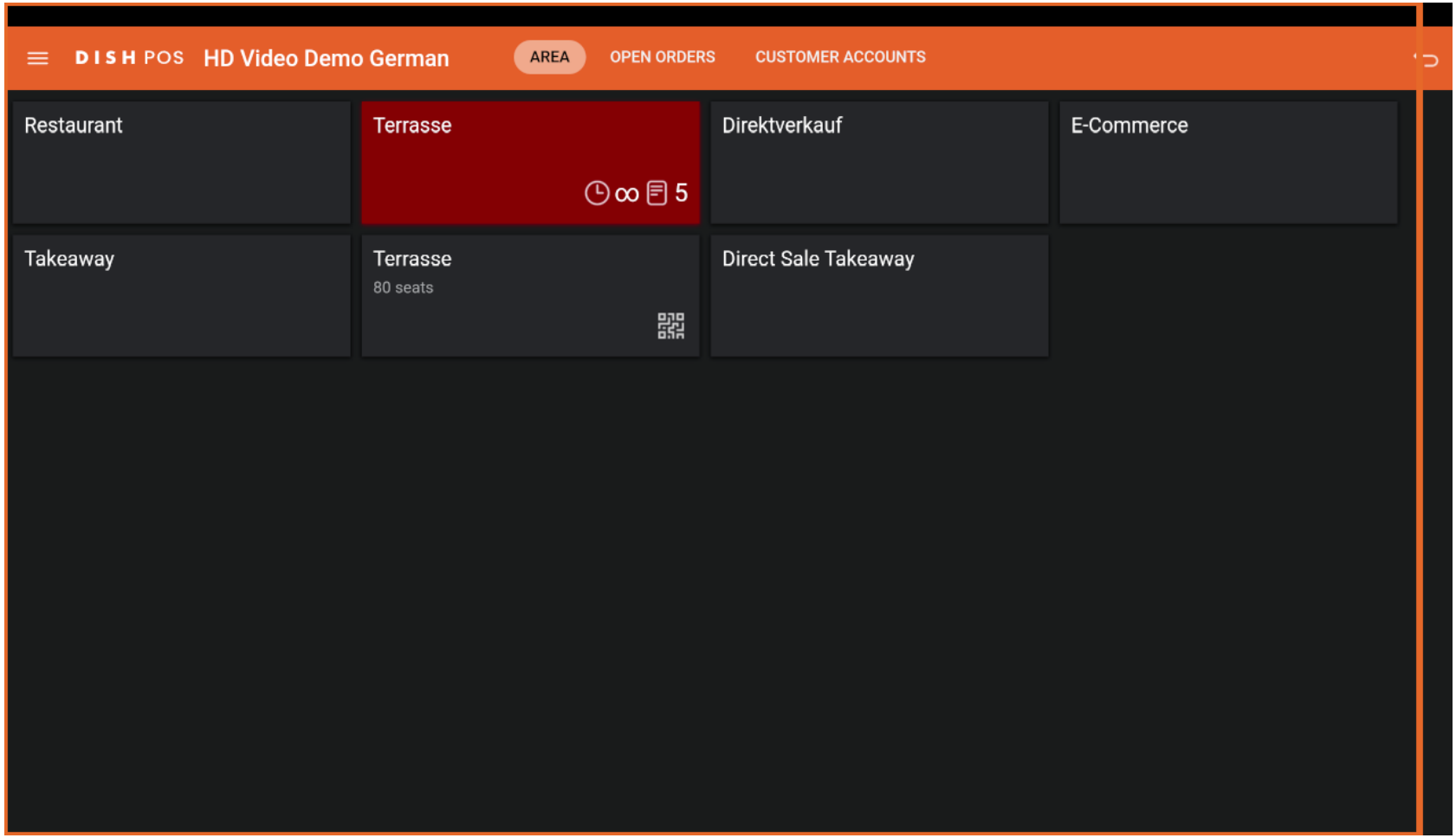
Register Cash Transactions

Welcome to the DISH POS app. In this tutorial, we show you how to register cash transactions for the "Kassenbuch" functionality. Note: The transaction is registered in the previously selected drawer.



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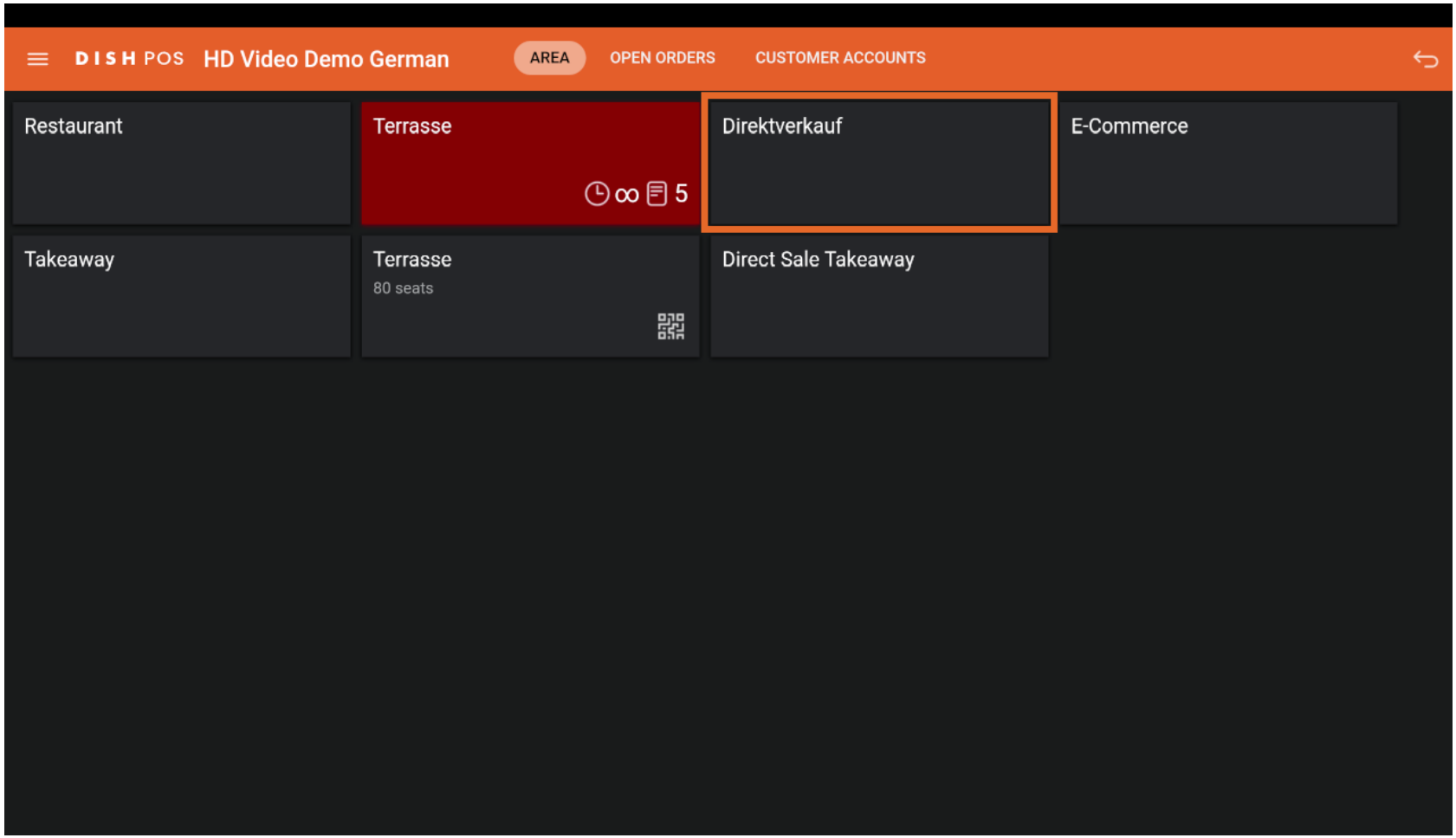
To start, navigate to direct sales or open an empty table.



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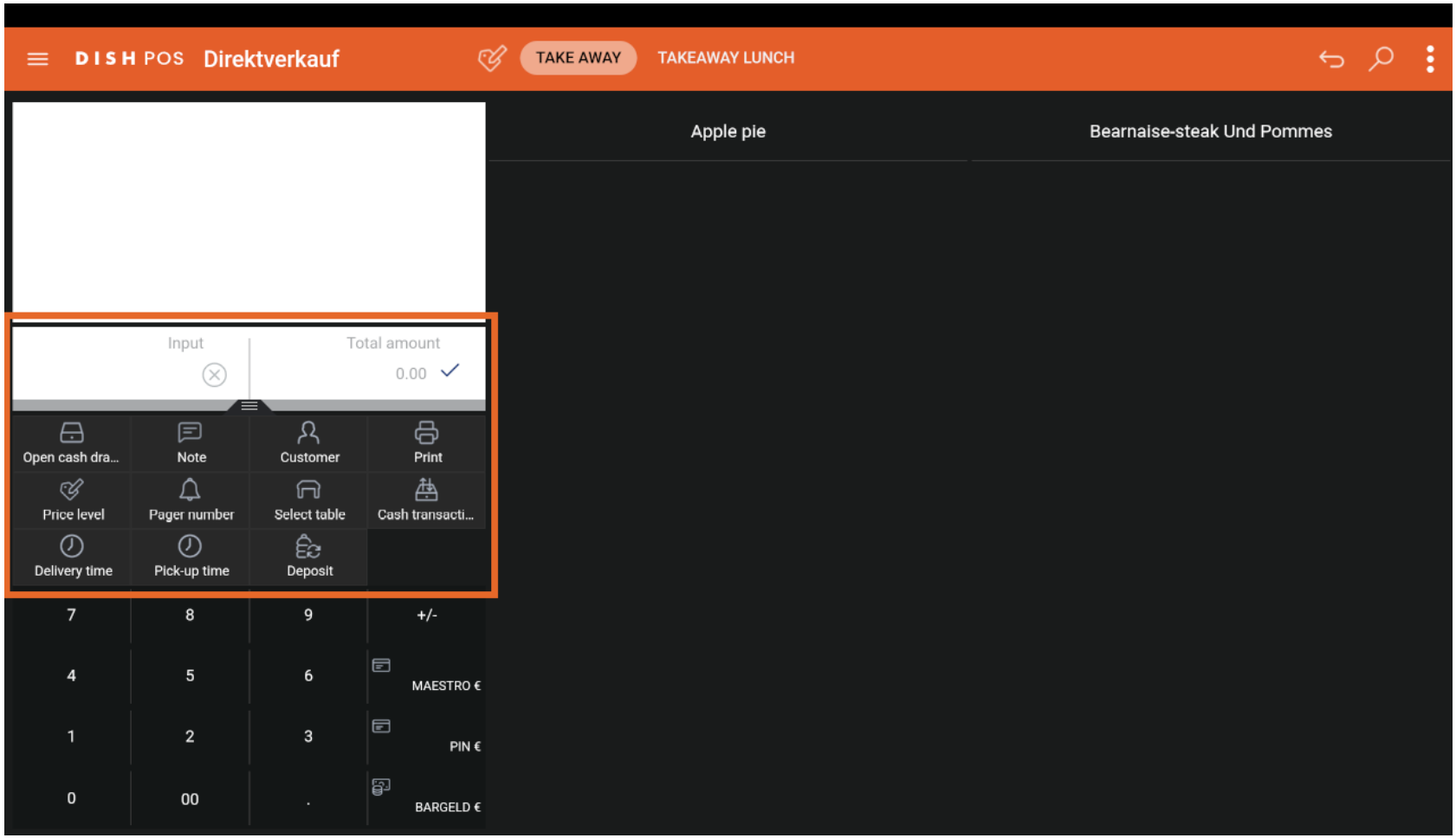
Proceed by expanding the transaction menu.



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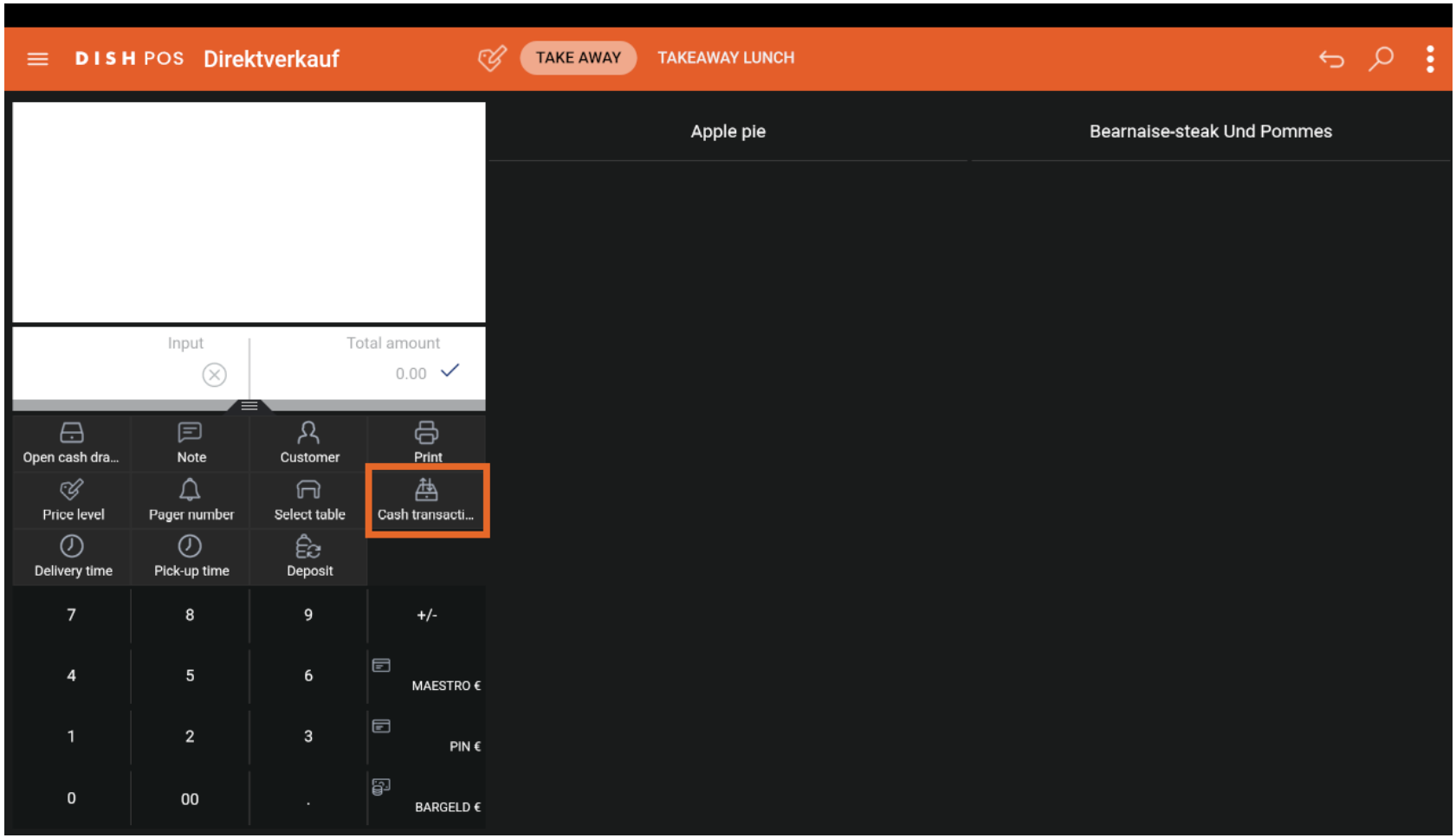
Register Cash Transactions

Now, click on Cash transactions.



