Manual

PMS – Cashier Audit User Guide

TABLE OF CONTENTS

1. Overview

The Cashier Audit function in PMS is used to verify the accuracy of cash transactions performed by each cashier before ending their shift. It ensures that all posted transactions are properly audited, recorded, and printed as a report. This function supports accountability and helps maintain accurate financial records for each shift.

2. Cashier Audit

Available under the **Cashier** >> **Cashier Audit** tab, this function allows the cashier to perform shift-end auditing. Users can log in, review posted transactions, confirm cash count, and finalize the shift with a printable summary report.

To perform the task:
1. Press **Cashier Audit** tab
2. Fill in **User Name and Password** at the top-right side of the screen
3. Click **Submit** button
4. System will display Transaction Posted and allow adjustment of Cash Count
5. Press **Audit** button
6. Confirm Close Shift in the popup window
7. Review the Cashier Drop Report in the print preview
8. Completed Audit will be shown in Cashier Audit History page