



# ***MOTT COMMUNITY COLLEGE***

## ***JOB AID***



# Opening / Closing Cash Drawer RCSC

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RCSC-Restricted CR Session Control

Cashier: Mrs. Nancy K. Cook      Session: 37662

2. Status [REDACTED] Start [REDACTED] End [REDACTED]  
 Receipt Date [REDACTED] Loc [REDACTED] No Rcpts [REDACTED]

3. Starting Cash [REDACTED] Starting Cash [REDACTED]  
 Actual End Balance [REDACTED] Amount Received [REDACTED]  
 6. Corrections [REDACTED] Cash Returned [REDACTED]  
 Adjusted Balance [REDACTED] Control End Balance [REDACTED]

Closing #6. AR Type [REDACTED] Term [REDACTED]  
 7. Deposit Type [REDACTED] Prit Rcpt [REDACTED]  
 8. Distribution [REDACTED] More Parns [REDACTED]  
 9. Non-AR Rcpt Code [REDACTED] Comments [REDACTED]  
 10. Payment Method [REDACTED]

| Payment Method | No. Items | Amount          |
|----------------|-----------|-----------------|
| 1 CASH         | 1         | 160.00          |
| <b>Total</b>   | <b>8</b>  | <b>3,764.00</b> |

Batch [REDACTED] No Rcpts [REDACTED] Items [REDACTED] Amount [REDACTED] Status [REDACTED]

Required Field

Auto fills

**All Fields Marked in Red MUST be filled in.**

Field Not Used

Optional Field

**Procedure Information:**

Title: Creating a Course  
 Mnemonic: RCSC  
 File Name: JA\_RCSC.ppt  
 Application: APPS-ST-CU-COU  
 Primary Dept: Academic Affairs  
 Effective Date: July 19, 2006  
 Revision Date: Rev # 1

**Purpose:**

Use the Restricted Cash Receipt Session Control (RCSC) form to open a new cash receipt session or close an existing cash receipt session.

A session is a group of transactions processed over a period of time. A session might represent all the transactions you process in a day, during a shift, or during any portion of either a day or shift. A session may contain similar transactions, such as admissions deposits it may contain a variety of transactions such as those processed at a cashier's window.

**Summary Steps****Opening a Cash Drawer**

1. **Login** to Datatel. **Click APP**, then **Click ST, RCSC** and **Click GO**
2. **Status box:** **Enter O** for Open or use the drop-down menu and choose from the list
3. **Receipt Date:** **Enter** to accept System date
4. **Start:** Auto-fills
5. **Loc:** Auto-fills from parameter setup **(optional)** LOOKUP function (...) for appropriate list of locations *if* LOC is incorrect
6. **Starting Cash:** Auto-fills from parameter setup. Dollar amount that session started with.
7. **AR Type:** **Leave Blank** to allow **all** AR Types. **(optional)** Entering an AR Type will limit types that can be receipted. Use LOOK-Up function to view list of accepted AR Types
8. **Deposit Type:** **Leave Blank** to allow all types of deposit. **(optional)** Entering a Deposit type limits all receipted items for this session. Use LOOK-Up function to view list of accepted Deposit Types
9. **Distribution:** Auto-fills from parameter setup This is the general ledger account to which Datatel will post the debit side of each transaction. Use LOOK-Up function to view list of accepted Distributions

07/18/07

10. **Non-AR Rcpt Code:** Leave Blank to allow all Non AR types during session
11. **Term:** **Leave Blank** to allow payment for all open terms
12. **Print Rcpt:** **Enter Y** to print receipt
13. **More Parm:** Click on drop-down box to access the CRSP screen (*Cash Rcpt Addnl Session Parm*)
  - 13a **Print Receipt:** **Y** default from previous screen
  - 13b **Receipt Print Printer:** Use **LOOK-Up** Function for list of printers available
  - 13c **Save:** **Click** on icon
  - 13d **Update:** **Click** on Update back to the RCSC screen

**RCSC Screen**

14. **Save:** **Click** on Icon
15. **Update:** **Click** on Update

**Cash Drawer Session is now open.****Closing a Cash Drawer**

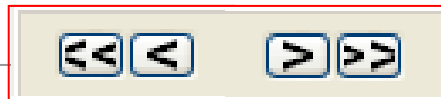
1. Login to Datatel, **Click APP**, then **Click ST, RCSC** and **Click GO**
2. **Status box:** **Enter C** for Close
3. **Receipt Date:** Auto-fills date cash drawer was opened.
4. **Loc:** Auto-fills from Opening session
5. **Starting Cash:** Auto-fills from Opening session
6. **Actual End Balance:** **Enter** total transactions amount in drawer at end of session
8. **AR Type:** Blank, unless option was filled during opening.
9. **Deposit Type:** Blank, unless option was filled during opening
10. **Distribution:** Auto-fills from opening session
11. **Term:** Blank, unless option was filled during opening
12. **Print Screen** using **PRINT NOW**
13. **Save:** Click on icon
14. **Update:** **Click** on Update
15. Take screen print and drawer to Supervisor/Manager

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**Using the Guide**

1. Actions are **Bold**.
2. Data to enter is ***"Italic"***.
  - Notes are bulleted.
    - Field Codes
3. Field Names are underlined.
4. Click means use the mouse.
5. Enter means use the keyboard.
6. Press means use the keyboard.

