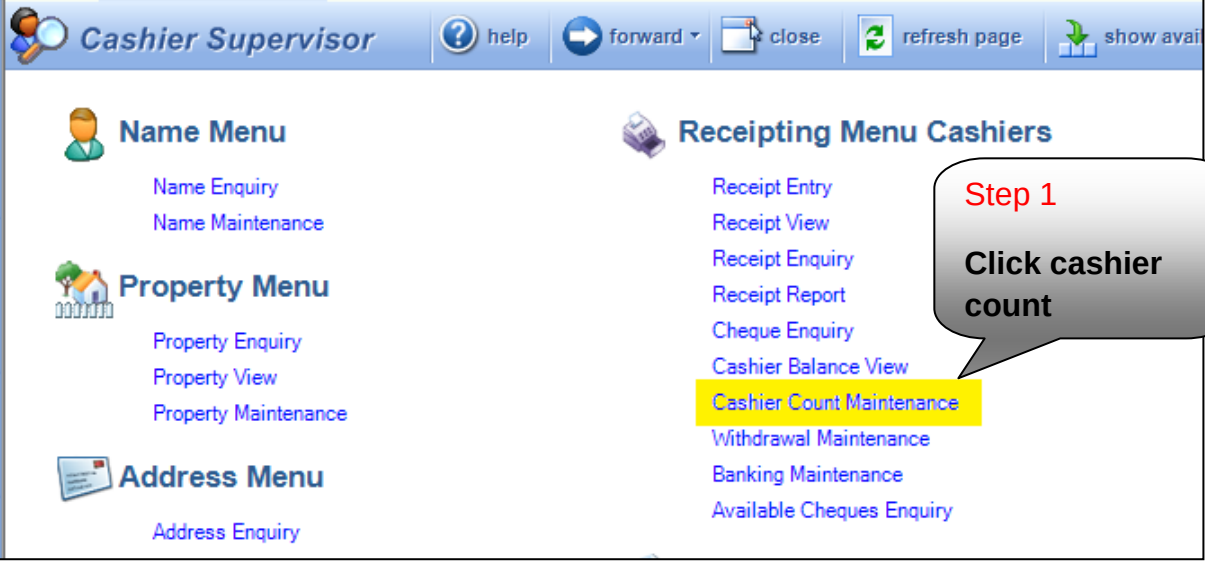


Pre banking money prior to end of day balancing



The screenshot shows the 'Cashier Supervisor' main menu. It features a top navigation bar with icons for help, forward, close, refresh page, and show available. The main area is divided into three sections: 'Name Menu', 'Property Menu', and 'Address Menu'. A 'Receipting Menu Cashiers' section is also present. A yellow box highlights 'Cashier Count Maintenance' in the Receipting Menu, with a callout bubble indicating 'Step 1: Click cashier count'.

