# Chapter 15 - Summary Store End-Of-Day Processing - SUMEODS

The main purpose of this program is to balance your cash at the end of the day; however, this program also has many other uses. The first use would be to see how much money has been taken in at any time during the day when Calculate Today's Payments field is set to a Y.

The second use would be to do daily snapshots of your credit, deliveries, pickups etc., for both Rental and Retail A/R (Calculate Today's Payments "S" for Rental and "A" for Retail A/R).

The third use would be to post important end-of-day information such as daily bank deposits, credit card deposits and detailed petty cash expenditures. The petty cash expenditures or mid-day deposits can be posted throughout the day, but it is important that the final deposit amounts are done after the close of business so all payments have been considered. This will give you your over or short for the day, if any, when Calculate Today's Payments is Y.

And finally, the fourth use would be to view a previous day's end of day information (Calculate Today's Payments: N) if you are set up to be able to view previous information.

To see how much money has been posted in the computer up to any point during the day, follow the instructions in this section. The income posted for the day will populate deposit 1 total each time you calculate payments unless you press the F9 key through the screen prior to the end of day (N for no to any changes). If you do press the F9 key through the screen, the system will keep that figure in deposit 1 and that figure must be overridden at days end. If you press the F8 key, you will be prompted to type in the word ABORT to back out of this screen without saving changes.

You can run this as many times a day as you need. Press the F8 key until you are back to a menu when you are done, or if you are posting petty cash expenditures or mid-day deposits, be sure to press the F9 key until you are back at the prompts to enter the store and date. You will have the option to use a separate petty cash fund for all disbursements, or all disbursements entered on the screen will deduct from the deposit amount. Option is set in the Control Maintenance (CTRLMNT) program.]

To get into this program, you can select the option "Post Deposits – SUMEODS" off of the "EOD Menu/Post Deposit - EODMENU" option on the Sales Menu or you can press the F10 key off of any menu and at the command line type in "SUMEODS" and then press the ENTER key. A screen similar to Figure 15-1 will appear.

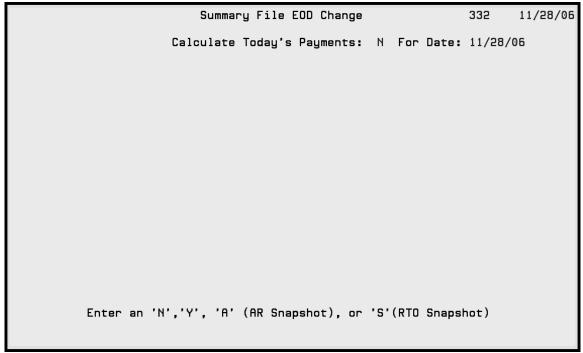


Figure 15- 1 Summary File EOD Change Screen

**CALCULATE TODAY'S PAYMENTS** If you enter a Y for yes, the system will show you what money and business you've done so far today. If you enter an A, the system will show you a snapshot of AR's account receivable money and business that has been done so far today. If you enter an S, the system will show you a snapshot of RTO's rental money and business that has been done so far today.

Press ENTER through the current date and a screen similar to Figure 15-2 will appear.

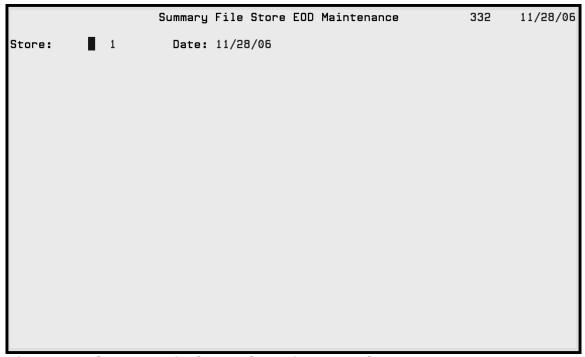


Figure 15- 2 Summary File Store EOD Maintenance Screen

## **End-of-Day Posting**

To post your end of day deposit and petty cash expenditures, change Calculate Today's Payments to Y for yes for the current date, see Figure 15-1. Select the store and date on the next screen, see Figure 15-2. The system will calculate the income for the day and handle any other additional calculations for this screen. The resulting screen will appear similar to Figure 15-3 with actual store information and figures filled in for your store.

