Rundoo

GETTING STARTED WITH RUNDOO · TRANSACTIONS

Setting Your Cash Float

> Tell Rundoo the cash you keep in the drawer, so every close-out balances.

Step-by-step walkthrough ~3 min read Companion to the 2:13 video

---

At the end of a long day, the last thing you want is a headache closing out the register. You want the numbers to just match. The trick to a clean close-out is telling Rundoo what you start with in the drawer each morning. That standing amount is your cash float, and you set it once. Do it right and every close-out subtracts the float for you, so what's left is exactly what goes to the bank, no phantom short or over.

WHERE THIS LIVES

It's an Admin setting, not a POS one

You ring customers up on the **POS** side, but the float is a store setting, so it lives on the **Admin** side. That's the whole reason folks can't find it: they go looking at the register. This is a set-it-once job, so switch modes and you're most of the way there.

DO THIS

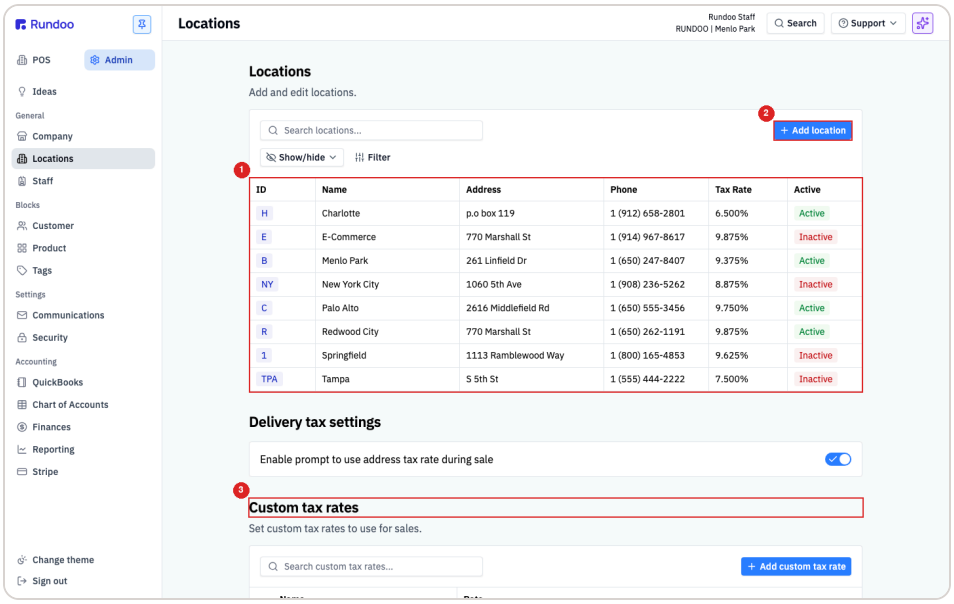
Set your float, step by step

1. ### Switch from POS to Admin

   Down in the bottom-left corner, click your user icon and pick **Admin** from the menu. The screen swaps from the register over to your store's settings. You can tell which side you're on by the **POS** / **Admin** toggle up top.

2 Open Locations and pick your store

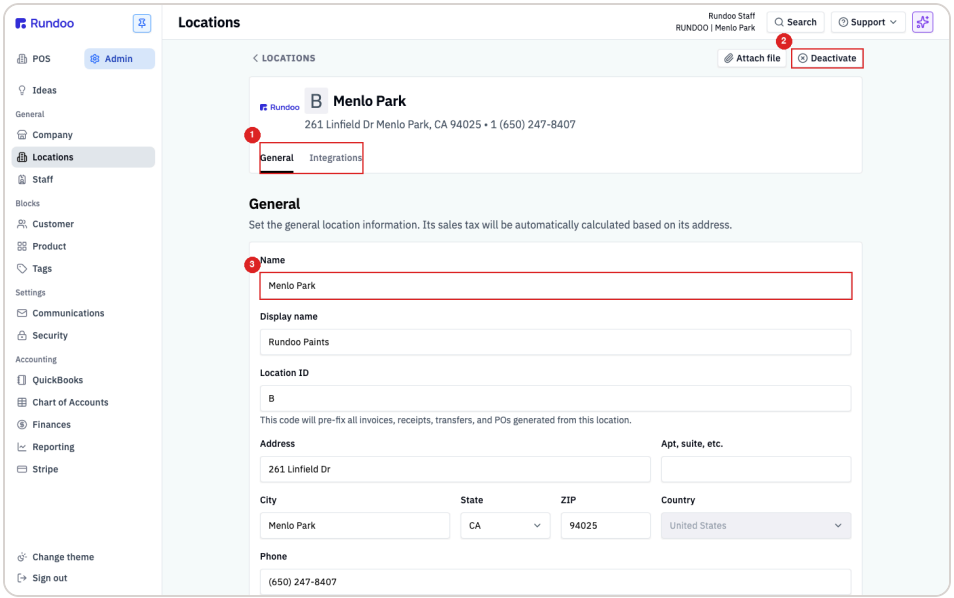
In the left sidebar, click **Locations**. That's the list of every store you run, each row showing its ID, name, address, phone, and tax rate. Click your store's row to open its settings.



Admin → Locations: your stores in one list. Click a row to open that store's settings.

3 Find the Cash float field

The store opens on its **General** tab, the same set of fields you'd fill in when adding a location. Scroll down past the name, address, and phone and you'll reach the **Cash float** field.



The store's detail page opens on the General tab. The Cash float field sits a little further down.

4

Type your standard starting cash

Enter the amount you always keep in the drawer to start the day. In the video we use five hundred dollars as an example, so you'd type **500**. Pick whatever your shop actually floats.

5

Click out of the field, and you're done

There's no Save button on this page. Rundoo saves the moment you click out of the box, or tab to the next field. That's the whole setup for a single register.

6

Running more than one register? Give each its own float

If you run two tills side by side, say a front counter and a back-counter pickup drawer, scroll to the **Cash drawers** section on this same page. Click **Add cash drawer**, give it a name that makes sense for your shop, set its float, and click **Save**. Each drawer then closes out on its own. (Adding a named drawer does use a Save button, unlike the single-float field above.)

Why this makes the math work

Every day the drawer starts from your float. At close-out you count the drawer, and Rundoo does the arithmetic for you: **Cash for deposit = counted Total minus Float**. It then compares that to the **Expected deposit** from the day's sales. When they match, your **Short/over** is zero and you're balanced.

If the float is wrong or blank, that subtraction is off by the same amount every single day, and you'll chase a short or over that was never really there. Setting it once is what keeps the numbers honest.

KEEP IT HANDY

The float at a glance

WHERE **Admin → Locations → your store** On the General tab, not the POS side.	THE FIELD **Cash float** Your standard starting cash for the day.
HOW IT SAVES **Inline, no Save button** Saves when you click out of the field.	CLOSE-OUT MATH **Deposit = Total − Float** Balanced when Short/over is zero.

Good to know

- You set the float once. It's not a daily task, so most owners touch this on setup day and rarely again.
- Need to change it later? Same spot. Open the location, update the **Cash float** field, click out. The new float applies going forward.
- Multiple registers each carry their own float in the **Cash drawers** section, and each reconciles independently at close.
- This video is just the setup. Actually counting the drawer and closing it out lives in the next one, **Counting Down the Drawer**.