

CASH TILL

DAILY CASH TILL

Business->Cash Till

Enter EFT/Card total in the Banked/Settled column first. If the amount in green disappears this means it has balanced and you are all good to proceed.

If you enter the EFT/Card total and you still have an amount in the balance column, this means your EFT/Card does not balance. This is the amount you are out by. Example below you are over by \$50.

Cash-Till Takings

Till No: 1 **Till Number: 1** From 15/9/23 to 15/9/23

Start Date: 15/9/23 1 last week 2 last month 3 last quarter
 End Date: 15/9/23 7 this week 8 this month 9 this quarter

Navigation: < Daily weekly monthly quarterly >

| | FLOAT | DISCORD | IN | OUT | BANKED / SETTLED | BALANCE | LOCK |
|----------------------|---------------|---------|-----------------|-------------|------------------|-----------------|--------------------------|
| Cash | 400.00 | | 2,830.00 | 525.00 | | 3,230.00 | <input type="checkbox"/> |
| EFT/Card | | | | | 575.00 | -50.00 | <input type="checkbox"/> |
| Cheque | | | | | | | <input type="checkbox"/> |
| Gateway Ins (Paypal) | | | | | | | <input type="checkbox"/> |
| Totals : | 400.00 | | 3,355.00 | 0.00 | 575.00 | 3,180.00 | |

Not... Gold Sil... Held Ov... Cash: \$0.00

0 X \$100 0 X \$2 0 X 0.50c
 0 X \$50 0 X \$1 0 X 0.20c
 0 X \$20 0 X 0.10c
 0 X \$10 0 X 0.05c
 0 X \$5

Other HELD Ov... \$-50.00
 Total: \$-50.00

Tallied Takings by Dept

| | |
|-------------|----------|
| Acc Pymnt: | 0.00 |
| Deposits: | 10.00 |
| Unit Buy: | 0.00 |
| Other: | 0.00 |
| Parts: | 50.00 |
| Unit Sales: | 525.00 |
| Workshop: | 2,770.00 |

Till is Short \$3,230.00

Buttons: Tally T..., Open Tally on s..., Print Summary, Print Details, Save, Cancel, Lock All, Unlock All

If this happens, click the Print Details button and Print Report for a list of transactions for the days till. Use this list to compare to your EFT/Card receipts for the day's trading.

When you find the error, you will need to correct it before you can move forward.

If the error is the wrong payment type was selected i.e. the customer actually paid EFT/Card but staff selected Cash this can be fixed through Business > Activity.

Find the transaction. Highlight and click Modify.

C9 Business

Activity

General Ledger

Gift Cards

No Cash Inv

Cash Till

Bank Rec

Cash Rec

Payroll

Reports

Charts

Web site

Cash Till

General Ledger

Activity

Profit Summary

Staff

Bank Rec

Browse the ledger File

| Date | Time | Audit | Status | Type | Amount (+) | Amount (-) | Tax | Reference |
|---------|---------|---------|--------|----------------|------------|------------|--------|------------|
| 15.9.23 | 8:54AM | 660,435 | Active | Till Operation | | 300.00 | | Equity : W |
| 15.9.23 | 9:29AM | 660,433 | Active | Sale | 525.00 | | 47.72 | |
| 15.9.23 | 10:02AM | 660,461 | Active | Sale | 50.00 | | 4.55 | |
| 15.9.23 | 10:41AM | 660,436 | Active | Sale | 2,970.00 | | 270.00 | |
| 15.9.23 | 2:23PM | 660,434 | Active | Deposit | 10.00 | | | |

Start Date: 15/9/23 | 1 last week | 2 last month | 3 last quarter

End Date: 15/9/23 | 7 this week | 3 this month | 9 this quarter

Buttons: Add, **Modify**, Delete, Journals, Audit, Details

Txn Type: [Dropdown]

Business Activity Report | Lock:None | Modify Lock | Close

Modify Payment.

