



LEADERS HOLDING CO.TM

Est. 1971

Reconcile the Cash Drawer / Make a Deposit

Stores teams are responsible for reconciling their cash drawer and making a deposit every night. The team that comes in the morning should count the cash drawer to confirm it is correct from the night before and take accountability for it. If the store team fails to keep a record of accountability the manager will be responsible for any lost funds.

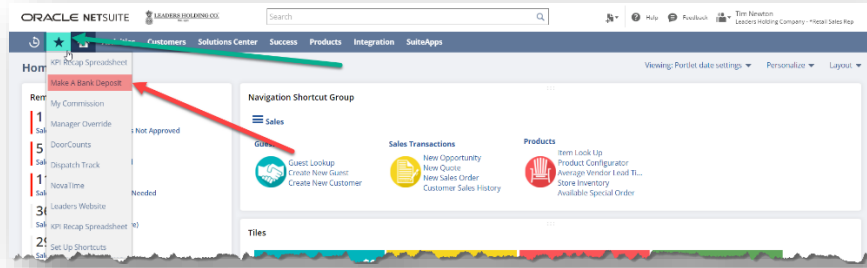
Note: The Deposit Form must be set up to only see your stores deposits. If you do not set up the form you will see the deposits for the entire organization. Instruction on setting up the form can be found in the 0.16 Standard NetSuite Configuration Set Preferences or the last section of this procedure.

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Reviewing Received Funds by Payment Type

1. From the  Shortcut dropdown click “Make Bank Deposit”



2. Set Filters
 - a. Your Filters will only show correctly if you have set up the form as outlined at the end of this procedure.
 - b. Date
 - i. Click on the Date Field
 - ii. Click
 - iii. Scroll down and select “Today”
 - c. Physical Location
 - i. Select your store
 - d. Payment Method
 - i. You can select one payment method at a time
 1. Select All to see the funds you received for the day
 2. Select Cash to reconcile your cash
 3. Select Check to reconcile you checks

3. Get your totals

- a. To get system compiled totals per payment method click the box on the left side of the line item. As you click the box the Payments box will total your selections.

The screenshot shows the 'Deposits Communication' window. At the top, it displays 'Payments 474.99', 'Other Deposits 0.00', and 'Cash Back 0.00'. Below this are filters for 'PAYMENT PROCESSING PROFILE', 'DATE', 'FROM', 'TO', and 'PHYSICAL LOCATION'. A 'Customize' button and a 'Reconcile' button are visible. A table of deposits is shown with columns: DATE, TYPE, CDCA#, MEMO, PMT. METH., REF. NO., FROM, AMOUNT, and PAYMENT METHOD. The first four rows are highlighted in yellow. Red arrows indicate the workflow: clicking the checkboxes on the left of the table rows to select them, and then clicking the 'Reconcile' button to process the selected items.

DATE	TYPE	CDCA#	MEMO	PMT. METH.	REF. NO.	FROM	AMOUNT	PAYMENT METHOD
05/02/2019	Customer Deposit	CDCA51		Cash		54021 Bruce Test	10.00	Cash
06/16/2019	Customer Deposit	CDCA52		Cash		54336 Kate Test	419.99	Cash
07/03/2019	Customer Deposit	CDCA55		Cash		46792 Mary Hodge	45.00	Cash
07/03/2019	Customer Deposit	CDCA56		Cash		57279 test store	96.30	Cash
07/03/2019	Customer Deposit	CDCA54		Cash		54048 Ronald Test	195.30	Cash

Cash Drawer Reconciliation

Every location cash drawer should have a combination of bills and coins that equal exactly \$100. If the store team fails to keep a record of accountability the manager will be responsible for any lost funds.

Get you total received cash from by following the steps above for Reviewing Received Funds by payment Type above and filtering for your "Your Location, " "Cash"

There is a cash drawer reconciliation page that can be printed, Section 2.2.1 Cash Drawer Reconciliation. Use this sheet to train and maintain cash drawer accountability in your location.

Making a Deposit

Deposit Slips

A deposit slip must be filled out when you have taken cash and/or checks for that day's business.

