

Standard Operating Procedures Manual

KELLY PAPER OPERATIONS

Register Close and Bank Deposit Procedures

Kelly Paper
A Division of PaperlinX, Limited
288 Brea Canyon Road
City of Industry, CA 91789
Phone 909.859.8200 • www.kellypaper.com

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Section
1

Overview

When closing the terminal(s) (cash register(s)), the following steps must be completed:

- Step 1. Run POS Audit Report by terminal; one for each terminal (cash register)
- Step 2. Verify that the Drop was done for today
- Step 3. Scan all invoices in to the max recall server using your multi-function printer
- Step 4. Close the Terminal
- Step 4. Confirm the Terminal
- Step 5. Repeat steps 1 through 5 for each Terminal
- Step 6. Close the Store (all cash registers)
- Step 7. Do Bank Deposit
- Step 8. Verify the close report and bank deposit match
- Step 9. Verify and Match Refunds

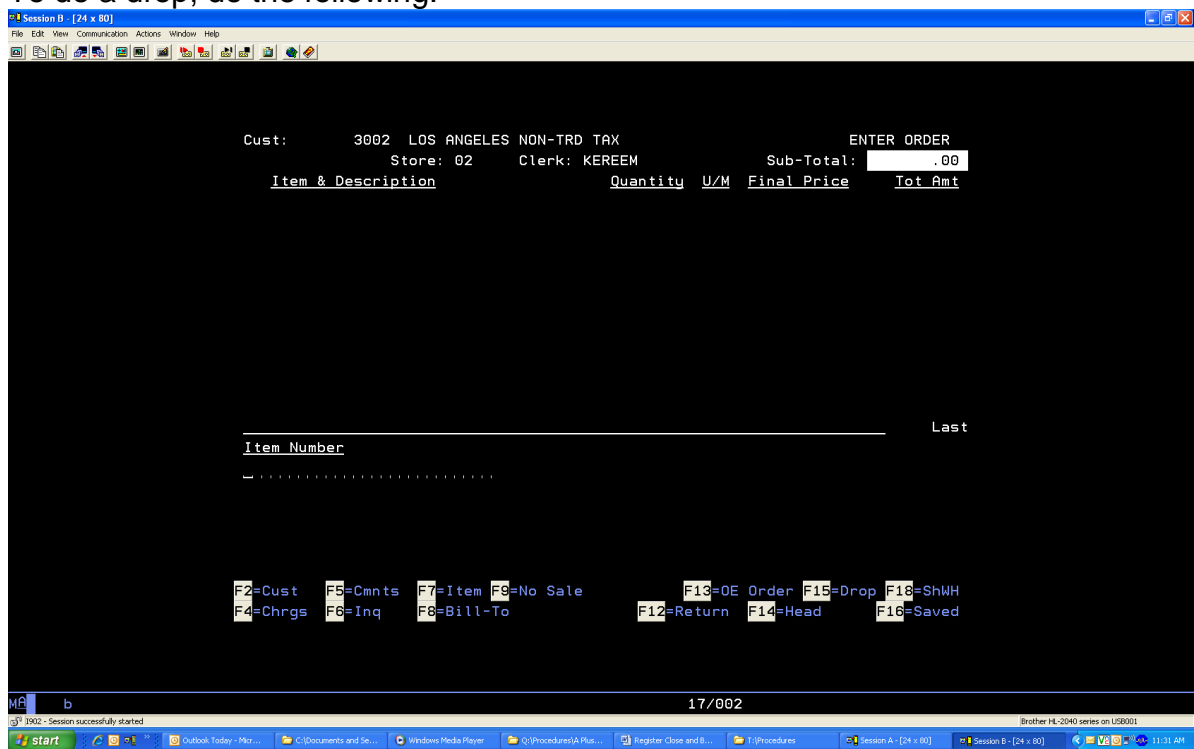
Section
2

Drops

If you receive change from an armored car, you must immediately put the money in the terminal and do a “drop” for the terminal (make sure to count the money before doing the drop). The drop should be done in the same terminal every time, this will help you to know if the drop was done or not before closing the terminal. Once the drop is done you can then make change in the other terminals.

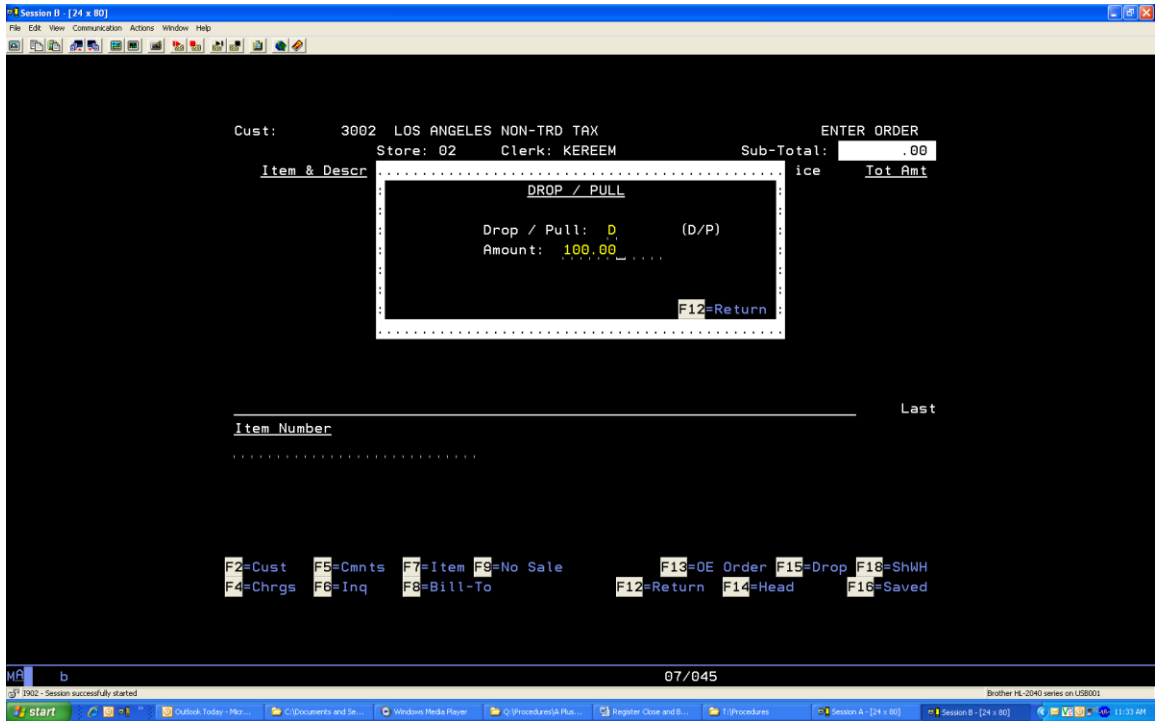
Note: Any discrepancy in count from bank must be reported to management and accounting immediately. *Refer to [asset management policy](#)

To do a drop, do the following:



From the POS entry screen, do the following:
F-15

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the drop pull screen, do the following:

Drop / Pull: **D** (Change the P to a D)

Amount: Enter the **dollar amount** you received and are going to put in this terminal

[Enter]

Put the money in the drawer / terminal you did the drop for

Section
3

Scanning Invoices into Max Recall

Scan all barcoded invoices in to the max recall server using your multi-function printer

Scanning **“ALL BARCODED”** invoices:

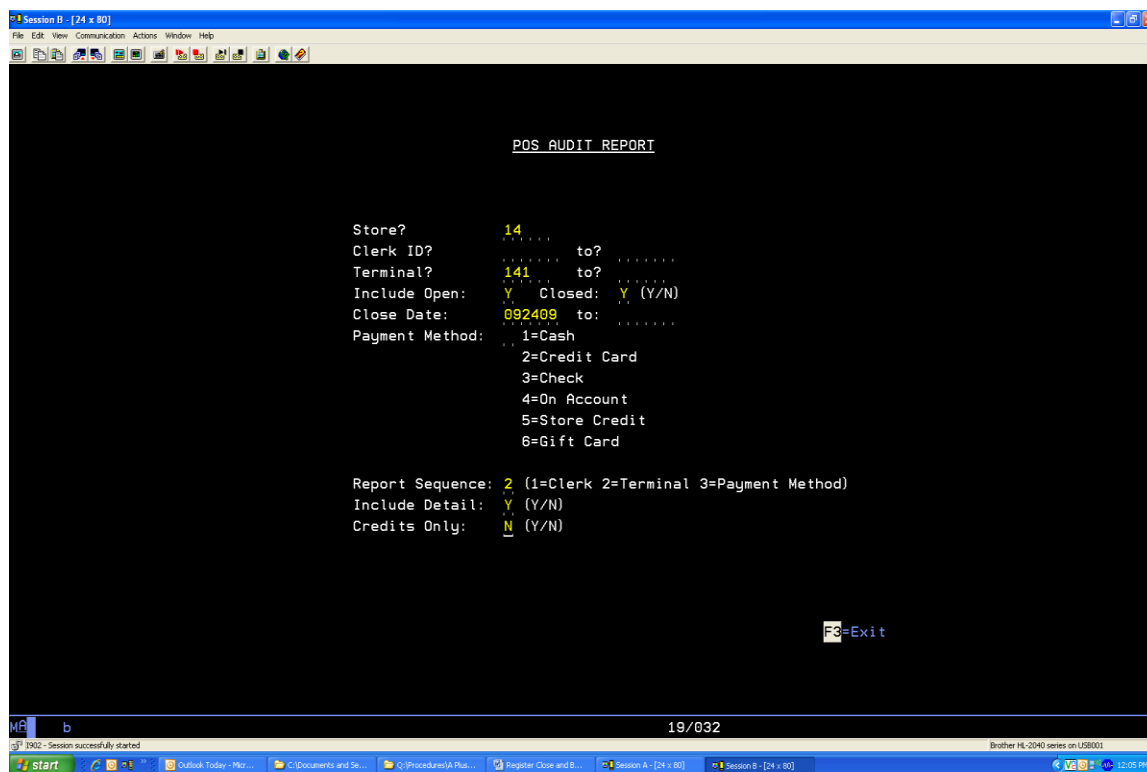


Place document to be scanned face up, with customer address information going in first, on your scanner.

1. Press the scan button.
2. Press the left button under the window.
3. Press your first preset speed dial button noted as “ABC” on the left side of your machine.
4. Push [Start](#).

The document will scan and will be stored for later retrieval from the Max Recall system.

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the POS audit report menu, do the following:

- Store? **Your Two-digit store number**
- Clerk ID? **Leave Blank**
- Terminal? **Enter the terminal number you're closing**
- Include Open: **Y** Include Closed: **Y**
- Close Date: **Date your closing**
- Payment Method: **Leave Blank**
- Report Sequence: **2**
- Include Detail: **Y**
- Credits Only: **N**

[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the Report Options Screen, do the following:

Verify the correct output queue

[Enter]

Note: Screen will go blank until report prints; this will take several minutes before the report starts printing

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

PS302 09/24/09 12.09.38

POS AUDIT REPORT BY TERMINAL

M4/KEHELJ PAGE 1

Store: 02 All Clerks

Terminal Fr: 00023 Include Open: N Close Date Fr: 09/23/09 Payment Method: ALL METHODS

To: 00023 Include Closed: Y To: 09/23/09 Include Detail: Y Credits Only: N
 Close Date Payment Method Payment Amount Count

TERMINAL: 23 Register 3

DRAWER: 3

POS Order	Order No	Customer No	Customer Name	Entry Date	Payment Amount	Payment Method
Drops/Pulls					100.00	
Quick Pay		824410	G AND C PRINTING	09/23/09	253.47	Check
Quick Pay		801847	UNIVERSAL REPROGRAPHICS	09/23/09	.00	Cash
2401327	VY0A3/00	6701	AUTOMATION PRINTING	09/23/09	133.10	On Account
2401337	VY0D8/00	801502	MOON OFFSET	09/23/09	710.98	On Account
2401363	VY0H3/00	801446	L A GRAFIX LLC	09/23/09	154.44	On Account
2401409	VY0X1/00	801446	L A GRAFIX LLC	09/23/09	99.90	On Account
2401427	VY0L6/00	36670950	FS GRAPHICS	09/23/09	151.77	Check
2401455	VY0M2/00	801461	LIBERTY PAPER & PRINTING	09/23/09	302.50	On Account
2401483	VY0P5/00	801461	LIBERTY PAPER & PRINTING	09/23/09	51.58	On Account
2401498	VY0R3/00	801523	NICE PRINTING	09/23/09	182.80	On Account
2401513	VY0R8/00	3002	LOS ANGELES NON-TRD TAX	09/23/09	16.79	Cash
2401529	VY0U4/00	3002	LOS ANGELES NON-TRD TAX	09/23/09	26.11	Cash
2401551	VY0W8/00	801446	L A GRAFIX LLC	09/23/09	210.84	On Account
2401797	VY1D1/00	801572	GRAPHICS & BEYOND	09/23/09	201.24	On Account
2401864	VY1P4/00	3002	LOS ANGELES NON-TRD TAX	09/23/09	4.73	Cash
2402123	VY170/00	801557	MARKEY PRINTING & GRAPHI	09/23/09	17.54	On Account
2402157	VY2B8/00	824410	G AND C PRINTING	09/23/09	286.41	On Account
2402285	VY2L2/00	801847	UNIVERSAL REPROGRAPHICS	09/23/09	11.25	On Account
2402451	VY2Z9/00	26291810	BEAUTIFUL PEOPLE	09/23/09	30.91	Check
2402516	VY260/00	27466551	ACRO PRESS	09/23/09	125.64	Cash
2402595	VY279/00	27466551	ACRO PRESS	09/23/09	19.16	Cash
2402710	VY3L7/00	26288194	MODERNAGE PHOTO SERVICE	09/23/09	159.50	Credit Card
2402885	VY3Y3/00	801847	UNIVERSAL REPROGRAPHICS	09/23/09	65.40	On Account
2403099	VY4F3/00	27487507	VALLADOLID PRINTING	09/23/09	29.53	Cash
2403583	VY5K2/00	1002	LOS ANGELES TRADE TAX	09/23/09	27.31	Cash
2403882	VY6A0/00	32694581	SOURCE GRAPHICS	09/23/09	152.77	Check
2403939	VY6B0/00	3002	LOS ANGELES NON-TRD TAX	09/23/09	10.73	Credit Card
2404074	VY6L6/00	801605	PALMER ADDRESSING/MAILN	09/23/09	21.02	On Account
2404765	VY782/00	32498032	EMILIO A MENDEZ	09/23/09	33.71	Cash
2404844	VY8E6/00	920017	REBORN PRINT DBA KSK PRINTING	09/23/09	65.26	Cash
2404878	VY8G9/00	38871781	IMPRENTA FACIL	09/23/09	9.40	Cash
2405042	VY825/00	3002	LOS ANGELES NON-TRD TAX	09/23/09	30.64	Cash
2405055	VY833/00	3002	LOS ANGELES NON-TRD TAX	09/23/09	1.65	Cash
		09/23/09	1-CASH		480.47	13
		09/23/09	2-CREDIT CARD		170.23	2
		09/23/09	3-CHECK		588.92	4
		09/23/09	4-ON ACCOUNT		2,117.62	14
		09/23/09	5-STORE CREDIT REDEEMED		.00	0
		09/23/09	5-STORE CREDIT ISSUED		.00	0
		09/23/09	6-GIFT CARD REDEEMED		.00	0
		09/23/09	6-GIFT CARD ISSUED		.00	0
TOTAL TERMINAL		23 DRAWER 3	09/23/09:		3,357.24	33
TOTAL TERMINAL		23	09/23/09:		3,357.24	33