Cashier Supervisor

help forward close refresh page show available

Name Menu

- Name Enquiry
- Name Maintenance

Property Menu

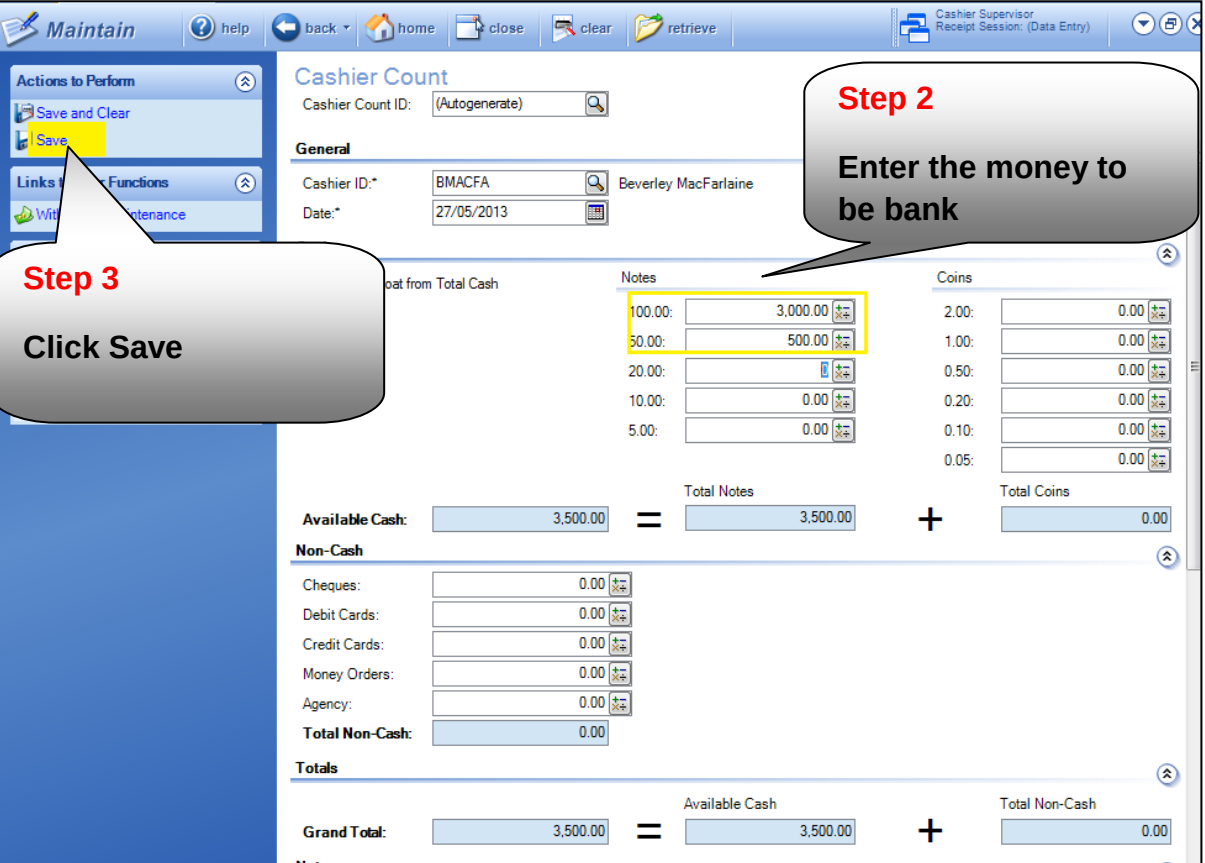
- Property Enquiry
- Property View
- Property Maintenance

Address Menu

- Address Enquiry

Receipting Menu Cashiers

- Receipt Entry
- Receipt View
- Receipt Enquiry
- Receipt Report
- Cheque Enquiry
- Cashier Balance View
- Cashier Count Maintenance**
- Withdrawal Maintenance
- Banking Maintenance
- Available Cheques Enquiry



The screenshot shows the 'Cashier Count' form. It includes a 'Maintain' header with icons for help, back, home, close, clear, and retrieve. A left sidebar contains 'Actions to Perform' (Save and Clear, Save) and 'Links to Functions' (Withdrawal Maintenance). The main form area has fields for 'Cashier Count ID' (Autogenerate), 'Cashier ID' (BMACFA), and 'Date' (27/05/2013). A 'Notes' table is highlighted with a yellow box, showing a 100.00 note for 3,000.00 and a 50.00 note for 500.00. A 'Coins' table is also present. A callout bubble indicates 'Step 2: Enter the money to be bank'. A 'Step 3: Click Save' callout points to the 'Save' button in the sidebar. The bottom section shows 'Available Cash' (3,500.00), 'Total Notes' (3,500.00), and 'Total Coins' (0.00). The 'Grand Total' is 3,500.00.

Maintain

help back home close clear retrieve

Cashier Supervisor
Receipt Session: (Data Entry)

Actions to Perform

- Save and Clear
- Save**

Links to Functions

- Withdrawal Maintenance

Cashier Count

Cashier Count ID: (Autogenerate)