Date: 11/28/06 08:	48:28 Summaru	File EOD Cha	nge		11/28/06
Store: 1	ores cammar g	. 110 200 0.10	90		11, 20, 00
Deposit 1:	Deposit 2:	Deposit 3	: Ch	narge Dep:	
Deposit 5:	Deposit 6:	Deposit 7			
	Tax Amt Misc			Refund Tot	Cash
RTO:	0.00				
Sales:	0.00 0.00	0.00	0.00	G	.00
Service:	0.00				
	0 Pdout/Cgoff-C:		0 PU-U: 0		-U: 0
RTO BnkDeposit: SaleBank Deposit:	SaleOver	/Short:	-	justment: ttu Cash:	
Salebank Deposit.	Jaleover	, 31101 .	161	ity casii.	
Advertising Prt:	Auto/Van G	as/Oil:	Auto/Van	Repairs:	
Auto Lic/Inspect:	Cleaning E	xpense:	Computer	Supply:	
Contract Labor:	Copier E			Freight:	
Legal & Recovery:	Office Sup		Outside 9		
Postage:	Printing E		Refunds/F		
Rental-Equipment:	Repairs-		•	rsBldg:	
Service Parts: TravelEnterrnmnt:	Supplies Unit Acces		1 6	elephone: Other:	
maverencemmint:		sories: aily Deposit	1	orner:	
Return-Next Field				ckout Cmd-	Exit Pa
	IIII SIIONO				9

Figure 15- 3 Summary File EOD Change Screen End-Of-Day Posting

There are eight different deposit fields. You may choose to make several deposits through out the day or separate your cash, checks, and different types of credit cards.

**DEPOSIT 1** Enter the amount of your first deposit. Once you have entered the first deposit and pressed the ENTER key, the screen will show a new prompt in the upper right hand corner Deposit 1-7. As deposits are entered, this field will update with the total deposits for this date. See Figure 15-4.

```
Date: 11/28/06 11:19:27
                             Summary File EOD Change
                                                                       11/28/06
Store:
                                                         Oeposit 1-7:
                                                                       8000.00
Deposit 1: 1273.13 Deposit 2: 6726.87 Deposit 3:
                                                          Charge Dep:
                    Deposit 6:
Deposit 5:
                                       Deposit 7:
           Pmt Amt Tax Amt Misc Receivable AR Paid NSF Refund Tot Cash
                    150.87 702.36
   RTO:
           1828.67
                                        5.40-
                                                  0.00
                                                                   2676.50
           6214.20
                    512.67
                                     6726.87- 6726.87
                                                                   6726.87
 Sales:
                              0.00
Service:
                               0.00
Del-C: 0 PU-C: 0 Pdout/Cgoff-C:
                                     0 Del-U: 0 PU-U:
                                                                             0
                                                          0 Pdout/Cgoff-U:
  RTO BnkDeposit: 1273.13 RTO Over/Short: 1303.37- RTO Adjustment:
SaleBank Deposit: 6726.87 SaleOver/Short:
                                                         Petty Cash:
                                                                        100.00
 Advertising Prt: 20.00 Auto/Van Gas/Oil:
                                                   Auto/Van Repairs:
Auto Lic/Inspect: Cleaning Expense: 50.00 Computer Supply:
                          Copier Expense: Freight: Office Supplies: 30.00 Outside Services:
  Contract Labor:
Legal & Recovery:
        Postage:
                        Printing Expense: Refunds/Referral:
                           Repairs--Units:
Rental-Equipment:
Service Parts:
TravelEnterrnmnt:
                                                   Repairs--Bldg:
                            Supplies Maint:
                                                          Telephone:
                          Unit Accessories:
                                                              Other:
                        Enter Deposit For Charge Cards
 Return-Next Field F4-List Checks
                                    F6-List PC Dtl F8-Backout
                                                                   Cmd-Exit Pg
```

Figure 15- 4 Summary File EOD Change Screen total deposits field

- **DEPOSIT 2** Enter the amount of your second deposit (if applicable).
- **DEPOSIT 3** Enter the amount of your third deposit (if applicable).
- **CHARGE DEPOSIT** Enter the amount put on charge cards for this date.
- **DEPOSIT 5** Enter the amount of your fourth deposit (if applicable).
- **DEPOSIT 6** Enter the amount of your fifth deposit (if applicable).
- **DEPOSIT 7** Enter the amount of your sixth deposit (if applicable).

The lower portion of the screen is the petty cash expense areas. This is where you post any money that was taken out of the petty cash drawer. Enter to the description field that matches your receipt and enter the amount.

