Pay cash in or out of the drawer

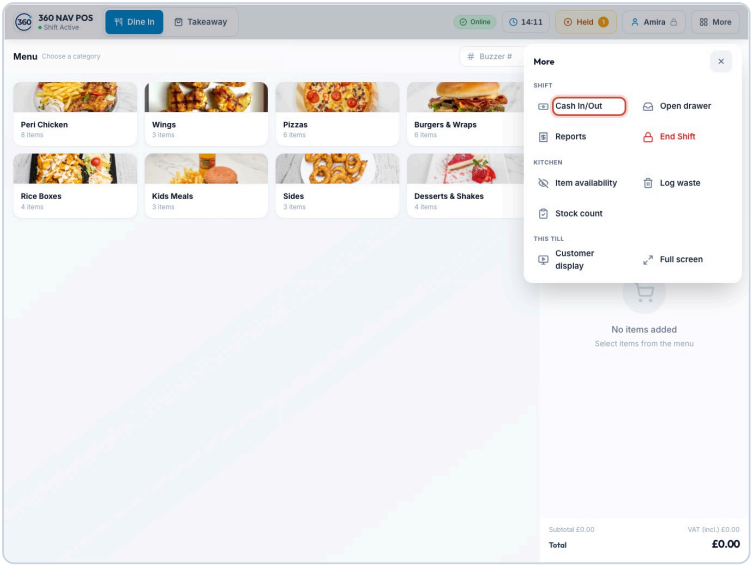
Record cash added to the drawer, or taken out to pay for something, so the cash-up still balances.

For Managers · **Takes** 1 minute

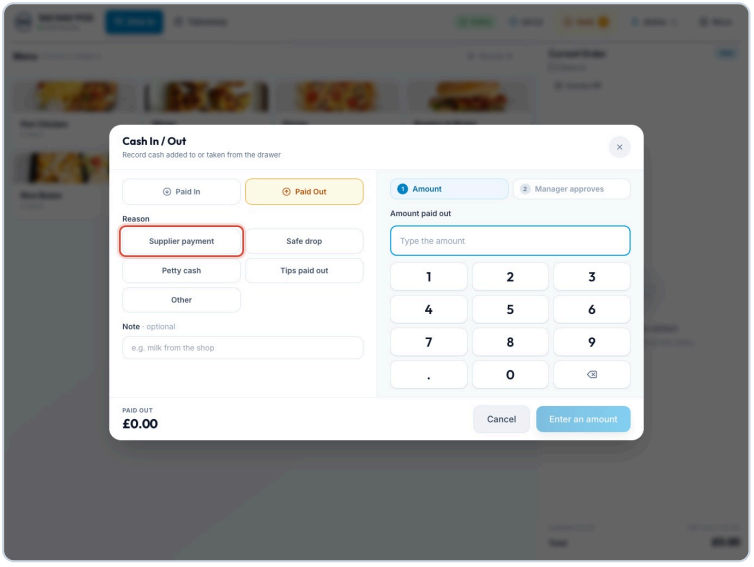
Watch the video
360navtech.com/pos/help/v/cash-in-and-out

Steps

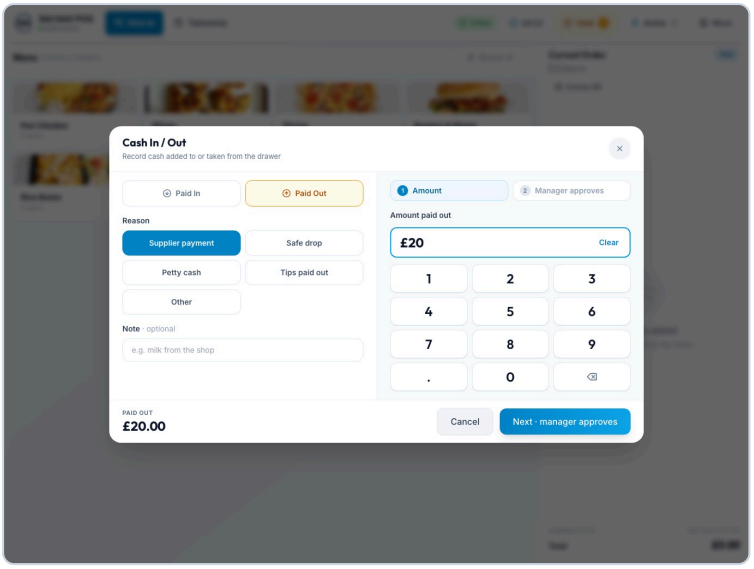
1 **Open Cash In/Out.** Tap **More**, then **Cash In/Out**.



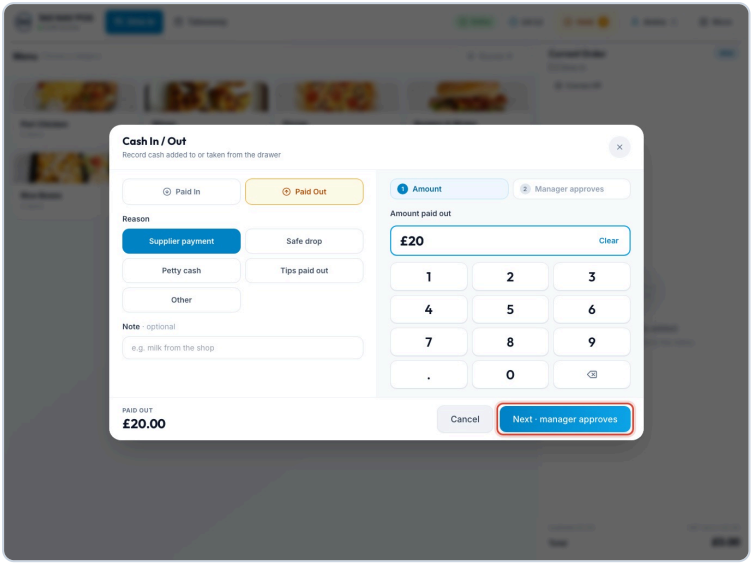
2 **Choose Paid In or Paid Out, and a reason.** For example a change top-up, a safe drop, or paying a supplier in cash. **Other** needs a note saying what it was for.



3 **Type the amount.**



4 **Get a manager to approve.** A manager enters their PIN, and the drawer opens.



Tips

- Every movement is counted in the expected cash at the end of the shift, so the cash-up balances.