

# Cash drawer report to the rescue!

October 10, 2022

With everything else you have going on in your library, spending time balancing your receipts for fees, fines, and payments is the last thing you need. That's where the Cash Drawer report comes in!



## Running the Report

To run the report, go to **Circulation**, and click the  Action Menu.

(In the current interface, the actions menu is on the left. In the [Makeover](#) interface, it's on the right.)

Click **Cash Drawer Balance**, enter the date range and starting balance, and click OK. It's that easy!

Cash Drawer for WHS (414)

2022-06-17 at 1:56 PM -- 22.1 -- demo, demo

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| Patron Barcode       | Date       | Description                            | Refunds | Payments |
|----------------------|------------|--|---------|----------|
| <b>Cash:</b>         |            |  |         |          |
| 1001                 | 06/17/2022 | Fee Charged; - Paid in full            |         | 1.00     |
| 1148                 | 06/17/2022 | Fee Charged; - Charge Balance: \$1.00; |         | 4.00     |
| <b>Cash Totals</b>   |            |  | 0.00    | 5.00     |
| <hr/>                |            |  |         |          |
| <b>Totals</b>        |            |  | 0.00    | 5.00     |
| <hr/>                |            |  |         |          |
| Starting Balance:    | 0.00       |  |         |          |
| Total Payments:      | 5.00       |  |         |          |
| Total Cash:          | 5.00       |  |         |          |
| Total Refunds:       | 0.00       |  |         |          |
| <b>New Balance:</b>  |            | <b>5.00</b>                            |         |          |
| <hr/>                |            |  |         |          |
| <hr/>                |            |  |         |          |
| <b>Cash Balance:</b> |            | <b>5.00</b>                            |         |          |

You can read more info on the Cash Drawer [HERE](#), under the Actions Menu section.

Have questions about the Cash Drawer report, or anything else in Alexandria? Reach out to our Support team at 1-800-347-4942.



*Pasha finds balancing receipts super frustrating. He should use the Cash Drawer report!*



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