



# User Guide - mSupply Mobile

## The Cash Register

This feature is primarily for Côte d'Ivoire - it has to be enabled on the server for your version of mSupply mobile to use it. It will not be visible in the interface otherwise.

## 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

mSupply

SYNC ENABLED

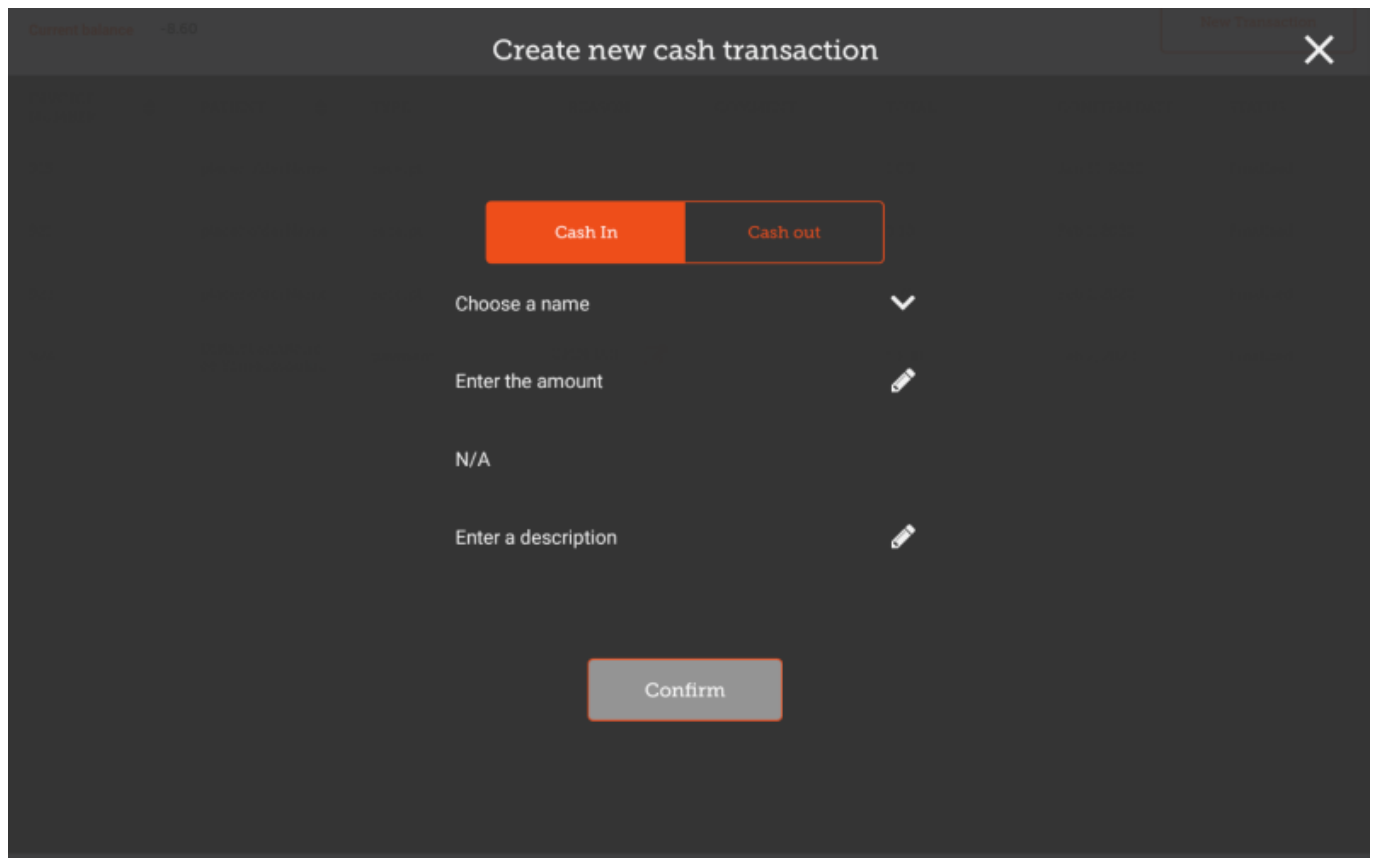
Current balance

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



The screenshot shows a mobile application interface for creating a new cash transaction. At the top left, it displays 'Current balance' as '-8.00'. The main title is 'Create new cash transaction'. There are two buttons: 'Cash In' (highlighted in orange) and 'Cash out'. Below these are four input fields: 'Choose a name' with a dropdown arrow, 'Enter the amount' with a pencil icon, 'N/A', and 'Enter a description' with a pencil icon. At the bottom is a 'Confirm' button.

