

# How to Print Cash Drawer Report

## How to Print Detail & Summarized Cash Drawer Report

1. Select Point of Sale from Main Menu.
2. Select Cash Drawer Totals.
3. Enter Salesman when prompted. The Point of Sale Cash Control Screen displays.

MM/DD/YYYY	POINT OF SALE CASH CONTROL SCREEN	
SALES-CASH: __ SALESMAN NUMBER: __		
A/R DEBIT: _____	A/R CREDIT: _____	CHANGE RETURNED: _____
CASH RECEIVED: _____	CHECK RECEIVED: _____	VISA RECEIVED: _____
REFUNDED: _____	REFUNDED: _____	REFUNDED: _____
PRIOR DEP. RECEIVED: _____	TEMPORARY RECEIVED: _____	REFUND CHK RECEIVED: _____
REFUNDED: _____	REFUNDED: _____	REFUNDED: _____
POSTAGE : _____		: _____
GAS FOR TRUCKS : _____		: _____
MISC OFFICE SUPPLIES : _____		: _____
		: _____
		: _____
F4=PRINT REPORT F7=CLEAR TOTALS F8=PRINT AND CLEAR FOR A CASH DRAWER		

4. Enter Sales-Cash: (Enter drawer number)
5. Press <Enter> past Salesman Number field.
6. Press F4=Print Report Select Printer. (Enter Printer Number)
7. Print Detailed Report (Y or N) Y
8. Enter Cash Drawer To Print (99=all records)
9. Press F4=Print Report. Select Printer. (Enter Printer Number)
10. Print Detailed Report (Y or N) N
11. Enter Start Amount of Cash Drawer: (example: \$250.00)
12. After both detailed and summary reports have printed and are reconciled, press F7=Clear Totals. OK to Clear Totals? Y
13. Press <F12> and Exit.