



Review and Adjust Cash Drawer Activity Records

1. Click the Gear icon

Muse

Portal AF

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Tickets

Programs

Memberships

Merchandise

Café

Donation

Gift Card

Other

Connected 

Q Search...

9/22/2026

General Admission

Adult Admission \$15.00

0

+

Child (Under 13) Under 13 child admission \$10.00

0

+

Field Trip - Chaperone Chaperone \$7.00

0

+

Field Trip - Student used for Field trip onsite checkin and payment \$5.00

0

+

Field Trip - Teacher Teachers \$0.00

0

+

Infant (under 1) Child under 1 \$0.00

0

+

Senior (65+) Senior (65+) \$12.00

0

+

Exhibitions / Other

Italian Glass Exhibition

Order Summary 

Add Member Details

Cart is empty

Cart Subtotal \$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Submit feedback

2.

Muse

Portal AF

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Tickets

Programs

Memberships

Merchandise

Café

Donation

Gift Card

Other

Connected 

Station Selection

Choose your station

Selected station: Amanda's Station

Amanda's Station

Leave Station

Cash Drawer Management

Open and manage your cash drawer for your shift

Cash in

Count and record your starting cash drawer

Cash in

Cash out

Count and record your ending cash drawer

Cash out 

Open Cash Drawer

Click to open the cash drawer

Open Cash Drawer

Order Summary 

Add Member Details

Cart is empty

Cart Subtotal \$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Submit feedback

3. Enter your currency denominations after all of your sales

Muse

Portal

AF

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Tickets

Programs

Memberships

Merchandise

Café

Donation

Gift Card

Other

Connected

Order Summary

Add Member Details

Cart is empty

Submit feedback

Cash Out

Enter how many of each bill and coin are in your ending drawer

Pennies (\$0.01)

0

Total

\$0.00

Ones (\$1.00)

0

Total

\$0.00

Nickels (\$0.05)

0

Total

\$0.00

Fives (\$5.00)

0

Total

\$0.00

Dimes (\$0.10)

0

Total

\$0.00

Tens (\$10.00)

0

Total

\$0.00

Quarters (\$0.25)

0

Total

\$0.00

Twenties (\$20.00)

0

Total

\$0.00

Cart Subtotal

\$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

4. If you miscount, you will see the expected and variance

Portal
AF

Nickels (\$0.05) 0 Total \$0.00	Fives (\$5.00) 2 Total \$10.00			
Dimes (\$0.10) 0 Total \$0.00	Tens (\$10.00) 0 Total \$0.00			
Quarters (\$0.25) 0 Total \$0.00	Twenties (\$20.00) 0 Total \$0.00			
	<table border="1"> <tbody> <tr> <td> Twos (\$2.00) 0 Total \$0.00 </td> <td> Fifties (\$50.00) 1 Total \$50.00 </td> <td> Hundreds (\$100.00) 2 Total \$200.00 </td> </tr> </tbody> </table>	Twos (\$2.00) 0 Total \$0.00	Fifties (\$50.00) 1 Total \$50.00	Hundreds (\$100.00) 2 Total \$200.00
Twos (\$2.00) 0 Total \$0.00	Fifties (\$50.00) 1 Total \$50.00	Hundreds (\$100.00) 2 Total \$200.00		

Total Cash Out: **\$260.00**

Cash Out Expected: \$255.00

Variance: \$5.00

Add a note (optional)

Enter your note here

Order Summary

Add Member Details

Cart is empty

Submit feedback

Cart Subtotal \$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

5.

