

## 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.

<b>SynergySuite</b>									
Cash ~ Da	ishboards ~	Financial ~	HRM ~	Inventory ~	Location Daily Summary	Operations ~	Purchasing ~	Reporting	
Home > Ca	ash Managemen	t							
Cash & Safe Management Home									
Cash Session Actions									
Safe Man	agement A	ctions Safe Count			Dro	p Bank Deposit			Safe Payout

- 1. Safe Count
  - a) Log in using your name and pin.
  - b) When counting the safe it will ask you if the deposits are still in the safe.
  - c) If the deposits are going to the bank, you UNCHECK this box.
  - d) 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	



## 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 IIN/A	
	Next
Float/Till	
Witness	
Safe Summary	