

R.O. Writer™

CASH DRAWER

Quick Installation Guide

Increase your back office efficiency and accuracy by integrating *R.O. Writer™* with your accounting system.

The image shows the software box art for 'Cash Drawer for QuickBooks'. The background is a dark blue with a faint circuit board pattern. In the center, there is a photograph of a modern building at night with a sign that reads 'AUTO SERVICE CENTER'. To the right, a large, colorful CD-ROM is shown in a dynamic, slightly blurred position. The text 'Cash Drawer for QuickBooks' is prominently displayed in white. Below it, the 'Powered By: The BACK OFFICE' logo is visible. In the top right corner, it says 'Licensed to: The Back Office' and 'Version: 2.1.1'. At the bottom, the 'R.O. Writer™' logo is written in a large, white, stylized font. A copyright notice is at the very bottom: 'This software is Copyrighted and ALL Rights are Reserved.'

Licensed to: The Back Office
Version: 2.1.1

Cash Drawer for QuickBooks

Powered By: **The BACK OFFICE**

R.O. Writer™

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Powered By:



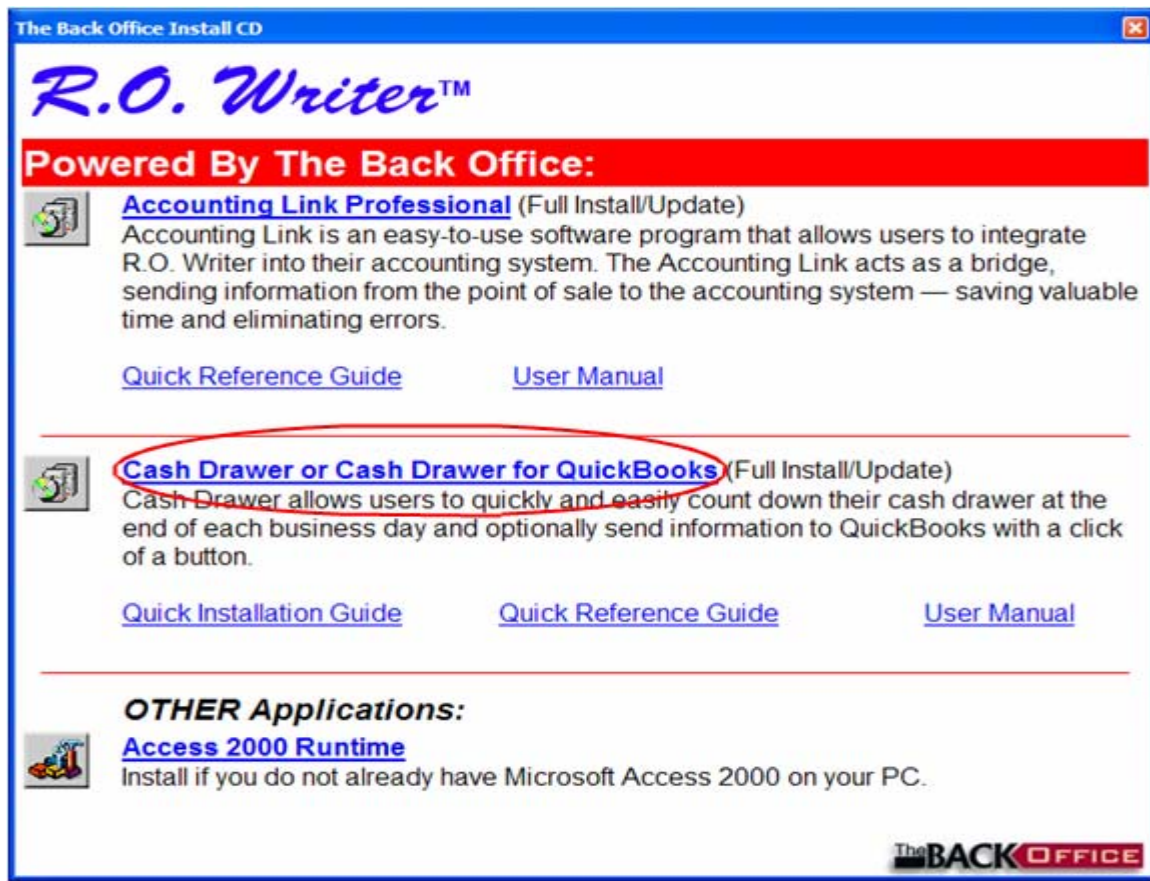
Basic CASH DRAWER Installation/Setup

There are four basic steps involved in the installation/setup of Cash Drawer:

- 1) [Installing Cash Drawer](#)
- 2) [Registering Cash Drawer](#)
- 3) [Set up and configuration of Cash Drawer](#)
- 4) [Set up of additional users](#)

Installing Cash Drawer:

Put the Cash Drawer CD in the proper drive, the screen shown below will appear. Click on Cash Drawer for QuickBooks Full Install/Update to begin installing the program.



