

BM1601 – Cash Register Totals Screen

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Description

Use the Cash Register Totals Screen to:

- Print X reports.
- Print Z reports.
- Display summaries of cashiering transactions.
- Display statistics to verify the cash drawer balances.

The X and Z reports both print totals and counts of transactions conducted during a selected cashiering session. However, the X report is a preliminary report that you can print as often as needed. The Z report, on the other hand, both prints a report and closes out the current session so is therefore a final report which you can only print once.

Note: Some of the functions in the Cash Register Totals Screen can only be used by, or in cooperation with, users who have access level 3.

A user with access level 3 is able to perform additions, changes, deletions and inquiries.

User Functions

Key	Label	Function
F1	Refresh/Cancel	Redisplays the screen.
F2	X Report	Prints a copy of the X report.
F3	Z Report	Prints a copy of the Z report and closes the session.
F4	Inquire Detail	Displays accumulated totals by college, year/session, and fee code.
F5	Inquire Summary	Displays accumulated totals and counts by various sources (for example, by cash and by check).
F6	List	Lists all current sessions on a logical device (cashiering station), with the most current session appearing first.
F7	Help	Not available.
F8	Menu/Exit	Returns you to the FMS Menu where you can select a different process or log off FMS.

Printing an X Report

The X report is a preliminary report which prints a "snapshot" of the current totals and number of transactions for a selected cashiering session. The X report can be printed as often as needed.

To print an X report:

1. From the Cash Register Totals Screen (which shows the current session by default), type in the Print Device to indicate where the report should print.
2. Press X Report (F2).

If the Print Device is S (system), the X report prints on the system printer.

If the Print Device is L (local), a message says that a piece of paper must be inserted into the slip printer. The system will continue to prompt for paper as needed.

3. Insert the paper into the slip printer.
4. Press Enter.

Note: A user with access level 3 can type in the Cashiering Date, Device, Session and Print Device and can print an X report for any session on any device.

Printing a Z Report

The Z report is a final report of totals and counts of transactions conducted during a selected cashiering session. The Z report process also closes out the current session and therefore can only be printed once.

To print a Z report (for users with access level 3 only):

1. Type in the Cashiering Date, Device, Session and Print Device.
2. Press Z Report (F3).
3. Press Z Report (F3) again to verify that the session is to be closed.

If the Print Device is S (system), the X report prints on the system printer.

If the Print Device is L (local), a message says that a piece of paper must be inserted into the slip printer. The system will continue to prompt for paper as needed.

4. Insert the paper into the slip printer.
5. Press Enter.

Note: To print a Z report, the user needs to be logged in to the device where the session was created.

Displaying Detail Statistics

(for users with access level 3 only):

1. From the Cash Register Totals Screen, type in the Cashiering Date, Device, Session and Print Device.
2. Press Inquire Detail (F4).

The Inquire Detail Phase of the screen is displayed.

Displaying Summary Statistics

(for users with access level 3 only):

1. From the Cash Register Totals Screen, type in the Cashiering Date, Device, Session and Print Device.

2. Press Inquire Summary (F5).

The Inquire Summary Detail Phase of the screen is displayed.

Listing Sessions

To list sessions - access level 2 users:

From the Cash Register Totals Screen, press List (F6). A list of non-closed sessions for the logical device is displayed.

To list session - access level 3 users:

1. Type in the Cashiering Date, Device, or both.
2. Press List (F6).

A list of non-closed sessions is displayed for the Date and Logical Device specified.

Data Fields – Initial Phase

Date (display only)	Print Device
Cashiering date (key; required)	User ID (display only)
Device (key; required)	Status (display only)
Session (key; required)	

Date (Initial Phase)

Date (Initial Phase)	
Definition	Display only. The current date.
Length	6 digits
Format	MM/DD/YY

Cashiering Date (Initial Phase)

Definition	Key field. Entry required. The date of the cashiering activity.
Length	6 digits
Format	MMDDYY
Additional Information	This field defaults to the current cashiering date and is a protected field unless the operator has access level 3.

Cashiering Logical Device (Initial Phase)

Definition	Protected unless the operator has access level 3. A number identifying the logical device (cashiering station) of a cashiering session.
Length	3 digits
Additional	Defaults to the current logical device.

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Session (Initial Phase)

Definition	Protected unless the operator has access level 3. A number assigned by the cashiering process identifying a cashiering session.
Length	2 digits
Additional Information	This field defaults to the current session associated with the current User ID.

