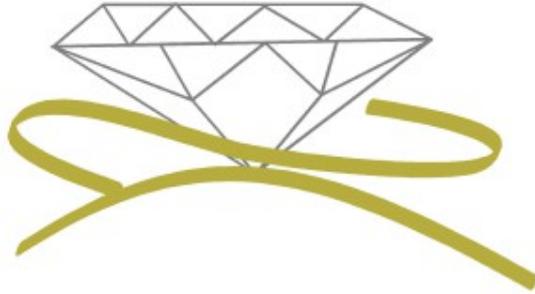# *The Jewellery Shopkeeper*

BANKING

End of day cash-up

Revised April 2016

$hopkeeper
$olutions ¢¢

CONTENTS

- Petty cash
- Tally cash
- Banking
- Correcting payment method
- Correcting salesman initials

PETTY CASH

```
Default
Branch A
SSSSSSSSSSSSSSSSSSSSSSSSS Demo Shopkeeper Shop SSSSSSSSSSSSSSSSSS Build 6G115+ S
S  The Jewellery Shopkeeper (Plus)    SALES MENU      Prof#1  Loc.A     28/04/16 S
S  ~~~~~~~~~~~~~~~~~~~~~~~~~~~~        ==========                                S
S EXIT   File maint.   Transactions   Reports   Procedures   Zipsale   Orders   S
S------------------------------------------------------------------------------S
                                    +-------------+
                                    |Banking      |
                                    |Control acc. |
                                    |Debit orders |
                                    |Finance chrgs|
                                    |Month End    |
                                    |Std/batchInv.|
                                    |Tally cash   |
                                    |Valuations   |
                                    +-------------+



                        Cash analysis and deposit report
```

- Keep control of what cash leaves your till by adding all cash slips into petty cash
- Sales → Procedures → Banking

```
Default
                    +-----------------------+
                    |     MONEY    MENU      |
                    +-----------------------+
                    | 1 - P(etty cash trans. |
                    | 2 - L(ist p.c. trans.  |
                    | 3 - D(eposit to bank   |
                    | 4 - O(ld p.c. analysis |
                    | 5 - C(ash a cust. chq. |
                    | 6 - G(et cheque cashed |
                    | 7 - M(ove cash to safe |
                    | 8 - R(e-print deposit  |
                    | 9 - S(econd-hand purch |
                    | ---------------------+
                    |   - Select option     |
                    +-----------------------+
```

- Type a number "1" or letter "P" for Petty cash trans.

- 'Paid to' enter in the shop or person name to whom the money is paid.
- 'For' enter in as much detail as possible (eg. "Tea, milk, batteries" or "John Smith Wages 25 – 28 April 2016"
- 'Amount' how much was paid
- 'Purchased by' is the operator initials
- 'Account' is the General Ledger account, usually "REFRESHMENTS" or "WAGES" or "POSTAGE" or "REPAIRS AND MAINTENANCE". If unsure, type the number "4", press <Enter>, and use your up and down arrow keys to scroll to the account which best describes the expense.
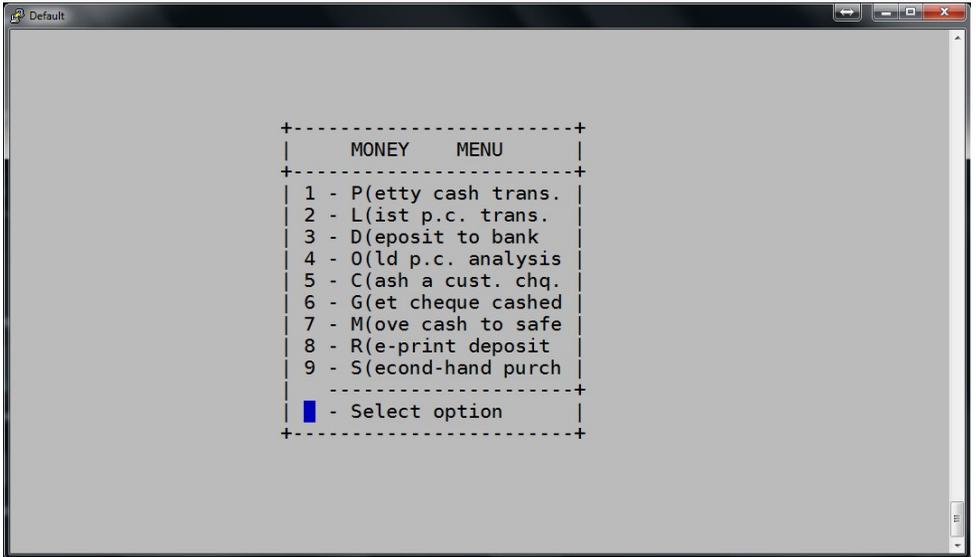- Type a "Y" for Yes to complete the petty cash transaction, which will be accounted for in your banking totals.

