

## 10.04. Cash register

The **Cash Register** shows all movements of cash in and out, and the current cash balance. It can be used for managing cash reconciliation in a store.

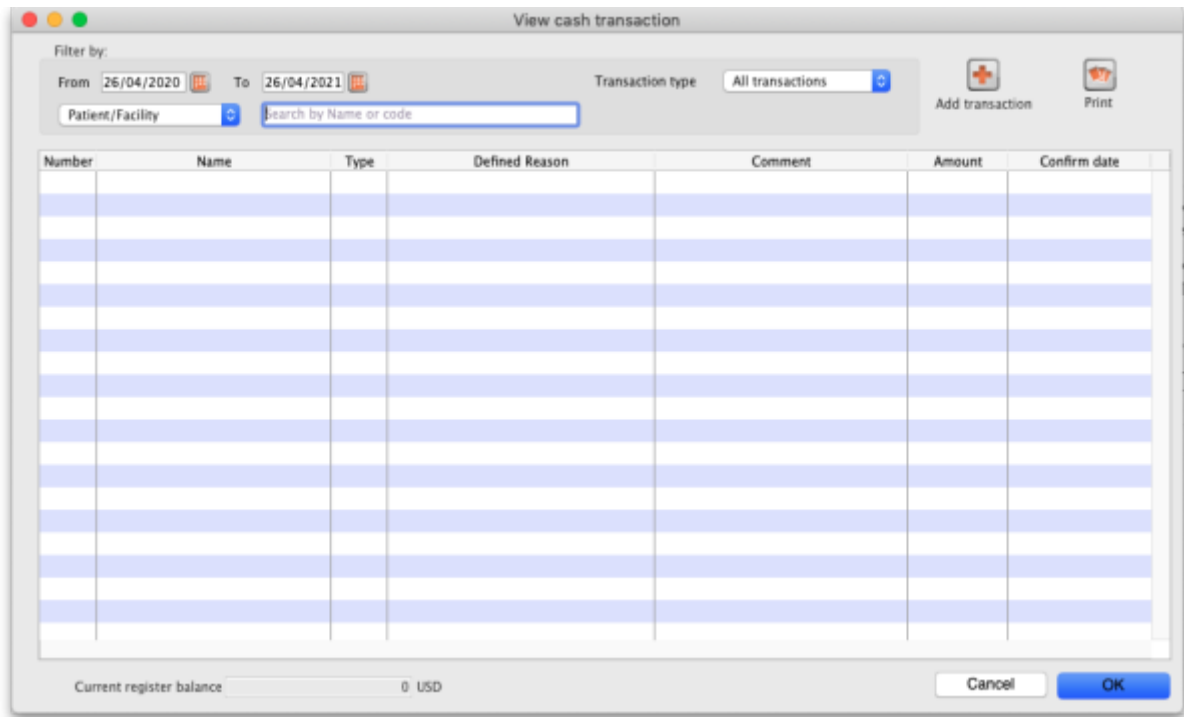
### Viewing the cash register

1. Click the **Special** tab in the navigator.
2. Click the **Cash Register** button.



3. The **Cash Register** will open. You can see the **Current register balance** and, for each transaction:

- Who the cash was received from or paid to
- Payment type, where **rc** is a **cash receipt** and **ps** is a **supplier payment**
- Amount received or paid, where a **positive** number is **cash in** and a **negative** number is **cash out**
- Date of the transaction
- Other details such as reasons and comments



