Cash Operations

Cash operations are used to pay exhibitors on a cash basis during the fair.

The financial system is locked when a cash disbursement sheet is produced. It is unlocked when the disbursement sheet is reconciled. Additional cash disbursement sheets and checks cannot be printed when there is an un-reconciled disbursement sheet.

Cash Payout Sheet

1. Click **Go to > Financial > Cash Operations > Payout Sheet**. See Figure 1.

Figure 1. Cash Payout Screen

2. Click **By Clubs** or **By Departments** in the *Cash Payout Sheet Method* area.

3. Select a **club** or **department** from the list.

4. Enter an **amount** in the *Enter/Change Maximum Cash Payment* field.

5. Click **Process**. The program displays the number of exhibitors analyzed and the number of exhibitors qualifying. The *Cash Required* for the cash payout sheet displays so the total amount of money needed is known. See Figure 2 for an example of the cash payout sheet.

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Exhibitor Name Club	Id	Cash Earned / Released	Sign To Acknowledge Receipt
ADAMSON, ADAM GOS103 Bent Barrels Crooked Arrows	GOS4022	1.00 / 1.00	_____
BEETHOVEN, SCHROEDER GOS103 Bent Barrels Crooked Arrows	GOS4202	3.00 / 3.00	_____
CAT, DILBERT GOS110 Prairie Center	GOS3911	6.00 / 6.00	_____
CAT, SLYVESTER GOS103 Bent Barrels Crooked Arrows	GOS3597	1.50 / 1.50	_____
COYOTE, WILE GOS103 Bent Barrels Crooked Arrows	GOS4229	1.50 / 1.50	_____
FINN, HUCKLEBERRY GOS103 Bent Barrels Crooked Arrows	GOS4017	1.50 / 1.50	_____
JETSON, ELROY GOS114 Rough Riders	GOS3839	8.00 / 8.00	_____
ROBOT, ROSIE GOS110 Prairie Center	GOS3717	7.00 / 7.00	_____
SAILOR, SINBAD GOS108 Huntley Farm And Home Builders	GOS3926	8.00 / 8.00	_____

Exhibitor Count: 9   Total Cash Required for Payments: 37.50

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Figure 2. Cash Disbursement Sheet

Reconciliation

The cash payout sheet is reconciled after the cash is paid.

1. Click **Go to > Financial > Cash Operations > Reconcile Sheet**.

2. The reconciliation screen displays the current cash disbursement sheet showing the exhibitor's name, exhibitor ID, and amount. See Figure 3 on page 3.

Figure 3. Reconciliation

3. Mark if the cash was **Unclaimed** or **Paid** for each exhibitor. The **Prior Group** and **Next Group** buttons are active when there are more than 15 exhibitors. Use these buttons to display additional exhibitors.

Exhibitors displayed in red mean the cash is unclaimed or not paid.

4. To mark the remaining exhibitors as unclaimed, enter the fair password and press **Tab**. Click the **Mark Remaining Unclaimed** button. The financial system is now unlocked.