

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.

Summary File EOD Change	332	11/28/06
Calculate Today's Payments: N For Date: 11/28/06		
Enter an 'N','Y', 'A' (AR Snapshot), or 'S'(RTO Snapshot)		

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.

Summary File Store EOD Maintenance		332	11/28/06
Store:	<input type="checkbox"/> 1	Date:	11/28/06

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

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: 1		Deposit 1-7: 8000.00			
Deposit 1: 1273.13		Deposit 2: 6726.87		Deposit 3:	
Deposit 5:		Deposit 6:		Deposit 7:	
Pmt Amt	Tax Amt	Misc	Receivable	AR Paid	NSF Refund Tot Cash
RT0: 1828.67	150.87	702.36	5.40-	0.00	2676.50
Sales: 6214.20	512.67	0.00	6726.87-	6726.87	6726.87
Service:		0.00			
Del-C: 0 PU-C: 0 Pdout/Cgoff-C: 0 Del-U: 0 PU-U: 0 Pdout/Cgoff-U: 0					
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:	
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:	
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
Store: 1
Deposit 1: 1273.13 Deposit 2: 6726.87 Deposit 3:
Deposit 5: Deposit 6: 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
Sales: 6214.20  512.67   0.00  6726.87-  6726.87          6726.87
Service:                0.00

Del-C: 0 PU-C: 0 Pdout/Cgoff-C: 0 Del-U: 0 PU-U: 0 Pdout/Cgoff-U: 0
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:
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:
TravelEnterrmnt: Unit Accessories: Other:
Enter Daily Deposit 1
Return-Next Field F4-List Checks F6-List PC Dtl 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 STORE 1 ON 11/28/06						
CUST NBR	CUST LAST NAME	CHK NBR	TICKET NO	CHK AMOUNT	TYPE	STAT
2001618	AARON	1111	2001618	29.90	F	N
2001618	AARON	1111	10040785	151.73	O	N
2002420	ADAMS	26	10040887	517.54	S	N
3005026	ADAMS	26	10040885	562.89	S	N
3001116	ANDREWS	2222	10030564	462.11	O	N
3001116	ANDREWS	3333	10030564	424.64	O	N
3001116	ANDREWS	4444	10030564	30.20	O	N
3001116	ANDREWS	4444	10039356	63.56	O	N
10010563	JACKSON	26	10040895	214.44	S	N
END OF FILE: F2-Previous Page F8-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 Dollars/Percent:	0.00 /	0.00	
Cash Sales:	6,214.20	GP Dollars/Percent:	6,199.25 /	99.75	
Install Pmts:	0.00				
Down Pmts:	0.00	Down Payment Percent:	0.00		
Interest Paid:	0.00				
Misc AR Fees:	0.00				
Contracts					

New:	0	Overdue 1-7:	0		
Refund/Cancel:	0	Overdue 8-18:	0		
Repossessions:	0	Overdue 19-42:	0		
Charge Offs:	0	Overdue 43+:	7		
Paid In Full:	0	Legal:	0		
+/- Day:	0	Open %:	0.00		
+/- Week:	6	Current %:	87.50		
+/- Month:	6				
Ending:	6				
Delinquency					

Press Return To Continue					
Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm					

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 11:34:01		RTO Store: 1 Snapshot		332	11/28/06
Revenues			Delinquency		
-----			-----		
Rental Revenue:	1,828.67	Overdue 1-7:	0		
Fees:	702.36	Overdue 8-14:	0		
RTO Receivable:	5.40-	Overdue 15-30:	1		
NSF Amt:	0.00	Overdue 30+:	302		
Sales Tax:	150.87	Delinquency %			
	-----	Open:	0.00		
Total:	2,676.50	Now:	98.06		
BOR/AOR	Units	Agreements	Type	Limit/MTD Used	
-----	-----	-----	-----	-----	
Deliveries:	0	0	Discounts	50.00 /	100.00
Pick Ups:	0	0	Promotions	50.00 /	100.00
Paid Outs:	0	0	Deferrals	50.00 /	100.00
Chargeoffs:	0	0			
Gain or Loss:	0	0			
Ending BOR/AOR:	406	309			
Press Return To Continue					
Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit 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.

