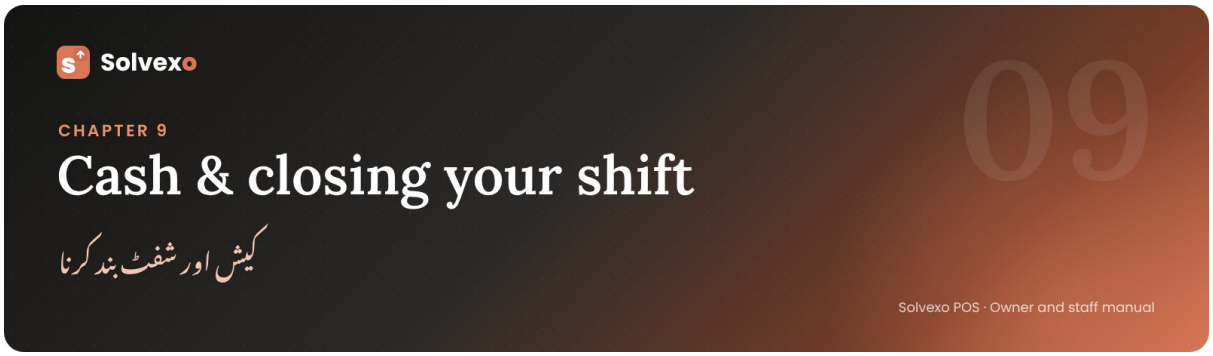
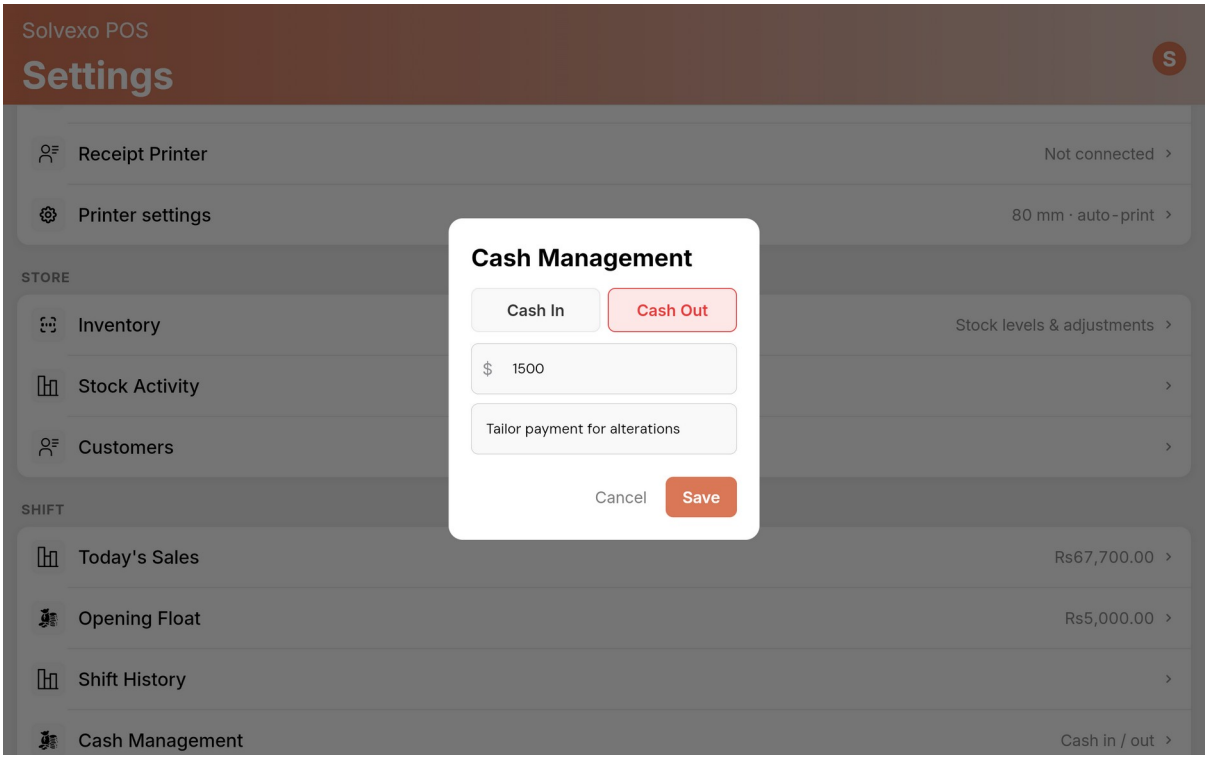


Chapter 9: Cash and closing your shift

Screen 9.1: Cash in and cash out

Use case: record money put into the drawer (for example more change) or taken out (petty cash, a drop to the safe), so the cash count at the end of the shift is right.

Who: managers. A cashier asks a manager to sign in and do it.