Point of Sale Errors

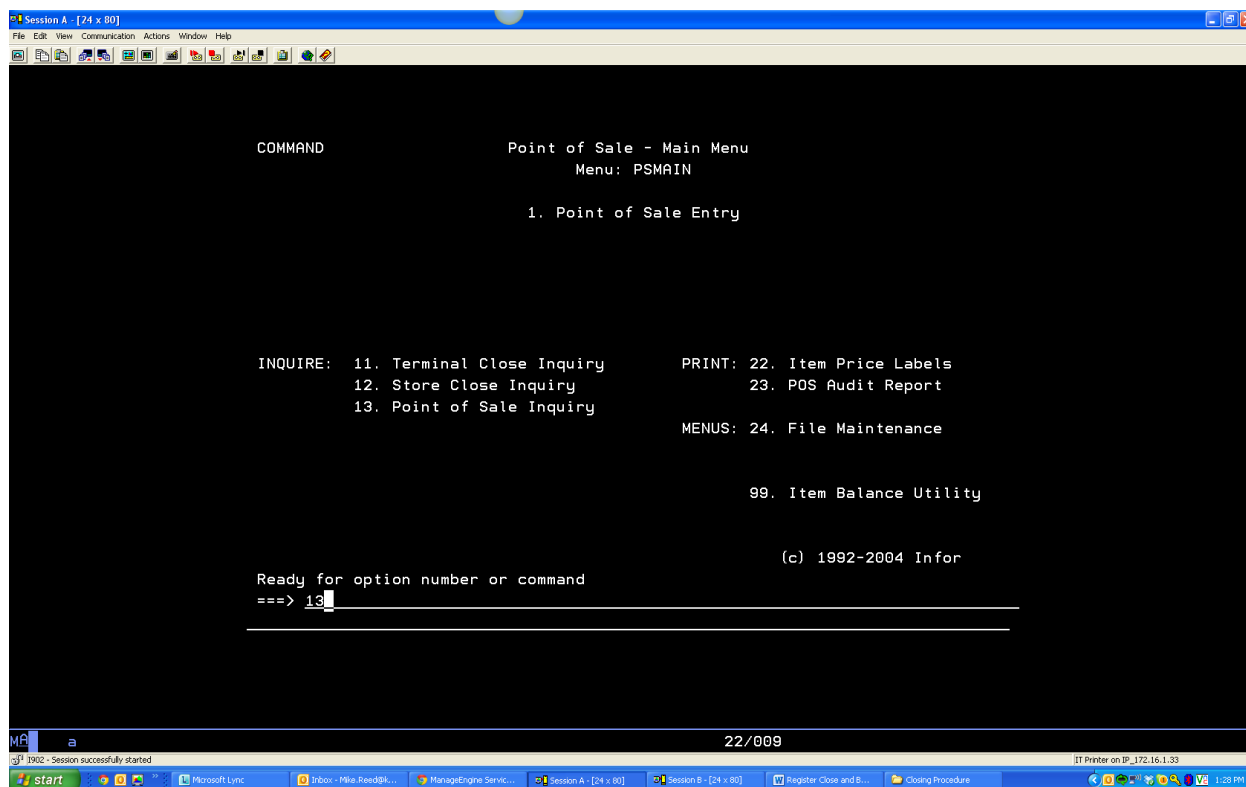
CHECKING FOR POS ERRORS

POS errors occur randomly due to availability of bandwidth, incorrect item set-up, when a clerk enters a payment miss-match, etc.

POS errors must be cleared before the terminal and store are closed.

To Check for Errors, do the following:

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the POS main screen, do the following:

13
[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the POS inquiry selection screen, do the following:

Store? **Key your two-digit Store Number**

Include Open: **N**

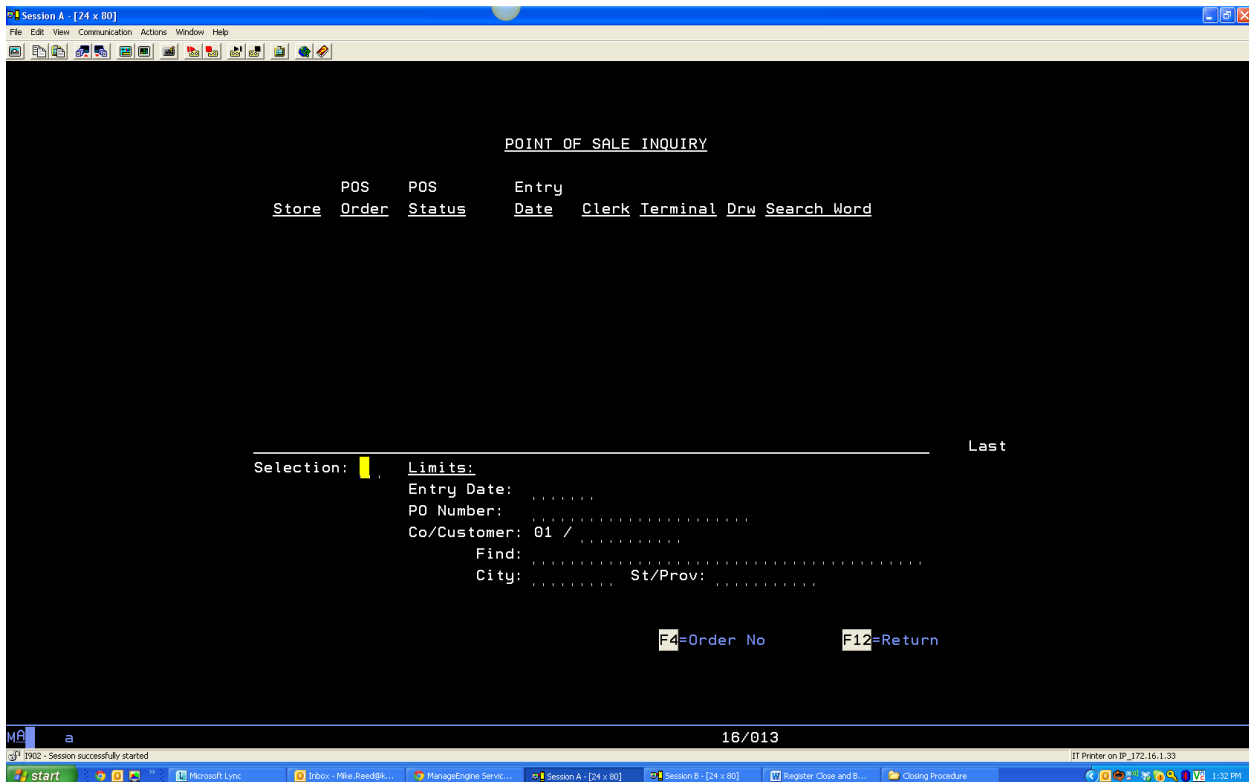
Closed: **N**

Saved: **N**

Error: **Y**

[Enter]

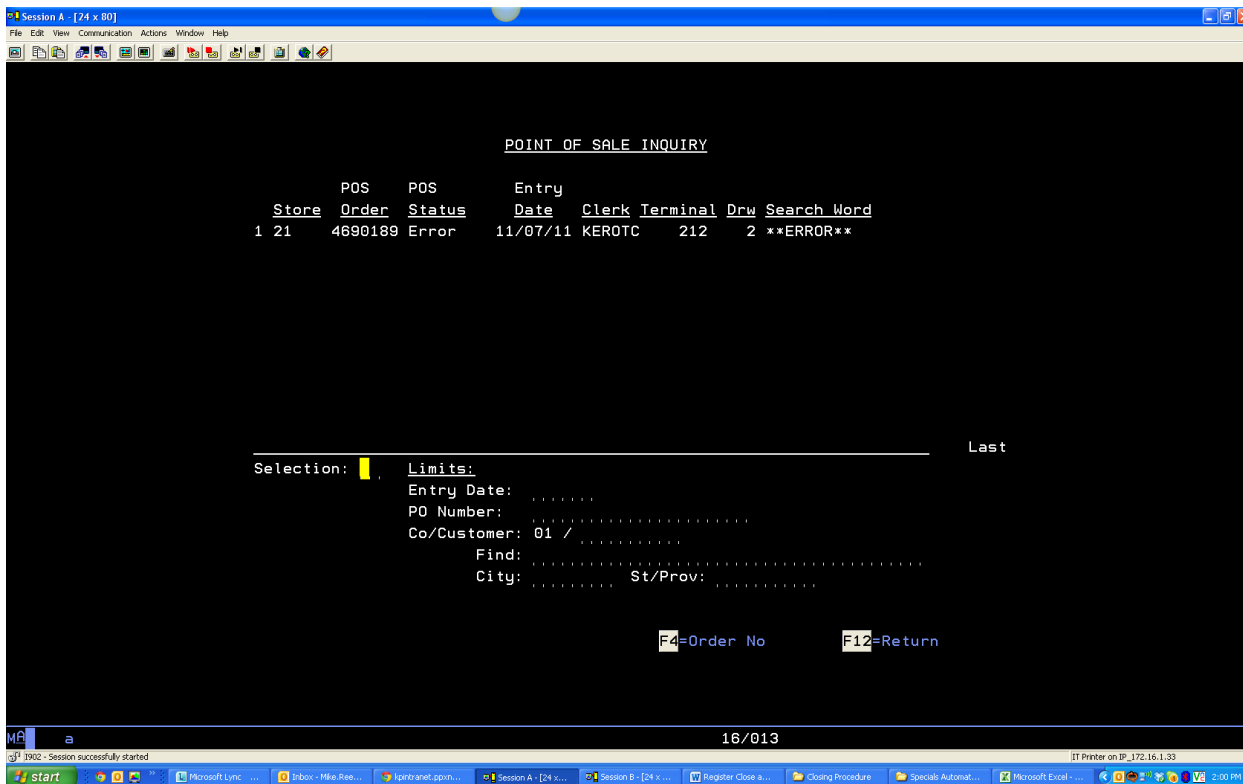
REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the POS inquiry screen, do the following:

If you do not see any errors on the Point of Sale Inquiry Screen you are good and move on to section 5

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the POS inquiry screen, do the following:

If you find an error you will need to recall the transaction in Point of Sale and fix the error or cancel the transaction. Go to the next page fixing POS errors.

