

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.

HDPOS Smar	t						- 0 <mark>- X -</mark>
	Hyper Drive Gr	ocery Store	Invoice # : Hyp-100014		Date : 25/07/2013	Z	?
(#)	Site#167, Hyper Drive	lane, Sobha Apartment Road, Sarjapur ORR,	Barcode :				Alt+B
HDPOS smart	Bellandur, Bangalore,	Karnataka	Search Code :		Sear	ch with Stock	Alt+T
	Login : HDAdmin	Cash Register : 01 - Manager's Drawer					
	88	🔯 🕤 🖾 🖾 📑 🗳		\$	Change	Remove	
Item Name		Qty / Measuring Unit Price Total Weight Unit with Tax with Tax	Basic Unit Price Tax Name	Total Tax	Quantity F2	Item F4	Show Stock
					Hold	Dick Hold	Cancel
					Invoice	Invoice	Invoice
					Hide Tax Details	Details	Set-Up
						F12	
							7
					Total :		0.00
					Discount Includ	led :	0.00
					Quantity To	otal :	0
•		m		F			
					Customer :		
					Sales Executive :		
							Estimate
					Express	Pay Now	(F11)
					Pay (F5)	(F8)	Estimate (Alt F11)

2. From 2nd page of **Setup** Screen, Click on **Transfer Cash.**

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02	3 4 5	Show Pending	Show Ap	oproved 📃 Show Rej	ected		5	earch [!
		Transfer Number	Status	Date	Creator	From Cash Register	To Cash Register	Reason To Reje
		Hyp-TD00001				01 - Manager's Drawer		
Godowns	Item Locations							
Financial Acco	Financial Trans							
~	.							
Make & Break	Sortings							
E								
Categories	Reorder manag							
4								
Stock Transacti	Stock Ledger							
SE	.							
Purchase Orders	Purchase Retur	•						
	E				Total Records	s:1		
Credit Card Slips	Measuring Units	Backup Database	Restore Databas	e ie		Go Bac Main Sc	k To Reen About Us	Feedb
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HDPOS smart Tutorials

Cash Transfer I	Manager								
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1 2 6	4 5	Show Pending	🔽 Show Ap	proved	Show Reje	ected			Search !
		Transfer	Status	Date	T	Creator	From Cash	To Cash	Reason
	Ρ	Number Hvp-TD00001	Approved	06/04/20	16 04:58 PM	HDAdmin	01 - Manager's Drawe	Register 02 - Cashier	To Reje
Godowns	Item Locations								
= 7									
Cheques	Transfer Cash								
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Purchase Orders	Purchase Retur	•							
VISA	E					Total Record	s : 1		
		Backup	Restore	9			Go Ba	ick To About	Js Feedb

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.

Cash Transfer Number :	Hyp-TD00005		Date :	25/07/2017		?
Select Business Location	Hyper Drive Grocery Store				Empty C	ash Register
Emm Cash Register	· 01 - Managor's Drawer		To Bank :			
From Cash Register	The second secon		Select Bank Account :			
	V Transfer To Cash Hegister		Sciect Burilt Account.			
To Cash Register	: 02 - Cashier					
Cash Details						
Jurrent Cash Amount Expected	in Cash Register : 400.00					
Cash Amount :	0.00					
Select Denomination						
Card Details						
Card Amount : 447.00	Submitted Card Amount	: 0.00				
lumber of Slip : 2.00	Number of Submitted Slip	: 0				
Approval Number	Date		Amount	Se	lect Card For Transf	er
75968	25/07/2017			149.00		
5698	25/07/2017					
	25/07/2017			298.00		
	25/07/2017			298.00		
	23/07/2017			298.00		
	23/07/2017			298.00		
ood Coupon Details	25/07/2017			298.00		
ood Coupon Details	25/07/2017			298.00		
ood Coupon Details	49.00 Submitted Fo	cod Coupon Amount : 1	49.00	298.00		
Food Coupon Details	49.00 Submitted Fe	ood Coupon Amount : 1	49.00	298.00	Submitted	
Tood Coupon Details Food Coupon Amount : 1 Food Coupon Currency Food C	49.00 Submitted Fe	ood Coupon Amount : 1	49.00	298.00 Food Coupon	Submitted Food Coupon	Denomir
Food Coupon Details Food Coupon Amount : 1 Food Coupon Currency Type	49.00 Submitted Fo	ood Coupon Amount : 1	49.00	298.00 Food Coupon Amount	Submitted Food Coupon Amount	Denomin
Food Coupon Details Food Coupon Amount : 1 Food Coupon Currency Type ToodCoupon	49.00 Submitted Fo	ood Coupon Amount : 1	49.00	298.00 Food Coupon Amount 149.00	Submitted Food Coupon Amount 149.00	Denomin Denomi
Food Coupon Details Food Coupon Amount : 1 Food Coupon Currency Type Food Coupon	49.00 Submitted Fo	ood Coupon Amount : 1	49.00	Food Coupon Amount 149.00	Submitted Food Coupon Amount 149.00	Denomir Denomi
Food Coupon Details Food Coupon Amount : 1 Food Coupon Currency Type Food C Type	49.00 Submitted Fe	ood Coupon Amount : 1	49.00	Food Coupon Amount 149.01	Submitted Food Coupon Amount 149.00	Denomin Denomi
Tood Coupon Details Food Coupon Amount : 1 Food Coupon Currency Type ToodCoupon Total Expected Amount :	49.00 Submitted Fr oupon Sub Currency Type 1,247.00	e Total Submitted Amount :	49.00	298.00 Food Coupon Amount 149.00	Submitted Food Coupon Amount 149.00	Denomir Denomi
Food Coupon Details Food Coupon Amount : 1 Food Coupon Currency Food C Currency Food C Currency Food C Type Todal Expected Amount : Note :	49.00 Submitted Fo	ood Coupon Amount : 1 e Total Submitted Amount :	49.00	298.00 Food Coupon Amount 149.00	Submitted Food Coupon Amount 149.00	Denomir.





