



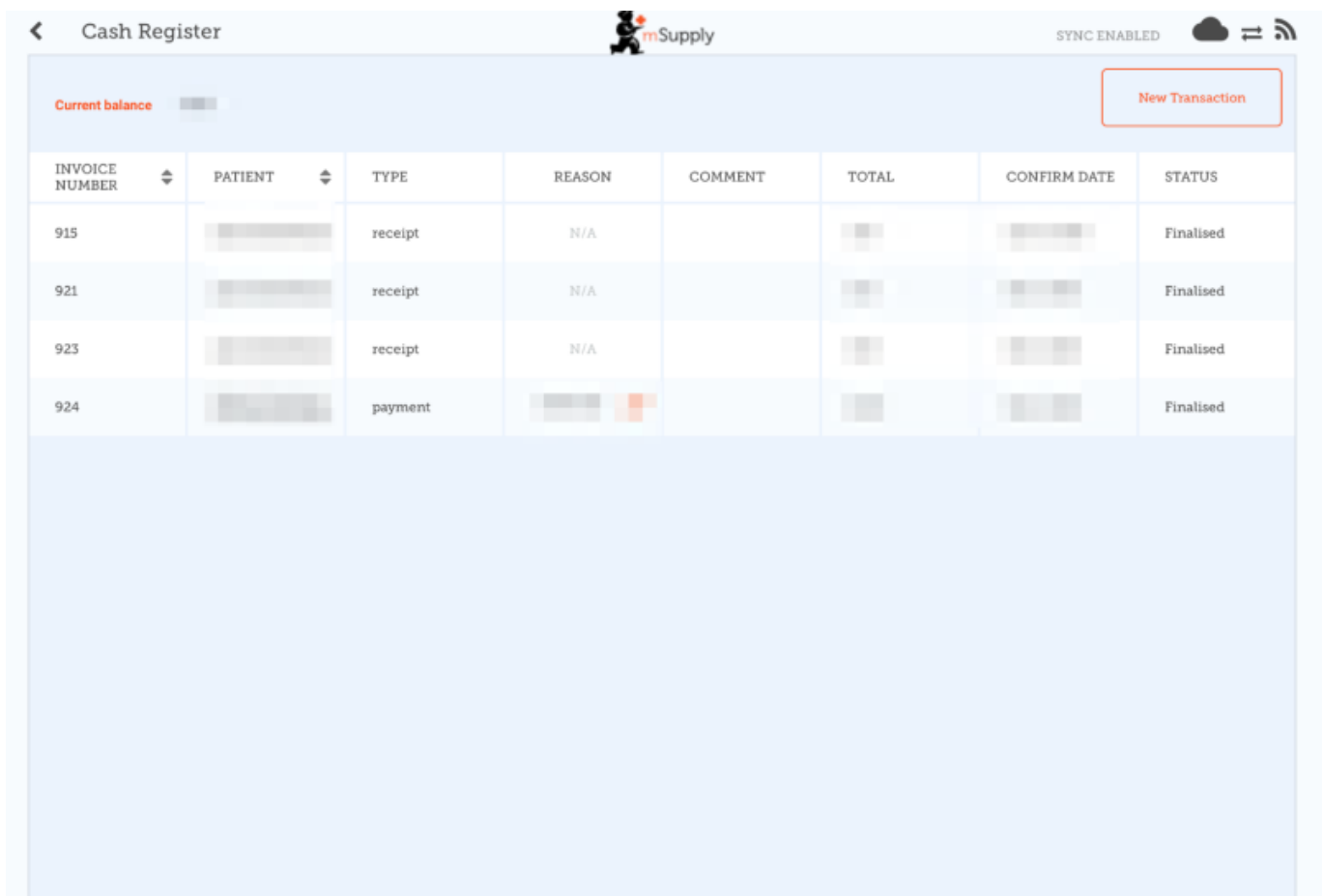
User Guide - mSupply Mobile

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.