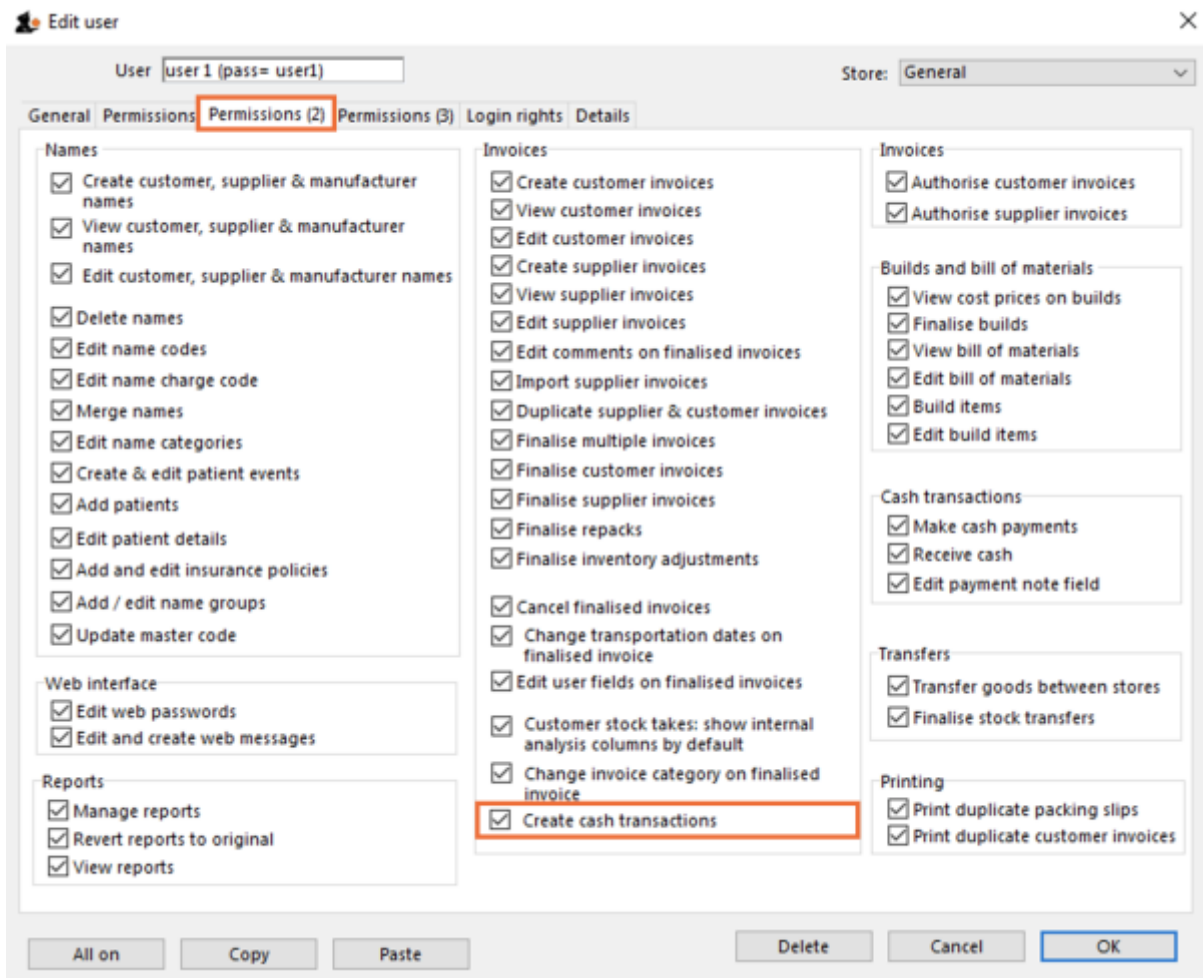
## Adding or removing cash

All transactions involving cash movement will be *automatically* added to the cash register. For example, receiving payments for prescriptions or making payments of supplier invoices.

You can set permissions to allow users to manually add **cash in** or take **cash out** from the cash register. For example, this may be necessary for depositing cash in the bank.

### Permissions for manual cash in/out transactions

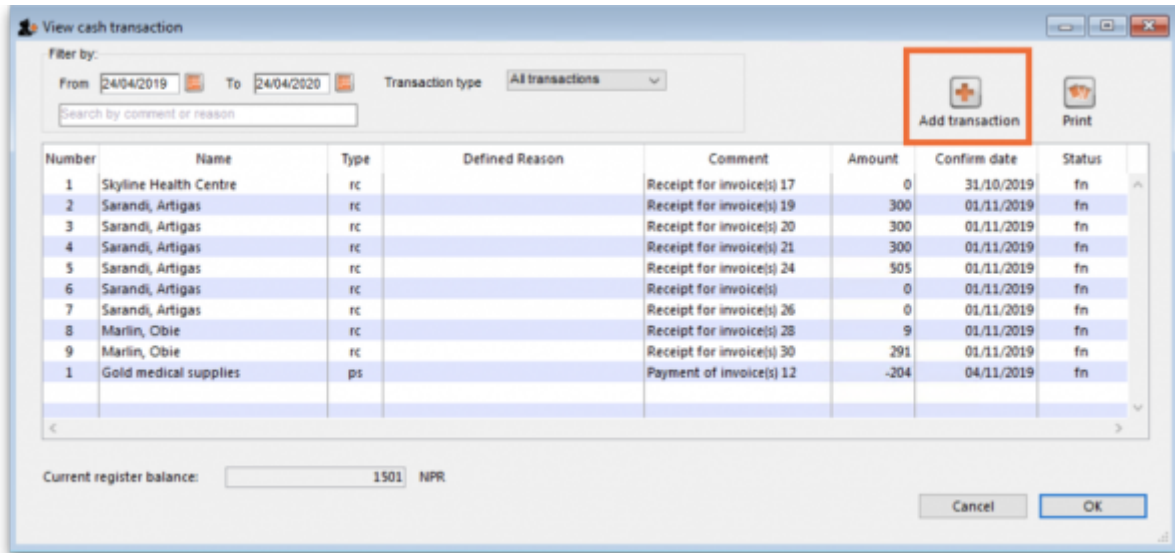
1. Go to **Admin > Edit Users** > double click user name.
2. In the **Permissions (2)** tab, check the **Create cash transactions** box to allow the user to perform manual cash in/out transactions.
3. Click **OK** until you return to the navigator screen.



