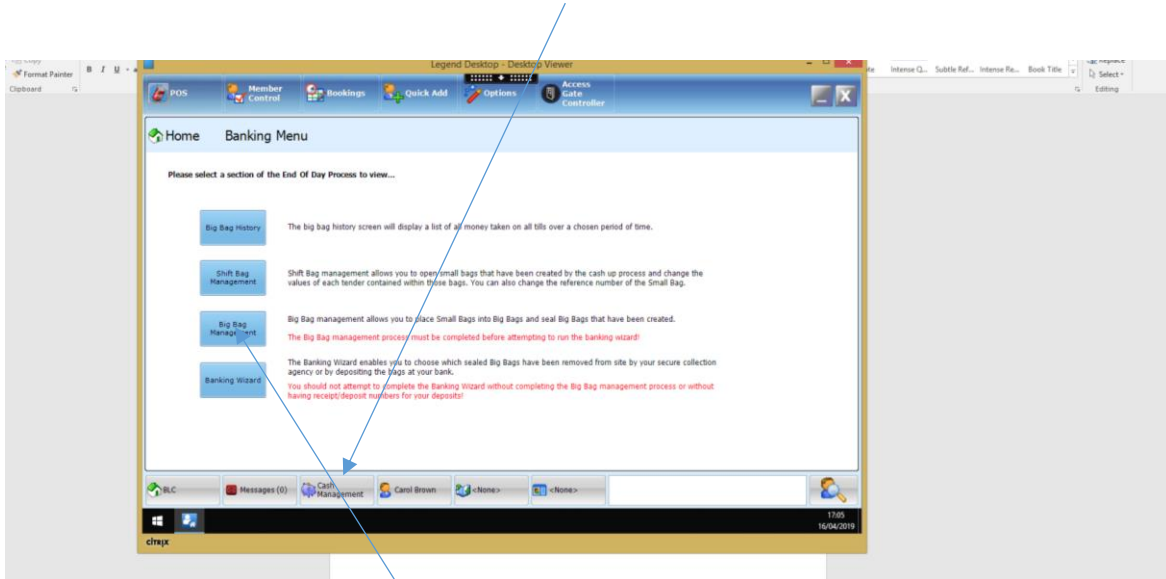
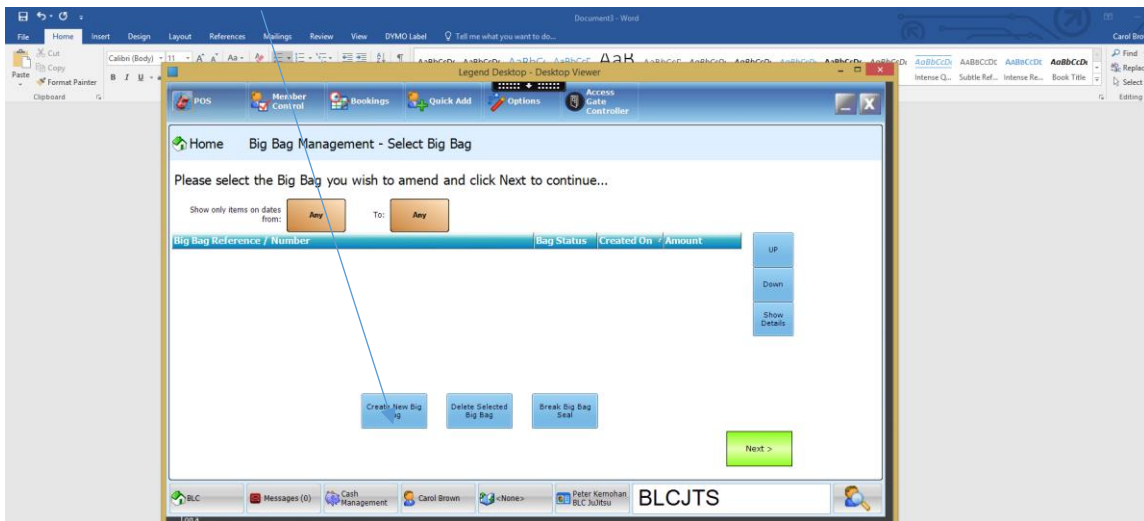


