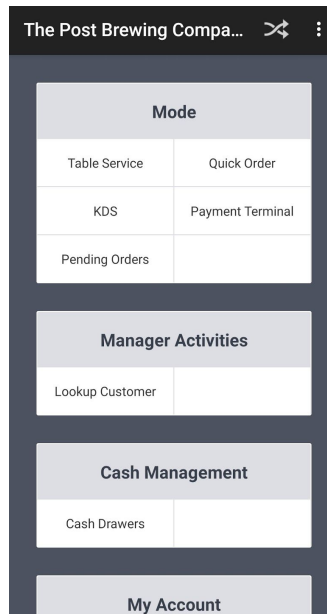


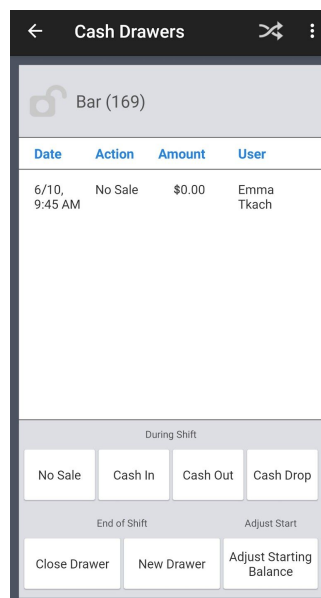
Closing Out Cash Drawers in Toast

At the end of a shift involving a cash drawer the following procedure should be followed:

- 1) Count the Drawer
 - a) On the terminal attached to the cash drawer, hit the Toast icon in the top left corner, then under *Cash Management* press **Cash Drawers**.

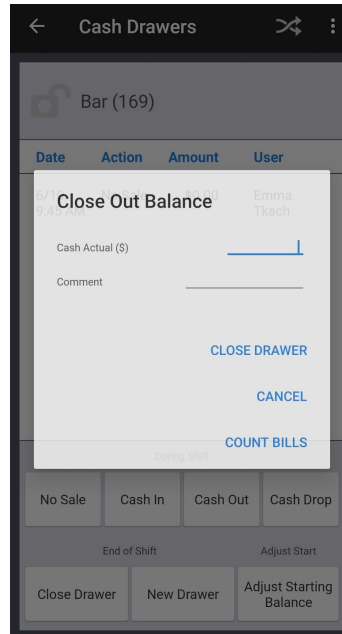


- b) Select the Active Drawer you wish to close.
- c) Press **No Sale** to pop the drawer.
 - i) Count the total amount of cash in the drawer
- d) Press **Close Drawer**

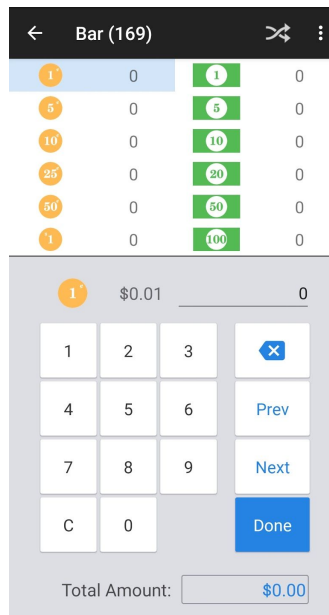


- e) Under *Cash Actual* enter the total amount of cash in the drawer.

Closing Out Cash Drawers in Toast



- i) *Optional step:* you can use the **Count Bills** feature to assist in counting the drawer. Enter the count of each denomination and select done. (i.e. if you have 10 \$5 Bills, you enter 10, not 50). Press done when complete.



- f) Press **Close Drawer**

- i) A slip will print out verifying the amount of cash that was entered. It will also have a note to indicate whether the drawer was over or short. Since we round our cash, it will almost always be that case that the drawer is over or short.

Note: All cash drawers should be set with an appropriate starting balance. If the drawer is \$300 to start, a manager must adjust the starting balance of the drawer. Detailed information on setting up cash drawers can be found on Toast Central.

<https://central.toasttab.com/s/article/Setting-Up-Cash-Drawers#startingbalance>