



# User Guide - mSupply Mobile

## The Cash Register

This feature is **off by default**. Most users will not be handling cash and can skip this section. To enable the functionality, see the documentation [here](#)

## The Cash Transaction List

- Clicking the “Cash register” register button shows all receipts and payments
- Your stores current cash balance is shown in the top left.

Cash Register							
Current balance				New Transaction			
INVOICE NUMBER	PATIENT	TYPE	REASON	COMMENT	TOTAL	CONFIRM DATE	STATUS
915		receipt	N/A				Finalised
921		receipt	N/A				Finalised
923		receipt	N/A				Finalised
924		payment					Finalised

- Tapping the **New Transaction** button brings up a dialog to create either a CASH IN (receipt) or CASH OUT (payment) transaction

## Cash-In Transactions

Current balance - \$ 0.00

Create new cash transaction

New Transaction X

Cash In Cash out

Choose a name ✓

Enter the amount ✎

N/A

Enter a description ✎

Confirm

- You must complete each step to proceed
- First select the Choose a Name button and select a name from the list

Current balance -8.50

### Create new cash transaction

New Transaction X

Cash In Cash out

Choose a name ▼

Enter the amount ✎

N/A

Enter a description ✎

Confirm

- ANCIENNE, NON STABLE
- ANCIEN, NON STABLE
- ANCIENNE, NON STABLE

- Then press the **Enter The Amount** button and enter the amount

Current balance -8.50

### Create new cash transaction

New Transaction X

Cash In Cash out

ANCIEN, NON STABLE ▼

Enter the amount ✎

N/A

Enter a description ✎

Confirm

10.00

Confirm

- Once confirmed, you can then create the cash receipt transaction.
- Optionally, you can enter a description for this receipt.

Current balance: -8.80

Create new cash transaction

New Transaction X

Cash InCash out

ANCIEN, NON STABLE

10.00

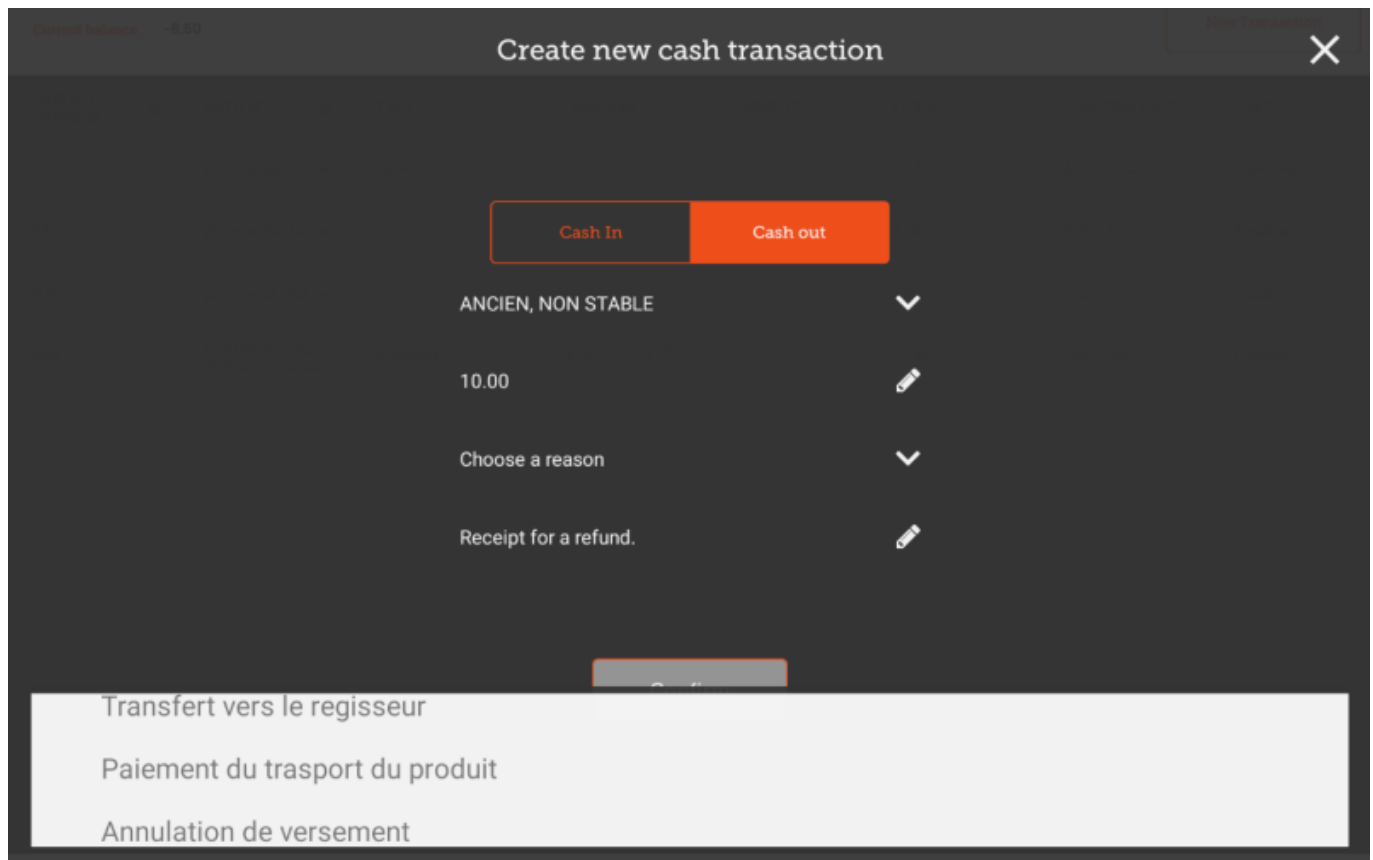
N/A

Receipt for a refund.

