

2.3 Cash Office Procedures

Register Reconciliation Report

- Manager/Coordinator opens the safe and removes the cash drawers.
- In MySTPchoose Management Reporting Services.
- Go to Retail Cubes>Sales>Register Reconciliation Report. Select the appropriate day's date, your store location, and then click View Report.
- You will obtain each register's Cash Totals and Check Totals and enter them on the Daily Register Count spreadsheet.

Register Reconciliation Report -Cash Details Page

Cash Details Link

Cash Totals

Order Taker	Order Number	Order Time	Credit Amount	Merchandise Amount	Tax Amount	Shipping Amount	Order Amount	Payment Amount
South Denver Register 02								
				\$286.75	\$20.77	\$0.00	\$307.52	\$307.52
South Denver Register 03								
				\$47.89	\$3.46	\$0.00	\$51.35	\$51.35
South Denver Register 04								
				\$107.89	\$7.82	\$0.00	\$115.71	\$115.71
South Denver Register 05								
				\$51.83	\$3.74	\$0.00	\$55.57	\$55.57
South Denver Register 06								
				\$28.49	\$1.46	\$0.00	\$29.95	\$29.95

- Click on the Check Details link to see if there are any checks. Register Reconciliation Report –Check Details

page

Check Details Link

Check Totals

Order Taker	Order Number	Order Time	Credit Amount	Merchandise Amount	Tax Amount	Shipping Amount	Order Amount	Payment Amount
South Denver Register 02								
				\$213.96	\$15.51	\$0.00	\$229.47	\$229.47
Check Grand Totals								
			\$0.00	\$213.96	\$16.51	\$0.00	\$229.47	\$229.47

Daily Deposit File

- The “Daily Deposit –Registers” file needs to be opened. It’s on the G drive at:
 - G>Retail>Retail Deposits>Daily>Store specific folder.
- Open the file and do a “Save As” to create a new file each day, with the day’s date in the file name.
- On the REGISTERS tab, enter the appropriate Date, Store, Manager and Bag #.
- Then, from the Register Reconciliation Report, enter each register’s Cash Totals and Check Totals.

Daily Register Count / Deposit

Date

Store

Manager

Bag #

Enter data in green shaded cells.

REPORT	CHGS	Var
\$2,518.35	\$2,518.21	\$0.14

Enter check totals and cash totals in these rows (green shaded cells)

Register Reconciliation Report	REG 1	REG 2	REG 3	REG 4	REG 5	REG 6	REG 7	REG 8	REG 9	REG 10	REG 11	REG 12	TOTAL
Checks													\$0.00
Traveler's Checks													\$0.00
Cash	\$495.02	\$774.24	\$342.64	\$0.00	\$233.95	\$0.00	\$460.49	\$293.43	\$0.00				\$2,518.21
Petty Cash	\$499.00	\$774.24	\$342.64	\$0.00	\$233.95	\$0.00	\$460.49	\$293.43	\$0.00	\$0.00	\$0.00	\$0.00	\$2,914.21
TOTAL													
Till Contents													
Checks and Traveler's Checks (list individual amounts)													\$0.00
000912													\$0.00
													\$0.00
													\$0.00
													\$0.00
Total Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash	\$495.02	\$774.24	\$342.64	\$0.00	\$233.95	\$0.00	\$460.49	\$293.43	\$0.00				\$2,518.35
Over(Short)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14
Total Deposit	\$495.02	\$774.24	\$342.64	\$0.00	\$233.95	\$0.00	\$460.49	\$293.43	\$0.00	\$0.00	\$0.00	\$0.00	\$2,914.26

Entering Till Amounts

- After you’ve entered data from the Register Reconciliation report you must enter the actual amounts from the tills, starting with any checks or traveler’s checks.

Daily Register Count / Deposit

Date

Store

Manager

Bag #

REPORT

CHGS

Var

\$2,514.35

\$2,514.21

\$0.14

Enter data in green shaded cells

Register Reconciliation Report

REG 1

REG 2

REG 3

REG 4

REG 5

REG 6

REG 7

REG 8

REG 9

REG 10

REG 11

REG 12

TOTAL

Checks

Traveler's Checks

Cash

Petty Cash

TOTAL

\$455.02

\$774.34

\$342.64

\$0.00

\$233.55

\$0.00

\$459.41

\$239.43

\$0.00

\$2,514.21

\$455.02

\$774.34

\$342.64

\$0.00

\$233.55

\$0.00

\$459.41

\$239.43

\$0.00

\$0.00

\$0.00

\$0.00

\$2,514.21

Enter individual check amounts in this area (green shaded cells)

