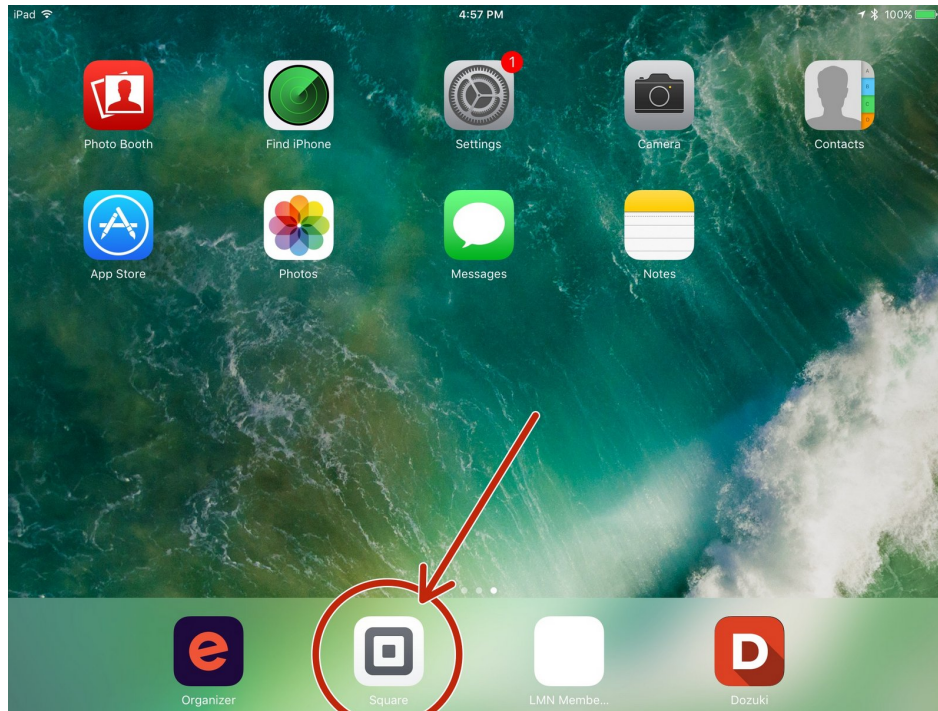
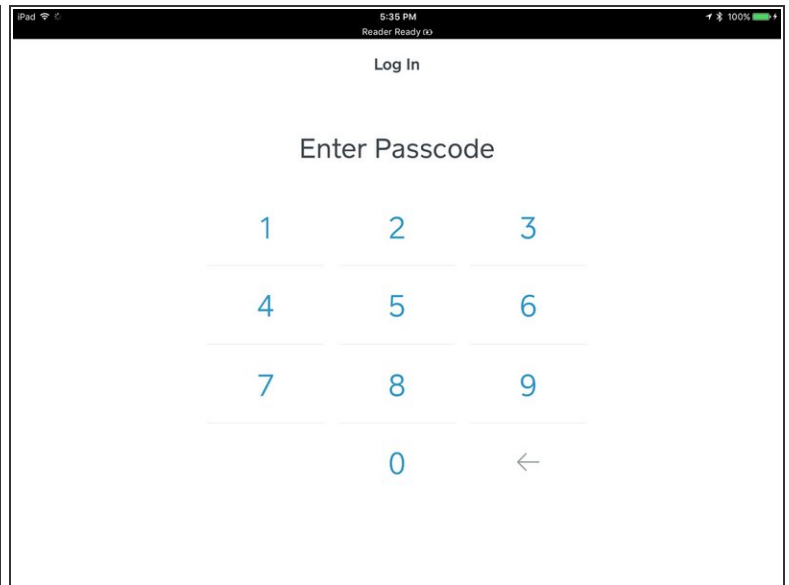
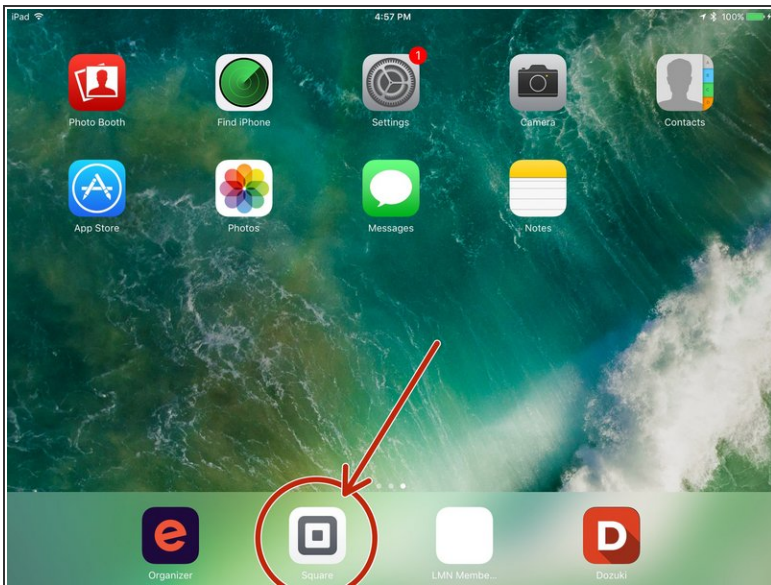


