21st Century Programming
Custom Software Solutions for the Recycling Industry
1051 E. Wardlow Road • Long Beach, CA 90807 • (562) 981-1030/FAX (562) 981-1040

Public Admin Functions

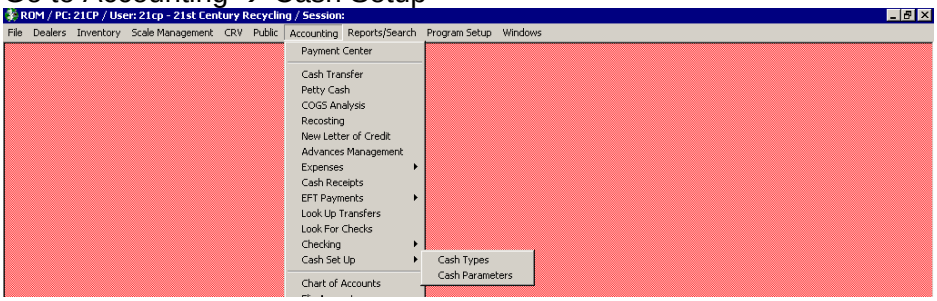
Name: _____

Cash Management

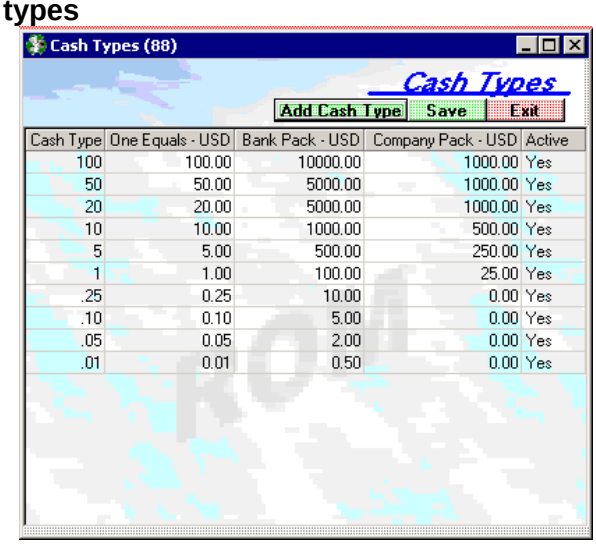
The cash management section of ROM is where you set up the parameters the system needs to automatically calculate the math. This is where you set up everything that has to do with cash and your checking accounts. In the following lesson you will learn how to make cash transfers, set up checking accounts, and balance your cash drawer.

Cash Set up

Go to Accounting → Cash Setup



Cash types



Cash Type	One Equals - USD	Bank Pack - USD	Company Pack - USD	Active
100	100.00	10000.00	1000.00	Yes
50	50.00	5000.00	1000.00	Yes
20	20.00	5000.00	1000.00	Yes
10	10.00	1000.00	500.00	Yes
5	5.00	500.00	250.00	Yes
1	1.00	100.00	25.00	Yes
.25	0.25	10.00	0.00	Yes
.10	0.10	5.00	0.00	Yes
.05	0.05	2.00	0.00	Yes
.01	0.01	0.50	0.00	Yes

