

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

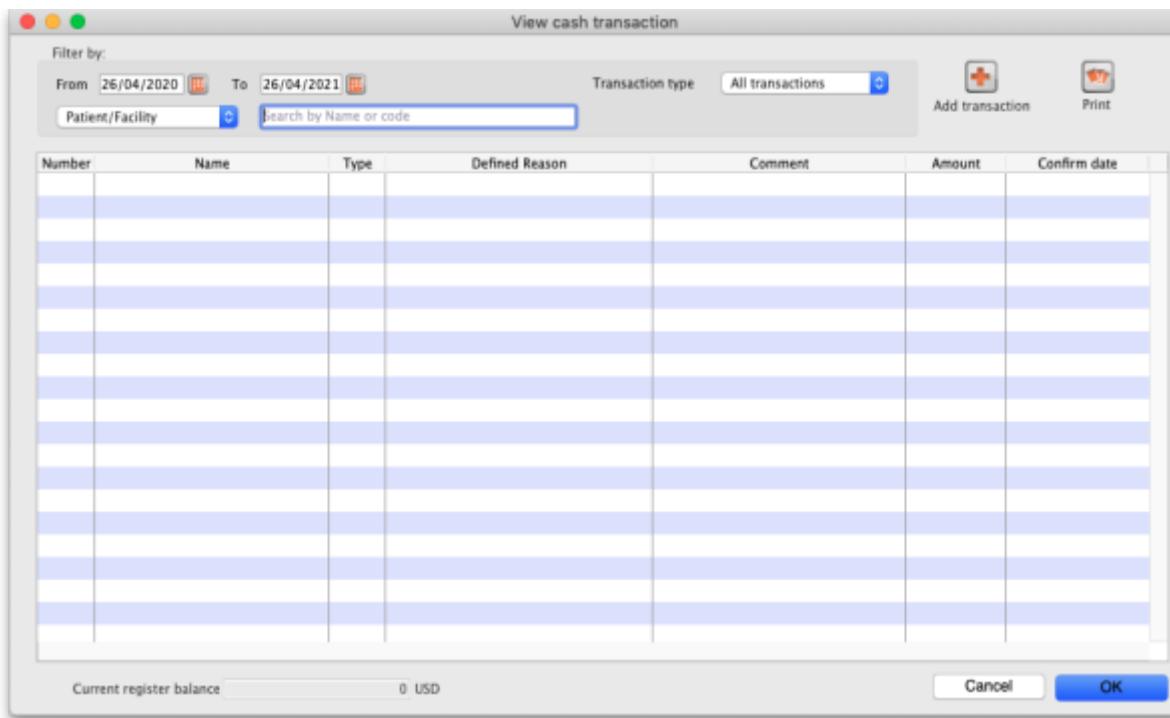
1. Click the **Special** tab in the navigator.

