

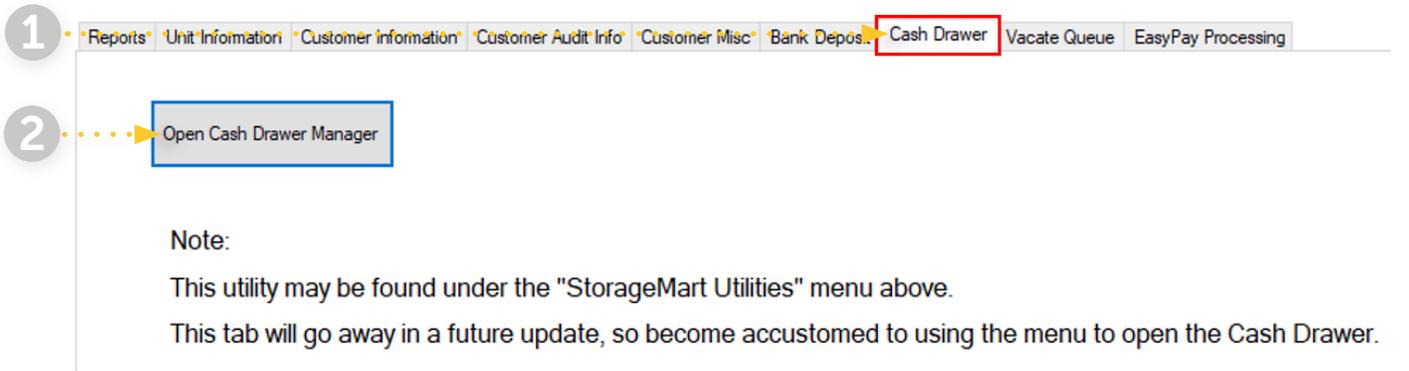
# Daily Cash Count & Bank Deposits Guide

- 1.** Opening Your Cash Drawer
- 2.** Closing Your Cash Drawer
- 3.** Finalizing the Deposit
- 4.** Physical Bank Deposit: Final Summary

## Opening Your Cash Drawer

At the start of your shift, you will count your petty cash to verify that you have the correct amount of petty cash for your **individual** cash drawer.

- 1 First, go to "Reports Center", and select the cash drawer tab. **Second**, select the Open Cash Drawer Manager.

