

# How to manage mismatch amount in my cash register?

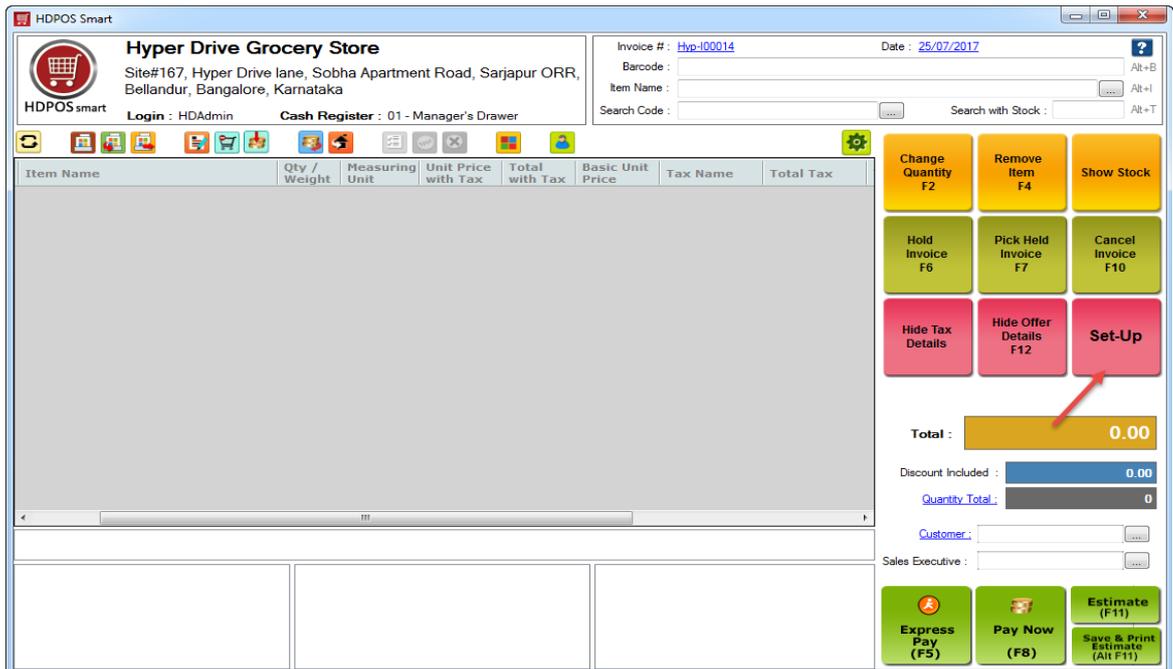


HDPOS smart Tutorials

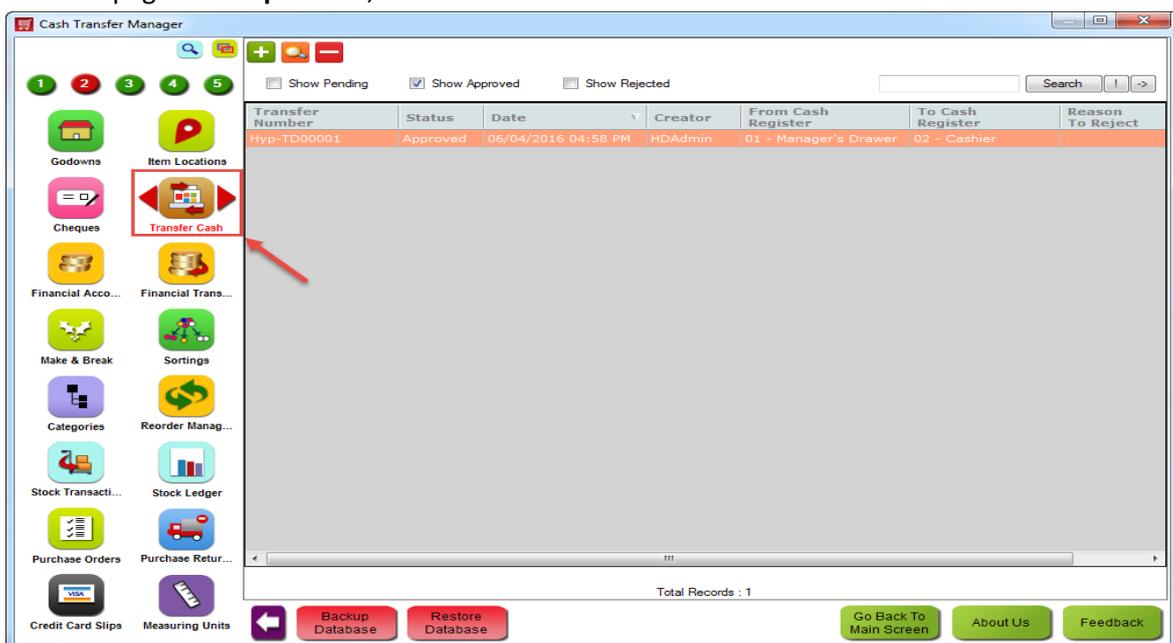
Sometimes, the amount present in the physical cash register will be less than the amount shown in HDPOS. This could be caused by improper handling of cash, card slip, cheque, or food coupons. This amount will then need to be adjusted.