Cash Management with Cash In and Cash Out, Amount and Reason

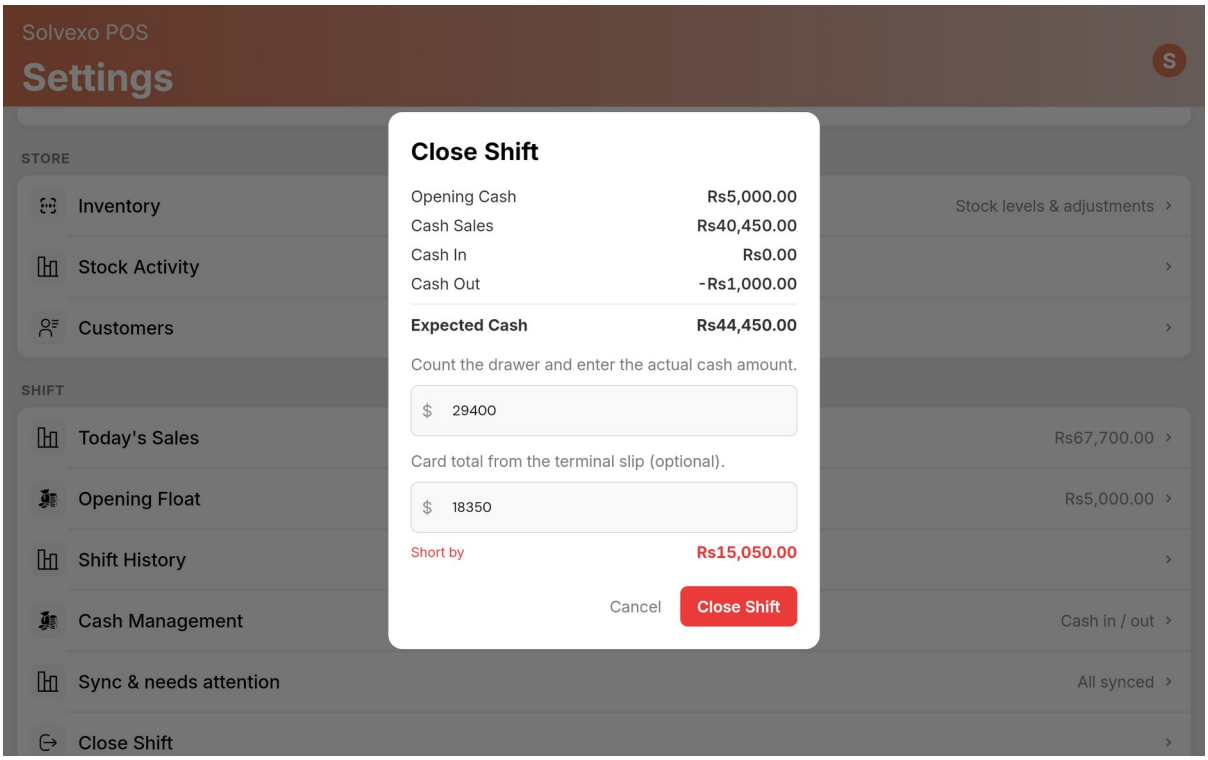
1. Open **More → Settings** and, under **SHIFT**, tap **Cash Management**.
2. Choose **Cash In** or **Cash Out**.
3. Type the **Amount** and the **Reason** (for example "petty cash for tea" or "till top-up").
4. Tap **Save**.

What you'll see: "Cash in recorded." or "Cash out recorded." The amount is included in **Expected Cash** when you close the shift.

Screen 9.2: Close the shift

Use case: at the end of your shift, count the drawer, record any difference and sign out of the till.

Who: the employee whose shift it is.



Close Shift with the expected cash breakdown, the counted cash and Short by or Over by

1. Make sure there are no **held sales** left (complete or discard them) and the till is online so all sales have synced.
2. Open **More → Settings** and tap **Close Shift** (or the **Close Shift & Log Out** button at the bottom).
3. Read **Expected Cash**: the opening float, plus cash sales, plus cash in, minus cash out.
4. Count the cash in the drawer and type the total.
5. Optionally, type the card total from your card machine's end-of-day slip.
6. Check the line under the amount: **Matches exactly**, **Short by** or **Over by**.
7. Tap **Close Shift**.

What you'll see: Shift Closed, with the expected cash, the counted cash and any difference. Tap **Done**; the till goes back to the PIN screen for the next person.

> Note: a cash difference is simply recorded. But if the card slip total doesn't match the card sales the till recorded, a manager must approve closing the shift.
>
> Note: "Can't close the shift yet" means some sales haven't reached the server. Connect to the internet and wait for them to sync, or ask a manager to resolve them in **Sync & needs attention** (Screen 10.4).

باب 9: کیش اور شفٹ بند کرنا

اسکرین 9.1: **Cash in / Cash out** — مینیجر **More → Settings** میں **SHIFT** کے نیچے **Cash Management** کھولے، **Cash In** یا **Cash Out** چنے، **Amount** اور **Reason** لکھے اور **Save** دبائے۔ یہ رقم شفٹ بند کرتے وقت **Expected Cash** میں شامل ہوتی ہے۔

اسکرین 9.2: **شفٹ بند کریں** — پہلے ہولڈ سیلز مکمل یا ختم کریں اور انٹرنیٹ چالو رکھیں۔ **More → Settings** میں **Close Shift** دبائیں۔ **Expected Cash** دیکھیں، دراز کا کیش گن کر لکھیں، چاہیں تو کارڈ مشین کی سلپ کا ٹوٹل لکھیں، اور **Close Shift** دبائیں۔ **Short by**، **Matches exactly** یا **Over by** فرق بتاتا ہے۔ کیش کا فرق صرف ریکارڈ ہوتا ہے، لیکن کارڈ سلپ کا فرق ہو تو مینیجر کی منظوری چاہیے۔ "Can't close the shift yet" کا مطلب ہے کچھ سیلز ابھی سرور تک نہیں پہنچیں۔