Till Contents

Checks and Traveler's Checks (list individual amounts) 000912

REG 1

REG 2

REG 3

REG 4

REG 5

REG 6

REG 7

REG 8

REG 9

REG 10

REG 11

REG 12

TOTAL

Total Checks

Cash

Over(Short)

Total Deposit

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$455.02

\$774.34

\$342.64

\$0.00

\$233.55

\$0.00

\$459.41

\$239.43

\$0.00

\$2,514.35

\$0.00

\$0.00

\$0.00

\$0.00

\$0.04

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.14

\$455.02

\$774.34

\$342.64

\$0.00

\$233.55

\$0.00

\$459.41

\$239.43

\$0.00

\$0.00

\$0.00

\$0.00

\$2,514.35

Counting Tills

- Next you must count the cash in each register's till and enter that amount into the spreadsheet.
- When counting your register till, first take out the deposit amount from the register till and set aside. Take out the amount found on the Register Reconciliation report that you entered into the spreadsheet.
- Using the Cashmaster machine (see the Cashmaster SOP if necessary), begin counting the register till starting with pennies. When you place the pennies on the HOD, it will tell you how much currency you have. Enter this into a calculator with printing capabilities. (i.e., If you have 25 pennies the Cashmaster will tell you 0.25, which you will type into your calculator).
- Continue onto nickels, dimes and quarters, ensuring that you type the amount of currency into the calculator each time.
- When you get to rolls, you can place each roll onto the HOD, one at a time until they are all on the HOD. After you place a roll onto the HOD make sure you type into the calculator how much each roll was worth. When all rolls are on the HOD, you can take them all off. The Cashmaster will next default to bills.
- Starting with singles, weigh each currency and type the amount they totaled into the calculator. When you are all done with bills, the Cashmaster will have a long beep when you reach your bank float amount, starting till amount is \$200.
- As you count each till enter cash amount for each till in the row titled Cash.

Daily Register Count / Deposit												
Date												
Store												
Manager												
Bag #												
Enter data in green shaded cells												
											DEPOSIT	0.00
											\$2,514.35	\$2,514.21
												\$0.14
Register Reconciliation Report												
	REG 1	REG 2	REG 3	REG 4	REG 5	REG 6	REG 7	REG 8	REG 9	REG 10	REG 11	REG 12
Checks												
Transfer's Checks												
Cash	\$455.02	\$774.24	\$342.64	\$0.00	\$233.51	\$0.00	\$468.41	\$238.49	\$0.00			
Net/Cash												
TOTAL	\$455.02	\$774.24	\$342.64	\$0.00	\$233.51	\$0.00	\$468.41	\$238.49	\$0.00	\$0.00	\$0.00	\$2,514.21
Till Contents												
Checks and Traveler's Checks (list individual amounts) (03/29/12)												
Total Checks	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cash	\$455.02	\$774.24	\$342.64	\$0.00	\$233.51	\$0.00	\$468.41	\$238.49	\$0.00			\$2,514.35
Over/Short	\$0.00	\$0.00	\$0.00	\$0.00	\$0.04	\$0.00	\$0.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.14
Total Deposit	\$455.02	\$774.24	\$342.64	\$0.00	\$233.55	\$0.00	\$468.41	\$238.49	\$0.00	\$0.00	\$0.00	\$2,514.35

- If your calculator says you are at the starting till amount (\$200 in this case) hit the star button to print the slip. Make sure you sign and date the slip. The slip is then placed into the till next to the \$20's.

Counting Tills (cont.)

- If the Cashmaster total is below the float amount, then you have a shortage. Make sure that you took out the right amount for the deposit and that you did not forget to count any currency. If unable to find the shortage, you will need to take money from your deposit to make your register your starting amount (i.e. if missing \$1.50 then remove \$1.50 from your deposit.) You need to add this amount into your calculator slip. It will be your last line and it should now read the starting till amount.) Hit the star button on the calculator to print the slip. Make sure you sign and date the slip. The slip is then placed into the till next to the \$20's.
- If the Cashmaster total is above the float amount (the word "Bank" changes to "Total") and displays a positive amount, then you have an overage. Ensure that you took the right amount out for the deposit. If you did then you need to remove whatever is over and add it to your deposit pile (i.e. if showing an overage of \$1.50 then take \$1.50 from the register till and add it to the deposit pile.) Whatever you take out make sure that you subtract it on the calculator as well (type 1.50 and hit the red "- "button in this case). You should now be at your starting till amount. Hit the star button on the calculator to print the slip. Make sure you sign and date the slip. The slip is then placed into the till next to the \$20's.

