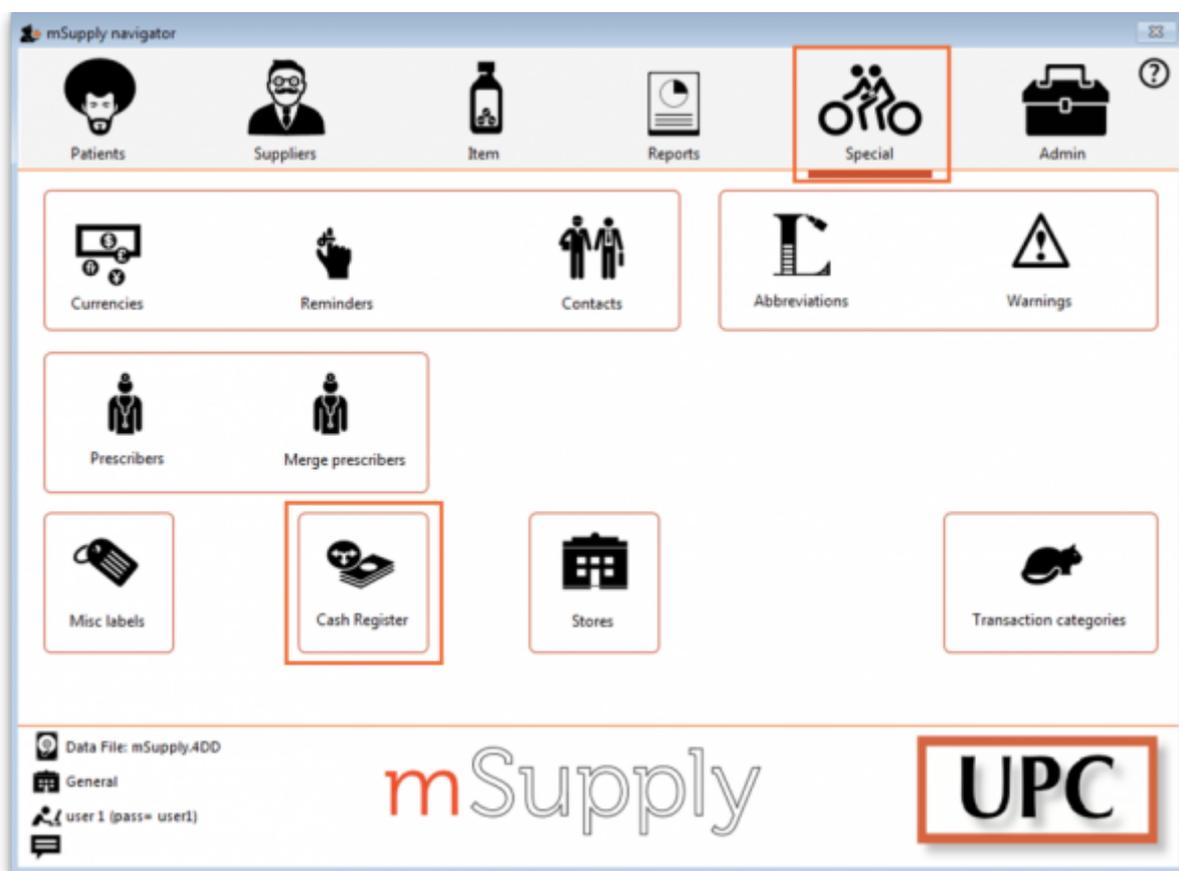


## 10.04. Cash register

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.

