

# CommBank

## Cash Counter User Guide

Version 2.0

Updated Wednesday, 11 March 2015









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# Introducing Cash Counter

Welcome to Cash Counter — a handy business app for keeping track of your sales and cash flow.

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- |          |  |
|----------|--|
| <b>1</b> | <b>Easy</b><br>Keep track of all your cash sales for multiple terminals in just a few clicks.          |
| <b>2</b> | <b>Portable</b><br>Cash Counter comes pre-installed on your Albert device, so you can use it anywhere. |
| <b>3</b> | <b>Smart</b><br>View daily, weekly or yearly cash reports on your Albert screen or via email.          |

## We're here to help

If you need help using the Cash Counter app, call **1800 230 177**, 24 hours a day, 7 days a week.





# 1. Getting started

Cash Counter comes pre-installed on your Albert device, so you can get started straight away.

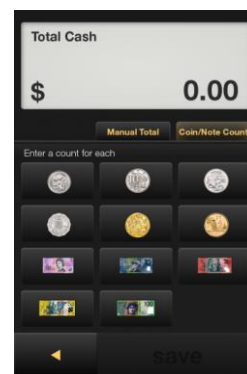
In this section:

- Finding your way around the app

## Finding your way around the app

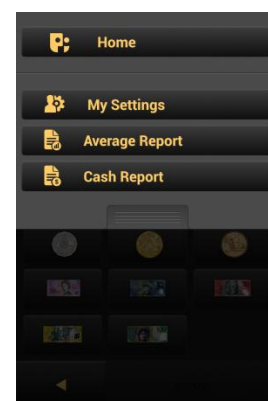
### Home screen

1. Tap the **Cash Counter** app icon to access the Cash Counter home screen.
2. Tap **Manual Total** to input a cash amount as a total.
3. Tap **Coin/Note Count** to input a cash amount based on a coin or note denomination (see **Section 2**).
4. Press the **Merchant Context** button or swipe down the screen to open the Merchant Context Menu.



### Merchant Context Menu

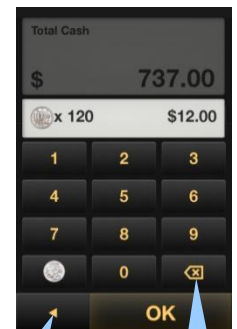
- Press the **Merchant Context** button or 2 finger swipe down the screen to open the Merchant Context Menu. Tap **My Settings** or view reports using **Average Report** or **Cash Report** (see Section 3).
- Tap **Home** to exit the Cash Counter app.
- Press the **Merchant Context** button or tap the bottom bar and 2 finger swipe upwards to exit the Merchant Context Menu.





## Useful buttons

- **Back button:** Tap the **Back** button to return to the previous screen. If you haven't saved inputs, they will be cleared.
- **Clear button:** Tap the **Clear** button once to clear one digit..
- **Note:** Some buttons are disabled and appear faded until you enter the required data.



Back  
button

Clear  
button

## 2. Entering cash amounts

Cash Counter offers manual and automatic options for entering cash amounts.

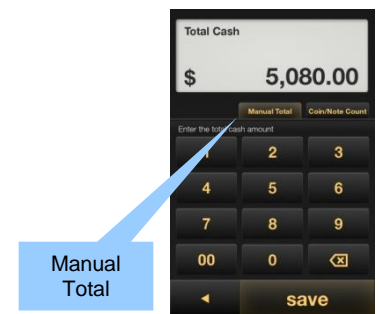
In this section:

- Registering cash amounts
- Saving cash amounts

### Registering cash amounts

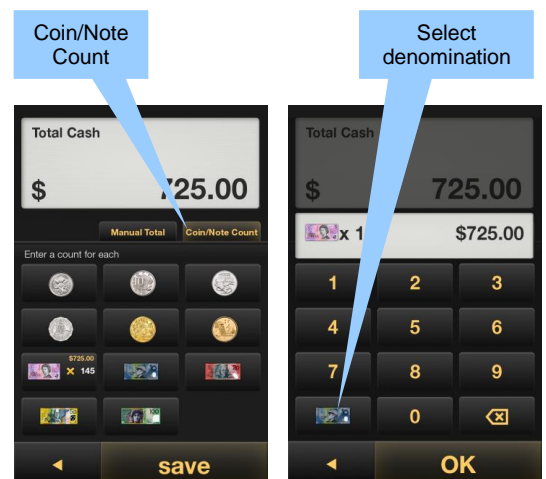
#### Manual total

1. Tap the **Manual Total** button on the Cash Counter home screen.
2. Input the total cash amount on the touch screen keypad.
3. Tap the **Save** button.



