

# CYMS – End of Shift

**Vermont Systems CYMS 3.1 Training**

07/7/2022

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## Logging In and Navigation

### Signing in to the RecTrac 3.1 CYMS

The newest version of CYMS is a module within the web-based RecTrac 3.1 platform. Vermont Systems recommends using the Chrome or Firefox browser to access RecTrac 3.1.

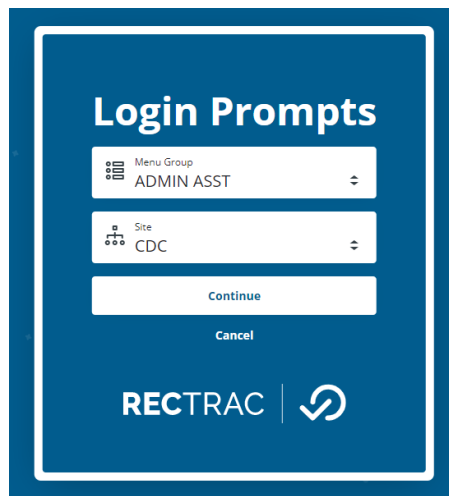
**Username:** Your Army email alias\*

\*The alias is everything before the @army.mil

**Password:** password

***Please Note:** You're welcome to change your password. You'll be able to do this by clicking on the User Details section of the sidebar menu.*

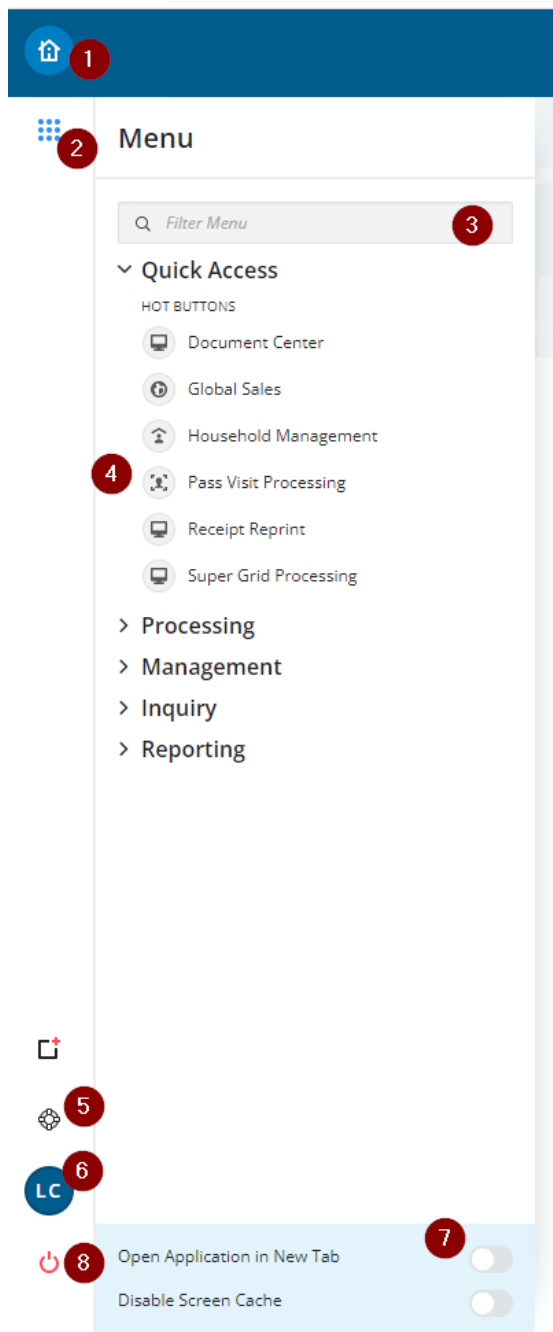
For this training, please sign in using the **Admin Asst** user group and **CDC** site.



When prompted, please leave your starting cash at \$0.00 and continue. The PCS Admin user group is configured to start a transaction batch when you log in.

## The RecTrac Menu

Access to all RecTrac 3.1 programs and components is done through the menu on the left side of the screen. To open your RecTrac menu, click on the waffle (2) in the upper left.



## Menu Components

1 – **Home Button**: Use this button to take you back to the home screen where you can see all of your favorites.

2 – **Waffle**: Use this button to expand the menu and see the menu buttons.

3 – **Menu Search**: Type in the name, or partial name, of any menu button and it will pop up below.

4 – **Menu Buttons**: All the components a user has access to will show as menu buttons. Click the menu button to open the target program.

