

SALES & SERVICES ASSOCIATE ACADEMY

Module 10: Accountability



Objectives

- Review types of reporting technology – Retail Systems Software (RSS) for live transactions and e1412 for manual entry web-based Offices.
- Recognize stamp stock credits and the associated financial responsibility.
- Explain procedures to establish and examine a stamp stock credit.
- Detail procedures to replenish a credit.
- Apply standard procedures for accountability in the Retail unit.
- Distinguish Account Identifier Codes (AICs).
- Identify forms used for recording and tracking cash, stamps, accountable paper, and other assets.
- Complete PS Form 1412, *Daily Financial Report*.
- Describe procedures for handling count results.

Financial Reporting Technology Systems

Retail Systems Software (RSS) Offices.

Full Window Service (FWS)

Must maintain a unit reserve stock. Shared retail floor stock but is individually accountable for cash and money order.

Single Drawer Accountability (SDA) (2hr, 4hr, 6hr)

Everyone works out of the same cash container, stamp stock, and money orders.

Electronic 1412 (e1412) Manual Offices.

e1412 Standard Units

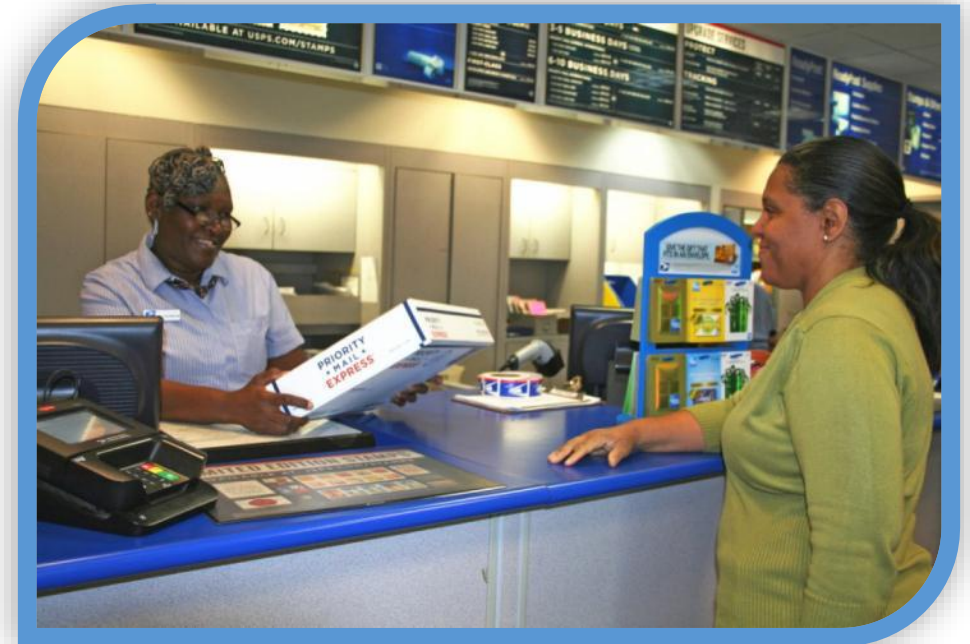
Units maintain unit reserve stamp stock and provide each SSAs inventory, stamp stock, and money orders from this reserve. No retail floor segment.

e1412 Single Drawer Accountability (2hr, 4hr, 6hr)

SSA operate from shared stamp stock, cash, and money orders.

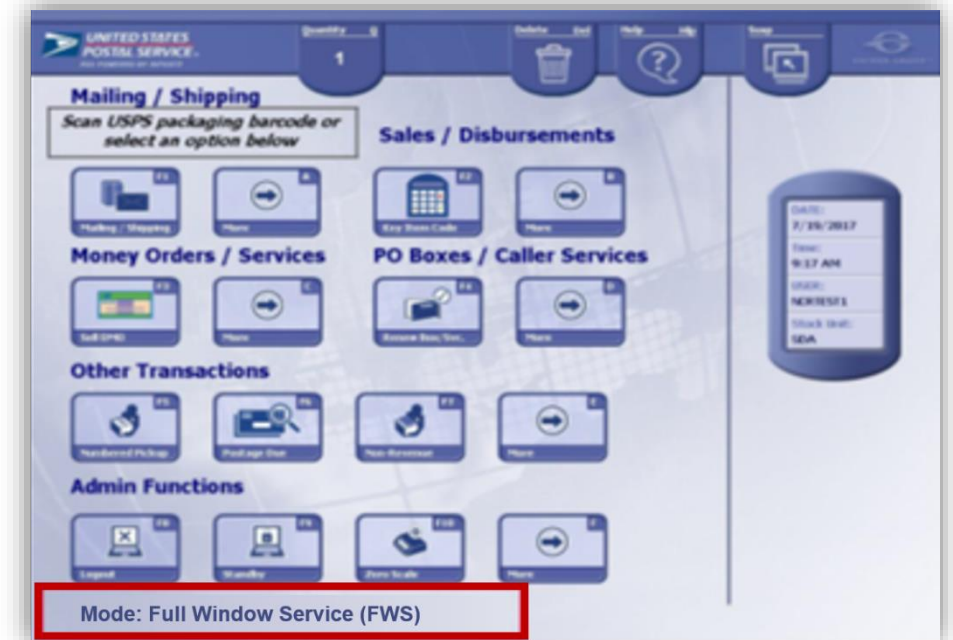
Types of RSS Offices

- RSS offices have two types of accountabilities:
 - Full Window Service (FWS).
 - Single Drawer Accountability (SDA) - which are two-, four-, or six-hour offices that are overseen by an Administrative Post (or Full Window Service) Office.
- RSS transactions are recorded in system as they occur.
- Data is transmitted to Standard Accounting for Retail (SAFR) system and ultimately recorded in USPS General Ledger.



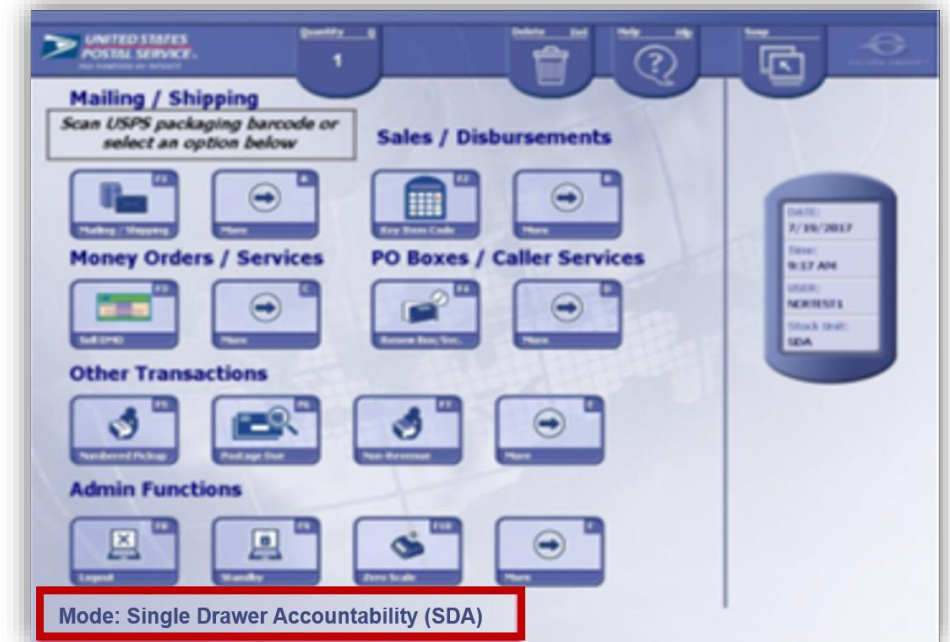
Full Window Service

- Must maintain a unit reserve stock and may include different segments (Retail Floor, Philatelic, or Mobile Unit).
- SSAs work from shared retail floor stock.
- Authorized cash retained credit up to \$100.99, individually accountable.
- Other segments may require stamp stock inventory assigned as individual accountability.
- Text at the bottom of the RSS Main Menu screen indicates system operating as Full Window Service (FWS).



Single Drawer Accountability (SDA)

