

## Chapter 15 - Summary Store End-Of-Day Processing - SUMEODS

To get into this program, you can select "End of Day Process" off the Home Menu, then select "Post Bank Deposits" off of the EOD 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 15-1 will appear.

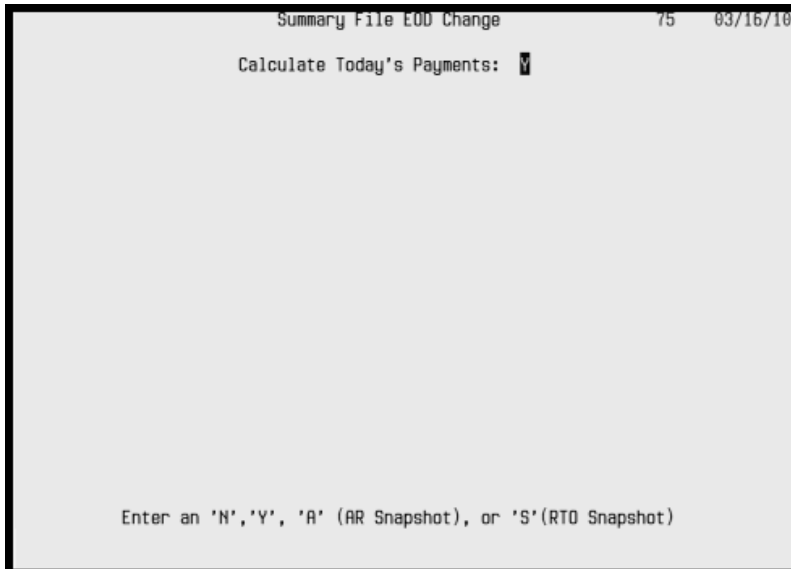


Figure 15- 1 Summary File EOD 1<sup>st</sup> Screen

### CALCULATE TODAY'S PAYMENTS

**N** – does not add in any payments that were made since the last time this program was run. Answering "Y"; the main use for this option would be if a mid-day balance of the drawer was being done, you would answer "Calculate Payments allows you to see the picture of what things look like before calculations are done

**Y** – Calculates all payments made for that day. When doing your final deposit for the day, you should ALWAYS answer "Y". Note: Answering "Y"; the main use for this option would be if a mid-day balance of the drawer was being done, you would answer "Y" to "Calculate Today's Payments", then start counting the money while others can continue to take payments. After the money is counted you would go back into the SUMEODS screen and answer "N" to "Calculate Today's Payments" and the amount would only include the payments that were made prior to you counting the drawer.

**A** – This will show a snapshot of all Sales AR activity.

**S** – This will show a snapshot of all rental activity.

Depending on your security settings, the "Date" may or may not appear next to the "Calculate Today's Payments" field as seen in Figure 15-1. If it does appear, press enter through the current date and a screen similar to Figure 15-2 will appear.



Figure 15- 2 Summary File Store EOD Maintenance Screen

### Post Bank Deposit

#### Posting your Bank Deposit and Closing Your Day

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 15-1. Select the store and date on the next screen, see Figure 15-2. The system will calculate the monies taken in for the day and populate the deposit fields accordingly. The resulting screen will appear similar to Figure 15-3.

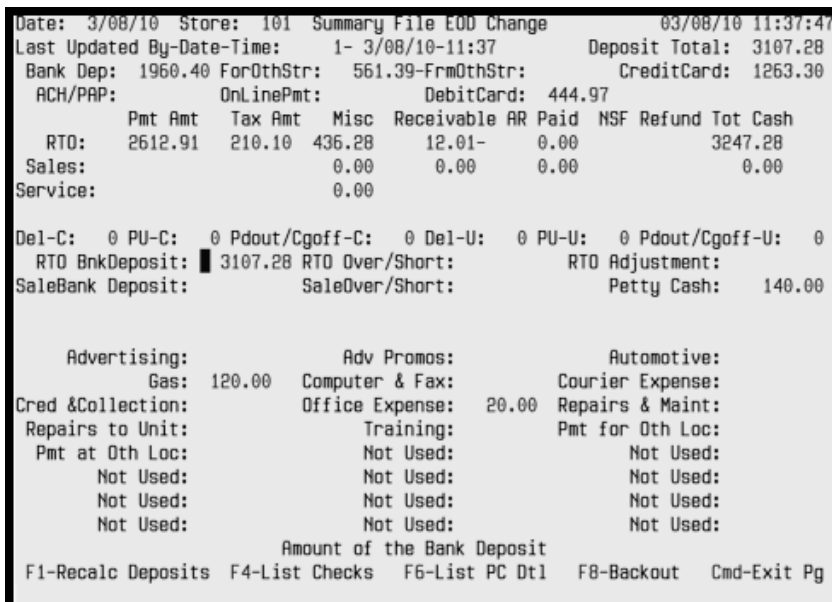


Figure 15- 3 Summary File EOD Change Screen End-Of-Day Posting



### **Top Section of the EOD Screen**

**DATE** Today's date.

**STORE** Store Number you are displaying or will be closing for the day.

**DATE/TIME** System Date and Time is displayed in the upper right corner of this screen.

**LAST UPDATED BY-DATE-TIME** Employee Number that last updated this screen along with date and time it was last saved. **Pay attention to this. If this has an employee number and date and time stamp present, that will be your indication that a deposit had been posted earlier that day. If it is blank, then the deposit amounts displaying were generated by the system and no need to press the F1 key to Recalculate Deposits.**

**DEPOSIT TOTAL** Once you have entered through the deposit amounts, the grand total of all 7 deposit fields will display here after you press F9 once. Displays your deposit total for the day.

**BANK DEP** This field is where you should post any cash and checks for the day.

**FOROTHSTR** Your deposit for payments that were processed by your store for other stores (if applicable). If money was collected for another location it will appear as a positive (+) in this field.

**FRMOTHSTR** The amount of payments processed by other stores for your store's customers (if applicable). If another store has collected payments for your store it will show here as a negative (-).

**CREDIT CARD** Credit card charges for today in your store.

**ACH/PAP** ACH or Pre-authorized payments for your store will appear in this ACH/PAP deposit field.

**ONLINEPMT** Online payments made for your store will appear here (if applicable).

**DEBIT CARD** Debit card payments (Payment Form #7) made in your store will appear here (if applicable).

**POS machine should equal Debit Card and Credit card payments.**

**RTO SALES SERVICE** fields will automatically be filled in by the system based on today's transactions.

Totals will be displayed in the RTO, Sales and Service fields and they must match Deposit Total displayed in the upper right hand corner of this screen. **Press the F9 key once to populate the fields if necessary.** You can edit these fields if you have the security authorization to do so. Your over/short will be automatically calculated based on your deposit entries and petty cash.

**PMT AMT** Payments taken in today that went to rental revenue.

**TAX AMT** Tax amount taken in today.

**MISC** Miscellaneous fees taken in today.

**RECEIVABLE** Net receivable for today.

**AR PAID** Cash Sales, Debit card, Mastercard, check cashing transactions for today.

**TOT CASH** Total cash in for today.

### **Middle Section of the EOD Screen**

**DEL-C** Number of contracts/agreement delivered today.

**PU-C** Number of Pickups for today.



## Summary End of Day Processing

**PDOUT/CHOFF-C** Payouts and charge offs for today.

**DEL-U** Units/Items delivered today.

**PU-U** Units picked up today.

**PDOUT/CHOFF-U** Units paid out or charged off.

**RTO BNKDEPOSIT**  $RTO\ Bnk\ Deposit = Bank\ Dep + ForOthStr + FrmOthStr + CreditCard + ACH/PAP + OnLinePmt + DebitCard - Petty\ Cash$

**RTO OVER/SHORT** This field will display your over/short amount for the day. If this field is way off, you will have to recount your drawer and possibly troubleshoot using payment, debit card, Mastercard or checking cashing (AR paid) reports to find the discrepancies and work to get balanced.

