1 Overview

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 keeps a full ledger history, so you can audit cash activity at any time.

You can count the drawer on its own at any time, keep a set amount of cash in the drawer overnight, require a note when the cash doesn't match, and count either by **bill and coin** or by a single **cash amount**. This guide walks through each part.

Quick Overview

1. Set your preferences under **Account > Settings > Register Auditing** (one-time).
2. Create a register under **Account > Registers** (one-time setup).
3. Open the register and go to the **Ledger** tab.
4. Run **Start of Day**: count the drawer, confirm the opening float, and submit.
5. Monitor cash transactions in the Ledger throughout the day.
6. Use **Adjust** for mid-day cash changes, or **Count** to spot-check the drawer at any time.
7. Run **End of Day**: count the drawer, reconcile against the float, and submit.

Contents

PART ONE · SETUP

2 Register Auditing Settings (One-Time)

Open **Account > Settings** and select the **Register Auditing** tab. These settings control the cash you keep in the drawer overnight, whether a note is required when the cash doesn't match, and whether you count by bill and coin or by a single amount. It's worth setting them first, since the rest of this guide follows them. Click **Save** when you're done.

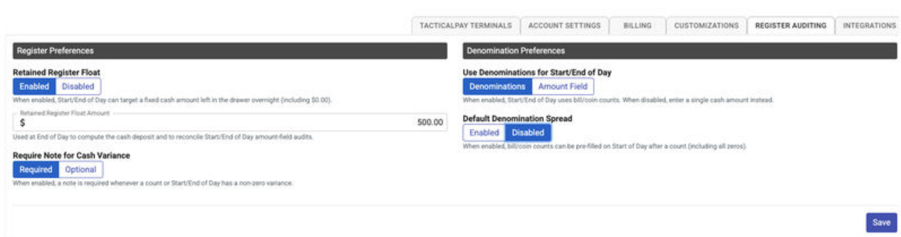

Fig. 2 — Register Auditing settings: Register Preferences (left) and Denomination Preferences (right). Set your float and toggles, then Save.

Register Preferences

- **Retained Register Float** (Enabled / Disabled) — turn this on to keep a set amount of cash in the drawer overnight (even $0.00). Start of Day and End of Day then help you get the drawer back to that amount each day.
- **Retained Register Float Amount** — the amount of cash to leave in the drawer, such as $500.00. At End of Day, the system uses it to work out how much to deposit and how much to leave for the next morning.
- **Require Note for Cash Variance** (Required / Optional) — set this to Required to make staff type a short note whenever the cash they count doesn't match what the system expects. When the numbers match, the note is optional.

Denomination Preferences

- **Use Denominations for Start/End of Day** (Denominations / Amount Field) — when set to Denominations, the count and Start/End of Day screens use a bill-and-coin grid. When set to Amount Field, you enter a single cash total instead. Both approaches are covered below.
- **Default Denomination Spread** (Enabled / Disabled) — available in Denominations mode only. When enabled, the bill/coin counts can be pre-filled on Start of Day after a count (including all zeros), so you don't have to re-key a standard spread each morning.

3 Create a Register (One-Time)

Navigate to **Account > Registers** and click **Add Register** (top right). Complete 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 loaded into the drawer.

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

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

PART TWO · EVERYDAY USE

4 Open the Register & the Ledger

From **Account > Registers**, click your register row, then select the **Ledger** tab. Four action buttons appear in the top right:

- **Count** — records a drawer count at any time, without opening or closing the day.
- **Start of Day** — counts the drawer and records the opening balance/float.
- **Adjust** — adds or removes cash with a reason.
- **End of Day** — counts the drawer and records the closing balance.

The ledger is a date-stamped history with columns for **Date**, **Event**, **Amount Changed**, **Expected**, **User**, and **Note**. Because Start of Day and End of Day each capture a count, you'll typically see a Count entry recorded alongside each open and close.