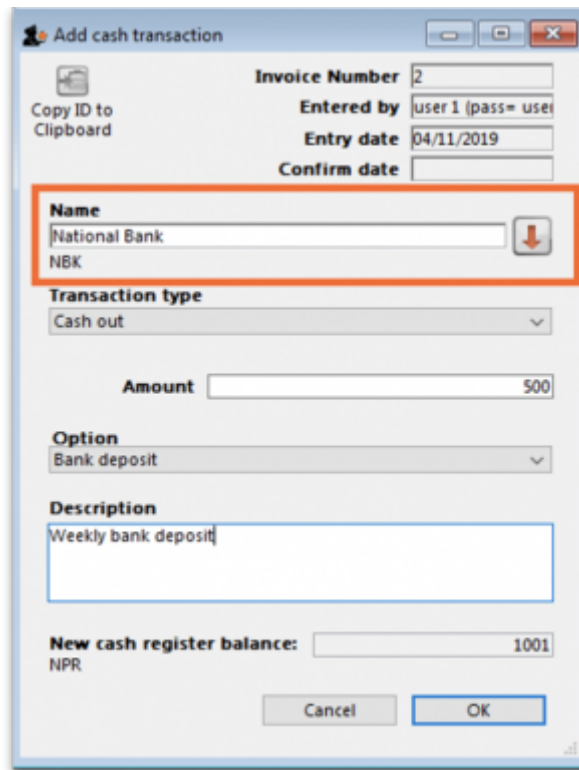
## Manual cash in/out transactions

Once permissions are set:

1. Click the **Special** tab in the navigator.
2. Click the **Cash Register** button.
3. Click the **Add transaction** button. Note: If the user does not have permission to make cash register transactions, an error message will appear and they will not be able to proceed.



4. Add the **Name** of the person/organisation to which the transaction relates.



5. Select the **Transaction Type** from the dropdown list: **Cash out** (remove) or **Cash in** (add).

6. Enter the **Amount** of cash being removed or added.

**Add cash transaction**

Copy ID to Clipboard

Invoice Number: 2  
Entered by: user 1 (pass= user)  
Entry date: 04/11/2019  
Confirm date:

Name: National Bank  
NBK

**Transaction type**: Cash out

Amount: 500


**Option**: Bank deposit

Description: Weekly bank deposit

New cash register balance: 1001  
NPR

Cancel OK

7. If you are making a cash out transaction and the **Option** dropdown list is activated, you must select a reason for removing cash. You may also add a **Description** to give further details of the transaction.



You can set a list of standard **Options** for the user to select from when removing cash from the register.

**Add cash transaction**

Copy ID to Clipboard

Invoice Number: 2  
Entered by: user 1 (pass= user)  
Entry date: 04/11/2019  
Confirm date:

