



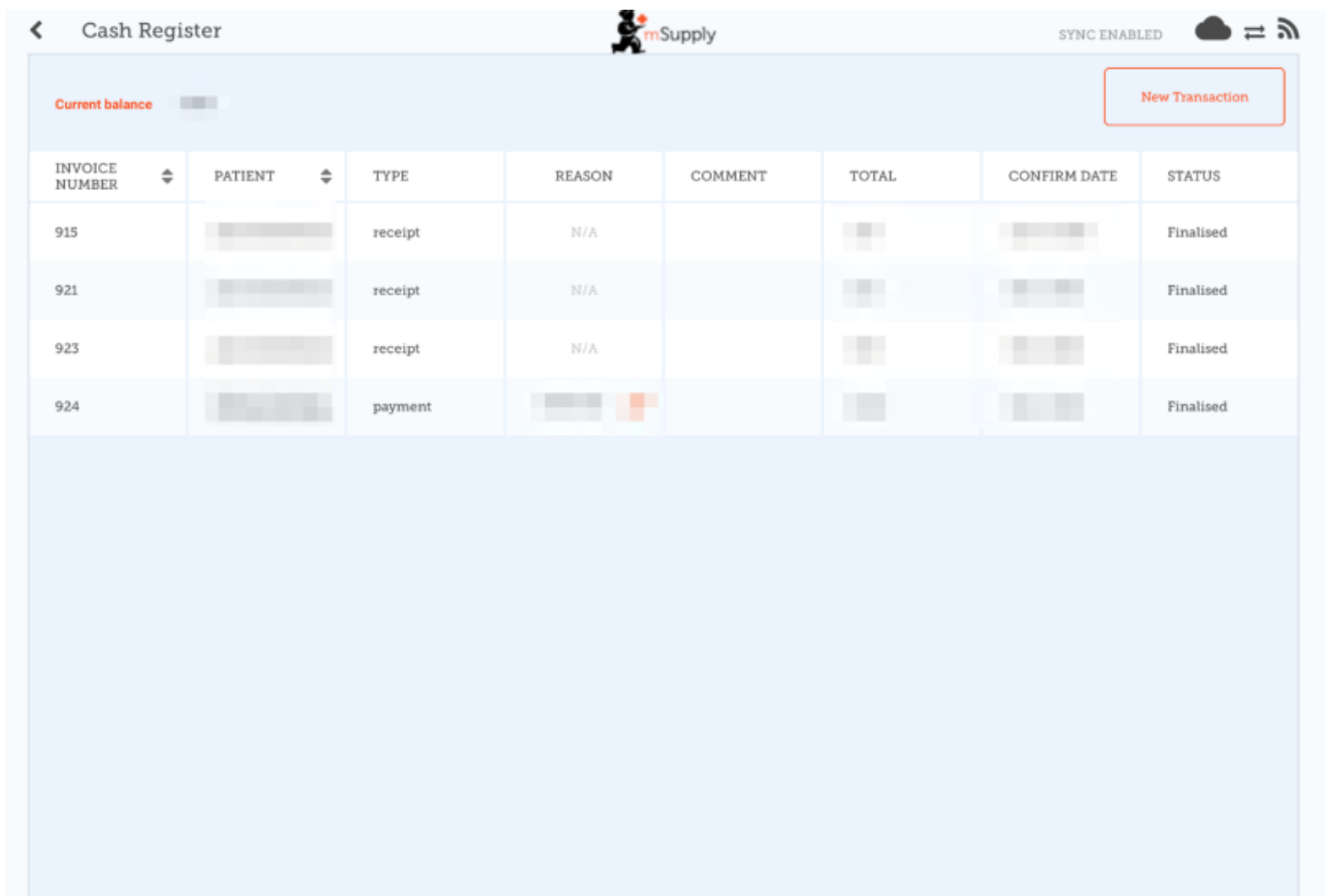
User Guide - mSupply Mobile

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](#)

