

Daily Cash

12/08/2025 9:39 am BST

Summary

The Daily Cash screen is a means of producing a list of all payments received and entered into the system each day.

The Daily Cash screen produces three different reports with varying levels of detail on the payments taken.

The Daily Cash screen provides several search filters to allow the user to search on particular payment types or select over several days and over multiple sites.

Details

Running Daily Cash

1. Select 'Finance' from the Primary Navigation on the left-hand side. You now have 3 options.
 - a. "Daily Cash by Receipt Date" - this provides a list of transactions recorded on the date of receipt
 - b. "Daily Cash by Booked Date" - this shows transactions which have been paid on a different date to the charges being added, but the date has been changed to reflect the actual charge date.
 - c. "Cashing Up" - allows you to enter the physical amounts to the Payment Types. (See Cashing Up for details)
2. For both a) and b) options, select 'Start From Last Run'. This will show any cash transactions from the last registered date, (takes the process back to a minute following the last cashing up recorded).

Daily Cash

ActivitiesAdministration

Print DetailedPrint SummaryPrint Payment MethodRefreshExport

Daily Cash by Receipt Date

Daily Cash by Booked Date

Cashing Up

From Receipt Date

To Receipt Date

Payment Method

Client Category

Work (Payment) Site:

Client Site:

Register Last Date

Start From Last Run

Cash book history

Account Type

Run

Receipt Date	Client	Address	Cash	Cheque	Debit Ca...	Credit Card	Voucher	Direct De...	Other	Total	Operator	Work (P...	Client SL...	Client C...	Initials	Note
04/07/2025 11:06	Jupiter, T	401 Mallow Park	0.00	0.00	0.00	20.00	0.00	0.00	0.00	20.00	Jupiter	Esher	Esher	Small A...	kl	1st installation
15/07/2025 10:03	Lowe, Olivia	15 Tongham Road	0.00	0.00	0.00	78.46	0.00	0.00	0.00	78.46	Jupiter	Esher	Esher	Small A...	ol	
15/07/2025 10:05	Smith, J	85 Ladymead	0.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00	Jupiter	Esher	Esher	Small A...	ol	
24/07/2025 15:29	Smith, A	23 Shortlands	0.00	0.00	0.00	23.00	0.00	0.00	0.00	23.00	Jupiter	Esher	Esher	Small A...	el	First payment
30/07/2025 13:58	Woodham, Th...	5 Tree Lane	0.00	0.00	0.00	20.00	0.00	0.00	0.00	20.00	Jupiter	Esher	Esher	Small A...	el	
31/07/2025 11:22	Smith, A	23 Shortlands	0.00	0.00	0.00	31.49	0.00	0.00	0.00	31.49	Jupiter	Esher	Esher	Small A...	el	

Sub-Totals

0.000.000.00272.950.000.000.00272.95

This total does not include vouchers.

Page 1 of 1

Displaying 1 - 6 of 6

Grand Totals

Cash: 0.00

Cheque: 0.00

Debit Card: 0.00

Credit Card: 272.95

Voucher: 0.00

Direct Debit: 0.00

Other: 0.00

Total: 272.95

Balance

0.00

Draft

0.00

3. The grid will be populated with any payments that have been made from the 'last run'. These are

totalled by payment type at the foot of the grid, Note - the sub total is for the page you are viewing, the grand totals show the total of all pages.

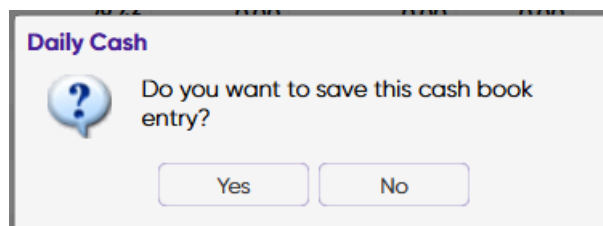
4. The daily cash can now be printed or exported as a CSV (if required).

The following print options are available:

Report Name	Report Description
Print Detailed	Shows each individual payment, the date and time of the payment, the client's details, method of payment and the logged in user who took the payments. Each payment type is totalled and a grand total is displayed.
Print Summary	Shows a total for each payment type and a grand total for all payments.
Print Payment Type	Shows each payment separately, but payments are grouped together according to the type of payment tendered.

Or to export as a CSV select 'Export as CSV'.

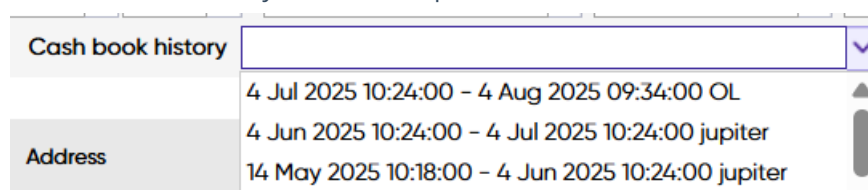
6. Select 'Register Last Date' to register your cash book history and register the date (to be used for the next cashing up).
7. Do you want to save this cash book entry? Select Yes'.



Viewing Cashing Up History

The cash book history can be viewed at any time.

