

# 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.

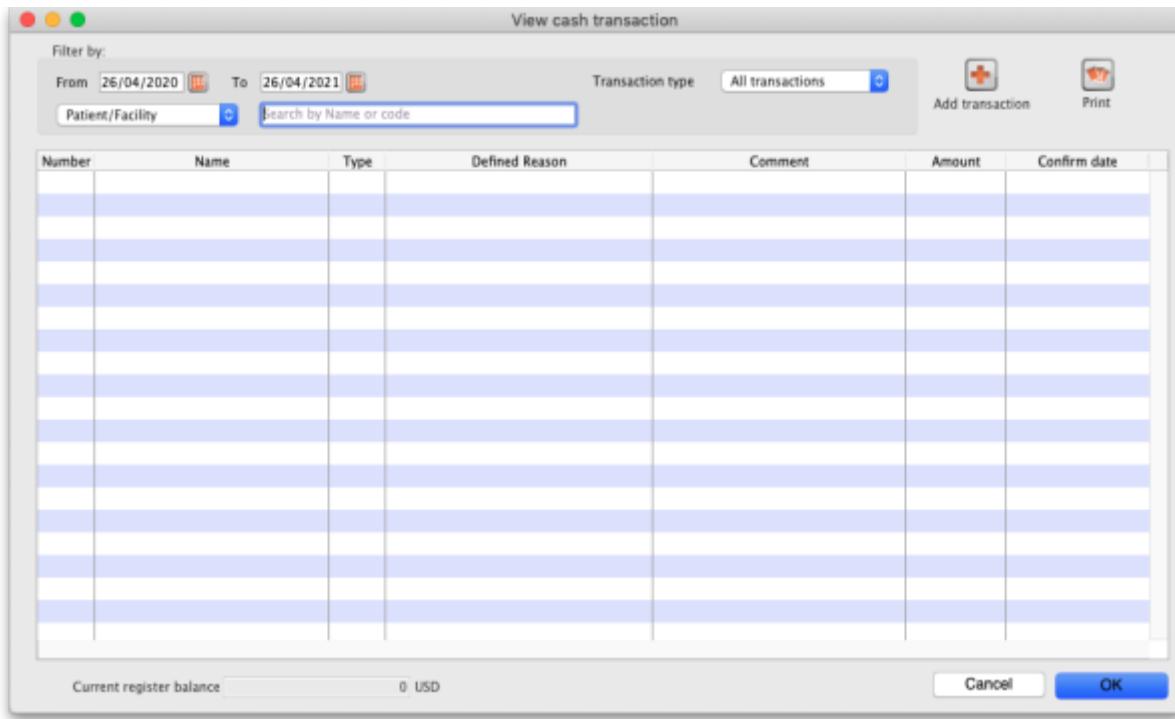
Any payments made in the [customer receipts module](#) or made on a prescription will also be shown here. Those payments differ to those made in this module in that they are attached to a transaction (customer invoice or prescription). Any payments made in this module are not attached to any other transactions.