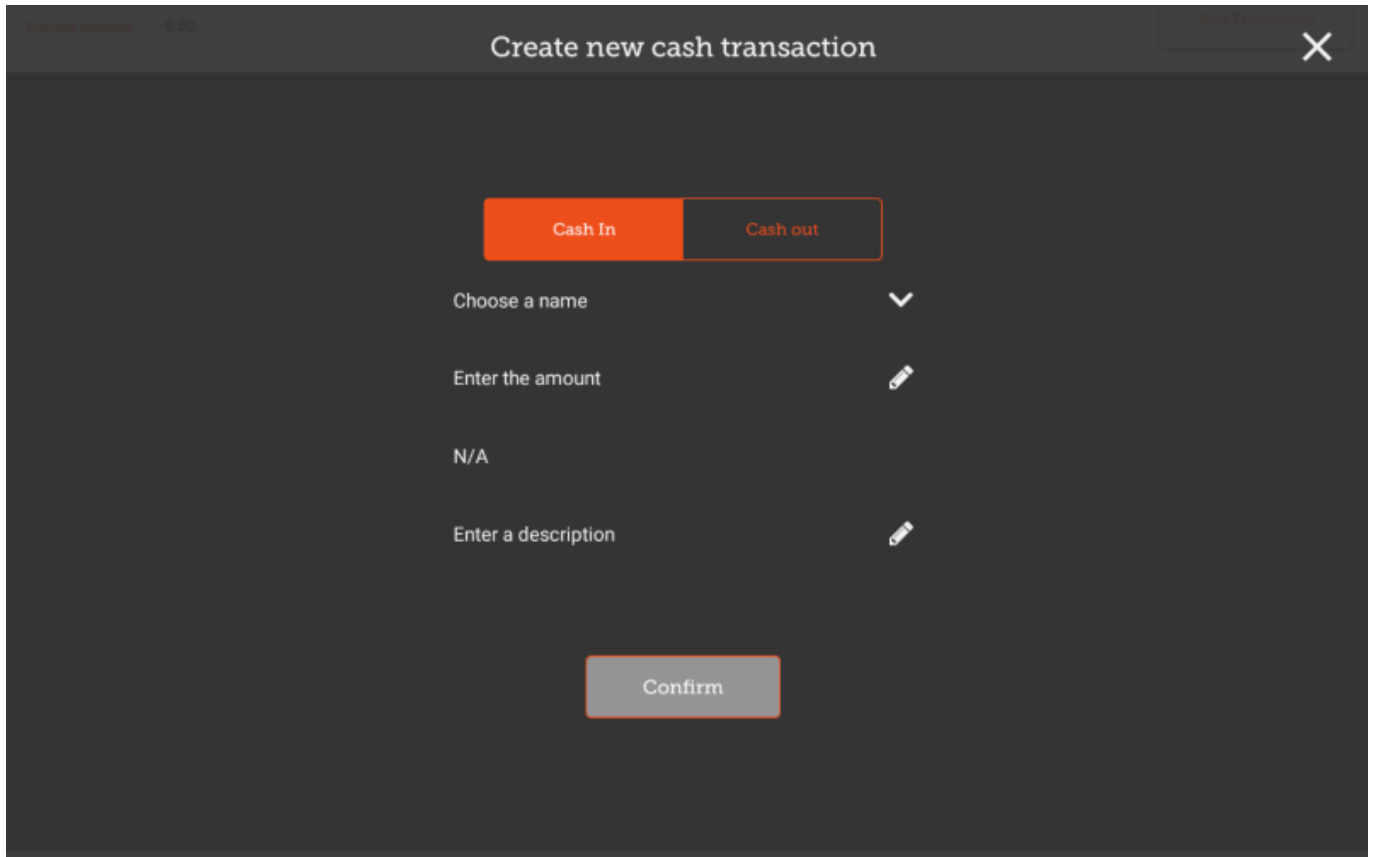
The Cash Transaction List

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

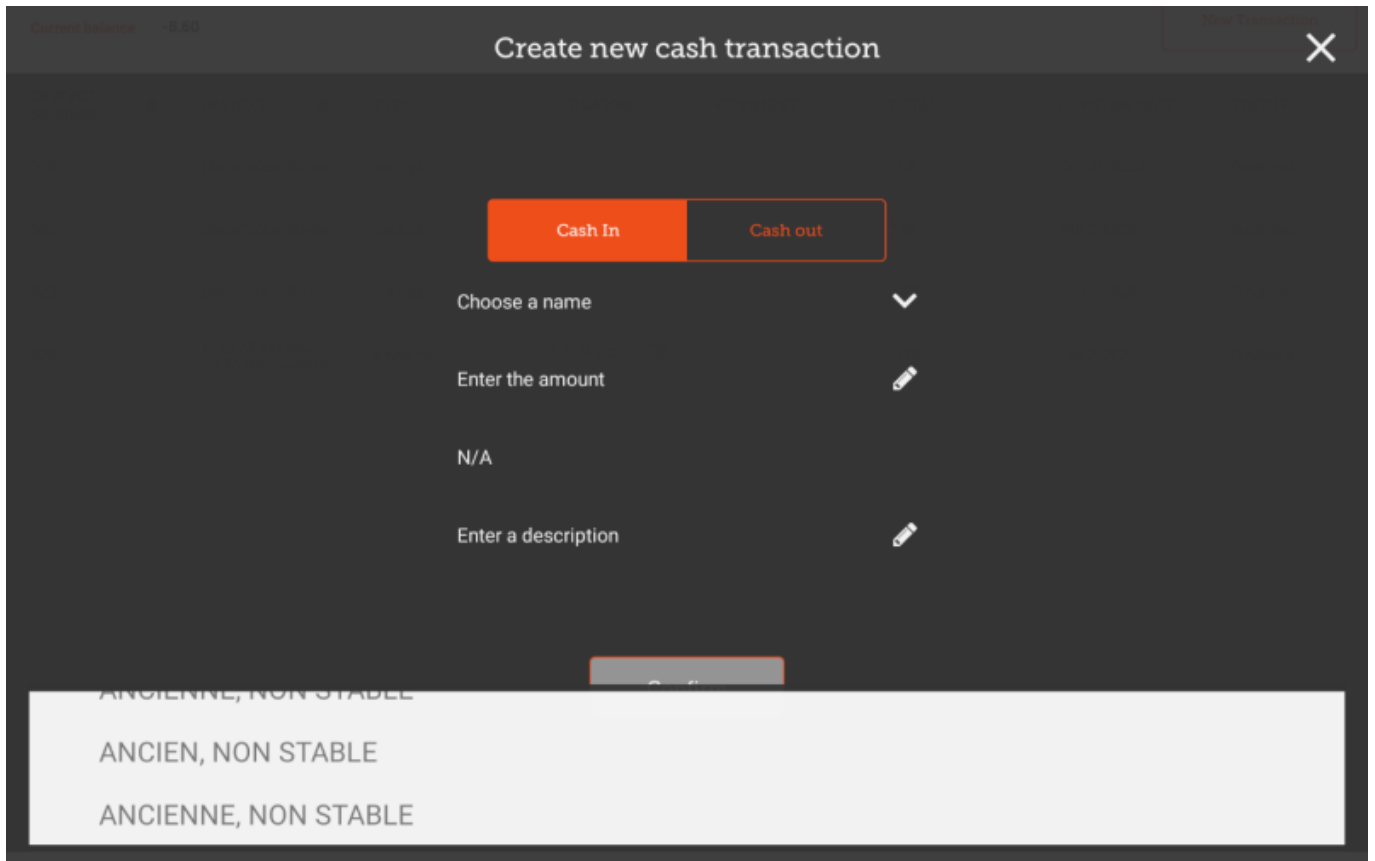


- Tapping the **New Transaction** button brings up a dialog to create either a CASH IN (receipt) or CASH OUT (payment) transaction