TALLY CASH

- Tally cash allows you to count your cash electronically
- Use your keyboard arrow keys to navigate to the Sales → Procedures → Tally cash menu, and press <Enter>

- Type in your location letter, and "till number" if more than one till is being controlled.

```
Default                                                    ↔  _ □ x

C A S H   C H E C K
-------------------
 Branch/location: A  (blank for all)
User/till number: 0   (zero for all) (you are user 1)
 All cash ... branch/loc.=A
                  E N T E R   C A S H   O N   H A N D
                  =================================
        COINS                              NOTES
        -----                              -----

   R5  x  10 =     50.00          R200 x   0 =      0.00
   R2  x  20 =     40.00          R100 x   0 =      0.00
   R1  x   0 =      0.00          R50  x   7 =    350.00
   50c x   0 =      0.00          R20  x   5 =    100.00
   20c x   0 =      0.00          R10  x 6   =      0.00
   10c x   0 =      0.00

                                 I.O.U.s             0.00
```

- Count the number of coins and notes, and enter in the number next to the corresponding amount. The total will be calculated automatically


```
Default                                                    ↔  _ □ x

C A S H   C H E C K
-------------------
 Branch/location: A  (blank for all)
User/till number: 0   (zero for all) (you are user 1)
 All cash ... branch/loc.=A
                  E N T E R   C A S H   O N   H A N D
                  =================================
        COINS                              NOTES
        -----                              -----

   R5  x   8 =     40.00          R200 x  40 =   8000.00
   R2  x   0 =      0.00          R100 x   9 =    900.00
   R1  x   1 =      1.00          R50  x   8 =    400.00
   50c x   0 =      0.00          R20  x   6 =    120.00
   20c x   0 =      0.00          R10  x   6 =     60.00
   10c x   0 =      0.00

                                 I.O.U.s             0.00

                           Actual cash on hand =  9521.00
                               Computers tally =  9521.00
                                                 ---------
(Ctrl-P to print)                                 Yiaaay!
```

- If your cash matches your computer's tally, and you get the "Yiaaay!" message, you are spot on with your cash banking. Well done!
- This datra is not recorded in history. Hold the CTRL and P keys on your keyboard to print a screen copy for auditing purposes.

BANKING

- Daily banking is important to ensure that the money in your till and on your speedpoint, matches that of your computer sales and payments. Management and owners can also receive the deposit report to check on daily transactions

- Ensure that a till float has been set up
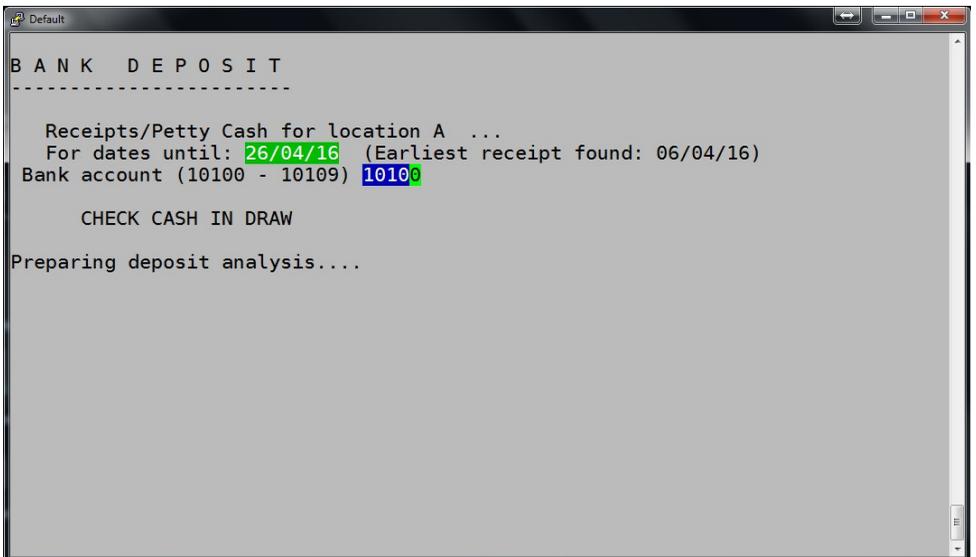
- Then go to Sales → Procedures → Banking