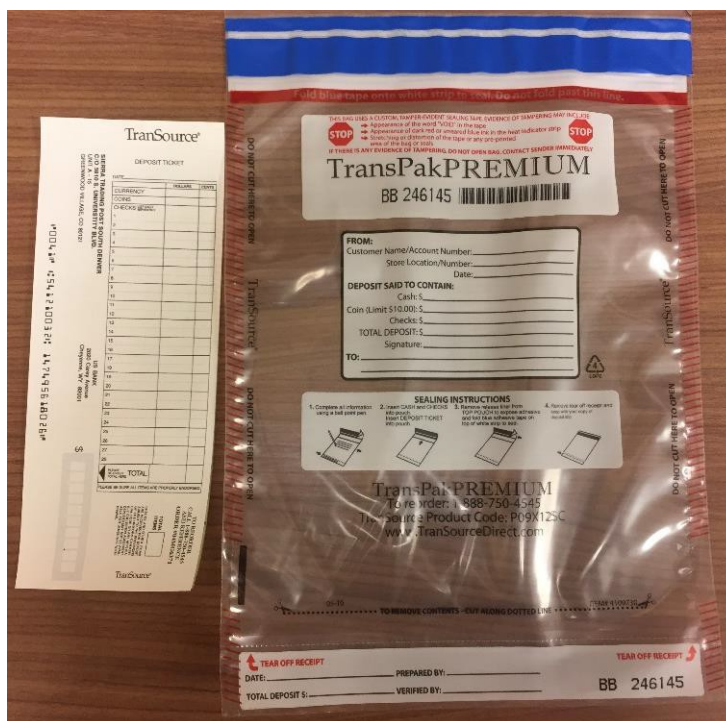
Rebalancing Tills

Ensure that the tills are rebalanced and changed out correctly – i.e., if there are too many 20's and not enough rolled coins or lower denomination bills.

Below are recommended denominations to ensure the tills are ready for the next day.

- \$20: 1
- \$10: 5
- \$5: 15
- \$1: 20-25
- At least one roll of each for coins
- And the rest of the loose change balances back to \$200

- Collect deposit amounts from each till and place in deposit bag. DO NOT SEAL the bag.



- Fill out a deposit slip. Place the slip in the bag. Place the bag in the safe for the Verifying Manager.
- A second “Verifying Manager” completes the deposit.

On the TOTAL DEPOSIT tab enter the quantity of each denomination that will be placed in the deposit bag in the appropriate cells. Also enter any check amounts.

Print this tab and
attach it to the Deposit
Bag.

		Sierra Trading Post Total Daily Deposit 1/0/1990	
Date Store			
		Enter data in green shaded cells.	
100	\$100 bills	9	\$900.00
50	\$50 bills	8	\$400.00
20	\$20 bills	58	\$1,160.00
10	\$10 bills	5	\$50.00
5	\$5 bills	0	\$0.00
1	\$1 bills	4	\$4.00
0.25	\$0.25	1	\$0.25
0.10	\$0.10	1	\$0.10
0.05	\$0.05		\$0.00
0.01	\$0.01		\$0.00
Checks/Tnfr Checks		List Out Individually	
Total Checks/Tnfr Checks			\$0.00
TOTAL			\$2,514.35

Verifying and Completing Deposit

A second manager must verify the deposit. The Verifying Manager must check the contents of the Deposit Bag against the printed Total Daily Deposit worksheet.

		Sierra Trading Post Total Daily Deposit 1/0/1900	
Date Store		-	
Enter data in green shaded cells.			
100	\$100 bills	9	\$900.00
50	\$50 bills	8	\$400.00
20	\$20 bills	58	\$1,160.00
10	\$10 bills	5	\$50.00
5	\$5 bills	0	\$0.00
1	\$1 bills	4	\$4.00
0.25	\$0.25	1	\$0.25
0.1	\$0.10	1	\$0.10
0.05	\$0.05		\$0.00
0.01	\$0.01		\$0.00
Checks/Tnfr Checks		List Out Individually	
Total Checks/Tnfr Checks			\$0.00
TOTAL			\$2,514.35

- Verifying Manager enters the necessary information for each day on the store's Deposits file on the G drive.
 - G>Retail>Retail Deposits>Store Specific (for example: South Denver Deposits)
- Enter all of the information for that day into the Deposits File and save.

