

Cash transfer ROSS – User’s Guide



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Module Overview

This module will enable the clerk to understand the procedure for receiving the *Cash Transfer Form* from the Depot and the steps to be followed to record the information into ROSS at the Retail Outlet. This will include the purpose and proper use of the new *Cash Transfer Form*.



Learning Objectives

- A. Understand the new *Cash Transfer Form for Customs Details* and how to enter Customs transfers into ROSS
- B. Understand the new *Cash Transfer Form for COD Details* and how to enter COD transfers into ROSS
- C. Understand the new *Cash Transfer Form for Other-Details* and how to enter these amounts into ROSS
- D. How to manage discrepancies with the new *Cash Transfer Form*.



Key Changes & Benefits

Key Changes	Benefits
New cash transfer process	<ul style="list-style-type: none">• Cash Transfer Forms created automatically at Depot and data fed directly to Event Manager. Depot . no longer has to batch and summarize E14's
New end-to-end process with cash transfer form	<ul style="list-style-type: none">• Streamlined process for reconciliation and payment to CCRA.

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Step-by-step Instructions

A. Cash Transfer Form

A new Cash Transfer Form is being introduced in order to standardize the Depot to Retail cash transfer process. When the designated Letter Carrier Depot (LCD) employee arrives at the outlet, the Cash Transfer Form will have been automatically printed by the Depot LS/DIA system and will consist of three parts. The first page will be customs to be transferred, the second page will be COD to be transferred and the third page will be other payments. Entries on the Customs and COD pages will be printed by the Depot LS/DIA system, while entries on the Other Payments page will be handwritten.

The Cash Transfer Form will consist of 2 copies, the LCD copy and the Retail outlet copy. The registration clerk or person making the deposit will present to the retail clerk, a copy of the Cash Transfer Form and the deposit. -For version 7.3 ROSS, the only new process for the retail clerk is to scan the bar code on the CTF, if the bar code does not scan, then key in the 'CT' number on the left side of the form. The rest of the process, such as entering the amount of the deposit (the adjusted total) into their 'miscellaneous account' is the same as in the past. For version 7.2 ROSS, does not have the capability to scan the CTF bar code, use past practice when making the deposit.

The retail clerk must count the cash and cheques that the LCD employee has brought to the outlet and verify that the amounts correspond with the **Grand Total of Transfer** indicated on the Cash Transfer Form (or **Total Customs and COD** when there are no Other Payments being transferred). If other payments are being transferred then the Retail clerk must also verify that the manual calculation of totals on page 3 (Other Payments) is correct.

- If there is an error in the totals calculated on page 3, have the LCD employee enter the correct amount(s) and initial the correction (on **both** copies of the Transfer Slip)
- If the funds transferred do not equal the total indicated on the Transfer Form and is not noted, have the LCD employee note the shortage on both copies of the last page on the last page and initial the notation

Once the procedure above has been completed, the retail clerk must date and sign both copies of the Transfer Form. One copy is to be returned to the LCD employee and the other copy is to be retained by the retail outlet for 7 years.

Put the cash and cheques in your cash drawer and include them with your deposit

NOTE: If you receive any of the old customs E-14 forms with your Depot Cash Transfer, continue to batch and send to Quebec

In the case of a shortage, If the shortage is identified as a theft or fire use code 71630 (Crime Claims – Fire, Theft, Robbery, V.M.) If the shortage is identified as “unexplained” the LCD will have to investigate if this money is missing due to timing problems or if amount was lost. until this happens the shortage will be coded to 71580 (Missing Bank Deposits). The Retail outlet must ensure that they follow up with the LCD for this shortage only when the funds are finally transferred will the shortage entry be revised.

