

CASH DRAWER 2017

Cash Drawer

Dept. 1 Drawer 25

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- What is Cash Drawer- background/definition
- Customer Portal information
- Benefits of Cash Drawer(from current users)
- Recent Enhancements for Cash Drawer
- Cash Drawer Committee/Current counties
- Setup and Using Cash Drawer(receipts & reports)
- How to get Cash Drawer at your county
- Q & A

Cash Drawer

- **Background-** Cash Drawer is a receipting system created for IFSpi counties that's been available for about six years now. Over the last 18 months, there have been numerous enhancements that have improved the receipting process as well as the user experience. This year, we have already added three new counties to the list of Cash drawer users and expect to add several more by year end.

Cash Drawer

- **Countywide receipting system** designed for the public sector to interface receipts directly into IFSpi . (also works as a stand alone system)
- Allows user to create and print receipts, reconcile monies collected, create deposit tickets and print reports for daily balancing.
- Flexible system that can be used in multiple departments with numerous receipt types.

Cash Drawer Customer Portal

- If you haven't been out to the Customer Portal for awhile we made some layout changes to separate IFSpi & Cash Drawer and added additional information.
- While you're on the portal check out the new "IFSpi Overview & Resource Guide"
- If you need signon credentials email us at ifssupport@triminsystems.com

Financial

Financial

IFSpi

Cash Drawer

Meetings/Notifications

New Releases

Demos

Documentation

FAQs

Enhancements

New Release information & installation instructions.

Current Enhancement Requests
Request Life Cycle Document
Blank Request form for you to submit your request



Cash Drawer

- **Benefits:** (*Top time savers from current users!)
 - Easy to setup and easy to use
 - *No more manual receipt books and no more double entry(get rid of carbon copy books & duplicate spreadsheets)
 - **Easy interface** into IFSpi (comes over as receipt batch)
 - Detailed receipt to the customer(easy reprint)
 - *Ability to **email receipts** to customers(pdf)

Cash Drawer Receipting System

- **Benefits continued:**
 - *Setting up **receipt** type **templates** saves you time by having fees and G/L codes already included
 - Easy balancing with the 'Transaction Details' report or 'Totals by Fund' report
 - Easy to setup new users, departments and drawers
 - *Provides **consistency** & **search ability** when used in multiple departments

Cash Drawer- New Enhancements

RECENT UPDATES:

- Receipt printing enhancement – Improved print speed dramatically
- Date range on searches defaults to today's date
- Improved receipt type updates
- Search and filter transactions by user name instead of user ID
- Switch department and drawer as needed without logging out
- Added display-only view of past transactions for Cashiers
- Lead Cashier and Administrator can edit transactions
- Search across multiple departments, drawers, or receipt types at once
- Create \$0 and negative amount receipts
- Supports IFS dot notation
- Override receipt date to post receipts in the past or future
- Reconcile transactions through a specific date

PROPOSED ENHANCEMENTS:

- Export reports and data to Excel
- Summary and detailed receipts
- Access Vendor File from IESpi
- Save date and search parameters

Cash Drawer Committee

- **Cash Drawer Committee** is a Sub-Committee of JIC. Their responsibility is to evaluate and recommend enhancements to JIC and help shape the future of Cash Drawer.

Current Cash Drawer Counties

- **Super Users-** Sherburne, Wright, Benton, Rice, Kittson, Faribault, Roseau.
- **New this year** – Pine, Dodge, Martin
- Plus we have a few other counties interested and currently testing Cash Drawer

Cash Drawer Demo

- **Easy Setup** – County, Departments, Drawers, Users and Receipt Types
- **Transactions** - Create Receipts, Search, Void
- **Tasks** – Reconciliation and ‘Send to IFS’
- **Report Options**- Transaction Detail or Totals By Fund

Cash Drawer- Admin

Cash Drawer Dept. 41 Drawer 1

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Admin Options  

Use different Receipt Numbers for each Receipt Type, even if they are in the same transaction? Yes No
Note: Changing to "No" could result in a loss of data!

Starting Transaction Number:

Interfacing with IFS: Yes No

IFS Base URL (if Yes):

County Name:

County Address:

City: State: Zip:

Receipt Header:

Receipt Footer:

Submit



Setup County name and IFSpi interface.

Cash Drawer- Departments

Cash Drawer Dept. 41 Drawer 1

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Department Maintenance  

Add 

21 items found.