Update the ledger File

General

Audit: 660,461 | Type: Sale | Customer: [Empty]

Date / Time: 15.9.2023 | 10.02.06AM

Reference: [Empty]

Total: 45.45 | Total: 4.55

| Type | GL Code | GL Name | DR | CR | Tax Code | Tax |
|---------|---------|----------------|-------|-------|---------------|-------|
| | 9-2300 | Freeform items | | 30.30 | | 30.30 |
| COGS | 5-1110 | COGS Actual | 30.30 | | | |
| | 4-1100 | Spares Sales | | 45.45 | GST on Income | 4.55 |
| Payment | 1-1001 | Cash | 50.00 | | | |
| Tax | 2-2200 | GST Collected | | 4.55 | | |
| | | | 80.30 | 80.30 | | |

Buttons: **Modify Payment**, Add, Modify, Delete, OK, Cancel

Follow the prompts and then OK to save.

Update the ledger file

General

Audit: 660,461 Type: Sale Customer:

Date / Time: 15.9.2023 10.02.06AM

Reference:

Select Custo... Clear Customer

Total: 45.45 Total: 4.55

| Type | GL Code | GL Name | DR | CR | Tax Code | Tax |
|---------|---------|----------------|-------|-------|---------------|-------|
| | 9-2300 | Freeform items | | | | 30.30 |
| COGS | 5-1110 | COGS Actual | 30.30 | | | |
| | 4-1100 | Spares Sales | | 45.45 | GST on Income | 4.55 |
| Payment | 1-1001 | Cash | | 50.00 | | |
| Tax | 2-2200 | GST Collected | | | | 4.55 |
| Payment | 1-1006 | EFT/Card | 50.00 | | | |
| | | | 80.30 | 80.30 | | |

Modify Payment Add Modify Delete

OK Cancel

Now when we go back to Cash Till. It balances.

Cash-Till Takings

Till No: 1 Till Number: 1 From 15/9/23 to 15/9/23

Start Date: 15/9/23 1 last week 2 last month 3 last quarter

End Date: 15/9/23 7 this week 8 this month 9 this quarter

< Daily weekly monthly quarterly >

Reload figures

| | FLOAT | DISCORD | IN | OUT | BANKED / SETTLED | BALANCE | LOCK |
|----------------------|--------|---------|----------|------|------------------|----------|--------------------------|
| Cash | 400.00 | | 2,780.00 | 0.00 | | 3,180.00 | <input type="checkbox"/> |
| EFT/Card | | | 575.00 | | 575.00 | | <input type="checkbox"/> |
| Cheque | | | | | | | <input type="checkbox"/> |
| Gateway Ins (Paypal) | | | | | | | <input type="checkbox"/> |
| Totals : | 400.00 | | 3,355.00 | 0.00 | 575.00 | 3,180.00 | |

Not... Gold Sil... Held Ov... Talled Takings by Dept

0 X \$100 0 X \$2 0 X 0.50c Cash: \$0.00

0 X \$50 0 X \$1 0 X 0.20c [*] Counted BEFORE Ban...

0 X \$20 0 X 0.10c [*] Counted AFTER banked

0 X \$10 0 X 0.05c [*] Count takings only

0 X \$5

Add to Cash Cou... Other HELD Ov... \$0.00

Total: \$0.00

Acc Pmynt: 0.00
Deposits: 10.00
Unit Buy: 0.00
Other: 0.00
Parts: 50.00
Unit Sales: 525.00
Workshop: 2,770.00

Lock All
Unlock All

Till is Short \$3,180.00

Save

Tally T... Open Tally on s... Print Summary Print Details Cancel

If the error is in the value of an EFTPOS receipt, this can be altered via Spares->POS, usually by correcting the transaction that was faulty. In the case of a marginal error, you could utilise the F8 Freeform function of c9 to correct the issue, although this would be generally advised against. For example:

A sale is made for \$44.95, but when the user keyed the value into the EFTPOS machine, they accidentally keyed in \$49.95. This will mean they overcharged the customer by \$5 and c9 will be showing a Banked/Settled figure of \$5 less than the actual settlement. To correct this error in the right way, we should theoretically refund the total invoice and backdate it to the day before, then re-run the sale with the correct value, still backdating it to the day before and selecting the correct payment method.

This can be problematic if it isn't clear in any way what the missing value is related to. So for example, someone processed a transaction via EFTPOS but forgot to put the sale through c9. In this case we may be required to use F8 Freeform to be able to efficiently add the missing transaction to the daily till for that day. Sometimes F8 Freeform may only be available to certain users, so you may need to log out of c9 and log back in as an admin if F8 Freeform isn't available on the current login user.

To learn how to "write off" the missing amount see the end of this document.

