2025/10/18 04:18 1/8 11.04. Cash register

10.04. Cash register

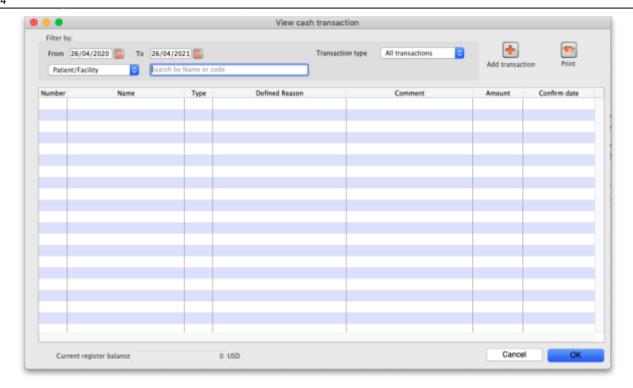
The **Cash Register** shows all movements of cash in and out, and the current cash balance. It can be used for managing cash reconciliation in a store.

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



Adding or removing cash

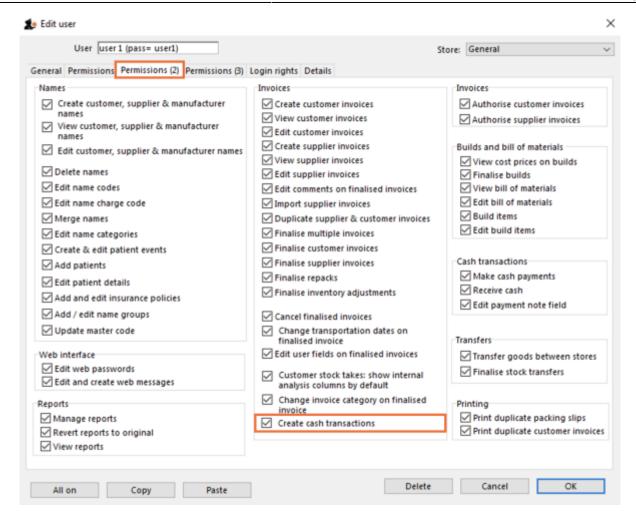
All transactions involving cash movement will be *automatically* added to the cash register. For example, receiving payments for prescriptions or making payments of supplier invoices.

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 **Cash Transactions** boxes to allow the user to perform manual cash in/out transactions.
- 3. Click **OK** until you return to the navigator screen.

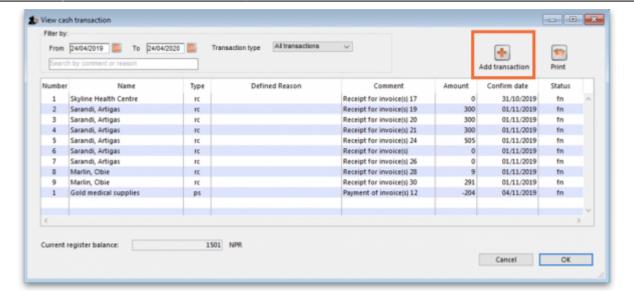
2025/10/18 04:18 3/8 11.04. Cash register



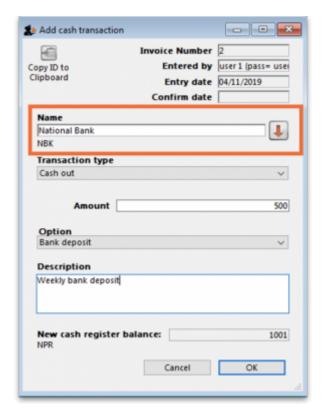
Manual cash in/out transactions

Once permissions are set:

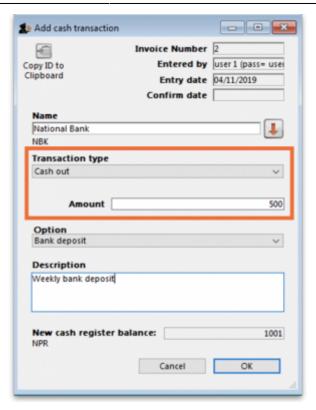
- 1. Click the **Special** tab in the navigator.
- 2. Click the **Cash Register** button.
- 3. Click the **Add transaction** button. Note: If the user does not have permission to make cash register transactions, an error message will appear and they will not be able to proceed.



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



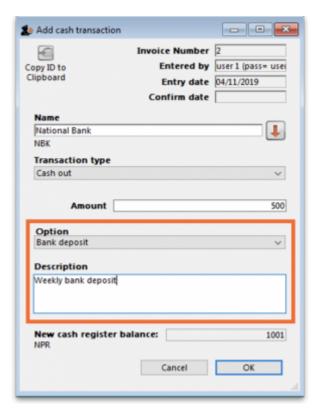
- 5. Select the **Transaction Type** from the dropdown list: **Cash out** (remove) or **Cash in** (add).
- 6. Enter the **Amount** of cash being removed or added.



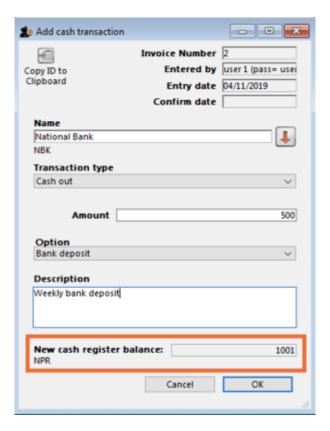
7. If you are making a cash out transaction and the **Option** dropdown list is activated, you must select a reason for removing cash. You may also add a **Description** to give further details of the transaction.



You can set a list of standard **Options** for the user to select from when removing cash from the register.



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

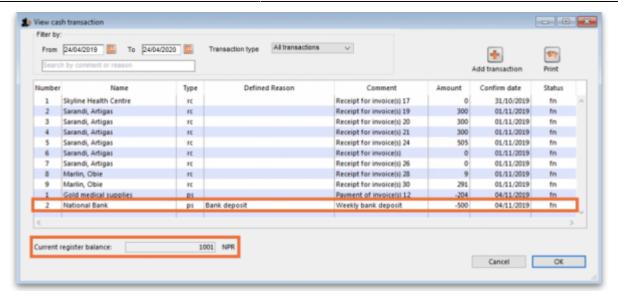


9. Click **OK**, then click **Save & Close** to finalise the transaction. Once finalised, the transaction can no longer be edited.



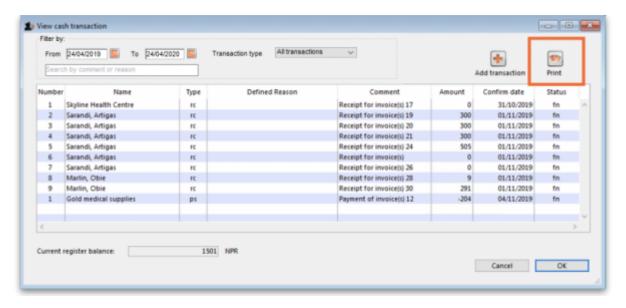
10. The new transaction will now appear in your cash register and the **Current register balance** will be updated.

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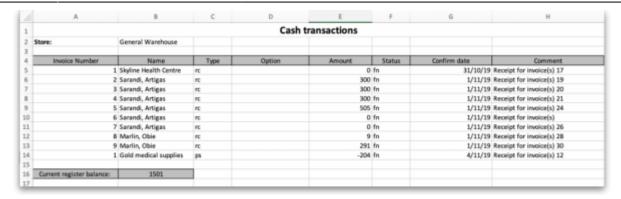


Printing a cash register summary

- 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.



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