Note: If MDAC, Jet 4.0 and Visual Basic Runtime are not current the program will prompt you to install them. Once this is done it will make you restart the setup.

Next you will be prompted through several Cash Drawer install/setup screens. The following is a chronological list of those screens. See attached document for install/setup screens.

1. **Cash Drawer Setup** – This a welcome screen. Click Next to continue.
2. **License Agreement** – Click in the appropriate box if you agree to the terms of the agreement and then Next to continue.
3. **User Information** – Prompts you to enter your name and the company's name. Click Next after entering this information.
4. **Installation Folder** – the folder the program will be stored in. Click Next to continue.
5. **Shortcut Folder** – Shows where the shortcut to the program will be saved. Click in the appropriate box if you want the shortcut to be available to all users or just the current user. Click Next to continue.
6. **Ready to Install** – Click Install to begin the installation.
7. **Installing Cash Drawer** – The program will begin its installation. A progress indicator will be displayed as the program installs.
8. **Installation Complete** – Installation is done, click Finish to end.

Registering Cash Drawer:


In order to use Cash Drawer you must register it. Registering the product allows you to keep users up-to-date for support and maintenance purposes. To register, open Cash Drawer and go to the Help menu at the top of the screen and choose Register (*Figure 1.1*).

To open the Cash Drawer program do one of the following:

- a) Double click on the  icon on your Windows desktop.

Cash Drawer

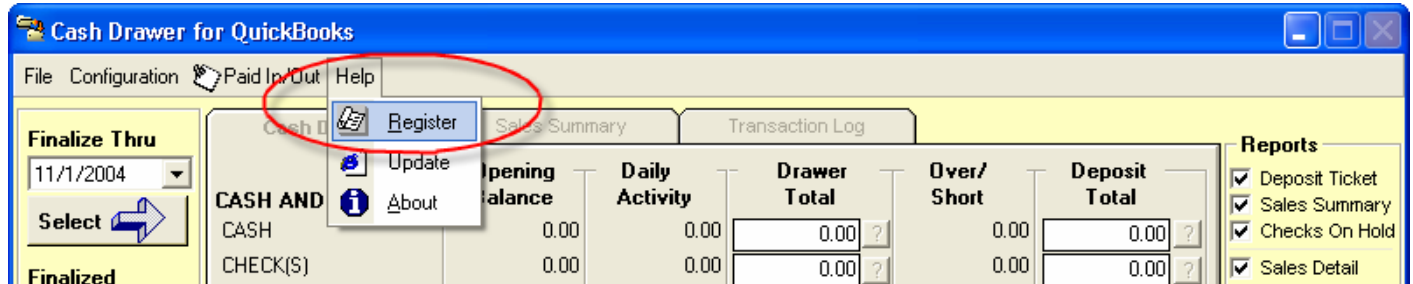
OR

- b) Click on the  button in the lower left corner of the screen.

Click on the  option in the Start menu.

