Cash Drawer Setup

Create cash drawers and choose whether registers use separate drawers or share one drawer and shift.

- What Is a Cash Drawer in RepairNest POS?
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What Is a Cash Drawer in RepairNest POS?

A cash drawer is the accounting container used by a shift. It identifies which pool of cash and register activity employees are opening, using, and closing.

A drawer is not permanently limited to one computer. You can configure:

- **Individual drawers:** each register or workstation uses its own cash drawer and shift.
- **A shared drawer:** two or more registers select the same drawer and operate within the same drawer-based shift.

Choose the arrangement that matches how cash is physically handled. Separate drawers provide clearer individual accountability; a shared drawer is convenient when several terminals use one physical till.

How to Add or Edit a Cash Drawer

1. Open **Settings**, then select **Shift**.
2. In **Cash Drawer**, expand the cash drawer list.
3. Select **New** to add a drawer.
4. Enter a clear drawer name, such as “Front Counter” or “Register 2.”
5. Enter the **Default Cash Open** amount, if your store normally begins with a standard float.
6. Add a description when it helps employees choose the correct drawer.
7. Save your changes.

To edit a drawer, use its edit action, update the details, and save. Keep at least one cash drawer available.

How to Use One Drawer on Multiple Registers

1. Create a drawer that represents the shared physical till.
2. At each participating register, open the shift or drawer selection screen.
3. Select the same cash drawer name.
4. Confirm that employees understand they are contributing activity to one shared shift.

All participating computers can use the selected drawer; the setup is not restricted to one computer and one drawer. At closing, count the shared physical cash once and close the drawer’s shift according to your store procedure.

Important: If separate accountability is needed, create and select different drawers instead of sharing one.