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**JAMEX Reconciliation Procedure**

**Purpose:** On a regular, recurring basis (either weekly or biweekly, depending on the branch) all JAMEX machines must emptied of cash which is then sent to the Finance Office in red branch bags for depositing. ***Only Branch Managers may perform this reconciliation.*** Managers will have one additional person trained in this process, in the event the Manager is unavailable.

**Procedure:**

* Remove cash
	+ Remove all coin and notes from the machine and place in a bank bag to be sent to Finance
* Record Meter readings
	+ Press the **YES** and **NO** button inside the cabinet simultaneously and release
		- The display will begin flashing “*Cash*” for SAMs and “*CpyABW*” for Copiers
		- Record all meter readings using the “[BRANCH SAM/COPIER RECON FORM](file:///N%3A%5CSHARED%5CSam%20%26%20Copiers%5CBRANCH%20SAM%20%26%20COPIER%20RECON%20FORM%20%28BLANK%29.xlsx)”. This form is to be completely filled out, signed and dated.
			* Copiers have meters for faxing, scanning and printing. You do not have to record these meter readings as they should all be 0.
		- Pressing the **YES** button once will bring up the next meter
* Maintain the *TUBE* value at $35.00
	+ When recording your meter readings, if the *TUBE* value is below $35.00, add coin using what was removed from your coin box.
		- Make sure the JAMEX is in vending mode. Insert coin into the coin slot (as if you were a patron).
			* The machine will not allow you to add more than $5.00 at a time.
			* Do not load coins directly into the coin tubes inside the vending system
	+ When you have completed adding the desired amount, or have reached $5.00, press the **RESET** button to return to vending mode
	+ Record the amount inserted into the tubes on the reconciliation form. Go through the meters again to assure the new tube value is correct.
* Reset the cash (*BOX* and *BILL*) meters (**\***DO NOT reset meters until after adding to tube)
	+ For SAMS: While the “*TUBE*” amount is displayed, press and hold the **NO** button, then Press the **YES** button and hold both for five seconds.
	+ For Copiers: Once you have made it through all the meters, “*DONE*?” will display on the screen. Press the **NO** button which will cause “*CLRCASH*?” to be displayed. Press and hold **YES**.
		- The meters are cleared and the display will show “*BOX*” and “*BILL*” as a $0.00 value
		- Move through the meters until “*DONE*” is displayed. Press **YES** to return to vending mode.
* Send the bank bags with cash, and the completed reconciliation form to Finance.