Nickels (\$0.05)

0

Total

\$0.00

Fives (\$5.00)

0

Total

\$0.00

Dimes (\$0.10)

0

Total

\$0.00

Tens (\$10.00)

0

Total

\$0.00

Quarters (\$0.25)

0

Total

\$0.00

Twenties (\$20.00)

0

Total

\$0.00

Twos (\$2.00)

0

Total

\$0.00

Fifties (\$50.00)

1

Total

\$50.00

Hundreds (\$100.00)

2

Total

\$200.00

Total Cash Out:

\$250.00

Cash Out Expected:

\$255.00

Variance:

-\$5.00

Add a note (optional)

Enter your note here

Portal

AF

Order Summary

Add Member Details

Cart is empty

Submit feedback

Cart Subtotal

\$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

6. Add any notes around a variance

Quarters (\$0.25)

0

Total

\$0.00

Twenties (\$20.00)

0

Total

\$0.00

Twos (\$2.00)

0

Total

\$0.00

Fifties (\$50.00)

0

Total

\$0.00

Hundreds (\$100.00)

2

Total

\$200.00

Total Cash Out:

\$200.00

Cash Out Expected:

\$255.00

Variance:

-\$55.00

Add a note (optional)

Enter your note here

Cancel

Cash out

Portal

AF

Order Summary

Add Member Details

Cart is empty

Submit feedback

Cart Subtotal

\$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

7.

0

\$0.00

0

\$0.00

Quarters (\$0.25)

Total

0

\$0.00

Twenties (\$20.00)

Total

0

\$0.00

Twos (\$2.00)

Total

0

\$0.00

Fifties (\$50.00)

Total

0

\$0.00

Hundreds (\$100.00)

Total

2

\$200.00

Total Cash Out:

\$200.00

Cash Out Expected:

\$255.00

Variance:

-\$55.00

Add a note (optional)

Took out petty cash

Cancel

Cash out

Portal

AF

Order Summary

Add Member Details

Cart is empty

Cart Subtotal

\$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

8.

Muse

PortalAF

Quarters (\$0.25)

Total
\$0.00

Cash Out Expected:

\$255.00

Variance:

-\$55.00

Confirm Cash Out

Are you sure you're ready to record your ending cash drawer? These amounts will be used to reconcile your shift totals.

Total Cash Out:

\$200.00

Cash Out Expected:

\$255.00

Variance:

-\$55.00

Cancel

Cash out

Add a note (optional)

Took out petty cash

Cancel

Cash out

Order Summary

Add Member Details

Cart is empty

Cart Subtotal

\$0.00

Pay Now

Final tax and discounts applied after pressing "Pay Now"

9.

Muse Portal **AF**

New Sale **Museum Entry** **Transactions** **Schedule** **Floor Admin**

Tickets Programs Memberships Merchandise Café Donation Gift Card Other Connected

Station Selection
Choose your station Selected station: Amanda's Station

Amanda's Station

Leave Station

Cash Drawer Management
Open and manage your cash drawer for your shift

Cash in
Count and record your starting cash drawer

Cash out
Count and record your ending cash drawer

Open Cash Drawer
Click to open the cash drawer

Order Summary Add Member Details

Cart is empty

Cart Subtotal **\$0.00**

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Submit feedback

10. Navigate to Floor Admin to review all Cash Drawers

Muse Success! The station has been disconnected!

New Sale **Museum Entry** **Transactions** **Schedule** **Floor Admin**

Tickets Programs Memberships Merchandise Café Donation Gift Card Other Not connected

Station Selection
Choose your station

Select a station...

Claim Station

Order Summary Add Member Details

Cart is empty

Cart Subtotal **\$0.00**

Pay Now

Final tax and discounts applied after pressing "Pay Now"

Submit feedback

11.

