



A Global Payments Company

AI Test - Cash and Deposits

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Cashier Reporting

Use the **Cashier Reporting** utility to generate cash accounting reports for a specific cashier or for all cashiers from selected stores. Choose the items to include on the report, such as Gross Sales, Discounts, Paid Outs, and Manager Voids. For each item, define an optional currency amount threshold.

Cashier Reporting - Instructions

Step by step instructions for Cashier Reporting are provided here:

1. [Search Cashier Reporting](#)
2. [View Cashier Reporting](#)

Search Cashier Reporting

Cash → Cashier Reporting

To search Cashier Reporting:

1. From the *Stores / Dates* field in the upper-left, select the **stores** and/or **store groups**.
 2. From the *Custom* field at the bottom, select the **calendar icon** to choose a date range for the search.
 3. From the calendar popup, define the date range, and then select **Apply**.
- It is also possible to select **Period / Week**, **Today**, or **Yesterday** as the search date or date range.

View Cashier Reporting

Cash → Cashier Reporting

To view Cashier Reporting:

1. Search for the store cashier list using the techniques outlined in [Search Cashier Reporting](#).
2. Select the desired cashier options:

Option	Description
All Cashiers	<p>Toggle Yes to generate a report for all cashiers associated with the specified store.</p> <p>Toggle No to generate a report for a specific cashier.</p> <p>If multiple stores or a store group are selected, then this toggle is automatically set to Yes and cannot be changed.</p>
Cashier	<p>From the dropdown, select the cashier for the report.</p> <p>This dropdown is only available when All Cashiers is toggled to No.</p>

3. From the *Description* column, select the **items** to include on the report.
4. (Optional) In the *Threshold* field, type a **currency amount threshold** for the corresponding cash item.
5. From the *upper-right* of the screen, select **View** to generate and view the report.

Cash Sheets

Use the **Cash Sheets** utility to add and manage records of the daily sales activity at a site, including the gross and net sales totals, and deposit details. The deposit details include all Paid Ins, Paid Outs, Deposits, and Credit/Debit Card transactions.

Things to Know

Is it possible to edit the details of an existing Cash Sheet?

Yes. Cash Sheet details can be changed, including the gross sales, deposit items, and reporting items. See [Change Cash Sheets](#).

If lockdown rules are defined by the system administrator, the user is prevented from changing or deleting Cash Sheets after the specified time period has expired.

Is it possible to edit the safe count details associated with an existing Cash Sheet?

No. The *Safe Counts* tab on a Cash Sheet provides the currency amount, the employee who counted the safe, and the time of day the safe count was performed. This information is read-only and cannot be edited.

Is it possible to create multiple Cash Sheets for the same date and store?

No. It is not possible to create more than one (1) Cash Sheet for the same date and store.

Cash Sheets - Instructions

Step by step instructions for managing cash sheets are provided here:

1. [Search Cash Sheets](#)
2. [Add Cash Sheet](#)
3. [Change Cash Sheet](#)

Search Cash Sheets

Cash → Cash Sheets

1. From the *Stores / Dates* field in the upper-left, select the **store numbers / names**.
2. From the *Custom* field, select the **calendar icon** to choose a date range for the search.
3. From the calendar popup, define the date range, and then select **Apply**.
It is also possible to select **Period / Week**, **Today**, or **Yesterday** as the search date or date range.
4. From the lower-right of the *Stores / Dates* field, select **Search**.

Add Cash Sheet

Cash → Cash Sheets

To add a new cash sheet:

1. From the upper-right of the *Cash Sheets* screen, select **Add Cash Sheet**.
2. From the *Store* dropdown, select the **store** associated with the cash sheet (if applicable).



3. In the *Business Date* field, type the **business date** associated with the cash sheet -OR- select the calendar icon to select a date from a popup calendar.
This field is populated with the current business date by default.