Enter in all petty cash expenditures and then press the F9 key again.

Totals will be displayed in the RTO BnkDeposit and SaleBank Deposit fields, which you can edit but they must match the Deposit 1-7: displayed above. Your over/short will be automatically calculated based on your deposit entries and petty cash.

#### SUMEODS F4 List Checks Feature

To list checks for the day, press the F4 key as seen in Figure 15-5.

```
Date: 11/28/06 11:19:27
                            Summary File EOD Change
                                                                      11/28/06
                                                       Deposit 1-7:
Store:
                                                                     8000.00
                                                         Charge Dep:
Deposit 1: 1273.13 Deposit 2: 6726.87 Deposit 3:
                   Deposit 6:
Deposit 5:
                                      Deposit 7:
          Pmt Amt
                   Tax Amt
                             Misc Receivable AR Paid NSF Refund Tot Cash
   RTO:
          1828.67
                    150.87 702.36
                                       5.40-
                                                 0.00
                                                                 2676.50
          6214.20
                    512.67
                              0.00
                                    6726.87- 6726.87
                                                                 6726.87
 Sales:
Service:
                              0.00
Del-C: 0 PU-C:
                                               0 PU-U:
                                                                           0
                  0 Pdout/Cgoff-C:
                                    0 Del-U:
                                                         0 Pdout/Cgoff-U:
 RTO BnkDeposit: 1273.13 RTO Over/Short: 1303.37- RTO Adjustment:
SaleBank Deposit: 6726.87 SaleOver/Short:
                                                        Petty Cash:
                                                                      100.00
 Advertising Prt:
                   20.00 Auto/Van Gas/Oil:
                                                  Auto/Van Repairs:
                        Cleaning Expense: 50.00 Computer Supply:
Auto Lic/Inspect:
  Contract Labor:
                         Copier Expense:
                                                          Freight:
Legal & Recovery:
                         Office Supplies: 30.00 Outside Services:
        Postage:
                         Printing Expense: Refunds/Referral:
Rental-Equipment:
                           Repairs--Units:
                                                     Repairs--Bldg:
   Service Parts:
                           Supplies Maint:
                                                         Telephone:
TravelEnterrnmnt:
                         Unit Accessories:
                                                            Other:
                           Foter Daily Deposit 1
 Return-Next Field
                   (F4-List Checks) F6-List PC Dt1
                                                     F8-Backout
                                                                 Cmd-Exit Pg
```

Figure 15- 5 Summary File EOD Change Screen

Pressing the F4 key to List Checks gives you a screen similar to Figure 15-6. This gives you a listing of all customer checks posted on that particular day.

	CHECKS	RECEIVED AT ST	DRE 1 ON	11/28/06		
CUST NBR 2001618 2001618 2002420 3005026 3001116 3001116 3001116 3001116	CUST LAST AARON AARON ADAMS ADAMS ANDREWS ANDREWS ANDREWS ANDREWS JACKSON	NAME CHK NBR 1111 1111 26 26 2222 3333 4444 4444 26	TICKET NO     2001618 10040785 10040887 10040885 10030564 10030564 10039356 10040895	CHK AMOUNT 29.90 151.73 517.54 562.89 462.11 424.64 30.20 63.56 214.44	TYPE	STAT  n  n  n  n  n  n  n  n  n  n  n  n  n
END OF FIL	E: F2-Pre	vious Page F8-I	Back Out			

Figure 15- 6 Checks Received At Store Screen

**TYPE** type of account paid with this check F-Fee, O-Rental, S-Sale

STAT Current Check status N- Not a hot check, H- Hot check, P- Hot check paid

Press the F8 key three times to return to the screen similar to Figure 15-1.

## SUMEODS with Calculate Today's Payments as "A"

If you selected an A for AR Snapshot at the prompt "Calculate Today's Payments" for the current date, then on the next screen press the ENTER key twice and the system will read through the records. When finished reading, the screen will change to resemble Figure 15-7.