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



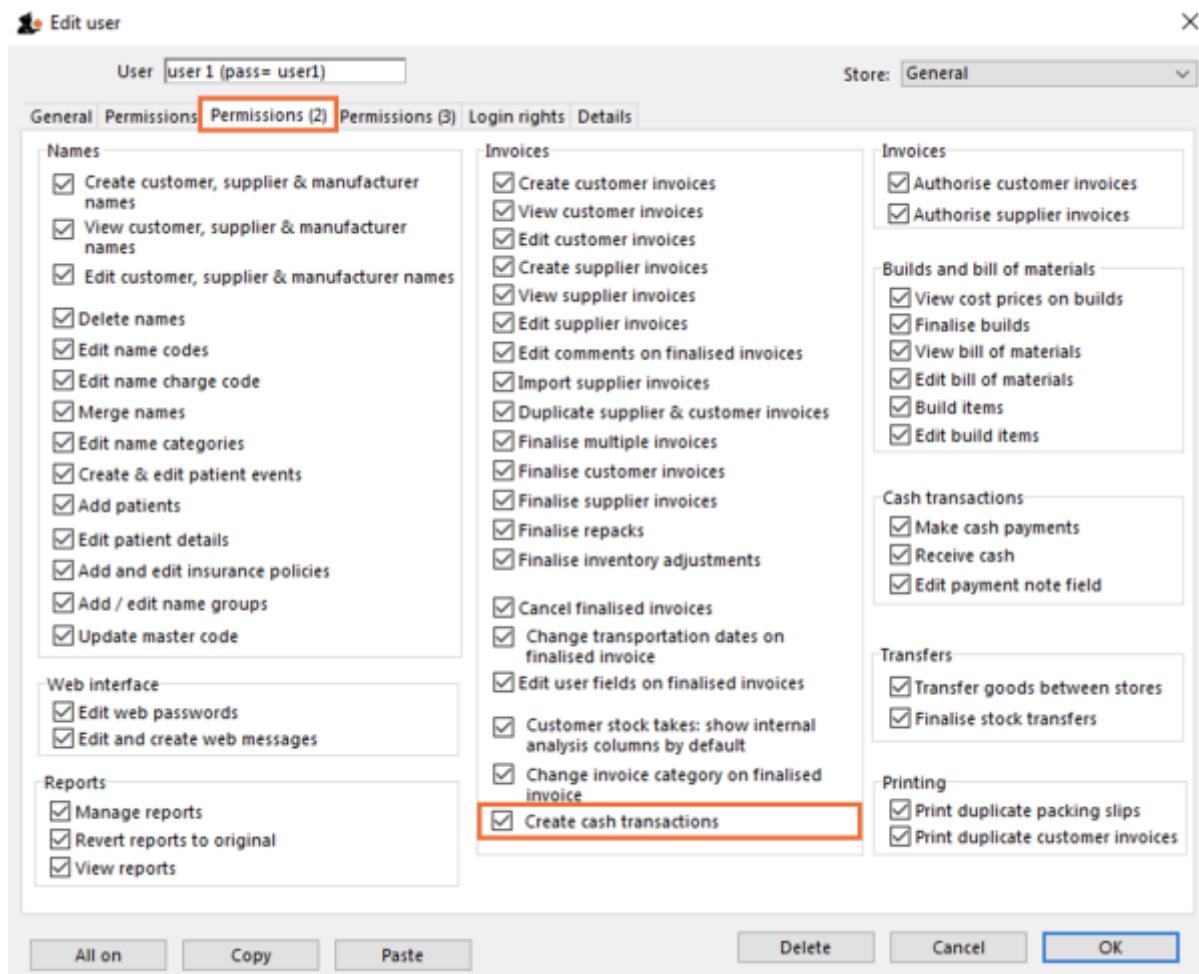
Adding or removing cash

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.

View cash transaction

Filter by: From 24/04/2019 To 24/04/2020 Transaction type All transactions

Search by comment or reason

Number	Name	Type	Defined Reason	Comment	Amount	Confirm date	Status
1	Skyline Health Centre	rc		Receipt for invoice(s) 17	0	31/10/2019	fn
2	Sarandi, Artigas	rc		Receipt for invoice(s) 19	300	01/11/2019	fn
3	Sarandi, Artigas	rc		Receipt for invoice(s) 20	300	01/11/2019	fn
4	Sarandi, Artigas	rc		Receipt for invoice(s) 21	300	01/11/2019	fn
5	Sarandi, Artigas	rc		Receipt for invoice(s) 24	505	01/11/2019	fn
6	Sarandi, Artigas	rc		Receipt for invoice(s)	0	01/11/2019	fn
7	Sarandi, Artigas	rc		Receipt for invoice(s) 26	0	01/11/2019	fn
8	Marlin, Obie	rc		Receipt for invoice(s) 28	9	01/11/2019	fn
9	Marlin, Obie	rc		Receipt for invoice(s) 30	291	01/11/2019	fn
1	Gold medical supplies	ps		Payment of invoice(s) 12	-204	04/11/2019	fn