In the example below, we are using the missing figure of \$5 to demonstrate how to deliver the F8 Freeform. We sell the value of the alteration, then quantity will be 1 or -1 depending on if the error was under or over respectively. Finalise this sale, making sure you backdate the invoice to the day of the till balance you are trying to rectify.

| Part Number | UOM | Description | Loc | Stk | Ord | Req | Sup | Order | Price | Disc % |
|-------------|-----|-----------------|-----|-----|-----|-----|-----|-------|--------|--------|
| *** | | till correction | | | 1 | -1 | -1 | | \$5.00 | |

Point Of Sale - Complete

Step 1. Customer Particulars

Invoice Type: Cash/Receipt Invoice Workshop Unit Unit Deal
 Quote Reserve/Pickup Layby Existing Order
 Supplier Return

Select Cash Customer

Customer Order Number:

Freight Tracking:

Freight Method:

Freight Dispatching: None Dispatching Required

Invoice Date: Drop Ship To Customer

Send SMS On Receive Parts
 Do not send Send when any arrive Send only when all arrive

<<< Previous Next >>>

Esc Cancel F3: View/Modify Customer F8: Profit Info
F2 Edit Discount F5: Notes F7 Set At Cost F9: Freight F10 Continue

IT IS IMPORTANT TO NOTE THAT BACKDATING IS ONLY NECESSARY IF YOU ARE MAKING A CORRECTION TO AN ERROR THAT WAS MADE ON A PREVIOUS DAY. SO FOR EXAMPLE, IF YOU DO YOUR TILL BALANCE EACH MORNING BEFORE OPENING FOR TRADE.

Once you have captured the correct EFT/Card settlement, next you will need to count your cash and verify that the till balances for cash.

Cash-Till Takings

Till No: 1 **Till Number1** From 15/9/23 to 15/9/23

Start Date: 15/9/23
End Date: 15/9/23

< >

| | FLOAT | DISCORD | IN | OUT | BANKED / SETTLED | BALANCE | LOCK |
|----------------------|---------------|---------|-----------------|-------------|------------------|-----------------|--------------------------|
| Cash | 400.00 | | | | | | <input type="checkbox"/> |
| EFT/Card | | | 2,780.00 | | | | <input type="checkbox"/> |
| Cheque | | | 575.00 | | 575.00 | 3,180.00 | <input type="checkbox"/> |
| Gateway Ins (Paypal) | | | | | | | <input type="checkbox"/> |
| Totals : | 400.00 | | 3,355.00 | 0.00 | 575.00 | 3,180.00 | |

Not... X \$100 X \$50 X \$20 X \$10 X \$5

Sil... X \$2 X \$1

Held Ov... X 0.50c X 0.20c X 0.10c X 0.05c

Cash: \$0.00

Tallied Takings by Dept

| | |
|-------------|----------|
| Acc Pymnt: | 0.00 |
| Deposits: | 10.00 |
| Unit Buy: | 0.00 |
| Other: | 0.00 |
| Parts: | 50.00 |
| Unit Sales: | 525.00 |
| Workshop: | 2,770.00 |

Other HELD Ov... \$0.00

Till is Show \$3,180.00

Print Summary

In the above screen, you need to count the NUMBER of each denomination that exists in the till. Including the float. This should balance to the figure showing in the Balance column at the top right of the screen. This figure is Float + Cash In – Cash Out – Paid Out = Balance.

If you enter the money and you get the below message you are balanced and good to proceed!

| Not... | Gold | Sil... | Held Ov... | T... |
|------------|----------|------------|---------------------------|------|
| 20 X \$100 | 11 X \$2 | 7 X 0.50c | Cash: \$3,180.00 | |
| 20 X \$50 | 10 X \$1 | 10 X 0.20c | [*] Counted BEFORE Ban... | |
| 3 X \$20 | | 15 X 0.10c | [*] Counted AFTER banked | |
| 5 X \$10 | | 20 X 0.05c | [*] Count takings only | |
| 6 X \$5 | | | | |

Add to Cash Cou... Other HELD Ov...

Total: \$3,180.00

Till is Balanced

Tally T... Open Tally on s...

To work out how much money you are taking out of the till to be banked and how much you are leaving in there as a float put your regular float amount in the balance column.

This is telling me to take out \$2780.