## 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.

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

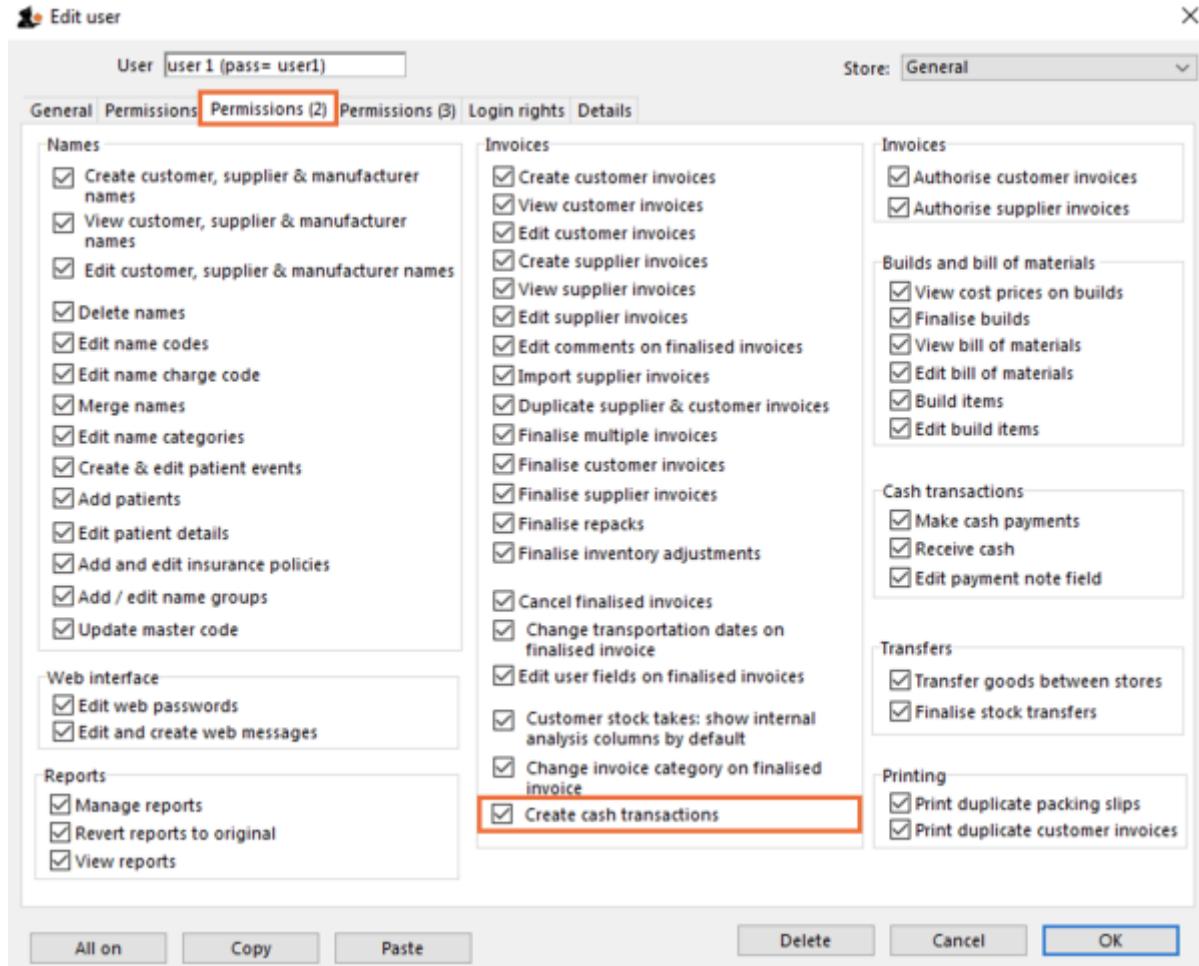
## Adding or removing cash

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.



## 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) 25	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

Add transaction Print

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

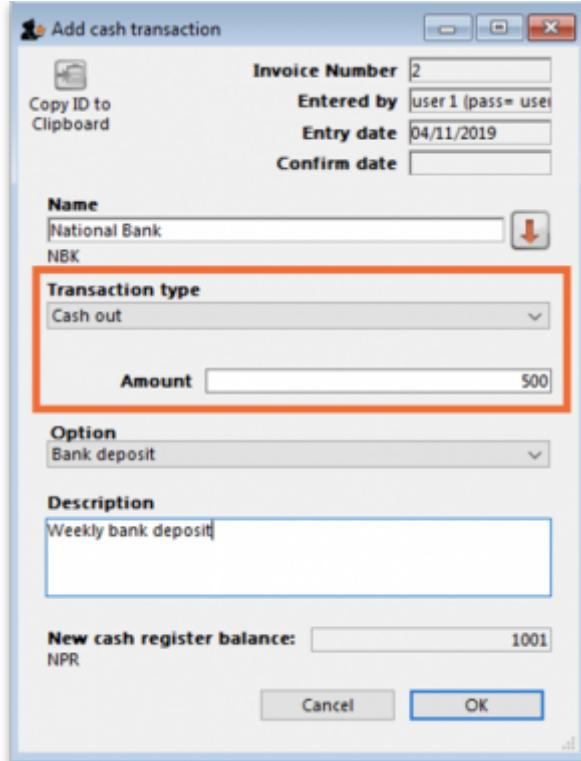
**Description**  
Weekly bank deposit

New cash register balance: 1001 NPR

Cancel OK

5. Select the **Transaction Type** from the dropdown list: **Cash out** (remove) or **Cash in** (add).

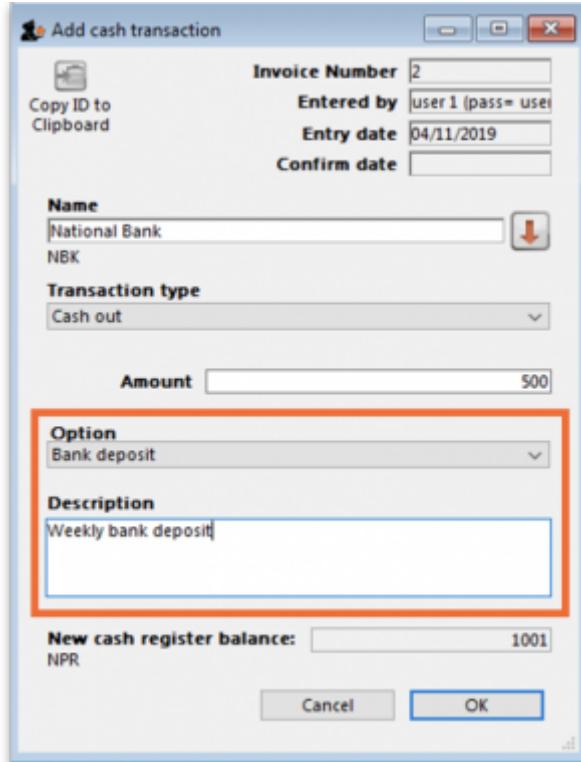
6. Enter the **Amount** of cash being removed or added.



