

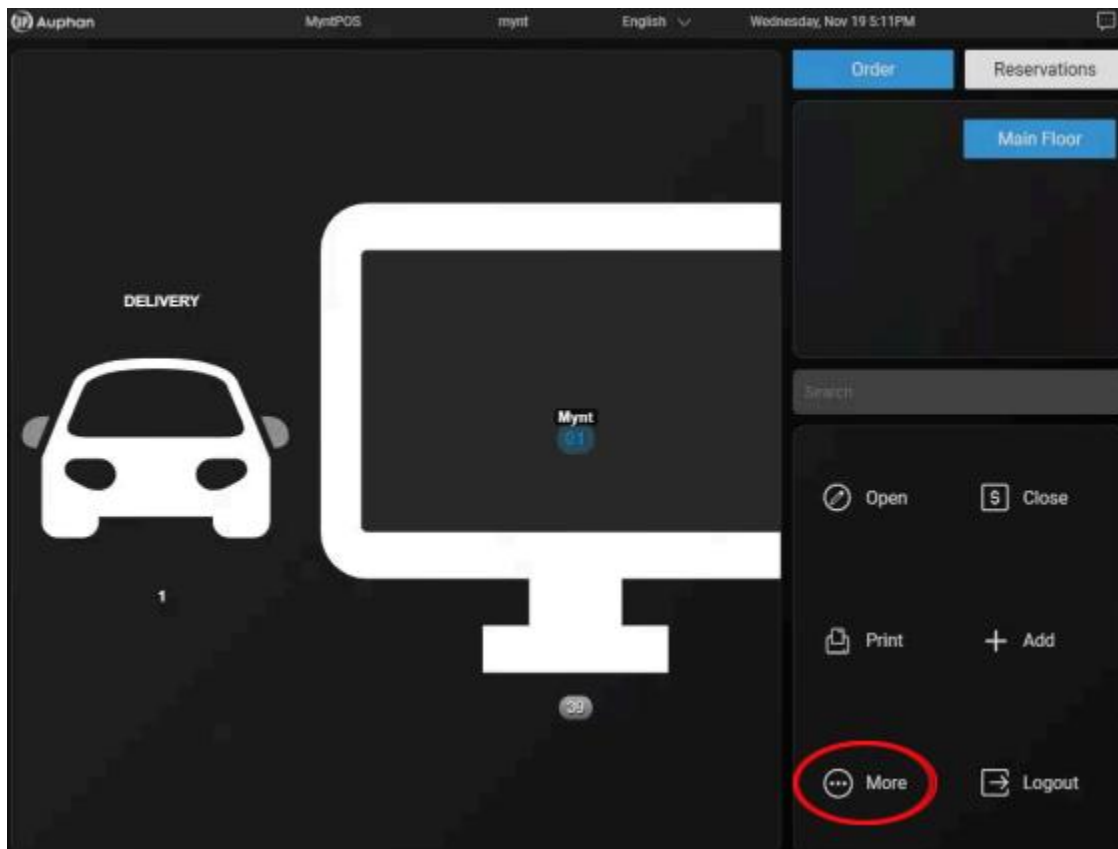


# HOW TO USE PETTY CASH IN AND OUT

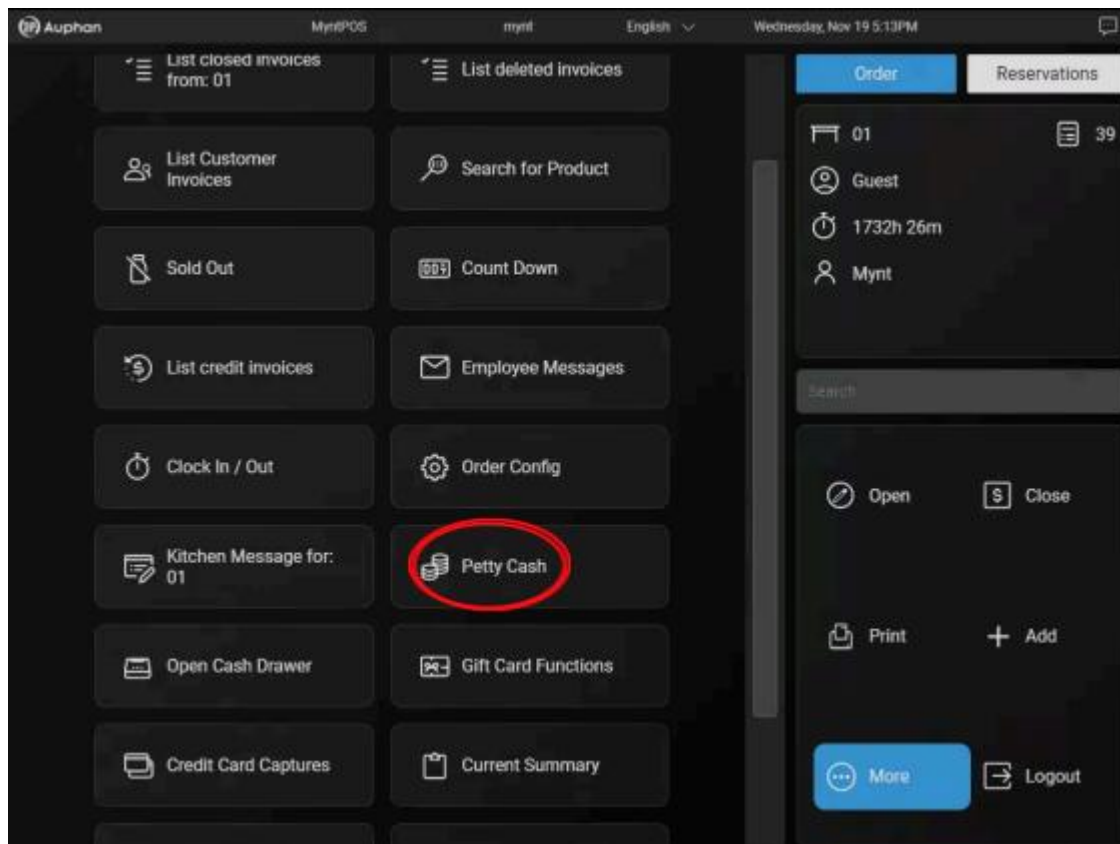
## MYNT CORE & ENTERPRISE

This Is a step-by-step guide on how to use Petty Cash in Mynt.

The petty cash feature can be used to set the till at the beginning / end of the day, or to buy supplies for the business. It is used to track the total cash amount in the till each day.



Petty cash can be accessed and adjusted through the “More” tab on the table map, or through “More” on the order screen.



This is the petty cash screen. Here, you can "Petty Cash in" an amount of money to the drawer, or "Petty Cash out" for supplies.



Petty Cash Out

Petty Cash In

Station Cash: \$0.00

123456789Clear0.

Skim/Drop OutSupplies

Custom Reason←→

✕ Close

To float money in, type in the amount, and then press the “Float In” button in the bottom left.



Petty Cash Out   **Petty Cash In**   Station Cash: \$0.00

250

|       |   |   |
|-------|---|---|
| 1     | 2 | 3 |
| 4     | 5 | 6 |
| 7     | 8 | 9 |
| Clear | 0 | . |

**Float In**

Custom Reason   ←   →

✕ Close



The system now knows there is \$250 in the drawer to start the day. You can run sales and do everything as you normally would throughout the day.



Petty Cash Out   Petty Cash In

Station Cash: \$293.21

\$250.00   Float In   Dec 04, 25 3:33 pm   Reprint

1 2 3

4 5 6

7 8 9

Clear 0 .

Skim/Drop Out   Supplies

Custom Reason   ←   →

× Close