To adjust the cash register amount while transferring, i.e., to empty the cash register, follow the steps.

1. Run **HDPOS Smart**. From main screen, click on **Set-Up**.

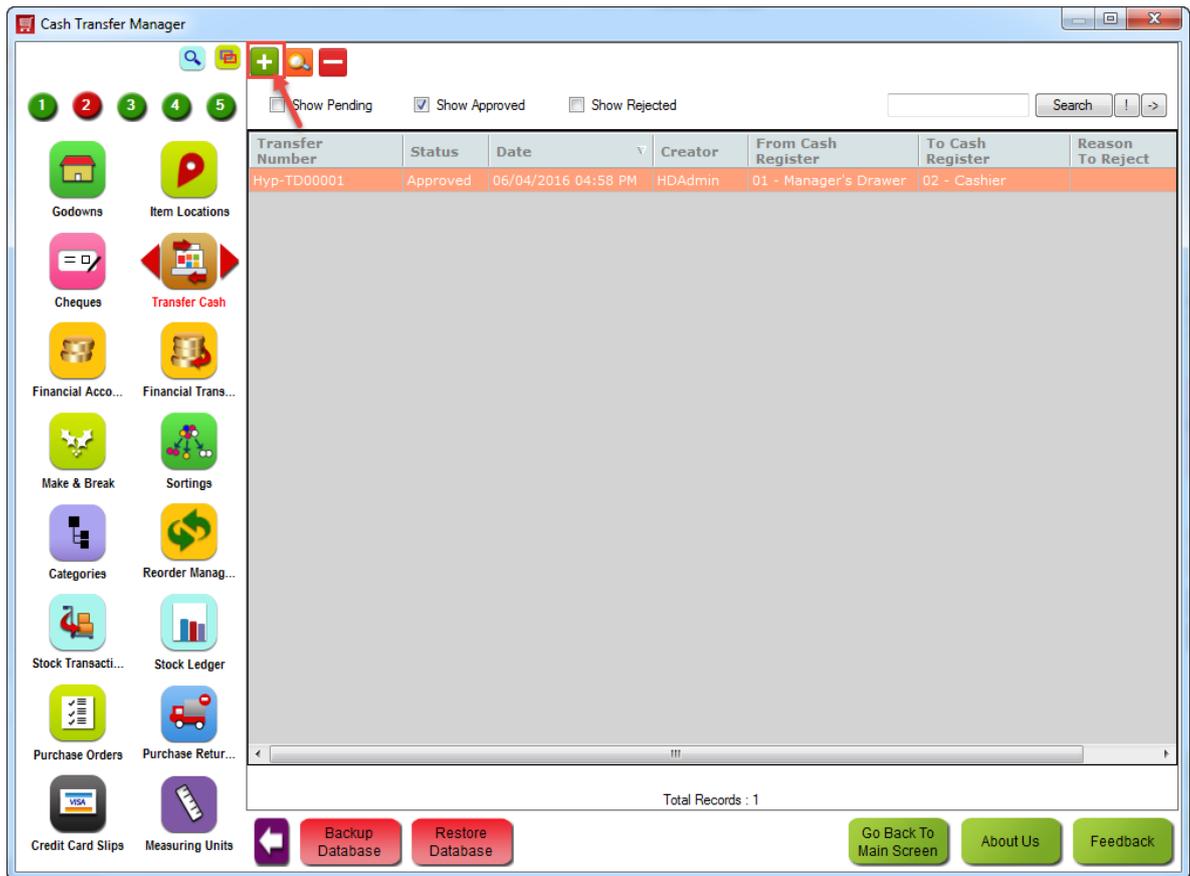


2. From 2<sup>nd</sup> page of **Setup Screen**, Click on **Transfer Cash**.



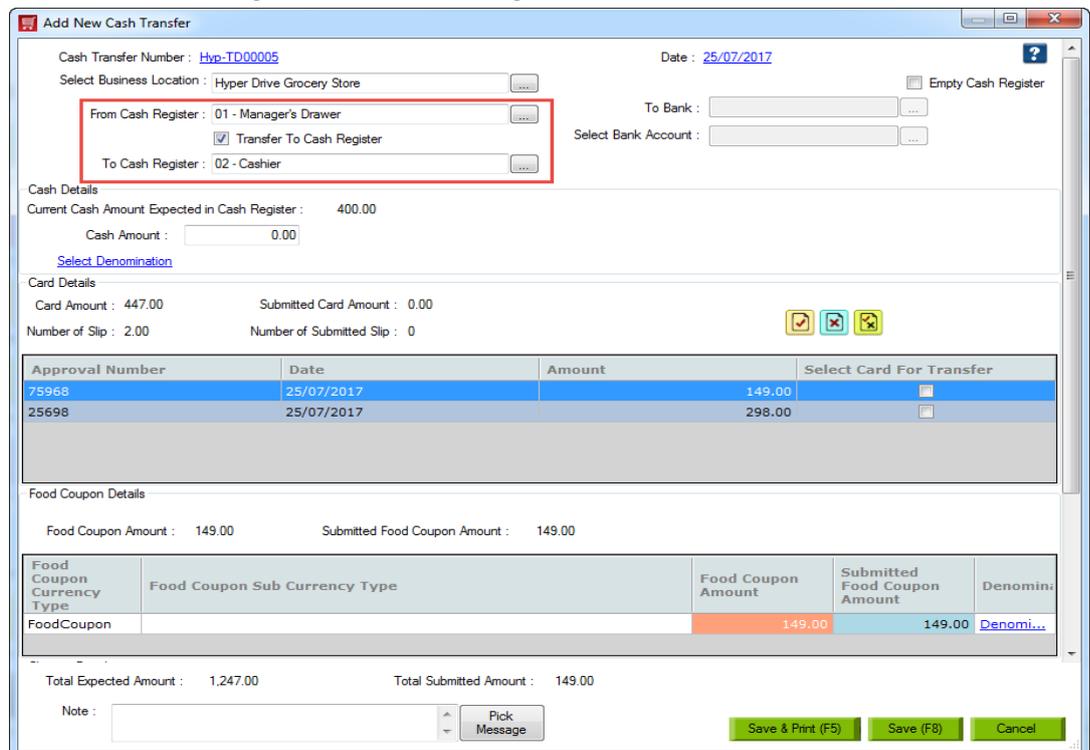


3. Click on **Add cash Transfer** tool strip from **Cash Transfer Manager**.



4. You will see **Add New Cash Transfer** screen as shown below.

a) Select **From Cash Register** and **To Cash Register**.





- b) Check **'Empty Cash Register'** check box.
- c) Select **Adjustment Cash Register** to adjust the missing amount.