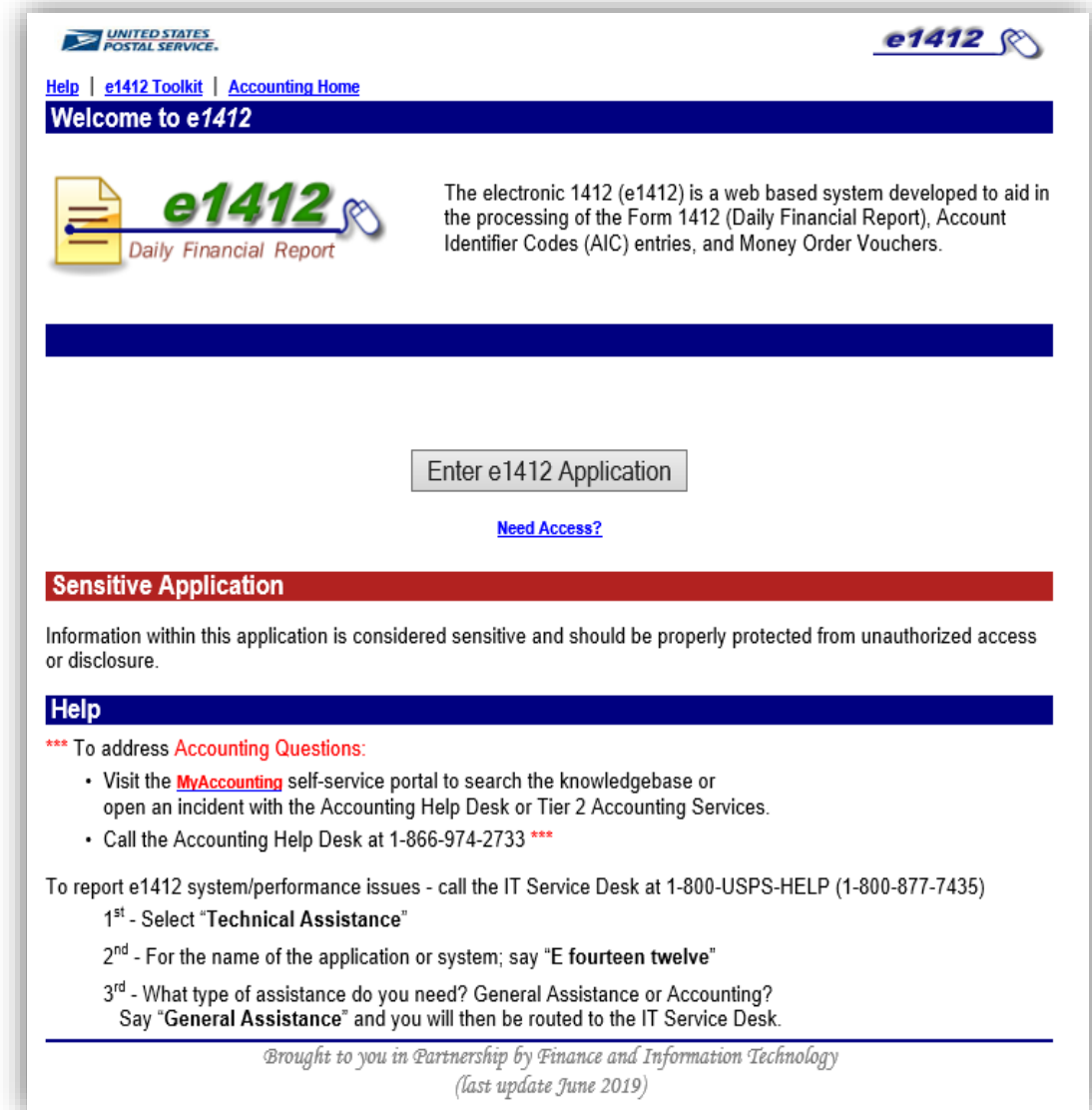
- RSS Single Drawer Accountability (SDA) supports two-, four-, and six-hour offices (also supports two-, four-, and six-hour offices without RSS).
- SDA offices have a single drawer accountability (SDA segment) that contains stamp stock, cash, and Money Orders.
- Everyone works out of the same cash container, stock, and Money Orders.
- Single drawer accountability comprised of:
 - Stamp stock.
 - Domestic and International Money Orders.
 - Cash.



Electronic 1412 (e1412)

Processes PS Form 1412:

- Web-based application.
- Users enter daily business transactions which are transmitted to Standard Accounting for Retail (SAFR) and recorded in the General Ledger.
- Two platforms:
 - Standard.
 - Single Drawer Accountability (SDA).



The screenshot shows the e1412 web application interface. At the top left is the United States Postal Service logo. At the top right is the e1412 logo with a mouse cursor. Below the logo is a navigation bar with links for Help, e1412 Toolkit, and Accounting Home. A dark blue banner reads "Welcome to e1412". Below this is the e1412 logo with the text "Daily Financial Report" and a mouse cursor. To the right of the logo is a paragraph: "The electronic 1412 (e1412) is a web based system developed to aid in the processing of the Form 1412 (Daily Financial Report), Account Identifier Codes (AIC) entries, and Money Order Vouchers." Below this is a large dark blue horizontal bar. In the center is a button labeled "Enter e1412 Application". Below the button is a link labeled "Need Access?". Below this is a red horizontal bar with the text "Sensitive Application". Below the bar is a paragraph: "Information within this application is considered sensitive and should be properly protected from unauthorized access or disclosure." Below this is a dark blue horizontal bar with the text "Help". Below the bar is a paragraph: "*** To address Accounting Questions:" followed by two bullet points: "• Visit the MyAccounting self-service portal to search the knowledgebase or open an incident with the Accounting Help Desk or Tier 2 Accounting Services." and "• Call the Accounting Help Desk at 1-866-974-2733 ***". Below this is a paragraph: "To report e1412 system/performance issues - call the IT Service Desk at 1-800-USPS-HELP (1-800-877-7435)" followed by three numbered steps: "1st - Select 'Technical Assistance'", "2nd - For the name of the application or system; say 'E fourteen twelve'", and "3rd - What type of assistance do you need? General Assistance or Accounting? Say 'General Assistance' and you will then be routed to the IT Service Desk." At the bottom is a footer: "Brought to you in Partnership by Finance and Information Technology (last update June 2019)".

e1412 Standard Units

Each SSA maintains Individual Stamp Credits (ISCs).

Units maintain unit reserve stamp stock and provide SSAs inventory, stamp stock, and money orders from this reserve.

No Retail Floor segment.

e1412 Standard Units

Designed for 2-hour, 4-hour and 6-hour RMPOs and overseen by an Administrative Post office (APO).

Single Drawer Accountability segment containing stamp stock, cash, and money orders.

SSAs operate from shared SDA and complete one Unit Daily PS Form 1412.

Types of Accountability

Unit Reserve Stamp Stock (RSS FWS and e1412 Standard).

Unit Cash Reserve (RSS FWS and e1412 Standard).

Cash Credit (RSS FWS Only).

Individual Stamp Credit (RSS FWS and e1412 Standard).

Retail Floor Stock (RSS FWS).


Single Drawer Accountability (RSS and e1412).

Unit Reserve Stock

- Securely stored in a vault for replenishment of the Retail Floor Stock:
 - Stamps.
 - Stationery.
 - Philatelic products.
 - Money Orders.
- Sales from the unit reserve stock are not allowed.
- RSS Full Window Service and e1412 Standard reporting units must maintain a unit reserve stock.



Unit Cash Reserve



Cash reserves supplement unit needs as a separate credit and not part of another user's accountability.

Consigned amount is documented on PS Form 3369, *Consigned Credit Receipt*.

Reassigned funds must be kept separate from other accountable credits.

Unit cash reserve amounts are reported in AIC 753, *Cash Retained Today*, on unit PS Form 1412.

Cash Credit

- Accountable cash assigned to an individual SSA (up to \$100.99).
- Each SSA is individually accountable for this amount.
- Authorized cash credit amount documented on PS Form 3369, *Consigned Credit Receipt*.



UNITED STATES POSTAL SERVICE.		Consigned Credit Receipt	
Name	Location of Credit		
(Check One) <input type="checkbox"/> Stamp Credit <input type="checkbox"/> Cash Credit	Credit Amount		
	Maximum Authorized Cash		
Issued by (Signature)		Date	
<small>I will faithfully account to the U.S. Postal Service for the consigned credit amount shown above or modified by transactions recorded on my Daily Financial Reports. I have read the following statements and have been advised of the priorities of protection to be given to funds and accountable paper in Chapter 3 of Handbook F-101, <i>Field Accounting Procedures</i>. Employees and contractors will be held responsible for losses of stamps and funds from stamp or cash credits resulting from failure to give the best available protection during and after business hours. Withdrawals of official funds for personal use, whether temporary or permanent, may subject employees or contractors to removal from office, cancellation of contract, and criminal prosecution.</small>			
Signature		Date	
PS Form 3369, August 2010			

Individual Stamp Credits

- Individually assigned stamp stock (stamps, stationery, money orders, etc.).
- SSA accountable for shortages/overages.
- Do not trade or purchase stamp stock from other SSAs.



Single Drawer Accountability (SDA)

Single drawer accountability (SDA segment) containing stamp stock, cash, and money orders.

SSAs work from a shared segment and complete one unit daily PS Form 1412.

Accountable Items

- Postage stamps (including definitive, special, commemoratives).
- Plain stamped envelopes and stamped cards.
- Nonpostal stamps: Migratory bird hunting stamps.
- Semi-Postal Stamps: Breast Cancer, Vanishing Species, Alzheimer, PTSD.
- Philatelic product examples: Mint sets, Postal Service Guide to US Stamps.
- Money Orders: Domestic, International, and Bait Money Orders.



Establishing Cash Credit

- Cash credits assigned to, and received by, new SSA using cash transfer workflow.
- SSAs consigned cash credit are authorized a cash retained amount up to \$100.99 and are accountable.
- PS Form 3369, *Consigned Credit Receipt*, signed by supervisor and SSA.
- SSA maintains signed copy of PS Form 3369 in drawer.
- Stamp and cash credit files must contain PS Form 3294, *Cash and Stamp Stock Count and Summary*, PS Form 3368-P, *Accountability Examination Record*, and PS Form 3369, *Consigned Credit Receipt*.

The image displays three overlapping USPS forms. The top form is PS Form 3294, titled 'Cash and Stamp Stock Count and Summary'. It includes fields for 'Name of Employee' (JOHN DOE), 'Unit Name' (ANYTOWN), and 'Date of Inventory' (01/13/2020). The middle form is PS Form 3368, titled 'Accountability Examination Record', showing 'Name of Employee' (JOHN DOE) and 'Unit Name' (Anytown). The bottom form is PS Form 3369, titled 'Consigned Credit Receipt', with a red circle around the 'Cash Credit' checkbox. It has fields for 'Employee's Name', 'Unit Name', 'Stamps - \$\$', 'Cash - \$\$', and 'Date', with 'Supervisor Signature Required' and 'Employee Signature Required' sections.

Establishing Individual Stamp Credit

- Value of the stamp stock, cash and money orders assigned.
- Stamp stock/money orders transferred from unit reserve to establish new SSA's individual stamp credit on PS Form 17, *Stamp Requisition/Stamp Return*.
- Supervisor and SSA count stamp stock independently and sign.
- Cash portion is transferred to new credit.
- Supervisor completes PS Form 3369, in duplicate; SSA maintains copy in drawer.
- A complete PS Form 3368-P, *Accountability Examination Record* must also be retained in the employee's file.

