

SOP OPENING AND INITIALISING A
CASHIER

MEDATECH
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AIM

To set up cashiers and define their contents before beginning to work with cashiers in the system.

PROCEDURE

STAGE ONE: OPENING A CASHIER ACCOUNT

1. Enter the Chart of Accounts form and press F4. Tip: For more details regarding the opening of accounts, see the relevant standard operating procedure.
2. Fill in the Account No., Account Description and Currency.
3. For Dual-Currency Users: if the cashier is for multiple currencies, flag the Multiple Currencies column (in the General tab). It is advisable to use one cashier for the local currency and a separate one either for each foreign currency or for all foreign currencies together.
4. Click the Report tab and fill in the Trial Bal Item and Bal Sheet/P7L Item columns.

STAGE TWO: DEFINING THE CASHIER

1. Enter the Cashiers form.
2. Fill in the Cashier Code and Cashier Description.
3. In the GL Account column, select the account defined for the cashier.
4. The Currency column is filled in automatically; make sure it is correct. Note for Dual Currency Users: it is advisable to use one cashier for the local currency and a separate one either for each foreign currency or for all foreign currencies together.
5. By default, each check or credit card voucher that is deposited at the cashier is recorded as a separate entry item in the ledger. To record total deposits to the cashier as a single journal entry, flag the Receive/Dep Lump Sum column. Note: It is recommended not to flag this column, so as to facilitate reconciliations in case of a returned check, for instance.
6. If the cashier is for a specific branch, specify its code in the Branch column.
7. If the cashier is not in use and you do not want it to appear in the Choose lists of cashiers, flag the Inactive column.
8. Customer receipts are recorded by default for the pre-defined Main Cashier. If you want receipts, or particular payment means to be recorded automatically for the current cashier rather than the Main Cashier, enter the Payment Means form, move to the desired line and specify the cashier in the Cash/Bank/Credit Cd column. Note: Cash payments are an exception – you cannot define a different default cashier for them, as they are always recorded in the cashier defined in the receipt.

STAGE THREE: INITIALISING A CASHIER

Before beginning to work with cashiers in Priority, it is recommended to empty the cashiers that are in use. If you cannot empty them completely, record the opening balance of each cashier in order to initialise them for work in the system. This is done by recording the cashier's contents as a customer receipt, using the Opening Balances account as the A/R account. Consequently, the cashier's contents will be recorded in the ledger.

1. Enter the Chart Of Accounts form and retrieve the "Opening Balances" account.
2. Copy the number of the account.
3. Enter the Receipts form and paste the number in the Customer's Account column.
4. In the Date column, specify the date you begin working in Priority (e.g. 12/31/08).
5. Revise the Cashier column, as needed. Usually, it is the Main Cashier that is initialised.
6. In the Cash Receipts column (in the Receipt Data tab), record the existing sum of cash in the cashier.
7. To list checks, enter the Check Payment (Details) sub-level form. Note: There is no need to initialise bank transfers or credit card payments – the former are recorded directly in the bank, the latter are deposited on a daily basis.
8. Select Finalise Receipt from the list of Direct Activations. The transfer transaction and cashier contents are recorded in the ledger. Note: If a journal entry has already been recorded for the cashier's opening balance, recording a receipt in the above manner will duplicate the results. In such a case, be careful to record the initialising receipt for the cashier account and not the "Opening Balances" account.
9. Daul-Currency users: if in addition to initializing the cashier, you want to update you customers liability (post-dated checks), perform the above process with the following changes:
 - In steps 1 and 2, retrieve and copy the customer account rather than the "Opening Balances" or cashier account.
 - Perform steps 3-5 as detailed above.
 - List the customer's checks as outlined in step 7.
 - The following step is highly sensitive – it is advisable to perform it with assistance of a Medatech Implementor: in order not to change te customer's account balance, make sure the receipt creates a journal entry that credits and debits the same account number:
 - Enter the Journal Entry Codes form and move to the REC (Receipts) entry code.
 - Save the definition of the entry pattern (e.g., in MS-Excel).
 - Make sure no users record a regular customer receipt in the system until the original pattern is restored.
 - Change the pattern so that the A/R account appears in both the credit and debit lines and Total amount appears in the Description column in both lines.
 - When you are finished recording these special receipts, restore the original entry pattern.

RESULTS

The checks recorded in this special receipt will appear as customer liabilities in the PostDated Checks column of the Customer Credit form (sub-level of the Financial Parameters for Customers form). And will be listed in the Post-Dated Checks sub-level of that form.