

Chapter 16 - 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 16-1 will appear.

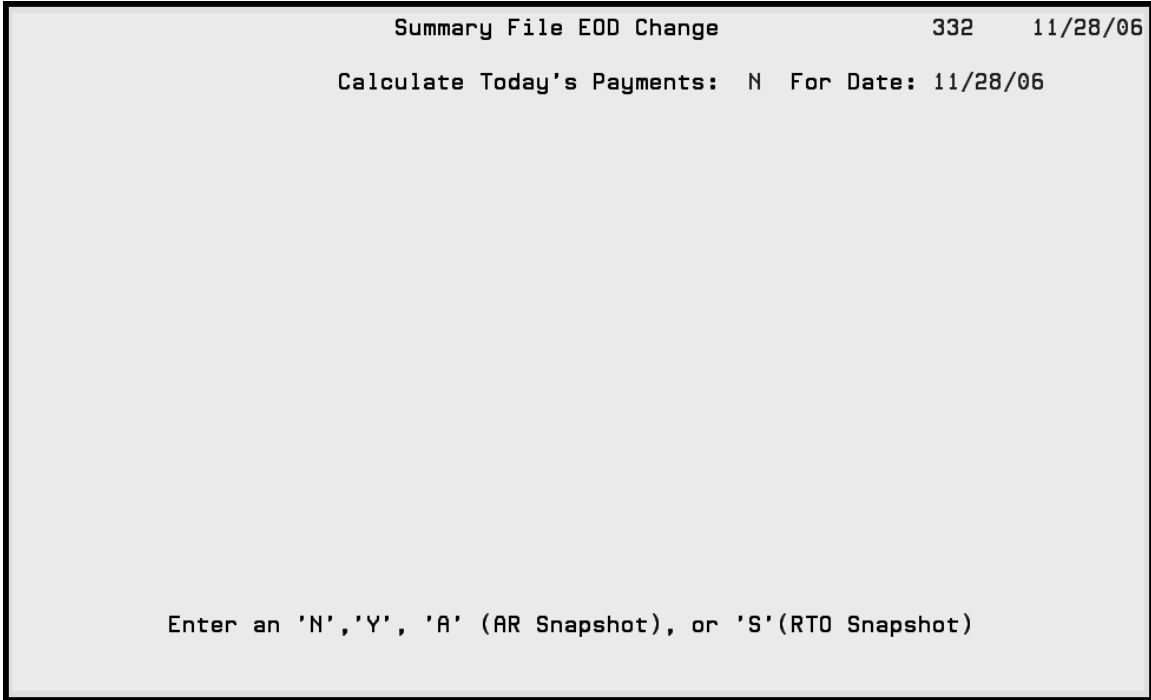


Figure 16- 1 Summary File EOD Change Screen

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 16-2 will appear.

