How to transfer money from Cash Register to Bank Account in HDPOS smart?

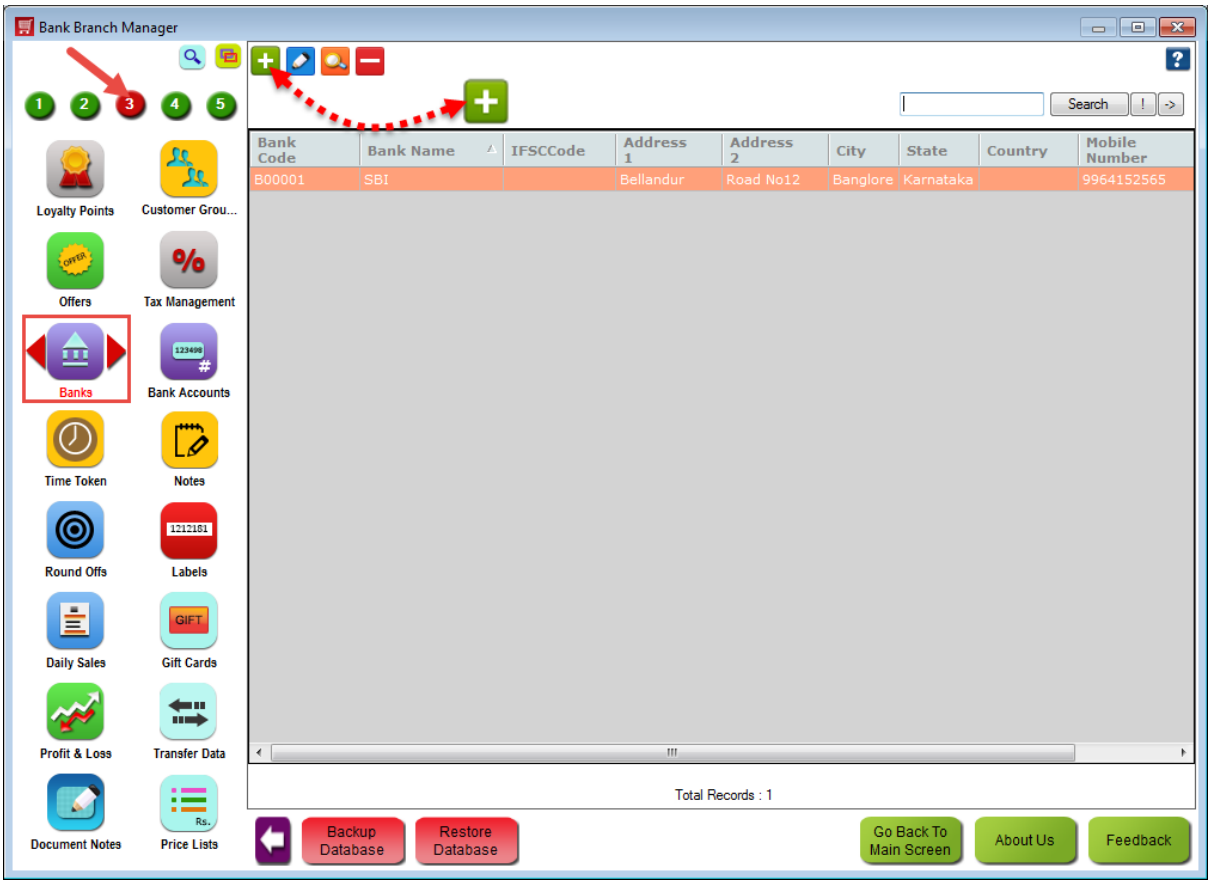
HDPOS smart Tutorials

This tutorial will show you to create a **Bank Account** and transfer money from Cash Register to Bank account through Cash Transfer document. Follow the below steps in order to transfer money:

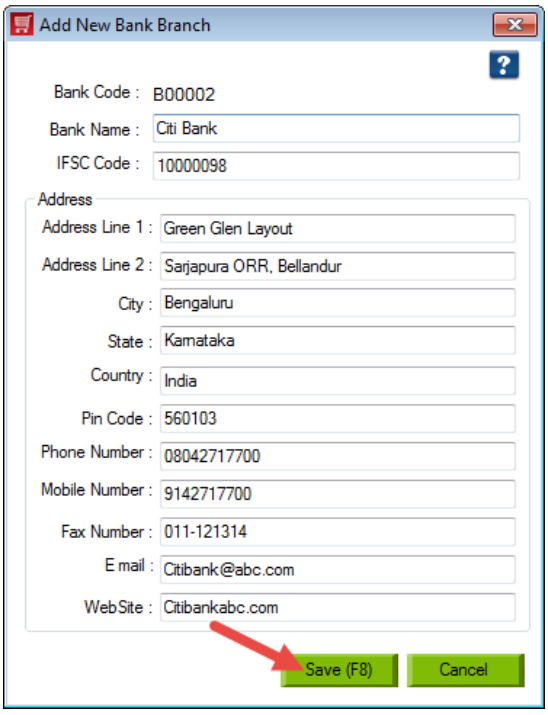
1. Run **HDPOS smart.**
2. Click on **Set-Up.**