FIXING POS ERRORS

To fix the error you found, do the following:

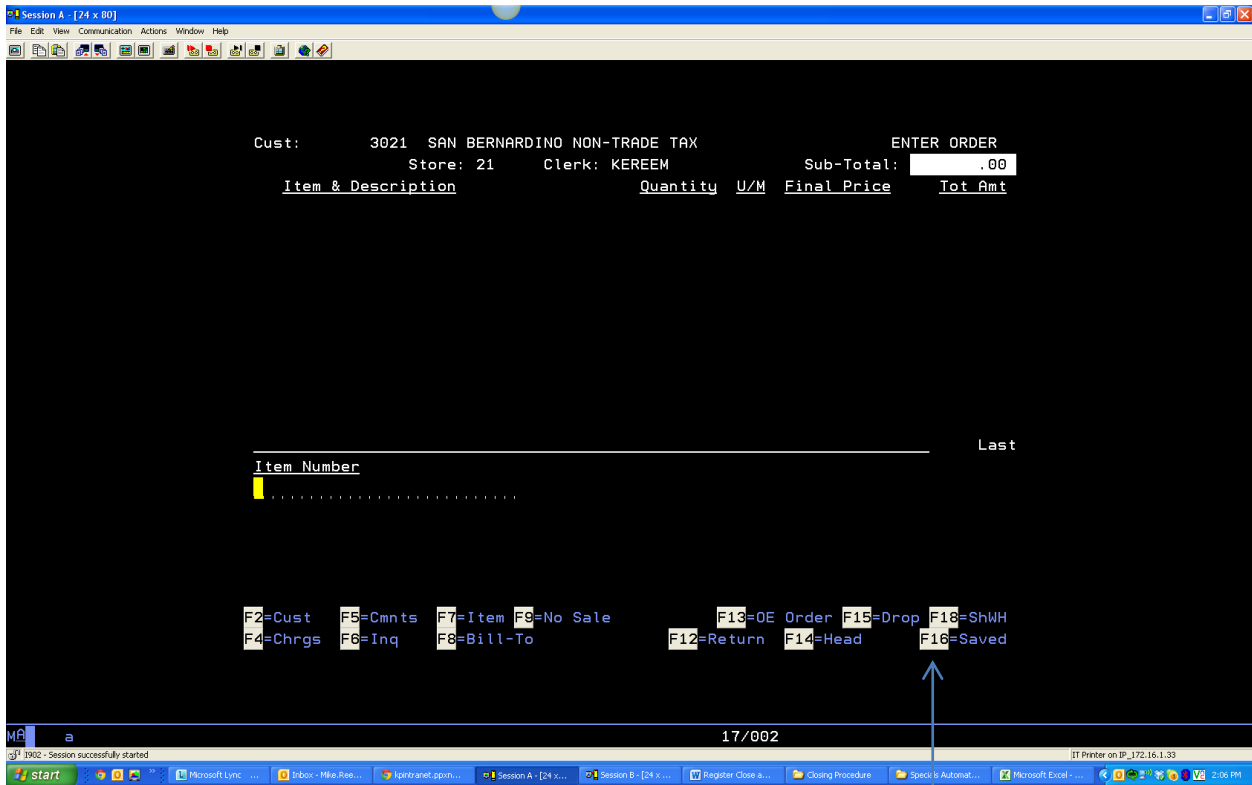


From the POS Sign On Screen, do the following:

- Function: **0**
- Clerk ID? **Enter your clerk ID**
- Password: **Enter your Password**
- Terminal? **Enter the Terminal Number**
- Drawer? **Enter the Drawer Number**
- Store? **Enter Your Two-digit Store Number**

[Enter]

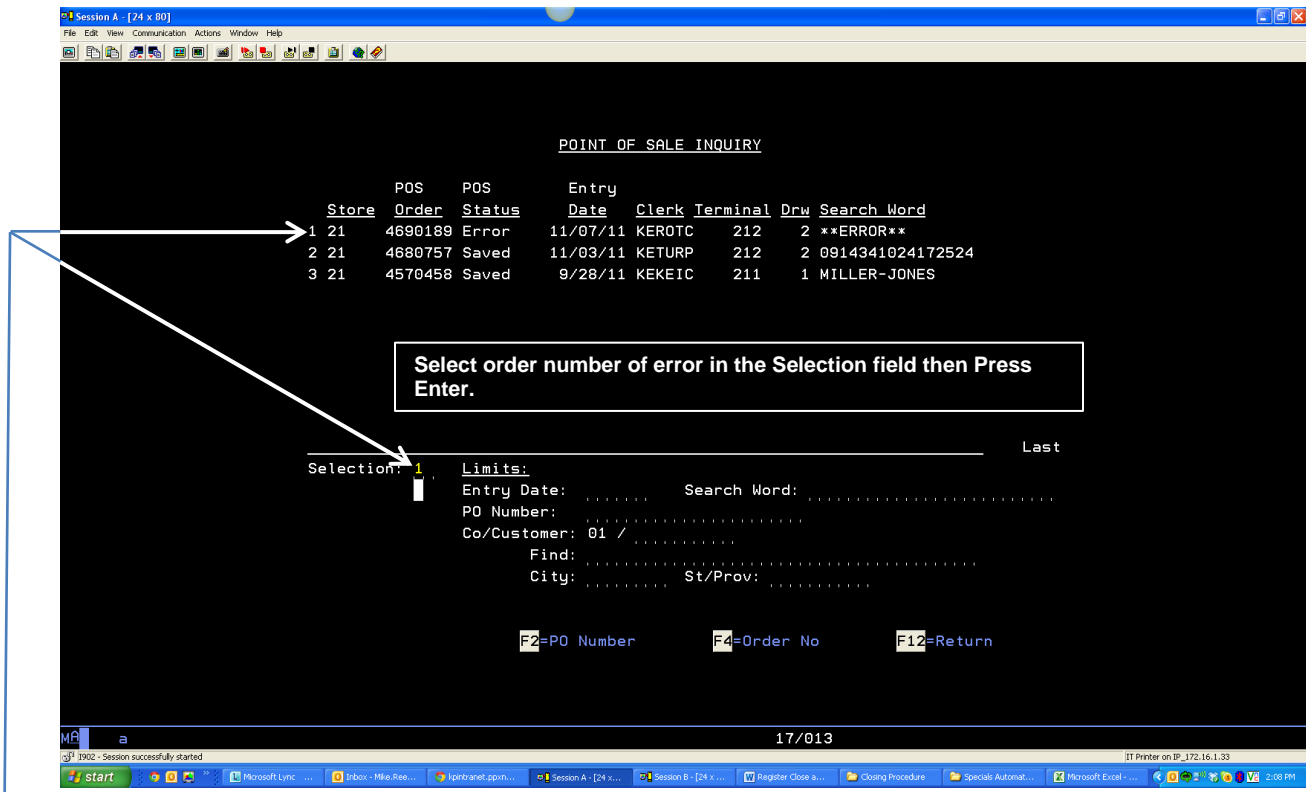
REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the POS enter order Screen, do the following:

F16

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

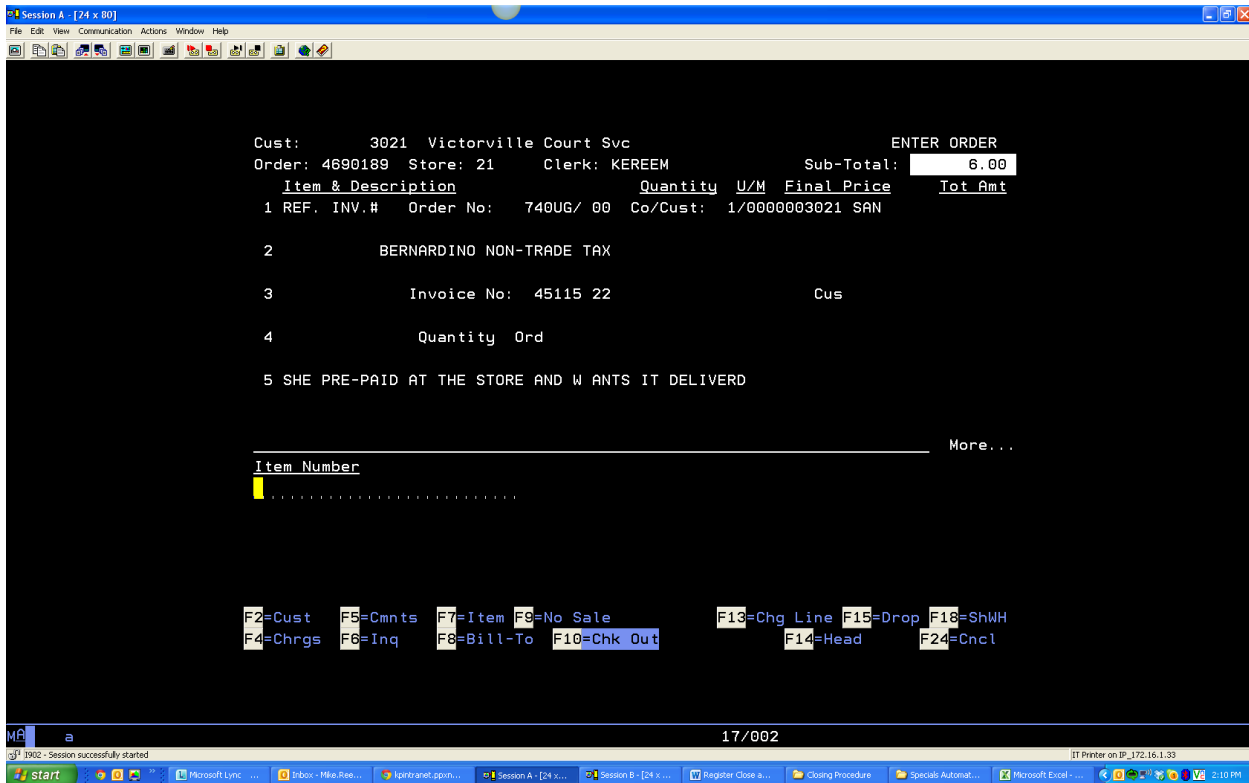


From the POS Inquiry Screen in POS, do the following:

Recall the order that is in error status by selecting it from the Point of Sale Inquiry screen.

Selection: **Enter number next to Error**

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



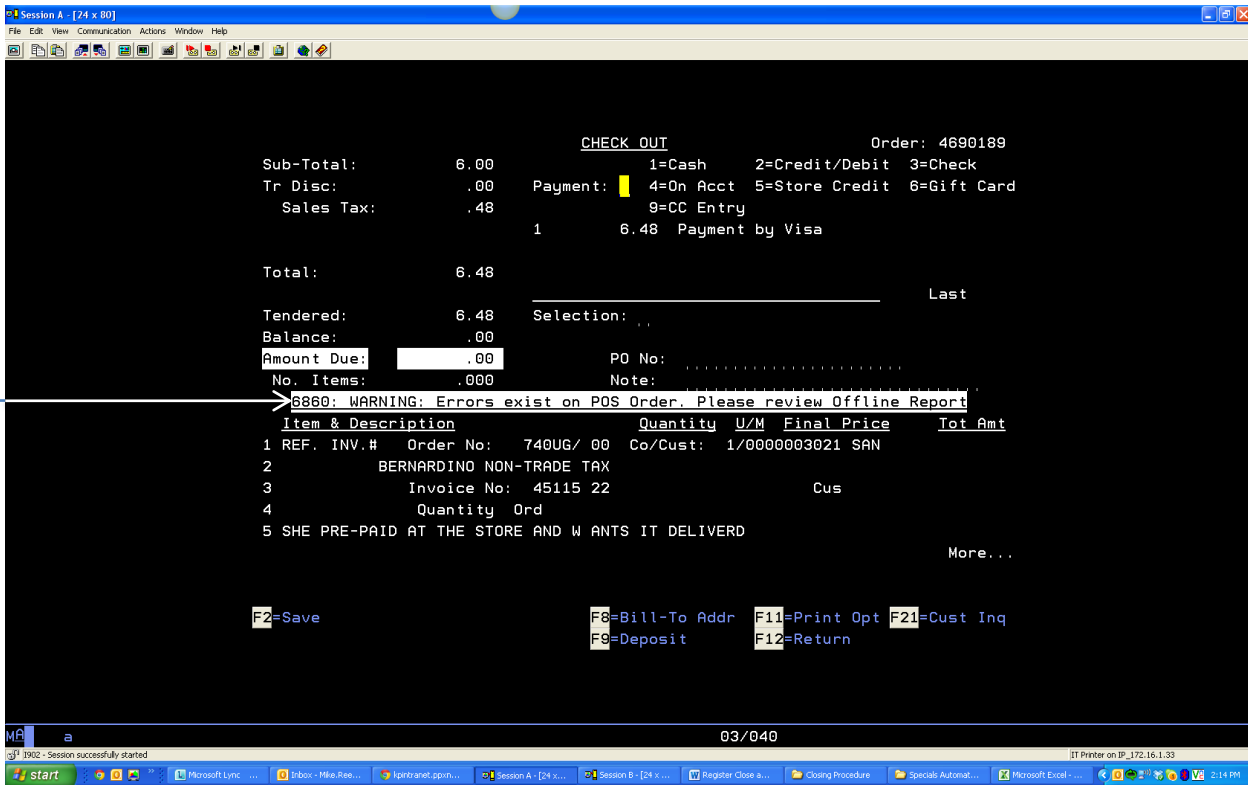
From the POS enter order Screen, do the following:

The order has been recalled.

If order is not valid, do the following:
F24 twice and you are done

If this is a valid transaction, do the following:
F10 to complete the sale and go to next page

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the POS check out Screen, do the following:

If you see this message, you cannot enter the payment. Call or send email to the IT Help Desk.