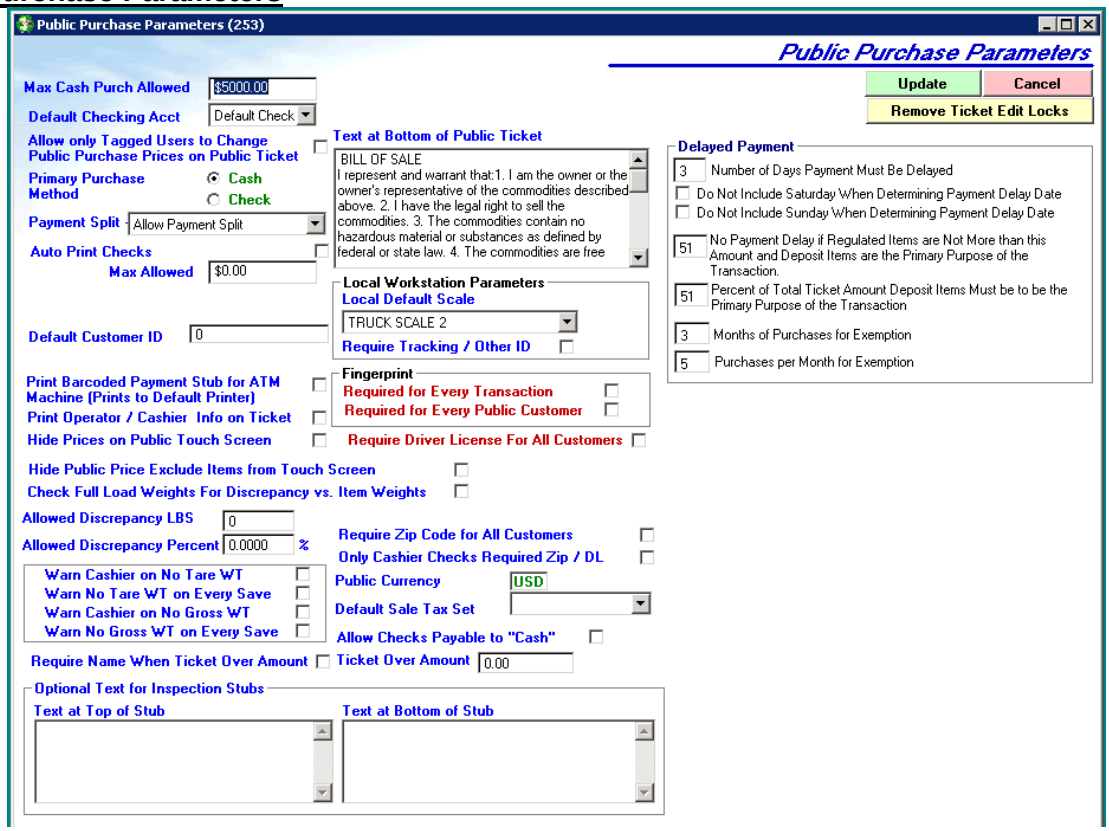
- This screen allows you to set up the screen for cash transfers. This reflects the money amount of a single currency, a bank roll and a company bundle.

For example, five dollar bills (cash type- 5) taken from the screen above. A single bill equals $5. A bank pack equals $500 and a company pack will equal $250.

To add a new cash type to this list:

- Click “Add Cash Type”
- A new line will appear at the bottom of the list, where you type the information in
- When you are finished adding an item, click “Save”
- To close the screen, click “Exit”

Public Purchase Parameters



- Maximum Cash Purch Allowed- This is the limit for a cash transaction. Transactions over this limit will print only a stub. You will have to open the ticket and write a check to finish processing the transaction or get a manager to process the ticket.
    - There is also a user setting independent of this that limits how much a specific user can pay in one transaction.
- Default Checking Acct- When printing checks for Public Purchases, the system will default to this checking account. If "Auto Print Checks" is turned on, this is the account that will be used, automatically.
- Allow only Tagged Users to Change Public Purchase Prices on Public Ticket- Check to allow only tagged users to change Public Purchase Prices on Public Tickets
- Primary Purchase Method- This allows you to select whether cash or checks will be used as the primary payment method. Please note that if you select Cash, you will still be able to write checks.
- Payment Split- Allow Payment Split, or Force Split Pay Into Cash, or Force Split Pay Into Check
- Auto Print Checks- This automatically prints a check at the close of a public transaction. If you do not select this option, the user will be prompted to confirm the check account, who the check is being written to, and the amount prior to printing the check.
- Max Allowed- Max amount allowed for a check
- Default Customer ID- When starting a purchase ticket, the system will use this default customer. This should be a Generic customer.
- Print barcoded payment stub for ATM machine- This places a barcode on the bottom of the final purchase ticket. This barcode will have special codes imbedded in it so that ATM machine will only pay the amount once. Requires the ATM module.

