

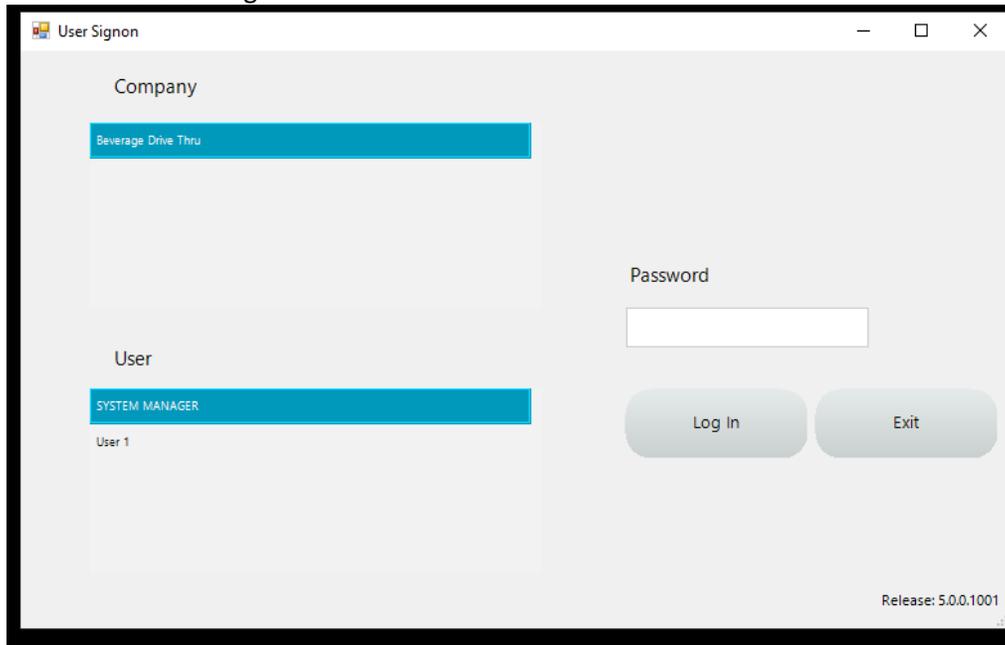
# Merchandise Manager 5.0.0.1001 BALANCE DRAWER

Double Click the Merchandise Manager POS Icon from the center of your desktop.



Select your company name and Manager as the login user. Manager has special privileges.

Enter a password if needed and click Log In.

A screenshot of the 'User Signon' window. The window title is 'User Signon'. It has a light gray background. On the left, there are two sections: 'Company' and 'User'. Under 'Company', there is a blue bar with the text 'Beverage Drive Thru'. Under 'User', there is a blue bar with the text 'SYSTEM MANAGER' and 'User 1' below it. On the right side, there is a 'Password' label above a white text input field. Below the input field are two buttons: 'Log In' and 'Exit'. In the bottom right corner, it says 'Release: 5.0.0.1001'.

User: SYSTEM MAN Drawer: 1 Customer: Cash Sale Balance: \$0.00 Remote Session

Sales man View Sales Gift Cards Inventory Credit Cards Override Active Sale No 1014 Management

Item No Description Save Delete  
 Qty Price Disc % Void Cancel

Item No	Description	Qty	Price	Discount	UM	Amount

Items: 0

Subtotal	Tax	Discount	Total
\$0.00	\$0.00	\$0.00	\$0.00

Receipt

Past Receipt	Total	Paid	Change
Sale			

Taxable Sale Non-Taxable Sale

Retrieve Sale Save Sale Line Dis 10 Discount 20

Charge History CC INIT Loyalty

Price Lookup

Complete Cancel Customer

Select the Cancel button. This displays a list of menu options.

User: SYSTEM MAN Drawer: 2 Customer: Cash Sale Balance: \$0.00

Sales man View Sales Gift Cards Inventory Credit Cards Override 151041 Management

