

BLUE DRAGON TEK



CASH2LEDGER

USER'S GUIDE

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Preface

This document describes how to use Blue Dragon Tek Cash2Ledger applications.

Product Support Service Application Note

**For Cash2Ledger
All Versions**

Original Release Date: Dec 1, 2021

Revision Date:

The following information applies to Cash2Ledger application of all versions.

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Release Information

A brief description of this software suite is to be used in Windows Servers and domain servers for the purpose of monitoring the DexFLOW workflow systems and all the directories, parcels, queues, email boxes, services and event logs associated with the system. An alarm is generated to notify responsible parties of any defined or configured setting of alarmed issues or outage.

Revision History

Cash2Ledger User guide

| Issue No. | <i>Date</i> | <i>Affected Pages</i> | Reason for Changes |
|------------------|-----------------|-----------------------|---------------------------|
| 1 | <i>12/01/21</i> | <i>All</i> | <i>New document</i> |
| | | | |
| | | | |
| | | | |
| | | | |

Cash2Ledger Platform Specifications

Cash2Ledger application is designed to run on Microsoft Windows operating system.

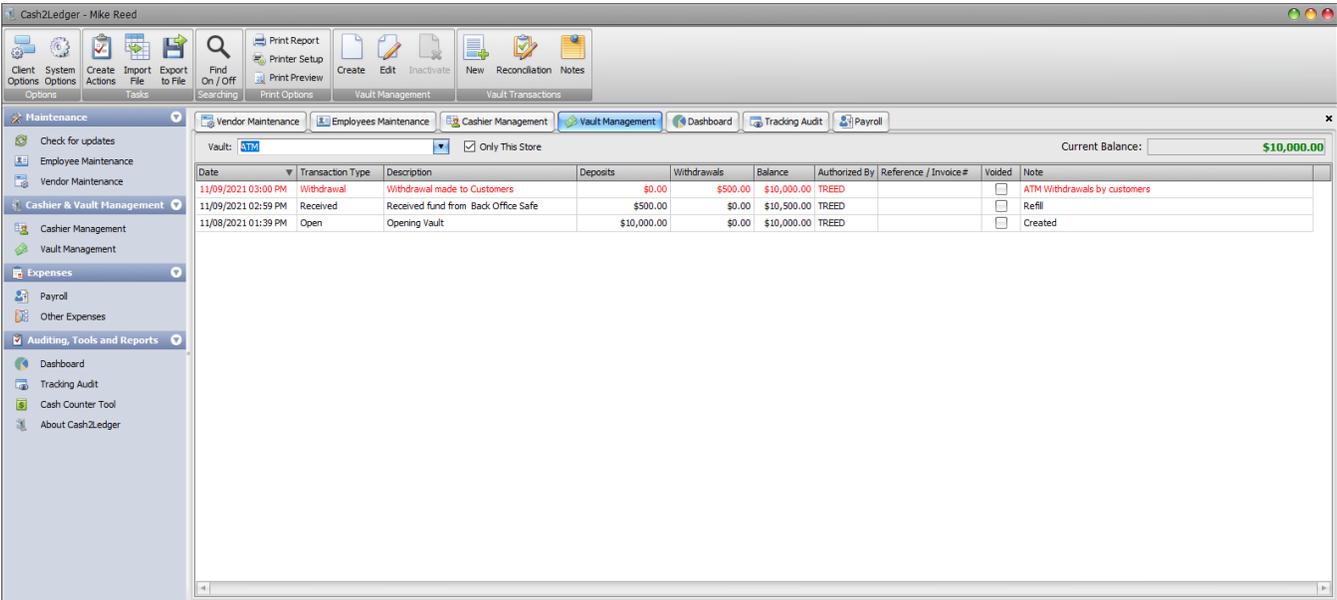
Hardware minimum requirements

- Pentium II base 266MHz
- 512MB or RAM
- 10MB of Hard disk space free
- 10/100 Network card (Fix IP address recommended)
- VGA or higher-resolution monitor (17" or larger is recommended)
- Microsoft Mouse or compatible pointing device.
- Microsoft Windows Operating system 2000 and above

Propose of the Cash2Ledger

The purpose of Cash2Ledger is to create electronic entries in to an application journal and logs. Then tallies up all transactions for a specified cashiers' shift and vaults. It shows your totals in monthly sales and totals of payroll and other expenses by last month, this month and last 365 days.

- Asset accounts include fixed assets, prepaid expenses, accounts receivable and cash
- Liability accounts which include notes payable, lines of credit, accounts payable and debt
- Revenue accounts
- Expense accounts
- Profit and loss accounts such as sales, product, disposal of an asset



Cash2Ledger lets you maintain you're Vendors, Employees, and Cashier's shift registers, Vaults transaction, Payroll and Expenses in an electronic format.

At the end of the day, cash is what keeps your company operating. It is critical to have a system for effectively managing your company's cash flow. With detailed information about where your cash is going on a timely basis, you have the ability to make decisions that can have a real impact on your financial performance.

Introduction to the Cash2Ledger

This application was design to handle the need for tracking and maintaining a business's cash movement from vaults to till and other forms of transaction and show responsibilities of those transactions.

Cash2Ledger is strong enough to manage the complex challenges of multi-entity, multi-book enterprises yet flexible enough to adapt to unique needs – without costly consulting fees.

Unlimited offices of companies, flexible inter-company rules, automated eliminations and consolidations. With a user-defined to satisfy unique accounting and reporting needs reports can be added. Looking at transactions and reporting segments to meet unique business requirements like the new industry of dispensaries having to do business in mostly cash transaction, Cash2Ledger is trying to fill this gap.

Key Features of Cash2Ledger

- Vendors payments and information of vendors
- Employee information for assignment to cash tills and payroll management.
- Dashboard for this month, last month of past 365 day quick view of cash, expenses and profit/loss
- Vault management of transactions
- Audit trail – everything logged
- Reports for details of daily, monthly and timeframe of transactions
- Tools to assist in audits, cash counting
- Custom skins for custom looks of application
- Emailing function for auto reports
- Export ability of transaction.
- Action creations for automation of tasks

The Component of Cash2Ledger

These components are mandatory for the application to function properly.

Installation

To install the installer must have administrator rights.
From a CD, network or internet location to run Setup.exe

Directory Structure

When installing applications, it will prompt for a location to be installed, the default is C:\Programs Files\BlueDragonTek\Cash2Ledger. The user can install in any path.
All supporting files and directories are needed to be in the Cash2Ledger directory.

File Structure

Cash2Ledger.exe.config is used to input information for the application.

Cash2Ledger.lic is the file needed for licensing.

Cash2Ledger.req file is the file needed to request a license file from Blue Dragon Tek

Database

The database is Microsoft SQL 2016 or newer and can be located in the cloud or on premise and security protocols must be in place.

Blue Dragon Tek will assist customers on SQL setup at profession consulting pricing.

Please contact Blue Dragon Tek at sales@bluedragontek.com

Getting Started

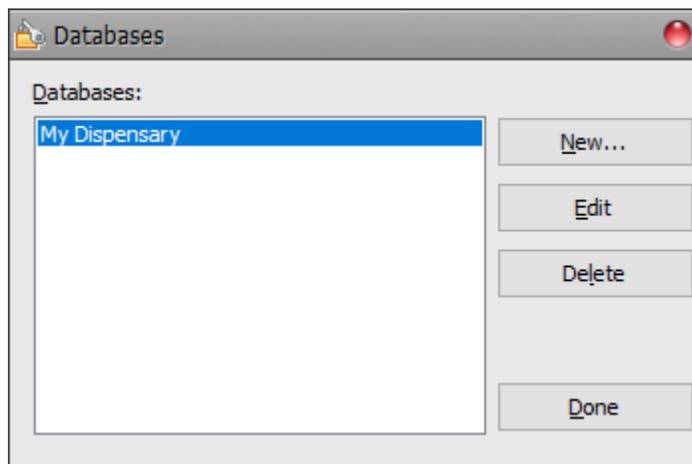
Desktop Interfaces

Cash2Ledger.exe

To open the Cash2Ledger either go to Start, Programs, Blue Dragon Tek, Cash2Ledger, and click it's icon or on the desktop Icon to launch the application.

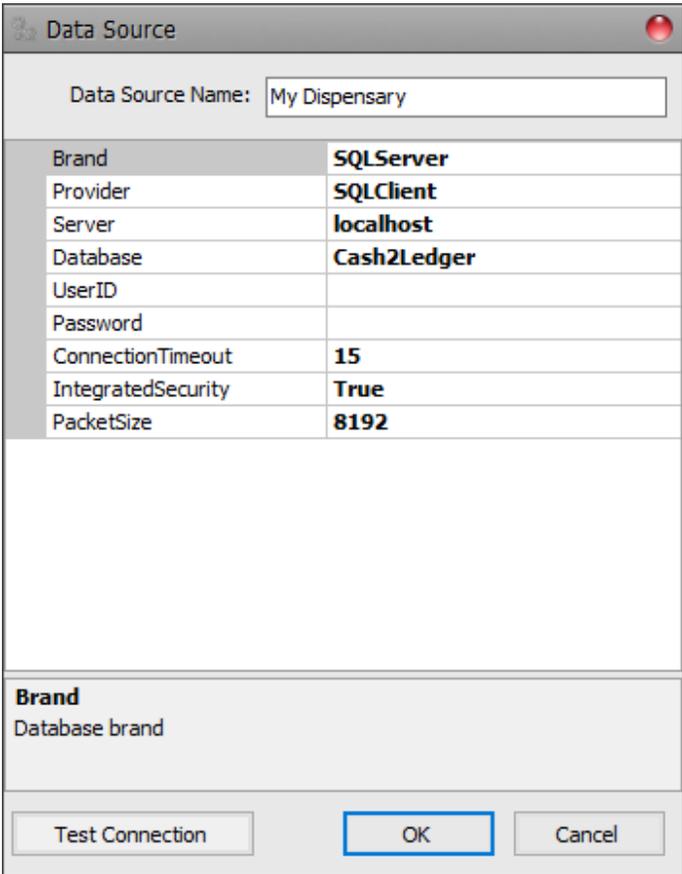


When opening for the first time the application, you will need to add the database location and set other options to run the application. Clicking on the button next to the Server combo box will open the database list to select for Delete, Edit or Create a new connection.



