



# 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 Cashier Functions

Name: \_\_\_\_\_



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## Opening the Cash Drawer

- 1) From the Main Menu, go to Accounting → Cash Transfer
- 2) Cash Transfer screen opens.

- 3) In the "Transfer Date/Time" fields, enter the date and time that the money is being transferred.
- 4) In the "Taking Money From" drop-down, select the source of the money being transferred (usually a main safe)
- 5) In the "Putting Money Into" drop-down, select the cash drawer which is receiving money.
- 6) In the "Transfer Type" drop-down, select a transfer type. For opening transfers, this is usually "Opening Balance"
- 7) User passwords may be required for authorization and security. If passwords are required, enter the username and password into the "Verification Password" fields.
- 8) Cash entered into ROM is sorted by denomination type (quarters, dimes, 1's, 5's, etc). Each denomination is shown in the entry grid.
- 9) For each denomination, the following can be entered
  - a. "Bank Packs"- These are bundles as given by the Bank. Usually 100 bills or coins.
  - b. "Co Packs" - These are internal packs of a fixed number of bills or coins.
  - c. "Loose" - These are individual bills or coins. Entering '1' means there is a single bill or coin for this denomination.
  - d. "Other" - Any other type or grouping for this denomination. This is entered in actual amount given.
- 10) Enter the bank, company, and loose amounts into the grid as the money is counted.
- 11) The total amount of cash entered is shown in the "Transfer total" field below the entry grid.
- 12) If the amounts entered and the total shown are correct, click the **Save** button to save this cash transfer.
- 13) When saving, system will prompt to print a cash transfer report. Press the 'Yes' button to print the transfer paperwork.
- 14) Opening Transfer is complete and cash has been transferred into the selected cash drawer.

**Transfer Date / Time** 2/18/2012 6:00:00 AM

**Taking Money From** Main Safe  
**Putting Money Into** Box #1  
**Transfer Type** Opening Balance

**Verification Password 1** 21CP  
**Verification Password 2** RA

All values are in USD currency

Money Type	Bank Packs	Co Packs	Loose	Other	Total
100's	0	0	3	0.00	300.00
50's	1	0	0	0.00	5,000.00
20's	0	0	4	0.00	80.00
10's	2	0	1	0.00	2,010.00
5's	2	0	15	0.00	1,075.00
1's	1	0	37	0.00	137.00
Quarters	2	0	14	0.00	23.50
Dimes	2	0	12	0.00	11.20
Nickels	2	0	17	0.00	4.85
Pennies	2	0	2	0.00	1.02

**Transfer Total** \$8,642.57

**Print Transfer Report**

Would you like to print a cash transfer report?



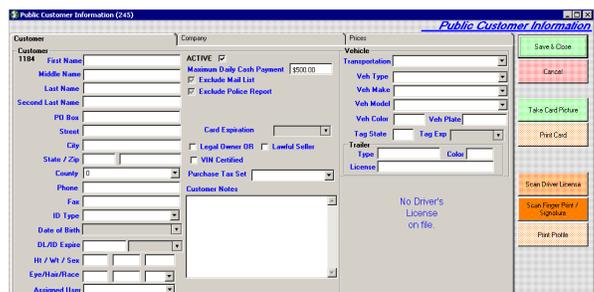
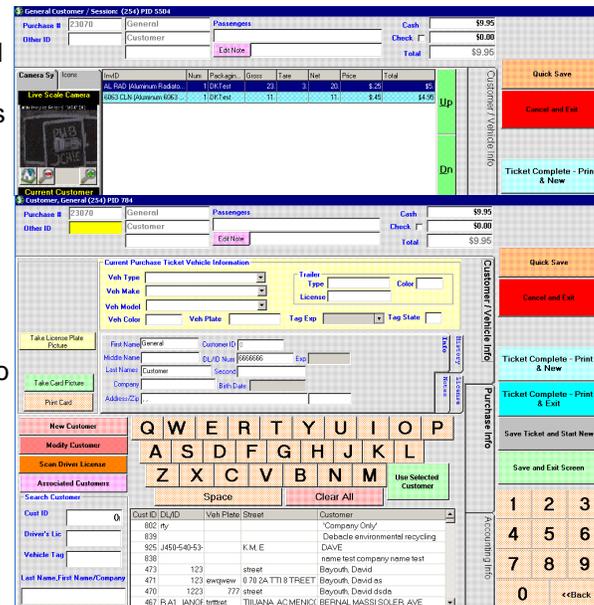
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## Paying Public Purchase Tickets