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B. Entries of payment in ROSS

Steps for entering customs payment

1. Press F6 **Other Sales**.
2. Press F4 **Miscellaneous Revenue**.
3. F7 search, select 72590 – Customs Postal Imports Collections.
4. Enter **LCD** in description field, press **ENTER**.
5. Enter total value of customs from the bottom of **Cash Transfer form for customs details** in Sub-Total field, press **ENTER**.
6. Press F8 **Complete**.
7. Press **TOTAL**.
8. Enter each cheque, individually from the Cash Transfer Form enter amount, press **F4 Cheque**.
9. Enter cheque face down in validation slip of the retail printer, press OK.
10. Proceed until all cheques are entered into ROSS.
11. Type total cash from Cash Transfer form, press **F2 Canadian Cash**.

07/08/2003 MISCELLANEOUS REVENUES SCREEN		?																	
Enter GST amount		F1 Help																	
<input type="text" value="0.00"/>																			
Account	72590																		
Name	Customs Postal Imports Collections																		
Description	LCD																		
Sub-Total	\$453.28																		
GST	\$0.00																		
PST	\$0.00																		
HST	\$0.00																		
<table style="width: 100%; border: none;"> <tr> <td style="width: 15%; border: none;">GST</td> <td style="width: 15%; border: none;"><input type="text" value="\$0.00"/></td> <td style="width: 15%; border: none;">PST</td> <td style="width: 15%; border: none;"><input type="text" value="\$0.00"/></td> <td style="width: 15%; border: none;">HST</td> <td style="width: 15%; border: none;"><input type="text" value="\$0.00"/></td> <td style="width: 10%; border: none; text-align: right;">Account Total:</td> <td style="border: none; text-align: right;">\$453.28</td> </tr> <tr> <td colspan="6" style="border: none;"></td> <td style="border: none; text-align: right;">Total Due:</td> <td style="border: none; text-align: right;">\$0.00</td> </tr> </table>		GST	<input type="text" value="\$0.00"/>	PST	<input type="text" value="\$0.00"/>	HST	<input type="text" value="\$0.00"/>	Account Total:	\$453.28							Total Due:	\$0.00	F7 Search	
GST	<input type="text" value="\$0.00"/>	PST	<input type="text" value="\$0.00"/>	HST	<input type="text" value="\$0.00"/>	Account Total:	\$453.28												
						Total Due:	\$0.00												
Type in the value of the GST, if applicable, and press <Enter>		F8 Complete																	

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Cash Transfer Form for Customs Details

Rapport de transfert de fonds (douane) - détails

17 Digit A/N Bar Code with eye readable area
as per CPC Spec #

Work Centre - C. de travail	Depot Name	Nom du poste de facteurs	Prepared by	Préparé par	Date
-----------------------------	------------	--------------------------	-------------	-------------	------

Customs Items Details		Détails des articles des Douanes						
#	Method of Payment	Mode de paiement	Date Funds collected Y/M/D	Date de percep. des fonds A/M/J	Item Number	N° de l'article	Amount	Montant
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
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20								
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23								
24								
25								
26								
27								
28								
29								
30								

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1. The Cash Transfer Slip for Customs will contain the following information:

Field	Description
Cash Transfer Slip Bar Code	17 Digit containing: <ul style="list-style-type: none"> - Cash Transfer Slip identifier - RC number of Depot - Date
Page Number	X of X
Outlet Number	Financial Cost Centre Number
Outlet Name	Space to Write the Outlet Name
Prepared By	Space to Write Employee’s Name
Date	Date Cash Transfer Report Prepared
Transaction Number	List Number of the Transaction
Category	Method of Payment Category <ul style="list-style-type: none"> - Cash - Total cash - Cheques - Total Cheques - Total Customs
Date	Date Funds Collected
Item Number	Article Item Number
Amount	Amount Collected

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Steps for entering COD payments