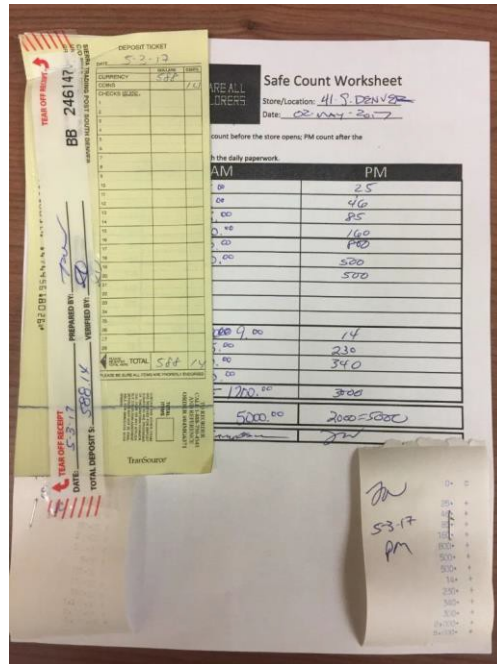
Enter the necessary information in each field

Sales Date	Retail Deposit	Over/ Short	Change Order	Bag Number	Verified by
3/4/2018					
3/5/2018					
3/6/2018					
3/7/2018					
3/8/2018					
3/9/2018					
3/10/2018					
3/11/2018					
3/12/2018					
3/13/2018					
3/14/2018					
3/15/2018					
3/16/2018					
3/17/2018					
3/18/2018					
3/19/2018					
3/20/2018					
3/21/2018					
3/22/2018					
3/23/2018					
3/24/2018					
3/25/2018					
3/26/2018					
3/27/2018					

Cash+Checks/
\$3.00 retail Dep

Verifying and Completing Deposit (cont.)

- The yellow copy of the deposit slip and the deposit bag receipt are stapled to the daily safe count and filed in the filing cabinet.



- After verification, the bank deposit log is filled out with all the appropriate information, the deposit bag is sealed and the bag is secured in the safe.

Customer Consignment Log: Received by GardaWorld

From STP Location # 41

consignor, the following packages to be delivered to the respective consignees herein stated, it is agreed that these packages are to be distinctly and securely sealed by the consignor and that GardaWorld shall in no event be liable for any shortage by the consignor claimed in any such package delivered to it not so distinctly and securely sealed; also that in the case of the loss of any package GardaWorld shall not be liable for more than the value as herein stated of such package; and in no event for any amount in excess of the liability assumed in the service contract.

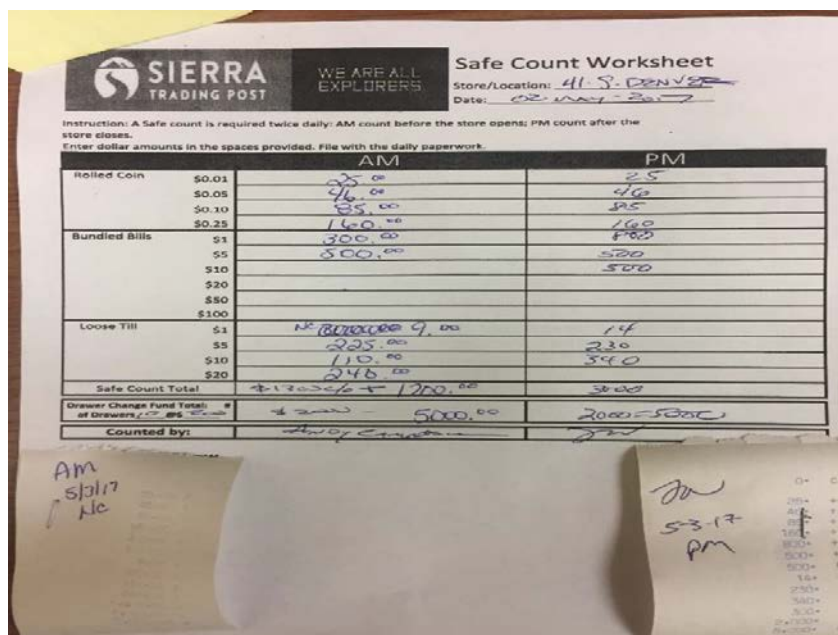
LINE	DATE	NUMBER OF BAGS	SEALED PACKAGES	BAG #	DESTINATION	RELEASED BY	SIGNATURE OF CUSTODIAN	ROUTE #	P/U TIME	P/D DATE
1	4/26/17	1	6 75 173	246155	U.S. BANK	[Signature]	[Signature]	7	10:00	4/28
2	4/27/17	1	4 3 7 1 8	246154	U.S. BANK	[Signature]	[Signature]	6	12:58	4/28
3	4/28/17	1	10 30 34	246153	U.S. BANK	[Signature]	[Signature]	4	10:00	4/29
4	4/29/17	1	1 1 4 3 1	246152	U.S. BANK	[Signature]	[Signature]	4	10:00	4/30
5	4/30/17	1	8 9 5 4 2	246151	U.S. BANK	[Signature]	[Signature]	4	10:00	5/1
6	5/1/17	1	1 3 0 0 0	246150	U.S. BANK	[Signature]	[Signature]	7	10:00	5/3
7	5/1/17	1	8 8 4 9 2	246149	U.S. BANK	[Signature]	[Signature]	7	10:00	5/3
8	5/2/17	1	2 8 7 9 7	246148	U.S. BANK	[Signature]	[Signature]	7	10:00	5/3
9	5/3/17	1	5 8 8 1 4	246147	U.S. BANK	[Signature]	[Signature]	7	10:00	5/3
10	1/1	1								
11	1/1	1								
12	1/1	1								
13	1/1	1								
14	1/1	1								
15	1/1	1								
16	1/1	1								
17	1/1	1								
18	1/1	1								
19	1/1	1								
20	1/1	1								

