



## Standard Operating Procedure – CLERK

The functions described below require that the CLERK have a User ID and password to access deposit functions.

### User Access (*for cash management purposes*)

- From the welcome screen, enter the appropriate User ID.
- Enter the appropriate PIN. The default PIN for all Users is 1234. Enter 1234.
- Change the User PIN by pressing ENTER to continue, and enter a new User PIN.

### 1. Insert Validated Bills

- Select Insert Bills.
- Feed bills into each of the two bill acceptors.
- Select Finish.
- Select Yes or No to get a receipt detailing your transaction.

### 2. Insert Dropped Bills and/or Checks

- Select Drop Deposit.
  - Select Drop Cash, and enter the total amount of cash to be dropped.
  - Select Drop Checks, and enter the total amount of checks to be dropped.
- Select Finish.
- Select Yes or No to get a receipt detailing your transaction. If Yes, the VersaSafe will print two receipts – 1 receipt to accompany the drop and 1 receipt for the User’s records.
- Place a receipt and the total amount of cash and/or checks into an envelope.
- Drop the envelope into the drop slot along the left side of the LCD.

### 3. Account Management

- Select Account Management.

#### *Shift Close*

- Select Shift Close.
- Select Yes to perform a shift close. A shift close is performed to officially close a particular User’s work day. The shift close will zero all deposit values so that when the User’s next shift begins, all deposits will be set to zero.

#### *Shift Report*

- Select Shift Report. A shift report provides a summary of all deposits for the particular User. A shift report can be printed at any time during a User’s shift.

#### *Change PIN*

- Select Change PIN.
- Enter a new User PIN.