

DAPREX, INC.
Specialists in Data Processing

Presents...

The Petty Cash System

For The IBM AS/400 (R)

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INTRODUCTION TO THE PETTY CASH SYSTEM

The DAPREX Petty Cash System provides the means to capture, update and report on the daily petty cash transactions of your organization. Detailed daily expenses are recorded and summarily updated to the General Ledger while the detail entry data remains in the subsidiary ledger. This means of recording the petty cash transactions maintains the integrity of each batch and provides access to detailed historical data. General Ledger is updated on demand, providing up-to-date cash balance information.

Extensive inquiry and reporting functions complete the Petty Cash system.

FUNCTION KEYS

Throughout the system, various function keys are utilized for special purposes. This section provides a brief overview of these keys and their functions. While ALL of the functions are described here, only those that are listed at the bottom of a particular screen are available from that screen. It is therefore important to read the screens and use the available HELP text to determine which keys can be used in each job. We have tried to be consistent with the use of these function keys and hope that this enables our users to adapt quickly and easily to our systems.

F2= TOP	Go to the first record in the file.
F3= EXIT	Exit the screen and return to the menu.
F4= SCAN	Scan on any input field for which there is a master file. I.E. - account#.
F5= RESET	Reset the screen and re-enter the data.
F6= ATTACHED COMMENTS	Access the associated comments.
F9= PREV. PERIOD	View the previous period's Petty Cash entries.
F10= NEXT PERIOD	View the next period's Petty Cash entries.
F10= ADD	Switch back to ADD mode from UPDATE mode in the Petty Cash entry screen.
F12= PREVIOUS	Go back to the previous screen.
F18= BOTTOM	Go to the last record in the file.
F20= ACCEPT	Accept the transaction entries.

PROFILE OPTIONS

When the DAPREX Petty Cash system is installed at your location, the installer needs to identify which Profile Options are to be active. Profile Options are system instructions regarding certain types of processing and depending on whether an option is active or not, the system handles certain situations differently. Once set, the Profile Options should not be changed without checking with your DAPREX representative. All of the Petty Cash profile options are general, not corporate specific. They can be found with the Misc. Cash profile options under area code 'MC'. The options are as follows:

Use Recipient Management Utilities - Indicates that the Recipient Maintenance sub-module is in use. If set to 'Y', a file of recipients can be maintained and various reports run by recipient.

Use Date in Petty Cash G/L Explanation - A 'Y' response indicates that the posting of petty cash batch totals to the G/L will have a description of "PETTY CASH MM/DD/YY", MM/DD/YY indicating the posting date of the batch. Unless more than one petty cash batch is posted for the same Corp/Bank on the same day, separate postings for each will exist in the G/L. An 'N' response will cause the MM/DD/YY to be omitted from the posting description, thereby creating ONE monthly entry.

Enter Batch Numbers Manually - A 'Y' indicates that the batch# can be assigned by the user rather than automatically by the system.

Allow Delete of PC Batches - A 'Y' indicates that unposted batches can be deleted.

CASH DISBURSEMENTS BATCH PROCESSING

All petty cash expenses are entered using this menu option. A batch consists of multiple transactions belonging to the same accounting period. Entry can be done daily, weekly, or on any other frequency.

Upon selection of this option, the following screen appears. If there are existing batches for the user, a single line for each is shown here.

PETTY CASH DATA ENTRY - SELECT BATCH						
USER : LISA						
OPTION	CORP	BATCH #	DATE	STATUS	PETTY CASH G/L ACCT #	BATCH TOTAL
	1	1	3/19/98		100500	15,800.00
	1	2	3/31/98		145000	650.00

OPTIONS: 1=CHANGE HEADER F2=TOP
 2=CHANGE LINES F3=EXIT
 4=DELETE BATCH F10=ADD NEW BATCH
 6=PRINT EDIT F18=BOTTOM
 8=POST THIS BATCH

To add a new batch, press **F10**. The following window appears, allowing entry of the batch#, (only if MC profile option #21, 'Enter Batch Numbers Manually' has been set to 'Y'), corporation#, batch total, cash account# and accounting period. Once this data has been keyed, press **ENTER** and **F20** to accept.