Muse Portal **AF**

New Sale Museum Entry Transactions Schedule **Floor Admin**

Stations **Cash Drawer Activity** Settings Add Station

Name	Staffed by	Card Reader	Receipt Printer	Status	
Megan's Station	Megan Gill	Simulated	No receipt printer	Configured	⋮
Mendoza station	Jen Mendoza	Jen's Reader	No receipt printer	Configured	⋮
Fundraising Portal	Unstaffed	N/A	N/A	Not Configured	⋮
Ben's Station with Receipt Printer	Ben Wright	Ben's Simulated Reader	Ben's Receipt Printer	Configured	⋮
Merchandise Tent Station	Megan Gill	Jerusha's Terminal	No receipt printer	Configured	⋮
Jen's Station	Amanda Jarvis	Jen's Reader	No receipt printer	Configured	⋮
Amanda's Station	Unstaffed	Amanda's Reader	No receipt printer	Configured	⋮
Jerusha's Terminal	Jerusha Schmalzel	Jerusha's Terminal	No receipt printer	Configured	⋮
Ben's real reader	Paulo Cruz	N/A	No receipt printer	Configured	⋮
Test Setup 2	Josh Meyer	Ben's Simulated Reader	No receipt printer	Configured	⋮
Brett's Reader	Brett Steinke	Brett's Reader	No receipt printer	Configured	⋮
Robert P's Reader	Robert Payton	Robert P's Reader	N/A	Configured	⋮

Submit feedback

12. Click the Cash Drawer Activity tab to review all cash movement records across stations.

Muse Portal **AF**

New Sale Museum Entry Transactions Schedule **Floor Admin**

Stations **Cash Drawer Activity** Settings Add Station

Name	Staffed by	Card Reader	Receipt Printer	Status	
Megan's Station	Megan Gill	Simulated	No receipt printer	Configured	⋮
Mendoza station	Jen Mendoza	Jen's Reader	No receipt printer	Configured	⋮
Fundraising Portal	Unstaffed	N/A	N/A	Not Configured	⋮
Ben's Station with Receipt Printer	Ben Wright	Ben's Simulated Reader	Ben's Receipt Printer	Configured	⋮
Merchandise Tent Station	Megan Gill	Jerusha's Terminal	No receipt printer	Configured	⋮
Jen's Station	Amanda Jarvis	Jen's Reader	No receipt printer	Configured	⋮
Amanda's Station	Unstaffed	Amanda's Reader	No receipt printer	Configured	⋮
Jerusha's Terminal	Jerusha Schmalzel	Jerusha's Terminal	No receipt printer	Configured	⋮
Ben's real reader	Paulo Cruz	N/A	No receipt printer	Configured	⋮
Test Setup 2	Josh Meyer	Ben's Simulated Reader	No receipt printer	Configured	⋮
Brett's Reader	Brett Steinke	Brett's Reader	No receipt printer	Configured	⋮
Robert P's Reader	Robert Payton	Robert P's Reader	N/A	Configured	⋮

Submit feedback

13.

Muse

PortalAF

New SaleMuseum EntryTransactions

StationsCash Drawer ActivitySettings

Station	Cashier In Name	Cash In Date	Cash Out Amount	Cash Out Variance	Notes	Logs
Amanda's Station	Amanda Fraser	09/17/26, 8:40 am	\$200.00	-\$55.00		
Amanda's Station	Amanda Fraser	09/15/26, 11:54 am	\$31.05	\$0.00		
Amanda's Station	Amanda Fraser	09/15/26, 7:10 am	\$320.06	\$0.00		
Fundraising Portal	Jerusha Schmalzel	08/21/26, 11:59 am	\$1,000.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/17/26, 12:34 pm	\$25.00	\$0.00		
Fundraising Portal	Travis Fuller	08/11/26, 5:19 am	\$101.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/07/26, 2:27 pm	\$125.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/07/26, 12:40 pm	\$50.00	\$0.00		
Fundraising Portal	Ben Wright	08/07/26, 11:27 am	\$125.00	\$0.00		
Ben's Station with Receipt Printer	Ben Wright	08/05/26, 12:12 pm				
Ben's Station with Receipt Printer	Ben Wright	08/05/26, 11:51 am	\$415.00	\$0.00		
Fundraising Portal	Jen Mendoza	07/30/26, 9:40 am	\$2.08	\$0.00		

Amanda's Station

Cash In

CashierAmanda Fraser

Date/Time9/17/26, 8:40 am

Amount\$200.00

Cash Out

CashierAmanda Fraser

Date/Time9/22/26, 1:35 pm

Amount\$200.00

Expected Amount\$255.00

Variance-\$55.00

NotesTook out petty cash

Adjust Cash Out

Submit feedback

14.