- Print operator/cashier onto ticket- This includes an identification of the operator/ cashier. The Operator is the user who weighed the material in, and the cashier is designated as the person who printed the final purchase ticket and paid the customer.
- Allow Discrepancy LBS/ Percent- Amount of discrepancy to allow on…
- No Tare Weight- Warn Cashier/on Every Save- ROM will warn user if a ticket has no Tare weight according to these parameters.
- Require Name When Ticket Over Amount- Specify if ROM should require a customer name when a ticket is over the specified amount.
- Optional Text for Inspection Stubs-
    - Text at Top of Inspection Stub- ROM has the ability to print Inspection Stubs for tracking customers while they are in the yard, before their scale ticket or public purchase ticket is complete. Enter the text that you want to appear at the top of the inspection stub here.
    - Text at Bottom of Inspection Stub- Enter the text that you want to appear at the bottom of the Inspection Stub. For example, Contamination Types, Grading Information, etc
- Text at Bottom of Public Ticket- This is the text that appears at the bottom of the final purchase ticket. This can be used for disclaimers, coupons, etc.
- Local Default Scale- This setting is Workstation Specific. If the workstation is not tied to a scale, this setting will be used to designate which scale the material was weighed on and the decimal places to display.
- Require Tracking or other ID- Other ID is a field that can be used internally for tracking additional information. It can use different information, such as driver's license, car license plate, or secondary certified weight ticket. If you check this box, the user will be required to make an entry in the Other ID field on the Public Purchase Ticket.
- Fingerprint- Specify when to require a fingerprint scan
- Require Driver License for All Customer- Specify if a Driver's License should be required for every customer.
- Require Zip Code for All Customers- Specify if a Zip Code should be required for every customer.
- Only Cashier Checks Required Zip / DL-
- Public Currency- Specifies the currencies used for pubic transactions.
- Default Sale Tax Set- Default Sales Tax set.
- Allow Checks Payable to Cash- Indicate if Checks can be issued Payable To "Cash".
- Delayed Payment- Define parameters for Delayed Payments for tickets with Regulated Items.
- Buttons-
    - Update- This allows the new information or changes that you have made to this screen to be saved. The user will need to log off and then on again, to see changes at the scales.
    - Cancel- Close screen.
    - Remove Ticket Edit Locks- If a ticket shows that it is being edited at a workstation, but that workstation does not have the ticket open, click this button to enter the ticket number and remove the Edit Lock from that ticket. One common scenario were a ticket saying it is being edited when it's not is if that workstation had that ticket open and they lost power somehow while the ticket was open.
    - Legal Statements- Record Legal Statements here.

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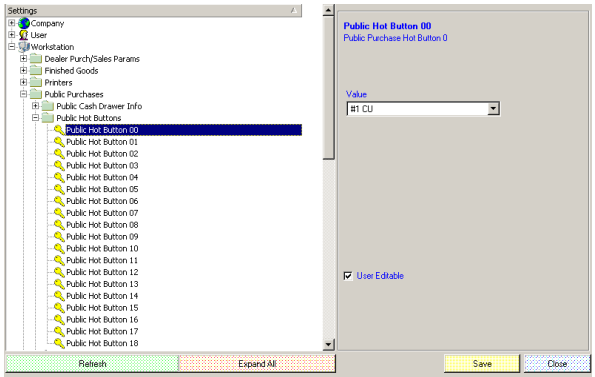
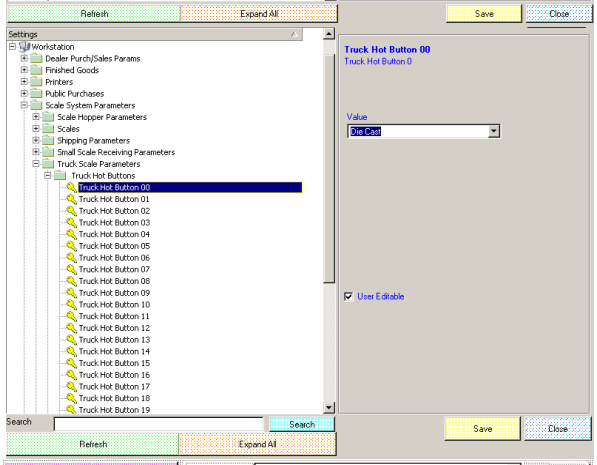
Public Purchase Hot buttons

There are a total of 40 hot buttons to be used for quick entry of the most commonly weighed inventory items. There can be a different set of hot buttons for each workstation.

