

# Cash Drawer Balancing: How to use Cash Drawer Balancing?

Available from Release 1.377 onwards...

- **Scenario1:**
  - Z report or shift should run on station basis not user wise, i.e.
  - if one user log in a station & makes transactions and he log off, in the same time another user logs in same station & continue with transaction, when he enter closing balance & prints Z report, report should show the combined effect of both user's transactions
- **Scenario2:**
  - Operator 'A' works on station 1 from morning 8 am to 1 pm.
  - After that station 1 is closed for the day.
  - Now the same operator starts working again at 3 pm to 7 pm. But on station 2.
  - At the day end (i.e. at 7 pm) he needs to submit the combined report for his 2 shifts (i.e. from 8 am to 1 pm AND 3 pm to 7 pm).
- **Scenario3:**
  - The barman starts the shift on Friday.
  - The back office is closed on Saturday and Sunday.
  - The barman is not allowed to print Z report.
  - So the back office person will take out Z report on Monday.
  - The date on bill should show actual date for transactions done on Saturday and Sunday.

**Solution:** In order to meet the demands of the scenarios mentioned above RanceLab® FusionRetail™ 6 has made several changes to simplify the day end procedure. FusionRetail 6 now uses batch number to logically group transactions based on user activity. This document explains the Cash Drawer balancing module in detail,

- Explanation of the Batch Id concept
- The process of Cash Drawer Balancing.

## Explanation of the Batch Id concept:

- **The Start of Batch:**
  - When a user logs in, the system checks for a batch with “open” status for her and reads it in a global variable.
  - If a batch with “open” status is not found, a new batch number is generated automatically when a user creates his first transaction.
  - A user will always have a unique batch number for a given point of time.
  - While a batch is open, its number is associated with all the transactions (Inventory/Financial).
  - This number is added when a transaction is created.
  - In Touch POS it's added when transaction is finished.
  - The number is added to transaction only once, it is not changed in modification.

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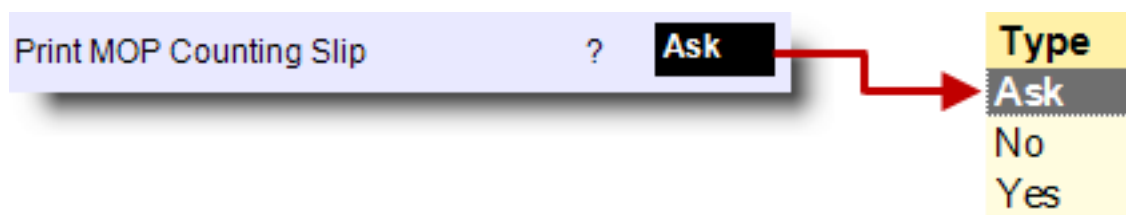
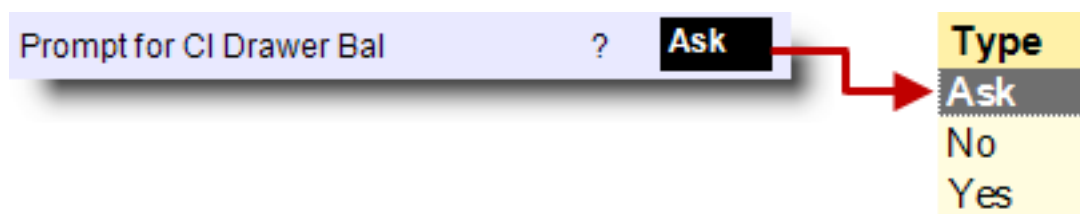
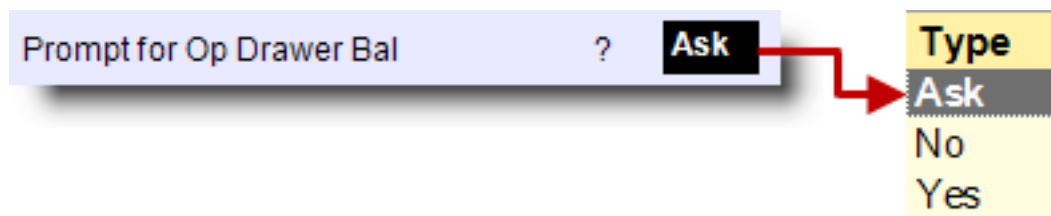
- **The End of a Batch:**
  - The batch closes when the user takes out a Z report.
  - The Z report can be printed by the operator at POS or it can be printed by the cashier/supervisor in the back office.