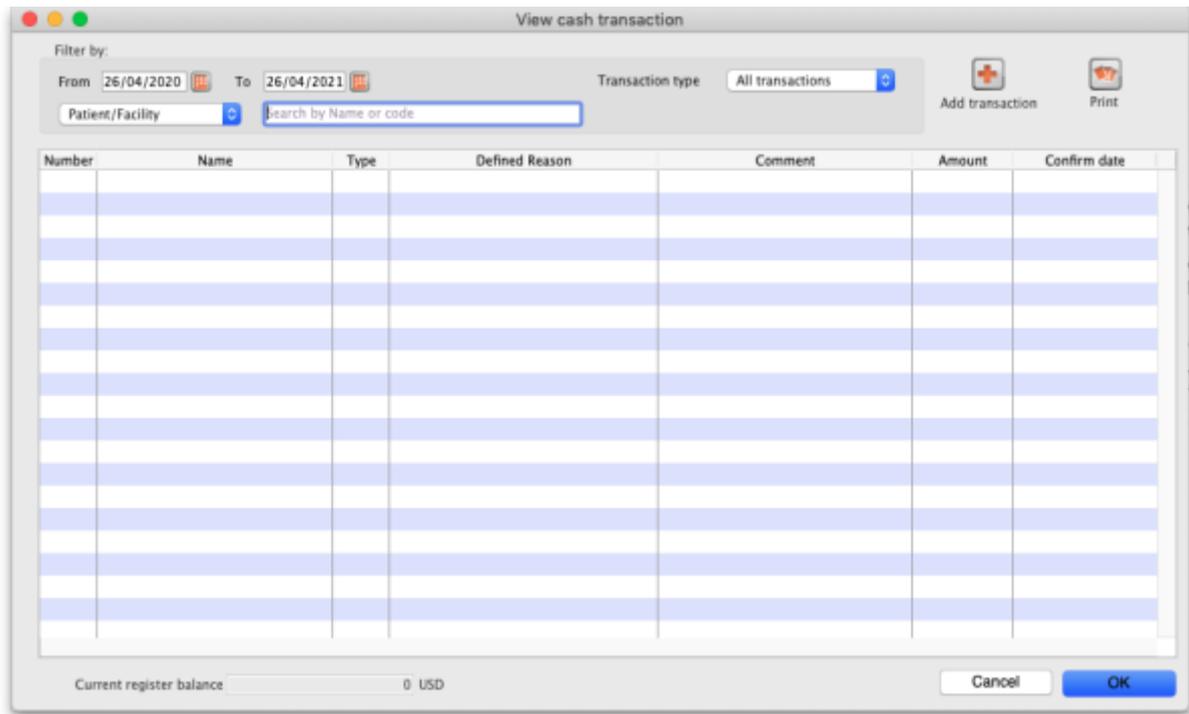
### Viewing the cash register

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



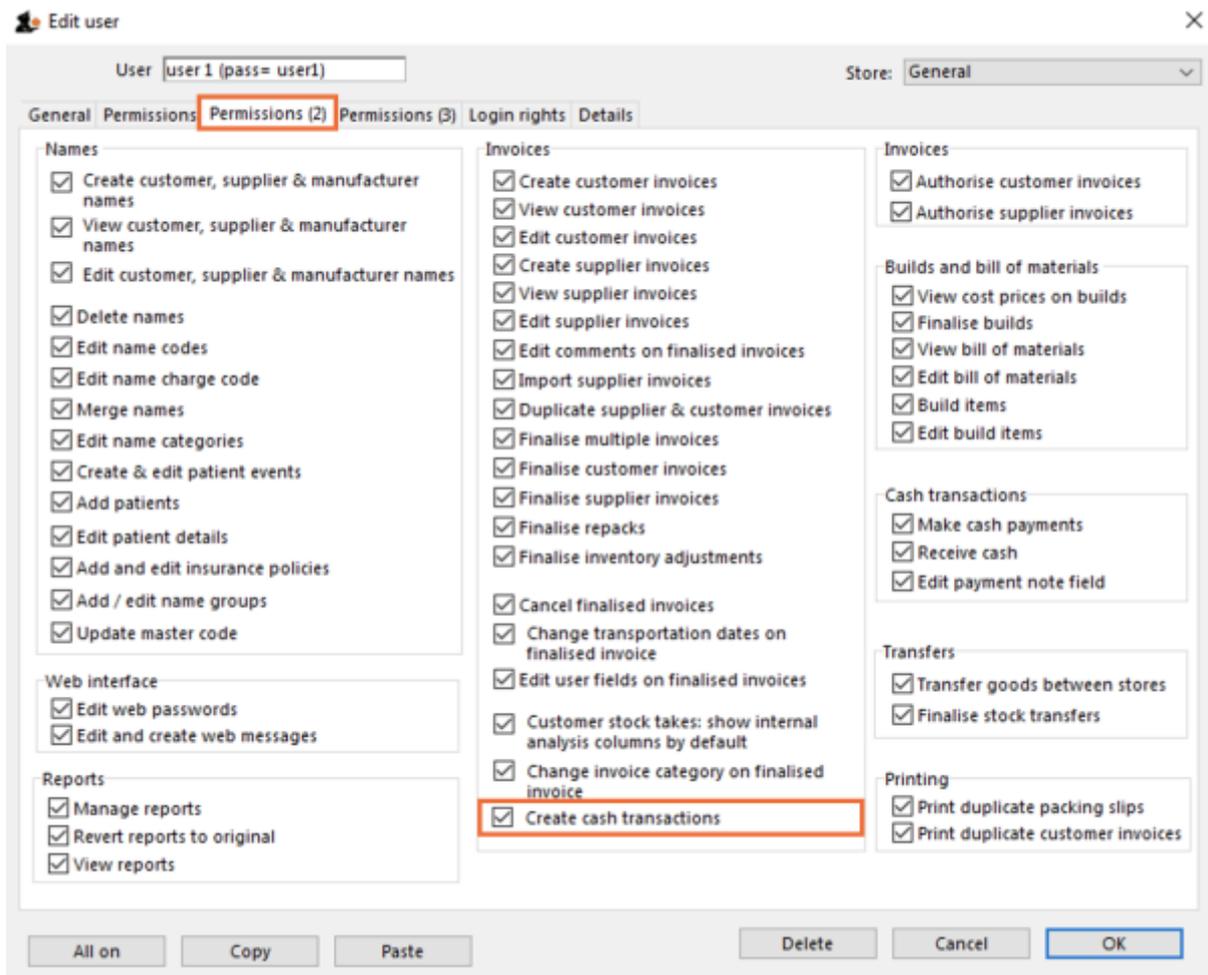
## Adding or removing cash

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

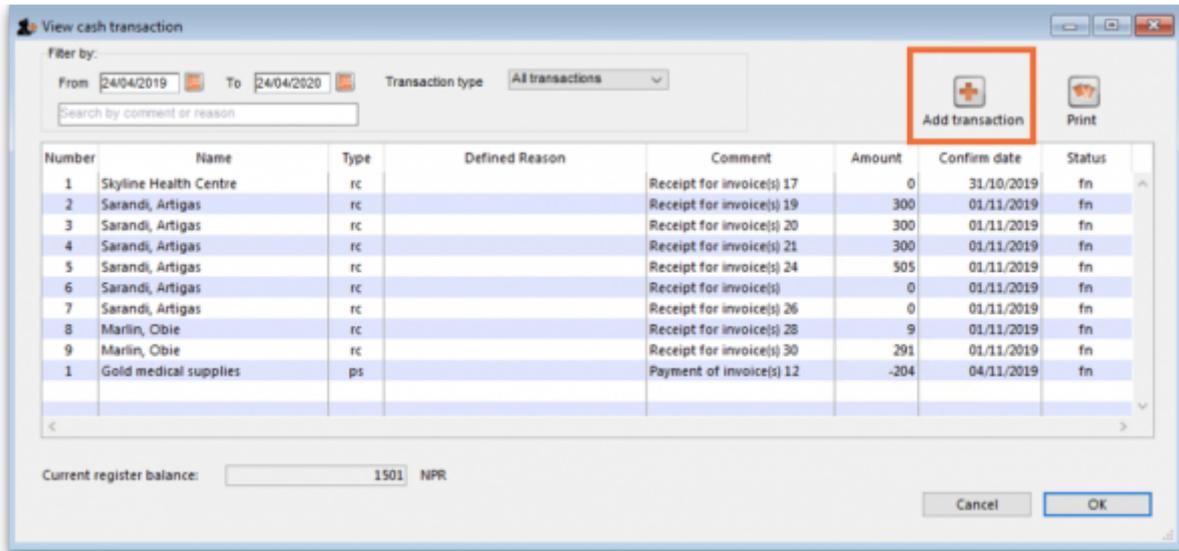
1. Go to **Admin > Edit Users** > double click user name.
