

How to Add Cash to a Register Drawer

1. Select the correct cash drawer and confirm its shift is open.
2. Open **Review → Cash → Add Cash**.
3. Review the current **Cash in Drawer**.
4. Enter the amount being physically placed into the drawer.
5. Enter a note explaining the source or reason.
6. Save the Add Cash entry.
7. Confirm the physical cash is in the drawer and the entry appears in history.

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