	◆ Dept Name	◆ Starting Receipt Number	
Select ▾	Auditor/Treasurer	1	↑
Select ▾	Bail	2380	
Select ▾	Child Support	0	
Select ▾	Civil	3000	
Select ▾	Community Corrections	0	
Select ▾	Heath and Human Services	35391	
Select ▾	HHS Credit Card	0	
Select ▾	HHS Emergency	0	
Select ▾	Jail Admin	35000	
Select ▾	Jail Lobby	5000	
Select ▾	MCIS Test department	1000	
Select ▾	Property tax	2924	
Select ▾	Range and Training Center	1	
Select ▾	Recorders Office	79259	
Select ▾	Records	2000	↓
Select ▾	Sheriff Admin Drawer	4000	

Print

Add a department by inputting the department number, name and starting receipt number.

Cash Drawer- Departments

Cash Drawer Dept. 41 Drawer 1

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Edit Department ? [Print]

Number: Name:

Starting Receipt Number:

Receipt Types:

Select	Receipt Type Name	Description	Status
<input type="checkbox"/>	Bail	Bail Fees	A
<input type="checkbox"/>	Child Supp	Child Support	A
<input type="checkbox"/>	Civil	Civil Fees	A
<input type="checkbox"/>	CC	Current RE/PP Tax	A
<input type="checkbox"/>	CJ	Conf of Judgement	A
<input type="checkbox"/>	CT	Recorder	A
<input type="checkbox"/>	DT	Delinquent RE/PP Tax	A
<input type="checkbox"/>	Emerg.	Emergency	A
<input type="checkbox"/>	FL	FLS	A
<input type="checkbox"/>	Gun permit	Sheriff Admin	A
<input type="checkbox"/>	GR	Gravel Tax	A
<input type="checkbox"/>	GR1	Gravel Tax-Elk River	A
<input type="checkbox"/>	GR2	Gravel Tax-Haven	A
<input type="checkbox"/>	GR3	Gravel Tax-Livonia TWP	A

[Check All](#) [Check None](#)

Cash Drawer- Dept Receipt Type

Cash Drawer Dept. 41 Drawer 1

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Edit Department  

Number: Name:

Starting Receipt Number:

Receipt Types:

Select	Receipt Type Name	Description	Status
<input type="checkbox"/>	Bail	Bail Fees	A
<input type="checkbox"/>	Child Supp	Child Support	A
<input type="checkbox"/>	Civil	Civil Fees	A
<input checked="" type="checkbox"/>	CC	Current RE/PP Tax	A
<input checked="" type="checkbox"/>	CJ	Conf of Judgement	A
<input checked="" type="checkbox"/>	CT	Recorder	A
<input type="checkbox"/>	DT	Delinquent RE/PP Tax	A
<input type="checkbox"/>	Emerg.	Emergency	A
<input checked="" type="checkbox"/>	FL	FLS	A
<input type="checkbox"/>	Gun permit	Sheriff Admin	A
<input checked="" type="checkbox"/>	GR	Gravel Tax	A
<input checked="" type="checkbox"/>	GR1	Gravel Tax-Elk River	A
<input checked="" type="checkbox"/>	GR2	Gravel Tax-Haven	A
<input checked="" type="checkbox"/>	GR3	Gravel Tax-Livonia TWP	A
<input checked="" type="checkbox"/>	GR5	Gravel Tax-Palmer TWP	A
<input checked="" type="checkbox"/>	GT	Green Acres Tax	A
<input type="checkbox"/>	HHS	Health and Human Services	A
<input type="checkbox"/>	HHS CC	HHS Credit Card	A
<input checked="" type="checkbox"/>	IN	Interest Receipts	A
<input type="checkbox"/>	Jail Admin	Jail Admin	A

Select the receipt types you need for each department. Receipt types must be setup prior to this step.

Cash Drawer- Receipt Setup

Cash Drawer Dept. 41 Drawer 1

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Work with Receipt Types ? [Print]

Add 

38 items found.

