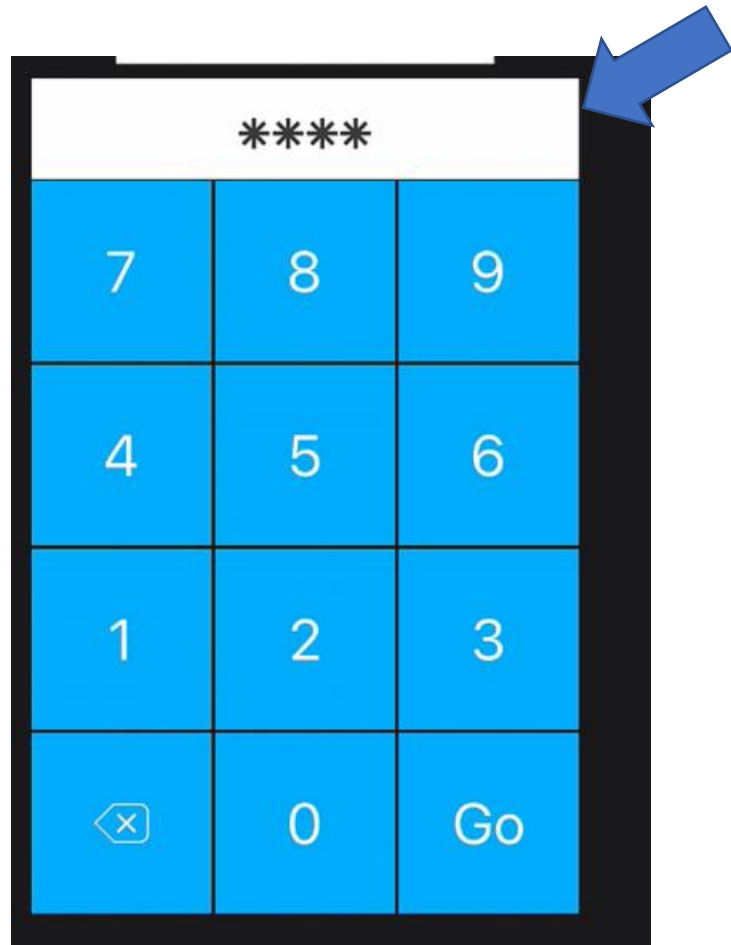# How to Start a Cash Drawer & Server Bank

Depending on your restaurant's setup, you may use cash drawers or server banking for various staff members. Each have different Start of Day procedures.

Staff members using a Server Banking do not need to take additional steps in Heartland Restaurant at the start of day. The server bank will automatically open when the first cash transaction is taken.

Preparing to take Cash Transactions on a cash drawer.
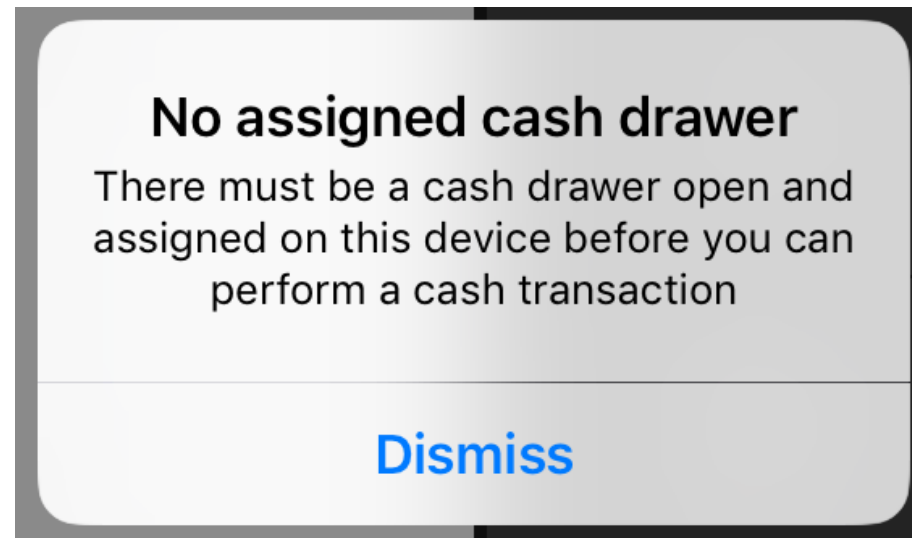
1. Enter your **Login PIN**

2. Tap your name at the top right

3. Tap on "**Attach Drawer**"

If a Staff member is set up to manage cash via a cash drawer, a drawer must be attached before performing any cash. If you attempt to do a transaction with no drawer attached, you will receive a message stating it needs to be attached.

No assigned cash drawer

There must be a cash drawer open and assigned on this device before you can perform a cash transaction

Dismiss

4. You will then see the "**Confirm Starting Cash**" keypad

You may have a preconfigured amount set in your system or you may need to enter the starting amount each time. Use the keypad to change the starting cash.

5. Select "**Confirm**" when done.