Tips 0.00% of Tipped Sales | | | 0.00 |
| Cash Tips | | | 0.00 |
| ===== | | | |
| Charge Tips | | | 0.00 |
| CC Tip Fee | | | 0.00 |
| ===== | | | |
| Net Charge Tips | | | 0.00 |
| ===== | | | |
| PAYMENT DETAIL | | | |
| Cash | | | |
| Chk # | Amount | Tip | Total |
| ----- | | | |
| 1 | 52.31 | 0.00 | 52.31 |
| 2 | 51.18 | 0.00 | 51.18 |
| ----- | | | |
| Total | 103.49 | 0.00 | 103.49 |

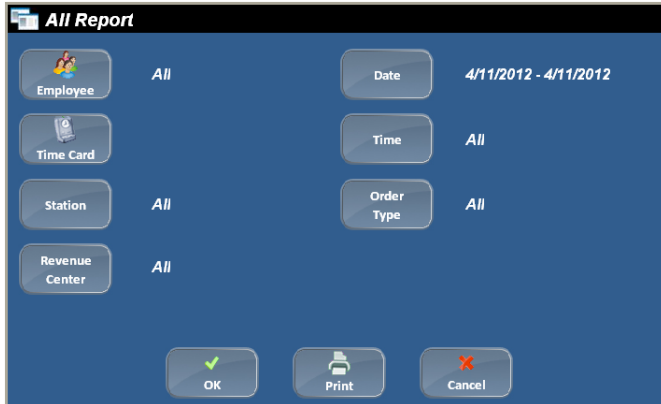
| CASH DETAIL | |
|-----------------|---------|
| Declared Cash | 239.64 |
| Net Cash | -103.49 |
| Starting Bank | -100.00 |
| ===== | |
| [Over]/Short | 36.15 |
| ===== | |
| REFUNDS | |
| NO REFUNDS | |
| ===== | |
| RETURN ITEMS | |
| ===== | |
| OPEN CHECKS | |
| NO OPEN CHECKS | |
| ===== | |
| PAID OUTS | |
| NO PAID OUTS | |
| ===== | |
| PAID INS | |
| NO PAID INS | |
| ===== | |
| DROPS | |
| NO DROPS | |
| ===== | |
| DRAWER OPENS | |
| NO DRAWER OPENS | |
| ===== | |

Cash Drawers

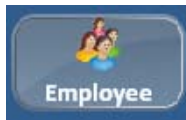


Run an All Report

1. run an activity report; this is the *all report*



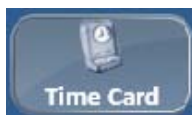
2. select employee



3. select employee name



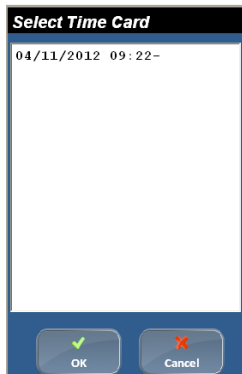
4. select ok
5. select time card



Cash Drawers



6. select the time card

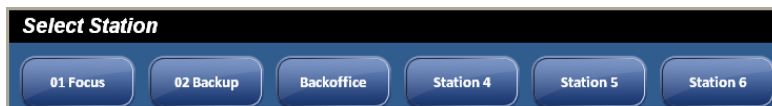


7. select ok

8. select station



9. select 01 focus



10. select ok to run customized report

- the report will display employee's activity between 9:22am and 10:09am
- the report will display activity for register 1