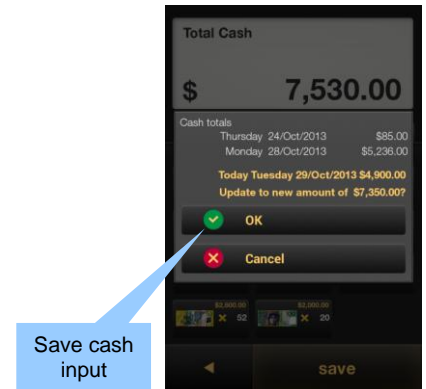
#### Coin/note amount

1. Tap the **Coin/Note Count** button on the Cash Counter home screen.
2. Choose a coin or note denomination to count first. Enter the number of coins or notes for that denomination and tap **OK**. Repeat for all denominations. Or, add all denomination totals on the one screen by tapping the coin/note image on the bottom left. When you've entered all amounts, tap **OK**.
3. If you want to edit an amount, tap the coin or note image. Tap **Clear** to re-enter the amount.



## Saving cash amounts

1. Tap **Save** to save the cash amount.
2. Enter the float amount. Tap **Save**.
3. A dialog screen confirms the total cash amount minus the float amount. It also shows total cash amounts for previous days. Tap **OK** to save or **Cancel** to re-enter the cash amount.



### Tips

- If there's already a cash amount saved for the current day, you'll be prompted to override and update that amount.
- The float amount is subtracted from the total cash amount. You can enter a float amount of \$0.00.



# 3. Generating reports

Get instant cash reports sent straight to your inbox.

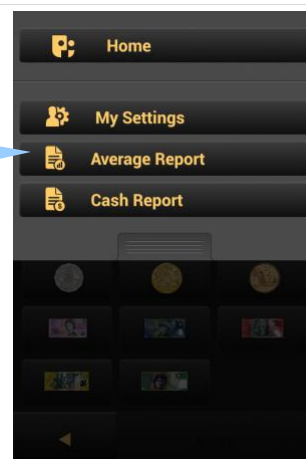
In this section:

- Generating average reports
- Viewing cash reports by period
- Viewing reports by terminal
- Emailing cash reports

## Generating average reports

1. Press the **Merchant Context** button on the Cash Counter home screen or swipe down the screen to open the Merchant Context Menu.
2. Tap **Average Report** to show averages for various periods in the past year.
3. View the report on the screen, or tap **Email** to send it to an email address (see **Emailing cash reports**).

Average Report button



Sydney chickens

Average cash counted per day to 21 Aug 2013

This Week	Average Amount 6 days	\$600.00
This Month	Average Amount 25 days	\$630.00
This Quarter	Average Amount 73 days	\$590.00
This Half Year	Average Amount 110 days	\$600.00
This Year	Average Amount 300 days	\$4,600.00

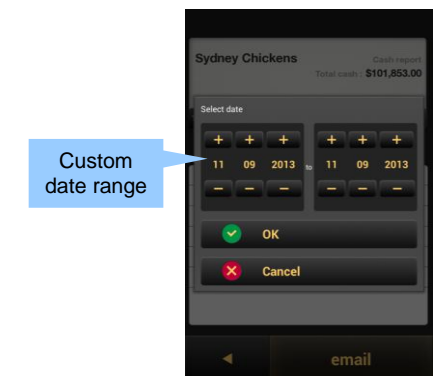
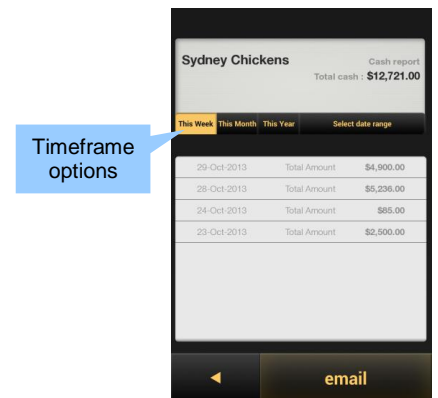
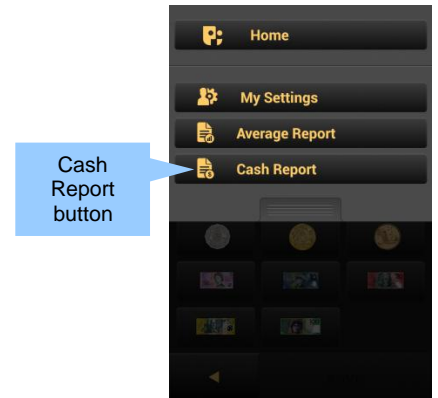
email

### Tips

- Averages are based off the number of days that cash has been entered over the period. For example, if a store is open 5 days a week, the weekly average is based on 5 days rather than 7.
- Reports are emailed as .csv attachments that open in Microsoft Excel.