4. From the *Daily Cash Sheet Details* section, define the following:

Section	Description
Cash Sheet	<p>From the <i>Cash Sheet</i> tab, perform the following:</p> <ul style="list-style-type: none"> • Calculate the Net Sales for the selected business date. • Enter deposit details, including Paid Ins, Paid Outs, and Credit/Debit Card totals. • View the over/short amount, which indicates the difference between the currency amounts reported by the user versus the expected currency amount. • View additional item totals, such as Customer Count, Voids, and Employee Meals. The list of available items is determined by the system administrator. <p>Net Sales</p> <p>In the <i>Amount</i> column, type the <i>currency amount</i> for the following items:</p> <ul style="list-style-type: none"> • Gross Sales • Sales Tax • Coupons • Discounts <p>The <i>Net Sales</i> value (which is equal to Gross Sales minus Sales Tax, Coupons, and Discounts) is calculated automatically.</p> <p>Deposits</p> <p>From the <i>Amount</i> column, select the provided links to enter item totals for the following:</p> <ul style="list-style-type: none"> • Total Deposits • Total Credit Cards • Paid Ins • Paid Outs <p>The <i>Over/Short</i> value is calculated automatically.</p>
Reporting Items	<p>From the <i>Reporting Items</i> tab, type the value for each listed item. The list of available items is determined by the system administrator.</p>
Safe Counts	<p>The <i>Safe Counts</i> tab provides the following information for each safe count performed on the business date:</p> <ul style="list-style-type: none"> • <i>Safe Amounts</i> - Total currency amount recorded with the safe count. • <i>Counted By</i> - Employee who performed the safe count. • <i>Time</i> - Time of day when the safe count was performed. <p>This information is read-only and cannot be edited.</p>

5. From the upper-right of the *Add Daily Cash Sheet* window, select **Save**.

Change Cash Sheets

Cash → Cash Sheets

To edit the details of a cash sheet:

1. Search for the cash sheet using the techniques outlined in [Search Cash Sheets](#).
2. From the *3-dot menu* on the row of the cash sheet, select **Change**.
3. From the *Change Daily Cash Sheet* section, edit the values on the **Cash Sheets** and **Reporting Items** tabs as needed. See [Add Cash Sheet](#) for more details about these values.
The information on the **Safe Counts** tab is read-only and cannot be edited.
4. From the upper-right of the *Change Daily Cash Sheet* window, select **Save**.

Print Cash Sheet

Cash → Cash Sheets

To generate a Daily Cash Sheet report to download and print:

1. Search for the cash sheet using the techniques outlined in [Search Cash Sheets](#).
2. From the *3-dot menu* on the row of the cash sheet, select **Print**.

Delete Cash Sheet

Cash → Cash Sheets

To delete a cash sheet:

1. Search for the cash sheet using the techniques outlined in [Search Cash Sheets](#).
2. From the *3-dot menu* on the row of the cash sheet, select **Delete**.
3. When prompted, select **Yes** to delete the cash sheet.

Paid In/Out

Use the **Paid In/Out** utility to add and manage paid in and paid out record details, including the associated account and the total currency amount.

Things to Know

What is a paid in transaction?

Paid In transactions maintain an audit record for currency added to a physical cash drawer that is not associated with a sales transaction.

For example, perform a Paid In transaction to provide an audit record for the \$10 added to the cash drawer when an employee pays \$10 for a work uniform.

What is a paid out transaction?

Paid Out transactions maintain an audit record for currency removed from a physical cash drawer and used for business expenses.

For example, perform a Paid Out transaction to provide an audit record for the currency removed from the cash drawer to pay for office supplies.

Is it possible to edit the details of a paid in/out transaction after it is entered?

Yes. Paid in/out transaction details can be changed, including the associated account and the currency total. See [Change Paid In/Out](#).

If lockdown rules are defined by the system administrator, the user is prevented from changing a paid in/out after the specified time period has expired.

Paid In/Out - Instructions

Step by step instructions for managing Paid In/Outs are provided here:

1. [Search Paid In/Outs](#)
2. [Add Paid In/Out](#)
3. [Change Paid In/Out](#)
4. [Delete Paid In/Out](#)

Search - Paid In/Outs

Cash → Paid In/Outs

1. From the *Stores / Dates* field in the upper-left, select the **store numbers / names**.
2. From the *Custom* field, select the **calendar icon** to choose a date range for the search.
3. From the calendar popup, define the date range, and then select **Apply**.
It is also possible to select **Period / Week, Today, or Yesterday** as the search date or date range.
4. From the lower-right of the *Stores / Dates* field, select **Search**.

Add Paid In/Out

Cash → Paid In/Out

To add a new paid in/out:

1. From the upper-right of the *Paid In/Out* screen, select **Add Paid In/Out**.
2. From the *Store* dropdown, select the **store** associated with the paid in/out (if applicable).
3. In the *Business Date* field, type the **date** associated with the paid in/out -OR- select the calendar icon to select a date from a popup calendar.
This field is populated with the current business date by default.
4. From the *Account* dropdown, select the **general ledger account** associated with the paid in/out record.
5. From the *Type* dropdown, select the record **type**: *Paid In* or *Paid Out*.
6. In the *Amount* field, type the total currency amount of the paid in/out record.
7. In the *Description* field, type a **description** of the paid in/out record.
8. From the lower-right of the *Add Paid In/Out* window, select **Save**.

