How do I register cash transactions for the cash book? (Kassenbuch)

Welcome to the DISH POS app. In this tutorial, we show you how to use the cash transactions function.

DISH by METRO

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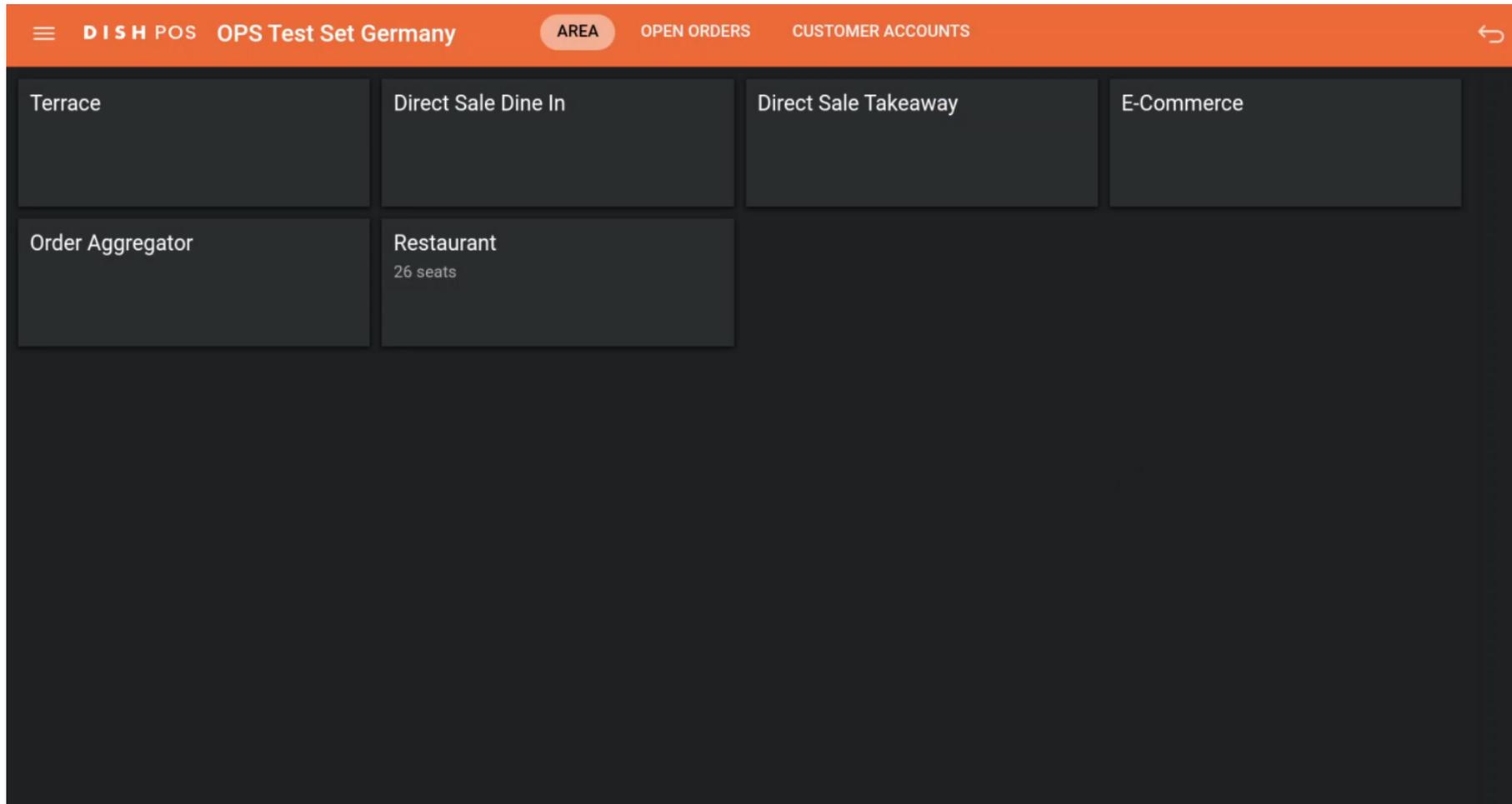