If you do not see the following message, go to next page and enter payment

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the POS check out Screen, do the following:

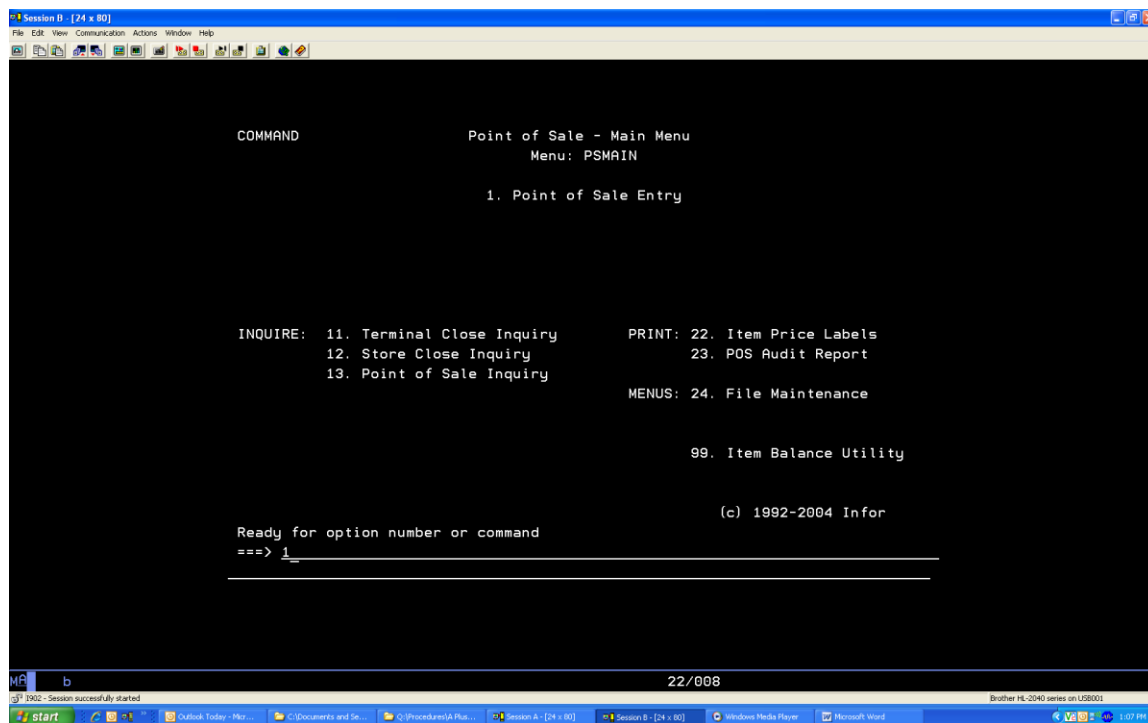
Complete the transaction by keying payment information and then tendering the sale

Once all errors have been corrected or deleted you can go on to close the terminal

Section
6

Terminal Close

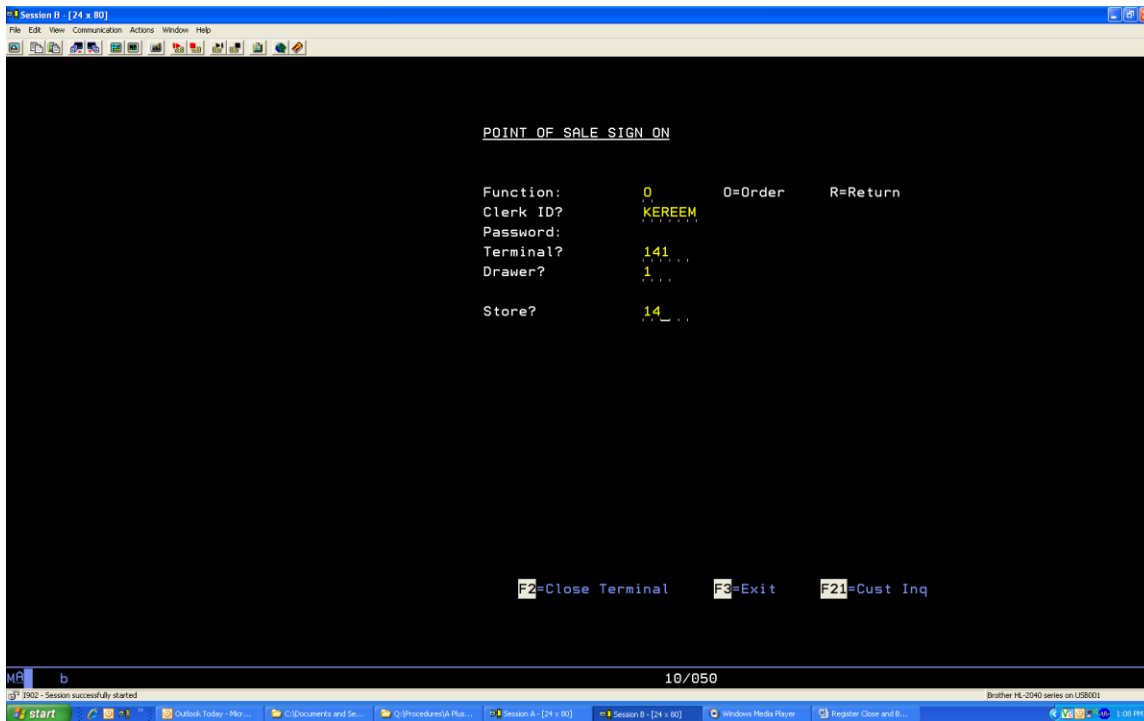
To close a terminal, do the following:



From the POS main menu, do the following:

- 1
[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the POS sign on Screen, do the following:

- Function: **0**
- Clerk ID? **Enter your clerk ID**
- Password: **Enter your Password**
- Terminal? **Enter the Terminal Number you're Closing**
- Drawer? **Enter the Drawer Number you're Closing**
- Store? **Enter Your Two-digit Store Number**

F-2

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the terminal close confirmation screen, do the following:

F-10

Note: you can also enter F-5 to reprint a terminal close confirmation form; only if you have already closed the terminal

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the terminal closing screen, do the following:

[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

Count the cash from your terminal and **enter the count for each denomination** onto your form. **Separate cash and coin** and confirm against amount in the deposit total field. Put startup money (default cash) into your cash box or bag and place in safe.

01-Kelly Paper		TERMINAL CLOSE REPORT	
Date: 0/00/00	Time: 14:33:16	Hundreds:	<u>0</u>
Store: 38	SANTA FE SPRINGS	Fifties:	<u>0</u>
Terminal: 381	Drawer: 1	Twenties:	<u>340-</u>
Clerk: Mike Reed		Tens:	<u>0</u>
		Fives:	<u>60-</u>
		Twos:	<u>0</u>
		Ones:	<u>79-</u>
		Coin:	<u>15.25</u>
Drops: <u>1</u>		Subtotal:	<u>494.25</u>
Pulls: <u>0</u>		Default Cash:	- 150.00
		Total Cash:	344.25
# of Checks: _____	Checks: _____	Total Deposit:	=====
# of Credit Cards: _____	Credit Card: _____		=====
# of On Account: _____	On Account: _____		
# of Gift Cards: _____	Gift Card: _____		
# of Store Credit: _____	Store Credit: _____	Subtotal:	=====
		Total Sales:	=====
# of No Sales: _____			=====
# of Drops/Pulls: _____			=====
COMMENTS: _____			

Signature: _____			

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

Enter **number of checks** in the space provided on the form. Use adding machine, run **check totals** and enter onto the form in the appropriate space. **Add cash and check totals**, then enter total deposit into the total deposit field.

01-Kelly Paper		TERMINAL CLOSE REPORT	
Date: 0/00/00	Time: 14:33:16	Hundreds:	<u>0</u>
Store: 38	SANTA FE SPRINGS	Fifties:	<u>0</u>
Terminal: 361	Drawer: 1	Twenties:	<u>340-</u>
Clerk: Mike Reed		Tens:	<u>0</u>
		Fives:	<u>60-</u>
		Twos:	<u>0</u>
		Ones:	<u>79-</u>
Drops:	<u>1</u>	Coin:	<u>15.25</u>
Pulls:	<u>0</u>	Subtotal:	<u>494.25</u>
			=====
		Default Cash:	- 150.00
		Total Cash:	<u>344.25</u>
			=====
# of Checks:	<u>5</u>	Checks:	<u>2,735.60</u>
		Total Deposit:	<u>3,079.85</u>
			=====
# of Credit Cards:	_____	Credit Card:	_____
# of On Account:	_____	On Account:	_____
# of Gift Cards:	_____	Gift Card:	_____
# of Store Credit:	_____	Store Credit:	_____
		Subtotal:	=====
# of No Sales:	_____	Total Sales:	=====
# of Drops/Pulls:	_____		=====
COMMENTS:	_____		

Signature:	_____		

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

Enter transaction count and sales totals for; credit cards, on account, gift cards and store credits in the spaces provided. Enter the sales transactions and pulls in the spaces provided. Enter totals for cash, credit cards, on account, gift cards and store credits in the total sales field.

01-Kelly Paper		TERMINAL CLOSE REPORT	
Date: 0/00/00	Time: 14:33:16	Hundreds:	<u>0</u>
Store: 38	SANTA FE SPRINGS	Fifties:	<u>0</u>
Terminal: 381	Drawer: 1	Twenties:	<u>340-</u>
Clerk: Mike Reed		Tens:	<u>0</u>
		Fives:	<u>60-</u>
		Twos:	<u>0</u>
		Ones:	<u>79-</u>
Drops:	<u>1</u>	Coin:	<u>15.25</u>
Pulls:	<u>0</u>	Subtotal:	<u>494.25</u>
		Default Cash:	- 150.00
		Total Cash:	<u>344.25</u>
# of Checks:	<u>5</u>	Checks:	<u>2,735.60</u>
		Total Deposit:	<u>3,079.85</u>

# of Credit Cards:	<u>9</u>	Credit Card:	<u>967.70</u>
# of On Account:	<u>29</u>	On Account:	<u>7560.15</u>
# of Gift Cards:	<u>0</u>	Gift Card:	<u>0</u>
# of Store Credit:	<u>0</u>	Store Credit:	<u>0</u>
		Subtotal:	<u>8527.85</u>

# of No Sales:	<u>55</u>	Total Sales:	<u>11607.70</u>
# of Drops/Pulls:	<u>1</u>		

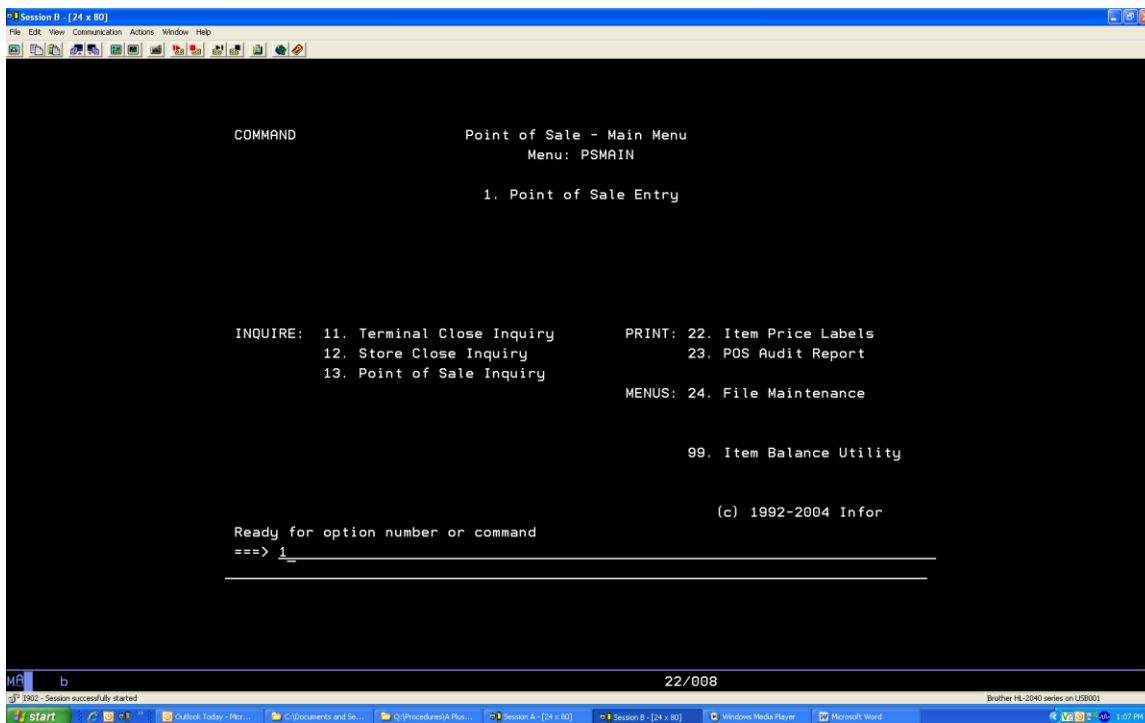
COMMENTS: _____

Signature: _____

Section
7

Terminal Confirmation

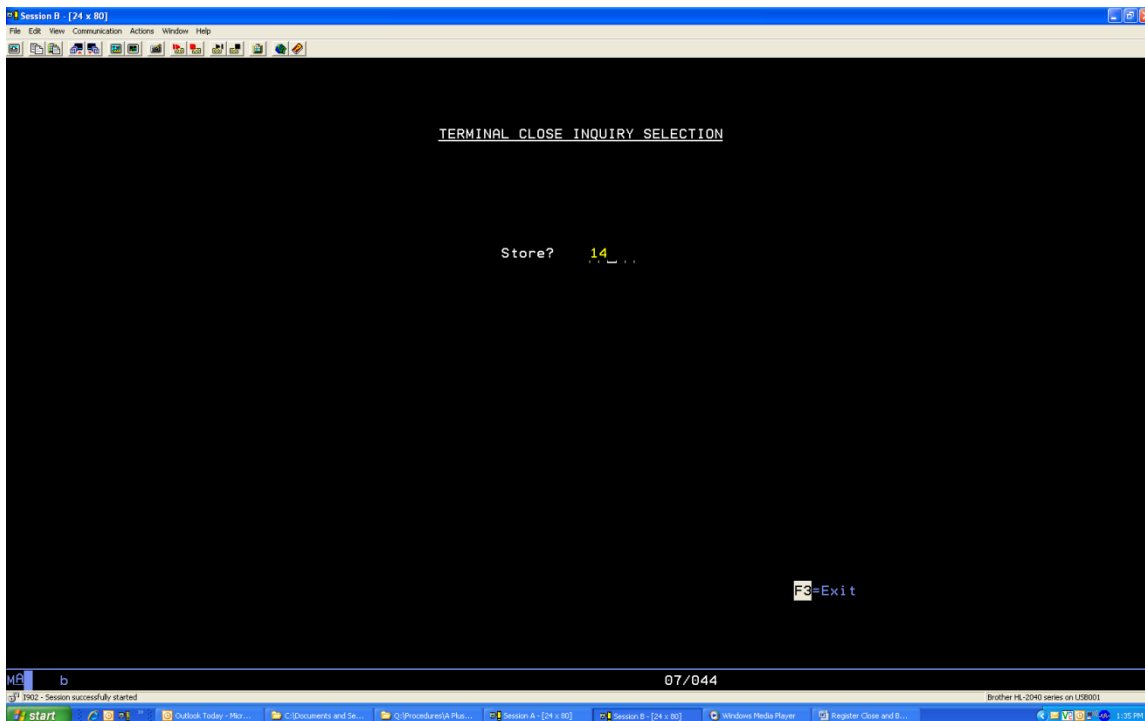
To confirm a terminal, do the following:



From the POS main menu, do the following:

11
[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

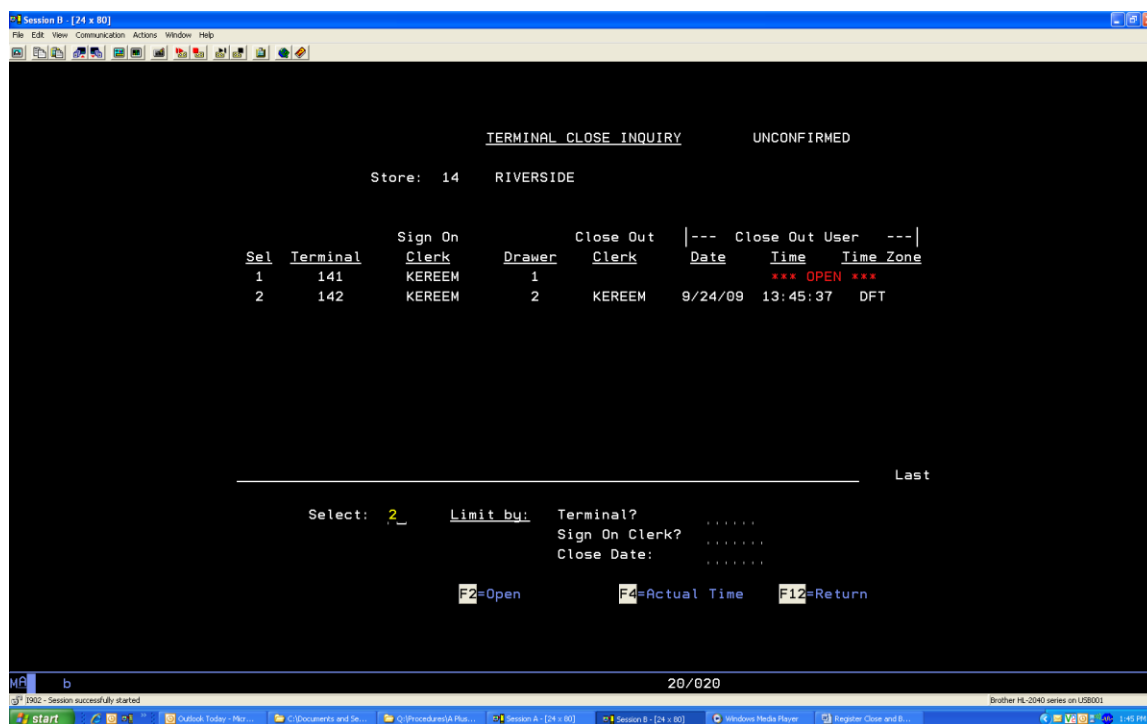


From the terminal close inquiry selection screen, do the following:

Enter your Two-digit Store Number

[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

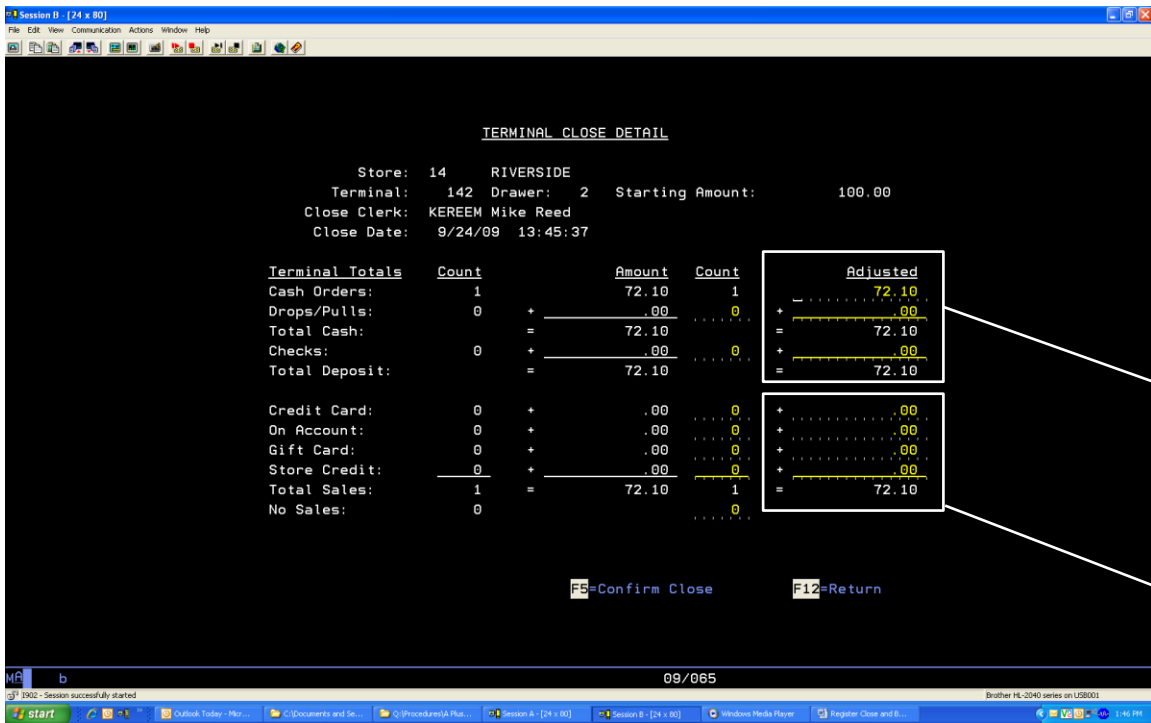


From the terminal close inquiry screen, do the following:

Select: Enter the **Sel number** next to the terminal you're confirming
[Enter]

Note: You cannot confirm an open terminal.

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



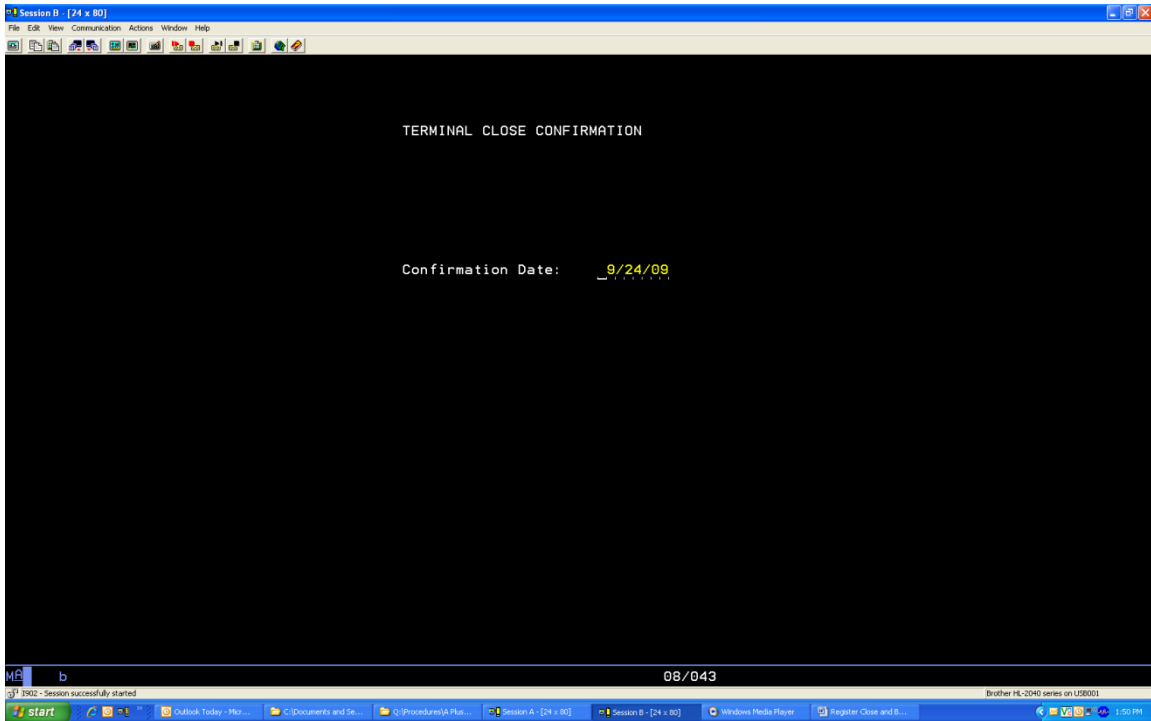
From the terminal close detail screen, do the following:

**Enter the numbers from your close form in the Adjusted Column (yellow Fields)
 F-5 Twice**

These numbers should equal your deposit

These numbers should match the Terminal Close Report.

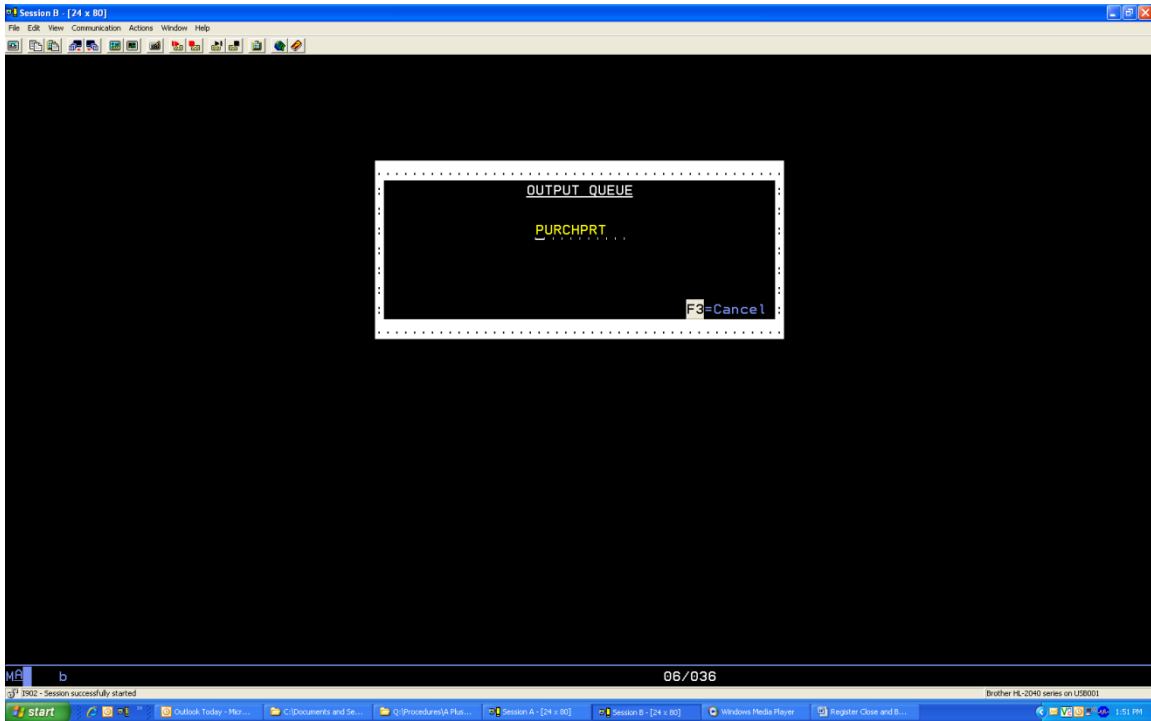
REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the terminal close confirmation screen, do the following:

[Enter]

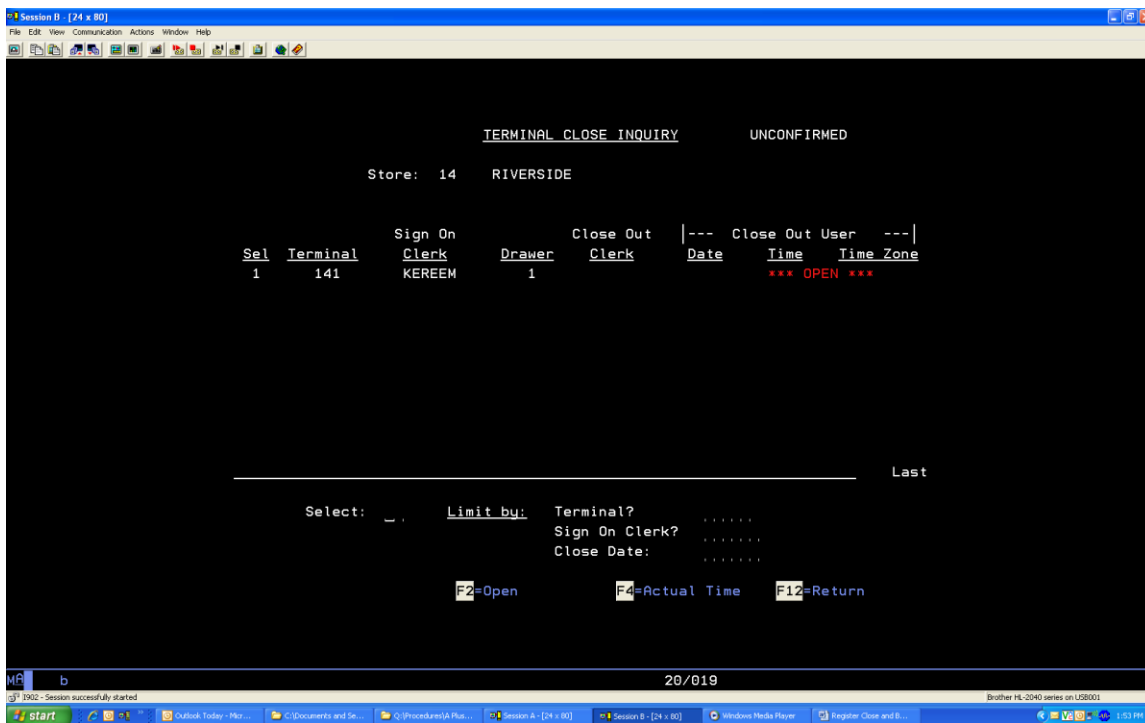
REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the output queue screen, do the following:

Verify the Output Queue is correct
[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



You now will not see the terminal you closed on the terminal close inquiry screen.

