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:
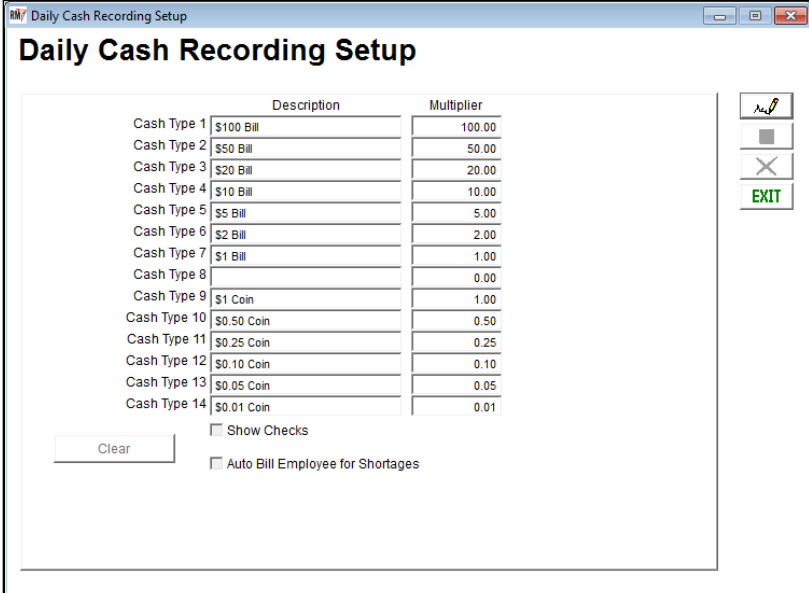
► Input monetary values accepted.

► 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:
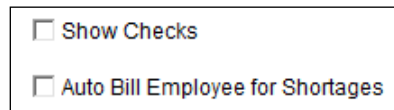

Daily Cash Recording Setup

	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
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

☐ Show Checks

Clear

☐ Auto Bill Employee for Shortages

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.

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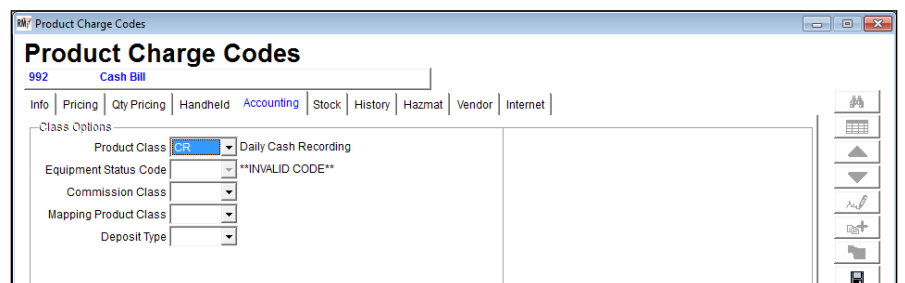
Optionally, the product code used in this example has been assigned to a new *Product Class* created for *Daily Cash Recording*:
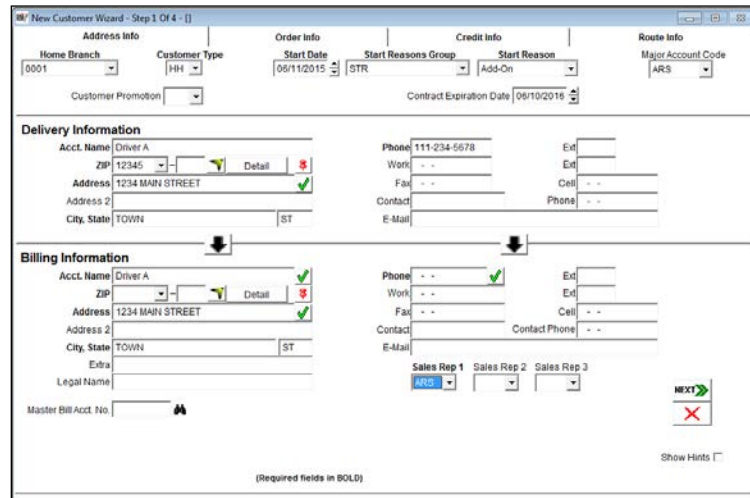

Once you have successfully added the new product codes(s) to RMA, continue to the next section.
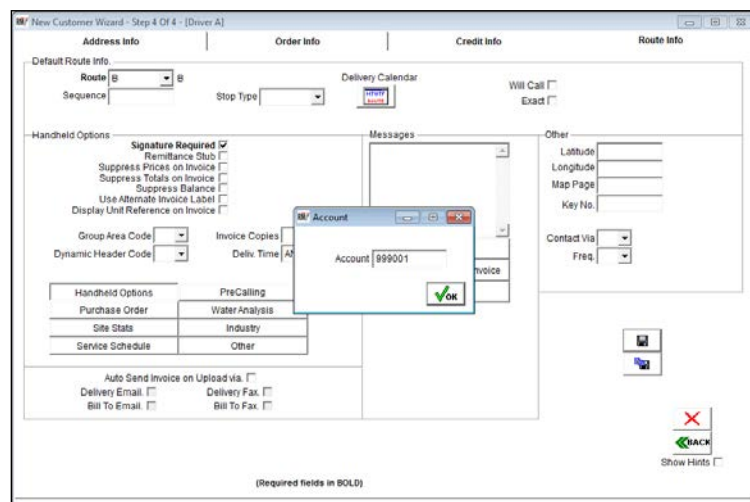
New Account