1. Confirm receipt of a COD remittance label for each COD line item.
2. You must create a money order for each item listed on the **Cash Transfer Form for COD Details**,
3. At the **Clerk Session** screen, press F4 **Money Orders**.
4. Press **ENTER** to accept the default or press F2 **Canada**.
5. Enter the amount of the money order from the Cash Transfer form and press **ENTER**.
6. Enter the check digit (last number on money order). If you cannot find the requested money order, press the appropriate function key and accept the next money order. Press **ENTER**.
(inform the Leadhand/Postmaster to resolve the missing money order in ROSS before the End of Day has been completed.)
7. Go to the **Fee Code** line and select **fee code 4**, press **ENTER**.
8. Press F8 **Complete**.
9. Print money order.
10. Press F8 **Complete**.
11. Press **TOTAL**.
12. Enter amount owed, press **F2 Canadian Cash**.
13. Repeat steps **3 to 11** for each line item on the **Cash Transfer Form for COD-Details**.

8/3/03		MONEY ORDERS ISSUED		 F1 Help			
Enter check digit printed on the money order or select option							
3							
Exchange Rate		Currency Type	Canadian				
Destination Country	CA	Canada					
Canadian Value	\$256.87	Dollar					
Fee Code	4	\$0.00					
Serial Number	3	785375835					
GST	\$0.00	PST	\$0.00		HST	\$0.00	Sub Total:
						Total Due:	\$0.00
The check digit is the last digit of the serial number * If new bundle, type in the entire serial number							
							F8 Complete

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Cash Transfer Form for COD Details

Rapport de transfert de fonds (CR) - détails

17 Digit A/N Bar Code with eye readable area
as per CPC Spec #

Work Centre C. de travail	Depot Name Nom du poste de facteurs	Prepared by Préparé par	Date
---------------------------	--	----------------------------	------

COD		Envois CR					
#	Method of Payment Mode de paiement	Date Funds collected Y/M/D	Date de percep- des fonds A/M/J	Item Number	N° de l'article	Amount	Montant
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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1. The Cash Transfer Slip for COD will contain the following information:

Field	Description
Cash Transfer Slip Bar Code	17 Digit containing: <ul style="list-style-type: none"> - Cash Transfer Slip identifier - RC number of Depot - Date
Page Number	X of X
Outlet Number	Financial Cost Centre Number
Outlet Name	Space to Write the Outlet Name
Prepared By	Space to Write Employee’s Name
Date	Date Cash Transfer Report Prepared
Transaction Number	List Number of the Transaction
Category	Method of Payment Category <ul style="list-style-type: none"> - Cash - Total COD
Date	Date Funds Collected
Item Number	Article Item Number
Amount	Amount Collected
Total Customs and COD	Totals from page 1 and page 2 of the Cash Transfer Report to be used when there are no Other Payments being transferred.
Cash Received by	Signature of Retail person (or C&D Supervisor) accepting the Cash Transfer.

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The *Cash Transfer Form for Other-Details* will be used to record the money that was collected from the delivery agents for items other than COD and Customs. The amounts for each item will be entered manually by the Depot.

At the Retail Outlet, each line entry on the Transfer Form must be entered in the appropriate ROSS account according to its Item Description.

Steps for entering other payments on ROSS:

Steps for entering Postage Due, Shortpaid mail and Business Reply Mail

1. Press F6 **Other Sales**.
2. Press F3 **Service Sales/Refunds**
3. Press F2 **Service Sales**.
4. Press F7 search, select account number **52600 PPIC Deposit – BRM/Postage Due**.
5. Enter amount and press **ENTER**.
6. **Once completed press F8 Complete**.

