

# Manual

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**PMS – Cashier Audit User Guide**

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## 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

Room List	Folio History	Cashier Audit	Cashier Audit History	Monthly List	Return Deposit														
Cashier Shift Info All		Audit No. 0	Audit Time 00:00	User Name <input type="text"/>															
				Password <input type="password"/>															
				<input type="button" value="Submit"/>															
				Cash Count <input type="text"/>															
				Currency Count <input type="text"/>															
Transaction Posted <table border="1"> <thead> <tr> <th>Transaction Posted</th> <th>Is Cash</th> <th>Revenue</th> <th>Payment</th> </tr> </thead> <tbody> <tr><td colspan="4" style="height: 100px;"></td></tr> </tbody> </table>		Transaction Posted	Is Cash	Revenue	Payment					Bank Note <table border="1"> <thead> <tr> <th>Bank Note</th> <th>Qty</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td colspan="3" style="height: 100px;"></td></tr> </tbody> </table>		Bank Note	Qty	Amount					
Transaction Posted	Is Cash	Revenue	Payment																
Bank Note	Qty	Amount																	
		Total Revenue Posted 0.00																	
		Total Deposit & Payment Posted 0.00																	
		Total Cash Drop Posted 0.00																	
				Total Cash Drop Count 0.00															
				Total Cash Drop Diff 0.00															
Remark <input type="text"/>		<input type="button" value="Audit"/> <input type="button" value="Reset"/>																	