	Receipt Type Name	Sort Field	Description	Fee Amount	Calculate Taxes	Data Collection Type	Status
Select ▾	Bail	93	Bail Fees	0.00	T - Tax Only	Detail	A
Select ▾	CC	81	Current RE/PP Tax	0.00	I - Tax Included	Detail	A
Select ▾	Child Supp	30	Child Support	0.00	I - Tax Included	Detail	A
Select ▾	Civil	92	Civil Fees	0.00	I - Tax Included	Detail	A
Select ▾	CJ	81	Conf of Judgment	0.00	I - Tax Included	Detail	A
Select ▾	CT	102	Recorder	0.00	I - Tax Included	Detail	A
Select ▾	DT	81	Delinquent RE/PP Tax	0.00	I - Tax Included	Detail	A
Select ▾	Emerg.	40	Emergency	0.00	I - Tax Included	Detail	A
Select ▾	FL	23	FLS	0.00	I - Tax Included	Detail	A
Select ▾	GR	28	Gravel Tax	0.00	I - Tax Included	Detail	A
Select ▾	GR1	28	Gravel Tax-Elk River	0.00	I - Tax Included	Detail	A
Select ▾	GR2	28	Gravel Tax-Haven	0.00	I - Tax Included	Detail	A
Select ▾	GR3	28	Gravel Tax-Livonia TWP	0.00	I - Tax Included	Detail	A
Select ▾	GR5	28	Gravel Tax-Palmer TWP	0.00	I - Tax Included	Detail	A
Select ▾	GT	81	Green Acres Tax	0.00	I - Tax Included	Detail	A
Select ▾	Gun permit	201	Sheriff Admin	0.00	I - Tax Included	Detail	A
Select ▾	HHS	11	Health and Human Services	0.00	I - Tax Included	Detail	A

Print

Setup receipt type templates as needed(for all departments).

Cash Drawer- Receipt Setup

Cash Drawer
Dept. 41 Drawer 1

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TOLNEY's Profile Logout About

Work with Receipt Types ? 📄

Receipt Type Name:

Description:

Status:

Fee Amount:

Calculate Taxes:

Customizable Fields

Name:	Type:	Length:	Required:
<input type="text"/>	<input type="text" value="Text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="text"/>	<input type="text" value="Text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="text"/>	<input type="text" value="Text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="text"/>	<input type="text" value="Text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="text"/>	<input type="text" value="Text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

3 items found.

Select	Account Number	Description	Amount/Percent
<input type="text" value="Select"/>	<input type="text" value="81-881-000-0000-5005"/>	<input type="text" value="C of J PYMT"/>	<input checked="" type="radio"/> \$ <input type="radio"/> % <input type="text" value="0.0000"/>
	Custom Field 1: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>
	Custom Field 2: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>
	Custom Field 3: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>
<input type="text" value="Select"/>	<input type="text" value="01-041-000-0000-5503"/>	<input type="text" value="Auditor Filing Fee"/>	<input checked="" type="radio"/> \$ <input type="radio"/> % <input type="text" value="0.0000"/>
	Custom Field 1: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>
	Custom Field 2: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>
	Custom Field 3: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>
<input type="text" value="Select"/>	<input type="text" value="80-011-000-0000-5503"/>	<input type="text" value="Court Admin Filing Fee"/>	<input checked="" type="radio"/> \$ <input type="radio"/> % <input type="text" value="0.0000"/>
	Custom Field 1: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>
	Custom Field 2: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>
	Custom Field 3: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>

Amount Total: \$0.00
Amount Remaining: \$0.00

Percent Total: 0.0000%
Percent Remaining: 100.0000%

Customize receipts by adding fee amounts and account codes.

Cash Drawer- Receipt Setup

Cash Drawer
Dept. 41 Drawer 1

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Work with Receipt Types ? [Print]

Sort Field:

Receipt Type Name:

Description:

Status:

Fee Amount:

Calculate Taxes:

Data Collection Type: Detail Summary

Customizable Fields

Name:	Type:	Length:	Required:
	Text		<input type="radio"/> Yes <input checked="" type="radio"/> No
	Text		<input type="radio"/> Yes <input checked="" type="radio"/> No
	Text		<input type="radio"/> Yes <input checked="" type="radio"/> No
	Text		<input type="radio"/> Yes <input checked="" type="radio"/> No
	Text		<input type="radio"/> Yes <input checked="" type="radio"/> No

2 items found.

