

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

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.

The screenshot shows the 'Edit user' dialog box for 'user 1 (pass= user1)'. The 'Permissions (2)' tab is active, displaying a list of permissions organized into categories. The 'Create cash transactions' checkbox under the 'Invoices' category is highlighted with a red box.

Category	Permissions
Names	<input checked="" type="checkbox"/> Create customer, supplier & manufacturer names <input checked="" type="checkbox"/> View customer, supplier & manufacturer names <input checked="" type="checkbox"/> Edit customer, supplier & manufacturer names <input checked="" type="checkbox"/> Delete names <input checked="" type="checkbox"/> Edit name codes <input checked="" type="checkbox"/> Edit name charge code <input checked="" type="checkbox"/> Merge names <input checked="" type="checkbox"/> Edit name categories <input checked="" type="checkbox"/> Create & edit patient events <input checked="" type="checkbox"/> Add patients <input checked="" type="checkbox"/> Edit patient details <input checked="" type="checkbox"/> Add and edit insurance policies <input checked="" type="checkbox"/> Add / edit name groups <input checked="" type="checkbox"/> Update master code
Web interface	<input checked="" type="checkbox"/> Edit web passwords <input checked="" type="checkbox"/> Edit and create web messages
Reports	<input checked="" type="checkbox"/> Manage reports <input checked="" type="checkbox"/> Revert reports to original <input checked="" type="checkbox"/> View reports
Invoices	<input checked="" type="checkbox"/> Create customer invoices <input checked="" type="checkbox"/> View customer invoices <input checked="" type="checkbox"/> Edit customer invoices <input checked="" type="checkbox"/> Create supplier invoices <input checked="" type="checkbox"/> View supplier invoices <input checked="" type="checkbox"/> Edit supplier invoices <input checked="" type="checkbox"/> Edit comments on finalised invoices <input checked="" type="checkbox"/> Import supplier invoices <input checked="" type="checkbox"/> Duplicate supplier & customer invoices <input checked="" type="checkbox"/> Finalise multiple invoices <input checked="" type="checkbox"/> Finalise customer invoices <input checked="" type="checkbox"/> Finalise supplier invoices <input checked="" type="checkbox"/> Finalise repacks <input checked="" type="checkbox"/> Finalise inventory adjustments <input checked="" type="checkbox"/> Cancel finalised invoices <input checked="" type="checkbox"/> Change transportation dates on finalised invoice <input checked="" type="checkbox"/> Edit user fields on finalised invoices <input checked="" type="checkbox"/> Customer stock takes: show internal analysis columns by default <input checked="" type="checkbox"/> Change invoice category on finalised invoice <input checked="" type="checkbox"/> Create cash transactions
Invoices	<input checked="" type="checkbox"/> Authorise customer invoices <input checked="" type="checkbox"/> Authorise supplier invoices
Builds and bill of materials	<input checked="" type="checkbox"/> View cost prices on builds <input checked="" type="checkbox"/> Finalise builds <input checked="" type="checkbox"/> View bill of materials <input checked="" type="checkbox"/> Edit bill of materials <input checked="" type="checkbox"/> Build items <input checked="" type="checkbox"/> Edit build items
Cash transactions	<input checked="" type="checkbox"/> Make cash payments <input checked="" type="checkbox"/> Receive cash <input checked="" type="checkbox"/> Edit payment note field
Transfers	<input checked="" type="checkbox"/> Transfer goods between stores <input checked="" type="checkbox"/> Finalise stock transfers
Printing	<input checked="" type="checkbox"/> Print duplicate packing slips <input checked="" type="checkbox"/> Print duplicate customer invoices

Buttons at the bottom: All on, Copy, Paste, Delete, Cancel, OK.

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

Cancel OK

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: 500

Option: Bank deposit

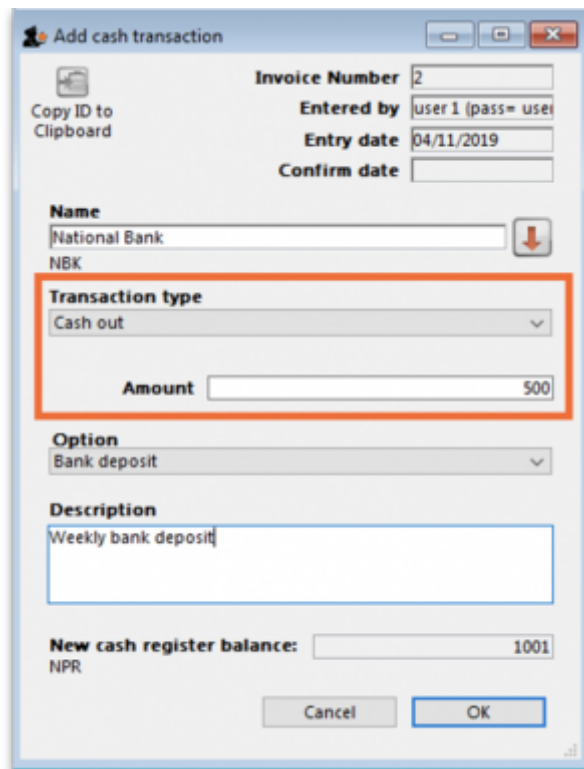
Description: Weekly bank deposit

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.