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

🛒 Add New Cash Transfer								×
Cash Transfer Number : H	<u>yp-TD00005</u>			Date: 2	5/07/2017		2	1
Select Business Location :	Hyper Drive Grocery Store					Em	pty Cash Registe	er
From Cash Register :	01 - Manager's Drawer			To Bank :				
_	Transfer To Cash Register		Sel	ect Bank Account :				
To Cash Register :	02 - Cashier		Adjustri	ient Cash Register :	99 - Adjustment Drawer			
Cash Details								_
Current Cash Amount Expected i	n Cash Register : 400.00							
Cash Amount :	0.00	Miss	ing Cash	Amount : 400.	00			
Select Denomination								
Card Details	Submitted Cord Amount :	0.00	inning C-	rd Amount - 447.00				
Number of Sin : 2.00	Number of Submitted Sin :	0.00 M	Missing Co	Card Sila : 2.00		X		
Number of Silp . 2.00	Number of Submitted Slip .	0	MISSIN	g card Slip . 2.00		_		_
Approval Number	Date		Amou	nt	Select	Card For Tr	ansfer	
75968	25/07/2017				149.00			
25698	25/07/2017				298.00			
Food Coupon Details								
Food Coupon Amount : 14	9.00 Submitted Food	d Coupon Amount : 1	49.00		Missing Food Coupon Amou	unt : 0.00		
Food						Missing		
Coupon Food Co	upon Sub Currency Type			Food Coupon	Submitted Food Coupon	Food	Deno	mi
Туре				Amount	Amount	Amount		
FoodCoupon					00 149.0	0	0.00 <u>Deno.</u>	
Total Expected Amount :	1,247.00 To	otal Submitted Amount :	149.00)	Total Missing Amount :	1,098.00		
Note :			1					
NOLO .		Pick						

- 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.

🛒 Add New Cash Transfer			
Cash Transfer Number : H	yp-TD00005	Date : <u>25/07/2017</u>	? _
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 :	
<u>T</u> o Cash Register :	02 - Cashier	Adjustment Cash Register : 99 - Adjustment Drawer	
Cash Details	C D		
Current Cash Amount Expected I	n Cash Register : 400.00		
Cash Amount :	200.00	Missing Cash Amount : 200.00	
Select Denomination			
Card Details	Submitted Card Amount - 0.00	Missing Card Amount - 447.00	
Card Amount : 447.00	Submitted Card Amount : 0.00	Missing Card Amount : 447.00	য
Number of Slip : 2.00	Number of Submitted Slip: 0	Missing Card Slip : 2.00	





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- 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	
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
Current Cash Amount Expected Cash Amount : Select Denomination	l in Cash Register : 400.00 200.00	Missing Cash Amount : 200.00
Card Details Card Amount : 447.00 Number of Slip : 2.00	Submitted Card Amount : 149.00 Number of Submitted Slip : 1	Missing Card Amount : 298.00 Missing Card Slip : 1.00
Approval Number	Date	Amount Select Card For Transfer
75968	25/07/2017	149.00
25698	25/07/2017	298.00

- 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'.