Name: National Bank  
NBK

**Transaction type**: Cash out

Amount: 500

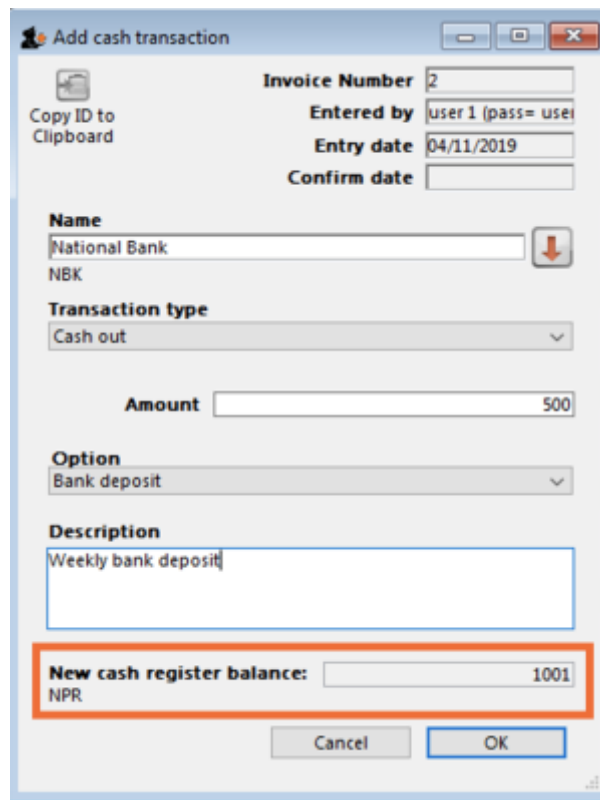
**Option**: Bank deposit

Description: Weekly bank deposit

New cash register balance: 1001  
NPR

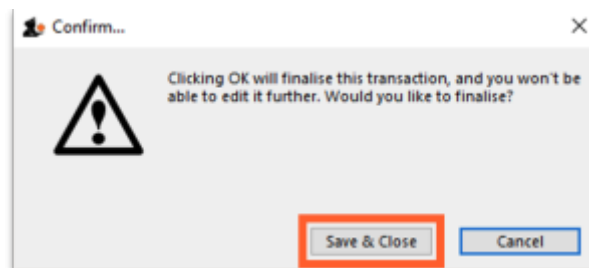
Cancel OK

8. Review the **New Cash Register Balance**, which will be automatically calculated.



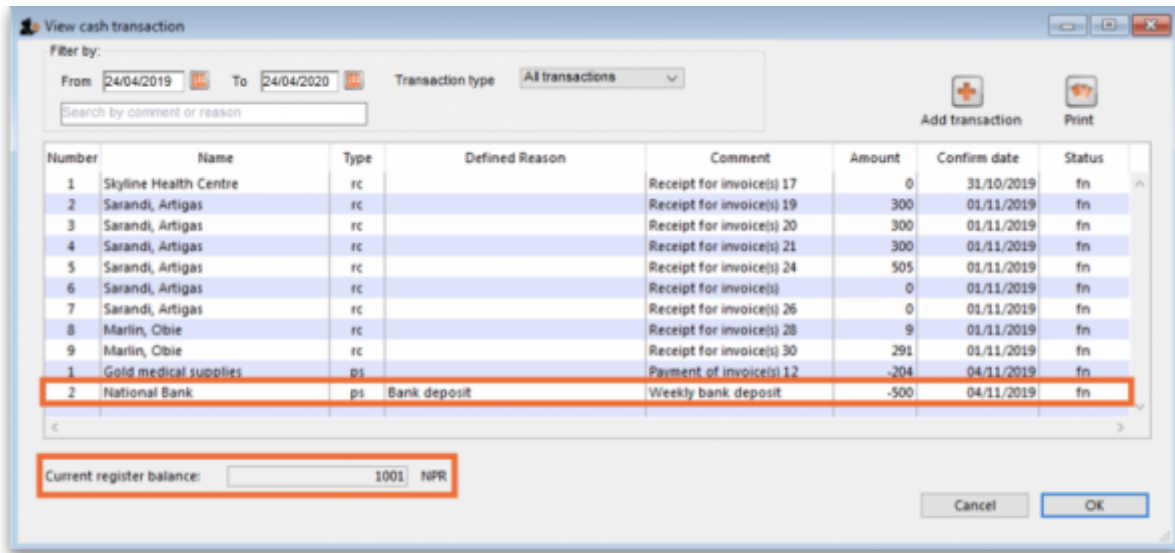
The screenshot shows a dialog box titled "Add cash transaction". It contains several input fields: "Invoice Number" (2), "Entered by" (user 1), "Entry date" (04/11/2019), and "Confirm date". Below these are "Name" (National Bank, NBK), "Transaction type" (Cash out), "Amount" (500), "Option" (Bank deposit), and "Description" (Weekly bank deposit). A red box highlights the "New cash register balance" field, which displays "1001" and "NPR". At the bottom, there are "Cancel" and "OK" buttons.