2. In the **Permissions (2)** tab, check the **Create cash transactions** box to allow the user to perform manual cash in/out transactions.
3. Click **OK** until you return to the navigator screen.



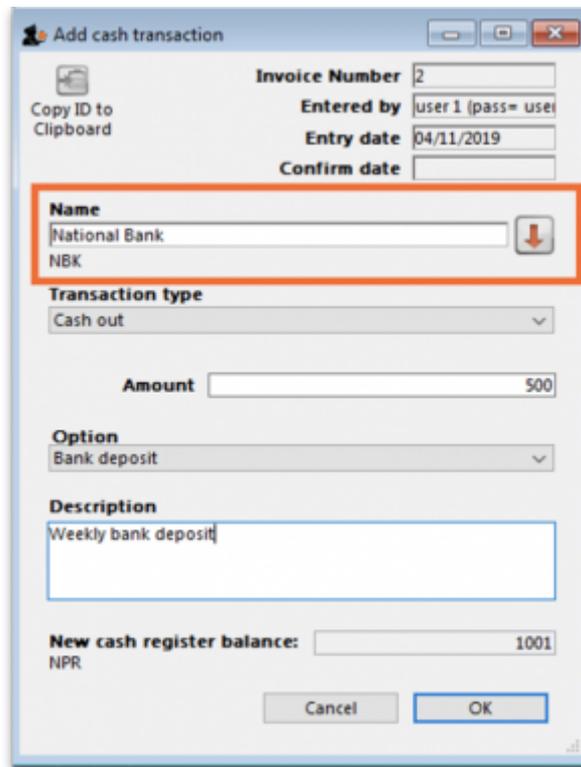
## Manual cash in/out transactions

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.

