

# 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.

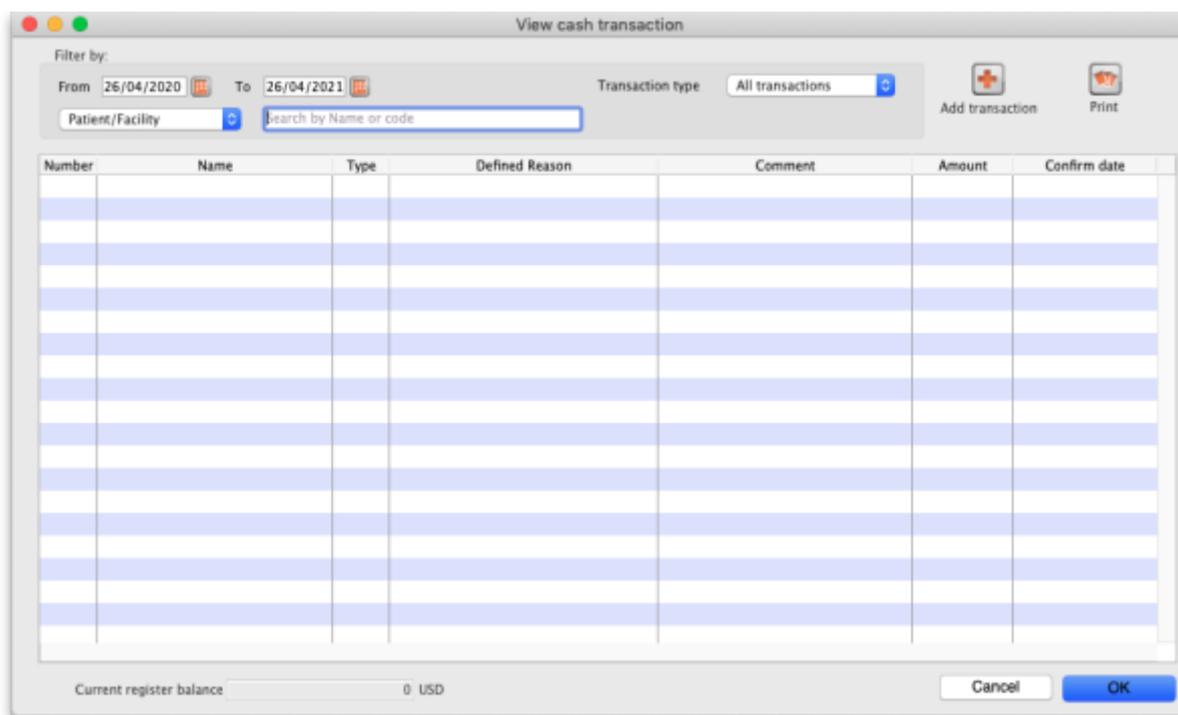
Any payments made in the [customer receipts module](#), [supplier payments module](#) or [made on a prescription](#) will also be show here. Those payments differ to those made in this module in that they are attached to a transaction (customer invoice or prescription). Any payments made in this module 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:



3. The **Cash Register** will open:



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 connpcted 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.

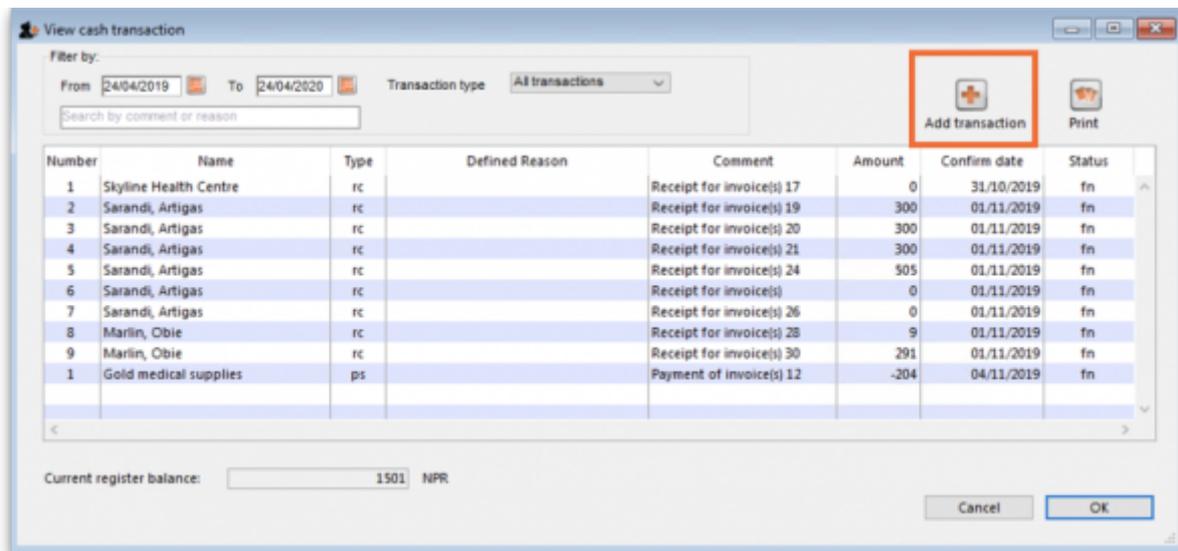
## Permissions for manual cash in/out transactions

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.



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

The screenshot shows a dialog box titled "Add cash transaction". It contains several input fields and dropdown menus. The "Name" field is highlighted with an orange border and contains "National Bank" and "NBK". The "Transaction type" dropdown is set to "Cash out". The "Amount" field contains "500". The "Option" dropdown is set to "Bank deposit". The "Description" field contains "Weekly bank deposit". The "New cash register balance" is "1001". There are "Cancel" and "OK" buttons at the bottom.

