

Safe counts will be entered into SynergySuite as a new procedure. This should happen at opening, mid-day and closing.

Managers will log into SynergySuite using their unique login & pin (**do not share info**)

1. Use checklist to Launch cash management or use the dashboard buttons.

- For the safe count, use the purple safe count button.



Safe/Till Counts
AM/MID/PM

Safe Count



For Nightly
Cash/Deposit

Location Cashup

2. For Safe Counts the first step will be to choose the user (yourself) and enter your pin (**do not share info**).

Choose User

Location 24220- Naugatuck	User Tamy Pinto
Safe Main Safe	PIN

3. Enter the **Quantity** Amounts for the safe. It will do the math for you.

Please enter safe count amounts. This should not include any drawer amounts.

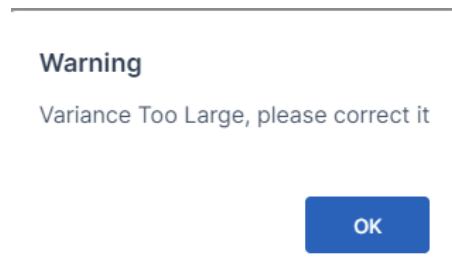
Value	Rolls	Loose	Value
\$100	-	2	200.00
\$50	-	2	100.00
\$20	<input type="text"/>	1	20.00
\$10	<input type="text"/>	10	100.00
\$5	<input type="text"/>	5	25.00
\$2	-	<input type="text"/>	0.00
\$1	<input type="text"/>	87	87.00
\$1 Coin	<input type="text"/>	<input type="text"/>	0.00
50c	<input type="text"/>	<input type="text"/>	0.00
25c	1	<input type="text"/>	10.00
10c	1	<input type="text"/>	5.00
5c	1	<input type="text"/>	2.00
1c	2	<input type="text"/>	1.00

✓ Payment Data Polled Successfully

⌚ Attempt 1 / 2

550.00

- At the bottom you will see polled successfully attempt 1 of 2 or 2 of 2. A warning message will appear if you do not match the preset safe amount for your location. If you get the warning message, please verify that your counts are accurate. If you have counted accurately, you will be asked to enter a note about the variance.



- Confirming the tills, you are asked to just confirm they are at \$100. If not, please enter in the amount that you have counted them at to record that they are not at the proper value.

Float/Till Please check off the drawer(s) below that are in the safe. You may also edit the balance amount(s).

<input type="checkbox"/> Drawer 1	Drawer/Float Balance \$* 100	<input type="checkbox"/> Drawer 2	Drawer/Float Balance \$* 100
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- The final step is to confirm the total for the safe count. This will be recorded.

Confirm Safe Transaction

Please ensure you have entered the correct details for this transaction:

Safe Count Total : \$550

Redo
Confirmed