



How do I open and close a cash drawer?

SunLync has a built-in feature to help you count, close, and track cash drawer figures. You may already be familiar with the End of Shift Drawer Count pop-up when closing POS. This is SunLync checking to see if you want to close out and count the cash drawer.

- **Count:** Use this if you want to count the cash drawer now, at the computer right now.
- **Drop:** Drop off the drawer in a safe place like a locked safe to be counted later or take to another computer to count there.
- **Ignore:** Keep the drawer open, will close out later.

A screenshot of the "End of Shift Drawer Count" dialog box. The dialog has a title bar with the text "End of Shift Drawer Count". Inside, it displays "Drawer #: 0000000005" and "Opened: Friday, February 23, 2024 8:55 AM". Below this, it says "Please enter your end of shift Drawer Count Figures or make a Drop for management review". There are three radio button options: "Count - Close the Drawer and Enter Drawer Figures now", "Drop - Close the Drawer and Enter Drawer Figures later", and "Ignore - Close SunLync without closing the drawer". At the bottom, there are "OK" and "Cancel" buttons.

End of Shift Drawer Count

Drawer #: 0000000005

Opened: Friday, February 23, 2024 8:55 AM

Please enter your end of shift Drawer Count Figures or make a Drop for management review

Count - Close the Drawer and Enter Drawer Figures now

Drop - Close the Drawer and Enter Drawer Figures later

Ignore - Close SunLync without closing the drawer

OK Cancel

Stepping back to the beginning, we must open the drawer. SunLync opens a drawer when completing the first transaction on a new drawer. Based on your SunLync settings, this may

happen in the background automatically. To bring this to the front end, log into the Back Office and go to Store Parameters. The Peripherals Settings include controlling how the cash drawer works. Set the default starting cash and checkmark "Prompt for starting cash amount when a drawer is opened".

Store Parameters

Peripherals Settings

Cash Drawer

Default starting cash drawer amount: 100.00

Prompt for starting cash amount when a drawer is opened

Use recommended distribution

Use one drawer for count/drop process

Automatically drop open drawers at: 12:00:00 AM

Do Not Open Cash Drawer for Cashless Payments

Pole Display Message Options:

Welcome Message:

Thank You Message:

40 Characters Max

Gift Card Scanning

Beginning character: Ending Character:

Bar Code Scanning Option

Use One Click Scanning (Customers, Memberships, Packages, Products, Promotions)

Use Two Click Scanning (Customers, Memberships, Packages, Products, Promotions)

