How to Review a Cash Pickup Receipt and History

1. Open the Cash Pickup list.
2. Find the entry by date, drawer, employee, amount, or note.
3. Open its receipt to review the pickup amount, pickup employee, and related details.
4. Print or retain the receipt according to store policy.
5. Edit an incorrect amount or note only with authorization.
6. Delete only a confirmed duplicate or invalid pickup, then recheck later cash totals.

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