

HOW TO PROCESS CCU and PP Payments in RCS – 20160927

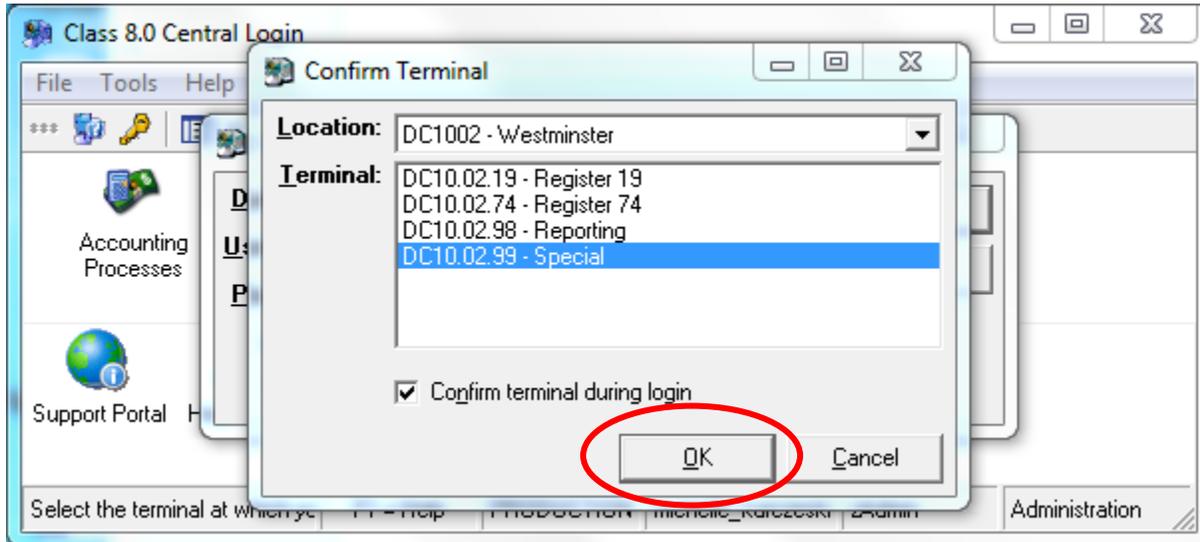
FOR CASHIERS:

