

9: Add Float

The Add Float function in evoPOS allows cash to be added to the cash drawer at anytime during a shift e.g. for the opening float, adding change or topping-up the till draw for cashback. Add Float could also be used to correct a safe drop error where the amount has been overstated. Ensuring that reported amounts are always accurate.

From the front POS screen select Menu-> Functions -> Add Float

1

Key in the value of the float and press **Enter**

The screenshot shows the 'Add Float' interface. At the top, it says 'Add Float' and 'GBP 100.00'. Below this is a numeric keypad with buttons for digits 0-9, a decimal point, and function keys: a red square (likely for clearing), 'Del', 'Tab', and 'Enter'.

2

The cash drawer will open: put in the cash.

3

A receipt will automatically be produced for your records.

4

Any floats added will be shown on the Shift End report - Cash Analysis under Till Loan.

Cash Analysis	
Opening	0.00
Till Loan	200.00
Payments	0.00
Safe Drop	100.10 -
Difference	-99.90

The screenshot shows a 'Cash Analysis' report with a 'Close' button at the bottom right. The 'Till Loan' entry is highlighted with a blue box.



The Add Float transaction is fully auditable and can be viewed in the transaction journal.



As Add Float will increase the known cash in the till draw, you may wish to increase the safe drop limit to account for the increase in this cash holding.