Rundoo

GETTING STARTED WITH RUNDOO · TRANSACTIONS

Closing Out the Drawer

> Log petty cash and close out the till at the end of the day.

Step-by-step walkthrough ~4 min read Companion to the 3:13 video

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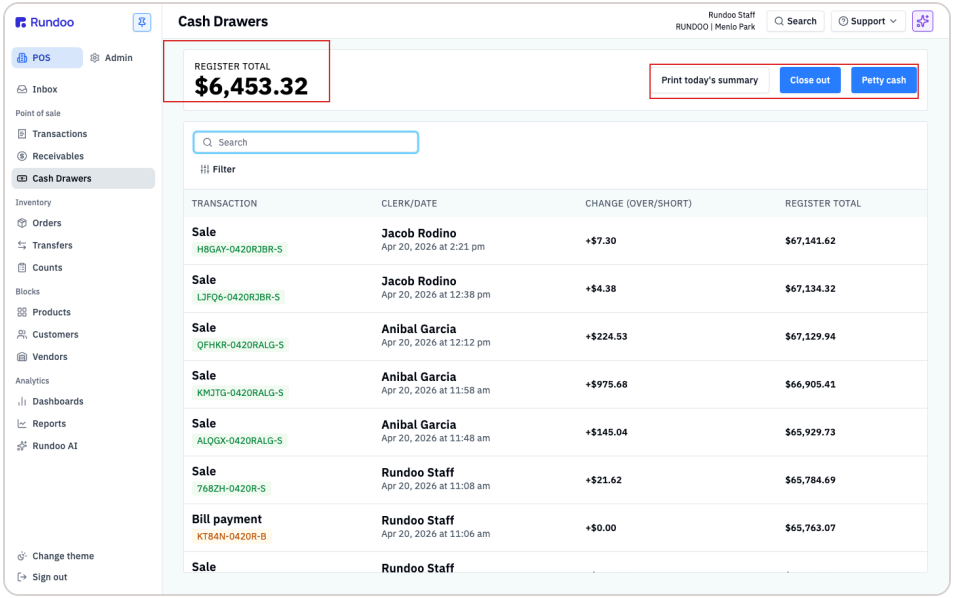
At the end of a long day, the last thing you want is a long process to close out the till. You just want to count your cash, lock the doors, and head home. Rundoo keeps the running count for you all day, so closing out is really just confirming what it already knows. Do it every day and your books stay clean without you thinking about it.

WHERE THE TILL LIVES

Find the Cash Drawers screen

In **POS** mode, open the **Cash Drawers** tab on the left. That is your home base for the till. Up in the top-left you'll see the **REGISTER TOTAL**, the running cash balance Rundoo expects in the drawer right now, based on today's sales, refunds, and petty-cash moves. The two buttons you'll reach for most, **Close out** and **Petty cash**, sit in the top-right, next to **Print today's summary**.



The Cash Drawers screen: REGISTER TOTAL top-left, and the action buttons (Print today's summary, Close out, Petty cash) top-right.

Your **REGISTER TOTAL** starts each day from your **Float**, the standard cash you leave in the drawer overnight. Setting that float is a one-time job covered in the Set Your Starting Cash video. Here we're

picking up from a day already underway.

DURING THE DAY

Log petty cash the right way

Petty cash is any cash that leaves or enters the drawer without a sale attached: pulling $20 for the crew's lunch, reimbursing a delivery tip, or dropping in extra change. If you just grab the bills, the drawer comes up short at close and nobody can say why. So you log it, and Rundoo keeps the count honest.

1

Open the Petty cash tool

Click **Petty cash** in the top-right. A small window opens with three fields.

2

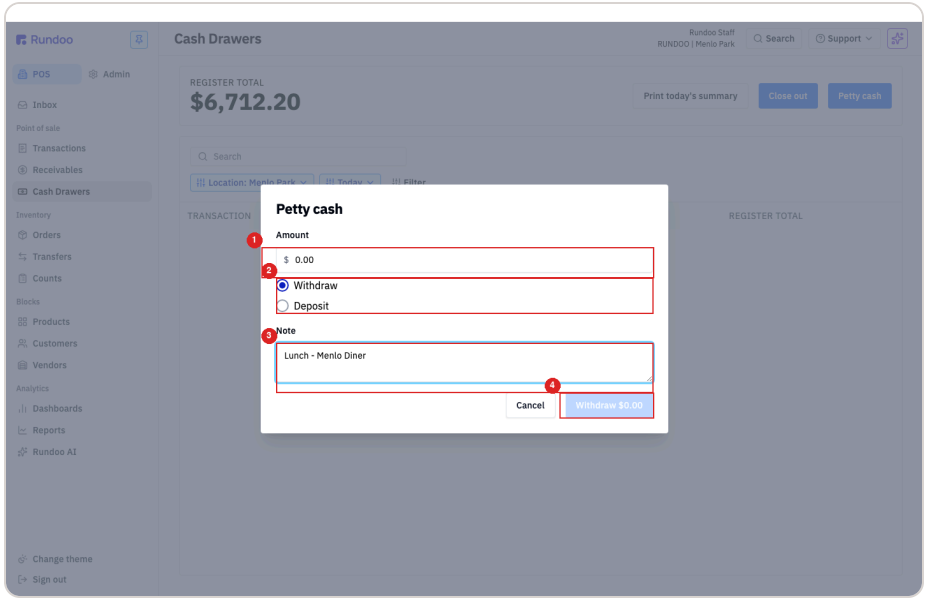
Enter the amount and pick a direction

Type the dollar figure in **Amount**. Leave **Withdraw** selected when cash is coming out (the default), or switch to **Deposit** when you're adding cash in.