**RTO ADJUSTMENT** will be blank.

**SALEBANK DEPOSIT** Depending on control features any monies collected on Sales/AR will update this field.

**SALEOVER/SHORT** Any over/short of Sales money posted vs actual deposit will be in this field.

**PETTY CASH** Net petty cash (total of petty cash net).

### **Lower Portion of the EOD Screen**

The lower portion of the screen is the petty cash expense areas. This will display any petty cash receipts you have added. These transactions can affect your store's bank deposit. See Petty Cash Receipts if your company wants you to post your store's petty cash transactions for the day. Depending on control records you may post petty cash in this program or you may need to post separately in Petty Cash posting program (PCSHREC).

When you are done, press F9 once to total up all your deposit fields at the top and then press the F9 key again to get the Any Changes prompt. If you are done press enter at the N. If you need to make changes enter Y and make your changes and then press F9 twice to finish out the end of day. You will be taken back to the previous screen where you can press F8 to back out back to a menu. Your bank deposit has been posted and you are ready to go home.

### **Function Keys to assist in balancing**

#### **Recalculate Deposits (F1 Function Key)**

This new feature allows you to reset the screen to the system default deposit amounts. This replaces the previous version's method of having to clear all the deposit amounts, press F9 through the screen and then go back in and start over.

Note: This pulls the deposits in based on the LAST TIME you said "Y" to "Calculate Today's Payments". See Figure 15-4.

```

Date: 3/08/10 Store: 101 Summary File EOD Change 03/08/10 11:49:34
Last Updated By-Date-Time: 1- 3/08/10-11:37 Deposit Total: 3107.28
Bank Dep: 1960.40 ForOthStr: 561.39-FrmOthStr: CreditCard: 1263.30
ACH/PAP: OnLinePmt: DebitCard: 444.97
Pmt Amt Tax Amt Misc Receivable AR Paid NSF Refund Tot Cash
RTO: 2612.91 210.10 436.28 12.01- 0.00 3247.28
Sales: 0.00 0.00 0.00 0.00
Service: 0.00

Del-C: 1 PU-C: 0 Pdout/Cgoff-C: 0 Del-U: 1 PU-U: 0 Pdout/Cgoff-U: 0
RTO BnkDeposit: RTO Over/Short: RTO Adjustment:
SaleBank Deposit: SaleOver/Short: Petty Cash: 140.00

Advertising: Adv Promos: Automotive:
Gas: 120.00 Computer & Fax: Courier Expense:
Cred &Collection: Office Expense: 20.00 Repairs & Maint:
Repairs to Unit: Training: Pmt for Oth Loc:
Pmt at Oth Loc: Not Used: Not Used:
Not Used: Not Used: Not Used:
Not Used: Not Used: Not Used:
Not Used: Not Used: Not Used:

Amount of the Bank Deposit
F1-Recalc Deposits 4-List Checks F6-List PC Dt1 F8-Backout Cmd-Exit Pg
  
```

Figure 15- 4 F1-Recalculate Deposits on End of Day Screen

### List Checks Feature(F4 Function Key)

Pressing the F4 key to List Checks as seen in Figure 15-5 gives you a screen similar to Figure 15-6 which displays a listing of all customer checks posted on that particular day. If your drawer is off and it looks like it may be a check, this will assist you in determining that.

```

Date: 3/08/10 Store: 101 Summary File EOD Change 03/08/10 11:39:52
Last Updated By-Date-Time: 1- 3/08/10-11:37
Bank Dep: 1960.40 ForOthStr: 561.39-FrmOthStr: CreditCard: 1263.30
ACH/PAP: OnLinePmt: DebitCard: 444.97
Pmt Amt Tax Amt Misc Receivable AR Paid NSF Refund Tot Cash
RTO: 2612.91 210.10 436.28 12.01- 0.00 3247.28
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: 3107.28 RTO Over/Short: RTO Adjustment:
SaleBank Deposit: SaleOver/Short: Petty Cash: 140.00

Advertising: Adv Promos: Automotive:
Gas: 120.00 Computer & Fax: Courier Expense:
Cred &Collection: Office Expense: 20.00 Repairs & Maint:
Repairs to Unit: Training: Pmt for Oth Loc:
Pmt at Oth Loc: Not Used: Not Used:
Not Used: Not Used: Not Used:
Not Used: Not Used: Not Used:
Not Used: Not Used: Not Used:

Amount of the Bank Deposit
F1-Recalc Deposit F4-List Checks F6-List PC Dt1 F8-Backout Cmd-Exit Pg
  
```

Figure 15- 5 Summary File EOD Change Screen F4-List Checks

```

CHECKS RECEIVED AT STORE 101 ON 3/08/10
CUST NBR  CUST LAST NAME  CHK NBR  TICKET NO  CHK AMOUNT  TYPE  STAT
100196  SMITH                3333     128322     41.98       0     N
100196  SMITH                3333     128777     52.97       F     N
101494  SMITH                1234     103164     356.20      0     N
101494  SMITH                1234     106721     126.59      0     N
101494  SMITH                1234     121482     503.23      0     N
101494  SMITH                1234     122931     101.87      0     N
101494  SMITH                1234     130692     130.06      0     N
    
```

END OF FILE: F2-Previous Page F8-Back Out

**Figure 15- 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 15-1.

**List Petty Cash Detail (F6 Function Key)**

Pressing the F6 key to List Petty Cash Details as seen in Figure 15-7 gives you a screen similar to Figure 15-8 which displays a listing of all petty cash receipts that were entered and will post on that particular day.

```

Date: 3/08/10 Store: 101 Summary File EOD Change 03/08/10 11:39:52
Last Updated By-Date-Time: 1- 3/08/10-11:37 Deposit Total: 3107.28
Bank Dep: 1960.40 ForOthStr: 561.39-FrmOthStr: CreditCard: 1263.30
ACH/PAP: OnLinePmt: DebitCard: 444.97
Pmt Amt Tax Amt Misc Receivable AR Paid NSF Refund Tot Cash
RTO: 2612.91 210.10 436.28 12.01- 0.00 3247.28
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: 3107.28 RTO Over/Short: RTO Adjustment:
SaleBank Deposit: SaleOver/Short: Petty Cash: 140.00

Advertising: Adv Promos: Automotive:
Gas: 120.00 Computer & Fax: Courier Expense:
Cred &Collection: Office Expense: 20.00 Repairs & Maint:
Repairs to Unit: Training: Pmt for Oth Loc:
Pmt at Oth Loc: Not Used: Not Used:
Not Used: Not Used: Not Used:
Not Used: Not Used: Not Used:
Not Used: Not Used: Not Used:

Amount of the Bank Deposit
F1-Recalc Deposits F4-List Checks F6-List PC Dtl F8-Backout Cmd-Exit Pg
    
```

**Figure 15- 7 Summary File EOD Change Screen F6-List PC Dtl**

Petty Cash Receipts							3/08/10 11:43 am
Date: 3/08/10 - 3/08/10		Store: 101		RSSS LOC 101			
Type: ALL TYPES		Employee #:		ALL EMPLOYEES			
DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#	
3/08/10	101	11:33:27	20.00	8	Office Expense	1	
3/08/10	101	11:33:50	120.00	4	Gas	1	

F1-Next Pg                      F2-Prev Pg                      F8-Back Out

**Figure 15- 8 Petty Cash Receipts Details Screen**

### Post Petty Cash Receipts – PCSHREC

Utilizing this feature depends on if your store is allowed to post petty cash transactions. Some companies may have one individual or a specific department that handles posting of petty cash. If you do not post petty cash go to *Step 2 – Post Bank Deposit*.