The first step is to open the menu in the top left corner.
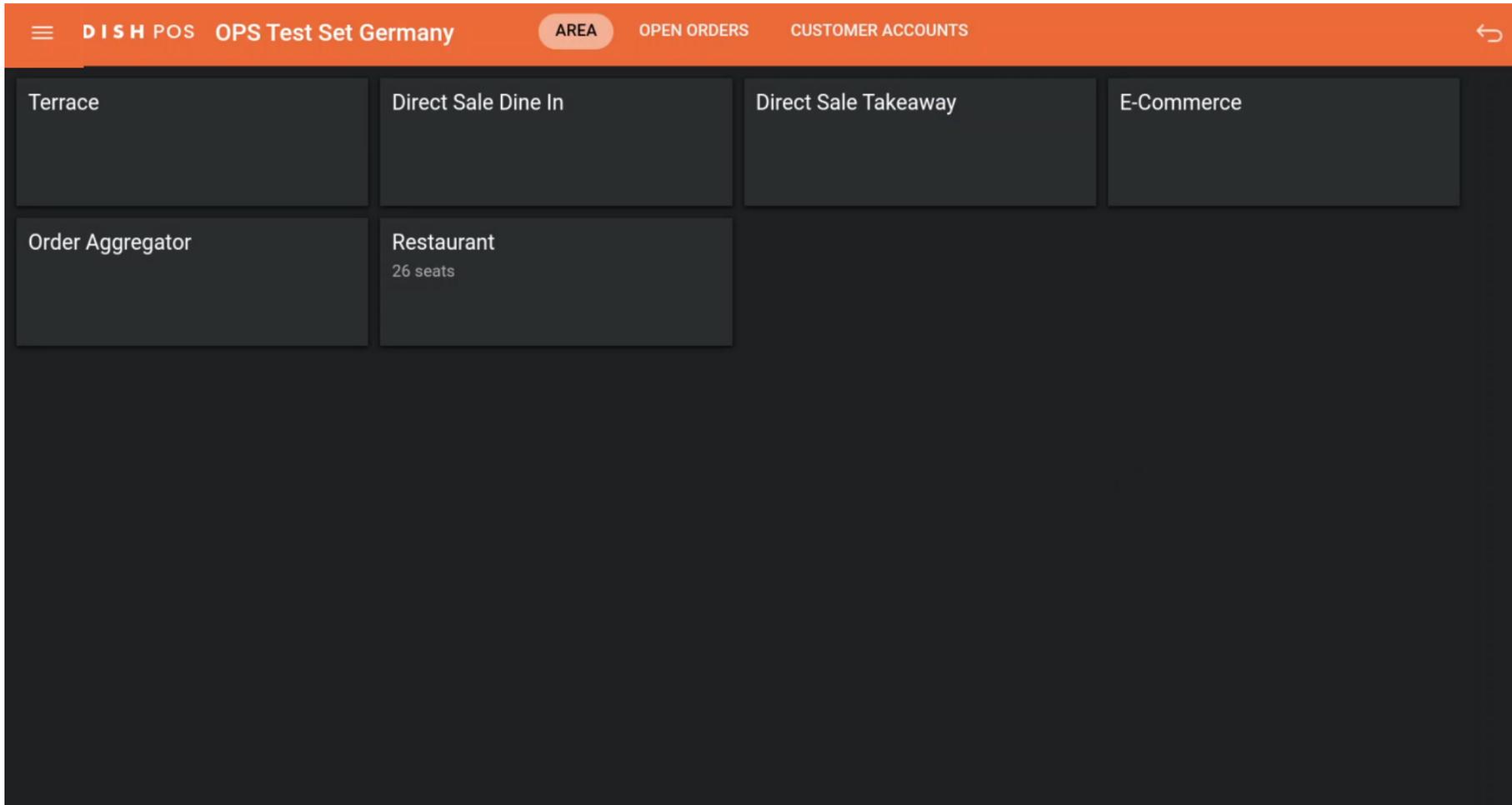
After the menu opened, scroll down and tap on Cash transactions.
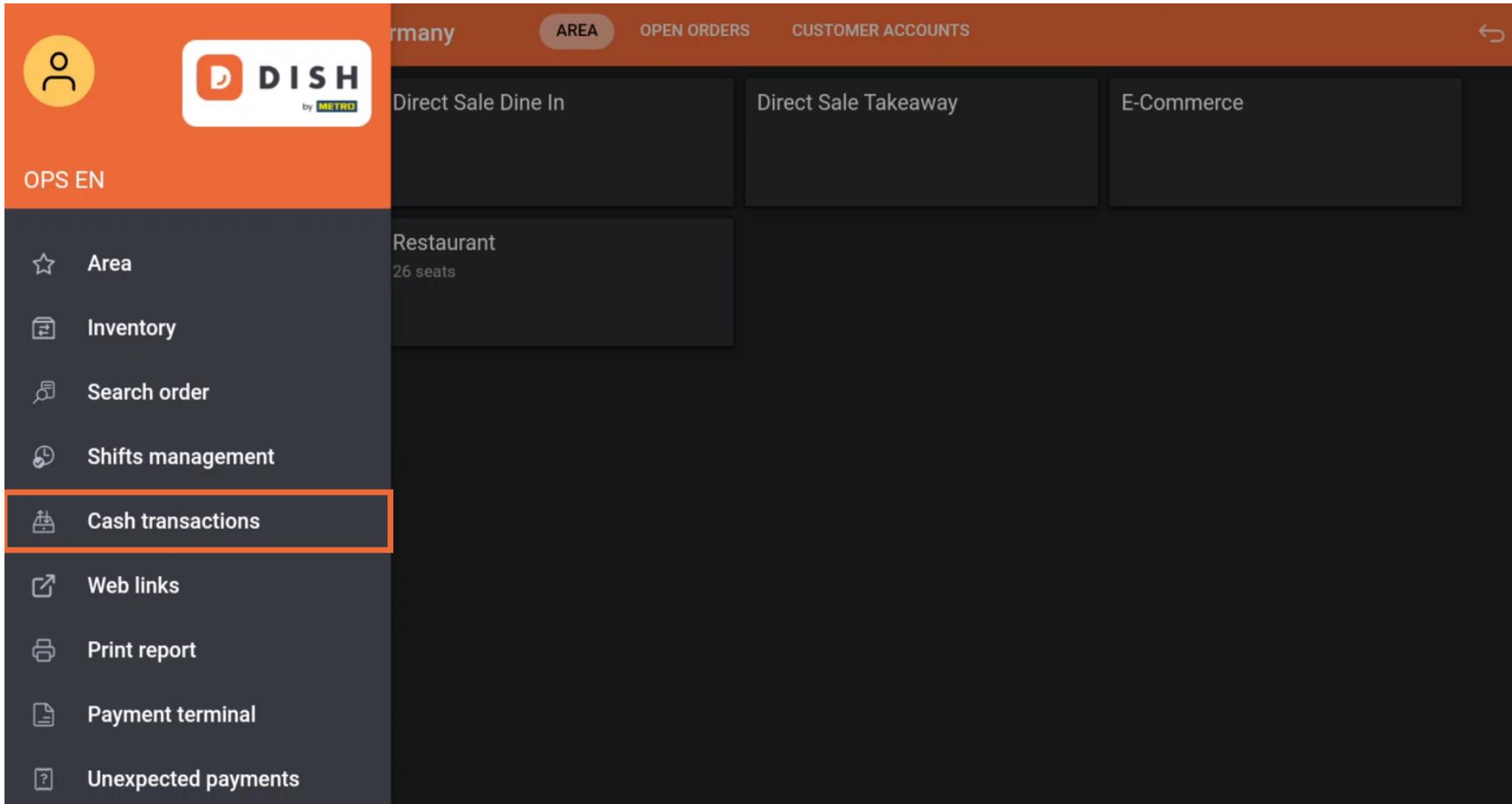
A new window will open letting you choose between an incoming or outgoing cash transaction. First, let's