1. Select the Point Of Sale icon to login to RCS.

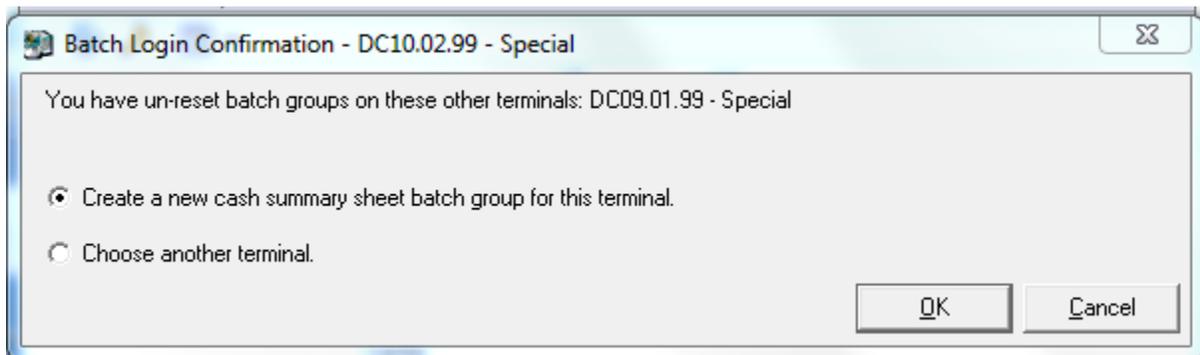


Point Of Sale

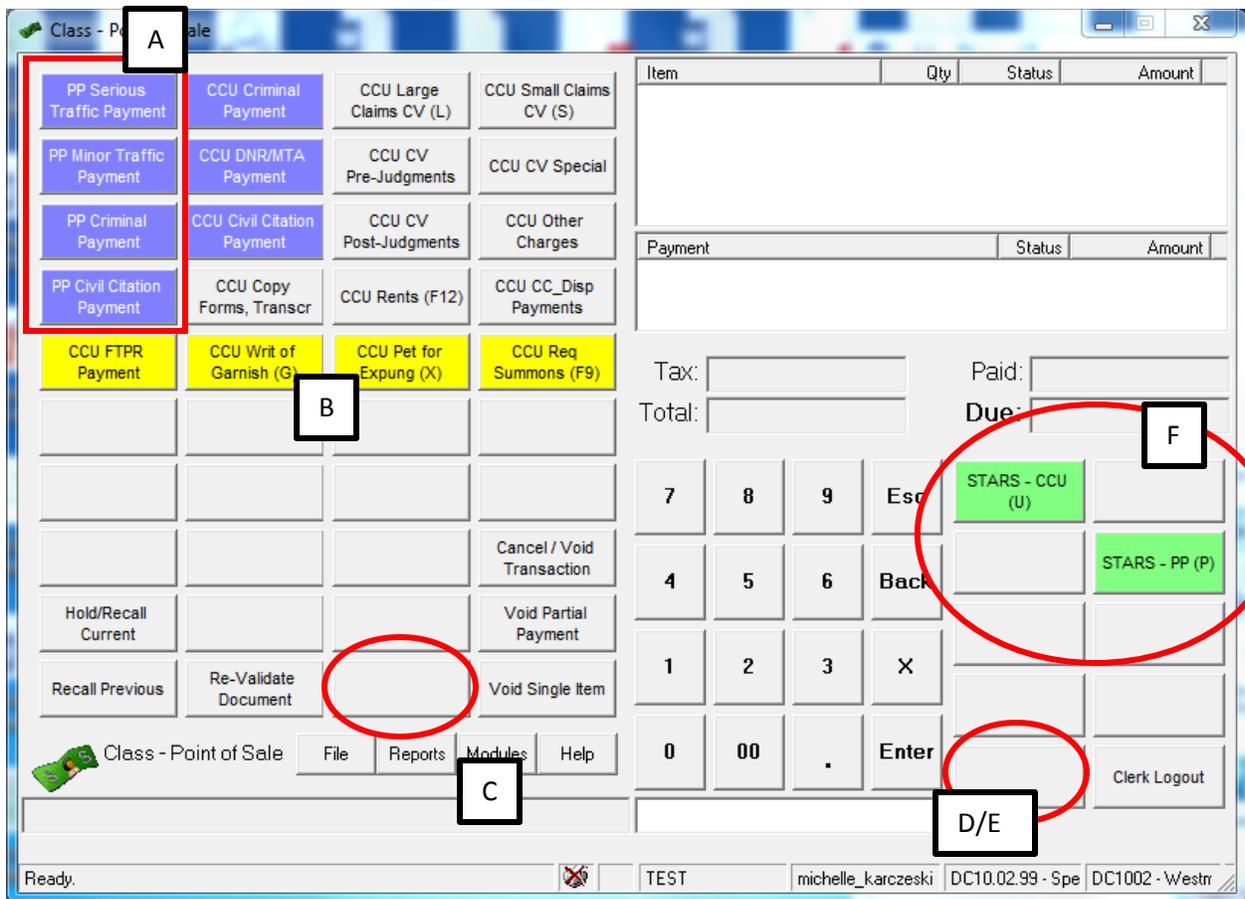
2. Change your terminal selection.
 - a. Select the NEW DC10.02.99 – Special Terminal.



3. Select Create a new cash summary sheet batch group for this terminal to start a batch of work for the CCU and PP payments.



4. The Point Of Sale terminal window will open for the new DC10.02.99 – Special aka “Special Jobs” terminal.



Screen Notes: (See examples above and below)

- A. PP Items are on the top left of the screen.
- B. All other items are CCU related items.
- C. NO RECEIPT will print.
- D. The cashier will not have access to the NO SALE button from the “Special Jobs” Terminal.
- E. The CASH DRAWER WILL NOT OPEN.
- F. Only 2 payment methods are available to the Cashier: STARS-CCU and STARS-PP. Hot keys will work: CCU (U) and PP (P).
- G. Payment types only work with the types of items they are associated with. Therefore you cannot ring a PP and CCU item in the same transaction.
- H. Over tendering is NOT ALLOWED. The amount of the transaction has to be the amount entered for payment.
- I. Once payment is entered the transaction will be completed. Ring one transaction PER PAYMENT – DO NOT run multiple payments on a single receipt.
- J. Each payment will require validation. Validate on the payment page or on a separate sheet if needed.

