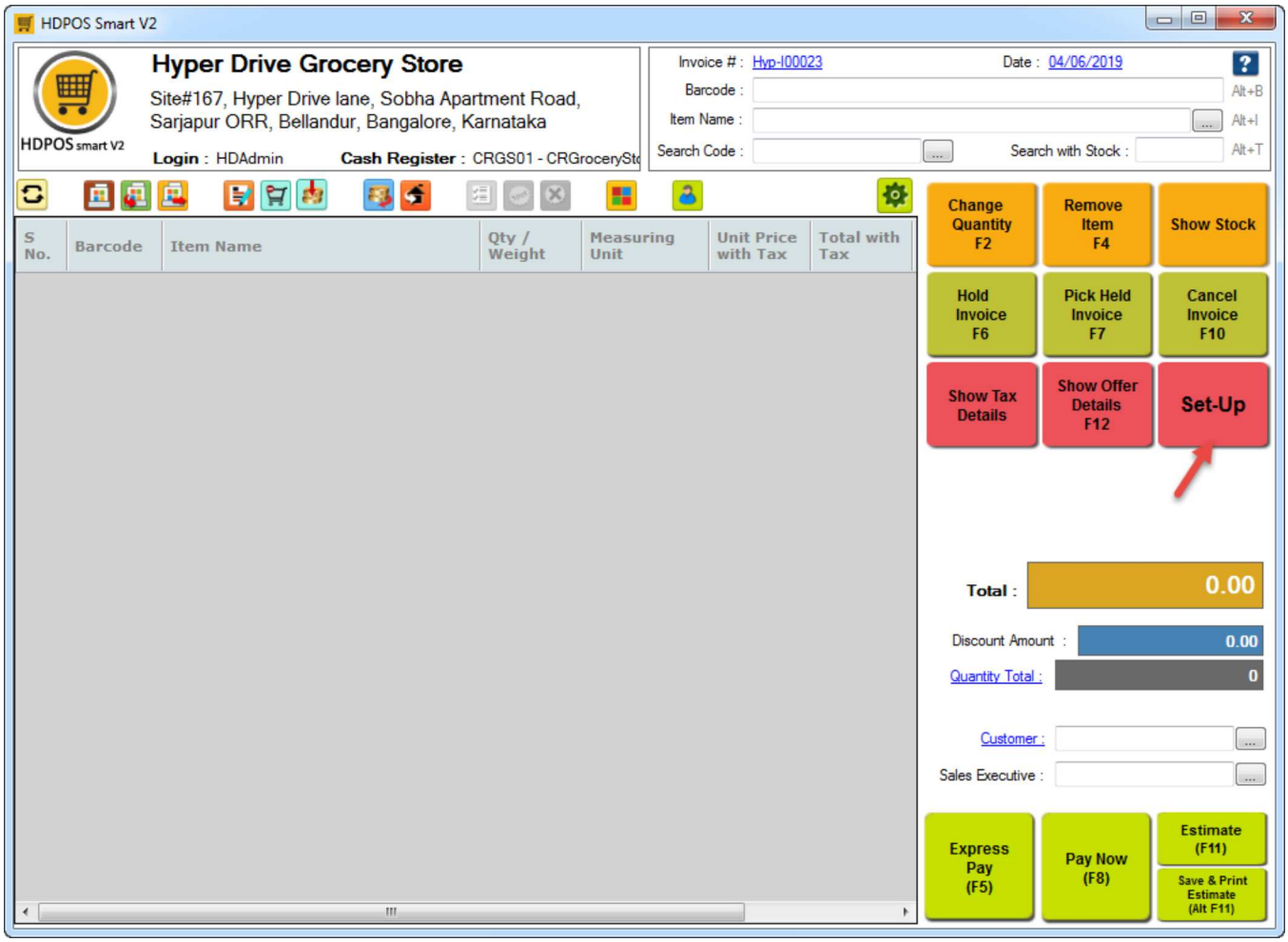
# Transfer money from one cash register to another

The steps to transfer cash from one cash register to another are as shown below:

1. Run **HDPOSsmart.**

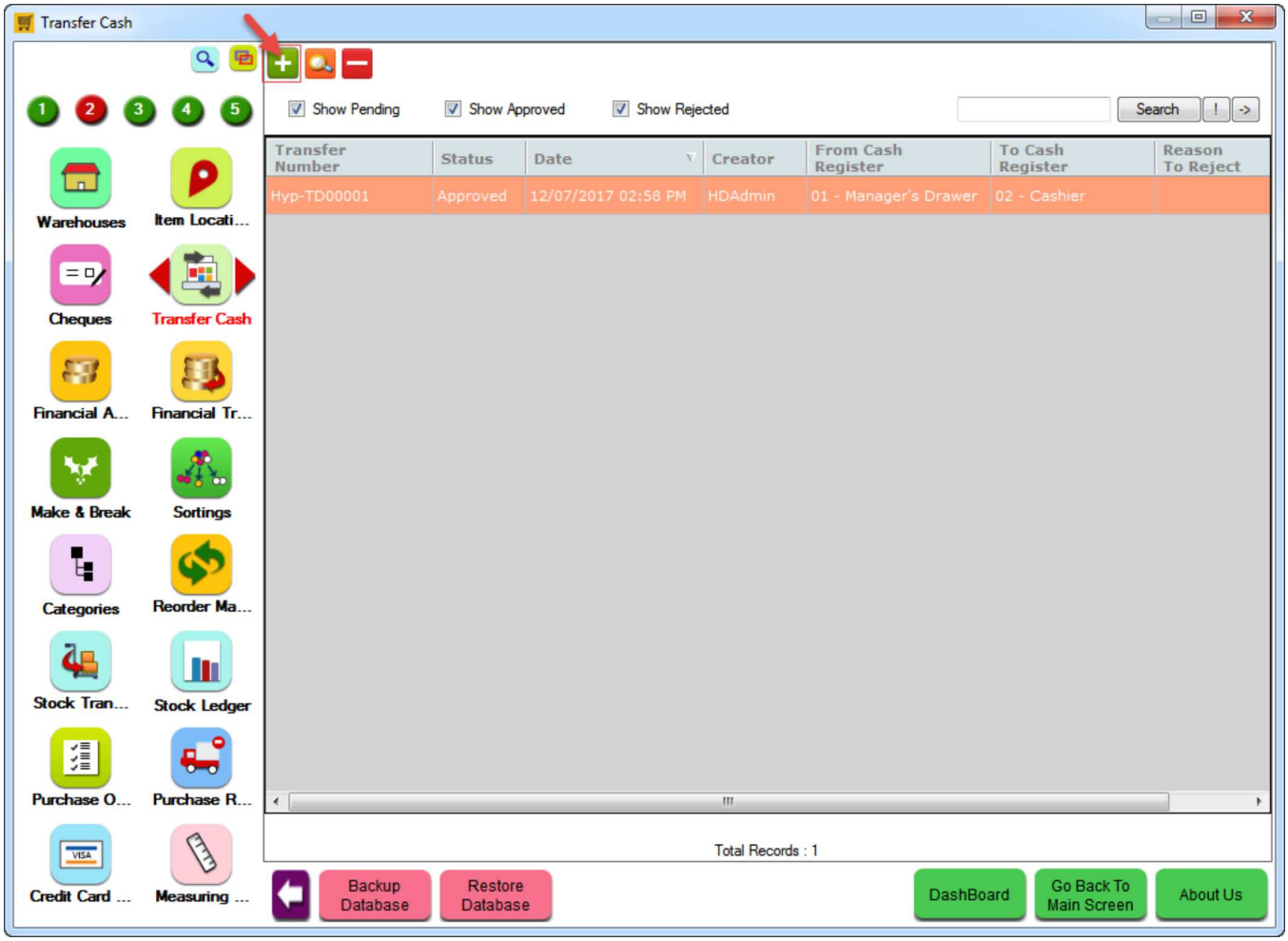
2. Click on **Set-Up.**



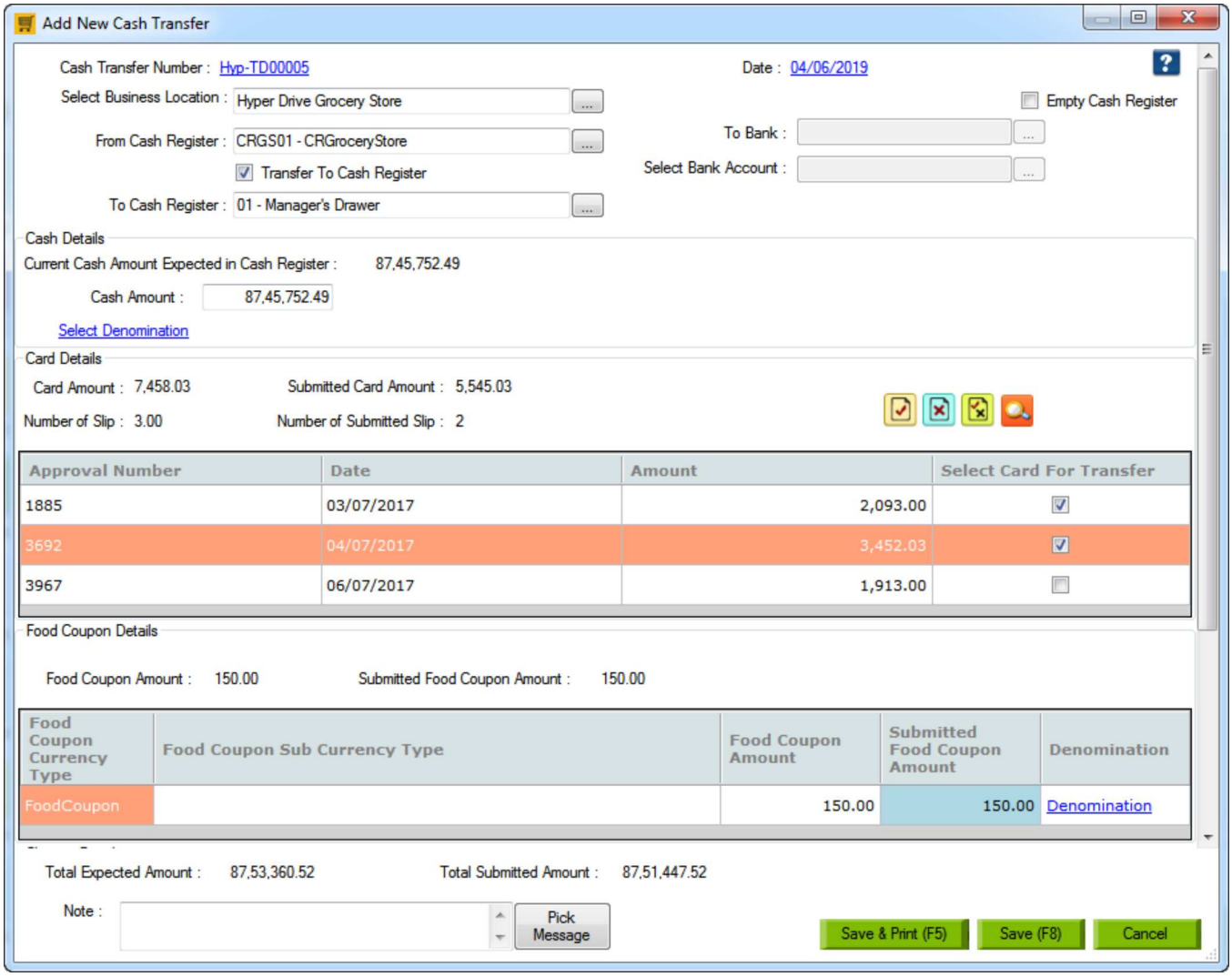

3. Click on **Transfer Cash** from 2nd page of setup.




4. Click on **Add Cash Transfer** toolbar button.




5. Enter details for cash transfer.




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 **From cash register** and **To cash register.**

d. **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.

e. **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.

f. **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.

g. **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.

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