08/08/2003		SERVICE SALES SCREEN		?	
Scroll through list and once service is highlighted enter amount				F1 Help	
0.00					
Category #	Service Name	Amount			
51910	Copies with service	\$0.00			
51920	Fax long distance per minute charge	\$0.00			
51930	Bulk Packing Tape - \$0.50/box	\$0.00			
51940	Bulk Kraft Wrap - \$0.50/box	\$0.00			
51950	Bulk Address Labels - \$0.25/label	\$0.00			
51960	Bulk Foam Peanuts - \$2.00/box	\$0.00			
51970	Bulk Bubble Wrap - \$3.00/box	\$0.00			
51980	Photo Service	\$0.00			
52100	Money Gram Transfer Service	\$0.00			
52150	Postage Meters - Back Room Mtrs	\$0.00			
52250	Meter Mailing Service Charge	\$0.00			
52400	Meter Spoils S/C	\$0.00			
52500	Virtual PIN Vouchers	\$0.00			
52600	PPIC Deposit - BRM/Postage Due	\$0.00			
52710	PPIC Deposit - Unaddressed Admail	\$0.00			
52860	Third Party Sales	\$0.00			
54100	SAP Transactions	\$0.00			
GST	\$0.00	PST	\$0.00	HST	\$0.00
				Total Due:	\$0.00
Type in the amount and press <Enter>					
				F7 Search	
				F8 Complete	

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Steps for entering Unaddressed admail

1. Press F6 **Other Sales**.
2. Press F3 **Service Sales/Refunds**
3. Press F2 **Service Sales**.
4. Press F7 search, select account number **52710 PPIC Deposit – Unaddressed Admail**.
5. Enter amount and press **ENTER**.
6. **Once completed press F8 Complete**.

08/08/2003		SERVICE SALES SCREEN	
Scroll through list and once service is highlighted enter amount			
<input type="text" value="0.00"/>			
Category #	Service Name	Amount	
51910	Copies with service	\$0.00	
51920	Fax long distance per minute charge	\$0.00	
51930	Bulk Packing Tape - \$0.50/box	\$0.00	
51940	Bulk Kraft Wrap - \$0.50/box	\$0.00	
51950	Bulk Address Labels - \$0.25/label	\$0.00	
51960	Bulk Foam Peanuts - \$2.00/box	\$0.00	
51970	Bulk Bubble Wrap - \$3.00/box	\$0.00	
51980	Photo Service	\$0.00	
52100	Money Gram Transfer Service	\$0.00	
52150	Postage Meters - Back Room Mtrs	\$0.00	
52250	Meter Mailing Service Charge	\$0.00	
52400	Meter Spoils S/C	\$0.00	
52500	Virtual PIN Vouchers	\$0.00	
52600	PPIC Deposit - BRM/Postage Due	\$0.00	
52710	PPIC Deposit - Unaddressed Admail	\$0.00	
52860	Third Party Sales	\$0.00	
54100	SAP Transactions	\$0.00	
GST	\$0.00	PST	\$0.00
HST	\$0.00	Total Due:	\$0.00
Type in the amount and press <Enter>			

?

F1 Help

?

F7 Search

?

F8 Complete

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Steps for entering Hold Mail

1. Press F6 **Other Sales**.
2. Press F6 **COA/HLD**
3. Press F3 **Extension**.
4. Press F7 search, select according service name.
5. Enter duration and press **ENTER**.
6. **Once completed press F8 Complete**.

08/08/2003		COA/HOLD MAIL - EXTENSION	
Select an option			
1			
Service Name	Duration	Amount	
COA Residential Domestic Permanent	Up to 6 Months	\$0.00	
COA Residential Domestic Temporary	Up to 1 Month	\$0.00	
COA Residential International Permanent	Up to 6 Months	\$0.00	
COA Residential International Temporary	Up to 1 Month	\$0.00	
HOLD MAIL Residential	Up to 1 Week	\$0.00	
COA Commercial Domestic Permanent	Up to 6 Months	\$0.00	
COA Commercial Domestic Temporary	Up to 1 Month	\$0.00	
COA Commercial International Permanent	Up to 6 Months	\$0.00	
COA Commercial International Temporary	Up to 1 Month	\$0.00	
HOLD MAIL Commercial (min.5 bus.days)	Up to 1 Day	\$0.00	
COA Schools Temporary (1-2 months only)	Up to 1 Month	\$0.00	
HOLD MAIL Schools (1-21 bus.days)	Up to 1 Day	\$0.00	
COA Schools Temp/Hold (3-12 months)	Up to 12 Months	\$0.00	
HOLD MAIL Schools (22 bus.days-1yr.)	Up to 12 Months	\$0.00	
GST	\$0.00	PST	\$0.00
HST	\$0.00	Total Due:	\$0.00
HOLD MAIL ONLY: Prices are calculated by business days and do not include statutory holidays. Stop Fraud: verify customer ID			

?