Data Source

Create a data source by naming the data source then entering the following:



- Brand - is the type of server
 - Options
 - SQLServer
 - Oracle
 - SQLite
 - PostGres
 - DB2
- Provider Is the language of communication Options need to match the Brand selection.
- Server Name of the hosting server, IP address with port or localhost.
- Database Name of the database on the server.
- UserID Admin ID used for connection.
- Password Admin PW used for connection.
- Connection Timeout In second's timeout try.
- Integrated Security Type of security.
- Packet Size Packet sizing.

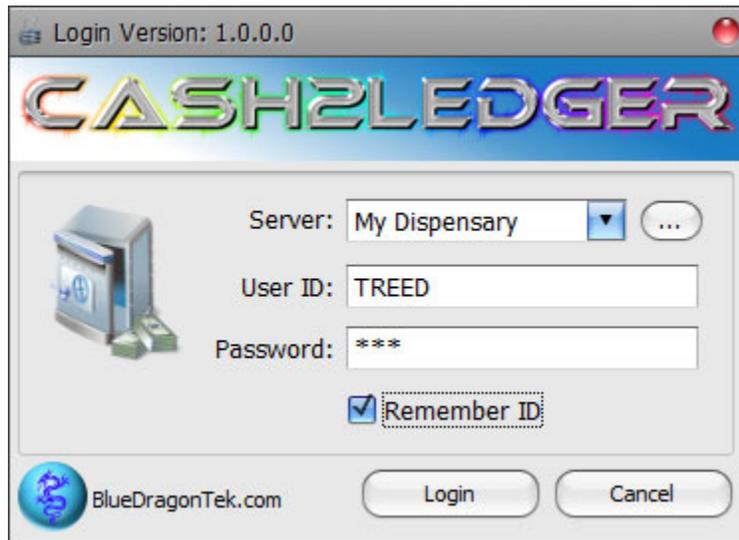
Then press the Test Connection button to confirm connection. If connection is successful then press the OK button.

Users and Employees

Users are personnel that log into Cash2Ledge for example like Admins, Owners, Managers, Supervisors and others that are assigned to make transactions.

Employees are those that are assigned cash tills within the opening of cash drawers and are entries for payroll. Also employees can use the mini- Cash2Ledge Drawer application by logging into it to make Tidel safe transfers to their drawers without having a normal user enter that transaction for them. Users can also be employees and be assigned to a cashier.

Logging In



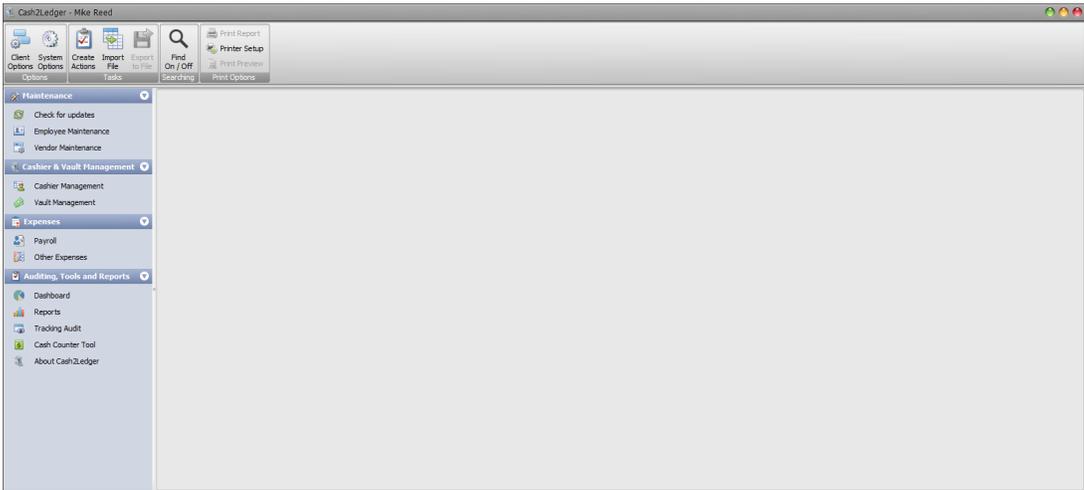
Logging in by entering a valid user ID and password, by checking the Remember ID the system when opening the application will pre-populate the Server and User ID of the last valid login.

If user enter invalid user ID or Password message box will be displayed.



Other message boxes of Account Disable, Account Locked, Max attempt or force password change could be displayed and user would need to correct or deal with those issue as required. For Max attempt error user must wait for ten (10) minutes before trying to login again. Account Locked will require another user with supervisor level or above to unlock that user in the application's Option -> Users section.

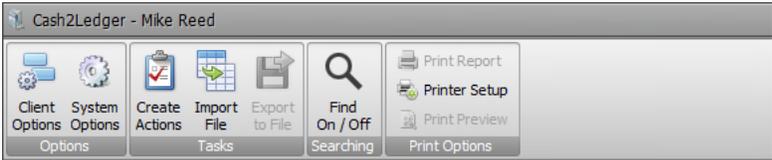
Main Window after login



Functions and options are displayed based on user's assigned security level.

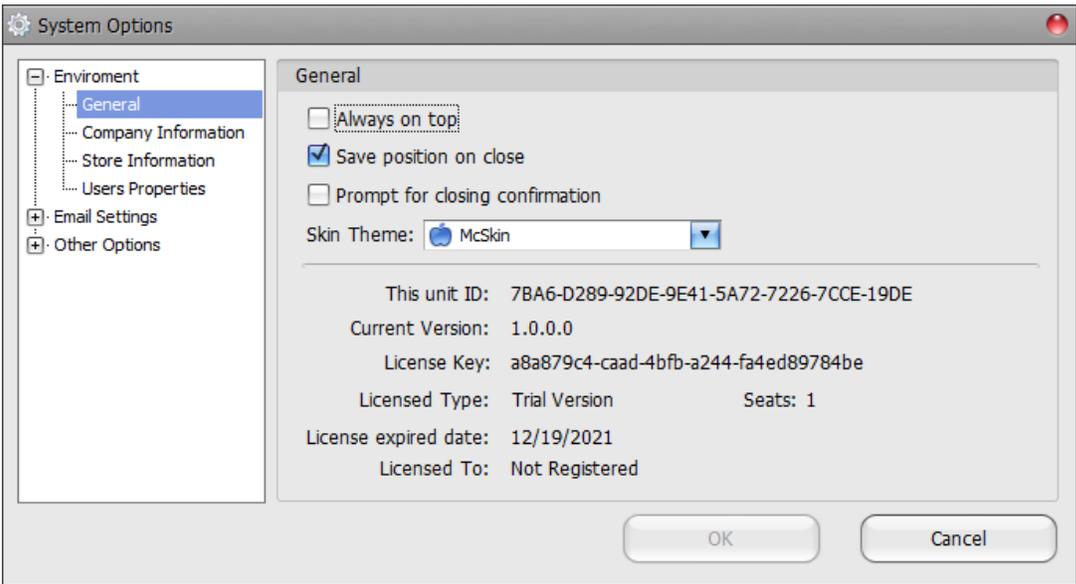
Details

The Header Ribbon is where Default control function appear when selected modules are active.



Client Options for setting the database connections. If changes are made here a re-start of the application is required.

System Options



General

General

Always on top

Save position on close

Prompt for closing confirmation

Skin Theme: McSkin ▼

This unit ID: 7BA6-D289-92DE-9E41-5A72-7226-7CCE-19DE

Current Version: 1.0.0.0

License Key: a8a879c4-caad-4bfb-a244-fa4ed89784be

Licensed Type: Trial Version Seats: 1

License expired date: 12/19/2021

Licensed To: Not Registered

The general section provides some basic actions like the application is always on top of other applications. Saving the location position and size of application on closing. This also saves the column sizes of all grids. Prompt for closing confirmation is a popup warning box asking you if you're sure you want to close the application.

Skin Theme allows the user to select a theme the application forms and components use. With many options to choose from you're sure to find one you like. Default is set to McSkin.

The rest of this screen is related to the licensing. Please contact Blue Dragon Tek for licenses and pricing at www.bluedragontek.com and sales@bluedragontek.com

Company Information

Company Information

Name: Mike's Shop

Address: 123 Somewhere East Street

Address 2: Suite 100

City: Tulsa

State: Oklahoma ▼ Zip Code: 74133

Phone: (918) 555-5555 Fax: (918) 555-5556

Website: www.smokem.com

Email: sales@smokem.com

This information is the headquarters of the company or corporate, NOT the store information.

This information is used on reports and other functions.

