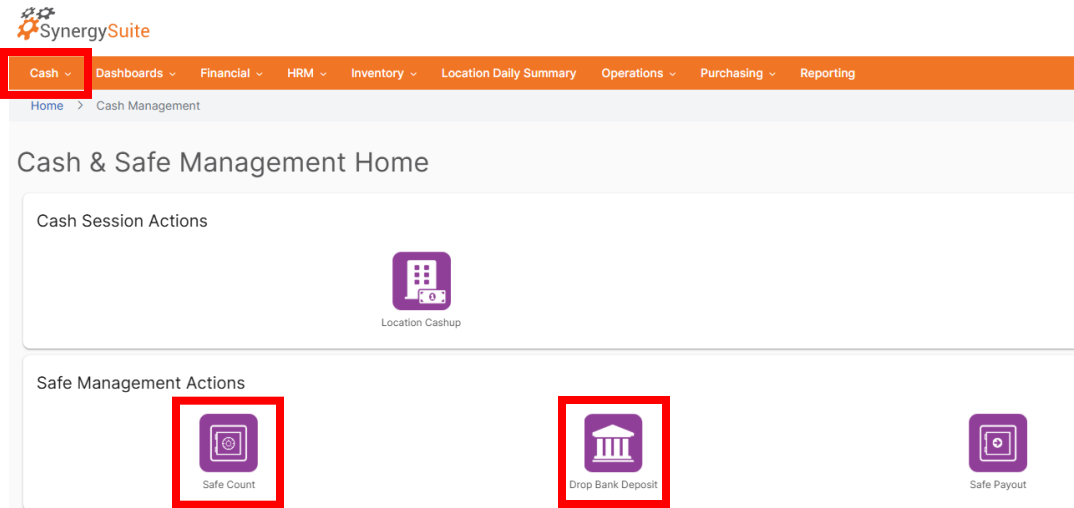


To mark a deposit that is in the safe to be at the bank:

- Navigate to Cash → Cash & Safe Management Home. From there you have TWO options, Safe Count and Drop Band Deposit.



1. Safe Count

- Log in using your name and pin.
- When counting the safe it will ask you if the deposits are still in the safe.
- If the deposits are going to the bank, you UNCHECK this box.
- That will remove it from the safe.

Choose User - 28062- Riverhead - Main Safe

Safe Count - Total Counted : \$500

Float/Till - Confirmed

Bank Deposit

Please check off the Bank Deposit(s) below that are in the safe

Bag Number : N/A
 Balance : \$2,520.75

[Next](#)

Witness

Safe Summary

2. Drop Bank Deposit

- a) Using your username and pin click into drop bank deposit
- b) Select the deposits to go to the bank
- c) Confirm all the details until you finish.

Choose User - 28062- Riverhead - Main Safe

Cash Deposit(s) for Bank

Please select the Bank Deposits(s) to be transferred to the bank

Bank Deposit#NIGHT
 \$2520.75 | Bag #N/A

[Next](#)

Float/Till

Witness

Safe Summary