End of Day Menu	1 RSSS APPLIANCES	11/28/06 9:22 am
<p>→ 1. POST DEPOSITS SUMEODS</p> <p>2. POST PETTY CASH RECEIPTS PCSHREC</p> <p>3. RUN RENTAL PAYMENTS PMTS</p> <p>4. RUN SALE PAYMENTS ARPMTS</p> <p>5. RUN PETTY CASH REPORT PCDTLRPT</p>		
DID YOU F12 THE EOD SCREEN?		
F1-DFM	F2-MAIL	F4-CALENDAR
F5-RSSSHELP	F7-SECURITY	F8-Prev

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 INUMNT: 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: Y
Deliver Status 0 Inv: Y	Next T/P Serial#: 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	Strip/Merge Comments: N	Strip/Merge Movie Custs: N
Strip/Merge Transfers: Y	Strip/Merge Mtick: N	Update Mtick Ticket Table: N
Strip Control Indr: B	Merge Control Indr: B	Detail/Sum Mvpmts Strip: S
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
ProRate Straight Line:	Chargeoffs as RTO: N	Leftover F7 Amts in RP: 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
Excl: SSale	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.

Date: 11/28/06 11:35:18	Change	11/28/06
Store: 1	Deposit 1-7: 8000.00	
Deposit 1: 1273.13	Charge Dep:	
Deposit 5:		
Pmt Amt	Tax	
RT0: 1828.67	150	
Sales: 6214.20	512	
Service:		
Del-C: 0 PU-C: 0 Pdc	0 PU-U: 0 Pdc	0 Pdc
RT0 BnkDeposit: 1273.13	RT0 Over/Short: 1303.37	RT0 Adjustment:
SaleBank Deposit: 6726.87	SaleOver/Short:	Petty Cash: 100.00
Advertising Pmt: 20.00	Auto/Van Gas/Oil:	Auto/Van Repairs:
Auto Lic/Inspect:	Cleaning Expense: 50.00	Computer Supply:
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:
Return-Next Field	F4-List Checks	F8-Backout
		Cmd-Exit Pgm

When the detail petty cash indicator in CTRLMNT is set to an N for no and you have security authorization to post petty cash, notice the cursor is allowed to go in this area of this screen for 'posting' of detail petty cash on your End of Day screen.

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.

End of Day Menu	1 RSSS APPLIANCES	11/28/06 9:29 am
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1. POST DEPOSITS	SUMEODS
→ 2. POST PETTY CASH RECEIPTS	PCSHREC
3. RUN RENTAL PAYMENTS	PMTS
4. RUN SALE PAYMENTS	ARPMTS
5. RUN PETTY CASH REPORT	PCDTLRPT

DID YOU F12 THE EOD SCREEN?

F1-DFM	F2-MAIL	F4-CALENDAR	F5-RSSSHELP	F7-SECURITY	F8-Prev
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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
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Subtract Rent Contract: 1 Trans Inv In INUMNT: 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: Y
 Deliver Status 0 Inv: Y Next T/P Serial#: 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 Strip/Merge Comments: N Strip/Merge Movie Custs: N
 Strip/Merge Transfers: Y Strip/Merge Mtick: N Update Mtick Ticket Table: N
 Strip Control Indr: B Merge Control Indr: B Detail/Sum Mvpmts Strip: S
 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
 ProRate Straight Line: Chargeoffs as RTO: N Leftover F7 Amts in RP: 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 Exclcd:
 SSale MCost 1 RTO TP Inv N Det PCsh Y Min PCde 1 Exclude InvCounts:
 Using detailed petty cash receipt system--Y or N

F5-Help	F8-Backout	F9-Update	F10-Exit
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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.

PETTY CASH RECPT	1 RSSS APPLIANCES	11/28/06 9:32 am				
Date:	11/28/06 - 11/28/06	Store:	1	RSSS APPLIANCES #1		
Type:	ALL TYPES	Employee #:	1	EMPLOYEE		
DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#
F1-Next Pg	F2-Prev Pg	F3-Chg	F4-Del	F6-Add	F8-Back Out	

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.

PETTY CASH RECPT	1 RSSS APPLIANCES	11/28/06 9:32 am				
Date: 11/28/06 - 11/28/06 Store: 1 RSSS APPLIANCES #1 Type: ALL TYPES Employee #: 1 EMPLOYEE						
DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#
<div style="border: 1px solid black; height: 15px; width: 10px; margin-left: 5px;"></div>						
F1-Next Pg F2-Prev Pg F3-Chg F4-De1 F6-Add F8-Back Out						

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.