Select	Account Number	Description	RC1	RC2	AC	TC	Amount/Percent
<input type="checkbox"/>	01-043-100-0000-5013	3% MTG Reg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> \$ <input checked="" type="radio"/> % 3.0
<div style="display: flex; justify-content: space-between;"> <div>Custom Field 1: Name: <input type="text"/></div> <div>Type: <input type="text" value="Text"/></div> <div>Length: <input type="text"/></div> <div>Required: <input type="radio"/> Yes <input checked="" type="radio"/> No</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Custom Field 2: Name: <input type="text"/></div> <div>Type: <input type="text" value="Text"/></div> <div>Length: <input type="text"/></div> <div>Required: <input type="radio"/> Yes <input checked="" type="radio"/> No</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Custom Field 3: Name: <input type="text"/></div> <div>Type: <input type="text" value="Text"/></div> <div>Length: <input type="text"/></div> <div>Required: <input type="radio"/> Yes <input checked="" type="radio"/> No</div> </div>							
<input type="checkbox"/>	80-843-100-0000-5013	97% MTG Reg	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> \$ <input checked="" type="radio"/> % 97.0
<div style="display: flex; justify-content: space-between;"> <div>Custom Field 1: Name: <input type="text"/></div> <div>Type: <input type="text" value="Text"/></div> <div>Length: <input type="text"/></div> <div>Required: <input type="radio"/> Yes <input checked="" type="radio"/> No</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Custom Field 2: Name: <input type="text"/></div> <div>Type: <input type="text" value="Text"/></div> <div>Length: <input type="text"/></div> <div>Required: <input type="radio"/> Yes <input checked="" type="radio"/> No</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Custom Field 3: Name: <input type="text"/></div> <div>Type: <input type="text" value="Text"/></div> <div>Length: <input type="text"/></div> <div>Required: <input type="radio"/> Yes <input checked="" type="radio"/> No</div> </div>							

Add Account

Amount Total: \$0.00

Amount Remaining: \$0.00

Percent Total: 100.0000%

Percent Remaining: 0.0000%

Submit
Reset
Cancel

Receipt template for percentage breakdown.

Cash Drawer- Receipt Setup

Cash Drawer

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Work with Receipt Types



Sort Field:

Receipt Type Name:

Description:

Status:

Fee Amount:

Calculate Taxes:

Data Collection Type: Detail Summary

Customizable Fields				
Name:	Type:	Length:	Required:	
<input type="text"/>	Text	<input type="text"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="text"/>	Text	<input type="text"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="text"/>	Text	<input type="text"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="text"/>	Text	<input type="text"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
<input type="text"/>	Text	<input type="text"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No

4 items found.

Select	Account Number	Description	RC1	RC2	AC	TC	Amount/Percent
<input type="text" value="Select"/>	<input type="text" value="01-201-000-0000-5830"/>	<input type="text" value="Misc. Fees"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> \$ <input type="radio"/> % <input type="text" value="0.0000"/>
	Custom Field 1:	Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No		
	Custom Field 2:	Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No		
	Custom Field 3:	Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No		
<input type="text" value="Select"/>	<input type="text" value="01-201-000-0000-5830"/>	<input type="text" value="Misc.-Notary Fee"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> \$ <input type="radio"/> % <input type="text" value="0.0000"/>
	Custom Field 1:	Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No		
	Custom Field 2:	Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No		
	Custom Field 3:	Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No		
<input type="text" value="Select"/>	<input type="text" value="01-201-283-0000-5503"/>	<input type="text" value="Misc. Fee-Gun permits"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> \$ <input type="radio"/> % <input type="text" value="0.0000"/>
	Custom Field 1:	Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No		
	Custom Field 2:	Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No		

Setup as many receipt templates as needed.

Cash Drawer-Receipt Setup

Cash Drawer Dept. 41 Drawer 1

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Work with Receipt Types ? 📄

Sort Field:

Receipt Type Name:

Description:

Status:

Fee Amount:

Calculate Taxes:

Data Collection Type: Detail Summary

Customizable Fields

Name:	Type:	Length:	Required:
<input type="text"/>	<input type="text" value="Text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="text"/>	<input type="text" value="Text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="text"/>	<input type="text" value="Text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="text"/>	<input type="text" value="Text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<input type="text"/>	<input type="text" value="Text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No

4 items found.

Select	Account Number	Description	RC1	RC2	AC	TC	Amount/Percent
<input type="text" value="Select"/>	<input type="text" value="03-301-000-0000-5011"/>	40.375% RD&Bridge Share Gravel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> \$ <input checked="" type="radio"/> % 40.375
	Custom Field 1: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No			
	Custom Field 2: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No			
	Custom Field 3: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="text" value="Select"/>	<input type="text" value="28-628-000-0000-5011"/>	14.25% Gravel Tax Reserve	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> \$ <input checked="" type="radio"/> % 14.25
	Custom Field 1: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No			
	Custom Field 2: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No			
	Custom Field 3: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No			
<input type="text" value="Select"/>	<input type="text" value="84-884-030-0000-5830"/>	40.375% Livonia TWP Share Gravel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> \$ <input checked="" type="radio"/> % 40.375
	Custom Field 1: Name: <input type="text"/>	Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No			
		Type: <input type="text" value="Text"/>	Length: <input type="text"/>	Required: <input type="radio"/> Yes <input checked="" type="radio"/> No			

<http://192.168.1.2:10082/CashDrawer/welcome.do>

Receipt template for percentage breakdown.

