

## 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](#) 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:

| Number | Name | Type | Defined Reason | Comment | Amount | Confirm date |
|--------|------|------|----------------|---------|--------|--------------|
|--------|------|------|----------------|---------|--------|--------------|

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.

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 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.

The screenshot shows the 'Edit user' window with the 'Permissions (2)' tab active. The 'Create cash transactions' checkbox is checked and highlighted. The window also shows other permission categories like 'Names', 'Web interface', 'Reports', 'Invoices', 'Builds and bill of materials', 'Cash transactions', 'Transfers', and 'Printing'.

## 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**

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

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**

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

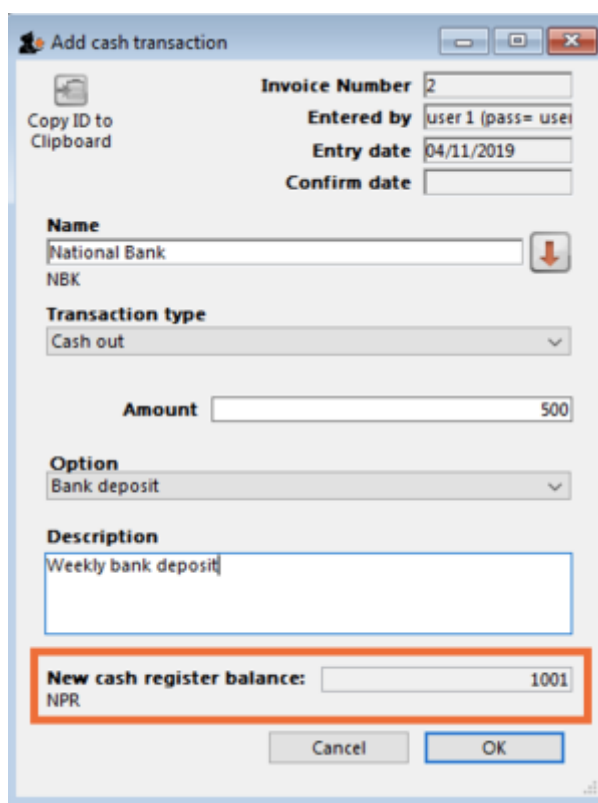
**Option**: Bank deposit

**Description**: Weekly bank deposit

**New cash register balance**: 1001  
NPR

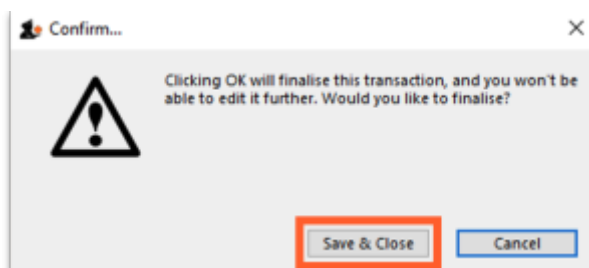
Cancel OK

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