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.
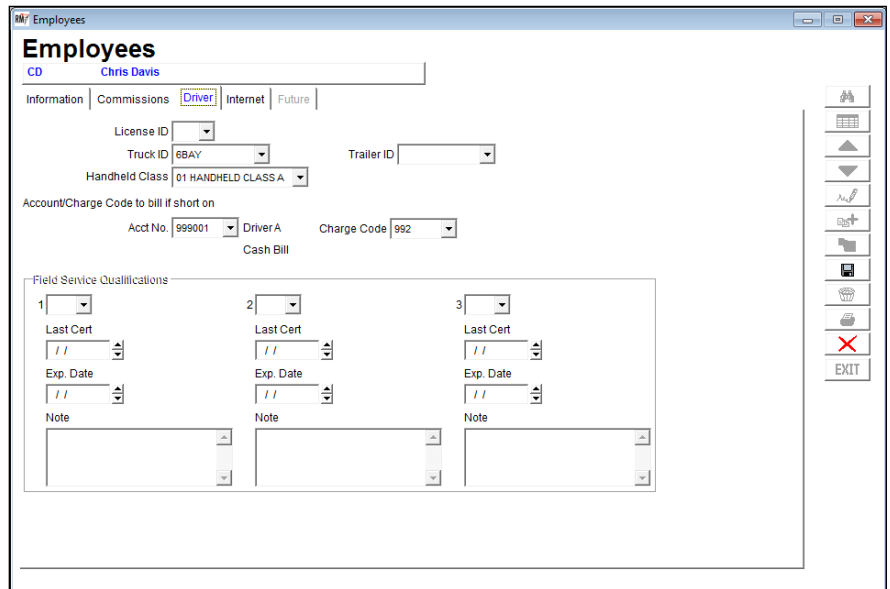

Click **OK** to create the new account.

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.

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

Save your changes to complete the setup process.

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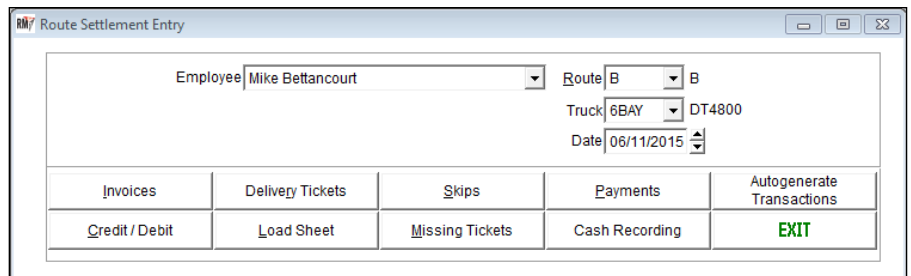

Daily Processing

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

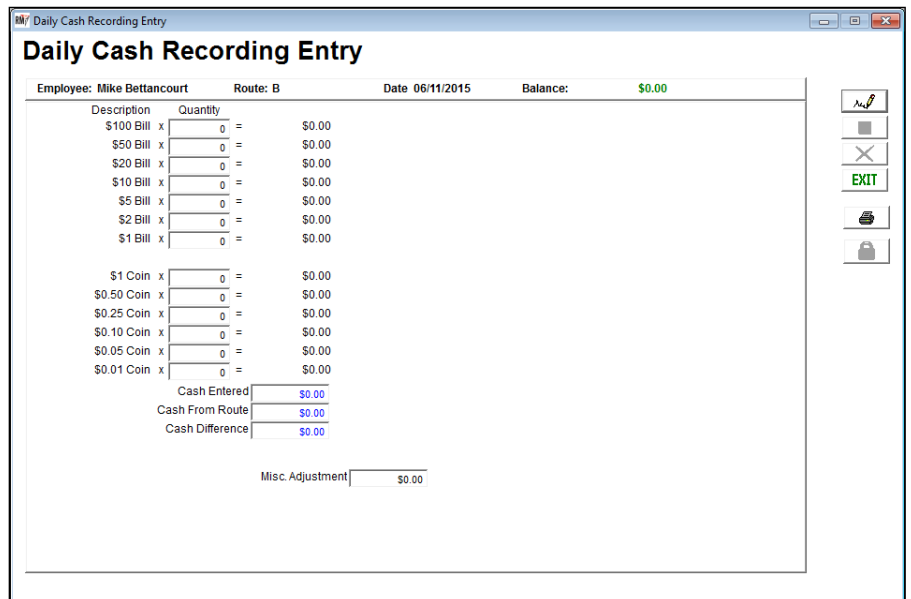*Daily Cash Recording* can be found within the *Route Settlement Entry* screen under the *Transactions* pad.

