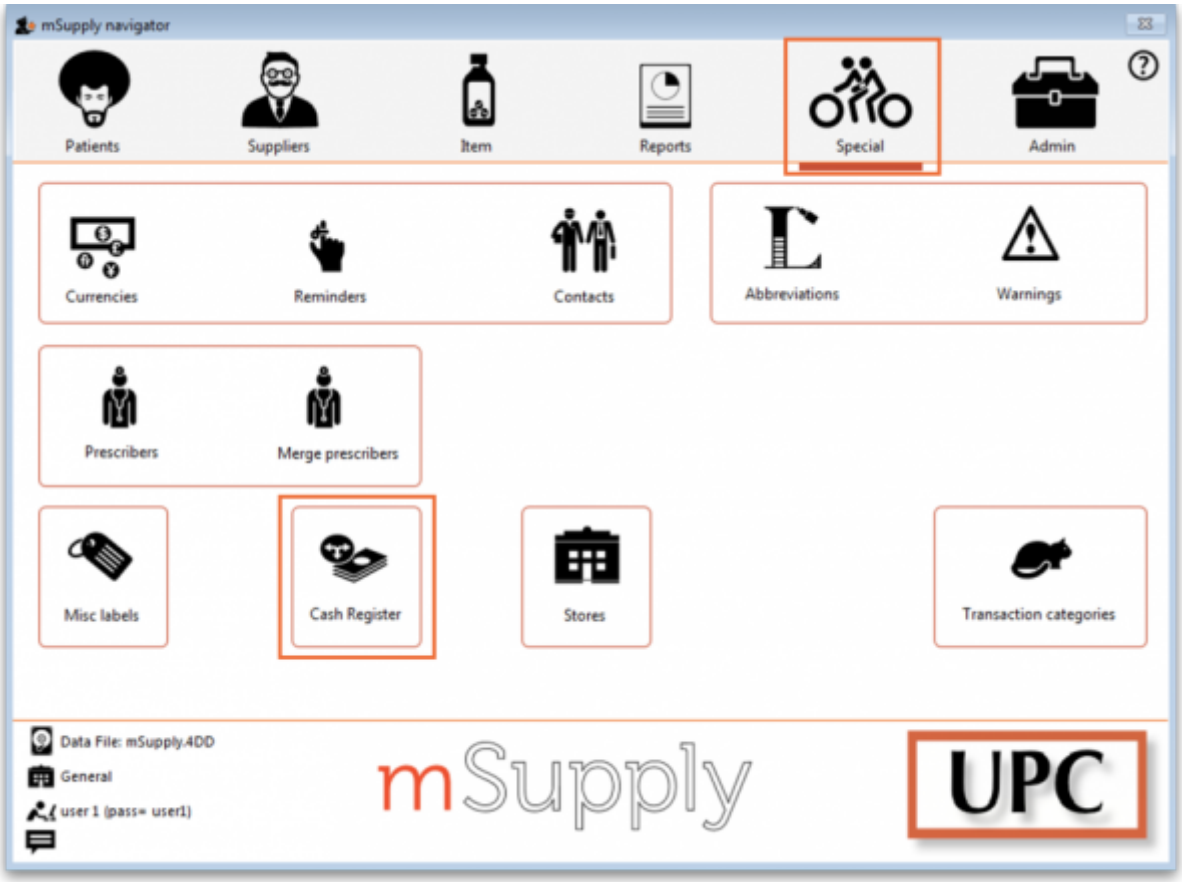
10.04. Cash register

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

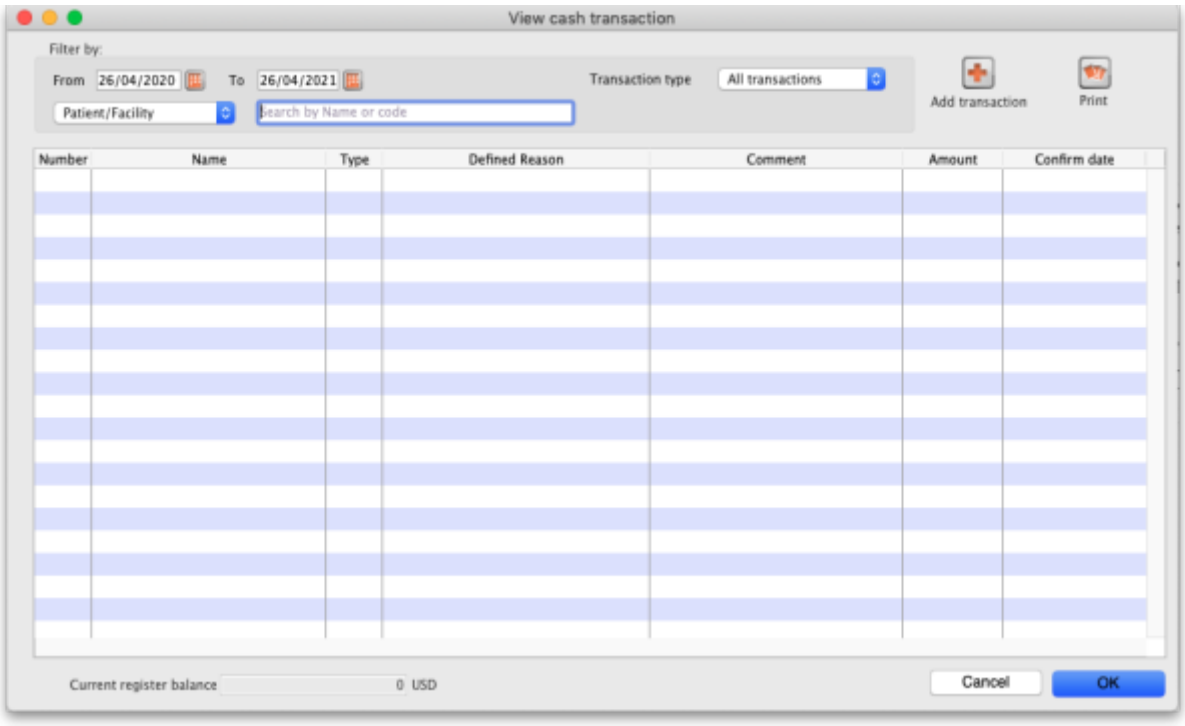
1. Click the **Special** tab in the navigator.

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.