Store Information

Store Information

Store Number:

Name:

Address:

Address 2:

City:

State: Zip Code:

Phone: Fax:

Email:

If multiple store are owned by a company this allows each store to be setup and all the transaction are flag with that store number. Report then can include all stores or just a single store or a combination of stores.

Users Properties

Users Properties

| User ID | First Name | Last Name | Security Level | Disabled | Locked |
|----------|------------|-----------|----------------|--------------------------|--------------------------|
| Admin | Admin | | Administrator | <input type="checkbox"/> | <input type="checkbox"/> |
| TREED | Mike | Reed | Administrator | <input type="checkbox"/> | <input type="checkbox"/> |
| JDOE | John | Doe | Supervisor | <input type="checkbox"/> | <input type="checkbox"/> |
| SJOHNSON | Sara | Johnson | Manager | <input type="checkbox"/> | <input type="checkbox"/> |

User can be added, modified, deleted, disable or unlocked by selecting the user and clicking the available action. If a user has been disabled or locked the checkbox for that user will be checked.

User Information

John Doe

User ID:

First Name:

Last Name:

Email:

Max failed attempt before lockout:

Current failed attempts:

Security level:

Password:

Must change password

Account is locked out

Account is disabled

Expiration date:

When Adding or modifying a user the input screen is displayed and the information and options are made. Security level is high arch based, so to make a new or modify a user's level the person currently logged in to the application making the entry must have an equal or higher security level that that being assigned.

Failed attempts is when the user try to login with invalid password. Default tries are 5 but can be set to any number between 1 and 100. If user has tried unsuccessfully the Current failed attempts count will display the attempts. This count can be reset to 0 by pressing the Reset button and then the OK button.

Password on a modify user is encrypted and to change it, just click the reset. Default is 123456 but can be changed to anything. Also the "Must change password" option is checked and disable. This forces the user to change their password before they can be logged in. Once you pressed the OK button this will be active.

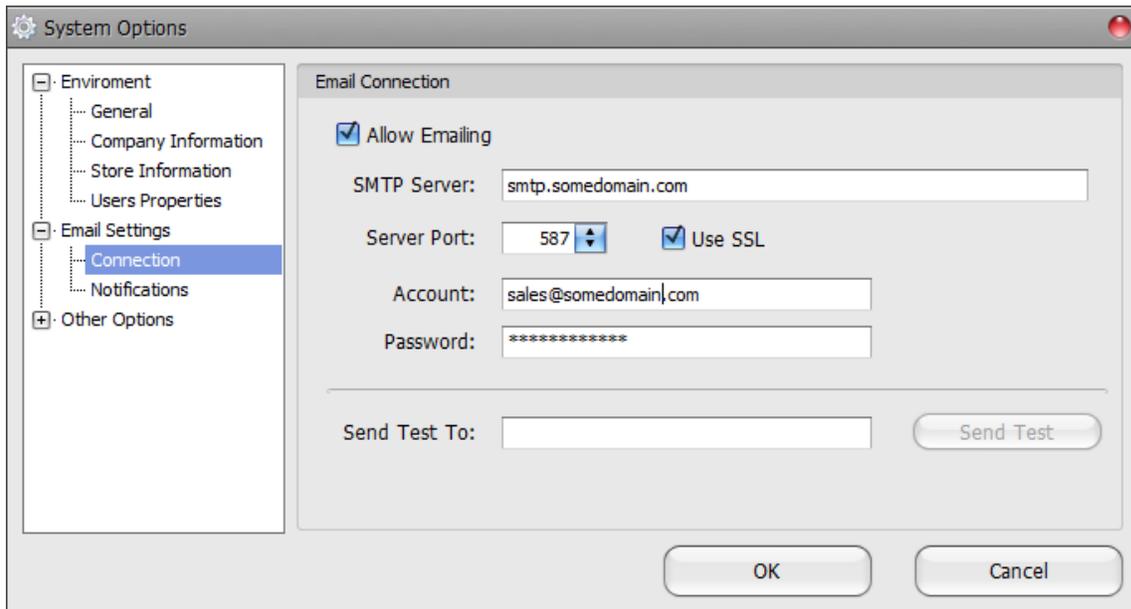
Must change password forces user to change password.

Account is locked out – by unchecking and then pressing the OK button will unlock the account.

Account is disabled – if checked this user is unable to login. Use this option if user is on vacation or out for a extended timeframe.

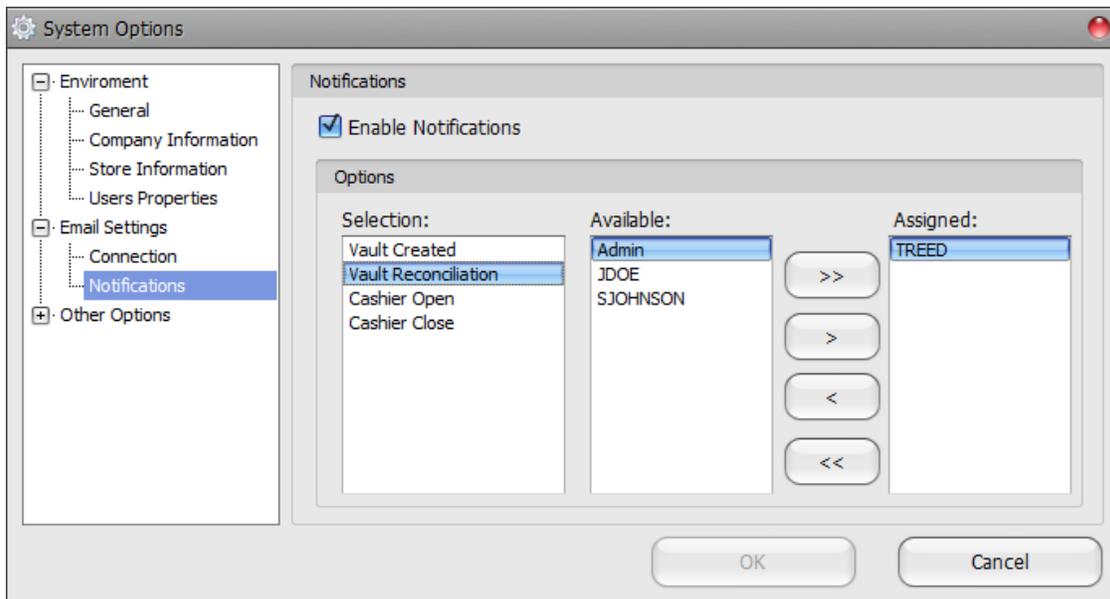
Expiration date is a forced date to lock the account requiring another user level to make changes. Reset set the date to null and user account is functional.

Email Settings



Connection is required if automatic emailing is enabled for Reports or exports. Your company will need to have a SMPT Server and account available for this function. Blue Dragon Tek suggest that your company creates a Sales or Support email account for this purpose. To enable the ability check the Allow Emailing and enter the information then enter an email address in the test to and send the test. Once confirmed the test email was received to the addressee press the OK button to save the information.

Notifications



Enabling notifications and “Allowing Emailing” from Connection options will trigger an email to an assigned user or users selected for a type of transaction. Select the type then add or remove Available users to Assigned then press the OK button. If the OK button is not visible then current logged in user does not have security level to make this changes.

Example of the email body from selection above:

 Tue 12/14/2021 1:35 PM

Reconciliation at store 1

To support@bluedragontek.com

 If there are problems with how this message is displayed, click here to view it in a web browser.

Mikes Smokem
6904 East 92rd Street
Tulsa, Oklahoma 74133
(918) 808-0627

User: Mike Reed Store # 001
Tuesday, December 14, 2021 01:34 PM

Object: Vendors Safe
Transaction: Reconciliation

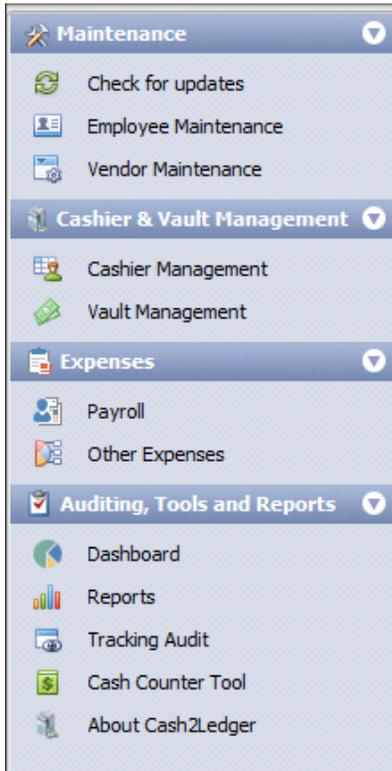
Balance:

| | |
|-------------|-------------|
| Before: | \$13,430.00 |
| Adjusted: | \$13,425.00 |
| Difference: | -\$5.00 |

Reason: My Testing of the emailing of transactions

Sent via Cash2Ledger, powered by Blue Dragon Tek
Blue Dragon Tek 2021

Menus

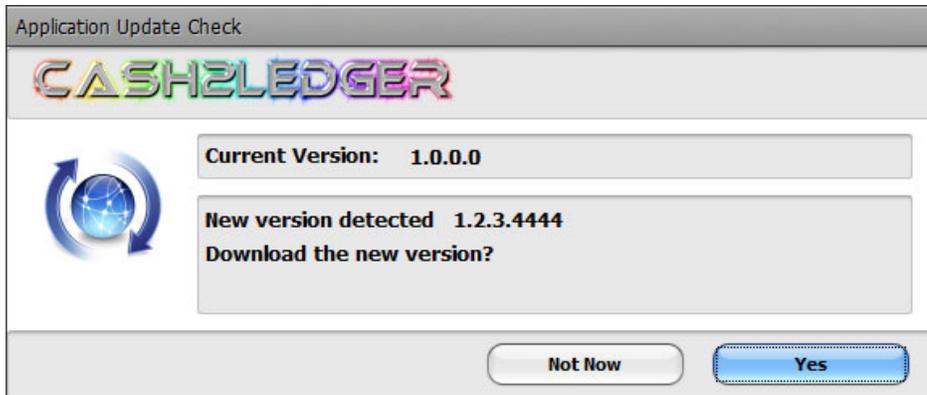


Menu Headers are collapsible and are save in which state they are if the Save position on Closed is selected on the option talked about in above chapter.