Enable Drivers License Scanning

Ergoline Sensor

Enable Ergoline Sensor

Calculated Minutes May Be Lowered

Calculated Minutes May Be Raised

Current Store: Sun Tan

Location	Manager	IP Address	Address
Corporate			
Sun Tan		127.0.0.1	8 W HWY

Misc. Options Save Cancel Close

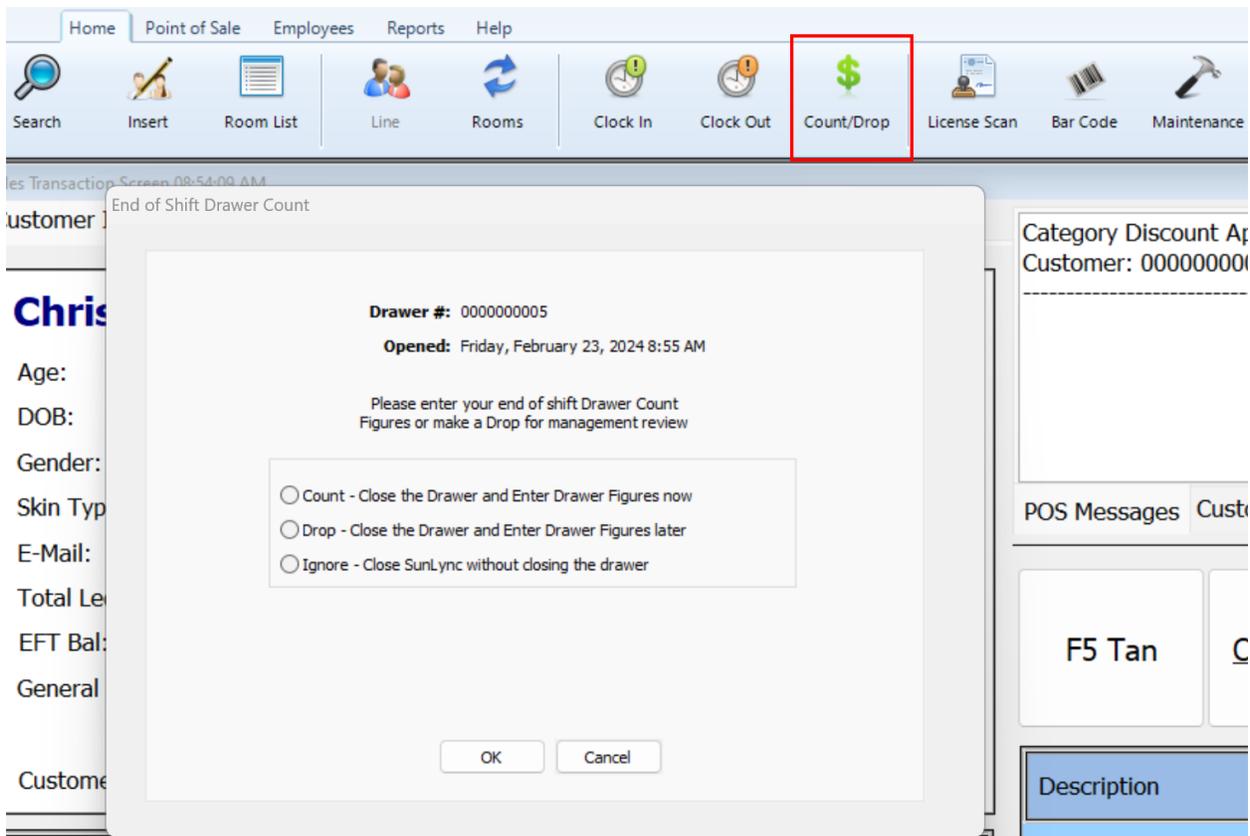
Enter a Starting Cash Drawer Amount

Amount 100.00

OK

SunLync will only show the Starting Cash Drawer Amount pop-up after completing the first sale. Since sometimes there is a gap between putting the cash drawer in and completing the first sale. Processing a \$0 transaction, like a tan on an employee's membership, will ensure the drawer is ready right away.

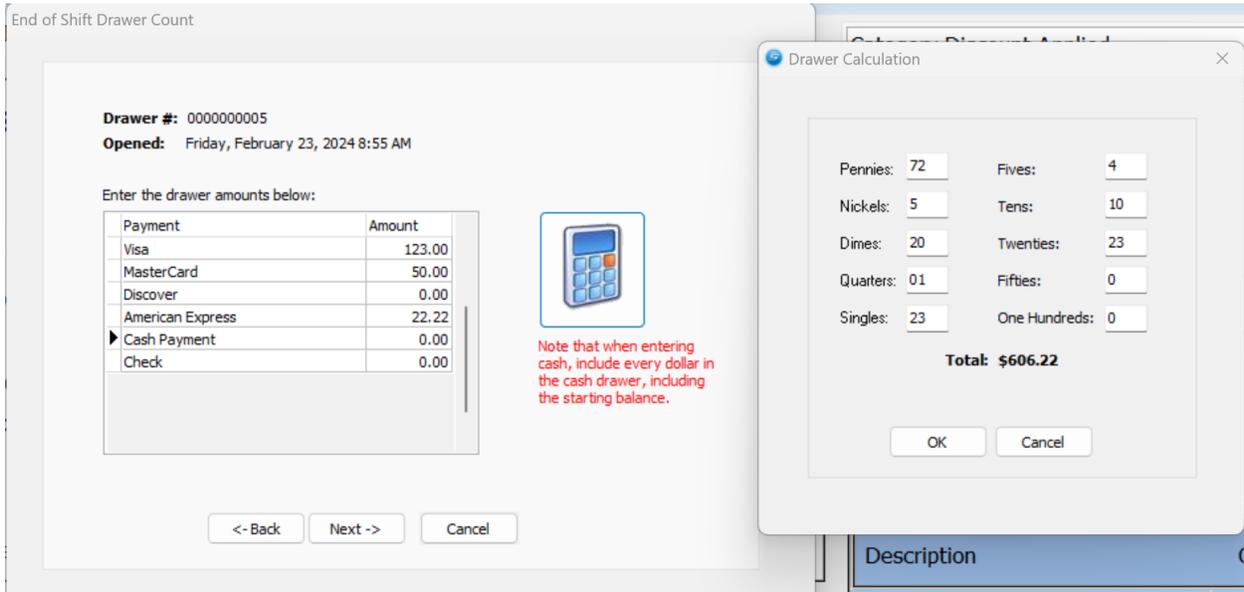
Along with closing SunLync POS to count or drop a drawer. You can click on Count/Drop at POS to pull up the End of Shift Drawer Count pop-up window.