## The process of Cash Drawer Balancing

The process of Cash Drawer balancing is similar to the process of the previous releases; the only addition is the introduction of three additional options in the [Sale Invoice options screen](#) to automate the insertion of opening and closing balance and printing the mode of payment slip. Please follow the steps given below to implement the Cash Drawer balancing using Rancelab® FusionRetail™ 6.

### Step1: Setting the options

1. Go to [Main Menu > Sale Management > Transactions > Sale Invoice \(Scan POS\) \(S > T > S\)](#)
2. Press **Alt + O**.
3. Set **“Prompt for Op Drawer Bal = Ask”**
4. Set **“Prompt for CI Drawer Bal = Ask”**
5. Set **“Print MOP counting slip = Ask”**
6. Save.

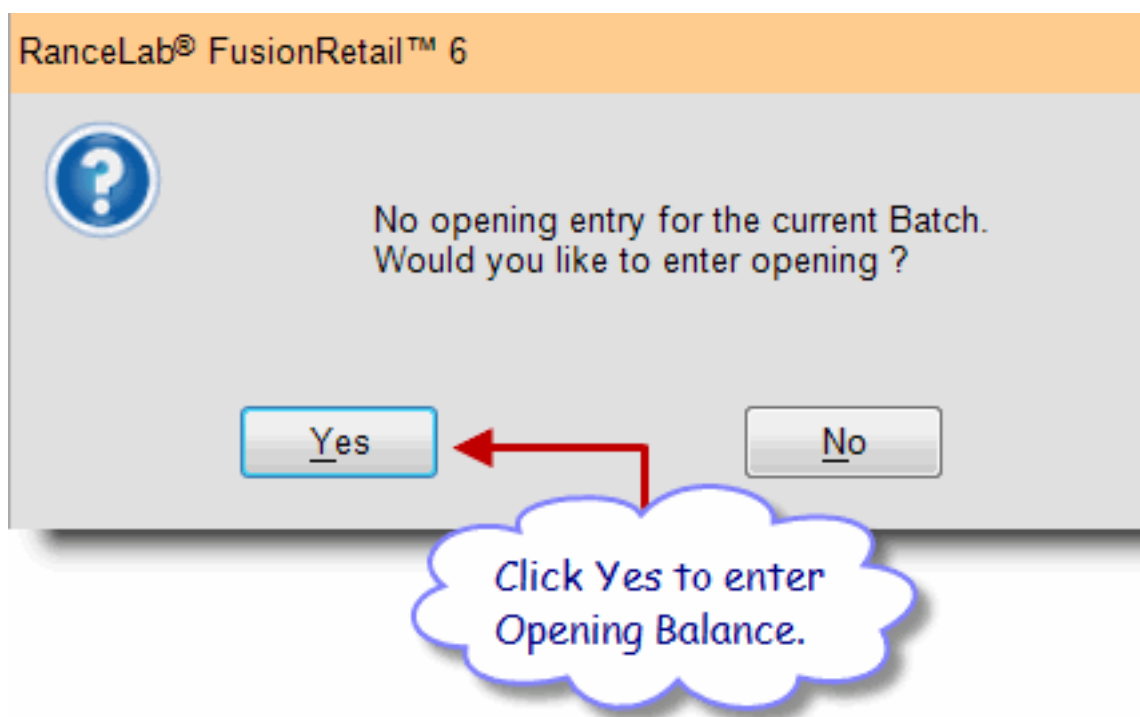


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OPTIONS	YES	ASK	NO
<b>Prompt for Op Drawer Balance</b>	Software automatically redirects the operator to the Cash Drawer balancing screen to insert opening balance as soon as the operator opens the Sale Invoice (Scan POS/Touch POS)	Software displays a message box asking the operator if he wants to enter the opening balance before performing a Sale Transaction.	In this case the software does not display any message. The operator has to press Alt + F7 to enter the opening balance manually.
<b>Prompt for CI Drawer Balance</b>	Software automatically redirects the operator to the Cash Drawer balancing screen to insert closing balance as soon as the operator escapes from the Sale Invoice (Scan POS/Touch POS)	Software displays a message box asking the operator if he wants to enter the closing balance before escaping from Sale Invoice.	In this case the software does not display any message. The operator has to press Alt + F7 to enter the closing balance manually before escaping from the Sale Invoices.