The screenshot shows the 'Add New Cash Transfer' window with the following details:

- Cash Transfer Number: [Hyp-TD00005](#) Date: 25/07/2017
- Select Business Location: Hyper Drive Grocery Store  Empty Cash Register
- From Cash Register: 01 - Manager's Drawer To Bank: [ ]
- Transfer To Cash Register Select Bank Account: [ ]
- To Cash Register: 02 - Cashier Adjustment Cash Register: 99 - Adjustment Drawer
- Cash Details: Current Cash Amount Expected in Cash Register: 400.00, Cash Amount: 0.00, Missing Cash Amount: 400.00
- Card Details: Card Amount: 447.00, Submitted Card Amount: 0.00, Missing Card Amount: 447.00; Number of Slip: 2.00, Number of Submitted Slip: 0, Missing Card Slip: 2.00
- Table with columns: Approval Number, Date, Amount, Select Card For Transfer
- Food Coupon Details: Food Coupon Amount: 149.00, Submitted Food Coupon Amount: 149.00, Missing Food Coupon Amount: 0.00
- Table with columns: Food Coupon Currency Type, Food Coupon Sub Currency Type, Food Coupon Amount, Submitted Food Coupon Amount, Missing Food Coupon Amount, Denom
- Total Expected Amount: 1,247.00, Total Submitted Amount: 149.00, Total Missing Amount: 1,098.00
- Note: [ ] Pick Message, Save & Print (F5), Save (F8), Cancel

- d) **Cash details:** Here you will see the total amount of cash in 'From cash register'.
  - i. Enter the amount you are transferring in the **'Cash amount'** edit box.
  - ii. The rest of the amount is shown as **Missing Cash Amount** and will be transferred to the selected adjustment cash drawer.

The screenshot shows the 'Add New Cash Transfer' window with the 'Cash Amount' field highlighted in yellow. The details are:

- Cash Transfer Number: [Hyp-TD00005](#) Date: 25/07/2017
- Select Business Location: Hyper Drive Grocery Store  Empty Cash Register
- From Cash Register: 01 - Manager's Drawer To Bank: [ ]
- Transfer To Cash Register Select Bank Account: [ ]
- To Cash Register: 02 - Cashier Adjustment Cash Register: 99 - Adjustment Drawer
- Cash Details: Current Cash Amount Expected in Cash Register: 400.00, Cash Amount: 200.00, Missing Cash Amount: 200.00
- Card Details: Card Amount: 447.00, Submitted Card Amount: 0.00, Missing Card Amount: 447.00; Number of Slip: 2.00, Number of Submitted Slip: 0, Missing Card Slip: 2.00
- Buttons: Pick Message, Save & Print (F5), Save (F8), Cancel





e) **Card Details:** Here you will see the amount that is received through cards along with Approval number, Date and Amount of individual credit card slips.

- i. Check the checkbox against the credit card slips which you want to transfer to selected 'To Cash Register'.
- ii. Unchecked credit card slip amount is shown as 'Missing Card Amount' and will be transferred to select 'Adjustment Cash Register'.

**Add New Cash Transfer**

Cash Transfer Number : Hyp:TD00005 Date : 25/07/2017

Select Business Location : Hyper Drive Grocery Store  Empty Cash Register

From Cash Register : 01 - Manager's Drawer To Bank :

Transfer To Cash Register Select Bank Account :

To Cash Register :  Adjustment Cash Register : 99 - Adjustment Drawer

**Cash Details**  
Current Cash Amount Expected in Cash Register : 400.00  
Cash Amount :  Missing Cash Amount : 200.00  
[Select Denomination](#)

**Card Details**  
Card Amount : 447.00 Submitted Card Amount : 149.00 Missing Card Amount : 298.00  
Number of Slip : 2.00 Number of Submitted Slip : 1 Missing Card Slip : 1.00

Approval Number	Date	Amount	Select Card For Transfer
75968	25/07/2017	149.00	<input checked="" type="checkbox"/>
25698	25/07/2017	298.00	<input type="checkbox"/>

f) **Food Coupon Details:** Here food coupon details are shown.

- i. Enter the food coupon amount that you want to transfer in Submitted Food Coupon Amount field.
- ii. The rest of the amount is shown as **Missing Food Coupon Amount** and will be transferred to the selected 'Adjustment cash drawer'.

