

# Point of Sale: Using CounterPoint Opening and Closing Cash Drawers

## Overview

A drawer must be opened before sales can be entered for the drawer, and must be closed before end of day posting.

A user must be authorized in order to open or close a specific drawer. The authorization is granted to individual users through **Setup / System / Users**.

This document explains how to open and close drawers.

## Opening a drawer

A Point of Sale drawer must be “opened” before sales can be entered for that drawer.

Opening a drawer involves entering a user ID, password (if applicable), the drawer number and a beginning amount for each **Cash** type pay code.

Pay codes:

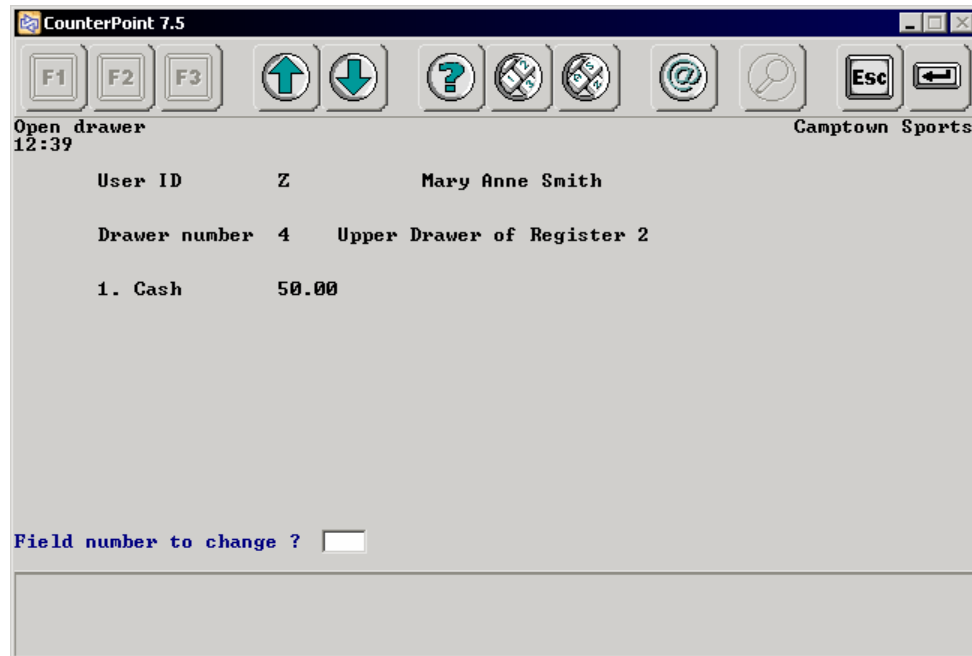
See “Pay codes” in [Stores](#) for more information.

Drawers can be opened either manually or automatically:

Open method	Description
Manual	A beginning cash amount is specified for the drawer.
Automatic	Drawer is opened with a beginning cash amount of 0.

## Manual open method

Select Point of Sale / Tickets / Open drawer.



### User ID

Enter your user ID.

If you don't have authorization to open drawers, the message **User not authorized to open/close drawers** displays.

### Password

This field appears only if you specified in **Setup / System / Company** that you use passwords.

Enter your password.

**NOTE:** The password doesn't display as you type it.

### Drawer number

Enter the number of the drawer to open.

**NOTE:** The user must be authorized to open the drawer number entered.

If the drawer is already open, the message **Drawer is open** displays.

If you are reopening a drawer that has been closed, but not posted, the following question displays:

**You are reopening a drawer that has not been posted. Amount you enter will be recorded as additional opening cash. Are you sure ?**

**[Cash pay codes]**

Any cash type pay codes for this store appear after a user ID, password (if applicable), and cash drawer have been entered.

Enter the starting amount in the drawer for each pay code.

Press:

- F1** To physically open the cash drawer in order to verify the amounts or place cash in the drawer.
- F4** To enter the cash units and let the system calculate the total for you.

You can press **F4** to enter cash units if you defined any countable cash units (e.g., **Bills**, **Coins**, and **Rolls**) in **Setup / Point of Sale / Control**.

**NOTE:** CounterPoint retains and reports the total cash (not the bills and coins entry detail).

## Automatic open method

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**NOTE:** This method is available only if you specified to allow automatic opening and closing of drawers for this store in **Setup / Point of Sale / Stores / Configuration options**.

Select **Point of Sale / Tickets / Enter**.

**Drawer not open, press F2 to open**

This message appears after the user ID, password (if applicable), and drawer have been entered if (1) the specified drawer is currently closed, (2) the current user is authorized to open the specified drawer, and (3) automatic opening and closing of drawers is enabled for this store.

Press:

- F2** To open the specified drawer with a beginning amount of **0** for all **Cash** type pay codes.
- Enter** To return to **Drawer number** on the ticket entry screen without opening a drawer.

## Closing a drawer

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A Point of Sale drawer must be “closed” before end of day posting can be performed for the register associated with the drawer.

Closing a drawer involves entering a user ID, password (if applicable), the drawer number, and an ending amount for each pay code.

Pay codes:

See “Pay codes” in [Stores](#) for more information.

