

How to Review Cash Pickup and Add Cash History

Use the Cash Pickup and Add Cash lists to confirm the movements that changed expected drawer cash.

1. Select the correct date or period.
2. Match each entry to the cash drawer and shift.
3. Review the employee, amount, time, and note.
4. Open available receipts for supporting details.
5. Compare the entries with cash counts before and after the movement.
6. Investigate duplicates, missing entries, or unclear notes.

History should explain why physical cash changed outside ordinary sales.

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