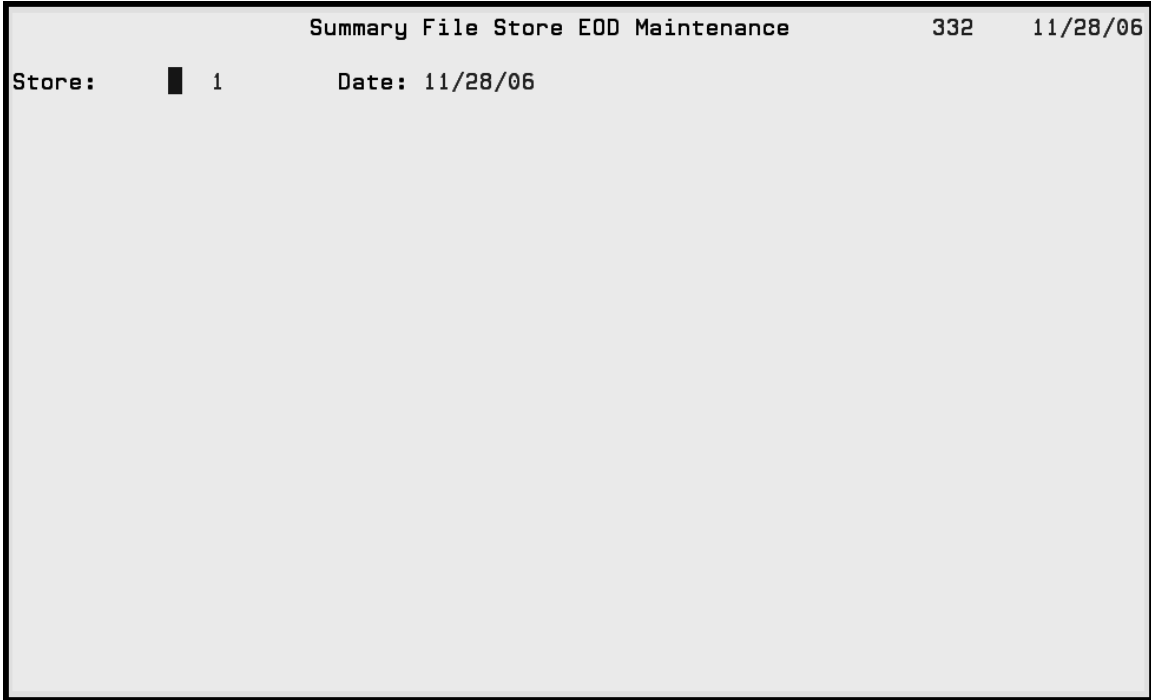


Figure 16- 2 Summary File Store EOD Maintenance Screen

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 16-1. Select the store and date on the next screen, see Figure 16-2. 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 16-3 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
RTO:              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
RTO BnkDeposit:              RTO Over/Short:              RTO 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 Dt1      F8-Backout      Cmd-Exit Pg
    
```

Figure 16- 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 16-4.


```

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:      Charge Dep:
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:
TravelEnterrnmnt:      Unit Accessories:      Other:
      Enter Daily Deposit 1
Return-Next Field  F4-List Checks  F6-List PC Dtl  F8-Backout  Cmd-Exit Pg
    
```

Figure 16- 5 Summary File EOD Change Screen

Pressing the F4 key to List Checks gives you a screen similar to Figure 16-6. 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 16- 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 16-1.

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 16-7.

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		Delinquency		
-----		-----		
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			
Press Return To Continue				

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

Figure 16- 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 16-8 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 16- 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 16-9.

```

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 16- 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 16-10.