Current register balance: 1501 NPR

Add transaction Print

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

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

Option
Bank deposit

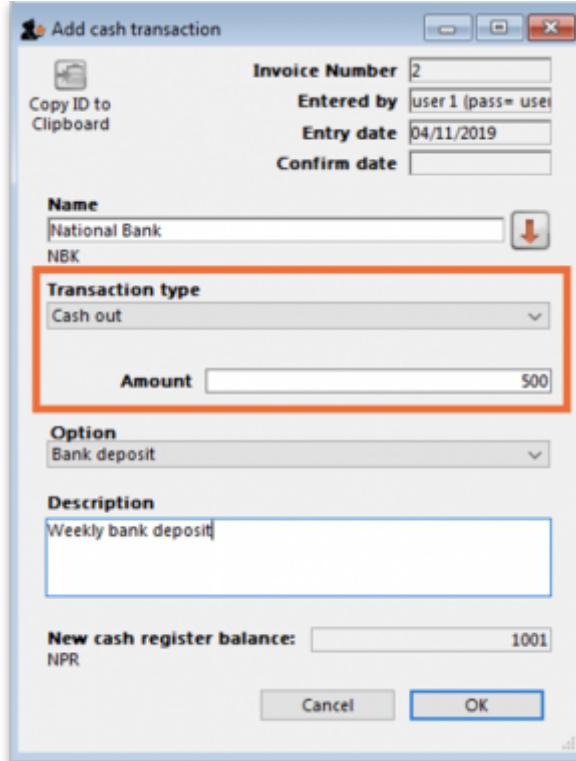
Description
Weekly bank deposit

New cash register balance: 1001 NPR

Cancel OK

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

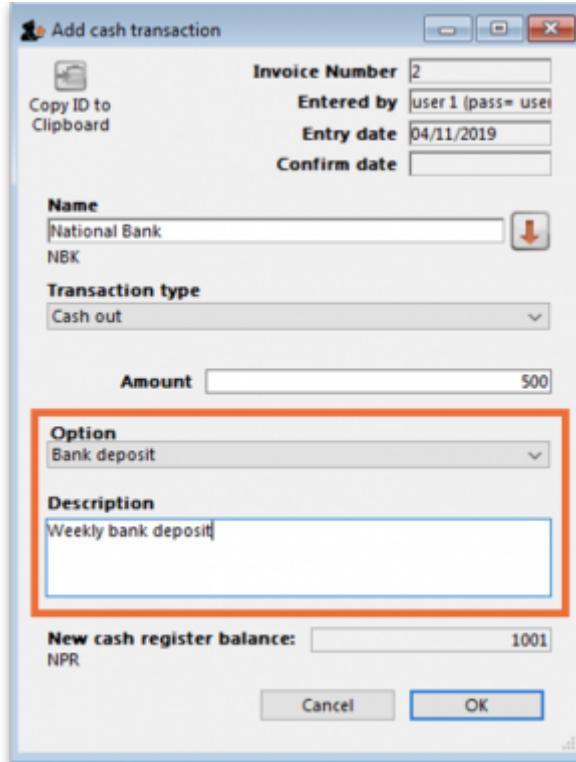
6. Enter the **Amount** of cash being removed or added.



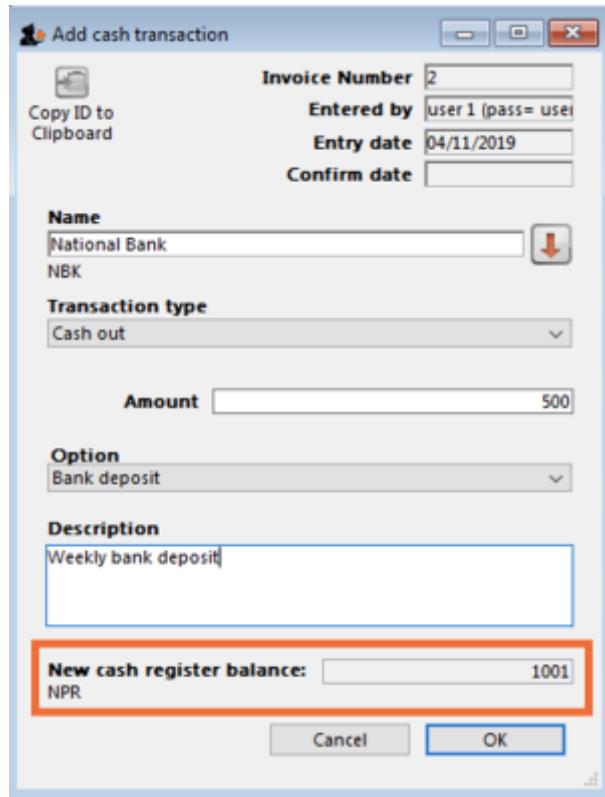
7. If you are making a cash out transaction and the **Option** dropdown list is activated, you must select a reason for removing cash. You may also add a **Description** to give further details of the transaction.