Repeat Section 3, 4 and 5 for each terminal (register).

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

PS220 10/02/09 17.22.51

TERMINAL CLOSE REPORT

CV/KELEYT

PAGE 1

Store: 15 UPLAND
 Terminal: 151 Drawer: 1
 Close Clerk: XEDUBC Carolina Dube
 Close Date: 10/02/09 17:11:36

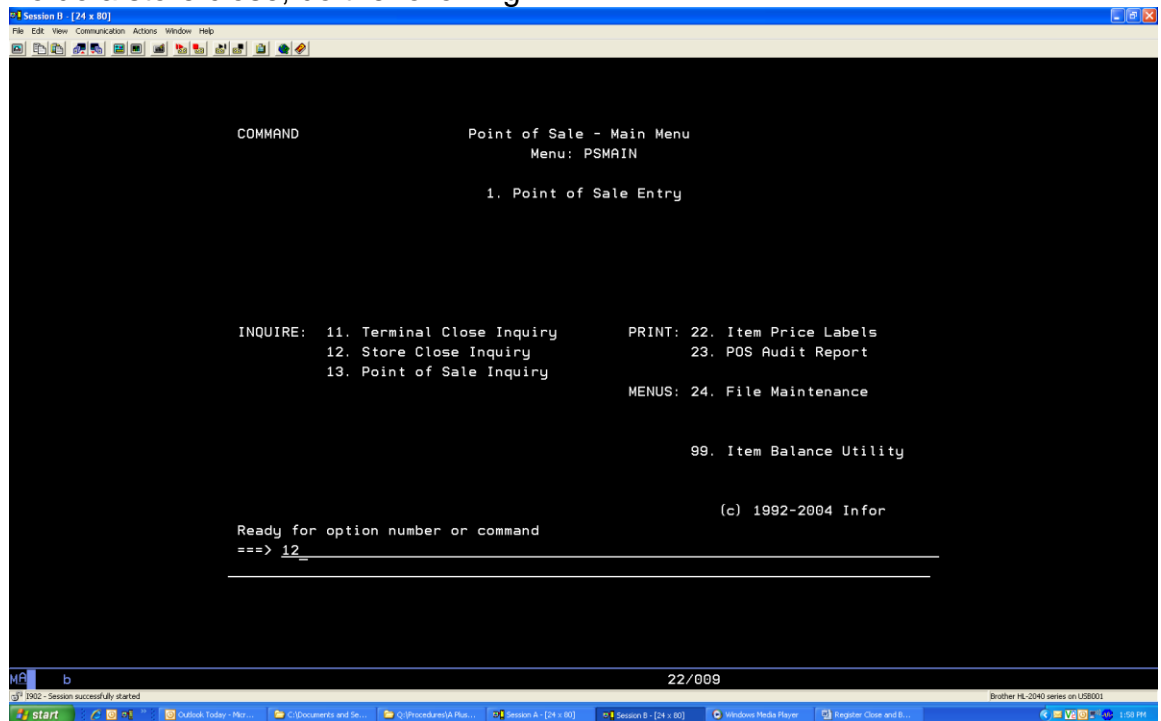
	----- System -----		----- Adjusted -----	
	Count	Amount	Count	Amount
Cash Orders:	6	138.45	6	138.45
Drops/Pulls:		.00		.00
Total Cash:		138.45		138.45
Checks:	9	1,946.14	9	1,946.14
Total Deposit:		2,084.59		2,084.59
Credit Card Rcpts:	14	2,148.77	14	2,148.77
On Account:	26	3,237.11	26	3,237.11
Gift Cards:		.00		.00
Store Credits:		.00		.00
Total Sales:	55	7,470.47	55	7,470.47
No Sales:				
Adjustments:		.00		

Section
8

Store Close

Once all terminals have been closed and confirmed, you will do a store close. Once you finish doing the store close, you will get a printout with totals. You will use this report to verify your bank deposit matches the store close.

To do a store close, do the following:



From the POS main menu, do the following:
12
[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

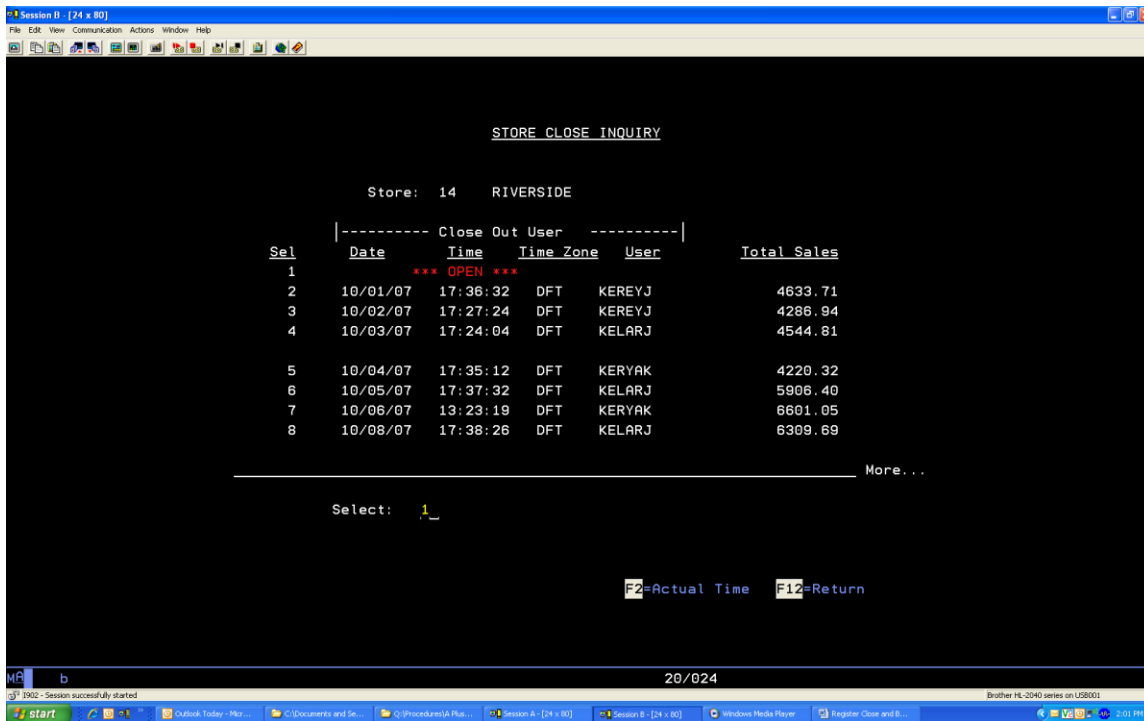


From the store close inquiry screen, do the following:

Store? **Enter your two-digit store number**
Close Date: **Leave Blank**

[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

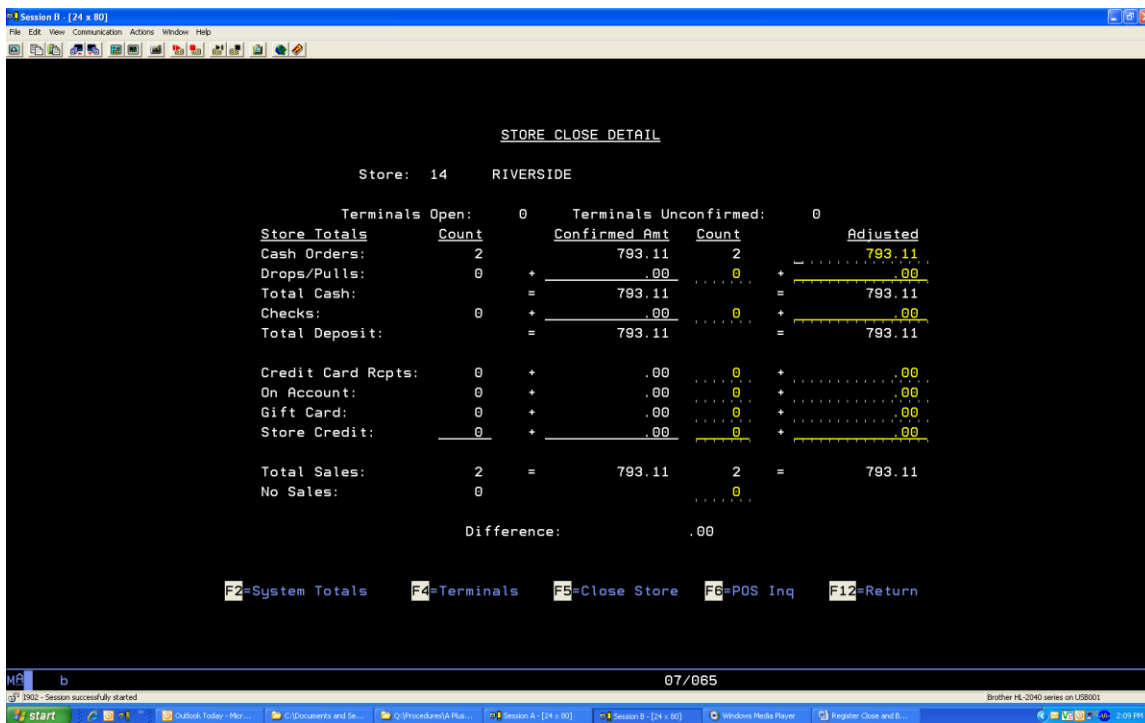


From the store close inquiry screen, do the following:

Select: Enter the Sel number next to the terminal you're confirming (will be red *****OPEN*****)

[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the store close detail screen, do the following:

- Verify your totals on all yellow fields
- Make any necessary changes

F-5 Twice

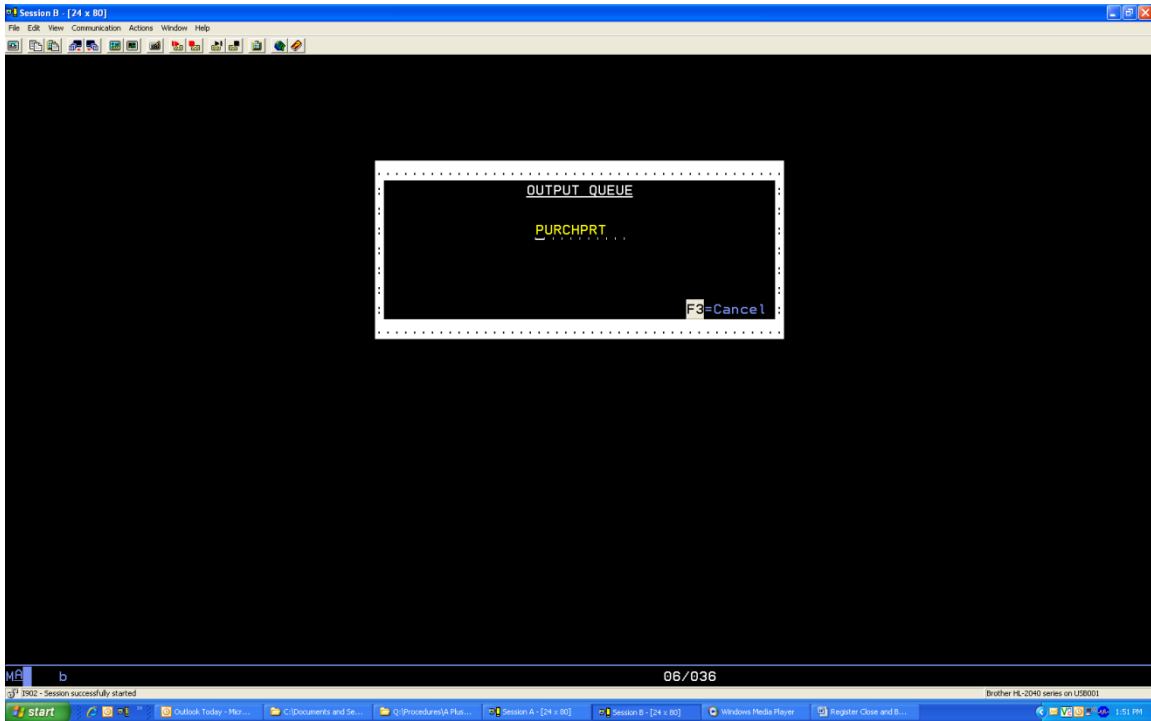
REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the store close screen, do the following:

[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

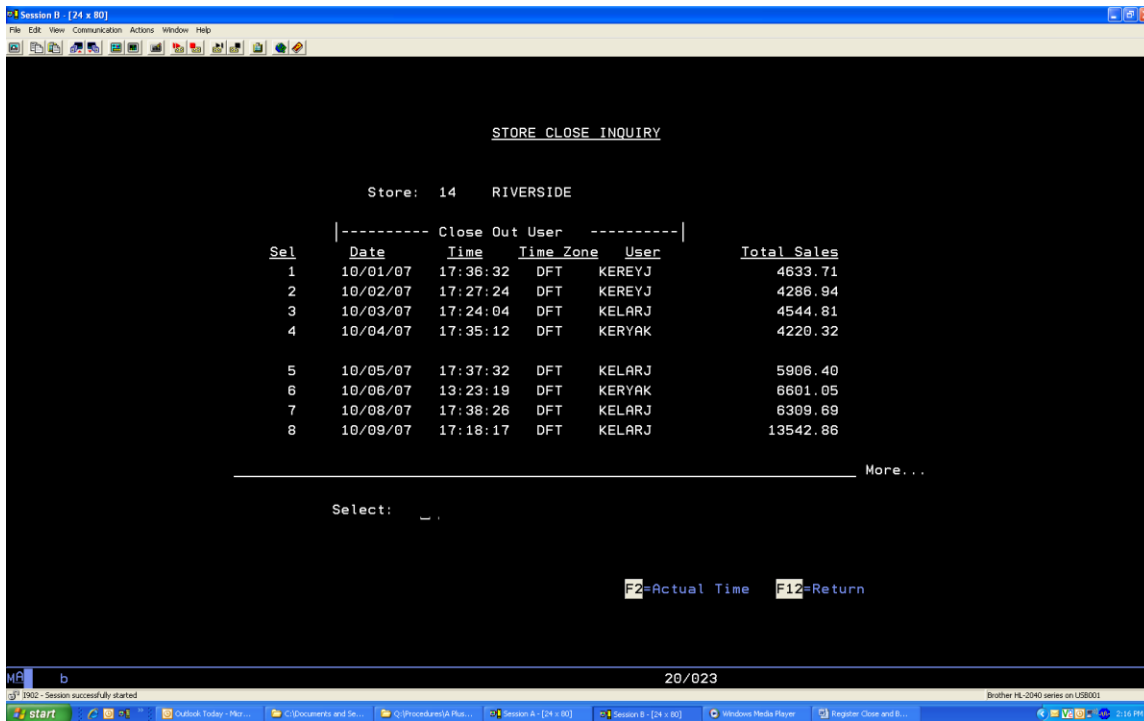


From the output queue screen, do the following:

Verify the Output Queue is correct

[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



You now will not see any red *****OPEN***** which means you have closed the store and are ready to put your deposit together.