There are two ways that petty cash can be posted. The original way to post petty cash is where you post it directly on the End of Day screen. The enhanced version to post petty cash is where you use "Post Petty Cash Receipts option on the End of Day Menu.

To use the enhanced version to post petty cash, Select "Post Petty Cash Receipts" from the End of Day Menu. See Figure 15-9. You can post petty cash receipts throughout the day.

End of Day Menu	1 RSSS 12.5 TRAINING	3/08/10 2:12 pm
1. Post Bank Deposits	SUMEDDS	
➔ 2. Post Petty Cash Receipts	PCSHREC	
3. Rental Payment Audit Report	PMTS	
4. Sale Payments Audit Report	ARPMTS	
5. Petty Cash Report	PCDTRPT	

You have mail!

F2-Mail      F4-Calendar      F5-Help      F7-Security      F8-Prev

**Figure 15- 9 End of Day Menu**

The Option 2 Post Petty Cash Receipts screen appears in Figure 15-10.

PETTY CASH RECPT	1 RSSS 12.5 TRAINING	3/08/10 2:14 pm				
Date: 3/08/10 - 3/08/10	Store: 101 RSSS LOC 101					
Type: ALL TYPES	Employee #: ALL EMPLOYEES					
DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#
Input the beginning transaction date to be listed						

**Figure 15-10 Post Petty Cash Receipts Screen**

The 'heading' section in Figure 15-10 shows date, store, time, amount, type, description and employee #. Accept the 'All Employees' default or enter your employee number. Whether you leave this field as ALL EMPLOYEES or you change it to your employee number, your employee number is automatically noted and tied to these transactions if you are logged in with your employee number. Press enter through the fields till your cursor is resting on the DATE prompt as seen in Figure 15-11.

Notice the F3-Chg, F4-Del and F6-Add function keys at the bottom of the screen. If you have the security authorization to add, change or delete petty cash receipts, you may do so.

PETTY CASH RECPT	1 RSSS 12.5 TRAINING	3/08/10 2:34 pm				
Date: 3/08/10 - 3/08/10	Store: 101	RSSS LOC 101				
Type: ALL TYPES	Employee #:	ALL EMPLOYEES				
DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#
█						
F1-Next Pg F2-Prev Pg F3-Chg F4-De1 F6-Add F8-Back Out						

Figure 15-11 Post Petty Cash Receipts Screen Function Keys

### Add a petty cash receipt

To add an entry to this screen, press the F6 key to add, see Figure 15-12. You must have security authorization to do these options. **You can post petty cash receipts throughout the day.**

PETTY CASH RECPT	1 RSSS 12.5 TRAINING	3/08/10 2:36 pm				
Date: 3/08/10 - 3/08/10	Store: 101	RSSS LOC 101				
Type: ALL TYPES	Employee #:	ALL EMPLOYEES				
DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#
3/08/10	101	14:36:42	0.00	0		1
Petty Cash Amt ( + is subtracting from, - is adding to the petty cash fund)						

Figure 15-12 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. See Figure 15-13.

Highlight the type in the pop-up window and press the enter key.

Your employee number automatically prompts at the EMPL# field.

If you need to add more petty cash receipts, press the F6 to add additional items. Press the F8 key to back out when you are done.

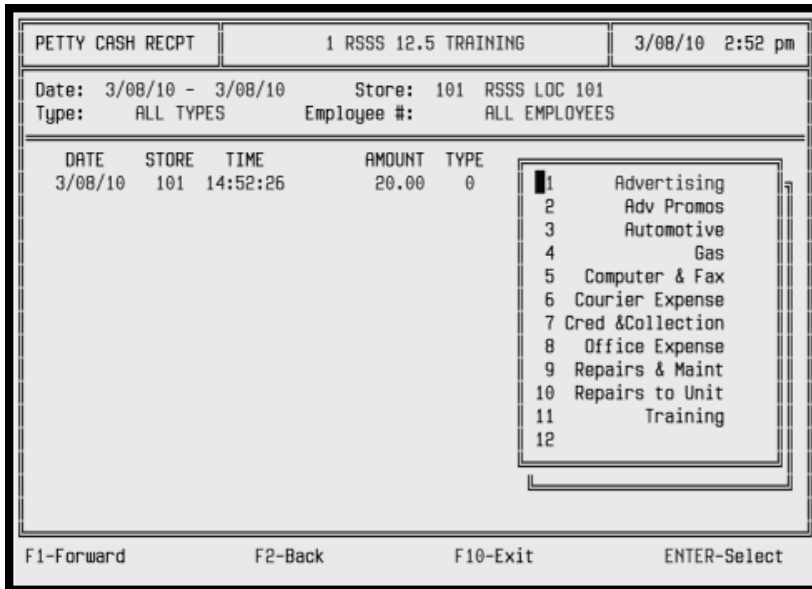


Figure 15-13 Post Petty Cash Receipts Types

### Change a petty cash receipt

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-Chg function key. Make your changes to the item and press the F9 key when you are done.

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. And before you go on to select Option 1 "Post Your Deposit", verify your petty cash entries on your petty cash receipt screen against your current day petty cash receipts. The detail petty cash items will appear on the End of Day screen after you have 'CALCULATED TODAY'S PAYMENTS = Y' for that particular day.

In Figure 15-14, two petty cash detail items have been added.

PETTY CASH RECPT		1 RSSS 12.5 TRAINING		3/08/10 2:43 pm		
Date:	3/08/10 - 3/08/10	Store:	101	RSSS LOC 101		
Type:	ALL TYPES	Employee #:	ALL EMPLOYEES			
DATE	STORE	TIME	AMOUNT	TYPE	DESCRIPTION	EMPL#
3/08/10	101	14:43:53	20.00	8	Office Expense	1
3/08/10	101	14:46:27	120.00	4	Gas	1

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

Figure 15-14 Post Petty Cash Receipts Screen – with two items entered

The EOD screen will look similar to Figure 15-15

Date:	3/08/10	Store:	101	Summary File EOD Change	03/08/10 14:51:13
Last Updated By-Date-Time:	1- 3/08/10-11:37				
Bank Dep:	1960.40	ForOthStr:	561.39-FrmOthStr:	CreditCard:	1263.30
ACH/PAP:	OnLinePmt:	DebitCard: 444.97			
Pmt Amt	Tax Amt	Misc	Receivable	AR Paid	NSF Refund Tot Cash
RTD:	2612.91	210.10	436.28	12.01-	0.00 3247.28
Sales:	624.00	43.68	0.00	667.68-	667.68
Service:	0.00				
Del-C:	1 PU-C:	0 Pdout/Cgoff-C:	0 Del-U:	1 PU-U:	0 Pdout/Cgoff-U: 0
RTD BnkDeposit:	3107.28	RTD Over/Short:	RTD Adjustment:		
SaleBank Deposit:	SaleOver/Short:		Petty Cash: 140.00		

