



## Detailed Petty Cash Receipts Overview

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## Detailed Petty Cash Overview

The Petty Cash Program now has a separate input screen where you can input and maintain Petty Cash Receipts Details if you choose to. The details from this screen in turn automatically update the summary system end of day screen (SUMEODS) when the "Calculate Today's Payments" is set to a "Y".

### Petty Cash Receipt Maintenance - PCSHREC

The name of the new Petty Cash Program Detail screen is PCSHREC. You can input and maintain your petty cash details using this screen instead of using the summary system end of day screen (SUMEODS).

Audit trail information on the petty cash detail records is available and the information gathered includes "entered by employee number", "updated by employee number", "last date changed" and "last changed time".

On the SUMEODS screen, you can see the total of posted petty cash amounts by category for that store and date, see Figure 1.

Date:	6/02/06 17:01:15	Summary File EOD Change	07/25/06
Store:	1		
Deposit 1:	6263.24	Deposit 2:	Deposit 3:
Deposit 5:		Deposit 6:	Deposit 7:
	Pmt Amt	Tax Amt	Misc
RTO:	5607.72	608.44	968.56
Sales:	245.28	0.00	245.28
		Receivable	AR Paid
		5.61-	0.00
			NSF Refund
			7179.11
			Tot Cash
			245.28
Del-C:	8	PU-C:	1
RTO BnkDeposit:	6999.56	RTO Over/Short:	22.71
SaleBank Deposit:	245.28	SaleOver/Short:	
		Del-U:	9
		PU-U:	1
		Pdout/Cgoff-U:	2
			RTO Adjustment:
			Petty Cash:
			202.26
EQUIP MAINT:		CUST REFUND:	
REFERRAL:		GAS & OIL:	OFFICE SUPPLIES: 76.86
EMPLOY TRAINING:		SUPPLIES OTHER:	LOCAL ADVERTISE: 125.40
TRASH SERVICES:		TOR SERV:	POSTAGE:
TRAVEL & MEALS:		LEGAL:	DEPOSIT:
Not Used:		Not Used:	MEETING EXPENSE:
Not Used:		Not Used:	Not Used:
Not Used:		Not Used:	Not Used:
		Not Used:	PMTS OTHER STORE:
		Enter Daily Deposit 1	
Return-Next Field	F4-List Checks	F6-List PC Dtl	F8-Backout
		Cmd-Exit Pg	

Figure 1 Summary System End of Day Screen – SUMEODS

You can view the details for the petty cash receipts by pressing the F6 key. See Figure 2.

*Detailed Petty Cash Overview*

Petty Cash Receipts				7/25/06 5:04 pm		
Date: 6/02/06 - 6/02/06		Store: 156 CLEVELAND				
Type: ALL TYPES		Employee #:		ALL EMPLOYEES		
DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#
6/02/06	156	12:17:11	49.12	3	OFFICE SUPPLIES	1917
6/02/06	156	12:19:15	19.01	3	OFFICE SUPPLIES	1917
6/02/06	156	21:10:00	8.73	3	OFFICE SUPPLIES	1489
6/02/06	156	21:11:01	100.00	6	LOCAL ADVERTISE	1489
6/02/06	156	21:11:27	25.40	6	LOCAL ADVERTISE	1489
F1-Next Pg				F2-Prev Pg		F8-Back Out

**Figure 2 Petty Cash Receipt Screen (F6) in Summary System End of Day (SUMEODS)**

***To Add, Change, Delete or Display Petty Cash Receipts***

To add, change, delete or display petty cash receipts you will use the PCSHREC program. See Figure 3.

PETTY CASH RECPT	1	RSSS RENT-TO-OWN	7/25/06	4:45 pm
Date:	6/02/06 - 6/02/06		Store:	1
Type:	ALL TYPES		Store #1	
	Employee #:	ALL EMPLOYEES		

  

DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#
6/02/06	156	12:17:11	49.12	3	OFFICE SUPPLIES	1917
6/02/06	156	12:19:15	19.01	3	OFFICE SUPPLIES	1917
6/02/06	156	21:10:00	8.73	3	OFFICE SUPPLIES	1489
6/02/06	156	21:11:01	100.00	6	LOCAL ADVERTISE	1489
6/02/06	156	21:11:27	25.40	6	LOCAL ADVERTISE	1489

  

**Function keys to add, change or delete petty cash receipts.**

F1-Next Pg    F2-Prev Pg    **F3-Chg**    **F4-De1**    **F6-Add**    F8-Back Out

Figure 3 Petty Cash Receipt Screen – PCSHREC

- DATE**            The date range you want for the petty cash receipts.
- STORE**           This will default to this stations store number. If your stores are online, you can enter the store number or blank out this field to display all stores petty cash receipts for the specified date range.
- TYPE**            Enter Petty Cash Type or leave this field blank to display all types, or enter '0' for a list of petty cash types.
- EMPLOYEE #** Enter an employee number or leave this field blank to display all employees or enter '0' for a list of employees to select from.