F1 Help

F2 Days

F8 Complete

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3. The Cash Transfer Slip for Other Payments will contain the following information:



Field	Description
Page Number	X of X
Outlet Number	Financial Cost Center Number
Outlet Name	Space to Write the Outlet Name
Prepared By	Space to Write Employee’s Name
Date	Date Cash Transfer Report Prepared
Transaction Number	List Number of the Transaction
Date of Report	Date of when report was printed
Item Description	Postage Due Short Paid Business Reply Mail Hold Mail Admail Account Other Payments
Amount	Amount of Cash Collected
Total Other Payments	Total Cash Collected for non COD/Customs Items
Grand Total of Transfer	Total Amount of all cash and cheques being transfered
Cash Received by	Signature of Retail person (or Depot Supervisor) accepting the Cash Transfer Report.

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If there is a discrepancy in the amount shown on the Cash Transfer Form and the actual amount in hand, the shortage needs to be recorded in ROSS.

Recording shortage on ROSS if unexplained



1. Press F6 **Other Sales**.
2. Press F5 **Expenditures**.
3. Press F7 search, select account number **71580 Missing Bank Deposit**.
4. In Description field enter **Shortage**.
5. Enter amount in Sub-Total field and press **ENTER**.
6. Select Payment Type.
7. Once completed press F8 **Complete**.

08/18/2003		OUTLET EXPENDITURES		 F1 Help	
Enter Sub-Total					
<input type="text" value="0.00"/>					
Account	71580				
Name	Missing Bank Deposits				
Project Code	0				
Description	Shortage				
Sub-Total	\$0.00				
GST	\$0.00				
PST	\$0.00				
HST	\$0.00				
Payment Type					
				 F7 Search	
GST	<input type="text" value="\$0.00"/>	PST	<input type="text" value="\$0.00"/>	HST	<input type="text" value="\$0.00"/>
				Invoice Total:	<input type="text" value="\$0.00"/>
				Total Due:	<input type="text" value="\$0.00"/>
Type in the value of transaction, excluding taxes, and press <Enter>					
				F8 Complete	

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Recording shortage on ROSS if a Crime Claims-Fire, Theft or Robbery



1. Press F6 **Other Sales**.
2. Press F5 **Expenditures**.
3. Press F7 search, select account number **71630 Crime Claims-Fire, Theft Robbery, V.M.**
4. In Description field enter **Shortage**.
5. Enter amount in Sub-Total field and press **ENTER**.
6. Select Payment Type.
7. **Once completed press F8 Complete.**

08/18/2003		OUTLET EXPENDITURES		 F1 Help	
Enter Sub-Total					
0.00					
Account	71630				
Name	Crime Claims-Fire, Theft Robbery,V.M.				
Project Code	0				
Description	Shortage				
Sub-Total	\$0.00				
GST	\$0.00				
PST	\$0.00				
HST	\$0.00				
Payment Type					
				 F7 Search	
GST	\$0.00	PST	\$0.00	HST	\$0.00
				Invoice Total:	\$0.00
				Total Due:	\$0.00
Type in the value of transaction, excluding taxes, and press <Enter>					
				F8 Complete	

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Recovery of shortage in ROSS if unexplained



1. Press F6 **Other Sales**.
2. Press F4 **Misc Revenues**.
3. Press F7 search, select account number **72510 Recovery-Missing Bank Deposits**.
4. In Description field enter **Recovery of missing bank Deposits**.
5. Enter amount in Sub-Total field and press **ENTER**.
6. Once completed press F8 **Complete**.

