# 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 of the cash register 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, supplier payments 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:





Filter by:						_
From 26/04/	2020 🏢 To 26/0	4/2021 🧾	1	Transaction type All transactions		10
Patient/Facili	ty 🖸 Beard	ch by Name or code			Add transact	ion Print
Number	Name	Type	Defined Reason	Comment	Amount	Confirm date

By default the window will show all of today's transactions when it opens but you can use the filters at the top in the *Filter by* section to see just the payments you want in the table.

The *Current register balance* shows you the current balance of all the in and out payments in the datafile - this is the amount of cash you should have in your physical cash repository if you're using one.

For each transaction in the table you can see:

- Who the cash was received from or paid to
- Payment type:
  - **rc** is a cash receipt (cash paid to you by a customer or patient)
  - **ps** is a cash payment (cash paid by you to a supplier)
- 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 payments will be *automatically* added to the cash register. Those payments are made using the customer receipts module, the supplier payments pmodule or by receiving payments on a prescription and all those payments are conncted to their transaction.

You can use this cash register functionality to manually add **cash in** or take **cash out** from the cash register, without it being attached to another transaction. For example, this may be necessary for depositing cash in the bank.

You can set permissions to allow users to manually add **cash in** or take **cash out** from the cash register.

#### Permissions for manual cash in/out transactions

Users need to have the **Create cash transactions** permission set on the **Permissions(2)** tab of the user's details window to be able to add or remove cash from the cash register. See the Managing users page for details.

#### 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.

From Searc	24/04/2019 E To 24/04	/2020 🧾 Tra	All transactions	~		Add transaction	Print	
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	
<					_			>

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

Le Add cash transaction		- • •
Copy ID to Clipboard	Invoice Number Entered by Entry date Confirm date	2 user 1 (pass= user 04/11/2019
Name National Bank NBK		
Transaction type		×
Amount Option Bank deposit		500
Description		
Weekly bank deposit New cash register ba NPR	lance:	1001 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	n	- • ×
A	Invoice Number	2
Copy ID to	Entered by	user 1 (pass= user
Clipboard	Entry date	04/11/2019
	Confirm date	
Name		
National Bank		1
NBK		
Transaction type		
Cash out		~
Amount [		500
Bank deposit		~
Description		
Meekly hank denesit		
weekly bank deposit		
weekiy bank deposit		
veekiy bank deposit		
New cash register	balance:	1001
New cash register	balance:	1001 OK
New cash register	balance: Cancel	1001 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.



Add cash transaction		
<b>F</b>	Invoice Number	2
opy ID to	Entered by	user 1 (pass= use
lipboard	Entry date	04/11/2019
	Confirm date	
Name		_
National Bank		1
NBK		_
Transaction type		
Cash and		
Amount		500
Amount		500
Amount Option		500
Amount Option Bank deposit		500
Amount Option Bank deposit Description		500
Amount Option Bank deposit Description Weekly bank deposit		500
Amount		500
Amount Option Bank deposit Description Weekly bank deposit		500
Amount Option Bank deposit Description Weekly bank deposit New cash register b NPR	alance:	500 ~ 1001
Amount Amount Option Bank deposit Description Weekly bank deposit New cash register b NPR	alance:	500 ~ 1001

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

Le Add cash transaction		- • •
<b>F</b>	Invoice Number	2
Copy ID to	Entered by	user 1 (pass= user
Clipboard	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 ba NPR	alance:	1001
	Cancel	ОК
		a.

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.

Searc	h by comment or reason					Add transaction	Print	
lumber	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	FC		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	DS.		Payment of invoice(s) 12	-204	04/11/2019	fn	_
2	National Bank	ps	Bank deposit	Weekly bank deposit	-500	04/11/2019	fn	
								>

## Printing a cash transaction report

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

Searc	h by comment or reason	omment or reason				Add transaction	Print	
Number	Name	Type	Defined Reason	Comment	Amount	Confirm date	Status	1
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	
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¢								1

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	В	C	D	E	F	G	н
1				Cash t	ransactions			
2	Store:	General Warehouse						
3 4	Invoice Number	Name	Туре	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	i fn	1/11/19	Receipt for invoice(s) 24
0	6	Sarandi, Artigas	rc		0	) fn	1/11/19	Receipt for invoice(s)
1	7	Sarandi, Artigas	FC .		0	) fn	1/11/19	Receipt for invoice(s) 26
2	8	Marlin, Obie	rc		9	fn	1/11/19	Receipt for invoice(s) 28
3	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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