Date: 11/28/06 11:32	:41	AR Store: 1	Snapshot	332		11/28/06
Revenues						
Install Sales:	0.00	GP Dollar	s/Percen	t: 0.00	/	0.00
Cash Sales:	•	GP Dollar	s/Percen	t: 6,199.25	/	99.75
Install Pmts: Down Pmts:	0.00 0.00	Down Paymen	t Dercen	t: 0.00		
	0.00	Down ragilleri	. rercen	0.00		
Misc AR Fees:	0.00		_			
Contrac	ts 	Del	inquency	 		
New:	0	Overdue	1-7:	0		
Refund/Cancel:	0	Overdue	8-18:	0		
Repossessions:	0	Overdue 1	9-42:	0		
Charge Offs:	0	Overdue	43+:	7		
Paid In Full:	0	L	egal:	0		
+/- Day:	0	0р	en %:	0.00		
+/- Week:	6	Curre	nt %:	87.50		
+/- Month:	6					
Ending:	6			_		
		Pres	s Return	To Continue		
Arrow KeysPositioni	ng, Return	Next Field, F8-	-Backout	, CmdExit P	gm	

Figure 15- 7 AR Snapshot Screen with data

If you selected an S for RTO Snapshot at the prompt "Calculate Today's Payments" and pressed the ENTER key through the current date, a screen similar to Figure 15-8 will appear.

```
Summary File Build 332 11/28/06

Calculate Today's Payments: S For Date: 11/28/06

SALES RECORDS READ: 12

RENTAL PMTS READ: 12

TICKET RECORDS READ: 755
```

Figure 15-8 RTO Snapshot Summary File Build Screen

The system will read through the records and when finished reading, the screen will change to resemble Figure 15-9.

Date: 11/28/06 11:3	34:01	RTO	Store:	1 5	Snapsho	t	332	11/28/06
Revenues			Deli	nquer	ncy			
RTO Receivable: NSF Amt: Sales Tax:	702.36 5.40- 0.00		Overd Overd	due 8 ue 15 due quenc	5-30: 30+: cy %	0 0 1 302 0.00 98.06		
BOR/AOR	Units		Agreem	ents	Тур	e	Limit	/MTD Used
Deliveries: Pick Ups: Paid Outs: Chargeoffs: Gain or Loss: Ending BOR/AOR:	0 0 0 0 0 0 406		3(	0 0	Promo	unts tions rals	50.00	/ 100.00 / 100.00 / 100.00
	Press Re	turn	To Cont	inue				
Arrow KeysPositioning, ReturnNext Field, F8Backout, CmdExit Pgm								

Figure 15- 9 RTO Snapshot Screen with data

Press F8 to back out to a menu or press F10 (to get the command line) and type MENU to return to a MENU or enter the next program name at the command line prompt to move on to the next program you want to run.

### Posting Detail Petty Cash

There is a new way to post your petty cash receipts. If you have a Home Office or Corporate Office, this allows you to have more control over the petty cash based on security parameters and access to this petty cash posting process. Stores can post their petty cash if they have the security to do so, or you can have one individual post all the petty cash for all locations within this new program. Other posting concepts can also be implemented more easily. This new program gives you more flexibility and control over detail petty cash.

The 'original way' to post petty cash is where you post it directly on the End-of-Day (EOD) screen Option 1 Post Deposits Screen off the End of Day Menu, see Figure 15-10.