Cash Drawer- Setup Drawers

Cash Drawer Dept. 41 Drawer 1

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Drawers  

Add 

21 items found.

	Drawer Number	Description	Department
Select ▾	1	Auditor/Treasurer	41 - Auditor/Treasurer
Select ▾	10	Jail Administration	258 - Jail Admin
Select ▾	11	Range and Training Center	259 - Range and Training Center
Select ▾	12	Sheriff's Finance	280 - Sheriffs Finance
Select ▾	13	Jail Lobby	281 - Jail Lobby
Select ▾	14	Civil	282 - Civil
Select ▾	15	Bail	283 - Bail
Select ▾	2	Test drawer-HHS drawer	41 - Auditor/Treasurer
Select ▾	20	Health and Human Services	11 - Heath and Human Services
Select ▾	3	Recorder's	102 - Records Office
Select ▾	30	Child Support	30 - Child Support
Select ▾	4	Sheriff Finance	201 - Sheriff Department
Select ▾	40	HHS Credit Card	40 - HHS Credit Card
Select ▾	5	Zoning	107 - Zoning
Select ▾	50	HHS Emergency	50 - HHS Emergency
Select ▾	6	Sheriff Trust Accounts	60 - Sheriff Trust Accounts

Print

Setup drawers within each department by adding drawer #, description & department.

Cash Drawer- Setup Drawers

Cash Drawer Dept. 41 Drawer 1

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Drawer Details ? 🖨

Drawer Number:

Description:

Department:

Input data and click submit.

Cash Drawer- User Setup

Cash Drawer Dept. 41 Drawer 1

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User Maintenance  

Add 

75 items found.

	User ID	User Name	Default Department	Default Drawer	User Type	Status
Select ▾	adamsym	Yvonne Adams-Sheriff	Jail Admin	Jail Administration	Cashier	A
Select ▾	anderslm	Lana Anderson-Recorder	Recorders Office	Recorder's	Cashier	A
Select ▾	arbuckha	Heide Arbuckle- Sheriff	Jail Admin	Jail Administration	Cashier	A
Select ▾	ARNOLDDDB	Diane Arnold - Auditor/Treasurer	Auditor/Treasurer	Auditor/Treasurer	Administrator	A
Select ▾	ASHEMD	Michelle Ashe-Recorder	Recorders Office	Recorder's	Cashier	A
Select ▾	bail	Bail Drawer	Bail	Bail	Cashier	A
Select ▾	BAYLESCA	Cindy Bayles- Health and Human Services	Heath and Human Services	Health and Human Services	Cashier	A
Select ▾	bennetla	Lori Bennet-Sheriff	Jail Admin	Jail Administration	Cashier	A
Select ▾	bolinmj	Marlys Bolin-Recorder	Recorders Office	Recorder's	Cashier	A
Select ▾	borostj	Tammy Boros-Sheriff	Jail Admin	Jail Administration	Cashier	A
Select ▾	butletwl	Wendy Butlett	Recorders Office	Recorder's	Cashier	A
Select ▾	Civil	Civil Drawer	Civil	Civil	Cashier	A
Select ▾	COLLINMM	Michelle Collins-Heath and Human Service	Heath and Human Services	Health and Human Services	Cashier	A
Select ▾	cookdm	Denise Cook-Sheriff	Jail Admin	Jail Administration	Cashier	A
Select ▾	DARGIEMP	Mary Dargiewicz-Sheriff Department	Records	Records Drawer	Cashier	A
Select ▾	Davicha	Brenda Davis - Auditor/Treasurer	Auditor/Treasurer	Auditor/Treasurer	Cashier	A

Print

Setup new users by adding userid, name, default dept & drawer, user type & status.