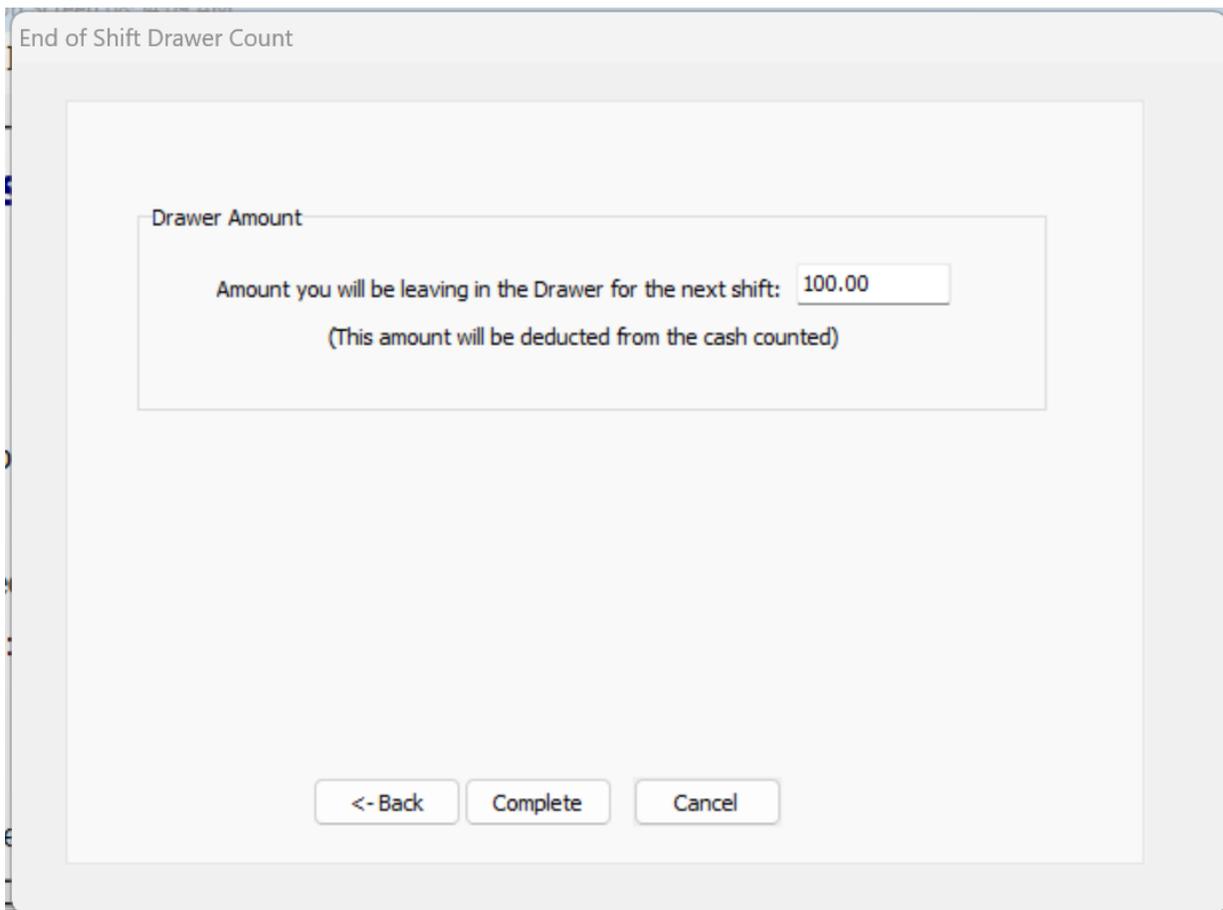
After selecting Count and the employee doing the count. Enter in the amounts for the payment types completed in the drawer. The numbers will default to \$0.