The image displays three overlapping USPS forms. The top form is the **Accountability Examination Record** (PS Form 3368-P), which includes fields for Name of Employee, Location, and Remarks. The middle form is the **Consigned Credit Receipt** (PS Form 3369), which includes fields for Name, Location of Credit, and Credit Amount. The bottom form is the **Stamp Requisition/Stamp Return** (PS Form 17), which includes fields for Location ID, Name of Postal Retail Unit, Telephone No., City, State, 5-Digit ZIP Code™, Signature of Submitter, Signature of Shipper, Signature of Witness, Registry Number Used, Shipment # (10-digit), and a table for stamp items. The table has columns for Do Not Substitute, Item No., Quantity, Redemption Rate (Destruction), Dollar Value, Denomination, and Description. Below the table are fields for Total Value, Signature of Person Receiving Stock, and Signature of Witness. The bottom section of the form is titled **Section to Be Completed by Stamp Destruction Committee** and includes fields for Method of Disposition, Value (in words), and a Certificate of Destruction Committee.

Replenish Stamp Stock

- As needed or set schedule.
- Use PS Form 17, *Stamp Requisition/Stamp Return*.
- Count and list each item.
- Notify custodian of any discrepancies and resolve.
- Sign PS Form 17 to indicate your acceptance.
- Transferred and accepted through RSS or e1412.
- Maintain PS Form 17 copy until next count.

UNITED STATES POSTAL SERVICE® **Stamp Requisition/Stamp Return**

Location ID (10-digit unit finance #) of shipping unit: **280005 - 0000** Name of Postal Retail Unit: **KANSAS CITY SFS** Postmark: _____

Telephone No.: **580-123-4567** City: **KANSAS CITY** State: **MO** 5-Digit ZIP Code™: **64101-9995**

Signature of Submitter: *Joan Clerk* Location ID (10-digit unit finance #) of receiving unit: **000000 - 0000** KANSAS CITY PO Date: _____

Signature of Shipper: _____ Registry Number Used: **921590155712762640316** Shipment # (10-digit): **1012090157**

Signature of Witness: _____

Stamp Requisition - Prepare in duplicate. Submit ORIGINAL and keep a COPY at the unit. Print clearly all information.

Stamp Return to SDO/SSC - Prepare four copies, ORIGINAL in an envelope taped to the outside of package, two COPIES inside, and keep a COPY at the unit.

Ship to Other Locations - Prepare in duplicate, submit ORIGINAL inside of package to receiving unit, and keep a COPY at the unit. Use the location ID (10-digit unit finance #) of receiving unit.

Type: (Check One) Scheduled Order Emergency Order Return Stock Return for Destruction Ship to Other Location

Do Not Substitute	Item No.	Quantity	Redemption Rate (Destruction)	Dollar Value	Denomination	Description
<input type="checkbox"/>	574900	100		55.00	0.55	(Forever) Kwanzaa 2020
<input type="checkbox"/>	677300	25		275.00	11.00	(Forever) Christmas Ca..
<input type="checkbox"/>	682200	25		275.00	11.00	(Forever) Madonna and..
<input type="checkbox"/>	682300	50		550.00	11.00	(Forever) 2019 US Flag..
<input type="checkbox"/>	682400	25		275.00	11.00	(Forever) Holiday Wrea..
<input type="checkbox"/>	682700	25		275.00	11.00	(Forever) Fruit and Veg..
<input type="checkbox"/>	682800	25		275.00	11.00	(Forever) Holiday Deli..
<input type="checkbox"/>	683000	50		550.00	11.00	(Forever) Winter Scene..
<input type="checkbox"/>	482800	50		550.00	11.00	(Forever) Love and Hea..
<input type="checkbox"/>	483000	50		550.00	11.00	(Forever) Garden Beau..
<input type="checkbox"/>	740100	10		550.00	55.00	(Forever) US Flag 2019..
				Total Value		

Signature of Person Receiving Stock: _____

Signature of Witness: _____

Section to Be Completed by Stamp Destruction Committee

Method of Disposition: _____ Value (in words) (SDO/SSC USE ONLY CORRECTED VALUE): _____

Certificate of Destruction Committee

We certify that the stock value (in words) was verified.

Member of Committee and Title: _____

Member of Committee and Title: _____

Member of Committee and Title: _____

Each member witnessed the disposal of the stock by the method specified above.

Member of Committee and Title: _____

Member of Committee and Title: _____

Member of Committee and Title: _____

Postmark: _____

Date: _____

PS Form 17, May 2007 (PSN 7530-03-000-9112)

Securing Stamp and Cash Drawers

- Stamp/cash drawers used to store accountable paper and postal funds must always be secured.
- Ensure funds are inaccessible to the public and out of view of customers.
- Secure drawers while away and during temporary absences from the counter line.
- No access to other SSA's cash drawers.
- No funds left at counter overnight.
- Stamp credits must be stored in a safe or vault.







Levels of Security

Level	Equipment
1	Burglar-resistant chests in fireproof safes or security containers located in walk-in vaults.
2	USPS standard vaults or security containers.
3	Security chests or burglar-resistant chest portion of fireproof safes.
4	Fireproof safes or vaults built to USPS standards.
5	Lockable metal cabinets and file drawers.

Handbook F-101

Protect Stamp Stock Credit

-  1 Postal funds (Cash, checks, traveler's checks, money orders), credit/debit card receipts, and blank money order forms.
-  2 Postage stamps, Migratory Bird stamps and philatelic products.
-  3 Stamped envelopes, stamped postal cards, money order imprinters, nonsalable stamp stock.
-  4 Postal-related merchandise and packaging products and official licensed retail products.

Daily Reporting – AIC codes

AIC	Master Title	General Description	GLA	FPR	Revenue
007	Forever Stamp Sales – Window Services.	This account is used to record Forever® Stamp Sales at Post Offices and postal retail units at the window services.	41110007	03	WIR
015	Global Forever Stamp Sales.	This account is used to record sales from Global Forever® Stamps.	41130015	03	WIR
016	Forever Envelope Sales.	This account is used to record sales from the Forever Embossed Envelopes.	41130016	03	WIR
090	Postage Stock Sales.	Funds collected from the sales of stamps, stamped paper, and other postage items except bird stamps and philatelic products.	41110090	03	WIR
100	Domestic Money Order – Value.	Funds collected for the value of domestic money order issued to customer.	21111000	N/A	NO
101	Domestic Money Order – Fee.	Funds collected from fees for domestic money order issued.	43311101	04	WIR
535	Refund of Fees - Retail Services.	Reimbursement of refundable Post Office Box™ keys and refundable Post Office Box/Caller service fees. A completed and authorized PS Form 3533 is required.	43350535	04	WIR

AIC	Master Title	General Description
007	Forever Stamp Sales – Window Services.	This account is used to record Forever Stamp Sales at Post Offices and postal retail units at window services.

Refunds

Refunds totaling up to \$1000:


- Refunds of \$35 or less are paid in cash.
- Refunds over \$35 but less than \$1000.00 are issued as a no-fee Money Order.

Refunds totaling more than \$1000:

- Enter amount in correct AIC for type of refund and offset amount to AIC 280, *Disbursement Sent to ASC*, on PS Form 1412.
- Submit PS Form 3533 to Accounting Service Center using eIWS OnLine Forms application for processing.
- Customer receives a commercial check in the mail.

RSS FWS and e1412 Standard

Refund types and amounts limited to \$35 cash refunds

- Exception: PO Box cash refunds greater than \$35 requires approval from the APO before SDA unit can process and post refund on unit 1412.
- No-fee Money Orders are not allowed. 
- **Refund amounts greater than \$35 (except PO Boxes):**
 - RMPO office sends PS Form 3533 to the APO for approval and payment.
 - RMPO Office does not record refund AIC entries on SDA Unit PS Form 1412 when submitting PS Form 3533 to the APO.

Single Drawer Accountability (SDA)

Common Refunds

Common refunds include:

- AIC 526, *Refund of Spoiled/Unused Customer Meter Stamps.*
- AIC 535, *Refund of Fees - Retail Services (PO Box refunds).*
- AIC 553, *Refund Postage and Fees.*
- AIC 676, *Express Mail Refunds.*

Request Disbursement For: (Select the appropriate box)

<input type="checkbox"/> Post Office Postage Meter/PVI Error (AIC 509) <i>(If actual postage meter label is attached, no witness signature is required.)</i>	<input type="checkbox"/> Refund for Postal Service™ Related Products (AIC 608) <i>(e.g., merchandise)</i>
<input type="checkbox"/> Refund Postage and Fees (AIC 553) <i>(Extra services not rendered, e.g., Certified Mail™, Registered Mail™, Delivery Confirmation™.)</i>	<input type="checkbox"/> Refund Miscellaneous Non-Postal Service Revenue - (AIC 624) <i>(Previously recorded into AIC 126)</i>
<input type="checkbox"/> Spoiled/Unused Printed Customer Meter Postage (AIC 526) <i>(Legible postage meter stamps must be submitted to USPS.)</i>	<input type="checkbox"/> Priority Mail Express™ Refunds (AIC 676) <i>(Postage and fees for service failure or not rendered)</i>
<input type="checkbox"/> Refund of Permit Postage and Fees (AIC 528) <input type="checkbox"/> Postage Affixed on BRM Pieces <input type="checkbox"/> Damaged Mailings, Refund of Annual Fees	<input type="checkbox"/> Sure Money® Refund (AIC 645/646) - Issued Locally
<input type="checkbox"/> Refund of Fees and Retail Services (AIC 535) <i>(PO Box keys and service fees)</i>	<input type="checkbox"/> Withdrawal from Advance Deposit Account (AIC 470/453) <input type="checkbox"/> Close Account <input type="checkbox"/> Partial Refund
<input type="checkbox"/> Value Added Services (AIC 541) - Refunds to mailing agents that perform value added service and submit mail at discounted rates. This refund will require the Customer Tax Identification Number (TIN).	<input type="checkbox"/> Other Refunds (AIC _____) Explanation: _____

Customer TIN -

Part 5 - Disbursements for Refunds (Issued Locally)

- 1) Postal Service official and witness must verify this claim and enter the approved amount in the "Approved Amount of Disbursement."
- 2) Certifying Postal Service official and witness are required to print and sign as authorization for payment or withdrawal of trust account.
- 3) Ensure the proper accounting entries are performed on PS Form 1412.
- 4) For cash refund issued, obtain payee's signature below. For a money order refund issued, enter the money order serial number below.
- 5) **DO NOT SUBMIT PS Form 3533 through eIWS OnLine Forms if a refund is issued locally.**

Payee Signature or Money Order Serial Number:

Jan Customer

Date
Today

Customer must select refund type and sign in Part 5.