Print Device (Initial Phase)

Definition	Display only. A code identifying the printer device on which to print reports. Valid entries are: S System line printer (this is the default if a slip printer is not attached) L Local or slip printer
Length	1 character

User ID (Initial Phase)

Definition	Display only. A code identifying a specific user. This code should be the same as the ID you used when you logged on to FMS.
Length	8 characters
Edits	Must be valid in the Application Security System.

Status (Initial Phase)

Definition	Display only. The status of a cashiering session. Valid entries are: Open The cashiering session is open for updates. Locked Access to the session is temporarily denied, but the session can be opened by entering your user password. Pending The session has been closed (the Z report has been printed), but the entries have not been transferred to the General Ledger module (accounting) until the following jobs have completed: - BM1757J (Generation of Accounts Entry - POS) - BM1758J (Merge and Transfer Cashiering Files).
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Data Fields – Inquire Detail Phase

Date (display only)	Col (display only)
Cashiering date (display only)	Yrs (display only)
Device (display only)	Fee Cd (display only)
Session (display only)	Accumulated Total (display only)
Print device (display only)	

Date (Inquire Detail Phase)

Definition	Display only. The current date.
Length	6 digits
Format	MM/DD/YY

Cashiering Date (Inquire Detail Phase)

Definition	Display only. The date of the cashiering activity.
Length	6 digits
Format	MMDDYY

Cashiering Logical Device (Inquire Detail Phase)

Definition	Display only. A number identifying the logical device (cashiering station) of a cashiering session.
Length	3 digits

Session (Inquire Detail Phase)

Definition	Display only. A number assigned by the cashiering process identifying a cashiering session.
Length	2 digits

Print Device (Inquire Detail Phase)

Definition	Display only. A code identifying the printer device on which to print reports. Valid entries are: S System line printer (this is the default if a slip printer is not attached) L Local or slip printer
Length	1 character

College (Inquire Detail Phase)

Definition	Display only. A code identifying the college associated with a transaction.
Length	2 digits
Additional Information	The field title can be changed on the Configuration Parameter Table (ZX0070), parameter CA0013 (College Header).

Year/Session (Inquire Detail Phase)

Definition	Display only. A code identifying the year/session of the cashiering transaction.
Length	4 characters
Format	For year/quarter codes and more detailed information, see Year/Quarter Codes.

Fee Code (Inquire Detail Phase)

Definition	Display only. A code identifying a type of payment or charge (for example, tuition, class fees, or incidental fees) of cashiering transactions recorded during the cashiering session.
Length	2 characters

Accumulated Total (Inquire Detail Phase)

Definition	A number identifying the accumulated total amounts by fee code recorded during a cashiering session.
Length	9 digits
Format	-9999999.99

Data Fields - Inquire Summary Phase

Date (display only)	Credit Card Counts (display only)
Cashiering date (display only)	Credit Card Takeouts (display only)
Device (display only)	Tendered Amounts (display only)
Session (display only)	Change Amounts (display only)
Print device (display only)	Payouts Amounts (display only)
User ID (display only)	Payout Counts (display only)
Status (display only)	CR Card Refund Amounts (display only)
Total Charges (display only)	CR Card Refund Counts (display only)
Cash Amounts (display only)	Balance (display only)
Cash Counts (display only)	Financial Aid Amounts (display only)
Cash Net Takeouts (display only)	Financial Aid Counts (display only)
Check Amounts (display only)	Non-Cash Amounts (display only)
Check Counts (display only)	Non-Cash Counts (display only)
Check Net Takeouts (display only)	No Sales (display only)
Credit Card Amounts (display only)	

Date (Inquire Summary Phase)

Definition	Display only. The current date.
Length	6 digits
Format	MM/DD/YY

Cashiering Date (Inquire Summary Phase)

Definition	Display only. The date of the cashiering activity.
Length	6 digits
Format	MMDDYY

Cashiering Logical Device (Inquire Summary Phase)

Definition	Display only. A number identifying the logical device (cashiering station) of a cashiering session.
Length	3 digits

Session (Inquire Summary Phase)

Definition	Display only. A number assigned by the cashiering process identifying a cashiering session.
Length	2 digits

Print Device (Inquire Summary Phase)

Definition	Display only. Designates the printer device on which to print the report. Valid entries are: S System line printer (the default if a slip printer is not attached) L Local or slip printer
Length	1 character

User ID (Inquire Summary Phase)

Definition	Display only. A code identifying a specific user. This code should be the same as the ID you used when you logged on to FMS.
Length	8 characters
Edits	Must be valid in the Application Security System.