ADD A NEW BATCH	BATCH # . . . : 21
COMPANY # (*)	1
BATCH TOTAL00
PETTY CASH G/L ACCT # (*) .	145000
ACCOUNTING PERIOD	

You are now ready to enter detailed transactions into the batch. At the screen shown on the following page, press **F10** to add a transaction.

```

PETTY CASH DATA ENTRY - BATCH LINES

COMPANY #. :    1      DAPREX INC.
BATCH #... :    21      EXPECTED TOTAL:    1,055.00
                                CURRENT TOTAL:      .00
USER ... :    LISA      DIFFERENCE... :    1,055.00

SELECT A LINE TO VIEW/CHANGE,
OR PRESS F10 TO ADD A NEW LINE:
1=
SEL LINE RECEIPT DATE RECEIPT AMOUNT DIV DPT JOB G/L # MAD #

F2=TOP          F10=ADD LINE
F18=BOTTOM      F12=PREVIOUS

```

After pressing **F10** the entry screen shown below appears. Key in a receipt#, expense date, amount, and check#, (if applicable). If the Recipient Module is in use and the person/company paid has been entered into the Recipient Master file, enter their id# or press **F4** at the **PAID TO** field and select from the list. If this person/company is not on file, you may add them to the Recipient File via the lookup program or simply enter the name into the space provided on the entry screen shown below. Now enter the G/L division#, department#, job# (if applicable), and expense account#. If you wish to use a MAD# allocation, leave the **ACCOUNT#** field blank and key the desired MAD#. If you want to enter more detailed information or comments regarding this transaction, press **F6** to access the comment entry window. See the example on the following page.

```

PETTY CASH DATA ENTRY - BATCH LINE

COMPANY #. :    1 DAPREX INC.
USER ... :    LISA
BATCH #... :    21 LINE #... :    1

RECEIPT # ...
DATE .....
AMOUNT PAID ..
PAID BY CHECK #..
PAID TO (*)....

-----
G/L DATA:
DIV. # (*)....
DEPT. # (*)....
JOB # (*).....
G/L ACCOUNT # (*) .
OR MAD # (*).....

COMMENTS ATTACHED ?    N

F4=SELECT (*)  F6=ATTACHED COMMENTS  F12=PREVIOUS

```

COMMENTS ATTACHED TO BATCH LINE		F12=PREV
4=		
DEL	SEQ	COMMENT
	1	
	2	
	3	
	4	
	5	
	6	
	7	

An unlimited amount of text can be attached to each transaction using the comment entry. (Use the Roll keys to access additional entry lines.) Once the comment has been keyed, press **ENTER** and **F20** to accept, returning to the receipt screen. Press **ENTER** and **F20** again and proceed with the next transaction. When all transactions have been keyed, press **F12** to return to the batch detail screen. A single line for each transaction is shown here. To add a new line press **F10**. To change, view or delete an existing line, key a '1' in the **SEL** field and press **ENTER**. Any of the data can be changed as necessary. Press **F14** and **F20** on this detail entry screen to delete the transaction.

PETTY CASH DATA ENTRY - BATCH LINES									
COMPANY #. :		1 DAPREX INC.			EXPECTED TOTAL:		1,055.00		
BATCH #. . :		21			CURRENT TOTAL:		148.32		
USER . . . :		LISA			DIFFERENCE. . :		906.68		
SELECT A LINE TO VIEW/CHANGE, OR PRESS F10 TO ADD A NEW LINE:									
1=									
SEL	LINE	RECEIPT	DATE	AMOUNT	DIV	DPT	JOB	G/L #	MAD #
	1	55	3/03/99	1.00	1	1		500000	
	2	56	3/12/99	102.32	1	2		420000	
	3	57	3/13/99	45.00	1	1		570000	

When all transactions have been entered, key **F12** to return to the batch selection screen.