Cash-Till Takings

Till No: 1

Till Number: 1 From 15/9/23 to 15/9/23

Start Date: 15/9/23 (1 last week, 2 last month, 3 last quarter)
 End Date: 15/9/23 (2 this week, 3 this month, 9 this quarter)

Reload figures

| | FLOAT | DISCORD | IN | OUT | BANKED / SETTLED | BALANCE | LOCK |
|----------------------|---------------|---------|-----------------|-------------|------------------|---------------|--------------------------|
| Cash | 400.00 | | Paid Out :- | 0.00 | 2,780.00 | 400.00 | <input type="checkbox"/> |
| EFT/Card | | | 2,780.00 | | 575.00 | | <input type="checkbox"/> |
| Cheque | | | 575.00 | | | | <input type="checkbox"/> |
| Gateway Ins (Paypal) | | | | | | | <input type="checkbox"/> |
| Totals : | 400.00 | | 3,355.00 | 0.00 | 3,355.00 | 400.00 | |

Not... Gold Sil... Held Ov... Cash: \$3,180.00

20 X \$100 11 X \$2 7 X 0.50c [*] Counted BEFORE Ban...
 20 X \$50 10 X \$1 10 X 0.20c [*] Counted AFTER banked
 3 X \$20 15 X 0.10c [*] Count takings only
 5 X \$10 20 X 0.05c

LESS Banked: \$2,780.00
 Add to Cash Cou... Other HELD Ov...
Total: \$400.00

Tallied Takings by Dept

| | |
|-------------|----------|
| Acc Pymnt: | 0.00 |
| Deposits: | 10.00 |
| Unit Buy: | 0.00 |
| Other: | 0.00 |
| Parts: | 50.00 |
| Unit Sales: | 525.00 |
| Workshop: | 2,770.00 |

Till is Balanced

Tally T... Open Tally on s...

But I might look at that and think, Actually I want to take out \$2,800.

So I just change the Banked/Settled amount to 2,800. Making my float for the next day \$380.

Cash-Till Takings

Till No: 1 **Till Number:1** From 15/9/23 to 15/9/23

Start Date: 15/9/23 [1 last week] [2 last month] [3 last quarter]
 End Date: 15/9/23 [7 this week] [8 this month] [9 this quarter]

[<] Daily weekly monthly quarterly [>]

Reload figures

| | FLOAT | DISCORD | IN | OUT | BANKED / SETTLED | BALANCE | LOCK |
|----------------------|---------------|---------|-----------------|-------------|------------------|---------------|--------------------------|
| Cash | 400.00 | | 2,780.00 | | 2,800.00 | 380.00 | <input type="checkbox"/> |
| EFT/Card | | | 575.00 | | 575.00 | | <input type="checkbox"/> |
| Cheque | | | | | | | <input type="checkbox"/> |
| Gateway Ins (Paypal) | | | | | | | <input type="checkbox"/> |
| Totals : | 400.00 | | 3,355.00 | 0.00 | 3,375.00 | 380.00 | |

When you are happy with it. Save Till. Print Details & Summary to go with Eftpos chits and money you are banking.

Cash-Till Takings

Till No: 1 **Till Number:1** From 15/9/23 to 15/9/23

Start Date: 15/9/23 [1 last week] [2 last month] [3 last quarter]
 End Date: 15/9/23 [7 this week] [8 this month] [9 this quarter]

[<] Daily weekly monthly quarterly [>]

Reload figures

| | FLOAT | DISCORD | IN | OUT | BANKED / SETTLED | BALANCE | LOCK |
|----------------------|---------------|---------|-----------------|-------------|------------------|---------------|--------------------------|
| Cash | 400.00 | | 2,780.00 | | 2,800.00 | 380.00 | <input type="checkbox"/> |
| EFT/Card | | | 575.00 | | 575.00 | | <input type="checkbox"/> |
| Cheque | | | | | | | <input type="checkbox"/> |
| Gateway Ins (Paypal) | | | | | | | <input type="checkbox"/> |
| Totals : | 400.00 | | 3,355.00 | 0.00 | 3,375.00 | 380.00 | |

Not... Gold Sil... Held Ov... Cash: \$3,180.00

20 X \$100 11 X \$2 7 X 0.50c
 20 X \$50 10 X \$1 10 X 0.20c
 3 X \$20 15 X 0.10c
 5 X \$10 20 X 0.05c
 6 X \$5

[*] Counted BEFORE Banked
 [*] Counted AFTER banked
 [*] Count takings only

LESS Banked: \$2,800.00
 Add to Cash Cou... Other HELD Ov... \$0.00
 Total: \$380.00