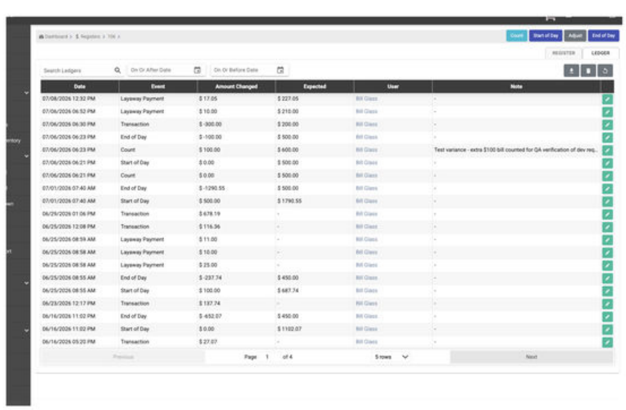

Fig. 4 — The Ledger tab: the four action buttons (top right) above the date-stamped history of every cash event.

5 Count the Drawer

Click **Count** to open the **Add Count** modal. This verifies the physical cash against what the system expects, at any point in the day. Three summary fields update as you enter counts:

- **Expected Cash in Drawer** — what the system believes is present (read-only).
- **Counted Cash in Drawer** — the total of your entry.
- **Counted Variance** — the difference (Counted minus Expected).

If the variance is non-zero and your settings require it, the field reads **Variance Note (required)** and you must add an explanation before submitting; otherwise it reads **Note (optional)**. Click **Submit Count** to record a standalone Count event in the ledger with the variance and any note.

Counting in Denominations mode. The modal shows a **Register Denominations** grid with a field for each bill and coin ($100, $50, $20, $10, $5, $2, $1, 50¢, 25¢, 10¢, 5¢, 1¢). As you enter quantities, Counted Cash and Variance update automatically.

Counting in Amount Field mode. Instead of the grid, a single **Counted Cash in Drawer** entry field appears at the top. Type the total you counted; Counted Cash and Variance update from that figure.

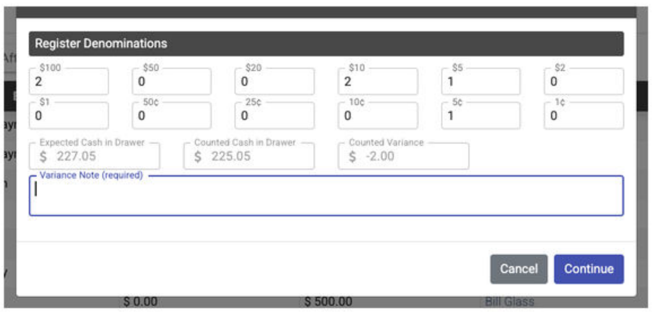

Fig. 5a — Count in Denominations mode: the bill/coin grid totals Counted Cash and the variance updates automatically.

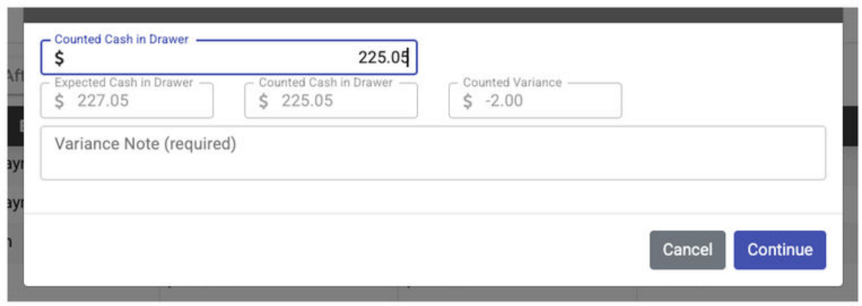

Fig. 5b — Count in Amount Field mode: a single Counted Cash field. Here a non-zero variance makes the note required.

6 Start of Day

Click **Start of Day**. It has two steps.

Step 1 — Count the drawer. An **Add Count** step appears first, identical to the Count modal above (Denominations grid or single amount, depending on your setting). Confirm the Counted Cash and Variance, add a variance note if required, then click **Continue**.

