Cash Book Log

The cash book log in the POS register is an audit application that gives the user the ability to view the audit trail of any cash book transactions by POS counter, Cashier and Sales person. Below are available actions for the user from *"Cash Book Log"* :

🔗 View and search for cash book log of a cash register

Field Name	Description	Mandatory Information
Year	Self-explanatory	Y
From	Self-explanatory	Y
Till	Self-explanatory	Y
Cash Register	Select the Cash Register	Y
Show Only Current Cash Book Entry	Option to show current cash book entries only (Opened Cash Register) or all	Y
Counter Opened On	Dates when counter was open	Y
Register Number	Cash register Number	Y
Reference Number	Self-explanatory	Y
Currency	Self-explanatory	Y
Withdrawal	Money take-out from the POS	Y
Deposit	Money put into the POS	Y
Status	Status of the transactions is Open or Closed	Y
Date	Self-explanatory	Y
Document Number	Self-explanatory	Y
Employee	Self-explanatory	Y

Memo	Self-explanatory	Y
Type	Withdrawal or Deposit	Y
Amount	Self-explanatory	Y

View and Search for Cash Book Log of a Cash Register:

1. Select a cash register from **"Cash Register"** drop-down list at the top of screen. It will pull up sales transactions list for the cash register on top half of the screen

2. Enter **year, from** date and **till** date to further filter the sales transactions list

3. Tick the "**Show Only Current Cash Book Entry**" checkbox to show only opened cash register's transactions. Un-tick the checkbox to show all sales transactions including from closed cash register

4. Enter search parameter to filter the result, i.e. type in the ticket register number in the search textfield box at the bottom of the screen.

5. Select a sales transaction ticket, if there are any cash book log / entries it will be shown at the "**Cash Book Entry**" table at bottom half of screen

Cash Book Log ×

Year: Year 2016 From: Till: Cash Register: TCS001-CR03 - TCS Macpherson - Cash Register 03 [Search]

☐ Show Only Current Cash Book Entry

Counter Opened On ▲	Register Number	Reference Number	Currency	Withdrawal	Deposit	Status
Jun 1, 2016	TR-16-06010009		SGD			Closed
Jun 1, 2016	TR-16-06010007		SGD			Closed
Jun 1, 2016	TR-16-06010008		SGD			Closed
Jun 6, 2016	TR-16-06060010		SGD			Closed
Jun 7, 2016	TR-16-06070011		SGD			Closed
Jun 8, 2016	TR-16-06080012		SGD			Closed
Jul 13, 2016	TR-16-07130023		SGD			Closed
Jul 13, 2016	TR-16-07130024		SGD			Closed
Jul 14, 2016	TR-16-07140025		SGD			Closed
Jul 18, 2016	TR-16-07180027		SGD			Closed
Jul 22, 2016	TR-16-07220028		SGD			Closed
Aug 22, 2016	TR-16-08220034		SGD			Drafted

1 of 12

Cash Book Entry : Selected ticket register is TR-16-07180027

Date ▲	Document Number	Employee	Memo	Type	Amount
Jul 22, 2016	CBE16-070002	TCS01-01 - Cody Weiss	exchange small change with store manag...	Withdrawal	S$50.00
Jul 22, 2016	CBE16-070001	TCS01-01 - Cody Weiss	small change given by store manager Ali	Deposit	S$50.00