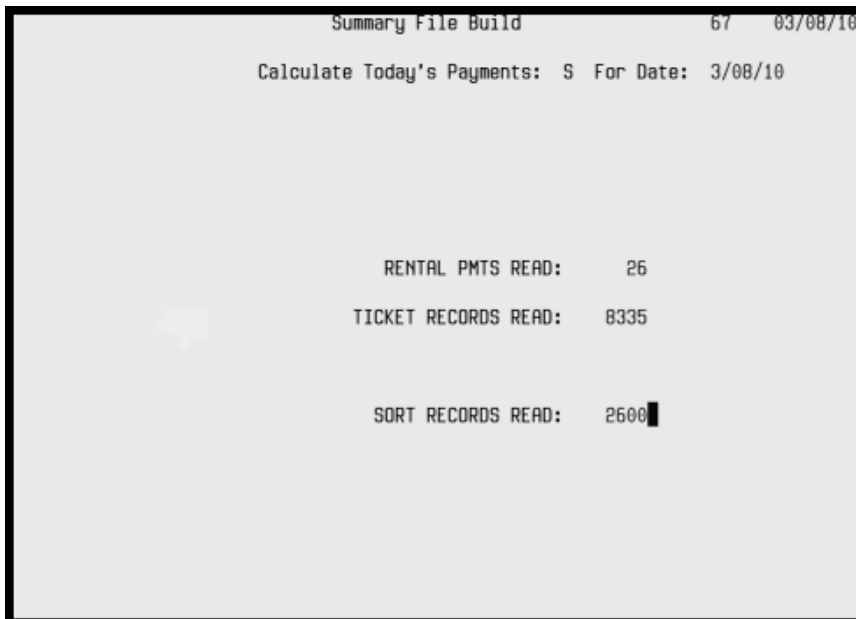
Advertising:	Adv Promos:	Automotive:
Gas: 120.00	Computer & Fax:	Courier Expense:
Cred &Collection:	Office Expense: 20.00	Repairs & Maint:
Repairs to Unit:	Training:	Not Used:
Not Used:	Not Used:	Not Used:
Not Used:	Not Used:	Not Used:
Not Used:	Not Used:	Not Used:
Not Used:	Not Used:	Not Used:

F1-Recalc Deposits F4-List Checks F6-List PC Dt1 F8-Backout Cmd-Exit Pg

Figure 15-15 EOD Screen where petty cash detail will appear

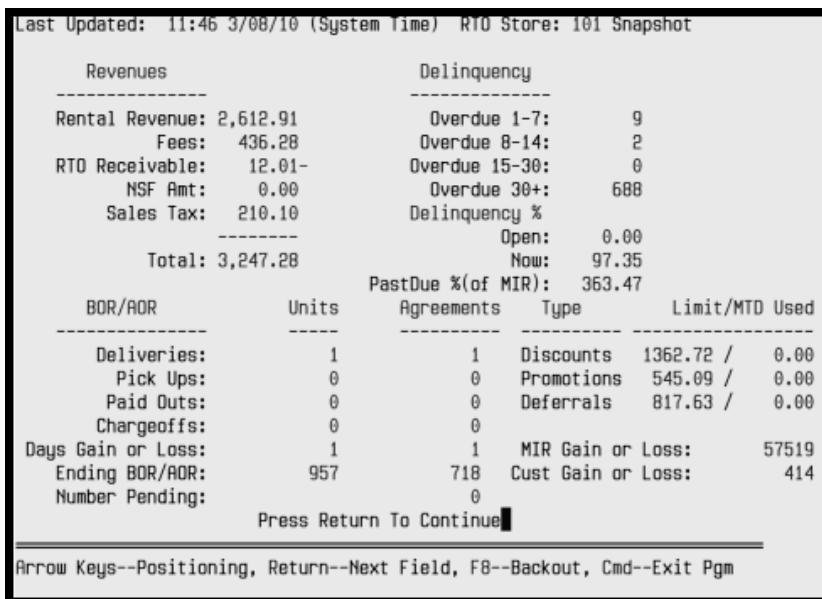
### RTO Snapshot (Calculate Today's Payments "S")

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 15-16 will appear.



**Figure 15-16 RTO Snapshot Summary File Build Screen**

The system will read through the records and when finished reading, the screen will change to resemble Figure 15-17.



**Figure 15-17 RTO Snapshot Screen with data**

Press F8 to back out to a menu.

### Sales AR Snapshot (Calculate Today's Payments "A")

If you selected an A for Accounts Receivable 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 15-18.

```

Last Updated: 11:53 3/08/10 (System Time)  AR Store: 101 Snapshot
-----
Revenues
-----
Install Sales: 0.00      GP Dollars/Percent: 0.00 / 0.00
Cash Sales: 624.00     GP Dollars/Percent: 550.36 / 88.19
Install Pmts: 0.00
Down Pmts: 0.00      Down Payment Percent: 0.00
Interest Paid: 0.00
Misc AR Fees: 0.00
-----
Contracts      Delinquency      Total  Weekly  Monthly
-----
New: 0          Overdue 1-7: 0    0    0
Refund/Cancel: 0  Overdue 8-32: 0    0    0
Repossessions: 0  Overdue 33-58: 0    0    0
Charge Offs: 0   Overdue 59-119: 0    0    0
Paid In Full: 0  Overdue 120+: 0    0    0
+/- Transfers: 0  Legal: 0    0    0
+/- Day: 0       Open %: 0.00 0.00 0.00
+/- Week: 0      Current %: 0.00 0.00 0.00
+/- Month: 0
Ending:
-----
Press Return To Continue
-----
Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm

```

**Figure 15-18 AR Snapshot Screen with data**

## Reports to assist in balancing

### Rental Payments Audit Reports - PMTS

Select "Rental Payment Audit Report" from your End of Day Menu if you need to take a look at your rental payments for today. If you want details, press enter through the N at the WANT TOTALS ONLY field; if you want totals only enter a Y instead.

Enter your store number after selecting Y at SELECT BY LOC OR LOC GROUPS field and enter a 1 to select LOCATIONS

Make sure you run the report for TYPE PMTS 4.

See Figure 15-19 for an example Payments Report screen with the changes you need to make. See Figure 15-20 for an example Payments Report.

See Figure 15-21 for an example Payments Exceptions Screen. Notice you can enter up to 6 exception types once you change the "Exception Report" field to an "E".

See Figure 15-22 for the example Payments Exception Report.

See Figure 15-23 for an example 'Totals Only' Payment Report.

Press the F9 key and press enter to accept the default of N and the report will run.

Note: When you are looking at the report, you can look for payment form 7 (debit card) and payment form 4 (credit card) totals to audit your POS print out.