PETTY CASH RECPT	1 RSSS APPLIANCES	11/28/06 9:32 am				
Date: 11/28/06 - 11/28/06 Store: 1 RSSS APPLIANCES #1 Type: ALL TYPES Employee #: 1 EMPLOYEE						
DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#
11/28/06	1	09:34:57	0.00	0		998
<div style="border: 1px solid black; height: 15px; width: 10px; margin-left: 5px;"></div>						
Input the amount for the transaction						

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.

PETTY CASH RECPT		1 RSSS APPLIANCES		11/28/06 9:38 am		
Date: 11/28/06 - 11/28/06		Store: 1 RSSS APPLIANCES #1				
Type: ALL TYPES		Employee #: 1 EMPLOYEE				
DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#
11/28/06	1	09:34:57	20.00	11	Office Supplies	1
11/28/06	1	09:35:57	50.00	5	Cleaning Expense	1
11/28/06	1	09:36:19	20.00	1	Advertising Prt	1
11/28/06	1	09:36:30	10.00	11	Office Supplies	1
F1-Next Pg F2-Prev Pg F3-Chg F4-De1 F6-Add F8-Back Out						

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 APPLIANCES		11/28/06 9:38 am		
Date: 11/28/06 - 11/28/06		Store: 1 RSSS APPLIANCES #1				
Type: ALL TYPES		Employee #: 1 EMPLOYEE				
DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#
11/28/06	1	09:34:57	20.00	11	Office Supplies	1
11/28/06	1	09:35:57	50.00	5	Cleaning Expense	1
11/28/06	1	09:36:19	20.00	1	Advertising Prt	1
11/28/06	1	09:36:30	10.00	11	Office Supplies	1
Are you sure you want to delete record? <input type="checkbox"/>						

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: 1		Deposit 1-7: 9403.37																											
Deposit 1: 1273.13		Deposit 2: 6726.87		Deposit 3: 1403.37																									
Deposit 5:		Deposit 6:		Deposit 7:																									
Pmt Amt	Tax Amt	Misc	Receivable	AR Paid	NSF Refund Tot Cash																								
RTD: 1828.67	150.87	702.36	5.40-	0.00	2676.50																								
Sales: 6214.20	512.67	0.00	6726.87-	6726.87	6726.87																								
Service:		0.00																											
Del-C: 0 PU-C: 0 Pdout/Cgoff-C: 0 Del-U: 0 PU-U: 0 Pdout/Cgoff-U: 0																													
RTD BnkDeposit: 2676.50 RTD Over/Short: 100.00 RTD Adjustment:																													
SaleBank Deposit: 6726.87 SaleOver/Short: Petty Cash: 100.00																													
<div style="border: 1px solid black; padding: 5px;"> <table> <tbody> <tr> <td>Advertising Prt: 20.00</td> <td>Auto/Van Gas/Oil:</td> <td>Auto/Van Repairs:</td> </tr> <tr> <td>Auto Lic/Inspect:</td> <td>Cleaning Expense: 50.00</td> <td>Computer Supply:</td> </tr> <tr> <td>Contract Labor:</td> <td>Copier Expense:</td> <td>Freight:</td> </tr> <tr> <td>Legal & Recovery:</td> <td>Office Supplies: 30.00</td> <td>Outside Services:</td> </tr> <tr> <td>Postage:</td> <td>Printing Expense:</td> <td>Refunds/Referral:</td> </tr> <tr> <td>Rental-Equipment:</td> <td>Repairs--Units:</td> <td>Repairs--Bldg:</td> </tr> <tr> <td>Service Parts:</td> <td>Supplies Maint:</td> <td>Telephone:</td> </tr> <tr> <td>TravelEnterrnmnt:</td> <td>Unit Accessories:</td> <td>Other:</td> </tr> </tbody> </table> </div>						Advertising Prt: 20.00	Auto/Van Gas/Oil:	Auto/Van Repairs:	Auto Lic/Inspect:	Cleaning Expense: 50.00	Computer Supply:	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:
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Service Parts:	Supplies Maint:	Telephone:																											
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