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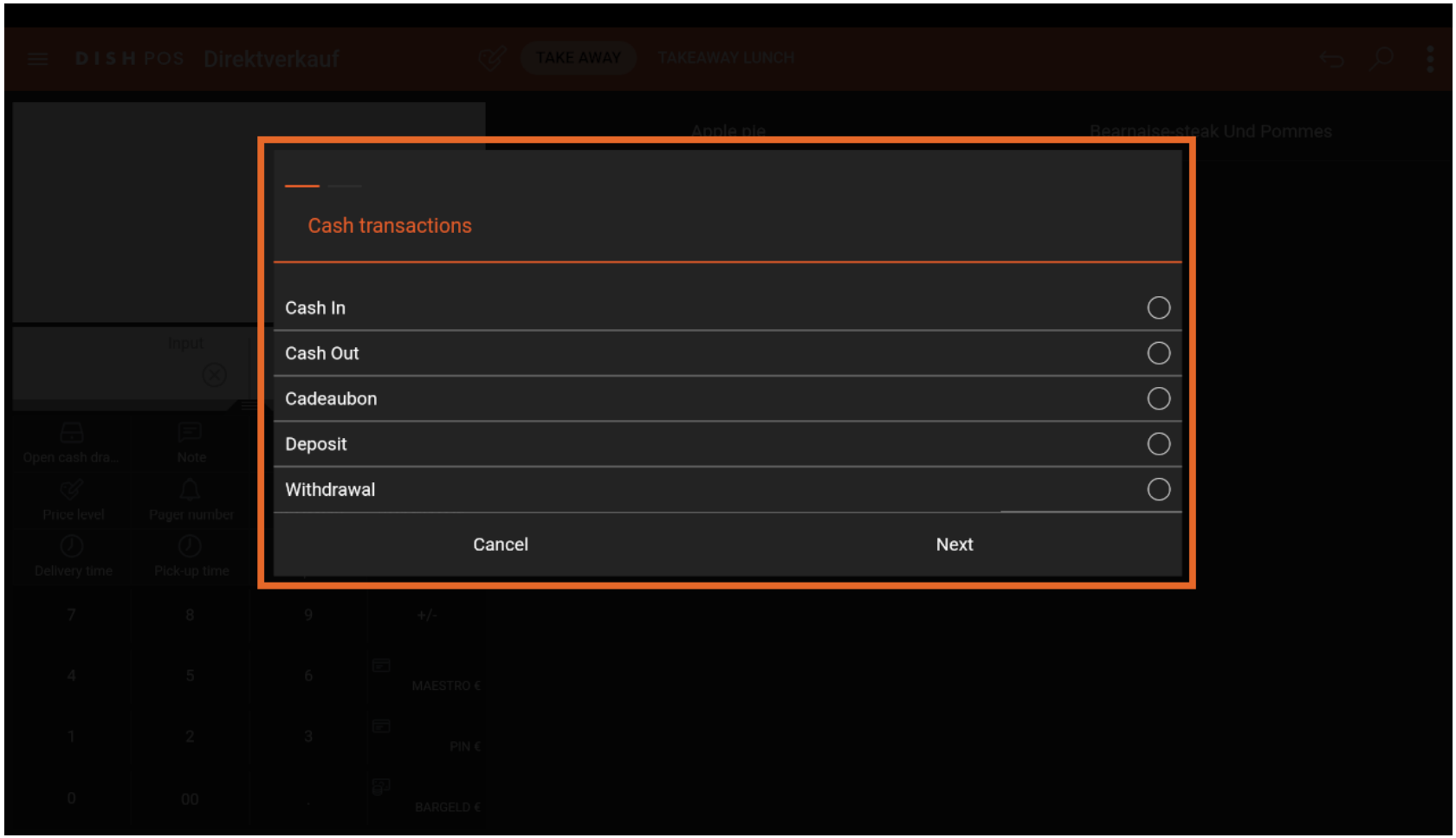
Now you see the overview of available Cash transactions.



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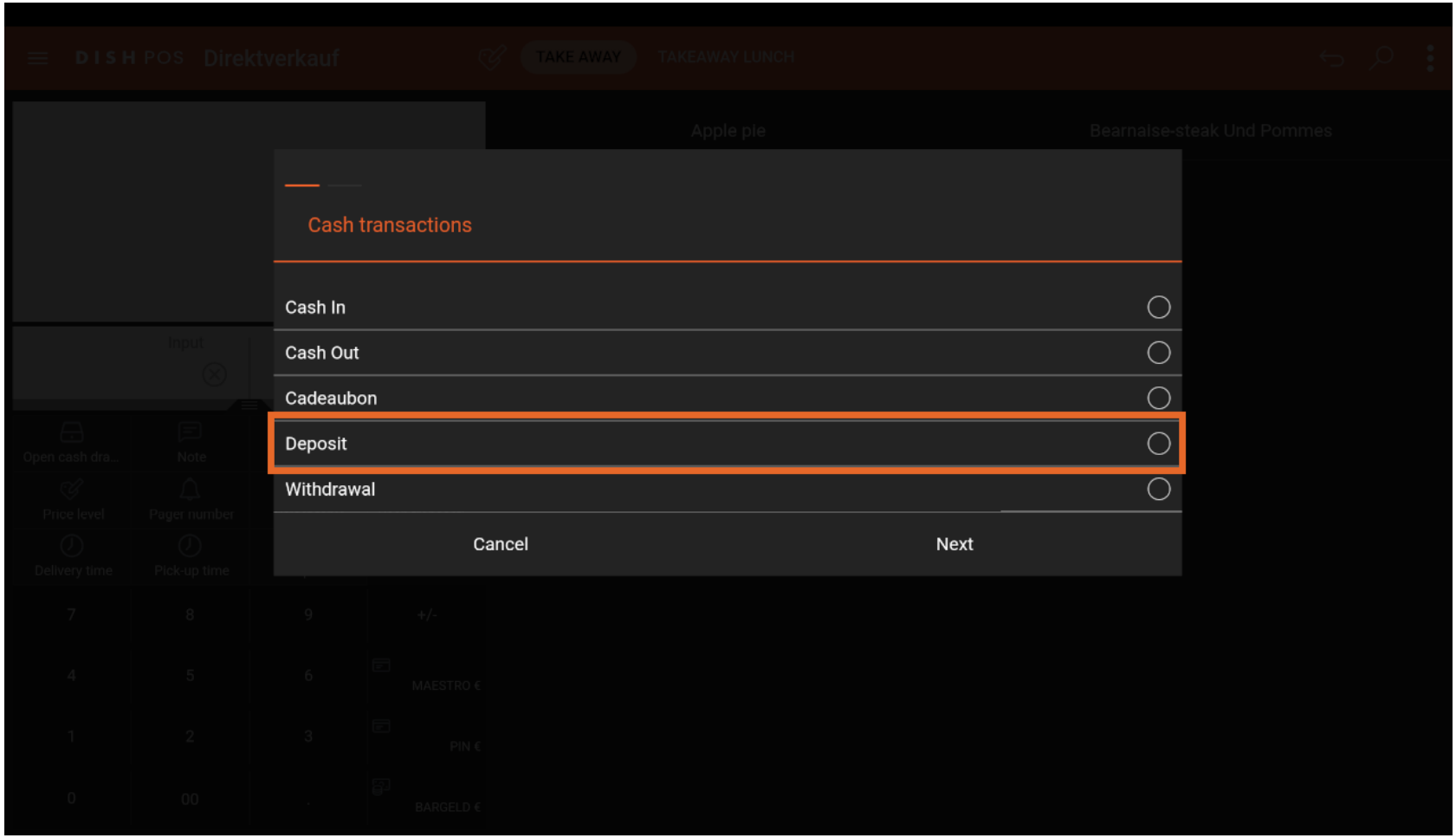
Register Cash Transactions

Before you can register any general transaction, it's needed to register the initial amount. To do so, choose Deposit.



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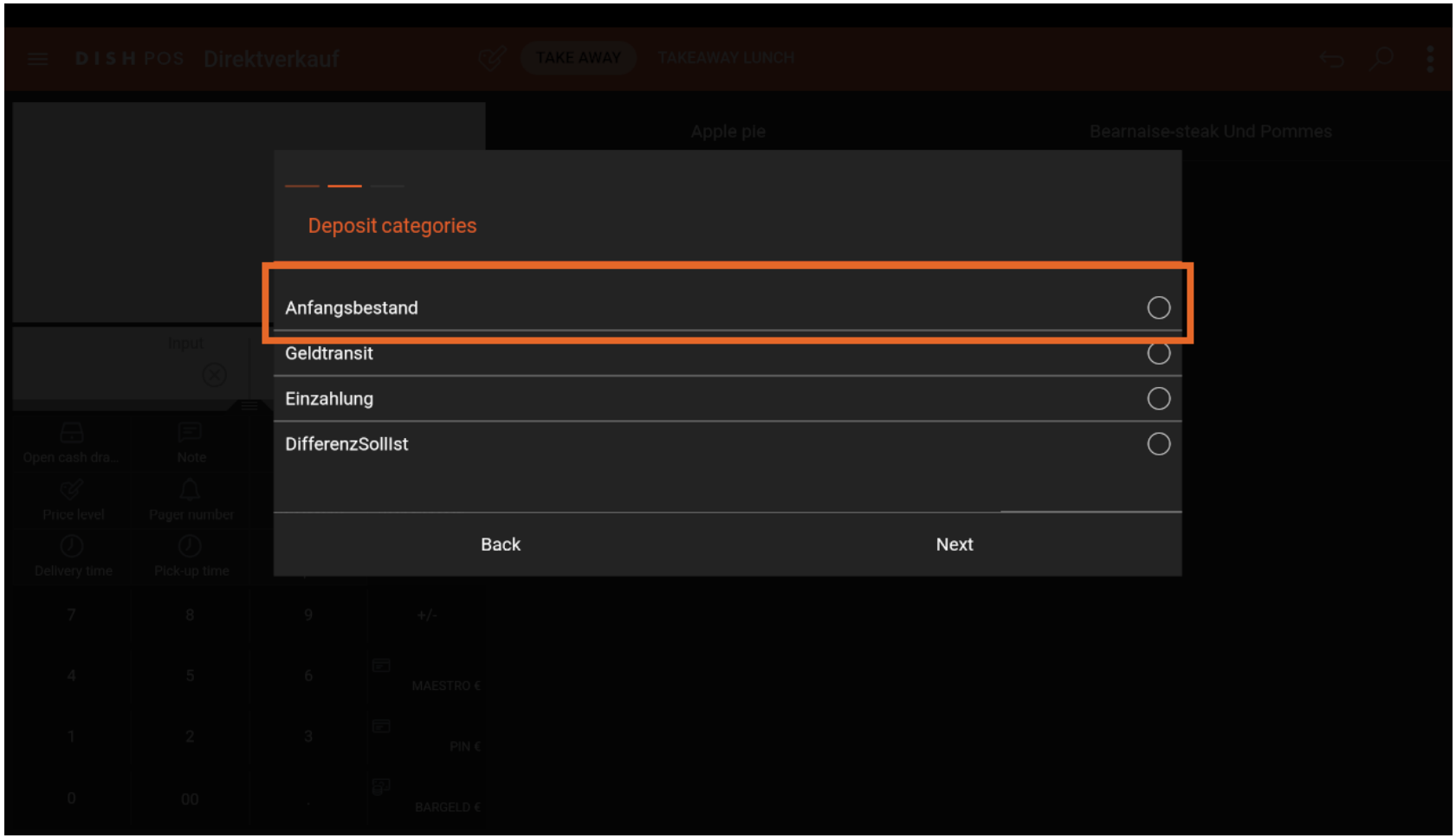
Then select Anfangsbestand.



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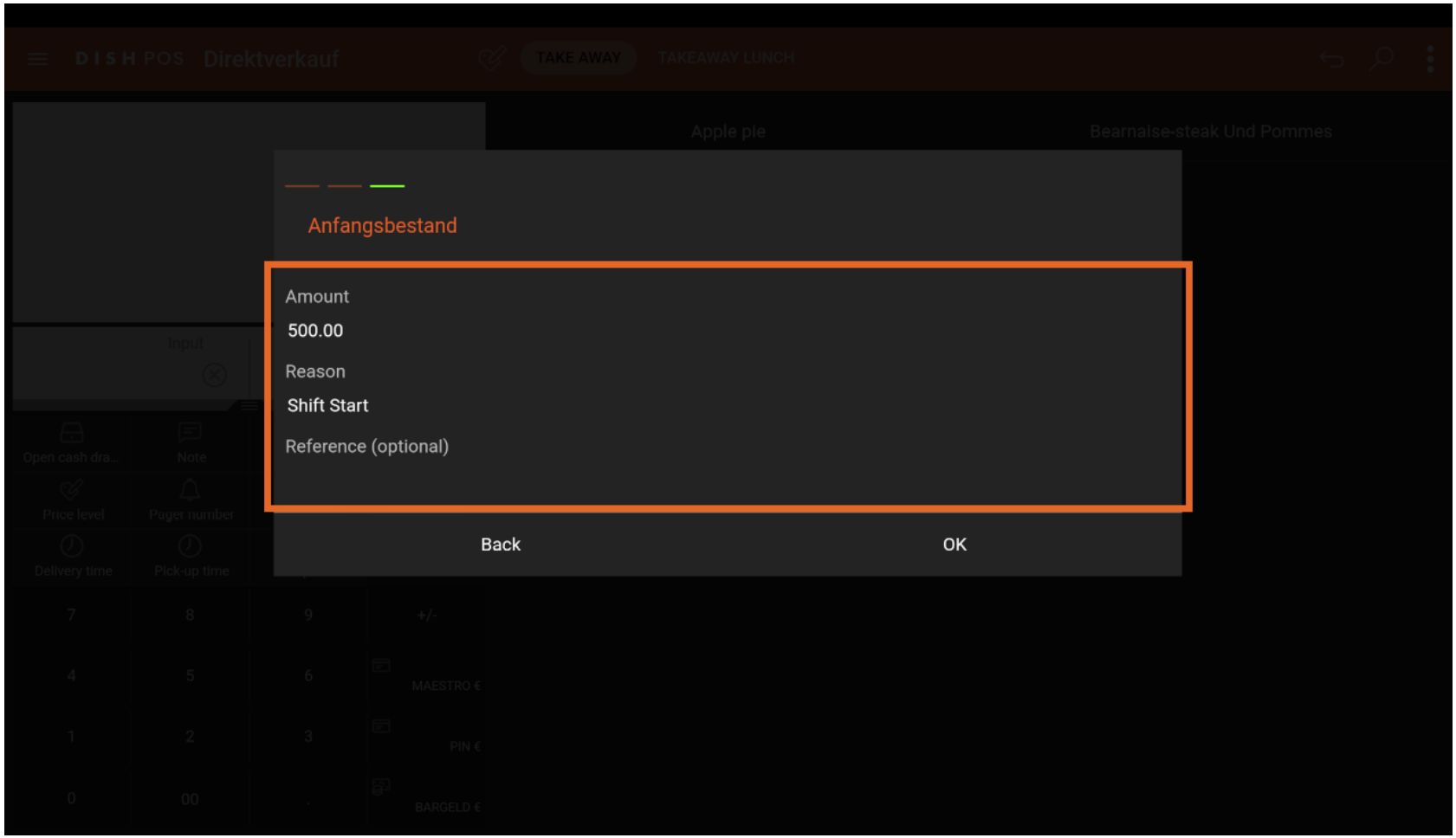
Type the amount of cash which is currently in the drawer. In addition, provide a reason for the entry.



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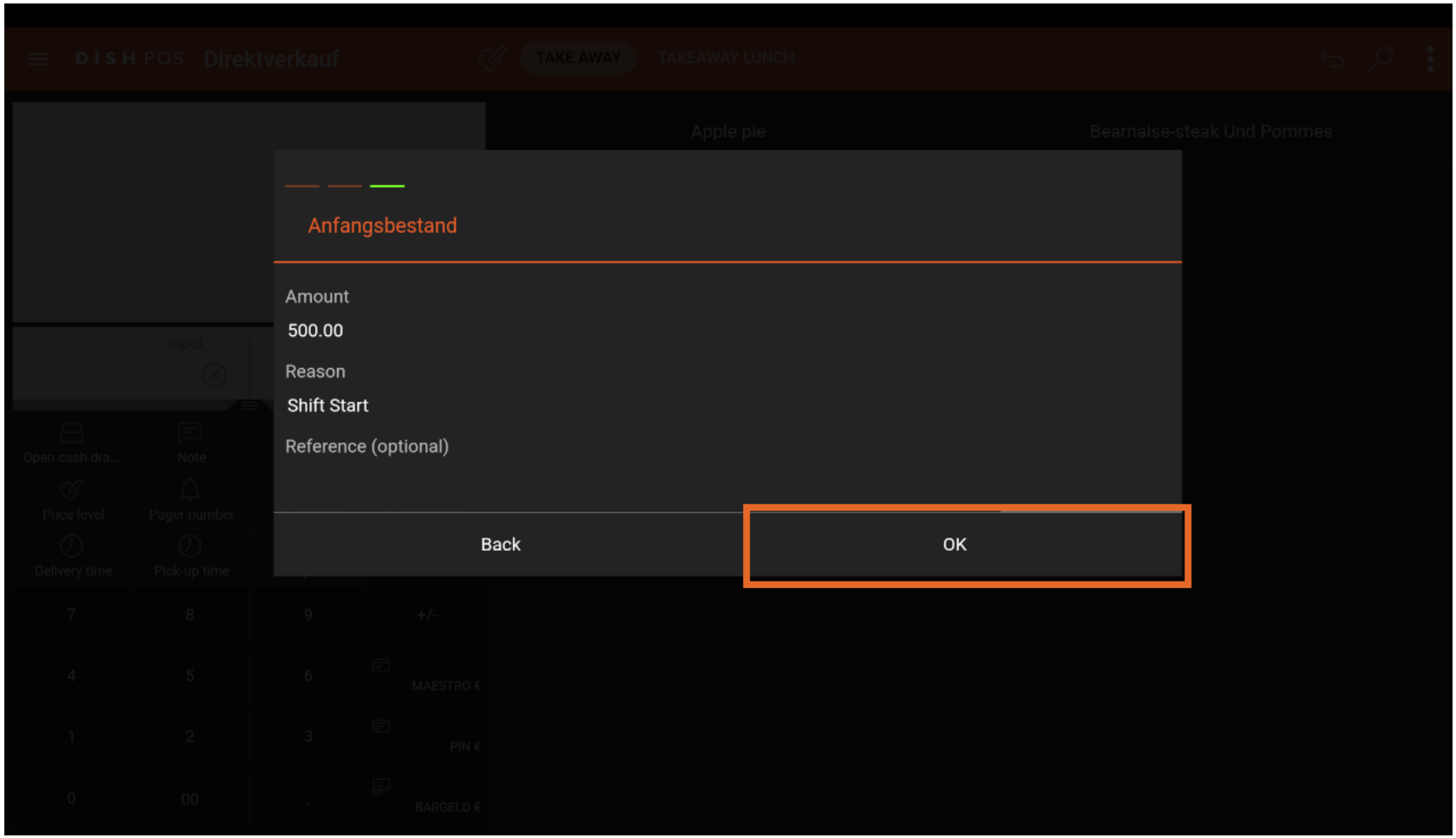
Next, confirm by selecting ok.



