

**DESCRIPTION:** This procedure explains how to close out your teller drawer at the end of the day.

To complete a close-out at the end of the day, you must account for the decals, titles and balance your work.

1. **DECALS:** Check count and serial numbers of decals remaining in assignment by comparing your decals to the "Inventory Management Console" screen.
2. Perform teller verification on the screen and return decals to authorized person.

#### COLLECTIONS

1. Count coins and currency and record totals on the FS54 form.
2. Total checks twice and place one total on the checks and one total on the FS54 form.
3. Total credit card/debit receipts and record totals. Attach adding machine tape to receipts.

#### BALANCE WORK

1. Request a Transaction Activity Report. Compare work totals on the report to collections and Teller Cash Drawer display.
2. Totals agree – Separate work, titles, no fee applications, all other miscellaneous work. Submit work, collections and the non-usable decals on the teller batch cover sheet stamped with your stamp to the agent.
3. Perform "Close Cash Drawer" procedures (ALA114).
4. Totals do not agree. Compare each piece of work to entries on Teller Log to determine error. Make needed corrections and continue close-out procedures.
5. If error cannot be determined, teller must enter an unidentified overage or shortage. (Refer ALA-110 to record overage or shortage). This step should be performed prior to leaving work.
6. Continue with close-out procedures.

**NOTE:** The Teller's cash drawer cannot be closed if uncollected errors or locally processed transactions exist. At the end of the day, if the transactions cannot be

## DAILY PROCESSING (End of the Day)

processed, the teller will complete the close-out procedures with the exception of performing the "Close Cash Drawer" procedure. Teller will also need to log off the DMV Select System.

1. Check counts and serial numbers of decals received from teller using the "Inventory Management Console" screen.
2. Perform final verification process on the screen and return decals to secured storage area.
3. If the money is handed over to another individual, that person must recount the collection and verify on the FS54.
4. Perform Inventory Updates using "Inventory Management Console" screen to close title documents.
5. Request "Transaction Activity - Incomplete" on the Report Menu.
6. Review report for any incomplete transactions such as: Locally Processed Transactions and Uncorrected Errors.
7. If incomplete transactions exist, have appropriate teller make corrections.
8. Perform "Close CSC" procedure (refer to ALA-118).