GETTING STARTED WITH RUNDOO · TRANSACTIONS

Closing Out the Drawer

Log petty cash during the day, count down and close out at night. It all lives on **POS → Cash Drawers**.

THE DAILY RHYTHM

1

Pull cash out

Lunch run, delivery tip, any non-sale cash.

Petty cash → Withdraw

2

Add cash in

Extra change, or refill to your float.

Petty cash → Deposit

3

Close out

Count the drawer, balance, reset for tomorrow.

Close out → count → Close

Close out in 4 steps

1. Click **Close out** in the top-right.
2. Enter the quantity of each bill and coin, $100 down to $0.01.
3. Check the **Short/over**. A little drift is normal.
4. Add a **Note** for any variance, then click **Close out**.

The close-out math

Total − Float = Cash for deposit

Short/over = Cash for deposit minus **Expected deposit**. Zero balanced, negative short, positive over.

Pro tip, the pennies shortcut: in a hurry, skip the rows and type your whole counted total as pennies in the **$0.01** line. $487.32 becomes **48732**, and Rundoo does the math.

Below your float? A cash refund can dip the drawer under float, and Rundoo blocks the close. Fix it with **Petty cash → Deposit** back up to float, then close out. And close out **every day**; close-outs can't be backdated.