<b>Print MOP Counting Slip</b>	Software automatically prints a slip as soon as the operator enters opening balance and saves it.  The print out contains the opening balance amount in the exact currency denominations as it was entered as opening balance.	Software asks the operator to print a page as soon as the operator enters opening balance and saves it.  The print out contains the opening balance amount in the exact currency denominations as it was entered as opening balance.	In this case the software will not print any MOP counting slip after entering the opening and closing balance.

## Step2: Inserting the opening amount

1. Go to [Main Menu > Sale Management > Transaction > Sale Invoice \(Scan POS\)\(S > T > S\)](#)
2. Click the 'Yes' button when FusionRetail™ 6 asks for user consent for entering opening balance.
3. Cash Drawer balancing screen opens.
4. Insert the amount according to the appropriate currency denominations.
5. Save.
6. FusionRetail™ 6 asks to print MOP counting slip.
7. Press **Alt + X** if you want to print the **X report**.
8. Press Esc.



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Cash Drawer Balancing 02-Feb-2017

**Opening**

Cash Details


Denomination	Number	Amount
1000.00 X	2 :	2000.00
500.00 X	8 :	4000.00
100.00 X	30 :	3000.00
50.00 X	100 :	5000.00
Total :		14000.00

MOP Details

MOP Name	Opening
Cash	14000.00
Credit Sale	0.00
Credit Card	0.00
Credit Note Issued	0.00
CRM Point Redeem	0.00
Credit Note Adjusted	0.00
Total	14000.00

Enter the opening balance in the Cash Drawer screen according to the currency denomination.

RanceLab® FusionRetail™ 6



Do you want to print counting slip ?

Click Yes to print MOP counting slip

# Cash Drawer Balancing: How to use Cash Drawer Balancing?

Opening Counting Slip

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Report Date            01-Feb-2012  
Report Time            10:36 AM


Register #             Server  
Location #             Head Office  
Operator #             Soham  
Batch #                000001.001  
Start Date             24-Jan-2012  
Start Time             05:37 PM  
End Date  
End Time

Cash Details :

Denomination	Number	Amount
1000.00 X	2 :	2000.00
500.00 X	8 :	4000.00
100.00 X	30 :	3000.00
50.00 X	100 :	5000.00
Total:		14000.00

MOP Details :

MOP Name	Amount
Cash	: 14000.00
Total	: 14000.00



The software printed the MOP counting slip according to the currency denominations.