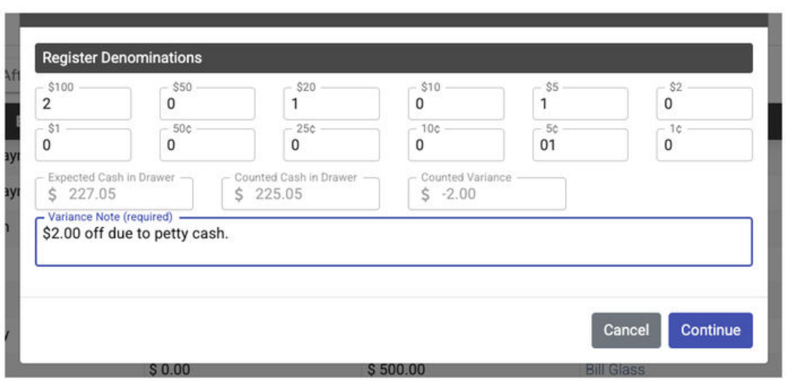

Fig. 6a — Start of Day, Step 1: the count step. Confirm the count, add a note if required, then Continue.

Step 2 — Confirm the opening float. The Start of Day screen opens with the count results echoed at the top (read-only). A summary row calculates automatically:

- **Start of Day Expected** — the target opening amount, driven by the Retained Register Float setting (e.g., $500.00).
- **Cash Left in Drawer** — the amount to open with.
- **Amount Changed** — the net change being recorded.
- **Amount to Add into Drawer** — how much cash to physically add to reach the target float (for example, $274.95 to bring a $225.05 count up to a $500.00 float).

In **Denominations mode**, Step 2 also includes a **Start of Day Register Denominations** grid where you enter the exact opening spread. If the grid total doesn't match the counted cash, an inline warning appears — adjust the grid until it reconciles. In **Amount Field mode**, Step 2 replaces the grid with a single **Cash Left in Drawer** entry; type the opening amount and the Amount Changed (and the Amount to Add, when below the float) recalculates automatically.

> **Note:** If you turned on **Default Denomination Spread** in settings, the Start of Day denomination grid can pre-fill after your count (including all zeros), so you don't have to re-key a standard spread each morning.

Add an optional **Start of Day Note**, then click **Submit Start of Day** to record the opening entry.

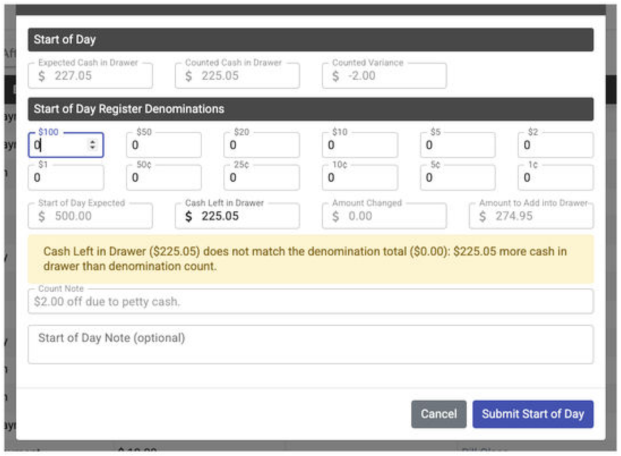

Fig. 6b — Step 2, Denominations mode: the opening-spread grid, the summary row, and the inline warning when the grid doesn't match the cash.