PS Form 1412, *Daily Financial Report*

- Uniform method to report financial transactions.
- Running record of receipt controls of all retail and philatelic sales, Money Order transactions, stamp accountability, and cash retained.

UNITED STATES POSTAL SERVICE®			Daily Financial Report		
Unit or Individual Name			Unit Finance Number (10-digit Unit Finance #)		
RECEIPTS			STAMP ACCOUNTABILITY		
Description	AIC	\$ Amount	Withdrawals	AIC	\$ Amount
Forever Stamp Sales - Retail Window	007		Opening Balance - Stamp Accountability	840	
Forever Stamp Sales - By Internet - Mail - Telephone	011		Stamp Stock Received (+)	841	
Forever Envelope Sales	016		Stock Increase - Revaluation (+)	844	
Forever Stamped Card Sales	017		Stamped Envelope Discount (-)	846	
Forever Philatelic Postage	018		Stamp Stock Returned (-)	848	
Species Conservation Semi-Postal Stamp	081				
Breast Cancer Research Stamp Sales	084		Stock Decrease - Revaluation (-)	850	
Postage Stock Sales	090		Total Sales (007-018, 081-092, 094)	852	
Bird Stamp Sales	091		Closing Balance Stamp Accountability	853	
Philatelic Product Sales	092		DISBURSEMENTS		
Packaging Product Sales	093		Withdrawals		
Stamps by Mail - Internet - Telephone	094			AIC	\$ Amount
			Business Reply Mail/Postage Due Advance Deposit Withdrawals	453	
Business Reply Mail/Postage Due Advance Deposits	053		Employee Stamp Credit Overage Withdrawals	457	
Priority Mail Express Advance Deposits	055		Customer Permit Account Withdrawals	470	
Employee Stamp Credit Overage	057				
Customers Permit Account Advance Deposits	070		Other Disbursements/Debits		
				AIC	\$ Amount
			Refund - Spoiled/Unused Customer Meter Strips	526	
Domestic Money Order Sales	Value	100	Refund - Permit, Postage, and Fees	528	
	Fee	101	Refund of Fees - Retail Services	535	
International Money Order Sales	Value	102	Refund - Postage and Fees	553	
	Fee	103	Refund - Miscellaneous Nonpostal Revenue	624	
			Refund - Priority Mail Express	676	
Post Office Postage Meter Sales		110			
Postage Due Invoices		114	Voided PVI and PO Meter Labels	509	
12-Month PO Box and Caller Service Fees		115	Fee Offset - No Fee Money Order	586	
6-Month PO Box and Caller Service Fees		158	Employee Receivables (PS Form 1902)	636	
Lobby Services Revenue		123	Financial Differences Shortage	647	
Miscellaneous Nonpostal Revenue		126	Employee Stamp Credit Shortage	767	
Simplified Mailings - Retail		207	Cash Remitted Advance	751	
Financial Differences Overage		247	Cash Remitted Final	752	
Disbursement Sent to ASC		280	Credit Cards Remitted	762	
Stamp Credit Shortage Cleared		367	Debit Cards Remitted	772	
Cash Retained on Hand From Previous Report		353	Total Cash Retained Today	753	
Cash Required		400	Total Cash Accounted For	800	

I certify that this is a true statement and the accountability consigned to me is as shown on this form:

Signature _____ Date _____

PS Form 1412, February 2014 PSN 7530-07-000-5259

PS Form 1412 Left Side

UNITED STATES POSTAL SERVICE®		
Unit or Individual Name		
RECEIPTS		
Description	AIC	\$ Amount
Forever Stamp Sales - Retail Window	007	
Forever Stamp Sales - By Internet - Mail - Telephone	011	
Forever Envelope Sales	016	
Forever Stamped Card Sales	017	
Forever Philatelic Postage	018	
Species Conservation Semi-Postal Stamp	081	
Breast Cancer Research Stamp Sales	084	
Postage Stock Sales Manual Entry	090	
Bird Stamp Sales	091	
Philatelic Product Sales	092	
Packaging Product Sales	093	
Stamps by Mail - Internet - Telephone	094	
Business Reply Mail/Postage Due Advance Deposits	053	
Priority Mail Express Advance Deposits	055	
Employee Stamp Credit Overage	057	
Customers Permit Account Advance Deposits	070	
Domestic Money Order Sales	Value 100 Fee 101	
International Money Order Sales	Value 102 Fee 103	
Post Office Postage Meter Sales	110	
Postage Due Invoices	114	
12-Month PO Box and Caller Service Fees	115	
6-Month PO Box and Caller Service Fees	158	
Lobby Services Revenue	123	
Miscellaneous Nonpostal Revenue	126	
Simplified Mailings - Retail	207	
Financial Differences Overage	247	
Disbursement Sent to ASC	280	
Stamp Credit Shortage Cleared	367	
Cash Retained on Hand From Previous Report	353	
Cash Required	400	

I certify that this is a true statement and the accountability consigned to me is as shown.
Signature

PS Form 1412, February 2014 PSN 7530-01-000-5259

Trust Fund Receipts.

Other Receipts.

Postage Stamp Sales (no 093).

Cash Required.

PS Form 1412 Right Side

Stamp
Accountability.

Disbursements.

Daily Financial Report		
Unit Finance Number (10-digit Unit Finance #)		
STAMP ACCOUNTABILITY		
Withdrawals	AIC	\$ Amount
Opening Balance - Stamp Accountability	840	
Stamp Stock Received (+)	841	
Stock Increase - Revaluation (+)	844	
Stamped Envelope Discount (-)	846	
Stamp Stock Returned (-)	848	
Stock Decrease - Revaluation (-)	850	
Total Sales (007-018, 081-092, 094)	852	
Closing Balance Stamp Accountability	853	
DISBURSEMENTS		
Withdrawals	AIC	\$ Amount
Business Reply Mail/Postage Due Advance Deposit Withdrawals	453	
Employee Stamp Credit Overage Withdrawals	457	
Customer Permit Account Withdrawals	470	
Other Disbursements/Debits	AIC	\$ Amount
Refund - Spoiled/Unused Customer Meter Strips	526	
Refund - Permit, Postage, and Fees	528	
Refund of Fees - Retail Services	535	
Refund - Postage and Fees	553	
Refund - Miscellaneous Nonpostal Revenue	624	
Refund - Priority Mail Express	676	
Voided PVI and PO Meter Labels	509	
Fee Offset - No Fee Money Order	586	
Employee Receivables (PS Form 1902)	636	
Financial Differences Shortage	647	
Employee Stamp Credit Shortage	767	
Cash Remitted Advance	751	
Cash Remitted Final	752	
Credit Cards Remitted	762	
Debit Cards Remitted	772	
Total Cash Retained Today	753	
Total Cash Accounted For	800	
Printed on this form: _____ Date _____		

Trust Fund
Disbursements.

Cash
Accounted For.

Complete PS Form 1412

- Enter totals from supporting documents in corresponding Disbursement AICs.
- Add Disbursement Column (AIC 453 through 753).
- Enter total in AIC 800.
- Carry AIC 800 total over and enter the same amount in AIC 400.
- Enter totals from supporting documents in corresponding Receipt AICs.

UNITED STATES POSTAL SERVICE®		
Unit or Individual Name		
RECEIPTS		
Description	AIC	\$ Amount
Forever Stamp Sales - Retail Window	007	
Forever Stamp Sales - By Internet - Mail - Telephone	011	
Forever Envelope Sales	016	
Forever Stamped Card Sales	017	
Forever Philatelic Postage	018	
Species Conservation Semi-Postal Stamp	081	
Breast Cancer Research Stamp Sales	084	
Postage Stock Sales	090	
Bird Stamp Sales	091	
Philatelic Product Sales	092	
Packaging Product Sales	093	
Stamps by Mail - Internet - Telephone	094	
Business Reply Mail/Postage Due Advance Deposits	053	
Priority Mail Express Advance Deposits	055	
Employee Stamp Credit Overage	057	
Customers Permit Account Advance Deposits	070	
Domestic Money Order Sales		
Value	100	
Fee	101	
International Money Order Sales		
Value	102	
Fee	103	
Post Office Postage Meter Sales	110	
Postage Due Invoices	114	
12-Month PO Box and Caller Service Fees	115	
6-Month PO Box and Caller Service Fees	158	
Lobby Services Revenue	123	
Miscellaneous Nonpostal Revenue	126	
Simplified Mailings - Retail	207	
Financial Differences Overage	247	
Disbursement Sent to ASC	280	
Stamp Credit Shortage Cleared	367	
Cash Retained on Hand From Previous Report	353	
Cash Required	400	
I certify that this is a true statement and the accountability consigned to me is as shown. Signature		

Complete PS Form 1412

- Add the receipt column (AIC 053-353) and write that subtotal on back of the form.
- Subtract (AIC 053-353) total from AIC 400 and write that subtotal from AIC 400 entry.
- Result is AIC 007 (Forever Stamp Sales) and AIC 090 (Postage Stamp Sales) entry.

Forever stamps must NOT be included in AIC 090.