General

Cashier ID: * BMACFA Beverley MacFarlane

Date: * 27/05/2013

Notes

Notes	Amount
100.00:	3,000.00
50.00:	500.00
20.00:	0.00
10.00:	0.00
5.00:	0.00

Coins

Coins	Amount
2.00:	0.00
1.00:	0.00
0.50:	0.00
0.20:	0.00
0.10:	0.00
0.05:	0.00

Available Cash: 3,500.00 = Total Notes: 3,500.00 + Total Coins: 0.00

Non-Cash

Cheques: 0.00

Debit Cards: 0.00

Credit Cards: 0.00

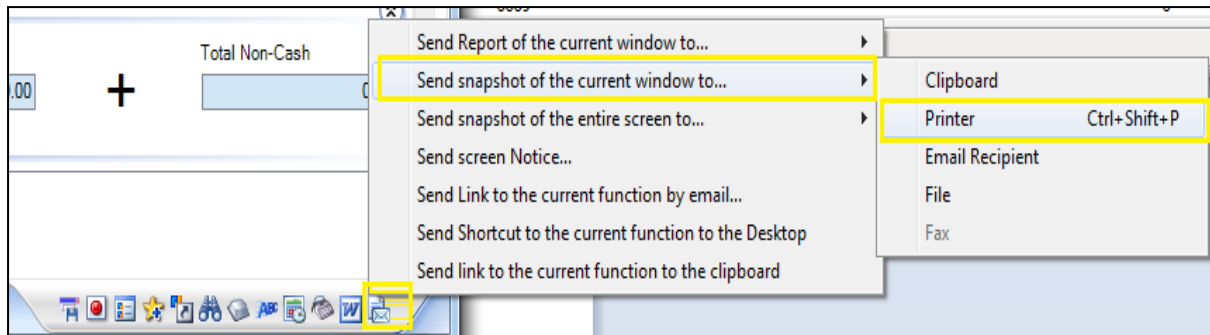
Money Orders: 0.00

Agency: 0.00

Total Non-Cash: 0.00

Totals

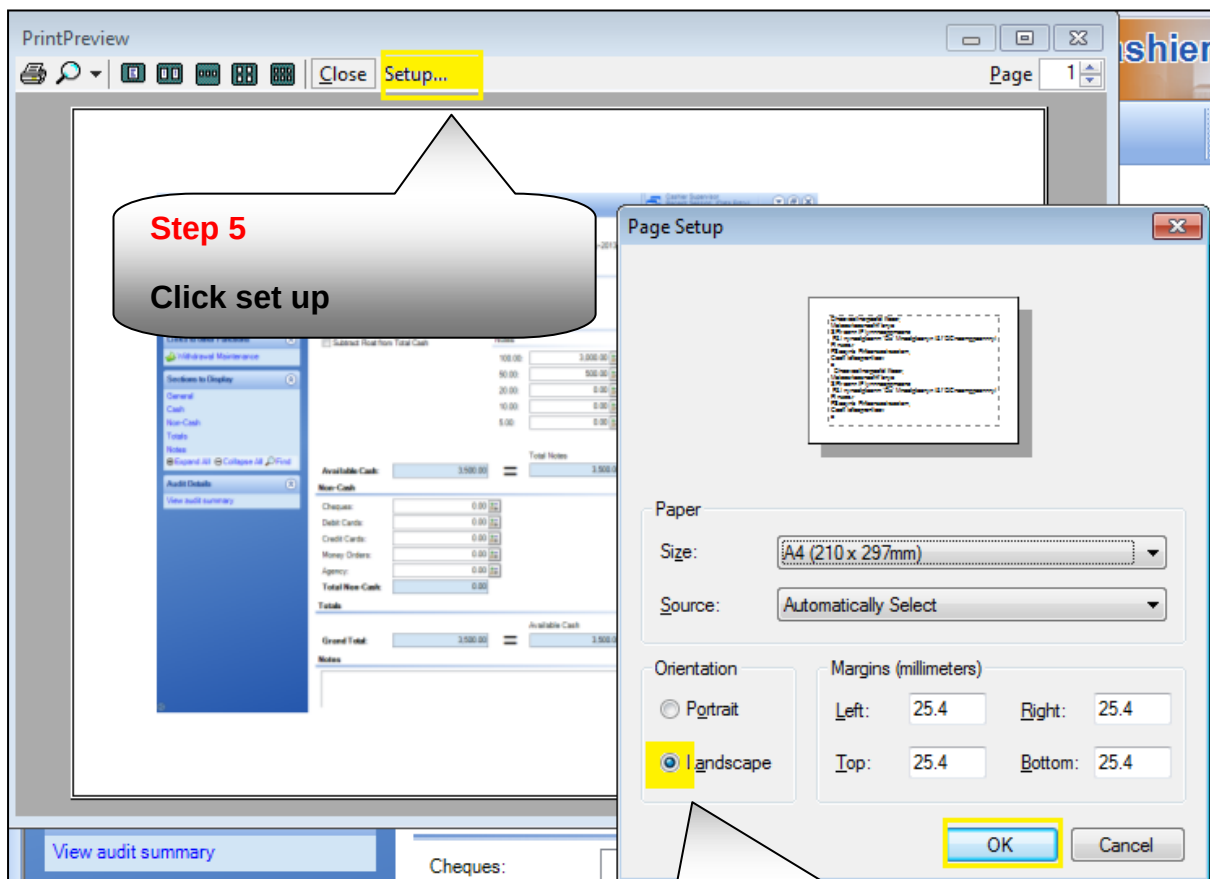
Grand Total: 3,500.00 = Available Cash: 3,500.00 + Total Non-Cash: 0.00