go through the options of an incoming transaction. Therefore, tap on Cash In.
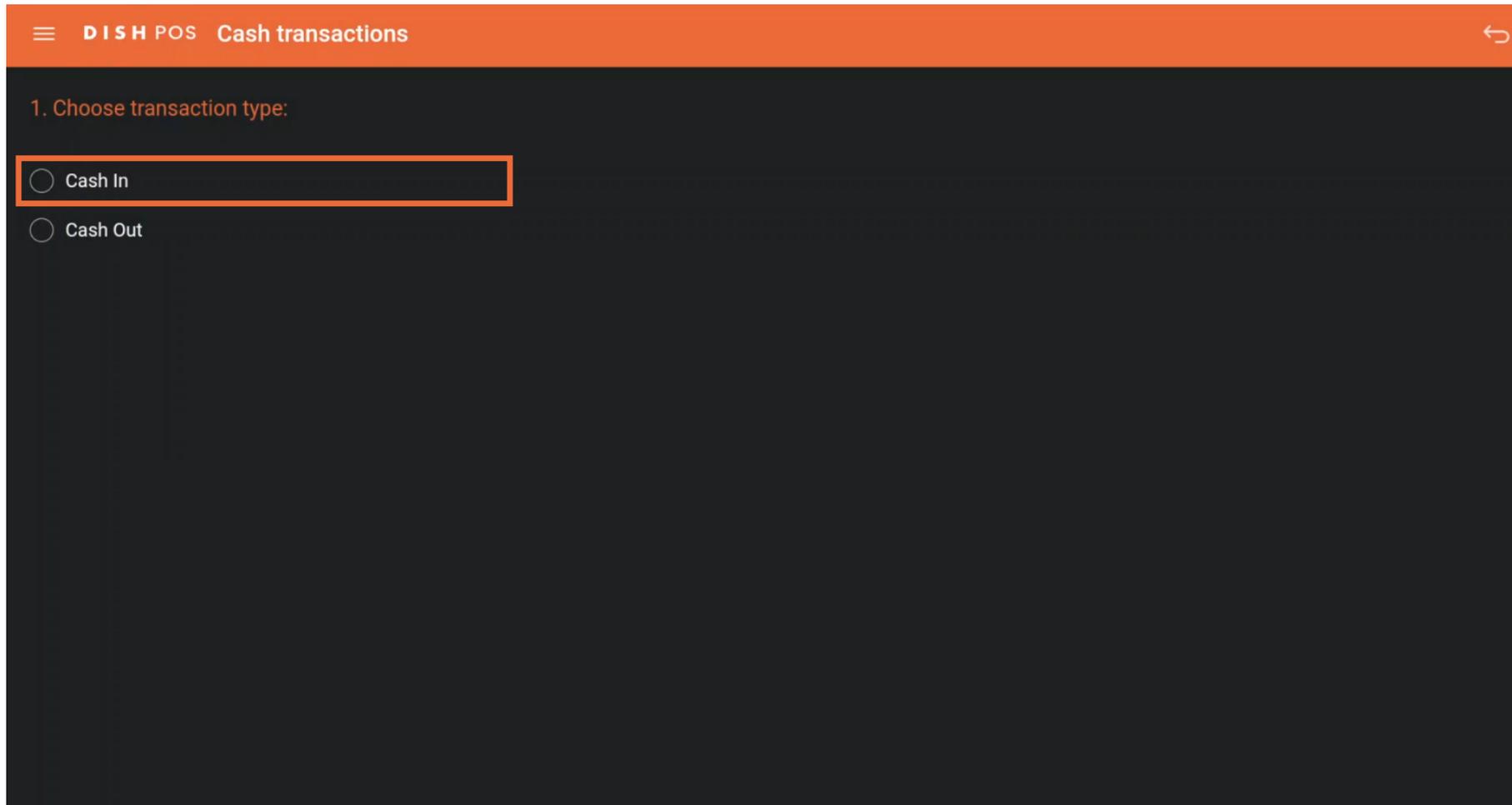
You can now choose a cash in category for the transaction you are about to do. Choose a fitting category for your transaction and tap the corresponding button.