5 – **Support Button**: Access the in-application help from here.

6 – **Session Information Button**: This button should show your own initials. Click on it to see the Username, User Group, Site, Drawer Number, and Batch you are currently logged into. This is also where you change your password.

7 – **New Tab Slider**: Turn on the slider before clicking a menu button if you already have that program open and you want to open a second instance.

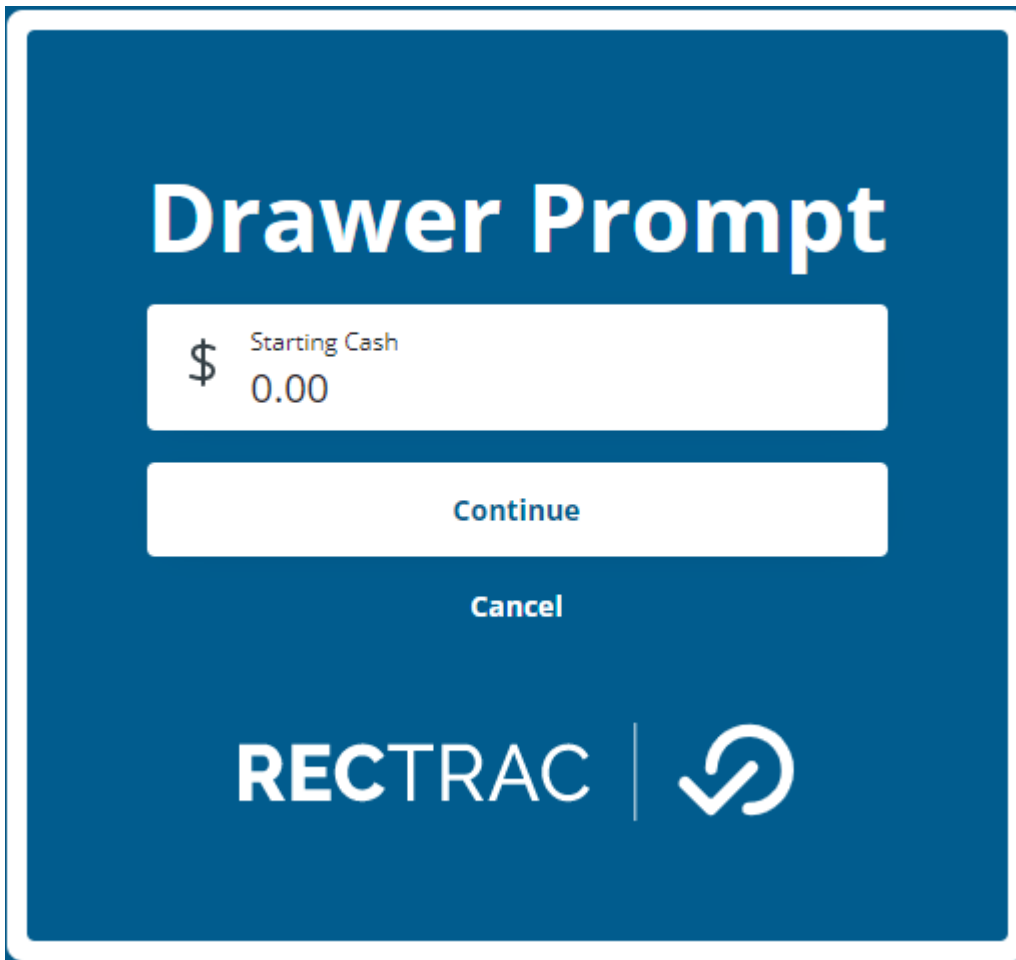
***For Example:** A user can have Household Management open, and using this slider, open a second tab of Household Management so they can work on two households at once.*

8 – **Logout Button**: Click this button to log out. When you do, the system will prompt you to close your batch.

## End Of Shift - Clerk

### Logging In

When logging into the database as an Admin Assistant, you will be prompted with a Drawer Prompt Screen that asks to input starting cash. While in most scenarios this cash amount will remain 0.00, this screen is a good indication that a batch is starting. If you do ever put in a starting cash amount, you will have to make sure to re input that same amount when you close out.

A screenshot of a blue "Drawer Prompt" screen. At the top, the title "Drawer Prompt" is displayed in large white font. Below the title is a white input field containing a dollar sign "\$", the text "Starting Cash", and the value "0.00". Underneath the input field are two white buttons: "Continue" and "Cancel". At the bottom of the screen, the "RECTRAC" logo is shown in white, followed by a vertical line and the Vermont Systems logo (a stylized checkmark inside a circle).

