



Steps for Closing and Opening a register with a balanced drawer:

- Navigate to **Sale > POS**
- Select **Actions**, then **Drawer**
- Enter the money count into the appropriate field by using the Register Balance Sheet. These should match each other.
- Select **Print Summary**
- A receipt will print out for comparison with the Register balance sheet.
- A correct drawer will be neither short nor over. Cash and Checks should be the same amount on both.
- Select **Close Drawer**
- On this next screen, put the correct starting drawer amount and the next day on the date (if it's a Saturday select the following Monday coming up) and select **Open drawer/register**.
- After closing and opening this drawer you cannot use this drawer until the next work day! This will unbalance the drawer.
- Place the starting cash amount in a deposit bag.
- Place Deposit cash amount and checks in envelope with receipt summary and register balance sheet stapled to the front.
- Employee and Pharmacist are to sign the register balance sheet and turn it into the safe at your location.

Steps for closing and opening an unbalanced drawer: Shortage

- Navigate to **Sale > POS**
- Select **Actions**, then **Drawer**

- Enter the money count into the appropriate field by using the Register Balance Sheet. These should match each other.
- Select **Print Summary**
- A receipt will print out for comparison with the Register balance sheet.
- A correct drawer will be neither short nor over. Cash and Checks should be the same amount on both. If there is a shortage and no Deposit or overage, make sure there is still the correct amount in the deposit bag for next day to avoid future shortages. If you do not have the full amount, notify your pharmacist to have this corrected for the next day.
- Continue as normal and Select **Close Drawer**
- On this next screen, put the correct starting drawer amount and the next day on the date (if it's a Saturday select the following Monday coming up) and select **Open drawer/register**.
- After closing and opening this drawer you cannot use this drawer until the next work day! This will unbalance the drawer.
- Have Pharmacist correct the beginning cash amount and place the starting cash amount in a deposit bag for the next day.
- Staple the Receipt summary and Register balance sheet to the front of the empty envelope so accounting will know there was a shortage.
- Employee and Pharmacist are to sign the register balance sheet and turn it into the safe at your location.

Steps for Closing and Opening an unbalanced drawer: Overage

- Navigate to **Sale > POS**
- Select **Actions**, then **Drawer**
- Enter the money count into the appropriate field by using the Register Balance Sheet. These should match each other.
- Select **Print Summary**
- A receipt will print out for comparison with the Register balance sheet.
- A correct drawer will be neither short nor over. Cash and Checks should be the same amount on both. If there is an Overage, make sure there is still the correct amount in the deposit bag for the next day. Place the overage with the deposit.

- Select **Close Drawer**
- On this next screen, put the correct starting drawer amount and the next day on the date (if it's a Saturday select the following Monday coming up) and select **Open drawer/register**.
- After closing and opening this drawer you cannot use this drawer until the next work day! This will unbalance the drawer.
- Place the starting cash amount in a deposit bag.
- Place deposit cash amount, overage, and checks in envelope with receipt summary and register balance sheet stapled to the front.
- Employee and Pharmacist are to sign the register balance sheet and turn it into¹ the safe at your location.