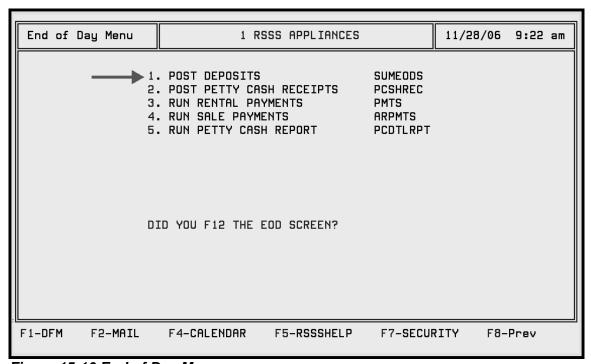


Figure 15-10 End of Day Menu

The detail petty cash indicator within Control Maintenance (CTRLMNT) is set to N for no detail to post the 'original way', see Figure 15-11.

```
Control Maint
                                                                      11/28/06
Subtract Rent Contract: 1 Trans Inv In INVMNT: Y Next Cust#-All Sys: 10012234
Operating System Using: X #Mths/Wks Used For Dep: 18 Next R/S Ticket #: 10040883
  Force Pmt Form In RP: Y Pending ChgOff type: P
                                                        Chg Demo Loc:
  Deliver Status O Inv: Y
                             Next T/P Serial#:
                                                    50143 Color/Fabric: Y
Last Movie Title Nbr:
                            O Movie Store Pricing Indr: 1 Movie Serial# Indr: S
Last Movie Serial#:
                            1 Permit Tax Cng: Y
                                                    Enter Security Time: 180
Use Movie Title Desc File: N Force:Security/A Mgr: Y N Print AR Receivable: S
Home Office Machine #:
                             STRIP/MERGE CONTROL PARAMETERS Use EOD Process: Y
                         1
 Computer Machine Nbr:
                        1 Strip/Merge Comments: N
                                                     Strip/Merge Movie Custs: N
Strip/Merge Transfers: Y
                             Strip/Merge Mtick: N Update Mtick Ticket Table: N
                            Merge Control Indr: B
   Strip Control Indr:
                                                     Detail/Sum Mvpmts Strip: S
Detail Strip Inv Only:
                        N Updte? Cost: N Date: Y Last Date Strip Run: 5/29/98
                        N Inc Fore Write Off %:24
    Depreciation File:
                                                    X,Y,Z Accts to Remotes: Y
ProRate Straight Line:
                                                      Leftover F7 Amts in RP: N
                             Chargeoffs as RTO: N
Cnt Sale: N Add Fees: Y Ins Type:
                                    SUMMARY CONTROL
                                                       Subt EB: Y Prt MV Rec: N
Count Late As: 2 Projection Factor:
                                      4.33 Sum By Salesman: 1 Today Overdue: N
CntMV NCntAR YCntPnd Y Subtract Petty Cash 2 Fiscal Yr: 1/01/05 Excld:
         MCost 1 RTO TP Inv N Det PCsh N Min PCde 1 Exclude InvCounts:
               Using detailed petty cash receipt system--Y or N
 F5-Help
                     F8-Backout
                                             F9-Update
                                                                    F10-Exit
```

Figure 15-11 Control Maintenance Petty Cash Indicator

Once you get into your Option 1 Post Deposits Screen off the End of Day Menu to do your summary end-of-day process and post your petty cash receipts, you will do your actual postings within this screen (with security authorization to do so) 'in' the petty cash detail fields on this screen, see Figure 15-12. Once your have completed your detail petty cash entries and are ready to post for your end of day process, press the F9 key to complete the update process.

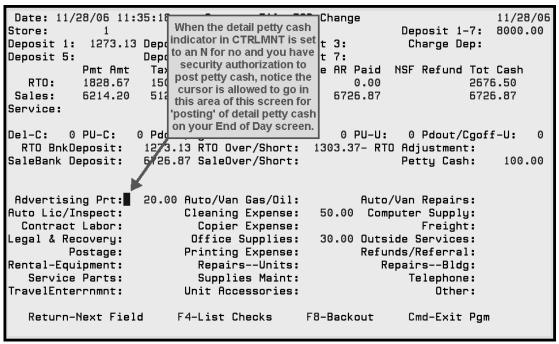


Figure 15-12 Summary File EOD Change Screen for posting detail petty cash

The 'enhanced version' to post petty cash is where you use Option 2 Post Petty Cash Receipts off of the End of Day Menu, see Figure 15-13.

