

## 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

Number	Name	Type	Defined Reason	Comment	Amount	Confirm date

Current register balance 0 USD

Cancel OK

## 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.

The screenshot shows the 'Edit user' dialog box with the 'Permissions (2)' tab selected. The 'User' field is set to 'user 1 (pass= user1)' and the 'Store' is set to 'General'. The 'Permissions (2)' tab is highlighted with a red box. The 'Create cash transactions' checkbox is also highlighted with a red box.

**User:** user 1 (pass= user1) **Store:** General

**Permissions (2)**

- Names**
  - ☒ Create customer, supplier & manufacturer names
  - ☒ View customer, supplier & manufacturer names
  - ☒ Edit customer, supplier & manufacturer names
  - ☒ Delete names
  - ☒ Edit name codes
  - ☒ Edit name charge code
  - ☒ Merge names
  - ☒ Edit name categories
  - ☒ Create & edit patient events
  - ☒ Add patients
  - ☒ Edit patient details
  - ☒ Add and edit insurance policies
  - ☒ Add / edit name groups
  - ☒ Update master code
- Web interface**
  - ☒ Edit web passwords
  - ☒ Edit and create web messages
- Reports**
  - ☒ Manage reports
  - ☒ Revert reports to original
  - ☒ View reports
- Invoices**
  - ☒ Create customer invoices
  - ☒ View customer invoices
  - ☒ Edit customer invoices
  - ☒ Create supplier invoices
  - ☒ View supplier invoices
  - ☒ Edit supplier invoices
  - ☒ Edit comments on finalised invoices
  - ☒ Import supplier invoices
  - ☒ Duplicate supplier & customer invoices
  - ☒ Finalise multiple invoices
  - ☒ Finalise customer invoices
  - ☒ Finalise supplier invoices
  - ☒ Finalise repacks
  - ☒ Finalise inventory adjustments
  - ☒ Cancel finalised invoices
  - ☒ Change transportation dates on finalised invoice
  - ☒ Edit user fields on finalised invoices
  - ☒ Customer stock takes: show internal analysis columns by default
  - ☒ Change invoice category on finalised invoice
  - ☒ **Create cash transactions**
- Invoices**
  - ☒ Authorise customer invoices
  - ☒ Authorise supplier invoices
- Builds and bill of materials**
  - ☒ View cost prices on builds
  - ☒ Finalise builds
  - ☒ View bill of materials
  - ☒ Edit bill of materials
  - ☒ Build items
  - ☒ Edit build items
- Cash transactions**
  - ☒ Make cash payments
  - ☒ Receive cash
  - ☒ Edit payment note field
- Transfers**
  - ☒ Transfer goods between stores
  - ☒ Finalise stock transfers
- Printing**
  - ☒ Print duplicate packing slips
  - ☒ Print duplicate customer invoices

**Buttons:** All on, Copy, Paste, Delete, Cancel, OK

## 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.

View cash transaction

Filter by:

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

Search by comment or reason

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

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

Add cash transaction

Copy ID to Clipboard

Invoice Number: 2

Entered by: user 1 (pass= user)

Entry date: 04/11/2019

Confirm date:

**Name**: National Bank  
NBK

**Transaction type**: Cash out

**Amount**: 500

**Option**: Bank deposit

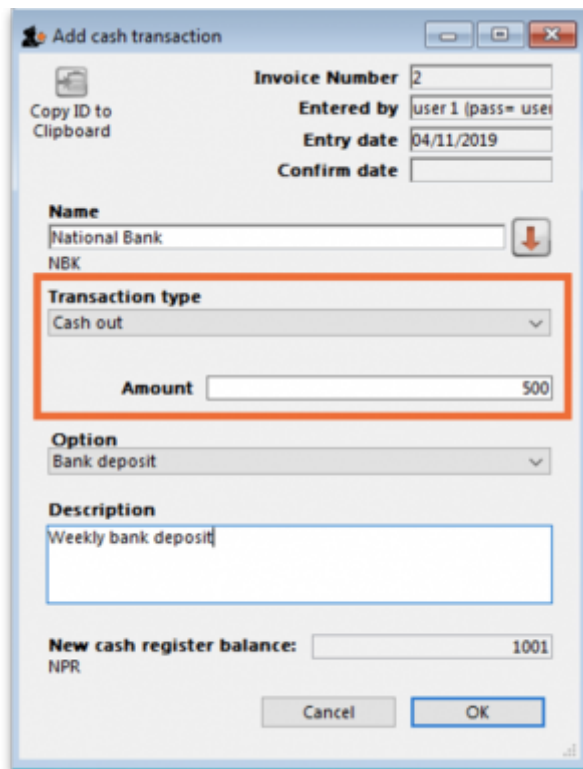
**Description**: Weekly bank deposit

**New cash register balance**: 1001 NPR

Cancel OK

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.