Cash Drawer- User Setup continued

Cash Drawer Dept. 41 Drawer 1

Setup ▾ Transactions ▾ Tasks ▾ Reports ▾ TOLNEY's Profile Logout About

Edit User ? [Print]

*User ID:

*Name:

*Password:

*Confirm Password:

Default Department: 11 - Heath and Human Services ▾

*Departments:

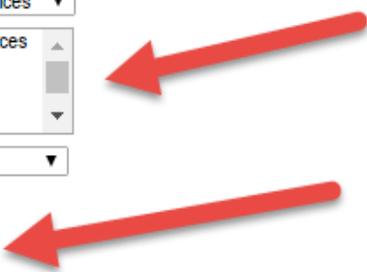
- 11 - Heath and Human Services ▲
- 30 - Child Support
- 40 - HHS Credit Card
- 41 - Auditor/Treasurer ▼

Default Drawer: 1 - Auditor/Treasurer ▾

Status: A - Active ▾

User Type: Cashier ▾

Submit **Cancel**



Setup department receipt access and user type. Users can be Administrator, Lead Cashier or Cashier.

Cash Drawer- Receipt Input

Cash Drawer Dept. 41 Drawer 1

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Enter Receipt Type Details  

Receipt Type Name: CJ
Description: Conf of Judgement
Fee Amount: 1330.00
Calculate Taxes: Tax Included ▾

3 items found.

	Account Number	Description	Invoice Number	RC1	RC2	AC	TC	Amount/Percent
Select ▾	81-881-000-0000-5005	<input checked="" type="checkbox"/> C of J PYMT						<input checked="" type="radio"/> \$ <input type="radio"/> % 1200.00
Select ▾	01-041-000-0000-5503	<input checked="" type="checkbox"/> Auditor Filing Fee						<input checked="" type="radio"/> \$ <input type="radio"/> % 90.00
Select ▾	80-011-000-0000-5503	<input checked="" type="checkbox"/> Court Admin Filing Fee						<input checked="" type="radio"/> \$ <input type="radio"/> % 40.00

Add Account Amount Total: \$1330.00 Percent Total: 0.0000%
Amount Remaining: \$0.00 Percent Remaining: 100.0000%

Submit **Cancel**

Create a new receipt by choosing receipt type and adding the payment amounts and click submit.

Cash Drawer- Receipt

Test County
 Govt Business Center Drive
 YourCity, MN 55123

TEST County

Payer Number: 1245
 Name: customer
 Address: 4500 River Rd
 Your City, MN 55455

06/15/2016
 Transaction Number: 39718
 Cashier: tolney
 Department: Auditor/Treasurer
 Drawer Number: 1

Receipt Types		Amount	Tax	Total
CJ	Conf of Judgement			\$1,330.00
81-881-000-0000-5005	C of J PYMT	\$1,200.00		
01-041-000-0000-5503	Auditor Filing Fee	\$90.00		
80-011-000-0000-5503	Court Admin Filing Fee	\$40.00		
				<u>\$1,330.00</u>
Amount Tendered		Checks: 123456789	COJ plus fees	1,330.00
				Check Total: \$1,330.00
				Cash:
				ACH Payment:
				Credit Card:
				No Fee:
				\$1,330.00
				Change: \$0.00
				<u>\$1,330.00</u>

Detailed receipt on 8.5x11 paper for the customer. Will open up in a PDF and can be printed, saved or emailed.

Cash Drawer- Transaction Detail Report Setup

Cash Drawer Dept. 41 Drawer 1

Setup ▾ Transactions ▾ Tasks ▾ Reports ▾ TOLNEY's Profile Logout About

Transaction Detail Report  

User:
borostj
morantl
toiney

Date Range: From:  Thru:  (mm/dd/yyyy)
Or
 Unreconciled transactions

Drawer:

Department:

Receipt Type:

Transaction Number Range: From: Thru:

Receipt Number Range: From: Thru:

Account Number Range: From:  Thru: 

Payer Name:

Amount Range: From: Thru:

Taxable: Yes No Both

Group By:

Set up the transaction detail report and click submit.

Cash Drawer- Transaction Detail Report

Cash Drawer		Transaction Details								
<u>Drawer</u>	<u>Trans</u>	<u>User</u>	<u>Date</u>	<u>Rcpt Type</u>	<u>Acct Number</u>	<u>Payer</u>	<u>Receipt #</u>	<u>Amount</u>	<u>Tax</u>	<u>Total Amount</u>
Drawer 1 Department Auditor/Treasurer User tolney										
1	39716	tolney	06/14/2016	Interest Receipts	01-000-000-0000-5710		22182	\$25.00		25.00
								\$25.00		
									Cash:	\$5.00
									Check:	\$20.00
									ACH Payment:	
									Credit Card:	
									No Fee:	
									Change Due:	\$0.00
									Transaction Total:	\$25.00
1	39717	tolney	06/14/2016	State Deed Tax	01-043-100-0000-5014	mr	22183	\$100.00		100.00
					80-843-100-0000-5014			\$3.00		
								\$97.00		
									Cash:	\$50.00
									Check:	\$50.00
									ACH Payment:	
									Credit Card:	
									No Fee:	
									Change Due:	\$0.00
									Transaction Total:	\$100.00
1	39718	tolney	06/15/2016	Conf of Judgement	81-881-000-0000-5005	customer	22184	\$1,330.00		1,330.00
					01-041-000-0000-5503			\$1,200.00		
					80-011-000-0000-5503			\$90.00		
								\$40.00		
									Cash:	
									Check:	\$1,330.00

Detailed report showing each transaction.