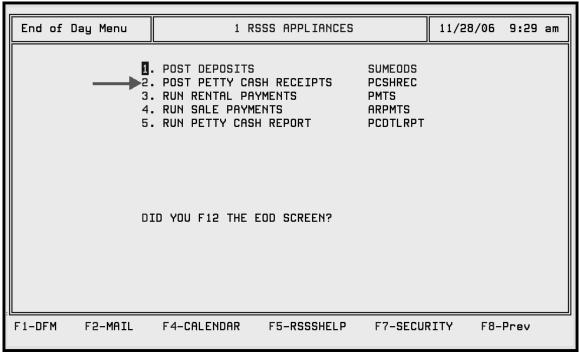


Figure 15-13 End of Day Menu

The detail petty cash indicator within Control Maintenance (CTRLMNT) needs to be set to Y for yes to post the 'enhanced version', see Figure 15-14.

```
Control Maint
                                                                                              11/28/06
Subtract Rent Contract: 1 Trans Inv In INVMNT: Y Next Cust#-All Sys: 10012234
Operating System Using: X #Mths/Wks Used For Dep: 18 Next R/S Ticket #: 10040883
   Force Pmt Form In RP: Y Pending ChgOff type: P
                                                                         Chg Demo Loc:
                                      Next T/P Serial#:
   Deliver Status O Inv: Y
                                                                      50143 Color/Fabric: Y
Last Movie Title Nbr: 0 Movie Store Pricing Indr: 1 Movie Serial# Indr: S
Last Movie Serial#: 1 Permit Tax Cng: Y Enter Security Time: 180
Use Movie Title Desc File: N Force:Security/A Mgr: Y N Print AR Receivable: S
Home Office Machine #: 1 STRIP/MERGE CONTROL PARAMETERS Use EOD Process: Y
Computer Machine Nbr: 1 36, 12, ....

Strip/Merge Transfers: Y Strip/Merge Mtick: N upuace ...

Strip Control Indr: B Merge Control Indr: B Detail/Sum Mvpmts Strip: 5

Detail Strip Inv Only: N Updte? Cost: N Date: Y Last Date Strip Run: 5/29/98

Depreciation File: N Inc Fore Write Off %:24 X,Y,Z Accts to Remotes: Y

Cost FR: Y Prt MV Rec: N
Cnt Sale: N Add Fees: Y Ins Type:
Count Late As: 2 Projection Factor:
                                                    4.33 Sum By Salesman: 1 Today Overdue: N
CntMU NCntAR YCntPnd Y Subtract Pettu Cash 2 Fiscal Yr: 1/01/05 Excld:
             MCost 1 RTO TP Inv N Det PCsh M Min PCde 1 Exclude InvCounts:
                    Using detailed petty cash receipt system--Y or N
                                                                                           F10-Exit
  F5-Help
                             F8-Backout
                                                             F9-Update
```

Figure 15-14 Control Maintenance Pretty Cash Indicator set to Y for yes

The Option 2 Post Petty Cash Receipts screen appears in Figure 15-15.

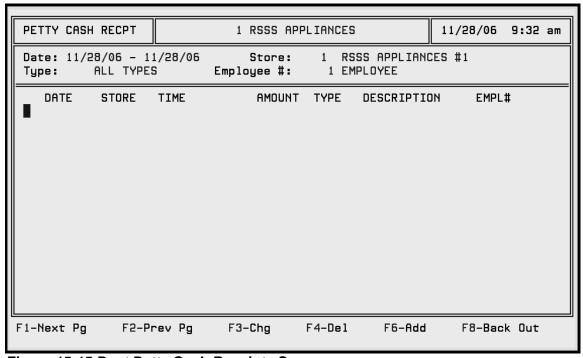


Figure 15-15 Post Petty Cash Receipts Screen

The 'heading' section shows date, store, type and employee #. In Figure 15-16, the cursor is resting on the DATE prompt. Notice the F3-Chg, F4-Del and F6-Add function keys at the bottom of the screen. There is security related to doing each of these functions.

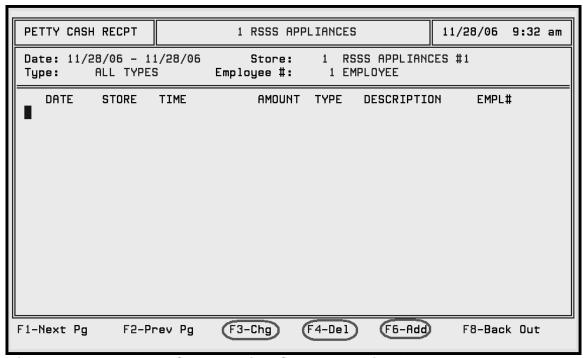


Figure 15-16 Post Petty Cash Receipts Screen Function Keys

To add an entry to this screen, press the F6 key to add, see Figure 15-17. You must have security authorization to do these options.

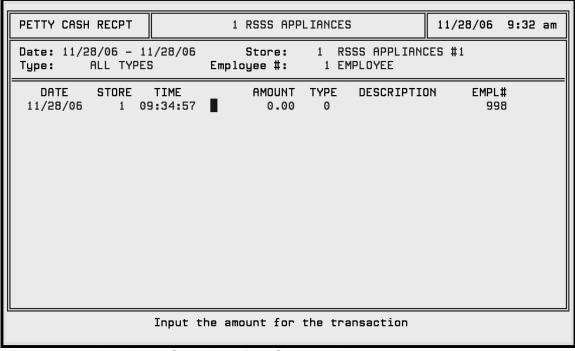


Figure 15-17 Post Petty Cash Receipts Screen - F6 to Add

Enter the amount and press the END key. The cursor will advance over to the Type field. If you do not know the types, press the ENTER key and a pop-up window with selections will appear. Highlight the type in the pop-up window and press the ENTER

key. Enter the employee number or press the ENTER key. This places the entry on the screen. If you need to add more, press the F6 to add additional items. Press the F8 key to back out when you are done.