Once you are logged in, you can confirm your batch and drawer details by selecting your initials in the bottom left hand corner above the Logout button.

## VS - Luc LeBlanc

### Username

lucl

### User Group

Admin Asst

### Workstation

ops-lucal

### Site

S90

### Cash Drawer

119

### Batch Number

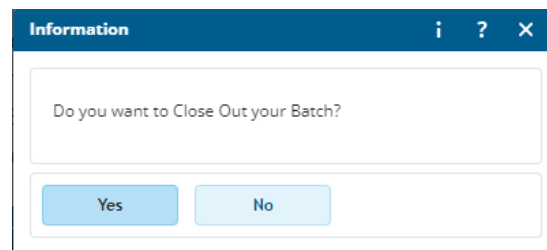
28

From this point on, you will proceed with your daily operations as normal, until you are ready to log out for the day.

## Cashing Out

After you have finished processing transactions for the day and are ready to close out your batch, you will select the logout icon in the bottom left hand corner. This will show a prompt asking if you want to close out your batch.

**Please Note:** You can click “No” if you are just taking a break and plan to log back in and take more transactions.



When you are ready to close out your batch, you will select “Yes” to the Information prompt and that will bring up the tender balancing screen. In this screen you will click the pencil icon on the left to enter the total amount for each tender that you took in. Some tenders are automatically calculated and will already have the amount inputted.

At the bottom of the tender balancing screen, you can input the email address that you would like your End of Shift reports to be sent to.

When Finished, select Post End Of Shift to close out the batch and log out of the application.

Close Out Batch# 28 for Drawer# 119, Users: lucl
i ? x

Options Templates (0) Refresh
Payments 1 to 14 of 31

Paycode	Description	Counted Amount	Over/Short	Calculated Amount	Over/Short Amount
01	Cash Local Bank	\$ 0.00	N/A	\$ 0.00	\$ 0.00
02	Cash AMWRF Bank	\$ 0.00	N/A	\$ 0.00	\$ 0.00
03	Check/Money Order Local Bank	\$ 0.00	N/A	\$ 0.00	\$ 0.00
04	Check/Money Order AMWRF Bank	\$ 0.00	N/A	\$ 0.00	\$ 0.00
05	MWR Gift Certificate/Card	\$ 0.00	N/A	\$ 0.00	\$ 0.00
06	Europe Foreign Currency (Euro)	\$ 0.00	N/A	\$ 0.00	\$ 0.00
07	Korea Foreign Currency (Won)	\$ 0.00	N/A	\$ 0.00	\$ 0.00
08	Japan Foreign Currency (Yen)	\$ 0.00	N/A	\$ 0.00	\$ 0.00
09	Other Foreign Currency	\$ 0.00	N/A	\$ 0.00	\$ 0.00
10	V/MC/Discover/Diners/Fleet	\$ 0.00	N/A	\$ 0.00	\$ 0.00
11	American Express	\$ 0.00	N/A	\$ 0.00	\$ 0.00
12	Military Star Card	\$ 0.00	N/A	\$ 0.00	\$ 0.00
13	V/MC/Discover/Diners/Fleet	\$ 0.00	N/A	\$ 0.00	\$ 0.00
14	American Express	\$ 0.00	N/A	\$ 0.00	\$ 0.00

Email Address (i)  
 lucl@vermontsystems.com

### End of Shift Warnings

If the amount that you entered does not exactly match the amount that the system expects, you will see a warning that will let you know you are beyond the over/short warning for specific paycodes. If the amount is within the tolerance amount, you will be able to Post End of Shift anyways, if the amount is greater than the tolerance amount, you will not be able to close out your batch.