The screenshot shows a dialog box titled "Add cash transaction". It contains several fields: "Invoice Number" (2), "Entered by" (user 1 (pass= user)), "Entry date" (04/11/2019), and "Confirm date". Below these is a "Name" field with "National Bank" and "NBK" below it. A red box highlights the "Transaction type" dropdown menu, which is set to "Cash out", and the "Amount" field, which is set to "500". Below the highlighted area is an "Option" dropdown menu set to "Bank deposit" and a "Description" text box containing "Weekly bank deposit". At the bottom, there is a "New cash register balance:" field set to "1001" and "NPR". "Cancel" and "OK" buttons are at the bottom right.

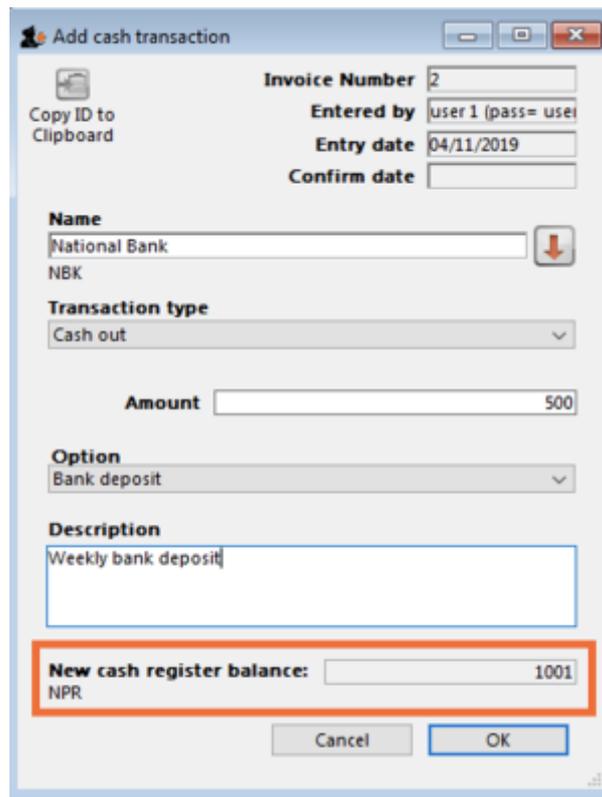
7. If you are making a cash out transaction and the **Option** dropdown list is activated, you must select a reason for removing cash. You may also add a **Description** to give further details of the transaction.



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

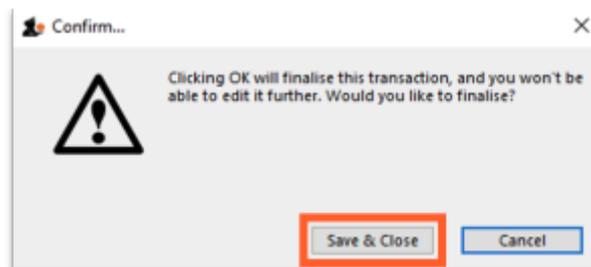
This screenshot is identical to the one above, but with a red box highlighting the "Option" dropdown menu (set to "Bank deposit") and the "Description" text box (containing "Weekly bank deposit").

