

ZZCash Overview

The Marina Program includes support for generic cash accounts ZZanything, most often ZZCASH to handle account receivable charges/sales. The use of this account simulates cash register activity, where charges are input, then a final payment. In a cash register, there is no history; in The Marina Program all transactions are kept, and total to the month end summary journal.

ZZCASH accounts are set up to be a special type of account, **different** from any other account that typically might carry a balance and have an actual person responsible for the record.

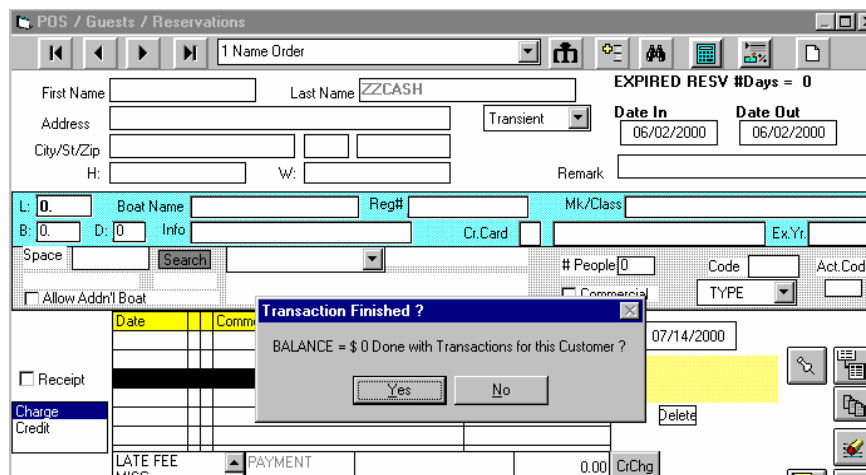
Any account that starts with ZZ is treated the same; there can be more than one ZZ account. The account must start with two capital Z's: ZZ to be treated by the program as a generic ZZ cash account. These accounts should be set up as a type Guest or Transient, **not** as Tenants so that they do not receive statements or are not included in normal marina activity reports. No other data need be entered. If it is a multi site, the appropriate ZZxASH account should be tagged for the appropriate site.

These items are expected to be paid for as they are bought, not put on account. Also, there is not expected to be any one customer to which they belong, they are just sales.

When used through the POS/Guest windows, so that each new sale to ZZCASH starts with a blank, zero balance forward, each ZZCASH sale is forced to balance when it is completed. If the user clicks Yes to the message "Done with Transaction for this Customer ? " and there is a balance due or credit balance, the program will automatically enter a cash over or cash under entry into MISC to zero the record.

Once the Yes is clicked to the "Done with Transaction message", the receipt will print and cash drawer will open (if installed) and the ledger for ZZCASH will clear, ready for the next sale. If the user feels that they may need to look at the detail, they should instead click No, then check the detail. To clear the ledger (and print the receipt), click on Pay - even if a 0 payment - and then again Yes for Done with Transactions.

Corrections to ZZCASH entries are best made with credits; deletions will not adjust tax, but simply delete the sale item only. Credits credit the charge amount and enter the appropriate tax credit, and leave an audit trail.



Negative charges may be used as well, but the program flags an alert when a negative item is entered, so are less convenient. Again the program will put in a cash/over/cash under into MISC if the account does not balance after the credit. Thus the bookkeeper should review the ZZ items each day.



More than one workstation for ZZCASH

To facilitate tracing transactions at a given workstation, each workstation has a workstation ID that is set under the Lists-Program Settings on the POS/Guest Reservation Default tab by clicking the button entitled Set Workstation ID's. In addition to prevent account ZZCash conflicts each workstation must use it's own ZZCash account so for each workstation setup, you will also need to setup a ZZCash account. Typically each ZZCash account would contain the workstation number. For example Workstation 1 would use ZZ1Cash (or ZZCash1).

This tab should be visited and updated any time a new POS workstation is added.

Reconciling ZZCASH

Bookkeepers should look at the ZZCASH account regularly, using Transactions-Individual Transactions, **not** the POS/Guest window.. In the Individual Transaction screen, ALL the ZZCASH items are shown; There is no cash over or cash under compensating entry so that true edits and adjustments can be made. At month end, the ZZ cash account starts with no transactions, as the items are saved in the past period's history.

Because in some facilities, there are many ZZCASH items each day, it can be useful for the bookkeeper to rename the ZZCASH account weekly. Some facilities have 4 or more ZZ accounts, named perhaps as xZZ1CASH, xZZ2CASH, xZZ3CASH, xZZ4CASH.

Each week, the bookkeeper removes the x? from the beginning of the name for the new ZZCASH, and adds an x? to the beginning of the current/old ZZCASH account. This provides for easier monitoring when there are many transactions. *The POS /Guests window does not allow the ZZCASH last name to be edited (to prevent accidental type-overs). To edit the ZZCASH last name, go to a tenant record and call up ZZCASH through Find, or click the Data Push Pin in the ZZCASH POS/Guest window.*

The menu item CASH SALES bring the user directly to the POS screen set for ZZCASH. At any time, if entering items for tenant, setting up new guests, searching for reservations, a cash sale is to be made, the user should just click on the Find binoculars, enter ZZ and the enter key and the ZZCASH ledger is ready.

Many reports will print transactions for the day, and the payment register for the day. Using Journals, DAILY CHECK OUT is a fast way to get the most commonly used end of day reports along with a recap of the ZZCASH activity. DAILY CHECK OUT reports are available by workstation number.

Open Item/Cash Bookkeeping with the POS / Guest screen

Facilities set up for Open Item/Cash bookkeeping should be aware that in the POS screen the program will automatically close any charges for which there is sufficient money. It will leave open items that are not paid for, or for which there is not enough money to pay. This will happen also for ZZCASH items. The bookkeeper should thus review all items posted each day to see if the appropriate items should be closed. This will show in the daily reports printed as part of the Daily Check out routine.

Bookkeepers should keep in mind that any time items are closed, the closed items will then appear in the allocation reports with the date of that closing. Thus if they open/close any items on a different day than the money was received, the allocation for a particular day will be incorrect. The monthly or to date totals will be fine.

This can be occasionally difficult for the ZZCASH accounts if corrections are made and there are many items to close/open, such as at the end of the month. In this case the screen date in Individual Transactions must be changed as each group of payments are used to re-close the charges so that the charges close (the payments for those charges) are allocated to the correct day. For this reason, facilities with a large number of cash



transactions do use several ZZCASH accounts as explained above, renaming them throughout the month so as to keep the number of entries smaller.

Allocating Pre-Payments

The POS screen for Open Item/Cash bookkeeping users will show an Allocation Window if money is prepaid, if the final balance on a *non ZZCASH* account is a credit. The user must then decide where to allocate the money (Yacht Fees, Ice, etc) The bookkeeper should also review the allocations to see that they were done correctly and if not, re-open and re-allocate the payment.

Users need to be instructed how to allocate amounts to the correct revenue code; these amounts can be split between several revenue codes as well. Reviewing the right hand column (Prepaid by Cash) column of the daily Allocation Journal will flag the amounts that have been prepaid and allocated and may need attention.