Item No Description Save Delete  
 Qty Price Disc % Void Cancel

Item No	Description	Qty	Price	Discount	UM	Amount

Items: 0

Subtotal	Tax	Discount	Total

Receipt

Past Receipt	Total	Paid	Change
151040	\$6.41	\$11.00	\$4.59
2 Items			

New Sale

Price Lookup

Balance Drawer

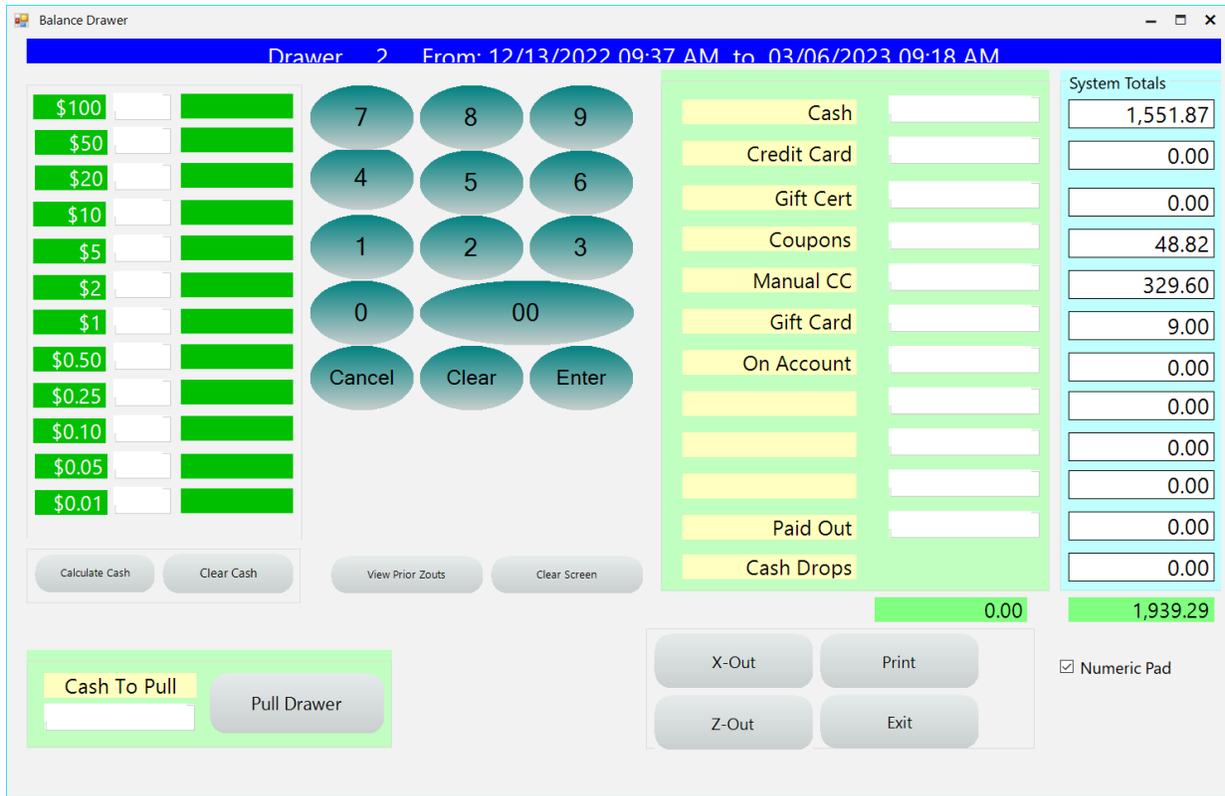
Return Sale

No Sale

Time Card

Complete Exit Customer

Select Balance Drawer.

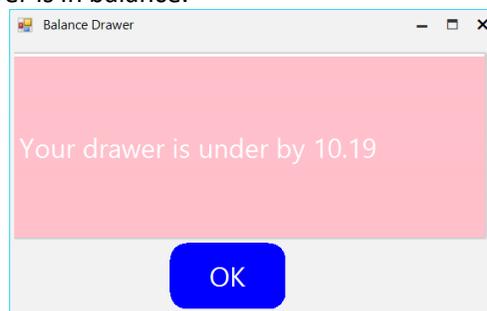


The top of the screen will display the last time the drawer was balanced. This should be done daily or between shifts.

Count the cash. First remove the starting dollar amount from the register. Usually every drawer has a starting cash amount. This is not counted when balancing the drawer because it will be placed back in the drawer after the balance is complete.

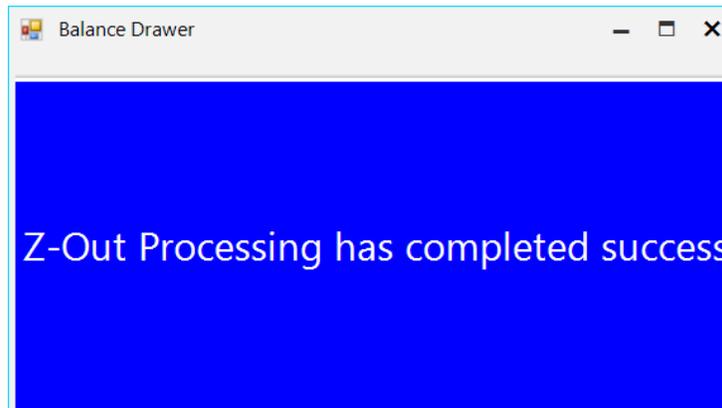
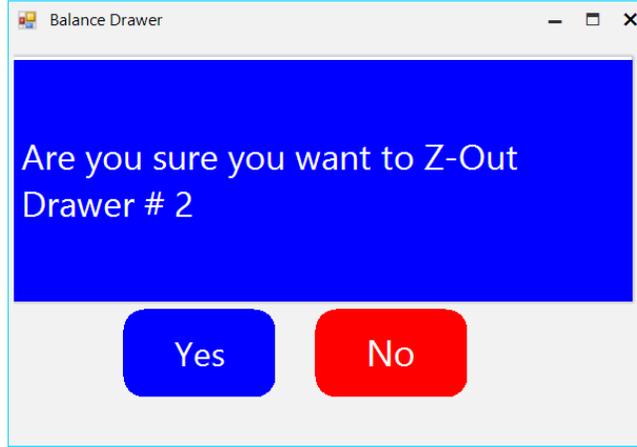
Enter the amount of the counted cash in the Cash entry box. Fill in the Credit Card entry box, Gift Card entry box. If any Paid Out slips are in the drawer, enter that total in the Paid Out entry box.

Press the X-Out button to see if the drawer is in balance.



If the balance is not correct, just keep changing the amounts in the entry boxes and press X-Out as much as possible. This does not update the system.

To finally close the drawer, press the Z-Out button. This will display the same Over/Under information. Answer Yes to close the drawer and update the system.



A Z-Out total will print to the Receipt Printer. Include this total with the cash that is pulled from the drawer.

