Automatic Cash Allocation / End of Day Procedures

Features:
- ➢ Create individual cash accounts for all cash customers, recording all details as required
- ➢ Produce sales reports / perform enquiries on an individual account basis
- ➢ Increased ability to future market cash paying customers
- ➢ Workshop & Point of sale invoices offer payment method selection
- ➢ Customer payments can be split by type, (£100,00 Cash and £50,00 on credit card)
- ➢ Payments may be taken from account customers
- ➢ Cash back may be given
- ➢ Single end of day procedure for Till, Workshop and POS
- ➢ Automatic allocation of payments received

The following areas should first be set up:

1. Request Payment Method in POS
(System Management, Company Control Files, Parts, POS)
"Request Payment Method in POS"   Yes or No

Set this to 'Yes' and Gold will prompt for the method of payment upon creation of invoice, allowing for end of day till reconciliation on all cash sale transactions made.

2. Request Payment Method in WSJ
(System Management, Company Control Files, Parts, POS)
"Request Payment Method in WSJ"   Yes or No

Set this to 'Yes' and Gold will prompt for the method of payment upon creation of invoice, allowing for end of day till reconciliation on all cash sale transactions made.

3. Terminal Manager
(System Management, Security, Terminal Manager)
Enter Terminal Number and select the "Till" tab. The base currency code should be entered, e.g. GBP and, if required, a till float. This should be done for each terminal producing cash invoices.

4. Payment Methods
(Parts Control, Cash Till, Payment Method Maintenance)
If not already created, set up a payment type for each method of payment to be used.

Taking Payments:

To record cash sales made on an individual account basis you should create a new sales ledger account for each cash customer as required. This may be carried out from with the point of sale advice and default settings found in the Depot Address/Sequence Numbers program will be applied.

Note - when creating the new account please ensure that the **POS Invoice Method** *is "Cash Sale Inv".*

Till

A sale to any customer account set to "Cash Sale Invoice" will prompt for payment method.

POS

Where a Cash Customer account is entered additional prompts allow for the entry of payment details.

Upon completion of the sale the **Finish** function should be selected, at this point you will prompted to select the payment method.

Payment Method	Curr	Amount	Tendered	Change	Curr
Cash (GBP)	GBP	30.00	30.00		
Cheque (GBP)	GBP	10.00	10.00		
Switch (GBP)	GBP	18.96	18.96		
Total Entered	GBP	58.96	58.96		
Total Invoice Value		58.96			
Deposit Amount Taken					
Balance Due Now		58.96			

OK   Cancel

The payment methods set up for till operation are available in the drop down list. The total payment amount can be split across several different methods, where this occurs Gold will recalculate the balance outstanding after each method and amount has been entered.

A tendered amount can be entered, showing any change that might be due to the customer; payment details are printed on the sales invoice showing all amounts paid by method of payment.

If cash back is to be given a negative value may be specified for cash, the remaining balance is then recalculated to take by Debit or Credit card. For example, if the goods were 28.75 and -50.00 is entered for cash the balance to pay changes to 78.75.

WSJ

The procedure for taking payments through workshop is the same as through point of sale but is activated when the **Invoice** function is selected.

End of Day Routine:
(Parts Control, Cash Till, End of Day Routine)

The End of Day routine is run from the Cash Till menu and collates all cash sales made through Till, POS and workshop. A printed report details the payments taken by payment method.

Key Entry Fields (# indicates the default setting)

Transaction Source	All Sources # Till Only WSJ Only POS Only	Select to report all sales sources or a specific source.
Till Number		Enter a specific till number or <Enter> for ALL
Operator		Enter a specific operator or <Enter> for ALL
Transaction Dates	00/00/0000 – 31/12/9999	Enter a from and to Transaction date range if required or accept the defaults for all transactions.
Include Deposits	Yes No # Deposits Only	Select whether to include deposit payments.
EOD Printed Status	Outstanding Only Previously Printed All Transactions	Select as required.

This report should reflect total payments received for the day sub totalled by payment method.

Once satisfied that the payments report agrees with the payments taken the report should be updated as completed.

This will prevent these transactions from appearing on any subsequent end of day report where the "Outstanding only, Not printed on EOD before" option is selected.

