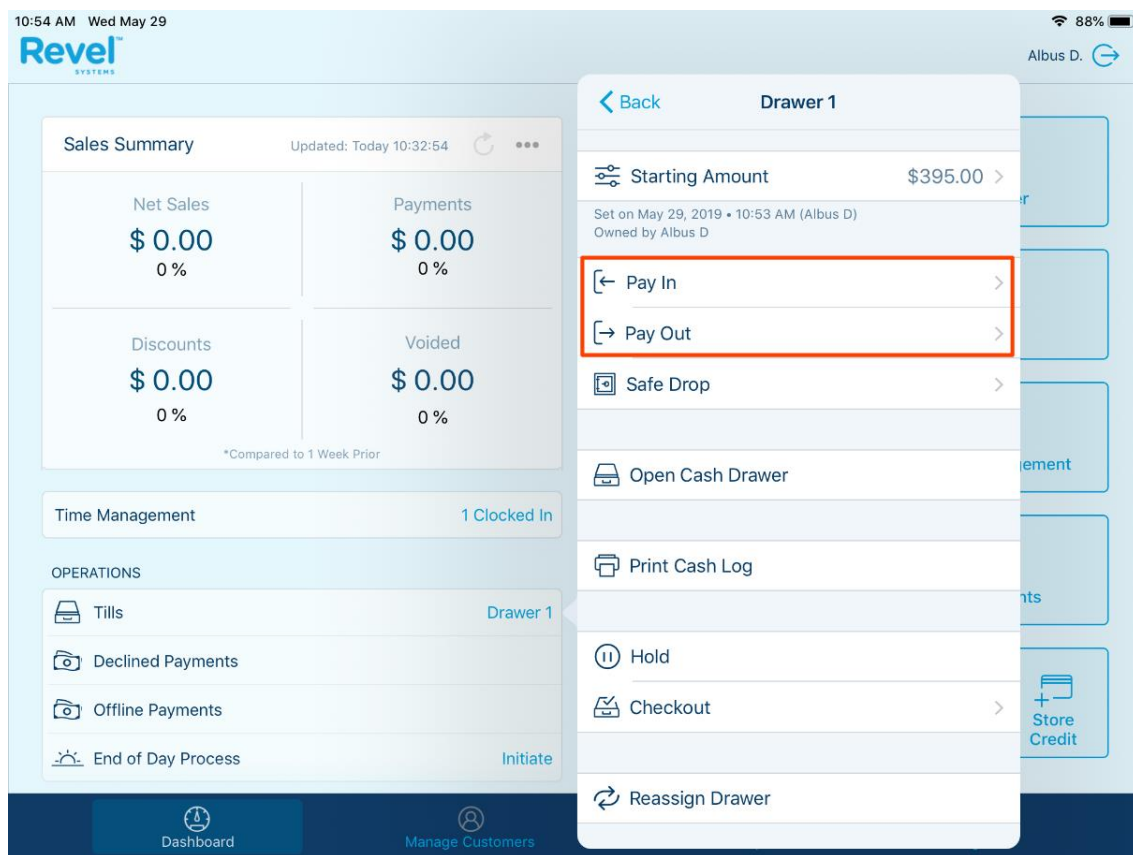


**IF YOU NEED TO ADD OR REMOVE CASH FROM THE CASH DRAWER WITHOUT COMPLETING A TRANSACTION OR SALE, YOU WILL NEED TO USE THE PAY IN OR PAY OUT FUNCTIONALITY.**

