



Objective: The purpose of this job aid is to provide instruction for managing funds in an e1412 office.

Funds may be held in one of three ways in an e1412 Office:

- **Cash portion of the Individual Stamp Credit (ISC) or SDA Inventory** - Cash is included in AIC 853, *Stamp Accountability Closing Balance*, on the individual's PS Form 1412, *Daily Financial Report* or for SDA, AIC 853 on the Unit 1412.
- **Funds retained at the Unit Level (AIC 753)** – Funds (cash, checks, money orders, traveler's checks, etc.) included in AIC 753, *Cash Retained Today*, on the Unit's PS Form 1412, *Daily Financial Report*.

Note: If the total of all deposits made by the Individual Stamp Credits during the day does not exceed \$100.00, a bank deposit must not be prepared (sent) and the funds should be retained at the Unit level. A "no deposit" or "nil-bill" should be reported to registry.

Exception: Check items (checks, money orders, traveler's checks, etc.) should be deposited within 5 business days, even if the total deposit is less than \$100.

- ***Authorized Unit Cash Reserve (UCR)** - Cash used to supply change to the Individual Stamp Credits (ISC) in a Standard Office. SDA offices are not authorized to have a UCR.

Standard Office - Cash portion of the Individual Stamp Credit (ISC):

The cash portion of an Individual Stamp Credit (clerk drawer) is accounted for under the total amount in AIC 853, *Stamp Accountability Closing Balance*.

Important! –Entries to AIC 753, *Cash Retained*, under the Individual Stamp Credit Role are not allowed. The cash portion of the stamp credit is included in AIC 853.

Cash Portion of Stamp Credit:

- The total cash must not exceed 10 percent of the credit or \$100, whichever is less.
- When closing out each day, you must visually examine the cash and coins within a \$5 tolerance.
- An employee with a stamp credit who is not scheduled for window duty within the next month must remit all funds, excluding loose change, at the end of the tour.

(Handbook F-101, *Field Accounting Procedures*, [section 13-2.3, Cash Portion of Stamp Credit](#))



Funds retained at the Unit Level (AIC 753):

When the total of all deposits submitted by the Individual Stamp Credits (Standard Office) or the SDA Inventory (SDA Office) does not exceed \$100, the office should retain the funds at the Unit Level until there is enough to make a bank deposit, in accordance with Handbook F-101, *Field Accounting Procedures*, [Section 9-1.2](#) *Banking Procedures for Postal Retail Unit*.

If there are no bank deposits on a scheduled business day, do not prepare a zero bank deposit ticket. Report a “no deposit” or “nil-bill” to registry following procedures in Handbook DM-902, *Procedures for Preparing a Postal Bank Remittance for Mailing*, Section 2.

- **No deposit** = Register articles were accepted at the counter, but there is no bank remittance. Reference [section 2-2.3](#) for procedures.
- **NIL-BILL** = Register articles were not accepted at the counter, and there is no bank remittance. Reference [section 2-2.4](#) for procedures.

The Handbook DM 902 is available at

<http://blue.usps.gov/cpim/ftp/hand/dm902/welcome.htm>

If a bank deposit is **not** created:

- **Standard Offices** should move the funds from AIC 752, *Cash Remitted Final*, to AIC 753, *Cash Retained*, by performing a Unit 1412 adjustment.
- **SDA Offices** should create a direct entry to AIC 753. On the next business day, the funds will be automatically posted to AIC 353, *Cash Retained from Previous Day*, and AIC 752.

Standard Office: Here's how to retain funds at the Unit Level in e1412:

The user with the closeout role (may be the same person as the ISC reporting the funds) performs the following steps:

1. Click the **Unit Adjust 1412** tab.
2. Notice the amount in AIC 752. The amount listed in AIC 752 should equal the total deposits received from all Individual Stamp Credits (clerk drawers).
3. Decrease AIC 752 to \$0.00 – Place a minus sign (-) before the total and select **Enter**.
4. Increase AIC 753 for the same amount AIC 752 was decreased by, plus any amount in AIC 353 from previous days' Unit 1412 adjustments.
5. Click **Save Adjustments**.
6. Answer required messaging.
7. Return to **Unit 1412** tab.
8. Verify AIC 752 is zero and AIC 753 has the correct amount retained by the unit.
9. Save and Certify the Unit 1412.

Secure the cash overnight – reference Handbook F-101, *Field Accounting Procedures*, [Section 3-2.3](#), *Storing Funds Overnight*.

**Next business date:**

Remember – any funds retained at the Unit Level on the previous day will automatically post to AICs 353 and 752. Actions below are based on if a deposit will be completed.

If a Bank Deposit will be completed - Amounts received from the Individual Stamp Credits (clerk drawers) and the cash retained from previous day is greater than \$100.00.