Muse

PortalAF

New SaleMuseum EntryTransactionsScheduleFloor Admin

StationsCash Drawer ActivitySettings

Station	Cashier In Name	Cash In Date/Timestamp	Cash Out Cashier Name	Cash Out Date/Timestamp	Cash Out Amount	Cash Out Variance	Notes	Logs
Amanda's Station	Amanda Fraser	09/17/26, 8:40 am	Amanda Fraser	09/22/26, 1:35 pm	\$200.00	-\$55.00		
Amanda's Station	Amanda Fraser	09/15/26, 11:54 am	Amanda Fraser	09/15/26, 11:55 am	\$31.05	\$0.00		
Amanda's Station	Amanda Fraser	09/15/26, 7:10 am	Amanda Fraser	09/15/26, 7:30 am	\$320.06	\$0.00		
Fundraising Portal	Jerusha Schmalzel	08/21/26, 11:59 am	Jerusha Schmalzel	08/21/26, 11:59 am	\$1,000.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/17/26, 12:34 pm	Jen Mendoza	08/17/26, 12:34 pm	\$25.00	\$0.00		
Fundraising Portal	Travis Fuller	08/11/26, 5:19 am	Travis Fuller	08/11/26, 5:19 am	\$101.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/07/26, 2:27 pm	Jen Mendoza	08/07/26, 2:27 pm	\$125.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/07/26, 12:40 pm	Jen Mendoza	08/07/26, 12:40 pm	\$50.00	\$0.00		
Fundraising Portal	Ben Wright	08/07/26, 11:27 am	Ben Wright	08/07/26, 11:27 am	\$125.00	\$0.00		
Ben's Station with Receipt Printer	Ben Wright	08/05/26, 12:12 pm						
Ben's Station with Receipt Printer	Ben Wright	08/05/26, 11:51 am	Ben Wright	08/05/26, 11:52 am	\$415.00	\$0.00		
Fundraising Portal	Jen Mendoza	07/30/26, 9:40 am	Jen Mendoza	07/30/26, 9:40 am	\$2.08	\$0.00		

Submit feedback

15.

Muse

PortalAF

New SaleMuseum EntryTransactions

StationsCash Drawer ActivitySettings

Station	Cashier In Name	Cash In Date	Cash Out Amount	Cash Out Variance	Notes	Logs
Amanda's Station	Amanda Fraser	09/17/26, 8:40 am	\$200.00	-\$55.00		
Amanda's Station	Amanda Fraser	09/15/26, 11:54 am	\$31.05	\$0.00		
Amanda's Station	Amanda Fraser	09/15/26, 7:10 am	\$320.06	\$0.00		
Fundraising Portal	Jerusha Schmalzel	08/21/26, 11:59 am	\$1,000.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/17/26, 12:34 pm	\$25.00	\$0.00		
Fundraising Portal	Travis Fuller	08/11/26, 5:19 am	\$101.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/07/26, 2:27 pm	\$125.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/07/26, 12:40 pm	\$50.00	\$0.00		
Fundraising Portal	Ben Wright	08/07/26, 11:27 am	\$125.00	\$0.00		
Ben's Station with Receipt Printer	Ben Wright	08/05/26, 12:12 pm				
Ben's Station with Receipt Printer	Ben Wright	08/05/26, 11:51 am	\$415.00	\$0.00		
Fundraising Portal	Jen Mendoza	07/30/26, 9:40 am	\$2.08	\$0.00		

Amanda's Station

Cash In

CashierAmanda Fraser

Date/Time9/17/26, 8:40 am

Amount\$200.00

Cash Out

CashierAmanda Fraser

Date/Time9/22/26, 1:35 pm

Amount\$200.00

Expected Amount\$255.00

Variance-\$55.00

NotesTook out petty cash

Adjust Cash Out

Submit feedback

16.

