CASH MANAGEMENT - BANKING WIZARD

The banking wizard removes Big Bags from the site. The process is ran after G4S collect lodgement bags – each lodgement bag represents a Big Bag and the G4S receipt numbers are recorded as proof that the lodgement has left the site.

- Click on Cash Management button Front of House bottom of the screen
- Click on Banking Wizard button
- Click on Next the following screen will appear

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Select Big Bag	is to include in the Deposit			inconsistencies
You can add or remove available Sealed Big Bar into the Deposit on the		incongruities divergences disagreements		
Once you are happy with	h the contents of your Deposit, please click Next.	Show only items on dates from: To: Any		correspondences (Antonym)
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- tick the bag/bags to be removed check which date the lodgement receipt numbers relates to on the G4S receipt
- Click on the Add to Deposit button this will move the bag over
- Click Next
- Click Change Receipt Number button
- Enter the Seal Number from G4S receipt and finish
- Enter username and password