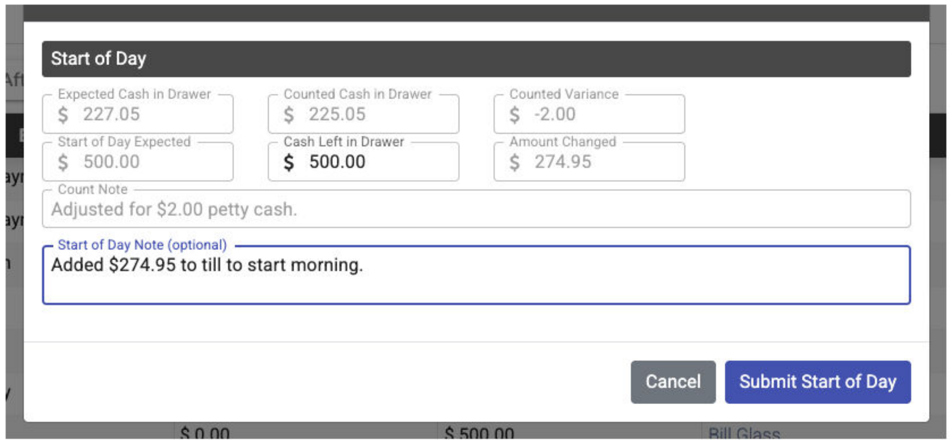

Fig. 6c — Step 2, Amount Field mode: a single Cash Left in Drawer field with the same summary row.

> **Tip:** Running Start of Day each morning creates a clear audit record of when the drawer was opened, by which user, and with what count.

7 Monitor Transactions

Throughout the day, review the **Ledger** to see every cash event. Each row shows the timestamp, event type (Transaction, Count, Adjustment, Start of Day, End of Day), the amount changed, the expected running balance, the user, and any note. You can search, date-filter, and download the ledger for your records.

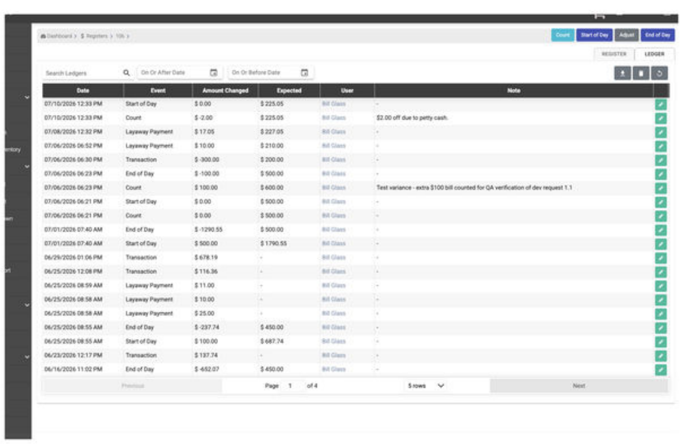

Fig. 7 — A populated ledger: a mix of event types with running balances, users, and variance notes.

8 Make Adjustments

Click **Adjust** to open the **Add Ledger** modal. Toggle between **Add** and **Remove** to indicate whether cash is entering or leaving the drawer. Enter the dollar figure in **Amount to Change** and a note in **Reason for adjustment** (e.g., “Petty cash withdrawal — supplies / misc.”). Click **Submit Adjustment**. The entry is logged with the reason, amount, timestamp, and user for a full audit trail.

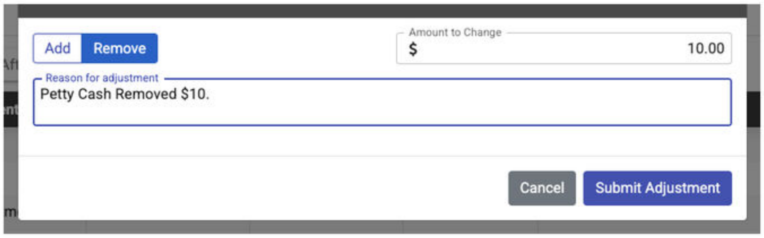

Fig. 8 — *The Adjust modal: the Add / Remove toggle, Amount to Change, and Reason for adjustment.*

Tip: Always enter a reason for adjustments. It speeds up end-of-day reconciliation and gives you a clear record if a discrepancy needs investigating.

9 End of Day

Click **End of Day**. Like Start of Day, this is a two-step process.

Step 1 — Count the drawer. The **Add Count** step appears first (Denominations grid or single amount). Confirm the Counted Cash and Variance, add a variance note if required, then click **Continue**.

