



**MerchantAg**<sup>TM</sup>  
agri-business management

## How To Open and Close Your Cash Drawer



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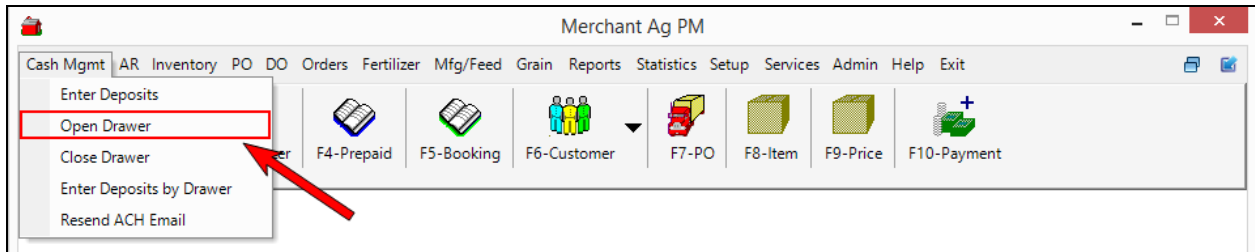
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# How To Open Your Cash Drawer

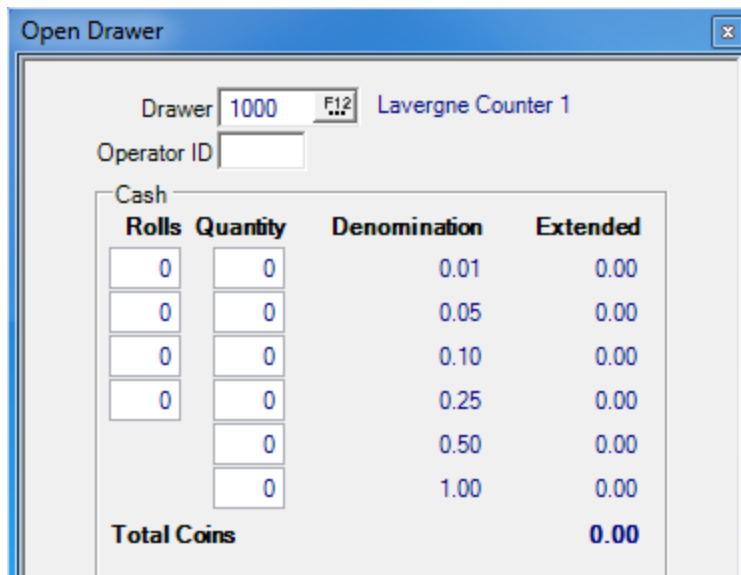
In Merchant Ag PM, navigate to Cash Mgmt | Open Drawer.

 There must be a Starting Cash amount on the Drawer prior to beginning this process.



Follow the steps to Open your Drawer.

1. Click on Open Drawer.



The 'Open Drawer' dialog box is shown. It contains the following fields and table:

Drawer:   Lavergne Counter 1

Operator ID:

Cash

Rolls	Quantity	Denomination	Extended
<input type="text" value="0"/>	<input type="text" value="0"/>	0.01	0.00
<input type="text" value="0"/>	<input type="text" value="0"/>	0.05	0.00
<input type="text" value="0"/>	<input type="text" value="0"/>	0.10	0.00
<input type="text" value="0"/>	<input type="text" value="0"/>	0.25	0.00
	<input type="text" value="0"/>	0.50	0.00
	<input type="text" value="0"/>	1.00	0.00
<b>Total Coins</b>			<b>0.00</b>

2. Enter your Operator ID.


Enter the beginning monies in the Drawer

3. Enter the number of rolls of change in the Rolls column.

4. Enter loose change in the Quantity column.

0	1.00	0.00
0	5.00	0.00
0	10.00	0.00
0	20.00	0.00
0	50.00	0.00
0	100.00	0.00
<b>Total Bills</b>		<b>0.00</b>
<b>Grand Total</b>		<b>0.00</b>

5. Enter all Bills.

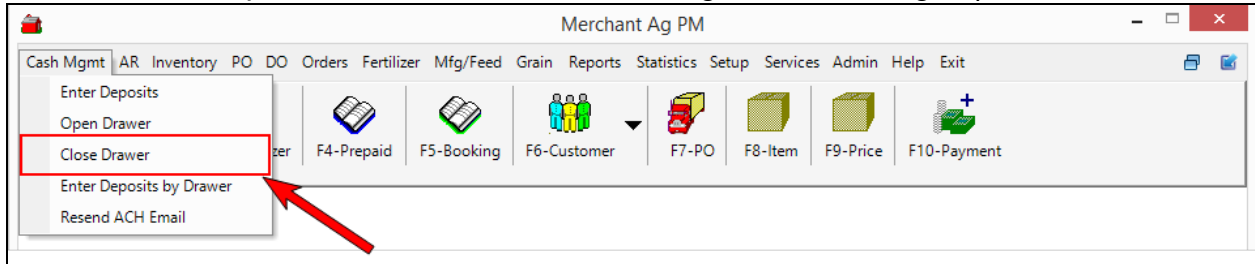
6. Click the Show Discrepancy button, , to check the information.