Confirm

## Cash Out Transactions

Creating a **CASH OUT** transaction is the same process, except that you must provide a reason for the transaction. Select the Choose a reason button, and select a reason from the list



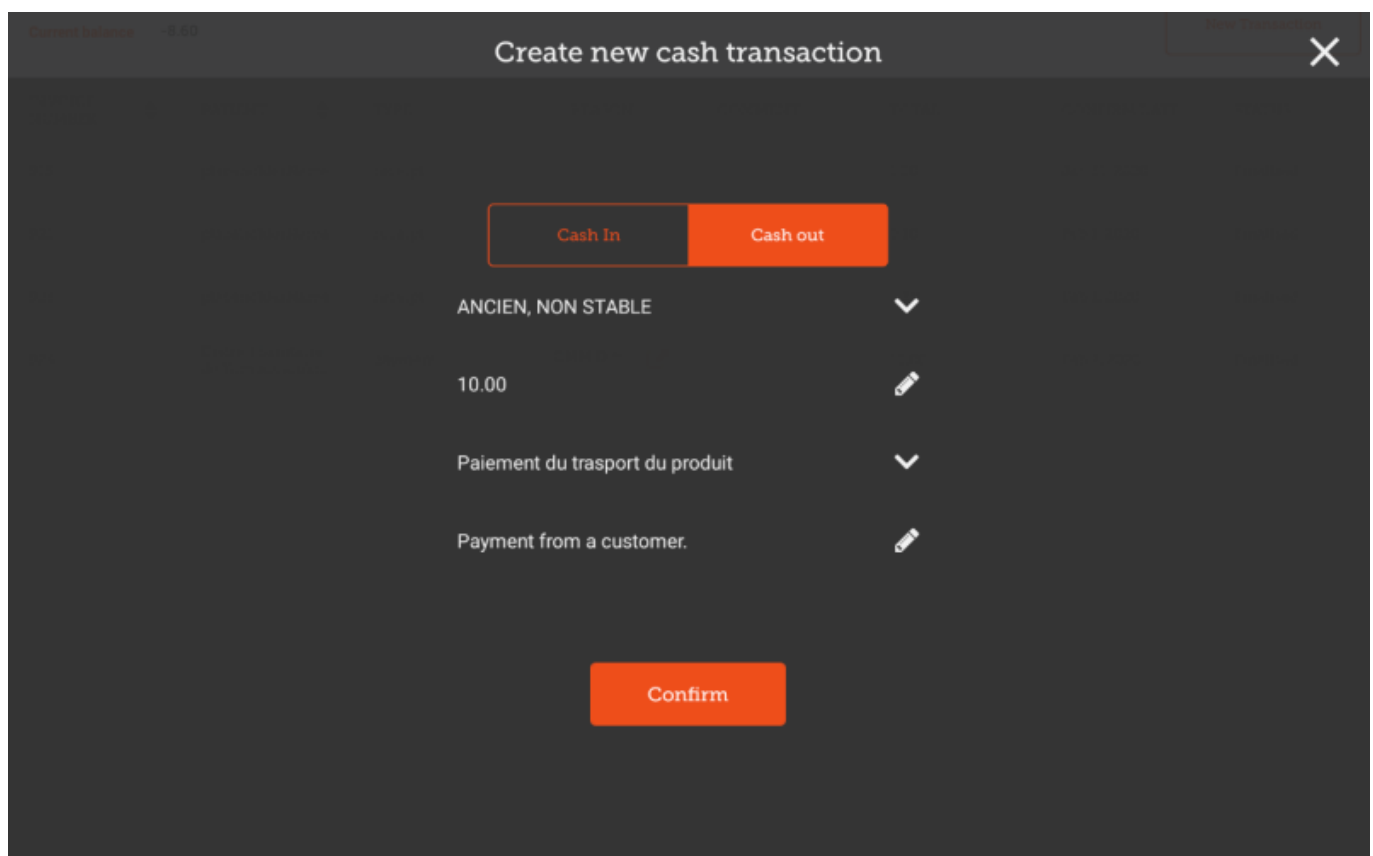
The screenshot shows the 'Create new cash transaction' form. At the top left, 'Current balance' is -8.60. The title 'Create new cash transaction' is centered at the top. On the right, there is a 'New Transaction' button with a close icon. Below the title, there are two buttons: 'Cash In' and 'Cash out'. The 'Cash out' button is highlighted in orange. Below these buttons, there are four rows of input fields, each with a dropdown arrow on the right:

- Row 1: 'ANCIEN, NON STABLE' with a dropdown arrow.
- Row 2: '10.00' with a dropdown arrow.
- Row 3: 'Choose a reason' with a dropdown arrow.
- Row 4: 'Receipt for a refund.' with a dropdown arrow.

A dropdown menu is open below the 'Choose a reason' field, showing three options:

- Transfert vers le regisseur
- Paielement du trasport du produit
- Annulation de versement

- Once you have selected a reason, you are able to create and save this transaction



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- Row 1: 'ANCIEN, NON STABLE' with a dropdown arrow.
- Row 2: '10.00' with a dropdown arrow.
- Row 3: 'Paielement du trasport du produit' with a dropdown arrow.
- Row 4: 'Payment from a customer.' with a dropdown arrow.

At the bottom center, there is an orange 'Confirm' button.

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