Notes:
Any sales processed after the banking is accepted will still be part of the current day's sales figures but the money will be included in the next banking.
It is possible to process more than one banking in a day, or do less regular banking, depending on company policy.

```
+------------------------+
|    MONEY    MENU       |
+------------------------+
| 1 - P(etty cash trans. |
| 2 - L(ist p.c. trans.  |
| 3 - D(eposit to bank   |
| 4 - O(ld p.c. analysis |
| 5 - C(ash a cust. chq. |
| 6 - G(et cheque cashed |
| 7 - M(ove cash to safe |
| 8 - R(e-print deposit  |
| 9 - S(econd-hand purch |
|  --------------------- |
| ▊ - Select option      |
+------------------------+
```

- The "Money Menu" allows recording of petty cash slips of money taking out of the till, as well as reprints, replenishing change, and second hand gold purchases.
- Press '1' or 'P' for Petty cash expense slips, and/or press '3' or 'D' for the Daily Banking

```
B A N K   D E P O S I T
-----------------------

   Receipts/Petty Cash for location A  ...
   For dates until: 26/04/16  (Earliest receipt found: 06/04/16)
 Bank account (10100 - 10109) 10100

      CHECK CASH IN DRAW

Preparing deposit analysis....
```

- Confirm your location letter, as well as the date of the banking to be done (it can be previous day's date), and the GL bank account number (default 10100 unless known)

```
BANK   DEPOSIT
-----------------------

  Receipts/Petty Cash for location A  ...
  For dates until: 26/04/16  (Earliest receipt found: 06/04/16)
Bank account (10100 - 10109) 10100

       CHECK CASH IN DRAW

Preparing deposit analysis....

Selecting cheque payments..
Selecting Visa payments..
Selecting cash payments..
Selecting discounts allowed..
Selecting other payments..
Totaling amounts...
Identifying E.F.T. payments...



 Select: s(creen, l(ist, v(oucher or c(ancel
```

- Press 'S' to screen the banking as a quick check


```
Selecting cash payments..
Selecting discounts allowed..
Selecting other payments..
Totaling amounts...
Identifying E.F.T. payments...




 Select: s(creen, l(ist, v(oucher or c(ancel
Demo Shopkeeper Shop       D E P O S I T  -  Loc:  A            26/04/16
 Account: 10100            ------------------------            ---16:30--

    CASH        Float b/fwd ...............        0.00
                Payments received .........     9521.00
                Petty cash expenses ........        0.00
                                              ----------
                Net cash on hand ..........     9521.00
                Less float c/fwd ..........        0.00
                                              ----------
                CASH DEPOSIT TO BANK .................     9521.00


 Press any key to continue...
```

- First the cash is shown. Check that the cash that the computer says that you should have is equal to the cash in your draw.

```
                              ----------
              CASH DEPOSIT TO BANK ...................    9521.00


 Press any key to continue...
   CHEQUES   0  Payments ............
                              ----------
              CHEQUE DEPOSIT TO BANK ..................       0.00
                                                          ----------
                                                          ----------
              TOTAL DEPOSIT .......................       9521.00
                                                          ==========
   BANK E.F.T. (SpeedPoint) transactions
   172 10005 12/04/16 BANK/SPEEDPNT OP      7500.00
   175 10002 26/04/16 BANK/SPEEDPNT OP        30.00
               Total E.F.T. credits ....................    7530.00
   Direct Deposits & Refund Cheques
   174 10159 22/04/16 BANK TRAN/EFT DW      7000.00
               Total Direct Deposits & Refund Cheques ...    7000.00
                                                          ----------
               Total bank credit ......................    24051.00
                                                          ==========
Type 'A' to accept deposit
 Select: s(creen, l(ist, v(oucher, a(ccept or c(ancel
```

- Press any key to show the speedpoint transactions which should match the speedpoint report slip.
- If the screened report is correct, press 'V' to print the report to the invoice printer, or press 'L' to print to your report (eg A4 laser) printer

```
+------------------------------------+
|                                    |
|  D E P O S I T   C O M P L E T E D  |
|         for branch/location A       |
|     Press a key or wait 3 seconds   |
|                                    |
+------------------------------------+
```

- Type an 'A' to Accept, and your banking is complete

CORRECTING PAYMENT METHOD

- Should you discover that your banking is incorrect because a payment was entered as cash instead of speedpoint, DON'T Accept the banking! Method can only be fixed before the banking is accepted.
- Correct the error in Sales → File maint → Journal edit → Paymnt method/Date

- Type in the customer account number

- Use your keyboard arrow keys to navigate to the incorrect payment method in the column "JMETHOD"

- Type an "S" to change to Speedpoint, or "C" for Cash, or "E" for EFT"
- Press <Enter> to be sure that the change is recorded, then press 'ESC' to return to the Sales menu.