- Start at the Scale hopper screen. Hi-speed login will default here after logging in. All tickets awaiting payment or in process of being weighed will be displayed.
- Customer has weighed material and is ready to receive payment. Purchase Ticket (if not yet paid) will be visible in scale hopper. Will be marked as "Done" with a date and time indicating when it was completed.
- Ticket can be found and opened using one of the following methods:
  - Customer will provide a printed stub with a barcode. If available, use barcode scanner to scan barcode. Ticket will open automatically.
  - Select ticket in the scale hopper so it is selected, then click the **Open Selected Ticket** button. Ticket will open.
- When Purchase ticket is opened, customer items, weights, and prices will be shown. Verify that these match the printed stub (if provided) supplied by the customer.
- Customer name and ID may be required. To obtain, first click on the "Customer/Vehicle Info" tab to the right of the "Up" and "Dn" buttons.
- Current customer information will be displayed. Customer has not yet been selected so ticket shows "General Customer" as a default.
- Customer can be entered or selected using the following methods:
  - If this is a first time customer, new customer can be entered using the **New Customer** button. Proceed to step #8.
  - If a Driver's license Scanner is attached, customer's license can be scanned. Press the **Scan Driver License** button to activate DL scanner. Proceed to Step #10.
  - If customer already exists in ROM system, the 4 fields in the "Search Customer" box at bottom-left of screen can be used to search by name, DL number, license plate, or CustomerID. Customer list in bottom-middle will show filtered customers. If customer is found, select customer from list and press the **Use Selected Customer** to select customer. Proceed to step #15.
- If creating new customer, customer information screen will open.
- Customer information can be entered by keyboard or using the touchscreen keyboard. Driver's license scanner can be activated from this screen as well. To call DL scanner, press the **Scan Driver License** button.





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- 10) Driver's license Scanner screen will appear. Place Driver's license in scanner at this time.
- 11) Scanner system will capture image of license and attempt to read customer name, address, and other information. User can correct information if needed.
- 12) When DL information is confirmed correct, press the **Save & Close** button.

- 13) Information from license is populated to customer information screen.
- 14) If customer information is entered and correct, click the **Save & Close** button to return to Purchase ticket screen.
- 15) Customer has been selected for this Purchase ticket.

- 16) If all weights, items, prices, and customer information are obtained and verified, ticket is ready to be paid.
- 17) Payment can be issued in Cash, Check, or a combination. Use the 'Cash' and 'Check' fields to specify the payment amounts for each type.
- 18) To mark ticket as paid, use the following buttons:

- a. To pay this ticket and start a new ticket, use the **Ticket Complete - Print & New** button.
- b. To pay this ticket and return to scale hopper, press **Ticket Complete - Print & Exit**

- 19) If Cash Payment – Give cash and receipt
- 20) If an amount was entered **for Check or split pay** was selected - The "Check Writer" appears. Choose Account and verify Check Number, Date, and Amount. Click on **Save & Print** to issue check.
- 21) Click **Yes** for final confirmation before printing
- 22) The check prints.
- 23) If Fingerprint and/or Signature scanners are active, user will be prompted to collect signature and/or fingerprint from customer at this time.
- 24) Receipt will be printed and ticket is marked as paid at this time. Customer should be issued expected cash payment at this time. Check amount will be printed from ROM system on a check.
- 25) This ticket is now completed and paid. NO further changes can be made to it. The ticket is complete and removed from hopper



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## Public Purchase Ticket Search

1. Go to Report/Search → Search Grid and select “Public Purchase” in the grid on the left OR in the Public Touchscreen select “Open Scale Ticket By No.” → “Purchase Ticket search Grid”.
2. Use the filters to search for the Public Purchase Ticket. Click Search.
3. The tickets that meet your search criteria will show in the grid below. The column headers can be arranged to your preferences.
4. Double click on the line for the ticket to open that ticket on your screen.

Drag a column header here to group by that column.