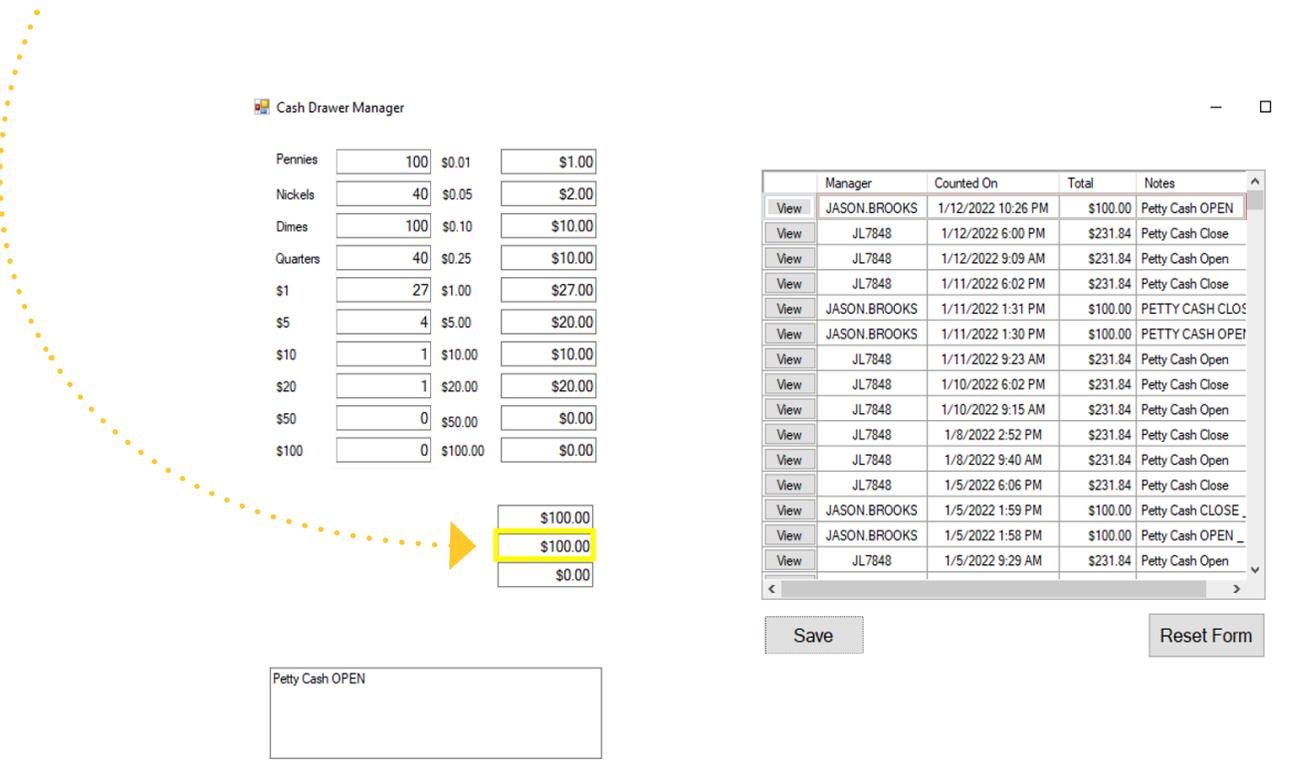


**1** Reports Unit Information Customer Information Customer Audit Info Customer Misc Bank Depos. **Cash Drawer** Vacate Queue EasyPay Processing

**2** Open Cash Drawer Manager

**Note:**  
This utility may be found under the "StorageMart Utilities" menu above.  
This tab will go away in a future update, so become accustomed to using the menu to open the Cash Drawer.

- 2 Once you open cash drawer manager, change the expected drawer amount box to the amount of petty cash you should have on hand.



Denomination	Count	Value	Total
Pennies	100	\$0.01	\$1.00
Nickels	40	\$0.05	\$2.00
Dimes	100	\$0.10	\$10.00
Quarters	40	\$0.25	\$10.00
\$1	27	\$1.00	\$27.00
\$5	4	\$5.00	\$20.00
\$10	1	\$10.00	\$10.00
\$20	1	\$20.00	\$20.00
\$50	0	\$50.00	\$0.00
\$100	0	\$100.00	\$0.00

Expected Drawer Amount:

Petty Cash OPEN

Manager	Counted On	Total	Notes
JASON.BROOKS	1/12/2022 10:26 PM	\$100.00	Petty Cash OPEN
JL7848	1/12/2022 6:00 PM	\$231.84	Petty Cash Close
JL7848	1/12/2022 9:09 AM	\$231.84	Petty Cash Open
JL7848	1/11/2022 6:02 PM	\$231.84	Petty Cash Close
JASON.BROOKS	1/11/2022 1:31 PM	\$100.00	PETTY CASH CLOS
JASON.BROOKS	1/11/2022 1:30 PM	\$100.00	PETTY CASH OPEI
JL7848	1/11/2022 9:23 AM	\$231.84	Petty Cash Open
JL7848	1/10/2022 6:02 PM	\$231.84	Petty Cash Close
JL7848	1/10/2022 9:15 AM	\$231.84	Petty Cash Open
JL7848	1/8/2022 2:52 PM	\$231.84	Petty Cash Close
JL7848	1/8/2022 9:40 AM	\$231.84	Petty Cash Open
JL7848	1/5/2022 6:06 PM	\$231.84	Petty Cash Close
JASON.BROOKS	1/5/2022 1:59 PM	\$100.00	Petty Cash CLOS
JASON.BROOKS	1/5/2022 1:58 PM	\$100.00	Petty Cash OPEN
JL7848	1/5/2022 9:29 AM	\$231.84	Petty Cash Open

Save Reset Form

# Petty Cash Open

3 Once this is done, enter the **quantity** of each cash denomination you have on hand.

If the correct amount of cash is on hand, it will show a \$0.00 variance.

