

# Setting Up and Opening A Register Drawer

**This article provides instructions on how to open a register drawer for the start of business or shift change.**

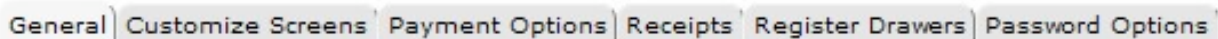
This article will explain how to initially set up preferences for managing register drawers for your business. We will then go through opening a Register Drawer for the beginning of business or for employee shift changes depending on what set up options have been selected.

## ***Initial Drawer Set Up:***

From the "Home" screen on the Main system select Administration then Point of Sale.



From the "Preferences - Point of Sale" screen we need to select the "Register Drawers" tab located at the top of the screen.



We are now presented with the available options for Register Drawers.

To activate an option select the associated check box.



### Register Drawer Options:

Use Register Drawers?:	<input checked="" type="checkbox"/>
Switch To Open Drawer if None Selected?:	<input type="checkbox"/>
Automatically Open Drawer If None Exists?:	<input checked="" type="checkbox"/>
Default Float:	200.00
Limit Drawer Access To Assigned Cashier?:	<input checked="" type="checkbox"/>
Allow Cashiers To Close Their Own Drawer?:	<input type="checkbox"/>
Print Z Report when Closing Register Drawer?:	<input type="checkbox"/>
Print Tax Report when Closing Register Drawer?:	<input type="checkbox"/>
Print Discount Report when Closing Drawer?:	<input type="checkbox"/>
Print Sales By Category when Closing Drawer?:	<input type="checkbox"/>
Print Sales Summary when Closing Drawer?:	<input type="checkbox"/>
Print Payment Summary when Closing Drawer?:	<input type="checkbox"/>
Print Non-sale Items Report when Closing Drawer?:	<input type="checkbox"/>

Use Register Drawers? - Select this option if you want to use cash drawers with your POS system. This is checked by default.

Switch To Open Drawer if None Selected? - Automatically selects the most recent drawer used for the specific POS terminal.

Automatically Open Drawer If None Exist? - This option will automatically open a drawer if none are open. The drawer will be opened with the default float and will show as opened by the person signed into the POS system when the drawer is opened.

Default Float: - This is where you set the default float for your Register Drawers. This is the cash used to make change for customers.

Limit Drawer Access To Assigned Cashier? - This option will only let the employee who is assigned to the drawer to open the drawer.

Allow Cashiers To Close Their Own Drawers? - Allows cashiers to close their own drawers instead of having the Supervisor close the drawer

Print Z Report When Closing Register Drawer? - This option will automatically generate a Z report to the POS terminal's receipt printer.

Print Tax Report When Closing Register Drawer? - This option will automatically generate a Tax report to the POS terminal's receipt printer.

Print Discount Report When Closing Drawer? - This option will automatically generate a report of the total discounts granted to the POS terminal's receipt printer.

Print Sales By Category When Closing Drawer? - This option will automatically generate a Sales report by Category to the POS terminal's receipt printer.



Print Sales Summary When Closing Drawer? - This option will automatically generate a Sales Summary to the POS terminal's receipt printer.

Print Payment Summary When Closing Drawer? - This option will automatically generate a Payment Summary to the POS terminal's receipt printer.

Print Non-Sale Items Report When Closing Drawer? - This option will automatically generate a Non-Sale Item (i.e. Gift Card Sales) to the POS terminal's receipt printer.

**How To Manually Open A Drawer if the "Automatically Open Drawer If None Exists" option is not selected:**

To open a drawer for an employee the Supervisor will need to go to each POS station and open a drawer.

On the POS home screen touch the button labeled "Supervisor Functions"

The Supervisor will then be prompted to enter their password. Enter the password and touch the "Continue" button.

The "POS Supervisor Menu" will load upon successful authentication. (Supervisor inputs the correct password)

Touch the "New Register Drawer" button and select a cashier. You will also be prompted to enter the dollar amount of the beginning float. (The "Default Float" will appear but can be changed manually using the number pad above the float assignment)

Touch the "Create Drawer" button. The drawer will be created and the receipt printer will print the following information:

Register #  
Which employee the drawer was assigned to  
The date the drawer was opened  
The time the drawer was opened  
Who opened the drawer  
Float amount

11/13/2007

11:29 AM

Register #: M2

Assigned To: Jenn Johnson

Date Assigned: Nov 13, 2007

Time Assigned: 11:29 AM

Assigned By: Ray Clements

Float: 120.00