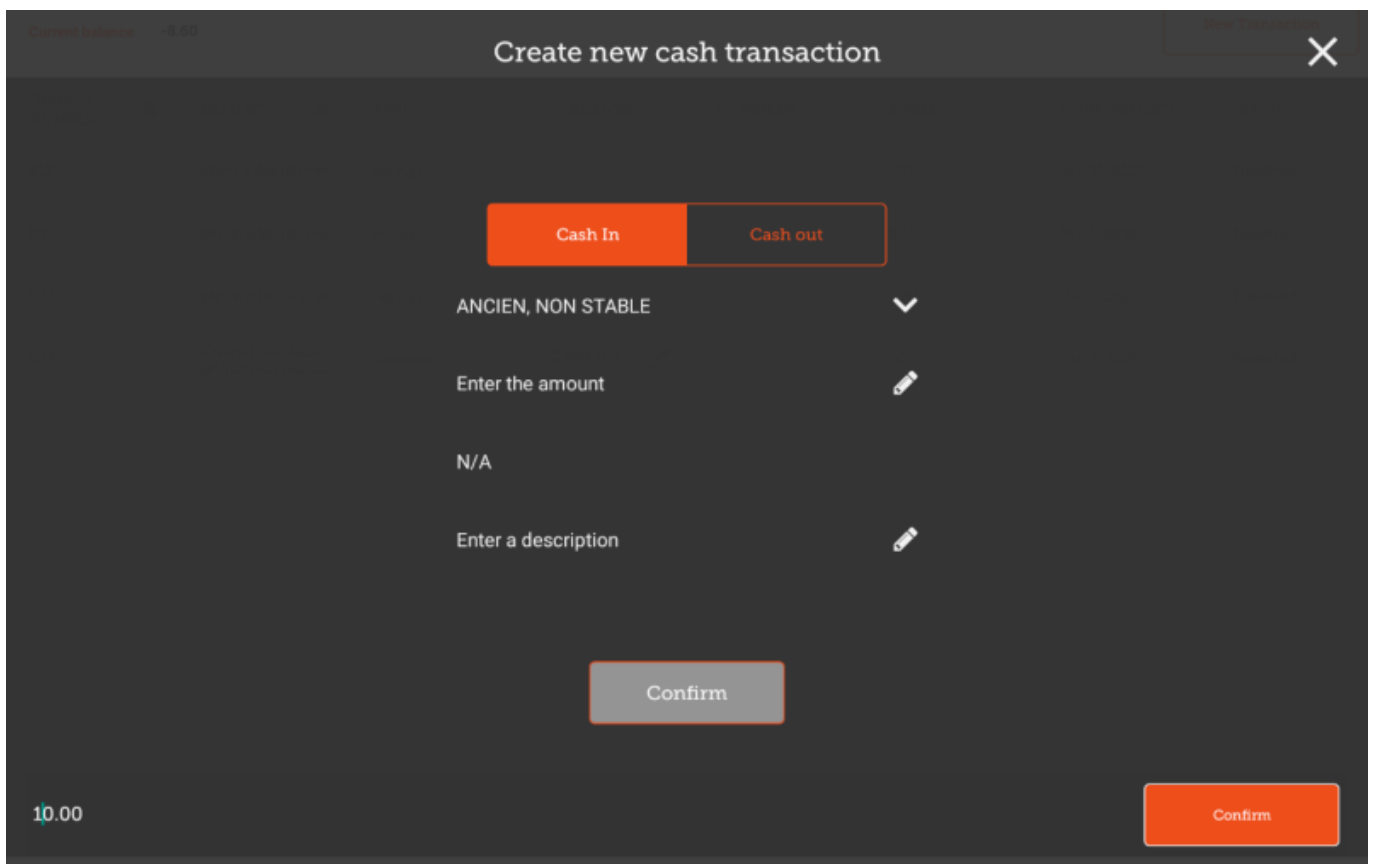
Cash-In Transactions



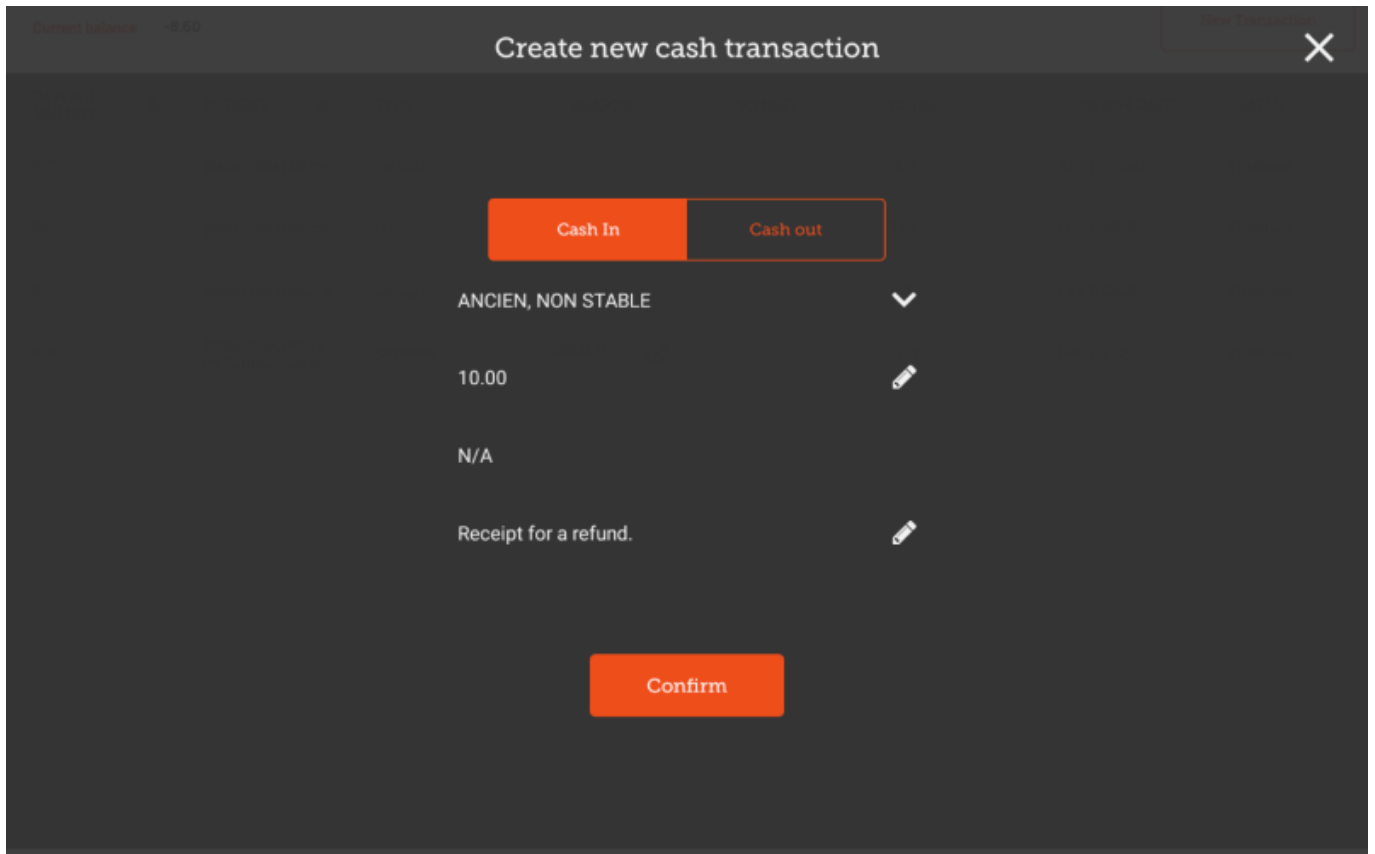
- You must complete each step to proceed
- First select the Choose a Name button and select a name from the list