Cash Denomination	Quantity	Unit Price	Total
Pennies	100	\$0.01	\$1.00
Nickels	40	\$0.05	\$2.00
Dimes	100	\$0.10	\$10.00
Quarters	40	\$0.25	\$10.00
\$1	27	\$1.00	\$27.00
\$5	4	\$5.00	\$20.00
\$10	1	\$10.00	\$10.00
\$20	1	\$20.00	\$20.00
\$50	0	\$50.00	\$0.00
\$100	0	\$100.00	\$0.00

Manager	Counted On	Total	Notes
JASON.BROOKS	1/12/2022 10:26 PM	\$100.00	Petty Cash OPEN
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JL7848	1/8/2022 2:52 PM	\$231.84	Petty Cash Close
JL7848	1/8/2022 9:40 AM	\$231.84	Petty Cash Open
JL7848	1/5/2022 6:06 PM	\$231.84	Petty Cash Close
JASON.BROOKS	1/5/2022 1:59 PM	\$100.00	Petty Cash CLOS
JASON.BROOKS	1/5/2022 1:58 PM	\$100.00	Petty Cash OPEN
JL7848	1/5/2022 9:29 AM	\$231.84	Petty Cash Open

4 Once you have entered all cash denomination quantities, type **"Petty Cash OPEN"** in the note box in the bottom left-hand corner.

5 Select **"Save"** and the cash count receipt will auto-populate for you to print and place in your daily paperwork.

6 After you have saved and printed your cash count receipt, **note that your OPEN cash count** will be recorded in the box to the right.

Manager	Counted On	Total	Notes
JASON.BROOKS	1/12/2022 10:26 PM	\$100.00	Petty Cash OPEN
JL7848	1/12/2022 6:00 PM	\$231.84	Petty Cash Close
JL7848	1/12/2022 9:09 AM	\$231.84	Petty Cash Open
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JL7848	1/8/2022 9:40 AM	\$231.84	Petty Cash Open
JL7848	1/5/2022 6:06 PM	\$231.84	Petty Cash Close
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JASON.BROOKS	1/5/2022 1:58 PM	\$100.00	Petty Cash OPEN
JL7848	1/5/2022 9:29 AM	\$231.84	Petty Cash Open

# You have now completed the Petty Cash Open.

The following documents will show you how to complete your Petty Cash Close and Finalizing your Daily Deposit at the end of your shift.

## Undeposited Receipts & Closing Cash Drawer

At the end of your shift, you will pull the money taken during your shift from your cash drawer and create your bank deposit for the safe drop.

In Reports Center, select Bank Deposit.

- Under "Filter by Store Staff", open up the drop down and choose yourself from the list. Select "Show Undeposited Receipts". This will populate the Undeposited Receipts Report.

- Next, print the Undeposited Receipts Report. Since you have selected to filter to only yourself, the Undeposited Receipts Report will **ONLY** show all cash and check transactions taken by you for the day.

StorageMart #1908 980 4th Ave Brooklyn, NY 11232 (718)499-3999		Bank Deposit Slip				
Time Stamp	Reference	Customer	Unit No	Manager	Receipt No	Amount
<b>CASH</b>						
<b>JB7821</b>						
2/3/22 9:09 am		Vance,Bob	1000	JB7821	33424816	\$94.89
2/3/22 9:23 am		Lapin-Vance,Phyllis	3200	JB7821	33424819	\$121.56
2/7/22 9:58 am		Boorg,Ishmael	5104	JB7821	33424917	\$115.35
2/8/22 9:16 am		Charles,RuPaul	2054	JB7821	33424935	\$81.24
						<b>\$413.04</b>
<b>CASH SubTotal</b>						<b>\$413.04</b>
						<b>\$413.04</b>

# Petty Cash Close & Finalizing Deposit

**3** Next, you will remove all cash and checks shown on the Undeposited Receipt Report. Once removed, this completes your deposit for the safe drop. Now, print the **Undeposited Receipt Report** and include it in the deposit when dropped in the safe.



NOTE: This is your last opportunity to fix any cash or check discrepancies.

i.e. Confirm what is written on the check matches the amount on the Undeposited Receipt report, etc.

**4** Before finalizing your deposit and making the safe drop, you will repeat steps 1-6 to close your cash drawer. Refer to the **"Petty Cash Open"** document to confirm that your cash drawer still has the correct amount of petty cash on hand.

This ensures you still have the correct amount of petty cash on hand, for the next day.



Remember: You will need to notate that this is your **"Petty Cash CLOSE"** when the note is entered at the end of the shift, and press **"Save"**. After saving and printing the cash drawer receipt, there will now be a record of an **OPEN** and **CLOSE** cash drawer counts.