CASH MANAGEMENT CREATING A BIG BAG

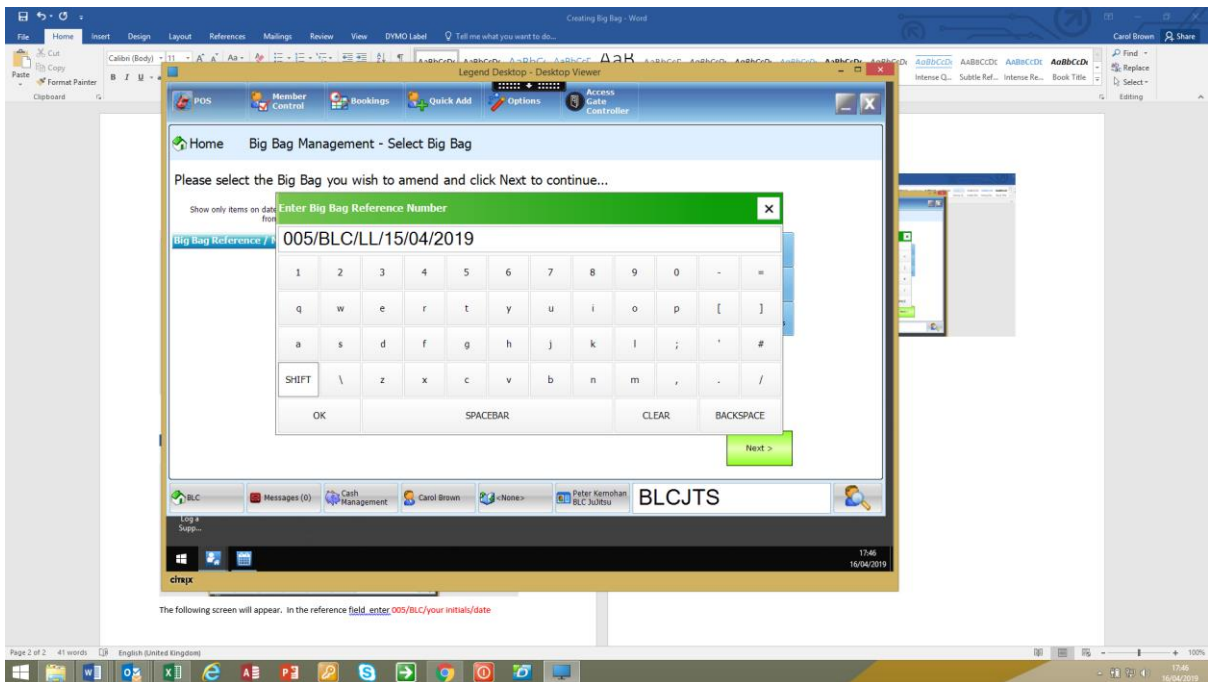
- Click on Cash Management Button and the following screen will appear



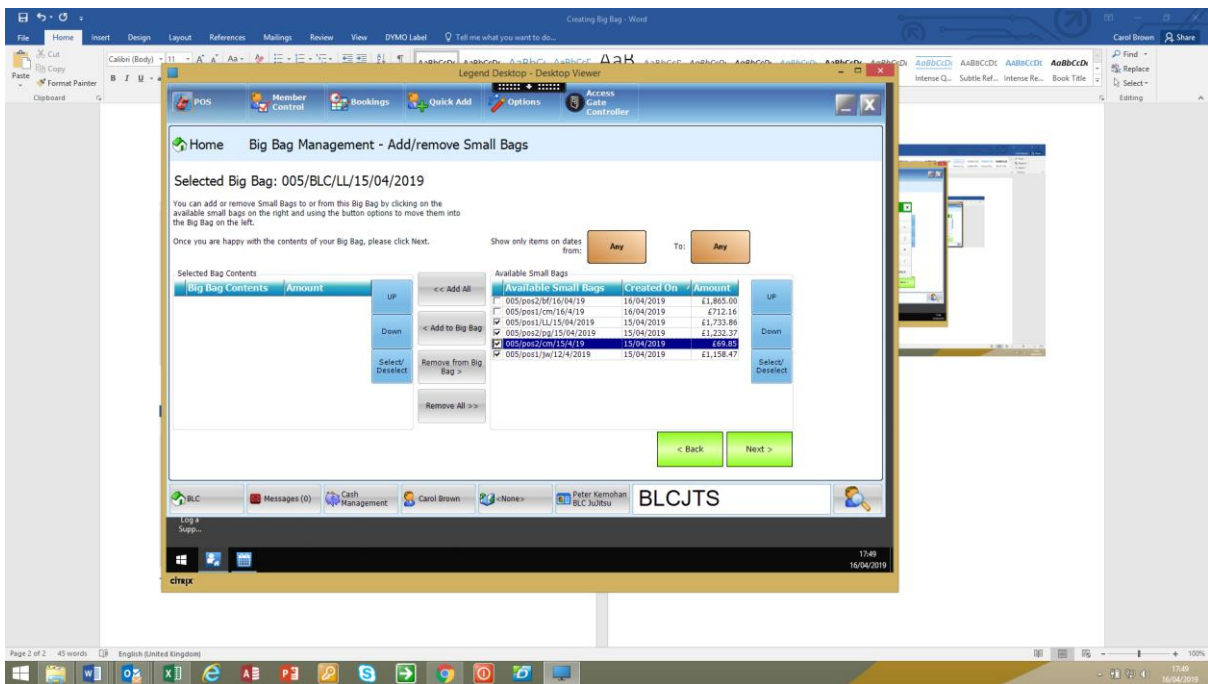
- Click on Big Bag Management
- Click on Create New Big Bag and enter username and password



The following screen will appear. In the reference field enter **005/BLC/your initials/date**



Click OK and NEXT



Tick each small bags you wish to moved, and click the Add to Big Bag button – only small bags with the same date should be moved into a big bag. The total collection for all small bags moved will appear in the top right hand corner – check that this corresponds with the Category summary report – taking into account any variance

Click Next and Finish – enter username and password

You will be ask if you want to seal the bag – select yes unless there is a problem with overall total – the bag can be sealed later.