

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.

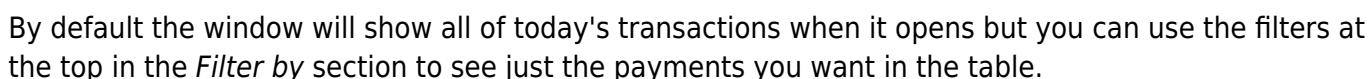
Any payments made in the [customer receipts module](#), [supplier payments module](#) or [made on a prescription](#) will also be show here. Those payments differ to those made in this module in that they are attached to a transaction (customer invoice or prescription). Any payments made in this module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



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.

- 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

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 cponnected 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:



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:

The screenshot shows a software window titled "Add cash transaction". It contains several input fields and dropdown menus. The "Name" field is highlighted with a red rectangle and shows "National Bank" with a dropdown arrow. Below it, "Transaction type" is set to "Cash out". The "Amount" field contains "500". The "Option" dropdown is set to "Bank deposit". The "Description" text area contains "Weekly bank deposit". At the bottom, "New cash register balance:" shows "1001" with "NPR" below it. There are "Cancel" and "OK" buttons at the bottom right.

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:

This screenshot is similar to the first one, but the "Transaction type" dropdown menu is highlighted with a red rectangle. It is currently set to "Cash out". All other fields, including the "Name" field, "Amount", "Option", "Description", and "New cash register balance", remain the same as in the previous screenshot.

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).

The screenshot shows the 'Add cash transaction' dialog box. It contains fields for 'Invoice Number' (2), 'Entered by' (user 1), 'Entry date' (04/11/2019), and 'Confirm date'. There is a 'Copy ID to Clipboard' button. The 'Name' field is 'National Bank' with a dropdown arrow. The 'Transaction type' is 'Cash out'. The 'Amount' is 500. The 'Option' dropdown is highlighted with a red box and shows 'Bank deposit'. The 'Description' field contains 'Weekly bank deposit'. The 'New cash register balance' is 1001. The 'OK' button is highlighted with a blue box.

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

The screenshot shows the 'Confirm...' dialog box. It contains a warning icon and the text: 'Clicking OK will finalise this transaction, and you won't be able to edit it further. Would you like to finalise?'. The 'Save & Close' button is highlighted with a red box.

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.

View cash transaction

Filter by:

From: 24/04/2019 To: 24/04/2020 Transaction type: All transactions

Search 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
2	National Bank	ps	Bank deposit	Weekly bank deposit	-500	04/11/2019	fn

Current register balance: 1001 NPR

Cancel OK

Cancellations for prescription payments

When a prescription is cancelled, any payment made against it is not automatically cancelled because the patient might give you the goods back but not receive a refund. The correct way to cancel a payment made against a cancelled prescription is to manually enter a cash out transaction for the patient in the cash register. This will appear as a “ps” type transaction in the register.

It is a good idea to have a separate Option for this type of cash out payment to allow you to report on them separately from other types of cash out transactions.

Printing a cash transaction report

1. 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

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

Current register balance: 1501 NPR

Cancel OK

2. An Excel spreadsheet will open containing the list of transactions shown in the table:

	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								

If you want different transactions to appear in the report, change the filters before clicking the **Print** button. You can then save and/or print the spreadsheet from Excel. In this way, you can report on any different selection of payments and receipts, including cancellations.

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