Class - Point of Sale

PP Serious Traffic Payment	CCU Criminal Payment	CCU Large Claims CV (L)	CCU Small Claims CV (S)
PP Minor Traffic Payment	CCU DNR/MTA Payment	CCU CV Pre-Judgments	CCU CV Special
PP Criminal Payment	CCU Civil Citation Payment	CCU CV Post-Judgments	CCU Other Charges
PP Civil Citation Payment	CCU Copy Forms, Transcr	CCU Rents (F12)	CCU CC_Dispatch Payments
CCU FTPR Payment	CCU Writ of Garnish (G)	CCU Pet for Expung (X)	CCU Req Summons (F9)

Item	Qty	Status	Amount
DC - Photocopies/Printouts (b... Case Number:12234567	1	P	50.00

Open

Payment	Status	Amount

Tax: 0.00 Paid:

Total: 50.00 Due: 50.00

7 8 9 Esc STARS - CCU (U)

STARS - PP (P)

Hold/Recall Current

Recall Previous

Class - Point of Sale

Ready. TEST michelle_karczeski DC10.02.99 - Spe DC1002 - Westr

Class 8.0 Point of Sale

i PP is not a valid form of payment for DC - Photocopies/Printouts (bulk 10+). Please use another form of payment.

G OK

Class - Point of Sale

PP Serious Traffic Payment	CCU Criminal Payment	CCU Large Claims CV (L)	CCU Small Claims CV (S)
PP Minor Traffic Payment	CCU DNR/MTA Payment	CCU CV Pre-Judgments	CCU CV Special
PP Criminal Payment	CCU Civil Citation Payment	CCU CV Post-Judgments	CCU Other Charges
PP Civil Citation Payment	CCU Copy Forms, Transcr	CCU Rents (F12)	CCU CC_Dispatch Payments
CCU FTPR Payment	CCU Writ of Garnish (G)	CCU Pet for Expung (X)	CCU Req Summons (F9)

Item	Qty	Status	Amount
DC - Photocopies/Printouts (b... Case Number:12234567	1	P	50.00

Open

Payment	Status	Amount

Tax: 0.00 Paid:

Total: 50.00 Due: 50.00

4 5 6 Back

1 2 3 X

0 00 . Enter

STARS - CCU (U)

STARS - PP (P)

Hold/Recall Current

Recall Previous

Re-Validate Document

Class - Point of Sale

File Reports Modules Help

Enter amount. TEST michelle_karczeski DC10.02.99 - Spe DC1002 - Westr

Enter Payment Amount

Amount: 50.00

OK Cancel

Class - Point of Sale

Item	Qty	Status	Amount
DC - Photocopies/Printouts (b... Case Number:12234567	1	P	50.00

Open

Payment	Status	Amount

Tax: 0.00 Paid:
 Total: 50.00 Due: 50.00

7 8 9 Esc STARS - CCU (U)
 4 5 6 Back STARS - PP (P)
 1 2 3 X
 0 00 . Enter Clerk Logout

Class - Point of Sale H File Reports Modules Help

This payment type does not allow over-tendering.

Ready TEST michelle_karczeski DC10.02.99 - Spe DC1002 - Westri

RCS - Class - Point of Sale

Item	Qty	Status	Amount
DC - Photocopies/Printouts (b... Case Number:12234567	1	P	50.00

Completed

Payment	Status	Amount
CCU		50.00

Tax: 0.00 Paid: 50.00
 Total: 50.00 Due: 0.00

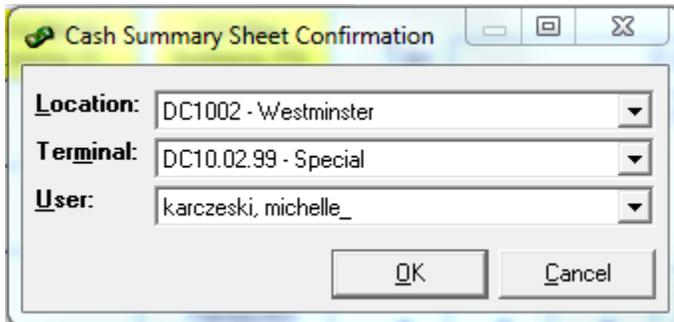
7 8 9 Esc STARS - CCU (U)
 4 5 6 Back STARS - PP (P)
 1 2 3 X
 0 00 . Enter Clerk Logout

