

Lesson № 9.
Accounting for cash flow in a pharmacy.
Settlement transactions

Questions discussed on the topic of the lesson:

1. List the tasks of cash accounting
2. Give definitions to the concepts: cash receipt, cash registers, calculations, registration of cash registers. fiscal accumulator, fiscal sign of a document
3. Requirements for a cashier
4. Requirements for cash registers
5. The procedure for maintaining a cash book
6. Describe the procedure for accounting for non-cash payments in a pharmacy

The funds of any organization are a mandatory object of accounting

Cash refers to working capital and is reflected in the asset balance. They are necessary for carrying out calculations in the course of economic activity.

They can be in the form:

- cash *on hand*;
- cash *on current account* and other bank accounts.

The main tasks of cash accounting :

- timely and correct reflection of incoming and outgoing cash and banking operations with cash in accounting documents;
- ensuring strict control over the availability, movement, use of funds;
- assistance in accelerating the turnover of funds;
- control over the timely execution of tax payments to the budget;
- compliance with the current regulations and rules governing cash transactions.

Normative documents:

Federal Law of May 22, 2003 N 54-FZ "On the use of cash registers in the implementation of settlements in the Russian Federation" (as amended)

Instruction of the Bank of Russia dated March 11, 2014 N 3210-U "On the procedure for conducting cash transactions by legal entities and the simplified procedure for conducting cash transactions by individual entrepreneurs and small businesses a" (as amended)

Instruction of the Bank of Russia dated December 9, 2019 N 5348-U "On the rules of cash payments "

Definitions:

cash receipt - a primary accounting document generated in electronic form and (or) printed using cash registers at the time of settlement between the user and the buyer (client), containing information about the settlement, confirming the fact of its implementation and complying with the requirements of the legislation of the Russian Federation on the application cash register equipment;

cash register equipment - electronic computers, other computer devices and their complexes that provide recording and storage of fiscal data in fiscal drives, generating fiscal documents, ensuring the transfer of fiscal documents to the tax authorities through a fiscal data operator and printing fiscal documents on paper in accordance with the rules established by the legislation of the Russian Federation on the use of cash registers;

settlements - acceptance (receipt) and payment of funds in cash and (or) in a non-cash manner for goods, works, services;

registration of cash registers - making by the tax authority an entry about a copy of the model of cash registers, its fiscal drive and about the user in the register of cash registers, assigning a registration number by the tax authority to cash registers and issuing a registration

card to the user of cash registers indicating its registration number on paper or in an electronic document signed with an enhanced qualified electronic signature ;

fiscal drive - a hardware-software encryption (cryptographic) means of protecting fiscal data in a sealed case, containing keys of a fiscal attribute, providing the possibility of generating fiscal signs, recording fiscal data in an uncorrectable form (with fiscal signs), their non-volatile long-term storage, checking fiscal signs, decryption and authentication of fiscal documents confirming the receipt by the operator of fiscal data of fiscal documents transmitted by cash registers, sent to the cash registers by the operator of fiscal data, as well as providing the possibility of encryption of fiscal documents in order to ensure the confidentiality of information transmitted to the operator of fiscal data;

fiscal attribute of a document - a fiscal attribute generated using a fiscal accumulator to verify the reliability of fiscal data protected by a fiscal attribute, using the fiscal attribute verification tools used by the authorized body.

Manager's Responsibilities:

the head of a pharmaceutical organization is obliged to equip a cash desk - an isolated room designed for receiving, issuing and temporarily storing cash. In the pharmacy organization, they limit themselves to storing money and securities in fireproof metal cabinets, which, at the end of the cash register, are closed with a key and sealed with the cashier's seal.

Cashier requirements:

The cashier is responsible for the safety of cash at the cash desk and the correct conduct of cash transactions. This responsibility follows from the liability agreement, which is concluded after the issuance of an order to appoint a cashier to the position and familiarize him with the "Procedure for conducting cash transactions" against receipt.

At small enterprises that do not have a cashier on staff, his duties can be performed by the chief accountant or other employee on the written order of the head, subject to the conclusion of an agreement with this person on full liability.

The funds of any organization are a mandatory object of accounting. The cash turnover in the pharmacy network forms cash (funds at the cash desk) and non-cash funds in bank accounts. These two forms of money circulation **are united** and **periodically** pass from one form to another.