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.

The screenshot shows the same dialog box as above, but now the "Transaction type" dropdown is highlighted with an orange border and set to "Cash out". The "Amount" field still contains "500". The "Option" dropdown is still "Bank deposit". The "Description" field still contains "Weekly bank deposit". The "New cash register balance" is still "1001".

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.

**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

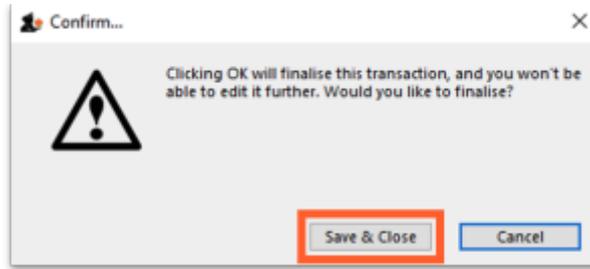
**Option:** Bank deposit

**Description:** Weekly bank deposit

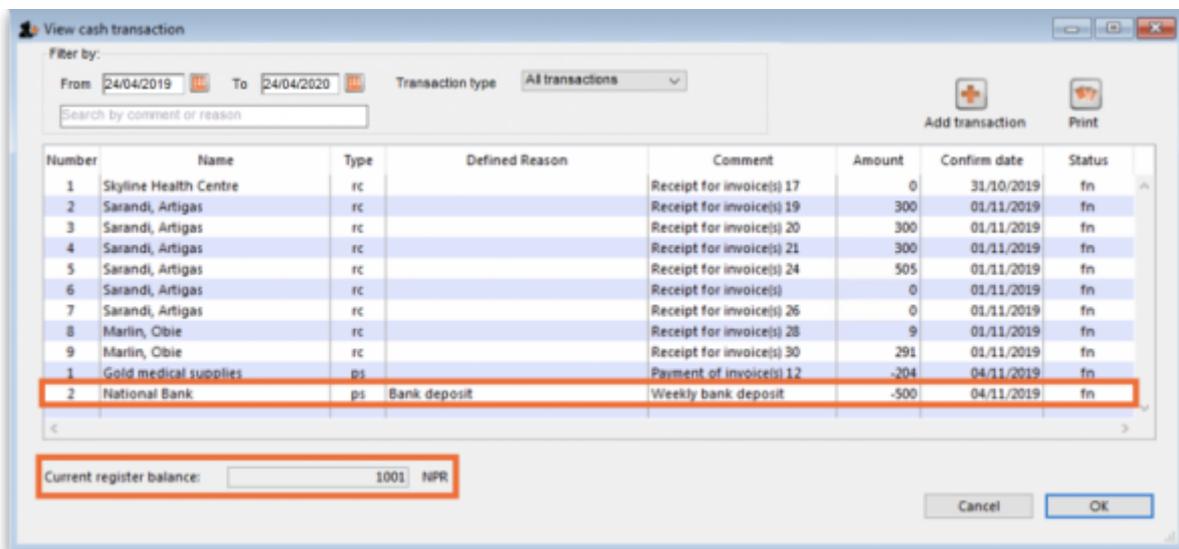
**New cash register balance:** 1001  
NPR

Cancel OK

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

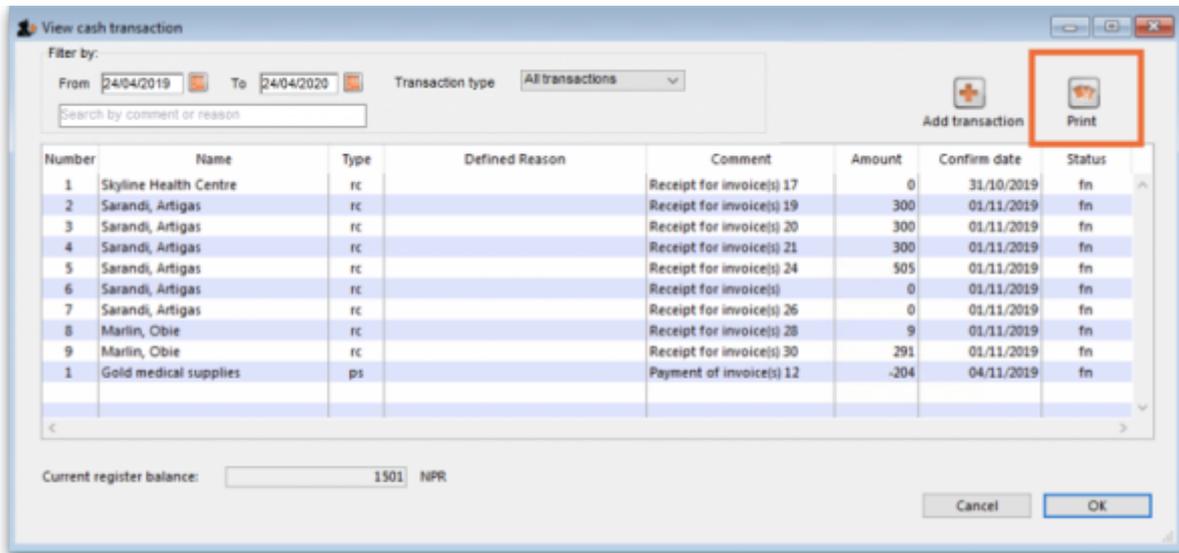


10. The new transaction will now appear in your cash register and the **Current register balance** will be updated.



## 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.

The screenshot shows an Excel spreadsheet titled 'Cash transactions'. The data is organized as follows:

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

At the bottom, the 'Current register balance' is 1501.

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