

Till

DOCUMENTATION · STAFF & HR

Open, hand over and close a till

Give every cashier their own till. Filantis counts what each one takes, tells them what should be in the drawer, and shows at close whether it balanced.

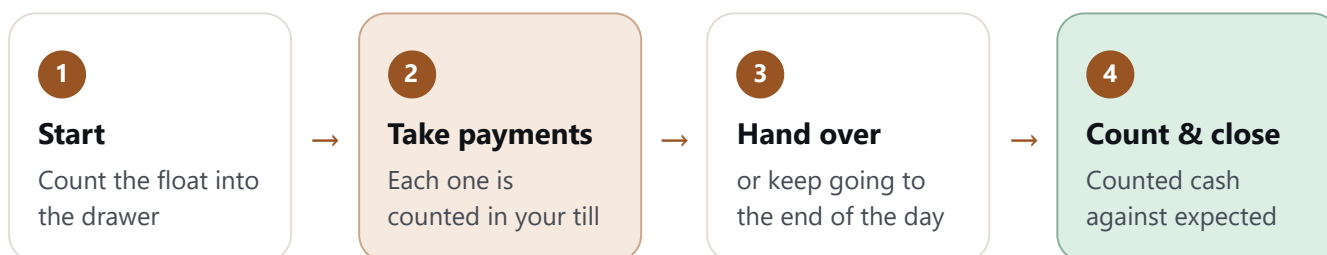
At a glance

- A till belongs to a person, not to a counter: every payment they take is counted in it.
- It starts with a float — the cash counted into the drawer.
- Filantis knows what should be in the drawer: the float plus the cash taken.
- Closing means counting. Cash decides whether the till balanced.
- A hand-over passes the drawer on without closing the business day.

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1 How a till works



The cashier never adds up the day. They count the drawer; Filantis does the rest.

Tills are on the **Shifts** page in the sidebar. The page is headed **Tills** with the business day it is showing.

Payments are always recorded against their bill, whether a till is open or not. A till adds the question every owner asks at night: *whose drawer was it in, and was it all there?*

2 Set when your day starts

A bar that closes at 2 a.m. has not started a new day at midnight. At the top of the page, set **Day starts at** to the hour your business day rolls over, and click **Save**. Takings before that hour belong to the previous business day.

3 Start a till

- 1 On **Shifts**, click **Start a till** — or **Start my till** for your own.
- 2 Under **Who is responsible for it**, choose the cashier. Only a manager can start a till for somebody else.
- 3 Choose the **Drawer**: a **Fresh drawer**, or **take over the drawer** a colleague has just closed.
- 4 Enter the **Cash in the drawer to start with**. Count it — if you are taking over a drawer and find a different amount from their count, enter what you count.
- 5 Click **Start the till**.

Start a till

Who is responsible for it

Arjun Mehta (you)

Every payment this person takes is counted in this till until it is closed or handed over.

Drawer **Cash to start with**

Fresh drawer 2,000.00

Cancel Start the till

If you take payments with **no till open**, the page warns you: they are still recorded, but they are counted in nobody's till and show under **Not in any till**.

4 During the shift

Each open till has a card showing who holds it and since when:



Cash that should be in the drawer

The float plus the cash taken so far.



Total taken

Everything received on this till, by every method.



Transactions

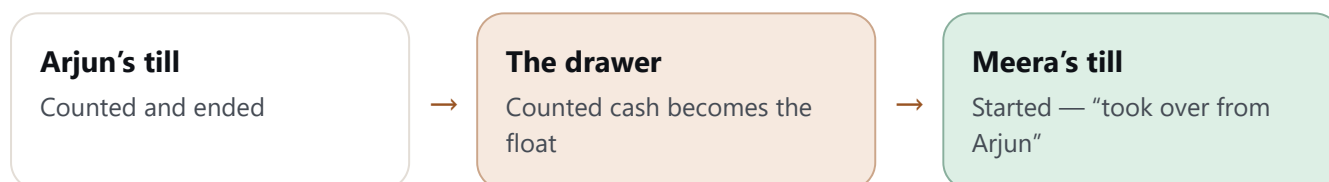
The list of every payment counted in the till.

The top of the page adds it up across the business: **Cash in open tills**, what has been **Taken** on the day, and anything **Not in any till**.

5 Hand over

At a change of shift the drawer usually stays where it is and the person changes.

- 1 On the till's card, click **Hand over**. A colleague arriving can click **Take over** on yours instead.
- 2 Count what is physically there and enter it against each payment method. The form shows the **Expected cash** beside it.
- 3 Choose **Who takes over**.
- 4 Leave **Their starting cash** blank when the drawer stays at the desk — the counted cash becomes their float. Enter a figure if some cash is being removed.
- 5 Add a note under **Anything worth recording** and confirm.



Each cashier answers only for their own hours. A shortfall is found at the hand-over, not at midnight.

6 Count and close

- 1 On your till's card, click **Count & close**.
- 2 Count what is physically in the drawer and enter it for each payment method.
- 3 If it did not balance, say why under **Anything worth recording** — in your own words.
- 4 Tick **Sign me out afterwards** if your duty is over.
- 5 Click **Close the till**.

Cash decides whether the till balanced. Card and other payments are counted too, but only cash can physically go missing from a drawer — so the difference that matters is counted cash against expected cash.

7 Review the day

Below the open tills, the page lists every till for the business day:

COLUMN	WHAT IT TELLS YOU
Cashier	Who was responsible, and who they took over from
Opened / Closed	When the till started and ended
Float	The cash it started with
Taken	Everything received while it was open
Counted cash	What the cashier counted at the end
Difference	Counted cash against what should have been there

A till may still be opened and closed after the business day itself has been closed; it shows on the list so somebody can see it happened.

8 Questions

– Can two people share one drawer at the same time?

A till has one person responsible for it. To share a counter, hand the drawer over at the change — or give each person their own drawer and their own till.

– I forgot to start a till and took payments.

The payments are safe on their bills. They show as **Not in any till** for the day. Start your till now so the rest are counted.

– Who can start or close someone else's till?

A manager — an admin, or someone granted the **Accounting** or **Restaurant manager** area. Everyone else manages their own. See [Roles and permissions](#).

– The drawer is short. What now?

Enter what you actually counted and write what you know in the note. The difference is recorded against that till, where the manager can see it.

– Does closing a till close the books for the day?

No. A till is one person's drawer. The takings were posted to your books as each payment was recorded.

Every drawer accounted for, every night

Because payments are taken in Filantis, it already knows what each cashier should be holding. Starting, handing over and closing a till takes a minute — and the difference is on screen before anyone goes home.

Per cashier

One till, one person responsible.

Expected cash

Float plus takings, worked out for you.

Clean hand-overs

Counted at every change of shift.

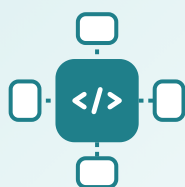
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See Filantis for restaurants

What to do next

See how the money a till takes reaches your books in [Record a payment against an invoice](#) and [Vouchers, ledger and day book](#).

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