Cash Drawer- Totals by Fund Report

<i>Cash Drawer</i>								<i>Totals By Fund</i>
<u>FUND</u>	<u>Account Number</u>	<u>Account Description</u>	<u>Receipt Date</u>	<u>Receipt No.</u>	<u>Receipt Type</u>	<u>Payer</u>	<u>AMOUNT</u>	
01								
	01-000-000-0000-5004	Confession of Judgment	03/17/2017	5022	CJ		975.00	
	01-000-000-0010-5201	Passport update	03/15/2017	5020	VISA	smith	40.00	
	01-000-000-0010-5201	Passport update	03/15/2017	5021	VISA	smith	40.00	
	01-013-000-0000-5220	Camping License	03/24/2017	10110	clic	lisa	12.50	
	01-013-000-0000-5830	Confession of Judgment	03/17/2017	5022	CJ		150.00	
	01-013-000-0000-5830	Confession of Judgment	03/24/2017	5024	CJ		100.00	
	01-013-000-0000-5830	Camping License	03/24/2017	10110	clic	lisa	12.50	
	01-038-000-0000-5400	Passport update2	03/15/2017	5020	VISA	smith	10.00	
	01-038-000-0000-5400	Passport update2	03/15/2017	5021	VISA	smith	10.00	
	01-201-000-0000-5503	Misc- Subpoena	03/17/2017	5023	Sheriff		0.00	
	01-201-000-0000-5529	Booking Fee	03/17/2017	5023	Sheriff		200.00	
	01-201-000-0000-5534	Fee- Dangerous Dog Permit	03/17/2017	5023	Sheriff		100.00	
	01-201-283-0000-5503	Gun Permit	03/17/2017	5023	Sheriff		400.00	
Fund 01 Total:							2,050.00	
83								
	83-101-000-0000-5580	Passport update	03/15/2017	5020	VISA	smith	0.00	
	83-101-000-0000-5580	Passport update	03/15/2017	5021	VISA	smith	85.00	
	83-101-000-0000-5580	Confession of Judgment	03/17/2017	5022	CJ		150.00	
	83-101-000-0000-5580	Confession of Judgment	03/24/2017	5024	CJ		100.00	
	83-805-000-0000-5001	Confession of Judgment	03/17/2017	5022	CJ		225.00	
	83-805-000-0000-5001	Confession of Judgment	03/24/2017	5024	CJ		1,000.00	
Fund 83 Total:							1,560.00	
Grand Total:							\$3,610.00	

Totals by Fund report makes balancing easy.

Cash Drawer- Reconcile Drawer

Cash Drawer Dept. 41 Drawer 1

Setup ▾ Transactions ▾ Tasks ▾ Reports ▾ TOLNEY's Profile Logout About

Reconcile Cash Drawer ? 🖨

Reconcile Transactions Thru: 03/16/2017

	Reconciliation	Actual	Difference
Carry Over:	\$20.00		
Net Cash Receipts:	\$0.00		
Cash In Drawer:	\$20.00	<input type="text" value="20.00"/>	\$0.00
Total Amount from Checks:	\$1330.00	<input type="text" value="1330.00"/>	\$0.00
# of Checks:	1	<input type="text" value="1"/>	0
Total Other Amount:	\$0.00		
Retained In Drawer:		<input type="text" value="20.00"/>	
Deposit:	\$1330.00	\$1330.00	\$0.00

Select 'Reconcile' and input your actual amounts and click submit.

Cash Drawer-Deposit Ticket

Test County
Govt Business Center Drive
YourCity, MN 55123

Deposit Ticket

Account # _____



Check #: 0 COJ plus fees

1,330.00

Total Other Amount: \$0.00

Net Cash Receipts: \$20.00

Retained in Drawer: \$20.00

Number of Checks: 1

Check Total: 1,330.00

Cash: \$0.00

Total Deposit: 1,330.00

Print and review deposit details and add banking account number for deposit.

