

How to Create a Cash Pickup

1. Select the correct drawer and confirm its shift is open.
2. Open **Review → Cash → Cash Pickup**.
3. Review **Cash in Drawer**, **Starting Cash**, and **Available Pickup**.
4. Select the responsible employee.
5. Enter the pickup amount or choose an available quick-pickup amount.
6. Add a note describing the transfer.
7. Review any warning, then save.
8. Count and secure the removed cash according to store policy.

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