- Validate the dollar amount in AIC 752 on the Unit 1412 matches the total dollar amount on the bank deposit ticket.
- Prepare the bank deposit and remit the cash to the bank, in accordance with Handbook F-101, *Field Accounting Procedures*, [Section 9-1.2 Banking Procedures for Postal Retail Units](#).

If a Bank Deposit will NOT be completed - Combined amount received from the Individual Stamp Credits (Standard Office) or the SDA Inventory (SDA Office), and cash retained from previous day, is less than \$100.00.

Standard Offices:

1. Click the **Unit Adjust 1412** tab.

Note: The deposits received from all Individual Stamp Credits (clerk drawers) will be listed in AIC 752 and any cash retained amount from the previous business date.

** If the unit has an authorized Unit Cash Reserve (UCR), the dollar amount will not be included in AIC 752.*

2. Decrease AIC 752 to \$0.00 – Place a minus sign (-) before the total and select **Enter**.
3. Increase AIC 753 for the same amount AIC 752 was decreased by, plus the amount in AIC 353.

This amount should match the funds being retained by the unit.

4. Click **Save Adjustments**.
5. Return to **Unit 1412** tab.
6. Answer required messaging.
7. Verify AIC 752 is zero and AIC 753 is listed for the correct amount.
8. Save and Certify the Unit 1412.

SDA Offices:

1. Create direct entry into AIC 753 for the amount of funds being retained.

Secure the funds overnight and report a “no deposit” or “nil-bill” to registry as applicable.



Authorized Unit Cash Reserve (UCR):

e1412 Standard Offices may maintain an authorized Unit Cash Reserve, in accordance with policy per Handbook F-101, *Field Accounting Procedures*, [section 13-7](#), *Cash Credits*. The authorized Unit Cash Reserve is a fixed amount. SDA Offices are not authorized to have a UCR.

Unit Cash Reserve (UCR):

- The e1412 “Unit Cash Reserve” role must be requested and approved in eAccess.
- The UCR amount must be accounted for under the **Unit Cash Reserve** tab.
- AIC 247/647 entries are used to establish the UCR amount (see Exhibit 1).

Exception – Sites converting from eMOVES to e1412 that have the UCR amount listed in AIC 753/353 will not use AIC 247/647 entries. Steps to assign the UCR amount will be performed during the conversion process - reference Appendix B, *Day of Conversion*, section 1.3 available on the [e1412 Toolkit](#) for details.

- After the Unit Cash Reserve amount is established (setup) in e1412, AIC 353, *Cash Retained on Hand From Previous Day*, and 753, *Cash Retained Today*, will automatically be posted on the Unit 1412 each business day. Manual entries/adjustments are not performed.
- Daily certifying of a 1412 under the UCR role is not required. Certification is only required when adjustments are performed to increase/decrease the amount.
- The UCR amount will be listed on the *Clerk Balance List* report in e1412.

Exhibit 1

Example: e1412 - Establishing a Unit Cash Reserve (UCR) for \$200

The COR should remove the \$200 for the Cash Reserve from the Clerk’s deposit and give it to the person holding the Unit Cash Reserve role to secure as part of the Unit Cash Reserve.

Complete the following steps in e1412 to record the transaction:

1. Click on **Unit Adjust 1412**
2. Click **OK**
3. Click on **Financial Adjustments Tab**
4. Choose **Create**
5. Choose **Shortage (AIC 647)**
6. Click **OK**
 - Reason Code = 02 – 1412 Discrepancy
7. Click **OK**
 - Amount = 200.00
 - Remarks = Establish Unit Cash Reserve (UCR)
8. Click **Save**



9. Click **OK**
10. Click **Return to Form 1412**
11. Click **OK**
12. Click **Financial Adjustment** tab
13. Click **Reassign**
14. Click **Reassign**
 - o Reassign To: = Last Name, First Name, (UCR...)
15. Click **Save**
16. Click **OK**
17. Click **Return to Form 1412**
18. Click **OK**

The employee with the Unit Cash Reserve (UCR) role should log in and complete the following steps (if different than the person with the Closeout Role):

1. Click **Unit Cash Reserve Tab**
2. Click **Create 1412**
3. Click **Financial Adjustment Tab**
4. Click **Clear**
5. Click on Dropdown box and choose the AIC 647 created by the Unit
 - o Amount = \$200.00
 - o Remarks = Establish Unit Cash Reserve (UCR)
6. Click **Save**
7. Click **OK**
8. Click **Return to Form 1412**
 - o AIC = 753
 - o Amount = 200.00
9. **Save 1412**
10. Click **Enter**
11. Click **OK**
12. Click **Save and Certify**
13. Click **OK**
14. **Certify 1412 and click OK**
15. Click **OK** and print the 1412
16. Click **Unit 1412 Tab**
17. Click **Adjust Unit 1412**
18. Click **OK**
 - o AIC = 752 / Amount = \$200.00
19. Click **Enter**

Unit 1412 is now ready to Certify and the Unit Cash Reserve of \$200.00 has been established.