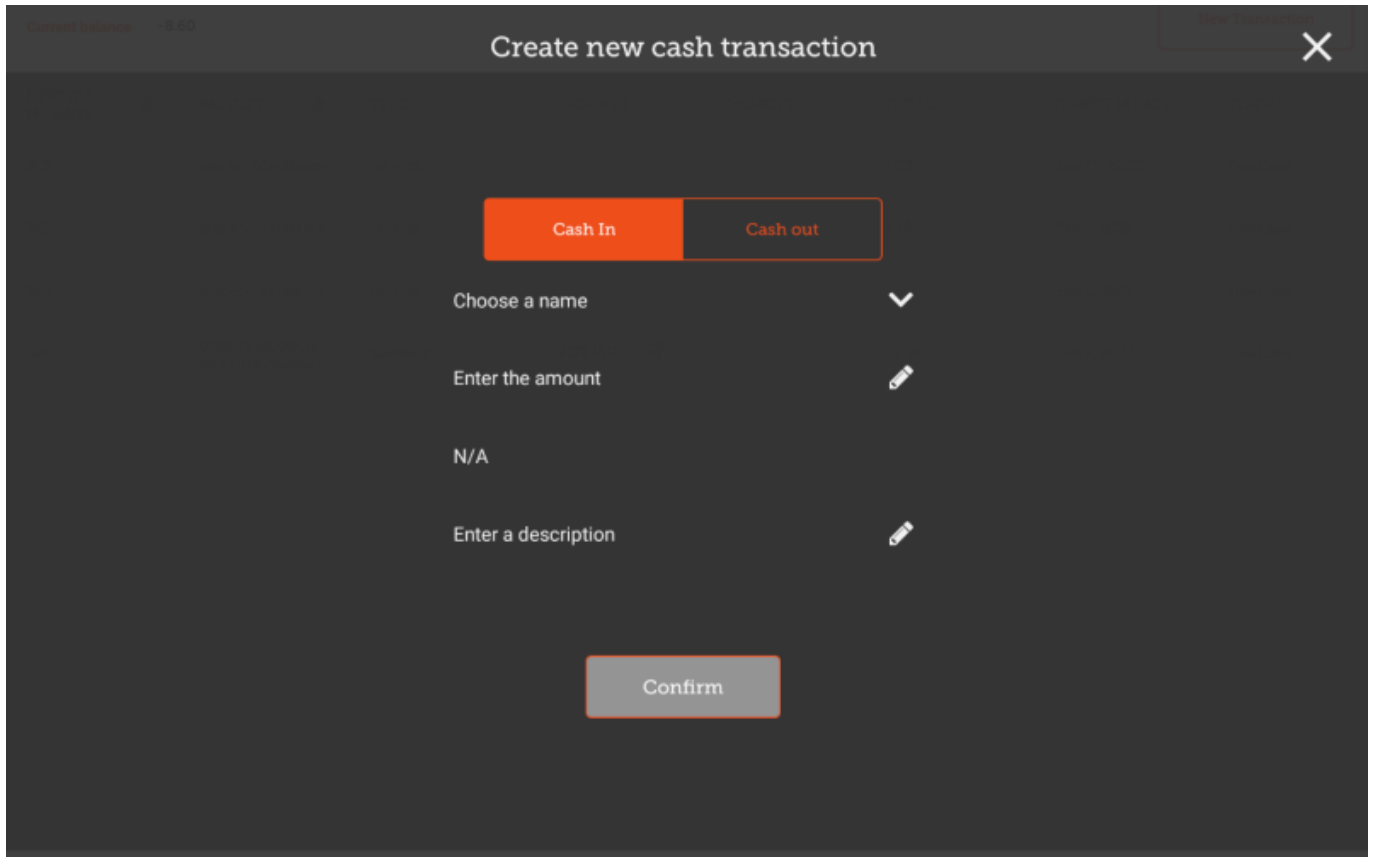
The Cash Transaction List

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



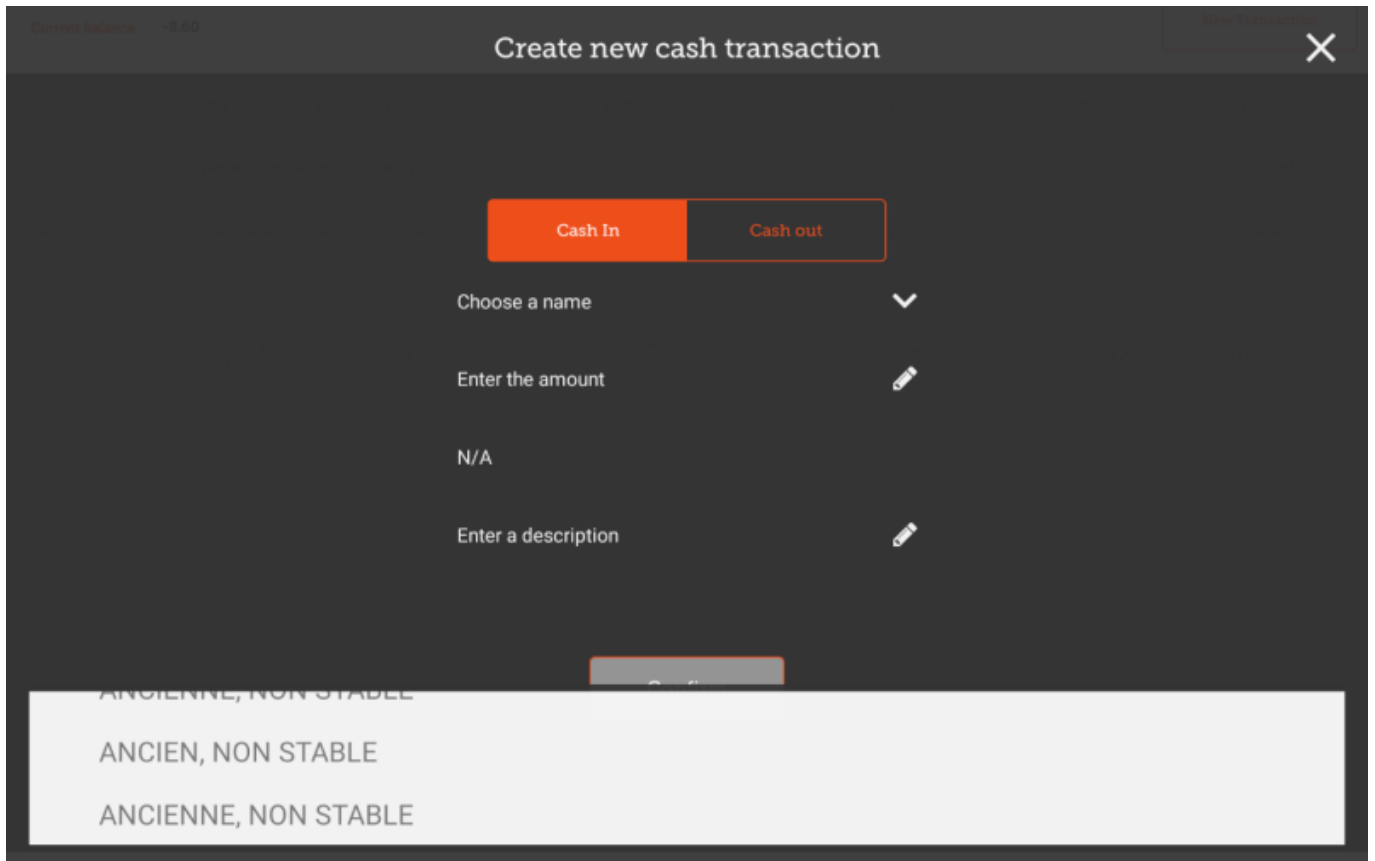
- Tapping the **New Transaction** button brings up a dialog to create either a CASH IN (receipt) or CASH OUT (payment) transaction

