

How to Review, Edit, or Delete Add Cash Entries

1. Open the Add Cash list or history.
2. Find the entry by date, drawer, employee, amount, or note.
3. Review it against the physical event and supporting records.
4. Edit only to correct an authorized mistake.
5. Delete only a duplicate or invalid entry after confirming the effect on shift totals.
6. Recheck the drawer summary and any later cash counts.

Changes to cash-control history can alter expected cash and variances, so restrict them to authorized employees.

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