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

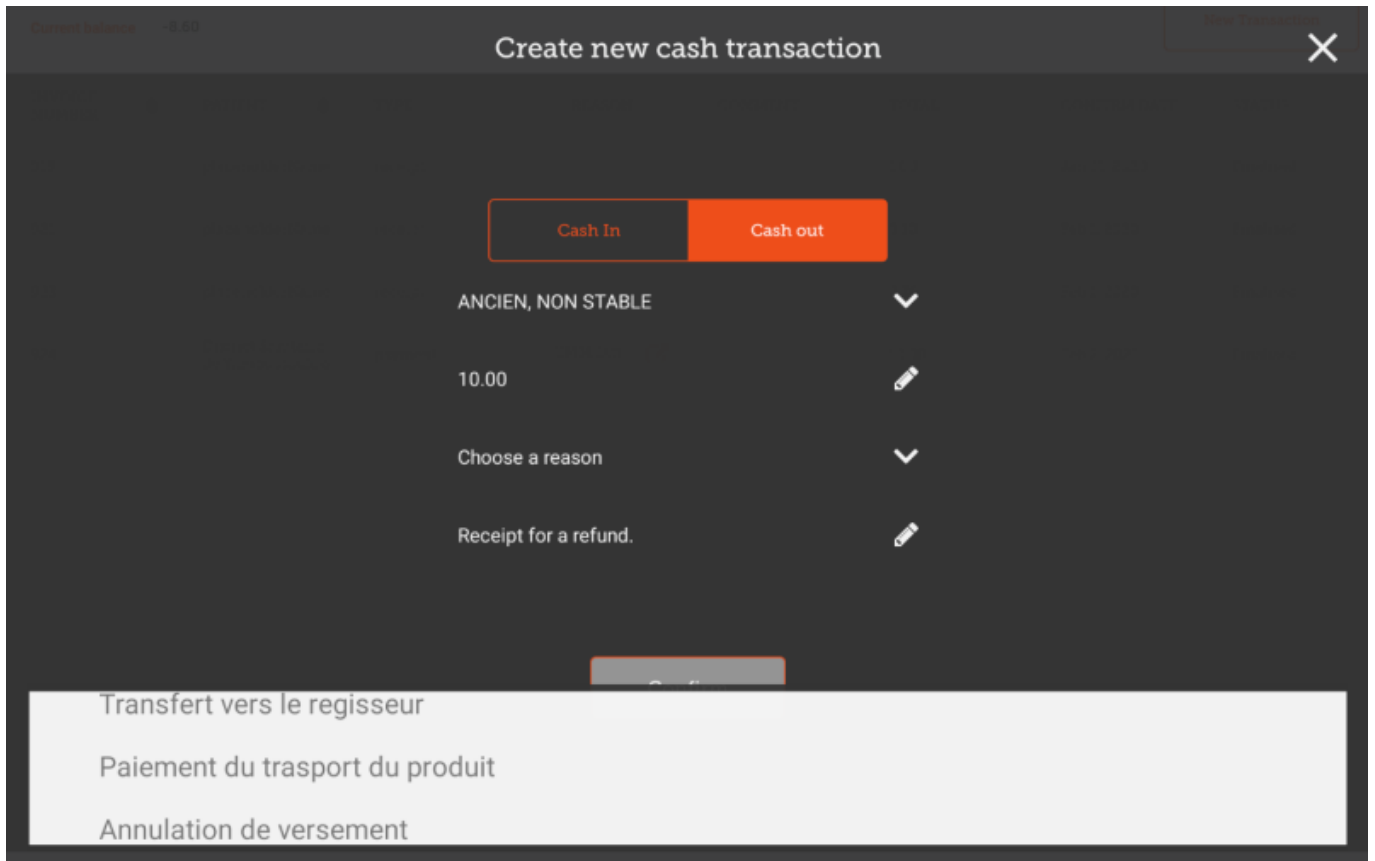


- Once confirmed, you can then create the cash receipt transaction.
- Optionally, you can enter a description for this receipt.