## Viewing cash reports by period for all terminals

1. Press the **Merchant Context** button on the Cash Counter home screen or 2 finger swipe down the screen to open the Merchant Context Menu.
2. Tap **Cash Report** to show daily cash amounts for multiple terminals.
3. Select a timeframe to view the report on screen by tapping **This Week**, **This Month** or **This Year**, or choose a specific period using the **Select Date Range** tab.
4. The **Select Date Range** tab can show up to 13 months of past data. To change the date range, tap **+** or **-** then tap **OK**.
5. View the report on screen, or tap **Email** to send it to an email address (see **Emailing cash reports**).

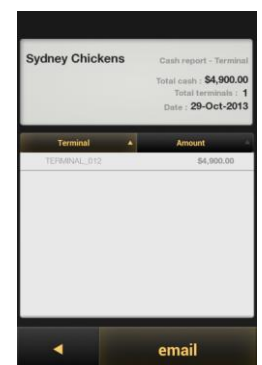
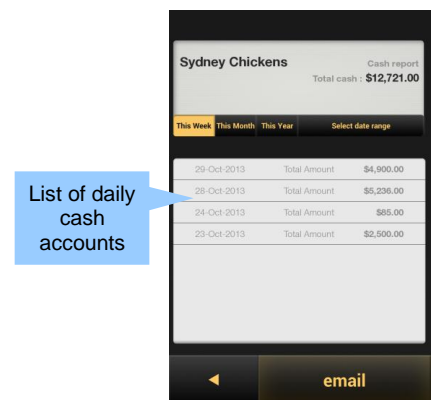
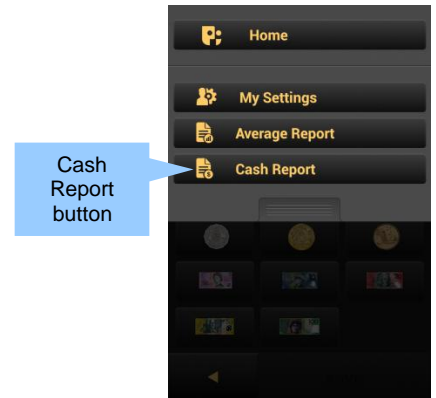


### Tip

- Reports are emailed as .csv attachments that open in Microsoft Excel.

## Viewing cash reports by period for one terminal

1. Press the **Merchant Context** button on the Cash Counter home screen or 2 finger swipe down the screen to open the Merchant Context Menu.
2. Tap **Cash Report** to show daily cash amounts for multiple terminals.
3. Tap any line item to show one terminal cash report for the selected date.
4. View the report on screen, or tap **Email** to send it to an email address (see **Emailing cash reports**).

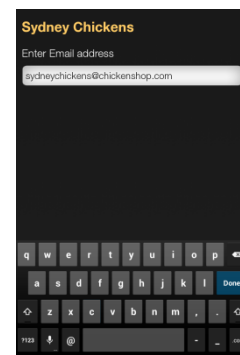


### Tip

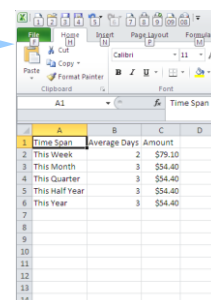
- Reports are emailed as .csv attachments that open in Microsoft Excel.

## Emailing cash reports

1. Tap **Email** when viewing the report on screen.
2. Tap the input field to bring up the touch screen keypad. Enter an email address.
3. The default email content is **Thank you**. The default subject line is as follows, depending on the report type:
  - a. **Average report:** Cash Counter – Average Report.
  - b. **Cash report by period for all terminals:** Cash Counter – Merchant Level Cash Report (from {date} to {date}).
  - c. **Cash report by period for one terminal:** Cash Counter – Terminal Level Cash Report ({date}).
4. Tap **Done** when email entered, then tap **Send**.
5. Email will not work unless the outgoing email address has been set up in Albert settings.



Emailed report attachment



	A	B	C	D
1	Time Span	Average Days	Amount	
2	This Week	2	\$79.10	
3	This Month	3	\$54.40	
4	This Quarter	3	\$54.40	
5	This Half Year	3	\$54.40	
6	This Year	3	\$54.40	
7				
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12				
13				
14				





# Need help?

We're here to assist — whenever you need us.

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Help with Albert,  
App bank and  
CBA Apps

**1800 230 177**

Commonwealth Bank Business Service Centre  
24 hours a day, 7 days a week

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Help with third party  
apps

1. On Albert, tap the App bank app, or visit [piappbank.com.au](http://piappbank.com.au).
  2. Select **Apps**, then search the relevant app name. Click into the app to see **App Details** and expand **Support** to see the contact details for the responsible developer.
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