

Manual

PMS-Cashier Audit by Shift User Guide

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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.

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.

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

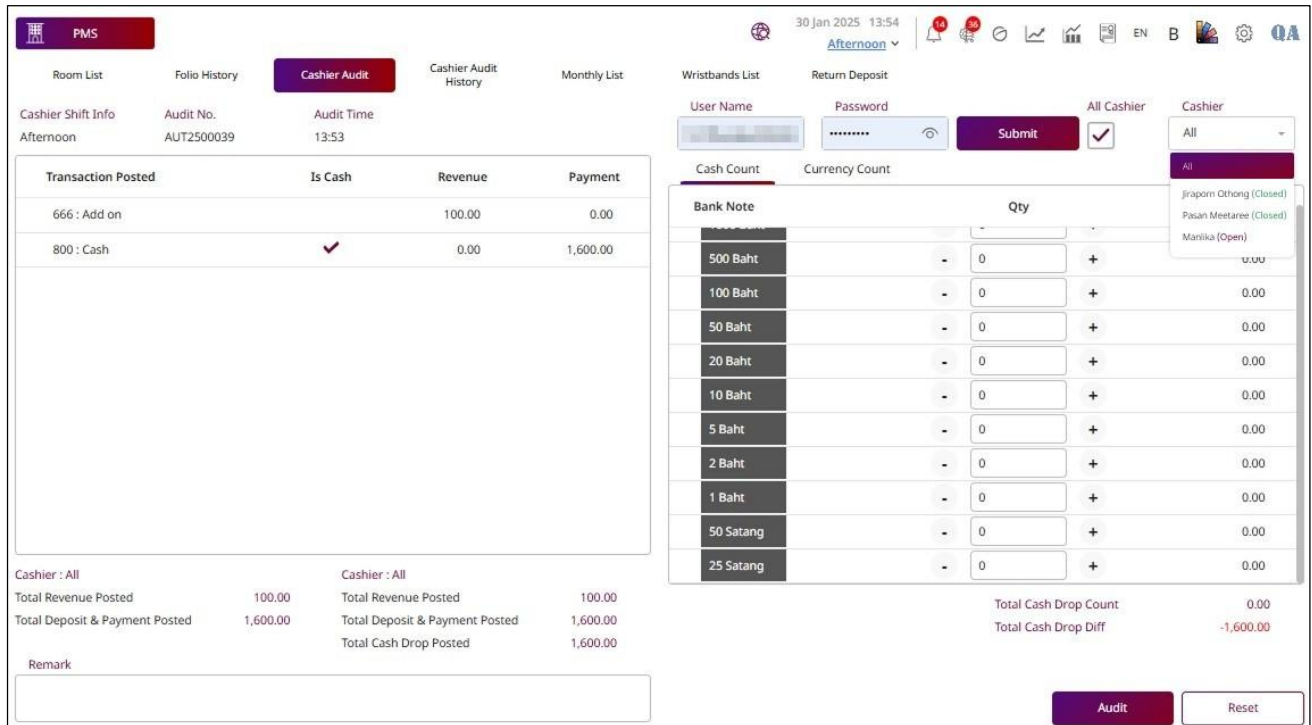
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3. Cashier Audit By Shift

Available under the **Cashier >> Cashier Audit** tab, this function allows cashiers to perform shift-end audits, 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. Press **Submit** button
4. Press **All Cashier** to do cashier audit by shift.
5. Select Cashier to close the shift. The system will display which user has completed the audit.
6. System will display Transaction Posted and allow adjustment of Cash Count
7. Press **Audit** button
8. Press **Confirm** to close Shift in the popup window
9. Review the Cashier Drop Report in the print preview
10. Completed Audit will be shown in Cashier Audit History page



The screenshot displays the 'Cashier Audit' interface. At the top, there are tabs for 'Room List', 'Folio History', 'Cashier Audit' (selected), 'Cashier Audit History', and 'Monthly List'. Below these, there's a section for 'Cashier Shift Info' showing 'Afternoon', 'Audit No. AUT2500039', and 'Audit Time 13:53'. The main area is divided into two columns. The left column shows a table of 'Transaction Posted' with columns for 'Is Cash', 'Revenue', and 'Payment'. It lists two transactions: '666 : Add on' (Revenue 100.00, Payment 0.00) and '800 : Cash' (Is Cash checked, Revenue 0.00, Payment 1,600.00). The right column shows a 'Bank Note' section with a table for 'Qty' of various denominations (500 Baht, 100 Baht, 50 Baht, 20 Baht, 10 Baht, 5 Baht, 2 Baht, 1 Baht, 50 Satang, 25 Satang). Below this, there's a summary section with 'Total Revenue Posted' (100.00), 'Total Deposit & Payment Posted' (1,600.00), and 'Total Cash Drop Posted' (1,600.00). At the bottom right, there's a 'Total Cash Drop Count' (0.00) and 'Total Cash Drop Diff' (-1,600.00). The interface also includes a 'User Name' and 'Password' field with a 'Submit' button, and a 'Cash Count' section with 'Cash Count' and 'Currency Count' tabs. A 'Remark' field is at the bottom left, and 'Audit' and 'Reset' buttons are at the bottom right.

Note: When the last user closes the shift, the system will automatically switch to the next shift cycle.