In Figure 15-18, four petty cash detail items have been added.

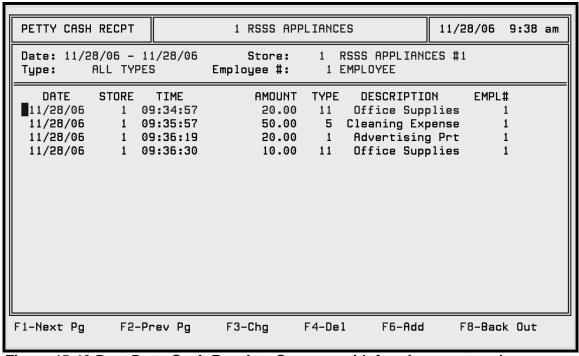


Figure 15-18 Post Petty Cash Receipts Screen – with four items entered

If you need to change any petty cash detail items on this screen, highlight the item using your arrow keys on your keyboard and press the F3 to change function key. Make your changes to the item.

If you need to delete an item, highlight the item and press the F4 function key to delete that item. If you want to delete this detail petty cash item, type Y for yes to delete the record at the question prompt. See Figure 15-19.

PETTY CASH RECPT	1 RSSS APP	11/28/06 9:38 am	
Date: 11/28/06 - 11 Type: ALL TYPES			CES #1
DATE STORE 11/28/06 1 09 11/28/06 1 09 11/28/06 1 09 11/28/06 1 09	9:36:19 20.00	1 Advertising	plies 1 pense 1 p Prt 1
	Are you sure you w	ant to delete reco	ord? N

Figure 15-19 Post Petty Cash Receipts Screen – F4 to Delete

When you have completed entering your detail petty cash items on the screen for that particular day, press the F8 key twice to back out to your EOD Menu. Select Option 1 Post Your Deposit. The detail petty cash items will appear on this screen after you have 'CALCULATED TODAY'S PAYMENTS = Y" for that particular day, see Figure 15-20. The office supplies had two detail items totaling \$30 (see Figure 15-19 for petty cash detail line items) in total petty cash for that type.

```
Date: 11/28/06 11:46:13
                             Summary File EOD Change
                                                                         11/28/06
Store:
                                                           Deposit 1-7:
                                                                         9403.37
            1273.13 Deposit 2: 6726.87 Deposit 3: 1403.37 Charge Dep:
Deposit 1:
                    Deposit 6:
Deposit 5:
                                        Deposit 7:
                               Misc Receivable AR Paid NSF Refund Tot Cash
           Pmt Amt
                     Tax Amt
   RTO:
           1828.67
                     150.87 702.36
                                                   0.00
                                                                     2676.50
                                         5.40-
           6214.20
                                                                     6726.87
 Sales:
                     512.67
                               0.00
                                      6726.87- 6726.87
Service:
                               0.00
                                                 0 PU-U:
         0 PU-C: 0 Pdout/Cgoff-C:
                                      0 Del-U:
                                                            0 Pdout/Cgoff-U:
                                                                               0
  RTO BnkDeposit: 2676.50 RTO Over/Short: 100.00 RTO Adjustment:
SaleBank Deposit:
                    6726.87 SaleOver/Short:
                                                           Petty Cash:
                                                                          100.00
 Advertising Prt: 20.00 Auto/Van Gas/Oil:
                                                     Auto/Van Repairs:
Auto Lic/Inspect:
                          Cleaning Expense:
                                              50.00 Computer Supply:
                           Copier Expense: Freight: Office Supplies: 30.00 Outside Services:
  Contract Labor:
Legal & Recovery:
                          Printing Expense:
                                                    Refunds/Referral:
         Postage:
Rental-Equipment:
                            Repairs--Units:
                                                        Repairs--Bldg:
   Service Parts:
                                                            Telephone:
                            Supplies Maint:
TravelEnterrnmnt:
                          Unit Accessories:
                                                                Other:
   Return-Next Field
                         F4-List Checks
                                            F8-Backout
                                                            Cmd-Exit Pgm
```

Figure 15-20 EOD Screen where petty cash detail will appear