



IF YOU NEED TO ADD OR REMOVE CASH FROM THE CASH DRAWER WITHOUT COMPLETING A TRANSACTION OR SALE, YOU WILL NEED TO USE THE PAY IN OR PAY OUT FUNCTIONALITY.

Use this only for business related transactions, <u>do NOT use this for</u> <u>EMPLOYEE TIPS.</u>

TO PROCESS A PAY IN OR PAY OUT:

- **1.** FROM THE DASHBOARD, TAP TILLS AND SELECT A TILL.
- 2. SELECT PAY IN OR PAY OUT.

4 AM Wed May 29			🗢 88% Albus D. 🌔
SYSTEMS		Ker Back Drawer 1	
Sales Summary	Updated: Today 10:32:54 💍 •••		
Net Sales \$ 0.00 0 %	Payments \$ 0.00 0 %	Image: Starting Amount \$395.0 Set on May 29, 2019 • 10:53 AM (Albus D) Owned by Albus D Image: C+ Pay In	> 00 >
Discounts \$ 0.00 0 %	Voided \$ 0.00 0 %	[→ Pay Out Safe Drop	>
*Compare	d to 1 Week Prior	🖨 Open Cash Drawer	ement
Time Management	1 Clocked In		
OPERATIONS		Print Cash Log	
E Tills	Drawer 1		nts
Declined Payments		(II) Hold	
Offline Payments		Checkout	> + - Store
<u></u> End of Day Process	Initiate		Credit
Dashboard	(Anage Customers	🤣 Reassign Drawer	

3. ENTER THE AMOUNT OF THE PAY IN OR PAY OUT AND TAP SUBMIT.



Tills: Pay In and Pay Out



		<u> </u>			Albus D.
		Crawer 1	Pay Out	Sub	mit
Sales Summary	lated: Today 10:32:54 💍 🚥	1100		50.0	
Net Sales	Payments	USD		50.0	u 🥹
\$ 0.00 0 %	\$ 0.00 0 %				
Discounts	Voided	7	8	9	
\$ 0.00	\$ 0.00				
0 %	0 %	4	5	6	
*Compared to *	Week Prior				ement
Time Management	1 Clocked In	1	2	3	
OPERATIONS					
🚍 Tills	Drawer 1				nts
Declined Payments				•	
Offline Payments				Clear All	+
End of Day Process	Initiate				Credit
Ø					

4. ENTER A REASON FOR THIS PAY IN OR PAY OUT. THIS REASON WILL SHOW WHEN YOU RUN FINANCIAL REPORTS.

SVETCHS		Pay Out	Pay Out Reason	Submit
Sales Summary	Updated: Today 10:32:54 💍 •••	(, , , , , , , , , , , , , , , , , , ,	,	
Net Sales	Payments	Grocery Sto	re Run	-ir
\$ 0.00 0 %	\$ 0.00 0%			
Discounts	Voided			
\$ 0.00	\$ 0.00			
0 %	0 %			
*Compare	d to 1 Week Prior			jement
Fime Management	1 Clocked In			
PERATIONS				
Tills	Drawer 1			nts
Declined Payments				
o Offline Payments				+
☆. End of Day Process	Initiate			Credit
•				

5. TAP SUBMIT AND A RECEIPT WILL PRINT FOR YOU.