Page ____ of ____

GARDAWORLD

Verifying and Completing Deposit (cont.)

- Verifying Manager then completes the safe count and enters safe totals into the safe count sheet.



SIERRA TRADING POST WE ARE ALL EXPLORERS

Safe Count Worksheet
 Store/Location: 41 S. DENVER
 Date: 02 MAY 2017

Instruction: A Safe count is required twice daily: AM count before the store opens; PM count after the store closes.
 Enter dollar amounts in the spaces provided. File with the daily paperwork.

	AM	PM
Rolled Coin		
\$0.01	2.00	2.5
\$0.05	46.00	46
\$0.10	85.00	85
\$0.25	160.00	160
Bundled Bills		
\$1	300.00	300
\$5	500.00	500
\$10		500
\$20		
\$50		
\$100		
Loose Till		
\$1	N 8000.00 9.00	14
\$5	225.00	230
\$10	110.00	340
\$20	248.00	
Safe Count Total	\$1,200.00	3000
Drawer Change Fund Total	\$200.00	2000-5000
Counted by:	<i>[Signature]</i>	<i>[Signature]</i>

AM 5/3/17
 PM 5/3/17

Closing Process

- Register tills are pulled and brought to the Cash Office every night after the store is closed and customer free. Tills are to be brought by a Manager or an approved Coordinator.
- If tills are brought back before this time then an escort MUST be used.
- Receipts for TJX Rewards Card Applications are to be kept separate from the other receipts, collected in an envelope and sent via U.S. Mail to TJX corporate office weekly.
- No one other than members of management and approved Coordinators are allowed access to the Cash Office.
- Before placing tills in the safe, balance each till back to \$200 using the Cashmaster machine. Include a calculator receipt in each till with date verified along with initials of person doing the verification of that till. The tills are put in the safe and a nightly safe count is performed and recorded on the appropriate safe count form.
- The register receipts are to be bundled together, placed in a manila envelope (6x9), labeled with the current date, and placed in chronological order in a storage box.
- The safe is then shut and locked for the evening.

General Processes

- Overages/shortages need to be entered into the G drive in the daily deposit file.
- Any overage or shortage over \$10 needs to be emailed to the Loss Prevention Department on the same day.
- Safe counts are filed in the filing cabinet by month and at the end of each month, these are placed in a labeled manila envelope (9x12) and stored with the receipts for that month.
- Receipts and safe counts are boxed together by month and kept for 6 months, when they are shredded and disposed of.
- To re-order deposit slips and bags, notify Accounting Department.
- Petty Cash Transactions need to be logged on the Daily register reconciliation.
- Petty Cash receipts need to be filed within the daily paperwork on the day they were complete.

Change orders need to be entered into the Daily Deposit file on the G drive once completed.