**Task Bar**



First Record    Previous Record    Next Record    Last Record



Course Levels **1** 100 Beginning L

**DROP DOWN LIST** – Click **Icon**, Click **item** on the list.

- 100 Beginning Level
- 200 Advanced Level
- CE Continuing Ed
- DEV Developmental



Course Levels **1** 100 Beginning L

**SCROLL** – Indicates more than one selection is allowed. Click **Arrows** to scroll up or down. This example shows #1 is level 100.



**CALENDAR** – Click **Icon**. Click **Arrows** to scroll to month and year. Click **Date**. Or type the date **MMDDYY-072106**.



**CALCULATOR** – Click **Icon**. Click or press calculator **keys**. Click **Enter**. Or just type number into field.



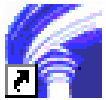
Status

A Active

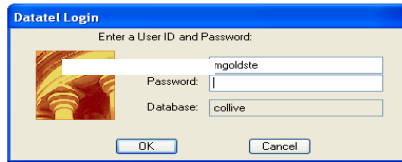
**DETAILS** – Click **Icon** to open a new window to display or record more details for the field. When done, click **Save**.

**Original Function Keys**

|         |              |               |               |                  |             |            |              |               |        |         |             |             |
|---------|--------------|---------------|---------------|------------------|-------------|------------|--------------|---------------|--------|---------|-------------|-------------|
| Shift > | Process Help | Function Help | Window Insert | Window Page Jump | Window Back | Field Back | Element Back | Cancel        | Exit   | Refresh | Clear EOL   | Screen Back |
|         | Field Help   | Detail        | Window Jump   | Field Jump       | Window FWD  | Field FWD  | Element FWD  | Direct Access | Finish | Update  | Screen Jump | Screen FWD  |
|         | F1           | F2            | F3            | F4               | F5          | F6         | F7           | F8            | F9     | F10     | F11         | F12         |

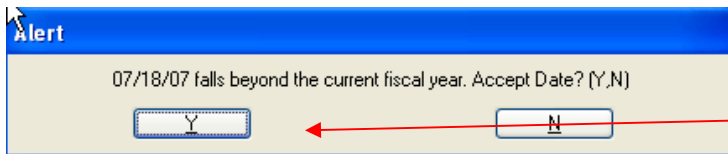
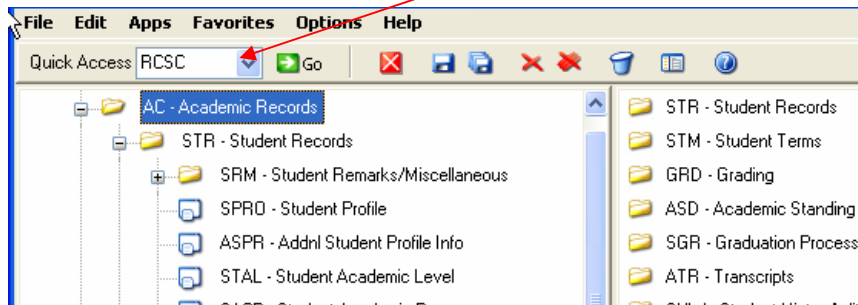
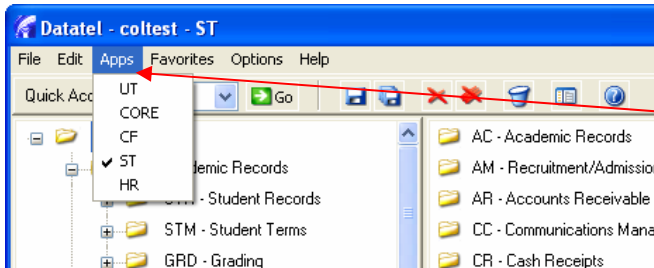


Datatel



**Step 1: Login to Datatel**

1. **Double Click** on the **Datatel Icon**.
2. Enter your "**User ID**" and "**Password**"
  - Database should be [collive]
3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**
5. Click **ST**
6. In the Quick Access area, enter **RCSC**
7. Click **Go**



Alert Box will appear until Accounting has closed the previous fiscal year, **Select Y** for yes

## Opening a Cash Drawer

RCSC-Restricted CR Session Control

Cashier: Mrs. Nancy K. Cook      Session: 37667

Status: **O** Open (dropdown menu open showing: O Open, C Closed, R Reconciled, V Void)

Receipt Date: [blank]      Start: 07/18/07 03:21PM      End: [blank]

Loc: [blank]      No Rcpts: [blank]

Starting Cash: [blank]      Amount Received: 0.00

Actual End Balance: [blank]      Cash Returned: [blank]

Step 2. **Status Box:** Enter O for Open or use the drop-down menu and choose from the list provided

Step 3. **Receipt Date:** Enter (accepts system date)

Step 4. **Start:** Auto-fills

Step 5. **Loc:** Auto-fills from parameter set-up or use LOOKUP function(...) for appropriate list of locations

Step 6. **Starting Cash:** Auto-fills from parameter setup. (dollar amount in opening cash drawer)

Step 7. **AR Type:** Leave Blank to allow all AR Types of transactions.