# Summary End of Day Processing

REPORTS REPORT

WANT TOTALS ONLY: N      WANT PRODUCT CODE REPORT: N

SELECT CUSTOMER TYPES: N

USE TAX CODES AS STORE NUMBERS: N      ONLY PMTS FOR OTHER STORES: N

SELECT BY LOC OR LOC GROUPS: Y      PRINT MISC FEE SUMMARY: N

LOCATIONS: 101      0      0      0      0      0      0      0

START BY LOCATION: Y

STARTING PAYMENT DATE: 3/18/10      ENDING DATE: 3/18/10

STARTING AGMT/CONT DATE:      ENDING DATE: 12/31/79

SELECT BY: N

SUMMARIZE BY ZIP/POSTAL CODE: N      PAYMENT FORMS WANTED: 0      0      0

LATE PAYMENTS ONLY REPORT: N      ONLY AGMT/CNT AMT/BAL CHGS: N

TRANSACTIONS BY TIME REPORT: N      ONLY RTO RECV PMTS: N

CALCULATE COMMISSIONS: N

SELECT BY ZIP/POSTAL CODE: N

SELECT A RANGE OF RECEIPT NBR: N

EXCEPTION REPORT: N      TYPES:      TYPE PMTS: 4

ONLY PMTS ON BOOKS OVER A DATE: N

GRP CUSTOMERS ONLY: N      ONLY RECEIPT NUMBER GAPS: N

Figure 15-19 Rental Payments Report Screen

RUN DATE: 03/23/10      12.5 TRAINING      PAGE: 1

TIME: 11:02:14      RTO/RTR CUSTOMER PAYMENTS

SELECTED BY LOCATIONS: 101

PAYMENTS MADE: 3/18/10 THRU 3/18/10

AGMT/CNT DATES: THRU 12/31/79

CUSTOMER NUMBER	CUST NAME	NEXT DUE	DUE DATE	RECEIPT NUMBER	PAYMENT AMOUNT	GRP	ESP	MISC CHARGE	LATE CHARGE	TAX	CASH IN	T	F	SLSMN	TCK STR
10108660	SIMMONS, TREY	4/15/10	3/15/10	01010016524	99.95	10.99	0.00	0.00	3.00	7.98	121.92	3	001	40015	101
10108660	SIMMONS, TREY	4/15/10F	4/15/10	01010016525	23.51	0.00	0.00	0.00	0.00	0.00	23.51	3	008	40015	101
100005353	SHAW, CHRIS	4/15/10	3/15/10	01010016526	149.99	16.50	0.00	0.00	3.00	11.86	181.35	3	001	1025	101
100005444	SHAW, CHRIS	4/15/10F	4/15/10	01010016527	22.67	0.00	0.00	0.00	0.00	0.00	22.67	3	008	1025	101
10108458	BRATTON, SARA	2/26/10	2/01/10	01010016528	62.49	6.87	0.00	0.00	22.00	6.40	100.00	3	001	1025	101
10108458	BRATTON, SARA	2/26/10F	2/26/10	01010016529	8.90	0.00	0.00	0.00	0.00	0.00	8.90	3	008	1025	101
10108458	BRATTON, SARA	2/26/10	3/18/10	01010016530	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3	001	1025	101
10108458	BRATTON, SARA	2/26/10U	3/18/10	01010016531	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4	001	1025	101
10108535	KOMMINS, CARA	4/15/10	3/15/10	01010016532	129.95	14.29	0.00	0.00	3.00	10.31	157.55	3	001	1025	101
10108535	KOMMINS, CARA	4/15/10F	4/15/10	01010016533	20.08	0.00	0.00	0.00	0.00	0.00	20.08	3	008	1025	101
10108715	BRONSON, TARA	4/15/10	3/15/10	01010016534	109.95	12.09	0.00	0.00	3.00	8.75	133.79	3	001	40015	101
10108715	BRONSON, TARA	4/15/10F	4/15/10	01010016535	17.94	0.00	0.00	0.00	0.00	0.00	17.94	3	008	40015	101
10108715	BRONSON, TARA	4/15/10P	3/15/10	01010016536	101.33	11.15	0.00	0.00	3.00	8.08	123.56	3	001	40015	101
10108668	MCCOY, MIKE	3/27/10	3/20/10	01010016537	19.88	2.19	0.00	0.00	0.00	1.54	23.61	3	001	1025	101
100007727	MARTIN, LARRY	3/27/10	3/18/10	01010016538	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5	005	1025	101
100007727	MARTIN, LARRY	3/27/10N	3/18/10	01010016539	26.50	3.82	0.00	0.00	0.00	2.12	32.44	3	001	1025	101
100007727	MARTIN, LARRY	3/27/10	3/18/10	01010016540	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5	005	1025	101
100007727	MARTIN, LARRY	3/27/10N	3/18/10	01010016541	34.02	5.23	0.00	0.00	0.00	2.75	42.00	3	001	1025	101
100007943	BAKER, FRANK	4/15/10	3/18/10	01010016542	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5	005	40015	101
100007943	BAKER, FRANK	4/15/10N	3/18/10	01010016543	49.99	6.16	0.00	0.00	0.00	3.93	100.00	3	001	40015	101
100000472	NELSON, ANGIE	4/14/10P	3/15/10	01010016544	38.53	4.24	0.00	0.00	3.00	3.20	48.97	3	001	40016	101
10108999	ALLEN, SAMMY	4/15/10	3/15/10	01010016545	69.95	7.69	0.00	0.00	3.00	5.64	86.28	3	001	40016	101
10108999	ALLEN, SAMMY	4/15/10F	4/15/10	01010016546	18.09	0.00	0.00	0.00	0.00	0.00	18.09	3	008	40016	101
100007937	SMITH, JERALD	4/15/10	3/18/10	01010016547	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5	005	1025	101
100007937	SMITH, JERALD	4/12/10	3/18/10	01010016548	90.00	0.00	0.00	0.00	0.00	7.00	106.90	3	001	1025	101
100007937	SMITH, JERALD	4/15/10N	4/12/10	01010016549	9.96	1.10	0.00	0.00	0.00	0.77	11.83	3	008	1025	101
100007937	SMITH, JERALD	4/15/10	3/18/10	01010016550	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5	005	1025	101
100007937	SMITH, JERALD	4/15/10N	3/18/10	01010016551	49.99	5.13	0.00	0.00	0.00	3.86	59.39	3	004	1025	101
100006177	BANKS, LEE	4/15/10	3/15/10	01010016552	89.99	9.90	0.00	0.00	3.00	7.20	110.09	3	001	40015	101
100006177	BANKS, LEE	4/15/10F	4/15/10	01010016553	20.68	0.00	0.00	0.00	0.00	0.00	20.68	3	008	40015	101
10108876	FORTUNE, JD	4/15/10	3/18/10	01010016554	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5	005	1025	101
10108876	FORTUNE, JD	4/15/10N	3/18/10	01010016555	16.19	14.96	0.00	0.00	0.00	2.18	33.33	3	007	1025	101
10108796	COTTON, STAN	4/03/10P	3/15/10	01010016556	47.82	5.26	0.00	5.00	3.00	3.93	65.01	3	001	40001	101
100002653	ISAAC, VICTOR	3/24/10	3/17/10	01010016557	24.88	2.74	0.00	0.00	1.00	2.00	30.62	3	001	40015	101
10104854	NIXON, TRISHA	3/20/10P	3/15/10	01010016558	27.77	3.05	0.00	0.00	3.00	2.37	36.19	3	007	40001	101
10102654	ADAMS, WANDA	3/30/10P	3/15/10	01010016559	30.05	0.00	0.00	0.00	3.00	2.31	35.36	3	007	40001	101
10102654	ADAMS, WANDA	3/30/10	3/18/10	01010016560	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4	001	40001	101
10108654	ONEAL, DEBBIE	3/22/10	3/15/10	01010016561	41.88	4.61	0.00	0.00	3.00	3.46	52.95	3	001	40016	101

TOTALS THIS REPORT:

PAYMENTS	GRP	ESP	MISC CHG	LATE	CHG	DOWN	PMT	DEPOSIT	FREE PMT	TAX	CASH IN	ADD RECS	#	PMTS
1,311.10	156.77	0.00	5.00	59	00	0.00	42.57	0.00	143.70	106.87	1,661.31	8,662.61	38	

NET PAYMENT AMT (LESS TAX): 1,569.44

RECEIVABLE AMTS PAID IN: 42.57

**Misc Fee Types**

- 0 Misc Chg
- 1 Deposit Amount
- 2 Delivery Charge
- 3 Processing Fee
- 4 Returned Check Charge
- 5 In-Home Collection Fee
- 6 AR Interest Charge
- 7 Loan Interest
- 8 Airtime/Fee Ticket
- 9 Club Fee

**Type Payment**

- 1 Refund Over Payment
- 2 Refund and Cancel
- 3 Regular RTO Payment
- 4 Cancel Balance
- 5 1st Payment Record
- 6 Backout Bad Check
- 9 Pay Bad Check
- A Early Buyout

**Payment Forms**

- 1 Cash
- 2 Check
- 3 Money Order
- 4 Credit Card
- 5 Non-Cash Refund
- 6 Cash Refund
- 7 Debit Card
- 8 Free Payment
- 10 Field Cash
- 11 Field Check
- 12 Field Money Order
- 14 Early Buyout

FORM DESCRIPTION # PMTS

1	CASH	18
5	NON CASH REFUND	6
8	FREE PAYMENT	8

TIME FINISHED: 11:02:14

Figure 15-20 Rental Payments Report Example



Summary End of Day Processing

See Figure 15-21 for an example 'Totals Only' Payment Report.

```

PAYMENTS REPORT
WANT TOTALS ONLY: N      WANT PRODUCT CODE REPORT: N
SELECT CUSTOMER TYPES: N
USE TAX CODES AS STORE NUMBERS: N  ONLY PMTS FOR OTHER STORES: N
SELECT BY LOC OR LOC GROUPS: Y    PRINT MISC FEE SUMMARY: N
LOCATIONS: 101  0  0  0  0  0  0  0  0  0

STARTING PAYMENT DATE: 3/20/10  ENDING DATE: 3/20/10
STARTING AGMT/CONT DATE:        ENDING DATE: 12/31/79
SELECT BY: N

SORT BY SALESMAN/ACCT MGR: N
SUMMARIZE BY ZIP/POSTAL CODE: N  PAYMENT FORMS WANTED: 0  0  0
LATE PAYMENTS ONLY REPORT: N    ONLY AGMT/CNT AMT/BAL CHGS: N
TRANSACTIONS BY TIME REPORT: N  ONLY RTO RECV PMTS: N
CALCULATE COMMISSIONS: N
SELECT BY ZIP/POSTAL CODE: N

SELECT A RANGE OF RECEIPT NBRG: N
EXCEPTION REPORT: E TYPES: F | TYPE PMTS: 4
ONLY PMTS ON BOOKS OVER A DATE: N
GRP CUSTOMERS ONLY: N  ONLY RECEIPT NUMBER GAPS: N
IF RUNNING THE EXCEPTION TYPE REPORT, THE EXCEPTION CODE WANTED
  
```

Figure 15-21 Rental Payments Exceptions Report Screen

RUN DATE: 03/23/10 TIME: 12:34:37

RSSS 12.5 TRAINING RTO/RTR CUSTOMER PAYMENTS PAGE: 2

SELECTED BY LOCATIONS: 101  
 PAYMENTS MADE: 3/20/10 THRU 3/20/10  
 AGMT/CNT DATES: THRU 12/31/79  
 EXCEPTION REPORT TYPE: E TYPES: F

CUSTOMER NUMBER	CUST NAME	NEXT DUE	DUE DATE	RECEIPT NUMBER	PAYMENT AMOUNT	GRP	ESP	MISC CHARGE	LATE CHARGE	TAX	CASH IN	T	F	SLSMN	TCK STR
10108888	COOK, SHEILA	4/15/10F	4/15/10	01010016708	19.23	0.00	0.00	0.00	0.00	0.00	19.23	3	008	40001	101
AMT NOT COLLECTED:		20.43-	DAYS NOT COLLECTED: 8-		NEXT PMT DUE: 4/15/10						0.00				
10101444	COLLINS, BILL	4/15/10F	4/15/10	01010016710	21.29	0.00					1.29	3	008	40015	101
AMT NOT COLLECTED:		20.56-	DAYS NOT COLLECTED: 6-		NEXT PMT DUE: 4/15/10						0.00				
100002777	QUINN, MARY	4/15/10F	4/15/10	01010016714	19.68	0.00					9.68	3	008	40001	101
AMT NOT COLLECTED:		20.56-	DAYS NOT COLLECTED: 8-		NEXT PMT DUE: 4/15/10						0.00				
10108222	WHITE, JASON	4/15/10F	4/15/10	01010016718	18.09	0.00					8.09	3	008	40015	101
AMT NOT COLLECTED:		17.04-	DAYS NOT COLLECTED: 6-		NEXT PMT DUE: 4/15/10						0.00				
10108444	CONEY, SANDRA	4/15/10F	4/15/10	01010016725	23.37	0.00					3.37	3	008	40001	101
AMT NOT COLLECTED:		21.07-	DAYS NOT COLLECTED: 4-		NEXT PMT DUE: 4/15/10						0.00				

**Exception Codes**

- B Both Partial Pmt & Due Date Chg
- C Closed as Payoff
- D Due Date Change
- F Free Payment
- N New Agreement
- P Partial Payment
- U Unsatisfactory Closed

RUN DATE: 03/23/10 TIME: 12:34:37

RSSS 12.5 TRAINING RTO/RTR CUSTOMER PAYMENTS PAGE: 3

SELECTED BY LOCATIONS: 101  
 PAYMENTS MADE: 3/20/10 THRU 3/20/10  
 AGMT/CNT DATES: THRU 12/31/79  
 EXCEPTION REPORT TYPE: E TYPES: F

TOTALS THIS REPORT:

PAYMENTS	0.00	GRP	0.00	ESP	0.00	MISC CHG	0.00	LATE CHG	0.00	DOWN PMT	0.00	DEPOSIT	0.00	FREE PMT	373.77	TAX	0.00	CASH IN	0.00	ADD RECS	0.00	# PMTS	21
NET PAYMENT AMT(LESS TAX):						RECEIVABLE AMT:	0.00					DEPOSIT	0.00	TOTAL AMOUNT NOT COLLECTED:	346.73-								
RECEIVABLE AMTS PAID IN:						FREE RECEIVABLE AMTS:	0.00					DEPOSIT	0.00	RECEIVABLE AMTS GIVEN OUT:	0.00								

CUST TYPE R

PAYMENTS	0.00	GRP	0.00	ESP	0.00	MISC CHG	0.00	LATE CHG	0.00	DOWN PMT	0.00	DEPOSIT	0.00	FREE PMT	373.77	TAX	0.00	CASH IN	0.00	ADD RECS	0.00	NBR PMTS	21
----------	------	-----	------	-----	------	----------	------	----------	------	----------	------	---------	------	----------	--------	-----	------	---------	------	----------	------	----------	----

PAYMENT FORMS SUMMARY

FORM	DESCRIPTION	# PMTS	AMOUNT	FORM	DESCRIPTION	# PMTS	AMOUNT
8	FREE PAYMENT	21	373.77				

DUE DATE MOVE SUMMARY

CODE	DESCRIPTION	# DAYS	AMOUNT	CODE	DESCRIPTION	# DAYS	AMOUNT
------	-------------	--------	--------	------	-------------	--------	--------