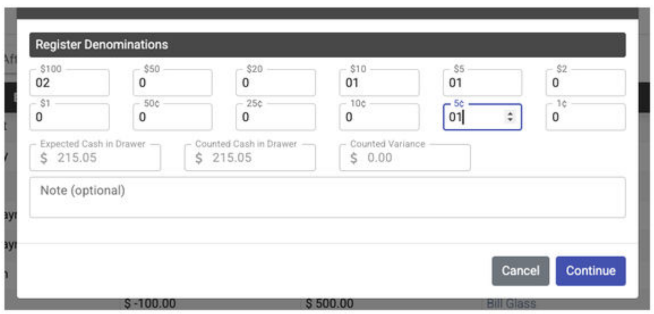

Fig. 9a — *End of Day, Step 1: the count step. When the variance is zero, the note is optional.*

Step 2 — Reconcile and close. The End of Day screen opens with the count results echoed at the top (read-only) and a summary row:

- **End of Day Expected** — the target float to leave overnight (from the Retained Register Float setting).
- **Cash Left in Drawer** — the cash remaining in the drawer.
- **Amount Changed** — the net change recorded by this close.
- **Amount to Add into Drawer** — the difference between the counted cash and the target float. When the count is below the float, this is the amount to add back to restore it; when the count exceeds the float, it represents the surplus to remove and deposit.

In **Denominations mode**, Step 2 includes an **End of Day Register Denominations** grid, pre-filled from your count, with the same reconciliation warning if the grid total doesn't match the cash on hand. In **Amount Field mode**, Step 2 uses a single **Cash Left in Drawer** entry, with Amount Changed and Amount to Add recalculating from the figure you type. Add an optional **End of Day Note**, then click **Submit End of Day** to record the closing entry.

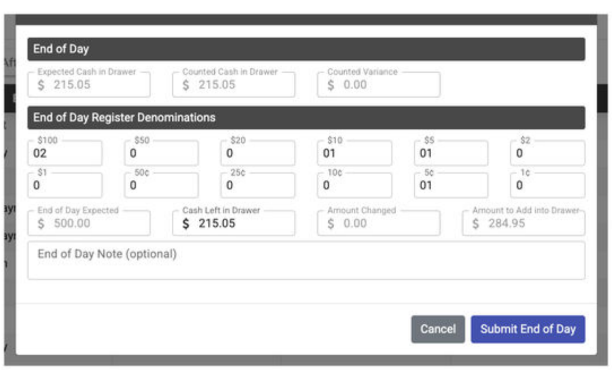

Fig. 9b — *Step 2, Denominations mode: the pre-filled grid and summary row that reconcile the drawer to the float.*

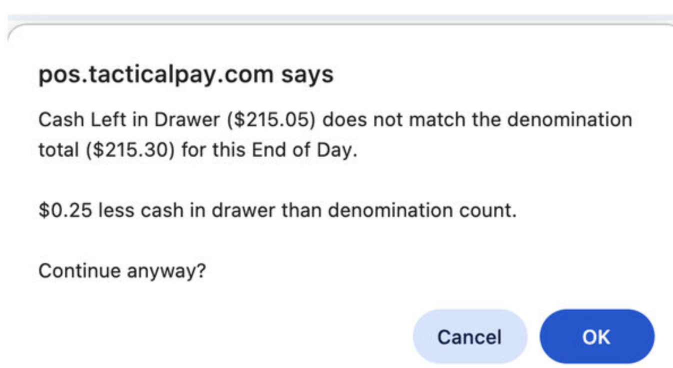

Fig. 9c — *If the cash and the denomination count don't match, the system flags it and asks you to confirm before saving.*

Afterward, the **Registers** list reflects the drawer's updated current amount, and the full End of Day entry — count, amounts, variance, timestamp, and user — is recorded in the ledger.

> **With Retained Register Float enabled,** End of Day reconciles the drawer to the fixed float you configured rather than simply asking how much to leave or remove. The float carries forward as the opening balance for the next Start of Day.

> **Need help?** More guides are at `tacticalpay.com/knowledge-base`. For questions on this workflow, email `POS@TacticalPay.com` — our in-house, Texas-based team will get back to you.