Step 4

Go to the bottom of the count screen

and click on the icon  and then select as above



Step 5

Click set up

Step 6

Click landscape and then OK

Maintain | help | back | home | close | clear | retrieve

Actions to Perform

- Create Withdrawal
- Save and Clear
- Save
- Delete

Cashier Count

Cashier Count ID: 52271 | Beverley MacFarlane - 14-Feb-2012

General

Cashier ID: BMACFA | Beverley MacFarlane

Notes

100.00:	300.00
50.00:	0.00
20.00:	40.00
10.00:	0.00
5.00:	0.00

Coins

2.00:	0.00
1.00:	0.00
0.50:	0.00
0.20:	0.00
0.10:	0.00
0.05:	0.00

Total Cash: 340.00 = Total Notes: 340.00 + Total Coins: 0.00

Available Cash: 340.00 = Total Cash: 340.00 - Float: 0.00

Non-Cash

Audit Details

Modified by the user BMACFA at 14/02/2012 10:40:39 AM

Step 7

Click on Create Withdrawal

Maintain | help | back | home | close | clear | retrieve

Actions to Perform

- Save and Clear
- Save

Links to other Functions

- Cashier Balance View
- Journal Maintenance

Sections to Display

Withdrawal

Withdrawal ID: (Autogenerate)

General

Cashier ID: BMACFA | Beverley MacF

Journal ID: |

Journal Date: |

Withdrawal counts

Withdrawals	Estimated V
340.00	0.00
142.00	0.00
144.00	0.00
14.00	0.00
0.00	0.00
0.00	0.00
Total	640.00

Step 8

Enter Journal Number and tab. Date will be placed automatically

Step 9

Click on retrieve

Maintain [help](#) [back](#) [home](#) [close](#) [clear](#) [retrieve](#)

Actions to Perform

- [Save and Clear](#)
- [Save](#)

Links to

- [Cashier Balance View](#)
- [Journal Maintenance](#)

Sections to Display

- [General](#)
- [Notes](#)
- [Expand All](#) [Collapse All](#) [Find](#)

Withdrawal

Withdrawal ID:

General

Cashier ID:* Beverley MacFarlane
 Journal ID:* Charges Update - Revenue Applications - 06/02/2012 - Open
 Journal Date:

Withdrawal Amounts

	Withdrawals	Estimated Withdrawals	Balances
Cash	0.00	309.90	-309.90
Cheques	0.00	65.00	-65.00
Debit Cards	0.00	55.00	-55.00
Credit Cards	0.00	0.00	0.00
Money Orders	0.00	0.00	0.00
Agency	0.00	0.00	0.00
Total	0.00	429.90	-429.90

Last Step

Click Save

Actions to Perform

- [Save and Clear](#)
- [Save](#)
- [Delete](#)

Links to other Functions

- [Cashier Balance View](#)
- [Journal Maintenance](#)

Sections to Display

- [General](#)
- [Notes](#)
- [Expand All](#) [Collapse All](#) [Find](#)
- [Audit Details](#)
- [View audit summary](#)

Withdrawal

Withdrawal ID: Beverley MacFarlane - 27-May-2013

General

Cashier ID:* Beverley MacFarlane
 Journal ID:* Charges Update - Revenue Applications - 27/05/2013 - Open
 Journal Date:

Withdrawal Amounts

	Withdrawals	Estimated Withdrawals	Balances
Cash	3,500.00	9,000.00	-5,500.00
Cheques	0.00	0.00	0.00
Debit Cards	0.00	0.00	0.00
Credit Cards	0.00	0.00	0.00
Money Orders	0.00	0.00	0.00
Agency	0.00	0.00	0.00
Total	3,500.00	9,000.00	-5,500.00

Notes

Note error message will appear at the bottom of the screen. Just ignore as you have not completed your end of day balance

The Receipts and Withdrawals for Journal ID '182814' do not balance. The Jol.more...