

# DROPS



The Drop function is used to move a large sum of cash from a register to the safe. Drops are done by the manager on duty. Include the dropped money when counting the drawer at end of shift. For accountability, drawers should be assigned to each cashier.

***note: if not using drawers and you would like to account for the money given to a certain cashier then use the paid in and paid out functions***

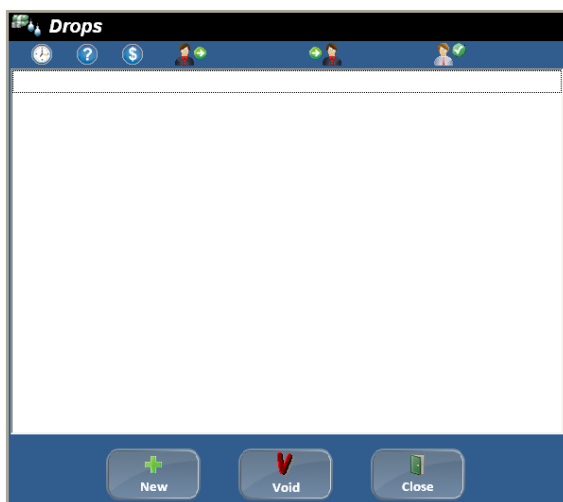
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## Drops

1. select functions from the function bar



2. select drops



# *DROPS*



3. select new

A screenshot of a software dialog box titled "New Drop". It has a dark blue header with a small icon of three water droplets. Below the header, there are two input fields: "Amount" with the value "0.00" and "Employee" with a dropdown menu showing "<None>". Below these fields is a numeric keypad with buttons for digits 0-9, a "C" (clear) button, and a "<" (back) button. To the right of the keypad are two large buttons labeled "OK" and "Cancel".

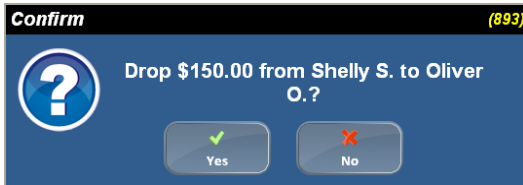
4. enter amount
5. use drop-down to select manager level employee
6. select ok

A screenshot of the same "New Drop" dialog box. The "Amount" field now contains "150.00". The "Employee" dropdown menu is open, showing two options: "Owner, Oliver" (highlighted in blue) and "Shift Leader, Shelly". The rest of the dialog box, including the keypad and "OK/Cancel" buttons, remains the same.

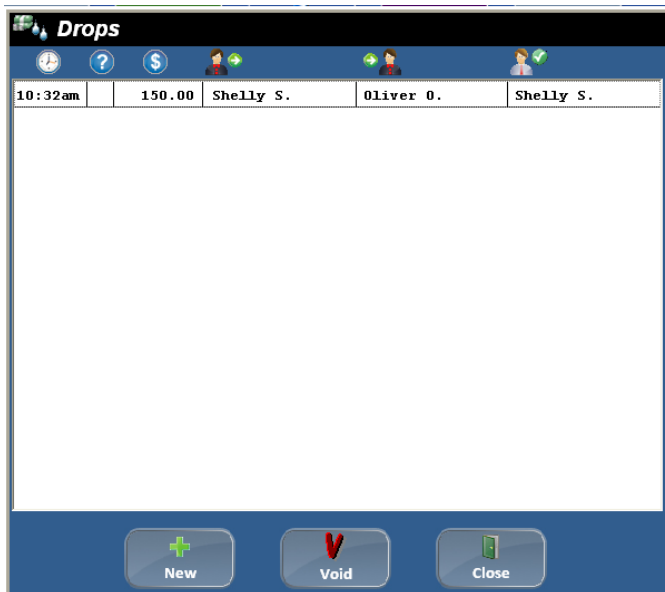
# DROPS



7. select yes to confirm drop amount



8. drop is now displayed; select close



***note: to void drop, select the drop line then void***

# DROPS



## Drops & Reporting

If using the “drawers” function, then the drop will display on the cashier’s accountability report, which is the reg 1, reg 2, etc. report. When running report, make sure to select the applicable employee, timecard, and station

Drops appear under total sales and at the end of report with dropped to information.

Reg 1 Report		
-----		
Total Sales		278.56
Paid Outs		0.00
Paid Ins		0.00
CC Tip Fee		0.00
Drops		-150.00
Refunds		0.00
=====		
TOTAL ACCOUNTABLE		128.56
-----		
P A Y M E N T S U M M A R Y		
-----		
Gross Cash	4	278.56
Paid Outs	0	0.00
Drops		-150.00
CC Tip Fee		0.00
Tips Paid Out		0.00

=====	
C A S H D E T A I L	
Declared Cash	0.00
Net Cash	-128.56
Starting Bank	-75.00
-----	
Over/[Short]	-203.56
=====	
R E F U N D S	
NO REFUNDS	
-----	
R E T U R N I T E M S	
-----	
O P E N C H E C K S	
NO OPEN CHECKS	
-----	
P A I D O U T S	
NO PAID OUTS	
-----	
P A I D I N S	
NO PAID INS	
-----	
T I P P O O L S	
-----	
NO TIP POOLS	
=====	
D R O P S	
Dropped To	Amount
-----	
Oliver 0.	-150.00

# ***DROPS***



When counting and closing the drawer, make sure to include the dropped amount in the final drawer count, otherwise your report will show the drawer as short. The amount declared should have been \$183.56, which is \$53.56 cash in drawer + \$150.00 dropped to safe.

```
-----  
=====
```

<b>C A S H D E T A I L</b>	
<b>Declared Cash</b>	53.56
<b>Net Cash</b>	-128.56
<b>Starting Bank</b>	-75.00
-----	
<b>Over/[Short]</b>	-150.00

```
=====
```

**R E F U N D S**  
NO REFUNDS

```
=====
```

**R E T U R N I T E M S**

```
=====
```

**O P E N C H E C K S**  
NO OPEN CHECKS

```
=====
```

**P A I D O U T S**  
NO PAID OUTS

```
=====
```

**P A I D I N S**  
NO PAID INS

```
=====
```

**T I P P O O L S**

```
-----
```

**NO TIP POOLS**

```
=====
```

<b>D R O P S</b>	
<b>Dropped To</b>	<b>Amount</b>
-----	
<b>Oliver 0.</b>	-150.00

```
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```