Ending A Cash Drawer

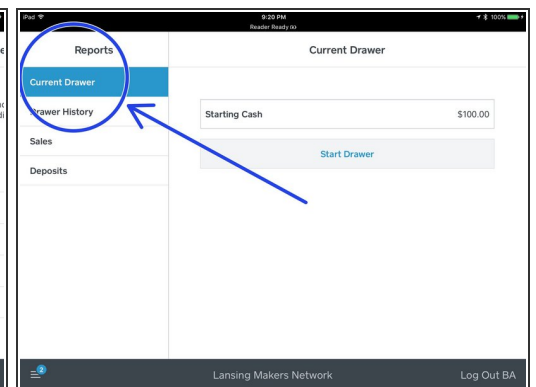
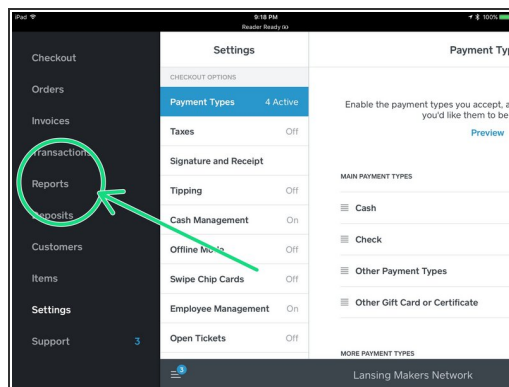
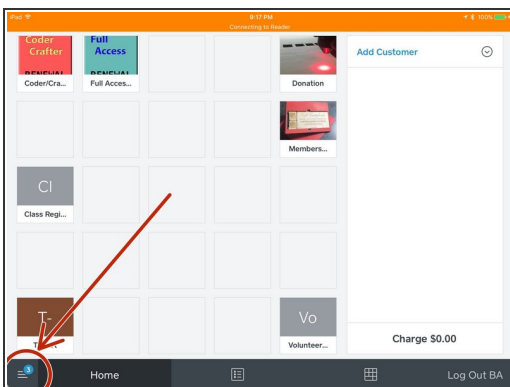


Step 1 — Open Square



- Open the Square App
- Enter your 4 digit user code

Step 2 — Open Current Drawer Report



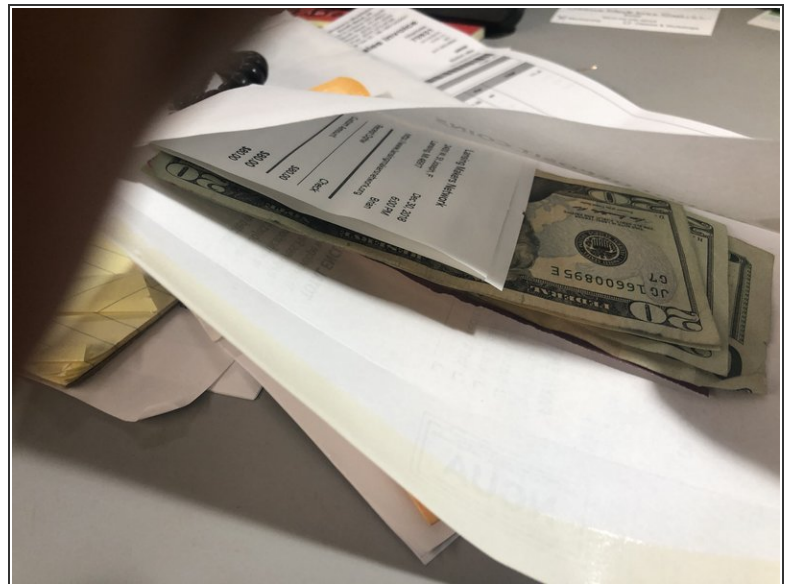
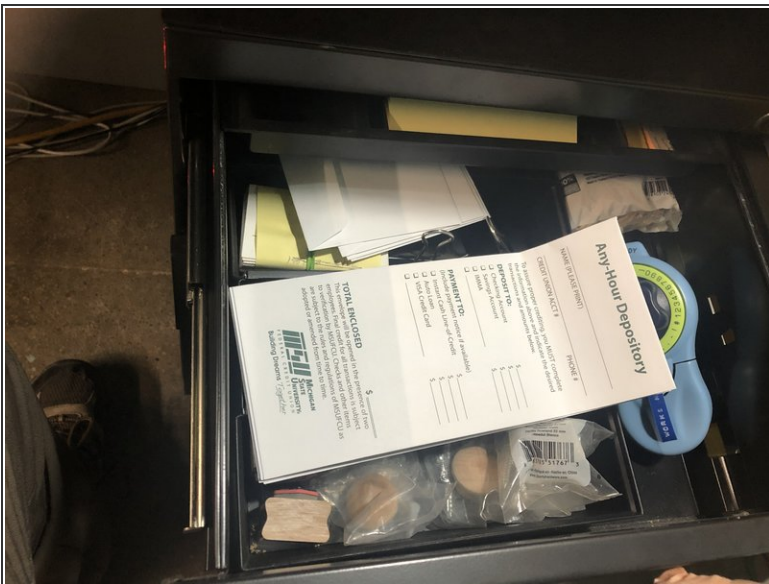
- Tap the hamburger icon
- Tap "Reports"
- Tap "Current Drawer"
- Scroll down and note the amount expected in the drawer as well as the total amount of cash transactions for the drawer.