To add a petty cash receipt record, press the F6-Add key and add the petty cash receipt detail record.

To change or delete a petty cash receipt record, using your up and down arrow keys, highlight the record you want to change or delete and press the associated function key.

All adding, changing and deleting of the petty cash must be done in this area if the "Det PCsh" flag in control maintenance (CTRLMNT) is set to a "Y". See Figure 4 for Control Maintenance indicator.

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```

Control Maint                                07/25/06
Subtract Rent Contract: 1 Trans Inv In INUMNT: Y Next Cust#-All Sys: 10012214
Operating System Using: X #Mths/Wks Used For Dep: 18 Next R/S Ticket #: 10040806
Force Pmt Form In RP: Y Pending ChgOff type: P Chg Demo Loc: Y
Deliver Status 0 Inv: Y Next T/P Serial#: 50127 Color/Fabric: N
Last Movie Title Nbr: 0 Movie Store Pricing Indr: 1 Movie Serial# Indr: S
Last Movie Serial#: 1 Permit Tax Cng: N Enter Security Time: 180
Use Movie Title Desc File: N Force:Security/A Mgr: Y 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 Mnt Detail Petty Cash indicator has to be set
Strip Control Indr: B Merge Control to Y in Control
Detail Strip Inv Only: N Updte? Cost: N Maintenance-
Depreciation File: N Inc Fore Write Of CTRLMNT
ProRate Straight Line: Chargeoffs as ver F7 Amts in RP: N

Cnt Sale: N Add Fees: Y Ins Type: SUMMARY CONTROL Subt EB: Y Prt MV Rec: N
Cnt Late As: 2 Projection Factor: 1.33 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 Y Min PCde 0 Exclude InvCounts:
0) Nothing 1) Pmt 2) Pmt & Grp 3) Pmt,Grp & Tax 4) Pmt & Tax

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

Figure 4 Control Maintenance Detailed Petty Cash indicator – CTRLMNT

NOTE THAT IN THE SUMEODS SCREEN, if the Detailed Petty Cash Indicator in control maintenance is set to a Y, then you cannot enter petty cash on the SUMEODS screen; you must enter the petty cash receipt details in the Petty Cash Receipt Maintenance- PCSHREC program.

The flags in security maintenance (SECMNT) for the employee also have to be set to Y to be able to add, change and/or delete petty cash receipts. See Figure 5.

```

Security Change                                07/26/06
Employee Nbr: 1 0001 EMPLOYEE Common Programs #2
POINLOAD OK: Y ChgCost POINLOAD: N Chg PO OK: Y Chg PO ShipTo OK: Y
Chg Comm Hist OK: N Del Comm Hist OK: N Chg Inv Comm OK: N Chg InvRefurb OK: N
Add Emp Check OK: N Chg Emp Check OK: N Del Emp Check OK: N Add PetCash Rcpt: N
Chg PetCash Rcpt: N Del PetCash Rcpt: N Chg CurrInv Indr: N

Petty cash receipt add,
change and/or delete
indicators have to be set to
Y in Security Maintenance -
SECMNT.

Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm
  
```

Figure 5 Security Maintenance Detailed Petty Cash indicators – SECMNT (Screen #2)

## Petty Cash Detail Report - PCDTLRPT

To create the Petty Cash Detail Report, press F10 and at the command line prompt enter PCDTLRPT. Enter the printer or filename you want to send the report to and

## Detailed Petty Cash Overview

press ENTER. Enter through the Separate Locations prompt and leave it as an N. The Petty Cash Detail Report screen similar to Figure 6 will appear.

The screenshot shows the 'PETTY CASH DETAIL REPORT' screen. The following fields are annotated with arrows pointing to a text box that says 'These fields were changed to produce the resulting report in Figure 6':

- BEGINNING SELECTION DATE: 6/02/06
- ENDING DATE: 6/02/06
- SELECT COMPANYS: N
- SELECT REGIONS: N
- SELECT DIVISIONS: N
- SELECT STORES: Y
- STORES SELECTION: 1
- PRINT TOTALS ONLY: N
- PAGE BREAK ON STORE?: N
- PRINT CHANGE/AUDIT INFORMATION: Y

At the bottom of the screen, it says 'ENTER BEGINNING DATE TO SELECT'.

Figure 6 Petty Cash Detail Report Screen - PCDTLRPT

**BEGINNING SELECTION DATE & ENDING DATE** Enter the beginning date and ending date for the report selection you want to produce.

**SELECT COMPANYS** Enter a Y to select by companies otherwise leave as N if you do not want to select by company. You can enter up to 10 companies.