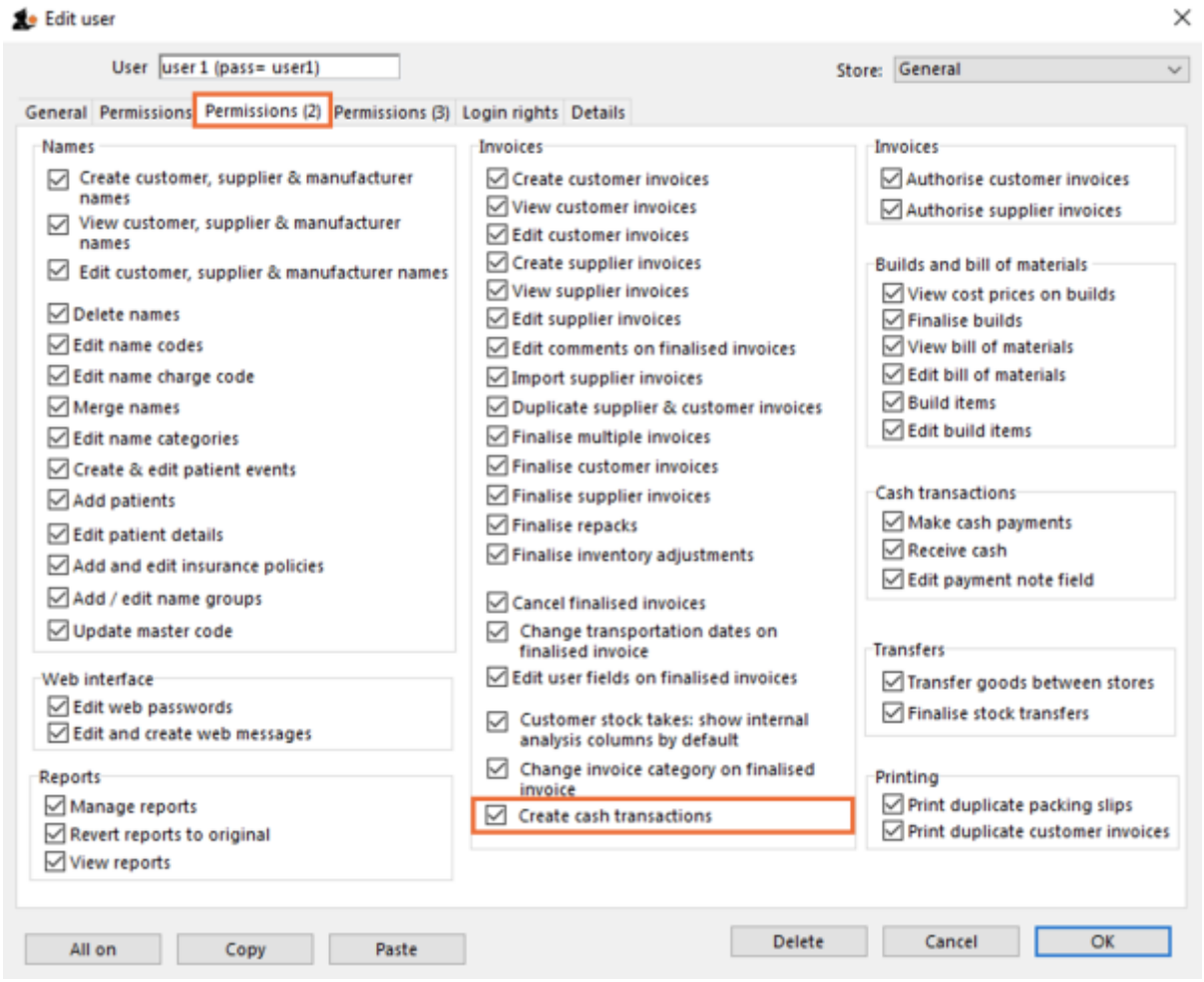
You can set permissions to allow users to manually add **cash in** or take **cash out** from the cash register. For example, this may be necessary for depositing cash in the bank.