Status (Inquire Summary Phase)

Definition	Display only. The status of a cashiering session. Valid entries are: Open The cashiering session is open for updates. Locked Access to the session is temporarily denied, but the session can be opened by entering your user password. Pending The session has been closed (the Z report has been printed), but the entries have not been transferred to the General Ledger module (accounting) until the following jobs have completed: - BM1757J (Generation of Accounts Entry - POS) - BM1758J (Merge and Transfer Cashiering Files).
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Total Charges (Inquire Summary Phase)

Definition	Display only. The total of all charges accumulated during the cashiering session.
Length	9 digits
Format	-9999999.99

Cash Amounts (Inquire Summary Phase)

Definition	Display only. The total of all cash collected during the cashiering session.
Length	9 digits
Format	-9999999.99

Cash Counts (Inquire Summary Phase)

Definition	Display only. The number of cash transactions made during a cashiering session.
Length	4 digits
Format	9999

Cash Net Takeouts (Inquire Summary Phase)

Definition	Display only. The net amount of cash added and removed from the cash drawer for deposits or starting cash.
Length	9 digits
Format	-9999999.99

Check Amounts (Inquire Summary Phase)

Definition	Display only. The total of all checks collected during the cashiering session.
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Length	9 digits
Format	-9999999.99

Check Counts (Inquire Summary Phase)

Definition	Display only. The number of check transactions made during a cashiering session.
Length	4 digits
Format	9999

Check Net Takeouts (Inquire Summary Phase)

Definition	Display only. The net amount of checks removed from the cash drawer for deposits.
Length	9 digits
Format	-9999999.99

Credit Card Amounts (Inquire Summary Phase)

Definition	Display only. The total of all the credit card charges collected during the cashiering session.
Length	9 digits
Format	-9999999.99

Credit Card Counts (Inquire Summary Phase)

Definition	Display only. The number of credit card transactions made during a cashiering session.
Length	4 digits
Format	9999

Credit Card Takeouts (Inquire Summary Phase)

Definition	Display only. The net amount of credit card slips removed from the cash drawer for deposits.
Length	9 digits
Format	-9999999.99

Tendered Amounts (Inquire Summary Phase)

Definition	Display only. The total of all cash tendered during a cashiering session.
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Length	9 digits
Format	-9999999.99

Change Amounts (Inquire Summary Phase)

Definition	Display only. The total amount of change made during a cashiering session.
Length	9 digits
Format	-9999999.99

Payouts Amounts (Inquire Summary Phase)

Definition	Display only. The total amount of payouts made during a cashiering session.
Length	9 digits
Format	-9999999.99

Payout Counts (Inquire Summary Phase)

Definition	Display only. The number of transactions with payouts made during a cashiering session.
Length	4 digits
Format	9999

Credit Card Refund Amounts (Inquire Summary Phase)

Definition	Display only. The total amount of credit card refunds made during a cashiering session.
Length	9 digits
Format	-9999999.99

Credit Card Refund Counts (Inquire Summary Phase)

Definition	Display only. The total number of transactions with credit card refunds made during a cashiering session.
Length	4 digits
Format	9999

Balance (Inquire Summary Phase)

Definition	Display only. The cash drawer balance calculated by the Cashiering system.
Length	11 digits

Format	-9999999.99
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Financial Aid Amounts (Inquire Summary Phase)

Definition	Display only. The total amount of payments charged to financial aid during a cashiering session.
Length	11 digits
Format	-9999999.99

Financial Aid Counts (Inquire Summary Phase)

Definition	Display only. The number of transactions with charges to financial aid during a cashiering session.
Length	4 digits
Format	9999

Non-Cash Amounts (Inquire Summary Phase)

Definition	Display only. The total amount of non-cash payments made during a cashiering session.
Length	11 digits
Format	-9999999.99

Non-Cash Counts (Inquire Summary Phase)

Definition	Display only. The total number of transactions involving non-cash payments entered during a cashiering session.
Length	4 digits
Format	9999

No Sales (Inquire Summary Phase)

Definition	Display only. The total number of no-sale transactions entered during a cashiering session.
Length	4 digits
Format	9999