Purch Date	Purch ID	First Name	Bus. ID	Last Name	Company	Item	Price	Cur	UM	Net Wt	Net UM	Total Amount	Dir. ID	Cash/D
5/17/2011	11117	21CP	1	CUSTOMER	21st Century Programming	Glass Admin	0.000000	USD	LB	15.0	LB	0.00		Drive

## Void or Edit a purchase ticket

1. Open ticket
2. Click “Accounting info” tab  
Click [Edit Ticket]
3. Edit purchase information
4. Or click [Void] (this cannot be undone)



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## Petty Cash

Note: This should come prior to closing the drawer.

### Taking Petty Cash Out

1. From the Main Menu, go to Accounting → Petty Cash.
2. Complete:
  - a. User Name
  - b. Password
  - c. Amount- Getting Petty cash is a POSITIVE dollar value
  - d. Reason
  - e. Cash Drawer
3. Click on “Save and Open Drawer”. Remove the money from the drawer.

Petty Cash (229) Petty Cash

User Name: 21cp  
Password: xxx  
Amount: \$25.00  
Reason: gloves  
Cash Drawer: Drawer 1

Save & Open Drawer  
Cancel

### Putting Petty Cash Into the Cashier drawer

1. Select Accounting- Petty Cash.
2. Complete:
  - a. User Name
  - b. Password
  - c. Amount- Returning the remainder of petty cash is a NEGATIVE dollar value
  - d. Reason
3. Click on “Save and Open Drawer”. Add the money to the drawer.

Petty Cash (229) Petty Cash

User Name: 21cp  
Password: xxx  
Amount: (\$5.00)  
Reason: Change for purchase of gloves  
Cash Drawer: Drawer 1

Save & Open Drawer  
Cancel

## Petty Cash Report

1. From the Main Menu, go to Report/Search → Report Master → Accounting Reports

Customer Credit Limits Summary  
Dealer Invoice Review  
Debit / Credit Memo History  
Debit Credit Memos by Account  
Deposit Analysis by Customer  
Estimated Margin With Public  
Expense Review Report  
Payment Journal  
Payments Journal - Daily Summary  
Payments Journal With Taxes  
Petty Cash Activity  
Profit Calcs - Scale Tickets  
Needling Calc  
Scale Tickets Daily

Filters

1) Date: Multiple Selection  
2) Cash Drawer: [Dropdown]  
3) User Name: [Dropdown]  
4) Reason For Activity: [Text Field]

Criteria:

2. Click on the “Petty Cash Activity” report from within the “Accounting Reports” folder.
3. Enter the report criteria.
4. Click on “Generate Report”. The “Petty Cash Activity” report is displayed



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## Closing the Cash Drawer

- 1) From the Main Menu, go to Accounting → Cash Transfer
- 2) Cash Transfer screen opens.
- 3) In the “Transfer Date/Time” fields, enter the date and time that the money is being transferred out.
- 4) In the “Taking Money From” drop-down, select the drawer which the money is being taken out of.
- 5) In the “Putting Money Into” drop-down, select where the money is being transferred to (usually a main safe or lockbox).
- 6) In the “Transfer Type” drop-down, select a transfer type. For Closing transfers, this is usually “Closing Balance”
- 7) User passwords may be required for authorization and security. If passwords are required, enter the username and password into the “Verification Password” fields.
- 8) Cash entered into ROM is sorted by denomination type (quarters, dimes, 1’s, 5’s, etc). Each denomination is shown in the entry grid.
- 9) For each denomination (or “money type”), the following can be entered
  - a. “Bank Packs”- These are bundles as given by the Bank. Usually 100 bills or coins.
  - b. “Co Packs” - These are internal packs of a fixed number of bills or coins.
  - c. “Loose” - These are individual bills or coins. Entering ‘1’ means there is a single bill or coin for this denomination.
  - d. “Other” - Any other type or grouping for this denomination. This is entered in actual amount given.
- 10) Enter the bank, company, and loose amounts into the grid as the money is counted.
- 11) The total amount of cash entered is shown in the “Transfer total” field below the entry grid.
- 12) If the amounts entered and the total shown are correct, click the **Save** button to save this cash transfer.
- 13) When saving, system will prompt to print a cash transfer report. Press the ‘Yes’ button to print the transfer paperwork.
- 14) Closing Transfer is complete and money has been removed from the selected cash drawer. Next step is to compare expected balance to the actual amount transferred.