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

PS230 10/05/09 17.26.15

STORE CLOSE REPORT

H8/KELEYT

PAGE 1

Store: 15 UPLAND
 Close Date: 10/05/09 By User: KELEYT

	System Amount	-----Confirmed Count	----- Amount	----- Count	Adjusted Amount
Cash Orders:	197.23	10	202.33	10	202.33
Drops/Pulls:	100.00	1	100.00	1	100.00
Total Cash:	297.23		302.33		302.33
Checks:	1,401.72	8	1,401.72	8	1,401.72
Total Deposit:	1,698.95		1,704.05		1,704.05
Credit Card Rcpts:	15,574.98	34	15,574.98	34	15,574.98
On Account:	3,060.52	29	3,060.52	29	3,060.52
Gift Cards:	.00		.00		.00
Store Credits:	.00		.00		.00
Total Sales:	20,334.45	82	20,339.55	82	20,339.55
No Sales:					
Adjustments:			.00		

Section**9****Over / Short**

\$20.00 or more short or over must be reported to the Store Manager, District Manager and Loss Prevention Department at the time of the close. To report an over or short; send an email or make a phone call to all appropriate parties.

If your close is short/over, do the following:

Cash

- ✓ Verify that drop was done
- ✓ Verify that drop was not done twice
- ✓ Match cash receipts with POS Audit Report
- ✓ Was a cash payment entered incorrectly?
- ✓ Recount coin fund
- ✓ If a mistake is found open terminal and correct transaction then close terminal

Checks

- ✓ Match check receipts with POS Audit Report
- ✓ Was a check payment entered incorrectly?
- ✓ If a mistake is found open terminal and correct transaction then close terminal
- ✓ Did the customer write the check for the wrong amount?
 - You will need to contact the customer for a replacement check. You will need to report short on checks until the customer makes good.
 - When customer makes well on the check put check in the drawer and you will be over on that night's deposit.

Credit Cards

- ✓ Match credit card receipts with POS Audit Report
- ✓ Search for missing invoices in cubby's, beneath cash drawer, underneath the cash register, in your order tray, on the back counter, in the trash, in the other register, etc.

Charges

- ✓ Match charge receipts with POS Audit Report
- ✓ Search for missing invoices in cubby's, beneath cash drawer, underneath the cash register, in your order tray, on the back counter, in the trash, in the other register, etc.
- ✓ If necessary reprint the invoice and call the customer asking them if you can fax the invoice for them to resign it or hold for signature the next time the customer comes in.

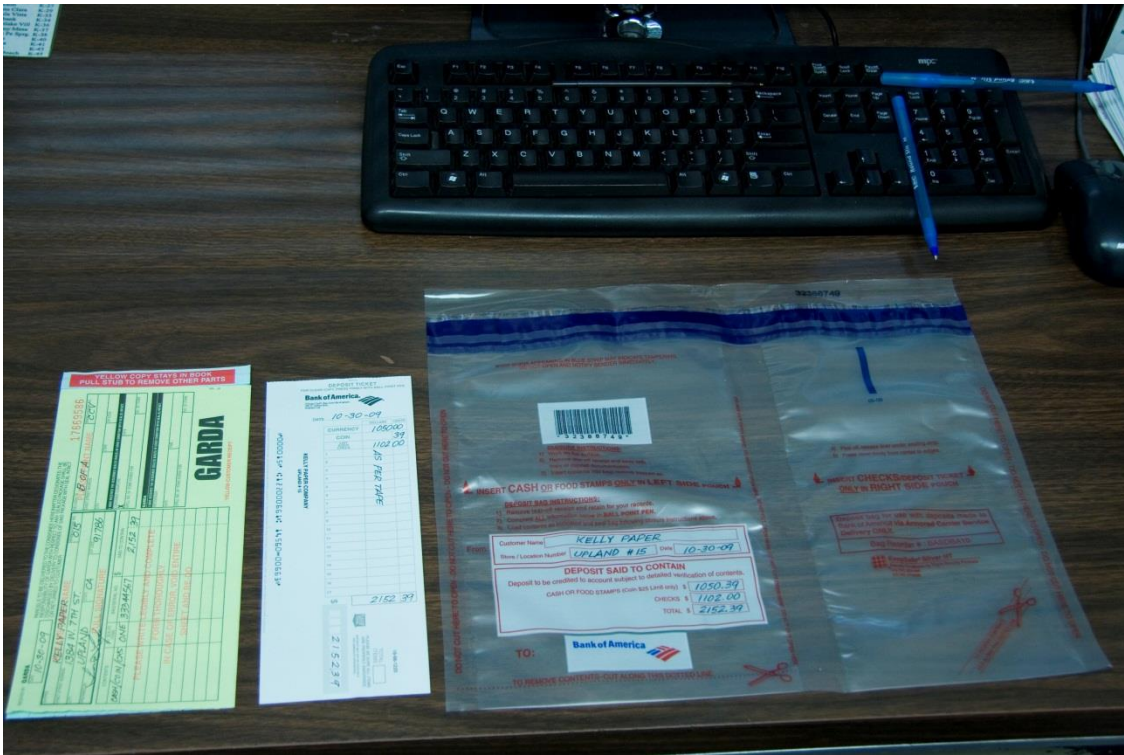
\$20.00 short or over must be reported to the Store Manager, District Manager and Loss Prevention Department that night, by Sending an email or phone call.

Section
10

Bank Deposit

When putting your deposit together, do the following steps:

Step 1.



Take out 1 each of the following items:

- a) Deposit bag
- b) Deposit Ticket
- c) Armored car book

Step 2. Add together **all** checks from **all** registers on calculator tape

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

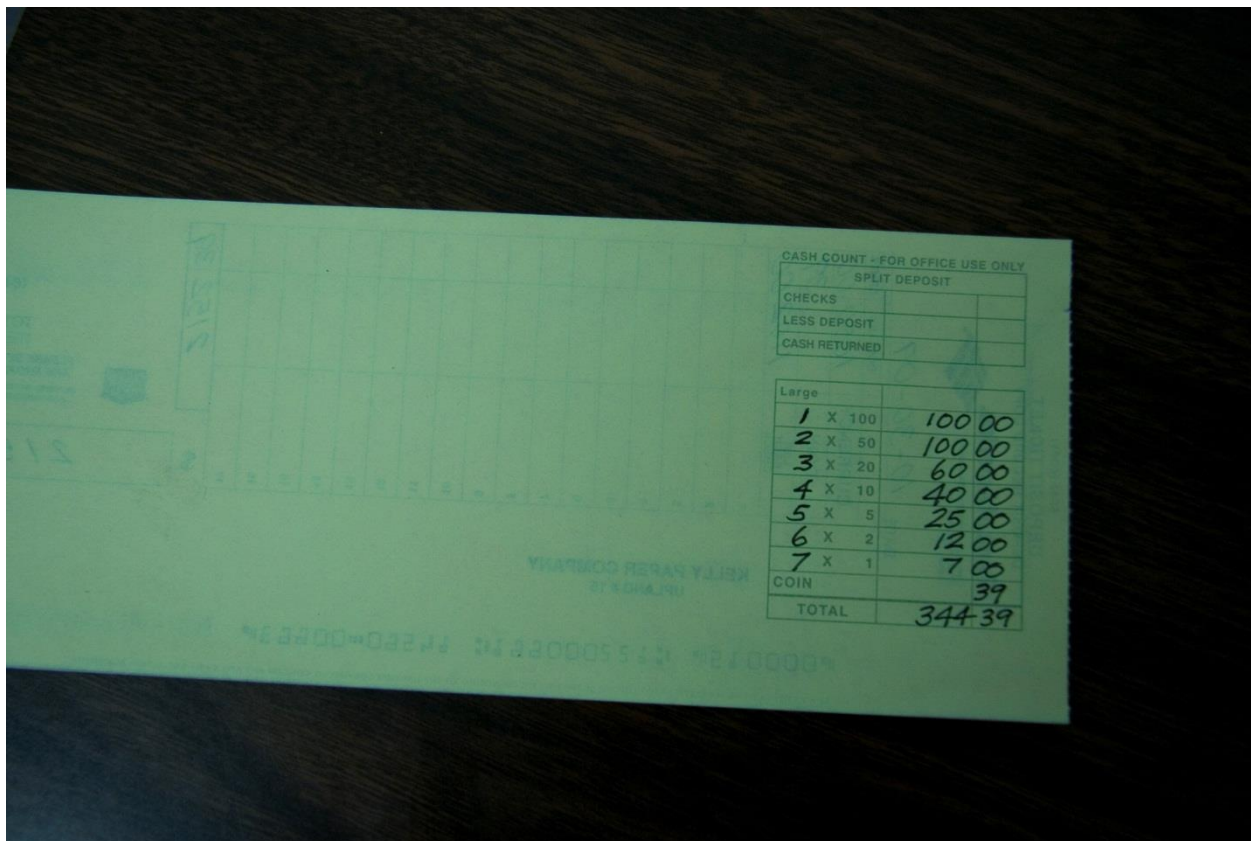
Step 3.



Separate cash deposit by denomination

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

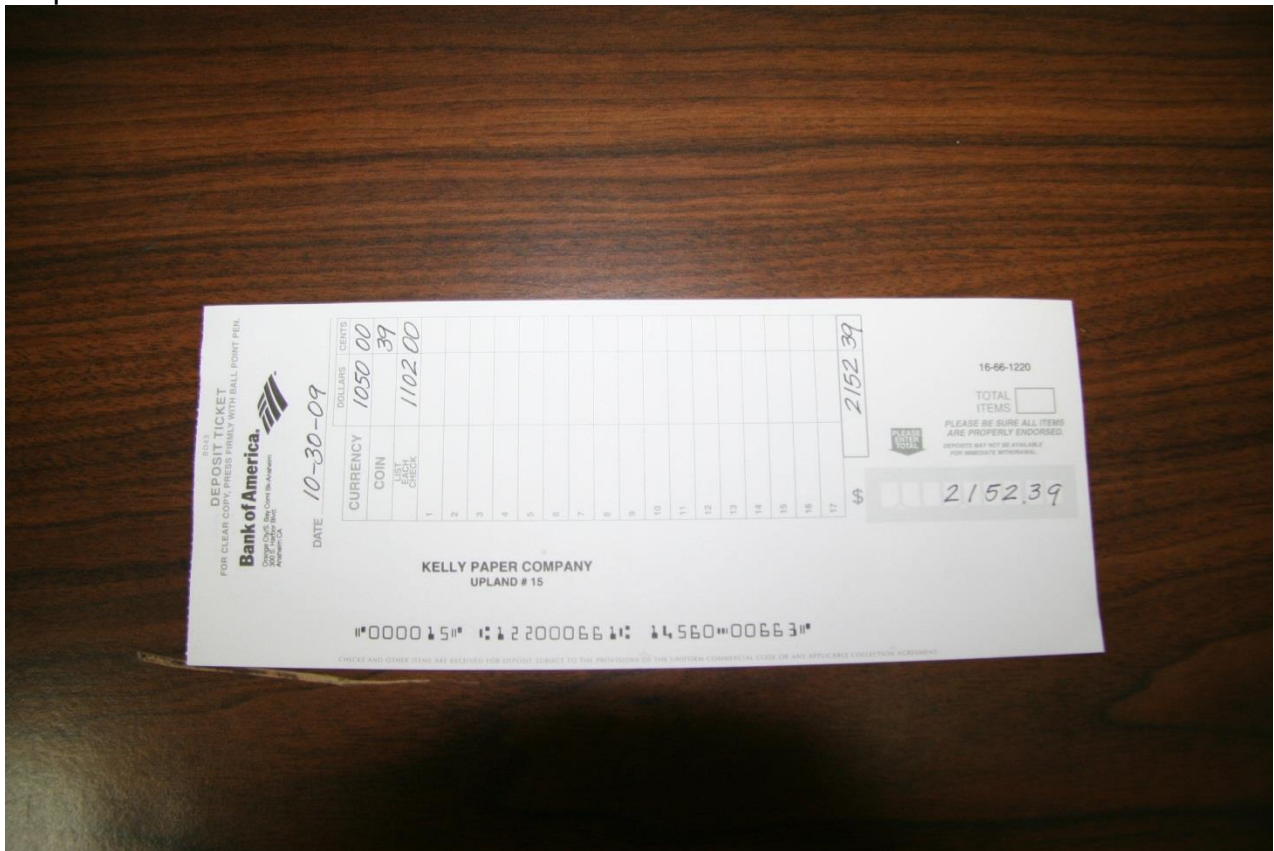
Step 4.