Each groups are segregated based on their functions and utilization.

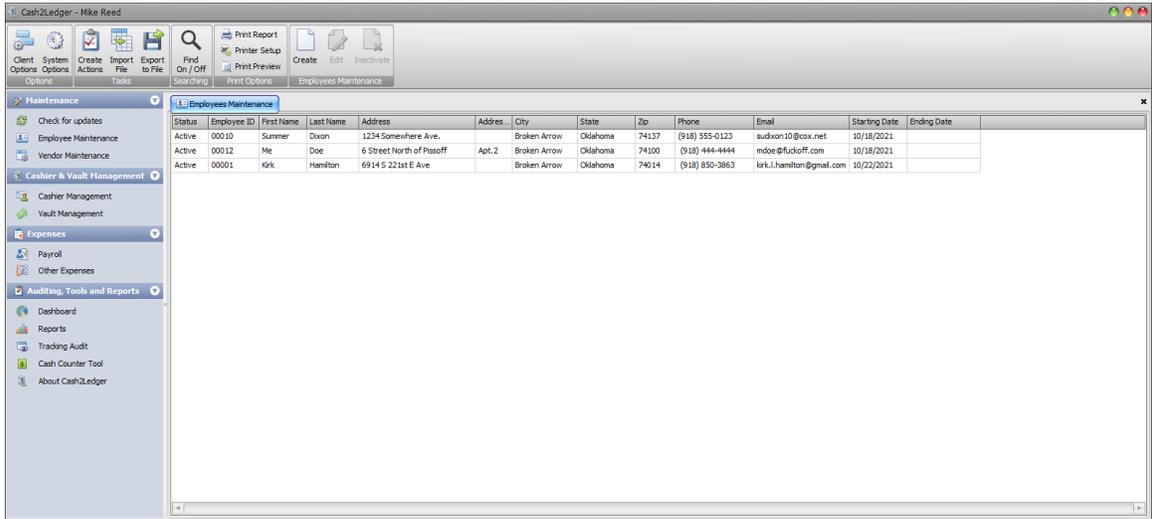
Some menu option are displayed only when user security level is set as Admin or Owner.

Check for updates: is a way to insure that the application is current and up to date with any changes and bug fixes. This does require internet connection available to use. We at Blue Dragon Tek try to stay on top of issues and are always looking at improving the application for our customers. When click the application will via internet will check for what version is current and if a new one is available will prompt user to update.



If user select "Yes" then the install package will begin to download and based on your internet security setting you may be prompted allow this download. Once completion of download the application will close and the install will open. User need to just select the current option as the original installation and once it's completed re-open the application as normal. User selecting the option "Not Now" will just close the message box and no other action is taken and the update is canceled.

Employee Maintenance



Gives a grid of employees that have been created in the system. A ribbon menu is also displayed with options of "Create", "Edit" and "Inactivate" when the tab for the employees' maintenance is actively selected. These options are enabled based on the selection of an employee in the grid.

When entering a new employee or modifying a selected employee:

Employee's Information

Employee ID: * [] Status: Active On Leave Terminated

PIN: * []

First Name: * []

Last Name: * []

Address: []

Address 2: []

City: []

State: [] Zip Code: []

Phone: [] Email: []

Personal Information

Date of Birth: [] Start Date: []

Gender: Male Female End Date: []

Tax ID: [] Pay Type: []

Emergency Information

First Contact Name: [] Phone: []

Second Contact Name: [] Phone: []

Allergies or other Notations: []

OK Cancel

The red asterisks (*) are required fields and are needed to create an entry for an employee record. All other fields are optional based on your company's policies.

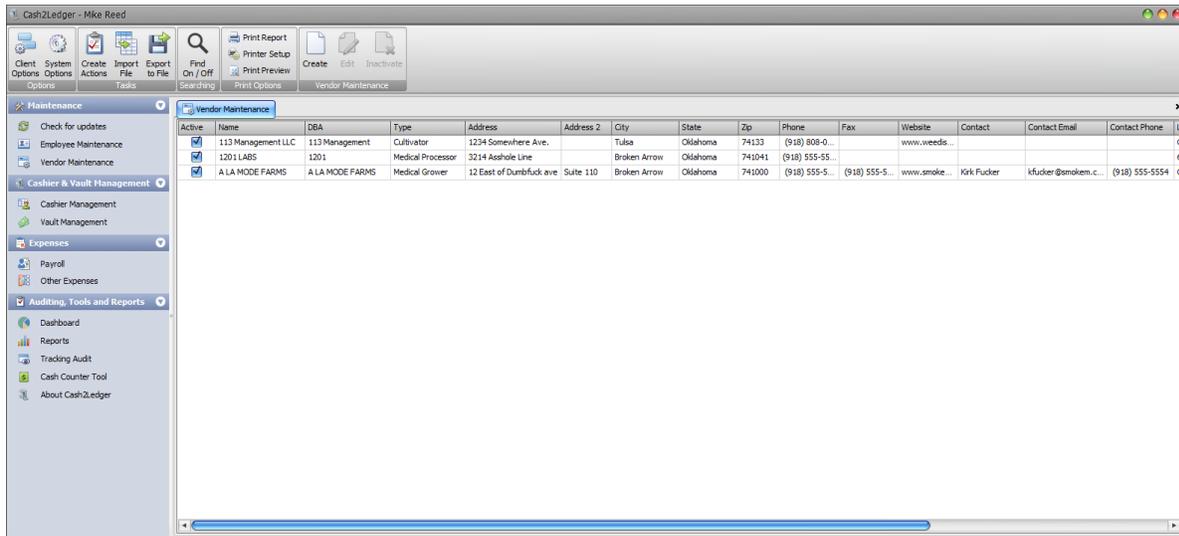
An employee's picture can be added by clicking on the image icon. This will open a file dialog box to search for the employee picture file. (Option file types are ICO, BMP, JPG, GIF, TIF)

Employee ID and PIN are used for cashier assignment. If the module is installed for cashier self-fill, these fields are needed. PIN is numeric only.

Status options will filter out employees in the selection of cashier assignment. Only Active employees are available for selection.

Other employee information, such as payroll, requires the Personal Information fields.

Vendor Maintenance



Like the Employee this gives a grid of vendors that have been created in the system. A ribbon menu is also displayed with options of “Create”, “Edit” and “Inactivate” when the tab for the vendors’ maintenance is actively selected. These options are enabled based on the selection of a vendor in the grid.

Vendor Maintenance
Information and settings.

Vendor's Information

Active Vendor

* Name:

DBA:

Address:

Address 2:

City:

State: Zip Code:

Phone: Fax:

Website:

Contact Person:

Email:

Phone:

Settings

License:

License Expiration: License Notification Flag

* Type:

Memo:

OK Cancel

The Active Vendor checkbox will allow a vendor to appear in the combo box of a vendor when vault transactions are being made.

The red asterisks (*) indicate required fields and are needed to create an entry for a vendor. All other fields are optional.

The required fields **Name** and **Type**

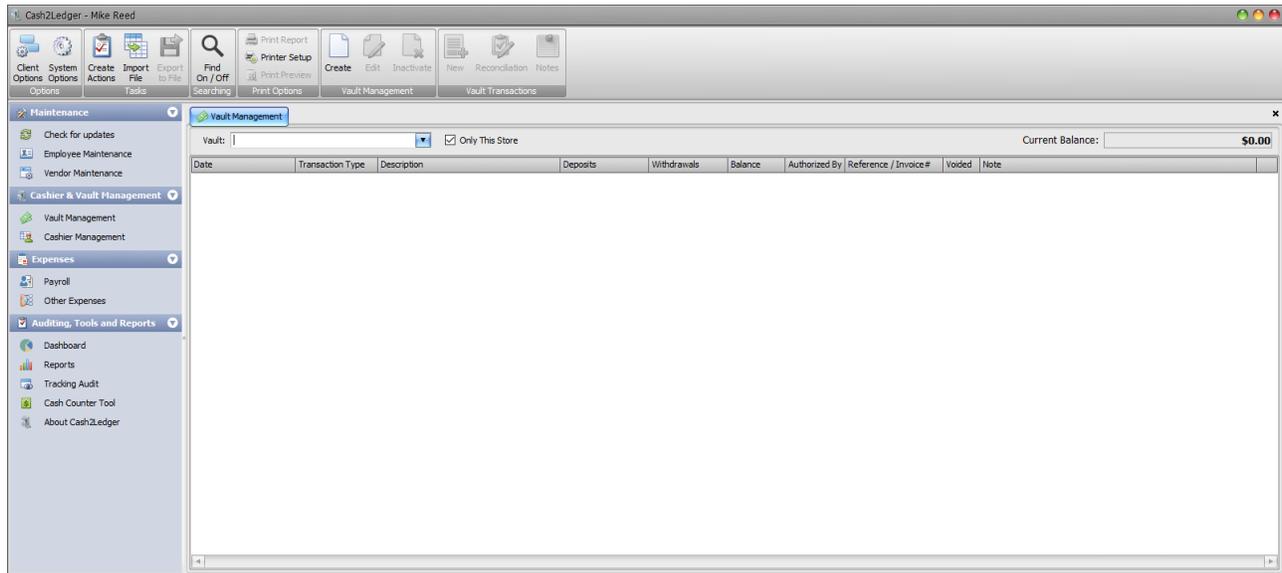
Type currently has the following options:

- Cultivator
- Medical Processor
- Medical Grower
- Other

Other types can be added to the database by contacting Blue Dragon Tek.