- 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 10.00 ✎

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 -8.00

Create new cash transaction

New Transaction X

Cash InCash out

ANCIEN, NON STABLE

10.00

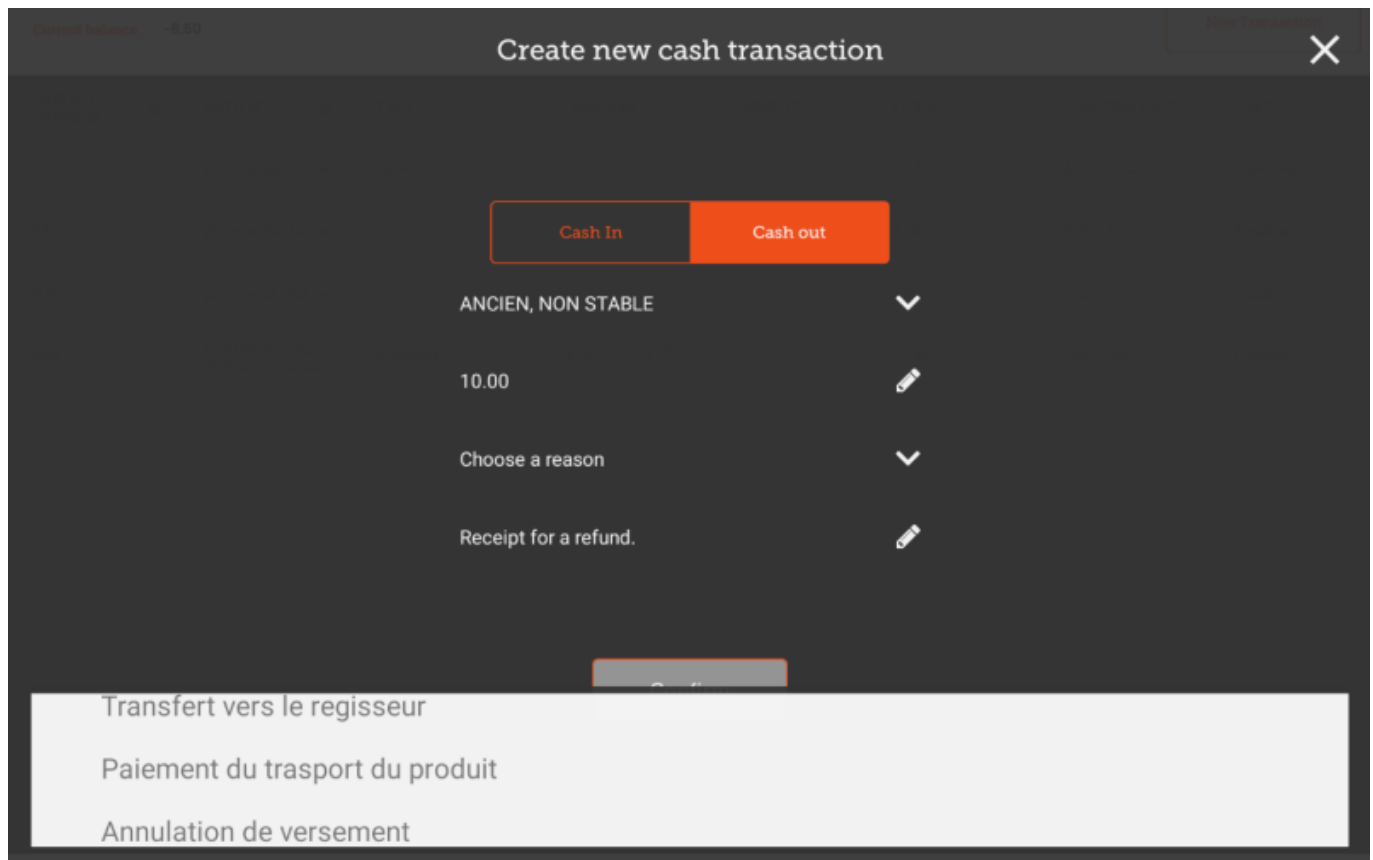
N/A

Receipt for a refund.

