



UNIT 5: SALES CONTROL

CHAPTER: PROCEDURE OF CASH CONTROL

WHAT:

Cash Control means managing and monitoring credit and collection policies, cash allocation, and disbursement policies, accounts payable policies and the invoicing cycle.

WHERE:

Where goods and services are bought and sold. As such, businesses, non-profit organizations etc.

WHY:

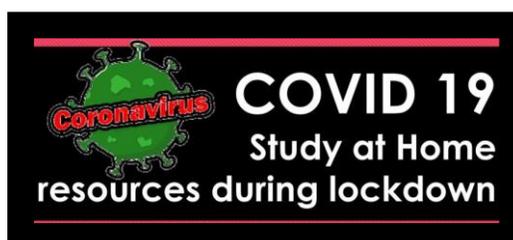
It is **required** for proper **cash management**, monitoring and recording of **cash** flow and analyzing **cash** balance.

HOW:

- Record **cash** receipts when received.
- Document transfers.
- Give receipts **to** each customer.
- Don't share passwords.
- Give each cashier a separate **cash** drawer.
- Supervisors verify **cash** deposits.
- Supervisors approve all voided refunded transactions.

STEPS OF CASH CONTROL ARE:

1. Cash transactions of a business are to be accounted for properly to know **cash flow** and cash balance.
2. Cash sufficiency is to be ensured on due dates of notes payable.
3. Idle cash should be minimal because additional cash investment earns more revenue.
4. Loss caused due to misappropriation and forgery is to be controlled and stopped.





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CHAPTER: ECR (ELECTRONIC CASH REGISTER)

WHAT:

A **cash register** or **till** is a mechanical or electronic device for registering and calculating transactions at a point of sale. It is usually attached to a drawer for storing cash and other valuables. A modern cash register is usually attached to a printer that can print out receipts for record-keeping purposes

WHERE:

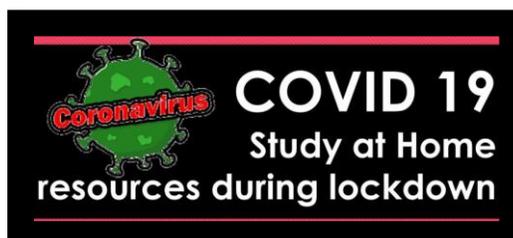
An electronic cash register (ECR) is a system designed to enable products to be sold at a retail outlet. Electronic cash registers help large retail outlets track sales, minimize register errors, collect inventory data and much more.

WHY:

Electronic cash registers offer businesses numerous benefits including tracking customer transactions and speeding checkout time. electronic cash registers include software in the basic cost that allows you to charge the correct sales tax, run reports and identify sales by employee

HOW:

How do we use ECR? Go through this link- <https://youtu.be/cVQTdGDo2oI>





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CHAPTER: POS (POINT OF SALE)

WHAT:

A point of sale system, or POS, is the place where your customer makes a payment for products or services at your outlet. Simply put, every time a customer makes a purchase at your outlet, they're completing a point of sale transaction.

WHERE:

Point of sale (POS), a critical piece of a [point of purchase](#), refers to the place where a customer executes the payment for goods or services and where sales taxes may become payable.

WHY:

- ❖ Using the POS system can have a positive effect on your business.

It allows you to have better control over your business operations. With a POS system, you know exactly which products you have sold on daily or monthly bases, how many products are in the warehouse or how much money you have made.

- ❖ It allows you to increase your business efficiency.

POS system makes the managing of your company's paperwork more time-saving. Managing bills and orders, sales figures or reports is made very convenient. Besides the office environment POS system also increases the efficiency of the everyday sales environment thanks to different POS features such as barcode scanners or credit card terminals.

- ❖ It allows you to make personal client communication more efficient.

As a POS system makes it very easy to gather the contact details of your best clients at the same time they complete their purchase. This information is valuable for generating personal offers and developing personal client communication.

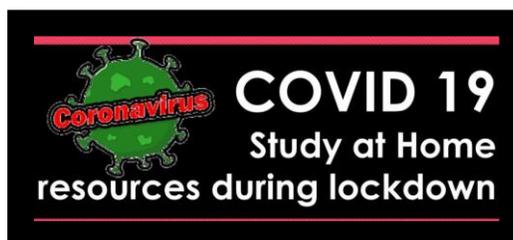
- ❖ It allows doing better analytical thinking and planning.

For example, POS system makes it easier to keep track of your inventory, to notice and analyze movements and tendencies in sales processes

HOW:

How do we use POS? Go through this link-

<https://youtu.be/rISyrnykrEw>





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CHAPTER: **PETTY CASH**

WHAT:

A petty cash fund is a small amount of cash kept on hand to pay for minor expenses, such as office supplies or reimbursements. The petty cash is controlled through the use of a [petty cash voucher](#) for each payment made.

WHERE:

A petty cash fund can be used for office supplies, cards for customers, flowers, paying for a catered lunch for employees, or reimbursing employees for expenses.

WHY:

The purpose of a **petty cash** fund is to provide business units with sufficient **cash** to cover minor expenditures.

HOW:

Petty cash should only be used for minor business expenses. Therefore, you must specify what the money can be spent on by developing a **petty cash policy** and ensure that the employees understand the procedure to avoid misuse.

