

Cash Drawer Balancing: How to use the cash drawer balance in RanceLab® FusionRetail™ 6?

Answer:

Step1: Creating proper denomination of cash

1. Go to [Main Menu > Master Data Management > Accounts > Mode of Payment \(M> A> M\)](#)
2. Alt + L
3. Select cash from the list
4. Go to the Name column and add your required denominations (coins or bank notes)
5. Save

Mode Of Payment Modify

MOP Setup

Name	? Cash
Type	? Cash
Account	? Cash
Is Customer Info Reqd	? No
Is Document Number Reqd	? No
Is Bank Name Reqd	? No
Is CRM Point Calculation Reqd	? Yes
Is Direct Tender Allowed	? Yes
Is TIP Allowed	? Yes
Vendor	? [None]
Exchange Rate	? 0.000

SINo	Name	Picture	Value
1	Rs. 1000		1000.00
2	Rs. 500		500.00
3	Rs. 100		100.00
4	Rs. 50		50.00
5	Rs. 20		20.00
6	Rs. 10		10.00
7	Rs. 5		5.00
8	Rs. 2		2.00
9	Rs. 1		1.00
10	Rs. 0.50		0.50

Step 2: Taking Opening Balance during Day beginning.

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1. Go to [Main Menu > Sales Management > Transaction > Sales Invoice \(POS\) \(Scan POS\)\(S>T>S\)](#)
2. Press Alt + F7.
3. Cash Drawer balancing page opens in Opening balance mode.
4. Insert Opening balance in proper denomination.
5. Save.

Cash Drawer Balancing

Opening

Cash Details

Denomonation	Number	Amount
1000.00 X	2 :	2000.00
500.00 X	10 :	5000.00
100.00 X	30 :	3000.00
50.00 X	50 :	2500.00
20.00 X	50 :	1000.00
10.00 X	100 :	1000.00
5.00 X	30 :	150.00
2.00 X	50 :	100.00
1.00 X	100 :	100.00
Total :		14850.00

MOP Details

MOP Name	Opening
Cash :	14850.00
Credit Sale :	0.00
Credit Card :	0.00
Credit Note Issued :	0.00
Credit Note Adjusted :	0.00
Total :	14850.00

Insert Opening amount in proper denominations.

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Step 3: Making Sale Transactions throughout the day...

Step 4: Taking closing balance in Cash Drawer.

1. Go to [Main Menu > Sales Management > Transaction > Sales Invoice \(POS\) \(Scan POS\)\(S>T>S\)](#)
2. Press Alt + F7.
3. Cash Drawer balancing page opens in closing mode.
4. Insert Cash details in exact denominations from Cash Drawer.
5. Save.
6. Press Alt + Z or you can click on Z Report to take a printout.

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Cash Drawer Balancing		
Closing		
<u>Cash Details</u>		
Denomination	Number	Amount
1000.00 X	0 :	0.00
500.00 X	0 :	0.00
100.00 X	15 :	1500.00
50.00 X	15 :	750.00
20.00 X	10 :	200.00
10.00 X	40 :	400.00
5.00 X	10 :	50.00
2.00 X	75 :	150.00
1.00 X	100 :	100.00
Total :		3150.00
<u>MOP Details</u>		
MOP Name		Closing
Cash	:	3150.00
Credit Sale	:	0.00
Credit Card	:	0.00
Credit Note Issued	:	0.00
Credit Note Adjusted	:	0.00
Total	:	3150.00

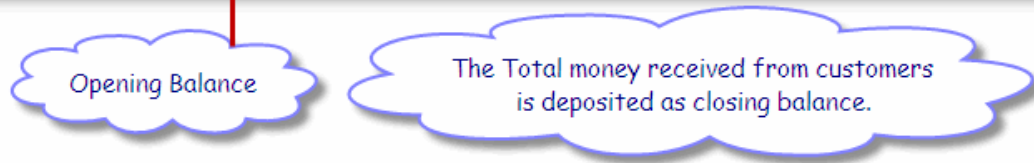
Insert Closing amount in proper denominations.

Step 5: Seeing the Cash Drawer Balancing Reports.

1. Go to [Main Menu > Sale Management > Reports > Cash Drawer Balancing \(S > R > B\)](#)
2. Alt + E to expand and check the report.

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Cash Drawer Balancing										
Station	User	Batch ID	MOP	Opening	Sales	Receipt	Payment	Total Receipt	Closing	Difference
18-Mar-2011				7,400.00	4,042.00			4,042.00	4,042.00	7,400.00
Server	Adm	1	Cash	7,400.00	4,042.00			4,042.00	4,042.00	7,400.00



Note:

A shift is considered as open, when the user logs into the software using his password and when he logs out the shift is considered as closed.

- **The X Report:** The X-Report gives you the printout of the Opening Balance and the details of the Sale Transactions performed in the day.
- **The Z Report:** The Z Report gives the printout of the Opening Balance, Transactions throughout the day and the Closing balance. It is taken once the shift is closed. Once the Z Report is taken then again you have to take opening balance.

For more details please visit:

- http://www.rancelab.com/help/fr6_mode_of_payment.htm
- http://www.rancelab.com/help/fr6_sale_invoice_pos.htm

(Available in Release 1.260 and onwards)

Unique solution ID: #1539

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Last update: 2012-08-14 12:57