3

Write a real note

The **Note** field is your paper trail, so be specific. "Lunch, Menlo Diner" tells the story later; "food" does not. That note shows up in your past sessions and on the end-of-day summary.



The Petty cash window: Amount, the Withdraw / Deposit toggle, and a specific Note. The commit button mirrors your choice.

4 Commit it

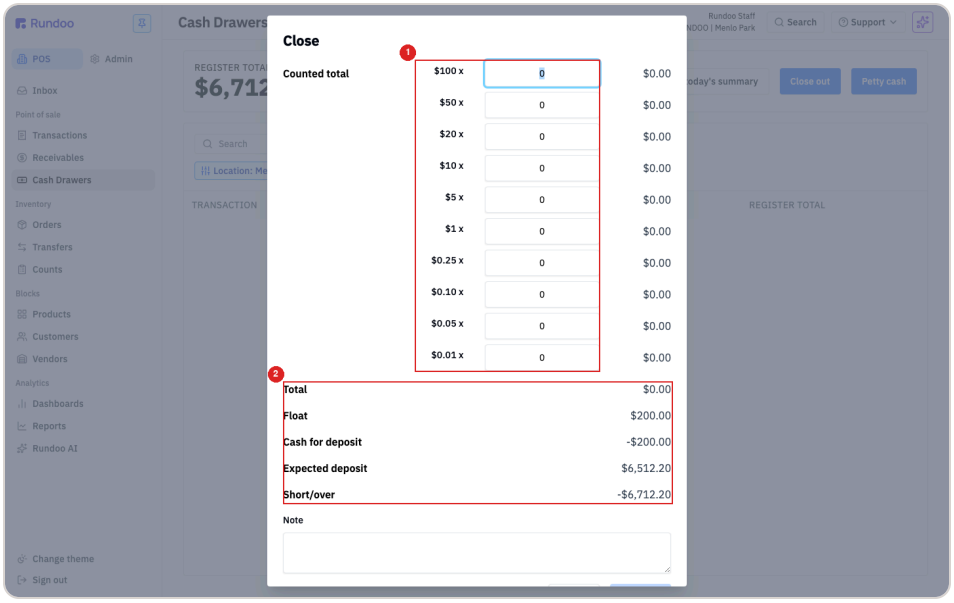
Click the button at the bottom. It mirrors what you picked, so it reads **Withdraw $20.00** or **Deposit $100.00** with your amount right in the label. Rundoo updates the **REGISTER TOTAL** on the spot. No surprises at close.

AT THE END OF THE DAY

Count down the drawer and close out

1 Open the count

Click **Close out**. A window walks you through the drawer denomination by denomination, from **$100** bills all the way down to **$0.01**. Enter the quantity you counted for each row and Rundoo does the multiplication for you.



The Close window: count each denomination up top, and read the running Total, Float, Cash for deposit, Expected deposit, and Short/over below.

2 Read the four numbers that matter

Down below the count, Rundoo lays it out for you: **Total** is everything you counted. It subtracts your **Float** (what stays overnight) to get **Cash for deposit**, the amount you'd drop at the bank. It compares that to the **Expected deposit** it calculated from the day's activity, and the difference is your **Short/over**. Zero means you balanced. Negative is short, positive is over.

3 Explain any variance, then close

A small variance is normal in a busy shop. If you're short or over by a bit, drop a line in the **Note** saying what you think happened, like "Possible change miscount on a cash sale." Then click **Close out** at the bottom. That locks in the day's numbers and resets the drawer to your float for tomorrow.

The one that trips people up: a cash refund drops you below float

Say you gave a cash refund today and the drawer dipped below your float. Rundoo won't let you close out. It tells you the total is less than your float, and it won't reach back into yesterday's deposit to cover the gap.

The fix is a tool you already know. Click **Petty cash**, switch the toggle to **Deposit**, and add enough to bring the drawer back up to your float. Then run **Close out** like normal and it goes right through.

Pro tip: the pennies shortcut

In a hurry and you trust the count? Skip the per-denomination rows. Count your cash, then type the whole amount as pennies into the **$0.01** row. $487.32 in the drawer becomes **48732**, and Rundoo multiplies it back into the **Total**. Same answer, one input.

KEEP IT HANDY

The close-out at a glance

WHERE **POS → Cash Drawers** REGISTER TOTAL is what Rundoo expects right now.	PETTY CASH **Amount, Withdraw/Deposit, Note** Log every non-sale cash move so the drawer stays in sync.
CLOSE OUT **Total − Float = Cash for deposit** Short/over is that versus the Expected deposit.	DO IT **Every single day** Daily close-outs keep the books flowing clean to accounting.

Good to know

- Cash pulled without logging petty cash shows up as short at close, because Rundoo has no other way to know. Forgot one earlier? Log it before you close.
- Close-outs can't be backdated. Every close stamps to the moment you click the button, so count and close the same day.
- Don't force a $0 variance every day by entering the expected total. Real drawers drift a little, and a chain of perfect zeroes is a red flag, not a gold star.
- Want to rehearse first? Open your practice store and count the drawer as many times as you like. None of it touches your real books.