**Information** i ? x

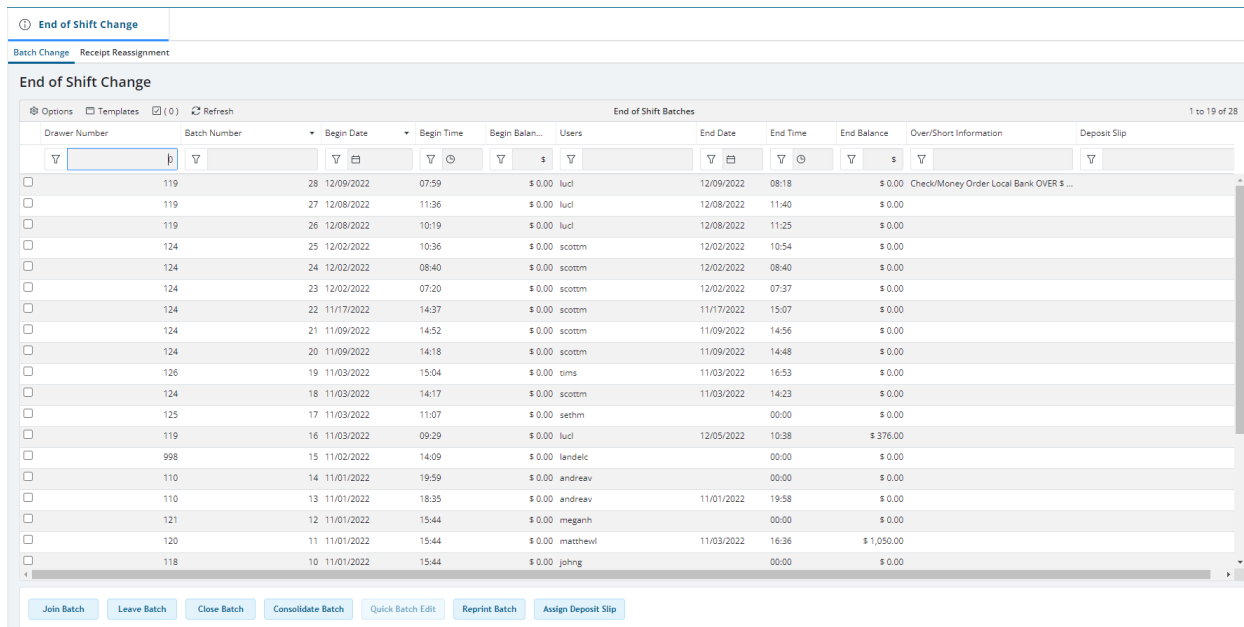
You are beyond the Over/Short Warning Amount for Check/Money Order Local Bank. Do you want to continue?

Yes No

## End of Shift - Manager

### Logging In

In order to be able to see “End Of Shift Change”, the main program we will be working out of, you must log in with a Manager Account. Once logged in, click on the menu icon and search for End of Shift change and select it, this will open the End Of Shift Change screen.



**End of Shift Change**

Batch Change    Receipt Reassignment

Options    Templates    (0)    Refresh

End of Shift Batches    1 to 19 of 28

Drawer Number	Batch Number	Begin Date	Begin Time	Begin Balan...	Users	End Date	End Time	End Balance	Over/Short Information	Deposit Slip
119	119	28 12/09/2022	07:59	\$ 0.00	lucl	12/09/2022	08:18	\$ 0.00	Check/Money Order Local Bank OVER \$ ...	
119	119	27 12/08/2022	11:36	\$ 0.00	lucl	12/08/2022	11:40	\$ 0.00		
119	119	26 12/08/2022	10:19	\$ 0.00	lucl	12/08/2022	11:25	\$ 0.00		
124	124	25 12/02/2022	10:36	\$ 0.00	scotm	12/02/2022	10:54	\$ 0.00		
124	124	24 12/02/2022	08:40	\$ 0.00	scotm	12/02/2022	08:40	\$ 0.00		
124	124	23 12/02/2022	07:20	\$ 0.00	scotm	12/02/2022	07:37	\$ 0.00		
124	124	22 11/17/2022	14:37	\$ 0.00	scotm	11/17/2022	15:07	\$ 0.00		
124	124	21 11/09/2022	14:52	\$ 0.00	scotm	11/09/2022	14:56	\$ 0.00		
124	124	20 11/09/2022	14:18	\$ 0.00	scotm	11/09/2022	14:48	\$ 0.00		
126	126	19 11/03/2022	15:04	\$ 0.00	ems	11/03/2022	16:53	\$ 0.00		
124	124	18 11/03/2022	14:17	\$ 0.00	scotm	11/03/2022	14:23	\$ 0.00		
125	125	17 11/03/2022	11:07	\$ 0.00	sethm		00:00	\$ 0.00		
119	119	16 11/03/2022	09:29	\$ 0.00	lucl	12/05/2022	10:38	\$ 376.00		
998	998	15 11/02/2022	14:09	\$ 0.00	landelc		00:00	\$ 0.00		
110	110	14 11/01/2022	19:59	\$ 0.00	andrea		00:00	\$ 0.00		
110	110	13 11/01/2022	18:35	\$ 0.00	andrea	11/01/2022	19:58	\$ 0.00		
121	121	12 11/01/2022	15:44	\$ 0.00	meganh		00:00	\$ 0.00		
120	120	11 11/01/2022	15:44	\$ 0.00	matthewl	11/03/2022	16:36	\$ 1,050.00		
118	118	10 11/01/2022	15:44	\$ 0.00	johnng		00:00	\$ 0.00		

Join Batch    Leave Batch    Close Batch    Consolidate Batch    Quick Batch Edit    Reprint Batch    Assign Deposit Slip

### Batch Change

In the top left hand corner, you will see two tabs, Batch Change and Receipt Reassignment. Click on the Batch Change tab if not already there.