For card and check payment. You may have to run a report in SunLync, your payment provider portal, or print store copies of receipts to put into the cash drawer to get those counts.

When counting the cash, you can use the built in calculator. To count by denominations instead of dollar amounts.



Next, confirm how much if any cash will be left in the drawer.



The drawer is now counted and closed. If you use the "Use recommended distribution" setting in Store Parameters, you will see a screen like below instead. Which includes recommendations on what denominations you should leave in the drawer for the next cashier.

End of Shift Drawer Count

The amount of money you should leave in the cash drawer is: \$100.00

Recommended distribution to the cash drawer:

Coins	Bills
Pennies: 40	Singles: 32
Nickles: 0	Fives: 6
Dimes: 56	Tens: 3
Quarters: 8	Twenties: 0

<- Back

Complete

Cancel

After counting a drawer, you can Edit Amounts if needed. SunLync will track adjustments and flag the drawer as being adjusted and reports.

End of Shift Drawer Count

Drawer #: 0000000005

Opened: Friday, February 23, 2024 8:55 AM

Run Customer Activity Report

Run Daily Drawer Figures Detail Report

Edit Drawer Figures

Close

Store: Sun Tan

Total Amount: \$264.95

Starting Balance: \$100.00

Payment	Amount
▶ Cash Payment	264.95
MasterCard	0.00
Visa	0.00
Check	0.00
American Express	0.00
Discover	0.00

Drawer Period

Friday, March 8, 2024 9:59 AM
to
Friday, March 8, 2024 3:48 PM



The amount of money that was subtracted from the counted cash was 100.00

Drawer Figure Listing Opened after: Type:

Starting Time	Ending Time	Computer Name	Employee Name	Counted Figure	Type
3/8/2024 9:59 AM	3/8/2024 3:48 PM	DV	Chris Tan	\$264.95	Counted
3/7/2024 4:10 PM		DV		\$0.00	UnCounted
2/23/2024 8:55 AM	2/23/2024 9:12 AM	Kevin Dev	Chris Tan	\$801.44	Adjusted
2/19/2024 10:16 AM		Kevin Dev		\$0.00	UnCounted
2/8/2024 2:28 PM		Kevin Dev		\$0.00	UnCounted

Included with SunLync are the Drawer Figures and Drawer Figures Summary reports. That allows you to easily see the counts and any variances between them.

Report Interface

Employee Financial Inventory Equipment Marketing Mailing Labels Daily Monthly

Report Name	Run Now	Run Monthly	Run Daily	Required Parameters	Help
Account Ledger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	End Date	?
Account Ledger By Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dates, Store, Type	?
Account Ledger Negative Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	?
Customer Activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General, Payment Type	?
Customer EFT Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Store, Draw Day, Status	?
Customer Financing by Membership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	?
Customer Financing by Package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	None	?
Customer Membership Tans By Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dates	?
Customer Package Units Outstanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General	?
Customer Referrals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dates	?
Daily Sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General	?
Daily Sales Payments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Options	?
Drawer Figures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General	?
Drawer Figures Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General	?
EFT Refund - Void Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General	?
EFT Revenue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dates, Store, Status, Type	?
EFT Tax Charged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dates	?
Fitzpatrick Survey Results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General	?

Global Parameters

From: 12/31/2023 08:00AM To: 03/08/2024 10:00PM

Drill Down Hide Stores Together

Selected Stores: Sun Tan

Report Destination:

Refresh Connection

Current Sunync report database:

Printer: Microsoft Print to PDF

Generate Report(s)