**Add cash transaction**

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Invoice Number: 2

Entered by: user 1 (pass= user)

Entry date: 04/11/2019

Confirm date:

Name: National Bank  
NBK

**Transaction type**: Cash out

Amount: 500

**Option**: Bank deposit

**Description**: Weekly bank deposit

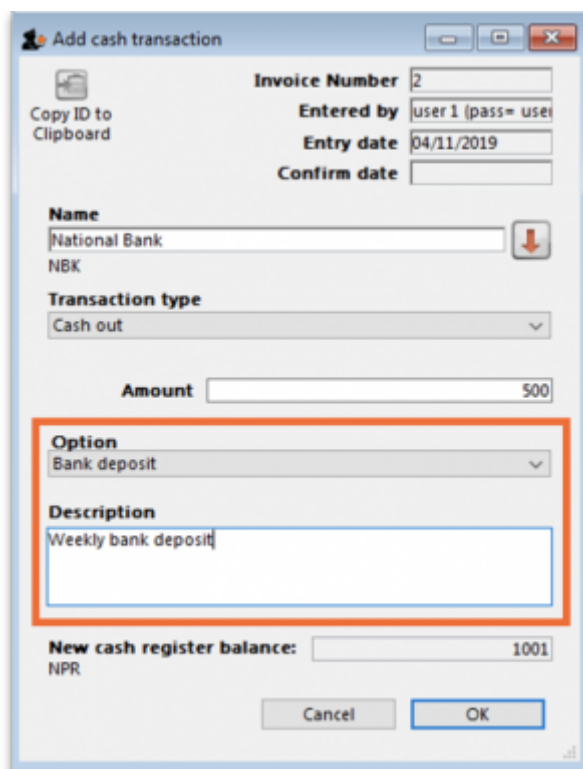
**New cash register balance**: 1001  
NPR

Cancel OK

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.



**Add cash transaction**

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Invoice Number: 2

Entered by: user 1 (pass= user)

Entry date: 04/11/2019

Confirm date:

Name: National Bank  
NBK

**Transaction type**: Cash out

Amount: 500

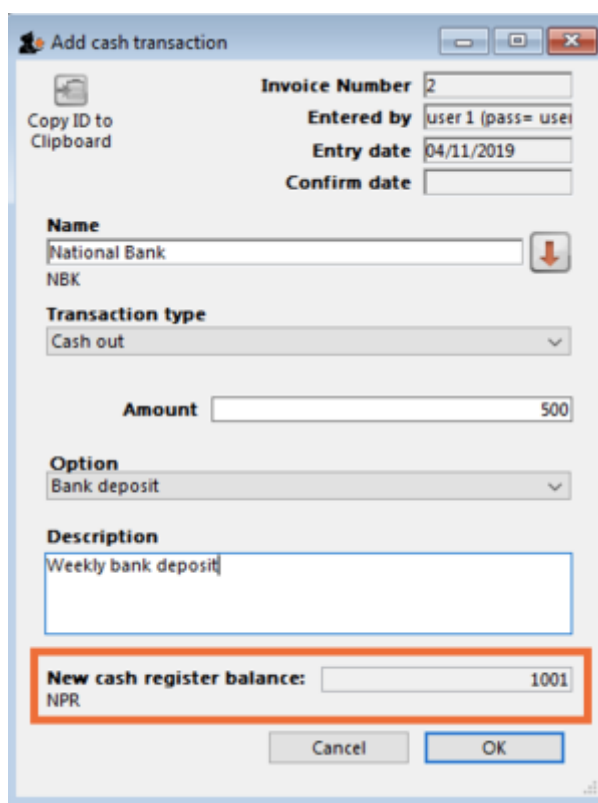
**Option**: Bank deposit

**Description**: Weekly bank deposit

**New cash register balance**: 1001  
NPR

Cancel OK

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



Copy ID to Clipboard

Invoice Number 2

Entered by user 1 (pass= use)

