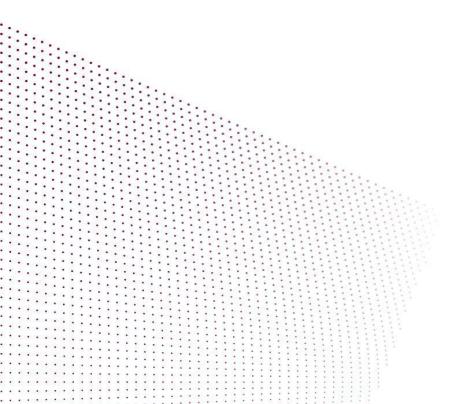


# Manual

## PMS – Cashier Audit User Guide





Version :1.0Last Updated :6 June 2025Author :Documentation Team

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**Cashier Audit** 

03



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 1.0

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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	Re	turn Deposit			
Cashier Shift Info	Audit No.	Audit Time				User Name	Password		
All	0	00:00						Submit	
Transaction Posted		Is Cash	Revenue	e	Payment	Cash Count	Currency Count		
						Bank Note		Qty	Amount
		Total Reven	ue Posted		0.00				
			sit & Payment Posted		0.00			Total Cash Drop Count	0.00
		Total Cash I	Drop Posted		0.00			Total Cash Drop Diff	0.00
Remark									
								Audit	Reset