PETTY CASH DATA ENTRY - SELECT BATCH						
OPTION	CORP	BATCH #	DATE	STATUS	PETTY CASH G/L ACCT #	BATCH TOTAL
	1	1	3/19/98		100500	15,800.00
	1	2	3/31/98		145000	650.00
OPTIONS: 1=CHANGE HEADER						
2=CHANGE LINES			F2=TOP		F10=ADD NEW BATCH	
4=DELETE BATCH						
6=PRINT EDIT			F3=EXIT			
8=POST THIS BATCH			F18=BOTTOM			

On the batch selection screen, key a '1' in the **OPTION** field to view/change the batch header information, a '2' to go back into the batch to add/change/delete transactions, a '4' to delete an entire batch, a '6' to print an edit listing or an '8' to post the batch. Multiple batches may be selected for edit and posting. Batches must be in balance in order to post.

PETTY CASH INQUIRY BY EXPENSE ACCOUNT

This option displays the posted Petty Cash entries for any Corp/Period/Account combination. The account# referred to here is the expense account#, NOT the cash account#. After keying the corp#, period and account#, key the desired Div/Dept/Job combination or key a 'Y' to include all at any of the 3 prompts and press **ENTER**.

```

PETTY CASH INQUIRY, BY EXPENSE ACCOUNT

COMPANY # (*).. 1
ACCOUNTING PERIOD ..
G/L ACCOUNT # (*) ..
OR MAD # (*) ..

TO INCLUDE SPECIFIC ENTITIES, TYPE THEIR NUMBERS;
TYPE -Y- TO INCLUDE ALL, OR LEAVE BLANK TO INCLUDE
ENTRIES WHERE THE ENTITY IS NOT SPECIFIED:

DIVISION # (*)..          TYPE -Y- TO INCLUDE ALL ...
DEPARMENT # (*)..        TYPE -Y- TO INCLUDE ALL ...
JOB # (*) ..             TYPE -Y- TO INCLUDE ALL ...
  
```

The next screen to appear includes all of the data based on your selections. Key a '1' in the **1=DETAIL** field to display complete line detail. From that detail screen, the comments can be accessed by pressing **F6**. See sample screens below.

```

PETTY CASH INQUIRY BY EXPENSE ACCOUNT

COMPANY .....:      2      OASIS/RDF
G/L ACCOUNT .....:  400000 PURCHASES
ACCOUNTING PERIOD.:  MARCH          PERIOD TOTAL:    79.53

1=
DET  DATE  DIV  DPT  JOB  AMOUNT  RECIPIENT
-----
  3/15/99  1    2    3    10.23  UPS
  3/15/99  3    3    3     6.80  POSTMASTER
  3/16/99  1    2    1    62.50  CORNER DELI
  
```

PETTY CASH TRANSACTION DETAILS

COMPANY #... 2 OASIS/RDF
ACCOUNTING PERIOD . : 3/99 MARCH
G/L ACCOUNT #... 400000 PURCHASES

DIVISION #... 3 MARKETING
DEPARMENT #... 3 RESEARCH AND DEVEL.
JOB #.....: 3 PROJECT 3 -
DATE 3/15/99
AMOUNT PAID 6.80
PAID BY CHECK #... 2510
PAID TO POSTMASTER
RECEIPT #.....: 246

PETTY CASH ACCT # . : 145000 PREPAID EXPENSES-OTHER
USER LISA **DATE ENTERED :** 4/01/98
BATCH #.....: 22 **LINE #....:** 2

COMMENTS ATTACHED ? : N

PETTY CASH INQUIRY BY CASH ACCOUNT

This option displays the posted Miscellaneous Cash Receipt entries for a selected Corp/Period/Cash Acct#. Key a '1' in the 1=DETAIL field to display complete line detail. From that detail screen, the comments can be accessed by pressing **F6**. See sample below.