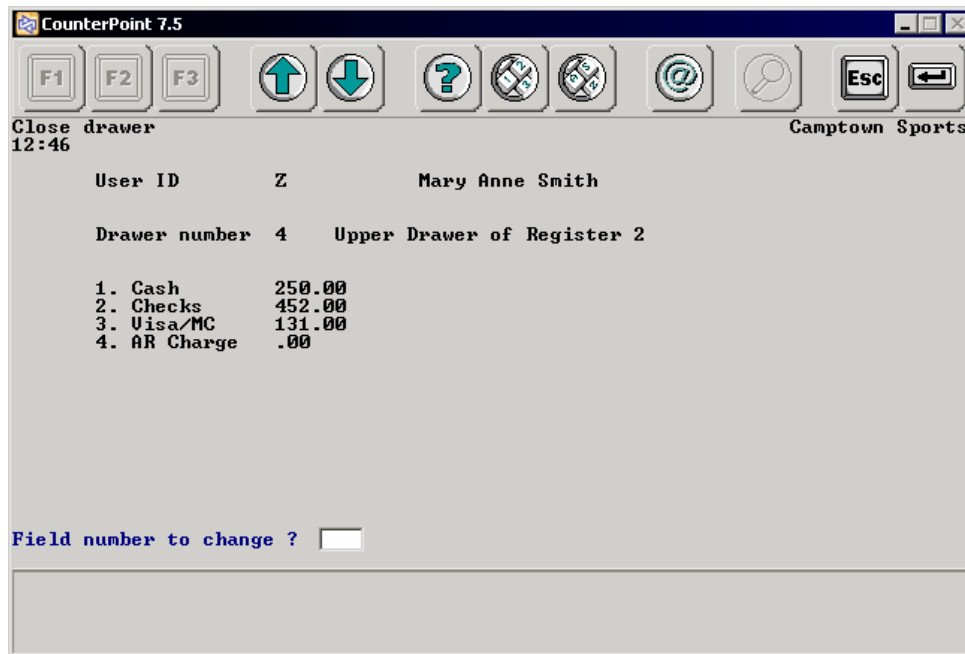
**NOTE:** A drawer doesn't have to be closed by the same user who opened it.

Drawers can be closed either manually or automatically:

Close method	Description
Manual	An ending amount (or <b>Not counted</b> ) is specified for each pay code.
Automatic	Drawer is closed with an ending amount of <b>Not counted</b> for all pay codes.

## Manual close method

Select Point of Sale / Tickets / Close drawer.



### User ID

Enter your user ID.

If you don't have authorization to close drawers, the message **User not authorized to open/close drawers** displays.

### Password

This field appears only if you specified in **Setup / System / Company** that you use passwords.

Enter your password.

**NOTE:** The password doesn't display as you type it.

### Drawer number

Enter the number of the drawer to close.

**NOTE:** The user must be authorized to close the drawer number entered.

**[Pay codes]**

All pay codes defined for this store display after a user ID, password (if applicable), and drawer number have been entered.

Enter the ending amount in the drawer for each pay code.

Press:

- F1** To physically open the cash drawer in order to verify the ending amounts.
- F2** For **Not counted**, if the pay code is defined in **Setup / Point of Sale / Stores / Stores** to allow no-count.
- NOTE:** If you specify **Not counted** for a pay code, its closing amount is set to zero, and an overage or shortage amount is not calculated or updated for that pay code.
- F4** To enter the cash units and let the system calculate the total for you.
- You can press **F4** to enter cash units if you defined any countable cash units (e.g., **Bills, Coins, and Rolls**) in **Setup / Point of Sale / Control**.
- NOTE:** CounterPoint retains and reports the total cash (not the bills and coins entry detail).

**Previously closed as “Not counted”. Are you sure ?**

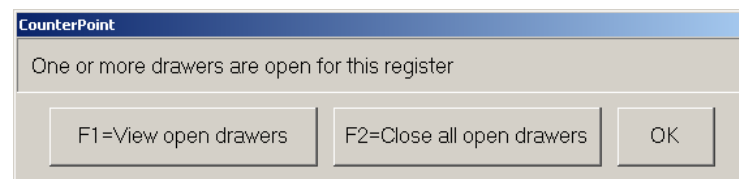
This message displays if you later re-open and then re-close a drawer prior to running **Point of Sale / End of day / Post** and if you enter a closing amount for any previously **Not counted** pay code.

Specify whether to use the closing amount entered.

The information entered here is printed on the Daily Register Summary (see “Daily Register Summary” in [Stores](#) for more information), and the Daily Payment Listing (see “Daily Payment report” in [Stores](#) for more information), and is used to calculate overage and shortage amounts for each pay code.

## Automatic close method

Automatic closing of drawers can be performed during end of day posting, using **Point of Sale / End of day / Post**. (See [Performing End of Day Posting](#) for more information.)



The **Close all open drawers** field appears after the user ID, password (if applicable), and register(s) or store (if **All registers** for a store are being posted) have been entered if (1) a drawer in one of the specified registers is currently open, (2) the current user is authorized to close the specified drawer, and (3) automatic opening and closing of drawers is enabled for this store.

Press:

**F1** To display the **Open Drawers** window, which lists all open drawers for the selected store.

**F2** To close all open drawers for the specified register(s), setting all pay code closing amounts to **Not counted**.

**NOTE:** This method is available only if you specified to allow automatic opening and closing of drawers for this store in **Setup / Point of Sale / Stores / Configuration options**.

**OK** To return to **Register number** on the End of day post screen.