

The **Register** feature in TacticalPay POS tracks your cash drawer throughout the day — recording the opening balance, every cash transaction, mid-day adjustments, and the closing balance. Each register maintains a full ledger history so you can audit cash activity at any time.

1	Create a register under Account > Registers (one-time setup)
2	Open the register and navigate to the Ledger tab
3	Click Start of Day and confirm the opening cash amount
4	Monitor cash transactions in the Ledger throughout the day
5	Use Adjust to add or remove cash mid-day with a reason
6	Click End of Day, enter the amount to leave in the drawer, and submit

Part 1 — Register Setup (One-Time)

1 Create a Register

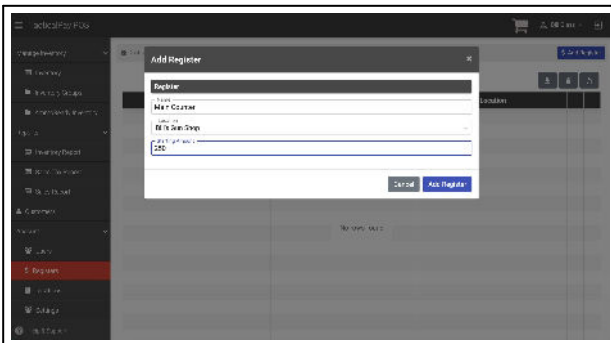


Fig. 1 — Add Register: name, location, and starting amount

Navigate to **Account > Registers** in the left menu, then click **Add Register** (top right). Complete the three fields:

- **Name** — a descriptive label for the drawer, e.g., "Main Counter"
- **Location** — the store location this register belongs to
- **Starting Amount** — the initial cash amount loaded into the drawer

Click **Add Register** to save. The register will appear in the Registers list with its name, current amount, and location.

Tip: You can create multiple registers if your store has more than one cash drawer. Each register maintains its own independent ledger.

Part 2 — Starting the Day

2 Open the register and navigate to the Ledger

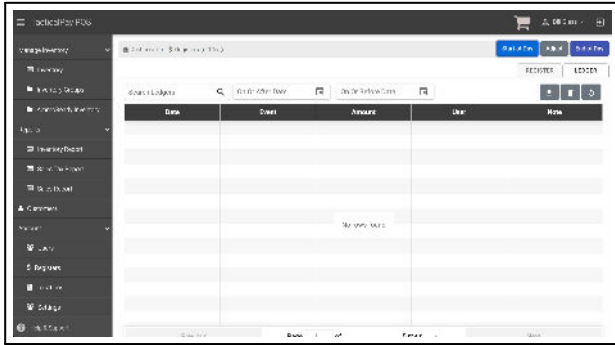


Fig. 2 — Register Ledger: Start of Day / Adjust / End of Day buttons

From **Account > Registers**, click on your register row to open it. Select the **Ledger** tab to view the transaction history.

Three action buttons appear in the top right:

- **Start of Day** — records the opening balance
- **Adjust** — adds or removes cash with a reason
- **End of Day** — records the closing balance and amount removed

The ledger shows a date-stamped history of every event: transactions, adjustments, opens, and closes.

3 Submit Start of Day

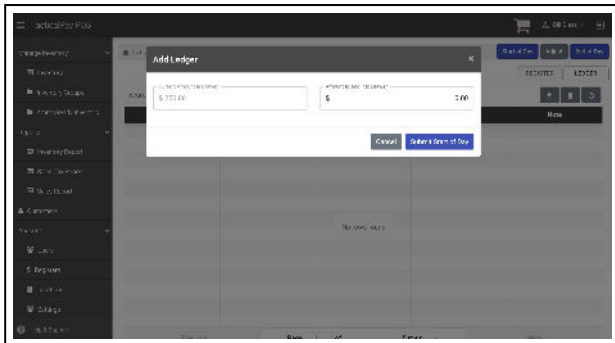


Fig. 3 — Start of Day modal: confirm current amount and any cash to add

Click **Start of Day**. The Add Ledger modal shows:

- **Current Amount in Drawer** — the balance carried over from the previous day (read-only)
- **Amount to Add into Drawer** — enter any additional cash being added at opening, e.g., to top up change

If no additional cash is being added, leave Amount to Add at \$0.00.

Click **Submit Start of Day** to record the opening entry.

Tip: Running Start of Day each morning creates a clear audit record of when the drawer was opened and by which user. It is not required to process transactions, but is recommended for accurate end-of-day reconciliation.

Part 3 — Monitoring Transactions

4 Review the Ledger throughout the day

Name	Current Amount	Location
Main Drawer	\$220.89	Bl 1 Out Stop

Fig. 4 — Registers list: current amount updates automatically after each sale

Date	Event	Amount	User	Note
04/11/2020 01:02 PM	Transaction	\$ 10.58	Bl 1 2055	

Fig. 5 — Ledger: each cash transaction is recorded with date, amount, and user

After each cash sale in the POS, the register's **Current Amount** updates automatically — no manual entry required.