Muse

PortalAF

New SaleMuseum EntryTransactionsScheduleFloor Admin

StationsCash Drawer ActivitySettings

Station	Cashier In Name	Cash In Date/Timestamp	Cash Out Cashier Name	Cash Out Date/Timestamp	Cash Out Amount	Cash Out Variance	Notes	Logs
Amanda's Station	Amanda Fraser	09/17/26, 8:40 am	Amanda Fraser	09/22/26, 1:35 pm	\$200.00	-\$55.00		
Amanda's Station	Amanda Fraser	09/15/26, 11:54 am	Amanda Fraser	09/15/26, 11:55 am	\$31.05	\$0.00		
Amanda's Station	Amanda Fraser	09/15/26, 7:10 am	Amanda Fraser	09/15/26, 7:30 am	\$320.06	\$0.00		
Fundraising Portal	Jerusha Schmalzel	08/21/26, 11:59 am	Jerusha Schmalzel	08/21/26, 11:59 am	\$1,000.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/17/26, 12:34 pm	Jen Mendoza	08/17/26, 12:34 pm	\$25.00	\$0.00		
Fundraising Portal	Travis Fuller	08/11/26, 5:19 am	Travis Fuller	08/11/26, 5:19 am	\$101.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/07/26, 2:27 pm	Jen Mendoza	08/07/26, 2:27 pm	\$125.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/07/26, 12:40 pm	Jen Mendoza	08/07/26, 12:40 pm	\$50.00	\$0.00		
Fundraising Portal	Ben Wright	08/07/26, 11:27 am	Ben Wright	08/07/26, 11:27 am	\$125.00	\$0.00		
Ben's Station with Receipt Printer	Ben Wright	08/05/26, 12:12 pm						
Ben's Station with Receipt Printer	Ben Wright	08/05/26, 11:51 am	Ben Wright	08/05/26, 11:52 am	\$415.00	\$0.00		
Fundraising Portal	Jen Mendoza	07/30/26, 9:40 am	Jen Mendoza	07/30/26, 9:40 am	\$2.08	\$0.00		

Submit feedback

17.

Museum Entry

Transaction

Cash Drawer Activity

Settings

Cashier In Name

Amanda Fraser

Amanda Fraser

Amanda Fraser

Amanda Fraser

Jerusha Schmalzel

Jen Mendoza

Travis Fuller

Cash Out Name

Cash In

Cash Drawer Opened

Cash Out

Amanda Fraser

Amanda Fraser

Amanda Fraser

9/17/26, 8:40 am

9/22/26, 1:35 pm

9/22/26, 1:35 pm

09/15/26, 7:10 am

08/21/26, 11:59 am

08/17/26, 12:34 pm

08/11/26, 5:19 am

Amanda Fraser

Jerusha Schmalzel

Jen Mendoza

Travis Fuller

09/15/26, 7:30 am

08/21/26, 11:59 am

08/17/26, 12:34 pm

08/11/26, 5:19 am

\$320.06

\$1,000.00

\$25.00

\$101.00

\$0.00

\$0.00

\$0.00

\$0.00

Cash Out Variance

-\$55.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

18.

Muse

Portal

AF

New Sale

Museum Entry

Transactions

Schedule

Floor Admin

Stations

Cash Drawer Activity

Settings

Download

Filters (1)

