

How to do drop in/out in RMS

- When logged into the POS, press F10 or bring up the “Drawer Function” menu.
- Select “Enter Cash Drop”
- Steps for a Cash Drop In/Out
 - **If adding cash to drawer(Drop IN)** Enter the amount as a negative(if adding \$5 in change enter the amount as -5.00)
 - **If removing cash from drawer(Drop OUT)** Enter the amount you are taking from the drawer
 - Select the reason code that reflects why you changed money in the register
 - Comment if needed
 - Click OK for it to bring up the tender screen and select cash
 - Enter the whole amount or select calculator to input change amounts
 - Click OK, print receipt, and place in records

Below are sample receipts of both a cash drop in and cash drop out

DUPLICATE RECEIPT

When adding as
Negative it will show
as 'In'

The Market
123 Market St
Marketland, PA 15555
123-456-7890

Drop

Drop #: 13
Date: 12/12/2012 Time: 2:56:37 PM
Cashier: 999 Register #: 1

Comment: roll qtrs

Tender Type	In	Out
Cash	\$10.00	\$0.00



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Thank you for shopping
The Market
We hope you'll come back soon!

DUPLICATE RECEIPT

DUPLICATE RECEIPT

The Market
123 Market St
Marketland, PA 15555
123-456-7890

Drop

Drop #: 12
Date: 12/12/2012 Time: 2:56:05 PM
Cashier: 999 Register #: 1

Comment:

Tender Type	In	Out
Cash	\$0.00	\$10.00



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DUPLICATE RECEIPT

How to do Paid Out to vendor in RMS

- When logged into the POS, press F10 or bring up the “Drawer Function” menu.
- Select “Enter Cash Payout”
- Steps for a Cash Drop In/Out
 - Enter the amount being paid to the Vendor
 - Enter a relevant name in the “To:” field
 - Select the reason code that reflects why you changed money in the register
 - Comment if needed
 - Click OK for it to bring up the tender screen and select cash
 - Enter the whole amount or select calculator to input change amounts
 - Click OK, print receipt, and place in records

Below is a sample receipt of what a Payout should look like

ADI Business Solutions
414 Ferndale Ave
Johnstown, PA 15905
800.603.5244

Payout

PayOut #: 3
Date: 2/6/2013 Time: 10:52:09 AM
Cashier: 1 Register #: 1

To: Pepsi
Comment: Mt Dew, Diet

Tender Type	In	Out
Cash	\$0.00	\$20.00

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Thank you for shopping
ADI Business Solutions
We hope you'll come back soon!
DUPLICATE RECEIPT