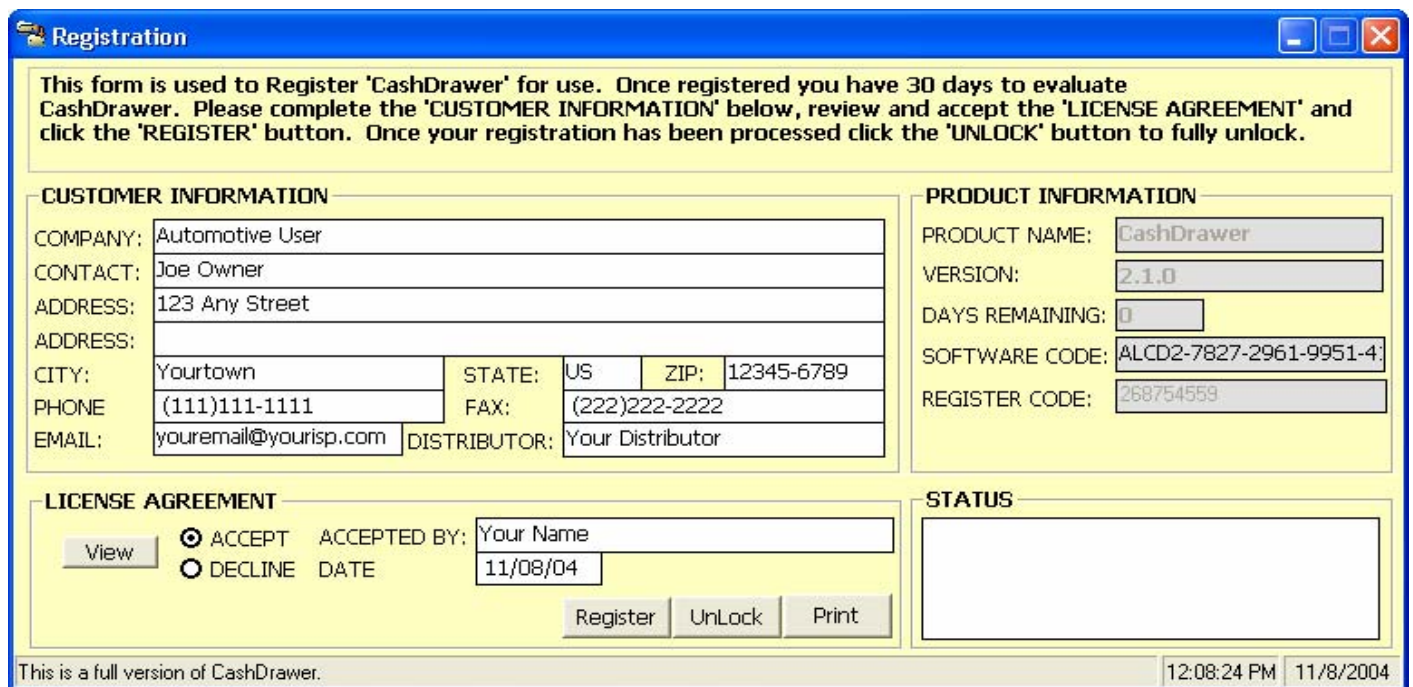
Click on the  option in the Programs menu.

Click on the Cash Drawer option in the TBOffice menu.




(Figure 1.1)

The registration screen will appear (Figure 1.2).



(Figure 1.2)

Enter all of the Company and Contact information in the appropriate fields, and then select the Accept option in the lower left corner of the screen. You can click on the View button to view the full license agreement. Fill in the “Accepted by” name and date. Make sure that you use a valid email address that you can check from the computer you are installing the program on.

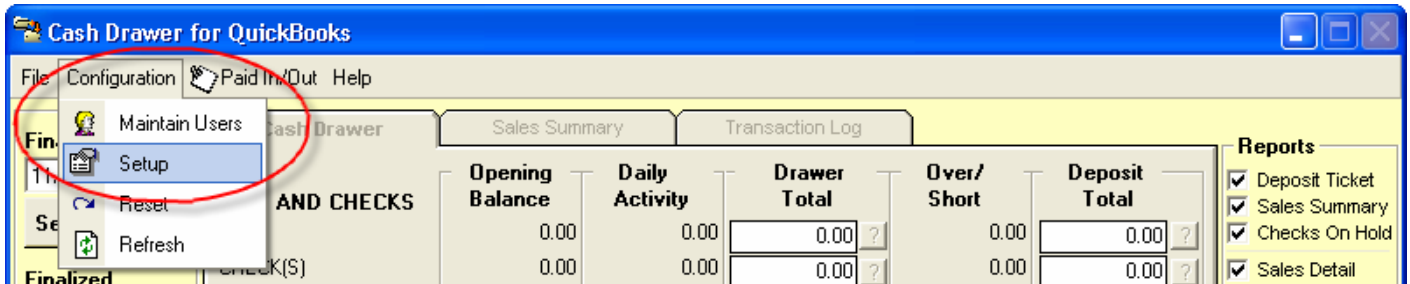
Verify that you are connected to the Internet and click the  icon to send the registration information to **THE BACK OFFICE**. The Status screen will display the progress of the registration.

