11.04. Cash register

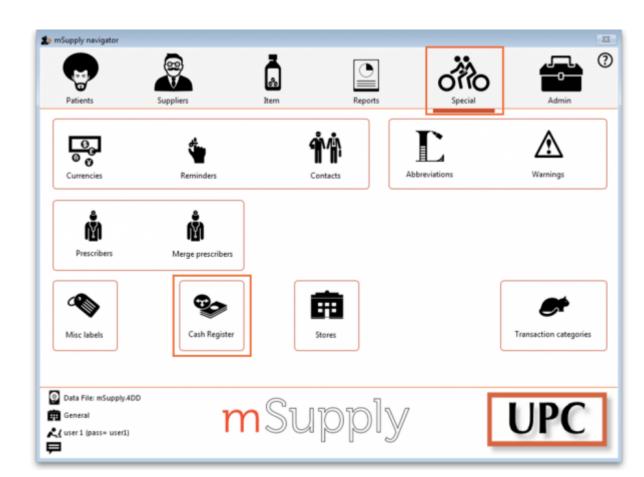
The **Cash Register** allows you to see and create in and out payments for the customers and patients in your store. It also shows you the current balance of the cash register and you can use it to manage cash reconciliation in a store if you are using a physical cash repository of some sort.

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 Patient/Facil	72020 🌃 To 26/0	4/2021		Transaction type	All transactions	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.

Note that only *finalised* cash transactions will show in the cash register.

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

1. Click the **Add transaction** button:

Searc	h by comment or reason					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	
<								>

Note: If the user does not have permission to make cash register transactions, an alert message will appear and they will not be able to proceed.

2. The Add cash transaction window appears:

🌆 Add cash transaction		- • •
Copy ID to Clipboard	Invoice Number Entered by Entry date Confirm date	user 1 (pass= use
Name National Bank NBK		I
Transaction type Cash out		~
Amount		500
Bank deposit		~
Description Weekly bank deposit		
New cash register ba NPR	lance:	1001
	Cancel	OK

Add the **Name** of the person/organisation who is giving you the cash or receiving it from you (type the first few characters of their name and press the *Tab* key on the keyboard to select the right name from the list of those matching what you typed).

3. Select the **Transaction Type** from the dropdown list: **Cash out** (remove cash) or **Cash in** (add cash) and enter the **Amount** of cash being removed or added:

Add cash transaction		
Æ	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
Bank deposit		~
Description		
Weekly bank deposit		
New cash register ba NPR	alance:	1001
	Cancel	1001 OK

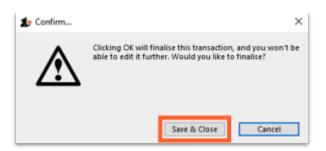
4. If you are making a cash out transaction and the **Option** dropdown list is activated, you must

select a reason for removing cash. You may also add a **Description** to give further details of the transaction:

The **Option** drop down list will be activated when you are making a *Cash out* transaction if you have entered Cash out transaction reasons on the Options tab of the Preferences (see the Preferences > Options section for details.

Le Add cash transaction		- • •
E.	Invoice Number	2
Copy ID to	Entered by	user 1 (pass= user
Clipboard	Entry date	04/11/2019
	Confirm date	04/11/2015
	commin date	
Name		
National Bank		1
NBK		_
Transaction type		
Cash out		~
Amount Option		500
Bank deposit		~
Description		
Weekly bank deposit		
New cash register ba NPR	lance:	1001
	Cancel	ОК

5. Click **OK**, then click **Save & Close** to finalise the transaction:



Once finalised, the transaction can no longer be edited.

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

payments_and_receipts:cash_register https://docs.msupply.org.nz/payments_and_receipts:cash_register?rev=1587744669

	24/04/2019 E To 24/04	4/2020		s ~		Add transaction	Print
Numbe	r 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	D'S		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 **Print** button:

	24/04/2019 🛄 To 24/04	4/2020 🛄 1	Transaction type All transaction	\$ v		Add transaction	Print	
Number	Name	Type	Defined Reason	Comment	Amount	Confirm date	Status	_
	Skyline Health Centre	10		Receipt for invoice(s) 17	0	31/10/2019	fn	1
2	Sarandi, Artigas	rc		Receipt for invoice(s) 17 Receipt for invoice(s) 19	300	01/11/2019	fn	
	Sarandi, Artigas	rc		Receipt for invoice(s) 20	300	01/11/2019	fn	
4	Sarandi, Artigas	rc 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	IC.		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:	150	I NPR					

2. An Excel spreadsheet will open containing the liat of transactions shown in the table. If you want different transactions to appear in the report, change the filters before clicking the **Print** button.

	A	B	C	D	E	F	G	н
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	FC .		30	0 fn	1/11/19	Receipt for invoice(s) 19
7		3 Sarandi, Artigas	rc		30	0 fn	1/11/19	Receipt for invoice(s) 20
8		4 Sarandi, Artigas	rc		30	0 fn	1/11/19	Receipt for invoice(s) 21
9		5 Sarandi, Artigas	rc		50	6 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	FC .			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 .		29	1 fn	1/11/19	Receipt for invoice(s) 30
14		1 Gold medical supplies	ps		-20	4 fn	4/11/19	Receipt for invoice(s) 12
15								
16	Current register balance:	1501						
17								

You can now save and/or print the spreadsheet from Excel.

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