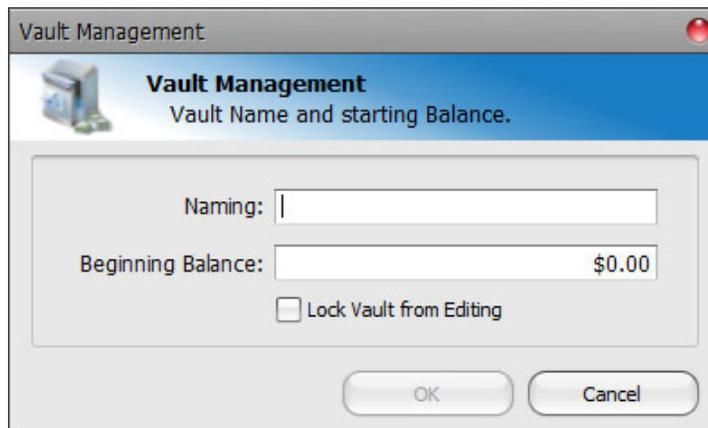
The license settings are for if you wish to track your vendor's expiration. You can add this information and check the “License Notification Flag” to show a warning 30 days before the license expires in black text. If the expiration date has passed, then the warning is in red.

Vault Management

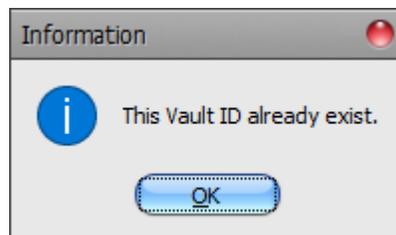


The vault management is like a checkbook ledger and tracks transaction of a vault. When the tab is selected and active the ribbon the two groups for the vault are displayed. First on is Vault Management that has three option of create, edit and inactivate. The second is vault transaction group and those options are New, Reconciliation and Notes.

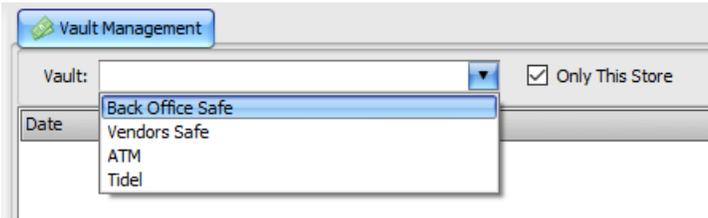
To create a vault or as many as you are needing select the Create.



Naming is your option and can be anything up to 50 characters. Then you will enter the starting balance. If you never want to change the naming check the "Lock Vault from Editing" to keep this original naming from being changed. The press the OK button. The system checks if there is already a named vault at the store. If there is a message box will notification will appear and you will need to change the naming.



After vaults have been added user can select a vault and based on user's security level if the "Only This Store" option is enable.



User can select any of the vaults listed and see all transaction for that vault in descending order. You can order by, filter, and adjust size by clicking on the column headers.

Deposit are displayed in green. Withdrawals are in red, Open, Even Exchange and Transfers are in plan black. Reconciliations are in Bold Red

| Date | Transaction Type | Description | Deposits | Withdrawals | Balance | Authorized By | Reference / Invoice# | Voided | Note |
|----------------------------|-----------------------|---|-----------------|---------------|--------------------|---------------|----------------------|--------------------------|--|
| 12/09/2021 12:59 PM | Withdrawal | Funds transferred | \$0.00 | \$255.00 | \$14,904.78 | TREED | | <input type="checkbox"/> | Opening shift for Register 1 with balance of \$255.00 |
| 12/09/2021 12:31 PM | Deposit | Funds added to total | \$1,165.40 | \$0.00 | \$15,159.78 | TREED | | <input type="checkbox"/> | Closed shift for Register 3 (Drive Thru) |
| 12/09/2021 12:30 PM | Deposit | Funds added to total | \$894.38 | \$0.00 | \$13,994.38 | TREED | | <input type="checkbox"/> | Closed shift for Register 1 |
| 12/09/2021 12:28 PM | Reconciliation | Vault adjustment of balance | \$100.00 | \$0.00 | \$13,100.00 | TREED | | <input type="checkbox"/> | Audit count found difference in bottom of safe |
| 12/03/2021 11:53 AM | Deposit | Funds added to total | \$746.58 | \$0.00 | \$12,814.70 | TREED | | <input type="checkbox"/> | Closed shift for My Drawer |
| 12/03/2021 11:52 AM | Withdrawal | Funds transferred | \$0.00 | \$250.00 | \$12,068.12 | TREED | | <input type="checkbox"/> | Opening shift for Register 3 (Drive Thru) with balance of \$250.00 |
| 12/02/2021 02:35 PM | Deposit | Funds added to total | \$873.10 | \$0.00 | \$12,318.12 | TREED | | <input type="checkbox"/> | Closed shift for Register 4 |
| 12/02/2021 02:34 PM | Withdrawal | Funds transferred | \$0.00 | \$254.00 | \$11,445.02 | TREED | | <input type="checkbox"/> | Opening shift for Register 1 with balance of \$254.00 |
| 12/02/2021 02:33 PM | Withdrawal | Funds transferred | \$0.00 | \$250.00 | \$11,699.02 | TREED | | <input type="checkbox"/> | Opening shift for Register 4 with balance of \$250.00 |
| 12/02/2021 02:15 PM | Deposit | Funds added to total | \$673.11 | \$0.00 | \$11,949.02 | TREED | | <input type="checkbox"/> | Closed shift for Register 1 |
| 12/02/2021 12:28 PM | Deposit | Funds added to total | \$957.23 | \$0.00 | \$11,275.91 | TREED | | <input type="checkbox"/> | Closed shift for Register 4 |
| 12/02/2021 12:27 PM | Deposit | Funds added to total | \$680.91 | \$0.00 | \$10,318.68 | TREED | | <input type="checkbox"/> | Closed shift for Register 3 (Drive Thru) |
| 11/30/2021 12:11 PM | Withdrawal | Funds transferred | \$0.00 | \$250.00 | \$9,387.77 | TREED | | <input type="checkbox"/> | Opening shift for Register 4 with balance of \$250.00 |
| 11/30/2021 12:08 PM | Withdrawal | Funds transferred | \$0.00 | \$250.00 | \$9,637.77 | TREED | | <input type="checkbox"/> | Opening shift for Register 4 with balance of \$250.00 |
| 11/27/2021 04:14 PM | Withdrawal | Funds transferred | \$0.00 | \$250.00 | \$9,887.77 | TREED | | <input type="checkbox"/> | Opening shift for Register 1 with balance of \$250.00 |
| 11/27/2021 03:38 PM | Deposit | Funds added to total | \$692.73 | \$0.00 | \$10,137.77 | TREED | | <input type="checkbox"/> | Closed shift for Register 1 |
| 11/24/2021 06:23 PM | Deposit | Reversel transfered of void from Register 1 | \$0.50 | \$0.00 | \$10,580.50 | TREED | | <input type="checkbox"/> | Shift transaction 11 voided |
| 11/24/2021 06:18 PM | Deposit | Reversel transfered of void from Register 1 | \$0.50 | \$0.00 | \$10,580.00 | TREED | | <input type="checkbox"/> | Shift transaction 11 voided |
| 11/24/2021 06:16 PM | Deposit | Reversel transfered of void from Register 1 | \$10.00 | \$0.00 | \$10,579.50 | TREED | | <input type="checkbox"/> | Shift transaction 24 voided |
| 11/24/2021 06:12 PM | Deposit | Reversel transfered of void from Register 1 | \$10.00 | \$0.00 | \$10,569.50 | TREED | | <input type="checkbox"/> | Shift transaction 6 voided |
| 11/24/2021 06:10 PM | Deposit | Reversel transfered of void from Register 1 | \$5.00 | \$0.00 | \$10,559.50 | TREED | | <input type="checkbox"/> | Shift transaction 7 voided |
| 11/24/2021 06:05 PM | Withdrawal | Funds transferred to Register 1 | \$0.00 | \$5.00 | \$10,554.50 | TREED | | <input type="checkbox"/> | Request fill |
| 11/24/2021 06:04 PM | Withdrawal | Funds transferred to Register 1 | \$0.00 | \$2.00 | \$10,560.50 | TREED | | <input type="checkbox"/> | Request fill |
| 11/24/2021 06:02 PM | Deposit | Reversel transfered of void from Register 1 | \$2.00 | \$0.00 | \$10,562.50 | TREED | | <input type="checkbox"/> | Shift transaction 8 voided |

When a vault is selected the ribbon group Vault Transactions are enable.

