

R.O. Writer™

CASH DRAWER

Quick Reference 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™

This software is Copyrighted and ALL Rights are Reserved.

Powered By:




	Opening Balance	Daily Activity	Drawer Total	Over/Short	Deposit Total
CASH AND CHECKS					
CASH	100.00	152.67	252.67 ?	0.00	152.67 ?
CHECK(S)	0.00	165.67	165.67 ?	0.00	165.67 ?
CREDIT CARDS					
VISA MASTER CRD	0.00	299.08	299.08	0.00	299.08
DISCOVER	0.00	119.14	119.14	0.00	119.14
AMERICAN EXPRES	0.00	242.07	242.07	0.00	242.07
DINERS CLUB	0.00	0.00	0.00	0.00	0.00
MIDAS CRED CARD	0.00	0.00	0.00	0.00	0.00
ELECTRONIC	0.00	0.00	0.00	0.00	0.00
HOLD	0.00	0.00	0.00	0.00	0.00
TOTALS	100.00	978.63	1,078.63	0.00	978.63


Summary of Steps 1-4, see attached pages for detail:


- ① Select date to finalize thru.
- ② Count down the cash drawer. Count your cash, verify your checks and verify your credit cards.
- ③ Verify your deposit. Enter your cash deposit amount and place checks on hold if needed.
- ④ Finalize your daily activity.


Detail of steps 1-4:




① Select the date you would like to process from the Finalize Thru list in the upper left corner, and click the select button. Selecting a day will gather information from *R.O. Writer*TM to allow you to reconcile that day. You can either choose a specific date to finalize thru or you can choose today or yesterday to have it automatically select a date for you.

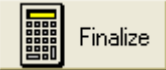
② Count down the cash drawer: You can do one of two things here, you can type the cash amount in the box, or click on the  icon next to the cash amount in the Drawer Total column to be prompted to enter bills and coins by type and quantity and have your cash totaled for you.

Verify the checks received for that day; you can do this by clicking the  icon next to the check(s) amount in the Drawer Total column, it will show you all of the checks entered for that day. You can make adjustments to the check amount by double clicking on the specific line item.

Verify the credit cards received for that day; compare your batch totals from the credit card machine to what is on the screen for each credit card. If you need to make changes to the payment type (ie. If the payment was misposted) you can do this by clicking the  icon in the Daily Activity column and double click on a specific line item and make changes.

③ Verify your amount for the deposit. The cash amount to be deposited will be filled in automatically based on how much you told the program to leave in the drawer. You can change this amount by typing the cash deposit amount in the box or clicking the  icon next to the cash amount in the Deposit Total column, the Cash Drawer will ask how much cash you would like to leave in the register to begin the next day with. The program will then calculate the deposited amounts automatically.

The Cash Drawer allows users to hold checks from being deposited. By clicking the  icon next to the check(s) amount in the Deposit Total column, a list of all checks for the day(s) will appear. To put a check on hold simply uncheck the box next to the check(s) you wish to hold back from the deposit then click the  Refresh icon at the top of the screen. The checks on hold will appear at the bottom of the screen. Click the  Save/Close button at the top of the screen to save changes and exit this screen. The check will continue to be on hold until it is marked to be deposited at a future date.


④ Finalizing Daily Activity, once you have entered/verified your drawer totals and entered/verified your deposit amounts you are ready to finalize the day. To finalize, select the  icon.


You will be reminded that once finalized, information can't be changed for the selected day(s). If you are configured for this option, you will be asked if you wish to send your data to QuickBooks. The system will build your deposit and allow you to print a preprinted deposit slip right from your computer. It also allows you to review and print reports.

After Finalizing you can still view that day(s) data but you won't be allowed to edit it. To view, select the day(s) from the Finalized list and that days data can be viewed in the Cash Drawer, Sales Summary, and or Transaction Log screens.

OPTIONAL:

Paid In/Out (optional), to access the Paid In/Out screen click on the Paid In/Out menu option at the top of the main screen in the Cash Drawer. The Paid In/Out screen will appear. Users can either enter a Paid In or Paid Out transaction without having to enter it in *R.O. Writer*™. Choose Paid Out or Paid In and a source from the Paid To/Rec'd From window, enter the amount, the date, a description, the payment type, and the "Account" they would like the transaction recorded to. Click Save to record the transaction. A log of transactions will be kept in this screen so users can view them. The effect of the transaction will be added to the daily summary totals in the main Cash Drawer screen.

You can add new vendors in the Paid In/Out option by clicking the  icon next to the Paid To/Rec'd From box. The Supplier List screen will appear. Type in a supplier ID, this is usually a short abbreviation to identify the supplier, next type in the supplier name, click save and then close.

You can also add new accounts in the Paid In/Out option by clicking the  icon next to the Account box. The Account List screen will appear. Type in an account and a description, click save and then close.