Step 3 — Unlock the drawer



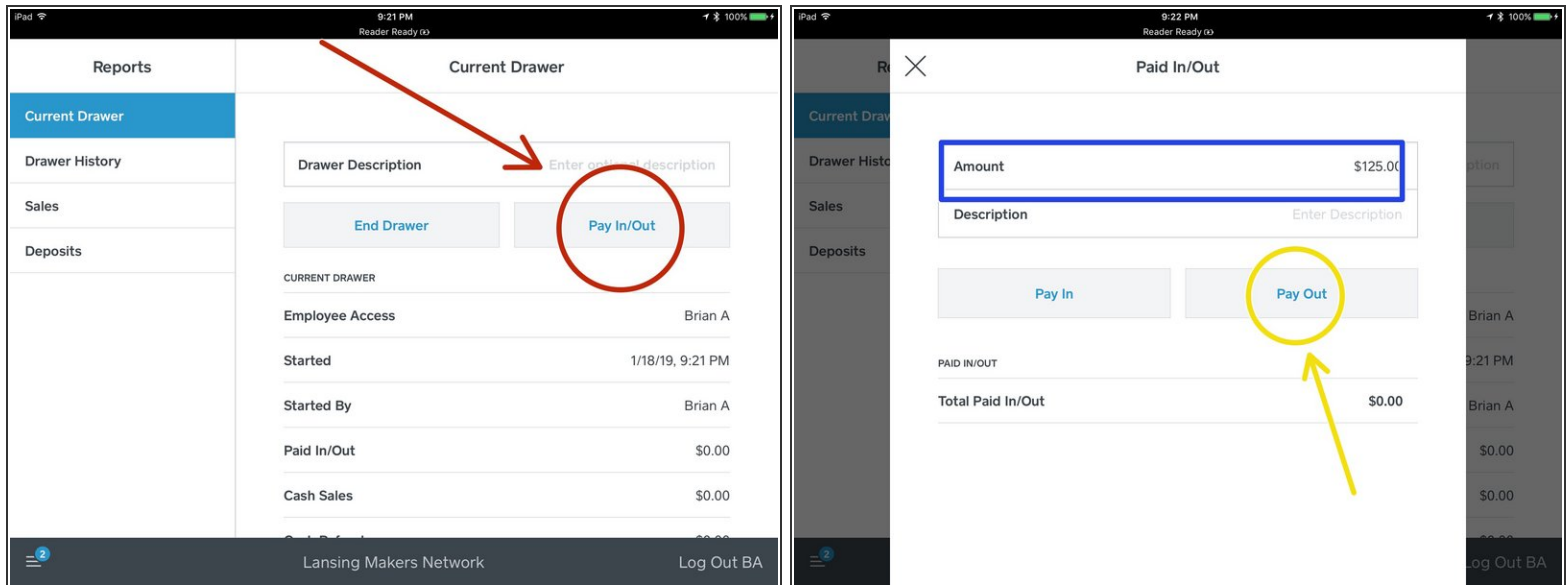
- Turn the key fully to the left (counter-clockwise) to open the drawer

Step 4 — Cash out today's transactions



- Count out cash equal to the amount of today's transactions.
- **i** Be sure to leave enough small denominations for change for the next shift. **If more change is needed notify Brian as soon as possible.**
- Place paid out cash, receipts and any checks in a deposit envelope.

Step 5 — Record Payout



- Tap "Pay In/Out"
- Enter the amount of the CASH transactions in the amount box.
- ⓘ Note: Only pay out cash transactions. Checks are not included in the payout amount.
- Tap "Pay out" twice.
- 📌 Add printed pay-out receipt to the deposit envelope.

Step 6 — Drop payout



- Place deposit in the drop.

Step 7 — Count down the drawer

A screenshot of a mobile application interface titled "End Drawer". The screen displays a summary of the drawer's contents. The "Expected in Drawer" is \$100.00, and the "Actual in Drawer" is \$100.00. The "Difference" is \$0.00. A blue button labeled "Confirm End Drawer" is highlighted with a blue circle and an arrow. The screen also shows fields for "Drawer Description", "Employee Access", "Started", "Started By", and "Paid In/Out".

Expected in Drawer	\$100.00
Actual in Drawer	\$100.00
Drawer Description	Enter Description
Difference	\$0.00
Employee Access	Brian A
Started	1/18/19, 9:21 PM
Started By	Brian A
Paid In/Out	\$0.00

- Count down the cash in the drawer.
- Tap the "Amount" box and enter the amount in the counted drawer.
- Tap "End Drawer" twice

Step 8 — Lock the cash drawer



- Turn the key in the lock fully to the right (clockwise) until the key is vertical.