Change Paid In/Out

Cash → Paid In/Out

To change the details of an existing paid in/out:

1. Search for the paid in/out using the techniques outlined in [Search - Paid In/Out](#).

2. From the *3-dot menu* on the row of the paid in/out, select **Change**.
3. From the *Store* dropdown, select the **store** associated with the paid in/out (if applicable).
4. In the *Business Date* field, type the **date** associated with the paid in/out -OR- select the calendar icon to select a date from a popup calendar.
5. From the *Account* dropdown, select the **general ledger account** associated with the paid in/out record.
6. From the *Type* dropdown, select the record **type**: *Paid In* or *Paid Out*.
7. In the *Amount* field, type the total currency amount of the paid in/out record.
8. In the *Description* field, type a **description** of the paid in/out record.
9. From the lower-right of the *Change Paid In/Out* window, select **Save**.

Delete Paid In/Out

Cash → Paid In/Out

To delete the details of an existing paid in/out:

1. Search for the paid in/out using the techniques outlined in [Search - Paid In/Out](#).
2. From the *3-dot menu* on the row of the paid in/out, select **Delete**.
3. When prompted, select **Yes** to delete the paid in/out.

Deposits

Use the **Deposits** utility to add and manage currency and till deposits. Once a deposit is entered, team members can validate and verify the deposit details, including the denomination counts.

Things to Know

What is the lifecycle of a deposit record once it is added?

The lifecycle of a deposit includes the following statuses:

- *Entered* - The deposit details are added, but not yet verified or validated.
- *Verified* - The deposit details are verified, but not yet validated.
- *Validated* - The deposit details are verified and validated.

Is it possible to edit the details of a deposit after it is entered?

Yes. Deposit details can be changed, including the denomination counts and the added tills. See [Change Deposit](#).

These deposit details can also be changed during the verification and validation processes.

If deposit lockdown rules are defined by the system administrator, the user is prevented from changing a deposit after the specified time period has passed.

Does the Deposits utility provide the means to enter denomination counts?

Yes. The *Add Deposit* form includes a *Count* function that is used to enter denomination counts.

1. To the right of the *Deposit Amount* field on the *Add Deposit* form, select **Count**.
2. From the *Count Deposit* window, type the **quantity** of each denomination in the **Item Count** column.
3. The **Amount** field value is updated automatically.

4. The **Total Amount** field specifies the total currency amount.
5. From the lower-right of the *Count Deposit* window, select **OK**.

Deposits - Instructions

Step by step instructions for managing deposits are provided here:

1. [Search Deposits](#)
2. [Add Deposit](#)
3. [Change Deposit](#)
4. [Verify Deposit](#)
5. [Validate Deposit](#)
6. [Delete Deposit](#)

Search Deposits

Cash → Deposits

1. From the *Stores / Dates* field in the upper-left, select the **store numbers / names**.
2. From the *Custom* field, select the **calendar icon** to choose a date range for the search.
3. From the calendar popup, define the date range, and then select **Apply**.
It is also possible to select **Period / Week**, **Today**, or **Yesterday** as the search date or date range.
4. From the lower-right of the *Stores / Dates* field, select **Search**.
5. Set the **Open Deposits** toggle to the desired value:
 - **Yes** - Only list deposits with an *Entered* and/or *Verified* status.
 - **No** - List all deposits regardless of status.

Add Deposit

The following section describes how to perform each type of deposit. The available deposit types are determined by the system administrator.

Deposit Type	Description
Count	Add denomination counts to a deposit.
Tills	Add cash tills to a deposit.
Count / Tills	Add denomination counts and/or cash tills to a deposit.

Add Deposit (Count)

Cash → Deposits

To add a new deposit:

1. From the upper-right of the *Deposits* screen, select **Add Deposit**.
2. From the *Store* dropdown, select the **store** associated with the deposit (if applicable).
3. In the *Business Date* field, type the **date** associated with the deposit -OR- select the calendar icon to select a date from a popup calendar.
This field is populated with the current business date by default.

4. In the *Bag #* field, type the **bag number** that contains the deposit (if applicable).
5. In the *Deposit Amount* field, type the **total currency amount** included in the deposit.



