

FINANCE



SOP

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MORNING SETUP

When you first arrive to work in the morning, you need to do the following prior to the start of business:

- Take out the money order machine and set it up
- Put the (2) mail count sheets on the wall
- Set up the bags
- Set up your IRT, Cash, and APDS
- Get change, stamps, money orders, and anything else that needs to be done

ORDERING STAMPS **AND MONEY ORDERS**

When your stock gets low on stamp or money orders you need to do the following:

STAMPS:

- Fill out a stamp request (PS Form 17)
- Fill out all your information and stamp it with your APDS
- Turn it in to the COPE or APC
- Receive stamps, verify quantity
- Complete (stamps +) in the IRT
- Maintain your copy of PS 17 print-out until next Audit

MONEY ORDERS:

- If you have less than 10 Money orders remaining, then request more from the COPE or APC
- Receive and Sign for the money orders
- Verify numbers
- Do money order setup on the IRT(you can have two money order blocks on the IRT)

*Remember to always do a stamp plus as soon as you get your stamps.
Press money order set up for your????

FLAT RATE EXPRESS **AND PRIORITY MAIL**

When you receive a flat rate envelope, you need to do the following:

- Let the customer know that this is a flat rate envelope
- Press SHIFT and either PRIORITY or SHIFT and EXPRESS TO ADD.
- Press PVI

Giving priority service to a customer using a priority box that does not weigh enough for the service:

DEBIT CARD SALE

- Press the Debit Key
- Swipe the card
- Enter the clerk's ID and press ENTER
- Enter the clerk's password and press ENTER
- Enter the amount of the sale
- Press ENTER again (we do not give cash back)
- Wait for the PIN from the customer
- Wait for the print out

On the IRT, once the transaction goes through, press TOTAL, BANK CARD, and 2 for debit.

REPRINTING A TRANSACTION

- Press the Function key and press 2

PRINTING CLERKS DEBIT/CREDIT REPORTS

- Press the Function key, and press 3
- Enter the clerk's ID
- Enter the password
- Wait for report to print

CORRECTION ERRORS

When you make a mistake use the following to correct your errors:

- Misc AIC 553 (for PVI errors) take the PVI and put it in the refund sheet
- Press SHIFT and ERROR CORRECT (to fix and express mail or any other error)
- Press ERROR CORRECT to fix an error on the stamp sale

END OF DAY

At the closing of each day, the following needs to be done:

- Follow the closeout procedure given to you for the IRT
- Close out your credit/debits
- Lock up the money order machine, the registered book, and the registered stickers
- Turn off your IRT and PVI machine and police up your area, and process all the mail for that day.
- Turn in all your reports, 1412, and cash to either the COPE or APC
- Restock the lobby with all the proper forms and boxes if available
- Sweep, mop, and seal the truck

COPE/APC



SOP

DAILY ACTIVITIES

NEW DAY:

- Insert Supervisor Disk
- Turn IRT power ON
- At “CONTROL MENUR” press “5” Consolidate 1412
- At “CONSOLIDATE” press “2” NEW DAY 1412
- At “INITIALIZE NEW DAY” you will see the following message;
“WARNING: ACCOUNT BALANCES WILL BE RESET TO
ZERO” press ENTER
- When finished the screen will return to the “Consolidate” menu: press
“1” or “RESET” to return to the “CONTROL MENU”

(You are ready to issue stock (see instructions below) or consolidate clerk's disk (see instructions below).

YOU MUST DO A “NEW DAY” EACH MORNING

CLOSEOUT PROCEDURES

- At the CONTROL menu, press “5” CONSOLIDATE 1412
- At the CONSOLIDATION menu press “3” CONSOLIDATE CLERK’S DISK
- Insert clerks disk when prompted to do so, when finish; press RESET insert supervisor’s disk and press enter
- At the CONSOLIDATION menu press “5” PRINT REPORTS.
- At the PRINT REPORTS menu, press “1” (unit 1412), enter, enter “4” (Clerk’s Balance), “2” (money orders) Enter “13” (Express Mail), then “4,”16” Delivery Confirmation . Press RESET then “14” (PVI Activity).
- When finish printing all your reports, do a tape (the totals of all your money orders, money order fees, 553’s if any, total cash (cash and checks), credit and debit)
- Check the balances with the ones on the Unit 1412
- If all your totals add up, press RESET
- You will be at the CONTROL menu, press “15” (back up supervisor disk)
- After the back up is complete the system will beep, insert the destination disk for that day
- When back up is complete, insert supervisor disk, press RESET, RESET again, turn OFF the IRT

TRANSMISSION SETUP

- Insert the RCU disk
- At the TRANSMIT menu, press “1” (copy data from supervisor disk)
- Follow directions on the screen
- When the screen returns to the TRANSMIT menu, press “3” to view data
- Reset and exit
- Move to your pc and upload data to AMPS.
- At Amps menu go to finance, then upload RCU; follow directions
- Log off of your computer
- Ensure everything is secure
- Now you are ready to go home

SUPERVISOR CREDIT
AND DEBIT BATCH CLOSE

- Press “8”
- Press “0” (“0”-YES, “1”-NO)
- Enter “08” (supervisor ID)
- Enter password
- Wait for the print out