

3.19 Daily Cash Recording

Introduction

The *Daily Cash Recording* feature allows you to reconcile cash collected against cash recorded for each route uploaded from the handheld. Using a simple interface to manually input cash collected, the driver can be billed for any differences between the entered amount and the payment total uploaded on the driver's route. Using this feature will ensure that your daily route collections are accurate.

Setup

In order to successfully setup the *Daily Cash Recording* feature, you will need to make a handful of changes within RMA:

- Input monetary values accepted.
- Create a new Product Charge Code.
- Create a billing account for each driver.
- Modify *Employee Setup* for each driver.

Each item will be covered in the order listed.



Daily Cash Recording Setup

To input the monetary values accepted within the *Daily Cash Recording* screen, navigate to *Lists > Accounting Setup > Daily Cash Recording Setup.*

Choose **Modify** and enter a *Description* and value (*Multiplier*) for each monetary unit accepted. Sample monetary units have been entered below:

	Description	Multiplier	· · · · · · · · · · · · · · · · · · ·
Cash Type 1	\$100 Bill	100.00	
Cash Type 2	\$50 Bill	50.00	
Cash Type 3	\$20 Bill	20.00	
Cash Type 4	\$10 Bill	10.00	E
Cash Type 5	\$5 Bill	5.00	
Cash Type 6	\$2 Bill	2.00	
Cash Type 7	\$1 Bill	1.00	
Cash Type 8		0.00	
Cash Type 9	\$1 Coin	1.00	
Cash Type 10	\$0.50 Coin	0.50	
Cash Type 11	\$0.25 Coin	0.25	
Cash Type 12	\$0.10 Coin	0.10	
Cash Type 13	\$0.05 Coin	0.05	
Cash Type 14	\$0.01 Coin	0.01	
Clear	☐ Show Checks ☐ Auto Bill Employee for Shoi	tages	

NOTE: Choose the 'Clear' button on the screen to erase any information previously entered. To load default U.S. currency information, choose the 'Use U.S. Defaults' option (only available when *Clear* is selected).

If you would like to view and verify checks collected on route from within the *Daily Cash Recording* screen, select the **Show Checks** option on the screen.

C Show Checks

Auto Bill Employee for Shortages

In addition, select the **Auto Bill Employee for Shortages** option to automatically create an invoice once the *Lock* button is selected within the *Daily Cash Recording* screen. Once you have entered and selected all of the desired options, choose **Save**.



New Product Charge Code

A new *Product Charge Code* will need to be created to bill the driver's for any cash shortages. We recommend using a charge code number that is out of the range of current products (i.e., 900, 999, etc.). Additionally, you may opt to create a new *Product Class* with your new product code, but it is not required.

NOTE: A separate *Product Charge Code* can be created per driver, if necessary.

Create a new *Product Charge Code* by going to *Lists* > *Product Codes* > *Product Charge Codes*. The product code does not require a price, is non-taxable, and will not need to be sent to the handheld.

NOTE: If you are not familiar with creating *Product Charge Codes*, please refer to the *Getting Started Guide* or contact Advantage Route Systems.

In this example, product code '992' has been created.

M Product Charge Codes		- • •
Product Charge Codes	l venter l teterrat l	40
Charge Code 1992 HH Description Cash Bill	Units Number of Gallons 0.00 Volume/Unit 0.00	
Statement Description Cash Bill Mini Description CB Secondary Charge Code Secondary Description	Net Product Weight/Unit 0.00 Gross Weight/Unit 0.00 Shipping Weight/Unit 0.00	
Pre-Pay Product	Linite nar Packana 1	

Optionally, the product code used in this example has been assigned to a new *Product Class* created for *Daily Cash Recording*:

roduct Charge Codes	
02 Cash Bill	
fo Pricing Qty Pricing Handheld Accounting Stock History Hazmat Vendor Internet	<i>3</i> 4
Class Options	
Product Class CR - Daily Cash Recording	
Equipment Status Code v*INVALID CODE**	
Commission Class	
Mapping Product Class 🔹	- Nacf
Deposit Type	

Once you have successfully added the new product codes(s) to RMA, continue to the next section.



New Account

In order to successfully charge cash shortages to your employees, you must create a unique customer account number for each driver within RMA.

Create a new customer account by going to Lists > Wizards > New Customer W/ Order.

NOTE: If you are not familiar with the *New Customer Wizard*, refer to the *Getting Started Guide* or contact Advantage Route Systems.



Create a 'generic' (basic info on driver) customer account using the driver's information. After you have clicked **Save** in *Step 4*, do not use the next available account number; instead, replace the number with something out of the current account range (i.e., an account that begins with 999) — this will ensure that these types of accounts are easily filtered out of your reports in RMA.