1. Enter the Daily Cash screen.
2. Select a registered cash book history from the drop-down list.

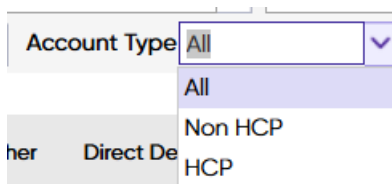


3. The Daily Cash screen will refresh to show payments between the dates registered.

HCP Payments

Health Care Plan financial transactions can be separated from normal transactions using the 'Account Type' filter.

By default this is set to 'All' but can be changed if required.



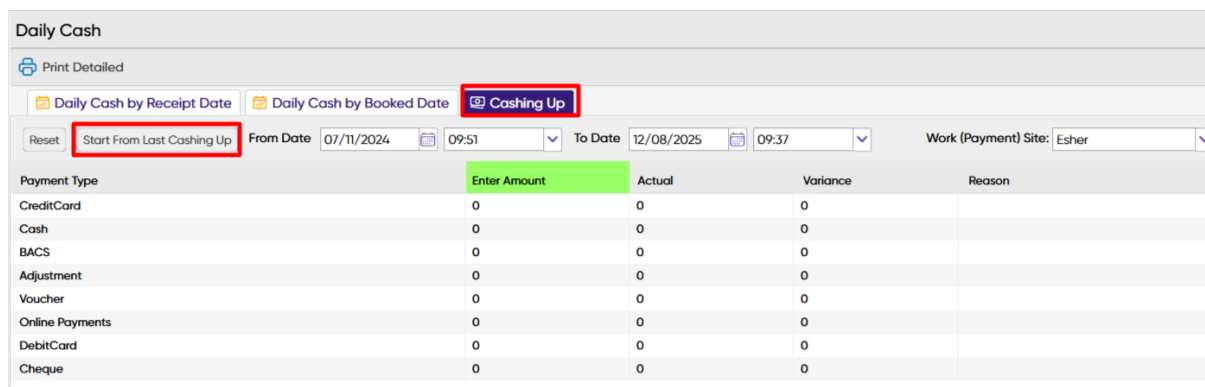
The screenshot shows a dropdown menu for 'Account Type'. The menu is open, displaying three options: 'All', 'Non HCP', and 'HCP'. The 'All' option is currently selected and highlighted in blue. The dropdown is part of a larger form that includes a 'Direct Debit' button and a 'her' label.

Cashing Up Tab

Users enter the value of payments taken (amount in the till) into Merlin. Merlin will then inform the user of a Variance between the actual amount and the amount registered in Merlin. If a variance exists, a reason must be submitted to explain the variance.

Using the Cashing Up tool

1. Enter the Daily Cash screen (Finance > Daily Cash > Cashing Up tab).
2. The Cashing up tab will be displayed.
3. Select Start from Last Cashing Up along with the Work Site.



The screenshot shows the 'Daily Cash' screen with the 'Cashing Up' tab selected. The screen includes a 'Print Detailed' button, a 'Daily Cash by Receipt Date' button, and a 'Daily Cash by Booked Date' button. The 'Cashing Up' button is highlighted with a red box. Below these buttons, there is a 'Reset' button, a 'Start From Last Cashing Up' button (highlighted with a red box), a 'From Date' field (07/11/2024), a 'To Date' field (12/08/2025), and a 'Work (Payment) Site' dropdown menu (Esher). The main table has columns for 'Payment Type', 'Enter Amount', 'Actual', 'Variance', and 'Reason'. The 'Enter Amount' column is highlighted in green. The table lists various payment types: CreditCard, Cash, BACS, Adjustment, Voucher, Online Payments, DebitCard, and Cheque, all with zero values in the 'Enter Amount' and 'Actual' columns.

Payment Type	Enter Amount	Actual	Variance	Reason
CreditCard	0	0	0	
Cash	0	0	0	
BACS	0	0	0	
Adjustment	0	0	0	
Voucher	0	0	0	
Online Payments	0	0	0	
DebitCard	0	0	0	
Cheque	0	0	0	

4. Enter the amount (that is in the till) for each payment type into the 'Enter Amount' column.
5. Select the 'Submit Amounts' button.

Daily Cash

Print Detailed

Daily Cash by Receipt Date
Daily Cash by Booked Date
Cashing Up

Reset
Start From Last Cashing Up
From Date
07/11/2024
09:51
To Date
12/08/2025
09:37
Work (Payment) Site:
Esher

Payment Type	Enter Amount	Actual	Variance	Reason
CreditCard	1000	0	0	
Cash	550	0	0	
BACS	0	0	0	
Adjustment	0	0	0	
Voucher	0	0	0	
Online Payments	0	0	0	
DebitCard	0	0	0	
Cheque	0	0	0	

Please enter your cashing up amounts.

Submit Amounts
Submit Reasons

- The 'Actual' amount is displayed. (Actual = transactions that have been entered into Merlin).
- If there is a Variance, this is displayed and Merlin will ask the user to enter a reason for each variance.
- To enter a Reason, click into the reason column and type a reason.
- Once all reasons have been entered, click the 'Submit Reasons' button.
- Cashing up is complete and a Cashing Up report can be printed by selecting 'Print Detailed'.