Record number of each denomination on Back of Deposit Ticket in grey box area

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

Step 5.



Fill out Deposit Ticket, do the following:

- a) Date: Write **Store Close Date**
- b) Currency Box: **Total Cash (paper)**
- c) Coin Box: **Total Coin**
- d) List Each Check Box: **Total Amount of all checks**
- e) \$ Box: **Total Amount of Currency, Coin and Checks**
- f) Gray Box : **Amount of Currency, Coin and Checks**
- g) Above Kelly Paper Company: **Write bag serial number on deposit ticket**

Step 6.



Filling out Deposit Bag, do the following:

- a) Deposit Type:
 - If you have cash only; mark **\$ Currency/Coin ONLY** box
 - If you have cash and checks; mark **\$Mixed Deposit(Cash & Checks)** box
- b) Customer Name Box: Write **Kelly Paper**
- c) Store/Location Number box: Write your **Store Name & two-digit store number**
- d) Date Box: Write the **store close date**
- e) Currency box: Write the **Currency total**
- f) Coin Box: Write the **Coin total**
- g) Checks Box: Write **Check total**
- h) Total Box: Write **total deposit of currency, coin and checks**

Step 7. Do the following:

- a) Place currency, coin and checks in deposit bag
- b) Separate the three copies of the deposit ticket. (white, yellow and pink)
- c) Place the white and yellow copy of the deposit ticket in bag ensuring that the front of the deposit ticket can be read through the back (Unprinted) side of the bag
- d) Peel off numbered release liner over sealing strip and retain for you records
- e) Press down firmly from center to edges
- f) Only **ONE** deposit per bag is allowed per close

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

Step 8.

Fill out armor car book, do the following:

- a) Date Box: **Store Close Date**
- b) Shipper box:: **Kelly Paper**
- c) Branch/Store No. Box: Your **two-digit store number**
- d) Exact Street Address Box: Your **Store Address**
- e) City Box: Your **Store City**
- f) State Box: Your **Store State**
- g) Zip Code Box: Your **Store Zip Code**
- h) Prepared By Box: Your **Signature**
- i) Contents Box: What's in the bag **Cash/Checks**
- j) No. Sealed Items Box: **1**
- k) Bag/Serial No. Box: **Serial Number on Bag**
- l) \$ Said To Contain Box: **Total Deposit** (must match deposit ticket)
- m) Delivery To Box: **B of A**
- n) Branch/Store No. Box: **CCV**

Step 9.

On the front of your Store Close printout, do the following:

- a) Verify your yellow deposit ticket matches your cash total
- b) Verify your check tape from the calculator matches your check total

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

Step 10.

8049 (COPY)
DEPOSIT TICKET
DEPOSIT RECORD COPY

Bank of America

DATE 10-30-09

	DOLLARS	CENTS
CURRENCY	1050	00
10/27/09 -		39
LIST CHECK	1102	00
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
\$	2152 39	

KELLY PAPER COMPANY
UPLAND # 15

16-66-1220
TOTAL
PLEASE PRINT ALL ITEMS
PROVIDE ALL ITEMS
ARE PROMPTLY ENDORSED
FOR DEPOSIT TO ACCOUNT

32386749

..0..

62.62 +

59.84 +

57.88 +

222.30 +

402.66 +

197.12 +

100.00 +

1,102.00 *

..0..

On the back of your Store Close printout, do the following:

- a) Tape pink deposit ticket
- b) Tape check tape from calculator
- c) Tape Strip with Serial number from Deposit Bag
- d) Staple Terminal Close printouts for each terminal (registers) to Store Close Printout

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

Step 11. Secure deposit bag and all other monies in locked safe

Step 12. File Paperwork, do the following:

- a) File closing paperwork with all invoices and AR Offline Cash Entry Reports for the day
- b) File paperwork in manila file folder or catalog envelope and place in appropriate area of the store.

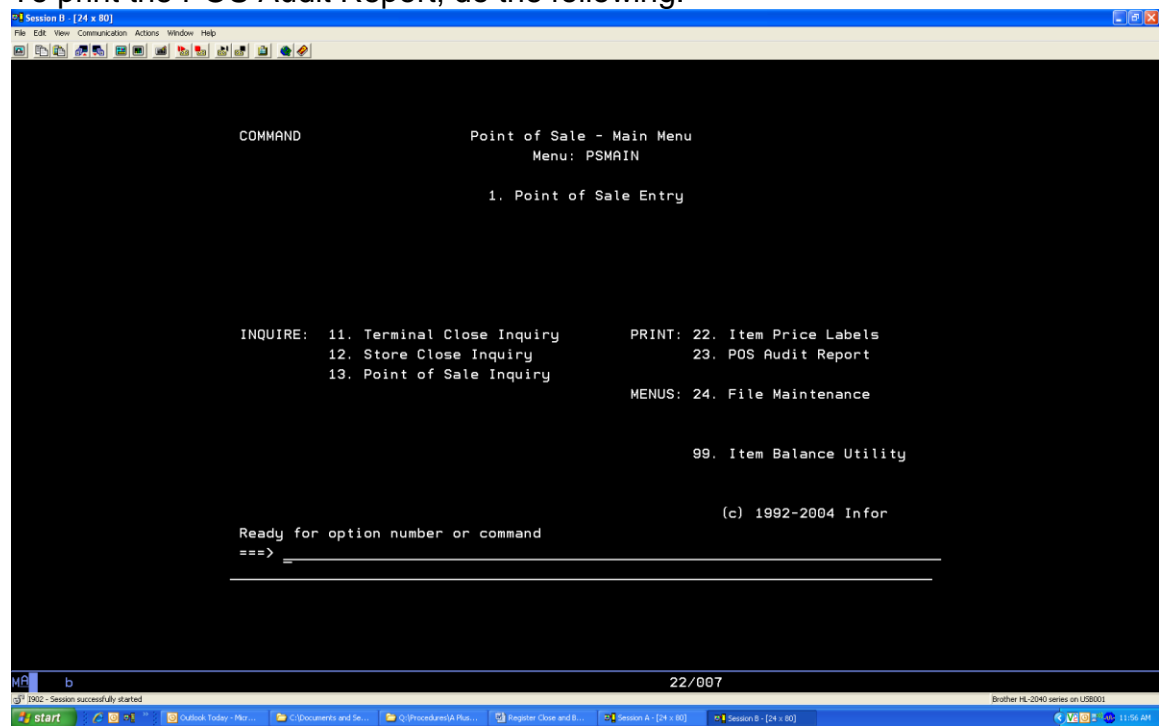
Section
11

Verify and Match Refunds

To Verify Refunds, do the following steps:

Step 1. Print the POS Audit Report.

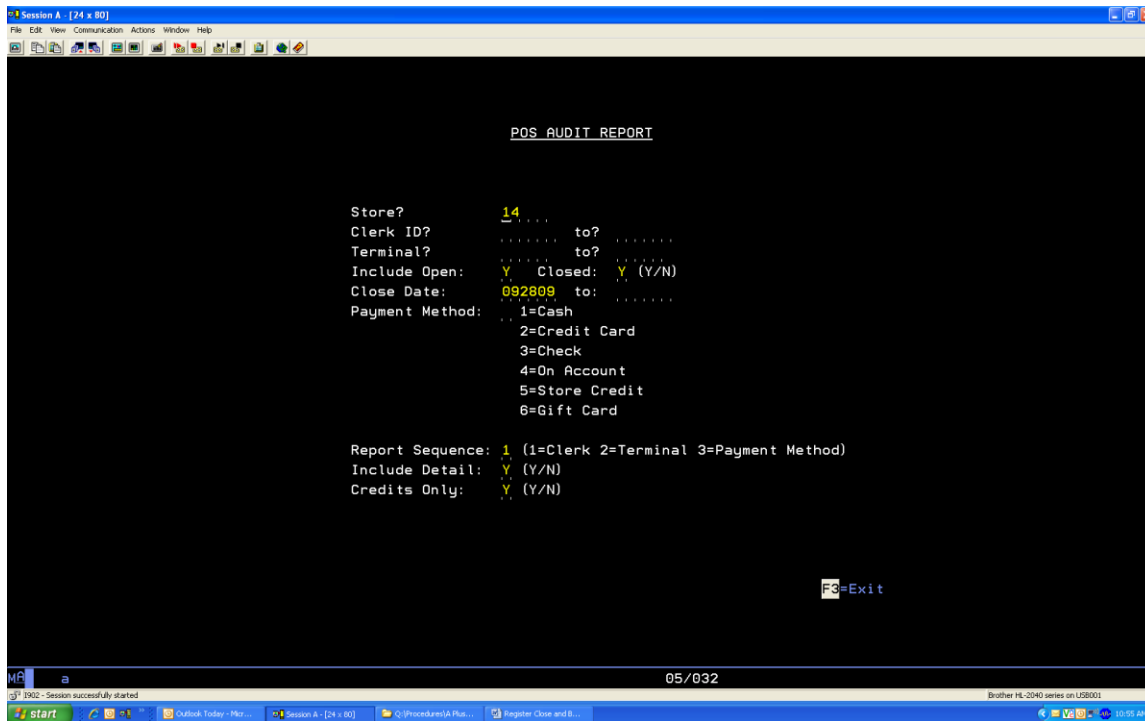
To print the POS Audit Report, do the following:



From the POS main menu, do the following:

23
[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the POS audit report menu, do the following:

Store? **Your Two-digit store number**
Clerk ID? **Leave Blank**
Terminal? **Leave Blank**
Include Open: **Y** Include Closed: **Y**
Close Date: **Date your closing**
Payment Method: **Leave Blank**
Report Sequence: **1**
Include Detail: **Y**
Credits Only: **Y**
[Enter]

Note: Report takes several minutes to start printing

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES



From the report options screen, do the following:

Verify the correct output queue

[Enter]

REGISTER CLOSE AND BANK DEPOSIT: STANDARD OPERATING PROCEDURES

PS301 09/25/09 11.11.28 POS AUDIT REPORT BY CLERK LV/KEMORA PAGE 1

Store: 25 All Clerks All Terminals Include Open: Y Close Date Fr: 09/24/09 Payment Method: ALL METHODS
 Include Closed: Y To: 09/24/09 Include Detail: Y Credits Only: Y

Close Date Payment Method Payment Amount Count

CLERK: KEALVY Yvonne A Alvardo

POS Order	Order No	Customer No	Customer Name	Entry Date	Payment Amount	Payment Method
2406130	VZ277/00	3025	PASADENA NON-TRADE TAX	09/24/09	209.73-	Cash
2406543	VZ309/00	825316	FULLER THEOLOGICAL SEMI	09/24/09	25.47-	On Account
2406705	VZ4C2/00	825486	MARKETING TOOLS	09/24/09	32.46-	On Account
2406725	VZ4E1/00	825486	MARKETING TOOLS	09/24/09	38.59-	On Account
2407067	VZ483/00	3025	PASADENA NON-TRADE TAX	09/24/09	13.50-	Cash
2408735	VZ817/00	3025	PASADENA NON-TRADE TAX	09/24/09	27.66-	Credit Card
2408797	VZ869/00	3025	PASADENA NON-TRADE TAX	09/24/09	48.29-	Cash
2409304	V00H6/00	3025	PASADENA NON-TRADE TAX	09/24/09	14.17-	Cash

TOTAL 09/24/09: 409.87- 8

09/24/09	1-CASH	285.69-	4
09/24/09	2-CREDIT CARD	27.66-	1
09/24/09	3-CHECK	.00	0
09/24/09	4-ON ACCOUNT	96.52-	3
09/24/09	5-STORE CREDIT REDEEMED	.00	0
09/24/09	5-STORE CREDIT ISSUED	.00	0
09/24/09	6-GIFT CARD REDEEMED	.00	0
09/24/09	6-GIFT CARD ISSUED	.00	0

TOTAL CLERK KEALVY: 409.87- 8

CLERK: KECHAM Miles Chan

POS Order	Order No	Customer No	Customer Name	Entry Date	Payment Amount	Payment Method
2408212	VZ723/00	534210	ECONOPRINT INC	09/24/09	7.56-	On Account
2408706	VZ808/00	3025	PASADENA NON-TRADE TAX	09/24/09	17.16-	Credit Card

TOTAL 09/24/09: 24.72- 2

09/24/09	1-CASH	.00	0
09/24/09	2-CREDIT CARD	17.16-	1
09/24/09	3-CHECK	.00	0
09/24/09	4-ON ACCOUNT	7.56-	1
09/24/09	5-STORE CREDIT REDEEMED	.00	0
09/24/09	5-STORE CREDIT ISSUED	.00	0
09/24/09	6-GIFT CARD REDEEMED	.00	0
09/24/09	6-GIFT CARD ISSUED	.00	0

TOTAL CLERK KECHAM: 24.72- 2

CLERK: KEMORA Royce A. Montenegro

POS Order	Order No	Customer No	Customer Name	Entry Date	Payment Amount	Payment Method
2407678	VZ6H9/00	801660	QUICK'R PRINT'R	09/24/09	10.00-	On Account

Step 2. Verify refunds against report. To verify refunds do the following:

- a) Make sure all refunds are accounted for
- b) Make sure all refunds are stamped, filled out and signed
- c) Any missing refunds or questionable refunds are to be reported to your manger or the Loss Prevention Department immediately

Step 3. Have Manager Sign off on report

Step 4. File report with invoices in designated file (this will be checked by District Manager and Loss Prevention Department)

