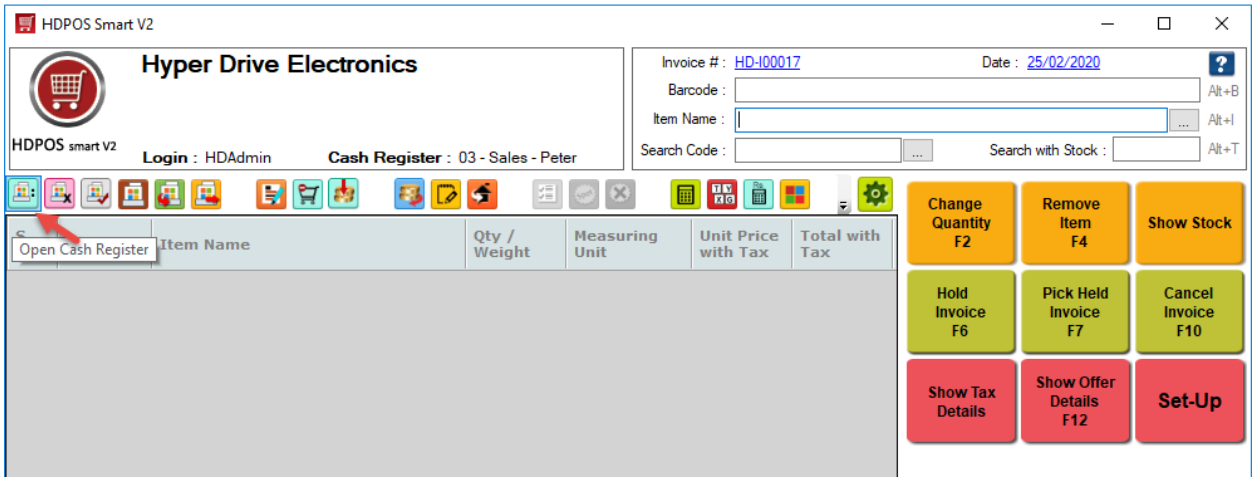
HDPOS SmartV2

How to take cash out of Cash Register

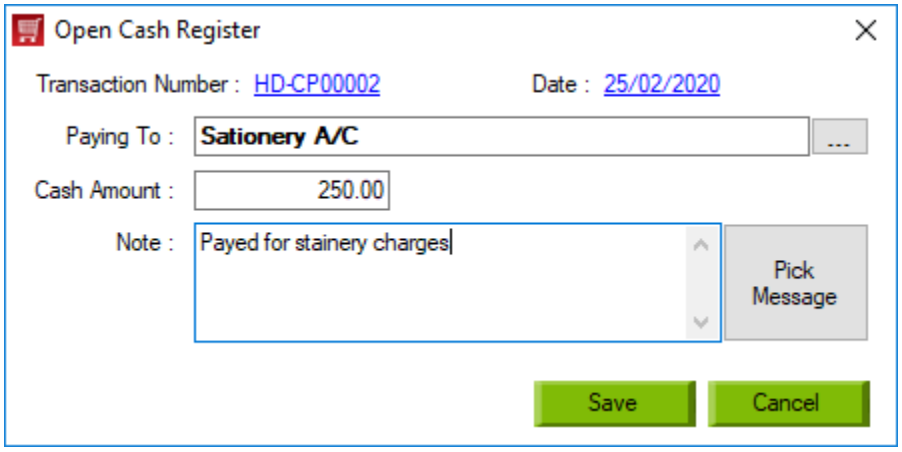
At certain times, it may be necessary to take cash out of a register during a shift. When you need to remove money from the cash register, use Open Cash Register. The cash register must already be started for you to open a cash register.

To Open Cash Register follow the steps below:

1. Click **Open Cash Register** button.



2. You are prompted to select payable account and enter the cash you are taking out from your cash register.



3. For Example if you are paying towards electricity bill payment, select the account and enter amount you are paying.

Note: You can only select the Financial Accounts that are allowed to make transactions from billing screen. If your account is not populated in the list, go to **Financial Accounts→ Edit Account→ Select Allow Transactions from Billing Screen.**

4. Enter a note for the payout in the Note field. A note is helpful for tracking the purpose of the payout.
5. Click Save to complete the transaction.

Note: A Cash Transfer document will be created with both the description you entered and the total amount submitted.