Cash Drawer Manager

Pennies	100	\$0.01	\$1.00
Nickels	40	\$0.05	\$2.00
Dimes	100	\$0.10	\$10.00
Quarters	40	\$0.25	\$10.00
\$1	27	\$1.00	\$27.00
\$5	8	\$5.00	\$40.00
\$10	1	\$10.00	\$10.00
\$20	0	\$20.00	\$0.00
\$50	0	\$50.00	\$0.00
\$100	0	\$100.00	\$0.00

\$100.00  
\$100.00  
\$0.00

	Manager	Counted On	Total	Notes
View	JASON.BROOKS	1/12/2022 10:48 PM	\$100.00	Petty Cash CLOSE
View	JASON.BROOKS	1/12/2022 10:26 PM	\$100.00	Petty Cash OPEN
View	JL7848	1/12/2022 6:00 PM	\$231.84	Petty Cash Close
View	JL7848	1/12/2022 9:09 AM	\$231.84	Petty Cash Open
View	JL7848	1/11/2022 6:02 PM	\$231.84	Petty Cash Close
View	JASON.BROOKS	1/11/2022 1:31 PM	\$100.00	PETTY CASH CLOS
View	JASON.BROOKS	1/11/2022 1:30 PM	\$100.00	PETTY CASH OPEI
View	JL7848	1/11/2022 9:23 AM	\$231.84	Petty Cash Open
View	JL7848	1/10/2022 6:02 PM	\$231.84	Petty Cash Close
View	JL7848	1/10/2022 9:15 AM	\$231.84	Petty Cash Open
View	JL7848	1/8/2022 2:52 PM	\$231.84	Petty Cash Close
View	JL7848	1/8/2022 9:40 AM	\$231.84	Petty Cash Open
View	JL7848	1/5/2022 6:06 PM	\$231.84	Petty Cash Close
View	JASON.BROOKS	1/5/2022 1:59 PM	\$100.00	Petty Cash CLOSE
View	JASON.BROOKS	1/5/2022 1:58 PM	\$100.00	Petty Cash OPEN

Save

Reset Form

Petty Cash CLOSE

## Finalizing the Deposit

### 1 To finalize your Bank Deposit:

- **First:** Access Reports Center
- **Next:** Select the Bank Deposit tab.
- **Now:** Choose your name under Filter by Store Staff
- **Then:** Select Load Bank Deposit.
- **Finally:** It will populate the amount of cash and checks you have taken for the day under Total Recall Physical Deposit Summary.

This should match what was on the Undeposited Receipts Report.

1 Reports Center 2021

2 Bank Deposit

3 Filter by Store Staff  
JB7821 - Brooks, Jason

4 Load Bank Deposit

5 Show Undeposited Receipts

Make Deposit  
 Force Deposit

**Filtering on JB7821**

Actual Cash for Deposit

100's	\$0.00	<b>\$0.00</b> Deposit Total
50's	\$0.00	
20's	\$0.00	
10's	\$0.00	
5's	\$0.00	
toonies's	\$0.00	
1's	\$0.00	
coin's	\$0.00	
check's	\$0.00	
# of check's	0	