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.



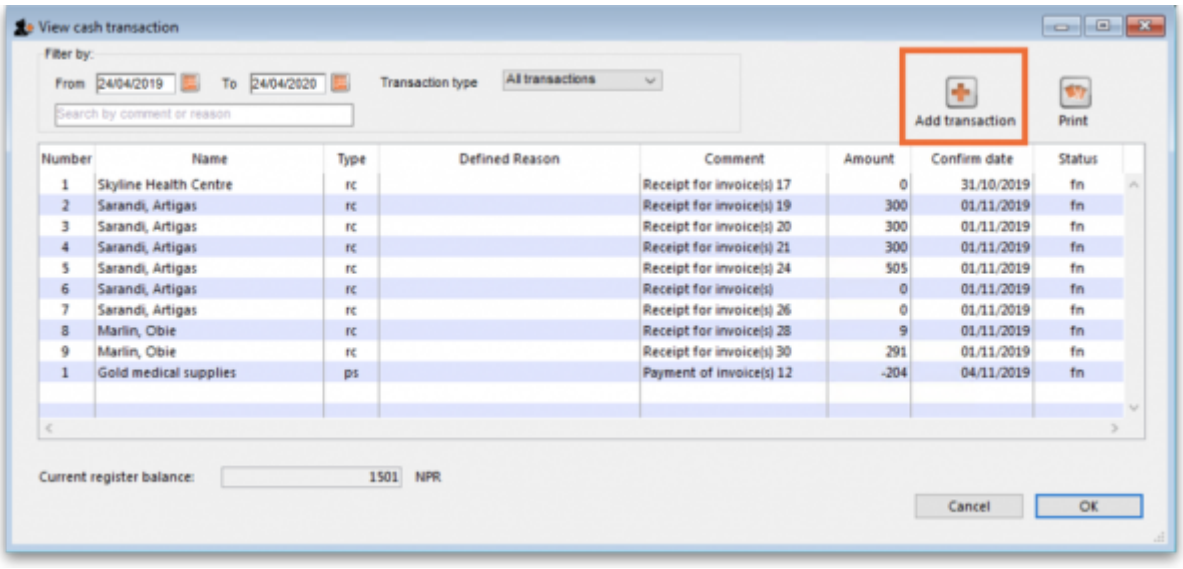
Manual cash in/out transactions

Once permissions are set:

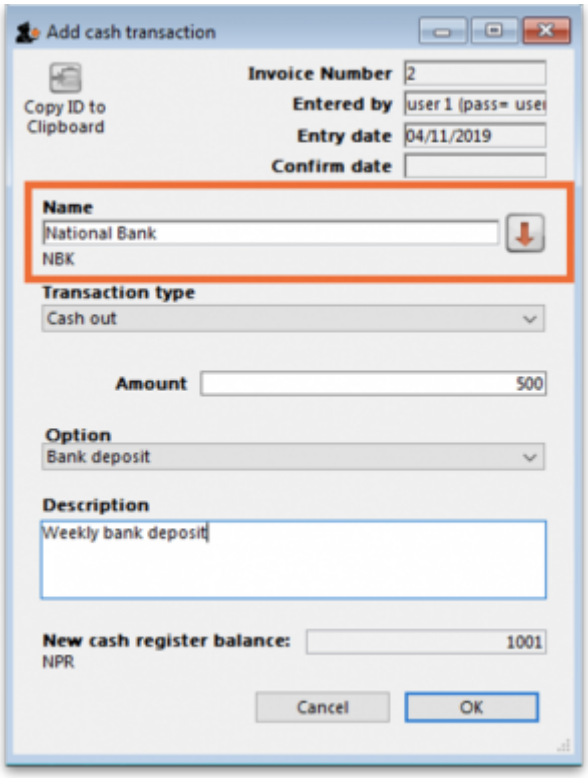
1. Click the **Special** tab in the navigator.

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.

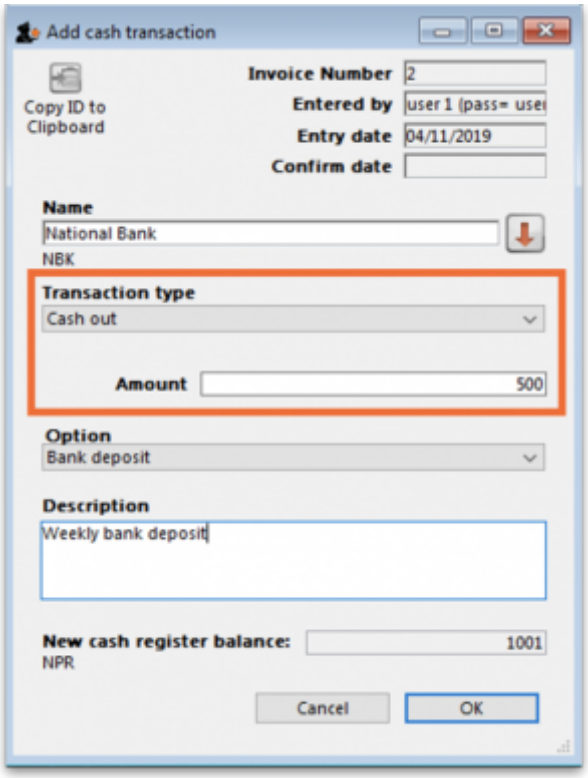


4. Add the **Name** of the person/organisation to which the transaction relates.



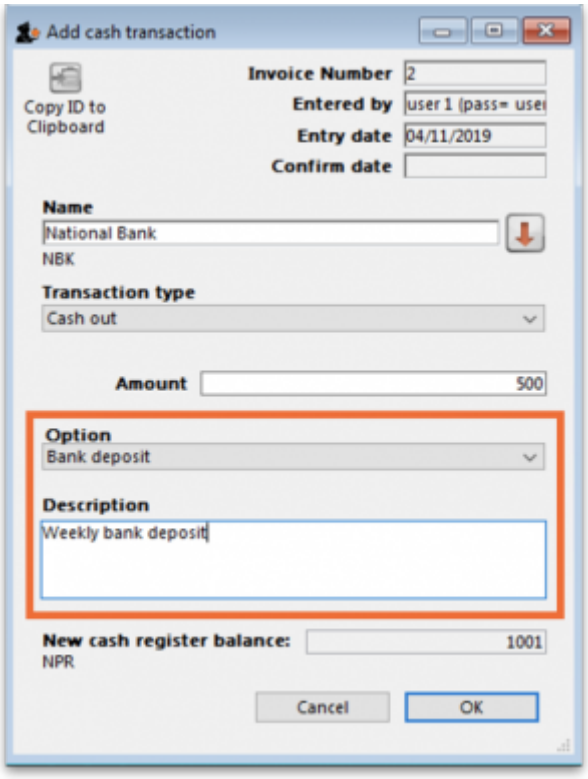
5. Select the **Transaction Type** from the dropdown list: **Cash out** (remove) or **Cash in** (add).

