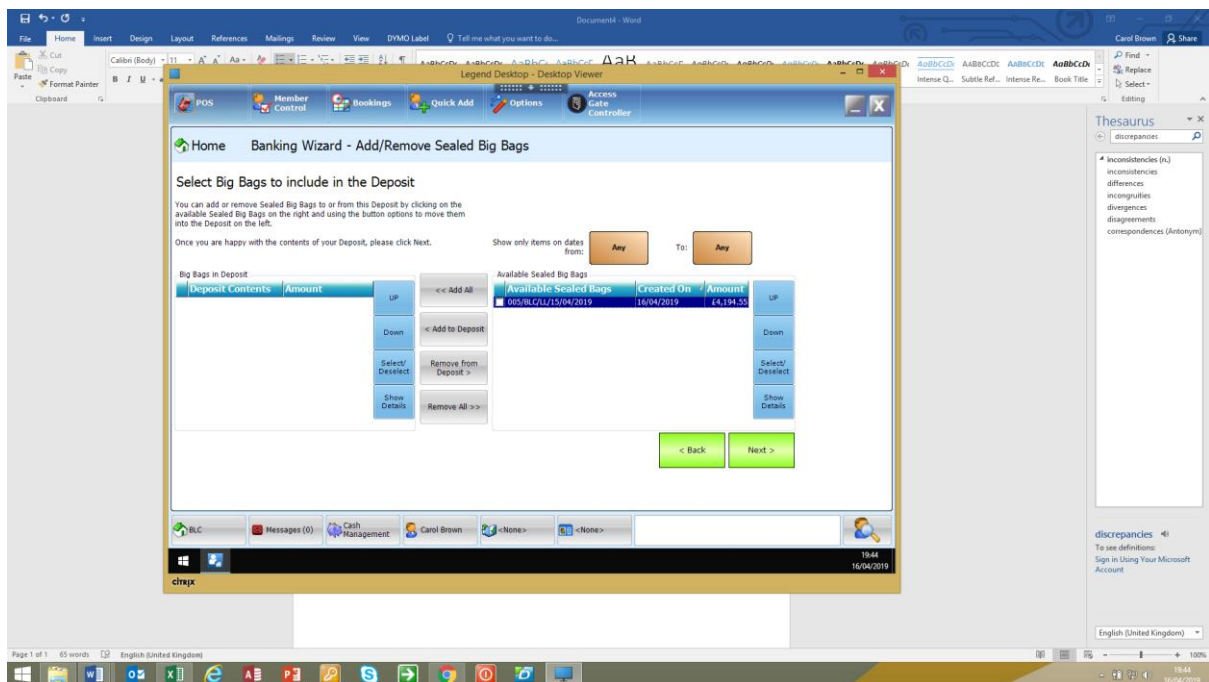


## CASH MANAGEMENT - BANKING WIZARD

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



- 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