Tallied Takings by Dept

| | |
|-------------|----------|
| Acc Pmynt: | 0.00 |
| Deposits: | 10.00 |
| Unit Buy: | 0.00 |
| Other: | 0.00 |
| Parts: | 50.00 |
| Unit Sales: | 525.00 |
| Workshop: | 2,770.00 |

Till is Balanced

Save

Tally T... Open Tally on s... **Print Summary** **Print Details** Cancel

Lock All
Unlock All

If the cash does not balance and it's a small amount

Looking at the screenshot below, c9 is reporting the till being short by 85c. Ideally you should see this figure balancing each day. These types of errors can be caused by many factors, including miscounting of cash, incorrect change given, change told to be left behind etc.

The screenshot shows a till summary window with the following data:

| Not... | Gold | Sil... | Held Ov... |
|------------|----------|------------|---------------------------|
| 20 X \$100 | 11 X \$2 | 6 X 0.50c | Cash: \$3,179.15 |
| 20 X \$50 | 10 X \$1 | 9 X 0.20c | [*] Counted BEFORE Ban... |
| 3 X \$20 | | 14 X 0.10c | [*] Counted AFTER banked |
| 5 X \$10 | | 19 X 0.05c | [*] Count takings only |
| 6 X \$5 | | | |

Other HELD Ov... \$0.00
Total: \$3,179.15

Till is Short \$0.85

Buttons: Tally T..., Open Tally on s..., Print Summary

You can choose to use the Paid Out part of the till screen to balance these minor errors if you want to see the till balanced each day or you can accept these errors as they are.

Alternatively, you could also use the F8 method outlined in the EFT/Card section above.

The screenshot shows the same till summary window, but with the following adjustments:

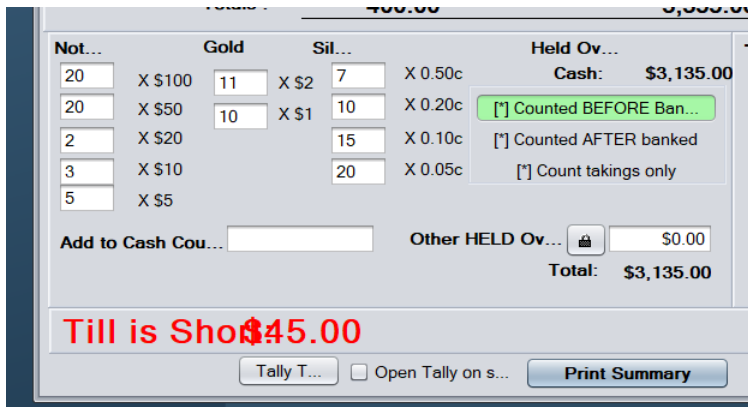
| FLOAT | DISCORD | IN | OUT | BANKED / SETTLED | BALANCE | LOCK |
|-----------------|---------------|-----------------|-----------------|------------------|-----------------|--------------------------|
| 400.00 | | 2,780.00 | 2,780.00 | | 3,179.15 | <input type="checkbox"/> |
| | | 575.00 | 575.00 | 575.00 | | <input type="checkbox"/> |
| | | | 0.85 | | | <input type="checkbox"/> |
| Totals : | 400.00 | 3,355.00 | 3,355.00 | 575.00 | 3,179.15 | <input type="checkbox"/> |

Buttons: Reload figures, Gateway Ins (Paypal), Tally T..., Open Tally on s..., Print Summary, Print Details, Cancel