▶ Entering an AR Type will limit what type that can be received. Use Look-Up function to view list of accepted AR Types.

Step 8. **Deposit Type:** Leave Blank to allow all types of deposits to be received.

▶ Entering a Deposit type limits all received items for this session. Use Look-Up function to view list of accepted Deposit Types

Step 9. **Distribution:** Auto-fills from Parameter set-up.

▶ This is the general ledger account to which Datatel will post the debit side of each transaction. Use Look-up function to view list of accepted Distributions.

RCSC-Restricted CR Session Control

Cashier: Mrs. Nancy K. Cook      Session: 37667

Status: **O** Open      Start: 07/18/07 03:21PM      End: [blank]

Receipt Date: 07/18/07      Loc: MC Main Campus      No Rcpts: 1

Starting Cash: 500.00      Starting Cash: 500.00

Actual End Balance: [blank]      Amount Received: 100.00

Corrections: [blank]      Cash Returned: 0.00

Adjusted Balance: [blank]      Control End Balance: 600.00

AR Type: [blank]      Term: [blank]

Deposit Type: [blank]      Prt Rcpt: Yes

Distribution: GENCK Payments Received      More Parms: [blank]

Non-AR Rcpt Code: [blank]      Comments: [blank]

| Payment Method | No. Items | Amount        |
|----------------|-----------|---------------|
| 1 CHK          | 1         | 100.00        |
| <b>Total</b>   | <b>1</b>  | <b>100.00</b> |

| Batch | No Rcpts | Items   | Amount  | Status  |
|-------|----------|---------|---------|---------|
| 1     | [blank]  | [blank] | [blank] | [blank] |

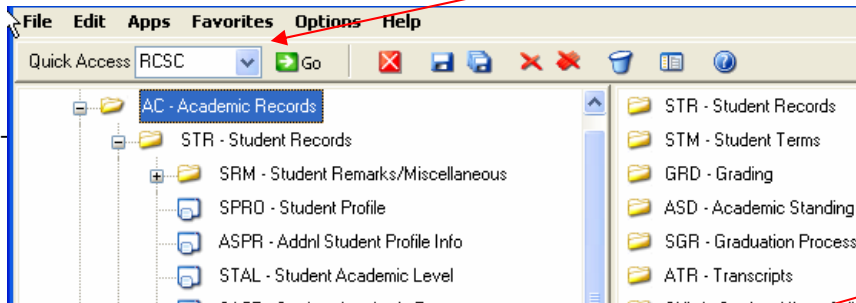
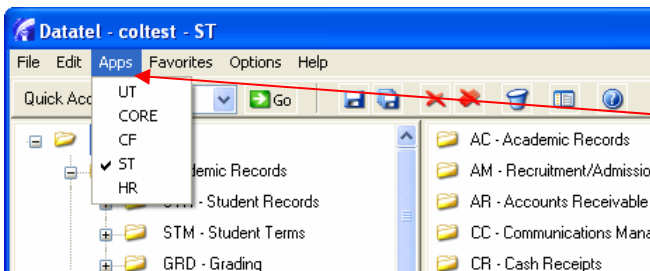


## Closing the Cash Drawer



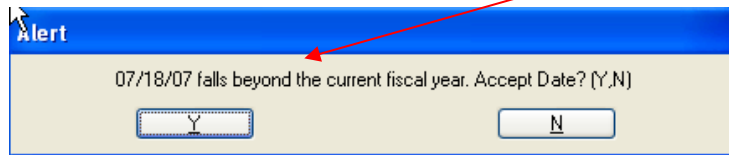
### Step 1: Login to Datatel

1. **Double Click** on the **Datatel Icon**.
2. Enter your **“User ID”** and **“Password”**
  - Database should be [collive]
3. Click **OK**.
4. At the Datatel Menu Bar, Click on **Apps**
5. Click **ST**
6. In the Quick Access area, enter **RCSC**
7. Click **Go**



Fig

Alert Box will appear until Accounting has closed the previous fiscal year, **Select Y** for yes



## Closing A Cash Drawer

Step 2. **Status Box:** Enter C for close or choose from the drop down list

Step 3. **Receipt Date:** Auto-fills (the date the drawer was opened)

Step 4. **Loc:** Auto-fills from opening session

Step 5. **Starting Cash:** Auto-fills from opening session

Step 6. **Actual End Balance:** Enter total transactions amount in drawer at end of session

Step 7. **AR Type:** Blank (unless option was filled during opening)

Step 8. **Deposit Type:** Blank (unless option was filled during opening)

Step 9. **Distribution:** Auto-fills from opening session

Step 10. **Term:** Blank (unless option was filled during opening)

Step 11. Print Screen using **PRINT NOW**

Step 12. **Save:** Click on icon Save work

Step 13. Update: Click on Update button

Step 14. Take screen print and drawer to Supervisor/Manager