Once you have completed these steps, a verification email will be sent from **THE BACK OFFICE** to the email address that was entered in the Registration screen. This email verifies that you have attempted to register the product. Once the order has been confirmed with the reseller you will receive email notification with instructions on how to unlock the product.

Set up and configuration of Cash Drawer:

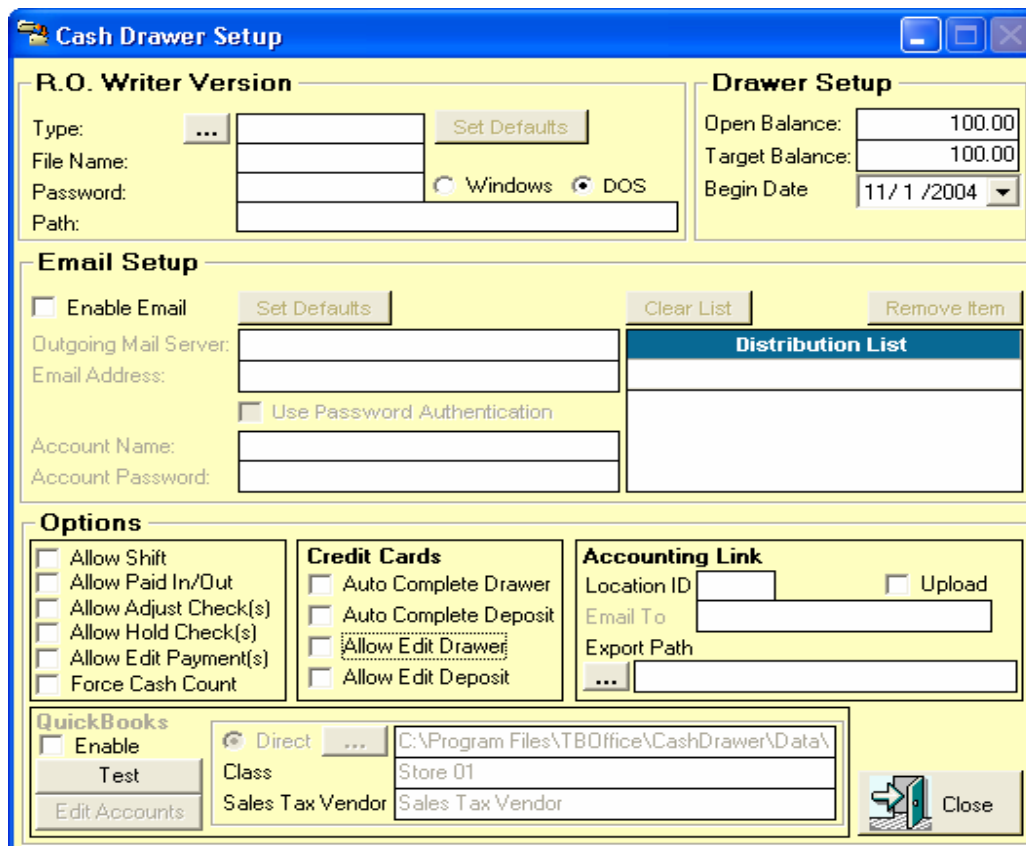
The following steps involve setting up your store information and configuring the product.

To begin, select the Configuration menu at the top of the screen (*Figure 1.3*). Select Setup from the list.



(Figure 1.3)

The Cash Drawer Setup Screen will appear (*Figure 1.4*).


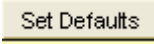


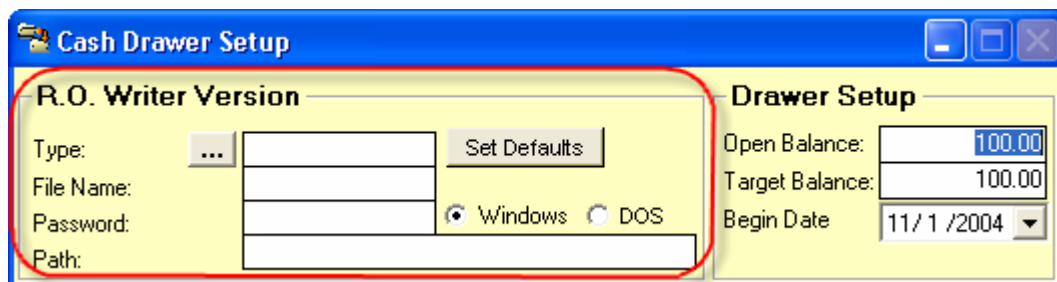
(Figure 1.4)

There are five areas of configuration and setup.