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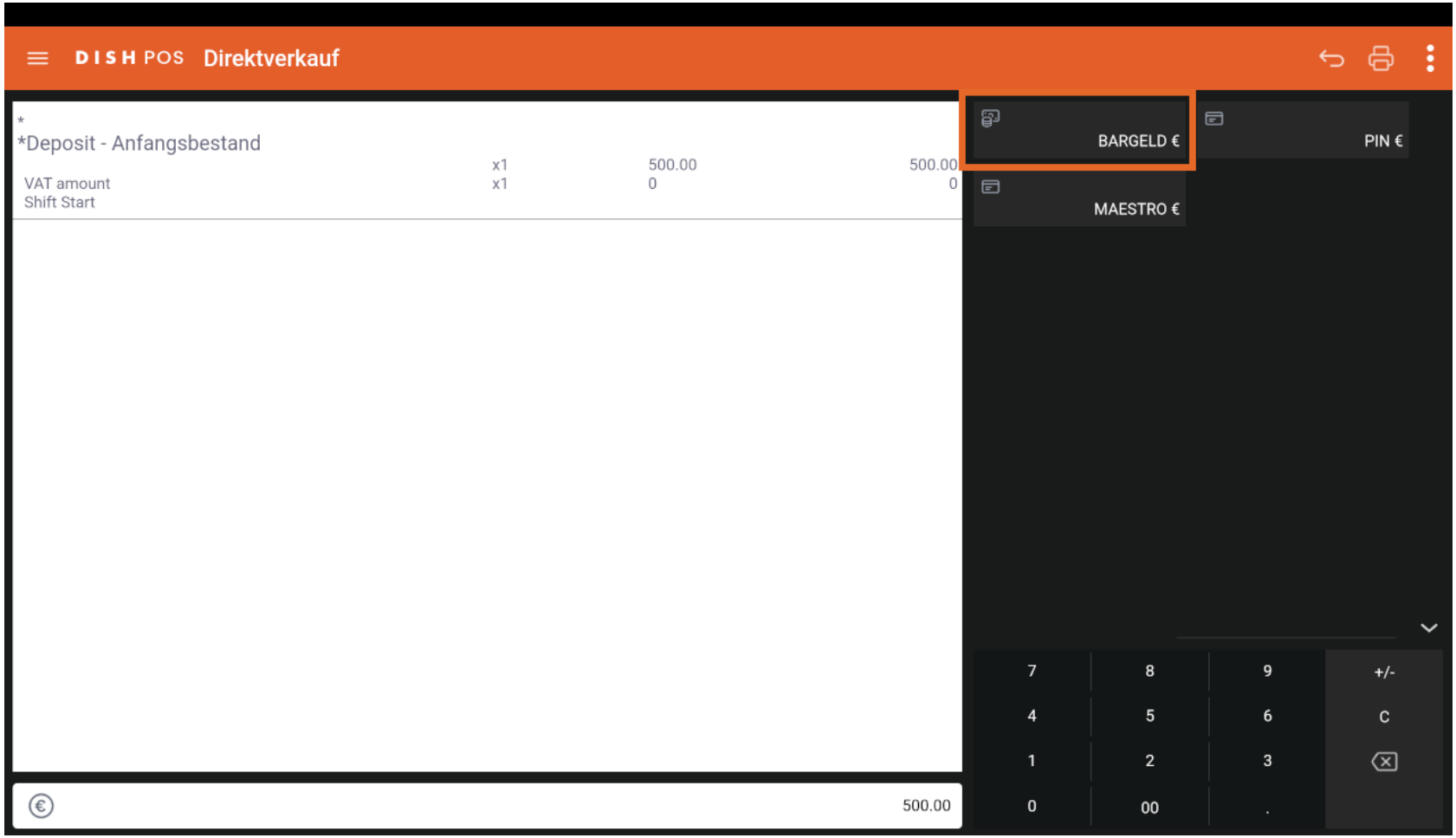
Now you can see the transaction details. Choose cash as payment method to register the initial deposit.



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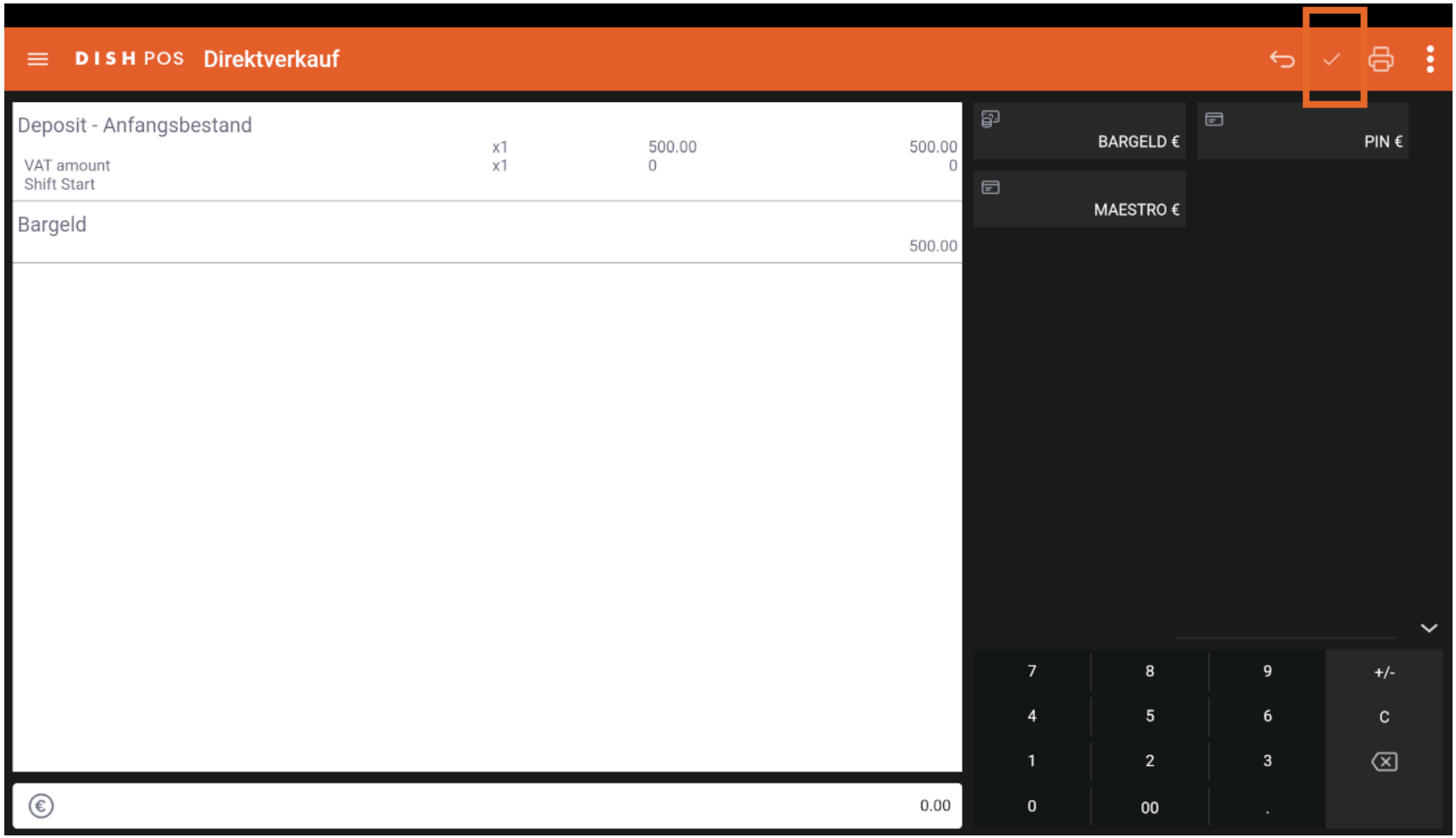
Confirm the transaction by clicking on the checkmark.



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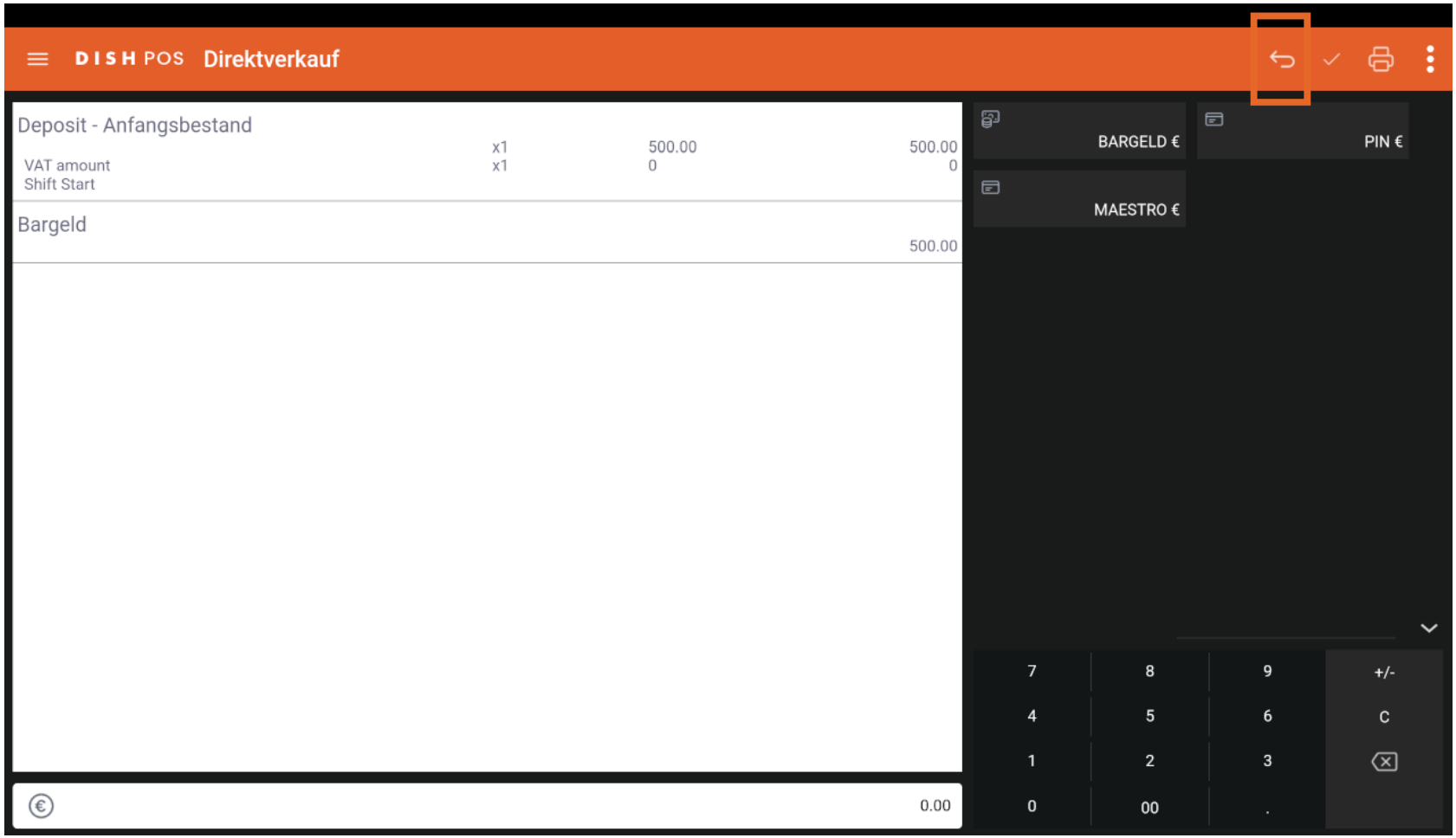
Now you can return back to a blank table by clicking on the arrow.



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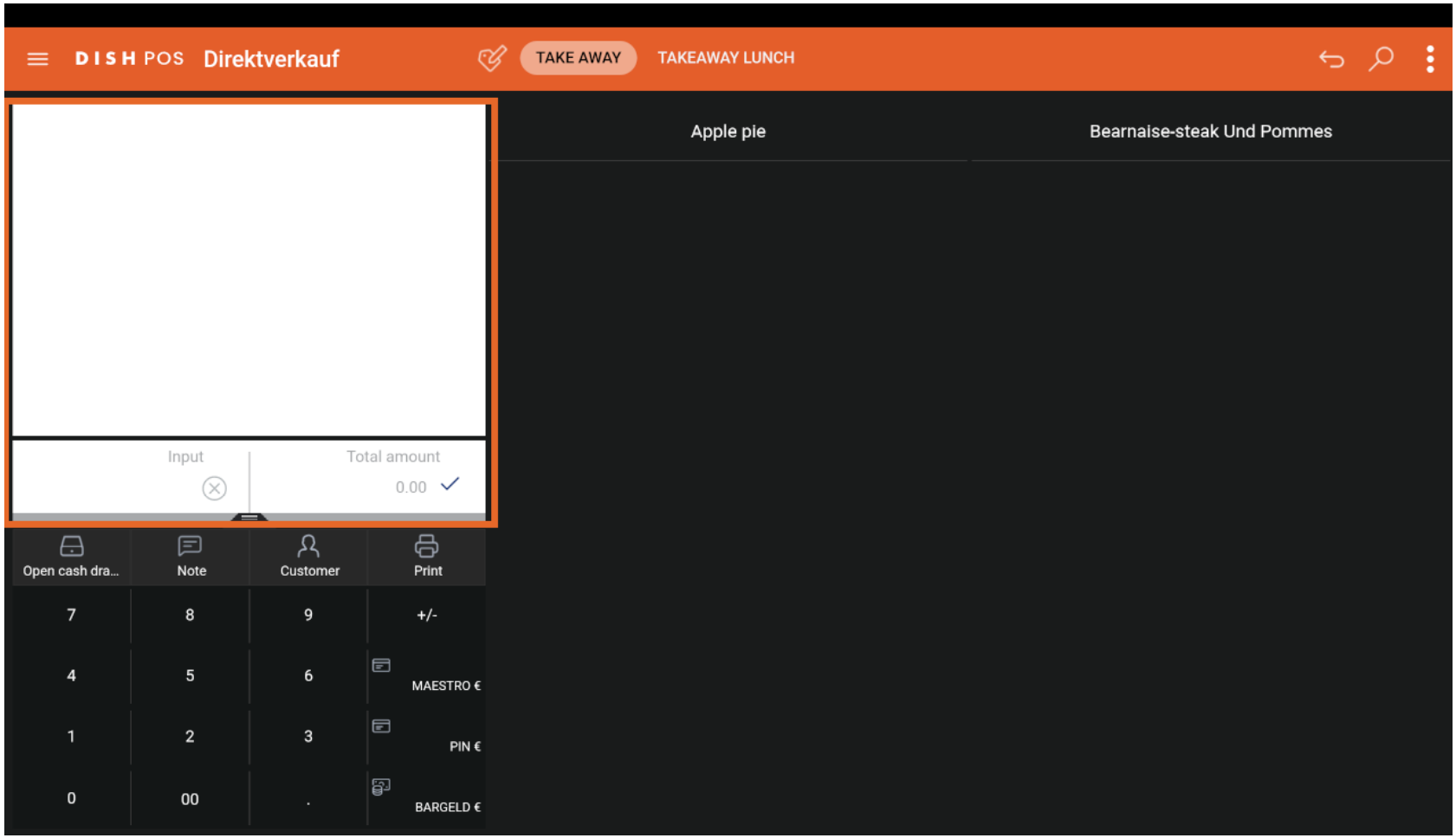
You're back at an empty table to register the cash transaction.