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

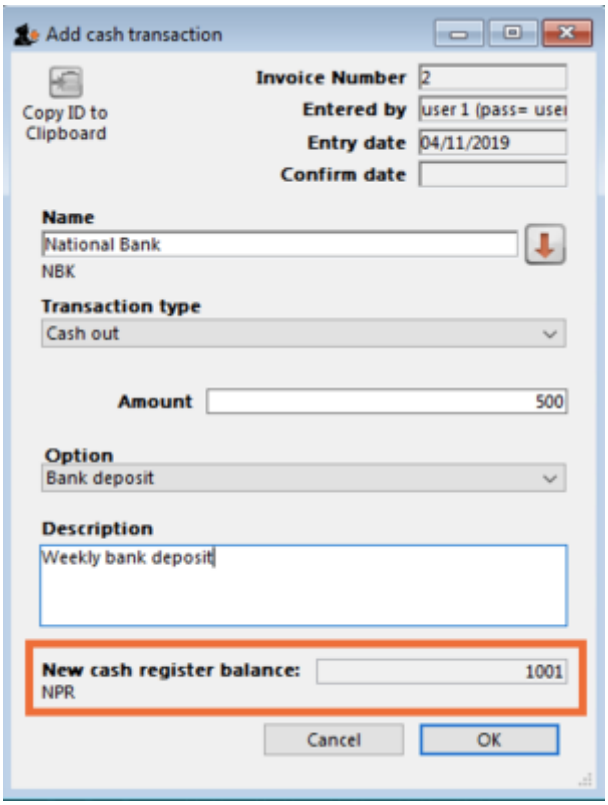


7. If you are making a cash out transaction and the **Option** dropdown list is activated, you must select a reason for removing cash. You may also add a **Description** to give further details of the transaction.

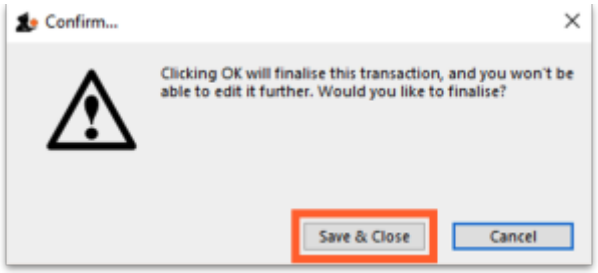
You can set a list of standard **Options** for the user to select from when removing cash from the register.



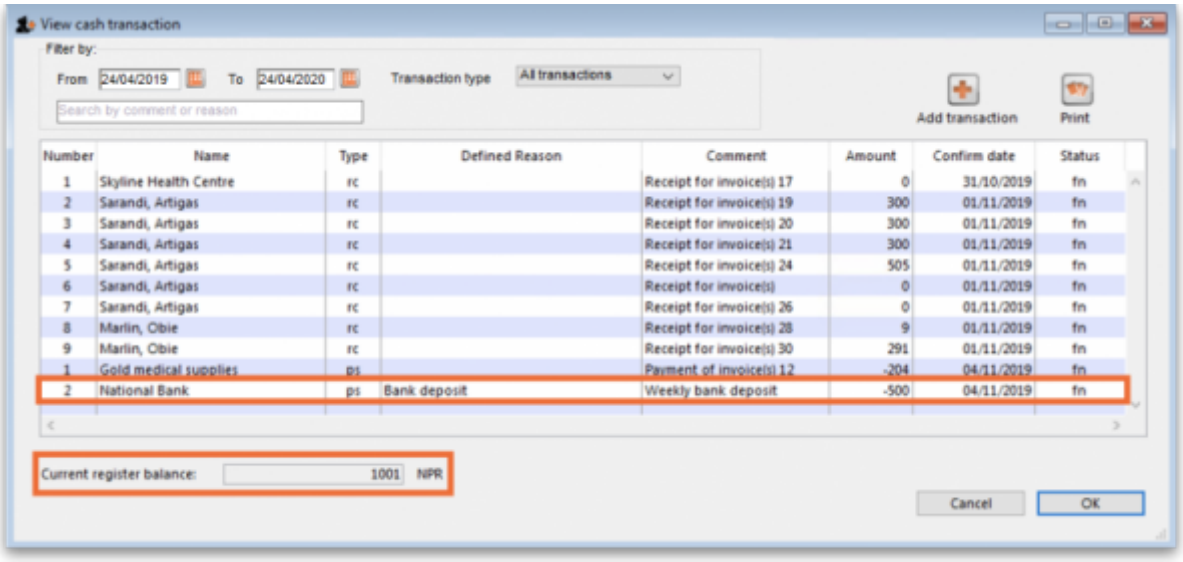
8. Review the **New Cash Register Balance**, which will be automatically calculated.



