

## Till Lifts

- Regular till lifts must be performed during the trading day and secured immediately into the Cash Safe/Cash Chute
- Spot Checks must be performed on tills by Managing Pharmacist to ensure limits are adhered to
- Till lifts must be performed by an accountable person
- Till lifts must be placed into a designated holder/pouch accompanied by a slip detailing the amount of monies lifted, till details, time and signature of person performing lift
- Till lifts must be performed only when safe to do so and accountable persons must be aware of their surroundings prior to and during till lifts

### Transferring Cash From the Till Drawer to the Safe

**In this example we will transfer £50.00 cash from the till drawer to the safe.**



1. From the sales screen, select **Remove Cash**

## Till Lifts Cont.

The **Add/Remove Cash** window is opened

2. If not already checked, select **Remove from Till Drawer**

3. Select the tender type (cash, cheques etc.) you wish to remove from the till drawer and also whether the tender is foreign currency (cash only)

4. Select the reason for removing cash from the till as 'Cash Lift from the list provided. )

5. Select **Remove from Till Drawer**

At this point the till drawer opens and the following text box appears.

6. Enter the amount (in pence) you wish to remove from the till. (Entering 0 will cancel the entire transaction)

**Till Lifts Cont.**

The lodgements screen should now show a record of the cash removed from the till and added to the safe

Main Menu > Auditing and Closedown > Manage Branch Cash

Functions Help.

DemoM

Manage Branch Cash and Lodgements

Date Range: Between 31-08-2012 and 14-09-2012

User	Audit ID	Type	Value	Tender	Foreign	Transaction Date	Time	Transaction Notes
DemoM	0	Set Balance	200.00	Cash	<input type="checkbox"/>	13/09/2012	15:58:41	
DemoM	12	Till Drawer Deposit	250.00	Cash	<input type="checkbox"/>	14/09/2012	09:50:40	

Lodgement Cash Out Set Balance

Cash: 250.00  
Cheque: 0.00  
Total: 250.00

Close

Sep 14 9:51

TERM 1