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

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.
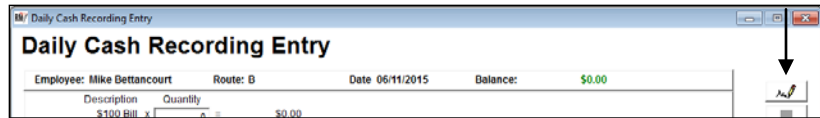
1. Click the **Modify** icon.

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

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.

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.

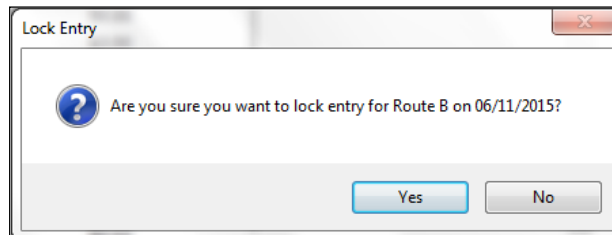5. Choose the **Lock** button to create a transaction and bill the driver.
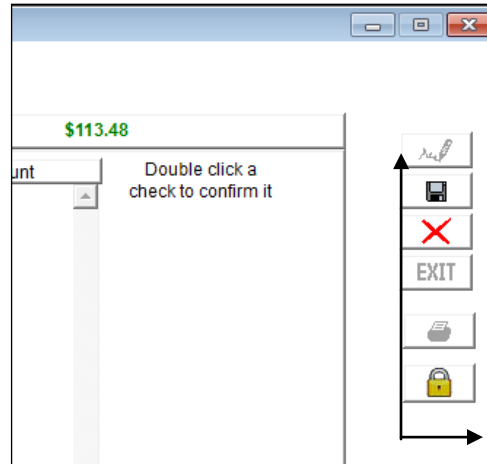
> **NOTE:** A warning message will be displayed if you have not established the driver's account and product code within the *Employee Setup* screen.

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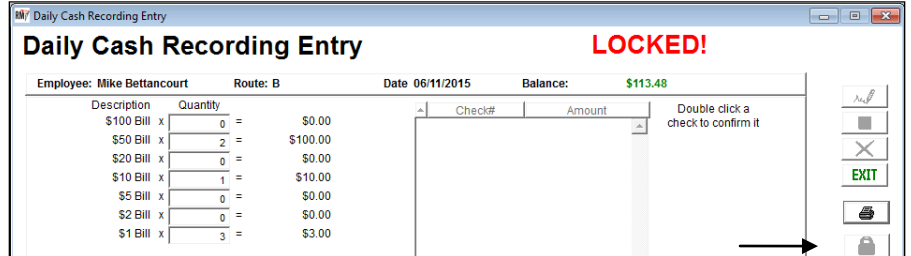

7. Repeat these steps for all routes and post the invoice transactions to complete the process.

> **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.

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

Daily Cash Recording

Criteria: Employee: Conner, Aaron
Route: A
Date 06/16/2009
Balance: $0.00

Cash Entered					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 Total		93.00		
		Cash From Route Total		94.00		
		Cash Difference		-1.00		
		Misc. Adjustment		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.
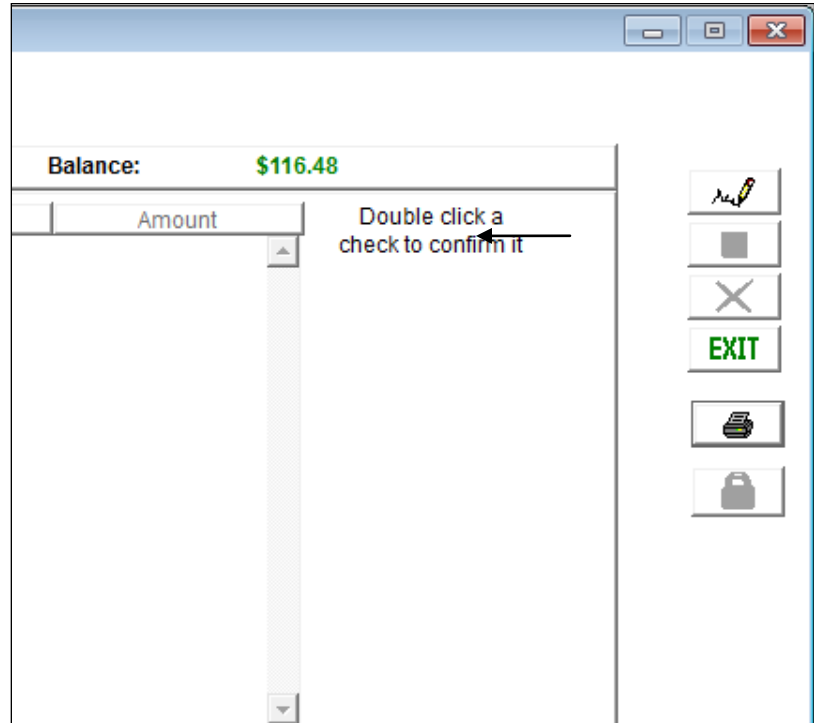
NOTE: The offset information will also be noted on the *Daily Cash Recording Report*.

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.