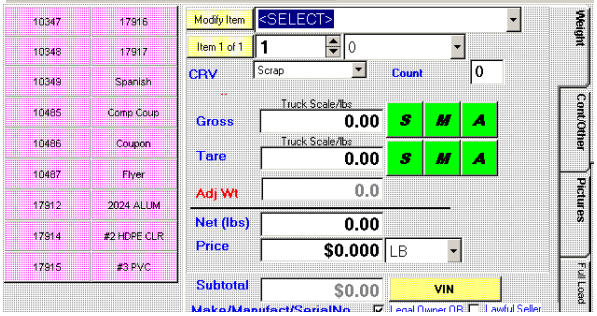
1. To setup Public Purchase Hot buttons, go to the "Program Setup" → "General Settings".
2. Expand Workstation → Public Purchases →Public Hot Buttons
3. Select the setting for each Hot Button and select an inventory item from the dropdown on the right.



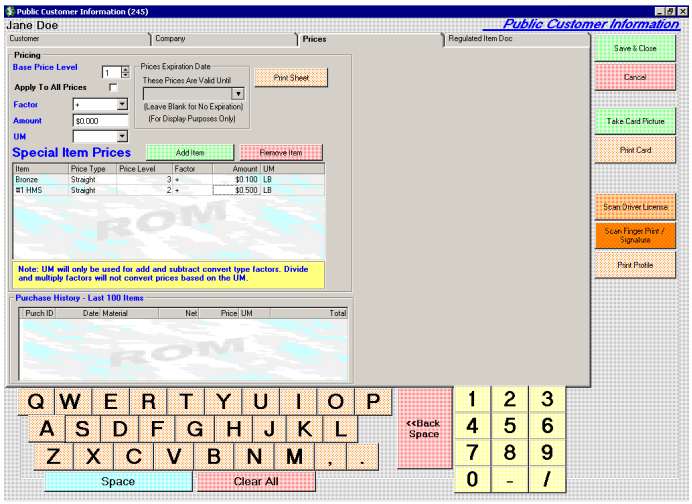
4. To seup the secondary hot buttons, go to "Program Setup" → "General Settings".
5. Expand Workstation → Scale System Parameters → Truck Scale Parameters → Truck Hot Buttons



6. These hot buttons will appear on the purchase ticket, once you log off the ROM system and then log back on



Special Pricing

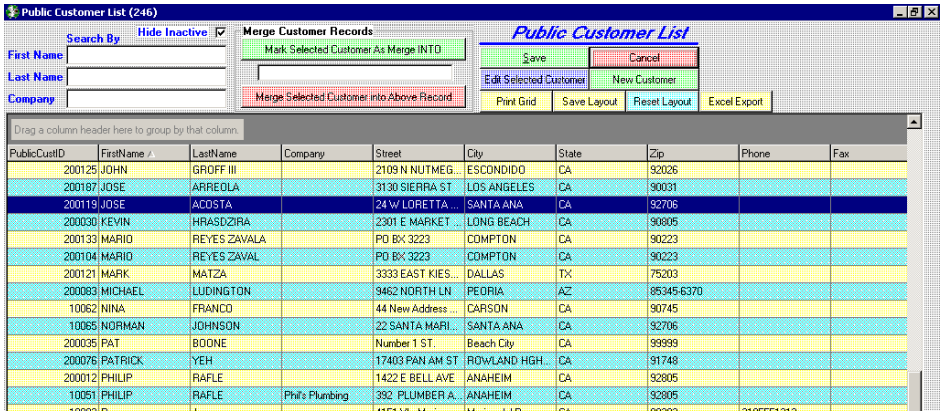


1. Click on “Add Item” under “Special Item Prices”
   a. Special Pricing doesn’t take affect until customer is selected.
   b. Prices Expiration Date: When special prices expire, pricing will return to standard level pricing.
2. Enter the item’s price type, level, factor, amount and unit of measure.
   a. Select item from the drop down list
   b. Select Price Type:
   c. If Straight is selected, the only other fields needed will be the Amount and UM (Unit of Measure)
   d. If Formula is selected then the Price, Level Factor, Amount and UM is filled
   e. Price Expiration date can also be selected by using Calendar dropdown. If this is used, and the customer does not deliver by die date the price is reverted to the Base Price Level.
   f. Click “Save & Close”.