UNITED STATES POSTAL SERVICE®		
Unit or Individual Name		
RECEIPTS		
Description	AIC	\$ Amount
Forever Stamp Sales - Retail Window	007	
Forever Stamp Sales - By Internet - Mail - Telephone	011	
Forever Envelope Sales	016	
Forever Stamped Card Sales	017	
Forever Philatelic Postage	018	
Species Conservation Semi-Postal Stamp	081	
Breast Cancer Research Stamp Sales	084	
Postage Stock Sales	090	
Bird Stamp Sales	091	
Philatelic Product Sales	092	
Packaging Product Sales	093	
Stamps by Mail - Internet - Telephone	094	
Business Reply Mail/Postage Due Advance Deposits	053	
Priority Mail Express Advance Deposits	055	
Employee Stamp Credit Overage	057	
Customers Permit Account Advance Deposits	070	
Domestic Money Order Sales		
Value	100	
Fee	101	
International Money Order Sales		
Value	102	
Fee	103	
Post Office Postage Meter Sales	110	
Postage Due Invoices	114	
12-Month PO Box and Caller Service Fees	115	
6-Month PO Box and Caller Service Fees	158	
Lobby Services Revenue	123	
Miscellaneous Nonpostal Revenue	126	
Simplified Mailings - Retail	207	
Financial Differences Overage	247	
Disbursement Sent to ASC	280	
Stamp Credit Shortage Cleared	367	
Cash Retained on Hand From Previous Report	353	
Cash Required	400	
I certify that this is a true statement and the accountability consigned to me is as shown.		
Signature		

Complete PS Form 1412

- Once result is entered, receipt section and disbursement section totals are equal.
- AIC 400 and AIC 800 must always be equal.

UNITED STATES POSTAL SERVICE®			Daily Financial Report		
Unit or Individual Name			Unit Finance Number (10-digit Unit Finance #)		
RECEIPTS			STAMP ACCOUNTABILITY		
Description	AIC	\$ Amount	Withdrawals	AIC	\$ Amount
Forever Stamp Sales - Retail Window	007		Opening Balance - Stamp Accountability	840	
Forever Stamp Sales - By Internet - Mail - Telephone	011		Stamp Stock Received (+)	841	
Forever Envelope Sales	016		Stock Increase - Revaluation (+)	844	
Forever Stamped Card Sales	017		Stamped Envelope Discount (-)	846	
Forever Philatelic Postage	018		Stamp Stock Returned (-)	848	
Species Conservation Semi-Postal Stamp	081				
Breast Cancer Research Stamp Sales	084		Stock Decrease - Revaluation (-)	850	
Postage Stock Sales	090		Total Sales (007-018, 081-092, 094)	852	
Bird Stamp Sales	091		Closing Balance Stamp Accountability	853	
Philatelic Product Sales	092		DISBURSEMENTS		
Packaging Product Sales	093		Withdrawals	AIC	\$ Amount
Stamps by Mail - Internet - Telephone	094		Business Reply Mail/Postage Due Advance Deposit Withdrawals	453	
			Employee Stamp Credit Overage Withdrawals	457	
Business Reply Mail/Postage Due Advance Deposits	053		Customer Permit Account Withdrawals	470	
Priority Mail Express Advance Deposits	055				
Employee Stamp Credit Overage	057		Other Disbursements/Debits		
Customers Permit Account Advance Deposits	070		Refund - Spoiled/Unused Customer Meter Strips	526	
			Refund - Permit, Postage, and Fees	528	
Domestic Money Order Sales	Value	100	Refund of Fees - Retail Services	535	
	Fee	101	Refund - Postage and Fees	553	
International Money Order Sales	Value	102	Refund - Miscellaneous Nonpostal Revenue	624	
	Fee	103	Refund - Priority Mail Express	676	
Post Office Postage Meter Sales		110			
Postage Due Invoices		114	Voided PVI and PO Meter Labels	509	
12-Month PO Box and Caller Service Fees		115	Fee Offset - No Fee Money Order	586	
6-Month PO Box and Caller Service Fees		158	Employee Receivables (PS Form 1902)	636	
Lobby Services Revenue		123	Financial Differences Shortage	647	
Miscellaneous Nonpostal Revenue		126	Employee Stamp Credit Shortage	767	
Simplified Mailings - Retail		207	Cash Remitted Advance	751	
Financial Differences Overage		247	Cash Remitted Final	752	
Disbursement Sent to ASC		280	Credit Cards Remitted	762	
Stamp Credit Shortage Cleared		367	Debit Cards Remitted	772	
Cash Retained on Hand From Previous Report		353	Total Cash Retained Today	753	
Cash Required		400	Total Cash Accounted For	800	
I certify that this is a true statement and the accountability consigned to me is as shown on this form:					
Signature				Date	
PS Form 1412, February 2014 PSN 7530-07-000-5259					

Activity – PS Form 1412

Daily Transaction	Price	Quantity
Refund - Priority Mail Express	19.95	1
Voided Meter Label	3.94	1
No Fee Money Order	351.25	1
Bank Deposit	2048.95	1
Domestic Money Order	275.60	1 each
	500.00	
	72.38	
	632.41	
Packaging Product Sales	3.49	1
Stamps-by-Mail	11.00	4
Forever Stamp Sales – Retail Window	<i>Refer to Notice 123</i>	28
Postage Due Invoice	.42	1
6-Month PO Box Fee	56.00	3

1412 Activity Answer



Daily Financial Report

Unit or Individual Name

SSA Academy

Unit Finance Number (10-digit Unit Finance #)

1234567899

RECEIPTS			STAMP ACCOUNTABILITY		
Description	AIC	\$ Amount	Withdrawals	AIC	\$ Amount
Forever Stamp Sales - Retail Window	007	xx xx	Opening Balance - Stamp Accountability	840	275 00
Forever Stamp Sales - By Internet - Mail - Telephone	011	44 00	Stamp Stock Received	(+) 841	
Forever Envelope Sales	016		Stock Increase - Revaluation	(+) 844	
Forever Stamped Card Sales	017		Stamped Envelope Discount	(-) 846	
Forever Philatelic Postage	018		Stamp Stock Returned	(-) 848	
Species Conservation Semi-Postal Stamp	081				
Breast Cancer Research Stamp Sales	084		Stock Decrease - Revaluation	(-) 850	
Postage Stock Sales	090		Total Sales (007-018, 081-092, 094)	852	61 64
Bird Stamp Sales	091		Closing Balance Stamp Accountability	853	213 36
Philatelic Product Sales	092		DISBURSEMENTS		
Packaging Product Sales	093	3 49	Withdrawals		
Stamps by Mail - Internet - Telephone	094			AIC	\$ Amount
			Business Reply Mail/Postage Due Advance Deposit Withdrawals	453	
Business Reply Mail/Postage Due Advance Deposits	053		Employee Stamp Credit Overage Withdrawals	457	
Priority Mail Express Advance Deposits	055		Customer Permit Account Withdrawals	470	
Employee Stamp Credit Overage	057				
Customers Permit Account Advance Deposits	070		Other Disbursements/Debits		
				AIC	\$ Amount
			Refund - Spoiled/Unused Customer Meter Strips	526	3 94
Domestic Money Order Sales	Value	100 1831 64	Refund - Permit, Postage, and Fees	528	
	Fee	101 x xx	Refund of Fees - Retail Services	535	
International Money Order Sales	Value	102	Refund - Postage and Fees	553	
	Fee	103	Refund - Miscellaneous Nonpostal Revenue	624	
			Refund - Priority Mail Express	676	19 95
Post Office Postage Meter Sales	110				
Postage Due Invoices	114	42	Voided PVI and PO Meter Labels	509	
12-Month PO Box and Caller Service Fees	115		Fee Offset - No Fee Money Order	586	1 75
6-Month PO Box and Caller Service Fees	158	168 00	Employee Receivables (PS Form 1902)	636	
Lobby Services Revenue	123		Financial Differences Shortage	647	
Miscellaneous Nonpostal Revenue	126		Employee Stamp Credit Shortage	767	
Simplified Mailings - Retail	207		Cash Remitted Advance	751	
Financial Differences Overage	247		Cash Remitted Final	752	2048.95
Disbursement Sent to ASC	280		Credit Cards Remitted	762	
Stamp Credit Shortage Cleared	367		Debit Cards Remitted	772	
Cash Retained on Hand From Previous Report	353		Total Cash Retained Today	753	
Cash Required	400	2074.59	Total Cash Accounted For	800	2074.59

I certify that this is a true statement and the accountability consigned to me is as shown on this form:

Signature

Ima Clerk

Date

Today

Closeout

- Gather and group everything from the day's financial transactions.
- Separate cash, checks, and Money Orders.
- Funds from all clerks are consolidated into one deposit (\$100 or more).
- Individual clerk end of day reports must be completed first.
- SDA offices only complete a unit PS Form 1412.

Refer to RSS Toolkit or e1412 Toolkit.



e1412 Reporting Units

- Accepts keyed input of Unit PS Form 1412 data, such as Receipts, Disbursements, Inventory, Refunds, Customer Advance Trust Deposits.
- Interfaces with Web Box Activity Tracking System (WebBATS) for PO Box transactions.
- Tracks inventory for Solution for Enterprise Asset Management (SEAM) system for stamp stock and money orders.
- PO Box™ transactions are entered in WebBATS and can take up to 15 minutes to appear in e1412.
- At Standard offices, SSAs complete Clerk End of Day procedures and certify a PS Form 1412, which consolidates into a Unit PS Form 1412. Single Drawer Accountability (SDA) offices only complete a Unit PS Form 1412.

The screenshot displays the 'Form 1412 SDA' interface with a business date of 06/08/2017. The main section is titled 'Out of Balance' and contains several data tables and summary sections.

A/C	Amount
353	20.00
400	20.00

Totals

Receipts:	20.00
Disbursements:	20.00
Difference:	0.00

Stamp Accountability

A/C	Amount
640	7,478.19
652	0.00
653	7,478.19

Disbursements

A/C	Amount
752	20.00
753	0.00
600	20.00

Auto Cleared

A/C	UFI Reference Id	Amount
-----	------------------	--------

Navigation buttons: Create 1412, Print 1412, Save 1412, Save and Certify.

Meters for e1412 sites - PS Form 3602-PO

- e1412 offices report postage meter sales daily using PS Form 3602-PO, *Postage Collected Through Post Office Meter* and through e1412.
- Use AIC 110, *Post Office Postage Meter Sales* to record sales.