TIP

To enter denomination counts:

1. To the right of the *Deposit Amount* field, select **Count**.
2. From the *Count Deposit* window, type the **quantity** of each denomination in the **Item Count** column.
 - The **Amount** field value is updated automatically.
 - The **Total Amount** field specifies the total currency amount.
3. From the lower-right of the *Count Deposit* window, select **OK**.

6. In the *Created By* field, type the **name** of the individual adding the new deposit.
7. (Optional) In the *Comments* field, type any **comments** or notes about the deposit.
8. From the lower-right of the *Add Deposit* window, select **Save**.

Add Deposit (Tills)

Cash → Deposits

To add a new deposit:

1. From the upper-right of the *Deposits* screen, select **Add Deposit**.
2. From the *Store* dropdown, select the **store** associated with the deposit (if applicable).
3. In the *Business Date* field, type the **date** associated with the deposit -OR- select the calendar icon to select a date from a popup calendar.
This field is populated with the current business date by default.
4. In the *Bag #* field, type the **bag number** that contains the deposit (if applicable).
5. To the right of the *Deposit Amount* field, select **Tills** to add cash tills to the deposit.
6. In the *Created By* field, type the **name** of the individual adding the new deposit.
7. (Optional) In the *Comments* field, type any **comments** or notes about the deposit.
8. From the lower-right of the *Add Deposit* window, select **Save**.


Add Deposit (Count / Tills)

Cash → Deposits

To add a new deposit:

1. From the upper-right of the *Deposits* screen, select **Add Deposit**.
2. From the *Store* dropdown, select the **store** associated with the deposit (if applicable).
3. In the *Business Date* field, type the **date** associated with the deposit -OR- select the calendar icon to select a date from a popup calendar.
This field is populated with the current business date by default.
4. In the *Bag #* field, type the **bag number** that contains the deposit (if applicable).

- From the *Count / Tills* switcher, select the applicable option to add **currency counts** and/or **tills** to the deposit:

Option	Description
Count	In the <i>Deposit Amount</i> field, type the total currency amount included in the deposit.
<div>  TIP To enter denomination counts: <ol style="list-style-type: none"> To the right of the <i>Deposit Amount</i> field, select Count. From the <i>Count Deposit</i> window, type the quantity of each denomination in the Item Count column. <ul style="list-style-type: none"> The Amount field value is updated automatically. The Total Amount field specifies the total currency amount. From the lower-right of the <i>Count Deposit</i> window, select OK. </div>	
Tills	To the right of the <i>Deposit Amount</i> field, select Tills to add cash tills to the deposit.

- In the *Created By* field, type the **name** of the individual adding the new deposit.
- (Optional) In the *Comments* field, type any **comments** or notes about the deposit.
- From the lower-right of the *Add Deposit* window, select **Save**.

Change Deposit

Cash → Deposits



NOTE

Depending on system configuration, some of the fields described below may not be available.

To change the details of an existing deposit:

- Search for the deposit using the techniques outlined in [Search - Deposits](#).
- From the *3-dot menu* on the row of the deposit, select **Change**.
- In the *Bag #* field, type the **bag number** that contains the deposit (if applicable).

- From the *Count / Tills* switcher, select the applicable option to add **currency counts** and/or **tills** to the deposit:

Option	Description
Count	In the <i>Deposit Amount</i> field, type the total currency amount included in the deposit.
Tills	To the right of the <i>Deposit Amount</i> field, select Tills to add cash tills to the deposit.

- In the *Created By* field, type the **name** of the individual that added the new deposit.
- (Optional) In the *Comments* field, type any **comments** or notes about the deposit.
- From the lower-right of the *Change Deposit* window, select **Save**.

Verify Deposit

Cash → Deposits

To verify an existing deposit:

- Search for the deposit using the techniques outlined in [Search - Deposits](#).
- From the *3-dot menu* on the row of the deposit, select **Verify**.
- In the *Bag #* field, type the **bag number** that contains the deposit (if applicable).
- From the *Count / Tills* switcher, select the applicable option to add **currency counts** and/or **tills** to the deposit:

Option	Description
Count	In the <i>Deposit Amount</i> field, type the total currency amount included in the deposit.
Tills	To the right of the <i>Deposit Amount</i> field, select Tills to add cash tills to the deposit.

- In the *Verified By* field, type the **name** of the individual that verified the deposit.
- From the lower-right of the *Verifying Deposit* window, select **Save**.
The difference between the original deposit value and the verified value is displayed.

