



2018 UPDATED SELF CHECK RECONCILIATION PROCEDURES

Purpose: Self-check stations are to be reconciled on a consistent and continual basis by Managers. Managers will have one additional person trained in the process, in the event the Manager is unavailable. The Finance office maintains a District-wide schedule of all reconciliations; therefore, it is important for Managers to communicate any changes to the reconciliation schedule at their branch. Schedules are chosen at the Manager's discretion based on the amount of activity of the devices. It is recommended this to be completed every other week, however, a minimum of once per month is required.

All cash removed from the devices must be sent to Finance in a locking cash bag, along with the completed Float Maintenance Form.

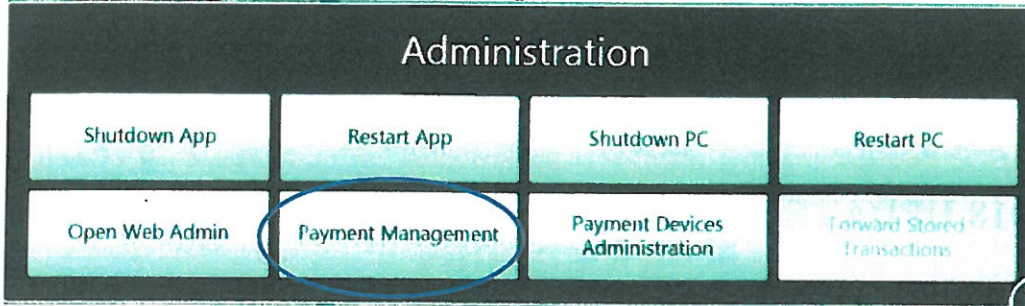
For assistance with the functionality of the self-check stations, please contact IT Help Desk. For questions about reconciliation process, please contact Finance. In the event the devices must be serviced in between reconciliations, any staff that services the devices must complete a Maintenance Form. These forms are sent to Finance on the next reconciliation.

All forms are posted on the Portal, under Finance Documents.

This document is intended to assist in the process of reconciliation, and to assure all branches are following the same process.

Procedure:

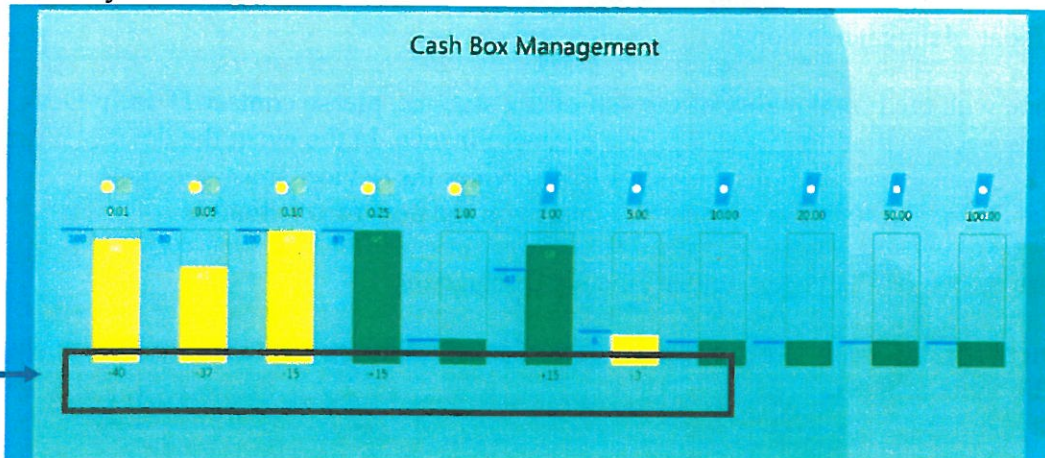
1. Scan admin card to login to Administration screens.
2. Select the **“Payment Management”** option from the menu.



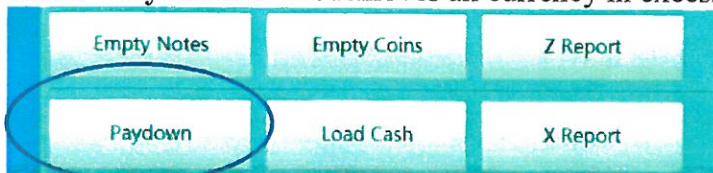
3. Print an **“X Report”**. This produces an itemized report of all transactions since the last reconciliation, including fines collected, current float amount, and a summary of any currency emptied from the device.