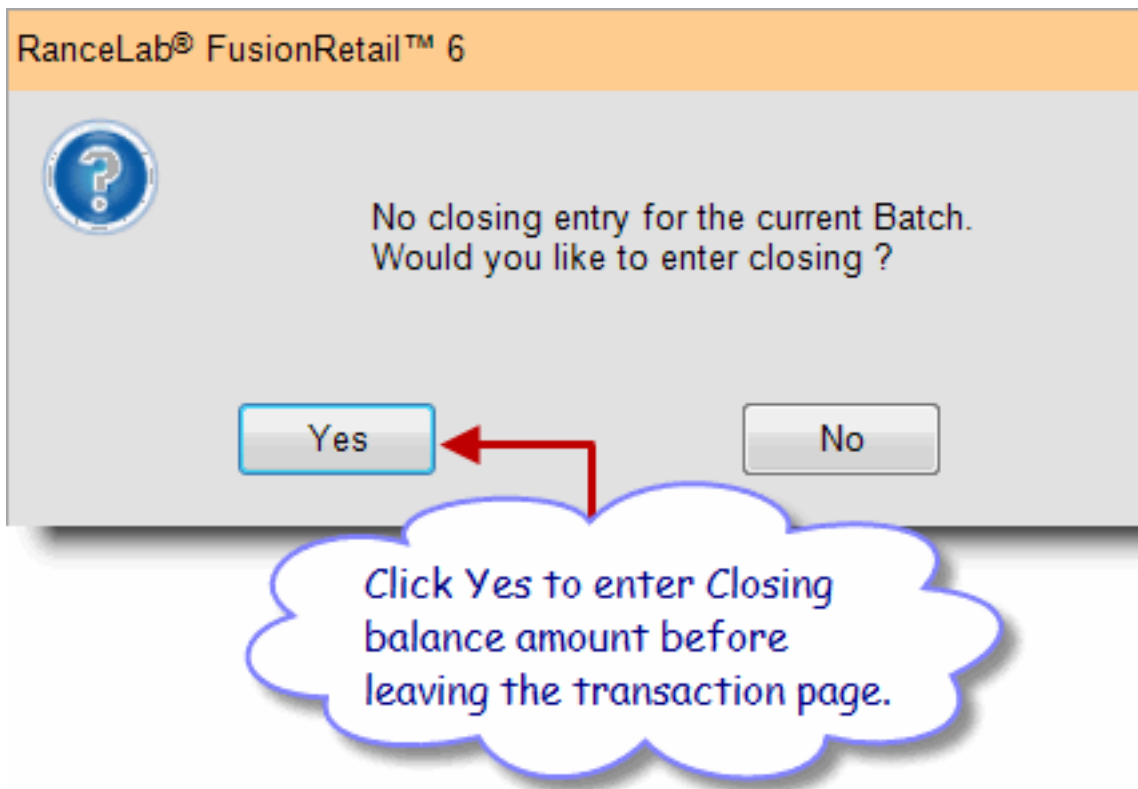
## Step3: Performing usual transactions

1. [Sale Order](#)
2. [Scan POS](#)
3. [Sale Return](#)
4. [Touch POS](#)
5. [Purchase Order](#)
6. [Purchase](#)
7. [Purchase Return](#)
8. [Accounting Vouchers](#)

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## Step4: Inserting Closing Balance (after creating transactions)

1. Try to Escape from the Sale Invoice screen ([Scan POS/Touch POS](#)) screen.
2. FusionRetail™ 6 will display you a message asking you to enter the closing balance.
3. Click Yes.
4. FusionRetail™ 6 will redirect you to the Cash Drawer balancing screen.
5. Enter the closing balance as per currency denomination.
6. Save.
7. The software asks to print MOP counting slip.
8. Click Yes.
9. Press **Alt + Z** to print Z report.



## Step4: Seeing the Cash Drawer balancing report

1. Go to [Main Menu > Sale Management > Reports > Cash Drawer Balancing \(S > R > B\)](#)
2. The default view is summery mode
3. Press **Alt + D** (Detail Mode)

Cash Drawer Balancing Summary						02-Feb-2012 - 02-Feb-2012
User	Location	Batch ID	Start Date time	End Date time	Status	
Adm	Head Office	000003.001	02-Feb-2012 12:44 PM	02-Feb-2012 01:02 PM	Close	
Soham	Head Office	000004.001	02-Feb-2012 01:07 PM	01-Jan-1900 12:00 AM	Open	
Ram	Head Office	000005.001	02-Feb-2012 02:01 PM	01-Jan-1900 12:00 AM	Open	
Subhojit	Head Office	000006.001	02-Feb-2012 02:02 PM	01-Jan-1900 12:00 AM	Open	
Ayan	Head Office	000007.001	02-Feb-2012 02:03 PM	01-Jan-1900 12:00 AM	Open	

Operator name Unique Batch Id Batch Status

The table displays a summary of cash drawer balancing transactions. Red arrows point from callout bubbles to the 'User', 'Batch ID', and 'Status' columns. The callouts are labeled 'Operator name', 'Unique Batch Id', and 'Batch Status'.

# Cash Drawer Balancing: How to use Cash Drawer Balancing?

To open the report in detail mode press **Alt + D** from your keyboard.