**Transfer Date / Time** 2/18/2012 5:00:00 PM

**Taking Money From** Box #1  
**Putting Money Into** Main Safe  
**Transfer Type** Closing Balance

**Verification Password 1** 21CP  
**Verification Password 2** RA

All values are in USD currency

Money Type	Bank Packs	Co Packs	Loose	Other	Total
100's	0	0	0	0.00	0.00
50's	0	0	76	0.00	3,800.00
20's	0	0	4	0.00	80.00
10's	2	0	1	0.00	2,010.00
5's	2	0	15	0.00	1,075.00
1's	0	0	143	0.00	143.00
Quarters	2	0	12	0.00	23.00
Dimes	2	0	13	0.00	11.30
Nickels	2	0	17	0.00	4.85
Pennies	2	0	7	0.00	1.07

**Transfer Total** \$7,148.22

**Print Transfer Report**

Would you like to print a cash transfer report?

Yes No



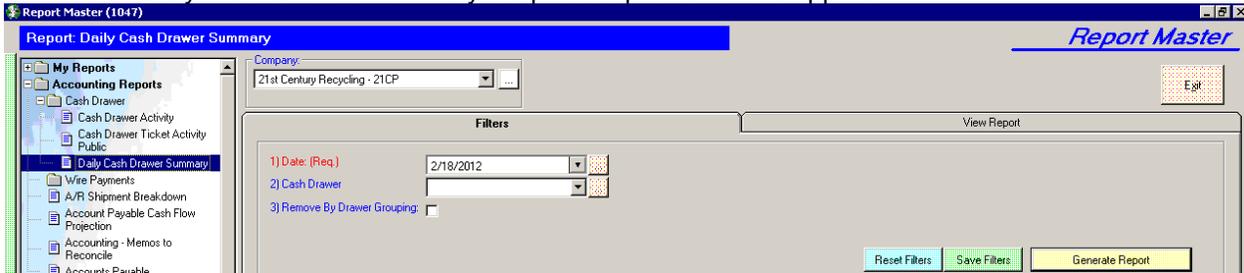
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## Balancing the Cash Drawer reports

- 1) From the Main Menu, go to Report/Search → Report Master
- 2) In report master, report folders are shown on the left side of the screen. Expand the “Accounting Reports” folder.
- 3) In the Accounting Reports Folder, expand the “Cash Drawer” folder.
- 4) Select the “Daily Cash Drawer Summary” Report. Report filters will appear.



- 5) In Report filters, enter a date for balancing. For the transfer that was just done, entering today’s date is correct.
- 6) Optionally, this can be filtered by specific drawer using the “Cash Drawer” filter.
- 7) To generate report, press the **Generate Report** button.
- 8) Daily Cash drawer Summary report gives a total of all activity for the cash drawer, compares this to opening and closing balances, and shows a balance difference.

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### Daily Cash Drawer Totals

Page 1 of 1  
2/18/2012 2:26:37PM  
Figures in US dollars

Date is 2/18/2012

Date	Drawer Name	Amount Transferred	Public Tickets	Dealer Tickets	Petty Cash Out	Public Sale Total (no taxes)	Dealer Invoice Cash	Sales Tax Total	Transferred From Total	Balance
<b>21st Century Recycling</b>										
<b>Box #1</b>										
02/18/12	Box #1	\$8,642.57	\$1,369.35	\$0.00	\$125.00		\$0.00		\$7,148.22	\$0.00
<b>Main Safe</b>										
02/18/12	Main Safe	\$7,148.22	\$0.00	\$0.00	\$0.00		\$0.00		\$8,642.57	(\$1,494.35)
<b>21st Century Recycling</b>		<b>\$15,790.79</b>	<b>\$1,369.35</b>	<b>\$0.00</b>	<b>\$125.00</b>		<b>\$0.00</b>		<b>\$15,790.79</b>	<b>(\$1,494.35)</b>

- 9) For the above sample, Amount transferred to Box #1 (opening transfer) was \$8,642.57. \$1,369.35 was given in public ticket payments and \$125 was issued as petty cash.
- 10) At the end of the day, the closing transfer done earlier was for \$7,148.22.
- 11) Report shows a balance of \$0.00, which means that all money has been accounted for in this cash drawer.
- 12) If money was missing or extra, there would be an amount in the “Balance” column.
- 13) Closing transfer has been performed and the amount taken out of drawer balances with amount given and used for transactions. This drawer is balanced.