When this customer is selected then the special pricing will show on the items that are on the special pricing list. If the customer brings an item not on the list the system will use the customers’ Base Price Level.

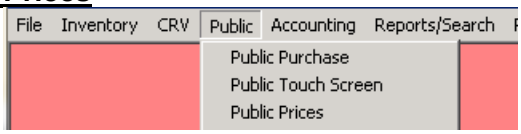
Public Customer List

1. Select Public → Public Customer List
2. Search for customer by First Name, Last Name, or Company.
   a. Hide Inactive- Mark wether or not you want to include inactive customers in this list

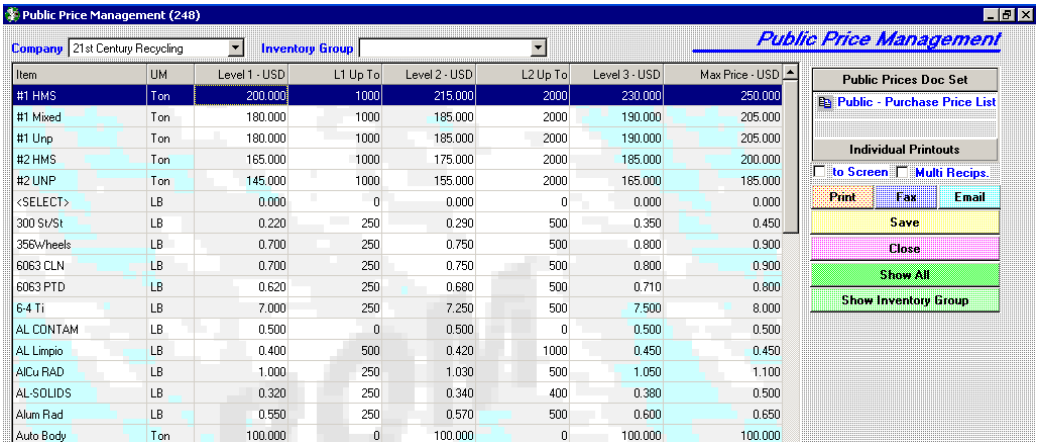


3. Buttons-
   a. Save - Save changes to customer
   b. Edit Selected Customer - Opens the selected customer's profile
   c. Cancel - Cancel changes. Exit screen.
   d. New Customer - Create a new customer. Opens blank profile
      i. 'Customer tab'- Complete all applicable fields or Scan Driver's License. (Required fields are determined in Public Purchase Params)
      ii. 'Company tab' - Specify if customer is part of a Company. NOTE: This tab also has the option to attach documents that you have on your computer that may be related to this customer.
      iii. 'Prices tab' - Click on "Add Item" under "Special Item Prices". Enter the item's price type, level, factor, amount and unit of measure. Once the item is added in ROM, the special price needs to be added manually by the cashier. Click "Save & Close".
   e. Print Grid - Prints customer info based on what customers are currently displayed in the grid
   f. Save Layout - Column headers can be rearranged by dragging and dropping them in the desired order and 1 column can be moved to the top for group sorting. Save layout will save the current layout.
   g. Reset Layout - Columns and grouping will reset to the default
   h. Excel Export - Saves customer list as an excel document
      i. Merge Customer Records - If a duplicate customer is create two customers and be merged into one.
      ii. Mark Selected Customer As Merge INTO- Select the customer that you want to keep and click this button. The name of the customer will appear in the box below this button
      iii. Merge Selected Customer into Above Record- Select the customer that you want to merge with the above mentioned customer.

Public Prices



1. Public- Public Prices



2. For each line item enter:
   - The unit of measure
   - The level 1 price and “Up to” in terms of the selected unit of measure
   - The level 2 price and “Up to” in terms of the selected unit of measure
   - The level 3 price
   - The maximum buying price – if set at Zero, there is no Max Price

Note: The list can be sorted by selecting the “Inventory Group” and clicking on “Show Inventory Group”.

4. Once complete, click on “Save” and “Close”