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

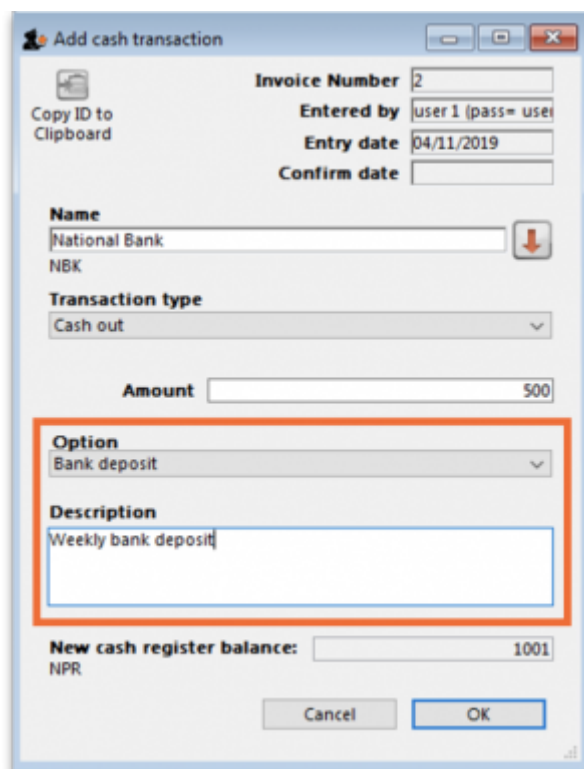
New cash register balance: 1001
NPR

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

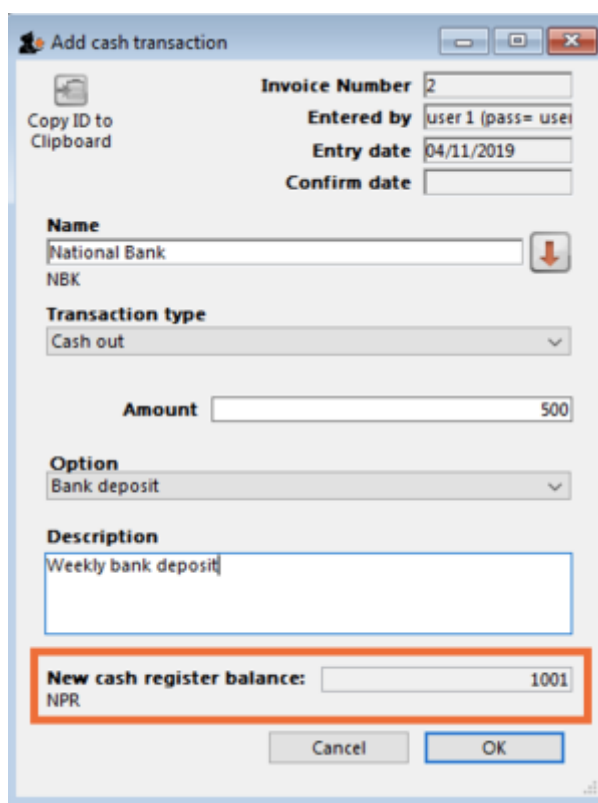
Option: Bank deposit

Description: Weekly bank deposit

New cash register balance: 1001
NPR

Cancel OK

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



Copy ID to Clipboard

Invoice Number 2

Entered by user 1 (pass= use)

Entry date 04/11/2019

Confirm date

Name National Bank
NBK

Transaction type Cash out

Amount 500

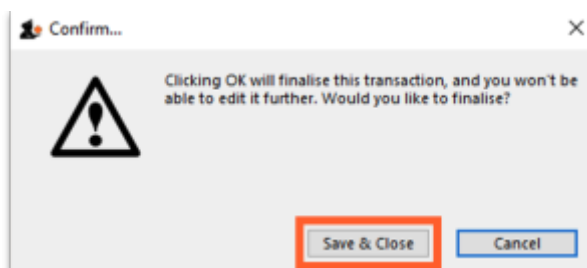
Option Bank deposit

Description Weekly bank deposit

New cash register balance: 1001
NPR

Cancel OK

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



Confirm...

Clicking OK will finalise this transaction, and you won't be able to edit it further. Would you like to finalise?

Save & Close Cancel

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)	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 NPR

Buttons: 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
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

Buttons: 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
19:10

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

	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								

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