The End of Shift Change screen is used by managers to manage open and closed batches in which they are given permission to view. If there are problem batches the manager can research and correct as necessary. Managers can join batches to make corrections, reprint the batch reports, print a report consolidating the selected batches (often all of today's batches), and assign deposit slip information. At the bottom of the screen, you will see the different ways that you can interact with a batch.

Join Batch

Leave Batch

Close Batch

Consolidate Batch

Quick Batch Edit

Reprint Batch

Assign Deposit Slip

**Join Batch** – Select this option to join an open or closed batch. While you are in this batch any transactions or corrections that you make will fall under the batch that you joined. You will stay a part of that batch until you either select the Leave Batch or Close Batch Option.

**Leave Batch** – Leave batch will take you out of a batch that you joined to either process transactions or make corrections

**Close Batch** – This button will allow you to close or reclose a batch whether you have joined that batch or not. When a batch is closed you will be prompted with the cash out screen again. This is often used to make corrections to the amount of money that clerks may have entered or forgotten to enter when they close out their batch. It is also used after you join a batch and make a sale or correction; you then have the ability to re close that batch the correct tender amounts.

**Consolidate Batch** – Consolidate batch allows you to combine and reprint multiple batches all on the same end of shift report. This is often done for all batches that take place on the same day. To use this, select all the batches that you would like to be consolidated in the DataGrid and then click Consolidate Batch. This will not actually combine the batches in the DataGrid, just combine the reports.

**Reprint Batch** – This option will allow you to reprint the reports for one batch, which is selected in the DataGrid

**Assign Deposit Slip** – This option will allow you to assign a deposit slip number to the batch, this deposit slip number will show on the right hand side of the DataGrid.

### Receipt Reassignment

Often, individual transactions end up in the wrong user's batch. This can be fixed using the receipt reassignment tool in End of Shift Change. To open this program, click on the Receipt Reassignment tab in the top left hand corner. This will bring up a DataGrid of receipts that you can sort and filter by username, date, receipt number, drawer number, or batch number. Once you have found the receipt you would like to move, highlight the receipt so it turns blue. Then at the bottom of the enter the batch number of the batch you would like to move that receipt to and click Assign New Batch Number. This action will move that receipt to the correct batch, you can repeat this process multiple times if necessary.

Batch Change **Receipt Reassignment**

Options 
  Templates 
  (1)

Receipt Number	User Name	Date	Drawer Nu...	Batch Number	Household	Record Status
0	lucl					(0) Selected
214	lucl	12/09/2022		119 28		0 Complete
213	lucl	12/09/2022		119 27		0 Complete
212	lucl	12/09/2022		119 27		0 Complete
210	lucl	12/08/2022		119 27		0 Complete
209	lucl	12/08/2022		119 26		0 Complete
208	lucl	12/08/2022		119 26	PaymentDate 12/08/2022	0 Complete
207	lucl	12/08/2022		119 26		0 Cancelled
206	lucl	12/05/2022		119 16		0 Complete
181	lucl	11/17/2022		119 16		0 Complete
177	lucl	11/17/2022		119 16		0 Complete
135	lucl	11/08/2022		119 16	PaymentDate 11/08/2022	0 Complete
134	lucl	11/08/2022		119 16	PaymentDate 11/08/2022	0 Complete
133	lucl	11/08/2022		119 16		0 Complete
132	lucl	11/08/2022		119 16	PaymentDate 11/08/2022	0 Complete
131	lucl	11/08/2022		119 16	PaymentDate 11/08/2022	0 Complete
130	lucl	11/08/2022		119 16		0 Complete
129	lucl	11/08/2022		119 16	PaymentDate 11/08/2022	0 Complete
128	lucl	11/08/2022		119 16	PaymentDate 11/08/2022	0 Complete
127	lucl	11/08/2022		119 16	PaymentDate 11/08/2022	0 Complete

New Batch Number ⓘ

0