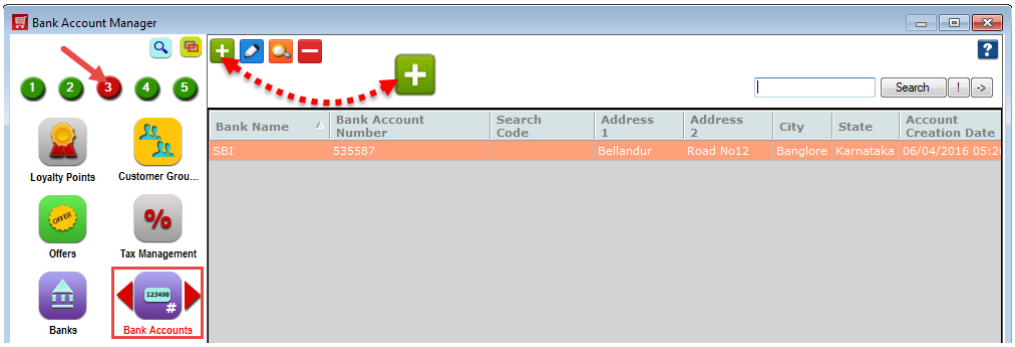
3. Click on **Banks** from 3 page of setup and select **Add Bank Branch**.



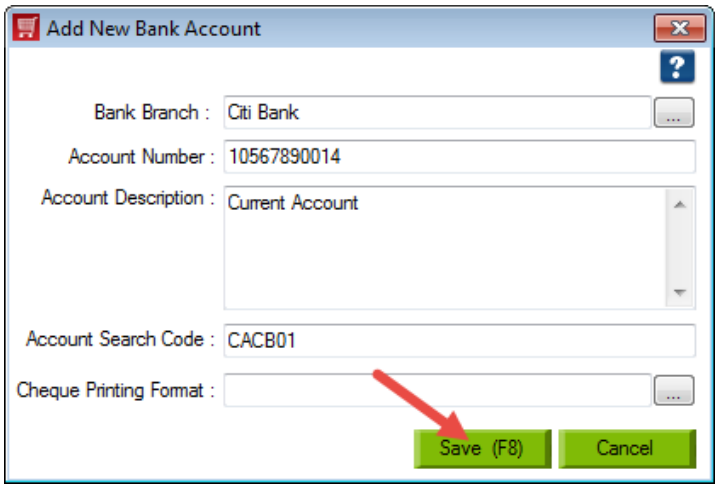
4. Enter the details of Bank Branch and click on **Save**.



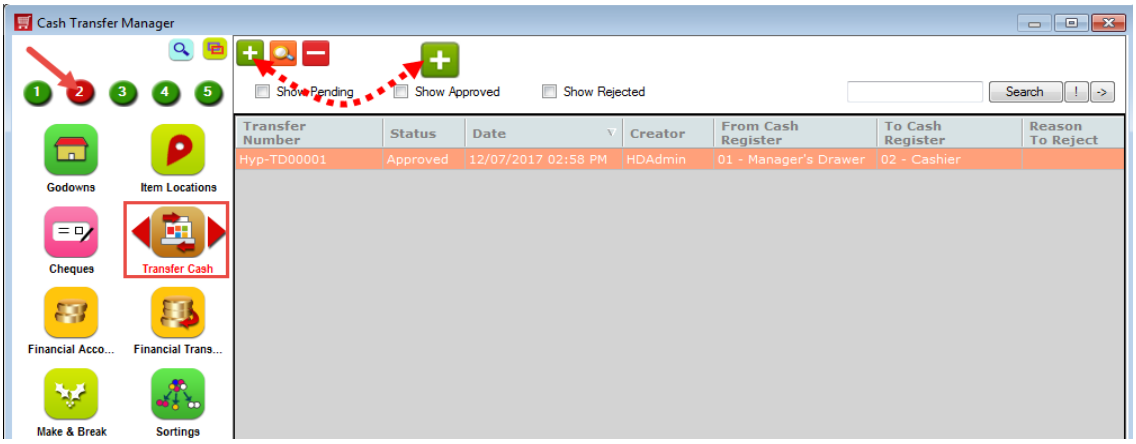
5. Go the **Bank Accounts** module and select **Add new Account**.