7. Select OK when complete and the Drawer is now open and available for transactions.

8 . The Open Drawer Tally report generates automatically and should be kept for reference.

## How To Close Your Cash Drawer

The End of Day process for Merchant Ag PM includes two steps, Closing the Drawer and Enter the Deposit. To Close the Drawer, navigate to Cash Mgmt | Close Drawer.



Follow the steps to Close your Drawer.

1. Click on Close Drawer.

The 'Close Drawer' dialog box is shown. It has a title bar 'Close Drawer' and a close button. Below the title bar, there are two input fields: 'Drawer' (with a dropdown arrow) and 'Operator ID'. Below these fields is a table for entering cash rolls and bills. The table has four columns: 'Rolls', 'Quantity', 'Denomination', and 'Extended'. The 'Rolls' column contains input boxes with the number '0'. The 'Quantity' column contains input boxes with the number '0'. The 'Denomination' column contains values: 0.01, 0.05, 0.10, 0.25, 0.50, 1.00, 1.00, 5.00, 10.00, 20.00, 50.00, 100.00. The 'Extended' column contains values: 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00, 0.00. Below the table, there are two summary rows: 'Total Coins' and 'Total Bills', both with a value of 0.00.

Cash	Rolls	Quantity	Denomination	Extended
	0	0	0.01	0.00
	0	0	0.05	0.00
	0	0	0.10	0.00
	0	0	0.25	0.00
		0	0.50	0.00
		0	1.00	0.00
<b>Total Coins</b>				<b>0.00</b>
	0		1.00	0.00
	0		5.00	0.00
	0		10.00	0.00
	0		20.00	0.00
	0		50.00	0.00
	0		100.00	0.00
<b>Total Bills</b>				<b>0.00</b>

2. Enter your Operator ID.


Enter the ending monies in the Drawer

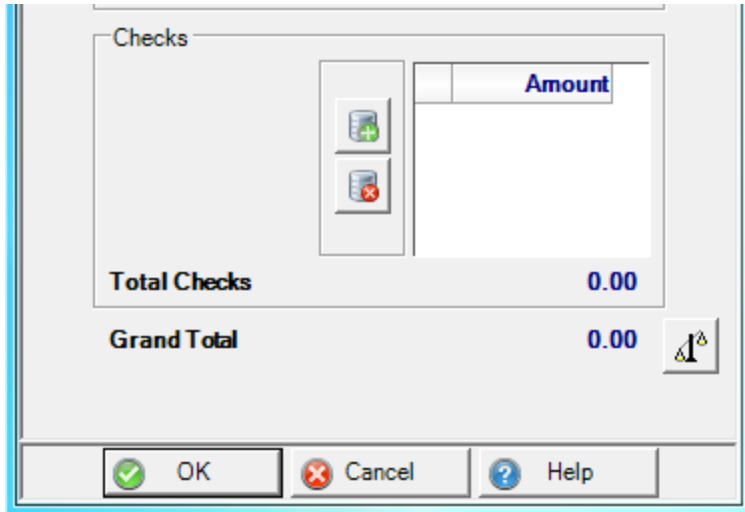
3. Enter the number of rolls of change in the Rolls column.

4. Enter loose change in the Quantity column.

5. Enter all Bills.

6. Enter all Checks individually.

7. Click the Show Discrepancy button, , to check the information.



If a discrepancy is found, follow these additional steps.

a. Re-count the Drawer to verify the count and correct ending monies have been entered.

b. Search for missed Sales or Payments. Access Reports | Balancing Drawers and run these reports:

- Cash Drawer Detail
- Cash Drawer Summary
- Check Detail

If the discrepancy cannot be found, an Overage or Shortage will be automatically recorded when the drawer is closed.

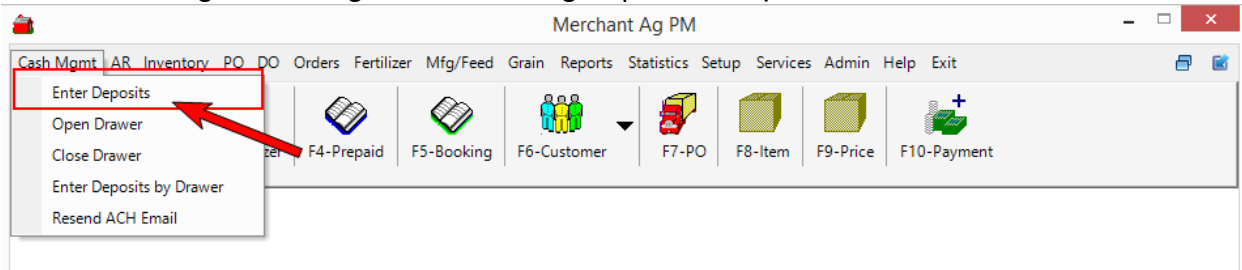
8. Click OK to Close the Drawer.