Cash Drawer Balancing Detail				01-Jan-2012 - 07-Feb-2012						
Date	Batch ID	Station	MOP	Opening	Sales	Receipt	Payment	Total Receipt	Closing	Difference
+ Adm				16,650.00	66,050.00		3,82,885.00	-3,16,835.00	24,420.00	-3,24,605.00
- Ayan				10,500.00	4,275.00			4,275.00		14,775.00
02-Feb-2012	000007.001	Server	Cash	10,500.00	4,275.00			4,275.00		14,775.00
+ Cap					3,39,819.00			3,39,819.00		3,39,819.00
+ Muazzam				4,000.00	384.00			384.00	4,384.00	
+ Ram				5,500.00	2,450.00			2,450.00		7,950.00
- Soham				18,000.00	2,016.00			2,016.00	7,706.00	12,310.00
02-Feb-2012	000004.001	Server	Cash	12,000.00	1,310.00			1,310.00	1,000.00	12,310.00
02-Feb-2012	000008.001	Server	Cash	3,000.00	358.00			358.00	3,358.00	
04-Feb-2012	00000A.001	Server	Cash	3,000.00	233.00			233.00	3,348.00	-115.00
04-Feb-2012	00000A.001	Server	Credit Card		445.00			445.00		445.00
04-Feb-2012	00000A.001	Server	Credit Note Issued		-330.00			-330.00		-330.00
+ Subhojit				6,500.00	615.00			615.00		7,115.00

The Cash Drawer Balancing report in Detail mode (Alt + D) showing all the columns.

## Explanation of the buttons in the Cash Drawer balancing report:

Button	SIGNIFICANCE
Op Cash	Opens the Cash Drawer screen to insert opening balance from the Cash Drawer Report
Cl Cash	Opens the Cash Drawer screen to insert closing balance from the Cash Drawer Report
Print X	Prints the X report from the Cash Drawer Report
Print Z	Prints the Z report from the Cash Drawer Report
Reprint Z	Re - prints the Z report from the Cash Drawer Report
Detail	Change the Cash Drawer report from summary mode to detail mode.
Summary	Shortcut to change the Cash Drawer report from detail mode to summary mode.

## Additional options for printing Z Report:

Options	Significance
Print Department Analysis	Prints the Z report with analysis of each department.
Print Hourly Sales	Prints the Z report with sale value in every single hour.
Print Detail	Prints the Z report with Opening, Closing, Batch and MOP details.
Remove Line with Zero Figure	Prints the Z report without the lines which has zero figure.

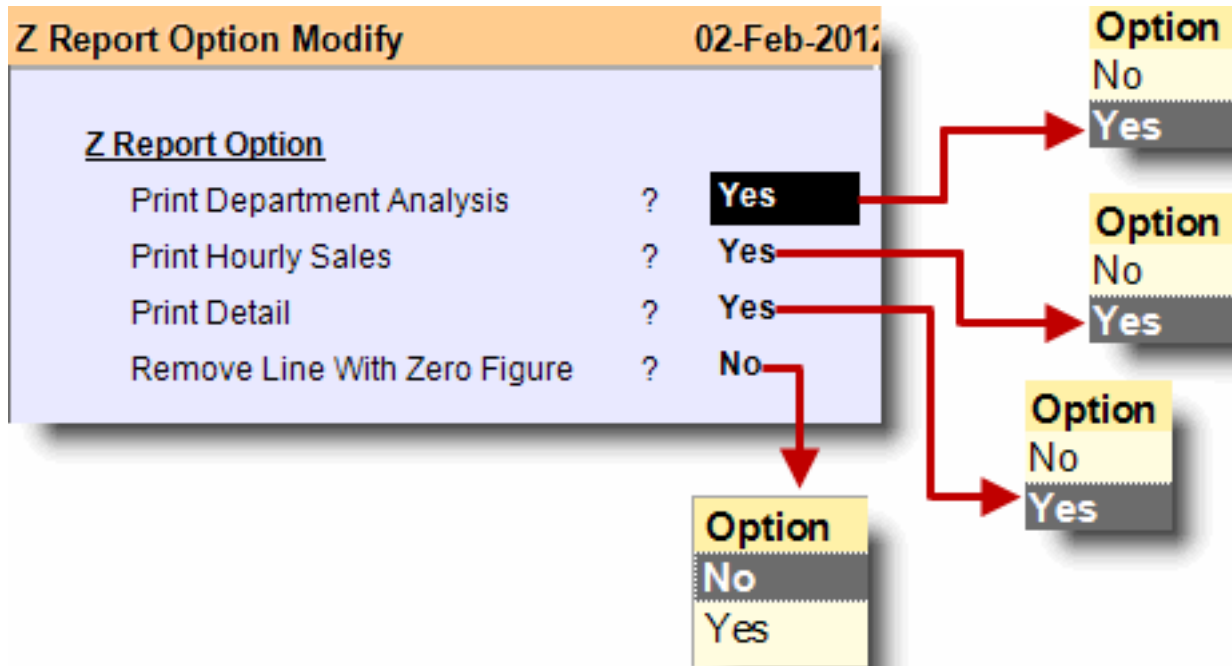
Please follow the instructions given below to set the options for Z report printing.