When closing for the night, go back to the petty cash screen. The “Station Cash” will go up based on the amount of cash sales made.



The screenshot displays the 'Petty Cash Out' screen in the Mynt POS system. At the top, there are two tabs: 'Petty Cash Out' (active) and 'Petty Cash In'. The main display area shows the amount '250' entered. Below this is a numeric keypad with digits 1-9, 'Clear', '0', and a decimal point. At the bottom left, the 'Skim/Drop Out' button is circled in red. To its right is a 'Supplies' button. Below these is a 'Custom Reason' field and two navigation arrows. At the bottom center is a 'Close' button. The right panel shows a summary of the transaction: '\$250.00' in green, 'Float In', 'Dec 04, 25 3:33 pm', and a 'Reprint' button.

Enter the amount originally floated in. This will balance the drawer and make the reports correct. Once the amount is entered, press the "Skim/Drop Out" button on the bottom left. **(Note: These buttons can be customized to have different terminology if needed)**



Petty Cash Out

Petty Cash In

Station Cash: \$43.21

\$250.00

Skim/Drop Out

Dec 04, 25 3:38 pm

Reprint

\$250.00

Float In

Dec 04, 25 3:33 pm

Reprint

1

2

3

4

5

6

7

8

9

Clear

0

.

Skim/Drop Out

Supplies

Custom Reason

←

→

✕ Close

**IMPORTANT NOTE:** There will be left-over station cash totaling what was made for the day. This will translate to \$0.00 the following day.

# Congratulations!

You can now use the Petty Cash Feature!