Class - Point of Sale I File Reports Modules Help

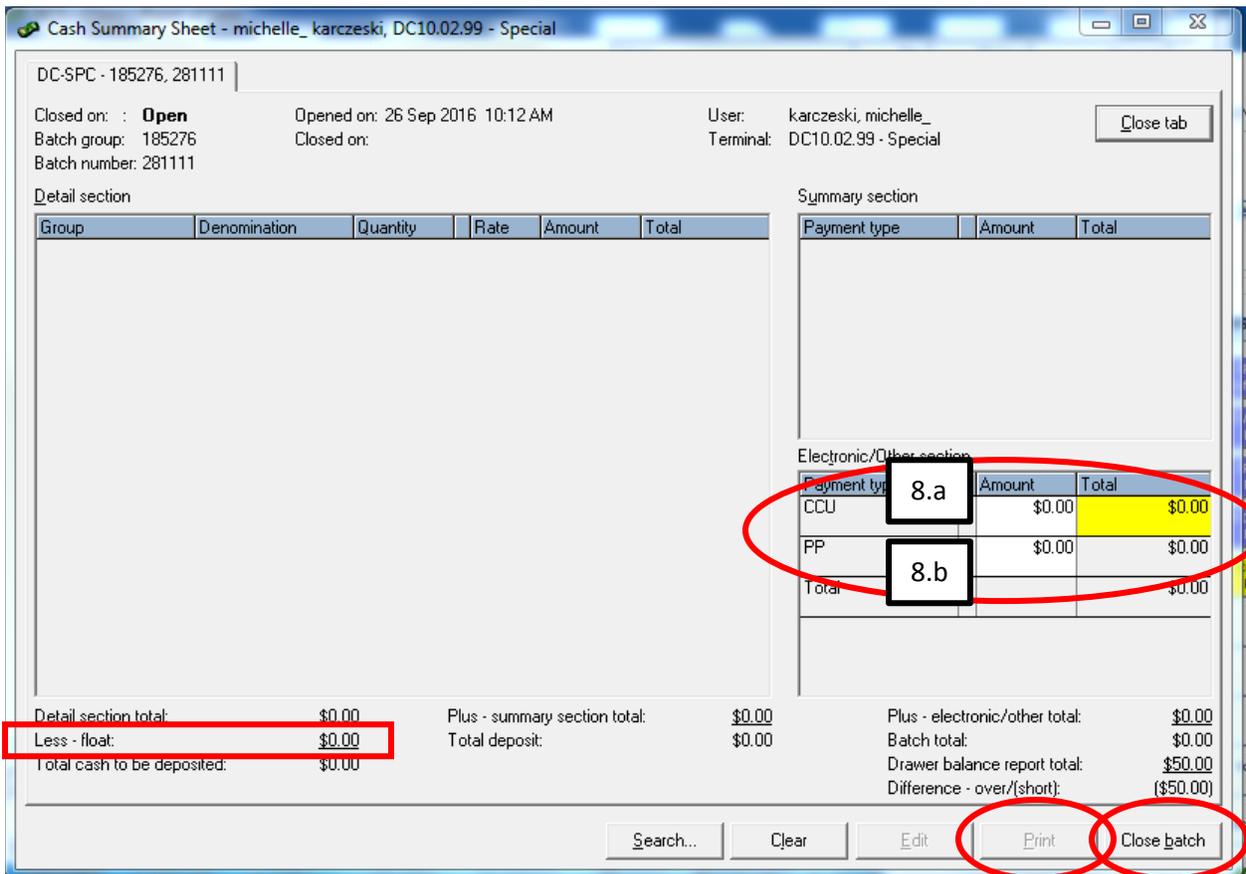
Amount due: 0.00.

Transaction 6977696 complete. I TEST michelle_karczeski DC10.02.99 - Spe DC1002 - Westri

5. Ring all PP and CCU Transactions. Both types of payments can be rung in the same batch of work.
6. After all transactions have been entered ask the Supervisor for a Drawer Balance Report (DBR) for reconciliation.
 - a. Add up the payment pages and validations to confirm the total on the DBR.
7. Start the closeout process. File > Cash Summary...



8. The Cash Summary Sheet will open. There will only be a single DC-SPC TAB.
 - a. Enter the total of the CCU payments.
 - b. Enter the total for the PP payments.



9. Confirm the yellow highlighting changes to white. This means the totals are correct.
 - a. There is NO FLOAT to take into consideration.
10. Select the Close batch button.
11. Print a copy of the Cash Summary Sheet for your records.

12. The batch is now closed. The Supervisor can verify it is closed by running a Batch Report.

13. Once everything is good the Batch can be reset and the RCS Process is complete.

END OF DOCUMENT

FOR SUPERVISORS:

1. After all transactions have been entered the Cashier will ask the Supervisor for a Drawer Balance Report (DBR) for reconciliation.