

## 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.

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 module or by receiving payments on a prescription and all those payments are connected 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 the 'Add cash transaction' dialog box. The 'Name' field is highlighted with a red box, showing a dropdown list with 'National Bank' and 'NBK'. Other fields include 'Invoice Number' (2), 'Entered by' (user 1), 'Entry date' (04/11/2019), 'Transaction type' (Cash out), 'Amount' (500), 'Option' (Bank deposit), and 'Description' (Weekly bank deposit). The 'New cash register balance' is 1001.

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:

The screenshot shows the 'Add cash transaction' dialog box. The 'Transaction type' dropdown is highlighted with a red box, showing 'Cash out'. Other fields include 'Name' (National Bank), 'Invoice Number' (2), 'Entered by' (user 1), 'Entry date' (04/11/2019), 'Amount' (500), 'Option' (Bank deposit), and 'Description' (Weekly bank deposit). The 'New cash register balance' is 1001.

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 shows 'National Bank' and 'NBK'. The 'Transaction type' is set to '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 cash refund. However, a patient credit is created equal to the amount of the payment and assigned to the patient. This means the patient is refunded in credit, not cash.

If you really wish to refund cash to the patient, you need to find the patient credit created for them, cancel it and then go to the [cash register](#) and enter a cash out transaction for the patient. This will appear as a “ps” type transaction in the register. It is a good idea to have a separate *Option (16.10. Options (standard reasons))* 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	<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								

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. The *Search by comment or reason* filter will remove any transactions from the selection that do not have a comment or reason that starts with what is typed into the field. In this way, you can report on any different selection of payments and receipts, including cancellations.

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