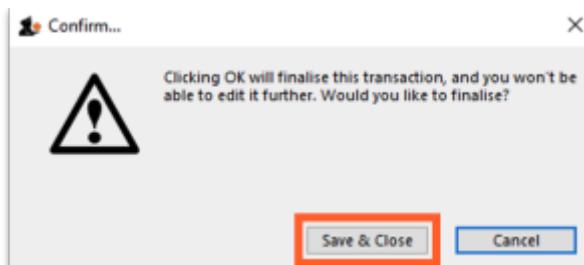
You can set a list of standard **Options** for the user to select from when removing cash from the register.



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.

View cash transaction

Filter by:

From 24/04/2019 To 24/04/2020 Transaction type All transactions

Search by comment or reason

Number	Name	Type	Defined Reason	Comment	Amount	Confirm date	Status
1	Skyline Health Centre	rc		Receipt for invoice(s) 17	0	31/10/2019	fn
2	Sarandi, Artigas	rc		Receipt for invoice(s) 19	300	01/11/2019	fn
3	Sarandi, Artigas	rc		Receipt for invoice(s) 20	300	01/11/2019	fn
4	Sarandi, Artigas	rc		Receipt for invoice(s) 21	300	01/11/2019	fn
5	Sarandi, Artigas	rc		Receipt for invoice(s) 24	505	01/11/2019	fn
6	Sarandi, Artigas	rc		Receipt for invoice(s) 25	0	01/11/2019	fn
7	Sarandi, Artigas	rc		Receipt for invoice(s) 26	0	01/11/2019	fn
8	Marlin, Obie	rc		Receipt for invoice(s) 28	9	01/11/2019	fn
9	Marlin, Obie	rc		Receipt for invoice(s) 30	291	01/11/2019	fn
1	Gold medical supplies	ps		Payment of invoice(s) 12	-204	04/11/2019	fn
2	National Bank	ps	Bank deposit	Weekly bank deposit	-500	04/11/2019	fn

Current register balance: 1001 NPL

Add transaction Print

Cancel OK

Printing a cash transaction report

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

View cash transaction

Filter by:

From 24/04/2019 To 24/04/2020 Transaction type All transactions

Search by comment or reason

Number	Name	Type	Defined Reason	Comment	Amount	Confirm date	Status
1	Skyline Health Centre	rc		Receipt for invoice(s) 17	0	31/10/2019	fn
2	Sarandi, Artigas	rc		Receipt for invoice(s) 19	300	01/11/2019	fn
3	Sarandi, Artigas	rc		Receipt for invoice(s) 20	300	01/11/2019	fn
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5	Sarandi, Artigas	rc		Receipt for invoice(s) 24	505	01/11/2019	fn
6	Sarandi, Artigas	rc		Receipt for invoice(s) 25	0	01/11/2019	fn
7	Sarandi, Artigas	rc		Receipt for invoice(s) 26	0	01/11/2019	fn
8	Marlin, Obie	rc		Receipt for invoice(s) 28	9	01/11/2019	fn
9	Marlin, Obie	rc		Receipt for invoice(s) 30	291	01/11/2019	fn
1	Gold medical supplies	ps		Payment of invoice(s) 12	-204	04/11/2019	fn

Current register balance: 1501 NPL

Add transaction Print

Cancel OK

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.

Last update:

2019/11/04

payments_and_receipts:cash_register https://docs.msupply.org.nz/payments_and_receipts:cash_register?rev=1572894642

19:10

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