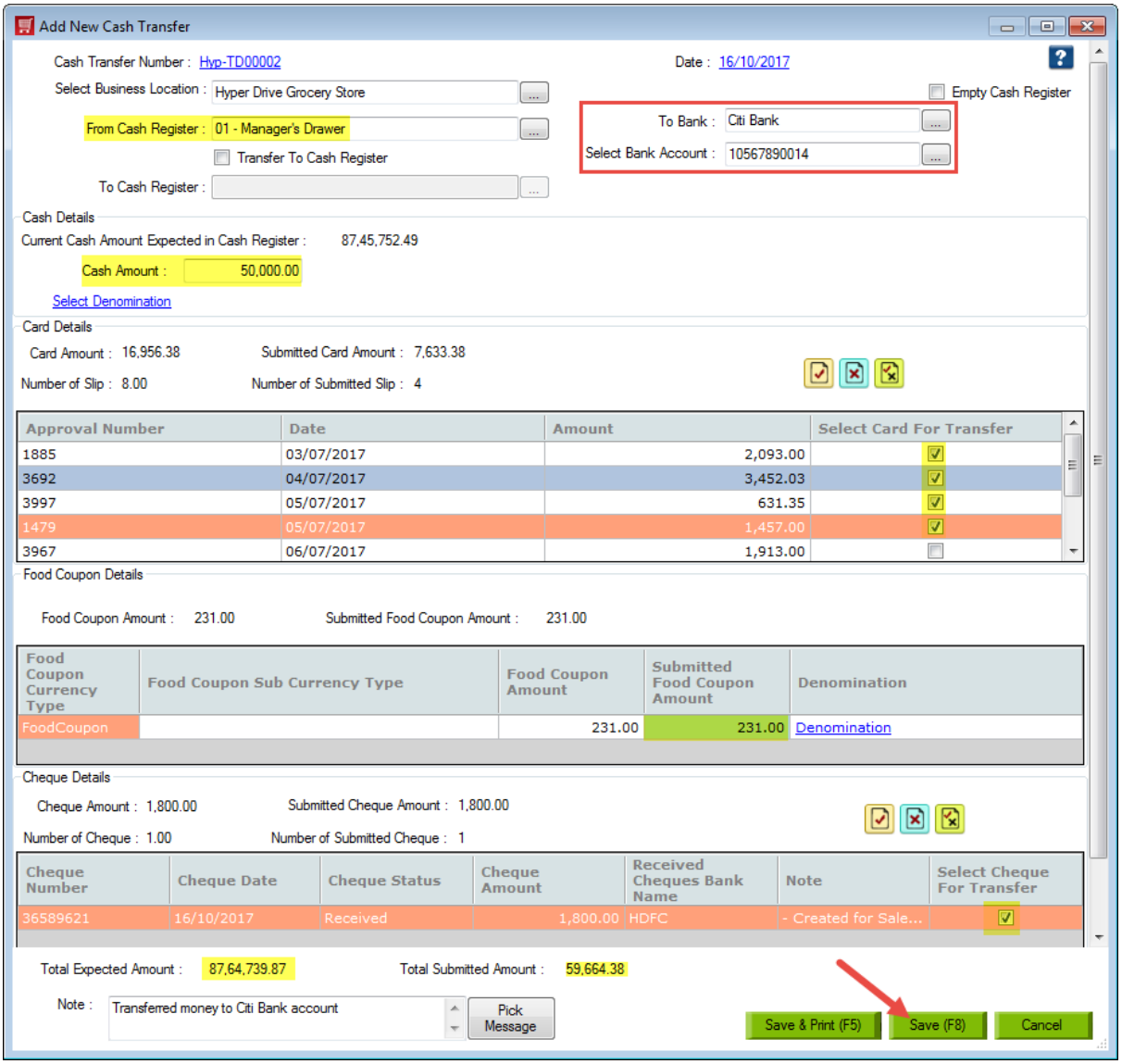
6. Here create a Bank account for the Bank Branch. Click on **Save** button.



7. Go to the **Transfer Cash** module from the 2nd page of **Set-Up** and click **on Add Cash Transfer.**



8. Fill all the required information in **Add New Cash Transfer** module.



a. **Cash Transfer Number:** This is the number of the cash transfer document being created. You can click on the number to change the document number.

b. **Date:** This is the document's date. The system's date is selected by default. You can click on date to change the date.

c. Select the **Cash Register** from which money needs to be transferred.

d. Uncheck the check box **"Transfer To Cash Register"**. This will enable Bank option. Select the **Bank Branch** and **Bank Account** to which you want to transfer.

e. **Cash Details:** Here you will see the total amount of cash in **From Cash Register**. Enter the amount which you want to transfer in Cash Amount field.

f. **Card Details:** Here you will see the amount detail that is received through cards along with Approval Number, Date and Amount.

- **Select All** : By clicking on this button select all card entries for transfer.
- **Unselect All** : By clicking on this button, unselect all the card entries that are selected for transfer.
- **Invert Selection** : By clicking this button, invert the selection of card entries.

Note: Once the credit card slips are transferred to Bank, its status changes to Transferred and they will no longer be visible in Cash Register.

g. **Food Coupon Details:** Here food coupon details are shown. Enter the food coupon amount that you want to transfer in **Submitted Food Coupon Amount** field.

h. **Cheque Details:** Here you will see the amount detail that is received through cheques.

- **Select All** : By clicking on this button select all cheque entries for transfer.
- **Unselect All** : By clicking on this button, unselect all the cheque entries that are selected for transfer.
- **Invert Selection** : By clicking this button, invert the selection of cheque entries.

Note: Once Cheques are transferred to Bank, its status gets changed to Deposited to Bank and they will no longer be visible in the Cash Register.

9. Click on **Save** or **Save and Print** as required.