The **Ledger** tab records every event with a timestamp, event type (Transaction, Adjustment, Start of Day, End of Day), dollar amount, and the user who performed it. Use the date filters and search bar to locate specific entries.

Part 4 — Mid-Day Adjustments

5 Add or remove cash with a reason

Fig. 6 — Adjust modal: Add or Remove cash with amount and reason

Click **Adjust** to open the Add Ledger modal. Toggle between **Add** and **Remove** to indicate whether cash is going into or out of the drawer.

- **Amount to Change** — enter the dollar amount
- **Reason for Adjustment** — enter a note explaining the change, e.g., "Petty cash withdrawal — supplies / misc."

Click **Submit Adjustment**. The entry is logged in the Ledger with the reason, amount, timestamp, and user for a full audit trail.

Tip: Always enter a reason for adjustments. This makes end-of-day reconciliation faster and gives you a clear record if a discrepancy needs to be investigated.

Part 5 — End of Day

6 Record the closing balance and remove cash

Click **End of Day** to open the closing ledger modal. The modal shows three fields that work together:

- **Current Amount in Drawer** — the running balance (read-only)
- **Amount to Leave in Drawer** — the cash float you want to leave overnight for next day's opening
- **Amount to Remove from Drawer** — calculated automatically as Current minus Leave amount

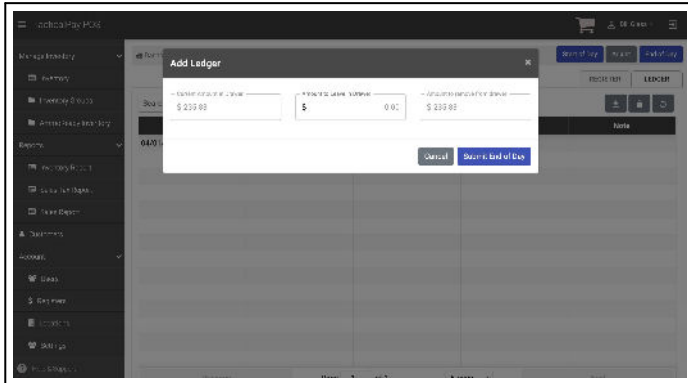


Fig. 7 — End of Day: full balance defaults to Amount to Remove

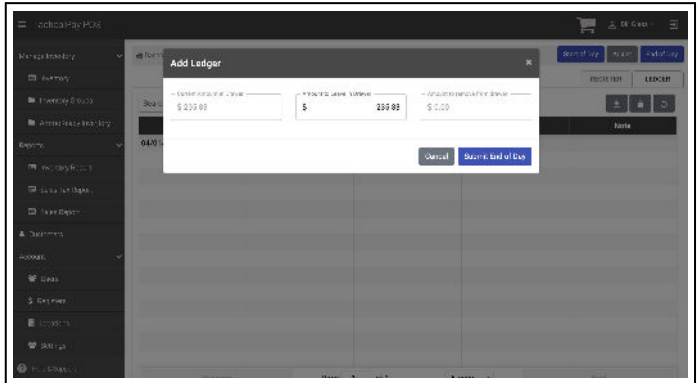


Fig. 8 — End of Day: enter the amount to leave; removal amount adjusts automatically

Enter your desired float in **Amount to Leave in Drawer**. The Amount to Remove field updates automatically. Click **Submit End of Day** to record the closing entry.

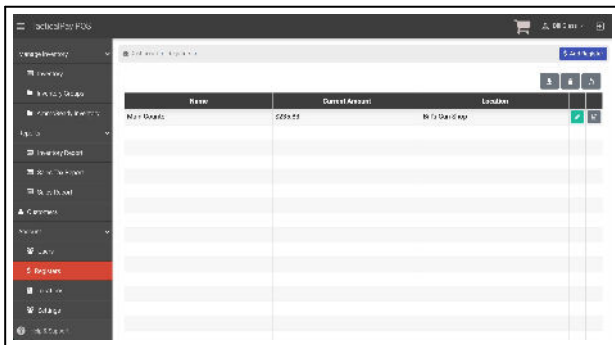


Fig. 9 — Registers list: updated current amount reflects the end-of-day float

After submitting, the Registers list shows the updated **Current Amount** reflecting only the float left in the drawer. The full End of Day entry — including amount removed, amount left, timestamp, and user — is recorded in the Ledger for reconciliation.

Important: End of Day does not automatically zero the drawer. The remaining float carries forward as the opening balance for the next Start of Day.