Cash Register

POS & Sales · https://spos.pk/docs/cash-register/

Open and close registers and see collections, expenses and closing notes per register.

How to use the cash register

1. Open a register at the start of the shift and count the opening cash.
2. Sell as normal — every cash, card and mobile payment is recorded against the register.
3. Record any cash paid out during the shift, with a reason, so the register stays balanced.
4. At closing, count the cash in the drawer and enter the closing amount.
5. Check the register report — collections, expenses and the difference — before you close the day.

Tip: Close the register at the end of every shift, even on quiet days — it makes any shortfall easy to trace.

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