

PLNTRK REGISTERS

Know what cash should be in every drawer - from open to close.

CASH
CONTROL
MADE SIMPLE

What is a register?

A register is the cash drawer assigned to a workstation. PLNTRK tracks its opening cash, cash sales, every manual movement, expected cash, counted cash, and closing variance in one clear activity trail.

1 OPEN Name drawer + enter starting cash	2 SELL Cash sales update expected cash	3 MOVE Record cash in or out	4 COUNT Count the physical drawer	5 CLOSE Review variance + close
--	--	--	---	---

Four cash movements - one easy rule

Record a movement any time physical cash changes without a sale.

PAY-IN Cash added to the drawer Examples: change added from the safe, petty cash returned, or cash intentionally placed in the till. Expected cash goes UP.	PAY-OUT Cash removed for a business payment Examples: a small vendor payment, approved cash expense, or another documented payout. Expected cash goes DOWN.
SAFE DROP Excess cash moved to secure storage Use when cash is removed from the drawer and placed in the safe during the shift. Expected drawer cash goes DOWN - the money is still accounted for.	ADJUSTMENT A documented correction Use for an approved correction when the drawer ledger needs to reflect a known cash difference. Always enter a clear reason. Creates a visible audit entry instead of silently changing the drawer.

Closing the register

1. Count the drawer - Enter the actual physical cash.
2. Compare to expected - PLNTRK calculates what should be present from opening cash, sales, pay-ins, payouts, and safe drops.
3. Review the variance - A difference is visible before the register is closed.
4. Add closing notes - Document anything the next manager or auditor should know.

THE GOAL

No mystery cash.

Every dollar has a reason.

$\text{OPENING CASH} + \text{CASH SALES} + \text{PAY-INS} - \text{PAYOUTS} - \text{SAFE DROPS} = \text{EXPECTED DRAWER}$

Why stores use it

Faster shift handoffs. Clear accountability. Easier reconciliation. A complete drawer activity history.

PLNTRK
POINT OF SALE

Register controls are available from the PLNTRK POS register screen.