

## How to Close out a Cash Drawer

# HIDEAWAY PIZZA.

- Fill out your reconciliation ('checkout') form.** Cross out the 'Server' side since you should only be using the 'Cashier' side.
- Sort your closed checks.** Staple them together in order:
  - Visa payments
  - Mastercard payments
  - Amex payments
  - Discover payments
  - Cash payments
- Verify any CC tips have been entered in the POS.**
- Sort your signed credit card slips** into payment categories. Write the totals on your reconciliation form and staple them together in order (Visa, Mastercard, Amex, Discover).
- Count your cash & jingle in drawer.** Enter the total next to "Total Cash". Enter the beginning total of your drawer next to "Starting Bank".
- Get a manager to print your checkout. *It's important that you are able to show them all the previous steps are completed.*  
**If you are a cashier,** look for and enter the number across from "+ Cash" next to "Total Cash Due".

Subtract DOWN:

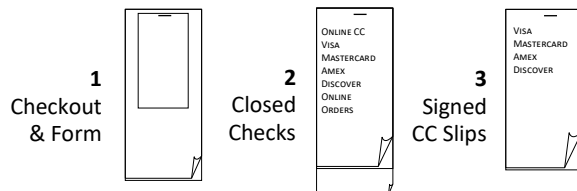
**Total Cash**  
 - **Starting Bank**  
 should = **Total Cash Due.**

\$ <u>234.50</u>	Total Cash
\$ <u>200.00</u>	Starting Bank
<b>TOTAL CASH DUE</b>	
\$ <u>35.10</u>	
\$ <u>0.60</u>	Long/Short

If Total Cash minus Starting Bank *doesn't* equal out to match Total Cash Due, enter the difference next to **Long/Short** and circle "Long" if it is over or "Short" if it is under (see example). If the numbers *do* match, enter zero!

***If the difference is more than \$1, bring it to a manager's attention!***

- Fold your checkout in half and staple your reconciliation form next to the fold, on the bottom half side.** You should have 3 sets of stapled papers.



Turn these in to the MOD with your drawer!

### TIPS:

**Be sure not to leave until a manager verifies that your drawer was correct!!**

**If anything ever doesn't match up** when you're doing your math, you can easily check your tickets by matching the signed CC slips and against their closed checks. This will help tell you if you are missing any tickets or why your math came out wrong.

**Always turn in a neat drawer**— cash front faced & neat. Line your receipts up and staple everything together. And please staple at the top (rather than the middle)!