Cash-In Transactions

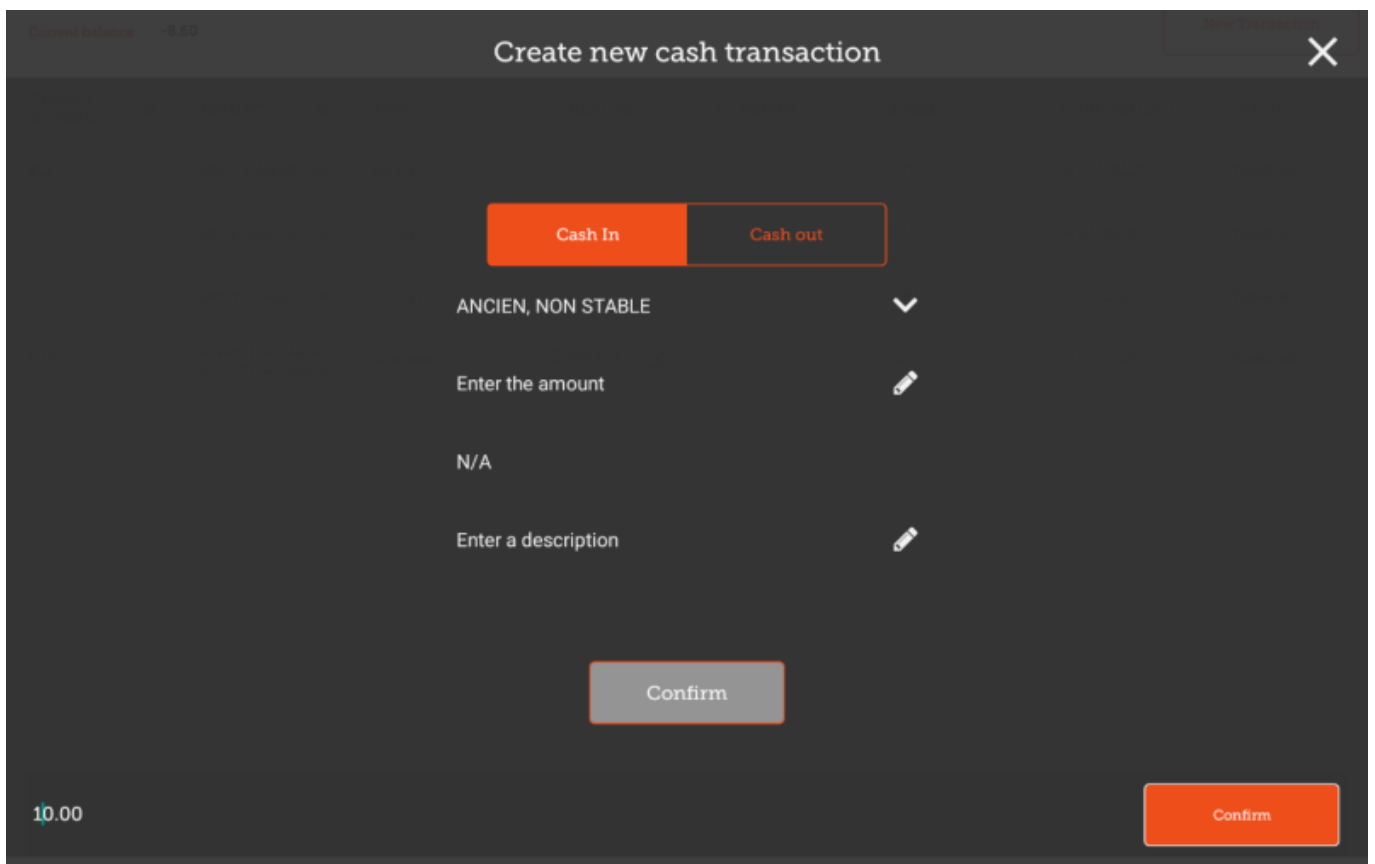


The screenshot shows a mobile application interface for creating a new cash transaction. At the top, the title is "Create new cash transaction" with a close button (X) on the right. Below the title, there are two buttons: "Cash In" (highlighted in orange) and "Cash out". Underneath, there are four input 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 center, there is a "Confirm" button.