PETTY CASH INQUIRY BY PC ACCOUNT

COMPANY 2 OASIS/RDF
P/C ACCOUNT 145000 PREPAID EXPENSES-OTHER
ACCOUNTING PERIOD . : MARCH **PERIOD TOTAL:** 17.03

1=

<u>DET</u>	<u>DATE</u>	<u>ACCT #</u>	<u>DIV</u>	<u>DPT</u>	<u>JOB</u>	<u>AMOUNT</u>	<u>RECIPIENT</u>
	3/15/99	400000	1	2	3	10.23	UPS
	3/15/99	400000	3	3	3	6.80	POSTMASTER

PETTY CASH HISTORY REPORT

The Petty Cash History report lists the detailed expense entries for selected corporation(s) in period or date sequence. One or all corporations can be selected for inclusion.

DAPREX, INC. - SPECIALISTS IN DATA PROCESSING										
PETTY CASH HISTORY, BY DATE										
COMPANY	2 DAPREX INC.				FROM: 3/01/99			TO: 3/31/99		
DATE	RCPT#	AMOUNT	CHECK #	G/L#	DESCRIPTION	DIV.	DEPT	JOB	PERIOD	RECIP.
3/15/99	246	6.80	2510	400000	PURCHASES	3	3	3	99/03	UPS
3/15/99	21125	10.23	1022	400000	PURCHASES	1	2	3	99/03	POSTM.
TOTAL:		\$17.03								

ON DEMAND PC JOURNAL

This report can be run for any range of accounting periods for the selected Corp/Fund. Additional options include selected accounts and/or divisions. Upon selection of this option enter the accounting period range, the desired report and whether to consolidate the selected Corps/Funds. Remember to use **F14** to select the Corp/Fund and **F15=Accounts** and **F16=Division** as required.

REPOST PC ENTRIES TO G/L

This option reverses, deletes and then reposts all of the Petty Cash entries (PC) to the G/L for a selected Corp/Fund and accounting period (including any intercorp/fund entries). Simply enter the Corp/Fund# and the desired accounting period and press **ENTER** to proceed. Two G/L Entry Edit reports will be generated - the reversals and the reposting. This option should only be used in case of some discrepancy between the monthly G/L and Petty Cash history balances.

RECIPIENT MANAGEMENT MENU

The Recipient Management Menu contains all the programs necessary to work with recipients. The menu appears as below.

<ol style="list-style-type: none">1. RECIPIENT MASTER MAINTENANCE2. RECIPIENT MASTER INQUIRY3. RECIPIENT MASTER LISTING4. RECIPIENT HISTORY5. RECIPIENT HISTORY BY ACCTG. PERIOD6. RECIPIENT HISTORY BY G/L ACCOUNT#

Each of these files is discussed in detail with reference to its function and importance within the system. Refer to the On-line HELP text for further explanations of individual fields.

RECIPIENT MASTER

The Recipient Master File contains general recipient information such as name, address, telephone#, etc. Recipients can be added directly through this menu option, or via the Petty Cash Entry screen at the time of processing a transaction. Recipient numbers are sequentially assigned by the system at the time of entry and the only required field is name. Refer to the on-line HELP text for detailed explanations of each field. See example below.

COMPANY # (*) ..	1
ACCOUNT #	1
NAME	ABC TRUCKING
ADDRESS LINE 1 ..	10225 WESTERN BLVD
ADDRESS LINE 2 ..	
CITY (*)	BROOKLYN
STATE (*)	NY
ZIP CODE (*) ...	10005
FOREIGN ZIP ...	
ATTENTION	
PHONE #	
TELEX	
FAX #	

RECIPIENT MASTER INQUIRY

The Recipient Inquiry provides a look up of the general recipient information. Simply select the desired recipient and press **ENTER** to view the master file data.

RECIPIENT MASTER LISTING

The Recipient Listing prints a master listing of all recipients.

RECIPIENT HISTORY

The Recipient History report prints a list of all petty cash transaction activity in recipient sequence for a selected date range. Activity for all corporations is grouped together by recipient# with an option to start a new page for each recipient.

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