Entry date 04/11/2019

Confirm date

Name National Bank  
NBK

Transaction type Cash out

Amount 500

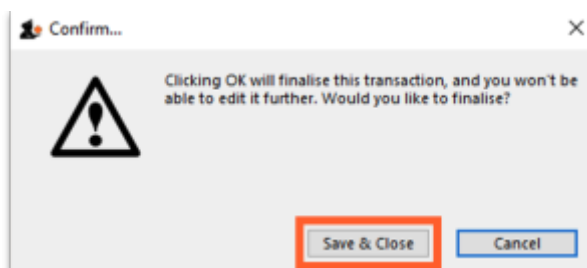
Option Bank deposit

Description Weekly bank deposit

**New cash register balance:** 1001  
NPR

Cancel OK

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

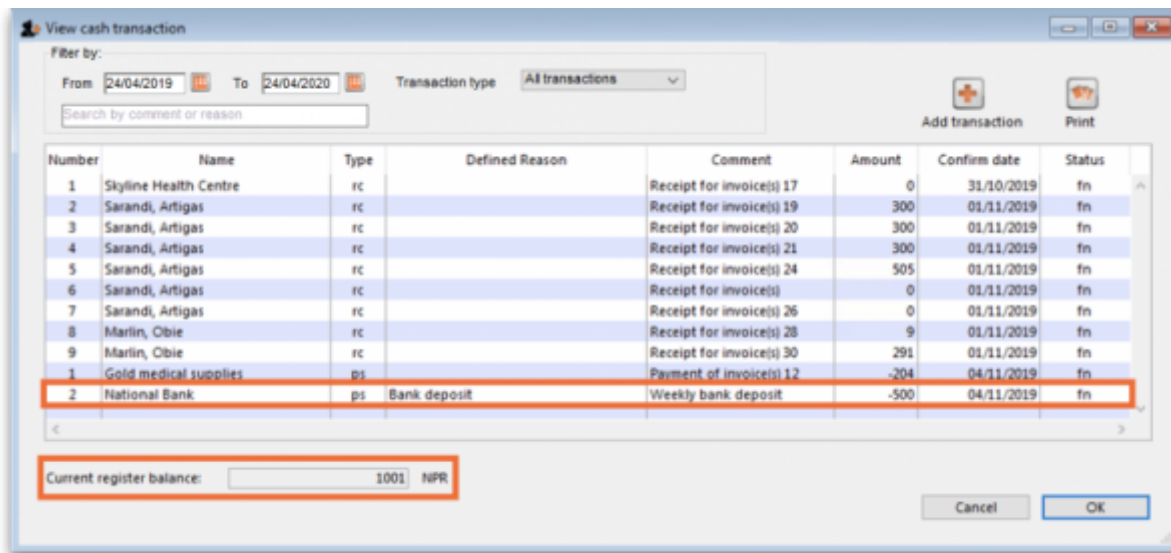


Confirm...

Clicking OK will finalise this transaction, and you won't be able to edit it further. Would you like to finalise?

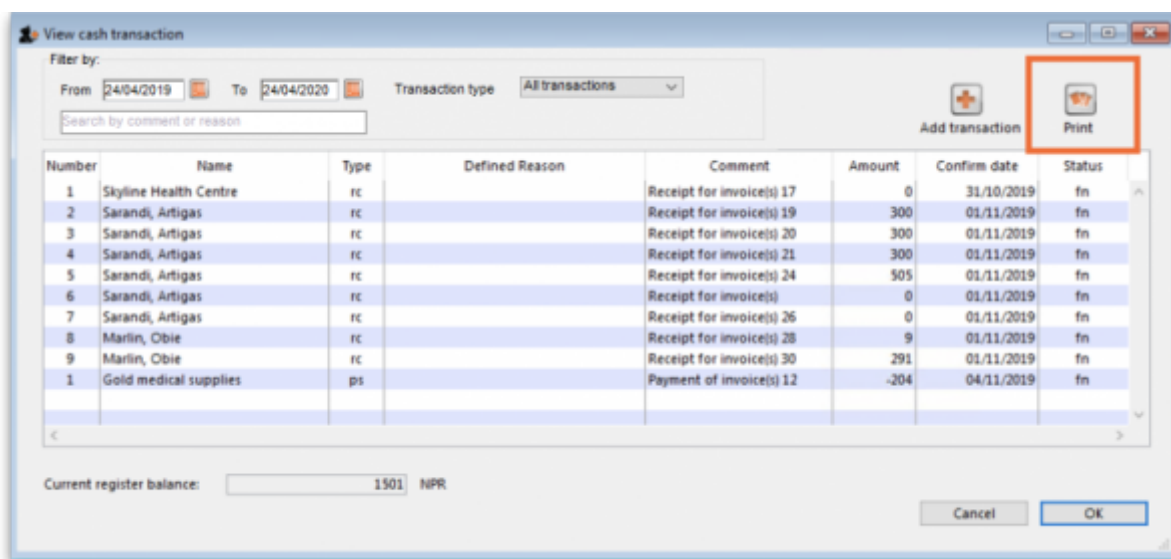
Save & Close Cancel

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.

Last update:  
2019/11/04  
14:44

payments\_and\_receipts:cash\_register [https://docs.msupply.org.nz/payments\\_and\\_receipts:cash\\_register?rev=1572878693](https://docs.msupply.org.nz/payments_and_receipts:cash_register?rev=1572878693)

	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								

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