

## 11.04. Cash register

The **Cash Register** allows you to see and create in and out payments for the customers and patients in your store. It also shows you the current balance for different payment types and you can use it to manage cash reconciliation in a store if you are using a physical cash repository of some sort.

Any payments made in the [customer receipts module](#) or made on a prescription will also be show here. Those payments differ to those made in this module in that they are attached to a transaction (customer invoice or prescription). Any payments made in this module are not attached to any other transactions.

### 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

[illegible]

## 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.

**Edit user**

User:  Store:

General Permissions **Permissions (2)** Permissions (3) Login rights Details

**Names**

- ☒ Create customer, supplier & manufacturer names
- ☒ View customer, supplier & manufacturer names
- ☒ Edit customer, supplier & manufacturer names
- ☒ Delete names
- ☒ Edit name codes
- ☒ Edit name charge code
- ☒ Merge names
- ☒ Edit name categories
- ☒ Create & edit patient events
- ☒ Add patients
- ☒ Edit patient details
- ☒ Add and edit insurance policies
- ☒ Add / edit name groups
- ☒ Update master code

**Web interface**

- ☒ Edit web passwords
- ☒ Edit and create web messages

**Reports**

- ☒ Manage reports
- ☒ Revert reports to original
- ☒ View reports

**Invoices**

- ☒ Create customer invoices
- ☒ View customer invoices
- ☒ Edit customer invoices
- ☒ Create supplier invoices
- ☒ View supplier invoices
- ☒ Edit supplier invoices
- ☒ Edit comments on finalised invoices
- ☒ Import supplier invoices
- ☒ Duplicate supplier & customer invoices
- ☒ Finalise multiple invoices
- ☒ Finalise customer invoices
- ☒ Finalise supplier invoices
- ☒ Finalise repacks
- ☒ Finalise inventory adjustments
- ☒ Cancel finalised invoices
- ☒ Change transportation dates on finalised invoice
- ☒ Edit user fields on finalised invoices
- ☒ Customer stock takes: show internal analysis columns by default
- ☒ Change invoice category on finalised invoice
- ☒ **Create cash transactions**

**Invoices**

- ☒ Authorise customer invoices
- ☒ Authorise supplier invoices

**Builds and bill of materials**

- ☒ View cost prices on builds
- ☒ Finalise builds
- ☒ View bill of materials
- ☒ Edit bill of materials
- ☒ Build items
- ☒ Edit build items