Station	Cashier In Name	Cash In Date/Timestamp	Cash Out Cashier Name	Cash Out Date/Timestamp	Cash Out Amount	Cash Out Variance	Notes	Logs
Amanda's Station	Amanda Fraser	09/17/26, 8:40 am	Amanda Fraser	09/22/26, 1:35 pm	\$200.00	-\$55.00		
Amanda's Station	Amanda Fraser	09/15/26, 11:54 am	Amanda Fraser	09/15/26, 11:55 am	\$31.05	\$0.00		
Amanda's Station	Amanda Fraser	09/15/26, 7:10 am	Amanda Fraser	09/15/26, 7:30 am	\$320.06	\$0.00		
Fundraising Portal	Jerusha Schmalzel	08/21/26, 11:59 am	Jerusha Schmalzel	08/21/26, 11:59 am	\$1,000.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/17/26, 12:34 pm	Jen Mendoza	08/17/26, 12:34 pm	\$25.00	\$0.00		
Fundraising Portal	Travis Fuller	08/11/26, 5:19 am	Travis Fuller	08/11/26, 5:19 am	\$101.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/07/26, 2:27 pm	Jen Mendoza	08/07/26, 2:27 pm	\$125.00	\$0.00		
Fundraising Portal	Jen Mendoza	08/07/26, 12:40 pm	Jen Mendoza	08/07/26, 12:40 pm	\$50.00	\$0.00		
Fundraising Portal	Ben Wright	08/07/26, 11:27 am	Ben Wright	08/07/26, 11:27 am	\$125.00	\$0.00		
Ben's Station with Receipt Printer	Ben Wright	08/05/26, 12:12 pm						
Ben's Station with Receipt Printer	Ben Wright	08/05/26, 11:51 am	Ben Wright	08/05/26, 11:52 am	\$415.00	\$0.00		
Fundraising Portal	Jen Mendoza	07/30/26, 9:40 am	Jen Mendoza	07/30/26, 9:40 am	\$2.08	\$0.00		

Submit feedback

19.

Schedule

Floor Admin

Download

Filters (1)

Time	Cash Out Cashier Name	Cash Out Date/Timestamp	Cash Out Amount	Cash Out
11:35 am	Amanda Fraser	09/22/26, 1:35 pm	\$200.00	-\$55.00
11:55 am	Amanda Fraser	09/15/26, 11:55 am	\$31.05	\$0.00
7:30 am	Amanda Fraser	09/15/26, 7:30 am	\$320.06	\$0.00
11:59 am	Jerusha Schmalzel	08/21/26, 11:59 am	\$1,000.00	\$0.00
12:34 pm	Jen Mendoza	08/17/26, 12:34 pm	\$25.00	\$0.00
5:19 am	Travis Fuller	08/11/26, 5:19 am	\$101.00	\$0.00
2:27 pm	Jen Mendoza	08/07/26, 2:27 pm	\$125.00	\$0.00
12:40 pm	Jen Mendoza	08/07/26, 12:40 pm	\$50.00	\$0.00

From

9/22/2026

To

9/22/2026

Staff Member

All

Clear

Update

Submit feedback

20. Select a variance value to investigate any cash discrepancies for that activity.

Schedule

Floor Admin

Download

Filters (1)

Time	Cash Out Cashier Name	Cash Out Date/Timestamp	Cash Out Amount	Cash Out Variance	Notes	Logs
11:35 am	Amanda Fraser	09/22/26, 1:35 pm	\$200.00	-\$55.00		
11:55 am	Amanda Fraser	09/15/26, 11:55 am	\$31.05	\$0.00		
7:30 am	Amanda Fraser	09/15/26, 7:30 am	\$320.06	\$0.00		
11:59 am	Jerusha Schmalzel	08/21/26, 11:59 am	\$1,000.00	\$0.00		
12:34 pm	Jen Mendoza	08/17/26, 12:34 pm	\$25.00	\$0.00		
5:19 am	Travis Fuller	08/11/26, 5:19 am	\$101.00	\$0.00		
2:27 pm	Jen Mendoza	08/07/26, 2:27 pm	\$125.00	\$0.00		

Submit feedback

21. Use Adjust Cash Out to quickly correct or update reported cash amounts and keep records accurate.

ity

Settings

In Name	Cash In Date
a Fraser	09/17/26, 8
a Fraser	09/15/26, 7
a Fraser	09/15/26, 7
Schmalzel	08/21/26, 7
ndoza	08/17/26, 7
uller	08/11/26, 5
ndoza	08/07/26, 5
ndoza	08/07/26, 5
ght	08/07/26, 5