1. Go to **Scan POS (S > T > S)** or **Touch POS (S > T > T)** screen
2. Press **Alt + F7**
3. Press **Alt + R**
4. Set **"Print Department Analysis = Yes/No"**



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5. Set "Print Hourly Sales = Yes/No"
6. Set "Print Detail = Yes/No"
7. Set "Remove Line with Zero Figure = Yes/No"
8. Save.



**Z Report with only "Print Department Analysis = Yes"**



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Z REPORT		
Report Date	03-Feb-2012	
Report Time	12:52 PM	
Register #	Server	
Location #	Head Office	
Operator #	Adm	
Batch #	000009.001	
Batch Status	Close	
Start Date	03-Feb-2012	
Start Time	12:19 PM	
End Date	03-Feb-2012	
End Time	12:30 PM	
Opening Total	4650.00	
Fill/Refill	0.00	
Orders	0.00	
Sales	3573.35	
Returns	0.00	
Tax	446.65	
R/O	0.00	
Charges Total	0.00	
Discount Total	0.00	
Receipt	0.00	
Total	8670.00	
Payment	0.00	
Refund	0.00	
Closing Total	8220.00	
Total	8220.00	
Over/Short	0.00	
Total Tendered	4020.00	
Total Change	0.00	
Cost Of Goods	0.00	
Customer Count	5	
Department Orders/Sales/Returns :		
[None]	0.00	0%
Cosmetics	0.00	0%
Garments	0.00	0%
General Stores	0.00	0%
Grocery	0.00	0%
Others	0.00	0%
Raw Material	0.00	0%
Restaurant	4020.00	100%
	=====	=====
	4020.00	100%
-----		-----
Prepared by		Signed By

Department wise analysis in Z report.

**Z Report with only "Print Hourly sales = Yes"**

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```

Z REPORT
-----
Report Date      03-Feb-2012
Report Time      01:12 PM

Register #       Server
Location #       Head Office
Operator #       Adm
Batch #          000009.001
Batch Status     Close
Start Date       03-Feb-2012
Start Time       12:19 PM
End Date         03-Feb-2012
End Time         12:30 PM

Opening Total    4650.00
Fill/Refill     0.00
Orders           0.00
Sales            3573.35
Returns          0.00
Tax              446.65
R/O             0.00
Charges Total   0.00
Discount Total  0.00
Receipt         0.00
Total           8670.00

Payment          0.00
Refund           0.00
Closing Total    8220.00
Total           8220.00

Over/Short       0.00

Total Tendered  4020.00
Total Change     0.00
Cost Of Goods   0.00
Customer Count   5

Hourly Orders/Sales/Returns :
12:00 AM 0.00 0
01:00 AM 0.00 0
02:00 AM 0.00 0
03:00 AM 0.00 0
04:00 AM 0.00 0
05:00 AM 0.00 0
06:00 AM 0.00 0
07:00 AM 0.00 0
08:00 AM 0.00 0
09:00 AM 0.00 0
10:00 AM 0.00 0
11:00 AM 0.00 0
12:00 PM 4020.00 5
01:00 PM 0.00 0
02:00 PM 0.00 0
03:00 PM 0.00 0
04:00 PM 0.00 0
05:00 PM 0.00 0
06:00 PM 0.00 0
07:00 PM 0.00 0
08:00 PM 0.00 0
09:00 PM 0.00 0
10:00 PM 0.00 0
11:00 PM 0.00 0
=====
4020.00 5
-----
Prepared by      Signed By
  
```

Z Report with only Hourly sales details.

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Z Report with "Print Detail = Yes"

# Cash Drawer Balancing: How to use Cash Drawer Balancing?

