

Till Takings

28/08/2025 12:16 pm BST

Summary

The Till Takings Screen is used to record the amount of payments received and amount of cash in the till, between the time/date specified.

The Till Takings Screen captures data entered and compares it against transactions entered into the system, prompting the user to enter a reason for any differences.

This workflow requires activation by MWI. To request this you can contact your RCM or our dedicated Support Team.

Configuration

The new till takings screen can be turned on/off upon request. If you would like this functionality enabled, please contact the helpdesk.

Note: The Till Takings screen is completely separate to the current Cashing Up Screen, therefore if the new till takings screen is enabled and till takings are recorded using the new screen, if you want to revert back to using the standard cashing up screen, you would need to re-enter the cashing up figures recorded in the Till Takings screen into the Cashing Up screen.

The following libraries require configuration:

Administration > [Accounting > Payment Methods](#)

A 'Reason Value' can be specified for each payment method. If the difference between amount entered and actual amount exceeds this amount, the user is required to select a difference reason.

In addition, select 'Doc Req' for any payment methods that require a user to attach documentation.

Administration > [Accounting > Till Takings Difference Reasons](#)

The list of reasons a user can select when specifying the difference between amount entered and actual amount.

Administration > [Accounting > Cashing Up Payment Types](#)

The list of payment methods users will be asked to enter an amount for.

Details

Daily Till Takings

1. Select 'Finance' from the Primary Navigation menu located on the left-hand side of the screen.
2. Select 'Daily Cash'
3. Select 'Start Till Takings'



Work (Payment) Site: Esher SA Date From 28/07/2021 18:29 To Date 14/07/2025 13:40 Start Till Takings

Note, 'Date From' is disabled and set to the last till takings date if a till taking has been registered for the selected site.

4. Enter 'Cash Receipts'
5. Note: Cash Receipt fields are fixed and are defined below:

Opening Till Float = Last Cashing Up's Till Float

Cash Banked = Cash Received

Petty Cash Top Up = Petty Cash in Till

Closing Till Float = Total amount in till

Cash Donations = Cash donated (Taken from till)

Cash Delivered = Cash delivered (Taken from till)

PMS Cash Receipts is calculated at step 6 based on input above.

(Cash Receipts = Cash banked + Cash Donations + Petty Cash Top Up + Closing Till Float – Opening Till Float).

6. Enter 'Non Cash Receipts' amounts, and attach any file required using the 'Attach File' button (this could be the Print Detailed report from the Daily Cash screen) and select 'Submit Amounts' upon completion.
7. Note: The payment methods that display here are configurable in [libraries](#).

Daily Cash

Daily Cash by Booked Date

Till Takings

Work (Payment) Site: Guildford EQ
 Date From: 20/08/2025
 To: 11:45
 To Date: 28/08/2025

Cash Receipts

	Amount
Opening Till Float	<input type="text" value="50"/>
Cash Banked	<input type="text" value="39.71"/>
Petty Cash Top Up	<input type="text" value="0"/>
Closing Till Float	<input type="text" value="50"/>
Cash Donations	<input type="text" value="0"/>
Cash Delivered	<input type="text" value="0"/>
PMS Cash Receipts	<input type="text"/>

Non-Cash Receipts

	Amount
Debit Card	<input type="text" value="0"/>
Credit Card	<input type="text" value="38.94"/> Attach File
Voucher	<input type="text" value="0"/>
Cheque	<input type="text" value="0"/>
BACS	<input type="text" value="0"/>
Adjustment	<input type="text" value="0"/>

Submit Amounts

Attachments

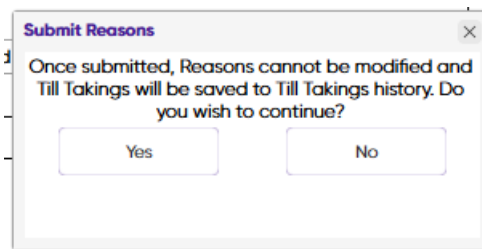
Description	Payment Type	Actions
QPark Receipt.jpg	CreditCard	

- Once submitted, the 'PMS Cash Receipts' are calculated.
- Select a 'Reason' for any differences and enter 'Reason Details' where required.

Cash Receipts					
	Amount	Expected	Difference	Reason	Reason Details
Opening Till Float	<input type="text" value="50"/>				
Cash Banked	<input type="text" value="55"/>				
Petty Cash Top Up	<input type="text" value="0"/>				
Closing Till Float	<input type="text" value="50"/>				
Cash Donations	<input type="text" value="0"/>				
Cash Delivered	<input type="text" value="0"/>				
PMS Cash Receipts	<input type="text" value="55"/>	<input type="text" value="0"/>	<input type="text" value="-55"/>	Incorrect Payment Method Used	* Will rectify

Non-Cash Receipts					
	Amount	Expected	Difference	Reason	Reason Details
Debit Card	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Credit Card	<input type="text" value="38.94"/>	<input type="text" value="0"/>	<input type="text" value="-38.94"/>	Found Slip in the Till	* Will rectify
Voucher	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Cheque	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
BACS	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		
Adjustment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		

10. Select 'Submit' to submit difference reasons.
11. Select 'Yes' to the prompt to save Till Takings to 'Till Takings History'.



Viewing a Till Takings History

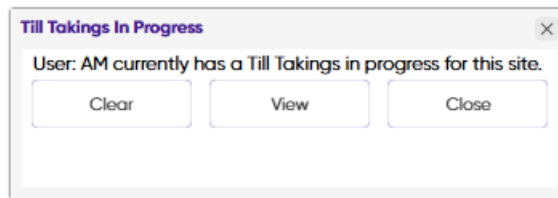
1. Select 'Finance' from the Primary Navigation menu located on the left-hand side of the screen.
2. Select a 'Work Site'.
3. Select a Month, Year and Till Takings History

Till Takings History	Aug	2025	Please select history record
			Please select history record 20/08/2025 11:45 to 28/08/2025 11:45 (Jupiter)

4. The Till Takings will display in 'View Only' mode.

Multiple Users Workflow

In the event two users are accessing the same Till Takings screen, the following popup will display with three options:



Clear = Clear the other user's current Till Takings (If user has user role assigned).

View = View the other user's current Till Takings (Read-Only).

Close = Close the Popup.