TIME FINISHED: 12:34:37

Figure 15-22 Rental Payments Exception Report Example



## Summary End of Day Processing

```

RUN DATE: 03/08/10          RSSS 12.5          PAGE: 1
TIME:15:45:18             RTO/RTR CUSTOMER PAYMENTS
                           SELECTED BY LOCATIONS: 101
                           PAYMENTS MADE: 3/08/10 THRU 3/08/10
                           AGMT/CNT DATES: THRU 12/31/79

                           TOTALS THIS REPORT:
PAYMENTS      GRP      ESP  MISC CHG  LATE CHG  DOWN PMT  DEPOSIT  FREE PMT  TAX      CASH IN  ADD RECS # PMTS
2,612.91     259.05    0.00    129.25   47.98     0.00      0.00     0.00     210.10  3,247.28  0.00    23
NET PAYMENT AMT(LESS TAX): 3,037.18  RECEIVABLE AMT: 12.01-
RECEIVABLE AMTS PAID IN: 0.00  FREE RECEIVABLE AMTS: 0.00  RECEIVABLE AMTS GIVEN OUT: 12.01-

CUST TYPE  PAYMENTS  GRP  ESP  MISC CHG  LATE CHG  DOWN PMT  DEPOSIT  FREE PMT  TAX  CASH IN  ADD RECS  NBR PMTS
1          2,612.91  259.05  0.00  129.25   47.98     0.00      0.00     0.00    210.10  3,247.28  0.00    23

PAYMENT FORMS SUMMARY
FORM  DESCRIPTION          # PMTS  AMOUNT          FORM  DESCRIPTION          # PMTS  AMOUNT
1    CASH                  9      787.50          2    CHECKS                 7      1,312.90
4    CHARGE CARDS         4      701.91          5    NON CASH REFUND        1       0.00
7    DEBIT CARD/EFT       2      444.97
  
```

**Figure 15-23 Rental Payments "Totals Only" Report Example**

### Sales Payments Audit Report - ARPMTS

Select "Sale Payments Audit Report" from your End of Day Menu if you need to take a look at your sales transactions for today. If you want details, press enter through the N at the WANT TOTALS ONLY field; if you want totals only enter a Y instead.

Enter your store number after selecting Y at SELECT BY LOC OR LOC GROUPS field and enter a 1 to select LOCATIONS.

See Figure 15-24 for an example AR sales payments report screen with the changes you need to make. See Figure 15-25 for an example AR sales payments report.

Press the F9 key and press enter to accept the default of N and the report will run.

```

AR PAYMENTS REPORT
WANT TOTALS ONLY: Y  DISCOUNT CODE SUMMARY: N
SELECT CUSTOMER TYPES: N
USE TAX CODES AS STORE NUMBERS: N  SERVICE SALES PAYMENTS: I
SELECT BY LOC OR LOC GROUPS: Y
LOCATIONS: 101  0  0  0  0  0  0  0  0  0

STARTING PAYMENT DATE: 3/08/10  ENDING DATE: 3/08/10
STARTING CONTRACT DATE:          ENDING DATE: 12/31/79
SELECT BY: N

SORT BY SALESMAN/ACCT MGR: N
PAYMENTS ON AR PMT FORMS: A
SUMMARIZE BY ZIP/POSTAL CODE: N  PAYMENT FORMS WANTED: 0  0
LATE PAYMENTS ONLY REPORT: N    ONLY RECEIPT NUMBER GAPS: N
TRANSACTIONS BY TIME REPORT: N  ONLY RECV PMTS: N
CALCULATE COMMISSIONS: N
SELECT BY ZIP/POSTAL CODE: N

EXCEPTION REPORT: N  PENDING SALE PMTS: I  CLOSED PMTS: I
ONLY PMTS ON BOOKS OVER A DATE: N
TYPE REPORT: P  EXCLUDE CASH SALES: N  INTEREST PMTS: I
ENTER AN "N","Y" OR "S"(ONE LINE STORE SUMMARY)
  
```

**Figure 15-24 Sales Payments Report Screen**



## Summary End of Day Processing

DEBITS		CREDITS		NET		PAYMENTS		MISC CHG		LATE CHG		FREE PMT		TAX		CASH IN		# PMTS	
0.00		667.68		667.68		667.68		0.00		0.00		0.00		0.00		667.68		1	
RECEIVABLE AMOUNTS PAID IN:				0.00		RECEIVABLE AMOUNTS GIVEN OUT:				0.00		NET RECEIVABLE AMT:				0.00			

CUST TYPE	DEBITS	CREDITS	NET	PAYMENTS	MISC CHG	LATE CHG	FREE PMT	TAX	CASH IN	# PMTS
H	0.00	667.68	667.68	667.68	0.00	0.00	0.00	0.00	667.68	1

FORM	DESCRIPTION	AMOUNT	FORM	DESCRIPTION	AMOUNT
1	CASH	667.68			

TYPE	DESCRIPTION	AMOUNT	TYPE	DESCRIPTION	AMOUNT
P	PAYMENT	667.68			

TIME FINISHED: 15:54:45

**Figure 15-25 Sales Payments Report Example**

### Petty Cash Report - PCDTLRPT

Select "Petty Cash Report" from your End of Day Menu if you need to review your petty cash transactions.

Enter your store number after selecting Y at SELECT STORES field.

Notice if you need to print an audit of what may have been changed on the petty cash transactions for today, you can change the option PRINT AUDIT/CHANGE INFORMATION to a Y and this information will be included on the report.

See Figure 15-26 for an example Petty Cash Detail report screen with the changes you need to make. See Figure 15-27 for an example Petty Cash Detail report.

Press the F9 key and press enter to accept the default of N and the report will run.

```

PETTY CASH DETAIL REPORT

BEGINNING SELECTION DATE: 3/08/10   ENDING DATE: 3/08/10

SELECT COMPANYS: N
SELECT REGIONS: N
SELECT DIVISIONS: N
SELECT STORES: Y
STORES SELECTION: 101 0 0 0 0 0 0 0 0 0
PRINT TOTALS ONLY: N
PAGE BREAK ON STORE?: N
PRINT CHANGE/AUDIT INFORMATION: N

Any More Changes: N
  
```

**Figure 15-26 Petty Cash Detail Report Screen**



## Summary End of Day Processing

STORE	DATE	TYP	RESPONSIBLE EMPLOYEE	ENTERED BY	AMOUNT	
Run Date: 3/08/10      RSSS 12.5      Petty Cash Detail Report      PCDTLRPT      Page: 1						
Run Time: 16:04:30      For Dates: 3/08/10 thru 3/08/10						
SELECTED STORES: 101						
101	3/08/10	4	1 BAKER, ALFRED	1 BAKER, ALFRED	120.00	
				TYPE 4	Gas	TOTAL: 120.00
101	3/08/10	8	1 BAKER, ALFRED	1 BAKER, ALFRED	20.00	
				TYPE 8	Office Expense	TOTAL: 20.00
						3/08/10 TOTAL: 140.00
						STORE 101 TOTAL: 140.00
						REPORT TOTAL: 140.00
TIME FINISHED: 16:04:30      ***** END OF REPORT *****						

**Figure 15-27 Petty Cash Detail Report Example**

### Suite of Summary Reports – SUMRPT1

Select "Report Menu" from your Home Menu, then select "Detail Audit Reports" off your "Reporting Menu" to access the summary reports screen or press the F10 key off of any menu and at the command line enter "SUMRPT1" and press the enter key. You will be prompted for printer or file pathname. Enter the correct information or press the enter key to accept the default. See [Introduction to Reports](#) for additional information about the printer/file pathname screen.