Cash In

CashierAmanda Fraser

Date/Time9/17/26, 8:40 am

Amount\$200.00

Cash Out

CashierAmanda Fraser

Date/Time9/22/26, 1:35 pm

Amount\$200.00

Expected Amount\$255.00

Variance-\$55.00

Notes

Took out petty cash

Adjust Cash Out

Amount	Cash Out Variance
	-\$55.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

22. Enter the revised cash out value to reflect the most up-to-date drawer count.

se

W Sale

Museum Entry

Transactions

ns

Cash Drawer Activity

Settings

	Cashier In Name	Cash In Date
a's Station	Amanda Fraser	09/17/26, 8
a's Station	Amanda Fraser	09/15/26, 7
a's Station	Amanda Fraser	09/15/26, 7
ising Portal	Jerusha Schmalzel	08/21/26, 7
ising Portal	Jen Mendoza	08/17/26, 7
ising Portal	Travis Fuller	08/11/26, 5

Amanda's Station

Adjust Cash Out

Current Cash Out Amount\$200.00

New Cash Out Amount

Adjustment Note

Cancel

Save Adjustment

Expected Amount

\$255.00

23. Add an adjustment note so every change has clear documentation and auditability.

Museum Entry

Transactions

Cash Drawer Activity

Settings

	Cashier In Name	Cash In Date
Station	Amanda Fraser	09/17/26, 8
Station	Amanda Fraser	09/15/26, 1
Station	Amanda Fraser	09/15/26, 1
g Portal	Jerusha Schmalzel	08/21/26, 1
g Portal	Jen Mendoza	08/17/26, 1
g Portal	Travis Fuller	08/11/26, 5
g Portal	Jen Mendoza	08/07/26, 1
g Portal	Jen Mendoza	08/07/26, 1

Adjust Cash Out

×

Current Cash Out Amount

\$200.00

New Cash Out Amount

Adjustment Note

Cancel

Save Adjustment

Expected Amount

\$255.00

Variance

-\$55.00

Notes

Took out petty cash

24. Save Adjustment to confirm and instantly update the cash drawer record with your changes.

\$200.00

New Cash Out Amount

Adjustment Note

Cancel

Save Adjustment

Expected Amount

\$255.00

Variance

-\$55.00

Notes

Took out petty cash

Amount	Cash Out Variance	Notes
	-\$55.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	

25.

09/17/26, 8

09/15/26, 7

09/15/26, 7

08/21/26, 7

08/17/26, 7

08/11/26, 5

08/07/26, 5

08/07/26, 5

08/07/26, 5

08/05/26, 5

08/05/26, 5

07/30/26, 9:40 am

Cash Out

Adjust Cash Out

CashierAmanda Fraser

Date/Time9/22/26, 1:35 pm

Amount\$255.00

Expected Amount\$255.00

Variance\$0.00

Notes

Took out petty cash

Adjusted from \$200.00 to \$255.00 (+\$55.00)

Amanda Fraser • 09/22/26, 1:36 pm

Note: Miscalculation

07/30/26, 9:40 am

Jen Mendoza

07/30/26, 9:40 am

\$2.08

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

26.

Portal

AF

Schedule

Floor Admin

↓

Filters (1)

Op	Cash Out Cashier Name	Cash Out Date/Timestamp	Cash Out Amount	Cash Out Variance	Notes	Logs
am	Amanda Fraser	09/22/26, 1:35 pm	\$255.00	\$0.00		
am	Amanda Fraser	09/15/26, 11:55 am	\$31.05	\$0.00		
am	Amanda Fraser	09/15/26, 7:30 am	\$320.06	\$0.00		
am	Jerusha Schmalzel	08/21/26, 11:59 am	\$1,000.00	\$0.00		
l pm	Jen Mendoza	08/17/26, 12:34 pm	\$25.00	\$0.00		
am	Travis Fuller	08/11/26, 5:19 am	\$101.00	\$0.00		
am	Jen Mendoza	08/07/26, 8:27 am	\$125.00	\$0.00		

Submit feedback