**Add New Cash Transfer**

To Cash Register : 02 - Cashier Adjustment Cash Register : 99 - Adjustment Drawer

**Cash Details**  
Current Cash Amount Expected in Cash Register : 400.00  
Cash Amount :  Missing Cash Amount : 200.00  
[Select Denomination](#)

**Card Details**  
Card Amount : 447.00 Submitted Card Amount : 149.00 Missing Card Amount : 298.00  
Number of Slip : 2.00 Number of Submitted Slip : 1 Missing Card Slip : 1.00

Approval Number	Date	Amount	Select Card For Transfer
75968	25/07/2017	149.00	<input checked="" type="checkbox"/>
25698	25/07/2017	298.00	<input type="checkbox"/>

**Food Coupon Details**  
Food Coupon Amount : 149.00 Submitted Food Coupon Amount : 100.00 Missing Food Coupon Amount : 49.00

Food Coupon Currency Type	Food Coupon Sub Currency Type	Food Coupon Amount	Submitted Food Coupon Amount	Missing Food Coupon Amount	Denomi
FoodCoupon		149.00	100.00	49.00	<a href="#">Denom...</a>





- g) Cheque Details:** Here you will see the details of the cheques received.
- i. Check the checkbox against the cheque which you want to transfer to the selected 'To cash Register'.
  - ii. The rest of the amount is displayed as 'Missing cheque amount' and the respective cheques will be marked as 'Lost' in Manage Cheques' module.

**Add New Cash Transfer**

Select Denomination

**Card Details**  
Card Amount : 447.00      Submitted Card Amount : 149.00      Missing Card Amount : 298.00  
Number of Slip : 2.00      Number of Submitted Slip : 1      Missing Card Slip : 1.00

Approval Number	Date	Amount	Select Card For Transfer
75968	25/07/2017	149.00	<input checked="" type="checkbox"/>
25698	25/07/2017	298.00	<input type="checkbox"/>

**Food Coupon Details**  
Food Coupon Amount : 149.00      Submitted Food Coupon Amount : 100.00      Missing Food Coupon Amount : 49.00

Food Coupon Currency Type	Food Coupon Sub Currency Type	Food Coupon Amount	Submitted Food Coupon Amount	Missing Food Coupon Amount	Denom
FoodCoupon		149.00	100.00	49.00	Deno...

**Cheque Details**  
Cheque Amount : 251.00      Submitted Cheque Amount : 235.00      Missing Cheque Amount : 251.00  
Number of Cheque : 2.00      Number of Submitted Cheque : 1      Missing Cheque : 2.00

Cheque Number	Cheque Date	Cheque Status	Cheque Amount	Received Cheques Bank Name	Note	Select Cheque For Transfer
894756	25/07/2017	Received	16.00	CITI	- Created for Sales...	<input type="checkbox"/>
589642	25/07/2017	Received	235.00	CITI	- Created for Sales...	<input checked="" type="checkbox"/>

Total Expected Amount : 1,247.00      Total Submitted Amount : 684.00      Total Missing Amount : 563.00

Note :

5. Click on **Save**.

**Add New Cash Transfer**

Select Denomination

**Card Details**  
Card Amount : 447.00      Submitted Card Amount : 149.00      Missing Card Amount : 298.00  
Number of Slip : 2.00      Number of Submitted Slip : 1      Missing Card Slip : 1.00

Approval Number	Date	Amount	Select Card For Transfer
75968	25/07/2017	149.00	<input checked="" type="checkbox"/>
25698	25/07/2017	298.00	<input type="checkbox"/>

**Food Coupon Details**  
Food Coupon Amount : 149.00      Submitted Food Coupon Amount : 100.00      Missing Food Coupon Amount : 49.00

Food Coupon Currency Type	Food Coupon Sub Currency Type	Food Coupon Amount	Submitted Food Coupon Amount	Missing Food Coupon Amount	Denom
FoodCoupon		149.00	100.00	49.00	Deno...

**Cheque Details**  
Cheque Amount : 251.00      Submitted Cheque Amount : 235.00      Missing Cheque Amount : 251.00  
Number of Cheque : 2.00      Number of Submitted Cheque : 1      Missing Cheque : 2.00

Cheque Number	Cheque Date	Cheque Status	Cheque Amount	Received Cheques Bank Name	Note	Select Cheque For Transfer
894756	25/07/2017	Received	16.00	CITI	- Created for Sales...	<input type="checkbox"/>
589642	25/07/2017	Received	235.00	CITI	- Created for Sales...	<input checked="" type="checkbox"/>

Total Expected Amount : 1,247.00      Total Submitted Amount : 684.00      Total Missing Amount : 563.00

Note :