Validate Deposit

Cash → Deposits

To validate a verified deposit:

- Search for the deposit using the techniques outlined in [Search - Deposits](#).
- From the *3-dot menu* on the row of the deposit, select **Validate**.
- In the *Bag #* field, type the **bag number** that contains the deposit (if applicable).
- From the *Count / Tills* switcher, select the applicable option to add **currency counts** and/or **tills** to the deposit:

Option	Description
Count	In the <i>Deposit Amount</i> field, type the total currency amount included in the deposit.
Tills	To the right of the <i>Deposit Amount</i> field, select Tills to add cash tills to the deposit.

5. In the *Validated By* field, type the **name** of the individual that validated the deposit.
6. From the lower-right of the *Validating Deposit* window, select **Save**.
The difference between the original deposit value and the validated value is displayed.

Delete Deposit

Cash → Deposits

To delete a deposit record:

1. Search for the deposit using the techniques outlined in [Search - Deposits](#).
2. From the *3-dot menu* on the row of the deposit, select **Delete**.
3. When prompted, select **Yes** to delete the deposit.

Multiple Deposits Validation

Use the **Multiple Deposits Validation** function to validate the details for multiple deposits simultaneously, including the original deposit amount and the verified amount. Prior to finalizing the validation, an adjusted amount can be specified for each deposit, if necessary.

Things to Know

What is the lifecycle of a deposit record once it is added?

The lifecycle of a deposit includes the following statuses:

- *Entered* - The deposit details are added, but not yet verified or validated.
- *Verified* - The deposit details are verified, but not yet validated.
- *Validated* - The deposit details are verified and validated.

Are there any time limits for verifying or validating a deposit?

If deposit lockdown rules are defined by the system administrator, the user is prevented from verifying or validating a deposit after the specified time period has passed.

The fields on the [Validate Multiple Deposits](#) screen are disabled for deposits that have passed this time period.

What does the Adjusted Amount field value indicate on the Validate Multiple Deposits screen?

The reported "Adjusted Amount" is related to the deposit status.

Status	Description
Verified	<p>The Adjusted Amount field indicates the updated deposit amount that was entered when the original deposit was verified.</p> <p>If the verified deposit amount is the same as the original deposit amount, then the Adjusted Amount field is left blank.</p>
Validated	<p>The Adjusted Amount field indicates the updated deposit amount that was entered when the verified deposit was validated.</p> <p>If the validated deposit amount is the same as the verified amount, then the Adjusted Amount field is left blank.</p>

Multiple Deposits Validation - Instructions

Step by step instructions for validating multiple deposits are provided here:

1. [Search Deposits](#)
2. [Validate Deposits](#)

Search Deposits

Cash → Multiple Deposits Validation

1. From the *Stores / Dates* field in the upper-left, select the **stores / store groups**.
2. From the *Custom* field, select the **calendar icon** to choose a date range for the search.
3. From the calendar popup, define the date range, and then select **Apply**.
It is also possible to select **Period / Week, Today, or Yesterday** as the search date or date range.
4. From the lower-right of the *Stores / Dates* field, select **Search**.
5. Set the **Open Deposits** toggle to the desired value:
 - **Yes** - Only list deposits with an *Entered* and/or *Verified* status.
 - **No** - List all deposits regardless of status.

Validate Multiple Deposits

Cash → Multiple Deposits Validation

To validate multiple deposits:

1. Search for the deposits using the techniques outlined in [Search Deposits](#).
2. From the *upper-right* of the *Deposits* page, select **Validate All**.
3. From the *deposit list*, select **Validated** next to each validated deposit.
To identify all the listed deposits as validated, select the **Select All** button.
The **Select All** button is disabled if any of the listed deposits are not eligible for validation.
4. In the *Adjusted Amount* field, type the **validated amount** of the deposit.
Specifying this value is only necessary if the validated amount is DIFFERENT from the **Verified Amount**.
Once the deposit validation is saved, the validated amount will be reported as the final amount of the deposit.
5. (Optional) In the *Comments* field, type any **comments** or notes about the deposit.
6. From the upper-right of the *Validate Multiple Deposits* window, select **Save**.



TIP

Set the **Open Deposits** toggle to the desired value:

- **Yes** - Only list deposits with an *Entered* and/or *Verified* status.
- **No** - List all deposits regardless of status.