**Cash transactions**

- ☒ Make cash payments
- ☒ Receive cash
- ☒ Edit payment note field

**Transfers**

- ☒ Transfer goods between stores
- ☒ Finalise stock transfers

**Printing**

- ☒ Print duplicate packing slips
- ☒ Print duplicate customer invoices

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

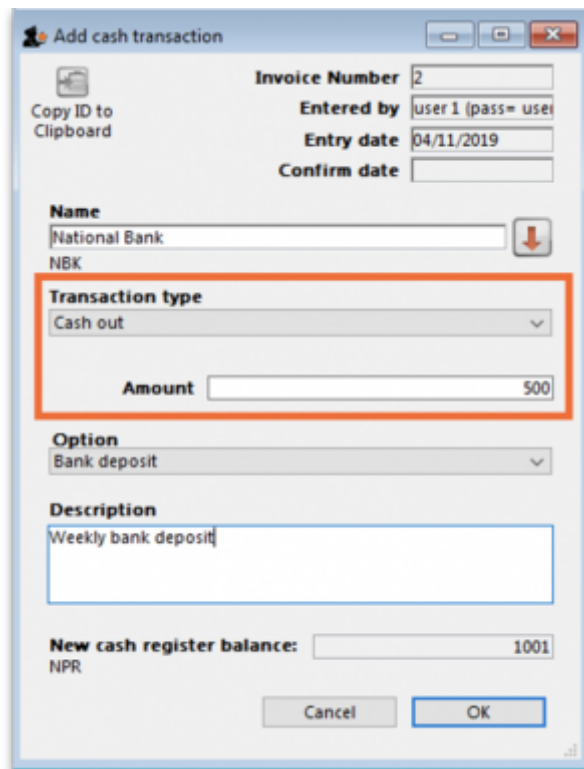
**Description**: Weekly bank deposit

**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

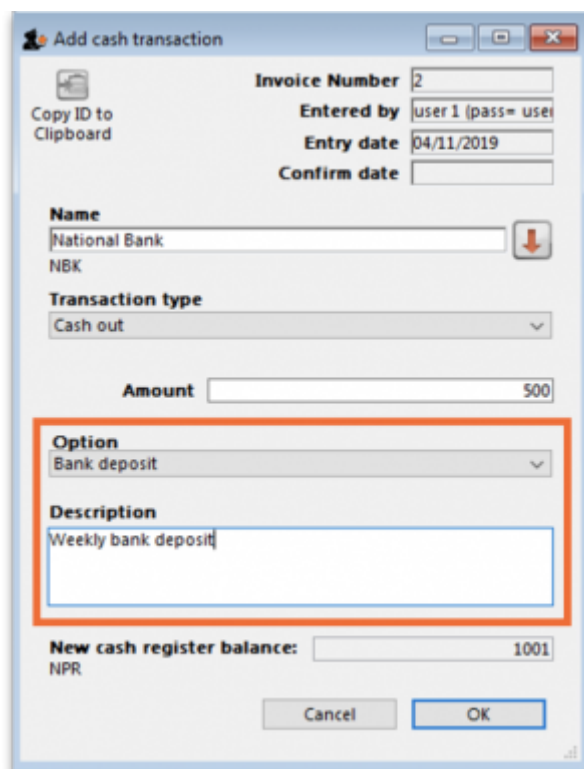
**New cash register balance**: 1001  
NPR

