Closing a Cash Drawer

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Properly closing a cash drawer at the end of the day is just as important as properly opening a cash drawer at the start of the day. At the end of every day, you'll need to close your drawer whether you accepted payments or didn't accept any. For our purposes today, all of our activities and examples will close cash drawers that have gone through multiple transactions in the day. Let's go ahead and take a look at how to close a cash drawer.	
	Select **Cashiering** manager

Cashiering Springboard	
Once I'm in the **Cashiering** springboard, I can see that the **Open Drawers** sub-tab is shown by default and any cash drawers I have currently open will appear here. I currently only have one drawer open, and all of the information pertinent to that specific cash drawer is listed under these columns. The **Drawer** column lists a cash drawer number. This number is unique to both the user and the specific day on which the drawer was opened. Selecting this Drawer ID will take me to a list of specific transactions I performed throughout the day with this drawer.	
	Select **Drawer ID** hyperlink

***Cashiering Drawer** springboard*	
From this springboard, I can see more specific details about my open cash drawer. In this **Cash Drawer** section at the top, I see details like when I opened my cash drawer (date and time stamp), as well as my office location. An Open Drawer icon appears to the right, as indicated by the cash image. In the **Payment Summary** section, I see a succinct summary about all the types of payments I took throughout the day and what float amount I started with. In the **Recent Notes** section, I would see any notes I have added for this specific cash drawer. In the payments section, you can see the payments we have taken in for the day. You can see the payment hyperlink, issue date, payment type, name of customer, Voids, and amount the customer paid. Let's take a look at the Interaction tab.	
	Select **Interaction** tab
Remember: whenever navigating to this tab it is always best practice to Refresh your interactions.	
	Select **Refresh All** header button
In the interaction tab, you can see each interaction you created today. Interactions are created in Tapestry when you submit and activity that creates debt on any account. This is why it is so important to make sure the customer has payment before you Submit any activity! You cannot close a drawer with open interactions. If we had an incomplete interaction, it would appear in standard black text with blue hyperlinks.	

Cashiering Drawer springboard (cont.)	
However, all interactions are complete for today so we can Close our Drawer. When we do so, notice how the open drawer icon changes.	
	Select **Close Drawer** header button
You will get a pop up that asks if you are sure you want to close the drawer. You have the option to add any notes you feel are necessary however, it is not mandatory to enter a note.	
	Select **Ok** action button
The Open Drawer icon has now changed to a Close Drawer icon and a closed date has been added to the Cash Drawer section. At this point we would reconcile and submit our drawers as normal.	
	Select **Reconcile Payments** header button
Cash	Enter **All cash in the Clerk's drawer, including the Daily Float**
	Select **Remove Today's Float** hyperlink
	Enter **Float Money $50.00**
Verify you have balanced	Select **Click here for CSR verification**
Username	Enter **your Username**
Password	Enter **your Password**
Note	Enter **Balanced**
	Select **OK** action button
	Select **Check** header button
Enter each Check	Enter **Check Number and Amount**
Once Cash, Check, Money Order, and Cashier's Check are reconciled	Select **Save** action button
	Select **Submit Drawer** action button

Cashiering Manager	
You now have no drawers opened in the Open Drawers tab in the Cashiering manager.	
	Select **Close All Managers** icon