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



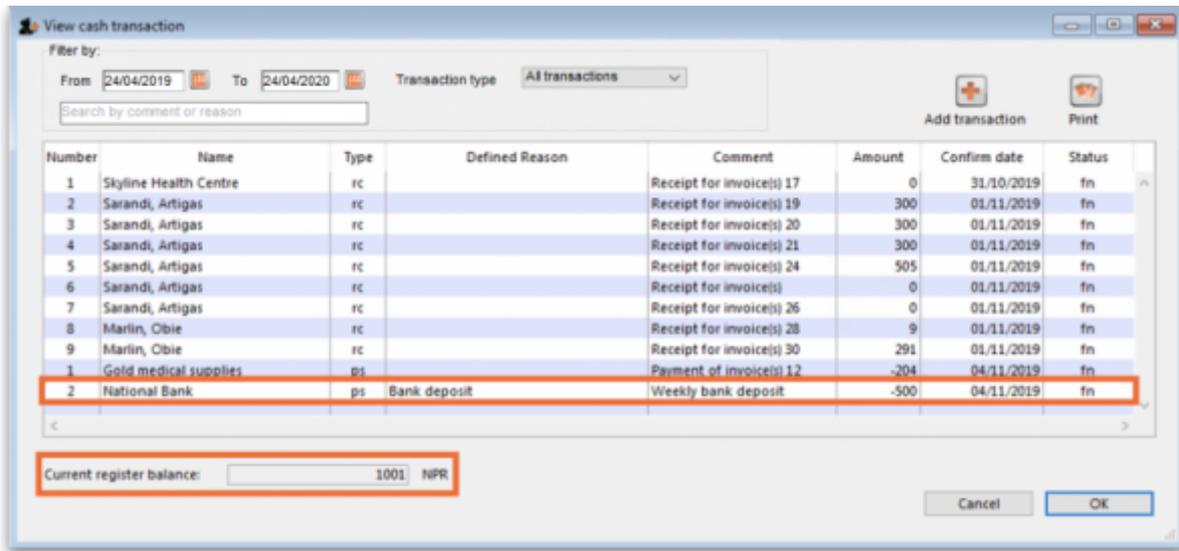
The screenshot shows a dialog box titled "Add cash transaction". It contains several fields: "Invoice Number" (2), "Entered by" (user 1 (pass= use)), "Entry date" (04/11/2019), and "Confirm date". Below these are "Name" (National Bank, NBK), "Transaction type" (Cash out), "Amount" (500), "Option" (Bank deposit), and "Description" (Weekly bank deposit). At the bottom, a field labeled "New cash register balance:" is highlighted with a red box and contains the value "1001" with "NPR" below it. "Cancel" and "OK" buttons are at the bottom right.

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



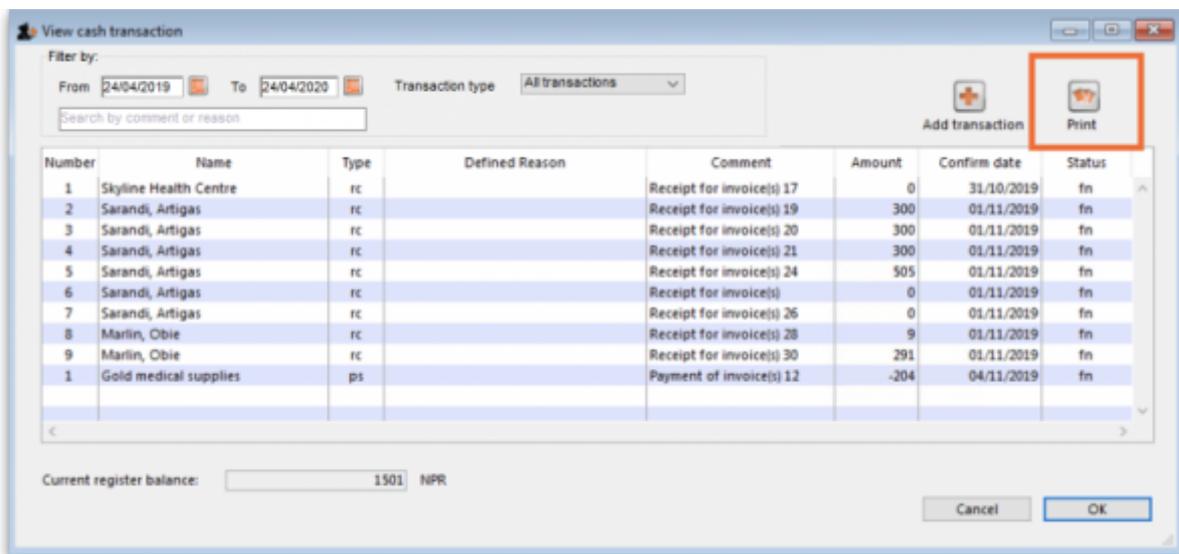
The screenshot shows a "Confirm..." dialog box with a warning icon (a triangle with an exclamation mark). The text inside reads: "Clicking OK will finalise this transaction, and you won't be able to edit it further. Would you like to finalise?". At the bottom, there are two buttons: "Save & Close" (highlighted with a red box) and "Cancel".

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



## 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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2019/11/04  
18:53

payments\_and\_receipts:cash\_register [https://docs.msupply.org.nz/payments\\_and\\_receipts:cash\\_register?rev=1572893607](https://docs.msupply.org.nz/payments_and_receipts:cash_register?rev=1572893607)

	A	B	C	D	E	F	G	H
1	<b>Cash transactions</b>							
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								

Previous: [10.03. Prescription payments and credits](#) | | Next: [11. Reports](#)

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