**CASH IS OFF**      **CHECKS ARE OK**

**Total Recall Physical Deposit Summary**

Cash	\$413.04
Checks	\$0.00
<b>Total</b>	<b>\$413.04</b>

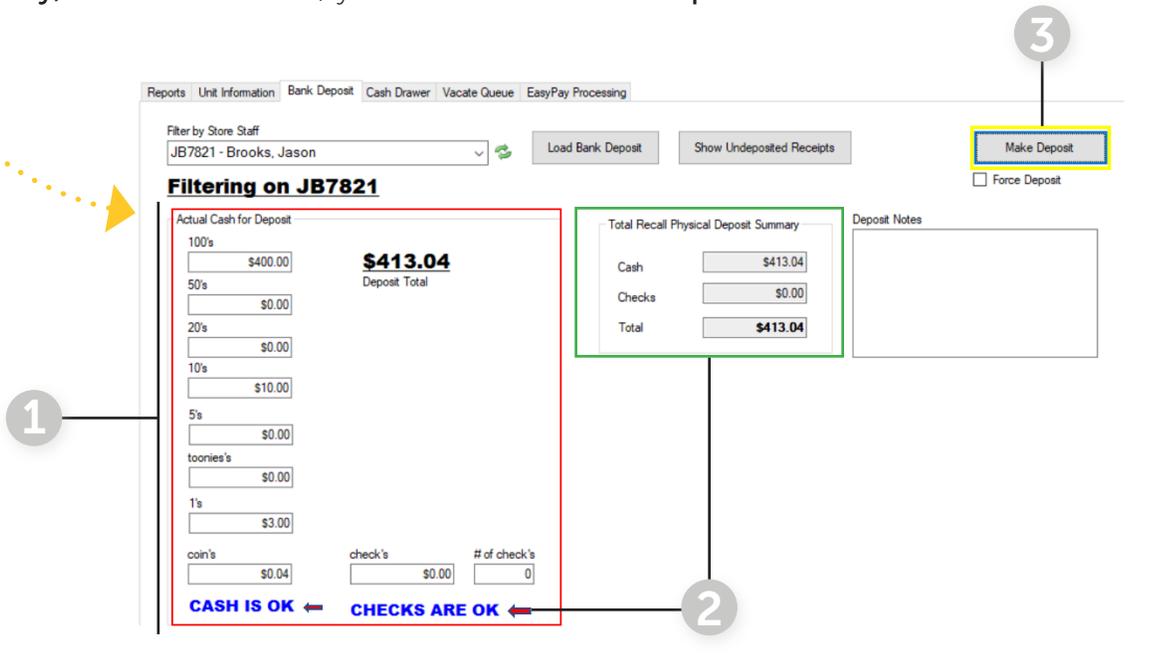
Deposit Notes

# Daily Cash Drawer Deposit

**2** Now, enter the individual dollar amount for each denomination from your deposit in the **"Actual Cash for Deposit"** section on the bank deposit tab.

Next, if the Denomination totals match what is shown in the **"Total Recall Physical Deposit Summary"** for both cash and checks, it will state, **CASH IS OK** and **CHECKS ARE OK** in blue at the bottom of the screen.

Finally, if this is the case, you will select **Make Deposit**.



**3** Finally, after selecting **Make Deposit**, the **FINALIZED DEPOSIT RECORD** will populate to print.

StorageMart #1908  
980 4th Ave  
Brooklyn, NY 11232  
(718)499-3999

## Bank Deposit Slip FINALIZED DEPOSIT RECORD

Time Stamp	Reference	Customer	Unit No	Manager	Receipt No	Amount
<b>CASH</b>						
<b>JB7821</b>						
2/3/22 9:09 am		Vance,Bob	1000	JB7821	33424816	\$94.89
2/3/22 9:23 am		Lapin-Vance,Phyllis	3200	JB7821	33424819	\$121.56
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2/8/22 9:16 am		Charles,RuPaul	2054	JB7821	33424935	\$81.24
						<b>\$413.04</b>
					<b>CASH SubTotal</b>	<b>\$413.04</b>
						<b>\$413.04</b>

This FINALIZED DEPOSIT RECORD will also be emailed to the site email.



You will print this document and include it in the daily paperwork for the Site Manager to reference to reconcile the site bank deposits.

# Physical Bank Deposit Final Summary

## #1

**Managers do not need to complete a bank deposit slip for their individual shift.**

They **must** include the Undeposited Receipt report with their safe drop and **must** print the Finalized Bank Deposit and include it with the daily paperwork for the day. These will be used by the store manager to verify that the monies dropped in the safe equal the amount on the Finalized Deposit Report.

**If your store is using a check reader,** take all your cash and purchase a money order for the amount of the cash deposit.

## #2

**The following day, the store manager will verify each individual managers shift deposit is accurate using the Finalized Bank Deposit Report.**

If all individual manager deposits are accurate, the store manager will combine all shift deposits for the day, then complete a bank deposit slip for the total amount and make their deposit at the bank. Multiple days **cannot** be combined.

**Example:** If today is Wednesday, and there are shift deposits in the safe for Monday and Tuesday, the store manager would **verify** all shift deposits for Monday **only**, then combine all shift deposits for Monday **only**, complete a bank deposit slip for Monday **only**.

They would then repeat this for Tuesday.

The **SEPARATE** deposits for Monday and Tuesday would then be taken to the bank **OR** scanned into a check reader.