08/19/2003 MISCELLANEOUS REVENUES SCREEN		 F1 Help
Enter Sub-total 0.00		
Account	72510	
Name	Recovery-Missing Bank Deposits	
Description	Recovery of missing bank Deposits	
Sub-Total	\$0.00	
GST	\$0.00	
PST	\$0.00	
HST	\$0.00	
Account Total: \$0.00 Total Due: \$0.00		 F7 Search
GST \$0.00 PST \$0.00 HST \$0.00		F8 Complete
Type in the value of the transaction, excluding taxes and press <Enter>		

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Recovery of shortage in ROSS if Crime Claims-Fire, Theft or Robbery

1. Press F6 **Other Sales**.
2. Press F4 **Misc Revenues**.
3. Press F7 search, select account number **72560 Recovery-Fire, Theft, Rob, Vend.Mach.Short**.
4. In Description field enter **Recovery of Crime**.
5. Enter amount in Sub-Total field and press **ENTER**.
6. Once completed press F8 **Complete**.

08/18/2003 MISCELLANEOUS REVENUES SCREEN		 F1 Help
Enter Sub-total 0.00		
Account	72560	
Name	Recovery-Fire,Theft,Rob,Vend.Mach.Short.	
Description	Recovery of Crime	
Sub-Total	\$0.00	
GST	\$0.00	
PST	\$0.00	
HST	\$0.00	
Account Total: \$0.00 Total Due: \$0.00		 F7 Search
GST \$0.00 PST \$0.00 HST \$0.00		F8 Complete
Type in the value of the transaction, excluding taxes and press <Enter>		

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Exercises

Exercise #1a: Cash Transfer entering customs payment

Exercise Scenario Rose Wilson has dropped off the Cash Transfer Form, record the customs value from the Cash Transfer Form in ROSS.

Hint N/A

Answer

Additional Information There are 6 items on the Cash Transfer Form for customs.
-Total amount \$525.26

Exercise #1b: Cash Transfer entering customs payment

Exercise Scenario Andy Fagnoul has dropped off the Cash Transfer Form, record the customs value from the Cash Transfer Form in ROSS.

Hint N/A

Answer

Additional Information There are 2 items on the Cash Transfer Form for customs.
1- CU111222333CA - \$25.62
2- CU999888777CA - \$34.69

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Exercise #2a: Cash Transfer entering COD payment

Exercise Scenario Charles Christie has just dropped off the Cash Transfer Form, record the COD value from the Cash Transfer Form in ROSS.

Hint

Answer

Additional Information There is 1 item on the Cash Transfer Form for COD
1- \$56.32 (cash)

Exercise #2b: Cash Transfer entering COD payment

Exercise Scenario Cherry Armstrong has just dropped off the Cash Transfer Form, record the COD value from the Cash Transfer Form in ROSS.

Hint

Answer

Additional Information There is 3 item on the Cash Transfer Form for COD
1- \$112.36 (cash)
2- \$456.98 (cash)
3- \$985.65 (cash)

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Exercise #3: Cash Transfer entering other payment

Exercise Scenario Luc Orsini has just dropped off the Cash Transfer Form, record the other payment values from the Cash Transfer Form in ROSS.

Hint

Answer

Additional Information

There is 4 item on the Cash Transfer Form for other payments

- 1- \$1.25 (postage due) - CASH
- 2- \$3.65 (shortage paid mail) - CASH
- 3- \$2.94 (business reply mail) - CASH

Exercise #4a: Entries of payment in ROSS

Exercise Scenario Luc Orsini has just dropped off the Cash Transfer Form, there was \$20.15 stolen from Luc on the way to the Retail outlet. Record the values on ROSS.

Hint

Answer

Additional Information

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Exercise #4b: Entries of payment in ROSS

Exercise Scenario Luc Orsini has returned to the Retail outlet with the \$20.15 that was stolen. Record the values on ROSS.