CORRECTING SALESMAN INITIALS

- If the incorrect salesperson initials were entered into a sale, it may be corrected in Sales → File maint → Journal edit → Salesperson editor

- Enter your location letter, as well as the invoice number to be corrected
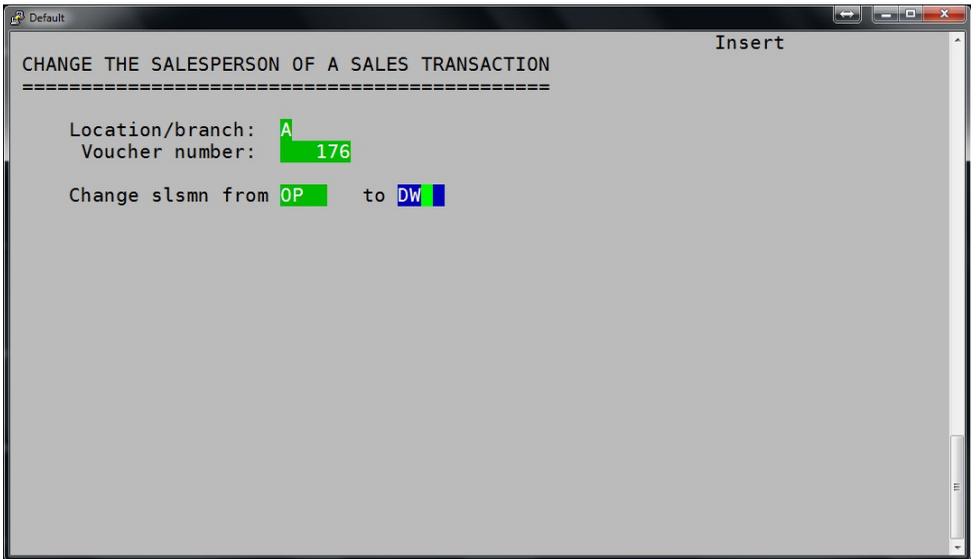
- Type the old initials, and the new initials (the old initials are a check to make sure the correct invoice is being edited)
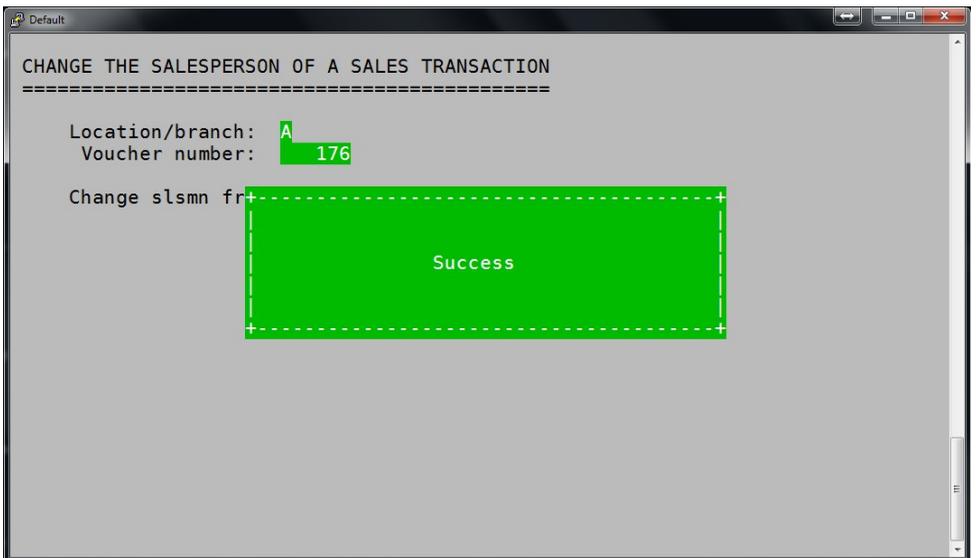
- "Success" message should appear when done.

Note: This will only affect the current month salesperson figures