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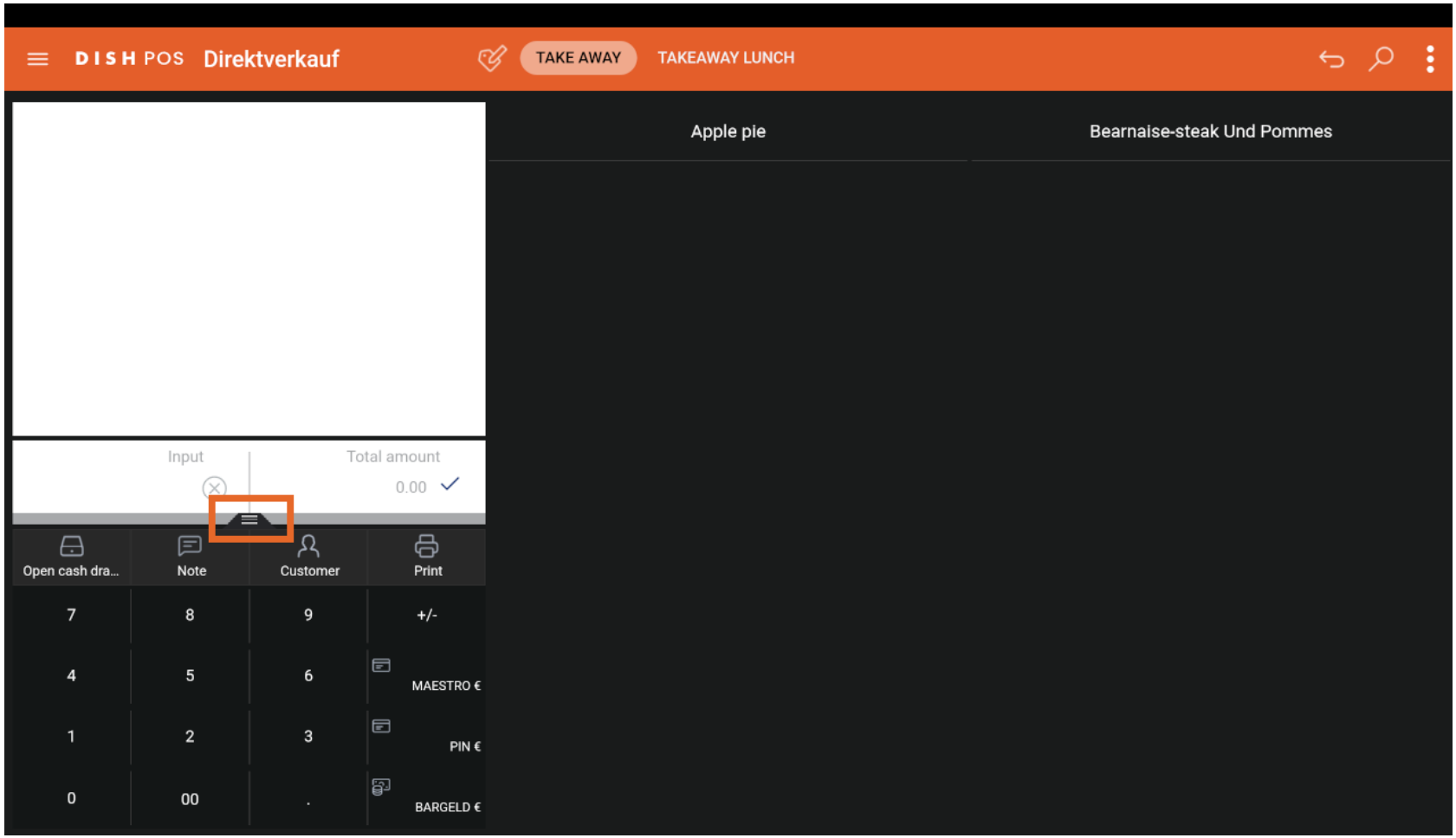
Again, proceed by expanding the transaction menu to have all options visible.



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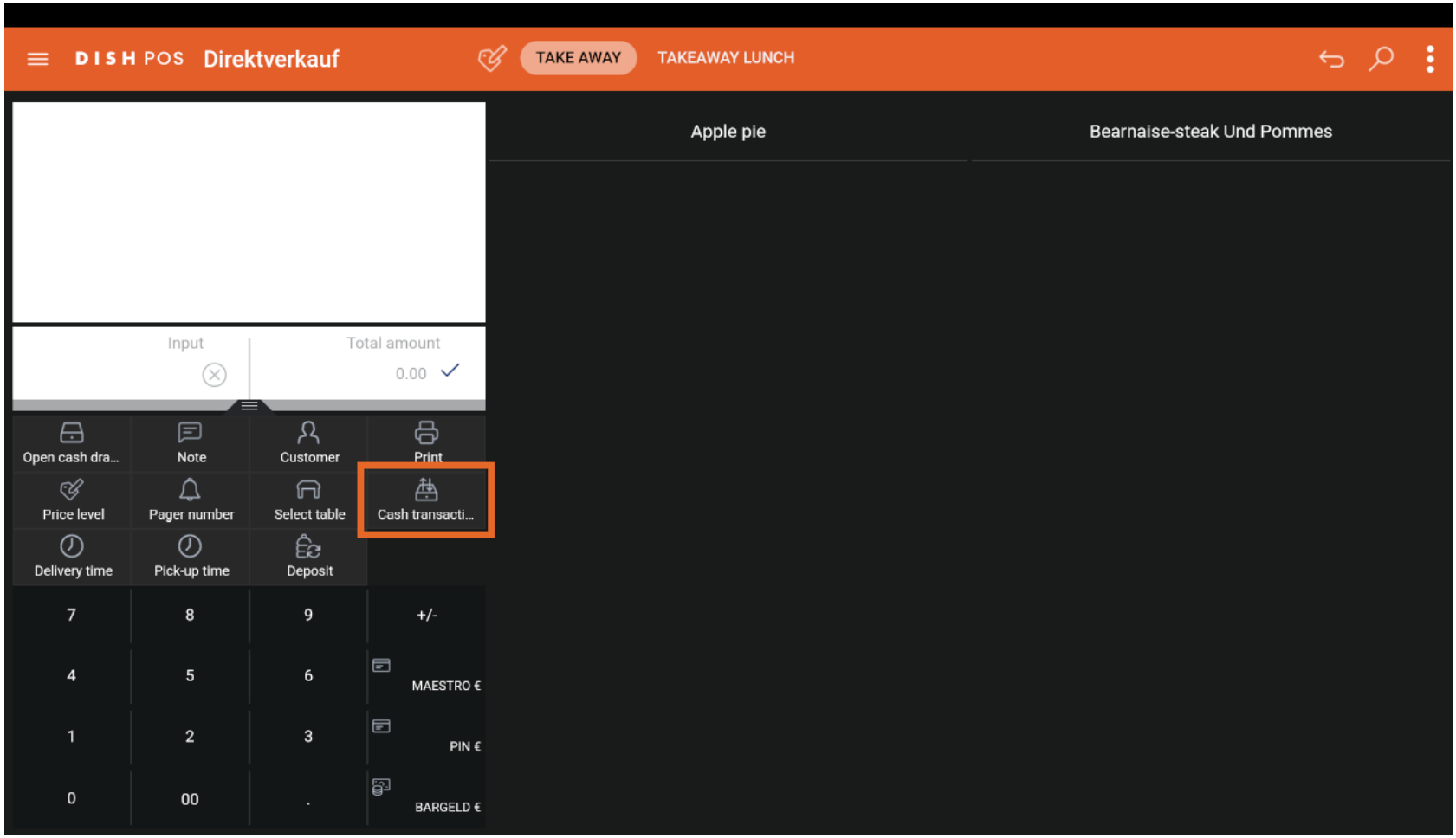
Click on Cash transactions.



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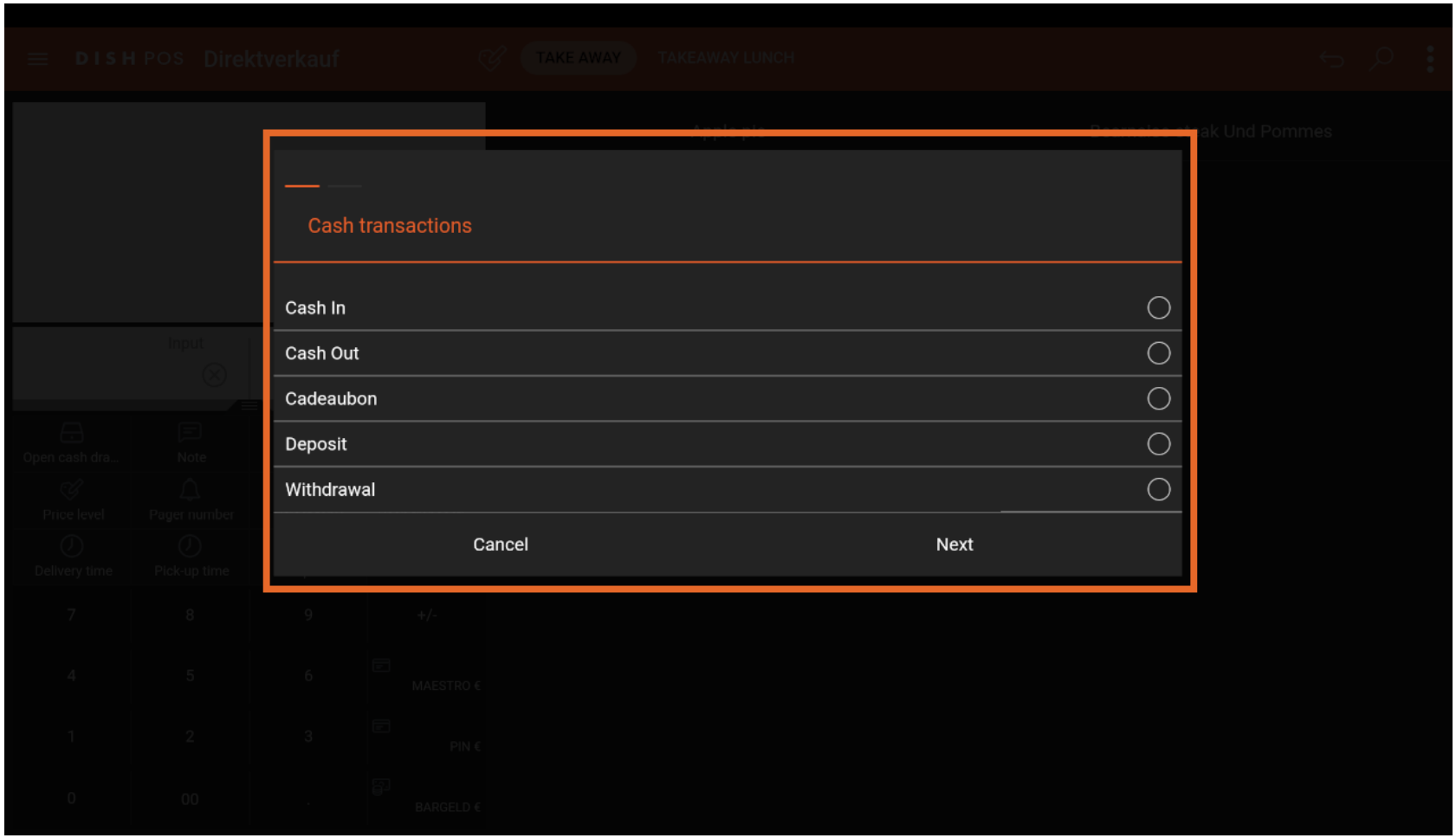
Now you can see all types of possible Cash transactions.



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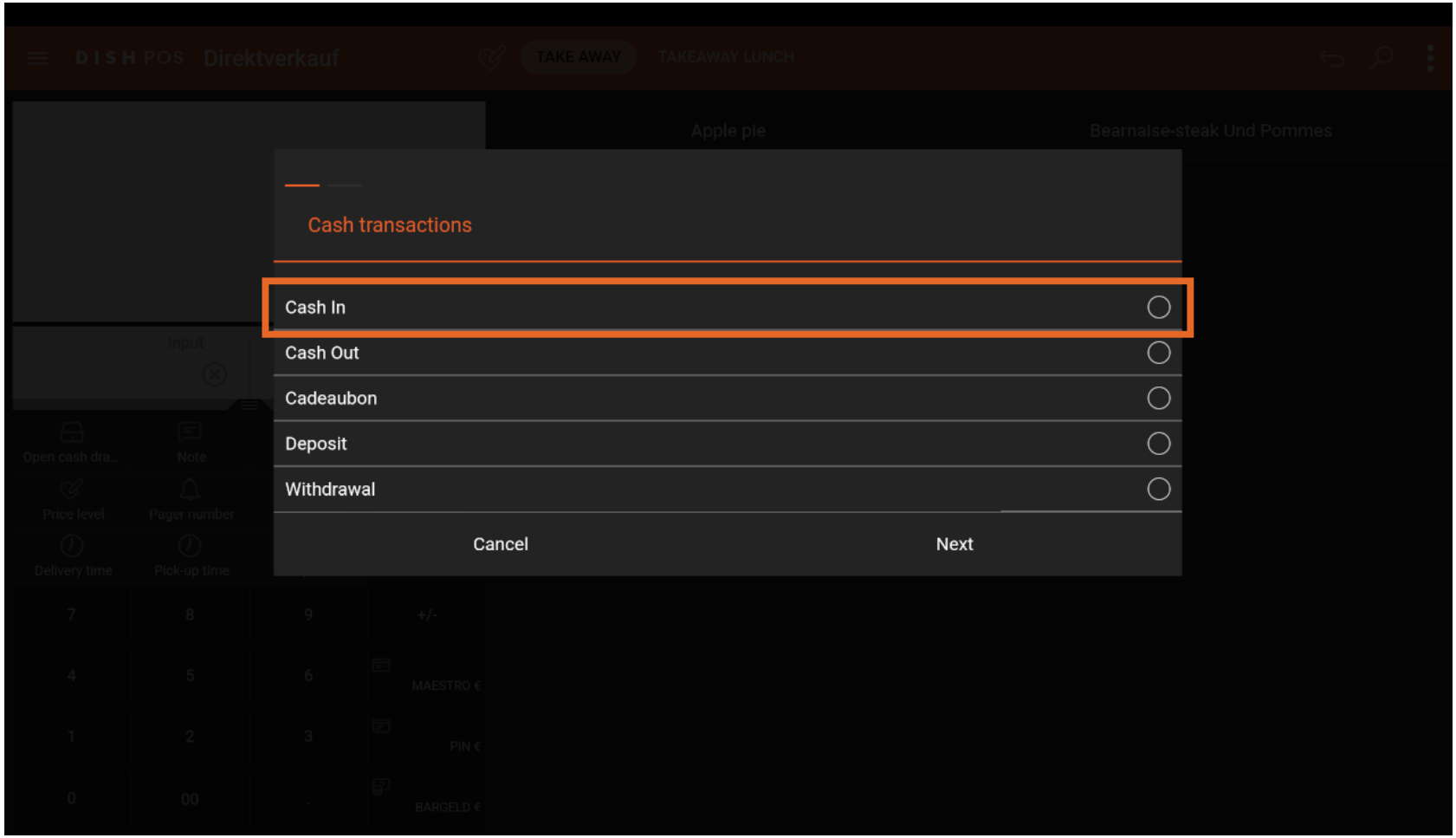
If you have cash coming in the drawer, choose Cash In. This can be the case when you receive a refund from a supplier.