ORIGINAL

 (Unit or Station) (Meter Mfr.) (Meter No.) (Date)

This is to certify that the readings of the registers were as follows as the beginning and end of this day:

Descending register beginning Descending register end RECEIVED FOR POSTAGE as determined by the register readings	<table border="1" style="width: 100%; height: 40px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>									Ascending register end Ascending register beginning	<table border="1" style="width: 100%; height: 40px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>								

 (Meter Operator) (Supervisor)

Ascending register readings..... Descending register readings before setting..... Number of units added..... Descending register after setting.....	<table border="1" style="width: 100%; height: 60px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>								

PS Form 3602-PO Jan. 1983 Meter set by.....

THIS REPORT TO ACCOUNTING UNIT



PS Form 3602-PO instructions available in the [e1412 Toolkit](#).

Completing PS Form 3602-PO

1. At start of tour, record meter number, unit/station name, date, and beginning descending and ascending register readings.
2. At end of tour, record Available (descending) and Used (ascending) register.
3. Subtract Descending register end from Descending register beginning to calculate Received for Postage amount.
4. Subtract Ascending register beginning from Ascending register end. Amount should match Received for Postage amount.
5. Record Received for Postage amount in AIC 110 on PS Form 1412.
6. Sign Meter Operator line.
7. Complete this section only when units are added (replenished) on the meter by the meter manufacturer.
8. File two copies with daily paperwork as supporting documentation and keep the third copy in the book.

Meter Funds Report

Funds Reported	Used	\$847 020	Date: Apr 30 13 5 04 PM
	Available	\$020 980	Batch Count: 28
	Total Pieces	401	Batch Value: \$500 000
	Control Sum:	\$868 000	PBP Serial No 2753812

ORIGINAL

1 Sunnydale (Unit or Station) PB (Meter Mfr.) 2753812 (Meter No.) 4/30/2013 (Date)

This is to certify that the readings of the registers were as follows as the beginning and end of this day:

<p>1 Descending register beginning</p> <p>3 RECEIVED FOR POSTAGE as determined by the register readings</p>	<table border="1" style="border-collapse: collapse;"> <tr><td></td><td></td><td></td><td>5</td><td>2</td><td>0</td><td>9</td><td>8</td></tr> <tr><td></td><td></td><td></td><td>2</td><td>0</td><td>9</td><td>8</td><td></td></tr> <tr><td></td><td></td><td></td><td>5</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> </table>				5	2	0	9	8				2	0	9	8					5	0	0	0	0	<p>Ascending register end</p> <p>Ascending register beginning</p>	<table border="1" style="border-collapse: collapse;"> <tr><td></td><td></td><td></td><td>8</td><td>4</td><td>7</td><td>0</td><td>2</td></tr> <tr><td></td><td></td><td></td><td>8</td><td>4</td><td>7</td><td>0</td><td>2</td></tr> <tr><td></td><td></td><td></td><td>5</td><td>0</td><td>0</td><td>0</td><td>0</td></tr> </table>				8	4	7	0	2				8	4	7	0	2				5	0	0	0	0
			5	2	0	9	8																																												
			2	0	9	8																																													
			5	0	0	0	0																																												
			8	4	7	0	2																																												
			8	4	7	0	2																																												
			5	0	0	0	0																																												

6 Stella Star (Meter Operator) _____ (Supervisor)

THIS REPORT TO ACCOUNTING UNIT

Ascending register readings.....
 Descending register readings before setting.....
 Number of units added.....
 Descending register after setting.....

PS Form 3602-PO Jan. 1983 Meter set by.....

Add Units at Start of Day

1. Transfer amount of Ascending register beginning to Ascending register readings.
2. Transfer amount of Descending register ending from prior day to Descending register readings before setting.
3. Record number of units added to meter (replenished).
4. Add Descending register end amount and number of units added and record as “Descending register after setting.”
5. Transfer amount of Descending register beginning to Descending register readings after setting.

ORIGINAL

Sunnydale (Unit or Station) PB (Meter Mfr.) 2753812 (Meter No.) 5/1/2013 (Date)

This is to certify that the readings of the registers were as follows as the beginning and end of this day:

Descending register beginning	9	7	0	9	8
Descending register end					
RECEIVED FOR POSTAGE					
as determined by the register readings					

Ascending register end

Ascending register beginning	8	4	7	0	2

Stella Star (Meter Operator)

THIS REPORT TO ACCOUNTING UNIT

Ascending register readings.....

		8	4	7	0	2
Descending register readings before setting.....			2	0	9	8
Number of units added.....		9	5	0	0	0
Descending register after setting.....		9	7	0	9	8

PS Form 3602-PO Jan. 1983

Meter set by: Stella Star

Add Units at End of Day

1. Transfer amount of Ascending register end to Ascending register readings.
2. Transfer amount of Descending register end to Descending register readings before setting.
3. Record number of units added to meter (replenished).
4. Add Descending register end amount and number of units added and record this as Descending register after setting.

ORIGINAL

Sunnydale (Unit or Station) PB (Meter Mfr.) 2753812 (Meter No.) 4/30/2013 (Date)

This is to certify that the readings of the registers were as follows as the beginning and end of this day:

Descending register beginning			5	2	0	9	8	Ascending register end			8	4	7	0	2
Descending register end			2	0	9	8		Ascending register beginning			8	4	7	0	2
RECEIVED FOR POSTAGE as determined by the register readings			5	0	0	0					5	0	0	0	0

Stella Star (Meter Operator) _____ (Supervisor) _____

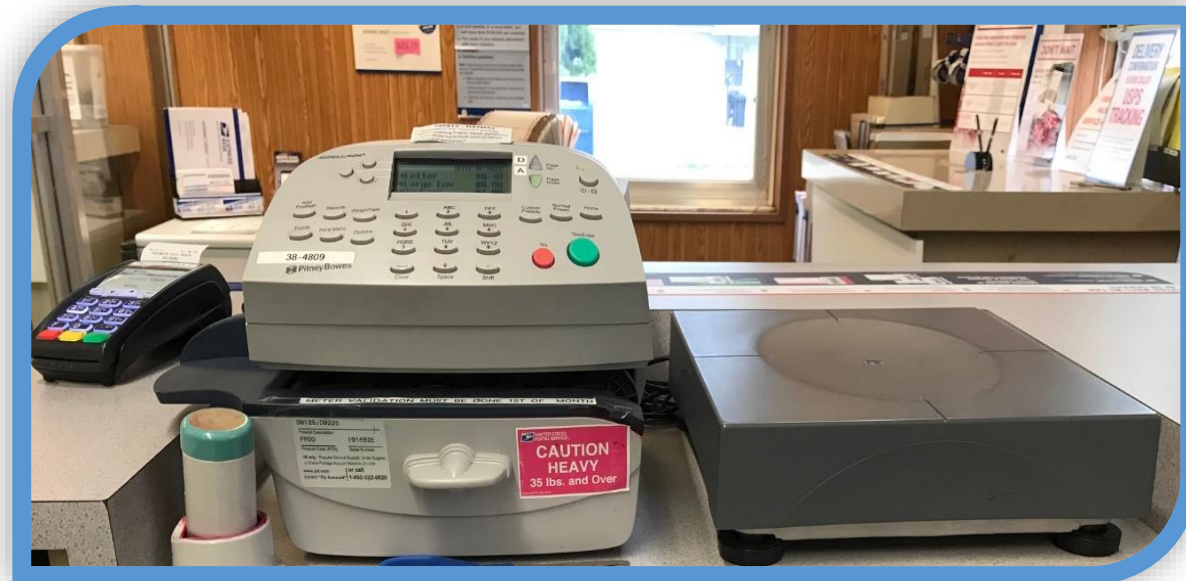
THIS REPORT TO ACCOUNTING UNIT

Ascending register readings.....			8	4	7	0	2
Descending register readings before setting.....			2	0	9	8	
Number of units added.....			9	7	0	0	0
Descending register after setting.....			9	9	0	9	8

PS Form 3602-PO Jan. 1983 Meter set by..... *Stella Star*

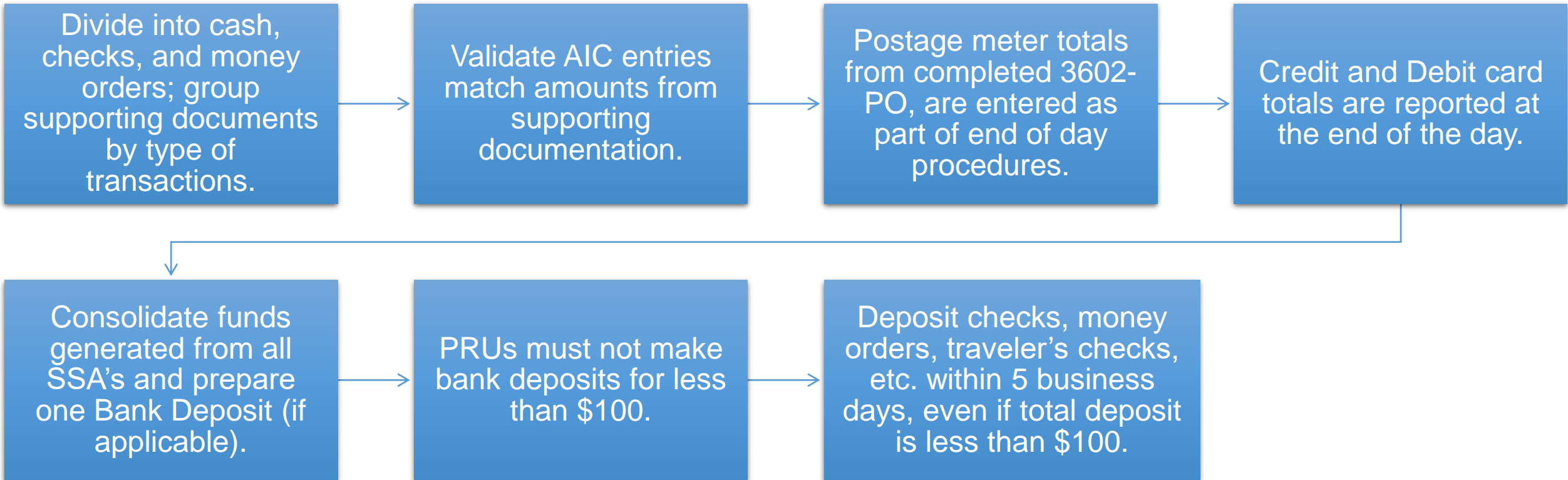
Reporting Daily Postage Meter

- Stay connected to the network to ensure meter manufacturer reports accurate postage usage and rate updates, if applicable.
- Meters become locked and unusable if not connected to the network within a variable time period.