	Indiferent to oddit Hogiston			
To Cash Register :	02 - Cashier	Adjustment Cash Regi	ister : 99 - Adjustment Drawer	
Cash Details				
Current Cash Amount Expected i	in Cash Register : 400.00			
Cash Amount :	200.00	Missing Cash Amount :	200.00	
Select Denomination				
Card Details				
Card Amount : 447.00	Submitted Card Amount : 149	9.00 Missing Card Amount : 2	98.00	—
Number of Slip: 2.00	Number of Submitted Slip: 1	Missing Card Slip : 1	.00	X
Approval Number	Date	Amount	Select	Card For Transfer
75968	25/07/2017		149.00	
25698	25/07/2017		298.00	
Food Coupon Details				
Coupon Details				
Food Coupon Amount : 14	49.00 Submitted Food Co	pupon Amount : 100.00	Missing Food Coupon Amo	unt : 49.00
Food Coupon Currency Food Co Type	oupon Sub Currency Type	Food Cour Amount	pon Submitted Food Coupon Amount	Missing Food Coupon Amount
- /				





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- 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 Sul	bmitted Card Amount : 149.00	Missing Ca	ard Amount : 298.00			
Number of Slip: 2.00 Num	ber of Submitted Slip : 1	Missin	g Card Slip:1.00			
Approval Number	Date	Amou	nt	Select Car	rd For Transfer	
75968	25/07/2017			149.00		
25698	25/07/2017			298.00		
Food Coupon Details						
Food Coupon Amount : 149.00	Submitted Food Coupon	n Amount : 100.00	Missi	ng Food Coupon Amount :	49.00	
Food Coupon Currency Type	Currency Type		Food Coupon Amount	Submitted Food Coupon Amount	Missing Food Coupon Amount	Denomi
FoodCoupon			149.00	100.00	49.00	Deno
- Cheque Details						
Cheque Amount : 251.00	Submitted Cheque Amount : 2	235.00 Mi	ssing Cheque Amount : 25	51.00		
Number of Cheque : 2.00 N	· lumber of Submitted Cheque : 1	1	Missing Cheque : 2.	.00		
Cheque Cheque Date	Cheque Status	Cheque Amount	Received Cheques Bank Name	Note	Select Che For Transf	que er
894756 25/07/2017	Received	16.00	CITI	- Created for Sales	i	
589642 25/07/2017						
Total Expected Amount : 1,247.00	Total Subm	nitted Amount : 684.0)	Total Missing Amount :	563.00	
Note :	* *	Pick Message	1	Save & Print (F5)	Save (F8)	Cancel

5. Click on Save.

Add New Cash Tran	sfer								
Select Denomination	1								
Card Details									
Card Amount : 447.00	Sub	mitted Card Amount : 149.0	O Mi	issing Ca	rd Amount : 298.00				
Number of Slip: 2.00	Numb	per of Submitted Slip : 1		Missing	Card Slip:1.00				
Approval Number		Date		Amou	nt		Select Car	d For Tran	sfer
75968		25/07/2017				149.00		V	
25698		25/07/2017				298.00			
Food Coupon Details	: 149.00	Submitted Food Cour	oon Amount : 10	00.00	Mis	sing Food Co	upon Amount :	49.00	
Food Coupon Currency Type	od Coupon Sub	Currency Type			Food Coupon Amount	Submitt Food Co Amount	ed F oupon d	Missing Food Coupon Amount	Denor
FoodCoupon					149.00		100.00	49	.00 <u>Deno</u>
Cheque Details									
Cheque Amount : 251	.00	Submitted Cheque Amount	235.00	Mis	sing Cheque Amount :	251.00			
Number of Cheque : 2.00) N	umber of Submitted Cheque :	1		Missing Cheque :	2.00			
Cheque Number	Cheque Date	Cheque Status	Cheque Amount		Received Cheques Bank Name	Note		Select For Tra	Cheque Insfer
394756	25/07/2017	Received		16.00	CITI	- Creat	ted for Sales.		
									V
Total Expected Amour	ıt: 1,247.00	Total Su	bmitted Amount :	684.00)	Total Missin	g Amount : !	563.00	
Note :			+ Pick + Message			Save & F	nint (F5)	Save (F8)	Cancel