Automatic Cash Allocation:
(Sales Ledger, Further Reports, Automatic Cash Allocation)

The Automatic Cash Allocation is a procedure for allocating cash payments received to their respective outstanding transactions automatically.
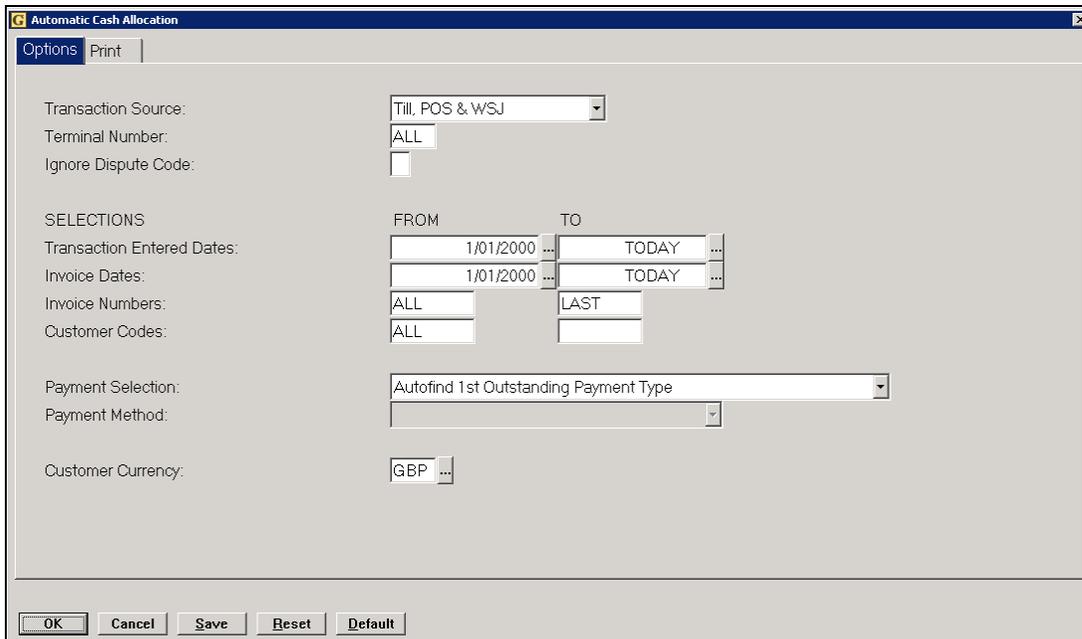
Key Entry Fields (# indicates the default setting)

Transaction Source	Till, POS & WSJ # Till Only WSJ Only POS Only	Select to report all sales sources or a specific source.

Terminal Number	ALL	Enter a specific terminal number or <Enter> for ALL
Ignore Dispute Code		Enter disputed item code to ignore in allocation. This can be used to ignore certain transactions from the allocation.
Invoice Dates	01/01/2000 - TODAY	Enter an Invoice date range to allocate.
Customer Codes	ALL	A specific customer a/c can be entered or 'All' customers.
Payment Selection	Select Payment Type # Autofind 1st OS Type	Select a payment type manually from the list below or allow gold to automatically find the first payment method with outstanding unallocated transactions.
Payment Method		If "Select Payment Type from List" was selected above, choose the required payment type.

A report will be printed showing all invoices where Gold has allocated payments as required.

Allocate Cash to Transactions?	Yes No #	If 'Yes' is selected further allocation details are required.

Key Entry Fields (# indicates the default setting)

Total Allocation Value		Enter the total amount to be allocated for payment method. It should not be necessary to change this value.
Customer for Difference		Where the amount to be allocated from the till differs from the calculated total of all sales transactions, i.e. a customer has overpaid with cash, then you may enter a sales ledger account for the difference to be posted to as an unallocated payment.
Write Off Differences	No # Yes	If an over or underpayment does occur then you may choose to write off the difference taking it as a loss or gain against a Sales Discount Nominal code.

The remaining selections are as per standard cash allocation, where batch number, payment reference and payment slip numbers should be entered. If using the cashbook module you will be prompted to select the cashbook that the payments should update.