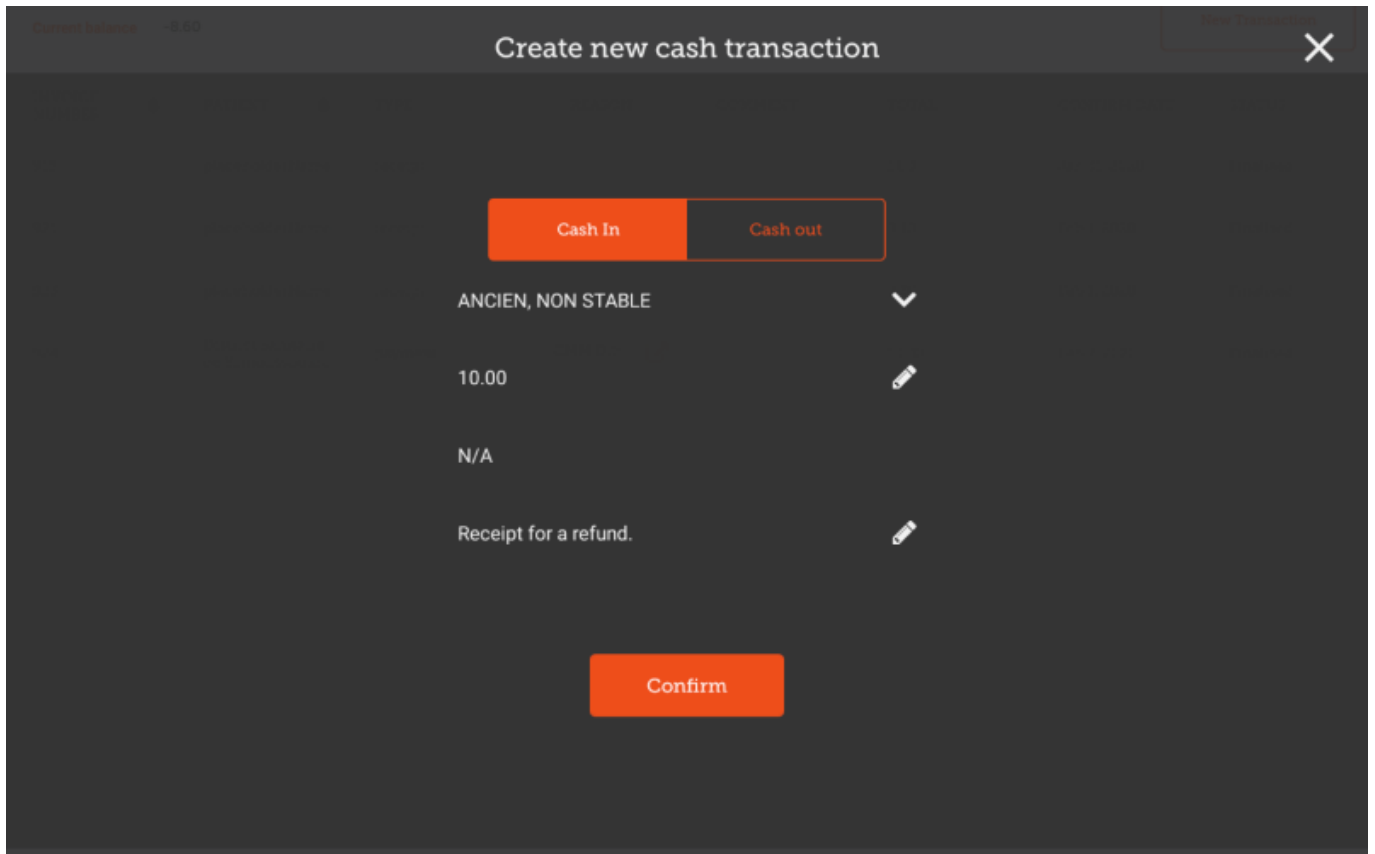
- You must complete each step to proceed
- First select the Choose a Name button and select a name from the list