```

Z REPORT
-----
Report Date      03-Feb-2012
Report Time      01:25 PM

Register #       Server
Location #       Head Office
Operator #       Adm
Batch #          000009.001
Batch Status     Close
Start Date       03-Feb-2012
Start Time       12:19 PM
End Date         03-Feb-2012
End Time         12:30 PM

Opening Total    4650.00
Fill/Refill      0.00
Orders           0.00
Sales            3573.35
Returns          0.00
Tax              446.65
R/O              0.00
Charges Total    0.00
Discount Total   0.00
Receipt          0.00
Total            8670.00

Payment          0.00
Refund           0.00
Closing Total    8220.00
Total            8220.00

Over/Short       0.00

Total Tendered   4020.00
Total Change     0.00
Cost Of Goods    0.00
Customer Count   5

Tax Collected :
Vat Output 12.5% 446.65

Cash            4650.00 (open)
Credit Sale     0.00 (open)
Credit Card     0.00 (open)
Credit Note Issu 0.00 (open)
CRM Point Redeem 0.00 (open)
Credit Note Adju 0.00 (open)

Cash            4020.00 (batch)
Credit Sale     0.00 (batch)
Credit Card     0.00 (batch)
Credit Note Issu 0.00 (batch)
CRM Point Redeem 0.00 (batch)
Credit Note Adju 0.00 (batch)

Cash            8220.00 (close)
Credit Sale     0.00 (close)
Credit Card     0.00 (close)
Credit Note Issu 0.00 (close)
CRM Point Redeem 0.00 (close)
Credit Note Adju 0.00 (close)

Cash            0.00 (even)
Credit Sale     0.00 (even)
Credit Card     0.00 (even)
Credit Note Issu 0.00 (even)
CRM Point Redeem 0.00 (even)
Credit Note Adju 0.00 (even)

Cash            5.00 (count)
Credit Sale     0.00 (count)
Credit Card     0.00 (count)
Credit Note Issu 0.00 (count)
CRM Point Redeem 0.00 (count)
Credit Note Adju 0.00 (count)
-----
Prepared by     Signed By
  
```

Opening Balance detail

Detail of a single batch

Closing Detail

Z Report with only Detail option turned on.

Number of bills created according to MOP

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## Z Report with "Remove Line with Zero figure = Yes"

Z REPORT	
Report Date	03-Feb-2012
Report Time	02:51 PM
Register #	Server
Location #	Head Office
Operator #	Adm
Batch #	000009.001
Batch Status	Close
Start Date	03-Feb-2012
Start Time	12:19 PM
End Date	03-Feb-2012
End Time	12:30 PM
Opening Total	4650.00
Sales	3573.35
Tax	446.65
Total	8670.00
Closing Total	8220.00
Total	8220.00
Over/Short	0.00
Total Tendered	4020.00
Customer Count	5
Prepared by	Signed By

Z report with only the "Remove line with Zero figure" set to Yes.

- Check this link for [Z Report with all options combined](#)

## Security options for Cash Drawer Balance:

Path	Option	Use
Action > Inventory	Cash Drawer Balancing Entry	Option to allow or block the authentication of creating cash drawer balance entry.
	Open Cash Drawer Balancing	Option to allow or block the user to open cash drawer balance entry.
	Make X Report	Options to allow or block the user from creating X report.
	Make Z Report	Options to allow or block the user from creating Z report.
	Open Entry from Cash Drawer Balancing Display	Option to allow or block the user to open the entry from cash drawer balance display.
Master > Printing Option	Z Report option	Select option from 'Create', 'Modify' and 'Is Active' requirement.

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For more details please visit:

- [Sale Invoice \(Scan POS\)](#)
- [Sale Invoice \(Touch POS\)](#)
- [Cash Drawer Balancing Report](#)
- [Is it possible to print combined Z report for more than one user?](#)

Unique solution ID: #1674

Author: Admin2

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