C200 Pitney Bowes postage meters must remain connected to the network.

e1412 Closeout Preparation



e1412 Closeout

- SSA certifies PS Form 1412 in e1412.
- e1412 Toolkit includes closeout job aids and additional resources.

The screenshot displays the 'Blue United States Postal Service' website. The header includes the logo, tagline 'You deliver for the country, we deliver for you.', and navigation links for Home, My Work, My Life, and Inside USPS. The date is Thursday, March 18, 2021. A search bar is located in the top right corner.

The main content area is titled 'Welcome to Accounting Services' and is divided into several sections:

- Accounting Help Desk:** Includes links for 'Open an Incident (Ticket)', 'Search MyAccounting (Self Help)', phone number (1-866-974-2733), hours (7:00 AM - 7:00 PM, Mon - Fri CT), peak call period (11:00 AM - 1:00 PM CT), and email (TACS@usps.gov).
- TACS Help Desk:** Includes phone number (1-855-411-8227), hours (8:00 AM - 6:00 PM, Mon - Fri CT), and website (TACS Help Desk).
- Accounting eServices:** Features a 'MyAccounting' self-service portal and a list of resources: 'Search our knowledgebase, Online Accounting Help, for answers to your questions.', 'Open an Incident (ticket) with the Accounting Help Desk.', and 'Use our Online Tools to open a Tier 2 Incident (ticket) with Accounting Services.' The slogan 'Smarter Solutions - Today, Tomorrow, Together!' is also present.

Below the help desk sections is a large blue button labeled 'F-101 Draft'.

The 'Toolkits' section on the left lists: Banking Toolkit, e1412 Toolkit, eIWS OnLine Forms Toolkit, Employee Receivable Toolkit, JV Toolkit, RSS Toolkit, SFS Toolkit, and Special Events Toolkit.

The 'Online Tools' section on the right lists: Credit/Debit Expense & Overcharge, Early Offset Banking Expense Request, Money Order Expense and Correction Request, Payroll Checks Stop Pay-Photocopy Request, and Stock Intransit Offsetting Expense Request.

The right sidebar contains a search bar for 'Accounting', a 'Quick Links' section with 'Calendars' (Monthly Planning Calendar) and 'References' (F-101 Draft, AIC-GLA Crosswalk, SOX Key Process Guides), 'Systems/Applications' (Accounting Data Mart (ADM), ANCM / FNCM Application), and 'Websites' (Account Number Control Master (ANCM) Home Page, ADM Narrowcast Server Report Schedule).

RSS Reporting Units

Direct AIC entries are not required in RSS as part of the closeout process.

RSS provides messaging during SSA End of Day closeout and Unit End of Day Closeout workflow.

RSS Closeout Preparation

Review and verify preliminary PS Form 1412 and additional reports.

Count physical funds for deposit and complete deposit workflow.

Verify credit and debit card receipts listed on Payment Card report are submitted.

RSS Closeout

- Print applicable reports prior to closing out.
- Total of all stamp stock is posted in AIC 852, *Total Stamp Sales*, and AIC 853, *Stamp Accountability Closing Balance*, listed on RSS system-generated PS Form 1412.
- Total Cash remitted is posted either in AIC 751, *Cash Remitted Advance*, or AIC 752, *Cash Remit Final*.
- RSS Toolkit includes the RSS Procedures Guide containing steps to complete the end of day activities.



Prepare Deposit Ticket

- Preparer and witness must count/verify deposit and sign deposit ticket.
- Complete all sections of the two-part deposit ticket for every deposit.
 - Send the original (white copy) to bank.
 - Keep other copy at unit.
- Clearly write all figures: Currency by Denomination, Total Cash, Total Checks, Money Orders, and Grand Total.
- Mark Registered number on ticket.
- No coins.
- Only use deposit tickets from your office and for your current bank.
- Do not make a deposit for less than \$100 (follow Handbook DM-902).

DATE _____ RA123456789US

SIGNATURE _____ VERIFIER CERTIFICATION

SIGNATURE _____ WITNESS CERTIFICATION

USPS UNIT ID 0123456789 TOPEKA MDC

FIRST NATIONAL BANK OF OMAHA

GRAND TOTAL \$ _____

CURRENCY	DOLLARS	CENTS
X \$100		
X \$50		
X \$20		
X \$10		
X \$5		
X \$2		
X \$1		
COIN		
TOTAL CASH		
TOTAL CHECKS & MONEY ORDERS		

PLEASE PRESS FIRMLY
DepositLink
DEPOSIT TICKET

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

M11570 60260400

⑈0 1 2 3 4 5 6 7 8 9⑈ ⑆0000000000⑆ 3 7 5 1 0 4 9 2 8 1⑈ 1 2 3

Prepare Check Items

- Endorse back of check items:
 - USPS.
 - “For Deposit Only” and unit name.
 - Bank account number.
 - 10-digit unit ID (6-digit finance number plus 4-digit unit ID).
- Include a single, system-generated list or adding machine tape on top of bundled check items using one rubber band.
- Write total on deposit ticket under Total Checks and Money Orders.



Prepare Currency

- Arrange the bills face up, in the same direction, by denomination.
 - No coins in bag.
- Write total amount of cash for deposit; break down and total by denomination, and enter total amount under Total Cash on deposit ticket.

DATE Today RA123456789US

CURRENCY	DOLLARS	CENTS
11 X \$100	1100	00
3 X \$50	150	00
21 X \$20	420	00
9 X \$10	90	00
26 X \$5	130	00
0 X \$2	0	00
67 X \$1	67	00
COIN		
TOTAL CASH	1957	00
TOTAL CHECKS & MONEY ORDERS	1362	14

PLEASE PRESS FIRMLY DepositLink™

DEPOSIT TICKET

SSA Clerk
SIGNATURE VERIFIER CERTIFICATION

I. B. Witness
SIGNATURE WITNESS CERTIFICATION

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

USPS UNIT ID 0123456789 TOPEKA MDC

FIRST NATIONAL BANK OF OMAHA

GRAND TOTAL \$

⑈0123456789⑈ ⑆0000000000⑆ 375 104 928 1⑈ 123

M11570 60260400

Prepare and Dispatch Deposit

- Assemble items for deposit:
 - Completed deposit ticket. All sections must be completed.
 - Check items with a list on top (system-generated or adding machine tape).
 - Cash.
 - Bind all items together with one single rubber band (or paperclip if small bundle).
- Only one deposit per plastic bag. Do not separate one deposit into two separate plastic bags.
- If deposit is too large for one bag, create two deposits with two bags.
- Deposit ticket only completed for portion of deposit in that bag.



Dispatch Deposit Bag

Step 1



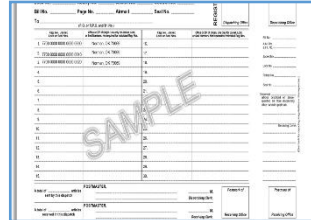
Prepare and attach Label 41 and G-10 to bag.

Step 2



Attach Registered Mail® label and complete PS Form 3806.

Step 3



Enter Registered Mail article number in Register Dispatch Book.

Step 4



Place deposit ticket, list of check items, and cash in tamper-evident bag.

Step 5



Seal bag by folding the tamper-evident flap.

Step 6



Perform acceptance scan on Registered Mail article number.

Step 7



Dispatch bank deposit with other Registered Mail.

Examination of Credits

Stamp and cash credit files must contain the following (if applicable):

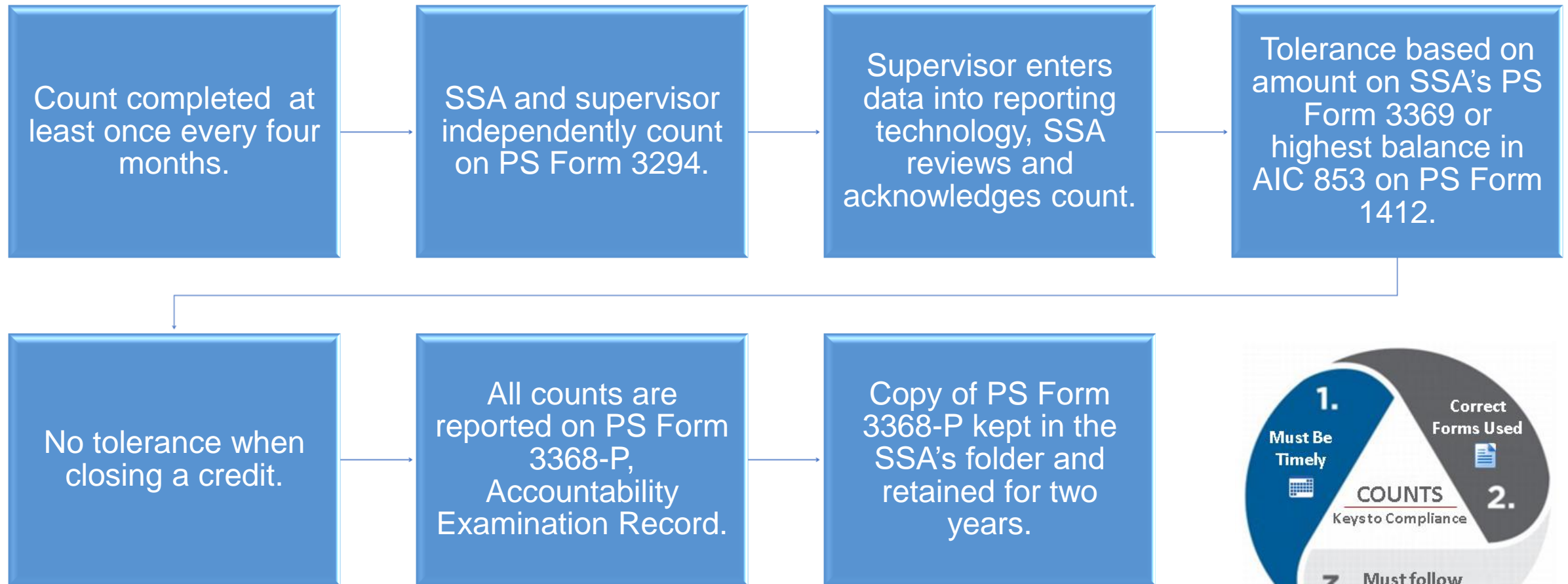
- PS Forms 3294, *Cash and Stamp Stock Count and Summary*, or system-generated PS Form 3294 along with the system-generated counts sheets. (Retention period is 2 years.)
- PS Forms 3368-P, *Accountability Examination Record*. (Retention period is 2 years beyond the life of the credit.)
- PS Form 3369, *Consigned Credit Receipt*. (Retention period is 2 years beyond the life of the credit.)
- PS Forms 571, *Discrepancy of \$100 or More in Financial Responsibility*. (Retention period is 2 years.)
- Letters of demand (LOD) for payment.