Employee Setup

The account number and product code established previously will need to be assigned to each driver from within the *Employee Setup* screen found under *Lists* > *Employee Setup* > *Employees*.

Select a driver and choose the **Modify** button on the *Driver* tab.

M7 Employees				- • ×
Employees				
CD Chris Davis				
Information Commissions	Driver Internet Future			<i>4</i> 4
License ID	▼			
Truck ID	6BAY Traile	r ID		
Handheld Class	01 HANDHELD CLASS A			
Account/Charge Code to bill if	short on			- Aug
Acct No.	999001 👻 Driver A Charge Coo	de 992 💌		
	Cash Bill			
Field Service Qualifications				
1 💌	2 👻	3 💌		
Last Cert	Last Cert	Last Cert		
	//	11		×
Exp. Date	Exp. Date	Exp. Date		EXIT
11	11	11 🚔		
Note	Note	Note		
		<u> </u>	<u> </u>	
	*	-	-	
1				

Select the **Account Number** and **Charge Code** that will be used from each drop-down list.

Acct No. 999001	Driver A	Charge Code	992 💌	
	Cash Bill			

Save your changes to complete the setup process.

In the next section, you will be guided through the daily process of *Daily Cash Recording*.



Daily Processing

The Daily Cash Recording process takes place after your driver's have already uploaded their route data for the day. The money collected from each driver will be counted and input into the *Route Settlement Entry* screen below.

Route Settlement Entry

Daily Cash Recording can be found within the *Route Settlement Entry* screen under the *Transactions* pad.

Enter the **Driver**, **Route**, and **Date** that you are processing, and select the **Cash Recording** option.

Emp	loyee Mike Bettancourt	-	<u>R</u> oute B ▼ B	
			Truck 6BAY - DT4	1800
			Date 06/11/2015 🜩	
Invoices	Delivery Tickets	<u>S</u> kips	Payments	Autogenerate Transactions
Credit / Debit	Load Sheet	Missing Tickets	Cash Recording	FXIT

Daily Cash Recording Entry

The *Daily Cash Recording Entry* screen will automatically reflect payment totals previously uploaded into RMA for the current route. Follow the steps listed on the next page to properly complete the process.

mployee: Mike Bettancourt Ro	ute: B	Date 06/11/2015	Balance:	\$0.00	
Description Quantity					
\$100 Bill x 0 =	\$0.00				
\$50 Bill x 0 =	\$0.00				
\$20 Bill x 0 =	\$0.00				
\$10 Bill x 0 =	\$0.00				
\$5 Bill x 0 =	\$0.00				
\$2 Bill x 0 =	\$0.00				
\$1 Bill x 0 =	\$0.00				
\$1 Coin x 0 =	\$0.00				
\$0.50 Coin x 0 =	\$0.00				
\$0.25 Coin x 0 =	\$0.00				
\$0.10 Coin x 0 =	\$0.00				
\$0.05 Coin x 0 =	\$0.00				
\$0.01 Coin x 0 =	\$0.00				
Cash Entered	\$0.00				
Cash From Route	\$0.00				
Cash Difference	\$0.00				
	Misc Adjustment	50.00			
		30.00			



1. Click the **Modify** icon.

M/ Daily Cash Recording Entry					- •
Daily Cash Reco	ording Entr	У			
Employee: Mike Bettancourt	Route: B	Date 06/11/2015	Balance:	\$0.00	•
Description Quantity \$100 Bill x	o = \$0.00				<u></u>

2. Enter the quantity of each monetary unit you have received from the driver in the **Quantity** field.

14/ Daily Cash Recording Entry					•
Daily Cash Recor	dina Entry				
			-		
Employee: Mike Bettancourt	Route: B	Date 06/11/2015	Balance:	\$113.48	//
Description Quantity					
\$100 Bill X 0	= \$0.00				
\$50 Bill x 2	= \$100.00				X
520 Bill X 0	= 50.00				EVIT
\$10 Bill X 1	= \$10.00				EATI
SS Bill X 0	= \$0.00				.072
\$2 Bill X 0	= \$0.00				
\$1 Bill X 3	= \$3.00				
	= \$0.00				
S0.50 Colin x 0	- 50.00				
30.25 Coin X 1					
50.05 Coin x 2	- 50.20				
30.05 Collin X 0	- 30.00				
SUUT COIN X 3	= 50.05				
Cash Ente	red \$113.48				
Cash From Ro	ute \$0.00				
Cash Differen	nce \$113.48				
	Misc. Adjustment	\$0.00			
		00.00			
Oach Ester			Ac tho a	iontitios	
Cash Enter	eal	\$113.48	As the qu	Januties	
	· · · · ·	0110.10	are enter	red the	
Cook Fram Day	ut a		are enter	cu, inc	

Cash Entered	\$113.48	
Cash From Route	\$0.00	
Cash Difference	\$113.48	

As the quantities are entered, the *Cash Entered* amount is automatically

adjusted on the screen. If there are any differences between this amount and the *Cash From Route* amount (the total previously uploaded), it will be displayed within the *Cash Difference* field. This is the amount that will be billed to the driver upon completion.