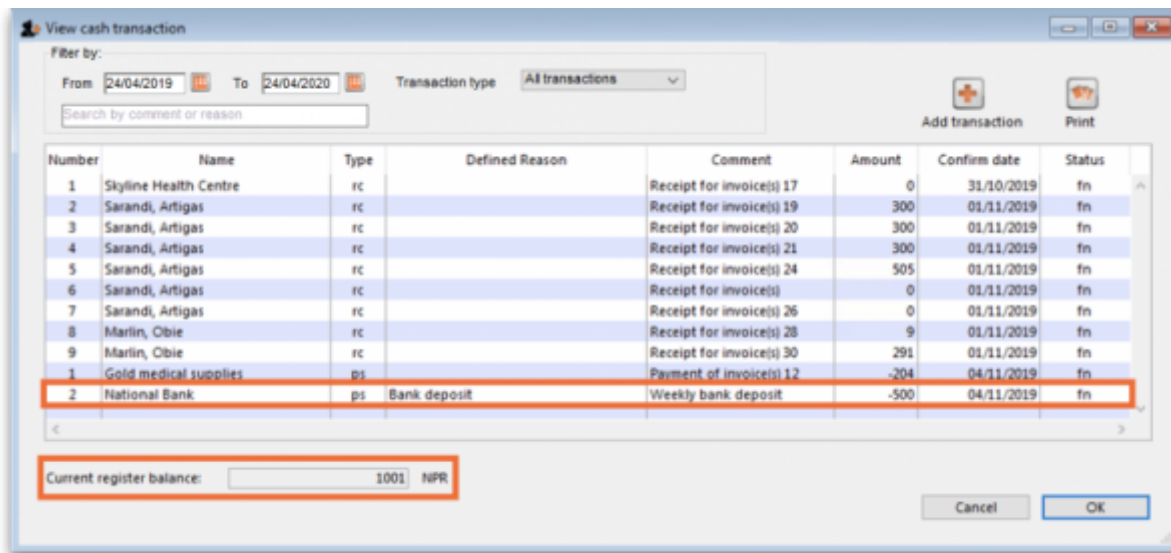
The screenshot shows a window titled "Add cash transaction". It has several input fields: "Invoice Number" with value 2, "Entered by" with value user 1 (pass= use), "Entry date" with value 04/11/2019, and "Confirm date". Below these is a "Name" field with "National Bank" and a dropdown arrow. Under "Name"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

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



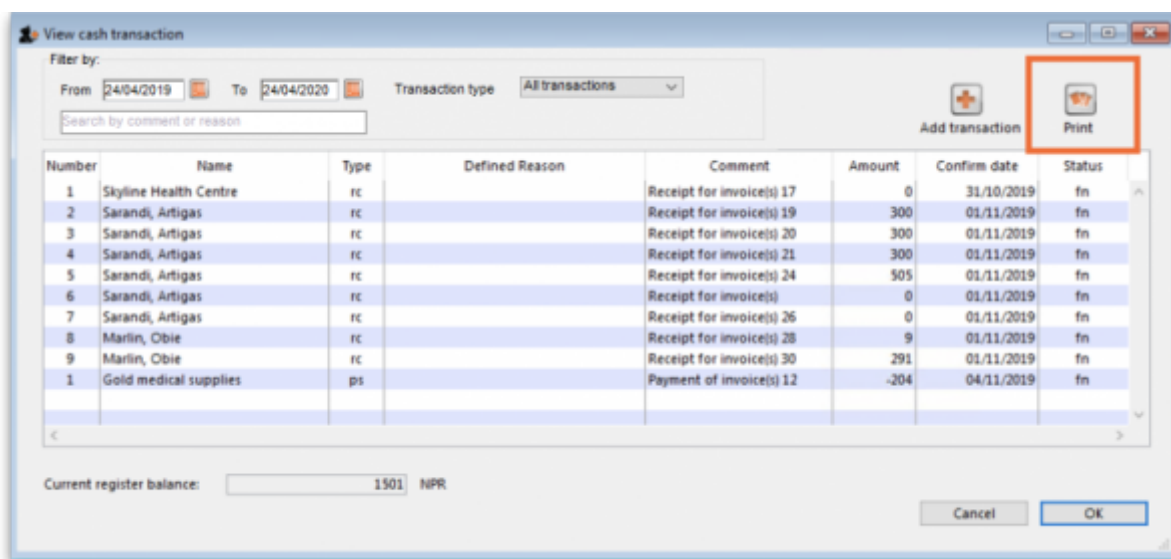
The screenshot shows a "Confirm..." dialog box with a warning icon (a triangle with an exclamation mark). The text inside says: "Clicking OK will finalise this transaction, and you won't be able to edit it further. Would you like to finalise?". At the bottom, there are two buttons: "Save & Close" and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

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



## Printing a cash transaction report

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:  
2020/04/24  
14:40

payments\_and\_receipts:cash\_register [https://docs.msupply.org.nz/payments\\_and\\_receipts:cash\\_register?rev=1587739215](https://docs.msupply.org.nz/payments_and_receipts:cash_register?rev=1587739215)

|    | 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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