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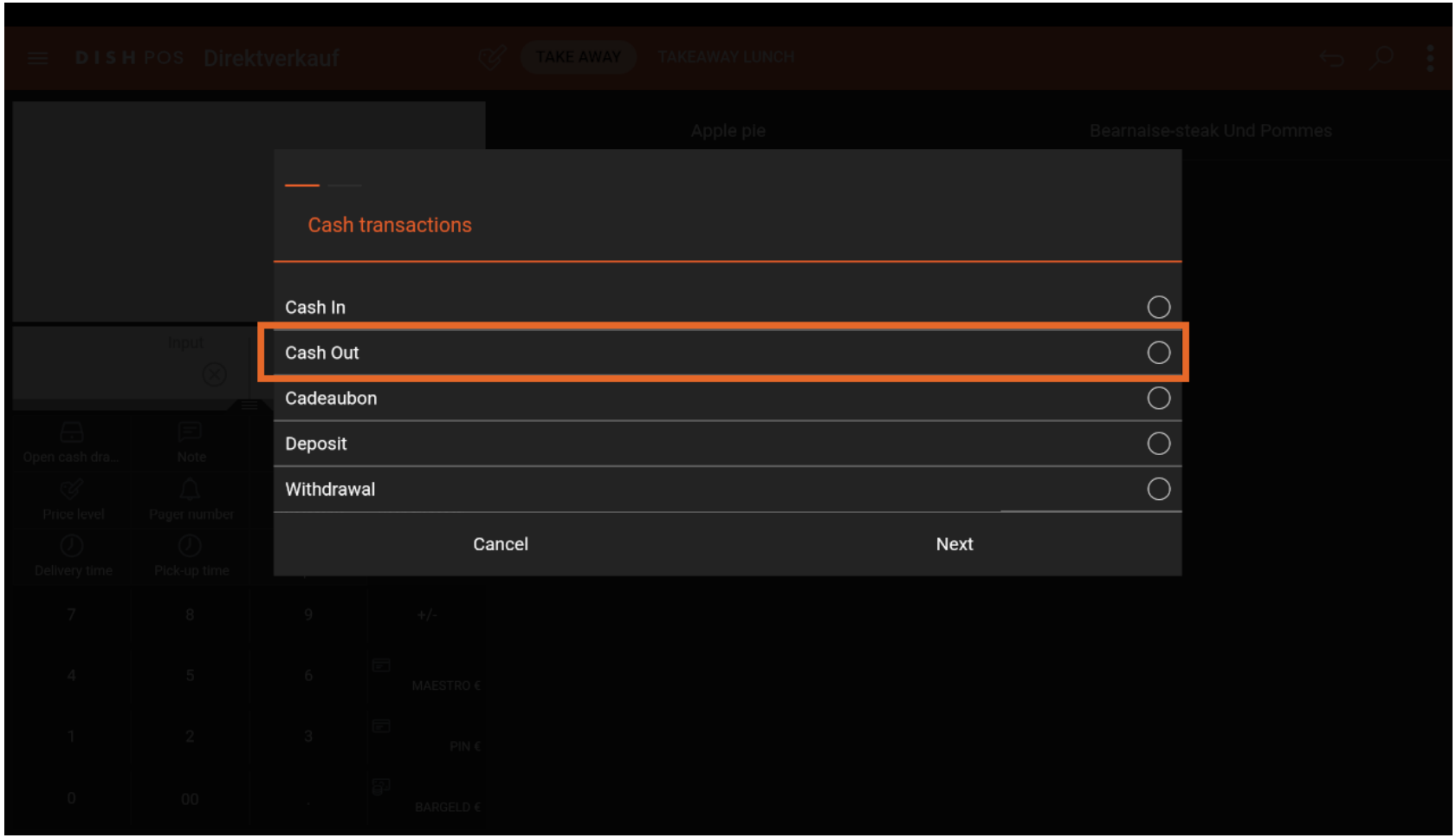
Click on Cash Out if you take money out of the drawer. This may be used when paying a supplier directly or giving a guest a cash refund.



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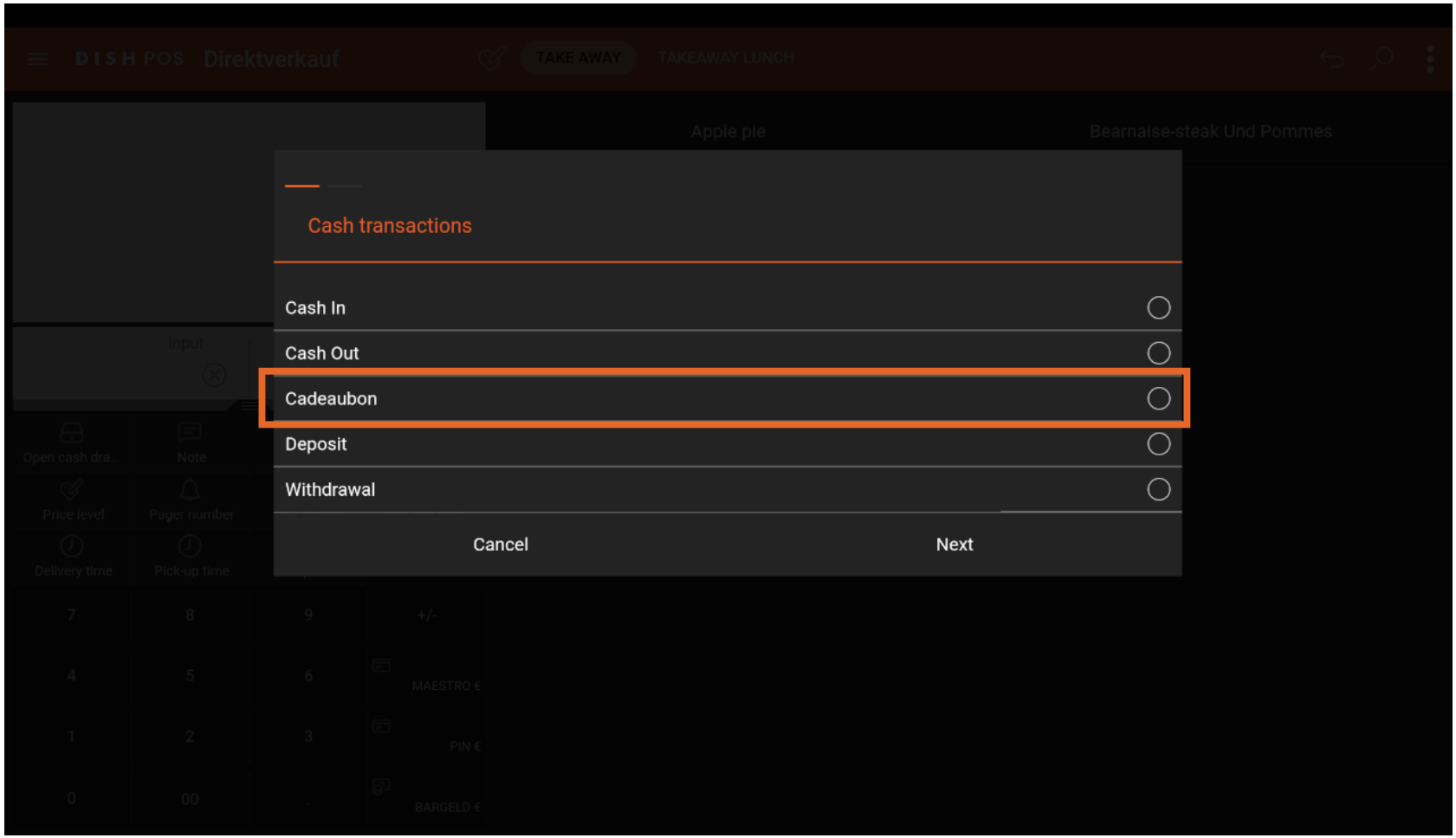
Choose Cadeaubon if you make some cash transactions related to a giftcard.



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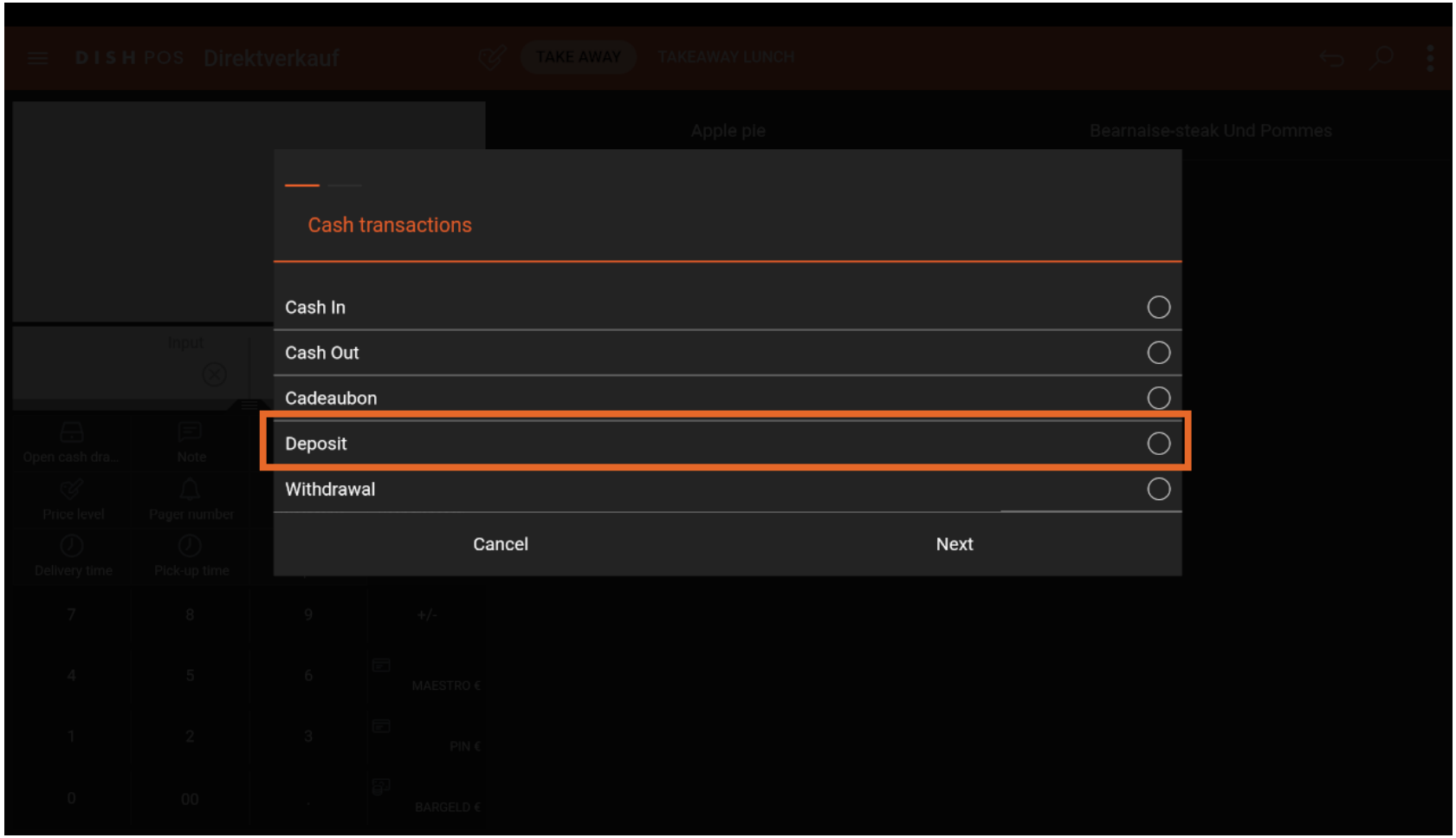
As already done in this tutorial, the Deposit is to be used to register the initial cash amount at the beginning of the shift.



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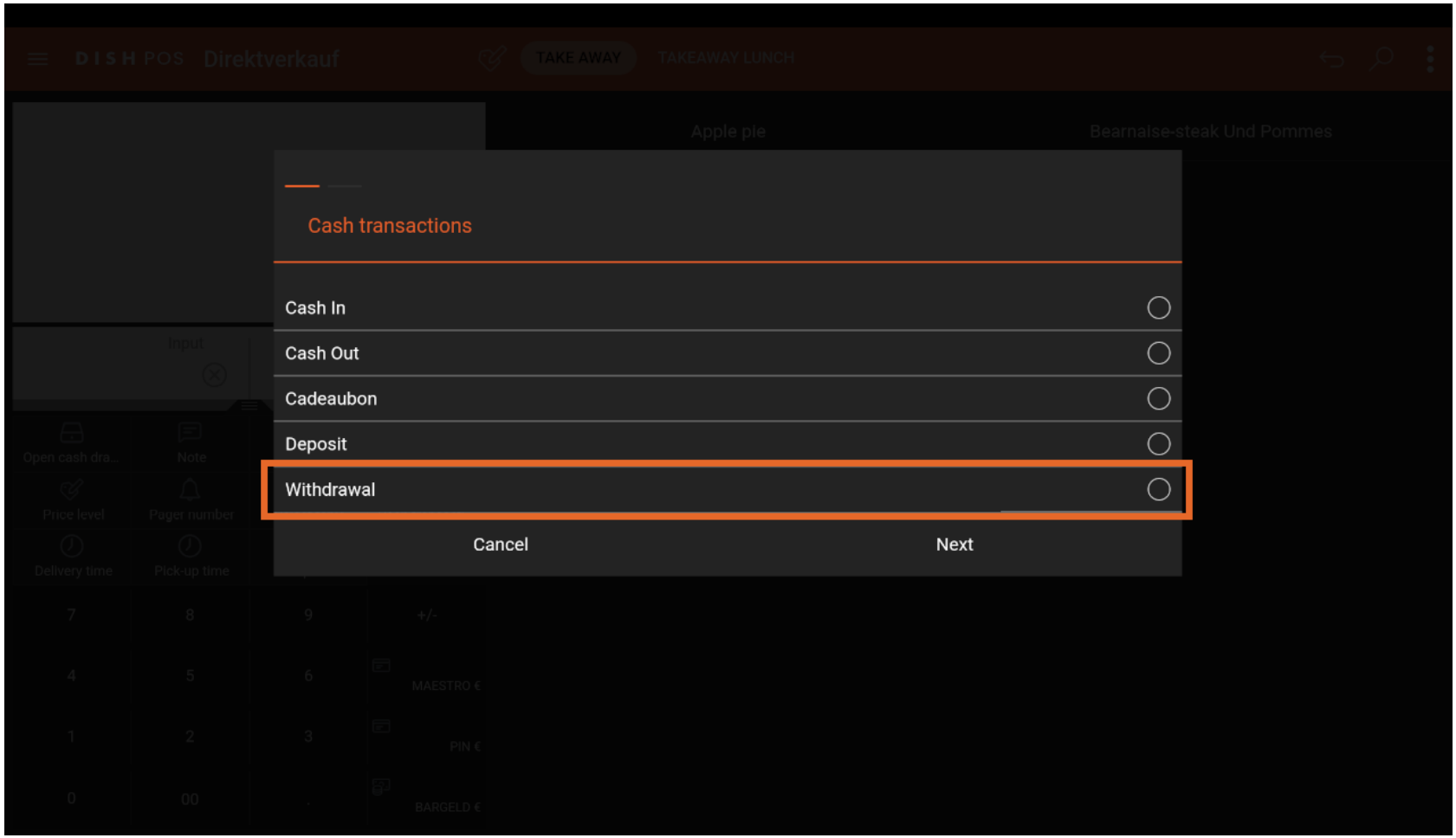
If you want to register a withdrawal transaction, click on Withdrawal.