Enter your store number after selecting Y at SELECT BY LOC OR LOC GROUPS field and enter a 1 to select LOCATIONS then enter a 1 to LOCATION SELECTION and enter your store number and press the END key.

At PRINT REPORT NBR enter the report number you want to run. Summary Report #21 Store Deposit Report can be selected to review your cash posted by Deposit category.

Press the F9 key and press enter to accept the default of N and the report will run.

See Figure 15-28 for an example of the Summary Report screen with the changes you need to make.

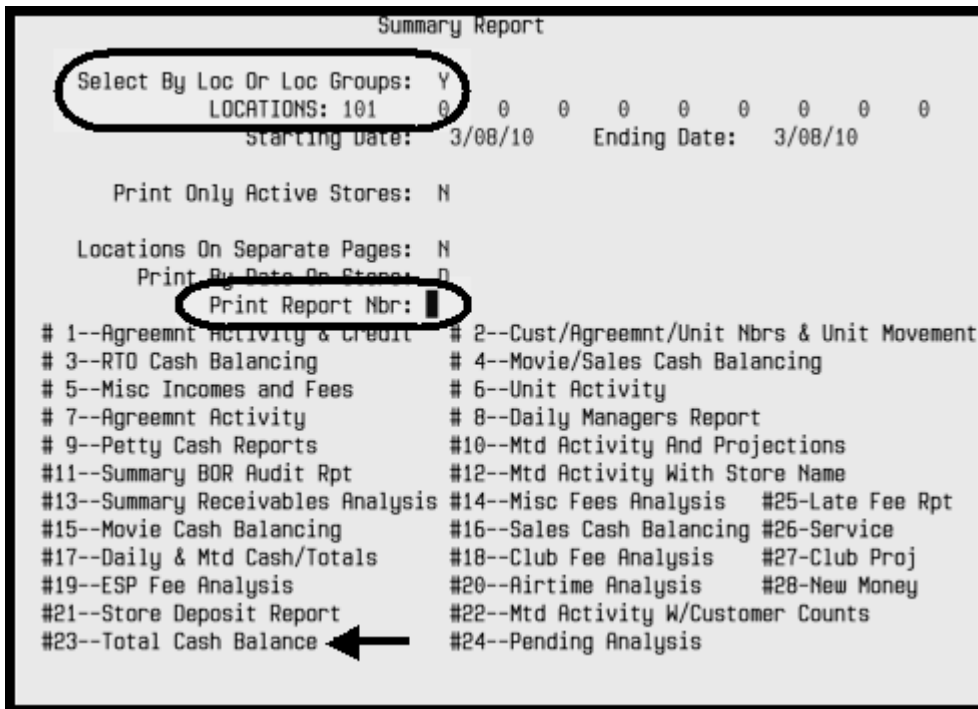
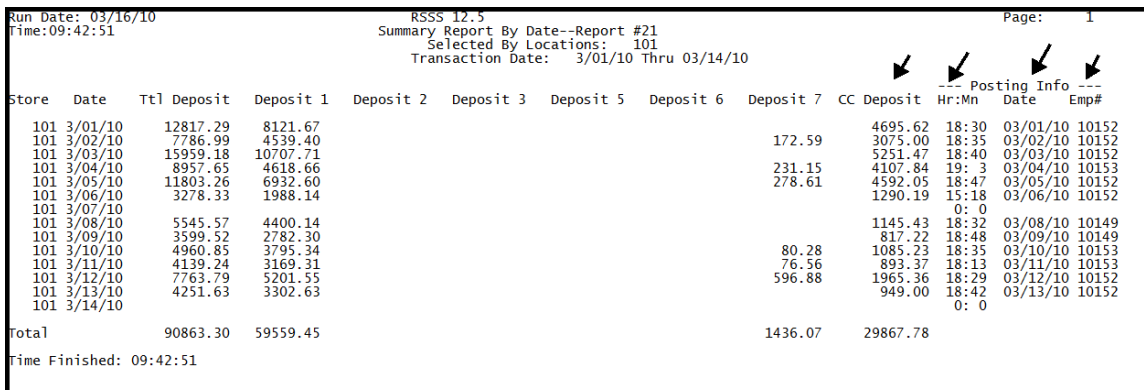


Figure 15-28 Summary Reports Screen

At "Print Report Nbr" enter 21 for Store Deposit Report. See Figure 15-29 for an example of a Store Deposit Report. This report is helpful since it breaks out what the different deposits were when they posted. It also shows you what time, what date and which employee last updated the screen.



Run Date: 03/16/10  
Time: 09:42:51

RSSS 12.5  
Summary Report By Date--Report #21  
Selected By Locations: 101  
Transaction Date: 3/01/10 Thru 03/14/10

Page: 1

Store	Date	Ttl Deposit	Deposit 1	Deposit 2	Deposit 3	Deposit 5	Deposit 6	Deposit 7	CC Deposit	Posting Hr:Mn	Posting Date	Info Emp#	
101	3/01/10	12817.29	8121.67						4695.62	18:30	03/01/10	10152	
101	3/02/10	7786.99	4539.40					172.59	3075.00	18:35	03/02/10	10152	
101	3/03/10	15959.18	10707.71						5251.47	18:40	03/03/10	10152	
101	3/04/10	8957.65	4618.66						231.15	19:3	03/04/10	10153	
101	3/05/10	11803.26	6932.60						278.61	18:47	03/05/10	10152	
101	3/06/10	3278.33	1988.14						1290.19	15:18	03/06/10	10152	
101	3/07/10									0:0			
101	3/08/10	5545.57	4400.14						1145.43	18:32	03/08/10	10149	
101	3/09/10	3599.52	2782.30						817.22	18:48	03/09/10	10149	
101	3/10/10	4960.85	3795.34					80.28	1085.23	18:35	03/10/10	10153	
101	3/11/10	4139.24	3169.31						76.56	18:13	03/11/10	10153	
101	3/12/10	7763.79	5201.55						596.88	19:65.36	18:29	03/12/10	10152
101	3/13/10	4251.63	3302.63						949.00	18:42	03/13/10	10152	
101	3/14/10									0:0			
Total		90863.30	59559.45					1436.07	29867.78				

Time Finished: 09:42:51

Figure 15-29 Summary Report #21 Store Deposit Report Example

At "Print Report Nbr" enter 23 to view the Total Cash Balance Report. See Figure 15-30 for an example of a Total Cash Balance Report.



## Summary End of Day Processing

RUN DATE: 03/08/10		RSSS 12.5		PAGE: 1						
TIME: 16:16:19		Summary Report By Store--Report #23								
		Selected By Locations: 101								
		Transaction Date: 3/08/10								
R T O / M O V I E / S A L E C A S H B A L A N C E										
Store	Rental Income	Rental Deposit	Sale Income	Sale Deposit	Movie Income	Movie Deposit	Petty Cash	Over Short	Total Deposits	Tax Amts
101	3247.28	3107.28	667.68				140.00-		3107.28	253.78
TL	3,247.28	3,107.28	667.68				140.00-		3,107.28	253.78
							Combined Taxes:			253.78
TIME FINISHED: 16:16:19										

**Figure 15-30 Summary Report #23 Total Cash Balance Example**