Till is Balanced

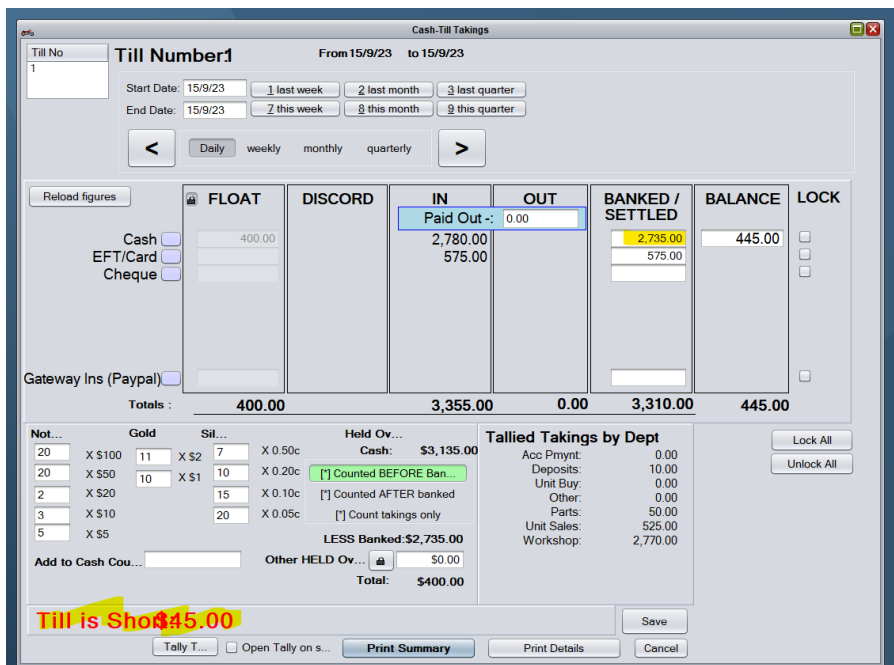
If the cash does not balance and it's a large amount/you want to write off a wrong EFTPOS amount.

You've counted and recounted the cash multiple times and you are definitely out by \$45 and you want to write it off.



In the Banked/Settled column put in the amount you are actually Banking. So in my example I will be pulling out \$2,735 to be banked.

I got this figure by taking the amount I was supposed to be banking and – minus the \$45.



Save. Print Summary and Details like you normally would.

Then. Go to the next day by pressing the >

Unlock the Float using the padlock.

Cash-Till Takings

Till No: 1
Till Number1
From 16/9/23 to 16/9/23

Start Date: 16/9/23
End Date: 16/9/23

Reload figures

| | FLOAT | DISCORD | IN | OUT |
|----------------------|---------------|---------|-------------|-------------|
| Cash | 445.00 | | | |
| EFT/Card | | | | |
| Cheque | | | | |
| Gateway Ins (Paypal) | | | | |
| Totals : | 445.00 | | 0.00 | 0.00 |

Not... Gold Sil... Held Ov... Talled Takings

Adjust the float down by the missing amount.

Reload figures

FLOAT

Cash 400.00
EFT/Card
Cheque

Relock the float with the padlock and save.

Cash-Till Takings

Till No: 1
Till Number1
From 16/9/23 to 16/9/23

Start Date: 16/9/23
End Date: 16/9/23

Reload figures

| | FLOAT | DISCORD | IN | OUT | BANKED / SETTLED | BALANCE | LOCK |
|----------------------|---------------|---------|-------------|-------------|------------------|---------------|--------------------------|
| Cash | 400.00 | | | | | 400.00 | <input type="checkbox"/> |
| EFT/Card | | | | | | | <input type="checkbox"/> |
| Cheque | | | | | | | <input type="checkbox"/> |
| Gateway Ins (Paypal) | | | | | | | <input type="checkbox"/> |
| Totals : | 400.00 | | 0.00 | 0.00 | 0.00 | 400.00 | |

Not... Gold Sil... Held Ov... Talled Takings by Dept

Add to Cash Cou... Other HELD Ov... Total: \$0.00

Till is Show \$400.00

Open Tally on s...

It is obvious to see this has been changed as the button will turn orange.

The screenshot shows a software interface with a section titled "FLOAT". On the left, there are three radio buttons: "Cash" (which is selected and highlighted in orange), "EFT/Card", and "Cheque". To the right of these buttons is a text input field containing the value "400.00".

This will show as a Till Float Adjustment in your GL.

The screenshot shows a table titled "Show Related Journal Items". The table has the following columns: GL Code, GL Name, Status, Date, ID #, Line, Ref, DR, CR, and Tax. There are two rows of data:

| GL Code | GL Name | Status | Date | ID # | Line | Ref | DR | CR | Tax |
|---------|------------------------|--------|---------|---------|------------|--------------------|----|-------|-------|
| 1-1001 | Cash | Active | 16.9.23 | 210,423 | | Float Adjustment C | | | 45.00 |
| 9-1060 | Till Float adjustments | Active | 16.9.23 | 210,424 | Adjustment | Float Adjustment C | | 45.00 | |