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



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

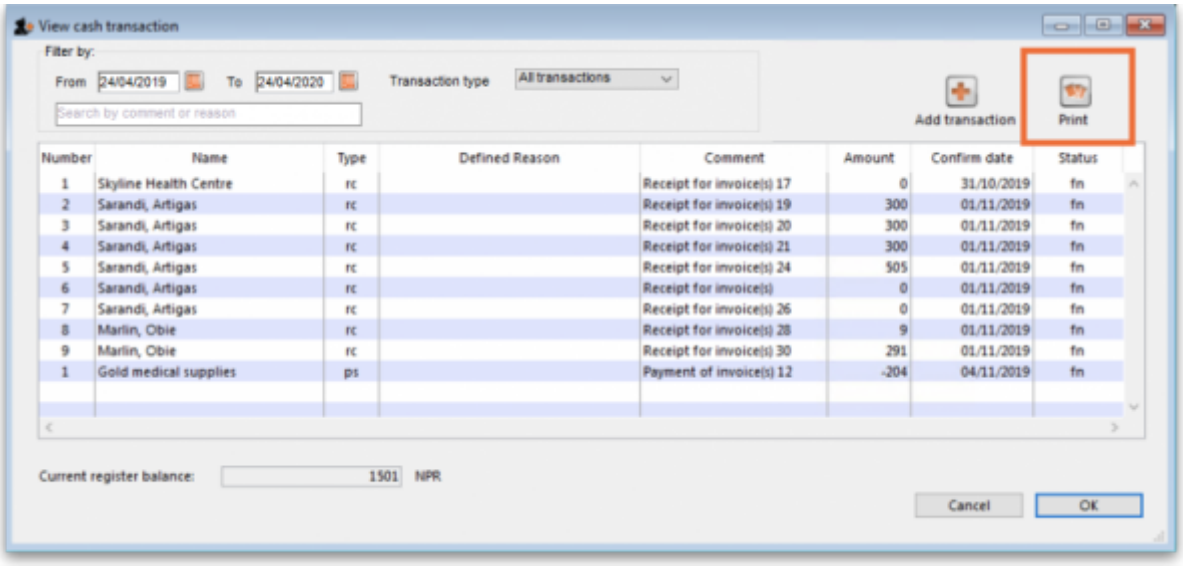


Printing a cash register summary

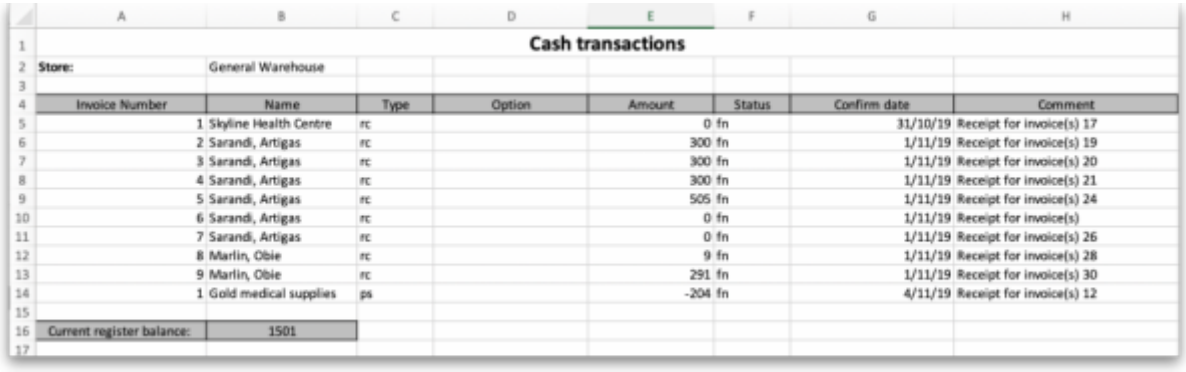
1. Click the **Special** tab in the navigator.

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.



	A	B	C	D	E	F	G	H
1				Cash transactions				
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								

// Previous: **10.03. Prescription payments and credits** | Next: **11. Reports** //

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Last update: **2019/11/04 18:53**