New transactions the date is auto fill the timestamp of the current date and time and user can select the transaction type and they are as follows:

The Source description changed as the transaction type is selected as follows:

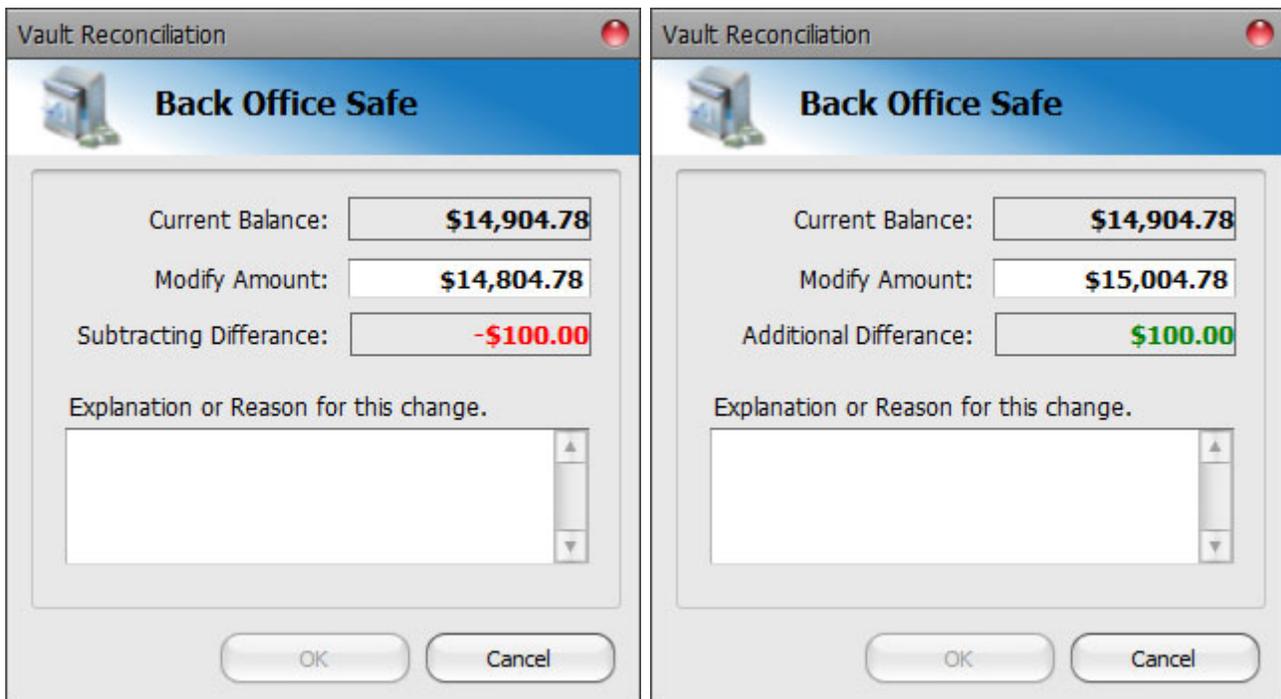
- Deposit - Transaction From
- Withdrawal - Transaction Payee
- Vendor Payment - Vendor's Name from vendor maintenance if they are active.
- Payment Received - Transaction From;
- Bank Deposit - Bank's Name that the deposit is being made to.
- Transfer - Vault Name list of available vaults.

In the Transaction Detail the Reference can be used for invoice number or other identification information. Enter Amount is the amount of this transactions. Notes are encouraged to add more details for the need of this transaction. Once the OK button is pressed the vault grid refreshes with the new transaction and the Current Balance total is updated to reflect the transaction. If a transfer was made to another vault it's too receives a record and update balance.

Vault Reconciliation

When audits or other forms of issues arises and forces a balance change needed the Reconciliation is used.

The current selected vault is used when the ribbon button is clicked. The vault's name is in the header and the current balance is displayed. As user enters the modified amount the difference.



If the amount is less it show Subtracting Difference and the amount. If it is more then it shows Additional Difference and the amount. Then the user MUST enter the explanation or reason for this change and press the OK button to complete this action. A record is this created in the ledger and flagged as a **Reconciliation** transaction and the current balance is changed to that modified amount.

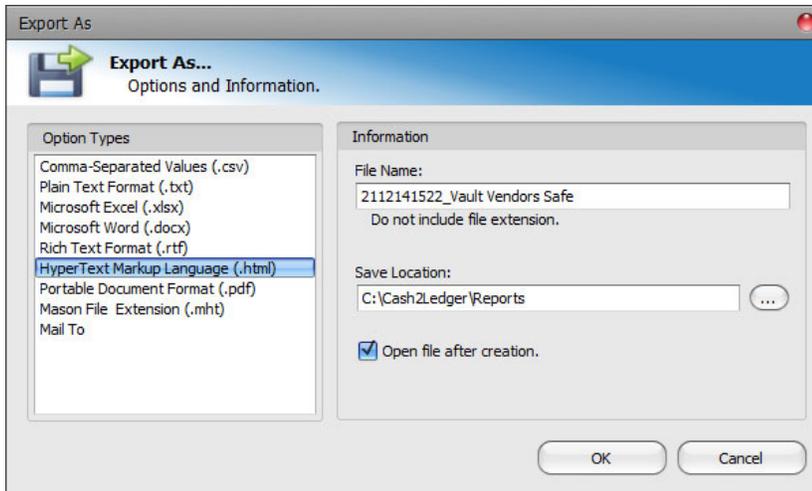
If email notification is enabled an email is created and send to the notification addresses of the store number, vault name and amounts of changes. See Example in the Notifications Options.

Export to File

If user with to export the current selected vault transaction to files or other option by using the ribbon's Task group Export to File button.

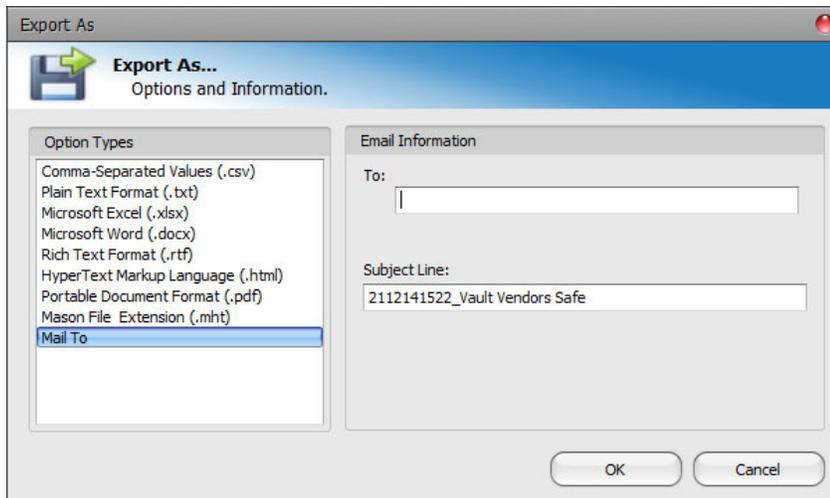


The export has multiple type of options to save as. User can use the created file name or change it to what is needed, then make the location to save and select the type.



If the "Open file after creation" is checked the system will launch the file with the default file type window's association. For the Mail To option the Allow Emailing in System Options must be set.

Then user will need to add the addressee and if needed change the subject line. The attached file format will be html.



Example of an emailed export:

Tue 12/14/2021 3:31 PM

2112141522_Vault Vendors Safe

To

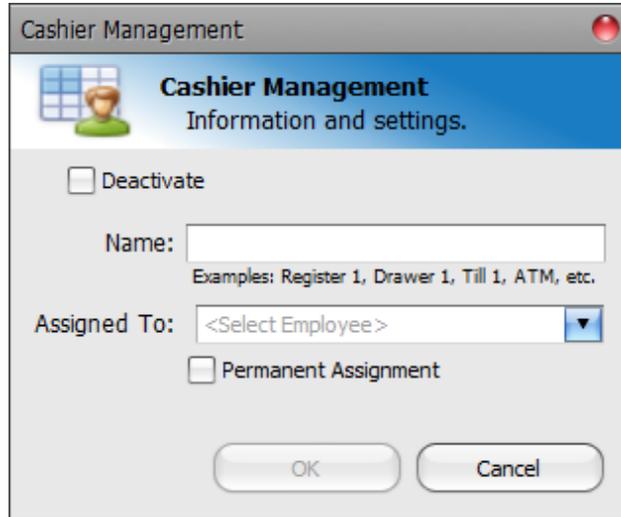
If there are problems with how this message is displayed, click here to view it in a web browser.

| Date | Transaction Type | Description | Deposits | Withdrawals | Balance | Authorized By | Reference / Invoice# | Voided | Note |
|---------------------|------------------|-------------------------------------|-------------|-------------|-------------|---------------|----------------------|--------------------------|--|
| 12/14/2021 01:34 PM | Reconciliation | Vault adjustment of balance | \$0.00 | \$5.00 | \$13,425.00 | TREED | | <input type="checkbox"/> | My Testing of the emailing of transactions |
| 12/03/2021 11:51 AM | Vendor Payment | Payment made to 1201 LABS | \$0.00 | \$270.00 | \$13,430.00 | TREED | 651 | <input type="checkbox"/> | Chewies |
| 11/20/2021 02:19 PM | Vendor Payment | Payment made to 113 Management LLC | \$0.00 | \$5,000.00 | \$13,700.00 | KHAMILTON | 1231321 | <input type="checkbox"/> | kissing sticks |
| 11/20/2021 02:17 PM | Received | Received fund from Back Office Safe | \$9,000.00 | \$0.00 | \$18,700.00 | KHAMILTON | kkkk | <input type="checkbox"/> | |
| 11/20/2021 02:16 PM | Transfer | Transfer fund to Back Office Safe | \$0.00 | \$5,000.00 | \$9,700.00 | KHAMILTON | Vendor Coming | <input type="checkbox"/> | |
| 11/15/2021 12:50 PM | Vendor Payment | Payment made to 113 Management LLC | \$0.00 | \$5,000.00 | \$14,700.00 | KHAMILTON | doobies | <input type="checkbox"/> | doobie smokes |
| 11/09/2021 03:02 PM | Receipt payment | Made from A LA MODE FARMS | \$100.00 | \$0.00 | \$19,700.00 | TREED | 654 | <input type="checkbox"/> | Refund - from overcharged |
| 11/09/2021 11:56 AM | Vendor Payment | Payment made to A LA MODE FARMS | \$0.00 | \$400.00 | \$19,600.00 | TREED | 654 | <input type="checkbox"/> | Invoice for Gummies |
| 11/06/2021 02:00 PM | Open | Opening vault | \$20,000.00 | \$0.00 | \$20,000.00 | KHAMILTON | | <input type="checkbox"/> | New |

Cashier Management

Ribbon button groups are Cashier Management, Manage Shift and New Transactions and on the tab there are drop down selection boxes with the current cashiers and the shifts of them.

