

Till Takings

23/10/2024 4:29 pm BST

Summary

The Till Takings Screen is used to record the amount of payments received and amount of cash in the till, between the time/date specified.

The Till Takings Screen captures data entered and compares it against transactions entered into the system, prompting the user to enter a reason for any differences.

This workflow requires activation by MWI. To request this you can contact your RCM or our dedicated Support Team.

Configuration

The new till takings screen can be turned on/off upon request. If you would like this functionality enabled, please contact the helpdesk.

Note: The Till Takings screen is completely separate to the current Cashing Up Screen, therefore if the new till takings screen is enabled and till takings are recorded using the new screen, if you want to revert back to using the standard cashing up screen, you would need to re-enter the cashing up figures recorded in the Till Takings screen into the Cashing Up screen.

The following libraries require configuration:

Administration > Accounting > Payment Methods

A 'Reason Value' can be specified for each payment method. If the difference between amount entered and actual amount exceeds this amount, the user is required to select a difference reason.

In addition, select 'Doc Req' for any payment methods that require a user to attach documentation.

Administration > Accounting > Till Takings Difference Reasons

The list of reasons a user can select when specifying the difference between amount entered and actual amount.

Administration > Accounting > Cashing Up Payment Types

The list of payment methods users will be asked to enter an amount for.

Details

Daily Till Takings

1. Select '**Finance**' from the top toolbar menu.
2. Select '**Daily Cash**'
3. Select '**Start Till Takings**'



Work (Payment) Site: Esher Date From 16/07/2024 14:46 To Date 19/07/2024 13:18 **Start Till Takings**

Note, 'Date From' is disabled and set to the last till takings date if a till taking has been registered for the selected site.

4. Enter '**Cash Receipts**'
5. **Note: Cash Receipt fields are fixed and are defined below:**

Opening Till Float = Last Cashing Up's Till Float

Cash Banked = Cash Received

Petty Cash Top Up = Petty Cash in Till

Closing Till Float = Total amount in till

Cash Donations = Cash donated (Taken from till)

Cash Delivered = Cash delivered (Taken from till)

PMS Cash Receipts is calculated at step 6 based on input above.

(Cash Receipts = Cash banked + Cash Donations + Petty Cash Top Up + Closing Till Float - Opening Till Float).

6. Enter '**Non Cash Receipts**' amounts, and attach any file required using the '**Attach File**' button (this could be the Print Detailed report from the Daily Cash screen) and select '**Submit Amounts**' upon completion.
7. **Note: The payment methods that display here are configurable in [libraries](#).**

Daily Cash by Booked Date
Till Takings

Work (Payment) Site: Esher
Date From 16/07/2024 14:46
To Date 19/07/2024 13:18

Cash Receipts

	Amount
Opening Till Float	80
Cash Banked	45.30
Petty Cash Top Up	20
Closing Till Float	80
Cash Donations	5.0
Cash Delivered	0
PMS Cash Receipts	

Non-Cash Receipts

	Amount	
Debit Card	241.53	Attach File

Submit Amounts

Attachments

Description	Payment Type	Actions
Cashing up 19724.pdf	DebitCard	

- Once submitted, the 'PMS Cash Receipts' are calculated.
- Select a '**Reason**' for any differences and enter '**Reason Details**' where required.

Daily Cash **Till Takings**

Work (Payment) Site: Date From: To Date:

Cash Receipts			
	Amount	Expected	Difference
Opening Till Float	<input type="text" value="0"/>		
Cash Banked	<input type="text" value="10.2"/>		
Petty Cash	<input type="text" value="11.5"/>		
Closing Till Float	<input type="text" value="20.22"/>		
Cash Donations	<input type="text" value="50"/>		
Cash Delivered	<input type="text" value="100"/>		
PMS Cash Receipts	<input type="text" value="-108.08"/>	<input type="text" value="0"/>	<input type="text" value="108.08"/>

Non-Cash Receipts					
	Amount	Expected	Difference	Reason	Reason Details
DebitCard	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="50"/>	<input type="text" value="Other"/>	<input type="text" value="Testing"/>

Other Non-Cash Receipts	
	Expected
Cash1	<input type="text" value="0"/>
Cheque	<input type="text" value="0"/>
CreditCard	<input type="text" value="0"/>

10. Select '**Submit**' to submit difference reasons.

11. Select '**Yes**' to the prompt to save Till Takings to '**Till Takings History**'.

Submit Reasons

Once submitted, Reasons cannot be modified and Till Takings will be saved to Till Takings history. Do you wish to continue?

Viewing a Till Takings History

1. Select '**Finance**' from the top toolbar menu.

2. Select a '**Work Site**'.

3. Select a Month, Year and Till Takings History

Till Takings History

4. The Till Takings will display in 'View Only' mode.

Daily Cash
Till Takings

Work (Payment) Site: Guildford
Date From: 17/02/2021 12:54
To Date: 29/03/2021 15:18
Start Till Takings
Export to CSV
Clear

Till Takings History: Feb 2021 17/02/2021 12:54 to 29/03/2021 15:18 (jupiter)

Cash Receipts

	Amount	Expected	Difference
Opening Till Float	<input type="text" value="0"/>		
Cash Banked	<input type="text" value="19.2"/>		
Petty Cash	<input type="text" value="11.5"/>		
Closing Till Float	<input type="text" value="20.22"/>		
Cash Donations	<input type="text" value="50"/>		
Cash Delivered	<input type="text" value="100"/>		
PMS Cash Receipts	<input type="text" value="-100.00"/>	<input type="text" value="0"/>	<input type="text" value="100.00"/>

Non-Cash Receipts

	Amount	Expected	Difference	Reason	Reason Details
DebitCard	<input type="text" value="50"/>	<input type="text" value="0"/>	<input type="text" value="50"/>	<input type="text" value="Other"/>	<input type="text" value="Testing"/>

Multiple Users Workflow

In the event two users are accessing the same Till Takings screen, the following popup will display with three options:

Till Takings In Progress

User: jupiter currently has a Till Takings in progress for this site.

Clear

View

Close

Clear = Clear the other user's current Till Takings (If user has user role assigned).

View = View the other user's current Till Takings (Read-Only).

Close = Close the Popup.