3. Additionally, if you have enabled the 'Show Checks' option within the *Daily Cash Recording Setup* screen, you will be required to double-click on each check listed, to verify the information displayed.

	Check#	Amount	Å	Double click a check to confirm it
CI	Checks Entered necks From Route Checks Difference	\$0.00 \$0.00 \$0.00	Ŧ	

An asterisk symbol(*) will appear next to each check that has been verified. Any differences between *Checks Entered* and *Checks From Route* (the total previously uploaded) will be displayed within the *Checks Difference* field. This is the amount that will be billed to the driver upon completion.

- 4. Once all of the payment information has been entered and verified, you have two choices:
 - Select the Save button: to save your current progress and edit the batch later.
 - Select the Lock button: to complete the current batch and bill the driver for any differences, if necessary.

NOTE: In some cases, an offset may need to be entered to adjust for toll booth expenses, food, etc. Refer to the *Additional Options* section for detailed instructions on created an adjustment.



5. Choose the **Lock** button to create a transaction and bill the driver.

\$113.4	8	R
int 👘	Double click a check to confirm it	
		-

NOTE: A warning message will be displayed if you have not established the driver's account and product code within the *Employee Setup* screen.

6. Once the *Lock* button has been selected, click **Yes** to the confirmation message to proceed.

Lock Entry	
?	Are you sure you want to lock entry for Route B on 06/11/2015?
	Yes No

7. Repeat these steps for all routes and post the invoice transactions to complete the process.

NOTE: If you need to edit a batch after it has been locked, double-click directly on the on the **LOCKED!** label that appears on the screen. If the invoice generated with the batch has not been posted, it will be deleted when a locked batch is edited.



Reports

The *Cash Recording Entry* program contains a single report that can be used for reference after a route has been verified. This report is available from within the *Daily Cash Recording Entry* screen.

aily Cash Reco	ording Entry	,	L	OCKED!	
Employee: Mike Bettancourt	Route: B	Date 06/11/2015	Balance:	\$113.48	
Description Quantit	y	Check#	Amoun	t Double click a	A
\$100 Bill x	0 = \$0.00		74110411	check to confirm it	
\$50 Bill x	2 = \$100.00				
\$20 Bill x	0 = \$0.00				
\$10 Bill x	1 = \$10.00				Ð
\$5 Bill x	0 = \$0.00				
\$2 Bill x	0 = \$0.00				
04 B'''		1			

The report can be generated at any time and will reflect the current route information loaded.

	Daily Cash	n Recording	
Criteria	a: Employee: Conner, A Route: A Date 06/16/2009 Balance: \$0.00	aron	
Cash Entere	d	Checks Entered	
\$100 X 0.00 =	=	1234	150.00
\$50 X 0.00 =	=	Checks Entered Total	150.00
\$20 X 4.00 =	= 80.00	Checks From Route Total	150.00
\$10 X 1.00 =	= 10.00	Checks Difference	0.00
\$5 X 0.00 =	=		
\$2 X 0.00 =	-		
\$1 X 3.00 =	= 3.00		
Coins X 0.00 =	=		
\$1 X 0.00 =	=		
\$0.50 X 0.00 =	=		
\$0.25 X 0.00 =	=		
\$0.10 X 0.00 =	=		
\$0.05 X 0.00 =	=		
\$0.01 X 0.00 =	=		
Cash Entered To	tal 93.00		
Cash From Route To	tal 94.00		
Cash Differen	ce -1.00		
Misc. Adjustme	ent 1.00		



Additional Options

This section contains miscellaneous options available while processing *Daily Cash Recordings*.

Deleted Check Payments

Deleted *Check* payments will be listed with an 'X' next to them if they have been deleted in RMA.



In order for deleted *Check* payments to be verified, they must be un-deleted to proceed.

Cash Recording Adjustments

In some cases, it may be necessary to 'offset' the driver's cash for the day to adjust for toll booth charges, lunch expenses, etc. Use the *Misc. Adjustment* field to enter any necessary adjustments.





As an adjustment is entered, you will notice that the *Balance* listed will be adjusted on the top right portion of the entry screen.

Balance:	\$116.48	rul
Anoun	check to confirm	
	-	

NOTE: The offset information will also be noted on the *Daily Cash Recording Report*.

Summary

The *Daily Cash Recording* option gives you further flexibility with overseeing and managing your driver's payment collection activity. If you have any further questions regarding this feature, please contact Advantage Route Systems.