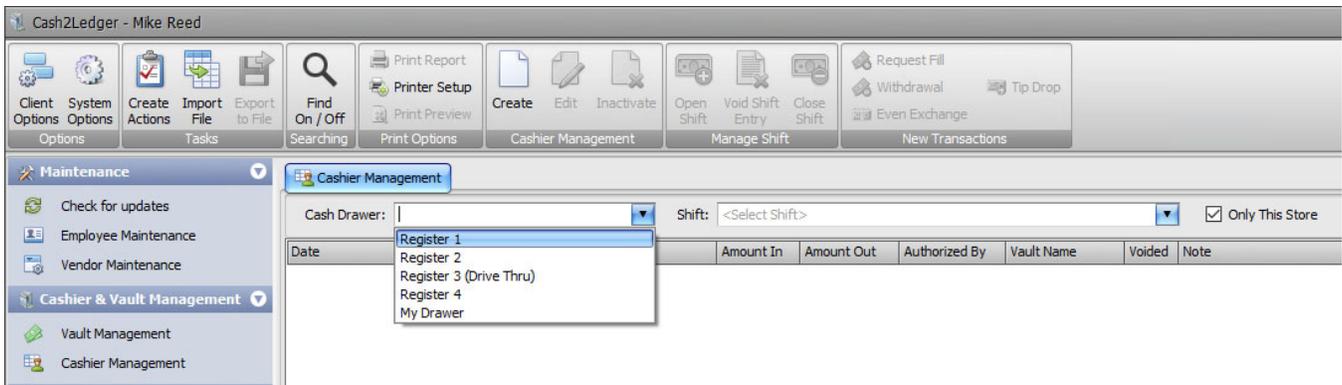
When creating a cashier then naming can be anything you want to use as long as there is not one already created at the store. For example in store number 1 if we have already created a cashier named ATM, then trying to create another cashier named ATM will fail and a message warning will appear. Naming it ATM 1, or 2 would be permitted.



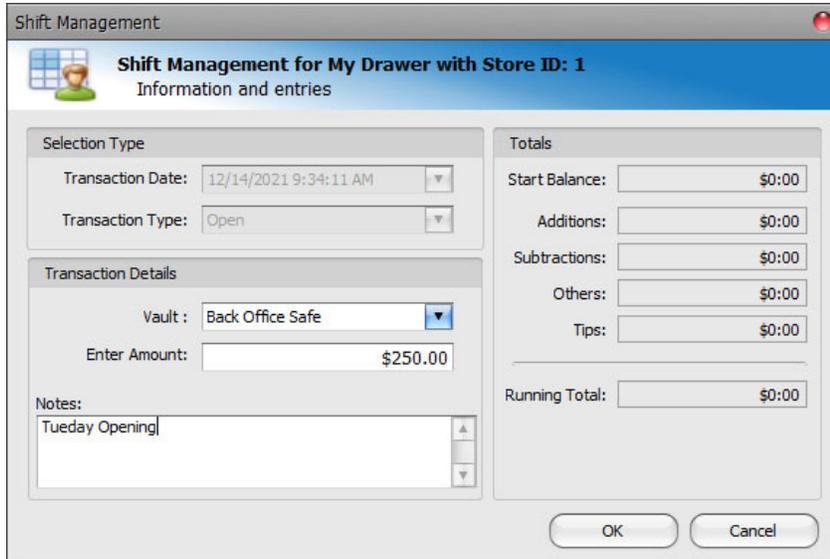
The assign an employee to the cashier and the option to permanently assign is available. This option will lock the employee to the life of that cashier.

Once a cashier is created it cannot be deleted, so please plan ahead on the naming. The option to “Deactivate” the cashier is available only when the cashier is in a closed state. There are three state a cashier can be in. Closed, Open and Deactivated. Closed is there are no funds assigned. Open funds are assigned and transactions can be done to the shift. Deactivate the cashier does not display in the drop down for any action to be made. This is for historical referencing.

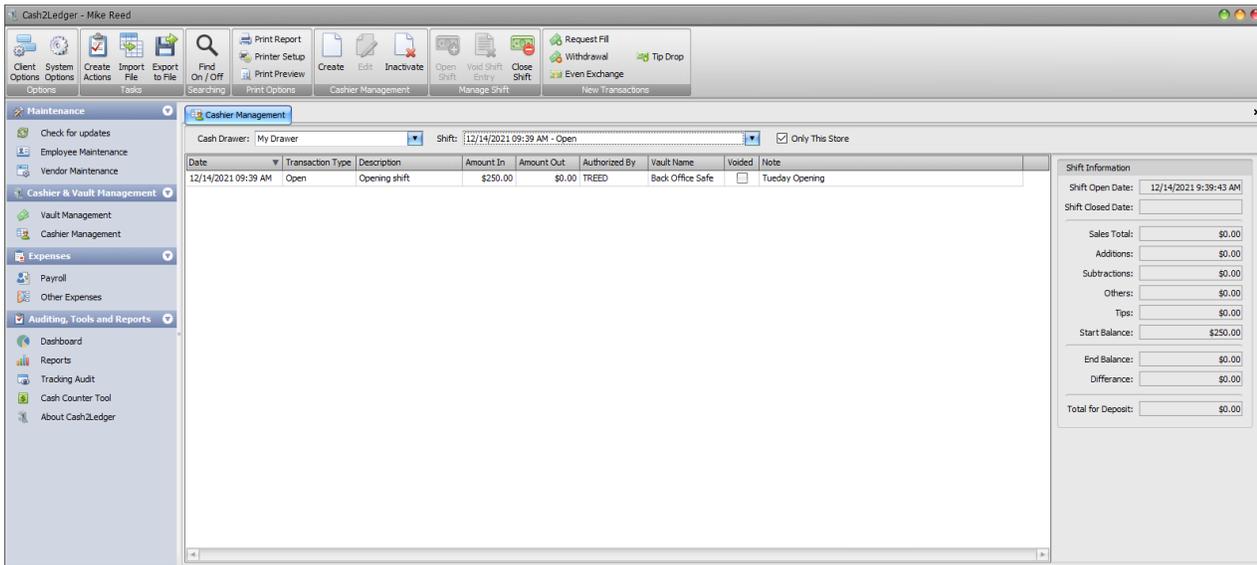
Selecting a Cash Drawer by the listed cashiers:



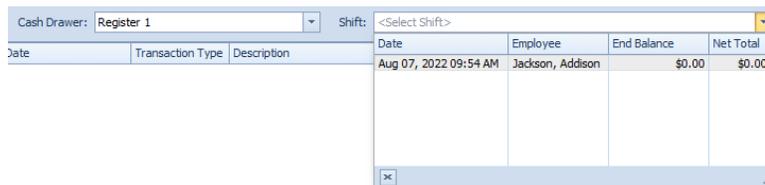
This if the selected cashier is in a closed state the option to “Open Shift” is available to set the opening drawer cash to be entered and selected from which vault.

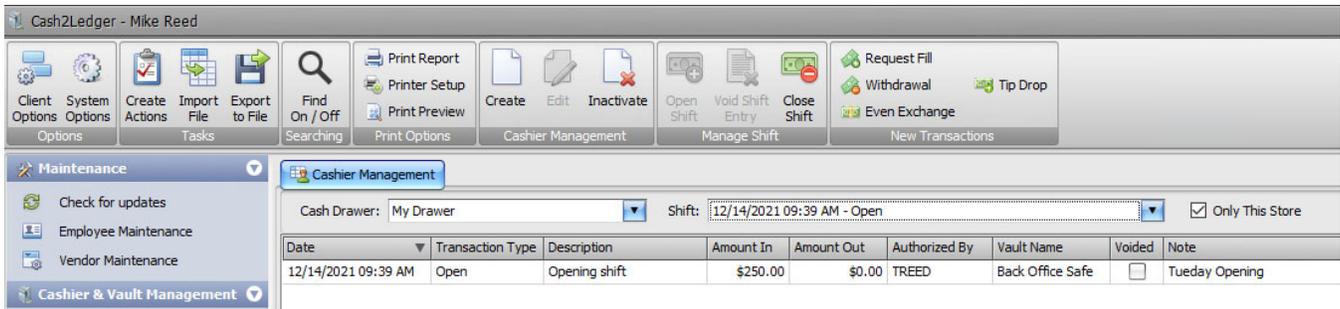


The transaction date and type are pre-filled and user will need to select Vault and the starting amount of cash in the drawer, then enter any note is needed or required. All transaction are performed in this manner and running totals are displayed on the right. Pressing the OK button opens the shift and logs records to the cashier shift and to the vault that was selected.