9. The Closed Drawer Tally report generates automatically and should be kept for reference.

Next Step: Enter the Deposit.

## How to Enter Deposits - Cash and Checks

In Merchant Ag PM, navigate to Cash Mgmt | Enter Deposits.



1. Select the Period and Deposit Date using the drop down menu.


2. Enter a Reference and Description for the Deposit.

A screenshot of the 'Enter Deposit' dialog box. The title bar reads 'Enter Deposit'. The form contains the following fields:

- Period: May 2015 (dropdown)
- Deposit Date: 05/06/15 (dropdown)
- Reference: Daily Deposit (text box)
- Description: Cash and Checks (text box)
- Bank Account:  10107011 (F12) Community National Bank La Vergne Main Store
- Deposit ID: A1 (text box)
- Amount: 500.00 (text box)

3. Click the radio button beside Bank Account then click F12 to select the correct account.

4. Verify the Deposit ID is A1 for the regular daily deposit then click OK.


 Each deposit should have a unique Deposit ID per date for bank reconciliation purposes.

5. Enter the amount of Cash and Checks to be deposited.

6. Select OK which opens the General Ledger Distribution window.

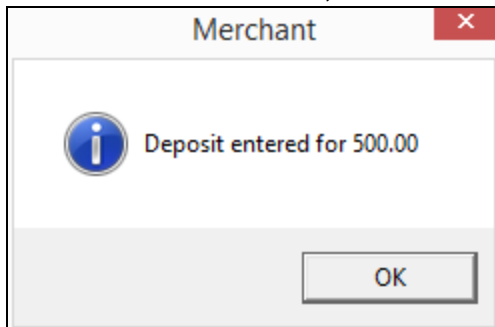
General Ledger Distribution				TTR 1149746	
Period May 2015					
Account	Reference	Description	Debit	Credit	
10107011	Daily Deposit	Cash and Checks	500.00	0.00	
* 10101011	Daily Deposit	Cash and Checks	0.00	500.00	
Account Name Cash On Hand			Amount needed to balance entry		500.00
La Vergne Main Store			J.E. Totals	500.00	0.00

Post   
 Cancel   
 Help

7. Click into the blank field under the bank account line to find the offsetting account by selecting .

8. For cash and check deposits, the offsetting account selected should be Cash On Hand.

9. In the Credit column, enter the amount entered in the Debit field, then click Post.



Merchant Ag displays a confirmation message that the deposit has been entered. Click OK.

## Cash Drawer FAQs

**Q.** What reports should I run to find Cash Drawer overages or shortages?

**A.** Several reports can provide information on Cash Drawer overages or shortages. Navigate to Merchant Ag PM | Reports | Balancing Drawers.

- Cash Drawer Summary. This will show the subtotal by settlement type and used to determine if the total by settlement type matches the cash drawer. If either the cash total or check total doesn't match, then print the Cash Drawer Detail report or Check Detail report.
- Cash Drawer Detail lists each cash transaction for that day.
- Check Detail lists each transaction with a settlement method of check.

Compare the Cash Drawer Summary to the drawer settlement type totals. If a cash or check total doesn't match, compare either the Cash Drawer Detail or the Check Detail to the matching settlement type drawer transaction to find the error.

**Q.** What should I do if I have cash drawer discrepancies?

**A.** Ask yourself these questions

- Are sales transactions missing?
- Are the Drawer Withdrawals completed?
- Are the Negative Deposits completed?
- Are all the sales transactions entered into Merchant?
- Was the drawer opened with a different amount than Merchant states?
- Was change given from the safe to the cash drawer?
- Was the deposit incorrect from the previous day?
- Is there Employee theft?

**Q.** I have multiple drawers and neither balances, what do I do?

**A.** Compare the Overage or Shortage of each drawer which may cancel each other out.

**Q.** When I close the drawer, should I remove the opening amount first?

**A.** No. The drawer countdown should include the opening amount.

Q. When I receive a returned check from the bank what do I do?

A. Enter a Negative Deposit (Cash Mgmt -> Enter Deposits) for the Check amount removing it from the Bank account. Change the Deposit ID to a unique ID such as R1. This transaction will Credit the Bank Account and Debit Returned Check Expense.