Now fill in the total amount and the reason for this transaction. The reference is optional but is advised to use to reference to other connected transactions.

ℹ️ The use of references is helpful if errors have occurred and corrections need to be made. This allows a direct link to be created between the correction and the error transaction.

To save all the information, use the checkmark button in the top right corner.

DISH POS Cash transactions

1. Choose transaction type:

- ● Cash In
- ○ Cash Out

2. Choose cash in category:

- ● Geldtransit
- ○ Privateinlage
- ○ Einzahlung
- ○ DifferenzSollIst

3. Choose geldtransit properties:

Amount

100.00

Reason

Reason

Reference (optional)

Reference

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ℹ️ Now you will be directed back to the Area overview and a pop-up will appear indicating the amount that has been added to your drawer.
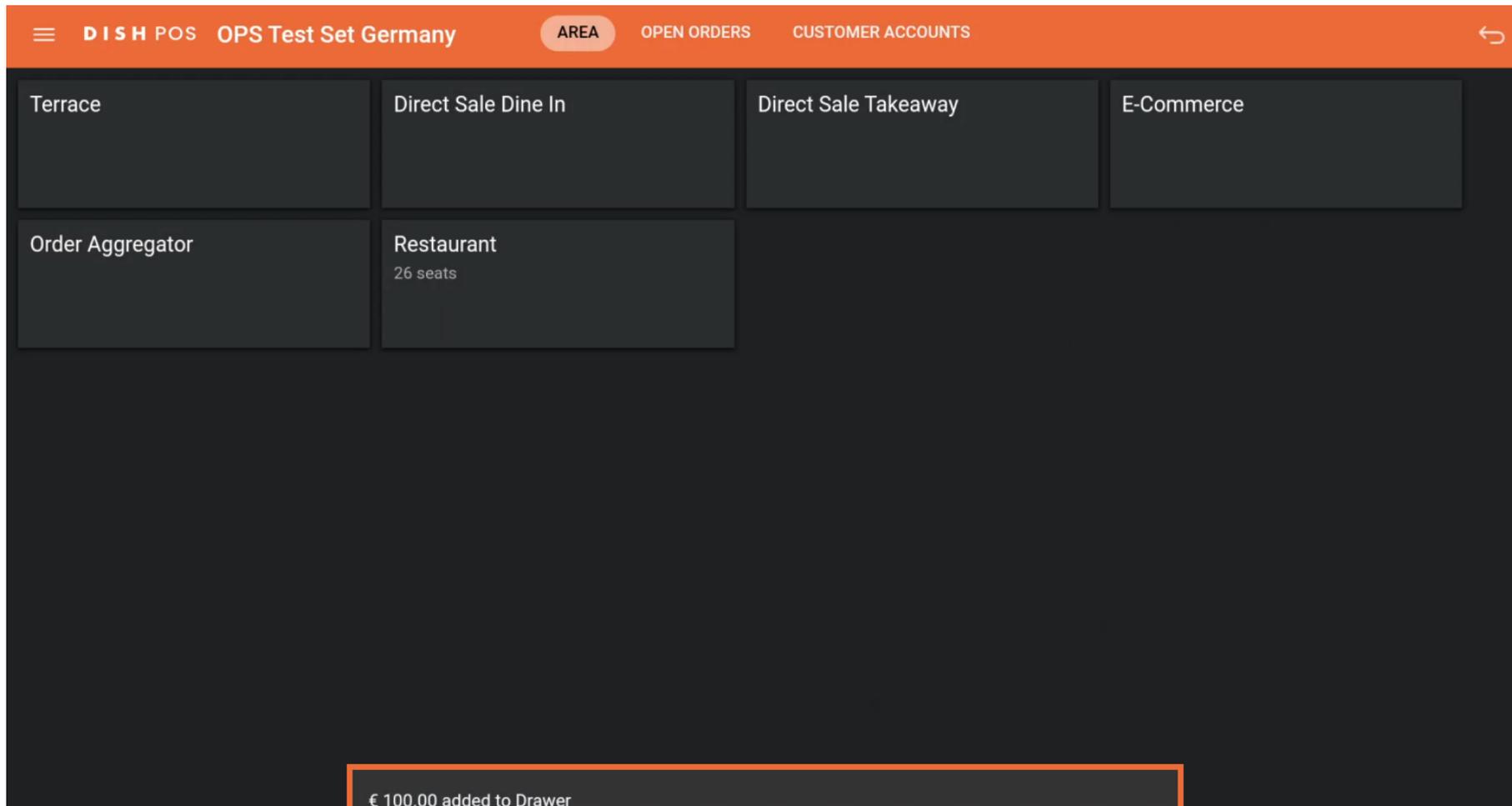
Let's now go through the options of an outgoing transaction. Back in the cash transactions window, tap on Cash Out.
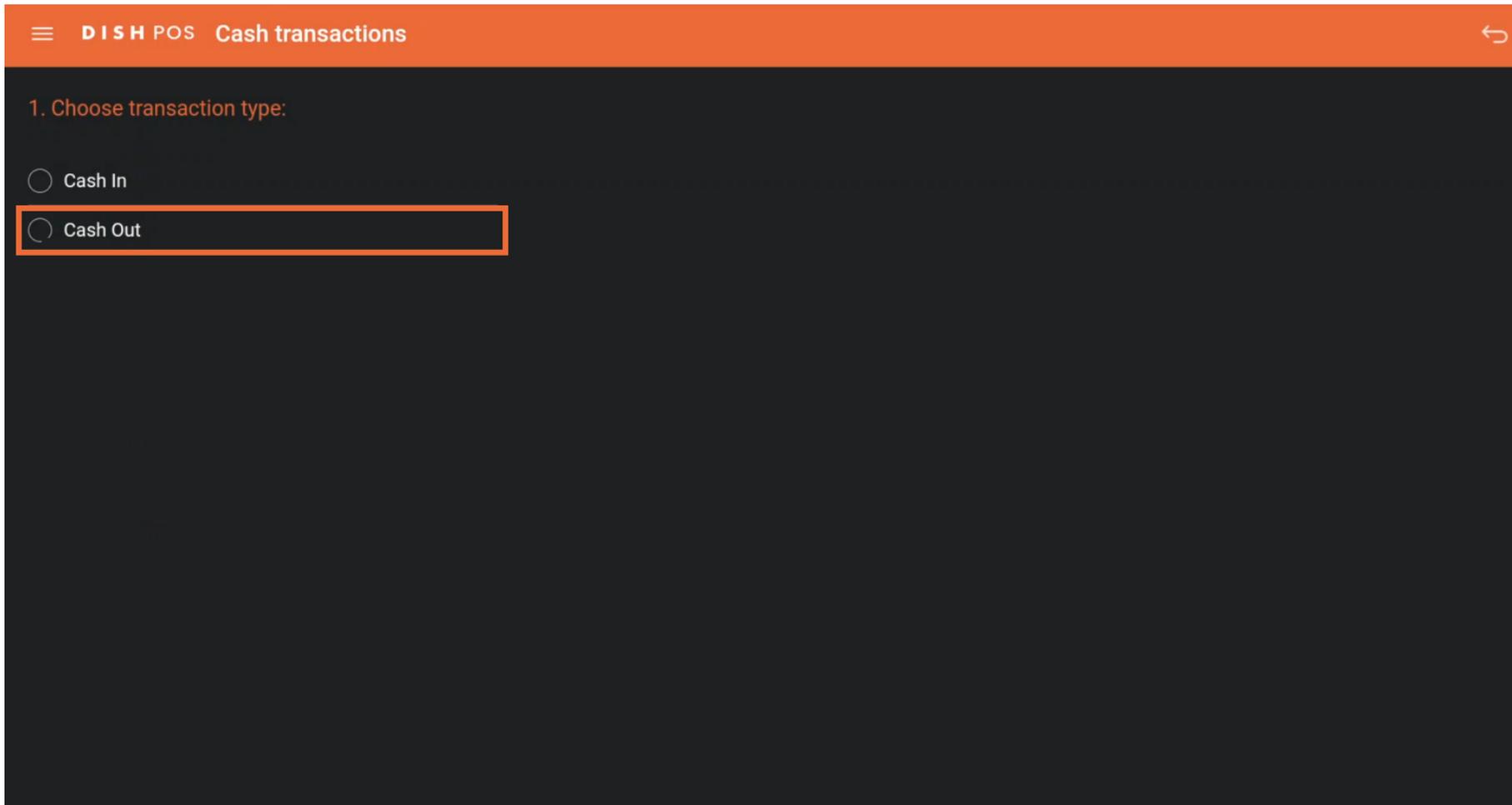
You can now choose a cash-out category for the transaction you are about to do. Choose a fitting category for your transaction and tap the corresponding button.