Cash Drawer-Interface to IFSpi

Cash Drawer Dept. 41 Drawer 1

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Interface to IFS  

Change Filters

Drawers:
All
1 - Auditor/Treasurer
2 - Test drawer-HHS drawer
3 - Recorder's
4 - Sheriff Finance
5 - Zoning

From Date: 06/15/2016 (mm/dd/yyyy)

ThruDate: 06/16/2016 (mm/dd/yyyy)

Apply

5 items found.

<input type="checkbox"/>	<u>Drawer</u>	<u>Reconciliation Date</u>	<u>Deposit Amount</u>	<u>Sent to IFS</u>
<input checked="" type="checkbox"/>	1 - Auditor/Treasurer	06/16/2016 15:18:39	\$ 1,600.00	
<input type="checkbox"/>	1 - Auditor/Treasurer	06/16/2016 08:46:12	\$ 1,330.00	06/17/2016 10:53:09
<input type="checkbox"/>	1 - Auditor/Treasurer	06/16/2016 08:36:37	\$ 0.00	
<input type="checkbox"/>	1 - Auditor/Treasurer	06/15/2016 17:01:09	\$ 0.00	
<input type="checkbox"/>	1 - Auditor/Treasurer	06/15/2016 16:58:28	\$ 1,563.93	

Select the drawer to interface. The drawer must be reconciled to interface.

Cash Drawer- Interface to IFSpi

Cash Drawer Dept. 41 Drawer 1

Setup ▾ Transactions ▾ Tasks ▾ Reports ▾ TOLNEY's Profile Logout About

Interface to IFS  

Change Filters

5 items found.

<input type="checkbox"/>	Drawer	Reconciliation Date	Deposit Amount	Sent to IFS
<input checked="" type="checkbox"/>	1 - Auditor/Treasurer	06/16/2016 15:18:39	\$ 1,600.00	
<input type="checkbox"/>	1 - Auditor/Treasurer	06/16/2016 08:46:12	\$ 1,330.00	06/17/2016 10:53:09
<input type="checkbox"/>	1 - Auditor/Treasurer	06/16/2016 08:36:37	\$ 0.00	
<input type="checkbox"/>	1 - Auditor/Treasurer	06/15/2016 17:01:09	\$ 0.00	
<input type="checkbox"/>	1 - Auditor/Treasurer	06/15/2016 16:58:28	\$ 1,563.93	

[Check All](#) [Check All Unsent](#) [Check N...](#)

*IFS User ID: Overriding IFS Date: (mm/dd/yyyy)

Verify User ID and override date if needed. Click Submit. Batch will show in IFSpi receipt batches.

Cash Drawer

- More information
 - TriMin Systems Customer Portal has demos, documentation, new releases & installation instructions, enhancement requests and FAQs
 - Contact a Cash Drawer Committee member
 - Rice County, Wright County, Benton County, Kittson County, Faribault County, Sherburne County

Cash Drawer

- Here's how to get started using Cash Drawer:
 - Call or email TriMin support and ask for an install/configure date. Usually installed within two weeks.
 - Cost to install is ZERO if on the same server as IFSpi. (if installing on a different server the rate will be \$155 per hour, for 2017). A different server will take longer to setup and configure.
 - ifssupport@triminsystems.com
 - 855.622.0937

Cash Drawer

- How to TEST Cash Drawer at your county
 - Have Cash Drawer installed
 - Setup your department(s), users, drawers & receipts
 - Start processing receipts, using reports and testing the interface to IFSpi
 - When you're ready to go live, the Purge option will clear all testing transactions

Cash Drawer- Get Started Today!

HOW TO GET STARTED:

- Call or email [TriMin](#) support and ask for an installation date. Usually installed within two weeks.
- Cost to install is ZERO if on the same server as [IESpi](#). (if installing on a different server some fees may apply)
- ifssupport@triminsystems.com
- 855.622.0937

TEST IT TODAY!

- Have Cash Drawer installed
- Setup your department(s), users, drawers & receipts
- Start processing receipts, using reports and testing the interface to [IESpi](#)
- When you're ready to go live, the Purge option will clear all testing transactions

QUESTIONS? CONTACT CURRENT USERS:

- Heather Lemieux, Sherburne County, Heather.Lemieux@co.sherburne.mn.us
- Jackie Traut, Benton County, jtraut@co.benton.mn.us
- Alicia Gillham, Wright County, Alicia.Gillham@co.wright.mn.us
- Annette Peters, Rice County, apeters@co.rice.mn.us