

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:

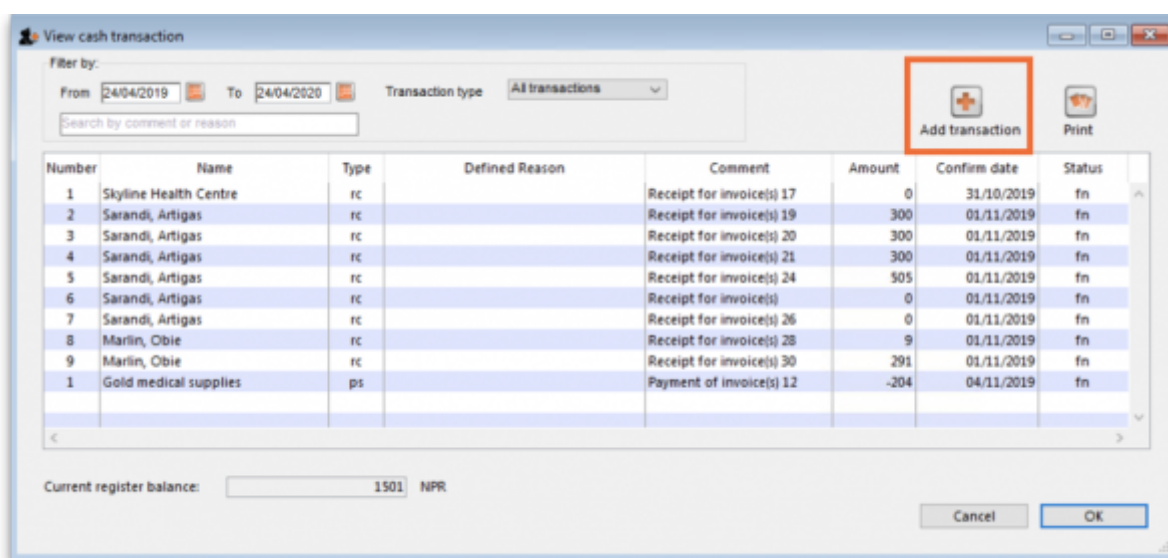
You can set permissions to allow users to manually add **cash in** or take **cash out** from the cash register.

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:

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

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:

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

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).

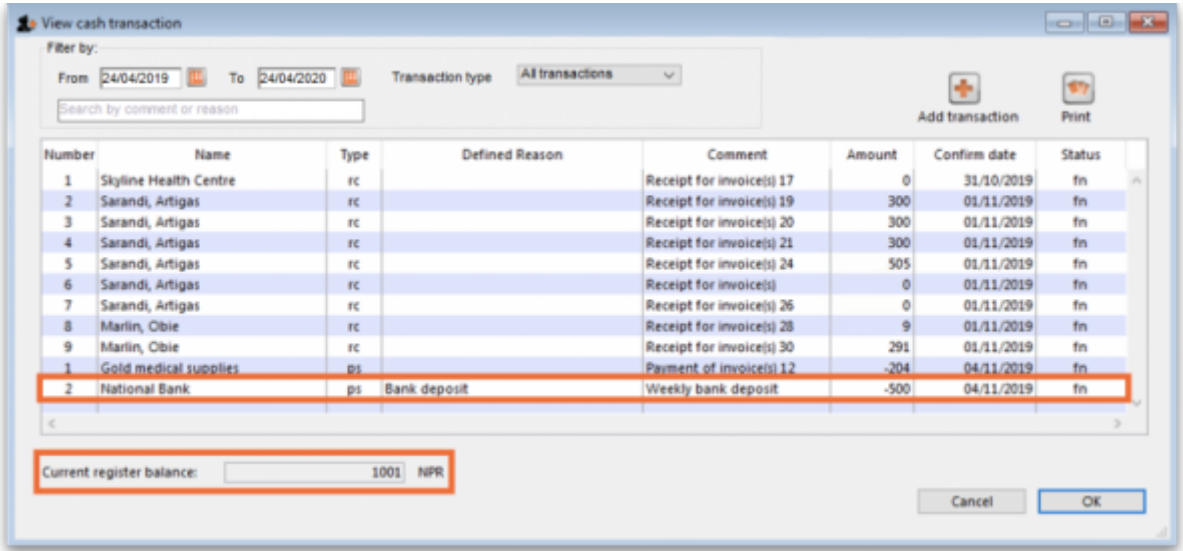
The screenshot shows the 'Add cash transaction' dialog box. It contains fields for 'Invoice Number' (2), 'Entered by' (user 1), 'Entry date' (04/11/2019), and 'Confirm date'. There is a 'Copy ID to Clipboard' button. The 'Name' field is 'National Bank' with a dropdown arrow. The 'Transaction type' is '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.



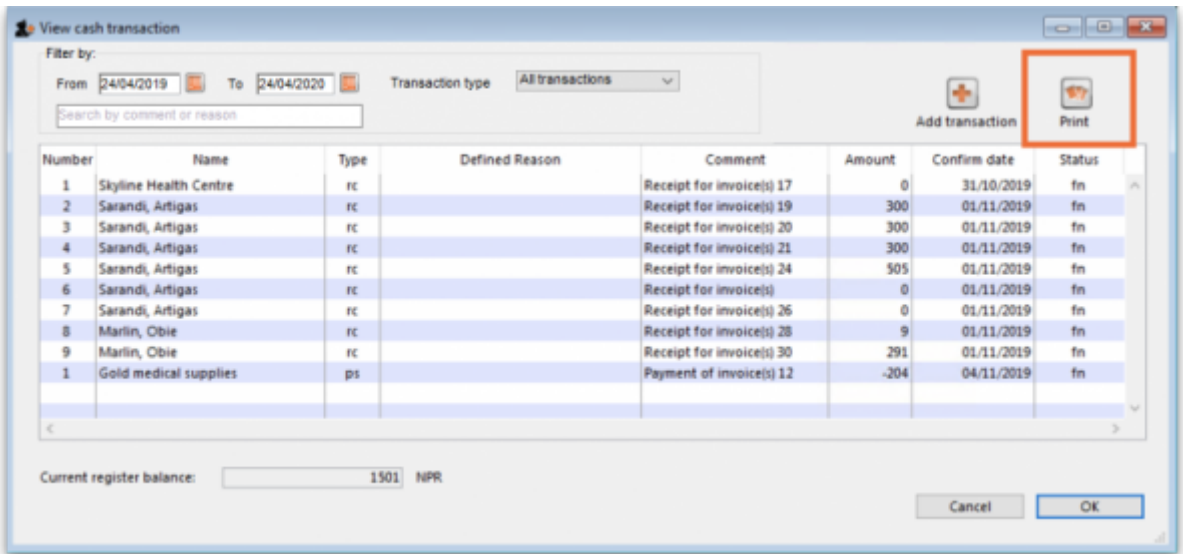
Cancellations for prescription payments

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 refund. The correct way to cancel a payment made against a cancelled prescription is to manually enter a cash out transaction for the patient in the cash register if you give them money back. 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:



- 2. An Excel spreadsheet will open containing the list of transactions shown in the table:

	A	B	C	D	E	F	G	H
1	Cash transactions							
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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