9. Click **OK**, then click **Save & Close** to finalise the transaction. Once finalised, the transaction can no longer be edited.



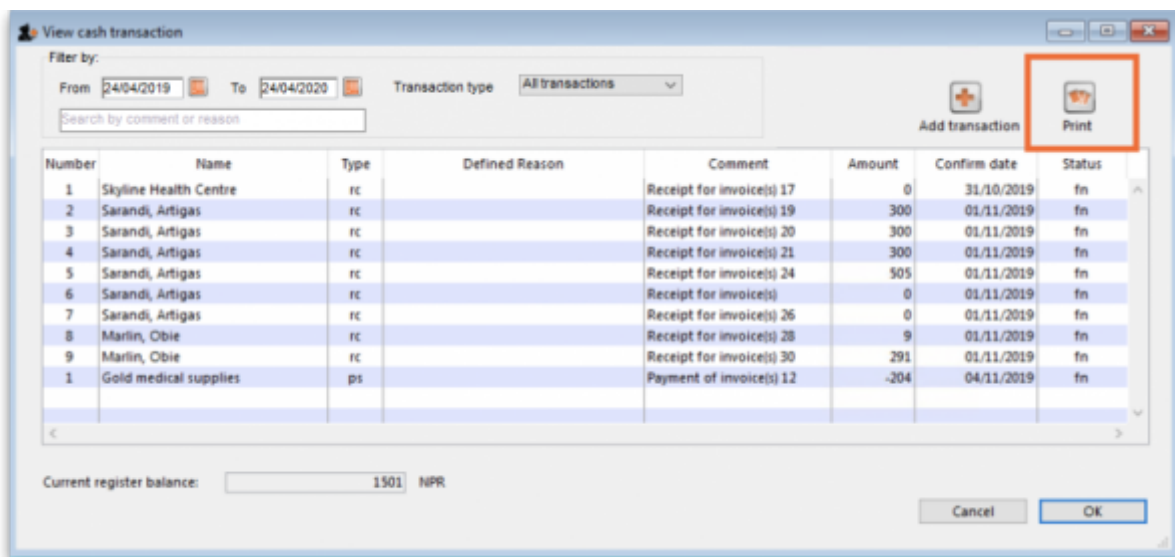
The screenshot shows a "Confirm..." dialog box with a warning icon. The text inside reads: "Clicking OK will finalise this transaction, and you won't be able to edit it further. Would you like to finalise?". At the bottom, there are "Save & Close" and "Cancel" buttons, with "Save & Close" highlighted by a red box.

10. The new transaction will now appear in your cash register and the **Current register balance** will be updated.



## Printing a cash register summary

1. Click the **Special** tab in the navigator.
2. Click the **Cash Register** button.
3. Click the **Print** button.



4. An Excel spreadsheet will open containing the same information as the cash register window. You can now save and/or print the spreadsheet from Excel.

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2019/11/04  
18:53

payments\_and\_receipts:cash\_register [https://docs.msupply.org.nz/payments\\_and\\_receipts:cash\\_register?rev=1572893607](https://docs.msupply.org.nz/payments_and_receipts:cash_register?rev=1572893607)

	A	B	C	D	E	F	G	H
1	<b>Cash transactions</b>							
2	Store:	General Warehouse						
3								
4	Invoice Number	Name	Type	Option	Amount	Status	Confirm date	Comment
5		1 Skyline Health Centre	rc		0 fn		31/10/19	Receipt for invoice(s) 17
6		2 Sarandi, Artigas	rc		300 fn		1/11/19	Receipt for invoice(s) 19
7		3 Sarandi, Artigas	rc		300 fn		1/11/19	Receipt for invoice(s) 20
8		4 Sarandi, Artigas	rc		300 fn		1/11/19	Receipt for invoice(s) 21
9		5 Sarandi, Artigas	rc		505 fn		1/11/19	Receipt for invoice(s) 24
10		6 Sarandi, Artigas	rc		0 fn		1/11/19	Receipt for invoice(s)
11		7 Sarandi, Artigas	rc		0 fn		1/11/19	Receipt for invoice(s) 26
12		8 Marlin, Obie	rc		9 fn		1/11/19	Receipt for invoice(s) 28
13		9 Marlin, Obie	rc		291 fn		1/11/19	Receipt for invoice(s) 30
14		1 Gold medical supplies	ps		-204 fn		4/11/19	Receipt for invoice(s) 12
15								
16	Current register balance:	1501						
17								

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