In pharmacy organizations, cash operations are carried out by **cash desks of two types**:

- operating cash desk - for work with the population;
- cash desk of the organization (main), where the chief cashier accepts money from cashiers-operators, collects proceeds, issues cash under the report, accepts the return of previously received and unspent funds, and accepts amounts for compensation for losses.

Operating cash desks are serviced by cashiers-operators, or by a person performing the duties of a cashier in combination with the release of Medicines (pharmacist-technologist), their task is to receive money from customers for the goods sold.

The Law of the Russian Federation of May 22, 2003 No. 54-FZ "On the use of **cash registers** in the implementation of cash p accounts and (or) settlements using payment cards" **establishes** that cash settlements with the population in the course of **trade operations** and the provision of services must be carried out with the obligatory use of cash registers.

Requirements for cash register equipment:

1. The model of cash registers is included in the State Register of cash registers used on the territory of the Russian Federation, otherwise the organization will be denied registration with the tax authority.
2. The cash register must have a hologram with the inscription "State Register", which is applied by the general supplier of the cash register.
3. The second hologram with the inscription "Service" is applied by the Technical Service Center when registering the cash register equipment.

4. The cash register must be registered with the Tax Authority. When registering a cash register, a "registration card" is issued, which is stored at the location of the cash register.

5. Each cash register has a serial number, which must be indicated on all documents: cash receipt, reports, certificates, acts.

6. For each cash register, the administration starts a "Journal of the cashier-operator", which must be numbered, laced and sealed with the signatures of the tax inspector, the head and chief accountant of the pharmacy organization and its seal.

Entries in it are made in chronological order in ink without blots; when corrections are made, they must be negotiated and certified by the signatures of the cashier, manager and chief accountant.

Keeping a cash book

All cash receipts and withdrawals of the enterprise are recorded in the Cash Book.

Each enterprise maintains only one Cash Book, which must be numbered, laced and sealed with the seal of the organization.

Entries in the Cash Book are kept in 2 carbon copies, in ink. The second copies of the sheets must be detachable and serve as cashier's reports. The first copies of the sheets remain in the Cash Book. The first and second copies of the sheets are numbered with the same numbers.

Erasures and unspecified corrections in the Cash Book are not allowed. The corrections made are certified by the signatures of the cashier, as well as the chief accountant of the pharmacy organization.

Entries in the Cash Book are made immediately after receiving or issuing money for each document.

Every day at the end of the working day, the cashier calculates the results of operations for the day in terms of income and expenditure, displays the balance of money in the cash register on the next number. The second copy (the cashier's report), together with the receipt and expenditure cash documents, is transferred against receipt in the Cash Book to the accounting department of the organization.

Control over the correct maintenance of the Cash Book is assigned to the chief accountant of the organization.

The issuance of money from the cash desk not confirmed by the receipts of the recipient in the expenditure cash warrants is not accepted to justify the expense, and this amount is considered a shortage.

Cash that is not confirmed by an incoming cash order is considered surplus and is credited to the pharmacy's income.

If there are several cash registers in the pharmacy, then the senior cashier, before starting work, gives the cashiers in advance, necessary for the exchange, the amount of money against receipt in the "Book of accounting for money received and issued by the cashier".

At the end of the shift, cashiers are required to report to the senior cashier in the advance payment received and in the money accepted and issued by cash orders and hand over the balance of cash and cash documents against receipt in the accounting book accepted and issued by the cashier.

All cash and securities are stored in the pharmacy organization, as a rule, in fireproof metal cabinets or ordinary metal cabinets, at the end of the cash desk they are locked with a key and sealed with the cashier's seal. The keys and the seal are kept by the cashiers. Spare keys in packages sealed by the cashier are kept by the head of the pharmacy organization.

Checkout audit

Within the time limits set by the head of the pharmacy organization, as well as when changing the cashier, a sudden audit of the cash desk is carried out with a complete recalculation of cash and other valuables at the cash desk. To carry out the audit, by order of the head, a commission is appointed, which draws up the "Cash Audit Act".

In the audit process, the actual balances of money in the cash register are checked against the accounting data in the cash book. If a discrepancy is found, the act shall indicate the amount of discrepancies and the circumstances of their occurrence.