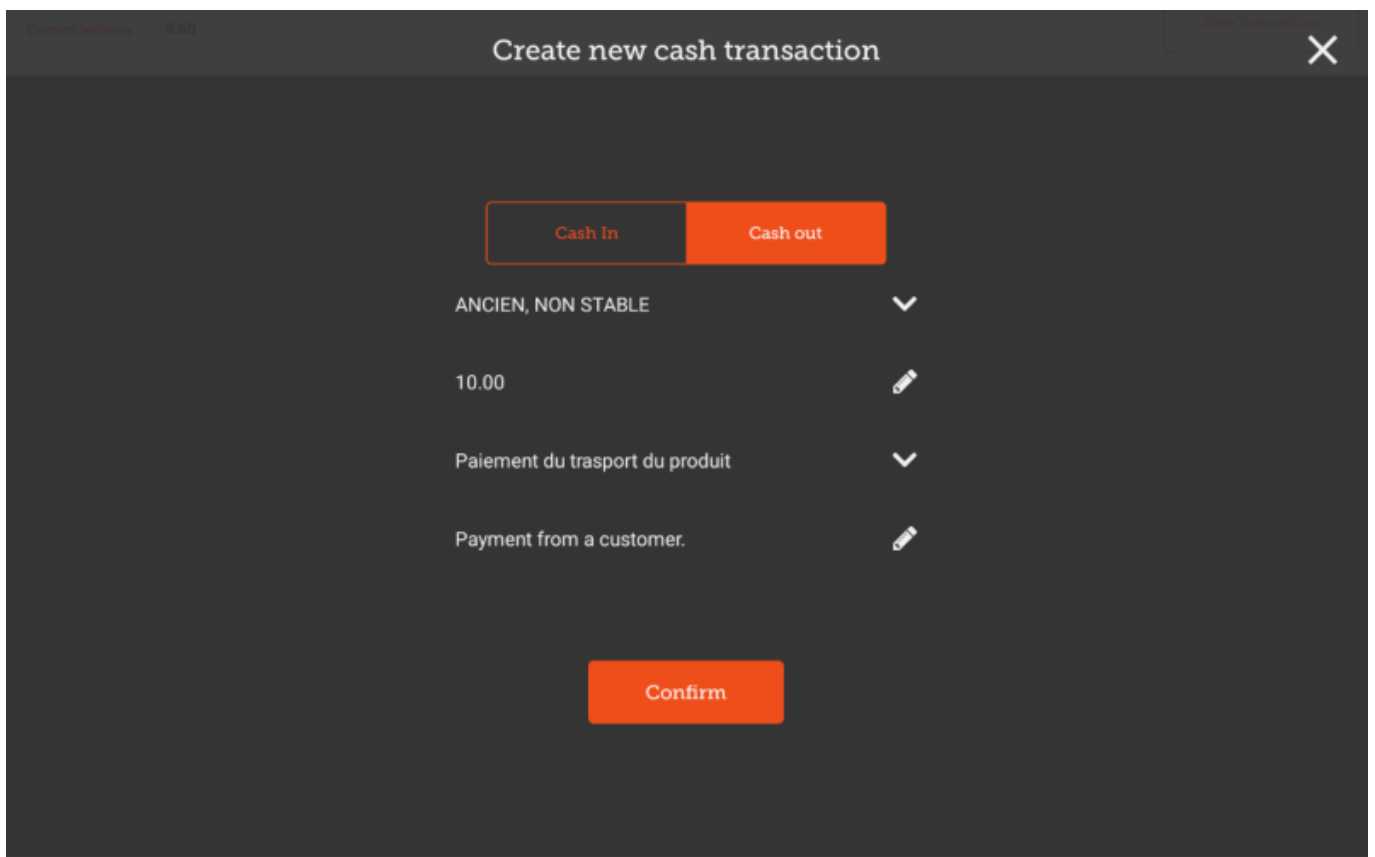


Cash Out Transactions

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



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



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Last update: **2020/02/25 22:28**