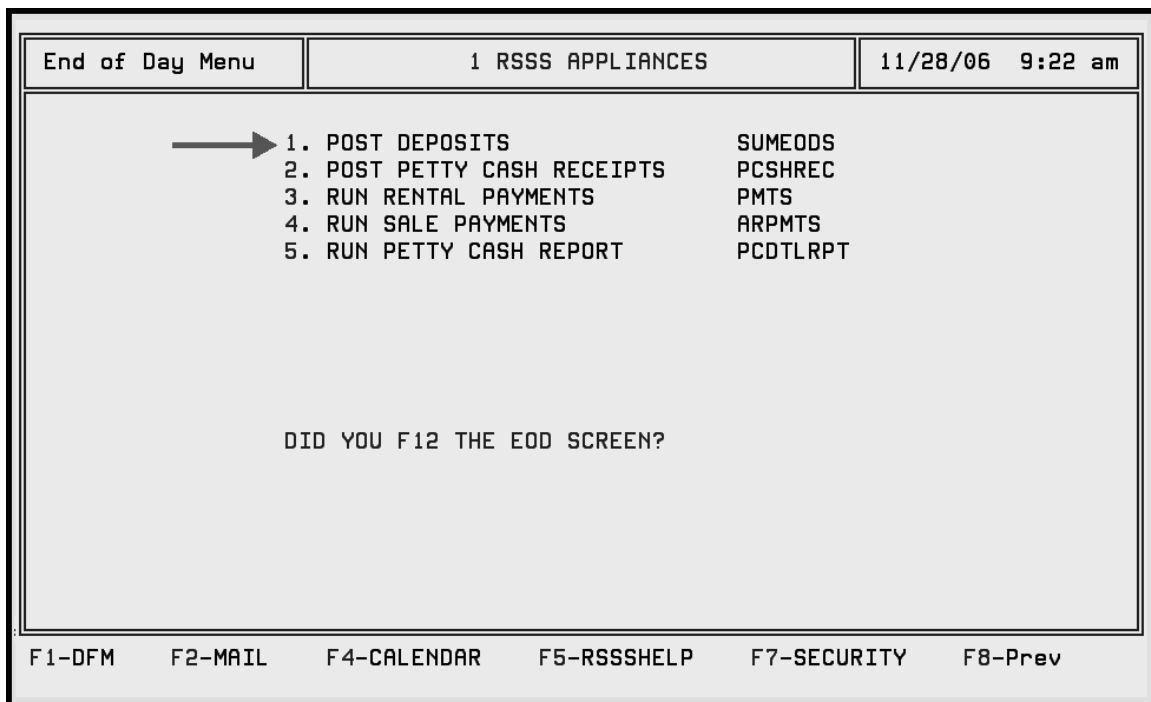


Figure 16-10 End of Day Menu

The detail petty cash indicator within Control Maintenance (CTRLMNT) is set to N for no detail to post the 'original way', see Figure 16-11.

```

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 Excld:
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 16-11 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 16-12. 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 Depd t 3: Charge Dep:
Deposit 5: Depd t 7:
Pmt Amt Tax e AR Paid NSF Refund Tot Cash
RTO: 1828.67 150 0.00 2676.50
Sales: 6214.20 512 6726.87 6726.87
Service:

Del-C: 0 PU-C: 0 Pdt 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:

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 16-12 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 16-13.

End of Day Menu	1 RSSS APPLIANCES	11/28/06 9:29 am			
<p>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</p> <p>DID YOU F12 THE EOD SCREEN?</p>					
F1-DFM	F2-MAIL	F4-CALENDAR	F5-RSSSHELP	F7-SECURITY	F8-Prev

Figure 16-13 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 16-14.

```

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 Y Min PCde 1 Exclude InvCounts:
Using detailed petty cash receipt system--Y or N
    
```

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

Figure 16-14 Control Maintenance Petty Cash Indicator set to Y for yes

The Option 2 Post Petty Cash Receipts screen appears in Figure 16-15.

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 16-15 Post Petty Cash Receipts Screen

The 'heading' section shows date, store, type and employee #. In Figure 16-16, 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#
█						
F1-Next Pg	F2-Prev Pg	F3-Chg	F4-De1	F6-Add	F8-Back Out	

Figure 16-16 Post Petty Cash Receipts Screen Function Keys

To add an entry to this screen, press the F6 key to add, see Figure 16-17. 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
Input the amount for the transaction						

Figure 16-17 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 16-18, 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 16-18 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 16-19.

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 16-19 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 16-20. The office supplies had two detail items totaling \$30 (see Figure 16-19 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	Charge Dep:	
Deposit 5:		Deposit 6:	
Deposit 7:			
	Pmt Amt	Tax Amt	Misc
RTO:	1828.67	150.87	702.36
			5.40-
			0.00
Sales:	6214.20	512.67	0.00
Service:			0.00
Receivable	AR Paid	NSF	Refund
6726.87-	6726.87		
Tot Cash			
			2676.50
			6726.87
Del-C:	0	PU-C:	0
Pdout/Cgoff-C:	0	Del-U:	0
PU-U:	0	Pdout/Cgoff-U:	0
RTO BnkDeposit:	2676.50	RTO Over/Short:	100.00
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:	

Return-Next Field F4-List Checks F8-Backout Cmd-Exit Pgm

Figure 16-20 EOD Screen where petty cash detail will appear