Accounting for non-cash payments

Settlements of pharmaceutical enterprises for their obligations with other organizations for goods and services, for taxes and other payments are made, as a rule, in a *non-cash form*. At the same time, banks act as an intermediary in the settlements.

Relations between banks and clients are contractual. The FI has the right to independently choose one or several banks for credit and settlement services.

Bank documents:

an application for opening an account, which is signed by the head and chief accountant of the applicant (if there is no chief accountant in the state, the application is signed only by the head);

- certificate of registration of the enterprise issued by the registering authority;
- laced, numbered, notarized or registered copies of the articles of association and memorandum of association (and if the enterprise has a single founder, the decision to establish the enterprise);
- duly certified (notarized) bank cards with sample signatures of persons authorized to manage the account (usually the first signature - the head, the second - the chief accountant or the person who is charged with the responsibility of maintaining accounting at the enterprise) and an imprint of the seal;
- certificate of registration with the tax authority.

After the bank considers the submitted documents, an agreement on settlement and cash services is concluded between the enterprise and the bank, and a personal account is opened in the bank to account for the movement of the enterprise's funds. The account is assigned a number that is reported to the company.

According to this provision, the following forms of non-cash settlements with legal entities are used on the territory of the Russian Federation:

1. payment orders;
2. by letter of credit;
3. check;
4. collection.

One of the most common forms of settlements are payments by payment orders. **A payment order** is a written order from the account holder (payer) to the bank serving him to transfer a certain amount from his account to the account of another enterprise (recipient) in the same or another one-town or non-resident bank institution. In accordance with the terms of the main agreement, payment orders can be used for advance payment for goods, works, services or for making periodic payments, transferring funds to budgets of all levels, etc. A payment order is executed by the bank within the time period prescribed by law, or within a shorter period established by a bank account agreement, or used in banking practice by business customs.

A letter of credit is an instruction from the buyer's bank to the supplier's bank to pay settlement documents. In cases where the supplier of goods doubts the solvency of the buyer and requires advance payment, and the buyer doubts the reliability of the supplier and is afraid to transfer money, a letter of credit can be a convenient way to resolve the conflict. Upon receipt of an application for a letter of credit, the payer's bank reserves these funds in a separate account. Thus, the deposit of money guarantees the supplier timely payment for the shipped valuables. Banks can open various types of letters of credit (deposited or guaranteed; revocable or irrevocable; with or without acceptance). The most reliable for the seller is an irrevocable confirmed documentary credit, which gives the seller a double guarantee of payment. A documentary letter of credit is a commercial letter of credit paid by the bank upon presentation of commodity distribution documents for the paid goods (bill of lading, waybills, certificates,

etc.). The funds are credited by the bank after the provision of documents confirming the shipment or performance of services.

When **paying by checks**, the account holder (*drawer*) gives an exchange order to the bank institution serving him to transfer a certain amount of money from his account to the account of the recipient of funds (*check holder*). Upon receipt of checks, an application is first submitted to the bank (the form is issued by the bank's institution), as well as a payment order for depositing a certain amount. When a bank issues checks for their amount, a loan account is opened from which checks are paid. Along with the check, a check card must be issued that identifies the drawer of the check. After receiving a check from the buyer, the supplier compiles a register of checks and submits it to the bank. The register of checks is sent to the payer's bank, which debits the funds from the payer's account and transfers them to the seller.

Collection settlements are a banking operation through which the bank carries out actions to receive payment from the payer on the basis of payment requests, the payment of which can only be made by order of the payer (with acceptance), as well as collection orders. A collection order is a settlement document on the basis of which funds are debited from the payer's accounts in an indisputable manner in accordance with the legislation of the Russian Federation, including for the collection of funds by bodies performing control functions; by executive documents.

Synthetic Accounting:

The presence and movement of cash in the cash register is taken into account on *account 50 "Cashier"*. The debit of this account reflects the receipt of funds to the cashier, for the loan - the payment of cash from the cashier.

Operations on the settlement account are recorded on the active synthetic account 51 "Settlement accounts". The debit balance reflects the balance of funds in the current account. The debit of the account reflects the source of financing - the receipt of funds, the loan records the expenditure - the direction of the disposal of funds.

Calculations with accountable persons. Accountable persons are employees of the enterprise who received in advance cash amounts for future administrative, business and travel expenses (account 71 "Settlements with accountable persons").