

# CASH DECLARATION

MODULE WALKTHROUGH

FEBRUARY 2012

## **CASH DECLARATION**

Cash Declaration allows the auditor or treasurer to check for cash surplus or shortage for every cashier. The form shows complete cash denominations and automatic computing of difference.

When a cashier signs off, he/she may opt to print Cashiers Report.

Scenario: Cashier goes to the office to declare his/her existing cash

In Headquarter System, go to Daily Operation > Cashier Declaration > New

**Cashier Declaration**

CREATED: ADMIN 01/21/2012

Sales Date: 01/21/2012

Cashier: **GEOFF Sy**

Branch: **Main Branch**

Memo:

Expected Cash	Declaration	Difference	Other Media	Generate Data

Media	Qty	Amount	System	Difference

Records are kept and can be retrieved per sales date, cashier and branch.

**Note: For cashiers with two shifts in one day per branch, use different accounts (e.g. Cashier-Day, Cashier-Night)**

After the selection, hit Generate Data

Input the quantity of each denomination and this will automatically add up in the Declaration field

**Cashier Declaration**

CREATED: ADMIN 01/21/2012

Sales Date: 01/21/2012

Cashier: GEOFF Sy

Branch: Main Branch

Memo:

Expected Cash	Declaration	Difference	Other Media
32.68	30.00	-2.68	-1

Generate Data

Media	Qty	Amount	System	Difference
P 1000.00	0			
P 500.00	0			
P 100.00	0			
P 50.00	0			
P 20.00	0			
P 10.00	3	30.00		
P 5.00	0			
P 1.00	0			# of Denomination
P 0.25	0			
P 0.10	0			
P 0.051	0			

Expected Cash – expected amount to be turned over by the cashier

Declaration – running amount as entered in the denomination list

Difference – shortage (negative), over (positive)

Other Media – number of slips from credit card transactions, charge, check, coupon and debit

## Report – Cashier Declaration List

In Headquarter System, go to Daily Operation > Cashier Declaration  
Set filters by period, cashier, branch and exception case.  
Click Search when done.

**Search Cashier Declaration**

Period: 01/21/2012 - 01/21/2012

Cashier: (All)

Branch: Main Branch

Exception Case:

- With cash shortage
- With cash surplus
- With cash difference
- With other media difference

Exception Case will help you filter the report which is useful for auditing a cashier

## Report – Cashier Declaration List

Cashier Declaration List							
Sale Date	Cashier	Expected	Declaration	Difference	Other Media	Branch	Memc
<a href="#">01/21/2012</a>	GEOFF Sy	32.68	30.00	-2.68	-1	Main Branch	

Difference - shows the short / over of cash declaration.