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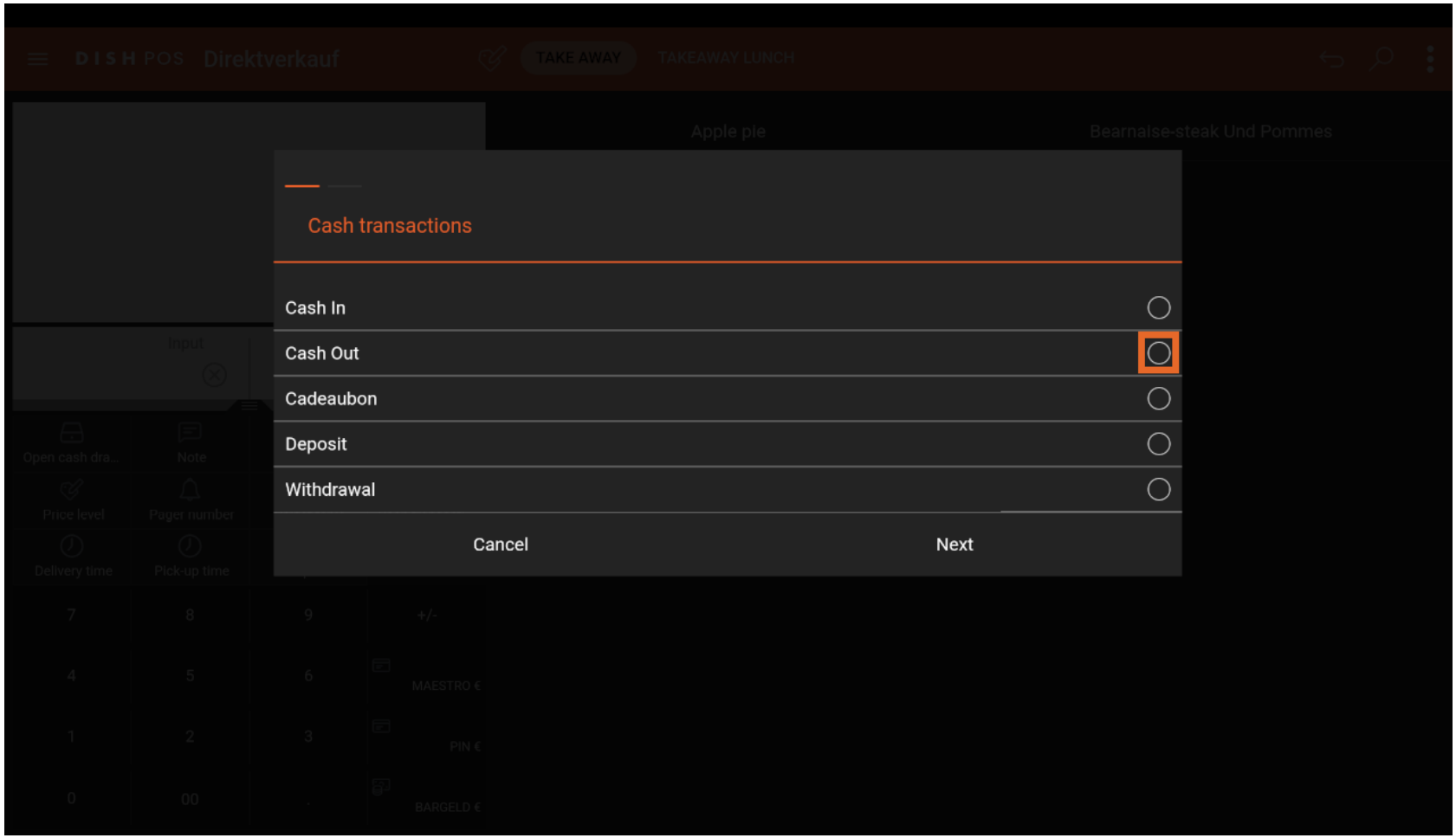
Register Cash Transactions

In this tutorial you will learn one of the most common transactions, the Cash Out.



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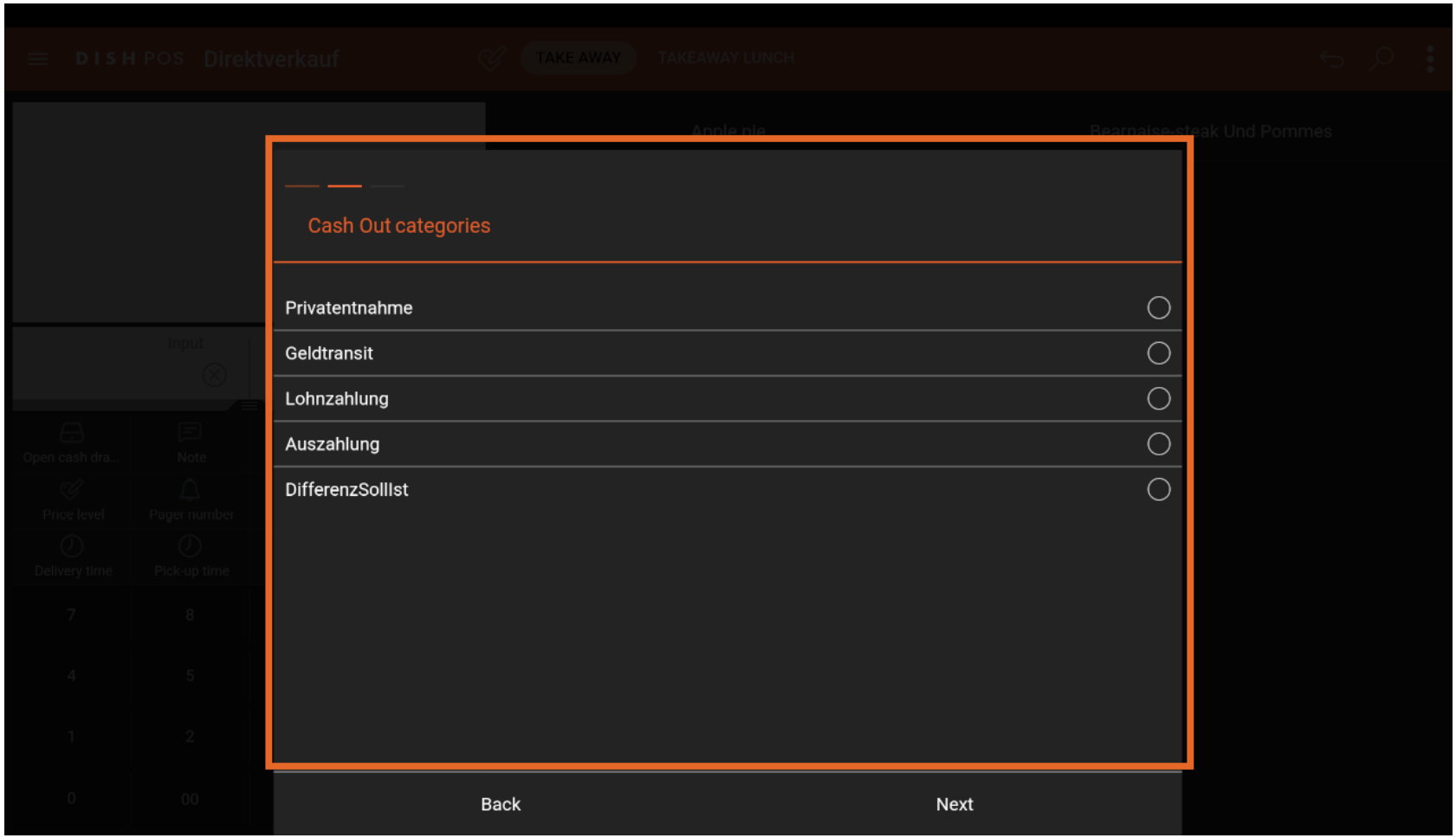
You will now see an overview of all available Cash Out categories.



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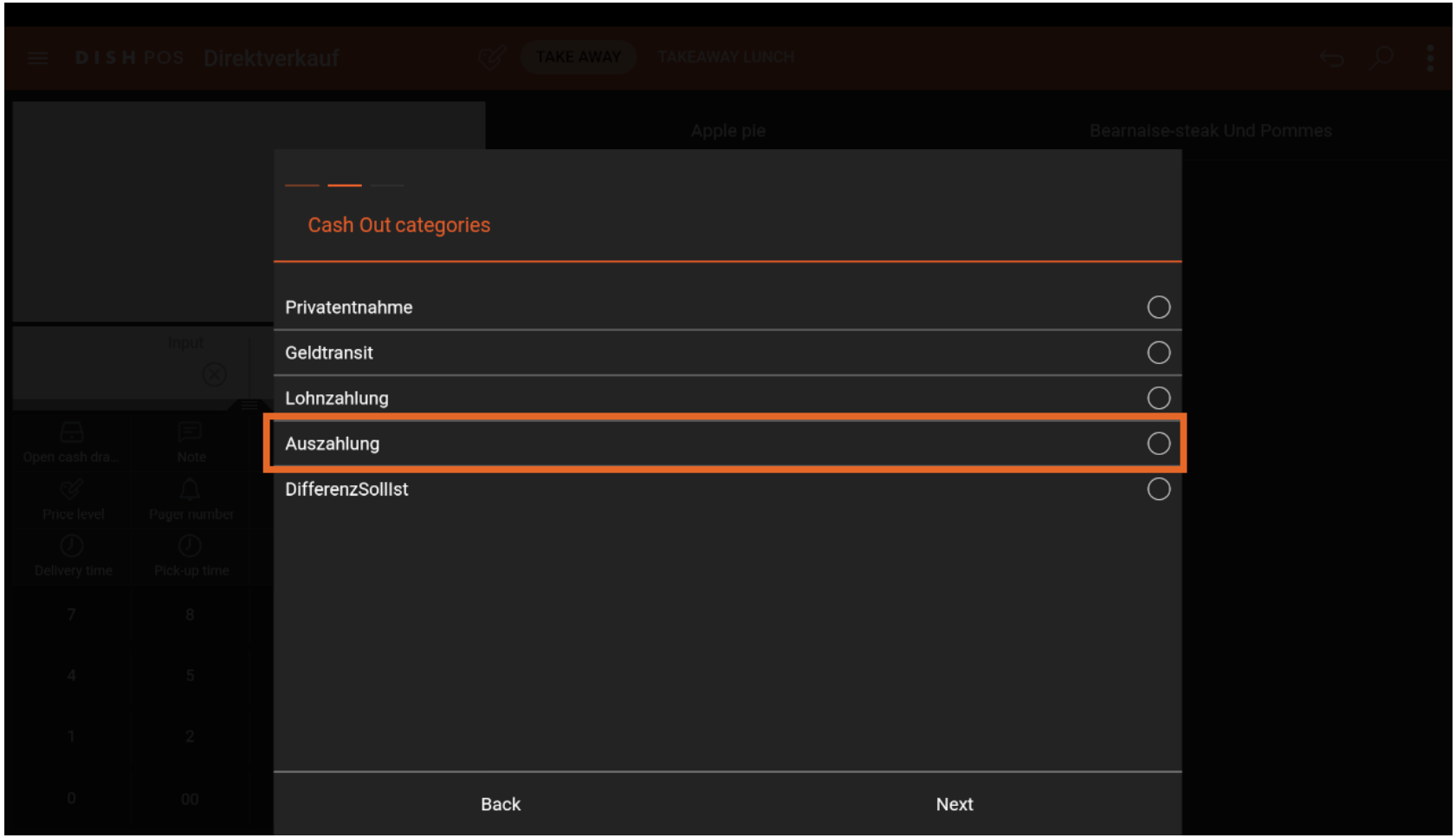
Choose the one which applies to your situation, in this case Auszahlung. This may be the case when paying an invoice from your supplier.



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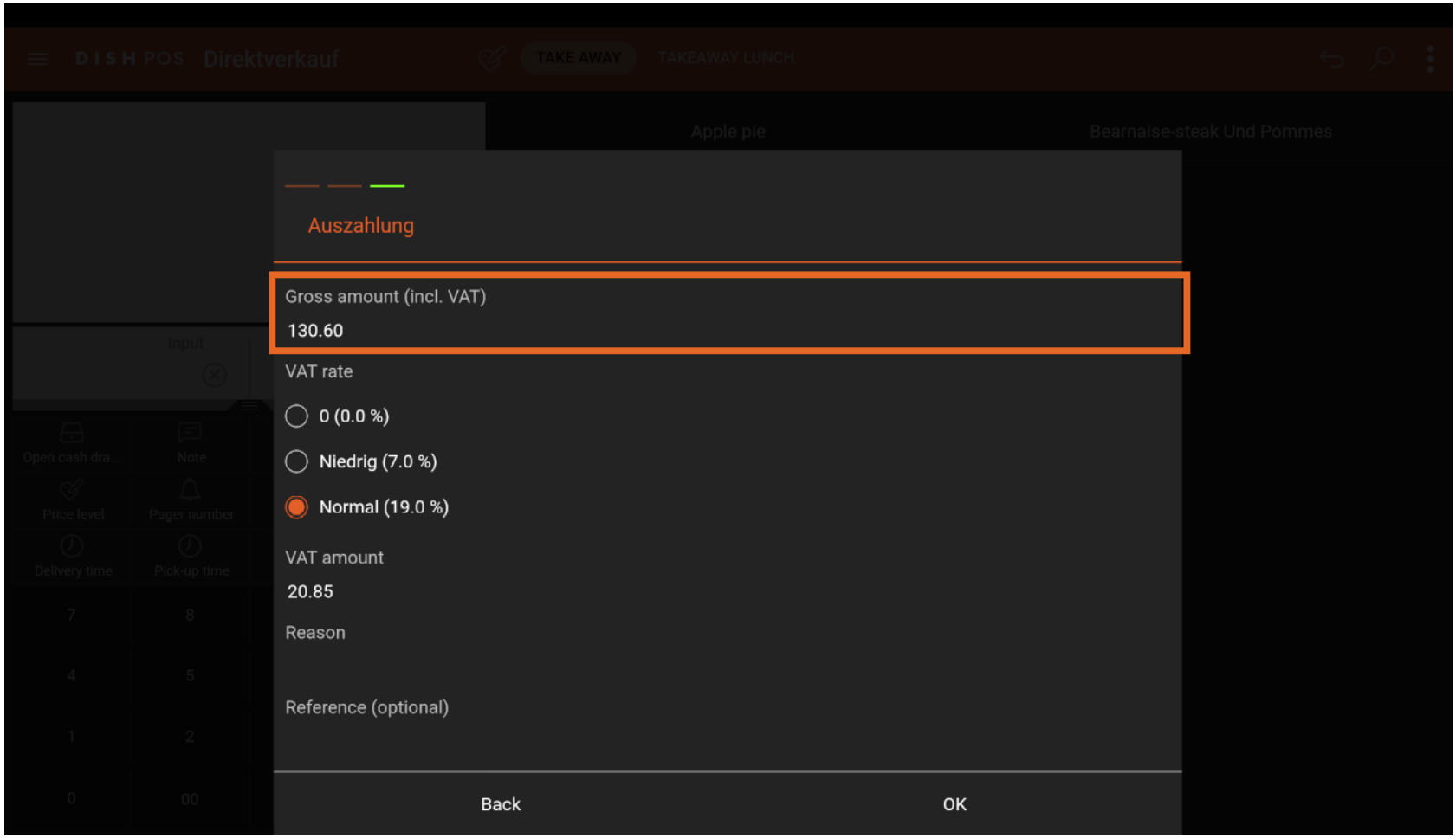
Type in the Gross amount (incl. VAT) of the cash out transaction.



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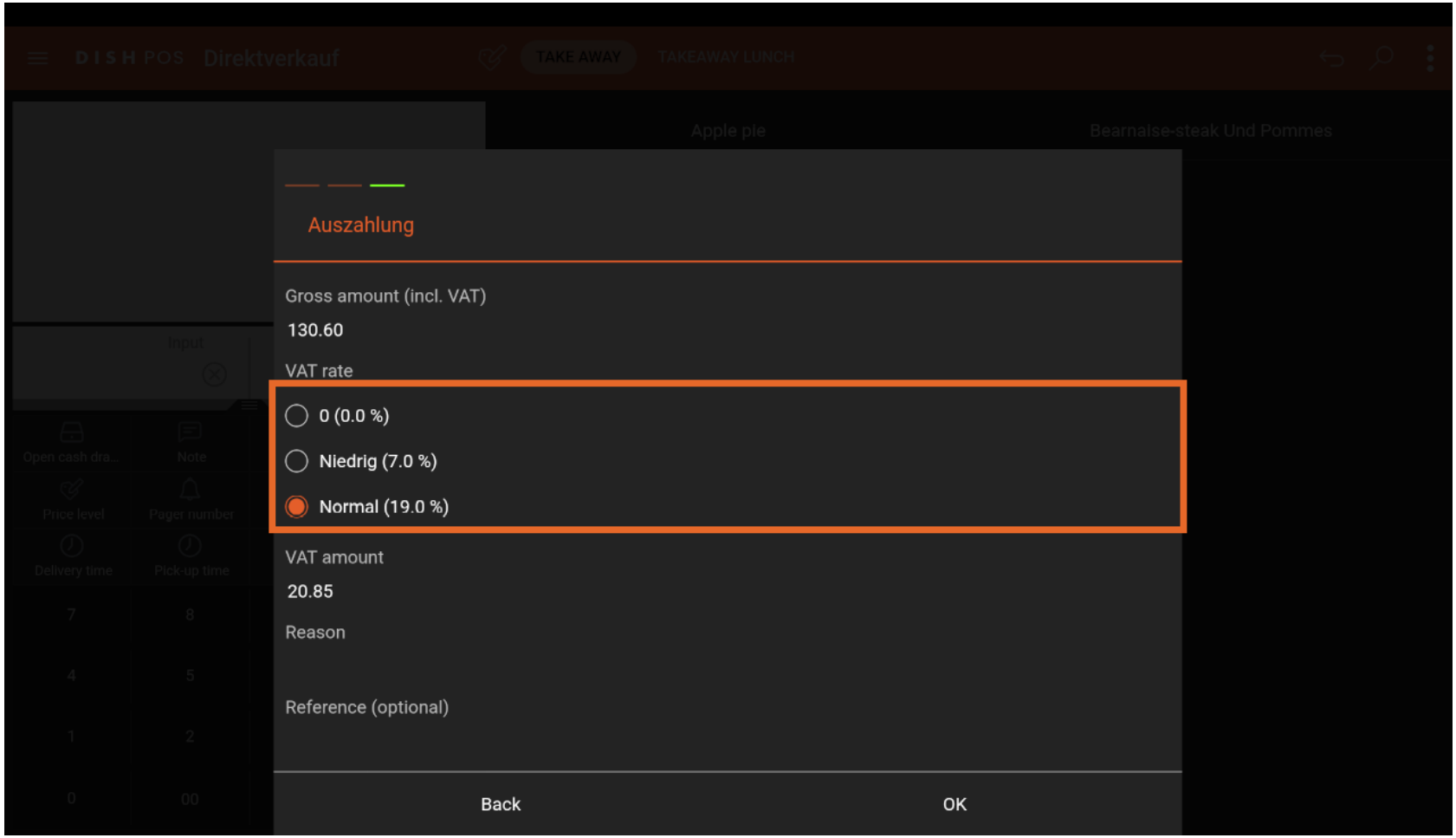
Now choose the respective VAT rate which fits your pay out. Note: The VAT amount will be calculated automatically.