1. *R.O. Writer*™ Version

You need to direct Cash Drawer to read information from the current *R.O. Writer*™ database you are using (*Figure 1.5*).

By clicking on the  icon next to the Type: field you can browse to your *R.O. Writer*™ database. If *R.O. Writer*™ is already installed click on the  button and the program will go out and automatically find the *R.O. Writer*™ database.

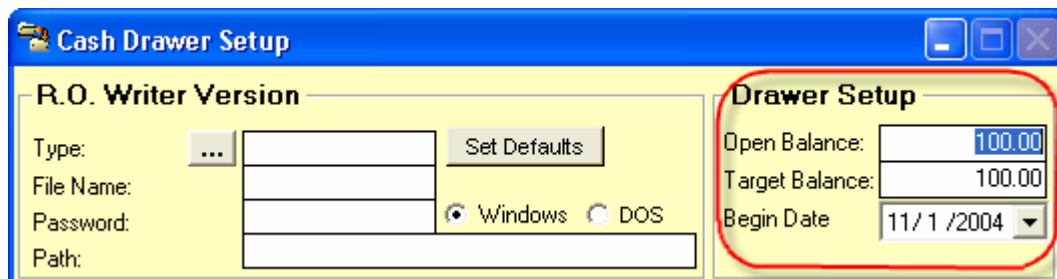


(*Figure 1.5*)

2. Drawer Setup

Next go to the Drawer Setup section to set your opening and target balances (*Figure 1.6*).

- The Opening Balance is the amount in your cash drawer when you start using the product.
- Set the Target Balance to the amount usually left in the drawer to start the next day with (setting the target balance is simply a default value and can be adjusted daily).
- In addition, set the date you would like to begin processing data with the Cash Drawer.



(*Figure 1.6*)

3. Email Setup

This section allows users to configure the Cash Drawer to send an email with the summary reports attached to a specified email address(s) (Figure 1.7). If you click on the **Set Defaults** button the program will go out and find your outgoing mail server if you have email set up in *R.O. Writer*™ otherwise you will need to fill this section in.

Next you will want to fill in the distribution list; this is a list of all the people you wish to send the summary reports to.

Email Setup	
<input checked="" type="checkbox"/> Enable Email	Set Defaults Clear List Remove Item
Outgoing Mail Server:	Distribution List
Email Address:	
<input type="checkbox"/> Use Password Authentication	
Account Name:	
Account Password:	

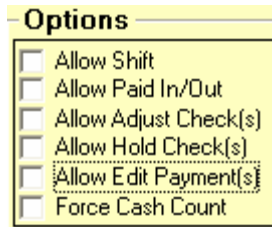
(Figure 1.7)

4. Options

The Options Section (Figure 1.8) allows users to choose different options to enable.

- **Allow Shift** – Allows users to keep track of cash collected during different shifts throughout the day. Every time information is processed, a shift number will be attached.
- **Allow Paid In/Out** – Allows users to add paid in and paid out transactions.
- **Allow Adjust Check(s)** – Allows users to adjust the total amounts received via check.
- **Allow Hold Check(s)** – Allows users to hold checks in the drawer and thus keep them undeposited.
- **Allow Edit Payment(s)** – Allows users to edit payments.
- **Force Cash Count** – Forces users to count the amount of each type of bill and coin collected.

To enable any of these options, click the box next to the specified option.



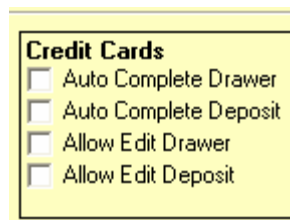
(Figure 1.8)

5. Credit Cards

The Credit Card options are related to payments received via credit cards and how they are treated in the Cash Drawer (Figure 1.9).

- Auto Complete Drawer – Automatically adds the amount collected in credit cards to the Drawer Total.
- Auto Complete Deposit – Automatically adds the amount collected in credit cards to the Deposit Total.
- Allow Edit Drawer – Allows users to edit the amounts collected in credit cards.
- Allow Edit Deposit – Allows users to edit the amount of credit card charges deposited for the day.

