

General Users

Section 3b – I

END OF DAY CLOSE-OUT MODULE



**PARKS AND RECREATION
DEPARTMENT**

End of Day Posting:

1. Click on the End of Shift Cash-Out button

Pay Code	Short Desc	Tender Cnt	Counted Amt
1	Check	0	0.00
2	Cash	0	0.00
3	Visa-MC	0	0.00
4	Amex	0	0.00
5	Discover	0	0.00
6	Travel Check	0	0.00
8	Journ-No Int	0	0.00
9	Gift Card	0	0.00
10	Cert Golf	0	0.00
11	Cert Merch	0	0.00
12	Coupons	0	0.00
15	RAIN CHECK	0	0.00
82	Transfers	0	0.00
90	Accrual Inc	0	0.00
96	Receivables	0	0.00
98	Journal-RF	0	0.00
99	System-GL	0	0.00

2. Select from left side transactions processed, select one-by-one
 3. Enter tender amount, tender count or check count (if applicable)
- Note:**
- a) Traveler's checks are counted as cash in RecTrac, but are counted as checks on the deposit slip.
 - b) Money Order is counted as a check in RecTrac and the same for the deposit slip.
4. Click on Process button – box will pop-up asking if you want to continue.
 5. This allows you to make any changes at this time.

Question

Continue With Tender Balancing Process?

Yes No

6. Click on Yes to continue

RecTrac Training!!! Rel 9.5a4n Daily Processing 01/24/06 003

Func Global Activity Facility Pass League POS Rent Court Lock Trip Accdnt System Golf CYS PT

Tender Balancing Post/Print

Pay Code	Pay Code Description	Clerk Count	Clerk Amount	Calc Count	Calc Amount	Over/Short	Status
1	Check	1	25.33	0.00	0.00	25.33	OVER
2	Cash	1	10.00	0.00	0.00	10.00	OVER
3	Visa-Mastercard	0	0.00	0.00	0.00	0.00	Exct
4	Amex	0	0.00	0.00	0.00	0.00	Exct
5	Discover	0	0.00	0.00	0.00	0.00	Exct
7	Journal Pmt - Error C	0	0.00	0.00	0.00	0.00	Exct
8	Journal-error correct	0	0.00	0.00	0.00	0.00	Exct
9	Park & Recreation Gif	0	0.00	0.00	0.00	0.00	Exct
10	Gift Cert Golf	0	0.00	0.00	0.00	0.00	Exct
11	Gift Cert Merchandise	0	0.00	0.00	0.00	0.00	Exct
12	Coupons	0	0.00	0.00	0.00	0.00	Exct
15	RAIN CHECK	0	0.00	0.00	0.00	0.00	Exct
80	Old household credit	0	0.00	0.00	0.00	0.00	Exct

☒ Print Tender Balancing Report? Posting ID: 003
☒ Print Cash Balancing Worksheet? Journal Type: 80 Column 40 Column
☒ Post End-of-Shift Details? Journal Copies: 1

Select 80 or 40 column

7. At this time should you review your tender balancing to verify if you balance by checking the status column (far-right column). This is where you can select the **Recalc** button to make any corrections prior to final posting.
8. Toggle the “**Post End-of-Shift Details?**” if you do not toggle then the posting will not go through.
9. Select Journal Type = 80 column or 40 column
10. Print out the journal for your signature. If you posted correctly on the journal you will see the words – Note: Close-Out Has Been Posted! Or Note: This shift close-out has been posted to both Cash and G/L on → (date). If you do not see this on the Shift Report then you may not have posted.
11. Complete the both reports (shift report and cash journal) by filling in the cash balancing worksheet where applicable indicating currency, coin, check and credit card amounts with the gross balancing amount and sign both.
12. Give this to your supervisors for them to review and sign.
13. Maintain in a file according to the State of Florida GS1-L Schedule retention guidelines for Local Government Agencies, which is 3 Fiscal

Years. Example: FY 2003 (Sep 1 to Oct 31, 2003) then the destruction is 10/1/2006. To destroy these records submit a completed Records Disposition Document to the Parks & Recreation Director and City Clerk's Office to obtain the okay to destroy these records.