
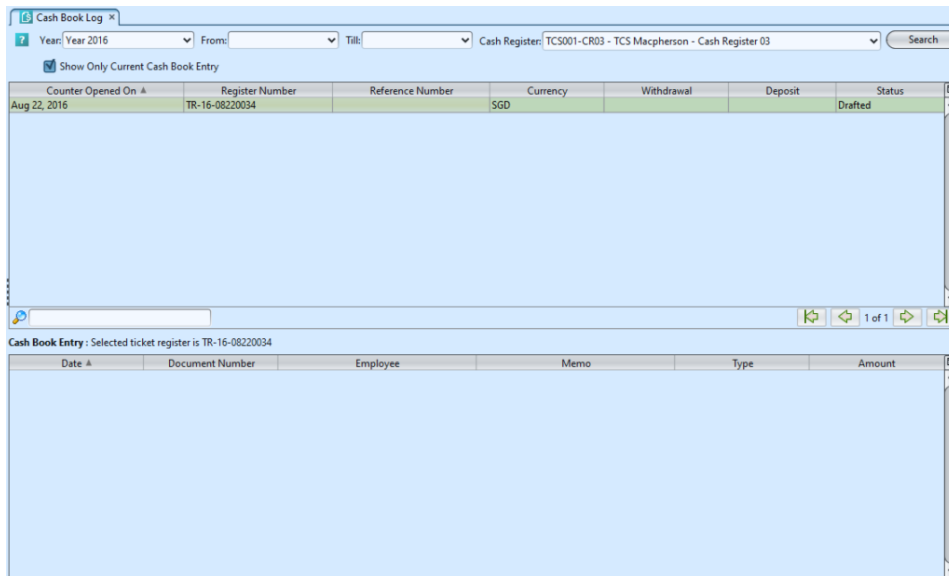


# Cash Book Log

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.

The screenshot displays the 'Cash Book Log' application interface. At the top, there is a search bar with the following fields: 'Year: Year 2016', 'From:', 'Till:', and 'Cash Register: TCS001-CR03 - TCS Macpherson - Cash Register 03'. A 'Search' button is located to the right of these fields. Below the search bar is a checkbox labeled 'Show Only Current Cash Book Entry'. The main area of the application is a table with the following columns: 'Counter Opened On', 'Register Number', 'Reference Number', 'Currency', 'Withdrawal', 'Deposit', and 'Status'. The table contains the following data:

| 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 |

At the bottom of the application, there is a 'Search Engine' text field and a 'Cash Book Entry' section. The 'Cash Book Entry' section shows a selected ticket register: 'Selected ticket register is TR-16-06010009'. Below this is a table with the following columns: 'Date', 'Document Number', 'Employee', 'Memo', 'Type', and 'Amount'.

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: 2016   |                 | From:            | To:      | Cash Register: TCS001-CR03 - TCS Macpherson - Cash Register 03 |         | Search  |
| <input type="checkbox"/> Show Only Current Cash Book Entry |                 |                  |          |  |         |         |
| Counter Opened On  | Register Number | Reference Number | Currency | Withdrawal   | Deposit | Status  |
| Jun 1, 2016  | TR-16-0601009   |                  | SGD      |  |         | Closed  |
| Jun 1, 2016  | TR-16-0601007   |                  | SGD      |  |         | Closed  |
| Jun 1, 2016  | TR-16-0601008   |                  | SGD      |  |         | Closed  |
| Jun 6, 2016  | TR-16-0606010   |                  | SGD      |  |         | Closed  |
| Jun 7, 2016  | TR-16-0607011   |                  | SGD      |  |         | Closed  |
| Jun 8, 2016  | TR-16-0608012   |                  | 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 | \$550.00 |
| Jul 22, 2016 | CBE16-070001    | TCS01-01 - Cody Weiss | small change given by store manager Ali   | Deposit    | \$550.00 |