**SELECT REGIONS** If your stores are online, you can enter a Y to select by regions otherwise leave as N if you do not want to select by region. You can enter up to 10 regions.

**SELECT DIVISIONS** If your stores are online, you can enter a Y to select by divisions otherwise leave as N if you do not want to select by division. You can enter up to 10 divisions.

**SELECT STORES** If your stores are online, you can enter a Y to select by stores otherwise leave as N if you do not want to select by store. You can enter up to 10 stores.

**PRINT TOTALS ONLY** Enter a Y to print totals only otherwise leave as N if you want to include detail lines too.

**PAGE BREAK IN STORE** Enter a Y if you want to print store data on separate pages, otherwise leave as an N.

**PRINT CHANGE/AUDIT INFORMATION** Enter a Y if you want to the change/audit information on the report, otherwise leave as an N.

Figure 7 shows a resulting petty cash receipt detail report.

## Detailed Petty Cash Overview

Run Date: 7/26/06		RSSS RENT TO OWN		PCDTLRPT		Page:	
Run Time: 11:01:42		Petty Cash Detail Report		For Dates: 6/02/06 thru 6/02/06			
SELECTED STORES: 156							
STORE	DATE	TYP	RESPONSIBLE EMPLOYEE	ENTERED BY		AMOUNT	CHG BY EMPL/DATE/TIME
1	6/02/06	3	1917 GAIN, BETTY	1917	GAIN, BETTY	49.12	
1	6/02/06	3	1917 GAIN, BETTY	1917	GAIN, BETTY	19.01	
1	6/02/06	3	1489 DIAL, ANDY	1489	DIAL, ANDY	8.73	
						TOTAL:	76.86
1	6/02/06	6	1489 DIAL, ANDY	1489	DIAL, ANDY	100.00	
1	6/02/06	6	1489 DIAL, ANDY	1489	DIAL, ANDY	25.40	
						TOTAL:	125.40
						6/02/06	TOTAL: 202.26
						STORE 1	TOTAL: 202.26
						REPORT	TOTAL: 202.26
TIME FINISHED: 11:01:42							
***** END OF REPORT *****							

Figure 7 Petty Cash Detail Report– Resulting Report Example

### Petty Cash Detail Initialization Program – PCDINIT

To initialize the new audit fields for detailed petty cash for any pre-existing petty cash detail records, the Petty Cash Detail Initialization Program (PCDINIT) is run. **THIS PROGRAM SHOULD ONLY BE RUN ONCE UPON INSTALLATION OF THE NEW/MODIFIED DETAILED PETTY CASH PROGRAMS.** Running this program more than once can wipe out the new audit trail information now being written to the petty cash detail records. See Figure 8 for an example of this screen.

```

PCDINIT:          INIT NEW PETTY CASH DETAIL (PET-RCPT) FIELDS

PRINTER?: _____

PRINTER
    
```

Figure 8 Petty Cash Detail Initialization Program Screen – PCDINIT

Enter the printer number or filename you want to catalog this output to and press ENTER. The program will run. When it is finished it will return you to a menu.

**Petty Cash Descriptions Maintenance – PCSHDESC**

To enter the Petty Cash Descriptions, go into the program PCSHDESC.  
See Figure 9.

Petty Cash Description Maint				07/25/06
Screen Desc	Report Header 1	Report Header 2	Max Trans	Amount
1. EQUIP MAINT	EQUIPMNT	#6255		100.00
2. CUST REFUND	CUST REF	#4000		100.00
3. OFFICE SUPPLIES	OFFSUPPL	#6200		100.00
4. REFERRAL	REFERRAL	#6475		100.00
5. GAS & OIL	GAS&OIL	#6270		100.00
6. LOCAL ADVERTISE	LOC ADV	#2200		100.00
7. EMPLOY TRAINING	EMPTRAIN	#5195		100.00
8. SUPPLIES OTHER	SUPL OTH	#6202		100.00
9. POSTAGE	POSTAGE	#6215		100.00
10. TRASH SERVICES	TRASH	#6060		100.00
11. JANITOR SERV	JAN SERV	#6060		100.00
12. DEPOSIT	DEPOSIT	#		100.00
13. TRAVEL & MEALS	TRAVMEAL	#6300		100.00
14. LEGAL	LEGAL	#6237		100.00
15. MEETING EXPENSE	MTG EXP	#6300		100.00
16.				
17.				
18.				
19.				
20.				

---

Return-Next Field F8-Backout Cmd-Exit Pgm Enter-Update Record,Next Screen

**Figure 9 Petty Cash Description Maintenance – PCSHDESC**

You would enter or update your petty cash description information and press the F9 key when you are done with this first screen. Enter or update the petty cash description information on the second screen and press F9 when you are done. This will return you to a menu. There are 24 items you can enter petty cash information for.

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