4. Select **“Cash Box Management”**. This opens a screen that shows the levels of float currently in the machine.



5. Select **“Paydown”**. This removes all currency in excess of the specified float levels.



- a. As part of the Paydown process, a **Paydown Report** is generated. This report lists any coins or notes needed to refill specific denominations for the float. Use this to prepare currency to add back to float levels. This may require you to make change from excess cash.

Coins Paid Down
 0 x 0.01 = \$0.00
 0 x 0.05 = \$0.00
 0 x 0.1 = \$0.00
 18 x 0.25 = \$4.50
 0 x 1 = \$0.00
 \$1.00

Coins Needed
 40 x 0.01 = \$0.40
 36 x 0.05 = \$1.80
 13 x 0.10 = \$1.30
 \$3.50

NOTES

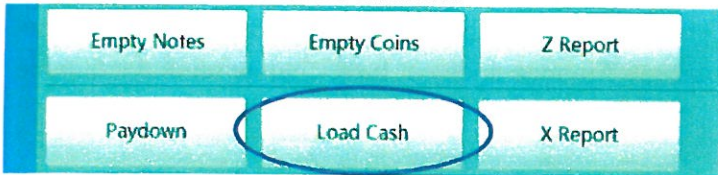
Notes Paid Down
 18 x 1 = \$18.00
 0 x 5 = \$0.00
 0 x 10 = \$0.00
 0 x 20 = \$0.00
 0 x 50 = \$0.00
 0 x 100 = \$0.00
 \$8.00

Notes Needed
 2 x 5.00 = \$10.00
 \$10.00

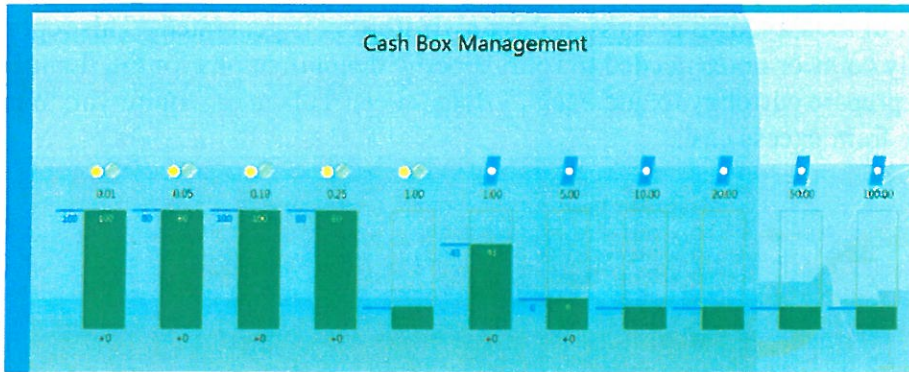
Total Paid Down = \$9.00

Total Change Needed = \$13.50

6. Select **“Load Cash”**. Manually load all cash needed defined from the Paydown Report to get float levels back to desired amount.



7. When the required float has been added, select **“Commit”** to save the values entered and return to the Cash box management screen. This should allow you to verify the float levels are at desired amounts



8. Select **"Z-Report"**. This resets the meters.
 - a. Ensure this is the last step! Printing the Z report prior to loading cash or printing an X report may require a need to completely empty the device.
 - b. The person performing the reconciliation will sign the Z report.
9. When complete, select **"Go Back"**. This closes Admin screen.
10. Place all receipts, and excess money into the cash bag to be turned into Finance. The receipts should include one X report, a Paydown Report, and a Z report with staff signature. These receipts will be used by the Finance Department to complete the reconciliation process.
11. Remove coins from the coin box and the bills from the stacker and place in corresponding money bag. **Do not spend time counting the currency to be sent to Finance.**

NOTES:

- * Finance monitors sales and functions of machines based on the reports sent in. Please, ensure all information is being recorded accurately and steps are not being missed.
- * Please, encourage patrons to use the machines, rather than pay staff directly.
- * If the machine is not reading correctly, try restarting the program prior to putting in a work order
- * Please, ensure you have a variety of coin and bills in your petty cash at all time. The machine requires exact amounts, and Finance does not have change readily available.