ℹ️ The payout category has additional properties like the Gross Amount, VAT rate, Reason as well as the Reference which is optional but highly recommended.

Fill in the gross amount first by using the given field.

Afterwards, select the applicable VAT rate for this transaction. The final VAT amount will be calculated and filled in automatically.

Fill in a reason for the transaction. Optionally, but highly recommended, fill in a reference as well. This should be done especially when for example you do a counter transaction to correct a mistake that was made with the cash ins and vice versa.

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DISH POS Cash transactions

1. Choose transaction type:

◯ Cash In

🔘 Cash Out

2. Choose cash out category:

◯ Geldtransit

◯ Privatentnahme

🔘 Auszahlung

◯ Lohnzahlung

◯ DifferenzSollIst

3. Choose auszahlung properties:

Gross amount (incl. VAT)

125.00

VAT rate

◯ 0 (0 %)   ◯ Niedrig (7 %)

🔘 Hoch (19 %)

VAT amount

19.96

Reason

Reason

Reference (optional)

Reference

ℹ️ Now you will be directed back to the Area overview and a pop-up will appear indicating the amount that has been deducted from your drawer.
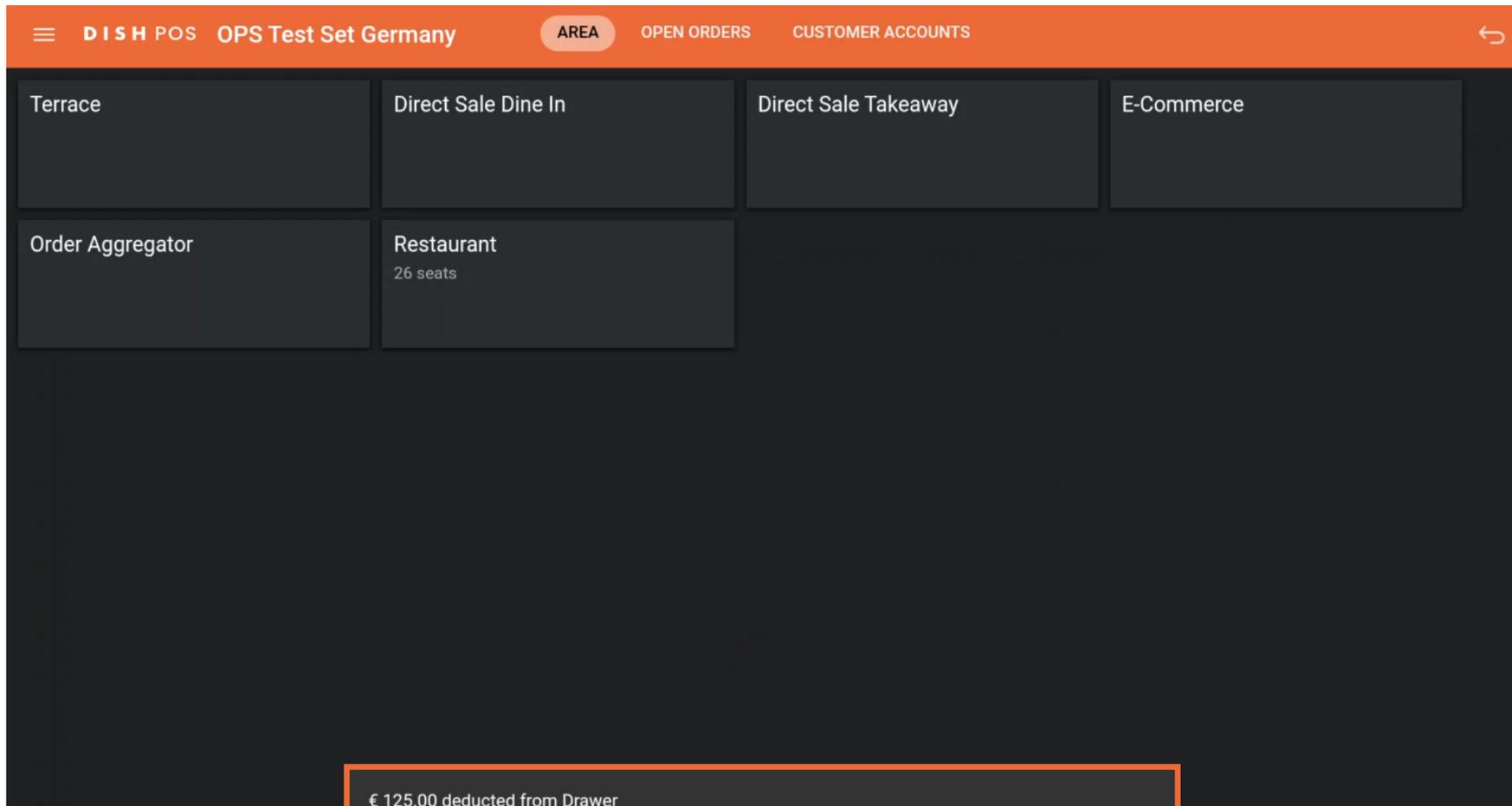
To view all the transactions that have been made, open the menu in the top left corner again.
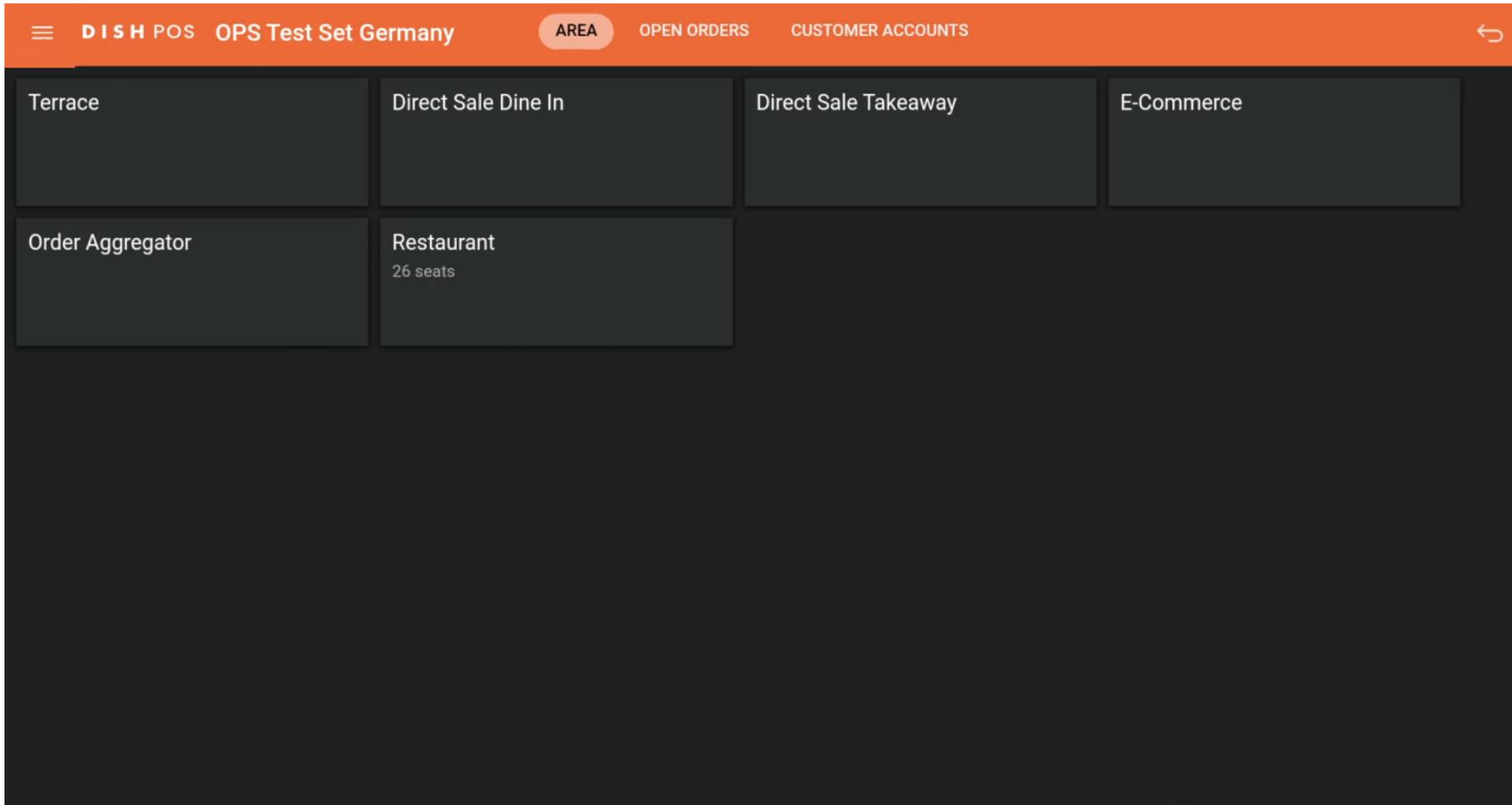
And tap on Search order.
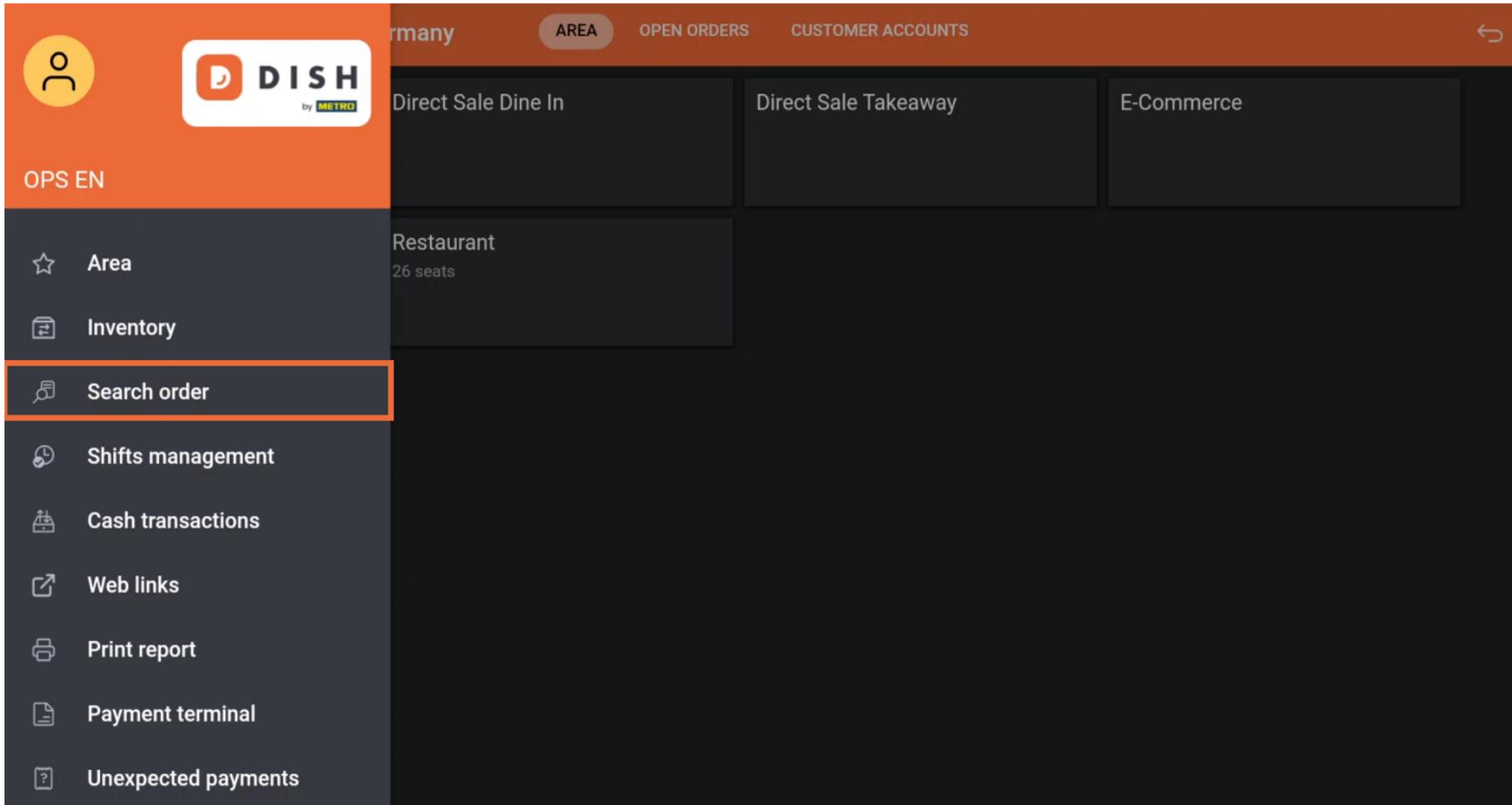
We will now look for the cash in transaction we have done. Once located, tap the transaction for more details.

#1936 2:03 PM	OPS Test Set Germany / APP English	€-125.00	
#1935 2:03 PM	OPS Test Set Germany / APP English	€100.00	
#1934 2:01 PM	OPS Test Set Germany / Support	€-125.00	
#1933 2:00 PM	OPS Test Set Germany / Support	€100.00	
#1932 1:51 PM	OPS Test Set Germany / Support	€100.00	
#1931	OPS Test Set Germany / APP English	€-125.00	

DISH POS 13 results

From:
Jul 02, 2024   06:00

To:
Jul 02, 2024   14:04

Order status
OPEN ORDERS   CLOSED ORDERS

Table number:

User:

Customer name:

Payment method
All

Total order amount :   0 ∞ Eu

You will now be able to see when that transaction was opened, when it was closed, as well as all the information we have filled in before.

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Let us also have a look at the cash-out transaction we put in. For that, just like before, locate it and tap the transaction.

Here again you are now able to see when that transaction was opened, when it was closed, as well as all the information we have filled in before.

That's it. You completed the tutorial and now know how to use the cash transactions function.

Scan to go to the interactive player