The shift is auto selected in the Shift drop down and the other ribbon controls are active for this shift. Also within the drop down shift selection if it's open you will see other field. Once the shift is closed the balance will be populated.





The cashier shift can be exported to multiple type of file. See “Export to File” section.

Shift Information

Shift Open Date:

Shift Closed Date:

Sales Total:

Additions:

Subtractions:

Others:

Tips:

Start Balance:

End Balance:

Difference:

Total for Deposit:

A running total display is also update per transaction on the right.

Showing the open shift date and time and any totals from on-going transactions. Once the shift is closed all totals are locked and become historical record for that cashier, employee shift.

Closing a cashier’s shift by using the “Close Shift” ribbon button in the Manage Shift grouping.

Cash Counter Tool

Closing for Register 1
Shift of 12/09/2021 12:59 PM - Open

Options:

Entry Cash by

Quantity

Single Amount

Cashier Style

Tab Stop Flow

Downward

Crossward

Cash Entry

| Denomination | Bricks | Straps | Loose | Mutilated | Dollar Totals |
|--------------|----------------------------------|----------------------------------|----------------------------------|--------------------------------|---------------|
| \$100's | <input type="text" value="\$0"/> | <input type="text" value="\$0"/> | <input type="text" value="\$0"/> | <input type="text" value="0"/> | \$0.00 |
| \$50's | <input type="text" value="\$0"/> | <input type="text" value="\$0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | \$0.00 |
| \$20's | <input type="text" value="\$0"/> | <input type="text" value="\$0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | \$0.00 |
| \$10's | <input type="text" value="\$0"/> | <input type="text" value="\$0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | \$0.00 |
| \$5's | <input type="text" value="\$0"/> | <input type="text" value="\$0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | \$0.00 |
| \$2's | <input type="text" value="\$0"/> | <input type="text" value="\$0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | \$0.00 |
| \$1's | <input type="text" value="\$0"/> | <input type="text" value="\$0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | \$0.00 |

| Coins | Boxes | Rolls | Coin Totals |
|--------------|-------------------------------------|--------------------------------|-------------|
| Dollars | <input type="text" value="\$0.00"/> | <input type="text" value="0"/> | \$0.00 |
| Susan - B's | <input type="text" value="\$0.00"/> | <input type="text" value="0"/> | \$0.00 |
| Haft Dollars | <input type="text" value="\$0.00"/> | <input type="text" value="0"/> | \$0.00 |
| Quarters | <input type="text" value="\$0.00"/> | <input type="text" value="0"/> | \$0.00 |
| Dimes | <input type="text" value="\$0.00"/> | <input type="text" value="0"/> | \$0.00 |
| Nickels | <input type="text" value="\$0.00"/> | <input type="text" value="0"/> | \$0.00 |
| Pennies | <input type="text" value="\$0.00"/> | <input type="text" value="0"/> | \$0.00 |

Total Sales

Sales Amount:

Non Currency

Credit Card:

Gift Card:

Checks:

Coupons:

Other Amount:

Totals

Starting Cash: \$255.00

Additions: \$21.00

Subtractions: \$0.00

Cash Total: \$0.00

Grand Total: \$0.00

Short / Long: -\$276.00

Net Amount: \$0.00

Action

This function uses the Cash Counter Tool but with set flags. The header shows the cashier name and shift info. In options user can enter the amounts in multiple ways.

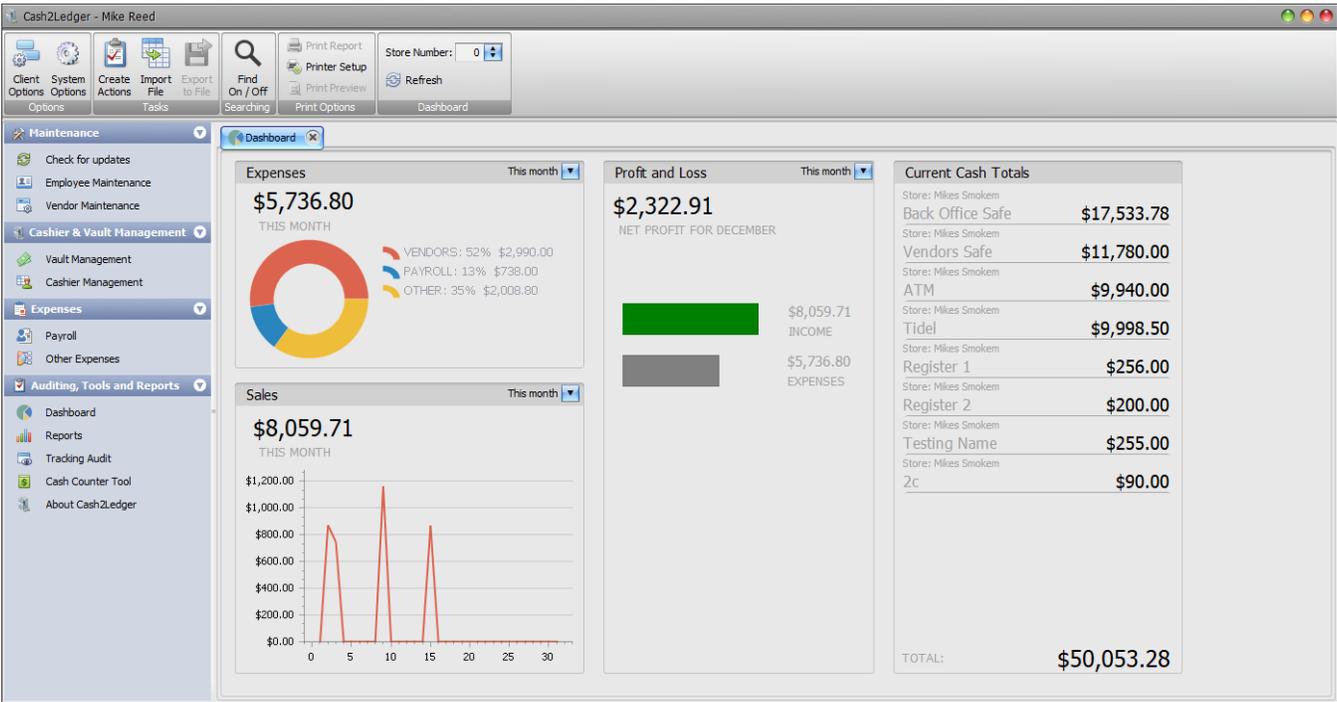
- **Quantity** - is user enters amount of all types of bills and coins counts. (Usually for full audits)
- **Single Amount** – User enter only a single total of sales and cash amounts.
- **Cashier Style** – User enter only the loose bills and coins counts.
-

Other option are the tab order selection, downward or crossword.

In this example we are using the Single Amount and have entered the total sales and cash count then selected the vault as Back Office Safe. We can do a print screen to print what we see or just press the OK button.

In the action section the Clear all will reset all fields. The Print Blank Worksheet print a sheet to write numbers down for audits and the Create PDF Report will convert information in to a pdf.

Dashboard



Dashboard is visible on owner and admin security level only.

The following is an overview by “Last month”, “This month” and “Last 365 days” and store number. If store number is 0 (zero) the dashboard totals will be all stores.

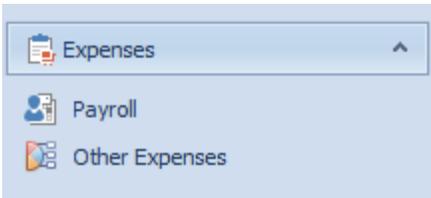
Grouping are Income, Expenses, Profit and Loss, Sales and Current Cash Totals.

Changing the store number user will need to press the refresh button.

Other Administration Tools

Based on user admin rights and assignment level other menu options are displayed.

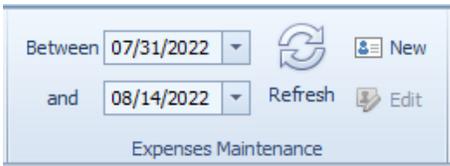
One collapsible is Expenses



Payroll is an added function and requires extra fee. Please contact Blue Dragon Tek sales and support.

Other Expenses is for Manger and Owners and Admin security level.

In the Other Expenses tab the option buttons are date frame view, refresh for selected dates, New and Edit of selected record.



Enter a new expense:

The category selection is many as Quick books for easy export.

Once form is fill and saved the Expense tab will display that current date timeframe.

| Category | Date | Name | Amount | Payment Type | Reference | Note | Store # |
|--|---------------------|--------------|----------|--------------|---------------|------------------------------|---------|
| Category: Advertising and marketing | | | | | | | |
| Advertising and marketing | 08/14/2022 12:29 PM | QuickPrint | \$100.00 | Credit Card | Visa | Banner for sale | 1 |
| Category: Office supplies | | | | | | | |
| Office supplies | 08/14/2022 12:31 PM | Office Depot | \$43.60 | Credit Card | Business Card | Printer paper, pens | 1 |
| Category: Utilities | | | | | | | |
| Utilities | 08/14/2022 12:17 PM | OG&E | \$67.20 | Check | 1001 | August Gas and Electric Bill | 1 |

Amendments

None

For suggestion or other information please contact
support@bluedragontek.com
Blue Dragon Tek.