



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.

Cash Disbursement Operations...

Produce Cash Payout sheet...

Cash Payout Sheet Method...

By Club(s)...

By Departments

A Fine Arts
F FFA DEPARTMENT
H 4H DEPARTMENT
J JUNIOR SHOWS

Enter/Change Maximum Cash Payment

10.00

Allow disbursement of the Maximum cash payment amount (shown above) to Exhibitors whose total earning exceed this amount (this may mean that they will also receive a check) ?

Process

Exhibitors Analyzed... 140

100%

Exhibitors Qualifying... 9

6%

Cash Required:

37.50

Cash payout sheet print format...

Standard

Include item #'s and Class/Lot Titles

Print Cash Disbursement Sheet

Note: When a cash disbursement sheet is produced the financial system is locked until the disbursement sheet is reconciled. If the financial system is locked, additional cash disbursement sheets and checks can not be printed.

Additional cash disbursement sheets and check writing will be enabled when any existing cash disbursement sheet is completely reconciled.

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.

	CASH DISBURSEMENT SHEET	6/9/2006 3:45:16 PM Page 1	
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.

Cash Operations

Cash Disbursement Sheet...

Exhibitor Name	Exhibitor Id	Amount	UnClaimed	Paid
Adamson, Adam	GOS4022	1.00	<input type="radio"/>	<input type="radio"/>
Beethoven, Schroeder	GOS4202	3.00	<input type="radio"/>	<input type="radio"/>
Cat, Dilbert	GOS3911	6.00	<input type="radio"/>	<input type="radio"/>
Cat, Sylvester	GOS3597	1.50	<input type="radio"/>	<input checked="" type="radio"/>
Coyote, Wile	GOS4229	1.50	<input type="radio"/>	<input checked="" type="radio"/>
Finn, Huckleberry	GOS4017	1.50	<input type="radio"/>	<input type="radio"/>
Jetson, Elroy	GOS3839	8.00	<input type="radio"/>	<input type="radio"/>
Robot, Rosie	GOS3717	7.00	<input type="radio"/>	<input type="radio"/>
Sailor, Sinbad	GOS3926	8.00	<input type="radio"/>	<input type="radio"/>

Amount Disbursed: Exhibitor Count:

Mark Remaining UnClaimed...

Password:

Cash payments for exhibitors listed in red have not been identified as having either been unclaimed or paid! This information must be entered for each exhibitor to unlock the financial system.

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.