Hint

Answer

**Additional
Information**

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Exercise Answers

Exercise #1a

1. Press F6 **Other Sales**.
2. Enter total value of customs at the bottom of **Cash Transfer Form for customs details**.
3. Press F4 **Miscellaneous Revenue**.
4. F7 search, select 72590 – Customs Postal Imports Collections
5. Enter amount (525.26) in Sub-Total field and press **ENTER**.
6. Once completed press F8 **Complete**.
7. Continue this process for all lines on the Cash Transfer Customs slip.

Exercise #1b

1. Press F6 **Other Sales**.
2. Enter total value of customs at the bottom of **Cash Transfer Form for customs details**.
3. Press F4 **Miscellaneous Revenue**.
4. F7 search, select 72590 – Customs Postal Imports Collections
5. Enter amount (60.31) in Sub-Total field and press **ENTER**.
6. Once completed press F8 **Complete**.
7. Continue this process for all lines on the Cash Transfer Customs slip.

Exercise #2a

1. For each money order listed on the **Cash Transfer Form for COD details**. You must create a money order for each line.
2. At the **Clerk Session** screen, press F4 **Money Orders**.
3. Press **ENTER** to accept the default or press F2 **Canada**.
4. Enter the \$56.32 and press **ENTER**.
5. Enter the check digit (last number on money order). If you cannot find the requested money order, press the appropriate function key and accept the next money order. Press **ENTER**.
6. Go to the **Fee Code** line and select **fee code 4**.
7. Press F8 **Complete**.

Exercise #2b

For first COD item

1. For each money order listed on the **Cash Transfer Form for COD details**. You must create a money order for each line.
2. At the **Clerk Session** screen, press F4 **Money Orders**.
3. Press **ENTER** to accept the default or press F2 **Canada**.
4. Enter the \$112.36 and press **ENTER**.
5. Enter the check digit (last number on money order). If you cannot find the requested money order, press the appropriate function key and accept the next money order. Press **ENTER**.
6. Go to the **Fee Code** line and select **fee code 4**.

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7. Press F8 **Complete**.

For second COD item

1. For each money order listed on the **Cash Transfer Form for COD details**. You must create a money order for each line.
2. At the **Clerk Session** screen, press F4 **Money Orders**.
3. Press **ENTER** to accept the default or press F2 **Canada**.
4. Enter the \$456.98 and press **ENTER**.
5. Enter the check digit (last number on money order). If you cannot find the requested money order, press the appropriate function key and accept the next money order. Press **ENTER**.
6. Go to the **Fee Code** line and select **fee code 4**.
7. Press F8 **Complete**.

For third COD item

1. For each money order listed on the **Cash Transfer form for COD details**. You must create a money order for each line.
2. At the **Clerk Session** screen, press F4 **Money Orders**.
3. Press **ENTER** to accept the default or press F2 **Canada**.
4. Enter the \$985.65 and press **ENTER**.
5. Enter the check digit (last number on money order). If you cannot find the requested money order, press the appropriate function key and accept the next money order. Press **ENTER**.
6. Go to the **Fee Code** line and select **fee code 4**.
7. Press F8 **Complete**.

Exercise #3

1. Press F6 **Other Sales**.
2. Press F3 **Service Sales/Refunds**
3. Press F2 **Service Sales**.
4. Press F7 search, select account number **52600 PPIC Deposit – BRM/Postage Due**.
5. Enter amount (\$7.84) and press **ENTER**.
6. **Once completed press F8 Complete**.

Exercise #4a

1. Press F6 **Other Sales**.
2. Press F5 **Expenditures**.
3. Press F7 search, select account number **71630 Crime Claims-Fire, Theft Robbery, V.M.**
4. Enter amount (\$20.15)and press **ENTER**.
5. **Once completed press F8 Complete**.

Exercise #4b

1. Press F6 **Other Sales**.
2. Press F4 **Misc Revenues**.
3. Press F7 search, select account number **72560 Recovery-Fire, Theft, Rob, Vend.Mach.Short**.
4. Enter amount (\$20.15) and press **ENTER**.
5. Once completed press F8 **Complete**.