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Last, provide a Reason (mandatory) for this cash out transaction. It's also possible to add a Reference, e.g. invoice number. Note: The more detailed info is provided, the easier it is for authorities or tax advisors to match the transactions.

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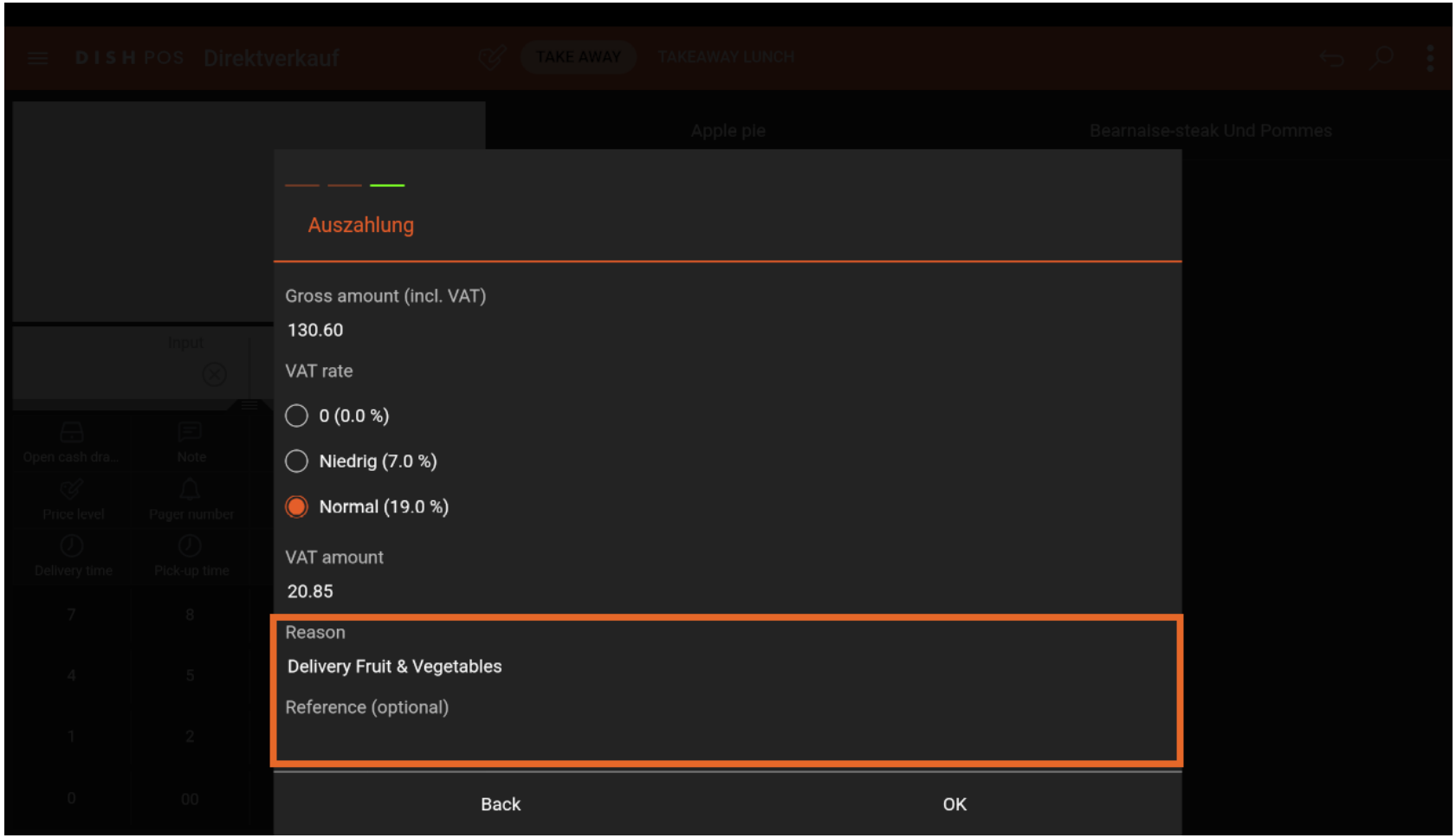
Register Cash Transactions



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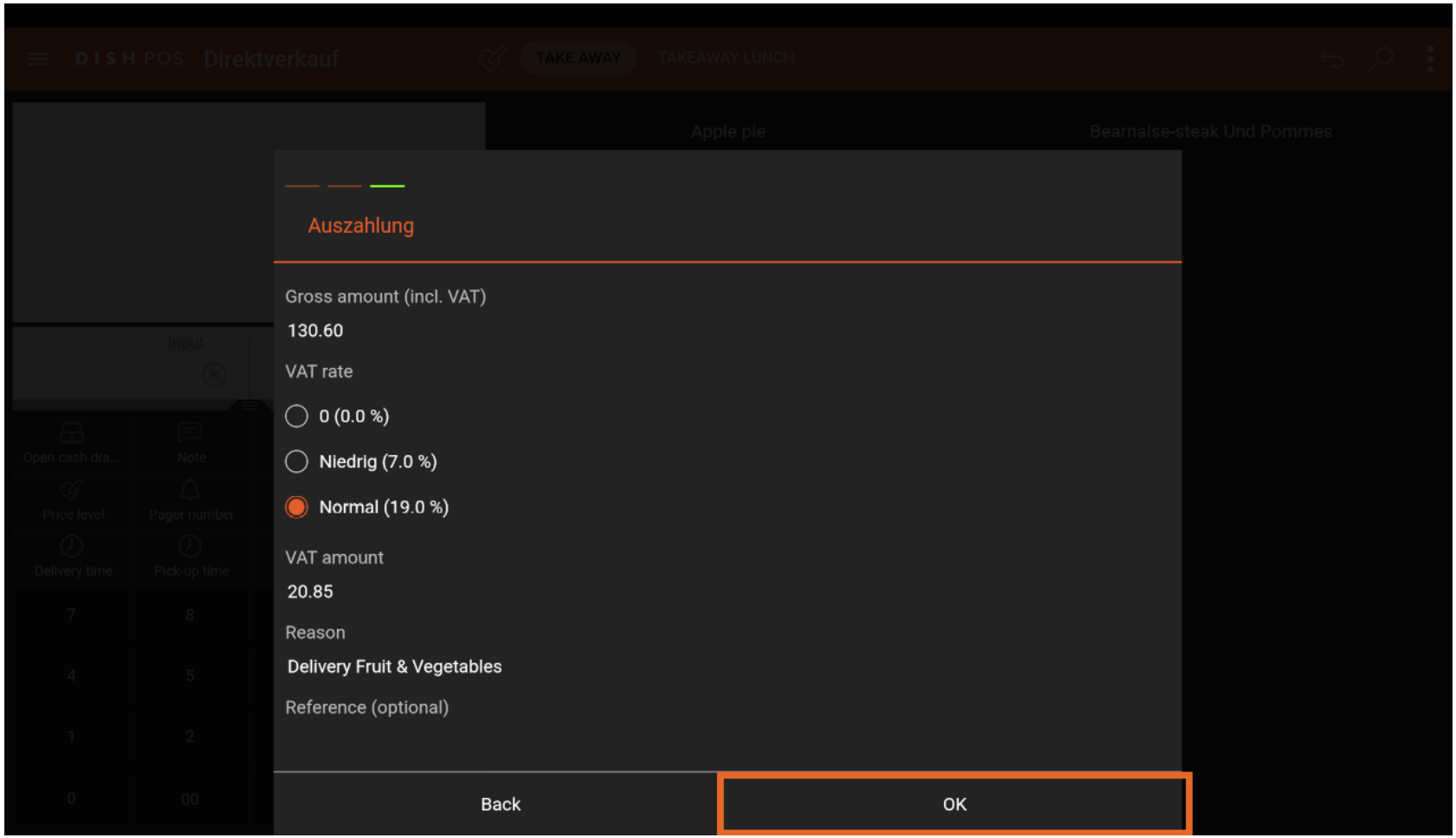
Confirm your entry by clicking OK.



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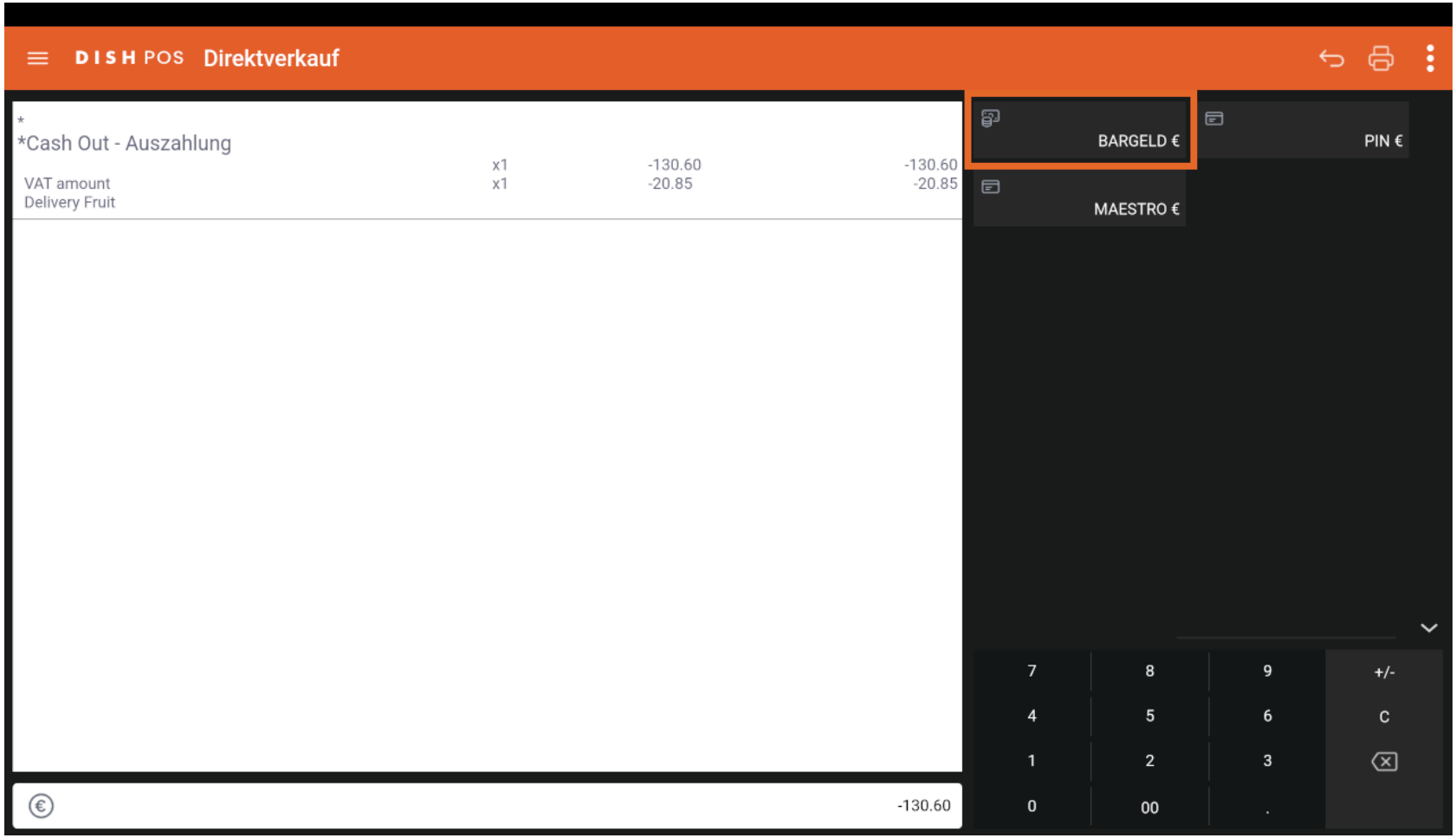
Now you can see the transaction details. Choose cash/Bargeld as payment method to register the cash out transaction.



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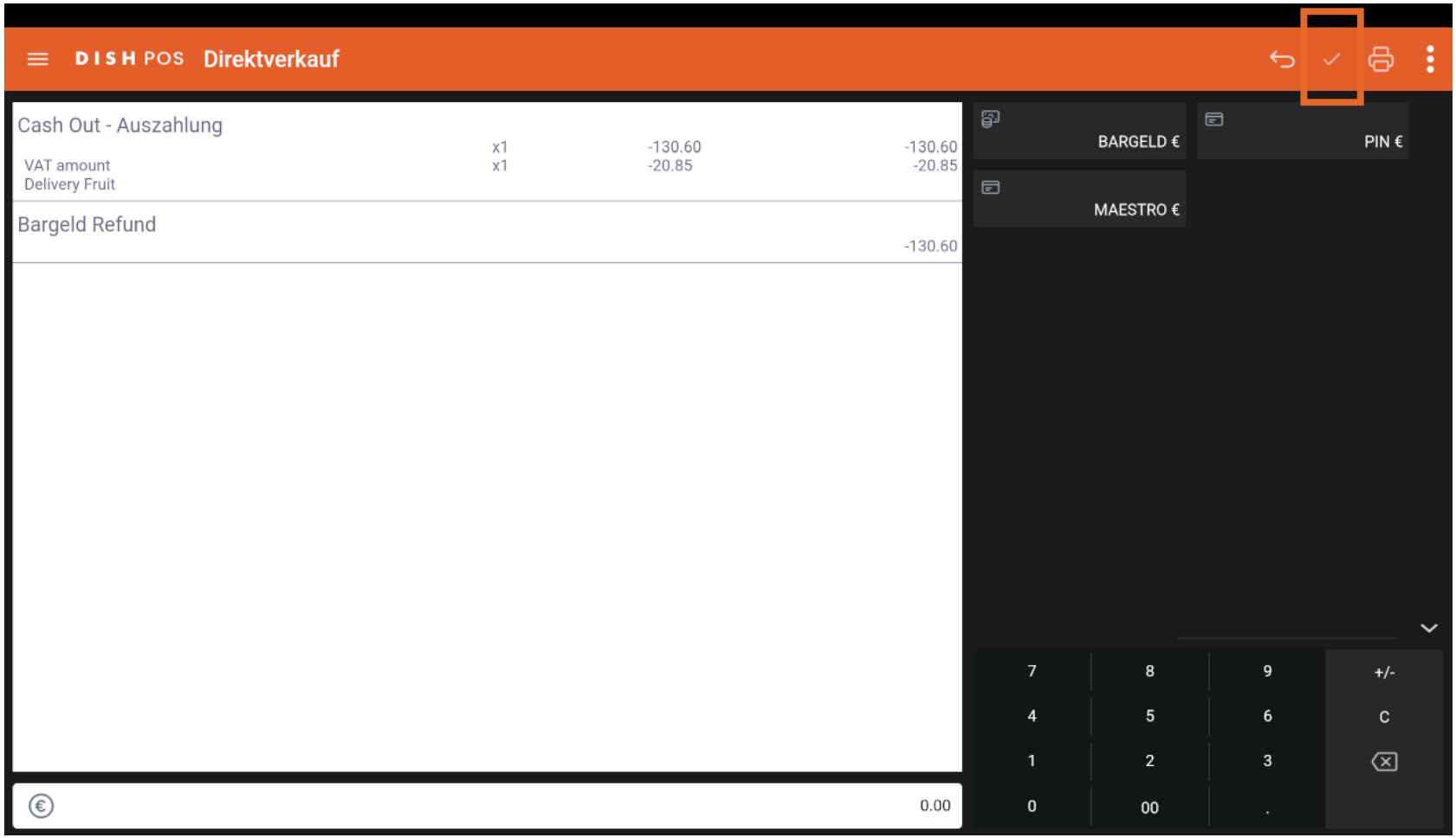
Confirm the transaction by clicking on the checkmark.



