

CASH MOVEMENTS

Tools > Reports > End of Day > Cash Movements

The Cash Movements report displays a detailed list of cash movements for the given date range. The report includes details of cash taken out, cash returned, cash transferred out, and cash transferred in. For each cash movement, you can view information such as the employee, the date and time, the amount, and the current status. You can also view times when the register was opened but no cash movements were recorded.

The Cash Movements report allows you to keep track of cash being taken out and returned to the register, which can help you balance your register at the end of the day.

TRANSFER CASH OUT

This section shows details of cash that was transferred from the business to an external recipient.

TRANSFER CASH IN

This section shows details of cash that was transferred to the business from an external source.

TILL OPENED

This section displays any times when the register was opened, and who it was opened by.

TOTAL

At the bottom of each section, the total amount for all movements is displayed.

Employee	Date/Time	Amount	Status	Earliest Cash Taken Time	Total Amt Expensed	Explanation
Cash Taken Out						
Anna	5/01/2016 8:20:00AM	\$50.00	CLOSED			
Anna	22/02/2016 4:43:23PM	\$50.00	CLOSED			
Anna	3/03/2016 4:46:54PM	\$20.00	CLOSED			
Anna	4/03/2016 12:19:50PM	\$50.00	CLOSED			
Anna	4/03/2016 1:51:42PM	\$18.50	CLOSED			
Anna	27/06/2016 12:06:30PM	\$2.00	CLOSED			
Anna	15/09/2016 10:53:22AM	\$220.00	CLOSED			
Anna	28/09/2016 1:44:00PM	\$30.00	CLOSED			
Lucy	28/09/2016 1:44:59PM	\$20.00	OPEN			
Anna	12/12/2016 4:09:51PM	\$30.00	OPEN			
		\$510.00				
Cash Returned						
Anna	5/01/2016 8:20:12AM	\$18.50	CLOSED	5/01/2016 8:20:00AM	-\$31.50	
Anna	2/02/2016 4:35:35PM	\$0.00	CLOSED	2/12/2015 4:46:23PM	-\$100.00	
Anna	24/02/2016 9:04:20AM	\$0.00	CLOSED	22/02/2016 4:43:23PM	-\$50.00	
Anna	4/03/2016 12:21:01PM	\$15.50	CLOSED	4/03/2016 12:19:50PM	-\$34.50	
Anna	4/03/2016 2:10:08PM	\$2.40	CLOSED	4/03/2016 1:51:42PM	-\$17.50	
Anna	9/03/2016 3:12:56PM	\$10.00	CLOSED	3/03/2016 4:46:54PM	-\$10.00	
Anna	27/06/2016 12:06:43PM	\$2.00	CLOSED	27/06/2016 12:06:30PM	-\$18.00	
Anna	28/09/2016 1:45:42PM	\$18.50	CLOSED	15/09/2016 10:53:22AM	-\$201.50	
Anna	12/12/2016 4:10:05PM	\$5.05	CLOSED	28/09/2016 1:44:00PM	-\$24.95	
		\$71.95				
Transfer Cash Out						
Anna	4/03/2016 2:23:38PM	\$0.10	CLOSED			
		\$0.10				
Transfer Cash In						
Anna	28/09/2016 3:08:47PM	\$90.00	CLOSED			
		\$90.00				
Till Opened						
Anna	15/09/2016 10:53:28AM					



Peppermint Park

EMPLOYEE
The employee that was logged on to Shortcuts when the cash movement took place.

EXPLANATION
The reason for the cash movement.

CASH TAKEN OUT
This section shows details of cash that was taken from the register.

DATE/TIME
The date and time when the cash movement took place.

AMOUNT
This column shows the amount that was taken out, returned or transferred.

STATUS
'Closed' indicates that the cash movement has been settled, whereas 'open' means that the cash movement is still outstanding.

TOTAL AMT EXPENSED
The amount that went towards business expenses (e.g. price of groceries purchased).

EARLIEST CASH TAKEN TIME
The time when the original amount was taken from the register.

CASH RETURNED
This section shows details of cash that was returned to the register.