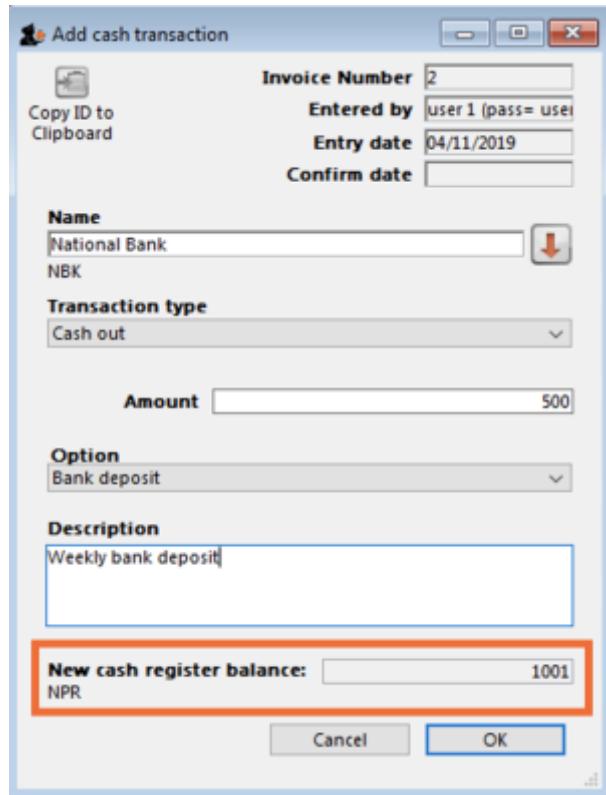
7. If you are making a cash out transaction and the **Option** dropdown list is activated, you must select a reason for removing cash. You may also add a **Description** to give further details of the transaction.



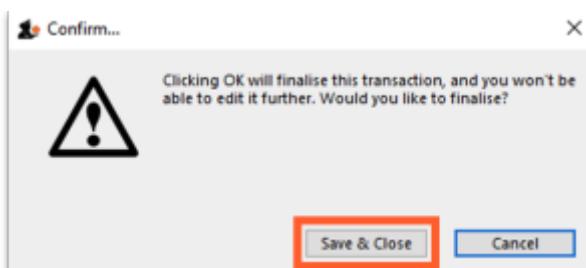
You can set a list of standard **Options** for the user to select from when removing cash from the register.



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.

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) 25	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 NPL

Add transaction Print

Cancel OK

## Printing a cash transaction report

1. Click the **Special** tab in the navigator.
2. Click the **Cash Register** button.
3. 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

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
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5	Sarandi, Artigas	rc		Receipt for invoice(s) 24	505	01/11/2019	fn
6	Sarandi, Artigas	rc		Receipt for invoice(s) 25	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 NPL

Add transaction Print

Cancel OK

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

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)

14:40

A	B	C	D	E	F	G	H
Cash transactions							
Store:	General Warehouse						
Invoice Number	Name	Type	Option	Amount	Status	Confirm date	Comment
1	Skyline Health Centre	rc		0 fn		31/10/19	Receipt for invoice(s) 17
2	Sarandi, Artigas	rc		300 fn		1/11/19	Receipt for invoice(s) 19
3	Sarandi, Artigas	rc		300 fn		1/11/19	Receipt for invoice(s) 20
4	Sarandi, Artigas	rc		300 fn		1/11/19	Receipt for invoice(s) 21
5	Sarandi, Artigas	rc		505 fn		1/11/19	Receipt for invoice(s) 24
6	Sarandi, Artigas	rc		0 fn		1/11/19	Receipt for invoice(s)
7	Sarandi, Artigas	rc		0 fn		1/11/19	Receipt for invoice(s) 26
8	Marlin, Obie	rc		9 fn		1/11/19	Receipt for invoice(s) 28
9	Marlin, Obie	rc		291 fn		1/11/19	Receipt for invoice(s) 30
10	1 Gold medical supplies	ps		-204 fn		4/11/19	Receipt for invoice(s) 12
11							
12							
13							
14							
15							
16	Current register balance:	1501					
17							

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