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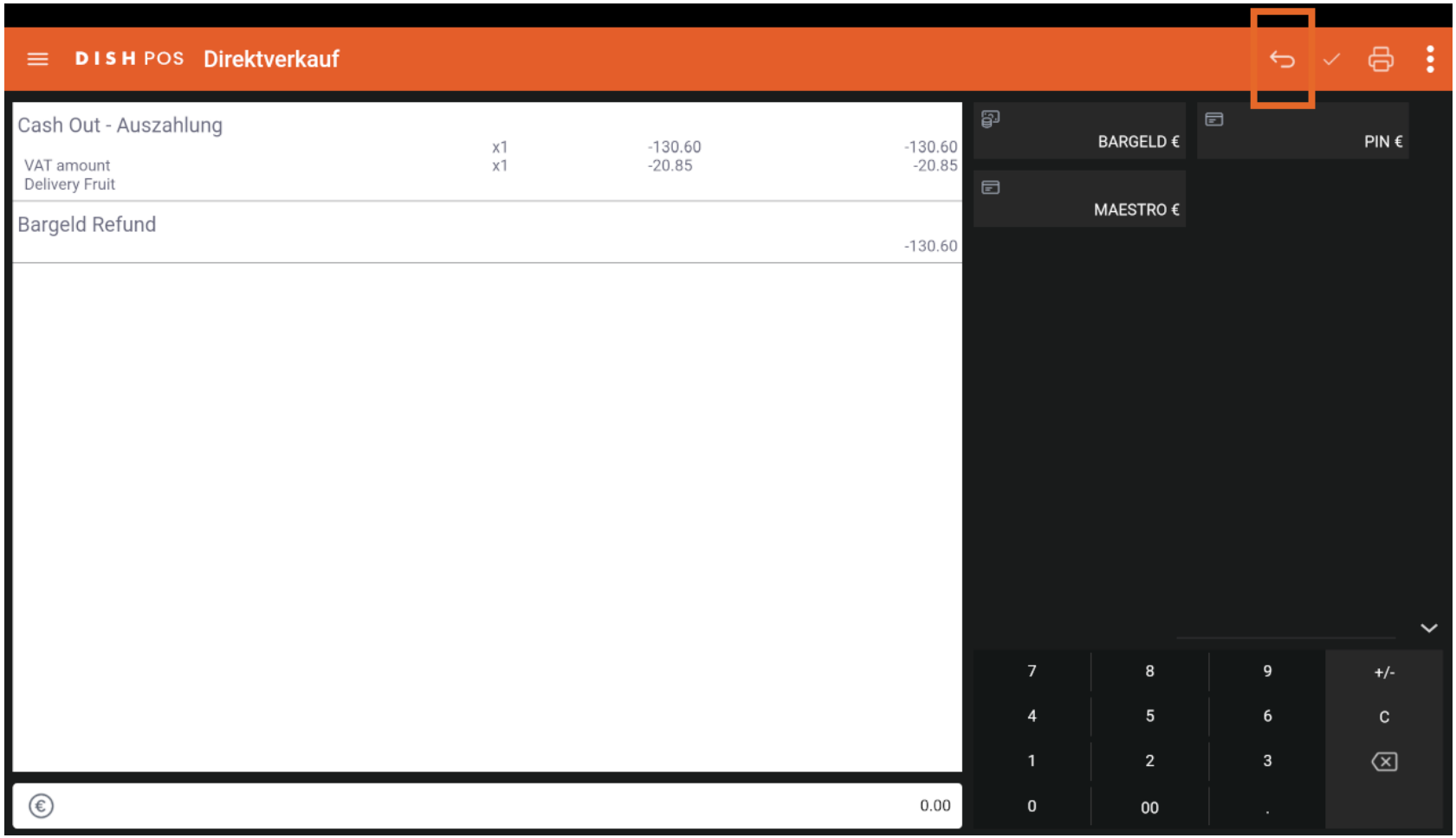
To finish the transaction and go back to a blank table, tab on the arrow.



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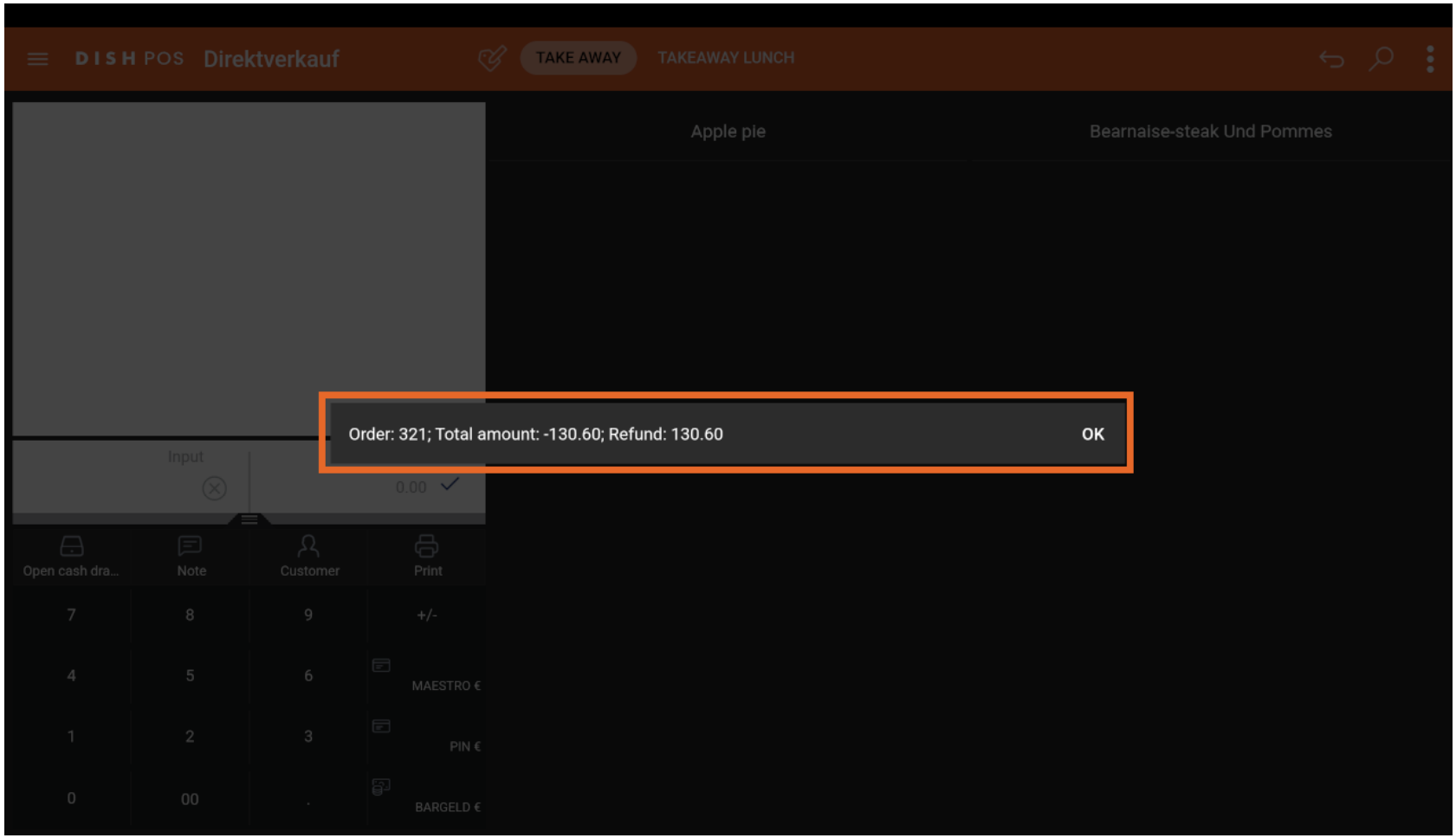
A confirmation window will be displayed.



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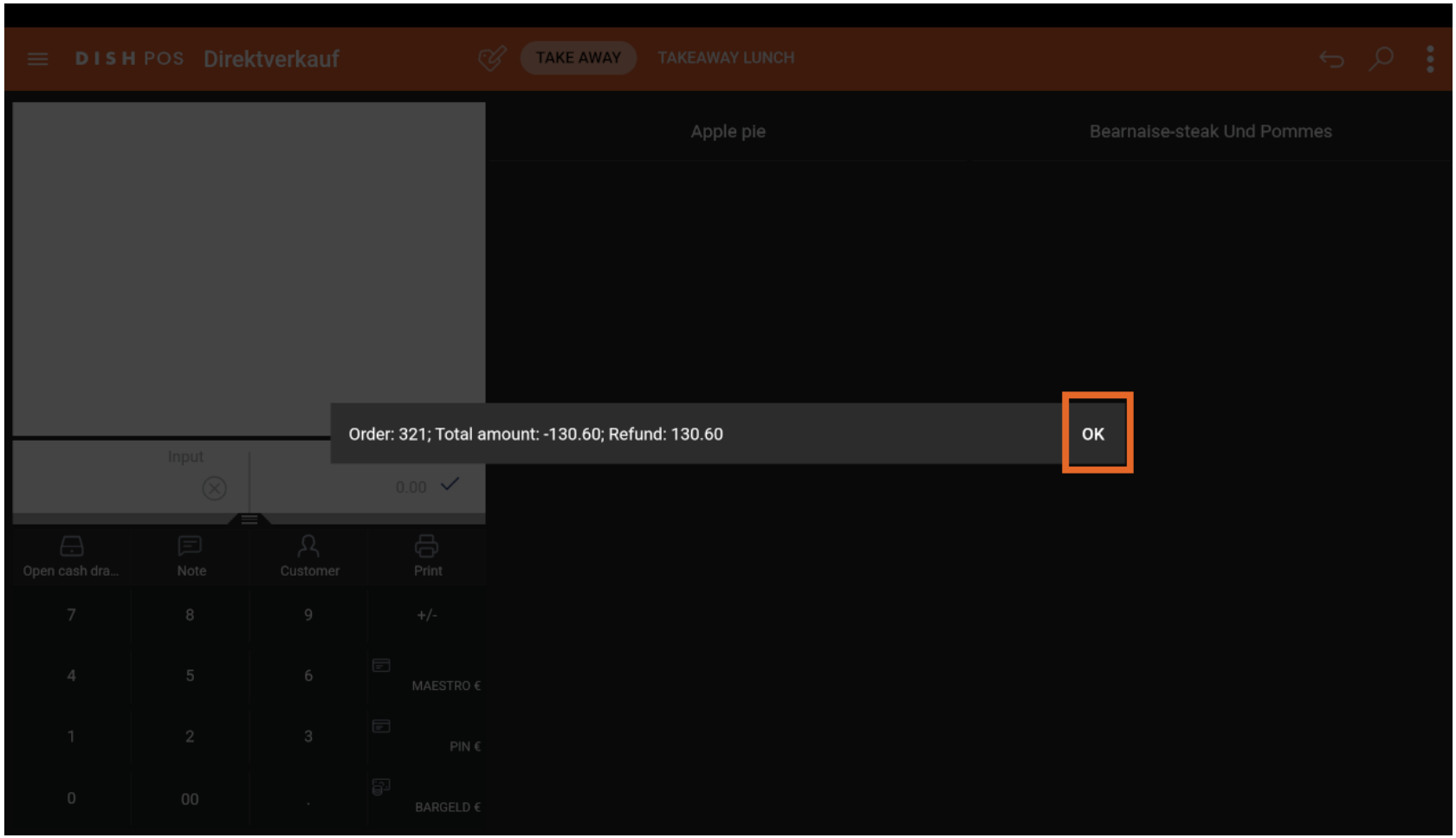
Close the window by clicking OK.



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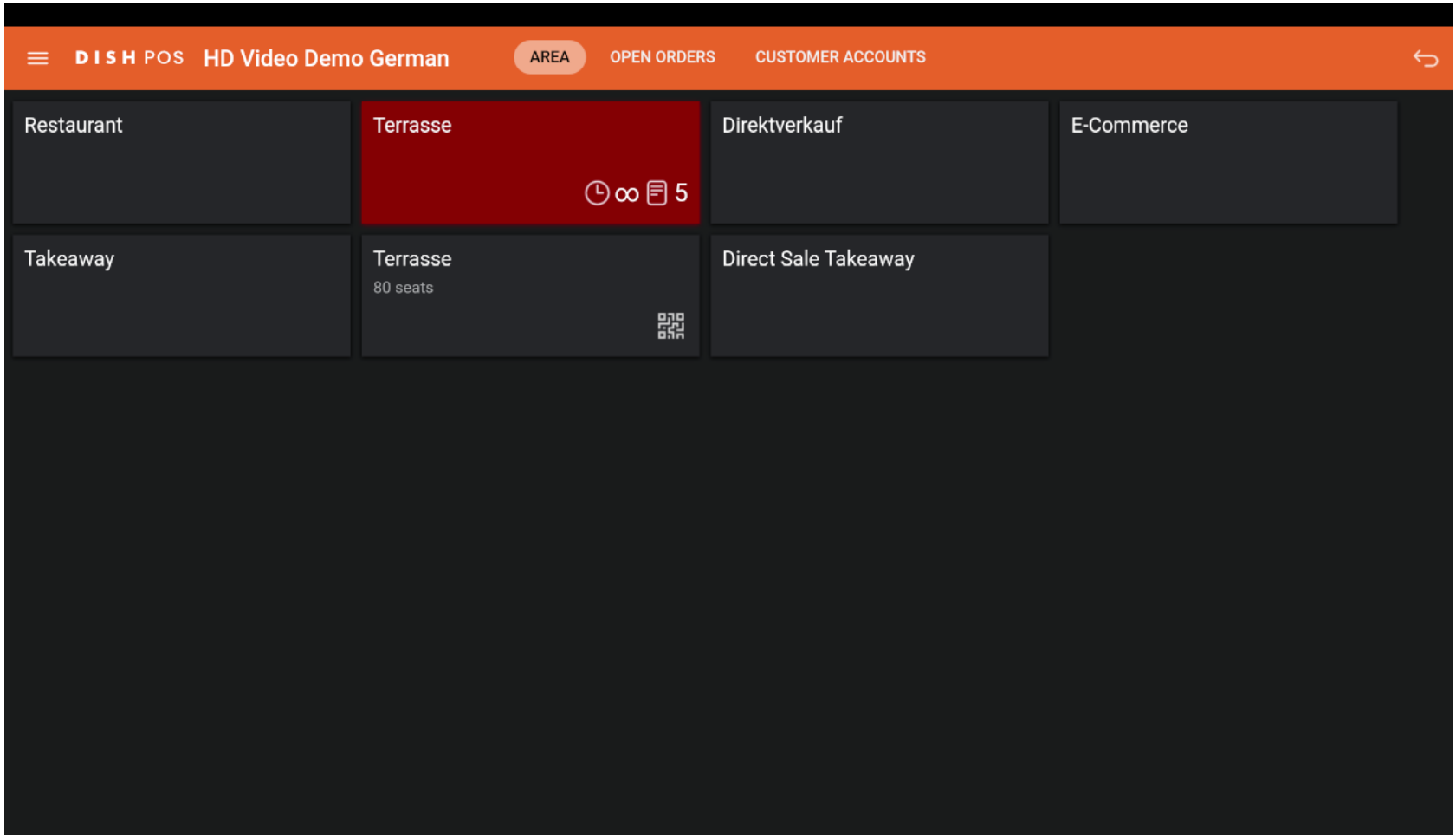
That's it. You're done registering your cash transactions.' Note: All registered transactions will be calculated into the shift report when closing the shift.



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