



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 Purchase (Cashier)

Opening and Closing Cash Drawer and Petty Cash

Cash Drawer

From the main menu → Accounting → Cash Transfer

1. Enter the date and time the money is being transferred.
- 2-3. Choose the Cash drawer that the money is being transferred From and To.
4. Choose the Transfer Type
5. If required, enter the Verification password
6. Enter the amount of money being transferred.
 - “Bank Packs” - These are bundles as given by the Bank. Usually 100 bills or coins.
 - “Co Packs” - These are internal packs of a fixed number of bills or coins.
 - “Loose” - These are individual bills or coins. Entering ‘1’ means there is a single bill or coin for this denomination.
 - “Other” - Any other type or grouping for this denomination. This is entered in actual amount given.
7. When done entering the amount and the total at the bottom is correct, click **Save**.
8. Click **Yes** if you would like to print a cash transfer report.

Note: Cash Transfers can only be edited once, if they need to be edited a second time, the only option is to void and re-enter.

Entered By: 21CP
 Transfer Date / Time: 2/18/2012 1:34:58 PM
 Taking Money From:
 Putting Money Into:
 Transfer Type:
 Verification Password 1:
 Verification Password 2:
 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	0	0.00	0.00
20's	0	0	0	0.00	0.00
10's	0	0	0	0.00	0.00
5's	0	0	0	0.00	0.00
1's	0	0	0	0.00	0.00
Quarters	0	0	0	0.00	0.00
Dimes	0	0	0	0.00	0.00
Nickels	0	0	0	0.00	0.00
Pennies	0	0	0	0.00	0.00

 Transfer Total: \$0.00

Petty Cash

Note: This should be done prior to closing the drawer.

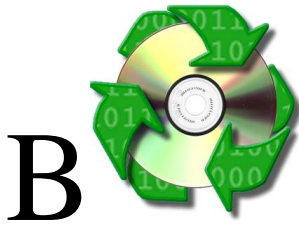
Taking Petty Cash Out

1. Select Accounting → Petty Cash.
2. Complete:
 - a. User Name
 - b. Password
 - c. Amount- Taking money out of the drawer is a POSITIVE dollar value
 - d. Reason
 - e. Cash Drawer
3. Click on “Save and Open Drawer”. Remove the money from the drawer.

Returning Money to the Drawer

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

User Name: 21cp
 Password: xxxx
 Amount: \$25.00
 Reason: gloves
 Cash Drawer: Drawer 1
 Save & Open Drawer
 Cancel



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B

Public Purchase (Cashier) Paying Tickets

Public Purchase - Scale Hopper (All tickets awaiting payment or in process of being weighed will be displayed) → Select Ticket (Scan Ticket if you have a receipt scanner) → Click **Open Selected Ticket** OR double click on the ticket.

Payment Method –If all weights, items, prices, and customer information are obtained and verified, ticket is ready to be paid. Payment can be issued in Cash, Check, or a combination. Use the 'Cash' and 'Check' fields to specify the payment amounts for each type.

InvID	Num	Packagin	Gross	Tare	Net	Price	Total
al rad (Clean Alum Radiator)	1		200	25	175	\$33	\$57.75

Modify Item: al rad
 Item 1 of 1: 1
 CRV: Scrap
 Count: 0
 Gross: 200
 Tare: 25
 Adj Wt: 0.0
 Net(lb): 175
 Price: \$0.330 LB
 Subtotal: \$57.75
 VIN:
 Make/Manufact/SerialNo:
 Legal Owner OP:
 Lawful Seller:
 Reset Scale Link:

Additional Functions

Paying by Check (1) –Verify that the check number matches the actual number on the check → click **Take Customer Picture** → Click **Save & Print** → Click **Yes** to Print and Continue. Check will print

Make Changes to paid ticket – (Must have User Rights) Open ticket → Scale Hopper → **Open Scale Ticket By No.** → **Accounting Info** tab → click **Edit Ticket after Payment** → Make changes

Paying Public Purchase Ticket - Open ticket → enter amount as Cash or Check → click **Ticket Complete - Print & Exit** (2).

Split Pay (1) – Uncheck next to check and enter appropriate amounts

Edit/Void ticket – (Must have User Rights) - Scale Hopper → **Open Scale Ticket By No.** → **Accounting Info** tab → click **Edit Ticket after Payment**. To void, click

Void This Ticket – THIS CANNOT BE UNDONE

Special Pricing for customer – Open Customer information through Scale Hopper **Customer / Vehicle Info** → click **Modify Customer** → 'Prices' tab → click

Add Item Select Price level → **Save & Close**