Confirm

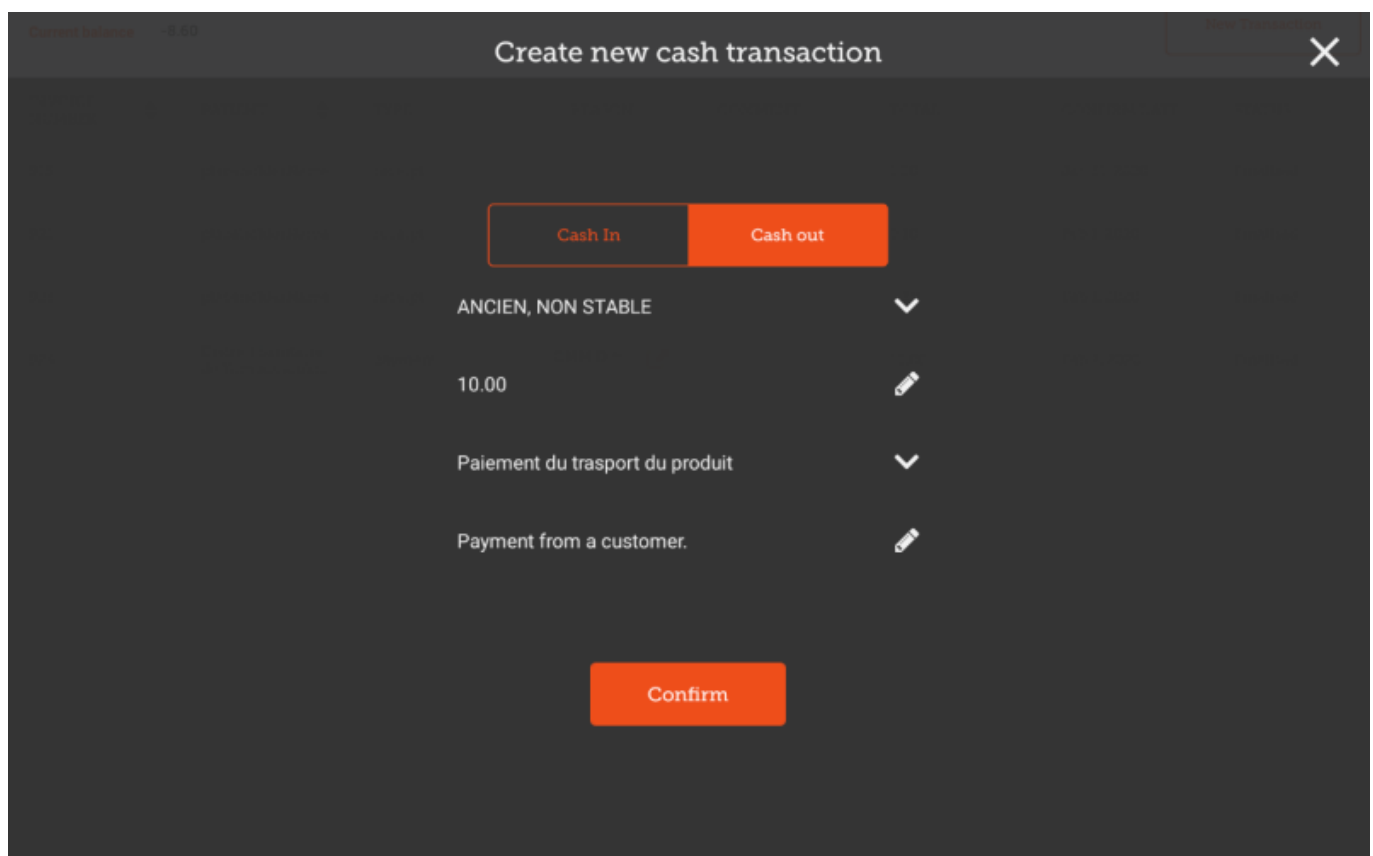
## Cash Out Transactions

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, the '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' (selected) and 'Cash out'. Under 'Cash In', there are four rows, each with a text field and a dropdown arrow: 'ANCIEN, NON STABLE', '10.00', 'Choose a reason', and 'Receipt for a refund.'. A dropdown menu is open below the 'Choose a reason' field, showing three options: 'Transfert vers le regisseur', 'Paiement du transport du produit', and 'Annulation de versement'.

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



The screenshot shows the 'Create new cash transaction' form with 'Cash out' selected. The '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' (selected). Under 'Cash out', there are four rows, each with a text field and a dropdown arrow: 'ANCIEN, NON STABLE', '10.00', 'Paiement du transport du produit', and 'Payment from a customer.'. A 'Confirm' button is located at the bottom center of the form.

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