The deposit must be made at the bank before the 10 am store opening the next day.

Deposits Under \$10.00

When the collected cash totals under \$10.00, the following steps need to be taken:

- ✓ Account for the cash accordingly on the Cash Drawer Count Sheet. Continue nightly to account for the overage, until a deposit totaling over \$10.00 can be taken to the bank.
- ✓ In the email to A-R containing closing paperwork, mention the overage.
- ✓ When the checks collected totals under \$10.00 and there is no cash to deposit, simply keep the check in the cash drawer or money bag, and make mention of this check in the nightly closing paperwork email to A-R.

Fill out a deposit slip as follows:

The image shows a SunTrust deposit ticket form. At the top, it says 'DEPOSIT TICKET' and 'FOR CLEAR COPY, PRESS FIRMLY WITH BALL-POINT PEN.' The SunTrust logo is on the left. The form has several sections: 'DATE' with '3 SEPT 11' handwritten; 'CURRENCY' with '11.00' handwritten; 'COIN' with '00' handwritten; a list of checks with 'Smith 571.99', 'Jones 458.47', and 'White 481.00' handwritten; a section for 'TOTAL' with '2611.46' handwritten; and a section for 'TOTAL' with '2611.46' handwritten. Numbered callouts point to specific fields: 1 points to the date, 2 points to the currency, 3 points to the check list, 4 points to the total, 5 points to the total, and 6 points to the total.

DATE	CURRENCY	COIN	CHECKS	TOTAL
3 SEPT 11	11.00	00	Smith 571.99 Jones 458.47 White 481.00	2611.46

- Step 1: Write current date here
- Step 2: Write the total amount of cash to be deposited. It should be the same amount you reconciled in Step 3, Number 2 .
- Step 3: List each check here. Write the customers last name and the total amount for each check on the lines.
- Step 4: Use a calculator and add the total number of checks and cash to be deposited as you have written on the deposit slip. Does the amount you totaled with a calculator match Row 14 of the DSR?
If YES continue on.
If NO make sure you have written all of the checks in and check your addition.
- Step 5: Write the total number of checks to be deposited here.
- Step 6: Rewrite the grand total you found by adding with a calculator here.
#4 and #6 MUST MATCH

Step 7: The person filling out the deposit slip must initial it and print their name.

Deposit Bag (When making a night deposit)

Should be filled out as follows

DATE _____ RETAIL DEPOSIT _____

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TOP POUCH CURRENCY, COIN and FOOD STAMPS ONLY

00633190

TO USE THIS SecurityBag

1. Complete all information; use only a BALL POINTPEN.

2. Remove top pouch and return for your return.

3. Write security bag serial number on financial institution deposit ticket. Place CURRENCY / COIN and FOOD STAMPS ONLY in top pouch. Place CHECKS and DEPOSIT TICKET(S) ONLY in bottom pouch.

4. Remove release liner to expose adhesives. To seal press down firmly from center to edges. For maximum handling keep bags at room temperature for a few minutes after sealing.

DEPOSITOR

NAME Leader's Casual Furniture

ACCOUNT # 09

LOCATION # 09

DATE 08/04/11

FINANCIAL INSTITUTION

NAME Suntrust

SAG TO CONTAIN CURRENCY \$

COIN \$

CHECKS \$

TOTAL \$

3

2

4

1

BOTTOM POUCH CHECKS and DEPOSIT TICKET(S) ONLY

NO CASH OR FOOD STAMPS IN BOTTOM POUCH

IMPORTANT! REMOVE RELEASE LINER AND PRESS BOTTOM POUCH CLOSED.

DEPOSIT TICKET

00633190

3916.32

UltraVOID

1173948 112006

- 1 Write in full, "Leader's Casual Furniture"
- 2 Write your store number
- 3 Current Date
- 4 Deposit Totals
- 5 Rip tab off and staple to DSR for store records

It is against company policy to keep a deposit on your person or in your vehicle. Deposits must be brought directly to the bank. All banks have a night drop in the drive through lanes.

Additional bank bags can be obtained by requesting them on your supply requisition form.