Cash Credit Count

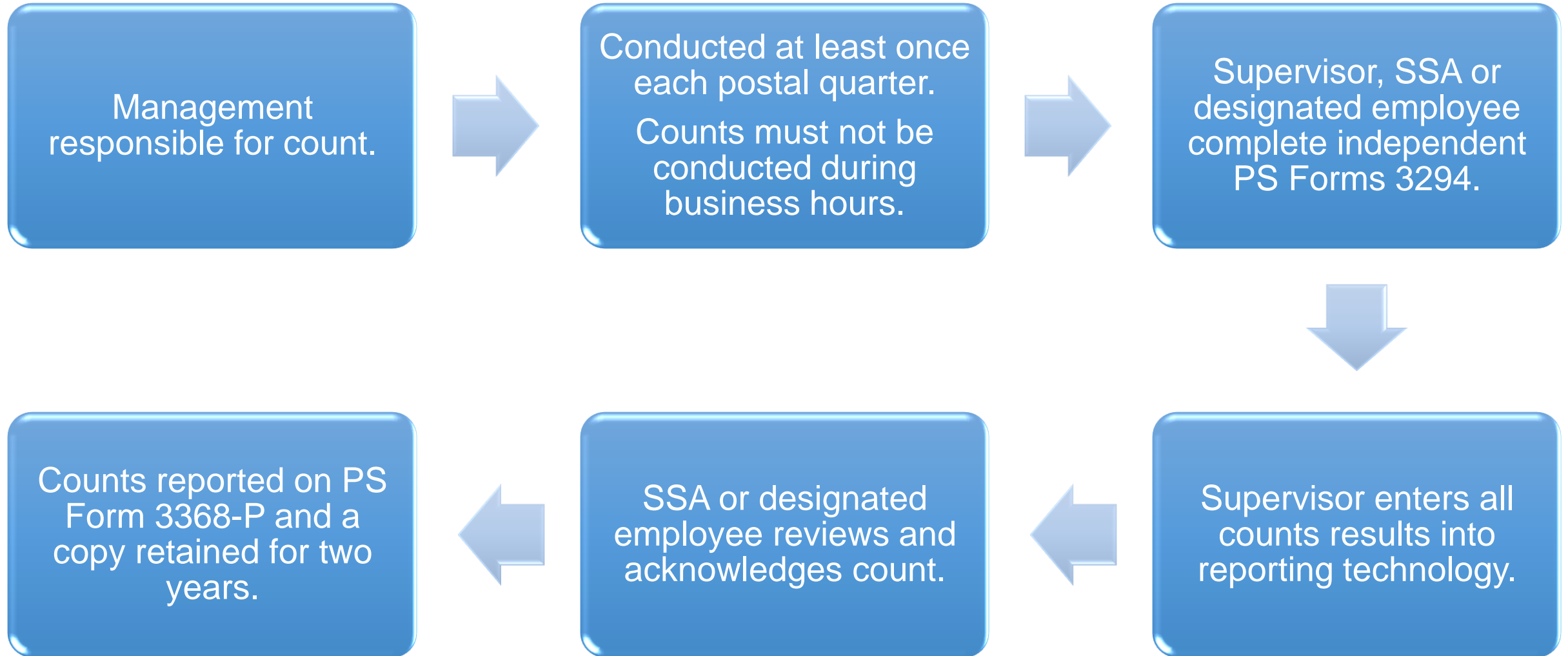
- Count completed randomly every postal quarter.
- Independent counts on PS Form 3294, *Cash and Stamp Stock Count and Summary* by SSA and supervisor.
- Supervisor enters data into RSS, SSA reviews and acknowledges count.
- Cash Credit count tolerance of \$25.00.
- Letter of demand for out-of-tolerance shortages.
- Record results on PS Form 3368-P.
- Copy kept in the employee folder for 2 years.



Individual Stamp Credit Count



Retail Floor Stock Count



Unit Reserve Stock Count

Conducted quarterly, every 4 months, or yearly.

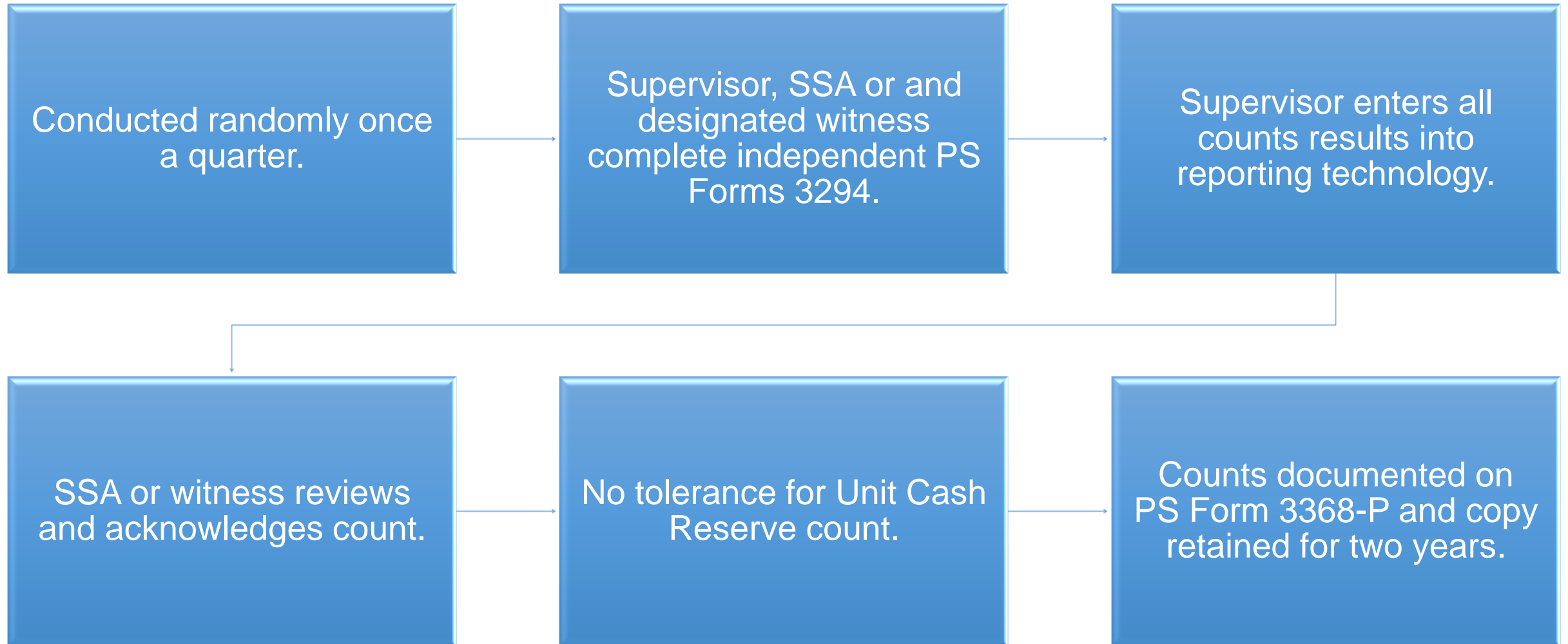
Supervisor, SSA or and designated witness complete independent PS Forms 3294.

Supervisor enters all counts results into the appropriate reporting technology.

Designated employee reviews and acknowledges count.

Counts documented on PS Form 3368-P and copy retained for two years.

Unit Cash Reserve Stock Count



Activity - Accountability

1. What form is used to establish a stamp credit?

PS Form 3369, Consigned Credit Receipt.

2. What form is used to replenish stock for an SSA?

PS Form 17, Stamp Requisition/Stamp Return.

3. How are stamp and cash credits protected?

Credits must be placed in a locked container and stored in a security container, safe, or vault, following the end of your tour of duty.

4. How are transactions recorded in a manual office?

e1412 web-based application that processes data and provides a running record of receipt controls of all retail and philatelic sales, money order transactions, stamp accountability, and cash retained.

5. What is an AIC?

Account Identifier Codes are three-digit codes that assign financial transactions to the proper account on the general ledger.

Summary

- Review types of reporting technology – Retail Systems Software (RSS) for live transactions and e1412 for manual entry web-based Offices.
- Recognize stamp stock credits and the associated financial responsibility.
- Explain procedures to establish and examine a stamp stock credit.
- Detail procedures to replenish a credit.
- Apply standard procedures for accountability in the Retail unit.
- Distinguish Account Identifier Codes (AICs).
- Identify forms used for recording and tracking cash, stamps, accountable paper, and other assets.
- Complete PS Form 1412, *Daily Financial Report*.
- Describe procedures for handling count results.