Overview of cash summary sheets

Enable cash summary sheets if you want to start tracking discrepancies between how much cash is actually in the cash drawer and how much cash should be in the cash drawer according to ActiveNet's transaction records. You can include payment types other than cash in this process as well.

If you choose to enable cash summary sheets you will need to ensure that you count the amount left in your cash drawers at the end of each shift or day (depending on your own business process) and enter the amounts into the correct ActiveNet cash summary sheets. Once this has been done, you can run reports in ActiveNet to calculate and track the amount that each cash summary sheet is over or short what it should be.

[**Setting up cash summary sheets in ActiveNet**](javascript:TextPopup(this))

**Enable cash summary sheets in ActiveNet**

Go to **Administration** > **Financial Settings** > **Configuration** > **Financial Options** section.

Set **Run Cash Out Process Based on** to **Cash Summary Sheet**.

**Note**: If you see a message that says there are unprocessed transactions, you will need to [run the cash out process](https://activenettr08.active.com/darlingtonartstrainer/RoboHelp/Z-out_process.htm) before you can change this setting.

**Set up your denominations**

Set up the cash denominations that you want to keep track of in ActiveNet at [**Administration** > **Financial Settings** > **Denomination**](https://activenettr08.active.com/darlingtonartstrainer/RoboHelp/Denominations.htm).

You should at minimum have a denomination in ActiveNet for each type of coin or bill that you might find in your cash drawers. For organizations in the United States, for example, make sure you have denominations for pennies, nickels, dimes, and so on, all the way up to ten, twenty, fifty, and hundred dollar bills (or whatever bill is the highest that you would accept). In addition, you can set up your own custom denominations to make it easier to count coin rolls (such as a denomination for a $2 roll of 40 nickels).

Related security permission: **Administration: Financial - Denomination**.

**Set up your cash summary sheet layouts**

Set up cash summary sheet layouts for your workstations at [**Administration** > **Financial Settings** > **Cash Summary Sheet Layout**](https://activenettr08.active.com/darlingtonartstrainer/RoboHelp/Cash_summary_sheet_layouts.htm).

A cash summary sheet layout is a template for your cash summary sheets. The layout specifies the payment types that are counted for each workstation. If all of your workstations accept the exact same forms of payment, then you might only need one cash summary sheet layout. If you have some workstations that are cash only or that don't accept certain payment types then you can create multiple cash summary sheet layouts.

Related security permission: **Administration: Financial - Cash Summary Sheet Layout**.

**Specify the cash summary sheet layout for each of your workstations**

Map your cash summary sheets to the workstations that will use them at **Administration** > **System Settings** > **Workstations** > **Cash Summary** section.

For each workstation, specify the cash summary sheet layout to use and the default float amount.

You also have the option to specify whether your users share the same cash drawer at this workstation or whether each user has their own cash drawer that they close at the end of a shift. If you have multiple users performing transactions on a single cash drawer (and sharing a single cash summary sheet), select **Multi User, Single Cash Drawer**.

[**Using cash summary sheets**](javascript:TextPopup(this))

ActiveNet will automatically create and open a new cash summary sheet when you attempt to take a payment on a workstation that has no other open cash summary sheets.

If you take a payment and you did *not* select **Multi User, Single Cash Drawer** for this workstation:

ActiveNet will check to see if you already have an open cash summary sheet at the current workstation.

If you do have an open cash summary sheet, then you will continue to use the open cash summary sheet for your payment.

If you do not have an open cash summary sheet, then ActiveNet will create a new cash summary sheet for your payment.

If you take a payment and you selected **Multi User, Single Cash Drawer** for this workstation:

ActiveNet will check to see if there are *any* open cash summary sheets (created by you or any other user) at the current workstation.

If there are open cash summary sheets, then you can choose whether you want to use an existing cash summary sheet or create a new one for your payment.

If there are no open cash summary sheets, then ActiveNet will create a new cash summary sheet for your payment.

**Enter cash drawer totals into your cash summary sheets**

When you are ready to close a cash drawer and count the cash in the drawer at the end of a shift or at the end of the day, go to **Front Desk** > **Financial** menu > **Cash Summary**.

**Note**: Related security permission: **Front Desk: Financial - Cash Summary**.

Search for and select the cash summary sheet that you want to enter cash totals for.

Count up the cash denominations and/or other payment types in the cash drawer and enter the totals into the cash summary sheet.

When you are finished, click **Close** to close the cash summary sheet.

**Notes**:

At this point the cash summary sheet can still be modified, but only by staff who have the **Front Desk: Financial - Edit Closed Cash Summary Sheet** security permission.

Typically, a cash summary sheet is closed by the same staff user who clears out the cash drawer and counts up its payment totals. This might be the same front desk user who was using the cash drawer or it might be a back-office supervisor, depending on your organization's policies.

**Run the cash out process**

To run the cash out process, go to **Front Desk** > **Financial** menu > **Run Cash Out Process**.

Select the workstation and cash summary sheets that you want to run the cash out process for, and click **Reset**. This permanently locks down the transactions in the cash summary sheets that you selected so that they can no longer be modified or voided.

**Note**: Once all of your cash drawers have been cleared out, counted, and entered into ActiveNet as cash summary sheets, then you can reset the day's cash summary sheets by running the cash out process. Most organizations reset all of their cash summary sheets once a day at the end of the day so that they can start again from zero the next morning.

If you are about to run the cash out process and you notice that not all cash summary sheets have been closed, this means that either someone has forgotten to close their cash summary sheet or else there has been some other problem. Review your unclosed cash summary sheets. If you decide that an specific cash summary sheet is correct, then you can reset it even though it has not yet been closed. If a specific cash summary sheet is not correct, then you can modify it at **Front Desk** > **Financial** menu > **Cash Summary**.

[**Reporting on cash summary sheets and over/short amounts**](javascript:TextPopup(this))

Now that you have closed your cash summary sheets, you can use a report to track the amount that each cash summary sheet is over or short what it is supposed to be.

To see an overview of all your cash summary sheets over a specific date range, including the over/short amount for each cash summary sheet, go to **Reports** > **Financial Reports** > **Cash Summary Over/Short**.

[**Assigning security permissions for cash summary sheets**](javascript:TextPopup(this))

**Administration: Financial - Cash Summary Sheet Layout** -- Enable for users who are allowed to create and modify cash summary sheet layouts.

**Administration: Financial - Denomination** -- Enable for users who are allowed to create and modify denominations.

**Front Desk: Financial - Cash Summary** -- Enable for users who are allowed to enter cash drawer totals into cash summary sheets.

**Front Desk: Financial - Edit Closed Cash Summary Sheet** -- Enable for users who are allowed to edit existing cash summary sheets after they have been closed (but only *before* they have been reset).