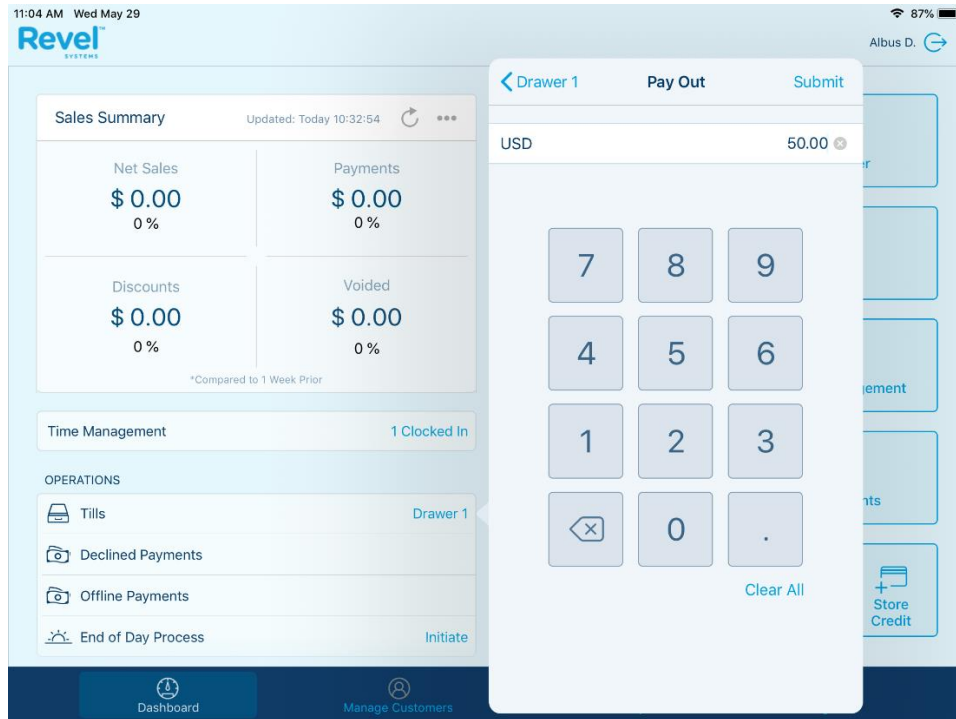
**USE THIS ONLY FOR BUSINESS RELATED TRANSACTIONS, DO NOT USE THIS FOR EMPLOYEE TIPS.**

**TO PROCESS A PAY IN OR PAY OUT:**

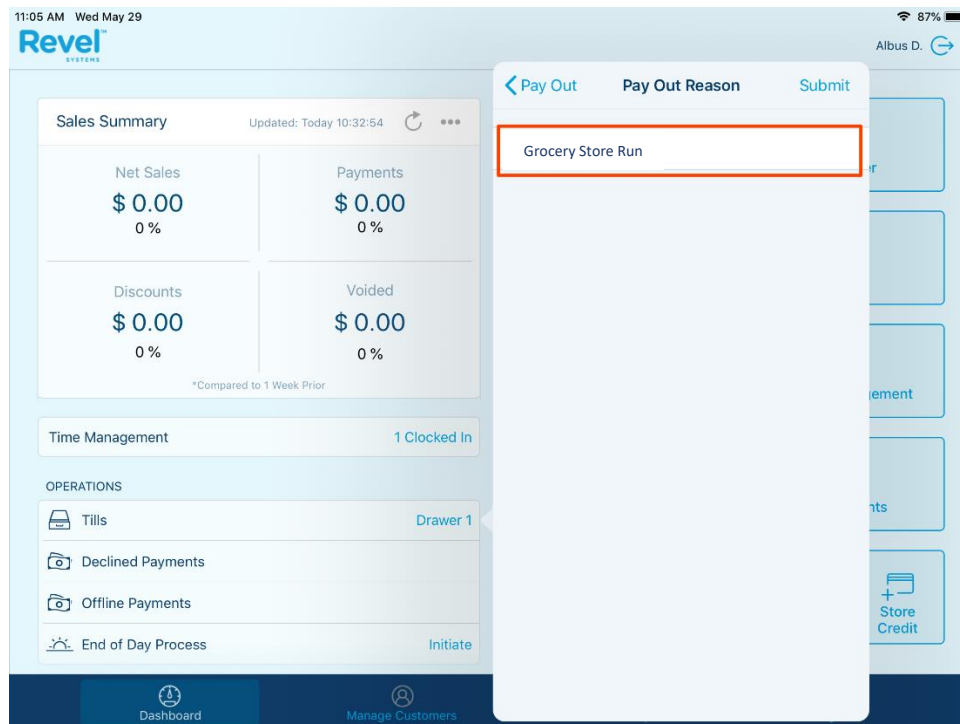
- 1. FROM THE DASHBOARD, TAP TILLS AND SELECT A TILL.**
- 2. SELECT PAY IN OR PAY OUT.**



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



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



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