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

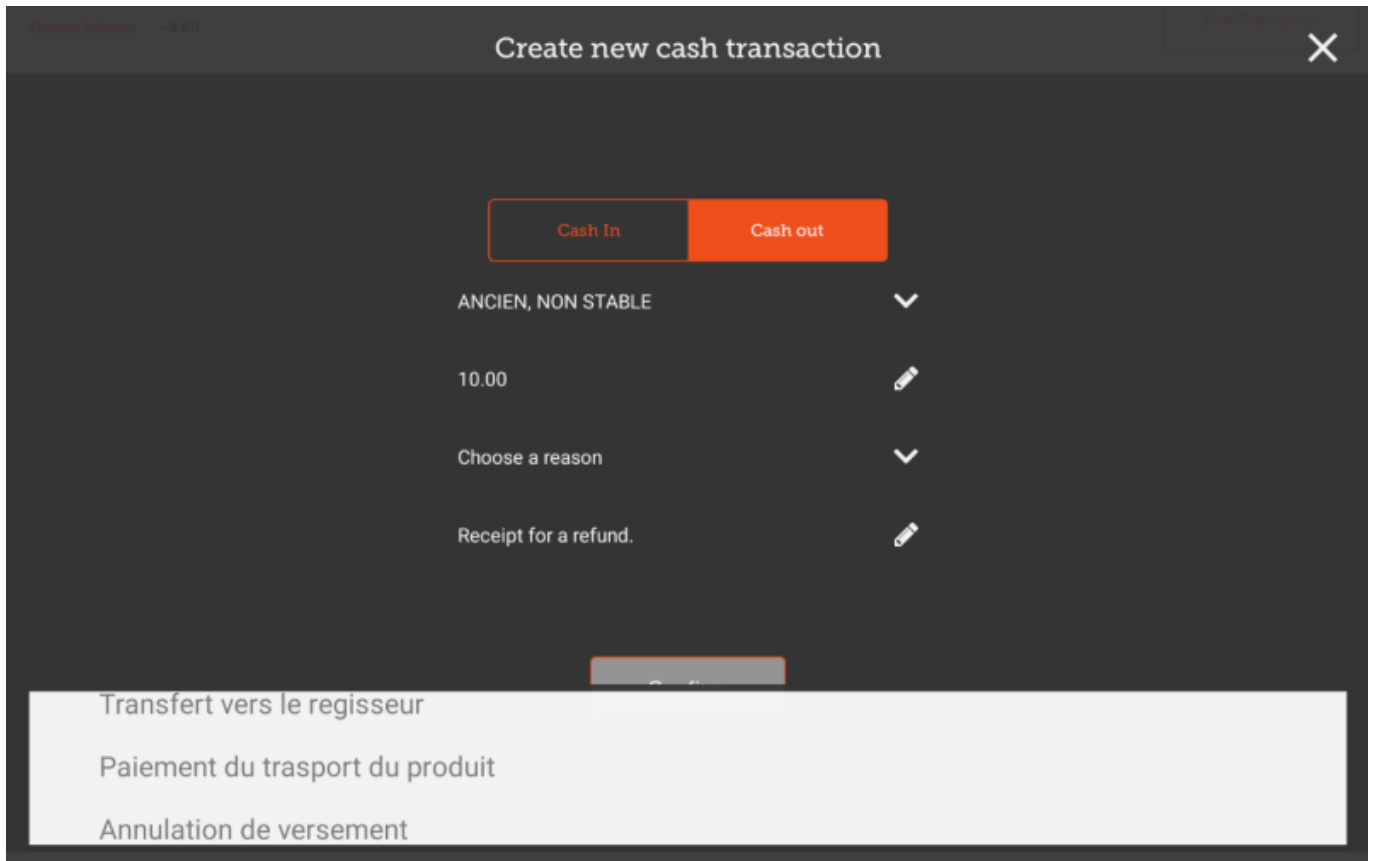


- Once confirmed, you can then create the cash receipt transaction.
- Optionally, you can enter a description for this receipt.