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

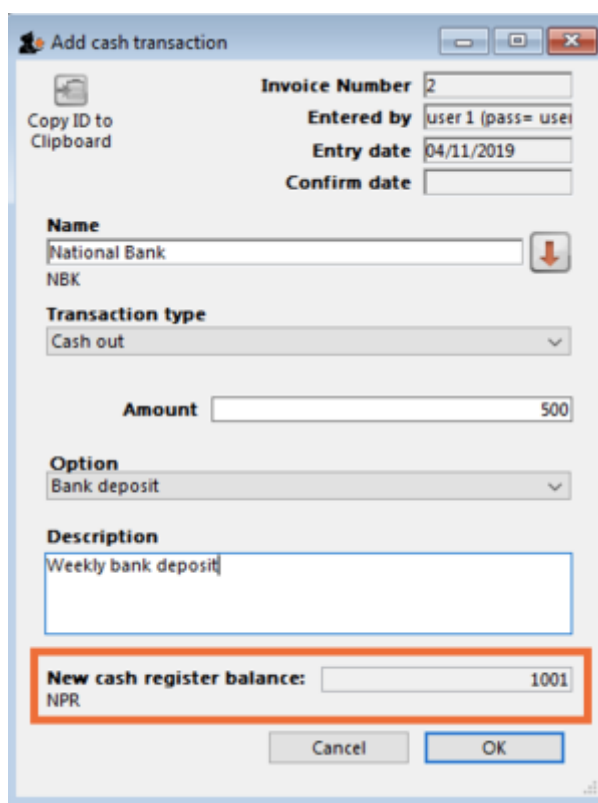
**Option**: Bank deposit

**Description**: Weekly bank deposit

**New cash register balance**: 1001  
NPR

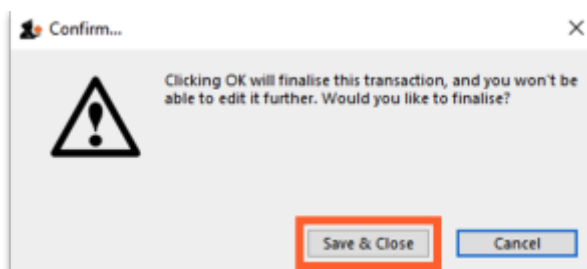
Cancel OK

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

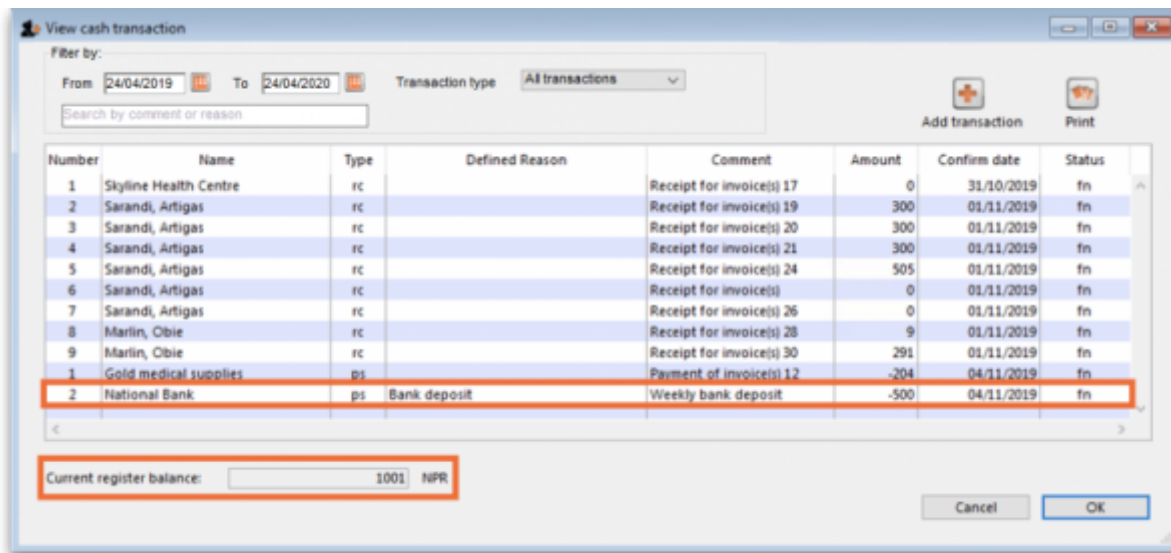


The screenshot shows a window titled "Add cash transaction". It has several input fields: "Invoice Number" with value 2, "Entered by" with value user 1 (pass= use), "Entry date" with value 04/11/2019, and "Confirm date". Below these is a "Name" field with "National Bank" and a dropdown arrow. Underneath is "NBK". The "Transaction type" is set to "Cash out" in a dropdown menu. The "Amount" is 500. The "Option" is "Bank deposit" in a dropdown menu. The "Description" field contains "Weekly bank deposit". A red rectangular box highlights the "New cash register balance" field, which displays "1001" and "NPR" below it. At the bottom 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.

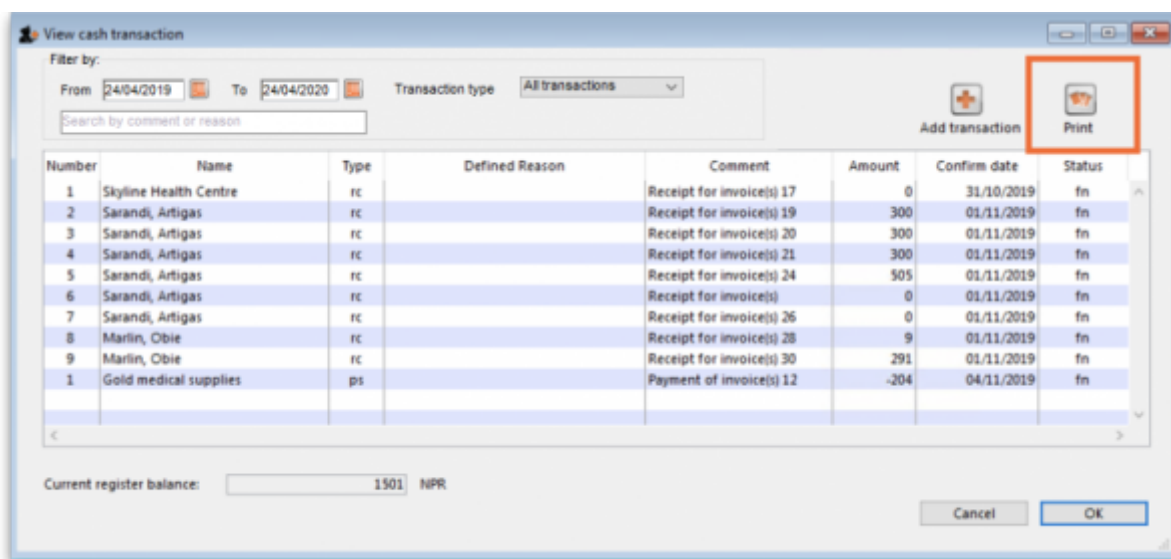


10. The new transaction will now appear in your cash register and the **Current register balance** will be updated.



## Printing a cash transaction report

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.

Last update:  
2020/04/24  
14:13

payments\_and\_receipts:cash\_register [https://docs.msupply.org.nz/payments\\_and\\_receipts:cash\\_register?rev=1587737622](https://docs.msupply.org.nz/payments_and_receipts:cash_register?rev=1587737622)

	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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