Safe Counts

Use the **Safe Counts** utility to add and view safe count records, including the counted quantity and total currency amount of each type of item in the safe. The identity of the individual who counted the safe is recorded, as well as the difference between the current safe count and the previous count.

Safe Count - Instructions

Step by step instructions for managing safe counts are provided here:

1. [Search Safe Counts](#)
2. [Add Safe Count](#)
3. [View Safe Count](#)

Search Safe Counts

Cash → Safe Counts

1. From the *Stores / Dates* field in the upper-left, select the **store numbers / names**.
2. From the *Custom* field, select the **calendar icon** to choose a date range for the search.
3. From the calendar popup, define the date range, and then select **Apply**.
It is also possible to select **Period / Week**, **Today**, or **Yesterday** as the search date or date range.
4. From the lower-right of the *Stores / Dates* field, select **Search**.

Add Safe Count

Cash → Safe Counts

To add a safe count record:



1. From the upper-right of the *Safe Counts* screen, select **Add Safe Count**.
2. From the *Store* dropdown, select the **store** associated with the record (if applicable).
3. In the *Business Date* field, type the **date** associated with the record -OR- select the calendar icon to select a date from a popup calendar.
This field is populated with the current business date by default.
A future date cannot be selected.
4. From the right of the *Counted Amount* field, select **Count**.

- In the *Count* field on the *Count Amount* window, type the **quantity** (NOT the currency value) of each listed item in the safe.

For example, if there are nine (9) \$20 bills in the safe, type 9 in the **Count** field.

The **Amount** value for each item is automatically updated after the **Count** value is registered.

In the lower-right of the *Count Amount* window, the following values are provided:

Field	Description
Total Amount	Total currency amount for all counted items in the safe.
Last Safe Count Amount	Total currency amount of the previous safe count for the same business date. If a safe count was not performed on the selected business date, then this field value is zero (0).
<div>  NOTE Depending on how the administrator configured the system, this field may not be available. </div>	
Over/Short	The difference between the Total Amount and the Last Safe Count Amount .
<div>  NOTE The Over/Short value is also displayed beneath the Last Safe Count Amount field on the Add Safe Amount window. </div>	

- From the lower-right of the *Count Amount* window, select **OK**.
- In the *Counted By* field on the *Add Safe Count* window, type the **name or initials** of the individual who counted the safe.
- (Optional) In the *Comments* field, type any additional **comments or notes** about the safe count.
- From the lower-right of the *Add Safe Count* window, select **Save**.


View Safe Count

Cash → Safe Counts

To view the details of a previous safe count:

- Search for the safe count using the techniques outlined in [Search - Safe Counts](#).

2. From the *3-dot menu* on the row of the record, select **View**.
The following describes the fields on the **View Safe Count** window:

Field	Description						
Store	Name and number of the store where the safe is located.						
Business Date	Business date associated with the safe count.						
Counted Amount	<p>Total currency amount of the counted items in the safe.</p> <p>To the right of the <i>Counted Amount</i> field, select View to view the counted quantity and the total currency amount of each type of item in the safe.</p> <p>In the lower-right of the <i>View Amount</i> window, the following values are provided:</p> <table> <tr> <td>Total Amount</td><td>Total currency amount for all counted items in the safe.</td></tr> <tr> <td>Last Safe Count Amount</td><td>Total currency amount of the previous safe count for the same business date. If a safe count was not performed on the selected business date, then this field value is zero (0).</td></tr> <tr> <td>Over/Short</td><td>The difference between the Total Amount and the Last Safe Count Amount.</td></tr> </table>	Total Amount	Total currency amount for all counted items in the safe.	Last Safe Count Amount	Total currency amount of the previous safe count for the same business date. If a safe count was not performed on the selected business date, then this field value is zero (0).	Over/Short	The difference between the Total Amount and the Last Safe Count Amount .
Total Amount	Total currency amount for all counted items in the safe.						
Last Safe Count Amount	Total currency amount of the previous safe count for the same business date. If a safe count was not performed on the selected business date, then this field value is zero (0).						
Over/Short	The difference between the Total Amount and the Last Safe Count Amount .						
Last Safe Count Amount	<p>Total currency amount of the previous safe count for the same business date. If a safe count was not performed on the selected business date, then this field value is zero (0).</p> <div>  <p>NOTE The Over/Short value is also displayed beneath the Last Safe Count Amount field.</p> </div>						
Counted By	Identifies the name of the individual who counted the safe.						
Comments	Comments or notes about the safe count.						

3. From the lower-right of the *View Safe Count* window, select **OK**.