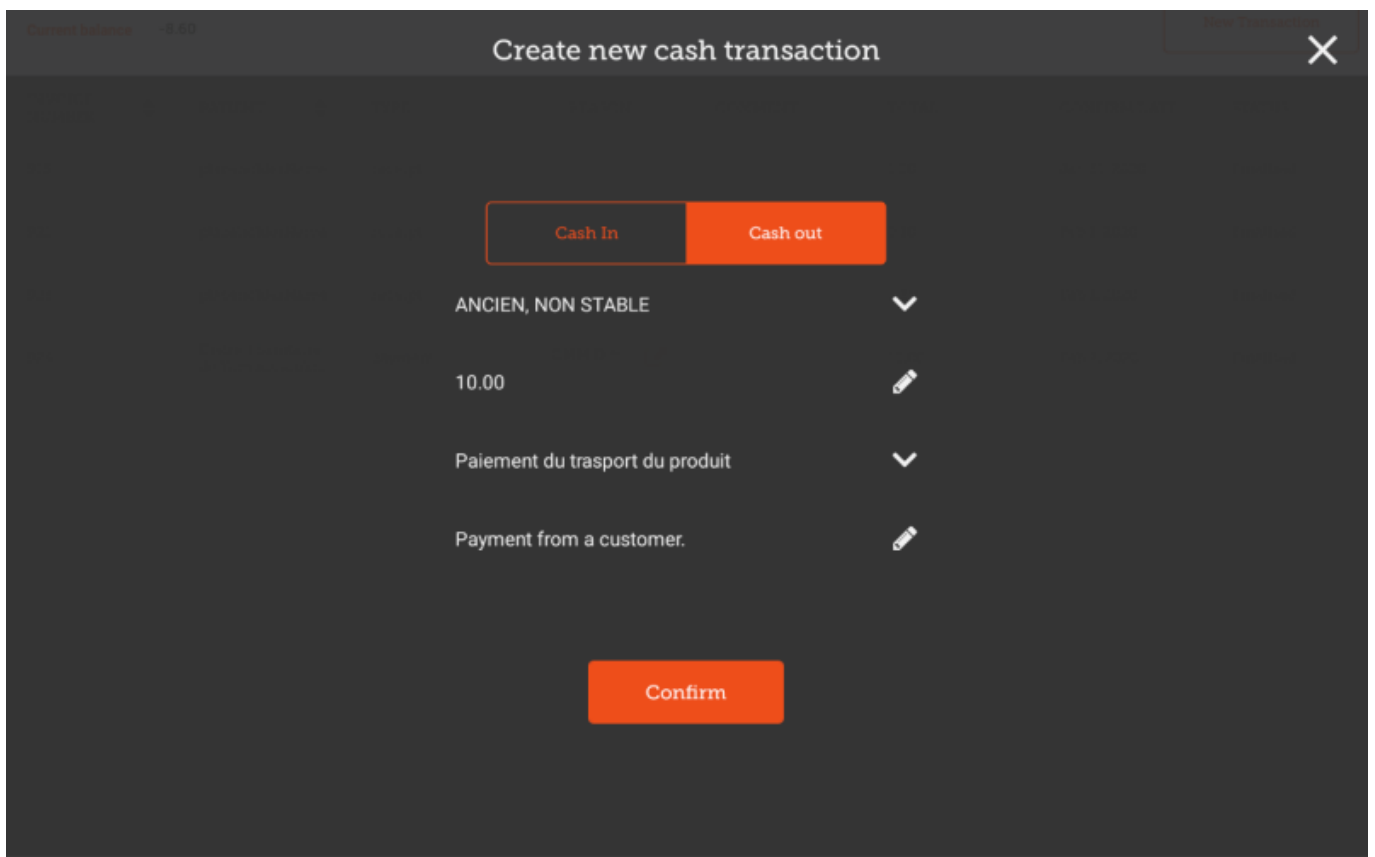


Cash Out Transactions

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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