

Welcome

This training module deals with

Cash-ups

This list will display all employees that need to be cashed up.

To cash-up, select an entry and then "Cash Up".

You can choose if the report must be summarized or not.

If you want to cash-up all of the outstanding employees at once, select the "Consolidated" button. This will produce one report for all the users.

Cash Up

Cash up Employees

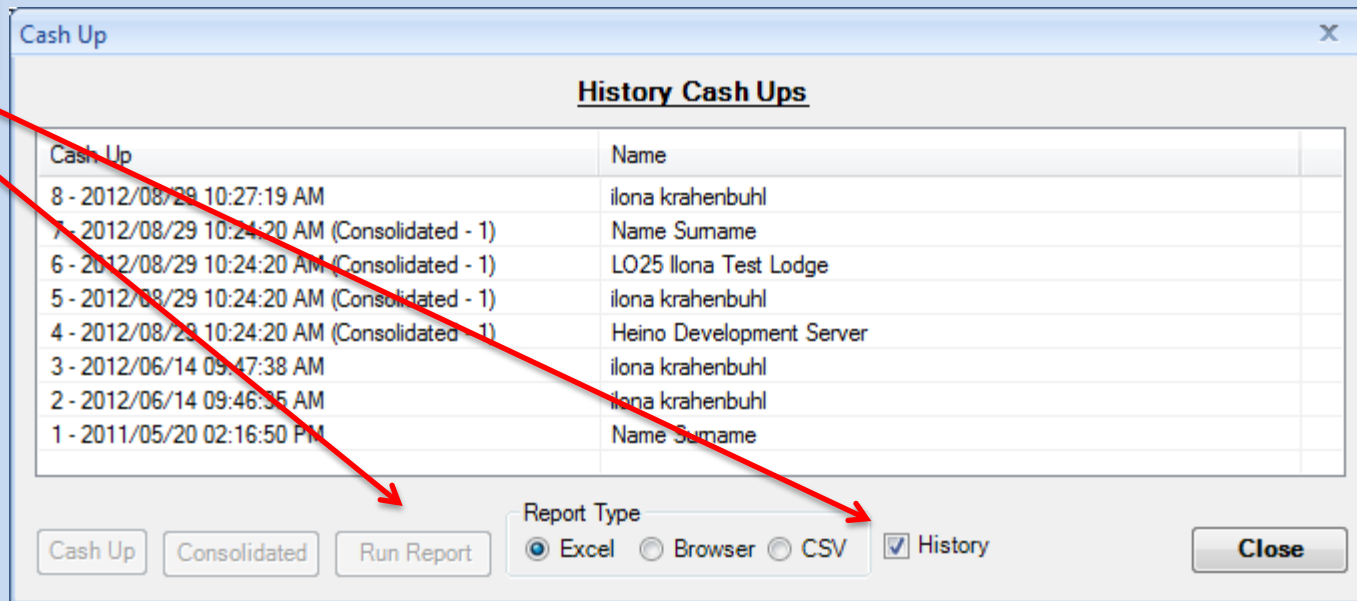
Name	Transactions	Charges	Payments	Expenses
Ben	461	3990.20	0.00	-48.00
Lucia Maybe	211	22905.00	-13922.50	7020.00
Bernhard Potgieter	318	-74.73	-3473.59	-16.57

Report Type

Excel Browser CSV History

To view or re-print already performed cash-ups, select "History", and then **Run Report**.

Once a cash-up is completed, it cannot be altered in any way.



The screenshot shows a window titled "Cash Up" with a close button (X) in the top right corner. The main content area is titled "History Cash Ups" and contains a table with two columns: "Cash Up" and "Name". The table lists eight entries, each with a date, time, and a name. Below the table, there are four buttons: "Cash Up", "Consolidated", "Run Report", and "Report Type". The "Report Type" section includes radio buttons for "Excel", "Browser", and "CSV", and a checked checkbox for "History". A "Close" button is located in the bottom right corner. Two red arrows point from the text box on the left to the "Run Report" button and the "History" checkbox.

Cash Up	Name
8 - 2012/08/29 10:27:19 AM	ilona krahenbuhl
7 - 2012/08/29 10:24:20 AM (Consolidated - 1)	Name Sumame
6 - 2012/08/29 10:24:20 AM (Consolidated - 1)	LO25 Ilona Test Lodge
5 - 2012/08/29 10:24:20 AM (Consolidated - 1)	ilona krahenbuhl
4 - 2012/08/29 10:24:20 AM (Consolidated - 1)	Heino Development Server
3 - 2012/06/14 09:47:38 AM	ilona krahenbuhl
2 - 2012/06/14 09:46:35 AM	ilona krahenbuhl
1 - 2011/05/20 02:16:50 PM	Name Sumame

Cash Up Consolidated Run Report Report Type: Excel Browser CSV History Close

Cash-ups changed to ensure all users are cashed up

All employees that created any transactions must be cashed-up.

This includes POS postings (if you are connected to an external POS system), accounts, people etc.

Each front desk person should be cashed up separately and all remaining users can be cashed up using the consolidated cash up if you do not wish to cash them up separately.

This is to ensure that all transactions for a period have been allocated to employees and is also used in the following process which is to balance cash-ups to your day-end processes.

This is only valid for those venues who wish to add this control.

The screenshot shows a window titled "Cash Up" with a sub-header "Cash up Employees". It contains a table with the following data:

Name	Transactions	Charges	Payments	Expenses
Ben	461	3990.20	0.00	-48.00
Lucia Maybe	211	22905.00	-13922.50	7020.00
Bernhard Potgieter	318	-74.73	-3473.59	-16.57

Below the table, there are controls for "Report Type" with radio buttons for "Excel" (selected), "Browser", and "CSV", and a checkbox for "History". There are also buttons for "Cash Up", "Consolidated", "Run Report", and "Close".

End of training module