

## CASH RECEIVED AND CASH RELEASED

### You will learn:

1. What are cash / bank received and cash / bank released documents
2. What are the benefits of using such documents

### 1. Purpose of cash documents

Cash documents are used to keep an accurate track of payments.

They are divided in KWHotel into **four different types**:

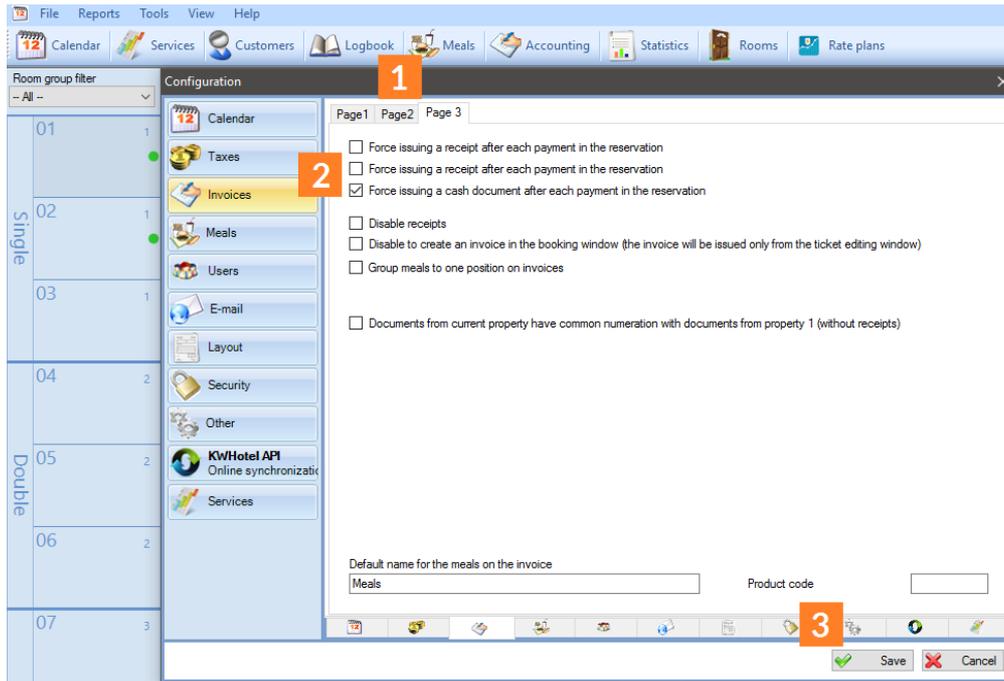
1. **Cash accepted** (also known as cash receipt or cash received) – issued in case your guest pays by cash
2. **Cash released** (also known as cash disbursement) – issued in case you are releasing money back to the customer
3. **Bank accepted** (also known as bank receipt or bank received) – issued in case your guest pays by online transfer or credit card
4. **Bank released** (also known as bank disbursement) – issued in case your guest pays by online transfer or credit card

Cash documents are a perfect way to control your cash flow and monitor your receptionists` work.

### 2. Automated cash document creation

How to cause cash documents to be issued automatically after each payment is done?

1. Go to **Tools → Configuration → Page 3**
2. Enable "Force issuing a cash document after each payment in the reservation"
3. Save changes



### 3. Where to keep track of the cash flow?

You can use the **Reports** menu → **Cash reports** to choose from various cash reports.

All issued documents and the current balance is displayed in the **Accounting module** → **Cash / bank documents** section.

#### **Pay attention:**

If you wish to have a better monitoring over receptionist's shifts changes, use this step by step guide:

1. Go to **Tools** → **Configuration** → **Invoices** and enable the "Obligatory cash register status confirmation after changing the user".
2. Now, whenever your receptionist logs to KWHotel, he will be asked to submit the amount of money that he currently owns in the cash register.

If there is any discrepancy between the balance that was in the cash register before his shift has started, an additional cash document will be created to change the balance to the one stated by the receptionist.

3. You can verify the shift reports by entering **Statistics** → **Shift reports**. If there is any discrepancy between two shift reports, they will be highlighted red.