To enable any of these options, click the box next to the specified option.

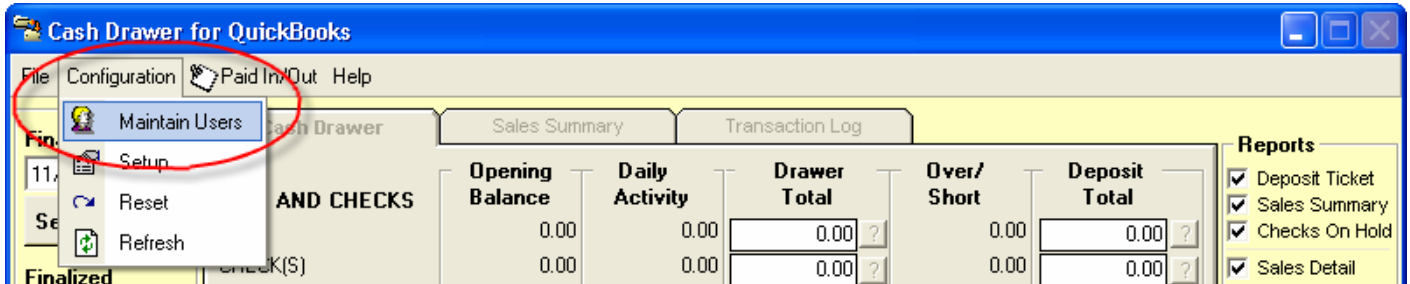


(Figure 1.9)

Set up of Additional Users:

The Cash Drawer allows for the setup of additional users and passwords.

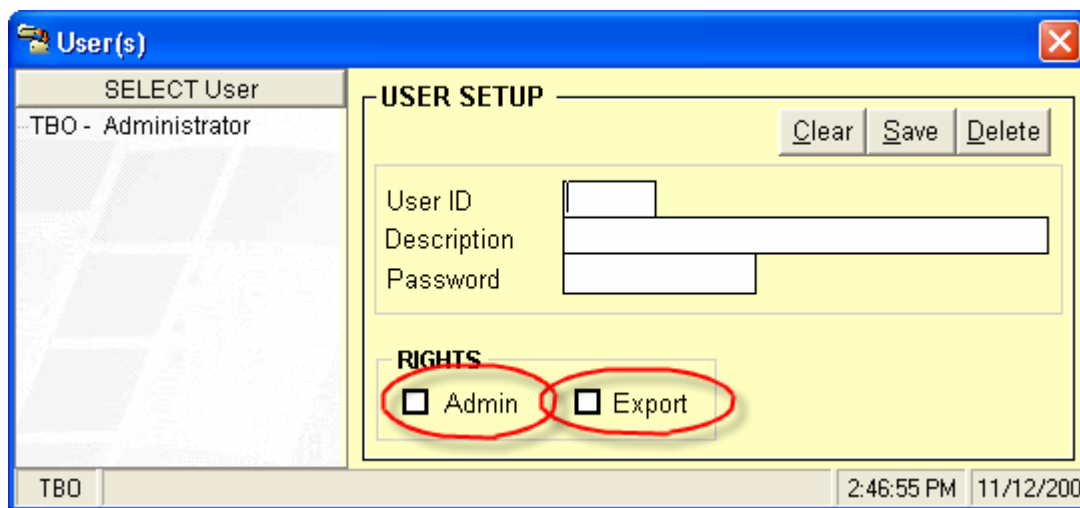
- From the Cash Drawer Main Screen, select Configuration, then select Maintain Users (*Figure 1.15*).



(Figure 1.15)

The Users screen will appear (*Figure 1.16*) and you can begin adding additional users.

- Enter a User ID (three characters), Description and Password for the additional user.
- If you want the user to have Admin rights, click on the box next to Admin at the bottom of the screen. Users with Admin rights will have access to the configuration and setup screens while users without Admin rights will only have access to the Cash Drawer, Sales Summary, and Transaction Log screens.
- If you want the user to have exporting right, click on the box next to Export at the bottom of the screen. Users with Export rights will have access to export information from Cash Drawer to QuickBooks.



(Figure 1.16)